



PLANNING COMMISSION AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Wednesday, December 20, 2023 @ 6:00 PM

The public is invited to attend these meetings in person

Attend by phone: 1-844-992-4726 Meeting Access Code: 2480 606 7283

Meetings are broadcast on CTC ch 8, Charter ch 181, YouTube, AppleTV, Roku, and Amazon FireTV

1. **Call To Order**

2. **Roll Call**

___ M. Duval ___ D. Gorham ___ J. Grunenwald ___ C. Marohn
___ J. Norwood ___ T. Stenglein ___ K. Yeager

3. **Pledge of Allegiance**

4. **Approval Of Agenda - Voice Vote**

5. **Approval Of Minutes**

A. **Draft Minutes from the November 15, 2023 Meeting**

6. **Unfinished Business**

A. **Consider Country Manor Planned Unit Development and Conditional Use Permit for a Physical Therapy Office.**

B. **Discuss Proposed Short-Term Rental Ordinance**

7. **New Business**

A. **Consider Conditional Use Permit to Operate an Auto Repair Service at 100 Washington St.**

B. **Consider Interim Use Permit to Operate a Short-Term Rental at 524 N 8th St.**

C. **Consider Interim Use Permit to Operate a Short-Term Rental at 701 4th St SW**

D. **Discuss Garage Requirement for New Residential Construction and the Addition of Dwelling Units**

8. **Public Forum**

Time allocated for citizens to bring matters not on the agenda to the attention of the Commission -
Time limits may be imposed

9. **Staff Reports**
(Verbal: Any Updates since Packet)
10. **Commission Member Reports**
11. **Adjourn**

Visit the City's Website at www.ci.brainerd.mn.us

MISSION

"Provide high quality, cost effective public services and leadership in creating a sustainable city"

PLANNING COMMISSION
Wednesday, November 15, 2023
6:00 pm

#1 Call to Order

Planning Commission Chair Yeager called the meeting of the Brainerd Planning Commission to order at 6:00 pm in the City Hall Council Chambers.

#2 Roll Call

Noted present were Commissioners Duval, Gorham, Grunenwald, Norwood, Stenglein, and Yeager. Also noted as present were Community Development Director Kramvik and Assistant Planner Edwards. Commissioner Marohn was noted as absent.

#3 Pledge of Allegiance

Commission Chair Yeager opened the meeting with the Pledge of Allegiance to the flag.

#4 Approval of Agenda

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND GORHAM, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

#5 Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS GRUNENWALD AND DUVAL, DULY CARRIED, TO APPROVE THE MINUTES FROM THE OCTOBER 18, 2023 MEETING.

#6 Unfinished Business

6a. Consider Short-Term Rental Ordinance and Hold Public Hearing

Community Development Director Kramvik gave a brief summary of the ordinance and the changes suggested at the October meeting. He indicated a letter has been provided to the Commission that was submitted by property owner Rick Badeaux.

The Chair opened the public hearing at 6:05 p.m.

The Chair recognized Rick Badeaux, owner of rental properties at 712 6th Street and 1005 6th Street S, who stated he wrote the letter regarding his short-term rentals. He said he understands the need for regulations. He stated he is using a slightly different business model than normal; all short-term rentals he has include a long-term rental. He is interested in future projects in Brainerd that include short-term with long-term in the same building if he is allowed to continue to do so. But said he may have to reconsider this plan if there are limits made to the number of allowed rental ownership.

The Chair recognized Mike Fish, MN Real Estate & Management, who manages the short-term rental at 502 Juniper Street for property owner Brian Knoll. He stated that capping the number at twenty is a fair amount, as most people desire lakeshore properties for vacation and

do not see it becoming a problem in the City. He also indicated short-term rentals are maintained at a higher quality as they do not want to receive a bad review.

The Chair closed the public hearing at 6:19 p.m.

Commission discussion took place.

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND GORHAM, DULY CARRIED, TO RECOMMEND APPROVAL OF THE SHORT-TERM RENTAL ORDINANCE WITH THE FOLLOWING CHANGES. 1) AMEND THE DATE IN C14 TO DECEMBER 31, 2025 2) AMEND D3d. TO ADD THAT ALL CONDITIONS OF THE RENTAL CODE MUST BE MET.

#7 New Business

7a. Consider Variance and Conditional Use Permit Amendment at 1202 S 6th St.

Assistant Planner Edwards summarized the variance application and conditional use permit amendment proposed by the property owner at 1202 S. 6th Street.

The Chair opened the public hearing at 7:02 pm.

The Chair recognized Todd Sutton, owner of the property, who called in via Webex to the meeting tonight. Mr. Sutton explained the warranty issue on the machine and requested a variance to not require 25% other materials rather than metal siding. He explained the amendment to the CUP would simply include additional landscaping.

Discussion took place.

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND GORHAM TO RECOMMEND DENIAL OF THE VARIANCE FOR 1202 S 6TH STREET BASED ON IT DOES NOT MEET THE REQUIREMENTS FOR A PRACTICAL DIFFICULTY.

Upon roll call, Commissioners Duval, Gorham, Stenglein, and Yeager voted “aye”. Commissioners Grunenwald and Norwood voted “nay”. The Chair declared the motion carried.

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND STENGLEIN, DULY CARRIED, TO RECOMMEND APPROVAL OF THE AMENDMENT TO THE CONDITIONAL USE PERMIT AS PRESENTED.

7b. Planning Commission Itinerary Update

Community Development Director Kramvik reviewed the itinerary of staff and Planning Commission projects. Discussion took place and it was decided to adjust the itinerary and move the cannabis item up in priority to #4, or as information becomes available.

#8 Public Forum

The Chair opened the public forum at 7:44 pm.

No one came forward.

The Chair closed the public forum at 7:44 pm.

#9 Staff Reports

Community Development Director Kramvik made the following updates:

- City staff is reviewing the fee schedule which will go to the City Council
- A review of the tree ordinance is taking place
- Vacant buildings in the City are being reviewed

#11 Commission Member Report

Commissioner Gorham asked if the tree ordinance review can be shared with the Planning Commission.

Commissioner Duval commented about the tree removal taking place at the My Neighbor to Love property.

#12 Adjournment

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND GRUNENWALD, DULY CARRIED, TO ADJORN AT 7:50 PM.

Kevin Yeager, Planning Commission Chair

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: December 20th, 2023

RE: Consider Country Manor Planned Unit Development and Conditional Use Permit for a Physical Therapy Office.

REQUEST

Planned Unit Development Final Plan for the construction of a senior living facility, childcare facility, and physical therapy office.

PUBLIC HEARING. Conditional Use Permit for Foundation for Health Care Continuums to operate a physical/occupational therapy clinic open to the public and residents of the facility.

APPLICANT: The Foundation for Health Care Continuums (Country Manor)

The purpose of these requests is to construct a senior living facility comprised of 92 apartments and 18 memory care units, a childcare facility for 8 infants, 14 toddlers, 40 preschoolers and 30 school aged children, and for rehabilitation services for residents and the public.

CONTEXT

Parcel Numbers: 41330755, 41330745, 41330744

Zoning District: Contemporary Neighborhood-2 (CN-2) Base Zoning District with Planned Unit Development (CM-PUD) Overlay District

Property Area: 54.1081 Acres

Adjacent Uses:
North: Undeveloped Forested Land
East: Undeveloped Forested Land
South: Single Family Dwelling Units (Northtown Addition)
West: Single Family Dwelling Units

Adjacent Zoning:
North: Garden Living (GL) District & Rural Living 1 (RL-1) District
East: County – Shoreland District and Rural Residential – 2.5
South: Contemporary Neighborhood-1 (CN-1) District
West: Contemporary Neighborhood-2 (CN-2) District

A detailed map of the proposed development area. The map shows a grid of streets including COLES WAY, BEAVER DAM RD, OLD COURT WAY, CLEARVIEW LN, WARRIOR AVE, TWINS ST, WOLVES ST, VIKING ST, NORTH TOWN ST, WILD DALE, KARR DRIVE, and MCKIN RD. The map also shows various land parcels, some of which are shaded in yellow, orange, and green. A dashed line indicates the boundary of the proposed development area. The map is oriented with North at the top.

PLANNED UNIT DEVELOPMENT (PUD) ZONING OVERLAY

According to [Section 515-5-7.B](#), a Planned Unit Development (PUD) may include land uses from a variety of Base Zoning Districts, and may include design flexibility related to density, setbacks, building heights, lot area, lot width, etc. Any mixed-use project that does not comply with the dimensional or use standards may utilize the Planned Unit Development (PUD) Overlay Zoning District. All PUD Overlay Zoning Districts must identify the areas where flexibility from the Base Zoning District standards is established.

Table 515-2-21.2. CM-PUD Dimensional and Use Standards - Density, Lot Size, Coverage and Height Standards.

Lot Dimensions		
	Lot Size (minimum)	None
	Lot Width (minimum) (Frontage on Public or Private Roads)	None
Uses Permitted		
	Appendix A: Table of Uses, CN-2 District	All permitted, conditional and interim uses
	Commercial day care facilities	P
	Office businesses – (general use, medical clinic)	C
Uses Permitted		
	Impervious Surface	75%

FINDINGS OF FACT – PLANNED UNIT DEVELOPMENT FINAL PLAN

The City may approve the Planned Unit Development (PUD) only if it is found that the development satisfies all of the following standards according to [Section 515-5-7.C](#):

1. The proposed Planned Unit Development (PUD) is in conformance with the Comprehensive Plan for Brainerd. At a minimum, the City must find that:
 - a. The use will not create an excessive burden on existing parks, schools, streets, and other public facilities and utilities, which serve or are proposed to serve the area.
 - i. *The residential elements of the development will solely serve seniors.*
 - ii. *The development includes its own open space areas.*
 - iii. *The development will connect to the City's sewer, water, and electrical system. The City Engineer and Brainerd Public Utilities have no concerns that this development will create an excessive burden on these utilities.*
 - b. The use is reasonably related to the overall needs of the City and is compatible with the surrounding land use.
 - i. *The City and Crow Wing County as a whole are in need of diverse housing options which is a part of the Housing Goals and Policies of the Comprehensive Plan.*
 1. *Provide a diverse mix of housing choices for all stages of life, income ranges, and ownership/rental preferences.*

- a. *Policy 1 - Complement Brainerd's entry-level and affordable housing options by encouraging other move-up and mid to upper-end, market-rate housing options.*
 - b. *Policy 5 - Ensure an adequate supply of quality and affordable housing units for current and future residents.*
 - ii. *The surrounding areas are also residential in use.*
 - iii. *The City and Crow Wing County as a whole are in need of further childcare options which are supported by the Economic Development Goals and Policies of the Comprehensive Plan.*
 - 1. *GOAL 2: Support our workforce and help them thrive.*
 - a. *Policy 1 - Collaborate with local partners and stakeholders to address industry workforce needs, creating a career and education pathway for residents of all ages.*
 - iv. *Rehabilitation services are consistent with senior living facilities and would provide residents with services in the building.*
 - c. The Planned Unit Development (PUD) is an effective and unified treatment of the development possibilities on the project site and the development plans provide for the preservation of unique natural amenities such as streams, stream banks, wooded cover, rough terrain, and similar areas.
 - i. *The development intends to use the rural setting of the site as an integral element of the development, providing as many natural areas to its future residents as possible.*
 - d. The uses proposed will not have an undue and adverse impact on the reasonable enjoyment of neighboring property and will not be detrimental to surrounding uses.
 - i. *This property will be well separated from surrounding uses through natural screening and buffers.*
2. Additionally, the Planned Unit Development (PUD) meets one or more of the following development criteria according to Section 515-5-7.C.2
 - a. A minimum of two (2) or more principal structures is proposed.
 - i. *The applicant proposes three buildings connected by a ground level walkway.*
 - b. The tract is at least two (2) acres in size.
 - i. *The site is approximately 54 acres in size.*
 - c. The use is consistent with the requirements of the Zoning Ordinance.
 - i. *The use is consistent with the requirements of the CN-2 based district and Country Manor – Planned Unit Development (CM-PUD).*
 - d. The Planned Unit Development (PUD) can be planned and developed to harmonize with any existing or proposed development in the areas surrounding the project site.
 - i. *Natural buffers shall be maintained between existing developments and the site.*
 - ii. *The surrounding developments are comprised of residential properties and a care facility.*
 - e. Each phase of the proposed development is of sufficient size, composition, and arrangement so that it's construction, marketing, and operation are feasible as a

complete unit, and that provision for and construction of dwelling units and common open space are balanced and coordinated. In addition, the total development is designed in such a manner as to form a desirable and unified environment within its own boundaries.

- i. *The proposed development will be a complete development that will occur all in one stage.*
 - ii. *Any potential future development on the site will serve to further support the initial development's use and character.*
- f. Financing is available to the applicant on conditions and in an amount which is sufficient to assure completion of the Planned Unit Development (PUD). To evidence this finding, a written statement of financial feasibility, which is accepted by the City, shall be submitted by the applicant.
 - i. *The applicant has the ability to acquire the necessary financing to complete the proposed development in full.*
 - ii. *The applicant will be required to provide proof of financing with approval of the Final Plan.*
 - iii. *The applicant has provided an escrow to the City to pay for legal review.*
- g. One (1) individual has been designated by the property owner(s) to be in control of the development.
 - i. *While the property owner has and shall continue to work in conjunction with multiple entities throughout the development process, the property owner maintains all rights, authority, and management of the development.*
- h. The Planned Unit Development (PUD) provides for architectural diversity by way of varied building types and exterior building design.
 - i. *The development is a contiguous development comprised of similar yet separate designs.*
- i. Underground Utilities. In any Planned Unit Development (PUD), all utilities, including, but not limited to, telephone, electricity, gas, and cable television shall be installed underground.
 - i. *All utilities in the development are planned to be placed underground.*
- j. Utility Connections.
 - i. Water Connections. When more than one property is served from the same service line, a shut off valve must be located in such a way that each unit's service may be shut off and secured by the City, in addition to the normally supplied shut off at the street.
 - 1. *Individual shutoffs will be located throughout the development.*
 - ii. Sewer Connections. When more than one (1) unit is served by a sanitary sewer lateral which exceeds three hundred (300) feet in length, provisions must be made for a manhole to allow adequate cleaning and maintenance of the lateral. All maintenance and cleaning shall be the responsibility of the property owner's association or owner.
 - 1. *Manholes will be located throughout the development.*
- k. Roadways, Private. Design - Private roadways within the project shall have an improved surface to 28 feet or more in width and shall be so designed as to permit the City fire trucks to provide protection to each building.

- i. *Proposed private roadways have been reviewed by the City Engineer and Fire Chief and have been deemed adequate.*
- l. Parking. No portion of the required private road system may be used in calculating required off-street parking space or be used for parking.
 - i. Elderly (Senior Citizen) Housing. Reservation of area equal to one (1) parking space per unit. Initial development is, however, required of only one-half (½) space per unit and said number of spaces can continue until such time as the City Council considers a need for additional parking spaces has been demonstrated.
 - ii. Day Care Facilities. Day care facilities that serve fourteen (14) or fewer persons: In addition to residential parking requirements, one (1) space per seven (7) children capacity. All other day care facilities: One (1) space per teacher on the largest shift, plus one (1) space per ten (10) students/children based on maximum capacity of the facility.
 - iii. Office Buildings, Animal Hospitals and Clinics, Professional Offices and Medical Clinics. One (1) space for every 200 square feet of floor area.
 - 1. *Staff believes the proposed dedicated parking areas will sufficiently serve the development as the applicant proposes approximately 197 parking stalls and additional garage parking.*
- m. Landscaping. In any Planned Unit Development (PUD), landscaping shall be provided according to a plan approved by the City Council, which shall include a detailed planting list with sizes and species indicated as part of the final plan. In assessing the landscaping plan, the City Council shall consider the natural features of the particular site, the architectural characteristics of the proposed structures and the overall scheme of the Planned Unit Development plan.
 - i. *A detailed landscape plan has been submitted.*
 - ii. *Significant natural buffers will be maintained that will more than adequately screen the development from surrounding areas and roadways.*
- n. Public services. The proposed project shall be served by the City water and sewer system and fire hydrants shall be installed at such locations as necessary to provide fire protection.
 - i. *The development will be served by City sewer and water and the location of fire hydrants has been reviewed by the Fire Department.*
- o. Refuse. Provision for trash pick-up shall be provided according to a plan approved by the City Council.
 - i. *Per City Code, refuse must be collected at a minimum of a weekly basis.*
- p. Best Management Practices. All Planned Unit Developments shall incorporate Best Management Practices for stormwater management as defined by Chapter 7 of the City Code, subject to review and approval of the Zoning Administrator, Planning Commission and City Council.
 - i. *Three stormwater retention areas are proposed.*
 - ii. *The City Engineer has reviewed the proposed development for stormwater impacts and has expressed no concerns at this time. A full stormwater review will be conducted upon submittal of the building permit.*

- q. Sidewalks and Trails. Except as otherwise determined by the City Council, concrete sidewalks not less than five (5) feet in width and/or bituminous trails not less than eight (8) feet in width shall be provided.

- i. *The proposed development is exempt from this restriction as all proposed roadways are private.*

- 3. **Development Agreement** – The Community Development Department, Public Works Department, and Brainerd Public Utilities have been working with the engineers and architects for Country Manor as well as Crow Wing County on the development agreement. The following comments have been sent to the City Attorney for inclusion in the agreement:

- a. *Utilities will meet the standards established by Brainerd Public Utilities (BPU). Utility construction drawings and specifications will need to be approved by BPU before construction.*
 - b. *Country Manor and BPU will finalize additional easements for utilities (electric, sanitary, and water) once final locations have been determined. A 10-foot easement will be provided for each utility.*
 - c. *Country Manor will provide engineered construction drawings showing the proposed turn lane and affected drainage patterns. The drawings should also note that lane closures adjacent to the construction area will be coordinated with Crow Wing County and traffic control will meet the requirements of the latest version of the MnDOT Temporary Traffic Control Manual. Drawings will need to be approved by Crow Wing County before construction.*
 - d. *The engineer-of-record shall be on-site during construction and inspect the work of the contractor. They will be responsible to approve, (or verify) that the work is in accordance with the approved construction drawings.*
 - e. *Country Manor will provide a breakdown of costs associated with the construction of the turn lane adjacent to Beaver Dam Road. The City will reimburse Country Manor for 25% of the approved costs after construction. (The City will have a separate agreement with the County to be reimbursed for the 25%.)*

- 4. **Impervious Surface** - Northern portions of the property are within the Gilbert Lake shoreland district.

- a. Per Section [530.09 Subd. 5 Paragraph B](#) of the City Code, impervious surface coverage of lots must not exceed 25% of the lot area.
 - b. Approximately 650,312 square feet (14.93 acres) of the Site, exclude the proposed Lot 1, Block 2, are within the shoreland district.
 - c. Per the recommendation of consultants Swanson Haskamp Consulting, the overall impervious surface allowed on the Site should be calculated by combining the 25% impervious surface restriction of the areas within the shoreland district to the allowed impervious surface of the non-shoreland areas.
 - d. Staff is recommending 75% impervious surface for the CM-PUD district
 - e. Total allowable impervious surface for the parcel containing the proposed improvements is approximately 58%.
 - i. *This proposed development does not exceed the impervious surface limit and will be required to retain all stormwater for all improvements made to the site according to the City Code for commercial construction.*

As of this writing, the Community Development Department has received three calls regarding this proposed development, but no concerns were raised regarding this request.

FINDINGS OF FACT – CONDITIONAL USE PERMIT

1. Parcels 41330755, 41330745, 41330744 in the City of Brainerd have been approved to be rezoned Planned Unit Development (CM-PUD) Overlay District with a Contemporary Neighborhood-2 (CN-2) base zoning district. The CM-PUD Overlay District allows for a physical/occupational therapy clinic as a Conditional Use.
2. **Criteria for Granting Conditional Use Permits.** In granting a Conditional Use Permit, the City Council shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use upon the health, safety, morals and general welfare of occupants or surrounding lands. Among other things, the City Council shall make the following findings where applicable.
 - a. The proposed use conforms to the Zoning District and is a permitted Conditional Use identified on Appendix A: Table of Uses.
 - i. *The CM-PUD Overlay District allows for a physical/occupational therapy clinic as a Conditional Use.*
 - b. The proposed use meets the regulations and standards established in this Ordinance.
 - i. *There are no separate standards required to operate a physical/occupational therapy clinic per Section 515-3 Allowed Uses.*
 - c. The proposed use shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons.
 - i. *The proposed use of a physical/occupational therapy clinic will not cause any condition that may be dangerous, injurious, or noxious to any other property or persons.*
 - d. The proposed use shall be sited, oriented, and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
 - i. *The clinic as proposed in the Conditional Use Permit will be part of a senior living complex and childcare center. The complex is serviced by a private drive that will not affect surrounding residences. The proposed development will keep natural wooded buffers to the south which will help provide screening to the Northtown Residential Development. A detailed landscape plan has been submitted and recommended for approval as part of the Final PUD.*
 - e. The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
 - i. *All buildings on the site are being designed and constructed in one phase which will ensure consistency as they were all designed as part of one plan. The physical/occupational therapy clinic will be located in the proposed structure.*
 - f. The proposed use shall organize vehicular access and parking to minimize traffic congestion in a residential neighborhood.
 - i. *The existing parking plan for the Planned Unit Development is sufficient to handle a physical/occupational therapy clinic. All vehicular traffic will enter*

and exit the property through a private drive and will not have a negative effect on surrounding residential neighborhoods.

- g. The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the [Comprehensive Plan](#).
 - i. *This Conditional Use is consistent with the following goals and policies of the 2021 Comprehensive Plan for the City of Brainerd.*
 - 1. *“Land Use Goal 2: Through thoughtful planning, maintain the unique identity of the city and all the appropriate land uses that support it. Policy 5: Encourage mixed-use neighborhoods that are walkable and bikeable, ones that provide the daily services that residents need within walking distances of their homes.”*
 - a. *The proposed clinic will help residents receive physical therapy needs at the facility rather than having to arrange travel.*
 - 2. *“Economic Development GOAL 3: Help local businesses grow and attract new businesses in our neighborhoods, along our main corridors, and downtown. Policy 2: Attract new businesses best suited for the community’s assets, increasing local employment options and building the city’s tax base.”*
 - a. *This use as proposed by the applicant is part of a significant development in the City of Brainerd and a new business that will increase the taxable value of the parcel and provide jobs.*

STAFF RECOMMENDATION

Staff recommends the following:

- 1) Recommend approval of the PUD Final Plan subject to the findings of fact with the following conditions.
 - a. Approval of the Development Agreement.
- 2) Recommend approval of the Conditional Use Permit subject to the findings of fact for a physical/occupational therapy clinic with the following conditions
 - a. Approval of the PUD Final Plan.
 - b. The CUP shall be null and void and expire if the applicant fails to utilize the Conditional Use Permit or fails to fulfill all required conditions attached thereto within three (3) years from the date of its authorization.

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that the Foundation for Health Care Continuums has submitted a request for a Conditional Use Permit to operate an physical/occupational therapy clinic on the parcels 41330755, 41330745, 41330744 in the City of Brainerd. The property included in this application is described as:

PID 41330745 – Legal Description – NW1/4 OF SE1/4 SECTION 33, EXCEPT THE S. 26.1 ACRES THEREOF

PID 41330755 – Legal Description – N. 874.74 FT OF NE1/4 OF SW1/4, EXCEPT S. 12 ACRES OF N. 874.74 FT. SUBJECT TO EASEMENTS, RESERVATIONS, OR RESTRICTIONS OF RECORD.

PID 41330744 – Legal Description – S 26.10 ACRES OF NWSE. TOGETHER WITH AN ESMNT OF RECORD.

The property is zoned in Planned Unit Development Overlay District with an underlying Contemporary Neighborhood Two (CN-2) Zoning District, and Zoning Ordinance Section 513-3 [Appendix A: Table of Uses](#) allows physical/occupational therapy clinics, considered an office business, as a conditional use in the CN-2 District. A copy of the application and submitted documents are on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, December 20, 2023, in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the Conditional Use Permit request.

Any individual needing special accommodation or would like more information about this request, please call (218) 828-2307.

Dated this 6th day of December 2023



James L. Kramvik
Community Development Director

Publication Date: December 9, 2023



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307

www.ci.brainerd.mn.us

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

	RESIDENTIAL	COMMERCIAL
CONDITIONAL USE PERMIT	☐ (\$250.00)	☐ (\$400.00 + \$500.00 escrow deposit)
REZONING	☒ (\$300.00)	☐ (\$500.00)
VARIANCE	☐ (\$250.00)	☐ (\$400.00 + \$500.00 escrow deposit)
ZONING TEXT AMENDMENT	☐ (\$250.00)	☐ (\$400.00)

PROPERTY ADDRESS: PID: 41330744, 41330745, 41330755

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy)

Property Owner Name: Foundation for Health Care Continuums

Street Address: 520 1st St. NE City: Sartell State: MN Zip Code 56377

Phone Number: 320-253-1920 Fax: 320-656-5922 E-mail: bkelm@countrymanor.org

Applicant Name: (If different than Property Owner) _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax: _____ E-mail: kharguth@countrymanor.org

Description of Request: The proposed project will also have a small amount of space allocated for the use of a Physical/Occupational Therapy operation, open to clients that live in the Facility and also clients from the outside community.

Property Owner Signature

10-19-2023

Date

Brian Kelm

(Please print name)

Applicant Signature

10-19-2023

Date

Kevin Harguth

(Please print name)

(OVER)



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307/Fax 218-828-2316

www.ci.brainerd.mn.us

PRELIMINARY PLAT/FINAL PLAT/P.U.D APPLICATION

☒ **PRELIMINARY PLAT** (\$500.00 + \$30.00/lot residential + \$1,000.00 escrow deposit)
(\$600.00 + \$50.00/lot commercial + \$1,000.00 escrow deposit)

☒ **FINAL PLAT** (fee included with Preliminary Plat)

☐ **PLANNED UNIT DEVELOPMENT** (\$250 + \$1,000 escrow deposit/residential)
(\$400 + \$1,000 escrow deposit/commercial)

PROPERTY ADDRESS: PID: 41330744, 41330745, 41330755

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy) *see attached*

Property Owner Name: Foundation for Health Care Continuums

Street Address: 520 1st St. NE **City:** Sartell **State:** MN **Zip Code:** 56377

Phone Number: 320-253-1920 **Fax:** 320-656-5922 **E-mail:** bkelm@countrymanor.org

Applicant Name: (if different than Property Owner) _____

Street Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Phone Number: _____ **Fax:** _____ **E-Mail:** kharguth#=@countrymanor.org

Description of Request: The platting of the three contiguous parcels with the following PID's:

PID: 41330744, 41330745, 41330755

Into the Plat: Country Manor Senior Living Campus of Brainerd, with parcels legally described as:

Lot 1 Block 1 and 2 Block 2 as surveyed by O'Malley & Kron Land Surveyors, Inc.

Project will be a Senior Living Campus with the following uses: Assisted Living, Memory Care,

Rehab Services (for Facility and Community), Community Home Care and Chld Day Care (for employees and Community).

Property Owner Signature

10-19-2023

Date

Brian Kelm

(Please print name)

Applicant Signature

10-19-2023

Date

Kevin Harguth

(Please print name)

Attached Legal Description:

N. 874.74 FT OF NE1/4 OF SW1/4, EXCEPT S. 12 ACRES OF N. 874.74 FT. SUBJECT TO EASEMENTS, RESERVATIONS, OR RESTRICTIONS OF RECORD.

NW1/4 OF SE1/4 SECTION 33, EXCEPT THE S. 26.1 ACRES THEREOF
S 26.10 ACRES OF NWSE. TOGETHER WITH AN ESMNT OF RECORD.

P.I.N. 41330755, 41330745, 41330744

Section 33, Township 134, Range 28

From: [Scott Keho](#)
To: [James Kramvik](#)
Cc: [Scott Keho](#)
Subject: Extension
Date: Wednesday, November 29, 2023 1:42:08 PM

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James

Foundation for Health Care Continuums is requesting a 30-day review extension from the statutorily required 60-day approval or denial process for land use applications. The applications include the Final Country Manor PUD and the Conditional Use permit to operate a Physical Therapy office open to the general public on PID's: 41330744, 41330745, and 41330755. The extension will allow the for finalization of utility plans and the turn lane construction plans required by Crow Wing County. The City will be required to approve or deny the applications by January 16th, 2024.

Scott T. Keho
Project Coordinator
Country Manor Campus
skeho@countrymanor.org
(320)828-3457

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Foundation for Health Care Continuums has submitted a Rezoning, Preliminary Plat, Final Plat, and Planned Unit Development request for the Parcels 41330744, 41330745, 41330755. The applicant is requesting to rezone these parcels into a Planned Unit Development Overlay District with a Contemporary Nighborhood-2 (CN-2) underlying zoning district with no restrictions on property size. Further this will allow the following uses to occur at the premises: Assisted Living, Memory Care, Rehabilitation services for residents and the public, and child day care services for the public. The property included in this application is described as:

*N. 874.74 FT OF NE1/4 OF SW1/4, EXCEPT S. 12 ACRES OF N. 874.74 FT. SUBJECT TO EASEMENTS, RESERVATIONS, OR RESTRICTIONS OF RECORD.
NW1/4 OF SE1/4 SECTION 33, EXCEPT THE S. 26.1 ACRES THEREOF
S 26.10 ACRES OF NWSE. TOGETHER WITH AN ESMNT OF RECORD.
P.I.N. 41330755, 41330745, 41330744
Section 33, Township 134, Range 28*

A copy of the proposed site plan is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, June 21st, 2023, in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider the variance request.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2309.

Dated this 6th day of June 2023



James Kramvik
Community Development Director

Publication Date: June 10th 2023

PRELIMINARY PLANS

FOR

SITE, GRADING, EROSION CONTROL, SANITARY SEWER, WATERMAIN AND STORM SEWER

FOR

COUNTRY MANOR OF BRAINERD

BRAINERD, MN

PREPARED FOR:

GLT ARCHITECTS

808 COURTHOUSE SQUARE
ST. CLOUD, MN 56303

CONTACT: EVAN LARSON

PHONE: 320-252-3740

EMAIL: ELARSON@GLTARCHITECTS.COM

PREPARED BY:

Westwood

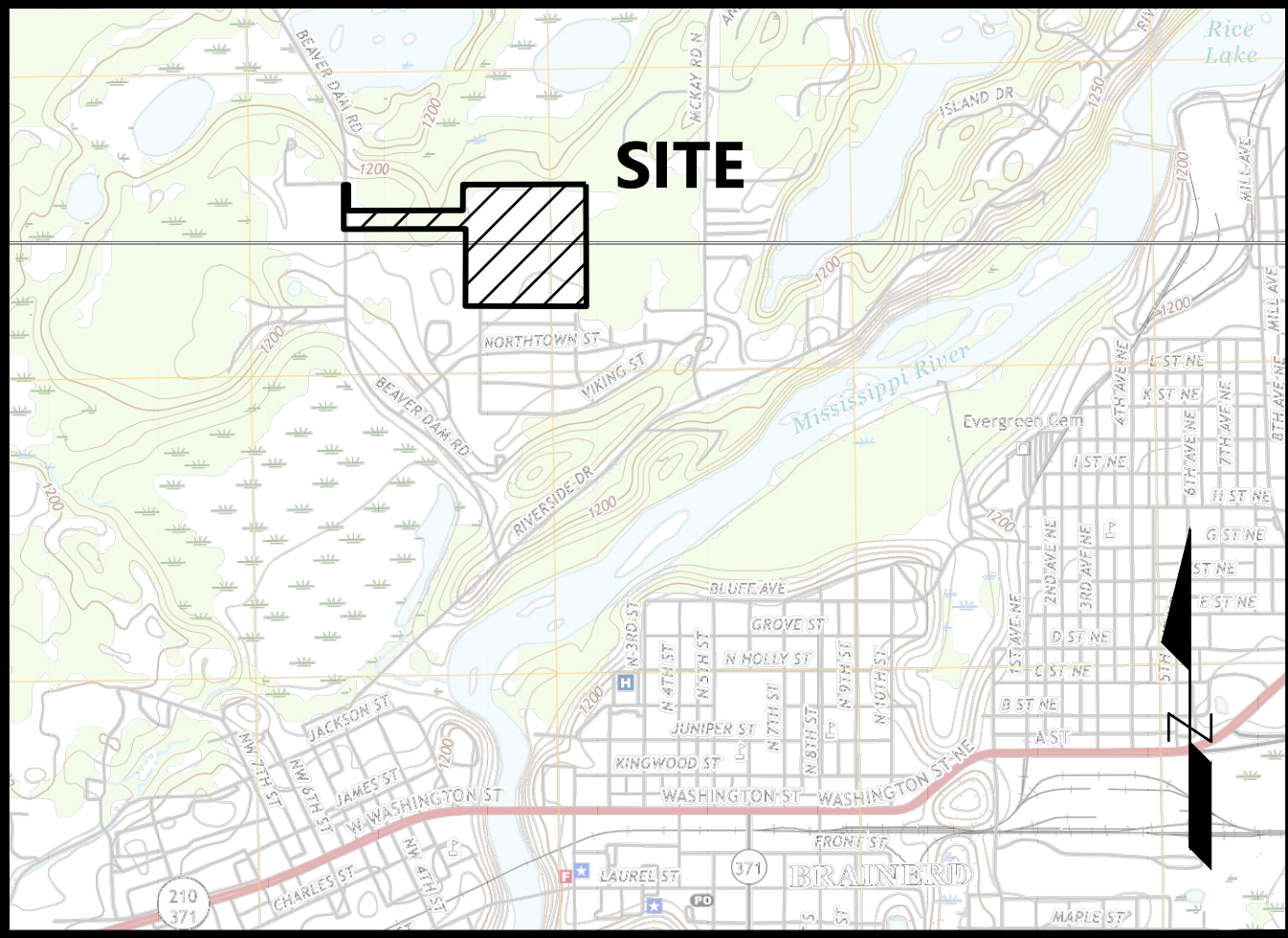
Phone (320) 253-9495 3701 12th Street North, Suite 206
Fax (320) 358-2001 St. Cloud, MN 56303
Toll Free (800) 270-9495 westwoodps.com

Westwood Professional Services, Inc.

PROJECT NUMBER: 0024151.00
CONTACT: BRAD C. WILKENING

SHEET INDEX

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C4.0	EROSION CONTROL PLAN
C5.0	SANITARY & WATERMAIN PLAN
C5.1	STORM SEWER PLAN
C6.0	DETAILS
C6.1	DETAILS



Vicinity Map
(NOT TO SCALE)

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BRAD C. WILKENING
DATE: 04/30/21 LICENSE NO. 26908

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KEY PLAN

COUNTRY MANOR

NEW FACILITY

BRAINERD, MINNESOTA

DATE	04/30/21
PROJECT	0024151.00

C1.0

COVER

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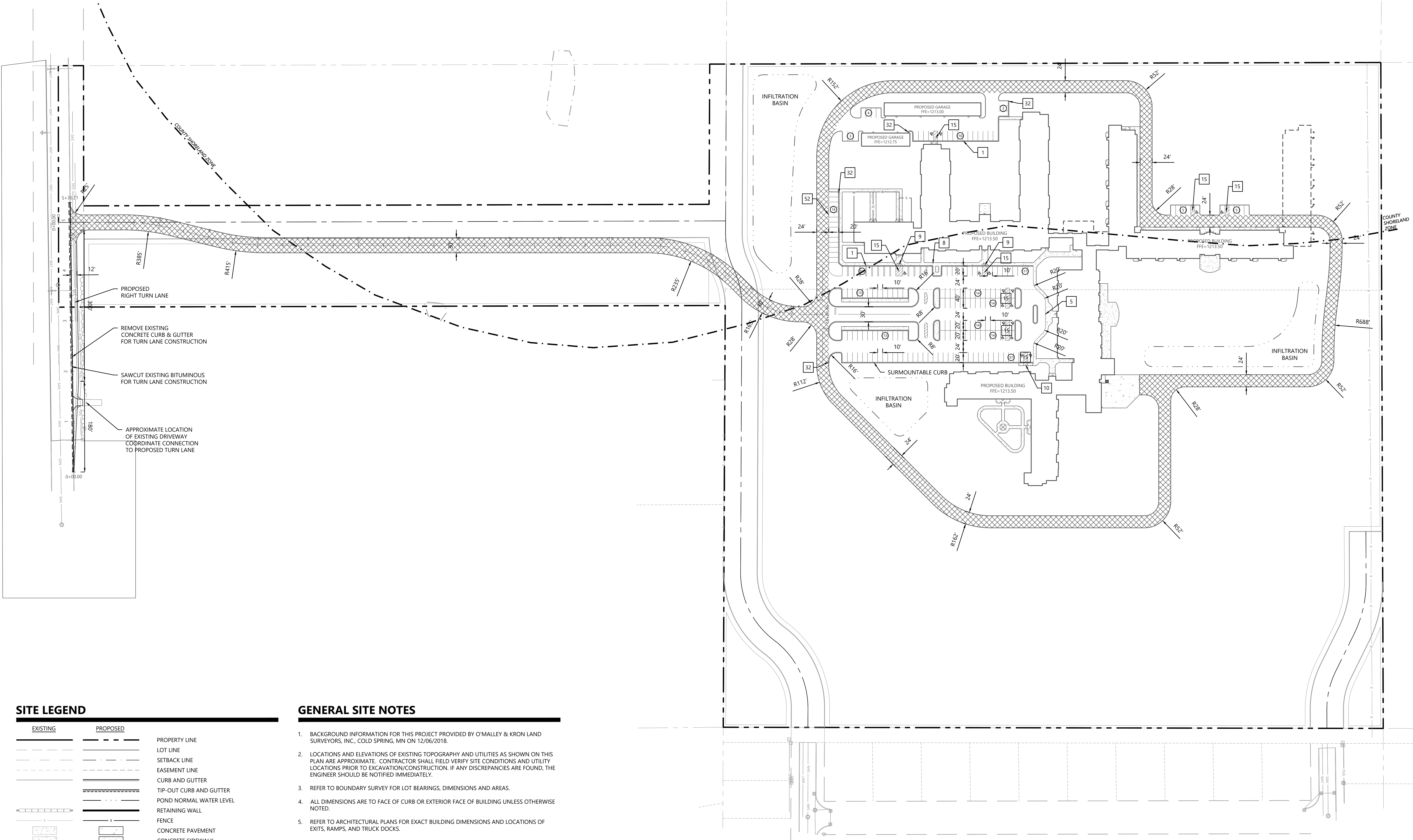
COUNTRY MANOR

NEW FACILITY

BRainerd, MINNESOTA

DATE	04/30/21
PROJECT	0024151.00

C2.0



SITE LEGEND

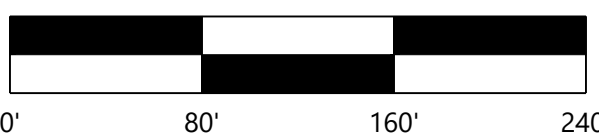
EXISTING	PROPOSED	
---	---	PROPERTY LINE
---	---	LOT LINE
---	---	SETBACK LINE
---	---	EASEMENT LINE
---	---	CURB AND GUTTER
---	---	TIP-OUT CURB AND GUTTER
---	---	POND NORMAL WATER LEVEL
---	---	RETAINING WALL
---	---	FENCE
---	---	CONCRETE PAVEMENT
---	---	CONCRETE SIDEWALK
---	---	HEAVY DUTY BITUMINOUS PAVEMENT
---	---	NORMAL DUTY BITUMINOUS PAVEMENT
---	---	NUMBER OF PARKING STALLS
---	---	TRANSFORMER
---	---	SITE LIGHTING
---	---	TRAFFIC SIGN
---	---	POWER POLE
---	---	BOLLARD / POST

1 SITE DETAILS (SI-0XX)

- 1 B612 CURB AND GUTTER
- 5 INTEGRAL CURB AND WALK
- 8 PRIVATE CONCRETE SIDEWALK
- 9 PRIVATE PEDESTRIAN CURB RAMP
- 10 PRIVATE PARALLEL PEDESTRIAN CURB RAMP
- 14 SIGN INSTALLATION
- 15 HANDICAP ACCESSIBLE SIGNAGE AND STRIPING
- 32 BEAVERTAIL CURB
- 52 CONCRETE VALLEY GUTTER

GENERAL SITE NOTES

- BACKGROUND INFORMATION FOR THIS PROJECT PROVIDED BY O'MALLEY & KRON LAND SURVEYORS, INC., COLD SPRING, MN ON 12/06/2018.
- LOCATIONS AND ELEVATIONS OF EXISTING TOPOGRAPHY AND UTILITIES AS SHOWN ON THIS PLAN ARE APPROXIMATE. CONTRACTOR SHALL FIELD VERIFY SITE CONDITIONS AND UTILITY LOCATIONS PRIOR TO EXCAVATION/CONSTRUCTION. IF ANY DISCREPANCIES ARE FOUND, THE ENGINEER SHOULD BE NOTIFIED IMMEDIATELY.
- REFER TO BOUNDARY SURVEY FOR LOT BEARINGS, DIMENSIONS AND AREAS.
- ALL DIMENSIONS ARE TO FACE OF CURB OR EXTERIOR FACE OF BUILDING UNLESS OTHERWISE NOTED.
- REFER TO ARCHITECTURAL PLANS FOR EXACT BUILDING DIMENSIONS AND LOCATIONS OF EXITS, RAMPS, AND TRUCK DOCKS.
- ALL CURB RADII ARE SHALL BE 3.0 FEET (TO FACE OF CURB) UNLESS OTHERWISE NOTED.
- ALL CURB AND GUTTER SHALL BE **B612** UNLESS OTHERWISE NOTED.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL DEVICES SUCH AS BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLAGGERS AND LIGHTS TO CONTROL THE MOVEMENT OF TRAFFIC WHERE NECESSARY. PLACEMENT OF THESE DEVICES SHALL BE APPROVED BY THE CITY AND ENGINEER PRIOR TO PLACEMENT. TRAFFIC CONTROL DEVICES SHALL CONFORM TO APPROPRIATE MNDOT STANDARDS.
- BITUMINOUS PAVEMENT AND CONCRETE SECTIONS TO BE IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE GEOTECHNICAL ENGINEER.
- CONTRACTOR SHALL MAINTAIN FULL ACCESS TO ADJACENT PROPERTIES DURING CONSTRUCTION AND TAKE ALL PRECAUTIONS NECESSARY TO AVOID PROPERTY DAMAGE TO ADJACENT PROPERTIES.
- SITE LIGHTING SHOWN ON PLAN IS FOR REFERENCE ONLY. REFER TO LIGHTING PLAN PREPARED BY OTHERS FOR SITE LIGHTING DETAILS AND PHOTOMETRICS.



PRELIMINARY

SITE PLAN

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KEY PLAN

COUNTRY MANOR

NEW FACILITY

BRainerd, MINNESOTA

DATE 04/30/21
PROJECT 0024151.00

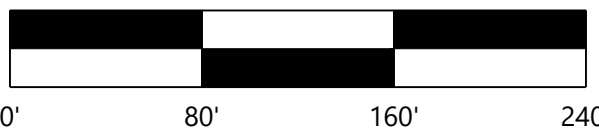
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GRADING NOTES

- LOCATIONS AND ELEVATIONS OF EXISTING TOPOGRAPHY AND UTILITIES AS SHOWN ON THIS PLAN ARE APPROXIMATE. CONTRACTOR SHALL FIELD VERIFY SITE CONDITIONS AND UTILITY LOCATIONS PRIOR TO EXCAVATION/CONSTRUCTION. THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY IF ANY DISCREPANCIES ARE FOUND.
- CONTRACTORS SHALL REFER TO ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF VESTIBULE, SLOPED PAVEMENT, EXIT PORCHES, RAMPS, TRUCK DOCKS, PRECISE BUILDING DIMENSIONS, EXACT BUILDING UTILITY ENTRANCE LOCATIONS, AND EXACT LOCATIONS AND NUMBER OF DOWNSPOUTS.
- ALL EXCAVATION SHALL BE IN ACCORDANCE WITH THE CURRENT EDITION OF "STANDARD SPECIFICATIONS FOR TRENCH EXCAVATION AND BACKFILL/SURFACE RESTORATION" AS PREPARED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA.
- ALL DISTURBED UNPAVED AREAS ARE TO RECEIVE FOUR INCHES OF TOPSOIL AND SOD OR SEED. THESE AREAS SHALL BE WATERED UNTIL A HEALTHY STAND OF GRASS IS OBTAINED. SEE LANDSCAPE PLAN FOR PLANTING AND TURF ESTABLISHMENT.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL DEVICES SUCH AS BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLAGMEN AND LIGHTS TO CONTROL THE MOVEMENT OF TRAFFIC WHERE NECESSARY. PLACEMENT OF THESE DEVICES SHALL BE APPROVED BY THE ENGINEER PRIOR TO PLACEMENT. TRAFFIC CONTROL DEVICES SHALL CONFORM TO APPROPRIATE MNDOT STANDARDS.
- ALL SLOPES SHALL BE GRADED TO 3:1 OR FLATTER, UNLESS OTHERWISE INDICATED ON THIS SHEET.
- CONTRACTOR SHALL UNIFORMLY GRADE AREAS WITHIN LIMITS OF GRADING AND PROVIDE A SMOOTH FINISHED SURFACE WITH UNIFORM SLOPES BETWEEN POINTS WHERE ELEVATIONS ARE SHOWN OR BETWEEN SUCH POINTS AND EXISTING GRADES.
- SPOT ELEVATIONS SHOWN INDICATE FINISHED PAVEMENT ELEVATIONS & GUTTER FLOW LINE UNLESS OTHERWISE NOTED. PROPOSED CONTOURS ARE TO FINISHED SURFACE GRADE.**
- SEE SOILS REPORT FOR PAVEMENT THICKNESSES AND HOLD DOWNS.
- CONTRACTOR SHALL DISPOSE OF ANY EXCESS SOIL MATERIAL THAT EXISTS AFTER THE SITE GRADING AND UTILITY CONSTRUCTION IS COMPLETED. THE CONTRACTOR SHALL DISPOSE OF ALL EXCESS SOIL MATERIAL IN A MANNER ACCEPTABLE TO THE OWNER AND THE REGULATING AGENCIES.
- CONTRACTOR SHALL PROVIDE A STRUCTURAL RETAINING WALL DESIGN CERTIFIED BY A LICENSED PROFESSIONAL ENGINEER.
- ALL CONSTRUCTION SHALL CONFORM TO LOCAL, STATE AND FEDERAL RULES INCLUDING THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS.
- PRIOR TO PLACEMENT OF ANY STRUCTURE OR PAVEMENT, A PROOF ROLL, AT MINIMUM, WILL BE REQUIRED ON THE SUBGRADE. PROOF ROLLING SHALL BE ACCOMPLISHED BY MAKING MINIMUM OF 2 COMPLETE PASSES WITH FULLY-LOADED TANDEM-AXLE DUMP TRUCK, OR APPROVED EQUAL, IN EACH OF 2 PERPENDICULAR DIRECTIONS WHILE UNDER SUPERVISION AND DIRECTION OF THE INDEPENDENT TESTING LABORATORY. AREAS OF FAILURE SHALL BE EXCAVATED AND RE-COMPACTED AS SPECIFIED HEREIN.
- EMBANKMENT MATERIAL PLACED BENEATH BUILDINGS AND STREET OR PARKING AREAS SHALL BE COMPACTED IN ACCORDANCE WITH THE SPECIFIED DENSITY METHOD AS OUTLINED IN MNDOT 2105.3F1 AND THE REQUIREMENTS OF THE GEOTECHNICAL ENGINEER.
- EMBANKMENT MATERIAL NOT PLACED IN THE BUILDING PAD, STREETS OR PARKING AREA, SHALL BE COMPACTED IN ACCORDANCE WITH REQUIREMENTS OF THE ORDINARY COMPACTION METHOD AS OUTLINED IN MNDOT 2105.3F2.
- ALL SOILS AND MATERIALS TESTING SHALL BE COMPLETED BY AN INDEPENDENT GEOTECHNICAL ENGINEER. EXCAVATION FOR THE PURPOSE OF REMOVING UNSTABLE OR UNSUITABLE SOILS SHALL BE COMPLETED AS REQUIRED BY THE GEOTECHNICAL ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL REQUIRED SOILS TESTS AND INSPECTIONS WITH THE GEOTECHNICAL ENGINEER.

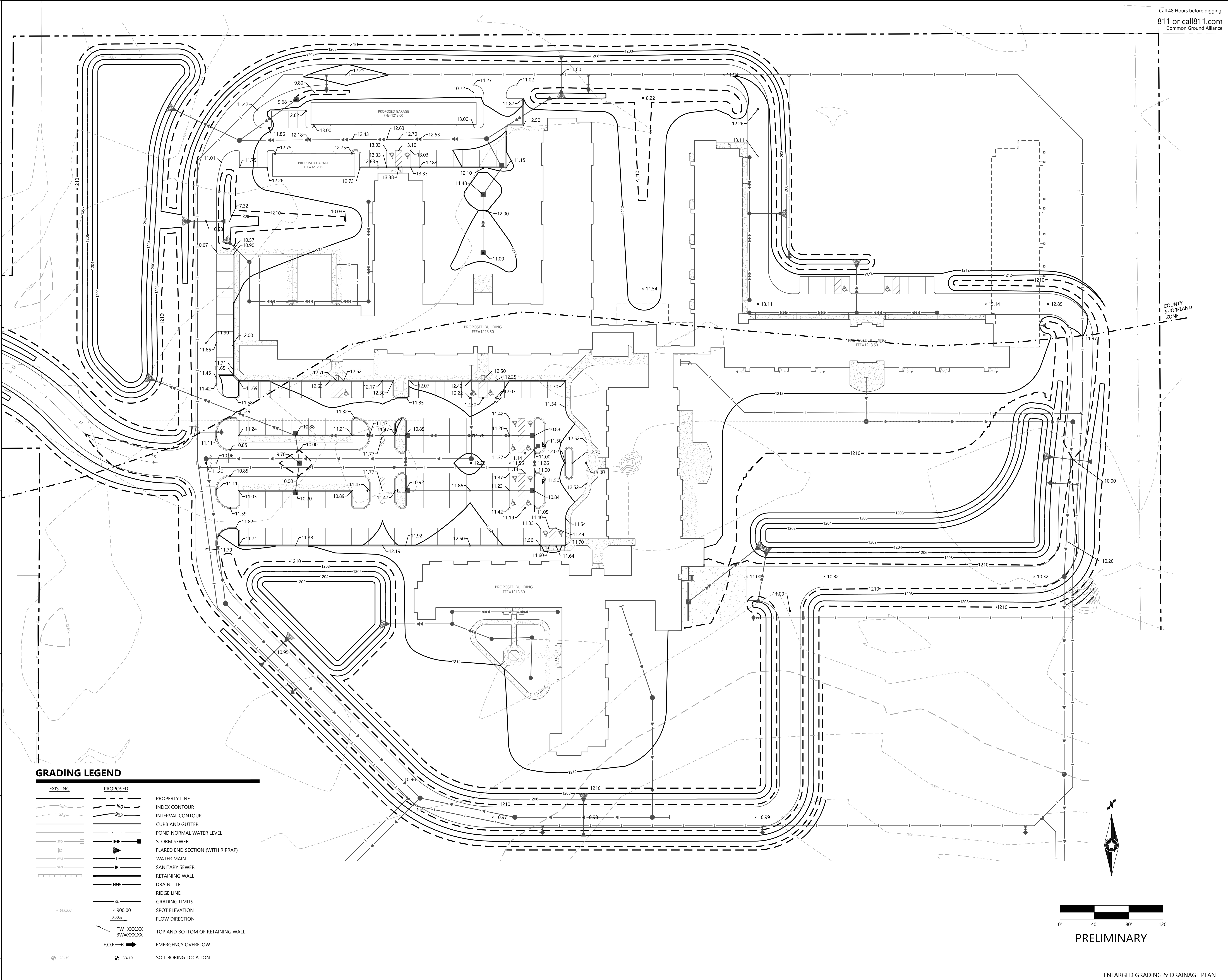
GRADING LEGEND

EXISTING	PROPOSED	
		PROPERTY LINE
		INDEX CONTOUR
		INTERVAL CONTOUR
		CURB AND GUTTER
		POND NORMAL WATER LEVEL
		STORM SEWER
		FLARED END SECTION (WITH RIPRAP)
		WATER MAIN
		SANITARY SEWER
		RETAINING WALL
		DRAIN TILE
		RIDGE LINE
		GRADING LIMITS
		SPOT ELEVATION
		FLOW DIRECTION
		TOP AND BOTTOM OF RETAINING WALL
		EMERGENCY OVERFLOW
		SOIL BORING LOCATION



PRELIMINARY

OVERALL GRADING & DRAINAGE PLAN



GRADING LEGEND

EXISTING	PROPOSED	
		PROPERTY LINE
		INDEX CONTOUR
		INTERVAL CONTOUR
		CURB AND GUTTER
		POND NORMAL WATER LEVEL
		STORM SEWER
		FLARED END SECTION (WITH RIPRAP)
		WATER MAIN
		SANITARY SEWER
		RETAINING WALL
		DRAIN TILE
		RIDGE LINE
		GRADING LIMITS
		SPOT ELEVATION
		FLOW DIRECTION
		TW=XXXXXX
		BW=XXXXXX
		E.O.F. →
		EMERGENCY OVERFLOW
		SOIL BORING LOCATION

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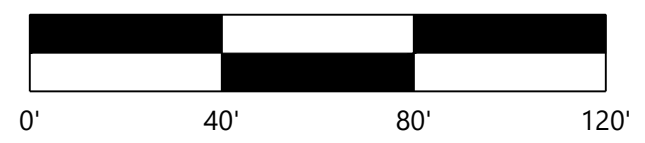
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COUNTRY MANOR

NEW FACILITY

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ENLARGED GRADING & DRAINAGE PLAN

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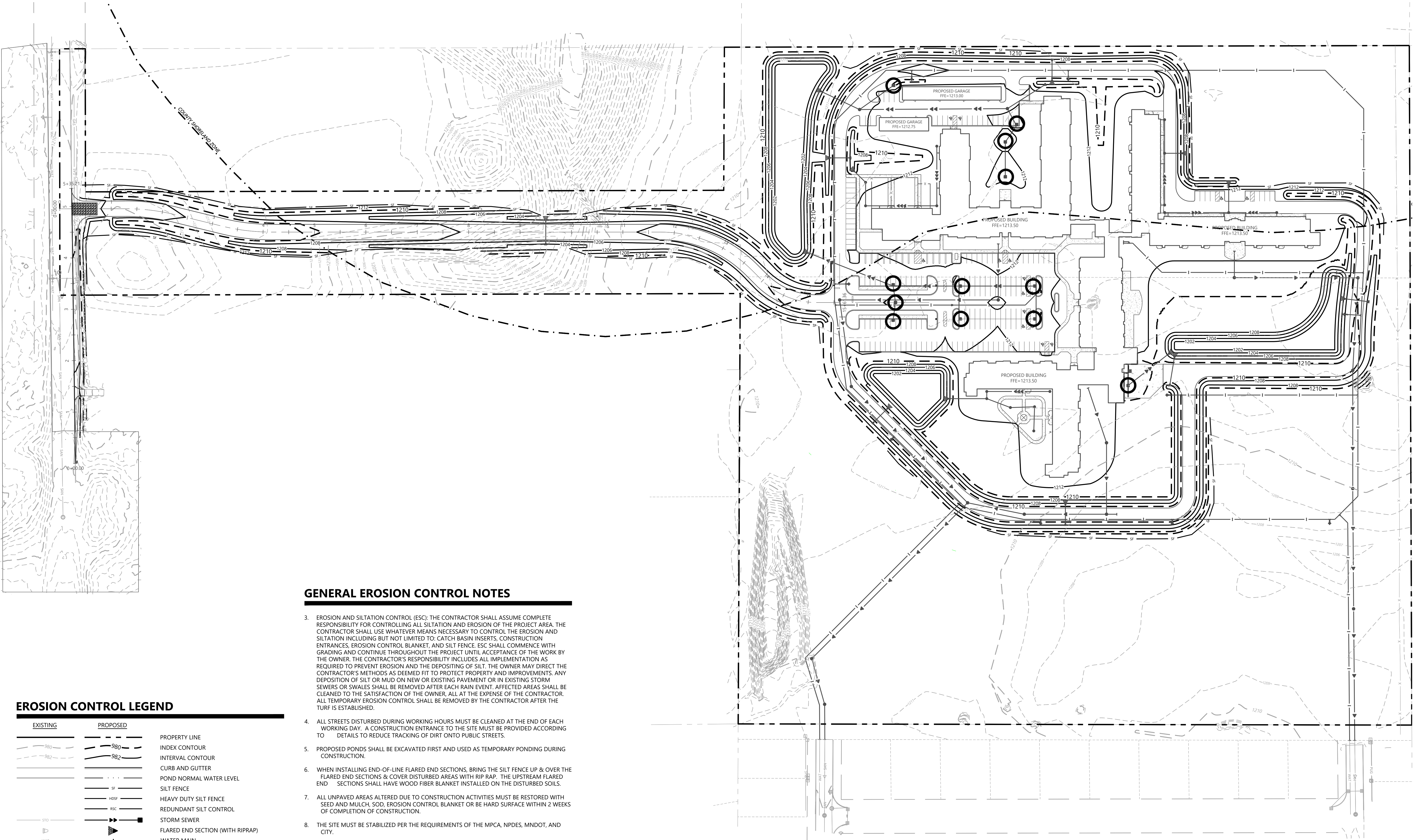
COUNTRY MANOR

NEW FACILITY

BRAINERD, MINNESOTA

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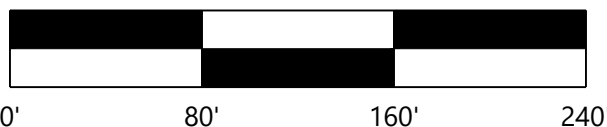


EROSION CONTROL LEGEND

EXISTING	PROPOSED	
		PROPERTY LINE
		INDEX CONTOUR
		INTERVAL CONTOUR
		CURB AND GUTTER
		POND NORMAL WATER LEVEL
		SILT FENCE
		HEAVY DUTY SILT FENCE
		REDUNDANT SILT CONTROL
		STORM SEWER
		FLARED END SECTION (WITH RIPRAP)
		WATER MAIN
		SANITARY SEWER
		RETAINING WALL
		DRAIN TILE
		GRADING LIMITS
		ROCK CONSTRUCTION ENTRANCE
		EROSION CONTROL BLANKET
		TURF REINFORCEMENT MAT
		E.O.F. → EMERGENCY OVERFLOW
		SOIL BORING LOCATION
		INLET PROTECTION

GENERAL EROSION CONTROL NOTES

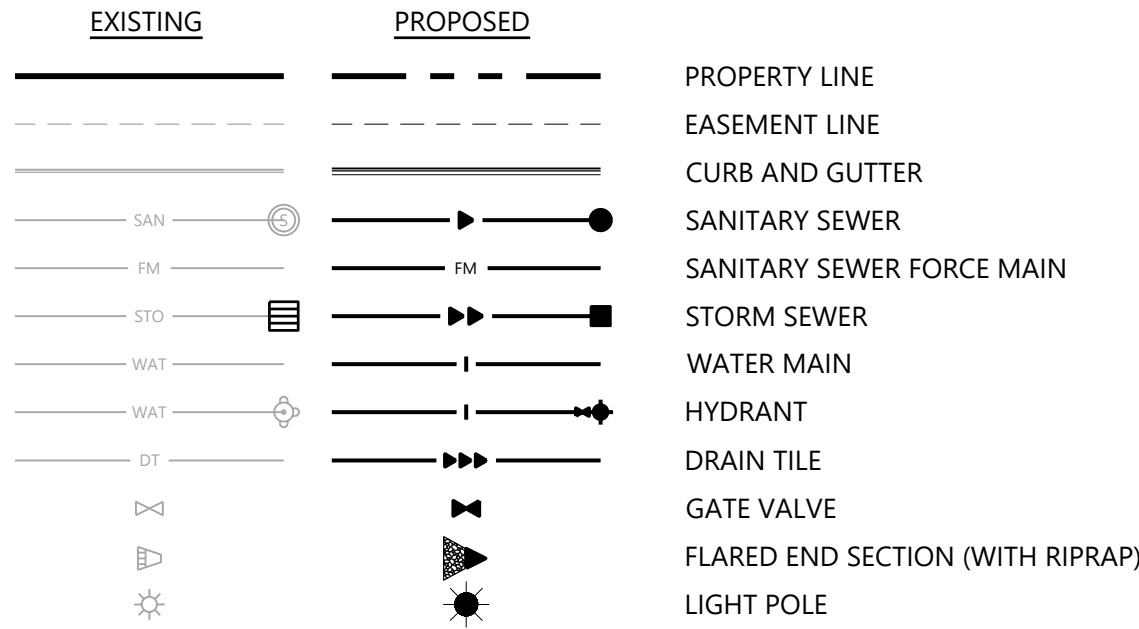
- THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS ARE BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND LIMITED MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION SHALL NOT BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY THE OWNER OR ENGINEER OF DISCREPANCIES.
- ALL SILT FENCE AND OTHER EROSION CONTROL FEATURES SHALL BE IN-PLACE PRIOR TO ANY EXCAVATION/CONSTRUCTION AND SHALL BE MAINTAINED UNTIL VIABLE TURF OR GROUND COVER HAS BEEN ESTABLISHED. EXISTING SILT FENCE ON-SITE SHALL BE MAINTAINED AND OR REMOVED AND SHALL BE CONSIDERED INCIDENTAL TO THE GRADING CONTRACT. IT IS OF EXTREME IMPORTANCE TO BE AWARE OF CURRENT FIELD CONDITIONS WITH RESPECT TO EROSION CONTROL. TEMPORARY PONDING, DIKES, HAYBALES, ETC., REQUIRED BY THE CITY SHALL BE INCIDENTAL TO THE GRADING CONTRACT.
- EROSION AND SILTATION CONTROL (ESC): THE CONTRACTOR SHALL ASSUME COMPLETE RESPONSIBILITY FOR CONTROLLING ALL SILTATION AND EROSION OF THE PROJECT AREA. THE CONTRACTOR SHALL USE WHATEVER MEANS NECESSARY TO CONTROL THE EROSION AND SILTATION INCLUDING BUT NOT LIMITED TO: CATCH BASIN INSERTS, CONSTRUCTION ENTRANCES, EROSION CONTROL BLANKET, AND SILT FENCE. ESC SHALL COMMENCE WITH GRADING AND CONTINUE THROUGHOUT THE PROJECT UNTIL ACCEPTANCE OF THE WORK BY THE OWNER. THE CONTRACTOR'S RESPONSIBILITY INCLUDES ALL IMPLEMENTATION AS REQUIRED TO PREVENT EROSION AND THE DEPOSITING OF SILT. THE OWNER MAY DIRECT THE CONTRACTOR'S METHODS AS DEEMED FIT TO PROTECT PROPERTY AND IMPROVEMENTS. ANY DEPOSITION OF SILT OR MUD ON NEW OR EXISTING PAVEMENT OR IN EXISTING STORM SEWERS OR SWALES SHALL BE REMOVED AFTER EACH RAIN EVENT. AFFECTED AREAS SHALL BE CLEANED TO THE SATISFACTION OF THE OWNER, ALL AT THE EXPENSE OF THE CONTRACTOR. ALL TEMPORARY EROSION CONTROL SHALL BE REMOVED BY THE CONTRACTOR AFTER THE TURF IS ESTABLISHED.
- ALL STREETS DISTURBED DURING WORKING HOURS MUST BE CLEANED AT THE END OF EACH WORKING DAY. A CONSTRUCTION ENTRANCE TO THE SITE MUST BE PROVIDED ACCORDING TO DETAILS TO REDUCE TRACKING OF DIRT ONTO PUBLIC STREETS.
- PROPOSED PONDS SHALL BE EXCAVATED FIRST AND USED AS TEMPORARY PONDING DURING CONSTRUCTION.
- WHEN INSTALLING END-OF-LINE FLARED END SECTIONS, BRING THE SILT FENCE UP & OVER THE FLARED END SECTIONS & COVER DISTURBED AREAS WITH RIP RAP. THE UPSTREAM FLARED END SECTIONS SHALL HAVE WOOD FIBER BLANKET INSTALLED ON THE DISTURBED SOILS.
- ALL UNPAVED AREAS ALTERED DUE TO CONSTRUCTION ACTIVITIES MUST BE RESTORED WITH SEED AND MULCH, SOD, EROSION CONTROL BLANKET OR BE HARD SURFACE WITHIN 2 WEEKS OF COMPLETION OF CONSTRUCTION.
- THE SITE MUST BE STABILIZED PER THE REQUIREMENTS OF THE MPCA, NPDES, MNDOT, AND CITY.
 - TEMPORARY (GREATER THAN 1-YEAR) SEED SHALL BE MNDOT SEED MIX 22-111 AT 30.5-POUNDS PER ACRE.
 - TEMPORARY (LESS THAN 1-YEAR) SEED SHALL BE MNDOT SEED MIX 21-112 (FALL) OR 21-111 (SPRING/SUMMER) AT 100-POUNDS PER ACRE
 - INFILTRATION/FILTRATION BASIN SHALL BE MNDOT SEED MIX 34-262 AT 14.5-POUNDS PER ACRE.
 - POND SLOPES SHALL BE MNDOT SEED MIX 33-261 AT 35-POUNDS PER ACRE.
 - GENERAL SEEDING SHALL BE MNDOT SEED MIX 25-151 AT 70-POUNDS PER ACRE.
 - MULCH SHALL BE MNDOT TYPE 1 APPLIED AT 2-TONS PER ACRE.
- FOR AREAS WITH SLOPE OF 3:1 OR GREATER, RESTORATION WITH SOD OR EROSION CONTROL BLANKET IS REQUIRED.
- ALL TEMPORARY STOCKPILES MUST HAVE SILT FENCE INSTALLED AROUND THEM TO TRAP SEDIMENT.
- ALL PERMANENT PONDS USED AS TEMPORARY SEDIMENT BASINS DURING CONSTRUCTION SHALL BE DREDGED AFTER THE SITE HAS BEEN STABILIZED TO RESTORE THE POND TO THE PROPOSED BOTTOM ELEVATION.
- ALL CONSTRUCTION SHALL CONFORM TO LOCAL AND STATE RULES INCLUDING THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS.
- THE SITE MUST BE KEPT IN A WELL-DRAINED CONDITION AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR TEMPORARY DITCHES, PIPING OR OTHER MEANS REQUIRED TO INSURE PROPER DRAINAGE DURING CONSTRUCTION. LOW POINTS IN ROADWAYS OR BUILDING PADS MUST BE PROVIDED WITH A POSITIVE OUTFLOW.
- PUBLIC STREETS USED FOR HAULING SHALL BE KEPT FREE OF SOIL AND DEBRIS. STREET SWEEPING SHALL BE CONCURRENT WITH SITE WORK.



PRELIMINARY

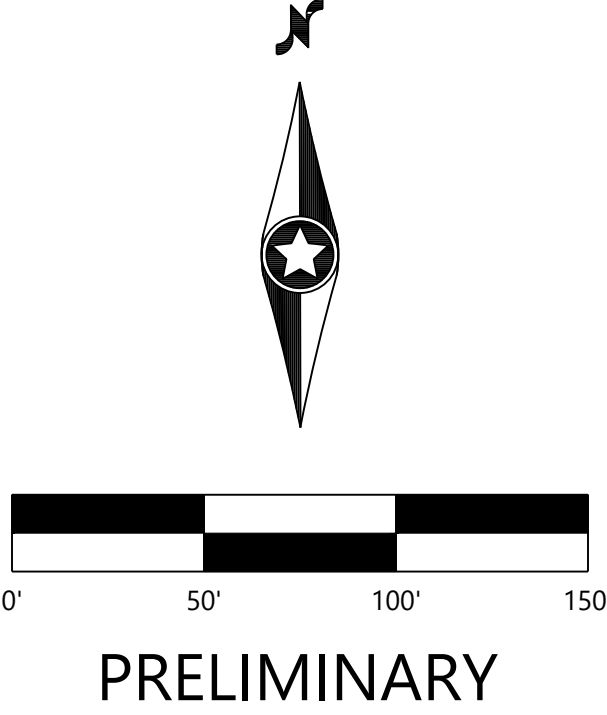
EROSION CONTROL PLAN

SANITARY SEWER AND WATERMAIN LEGEND



GENERAL WATERMAIN & SANITARY SEWER NOTES

1. THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS ARE BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND LIMITED MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION SHALL NOT BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY THE OWNER OR ENGINEER OF DISCREPANCIES.
2. ALL SANITARY SEWER AND WATER MAIN MATERIAL AND INSTALLATIONS SHALL BE PER CITY REQUIREMENTS, MINNESOTA PLUMBING CODE, AND IN ACCORDANCE WITH THE CURRENT EDITION OF "STANDARD SPECIFICATIONS FOR WATER MAIN AND SERVICE LINE INSTALLATION AND SANITARY SEWER AND STORM SEWER INSTALLATION" AS PREPARED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA.
3. PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL OBTAIN THE NECESSARY FEDERAL, STATE AND LOCAL PERMITS FOR THE PROPOSED WORK OR VERIFY WITH THE OWNER OR ENGINEER THAT PERMITS HAVE BEEN OBTAINED. PERMIT FEES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR UNLESS OTHERWISE ARRANGED WITH THE OWNER.
4. CONTRACTOR SHALL REFER TO ARCHITECTURAL PLANS FOR EXACT LOCATION AND DIMENSIONS OF DOORWAYS, RAMPS, TRUCK DOCKS, PRECISE BUILDING DIMENSIONS AND EXACT BUILDING UTILITY CONNECTION LOCATIONS.
5. ALL PRIVATE UTILITIES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE SPECIFICATIONS OF THE APPROPRIATE UTILITY COMPANY. THE CONTRACTOR SHALL COORDINATE THE SERVICE LINE CONSTRUCTION WITH THE UTILITY COMPANIES.
6. CONTRACTOR SHALL OBTAIN ALL NECESSARY CITY PERMITS FOR UTILITY CONNECTIONS, AND UTILITIES SHALL BE INSPECTED AND APPROVED BY THE CITY. THE CITY SHALL BE NOTIFIED 48-HOURS PRIOR TO COMMENCING WITH THE UTILITY CONSTRUCTION OR ANY REQUIRED TESTING. CONTRACTOR SHALL NOT OPERATE, INTERFERE WITH, CONNECT ANY PIPE OR HOSE TO, OR TAP ANY WATER MAIN BELONGING TO THE CITY UNLESS DULY AUTHORIZED TO DO SO BY THE CITY. ANY ADVERSE CONSEQUENCES OF SCHEDULED OR UNSCHEDULED DISRUPTIONS OF SERVICE TO THE PUBLIC ARE TO BE THE RESPONSIBILITY OF THE CONTRACTOR.
7. WATER MAIN LENGTHS AS SHOWN ARE APPROXIMATE HORIZONTAL LENGTHS. ALLOW FOR ADDITIONAL PIPE WHEN INSTALLING ON SLOPES OR WHEN DEFLECTIONS ARE REQUIRED. THE JOINT DEFLECTIONS SHALL NOT EXCEED THE MAXIMUM RECOMMENDED BY THE PIPE MANUFACTURER OR BY LOCAL GOVERNING SPECIFICATIONS. FITTINGS REQUIRED TO CONSTRUCT WATER MAIN SHALL BE INCLUDED IN WATER MAIN CONSTRUCTION.
8. PROVIDE WATER MAIN THRUST RESTRAINTS PER CITY STANDARD REQUIREMENTS.
9. A MINIMUM VERTICAL SEPARATION OF 18 INCHES IS REQUIRED AT ALL WATER LINE CROSSINGS WITH SANITARY SEWER OR STORM SEWER. THE WATER LINE SHALL NOT HAVE JOINTS OR CONNECTION WITHIN 10-FEET OF THE CROSSING. INSULATE CROSSINGS WITH STORM SEWER.
10. UTILITY SERVICES TYPICALLY TERMINATE 5' OUTSIDE BUILDING WALL UNLESS OTHERWISE SHOWN OR NOTED.
11. DUCTILE IRON WATER LINES SHALL BE CLASS 52, PER AWWA C115 OR C151. COPPER WATER LINES SHALL BE TYPE K PER ASTM B88. PVC WATER LINES SHALL BE PER AWWA C300 AND INSTALLED PER AWWA C605 IF ALLOWED BY CITY.
12. ALL WATER LINES SHALL HAVE 8" MINIMUM COVER. INSULATE WATER MAIN IF LESS THAN 8" OF COVER. INSULATION SHALL BE DOW STYROFOAM HI BRAND 35 OR EQUIVALENT, WITH 4 INCHES OF THICKNESS.
13. SANITARY SEWER PIPE OUTSIDE THE BUILDING ENVELOPE SHALL BE POLYVINYL CHLORIDE (PVC) SDR 35 OR 26. SDR 26 IS REQUIRED FOR DEPTHS GREATER THAN 15 FEET. SANITARY SEWER PIPE WITHIN 5 FEET OF THE BUILDING AND UNDER FOOTINGS SHALL BE SCHEDULE 40 PER ASTM D2665. ALL PLASTIC SANITARY SEWER SHALL BE INSTALLED PER D2321. JOINTS MUST INCLUDE USE OF A PRIMER WHICH IS OF A CONTRASTING COLOR TO THE PIPE AND CEMENT. ALL SANITARY SEWER SHALL BE TESTED ACCORDING TO MINNESOTA PLUMBING CODE, PART 712.0.
14. ALL NONCONDUCTIVE PIPE SHALL BE INSTALLED WITH A LOCATE (TRACER) WIRE PER MINNESOTA PLUMBING CODE, PART 604.9.
15. POST INDICATOR VALVES SHALL BE CLOW F-5750 (OR EQUIVALENT) MEETING AWWA STANDARD C509 AND CITY STANDARDS. VALVE TO BE MECHANICAL JOINT RESILIENT WEDGE GATE VALVE. POST TO BE ADJUSTABLE FOR 8 FEET WATER MAIN DEPTH. THE ELECTRICAL ALARM SWITCH SHALL BE PART NO. PCVS2 (OR EQUIVALENT).
16. AFTER CONSTRUCTION IS COMPLETED, THE CONTRACTOR SHALL PROVIDE THE OWNER WITH AN AS-BUILT RECORD OF UTILITY CONSTRUCTION. THE AS-BUILT SHALL INCLUDE LOCATION AND LENGTH DEVIATIONS OR CHANGES TO THE PLAN. CONTRACTOR TO VERIFY WITH OWNER OR ENGINEER WHETHER A PLAN WITH POST-CONSTRUCTION ELEVATIONS IS REQUIRED.
17. ALL MANHOLE CASTINGS IN PAVED AREAS SHALL BE SUMPED 0.05 FEET. RIM ELEVATIONS ON PLAN REFLECT THE SUMPED ELEVATIONS.



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BRAD C. WILKENING
DATE: 04/30/21 LICENSE NO. 26908

Westwood

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Tel/Fax (800) 270-5455 westwoodps.com
Westwood Professional Services, Inc.

Revision Schedule

Revision Number	Revision Description	Revision Date
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construction
document
-100% status

KEY PLAN

COUNTRY MANOR

NEW FACILITY

BRainerd, MINNESOTA

DATE 04/30/21
PROJECT 0024151.00

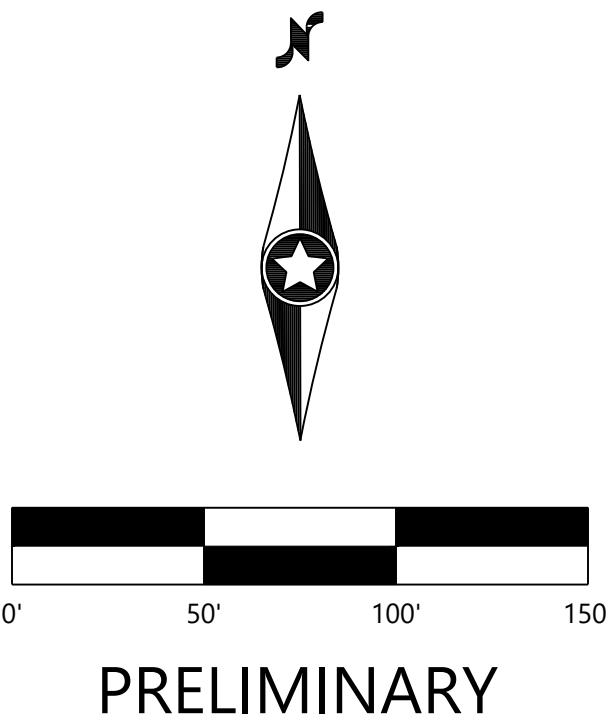
C5.0

STORM SEWER LEGEND

EXISTING	PROPOSED	PROPERTY LINE
		PROPERTY LINE
		EASEMENT LINE
		CURB AND GUTTER
		SANITARY SEWER FORCE MAIN
		STORM SEWER
		WATER MAIN
		HYDRANT
		DRAIN TILE
		GATE VALVE
		FLARED END SECTION (WITH RIPRAP)
		LIGHT POLE

GENERAL STORM SEWER NOTES

- THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS ARE BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND LIMITED MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION SHALL NOT BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY THE OWNER OR ENGINEER OF DISCREPANCIES.
- ALL STORM SEWER MATERIAL AND INSTALLATIONS SHALL BE PER CITY REQUIREMENTS, MINNESOTA PLUMBING CODE, AND IN ACCORDANCE WITH THE CURRENT EDITION OF "STANDARD SPECIFICATIONS FOR WATER MAIN AND SERVICE LINE INSTALLATION AND SANITARY SEWER AND STORM SEWER INSTALLATION" AS PREPARED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA.
- PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL OBTAIN THE NECESSARY FEDERAL, STATE AND LOCAL PERMITS FOR THE PROPOSED WORK OR VERIFY WITH THE OWNER OR ENGINEER THAT PERMITS HAVE BEEN OBTAINED. PERMIT FEES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR UNLESS OTHERWISE ARRANGED WITH THE OWNER.
- CONTRACTOR SHALL REFER TO ARCHITECTURAL PLANS FOR EXACT LOCATION AND DIMENSIONS OF DOORWAYS, RAMPS, TRUCK DOCKS, PRECISE BUILDING DIMENSIONS AND EXACT BUILDING UTILITY CONNECTION LOCATIONS.
- ALL PRIVATE UTILITIES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE SPECIFICATIONS OF THE APPROPRIATE UTILITY COMPANY. THE CONTRACTOR SHALL COORDINATE THE SERVICE LINE CONSTRUCTION WITH THE UTILITY COMPANIES.
- CONTRACTOR SHALL OBTAIN ALL NECESSARY CITY PERMITS FOR UTILITY CONNECTIONS, AND UTILITIES SHALL BE INSPECTED AND APPROVED BY THE CITY. THE CITY SHALL BE NOTIFIED 48-HOURS PRIOR TO COMMENCING WITH THE UTILITY CONSTRUCTION OR ANY REQUIRED TESTING. CONTRACTOR SHALL NOT OPERATE, INTERFERE WITH, CONNECT ANY PIPE OR HOSE TO, OR TAP ANY WATER MAIN BELONGING TO THE CITY UNLESS DULY AUTHORIZED TO DO SO BY THE CITY. ANY ADVERSE CONSEQUENCES OF SCHEDULED OR UNSCHEDULED DISRUPTIONS OF SERVICE TO THE PUBLIC ARE TO BE THE RESPONSIBILITY OF THE CONTRACTOR.
- A MINIMUM VERTICAL SEPARATION OF 18 INCHES IS REQUIRED AT ALL WATER LINE CROSSINGS WITH STORM SEWER. THE WATER LINE SHALL NOT HAVE JOINTS OR CONNECTION WITHIN 10-FEET OF THE CROSSING. INSULATE CROSSINGS WITH STORM SEWER.
- UTILITY SERVICES TYPICALLY TERMINATE 5' OUTSIDE BUILDING WALL UNLESS OTHERWISE SHOWN OR NOTED.
- STORM SEWER PIPE:
 - RCP AND HDPE PIPE MAY BE INSTALLED WITH APPROVAL OF LOCAL GOVERNING AGENCY.
 - REINFORCED CONCRETE PIPE SHALL BE CLASS 5 FOR PIPE DIAMETERS 18" AND SMALLER, CLASS 3 FOR PIPE DIAMETERS 21" AND LARGER UNLESS OTHERWISE NOTED, PER ASTM C76 WITH R-4 GASKETS.
 - HDPE STORM PIPE 4- TO 10-INCHES IN DIAMETER SHALL MEET REQUIREMENTS OF AASHTO M252. HDPE STORM PIPE 12- TO 60-INCHES IN DIAMETER SHALL MEET REQUIREMENTS OF ASTM F2306. FITTINGS SHALL BE PER ASTM D3212 AND INSTALLED PER ASTM D2321.
 - PVC STORM SEWER PIPE AND FITTINGS SHALL BE SCHEDULE 40 PIPE PER ASTM D2665 AND INSTALLED PER ASTM D2321.
 - CORRUGATED METAL PIPE (CMP) FOR SIZES 18- TO 120-INCH AND MUST MEET ASTM A760 OR ASTM A796 AND BE INSTALLED PER ASTM A796. CMP MAY NOT BE INSTALLED WITHIN 10-FEET OF A WATERMAIN, WATER SERVICE, OR A BUILDING.
 - ALL STORM SEWER JOINTS AND STRUCTURE CONNECTIONS SHALL BE GASTIGHT OR WATERTIGHT AS REQUIRED BY MINNESOTA PLUMBING CODE, PART 707.3. STORM SEWER LOCATED WITHIN 10-FEET OF A BUILDING AND/OR WATER LINE SHALL BE TESTED PER MINNESOTA PLUMBING CODE, PART 712.
- ALL NONCONDUCTIVE PIPE SHALL BE INSTALLED WITH A LOCATE (TRACER) WIRE PER MINNESOTA PLUMBING CODE, PART 604.9.
- AFTER CONSTRUCTION IS COMPLETED, THE CONTRACTOR SHALL PROVIDE THE OWNER WITH AN AS-BUILT RECORD OF UTILITY CONSTRUCTION. THE AS-BUILT SHALL INCLUDE LOCATION AND LENGTH DEVIATIONS OR CHANGES TO THE PLAN. CONTRACTOR TO VERIFY WITH OWNER OR ENGINEER WHETHER A PLAN WITH POST-CONSTRUCTION ELEVATIONS IS REQUIRED.
- ALL CATCH BASIN CASTINGS IN CURB SHALL BE SUMPED 0.15 FEET AND MANHOLE CASTINGS IN PAVED AREAS SHALL BE SUMPED 0.05 FEET. RIM ELEVATIONS ON PLAN REFLECT THE SUMPED ELEVATIONS.



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BRAD C. WILKENING
DATE: 04/30/21 LICENSE NO. 26908

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Revision Schedule

Revision Number	Revision Description	Revision Date
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KEY PLAN

COUNTRY MANOR

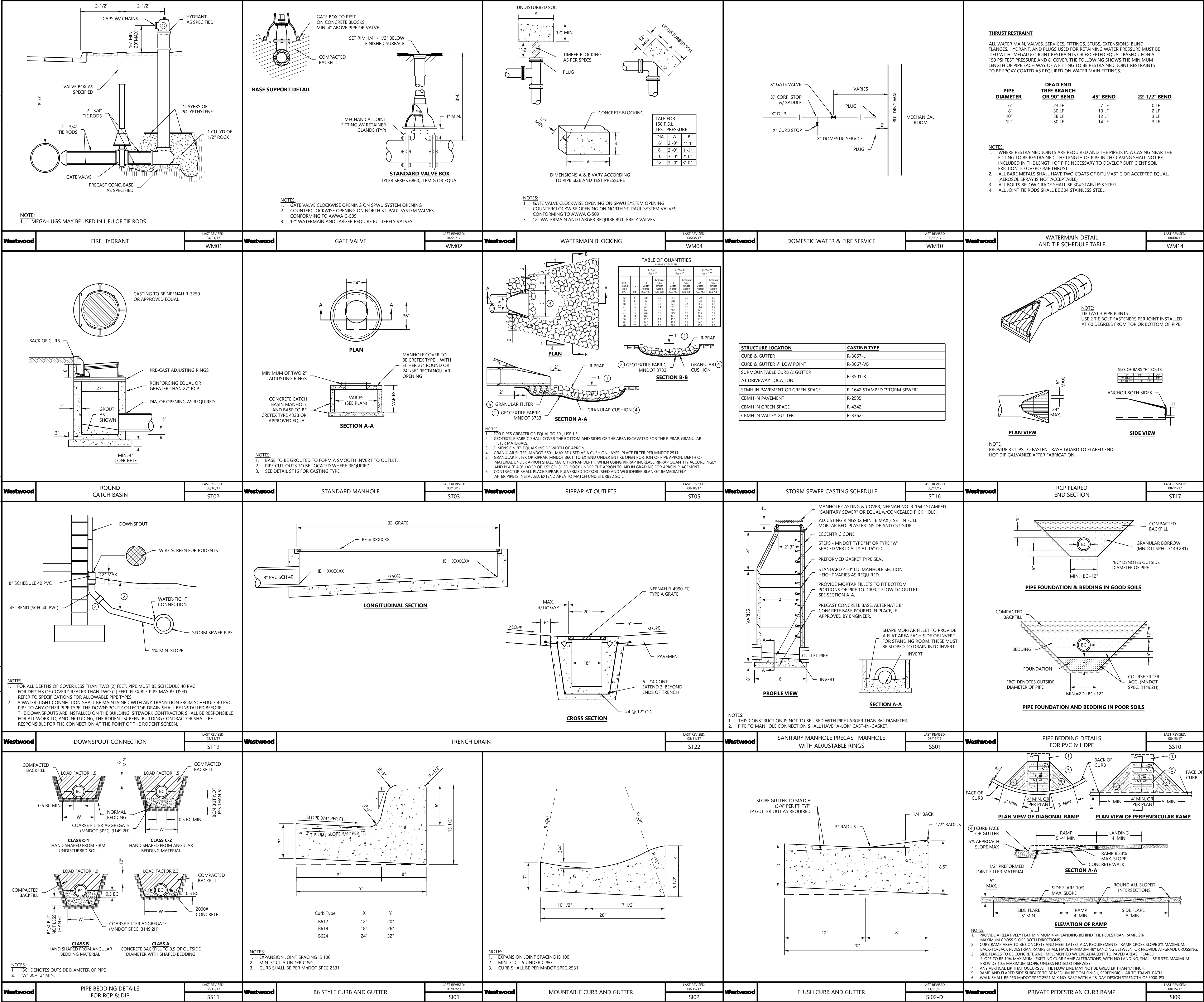
NEW FACILITY

BRAINERD, MINNESOTA

DATE 04/30/21
PROJECT 0024151.00

C5.1

STORM SEWER PLAN



Revision Schedule

Revision Number	Revision Description	Revision Date
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construction document
-100% status

KEY PLAN

COUNTRY MANOR

NEW FACILITY

BRAINERD, MINNESOTA

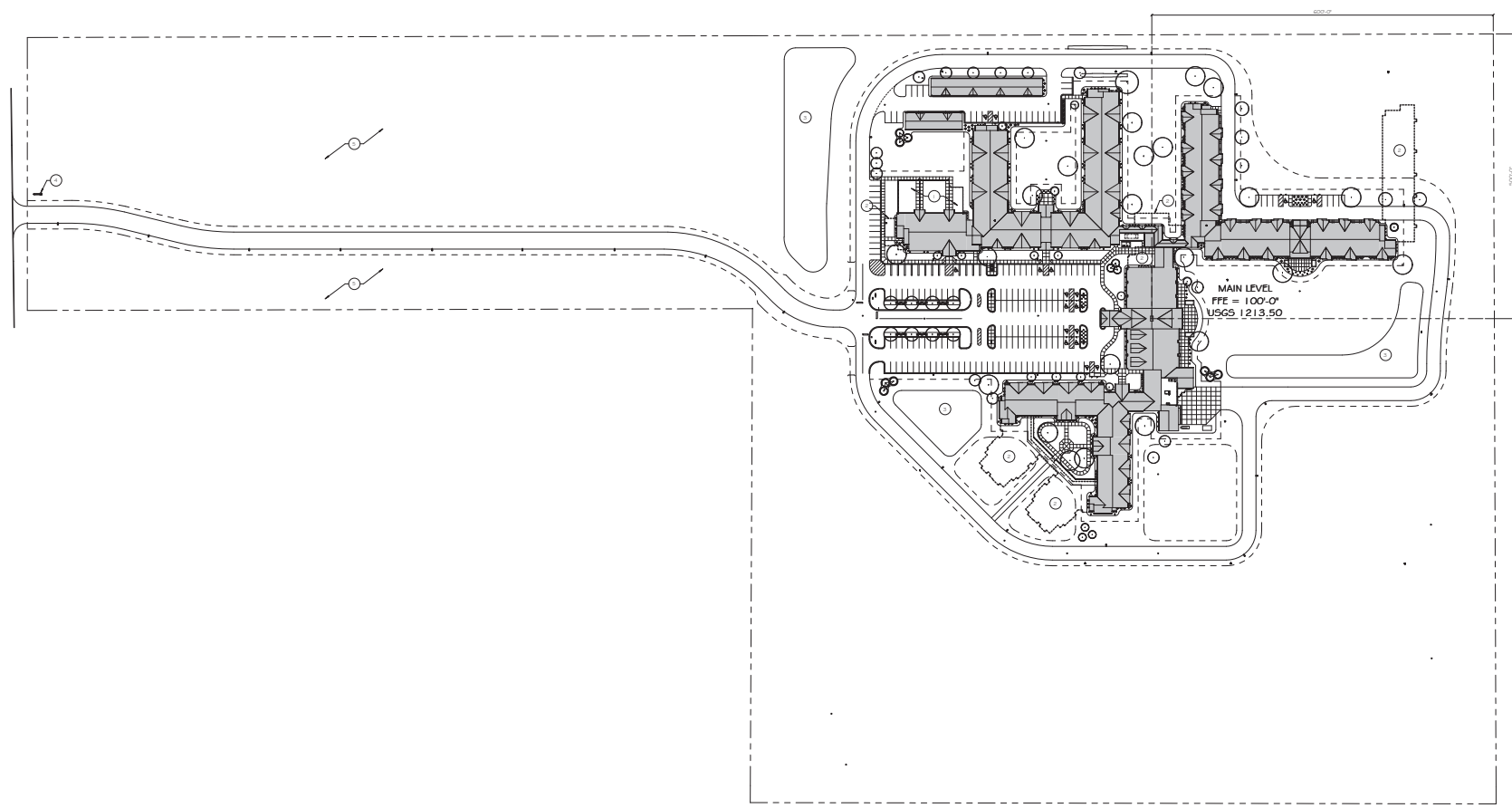
DATE	04/30/21
PROJECT	0024151.00

C6.0

DETAILS

- GENERAL SITE PLAN NOTES**
- A. CONTRACTOR SHALL FURTHER AND STAKE OUT ENTIRE NEW BUILDING PRIOR TO THE START OF EXCAVATION. NOTIFY ARCHITECT OF ANY DISCREPANCY BETWEEN SITE PLAN AND SURVEY WORK.
 - B. ALL EXCAVATED SOIL, NOT SUITABLE FOR ENGINEERED FILL, MAY BE SALVED FOR USE AS SITE GRADING MATERIAL.
 - C. CONTRACTOR SHALL USE CONTIGUOUS AS A GUIDE. EXACT DRAINAGE SHALL BE DETERMINED IN FIELD WITH ARCHITECT. ALL DRAINAGE SHALL BE AWAY FROM BUILDING TO NATURAL FLOW.
 - D. VERIFY FENCING REQUIREMENTS WITH GENERAL CONTRACTOR.
 - E. LOCATE EXISTING UTILITIES PRIOR TO ANY WORK.
 - F. COORDINATE EXISTING UTILITIES WITH MECHANICAL AND ELECTRICAL.
 - G. REMOVAL AND RELOCATION OF EXISTING TREES WITHOUT CHAINED WITHIN PERMISSIBLE.
 - H. PATCH GRASS IN RETAINMENT TO MATCH EXISTING AS REQUIRED.
 - I. FIGURED DIMENSIONS SHALL BE FOLLOWED IN PREFERENCE TO SCALED MEASUREMENTS. DIMENSIONS ON THE DRAWINGS ARE SUBJECT TO FIELD VERIFICATION TO SUIT ADJACENT ELEMENTS.
 - J. MINIMUM SLOPE FOR PAVING (BITUMEN/ASPHALT) = 1% MINIMUM GRADE FOR CONCRETE OR TREATED ASPHALT = 2% MINIMUM GRADE FOR SIDEWALKS OR TREESIDE AREAS = 1.5%.

- PLAN NOTES**
- PLAYGROUND.
 - FUTURE EXPANSION.
 - WATER RETENTION POND.
 - MONUMENT SIGN, SEE SHEET A1.7.
 - CLEAR UNDERGROWTH IN EXISTING WOODED AREA.



MAIN LEVEL
FFE = 100'-0"
USGS 1213.50

CAMPUS SITE PLAN
1" = 80'-0"

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EYAN LARSON
DATE 30 APRIL 2021 REG. NO. 42552

Revision Schedule		
Revision Number	Revision Description	Revision Date

review set

COUNTRY MANOR
NEW FACILITY

BRAINERD, MINNESOTA

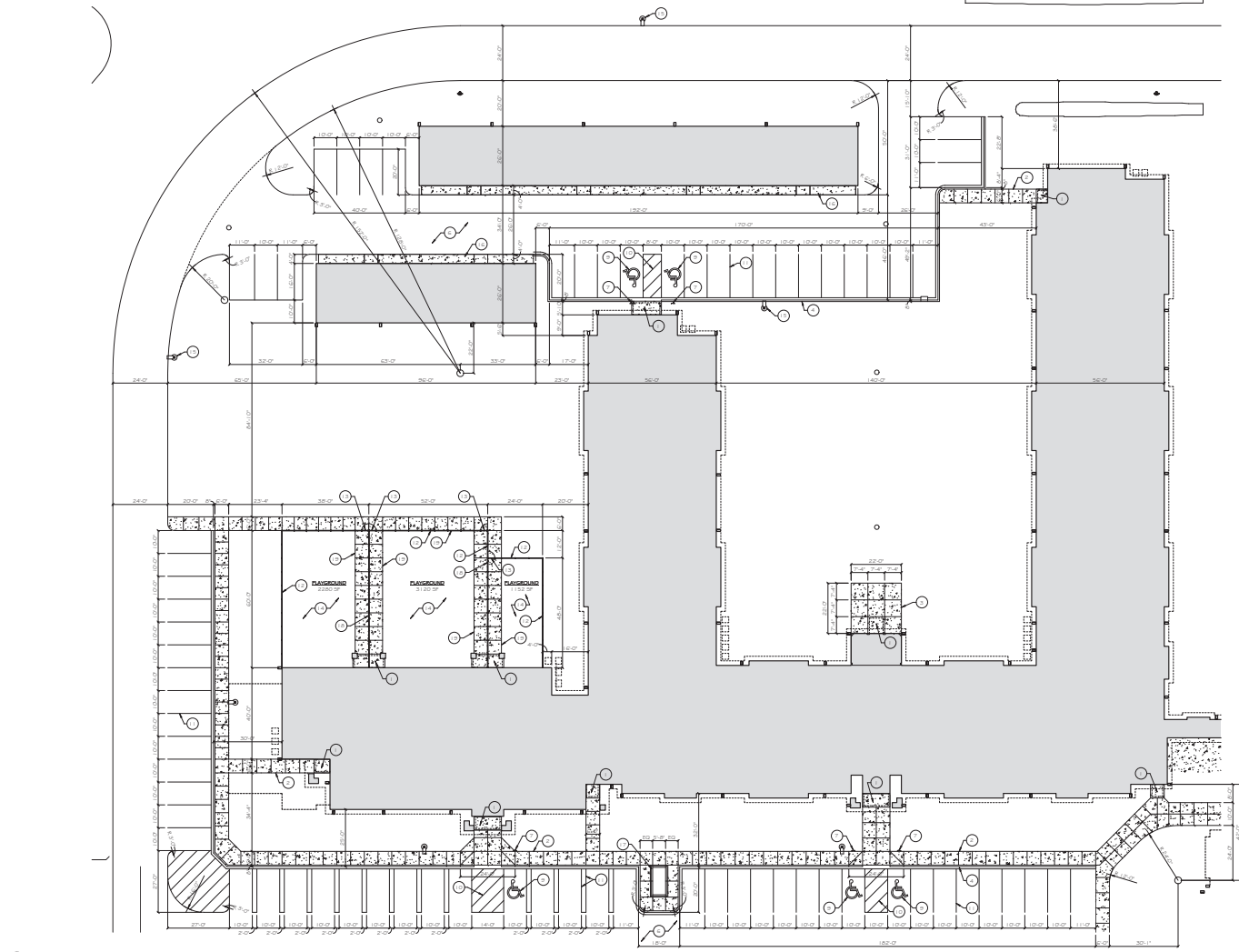
NORTH	DATE	10 MAY 2021
	PROJECT	1839

A1.0

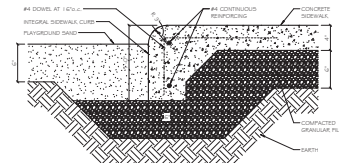
SITE PLAN - CAMPUS

- GENERAL SITE PLAN NOTES**
- CONTRACTOR SHALL PLOT AND STAKE OUT ENTIRE NEW BUILDING PRIOR TO THE START OF EXCAVATION. NOTIFY ARCHITECT OF ANY DISCREPANCY BETWEEN SITE PLAN AND IN-FIELD WORK.
 - ALL EXCAVATED SOIL, NOT SUITABLE FOR ENGINEERED FILL, MAY BE SAVED FOR USE AS SITE GRADING MATERIAL.
 - CONTRACTOR SHALL USE CONTIGUOUS AS A GUIDE. EXACT DRAINAGE SHALL BE DETERMINED IN-FIELD WITH ARCHITECT. ALL DRAINAGE SHALL BE AWAY FROM BUILDING TO NATURAL FLOW.
 - VERIFY FENCING REQUIREMENTS WITH GENERAL CONTRACTOR.
 - LOCATE EXISTING UTILITIES PRIOR TO ANY WORK.
 - COORDINATE EXISTING UTILITIES WITH MECHANICAL AND ELECTRICAL.
 - REINFORCE ALL FENCES WITHOUT CHAINED MASTERS PERMISSION.
 - PATCH BACK IN BITUMINOUS TO MATCH EXISTING AS REQUIRED.
 - FIGURED DIMENSIONS SHALL BE FOLLOWED IN PREFERENCE TO SCALED MEASUREMENTS. DIMENSIONS ON THE DRAWINGS ARE SUBJECT TO FIELD VERIFICATION TO SUIT ADJACENT ELEMENTS.
 - MINIMUM SLOPE FOR PAVING BETWEEN 1" = 8". CONCRETE PAVES AND CONCRETE = 2% MINIMUM GRADE FOR SLOPED OR SLOPED AREAS. 1" = 8".

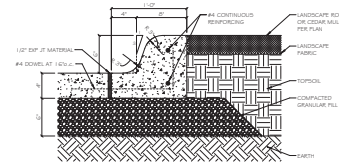
- PLAN NOTES**
- CONCRETE STOOD, SEE STRUCTURAL.
 - CONCRETE SIDEWALK.
 - CONCRETE PAVED.
 - CONCRETE CURB AND GUTTER, SEE CIVIL.
 - CONCRETE ROLL OVER ACCESSIBLE CURB, SEE CIVIL.
 - BITUMINOUS SURFACE, SEE CIVIL.
 - ACCESSIBLE PARKING SIGN, SEE DETAIL 31(A).1.
 - NO PARKING SIGN AT HEAD OF ACCESS AISLE.
 - ACCESSIBLE PARKING STALL, SEE DETAIL 33(A).1 FOR PAINT MARKINGS.
 - ACCESSIBLE PARKING ACCESS AISLE, PAINT STRIPING AT 48" O.C.
 - PAINT STRIPING, 4" WIDE WHITE LINE AT PARKING SPACES, TYPICAL.
 - 48" HIGH CHAIN LINK FENCING AT PERIMETER OF PLAYGROUND.
 - NO USE PRE-MANUFACTURED FENCE GATE.
 - 2" DEEP PLAYGROUND SAND.
 - POLE LIGHT, SEE ELECTRICAL.
 - CONCRETE APRON.
 - 12" HIGH CONCRETE CURB FORMED INTO SIDEWALK AT PERIMETER OF PLANTING BED, SEE 30(A).1.
 - 30" HIGH CHAIN LINK PLAYGROUND DIVIDER FENCING.
 - PROVIDE INTEGRAL CURB WHERE SIDEWALK ADJUTS PLAYGROUND, SEE 24(A).1.



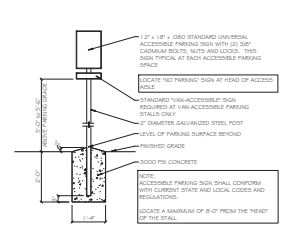
25 ENLARGED SITE PLAN - NORTH
1" = 20'-0"



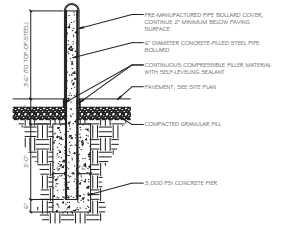
25 PLAYGROUND CURB DETAIL
1/2" = 1'-0"



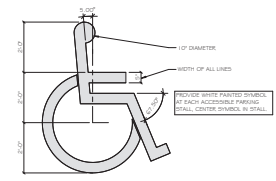
30 PLANTER CURB DETAIL
1/2" = 1'-0"



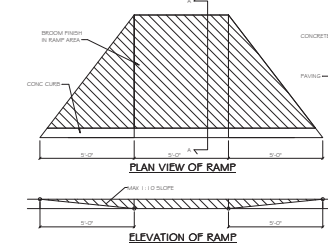
31 ACCESSIBLE PARKING SIGN
1/2" = 1'-0"



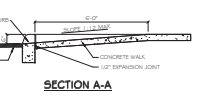
32 PIPE BOLLARD DETAIL
1/2" = 1'-0"



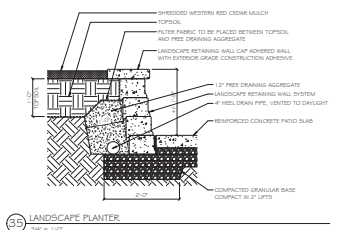
33 ACCESSIBLE PARKING
1/2" = 1'-0"



34 PEDESTRIAN CURB CUT DETAIL
1/2" = 1'-0"



SECTION A-A



35 LANDSCAPE PLANTER
1/2" = 1'-0"

ENLARGED SITE - NORTH, SITE DETAILS

Revision Schedule		
Revision	Revision Description	Typical Date

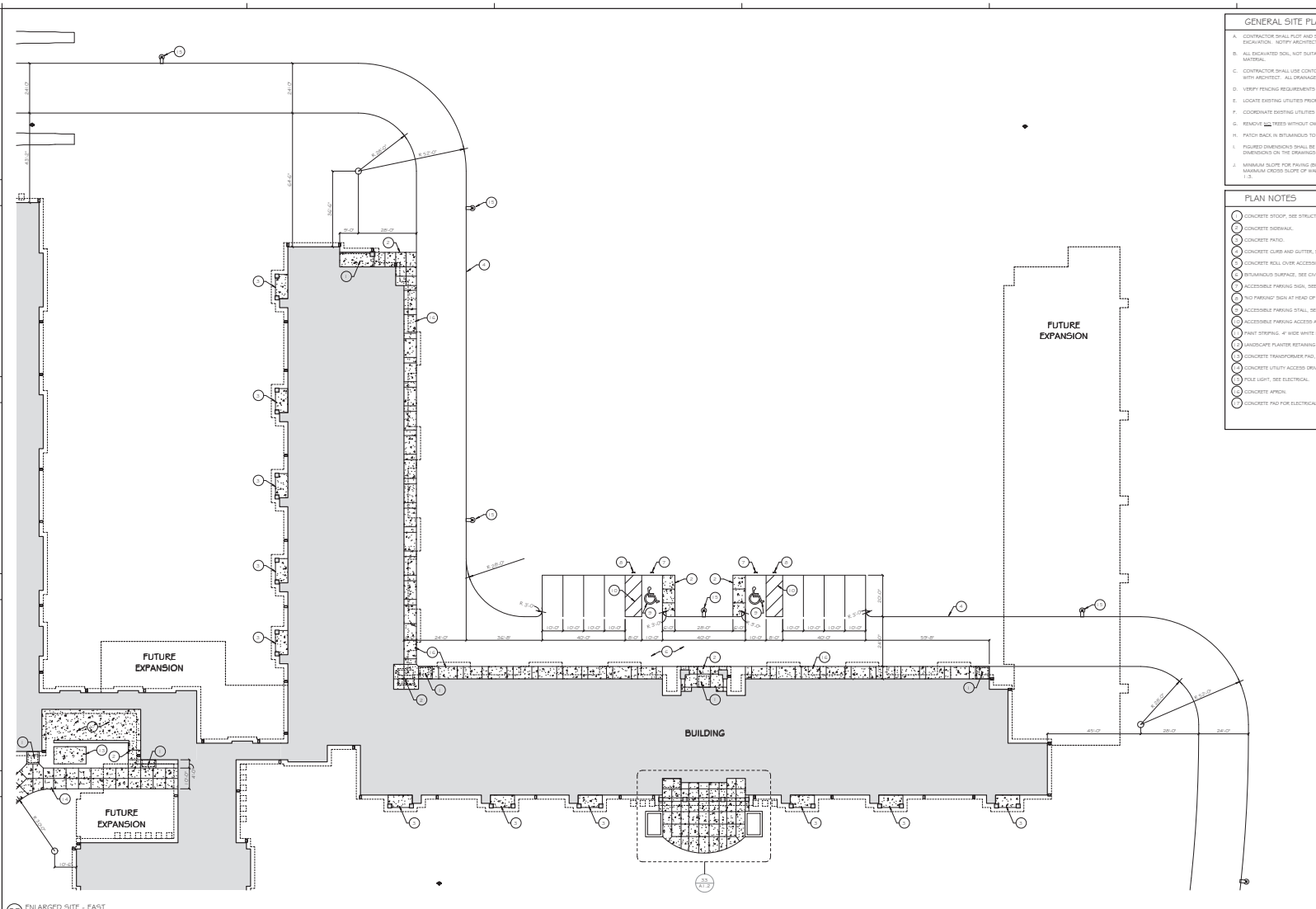
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COUNTRY MANOR

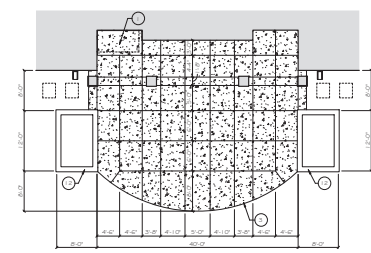
NEW FACILITY

BRAINERD, MINNESOTA

NORTH	DATE 10 MAY 2021
	PROJECT 1839
A1.1	



25 ENLARGED SITE - EAST
1" = 20'-0"



33 ENLARGED PATIO PLAN
1" = 10'-0"

GENERAL SITE PLAN NOTES	
A.	CONTRACTOR SHALL PLOT AND STAKE OUT BEFORE NEW BUILDING PRIOR TO THE START OF EXCAVATION. NOTIFY ARCHITECT OF ANY DISCREPANCY BETWEEN SITE PLAN AND IN-FIELD WORK.
B.	ALL EXCAVATED SOIL, NOT SUITABLE FOR ENGINEERED FILL, MAY BE SAVED FOR USE AS SITE GRADING MATERIAL.
C.	CONTRACTOR SHALL LIVE CONTIGUOUS AS A GUIDE. EXACT DRAINAGE SHALL BE DETERMINED IN FIELD WITH ARCHITECT. ALL DRAINAGE SHALL BE AWAY FROM BUILDING TO NATURAL FLOW.
D.	VERIFY FENCING REQUIREMENTS WITH GENERAL CONTRACTOR.
E.	LOCATE EXISTING UTILITIES PRIOR TO ANY WORK.
F.	COORDINATE BORING UTILITIES WITH MECHANICAL AND ELECTRICAL.
G.	REMOVE ALL TREES WITHOUT CHARTER WRITTEN PERMISSION.
H.	PATCH BACK IN BITUMINOUS TO MATCH EXISTING AS REQUIRED.
I.	FIGURED DIMENSIONS SHALL BE FOLLOWED IN PREFERENCE TO SCALED MEASUREMENTS. DIMENSIONS ON THE DRAWINGS ARE SUBJECT TO FIELD VERIFICATION TO ADJACENT ELEMENTS.
J.	MINIMUM SLOPE FOR PAVING (BITUMINOUS) = 1%. CONCRETE PAVING AND CONCRETE = 2%.
K.	MAXIMUM CROSS SLOPE OF SIDEWAYS = 2%. MAXIMUM GRADE FOR SOODED OR SEEDED AREAS 1:3.

PLAN NOTES	
○	CONCRETE DRIVEWAY, SEE STRUCTURAL.
○	CONCRETE SIDEWALK.
○	CONCRETE PATIO.
○	CONCRETE CURBS AND GUTTERS, SEE CIVIL.
○	CONCRETE ROLL OVER ACCESSIBLE CURBS, SEE CIVIL.
○	BITUMINOUS SURFACE, SEE CIVIL.
○	ACCESSIBLE PARKING SIGN, SEE DETAIL 31 (A) 1.
○	NO PARKING SIGN AT HEAD OF ACCESS DRIVE.
○	ACCESSIBLE PARKING SPALL, SEE DETAIL 33 (A) 1 FOR PAINT MARKINGS.
○	ACCESSIBLE PARKING ACCESS DRIVE, PAINT STRIPING AT 4" O.C.
○	PAINT STRIPING, 4" WIDE WHITE LINE AT PARKING SPACES, TYPICAL.
○	LANDSCAPE PLANTER RETAINING WALL SYSTEM, SEE 30 (A) 1.
○	CONCRETE TRANSFORMER PAD, SEE ELECTRICAL.
○	CONCRETE UTILITY ACCESS DRIVE, SEE CIVIL.
○	POLE LIGHT, SEE ELECTRICAL.
○	CONCRETE APRON.
○	CONCRETE PAD FOR ELECTRICAL GENERATOR, SEE CIVIL.

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EVAN LARSON
DATE 30 APRIL 2021 REG. NO. 42552

Revision Schedule		
Revision Number	Revision Description	Revision Date
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COUNTRY MANOR

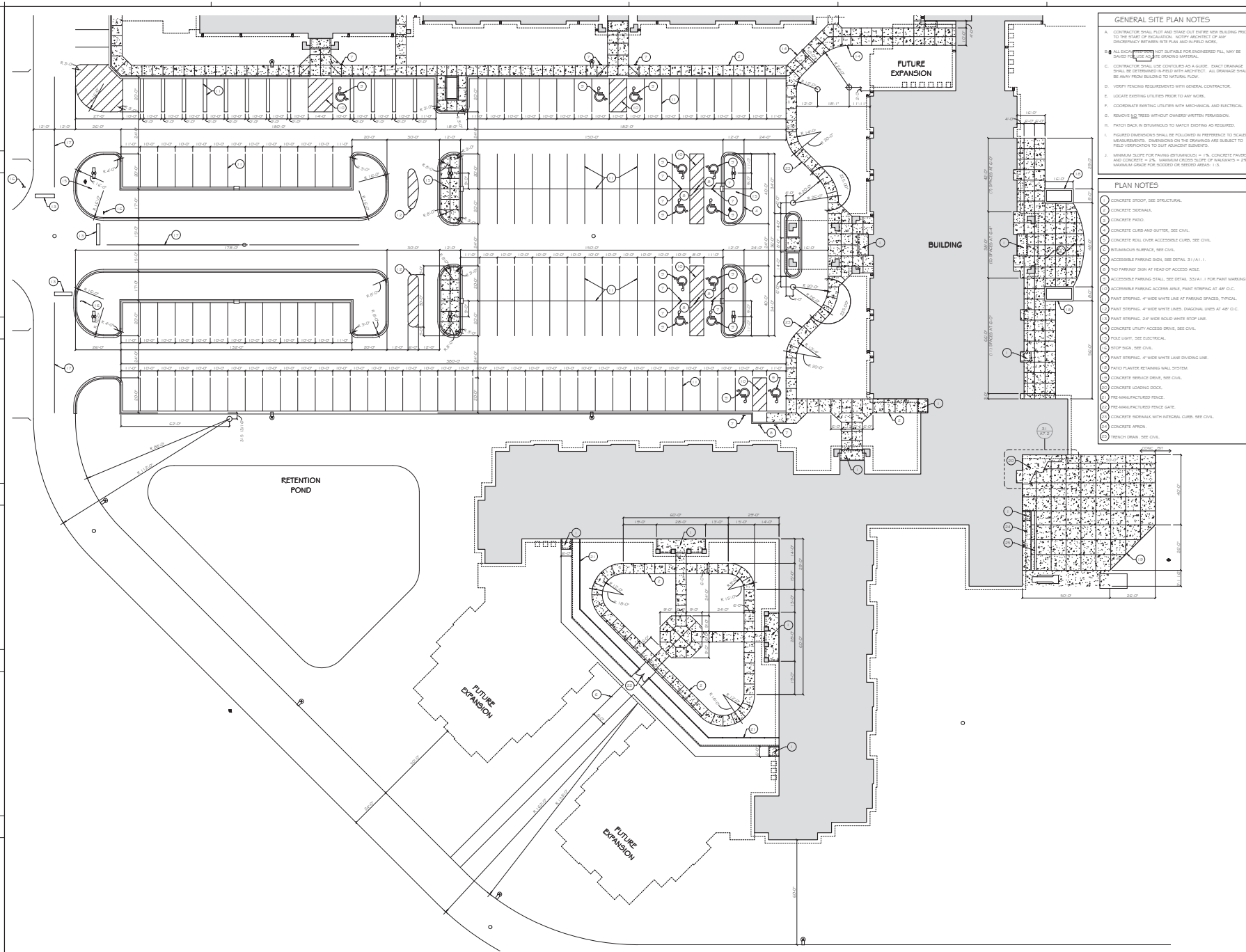
NEW FACILITY

BRAINERD, MINNESOTA

NORTH	DATE 10 MAY 2021
	PROJECT 1839

A1.2

ENLARGED SITE - EAST, SITE DETAILS



GENERAL SITE PLAN NOTES

- CONTRACTOR SHALL PLOT AND STAKE OUT ENTIRE NEW BUILDING PRIOR TO THE START OF EXCAVATION. VERIFY ACCURACY OF ANY DISCREPANCY BETWEEN SITE PLAN AND IN-FIELD WORK.
- ALL EXCAVATIONS SHALL BE NOTED FOR ENGINEERED FILL, MAY BE SUBJECT TO FILL TYPE GRADING MATERIAL.
- CONTRACTOR SHALL USE CONTOURS AS A GUIDE. EXACT DRAINAGE SHALL BE DETERMINED IN-FIELD WITH ARCHITECT. ALL DRAINAGE SHALL BE AWAY FROM BUILDING TO NATURAL FLOW.
- VERIFY FENCING REQUIREMENTS WITH GENERAL CONTRACTOR.
- LOCATE EXISTING UTILITIES PRIOR TO ANY WORK.
- COORDINATE EXISTING UTILITIES WITH MECHANICAL AND ELECTRICAL.
- ADJUST ALL TIEED VEHICLES CHAINED WITHIN PERMANENT.
- PAVED BACK-UP BRIDGES TO MATCH EXISTING AS REQUIRED.
- PAVED DIMENSIONS SHALL BE FOLLOWED IN PREFERENCE TO SCALES MEASUREMENTS. DIMENSIONS ON THE DRAWINGS ARE SUBJECT TO FIELD VERIFICATION TO SUIT ADJACENT FEATURES.
- MINIMUM SLOPE FOR PAVING (BRIDGES) = 1%. CONCRETE PAVES AND CONCRETE = 2%. MINIMUM GRADE FOR SLOPED OR GRADED AREAS = 1.5%.

PLAN NOTES

- CONCRETE STOODY, SEE STRUCTURAL.
- CONCRETE SIDEWALK.
- CONCRETE PAVES.
- CONCRETE CURBS AND GUTTER, SEE CIVIL.
- CONCRETE ROLL OVER ACCESSIBLE CURBS, SEE CIVIL.
- BRIDGES SURFACE, SEE CIVIL.
- ACCESSIBLE PARKING SIGN, SEE DETAIL 3.1(A) 1.
- NO PARKING SIGN AT HEAD OF ACCESS ALLE.
- ACCESSIBLE PARKING STALL, SEE DETAIL 3.1(A) 1 FOR PAINT MARKINGS.
- ACCESSIBLE PARKING ACCESS ALLE. PAINT STRIPING AT 4' ON G.C.
- PAINT STRIPING, 4" WIDE WHITE LINE AT PARKING SPACES, TYPICAL.
- PAINT STRIPING, 4" WIDE WHITE LINE, DIAGONAL LINES AT 4' ON G.C.
- PAINT STRIPING, 2" WIDE WHITE STOP LINE.
- CONCRETE PAVES ACCESS DRIVE, SEE CIVIL.
- PAVING LIGHT, SEE ELECTRICAL.
- STOP SIGN, SEE CIVIL.
- PAINT STRIPING, 4" WIDE WHITE LINE DRIVING LINE.
- PAVING PLASTER RETAINING WALL SYSTEM.
- CONCRETE SERVICE DRIVE, SEE CIVIL.
- CONCRETE LOADING DOCK.
- PRE-MANUFACTURED FENCE.
- PRE-MANUFACTURED FENCE GATE.
- CONCRETE SIDEWALK WITH INTERIOR CURBS, SEE CIVIL.
- CONCRETE ASPHALT.
- TRENCH DRAIN, SEE CIVIL.

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EYAN LARSON
DATE 30 APRIL 2021
PROJECT 1839
FID. NO. 42552

Revision Schedule		
Revision	Revision Description	Revision Date
review set		

COUNTRY MANOR

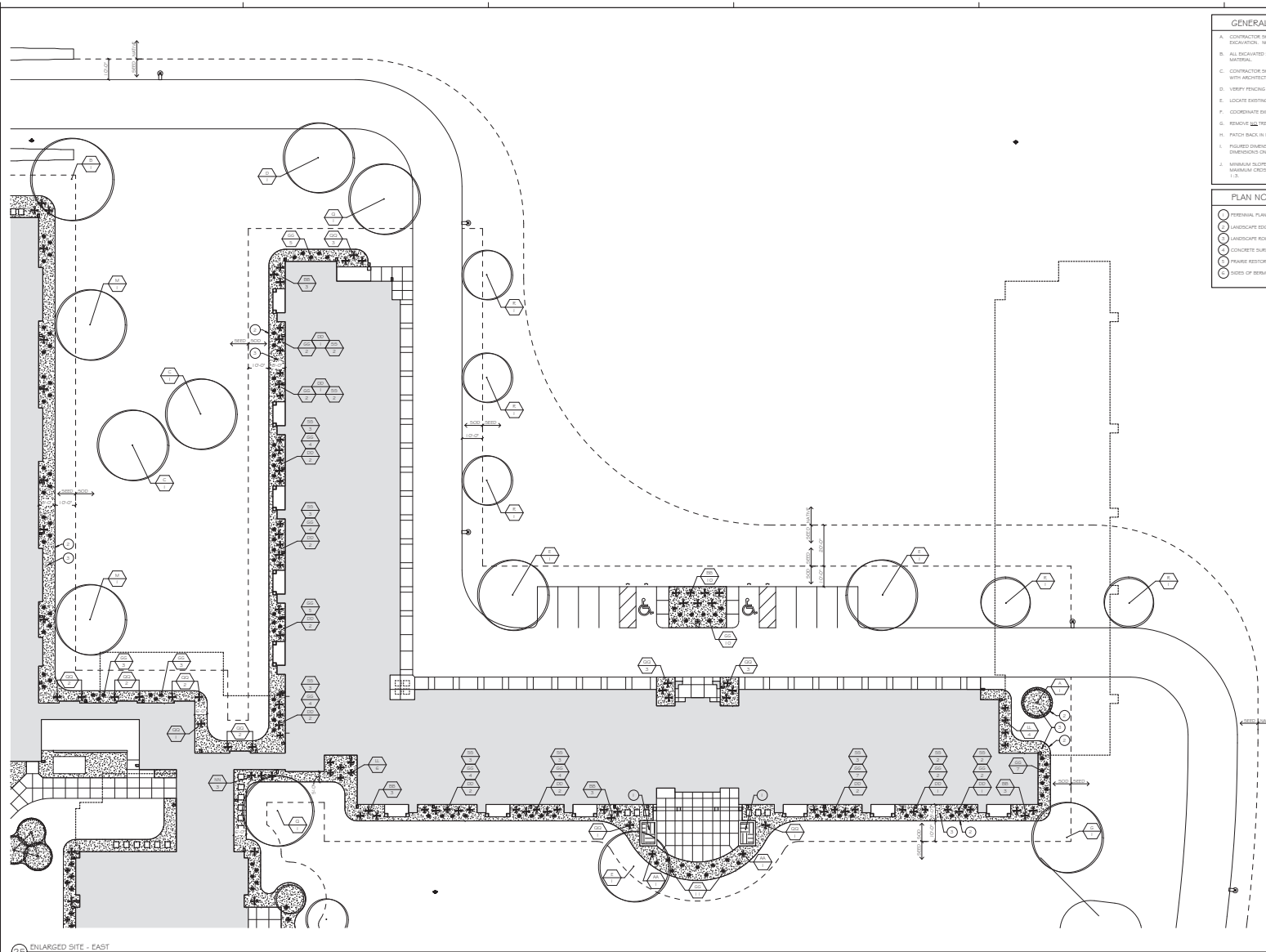
NEW FACILITY

BRAINERD, MINNESOTA

DATE 10 MAY 2021
PROJECT 1839
A1.3

ENLARGED SITE PLAN - SOUTH
1" = 30'-0"

ENLARGED SITE - SOUTH



- GENERAL SITE PLAN NOTES**
- CONTRACTOR SHALL PLOT AND STAKE OUT BEFORE NEW BUILDING PRIOR TO THE START OF EXCAVATION. NOTIFY ARCHITECT OF ANY DISCREPANCY BETWEEN SITE PLAN AND IN-FIELD WORK.
 - ALL EXCAVATED SOIL, NOT SUITABLE FOR ENGINEERED FILL, MAY BE SAVED FOR USE AS SITE DRAINING MATERIAL.
 - CONTRACTOR SHALL USE CONTIGUOUS AS A GUIDE. EXACT DRAINAGE SHALL BE DETERMINED IN-FIELD WITH ARCHITECT. ALL DRAINAGE SHALL BE AWAY FROM BUILDING TO NATURAL FLOW.
 - VERIFY FENCING REQUIREMENTS WITH GENERAL CONTRACTOR.
 - LOCATE EXISTING UTILITIES PRIOR TO ANY WORK.
 - COORDINATE EXISTING UTILITIES WITH MECHANICAL AND ELECTRICAL.
 - REWORK ALL PILES WITHOUT DAMAGING EXISTING INFRASTRUCTURE.
 - PATCH BACK IN BEING/REPAIR TO MATCH EXISTING AS REQUIRED.
 - FIGURED DIMENSIONS SHALL BE FOLLOWED IN PREFERENCE TO SCALED MEASUREMENTS. DIMENSIONS ON THE DRAWINGS ARE SUBJECT TO FIELD VERIFICATION TO SUIT ADJACENT ELEMENTS.
 - MINIMUM SLOPE FOR PAVING/STURDIOSITY = 1%. CONCRETE PAVED AND CONCRETE = 2%.
 - MINIMUM CROSS SLOPE OF SIDEWALKS = 2%. MINIMUM GRADE FOR SLOTTED OR SEEDED AREAS: 1:5.
- PLAN NOTES**
- PERMANENT PLANTING (SEE 2010 A.1.1)
 - LANDSCAPE BEDDING
 - LANDSCAPE ROCK ON LANDSCAPE FABRIC
 - CONCRETE SURFACE - SEE SITE PLAN
 - PAVING RESTORATION
 - SIDES OF DRIVE TO BE SODD

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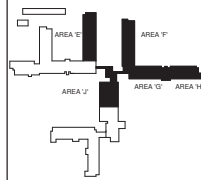
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 DATE 30 APRIL 2021 PROJECT NO. 42552

Revision Schedule		
Revision	Revision Description	Revision Date

review set

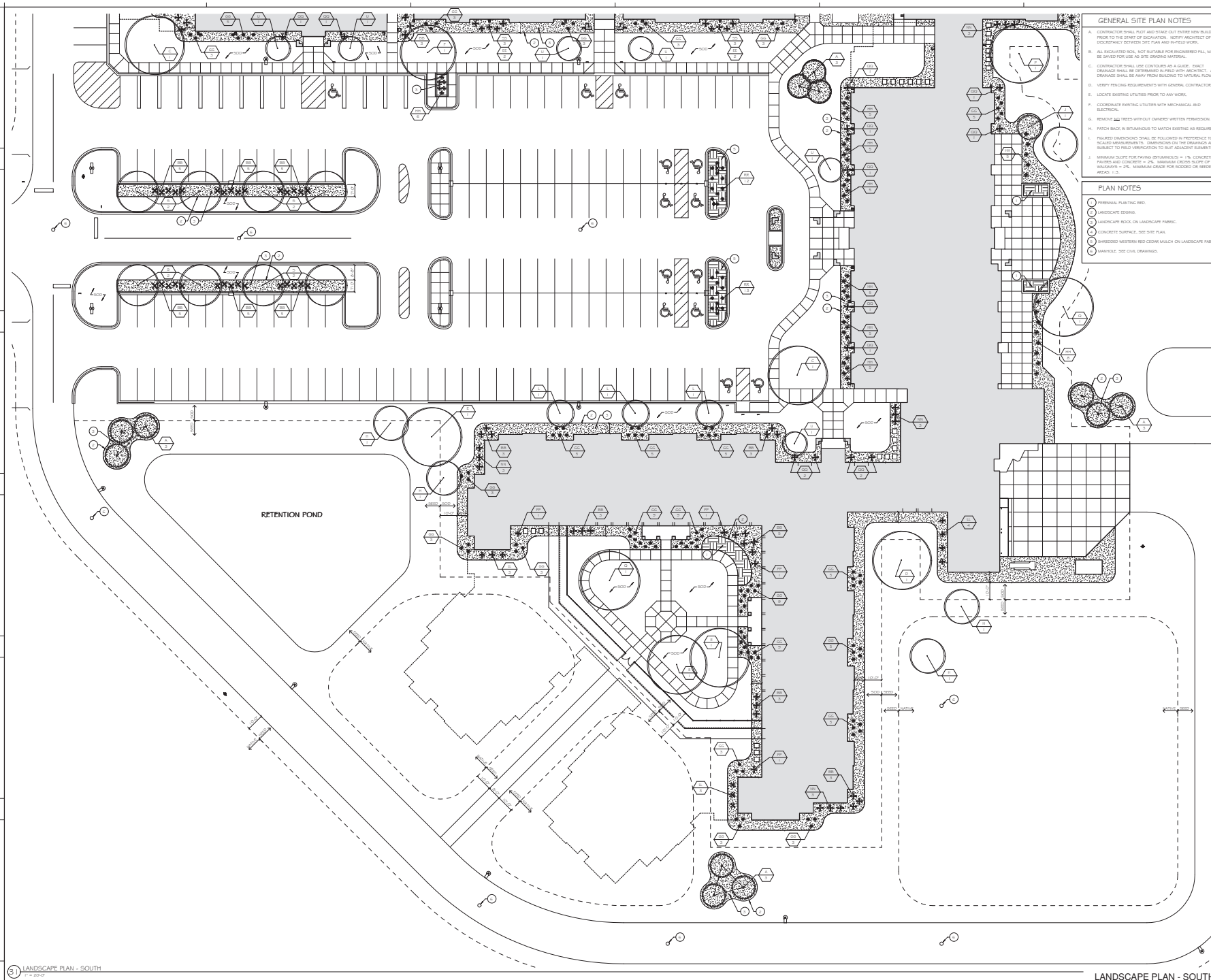
KEY PLAN



COUNTRY MANOR
 NEW FACILITY

BRAINERD, MINNESOTA
 DATE 10 MAY 2021
 PROJECT 1839
 A1.5

LANDSCAPE PLAN - EAST



GENERAL SITE PLAN NOTES

- CONTRACTOR SHALL PLOT AND STAKE OUT ENTIRE NEW BUILDING FROM THE START OF EXCAVATION. NOTIFY ARCHITECT OF ANY DISCREPANCY BETWEEN SITE PLAN AND IN FIELD WORK.
- ALL EXCAVATED SOIL, NOT SUITABLE FOR REENGINEERED FILL, MAY BE SHAVED FOR USE AS SITE GRADING MATERIAL.
- CONTRACTOR SHALL USE CONTIGUOUS AS A GUIDE. EXACT DRAINAGE SHALL BE DETERMINED IN FIELD WITH ARCHITECT. ALL DRAINAGE SHALL BE AWAY FROM BUILDING TO NATURAL FLOW.
- VERIFY FENCING REQUIREMENTS WITH GENERAL CONTRACTOR.
- LOCATE EXISTING UTILITIES PRIOR TO ANY WORK.
- COORDINATE EXISTING UTILITIES WITH MECHANICAL AND ELECTRICAL.
- REMOVE ALL TREES WITHOUT OWNER'S WRITTEN PERMISSION.
- PATCH BACK IN RETAINMENT TO MATCH EXISTING AS REQUIRED.
- POURED DIMENSIONS SHALL BE FOLLOWED IN PREFERENCE TO BULKHEAD DIMENSIONS. DIMENSIONS ON THE DRAWINGS ARE SUBJECT TO FIELD VERIFICATION TO SUIT ADJUSTED CONDITIONS.
- MINIMUM SLOPE FOR PAVING RETAINMENT: 1% CONCRETE, PAVED AND CONCRETE 1% MIN. MAXIMUM CROSS SLOPE OF SIDEWALKS 1% MIN. MAXIMUM GRADE FOR SLOPED OR BESEED AREAS 1.5%.

PLAN NOTES

- PAVED/PAVING PLANTING BED.
- LANDSCAPE SOILING.
- LANDSCAPE ROCK ON LANDSCAPE FABRIC.
- CONCRETE SURFACE, SEE SITE PLAN.
- SHREDED WESTERN RED CEDAR MULCH ON LANDSCAPE FABRIC.
- MANHOLE, SEE CIVIL DRAWINGS.



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EVAN LARSON

DATE 30 APRIL 2021

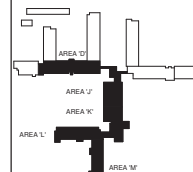
REG. NO. 42552

Revision Schedule

Revision	Revision Description	Revision Date
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review set

KEY PLAN

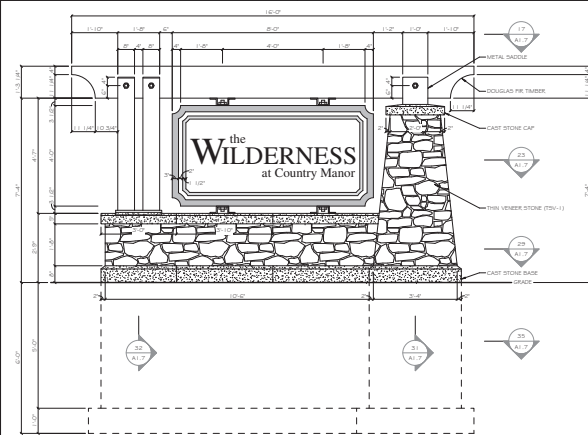


COUNTRY MANOR

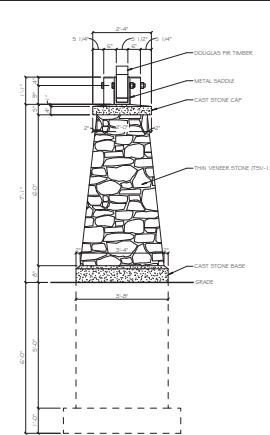
NEW FACILITY

BRAINERD, MINNESOTA

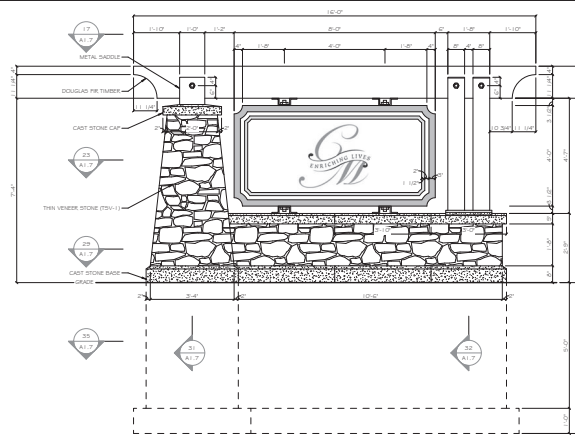
NORTH	DATE	10 MAY 2021
	PROJECT	1839
		A1.6



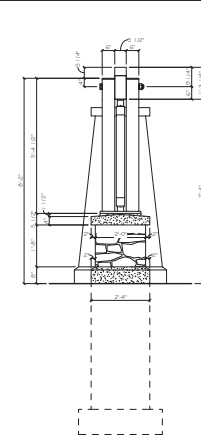
7 MONUMENT SIGN - FRONT ELEVATION
1/8" = 1'-0"



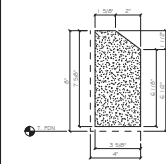
9 MONUMENT SIGN - SIDE ELEVATION
1/8" = 1'-0"



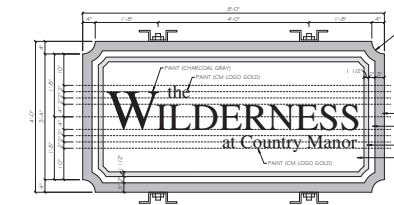
10 MONUMENT SIGN - BACK ELEVATION
1/8" = 1'-0"



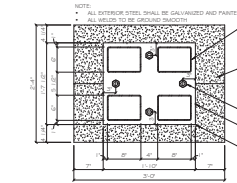
12 MONUMENT SIGN - SIDE ELEVATION
1/8" = 1'-0"



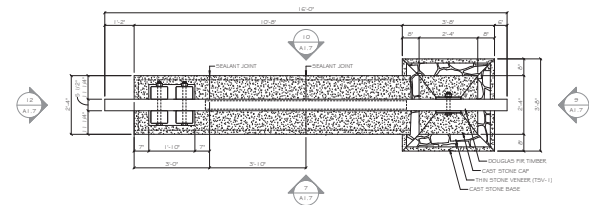
13 CAST STONE BASE PROFILE
3/4" = 1'-0"



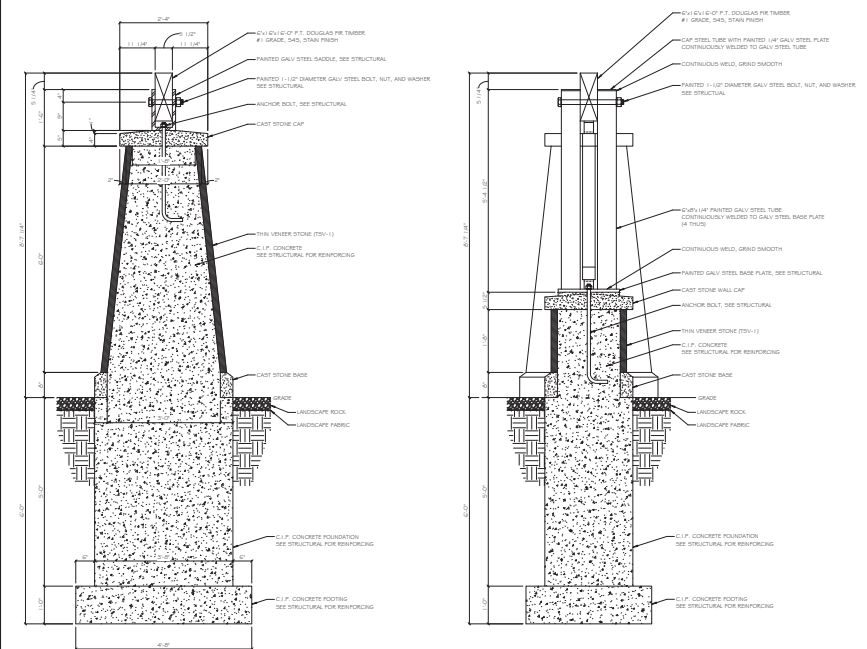
14 MONUMENT SIGN - SIGNAGE PANEL
3/4" = 1'-0"



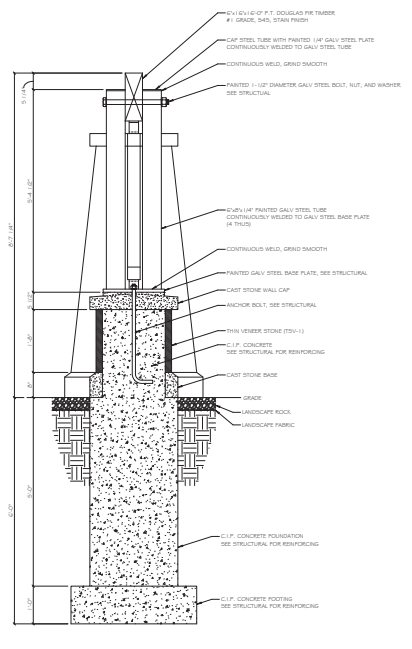
15 MONUMENT SIGN - PLAN DETAIL
1" = 1'-0"



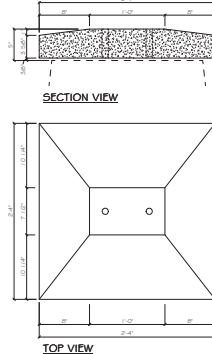
17 MONUMENT SIGN - PLAN (ABOVE)
1/8" = 1'-0"



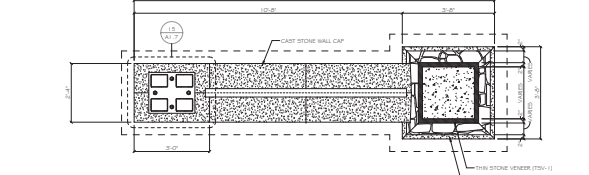
21 SECTION
3/4" = 1'-0"



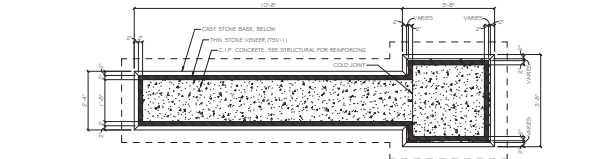
23 SECTION
3/4" = 1'-0"



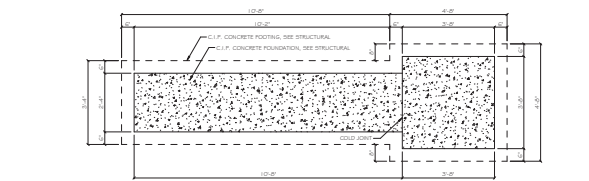
25 CAST STONE CAP DETAIL
1/8" = 1'-0"



19 MONUMENT SIGN - PLAN
1/8" = 1'-0"



22 MONUMENT SIGN - BASE PLAN
1/8" = 1'-0"



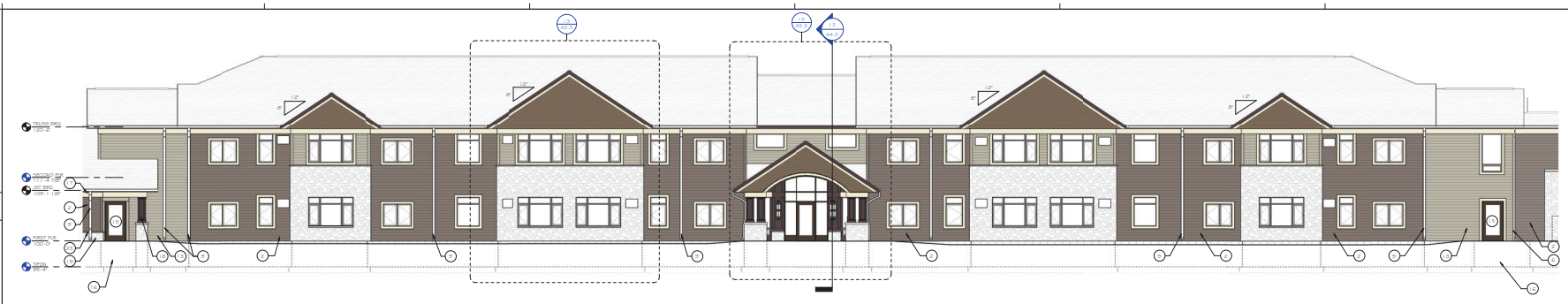
24 MONUMENT SIGN - FOUNDATION PLAN
1/8" = 1'-0"

Revision Schedule
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review set

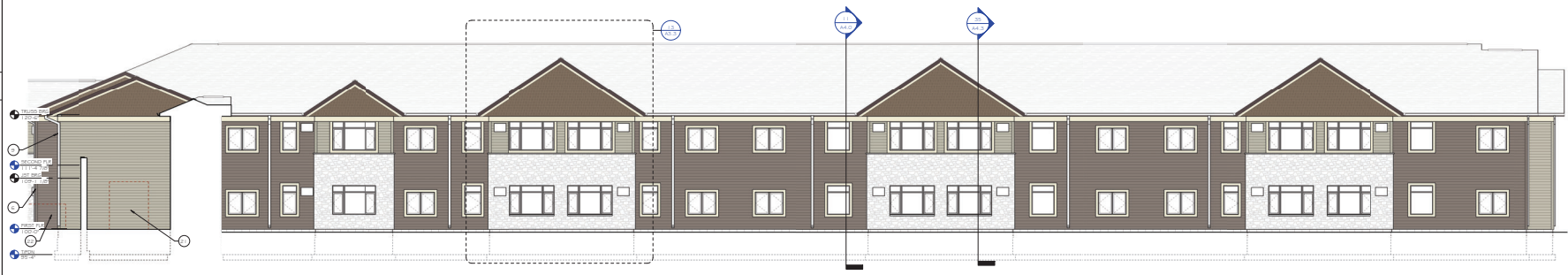
COUNTRY MANOR
NEW FACILITY

BRAINERD, MINNESOTA
DATE 10 MAY 2021
PROJECT 1839
A1.7

SITE MONUMENT SIGN



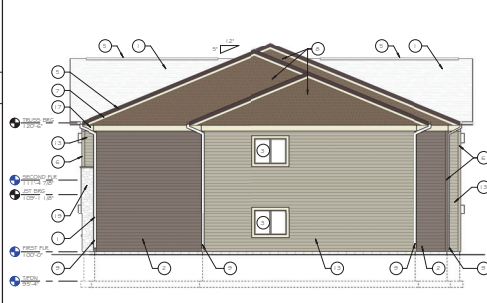
7 EXTERIOR ELEVATION - AREA D - SOUTH
 1/8" = 1'-0"



13 EXTERIOR ELEVATION - AREA E - EAST
 1/8" = 1'-0"



25 EXTERIOR ELEVATION - AREA D - NORTH
 1/8" = 1'-0"



31 EXTERIOR ELEVATION - AREA E - NORTH
 1/8" = 1'-0"



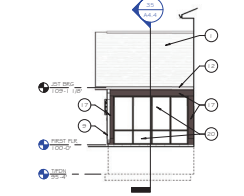
37 EXTERIOR ELEVATION - AREA D - WEST
 1/8" = 1'-0"

GENERAL NOTES

A. COLOR 1	LAP SIDING 1
B. COLOR 2	LAP SIDING 2
C. COLOR 3	TRIM
D. COLOR 4	PASCO, SHOFF, TRIM
E. COLOR 5	VINYL SHAKE SIDING

ELEVATION NOTES

1. SHINGLE ROOFING, TYPICAL.
2. PRE-FINISHED METAL LAP SIDING 1 (COLOR 1).
3. VINYL WINDOW SYSTEM W/ ENGINEERED WOOD TRIM (COLOR 3).
4. CONTINUOUS EDGE VENT.
5. PRE-FINISHED METAL PASCO (COLOR 4), TYPICAL.
6. PRE-FINISHED SIDING CORNER TRIM, TYPICAL - COLOR TO MATCH ADJACENT SIDING.
7. ENGINEERED WOOD TRIM - 5 1/2" (COLOR 3).
8. VINYL SHAKE SIDING (COLOR 5).
9. PRE-FINISHED METAL DOWNPOUT W/ SPLASHBLOCK - COLOR TO MATCH ADJACENT SIDING.
10. A/C UNIT, SEE MECHANICAL.
11. VINYL WINDOW SYSTEM W/ MANUFACTURED TRIM STONE VENER (TSV-13).
12. PRE-FINISHED METAL SLITTER (COLOR 4).
13. ENGINEERED WOOD TRIM - 5 1/2" (COLOR 4).
14. ALUMINUM ENTRANCE SYSTEM.
15. ROOF, SEE STRUCTURAL.
16. ENGINEERED WOOD TRIM - 1 1/4" (COLOR 3).
17. ENGINEERED WOOD PANEL W/ TRIM (COLOR 4).
18. TRIM STONE VENER (TSV-13).
19. SCREEN SYSTEM W/ ALUMINUM FRAME AND SCREEN DOOR.
20. GENERATOR, SEE ELECTRICAL.
21. RADIOPHONE, SEE ELECTRICAL.
22. LANT STONE TELL.



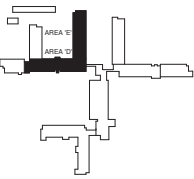
36 EXTERIOR ELEVATION - AREA D - WEST
 1/8" = 1'-0"
 EXTERIOR ELEVATIONS - AREA D, E

Revision Schedule

Revision Number	Revision Description	Revision Date

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KEY PLAN

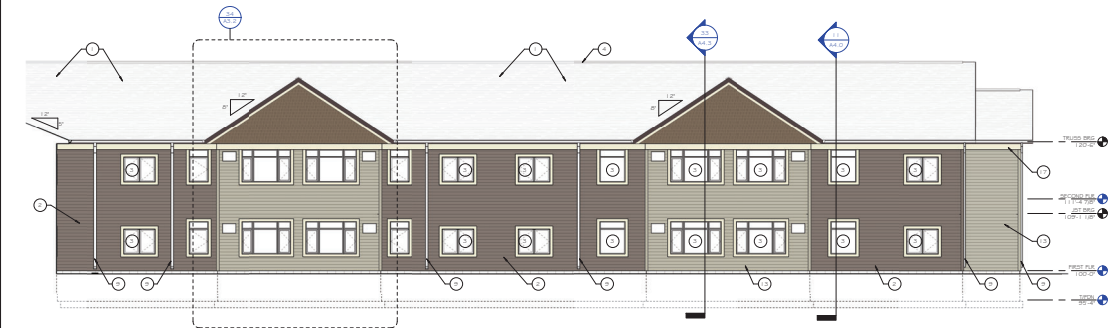


COUNTRY MANOR

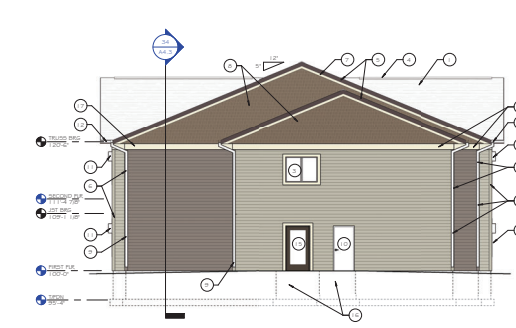
NEW FACILITY

BRainerd, MINNESOTA

DATE	10 MAY 2021
PROJECT	1839
A3.1	



7 EXTERIOR ELEVATION - AREA C - EAST
 1/8\"/>



11 EXTERIOR ELEVATION - AREA C - NORTH
 1/8\"/>

SEE TAB 3.2 FOR ADDITIONAL INFORMATION



15 EXTERIOR ELEVATION - AREA C - WEST
 1/8\"/>

SEE TAB 3.2 FOR ADDITIONAL INFORMATION

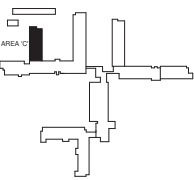
GENERAL NOTES	
A. COLOR 1	LAP SIDING 1
B. COLOR 2	LAP SIDING 2
C. COLOR 3	WOOD TRIM AND WINDOW SHUTTER TRIM
D. COLOR 4	TRIM, DOOR, AND COLUMN TRIM
E. COLOR 5	VINYL SHINGLE SIDING

ELEVATION NOTES	
1	SHINGLE ROOFING, TYPICAL.
2	PRE-FINISHED METAL LAP SIDING 1 (COLOR 1).
3	VINYL WINDOW SHUTTER, 4\"/>
4	PRE-FINISHED METAL CORNER TRIM (COLOR 4), TYPICAL.
5	PRE-FINISHED METAL DOWNSPOUT, 4\"/>
6	VINYL SHINGLE SIDING (COLOR 5).
7	PRE-FINISHED METAL DOOR AND FRAME, PAINT.
8	VINYL WINDOW SHUTTER, 4\"/>
9	PRE-FINISHED METAL GUTTER (COLOR 4).
10	PRE-FINISHED METAL LAP SIDING 2 (COLOR 2).
11	NOT USED.
12	ALUMINUM ENTRANCE SYSTEM.
13	STUCCO, SEE STRUCTURAL.
14	ENGINEERED WOOD TRIM - 1 (1/2\"/>

Revision Schedule		
Revision Number	Revision Description	Revision Date

review set

KEY PLAN

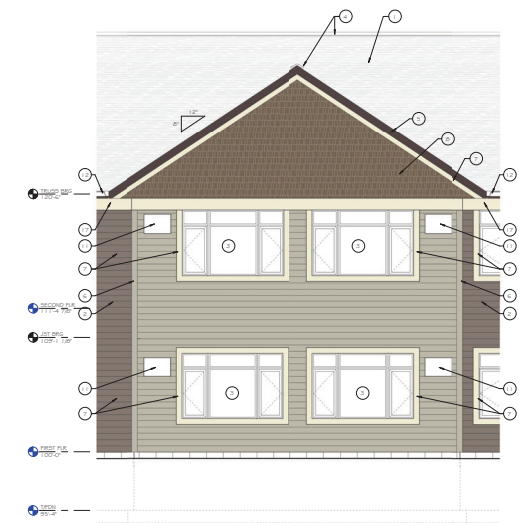


COUNTRY MANOR

NEW FACILITY

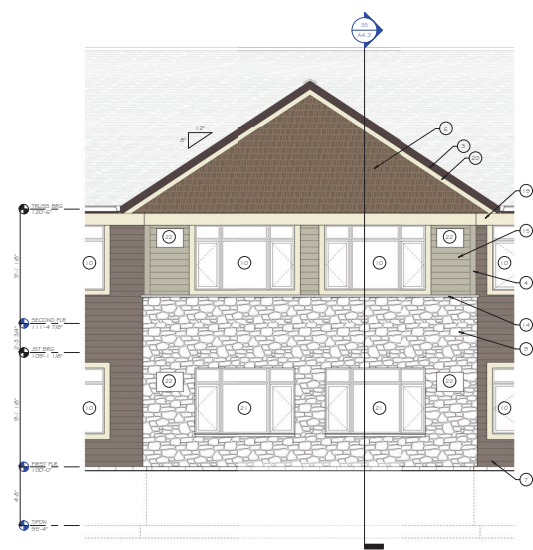
BRAINERD, MINNESOTA

NORTH	DATE 10 MAY 2021
	PROJECT 1839
A3.2	



3.4 ENLARGED ELEVATION
 1/8\"/>

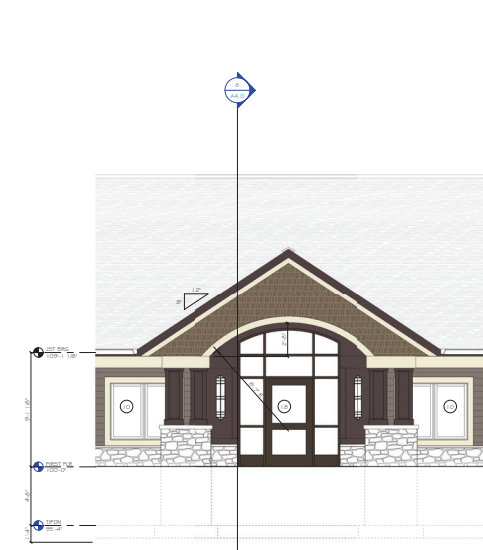
EXTERIOR ELEVATIONS - AREA C



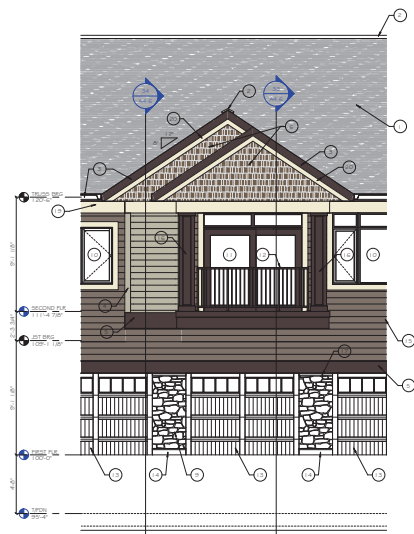
18 ENLARGED ELEVATION
1/8" = 1'-0"



19 ENLARGED ELEVATION
1/8" = 1'-0"



17 ENLARGED ELEVATION
1/8" = 1'-0"



20 ENLARGED ELEVATION
1/8" = 1'-0"



20 ENLARGED ELEVATION
1/8" = 1'-0"

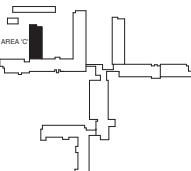
GENERAL NOTES	
A. COLOR 1	LAP SIDING 1
B. COLOR 2	LAP SIDING 2
C. COLOR 3	PIECED TRIM AND WINDOW WRAP TRIM
D. COLOR 4	PANICOLA, SHUTTLE, AND COLUMN TRIM
E. COLOR 5	SHUTTLE SHINGLES

ELEVATION NOTES	
1	STRIPLED ROOFING, TYPICAL
2	CONTRASTING ROOF VENT
3	PRE-FINISHED METAL PANICOLA (COLOR 4)
4	PRE-FINISHED SIDING CORNER TRIM - 5 1/2" (COLOR 2), TYPICAL - COLOR TO MATCH ADJACENT SIDING
5	PRE-FINISHED WOOD TRIM - 1 1/2" (COLOR 4)
6	SHUTTLE SHINGLES (COLOR 5)
7	PRE-FINISHED METAL LAP SIDING 1 (COLOR 1)
8	PRE-FINISHED METAL SHUTTLE AND DOWNSPOUT
9	TRIM STONE VENEER (TSV-1)
10	SHUTTLE WINDOW SYSTEM W/ ENGINEERED WOOD TRIM - 5 1/2" (COLOR 3)
11	TRIM PANICOLA CORNER W/ PANICOLA AND ENGINEERED WOOD TRIM - 5 1/2" (COLOR 3)
12	MANUFACTURED PANICOLA SYSTEM - TSV-10M4.2
13	SHUTTLE SECTIONAL DOOR, SEE DOOR SCHEDULE
14	CAST STONE WALL BASE
15	PRE-FINISHED METAL LAP SIDING 2 (COLOR 2)
16	COLUMN COLUMNS, SEE DETAILS 3414-B AND 3114-A.4, ENGINEERED WOOD TRIM AT BASE AND CAP TO BE PRE-FINISHED COLOR - PAINT ENGINEERED WOOD TRIM SHUTTLE AND CORNER TRIM (COLOR 4)
17	CAST STONE SILL
18	MANUFACTURED ENTRANCE SYSTEM
19	ENGINEERED WOOD TRIM - 1 1/2" (COLOR 3)
20	ENGINEERED WOOD TRIM - 5 1/2" (COLOR 3)
21	SHUTTLE WINDOW SYSTEM W/ MANUFACTURED TRIM STONE VENEER (TSV-1) AND CAST STONE SILL
22	ALL UNIT, SEE MECHANICAL
23	SHUTTLE, SEE STRUCTURAL
24	PRE-FINISHED METAL SHUTTLE (COLOR 4)

Revision Schedule		
Revision Number	Revision Description	Revision Date

review set

KEY PLAN



COUNTRY MANOR

NEW FACILITY

BRAINERD, MINNESOTA

DATE	10 MAY 2021
PROJECT	1839
A3.3	

EXTERIOR ELEVATIONS - ENLARGED ELEVATIONS



GENERAL NOTES		
A. COLOR 1		LAP SIDING 1
B. COLOR 2		LAP SIDING 2
C. COLOR 3		SHAKE TRIM, AND WINDOW WRAP TRIM
D. COLOR 4		PORCH, DOOR, AND COLUMN TRIM
E. COLOR 5		VINYL SHAKE SIDING

ELEVATION NOTES		
	SHINGLE ROOFING, TYPICAL.	
	PREFINISHED METAL LAP SIDING (COLOR 1).	
	VINYL WINDOW SYSTEM.	
	CONTINUOUS RIDGE VENT.	
	PREFINISHED METAL PORCH (COLOR 4), TYPICAL.	
	PREFINISHED SHING CORNER TRIM, TYPICAL - COLOR TO MATCH ADJACENT SIDING.	
	ENGINEERED WOOD TRIM - 5" LAP (COLOR 3).	
	VINYL SHAKE SIDING (COLOR 5).	
	PREFINISHED METAL DOWNSPOUT W/ SPLASHBLOCK - COLOR TO MATCH ADJ SIDING.	
	INSULATED HW DOOR AND FRAME - PANE.	
	METAL DOOR W/ WOOD PRIME (PANE) W/ PREFINISHED METAL TRIM.	
	PREFINISHED METAL GUTTER (COLOR 4).	
	PREFINISHED METAL LAP SIDING (COLOR 2).	
	METAL DOOR W/ WOOD PRIME (PANE) W/ PREFINISHED METAL TRIM.	
	ALUMINUM ENTRANCE SYSTEM.	
	STUOP, SEE STRUCTURAL.	
	ENGINEERED WOOD TRIM - 1" LAP (COLOR 3).	
	ENGINEERED WOOD PANEL W/ TRIM (COLOR 4).	
	TRIM STONE - GRABER STRE-13.	
	CAST STONE WALL BASE.	
	CAST STONE SILL.	
	ENGINEERED WOOD TRIM - 1" LAP (COLOR 4).	

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EYAN LARSON
DATE 30 APRIL 2021 REG. NO. 42532

Revision Schedule		
Revision Number	Revision Description	Revision Date
review set		

KEY PLAN

COUNTRY MANOR

NEW FACILITY

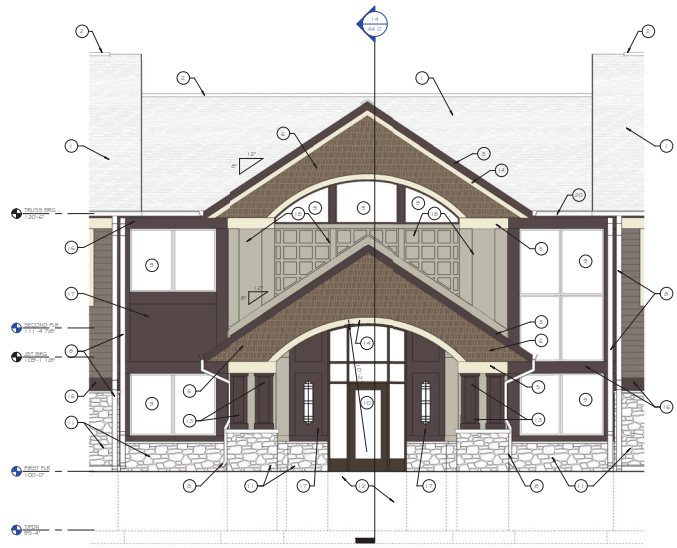
BRAINERD, MINNESOTA

DATE	10 MAY 2021
PROJECT	1839
A3.4	

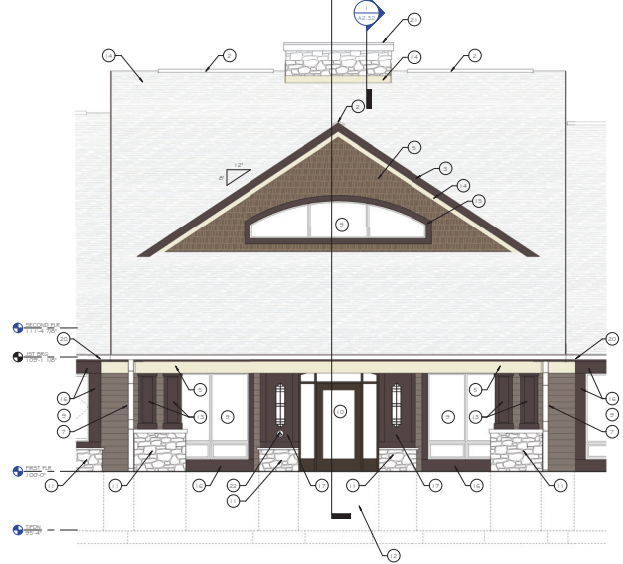
EXTERIOR ELEVATIONS - AREAS F, G, H

GENERAL NOTES	
A. COLOR 1	LAP SIDING 1
B. COLOR 2	LAP SIDING 2
C. COLOR 3	PIECE TRIM, AND WINDOW WRAP TRIM
D. COLOR 4	SHOULDER, DOOR, AND COLUMN TRIM
E. COLOR 5	VINYL SHAKE SIDING

ELEVATION NOTES	
1	SHINGLE ROOFING, TYPICAL.
2	CONTINUOUS RIDGE VENT.
3	PRE-FABRICATED METAL FLASHING (COLOR 4), TYPICAL.
4	PRE-FABRICATED SIDING CORNER TRIM, TYPICAL. - COLOR TO MATCH ADJACENT SIDING.
5	ENGINEERED WOOD TRIM - 1" LAP (COLOR 3).
6	VINYL SHAKE SIDING (COLOR 5).
7	PRE-FABRICATED METAL LAP SIDING 1 (COLOR 1).
8	PRE-FABRICATED METAL LAP SIDING 2 (COLOR 2).
9	PRE-FABRICATED METAL DOWNPOUT AND SPLASHBLOCK - COLOR TO MATCH ADJ SIDING.
10	VINYL WINDOW SYSTEM W/ ENGINEERED WOOD TRIM (COLOR 3). - SEE WINDOW SCHEDULE FOR SIZE.
11	ALUMINUM ENTRANCE SYSTEM.
12	THIN STONE VENEER (25% - 1) W/ CAST STONE CAP.
13	STOOP, SEE STRUCTURAL.
14	SQUARE COLUMN - ENGINEERED WOOD TRIM W/ WOOD PANEL (COLOR 4).
15	ENGINEERED WOOD TRIM - 3" (1/2" COLOR 3).
16	ENGINEERED WOOD TRIM - 5" (1/2" COLOR 4).
17	ENGINEERED WOOD TRIM - 1" LAP (COLOR 4).
18	ENGINEERED WOOD PANEL W/ TRIM (COLOR 4).
19	ENGINEERED WOOD PANEL W/ TRIM (COLOR 2).
20	PRE-FABRICATED METAL GUTTER (COLOR 4).
21	PRE-FABRICATED METAL FLASHING.
22	ACCESSIBLE DOOR BUTTON, SEE ELECTRICAL.
23	CORRUGATED ROOF VENT AT VERTICAL AND ROOF.

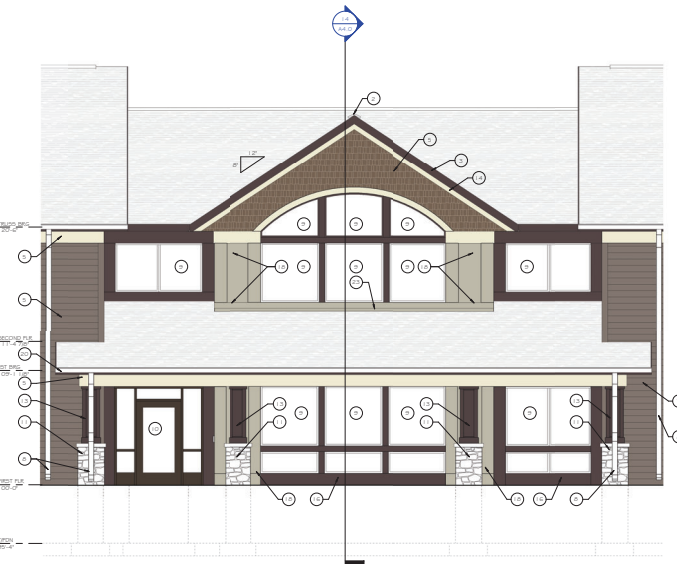


1.9 ENLARGED ELEVATION AREA G - NORTH
 1/4" = 1'-0"

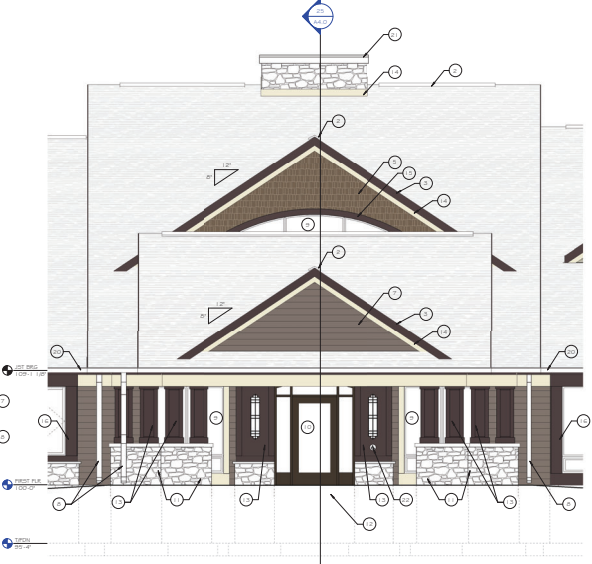


1.9 ENLARGED ELEVATION AREA J - EAST
 1/4" = 1'-0"

SEE 3.3A.3 & 3.3A.4 FOR ADDITIONAL INFORMATION

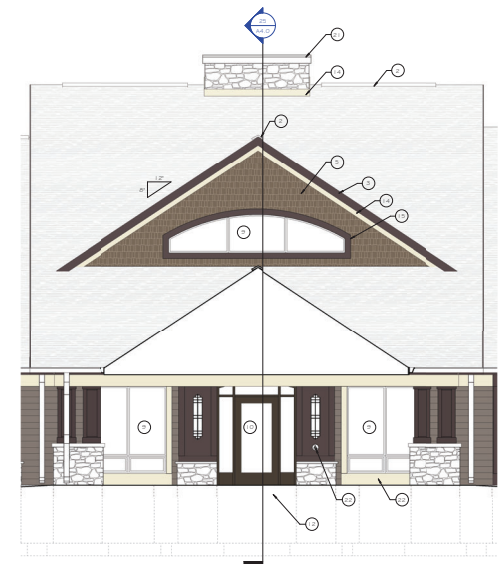


3.3 ENLARGED ELEVATION AREA G - SOUTH
 1/4" = 1'-0"



3.3 ENLARGED ELEVATION - AREA J - WEST
 1/4" = 1'-0"

SEE 3.3A.3 & 3.3A.4 FOR ADDITIONAL INFORMATION



3.3 ENLARGED ELEVATION - AREA J - WEST
 1/4" = 1'-0"

SEE 3.3A.3 & 3.3A.4 FOR ADDITIONAL INFORMATION

EXTERIOR ELEVATIONS - ENLARGED ELEVATIONS

Revision Schedule		
Revision	Revision Description	Typical Date

review set

COUNTRY MANOR
 NEW FACILITY

BRainerd, MINNESOTA	
DATE	10 MAY 2021
PROJECT	1839
A3.6	



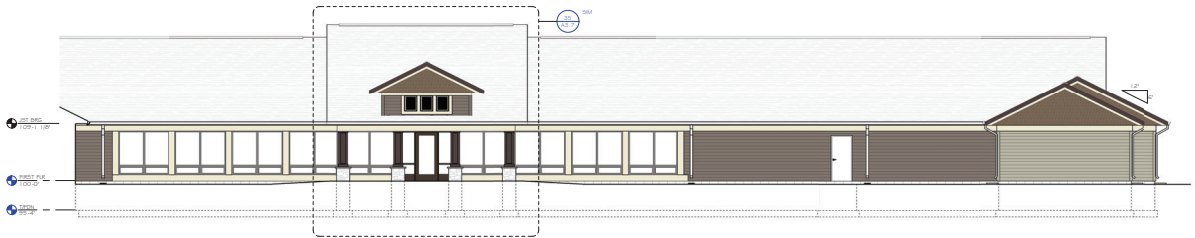
7 EXTERIOR ELEVATION - AREA M - EAST
1/8" = 1'-0"

GENERAL NOTES	
A. COLOR 1	LAP SIDING 1
B. COLOR 2	LAP SIDING 2
C. COLOR 3	SHAKE TRIM, AND WINDOW WRAP TRIM
D. COLOR 4	PASADIL, DORSET, AND COLUMBIA TRIM
E. COLOR 5	VINYL SHAKE SIDING

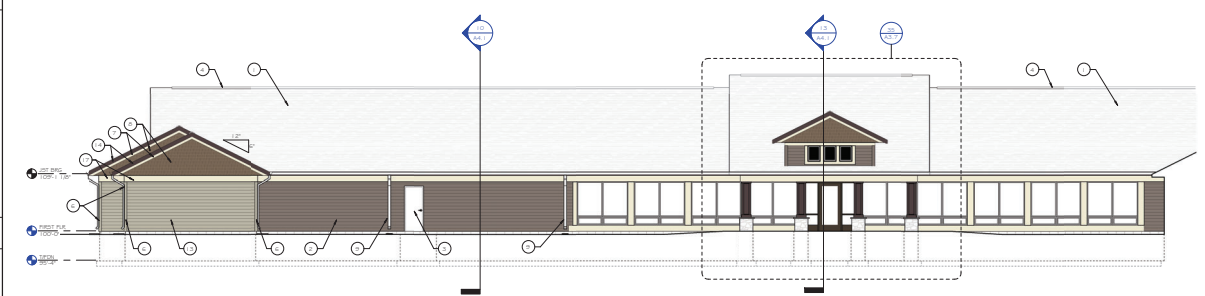
ELEVATION NOTES	
1	SHINGLE ROOFING, TYPICAL
2	PRE-FINISHED METAL LAP SIDING 1 (COLOR 1)
3	VINYL WINDOW SYSTEM
4	CONTINUOUS EDGE VENT
5	PRE-FINISHED METAL PASADIL (COLOR 4), TYPICAL
6	PRE-FINISHED SHINGLES CORNER TRIM, TYPICAL - COLOR TO MATCH ADJACENT SIDING
7	ENGINEERED WOOD TRIM - 5" (1/2" COLOR 3)
8	VINYL SHAKE SIDING (COLOR 5)
9	PRE-FINISHED METAL DORSET BY SPALSHBLOCK - COLOR TO MATCH ADJACENT SIDING
10	NOT USED
11	PRE-FINISHED METAL LAP SIDING (COLOR 4)
12	PRE-FINISHED METAL LAP SIDING (COLOR 2)
13	ENGINEERED WOOD TRIM - 5" (1/2" COLOR 4)
14	ALUMINUM ENTRANCE SYSTEM
15	STOOP, SEE STRUCTURAL
16	ENGINEERED WOOD TRIM - 1" (1/4" COLOR 3)
17	ENGINEERED WOOD PASADIL WR TRIM (COLOR 4)
18	TRIM STONE UNDER (STN-1)
19	CHART STONE CAP
20	NOT USED
21	PRE-MANUFACTURED CABLE WALL LOUVER, 24" x 30"



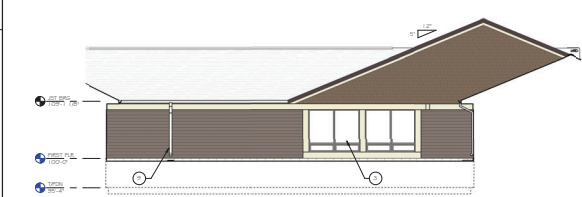
17 EXTERIOR ELEVATION - AREA M - SOUTH
1/8" = 1'-0"



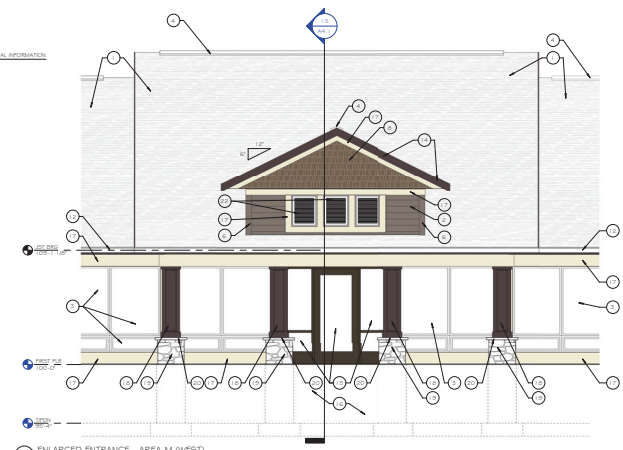
13 EXTERIOR ELEVATION - AREA M - WEST
1/8" = 1'-0"



25 EXTERIOR ELEVATION - AREA L - SOUTH
1/8" = 1'-0"



9 EXTERIOR ELEVATION - AREA K - SOUTH
1/8" = 1'-0"



35 ENLARGED ENTRANCE - AREA M (WEST)
1/4" = 1'-0"

EXTERIOR ELEVATIONS - AREAS L, M

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EVAN LARSON
DATE 30 APRIL 2021 REG. NO. 42552

Revision Schedule		
Revision Number	Revision Description	Revision Date
review set		

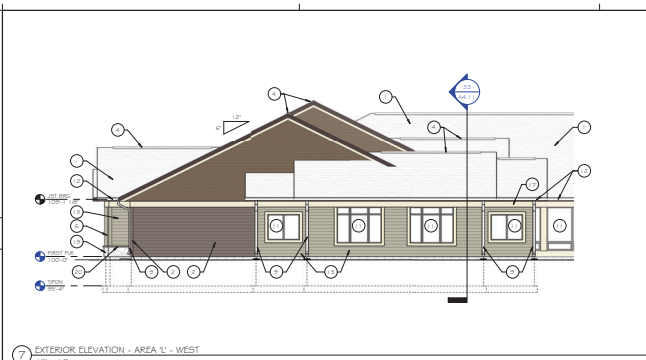
KEY PLAN

AREA M

COUNTRY MANOR
NEW FACILITY

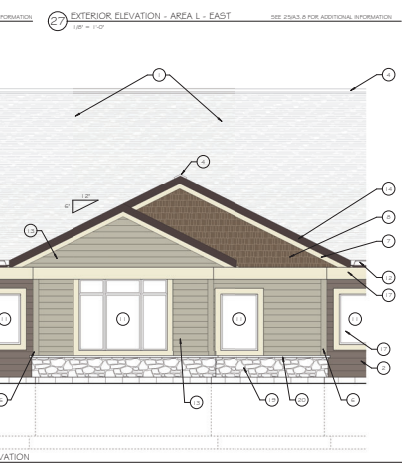
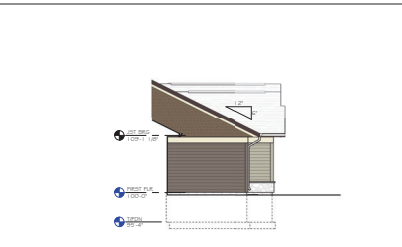
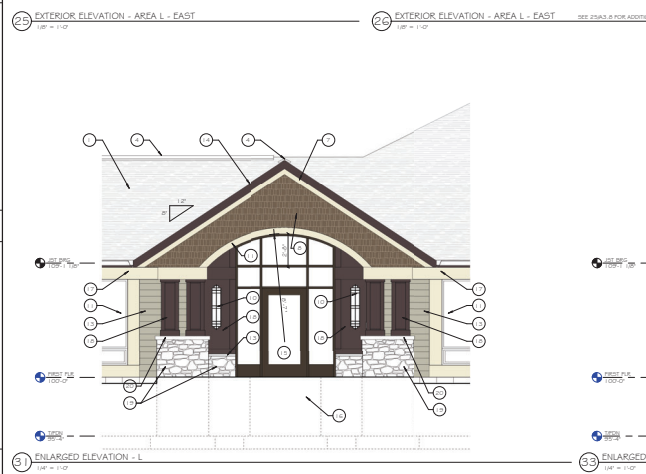
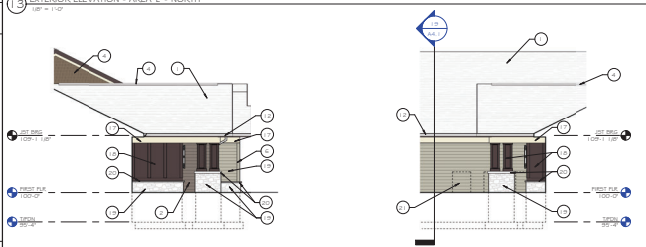
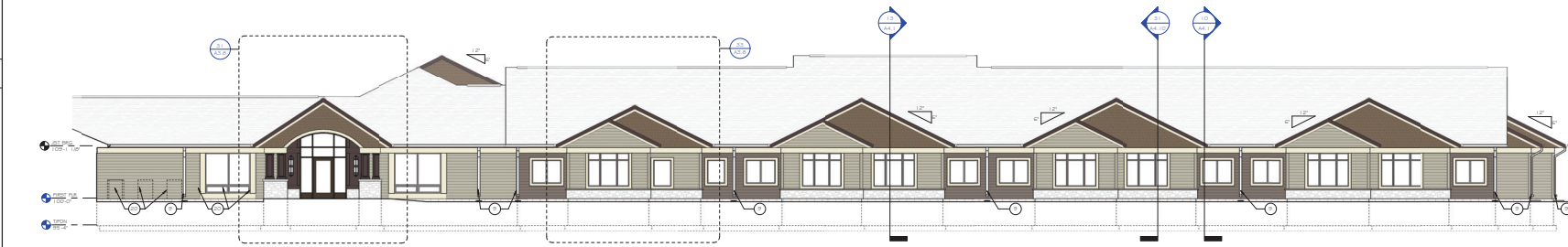
BRainerd, MINNESOTA

DATE	10 MAY 2021
PROJECT	1839
A3.7	



GENERAL NOTES	
A. COLOR 1	LAP SIDING 1
B. COLOR 2	LAP SIDING 2
C. COLOR 3	FREEZE TRIM, AND WINDOW WRAP TRIM
D. COLOR 4	PANCA, DOOR, AND COLUMN TRIM
E. COLOR 5	VINYL SHAKE SIDING

ELEVATION NOTES	
1	TRIANGLE ROOFING, TYPICAL.
2	PRE-FINISHED METAL LAP SIDING 1 (COLOR 1).
3	VINYL WINDOW SYSTEM W/ ENGINEERED WOOD TRIM - 5 1/2" (COLOR 5).
4	CONTINUOUS RIDGE VENT.
5	PRE-FINISHED METAL PANCA (COLOR 4), TYPICAL.
6	PRE-FINISHED SIDING CORNER TRIM, TYPICAL - COLOR TO MATCH ADJACENT SIDING.
7	ENGINEERED WOOD TRIM - 5 1/2" (COLOR 5).
8	VINYL SHAKE SIDING (COLOR 5).
9	PRE-FINISHED METAL DOWNSPOUT W/ SPLASHBLOCK - COLOR TO MATCH ADJ. SIDING.
10	LIGHT FIXTURE, SEE ELECTRICAL.
11	VINYL WINDOW SYSTEM W/ ENGINEERED WOOD TRIM - 5 1/2" (COLOR 5).
12	PRE-FINISHED METAL GUTTER (COLOR 4).
13	PRE-FINISHED METAL LAP SIDING (COLOR 2).
14	ENGINEERED WOOD TRIM - 5 1/2" (COLOR 4).
15	ALUMINUM ENTRANCE SYSTEM.
16	STOOP, SEE STRUCTURAL.
17	ENGINEERED WOOD TRIM - 1 1/4" (COLOR 3).
18	ENGINEERED WOOD PANEL, W/ TRIM (COLOR 4).
19	TRIM STONE (UNDER STN-1)
20	CHART STONE DALL.
21	UNIT, SEE MECHANICAL.
22	VINYL WINDOW SYSTEM W/ ENGINEERED WOOD TRIM - 1 1/4" (COLOR 3).



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DATE 30 APRIL 2021
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Revision Schedule		
Revision Number	Revision Description	Revision Date
review set		

KEY PLAN

AREA 1

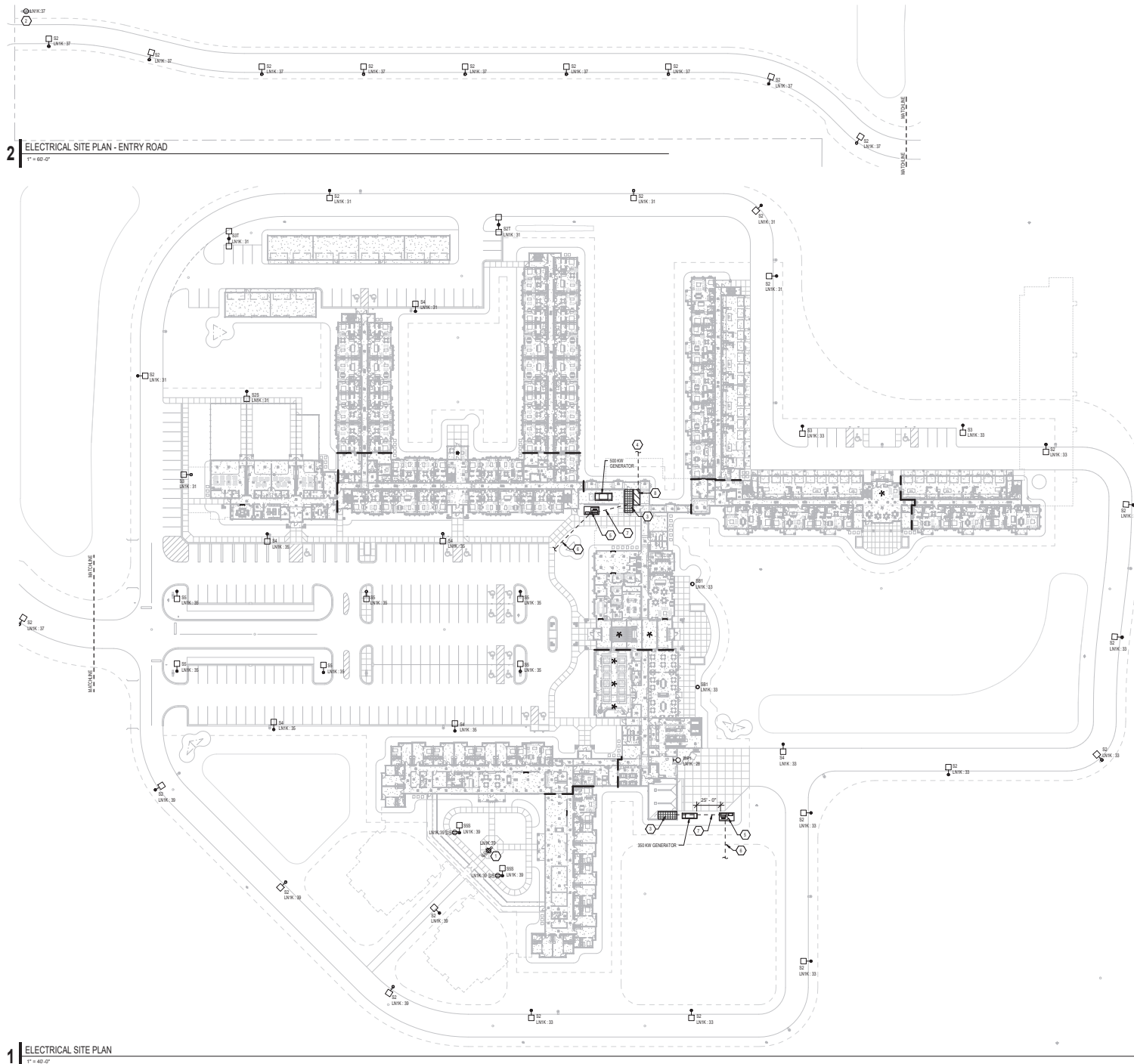
COUNTRY MANOR

NEW FACILITY

BRAINERD, MINNESOTA

DATE	10 MAY 2021
PROJECT	1839
A3.8	

EXTERIOR ELEVATIONS - AREA L



- KEY NOTES**
1. PROVIDE WEATHER-PROOF, 60" SQUARE RECESSED, PIEDestal MOUNTED AT LOCATION SHOWN FOR FUTURE HOLIDAY LIGHTING.
 2. BUILDING BONDING - 20A, 120V CONNECTION.
 3. APPROXIMATE LOCATION OF MAIN ELECTRICAL ROOM LOCATED ON THE MAIN LEVEL. REFER TO FLOOR PLANS FOR EQUIPMENT LAYOUT AND ADDITIONAL INFORMATION.
 4. PROVIDE 1/4" EMPTY CONDUITS STUBBED OUT OF BUILDING FROM MAIN LEVEL COMMUNICATIONS ROOM TO PROPERTY LINE (OR AS REQUIRED BY RESPECTIVE UTILITY COMPANY) FOR BUILDING COMMUNICATIONS SERVICES, CIP AND USE FOR USE BY UTILITY.
 5. APPROXIMATE LOCATION OF UTILITY COMPANY PAD MOUNTED TRANSFORMER. COORDINATE EXACT LOCATION WITH FIELD CONDITIONS AND UTILITY COMPANY PRIOR TO INSTALLATION. ELECTRICAL CONTRACTOR TO PROVIDE CONCRETE PAD AND MOUNT TO MEET THE UTILITY COMPANY'S REQUIREMENTS.
 6. APPROXIMATE LOCATION OF UNDERGROUND PRIMARY ELECTRIC SERVICE BY THE UTILITY COMPANY - THE ELECTRICAL CONTRACTOR SHALL SCHEDULE AND COORDINATE ALL UTILITY WORK.
 7. APPROXIMATE LOCATION OF UNDERGROUND SECONDARY ELECTRICAL SERVICES BY THE ELECTRICAL CONTRACTOR.
 8. LOCATION OF MAIN COMMUNICATIONS ROOM AT LEVEL 1. REFER TO LEVEL 1 FLOOR PLANS FOR EQUIPMENT LAYOUT AND ADDITIONAL INFORMATION.

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DATE: --- REG. NO.: ---

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Revision Schedule		
Revision Number	Revision Description	Typical Date
preliminary - not a construction document - 80% status		

KEY PLAN

COUNTRY MANOR - BRAINERD
NEW FACILITY

BRAINERD, MINNESOTA

NORTH	DATE	06/22/20
	PROJECT	1839
		E0.2

ELECTRICAL SITE PLAN

1. PROVIDE WITH INTEGRAL BATTERY BACKUP FOR EMERGENCY EXIT AND/OR EGRESS LIGHTING FUNCTION.
2. LUMINAIRES / ASSEMBLIES SHALL BE PROVIDED WITH INTEGRAL OCCUPANCY SENSOR CONTROLS TO REDUCE LIGHTING TO 30% WHEN SPACE IS UNOCCUPIED.
3. LUMINAIRES / ASSEMBLIES SHALL BE PROVIDED WITH INTEGRAL OCCUPANCY SENSOR CONTROLS TO REDUCE LIGHTING TO 10% WHEN SPACE IS UNOCCUPIED.
4. LUMINAIRES SHALL BE PROVIDED WITH SMALL LIGHT ENGINES EACH POWERED FROM IT OWN LED DRIVER RESULTING IN MINIMUM OF TWO ENGINES AND TWO WIRING CONNECTIONS.
5. PROVIDE COMPLETE WITH ALL MOUNTING HARDWARE, CONDUITS, ETC. AS REQUIRED FOR A COMPLETE AND OPERATIONAL SYSTEM.
6. PROVIDE ARCHITECTURAL DETAILS FOR INSTALLATION REQUIREMENTS, INCLUDING ADDITIONAL INFORMATION, AND DETAILING.
7. LIGHTING FIXTURES SHALL BE RE-LABELLED TO REFLECT LED LUMINAIRES INDICATED.
8. LUMINAIRES / ASSEMBLIES SHALL BE PROVIDED WITH INTEGRAL OCCUPANCY SENSOR CONTROLS FOR ON/OFF OPERATION.
9. LUMINAIRES / ASSEMBLIES SHALL BE PROVIDED WITH INTEGRAL OCCUPANCY SENSOR CONTROLS TO REDUCE LIGHTING TO 50% WHEN SPACE IS UNOCCUPIED.

	INTEGRAL PHOTOCELL OPERATION: UL APPROVED FOR WET LOCATIONS				
WP2	ARCHITECTURALLY STYLE LED CUT-OFF "WALL-PACK" WITH DIE CAST ALUMINUM HOUSING, FORWARD THROW DISTRIBUTION OPTICS AND INTEGRAL PHOTOCELL OPERATION: UL APPROVED FOR WET LOCATIONS	FLAT CLEAR TEMPERED GLASS	SURFACE WALL	LED 3000m	OMMAB

Page 48 of 88

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: December 20th, 2023

RE: Discuss Short Term Rental Ordinance

INTRODUCTION

Staff received direction from the Planning Commission at the August 2023 meeting to draft an ordinance to cap the number of short-term rentals allowed in the City and to provide additional regulations based on research from other municipalities. The concern with short-term rentals is the potential loss of long-term workforce housing, in which the City is experiencing a shortage. The subtraction of long-term housing is a concern in relation to Brainerd's Comprehensive Plan and has an impact on future economic development of the community. Planning Commission held a public hearing and recommended approval of the proposed ordinance at the November 15th meeting.

City Council reviewed the proposed short-term rental ordinance at their regularly scheduled December 4th meeting. After considerable discussion, City Council directed the ordinance back to Planning Commission for review.

DISCUSSION ITEMS

- Exempt the Mainstreet District to allow for the revitalization of historic buildings. Short-term rentals may add additional tourism to this District and provide the necessary funding for revitalization. A short-term rental building could operate similar to a downtown hotel.
- Should existing short-term rental operators be exempt from the cap because of their prior investment.
- Should all owners/ companies be allowed to own three short-term rentals.
- Other potential issues with grandfathering or allowing more than one per owner.
 - One short-term rental per platted block
 - One short-term rental per multi-family dwelling
 - A total cap of 20 VDU's within the City

**ORDINANCE
NO. 1561**

AN ORDINANCE AMENDING SECTION 515-3-34 OF THE ZONING CODE

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Section 515-3-34 is hereby amended by adding and striking the following:

515-3-34 Short-Term Rentals

A. Definitions: For the purposes of this article, the following definitions apply:

1. Accessory Home Share (AHS): A rental where the property owner is a permanent resident of the homesteaded unit and is present on the premises during the rental period.
2. Accessory Vacation Dwelling Units, Limited (ADVUL): A rental where the property owner permanently resides at the homesteaded unit but does not need to be present during the rental period.
3. Vacation Dwelling Unit (VDU): A rental where the property owner is not a permanent resident of the unit, and the entire unit is rented without the property owner present during the rental period.

B. Short-term rentals are subject to the following length of stay and total number of annual rental days:

1. Accessory Home Share (AHS): May allow a maximum of four (4) guests to stay on the premises a total of one (1) to twenty-eight (28) days.
2. Accessory Vacation Dwelling Units, Limited (ADVUL): May allow a maximum number of guests as determined by Section 515-3-34-C.4 to stay on the premises a total of two (2) to seven (7) consecutive nights. ADVUL's may not be operated more than twenty-one (21) rental days per calendar year.
3. Vacation Dwelling Units (VDU): May allow a maximum number of guests as determined by Section 515-3-34-C.4 to stay on the premises a total of one (1) to twenty-eight (28) days.

C. Regulations: Any short-term rental must comply with the following minimum standards:

~~A. _____~~

~~1. The maximum rental period shall not be more than 28 consecutive nights.~~

1. The permit holder (owner) of a short-term rental must apply for and receive an Interim Use Permit.

a. The duration of the first Interim Use Permit granted to an applicant for a short-term rental at a premises shall be twelve (12) months.

2.b. Renewal for an Interim Use Permit for an existing short-term rental at a premises shall be granted for a duration not to exceed twenty-four (24) months.

3.2. The application for an Interim Use Permit shall include:

- a. The number of bedrooms with dimensions and all other sleeping accommodations.
- b. The number of off-street parking spaces available to guests.

- c. All accessory structures and outdoor recreational features available for guest use.
- d. A pet, garbage, noise, and parking policy.
- e. The permit holder shall post emergency contact information (police, fire, hospital) and show renters the location of fire extinguishers in the short-term rental unit.

4.3. A permit holder must disclose in writing to their renters the following information regarding property policies and City codes:

- a. **Contact Information.** The managing agent or local contact's name, address, and phone number. The agent shall be available 24 hours a day, seven days a week, whenever the property is being rented. Property contact information will be accessible to the public at all times on the City of Brainerd website.
- b. **Occupancy.** The maximum number of guests allowed on the property.
- c. **Vehicles.** The maximum number of vehicles, recreational vehicles, and trailers allowed on the property and where they are to be parked. Parking in a yard that fronts a street as well as along an interior side of a house is required to be on an improved surface. Recreational vehicles shall not be parked in any right-of-way or utility easement. No vehicle or trailer shall be parked on a street for a period of time in excess of forty-eight (48) continuous hours.
- d. **Garbage.** Garbage and refuse containers shall be placed out for collection no earlier than 6:00 P.M. the day before collection and removed by the end of the day of collection. Garbage shall be placed in fly tight containers sufficient to receive all garbage which may accumulate between times of collection.
- e. **Noise.** No person shall, between the hours of 10:00 P.M. and 7:00 A.M. congregate at, or participate in the any party or gathering of two or more people from which noise emanates of a sufficient volume so as to disturb the peace, quiet, or repose of another person.
- f. **Pets.** No person shall keep, maintain, or otherwise house more than a total of four cats or dogs within any household in the City of Brainerd. It shall be unlawful for any person to allow a dog or cat to run at large and to keep or harbor a dog that habitually barks, yelps, howls, cries, or whimpers so as to unreasonably disturb the peace and quiet of any person in the vicinity. The owner of any animal shall be responsible for cleaning up any feces of the animal and disposing of such feces in a sanitary manner.

5.4. The occupancy of a short-term rental shall be limited to not more than 3 people per bedroom or the occupancy set by the Building Official, whichever is less.

6.5. Rooms used for sleeping shall be provided with egress windows and smoke detectors in locations that comply with the Minnesota State Building Code or the requirements of the building department, whichever is stricter.

7.6. The short-term rental shall be connected to city sewer and water or an approved septic system. A valid septic system certificate of compliance is required at the time of rental license issuance and annual renewal. A short-term rental shall have a full bathroom (sink, toilet, and tub or shower).

8.7. Additional occupancy by use of recreational vehicles, tents, accessory structures, or fish houses is not permitted.

9.8. The permit holder shall keep a report, detailing use of the short-term rental by recording the full name, address, phone number and vehicle license number of the guest

reserving the rental. A copy of the report shall be provided to the Zoning Administrator upon request.

9. A short-term rental shall be a licensed rental unit by the city and shall meet the requirements of all statutes, rules, regulations, and ordinances including, but not limited to the City of Brainerd's rental housing maintenance code. Each unit shall be inspected annually by the rental housing inspector and the Fire Marshal.

10. The owner or property manager shall reside within 50 miles of the property. An emergency contact does not constitute a property manager. A property manager shall be a relative or compensated individual or company.

10.11. The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, nearby water bodies, public safety, and safety of renters. Said conditions may include but not be limited to – fencing or vegetative screening, native buffer along the shoreline, noise standards, duration of permit, restrictions as to the docking of watercraft, and number of renters.

11.12. A permit holder must post their rental license permit number on all print, poster, or web advertisements.

13. It is the owner's responsibility to apply for state and local sales tax numbers, including hotel and motel use sales tax. It is the owner's responsibility to contact the Minnesota Department of Health about lodging license requirements.

14. All short-term rentals operating prior to the effective date of these standards shall be compliant with this section by December 31, 2025. All previously issued Interim Use Permits for short-term rentals shall expire December 31, 2025.

D. Ownership, Limitations, and Municipal Caps:

1. Any property owner may utilize their permanent residence as an AHS or ADVUL upon the receipt of a rental housing license and the approval of an Interim Use Permit.

2. Property owners or companies are limited to the operation of one (1) VDU upon approval of an Interim Use Permit in the City at any given time.

3. There are to be no more than twenty (20) operational VDU's at any given time in the City and is granted on a first-come first-serve basis.

a. There shall be no more than ten (10) total VDU's permitted in the Traditional Neighborhood Zoning Districts.

I. Only one (1) VDU may be located on any platted block and shall not abut another property approved for a short-term rental.

b. There shall be no more than ten (10) total VDU's permitted in the Contemporary Neighborhood Zoning Districts.

I. Only one (1) VDU may be located on an platted block and shall not abut another property approved for a short-term rental.

c. A designated city official shall create a waiting list which will be posted on the City of Brainerd website with a recorded date and time of an interested applicant if the City has approved the maximum allotment of VDU's in the City or a zoning district.

I. Applicants on the waiting list shall be contacted and given ten (10) days to submit a complete application and provide payment for their Interim Use Permit.

d. All short-term rentals applying for renewal will be given preference over new applicants if they are compliant with the rental code, are without outstanding violations of the Code, and are not on a required management plan. The property must have an approved Interim Use Permit by City Council prior to expiration of their existing permit.

- I. Upon expiration of the Interim Use Permit, the property owner can no longer operate a short-term rental at the premises and will be required to reapply as a new applicant.
- 1.4. No multi-family dwelling unit may contain more than one (1) short-term rental of any type at any given time.

SECTION TWO: This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this _____ day of _____, 2023

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2023

DAVE BADEAUX
Mayor

ATTEST: _____
PATRICK WUSSOW
Interim City Administrator

Published: One Time – _____

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: December 20, 2023

RE: Consider Conditional Use Permit to Operate an Auto Repair Service at 100 Washington St. Brainerd, MN 56401

REQUEST

Public Hearing. Conditional Use Permit (CUP) for AutoSmith Service Group LLC to operate an auto repair service at 100 Washington St. Brainerd, MN 56401.

AutoSmith Service Group LLC is an auto repair service with four (4) current locations in north central Minnesota. At their facilities, the company offers automotive repair, towing, and diesel truck repair services. They are proposing to operate out of two-thirds (2/3) of the available space at the premises.

CONTEXT

Parcel Numbers: 41250522

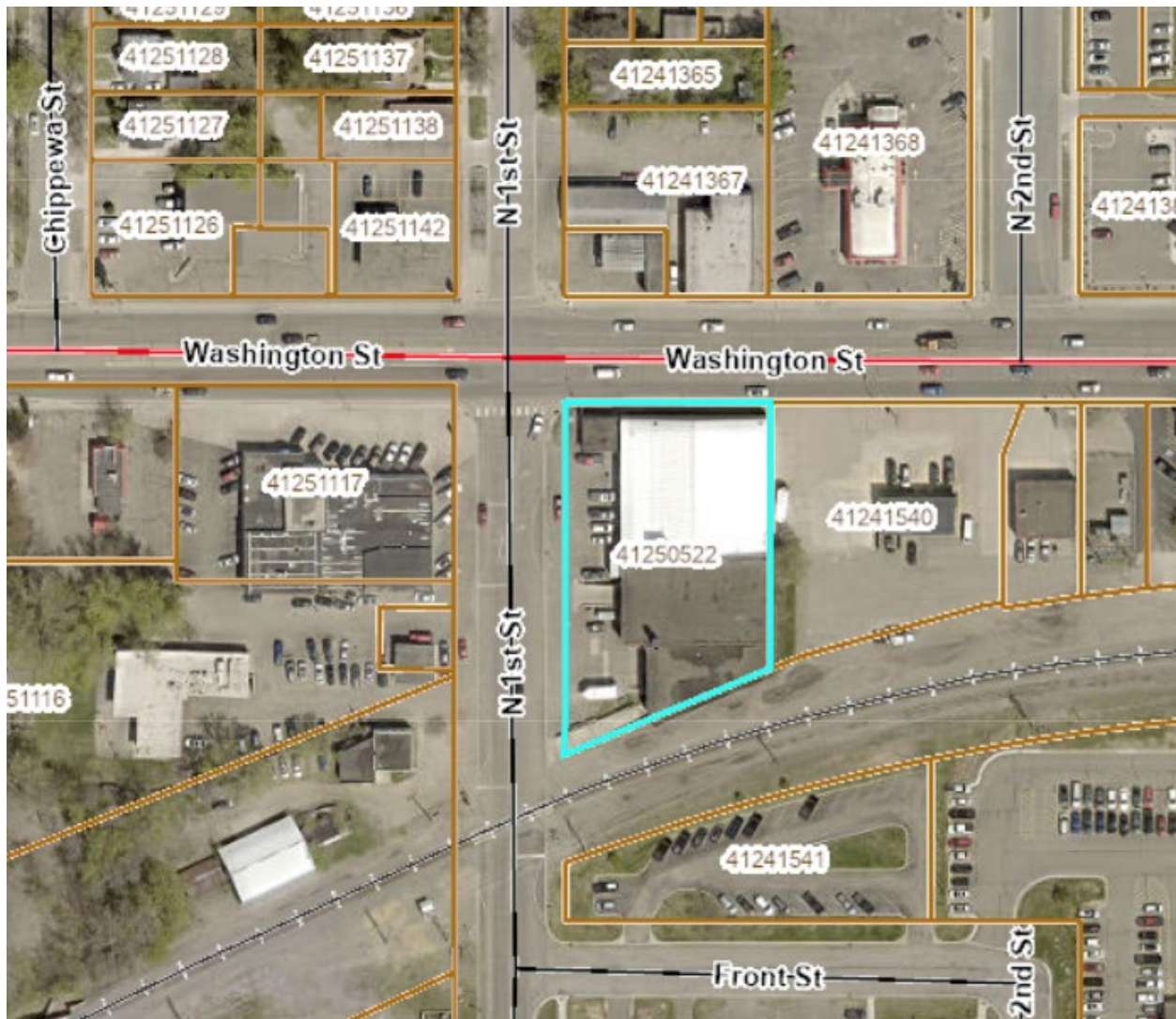
Zoning District: Commercial Corridor (CC)

Property Area: 34,756 SQFT

Adjacent Uses: North: Retail
East: Auto Glass Repair
South: Designated Off Street Parking Area
West: Auto Dealership

Adjacent Zoning: North: Commercial Corridor (CC)
East: Commercial Corridor (CC)
South: Town Center (TC)
West: Commercial Corridor (CC)

AERIAL MAP



FINDINGS OF FACT

1. 100 Washington St. Brainerd, MN 56401 is in a Commercial Corridor (CC) Zoning District and Zoning Ordinance [515-3 Allowed Uses. Appendix A: Table of Uses](#) allows for Auto Repair as a Conditional Use in the CC District.
2. According to [Section 515-3-7 Auto and Truck Repair](#). “Any Auto and Truck Repair business must comply with the following minimum standards:”
 - A. All outdoor storage of vehicles shall be screened by at least a six (6) foot fence, but not in excess of eight and one-half (8½) feet in height and shall be ninety (90) percent opaque fence.
 - i. *Currently, the premises does not have any screening that is over six (6) feet in height or ninety percent (90%) opacity. The site does include significant space*

for the indoor storage of vehicles. No plans are currently proposed for the screening of the property as the applicant has proposed all vehicles in a state of damage or disassembly will be stored internally.

- B. Any vehicle parked or stored on the property for longer than twenty-four (24) hours shall be kept in the screened yard.
 - i. There is no proposed storage of vehicles outside for over twenty-four (24) hours. The parcel as stated above is not screened; the applicant has confirmed only repaired vehicles awaiting pickup within twenty-four (24) hours will be stored outside of the building.*
 - C. The entire area other than occupied by buildings or structures or planting shall be surfaced with bituminous or concrete which will control dust and drainage. The entire area shall have a perimeter curb barrier, a storm water drainage system and is subject to the approval of the City Engineer.
 - i. The entire parcel is covered in a bituminous or concrete surface which is impermeable and would satisfy the minimum required standards for dust and drainage controls.*
 - D. All painting shall be conducted in an approved paint booth. All paint booths and all other activities of the operation shall thoroughly control the emission of fumes, dust, or other particulate matter so that the use shall be in compliance with the State of Minnesota Pollution Control Standards, Minnesota Regulation APC 1-15, or successor regulations.
 - i. The applicant is not proposing auto painting as a use at this facility at this time. As for all other uses that may produce dust or fumes, the building is equipped with an existing exhaust system that provides fresh air exchange adequate to serving the proposed use.*
 - E. The emission of odor by a use shall be in compliance with and regulated by the State of Minnesota Pollution Control Standards, Minnesota regulations APC, or successor regulations.
 - i. The applicant notes that the proposed use does not produce noxious odors and is in compliance.*
 - F. All flammable materials, including liquids and rags, shall conform with the applicable provisions of the Minnesota Uniform Fire Code.
 - i. The applicant notes that their policy is to keep the limited aerosolized flammable substances needed for their proposed use contained in a flammables cabinet. Most of their cleaners and other use related chemicals are water based and nonflammable.*
 - G. All outside storage shall be prohibited except for customer automobiles and trucks awaiting repair.
 - i. There is no proposed outdoor storage in the applicant's submittal to the City of Brainerd currently.*
3. **Criteria for Granting Conditional Use Permits.** In granting a Conditional Use Permit, the City Council shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use upon the health, safety, morals and general welfare of occupants

or surrounding lands. Among other things, the City Council shall make the following findings where applicable.

- A. The proposed use conforms to the Zoning District and is a permitted Conditional Use identified on Appendix A: Table of Uses.
 - i. The applicant has proposed using the premises at 100 Washington St. as an auto repair service, which is a Conditional Use in a CC Zoning District as identified in the Appendix A: Table of Uses.*
- B. The proposed use meets the regulations and standards established in this Ordinance.
 - i. The proposed use meets all regulations and standards set forth in the Zoning Code and City Code.*
- C. The proposed use shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons.
 - i. The proposed use will not create any external dangers or injurious conditions.*
- D. The proposed use shall be sited, oriented, and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
 - i. The existing building on the premises is already properly oriented and in harmony with its neighboring adjacent properties and no changes have been proposed by the applicant.*
- E. The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
 - i. The applicant has proposed no exterior changes to the premises thus the total visual impression with the neighborhood will remain unchanged by the proposed use.*
- F. The proposed use shall organize vehicular access and parking to minimize traffic congestion in a residential neighborhood.
 - i. The property features a large indoor space for the storage of vehicles and designated parking spots along its east façade that can accommodate employees and vehicle intake, which would not disrupt the existing traffic patterns and flow.*
- G. The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the [Comprehensive Plan](#).
 - i. This Conditional Use is consistent with the following goals and policies of the 2021 Comprehensive Plan for the City of Brainerd.*
 - 1. “GOAL 3: Help local businesses grow and attract new businesses in our neighborhoods, along our main corridors, and in our downtown. Policy 2: Attract new businesses best suited for the community’s assets, increasing local employment options and building the city’s tax base.”
 - a. The approval of this permit will allow for the useful tenancy of one of the larger properties along the Washington St. main corridor of the City as well as the creation of additional jobs.*
 - 2. “GOAL 2: Through thoughtful planning, maintain the unique identity of the city and all the appropriate land uses that support it. Policy 3: Promote reinvestment in the city’s main highway corridors and downtown.”

- a. This conditional use permit is an appropriate land use choice in which the city has the ability to promote investment by a company local to the region.*

4. **Section 515-2.B.7 Conditions.** In reviewing applications for conditional use permits, the City may attach whatever reasonable conditions are deemed necessary to mitigate anticipated adverse impacts associated with the proposed use, to protect the value of property within the Zoning District, and to achieve the goals of the City's Comprehensive Plan. In determining such conditions, special consideration shall be given to protecting nearby properties from objectionable views, noise, traffic, and other characteristics associated with such uses. Such conditions may include, but are not limited to, the following:
 - A. Increasing the required lot size or yard setback dimension.
 - B. Limiting the height, size, or location of buildings.
 - C. Regulating ingress and egress to the property and the proposed structures thereon with references to vehicle and pedestrian safety and convenience, traffic flow and control, and access in case of fire or another catastrophe.
 - D. Regulating the street width.
 - E. Increasing the number of required off-street parking spaces.
 - F. Limiting the number, size, location, or lighting of signs.
 - G. Requiring a berm, fencing, screening, landscaping, or other facilities to protect adjacent or nearby property.
 - H. Requiring dedication of some open or green space.
 - I. Regulating the appearance of the facilities or site so that they are harmonious with the neighborhood and City.

As of this writing, no parties have contacted the Community Development Department for more information on the Conditional Use Permit application for the proposed auto repair service at 100 Washington St.

STAFF RECOMMENDATION

The Community Development Department recommends approval of the Conditional Use Permit for an auto repair service at 100 Washington St. Brainerd, MN 56401.

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that AutoSmith Service Group LLC has submitted a request for a Conditional Use Permit to operate an auto repair service at 100 Washington St. Brainerd, MN 56401 which is owned by Ron Imgrund Properties LLC. The property included in this application is described as:

*LOT 000 BLOCK 04
TOWN OF BRAINERD & FIRST ADDITION TO BRAINERD
Parcel #: 41250522
Section 25, Township 45, Range 31*

The property is zoned as CC (Commercial Corridor) Zoning District, and Zoning Ordinance Section 513-3 [Appendix A: Table of Uses](#) allows auto repair services as a conditional use in the CC District. A copy of the application and submitted documents are on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, December 20, 2023, in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the Conditional Use Permit request.

Any individual needing special accommodation or would like more information about this request, please call (218) 828-2307.

Dated this 6th day of December 2023



James L. Kramvik
Community Development Director

Publication Date: December 9, 2023



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307

www.ci.brainerd.mn.us

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

	RESIDENTIAL	COMMERCIAL
CONDITIONAL USE PERMIT	☐ (\$250.00)	☒ (\$400.00 + \$500.00 escrow deposit)
REZONING	☐ (\$300.00)	☐ (\$500.00)
VARIANCE	☐ (\$250.00)	☐ (\$400.00 + \$500.00 escrow deposit)
ZONING TEXT AMENDMENT	☐ (\$250.00)	☐ (\$400.00)

PROPERTY ADDRESS: 100 Washington Street

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy)

Property Owner Name: Ron Imgrund Properties LLC

Street Address: PO BOX 585 City: Brainerd State: MN Zip Code 56401

Phone Number: 218-838-4164 Fax: _____ E-mail: _____

Applicant Name: (If different than Property Owner) AutoSmith Service Group LLC

Street Address: 803 4th St City: Ironton State: MN Zip Code: 56455

Phone Number: 218-838-4855 Fax: _____ E-mail: dustin@dieselsmith.com

Description of Request: Auto Repair Service In the Northern 2/3s of building

Ron Imgrund
Property Owner Signature

11/8/2023
Date

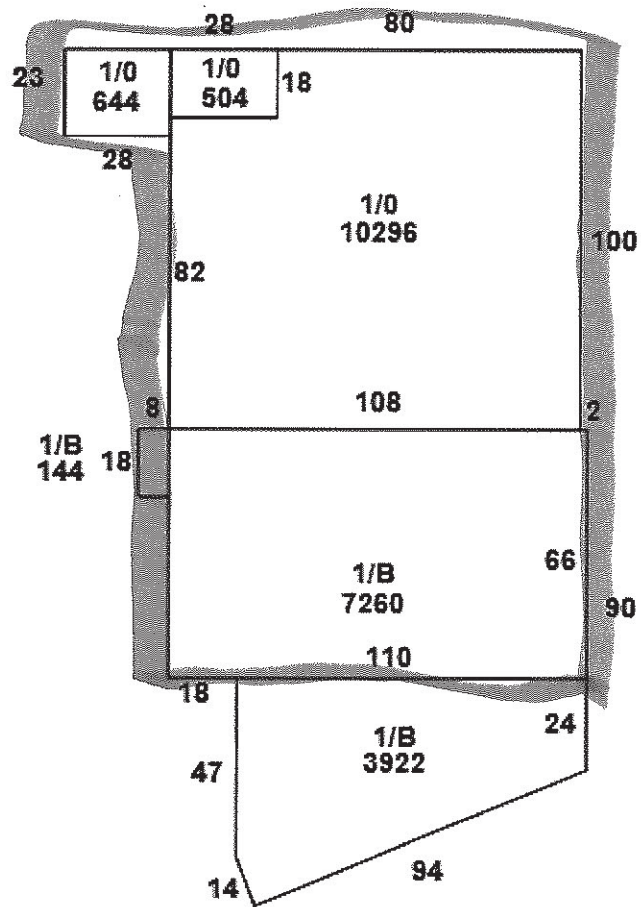
Ron Imgrund
(Please print name)

[Signature]
Applicant Signature

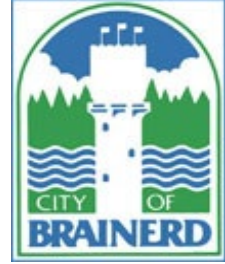
11/8/2023
Date

Dustin Smith
(Please print name)

(OVER)



MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: December 20th, 2024

RE: Consider Interim Use Permit for a Short-Term Rental at 524 8th St N

REQUEST

Public Hearing. Interim Use Permit Ms. Nita Gross on behalf of MN Lake Properties LLC applied for a Short-Term Rental at 524 8th St N Brainerd, MN 56401.

MN Lake Properties LLC proposed this short-term rental in a call to the department general line and submitted the application after speaking with staff. This property was not operating as a short-term rental without an interim use permit.

CONTEXT

Parcel Numbers: 41240960

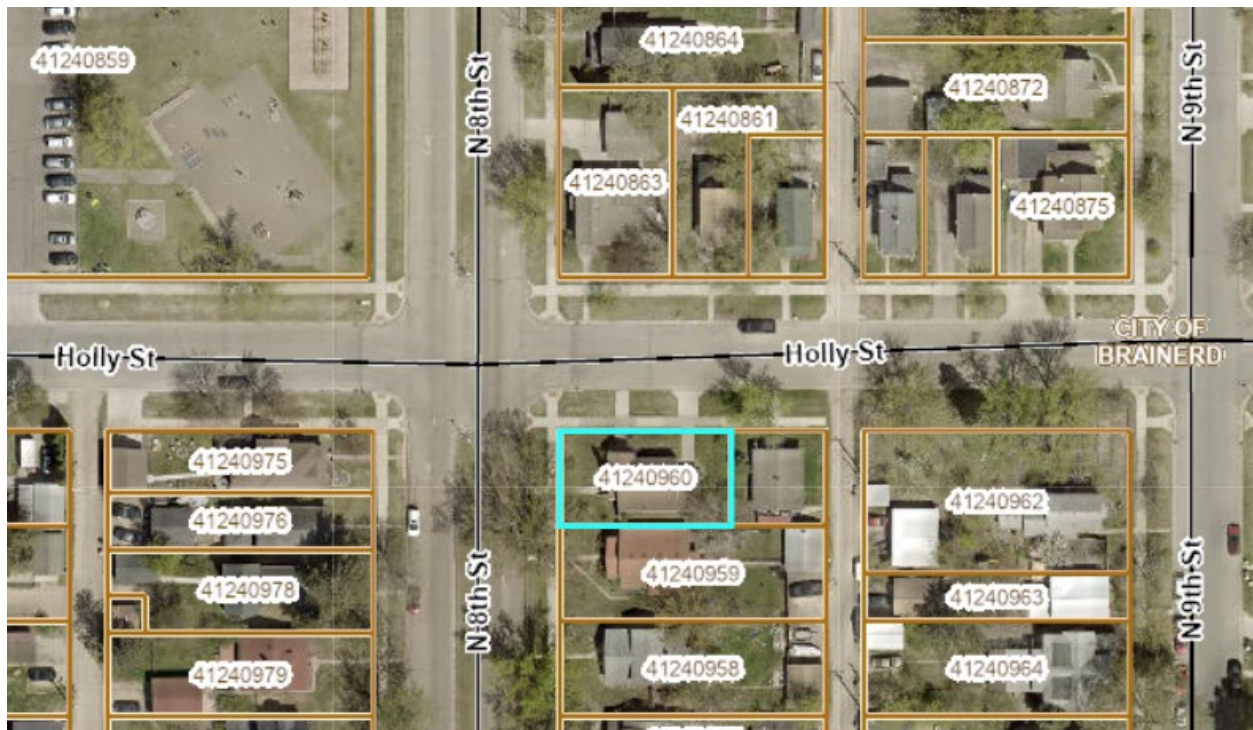
Zoning District: Traditional Neighborhood One (TN-1) District

Property Area: 4526.90 SQFT

Adjacent Uses: North: Single Family Dwelling
East: Single Family Dwelling
South: Single Family Dwelling
West: Single Family Dwelling

Adjacent Zoning: North: Traditional Neighborhood One (TN-1) District
East: Traditional Neighborhood One (TN-1) District
South: Traditional Neighborhood One (TN-1) District
West: Traditional Neighborhood One (TN-1) District

AERIAL MAP



FINDINGS OF FACT

1. 524 N 8th St Brainerd, MN 56401 is located in a Traditional Neighborhood One (TN-1) District. The TN-1 District allows short-term rentals as an Interim Use according to Zoning Code [Appendix A: Table of Uses](#).
2. Short-term rentals must comply with the following minimum standards as required by the [Section 515-3-34](#) of the Zoning Code:
 - a. The maximum rental period shall not be more than 28 consecutive nights.
 - b. The permit holder (owner) of a short-term rental must apply for and receive an interim use permit.
 - i. *This application process serves as a fulfillment of this requirement of the interim use permit process.*
 - c. The application for an interim use permit shall include:
 - i. The number of bedrooms with dimensions and all other sleeping accommodations
 1. *The applicant provided a floor plan of the subject property which includes two bedrooms at 121 and 110 SQFT.*
 - ii. The number of off-street parking spaces available to guests.
 1. *The house rules note that parking in the driveway is available but also noted the presence of on-street parking on both 8th and Holly Streets totaling 4 spaces.*

- iii. All accessory structures and outdoor recreational features available for guest use
 - 1. *There is a patio and attached garage located at the subject property and are available for use by the occupants during their stay at the property.*
- iv. A pet, garbage, and noise policy.
 - 1. *The house rules prohibit pets directly.*
 - 2. *The house rules note that trash pickup services are provided through Waste Partners with a Thursday pick-up and instructions for disposal provided at the time of occupancy.*
 - 3. *The house rules note all loud noises are prohibited after 10:30 PM.*
- v. The permit holder shall post emergency contact information (police, fire, hospital) and show renters the location of fire extinguishers in the short-term rental unit.
 - 1. *These materials are referenced in the rules and available to occupants of the property.*
- d. A permit holder must disclose in writing to their renters the following information regarding property policies and City codes:
 - i. Contact Information. The managing agent or local contact's name, address, and phone number. The agent shall be available 24 hours a day, seven days a week, whenever the property is being rented. Property contact information will always be accessible to the public on the City of Brainerd website.
 - 1. *The applicant states in the house rules these will be available to the occupants during their stay.*
 - ii. Occupancy. The maximum number of guests allowed at the property.
 - 1. *The applicant requests occupancy of five (5) guests. However, according to the bedroom dimensions depicted in the floor plan, the occupancy maximum will be four (4).*
 - iii. Vehicles. The maximum number of vehicles, recreational vehicles, and trailers allowed on the property and where they are to be parked. Parking in a yard that fronts a street as well as along an interior side of a house is required to be on an improved surface. Recreational vehicles shall not be parked in any right-of-way or utility easement. No vehicle or trailer shall be parked on a street more than forty-eight (48) continuous hours.
 - 1. *The parking instructions note that a "boat" is allowed to be parked in the paved driveway. The paved driveway has space for one vehicle or trailer. The applicant states that there are four (4) on-street parking spaces available to guests.*
 - iv. Garbage. Garbage and refuse containers shall be placed out for collection no earlier than 6:00 P.M. the day before collection and removed by the end of the day of collection. Garbage shall be placed in

fly tight containers sufficient to receive all garbage which may accumulate between times of collection.

1. The house rules state garbage collection occurs on Thursday's and that the instructions will be given at the time of occupancy.

- v. Noise. No person shall, between the hours of 10:00 P.M. and 7:00 A.M. congregate at, or participate in any party or gathering of two or more people from which noise emanates of a sufficient volume to disturb the peace, quiet, or repose of another person.

1. Quiet hours start at 10:30 PM, which exceeds the City Code by thirty minutes.

- vi. Pets. No person shall keep, maintain, or otherwise house more than a total of four cats or dogs within any household in the City of Brainerd. It shall be unlawful for any person to allow a dog or cat to run at large and to keep or harbor a dog that habitually barks, yelps, howls, cries, or whimpers to unreasonably disturb the peace and quiet of any person in the vicinity. The owner of any animal shall be responsible for cleaning up any feces of the animal and disposing of such feces in a sanitary manner.

1. No pets are permitted on the premises per the rules of the premises.

- e. The occupancy of a short-term rental shall be limited to no more than 3 people per bedroom or the occupancy set by the Building Official.

i. According to [Section 404.4.1 of the Property Maintenance Code](#), every bedroom shall contain not less than 70 square feet (6.5 m2) and every bedroom occupied by more than one person shall contain not less than 50 square feet (4.6 m2) of floor area for each occupant thereof, whichever is less.

ii. Bedroom one is 121 SQFT which exceeds the 100 SQFT requirement for rooming two (2) guests.

iii. Bedroom two is 110 SQFT which exceeds the 100 SQFT requirement for rooming two (2) guests.

iv. Total occupancy of the short-term rental is four (4) guests based on the square footage calculation; the applicant states the occupancy is five (5) within the house rules.

- f. Rooms used for sleeping shall be provided with egress windows and smoke detectors in locations that comply with the Minnesota State Building Code or the requirements of the Building Department, whichever is stricter.

i. The bedrooms meet this criterion, as the premises has been inspected and is currently a licensed rental property.

- g. The short-term rental shall be connected to city sewer and water or an approved septic system. A valid septic system certificate of compliance is required at the time of rental license issuance and annual renewal. A short-term rental shall have a full bathroom (sink, toilet, and tub or shower).

i. The short-term rental is connected to the city sewer and water system.

- h. Additional occupancy by use of recreational vehicles, tents, accessory structures, or fish houses is not permitted.

- i. The utilization of recreational vehicles as sleeping space on the premises is prohibited.*
- i. The permit holder shall keep a report detailing use of the short-term rental by recording the full name, address, phone number and vehicle license number of the guest reserving the rental. A copy of the report shall be provided to the Zoning Administrator upon request.
- j. A short-term rental shall be a licensed rental unit by the City and shall meet the requirements of all statutes, rules, regulations, and ordinances including, but not limited to, the City of Brainerd's rental housing maintenance code. Each unit shall be inspected annually by the rental housing inspector and the Fire Marshal.
 - i. The subject property is a licensed rental and will be placed on the annual inspection schedule by the rental housing inspector and the Fire Marshal. The housing inspector and Fire Marshal have inspected this property and approved the inspection.*
- k. The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, nearby water bodies, public safety, and safety of renters. Said conditions may include but not be limited to – fencing or vegetative screening, native buffer along the shoreline, noise standards, duration of permit, restrictions as to the docking of watercraft, and number of renters.
- l. A permit holder must post their rental license permit number on all print, poster, or web advertisements.
- m. It is the owner's responsibility to apply for state and local sales tax numbers, including hotel and motel use sales tax. It is the owner's responsibility to contact the Minnesota Department of Health about lodging license requirements.
 - i. The owner of the property has been made aware of these requirements.*

As of this writing, one party has contacted the Community Development Department regarding the Interim Use Permit in support of the project upon receiving an explanation of the submitted materials.

STAFF RECOMMENDATION

Staff recommends approval of the Interim Use Permit for one short term rental unit at 524 8th St N Brainerd, MN 56401 with the following conditions:

- 1) The house rules for quiet hours are adjusted to reflect the City Ordinance
- 2) The guest capacity for the short-term rental shall be set by the Building Official
- 3) Submittal of the local option sales tax form to the Finance Department
- 4) The Interim Use Permit shall terminate on 12/31/2024.

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given Ms. Nita Gross on behalf of MN Lake Properties LLC has submitted an Interim Use Permit to operate a short-term 524 8th St N Brainerd, MN 56401. The property included in this application is described as:

*Lot 13, Block 140
Town of Brainerd & First Addition To Brainerd
P.I.N. 41240960
Section 24, Township 45, Range 31*

The property is zoned TN-1 (Traditional Neighborhood One) District. [Appendix A: Table of Uses](#) of the Zoning Code requires an Interim Use Permit for the operation of a short-term rental in a TN-1 District as regulated by Section 515-3-34 Short-Term Rentals. Information on the proposed short-term rental is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, December 20, 2023, in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider the Interim Use Permit.

Any individual needing special accommodation or more information about this request, please call (218) 828-2307.

Dated this 6th day of December 2023



James L. Kramvik
Community Development Director

Publication Date: December 9, 2023



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218/828-2309/Fax 218-828-2316 www.ci.brainerd.mn.us

INTERIM USE PERMIT for SHORT-TERM RENTAL

Application Form (residential - \$250.00 / commercial - \$500.00 + \$500.00 escrow deposit)

(This form must be filled out completely before your application will be accepted)

Property Address for this Interim Use Permit: 524 N. 8th Street, Brainerd MN 56401

I (We) the undersigned, do hereby respectfully request the Brainerd City Council to grant an Interim Use Permit to allow short term rental

at the property address listed above until the date of _____

Legal Description (attach, if lengthy): Lot W. 90 ft. of 13 Block 14 Addition Block 140

Property Owner: My Lake Properties LLC

Address: 10568 Pine Song Dr. SW, Nisswa MN 56468
(Street) (City) (State) (Zip)

Contact Information #: cell: Nita Gross (owner)
(Home) (218) 330-0552

(Business)

(Fax)

mylakeproperty@gmail.com
(E-mail)

Applicant: (if different than Property Owner) _____

Address: _____

(Street)

(City)

(State)

(Zip)

Contact Information #: _____

(Home)

(Business)

(Fax)

(E-mail)

Contact Person: (if different than Property Owner) _____

Address: _____

(Street)

(City)

(State)

(Zip)

Contact Information #: _____

(Home)

(Business)

(Fax)

(E-mail)

This Interim Use Permit may be approved if sufficient facts are presented at the Planning Commission and City Council meetings to support a finding that all of the attached criteria for granting an Interim Use Permit have been met.

Obtaining this *Interim Use Permit* does not absolve the applicant from obtaining all other applicable permits, such as Building Permits, MnDOT access permits, etc.

I (We) certify that I (we) have submitted all the required information to apply for an Interim Use Permit and that the information is factual.

Signed by: Nita Gross Date: 11/30/23
(Property Owner)

Nita Gross
(Property Owner-Please print Name)

(Applicant-If different than owner) Date: _____

(Applicant - Please print name)

Interim Use Permit Supporting Information

The City Council may approve an Interim Use Permit if all of the "Criteria for Review of Interim Use Permits" are met. In order to facilitate review of this application for an *Interim Use Permit*, the applicant must address each of the "Criteria", referred to in Section 515-5-3 of the Zoning Ordinance.

1. **Public Health/Safety/Welfare.** The *Planning Commission* and the *City Council* shall review each application for the purpose of determining that each proposed use meets the following criteria referenced to in Section 515-5-2 and in addition, shall find adequate evidence that each use in its proposed location will address the following:
 - (a) The proposed use conforms to the district and conditional use provisions and all general regulations of this Ordinance.
 - (b) The proposed use meets all special standards which may apply to its class of conditional uses as set forth in this section.
 - (c) The proposed use shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons.
 - (d) The proposed use shall be sited, oriented and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
 - (e) The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
 - (f) The proposed use shall organize vehicular access and parking to minimize traffic congestion in the neighborhood.
 - (g) The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the Comprehensive Plan.

(con't)

Hello,

House rules will be...

No loud noise past 10:30 pm

Not pets

Two parking spaces on 8th Street (in front of house) and two parking spaces on N Holly Street (next to house). Parking will be available in the driveway also.

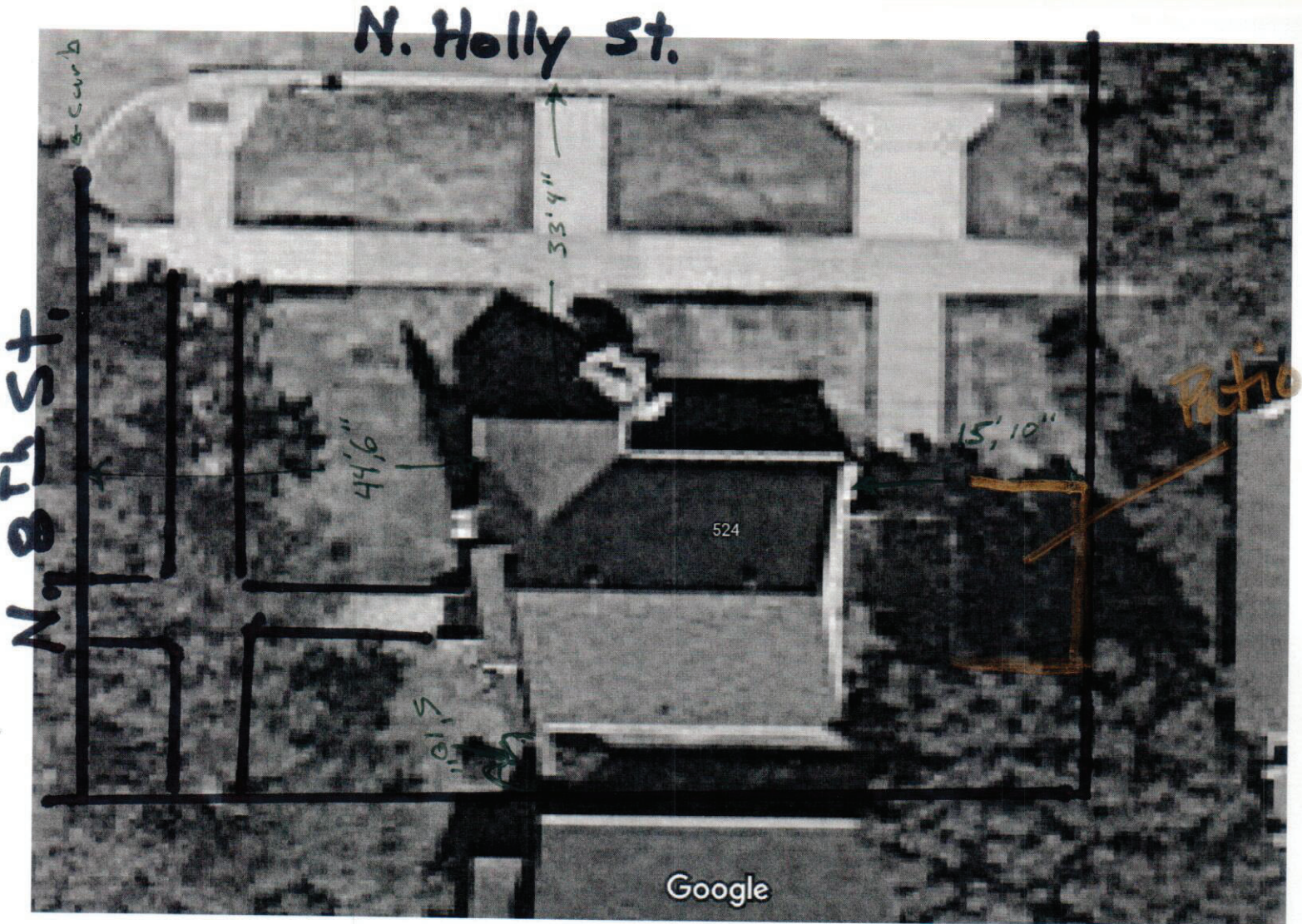
Boat parking only aloud in the driveway.

Two guest rooms, 3 people in one and 2 people in the other.

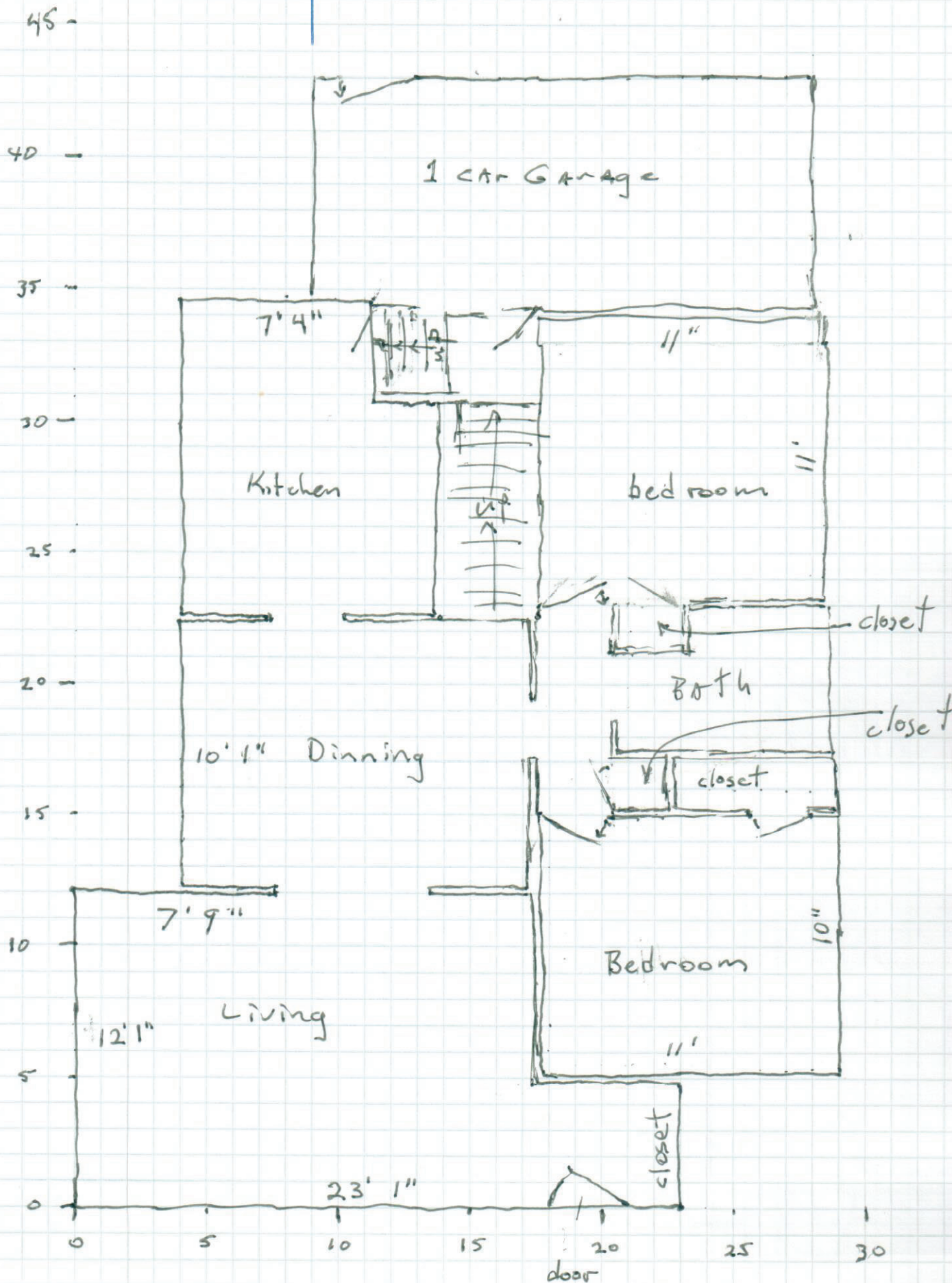
Trash pick up by Waste Partners is on Thursdays, (owner pays). Property manager provides instructions for appropriate handling of trash to the renters.

Please let me know if there is anything else you would like included in the rules.

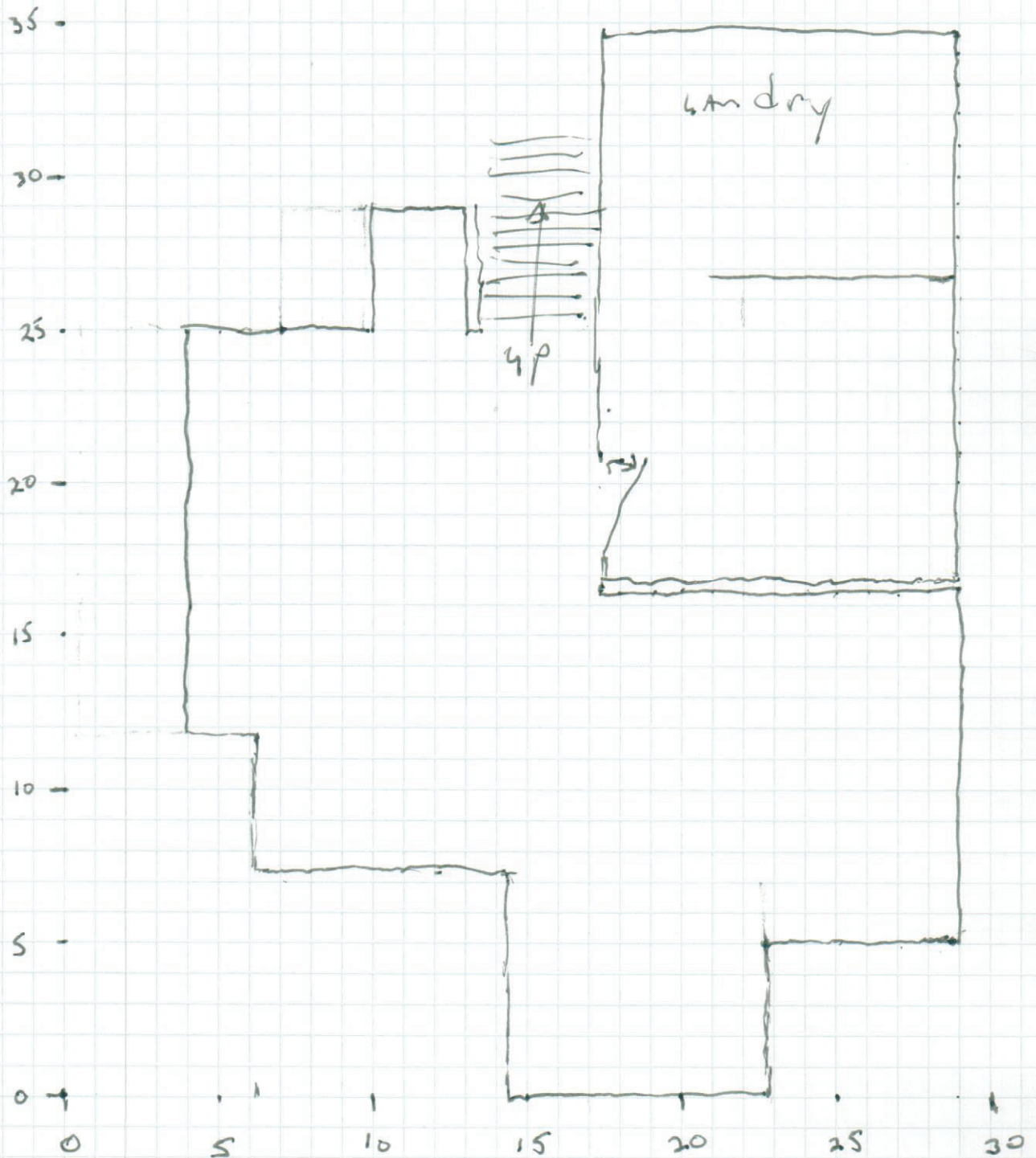
All other information listed on the rental ordinance requirement form will be provided to renters (phone numbers, management contact information, license, safety requirements ect..)



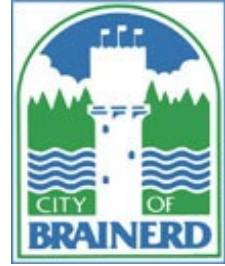
MAIN floor ^{Patio}



Lower level



MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: December 20, 2023

RE: Consider Interim Use Permit for a Short-Term Rental at 701 4th St SW

REQUEST

Public Hearing. Interim Use Permit applied by Mr. Norbert Tambe Ebai for a Short-Term Rental at 701 4th St SW Brainerd, MN 56401.

Staff periodically reviews short-term rental listings online and discovered this property was operating without a rental license or an interim use permit. Staff reached out to the property owner and required them to apply for a rental license and interim use permit for a short-term rental within 10 days, to which the applicant did not respond, and the case was about to be brought to Safety and Public Works for further action. Upon receiving some communication from Mr. Ebai, he submitted his application for the interim use permit. Mr. Ebai stated that Crow Wing County had already issued him a short-term rental license, so he believed his property was in compliance. Staff directed the property owner to cease any rentals until the rental license and interim use permit were approved. There were numerous delays with receiving all required documents and for the submittal of a rental license application. The applicant has stated that they have not booked any rentals while initiating the Interim Use Permit process. The property has now been inspected by the Housing Inspector and Fire Marshal and is currently compliant.

CONTEXT

Parcel Numbers: 41090554

Zoning District: Contemporary Neighborhood Two (CN-2) District

Property Area: 16,447 SQFT

Adjacent Uses: North: Single Family Dwelling
East: Single Family Dwelling
South: Single Family Dwelling
West: Single Family Dwelling

Adjacent Zoning: North: Contemporary Neighborhood Two (CN-2) District
East: Contemporary Neighborhood Two (CN-2) District
South: Contemporary Neighborhood Two (CN-2) District
West: Contemporary Neighborhood Two (CN-2) District

AERIAL MAP



FINDINGS OF FACT

1. 701 SW 4th St. Brainerd, MN 56401 is located in a Contemporary Neighborhood Two (CN-2) District. The CN-2 District allows short-term rentals as an Interim Use according to Zoning Code [Appendix A: Table of Uses](#).
2. Short-term rentals must comply with the following minimum standards as required by the [Section 515-3-34](#) of the Zoning Code:
 - a. The maximum rental period shall not be more than 28 consecutive nights.
 - b. The permit holder (owner) of a short-term rental must apply for and receive an interim use permit.
 - i. *The applicant has applied for the Interim Use Permit for the operation of a short-term rental.*
 - c. The application for an Interim Use Permit shall include:
 - i. The number of bedrooms with dimensions and all other sleeping accommodations
 1. *The proposed short-term rental has three (3) bedrooms.*
 2. *The dimensions of each of these respective bedrooms are 11'x8', 12'x10', AND 11'x12'*
 - ii. The number of off-street parking spaces available to guests.

1. *There are approximately four (4) off-street parking spaces allocated to guests, one or two in the garage and at least two in the driveway.*
- iii. All accessory structures and outdoor recreational features available for guest use
 1. *The garage is accessible for guest parking usage.*
 2. *The deck and balcony are always available for guest usage per the listed rules.*
 3. *The barbeque grill is located at the property with strict instructions that it be only used outside of the dwelling.*
- iv. A pet, garbage, and noise policy.
 1. *The rules submitted for the property prohibit the presence of pets at the property.*
 2. *According to the rules, garbage is to be placed in bags in the available trash can. There are no directions as to the date of pick-up or the location of the trash cans at the property.*
 3. *There is a noise policy that prohibits excessive noise and large gatherings. Further, it is noted in the rules that the quiet hours are between 11pm-8am.*
- v. The permit holder shall post emergency contact information (police, fire, hospital) and show renters the location of fire extinguishers in the short-term rental unit.
 1. *Emergency contact information will be required to be placed prior to resuming operations.*
- d. A permit holder must disclose in writing to their renters the following information regarding property policies and City codes:
 - i. Contact Information. The managing agent or local contact's name, address, and phone number. The agent shall be available 24 hours a day, seven days a week, whenever the property is being rented. Property contact information will always be accessible to the public on the City of Brainerd website.
 1. *Mr. Ebai has contracted Scenic Investment Group to manage his property and included the emergency contact information in the house rules.*
 - ii. Occupancy. The maximum number of guests allowed at the property.
 1. *There is not a defined maximum number of guests, however there is a cap on visitors other than registered guests at three (3). Based on the capacity of the bedrooms the maximum number of guests should be five (5).*
 - iii. Vehicles. The maximum number of vehicles, recreational vehicles, and trailers allowed on the property and where they are to be parked. Parking in a yard that fronts a street as well as along an interior side of a house is required to be on an improved surface. Recreational vehicles shall not be parked in any right-of-way or utility easement. No vehicle or

1. The rules state there is to be no full-time street parking, further it is stated that the driveway and garage are the only places parking is allowed to occur. There is no prohibition on recreational vehicles but per the rules if they were present, they would not be allowed to be street parked.

- Page 77 of 88

- vi. *Total occupancy of the short-term rental is five (5) guests based on the square footage calculation; the applicant does not state the occupancy within the house rules.*
- f. Rooms used for sleeping shall be provided with egress windows and smoke detectors in locations that comply with the Minnesota State Building Code or the requirements of the Building Department, whichever is stricter.
 - i. *This property has been inspected by the Rental Inspector and Fire Marshal and is compliant with all codes.*
- g. The short-term rental shall be connected to city sewer and water or an approved septic system. A valid septic system certificate of compliance is required at the time of rental license issuance and annual renewal. A short-term rental shall have a full bathroom (sink, toilet, and tub or shower).
 - i. *The short-term rental is connected to the city sewer and water system.*
- h. Additional occupancy by use of recreational vehicles, tents, accessory structures, or fish houses is not permitted.
 - i. *The tenant has not proposed additional occupancy by use of recreational vehicles, tents, accessory structures, or fish houses.*
- i. The permit holder shall keep a report detailing use of the short-term rental by recording the full name, address, phone number and vehicle license number of the guest reserving the rental. A copy of the report shall be provided to the Zoning Administrator upon request.
- j. A short-term rental shall be a licensed rental unit by the City and shall meet the requirements of all statutes, rules, regulations, and ordinances including, but not limited to, the City of Brainerd's rental housing maintenance code. Each unit shall be inspected annually by the rental housing inspector and the Fire Marshal.
 - i. *The premise has been inspected by the Housing Inspector and Fire Marshal and all inspections have been approved. The property has not been issued a rental license. The applicant states the property has not been occupied since initiating the IUP application process.*
- k. The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, nearby water bodies, public safety, and safety of renters. Said conditions may include but not be limited to – fencing or vegetative screening, native buffer along the shoreline, noise standards, duration of permit, restrictions as to the docking of watercraft, and number of renters.
- l. A permit holder must post their rental license permit number on all print, poster, or web advertisements.
- m. It is the owner's responsibility to apply for state and local sales tax numbers, including hotel and motel use sales tax. It is the owner's responsibility to contact the Minnesota Department of Health about lodging license requirements.
 - i. *The application for short-term rentals includes an application for local sales tax that must be submitted to the City's Finance Department. It is the owner's responsibility to contact the MN Department of Health.*

As of this writing, no parties have contacted the Community Development Department regarding the Interim Use Permit.

STAFF RECOMMENDATION

Staff recommends approval of the Interim Use Permit for one short-term rental unit at 701 4th St SW. Brainerd, MN 5640 with the following conditions:

- 1) The property manager's location is verified to be within the required distance of the property.
- 2) The maximum occupancy of the property is set by the Building Official.
- 3) The quiet hours are adjusted for compliance with City Code.
- 4) Submittal of the local option sales tax form to the Finance Department.
- 5) The Interim Use Permit terminates on 12/31/2024.

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Mr. Norbert Tambe Ebai has submitted an Interim Use Permit to operate a short-term rental 701 SW 4th St. Brainerd, MN 56401. The property included in this application is described as:

*Lot 12, Block 00
SECOND BONNY WOODE ADDITION TO THE CITY OF BRAINERD
P.I.N. 41090554
Section 09, Township 133, Range 28*

The property is zoned CN-2 (Contemporary Neighborhood Two) District. [Appendix A: Table of Uses](#) of the Zoning Code requires an Interim Use Permit for the operation of a short-term rental in a CN-2 District as regulated by Section 515-3-34 Short-Term Rentals. Information on the proposed short-term rental is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, December 20, 2023, in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider the Interim Use Permit.

Any individual needing special accommodation or more information about this request, please call (218) 828-2307.

Dated this 6th day of December 2023



James L. Kramvik
Community Development Director

Publication Date: December 9th, 2023

October 16, 2023

NORBERT TAMBE EBAI
701 4th ST SW
BRAINERD, MN 56401

Dear Mr. Ebai,

Your application for an Interim Use Permit for a short-term rental at 701 4th St SW was received by staff on September 14th, 2023 and payment was processed for the application on October 4th, 2023. Staff reached out multiple times for the submittal of additional documents that are necessary for review by the Planning Commission and City Council. Additional documents that include bedroom dimensions, off-street parking available to guests, and house rules were emailed to staff on 10/15/2023. The Planning Commission packet was published on 10/13/2023. Staff is still awaiting the following document and actions:

- 1) A completed rental license application and an approved inspection by the Building Inspector and Fire Marshal.

Municipalities are required to approve or deny an application for an Interim Use Permit within 60 days of the application submittal which is November 12, 2023 for your application. Minnesota State Statute allows municipalities to extend this review period by another 60 days for approval or denial of Interim Use Permits. The City of Brainerd is extending the time limit by an additional 60 days to act on your request for an Interim Use Permit at 701 4th St SW to operate a short-term rental, which moves the deadline to January 11th, 2023. The City of Brainerd is extending the time limit due to the late submittals and the rental license and inspection that is not yet complete. Please complete the rental license and inspection as soon as possible. There should be no short-term rental reservations at the property until the City Council has approved an Interim Use Permit at your premises. The next Planning Commission submittal deadline is October 31st for the November 15th meeting.

Sincerely,



James Kramvik
Community Development Director
City of Brainerd

AIRBNB HOUSE RULES

All Guests (and any Visitors) staying at 701 SW 4th St, Brainerd, Mn must abide to all the rules of the County, City and of course these house rules.

Complying with these House Rules at the Airbnb Property is a requirement of the vacation rental agreement. Failure to adhere to the below House Rules may result in penalties such as deductions from the security deposit.



1. GENERAL REQUIREMENTS

- a) All Guests (and any Visitors) must comply with all House Rules and any other instructions from the Property Manager during their stay; and
- b) Guests must notify the Property Manager of any disputes or complaints from neighbors as soon as reasonably practicable.



2. NOISE AND THE NEIGHBORHOOD

- a) This Airbnb Rental is not suitable for children under the age of 2 months Old. Guests is fully responsible for the safety and security of their children always, as well as any disturbance caused to other residents in the neighborhood.
- b) Guests and Visitors must keep noise to a minimum as not to disturb the occupants of neighboring properties – especially during nighttime hours (e.g. 11pm – 8am), and upon arrival and departure;
- c) Excessive noise is always prohibited and may result in termination of the Airbnb rental agreement, eviction, loss of rental paid and extra charges which may be deducted from the Security Deposit.
- d) No Parties: No parties or large gatherings is allowed on premise.
- e) Guest must respect property, items and neighbors so as not to disturb the peace and tranquility of the neighborhood.



3. VISITORS

- a) Guests are allowed a maximum of 3 Visitors at any time during their stay.
- b) Guests are responsible for ensuring maximum visitor numbers are not exceeded; and that. Visitors are complicit with these House Rules.
- c) Any additional overnight Visitors must be approved in advance during the booking process and are subject to an additional fee as noted in the price.



4. FUNCTIONS

- a) Parties and large gatherings of any kind are strictly prohibited at the Airbnb Rental; and
- b) Any small gathering must comply with other rules set regarding Noise, the Neighborhood and Visitor numbers.



5. PARKING

- a) Guests and any Visitors are to comply with parking regulations and other requirements set out below and show consideration to neighbors and other vehicles; and
- b) Parking arrangements at the Airbnb Rental are as follows:

Packing is available inside the garage, in front of the garage and temporarily along the side of the road.



6. GARBAGE AND RECYCLING

- a) Guests and their Visitors are to dispose of Garbage and Recycling in accordance with the usual practice at the Airbnb Rental (as set out below) in the allocated trash cans, and excess rubbish must not be left in public or common areas; and
- b) Garbage and Recycling arrangements at the Airbnb Rental are as follows:

Guest must recycle using both trash bags available and put their trash into the trash can available.



7. SECURITY

- a) Any time Guests leave the Airbnb Rental, it is their responsibility to ensure all windows and doors are closed/locked to maintain security and prevent rain and water damage.
- b) Guests must switch off lights, air conditioning, fans, electronics such as televisions when not in use to promote energy saving. It is not permitted to leave the air conditioning on when Guests are absent from the Airbnb.



8. HOT TUB/ SWIMMING POOL

- a) There is no Hot tub/ Swimming pool on this premise.
- a) Guests must supervise any babies and children at all times when using the Deck and Balcony areas.
- b) Specific Deck and Balcony rules are as follows:



9. BALCONY AND DECK AREAS

Deck and Balcony is always available for use.



10. SMOKING

- a) Smoking ☐is / ☐is not permitted inside the Airbnb; and

Smoking is NOT allowed anywhere on premise.

- b) Cigarette butts must be disposed of properly (i.e. in ashtray provided) and not thrown on property grounds. Failure to do so will result in a deduction from the security deposit.



11. PETS

- a) Pets ☒Are not permitted at the Airbnb Rental.
- b) Specific rules regarding Pets at the Airbnb are as follows:

Pets Are NOT allowed in the house.



12. BARBECUE

Guest can use the BBQ grill at the back of the house for grilling. No Grilling inside the House.



13. DAMAGES AND BREAKAGES

- a) All Damages and Breakages must be reported to the Property Manager as soon as reasonably practicable. Failure to report them will likely result in a penalty deduction from the security deposit. And;
- b) To avoid Damages and Breakages, no furniture is to be moved from one room to another without prior agreement. Also.
- c) No bathroom towels are to be removed from the property (i.e., for beach use). Separate beach towels are provided for this purpose.



14. CHECK-OUT ARRANGEMENTS

- a) Rules for key handover, security, cleaning, garbage, etc. are as follows:

Guest must leave the premise cleaned and returned the keys to the appropriate location before check-out.



15. EMERGENCY CONTACT DETAILS

- a) In the event of an emergency relating to the Airbnb, your emergency contact is:

Emergency Contact:
Email: scenicinvestmentg@gmail.com
Tel: +1-763-634-1088



16. COMPLIANCE

- a) Breach of any of these House Rules is a breach of the Terms and Conditions of occupancy as per the Rental Agreement.

The Owner and Manager reserve the right to terminate permission to occupy and to evict from the Airbnb Rental, any Guests or Visitors who refuse to follow these House Rules or who cause a nuisance to neighbors or other residents of the community.

Dylan Edwards

From: Tambe Norbert <norbe072@umn.edu>
Sent: Sunday, October 15, 2023 11:55 PM
To: Dylan Edwards
Subject: Re: IUP for Short Term Rental at 701 4th St SW
Attachments: 701 Sw 4th St Brainerd Airbnb-House-Rules_EN.pdf

*** **Warning:** External sender, use extreme caution with attachments and links ***

Dear Mr Edwards,

Here is the additional information needed for the IUP.

I cannot find the floor plan for this property at this time. I will have to look again to find this document.

But it is a 3 bedroom 2 bathroom house with all bedrooms and bathrooms on the Main Level:

Here is the Room Size information (Feet x Feet)

- Bedroom 1 Description: (1st) Bedroom
- Bedroom 1 Dimensions: 11x8
- Bedroom 2 Description: (2nd) Bedroom
- Bedroom 2 Dimensions: 12x10
- Bedroom 3 Description: (3rd) Bedroom
- Bedroom 3 Dimensions: 11x12

There is a lower bedroom in the basement but it is not available for guests.

Let me know if you have any questions

Cheers
Norbert

"What I cannot create I do not understand"
Richard P. Feynman

On Wed, Oct 11, 2023 at 10:54 AM Dylan Edwards <dedwards@ci.brainerd.mn.us> wrote:

Dear Mr. Ebai

We have received payment but none of the following items:

- A copy of the short-term rental's rules
- The dimensions of all bedrooms present in the property.
- A floor plan of the property.
- An application for a City of Brainerd Rental License

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: December 20, 2023

RE: Discuss Garage Requirement for New Residential Construction and the Addition of Dwelling Units

INTRODUCTION

The Zoning Code requires at least a 16'x20' garage for every unit of housing built in the city, up to 4 units. The requirement is reduced to 12'x20' if a basement is present. This ordinance section was discussed and included within the new zoning code with the goal of reducing issues with outdoor storage in the city. The priority on ensuring citizens of Brainerd have adequate access to personal storage for their possessions and automobiles has added an extra burden to contractors and developers. For instance, the nonprofit organization Lakes Area Habitat for Humanity's average cost to build in the City of Brainerd is \$175,000 of which approximately 15% to 20% of the valuation is related to fulfilling the garage requirement by the city.

The garage requirement, especially for 2-to-4-unit structures, does create a regulatory factor that keeps individuals from converting historic homes into multifamily buildings. The Traditional Neighborhood One District allows for up to four units if it meets all requirements of the code, which includes the garage requirement. The intent of the new zoning code is to preserve historic homes while allowing for additional residential units on large properties that fit the site and density requirements.

An example of the garage requirement benefiting the neighborhood can be viewed by the current 4-plex development on Crestview Lane. The developer originally intended to construct a 5-plex with no garages and was required to obtain a Conditional Use Permit. The City denied the CUP because the structure was not harmonious with the neighborhood. The current 4-plex has front facing garages which is consistent with the surrounding single-family homes and has been more positively received by surrounding property owners.

Code Section 515-4-2A.4

"4. All new single-family detached dwellings shall have a minimum of one (1) enclosed garage which may be either detached or attached to the principal structure."

Code Section 515-4-2B.6a-b:

"a. Each dwelling unit shall include, at a minimum, a one (1) enclosed garage stall, that shall have a minimum dimension of 12 feet by 20 feet.

b. Dwellings Units without basements. Each dwelling unit shall include at a minimum, a one (1) stall 16' x 20' foot garage."

DISCUSSION ITEMS

- What is the Planning Commission's intent with this ordinance?
- By adding an additional \$20,000 to \$30,000 to the cost of single-family housing projects, are we imposing a practical difficulty on developers of affordable housing?
- Can the garage requirement add exemptions for single-family homes if a storage shed is constructed?
- As part of the design standards review, staff will be recommending that all 2–4-unit structures in the TN & CN districts have a separate entry door that faces a City street. This potential ordinance will make it more difficult to convert existing single-family homes into additional units and help preserve historic homes in Brainerd.