



## **REGULAR PLANNING COMMISSION MEETING MINUTES**

**August 14, 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, Dave Skogen, Scott Hendrickson, Chair Dave Johnson, Board Liaison, Greg Bennett and Deputy Clerk, Colleen Putnam. Excused Absence: Terry Quick. The sign-in sheet is attached.

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

**Minutes: July 10, 2025 PC Meeting amend/approve:** Vickie Kettlewell **moved to approve the minutes**, seconded by Dave Skogen with Scott Hendrickson abstaining and the motion carried.

### **Public Input:**

**Brad Busbey – Anderson Brothers Construction:** Brad is present to submit applications for a permit for extractive use on 2 parcels along with Steve Allen owner of another parcel. This is the Root South Pit. The proposed operations will consist of excavating material from approximately 20 acres in size. It will consist of removing top soil from the excavation and placed in berms surrounding the excavation area. The gravel material will be hauled by loaders to be processed in the Root Pit. The estimated timeline for this project is 5- 8 years. The application includes information on the removal of the top soil, dust and noise control, restoration plan, final seeding and erosion control plan, maps, etc. After further discussion **Dave Skogen moved to recommend sending the applications and plans to the Town Board for a public hearing for Anderson Brothers – Natural Resource Management, parcel #'s 41-213-3102 and 41-213-3104 and Steve Allen, parcel # 41-213-4001 for a Conditional Use Permit to excavate materials with one condition being the condition of transferring of product out of that area into the existing pit area**, seconded by Scott Hendrickson. The question was called and the motion carried.

**Correspondence Received: Cass County Permit Log – July 2025:** There were 3 building permits, 5 SSTS permits and 1 shoreland alteration permit for the month of July.

**Correspondence Sent: None**

### **Reports:**

**Greg Bennett, Town Board Liaison:** Greg was not at the last meeting but stated:

1. Discussion lately has been in regard to the roads and bonding issues which the Township has now received the bond. Discussion on ROW issues.

Dave asked if anything had been done regarding Big Bear Trail with all the vehicles at that residence. Greg stated they would be working on it.

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

**Old Business:**

**Comp Plan:** Tabled until September meeting. Vickie is still 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.

**Sylvan Park:** Dave stated the Planning Commission did receive the \$2,000.00 Boost Grant and used some of the money to purchase a picnic table which has been placed at the park and upgraded some signs. Vickie volunteered to be at the park during the Community Outreach Day but only had 2 visitors. One was on a mountain bike so there was discussion regarding not having mountain bikes or motorized bikes in the park. Vickie stated the one visitor suggested a poster on the history of the park and the history of the legacy of Chief Hole in The Day. These articles could be put on the back side of the kiosk.

**SCO Changes:** The Planning Commission went through the changes discussed from last month's meeting. After further discussion Vickie Kettlewell **moved to approve the changes to the Sylvan Commercial Ordinance and send it to the Town Board to hold a public hearing for the ordinance changes**, seconded by Dave Skogen and the motion carried.

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

**New Business:**

**ATV Ordinance:** The Planning Commission looked over Cass County's Ordinance and decided to go with some of their verbiage but changed the wording to Sylvan Township and also added wording to fit Sylvan Township. After the changes were discussed **Scott Hendrickson moved to approve sending the draft Sylvan Township ATV Ordinance to the Town Board for approval and to hold a public hearing on the Ordinance**, seconded by Vickie Kettlewell. The question was called and the motion carried.

**Sober Home – FYI:** The Town Hall had received a phone call in regard to someone possibly opening a sober home. An email was sent to Steve Fenske, MN Association Township Attorney who replied back it would be classified as a residential program licensed with a capacity of six or less people and must be treated as a permitted residential use. Cass County handles residential permitting so it would have to go through the county and not the Township.

**Annual Reviews:**

None

**Announcements: Read**

**Adjournment:** Vickie Kettlewell **moved to adjourn**, seconded by Scott Hendrickson and the motion carried with the meeting being adjourned at 8:10 PM.

Minutes submitted by:

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Colleen Putnam, Deputy Clerk

PC member Scott Hendrickson approved the minutes, seconded by Vickie Kettlewell and the motion carried.

Date: 9-11-25