## NA00641_SYLVAN TOWNSHIP

***REGULAR PLANNING COMMISSION MEETING MINUTES***

***November 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, Dave Johnson, Dave Skogen, Board Liaison, Greg Bennett and Colleen Putnam, Deputy Clerk. Excused Absence: Scott Henrickson and Terry Quick. Sign-In sheet attached.

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

**Minutes:**

**October 12, 2023, PC Meeting amend/approve:** Dave Skogen **moved to approve the minutes,** seconded by Vickie Kettlewell and the motion carried.

**Public Input:**

**Kevin Kleinschmidt:** Kevin is present tonight as he purchased a parcel in the Sylvan Commercial Park and will be building a storage (cold) shed, for personal use and wants to know what the procedure is. There was discussion if he sells the shed in the future for business use that owner would need to get a business use would need to apply for a permit through the Township. Dave Johnson will meet with Kevin to discuss performance standards, drainage and setbacks. Kevin did have a drawing of the parcel and location of building and driveway. Kevin was informed he will need to get a driveway permit too. After further discussion Dave Skogen **moved to recommend the Town Board approve Kevin Kleinschmidt building permit application in the Sylvan Commercial Park, for personal use, not business use, as long as he meets the performance standards such as drainage, setbacks, down lighting and presents a site plan**, seconded by Vickie Kettlewell. The question was called and the motion carried.

**Ryan Trout, Sunflower Daycare:** Ryan is present tonight as he put up a storage building on the property which was not on the original application. He will need to fill out an application and show on his site plan where the building is located. There was discussion that it would just be an amendment to his original permit. After further discussion Dave Skogen **moved to recommend the Town Board approve Ryan Trout’s Sunflower Daycare Application for an Amendment to his General Business Permit and add the building to his site plan, seconded** by Vickie Kettlewell. The question was called and the motion carried.

**Cory Peterson – STR:**  Cory is present tonight as he has started a short term rental located on Arbor Lane and has submitted his application for approval. Cory stated he had been using the small park model home on his property for long term rental for traveling nurses but would also like to use it for short term rental. The Planning Commission members looked over the checklist with discussion on his insurance. Cory stated the insurance is through Airbnb and submitted information on it. There also was discussion on his noise monitoring system. Cory stated it has been ordered, paid for and should arrive within the week. He was informed the monitoring system should be located outdoors and near the noisy area. After further discussion

Vickie Kettlewell **moved to recommend the Town Board approve Cory Peterson’s short term rental application and submit pictures of the noise monitoring system once installed,** seconded by Dave Skogen. The question was called and the motion carried.

**Emmett Young:** Emmett is a resident of Sylvan Township and is here tonight to observe and see what is happening in the Township.

**Correspondence Received:**

**Cass County Residential Permit Log – October 2023:** There were 3 building permits which consisted of 2 shops and one addition. There were 4 septic system permits and 2 shoreland permits.

**Correspondence Sent:**

None

**Reports:**

**Greg Bennett, Town Board Liaison:** Item discussed at previous Town Board meeting:

1. There was a public meeting before the regular meeting regarding the snowmobile club wanting to groom a trail on 33rd Avenue. The residents in attendance were not in favor of it. The DNR and law enforcement were in support of it. After a lot of discussion, the Town Board approved the trail with a 3-2 vote.
2. Renewed the Brainerd Dispatch newspaper in order to have the paper copies available at the Town Hall as not everyone likes reading it online.
3. Passed resolutions for Acorn Drive and 135th Avenue.
4. There was a grant meeting with the grant committee. They will be looking at applying for grants to put an emergency siren in Scearyville. Looking for a grant for 13th Avenue to pave to the park. Also looking at a road and maintenance grant to be used for West Sylvan Drive.

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

**Old Business:**

**Comp Plan:** The Planning Commission will be having a working meeting for the Comp Plan on Tuesday, December 5, 2023 at 6:30 pm.

There was discussion when making the changes using the original Comp Plan and do strikeouts through the changes. Vickie will work on it and have the changes previously made presented before the working meeting.

**Sylvan Lake Park:**. Dave Johnson handed out the MN DNR Prescribed Burn Unit Plan for Sylvan Lake Park and a map showing the burn unit 1 area in the park he received from Lew Noska with Morrison County SWCD. Marissa Wales, Sentinel Landscape Burn Crew is also involved with this project. Dave had previously attended a burn class at Camp Ripley. The burn could take place sometime next spring. They will get back to Dave. There was discussion regarding having a park committee meeting to discuss our objectives. Possibly assign park committee members to certain jobs to oversee in the park. After further discussion it was decided to have a park committee meeting on Tuesday, January 9, 2024 at 6:00 pm. A letter will be sent out ahead of time informing the committee what will be discussed. Vickie will still contact Central Lakes Adventure School to help with the bud capping.

**New Business:**

**Short Term Rental Renewals: Bigwater Cove, Bigwater Investments & Sylvan Point**

The Planning Commission members reviewed each short-term rental renewal application:

* **Bigwater Cove, 4357 Bigwater Drive SW Pillager MN:** Their application is complete along with all necessary documents which includes their noise monitoring system. After further discussion Vickie Kettlewell **moved to recommend the Town Board approve Bigwater Cove’s short term rental renewal application as they have submitted all necessary paperwork,** seconded by Dave Skogen. The question was called and the motion carried.
* **Bigwater Investments, 4323 Bigwater Drive SW Pillager MN:** The owners did upgrade their septic system which is included in their documents. They have also included their noise monitoring system. The owner did not include an updated fire inspection report as his is still current until January 2024. After further discussion Vickie Kettlewell **moved to recommend the Town Board approve Bigwater Investments short term rental renewal application contingent he submits an updated fire inspection before January 1, 2024,** seconded by Dave Skogen. The question was called and the motion carried.
* **Sylvan Point LLC, 12332 26th Ave SW Pillager MN:** Their application and documents are complete other than the noise monitoring system needs to be installed. They are looking at doing that when they come up during the holidays. They will let us know and submit pictures. After further discussion Dave Skogen **moved to recommend the Town Board approve Sylvan Point’s short term rental renewal application contingent he submits verification of installation of the noise monitoring system,** seconded by Vickie Kettlewell. The question was called and the motion carried.

**Nicole Boggs:** Has submitted a partial application to rent a stall at the 4 Stalls business located in the Sylvan Commercial Park. Her business is N+B Hair Salon. She is not in attendance tonight. Dave Johnson met with her at 4 Stalls. She currently has a shop in Baxter. Dave stated before she goes through the expense of remodeling the inside of the stall she wanted to make sure it would be approved. She will need to do modifications to meet state code for salons. Lucas Pickle, owner of 4 Stall, has the large site plan so she will not need that. Items Nicole will need are the facility layout, water test, fire inspection, etc. After further discussion Vickie Kettlewell **moved to recommend the Town Board approve Nicole Boggs, N+B Studio Salon business permit application in the 4 Stalls building, located in the Sylvan Commercial Park, contingent on facility layout, certification meeting state codes for salons, water test and safety/fire inspection,** seconded by Dave Skogen. The question was called and the motion carried.

**Other Business:** Vickie brought before the Planning Commission an idea to have a Business Open House at the Town Hall for current business owners and potential business owners. It could benefit present business owners and be a way of promoting their business and a way for potential business owners to ask questions. Possibly do this in March. It will be discussed at future meetings.

**Annual Reviews: None**

**Announcements: Read**

**Adjournment**: Dave Skogen moved **to adjourn**, seconded by Vickie Kettlewell and the motion carried with the meeting being adjourned at 8:30 PM.

Minutes submitted by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Colleen Putnam, Deputy Clerk

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

Date: 12-14-23