



**Mission Township, Crow Wing County, Minnesota
Planning Commission Meeting Agenda
April 13, 2026 – 6:00 PM – Mission Town Hall**

Note: Supervisor Erik Lee will participate remotely from 10265 Gandy Blvd. N, St. Petersburg, FL 33702.

1. Call to Order and Roll Call

2. Approval of the Agenda

3. Approval of Minutes – Minutes of December 08, 2025 (motion & vote).

4. Action Items:

4.1 Preliminary Plat for “Oak Ridge Terrace” with 5 total lots – Parcel 77060515 – Public Hearing & Action – Applicant Phil & Linda Tidd / Authorized Agent Kevin McCormick (Action is to conduct a public hearing, consider any conditions for the preliminary plat, and by motion make a recommendation on approval to the Town Board).

4.2 Interim Ordinance Study Update – Scott Saehr, Zoning Administrator (Review of Draft Study Report and Planning Commission direction)

5. Such other business as may properly come before the Planning Commission

6. Adjournment (motion & vote)

December 8, 2025 @ 6:00pm

Mission Township Planning Commission Meeting Minutes

Present – Chair Jon Auge; Commission members Bob Steele and Erik Lee; and Clerk Naomi Scott. Mary and Ray Zabilla and resident Tom Pavek were also present.

Call to Order – J. Auge called the December 8, 2025, Mission Township Planning Commission Meeting to order @ 6:00pm.

Adoption of the Agenda – Adopted as presented.

Approval of July 14th, 2025, Minutes - B Steele made a motion **(1)** to approve the July 14th, 2025, minutes, second by E. Lee. Voice vote with all commissioners voting aye. Motion passed.

Action Items:

1. Consideration of Ordinance 2025-03-An Ordinance amending the Mission Township Subdivision Ordinance regarding Administrative Subdivisions – The Planning Commission conducted a Public Hearing during which no one spoke for or against the proposed ordinance. The Commission had discussion on the ordinance with no amendments proposed. B. Steele made a motion **(2)** to recommend adoption of the ordinance to the Town Board, second by E. Lee. Voice vote with all commissioners voting aye. Motion passed.

2. Consideration of a Preliminary Plat for “Turtle Bay” with 2 total lots – Parcel 77010540. The Commission reviewed the staff packet prepared by Zoning Administrator Scott Saehr. Applicants Ray & Mary Zabilla offered comments on the preliminary plat and responded to questions. The chair opened the Public Hearing and resident Tom Pavek offered comments and questions which were addressed by the applicants. The Chair then closed the Public Hearing. Following discussion by the Commission, B. Steele made a motion to recommend adoption of Resolution 2025-19 Approving the Preliminary Plat of “Turtle Bay” to the Town Board, second by E. Lee. Voice vote with all commissioners voting aye. Motion passed.

There was no other business presented to the commission.

Adjournment - E. Lee made a **motion (4)** to adjourn the December 8th, 2025, Mission Township Planning Commission meeting at 6:12 pm, second by J. Auge. Voice vote with all commissioners voting aye. Motion carried and the meeting was adjourned at 6:12pm.

Respectfully Submitted,

Naomi Scott
Clerk

Jon Auge
Attest: Chair

STAFF MEMO

Department: Zoning Administration	Meeting Date: April 13, 2026
Agenda Section: Public Hearing	Item: 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) N/A
<input checked="" type="checkbox"/> Payment of \$ \$450 (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	\$300 + \$20 per lot \$450
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.

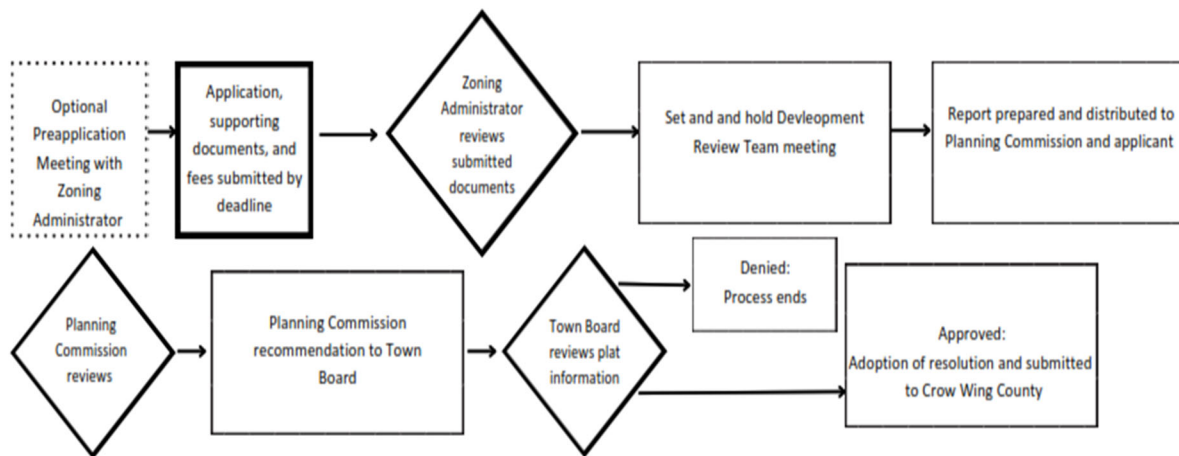
Planning Commission Meetings: Planning Commission meetings are held on the second Monday of each month as needed, unless there is a conflict with an election or holiday.

- 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

Mission Township Clerk
29474 County Road 3
P.O. Box 126
Merrifield, MN 56465
Phone: 218-765-4377
Email: missionclerk@gmail.com
Website: 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

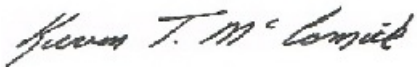
- A roadway maintenance agreement will be provided prior to recording the plat.
- Entrance Improvements: The existing entrance to Fawn Lake Road for Lot 1, Block 1 will be augmented to meet current County Highway Department requirements.

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



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

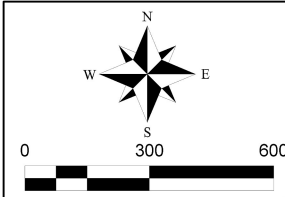
218-820-0854
Authorized Agent Phone Number

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

kevin@landdesignsolution.net
Authorized Agent's Email Address

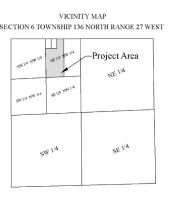
Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

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

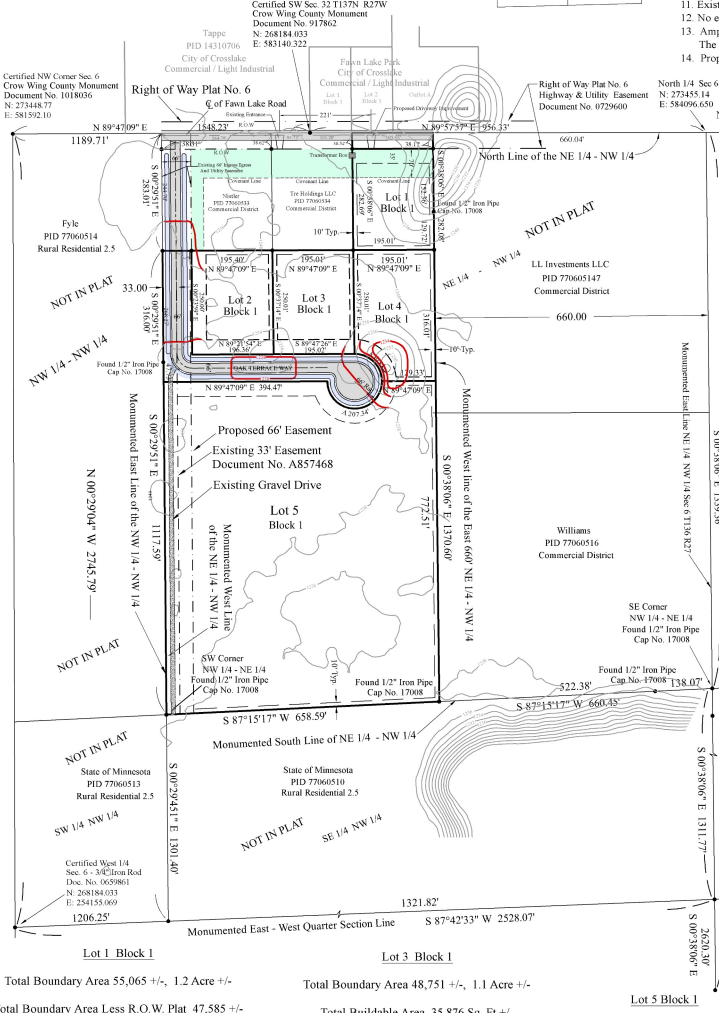


Notes:

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

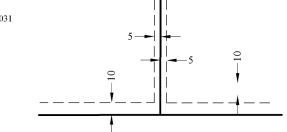


Lot 1 Block 1	Lot 3 Block 1	Lot 5 Block 1
Total Boundary Area 55,065 +/-, 1.2 Acre +/-	Total Boundary Area 48,751 +/-, 1.1 Acre +/-	Total Boundary Area 11.7 Acre +/-
Total Boundary Area Less R.O.W. Plat 47,585 +/-	Total Buildable Area 35,876 Sq. Ft. +/-	Total Buildable Area 10.3 Acre +/-
Total Buildable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

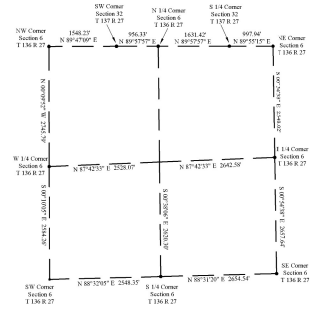
Legal Description
Document No. 1018236 Abstract
That part of the Northeast Quarter of the Northwest Quarter lying West of the East 660.00 feet. Section 6 Township 136 North Range 27 West Crown Wing County, Minnesota more particularly described as follows:
Commencing at the northwest corner of the Northwest 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

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

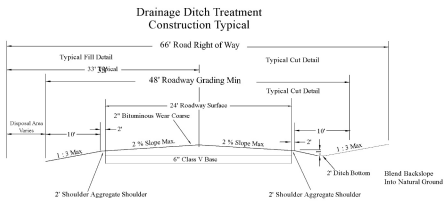
Existing PID No. 77060515
Total Acreage to be developed 17.9 Acres
Total Acreage to be developed less County Road right of way 17.7 Acres
Fee Owner : Philip & Linda Tidd
Developer : Philip & Linda Tidd
Planner / Designer: Kevin McCormick Land Design Solutions LLC.
Professional Land Surveyor: John Hinzmann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

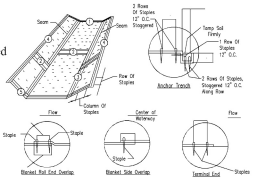
ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE WEST LINE OF THE NE - NW QUARTER TO HAVE AN ASSUMED BEARING OF S 00° 29' 51" E

GRADING & STORMWATER MANAGENT PLAN

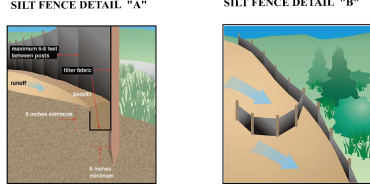


- Temporary Erosion Control Notes**
- a) Use of temporary berms, straw bails, or silt fencing to divert flow from unprotected slopes to stabilize ditches, and to divert sediment laden runoff.
 - b) Temporary berms, straw bails, or silt fencing shall be constructed at the top of all erodible cut slopes 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

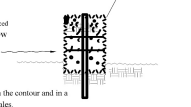


Best Management Practices shall be adhered to in the installation of all silt fencing. All silt fencing shall also be maintained as needed throughout the project site, for the duration of the project. No silt fencing shall be removed until turf has been established throughout the construction area for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

BEDDING DETAIL



ANCHORING DETAIL



<p>11821 Lake Trail Crosslake Minnesota 56442 218-820-0854 landdesignsolutions.com</p>	<p>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.</p>	<p>PRELIMINARY PLAT Survey Prepared for: Phil & Linda Tidd 1268 County Road 11 Pequot Lakes, MN 56472</p>	
		<p>DATE 02/24/2026</p>	<p>SCALE 1" = 300'</p>

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





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.

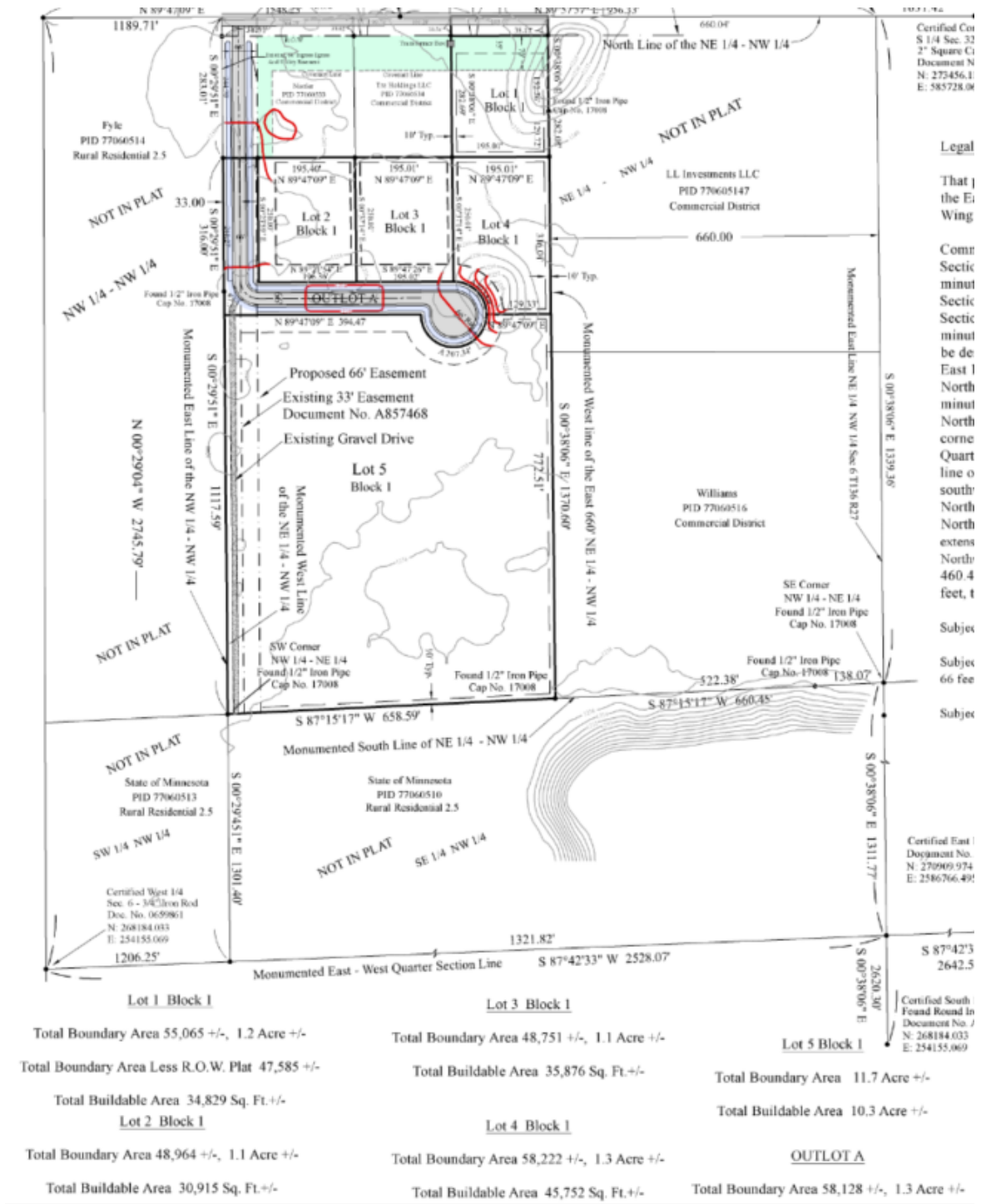
GIS Legal Description:

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 Zoning Administration or by email to missionclerk@gmail.com. In addition, a staff report will be made available at Town 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 6TH AVE NE
AUSTIN, MN 55912

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

NEIBAUER, MICHAEL
1103 E 145TH 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 111TH 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 53RD 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 128TH 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 176TH 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 6TH 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 2ND ST SE
CROSBY, MN 56441

WMO PROPERTIES LLC
42047 NORTH 105TH 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 99TH 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 38TH AVE SE
ST CLOUD, MN 56304

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

UTENDORFER, ROBERT S REVOCABLE
TRUST
24894 44TH 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 7TH 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

Jon Auge, Chair

Attest: _____
Naomi Scott, Clerk

EXHIBIT A
Legal Description of PID 77060515

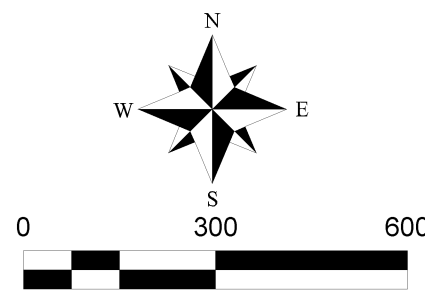
That part of the Northeast Quarter of the Northwest Quarter lying West of the East 660.00 feet. Section 6 Township 136 North Range 27 West Crow Wing County, Minnesota more particularly described as follows:

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.

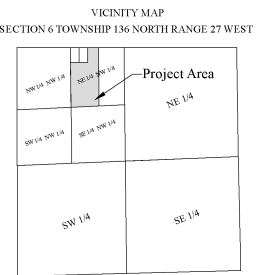
Subject to Fawn Lake Road Right of Way Plat No. 6

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.



- Legend**
- Set $\frac{3}{8}$ " Rebar Cap Number 15294
 - Found Survey Monument
 - - - Structure Setback Lines
 - Existing Conservation Declaration
 - Existing Contours
 - Proposed Contours
 - Storm Ditching



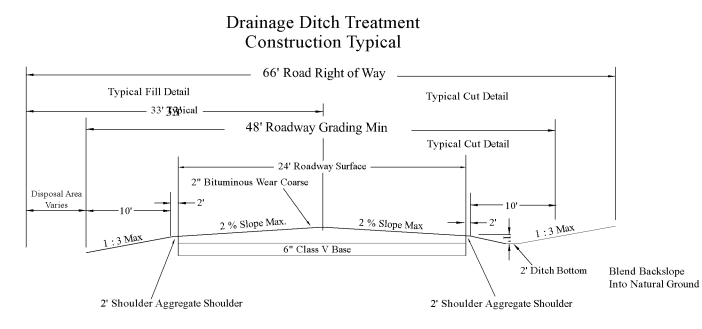
- Notes:**
- No bluffs are contained on property.
 - No Steep Slopes are present on the property.
 - No historical sites are known to be contained on property.
 - No FEMA Zone or BFE has been established.
 - Existing Zoning Commercial District.
 - No Wetlands are present on the property.
- Verified by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

PRELIMINARY PLAT

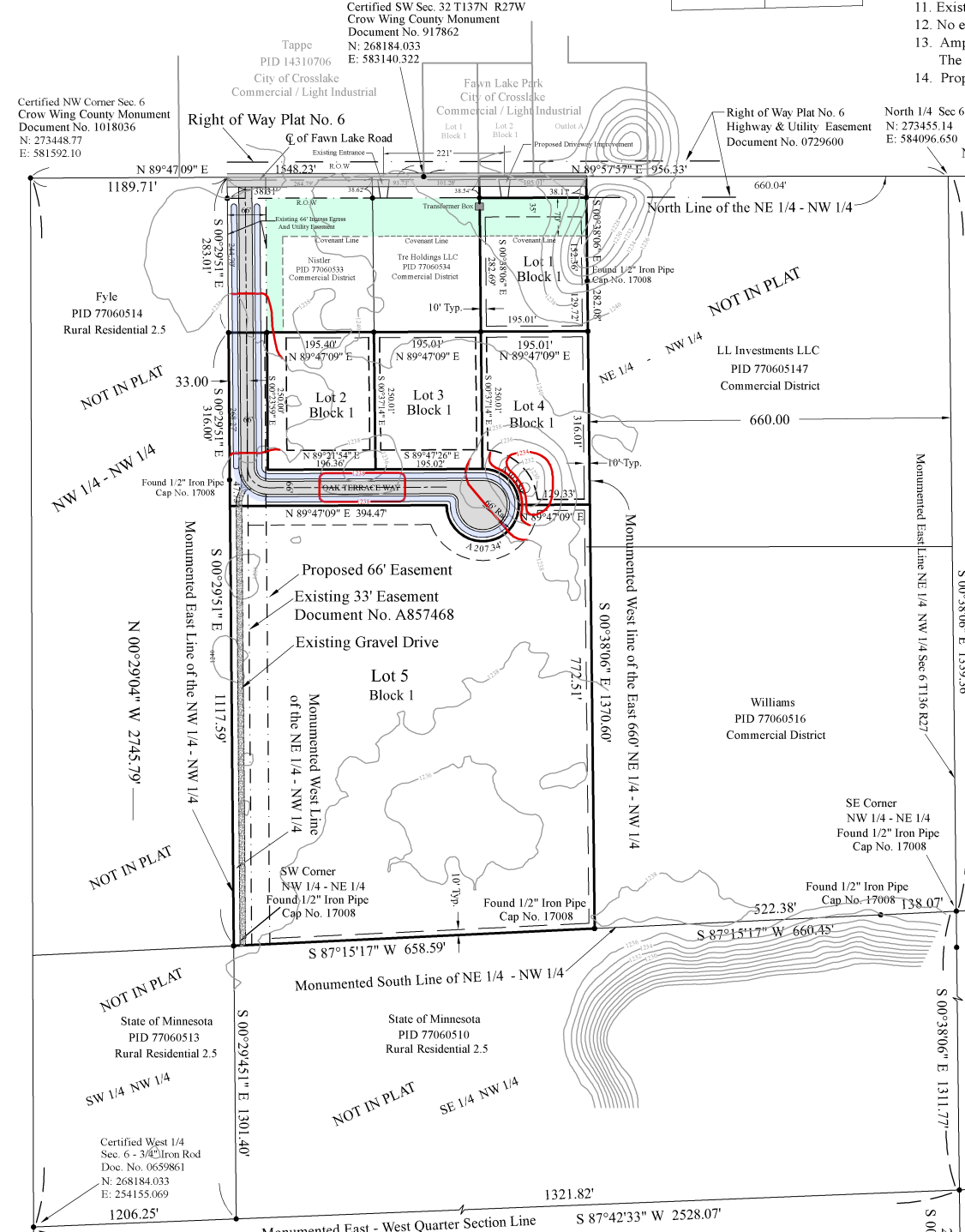
OAK RIDGE TERRACE

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

GRADING & STORMWATER MANAGEMENT PLAN



- Temporary Erosion Control Notes**
- Use of temporary berms, straw bails, or silt fencing to divert flow from unprotected slopes to stabilize ditches, and to diver sediment laden runoff.
 - 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.
 - Stabilize temporary berms outside limits of construction with vegetation or rip rap whenever the profile grade is greater than 2%.
 - Construct the temporary berms, straw bails, or silt fencing outside the limits of construction before actual project construction begins and seed berm within 15 calendar days of construction.
 - Maintain the Temporary berms, straw bails, or silt fencing by inspecting after each rainfall and/or once weekly and repair as needed.
 - Temporary berms may remain in place as permanent berms.



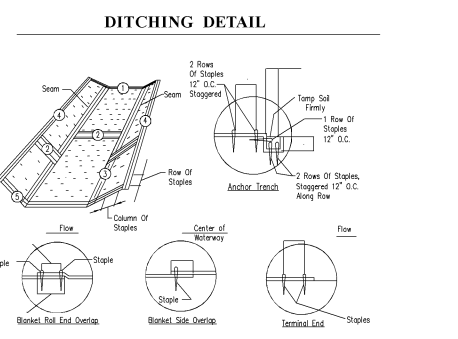
Legal Description
 Document No. 1018236 Abstract

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 Crow Wing County, Minnesota more particularly described as follows:

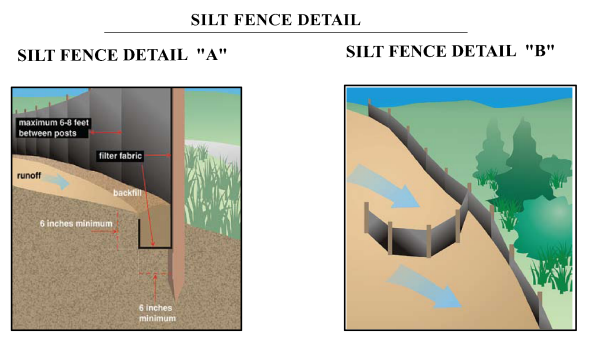
Commencing at the northwest corner of the Northwest Quarter of said Section 6 Township 136 North Range 27 West; thence North 89 degrees 47 minutes 09 seconds East, assumed bearing along the North line of said Section 6 a distance of 1548.23, to the monumented southeast corner of Section 31 Township 137 North Range 27 West; thence North 89 degrees 57 minutes 57 seconds East 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.

Storm Water Treatment Calculation Private Drive
 (Surface Area) 28,831 x 0.80 (coefficient) x 0.523 (6.28" 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

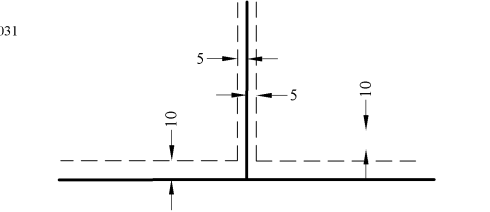


Existing PID No. 77060515
 Total Acreage to be developed 17.9 Acres
 Total Acreage to be developed less County Road right of way 17.7 Acres
 Fee Owner : Philip & Linda Tidd
 Developer : Philip & Linda Tidd
 Planner / Designer: Kevin McCormick Land Design Solutions LLC.
 Professional Land Surveyor: John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



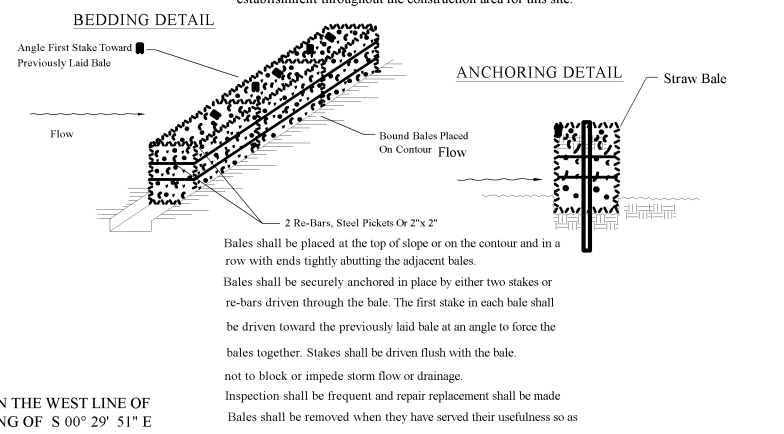
Best Management Practices shall be adhered to in the installation of all silt fencing. All silt fencing shall also be maintained as needed throughout the project site, for the duration of the project. No silt fencing shall be removed until turf has been establishment throughout the construction area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

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

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'



Lot 1 Block 1 Total Boundary Area 55,065 +/-, 1.2 Acre +/- Total Boundary Area Less R.O.W. Plat 47,585 +/- Total Buildable Area 34,829 Sq. Ft. +/-	Lot 3 Block 1 Total Boundary Area 48,751 +/-, 1.1 Acre +/- Total Buildable Area 35,876 Sq. Ft. +/-	Lot 5 Block 1 Total Boundary Area 11.7 Acre +/- Total Buildable Area 10.3 Acre +/-
Lot 2 Block 1 Total Boundary Area 48,964 +/-, 1.1 Acre +/- Total Buildable Area 30,915 Sq. Ft. +/-	Lot 4 Block 1 Total Boundary Area 58,222 +/-, 1.3 Acre +/-	OUTLOT A Total Boundary Area 58,128 +/-, 1.3 Acre +/-

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

 Complete Land Consultation Services 11821 Lake Trail Crosslake Minnesota 56442 218-820-0854 landdesignsolutions.co	 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'



**MISSION TOWNSHIP: ADMINISTRATIVE SUBDIVISION
MORATORIUM STUDY REPORT**

Prepared By: Saehr Consulting

Date of Proposed First Draft: April 13, 2026

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EXECUTIVE SUMMARY

Mission Township currently utilizes a subdivision ordinance framework that relies on Crow Wing County to regulate subdivision activity, including administrative land divisions. While the County provides the comprehensive regulatory framework including all planning and zoning regulations, recent development patterns and incremental land divisions have raised concerns by the Mission Town Board about cumulative impacts on township infrastructure, land use patterns, and rural character.

Under Mission Township's existing ordinance, no land may be platted or recorded unless it conforms to Township requirements. Conservation or clustered development designs are expressly prohibited; however, conventional subdivision and development patterns are allowed. The process requires landowners and developers to obtain Town Board approval of a preliminary plat before the County may act, as required under Minnesota Statutes, chapter 505.09. Town Board review includes submission of a complete application, presentation at a Planning Commission and Town Board meeting, and potential conditions of approval such as execution of a development agreement, financial security, and escrow for Township costs. To support these responsibilities, the Town Board has engaged a planning and zoning consultant to assist with application review, technical evaluation, and coordination with the County during the platting process. Any significant revisions between preliminary and final plats must return to the Town Board for approval.

This report evaluates whether Mission Township should amend its existing regulations or adopt additional local administrative subdivision standards to supplement the current review process. The intent is to help the Planning Commission and Town Board identify regulatory gaps, address land division impacts, and provide a foundation for possible township action.

PURPOSE OF THE MORATORIUM STUDY

The purpose of this study is to:

- A. Prevent incremental parcelization during the study period.
- B. Evaluate whether Crow Wing County regulations adequately address Mission Township's land use and subdivision interests, comprehensive plan, and future goals.
- C. Assess the potential long-term impacts of administrative subdivisions and determine whether additional Township-level regulation is necessary.
- D. Provide a zoning and policy review framework to support future Township processes.
- E. Review how Administrative Subdivisions and Exempt Divisions of Land are currently regulated (or not) under Crow Wing County's Land Use Ordinance and the Township's Subdivision Ordinance.
- F. Identify how existing regulations and exemptions may unintentionally conflict with or weaken the intent of the Township's subdivision goals.
- G. Explore potential amendments to the existing Subdivision Ordinance to allow land divisions to better align with Township planning objectives and the protections intended by subdivision regulation.

REGULATION

The Township has authority under Minnesota Statutes 462.351–462.364 and 462.355 to adopt official controls, including subdivision regulations, to protect the public health, safety, and general welfare of the Township and its residents.

The Township’s potential regulation of administrative subdivisions is supported by the following interests:

- A. Protection of Public Infrastructure
 - Manage access onto Township roads
 - Limiting roadway degradation and long-term maintenance costs
- B. Public Safety and Emergency Services
 - Allow adequate access for fire, EMS, and law enforcement
 - Avoid development patterns that potentially impact emergency response
- C. Development and Growth Management
 - Preventing unplanned developments
 - Ensure consistency with the Township’s Comprehensive Plan
- D. Environmental Protection (if needed – depending on further action)
 - Address SSTS suitability and soil conditions
 - Protect wetlands and shoreland resources
- E. Preserve Rural Character
 - Maintaining zoning and land use districts

EXISTING REGULATORY FRAMEWORK

County Regulation:

Crow Wing County administers the administrative subdivision regulations, including the following regulations:

Crow Wing County regulates land divisions through three primary processes: Exempt Activities, Administrative Subdivisions, and Plats, each defined by parcel size, location, and number of divisions over time.

- A. Exempt Activities include land divisions that do not require County approval, such as:
 - Divisions resulting from court action.
 - Land splits where all resulting parcels (including remnants) are at least 10 acres and 300 feet wide.
 - Boundary line adjustments where all parcels remain 10 acres or larger.
- B. Administrative Subdivisions apply to smaller-scale land divisions that do not require a formal plat, including:
 - Boundary line adjustments that exchange land between adjoining parcels without creating additional lots or nonconformities.
 - Registered Land Surveys (RLS) and surveys for cemeteries.
 - Limited divisions based on location and number of parcels created within set timeframes:
 - Inside the First Assessment District: Up to three parcels (10 acres or less) within five years outside shoreland.

- Outside the First Assessment District: Up to six parcels (10 acres or less) within three years outside shoreland.
 - Shoreland areas with riparian lots generally require platting unless exempted.
- C. Plats are required for all other land divisions not qualifying as exempt or administrative. Platting follows state statutes (Minnesota Statute 394, 505, 515) and involves formal preliminary and final plat review, the Planning Commission, and County Board approval.

TOWNSHIP AUTHORITY

Mission Township can establish local authority over administrative subdivisions to supplement Crow Wing County procedures while protecting township-specific interests in rural character, infrastructure, and development patterns.

- A. Adopt Local Subdivision Ordinance: Under Minnesota Statutes Chapter 462 (municipal planning enablement) and §505.09 (township plat pre-approval), the Township may enact its own subdivision ordinance to regulate minor land divisions beyond County exempt/administrative categories, with the intent of additional restrictions.
- B. Define Administrative Review Process: Create a streamlined process for boundary line adjustments and small lot splits (e.g., up to 3-6 parcels), requiring Town Board or administrator pre-approval before County processing and ensuring compliance with local zoning, road access standards, and lot configuration goals.
- C. Apply Township Road Standard to Land Division: Mission Township has adopted formal road standards to make sure there is safe, consistent, and durable infrastructure. These standards may be extended beyond plats to administrative subdivisions where appropriate. The Township may require that:
- Access serving multiple parcels meets minimum road design standards
 - Shared access points are evaluated for long-term functionality and safety
 - Certain land divisions trigger roadway improvements or upgrades

This ensures that land division decisions are aligned with the Township's responsibility as the local road authority and helps prevent future infrastructure deficiencies and costs both short-term and long-term.

- D. Set Township-Specific Standards: Establish requirements for legal road access (matching Township Road specifications), minimum lot widths/frontage, septic suitability, wetland buffers, and stormwater management that exceed or clarify County minimums, preventing incremental parcelization that shifts from rural character.
- E. Require Development Agreements for Infrastructure (primarily roads): For any administrative splits and plats proposing future public dedication (easements, roads,

public ROW), mandate financial securities (letter of credit/escrow) and timelines, mirroring the Township's existing plat process under Sections 5–8 of the existing ordinance.

- F. Coordinate with County Exemptions: Review and condition County "exempt" divisions (10+ acre splits) through zoning permit processes or interim moratoriums during ordinance development, closing gaps where large-lot divisions still impact township roads and services.
- G. Engage Planning and/or Legal Consultant: Hire a consultant to draft ordinance language, analyze cumulative impacts from recent County administrative approvals, and develop design standards tailored to Mission Township's comprehensive plan objectives.

REGULATORY GAP: COUNTY VS TOWNSHIP

While the County regulates how land is divided, the Township is responsible for the long-term impacts.

County's Focus:

- A. Technical compliance
- B. Minimum standards
- C. Parcel creation thresholds
- D. General housing and population accommodation needs

Township Responsibilities:

- A. Road maintenance and costs
- B. Land use compatibility
- C. Long-term development patterns
- D. Rural character preservation

WHAT IS AN ADMINISTRATIVE SUBDIVISION?

Summary Definition: A division of land into a limited number of parcels that does not require formal platting and is reviewed administratively for compliance as defined by local ordinance.

Administrative subdivisions typically include:

- A. Lot splits creating a limited number of parcels.
- B. Boundary line adjustments.
- C. Divisions of land that avoid the formal platting process.

While minor individually, these actions can result in:

- A. Increased density over time.
- B. Fragmented land use patterns.
- C. Greater infrastructure demands.
- D. Longterm public costs and service impacts.

Negative Impacts:

Administrative subdivisions, while minor individually, create significant cumulative impacts:

- A. Incremental increases in density.
- B. Increased traffic and road use.
- C. Pressure for future infrastructure improvements.
- D. Fragmentation of agricultural and rural land.

Key Finding:

Without local oversight, administrative subdivisions can systematically alter land use patterns in ways not anticipated by Township planning efforts.

INFRASTRUCTURE AND PUBLIC COST IMPACTS

The Township is responsible for maintaining local roads and infrastructure.

Administrative subdivisions can result in:

- A. Increased driveway density.
- B. Accelerated road wear.
- C. Increased maintenance and upgrade costs.
- D. Safety concerns related to access and visibility.

Key Finding:

These impacts are not evaluated at the County level but directly affect Township resources.

Least Restrictive Alternative Analysis:

The Township considered the following options:

- A. Maintain County-only regulation.
- B. Increase coordination with County.
- C. Amend or adopt limited administrative subdivision review.
- D. Adopt a full subdivision ordinance, which would require additional procedures, administrative responsibilities, and associated costs for the Township.

POTENTIAL TOWNSHIP REVIEW TRIGGERS

If adopted, Township regulation could apply to:

- A. Creation of multiple parcels within a defined time period.
- B. Parcels under 10 acres.
- C. Expanded access review - Township currently administers a driveway access application process, which may be expanded to address access associated with land division activity.
- D. Divisions within shoreland or sensitive areas.

FINDINGS OF FACT

Potential Township finds:

- A. Administrative subdivisions and exempt land divisions, while minor individually, create cumulative development impacts over time, including increased density, fragmented land use patterns, and expanded demands on Township infrastructure and services.

- B. Crow Wing County regulations are primarily focused on technical compliance, minimum standards, and parcel creation thresholds, and do not fully address Township-specific concerns, including long-term infrastructure capacity, rural character, and localized development patterns.
- C. The Township has a legitimate and established interest in managing land use and infrastructure for long-term sustainability, as reflected in its adopted Subdivision Ordinance (Ordinance 2023-02) and Comprehensive Plan.
- D. The Township has adopted Road Standards (Resolution 2023-02), recognizing its authority as the local road authority and establishing minimum standards intended to protect public safety and reduce long-term public costs.
- E. Administrative subdivisions and exempt land divisions may create new access points, increase traffic, and result in development patterns that do not consistently trigger or meet Township road standards.
- F. The sequencing of land division—through the recording of larger parcels followed by administrative subdivision—may circumvent the intent of the Township’s Subdivision Ordinance.
- G. The Township bears the long-term responsibility for road maintenance, public safety access, and infrastructure planning.
- H. Local regulation of administrative subdivisions and exempt land divisions is reasonable and necessary to protect public health, safety, and welfare.
- I. A limited and targeted regulatory approach is consistent with the Township’s intent to manage development without expanding into full-scale zoning administration.
- J. Current practices related to the recording of land divisions create a gap in Township awareness and oversight.
- K. Certain parcels may be exempt from subdivision review under Minnesota Statutes, allowing land to be divided without local coordination.
- L. Land may be divided into multiple parcels through recording and then further subdivided administratively, effectively creating a subdivision without full review.
- M. This sequencing may circumvent the intent of the Township’s Subdivision Ordinance and limit the Township’s ability to evaluate impacts.
- N. The Township has a legitimate interest in establishing a process to collaborate with the County to ensure awareness of all recorded land divisions.
- O. Improved coordination and awareness of recorded land divisions is necessary to support informed decision-making and protect Township interests.

Potential Policy Options:

- A. Maintain Current System
 - Maintain the existing ordinance and rely on County-level processes.
 - Benefit: Minimal administrative burden.
 - Limitation: Continued risk of incremental development and limited local control.
- B. Amend Existing Subdivision Ordinance or Adopt Additional Administrative Subdivision Standards

- Establish Township-level review and standards for administrative subdivisions.
 - May include thresholds, timelines, and conditions.
 - May incorporate Township Road standards and access requirements.
 - Benefit: Balanced approach providing targeted local control.
 - Consideration: Administrative setup and coordination required.
- C. Adopt Full Subdivision Requirement (Plat-Driven Approach)
- Require most or all land divisions to be processed through platting.
 - Benefit: Highest level of control and consistency.
 - Limitation: Increased cost and complexity for property owners.
- D. Hybrid Coordination Approach
- Maintain County administration while implementing Township-level review and coordination.
 - May include Township review triggers and notification requirements, exploring a system that the Township be notified of proposed land divisions prior to County approval or recording, similar to public hearing notice timelines.
 - Benefit: Maintains efficiency while improving local oversight.
 - Consideration: Requires clear process definition and cooperation with the County.

RECOMMENDATION(S)

Based on the findings of this study, Mission Township should consider implementing a limited and targeted approach to regulating administrative subdivisions and exempt land divisions to provide meaningful local review of land divisions that impact Township infrastructure, land use patterns, and rural character.

This approach may include:

- Establishing additional local administrative subdivision review process to evaluate land divisions prior to or in coordination with County processing.
- Improving coordination and communication with Crow Wing County, including notification and tracking of recorded parcels.
- Applying Township Road Standards more consistently to land division activity, particularly where access serves multiple parcels or functions as a roadway.
- Evaluating policy direction related to minimum parcel sizes and subdivision sequencing, including limitations or removing re-subdivision or requiring platting after an initial division.
- Considering a hybrid approach that supplements County processes without duplicating them or expanding into full-scale zoning administration.

This approach may:

- Minimize administrative burden while maintaining a practical and scalable process.
- Address key regulatory gaps, including the recording and sequencing of land divisions.

- Align with the Township’s Subdivision Ordinance, Comprehensive Plan, and adopted Road Standards.
- Reinforces the Town Board’s role in exercising local control over infrastructure, access, and development patterns.
- Support public health, safety, and welfare of the community.

Future ordinance development should identify clear thresholds or “trigger points” for when Township review, road standards, or platting requirements may apply. These could include factors such as the number of parcels created, the use of shared access, or the timing and sequencing of land divisions. Establishing clear indicators will help with consistency, fairness, and defensibility in the Township’s review process.

Lastly, it should be the intent of Mission Township to supplement (not replace) County subdivision regulations by addressing Township-specific impacts related to infrastructure, public safety, and long-term land use patterns, while maintaining a practical and limited scope of local regulation.

POTENTIAL NEXT STEPS

- A. Public Input and Stakeholder Engagement
 - Facilitate discussion with residents, property owners, and stakeholders.
 - Gather feedback on proposed direction and level of regulation.
 - Engage with Crow Wing County to coordinate on a feasible approach, including process alignment, notification procedures, and implementation considerations.
- B. Coordination with County Officials
 - Initiate discussions with Crow Wing County regarding notification of recorded parcels.
 - Coordinate administrative subdivision processes and communication.
- C. Policy Direction and Ordinance Framework
 - Provide direction on minimum parcel size and subdivision thresholds.
 - Define frequency and sequencing of land division.
 - Establish road and access standards application.
- D. Drafting of Ordinance Language
 - Prepare ordinance amendments reflecting administrative subdivision review.
 - Include recording/notification processes and infrastructure standards. This will be dependent on statutory law.
 - Review with legal and planning professionals.
- E. Adoption of Findings and Regulations
 - Formally adopt Findings of Fact.
 - Conduct required public hearings.
 - Adopt ordinance amendments consistent with Township goals.

QUESTIONS FOR TOWN BOARD TO CONSIDER

Local Control and Recording of Lots

- Do we want to establish local awareness or control over the recording of lots?
- To what extent can the Township exercise local control over recorded parcels under existing Minnesota Statutes?
- Should the Township restrict or condition the recording of lots, and if so, how?
- What are the legal and practical implications of regulating or limiting recorded land divisions?
- How can we improve coordination with Crow Wing County to ensure notification and awareness of recorded parcels?

Increasing Development and Parcel Configuration

- How should we evaluate the cumulative development potential of land divisions over time?
- Should contiguous parcels be evaluated collectively when considering subdivision potential?
- How should we address the sequencing of land division (e.g., recording followed by administrative subdivision)?
- Should limits be established on how frequently a parcel can be subdivided (e.g., 3-5 years)?
- Should platting be required after an initial subdivision in certain situations?

Minimum Parcel Size and Development Standards (Under County Exemptions)

- Should Mission Township establish a minimum parcel size beyond County standard?
- Should minimum lot sizes vary based on location, infrastructure, or development type?
- How would minimum lot size standards impact rural character and long-term development patterns?

Administrative Subdivision Review

- Should the Township establish a local review process for administrative subdivisions?
- Should this review occur prior to, or in coordination with, County processing?
- To what extent should the Township apply additional conditions or standards to the existing administrative subdivisions? This will be subject to statutory law.

Roads, Access, and Infrastructure Standards

- Do we need to clearly define the difference between a driveway and a road?
- Should criteria be established to determine when access serving multiple parcels must meet Township road standards?
- Should access decisions be made case-by-case, or guided by consistent criteria?
- How can we ensure Township Road Standards are applied consistently across all forms of land division?

Public Safety and Emergency Access

- To what extent should public safety access (fire, EMS, law enforcement) be considered in land division review?
- Do current Road Standards adequately address emergency access, or are additional requirements needed?

- How should access concerns be addressed when a roadway does not meet formal Township standards?

Road Acceptance and Long-Term Maintenance

- Under what conditions should private roads be considered for acceptance as Township roads?
- Should criteria be established (e.g., percentage of lots built and occupied) before a road can be petitioned for acceptance?
- Should roads be required to meet Township standards prior to acceptance?
- What are the long-term maintenance and cost implications for the Township?

Development Agreements and Financial Security

- Should the Township increase required escrow or financial security amounts for subdivision-related infrastructure?
- Should development agreements be expanded beyond plats to include certain administrative subdivisions?
- Are current financial protections sufficient to address infrastructure costs and risks?
- The Town Board should consider defining an escrow management process, including criteria for financial guarantees and conditions for release.

Overall Policy Direction

- What level of local control is appropriate for Mission Township?
- How should the Township balance local control with administrative capacity and cost?
- Should the Township pursue a limited, targeted approach or a more comprehensive regulatory framework?
- How can Township regulations provide meaningful local control without duplicating County standards?

PROPOSED TIMELINE

March	Develop Moratorium Study and hold meetings with Chairman Auge
April	Provide <i>Draft</i> Study Report and Distribute to the Town Board
May	Town Board Workshop to review draft and define options – Saehr Consulting Presentation and Planning Session – select options
May	Coordinate and hold a joint workshop with Crow Wing County and the Township – recommend consulting partners be included
June	Revised Moratorium Study Report- workshop with consultants – identify ordinance changes and updates
July	Draft Ordinance Changes
August	Adopt and Publish Ordinance changes

IMPORTANCE OF PARTNERSHIP

Mission Township recognizes the important role that Crow Wing County plays in administering subdivision regulations and providing a consistent framework for development. The County's process ensures technical compliance and serves as a strong foundation for land use management.

The Township does not seek to replace this role, but rather to complement it by addressing local impacts such as road maintenance, public safety access, and long-term development patterns. Strengthening coordination through improved communication and awareness of recorded land divisions, which may be essential in moving forward.

A potential collaborative approach allows the Township to exercise practical local control while continuing to benefit from the County's expertise, ultimately supporting development that is both reasonable and aligned with local Township needs.

Effective implementation will depend on continued coordination with Crow Wing County to continue alignment, communication, and efficient administration of land division processes.

CONCLUSION

This moratorium study has evaluated the current framework governing land division within Mission Township, including exempt divisions (recording of parcels), administrative subdivisions, and the Township's role in the platting process. The analysis confirms that while Crow Wing County provides a structured and consistent approach to subdivision review, its framework is potentially not designed to fully address Township-level impacts, particularly those related to long-term infrastructure, rural character, and future development patterns.

This study builds directly upon the groundwork already established by Mission Township through establishment of a Planning Commission and its adopted Subdivision Ordinance. As outlined in Subdivision Ordinance 2025-03, the Township has already determined that it is in its best interest to regulate subdivision activity in a manner that is more restrictive than the County where necessary, while maintaining a limited and targeted scope of control rather than full zoning authority.

The Township has also clearly identified, through its Comprehensive Plan and legislative findings, the need to manage growth, protect rural character, and confirm that development aligns with local infrastructure and environmental conditions. This study does not introduce new policy direction, but rather evaluates whether the Township's existing goals are being fully achieved under the current regulatory structure.

A central issue identified through this study, and reinforced through Township leadership discussion, is the ability for land to be divided in a manner that effectively circumvents the intent of the Township's Subdivision Ordinance. Parcels may first be created through the recording of 10-acre (or larger) tracts without review and subsequently divided further through administrative subdivision processes. Over time, this can result in development

patterns that resemble a larger subdivision without being subject to the level of review, infrastructure standards, or public oversight typically required through platting. While it is not the Township's intent to establish lot size standards that differ from the County, this pattern of incremental land division raises concerns related to long-term development outcomes and consistency with Township goals.

This leads to an essential policy question for the Township:

What does practical local control look like, and is the current ordinance and/or processes achieving the Township's long-term goal(s)?

If local regulations replicate County standards without addressing identified gaps, they may provide the appearance of local control without changing future development outcomes.

Throughout this study, several key considerations have emerged, including whether the Township should establish minimum parcel sizes greater than the County's exemption standards, implement controls on the frequency and sequencing of land divisions, and require platting after an initial lot split in certain circumstances. Additional considerations include a possible need to establish additional process for tracking and reviewing recorded parcels and applications, expand the Township's role in reviewing administrative subdivisions, and confirm that Township Road standards, access requirements, and public safety considerations are consistently applied across all forms of land division.

A key component of this effort would be improving coordination and communication with the County to confirm the Township is aware of all recorded (or scheduled to be recorded) land divisions. Establishing clear notification and tracking procedures will enable the Township to better evaluate impacts and create consistency with its standards and objectives.

The study also recognizes that all options involve tradeoffs. Increased local control provides the Township with the ability to better manage development patterns and infrastructure impacts, but may also introduce administrative responsibilities, costs, and the continued need for clear, consistent standards. On the other hand, maintaining the current system minimizes administrative burden but allows continued incremental development that may not align with Township goals.

Consistent with prior Township direction, there is a clear preference to focus on controlling development outcomes rather than expanding into full-scale zoning administration. This reinforces the need for a practical, targeted approach that fits the Township's capacity while providing practical oversight, without duplicating the process.

The findings of this study confirm that Mission Township has both the authority and a reasonable basis to adopt additional subdivision controls. This authority is established under Minnesota Statutes and aligns with the Town Board's responsibility to exercise local control over land use, manage Township roads, guide development patterns, and protect public health, safety, and welfare. These controls may include increased administrative subdivision

standards, expanded coordination with County processes, additional platting requirements, or a hybrid of options that can be applied depending on the scale and nature of development.

Based on these findings, Mission Township is well-positioned to consider a series of targeted actions to strengthen its subdivision framework. These may include establishing a limited administrative subdivision review process, improving coordination with the County regarding recorded parcels, applying Township Road standards more consistently to land division activity, and evaluating policy direction related to minimum parcel sizes, subdivision sequencing, and platting requirements. These actions are not intended to replace the County's role, but rather to supplement in a manner that confirms Township specific concerns, particularly those related to infrastructure, public safety, and rural character, with intent to be addressed.

Ultimately, the decision before the Township is not whether development will occur, but how it will occur and how to address long-term sustainability.

Without additional Township level oversight, it is reasonable to expect that land will continue to be divided under existing County standards, resulting in development patterns that may become more difficult to manage over time and this may not reflect the intent of the Township's Subdivision Ordinance.

With measured and strategic adjustments, the Township has the opportunity to:

- Reinforce the intent of its existing ordinance.
- Protect public investments in infrastructure (primarily roads).
- Maintain its rural character and continued alignment with the Comprehensive Plan.
- Provide clarity and consistency for property owners and potential applicants.

Any future regulations should be designed to be reasonable, practical, and not unduly restrictive, making sure that property owners retain viable use of their land while protecting the public interest(s).

Additionally, the goal should not prevent development, but make sure that development occurs in a manner that is safe, orderly, and consistent with the Township's long-term infrastructure capacity and rural character.

This study provides a potential ground for future decisions. The recommended next steps is for the Planning Commission and Town Board to evaluate the options presented, consider additional possibilities and opportunities, determine the appropriate level of local control, and consider optional amendments to the Subdivision Ordinance that align with Mission Township's long-term goals and capacity.

APPENDIX A – MISSION TOWNSHIP SUBDIVISION ORDINANCE

MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA
Ordinance Number: 2025-03

MISSION TOWNSHIP SUBDIVISION ORDINANCE

The Board of Supervisors of the Town of Mission ordains:

Section 1. Legislative Findings. The Town Board of Mission Township (“Town”) hereby finds and determines as follows:

- (a) Towns are defined as “municipalities” for the purposes of Minnesota Statutes, sections 462.351 to 462.364, and may adopt plans and official controls pursuant to those sections.
- (b) The Town is authorized to adopt a full set of official controls regulating structures, uses of land, and subdivisions within the Town, but it may also enact a limited set of official controls focused on those issues it determines are in need of regulation in a manner stricter than the regulations imposed by Crow Wing County (“County”).
- (c) In 2006, the Town Board adopted the Mission Township Comprehensive Plan (“Town Comprehensive Plan”). The Town Comprehensive Plan specifically identified the development and adoption of land use controls as a strategy to help achieve the Town’s goal to “Effectively manage population growth and land development through the implementation of Township-level policies and programs.”
- (d) The County has adopted a full range of land use and subdivision regulations as part of its Crow Wing County Land Use Ordinance (“County Ordinance”).
- (e) As provided in the Town Comprehensive Plan, the Town Board previously considered the adoption of land use regulations, but determined there were not a sufficient number of land use issues to warrant the Town undertaking the work and expense to adopt, administer, and enforce local land use regulations.
- (f) In more recent years, the Town has experienced a sharp increase in development pressures, including the intensification of the use of land through the subdivision of larger properties. The result has been increased residential densities, including on the lakes within the Town.
- (g) The Town Board is aware of a legal challenge brought by owners within the Town against the County related to a proposed conservation development that would allow the establishment of residential lots on a lake at a density greater than would be allowed under a conventional development.
- (h) With increased development in the area, and specifically the development of subdivisions, the Town Board recognized the need to study the issue of whether it is in

the Town's best interests to adopt local regulations. The proposed conservation development raised concerns with the Town Board regarding the potential density allowed under that type of development option under the County Ordinance. On two occasions the Town Board voted unanimously to oppose the proposed development as being contrary to the goal to manage growth in a manner consistent with the rural community character expressed in the Town Comprehensive Plan through strategies of having large lots to space out development and encouraging cluster development on parcels not abutting a shoreland.

- (i) On April 4, 2022, the Town Board adopted an interim ordinance pursuant to Minnesota Statutes, section 462.355, subdivision 4 to place a 12-month moratorium on the subdivision of land within the Town, with certain exemptions.
- (j) During the period of the moratorium, the Town Board studied the issues associated with the subdivision of land and explored its options regarding local regulation, including discussions with the County.
- (k) On March 13, 2023, the Town Board adopted Ordinance No. 2023-01 to establish the Mission Township Planning Commission.
- (l) Under Minnesota Statutes, section 505.09, subdivision 1a, the County Board "shall not approve any plat of land lying in a town which has appointed a planning and zoning commission unless the town board approves the plat and the laying of streets and other public ways shown on it. The approval shall be endorsed on the plat and signed by the chair of the town board."
- (m) The Town Comprehensive Plan identifies several goals regarding growth, development, and natural resources, including:
 - Manage growth and development in a manner consistent with the rural community character goal defined by the Township.
 - Manage growth and development to maintain the vibrant and progressive-rural community character of Mission Township while protecting important natural environmental features.
 - Effectively manage population growth and land development through the implementation of Township-level policies and programs.
 - Preserve an atmosphere that supports human development while fostering wildlife growth and protection.
 - Implement measures and cultivate partnerships which will effectively preserve and improve water, shoreland, and shoreline quality within the Township.
- (n) The conservation development design allowed under Sections 33.8-33.11 of the County Ordinance can produce densities and other negative impacts that are inconsistent with goals established in the Town Comprehensive Plan.
- (o) The Town Board determines it is in the best interests of the Town to prohibit conservation developments in the Town and to require developers proposing to

construct public improvements within plats to enter into a development agreement with the Town. Requiring a development agreement will help ensure the improvements are properly constructed and to clarify for the developer and those purchasing lots within the development the conditions that must be satisfied before the Town will be willing to take over the maintenance of a platted road.

Section 2. Adoption, Authority and Purpose. The Town Board hereby ratifies and readopts the Town Comprehensive Plan. The Town Board further adopts this Ordinance, which shall be known as the "Mission Township Subdivision Ordinance" (referred to herein as this "Ordinance"), pursuant to its authority under Minnesota Statutes, sections 462.351 to 462.364 and such other laws as may apply. The purpose of this Ordinance is to protect public health, safety, and general welfare and to provide reasonable limitations on the subdivision developments within the Town. The regulations are intended to provide a reasonable degree of certainty for developers and protections for Town residents and the natural resources within the Town. Other specific purposes of the regulations contained herein are to: protect the public health, safety and general welfare; protect property values; avoid developments that are contrary to the Town Comprehensive Plan; ensure public infrastructure being dedicated to the public are properly built to appropriate standards; and establish standards that are objective and have a rational basis for the residents of the Town.

Section 3. Intent. The intent of this Ordinance is to:

- (a) More Restrictive. Comply with, add to, and be more restrictive than the other federal, state, and local laws, rules, regulations, and ordinances applicable to subdivisions within the Town.
- (b) Subdivision Regulations. Establish regulations regarding the acceptable type of development design for subdivisions and to establish requirements related to the layout and construction of roads and other public improvements being dedicated to the public within plats.
- (c) Minimum Standards. The provision of this Ordinance shall be held to be the minimum requirements for the promotion of the public health, safety, morals, and welfare. Where the requirements or restrictions imposed by any provision of this Ordinance are either more restrictive or less restrictive than comparable requirements or restrictions imposed by any other law, statute, rule, ordinance, or regulation of any kind, the regulations which are more restrictive, or which impose higher standards or requirements, shall prevail. The regulations contained in this Ordinance are intended to supplement, and not replace, the County's regulations in the County Ordinance.
- (d) Limited Scope. The Town Board intends to regulate subdivisions only to the extent expressly provided herein and does not intend to establish general regulations applying to the wide range of uses and structures regulated by the County. Property owners and residents within the Town remain subject to the County's regulations. Any person wishing to subdivide their property within the Town must comply with the provisions of this Ordinance and is responsible for contacting and complying with the requirements of the County and any other regulatory agencies. The County remains responsible for administering and enforcing its regulations and nothing herein shall be construed as the Town adopting the County's regulations or accepting responsibility for the administration

or enforcement of any County regulations. The Town Board acknowledges it is responsible for administering and enforcing the regulations established by this Ordinance within the Town, except to the extent the County agrees to administer this Ordinance pursuant to the terms of an agreement entered into with the Town.

Section 4. Definitions. For the purposes of this Ordinance, the following terms shall have the meanings given them in this section. Any term not defined herein shall have the meaning given it in the County Ordinance or, if not defined therein, then the definition provided in the most applicable state statute or rule. References to specific provisions in the County Ordinance includes any amendments to those provisions and any successor provisions.

- (a) Conservation Development. "Conservation development" means a development design that is identified and regulated as a conservation development under the County Ordinance, including Articles 33.3 through 33.7 and 33.14, and which must adhere to the requirements of Articles 33.8 through 33.11.
- (b) Conventional Development. "Conventional development" means a development design that is identified and regulated as a conventional development under the County Ordinance, including Articles 33.3 through 33.7 and 33.14, and which must adhere to the requirements of Articles 33.12 through 33.13.
- (c) County Ordinance. "County ordinance" means the most current enactment of the Crow Wing County Land Use Ordinance, including any amendments made thereto.
- (d) Developer. "Developer" means any person proposing to subdivide property within the Town.
- (e) Lot. "Lot" means a parcel of land designated by plat, metes and bounds, registered land survey, auditors plat, or other accepted means and separated from other parcels or portions by said description for the purpose of use, occupancy, sale, lease, or separation.
- (f) Person. Any human being, public or private corporation, any partnership, firm, association or other organization, any receiver, trustee, assignee, agent, or other legal entity.
- (g) Plat. "Plat" means a land division shown on a map or drawing that conforms with the requirements of Minnesota Statutes, chapter 505, 515, 515A, or 515B, or that is otherwise being platted under the County Ordinance for the purpose of identification and record or title. The term only includes divisions of land. Other types of divisions, such as the division of units within a building, that do not involve the division of land are not considered a plat for the purposes of this Ordinance.
- (h) Subdivision. "Subdivision" means the division of a tract of land into two or more parcels or lots for the purpose of transfer of ownership, or for lease, or for building development. Transfers of interest in land pursuant to Court Order shall not be deemed a subdivision. A plat is a form of subdivision and is generally included in this term unless the context clearly indicates otherwise. The term also includes the division of land occurring as part of a planned unit development.

- (i) Town. "Town" means Mission Township, Crow Wing County, Minnesota.
- (j) Town Board. "Town Board" means the board of supervisors of Mission Township, Crow Wing County, Minnesota.
- (k) Town Comprehensive Plan. "Town Comprehensive Plan" means the Mission Township Comprehensive Plan 2006 adopted by the Town Board on December 4, 2006, and readopted as part of this Ordinance.
- (l) Variance. "Variance" means a modification of the literal provisions of this Ordinance granted only when the applicant establishes that there are practical difficulties in strictly complying with the Ordinance because of circumstances unique to the parcel or property under consideration and that are not created by the owner and the variance, if granted, will be consistent with the Town Comprehensive Plan, will not allow a use prohibited under this Ordinance, and will not alter the essential character of the locality.

Section 5. Compliance. Except as specifically provided for in this Ordinance, no land may be subdivided, and no subdivision shall be recorded, unless it is in conformance with the requirements and restrictions of this Ordinance. Persons wishing to subdivide land shall continue to be required to contact the County and to obtain such approvals, permits, and permissions as may be required. However, compliance with the limitations imposed by this Ordinance is required regardless of the issuance of approvals, permits, or other permission by the County for the subdivision.

Section 6. Conservation Developments Prohibited. The use of the Conservation Development design to subdivide and develop property within the Town is prohibited. Conservation developments for new projects, or for the redevelopment of previously built sites, within the Town are prohibited.

Section 7. Administrative Subdivisions. No more than a total of three lots containing less than 10 acres may be established through the Administrative Subdivision process. The total number of allowed lots includes any remaining portion of the property, meaning that no more than two additional lots may be created if the entire property is not being subdivided. No further subdivision of the property shall occur except by plat preapproved by the Town Board in accordance with the Development Process and Standards of this Ordinance. Any subdivision of property in the shoreland district shall be platted if it results in one or more new riparian lots.

Section 8. Development Process and Standards.

- (a) Plat Preapproval Required. The County is the entity primarily responsible for processing and acting on requests to subdivide property within the Town. However, under Minnesota Statutes, section 505.09, the County Board is prohibited from approving a plat of land in the Town unless the Town Board first: (1) approves the plat; and (2) approves the laying of streets and other public ways shown on the plat. It is a violation of this Ordinance for a developer to seek preliminary approval of a plat from the County unless the Town Board has first reviewed and acted to approve the proposed plat and laying of the streets and other public ways.

- (b) Application. A developer shall submit an application to the Town to seek approval of a proposed preliminary plat to be located in the Town. The application must be on the form approved by the Town Board and the Town will only process complete applications. A copy of the proposed preliminary plat must be included with the application. The Town will notify the developer in writing if its application is incomplete and identify what additional information or materials are required to make the application complete.
- (c) Town Board Review. The proposed preliminary plat shall be presented to the Town Board for consideration at a regular Town Board meeting. The developer is expected to attend the meeting to answer questions from the Town Board. The Town Board may condition its approval of the plat as it determines is needed to protect the interests of the Town. A condition of approval for a plat proposing to dedicate any land or easements to the public is that the Town Chairperson is not authorized to sign the final plat until a development agreement for the plat has been fully executed with the Town, the conditions of approval imposed by the Town Board have been satisfied, and the developer has provided the Town the required letter of credit and escrow associated with the development. The Town Board may waive the requirement to enter into a development agreement if the developer does not propose to dedicate any roads, stormwater facilities, or other lands to the public within the plat.
- (d) Additional Approval. Approval of a preliminary plat is conditioned on the final plat being substantially similar to the preliminary plat approved by the Town Board. If there are any significant changes between the approved preliminary plat and the proposed final plat, the developer shall be required to obtain Town Board approval of the proposed final plat before seeking final approval from the County. A significant change in the plat requiring additional approval from the Town Board includes, but is not necessarily limited to, a change in the number of proposed lots, the addition, extension, or relocation of any platted roads, or the addition or removal of any dedicated park land or stormwater facilities.
- (e) Development Agreement. Any developer seeking to plat property within the Town that involves the proposed dedication of a road, park, utility, stormwater pond or drainage area, or other lands to the public shall enter into a development agreement with the Town Board prior to obtaining final approval of the plat. The development agreement must be in a form acceptable to the Town Board and shall, at a minimum, address the following issues:
- (1) Identify the approved plans and specifications for all public improvements to be constructed within the plat. Any roads being dedicated to the public within the plat must be constructed in accordance with and comply to the Town's road standards;
 - (2) Require a letter of credit, or other form of security acceptable to the Town Board, to secure the construction of any public improvements and indicating the Town may draw upon the letter of credit as needed to correct any breaches in the agreement or to complete the construction of the public improvements;
 - (3) Timeline for completion of the public improvements;

- (4) Escrow from which the Town Board may reimburse itself for its costs, including attorney fees and engineering costs it incurs related to the development; and
 - (5) The circumstances under which the Town Board will accept the maintenance of any roads dedicated to the public within the plat.
- (f) Plat Signature. Once the Town Board approves a plat, the Town Chairperson and Clerk are authorized to sign the final plat if all conditions of approval have been satisfied.

Section 9. Variances. The Town Board shall serve as the Board of Appeals and Adjustments to hear and act on any requests for a variance from the strict application of the requirements of this Ordinance. Variance requests must be submitted in writing to the Town Board and shall detail the variance being requested. The Board of Appeals and Adjustments shall hold a public hearing on the request after providing at least 10 days' published notice. A variance may only be granted if the property owner is able to demonstrate the strict enforcement of this Ordinance would cause practical difficulties because of circumstances unique to the individual property under consideration. "Practical difficulties" as used in connection with the granting of a variance means the property owner proposes to use the property in a reasonable manner not permitted by the official controls, the plight of the landowner is due to circumstances unique to the property not created by the landowner, the variance is in harmony with the general purposes and intent of the Ordinance, the variance is consistent with the comprehensive plan, and the variance, if granted, will not alter the essential character of the Township. Economic considerations alone shall not constitute practical difficulties. The Board of Appeals and Adjustments may impose conditions on the variances it issues.

Section 10. Amendments. The Town Board may amend this Ordinance as provided in Minnesota Statutes, section 462.357 and only after conducting a public hearing preceded by at least 10 days' published notice. An amendment may be initiated by the Planning Commission, by application of a property owner, or by the Town Board.

Section 11. Fees. The Town Board may by resolution establish fees for plat, variance, and amendment approval requests made under this Ordinance. If established, no such application is complete unless it is made in writing and is accompanied by the required fees.

Section 12. Enforcement. Any person, firm or corporation who violates any of the provisions of this Ordinance, or who otherwise fails, neglects, or refuses to comply with the provisions of this Ordinance, shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$1,000 or by imprisonment not to exceed 90 days, or both. Each day that a violation continues shall constitute a separate offense. In the event of a violation, or a threatened violation, of this Ordinance, the Town Board may, in addition to other remedies, institute appropriate criminal and/or civil actions or proceedings to prevent, prosecute, restore, restrain, correct, or abate such violations or threatened violations. As provided in Minnesota Statutes, section 366.01, subdivision 10, the Township's costs of bringing the legal action may be added to the penalty imposed for violating this Ordinance.

Section 13. General Provisions.

A. Severability. Should any section or part of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision will not affect the validity of the ordinance as a whole or any part other than the part declared invalid.

B. Effective Date. This Ordinance shall take effect and be in full force on the first day of publication after its passage.

DRAFT

APPENDIX B – CROW WING COUNTY SUBDIVISION ORDINANCE

ARTICLE 9 SUBDIVISION OF LAND

9.1 SHORT TITLE

This Ordinance shall be known as the Subdivision Ordinance of Crow Wing County, Minnesota

9.2 PURPOSE AND POLICY

- A. Each new subdivision of land becomes a permanent unit in the basic physical structure of the County, a unit to which, in the future, communities will, of necessity, need to adhere. In order that new division of land contribute toward an attractive, orderly, stable, and wholesome community environment; adequate public services; safe streets, all divisions of land shall fully comply with the regulations hereinafter set forth in this ordinance.
- B. The Comprehensive Plan Policy
 - 1. Encourages residential development that provides housing options for different socio-economic groups – particularly the aging population – while protecting the characteristics that people value, a sense of community, as well as a plan to provide all citizens reasonable access to a diversity of recreational and open space opportunities.

9.3 SURVEY FILING REQUIREMENTS

- A. Pursuant to Minnesota Statutes §389.08, any licensed land surveyor who shall perform a survey of any lands in the County, including municipalities, for an individual, firm, association, syndicate, partnership, corporation, trust, or any legal entity shall file a true and correct copy of the survey with the Department within 30 days after completion of the survey. The manner of filing and all incidents thereof shall be determined by the Department with all surveys filed being public record and available for viewing.
- B. A Certificate of Location of Government Corner shall be filed in the Office of the County Recorder for all public land survey corner positions determined and/or established by any Land Surveyor in the course of a survey pursuant to Minnesota Statutes §§ 160.15 and 381.12.
- C. For any land survey record to be considered in compliance with Article 9.3, the requisite Certificate of Location of Government Corner must accompany the survey or have been previously filed or an agreement put in effect between the Department and land surveyor to comply with this provision within the one-year statutory time frame from date of the submission of the survey.

9.4 CONFORMANCE TO LAND USE ORDINANCE REQUIRED

All divisions of land submitted for approval under this Article shall conform to the requirements of the Crow Wing County Land Use Ordinance.

9.5 SUBDIVISION PROCEDURES

- A. Exempt Activities

Exempt activities are divisions of land that do not require approval from the county as listed below:

1. Resulting land divisions determined through Court action.
2. Divisions of land where all resulting parcels (including all remnants) are 10 acres and 300 feet in width.
3. Boundary line adjustment where all resulting parcels (including all remnants) are 10 acres in size or more.

B. Administrative Subdivision

Administrative Land Divisions are divisions of land that do not require a plat, and are listed below:

1. Boundary Line Adjustments (BLA) through the exchange of land between adjacent lands that do not create an additional parcel and do not add to or create a nonconforming parcel.
2. Registered Land Surveys (RLS) pursuant to Minnesota Statutes § 508.47.
3. Surveys prepared for public or private cemeteries in accordance with Minnesota Statutes §306 and §307, or successor statutes.
4. Inside the First Assessment District:
 - a) Outside of the shoreland district, a division, or divisions of land within a five-year period resulting in no more than three (3) total parcels, where all resulting parcels are 10 acres or less in size.
 - b) Inside of the shoreland district, all divisions of land involving riparian lots and not exempted by 9.5 A must be processed as a plat except for the creation of non-riparian lots which must conform to this section. All divisions of land involving non-riparian lots and not exempted by 9.5 A shall be processed as a plat if more than 3 total parcels are created within a 5-year time period.
5. Outside of the First Assessment District:
 - a) Outside of the shoreland district, a division, or divisions of land within a three-year period resulting in no more than 6 total parcels, that are each 10 acres or less in size.
 - b) Inside of the shoreland district, all divisions of land involving riparian lots and not exempted by 9.5 A above must be processed as a plat. All divisions of land involving non-riparian lots and not exempted by 9.5 A above shall be processed as a plat if more than 5 total parcels are created within a 3-year time period.

C. Plats

Plats are land divisions that create parcels that do not meet the requirements of Article 9.5 A&B and require a plat according to Minnesota Statutes § 394, 505 and 515, including preliminary and final plat submission, review by the Planning Commission and approval by the County Board.

9.6 APPLICATION REQUIREMENTS

A. Boundary Line Adjustments (BLA) Procedures:

The procedure for a boundary line adjustment shall meet the following:

1. BLA Application.
2. A Certificate of Survey prepared in accordance with Article 44.
3. All boundary line adjustments shall require a deed for each created legally described parcel of land to be recorded at the Land Services Department within twelve (12) months of approval of the boundary line adjustment, except that an applicant may make a written application to the Administrator for a time extension of up to 120 days. Failure to record a boundary line adjustment shall cause the boundary line adjustment to be null and void.

B. Administrative Subdivision Procedure

The procedure for an administrative subdivision shall meet the following:

1. Submit required application, fees, and certificate of survey or RLS drawing prepared in accordance with Article 44 showing resulting divisions, parcels, and descriptions together with details and items as set forth in the submission application on file in the Department.
2. The Department shall review all information to determine compliance with subdivision, land use and statutory requirements and approve if deemed to be in compliance.
3. All administrative subdivisions shall require a deed for each created legally described parcel of land to be recorded at the Land Services Department within twelve (12) months of approval of the subdivision, except that an applicant may make a written application to the Administrator for a time extension of up to 120 days. Failure to record an administrative subdivision shall cause the subdivision to be null and void.

C. Administrative Subdivision Design Standards

The standards for an administrative subdivision shall be as follows:

1. Record parcel must have deeded access to public road.
2. Road access easements must have a minimum width of 33 feet (66 feet if located within the First Assessment District).
3. Proposed subdivision must meet Land Use District standards.
4. Must include all of the following applicable items:
 - a) A Certificate of Survey prepared in accordance with Article 44.
 - b) County Coordinates for Public Land Survey Corners if they are not of public record.
 - c) Certificate of location of Government Corner must be prepared and placed of record for any corner(s) used in determining the boundary of the subject parcel as specified in Minnesota Statutes § 381.12 or executed Public Land Survey Corner Perpetuation and Record Agreement.

- d) Recorded warranty or quit claim deed and statement if property is Abstract or Torrens.
- e) Delineated wetlands or statement that none exist from a certified wetland delineator.
- f) Completed wetland delineation submittal and review form. A signed agreement to delay submittal of the wetland delineation records until the following July 1 may be accepted in lieu of a wetland delineation by the Department between November 1 and April 30 at the Department's sole discretion, provided that the required wetland delineation records are submitted to the Department by July 1. No grading, filling, permitting of structures or other land alterations shall occur on the property until the wetland delineation records have been submitted to the Department, unless specifically authorized otherwise by the Department. Failure to fulfill all of the obligations of the agreement shall be a violation of this Ordinance.
- g) Consolidation form completed (for non-conforming property to an adjacent parcel).
- h) Once approved, electronic version of subdivision (compatible with County software).
- i) Septic site suitability provided for two sites on each parcel planned, with supporting documentation from a MPCA licensed designer or compliance and/or inspection agreement. For the purposes of this Article and meeting the requirements set forth in Minnesota Rule 7082.0100 Subp. 3F, the parent parcel shall also fall under the same requirement. For parcels that already contain an existing septic system, and that existing system has a current and valid certificate of compliance, only one additional site need be identified for each planned parcel. The requirement that two suitable septic sites be identified on a property shall not apply to adjustments of lot lines where no new parcels are being created. A signed agreement to delay submittal of the septic site suitability until the following July 1 may be accepted in lieu of a septic site suitability by the Department between November 1 and April 30, at the Department's sole discretion, provided the required soil verification records are submitted to the Department by June 1. No grading, filling, permitting of structures or other land alterations shall occur on the property until the septic suitability records have been submitted to the Department, unless specifically authorized otherwise by the Department. Failure to fulfill all of the obligations of the agreement shall be a violation of this Ordinance.

D. Development Review Team:

Prior to the preparation of a preliminary plat, the subdivider shall attend a Development Review Team (DRT) meeting in order to be made fully aware of all applicable ordinances and regulations pertaining to the area to be subdivided. The subdivider shall submit a rough sketch of the proposed area to be subdivided.

E. Preliminary Plat Procedure

The procedure for a preliminary plat shall meet the following:

1. Submission of Plat: The subdivider shall submit to the Administrator an electronic copy of the preliminary plat of the proposed subdivision, the requirements of which

are set forth in this Ordinance. The preliminary plat application shall be submitted by the deadlines established in the department's annual public hearing calendar and shall be accompanied by the fees set forth in the Fee Schedule.

2. At least 30 days prior to the public hearing on the preliminary plat, the Administrator shall submit one copy of the preliminary plat to the governing bodies of any city, the incorporated limits of which lie within two miles of the proposed subdivision, and to each town board of the Township wherein the subdivision is proposed. In addition, one copy shall be retained by the Administrator and one copy submitted to each of the following: the County Recorder, County Engineer, Soil and Water Conservation District, Watershed District (if applicable), Mississippi Headwaters Board (if applicable), and DNR (if located in the Shoreland District).
 3. At the public hearing set for consideration of the preliminary plat, the Planning Commission shall evaluate the preliminary plat based on the following criteria:
 - a) Comprehensive Plan.
 - b) Applicable performance standards in this Ordinance.
 - c) Other standards, rules, or requirements that the proposed plat must meet.
 - d) Compatibility with the present land use in the area of the proposal.
 - e) Environment impacts have been adequately addressed (Stormwater, Erosion/Sediment Control, Wetlands, Floodplain, Shoreland and Septic Systems).
 - f) Public health, safety or traffic impacts have been adequately addressed.
 4. At the conclusion of the public hearing, the Planning Commission shall either recommend approval or denial of the preliminary plat. The Planning Commission may also table the preliminary plat for future consideration.
 5. The Planning Commission and/or County Board may attach reasonable conditions to any approval based upon its consideration of the plat application.
 6. The Planning Commission and/or County Board may request the subdivider to submit additional information to address any issues related to the plat application.
 7. The action of the Planning Commission shall be stated in writing setting forth the conditions of approval, reasons for approval or the reasons for denial. The Planning Commission's recommendation shall then be submitted to the County Board.
 8. The County Board shall consider the Planning Commission's action at a regularly scheduled meeting and shall either approve, deny, or table for future consideration. Approval shall mean the acceptance of the design as a basis for preparation and submission of the final plat.
- F. Preliminary Plat Submittal Requirements
- When submitting a preliminary plat, the following components shall be required:
1. Completed preliminary plat application and applicable fees.
 2. A preliminary plat drawing prepared in accordance with Article 44 and the items listed below:

- a) Scale: One inch equals 100 feet, if possible, but not smaller than 1 inch equals 200 feet.
 - b) Confirmation from Recorder's Office stating that the plat name is not a duplicate or closely resembles the name of any plat previously recorded in the county.
 - c) Names and addresses of the owner, subdivider, surveyor, and engineer of the plan.
 - d) Existing land use map district classifications
 - e) Existing conditions in tract and in surrounding area to a distance of 30 feet.
 - f) Boundary line of proposed subdivision and ownership of adjoining land.
 - g) Total acreage of parcel to be subdivided. If riparian, total area of parcel and lot area above the Ordinary High-Water Level (OHWL).
 - h) Location of platted roads, right-of-way and utility easements
 - i) Sewers, water mains or wells, culverts or other underground utilities.
 - j) Site suitability showing two subsurface sewage treatment system locations on each lot or evidence of public sewer availability.
 - k) Well location or evidence of access to a public water supply.
3. All wetlands shall be delineated by a certified wetland delineator and include a report signed by the certified wetland delineator. The delineated boundary shall be surveyed and shown on the preliminary plat.
 4. Location of all lakes, rivers, streams, intermittent streams, public drainage ditches, water courses, bluffs, steep slopes, flood fringe and floodway boundaries (if available) including location of the OHWL. The preliminary plat shall include two-foot contours for the entire land area proposed to be subdivided.
 5. Structure setbacks from any lake, river, stream, water course, wetland, bluff, right of way or lot line must be clearly shown on the plat.
 6. Buildable area as defined in Article 46 of this ordinance.
 7. The subdivider must clearly stake and identify the proposed lot corners and the proposed centerline of the road serving the subdivision when requested by the Department.
 8. Inside of the First Assessment District: A preliminary plat application, for residential plats only, shall not be considered complete until the information required in a) and b) below has been reviewed by the County Engineer. Non-residential developments may be required to submit such information if the County determines during the review process that road or other improvements shall meet the same or more restrictive standards as for residential developments.
 - a) Preliminary construction plans for all public or private improvements, including roads (in accordance with Article 9.9 B), stormwater facilities or other such improvements as may be required or proposed by the developer.

The procedure for a final plat shall meet the following:

9. The subdivider shall file with the Administrator within one year of the date of the approval of the preliminary plat, the final plat which shall substantially conform to the preliminary plat as approved. The subdivider shall submit to the Administrator an electronic copy of the final plat, the requirements of which are set forth in this Ordinance. The final plat application shall be filed by the deadlines established in the department's annual public hearing calendar and shall be accompanied by the fees set forth in the Fee Schedule.
10. Final plat approval shall not be granted to any plat which is not filed within the time herein specified; unless an extension is requested in writing and for good cause, granted by the Planning Commission.
11. Final plat approval shall not be granted unless all requirements of Article 9.6(F) and Article 9.6(G) of this Ordinance have been met. The County Board shall approve, deny, or table the final plat, and the Department shall notify the owner or subdivider of the County Board's actions within 30 days.
12. The final plat, if approved, shall then be filed with the County Recorder by the subdivider. The subdivider shall provide two sets of mylars. If any irregularity prevents recording of the final plat, the County Recorder shall notify the subdivider. Any approval of the final plat by the Board shall be null and void if the plat is not recorded with the County Recorder within one-hundred-twenty (120) days after the date of approval, unless application for an extension of time is made, in writing, during said one-hundred-twenty (120) day period, to the Board and for good cause granted by the Board.

G. Final Plat Submittal Requirements

When submitting a final plat, the following components shall be required:

1. Completed final plat application and applicable fees.
2. All required submittals for the preliminary plat.
3. In the First Assessment District, the following information shall be required.
 - a) Construction plans prepared by a professional engineer licensed in the State of Minnesota for all public or private improvements, including roads (in accordance with Article 9.9 B), stormwater facilities or other such improvements as may be required or proposed by the developer, including estimated construction costs itemized per improvement.
 - b) Financial Assurance, as required by Article 9.9 of this Ordinance. This may be waived if all improvements as required by Article 9.9 of this Ordinance, the Planning Commission or County Board has been effectively implemented with appropriate inspection and verification of all improvements.
 - c) A copy of a draft Developer's Agreement, prepared in accordance with the requirements of Article 9.9 of this Ordinance. This may be waived if all improvements as required by Article 9.9 of this Ordinance, the Planning Commission or County Board has been effectively implemented with appropriate inspection and verification of all improvements.
 - d) Written approval by the County Engineer approving the road and stormwater plans as submitted or modified.

4. Information as was found necessary and requested by the Planning Commission or the County Board.
5. Data requirements as set forth in Minnesota Statutes Chapter 505 and this ordinance, and all interior and exterior boundary lines shall be correctly designated on the plat and shall show bearings on all straight lines, or angles at all angle points, and central angle and radii and arc lines for all curves. Durable iron monuments shall be set at each angle and curve point on the interior and exterior boundary lines and at all block corners and at all intermediate points on the block or lot lines indicating a change of direction in the lines. The plat shall indicate that the monuments have been set.
6. An identification system for all lots and blocks. All lots shall be numbered consecutively.
7. The subdivider or owner shall submit two sets of mylars, after Board approval.
8. Notarized certification by the owner and by any mortgage holder of record, of the adoption of the plat and the dedication of roads and other public areas.
9. Certification showing that all taxes currently due on the property to be subdivided has been paid in full for the calendar year in which the plat is recorded.
10. Subdivider's agreement according to Article 9.9 of this Ordinance.
11. Title Commitment

9.7 PLAT DESIGN STANDARDS

- A. **Roads:** The design of all roads shall be considered in relation to existing and planned roads, reasonable circulation of traffic, topographical conditions, run off of storm waters and the proposed uses of the areas to be served and shall meet the following standards:
 1. Where adjoining areas are not subdivided, the arrangement of roads in new subdivisions shall make provisions for the proper projection of roads. When a new subdivision adjoins un-subdivided land, then the new road shall be carried to the boundaries of such un-subdivided land. Where new roads extend to existing adjoining roads, their projections shall be at the same or greater width, but in no case, less than the minimum required width.
 2. The most current version of the Crow Wing County Highway Department Road Construction Specification, or the local road authority as appropriate, including road width and grade standards shall be observed by the subdivider. These minimum standards are on file in the office of the County Highway Department.
 3. Where a proposed plat is adjacent to a primary road or highway, the County Board may require the subdivider to provide a service road along the right-of-way to service the proposed plat. Segments of existing public roadways have controlled access right -of-way in place. The appropriate road authority shall be contacted to determine those locations.
 4. When a subdivision or portion thereof abuts a principal, major or minor arterial, no lot shall have direct access thereto, unless approved by the County Board. Instead,

such lots shall be provided with frontage on a frontage/backage road or an interior road, or similar design feature.

5. At road intersections, curb lines shall be rounded at a radius of not less than 30 feet.
6. Cul-de-sacs are permitted when designed to permit future road expansion into adjoining properties or where topography, environmental, land use or existing conditions justify their use as approved by the County Board. Cul-de-sacs shall include a terminal turn-around which shall be provided at the closed end, with an outside shoulder radius of not less than 50 feet and a right of way radius of not less than 66 feet.
7. The minimum right-of-way widths for roads shall be as follows except where existing or anticipated traffic on the roadway warrants greater right of way width as determined by a state of Minnesota licensed engineer, road authority or the County Board:
 - a) Major Collector Road - 100 feet
 - b) Minor Collector Road - 100 feet
 - c) Local Road - 66 feet
 - d) Cul-de-sac turn-around - 66 foot radius
 - e) Arterial - Determined on a case-by-case basis, but not less than 100 feet
8. Platted roads shall be either private or public per the following requirements:
 - a) Private Roads
 - 1) Shall be conveyed as outlots on the final plat with a dedicated undivided ownership among all lots served by the road. Notice that the road shall never be publicly maintained without official acceptance by the proper road authority shall be recorded on the plat in the dedications, covenants, and restrictions.
 - 2) Shall have a minimum 66-foot-wide right-of-way.
 - b) Public Roads
 - 1) Shall be dedicated to the public on the final plat.
 - 2) Shall have a minimum 66-foot right-of-way.
 - 3) Shall be constructed by the subdivider and approved by the department prior to final plat approval or subject to a developer's agreement in place according to Article 9.9 of this Ordinance.
9. All platted subdivisions in which the plat does not abut an existing public roadway shall have a minimum 66-foot-wide legal, recorded ingress and egress easement connecting the plat to the existing public roadway.

B. Easements

1. Utility easements at least 10 feet wide shall be provided for utilities where necessary. They shall be centered on rear and other lot lines or within alley rights-

of-way. They shall have continuity of alignment from block to block. At deflection points, easements for pole line anchors shall be provided where necessary.

2. Where a subdivision is traversed by a water course, drainage way, channel or road, there shall be provided a storm water easement or drainage right-of-way substantially with the lines of such water course, together with such further width or construction or both as will be adequate for stream channel, but also adjoining areas that have been subject to flooding in years of heavy runoff.

C. Lots

1. Where possible, side lot lines shall be at right angles to straight or radial to curved road lines. Each lot shall front on a public road.
2. Every lot must have adequate legal access to a public road or approved private road. If proposing to access a roadway under County authority, review the most current version of the "Driveway Access to Roads Under County Jurisdiction" on file in the office of the County Highway Department.
3. Lots must comply with the minimum lot sizes specified in the Land Use Ordinance, except in the following circumstances there shall be no minimum lot sizes or widths required except as may be imposed by the Planning Commission and/or County Board during a conditional use or preliminary plat approval process:
 - a) For conservation developments as regulated in Article 33;
 - b) For resort conversions to a residential development or to a shared-capital resort as regulated in Article 34;
 - c) For non-residential subdivisions involving the creation of commercial or non-commercial storage buildings which are divided into separate lots.
4. Regard shall be shown for trees, wetlands, steep slopes, water courses, historic natural features, or other similar conditions. Plans shall be submitted to minimize the impact to these natural features.
5. Lot remnants which are below the minimum lot size must be added to adjacent or surrounding lots rather than be allowed to remain as an unusable outlot or parcel unless the owner can show plans consistent with the purpose of this Ordinance for the future use of such remnants.
6. All new created lots shall have a primary and alternate subsurface sewage treatment system according to Minnesota Rules Chapter 7080 and Article 37 of the Land Use Ordinance.

9.8 REQUIRED IMPROVEMENTS

The following improvements are minimum improvements and shall be required in any plat subject to the requirements in Articles 9.6 and 9.7. The subdivider shall pay for the cost of all improvements required in the subdivision including but not limited to:

- A. **Monuments:** All plat boundary corners, block and lot corners, road intersection corners and points of tangency and curvature shall be marked with the survey monuments according to Minnesota Statutes §505.021.
- B. **Roads (Inside of the First Assessment District):** All public and private roads for residential developments (except those private roads in an Administrative Subdivision) shall be designed by a professional engineer licensed in the state of Minnesota and constructed according to the requirements applicable to roads within the First Assessment District (FAD) as adopted by the County Board. For non-residential developments, the County shall consider on a case-by-case basis whether roads shall be built to such standards or allowed to build to lesser standards based on the nature of the development and the extent of public use of the roadways. The right-of-way of each road dedicated in the plat shall be improved to include a roadway surface and stormwater drainage system in compliance with Article 41 and all applicable county and/or township specifications. Road name signs shall be placed at each intersection. Road names shall conform to Article 19: Addressing and Road Signs of the Land Use Ordinance and shall be approved by the Department.
1. The subdivider shall be required to either:
 - a) maintain all public and private roads in the subdivision on a year-round basis until acceptance of the road by the road authority; OR
 - b) set up a homeowner's association to be responsible for year-round road maintenance but shall ensure that the bylaws of such association provide an adequate funding and revenue collection system from the individual lot owners – including from any unsold lots.In either case, a year-round roadway maintenance plan shall be submitted as part of the developer's agreement in Article 9.9 and be subject to approval of the County Board
- C. **Roads (Outside of the First Assessment District):** All public roads shall be built to the requirements of the road authority and be designed by an engineer licensed in the state of Minnesota. If the local road authority has no road design specifications or for private roads, the road shall be constructed according to the requirements found in Appendix 1. The right-of-way of each road dedicated in the plat shall be improved to include a roadway surface and stormwater drainage system in compliance with Article 41 and all applicable county and/or township specifications. Road name signs shall be placed at each intersection. Road names shall conform to Article 19: Addressing and Road Signs of the Land Use Ordinance. Road names shall be approved by the Department.
1. The subdivider shall be required to maintain all public roads in the subdivision and provide for year-round road maintenance until acceptance of the road by the road authority.
- D. **Stormwater Management:** Stormwater management facilities and drainage shall be completed in accordance with the provisions of this Ordinance and Article 41 of the Land Use Ordinance and be designed by an engineer licensed in Minnesota. It is the responsibility of the subdivider to obtain all other stormwater permits such as but not limited to a SWPPP. It also shall be the responsibility of the subdivider to maintain compliance with said permit and terminate the permit when the project is complete.

- E. **Erosion/Sediment Control:** All plats must submit an erosion and sediment control plan designed by a engineer licensed in Minnesota and include a time schedule for effective implementation of the plan that will prevent soil loss to the Department before the development activity is to begin. The subdivider must also obtain an NPDES permit from the State of Minnesota if there will be disturbance of more than one acre of land.
- F. **Water Supply:** Wherever connection with a community or public water system is possible, the public water shall be used. In other case, individual wells shall be used. Either shall be provided in accordance with State and County Regulations.
- G. **Sanitary Sewer:** Wherever sanitary sewer facilities are available the subdivider shall be required to install sanitary sewers and connect the same to such trunk line sewers. In other cases, subsurface sewage treatment systems shall be used. Either shall be used in accordance with State and County regulations.

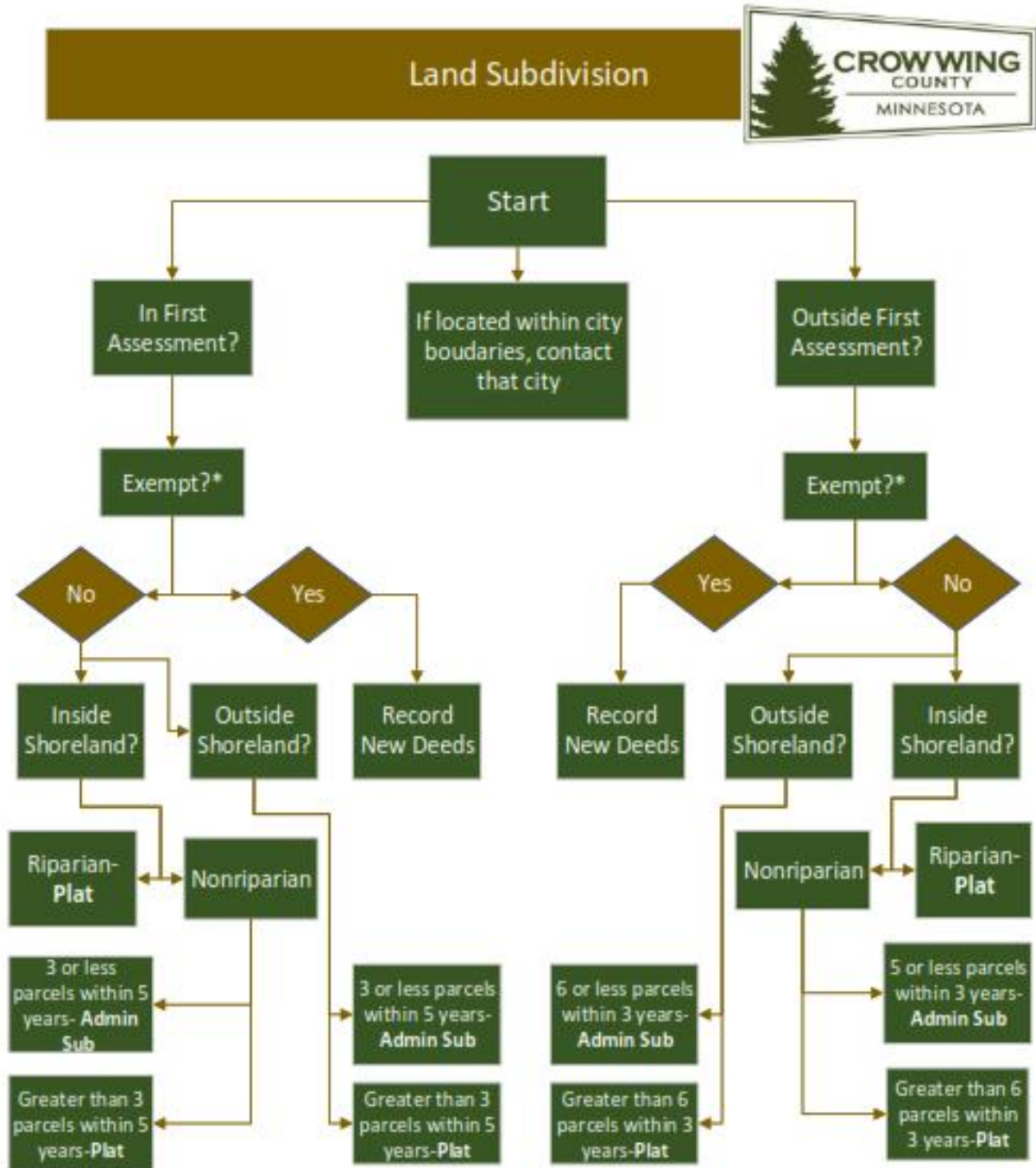
9.9 DEVELOPERS AGREEMENT

Prior to County Board approval of a final plat of a proposed subdivision, the County Board may require a developer's agreement that shall ensure the construction of all improvements required under the provision of this ordinance and that all improvements shall be completed. The subdivider shall pay for the cost of all improvements required in the subdivision along with the subdivision's share of the cost of any trunk facilities to be extended to the subdivision. The developer's agreement shall stipulate that no permit of any type shall be issued until all improvements required by this Ordinance have been met or are arranged for in a manner prescribed in the developer's agreement. This may be waived if all improvements as required by Article 9.8 of this Ordinance, the Planning Commission or County Board has been effectively implemented with appropriate inspection and verification of all improvements.

- A. **Roadway Maintenance Plan (inside of the First Assessment District only).** The subdivider shall provide a plan for the maintenance of all constructed public or private roadways until acceptance of the road by a public road authority. The provided plan shall be approved by the County Board and indicate who will be responsible for conducting the maintenance, the manner of maintenance to be completed and how frequently, and a mechanism for funding the ongoing maintenance of the road.
- B. **Financial assurance.** The subdivider shall provide a financial guarantee naming the County as first obligee to ensure completion of all improvements as required. No part of the financial guarantee will be released until all aspects of the developer's agreement are completed unless specifically stated. The amount of the financial guarantee shall be 1.25 times the estimated improvement construction cost.
 1. Inside of the First Assessment District: The financial assurance amount shall be calculated as 1.25 times the estimated construction costs submitted by the developer's professional engineer licensed in the State of Minnesota and must be approved in writing by the County Engineer.
 2. Outside of the First Assessment District: It shall be the responsibility of the subdivider to determine the improvement construction cost which must be approved by the Department.

3. Financial assurance shall be released upon receipt of verification that all improvements in the developer's agreement has been effectively implemented. Verification includes written documentation from the registered engineer of record for road and stormwater management plan implementation and from a surveyor for corner monumentation implementation. Any other requirements of the developer's agreement shall require written verification from someone with expertise and experience regarding said improvement. The Board must approve the release of any financial assurance.
- C. **Default:** The County shall be entitled to use the financial guarantee to implement said improvements and provide maintenance if the subdivider defaults on the timeline set forth in the developer's agreement. Upon completion of work and termination of any liability to the County, the balance remaining in the financial guarantee shall be refunded to the subdivider.
- D. **Timeline:** The subdivider shall set a guaranteed timeline and completion plan for all improvements and a provision for determining supervision of the details of the work. The developer's agreement shall include provisions for when the road authority will be responsible for maintenance of the road.
- E. **Inspections.** The subdivider shall guarantee payment for all costs incurred by the County for review and inspection. This shall include but not be limited to preparation and review of plans and specifications by technical assistants and costs incurred by the County Attorney, County Highway Department, and the Department, as well as other related costs.

APPENDIX C – CROW WING COUNTY PLAT FLOW CHART



***Exempt Items**

- Greater than 10 acres and 300 feet or greater in width
 - Boundary Line Adjustments
- Registered Land Surveys (RLS) pursuant to Minnesota Statutes § 508.47
- Surveys prepared for public or private cemeteries in accordance with Minnesota Statutes § 306 and 307, or successor statutes
 - Legal Action as determined by judge

APPENDIX D – ROAD STANDARDS FOR MISSION TOWNSHIP

Section 1 - Definitions.

The following terms shall have the meaning given them in this section.

1. Road - Generically, the term road includes trunk highways, county state-aid highways, county highways, city streets, and town roads, including all bridges and other structures needed to make up the road. Minn. Stat. § 160.02, subd. 7. In casual conversation, the term "road" is generally intended to refer to the improved portion of a right-of-way that is actually used for travel by vehicles.
2. Approach. "Approach" means the area of the Right-of-Way between the traveled surface of the road and the adjacent property that is intended to provide access for vehicles or equipment from the road to the adjacent property.
3. Town Road - Minn. Stat. § 160.02, subd. 5, defines a town road as being any road or cartway which has been established, constructed, or improved under the authority of the town board, or a road established, constructed, or improved by the county which was subsequently maintained by a town for a period of at least one year prior to July 1, 1957. In addition, Minn. Stat. § 163.11, subd. 5 allows a county to force a township to take over a county highway as a town road.
4. Right-of-way - While Minn. Stat. § 160.02 does not define the term 'right-of-way', the commonly accepted use of the term is generally the same as the definition provided in Minn. Stat. § 84.787, subd. 10 which uses the term to refer to the "...entire right-of-way of a town road or a county, county state-aid, or trunk highway, including the traveled portions, banks, ditches, shoulders, and medians". Minn. Stat. § 237.162 defines "Public Right-of-Way" as the area "...on, below, or above a public roadway, highway, street, cartway, bicycle lane...including other dedicated rights-of-way for travel purposes and utility easements of local government units".

Section 2 - General Design Requirements

1. The roadway design shall have a construction plan and cost estimate, designed and signed by a Professional Engineer (PE), licensed in the State of Minnesota, to provide a minimum of a seven (7) ton design as determined by the most current version of the MnDot Road Design Manual.
2. The PE shall provide the design and hydraulics necessary for any water features crossed and the roadway in general.
3. Soil borings may be required to determine the quality of sub-grade materials to achieve the seven (7) ton design. The designated Township Engineer shall have the opportunity to review the plan and cost estimate and request additional information or changes.

Section 3 - Roadway and Right-of-Way (ROW) Standards

1. The standard platted road ROW shall be sixty-six (66) feet in total width.
2. Approved dead-end roadways shall have a constructed cul-de-sac with a minimum of a sixty-six (66) foot radius provided for ROW and a fifty (50) foot radius roadway surface.
3. The road surface width shall be twenty-four (24) feet, shoulder to shoulder. It shall be adequately crowned to drain surface water laterally to prevent standing water from saturating the roadbed. The road surface shall be paved.
4. A minimum of four (4) inches of class 5 aggregate base shall be provided. The PE shall determine if more is required to achieve the seven (7) ton design.
5. The paved surface shall be a minimum of twenty-two (22) feet wide with a depth of at least 2.5 inches of bituminous. Materials other than bituminous shall be reviewed on a case-by-case basis. In paving the minimum of twenty-two (22) feet, one-foot aggregate shoulders shall be provided to meet the twenty-four (24) foot roadbed requirement. The PE shall determine if more than 2.5 inches of bituminous is required to achieve the seven (7) ton design.
6. The minimum clear zone (area free of all obstructions including trees, utilities, etc.) shall be thirty-three (33) feet from the roadway centerline. The Township may consider reducing this minimum requirement to twenty-five (25) feet to protect any outstanding natural feature. Utilities shall be placed in the outer five feet of the right-of-way. Utilities parallel to the roadway shall be buried a minimum depth of three (3) feet. When crossing under the roadway, utilities shall cross perpendicular and be at a minimum depth of five (5) feet below the proposed top of the roadway.
7. A maximum of three access points (platted lots) shall be allowed to access from a cul-de-sac.
8. To verify the above requirements are met, a plan prepared and certified by the PE that the road was constructed in conformance with the approved plans and specifications shall be submitted to the designated Township Engineer for approval. The designated Township Engineer also reserves the right to core the road at the developer's expense to ensure the proper depth of bituminous and base material has been provided.
9. In areas where the required typical roadway section is unable to be physically constructed within the platted right of way, or stormwater collection areas have been identified, additional ROW or slope easements shall be provided for future use and maintenance needs.

Section 4 - Grading and Geometrics

1. The roadbed shall be constructed in the center of the sixty-six (66) foot platted ROW unless approved otherwise by the designated Township Engineer. In no instance shall less than a minimum of twenty-five (25) feet be maintained from the centerline of the roadbed.

2. The entire ROW shall be cleared of all obstructions to provide adequate drainage and snow storage area.
3. Stumps and debris shall be properly disposed of outside the limits of the roadbed and all rocks larger than 3 inches shall be disposed of by burial outside the limits of the roadbed.
4. Care shall be taken in the selection of soils used in the construction of embankments, using the best materials available for the upper portion of the embankments and the proper soils placed in the lower portion. Unsuitable soils, such as swamp materials, shall be disposed of outside the roadbed shoulder lines.
5. Embankments shall be constructed in layers not to exceed 6 inches in plastic soils or 12 inches in non-plastic soils, with proper compaction applied to each layer until no evidence of further consolidation exists. Embankments constructed over low wet areas shall be placed in one lift to an elevation of at least one foot above water elevation before proceeding with layer construction as previously defined.
6. Side ditch and embankment construction shall provide adequate roadbed drainage including installation of centerline culverts as required. In slopes shall not be constructed steeper than 1 foot vertically to 3 feet horizontally to (1:3). Back-slopes shall not be constructed steeper than 1 foot vertically to 3 feet horizontally (1:3) and the top of the back-slope shall be blended into the natural ground line.
7. Ditch sections shall be a minimum of two (2) feet deep from the road shoulder elevation with a minimum bottom width of four (4) feet. Stormwater storage/holding areas shall be designed to meet the current Minnesota Pollution Control Agency (MPCA) NPDES Construction Stormwater Permit requirement.
8. Road intersections shall be at right angles unless approved otherwise by the designated Township Engineer. No intersection shall be at an angle of less than 75 degrees. Horizontal and vertical alignments shall be designed to meet a 25-mph design speed as determined by the most current version of the MnDOT Road Design Manual. The minimum centerline profile slope shall be 0.5% and the maximum centerline profile slope shall be 10%.
9. When connecting a proposed roadway to an existing public roadway that will require a culvert adjacent to the existing roadway, a suitable corrugated steel culvert meeting MnDot Specification 2501 requirements shall be utilized. Pipe aprons are required with all culvert installations. The designated Township Engineer shall have the final determination on culvert requirements.
10. All graded areas as a result of road construction shall be protected from erosion to prevent destruction of the roadbed and minimize impacts to adjacent land and water features. In accordance with MPCA requirements and the NPDES Permit, topsoil, erosion control best management practices and standard turf establishment measures shall be required to prevent erosion.

Section 5 - Additional General Requirements

1. The above construction requirements outline minimum acceptable standards for construction of proposed rural residential development roads.
2. Any proposed urban roadway designs or roadways that will serve commercial/industrial developments shall be addressed on a case-by-case basis to determine minimum requirements.
3. The Township reserves the right to require traffic studies performed by the proposer's PE to determine if additional items beyond the minimum requirements are necessary. The items to be determined shall include, but are not limited to, impacts to connecting roads, the need for turn/bypass lanes, intersection lighting, intersection control evaluation, lane width, shoulder width, trail/sidewalk considerations, and access control.
4. Items deemed necessary by the Township for the long-term safety and functionality of the roadway system shall be discussed during the plat/subdivision development process.

APPENDIX E – APPLICABLE MINNESOTA STATUTES

References:

Minnesota Statutes Chapter 462 – Municipal Planning and Development

Provides authority for local governments, including townships, to adopt and enforce official controls related to land use, zoning, and subdivision regulation. This includes the ability to regulate the subdivision of land to protect public health, safety, and general welfare.

Minnesota Statutes § 462.358 – Subdivision Regulation

Authorizes municipalities to regulate the subdivision of land, including the review and approval of plats, establishment of design standards, and implementation of procedures to ensure orderly development.

Minnesota Statutes Chapter 505 – Plats

Governs the subdivision of land through the platting process, including requirements for survey, mapping, and recording of plats.

Minnesota Statutes § 505.09 – Approval of Plats

Requires that plats located within a township that has established a planning commission must receive approval from the Town Board prior to County approval.