

Present – Chair Jon Auge; Supervisors Bob Steele and Erik Lee; also attending were Scott Saehr and Hannah Romenesko with Saehr Consulting.

1.0 Call to Order & Roll Call. Chair Auge called the Special Township Meeting to order at 6:05 pm. Roll Call - all supervisors were present.

2.0 Treasurer's Resignation. The board discussed the resignation of Linda Machen on May 12, 2026. Several options to proceed were reviewed. Supervisor Steele identified a potential candidate but indicated they need more time to consider the position. To allow more time, Supervisor Steele made a motion **(1)** to schedule another special meeting on Wednesday, May 27, 2026, at 3:00 PM for the purpose of accepting the treasurer's resignation and appointing an individual to fulfill the unexpired term. Second by Supervisor Lee. Upon voting, all supervisors voted in favor. Motion adopted.

3.0 Review of Moratorium Study Report dated April 13, 2026 – The Board reviewed the Moratorium Study Report as prepared by Scott Saehr. Scott and Hannah provided insights and reviewed options for each section of the report. Each section was discussed considering the options available to the board in the report as well as any identified consequences for each option.

3.1 General Discussion. The board agreed there is no interest in assuming total responsibility for all planning and zoning activities due to our limited administrative capacity and the added costs for the town and applicants. Options selected to strengthen our sub-division ordinance will be based on our desire to control overall development to maintain the character of Mission Township.

3.2 Recording of land. Currently Crow Wing County Land Use Ordinance Section 9.5-Subdivision Procedures allows the subdivision of land where the resulting parcels, including all remnants, are ten acres and three hundred feet in width as exempt from county approval. This allows individuals to subdivide larger parcels into smaller increments and then to potentially further subdivide the newly recorded parcels into even small increments through administrative subdivisions. There is no notice of this recording of land to the local jurisdiction. The board decided to prohibit this exempt recording of land with the understanding this will require individuals to plat any subdivision of parcels.

3.3 Administrative Subdivisions. Our current Subdivision Ordinance 2025-03 provides for local control over administrative subdivisions allowing Crow Wing County to approve no more than a total of three lots containing less than ten acres by this process. The total number of allowed lots includes any remaining portion of the property. As with recording of land, there is no notice of these subdivisions of land to the local jurisdiction. For similar reasons as stated under 3.2, the board decided to prohibit administrative subdivisions with the understanding this will require individuals to plat any subdivision of parcels. 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 will be permitted.

3.4 Minimum parcel size. The board discussed the value of establishing a minimum parcel size and how it is more of a performance standard versus a control on overall development. As a result, the board decided not to adopt a minimum parcel size.

3.5 Roads and infrastructure standards. Discussion occurred on criteria for driveways versus roads, public versus private roads, when to require paving of roads, the costs associated with enforcing road standards, and options for development agreements. The board liked the language in Crow Wing County's Land Use Ordinance Article 9.7-A Plat Design Standards-Roads. The board agreed that while it would be desirable to have all public and private roads paved, requiring it for private roads is challenging and therefore not desired at this time. However, to the extent possible, we do want to ensure full transparency for future road paving costs so it's clear for buyers.

3.6 Escrow management. The board recognized our current escrow requirement is insufficient and will need to be increased. S. Saehr will review and provide a recommended amount to the board. We also agreed that while the treasurer handles escrow funds and will segregate them as was done for the cartway process, S. Saehr as our zoning

administrator, will track and report on the funds.

4.0 Identify key next steps. The board noted the following next key action steps.

- Scott Saehr to summarize discussion and decisions for final review by the board at our June 8 regular meeting.
- J. Auge to send Scott's summary to Attorney Gilchrist for initial review of legal authority and any concerns.
- S. Saehr will discuss initial decisions with C. Pence at Crow Wing County to gain his perspective and identify any concerns. It is recognized these communications help maintain a collaborative relationship with the county.
- Assuming legal authority, we will schedule a meeting with Crow Wing County to review proposed changes in 2H of June.
- Assuming no major objections or issues, Attorney Gilchrist will prepare an ordinance revision incorporating the board's decisions for adoption in July or early August. Will require a published notice and public hearing.

5.0 Action items. The board noted the following additional action items from our discussion.

- S. Saehr to review initial decisions with C. Pence to identify any concerns and share them with the board.
- S. Saehr to review current road standards with B. Drown, town engineer, to ensure the board's direction and public safety issues are adequately covered, particularly regarding private versus public roads.
- S. Saehr to develop a recommendation on the appropriate escrow amount for processing plats, separate from what may be needed should a Development Agreement be required.
- S. Saehr will work with the treasurer to develop a process for tracking escrow funds.
- The board identified the potential for variance requests for preliminary plats as allowed under Ordinance 2023-02, Section 9. However, we have not provided for this in our process and forms. We also need to clarify how this will work in conjunction with Crow Wing County. J. Auge to work with S. Saehr and C. Pence to develop the process and bring it to the board for approval.

6.0 Adjournment – Supervisor Auge made a motion **(2)** to adjourn the May 21st, 2026, Special Township meeting, seconded by Supervisor Steele. Upon voting, all supervisors voted in favor. Motion carried and the meeting was adjourned at 8:05 pm.

Respectfully Submitted,



Jon Auge, Chair