



**REGULAR PLANNING COMMISSION MEETING MINUTES**  
**February 8, 2024 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 (Zoom), 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 Terry Quick and the motion carried.

**Minutes:**

**January 11, 2023 PC Meeting amend/approve:** Terry Quick moved to **approve the minutes**, seconded by Scott Hendrickson and the motion carried.

**Public Input:**

**Eric and Audrey Nierenhausen:** Is present tonight to submit their application for short-term rental located at 3412 125<sup>th</sup> St SW Pillager MN 56473. They own 7 acres for hiking on the trail, but their primary outside use will be centered around the fire ring. Dave Johnson met with the Nierenhausen's and looked around. Dave stated they have plenty of room where the fire ring is located so they will not be bothering their neighbors. They are waiting for the fireplace to be finished and had to change the doorknob per the Pillager Fire Chief's recommendation. They stated they also own one in Crow Wing County on Crow Wing Lake. The PC members looked over their application and all necessary paperwork and everything is complete. After further discussion Terry Quick **moved to recommend the Town Board approve Eric and Audrey Nierenhausen's completed short term rental application**, seconded by Scott Hendrickson. 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.

**Samuel Couture:** Is here tonight to observe and see what happens in local government.

**Correspondence Received:**

**Cass County Residential Permit Log – January 2024:** There were 5 Annual Holding Tank renewals for January.

**Correspondence Sent:**

None

## Reports:

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

1. Worked on the 2025 budget and kept it down.
2. They had a discussion on road projects. Possibly do a bond on some of the larger projects.
3. The Town Board is still waiting to hear back from the Township attorney in regard to seeing if it would be legal to notify neighbors when a short-term rental starts operating in their neighborhood.
4. The Board looked at the burn plan for Sylvan Park and thought it looked good.
5. Bob Johnson attended the Emergency Management meeting and stated there will be a train versus bus, vehicle training.
6. The action ladder process is still being reviewed by the Board.

**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 Policy Plan section of the Comp Plan where the additional changes had been made from the previous meeting. There was further discussion and additional changes were made:

**Page 17: Objective 2 Policies #1:** Monitor and maintain all independent sanitary sewer systems. If less than 5 years old inspect at 5 years if more than 5 years inspect at 3 years.

**Page 20: Citizen Participation, Objective 1 Policies #4:** change wording: Cass County in conjunction with Sylvan Township will ensure that all new construction meets requirements of the permits.

The Comp Plan will be brought back to our March meeting for the PC to review it after changes. **Vickie moved to approve the final preparation of the Policy section, Transportation section and Land Use section of the Comp Plan for final run through with the Board in March with the idea of recommending the Board give a preview of it before finishing the small details,** seconded by Scott Hendrickson. The question was called and the motion carried.

There was discussion regarding Cass County officials attending one of the Planning Commission meetings regarding residential permitting. It was decided to wait until we have completed the Comp Plan.

**Sylvan Lake Park:** Dave stated the Town Board signed a contract with The Nature Conservatory regarding the prescribed burn at the park. It was sent to Marissa from Nature Conservatory who stated the burn would take place sometime this spring but she couldn't give an exact date. Dave stated he also spoke with Audrey from the Pillager School regarding different items the students could work on and also informed her of the burn plan. She will contact Marissa regarding the plan. There was discussion regarding sending a letter to the residents near Sylvan Park regarding the burn. The next park committee meeting is on Tuesday, February 20, 2024 at 6:30 pm.

**Baxter/Sylvan Township Community Trail:** Dave attended the Cass County meeting regarding the trail. Cass County was in favor of it especially since they did not have to contribute any money. They passed a resolution allowing an easement on the upper border of Cass County's 40 acres in Sylvan Township. Todd Holman suggested speaking with the DNR that manages the school trust fund that is located off Cty. #36 and also to speak to MN Power from the bridge. A map will be sent to Jim Anderson showing the change on his property. The future goal is to eventually connect to the Veteran's State Trail.

**New Business:**

**Covenants, Conditions and Restrictions Sylvan Commercial Park:** This is just a for your information article. When reading it over the down lighting has been a part of their covenants from the beginning. The owners are responsible for their own septic system, but nothing is mentioned regarding if and when the drain field needs to be replaced who covers the cost.

**Oath of Office and Election of Officers:** The Planning Commissions took their oath of office, other than Dave Skogen who was absent from the meeting. Terry Quick **moved to appoint Dave Johnson as Chairman of the Planning Commission and Scott Hendrickson as Vice Chairman**, seconded by Vickie Kettlewell and the motion carried.

**Preliminary Plat – “Two Lakes”:** Joseph Ellstrom submitted an application to Cass County for a preliminary plat located on Nelson Lake Road, Pillager MN. The preliminary plat will consist of four (4) lots for residential use. The Planning Commission members were in agreement there is nothing mentioned in the notice regarding it is not a Township road so as proposed it will never be taken over by the Township as a Township road.

**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 8:15PM.

Minutes submitted by:



Colleen Putnam, Deputy Clerk

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

Date: 3-14-24



# Sylvan Township

12956 24th Avenue SW, Pillager, MN 56473

Phone: (218) 746-3652 / fax: (218) 746-3612 / e-mail: [deputyclerk@sylvantwp.com](mailto:deputyclerk@sylvantwp.com)

## PLANNING COMMISSION MEETING February 8, 2024 7:00 PM AGENDA

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL:**

**2. Review/Amend/Approve Agenda:** *DS excused SH TO*

**3. Amend/Approve Minutes:**

3.1 January 11, 2023: PC Meeting Minutes amend/approve *TO SH carried*

**4. Public Input:**

- 4.1 Eric and Audrey Nierenhausen - STR
- 4.2
- 4.3

**5. Correspondence Received:**

- 5.1 Cass County Residential Permit Log – January 2024
- 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 – 01/04/24 & 01/18/24
- 7.3

**8. Old Business:**

- 8.1 Comp Plan
- 8.2 Sylvan Park
- 8.3 *Trail Project*

**9. New Business**

- 9.1 Covenants, Conditions and Restrictions Sylvan Commercial Park
- 9.2 PC Oath of Office - *Reorg.*
- 9.3 *T*

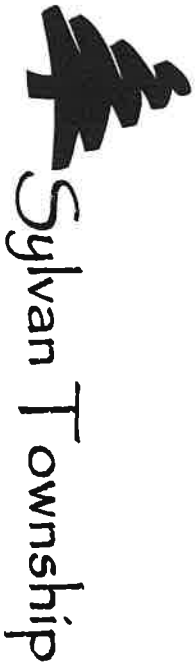
**10. Annual Reviews:**

- 10.1

**11. Announcements:**

- February 15, 2024 - Reg. Board Meeting – 7:00 PM
- February 20, 2024 – Sylvan Park Committee Meeting – 6:30 PM

**12. Adjournment:** *SH TO 8:15*



# PLANNING COMMISSION REGULAR MEETING

February 8, 2024

7:00 PM

**Please Sign In - Please Print Legibly. Thanks**

Name:

Address:

Telephone #:

Email Address

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3.

4.

5.

6.

Emmett Young  
Summer/Medical  
Cottage

218-513-7876

Skill Audrey  
Niermanakis

326-200-2029