



**REGULAR PLANNING COMMISSION MEETING MINUTES**  
**August 12, 2021 7:00 PM**

*Note: 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 7:00 PM and the Pledge of Allegiance was said. Roll Call: Those present: Vickie Kettlewell, Terry Quick, Scott Hendrickson, Dave Johnson, Dave Skogen, Board Liaison Greg Bennett, 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 Terry Quick and the motion carried.

**Minutes:**

**July 8, 2021 PC Meeting amend/approve:** Scott Hendrickson moved to approve the minutes as presented seconded by Terry Quick and the motion carried.

**Public Input:**

None

**Correspondence Received:**

**Cass County Permit Log – July 2021:** There were 4 building permits which included 2 new homes, an addition and SSTS; and 1 Variance permit issued for the month of July 2021.

**Lake Country Journal – Hero Nominations:** Yvette Adelman-Dullinger emailed information from the Lake Country Journal in regard to nominating someone from Sylvan Township who has volunteered their time, given of themselves during COVID-19 or other natural disaster to help others, shared their home, their time, resources. It does not have to just be related to COVID. If you think of someone let Yvette know. (I will email the information to the PC members).

**Fire Inspection – Short Term Rental:** Received an inspection report from Greg Ringler, Pillager Fire Chief for a short-term rental located at 12234 West Sylvan Drive SW. At this time we do not have an application from the owners. They were at a previous PC meeting to discuss this.

**ROW Permit Application:** Jenna and Colleen wanted clarification if the same company did another road do they fill out another application. The PC stated they would need to fill out the application listing the project location, etc. and would need the GSOC # for it but they would not pay another fee.

**Correspondence Sent:**

None

**Reports:**

**Greg Bennett, Town Board Liaison:** Greg gave a report on their previous meeting:

1. Kim Meyer Interim Use permit was approved at the Public Hearing as was MN Power.
2. Road Report: Shady Hollow Road work will start on Monday, August 16, 2021 along with Prairie Ridge and Prairie Court. 43<sup>rd</sup> Avenue work has been completed.
3. Air Conditioner at the Town Hall is not working correctly. Getting quotes from JIBEC and Horizon.
4. Received information that a short-term rental had recently started on Shady Hollow Rd. A letter was sent to the owners.
5. Will be having CPR training and will see if Sourcewell will reimburse the Township for it.
6. Greg Bennett is working on getting more information regarding the infrastructure bill that just passed which includes broadband, roads and bridges.
7. 26<sup>th</sup> Avenue: Board approved having Greg Bennett and Yvette Adelman-Dullinger pursue a certain type of licensed engineer to look at doing a stormwater and community septic plan.

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

**Old Business:**

**Sylvan Lake Park:** Dave is looking for help to finalize the other trail in the area where the access is at the far end and the area north of the parking lot. He is going to the park this Saturday, August 14<sup>th</sup> at 9:30 am. The seeding on the wildflowers is not doing well, the weeds are taking over. The trees are not doing well either. The pine from last year that survived the winter are doing ok.

**Policy on Deer stands:** There was previous discussion on allowing portable stands that are being put up in the park, MN Power land and Potlatch by hunters which can only be bow, muzzle or shotgun, to stay up for the week or for the season and then take it down. Following is the policy Dave worked on:

This policy is being developed to offer a consistent policy for hunters who wish to hunt on Sylvan Township land. At the same time this policy will provide additional safety for citizens who wish to enjoy the Township property and may be exposed to an “attractive nuisance” that might pose a risk to children and adults who might climb on unused stands.

**Policy:**

All stands must be manufactured metal stands (“ladder stands”) that are free standing or are fastened to trees using ropes or straps. Screws or spikes must not be used.

Steps that are screwed into trees may not be used.

Deer stands may be placed on Township property 10 days prior to the beginning of the deer hunting season for which the user of the stand is licensed to hunt. The stands must be removed within 5 days of the end of the hunting season.

Persons placing a stand on township property must place a tag on the stand with name and phone number.

The Township may confiscate stands left in the woods during off season.

A hunter may not place a stand less than 300 feet from an existing stand.

A hunter may not place a stand less than 500 feet from a residential dwelling.

Hunters are reminded that hunting of deer on Sylvan Township land is limited to Archery, Black powder rifles or Shotguns.

After further discussion on the policy, it was decided to add verbiage regarding if the stands are left there after the season they can be confiscated. Terry Quick **moved to recommend sending this policy to the Town Board for approval**, seconded by Vickie Kettlewell. The question was called and the motion carried.

**Shane Rauen – Cut Right Lawn Care and Justin Schlegel’s business:** They are each operating businesses within the Township. They received permits from Cass County for their buildings. There has been discussion with John, Cass County ESD, who thought Shane’s business could be an interim use with a Variance, due to the number of employees which is more than a home business will allow. A condition that could be added is limit the number of employees and limiting his growth. He will need to apply for a Home Business – Interim use with a variance permit from the Township which requires a public hearing.

**Justin Schlegel:** John Ringle, ESD, thought it could be rezoned commercial even if over fifty percent (50%) shoreland. It doesn’t fit with the SCO due to the size of the trucks. If it can’t be rezoned commercial, he would have to park his vehicles at Crow Wing Recycling who he does most of the work with.

**Commercial Zoning:** Scott Hendrickson looked at City of Becker zoning ordinance but it was not what he thought it would be. It is commercial which is shopping centers, office space and retail and the other is industrial which is manufacturing. Vickie looked at Bemidji Township which parallels close to Sylvan Township as far as size, etc. It is located on Hwy 71 and intersection of Hwy 2. They address their landscape and environment. Vickie will look this over in more detail and bring it back to the October or November Planning Commission meeting. Dave will look over the Baxter ordinance again.

After more discussion it was decided for the PC to also look at what we have zoned commercial and what don’t we want in that area and define that. Need to look at permitted and non-permitted uses.

**JIBEC – Fence:** Update – they have not come in with a site plan due to being busy and waiting for a bid from a couple fencing companies. Once he has that he will be in with the site plan.

**Hirston Variance – Cass County:** Cass County received an application to construct an addition on a pre-existing non-conforming residence with a reduced setback of 140’ from the OHWL of the Crow Wing River. Dave Johnson and Dave Skogen attended the site visit and agreed with Cass County’s finding however that did ask that a lighting restriction be imposed as part of the Variance as this goal is in the Township Comp Plan and also part of our Commercial Ordinance and the Town Board was in favor of this.

At this time the Planning Commission discussed adding verbiage regarding lighting to nearly all our recommendations for a Variance. It could become a policy of the Township as it is in our Ordinance and Comp Plan. After further discussion Vickie Kettlewell **moved to recommend the Town Board put in place a policy that all lighting be down lighting as part of any recommendation to Cass County as a condition for Variances**, seconded by Scott Hendrickson. The question was called and the motion carried.

**New Business:**

**Road Standards – new plats:** The Planning Commission had discussion regarding plats that have put in roads but are not brought up to Sylvan Township standards. After a few years there becomes issues with new owners in the plat regarding the roads. After further discussion the PC stated the roads should be through roads and not cul-de-sacs which is in our Road Ordinance and Comp Plan. The Planning Commission stated there should be a policy stating no plats unless the road meets Township standards at the onset. The PC stated realtors should be disclosing this information to prospective buyers. A suggestion was a letter be sent to realtors informing them of this. The Planning Commission members asked Greg Bennett, Town Board Liaison, to take this back to the Town Board for further discussion.

**Annual Reviews: None**

**Announcements: Read**

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

Minutes submitted by:

---

Colleen Putnam, Deputy Clerk

PC Member Scott Hendrickson approved the minutes as presented, seconded by Dave Skogen and the motion carried.

Date: 9-9-21