



12956 24<sup>th</sup> Avenue SW, Pillager, MN 56473

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## ***REGULAR PLANNING COMMISSION MEETING MINUTES***

***June 12, 2025 7:00 PM***

*(Recorded for Transcription Purposes Only)*

**CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL:** Chair Dave Johnson called the meeting to order at 7:00 PM and the Pledge of Allegiance was said. Roll Call: Vickie Kettlewell, Terry Quick, Dave Skogen, Scott Hendrickson, Chair Dave Johnson, Board Liaison, Greg Bennett, and Clerk, Jenna Ruggles. The sign-in sheet is attached.

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

**Minutes: May 8, 2025 PC Meeting amend/approve:** Scott Hendrickson moved to **approve the minutes**, seconded by Dave Skogen and the motion carried.

**Public Input: Clayton and Lorinda Rizer - STR:** Lorinda was present to discuss her Short-Term Rental permit. There were a few questions regarding her septic system permit as she has 4 bedrooms and the septic was permitted for 3 bedrooms. Lorinda also provided a new picture of the noise monitoring system setup outside. Dave Skogen and Greg Bennett were able to go do a site visit prior to the meeting and said everything looked good. After some discussion, Dave Skogen **moved to recommend approving Clayton and Lorinda Rizer's application for a Short-Term Rental permit to the Town Board with conditions that they limit their guests to 10 or less during each rental**, seconded by Scott Hendrickson. The question was called and the motion carried.

**Taylor and Cassie Dutton:** Taylor Dutton was present to discuss the dog kennel with the Planning Commissioners. Chair, Dave Johnson, had been doing some research and found that Sylvan Township is unable to permit a kennel at his location due to the regulations that Cass County has in its Land Use Ordinance (pg. 53 Section 1112.2 B. states that a confinement space must be minimum of 100' from the property line and 500' from another residential dwelling). The proposed is roughly 45' from the property line and 160' from the neighboring dwelling. Sylvan Township cannot be less restrictive than the County according to MN State Statute. The Planning Commissioners recommended that Taylor connect with Environmental Services in Cass County and see if they would be willing to give him a Variance for the business. If they are willing to do so – the Commissioners thought, he should just get permitted through them and then let Sylvan Township know.

**Dalton Lambrecht:** Dalton was a no-show. But after some discussion the Planning Commissioners did say he would need a permit for the business to change hands.



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**Correspondence Received: Cass County Permit Log – May 2025:** There were 5 Building Permits, 1 SSTS permit, 2 Shoreland Alteration permits, and 1 Conditional Use Permit.

**Correspondence Sent:** None

### Reports:

**Greg Bennett, Town Board Liaison:** Items discussed at previous Town Board meetings:

1. Cass Co. CUP for a new tri-plex on Pine Tree Lane SW. Chair, Dave Johnson attended the site visit and Cass Co. Planning and Zoning meeting for this. He provided a recommendation to the Sylvan Board to allow it, but to request a condition to have the fencing Mr. Keehr was going to put up be along the west end of the south side to help screen the neighbors in the cul de sac more.
2. Contracts for the 2025 Road Project were signed and the Board will be getting the Certificate of Indebtedness soon.
3. Looked at Arbor Lane and there is now a resident on the east side where the road was not developed, so our Contractor and Engineer will look to get the Board some costs to bring it up to Minimum Maintenance Road Standards.
4. Solar Project is moving forward with only the solar panels, no EV Chargers at this time.
5. The Board has updated the insurance to better reflect costs associated with replacing the Pillager Lake Park bath house.
6. Have a quote for maintenance and some minor repair for the Town Hall roof and ceiling.
7. Getting some signs for each park to express open and closed hours and no overnight camping and hopefully mitigate trespassing.

### Old Business:

**Comp Plan:** Need to work on the appendix section and get the numbers from the census if possible. Vickie Kettlewell stated she did not have time this month but will work on it, Clerk Ruggles provided some information which she will review and bring it back to next month's meeting.

**Sylvan Park:** Discussions included how to incorporate the Park into Sylvan Community Outreach Day and how to get more people out using the Park. Vickie Kettlewell is going to get some more pictures; Dave Johnson is going to get some prices on seeding and picnic tables. Dave Johnson also mentioned that there will be a weed pulling event on Friday, June 13<sup>th</sup> at 6pm and that he has plans on adding another sign he has been working on. He is also having some large rocks moved and placed around the



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kiosk area. Greg Bennett mentioned the Sourcewell Boost Funds opening July 15<sup>th</sup>, 2025 and that the Board would be willing to use this for Sylvan Park this year.

**Cass County STR Ordinance:** Is tabled until Colleen and Jenna can sit down and reorganize and renumber the sections.

**New Business:**

**SCO - Revisions:** Tabled until next meeting so everyone can review them ahead of time for discussion.

**Other Business:** None

**Annual Reviews:** None

**Announcements:** Read

**Adjournment:** Scott Hendrickson **moved to adjourn**, seconded by Terry Quick and the motion carried with the meeting being adjourned at 8:18 PM.

Minutes submitted by:

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Jenna Ruggles, Clerk/Treasurer

PC member Terry Quick approved the minutes as presented, seconded by Dave Skogen and the motion carried.

Date: 7-10-25