



SYLVAN TOWNSHIP

REGULAR PLANNING COMMISSION MEETING MINUTES

November 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: Vickie Kettlewell, Dave Johnson, Dave Skogen, Board Liaison Yvette Adelman-Dullinger, and Colleen Putnam, Deputy Clerk. Excused absence: Scott Hendrickson and Terry Quick. Sign-In sheet attached.

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

Minutes:

October 10, 2019 PC Meeting amend/approve: Dave Skogen moved to **approve the minutes as presented**, seconded by Vickie Kettlewell and the motion carried.

Public Input:

Sylvan Point LLC — Scott Aberson Annual Permit Application: Ed Northway is present representing Sylvan Point LLC to answer any questions regarding the annual permit application. Dave Johnson went through their checklist and everything is complete. Greg Ringler, Pillager Fire Chief did the fire inspection and emailed stating he advised Ed Northway to add additional CO and smoke alarms. Ed Northway stated that has been completed. There was discussion regarding non-compliant issues with the Cass County variance permit which included drainage issues, size of beach area, trees needed to be planted in front of small building. Scott Aberson or Ed Northway would need to show the Township they are in compliance with Cass County ESD. There was further discussion of a deadline of June 1, 2020 to have this completed and a letter received from Cass County stating this has been completed. After further discussion **Dave Skogen moved to recommend the Town Board approve the Annual Permit Application for Scott Aberson, Sylvan Point LLC at their December 5, 2019 Board meeting contingent upon previous non-compliant issues with Cass County Environmental Services be completed by June 1, 2020 along with a letter from Cass County Environmental Department stating the items had been completed**, seconded by Vickie Kettlewell. The question was called and the motion carried.

Voges Annual Permit Application: An email was received from the Voges stating they would not be able to attend this meeting. Dave Johnson went through their checklist. All items are complete other than the fire inspection which will be completed on March 30, 2020. After further discussion **Vickie Kettlewell moved to recommend the Town Board approve the Annual Permit Application for Voge's short term rental at their December 5, 2019 Board meeting contingent upon the fire inspection by June 1, 2020**, seconded by Dave Skogen. The question was called and the motion carried.

Correspondence Received:

Cass County Permit Log — October 2019: There was 14 building permits and 1 Shoreland Alteration Permit issued for Sylvan Township for the month of October 2019.

Correspondence Sent:

None

Reports:

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

1. Camp Jim Road paving has been completed.
2. Newsletter articles are due Saturday, November 16, 2019.
3. CPR training — need to complete paperwork and set a time for the training.
4. AWAIR meeting and Christmas party to be held on December 5, 2019.
5. Board approved the permit application form and checklist.
6. Approved purchasing a screen for PowerPoint presentations.

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

Old Business:

History Series — The Gull River Lumber Company: There was about 67 people at this lecture. This was the last one for the year. Dave stated the committee will start meeting after the first of the year and may add additional committee members. The series will stay with a historical theme. There was discussion if the presentations should stay at the Town Hall or move to the commons area at the Pillager School.

Sylvan Lake Park: There will be a meeting on Monday, November 18, 2019 at the Town Hall with a committee consisting of a few residents; 2 Board members; 2 PC members; 2 or 3 from the Sylvan Lake Association and possibly a few students from the Pillager High School. Dave stated the archaeological study has been done and two sites have been identified within the study area. One of these is an isolated find with no further work recommended. The other is in the landing area and would want to come back and do further testing. The report should be completed this week.

Sylvan Commercial Ordinance Review: It was decided to leave in B1 and B2 as it is mentioned in other ordinances. Added the section regarding public nuisances, starting on page 60. There was discussion regarding adding the following verbiage under public nuisances: whether permitted by grandfathering or by issuance of a permit. The Public Hearing will be held next Thursday, November 21, 2019 at 6:00 PM. The Planning Commission members discussed adding more commercial zones along Hwy. 210. One is located by Snow's and they would like it to be zoned commercial. The other area is located by Little Pine Trail. There is a business located in that area now but does not have a commercial permit. After further discussion it was decided to ask the Board what direction they would like the Planning Commission to take regarding adding commercial zones. **Dave Skogen moved to recommend the Town Board give the Planning Commission direction for potential commercial zoning along Little Pine Trail SW**, seconded by Yvette Adelman-Dullinger. The question was called, those in favor: Dave Skogen, Dave Johnson and Yvette Adelman-Dullinger; against: Vickie Kettlewell. Motion carried.

New Business:

Region 5 Meeting Update: Cheryl Hills with Region 5 chaired the meeting. This was a multijurisdictional meeting that included Sylvan Township, Baxter, Pillager and East Gull Lake.

Future meetings will include Fairview Township and May Township. They will try and meet twice a year. Some items discussed were: having Cass County do a county wide housing study; outreach about ground water precipitation; bike trails; transportation and looking at the different ordinances and having available for other townships and cities.

Cass County and Potlach Property: There was discussion regarding Cass County and Potlach land located near Pit Trail and County #36. It would be a good place for walking trails, etc., after further discussion regarding both parcels it was decided to ask the Town Board if they would want to pursue the Potlach land as a stewardship to use as a trail head for the Veteran's Trail. Yvette will take this back to the Town Board for direction.

STR — Checklist for the Fire Department: The fire department is concerned regarding liability issues. Greg Ringler with the Pillager Fire Department would like the Town Board or Planning Commission to come up with a list of items he needs to inspect and a form he can use for inspections and then turn it in to the Township after the inspection is made. Some items needed: make sure egress windows are legal; make sure adequate fire suppressant; make sure adequate CO and smoke alarms. Greg did inform the Town Board through email he will be getting his Inspector 1 Certification in the spring. Yvette will check with the Township insurance to see if the fire inspector and fire department can be named as additional insured. There was also discussion who from the Town Board will be doing the shoreline setback and premises inspection that is listed on the Annual Permit Application. This should be added to the next Board meeting agenda.

Dark Skies: Vickie would like the Planning Commission members to start looking around the Township and make a list of residents and businesses with good down lighting where we could recognize them in the newsletter. There was also discussion regarding working on a brochure to hand out to residents who are building regarding down lighting.

Annual Reviews: None

Announcements:

Read

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

Minutes submitted by:

Colleen Putnam, Deputy Clerk

PC Member Vickie Kettlewell moved to approve the minutes as presented, seconded by Dave Skogen and the motion carried.

Amendments:

Date: 12-12-19