

# SHERMAN TOWNSHIP PLANNING COMMISSION

July 9, 2025

## MEETING MINUTES

REVISED AUGUST 13, 2025

1. Meeting called to order 7 pm – Pledge
2. Roll Call:  
Present: Mark Kukal, Al Smalligan, Doug Berens, Wayne Berens, Jim VanBoven, Don Clark, Butch Deur
3. Approval of Agenda: 1st by Doug Berens and 2<sup>nd</sup> by Wayne Berens
4. Approval of August Meeting Minutes: 1<sup>st</sup> Al Smallign and 2<sup>nd</sup> by Mark Kukal
5. Public Comment (3 Minutes): None
6. Communication:  
❖ **Chairman's comments:** None
7. Existing Business (Information from Ryan):  
❖ Event Ordinance (this is for public events not private events)
  - Example: Public – mud run
  - Example: Private – family wedding
  - The board tweaked the example from Peninsula Township to better fit our township.
  - The main reason for adding this is to protect the township for large events.
  - Changed number of people at the event would require the applicant to have to apply for a permit to have the event from 250 to 100.
  - Chad would give the applicant the form to fill out, they would turn in the completed form and Chad would review the form and then the form would be turned in the Planning Commission for approval/denial/modify it.
  - The board would need an understanding of what the event will be.
  - Chad or the board may require the applicant to contact Abby at Emergency Services, depending on the nature of the event. Abby could ask them to provide a site map. Abby would sign off on the event with either a letter or email stating that the event was cleared with Emergency Services.
  - If police would need to be onsite this would be between the applicant and the police to coordinate this.
  - When considering the applicants request they would consider size of the event, location and what the event is.
  - It would be the responsibility for the applicate the send a letter to all neighbors regarding the event. The applicant will provide a form of who was sent a letter and when they sent it.
    - Ryan will add a disclaimer at the end of the ordinance that they applicate states they did send the letters to the neighbors.
  - If this event is going to be held on Federal or State land the applicant would be required to get written permission from the Fed's or State or the application will be denied.

- ❖ Ryan will make the changes as discussed and get a final draft together and bring it to the August Zoning Meeting (August 13), for the board to review the final draft.
- ❖ The Township Board will make the final decision to approve the ordinance. The Township Board has the authority to make changes to the ordinance prior to approval.

8. New Business: None

9. Review: None

10. Zoning Administrator Report: None

11. Public Comment (2 Minutes): None

12. Visitors in the audience: Ken Smalligan

13. Adjournment: 7:55 pm

Respectfully submitted by,

Christina Berens