



**SYLVAN TOWNSHIP**

**JOINT TOWN BOARD AND PLANNING COMMISSION MEETING  
MINUTES PLUS PUBLIC HEARING FOR SYLVAN TOWNSHIP  
VARIANCE APPLICATION**

**JULY 11, 2019**

*(Recorded for Transcription Purposes Only)*

**Call to Order/Pledge of Allegiance/Roll Call:** Chair Booth called the joint meeting to order at 6:00 PM and the Pledge of Allegiance was said. Those present: **Board Members:** Supervisor John Wulff, Arlene Schmit, Greg Booth, Yvette Adelman-Dullinger, Greg Bennett, and Faith Broberg, Clerk/Treasurer.  
**Planning Commission Members:** Dave Johnson, Terry Quick, Vicki Kettlewell, and Colleen Putman, Deputy Clerk/Treasurer. Scott Henderson has an excused absence. Sign-In Sheet attached.

**Agenda:** Supervisor Schmit **moved to approve the agenda**, seconded by Supervisor Wulff and the motion carried.

**At this time Chair Booth recessed the Joint Board and Planning Commission meeting at 6:05 PM to call the Public Hearing to order.**

**PUBLIC HEARING  
To Consider Sylvan Township's Request for a Variance for the Proposed  
Salt/Shed Building**

Chair Booth called the Public Hearing to order at 6:05 PM.

**Purpose of the Hearing** – To consider Sylvan Township's Application for a Variance for location of the Salt/Sand Shed – to erect a Sand/Salt storage shed on the Township property locating it to the north side 2 feet from railroad property.

**Public Notice** - Chair Booth read the Public Notice. Posting Places enter into record of proceedings, Pillager Post Office, The Junction, Casey's, Town Hall, Website, Corner Store.

Enter Affidavit of Publication –

Enter Affidavit of Mailing –

Call for Written Comments Received – Enter into Record.

**Preliminary Remarks** – Supervisor Bennett presented the requested variance to erect a sand shed on the Township's property but locating it to the north side 2 feet from the

railroad property. Shelter is to be 22' x 30'. The space is limited for our snow removal equipment. The setback will allow trucks more room to get into the storage shed.

**Open Hearing** to Public Testimony and Questions – Sign in Sheet. Identify Resident. Time to provide Testimony/Questions – Comments may be limited for time.

There were not any residents present to comment on this variance.

**Response** from Presenters – if any—none.

**Close Public Testimony Portion to Consider Testimony/Comments-** At this time, Chair Booth closed the Public Hearing to Public Testimony.

Supervisor Wulff **moved to approve the application for a setback for the Township's Salt/sand shed**, seconded by Supervisor Adelman-Dullinger and the motion carried.

**Adjourn Public Hearing** --- Supervisor Wulff **moved to adjourn the Public Hearing**, seconded by Supervisor

### **Reconvene Board/Planning Commission Joint Meeting**

#### **Roads:**

Road Projects Report – Sylvan Township Camp Jim Road Plat #1 has been recorded with Cass County.

Road Supervisors Report –

Mowing will start on July 12, 2019 –

Looking at a couple of bad spots that need cut and patched.

New guardrail – looking at getting a stronger guardrail on W. Sylvan Drive SW -Brad Holmwig, Township Road Maintenance Contractor getting costs for us.

Chloride – Supervisor Schmit received a call from Knife River that they could apply the chloride tomorrow, Friday July 12. It wouldn't give us time to have the roads graded by then. Some of the Supervisors feel that it is too late in the season to have it applied. After discussion, it was decided that it can get dusty in August and we could get lots of complaints. The chloride would be effective for three months. We will do Camp Jim Road if we do the other gravel roads. Supervisor Wulff is in favor of having chloride applied to the gravel roads.

Supervisor Schmit will check to see if we can still get the chloride put on the roads and Supervisor Bennett will contact our Road Maintenance Contractor for getting the roads graded when Supervisor Schmit finds out that we can still get the chloride applied to the roads.

Camp Jim Road – The question was raised if the plans for paving Camp Jim road made provision for the heavy trucks that use that road.

#### **Joint Board/Planning Commission discussion of Vacation Rentals by Owner—(Short Term Rentals.)**

Dave Johnson – Planning Commission Chair started the discussion with the fact that our existing ordinance would require a Conditional Use Permit which would take a public hearing.

Public Input:

Margaret Conda – Lives on Hardy Lake Road SW – she moved here from the city and had no idea about septic systems, wells, lake ordinances, and cleaning out septic systems. Her concern is people from the city are not going to know about these issues when they buy cabins for a short-term rental –we need to be aware of this and put effort into having these businesses meet requirements to protect our water.

John Conda – he appreciates the Board’s efforts to deal with this issue and giving opportunity for the residents to give their opinions.

Rob Mason – East Gull Lake Administrator. They have this issue in East Gull Lake. It is one thing to draw up an Ordinance but another thing to enforce the rules. He has been given the job of giving Administrative Citations to those who don’t comply with the rules. One problem is that he doesn’t know if a friend, relative, business associate is using the cabin. Lake Shore gives out permits and if a renter is not on the list as a renter, then Rob can issue a citation.

Other Issues:

- Parking is an issue
- Septic Systems usage,
- Sewer Compliance

Deb Doucette – Hardy Lake Road SW – Short-term rental located next to them.

Concerns:

Owners burning outside during the day when there is a burning ban on.

Neighbors don’t have clue who to call if they have a problem to report.

Will the Township be monitoring the short-term rentals?

Over taxing wells.

Randy Hoghaug – Camp Jim Road SW – Hardy Lake acreage is too small to have short-term rentals on it. Simple solution is to just say “no” to rentals. Renters are not as careful as owners.

Sally Volner – 26<sup>th</sup> Avenue SW

Concerns:

Now that the Moratorium is in place -what has been done– why are the short-term rentals still operating.

Scott Aberson – 26<sup>th</sup> Avenue SW – he appreciates all the research and work that has been done regarding this issue. His short-term rental is only when his family is not there. It’s a way to offset some of the expenses of the cabin.

He didn’t know anything about the moratorium on short-term rentals that was put into place. He wants his neighbors to have a good experience on the lake. He wants Sylvan Lake to stay a beautiful lake. He didn’t know that there was a certain number of cars that could be there at this cabin.

Dave Johnson – explained that his idea regarding the moratorium was that we were just going to stop further short-term rentals until the Board and Planning Commission could work on developing an ordinance or revising our present Commercial Business Ordinance.

We need to decide what we want an ordinance to look like—what format we would like to develop, or not having short-term rentals at all. It is the general consensus of the Town Board and Planning Commission to develop an Ordinance for short-term rentals with regulations.

At this time there was discussion on what the Planning Commission and Board of Supervisors would like to see in an ordinance for Sylvan Township using the Lake Shore Short-Term Rental Ordinance as a guide.

Ideas discussed:

- Not allow a short-term rental cabin if it does not meet the required setbacks from the lake.
- Require a site visit by the Fire Department.
- Talk with the Health Department.
- Excessive parking.
- Impervious surface requirement.
- Launching – not from occupancy.
- Multiple properties per owners.
- Definitions.

Committee to Review the Lake Shore Short-Term Rentals Ordinance – it was decided to put together a committee to work on this and possibly having a rough draft available for next Thursday night’s meeting. The Committee will be made up of Dave Johnson, Vicki Kettlewell, Yvette Adelman-Dullinger and Greg Bennett. It was decided that they will meet on Monday night.

Sylvan Township Commercial Ordinance – There was discussion on the Township’s Commercial Ordinance regarding Home Occupation and Home Business. Cass County does not require a permit for a Home Occupation, operating in their home and have no employees. The Home Business needs a permit and meet standards.

Also, discussion on the Township’s Comprehensive Plan. We need to be consistent in our decisions regarding Commercial Business Applications.

It was decided to form another Committee to work on the Townships Commercial Ordinance – made up of Supervisors Wulff, Adelman-Dullinger and Planning Commission members Terry Quick and Dave Johnson.

**History Series** – the question came up do we want to move the History Series to the Pillager School. The consensus was for now we will keep it here at the Town Hall.

#### **Other Planning Issues –**

**Approval of New Planning Commission Member** – Supervisor Wulff moved to accept the Planning Commission recommendation to appoint Dave Skogen as the new PC member, seconded by Supervisor Adelman-Dullinger and the motion carried.

#### **Clerk/Treasurer’s Report –**

**Public Hearing on Central Lakes CUP 06-20-2019 Minutes** – Supervisor Schmit moved to approve the minutes as presented, seconded by Supervisor Adelman - Dullinger and the motion carried.

**Regular Board of Supervisors Meeting Minutes 06-20-2019** – Supervisor Schmit moved to approve the minutes as presented, seconded by Supervisor Adelman-Dullinger and the motion carried.

**June 2019 Financial Balances** – Supervisor Wulff moved to approve the financials, seconded by Supervisor Adelman-Dullinger and the motion carried.

**Claims/Payroll** – tabled to the next meeting.

**Other Township Business –**

**Correspondence –**

Bolton & Menk – Information--estimate Zebroski Acres cost for bringing the road up to Township standards.

Cass County Sheriff – Incident report for June 2019.

Letter from Compass Minerals – procedure regarding having the salt delivered.

**Upper Sylan Road SW –**

A letter needs to be sent to Amy Franzen that she needs to come in and get a driveway permit.

**Adjournment** – Supervisor Wulff **moved to adjourn**, seconded by Supervisor Schmit and the motion carried with the meeting adjourning at 10:30 PM.

Minutes submitted by,

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Faith C. Broberg, Clerk/Treasurer

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Chair, Greg Booth

Supervisor Schmit **moved to approve the minutes as presented/as amended**, seconded by Supervisor Bennett and the motion carried.

Amendments: None

Date: July 18, 2019