



**SYLVAN TOWNSHIP**

**REGULAR PLANNING COMMISSION MEETING MINUTES**  
**April 14, 2022 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: Dave Skogen, Terry Quick, Dave Johnson, Vickie Kettlewell, Scott Hendrickson, Board Liaison Greg Bennett, Colleen Putnam, Deputy Clerk and Lydia Marohn, Assistant Deputy Clerk. Sign-In sheet attached.

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

**Minutes:**

**March 10, 2022, PC Meeting amend/approve:** Vickie Kettlewell moved to **approve the minutes**, seconded by Dave Skogen and the motion carried.

**Public Input:** Spokesperson from Carr's Tree Service requesting information regarding possibility of starting a business in Sylvan Township. He explained that it was a large business with 270 employees and several satellite stations located throughout the state. Information was given as far as what permits would be needed for what they would be looking for. Dave Johnson asked several questions as to operations involved and what impact the business would have on surrounding businesses or residents.

Cutright Lawncare was on the schedule for public input however Shane Rauen did not attend. Dave Johnson had spoken with Shane and did take pictures of site. Equipment is on north edge of property and site is very neat and organized. Dave Johnson has prepared a list of Findings, Facts, and Recommendations for inclusion into existing permit. Cutright's Lawncare permit will be for a Home Business (outside). There is no need for a CUP. There was a **Motion made by Scott Hendrickson to send to the Board the list of Findings and Facts and for that list to be included in the existing permit. Motion was seconded by Vickie Kettlewell.** In addition, Dave Skogen recommended that it be included to have the noise level stated also and wording would be the same as in Ordinance. Also, that all county, state and federal regulations be observed.

**Correspondence Received:**

**Cass County Permit Log – March 2022:** Cass County has given 4 buildings permits for new houses in Sylvan Township.

## **Correspondence Sent:**

None

## **Reports:**

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

- Bid came in for Crow Drive at \$93,000 and there are only 5 residents that want the township to take over the road. This road is not a rustic road, and the cost is high for the residents to take over.
- Anderson Brother's Construction Company was awarded the bids for road improvement projects for Sylvan Township for 2022.
- Legacy Grant Update- This project has finished and will be doing a kickoff on June 28, 2022, for the History Series. Township has been given permission to use the Pillager School Auditorium with little cost involved.
- CTC Broadband is moving forward starting at a corridor starting at 11<sup>th</sup> Avenue SW and going up Highway 210. A request for additional funds will take place next year when the county has matching funds available. CTC may have a different grant available for the west Gull River project area as that area is unserved and township will supply letters of support.
- Mentioned that Clerk Ruggles has revamped the budget worksheets and the worksheets are much improved and easier to read.
- Camp Ripley will be at Sylvan Township on June 2, 2022, which is a change from previous time.
- Township has purchased a Pitney Bowes Lifetime Surge Protector for the new mail station.
- ADT Kit has been completed along with new smoke/carbon dioxide detectors.
- Board of Equalization meeting scheduled for Friday April 15, 2022, at 10:00. Representative from Cass County will be present.
- Two possible businesses have been noticed and need to be checked into-one in Scarcyville with a fire number of 12876 and one place on County Road 18 north of the Corner Store. Possibly letters should be sent out to the residents.
- Crow Wing River Dr., Reynolds- has a tone of bundled wood that was delivered and is possibly in the road right-of-way.
- Mr. Frank appears to be back selling items from his home.
- Question regarding Fire Report was brought to Supervisor Bennet's attention as to why the Fire Department receives a donation from township and then donate to the school in the form of scholarships. It was explained that the money to the Fire Department comes from different sources and used for different purposes.
- Property in Bigwater appears to have short term rental property with no permit. More information is needed for further discussion.

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

## Old Business:

**Sylvan Lake Park:** Update for Sylvan Lake Park- Dave Johnson met with staff from Cass County Soil and Water on site. It appears that no grass or flowers survived last summer's heat and drought. Also 80% of trees died. It is recommended that the township discards everything and start over. Approximately 100 trees have been ordered and focus this summer will be to finish the last trail. Several dead trees will need to be removed for this project. Dave Johnson has contacted Pillager School to see if there is any interest in joining with the township and using the park for educational opportunities. At this point, no response from school but will attempt again.

**Definitions in the SCO:** Most changes have already been sent to the Board and will be moving to a Public Hearing. However, there have been a couple more changes recommended. Accessory structure on page 2, down on last sentence, is talking about signs and fences. Originally stated that mailboxes are not considered accessory uses and not accessory structures. The not accessory uses have been changed so that it reads that "mailboxes are considered accessory uses". Number 17, Expiration, Enlargement, and Intensification, on page 4, removed bottom sentence that says, "does not include" but changed to "is not considered". Under Home Occupation language was changed to "attached garage or accessory building provided all activity will be conducted within the building". Variances definition was shortened and therefore have moved the longer definition back into the Ordinance. All changes will be explained in the Public Hearing and complete copies will be available.

Change in number of copies of plans required for part of permit checklist was discussed.

After-the-fact permit costs discussed. Questioned whether there is a need for additional costs for an after-the-fact permit? This would apply predominately for commercial permits.

**Vickie Kettlewell made a motion for after-the-fact penalties to match Cass Counties fees. Scott Hendrickson seconded the motion. Motion passed.**

Vickie Kettlewell requested language that solar panels not be placed in yards but need to be placed on a structure. **Terry Quick made motion to change language to reflect request and Vickie Kettlewell seconded the motion, motion passed.**

Road and Driveway Ordinance-discussed whether to have ordinance requiring swing-away mailboxes. Board of Supervisors have discussed this issue so matter will be left for the Board to decide. If change is approved, must be included information for public hearing.

Taking over road language right now states that no pavement is required, must be 5 homes on road and at least ¼ mile to be considered. Recommending that minimum requirements should be established. Change language to "one home every 250' to consider". Greg Bennett agreed that language should be changed. Language to be clarified (minimum length of road to be considered must be ½ mile and minimum density of one home for every 250' feet). Further research will be done by looking at other townships and 3 local roads. Dave Johnson will measure 134<sup>th</sup>, Zebrowski and Deer Ridge roads and bring information to next pc meeting.

Short Term Rental Ordinance questions whether an LLC done by the property owner is treated as a separate entity. Greg Bennett has spoke with Attorney Brad Person and is also going to a meeting with Sylvan Lake Association representative. Will follow-up with further information at another meeting.

**Veteran's Trail:** Dave Johnson followed up with Derrick Anderson from Cass County gathering up information to see what future bridge will look like, Scott Hendrickson also will contact MNDOT for further information.

**Business Permits:** General Business Permit application costs \$250. When a resident has a General Business Permit, and they are seeking said permit in a commercial zoned area, they do not need a public hearing. A resident who already has a General Business Permit in a commercially zone area and wishes to have any additions or addendums to the structures already there, will be grandfathered in without a public hearing.

Returned to discussion regarding Township's definition of Home Occupation. Home Occupation businesses are not required to be permitted. Dave Johnson recommended having a permit process in place with no fees. This would be a way for the Township to keep track of the number of Home Occupation businesses. The permit paperwork would include information that would set the limits for the Home Occupation and provide clarity in case the business were to expand. It was recommended to make a motion for the Home Occupation Permit process. No motion was made.

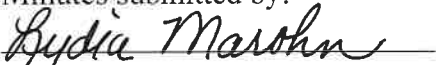
**New Business: None**

**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 9:15 PM.

Minutes submitted by:

  
Lydia Marohn, Deputy Clerk

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

Date:

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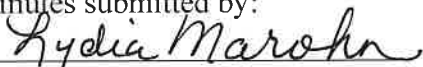
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Date: 05-12-22