



**SYLVAN TOWNSHIP**

**REGULAR PLANNING COMMISSION MEETING MINUTES**

**April 13, 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, Terry Quick, Scott Hendrickson, Dave Johnson, Dave Skogen, Board Liaison Greg Bennett, Colleen Putnam, Deputy Clerk. Sign-In sheet attached.

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

**Minutes:**

**March 9, 2023 PC Meeting amend/approve:** Dave Skogen moved to **approve the minutes**, seconded by Terry Quick and the motion carried.

**Public Input:**

**STR (Short-Term Rental)** – This was moved up from Old Business 8.3 due to Callie and Robert Karlen being on zoom and wanting to have some input into the possible changes to the STR. They had presented a power point at the Town Board meeting. The PC looked that over and one item of interest to the Planning Commission is the NoiseAware app. Part of the discussion is regarding the number of events that is currently in the Ordinance. Karlen's would like to see that increased. Another topic to be discussed is what consists as an event or multiple events. The PC discussed looking at the summer season versus the winter season and the size of the property. After further discussion it was decided the Planning Commission members will check different townships and cities to see what they have for a Short-Term Rental Ordinance and bring back to next month's meeting for discussion.

**Correspondence Received:**

**Cass County Residential Permit Log – March 2023:** There were 3 residential permits issued for Sylvan Township during the month of March 2023.

**Correspondence Sent:**

None

**Reports:**

**Greg Bennett, Town Board Liaison**

1. Road Maintenance Contract was awarded to Bodell Landscape and Excavating LLC.

2. Camp Ripley representatives were at the meeting to inform the Township what activities would be taking place this summer at the Camp.
3. MN Power is relicensing the Sylvan and Pillager Dams.
4. The Township increased the salt order to 100 tons but would only have to take 80 tons. The Township will be keeping part of the salt/sand at Hengel's and the other will be at the Townhall inside the salt/sand shed.
5. Community Outreach Day is July 29,2023 from 10:00 am – 2:00 pm.
6. Will continue to go with Generator Power Systems for the generator.
7. Eco Water Systems has put in the new system.
8. Board of Equalization is tomorrow (April 14,2023) at 10:00 am.

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

**Old Business:**

**Comp Plan:** Vickie worked on the Land Use section and provided a handout and started it on the guiding values and principles of the Land Use. Other items were residential/housing; commercial; and agriculture and energy. Vickie stated she used some of the information from the Bemidji Township Comp Plan. The PC looked over her handout and also went through the Comp Plan. There was discussion on the rural residential use regarding subdivisions and new subdivisions. The Planning Commission members stated the Township needs to start enforcing what is in the Comp Plan and also the Road and Driveway Ordinance state or remove the wording from both. Vickie stated she will rework her handout after the Planning Commission discussion. Dave stated he would also like everyone to look over the land use section again and highlight what is redundant, what could be worded differently and ways to encourage others to help. Vickie stated is there a possibility of having a section stating Sylvan Township should implement measures that build our community's resilience in the face of weather or climate calamities.

**Sylvan Lake Park:** Greg Bennett informed the Planning Commission members that on May 6, 2023 the softball team, approximately 40 girls, will be working at Sylvan Park and Pillager Lake Park as part of a fund raising event. It will be from 8:30 am – 1:30 pm. Greg stated it would be nice if other PC members attended. Dave Johnson informed the PC members the trees will need to be planted the following week.

**Letter Business Owners:** Colleen wanted to double-check what businesses the letters were to be sent to. It will be sent out to the businesses in the commercial park and the permitted businesses in the Township.

**New Business:**

**Questions on Zoning Map:** There had been previous discussion at the Town Board meeting regarding the zoning maps B1/B2 designations on the zoning map. After discussion the PC decided it could be taken off the zoning map.

**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 9:15 PM.

Minutes submitted by:

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Colleen Putnam, Deputy Clerk

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

Date: 5-11-23