



REGULAR PLANNING COMMISSION MEETING MINUTES

March 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: Scott Hendrickson, Vickie Kettlewell, Vice Chair Dave Skogen, Greg Bennett, Board Liaison and Deputy Clerk, Colleen Putnam. Excused: 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: February 12, 2026 PC Meeting amend/approve: Vickie Kettlewell moved to **approve the minutes as presented**, seconded by Dave Skogen and the motion carried.

Public Input:

Justin Schloegel: Justin is present tonight as he received the letter last month regarding possible zoning change on his parcel and parcels around him. He couldn't make the other meetings. He is wondering if this would change his property taxes. He was informed that it will not change his taxes. He also was wondering if he decided to build an additional home on his property for his children if that would be allowed should the zoning be changed to commercial. He was told he could still build residential on the property. He was informed that nothing has been finalized yet and it will need to go before the Cass County Planning and Zoning for a public hearing which could be a few months out.

Dan Walkowiak: Dan is present as he works for Justin. He also had questions regarding the trail system that may go through his area. Greg Bennett answered his questions.

Correspondence Received:

Cass County Permit Log – February 2026: There were four permits issued for the month of February. There were 2 AHT permits, 1 building permit and 1 shoreland alteration.

Correspondence Sent:

None

Reports:

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

1. The last meeting was a short meeting.
2. The Board received the 90% map for the roundabout from MN DOT.
3. CPR Class – Looking at May 12, 2026 and opening it up to the public. Checking into getting a grant.

4. At the annual road review will be looking at the areas that may be changed to commercial.
5. Sourcewell has lots of grants available so will be checking into some grants for parks and trails.
6. Board received the STR Ordinance to look over.
7. Greg read an email the Township had received from a resident regarding opening a sober home in Sylvan Township. This had been discussed at a previous Planning Commission meeting, and an email had been sent to the Association of Township Attorney. The email from the attorney was read again and there are still questions if this would be considered a business or would need to be licensed through the state. Greg will contact the Township attorney regarding this.

At this time there was discussion regarding 2 businesses in Sylvan Township that need to get business permits. J& B Western had a letter sent to them last fall stating they needed to come in and apply for a general business permit. We have not heard back from them. Vickie stated she would stop in and visit with them. The other business is the former LJ Auto Repair. There are new owners who need to apply for a permit. Scott Hendrickson will speak with them.

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

Old Business:

Sylvan Park: Vickie Kettlewell stated their burn group (Barrens Gap Fire Alliance) had their meeting on March 11,2026 and discussed doing the burn for the park. They have decided to do the burn but have not picked a date yet.

New Business:

Reorganization meeting: The Planning Commission members said their oath of office and then Scott Hendrickson **moved to have Dave Skogen as Chair for the PC, seconded by Vickie Kettlewell and the motion carried.** Scott Hendrickson **moved to have Vickie Kettlewell as Vice Chair for the PC** the motion was discussed and rescinded. Vickie Kettlewell then **moved to have Scott Hendrickson as Vice-Chair for the PC,** seconded by Dave Skogen. and the motion carried

Annual Reviews:

None

Announcements: Read

Adjournment: Scott Hendrickson **moved to adjourn,** seconded by Vickie Kettlewell and the motion carried with the meeting being adjourned at 7:40 PM.

Minutes submitted by:

Colleen Putnam, Deputy Clerk

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

Date: 4-9-26