SYLVAN TOWNSHIP

REGULAR PLANNING COMMISSION MEETING MINUTES
May 14, 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 amended agenda**, seconded by Terry Quick and the motion carried.

Public Input:

Brandi Breitbach, Edina Realty: Representative for the resident of the property on County Road 18 who is selling.

Jessie Strege – Hot Rod Ridge: Jesse is present tonight as he is looking at purchasing property on County Rd. 18 which has a building on it. He would be extending his business that is located in the commercial park on Alfalfa Trail. He is asking if he could get a conditional use permit on the property on County Rd. 18 which he would also need to get zoned commercial. He would need to have the Board approve this in order to get funding to purchase this property. Jesse needs to fill out the paperwork. Greg Bennett, Board Liaison, stated Jesse could bring his information to the Town Board meeting on May 21, 2026 for approval contingent on zoning and conditional use permit. There was discussion if there would need to be a public hearing due to the conditional use. After further discussion the Planning Commission members did not feel they could approve a recommendation since he has not even purchased the property and would not be closing on it until June 30, 2026.

Minutes: April 9, 2026 PC Meeting amend/approve: Scott Hendrickson **moved to approve the minutes as presented,** seconded by Terry Quick and the motion carried.

Correspondence Received:
Cass County Permit Log – April 2026: There were six permits issued for the month of April, with all 6 being building permits.

Correspondence Sent:
None

Reports:

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

1. Dave Johnson was at the meeting and will be doing a burn at Sylvan Park.

2. Set June 4, 2026 at 6:00 pm for the public hearing regarding the ordinance changes.
3. Designated Sylvan Township as an absentee ballot location.
4. Renewed Corner Store liquor license.
5. Approved lawn care services.
6. Approved ROW for CTC.
7. Discussion on roads.
8. CPR class date has been set for June 16, 2026 at 6:00 pm.
9. Still having discussion on the round-about.
10. Signed a resolution stating the Township would continue to fly the original Minnesota flag.

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

Old Business:

Sylvan Park: The burn was done at the park. Trees were planted, having signs made to put on the gate stating dogs need to be on leashes and handicap accessible. There is another picnic table that will be put at the park. There was a suggestion for the Planning Commission to look at doing an event in the near future.

Big Bear Trail residence: Scott Hendrickson will go with Keith Card from the Town Board to check on the progress of the residents removing prohibited items from their residence.

MOU – Cass County: A copy of the MOU with Cass County was handed out to the Planning Commission members as a reminder of management of commercial and residential permitting in Sylvan Township.

Terry Quick letter: Terry submitted his letter of resignation as he is moving out of the Township. We will miss Terry.

New Business:

Quarterdeck- Cragun's Email: Mark Ronni with Quarterdeck and Cragun's called and also sent an email regarding Quarterdeck and Cragun's resort owners looking at developing a storage facility on Parcel 41-108-3301 which is approximately 10 acres located on County Rd. 18, just north and across County Rd. 18 from the Corner Store.
These storage units would either be owned by the group developing this project or would be platted and sold to individuals who own cabins at the resorts who use the units for storage of their personal property. After further discussion it was decided to inform Mark, they would need to go to Cass County for the rezoning and plating of the property before the Planning Commission and Town Board could act on their application. It was suggested he attend the Board meeting on May 21, 2026.

Microschool Inquiry Email: Kirstin Rude with Organic Roots Schoolhouse emailed inquiring about a possible future location located at 1912 Nelson Lake Road. Organic Roots Schoolhouse is a small, private microschool serving children in kindergarten through middle school age ranges. At full capacity, the school would anticipate approximately 30–45 students

onsite depending on the program structure and age groups. The regular school programming would typically operate four days per week during daytime hours (Monday–Thursday), generally between approximately 8:30 a.m. and 3:30 p.m. Vehicle traffic would primarily consist of parent drop-off and pick-up during morning arrival and afternoon dismissal windows. Staff traffic would remain relatively limited due to the small teaching team. The primary educational space would largely operate out of the existing pole barn structure on the property. If approved they may also eventually pursue licensing for a small in-home daycare/preschool program operating out of the lower level of the home. After discussion the Planning Commission stated it does not meet the requirements of the Sylvan Commercial Ordinance due to location, numbers of students, and amount of traffic on the Township roads. The Planning Commission members stated it should be in a commercial location. Colleen will email Kirstin and inform her of this.

Harrison Drive resident Email: A resident emailed stating she is concerned about a property located on the corner of Harrison Drive and County Rd. 18. She stated the property is zoned residential but is being used as storage space. She also stated there is no one living there and it has become a dump location for trailers, slab wood, barrels, etc. She stated she has expressed her concern before to the Township and Cass County, but nothing has been done about it. She feels this is a business and would like the Township to act on it. The Planning Commission members stated this is the same location where a letter had been sent to the resident who attended a meeting stating it is his own personal use. The Planning Commission members stated she should continue to contact Cass County regarding the number of items at the location.

Planning Commission Position: Vickie Kettlewell and Terry Quick met with 2 possible candidates at the town hall. They asked similar questions to both, but in the end decided on Jason Lind to fulfill the position so after further discussion **Terry Quick moved to recommend the Town Board approve Jason Lind to the Planning Commission to fill the open position,** seconded by Vickie Kettlewell. The question was called 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 8:20 PM.

Minutes submitted by:

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Colleen Putnam, Deputy Clerk

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

Date: 6-11-26