



## **REGULAR PLANNING COMMISSION MEETING MINUTES**

**October 9, 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: Terry Quick, Dave Skogen, Chair Dave Johnson, Board Liaison, Greg Bennett and Deputy Clerk, Colleen Putnam. Excused: Scott Hendrickson and Vickie Kettlewell. The sign-in sheet is attached.

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

**Minutes: September 11, 2025 PC Meeting amend/approve:** Terry Quick moved to **approve the minutes**, seconded by Dave Skogen and the motion carried.

### **Public Input:**

**Tom Wicks, Summit Locations:** Is present tonight in regard to putting a billboard on Ryan Trout property. Tom stated the height of the sign would be thirty-five (35) feet. The billboard would be a stacked style which would be 4 - 8'x20' size with a total of six hundred forty (640) square feet. There was discussion on the distance from the road right of way which needs to be twenty-five (25) feet. After further discussion it was decided they would need to apply for a variance as the size, height and set back does not meet our Ordinance. This information will be sent to Alissa.

### **Correspondence Received:**

**Cass County Permit Log – September 2025:** We did not receive the permit log at the time of the meeting. We are having issues with our emails.

### **Cass County Site Visit - Valker Variance:**

An application was submitted to remove and replace an existing non conformity with a new 32' X 23' residential structure at no less than 42 feet from the OHWL of Lake Sylvan (GD), and to place a septic tank at no closer than 6" from the south property line, and to build a 16' X 20' shed at no closer than then 6" from a property line. Dave Skogen and Dave Johnson, Planning Commission Representatives, attended the site visit on Wednesday October 6, 2025. After discussion at the Planning Commission meeting on Thursday, October 9, 2025 the Sylvan Township Planning Commission recommends that Cass County Board approve the following variance with considerations or conditions: The Township thinks that the new structure is an improvement over the current structure and the removal of an outhouse is a vast improvement. The only concern that the Township has is to make sure the residential customer creates adequate rain gardens (approved by Cass County Environmental Services) at each downspout to minimize the effect of rainwater runoff to Lake Sylvan. After discussion **Terry Quick recommended**

**sending the site committee's recommendation to Cass County Planning Commission,** seconded by Dave Skogen. The question was called and the motion carried.

**Correspondence Sent: None**

**Reports:**

**Greg Bennett, Town Board Liaison:** Items discussed at previous 2 Board meetings:

1. Jon Smith and family from Big Bear Trail brought their plan to the Town Board regarding disposing of vehicles on their property. They had attended the previous Planning Commission meeting.
2. Greg stated there had been a meeting at the Town Hall regarding the round about on Hwy. 210 at Pillager.
3. Sylvan Cemetery update was given. Working on getting the names of the people buried there on a spreadsheet.
4. A letter was sent out to a resident on West Sylvan Drive regarding vehicles parked in the road right away on his property.
5. There are lots of vehicles at a residence in Scaryville that will have a letter sent to them.
6. Received quotes for new garage doors and aprons.
7. The Town Board would like the Planning Commission to look at the Special Vehicles Ordinance regarding golf carts.
8. Lake Placid Blvd. – a resident would like to have the last portion of that road paved.

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

**Old Business:**

**Ordinances:** It was decided at previous meetings to go over the special vehicle ordinance and driveway and road ordinance:

**Special Vehicle Ordinance:** While working on the special vehicle ordinance the PC went back over the draft ATV ordinance. There was discussion to combine the ATV ordinance and special vehicle into one ordinance. It was decided to leave them separate but change the special vehicle ordinance to a golf cart ordinance. Minor changes were made to the special vehicle ordinance, one being changing the name to Golf Cart Ordinance, another change was adding the verbiage: A separate ordinance for ATV's is Ordinance No. \_\_\_\_\_. The same for the ATV ordinance add the verbiage: A separate ordinance for Golf Carts is Ordinance No. \_\_\_\_\_. After further discussion **Dave Skogen moved to forward the Golf Cart Ordinance and ATV Ordinance with changes on the Town Board,** seconded by Dave Johnson. The question was called and the motion carried.

**Driveway and Road Standards Ordinance:** It was decided to go over the driveway and road ordinance because of discussion regarding putting driveways too close to neighboring property lines. Under Section Four regarding driveway standards it was decided to remove 4.1.3 and 4.1.4 as it is no longer being completed that way. It was decided to change the verbiage in 4.1.6 to read: In-slopes for driveways must be built no steeper than 4:1 ratio. After discussion regarding adding another driveway, it was decided to add the following verbiage:

4.1.8: Driveways must be ten (10) feet from neighboring property lines. It was decided to remove 4.2.9 from Construction and Maintenance of Driveways. There was other discussion on items that Greg Bennett, PC Liaison, will take back to the Town Board.

**Comp Plan:** The Planning Commission members looked over the Comp Plan again and made some additional changes.

**Sylvan Park:** Dave informed the PC members he hired a gentleman who is a specialist in native plants and park design. The gentleman will write up a report based on what the ideas are at the park. Dave also informed the PC members that signs for the park keep disappearing. The burn still has not been completed.

**Sylvan STR Ordinance:** Just need to work on the numbering for the ordinance changes.

**New Business:**

**Anchorpoint Marine & ATV:** Caleb Lindberg called regarding adding another sign on Hardy Lake and Cty. Rd 36. After discussion it was decided he could not have another sign as he has a Home Occupation Permit.

**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 9:15 PM.

Minutes submitted by:  
Colleen Putnam

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Colleen Putnam, Deputy Clerk

PC member Terry Quick approved the minutes, seconded by Dave Skogen and the motion carried.

Date: 11-13-25