



REGULAR PLANNING COMMISSION MEETING MINUTES
October 14, 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, Dave Johnson, Dave Skogen, Board Liaison Yvette Adelman - Dullinger, and Colleen Putnam, Deputy Clerk. Sign-In sheet attached (no signatures due to covid).

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

Minutes:

September 9, 2021 PC Meeting amend/approve: Dave Skogen moved to **approve the minutes as amended**, seconded by Vickie Kettlewell and the motion carried.

Public Input:

None

Correspondence Received:

Cass County Permit Log – September 2021: There were 8 building permits which included 4 new homes, 2 garages, and 2 SSTS issued for the month of September 2021.

Correspondence Sent:

None

Reports:

Yvette Adelman – Dullinger, Town Board Liaison: Yvette who was filling in for Greg Bennett gave a report on their previous meeting:

1. Road Report: 26th Avenue working on getting a survey done on the road and also getting a quote from Septic Check for a community septic system. Looking at getting a grant that may cover that work.
2. Pillager received a small grant to participate in an archeology dig on Sunday, October 17, 2021 from 9:00 am – 3:00 pm. The dig will be on the Pillager Point an area between the Crow Wing River and Pillager Creek. Wiley Buck from Great River Greening will be heading the dig.
3. Yvette stated she handed out an ATV Ordinance at the last board meeting she received from a legal seminar she attended that was from a Township that had an ATV Ordinance as there as been complaints regarding the atv's in Sylvan

Township. The Board will look it over. Dave asked that she forward it on to the Planning Commission too.

4. The Pillager Lions are looking for projects they can help residents with.
5. The Board is looking at purchasing sirens for tornado warnings, severe storms etc. They are looking at prices. They may also check into purchasing NOA radios.
6. There was discussion at the Board meeting to have a PC member on the Broadband committee. Dave Skogen volunteered for this committee.
7. There was discussion regarding Swede's Repair and LJ's Auto business in the Township that have lots of vehicles. At this time the PC members discussed sending letters to the businesses. There was also discussion having Levy from Cass County stopping at LJ's to discuss the vehicles. Dave Johnson will draft a letter to Swede's Repair for the Board to send out. Dave will also draft a letter to LJ's Auto and will send out.

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

Old Business:

Sylvan Lake Park: Dave stated Adam from Crow Wing Soil and Water suggested applying a herbicide on the seeding that was done last year that has nothing but weeds in it. In the spring till it up and reseed. Dave is in the process of applying the herbicide. The newest trails are very nice. Dave will be at the park on Friday and Saturday removing leaves, sticks and rocks. Dave stated there is someone that will take the trees that are down. There have been a few deer hunters and hikers on the trail. Will need to do more bud capping. Dave stated he is still hoping to get the school involved to design signs, name species of trees, build picnic tables, etc. Another item that needs to be completed is naming the trails.

David Abele – Property on Sylvan Lake: David emailed in December 2020 stating he was looking at the property and what his intentions were for the property. We sent a letter to him informing him what he would need to do. The Planning Commission has been informed David has a website now explaining what the property is going to consist of. On the website it shows a home and extra cabins and what the property will eventually consist of. It was decided to send him another letter stating what he needs to do.

Commercial Zoning: Vickie reported on Bemidji Township. She has been in contact with Peter Fredrickson, Zoning Administrator with Bemidji Township. Bemidji Township sits on the south side of Bemidji and like Sylvan Township it has natural resources, lakes, corridor with major roads, they also have a comprehensive plan which was done recently and has commercial zoned areas on the main roads. They do not have a commercial ordinance but address a lot of commercial development. The relationship between Bemidji Township and Beltrami County is different than Sylvan Township with Cass County. Bemidji Township has oversight on both residential and commercial. They defer to their County Ordinance only when it is not as restrictive as Beltrami County. Bemidji Township handles the public hearings. Most of the commercial activity is at the natural corridors. Vickie stated she thinks we should look at updating our Comprehensive Plan as it was last updated in 2014. Dave Johnson looked at the City of Baxter's Ordinance and handed out copies of the neighborhood commercial district and their definitions. Dave had marked items in green to be discussed. The PC members looked over

the items marked in green and compared the definitions with Bemidji Township. There were some definitions Bemidji Township and City of Baxter had that Sylvan Township's ordinance does not. Some definitions have more clarity than Sylvan Township's. Dave would like the PC members to look over the definitions (some will not apply) and compare to Sylvan Township's ordinance. Take time to read over the additional print out showing permitted and non-permitted uses. This will be discussed at another Planning Commission meeting. There was discussion on Sylvan Township's Comp Plan. It was decided to have Yvette go back to the Town Board and discuss the possibility of updating Sylvan Township's Comp Plan.

Kim Meyer – United Welding: It was brought to the Planning Commission's attention that the lighting on his building does not appear to be down lighting. A letter will be sent to Mr. Meyer letting him know the Commercial Ordinance has a lighting requirement consisting of down lighting. Dave will write the letter.

New Business:

Broadband Committee: This was discussed under Town Board Liaison report. Dave Skogen will be on the committee.

Lisa Paxton Reclassification – FYI: Lisa Paxton submitted a reclassification application to Cass County to change their current classification from Ag/Forest to R.R.-10. The reason for the proposed change is it is a non-compliant lot split.

Reclassification for Shoreland: Dave has asked Levy from Cass County for clarification on why some shoreland can be reclassified from shoreland to commercial and other areas cannot. Levy has not gotten back to Dave.

Annual Reviews: None

Announcements: Read

Adjournment: Dave Skogen **moved to adjourn**, seconded by Vickie Kettlewell and the motion carried with the meeting being adjourned at 9:10 PM.

Minutes submitted by:

Colleen Putnam, Deputy Clerk

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

Date: 11-11-21