



SYLVAN TOWNSHIP

REGULAR PLANNING COMMISSION MEETING MINUTES

July 9, 2020 6:30 PM

(Recorded for Transcription Purposes Only)

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL: Vice Chair Scott Hendrickson called the meeting to order at 7:00 PM and the Pledge of Allegiance was said. Roll Call: Those present: Vickie Kettlewell, Terry Quick, Scott Hendrickson, Dave Skogen, Board Liaison Yvette Adelman-Dullinger, and Colleen Putnam, Deputy Clerk. Excused Absence: Dave Johnson. Sign-In sheet attached.

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

Minutes:

June 11, 2020 PC Meeting amend/approve: Dave Skogen **moved to approve the minutes as presented**, seconded by Terry Quick and the motion carried.

Public Input:
None

Correspondence Received:

Cass County Permit Log – June 2020: There were 8 building permits; 2 septic systems; 1 Variance and 2 shoreland alterations issued for the month of June 2020.

Randall and Anica Kane Variance: An application was submitted to install a driveway with a 3' setback to the neighboring property line and to allow for 28% of the lot covered by impervious surface. Dave Johnson attended the site visit and has given the following report:

Facts, Findings, and Recommendation for Randal and Anica Kane Variance

Facts:

- The Kane property is located at 12188 Sylvan Dr. SW
- The property is riparian to Sylvan Lake
- Lot is 0.2 acres
- The request is for a 3' setback from neighboring property while a 10' setback is required by Cass County.
- As proposed the impervious surface would be at 28% while 25% is the maximum by Cass County ordinance.

Findings:

- The proposed project and the impervious % created is not unlike many properties in the area due to small lots (50 feet in this case)
- The owner has voluntarily proposed using porous pavers in the parking area.
- It appears the driveway could be moved an additional 2-3 feet away from the neighbor and still be an adequate distance from the sewer mound.
- Careful grading and drainage would be required to manage runoff from the roadway.

Recommendations:

1. Porous pavers should be used in the parking area and must be done with adequate rock bed as per specifications.
2. A water garden should be constructed between the parking area and the cabin to maximize water absorption to mitigate the issue of impervious surface.
3. Eaves should be guttered to move some of the roof drainage to the water garden.
4. The drive should be moved as far away from the neighbor while satisfying County Staff of the compatibility with the mound system.
5. Must meet all other state, county and local ordinances.

After further discussion **Vickie Kettlewell moved to approve the Sylvan Planning Commission site committee's recommendation for the Kane Variance to be sent to Cass County**, seconded by Terry Quick. The question was called and the motion carried.

Correspondence Sent:

Letters to Craig Duy, Lloyd Lapka and Justin Schlegel: Letters were sent to Craig Duy and Lloyd Lapka regarding discussion of changing the zoning along Little Pine Trail. A letter was sent to Justin Schlegel regarding a business starting and also a zoning change. We have not heard back from any of them at this time.

Reports:

Yvette Adelman-Dullinger, Town Board Liaison: Yvette Adelman-Dullinger gave a report on their previous meeting:

1. Yvette stated they are still having issues at Mike Frank's residence.
2. Burlington Northern still need 2 more signatures from the Town Board for 17th Avenue.
3. Crow Wing Circle - plan on doing some brushing.
4. Discussed about putting asphalt curves on corners of some roads to help with people who are cutting the corners and hitting the delineators.

At this time Yvette discussed the Short-Term Rental Ordinance (moved from New Business 9.2). Yvette stated the state and county have made some changes to their short-term rentals or statutes, classifying them as commercial. The Town Board would like the Planning Commission to review our Short-Term Rental Ordinance and compare it to the state and county changes.

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

Old Business:

Sylvan Lake Park: Dave Skogen presented a printout Dave Johnson had worked on for the budget for Sylvan Lake Park if doing the pit area only in 2020. There was \$6,197.00 left over from 2019 but we have overspent by \$ 1,867.00 for 2020 leaving a net available of \$4,330.00. Work to be done in the pit area for 2020 is \$9,200.00 which would leave us a shortfall of \$4,870.00. There is a possibility of getting grants from Sourcewell, Anderson Family Trust, Crow Wing Power and MN Power to help cover the costs. For 2021 the total for the pit area to be completed is \$2,400.00. After further discussion Vickie Kettlewell **moved to recommend the Town Board allow the Planning Commission to continue with the work in the pit area, with a copy of the budget for the pit area to be given to the Town Board**, seconded by Dave Skogen. The question was called and the motion carried. Vickie discussed doing something late summer or early fall regarding the park with some type of public invitation to give

people a preview of the park and show the progress on the park. Since it is outdoors we still could do the social distancing. This may make people more aware of the park. After further discussion Vickie Kettlewell **moved to request the Town Board host an event Sylvan Lake Park in the making evening for the public sometime late summer, early fall**, seconded by Terry Quick. The question was called and the motion carried.

New Business:

Road Committee: Scott informed the Planning Commission members that Dave Johnson would like to put together a committee of 3-5 people to look at the road conditions in the Township. They would meet a couple times a year and work on a grading system and bring their recommendations back to the Town Board. Residents mentioned were Tony Hughes, Scott Mudget, Scott Hendrickson, Larry Beimert from Hengel's and possibly Dave.

Short Term Rental Ordinance: Moved to under Reports, Yvette Adelman – Dullinger.

Annual Reviews: None

Announcements: Read

Adjournment: Terry Quick **moved to adjourn**, seconded by Dave Skogen and the motion carried with the meeting being adjourned at 7:35PM.

Minutes submitted by:
Colleen Putnam

Colleen Putnam, Deputy Clerk

PC Member Vickie Kettlewell approved the minutes as presented seconded by Terry Quick and the motion carried.

Amendments:

Date: 8-13-20