



REGULAR PLANNING COMMISSION MEETING MINUTES

February 12, 2026 7:00 PM

(Recorded for Transcription Purposes Only)

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL: Vice Chair Dave Skogen called the meeting to order at 7:00 PM and the Pledge of Allegiance was said. Roll Call: Vickie Kettlewell, Terry Quick, Vice Chair Dave Skogen, Greg Bennett, Board Liaison and Deputy Clerk, Colleen Putnam. Excused: Scott Hendrickson. The sign-in sheet is attached.

Agenda: Terry Quick moved to approve the amended agenda, seconded by Vickie Kettlewell and the motion carried.

Minutes: January 8, 2026 PC Meeting amend/approve: Vickie Kettlewell moved to approve the minutes as presented, seconded by Terry Quick and the motion carried.

Public Input: There were five (5) residents present regarding the letter they received discussing the possibility of their parcel being rezoned commercial. They stated their concern was if their taxes would change. Dave Skogen and Greg Bennett informed them the reason for this letter was their parcel is located on the Hwy. 210 corridor and County Rd. 18 which would be an ideal location for commercial use. After further discussion they did not have an issue with the rezoning. They were informed this is only in the discussion phase and more meetings would be forthcoming. Greg Bennett, Board Liaison, stated it would be brought up again at their next Board meeting on February 19, 2026.

Correspondence Received:

Cass County Permit Log – January 2026: There was 1 SSTS - ATF permit and 2 AHT permits for the month January.

Correspondence Sent: Letter to residents: A letter was sent out to some Sylvan residents regarding the possibility of changing the zoning on their parcel and other nearby parcels to commercial. Most of the change would be on the Hwy. 210 corridor. They were asked to come to the February 12, 2026 meeting to discuss it. A map was enclosed for reference.

Reports:

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

1. Had the budget meeting – only increase will be in the fire budget. Not looking at doing a lot of road projects in 2027.
2. Bob Johnson attended the Cass County Emergency Management meeting. There was a lot of discussion on drones.
3. CPR Class – Possibly in July. Looking at the cost, possibly do a grant.
4. Planning Commission Opening – Posting for the position.

5. Spring Short Course will be March 23, 2026 at Breezy Point.
6. Board received the STR Ordinance to look over.
7. Newsletter Articles – are due before the Board meeting on Thursday, Feb.19, 2026.
8. Annual Meeting is March 10, 2026.

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

Old Business:

STR Ordinance: The Planning Commission members looked over the Short-Term Rental Ordinance as some other changes were made, mainly the numbering system was changed and some verbiage was moved around which was marked in red. There was discussion regarding the verbiage for the egress windows as to where the wording came from. After further discussion it was decided to change the wording to read: One (1) egress window or exterior door will be required to be considered a legal bedroom. Other minor changes were made. After further discussion **Vickie Kettlewell moved to send this to the Town Board after changes are made,** seconded by Terry Quick. The question was called and the motion carried.

Sylvan Park: Dave ordered 1 bundle red pine and 1 bundle of white spruce before he retired and the trees will need to be picked up by April 30, 2026 or May 1, 2026, which Dave stated he would do. Dave also spoke with Marissa from the Nature Conservative who stated they would not be doing the burn at the park this year. Dave is wondering if the prescribed burn group that Greg Booth and Vickie Kettlewell are part of would be able to do the burn. Greg stated he would talk to Dave about this and Vickie stated at our PC meeting she would need to discuss it at their burn group (Barrens Gap Fire Alliance) meeting in March. There was discussion regarding what areas Dave wanted done and the PC thought he needed to do a map showing the areas he wants to burn.

New Business:

Letter to new residents in Sylvan Township: Vickie was asked at last month's meeting to work on a letter to be sent out to new residents regarding highlights of the Township and also letting them know there are ordinances for the Township. Vickie presented it at the meeting tonight. After discussion and suggested changes and additions Vickie stated she will work on it and present it to the Board at their next meeting.

Reorganization meeting: The Planning Commission members wanted to wait until Scott Hendrickson was at the next meeting to do the reorganization meeting. While discussion was going on Terry Quick informed the PC members he may be moving out of the township. We will need to advertise for another opening on the PC once Terry has given his notice.

Annual Reviews:

None

Announcements: Read

Adjournment: Terry Quick **moved to adjourn**, seconded by Vickie Kettlewell and the motion carried with the meeting being adjourned at 8:25 PM.

Minutes submitted by:

Colleen Putnam, Deputy Clerk

PC member Vickie Kettlewell approved the minutes, seconded by Dave Skogen and the motion carried.

Date: 3-12-26