



***REGULAR PLANNING COMMISSION MEETING MINUTES***  
***January 13, 2022 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:** Vice Chair Scott Hendrickson 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 Skogen, Board Liaison Greg Bennett, and Colleen Putnam, Deputy Clerk. Excused Absence: Dave Johnson. Sign-In sheet attached (no signatures due to covid).

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

**Minutes:**

**December 9, 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 – December 2, 2021:** There were 2 building permits which included 1 garage and 1 SSTS issued for the month of December 2021.

**Correspondence Sent:**

**Darrel Lambert letter:** A letter was sent to Darrel Lambert regarding the possibility that he is operating a business at his residence and if so he should attend a Planning Commission meeting to discuss this, we have not heard anything back from him.

**Reports:**

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

1. The reorganization meeting was held with the following positions being voted on and approved: Chair – Greg Booth; Vice Chair – Greg Bennett; Co-Road Supervisors -Arlene Schmit, Bob Johnson; PC Liaison - Greg Bennett; Park Supervisor -Arlene Schmit; Fire Liaison – Bob Johnson; Weeds – Greg Booth. Increase in pay for PC members – Chair \$80.00 per meeting; PC members - \$75.00 per meeting. Mileage rate - .585 per mile; increase in gopher feet payment - \$5.00 per pair (front feet). Resident will need to bring the feet to the Town Hall in a timely manner. Beaver pay will stay the same.

2. Scott Hendrickson and Tony Hughes from the road committee were at the meeting and after discussion it was decided to check into having Zebroski Acres and 134<sup>th</sup> St. paved. Will also be looking at overlaying Hardy Lake Road. The Township will be taking over (maintaining) a small road that will have direct access to Sylvan Lake.
3. CPR Class is scheduled for Wednesday, February 9, 2022 at 5:30 pm.

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

**Proposed Findings and Conditions:** A copy of proposed findings and conditions from Cass County was handed out basing their findings upon statutory and ordinance variance and conditional use permit criteria. Please read over for discussion at our next meeting.

**Old Business:**

**Policy for Deer Carcass Removal:** The Planning Commission looked over the policy regarding removal of deer carcasses from road right ways in the Township. After making a couple changes **Terry Quick moved to recommend the Town Board approve the Policy for Deer Carcass Removal**, seconded by Vickie Kettlewell. The question was called and the motion carried.

**Definitions:** The PC members looked over a list of definitions Dave Johnson had presented from Baxter and Bemidji Township's Ordinances. There was discussion regarding the building height definition. The Planning Commission members thought it needed to be simplified. After further discussion it was decided to change the verbiage to read what Bemidji Township has for their definition on building height. Still need more discussion on the intensification definition and possibly duration definition. PC members will look this over further and have more discussion at next month's meeting.

**Sylvan Lake Park:** Colleen informed the PC members that Dave has ordered some trees and had emailed Adam from Crow Wing Soil regarding starting the process for another grant. The Planning Commission members discussed different names for the trails in the park and came up with the following: Oakwood; Sylvan Scenic Overlook; Blackbird Trail; Black Bear Trail, Aspen and Glacial. There also was discussion regarding the historic aspect of the area and if the native Indian name should be included too. This will be brought back to next month's meeting and voted on. Vickie stated it would be nice to do an event in the park possibly something with dark skies. An idea was doing something in August when there are meteor showers.

**Commercial Zoning:** Table for now.

**New Business:**

None

**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 7:30 PM.

Minutes submitted by:

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Colleen Putnam, Deputy Clerk

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

Date: 02-10-22