

The following is the agenda for **Thursday, June 25th, 2026 at 6:00pm** the Todd County Board of Adjustment will hold a public hearing in the Commissioner's Boardroom, Historic Courthouse, 215 1<sup>st</sup> Ave South, Suite 301, Long Prairie.

NOTE: This meeting is again being held in-person, and the public is encouraged to attend. Those who do attend in person can find parking atop the hill on the west side of the Historic Courthouse and enter through the North Doors, near the American Flag and monument.

If you have any concerns or questions in regard to the upcoming meeting and the applications on the agenda, feel free to contact the Planning & Zoning Office at either **(320) 732-4420** or [toddplan.zone@co.todd.mn.us](mailto:toddplan.zone@co.todd.mn.us). All correspondence must include name & mailing address and be received 48 hours before the date and time of the hearing.

### **Agenda**

- Call to Order
  - Pledge of Allegiance
  - Introduction of Board of Adjustment Members and process review
  - Approval of agenda
  - Approval of May 28th, 2026, Board of Adjustments meeting minutes
  - The applicant is introduced
    - Staff report
    - Applicant confirms if staff report accurately represents the request
    - Site Visit Review
    - Public comment
    - Board review with applicant, staff, and public
1. **James & Tracy Marsolek:** Section 06, Turtle Creek Township, Turtle Lake  
**Site Address:** 38613 Oxford Trail, Browerville, MN 56438  
**PID:** 24-0052200
    1. Request to reduce the lake setback from 150' to 113' for construction of manufactured home in Natural Environment Shoreland Zoning District.
    2. Request to reduce the lake setback from 150' to 112' for construction of detached garage for vehicle & personal storage in Natural Environment Shoreland Zoning District.
  2. **David and Ladonna Hillmer:** Section 20, Ward Township  
**Site Address:** 35299 County 21, Browerville, MN 56438  
**PID:** 26-0019200
    1. Request to reduce the rear property line setback from 50' to 26' for potential boundary adjustment in AF-2 Zoning District.
  3. **Joan Matuke & Larry Hotvedt:** Sections 18, Little Sauk Township  
**Site Address:** TBD Echo Drive, Long Prairie, MN 56347  
**PID:** 17-0016802
    1. Request to create a new substandard lot in Recreational Development Shoreland Zoning District.

**Adjournment.**

Next meeting: **July 23rd, 2026**

## **Minutes of the Todd County Board of Adjustment Meeting**

**May 28<sup>th</sup>, 2026**

Completed by: Sue Bertrand P&Z Staff

Site Visits conducted by Adam Ossefoort and Bill Berscheit on April 16, 2026, on Grafsgaard site.

Site visits completed by Adam Ossefoort and Larry Bebus on 5/20/2026 on all other sites.

Meeting attended by board members: Chair Russ VanDenheuvel, Mike Soukup, alternate Larry Bebus and Planning Commission Liaison Ken Hovet.

Staff members: Adam Ossefoort and Sue Bertrand

Other members of the public: Sign-in Sheet is available for viewing upon request.

Russ called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited and each board member introduced themselves and Russ explained the process for those attending.

Ken motioned to approve the agenda as presented, seconded by Mike, voice vote, no dissent heard, motion carried.

Russ motioned to have April 23<sup>rd</sup>, 2026, meeting minutes approved. Mike seconded the motion. Voice vote, no dissent heard. Motion carried.

Larry recused himself on Grafsgaard as it was discussed in detail last week which he was not present at that meeting. Larry also noted for the record that he and applicant Mike Taylor spoke outside of the meeting and discussed the variance process.

### **AGENDA ITEM 1: Brian & Tamara Grafsgaard – PID 14-0037400 – Kandota Township**

Request:

1. Request to reduce the lake setback from 150' to 106' for the replacement of cabin and to expand/convert from three season to four season in Natural Environment Shoreland Zoning District.

Brian was present as the applicant.

Staff Findings: Adam read the new information for the staff report. The staff report is available for viewing upon request in the Planning & Zoning Office.

### **Update for 5/28/2026 Meeting:**

- Variance request has been updated to request a reduced setback distance to 110' of the OHWL of Fairy Lake.
  - o Staff met with the applicant onsite on April 24<sup>th</sup>. The drainfield edge was located and measurements were verified from the drainfield to the proposed cabin. Distance from OHWL and the proposed cabin was also measured. It was established that the same proposal can be accomplished with a 110' setback.

- The storm drain located within the right of way of Admiral Lane was analyzed also. Upon review, it appears that there is not an outlet to the storm drain. It appears that a perforated tile backfills below ground and releases water underground, similar to how a French drain would work. The drain is located within the right of way and not upon the subject property.
- The applicant has expressed stormwater controls involving gutters placed on the proposed cabin draining into French drains that will be sized to handle stormwater captured from the roof area.

**Updated Proposed Conditions, if approved:**

1. Proposed cabin shall be established no closer than 110' from the OHWL of Fairy Lake.
2. Removal of 7'x10' shed as proposed in the application.
3. Development and submittal of a stormwater management plan prior to Land Use Permitting. Stormwater planning shall include a preconstruction erosion control plan.
4. All erosion controls shall be installed and reviewed by County staff prior to the start of construction.
5. Establishment of a 10' vegetated buffer (no mow zone) along the lake frontage. A 6' wide maintained area shall be allowed for dock access.
6. Applicant shall abide by all other applicable federal, state, and local standards.

Brian confirmed the staff report was accurate and fully agree with the proposed conditions.

Correspondence received: Yes, from Ryan Anderson, 18817 Adams Drive, in support of the application. This letter may be viewed in full, upon request, at the Planning and Zoning office.

Public comment: None.

Board discussion:

Russ asked if there is room to drill for a new well and disconnect from the neighbor?

Brian stated, yes, they will be digging their own well, meeting setbacks.

Russ asked for confirmation on removing the garden shed.

Brian stated yes, it will be removed.

Ken, the cabin will have to be totally replaced? The proposed is slightly larger?

Mike, yes, totally replaced as the slab failed and is taking the cabin with it. The house is back a little bit more, shifting it over and away from the lake, so request is 110 feet from the lake.

Russ, how big is the addition?

Brian widen by 2 feet and from 30' to 42', seasonal, wanted to extend the season so a utility room will be added so the pipes don't freeze, and have a real bathroom instead of 5' x 4', and a bit more to the kitchen. Trying to be cost conscious and not go crazy with this thing.

Mike motioned to approve with proposed conditions, Ken stated he will second that providing Brian is okay with the ten foot no-mow zone.

Brian agreed and it may improve the looks with the right selection of plantings.

Ken seconded with the six conditions as presented.

Conditions:

1. Proposed cabin shall be established no closer than 110' from the OHWL of Fairy Lake.
2. Removal of 7'x10' shed as proposed in the application.
3. Development and submittal of a stormwater management plan prior to Land Use Permitting. Stormwater planning shall include a preconstruction erosion control plan.
4. All erosion controls shall be installed and reviewed by County staff prior to the start of construction.
5. Establishment of a 10' vegetated buffer (no mow zone) along the lake frontage. A 6' wide maintained area shall be allowed for dock access.
6. Applicant shall abide by all other applicable federal, state, and local standards.

Roll call vote commenced as follows:

Board member	Vote (yes or no)
Larry Bebus	recused
Ken Hovet	Yes
Mike Soukup	Yes
Russ VanDenheuvel	Yes

Motion carried, variance has been granted.

**AGENDA ITEM 2: Ron & Sherri Schreckenghaust – PID 24-0020800 – Turtle Creek Township**

Request:

1. Request to reduce the lake setback from 100' to 50' for the construction of existing cabin addition in Recreational Development Shoreland Zoning District.

Ron & Sherri were present as the applicants.

Staff Findings: Adam read the staff report. The staff report is available for viewing upon request in the Planning & Zoning Office.

**Proposed Conditions, if approved:**

1. Development and submittal of a stormwater management plan prior to Land Use Permitting. Stormwater planning shall include a preconstruction erosion control plan.
2. All erosion controls shall be installed and reviewed by County staff prior to the start of construction.

3. Applicant shall maintain no less than 50% vegetative screening as viewed from the lake during leaf on conditions.
4. Applicant shall abide by all other applicable federal, state, and local standards.

Ron confirmed the staff report was accurate.

Larry went through his site visit report. This may be viewed in full upon request at the Planning and Zoning office.

Correspondence received: None.

Public comment: None.

Board discussion:

Russ asked Adam if there are impervious surface issues?

Adam, no.

Ken asked if there was only one person using the driveway easement?

Ron, correct.

Ken asked if they perceive that changing?

Ron explained no, as it is more wetland.

Ron explained the cabin beyond them is not year-round.

Russ asked if Ron's was year-round?

Ron, yes. The easement is plowed all winter, but the neighbor just comes up to check on it, not to spend time there during the winter.

Russ, is there room for two emergency vehicles to meet on that easement?

Ron and Sherri, no, more or less, a one way.

Ken, the ten foot easement, the wetlands are on the west side

Ron stated there is about 10' of driveway then another 3' before it drops into the wetland.

Ken explained he is not comfortable with only six feet from the easement, just too damn close.

Discussion on tree removal for addition and possibly moving the easement.

Ken asked about the buffer zone along the water.

Adam brought up the photos overhead.

Ron, lawn to rip-rap.

Larry explained where there is a bit of a washout.

Mike asked how long the erosion has been taking place.

Ron stated they bought it in 2016 and improved it a bit.

Larry stated it is not a huge erosion issue, but something that is there.

Ron explained previous owners had added a basement, but they are talking slab on grade.

Russ asked about the garage.

Ron stated it is on some sort of skids, with wood decking for a floor.

Larry asked if they plan on putting trees between addition and road?

Sherri, not between the addition and the easement but other places on the lot.

Russ asked if this is a public easement or just for the neighbor.

Ron, just for the neighbor to get through.

Mike, how large is neighbor's lot and is it the same distance from the lake?

Ron stated the same for both.

Ken stated if they can address the erosion with a plan from P & Z/SWCD he would be alright with this.

Adam stated they can address the erosion as part of the storm water management process.

Larry stated his concern is the road path is so close, he would like to see something put in there between the path and the proposed addition.

Ron explained it is just one corner that is 6' away and the other end is 12' away, so there would be some room to put some trees down.

Sherri confirmed the board would like to see some trees planted within that 6' area.

Larry, also gutters all the way around and run to the wetlands and not to the lake, and maybe increase the no-mow zone an extend to slow the water running to the lake, would be good. Just add more to the no-mow zone.

Russ stated if this was on the lake side, he would be totally against it, but with one person living beyond, he is not as concerned, but he would plant tree or post in that corner.

Adam added 5' of no-mow zone vegetative buffer as a condition.

Ken motioned to approve, Larry seconded with the five conditions as presented.

Conditions:

1. Development and submittal of a stormwater management plan prior to Land Use Permitting. Stormwater planning shall include a preconstruction erosion control plan, installation of gutters, and direction of stormwater away from Big Lake.
2. All erosion controls shall be installed and reviewed by County staff prior to the start of construction.
3. Establishment of a 5' vegetative buffer (no mow zone) along the lake frontage.
4. Applicant shall maintain no less than 50% vegetative screening as viewed from the lake during leaf on conditions.
5. Applicant shall abide by all other applicable federal, state, and local standards.

Roll call vote commenced as follows:

Board member	Vote (yes or no)
Larry Bebus	Yes
Ken Hovet	Yes
Mike Soukup	Yes
Russ VanDenheuvel	Yes

Motion carried, variance approved.

**AGENDA ITEM 3: Michael & Elizabeth Taylor – PID 03-0033300 – Turtle Creek Township**

Request:

1. Request to reduce the lake setback from 150' to 89' for proposed 850 sq. ft. addition in Natural Environment Shoreland Zoning District.

Michael was present as the applicant.

Staff Findings: Adam read the staff report. The staff report is available for viewing upon request in the Planning & Zoning Office.

**Proposed Conditions, if approved:**

1. Development and submittal of a stormwater management plan prior to Land Use Permitting. Stormwater planning shall include a preconstruction erosion control plan.
2. All erosion controls shall be installed and reviewed by County staff prior to the start of construction.

3. Establishment of a 10' vegetated buffer (no mow zone) along the lake frontage. A 6' wide maintained area shall be allowed for dock access.
4. Applicant shall maintain a minimum of 50% vegetative screening as viewed from the lake during leaf on conditions.
5. Applicant shall abide by all other applicable federal, state, and local standards.

Michael confirmed the staff report was accurate.

Correspondence received: None.

Site report was given by Larry. This report may be viewed, in full, upon request at the Planning and Zoning office.

Public comment: None.

Board discussion:

Russ asked again if they could look at the variance before, but asked if it pertained to this?

Adam stated no, it would not pertain.

Larry stated the request would be in the back of the existing, and if you start going to the West, the slope goes up.

Michael stated it goes up 22 degrees, pretty steep, but sandy soil and it soaks in right away.

Michael stated he planted twenty pine trees to repopulate the landscape.

Larry stated there is no erosion on the hill, with good vegetation down to the lake, no signs of erosion.

Ken asked if there is some no mow now?

Adam stated the lake is almost 6' higher than normal and hard to gauge.

Michael stated the lake has come down from the highest level but is still almost 5' above the OHW. He stated in 2013 there was 30' more lakeshore than now. They have been in contact with Josh Vortruba and they will help create a no-mow zone as they believe in protecting the shoreline. Showed photos of the pollinator space created on their other lake lot and explained the plantings planned for this lot.

Ken suggested adding a condition.

Mike agreed as it will then stay with the property and the next owner must abide by that.

Ken stated stay at least ten feet.

Mike stated they are committed to doing it anyway, whether this is granted or not.

Discussion on SRWD plans for the lake and what has been done.

Mike Soukup, suggested to add a condition for gutters to control erosion.

Larry working with Josh and Kevin for soil erosion

Ken appreciates the addition is on the back side and would not need to go over criteria.

Larry motioned to approve with the conditions, Mike seconded.

Conditions:

1. Development and submittal of a stormwater management plan prior to Land Use Permitting. Stormwater planning shall include a preconstruction erosion control plan and the addition of gutters to the structure.
2. All erosion controls shall be installed and reviewed by County staff prior to the start of construction.
3. Establishment of a 10' vegetated buffer (no mow zone) along the lake frontage. A 6' wide maintained area shall be allowed for dock accesses.
4. Applicant shall maintain a minimum of 50% vegetative screening as viewed from the lake during leaf on conditions.
5. Applicant shall abide by all other applicable federal, state, and local standards.

Roll call vote commenced as follows:

Board member	Vote (yes or no)
Larry Bebus	Y
Ken Hovet	Y
Mike Soukup	Y
Russ VanDenheuvel	Y

Motion carried, variance approved.

**AGENDA ITEM 4: Larry & Carol Broermann – PID 10-0061900 – Gordon Township**

Request:

Larry & Carol were present as the applicants.

1. Request to increase the allowed 15% roof surface coverage for impervious to 16% for proposed dwelling construction in General Development Shoreland Zoning District.

Staff Findings: Adam read the staff report. The staff report is available for viewing upon request in the Planning & Zoning Office.

**Proposed Conditions, if approved:**

1. Development and submittal of a stormwater management plan prior to Land Use Permitting. Stormwater planning shall include a preconstruction erosion control plan.

2. All erosion controls shall be installed and reviewed by County staff prior to the start of construction.
3. Applicant shall abide by all other applicable federal, state, and local standards.

Larry and Carol confirmed the staff report was accurate.

Correspondence received: None.

Larry Bebus went over his site visit report. This may be viewed in full, upon request, at the Planning and Zoning office.

Public comment: None.

Board discussion:

Russ asked Larry if he said it was flat.

Larry Bebus, very flat.

Adam showed contours, very flat.

Ken asked where on the lot is the proposed?

Larry Broermann explained.

Russ, only variance is the roof variance?

Adam confirmed. 6.6% deviation from the standard.

Larry Broermann explained his storm water management plan with the help of the excavator.

Russ, trees on the property?

Larry Broermann, some, and woods.

Carol explained the excavation for drainage and more trees, raising the house a little.

Russ, question #1 condition they would work with Planning and Zoning?

Adam stated yes, they would work with us before any permitting to build.

Mike suggested may not need the gutters.

Adam stated perhaps if they need to direct water to any catch basin area.

Russ planting more trees?

Adam, sounds like they have plans already.

Larry Broermann stated they are planning trees, vegetation and garden areas.

Larry Bebus, not a very big of variance.

Russ stated he is good with it, no need for criteria questions.

Mike motioned to approve with the proposed three conditions, Ken seconded.

Conditions:

1. Development and submittal of a stormwater management plan prior to Land Use Permitting. Stormwater planning shall include a preconstruction erosion control plan.
2. All erosion controls shall be installed and reviewed by County staff prior to the start of construction.
3. Applicant shall abide by all other applicable federal, state, and local standards.

Roll call vote commenced as follows:

Board member	Vote (yes or no)
Larry Bebus	Y
Ken Hovet	Y
Mike Soukup	Y
Russ VanDenheuvel	Y

Motion carried, variance approved.

**AGENDA ITEM 5: James Zagaros – PID 06-0063200 – Burnhamville Township**

Request:

James and Sheryl Zagaros were present as the applicants.

1. Request to reduce the lake setback from 150’ to 55’ for proposed dwelling addition. Staff Findings: Adam read the staff report. The staff report is available for viewing upon request in the Planning & Zoning Office.

**Proposed Conditions, if approved:**

1. Development and submittal of a stormwater management plan prior to Land Use Permitting. Stormwater planning shall include a preconstruction erosion control plan.
2. All erosion controls shall be installed and reviewed by County staff prior to the start of construction.
3. Establishment of a 10’ vegetated buffer (no mow zone) along the lake frontage. A 6’ wide maintained area shall be allowed for dock access.
4. Applicant shall maintain a minimum of 50% vegetative screening as viewed from the lake during leaf on conditions.
5. Applicant shall abide by all other applicable federal, state, and local standards.

James and Sheryl confirmed the staff report was accurate.

Correspondence received: None.

Larry went through his site visit report. This may be viewed in full, upon request, at the Planning and Zoning office.

James explained the current French drain system, as he built it. It is a cost share project twelve years ago for the buffer along the lake. About six feet of no mow zone already. Explained how filled in the flowers get. They signed a contract to maintain. The water will no longer come down in the area of where the stairs are with the proposed French Drain.

Public comment: Doug Prokott, Building and remodeling, 12418 60<sup>th</sup> Street, Royalton. Familiar with the current drainage design that was underground as a friend of his had installed it.

Mike asked about the current buffer zone and wondered if it goes up over the slope a bit.

James and Sheryl explained it comes up and wraps a little bit with a tremendous amount of growth on that hill looking from the lake, leaving it as natural as possible as set up by the County up over the hill. It looks like it is dead but if you come out in the summer it is really dense.

Board discussion:

Ken stated he can appreciate it is on the back side of the cabin and felt the ten-foot buffer along the lake should stay up there.

James stated he had never seen any water standing but could certainly look into extending that buffer zone.

Russ stated it is a 63.3% deviation, but you are squaring off what you have, he is okay with it.

Adam stated no comments from the DNR on this.

Larry stated he is fine with it.

James stated the whole purpose is they are aging and when there is a storm, they want to be able to get to the basement, and right now, you must run outside, open the garage door and go in. This way, they would have an inside set of steps that would be nice not to have to go outside to get to the basement. Everything they are planning is going to reduce the tremendous amount of water coming around that area. For years, they have been trying to stop that flow. This will take care of a lot of landscape issues around the top.

Doug stated there will be stairs to get onto the deck that are not shown.

Adam explained our practice has been stairs are “incidental” to the structure itself, so no extra permitting required. Doesn’t see where that will be an issue.

Russ called for Criteria Questions individually by request.

Ken motioned to approve with the five listed conditions and Larry seconded.

Conditions:

1. Development and submittal of a stormwater management plan prior to Land Use Permitting. Stormwater planning shall include a preconstruction erosion control plan.
2. All erosion controls shall be installed and reviewed by County staff prior to the start of construction.
3. Establishment of a 10’ vegetated buffer (no mow zone) along the lake frontage. A 6’ wide maintained area shall be allowed for dock access.
4. Applicant shall maintain a minimum of 50% vegetative screening as viewed from the lake during leaf on conditions.
5. Applicant shall abide by all other applicable federal, state, and local standards.

Roll call vote commenced as follows:

<b>Board member</b>	<b>Vote (yes or no)</b>
Larry Bebus	Yes
Ken Hovet	Yes
Mike Soukup	Yes
Russ VanDenheuvel	Yes

Motion carried, variance granted.

Larry motioned to adjourn, Mike seconded, voice vote, no dissention heard, motion carried and the meeting adjourned at 7:33 PM.



WHERE THE FOREST MEETS THE PRAIRIE

**Todd County**

• MINNESOTA • EST. 1855 •

Received

MAY 29 2026

Todd County Planning & Zoning

PLANNING & ZONING  
215 1st Avenue South, Suite 103  
Long Prairie, MN 56347  
Phone: 320-732-4420 Fax: 320-732-4803  
Email: [ToddPlan.Zone@Co.Todd.MN.US](mailto:ToddPlan.Zone@Co.Todd.MN.US)

Accepted 5/29/2026  
KMN

**Appeal for a Variance**

Applicant James + Tracy Marsolek

Mailing Address 14882 Cty 82 Eagle Bend Mn 56446

Site Address 38613 Oxford Trail Browerville Mn

Phone Number [REDACTED]

E-Mail Address [REDACTED]

Property Owners Name & Address (if not applicant) \_\_\_\_\_

Parcel Number(s) 24-0052200

Section: 6 Township Turtle Creek

Zoning District (circle one): AF-1; AF-2; R-10; R-2; UG; RT; Commercial; Industry; or

Shoreland (Lake or River Name): Turtle Lake

Full and Current Legal Description(s): See attached

(attach if necessary)

Do you own land adjacent to this parcel(s)  Yes  No

Septic System: Date installed 5/19/23 Date of Compliance Inspection 5/19/23

Is a new system needed:  yes  no  STS Design attached

Permit # SSTS - 2023-0016

Required for applications with existing septic systems: Approved design submitted for new system to be installed, new system installed within previous 5 years, or passing compliance inspection on existing system in previous 3 years

**Variations Requested:**

What standards or requirements are you unable to maintain? (Check all that apply)

Lot width \_\_\_\_\_ Lot area \_\_\_\_\_ Lake or River setback  Bluff setback \_\_\_\_\_

Road right-of-way setback \_\_\_\_\_ Side Yard setback \_\_\_\_\_ Buildable area \_\_\_\_\_

Impervious surface coverage \_\_\_\_\_ Building/Structure Height \_\_\_\_\_ Other \_\_\_\_\_

**Did you meet with the Township Board to present the Application for Variance?**

Yes  No  Date of the meeting 5 / 4 / 26

Robert Bymarski

Optional Township Board Signature

Chairman

Board Position

LIST YOUR VARIANCE REQUEST(s) and what, if the variance were granted, you intend to build or use the land for. For example: "Request to reduce the 10ft structural setback from my west side lot line to 8ft for the construction of a detached garage to be used for vehicle and personal storage."

- 1.) Request to reduce the setback from the lake from 150ft to 113ft for construction of manufactured home
- 2.) Request to reduce the setback from the lake from 150ft to 112ft for construction of detached garage for vehicle + personal storage

**\*\*State Statutes Section 394.7 Subd7: Variances: Practical Difficulties.** The BOA shall have the exclusive power to order the issuance of variances from the requirements of any official control including restrictions placed on nonconformities. Variances shall only be permitted when they are in harmony with the general purposes and intent of official control, and when variances are consistent with the comprehensive plan. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with official rules; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties.

The Board of Adjustment may impose conditions in the granting of a variance. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

EXPLAIN YOUR PRACTICAL DIFFICULTIES\*\* or reason why you need your request approved.

We are unable to comply with the lake setback rule.

Oxford trail is not in the center of the right ~~away~~ of way causing some concerns (safety) regarding the 20ft set back.

It is important that you flag your related property lines and proposed building locations

Have you flagged your lot? (Y) (N)

# IMPERVIOUS SURFACE WORKSHEET (FOR SHORELAND ONLY)

## APPLICANT INFORMATION

Name James + Tracy Marsolek Site Address 38613 Oxford Trail  
 Phone [REDACTED] City Browerville State Mn Zip \_\_\_\_\_  
 Mailing Address 14882 Cty 82 Parcel Number 24 - 0052200  
Eagle Bend Mn 56446 Lake/River Name Turtle Lake

**IMPERVIOUS SURFACE:** is a constructed hard surface that either prevents or retards the entry of water into the soil or causes water to run off the surface in greater quantities & at an increased rate of flow than prior to development.

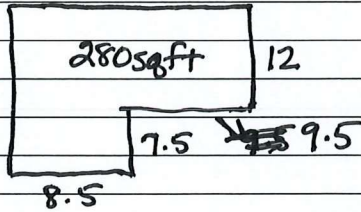
## LOT/STRUCTURE DIMENSIONS

Total lot area: 39,647.69 sq ft

List all structures (structure's foundation footprint: length, width, and total area)

	Existing	Proposed
1.	Shed 12x20 240 sqft	Home 28x48 1344 sq ft
2.		Detach garage garage <del>20x40</del> <del>720</del> sqft
3.		26x28 728
4.		
5.		
6.		
7.		
8.		

List all non-roofed hard surfaces: Examples include sidewalks, paver stones, retaining walls, patios, decks, driveways & parking areas (asphalt, concrete or gravel), and areas of landscaping underlain with plastic or other impervious liners:

	Existing	Proposed
1.	Deck 18	
2.		
3.		
4.		
5.		
6.		
7.		
8.	Parking area - 14.5 x 22 = 319 sq ft (gravel)	

Total of 25% of lot may be covered by impervious surfaces (15% of which are from roofed structures)

1. List in the table below any efforts by landowner to reduce project impact by removing or reducing impervious surfaces.

List Structure or Impervious Surface to Be removed	Square footage to be removed	Location of structure or impervious surface to be removed (see table below)		
Example: concrete drive to lake	8' x 35' = 280 sq ft	(C) Within Impact Zone		
Location of variance request in reference to Ordinary High Water level	General Development Lake	Recreational Development Lake	Natural Environment Lake and Rivers / Streams	
A. Outside shoreland building setback	75'+	100'+	150' +	
B. Between Shore Impact Zone and Building Setback	37.5' to 75'	50' to 100'	75' to 150'	
C. Within Shore Impact Zone	0 to 37.5'	0 to 50'	0 to 75'	

2. List below any Storm Water Management Best Management Practices (BMP's) that will be installed to help mitigate impacts of development.

INFILTRATION BMP's

List any measures you plan on taking to increase water infiltration and retention. Examples include rain gutters, rain gardens, retention swales, berms, sub-surface tile, etc. Efforts to install BMP's will be graded positively in the site evaluation. Locate projects on site map.

*Install gutters to direct rain water away from lake. Removal of pines to grow grass and other plantings.*

VEGETATION BMP's

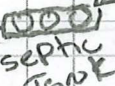
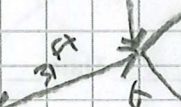
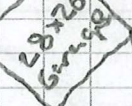
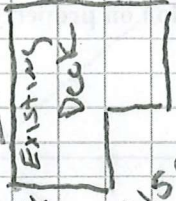
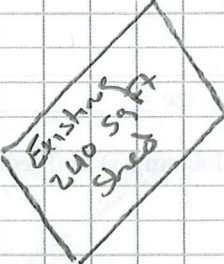
Vegetation planting along lake shore areas is also a Best Management Practice. Planting areas of your lakeshore impact zone with permanent vegetation helps infiltrate water, reduce lake impact, provide habitat, and screen the dwelling from other lake users. Plantings are graded positively in the site evaluation. List any areas to be planted or restored and mark the location on your site map.

*Low profile plantings on hillside near lake to slow water run-off.*

Turtle Lake

OHW

SKETCH DRAWING



Oxford Trail ROW

See Back for Oxford Trail Right of Way Drawing

The applicant or agent hereby makes application for a variance agreeing to do all such work in accordance with all Todd County Ordinances. Applicant or agent agrees that site plan, sketches, and other attachments submitted herewith are true and accurate. Applicant or agent agrees that, in making application for a variance grants permission to Todd County, at reasonable times during the application process and thereafter, to enter applicant's premises to determine the feasibility of granting said variance or for compliance of that application with any applicable county, state, or federal ordinances or statutes. If any of the information provided by the applicant in his/her application is alter found or determined by the county to be inaccurate, the County may revoke the variance based upon the supply of inaccurate information.

If the applicant is not the property owner, both signatures are required below.

James A Mersowik  
Applicant Name Printed

*[Signature]*  
Signature

5/29/26  
Date

Property Owner Name Printed

Signature (If different than applicant)

Date

**AUTHORIZED AGENT FORM**

I hereby authorize \_\_\_\_\_ to act as my authorized agent  
for all public hearing(s) and legal relations with this application on property located at:

Site address \_\_\_\_\_

Section # \_\_\_\_\_ Township Name \_\_\_\_\_

Parcel Number(s) \_\_\_\_\_

Property Owner(s) name (print) \_\_\_\_\_

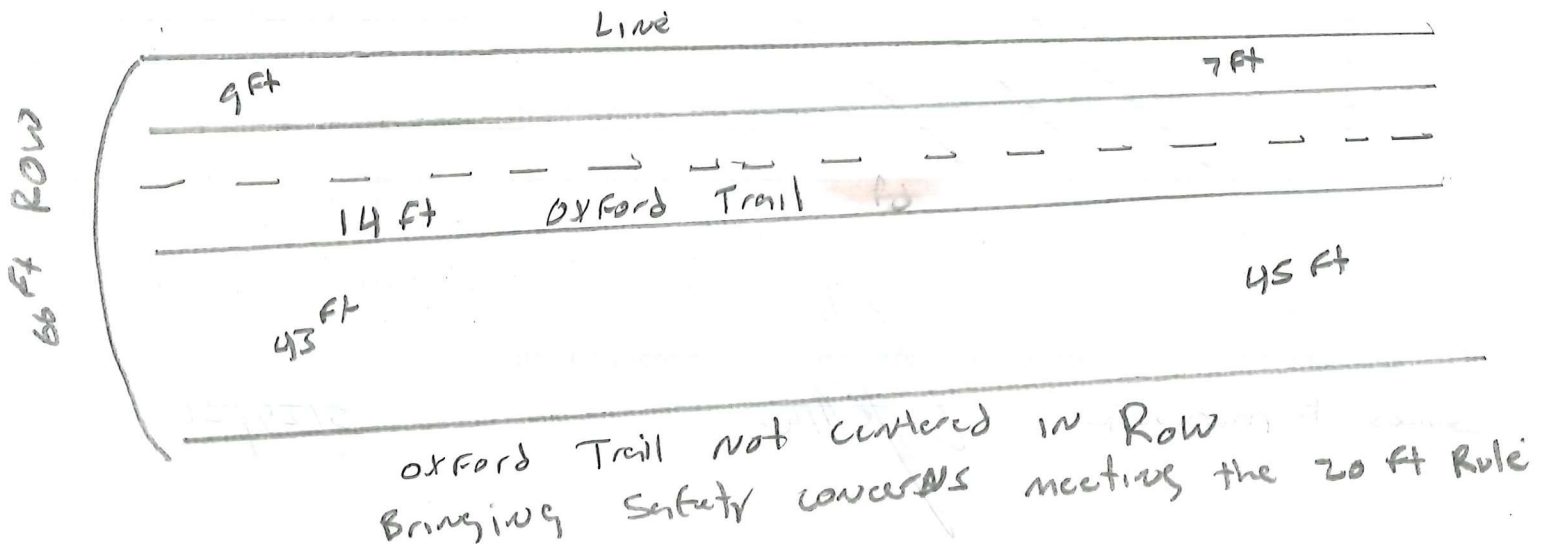
Property Owner(s) Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

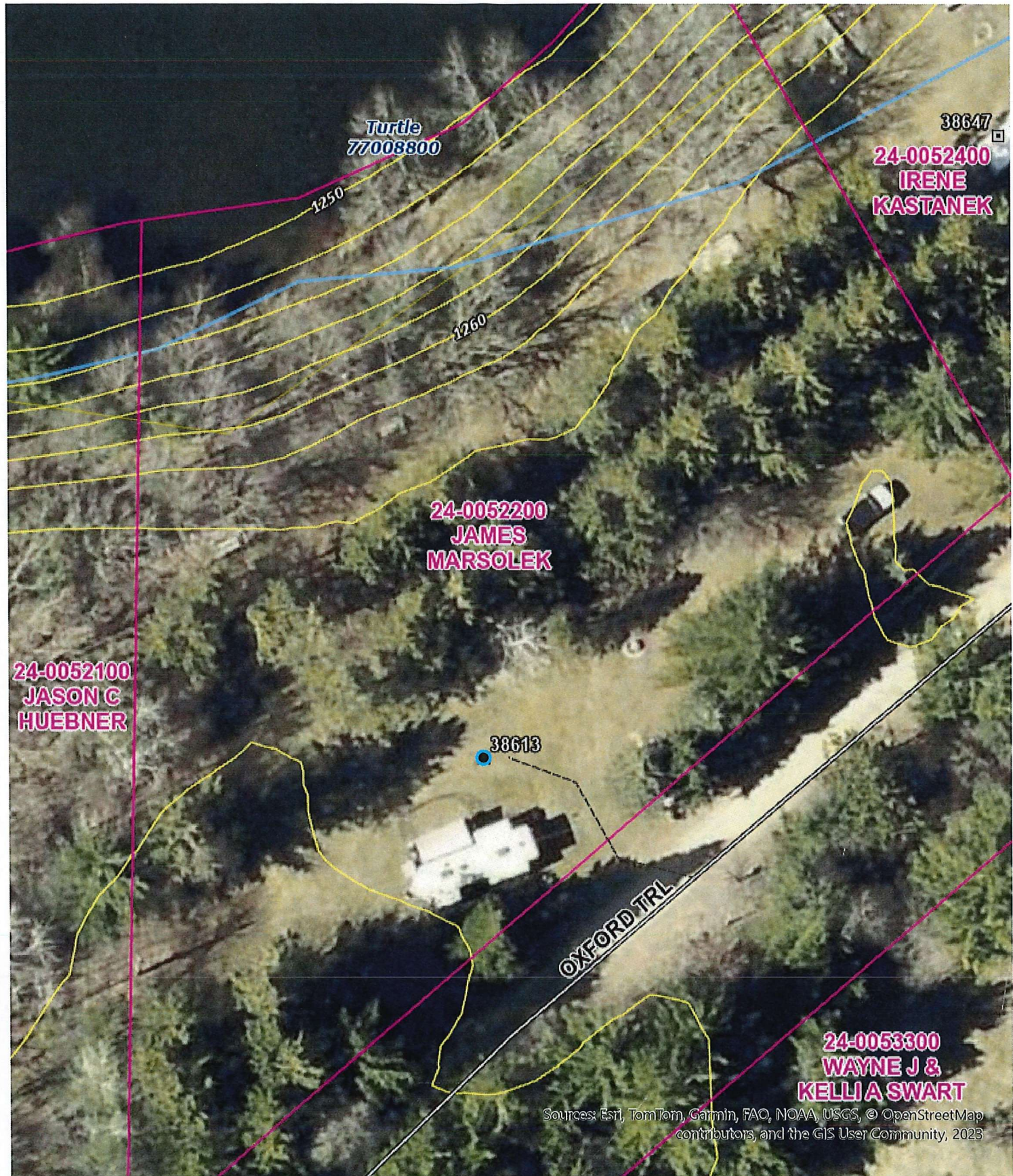
Authorized Agent(s) name (print) \_\_\_\_\_

Authorized Agent(s) Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Authorized Agent Phone Number \_\_\_\_\_

38613 Property



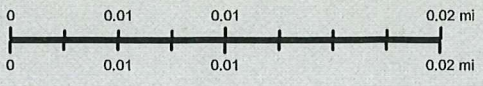


Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, 2023



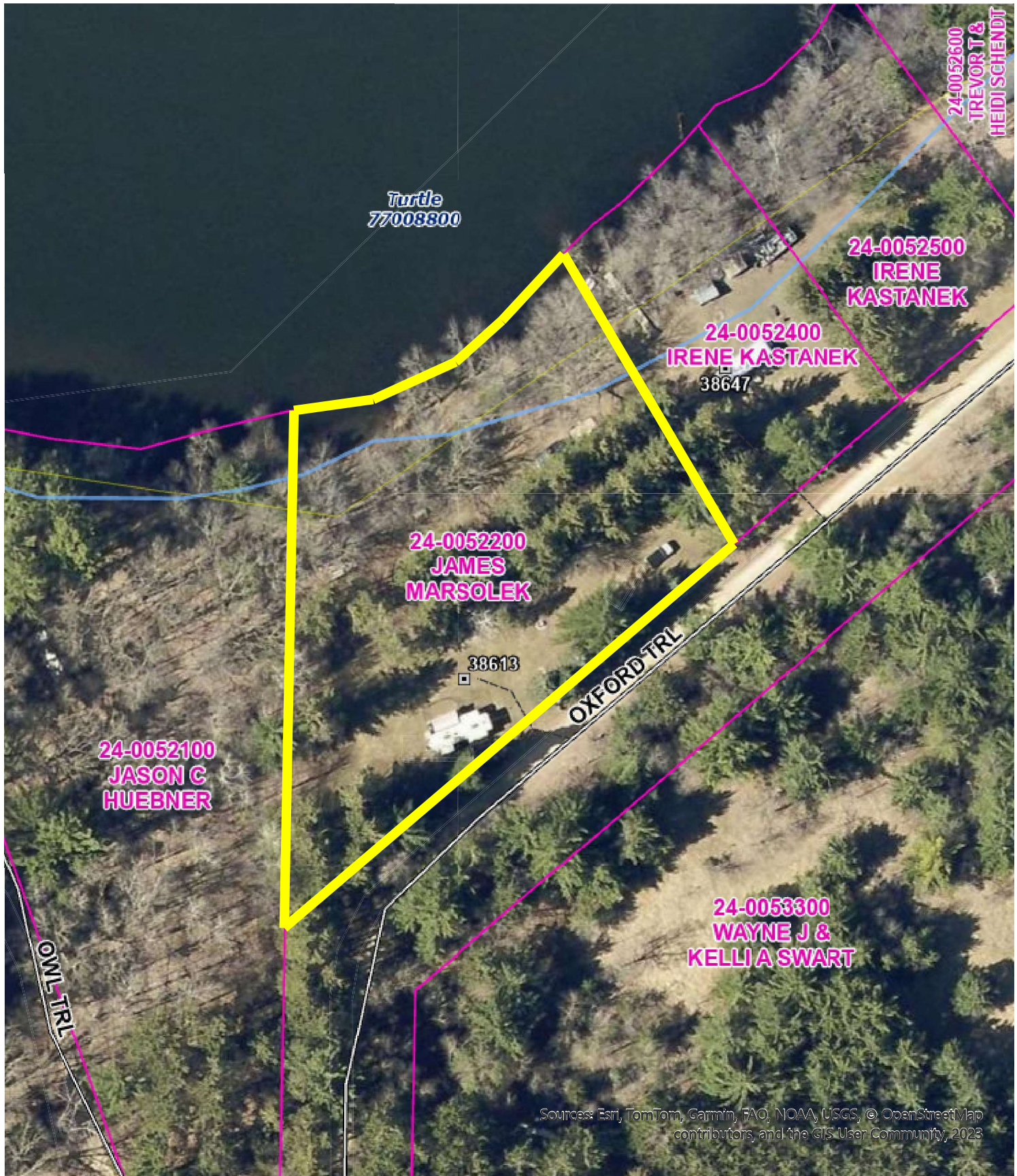
Todd County GIS  
 215 1st Ave S, Ste 102  
 Long Prairie, MN 56347  
 (Office) 320-732-4248

**GIS Site Map**



The Todd County GIS & Land Services Department has made every effort to provide the most accurate and up-to-date information available in this publication and cannot be held responsible for any unforeseen errors or omissions. If the recipient wishes to locate parcel corners and property lines, employ the services of a Registered Land Surveyor.

Printed on:  
 Wednesday, September 24, 2025



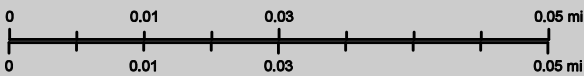
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, 2023

Todd County  
MINNESOTA



Todd County GIS  
215 1st Ave S, Ste 102  
Long Prairie, MN 56347  
(Office) 320-732-4248

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Printed on:  
Tuesday, June 2, 2026



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Received

MAY 26 2026

Todd County Planning & Zoning

PLANNING & ZONING  
215 1st Avenue South, Suite 103  
Long Prairie, MN 56347  
Phone: 320-732-4420 Fax: 320-732-4803  
Email: ToddPlan.Zone@Co.Todd.MN.US

Accepted  
5/29/2026  
KLN

Receipt # 2026-0231

Appeal for a Variance

Applicant David and LADONNA Hillmer

Mailing Address ~~2820~~ P.O. Box 282 Browerville, MN 56438

Site Address 35299 County 21

Phone Number [REDACTED]

E-Mail Address [REDACTED]

Property Owners Name & Address (if not applicant) \_\_\_\_\_

Parcel Number(s) 26-0019200

Section: 20 Township Ward

Zoning District (circle one): AF-1; AF-2; R-10; R-2; UG; RT; Commercial; Industry; or  
Shoreland (Lake or River Name): \_\_\_\_\_

Full and Current Legal Description(s): \_\_\_\_\_  
(attach if necessary)

Do you own land adjacent to this parcel(s)  Yes  No

Septic System: Date installed 11/1/2002 Date of Compliance Inspection 5/21/2026

Is a new system needed:  yes  no  STS Design attached

Required for applications with existing septic systems: Approved design submitted for new system to be installed, new system installed within previous 5 years, or passing compliance inspection on existing system in previous 3 years

Variations Requested:

What standards or requirements are you unable to maintain? (Check all that apply)

Lot width \_\_\_\_\_ Lot area \_\_\_\_\_ Lake or River setback \_\_\_\_\_ Bluff setback \_\_\_\_\_

Road right-of-way setback \_\_\_\_\_ Side Yard setback \_\_\_\_\_ Buildable area \_\_\_\_\_

Impervious surface coverage \_\_\_\_\_ Building/Structure Height \_\_\_\_\_ Other  Rear setback

Did you meet with the Township Board to present the Application for Variance?

Yes  No  Date of the meeting 5/19/26

David Angelt

Optional Township Board Signature

Chairman

Board Position

**LIST YOUR VARIANCE REQUEST(s)** and what, if the variance were granted, you intend to build or use the land for. **For example:** "Request to reduce the 10ft structural setback from my west side lot line to 8ft for the construction of a detached garage to be used for vehicle and personal storage."

1.) Reduce rear set back from 50 to 25 feet. for potential boundary adjustment.

2.)

3.)

4.)

**\*\*State Statutes Section 394.7 Subd7: Variances: Practical Difficulties.** The BOA shall have the exclusive power to order the issuance of variances from the requirements of any official control including restrictions placed on nonconformities. Variances shall only be permitted when they are in harmony with the general purposes and intent of official control, and when variances are consistent with the comprehensive plan. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with official rules; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties.

The Board of Adjustment may impose conditions in the granting of a variance. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

**EXPLAIN YOUR PRACTICAL DIFFICULTIES\*\* or reason why you need your request approved.**

To separate from family. the existing out buildings from the house. Don't have enough distance to meet set backs.

It is important that you flag your related property lines and proposed building locations

Have you flagged your lot?  (Y)  (N)

**SKETCH DRAWING**

See Attached  
Survey

The applicant or agent hereby makes application for a variance agreeing to do all such work in accordance with all Todd County Ordinances. Applicant or agent agrees that site plan, sketches, and other attachments submitted herewith are true and accurate. Applicant or agent agrees that, in making application for a variance grants permission to Todd County, at reasonable times during the application process and thereafter, to enter applicant's premises to determine the feasibility of granting said variance or for compliance of that application with any applicable county, state, or federal ordinances or statutes. If any of the information provided by the applicant in his/her application is alter found or determined by the county to be inaccurate, the County may revoke the variance based upon the supply of inaccurate information.

**If the applicant is not the property owner, both signatures are required below.**

David + LaDonna Hillmer  
Applicant Name Printed

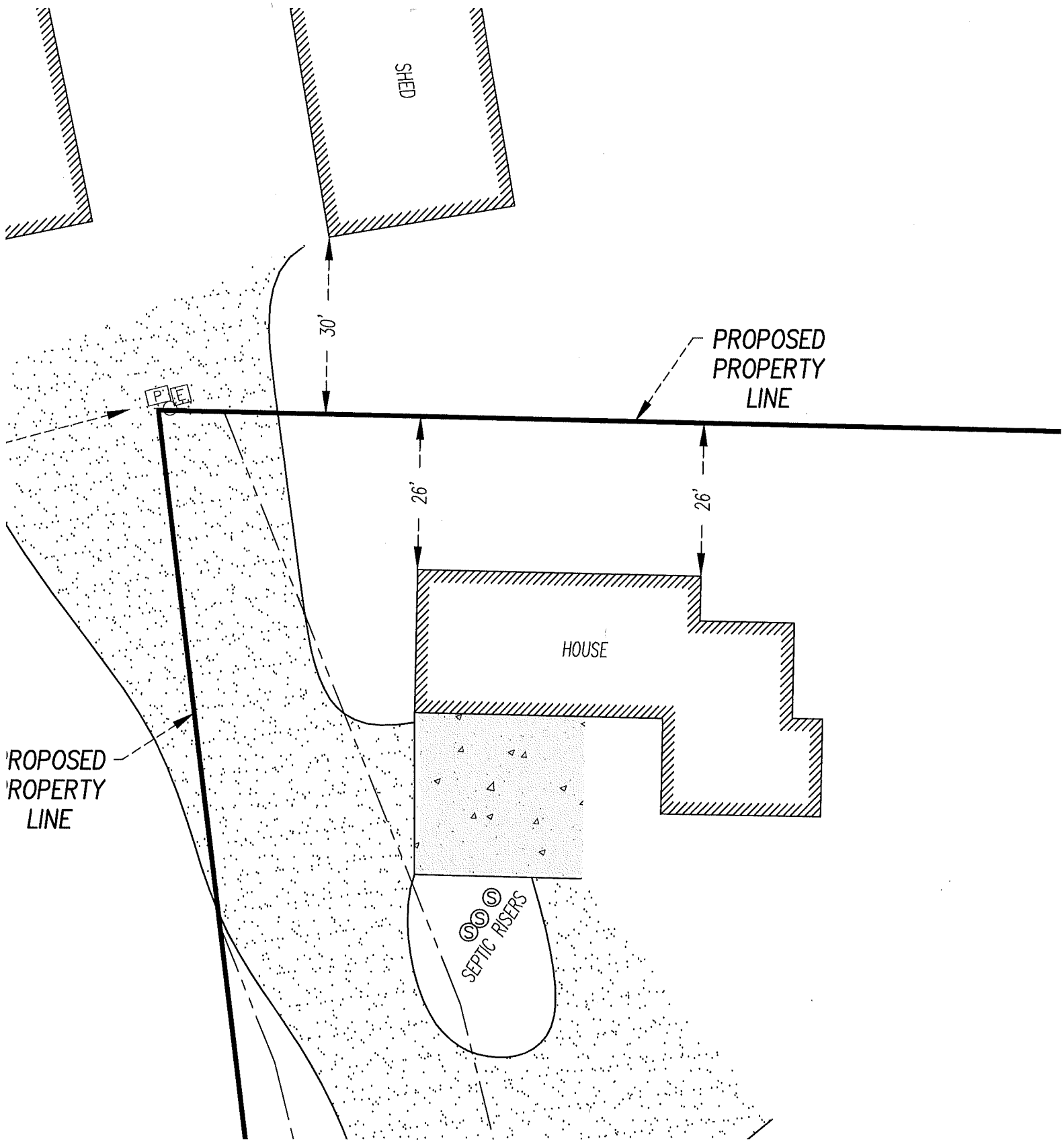
David Hillmer  
Signature

5-22-2026  
Date

David + LaDonna Hillmer  
Property Owner Name Printed

LaDonna Hillmer  
Signature (If different than applicant)

5-22-2024  
Date



SHED

PROPOSED  
PROPERTY  
LINE

P.E.

HOUSE

PROPOSED  
PROPERTY  
LINE

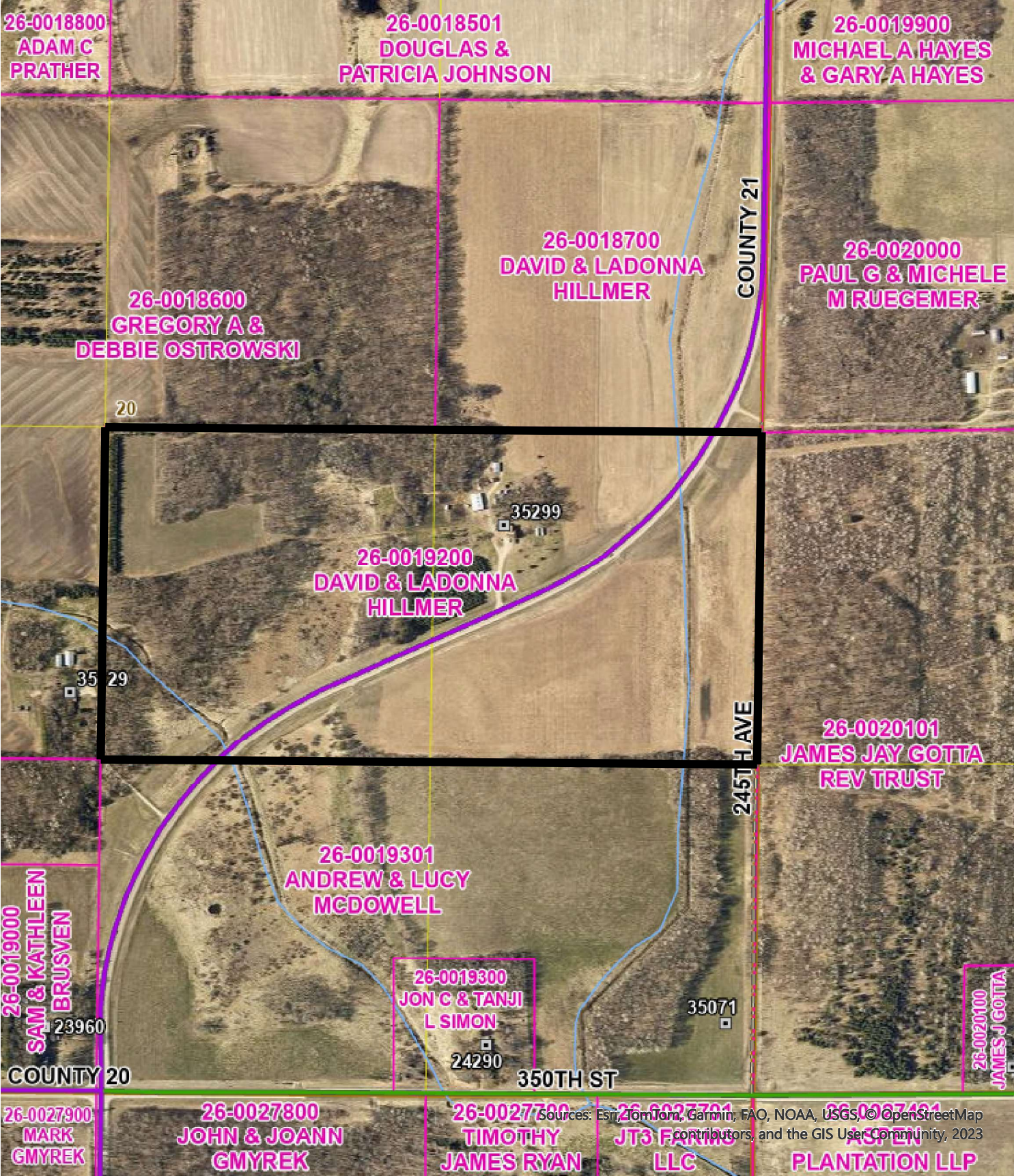
SEPTIC  
RISERS

30'

26'

26'

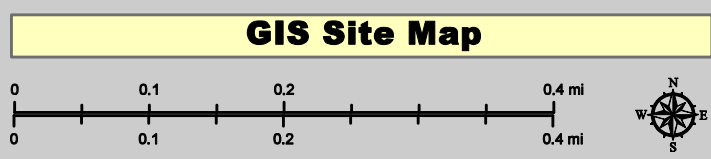




Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, 2023



Todd County GIS  
 215 1st Ave S, Ste 102  
 Long Prairie, MN 56347  
 (Office) 320-732-4248



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Printed on:  
 Tuesday, June 2, 2026



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

Receipt: 2026-0253

PLANNING & ZONING  
215 1<sup>st</sup> Avenue South, Suite 103  
Long Prairie, MN 56347  
Phone: 320-732-4420 Fax: 320-732-4803  
Email: [ToddPlan.Zone@Co.Todd.MN.US](mailto:ToddPlan.Zone@Co.Todd.MN.US)

## Appeal for a Variance

Applicant Joan Matuske & Larry Hotvedt  
Mailing Address 1408 Lake Shore Drive, Richfield, MN 55423  
Site Address TBD Echo Drive  
Phone Number [REDACTED]  
E-Mail Address [REDACTED]  
Property Owners Name & Address (if not applicant) Lindsay & Jason Bergmann

Parcel Number(s) 17-0016802

Section: 18 Township Little Sauk

Zoning District (circle one): AF-1; AF-2; R-10; R-2; UG; RT; Commercial; Industry; or

Shoreland (Lake or River Name): Maple

Full and Current Legal Description(s): see attached  
(attach if necessary)

Do you own land adjacent to this parcel(s)  Yes  No

Septic System: Date installed \_\_\_\_\_ Date of Compliance Inspection \_\_\_\_\_

Is a new system needed:  yes  no  STS Design attached

Required for applications with existing septic systems: Approved design submitted for new system to be installed, new system installed within previous 5 years, or passing compliance inspection on existing system in previous 3 years

### Variations Requested:

What standards or requirements are you unable to maintain? (Check all that apply)

Lot width  Lot area  Lake or River setback \_\_\_\_\_ Bluff setback \_\_\_\_\_

Road right-of-way setback \_\_\_\_\_ Side Yard setback \_\_\_\_\_ Buildable area \_\_\_\_\_

Impervious surface coverage \_\_\_\_\_ Building/Structure Height \_\_\_\_\_ Other

\* Did you meet with the Township Board to present the Application for Variance?

Yes  No  Date of the meeting 6/01/26

*Reviewed  
6/10/26  
JS*

Optional Township Board Signature

Board Position

**LIST YOUR VARIANCE REQUEST(s)** and what, if the variance were granted, you intend to build or use the land for. **For example:** "Request to reduce the 10ft structural setback from my west side lot line to 8ft for the construction of a detached garage to be used for vehicle and personal storage."

1.) *Create a new substandard lot with dimensions attached in the survey (certificate of)*

2.)

3.)

4.)

**\*\*State Statutes Section 394.7 Subd7: Variances: Practical Difficulties.** The BOA shall have the exclusive power to order the issuance of variances from the requirements of any official control including restrictions placed on nonconformities. Variances shall only be permitted when they are in harmony with the general purposes and intent of official control, and when variances are consistent with the comprehensive plan. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with official rules; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties.

The Board of Adjustment may impose conditions in the granting of a variance. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

**EXPLAIN YOUR PRACTICAL DIFFICULTIES\*\* or reason why you need your request approved.**

*Goal is to expand property that we already own and forever combined with property and to be sold together. Parcel 17-0048700 - currently owned.*

It is important that you flag your related property lines and proposed building locations

**Have you flagged your lot? ( Y ) ( N )**



WHERE THE FOREST MEETS THE PRAIRIE  
**Todd County**  
 • MINNESOTA • EST. 1855 •

PLANNING & ZONING  
 215 1<sup>st</sup> Avenue South, Suite 103  
 Long Prairie, MN 56347  
 Phone: 320-732-4420 Fax: 320-732-4803  
 Email: ToddPlan.Zone@Co.Todd.MN.US

**Appeal for a Variance**

Applicant Joan Matuke & Larry Hotvedt  
 Mailing Address 1408 Lake Shore Drive, Richfield, MN 55423  
 Site Address TBD Echo Drive  
 Phone Number \_\_\_\_\_ Cell Number 612-554-1689 & 612-861-600  
 E-Mail Address joanmmatuke@gmail.com  
 Property Owners Name & Address (if not applicant) Lindsay & Jason Bergmann

Parcel Number(s) 17-0016802  
 Section: \_\_\_\_\_ Township \_\_\_\_\_

Zoning District (circle one): AF-1; AF-2; R-10; R-2; UG; RT; Commercial; Industry; or

Shoreland (Lake or River Name): Maple

Full and Current Legal Description(s): \_\_\_\_\_  
 (attach if necessary)

Do you own land adjacent to this parcel(s)  Yes  No

~~Septic System~~: Date installed \_\_\_\_\_ Date of Compliance Inspection \_\_\_\_\_

Is a new system needed:  yes  no  STS Design attached

Required for applications with existing septic systems: Approved design submitted for new system to be installed, new system installed within previous 5 years, or passing compliance inspection on existing system in previous 3 years

**Variences Requested:**

What standards or requirements are you unable to maintain? (Check all that apply)

Lot width \_\_\_\_\_ Lot area \_\_\_\_\_ Lake or River setback \_\_\_\_\_ Bluff setback \_\_\_\_\_  
 Road right-of-way setback \_\_\_\_\_ Side Yard setback \_\_\_\_\_ Buildable area \_\_\_\_\_  
 Impervious surface coverage \_\_\_\_\_ Building/Structure Height \_\_\_\_\_ Other \_\_\_\_\_

\* Did you meet with the Township Board to present the Application for Variance?

Yes  No  Date of the meeting 6/01/26

Chris Matukich  
 Optional Township Board Signature

Clerk  
 Board Position

# SKETCH DRAWING

See attached survey

The applicant or agent hereby makes application for a variance agreeing to do all such work in accordance with all Todd County Ordinances. Applicant or agent agrees that site plan, sketches, and other attachments submitted herewith are true and accurate. Applicant or agent agrees that, in making application for a variance grants permission to Todd County, at reasonable times during the application process and thereafter, to enter applicant's premises to determine the feasibility of granting said variance or for compliance of that application with any applicable county, state, or federal ordinances or statutes. If any of the information provided by the applicant in his/her application is alter found or determined by the county to be inaccurate, the County may revoke the variance based upon the supply of inaccurate information.

**If the applicant is not the property owner, both signatures are required below.**

Joan Matuke & Larry Hotved      [Signature]      6.01.26  
Applicant Name Printed      Signature      Date

Lindsay & Jason Bergmann      \_\_\_\_\_      6.01.26  
Property Owner Name Printed      Signature (If different than applicant)      Date

**AUTHORIZED AGENT FORM**

I hereby authorize \_\_\_\_\_ to act as my authorized agent  
for all public hearing(s) and legal relations with this application on property located at:

Site address TBD Echo Drive

Section # \_\_\_\_\_ Township Name \_\_\_\_\_

Parcel Number(s) 17 - 0016802

Property Owner(s) name (print) Lindsay + Jason Bergmann

Property Owner(s) Signature(s) *Lindsay Bergmann* Date 5-29-26 <sup>JB</sup>

Authorized Agent(s) name (print) \_\_\_\_\_

Authorized Agent(s) Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Authorized Agent Phone Number \_\_\_\_\_

To: Little Sauk Township  
From: Land Owners of Maple Shelter  
R/E: Vacate of Maple Shelter Easement.

We the landowners of Lot 5 within the "Platt of Maple Shelter" hereby petition the township of Little Sauk to vacate the easement as described in the survey of September 14, 1940. Description states a "dedicated driveway as follows, to-wit, commencing at the southwest corner of lot 10 and runs along the south end of all lots and continues East on a line distant 150 feet south of the lake to the east line of Gov't Lot 2, thence South along the East line of Gov't Lot 2 to the east and west quarter line where it intersects with the public cartway running east to highway. Said cartway being 16 1/2 feet wide."

Signed Property Owners

*[Handwritten signatures of Carys Hedvedt and Joan Matuke]*

Printed Name

Carys Hedvedt      Joan Matuke

Date 8/1/25

Witnessed

Diane L St George      8-1-2025



**Parcel to be Attached to Lot 5**

That part of Government Lot 3, Section 18, Township 128 North, Range 34 West, Todd County, Minnesota, described as follows:

Commencing at the southeast corner of Lot 1, MAPLE SHELTER, according to the recorded plat thereof;

thence South 00 degrees 25 minutes 07 seconds West, assumed bearing along the southerly extension of the east line of said Lot 1, a distance of 16.50 feet to an Iron Monument on the south line of a Dedicated Driveway, per said MAPLE SHELTER;

thence North 89 degrees 58 minutes 56 seconds West, along said south line of the Dedicated Driveway, 66.89 feet to an Iron Monument;

thence North 83 degrees 20 minutes 24 seconds West, along said south line of the Dedicated Driveway, 216.93 feet to an Iron Monument;

thence South 06 degrees 51 minutes 37 seconds West 93.00 feet to the point of beginning of the land to be described;

thence South 85 degrees 27 minutes 46 seconds East 43.00 feet;

thence North 05 degrees 37 minutes 43 seconds East 91.42 feet to said south line of the Dedicated Driveway;

thence North 83 degrees 20 minutes 24 seconds West, along said south line of the Dedicated Driveway, 106.95 feet;

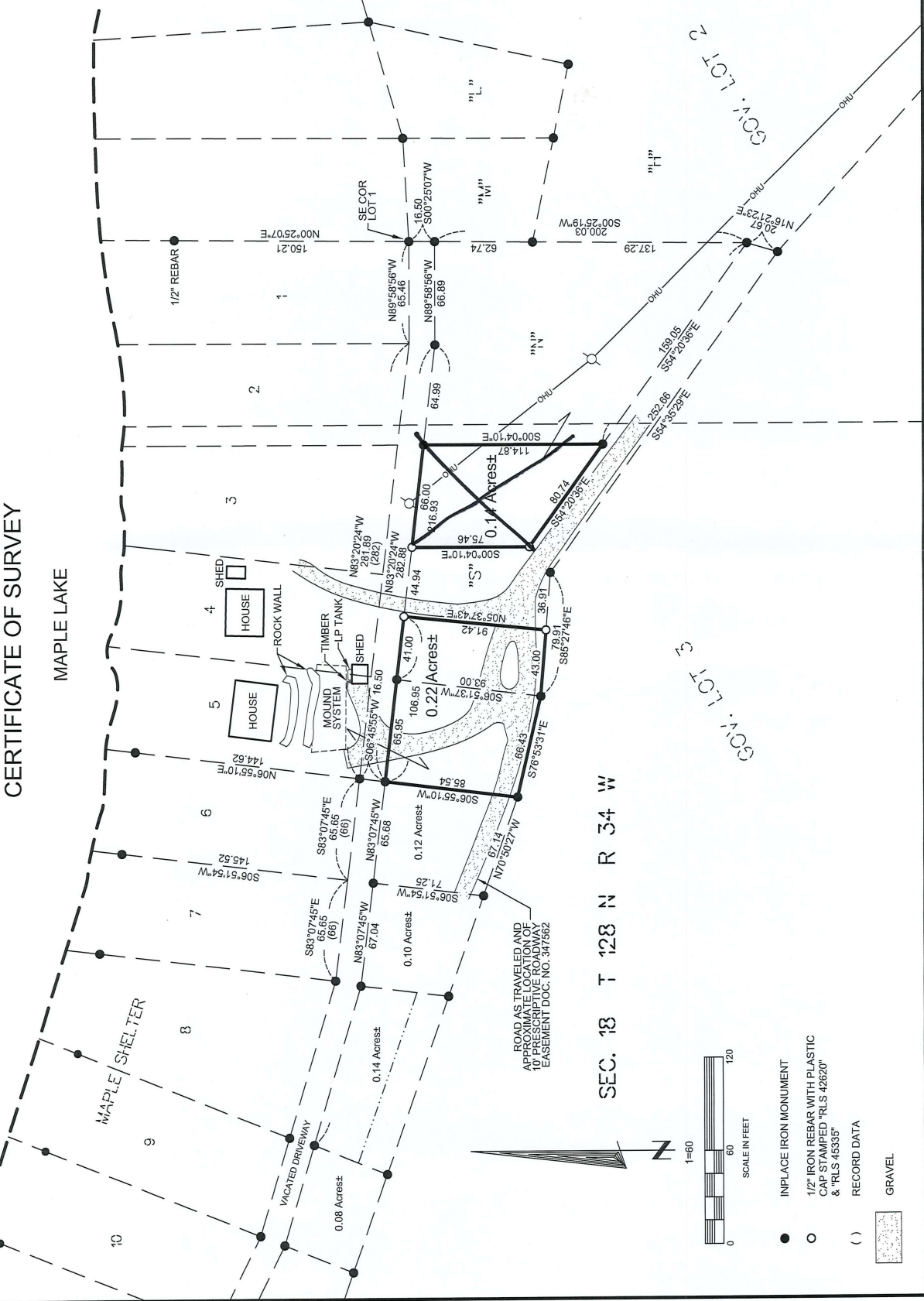
thence South 06 degrees 55 minutes 10 seconds West 85.54 feet;

thence South 76 degrees 53 minutes 31 seconds East 66.43 feet to the point of beginning.

The tract contains 0.22 acres more or less, subject to any easements of record, including an existing 10 foot prescriptive roadway easement, recorded as Document No. 347562.

DATE: 5/27/2026 • DRAWN BY: JSM • CHECKED: BMN • JOB NO. 12875

SEC. 18 T 128 N R 34 W



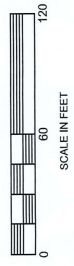
CERTIFICATE OF SURVEY

MAPLE LAKE

SEC. 18 T 128 N R 34 W

GOV. LOT 2

GOV. LOT 3



- INPLACE IRON MONUMENT
- 1/2" IRON REBAR WITH PLASTIC CAP STAMPED "RLS 42620" & "RLS 45335"
- ( ) RECORD DATA
- ▨ GRAVEL

10-4002300  
STATE OF MINNESOTA

Boss Creek

Maple  
77018100

17-0016802  
JASON K & LINDSAY  
G BERGMANN

17-0016803  
KELLY WIENER

17-0016800  
MICHELLE  
HALONEN  
ECHO DR

17-0019800  
JAMES N &  
IONE JOHNSON

17-0016801  
ELI M & LOVINA  
HERSHBERGER

17-0019900  
DALE E OLSON

17-0020000  
THE JOHNSON FAMILY  
THE JOHNSON CABLE

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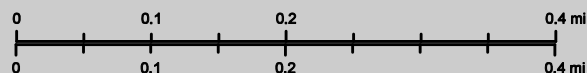
Todd County

MINNESOTA



Todd County GIS  
215 1st Ave S, Ste 102  
Long Prairie, MN 56347  
(Office) 320-732-4248

### GIS Site Map



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