



***REGULAR PLANNING COMMISSION MEETING MINUTES***  
***December 9, 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, , Dave Johnson, Dave Skogen, Board Liaison Greg Bennett, and Colleen Putnam, Deputy Clerk. Excused Absence: Scott Hendrickson and Terry Quick. 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:**

**November 11, 2021 PC Meeting amend/approve:** Dave Skogen moved to **approve the minutes**, seconded by Vickie Kettlewell and the motion carried.

**Public Input:**

None

**Correspondence Received:**

**Cass County Permit Log – November 2021:** There were 9 building permits which included 3 garages, 3 pole sheds, 1 storage shed, 1 boundary fence and 1 SSTS issued for the month of November 2021.

**Correspondence Sent:**

None

**Reports:**

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

1. The Town Board would like the Planning Commission to write up a procedure regarding carcass removal. There have been phone calls from residents regarding carcasses on the road and what should be done with them. The PC members discussed removing the carcasses to Sylvan Township property but if it is on private property it should be the responsibility of the landowner which should be part of the procedure. After discussion it was decided to check with the DNR to see if there would be any issues regarding communicable diseases with removing the carcasses to Sylvan Township property. Dave will check with the DNR to see

- what their thoughts are on this and come back to the next PC meeting with more information.
2. One of the road supervisors checked on a driveway (125<sup>th</sup> Ave.) and spoke with someone who was leaving the property and stated he brings deliveries to that address. It was decided to send a letter to the homeowner, Darrel Lambert asking if there is a business operating there.
  3. Road Committee review: one road reviewed from the road committee is West Lake Ridge Road, the Board is thinking of putting off doing that road until Birchwood Properties has completed more work on their property.
  4. Will be using CLA (Clifton Larson Allen) as the auditors again.
  5. Greg Bennett got approval from the Board to approach Lydia Marohn if she would be interested in filling in at the Town Hall when Jenna or Colleen are gone and to help out as needed.
  6. Broadband Committee meeting: Christie from CTC was not present nor Greg Booth. Josh Stevenson participated through zoom. Greg Bennett and Dave Skogen was present at the meeting. Linda Steffen a resident also attended the meeting. There were 40 residents who either called or emailed the Town Hall regarding their internet speed which was not good. Josh stated the Township should rebid the project to Cass County. Greg informed the PC members he did get approval at the Board meeting to start the project. They will be looking at using relief money, looking at grants, county money and CTC money. There is a possibility of doing a bond for this. They will be starting with West Gull River segment #1 which goes down south from 11<sup>th</sup> Ave west, down to include Oak Ridge Road but does not do Hardy Lake Road or across the road.
  7. Will be tarring Zebroski Acres and 134<sup>th</sup> St. SW.

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

**Old Business:**

**Definitions:** The PC members looked over a list of definitions Dave Johnson had presented from Baxter and Bemidji Township's Ordinances and compared them to Sylvan's SCO. Some of the definitions had a better fit for the SCO than we currently have or do not have at all. There was discussion regarding an accessory structure which needs to be added to the SCO. Dave will rewrite the definition and bring back to our next meeting. There also was discussion on building height, need to add from where it should be measured. It was discussed to add auto or motor vehicle reduction yard and junk yard. There was discussion regarding our verbiage for Variances, possibly change to include some of Baxter's and Bemidji Township's. This will be discussed again at our next meeting.

**Sylvan Lake Park:** Dave handed out a map showing the trails (in blue). The PC members need to come back to the next meeting with a list of names to name the trails. Looking at applying for a grant from Crow Wing Soil and Water for reseeding for trees.

**Commercial Zoning:** Table for now.

**Swede's Repair:** A letter was sent to Swede's Repair (Ronald Arneson) regarding his permit being no longer in effect do to change of work. Swede's Repair contacted his lawyer who in turn contacted the Township's attorney regarding this issue.

**New Business:**

**Debra Gronholz Variance:** Submitted an application to construct a 20x40 foot inground pool with a reduced setback of 112' from the OHWL of St. Mary's Lake. Dave Johnson and Dave Skogen attended the site visit. There was concern regarding the drainage of the pool but the pool company stated they no longer drain the pools, they cover them. The PC members discussed adding verbiage regarding impervious service and that no chloride could be dumped and would need to be disposed of properly to the recommendation.

**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 8:45 PM.

Minutes submitted by:

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Colleen Putnam, Deputy Clerk

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

Date: 1-13-22