



SYLVAN TOWNSHIP

REGULAR PLANNING COMMISSION MEETING MINUTES
January 11, 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, Terry Quick, Dave Johnson, Board Liaison, Greg Bennett and Colleen Putnam, Deputy Clerk. Excused Absence: Scott Hendrickson and Dave Skogen. Sign-In sheet attached.

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

Minutes:

December 5, 2023 PC Working Meeting amend/approve: Vickie Kettlewell moved to **approve the minutes**, seconded by Terry Quick and the motion carried.

December 14, 2023 PC Meeting amend/approve: Vickie Kettlewell moved to **approve the minutes**, seconded by Terry Quick 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 – December 2023: There were 2 Annual Holding Tank renewals for December.

Correspondence Sent:

None

Reports:

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

1. Reorganization Meeting – Board members' positions stayed the same along with all legal items, postings, etc.
2. Todd Holman was present to discuss a Joint Community Trail between the City of Baxter and Sylvan Township. The Town Board approved a resolution in support of a joint community trail between Baxter and Sylvan Township.
3. Discussion on roads – everyone thought Ryan Bodell was doing a good job on the roads.
4. Cass County Association raised their membership renewal. The Board did not feel Sylvan Township was getting enough out of their meetings, etc. and decided not to renew their membership.

5. The Town Board is having their Township attorney check to see if it would be legal to notify neighbors when a short-term rental starts operating in their neighborhood.
6. Brian Smith has submitted a claim to MATIT against the Township for loss of work regarding his business. It was denied.

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 that Dave had made changes to. There was further discussion and the following changes were made:

Page 16: #7 – Leave in but change wording to read: Require any new designation of commercial zoning must be checked against the archaeological study with the MN State Historic Preservation Office (SHPO) to see if there is any reference to the parcel.

Page 17: Objective 2 Policies #1: Monitor and maintain all utility systems if new and less than 5 years old every 5 years if more than 5 years old every 3 years.

Page 19 Objective 5 Policies #3: Change wording to read: Work with MN DOT to establish an easement for an ATV trail along the 210 corridor.

Page 20 Citizen Participation, Objective 1 Policies #3: just use every 10 years.

Policies #4: change wording: In conjunction with Cass County and Sylvan Township ensure that all new construction meets requirements of the permits.

The Planning Commission will review this again at the next meeting after changing some of the verbiage which will eventually go before the Town Board.

Sylvan Lake Park: The park committee met on Tuesday, January 6, 2024. Most of the committee members are new but had good ideas. Some discussion was having a park benches, a grand opening, star gazing, etc. There will be another meeting in February. Vickie stated she will work on the star gazing portion at the park.

Baxter/Sylvan Township Community Trail/Veteran's State Trail: Todd Holman has been working on a proposal getting the Veteran's State Trail to move toward the Baxter/Sylvan Township Community Trail. Todd is working on a \$10,000,000.00 grant. The preliminary grant is due in February and final in March. Dave presented a map of the possible trail head and bike trail proposal.

New Business:

Oath of Office: Was tabled until February meeting.

Annual Reviews: None

Announcements: Read

Adjournment: Terry Quick 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 Terry Quick approved the minutes as presented, seconded by Scott Hendrickson and the motion carried.

Date: 2-8-24