



SYLVAN TOWNSHIP

REGULAR PLANNING COMMISSION MEETING MINUTES

February 10, 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: Chair Dave Johnson called the meeting to order at 6:30 PM and the Pledge of Allegiance was said. Roll Call: Those present: Dave Skogen, Terry Quick, Dave Johnson, Vickie Kettlewell through Zoom, Board Liaison Greg Bennett, and Colleen Putnam, Deputy Clerk. Excused Absence: Scott Hendrickson. Sign-In sheet attached (no signatures due to covid).

Keith Card a resident of Sylvan Township and new Town Board member is here to introduce himself and to find out what the Planning Commission's mission is. Keith was appointed to fill Yvette Adelman-Dullinger term who resigned do to health reasons.

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

Minutes:

January 13,2022 PC Meeting amend/approve: Dave Skogen moved to **approve the minutes**, seconded by Terry Quick and the motion carried.

Public Input:

Ted Sullivan: Is present tonight to discuss reclassification and subdivision/platting of his property that is located between Wilderness Drive and Highway 210, and he has for sale. It is approximately 69 acres. He would like to change the west half of his property. Ted handed out a proposed plat of the property divided into lots. He would like to keep 2 - 3 lots located on the highway left as commercial and the ones bordering Wilderness Drive changed to residential. The Planning Commission informed Ted he would need to go to Cass County for the reclassification and subdivision. They also informed Ted homes can be built on commercial property so he would not need to change the zoning if he didn't want to. The permitting for the residential would go through Cass County, if he decides to do commercial building that permitting will go through Sylvan Township. The PC informed Ted if he has more questions he certainly can come back to another Planning Commission meeting.

Shane Rauen – Cut Right Lawn Care: Shane is present tonight to discuss a letter that was sent to him in December regarding his business located at 1170 127th Ave Brainerd MN. There was previous discussion if his business would fit the Home Business in the SCO. It was determined that he has more than three (3) employees so it would not fit as a Home Business unless he did a Variance with the permit to cover additional employees. Some of his employees come to his residence and pick up the equipment. Shane stated he has almost 8 acres and the closest property is 500 – 600 ft. which he owns. The other neighbor would be 700 ft. from his.

His permits for his buildings came from Cass County. Shane stated that he informed the County when he applied for his permits for the home and shed and running the business from there Cass County informed him everything was fine with the permitting. They did ask if he was selling anything out of the building and he informed him he was not it was for storage of his equipment. After further discussion the Planning Commission discussed the possibility of issuing a permit without going through the public hearing due to miscommunication with Cass County. Greg Bennett, Board Liaison, stated he would take this back to the Town Board for their opinion. Shane did receive a packet with the information regarding the permitting process.

Correspondence Received:

Cass County Permit Log – January 2022: There was 1 building permit which is a pole shed, 2 Shoreland Alterations and 3 holding tanks issued for the month of January 2022.

Correspondence Sent:

None

Reports:

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

1. The Board had their budget meeting, made a few changes.
2. Discussed the road contract. It is a one-year contract but can extend it or put it out for bid.
3. MN Power submitted their safety construction plan and a decommission plan.
4. Newsletter will be going out next month, articles need to be in by Feb. 17,2022.
5. Debit/Credit card policy was updated.
6. Yvette Adelman-Dullinger has resigned effective immediately due to health reasons.
7. The Board approved offering Lydia Marohn the Assistant Deputy Clerk Position and continue handling the scanning project.

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

Old Business:

Definitions for Possible Use in the SCO: The PC members looked over the list of definitions again taken from Baxter and Bemidji Township's Ordinances with the changes made after last month's meeting. A few more changes were made one under Expiration, Enlargement and Intensification and also under Duration. After further discussion **Terry Quick moved to recommend sending the Definitions for Possible Use in the SCO after corrections to the Town Board for approval for inclusion at a future public hearing**, seconded by Vickie Kettlewell. The question was called and the motion carried.

Sylvan Lake Park: 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 and other names. There was discussion to use items in the area of the trail in the trail name. After further discussion it was decided the

Planning Commission members come back with 3 names for the 3 trails with the PC voting on it at our next meeting and then presenting it to the Town Board. An idea was doing something in August when there are meteor showers.

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. It is just an FYI.

Letter from Zappia & Levahn Law Firm: Brad Person, Sylvan Township Attorney received a letter via email from the Zappia & Levahn Law firm who works with the Sylvan Lake Association regarding the Birchwood Project and the Sylvan Township Short Term Rental Ordinance. Greg Bennett asked that it be brought up at this PC meeting so the Planning Commission members are aware of the concerns Sylvan Lake Association has. There was discussion regarding an LLC and also discussion regarding the STR Ordinance requirements and rental restrictions section of the ordinance. We may need to address sections of this in our next changes with the STR Ordinance.

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 8:30 PM.

Minutes submitted by:

Colleen Putnam, Deputy Clerk

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

Date: 3-10-22