



**REGULAR PLANNING COMMISSION MEETING MINUTES**  
**March 11, 2021 6:30 PM**

*Note: All motions were carried by a roll-call vote through the video conference meeting, 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, Vickie Kettlewell, Terry Quick, Scott Hendrickson, Dave Skogen, Board Liaison Yvette Adelman-Dullinger, and Colleen Putnam, Deputy Clerk. Sign-In sheet attached (no signatures due to covid).

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

**Minutes:**

**February 11, 2021 PC Meeting amend/approve:** Dave Skogen moved **to approve the minutes as amended**, seconded by Scott Hendrickson and the motion carried.

**Public Input:**

**Jana Keefe – Wiseman Auto:** Jana is present tonight regarding purchasing property in Sylvan Township to move their auto repair business from their current residence in Baxter. The business is currently done in their garage. They are looking at property near the Eden Church or in the commercial park. They would like to build a shop for auto repair and at the back of the building would be their residence, the building would be metal. They do not have any employees other than her husband and herself, but they hope to add one or two employees in the future. Items discussed with Jana were: she should check with the association in the commercial park regarding the community sewer system; stormwater management; cars waiting to be fixed or not picked up would need to be screened; limiting number of vehicles outside; parking; lighting; hours of operation; noise; disposal of oils; and fire extinguishers. Jana took a packet with application, checklist, etc. with her. She stated after discussion with the Planning Commission members they will look at pursuing the commercial park property and need to sell their home first. She will get back to us.

**Correspondence Received:**

**Cass County Permit Log – February 2021:** There were 2 holding tank renewals and 2 shoreland alterations permits issued for the month of February 2021.

**Correspondence Sent:**

None

## Reports:

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

1. MN Historical Society Legacy Grant Bids – 13 bids were submitted. The Legacy Grant review team narrowed it down to three companies and from there chose Nienow Cultural Consultants.
2. Road weight restriction signs have been put up.
3. The Road Maintenance Contract bid packet has been sent out to several local contractors.
4. Discussed the ROW application.
5. Working on a resolution supporting the re-zoning of a few parcels to commercial.
6. Kramer Lake property – Greg Booth will be talking to Josh Pennington regarding asking for him to help with a restoration management plan.
7. 40 acres - Cass County has 40 acres next to the 40/80 acres of potlatch land the Board would like to see if they will donate it to the Township.
8. Yvette stated there was a Cass County Assn. of Township Board of Directors meeting held and there will be a Skywarn Spotter training held in April.

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

## Old Business:

**Sylvan Lake Park:** Nothing new other than Dave has been waiting to hear back from RYLA Woods Foundation regarding ordering trees. Dave stated the seeds can be ordered and would not take long to get.

**Cass County Discussion with Township:** Dave informed the PC members the Town Board is working with Cass County to come to an agreement regarding commercial permitting in Sylvan Township residential areas. Greg Bennett and Dave are working on a letter to be sent to Cass County regarding the Township's view and to set a meeting in a week or two to discuss this.

## New Business:

**Cass County 40 Acres:** Was discussed under Town Board Liaison Report. The Town Board will be writing a letter to Cass County to see if they would be interested in donating the land to Sylvan Township.

**ROW Application:** The Town Board asked that the PC work on the ROW permit application. After looking over the application some changes were made.

**Nomination PC Chair and Vice Chair:** According to the PC By-Laws it states election of PC Chair and Vice Chair should be held annually. **Scott Hendrickson moved to nominate Dave Johnson as Planning Commission Chair**, seconded by Terry Quick. The question was called and the motion carried. **Dave Johnson moved to nominate Scott Hendrickson**, seconded by Dave Skogen. The question was called and the motion carried.

**Corner Store Storage Units:** Chad Knutson submitted an architectural site plan showing where he is looking at building two (2) more storage units which were included in his previous application. On the drawing it shows where he may add on to the unit furthest north which are all

within the five (5) year plan. The Planning Commission stated they did not have any issue with the proposed buildings. There will not be any lighting on the north side of the last building, however there was a question asked regarding other lighting he was going to modify on another building. There was a question asked regarding the community parking he now has. Dave stated he would submit a report to the Town Board which would state it is part of his five (5) year plan even though the total square footage is larger than proposed it is still 5 buildings and still used for storage. One concern is the exterior lighting on another building needs to be modified to down lighting.

**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 7:50 PM.

Minutes submitted by:

\_\_\_\_\_  
Colleen Putnam, Deputy Clerk

PC Member \_\_\_\_\_ approved the minutes as amended/ presented.  
seconded by \_\_\_\_\_ and the motion carried.

Date: