



REGULAR PLANNING COMMISSION MEETING MINUTES

July 10, 2025 7:00 PM

(Recorded for Transcription Purposes Only)

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, Dave Skogen, Chair Dave Johnson, Board Liaison, Greg Bennett and Deputy Clerk, Colleen Putnam. Excused Absence: Scott Hendrickson. The sign-in sheet is attached.

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

Minutes: June 12, 2025 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 Permit Log – June 2025: There were 7 building permits and 4 SSTS permits for the month of June.

Correspondence Sent: None

Reports:

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

1. Residents from Fairview Township were present to discuss the new driveway going off the turnaround on West Lake Ridge Rd., which is a shared road with Fairview Township. The driveway is in Fairview Township, but Sylvan maintains the road.
2. Ryan Bodell was not at the meeting but submitted a written report stating Dandelion Lane is done. Ryan and his crew have been out cleaning up trees due to the storm.
3. Sylvan Township does not need a permit to install the solar panels on the roof of the Townhall as not changing the footprint.
4. There was discussion at the Board meeting regarding residents wanting to put a boat dock in the area by the Pillager Cemetery.

At this time Dave Johnson asked Greg if the Town Board wanted the PC to work on an ordinance for Sylvan Township for ATVs. We will look at Cass County's ordinance and go from there. The PC will work on the purpose and intent and then incorporate Cass County's.

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

Old Business:

Comp Plan: Dave looked at the introduction section and had a couple suggestions of verbiage that it could be added. Vickie is working on the appendix section and getting the numbers from the census if possible. Vickie will get the information from Cass County's data and get the numbers for Sylvan Township. She will have this ready before our next meeting so the PC can look at it before our next meeting.

Sylvan Park: There will be having another weeding session on Tuesday, July 15, 2025 from 5:30 pm – 7:00 pm. Dave stated he did some seeding. There are trees down on Sylvan Ridge that need to be cleaned up. The picnic area still needs to be redone, spray for weeds, add mulch and plant a 10' tree. Dave stated they still plan to do the burn in the fall. There was discussion regarding the grant through Sourcewell for \$2,000 which would pay for picnic tables and benches. There will be a committee meeting at the park on Tuesday, July 22, 2025 at 6:30 pm. at the park.

SCO Changes: The Planning Commission went through the list of changes for the next revision of the ordinance: (changes decided are highlighted in bold)

1. Definitions: Structure (page 8): Wording is confusing and repeated should it be changed?
Decided to leave as is.
2. Add Fences to definitions. Use Cass County's which states: Any constructed barrier, consisting of rails, timbers, wires, boards, stone walls, or any combination of those materials, or any other materials of similar function or purpose.
(Changed some verbiage from Cass County)
3. Eliminate B1 and B2 – under definitions (page 3) and any other sections in ordinance
Removed.
4. Need to have discussion regarding building in the Sylvan Commercial Park if personal use should it still be a business permit but for personal use or a building permit? If personal use, does it need to go through Cass County (MOA)?
Add verbiage: any buildings other than residential on commercial land will be permitted by Sylvan Township, however, sewers will be permitted by Cass County.
5. Home Occupation: Page 27: remove bullet #5 – explained better in next bullet.
Removed 5th bullet
6. Sign Section: Performance Standards Section 1701 B – Class B – Off-site Advertising Signs #1 – does the wording need to be changed.
Wording for that section is fine but change #1706 Sign Classifications B. Class B. Off-Site Advertising Signs. Remove all verbiage but the last sentence which reads Class B signs shall be considered structures and require permits.

7. Signs: Somewhere do we need to add verbiage to state signing up to 300 sq. ft is included with permit.

**Added on page 49 #1707 A #1 at the end of the 1st paragraph the following verbiage:
Signs indicated above are included in the permit cost.**

8. Add kennel language.

Look at Cass County's and use their verbiage for definition.

Kennel: Any structure or premises in which four (4) or more pets are kept for sale, breeding, profit or similar uses.

Will also add performance standards to the ordinance.

Cass County/Sylvan STR Ordinance: Just need to work on the numbering for the ordinance changes.

New Business:

Vickie: Discussion on driveway on 122nd, vehicles on Big Bear and also work being done at Dumpprope home, questioning if there is a business going in at his residence.

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 8:10 PM.

Minutes submitted by:

Colleen Putnam, Deputy Clerk

PC member Vickie Kettlewell approved the minutes as presented, seconded by Dave Skogen and the motion carried with Scott Hendrickson abstaining.

Date: 8-14-25