



SYLVAN TOWNSHIP

REGULAR PLANNING COMMISSION MEETING MINUTES

November 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: Vickie Kettlewell, Terry Quick, Scott Hendrickson, Dave Johnson, Dave Skogen via Zoom, Board Liaison Greg Bennett, Colleen Putnam, Deputy Clerk. Sign-In sheet attached.

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

Minutes:

October 13, 2022, PC Meeting amend/approve: Vickie Kettlewell moved to **approve the minutes**, seconded by Terry Quick and the motion carried.

Public Input:

Heather Schmit, Hengel Ready Mix & Construction: Heather is present tonight to discuss the application for a General Business Permit. They have purchased the Schiley property and would like to move a 48'x30' building from that property to Hengel Ready Mix property. It will be used as dry storage for the mechanics. They will paint the building, along with the face of the quansit building to match their other buildings. There will not be any exterior lighting. They will plant 10 trees. After further discussion the Planning Commission members decided the application was complete and to send to the Town Board for approval for a General Business Permit. Terry Quick **moved to recommend the Town Board approve the General Business Permit for Hengel Ready Mix & Construction**, seconded by Scott Hendrickson. The question was called and the motion carried. (Facts and Findings will follow)

Correspondence Received:

Cass County Permit Log – October 2022: There were 4 buildings permits and 1 shoreland alteration issued for the month of October 2022.

Correspondence Sent:

None

Reports:

Greg Bennett, Town Board Liaison

1. Greg stated 2 of the 3 Hardship Grant recipients have had their work completed.

2. Greg Bennett spoke with Josh Stevenson with Cass County who stated they will be paying tipping fees so now would be a good time for neighbors to get together, get a roll off and work together to pick up the garbage in their yards.
3. Have ordered car magnets which has Sylvan Township on the magnet to be used when someone is out doing Township Business.
4. Pillager Lake Park is closed for the season, may possibly be getting two (2) hosts for next year.
5. Fee Schedule was discussed. The Town Board would like to have the same fee for all permits other than permits that require a public hearing, the Town Board did not have any information on the fee schedule, so it was tabled.

At this time the Planning Commission members and Greg Bennett had discussion and looked at the fee schedule. There was discussion lowering the base fee and having the same fee for all permits other than ones that need a public hearing. It was decided this will be a decision made by the Town Board, Greg will take back the Planning Commission members thoughts.

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

Old Business:

Ryan Bodell, Bodell Excavating: The Planning Commission members looked over Ryan's application for a Home Business/Interim Use again along with his site plan. Ryan leaves during the day with the trucks but parks his trucks at his residence in the evening. After discussion regarding the weight of the trucks the PC members stated he should also apply for a variance for the trucks. Do to the fact his business is located in a residential area he will need to have a public hearing. After further discussion the Planning Commission members stated his application and site plan was complete and should be forwarded to the Town Board to set a public hearing. Scott Hendrickson **moved to recommend the Town Board approve the Home Business/Interim Use with a Variance Application for Bodell Landscape and Excavating and to set a public hearing for a future date contingent on facts and findings** seconded by Terry Quick. The question was called and the motion carried. (Facts and Findings will follow)

MOU with Cass County: Dave Johnson informed the PC members that Dave, Greg Bennett, Jeff and Troy with Cass County ESD and Neil Gaalswyk met at the Town Hall to review the Memorandum of Understanding that has been in place between the Township and Cass County. Changes were made to the MOU and also a pre-app was designed to help with the process. Jeff responded with changes made to the MOU and the pre-app. After looking over the changes and further discussion it was decided to forward on to the Town Board for approval. Vickie Kettlewell **moved to recommend the Town Board approve the changes on the MOU presented from Cass County Environmental Services along with the Pre-Application changes from Cass County and the Planning Commission to remove verbiage intention for permit and building type and add project description,** seconded by Scott Hendrickson. The question was called and the motion carried.

Sylvan Lake Park: Dave Johnson stated some residents helped with bud capping in October. Vickie has pictures she will be sending to Jenna.

Fee Schedule: Was discussed under Town Board Liaison Report.

New Business:

Sylvan Point LLC: Scott Aberson, owner of Sylvan Point LLC has submitted his application and all necessary paperwork for his Annual Permit renewal for his STR located on 26th Ave. SW Pillager. The Planning Commission members looked over the application and decided since there has not been any complaints a recommendation should be sent to the Town Board to approve the renewal application. **Terry Quick moved to recommend sending the application for Sylvan Point LLC. to the Town Board for approval of the renewal permit,** seconded by Dave Skogen. The question was called and the motion carried.

Comp Plan: The Planning Commission members discussed if the Town Board should have an outside company do a full-blown revision on the Comp Plan or if the Planning Commission and Board should continue to work on it. Vickie stated she would contact the company that did Bemidji Township's Comp Plan. Dave Johnson asked 2 questions to the PC members: 1. Are there items in the Comp Plan that we should be doing and aren't? 2. Are there items in the Comp Plan that aren't going to happen and should be removed? We do need some direction but for now it was decided the Planning Commission will continue to work on the Comp Plan. The PC members will look this over again and bring their comments back to the next meeting. Staff can look on finding the information on the census. Someone from the road committee could help work on the road plan and traffic counts. It was also decided the Planning Commission should have a working meeting designated to work on the Comp Plan either alone or with the Town Board. A tentative date was set for January 10, 2022 at 7:00 pm. Greg Bennett will take this back to the Town Board for approval.

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 8:20 PM.

Minutes submitted by:

Colleen Putnam

Colleen Putnam, Deputy Clerk

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

Date: 12-8-22