



REGULAR PLANNING COMMISSION MEETING MINUTES

December 12, 2019 7:00 PM

(Recorded for Transcription Purposes Only)

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: Those present: Vickie Kettlewell, Terry Quick, Scott Hendrickson, Dave Johnson, Dave Skogen, Board Liaison Yvette Adelman-Dullinger, and Colleen Putnam, Deputy Clerk. Sign-In sheet attached.

Agenda: Scott Hendrickson moved **to approve the agenda**, seconded by Terry Quick and the motion carried.

Minutes:

November 14, 2019 PC Meeting amend/approve: Vickie Kettlewell **moved to approve the minutes as presented**, seconded by Dave Skogen and the motion carried.

Public Input:

Bob Johnson: Lives in East Gull Lake but is looking at purchasing property on Hidden Lake Road in Sylvan Township that has a shop and storage building on the property. There is no well or septic at this location. He is wondering if he purchased this can he rent out the storage building. After discussion it was decided it wouldn't be allowed as there is no primary residence at that location. Bob stated he also is looking at lots in the commercial park to build storage units or storage condos and rent them out. There was discussion regarding what is needed for parking, setbacks, Cass County's impervious surfaces, screening, etc. The PC stated this would be an allowed business. Bob took a packet and will look it over and get back to us.

Correspondence Received:

Cass County Permit Log – November 2019: There was 6 building permits and 2 Shoreland Alteration Permits issued for Sylvan Township for the month of November 2019.

Correspondence Sent:

None

Reports:

Yvette Adelman-Dullinger, Town Board Liaison: Yvette Adelman-Dullinger gave a report on their previous meeting:

1. Working on the snow policy.
2. Aberson and Voges annual permit for short term rental was passed on the condition Aberson completes the work Cass County has requested for his Variance and Voges to have their fire inspection completed.
3. CPR training – need to complete paperwork and set a time for the training.

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

Old Business:

Sylvan Lake Park: There was a meeting on November 18, 2019 consisting of Town Board, PC members and citizens in the area. They will be used as an advisory committee. This committee could meet again in the spring. Dave and Greg Bennett met with Audrey the ag instructor from the Pillager High School. Audrey was favorable of getting the students involved in the park project. The Planning Commission needs to start working on grants and budget. A subcommittee of Dave Johnson, Dave Skogen and Vickie Kettlewell will meet after the first of the year. We received the archaeological survey done on Sylvan Lake Park. Two archaeological sites were identified as a result of this survey. One site consisted of two lithic flakes recovered from two shovel tests within the proposed walk-in landing area. Due to the artifacts not being located in a single locus, it is considered to be potentially eligible for nomination to the NRHP and should therefore be avoided during project activities. The other site is considered an isolated find and not considered to be eligible for the NRHP.

Sylvan Commercial Ordinance Review: The Planning Commission looked over the other changes that were done since the last Planning Commission meeting. There was discussion regarding the interim use permit the building had to be 1200 square feet or less. The consensus it should be larger. The Town Board will look over the draft ordinance at their January 16, 2019 Board meeting and make a final decision.

STR – Checklist for the Fire Department: Greg Ringler, Pillager Fire Chief emailed a generic fire inspection form to be used for short term rental inspections. Greg stated he will adjust it and make changes after he has taken the class for inspector and becomes certified. The PC members looked it over and highlighted what they felt needed to be on the inspection form. The Planning Commission will wait to hear back from Greg.

Cass County and Potlach Property: Todd Holman with Sentinel Landscape was present at a previous Town Board meeting to inform the Board that Potlach has 2 parcels of land near Pit Trail they are interested in selling. Todd stated the Conservation Fund/Sentinel Landscape has the money to purchase these 2 parcels and is wondering if Sylvan Township would be interested in being the steward of this land. The Board is interested in doing that. It would be a good place for a trail head; walking trails, etc. There was discussion on protecting the waterways in the Township. The Planning Commission should be looking at what should and should not be protected more.

New Business:

Nomination for Lighting: Vickie stated she would like the Planning Commission members to start making a list of businesses and residents who have good down lighting to bring back to the Planning Commission to nominate or mention in our newsletters.

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 8:35 PM.

