



REGULAR PLANNING COMMISSION MEETING MINUTES
April 8, 2021 7:00 PM

Note: All motions were carried by a roll-call vote through the video conference meeting, this meeting was recorded and will be kept in electronic records with the minutes.

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: Dave Johnson, Vickie Kettlewell, Scott Hendrickson, Dave Skogen, Board Liaison Greg Bennett, and Colleen Putnam, Deputy Clerk. Excused Absence: Terry Quick. Sign-In sheet attached (no signatures due to covid).

Agenda: Dave Skogen moved to **approve the agenda**, seconded by Vickie Kettlewell and the motion carried.

Minutes:

March 11, 2021 PC Meeting amend/approve: Scott Hendrickson **moved to approve the minutes as presented** seconded by Dave Skogen and the motion carried.

Public Input:

None

Correspondence Received:

Cass County Permit Log – March 2021: There were 5 building permits; 12 holding tank renewals and 5 shoreland alterations permits issued for the month of March 2021. There was discussion regarding the shoreland alterations permits for Rip Rap. The PC members feel this should be done through the DNR. There was further discussion regarding having someone from the DNR attend of our PC meetings to discuss this.

Correspondence Sent:

None

Reports:

Greg Bennett Town Board Liaison: Greg gave a report on their previous meeting:

1. Discussion on roads: 43rd and Spring Rd – Bryan Drown, Road Engineer, stated the amount is under the sealed bid amount so the Board is getting quotes from Anderson Brothers, Knife River and Ideal Construction.
Shady Hollow Road – project is moving along. Scott Hendrickson who is with Anderson Brothers stated he could meet with Greg and Bryan Drown.

Dandelion Lane – residents were in attendance regarding the Township taking over the road. Bryan Drown is working on different options (bids).

2. The Road Maintenance Contract was awarded to Holmwig's as they were the only one to send in a bid.
3. Road Review has been set for Saturday, April 24th at 8:00 AM at the Town Hall to meet and proceed from there to look at the roads.
4. Some of the Town Board members did the Spring Short Course through Zoom this year.

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

Old Business:

Sylvan Lake Park: Dave stated he did more erosion control at the park and has ordered more trees.

Cass County Discussion with Township: Dave informed the PC members Greg Bennett, Dave Johnson, and Township staff participated in a zoom meeting with John Ringle, ESD Director, Jessica Manifold, Assistant Director, Josh Stevenson, Administrator and Neil Gaalswyk, District 1 Commissioner. Discussion consisted of permitting commercial business in residential areas in Sylvan Township. The Township has been doing the permitting up to this point. Cass County did not feel Sylvan Township should be doing the permitting as the Sylvan Commercial Ordinance (SCO) was not as strict as Cass County Ordinance. The SCO has been updated and does meet Cass County's. After discussion it was decided to have the Town Board write a Memorandum of Understanding between Sylvan Township and Cass County stating Sylvan would be doing the permitting of commercial business in a residential area but all septic permits will be permitted through Cass County. The PC members looked over items Dave Johnson had written up resulting from the meeting and after further discussion Vickie Kettlewell **moved to recommend the Town Board draft a Memorandum of Understanding between Sylvan Township and Cass County regarding management of commercial permitting with the following items to be included**, seconded by Scott Hendrickson. Further discussion consisted of asking Greg Booth, Board Chair to write the Memorandum of Understanding. The question was called and the motion carried.

1. In areas zoned commercial as per the Commercial Zoning Map, Sylvan Township will manage the permitting of the business enterprise and the construction project with the exception of the Independent Sanitary Treatment System (ISTS). All ISTS will be permitted and inspected by Cass County.
2. Sylvan Township is requesting an extension of authority to permit business enterprises in areas zoned as residential when the business meets the requirements of either Home Business or Home Occupation established the Sylvan Commercial Ordinance (SCO).
3. Cass County will continue to manage permitting of the residential structures and the ISTS for that property.
4. Sylvan Township will share all applications for business permits in residentially zoned areas for review and advice from Cass County.
5. Cass County will take extra precautions to investigate the intentions of applicants permitting larger accessory buildings that may become commercial in nature.

6. If a zoning change is required, the property owner will make the application to Cass County. The application will be reviewed by Sylvan Township and a resolution supporting or requesting denial of the zoning changes will accompany the application.

There was discussion regarding the parcels with accessory buildings that were permitted by Cass County and were discussed at previous PC meetings. It was decided to leave those buildings alone however if they make any changes they would come to Sylvan Township for a permit. This would also pertain to other businesses already in business in a residential area. Other discussion was regarding if someone wants to build a commercial building larger than 2,000 sq. ft, which is in the SCO they would have to apply for a variance.

Commercial Zoning: The Planning Commission members discussed commercial zoning on the Hwy. 210 corridor. One area discussed are the parcels owned by Duy's and Lapka's located on Little Pine Trail. Another area is the parcel located on 11th Avenue owned by Hengel Ready Mix. Vickie Kettlewell is not in favor of any commercial activity near the river. Scott Hendrickson and Dave Skogen questioned what would the benefit be for Sylvan Township. There also was discussion regarding the zoning on the west end of Hwy. 210 near Snow's in Sylvan Township. It was decided to have further discussion on this at our next meeting.

New Business:
None

Annual Reviews: None

Announcements: Read

Adjournment: Scott Hendrickson **moved to adjourn**, seconded by Dave Skogen and the motion carried with the meeting being adjourned at 8:00 PM.

Minutes submitted by:
Colleen Putnam

Colleen Putnam, Deputy Clerk

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

Date: 5-13-21