



**SYLVAN TOWNSHIP**

***REGULAR PLANNING COMMISSION MEETING MINUTES***  
***December 12, 2024 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, Chair Dave Johnson, Dave Skogen, Board Liaison, Greg Bennett and Deputy Clerk, Colleen Putnam. The sign-in sheet is attached.

**Agenda:** Scott Hendrickson moved to **approve the amended agenda**, seconded by Vickie Kettlewell and the motion carried.

**Minutes: November 14, 2024 PC Meeting amend/approve:** Terry Quick moved to **approve the minutes**, seconded by Vickie Kettlewell and the motion carried.

**Public Input:**  
**None**

**Correspondence Received: Cass County Permit Log – November 2024:** There were 3 building permits (1 storage building, 1 lean to and 1 C of Use – addition) 2 SSTS and 7 annual holding tanks.

**Correspondence Sent: None**

**Reports:**

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

1. Set the meeting dates for the 2025 calendar year, kept everything the same.
2. Dandelion Lane/Norway Drive: getting closer to finalizing everything with the residents and will then start maintaining it in the spring.
3. Will start working on the bonds in January for the summer projects.
4. Worked on Work Comp with MATIT.

At this time Dave Johnson asked Greg Bennett if the Town Board discussed Jon Wolf, Bigwater Investments short-term rental. There has been previous discussion regarding the number of buildings on the property which would constitute a conditional use permit. A letter was sent to him stating he needed to apply for a conditional use permit and submit his application for the short-term rental. He was informed in the letter that Cass County is working on a short-term rental ordinance and he may have to follow their ordinance. Jon emailed with questions and stated they wouldn't be attending the December Planning Commission meeting. The Planning Commission discussed his short-term rental regarding the extra buildings on the property and stated they were fine with him submitting an

application to proceed as previous years but going forward he would need to apply for a conditional use permit or depending on Cass County's passing their Short Term Rental Ordinance he would need to go through Cass County. Dave stated he and Greg should meet with Jon on the property to look at the property. After further discussion Vickie Kettlewell **moved upon receipt of a completed application, which meets the requirements of the Short-Term Ordinance, the Town Board approve Bigwater Investments short-term rental renewal application for the 2025 season under the same requirements as last year** seconded by Scott Hendrickson. The question was called and the motion carried.

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

**Old Business:**

**Comp Plan:** Tabled for now. Need to work on the appendix section and get the numbers from the census if possible and hopefully have everything completed in the next couple months.

**Sylvan Lake Park:** Dave Johnson stated he would like to have a park meeting in the next few weeks. Vickie Kettlewell stated possibly having one at the park and to walk the park. Discussion was possibly having it on Saturday, January 4, 2025 during the daylight hours. Dave will check in to it and get back to everyone.

**Cass County STR Ordinance:** Dave Johnson attended the Cass County Planning Commission meeting on December 9, 2024 to hear the findings on the draft Short Term Rental Ordinance. They eliminated different items in their draft ordinance it will now go back to the County Board. The Sylvan Planning Commission will need to look at it once the Cass County Board has approved it and decided what needs to be added to Sylvan Township's Short Term Rental Ordinance.

At this time Dave also discussed the Jason Lind reclassification request that was presented at the meeting. The County Planning Commission did approve the reclassification. Jason Lind will have to come in and do a new application once Cass County Board of Commissioners approves his application for reclassification.

**New Business:**

**Randy Bourassa – Pillager Auto Repair:** The Planning Commission members discussed what Randy would need to fill out on the checklist as he does not own the property and is operating in the LJ Auto building. There was discussion since Randy does not own the property he would not need to complete everything on the application. We do have a site plan on file. After further discussion Terry Quick **moved that the only information on the checklist we would ask for is he fill out the application and bring in the fee,** seconded by Scott Hendrickson. The question was called and the motion carried.

**Mike Entgelmeier – truck repair business:** Purchased Swede's Repair business and property. Mike is doing truck repair and fabricating. He is doing a contract for deed. Swede and Mike have been cleaning up the property. We do have a sewer septic inspection and site plan on file. Mike stated he will eventually put more gravel on the parking area but doesn't plan on any

changes in drainage or other changes. After further discussion it was decided he just needs to fill out the application and bring in a check for the fee as we have the septic inspection and site plan on file.

**Lighting in Commercial Park:** Vickie brought before the Planning Commission a business in the commercial park that does not have down lighting as it was very noticeable when driving on Hwy. 210. There was discussion, it possibly was JIBEC and the PC members would drive by and take a look to make sure.

**Annual Reviews: None**

**Announcements: Read**

**Adjournment:** Terry Quick **moved to adjourn**, seconded by Dave Skogen and the motion carried with the meeting being adjourned at 8:20 PM.

Minutes submitted by:

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Colleen Putnam, Deputy Clerk

PC Scott Hendrickson approved the minutes as presented, seconded by Dave Skogen and the motion carried.

Date: 1-09-25