



## **REGULAR PLANNING COMMISSION MEETING MINUTES**

**April 9, 2026 7:00 PM**

*(Recorded for Transcription Purposes Only)*

**CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL:** 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, Scott Hendrickson, Chair Dave Skogen, Greg Bennett, Board Liaison and Deputy Clerk, Colleen Putnam. The sign-in sheet is attached.

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

### **Public Input:**

**Mark Kossan – Black Rock Landscaping:** Mark is present tonight to submit his application for a general business permit for his business located at 2485 Wilderness Drive. He has also submitted an application to Cass County to have 7.5 acres of his land reclassified from shoreland residential to Sylvan Commercial in order for him to operate his landscaping business at that location. Mark stated he will have 6-8 employees who will be seasonal, mainly from May to November. He will only be having trucks at his location, all product will be delivered to the job site. He is in the process of adding his residence at the end of the shop and hoping to build a home on the parcel later. After discussion regarding the area around his parcel has some commercial activity and that Sylvan Township is in the process of looking at changing other parcels to commercial it was decided to proceed with his application. After further discussion **Vickie Kettlewell moved to recommend sending the application and necessary paperwork of Mark Kossan – Black Rock Landscaping to the Town Board for approval of a general business permit contingent on the approval of his application to Cass County for reclassification from shoreland residential to Sylvan Commercial**, seconded by Terry Quick. The question was called and the motion carried.

**Alex Dirks - STR:** Alex is present tonight to submit his application and necessary forms for a short-term rental located at 4087 Lake Placid Blvd. Pillager MN. It has 1 bedroom on the main level and another on the upper level along with a loft. The bedrooms do have egress windows. Alex stated the fire chief inspected the premises and stated the loft could be used as a bedroom if need be. The fire chief did pass the inspection however we have not received the inspection form as of the meeting tonight. The fire chief is out of town. Alex is not sure how many times he will be renting it out, possibly 90 days. Greg Bennett and Dave Skogen will do an onsite review next week. Alex stated he did get approval from Cass County. After further discussion **Terry Quick moved to recommend sending the application and necessary paperwork for Alex Dirks to the Town Board for approval of a Short-Term Rental contingent on receiving the fire inspection report and the on-site review**, seconded by Scott Hendrickson. The question was called and the motion carried.

**Brian Hagen:** Brian is present tonight to discuss the possibility of opening a pool hall in Sylvan Township at 3521 State Hwy. 210 Pillager. He currently owns the Pirate's Den in Verndale and Hwy. 10 Billard's in Wadena. He is looking at purchasing the old Tank's building and moving the Hwy. 10 Billard's to this location. His plan is to pave the parking lot and add a patio in back. Inside he is looking at having 20 pool tables and would possibly be having pool tournaments. He also would have 4-6 dart boards and possibly a golf simulator. This would be a family-friendly environment. Brian stated there would be a short order kitchen and on sale only alcohol. Brian was informed he will need to fill out a business application which will need to be a Conditional Use Permit as it is a recreational business and does not fit under the permitted uses but would under conditional use. He was also informed it would require a public hearing. Brian will need to go through Cass County for his liquor license. Brian was given a business packet he will need to fill out and was informed he could meet with two Planning Commission members if he has questions.

**Minutes: March 12, 2026 PC Meeting amend/approve:** Scott Hendrickson **moved to approve the minutes as presented**, seconded by Vickie Kettlewell and the motion carried.

**Correspondence Received:**

**Cass County Permit Log – March 2026:** There were six permits issued for the month of March. There was 1 AHT permit and 5 building permits.

**Letters of Interest for Planning Commission:** The Planning Commission received 2 letters of interest from residents regarding the one current opening and one that will be open the end of May on the Planning Commission. It was decided to have Vickie Kettlewell and Terry Quick contact them to do an interview. Also, there is the possibility of one more person being interested in submitting a letter.

**Correspondence Sent:**

None

**Reports:**

**Greg Bennett, Town Board Liaison:** Was not at the last meeting but some highlights he knew of:

1. County Commissioner Neil Gaalswyk and ESD Jeff Woodford was at the meeting to discuss the communication issues with Cass ESD Department.
2. Jessie Strege with Hot Rod Ridge was at the meeting to discuss amending his current permit to include the sale of firearms. The Board was in favor of the amendment.

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

**Old Business:**

**Sylvan Park:** Nothing new on the park. Dave will continue to oversee the work on the park. Dave will pick up the trees when they come in the end of April, first part of May.

**New Business:**  
**None**

**Annual Reviews:**  
**None**

**Announcements: Read**

**Adjournment:** Scott Hendrickson **moved to adjourn**, seconded by Terry Quick and the motion carried with the meeting being adjourned at 7:45 PM.

Minutes submitted by:

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Colleen Putnam, Deputy Clerk

PC member Scott Hendrickson approved the minutes, seconded by Terry Quick and the motion carried.

Date: 5-14-26