



**SYLVAN TOWNSHIP**

**REGULAR PLANNING COMMISSION MEETING MINUTES**  
**March 14, 2024 7:00 PM**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL:** Vice Chair Scott Hendrickson called the meeting to order at 7:00 PM and the Pledge of Allegiance was said. Roll Call: Terry Quick, Scott Hendrickson, Dave Skogen, Board Liaison, Greg Bennett and Colleen Putnam, Deputy Clerk. Excused Absense: Dave Johnson and Vickie Kettlewell.. Sign-In sheet attached.

**Agenda:** Terry Quick moved to **approve the amended agenda**, seconded by David Skogen and the motion carried.

**Minutes:**

**February 8, 2023 PC Meeting amend/approve:** Terry Quick moved to **approve the minutes**, seconded by Dave Skogen and the motion carried.

**Public Input:**

None

**Correspondence Received:**

**Cass County Residential Permit Log – February 2024:** There were 3 building permits which consisted of a garage addition, rebuild existing boathouse and a shed. There were 2 SSTS and 1 Annual Holding Tank renewals for February.

**Correspondence Sent:**

None

**Reports:**

**Greg Bennett, Town Board Liaison:** Item discussed at previous Town Board meeting:

1. Bryan Drown presented cost estimates for roads the Board had asked he work on which included cost estimates and description of the projects. They are looking at a bond to cover work that needs to be done on W. Sylvan, Acorn Drive, 132<sup>nd</sup> St., West Lake Ridge Road and 13<sup>th</sup> Ave.
2. Road projects approved for this year included: 135<sup>th</sup> Ave will be tarred, Scearyville Drive and Trail for overlays.
3. Ryan Bodell will be doing some work on Wynett Drive.
4. Looking at purchasing an on demand water heater.
5. Annual Road Review is Saturday, April 13, 2024 at 8:00 am.

6. The annual meeting was held on Tuesday, March 12, 2024 with a low attendance. Brian Welk, Cass County Sheriff gave his report as did Greg Ringler, Fire Chief. They approved the levy.

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

#### **Old Business:**

**Comp Plan:** The Planning Commission members looked through the changes with discussion to forward it on to the Town Board to review. There are still changes to be made but will wait until we hear back from the Town Board. Dave Skogen **moved to recommend the Town Board review the work completed to date on the Comprehensive Plan**, seconded by Terry Quick. The question was called and the motion carried.

**Sylvan Lake Park:** The park committee met last month and worked on a homework checklist for the committee members. There will not be a park committee meeting this month. Terry Quick will look at prices for a kiosk. It was suggested having some of the PC members meet on a Saturday at the Town Hall and build the kiosk.

#### **New Business:**

**David Winkelman – Winkelman Solor Developers HO Application:** David submitted an application for a home occupation business as he saw the article in the newsletter regarding businesses in the Township requiring permits. He meets all the requirements for a home occupation:

- The home occupation does require a permit.
- The home occupation must be conducted entirely within the residence, attached garage or accessory building provided all activity will be conducted within the building.
- The home occupation will have no employees.
- The home occupation will have no outside storage related to the business.
- The home occupation will not generate noise beyond the property lines.
- The home occupation will not create noise above 60 decibels at the property lines.
- The home occupation traffic cannot increase the neighborhood traffic in excess of 10% of the normal weekly traffic based on road counts taken during the summer season.
- The home occupation will not have any large deliveries with trucks of 26,000 pounds or more as an integral part of the business.
- If the home occupation expands it may require a Home Business permit or may need to move to a commercially zoned area as designated on the SCO map.

After further discussion Terry Quick **moved to recommend the Town Board approve David Winkelman's Home Occupation permit for solar development as he meets the requirements for a Home Occupation**, seconded by Dave Skogen. The question was called and the motion carried.

**Annual Reviews: None**

**Announcements: Read**

**Adjournment:** Dave Skogen moved **to adjourn**, seconded by Terry Quick and the motion carried with the meeting being adjourned at 7:50PM.

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: 4-11-24