

Planning Commission Meeting Minutes

July 3, 2025

Completed by: Sue Bertrand, P&Z Staff

Meeting attended by board members: Chair Jim Pratt, Vice Chair Ken Hovet, Lloyd Graves, Roger Hendrickson, Andy Watland.

Staff members: Adam Ossefoort and Sue Bertrand

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

Jim called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited as a collective group.

Introduction of the staff and board members by Jim.

Roger motioned to have the June 5th, 2025 meeting minutes approved. Lloyd seconded the motion. Voice vote, no dissent heard. Motion carried.

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

**AGENDA ITEM 1: Mark Johnson-Section 06, Site Address: 23576 200th Str., Long Prairie, MN 56347
PID: 21-0007700 & 21-0007702– Round Prairie Township**

1. Request for CUP to berm and operate a functional shooting range in Commercial Zoning District.

Joshua Goertz was present as the applicant.

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

Recommendation:

A motion to recommend approval to the County Board of Commissioners with the following conditions:

Proposed Conditions:

1. Discharge of firearms on the site shall be limited to 7 am to 10 pm.
2. Off-street parking shall be provided for all business traffic.
3. Upon closure of the operation, the site shall be closed in compliance with Minnesota Pollution Control Standards.
4. Construction Stormwater Permitting shall be obtained prior to the start of construction, if applicable.
5. Establishment of a 911 address number and placement of a physical sign for emergency services.
6. All onsite lighting shall be affixed in a downward direction and shall not cast light across any property boundary.
7. Restroom facilities shall be provided onsite.
8. Construction of shooting range baffles on the rifle and handgun ranges in compliance with the NRA Range Source Guide.
9. Shooting range shall be limited to 7 shooting lanes and one 30'x20' structure as identified in the application. Additional lanes and structures shall require the review of the Planning Commission.

10. Applicant shall obtain all additional permitting and/or licensing from additional government agencies including the Minnesota Department of Natural Resources and the Minnesota Pollution Control Agency.

On Site Visit Report by Ken from 4/24/2025: This report may be viewed in full, upon request, at the Planning and Zoning office.

Correspondence received: yes, on 6/12/2025 from airport engineer Silas Parmar, which Adam read. This letter may be viewed in full at the Planning and Zoning office upon request.

Public comment: None.

Board discussion:

Jim asked if at one time you were going to construct a fence?

Josh, yes.

Jim stated he would like that added as a condition and offered, some kind of mesh fence, with the driveway gated. You did mention nobody would be there without staff.

Ken, six-foot-high permanent fence?

Jim, yes, the gravel road is right next to there.

Josh agreed six to eight foot high.

Andy, entire Property?

Jim and Adam, just the shooting range area.

Lloyd, with a gate that could be locked?

Josh, yes.

Board suggested mesh fencing no less than 6', so Adam added that condition.

Roger stated he could see no reason not to grant this with the eleven conditions, and made a motion to approve.

Ken asked if all of the conditions work for Josh and Mark, or if they could make them work?

Josh pointed out #7 condition and stated they wanted to start with portable septic for now, as they did not want to impact the property until they know for sure this is going to work out, and if the range works out, come back to the board to add full system.

Ken asked about the elite members range?

Josh explained at one point they want to offer a range for people who have a membership they could use where they don't have to wait in line.

Ken, different levels of membership?

Josh, yes.

Ken asked about policy range, couldn't read it.

Josh clarified, Police Membership range to bring back local departments out there, to compete in different competitions for trophies, and stuff like that.

Ken, the open range?

Josh, explained that is something they would look into, maybe having a clay thrower out there, for trap shooting. That's not in the cards starting out, but eventually that is something they would like to start.

Roger motioned to approve, Ken seconded with the eleven conditions as presented.

A motion to recommend approval to the County Board of Commissioners with the following conditions:

Proposed Conditions:

1. Discharge of firearms on the site shall be limited to 7 am to 10 pm.
2. Off-street parking shall be provided for all business traffic.
3. Upon closure of the operation, the site shall be closed in compliance with Minnesota Pollution Control Standards.
4. Construction Stormwater Permitting shall be obtained prior to the start of construction, if applicable.
5. Establishment of a 911 address number and placement of a physical sign for emergency services.
6. All onsite lighting shall be affixed in a downward direction and shall not cast light across any property boundary.
7. Restroom facilities shall be provided onsite.
8. Construction of shooting range baffles on the rifle and handgun ranges in compliance with the NRA Range Source Guide.
9. Shooting range shall be limited to 7 shooting lanes and one 30'x20' structure as identified in the application. Additional lanes and structures shall require the review of the Planning Commission.
10. Perimeter fencing shall be established around the entire perimeter of the shooting range. Fencing shall consist of mesh or similar style fence no less than 6' in height.
11. Applicant shall obtain all additional permitting and/or licensing from additional government agencies including the Minnesota Department of Natural Resources and the Minnesota Pollution Control Agency.

Roll call vote commenced as follows:

Board member	Vote (yes or no)
Ken Hovet	Yes
Roger Hendrickson	Yes
Lloyd Graves	Yes
Andy Watland	Yes
Jim Pratt	Yes

Motion carried. Jim noted the application will be presented to the County Board of Commissioners on July 15th, 2025.

Applicants were not present for item 2, so Jim stated we will come back to this at the end.

AGENDA ITEM 2: William & Dawn Vowles: Section 20, Grey Eagle Township, Big Birch Lake **Site Address:** 11734 Co. R. 47, Grey Eagle, MN 56336
PID: 11-0027400

1. Request for Seasonal Campground with hookups, 40' X 40' office Building and 17 sites in Recreational Development Shoreland Zoning District.

William and Dawn Vowles were not present as the applicants.

Site visits conducted by Adam Ossefoort and Ken Hovet on 4/24/2025.

AGENDA ITEM 3: Jodi Marohn: Section 25, Hartford Township, **Site Address:** 28333 284th St., Long Prairie, MN 56347 **PID:** 12-0030200

1. Request to open an indoor riding arena with up to four RV campsites in AF-1 Zoning District

Jodi was present as the applicant.

Site visit conducted by Adam Ossefoort and Roger Hendrickson on 5/30/2025.

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

Proposed Conditions:

1. Total campsites shall be limited to 4. Additional campsites shall require the review of the Planning Commission.
2. There shall be no parking within the road right of way.
3. There shall be no loading or unloading of animals or supplies within the road right of way.
4. Bathroom facilities and storm shelter shall be provided for all campsite attendees.
5. A certified wetland delineation shall be completed and approved prior to establishment of campsites and parking areas.
6. Garbage disposal shall be provided on the site.
7. No camper may be situated on site for any length of time greater than 10 consecutive days.
8. Applicant shall obtain a SWPPP for 1 acre or more of disturbance on the site.

9. Applicant shall abide by all other applicable federal, state, and local standards.

Adam also pointed out, Jodi had passed out, to the board members, her updated plot plan drawing and her Yahweh Arena requirements.

Correspondence received: Yes; these letters may be viewed in full at the Planning and Zoning office, upon request;

First, from Kasen Christiansen's update letter on the wetland delineation, read by Adam.

Second, from Tim Twardowski – letter stating a SWPPP may be needed.

Third, Tom and Mary Kroll with Tim & Tasha, Dan and Dee, Linda Cook, Kim Cook Elroy and Cory Georges and Jeff and Karen Twardowski.

Public comment:

Roy Parish, stated #7, something about odor, but you can pile turkey manure in "x" amount of feet of the fence line, from one who signed the last letter and talking about parking so far from the fence. Jeff Twardowski has four or five wagons right along the fence, not "x" amount of feet, right along the fence. Culverts: on Jeff Twardowski's drainage ditch, last spring, you could see the culvert above ground. Lights and feedlots, Tim had lights that shine over half a mile. That whole letter is bogus. They are pointing fingers at her and don't look at themselves. Take that letter and throw it in the garbage. They do stuff as neighbors, against her, and it's sad.

Board discussion:

Andy, is the discrepancy of 40' or 30' feet of any importance?

Jodi explained the distance is 30' feet, as she clarified with Jamie at P & Z, which is the setback.

Adam explained 9.10 Section of the Ordinance states in RV parks, no RV must be within 20' of an exterior boundary, however, in this particular zoning district the setback for any structure is 30' so we applied the 30' requirement as it is the most restrictive standard.

Andy, for the record, it will be 30' from the property line.

Jodi confirmed 30' on that particular property line. Also stated the arena is 65' back and the setback is only 40' from the road.

Jim confirmed 30'.

Andy asked about the road setback is actually 65' for the Campsite #1? Campsite #4 at 65?

Jodi explained the distance measurements, both even with the arena.

More discussion on setbacks and campsites.

Roger stated the town board not wanting the water over the road and when he was out there, cannot see where this project will make any difference on that intersection. If you get water over the road, it is time to build the road up.

Jodi stated the other side of the road is worse, with water up higher in the ditch.

Andy, what direction does the water flow?

Jodi, North.

Andy, the concern was her driveways were going to cause back up without culverts or tile?

Jodi described that first entrance, she is going to put a culvert, because there is that wetland in that first ditch and she does not want that water to pool there. She wants it to be able to flow between the driveways.

Andy asked about the wetland delineation and if it has been done.

Jodi, yes, it has been done.

Adam confirmed, Kasen has it and it is within the 15-day review period, which occurs before they issue a notice decision on it. We have that as a condition and we could add to the condition that we cannot record this CUP or Jodi doesn't move forward on the CUP until we get that notice of decision finalized, if we reach that point.

Jim stated he thinks the delineation should be completed before we can move on.

Andy agreed the delineation should be completed.

Jodi stated, her problem with the wetland delineation is it was reported by Jeff Twardowski, stating it was wetland. She had bought the property two years ago, from him, and when she purchased the property he had told her it was farmable land. He said that he had put beans on it one year, corn on it the next year, and is very aware it was not wetland, and she had to pay \$3,600.00 for this? And it's not wetland. It is very frustrating. Everyone said she could go to the farmer place and they have this map that shows that it is not wetland. This is very expensive and Jeff is constantly turning her in. It is very frustrating. Jodi expressed additional concerns with neighbors activities.

Andy stated his remark pertained to the wetland delineation.

Jodi stated she had the delineation and should not have had to get it. It's not wetland. The land has been farmed for years and there is proof of that.

Andy repeated if it has been determined that a delineation has to be done then we have to follow that rule and we have to know what that delineation looks like so that it doesn't impede on...

Adam finished, so the drawing Jodi has provided and the wetland delineation jive and are on the same page. Kasen has indicted sometime in the middle of July, we will have that decision, so we will know what that wetland boundary officially consists of. Our 60 days is next week Tuesday, but we can extend by 60 days, we just notify Jodi in writing, so she will get an e-mail from me on Monday and that sets the next 120 days at September 6th, which would give us August meeting to look at it one more time before forwarding it on to the Commissioners.

Andy stated if we do this by the book, you are protected, as well.

Jodi stated she is used to being kicked down all of the time and kicked at.

Jim, do we need put, as a condition, about the town board as far as working with them for the driveways and the culverts?

Jodi stated they have their signatures on her drawing.

Adam, add a condition like: an establishment of driveways shall be approved by local townships, something like that?

Jody explained she had gotten the signatures from the townships.

Jim stated this would protect you also, that you will work with them on the driveways and the culverts.

Adam stated we feel you have done that, but we need something in writing, like a copy of the minutes...

Andy clarified, if it is written in the CUP, it means you have met that condition, and it will protect you.

Ken, if she gets copies of her minutes, it will be in there.

Roger added that is what they do, they sign approval.

Jodi stated she was not even told to go to Little Elk township for approval, because she is not in Little Elk, but she did, and their biggest concern was they didn't want that wetland between the two culverts to go up over the road and didn't care if she put culverts or drain tile, as long as it doesn't go up over the road. Jodi stated her concern was their side of the road. What happens when that comes over? Is that going to be blamed on her? She is sure.

Jim, it all looks good other than waiting to see the copy of the wetland delineation, once it is approved. Jodi felt that the delineation should not be available to the public, they should have to pay for those.

Adam stated whatever documents are asked to be submitted, for the record, are public records.

Jodi, ridiculous.

Ken made the motion to table for the final official delineation report, seconded by Roger.

Roll call vote commenced as follows:

Board member	Vote (yes or no)
Ken Hovet	Yes
Roger Hendrickson	Yes
Lloyd Graves	Yes
Andy Watland	Yes
Jim Pratt	Yes

Motion carried. Jim noted the application will be tabled until August 7, 2025.

AGENDA ITEM 4: Eli J. Shrock: Section 31, Germania Township, **Site Address:** 16612 County 22, Eagle Bend, MN 56446 **PID:** 09-0025700

1. Request for CUP for Temporary Family Housing in AF-1 Zoning District.

Eli was present as the applicant.

Site visits conducted by Adam Ossefoort and Lloyd Graves on 6/25/20251.

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

Proposed Conditions:

1. Applicant shall abide by Section 9.17 of the Todd County Planning and Zoning Ordinance.

Correspondence received: None.

Public comment: None.

Lloyd was on the onsite visit, and added it all looked good. Cannot see any reason not to approve it.

Jim pretty straight forward application.

Ken, how long do you think you will need this?

Eli, good question, it could be four or five years or it could be ten, he didn't know. If anything comes up in those years, the board is to let him know. Eli added, it says here, temporary housing will be required to hook up to a competent septic system, however there is no plumbing in the house.

Adam. Right, we just did a compliance on the outhouse, which is compliant with a holding tank and you can just share.

Board discussion:

Ken motioned to recommend approval, with the one condition, Lloyd seconded.

Conditions:

1. Applicant shall abide by Section 9.17 of the Todd County Planning and Zoning Ordinance.

Roll call vote commenced as follows:

Board member	Vote (yes or no)
Ken Hovet	Yes
Roger Hendrickson	Yes
Lloyd Graves	Yes
Andy Watland	Yes
Jim Pratt	Yes

Motion carried. Jim noted the application will be presented to the County Board of Commissioners on July 15th, 2025.

AGENDA ITEM 5: Jason Coblentz: Section 34, Ward Township, **Site Address:** 25992 County 18, Browerville, MN 56438 **PID:** 26-0034300.

1. Request to expand their existing greenhouse operation to four additional structures in R-10 Zoning District.

Jason was present as the applicant.

Site visits conducted by Adam Ossefoort and Lloyd Graves on 6/25/2025.

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

Recommend approval to the commissioners with the following conditions;

Proposed Conditions:

1. The conditions of CUP#2022-009 shall be applied to granting of the proposed expansion of 4 additional greenhouses.
2. The applicant shall be limited to 4 additional greenhouse structures. Additional greenhouses shall require the review of the Planning Commission.

Correspondence received: None.

Public comment: None.

Board discussion:

On Site Visit Report: This report may be viewed in full, upon request, at the Planning and Zoning office. Lloyd summed it up as nice and clean and well-kept and sees no problem with it.

Ken, doesn't give size for the other hoop house.

Jason stated most likely the same size as the other.

Ken, concerned the time limit is too open ended.

Adam stated substantially completed in 36 months of the date of the conditional use permit. So, basically, when you get the permit you act on it.

Jim, he is doing a good job with what he is doing now.

Andy asked if parking will be a concern?

Ken, they have a lot of parking.

Jason explained, as far as the additional parking, the hoop houses, he is applying for them if he needs them, he is not sure if he wants them or needs them, but if he does use them as hoop houses, it would be more as a summer time, for cut flowers and be more of an extension of the season instead of an increase in the season. The other three structures would be for the Spring rush. Also, if he does those three, you saw in front of the house, they will have to narrow that down and allow for more parking, if he has three structures more to address the parking areas.

Andy, as long as continues to meet the condition of no parking on the road right of way.

Lloyd motioned to recommend approval, with the two conditions, Ken seconded.

Conditions:

1. The conditions of CUP#2022-009 shall be applied to granting of the proposed expansion of 4 additional greenhouses.
2. The applicant shall be limited to 4 additional greenhouse structures. Additional greenhouses shall require the review of the Planning Commission.

Roll call vote commenced as follows:

Board member	Vote (yes or no)
Ken Hovet	Yes
Roger Hendrickson	Yes
Lloyd Graves	Yes
Andy Watland	Yes
Jim Pratt	Yes

Motion carried. Jim noted the application will be presented to the County Board of Commissioners on July 15th, 2025.

Jim called for a five-minute recess at 7:03 and resumed at 7:08.

AGENDA ITEM 6: New Heights Dairy: Section 10, Eagle Valley Township, **Site Address:** 37674 Co Hwy 11, Clarissa, MN 56440 **PID:** 07-0008801.

1. Request to expand their existing facility by adding a 132' x 118' addition, expand from 1752 AU to 1997.4 AU. Final head count will be 502 dairy calves and 1355 dairy cows > 1000 lbs. and adding a sand separation lane and stockpile area in AF-1 Zoning District.

Brent Czech was present as the applicant.

Site visits conducted by Adam Ossefoort and Lloyd Graves on 6/25/2025.

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

Recommend approval to the commissioners with the following conditions.

Proposed Conditions:

1. Issuance of the NPDES Feedlot permit and verification supplied to the County prior to issuance of any land use permits for expansion to the feedlot operation.
2. Expansion to the existing liquid manure storage area shall be conducted in compliance with Section 9.11 of the Todd County Planning and Zoning Ordinance.
3. Air quality exemption notices shall be provided to Todd County prior to all future manure application events.
4. In the event of a manure spill or other discharge, applicant must notify the County and the Minnesota Duty Officer immediately upon discovery of said discharge.
5. Applicant must abide by all other applicable federal, state, and local standards.

Correspondence received: Yes, Mark Anderson, the area hydrologist letter was read. This letter may be viewed in full upon request at the Planning and Zoning Office.

Public comment: None.

Board discussion:

On Site Visit Report: This report may be viewed in full, upon request, at the Planning and Zoning office.

Lloyd stated for a big dairy, things looked good to him and looked like they were doing everything right.

Roger asked about the land application, expanding the manure permit, is that through Pollution Control?

Adam, yes. They go through and verify everything, make sure everything is met before they issue that feedlot permit.

Roger, as far as the water, they must have a little bit of an aquifer compared to us.

Adam, yes, and Mark stated they have plenty permitted for the expansion. Greater than a 1,000 A.U. requires an NPDES permit.

Roger, and they are expanding the manure pit and it must to go up to twelve months' minimum storage?

Adam, if they are going to expand it or build new, then it requires minimum of twelve months' storage. If they are going to use the existing, it is not a requirement unless the MPCA has some sort of standard for them, then they would permit that, but under the County Ordinance, it only triggers the twelve months, once they expand or build new.

Ken, and you have been to your township with this?

Brent, yes.

Ken, your facility on a township road or County road?

Brent, County.

Andy, at its' current level, how many months' storage does it have?

Brent, as it sits now, they have a year. After they get everything going and completed, they will be at about nine plus.

Lloyd motioned to recommend approval, with the five conditions, seconded by Andy.

Conditions:

1. Issuance of the NPDES Feedlot permit and verification supplied to the County prior to issuance of any land use permits for expansion to the feedlot operation.
2. Expansion to the existing liquid manure storage area shall be conducted in compliance with Section 9.11 of the Todd County Planning and Zoning Ordinance.
3. Air quality exemption notices shall be provided to Todd County prior to all future manure application events.
4. In the event of a manure spill or other discharge, applicant must notify the County and the Minnesota Duty Officer immediately upon discovery of said discharge.
5. Applicant must abide by all other applicable federal, state, and local standards.

Roll call vote commenced as follows:

Board member	Vote (yes or no)
Ken Hovet	Yes
Roger Hendrickson	Yes
Lloyd Graves	Yes
Andy Watland	Yes
Jim Pratt	Yes

Motion carried. Jim noted the application will be presented to the County Board of Commissioners on July 15th, 2025.

Jim directed the board back to agenda item #2, Dawn Vowles.

Adam stated he was able to get in contact with Dawn and she sent an e-mail approving the County to have the additional time necessary to make the decision. Our business rules don't allow us to make decisions without the applicants present, so really all we can do now is table the item to the August meeting.

Ken made the motion to table until August, Roger seconded.

Roll call vote.

Board member	Vote (yes or no)
Ken Hovet	Yes
Roger Hendrickson	Yes
Lloyd Graves	Yes
Andy Watland	Yes
Jim Pratt	Yes

Motion carried. Jim and Adam noted the application will be tabled until the August 7, 2025 meeting.

Ken motioned to adjourn and Roger seconded. Voice vote to adjourn the July Planning Commission Meeting, no dissention heard. Motion carried and meeting adjourned at 7:23 PM.