



SYLVAN TOWNSHIP

REGULAR PLANNING COMMISSION MEETING MINUTES
June 8, 2023 7:00 PM

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: Vickie Kettlewell, Dave Johnson, Scott Hendrickson, Terry Quick, Acting Board Liaison Bob Johnson in for Greg Bennett and Lydia Marohn, Assistant Deputy Clerk. Excused absence: Dave Skogen. Sign-In sheet attached.

Chairman Dave Johnson made additions to the Agenda and Scott Hendrickson **motioned to approve amended** agenda and Vickie Kettlewell seconded the amended agenda and the **motion carried**.

Minutes:

May 11, 2023, PC Meeting amend/approve: Vickie Kettlewell **moved to approve the minutes**, seconded by Scott Hendrickson and the motion carried.

Public Input:

Steve Boeckermann: Steve Boeckermann appeared on behalf of Preferred Pump located at 1788 Alfalfa Trail, Pillager requesting a building permit in order to expand the business by placing a fence around an additional parcel that has been recently purchased. The permit application was submitted along with a check in the amount of \$250.00. It was stated that there would be no asphalt installed but it would be using class 5 for the surface. Down lighting was discussed on the current building, and it was agreed that down lighting would be installed. The Planning Commission has no issue with approving the permit and will recommend such to the Board of Supervisors. A **motion** was made by Terry Quick to **approve Preferred Pumps Business Permit** and was seconded by Scott Hendrickson. **Motion carried.**

Correspondence Received:

Cass County Residential Permit Log – April 2023: There were 14 building permits which consisted of 2 houses, 7 sheds, 1 RV replacement, 2 rebuild/addition, 2 fences and 5 shoreland alteration.

Correspondence Sent:

None

Reports:

Bob Johnson, Town Board Liaison

1. Bryan Drown has given cost estimates for Acorn Drive SW covering both gravel and asphalt solutions. At the present time, almost all residents agree. One resident is currently opposed.
2. Road Review Summary was discussed. Several roads have potholes and there are areas that have hanging trees over the roads.
3. Pat Cox had a meeting with Anderson Brothers regarding the issues with the gravel pit. The meeting was successful with both parties willing to work together.

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

Old Business:

Comp Plan: Vickie Kettlewell presented some draft language for updating the Land Use portion of the Comp Plan. The updates were around Guiding Principles, Residential and Agricultural. Several changes/updates were discussed. Vickie will rework the drafts and bring back to Planning Commission later.

Sylvan Lake Park: Dave informed the Planning Commission members that the park is currently behind schedule. The trees that were planted are doing okay even despite dry conditions, however the seeding is not doing well. There also are more holes that can be filled with trees. Beimert Outdoor was hired to mow the trails and did a very good job.

Short Term Rental (STR): Dave Johnson had been asked why the township does not require a Public Hearing in the same way businesses are required and therefore he opened it up for discussion. The consensus was that if the STR had already met all the requirements that the township has in place, why they would be subjected to a public hearing. Could the public hearing then deny them their permit? No change was recommended as of this meeting.

Junk Yards: The definition of Junk Yards was read from the current ordinance. There are several places in the township where people have accumulated several cars and/or junk in their yards. It doesn't appear that the county has the resources and time to deal with these situations. However, since the language is also in Sylvan Township's Ordinance what if any steps should be taken to alleviate these situations. It was requested that Bob Johnson take the issue to the next board meeting and ask if there is anything that can and should be done with the owners of said properties.

New Business: Lind Concrete: It has come to the attention of one of the commissioners that even though the permit for a building was to be used for personal use, it is being used for concrete business. Discussed whether the Board of Supervisors should send the person a letter inquiring whether they are or are not running a business out of that location. Bob Johnson said that he would bring it to the next board meeting.

Annual Reviews: None

Announcements: Read

Adjournment: Terry Quick moved **to adjourn**, seconded by Vickie Kettlewell and the motion carried with the meeting being adjourned at 9:00 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: July 13, 2023



PLANNING COMMISSION REGULAR MEETING
June 8, 2023
7:00 PM

Please Sign In - Please Print Legibly. Thanks

- | | <u>Name:</u> | <u>Address:</u> | <u>Telephone #:</u> | <u>Email Address:</u> |
|----|------------------|--------------------------|---------------------|-----------------------------|
| 1. | Steve Roockerman | 1788
Alfreda
Trail | 218 820-8891 | sboeckerman@referadpump.com |
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| 6. | | | | |



Sylvan Township

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PLANNING COMMISSION MEETING

June 8, 2023 7:00 PM

AGENDA

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL:
2. Review/Amend/Approve Agenda:
3. Amend/Approve Minutes:
 - 3.1 May 11, 2023: PC Meeting Minutes amend/approve
4. Public Input:
 - 4.1 Steve from Preferred Pump ✓
 - 4.2
 - 4.3
5. Correspondence Received:
 - 5.1 Cass County Residential Permit Log – May, 2023
 - 5.2
 - 5.3
6. Correspondence Sent:
 - 6.1 Cory Peterson ✓
 - 6.2
7. Reports:
 - 7.1 Town Board Liaison – ~~Greg Bennett~~
 - 7.2 Previous Board Meeting Minutes – 05/04/23 & 05/18/23
 - 7.3
8. Old Business:
 - 8.1 Comp Plan – Land Use section
 - 8.2 Sylvan Park
 - 8.3 STR additional changes – PH, Violations Assessment
 - 8.4. Junk yards
9. New Business
 - 9.1 Lind Concrete
 - 9.2
 - 9.3
10. Annual Reviews:
 - 10.1
11. Announcements:

May 18, 2023 - Reg. Board meeting – 7:00 pm
12. Adjournment: