



REGULAR PLANNING COMMISSION MEETING MINUTES
December 14, 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, Board Liaison, Greg Bennett and Colleen Putnam, Deputy Clerk. Excused Absence: Dave Skogen. Sign-In sheet attached.

Agenda: Scott Hendrickson moved to approve the amended agenda, seconded by Vickie Kettlewell and the motion carried.

Minutes:

November 9, 2023 PC Meeting amend/approve: Vickie Kettlewell moved to approve the minutes, seconded by Dave Johnson and the motion carried.

Public Input:

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 2 building permits which consisted of 1 new home and 1 storage shed. There were 2 septic system permits and 4 holding tanks.

Correspondence Sent:

None

Reports:

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

1. David Winkelmann was present regarding pricing for installing solar panels at the Town Hall.
2. Will be changing the employee handbook to reflect changes in the MN law starting the first of the year.
3. Still working on grants for roads.
4. Will be doing some brushing on Upper Sylvan Rd.
5. Received the 2nd half of their money from Cass County.

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

Old Business:

Comp Plan: The Planning Commission members went through the Implementation Plan section of the Comp Plan with the following suggestions and changes:

Pg. 71: Planning: #1. Remove the 1st sentence and leave the 2nd sentence.

#2. Remove the word residential from the 1st sentence.

#3. Remove that complete section.

#4. Change 1st sentence to read: Review preconstruction, post-construction when complete or when made aware of any potential violation.

Environment: # 2. Add verbiage to read through education for residential and permitting for commercial.

Pg. 72 Environment: #3. Remove word insist and add the following verbiage: Encourage Cass County to be more rigorous.

Land Use/Subdivision: Remove #3

Pg. 73: Community Services: # 2. Change verbiage to read: any administrative costs incurred will be paid by the beneficiary.

Annexation: Remove entire section.

The Planning Commission will review the policy plan that was reviewed previously. The notes will be sent out. There was discussion regarding having a vision session after the PC has finished their changes. Possibly have a professional look at the changes too.

Sylvan Lake Park: Vickie Kettlewell stated 5 students from Brainerd Lakes Area Adventure School and Sara their instructor met at the park with Vickie to do bud capping. Vickie stated she had a handout informing them what bud capping was. After they finished the bud capping, they walked the ridge trail. Some students seemed interested in participating in other work at the park. There will be a park meeting on Tuesday, January 9, 2024 at 6:00 PM to get suggestions and discuss items that need to be completed at the park. An email will be sent out to them stating they should try and walk the park before the meeting.

Lucas Pickle, 4 Stall Properties: Dave informed the Planning Commission members Lucas Pickle had contacted Dave regarding the possibility of another business opening in his building. It is called Pig Genes and they do artificial insemination. Lucas stated the owner will be contacting Dave regarding the application process.

Ramstad Technologies: Dave stated he would be meeting with Devon Dumpprope of Ramstad to discuss his application as he has purchased the lot next to his for the expansion of his business which is directional boring.

New Business:

Baxter/Sylvan Township Community Trail: Greg Bennett attended a meeting regarding a new proposed trail with the City of Baxter. Todd Holman has a Community Grant opportunity that we would look at for getting a trail connecting on 132nd St SW onto County Road 36 and then to develop a trailhead/parking lot in one of the Township's Potlatch parcels. They would like to see the trail continue to Fisherman's bridge if the funding allows. There will be more on this at the first Board meeting in January.

Annual Reviews: None

Announcements: Read

Adjournment: Scott Henrickson moved **to adjourn**, seconded by Terry Quick and the motion carried with the meeting being adjourned at 8:25 PM.

Minutes submitted by:

Colleen Putnam

Colleen Putnam, Deputy Clerk

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

Date: 1-11-24