



**SYLVAN TOWNSHIP**

**REGULAR PLANNING COMMISSION MEETING MINUTES**

**February 14, 2019 7:00 PM**

*(Recorded for Transcription Purposes Only)*

**CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL:** Vice Chair Scott Hendrickson called the meeting to order at 7:00 PM and the Pledge of Allegiance was said. Roll Call: Those present: Vickie Kettlewell, Terry Quick, Scott Hendrickson, Tane Barclay, Board Liaison Yvette Adelman-Dullinger and Colleen Putnam, Deputy Clerk. Excused Absence: Dave Johnson. Sign-In sheet attached.

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

**Minutes:**

**January 10, 2019 Regular PC Meeting amend/approve:** Vickie Kettlewell moved to **approve the minutes as presented**, seconded by Terry Quick and the motion carried.

**Public Input:**  
None

**Correspondence Received:**

**Cass County Permit Log – January 2019:** There were 10 annual holding tank permits renewed and 1 building permit issued for Sylvan Township for the month of January.

**Email from Dawn Berg, Cass County – Cell Tower:** Colleen received an email from Dawn Berg with Cass County regarding a permit they received from a cell phone company who applied for a generator shelter on the current tower site. She was wondering if Sylvan handles the permitting on this as it is zoned commercial. Sylvan Township will handle this. The Planning Commission members discussed the original application was done through Cass County as Sylvan Township did not have a commercial ordinance at the time. After discussion it was decided the cell tower company would be grandfathered in and would not need a CUP as they are not expanding beyond 25% (Section 2009 of the SCO). After further discussion **Terry Quick moved to recommend to the Town Board to charge the cell tower company a \$50.00 amendment fee for the addition of a generator inside the existing tower site as they would be grandfathered in and would not need a CUP as they are not expanding beyond 25%, seconded by Vickie Kettlewell.** The question was called and the motion carried.

**Correspondence Sent:**  
None

**Reports: Yvette Adelman-Dullinger, Town Board Liaison:** Yvette stated the following items were discussed at their previous meeting:

1. Yvette informed the PC members the Board had to reconvene their Budget and Regular Board meeting to Tuesday, February 12, 2019 due to the weather on their regular meeting night. Yvette stated the PC budget was left the same. The Fire budget is going up along with the Road and Bridge budget. The Board set aside funds for the park. There will be an approximate levy increase of 8%.

2. The Town Board approved the Community Education Program and the History Series.

3. The Town Board members would like to see references regarding Emmett Young working on the Township website and also some of his work.

4. Cass County Emergency Management is having a training on preliminary damage assessment and survey on April 10, 2019 from 10:00 am – 3:00 pm. Yvette stated she is still looking for one or two PC members to be on the Township committee for the Predisaster plan.

5. Board of Audit Meeting – March 7, 2019 at 6:45 pm.

6. Board of Equalization – April 15, 2019 at 10:00 am.

7. Sheriff's Department will be having a Sky Warn Class here at the Town Hall on April 5, 2019 at 6:00 pm.

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

#### **Old Business:**

**Predisaster Meeting:** The Predisaster Planning meeting that was scheduled for January 29, 2019 from 10:00 am – 12:00 pm at the Town Hall was postponed due to the weather and rescheduled for Tuesday, February 26, 2019 from 10:00 am – 12:00 pm. The Planning Commission members are to contact the businesses that they contacted previously and inform them of the change of date and also that a light lunch will be provided. Colleen will contact Anna from the Shante regarding the light lunch.

**Comp Plan Review:** No discussion on this.

**Short Term Rentals:** Yvette informed the Planning Commission members the Town Board wants the PC members to look at definitions as there would be a distinction between someone operating a short term rental full time versus someone operating a short term rental part-time – renting for a time to improve their home/cabin or just for a weekend once in a while.

**Community Education Piece – Water Quality:** Vickie informed the PC members she has been in contact with Clayton Lenk of Crow Wing Soil and Water and will be meeting with him in early April to finalize the details. He will do presentations, demonstrations and also Q&A. This will be held on Saturday, April 27, 2019 from 10:00 am - noon. Vickie has written an article regarding this which will be in the newsletter informing the residents of this presentation.

**History Series:** Dave has met with Mike North, Sue VanHal and Nick Bernier regarding presenting a series of local history lectures. The proposed series would be held on the 4<sup>th</sup> Tuesday of each month from April through November with the November date moved to the 2<sup>nd</sup> Tuesday in order to move away from Thanksgiving. The planning notes and dates of the series were handed out at the Planning Commission meeting. The Planning Commission members are wondering if these presenters will be asking a fee to do this. Yvette had stated the Board approved these dates. Dave has written an article regarding this and will be put in the newsletter informing the residents of these series.

**4-wheeler Issues on Pit Road:** The letter to be sent to the residents who live in the Pit Road area asking if they would be interested in attending a meeting along with Cass County and the Cass County Sheriff's office to discuss the issues will be sent out on February 25, 2019. If there is enough interest a meeting will be set up at the Town Hall.

**New Business:**  
**None**

**Annual Reviews:**  
**None**

**Deposits held:**  
**None**

**Announcements:** Read

**Adjournment:** Terry Quick **moved to adjourn**, seconded by Tane Barclay and the motion carried with the meeting being adjourned at 7:50 PM.

Minutes submitted by:

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Colleen Putnam, Deputy Clerk

PC Member Scott Hendrickson moved to approve the minutes as presented, seconded by Tane Barclay and the motion carried with Dave Johnson abstaining.

Amendments:

Date: 3-14-19