



REGULAR PLANNING COMMISSION MEETING MINUTES
September 9 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 Vickie Kettlewell and the motion carried.

Minutes:

August 12, 2021 PC Meeting amend/approve: Scott Hendrickson **moved to approve the minutes as presented** seconded by Dave Skogen and the motion carried.

Public Input:

Shaun Croes – Shady Hollow Hideaway: Shaun attended the meeting via Zoom. Shaun purchased property on Hardy Lake, Shady Hollow Road. Shaun stated he wasn't aware the Township had a short-term rental Ordinance in place until he received a letter. Shaun has all the information needed in order to submit the application. Shaun stated the application would be submitted for the November meeting. Dave Johnson informed him since he did not have a permit and did rent it out the Town Board stated he would not be able to rent the property out until February 1, 2022. Shaun stated he understood that and if they rent it out it wouldn't be until summer if at all. It was mainly purchased for their use and family. He did ask the PC members if there are any restrictions for family or friends to use it and are not renting it to them. The PC members stated that would not be an issue. Dave stated the next step would be to submit the application; meet with 2 representatives from the PC members at the residence and look at the driveway, neighbors, set back from the lake. Shaun stated Greg Ringler, Pillager Fire Chief, did do a site inspection for the fire and would be submitting a report to Shaun and the PC. At this time Shaun stated if there are large items that need to be completed, they may not do any short-term rental on the property. We will wait to hear back from Shaun and Greg Ringler.

Jim Tertin – Parcel Split: (Jim is not present) Clerk Ruggles received an email that was forwarded on from Jeff Woodford, Deputy Director Environmental Services regarding a request from Jordan Chouanard of KLD asking to split Jim's parcel, along with copies of drawings of the proposed parcel split. Jim would like to split the business part (Magnum/Carr) from his personal property. Jeff informed him he would need to speak to Sylvan Township as the parcel is classified commercial. Clerk Ruggles informed them they should attend a Planning Commission

meeting to discuss this. After discussion it was decided Cass County would handle the split as the Planning Commission members did not have an issue with it. After further discussion **Scott Hendrickson moved to recommend should Jim Tertin come before the Town Board the Planning Commission does not see any issues with the split of the Jim Tertin property since it is between two (2) willing partners and Cass County can go forward with the setback without any opposition from the Township**, seconded by Dave Skogen. The question was called and the motion carried.

Correspondence Received:

Cass County Permit Log – August 2021: There were 6 building permits which included 2 new homes, a garage, an addition and SSTS; 1 Variance permit and 1 shoreland alterations issued for the month of August 2021.

Fornshell Variance – Cass County: Eric and Kristi Fornshell submitted an application to construct a residential addition over an existing deck at 59’ from the OHWL of Sylvan Lake therefore needing a Variance. Dave Johnson and Dave Skogen were present at the site visit. Dave Skogen stated he thought everything Eric was doing would be an improvement. Eric has regraded around the cabin so the water will drain away from the lake. The Cass County PC members did not see any issues. Eric is doing other work on the property but it will not come before the Sylvan Township Planning Commission. The Planning Commission were in agreement with the site committee’s thoughts. One item discussed was if Eric applies for shoreland alternation the Township would ask that some lakeshore planting restoration be included in the requirements. **Vickie Kettlewell moved that the Fornshell Variance be approved with adding verbiage if any shoreline alteration work is done at a later date the Township would ask that some lakeshore planting restoration be completed**, seconded by Scott Hendrickson. The question was called and the motion carried. Below is the recommendation to be sent to Cass County Planning Commission:

The Sylvan Township Planning Commission recommends the granting of the variance requested by the Fornshell’s. Based upon the site visit and the findings presented by Cass County, it appears this structure would have little negative impact on the neighborhood. Erosion control work already completed by the owner will provide adequate stormwater protection.

If the owner performs shoreline alteration work at a later date, Sylvan Township would ask that some lakeshore planting restoration be included in the requirements.

Correspondence Sent:

None

Reports:

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

1. Road Report: Shady Hollow Road work is under way with seeding being done yet this week and paving next week. Prairie Ridge and Prairie Court have been paved.
2. The lights have been put up by West Gull River Road, Little Pine Road, 24th Avenue and Crow Wing River Drive.
3. Submitted information regarding the Hero Nomination to Lake Country Journal, nominating Tom Rhett.

4. Looked at the recommendation regarding the deer stand policy.

At this time Dave brought up the deer stand policy and informed the PC members changes were made which the PC had a copy of. Dave asked Greg if it was passed and adopted as a policy, it was not. Planning Commission members discussed adding to the deer policy stand the removal of trees. After further discussion the Planning Commission members asked that the verbiage: **Trees and brush may not be cut or removed.** This is to be added after the sentence: steps that are screwed into trees may not be used.

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

Old Business:

Sylvan Lake Park: Greg Bennett walked the new trail (3/4 mile) and stated it looks great. Cal did an excellent job on it. The trail comes around the lake. There was discussion regarding moving the down trees and possibly burning it. There also was discussion regarding naming the trails. Dave stated he will draw a map showing the different trails. Greg Bennett and Dave will be meeting with Pillager School representatives to discuss options for using the different departments from the school.

Policy on Deer stands: See information after Planning Commission Liaison report.

Flagship Arts: Emmett Young owner of Flagship Arts text Dave Johnson to inform him he has decided to dissolve his business. **Terry Quick moved to recommend to the Town Board to accept the dissolution of Flagship Arts permit,** seconded by Dave Skogen. The question was called and the motion carried.

Commercial Zoning: Vickie stated she had not done anymore with Bemidji Township. Scott had looked at the City of Becker and Dave Johnson looked at Baxter. The goal is to have some preliminary thoughts by the October Planning Commission meeting as to how we would want to be more specific in Sylvan Township zoning so it can be added to the list for the next ordinance changes.

New Business:

Tires: Dave Johnson and the Environmental Services Department at Cass County have received calls regarding a resident bringing in numerous (probably 1,000) tires to their residence. Greg Bennett and Levy Bergstrom from Cass County stopped in and presented a stop work order. They spoke to the owner's mother and informed her they needed to stop what they were doing as it becomes a hazard/nuisance and violating Cass County Ordinance and will need to remove the tires from the residence.

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 8:30 PM.

Minutes submitted by:

Colleen Putnam, Deputy Clerk

PC Member Dave Skogen approved the minutes as amended, seconded by Vickie Kettlewell and the motion carried.

Date: 10-14-21

Amendments: Under Public Input: Jim Tertin recommendation from the PC change spelling from proper to property.