SYLVAN TOWNSHIP

REGULAR PLANNING COMMISSION MEETING MINUTES
July 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, Jason Lind, Chair Dave Skogen, Greg Booth, Acting Board Liaison and Deputy Clerk, Colleen Putnam. Excused Absence: Scott Hendrickson and Greg Bennett. The sign-in sheet is attached.

Agenda: Vickie Kettlewell moved **to approve the amended agenda**, seconded by Jason Lind and the motion carried.

Public Input:
None

Minutes: June 11, 2026 PC Meeting amend/approve: Vickie Kettlewell **moved to approve the minutes as presented,** seconded by Jason Lind and the motion carried.

Correspondence Received:

Cass County Permit Log – June 2026: There were eleven permits issued for the month of June 2026, with 2 being septic systems, 1 shoreland alteration, 1 new home and the others being building permits for additions, garage and sheds.
There was discussion at this time regarding the storage/accessory structures in the Township. These are permitted by Cass County as residential and not anything we can do unless we do an inventory and site visit when we receive the permit log from Cass County.

Cass County Variance – Michael Carlson: Michael submitted an application to Cass County to subdivide a property with only 16.5 feet of right-of-way access. He wants to build another residence once the property as been subdivided. He has one (1) access now that goes through someone else's property off 127th St. He wants to make another access off Mile Lake Road but the only access available is 16.5 feet therefore he is requesting a variance. Greg Booth stated the Board didn't have an issue with it. Since there was not an actual site visit the Planning Commission members decided not to send a recommendation to the Cass County Planning Commission.

Correspondence Sent:
None

Reports:

Greg Booth, Acting Town Board Liaison: Greg Bennett was out of town so Greg Booth attended the meeting in his absence. Greg Booth gave the following report for the last Board meeting:

1. Roads – no major issues.
2. Parks – Pillager Lake Park had a working meeting to clean up the park. Work on re-building the dock surface is scheduled for near future.
3. Zoning changes (commercial) were forwarded to Cass County.
4. Community Outreach Day is scheduled for Sept. 19th at Sylvan Park.
5. League of Women Voters will hold a Candidate Forum at the Town Hall Sept. 8th at 6 PM.
6. Joint Community Trail – bids are still being compiled and studied.

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

Old Business:

Sylvan Park: There will be work done at the park on Thursday, July 16, 2026 at 6:00 pm. The park volunteers will be adding mulch, pulling weeds in the flowers and other areas and cutting down small trees.

J B Western: Vickie has not stopped at JB Western yet but will do so in the next month to let them know they need to get a business permit from the Township.

New Business:

Kim Meyer: Kim called the Town Hall and stated he was adding an additional shop to his property. He stated it was for personal use but may rent it out or some business use. The Planning Commission members stated he needs to attend a meeting so they can find out his exact plans. If for business use, he may be able to fill out an application to get an amendment to his current home business permit.

Amanda Peterson: Amanda was present at the meeting as she submitted a letter of interest for the opening on the Planning Commission. Vickie Kettlewell and Dave Skogen met with Amanda before the meeting. Vickie stated Amanda is very qualified and has a lot of experience with other Townships and good insights as to what the Planning Commission entails. She works at Sourcewell. The Planning Commission members felt she would be a good addition to the Planning Commission. After further discussion **Vickie Kettlewell moved to recommend the Town Board approve Amanda Peterson to the Planning Commission to fill the open position,** seconded by Jason Lind. The question was called and the motion carried.

Annual Reviews:

None

Announcements: Read – The Town Hall will be closed on Wednesday, July 15th for election judge training.

Adjournment: Jason Lind **moved to adjourn,** seconded by Vickie Kettlewell and the motion carried with the meeting being adjourned at 7:35 PM.

Minutes submitted by:

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Colleen Putnam, Deputy Clerk

PC member Vickie Kettlewell approved the minutes, seconded by Jason Lind and the motion carried.

Date: 9-10-26