



**REGULAR PLANNING COMMISSION MEETING MINUTES**  
**June 13, 2024, 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: Vickie Kettlewell, Dave Skogen, Board Liaison, Greg Bennett and Colleen Putnam, Deputy Clerk. Excused Absence: Dave Johnson and Terry Quick. Sign-In sheet attached.

**Agenda:** Dave Skogen moved to **approve the agenda**, seconded by Vickie Kettlewell and the motion carried.

**Minutes:**

**May 9, 2024 PC Meeting amend/approve:** Vickie Kettlewell moved to **approve the minutes**, seconded by Dave Skogen and the motion carried.

**Public Input:**

**Emmett Young:** Emmett is a resident of Sylvan Township and is here tonight to observe and see what is happening in the Township.

**Correspondence Received:**

**Cass County Permit Log – May 2024:** There were 7 building permits which consisted of 2 new homes, 2 garages 1 deck, 1 mobile home with deck and 1 RV permit. There were 3 SSTS, 1 new tank install, 1 drain field and 2 Shoreline Alternations for May.

**Correspondence Sent:**

None

**Reports:**

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

1. Will be working on a bond for road work which will include 13<sup>th</sup> Ave, 132<sup>nd</sup>, West Sylvan and 33<sup>rd</sup> Ave.
2. Little Pine Trail was approved and will now be taken over by the Township and maintained. A turnaround will be added.
3. Working on estimates for Servo Trail and Pillager Dam Road, shared roads with the City of Pillager.
4. CPR and First Aid class will be held on July 15, 2024.
5. Community Days will be on August 3, 2024.

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

**Old Business:**

**Comp Plan:** Vickie Kettlewell worked on the Introduction section of the Comp Plan which the PC members looked at but will review it in more detail. Colleen did not get the changes completed with the other sections. Colleen will work on it and have it available for next month's meeting.

**Sylvan Lake Park:** The PC members inquired if the burn had taken place but no one knew for sure. Dave would like to have a night of pulling weeds.

**New Business:**

**STR:** The Township received an email regarding a possible STR on Kramer Lake with loud guests. A letter was sent to Justin Rogge informing him they need to attend the next Planning Commission meeting to discuss this.

**Annual Reviews: None**

**Announcements: Read**

**Adjournment:** Dave Skogen moved to adjourn, seconded by Vickie Kettlewell and the motion carried with the meeting being adjourned at 7:40 PM.

Minutes submitted by:

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Colleen Putnam, Deputy Clerk

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

Date: 7-11-24