



SYLVAN TOWNSHIP

REGULAR PLANNING COMMISSION MEETING MINUTES

June 9, 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, Dave Johnson, Dave Skogen, Board Liaison Greg Bennett, Colleen Putnam, Deputy Clerk. Excused Absence: Scott Hendrickson. Sign-In sheet attached.

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

Minutes:

May 12, 2022, PC Meeting amend/approve: Vickie Kettlewell moved to **approve the minutes**, seconded by Dave Skogen and the motion carried.

Public Input:

None

Correspondence Received:

Cass County Permit Log – May 2022: There were 8 buildings permits issued for the month of May 2022 and 5 septic systems.

Correspondence Sent:

None

Reports:

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

1. A resident who lives on Rainwater Circle is wanting the Township to do work on the road or put Class 5 on it. They informed him it is not a Township road so cannot do anything on that road. They told him they would contact Cass County to see if there are any grants available for the resident to apply for.
2. Patrick Cox a resident who lives on Hardy Lake Road was present to express his concerns regarding Anderson Brothers Pit.
3. Brian Smith who lives on County Rd. 18 was in attendance. He is upset with the Town Board and how they are operating.
4. The elections judges were approved.

5. Crack sealing is about done on the south side of the Township and should be starting the north side.
6. Camp Ripley representative was present and gave a report on what will be happening at Camp Ripley this summer.
7. The Board had a public hearing before the regular Board meeting regarding the proposed snowmobile trail in the Township. Brad from the Baxter Snowmobile Club was present to discuss the route. There were numerous residents present who live near the proposed trail and stated they are not in favor of it. The Town Board did not approve the route.

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

Old Business:

Sylvan Lake Park: There will be a workday at the park on Saturday, June 18, 2022 from 9:00 am – 11:00 am. Will be picking up sticks, pulling weeds and bud capping. Dave stated that Scott Forsythe and Dave will be doing some work before that Saturday. They will be removing some ferns on Sylvan Ridge Trail. Dave stated he would like to start ordering signs with the trail name on them. Also need to look into designing a large sign with the name of the park on it. At this time Vickie asked if at the Sylvan Township Community Day a bus could be available to take residents to Sylvan Lake Park to see what has been completed. Dave stated he is going to have a table at the Community Day with information on Sylvan Lake Park. There was further discussion regarding picking a different day and have a sign-up sheet at the Community Day or taking a bus at the end of the Community Day to the park.

Definitions in the SCO: The Planning Commission looked over one more item to be changed in the SCO Ordinance regarding sewer permits and building permits (marked in red):

Section 400: APPLICATIONS, SUBMITTAL REQUIREMENTS AND RULES OF CONSTRUCTION:

Please note: All sewer permits on commercially zoned and residentially zoned lots must be applied for through Cass County Environmental Services Department.

Commercial buildings in residentially zoned area also require the building permit from Cass County Environmental Services Department.

If the business will be a Home Business as defined by the Sylvan Commercial Ordinance (SCO) it will require a permit from Sylvan Township in addition to permits required from Cass County. Businesses located in a commercially zoned lot will be permitted to by Sylvan Township with the exception of any necessary sewer permits required by Cass County.

All commercial development shall be subject to a site and building plan review by Sylvan Township. Applications for site and building plan review shall furnish narrative and graphic information that demonstrates compliance with SCO physical and performance standards as applicable and shall be accompanied by the appropriate fees and the following submittal information.

After further discussion **Terry Quick moved to add the above verbiage to the SCO changes, seconded by Vickie Kettlewell.** The question was called and the motion carried.

New Business:

Justin Schlegel: There was discussion regarding Justin getting his building permit from Cass County and the County not asking if it was for residential or business use. This situation is similar to Shane Rauen. There was discussion if Justin would have to apply for a variance due to the number of employees and trucks he has for his business. Conditions could be put on if he applied for a variance regarding no expansion. There was further discussion regarding Justin attending one of the Planning Commission meetings for discussion. Dave Johnson stated he would meet with Justin to see if he would attend our next meeting.

Ryan Bodell Excavating: It has been brought to the Planning Commissions attention that Ryan Bodell has an excavating company in the Township. Apparently, he built a large building within the last few years. It was decided to send Ryan a letter regarding his business and for him to attend our Planning Commission meeting for discussion.

4-Wheeler: There was a meeting with different representatives from MN Power, Baxter, Anderson Brothers and Sylvan Township at the Town Hall regarding the powerline corridor. There is a lot of activity through the corridor. It was decided at the Town Board meeting to have a vision session with the residents on September 22, 2022 and after that time work on a policy for the 4-wheelers.

Site Visits: No Planning Commission member was able to attend the site visits on Monday but Dave Johnson and Dave Skogen will go tomorrow and look at them, work on recommendations to be submitted to Cass County Planning Commission. William Deblon submitted an application to construct an 1840 sq.ft. single story residential structure with attached garage at a 60 ft. setback which requires a Variance. Jamie and Michelle Tatge submitted an application to construct a 349 sq.ft. second story deck with a 276 sq.ft. lake storage room below which requires a Variance due to the setbacks.

Annual Reviews: None

Announcements: Read

Adjournment: Vickie Kettlewell moved **to adjourn**, seconded by Terry Quick and the motion carried with the meeting being adjourned at 8:45 PM.

Minutes submitted by:

Colleen Putnam, Deputy Clerk

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

Date: 7-14-22