



REGULAR PLANNING COMMISSION MEETING MINUTES
November 11, 2021 6:30 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 6:30 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 Dave Skogen and the motion carried.

Minutes:

October 14, 2021 PC Meeting amend/approve: Vickie Kettlewell moved to **approve the minutes**, seconded by Dave Skogen and the motion carried.

Public Input:

Ed Northway, Representative for Sylvan Pint LLC: Is present to answer any questions the Planning Commission members may have regarding the annual permit renewal application. The application has been completed and copies submitted from the checklist other than the water test and fire inspection. Ed informed the PC members Greg Ringler, Pillager Area Fire Chief has been out to the property and should be submitting his inspection. There were 8 rentals from March 2021 through September 2021 with some being reunions and multiple families. ED stated they do not rent for bachelor and bachelorette parties or for golf tournaments. After reviewing the application and copies from the checklist the Planning Commission members felt it was complete enough to forward to the Town Board as along as the water test and fire inspection results are submitted before the end of the year. **Terry Quick moved to recommend sending the application and attachments for Sylvan Point LLC to the Town Board for approval of the renewal permit pending on receiving the water test and fire inspection results**, seconded by Scott Hendrickson. The question was called and the motion carried.

Justin Beaulieu: Is present tonight regarding starting a business in his shed. Justin stated he saw information in the newsletter regarding business permits are required in Sylvan Township and he wanted to be in compliance. Justin is looking at detailing cars for Mid MN Auto Auction with Ace Autos. It would be in his detached garage and he would not have employees. He would have one vehicle at a time, he does not wash the vehicle at his residence just detailing the inside of the vehicle. The Planning Commission members discussed if it is outside the primary residence and a separate garage would it be a home occupation or home business. After further discussion Justin stated he could do his business in the 2 car attached garage. After further

discussion the Planning Commission members stated it would be a home occupation as long as the business is done in the attached garage and no permit would be needed.

Correspondence Received:

Cass County Permit Log – October 2021: There were 8 building permits which included 4 new homes, 1 garage, 1 pole shed, 1 storage shed and 1 holding tank issued for the month of October 2021.

Correspondence Sent:

None

Reports:

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

1. The fire report was given: there are 2 officers are up for re-election, there are 2 new firefighters who will be starting January 1,2022 as long as they pass all tests. Working on the new calendars for 2022, which will be mailed out the end of the December. The Pillager Lake Park report was given: it is closed for the year, did some updates with the playground with the help of the Pillager Lions. The docks will be coming out soon. The park host was excellent this year, but not sure if they are returning, however, 2 others are interested.
2. Update on 26th Ave: Greg received an estimate from Septic Check for a design plan for the community septic system.
3. New CPR date: will be held on December 16,2021 at 6:00 PM at the Town Hall.
4. There was a legacy grant update. There was an archeology dig completed on October 17, 2021 between the Crow Wing River and Pillager Creek. An arrowhead was found which verified there was a tribe that lived in the area at one time.
5. Reminder: The December 2,2021 meeting will include a potluck at 5:00 which will include a celebration for Faith's retirement, the AWAIR meeting at 6:15 pm, The Town Board meeting will start at 6:30 pm. There will be another celebration for Faith before the annual meeting in March.
6. There was discussion regarding working on the Comp Plan and having the grant committee from the PC to find funds in order to hire a company to work on the Comp Plan.

At this time the Planning Commission discussed having someone from the PC to be on the grant committee. Dave Skogen volunteered to be on the committee. The committee will consist of one (1) Board member, one (1) PC member and one (1) staff person.

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

Old Business:

Sylvan Point LLC Annual Permit Application: moved to Public Input.

LJ's Auto and David Aberle Update: A letter went out to LJ's Auto regarding all the vehicles at his business. Dave went to LJ's and spoke with Lyle who informed Dave he has been wanting to remove the vehicles and so does his wife. After further discussion with Lyle it was decided he would have it cleaned up by spring.

David Aberle Update: A letter was sent to David Aberle from the PC informing him the PC had been made aware of the website which shows a home and extra cabins. The letter stated he needs to make application for the permit and also needed to contact Cass County regarding building permits. David Aberle met with Dave Johnson and Levy Bergstrom from Cass County at the Town Hall. David Aberle has a permitted driveway, septic system and a pole shed. His plan is to have a lodge for his own use but also use as a short-term rental. The property he owns above it will have a nonprofit home for kids with cancer and their parents to use for a getaway. The lodge may be built in 2022, the nonprofit home may be built in 2023. Dave Johnson attended the Town Board meeting to ask if one owner can own more than one STR if the ownership names are different. The Board decided they would contact the Township attorney regarding this to see if we will need to be addressing this or changing the wording in the Short-Term Rental Ordinance.

Sylvan Lake Park: Dave stated the wood has not been removed yet. The gentleman interested in it may wait until spring now. Will need to do more bud capping. Dave stated need to order more trees and seed. May have Doucette Landscaping come in the spring and hydroseed the area that did not do well. A suggestion from Vickie Kettlewell is to contact Mike North to see if during the annual Audubon bird count in January if they would be interested in going to the park.

Commercial Zoning/Definitions: The Planning Commission will work on definitions in the SCO and use some examples from other Townships etc. This will be put on the December agenda. Another item to be addressed is the Comp Plan. The grant committee can work on getting funding for the Comp Plan Update. Need to hire a company to do the update and handle the public input. Vickie will email Colleen the information on Bemidji Township.

Broadband Update: Dave Skogen is on the Broadband committee and stated they had a meeting which included CTC and Cass County. CTC handed out a map showing current broadband availability. The map shows unserved, underserved and served areas. Century Link is the current provider, but the internet speed is not good. Another area is currently being served by Charter and the map was not correct and has now been corrected and shows that area is underserved. There will be an article in the Brainerd Dispatch asking residents to do a speed test to see what their internet speed currently is. Sylvan Township is still short funds to move forward but with the maps being updated there is a possibility more funds may become available now that the infrastructure has been completed. The next meeting for the Broadband committee is Wednesday, December 1, 2021 at 1:00 pm at the Town Hall. Add this to next month's agenda for an update.

New Business:

Letters of Interest: Dave Skogen, Vickie Kettlewell submitted their letters of interest to continue on the Planning Commission. Terry will email his to Colleen. After discussion **Scott Hendrickson moved to recommend the Town Board approve Dave Skogen, Terry Quick**

and Vickie Kettlewell letters of interest to serve another three year term on the Planning Commission, seconded by Dave Johnson. The question was called and the motion carried.

Annual Reviews: None

Announcements: Read

Adjournment: Scott Hendrickson **moved to adjourn**, seconded by Vickie Kettlewell and the motion carried with the meeting being adjourned at 8:00 PM.

Minutes submitted by:

Colleen Putnam, Deputy Clerk

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

Date: 12-09-21