



SYLVAN TOWNSHIP

REGULAR PLANNING COMMISSION MEETING MINUTES
August 10, 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, Terry Quick, Scott Hendrickson, Dave Johnson, Board Liaison, Greg Bennett arrived at 8:00 PM and Colleen Putnam, Deputy Clerk. Excused: Dave Skogen. Sign-In sheet attached.

Agenda: Scott Hendrickson moved to **approve the amended agenda**, seconded by Terry Quick and the motion carried. An additional motion was needed regarding adding the STR under Old Business. Scott Hendrickson moved to **approve the amended agenda adding the STR under Old Business**, seconded by Terry Quick and the motion carried.

Minutes:

July 13, 2023 PC Meeting amend/approve: Terry Quick moved to **approve the minutes**, seconded by Vickie Kettlewell and the motion carried.

Public Input:

None at this time.

Correspondence Received:

Cass County Residential Permit Log – July 2023: There were 9 building permits which consisted of 3 homes, 3 sheds, 1 garage, 1 deck and 1 breezeway. There were 6 septic systems and 2 shoreland alterations.

Correspondence Sent:

None

Reports:

Greg Bennett, Town Board Liaison

Greg arrived late and just discussed the STR Ordinance which is also discussed under Old Business.

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

Old Business:

Comp Plan: The Planning Commission went back over pages 47-64 looking at Vickie's

verbiage and Colleen's notes from the previous PC meeting. It was decided to look over Vickie's verbiage again and bring back notes to next month's meeting as the PC didn't receive it until just before the meeting. More changes were made with Vickie stating she will work on those additional changes. Vickie will have it to the PC members a week before the September meeting. There was discussion regarding shoreland residential use, if Cass County would allow after the permitting process, the Sylvan Town Board officials access to evaluate post construction activities especially in the resource protection area.

Sylvan Lake Park: Dave informed the PC members he mowed some areas in the park. He asked Vickie to look at the parking lot and other areas where there is tansy and give her thoughts on it.

STR (Short Term Rental Ordinance): The Planning Commission members looked over the changes that were approved at the regular Town Board meeting on August 3, 2023. There was discussion on the noise monitoring system and changing from number of events to number of nights. A list of changes are in the August 3, 2023 Town Board minutes.

New Business:

Crow Drive: Terry Quick had asked that Crow Drive be added to the agenda as he had a resident call him regarding a parcel on Crow Drive. Terry drove to the area and there are campers, tents and garbage on the parcel. There was discussion on what can be done. Greg Bennett stated the Town Hall has had numerous calls regarding this parcel and has spoken to Cass County officials in the past regarding this issue. There was discussion to contact Neil Gaalswyk, Sylvan Township Commissioner, to drive the area with a Township Representative showing him the different parcels where there is numerous cars, garbage, etc. There also was discussion to have Bryan Welk, Cass County Sheriff drive the area with a Township Representative.

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 8:55 PM.

Minutes submitted by:

Colleen Putnam, Deputy Clerk

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

Date: 9-14-23

August 10, 2023