



SYLVAN TOWNSHIP

REGULAR PLANNING COMMISSION MEETING MINUTES

February 9, 2023 7:00 PM

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: Vickie Kettlewell on Zoom, 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 amended agenda**, seconded by Dave Skogen and the motion carried.

Minutes:

January 12, 2023 PC Meeting amend/approve: **Scott Hendrickson moved to approve the minutes**, seconded by Terry Quick and the motion carried.

Public Input:

Jon Wolf – Bigwater Investments: Jon is operating a Short-Term Rental at 4323 Bigwater Drive and has submitted his application. The Planning Commission has questions they would like for him to answer at one of our Planning Commission meetings. He did not attend last month's meeting due to his son being ill. He did not attend tonight's meeting. The PC has some concerns due to the number of cabins on the parcel if he is renting to just one family or multiple families during the same calendar week then there is a possibility that would be a resort. The PC wanted to discuss if he knew what the difference is between single events and multiple events. There was discussion to have Greg Bennett, PC Liaison, discuss with the Township attorney what a resort is versus a short-term rental and multiple events. There was also discussion regarding the 60-day rule as we now have all the necessary documents including a bid for the septic system. After further discussion **Scott Hendrickson moved to recommend approval of Jon Wolf, Bigwater Investments short-term rental application pending the legal opinions have been provided on resort versus short-term rental, pending status on septic system being updated or a deadline date set in the spring and if the 60-day rule can't be met he is willing to extend that deadline, seconded by Dave Skogen.** The question was called and the motion carried.

Robert Karlen, Bigwater Cove: Robert Karlen and Callie Mack have been operating a short-term rental at 4355 Bigwater Drive. They decided to attend the March 9, 2023 and will have the necessary paperwork in order.

Correspondence Received:

Cass County Residential Permit Log – January 2023: There was 11 AHT (Annual

Holding Tank) permits issued for the month of January 2023.

Correspondence Sent:

None

Reports:

Greg Bennett, Town Board Liaison

1. Pat Cox, resident of Sylvan Township, was present regarding Anderson Brothers burning in the pit area. It appeared to him to be an uncontrollable burn. He also stated Sylvan Township is limiting his land rights per the Sylvan Commercial Ordinance, extractive uses. He is wondering when that was done. He stated he may obtain a lawyer.
2. Approved the newsletter.
3. Finalizing updating the employee handbook.
4. Did Survey123 training, which is part of EMT for storm damage, etc.
5. Road project bids will be opened on February 23, 2023, Little Pine Road will be awarded sooner than the project out in the Bigwater area.
6. There are outstanding checks from BNR that the Board is going to address.
7. Received a phone call regarding manganese being in the drinking water at the Town Hall. Need to find alternative drinking water. Working on some estimates.

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

Old Business:

Comp Plan: Dave Johnson stated he worked on the introduction and transportation section of the Sylvan Comp Plan and will continue to use our Comp Plan but make needed changes. The PC members looked over those sections and discussed more changes within those two (2) sections. Dave asked the PC to look these sections over again and bring back to the March meeting. The Planning Commission will continue to work on other sections of the Comp Plan. Vickie stated she will start working on the land use section.

Sylvan Lake Park: There was discussion on the metal sign that will be used for the entrance to the park. Vickie stated she had gotten a price of \$750.00 for the sign. Dave got a price from Precision Metal, Staples, for approximately \$100.00 which would be stainless steel. Dave stated there needs to be an inventory of the tree damage from the snowstorm. This can go toward the total storm damage for the Township. Will need to move the gate, do some reseeded, order more trees, purchase 2 benches and a picnic table. Dave stated Crow Wing Soil and Water will have another grant available for us to apply for. The Pillager Charter School is interested in helping at the park.

Lighting: Vickie stated looking at the commercial area there are businesses who do not have down lighting. She is wondering if there could be a letter of invite sent to businesses to promote Sylvan Township's dark skies and offer suggestions on how they can reduce the glare of their lights. Vickie will write a letter explaining the goal of dark skies and some examples what the lighting should look like. Vickie stated she will bring it to the next Planning Commission meeting. There was also discussion regarding putting an article in the newsletter.

New Business:

Letters of Interest for PC – Dave Johnson and Scott Hendrickson: Dave and Scott have submitted their letters of interest to continue on the Planning Commission for another three (3) years. Terry Quick **moved to recommend the Town Board approve Dave Johnson and Scott Hendrickson’s letters of interest to serve another three-year term on the Planning Commission**, seconded by Dave Skogen. The question was called and the motion carried.

Lucas and Kayla Pickle – General Business Permit: Lucas and Kayla Pickle have purchased a parcel in the Sylvan Commercial Park. They will be building a storage building with 4 individual spots along with his own business. He has submitted his application, all necessary paperwork and his payment. They are not present tonight but had attended the December Planning Commission meeting to answer questions. After reviewing his foundation plan it was noticed he had the 4 individual units listed as storage units and not as individual business units. After further discussion it was decided we need to inform Lucas if they are storage units no other permits would be needed but if individual business entities were to operate in those units each business would need to get a business permit from Sylvan Township. It was also discussed to inform Lucas he would need to get his sewer through Cass County. We had informed him previously he would need a driveway permit through Sylvan Township. After looking over the other paperwork the Planning Commission was comfortable with forwarding his application on to the Town Board for approval. Vickie Kettlewell **moved to recommend the Town Board approve Lucas and Kayla Pickle’s general business permit for storage units. If used as four (4) separate business entities they would each need a separate business permit**, seconded by Scott Hendrickson. The question was called and the motion carried.

RTCA Meeting: Dave Johnson attended the meeting in Little Falls. The group is part of the Cultural Artifact study that was completed under a major grant with Todd Holman, the Legacy and Sentinel Landscape. Part of the meeting was related to Sylvan Township regarding the Veterans State Trail. Discussion with County, MN Power, DNR, MNDot and Sylvan Township will need to take place. Todd Holman is working on a grant application for this. There are lots of historical significance in the area where the trail may go such as Native Americans and the Oxcart Trails that could be an educational piece. Dave will ask the Town Board if they are interested in contacting the Leech Lake Historical Society to see if they would be interested in participating in this. There is a resident who also has interest in the native culture who is native herself. Dave will check with her if the Board is interested in pursuing this.

Annual Reviews: None

Announcements: Read

Adjournment: Dave Skogen **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 Dave Skogen approved the minutes as presented, seconded by Terry Quick and the motion carried.

Date: 3-9-23