SYLVAN TOWNSHIP

REGULAR PLANNING COMMISSION MEETING MINUTES
August 13, 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, Scott Hendrickson, Chair Dave Skogen, Amanda Peterson, Arlene Schmit, Acting Board Liaison and Deputy Clerk, Colleen Putnam. Excused Absence: Jason Lind and Greg Bennett. The sign-in sheet is attached.

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

Public Input:

Eric Rasmussen – ELR Enterprises-Sylvan Auto Body: Eric and Leah Rasmussen are present tonight to present their application for an amendment to their current permit for a used car dealership. They currently have a CUP for their auto body business. They would be selling approximately 12 cars a year. The vehicles would be parked by their shop, not out by Hwy. 210 and there will not be any additional signage. Most of the sales would be done online. After further discussion **Vickie Kettlewell moved to recommend sending Sylvan Auto Body's application to the Town Board for approval of an amendment to their current CUP for used car sales,** seconded by Scott Hendrickson. The question was called and the motion carried.

Nikki and Tom Turcotte – Lakes Area Home Solutions: Are present tonight to discuss the possibility of opening a car and atv business on the corner of Hwy 210 and County Rd. 1 with approximately 10 – 15 vehicles including atv's. They are inquiring if they would be able to have an amendment to their current business permit. Their other business is located on Hwy. 210. They stated the cars and atv's would be parked on the corner of Hwy. 210 and County Rd 1 but all paperwork, etc. would be handled at their business located on Hwy. 210. They do not have an application completed as they wanted to make sure they would be allowed to do this but have their certificate of survey and site plan. After further discussion **Scott Hendrickson moved to recommend to the Town Board the approval of an amendment to Lakes Home Solutions and ABC Seamless current General Business Permit for car and atv sales which is located in the commercial corridor contingent on receiving their application prior to the Town Board meeting next week**, seconded by Vickie Kettlewell. The question was called and the motion carried.

Kim Meyer – United Welding: Kim Meyer is present tonight to present his application for building a storage shed 48'x100' foot building with concrete floors and a 16'x100' lean to. It will be northwest of the current building. The storage shed would be used for

storing personal and business equipment. He will not have any additional employees. There will be no sewer, water or plumbing but will have a small amount of electric. He is requesting an amendment to his original Interim Home Business Permit. Scott Hendrickson **moved to recommend sending Kim Meyer's – United Welding application for an amendment to his current Interim Home Business Permit to build a 48'x100' storage shed with a 16' lean too for business and personal use** seconded by Vickie Kettlewell. The question was called and the motion carried.

David Winkelman – Sunup Ranch – Solar System: David is here tonight to present an application for an amendment to their original CUP from Sunup Solar Farm 1 to be used for Sunup Solar Farm 2. The solar farm is located on 125th St and County Rd. 18, Brainerd and will cover approximately 46 acres of solar array. The remaining 36 acres will be farmed. The area chosen will be avoiding wetlands and will have a 50' setback from County Rd. 18 and the 20 acres they do not own west of this location. They will have trees on the west but nothing on the east and there are trees to the south. The solar panels will be 7' at the lowest area and 12' at the highest. Sunup Ranch has a grazing plan to pasture the cattle under the solar array for shade and grazing. This is going to be a demonstration project where they will bring people together to look at it and see what flash grazing entails. There will be a regular solar keep out fence to prevent people from entering the solar farm. Sunup Ranch will be responsible for interior fencing for the grazing plan which will be a single wire electric fence so it can be moved as necessary. Greg Booth as the landowner spoke regarding the research that was done on this project. He stated this is a local project and the power that will be generated will be local as it is a local distribution system that will be distributed by MN Power. The solar power will be distributed locally with the hope it will keep local power costs stable. The local tax paid by MN Power will be a commercial tax rate thus benefiting the local community. There was discussion regarding if this could be an amendment to the original CUP as it is a different parcel. There was further discussion regarding if there should be a public hearing to notify the neighbors of the new solar project due to the size and location. Scott Henrickson **moved to recommend sending Sunup Ranch Solar Farm 2 application to the Town Board for an amendment to their original Sunup Solar Farm 1 CUP with the stipulation there would need to be a public hearing to notify the neighbors of the new location and size of the solar project**, seconded by Amanda Peterson. The question was called and the motion carried.

Minutes: June 11, 2026 PC Meeting amend/approve: The minutes were missed and not approved. They will need to be approved at the September meeting.

Correspondence Received:

Cass County Permit Log – July 2026: There were 10 permits issued for the month of July 2026, with 4 being septic systems, 4 new homes and the others being building permits for additions, garage and sheds.

Correspondence Sent:

None

Reports:

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

1. A resident was present to ask the Board to put a moratorium together to prevent the Township from installing license plate readers on township roads. Greg Bennett was going to speak to the Township attorney regarding drafting a moratorium on license plates readers and also research other townships license plate readers ordinances.
2. Roads – there was discussion regarding atv's and bikes damaging 25th Avenue and other roads in the Township. Letters will be sent out regarding this. The Township will be working on West Lake Ridge and Dandelion Lane next year.
3. Pillager Fire – there were 20 fire calls for Sylvan Township. The fire department will be doing more training and also possible burning of old cabins or a large unit at Cragun's.

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

Old Business:

Sylvan Park: The park work committee has been working on the paths and cleared an area by the picnic table. They are hoping to clear more brush. The Community Day will be held at the park on September 19, 2026. Vickie stated the park committee should speak with the Town Board as to what the Board wants the park committee to do on Community Day.

J B Western: Vickie stopped at JB Western to let them know they need to get a business permit from the Township. Kayla Sunby will be calling to find out what needs to be done.

New Business:

None:

Other Business:

Amanda Peterson, PC member: Amanda informed the Planning Commission members that she is employed at Sourcewell and approves funding opportunities for local government entities including Sylvan Township but will no longer be handling that. Amanda stated she is serving solely in her capacity as a member of Sylvan Township Planning Commission and not as an employee of Sourcewell and is committed to maintaining a clear separation between these responsibilities. Amanda stated if any matter involving Sourcewell comes before the Planning Commission or Township Board, or if any discussion arises regarding Sourcewell business that could create a conflict of interest she will recuse herself from that portion of the discussion and any vote as appropriate.

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 8:45 PM.

Minutes submitted by:

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Colleen Putnam, Deputy Clerk

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

Date: 9-10-26