



## **REGULAR PLANNING COMMISSION MEETING MINUTES**

**November 13 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, Scott Hendrickson, 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 Terry Quick and the motion carried.

**Minutes: October 9, 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 – September 2025:** There were 4 building permits; 1 variance, 1 shoreland alteration and 5 SSTS permits for the month of September. **October 2025** – There were 5 building permits and 2 SSTS permits for the month of October 2025.

**Correspondence Sent: None**

**Reports:**

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

1. Approved the general business permit for Dixon Mechanical to move his business out of Baxter and into Sylvan Township. They also approved a general business permit for Fornshell Bus Service to build another building for storage of buses.
2. The Board discussed the Joint Community Trail Agreement with Baxter. Baxter has agreed to the agreement.
3. Jenna is working on the Paid Medical Leave and changing some employees to contractors.
4. MAT Conference is coming up.
5. Christmas Party and AWAIR Meeting will be held on Dec.4, 2025, the same night of the regular Board meeting. Invitations have been sent out.

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

**Jon Smith – Big Bear Trail:** Dave Johnson informed the Planning Commission members that Keith Card, Town Board Supervisor and Dave met with Jon and Emily Olson at their property to hear their evaluation of what will be done. In the report there was a list of items that will need to be removed. According to Dave there appears to be over 50 units not counting lawn equipment and other small items. Dave stated Jon had removed several items before their visit and had some other parts loaded and ready to take to recycling. The removal of the items will not bring the property into compliance but would be a great start. Dave and Keith discussed this with Jon and Emily and suggested they revisit the property in May of 2026 to re-evaluate the progress and get an update on their plans to be compliant by November of 2026.

**Old Business:**

**Comp Plan - Pending:** The Planning Commission members worked on the Comp Plan at the previous meeting. There is more work to be done but the PC members thought it was completed enough to send it on to the Town Board.

**Sylvan Park:** Dave informed the PC members the gentleman he hired who is a specialist in native plants and park design did not get back to Dave and did not go to the park, so nothing was done for that. The burn still has not been completed and won't be done now till the spring. Dave and a couple of other residents did get some buckthorn cut. Dave suggested having an informational meeting or something in the newsletter regarding buckthorn.

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

**New Business:**

**STR Renewals:** The Planning Commission members reviewed each of the six (6) short term renewal applications. After further discussion Terry Quick **moved to recommend the Town Board approve the following short-term rental renewals:**

**Sylvan Point LLC, Scott Abersson -12332 26<sup>th</sup> Ave SW, Pillager - contingent on receiving the fire evacuation plans available for review and posted on bedroom doors for emergency.**

**Lower Sylvan Oasis -12523 Lower Sylvan Rd. SW, Pillager - contingent on receiving the updated water test.**

**Big Water Cove – 4357 Bigwater Drive, Pillager - as all necessary paperwork has been submitted.**

**Joshua Jeziorski – 2615 Wilderness Drive SW, Pillager as all necessary paperwork has been submitted.**

**Cory Peterson – 2188 Arbor Lane SW, Pillager as all necessary paperwork has been submitted.**

**Eric and Audrey Nierenhausen – 3412 125<sup>th</sup> St SW, Pillager - as all necessary paperwork has been submitted.**

Seconded by Dave Skogen. The question was called and the motion carried.

At this time there was discussion regarding Bigwater Investments short term rental. They no longer qualify under Sylvan Township's Short Term Rental Ordinance. They will need to apply

though Cass County. A letter will be sent to them informing them of this.

**Scott Hendrickson Letter of Interest:** Scott submitted his letter of interest to continue his term on the Planning Commission and also the Road Committee. This will be forwarded on to the Town Board.

**Mapping – Potential Zoning:** The Town Board wants the Planning Commission to come up with a plan with areas for commercial zoning. Some areas discussed for possible rezoning at the Planning Commission meeting are: Couty Rd. 18; Little Pine Trail; Sullivan parcels on Hwy. 210; Eric Fornshell area on Hwy. 210. It was decided Dave, Scott, Vickie and possibly Dave Skogen will meet on December 1, 2025 at 2:00 pm at the Town Hall to work on a map showing areas for possible commercial zoning. Dave may contact Jess from Cass County regarding a map and also some information for the Comp Plan.

**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 8:05 PM.

Minutes submitted by:  
Colleen Putnam

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Colleen Putnam, Deputy Clerk

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

Date: 12-11-25