



REGULAR PLANNING COMMISSION MEETING MINUTES
January 14, 2021 6:30 PM

Note: This meeting was recorded and will be kept in electronic records with the minutes.

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL: Chair Dave Johnson called the meeting to order at 6:30 PM and the Pledge of Allegiance was said. Roll Call: Those present: Dave Johnson, Terry Quick, Vickie Kettlewell, Dave Skogen through Zoom video, Scott Hendrickson through Zoom video, Board Liaison Greg Bennett, and Colleen Putnam, Deputy Clerk. Sign-In sheet attached (no signatures due to covid).

Agenda: Vickie Kettlewell **moved to approve the agenda**, seconded by Terry Quick and the motion carried.

Minutes:

December 10, 2020 PC Meeting amend/approve: Terry Quick **moved to approve the minutes**, seconded by Vickie Kettlewell and the motion carried.

Public Input:

None

Correspondence Received:

Cass County Permit Log – December 2020: There were 2 building permits issued for the month of December 2020.

Correspondence Sent:

None

Reports:

Greg Bennett, Town Board Liaison: Greg Bennett who is the new Town Board Liaison gave a report on their previous meeting:

1. Presented John Wulff with a certificate and gift card for his years of service on the Town Board.
2. The Town Board denied Mike Frank's application for a Home Occupation B.
3. Had their reorganization meeting with the following positions voted on:
Chair-Greg Booth; Vice Chair – Greg Bennett; Road Supervisors – Arlene Schmit, lead; Yvette Adelman-Dullinger and Bob Johnson; Planning Commission Liaison – Greg Bennett; Pillager Lake Park – Arlene Schmit; Fire Rep – Bob Johnson; Weeds – Yvette Adelman-Dullinger.

4. Bryan Drown and Greg Bennett are looking at options for Shady Hollow Road.
5. The Board had discussion on installing down lights on Hwy. 210 to help with locating turns on West Gull River Road, Little Pine Road, 24th Ave and Crow Wing River Dr, east and west. Received a quote from Crow Wing Power for \$8,860.00 for installation plus \$123.00 monthly. We can use existing poles but may have to put up other poles. It will be discussed at the annual meeting.
6. Short Term Rental Ordinance – did approve the changes and went with the same setback as Cass County (which is 100%). Will be setting up a public hearing for the STR Ordinance, ROW and SCO Ordinances at the same time.
7. Set budget meeting for February 4, 2021.
8. Updated Clerks job description.

Previous Board Minutes: You received in your packets, please read them over for your information.

Old Business:

Sylvan Lake Park: There was discussion about getting together with the park committee again and going over what has taken place and what still needs to be done. Dave would like to have a map showing what has been done and areas that need to be worked on. After discussion it was decided to have the meeting on February 10, 2021 at 6:30pm. It will be zoom and in person. Vickie will work on an information sheet to be sent out. She will email it to Dave too.

Right of Way Permit Ordinance: The Planning Commission members looked through the Ordinance again with the highlighted changes discussed at previous meetings in red. Some of the PC members stated they felt this Ordinance had more in the Ordinance than need be. After further discussion it was decided to leave as is with changes in order not to omit anything that the contractors will need. The Planning Commission stated their two (2) key issues is public safety and restoration. It was decided the plates are an essential to the ordinance and will be added as an appendix. There was discussion on fees which will be decided the Town Board. After further discussion Scott Hendrickson **moved to recommend the Town Board approve the changes for the Right of Way Ordinance and take to the public hearing**, seconded by Dave Skogen. The question was called and the motion carried.

New Business:

Sylvan Commercial Ordinance (SCO): The Planning Commission members received a list of ordinance changes that had been discussed at previous meetings since the last revision: (Note: only listing changes where a motion was made.)

Home Business: need to add verbiage: The accessory building cannot exceed 2000 square feet in size. There was discussion we do not have a square footage size in Home Business but is in Home Occupation. The PC members stated there should be a size limit and need to be consistent throughout the Ordinance. After further discussion Vickie Kettlewell **moved to add the verbiage the accessory building cannot exceed 2,000 square feet in size**, seconded by Dave Skogen. The question was called and the motion carried.

Grandfathered Business: need to add verbiage if adding on or modification for a grandfathered business. There was discussion if a grandfathered business decided to change what they are currently operating they will need to come and apply for a business permit. This would go in the definitions section and put in paratheses. After further discussion Scott Hendrickson **moved to**

add the verbiage - Change of product, services or size of facility will require a permit from Sylvan Township, seconded by Terry Quick. The question was called and the motion carried.
Home Occupation B: need to add in definitions. Terry Quick **moved to have the Deputy Clerk write a definition for Home Occupation B,** seconded by Scott Hendrickson. The question was called and the motion carried.

60% decibel and 10% traffic: There was discussion regarding taking measurement for the decibel and was decided it would only be done one time so no need to change that. There was discussion on the 10% traffic if the wording should be changed to make it more specific. The PC members stated traffic could be heavier in the summer. The Township does have portable signs that are counting traffic. The signs would need to be moved from road to road. After further discussion it was decided to change the verbiage. Terry **Quick moved to change the verbiage - the home occupation traffic cannot increase the neighborhood traffic in excess of 10% of the normal weekly traffic based on road counts taken during the summer season,** seconded by Vickie Kettlewell. The question was called and the motion carried.

Commercial Headquarters: There was discussion regarding businesses in residential area that have employees that come to the property and leave with the company trucks it should be considered a business and would need a permit and should include independent contractors that come to that property. After discussion it was decided to add this under definition with the title Commercial Headquarters. Vickie Kettlewell **moved to add the verbiage - If an operation has employees including independent contractors reporting to and use of stored equipment located at the property it is then considered a business and must be permitted,** seconded by Terry Quick. The question was called and the motion carried.

Checklist: need to change verbiage on the fees. This is not included in the Ordinance so just need to change the wording. Will change wording to read Permit fees and Escrow Fees.

Setback requirements: There was discussion regarding the need to add setback requirement as it would help regulate or make a better decision on the business. There was discussion they could apply for a variance if need be. Dave Skogen **moved to add the verbiage – a business must meet setbacks established by Cass County and Minnesota Department of Natural Resources in order to be permitted as a business,** seconded by Scott Hendrickson. There was more discussion that it may be too restrictive and cannot pick which home occupation, or home business it would pertain to. There was discussion if Home Occupation A would even need a permit as we do not require a fee. Dave Skogen **moved to withdraw his motion regarding the setbacks,** seconded by Scott Hendrickson. Dave Skogen **moved to recommend leaving in the definition for Home Occupation A but does not require a permit process as long as they stay within those limits,** seconded by Terry Quick. The question was called and the motion carried.

Home Occupation A & B – truck weight limits: There was discussion regarding the verbiage of large deliveries with trucks weighing 26,000 pounds. The Planning Commission members thought there should be something added so large vehicles carrying small items would need to be for that Home Occupation business. It was decided to add verbiage stating it had to be an essential part of the business. After further discussion Terry Quick **moved to add the words as an integral part of the business,** seconded by Vickie Kettlewell. The question was called and the motion carried.

Annual Reviews: None

Announcements: Read

Adjournment: Terry Quick **moved to adjourn**, seconded by Vickie Kettlewell and the motion carried with the meeting being adjourned at 8:50 PM.

Minutes submitted by:

Colleen Putnam, Deputy Clerk

PC Member Dave Skogen approved the minutes as amended/ presented.
seconded by Scott Hendrickson and the motion carried.

Date: 2-11-21