



REGULAR PLANNING COMMISSION MEETING MINUTES
January 12, 2023 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: Terry Quick, Scott Hendrickson, Dave Johnson, Dave Skogen, Board Liaison Greg Bennett, Colleen Putnam, Deputy Clerk. Vickie Kettlewell arrived later. Sign-In sheet attached.

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

Minutes:

December 8, 2022 PC Meeting amend/approve: Terry Quick moved to **approve the minutes**, seconded by Dave Skogen and the motion carried.

Public Input:

Lisa Beimert – Lisa’s Country Kennels: Lisa has applied for an amendment to her General Business permit to add more kennels for boarding. She added on 16’x40’ to the pole barn in order to give her more capacity for more dogs. She has also submitted a check for \$50.00 for the amendment. After further discussion Scott Hendrickson **moved to recommend the Town Board approve the General Business Permit Amendment for Lisa’s Country Kennel for additional kennels for boarding, once the signature is received**, seconded by Terry Quick. The question was called and the motion carried.

Jon Wolf – Bigwater Investments: Jon called his son is ill and would not be attending. Has an application for a short-term rental located in Bigwater. We still have not received his check, so his application is not complete. We received a copy of his fire inspection and estimate for a new septic system on Thursday January 12, 2023. The Planning Commission members stated they would like for him to attend another Planning Commission meeting as they have more questions that need to be answered.

Correspondence Received:

Cass County Residential Permit Log – December 2022: There was 1 building permit for a storage container issued for the month of December 2022.

Correspondence Sent:

None

Reports:

Greg Bennett, Town Board Liaison

1. There was a public hearing for Bodell Excavating for a Home Business Interim Use Permit with a Variance. There was no one present for public input other than Ryan Bodell, no written comments or emails. The Town Board approved the permit.
2. The Reorganization meeting was held with the following positions being voted on and approved: Chair: Greg Booth; Vice Chair: Greg Bennett; Co-Road Supervisors: Arlene Schmit, Bob Johnson and Greg Bennett; PC Liaison: Greg Bennett; Pillager Park Supervisor: Arlene Schmit; Fire Liaison: Bob Johnson; Weeds: Greg Booth. AWAIR Supervisor: Bob Johnson; MAT District 1: Keith Card; Cass County Emergency Management: Bob Johnson and Keith Card; Personnel: Greg Booth and Greg Bennett, Arlene back-up; Grant Writing: Dave Skogen, Vickie Kettlewell and Greg Booth; Broadband: Greg Bennett, Greg Booth, Jenna Ruggles. Increase in pay for PC members – Chair \$85.00 per meeting; PC members - \$80.00 per meeting. Hourly pay is now \$20.00 per hour; Mileage rate: .655 per mile; gopher feet payment - \$5.00 per pair (front feet). Resident will need to bring the feet to the Town Hall in a timely manner. Beaver pay will stay the same. Meetings will be going back to 7:00 PM.
3. Easements from MN Power have been completed on Pillager Dam Rd and Barnett Road.
4. Bryan Drown, Sylvan Township Engineer brought bid sheets to the meeting for the 3 road projects which are Little Pine-reclaim, 13th Avenue and in the Bigwater area.

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

Old Business:

Comp Plan: The Planning Commission members along with Tony Hughes with the Road Committee had a working meeting and went over the Transportation section and started the Land Use section of the Comp Plan. The PC members stated the current Comp Plan is confusing. The Planning Commission members stated they liked Bemidji Township's Comp Plan. After discussion it was decided to use Bemidji's and add some of the verbiage from Sylvan Township's Comp Plan. Dave stated he will work on the transportation section. There was discussion regarding having Charles Marohn, who has written articles for Strong Towns to attend one of the Planning Commission meetings and look over the Comp Plan. This may be done at a later date.

Sylvan Lake Park: There is a Sylvan Park Committee meeting on Tuesday, Jan. 17th at 6:00 PM. The meeting will mainly consist of giving an update on what has been done and have a list of what needs to be done. Dave may do a vision session along with the update and get ideas for future plans. One item that needs to be taken care of is moving the gate, so people have an easier access to the park, especially for handicap.

Dave stated he is going to contact the Pillager Charter School to see if they are interested in helping at the park.

New Business:

Big Water Cove, Short Term Rental Property: It has been brought to the attention of

the Town Board there is a short-term rental in operation at 4355 Bigwater Drive. There has not been any complaints and appears to be well maintained. It was decided to send a letter to Big Water Cove informing them Sylvan Township has a short-term rental Ordinance they need to abide by and they will need to appear at our Planning Commission meeting to discuss this. At this time there was discussion in regard to having a policy in place regarding the Planning Commission being allowed to send letters to short term rentals in Sylvan Township once it has been confirmed they are in operation. After further discussion Vickie Kettlewell **moved to recommend the Town Board put a policy in place that a form letter for Short Term Rentals may be sent out by the Planning Commission once staff has confirmed there is a short-term rental in operation**, seconded by Scott Hendrickson. The question was called and the motion carried.

Other Business:

Newsletter: There was discussion regarding sending the Sylvan Newsletter to the City of Pillager, Pillager School, City of Baxter and East Gull Lake so they are aware of what is going on in the Township. There was further discussion it be sent to surrounding Townships.

Emergency Management: Greg Bennett stated the Town Board is looking into having a place for residents who lose power and have no where to stay. Possibly purchase a backup generator to be used at the Town Hall. They would like to meet with the City of Pillager and a representative from the school to discuss this issue.

Down Lighting: Vickie Kettlewell asked if anything has been done yet with Jessie from Hot Rod Ridge regarding his down lighting. Also, the Corner Store still has lighting that is not down lighting. Dave stated he spoke with Jessie from Hot Rod Ridge regarding the down lighting.

Annual Reviews: None

Announcements: Read

Adjournment: Scott Hendrickson moved **to adjourn**, seconded by Dave Skogen and the motion carried with the meeting being adjourned at 7:30 PM.

Minutes submitted by:

Colleen Putnam, Deputy Clerk

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

Date: 2-09-23