

## STAFF MEMO

<b>Department:</b> Zoning Administration	<b>Meeting Date:</b> April 13, 2026
<b>Agenda Section:</b> Public Hearing	<b>Item:</b> Preliminary Plat – Oak Ridge Terrace

**PREVIOUS PLANNING COMMISSION REVIEW OR ACTION:** A preliminary review and discussion was held with the Planning Commission in Fall 2025 regarding a proposed subdivision and the definition of a remnant lot. The nonboring properties had previously been subdivided administratively through Crow Wing County. The remaining portions of the property are now proposed to be formally platted. Posting date for public hearing was March 18, 2026.

**PREVIOUS TOWN BOARD REVIEW OR ACTION:** None.

**COUNTY/CITY REVIEW:** A Development Review Team (DRT) meeting was previously conducted. The application is currently under review by the County, with a public hearing scheduled in May.

**DNR REVIEW:** N/A

**PROPOSED BUDGET/FISCAL IMPACT:** Zoning Administration fees.

**OPPORTUNITY COST IF RECOMMENDED:** Potential for an increased number of individual parcels and future commercial development opportunities, which may result in additional tax revenue.

### BACKGROUND:

Applicant Information: Kevin McCormick of Land Design Solutions / Phillip and Linda Tidd  
Current Zoning: Commercial District  
Requested Plan: Preliminary Plat of Parcel 77060515  
Location: South Side of Fawn Lake Rd/Near the Intersection of County Rd 3

The property owner has applied for preliminary plat approval for Parcel No. 77060515 to subdivide the property into five commercial lots within a single block. Access to the proposed lots will be provided via a private easement extending from Fawn Lake Road through Tract A (outside of plat), which then transitions into a public ROW to be named Oak Terrace Way. Lot 1 will retain direct access from Fawn Lake Road.

**EVALUATION CRITERIA:** The proposed subdivision shall be reviewed for compliance with the Mission Township Subdivision Ordinance, including the following:

#### Section 5 – Compliance

The plat must conform to all Township subdivision requirements.

#### Section 8 – Development Process and Standards

The application shall be evaluated for consistency with the Township's subdivision process, including:

- Submittal of a complete application and preliminary plat.
- Consideration at a public meeting, including conditions of approval.
- Town Board review and preliminary plat approval prior to County action.

- Additional review for any substantial changes to the plat, if applicable.
- Execution of a development agreement, if applicable.
- Completion of all conditions prior to final plat signature.

**ZONING ADMINISTRATION REVIEW AND COMMENTS:** The proposed subdivision has been reviewed for general compliance with Township regulations. The following items have been identified:

- A previously subdivided lot provides access to the proposed 66-foot easement and public ROW; clarification of access rights and any required easements is recommended. If necessary, an update to the Resolution may be required.
- The proposed roadway is not intended to be a Township road; a maintenance agreement should be considered to address long-term responsibility.
- The document legend for Outlot A should be updated to reflect its proposed designation as public dedication rather than an outlot.
- The proposed preliminary plat aligns with the requirements of Sections 5-8 of the Township Ordinance.
- The applicant shall demonstrate compliance with Article 9 (Subdivision Requirements) and Article 16 (Commercial District Standards) of the Crow Wing County Land Use Ordinance.

**ATTACHMENTS:** Preliminary plat application, survey documents, and other supporting documents.



**APPLICATION FOR PLAT APPROVAL**

Name of Proposed Plat: OAK RIDGE TERRACE

<input checked="" type="checkbox"/> Preliminary Plat	Total Acreage: <u>17.9 aCRES</u>
	Total Number of Lots: <u>5</u>

**Application Information:**

Name(s): <u>Kevin McCormick</u> Project Manager	
Address: <u>11821 Lake Trail</u>	City: <u>Crosslake</u> State: <u>MN</u> Zip Code: <u>56442</u>
Phone Number: <u>218-8250-0854</u>	Email: <u>kevin@landdesignsolution.net</u>

**Property Owner Information (if different from above):**

Name(s): <u>Phil and Linda Tidd</u>	
Address: <u>1268 County Road 11</u>	City: <u>Pequot Lakes</u> State: <u>MN</u> Zip Code: <u>56472</u>
Phone Number: <u>320-260-7839</u>	Email: <u>philtidd@gmail.com</u>

**Surveyor Information:**

Name(s): <u>Kevin McCormick</u> PLS WI-ND <u>John J. Hinzmann</u> PLS MN-WI	
Company Name: <u>Land Design Solutions LLC</u>	
Address: <u>11821 Lake Trail</u>	City: <u>Crosslake</u> State: <u>MN</u> Zip Code: <u>46442</u>
Phone Number: <u>218-820-0854</u>	Email: <u>kevin@landdesignsolution.net</u>



**Other Information:**

Existing Parcel ID Number: 77060515

Property Physical Address: Vacant Land part of the NW NE Section 6 T 136 Rang 27

Is the proposed plat located on or near shoreland? Yes \_\_\_\_\_ No

Are there any possible wetlands? Yes \_\_\_\_\_ No

If there are wetlands, have they been delineated? Yes N/A No N/A

Does the plat include a public right-of-way? Yes  No \_\_\_\_\_

Does the plat border public land? Yes  No \_\_\_\_\_

Please explain your request: Please reference attached "Project Outline"

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Acknowledgment:**

I hereby certify that I have read, examined, and understand this application and that the information submitted herein and attached hereto is true, accurate, and correctly state my intentions.

Applicant's Signature: Kevin McCormick Date: 2/26/26

Print Name: Kevin McCormick PM

\*By signing this application as the property owner, I authorize the applicant to submit all required documentation on my behalf.

Owner's Signature: Philip Tidd 10:19 A.M. Electronically signed 02/26/26 Date: 2/26/26

Print Name: Phil Tidd

*Township Use Only*

Zoning Staff Signature: [Signature] Date Received: 2/27/26



## Mission Township Plat Checklist

<input checked="" type="checkbox"/> Optional Pre-Submittal Meeting with Zoning Administrator
<input checked="" type="checkbox"/> Request Crow Wing County Development Review Team (DRT) Meeting (joint request with County and Township)
<input checked="" type="checkbox"/> Certificate of Survey (electronically submitted to Zoning Administrator)
<input checked="" type="checkbox"/> Certificate of Survey Legal Descriptions (word document format)
<input checked="" type="checkbox"/> Easement Documents (if not reflected in survey)
<input checked="" type="checkbox"/> Location of Delineated Wetlands (if not reflected in survey)
<input type="checkbox"/> Developers Agreement (if necessary) <b>N/A</b>
<input checked="" type="checkbox"/> Payment of \$ <b>\$450</b> (Preliminary and Final Plat preapproval review fee)
<input checked="" type="checkbox"/> Completed Application
<input checked="" type="checkbox"/> Application submitted to Zoning Administrator (electronically)
<input checked="" type="checkbox"/> Plat Documents submitted to Zoning Administrator (electronically - a printed copy may be requested)
<input type="checkbox"/> Other Documents: <u>Detailed Project Outline Memorandum</u>



## PLAT PREAPPROVAL PROCESS

**Application Deadline & Completeness:** All required application information and payment of the application fee must be received by the deadline identified on the Mission Township schedule.

All applications are evaluated by Mission Township’s Zoning Administrator as well as Planning Commission Board Members. Review includes the application form, fee, site plan, and other relevant supporting information. If the materials submitted are deemed to be incomplete, the Zoning Administrator may reject the application and not place the item on the Planning Commission agenda.

**Application Fees:**

Minor Preliminary Plat Review:	All Zoning Districts	\$150 + \$20 per lot
Major Preliminary Plat Review:	All Zoning Districts	<del>\$300 + \$20 per lot</del> <b>\$450</b>
Other Review:	All Zoning Districts	At an hourly rate of \$150
Development Escrow:	All Zoning Districts (when Applicable)	\$3,000 or as Defined in Development Agreement

**Application Information Required:** Two full-sized copies (24”x36”) of the plat (one copy sent to Mission Township and one copy sent to Zoning Administrator) and an electronic version sent to the Zoning Administrator.

- A Development Review Team (DRT) will need to be held prior to the Mission Township Planning Commission meeting. Applicant must contact Crow Wing County to set up the DRT meeting. Applicant is responsible for notifying the Zoning Administrator of this request.
- If the property being platted has roadway dedications, stormwater facilities, or other proposed public land dedication to Mission Township, Developer must enter into a developer’s agreement with the Township. The developer’s agreement will need to be reviewed and approved by the Town Board. Any costs incurred for creation or review of the agreement by the Township’s Attorney will be passed on to the developer.
- If the property being platted has roadway dedications to Mission Township, Developer must follow the Road Standards of the Township. The plat submittal will need to be reviewed and approved by the Town Board. Any costs incurred for review of the Road Standards by the Township’s Engineer will be passed through to the developer.
- The proposed development and plat must be in harmony of Mission Township’s Comprehensive Plan.
- Once a determination is given from Mission Township, the applicant is responsible for submitting an application and plat documents to Crow Wing County per the County’s requirement and process. Documentation of approval from the Township shall be provided in addition to the application documents required by the County. The application **MUST** be submitted to the Township prior to Crow Wing County. Applicant is responsible for notifying the Zoning Administrator of this request.

**Zoning Administrator Review:** Zoning staff will review all application materials and prepare a memorandum for the Planning Commission. The memo will contain Township staff’s recommendation to approve, approve with conditions, or deny. A copy of all application materials, including the staff memo, will be available to the applicant prior to the Planning Commission meeting. All materials will be available to the public through a request to the Mission Township’s Clerk.

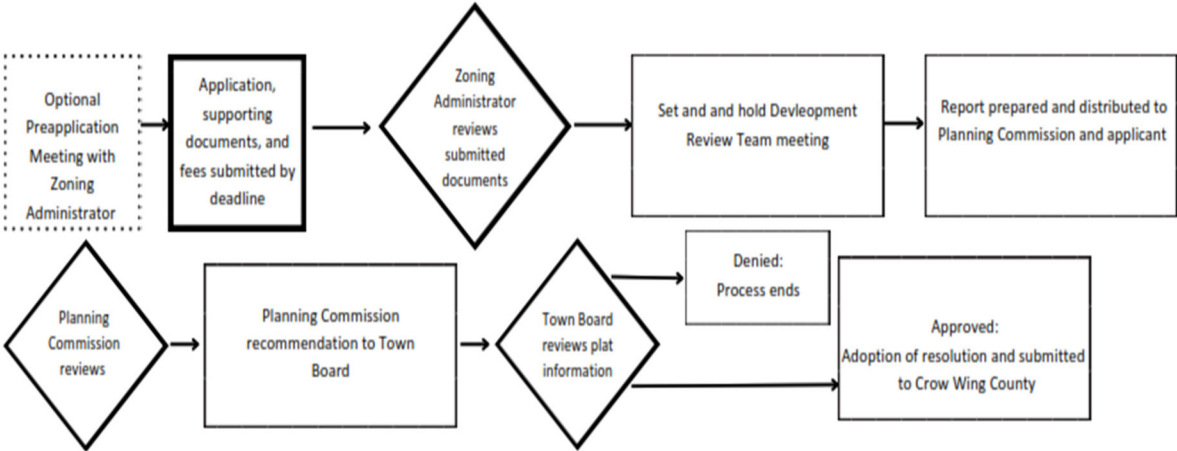
**Planning Commission Meetings:** Planning Commission meetings are held on the second Monday of each month as needed, unless there is a conflict with an election or holiday.

- The Planning Commission receives a copy of all plat application materials and the report from the Zoning Administrator a minimum of 4 days prior to the meeting.
- The Planning Commission may ask the applicant to answer questions related to the proposed plat and may elect to hold a public hearing on any application.
- The Planning Commission has the option of recommending approving of the request, recommending approving of the request with conditions, recommending denial of the request, or tabling a recommendation on the matter to their next meeting. The Planning Commission's decision is submitted to the Town Board in the form of a recommendation, along with application materials, a copy of the staff report and recommendation, and any other related information. All the submitted information creates the ‘public record’ and is kept on file with the Township Clerk.

**Town Board Meetings:** Township Board meetings are held immediately after the Planning Commission meeting on the second Monday of each month unless there is a conflict with an election or holiday.

- The Town Board does not hold a public hearing but may ask the applicant to answer questions related to the proposed plat.
- The Town Board has the option of approving the request, approving the request with conditions, denying the request, or tabling a decision on the matter to their next meeting.

**Plat Preapproval Flowchart Process**





**Note to Applicant:** Please be aware that any written information you provide with your application becomes the property of Mission Township. All comments made at all meetings of the Development Review Team Meeting, Planning Commission, and Township Board become part of the public record.

**Questions/Submit Completed Application To:**

Zoning Administrator:  
Saehr Consulting (Providing Services to Mission Township)  
Scott Saehr, Community Planning and Zoning Director  
Phone: (320) 260-2042  
Email: [scott.saehr@saehrco.com](mailto:scott.saehr@saehrco.com)

Mission Township Clerk  
29474 County Road 3  
P.O. Box 126  
Merrifield, MN 56465  
Phone: 218-765-4377  
Email: [missionclerk@gmail.com](mailto:missionclerk@gmail.com)  
Website: [missiontownship.org](http://missiontownship.org)

**Acknowledgment:**

I fully understand that submitting the above information is required for preapproval of a plat in Mission Township.

Applicant's Signature: Kevin McCormick Date: 2/26/26



## PROJECT OULINE

**TO:** Mission Township Board of Supervisors / Sather Consulting  
**FROM:** Kevin McCormick Project Manager Land Design Solutions LLC  
**DATE:** February 26, 2026  
**RE:** **Preliminary Plat of OAK RIDGE TERRACE**

Mission Township Board Members,

On behalf of my clients, Philip and Linda Tidd, I am submitting the preliminary plat of Oak Ridge Terrace for your review.

We request to be placed on the agenda for the Mission Township regular meeting on March 9, 2026 if possible.

The proposed subdivision is zoned "Commercial District".

The project includes five lots, all of which exceed the minimum requirements set by the Crow Wing County subdivision ordinance.

Key details of the plat include:

- **Tree Preservation:** Lot 1, Block 1 includes a 70-foot tree preservation restriction from the current right-of-way line of Fawn Lake Road. A conservation easement provides a tree preservation for screening along Fawn Lake Road.
- **Access and Easements:** An existing 66-foot easement across Parcel 77060533 provides the required access to the private roadway (Outlot A.)
- Additionally, a 66-foot easement along the west line of Lot 5, Block 1 is provided for potential future access to additional parcels.
- **Roadway Specifications:** The private roadway will be constructed as a gravel drive according to County and Township specifications, allowing for future paving or Township maintenance of the roadway.
- The proposed "Storm Water" calculations provide for the treatment of the 100 year storm event in the constructed ditches as shown on the preliminary plat. All storm water is contained with the project site

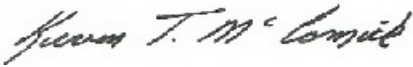
- A roadway maintenance agreement will be provided prior to recording the plat.
- Entrance Improvements: The existing entrance to Fawn Lake Road for Lot 1, Block 1 will be augmented to meet current County Highway Department requirements.

Thank you for your time and consideration in the approval of the proposed subdivision.

Please feel free to contact me with any questions or concerns you may have

Respectfully submitted.

***Land Design Solutions LLC.***



Kevin T McCormick Owner  
Professional Land Surveyor North Dakota/Wisconsin  
Direct 218.820.0854  
E-mail [kevin@landdesignsolution.net](mailto:kevin@landdesignsolution.net)



**AUTHORIZED AGENT FORM**

I hereby authorize Kevin T. McCormick Land Design Solutions LLC to act as my authorized agent in dealing with Crow Wing County to obtain the following:

                     **Land Use Permit – Contractor License Number**                       
Must be a licensed contractor to apply for a Land Use Permit

                     **Shoreland Alteration Permit**                      **X**                      **Subdivision Approval**

                     **Public Hearing PCBOA**                      **Boundary Line Adjustment**

For the following property:

Address: Vacant Land part of the NW NE Section 6 T 136 Rang 27

Parcel Number(s): 77060515

Philip A. Lill 10/09/25  
Property Owner Signature Date

320-260-7839  
Property Owner Phone Number

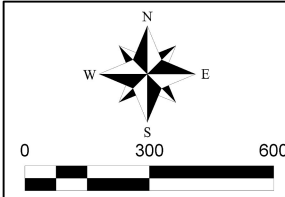
218-820-0854  
Authorized Agent Phone Number

11821 Lake Trail Crosslake MN 56442  
Authorized Agent's Mailing Address

kevin@landdesignsolution.net  
Authorized Agent's Email Address

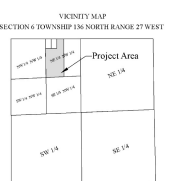
**Our Vision:** Being Minnesota's favorite place.  
**Our Mission:** Serve well. Deliver value. Drive results.  
**Our Values:** Be responsible. Treat people right. Build a better future.

**Land Services Department**  
**Gary Griffin, Director**  
322 Laurel Street  
Suite 15  
Brainerd, MN 56401  
Office: (218) 824-1010  
www.crowwing.us



**Legend**

- Set 1/2" Rebar Cap Number 15294
- Found Survey Monument
- Structure Setback Lines
- Existing Conservation Declaration
- Existing Contours
- Proposed Contours
- Storm Ditching

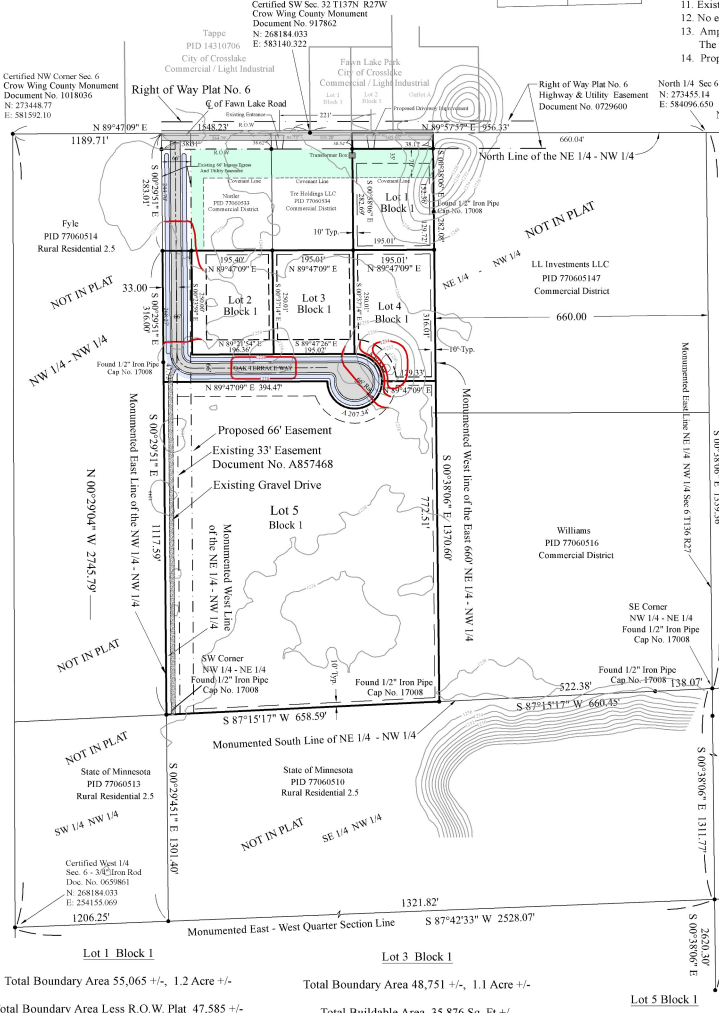


**Notes:**

1. No bluffs are contained on property.
2. No Steep Slopes are present on the property.
3. No historical sites are known to be contained on property.
4. No FEMA Zone or BFE has been established.
5. Existing Zoning: Commercial District.
6. No Wetlands are present on the property.
7. Verified by Meister Environmental Services Certified Wetland Delineation No. 1031 completed on July 18th 2025.
8. Contour Intervals 2' obtained from Crown Wing County LIDAR North zone.
9. Current & Proposed Access is from Fawn Lake Road.
10. Vegetation and topographic alterations will comply with current ordinance requirements.
11. Utilities will be specified by individual wells and septic systems.
12. Existing soils indicate predominantly Sandy Loam, Loam Sand and Sand soils as indicated in the soil suitability reports.
13. No endangered, threatened, rare or critical species, both flora and fauna have been observed on site.
14. Ample domestic water is available in the area as indicated by the Crown Wing County Aquifer Mapping. The area indicates water aquifer depths ranging from 50' to greater than 75' in depth.
15. Proposed Oak Terrace Way is to be dedicated for public use.

**PRELIMINARY PLAT  
OAK RIDGE TERRACE**

Part of the NW 1/4 - NE 1/4  
Section 6 Township 136 North Range 27 West  
Crown Wing County, Minnesota Section 6 Detail



<b>Lot 1 Block 1</b>	<b>Lot 3 Block 1</b>	<b>Lot 5 Block 1</b>
Total Boundary Area 55,065 +/-, 1.2 Acre +/-	Total Boundary Area 48,751 +/-, 1.1 Acre +/-	Total Boundary Area 11.7 Acre +/-
Total Boundary Area Less R.O.W. Plat 47,585 +/-	Total Buildable Area 35,876 Sq. Ft. +/-	Total Buildable Area 10.3 Acre +/-
Total Buildable Area 34,829 Sq. Ft. +/-	<b>Lot 2 Block 1</b>	<b>Lot 4 Block 1</b>
Total Boundary Area 48,964 +/-, 1.1 Acre +/-	Total Boundary Area 48,964 +/-, 1.1 Acre +/-	Total Boundary Area 10.3 Acre +/-
Total Buildable Area 30,915 Sq. Ft. +/-	Total Buildable Area 45,752 Sq. Ft. +/-	<b>OUTLOTA</b>
		Total Boundary Area 58,128 +/-, 1.3 Acre +/-

**Legal Description**  
Document No. 1018236 Abstract

That part of the Northeast Quarter of the Northwest Quarter lying West of the East 660.00 feet. Section 6 Township 136 North Range 27 West Crown Wing County, Minnesota more particularly described as follows:

Commencing at the northwest corner of the Northwest Quarter of said Section 6 Township 136 North Range 27 West, thence North 89 degrees 47 minutes 09 seconds East, assumed bearing along the North line of said Section 6 a distance of 1548.23, to the monumented southeast corner of Section 31 Township 137 North Range 27 West; thence North 89 degrees 57 minutes 57 seconds East 101.28 feet, to the point of beginning of the tract to be described; thence continuing North 89 degrees 57 minutes 57 seconds East 195.01 feet, to the northwest corner of the East 660.00 feet of said ; Northeast Quarter of the Northwest Quarter; thence South 00 degrees 38 minutes 06 seconds East, along the West line of said East 660.00 feet of the Northeast Quarter of the Northwest Quarter 1370.60 feet to the southwest corner of said East 660.00 feet of said Northeast Quarter of the Northwest Quarter; thence South 87 degrees 15 minutes 17 seconds West along South line of said Northeast Quarter of the Northwest Quarter 658.59 feet, to the southwest corner of said Northeast Quarter of the Northwest Quarter; thence North 00 degrees 29 minutes 51 seconds West along the West line of said Northeast Quarter of the Northwest Quarter 1117.59 feet, to the easterly extension of the South line of the North 283.00 of the Northwest Quarter of the Northwest Quarter ; thence North 89 degrees 47 minutes 09 seconds East 460.47 feet; thence North 00 degrees 38 minutes 06 seconds West 282.69 feet, to the point of beginning.

Subject to Fawn Lake Road Right of Way Plat No. 6

Subject to a 66' ingress egress and utility easement over under and across the West 66 feet of the North 238.01 feet of the Northeast Quarter of the Northwest Quarter.

Subject to easements, covenants, conditions, restrictions, and reservations of record

Note: Proposed Lot 1 Block 1 is restricted by Declaration of Covenants, Conditions and Restrictions Document No. 1018237

**Legal Description**  
Document No. 1018236 Abstract

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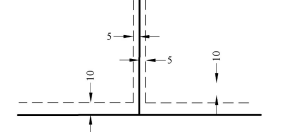
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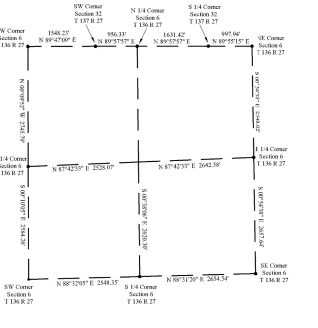
Subject to easements, covenants, conditions, restrictions, and reservations of record

Note: Proposed Lot 1 Block 1 is restricted by Declaration of Covenants, Conditions and Restrictions Document No. 1018237

DRAINAGE AND UTILITY EASEMENTS ARE AS SHOWN



BEING 5 FEET IN WIDTH AND ADJOINING ALL INTERIOR SIDE LOT LINES AND 10 FEET IN WIDTH AND ADJOINING ALL ALL ROAD RIGHT OF WAY LINES UNLESS OTHERWISE SHOWN



**Storm Water Treatment Calculation Private Drive**

(Surface Area) 28,831 x 0.80 (coefficient) x 0.523 (62" x 24 hr 100 yr event) = 12,063 Cubic Ft. Storage Required

Total Top of Ditch Surface Area = 19,826 sq. ft.

Total Bottom Ditch Surface Area = 6,884 sq. ft.

Total volume capacity 13,355 cubic ft. provided

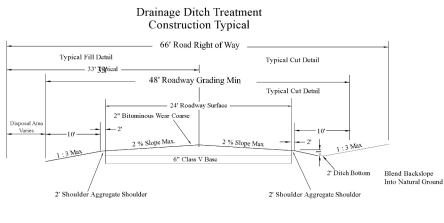
Existing PID No. 77060515  
Total Acreage to be developed 17.9 Acres  
Total Acreage to be developed less County Road right of way 17.7 Acres  
Fee Owner : Philip & Linda Tidd  
Developer : Philip & Linda Tidd  
Planner / Designer: Kevin McCormick Land Design Solutions LLC.  
Professional Land Surveyor: John Hinzmann Jr. PLS No. 15294  
Professional Civil Engineer: John Hinzmann Jr. PLS No. 1529

**Zoning**

- Commercial District
- Min. Lot Width C1, C2 - 100 Ft.
- Min. Lot Size C1,C2 - 40,000 Sq. Ft.
- Min. Buildable Area C1,C2 - 15,000 Sq. Ft.
- Sideline structure setback - 10'
- Structure setback from Public Road - 35'
- Setback from Private Road - 10'
- Sideline structure setback - 10'

ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE WEST LINE OF THE NE - NW QUARTER TO HAVE AN ASSUMED BEARING OF S 00° 29' 51" E

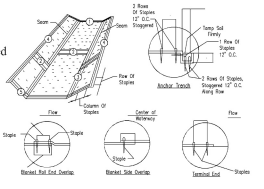
**GRADING & STORMWATER MANAGENT PLAN**



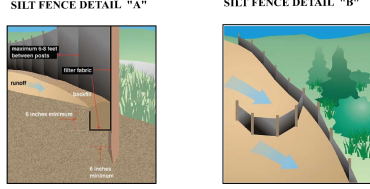
**Temporary Erosion Control Notes**

- a) Use of temporary berms, straw bails, or silt fencing to divert flow from unprotected slopes to stabilize ditches, and to divert sediment laden runoff.
- b) Temporary berms, straw bails, or silt fencing shall be constructed at the top of all erodible cut slopes as designated by a person certified in the preparation, installation, or inspection of SWPPP and erosion control methods.
- c) Stabilize temporary berms outside limits of construction with vegetation or rip rap whenever the profile grade is greater than 2%.
- d) Construct the temporary berms, straw bails, or silt fencing within the limits of construction before actual project construction begins and seed berm within 15 calendar days of construction.
- e) Maintain the Temporary berms, straw bails, or silt fencing by inspecting after each rainfall and/or once weekly and repair as needed.
- f) Temporary berms may remain in place as permanent berms.

**DITCHING DETAIL**

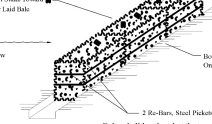


**SILT FENCE DETAIL**

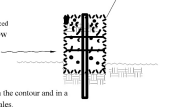


Best Management Practices shall be adhered to in the installation of all silt fencing. All silt fencing shall also be maintained as needed throughout the project site, for the duration of the project. No silt fencing shall be removed until turf has been established throughout the construction area for this site.

**BEDDING DETAIL**



**ANCHORING DETAIL**



**Land Design Solutions**  
Complete Land & Construction Services  
11821 Lake Trail Crosslake, Minnesota 56442  
218-820-0854  
landdesign@lts.com

**John J. Hinzmann Jr.**  
Professional Land Surveyor  
I hereby certify that this survey was completed by me, or under my direct supervision and that I am a duly licensed Civil Engineer and Land Surveyor of the State of Minnesota.

**PRELIMINARY PLAT**  
Survey Prepared for: Phil & Linda Tidd  
1268 County Road 11  
Pequot Lakes, MN 56472

DATE 02/24/2026 SCALE 1" = 300' PROJECT NO. 25-025B

Revised 04/07/2026. Removed OUTLOTA. OAK TERRACE WAY to be dedicated to the public





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**NOTICE OF PLANNING COMMISSION MEETING**

**Notice is hereby given that the Planning Commission of Mission Township, Crow Wing County, Minnesota will hold a regular meeting on Monday, April 13, 2026, at 6:00 PM, at the Mission Town Hall for the purpose of conducting a public hearing on a Preliminary Plat for Oak Ridge Terrace, located on Fawn Lake Road, PID: 77060515, and to conduct such other business as may properly come before the Commission.**

*Dated this 18 day of March 2026*  
*Jon Auge, Planning Commission Chair*

**MISSION TOWNSHIP**  
**NOTICE OF PUBLIC HEARING**  
**April 13, 2026, 6:00 P.M. AT MISSION TOWN HALL**

To Whom It May Concern:

A parcel under your ownership has been identified within the required notification area for a preliminary plat application request received within Mission Township.

The following properties will be subject to a public hearing on **Monday, April 13, 2026**, at 6:00 p.m. or soon thereafter at Mission Town Hall (29474 County Road 3, Merrifield, MN 56465).

**Public Hearing:**

To conduct a public hearing on a request for a preliminary plat known as Oak Ridge Terrace. Following the public hearing, the Planning Commission will consider the application and forward a recommendation to the Town Board.

**Proposed Plan:**

The applicant has submitted a preliminary plat application to further subdivide an existing 17.9-acre parcel into five (5) lots. A drawing with additional information is provided on the next page.

**Property Owners/Applicant:**

Phil & Linda Tidd / Kevin McCormick – Land Desing Solutions

**Property Location and Description:**

The property is located on the south side of Fawn Lake Road, west of its nearest intersection with County Road 3 (PID 77060515). A map identifying the subject property is provided below.

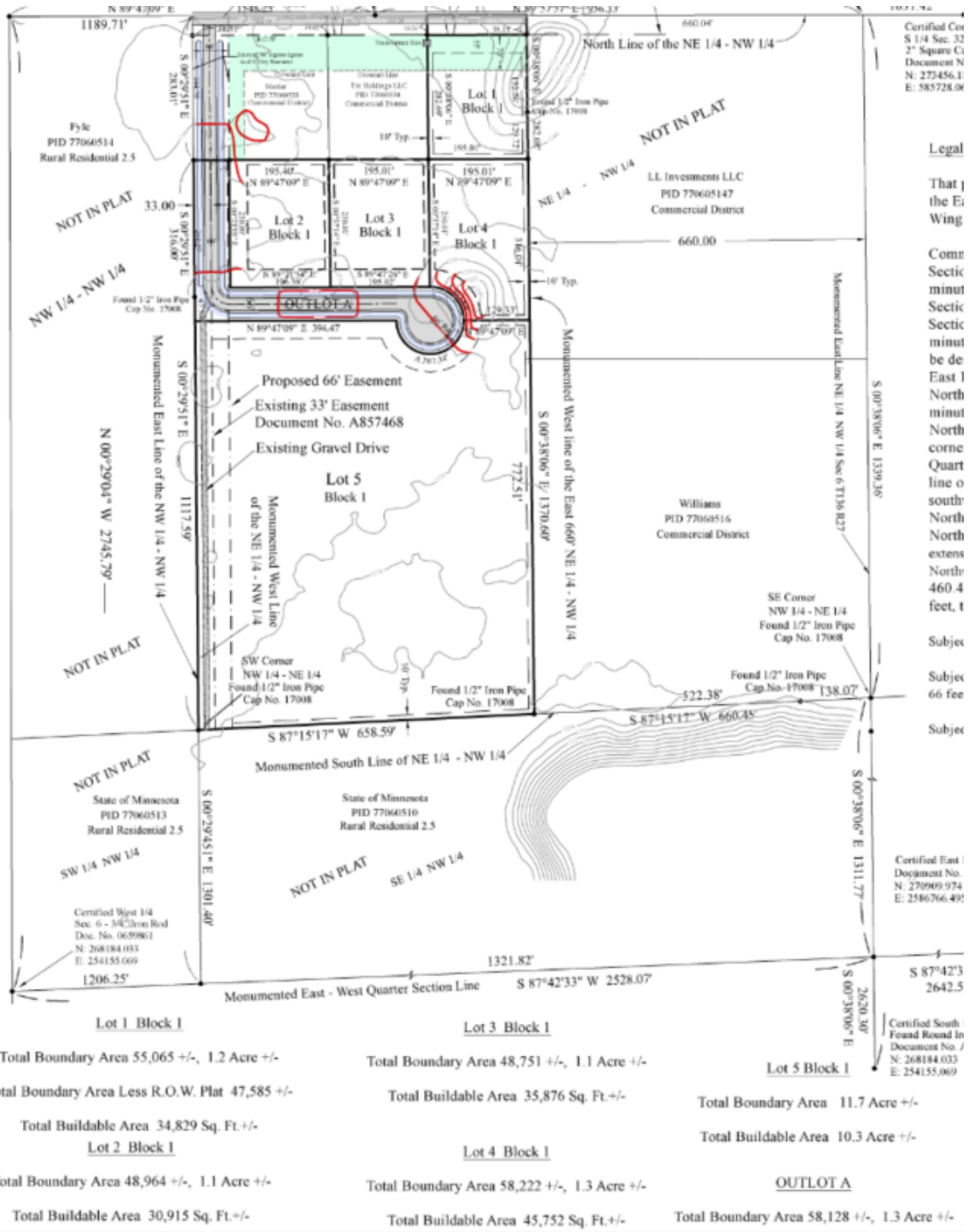
**GIS Legal Description:**

That Part of the Northeast Quarter of the Northwest Quarter Lying West of the East 660.00 Feet, Section 6, Township 136 North, Range 27 West, Crow Wing County, Minnesota.

**The subject property is located adjacent to Fawn Lake Road.**



**Proposed Preliminary Plat:**



All interested persons are invited to attend the hearing and be heard or send written comments to Mission Township Hall or by email to [missionclerk@gmail.com](mailto:missionclerk@gmail.com). In addition, a staff report will be made available at Township Hall, typically one week prior to the scheduled meeting.

By: Mission Township Zoning Administration

STATE OF MINNESOTA DNR-REAL ESTATE MGMT  
500 LAFAYETTE RD  
BOX 45  
SAINT PAUL, MN 55155

POPEHN, RICHARD A & LEILANI L  
12252 PERKINS RD  
CROSSLAKE, MN 56442

SHERACK, CHAD E & ANGELA H  
12496 FAWN LAKE RD  
CROSSLAKE, MN 56442

STATE OF MINNESOTA ADMIN BLDG  
REAL ESTATE & CONSTRUCTION SERVICES RM 309  
50 SHERBURNE AVE  
ST PAUL, MN 55155

ROEPKE, JASON & NAOMI  
33304 DUCKWOOD TRL  
CROSSLAKE, MN 56442

THOMPSON, JOHN R  
125 RIVER EDGE WAY NE  
FRIDLEY, MN 55432

STULTS, KATHRYN ANN  
1624 ROME AVE  
ST PAUL, MN 55116

MILLER, DAVID J & JENNIFER A  
33330 DUCKWOOD TRL  
CROSSLAKE, MN 56442

MULLENBACH, KATIE  
2013 6<sup>TH</sup> AVE NE  
AUSTIN, MN 55912

HENKEL, JAMES O & PATRICIA A  
33003 OAKDALE LN  
CROSSLAKE, MN 56442

NEIBAUER, MICHAEL  
1103 E 145<sup>TH</sup> ST  
BURNSVILLE, MN 55337

SCHOLTEN, LAFE & WENDY  
PO BOX 364  
CROSSLAKE, MN 56442

SCHNOOR, HANS W  
12351 FAWN LAKE RD  
CROSSLAKE, MN 56442

MCCULLOCH, KEVIN J  
33374 DUCKWOOD TRL  
CROSSLAKE, MN 56442

OLSON, ANDREWS S & OLSON, BENJAMIN K  
7539 W 111<sup>TH</sup> ST  
BLOOMINGTON, MN 55438

LOAVES AND FISH LLC  
510 CALIBRE LANE  
MOUNT JULIET, TN 37122

HALBACH, LAWRENCE E & MARYA L  
15004 LYNNDALE LN  
BAXTER, MN 56425

RADSPINNER, ANNE M  
1425 VAQUERO GLEN  
ESCONDIDO, CA 92026

BICKFORD, EMILY & GAVEN  
5301 MAHER AVE  
MADISON, WI 53716

WOODLAND HIDEAWAY LLC  
11510 53<sup>RD</sup> ST NE  
ALBERTVILLE, MN 55301

HALBERT, ANDREW J & ASHLEY M  
12364 FAWN LAKE RD  
CROSSLAKE, MN 56442

HUBBARD, HUDSON L  
30585 OLSON ST APT 348  
PEQUOT LAKES, MN 56472

ROLFES, PETER A & SUSAN M  
12270 FAWN LAKE RD  
CROSSLAKE, MN 56442

WILLERS, NANCY K  
12382 FAWN LAKE RD  
CROSSLAKE, MN 56442

SCHAD, DANIEL S & ANGELL B  
33319 DUCKWOOD TRL  
CROSSLAKE, MN 56442

MATHEWS, MICHAEL & KATHERINE TRUST  
12252 FAWN LAKE RD  
CROSSLAKE, MN 56442

RUIS, THOMAS & DIANNE  
12348 FAWN LAKE RD  
CROSSLAKE, MN 56442

ALEXANDER, NICOLE  
4743 128<sup>TH</sup> CIR NE  
BLAINE, MN 55449

ANDERSON, STEPHANIE D  
12536 FAWN LAKE RD  
CROSSLAKE, MN 56442

MAHOWALD, SHEILA M  
12318 FAWN LAKE RD  
CROSSLAKE, MN 56442

JERDE, JAMES M & LINDA M  
14748 CLOQUET ST  
DAYTON, MN 55327

FAUST, JOSEPH III & KATHY  
12562 FAWN LAKE RD  
CROSSLAKE, MN 56442

NATIONAL PROPANE, LP  
C/O AMERIGAS EAGLE PROPANE LP  
PO BOX 798  
VALLEY FORGE, PA 19482-9908

HEISEL, AARON & KRISTA  
17346 POLK ST NE  
HAM LAKE, MN 55304

TAPPE, SCOTT C & APRIL S  
12700 FAWN LAKE RD  
CROSSLAKE, MN 56442

GALLAWAY, SCOTT & DOREEN  
36080 JOHNIE ST  
CROSSLAKE, MN 56442

BITTNER, WILLIAM JOEL & JILL MARIE  
PO BOX 1002  
CROSSLAKE, MN 56442

ZUTTER, MARSHALL K & ANGELA R  
12606 FAWN LAKE RD  
CROSSLAKE, MN 56442

GALLAWAY, JAMES M TRUST  
13204 FAWN LAKE RD  
CROSSLAKE, MN 56442

MCBROOM, DAVID P & WENDY K  
5206 RAMIER AVE NE  
OTSEGO, MN 55374

FERNLUND, KENNETH ET AL  
1880 E NEVADA AVE  
ST PAUL, MN 55119

GLASER, CRYSTAL  
33230 INDUSTRIAL RD  
CROSSLAKE, MN 56442

WALTER, JON J & JOY B  
33203 WILLWOOD LN  
CROSSLAKE, MN 56442

BROLIN FAMILY TRUST  
253 176<sup>TH</sup> AVE E  
REDINGTON SHORES, FL 33708

HOLDEN, CYNTHIA L  
13034 FAWN LAKE RD  
CROSSLAKE, MN 56442

PAVEK, STEPHEN G & LISA OSTENDORF  
19160 AZURE RD  
WAYZATA, MN 55391

BINKARD, WILLIAM L  
88080 SPUR 26 E  
PONCA, NE 68770

WANNEBO EXCAVATING  
C/O GUY WANNEBO  
12015 COUNTY ROAD 1  
CROSSLAKE, MN 56442

STANGLE, KEVIN D & JEANNE M FAMILY TRUST  
33233 WILDWOOD LANE  
CROSSLAKE, MN 56442

HOLDEN, CYNTHIA L  
PO BOX 34  
CROSSLAKE, MN 56442

EGGENA, TROY ALLAN  
13014 FAWN LAKE RD  
CROSSLAKE, MN 56442

DANIELSON, JORY F  
12518 COUNTY ROAD 103  
CROSSLAKE, MN 56442

AMERICAN NATIONAL BACK OF MN  
PO BOX 147  
PEQUOT LAKES, MN 56472

BENSON, DANIEL A & MARY K REV TRUST  
12444 COUNTY ROAD 103  
CROSSLAKE, MN 56442

PERFETTI, GLORIA K & DAVID L  
419 6<sup>TH</sup> ST NE  
STAPLES, MN 56479

BADOWICZ, CHROSTOPHER M  
33249 INDUSTRIAL RD  
CROSSLAKE, MN 56442

TUXEDO PROPERTY HOLDING LLC  
8255 PALOMINO DR  
APPLE VALLEY, MN 55124

EGGENA, DEAN A  
PO BOX 400  
CROSSLAKE, MN 56442

COLLETTE, PAUL J  
13001 KIMBERLY RD  
CROSSLAKE, MN 56442

RUM RIVER MANAGEMENT LLC  
13421 ISLAND VIEW LN  
CROSSLAKE, MN 56442

GALLAWAY, MATTHEW J  
13148 FAWN LAKE RD  
CROSSLAKE, MN 56442

PREM, TIMOTHY J & LAUREL C  
34250 SUNRISE BLVD  
CROSSLAKE, MN 56442

RUM RIVER MANAGEMENT LLC  
4550 MAIN ST  
MINNEAPOLIS, MN 55421

AUTH, KIMBERLY J REVOCABLE TRUST  
1 RED FOREST HTS  
NORTH OAKS, MN 55127-2608

NICKMAN, JAMES D & JEAN G REVOCABLE TRUST  
1156 HUDSON TRL  
LINO LAKES, MN 55038

SCHMITT, TIMOTHY & JOHNSON-SCHMITT PAM  
102 2<sup>ND</sup> ST SE  
CROSBY, MN 56441

WMO PROPERTIES LLC  
42047 NORTH 105<sup>TH</sup> ST  
SCOTTSDALE, AZ 85262

HAWKINS, WILLIAM E & SANDRA S  
15606 PINE POINT RD  
CROSSLAKE, MN 56442

SCMITT, DALE L REVOCABLE LIVING TRUST  
33893 WINNAMAKEE SHORES RD  
PEQUOT LAKES, MN 56472

PELLER, DAVID J & ANNETTE  
16659 ISOSCELES AVE S  
LAKEVILLE, MN 55044

SHERVA, TODD & DEBORAH TRUST AGREEMENT  
9755 OSSAWINNAMAKEE RD  
PEQUOT LAKES, MN 56472

CICCARELLI, ROSARIO H  
13656 EAST SHORE CT  
CROSSLAKE, MN 56442

NELSON GREEN ACRES LLC  
13112 ANCHOR POINT RD  
CROSSLAKE, MN 56442

BUZZ BAIT LLC  
32253 CHOCTAW CIR  
BREEZY POINT, MN 56472

LANGERAK, ROBERT A & DONNA M  
19166 99<sup>TH</sup> PL N  
CORCORAN, MN 55374

ROBERTS, ERIC WIM TRUST AGREEMENT  
PO BOX 348  
12644 ANCHOR POINT RD  
CROSSLAKE, MN 56442

ANDOLSHEK, RICHARD  
527 RIVERT ST  
MINNEAPOLIS, MN 55401

WHITE FAMILY REVOCABLE LIVING TRUST  
PO BOX 753  
CROSSLAKE, MN 56442

HINKLE, TODD A TRUST  
13063 DANUBE LANE  
ROSEMOUNT, MN 55068

CROW WING COUNTY  
322 LAUREL ST STE 15  
BRAINERD, MN 56401

PLE SUNRISE ISLAND PROPERTY LLC  
2217 STONE CREEK DR  
CHANHASSEN, MN 55317

DITLEVSON, PAUL & DENISE  
1140 38<sup>TH</sup> AVE SE  
ST CLOUD, MN 56304

EMERY, JEAN & KRISTIN REVOCABLE TRUST  
1825 BARRINGTON DR  
KELLER, TX 76262

UTENDORFER, ROBERT S REVOCABLE  
TRUST  
24894 44<sup>TH</sup> AVE  
ARLINGTON, MN 55307

TIDD, PHILIP A & LINDA A  
12698 COUNTY ROAD 11  
PEQUOT LAKES, MN 56472

OLSON, SCOTT H TRUST  
11242 LANDING RD  
EDEN PRAIRIER, MN 55347

FISCHER, BRUCE E IRREVOCABLE LIVING  
37265 TWIN BAY DR  
CROSSLAKE, MN 56442

PAULUS, MICHAEL  
2191 RED OAK DR SW  
BRAINERD, MN 56401

FLEMMER, MICHAEL A  
32335 COUNTY ROAD 3  
CROSSLAKE, MN 56442

BOWMAN, SERENA  
810 NW 7<sup>TH</sup> ST  
BRAINERD, MN 56401

KULSETH, TIMOTHY M & EILEEN M  
32577 COUNTY ROAD 3  
CROSSLAKE, MN 56442

CARTIE, SAHEN & CHRISTEL  
12710 PARADISE BRK  
CROSBY, MN 56441

BIRKELAND LARSON PARTNERSHIP LLP  
PO BOX 929  
CROSSLAKE, MN 56442

JDB LLC  
12680 PARADISE BROOK  
CROSBY, MN 56441

FYLE, LARRY A & WENDY M REVOCABLE TRUST  
27177 COUNTY ROAD 107  
PEQUOT LAKES, MN 56472

NISTLER FAMILY TRUST  
32781 CULLEN CT  
BREEZY POINT, MN 56472

WILLIAMS, STEVEN & TERRI ANN  
12957 FAWN LAKE RD  
CROSSLAKE, MN 56442

TRE HOLDINGS LLC  
16730 COUNTY ROAD 109  
MERRIFIELD, MN 56465

LL INVESTMENTS LLC  
PO BOX 800  
PEQUOT LAKES, MN 56472

ROCKET RENTALS LLC  
37772 FOREST LODGE RD  
CROSSLAKE, MN 56442

WIEBKE, CLIFFORD E  
PO BOX 121  
CROSSLAKE, MN 56442

WITTWER, TYLER  
32459 COUNTY ROAD 3  
CROSSLAKE, MN 56442

FERT& DIRT LLC  
37772 FOREST LODGE RD  
CROSSLAKE, MN 56442

NELSON, BRADLEY B  
13112 ANCHOR POINT RD  
CROSSLAKE, MN 56442



**MISSION TOWNSHIP**  
**CROW WING COUNTY, MINNESOTA**  
Resolution No. 2026-02

**RESOLUTION APPROVING THE PRELIMINARY  
PLAT OF OAK RIDGE TERRACE**

**WHEREAS**, Kevin McCormick (“**Applicant**”) and Phil and Linda Tidd (“**Owners**”) submitted an application to Mission Township (“**Town**”) for preliminary approval of a plat to be located on property within the Town that is legally described in the attached Exhibit A (“**Property**”);

**WHEREAS**, the Applicant proposes to create five single lots, without creating any new streets, parks, or other public ways, as part of the plat to be called “Oak Ridge Terrace” (“**Subdivision**”);

**WHEREAS**, a copy of the plat for the proposed Subdivision to be located on the Property is attached hereto as Exhibit B;

**WHEREAS**, Crow Wing County (“**County**”) is ultimately responsible under the County’s Subdivision regulations for processing and acting on Applicant’s request for preliminary plat approval and then final plat approval for the Subdivision, however, pursuant to the Mission Township Subdivision Ordinance (“**Town Ordinance**”) and Minnesota Statutes, section 505.09, the County is prohibited from approving a plat within the Town unless the Town Board first approves the plat and the laying of streets and other public ways shown on it;

**WHEREAS**, under Section 8 of the Town Ordinance, the Applicant must apply to the Town for preliminary plat approval for the Subdivision before seeking preliminary approval from the County;

**WHEREAS**, under Section 8(c) of the Town Ordinance, the Town Board is to review an application for approval of a preliminary plat at a regular meeting, with the Applicant expected to attend to answer questions from the Town Board, and the Town Board may condition its approval of the preliminary plat; and

**WHEREAS**, the Town Board considered the Applicant’s request for preliminary plat approval at its April 13, 2026 meeting and hereby finds and determines as follows:

- a. The proposed Subdivision uses the conventional development design, not the conservation development design, and so is consistent with the Town Ordinance.
- b. The proposed Subdivision does not create any new infrastructure for which the Town may be responsible.

- c. The lots being established as part of the Subdivision have access to a public road, though any new accesses to be constructed must first receive approval from the affected road authority.
- d. The County is responsible for determining compliance of the Subdivision with the County's subdivision regulations and with any other County zoning regulations which may apply.
- e. The Town Board determines the Subdivision is consistent with the Town Ordinance and the public interests.

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Board that it hereby approves the preliminary plat of the Subdivision, subject to compliance with all of the following conditions:

1. The Applicant is solely responsible for seeking and obtaining all approvals for the proposed Subdivision from the County and for complying with all other applicable federal, state, and local, laws, rules, regulations, and ordinances and for obtaining any permits or permissions which may be required.
2. The Applicant is not required to enter into a development agreement with the Town regarding the proposed Subdivision.
3. The Applicant is responsible to provide for Town approval on the final plat registered with Crow Wing County and the Town Chairperson and Clerk are authorized to execute the final plat on the Town's behalf once the County issues its final approval for the Subdivision.

Adopted this 13th day of April, 2026.

**BY THE TOWN BOARD**

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Jon Auge, Chair

Attest: \_\_\_\_\_  
Naomi Scott, Clerk

**EXHIBIT A**  
Legal Description of PID 77060515

That part of the Northeast Quarter of the Northwest Quarter lying West of the East 660.00 feet. Section 6 Township 136 North Range 27 West Crow Wing County, Minnesota more particularly described as follows:

Commencing at the northwest corner of the Northwest Quarter of said Section 6 Township 136 North Range 27 West; thence North 89 degrees 47 minutes 09 seconds East, assumed bearing along the North line of said Section 6 a distance of 1548.23, to the monumented southeast corner of Section 31 Township 137 North Range 27 West; thence North 89 degrees 57 minutes 57 seconds East 101.28 feet, to the point of beginning of the tract to be described; thence continuing North 89 degrees 57 minutes 57 seconds East 195.01 feet, to the northwest corner of the East 660.00 feet of said ; Northeast Quarter of the Northwest Quarter; thence South 00 degrees 38 minutes 06 seconds East, along the West line of said East 660.00 feet of the Northeast Quarter of the Northwest Quarter 1370.60 feet to the southwest corner of said East 660.00 feet of said Northeast Quarter of the Northwest Quarter; thence South 87 degrees 15 minutes 17 seconds West along South line of said Northeast Quarter of the Northwest Quarter 658.59 feet, to the southwest corner of said Northeast Quarter of the Northwest Quarter; thence North 00 degrees 29 minutes 51 seconds West along the West line of said Northeast Quarter of the Northwest Quarter 1117.59 feet, to the easterly extension of the South line of the North 283.00 of the Northwest Quarter of the Northwest Quarter ; thence North 89 degrees 47 minutes 09 seconds East 460.47 feet; thence North 00 degrees 38 minutes 06 seconds West 282.69 feet, to the point of beginning.

Subject to Fawn Lake Road Right of Way Plat No. 6

Subject to an 66' ingress egress and utility easement over under and across the West 66 feet of the North 238.01 feet of the Northeast Quarter of the Northwest Quarter.

Subject to easements, covenants, conditions, restrictions, and reservations of record.

