



# MEMORANDUM

Land Services Department  
Gary Griffin, Director

**TO:** Mission Township Board of Supervisors  
**FROM:** Chris Pence, Environmental Services Manager  
**DATE:** April 17, 2026  
**SUBJECT:** Mission Township Subdivision Ordinance

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Mission Township (Township) created a Planning Commission (Ordinance 2023-01) and adopted Ordinance No. 2023-02 which regulates the subdivision of land within the Township. The ordinance prohibits Conservation Developments (as defined by Crow Wing County Land Use Ordinance Articles 33.8-33.11) in the Township. Per Minn. Stat. 505.09 subd. 1a, the Township is required to approve plats and the laying of streets and other public ways shown on the plat. All plats are subject to the minimum standards within the Crow Wing County Land Use Ordinance.

#### Process

The applicant for a plat in the Township will attend a County Development Review Team (DRT) meeting to discuss the plat and platting process. The Township shall attend the DRT meeting. If the Township does not attend the meeting, the applicant's application will be postponed until the next available meeting that the Township can attend. Others invited may be the DNR (if the parcel is in the Shoreland District), County Highway Department or Minnesota Department of Transportation.

Upon completion of DRT, the applicant may apply to the County and Township for a plat. The County and Township shall provide a separate application process. The County and Township may process the plat concurrently according to each individual ordinance, policy, and procedures. The Township must notify the county in writing if it is going to take longer than 30 days to process the plat application. If the Township approves a plat, a resolution from the Township stating that the plat has been approved will be forwarded to the County. The County will not have a preliminary plat reviewed by the Planning Commission/Board of Adjustment until the County has received the resolution and supporting documentation from the Township.

Accepted by Mission Town Board  
05-11-2026

 Board Chair

**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.