



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

PLANNING & ZONING

215 1st Avenue South, Suite 103

Long Prairie, MN 56347

Phone: 320-732-4420 Fax: 320-732-4803

Email address: toddplan.zone@co.todd.mn.us

The following is the agenda for **Thursday, November 20th, 2025 at 6:00pm** the Todd County Board of Adjustment will hold a public hearing in the Commissioner's Boardroom, Historic Courthouse, 215 1st 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. 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 October 23rd, 2025 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. Bob & Colleen Voltz:** Section 18, Little Sauk Township, Maple Lake
Site Address: Echo Drive, Long Prairie, MN 56347
PID: 17-0016802
1. Request to reduce the new lot size from the standard of 40,000 sq. ft.
 2. Request to reduce the buildable area from the standard of 18,000 sq. ft.
 3. Request to reduce the lot width from the standard of 150'
 4. Request to replace the public road requirement with recorded access easement in Recreational Development Shoreland Zoning.
- 2. Variance Application Criteria Discussion**

Adjournment.

Next meeting: **December 18th, 2025**

Minutes of the Todd County Board of Adjustment Meeting

October 23, 2025

Completed by: Sue Bertrand P&Z Staff

Site visit for the Quade completed by Adam Ossefoort and Larry Bebus on 10/16/2025

Site visit for the Asmus conducted by Adam Ossefoort and Dan Peyton on 8/20/2025.

Meeting attended by board members: Chair Russ Vandenheuvel, Rick Johnson, Dan Peyton, Planning Commission Liaison Ken Hovet and alternate Larry Bebus.

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. and the Pledge of Allegiance was recited. Each board member introduced themselves and Russ explained the process for those attending.

Rick motioned to have the agenda approved as presented. Danny seconded the motion. Voice vote, no dissent heard. Motion carried.

Ken motioned to have the September 25th, 2025 meeting minutes approved. Larry seconded the motion. Voice vote, no dissent heard. Motion carried.

AGENDA ITEM 1: Doug & Mary Quade – PID 11-0069800 – Grey Eagle Township, Mound Lake

Request(s):

1. Request to reduce the 100-foot structural setback from OHW to 42 feet, for a dwelling addition in Recreational Development Shoreland Zoning District.

Doug & Mary 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 Condition(s):

1. Development of a stormwater management plan to address all stormwater from the proposed structure based on a 10 year/24-hour rainfall.

Doug stated the staff report was accurate.

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

Correspondence received: None.

Public comment: None.

Board discussion:

Russ asked if they were hoping for a year around cabin?

Doug explained that old one is not insulated, so if they were going to spend some money on it, they would insulate it, and reside it, the roof is fairly new, but he would put another one on it, and do the gutters. As far as the run off he is talking about, there is a fire pit there, about thirty-six inch of rock, so when it does rain good, it pools up down there, before it gets to the lake. Just sits there, and up by the garage he stated, he made a swell on the road, and this last half inch they had a week or so ago, there was two inches of water up there and it didn't go down the driveway like it had previously, over the last few years.

Larry stated there is some kind of erosion in your driveway.

Doug stated he has to find some other kind of rocks, so it will sit there.

Larry also added, to take the rain coming off the roof away from the house, to have some kind of a culvert running over to a rain garden, holding tank or swell or whatever you want to do.

Doug stated in between the two cabins is where he was talking about, is where the swale is, and the water sits.

Larry suggested then you need to run it towards that so it doesn't pile up and go down towards the lake.

Doug, right.

Russ asked if they use that second cabin for a cabin?

Doug, that's the nice one. It is hard to give it up where it's sitting. It would be hard to give that up.

Danny pointed out the very steep slope. From the house to the hill on the back side you have about ten feet to twenty feet that drops down to the house. To put this whole structure back to the 100' setback, there is really no room on the back side to put this structure, and on a steep hillside. The erosion, to put this house in at a level spot, he would say, they are creating an issue they do not want to get in to. He suggested to pass this request, and put it on the backside, where it will not be seen from the lake, and we won't destroy the hill.

Russ asked if we should go through the questions, or need the questions?

Dan motioned to grant this request, Larry seconded.

Russ asked with what conditions?

Danny pointed out storm water management is a major concern on this property, due to this hill.

Adam stated condition #1 should cover that.

1. Development of a stormwater management plan to address all stormwater from the proposed structure based on a 10 year/24-hour rainfall.

Danny stated he did not see any screening on the lake side.

Adam stated he didn't put it in on the conditions, as the request is on the back side of the house, thinking about the nexus.

Danny agreed.

Ricks stated he agreed with that, the screening is all about the site line from the lake, and maintaining the preserving the natural characteristics of the shoreline. He didn't think he could impose the condition, but would hope the landowners can plant that. He does think when it comes to storm water management, looking at this lot, because there is actually two lots combined, and it is one now, so the standard is you need 40,000 sq. ft. and you are pretty close. A lot closer than most non-conforming lots are. Just talking about the addition, he has confidence the County staff can come up with a storm water management system that will mitigate the adverse effects of any storm water run-off, simply on that addition. From past meetings, you all know, he is extremely fond of restoring the natural vegetation along the shoreline. He knows for a fact, as he was on the technical advisory committee, there's monies in the Mississippi Brainerd area for simply doing that, because it's really critical. In his mind there is a nexus, because we are talking about storm water management, because it appears like everything on this lot is going to run to the lake. It's anywhere from ten to twenty-four percent. He is comfortable with this, and he did this at the last meeting too, that you would develop that at a minimum, he would say, fifteen feet of shoreline restoration, back to its' natural state. With that, it will address what Danny is concerned about. He stated he knows what Mound lake is like, because he has been on there, his wife has a cousin who lives on there and there are areas that are extremely populated, with all kinds of buildings, right on the shoreline. This is probably in that group of them. So, he thinks what they can do, with imposing conditions on a variance like this, it's a significant variance as it is within the shoreline impact zone, which is a big "no-no", not just 100 feet, it's 50 feet and the DNR frowns on that. Not only that, we are taking a non-conforming structure and we are expanding it. That also goes against the regulations. We should not be allowing these non-conforming structures to expand. He also thinks of balancing the needs of the land owner with the State or the County. He understands why you are doing it. He doesn't think it is significant. It's a simple addition on the back end. Your equipment, you want a bigger bathroom, he doesn't think that is an unreasonable request at all. So, if everybody else is OK with it, he would like to put on there... typically we go 15 feet, but you don't have much room there, and would be encroaching on the cabin quite a bit. Rick stated he thinks we could actually deny this based on a few other criteria, like the shoreline impact zone, if we really wanted to. Plus, it is an expansion of a non-conforming dwelling.

Ken stated right now, we have nothing there and if we grant this with a ten-foot buffer, we would at least have that. It will be an improvement.

Adam explained the usual ten-feet with an access path for a dock or whatever, usually six-feet, not sure if that is an adequate number for that or not, but, he can change that, but we usually have that spelled out also.

Rick asked Adam if we can say ten-feet natural vegetation cover? Explained, what that means is ten feet of what is found naturally occurring for vegetation along the shoreline of that lake. You can work with the staff at the County on what to plant there.

Adam drew attention to the condition number two.

2. Establishment of a 10' natural vegetated buffer (no mow zone) along the lake frontage. A 6' access path shall be allowed for lake shore access.

Russ asked the applicants if that makes sense to them?

Doug and Mary stated it did.

Danny added, at least the public and the County are getting something back to help protect the lake. He agreed with ten-feet as reasonable, 15' is too much of condition, and amended his motion to include both conditions and Larry seconded with both conditions.

Doug then asked if the fifteen feet was out from the shoreline?

Russ corrected it is ten feet from the high-water mark.

Adam clarified, we just go from the ordinary high-water mark back ten feet, simple as that, whether there is rock there or not. He added we have technical staff with plantings, and we even sell seed mixes, plug kits and all kinds of stuff that helps get that established, too. Offered his card to Doug.

Mary, asked all along the entire lake frontage?

Rick asked Adam to show the picture of their shoreline again.

Adam did.

Danny pointed out, down the shoreline, what you are not mowing or taken care of, that is always natural. So basically, where you are mowing.

Rick clarified, start at the waterline, you come ten feet up and it looks like you already have rock there, so you are probably not going to be adding a whole lot more than what's already there.

Mary stated she was planning to put some natural grass in the front of that anyway, to make it look better.

Russ added you could have flowers and stuff and it is going to help the birds.

Rick added, a couple trees would be nice... we like trees.

Mary, probably not there.

Danny explained the 50% screening on lots they request as half the sun-light to hit the grass and the other half the sunlight to hit trees, or shrubbery as we need the deep stable roots of the trees to protect the depth and the grass to protect the surface. It is hard to do it when you don't have the space, and this is what the public wants and the DNR, as best shoreline management practices.

Russ added we are not adding this as a condition but it is what we like to see.

Roll call vote commenced as follows:

Board member	Vote (yes or no)
Larry Bebus	Yes
Rick Johnson	Yes
Ken Hovet	Yes
Dan Peyton	Yes
Russ VanDenheuvel	Yes

Motion carried, variance has been granted.

Russ called for a short recess.

AGENDA ITEM 2: Sheila Asmus – PID 24-0024200 – Turtle Creek Township, Big Lake

Request(s):

1. Request to increase the allowed square footage for a guest cottage from 700 sq. ft. to 880 sq. ft. to make it ADA wheelchair accessible.
2. Request to increase the allowed building height of a guest cottage from 15' to 20' to make ADA lift clearance & medical equipment storage needs.
3. Decrease the OHWL structural setback from 100' to 80' to meet ADA standards for wheel chair accommodations, all in Recreational Development Shoreland Zoning District.

Sheila 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. Maintain a minimum of 50% screening as viewed from the lake during leaf on conditions.
2. Development of a stormwater management plan to address all stormwater from the proposed structure based on a 10 year/24-hour rainfall.

Sheila confirmed the staff report was accurate.

Danny went through his site visit report for the board. This report may be viewed in full, upon request, at the Planning & Zoning office.

Correspondence received: None.

Public comment: None.

Board discussion:

Russ asked the size of the cabin you were granted?

Adam 26' x 27' was what was drawn on the survey, which is not exactly 700.

Russ how wide are you requesting now?

Sheila, 30' by 28' forward. Wider for the hallways.

Russ, so it would be 4' and 1' is what we would be adding on to it.

Ken at the overhead map, there appears to be a structure there now?

Sheila, that is gone, it was a camper. There is a deck in front of that camper which is going to be pushed back.

Ken recalled being here before, with this land.

Sheila stated it was approved at 82' for the lake setback. But after meeting with the builder, she needed more for the ADA standards, and the overall lot sq. footage was not 80,000, and that was approved before.

Adam confirmed that was granted back in August.

Russ asked if the extra four feet was going on the front, back or side of the cabin?

Sheila stated the side so she has more room in the hallway and the turn radiuses in the bedroom and the bathroom.

Russ so the one foot is...

Sheila, that is on the lake side because she is back as far as she can get.

Danny added she is at 10' from the back fence.

Russ, so are your parents in wheelchairs now?

Sheila, no, but her dad has Parkinson's so, she is just trying to plan ahead.

Danny explained the request goes to the land and not to the people. You have already pushed this out there as far as you can, you already have power out there,

Sheila added there was power there before she bought the property running off her house, and water.

Danny stated he is having a hard time here, she did a great job for the location, presenting it and so forth, but personally, there is no buildable area and this is a brand new non-conforming structure in a place we had nothing before? Goes against the grain of our board, and has to look at what is the public getting back for putting a non-conforming structure there? Like the last one, we gained ten feet of no mow zone.

Sheila, what does the public want?

Danny, basically not to build on it.

Russ asked what the previous conditions were.

Sheila 50% shaded and the run-off plan, but the water goes to the back to the wetlands already.

Russ asked what were the conditions for her last application?

Adam stated they were the same as this time.

Rick stated first of all, she was here in August, and came wanting a guest cabin, which lake owners are entitled to, as long as they meet certain conditions, she fell just short of that, it wasn't the 700 sq. ft. because she was going to work with that along with other variances she needed to make this work. He stated when he looked back at the minutes and the criteria questions, to him it appears, that she met all seven criteria, not only met all seven criteria but it was a unanimous vote on every single criteria question and also on the unanimous vote on granting the variance. So, she goes back and starts working with her builder and realizes 700 isn't going to cut it and wants a little more. He stated he looks at the variances the board gave her unanimously across the board and she is not asking for much more. She is only here now because she has put pencil to paper, it just isn't going to work. You have to accommodate land owners with ADA needs. So, he feels, the record, facts and circumstances have already been established. For this meeting and for the record, he would like to refer back to that, and simply make that statement. Because of that, he is OK with letting her have small increases in what she is trying to do.

Russ stated he went back and he reviewed it, as well, and agrees 100%, she's gone another four feet and one foot and everything should be fine.

Rick did not need to go through the criteria questions, because his answers are going to be the same.

Larry agreed.

Rick stated he was OK with the variances.

Ken stated he would echo what those two just said and to add to that just a little bit, right now as it sits, the lake has nothing, there is no water protection plan, nothing. If we grant this, we at least get a water protection plan. We may gain a non-conforming structure but we gain a water protection plan.

Rick, and screening.

Ken stated he will take a water protection plan all day, where he can find it. Ken moved to approve with the two conditions and Rick seconded.

1. Maintain a minimum of 50% screening as viewed from the lake during leaf on conditions.
2. Development of a stormwater management plan to address all stormwater from the proposed structure based on a 10 year/24-hour rainfall.

Danny asked how he voted in the end back in August?

Rick stated a “yes” and it was a unanimous vote.

Danny stated he will stick with his original decision.

Roll call vote commenced as follows:

Board member	Vote (yes or no)
Danny Peyton	Yes
Larry Bebus	Yes
Rick Johnson	Yes
Ken Hovet	Yes
Russ VanDenheuvel	Yes

Motion carried, request has been granted.

Ken asked if all had a copy of Deja’s E.A.R. T. H. plan? He highly encouraged to dig it out and read it. The way he took it, it is something we could work into our process here, for variances, especially along the lake shore, and what it is geared for. It’s very comprehensive and thinks it has a lot of merit.

Adam suggested to add the discussion to the agenda for next month and that can be the boards assignment and all agreed.

Danny motioned to adjourn and Ken seconded. Voice vote to adjourn. No dissention heard. Motion carried and the meeting adjourned at 6:52 PM.



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Email: ToddPlan.Zone@Co.Todd.MN.US

Received *Reviewed 10/27/25*
OCT 23 2025

Todd County Planning
& Zoning

Appeal for a Variance

Applicant Bob & Colleen Voltz
Mailing Address 17536 ECHO DR
Site Address 7
Phone Number [REDACTED]
E-Mail Address [REDACTED]

Property Owners Name & Address (if not applicant) JASON & LINDSEY BERGMANN
21684 CO. RD. 54, ALBANY, MN 56307

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 LAKE

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

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

Septic System: Date installed 7/27/99 Date of Compliance Inspection 7/16/2025

Is a new system needed: yes X 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

Variances Requested:

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

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

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

Yes ✓ No Date of the meeting 7/7/25

[Signature]
Optional Township Board Signature

[Signature]
Board Position

*pd #600
6/22/25
Receipt #
2025-0631*

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 new lot size requirement from 40,000 sqft to 20,473.20 sqft.
- 2.) Request to reduce the buildable area from 18,000 sqft to 10,500 sqft
- 3.) Reduce the lot width requirement from 150ft to 131.88 ft
- 4.) Request to replace the public road requirement with recorded Access easement

****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.**

Total is to purchase land per survey to the south of lot 1 of maple shelter platt. We are proposing to combine purchase lot with lot 1 (parcel 17-0048500)

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

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

SKETCH DRAWING

See survey attached
By Nyberg Surveying, Alexandria Mn
on June 17, 2025 per Jason Bergmann
request.

Survey letter "N" .47 Acres

A Purchase from parcel 17-0016802

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.

COLLEEN VOLTZ
ROBERT VOLTZ

Applicant Name Printed

Jason Bergmann

Property Owner Name Printed
Lindsay G Bergmann

Appeal for Variance

COLLEEN VOLTZ
ROBERT VOLTZ

Signature

Jason Bergmann

Authentisign

Signature (If different than applicant)
Lindsay Bergmann

Page 5 of 11

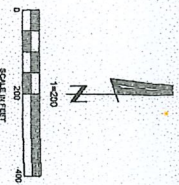
10-22-2025
10.22.2025

Date

10/22/25

10/22/25

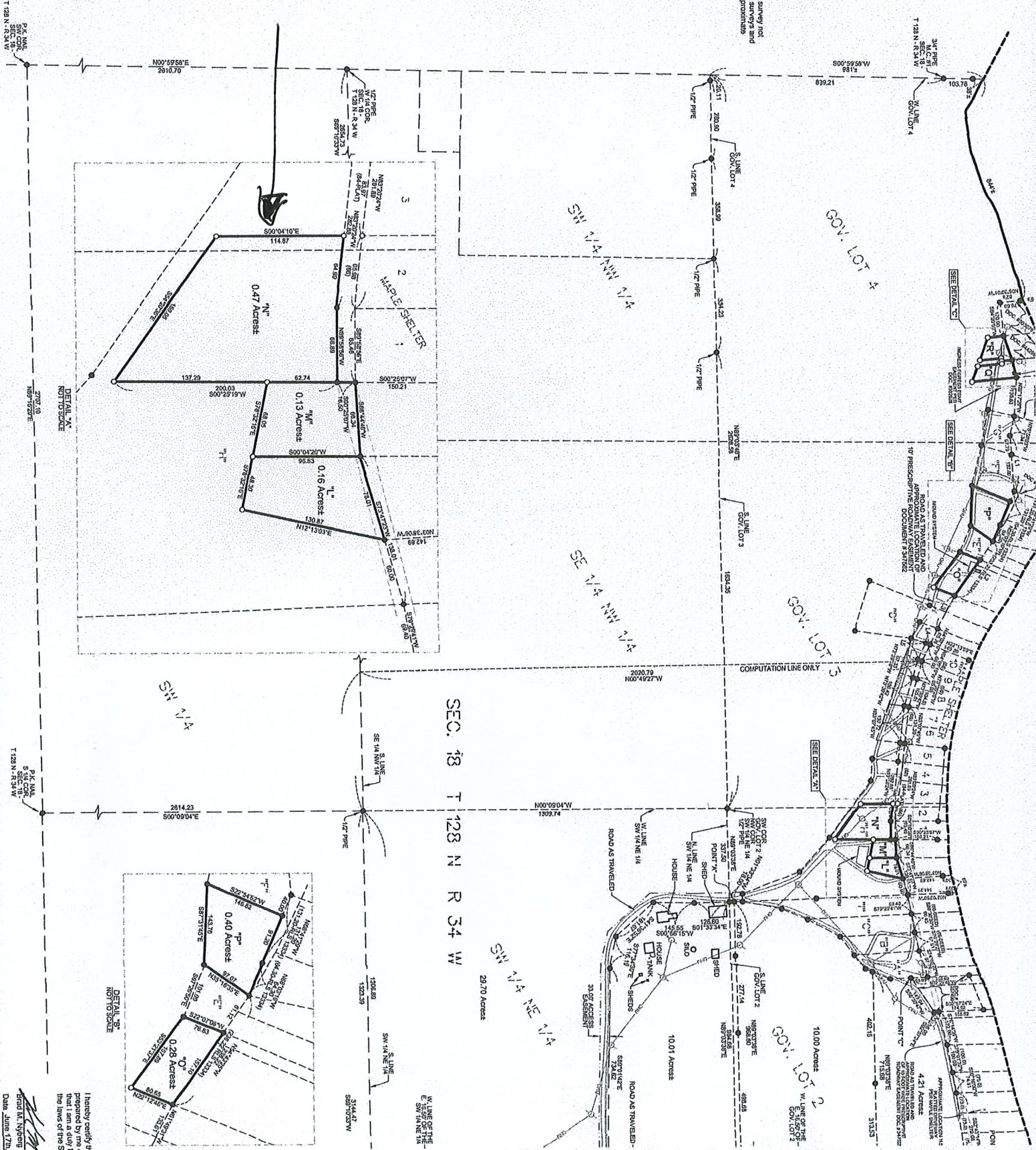
Updated 1/10/2025



- REPLACEMENT MONUMENT
- 1/2" IRON REBAR WITH PLASTIC CAP
- 3/4" IRON REBAR WITH PLASTIC CAP
- () RECORD DATA
- OVERHEAD UTILITY LINES
- UTILITY POLE

Surveyors Notes:
 Due to significant snow accumulation at the time of the survey not all of the driveways could accurately be located. Other surveys and aerial photography of this area were used to get the approximate locations.

LINE TABLE	
LINE	BEARING DISTANCE
L1	S85°27'W 159.79
L2	S85°27'W 159.79
L3	N85°14'30"W 133.67
L4	N82°13'52"E 163.97
L5	N84°05'30"W 62.29



I hereby certify that
 prepared by me
 that I am a duly
 licensed surveyor
 of the State of
 North Dakota
 Date June 17th

Parcel "N"

That part of Government Lot 2 and that part of Government Lot 3, Section 18, Township 128 North, Range 34 West, Todd County, Minnesota, described as follows:

Commencing at the east quarter corner of said Section 18;

thence South 89 degrees 10 minutes 33 seconds West, assumed bearing along the south line of the Southeast Quarter of the Northeast Quarter (SE $\frac{1}{4}$ NE $\frac{1}{4}$) and along the south line of the Southwest Quarter of the Northeast Quarter (SW $\frac{1}{4}$ NE $\frac{1}{4}$) of said Section 18, a distance of 1339.89 feet to the west line of the East 16.50 feet of said Southwest Quarter of the Northeast Quarter (SW $\frac{1}{4}$ NE $\frac{1}{4}$);

thence North 00 degrees 12 minutes 20 seconds West, along said west line of the East 16.50 feet of the Southwest Quarter of the Northeast Quarter (SW $\frac{1}{4}$ NE $\frac{1}{4}$) and along the west line of the East 16.50 feet of aforesaid Government Lot 2, a distance of 2140.69 feet to an Iron Monument;

thence South 82 degrees 43 minutes 14 seconds West 279.08 feet to an Iron Monument;

thence South 80 degrees 16 minutes 00 seconds West 74.51 feet to an Iron Monument;

thence South 79 degrees 01 minutes 32 seconds West 100.08 feet to an Iron Monument;

thence South 76 degrees 14 minutes 36 second West 122.00 feet to an Iron Monument on the east line of Document No. 357490;

thence South 02 degrees 57 minutes 24 seconds East, along said east line of Document No. 357490, a distance of 16.00 feet to an Iron Monument at the southeast corner of said Document No. 357490;

thence South 56 degrees 30 minutes 47 seconds West, along the southerly line of said Document No. 357490, a distance of 149.94 feet to an Iron Monument at the southwest corner of said Document No. 357490;

thence North 02 degrees 26 minutes 46 seconds West, along the west line of said Document No. 357490, a distance of 60.09 feet to an Iron Monument;

thence South 74 degrees 08 minutes 22 seconds West 97.76 feet to an Iron Monument;

thence South 76 degrees 29 minutes 27 seconds West 67.51 feet to an Iron Monument;

thence South 80 degrees 30 minutes 36 seconds West 66.45 feet to an Iron Monument;

thence South 79 degrees 29 minutes 41 seconds West 69.40 feet to an Iron Monument;

thence South 73 degrees 47 minutes 23 seconds West 138.01 feet to an Iron Monument;

thence South 86 degrees 44 minutes 46 seconds West 66.34 feet to an Iron Monument at the southeast corner of Lot 1, MAPLE SHELTER, according to the recorded plat thereof;

thence South 00 degrees 25 minutes 07 seconds West, 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, said point also being the point of beginning of the land to be described;

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

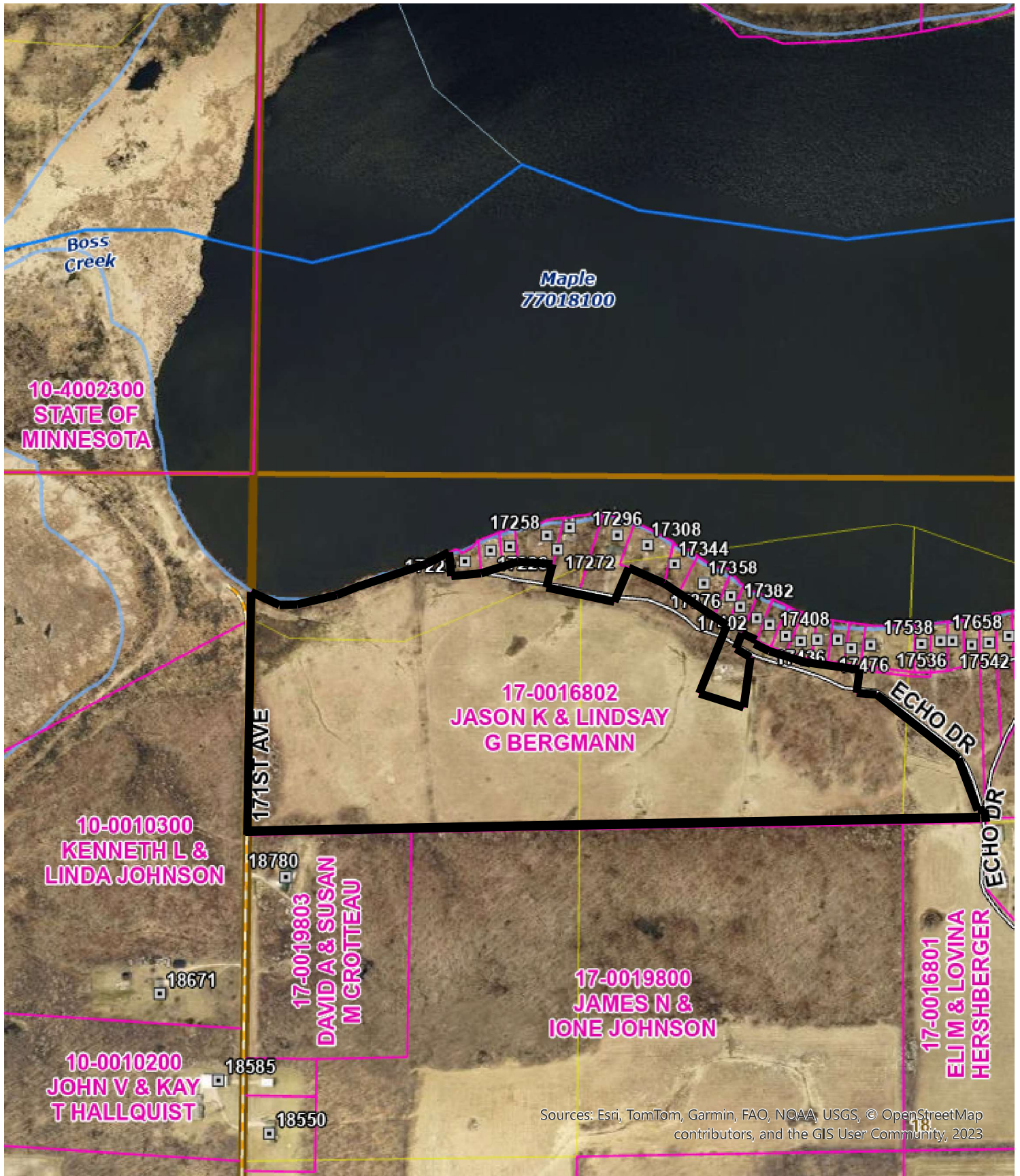
thence North 83 degrees 20 minutes 24 seconds West, along said Dedicated Driveway, a distance of 64.99 feet;

thence South 00 degrees 04 minutes 10 seconds East 114.87 feet;


thence South 54 degrees 20 minutes 36 seconds East 159.05 feet to a line bearing South 00 degrees 25 minutes 19 seconds West from the point of beginning;

thence North 00 degrees 25 minutes 19 seconds East 200.03 feet to the point of beginning.

The tract contains 0.47 acres more or less, subject to any easements of record.




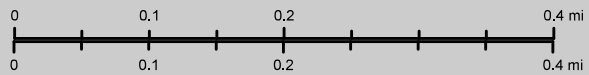
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, 2023



Todd County
MINNESOTA

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

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:
Tuesday, October 28, 2025

E.A.R.T.H.—Our World as Todd County Sees It

E.A.R.T.H. the **E**nvironmental **A**ssessment for **R**iparian **T**errestrial **H**ealth is a proposal by Todd SWCD District Manager and Water Planning to assist landowners in riparian and residential areas in assessing the health of their property and the impacts yard care may have on water quality.

Similar to Maine's Lake Smart and Vermont's Lake-Wise programs and following suit with the Minnesota Ag Water Quality Certification Program (MAWQCP), E.A.R.T.H. will debut in Todd County as a voluntary outreach effort to educate landowners, promote change, and "award" lake and residential stewards within the County with cost-share incentives to install Best Management Practices, preferential variance reviews and recognition signage.

Why? After years of conducting business and work under the Feedlot and Ag Water Quality Programs and transitioning to lakeshore and riparian programming, a clear disparity was noted concerning programs offered to farmers as opposed to lakeshore and residential owners. While more than half of water quality impairments are caused by stormwater run-off, septic, impervious runoff, road salts, yard management, including bacterial and pet wastes, this segment of the population has been nearly ignored programmatically speaking here and in many other parts of the state. As we have heard before, we are all in this together; it is a shared problem, and observing a lack of education in this segment of the population beckons reform.

What and Who? **E.A.R.T.H.** assessments will be required for all non-farming landowners seeking cost-share assistance and variances and made *voluntary to lake associations, riparian lots, and residential neighborhood landowners.*

Similar to a MinnFARM run on farm feedlots and the Ag Water Quality Assessment Tool, **E.A.R.T.H.** will use a combination of DNR's Score your Shore, Vermont's LakeWise and Maine's LakeSmart assessment tools to holistically score current practices and land use on an individual property. SWCD, land use planners, and interested landowners will be educated in using the tool and in the best management practices to improve a parcel's score. For more higher cost improvements, cost-share can be applied for through the SWCD's various grants or the riparian funding itself. Once a high E.A.R.T.H. score is obtained based on a simple scoring rubric, landowners will earn their signs. A ten year operation and maintenance will be expected on a cost-shared project. Similarly neighborhoods and lake associations can earn recognition based on the percentage levels (25%, 50%, 75%, 100%) of lake shore owners who implement change over the next ten years.

Best management practice changes may include:

- Replacing Kentucky bluegrass with a deep rooted fescue; raising mower heights,
- Decrease lawn size or utilization of no mow zones,
- Install of roof runoff controls,
- Rain gardens,
- Drip line infiltration trenches,
- Vegetative swales,
- Re-sloping, pervious surfaces &/or crowned driveways,
- French drains,
- Tree and shrub establishment and native buffers
- Composting leaves & grass clippings,
- Grass or rock lined drainage,
- Live staking steeper banks,
- Rip rap,
- And invasive weed and brush controls



Introduction:

E.A.R.T.H, the Environmental Assessment for Riparian and Terrestrial Health, is a partnership between residents, landowners, business and industry, the Soil and Water Conservation District (SWCD), and Todd County for the overall goal of sustaining the natural benefits of rural living which includes:

- clean lakes and rivers,
- safe drinking and ground water,
- excellent wild and aquatic habitats for hunting, fishing, sightseeing, and exploring,
- flood protection through existence of riparian wetlands,
- prime soils for food production, forage, flowers, and home gardening.

The EARTH program is made up of environmental land health assessments for farmers, lakeshore properties, and small town urban, residential, commercial, industry and public institutions. Examples of these assessment tools are found at the end of this book. Assessments can be done by the individual but are designed to be completed by SWCD technical staff upon request of any of the above property owners, lake associations, or groups. These assessments provide partners options for future land use and property improvement in regards to natural land, water and soil-scapes. This program also honors outstanding properties with exceptional natural resource management.

This program incorporates components of the MN Ag Water Quality Program, state and national lake assessments, and farm, ranch, and feedlot assessments. This is a non- regulatory program while also being a resource for landowners navigating the regulations bound to them by property ownership.

Todd County is made up of wetlands, prairies, forest and glacial remnants, prime farmland, many lakes, meandering streams, and key rivers leading to the Mississippi. The most central river and watershed in Todd County is the Long Prairie running from the mid-western border of the county adjacent to Douglas County up through to the northeast corner. Other major watersheds in the county include the Sauk River in the south, the Mississippi- Sartell in the lower southeast corner, the Mississippi- Brainerd along the eastern border of Todd County, the Crow Wing to the north, and the Wing/Red Eye River watershed in the northwest corner of the county. (See watershed map, pg. 3.)

Making wise land use decisions is crucial for creating healthy landscapes that benefit individuals and families in the long term. The placement of structures and roads, the extent to which we disturb the soil, how we manage yards and stormwater, and the rerouting of natural water flows—both above and below ground—significantly affect the sustainability of our natural resources. Additionally, respecting the ecology of lakes and surface water is essential for those who enjoy recreational activities or earn a living near the lakes and rivers of Todd County.

We begin this guide with a breakdown of five of the six watersheds, the primary resources within the watershed, and the stressors on this region of Todd County in regards to the natural environment. In each section is found specific recommendations, actions, and resources for preventing and correcting the particular environmental stressor or hazard.

A list of potential funding resources such as cost-share, federal and local funding assistance programs, grants, and low interest loans can be found following this watershed sections beginning on page:

The permitting and setback section on page [e](#), informs property owners of potential regulatory agencies that may need to be contacted when making improvements to a property.

Finally, the assessment forms, contact number for Todd Soil and Water Conservation District, Planning and Zoning and recognition programs close out this guide for program participants.

Thank you for your partnership.

“Water flows from the land to rivers to air, in and out of soil, rocks, and organisms, in sustenance, reminding us there is no separation of water from the earth, or of us from the water.” – modified from Lynn Culbreath Noel, American historian



Mound Lake, Todd County MN- aptly named. In 1910, there were “three fine cottages” already on the lake. (*Genealogy Trails History Group, Todd County, MN*). Proper land use practices are encouraged in the watershed and by lakeshore owners to protect and maintain the good water quality and fish habitat in Mound Lake. (*Minnesota Lake Link*)



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

SOIL AND WATER CONSERVATION DISTRICT

215 1st Avenue South, Suite 104

Long Prairie, MN 56347

Phone: 320-732-2644 Fax: 320-732-4803

Todd County SWCD Shoreland Assessment Form

Landowner Information

Name: _____ Water Body Name: _____ Assessment Date: _____

Site Address: _____ Watershed: _____

City: _____ State: _____ Zip: _____

Township: _____ Parcel ID Number: _____

Phone: _____ Email: _____

Assessment by: _____

Assessment Questions

♦ Land Use Category (Questions 1-6) 100 Points

1. What percentage of the shoreland property contains buildings, patios, driveways, parking areas, or other impervious surfaces?

- ☐ Less than 5% = 20
☐ 5% to 15% = 10
☐ 15.1-25% = 5
☐ Greater than 25% = 0

/20 points

2. Does landowner maintain a legally designed septic system according to best management practices, such as pumping every 1-3 years?

- ☐ Yes, consistent maintenance over the years = 10
☐ Yes, only recently for permitting, sale or purchase reasons = 5
☐ No known or consistent maintenance = 0
☐ No legally designed septic system or only has holding tank or only outhouse is present = 0
☐ The property is bare land = 10

/10 points

3. When boats, docks, lifts or other equipment is stored on shore, is the amount of space they take up minimized by stacking or elevating blocks?

- ☐ Yes = 10
☐ No = 0
☐ N/A— no docks = 10

/10 points

Total points this page: _____

4. Does landowner utilize gutters, downspouts, rain gardens, rain barrels, French drains, buffers, natural wetlands, or other stormwater controls to minimize/reduce the impact of stormwater/roof runoff from buildings and other impervious surfaces?

- | | |
|--|--|
| <input type="radio"/> Yes, check all that apply (30) | <input type="checkbox"/> Gutters/Downspouts |
| <input type="radio"/> No (0) | <input type="checkbox"/> Raingardens |
| <input type="radio"/> No impervious surfaces (30) | <input type="checkbox"/> Rain Barrels |
| | <input type="checkbox"/> French Drains |
| | <input type="checkbox"/> Natural Wetlands/native buffers |
| | <input type="checkbox"/> Underground Tile |
| | <input type="checkbox"/> Other |

/30 points

Award 10 Bonus Points if 3 or more checked

5. Are pervious/permeable pavers, septic rock, or stepping stones utilized as an alternative to concrete walking paths on property to increase stormwater infiltration into soil?

- ☐ Yes = 10
☐ No = 0
☐ N/A (No hard surface paths) = 10

/10 points

6. Is a man made sand beach/beach blanket present along shoreline?

- ☐ Yes = 0
☐ No = 10

/10 points

♦ **Erosion Category (Questions 7-10) 120 Points**

7. Is shoreline erosion visible on property? If yes, what is the severity of the erosion?

- ☐ Yes—erosion from landside is substantial with gullies, slumps, and/or slides = 0
☐ Yes—undercutting from lakeside wave and ice action/lack of shoreline vegetation or leveling ice ridge = 10
☐ Yes—erosion is present but minor— minimal to no significant cuts on shoreline or bare disturbance= 20
☐ Erosion caused by adjacent lands not owned/under control of the landowner AND landowner has communicated in a positive manner with adjacent landowner(s) to try to come up with a solution = 30
☐ No erosion visible = 40

/40 points

8. What shoreline stabilization methods are being used to limit shoreline erosion? Underline or check all that apply.

- ☐ No stabilization methods used and shoreline is unstable to any degree = 0
☐ Retaining Walls/ Rock rip rap or large rocks = 5
☐ Bioengineering (coir logs, willow wattles, cedar revetments, etc.)= 10
☐ Native plantings (native shoreland buffer) = 20
☐ N/A (No erosion or shoreline is 100% natural and stable) = 30 points

/30 points

9. Is property (excluding the impervious surfaces) evenly vegetated with healthy plants and free of bare soil?

- ☐ No. There are large areas (>25 sq. ft.) of bare soil from foot traffic, shade, construction, or water flow = 0
☐ There are small patches of bare soil in yard/lawn/shoreline = 15
☐ Yes. There is good vegetation cover (any type) and no terrestrial invasives = 25

/25 points

Total points this page: _____

10. Are there deposits of sand or soil in flat areas on property?

- ☐ Yes (large amounts > 25 square feet) =0
- ☐ Yes (small amounts < 25 sq. ft.) = 15
- ☐ No = 25

/25 points

♦ ***Vegetation/Pest Management Category (Questions 11-14) 100 Points***

11. How are pests and vegetation managed on property?

- ☐ Large areas are sprayed using broadcast pesticide and/or herbicide. = 0
- ☐ Target spray smaller areas with pesticide and/or herbicide, regardless if the target is an invasive pest or plant = 10 (dandelions, for example– good for the environment; unsightly to some landusers)
- ☐ Use pesticide, poisons, and/or herbicide to selectively manage healthy species vs. invasive pests or plants and/or prepare the site for native plantings. = 15
- ☐ Use non-chemical means such as manual removal, fencing (geese), traps (burrowing rodents) native supports and plant diversity, or shading with woven materials or newspapers to manage pests and vegetation. = 20
- ☐ Does not actively manage pests and vegetation that are present on property resulting in a thicket or large plots of invasives and/or humps and holes or droppings, wastes or litter accumulation. (0)

/20 points

12. Does landowner apply fertilizer to their lawn on shoreland property?

- ☐ Yes, one or more times per year without a nutrient management plan= 0
- ☐ Yes, uses natural/organic fertilizers = 15
- ☐ Yes, but only after soil testing to see what, is any chemicals/minerals are necessary = 25
- ☐ No = 30

/30 points

13. Has landowner planted native plants/vegetation or trees on property since becoming owner?

- ☐ Yes, landowner has planted a small amount of native vegetation (gardens) or trees (> 3/acre) = 15
- ☐ Yes, landowner has planted a large amount of native vegetation (entire shoreline buffer) or trees = 30
- ☐ No (0)

/30 points

14. Does landowner actively manage/control terrestrial invasive species (buckthorn, purple loosestrife, etc.) on property?

- ☐ Yes (20)
- ☐ No (0)
- ☐ N/A (No terrestrial invasive species present) (20)

/20 points

Total points this page: _____

◆ Shoreland Buffer Zone Category (Questions 15-18) 100 Points

15. Property has a variety of plants other than turf grass within shoreland buffer zone . Examples include flowers, native grasses, shrubs, and trees within the shoreland buffer zone?

- ☐ Yes
☐ No

/25 points

16. Does property owner allow native vegetation to grow (doesn't mow) within the buffer zone?

- ☐ Yes
☐ Yes, periodically mows once per month) = 10
☐ No, mows frequently = 0

/25 points

17. What percentage of the buffer zone is un-mowed and or includes native grasses, plants, trees or shrubs?

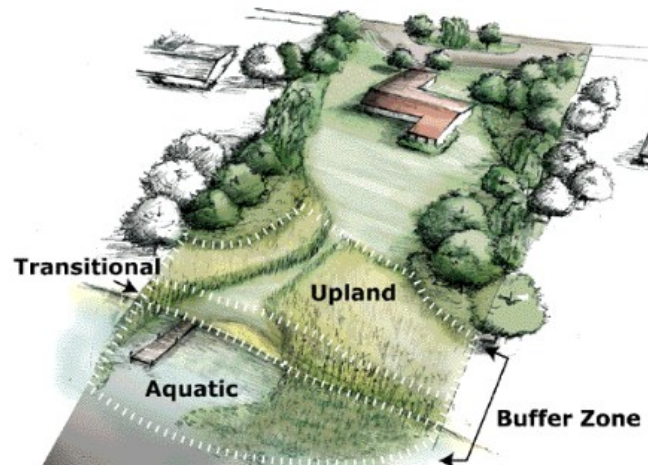
- ☐ 0-25% = 0-5
☐ 26-50% = 10
☐ 51-75% = 20
☐ 76-100% = 25

/25 points

18. What percentage of the Transitional Zone or shoreline frontage has disturbed or maintained areas like lawn, beach, recreational areas, patio?

- ☐ 0-10% Minimal disturbance = 25
☐ 11-35% Some disturbance (15)
☐ >35% A lot of disturbance (0)

/25 points



◆ Upland Zone Category (Questions 19-22) 100 Points

19. What percentage of upland zone includes trees, shrubs?

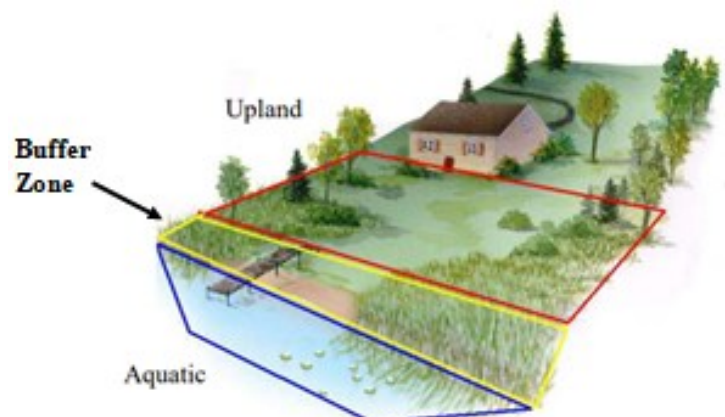
- ☐ 0-25% = 0-5
☐ 26-50% = 15
☐ 51-75% = 25
☐ 76-100% = 30

/30 points

20. What percentage of upland zone includes natural ground cover such as grasses, ferns, flowers, etc.?

- ☐ 0-25% (0-5)
☐ 26-50% (15)
☐ 51-75% (20)
☐ 76-100% (25)

/25 points



Total points this page: _____

21. Does upland zone receive any sediment or surface water contributions from any neighboring properties or land uses? Examples include roof runoff, driveway runoff, etc.

- ☐ Yes, significant amounts with visual impacts = 0
- ☐ Yes, small amounts with no visual impact = 10
- ☐ No = 15

/15 points

22. Are there any eroding areas visible within the upland zone?

- ☐ Yes, large areas visible = 0
- ☐ Yes, small areas visible = 10
- ☐ Yes, small area visible that does not break to lake or river = 15
- ☐ No = 30

/30 points

♦ **Aquatic Zone Category (Questions 23-25) 80 Points**

23. Are human made openings in plant beds present within the Aquatic Zone?

- ☐ Yes, minimal clearing of plant bed (path for watercraft and/or small dockside clearing) (15)
- ☐ Yes, significant amount of plant bed cleared (25% or more plants removed) (0)
- ☐ No (30)

/30 points

24. Does landowner uproot, cut or otherwise remove aquatic plants in the water in front of their property?

- ☐ Yes, small amounts of aquatic plants are removed. (15)
- ☐ Yes, large amounts of aquatic plants are removed (0)
- ☐ No, aquatic plants are left as they are. (30)

/30 points

25. Does landowner allow fallen trees to remain in water providing habitat for wildlife and/or fish/invertebrates?

- ☐ Yes (20)
- ☐ No (0)
- ☐ N/A (20)

/20 points

♦ **Miscellaneous Category (26-30) 100 Points**

26. If rock rip rap is used on shoreline, is it at a 3 to 1 slope or flatter?

- ☐ Yes (10)
- ☐ No (0)
- ☐ No rip rap (10)

/10 points

27. Roughly what percentage of property contains forest, wetlands, or is natural?

- ☐ 0-10% (0-5)
- ☐ 11-25% (10)
- ☐ 26-50% (20)
- ☐ >50% (30)

/30 points

28. How many different species of trees and/or shrubs are present within the upland and buffer zones on the property?

- ☐ 0-3 (0-5)
- ☐ 4-6 (10-15)
- ☐ 6-9 (20-25)
- ☐ 10 or more (30)

/30 points

Total points this page: _____

29. Does property owner remove pet waste, ashes from fire pits, or piles of leaves on lakeshore preventing them from washing into the lake?

- ☐ Yes (20)
☐ No (0)

/20 points

30. When and if the landowner mows the lawn, does he/ she bag the clippings, direct the trimmings away from the lake, or does he/she not recollect the direction of lawn trimmings when mowing the lawn?

- ☐ Does not mow lawn /all natural= 10
☐ Bags trimmings = 10
☐ Directs clippings away from the lake = 5
☐ No recollection of direction = 0

/10 points

31. Location of well– mark on map. No points assigned

- ☐ Drilled: cased or uncased?
☐ Sandpoint
☐ Hand dug
☐ Well located in MN well Index?

Directions: Add up questions 1-30 on the assessment form get a total shoreland stewardship score for the landowner. Below are the three stewardship tier point thresholds.

Bronze= 251-350

<100>

Silver= 351-500

<150>

Gold= ≥ 501

<200>

Max Points= 700

Total EARTH Score:

Additional Landowner Information (Not scored)

	Yes	No
Has landowner previously worked with Todd County Soil and Water Conservation District on any cost share projects?	<input type="checkbox"/>	<input type="checkbox"/>
Is property located within a Drinking Water Supply Management Area (DWSMA)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property landowner's permanent residence?	<input type="checkbox"/>	<input type="checkbox"/>
Is landowner member of a Todd County Lake Association?	<input type="checkbox"/>	<input type="checkbox"/>
Is property located on a MPCA impaired water body?	<input type="checkbox"/>	<input type="checkbox"/>
Has landowner owned property for more than 5 years?	<input type="checkbox"/>	<input type="checkbox"/>
Is property located within a City, Sauk River Watershed District, Sylvan Shores, or Township that does own zoning such as Bruce or Bertha?	<input type="checkbox"/>	<input type="checkbox"/>
Is the shoreland zoning district for property General Development or Recreational Development?	<input type="checkbox"/>	<input type="checkbox"/>
Do you observe stormwater from neighboring properties causing problems on your property?	<input type="checkbox"/>	<input type="checkbox"/>
Is landowners lake of residence infested with any Aquatic Invasive Species?	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

Property Site Conditions

♦ General Conditions

Slope or aspect faces which direction: ☐ East ☐ West ☐ North ☐ South

Steepness of slope: ☐ Nearly vertical ☐ > 45% angle ☐ < 45% angle ☐ Relatively flat

Wave action on shoreline: ☐ Severe ☐ Moderate ☐ Infrequent ☐ Minimal

Source of wave action: ☐ Wind ☐ Boat traffic ☐ Other _____

Ice ridge present: ☐ No ☐ Yes If yes, how high _____

Water level fluctuation: ☐ Highly variable ☐ Moderately variable ☐ Relatively stable

Reasons for water level change: ☐ Seasonal (high in spring, low in summer and fall)

☐ Control at the outlet ☐ Changes after most rains

Wetlands present on property: ☐ No ☐ Yes If Yes, what type of wetlands _____

Groundwater springs or seeps on property: ☐ No ☐ Yes

Dominant soil: ☐ Sand ☐ Silt ☐ Clay ☐ Loam ☐ Clay Loam ☐ Sandy Loam ☐ Silt Loam

Soil type: _____ (ex. 800C, Kandota Dorset Sandy Loams)

♦ Current Management and Shoreline Problems

Upland: ☐ Natural ☐ Mowed ☐ Rock ☐ Wooded ☐ Garden ☐ Other Pollinator planting

Transitional: ☐ Natural ☐ Mowed ☐ Rock ☐ Wooded ☐ Garden ☐ Other _____

Aquatic: ☐ Natural ☐ Weed-rolled ☐ Sand ☐ Rock ☐ Other _____

Shoreline treatment: ☐ Riprap ☐ Retaining wall ☐ Coir log ☐ Other _____

Is the shoreline treatment failing: ☐ Yes ☐ No

Degree of upland erosion: ☐ Severe ☐ Moderate ☐ Some ☐ None

Description (such as gullies, ground settling)

Degree of shoreline erosion: ☐ Severe ☐ Moderate ☐ Some ☐ None

Description (such as undercut banks) _____

♦ Existing vegetation (how much, what kind)?

Upland: ☐ Turf grass ☐ Mostly invasives ☐ Mix of invasives & natives ☐ Mostly natives ☐ Trees & Shrubs

Transitional: ☐ Sand/rock beach ☐ Turf grass ☐ Mostly invasives ☐ Invasives & natives

☐ Mostly natives ☐ Trees & Shrubs

Aquatic: ☐ None ☐ Mostly invasives ☐ Mix of invasives & natives ☐ Mostly natives

*Note: X denotes the characteristic **following** the X*

Total points this page: _____