



REGULAR PLANNING COMMISSION MEETING MINUTES

June 11, 2020 6:30 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 amended agenda**, seconded by Vickie Kettlewell and the motion carried.

Minutes:

May 14, 2020 PC Meeting amend/approve: Scott Hendrickson **moved to approve the minutes as presented**, seconded by Terry Quick and the motion carried.

Public Input:

Todd Holman, Nature Conservancy and Camp Ripley Sentinel Landscape: Todd gave an update regarding the Conservation Fund regarding Land Acquisition from Potlach that is moving forward and close the end of June, which would be the 2 forty acre parcels at Camp Jim Road. The other update is regarding the Kramer Lake project that should close the end of July. MN Power is also talking about land on County Rd 36, near the Chippewa Agency Site, by Mike North's residence and looking at a Bowser Board of Water and Soil Easement. Todd is present at the meeting to approach the Planning Commission to see if they would recommend to the Town Board that the Township act as the lead applicant or fiscal agent for the MN Historical Society Legacy proposal/grant. The PC members looked over the materials that was put in their packets from Todd. The grant is regarding a historical study for archaeological sites and surveys 10 miles within Camp Ripley area. The Planning Commission members stated they thought it was a good idea for the Town Board to pursue being the agent of record. After further discussion Vickie Kettlewell **moved to recommend to the Town Board the consideration of being the fiscal agent for the grant application to the MN Historical Society**, seconded by Terry Quick. The question was called and the motion carried. The other pamphlets are regarding MN Army National Guard Environmental Awards.

At this time Todd and Dave discussed the Region 5 multi-jurisdictional meeting that took place on June 1, 2020 via Zoom. Region 5 has decided to reach out to different Townships to be included in these meetings. There was discussion regarding developing a Request for Proposals (RFP) for a multi-jurisdictional trail comprised of an East/West segment and a North/South segment. The East/West segment would begin in Pillager and terminate in the city of Baxter. The North/South segment would start in East Gull Lake and terminate in Baxter. Both the East/West and North/South segments pass through Sylvan Township at different points. There was discussion regarding connecting to the existing trail at the corner of Cass County CSAH 77 and E. Gull Lake Dr. and head south on Bass Lake Road/13th Ave to 122nd St.

SW to Cedar Scenic Rd connecting to Oakwood Dr. N passing by Camp Vanasek, and connecting to the existing Baxter trail near Whipple Beach on Clearwater Drive. Other discussion at the multi-jurisdictional meeting was the Cass County Housing Study which came about from the first multi-jurisdictional meeting. The study would provide an assessment of unmet housing demand now and in the future. Region 5 was hoping the Initiative Foundation would be able to provide some funding for this study, however, do to COVID the Foundation has decided to use their funds for that. Cass County has some funds available but not enough to cover all of it. Region 5 is now asking the Townships and cities in Cass County to help with monetary donations to help with the study. At the June 4, 2020 Town Board meeting the Board did support it and voted to give \$500.00 toward the funding. There is a possibility of another meeting in six (6) months.

Correspondence Received:

Cass County Permit Log – May 2020: There were 5 building permits and 1 shoreland alteration issued for the month of May 2020.

Email regarding grant: Dave informed the Planning Commission members we did not receive the grant for the park. Dave asked for us to receive information as to where we ranked and if there were some elements in the grant they could suggest for a better grant next time. There was discussion regarding not getting the grant to change our direction on what we should do next. There was further discussion regarding doing the north loop to give more walking trails, non-handicap at this time and later apply for a grant to add handicap to that area. The PC members will need to flag the area to see how long of a trail it will be. There was discussion regarding getting a sign for the park and putting it up but the Planning Commission members did not feel the park is ready for a sign. There was also discussion regarding applying for the grant from Sourcewell and other places such as Anderson Family Foundation, MN Power and Crow Wing Power.

It was decided to look at the budget with the possibility of finishing the wildflower seeding and the handicap trails in the pit area. Scott will check with the material for the handicap trails such as a mixture of crushed concrete and crushed asphalt.

Correspondence Sent:

Letter to Mike Frank: A letter was sent to Mike Frank informing him the PC recommended the Town Board deny his application as it was not completed correctly. Dave gave an update on this: Mike withdrew his application and will now be doing 3 garage sales as stated in our SCO. Board members and PC members have been checking his residence for additional activity.

Reports:

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

1. Yvette stated there were residents present regarding activity continuing at Mike Frank's residence.
2. Roads – working on 17th with the railroad. Working on an easement along the cemetery.
3. Pillager Lake Park – pier railings need to be changed. There is no park host at this time.
4. Elections – Town Board voted to do mail in ballots for the upcoming primary and general election.
5. Cass County Housing Study: Estimated in 2019 our population is 2,942 with 1,153 households.

6. Camp Ripley representative will be attending the next Town Board meeting on June 18, 2020.
7. Yvette stated she will be working on finding information regarding utility agreements and what others are doing.

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

Old Business:

Sylvan Lake Park: Discussed under Correspondence Received – Grant: Dave asked the PC members which option they would prefer to do as discussed under correspondence received, Email regarding grant, the loop or the pit area. It was unanimous to do the loop if funding only allows for only one.

Crow Wing County Vacation Rental Ordinance: The Planning Commission members looked at the article that was in the Brainerd Dispatch. There were areas highlighted in the article that we may want to look at for our own Short-Term Rental Ordinance for future changes.

New Business:

Once Junk: An application was submitted from Marsha Johnson for her business Once Junk. Her business consists of refurbishing furniture, etc. then taking the items to other businesses to sell but does advertise on Market Place. The work takes place in the shop and storage shed. There may be outside storage but it will be screened. After discussion Vickie Kettlewell **moved to recommend the Town Board approve the completed application from Marsha Johnson, Once Junk for a Home Occupation Type B**, seconded by Dave Skogen. The question was called and the motion carried. After further discussion it was decided Dave Skogen would do a site visit and bring his findings back to Colleen before the Town Board meeting.

Region 5 Meeting: Moved to public input with discussion.

Navys Estates Preliminary Plat: A proposed plat has been sent to Cass County Environmental Services regarding the proposed plat located in Sylvan Township. This is two (2) parcels representing 42.8 acres and are proposed to be split into 11 lots. There was discussion in regard to encouraging them to do a conservation design instead of just dividing into lots. The PC members discussed the Board have Cass County look at our Comp Plan. Other discussion was in regard if they want the Township to take over the roads they will need to dedicate the rest of the easement to the Township in order to continue the road. There was also discussion in regard to having storm shelters. After further discussion it was decided to have Yvette take the following suggestions/recommendations back to the Board for them to act on.

1. Encourage them to do a conservation design.
2. The Sylvan Township Road Ordinance requires a through road rather than dead end when possible. In this case an easement through to the north/south portion of Little Pine Rd. would be required if the developer ever wished to have the road taken over by Sylvan Township.
3. Provide storm safety/shelters.

Annual Reviews: None

Announcements: Read

Adjournment: Scott Hendrickson **moved to adjourn**, seconded by Vickie Kettlewell and the motion carried with the meeting being adjourned at 9:00PM.

Minutes submitted by:

Colleen Putnam, Deputy Clerk

PC Member Dave Skogen moved to approve the minutes as presented/amended, seconded by Terry Quick and the motion carried.

Amendments:

Date: 7-9-2020