



SYLVAN TOWNSHIP`

REGULAR PLANNING COMMISSION MEETING MINUTES

March 14, 2019 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: Those present: Scott Hendrickson, Dave Johnson, Tane Barclay, Board Liaison Yvette Adelman-Dullinger and Colleen Putnam, Deputy Clerk. Excused Absence: Terry Quick and Vickie Kettlewell. Sign-In sheet attached.

Agenda: Tane Barclay moved to **approve the agenda**, seconded by Scott Hendrickson and the motion carried.

Minutes:

February 14, 2019 Regular PC Meeting amend/approve: Scott Hendrickson **moved to approve the minutes as presented**, seconded by Tane Barclay and the motion carried with Dave Johnson abstaining.

Public Input:

None

Correspondence Received:

Cass County Permit Log – February 2019: There was 1 building permit issued for Sylvan Township for the month of February.

Correspondence Sent:

None

At this time Dave Johnson asked if a letter should be sent to a resident who lives at 1288 127th St SW Brainerd MN that appears to have started a business and one to Justin Schlegel, 12682 Little Pine Trail SW, Brainerd MN who has built a large shed for his semi-truck business. The Planning Commission members discussed the residents should come to a meeting to inform the Planning Commission members what their intent is. After further discussion **Scott Hendrickson moved to recommend the Town Board send a letter to the two properties in question, one located at 127th St SW Brainerd MN and the other being Justin Schlegel located at 12882 Little Pine Trail SW, Brainerd MN, asking them to attend a Planning Commission or Town Board meeting to explain their business venture, seconded by Tane Barclay.** The question was called and the motion carried.

Reports: Yvette Adelman-Dullinger, Town Board Liaison: Yvette stated the following items were discussed at their previous meeting:

1. Yvette informed the PC members some Camp Jim Road residents attended their meeting with concerns about safety on the road, Greg Bennett will speak with other residents on that road again regarding paving that road.
2. Residents on 42nd Avenue are having a survey done and taking the necessary steps to have Township to take it over.
3. Yvette will be contacting Sourcewell as there may have funds available regarding filming the history series.
4. At the fire meeting there was discussion the Townships have not been plowing around the water tanks. Yvette brought it up at the Board meeting and it will be added to the list for next year.
5. The Board discussed getting maintenance materials from Cass County programs.
6. The Township started a debit card policy.
7. Arlene informed the Town Board there is a family lined up to be park hosts for Pillager Lake Park this summer.

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

Old Business:

History Series: Dave informed the PC members they will not be doing the glacier portion of the series in April as they do not have a presenter for it, will try and do it later, so they won't be starting until May. Dave stated the committee decided they will be doing 4 to 5 series this year and not doing any in November and December. They will be doing another 4 or 5 next year. Some residents have emailed stating they will not be able to attend these sessions during the week and wondering if there could be some on the weekend. The Planning Commission members did not think the weekends would work. There was further discussion regarding taping these series and the residents can watch them either on the website or possibly have a movie night here at the Town Hall on the weekend which the residents could attend. Yvette will check with Sourcewell regarding funding for taping the series.

Community Education Piece – Water Quality: Vickie was not in attendance to discuss the education piece but the Planning Commission members discussed how to promote this program which will be held on April 27, 2019. There was discussion regarding putting an article in the paper, putting up flyers and getting the information out to residents on the Gull River and Sylvan Lake Association.

4-wheeler Issues on Pit Road: A letter was sent to the residents who live in the Pit Road area asking if they would be interested in attending a meeting along with Cass County and the Cass County Sheriff's office to discuss the issues. We have received emails and phone calls stating they would be interested in a meeting. After further discussion it was decided to hold the meeting on Tuesday, April 30, 2019 at 7:00 PM. We will contact Tom Burch with Cass County Sheriff's Office to see if this date will work for him. A letter will be sent to the residents again informing them of the meeting and letting them know only the 4-wheeler issue will be discussed not the Veteran's State Trail and inform the residents the Township may not be able to do anything about the issues.

Short Term Rentals: This will be discussed at the joint meeting with the Town Board in July. There was discussion regarding if this should be taken out of the Ordinance but require the short-term rentals to be registered with the Township. We can work on a short list to give the short-term rental owners as to what the Township requires. The PC members would like the

Town Board to discuss with the Township attorney what the Township can and cannot do with short term rentals.

Comp Plan Review: Dave discussed the water quality section of the Comp Plan. Dave stated he would like for the PC members to do the follow-up on the Variances that are given in the Township regarding rain gardens, retention, etc. from Cass County. The PC members have discussed this with John Ringle, ESD, Cass County but no decision was made. Scott Hendrickson stated he had the transportation section and said there was nothing in there that bothered him and stated he would need to read this over again, however he did state he wondered what the bordering communities had planned. The PC members did discuss meeting with City of East Gull Lake, City of Baxter, City of Pillager, Fairview Township and May Township to see what is on their 5 year plan. Tane stated his section was the Commercial Land Use Objective 3 and stated we are doing everything under that objective which states "enable an orderly development of commercial enterprises within the commercial zoning district." Tane questioned Objective 4 which states "to promote limited industrial development within Sylvan Township's General Business and Commercial District in order to maintain or expand the Township's employment base." Tane wondered if there is anything Sylvan Township could do to promote the commercial park. Tane will check with Jack Antolak and Clint Nelson to see what parcels are still available in the commercial park. Also possibly check with Cass County Economic Development to see if they promote the commercial park.

New Business:
None

Annual Reviews:
None

Deposits held:
None

Announcements: Read

Adjournment: Scott Hendrickson **moved to adjourn**, seconded by Tane Barclay and the motion carried with the meeting being adjourned at 8:30 PM.

Minutes submitted by:

Colleen Putnam, Deputy Clerk

PC Member _____ moved to approve the minutes as presented/as amended, seconded by _____ and the motion carried.

Amendments:

Date: