



REGULAR PLANNING COMMISSION MEETING MINUTES
August 11, 2022 7:00 PM

Note: 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: Scott Hendrickson, Dave Johnson, Dave Skogen, Board Liaison Greg Bennett, Lydia Marohn, Assistant Deputy Clerk, Terry Quick had an approved absence and Vickie Kettlewell attended via Zoom. Sign-In sheet attached.

Agenda: Scott Hendrickson moved to approve the amended agenda, seconded by Dave Skogen and the motion carried.

Minutes:

July 14, 2022, PC Meeting amend/approve: Dave Skogen moved to approve the amended minutes, seconded by Scott Hendrickson and the motion carried.

Public Input:

There was no public input.

Correspondence Received: Cass County Permit Log – July 2022: There were 13 buildings permits, 6 septic systems and 2 variance requests issued for the month of July 2022.

The two variance requests were discussed. The township recommended to approve one of the variances (Tertin) and recommended to deny other (Tatge) based on the size of the lot. Cass County, however, approved both variances (Tatge with conditions).

Correspondence Sent:

None

Reports:

Greg Bennett, Town Board Liaison

1. Josh Wiskus' Permit for Pro Detailing was approved.
2. Anderson Brother's Roth Pit was discussed with regards to a resident's complaint.
3. Broadband update was given, a Letter of Support was sent to CTC regarding new grant application.

4. Another invoice was received from Brian Smith. Certified letters have gone out to him addressing said invoices.
5. Hardship Grant Application have been edited and are currently on website.
6. Additional funds were approved for large map scanning project.
7. Pillager Lake Park pier was discussed and DNR have agreed to take over the responsibility of dealing with the old pier.
8. Certification/Letter of Occupancy was discussed, and the matter is presently with the township's attorney. Dave Johnson commented that he feels that a Letter of Occupancy would be sufficient. There was discussion on the question as to whether there was a need for a Certificate of Compliance or should it be a Letter of Compliance. The other possibility would be to amend the Sylvan Township SCO, Business and Commercial Zoning Development Application Checklist by adding 4 requirements under the introduction paragraph and before the Fees portion. This needs to be taken to a Board of Supervisors meeting.

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

Old Business:

Sylvan Lake Park: A sample of the sign for the park was presented and discussed. Several suggestions were given, and Vickie will come up with some additional examples for next meeting.

Dave Johnson suggested that the township consider buying a new tractor lawnmower because there are steep slopes that are challenging to mow. Will refer to Board of Commissioners for discussion.

Park now has a Fire Number, and it will be posted at the entrance of the park. Volunteers are still needed to assist with weed control.

Vision Session: There is a need for volunteers to attend the Vision Session. There will be a sign-up sheet at the Vision Session table during Community Day Event.

Discuss Results of Two Most Recent Variance Site Visits – This was discussed earlier under 5.1

Possible Addition to SCO Checklist: Matter was discussed along with Town Board Liason's report- 7.1 on the agenda regarding variances. Also brought up was the Fee Schedule and the possibility of changing all permits to \$50.00. This subject should go to the Board.

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 8:05 PM.

Minutes submitted by:

Lydia Marohn

Lydia Marohn, Assistant Deputy Clerk

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

Date: 9-8-22