



**REGULAR PLANNING COMMISSION MEETING MINUTES**  
**May 12, 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: Vickie Kettlewell Terry Quick, Scott Hendrickson, Dave Johnson, Dave Skogen, Board Liaison Greg Bennett, Colleen Putnam, Deputy Clerk. Sign-In sheet attached.

**Agenda:** Scott Hendrickson moved to **approve the agenda**, seconded by Vickie Kettlewell and the motion carried.

**Minutes:**

**April 14, 2022, PC Meeting amend/approve:** Terry Quick moved to **approve the minutes**, seconded by Scott Hendrickson and the motion carried.

**Public Input:**

None

**Correspondence Received:**

**Cass County Permit Log – April 2022:** There were 4 buildings permits issued for the month of April 2022.

**Correspondence Sent:**

None

**Reports:**

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

1. Corner Store renewed their liquor license.
2. The Town Board is looking at doing a Sylvan Township Community Day on August 27, 2022.
3. Brad Jensen of the Baxter Snowmobile Club was at the meeting regarding having the snowmobile trail continue on 210 then go up 37<sup>th</sup> Ave. The City of Pillager is not in favor of this.
4. Patrick Cox who lives on Hardy Lake Road was present regarding the Anderson Brothers pit which is located next to his property. He feels they are putting items from MN Power Solar Farm at the pit. There is activity all times of the day and night. Greg stated Anderson Brothers would address these issues with Patrick Cox.

5. Gull River Cemetery will be using the Town Hall for their meeting on Friday, May 6, 2022.
6. Tour of Lakes will be using the Town Hall parking lot for a stopping point on June 4, 2022.
7. Anderson Brothers, MPL, Baxter and Sylvan Township will be meeting on May 26, 2022 at 2:00 pm at the Town Hall to discuss the powerline corridor.
8. Greg stated Bret Mattheisen, Mayor of Pillager spoke with Greg regarding the possibility of Sylvan Township sharing a police officer to help with cost and to be able to have another officer in the area.

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

### **Old Business:**

**Sylvan Lake Park:** Dave stated he would be planting 100 trees on Saturday, May 14, 2022 at 10:00 am. and would like some help. There are Norway and Jack Pine, Maple and Green Ash. He stated Cal Disterhaupt has already dug the holes. Cal will remove the rest of the downed trees and rake areas on the last trail. We will be reseeding the pit area and the perimeter along the trails. There was discussion on the possibility of having the Boy Scouts help as we are not getting any interest from the Pillager High School. Dave attended a class at Camp Ripley that Lou Noska presented regarding a burn plan. Lou will put together a burn plan for Sylvan Lake and MN Power property. Dave stated we did receive a matching grant from Crow Wing Soil and Water.

**Definitions in the SCO:** The Planning Commission looked over the list of Ordinance Changes that have already been sent to the Town Board. They also went over the list again of other possible ordinance changes with the following changes:

1. Public Hearing for businesses in the commercial zone? (Page 14 Section 700)  
A conditional use permit (CUP) will not be required for a business located in a property which is zoned commercial (see commercial zoning map) providing the business can comply with all of the performance standards of the Sylvan Commercial Ordinance (SCO). If a variance to the SCO standards is required a CUP will also be required.  
Any changes in the scope/type of business would require a review by the Sylvan Planning Commission/Sylvan Town Board.
2. General Business Permit – what would constitute it?  
Do we need a definition of a general business permit?  
What about a grandfathered general business permit?  
General Business permit can be obtained by businesses that are currently permitted either by SCO permit or as a grandfathered business. In either case existing conditions must be maintained.

3. Minor Change Amendments are \$50.00. Should there be a major change amendment fee and if so do we need a need a public hearing? It was decided at our May 12, 2022 meeting this is mute and instead add this verbiage)  
 If a business (General Business Permit, CUP, IUP) wishes to change the scope or type of business to be conducted they must submit a new site plan and description of changes for review by Planning Commission and Sylvan Town Board. If they still meet all performance standards no additional permit is required.
4. Change # of copies required? Have a digital copy. **Yes 1 and add digital copy.**
5. Need to put language in the Ordinance regarding After the Fact permits.  
 Any application for a permit that is made after the work has commenced and which requires a permit or is done in violation of a permit shall be charged in accordance with the current fee schedule based upon Sylvan Town Board approved fees. In addition, the Planning Commission, or Sylvan Town Board may require correction and/or restoration of the property to its original state should the application for a permit be denied or if the action permitted does not Include all or part of the work commenced before approval of said permit.

**Road and Driveway Ordinance Change**

1. Road and Driveway Ordinance – swing away mailbox posts verbiage needs to be added. (Page 6 Section 4.1.5)  
 Swing away mailbox posts are a requirement of the Township on any new parcel. Exceptions can be made where neighborhood covenants call for something different.
2. Also need clarification on # of homes/per quarter mile to take over a road. Change verbiage to read (Page 3):  
 Private roads that are less than one quarter mile long and/or have a home density of less than 1 home per 250 lineal feet of roadway are not eligible to be accepted by the Sylvan Town Board.

**Short Term Rental Ordinance**

It was decided nothing would be changing in the Ordinance so will remove from the list.

**Fee Schedule:** Discussed under Other Possible Ordinance Changes # 3, minor amendment fee.

**New Business:**

**Mississippi Overlook Planning Session:** Dave had written up discussion points from the planning session that would be of interest to Sylvan Township and handed out to the PC members.

**Meeting to Discuss Powerline Corridor:** Anderson Brothers, MPL, Baxter and Sylvan Township will be meeting on May 26,2022 at 2:00 pm at the Town Hall to discuss the powerline corridor. Dave Johnson will attend on behalf of the Planning Commission.

**Annual Reviews: None**

**Announcements: Read**

**Adjournment:** Terry Quick **moved to adjourn**, seconded by Scott Hendrickson and the motion carried with the meeting being adjourned at 8:00 PM due to thunderstorm and loss of power.

Minutes submitted by:

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Colleen Putnam, Deputy Clerk

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

Date: 6-9-22