



SYLVAN TOWNSHIP

REGULAR PLANNING COMMISSION MEETING MINUTES
October 12, 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, Acting Board Liaison, Bob Johnson and 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:

September 14, 2023, PC Meeting amend/approve: Terry Quick moved to **approve the minutes**, seconded by Dave Skogen and the motion carried.

Public Input:

None

Correspondence Received:

Cass County Residential Permit Log – September 2023: There were 5 building permits which consisted of 1 home, 1 cabin, 1 mobile home, 1 addition to pole building, and 1 porch/deck. There was 1 septic system permit and 1 variance permit.

Correspondence Sent:

None

Reports:

Bob Johnson, Acting Town Board Liaison: Bob Johnson filled in for Greg Bennett for the meeting. Items discussed:

1. Acorn Drive – still working on getting signatures to have the Township take over the road only to gravel.
2. 135th St. is completed.
3. 13th Ave – looking to possibly pave to the Crow Wing Park area.
4. There are delineators missing on West Sylvan Rd.
5. Fire Report – Bob attended the Fire Association meeting and informed the PC members East Gull Lake would like to build a fire hall and have the Pillager Fire oversee it.
6. MN Power had a Zoom meeting that Bob and Jenna attended regarding a proposed 5 ½ year study for the Little Falls Dam, Pillager Dam and Sylvan Dam.
7. Complaints on Crow Drive are still being worked on.

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

Old Business:

Comp Plan: Vickie handed out changes she started under Land Use Policies: Introduction, Agriculture/Forestry and Residential. Vickie stated the current verbiage that is not changed is in black, new verbiage is in red that is added to the Comp Plan and the blue strikes is for verbiage being removed. There was discussion regarding using bullets, numbers or letters. Vickie will change the layout and will strike out verbiage that was in the original Comp Plan then add the new verbiage. After further discussion it was decided to have a working meeting just to discuss the Comp Plan. The PC members will look over the changes before our November meeting. It was decided to have the working meeting on Tuesday, December 5, 2023 at 6:30 pm. Bob will bring it back to the Town Board.

Sylvan Lake Park: There was discussion regarding getting the park committee together sometime in late November to discuss work to be completed. There was also discussion regarding contacting the Pillager High School and Central Lakes Adventure school (formally Pillager Charter School) to help with different work to be completed at the park. Vickie will get in touch with one of the teachers at Central Lakes Adventure school and meet at the park to do bud capping. Dave Skogen handed out information regarding community boost funds and community match funds from Sourcewell that the PC can use for the park, such as benches, signage. The PC can only apply for one of the grants.

Lind Construction: It was brought before the Town Board's attention and the Planning Commission that Jason Lind was operating a business at River Glen. Letters were sent to him from the Town Board and Planning Commission. He dropped off an application, but it is not complete and did not pay the permit fee. After further discussion Bob Johnson, Acting Board Liaison, will take it back to the Board for further discussion and the possibility of contacting the Township attorney on this.

New Business:

Cass County Variance Reviews: Dave Johnson and Dave Skogen attended the site visits of Wehrkamp, Woidyla and Beach with recommendations sent to Cass County. Dave Johnson attended the Cass County Planning Commission meeting and informed the Sylvan PC members The Wehrkamp After the Fact Variance was denied. They will need to reapply for a shoreland alteration permit, restrict the 48 ft. sand blanket to 20 ft. including the dock and reduce the maximum in the teer for the patio to 150 ft. The Woidyla Variance was approved for the deck as the swale would capture any runoff. The Beach After the Fact Variance was also approved. Tina Beach and her neighbor Lapka had misunderstood the property line and a garage had been built 1.9 feet from the surveyed lot line.

Carl Christensen Parcel: Carl Christensen had contacted Dave Johnson regarding the possibility of the sale of part of his parcel on Hwy. 210. Dave wanted to let the PC members know there may be a split on this parcel later.

Christmas Party: There was discussion at the previous Town Board meeting regarding changing the Christmas Party from the normal night before the December Town Board meeting to a different night. There was discussion about having it at a restaurant or having it catered but still at the Town Hall. The PC members were fine with whatever the Board decides.

Cory Peterson: Cory Peterson has a small house located on Arbor Lane that he has been renting out long term and now wants to change to a short-term rental. He was given the packet to be filled out and returned. Cory stated he would have it ready for the November Planning Commission meeting.

Ryan Bodell Landscape and Excavating: Ryan Bodell has the road contract for the Township. There was discussion about if he will be over the number of employees during the winter months. Ryan will be leaving the snow plowing equipment at the Town Hall and those employees will be coming to the Town Hall. After discussion the Planning Commission members stated they were fine with this and not in violation of his permit.

Ryan Trout – Sunflower Childcare: Ryan Trout has built another building on the daycare parcel. Dave stated he spoke with Ryan informing him he needs to come in and apply for a permit and change his site plan.

Annual Reviews: None

Announcements: Read

Adjournment: Scott Hendrickson 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 Vickie Kettlewell and the motion carried.

Date: 11-09-23



Sylvan Township

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PLANNING COMMISSION MEETING

October 12, 2023 7:00 PM

AGENDA

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL: VK, TQ, SH, DJ, DS, BJ CP
2. Review/Amend/Approve Agenda: SH, VK carried
3. Amend/Approve Minutes:
 - 3.1 September 14, 2023: PC Meeting Minutes amend (approve) TQ DS, carried
4. Public Input:
 - 4.1
 - 4.2
 - 4.3
5. Correspondence Received:
 - 5.1 Cass County Residential Permit Log – September 2023
 - 5.2
 - 5.3
6. Correspondence Sent:
 - 6.1
 - 6.2
7. Reports:
 - 7.1 Town Board Liaison – Greg Bennett
 - 7.2 Previous Board Meeting Minutes – 09/07/23 & 09/21/23
 - 7.3
8. Old Business:
 - 8.1 Comp Plan – Land Use section
 - 8.2 Sylvan Park - reminder. contact Charter School
 - 8.3 Lind
9. New Business
 - 9.1 Variance Review Results
 - 9.2 Carl Christensen
 - 9.3 Christmas Party
 - 9.4 Cory Peterson. STR
 - 9.5 Ryan Bode II
10. Annual Reviews:
 - 10.1
11. Announcements:

October 19, 2023 - Reg. Board meeting – 7:00 PM
12. Adjournment: SH TQ 8:45



PLANNING COMMISSION REGULAR MEETING

October 12, 2023

7:00 PM

Please Sign In - Please Print Legibly. Thanks

Name:

Address:

Telephone #:

Email Address

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