



## PLANNING COMMISSION AGENDA

City of Brainerd, Minnesota  
City Hall, 501 Laurel Street, Council Chambers  
Wednesday, May 21, 2025 @ 6:00 PM

The public is invited to attend these meetings in person.  
Attend by Phone: 1-844-992-4726 Meeting Access Code: 2487-384-5236

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

1. **Call To Order**

2. **Roll Call**

\_\_\_ D. Gorham \_\_\_ J. Grecula \_\_\_ B. Higgins \_\_\_ D. Peterson \_\_\_ J. Powell \_\_\_ T. Erickson \_\_\_ J.  
Norwood

3. **Pledge of Allegiance**

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

5. **Approval Of Minutes**

A. **Draft Minutes from the April 16th, 2025 Meeting**

6. **Unfinished Business**

A. **Hold Public Hearing and Consider Preliminary Plat, Final Plat, Rezoning, and CUP St. Francis School and Church - 411 10th St N.**

B. **Hold Public Hearing and Consider Proposed Ordinance to Amend Sections 513-3-6 Auto Dealerships, 515-3-29 Outdoor Service, Sale and Rental, 515-6-2.B.1 Definitions of Structure**

C. **Hold Public Hearing and Consider Proposed Ordinance to Amend Section 515-4-12 Off-Street Parking**

7. **New Business**

A. **Hold Public Hearing and Consider Variance for an Accessory Structure - 2517 Greenwood St**

B. **Review Amended Allowed Use Table**

C. **Amend Planning Commission Bylaws to Align with City Council**

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](http://www.ci.brainerd.mn.us)

#### MISSION

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

**PLANNING COMMISSION**  
Wednesday, April 16<sup>th</sup>, 2025

**#1 Call to Order**

Planning Commission Chair Norwood 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 Petersen, Grecula, Gorham, Higgins, Norwood, Powell, and Erickson. Also noted as present was Community Development Director Kramvik.

**#3 Pledge of Allegiance**

Commissioner Peterson opened the meeting with the Pledge of Allegiance to the flag.

**#4 Approval of Agenda**

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

**#5 Approval of Minutes**

MOVED AND SECONDED BY COMMISSIONERS PETERSEN AND HIGGINS, DULY CARRIED, TO APPROVE THE MINUTES FROM THE MARCH 19TH, 2025 REGULAR MEETING AS PRESENTED.

**#6 Unfinished Business**

**6a. Hold Public Hearing and Consider Data Center Ordinance**

Community Development Director Kramvik gave a brief review of the data center ordinance being considered. Commissioner Norwood asked if state statute would override the City ordinance. CDD Kramvik indicated that the City can be more restrictive, but not less restrictive than the state.

The Chair opened the public hearing at 6:04 pm.

The Chair recognized Sarah Thiesse, 11687 Oakridge Rd., who thanked the Commission for all the work done to implement this ordinance.

The Chair closed the public hearing at 6:05 pm.

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND HIGGINS, DULY CARRIED, TO RECOMMEND APPROVAL OF THE DATA CENTER ORDINANCE AS PRESENTED.

CDD Kramvik indicated this will be heard at the City Council meeting April 21<sup>st</sup>, 2025 at 7:30 pm.

**#7 New Business**

**7a. Consider Conditional Use Permit for the Construction of a Church – 1511 Northern Pacific Rd. (1481 location)**

Commissioner Higgins recused himself from this topic.

Community Development Director Kramvik indicated the applicant would like to construct a church and hold services at the 1481 Northern Pacific Rd. location.

The Chair opened the public hearing at 6:09 pm.

The Chair recognized Mike Higgins, 1511 Northern Pacific Rd., who stated The Risen Church approached him for the possibility of holding church services at the NP Center.

The Chair closed the public hearing at 6:10 pm.

MOVED AND SECONDED BY COMMISSIONERS PETERSEN AND ERICKSON, DULY CARRIED, TO RECOMMEND APPROVAL OF THE CONDITIONAL USE AS PRESENTED.

CDD Kramvik indicated this will be heard at the City Council meeting April 21<sup>st</sup>, 2025 at 7:30 pm.

**7b. Consider Conditional Use Permit for the Expansion of Adult Day Care Services – 1919 S. 6<sup>th</sup> St.**

Community Development Director Kramvik explained the applicant wishes to expand the services for adult day care at the facility. This facility is licensed through the State of Minnesota to monitor regulations. The applicant has applied for a building remodel permit to allow for the expansion.

The Chair opened the public hearing at 6:15 pm.

No one came forward.

The Chair closed the public hearing at 6:16 pm.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND HIGGINS, DULY CARRIED, TO RECOMMEND APPROVAL OF THE CONDITIONAL USE AS PRESENTED.

CDD Kramvik indicated this will be heard at the City Council meeting April 21<sup>st</sup>, 2025 at 7:30 pm.

**7c. Consider Interim Use Permit Renewal for a Short-Term Rental – 714 7<sup>th</sup> St S.**

Community Development Director Kramvik stated the applicant has applied to renew his Interim Use Permit to continue operating a short-term rental at 714 7<sup>th</sup> St S. There have been no issues or concerns with the current IUP.

The Chair opened the public hearing at 6:20 pm.

No one came forward.

The Chair closed the public hearing at 6:21 pm.

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND GRECULA, DULY CARRIED, TO RECOMMEND APPROVAL OF THE CONDITIONAL USE AS PRESENTED.

CDD Kramvik indicated this will be heard at the City Council meeting April 21<sup>st</sup>, 2025 at 7:30 pm.

**7d. Review Off-Street Parking Ordinance for the General Industrial District**

Community Development Director Kramvik indicated it has been brought forth regarding areas in the General Industrial district to allow alternate material for parking areas in rear yards. He reviewed the proposed ordinance for input.

Commission discussion took place.

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND HIGGINS, DULY CARRIED, TO RECOMMEND APPROVAL OF THE DRAFT ORDINANCE WITH THE AMENDMENT TO REMOVE THE PAVERS FROM SECTION TWO, B.III.

CDD Kramvik will revise and bring a final ordinance back to the Planning Commission at the May 21<sup>st</sup>, 2025 meeting for a public hearing.

**7e. Review Ordinance Removing Screening Requirements for Outdoor Sales**

Community Development Director Kramvik reviewed the draft ordinance for removing the screening requirement for outdoor sales.

Commissioner Grecula suggested removing item number six regarding parking. He stated there is a requirement already and this does not seem to make sense for the one stall requirement.

MOVED BY COMMISSIONER GORHAM TO RECOMMEND APPROVAL OF THE ORDINANCE WITH THE AMENDMENT TO REMOVE ITEM #6 FROM SECTION TWO.

The motion dies for lack of a second.

MOVED AND SECONDED BY COMMISSIONERS GRECULA AND ERICKSON, DULY CARRIED, TO RECOMMEND APPROVAL OF THE ORDINANCE WITH THE AMENDMENTS TO REMOVE ITEM #6 FROM SECTION TWO AND ADJUST ITEM #4 IN SECTION THREE FROM FIFTEEN PERCENT(15%) TO TWENTY-FIVE PERCENT(25%) IN MS AND TC DISTRICTS AND NO OTHER REQUIREMENTS IN OTHER DISTRICTS.

CDD Kramvik will revise and bring a final ordinance back to the Planning Commission at the May 21<sup>st</sup>, 2025 meeting for a public hearing.

**7f. Review Planning Commission Itinerary**

Community Development Director Kramvik gave a recap of the upcoming topics listed on the Planning Commission itinerary.

Commissioners discussed and gave input on priorities.

**#8 Public Forum**

The Chair opened the public forum at 6:48 pm.

No one came forward.

The Chair closed the public forum at 6:49 pm.

**#9 Staff Reports**

Community Development Director Kramvik made the following updates:

- The Country Manor project is progressing and proposed to start in late May/early June.

**#10 Commission Member Reports**

Commissioner Norwood suggested the Planning Commission Bylaws be amended to align with the City Council, as the Council recently updated their Bylaws.

MOVED AND SECONDED BY ERICKSON AND GRECUA, DULY CARRIED, TO DIRECT STAFF TO CONSIDER THE AMENDMENT OF THE PLANNING COMMISSION BYLAWS.

**#11 Adjournment**

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND HIGGINS, DULY CARRIED, TO ADJORN AT 6:55 PM.

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James Norwood, Planning Commission Chair

# MEMO



**TO:** Planning Commission

**FROM:** James Kramvik, Community Development Director

**DATE:** February 19<sup>th</sup>, 2025

**RE:** Consider St. Francis Catholic Church Preliminary Plat – 411 N 10<sup>th</sup> St

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## REQUEST

**Preliminary Plat and Final Plat** for the consolidation of fourteen (14) parcels into three (3) lots; one each for the Church, School and Rectory. This includes a street vacation of North 9<sup>th</sup> Street between Ivy Street and Juniper Street

**Rezoning** of all parcels from Traditional Neighborhood 1 (TN-1) District to Public Semi-Public (PSP) District.

**Conditional Use Permits** to create a lot less than one acre in the PSP District and to allow for residential use in the PSP District.

## **PUBLIC HEARING. Preliminary Plat, Rezoning, Conditional Use Permits**

**APPLICANT:** St. Francis Catholic Church

The purpose of this preliminary plat request is to consolidate 14 parcels into three lots; one each for the church, school, and rectory. The preliminary plat also proposes the street vacation of N 9<sup>th</sup> Street between Ivy Street and Juniper Street and the demolition of three single-family homes to construct one large church rectory on Block 1, Lot 2 of the preliminary plat.

The purpose of the rezoning request to PSP District is to allow for the construction of a new rectory and to allow for future expansion of the school and church. According to [Appendix A: Table of Uses](#), places of worship and related buildings and public and private schools are a permitted use in the PSP District. The TN-1 District allows for places of worship and related buildings and public and private schools as a conditional use.

The purpose of the conditional use permit requests is to construct a rectory on its own parcel for the parish priests and visiting priests to reside.

## CONTEXT

Parcel Numbers: 41241116, 41241117, 41241118, 41241120, 41241129, 41241130, 41241131, 41241132, 41241133, 41241137, 41241138, 41241139, 41241140, and 41241141

Zoning District: Traditional Neighborhood-1 (TN-1) Zoning District  
Proposed District: Public Semi-Public District (PSP)

Property Area: 4.14 Acres

Adjacent Uses: North: Residential Homes  
East: Residential Homes  
South: Residential Homes  
West: Residential Homes

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

## AERIAL MAP



**FINDINGS OF FACT – PRELIMINARY PLAT, FINAL PLAT, REZONING, CONDITIONAL USE PERMIT**

1. [Table 515-2-17.1. PSP Dimensional Standards](#) – Density, Lot Size, Coverage and Height Standards

- a. Lot Size (minimum) – 1.0 Acre; or less if granted through CUP
  - i. *The St. Francis church/ school campus would be 4.14 acres consisting of three contiguous lots.*
  - ii. *Proposed Lot 1 is 115,324 SQFT which exceeds 1 acre.*
  - iii. *Proposed Lot 2 is 10,290 SQFT which is under one acre and requires a Conditional Use Permit.*
  - iv. *Proposed Lot 3 is 54,831 SQFT which exceeds 1 acre.*
- b. Lot Frontage on All Roads (minimum) – 80’
  - i. *All proposed lots meet the minimum lot frontage standard.*

**Preliminary plat approval shall be based on the following criteria:**

- 1. That the proposed subdivision is consistent with adopted applicable general and specific comprehensive plans of the City.
  - a. The PSP Zoning District is intended to identify lands used for community gathering spaces for purposes of education, recreation, congregation, worship, health, or similar. Lands zoned PSP contain 1.0 acres of land or provide a mix of community uses from a single facility or campus
    - i. *The purpose of this preliminary plat request is to consolidate 14 parcels into three lots: one each for the church, school, and rectory.*
    - ii. *The applicant is also proposing a street vacation of N 9<sup>th</sup> Street to create a contiguous campus between the school and church.*
    - iii. *The proposed demolition of the three-single family homes is for the construction of a rectory and a future church expansion.*
    - iv. *The purpose of the preliminary plat is consistent with the purpose and intent of the PSP District as St. Francis proposes to expand and enhance their church and school campus.*
- 2. The proposed subdivision is consistent with the Comprehensive Plan.
  - i. Community Character Goal 1: Preserve and repurpose historic assets.
    - 1. Policy 6: Strike a balance between preserving historic structures and building new within all land uses.
      - a. *St. Francis continues to reinvest in their church and school campus through additions and remodel projects. The proposed subdivision encourages reinvestment in this historic area.*
  - ii. Land Use Goal 3: Support and invest in the incremental enhancements of quality of life.
    - 1. Policy 5: Take strides to become a pedestrian-friendly community.
      - a. *The proposed vacation of N 9<sup>th</sup> Street would make it more pedestrian-friendly between the church and school. However, it may negatively impact pedestrians in the neighborhood by removing public right-of-way for travel between Ivy Street and Juniper Street.*



6. That the design of the subdivision or the type of improvements, are not likely to cause public health problems.
  - a. *The improvements will not cause any public health problems. The development agreement would ensure that N 9<sup>th</sup> Street remains open for emergency services until the three single-family homes are demolished.*
  - b. *The vacation of N 9<sup>th</sup> Street would make it safer for pedestrians and school children to walk between the church and school.*
  - c. *Future planning may be needed for pedestrian traffic crossing Ivy and Juniper Street as there will no longer be a full intersection to slow traffic.*
  - d. *The fire department did not express any concerns about the vacation of N 9<sup>th</sup> Street.*
7. That the design of the subdivision or the type of improvements will not conflict with easements of record or with easements established by judgment of a court.
  - a. *Utility easements will remain and are depicted on the preliminary plat.*
8. That the proposed subdivision, its site, or its design does not adversely affect the flood carrying capacity of the floodway increases flood stages and velocities or increases flood hazards within the floodway fringe or within other areas of the City.
  - a. *The proposed site will not increase flood hazards.*
9. The proposed subdivision is consistent with the policies and standards of the State defined shoreland, floodplain, and wetland regulations.
  - a. *The proposed plat is outside of the shoreland district and floodplain.*
10. The City Council deems the subdivision is not premature.
  - a. *The proposed subdivision is located in an established Brainerd neighborhood that has all required utility infrastructure.*
11. A subdivision shall be consistent with the following plans:
  - a. Brainerd Comprehensive Plan.
  - b. Brainerd Sanitary Sewer Plan/Engineering Specifications.
  - c. Brainerd Water Plan/Engineering Specifications.
  - d. Stormwater Management Plan.
  - e. Comprehensive Trail Plan.
  - f. Capital Improvement Plan.
    - i. *A full list of the requirements in the capital improvement plan can be found in [Section 500-2-5.11.f](#)*
    - ii. *The engineering department and community development department have no concerns with the above plans.*

**Rezoning request procedure:**

The applicant has proposed the rezoning of all parcels from Traditional Neighborhood 1 (TN-1) District to Public Semi-Public (PSP) District. The purpose of the rezoning request to PSP District is to allow for the construction of a new rectory and to allow for future expansion of the school and church. According to [Appendix A: Table of Uses](#), places of worship and related buildings and public and private schools are a permitted use in the PSP District. The TN-1 District allows for places of worship and related buildings and public and private schools as a conditional use.

Affected Parcels: 41241116, 41241117, 41241118, 41241120, 41241129, 41241130, 41241131, 41241132, 41241133, 41241137, 41241138, 41241139, 41241140, and 41241141.

St. Francis proposes to demolish three single-family homes on PID's (41241131, 41241132, and 41241133). Upon demolition, St. Francis proposes the construction of a large church rectory.

According to [Section 515-4-14](#) of the Zoning Code, no permit shall be issued to allow the demolition of a dwelling unit in the Traditional Neighborhood 1 (TN-1), Traditional Neighborhood 2 (TN-2), Contemporary Neighborhood 1 (CN-1), or Contemporary Neighborhood 2 (CN-2) Zoning Districts unless:

12. A building permit is also issued at the same time to authorize construction of a replacement dwelling unit; or
13. A commercial new construction or remodel permit is also issued at the same time to convert or replace a dwelling unit to a commercial unit in the TN-2 district; or
14. City Council approval has been granted through a conditional use permit or interim use permit for an alternative use of the property.

*If St. Francis is approved for a rezoning to PSP District, they will not be required to apply for a CUP to demolish three dwelling units.*

The City Council and the Planning Commission shall consider possible adverse effects of the proposed amendment. Their judgment shall be based upon (but not limited to) the following factors:

- A. The proposed action's consistency with the specific policies and provisions of the official City Comprehensive Plan.
  - i. Community Character Goal 1: Preserve and repurpose historic assets.
    1. Policy 6: Strike a balance between preserving historic structures and building new within all land uses.
      - a. *St. Francis continues to reinvest in their Church and School through additions and remodel projects. The proposed subdivision encourages reinvestment in this historic area.*
      - b. *The PSP District allows for additional impervious surface and reduced setbacks therefore allowing greater density on the property and ability for the school to expand in the neighborhood.*
      - c. *Investment in neighborhood schools and churches is important for creating community connections, attracting families, and spurring revitalization of surrounding homes.*
    - ii. Policy 5: Ensure an adequate supply of quality and affordable housing units for current and future residents.
      - a. *The removal of three single-family homes negatively impacts Brainerd's housing stock at a time when there is a major need in the community to provide housing to residents. The need for housing is identified in the [2020 Crow Wing County Workforce Housing Study](#).*
      - b. *Rezoning the property to PSP District would allow St. Francis to remove the homes without a Conditional Use Permit.*
- B. The proposed uses are to be compatible with present and future land uses of the area.

- i. *The property currently operates as a school and church. Schools and places of worship and related buildings are Conditional Uses in the TN-1 District.*
  - ii. *Rezoning to the PSP District would make the existing school and church a permitted use and allow for the construction of the rectory. The existing uses and proposed uses are consistent with the surrounding TN-1 District.*
- C. The proposed use's effect upon the area in which it is proposed.
  - i. *The applicant proposes a future expansion to the church and a significant expansion of the school. The school expansion will add a significant number of vehicles to the neighborhood during school hours which may impact on-street parking for neighborhood residents.*
  - ii. *The applicant has proposed an addition to the existing school parking lot and diagonal parking along Ivy Street to accommodate additional vehicles.*
  - iii. *Allowing schools to expand in walkable neighborhoods does allow some faculty and students to walk to school.*
- D. Traffic generation of the proposed use in relation to capabilities of streets serving the property.
  - i. *The master plan indicates a drop off zone and parent queuing pickup line similar to other neighborhood schools in Brainerd.*
- E. The proposed use's impact upon existing public services and facilities including parks, schools, streets, and utilities, and its potential to overburden the City's service capacity.
  - i. *The uses currently exist in the neighborhood and is positioned along N 8<sup>th</sup> Street, which is a major collector street. The expansion will not overburden the City's service capacity.*
- F. Approval of a proposed Zoning Map amendment which changes all or part of the existing classification of a zoning district from Residential to Commercial, Industrial, or Planned Unit Development that allows for commercial or industrial uses shall require a two-thirds (2/3) vote of the City Council.
  - i. *Staff confirmed with the City Attorney that a two-thirds (2/3) vote of the City Council is not required to rezone from TN-1 to PSP District. The PSP District is not a commercial or industrial zoning district.*

### **Criteria for Granting Conditional Use Permits**

The applicant has applied for Conditional Use Permits to create a lot less than one acre in the PSP District and to allow for residential use in the PSP District. The purpose of the conditional use permit requests is to construct a rectory on its own parcel under one acre for the parish priests and visiting priests to reside.

[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. As part of this request, the applicant proposes to re-plat the property and rezone to the PSP District. Places of worship and related buildings are a permitted use in the PSP District.*
      - ii. The rectory would be considered a related church building.*
      - iii. The applicant is required to apply for a conditional use permit as the proposed rectory property is under one acre in size and has a residential component in the PSP District.*
    - b. The proposed use meets the regulations and standards established in this Ordinance.
      - i. There are no special standards for places of worship and related buildings in the Allowed Uses Section of the Zoning 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 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 applicant proposes an attached garage for the rectory that faces Ivy Street. All properties on Ivy Street across from the school and church have a driveway approach off Ivy Street.*
      - ii. The applicant proposes the main entrance of the rectory face west, which is consistent with the Church.*
    - e. The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
      - i. The exterior design elements and architectural features of the rectory are harmonious with the existing school and church. The entrance, windows, and roof of the proposed rectory are similar to the school and church.*
    - f. The proposed use shall organize vehicular access and parking to minimize traffic congestion in a residential neighborhood.
      - i. The rectory has sufficient off-street parking spaces for priests and visiting priests. Overflow parking would be available in the church parking lot.*
    - g. The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the Comprehensive Plan.
      - i. Economic Development Goal 1: Support infill and redevelopment throughout Brainerd as a strategic component of growth.
 
        - 1. Policy 1: Drive infill development and redevelopment towards areas where current infrastructure is present, or places where high levels of blight or disinvestment exists.
          - a. The proposed rectory is in a historic neighborhood with readily available utility services.**
    - h. The City Engineer has no concerns at this time with the stormwater/ grading plan.
2. 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.

*a. Staff recommend no additional conditions be placed on the conditional use permits.*

### **STAFF OPINION/ RECOMMENDATION**

As of this writing, the Community Development Department has received numerous emails for and against the project. As the preliminary plat has not substantially changed, staff have included the original emails as an attachment to the agenda.

Staff have concerns about losing additional housing units in the City of Brainerd at a time when housing units are needed in the community. Housing is an important aspect of economic development as businesses need to attract employees and those employees need housing. New and expanding businesses research available housing within a community to ensure the community can support additional employees.

Rezoning the property to PSP District would allow St. Francis to remove the homes without a Conditional Use Permit. However, staff believes the primary motivation for the rezoning request to the PSP District is to allow for greater site control. St. Francis would not need to come back for Conditional Use Permits for every small or large expansion to the school or church.

In the findings staff also stated concerns regarding the loss of the public right of way, specifically regarding pedestrian traffic. St. Francis did provide a pedestrian throughfare in their plan.

Staff also believe that this proposed subdivision will support redevelopment for St. Francis' school and church and allow them to expand in the existing neighborhood. As stated in the findings, investment in neighborhood schools and churches is important for creating community connections, attracting families, and spurring revitalization of surrounding homes.

City Council members asked St. Francis to provide a master plan before considering this request which includes the vacation of N 9<sup>th</sup> Street. St. Francis has provided a master plan as an attachment. Upon review, the master plan proposes a dense development that supports the functions of the school, church, and rectory. Based on the size of the site St. Francis will most likely continue to utilize underground stormwater retention facilities which allow for greater development of the property.

However, there is nothing that binds St. Francis to the proposed master plan. Development would be able to occur subject to the rules and regulations of the Zoning Code.

Staff recommend approval of the preliminary plat, final plat, rezoning, and conditional use permits with the following conditions:

- 1) Approval of the development agreement with the City of Brainerd.
- 2) Approval of the Vacation of N 9<sup>th</sup> Street between Ivy Street and Juniper Street.



# MEMO

TO: BRAINERD CITY COUNCIL

FROM: CITY ENGINEER JESSIE DEHN

DATE: MARCH 3, 2025

SUBJECT: NORTH 9<sup>TH</sup> STREET VACATION IN RELATION TO PRELIMINARY PLAT

Staff has received a preliminary plat request for St. Francis Church. The preliminary plat shows a request for vacating the public right of way of North 9<sup>th</sup> Street between Juniper Street and Ivy Street. We have first reviewed the ownership status along the segment proposed for vacation. St. Francis Church and School owns all of the parcels adjacent to this block of street as part of this proposed vacation, thus a owns a majority of the parcels. Following this initial review, staff performed a review regarding the vacation itself and the effects regarding future use.

In review of the block of North 9<sup>th</sup> Street, staff first reviewed this block as a local route. This corridor is classified as a local route, and as such, its primary public purpose is to provide access to the adjacent properties and connect to other collector routes. As a local classified route providing access to the adjacent properties, this block does not serve a public purpose as the block of street is bounded by a single property owner. In this case, the same owner requesting the preliminary plat that is proposing the vacation.

In general, local routes do not serve a primary public purpose as a collector. Otherwise stated, collecting traffic from other local routes and distributing traffic to other areas and destinations. To further review the impact of potential vacation of North 9<sup>th</sup> Street between Juniper and Ivy, staff reviewed if there may be any impacts similar as a collector route. To the north, there is mainly residential neighborhood. With a collector route one block west on North 8<sup>th</sup> Street and another local route one block east on North 10<sup>th</sup> Street, both with existing sidewalks, vacating this block of North 9<sup>th</sup> Street would not prohibit or significantly hinder access to the neighborhood to the north. To the south, there are two main destinations in The Center and Zion Lutheran Church. As both destinations are accessed via Kingwood Street, both using either street or sidewalk, and can be accessed from the residential neighborhood via North 8<sup>th</sup> or North 10<sup>th</sup> Street to Kingwood. Although a local route and not purposed as a through route, North 9<sup>th</sup> Street between Juniper and Ivy does not serve a necessary public purpose from this perspective.

Vacation of North 9<sup>th</sup> Street between Juniper and Ivy, with assumed subsequent closure of this block of street, would result in the loss of available on-street parking. While the on-street parking on this block is mainly serving the purposes of the adjacent Church and School, the loss of the parking will likely result in patrons having to utilize on-street parking on other adjacent streets such as Juniper, Ivy, and 10<sup>th</sup>. The requestor can offset this loss of public on-street parking with redevelopment of the site to provide sufficient off-street parking for the facility. However, this timeline is not known or is not guaranteed to occur unless expressly required in a Developer's Agreement. The loss

of on-street parking would be one detriment to the vacation of this block of street until redevelopment can occur to offset the loss of parking.

In summary, staff would recommend that the Council approve the vacation of North 9<sup>th</sup> Street between Juniper and Ivy Streets. One consideration for the Council could consider to include as a contingency that redevelopment includes offset for the loss of on-street parking stalls, estimated approximately 20 stalls.

**ORDINANCE  
NO. 15XX**

**AN ORDINANCE AMENDING THE ZONING MAP OF  
THE CITY OF BRAINERD AND SECTION 515-3 OF THE ZONING CODE**

WHEREAS, a public hearing was held by the Planning Commission as required by the Zoning Code, on May 21<sup>st</sup>, 2025

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Brainerd, Minnesota, as follows:

SECTION ONE: The Zoning Map of the City of Brainerd is hereby amended by changing the zoning designation of the property below from a Traditional Neighborhood 1 (TN-1) District to a Public Semi-Public (PSP) District:

- PIN 41241116 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - LOTS 19 THRU 24 INCLUSIVE BLOCK 100
- 41241117 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - LOTS 17 AND 18 BLOCK 100
- 41241118 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - LOTS 15 AND 16 BLOCK 100
- 41241120 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - LOTS 1 THRU 12 INCLUSIVE BLOCK 100 EXEMPT
- 41241129 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - LOTS 21 THRU 24 INCLUSIVE BLOCK 98 ALSO DESC. AS FOLLOWS; COMM. AT SW CORNER OF BLOCK 98, THEN E. 150 FT, N. 100 FTW. 150 FT, S. 100 FT
- 41241130 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - LOTS 19 AND 20 BLOCK 98
- 41241131 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - S. 1/2 OF LOT 17 BLOCK 98 AND ALL OF LOT 18, BLOCK 98 ALSO KNOWN AS; S. 37 1/2 FT OF THE NW1/4 OF BLOCK 98. SUBJECT TO EASEMENTS OF RECORD.
- 41241132 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - NORTH 1/2 OF THE SOUTH 1/2 OF THE NORTHWEST 1/4 BLOCK 98. SUBJECT TO EASEMENT OF RECORD.
- 41241133 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - LOTS 13 THRU 15 INCLUSIVE BLOCK 98
- 41241137 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - LOT 7 BLOCK 98 AND S 1/2 OF LOT 8 BLOCK 98, SUBJ TO AND TOGETHER WITH AN ESMNT OF RECORD.
- 41241138 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - N. 15 FT OF E. 75 FT OF LOT 4 BLOCK 98 AND E. 75 FT OF LOTS 5 AND 6 BLOCK 98
- 41241139 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - W. 25 FT OF LOTS 1 THRU 6 INCLUSIVE BLOCK 98
- 41241140 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - E. 50 FT OF W. 75 FT OF LOTS 1 THRU 6 INCLUSIVE BLOCK 98
- 41241141 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - E. 75 FT OF LOTS 1 THRU 3 BLOCK 98 AND S. 10 FT OF E. 75 FT OF LOT 4 BLOCK 98

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
MIKE O'DAY  
President of the Council

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
DAVE BADEAUX  
Mayor

ATTEST: \_\_\_\_\_  
NICHOLAS W. BROYLES  
City Administrator

Published: One Time – \_\_\_\_\_



**Community Development Department**

City Hall – 501 Laurel Street Brainerd, MN 56401  
218-828-2307 [building@ci.brainerd.mn.us](mailto:building@ci.brainerd.mn.us)  
[www.ci.brainerd.mn.us](http://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** (\$1,000 + \$2,000 escrow deposit/residential)  
(\$1,500 + \$2,000 escrow deposit/commercial)

**PROPERTY ADDRESS:** 411 N 10th St

**LEGAL DESCRIPTION:** Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_  
(attach description if lengthy) Part of Blocks, 98 and 100, TOWN OF BRAINERD

**Property Owner Name:** St. Francis Catholic Church

**Street Address:** 411 N 10th St **City:** Brainerd **State:** MN **Zip Code:** 56401

**Phone Number:** 218-822-4040 **Fax:** \_\_\_\_\_ **E-mail:** maureen.pickar@duluthcatholic.org

**Applicant Name:** (if different than Property Owner) \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Description of Request:** \_\_\_\_\_

Requesting an updated preliminary plat and a final plat for the consolidation of 14 parcels into  
three lots. One lot for the Church, one lot for the School and one lot for the Rectory.

*F. Michael Garry*  
**Property Owner Signature**

5-4-25  
**Date**

FR. MICHAEL GARRY  
(Please print name)

**Applicant Signature**

**Date**

(Please print name)



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

(\$350.00)

(\$500.00 + \$500.00 escrow deposit)

REZONING

(\$350.00)

(\$500.00)

VARIANCE

(\$350.00)

(\$500.00 + \$500.00 escrow deposit)

ZONING TEXT AMENDMENT

(\$250.00)

(\$400.00)

PROPERTY ADDRESS: 411 N 10th St

LEGAL DESCRIPTION: Lot(s): Block: Addition:

(attach description if lengthy)

Part of Blocks, 98 and 100, TOWN OF BRAINERD

Property Owner Name: St. Francis Catholic Church

Street Address: 411 N 10th St City: Brainerd State: MN Zip Code 56401

Phone Number: 218-822-4040 Fax: E-mail: maureen.pickar@duluthcatholic.org

Applicant Name: (If different than Property Owner)

Street Address: City: State: Zip Code:

Phone Number: Fax: E-mail:

Description of Request: Request to Rezone existing TN-1 parcels into the 3 new PSP proposed plat parcels

Also requesting a CUP for the proposed rectory lot to be less than 1 acre in a PSP district

and also to allow a residential use in the rectory in a PSP district

FR. Michael Garry  
Property Owner Signature

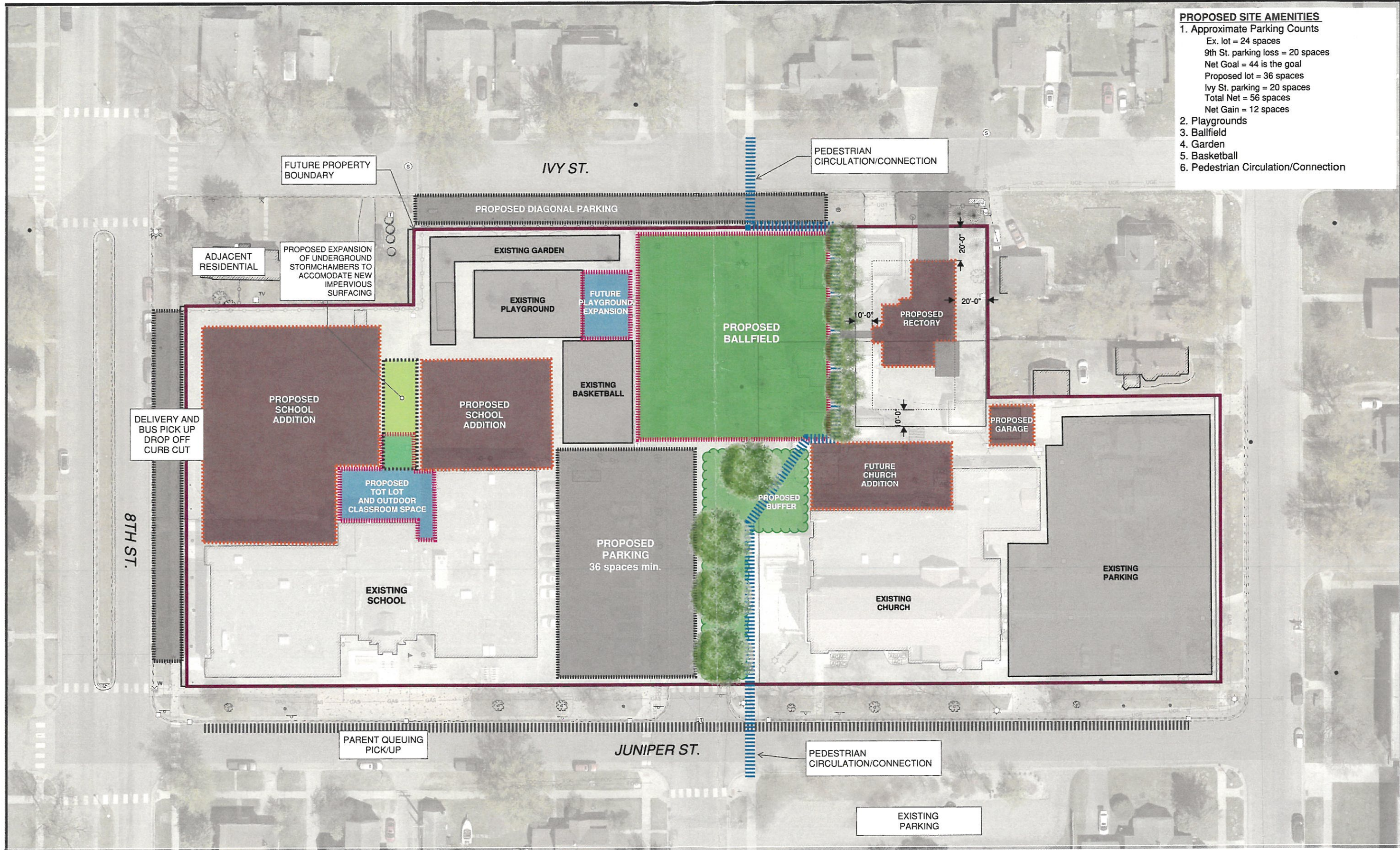
5-4-25  
Date

FR. MICHAEL GARRY  
(Please print name)

Applicant Signature

Date

(Please print name)



- PROPOSED SITE AMENITIES**
1. Approximate Parking Counts
    - Ex. lot = 24 spaces
    - 9th St. parking loss = 20 spaces
    - Net Goal = 44 is the goal
    - Proposed lot = 36 spaces
    - Ivy St. parking = 20 spaces
    - Total Net = 56 spaces
    - Net Gain = 12 spaces
  2. Playgrounds
  3. Ballfield
  4. Garden
  5. Basketball
  6. Pedestrian Circulation/Connection

BY: \_\_\_\_\_  
DATE: \_\_\_\_\_  
REVISIONS: \_\_\_\_\_  
DESCRIPTION: \_\_\_\_\_

DATE	REVISED	DESCRIPTION

DATE: MAY 5, 2025  
SCALE: AS NOTED  
DRAWN BY: JR  
CHECKED BY: EDM  
JOB NUMBER: 2024-12161

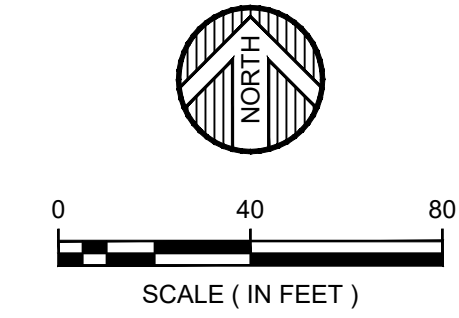
MASTERPLANNING  
ST. FRANCIS CATHOLIC CHURCH  
BRainerd, MN  
SITE PROGRAMMING

SHEET NO.  
**EX. 1**

# ST. FRANCIS CATHOLIC SCHOOL

Brainerd, MN - Expansion Site Masterplanning

# PRELIMINARY PLAT ST. FRANCIS ADDITION TO BRAINERD



ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE CROW WING COUNTY COORDINATE DATABASE NAD83  
ELEVATIONS BASED ON NAVD88  
BENCHMARK MNDOT GEODETIC STATION DANA MNDT ELEVATION = 1211.038

- DENOTES FOUND IRON MONUMENT
- DENOTES 1/2 INCH DIAMETER BY 18 INCH LONG IRON PIPE MONUMENT SET AND MARKED RLS # 60122
- △ DENOTES SET PK NAIL
- ACU DENOTES AIR CONDITIONER UNIT
- DENOTES CLOTHES LINE POST
- DENOTES SIGN POST
- ☀ DENOTES CONIFEROUS TREE
- ☀ DENOTES DECIDUOUS TREE
- ⊗ DENOTES STORM MANHOLE
- ⊗ DENOTES WATER SHUT OFF
- DENOTES POWER POLE
- ⊗ DENOTES ELECTRIC TRANSFORMER
- ⊗ DENOTES TELEPHONE PEDESTAL
- DENOTES GUY WIRE
- DENOTES STORM CATCH BASIN
- OHE DENOTES OVERHEAD ELECTRIC LINE
- UGE DENOTES UNDERGROUND ELECTRIC LINE
- UGS DENOTES UNDERGROUND SEWER LINE
- UGT DENOTES UNDERGROUND TELEPHONE LINE
- GAS DENOTES UNDERGROUND GAS LINE
- DENOTES PRINCIPAL BUILDING SETBACK LINE
- DENOTES CONCRETE SURFACE
- DENOTES PATIO PAVER SURFACE
- DENOTES BITUMINOUS SURFACE
- DENOTES LANDSCAPING AREA

**SURVEYOR'S NOTES:**

THE PARCEL NUMBERS FOR THE SUBJECT PROPERTIES ARE:  
41241116, 41241117, 41241118, 41241120, 41241129, 41241130, 41241131, 41241132, 41241133, 41241137, 41241138, 41241139, 41241140, AND 41241141.

THE ADDRESSES FOR THE SUBJECT PROPERTIES ARE:

PARCEL NUMBER 41241117 - 416 8TH ST N, BRAINERD, MINNESOTA.  
PARCEL NUMBER 41241120 - 817 JUNIPER ST, BRAINERD, MINNESOTA.  
PARCEL NUMBER 41241129 - 404 9TH ST N, BRAINERD, MINNESOTA.  
PARCEL NUMBER 41241130 - 412 9TH ST N, BRAINERD, MINNESOTA.  
PARCEL NUMBER 41241131 - 416 9TH ST N, BRAINERD, MINNESOTA.  
PARCEL NUMBER 41241132 - 418 9TH ST N, BRAINERD, MINNESOTA.  
PARCEL NUMBER 41241133 - 424 9TH ST N, BRAINERD, MINNESOTA.  
PARCEL NUMBER 41241137 - 415 10TH ST N, BRAINERD, MINNESOTA.  
PARCEL NUMBER 41241138 - 411 10TH ST N, BRAINERD, MINNESOTA.  
PARCEL NUMBER 41241140 - 913 JUNIPER ST, BRAINERD, MINNESOTA.  
PARCEL NUMBER 41241141 - 921 JUNIPER ST, BRAINERD, MINNESOTA.

THE UTILITIES SHOWN ON THIS SURVEY ARE ACCORDING TO VISIBLE EVIDENCE AND WITH GOPHER STATE ONE TICKET NO. 233330731. WIDSETH SMITH NOLTING ASSUMES NO RESPONSIBILITY FOR THE COMPLETENESS OR ACCURACIES OF THESE LOCATIONS. FURTHER LOCATION AND VERIFICATION ARE RECOMMENDED PRIOR TO ANY CONSTRUCTION OR EXCAVATION.

THIS SURVEY WAS COMPLETED WITHOUT THE BENEFIT OF A TITLE COMMITMENT OR OPINION. THERE MAY BE EASEMENTS OR OTHER LIMITING FACTORS WHICH AFFECT THE SUBJECT PROPERTY THAT ARE NOT SHOWN ON THIS SURVEY.

ACCORDING TO THE CITY OF BRAINERD ZONING MAP THE SUBJECT PROPERTIES ARE CURRENTLY LOCATED WITHIN THE TRADITIONAL NEIGHBORHOOD 1 (TN-1) ZONING DISTRICT.

DURING THE PROCESS OF PLATTING THE PROPERTY, IT IS PLANNED FOR THE ENTIRE SUBJECT PROPERTY AREA TO BE REZONED TO PUBLIC / SEMI-PUBLIC (PSP).

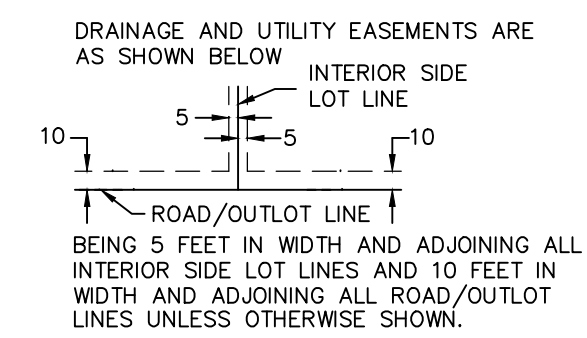
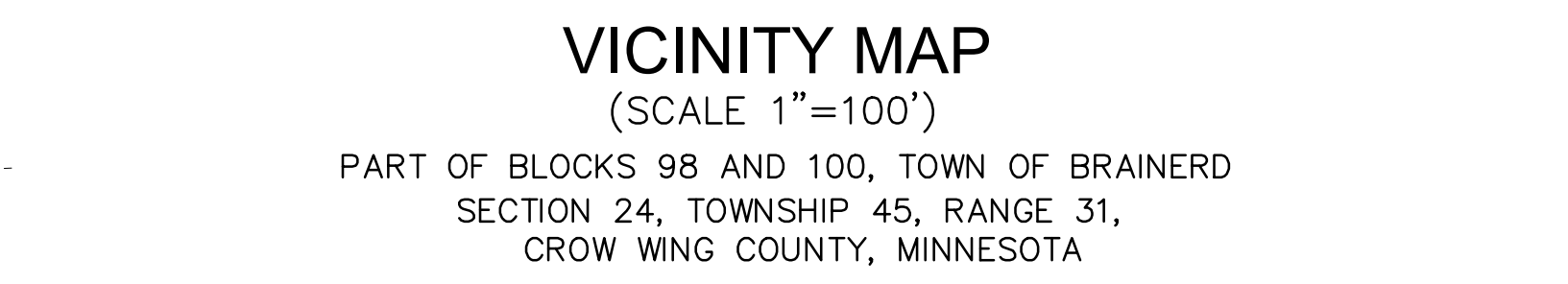
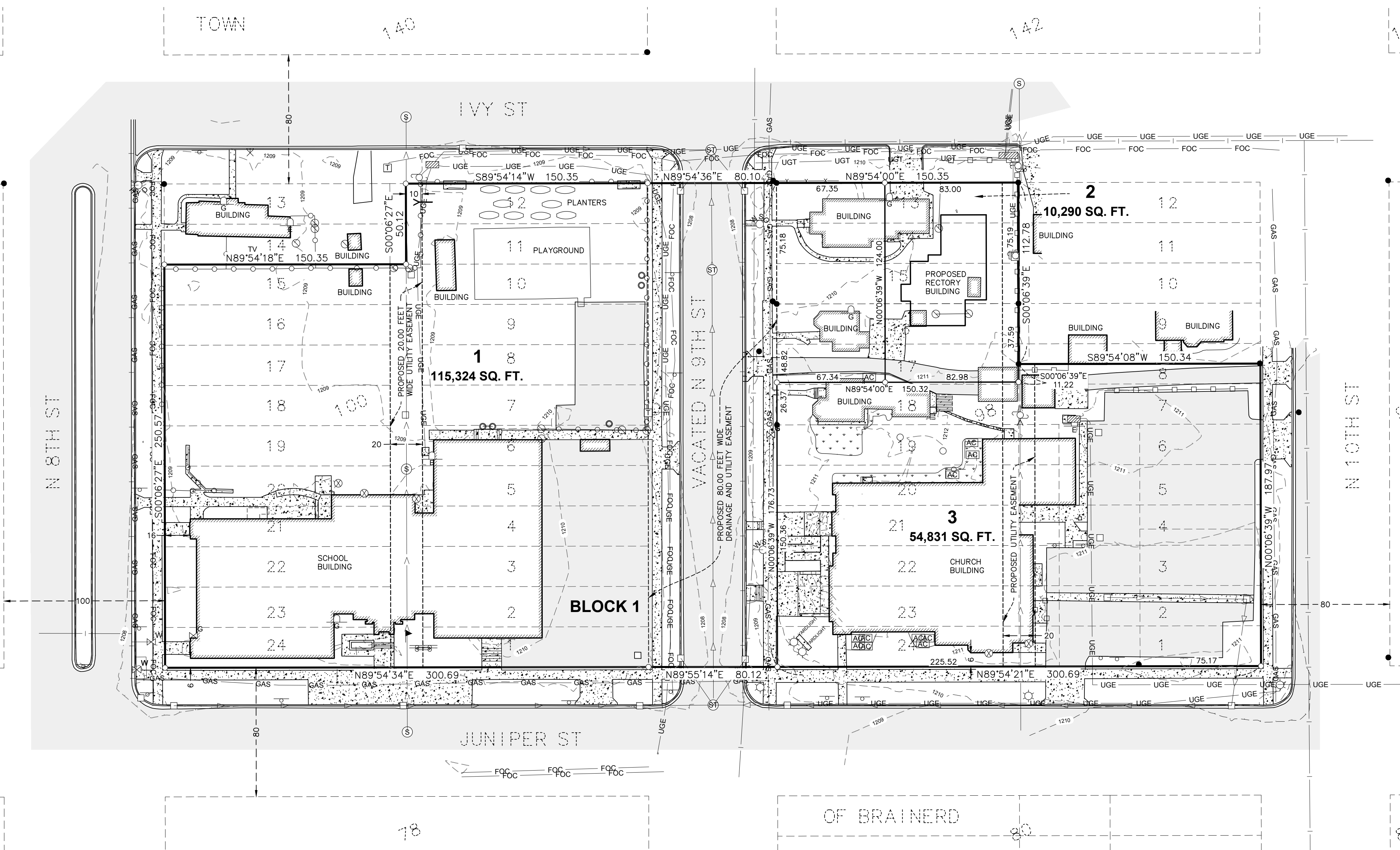
THE PSP ZONING DISTRICT STANDARDS ACCORDING TO THE CITY OF BRAINERD CODE ARE AS FOLLOWS:

LOT DIMENSIONS:  
LOT SIZE (MINIMUM) = 1.0 ACRE; OR LESS IF GRANTED THROUGH CUP  
LOT WIDTH (MINIMUM) (FRONTAGE ON PUBLIC ROADS) = 80 FEET

PRINCIPAL BUILDINGS SETBACKS (NOT SHOWN) -  
FRONT YARD SETBACK (MINIMUM) = 20 FEET SIDE YARD INTERNAL LOT/CORNER LOT (MINIMUM) = 10 FEET  
SETBACK FROM ADJACENT RESIDENTIAL DISTRICT (MINIMUM) = 20 FEET REAR YARD SETBACK (MINIMUM) = 10 FEET

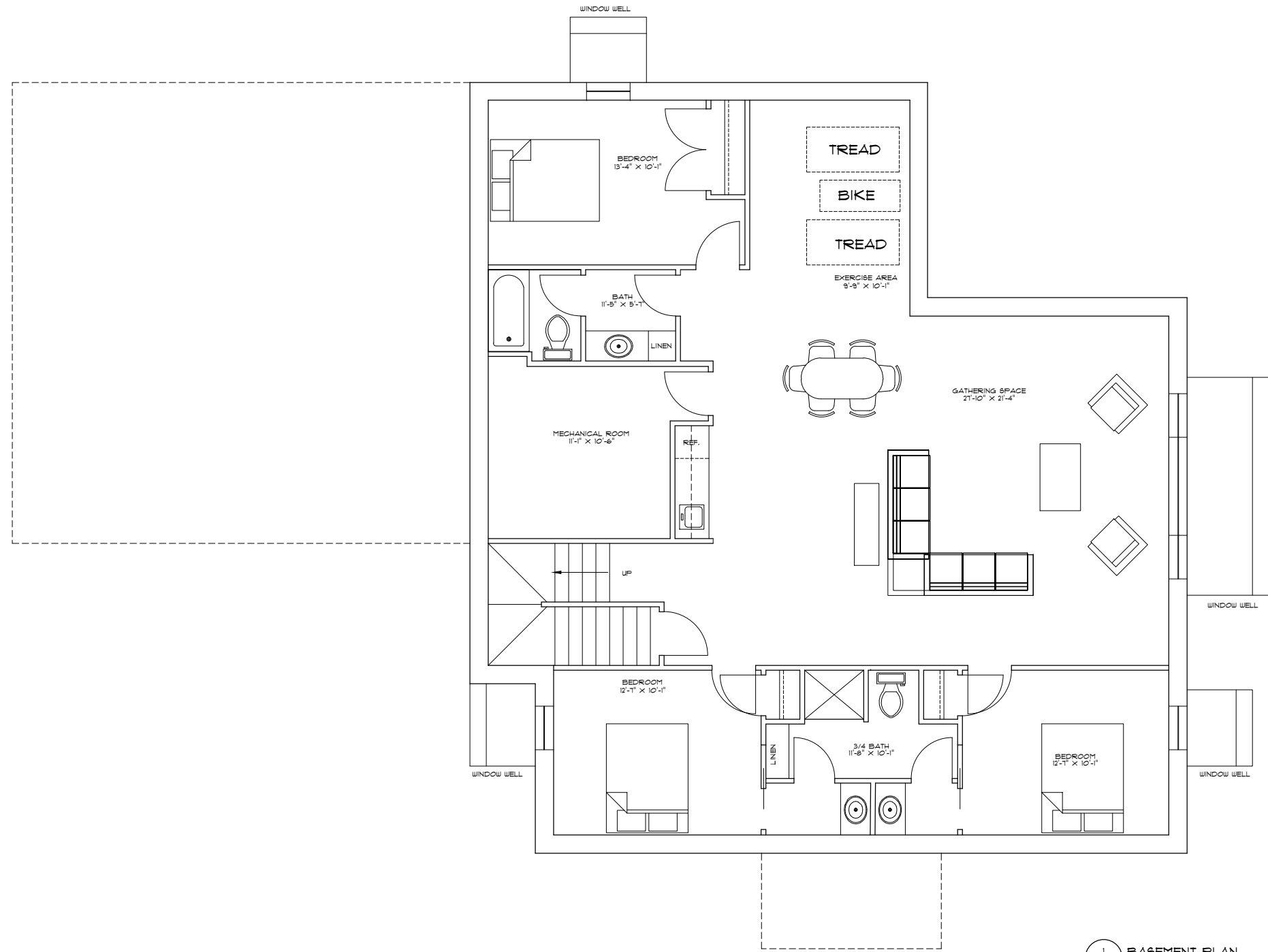
ACCESSORY BUILDING STANDARDS -  
LOCATION = BEHIND PRINCIPAL STRUCTURE, OR ATTACHED TO PRINCIPAL STRUCTURE  
FLOOR AREA (MAXIMUM) = 10% OF GROSS FLOOR AREA  
ACCESSORY BUILDING HEIGHT = 30 FEET, MAY NOT EXCEED HEIGHT OF PRINCIPAL BUILDING

COVERAGE AND HEIGHT STANDARDS -  
IMPERVIOUS SURFACE COVERAGE (MAXIMUM) = 90% PRINCIPAL STRUCTURE HEIGHT = 35 FEET



OWNERS	ST FRANCIS CHURCH BRAINERD 411 N 10TH STREET, BRAINERD, MN.
DESCRIPTION	PART OF BLOCKS 98 AND 100, TOWN OF BRAINERD, SECTION 24, TOWNSHIP 45, RANGE 31, CROW WING COUNTY, MN.
PROPOSED DESCRIPTION	LOTS 1-3, BLOCK 1, ST. FRANCIS ADDITION TO BRAINERD.
SURVEYOR	TYLER J. POGREBA WIDSETH 7804 INDUSTRIAL PARK ROAD BAXTER, MN.
AREA	4.14 ACRES.
ZONING	CURRENT (TN-1) PROPOSED (PSP).
DATE	MAY 5, 2025





1 BASEMENT PLAN  
A1.1 SCALE: 1/8" = 1'-0"

1820 SQ. FT.

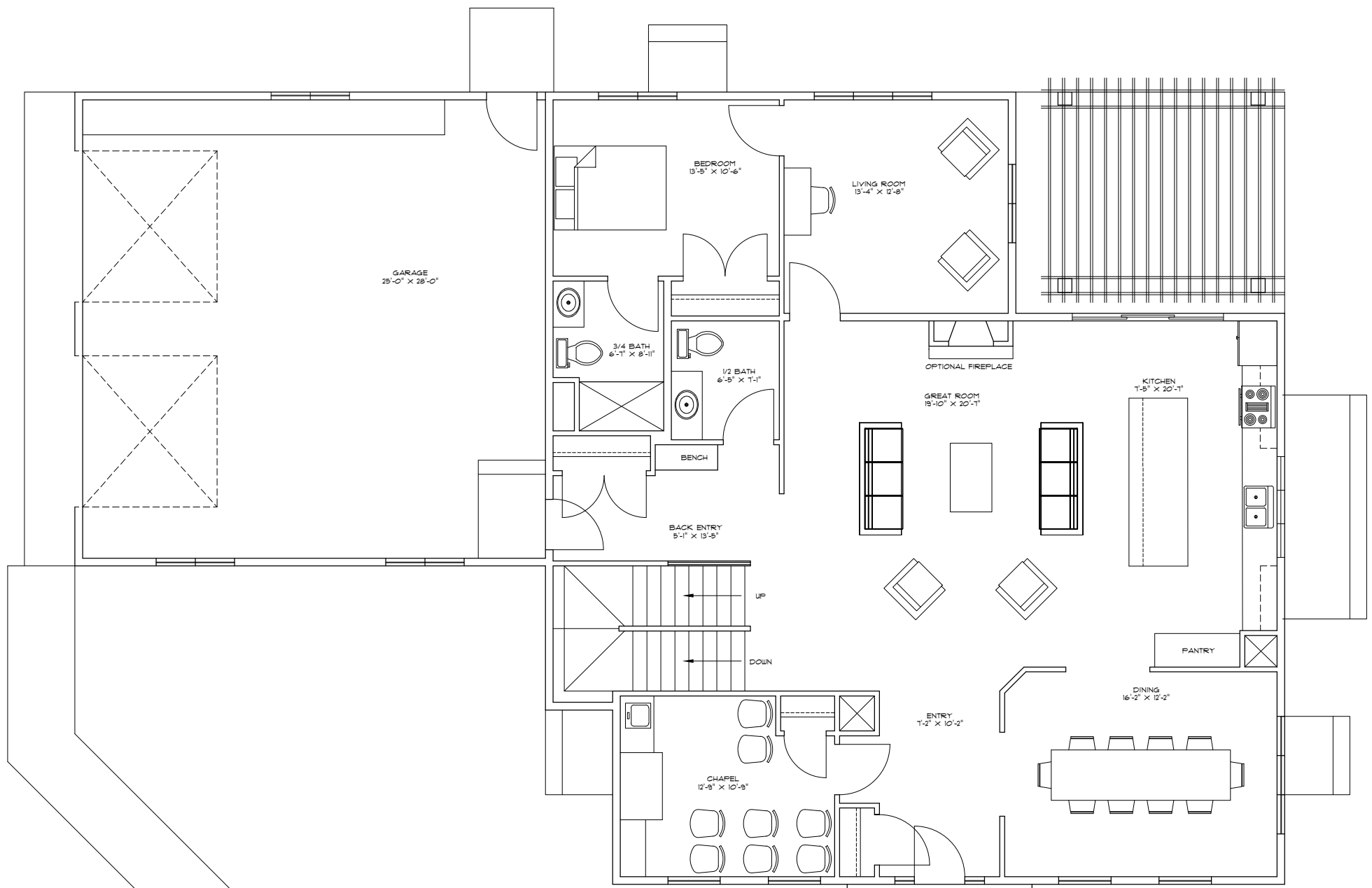
REVISION	DATE

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ST FRANCIS PARISH RECTORY  
404 9TH STREET NORTH  
BRainerd, MINNESOTA

DATE:	05-01-25
DRAWN BY:	DFM

A1.1



1 MAIN FLOOR PLAN  
 A1.2 SCALE: 1/8" = 1'-0"  
 1820 SQ. FT.

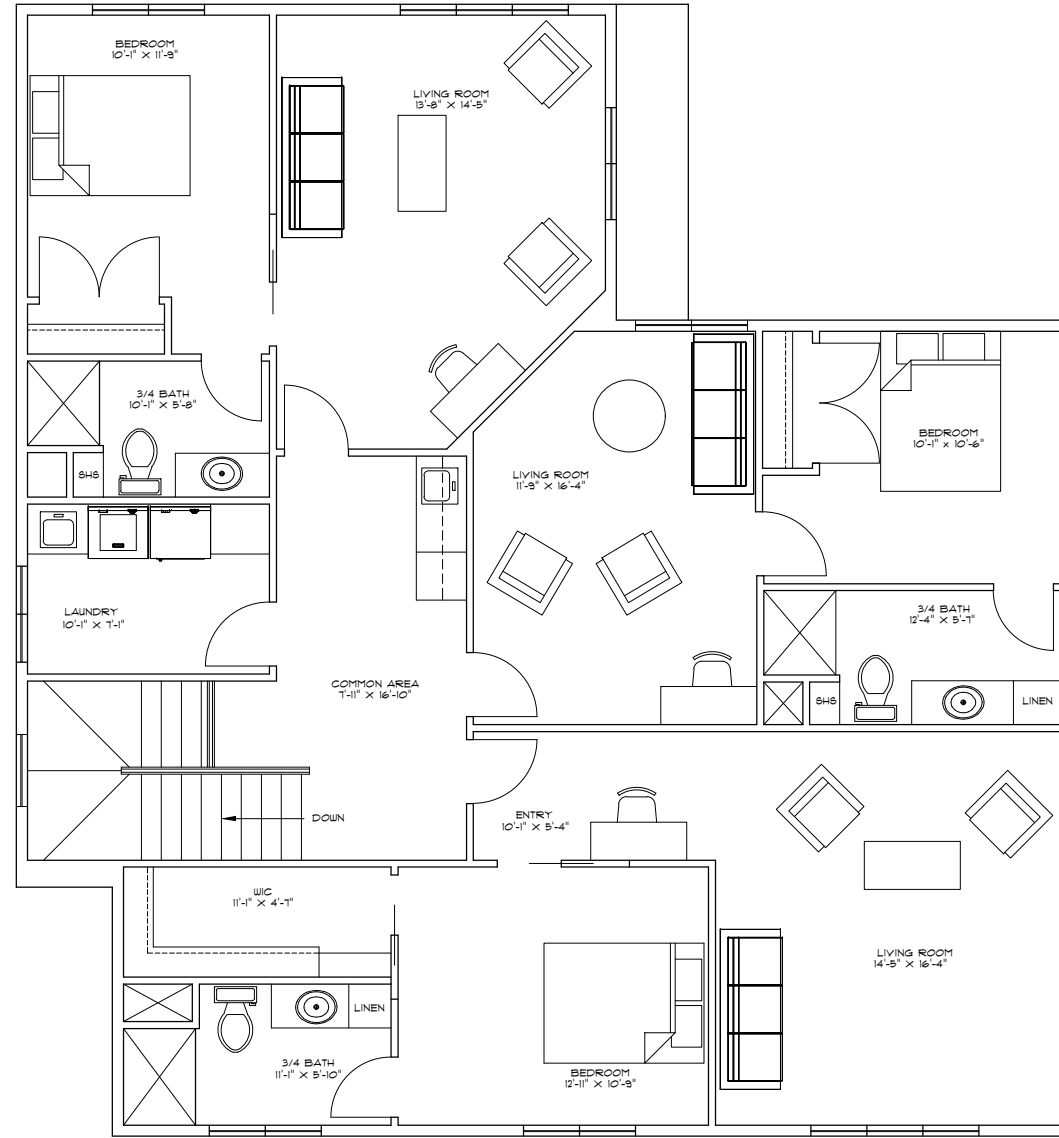
REVISION	DATE

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ST FRANCIS PARISH RECTORY  
 404 9TH STREET NORTH  
 BRAINERD, MINNESOTA

DATE:	05-01-25
DRAWN BY:	DFM

A1.2



1 SECOND FLOOR PLAN  
 A1.3 SCALE: 1/8" = 1'-0"

1110 SQ. FT.

REVISION	DATE

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ST FRANCIS PARISH RECTORY  
 404 9TH STREET NORTH  
 BRAINERD, MINNESOTA

05-01-25

DFM

DATE:

DRAWN BY:

A1.3



1 FRONT ELEVATION  
A3.1 SCALE: 1/8" = 1'-0"



2 SIDE ELEVATION  
A3.1 SCALE: 1/8" = 1'-0"

REVISION	DATE

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ST FRANCIS PARISH RECTORY  
404 9TH STREET NORTH  
BRainerd, MINNESOTA

DATE:	05-01-25
DRAWN BY:	DFM

A3.1



1 BACK ELEVATION  
 A3.2 SCALE: 1/8" = 1'-0"



2 SIDE ELEVATION  
 A3.2 SCALE: 1/8" = 1'-0"

REVISION	DATE

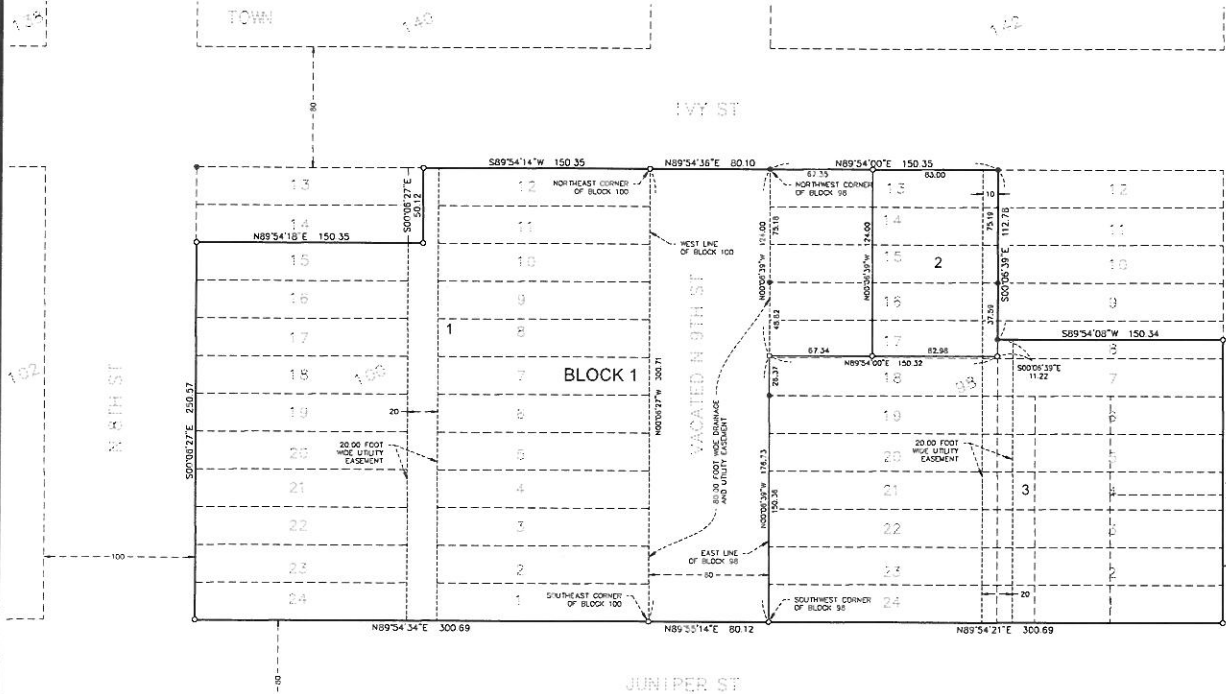
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ST FRANCIS PARISH RECTORY  
 404 9TH STREET NORTH  
 BRAINERD, MINNESOTA

DATE:	05-01-25
DRAWN BY:	DFM

A3.2

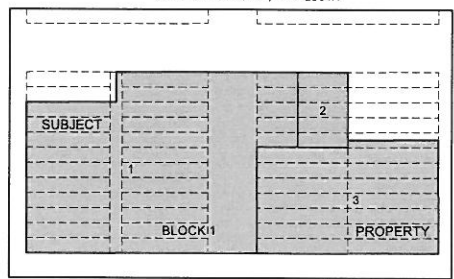
# ST. FRANCIS ADDITION TO BRAINERD



DRAINAGE AND UTILITY EASEMENTS ARE AS SHOWN BELOW:  
 INTERIOR SIDE  
 LOT LINE  
 ROAD/OUTLET LINE  
 5 FEET IN WIDTH AND ADJOINING ALL INTERIOR SIDE LOT LINES AND 10 FEET IN WIDTH AND ADJOINING ALL ROAD/OUTLET LINES UNLESS OTHERWISE SHOWN.

SCALE (IN FEET)  
 0 10 20 30 40 50  
 ORIENTATION OF THE BEARING SYSTEM IS BASED ON THE CROW WING COUNTY COORDINATE DATUM MARCH 2011.

- DENOTES FOUND IRON MONUMENT
- DENOTES 1/2 INCH DIAMETER BY 18 INCH LONG IRON PIPE MONUMENT SET AND MARKED N15° 0' 12"



**KNOW ALL PERSONS BY THESE PRESENTS:** That St. Francis' Church, Brainerd, a Minnesota General Entity, is the owner of the following described property:

Lots 1-7, the South Half of Lot 8 and Lots 13-24, all in Block 98, TOWN OF BRAINERD, according to the recorded plat thereof on file in the Crow Wing County, Minnesota, Recorder's Office.

AND  
 Lots 1-12 and Lots 15-24, all in Block 100, TOWN OF BRAINERD, according to the recorded plat thereof on file in the Crow Wing County, Minnesota, Recorder's Office.

AND  
 That part of vacated North 8th Street, TOWN OF BRAINERD, according to the recorded plat thereof on file in the Crow Wing County, Minnesota, Recorder's Office, described as follows: Beginning at the northwest corner of said Block 100, thence North 59 degrees 54 minutes 58 seconds East, bearing based on the Crow Wing County Coordinate Database NAD 83, 60.10 feet to the northwest corner of said Block 98, thence South 00 degrees 05 minutes 39 seconds East 300.73 feet along the west line of said Block 98 to the southwest corner of said Block 98, thence South 88 degrees 55 minutes 14 seconds West 80.12 feet to the southeast corner of said Block 100, thence North 00 degrees 06 minutes 27 seconds West 300.71 feet along the east line of said Block 100 to the point of beginning.

AND  
 That part of the vacated alley lying adjacent to Lots 1-12 and lying adjacent to Lots 15-24, all in said Lot 100. Subject to easements, reservations, or restrictions of record, if any. Subject to mineral reservations of record, if any.

Has caused the same to be surveyed and platted as ST. FRANCIS ADDITION TO BRAINERD and do hereby dedicate to the public for public use the drainage and utility easements as created herewith as shown on this plat.

**IN WITNESS WHEREOF,** said St. Francis' Church, Brainerd, a Minnesota General Entity, has caused these presents to be signed by its

proper officer this \_\_\_ day of \_\_\_\_\_, 20\_\_.

**OWNER:**  
 St. Francis' Church, Brainerd, a Minnesota General Entity,

Father Michael Garry, Pastor

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 20\_\_ by Father Michael Garry, Pastor of St. Francis' Church, Brainerd, a Minnesota General Entity, on behalf of the company.

\_\_\_\_\_, Notary Public

\_\_\_\_\_, County, Minnesota

My Commission Expires: \_\_\_\_\_

I, Tyler J. Pogreba, do hereby certify that this plat was prepared by me or under my direct supervision, that I am a duly Licensed Land Surveyor in the State of Minnesota, that this plat is a correct representation of the boundary survey, that all mathematical data and labels are correctly designated on this plat, that all monuments depicted on this plat have been, or will be correctly set within one year, that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat, and all public ways are shown and labeled on this plat.

Tyler J. Pogreba, Land Surveyor  
 Minnesota License Number 60122  
 State of Minnesota  
 County of Crow Wing

The foregoing Surveyor's Certificate was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 20\_\_ by Tyler J. Pogreba, Minnesota License Number 60122.

Darwin L. French,  
 Notary Public  
 Crow Wing County, Minnesota  
 My Commission Expires: 01-31-2028

This plat of ST. FRANCIS ADDITION TO BRAINERD was approved by the Planning Commission of the City of Brainerd, Minnesota, on this \_\_\_ day of \_\_\_\_\_, 20\_\_.

Chairman \_\_\_\_\_ Secretary \_\_\_\_\_

This plat of ST. FRANCIS ADDITION TO BRAINERD was approved by the Council for the City of Brainerd, Minnesota, on this \_\_\_ day of \_\_\_\_\_, 20\_\_.

City Administrator \_\_\_\_\_ Mayor \_\_\_\_\_

Pursuant to Minnesota Statutes, Section 505.021, Subd. 5, taxes payable for the year \_\_\_\_\_ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this \_\_\_ day of \_\_\_\_\_, 20\_\_.

Crow Wing County Recorder \_\_\_\_\_ Deputy Recorder \_\_\_\_\_



© 2025 WIDSETH (SMITH) HOLDING & ASSOCIATES, INC.

**From:** James Kramvik  
**To:** Stephanie Bestul  
**Subject:** FW: Letter of Support  
**Date:** Tuesday, February 18, 2025 11:09:36 AM  
**Attachments:** image001.png

---

Regards,  
*James Kramvik*



**James Kramvik** | Community Development Director  
City of Brainerd | 501 Laurel Street Brainerd MN 56401  
218-454-3408 | [jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)

**From:** April Denny  
**Sent:** Friday, February 14, 2025 6:11 PM  
**To:** James Kramvik <[jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)>  
**Subject:** Letter of Support

Dear James Kramvik,

I am writing to express my strong support in favor of the proposed preliminary plat request by St. Francis Catholic Church. As a supporter of St. Francis of the Lakes Catholic School, the safety of our children is of the utmost importance and should be for any governing body representing our city. The street vacation is not only necessary for the students traveling across the street for daily mass as part of the curriculum, the street closure will also bring with it beautiful landscape improvements to the neighborhood. Increasing the available green space over a seldomly used street in which no one lives on (all homes are owned by the church) is a logical proposal.

The excitement in the community is palpable with positive feedback being shared over and over again from neighborhood groups, committees, parishioners, and school representation: parents, children and staff alike.

Furthermore, the church has done marvelous work in communicating their plans publicly and broadly, most recently through hosting a Brainerd Chamber Business After Hours Event. St. Francis Catholic Church has been a long standing (150+ years) respected and key contributor to the overall health and vibrancy of our community. We should be so thankful when our local churches, businesses (Widseth), and non-profits are seeking to do such incredible and positive projects within our area.

Given the history in the community, positive impact, and on-going efforts to communicate this project, I invite you to please join us in being a catalyst to positivity within the city. In a world that might be as divided as ever, one thing we can all agree on are projects that are well thought through, smartly designed, work with our local businesses and logical with children's safety as a priority.

Please feel free to reach out for further comments.

Most sincerely,

April Denny

**From:** [James Kramvik](#)  
**To:** [Stephanie Bestul](#)  
**Subject:** FW: Planning Commission - Support of St Francis Plat Request  
**Date:** Tuesday, February 18, 2025 11:27:54 AM  
**Attachments:** [image001.png](#)

---

Regards,  
*James Kramvik*



**James Kramvik** | Community Development Director  
City of Brainerd | 501 Laurel Street Brainerd MN 56401  
218-454-3408 | [jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)

**From:** Tad Johnson  
**Sent:** Sunday, February 16, 2025 12:26 PM  
**To:** James Kramvik <[jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)>  
**Cc:** Tad Erickson <[terickson@ci.brainerd.mn.us](mailto:terickson@ci.brainerd.mn.us)>  
**Subject:** Planning Commission - Support of St Francis Plat Request

Director James, Commissioner and Alderman Tad, Brainerd Planning Commission, and Brainerd City Council:

I am writing in support of St. Francis preliminary plat including the vacation of a section of N 9th Street. I agree with City Staff opinions on the benefits of supporting economic development for our church and expansion of safe school areas for our city's children and families. This development is a welcome improvement to our city's historic North Brainerd neighborhood.

Another added benefit not mentioned in the staff report: this furthers the safe route to schools initiative the city has been involved in recently. The students cross that street multiple times a week to attend mass, and that area has significant cross traffic in the morning for school dropoff and in the afternoon for pickup. This street vacation reduces the opportunities for accidents surrounding the school.

This St Francis campus will continue to be a great asset to the future of the City of Brainerd, as the Church continues to invest substantial resources to develop and maintain their properties resulting in more desirable neighborhoods for our residents, and a more desirable city overall.

I ask you to support this plan.

Thank you

Tad Johnson

Resident of Brainerd, parishioner of St Francis, father of St Francis student (3rd generation), local business owner

**From:** [James Kramvik](#)  
**To:** [Melissa Poster](#)  
**Cc:** [Stephanie Bestul](#)  
**Subject:** RE: St. Francis Catholic Church's Submission  
**Date:** Tuesday, February 18, 2025 11:31:07 AM  
**Attachments:** [image001.png](#)

---

Hi Melissa,

Thank you for your comments. I will send this out to the Planning Commission members and City Council. This will be included in the City Council packet at the March 3<sup>rd</sup> meeting.

Regards,

*James Kramvik*



**James Kramvik** | Community Development Director  
City of Brainerd | 501 Laurel Street Brainerd MN 56401  
218-454-3408 | [jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)

**From:** Melissa Poster  
**Sent:** Sunday, February 16, 2025 3:29 PM  
**To:** James Kramvik <[jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)>  
**Subject:** St. Francis Catholic Church's Submission

Dear Mr. Kramvik,

I am writing to express my strong support for St. Francis Catholic Church's submission for a preliminary plat proposal, which includes the proposed street vacation, parcel consolidation, and re-zoning efforts. As a resident of the neighborhood, I am particularly enthusiastic about this project and the positive impact it will have on our community. St. Francis is a very popular church, and many families in both the neighborhood and the town are parishioners, with children who attend school there. This initiative represents a significant step forward in ensuring the safety, unity, and well-being of our area, particularly for the students who cross daily for Mass.

As you are aware, the current layout presents a safety concern, with students and parishioners having to navigate across a public street on a regular basis. By vacating this street and consolidating the parcels, we create a safer and more cohesive campus environment. This change would allow for more secure pedestrian pathways, reducing the risk of accidents and giving parents and educators greater peace of mind.

Beyond safety, the proposal would also support the Church's mission of fostering a strong, faith-centered community. The ability to optimize the property through rezoning and consolidation allows for better use of resources, more efficient campus operations, and the potential for future improvements that will benefit not only the parish but the broader neighborhood as well.

I believe this proposal reflects thoughtful planning and genuine care for the community—

enhancing both the spiritual and physical environment of St. Francis Catholic Church. I respectfully ask for your support in moving this project forward and approving the preliminary plat proposal.

Thank you for your time and consideration.

Sincerely,

Melissa Poster

Brainerd, Minnesota

**From:** [James Kramvik](#)  
**To:** [Jackie Gruber](#)  
**Cc:** [Stephanie Bestul](#)  
**Subject:** RE: Street Vacation St. Francis  
**Date:** Tuesday, February 18, 2025 11:32:48 AM  
**Attachments:** [image001.png](#)

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Hi Jackie,

Thank you for your comments. I will send this out to the Planning Commission members and City Council. This will be included in the City Council packet at the March 3<sup>rd</sup> meeting.

Regards,

*James Kramvik*



**James Kramvik** | Community Development Director  
City of Brainerd | 501 Laurel Street Brainerd MN 56401  
218-454-3408 | [jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)

**From:** Jackie Gruber  
**Sent:** Monday, February 17, 2025 4:39 PM  
**To:** James Kramvik <[jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)>  
**Subject:** Street Vacation St. Francis

Dear Mr. Kramvik,

My name is Jackie Gruber. I am a St. Francis Alumni (years 1990-1997). I am writing to express my strong support for the proposed closure of the road between St. Francis of the Lakes School and St. Francis Catholic Church. I think this change is essential for improving safety for students, teachers, staff, and community members who frequently travel between these two important buildings amongst other opportunities it brings.

Closing this road will create a safer and more unified campus, reducing the risks that come with pedestrian traffic and vehicles between these two buildings. More importantly, it will provide much-needed space for future expansion, allowing St. Francis of the Lakes to enhance its facilities, develop new educational programs, and better serve the growing needs of our students and families. I know there are more plans the church has for the future and why they wish to close the road. To be honest I don't know the specifics to add to this letter of support.

Thank you for your time and consideration.

Sincerely,  
Jackie Gruber

---

**From:** [James Kramvik](#)  
**To:** [Val Knudsen](#)  
**Cc:** [Stephanie Bestul](#)  
**Subject:** RE: Support for St. Francis Catholic Church Rectory Project  
**Date:** Tuesday, February 18, 2025 11:29:45 AM  
**Attachments:** [image001.png](#)

---

Hi Val,

Thank you for your comments. I will send this out to the Planning Commission members and City Council. This will be included in the City Council packet at the March 3rd meeting.

Regards,

*James Kramvik*



**James Kramvik** | Community Development Director  
City of Brainerd | 501 Laurel Street Brainerd MN 56401  
218-454-3408 | [jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)

**From:** Val Knudsen  
**Sent:** Sunday, February 16, 2025 1:27 PM  
**To:** James Kramvik <[jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)>  
**Cc:** Val Knudsen  
**Subject:** Support for St. Francis Catholic Church Rectory Project

Hello Jim,

I am writing to you to express my support for the St. Francis Catholic Church Rectory Project, and the proposed platting. I have heard that there is a Brainerd Planning Commission meeting this coming week to consider the project proposal and platting. St. Francis Church and the School have continued to expand over the years, and I think they have done that in a responsible way that keeps the neighborhood beautiful and minimizes any disruptions to those living nearby. The expansion that is being proposed with a new rectory is important to the stability of the church. The St. Francis parish is the largest parish in the Duluth Diocese, and we want to see that growth continued and supported with facility expansion and a combined School and Church grounds that can be beautifully maintained.

Please consider approving the Project as proposed.

Best Regards,

*Val Knudsen*

**Kevin Donnay**  
5856 Wedgewood Road  
Baxter, MN 56425  
[kevin.donnay33@gmail.com](mailto:kevin.donnay33@gmail.com)

February 17, 2025

**Mr. James Kramvik**  
Community Development Director  
501 Laurel Street  
Brainerd, MN 56401

Dear Mr. Kramvik,

I am submitting this letter in support of the proposed improvements for St. Francis Church and School. I see that it is on the Planning Commission agenda for the February meeting on Wednesday of this week. Unfortunately, I am unable to attend but with this letter I wanted to express my support for the proposed project and plat changes.

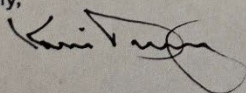
Changes proposed to the St. Francis campus, instigated by the rectory construction, is a strong testament to the long-standing tradition and commitment by our Catholic community within the City. Another blessing to our community is the success of the Catholic school. Its steady growth will present additional challenges to not only the school and immediate grounds but the Church grounds as well. I believe this to be all good and necessary in a thriving community!

I have been associated with St. Francis Church for nearly 40 years. My wife and I served on the St. Francis of the Lakes School Board for several years, in addition to our three children attending the school. I am well aware of the essential connection between the school and church, for students and staff, physically and historically, while developing their strong faith foundation. It is through knowledge of Catholic tradition and the actual physical ability to attend Mass regularly that builds the school's continued success.

Please consider the growth we are experiencing in our Catholic Community within the City while considering the proposal to vacate North 9th Street. As we continue to grow in enthusiastic membership, of course it puts pressure on facilities. This is an amazing opportunity to envision an overall campus for the Church and School to accommodate our continued growth well into the future. My background as a long-time local architect helps me to visualize the unique opportunity presented to the Church, and the City, by allowing the street vacation to be part of St. Francis campus. It would be the basis for a cohesive campus plan, providing safe access, space for school and church social space, additional pervious surface, enhanced landscaping, perhaps some additional parking – the options will be plentiful as we grow into the future! Further, additional green space in this part of the City, over time, would be an extension neighboring Gregory Park and the historic Franklin School site.

Best of luck in your considerations and please feel free to reach out to me if you have any questions.

Sincerely,



**From:** [James Norwood](#)  
**To:** [Stephanie Bestul](#); [James Kramvik](#)  
**Cc:** [Nick Broyles](#)  
**Subject:** Re: Planning Commission Packet February 19 2025  
**Date:** Wednesday, February 19, 2025 1:17:38 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[02\\_19\\_2025 Planning Commission Meeting.pdf](#)

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Planning Commission members:

I will be absent from tonight's meeting due to a previously scheduled trip where I will be out of state. I wanted to express some of my opinion for record and the commission's consideration for some of the items scheduled for tonight.

6.A. - A little while ago, I had the opportunity to listen to the Superintendent of St Francis School, who is also the Parish Priest, as he presented to some of the neighborhood members the vision and plan the Parish and School Board have for their properties, at the Senior Center. The event was published over social media and I was notified because I follow the Northside Neighborhood Association Facebook group. In the meeting there were a number of individuals that reside in the neighborhood, and some that were from the Parish Capital / Finance Board. The presentation was brief and concise but did include renderings that had some architectural differences from what is in the packet as to exterior sections siding details. The renderings that were in the meeting had shown details that were more consistent with siding details that already exist with the larger PSP structures of the Institutional Campuses. I am in favor of the staff recommended support for approval Preliminary Plat, with the listed conditions from staff, but would also consider further conditions of public sidewalk from north to south where the vacation of 9<sup>th</sup> street is and design elements to be consistent with what has been used at public space at Gregory Park, east to west where Ivy Street is interrupted by the public green space. I also highlighted the previous siding elements as the development of an institutional campus such as a church and school, there should be cohesive design to give public cue that individual structures of the institution are all part of the institution; where as it currently exists that the Parish does have each of the parcels but there is not architectural cohesiveness to the structures. There is considerable housing stock loss with the proposed development of St Francis, but it does not appear to be the intent of the Parish to remove housing stock for the sake of vehicle parking, as other institutions have proceeded with in Brainerd. It should be well encouraged for the Parish, to understand heavy developmental needs of the city for focused investment for Housing Stock, Economic Community Development, and the adverse position of the city to creating off street parking in middle of residential city development zones such as TN1, TN2, CN1, and CN2.

6.B. - I am in opposition of the approval of the Conditional Use Permit, at this time, as there has been a pattern of disregard for City Ordinance over a period of time. The request comes only after city staff notified Parcel Ownership violations issues, rather than seeking City Staff guidance and direction for changes in business practices that impact land use applications. If approval is granted, it is my opinion that staff recommended conditions are strictly followed and enforced. There is a lack of parcel ownership complete understanding of surrounding community assets as they have mislabeled Cuyuna Lakes trail as Paul Bunyan. Consistent dialogue with city officials would help parcel

ownership in recognizing all agencies and assets affected, as so to best help business succeed before violating any statutes or ordinances.

6.C. - I agree with the staff recommendation for the reasons they have stated in the report. I agree with the approval for the CUP and requested Variances..

6.D. - I agree with staff recommendation for the primary and final plat of the applicant. I agree with the noted attached condition.

7.A. - This item is one that I would propose some changes to what is proposed that may be opinions that I solely possess.

It is my opinion that if a 3<sup>rd</sup> party engineering firm has signed legal liability to the production of noise from the use at the facility, city code should not necessitate stricter oversight with follow up inspections, (Striking specifically B.3. as it is missing defining metrics of "operation" and much of city code use violation is more steered towards complaint activation for city investigation for those violations (which I don't agree with as a process but the city should be consistent in process of administration of ordinance.)) and then change language to reflect B.4. that after city staff has investigated and deemed necessary for additional sound study reports from a third party engineer, who would again be assuming liability for future compliance, and recognizing the fault and failure of previous mitigation.

In item C of the proposed ordinance, IF there is state statute that addresses this specifically as it pertains to commercial electronic waste generated by these types of operators, than there should be no need for it being cited in ordinance and thus being redundant.

For item D, it would also be redundant IF there is already state statute or Federal Law that explicitly addresses this from this use by these general type operators, and applicant should have submitted site documents that engineering have prepared for city staff review in these respective departments citing the need for the review again in this ordinance.

For item F; lastly, it is my understanding that this has been mandated by statute and federal law and would not need further review for city staff to attempt to enforce while exposing city to potential liability for unjust or unequal governance; or discourage future development of commercial data infrastructure.

These are only my current opinions and are absent of discussion, debate and findings that may come from the meeting tonight. This meeting will have some of the greater discussion of the planning commission for the items that what may have happened previously, but I am confident that the commission and city council will guide its constituency well.

James Norwood  
(218) 330-3974 cell

719 N 7<sup>th</sup> Street  
Brainerd, MN 56401

**From:** Stephanie Bestul <[sbestul@ci.brainerd.mn.us](mailto:sbestul@ci.brainerd.mn.us)>

**Sent:** Friday, February 14, 2025 3:52 PM

**To:** Dave Peterson <[dpeterson6@live.com](mailto:dpeterson6@live.com)>; Don Gorham <[dgorham5@yahoo.com](mailto:dgorham5@yahoo.com)>; James Kramvik <[jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)>; James Norwood <[jnorwood@brainerdairport.com](mailto:jnorwood@brainerdairport.com)>; Justin Grecula <[justin.grecula@gmail.com](mailto:justin.grecula@gmail.com)>; Mike Duval <[sorensonlk@yahoo.com](mailto:sorensonlk@yahoo.com)>; Tad Erickson <[terickson@ci.brainerd.mn.us](mailto:terickson@ci.brainerd.mn.us)>

**Cc:** Nick Broyles <[nbroyles@ci.brainerd.mn.us](mailto:nbroyles@ci.brainerd.mn.us)>; City Council <[CityCouncil@ci.brainerd.mn.us](mailto:CityCouncil@ci.brainerd.mn.us)>; David (Buddy) Brown <[BuddyBrown64@yahoo.com](mailto:BuddyBrown64@yahoo.com)>; maureen.pickar@duluthcatholic.org <[maureen.pickar@duluthcatholic.org](mailto:maureen.pickar@duluthcatholic.org)>; al74cuda@gmail.com <[al74cuda@gmail.com](mailto:al74cuda@gmail.com)>

**Subject:** Planning Commission Packet February 19 2025

Have a great weekend!

Thank you,  
*Stephanie*



**Stephanie Bestul** | Zoning Specialist/Permit Tech  
City of Brainerd | 501 Laurel Street Brainerd, MN 56401  
(218) 454-3406 | [sbestul@ci.brainerd.mn.us](mailto:sbestul@ci.brainerd.mn.us)

*Email correspondence to and from the City of Brainerd government offices is subject to the Minnesota Government Data Practices Act and may be disclosed to third parties.*

**From:** [James.Kramvik](mailto:James.Kramvik)  
**To:** [jeff@lakehome.com](mailto:jeff@lakehome.com)  
**Cc:** [Stephanie.Bestul](mailto:Stephanie.Bestul)  
**Subject:** RE: St. Francis Church and St. Francis of the Lakes Catholic School  
**Date:** Wednesday, February 19, 2025 12:14:04 PM  
**Attachments:** [image001.png](#)

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Thank you for the comments, Jeff. I will send this to the planning commission and city council.

Regards,

*James Kramvik*



**James Kramvik** | Community Development Director  
City of Brainerd | 501 Laurel Street Brainerd MN 56401  
218-454-3408 | [jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)

**From:** Jeff Torfin  
**Sent:** Wednesday, February 19, 2025 7:33 AM  
**To:** James Kramvik <[jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)>  
**Subject:** St. Francis Church and St. Francis of the Lakes Catholic School

James -

I am a resident of the city of Brainerd and also a Member of St Francis Church - My son goes to St Francis School - and we are involved in both as a family.

I am in support of the St Francis Church/School project. I feel this will be good for both the community and for the Church/School - I see it as Positive Growth for the North Side of Brainerd. I feel it will enhance the neighborhood and keep investment into that area.

I believe that this project will be a great example once completed as healthy growth for our area for our community members (members of the Church and Non-members) - and help North Brainerd keep its great North Brainerd feel.

Feel free to reach out to me with any questions, Thank you.

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Jeff Torfin

Nelson Torfin Real Estate Group  
15244 State HWY 371 N  
Baxter, MN 56425  
C: 218-232-0399  
[Jeff@lakehome.com](mailto:Jeff@lakehome.com)  
[www.Lakehome.com](http://www.Lakehome.com)  
Positive Realty

Nelson Torfin Real Estate Group

Item/Section Name	Date	Time	Note
Consider Preliminary Plat Request for St. Francis Church - 411 N 10th St	02/17/2025	5:45 PM	<ul style="list-style-type: none"> <li>• <b><u>CLARIFICATION, Similarity of Language - development plan:</u></b> You are asking us to approve the preliminary plat in staff recommendation 3 and not asking that we approve a subdivision development contact under Subd Ord 500-5-1 D, correct?!?</li> <li>• <b><u>PRELIMINARY PLAT:</u></b> <ul style="list-style-type: none"> <li>◦ Is there a landscape plan and a stormwater plan that simply wasn't included in our packet? Sounds like staff have made determinations on aspects of this already...</li> <li>◦ Approval of plat conditional on Council approval to vacate street</li> </ul> </li> <li>• <b><u>Vacating N 9th St:</u></b> <ul style="list-style-type: none"> <li>◦ <b><u>AUTHORITY:</u></b> <ul style="list-style-type: none"> <li>▪ is PC the right body to hear and "approve" a road vacation request or is that strictly a City Council procedure???</li> <li>▪ or are we just compiling the findings of fact for Council to conduct their process?</li> <li>▪ what did we do with My Neighbor To Love plat?                             <ul style="list-style-type: none"> <li>▪ recollection is that the vacating process preceded the platting</li> </ul> </li> </ul> </li> <li>◦ <b><u>NEED:</u></b> <ul style="list-style-type: none"> <li>▪ we handled YMCA daycare center in the former Halverson Funeral Home without needing to vacate Oak St so kids could cross the street                             <ul style="list-style-type: none"> <li>▪ N 9th is a far less busy street</li> <li>▪ road crossing concerns could be managed with simple traffic controls like crossing signals combined with unobstructed views and/or installing an</li> </ul> </li> </ul> </li> </ul> </li> </ul>

Item/Section Name	Date	Time	Note
			<p>additional stop sign on north end of the block to interrupt through-traffic flow</p> <ul style="list-style-type: none"> <li>▪ is the vacated street to be used for stormwater ponding and infiltration? what does "proposed 80 ft wide drainage and utility easement" mean? <ul style="list-style-type: none"> <li>▪ can that be managed in some other way or directed to some of the undeveloped parcels in the plat?</li> </ul> </li> <li>▪ I see no other structures or infrastructure overlaying the proposed vacated street corridor suggesting this is not a requirement for the overall success of the proposed development/redevelopment</li> </ul> <p>○ <b>IMPACT:</b></p> <ul style="list-style-type: none"> <li>▪ loss of on-street parking to tune of 20+ vehicle spaces (~600 lf) <ul style="list-style-type: none"> <li>▪ street parking was nearly at full capacity on drive-by field inspection Saturday morning</li> </ul> </li> <li>▪ south bound traffic seeking access to Washington are likely and preferrably accessing from controlled intersection at 8th <ul style="list-style-type: none"> <li>▪ does the proposed HW210 reconstruction project make any changes to access onto or off of the State Hwy at 8th and 9th intersections???? <ul style="list-style-type: none"> <li>▪ bet you can't enter EB 210 from 9th but can you exit EB 210 onto 9th?</li> </ul> </li> <li>▪ could the street become a pedestrian mall? <b><i>DON'T LIKE THIS IDEA AS STARTER</i></b></li> </ul> </li> </ul> <p>○ <b>CONDITION:</b> Submit a landscaping plan to staff with particular interest</p>

Item/Section Name	Date	Time	Note
			<p>in treatment of the vacated street if that's approved by Council</p> <ul style="list-style-type: none"> <li>• <b><u>Demolishing buildings:</u></b> <ul style="list-style-type: none"> <li>◦ what was testimony from St Francis during the ordinance development hearings? what was PC discussion related to those concerns? and Council discussion?!?!?</li> <li>▪ first place one goes with an expansion project like this is to crush all the old houses and ship them to the landfill           <ul style="list-style-type: none"> <li>▪ these are NOT blighted properties and, in fact, are quit nice homes               <ul style="list-style-type: none"> <li>▪ Shawn, can we see street views?</li> <li>▪ couple very attractive architectural styles</li> </ul> </li> <li>▪ "substandard housing" is a relative term that can be remedied by remodeling/rehabilitation               <ul style="list-style-type: none"> <li>▪ homes appear to be in good condition and good candidates for remodeling and modernization of utilities and energy efficiency                   <ul style="list-style-type: none"> <li>▪ what repairs are staff aware of that are called out in the findings of fact?</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> <li>◦ <b>CONDITION:</b> <ul style="list-style-type: none"> <li>▪ offer and advertise homes targeted for removal at minimal to no cost to prospective individuals and entities interested in relocating           <ul style="list-style-type: none"> <li>▪ several house moving companies in the Lakes Area</li> <li>▪ examples of house salvages I'm aware of include one from early-</li> </ul> </li> </ul> </li> </ul>

Item/Section Name	Date	Time	Note
			<p>2000s hospital parking lot expansion moved to Lake Hubert area and one from 2020 Lowell School parking lot expansion moved to NE Brainerd</p> <ul style="list-style-type: none"> <li>▪ can represent a feasible and affordable option for adventurous buyers and real estate investors</li> <li>▪ absent any interest responses to move any of these houses, offer Habitat for Humanity the opportunity to salvage materials and fixtures before demolition</li> <li>▪ provide a reasonable window early in the overall development timeline to a</li> </ul>
Consider Rezoning and Zoning Text Amendment for Paradigm Auto - 310 W Laurel St	02/14/2025	7:48 PM	OK
Review Planning Commission Yearly Itinerary	02/14/2025	7:52 PM	Will funds allocated for Comp Plan update roll into 2026 if we put that as No. 5 priority?
Consider Conditional Use Permit and Variance for Suite Properties LLC - 324 5th St S	02/15/2025	3:10 AM	Okay to both
Consider Preliminary and Final Plat for Three Pete LLC - 15770 Dellwood Dr	02/15/2025	4:28 AM	<ul style="list-style-type: none"> <li>• City services for water and sewer are routinely tested and maintained <ul style="list-style-type: none"> <li>◦ because there is no public service infrastructure to the site, how do you ensure that the on-site services are performing properly and compliant with health standards? <ul style="list-style-type: none"> <li>▪ solids clogging drain field</li> <li>▪ coliform bacteria in well water</li> </ul> </li> </ul> </li> <li>• are there septic and well maintenance conditions or schedules in the CIC covenants? <ul style="list-style-type: none"> <li>◦ not evident in Section 9, pg 13</li> </ul> </li> </ul>

Item/Section Name	Date	Time	Note
			<ul style="list-style-type: none"> <li>▪ Optional maintenance to these within Units (see Sec 9.2, pgs 13-14)</li> <li>◦ Section 9.1 calls out lawn mowing and snow removal, sidewalks, exterior features (i.e., these are aesthetic considerations)</li> <li>• who is responsible for septic pumping and drinking water quality testing? <ul style="list-style-type: none"> <li>◦ the Association (see Section 3.1.3, pg 6) <ul style="list-style-type: none"> <li>▪ these are Common Elements defined under 2.13 and 2.14, pg 5</li> </ul> </li> <li>◦ best practices approach or specific schedule <ul style="list-style-type: none"> <li>▪ inspect septic every 3 years</li> <li>▪ test well "frequently" for coliform and nitrate</li> </ul> </li> </ul> </li> </ul>
Discuss Data Center Ordinance	02/15/2025	4:35 AM	<ul style="list-style-type: none"> <li>• at January meeting, we discussed tying energy standards to BPU renewable/carbon-free plan <ul style="list-style-type: none"> <li>◦ offset percentage would come from BPU goal for year-X</li> </ul> </li> <li>•</li> </ul>

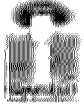




**From:** [James Kramvik](#)  
**To:** [Stephanie Bestul](#)  
**Subject:** FW: Rezoning project by St. Francis Church.  
**Date:** Wednesday, February 26, 2025 12:25:46 PM  
**Attachments:** [image001.png](#)

---

Regards,  
*James Kramvik*



**James Kramvik** | Community Development Director  
City of Brainerd | 501 Laurel Street Brainerd MN 56401  
218-454-3408 | [jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)

**From:** Mike Gangl  
**Sent:** Wednesday, February 26, 2025 11:57 AM  
**To:** James Kramvik <[jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)>  
**Subject:** Rezoning project by St. Francis Church.

I support the street vacation and rezoning project by St. Francis School and Church and ask for your vote to pass said plan.

**From:** [James Kramvik](#)  
**To:** [Stephanie Bestul](#)  
**Subject:** FW: St Francis Campus  
**Date:** Monday, February 24, 2025 3:44:29 PM

---

Regards,

James Kramvik

James Kramvik | Community Development Director  
City of Brainerd | 501 Laurel Street Brainerd MN 56401  
218-454-3408 | [jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)

-----Original Message-----

From: Rita James  
Sent: Monday, February 24, 2025 3:30 PM  
To: James Kramvik <[jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)>  
Subject: St Francis Campus

---

Hello Mr. Kramvik,

I am a parishioner at St. Francis of Assisi Catholic Church on 9th Street. I am writing to let you know I am in favor of the plans to connect the church and the school sites by vacating the portion of 9th Street that currently runs the length of the block from Juniper to Ivy Streets.

I hope the City planners will find the plan advantageous in enhancing public safety as well as beautifying to the neighborhood.

As a member of the church and a volunteer and supporter of the school who visits that area at least five times every week, I have personal insight into the project. Foremost in my opinion is the added element of safety for the students who at least three times every week during the school year, make their way to and from the church for worship. Secondly, the added green space would provide a pleasing, natural setting for outdoor events that the church holds to promote community among the parishioners and neighbors of all faiths living in the area. Third, the plan for a new living quarters for our clergy is much needed and long over due considering the repairs and upgrades needed to the aged current residence.

Any building project will have temporary inconveniences to the neighboring residents, but I believe the leaders of this project will do everything possible to lessen any negative impact on the neighbors during the construction. The end product will likely add to property values in the area and may be considered worthy of any minor adjustments to habits and schedules. I also am confident that our parish community is able to make a financial commitment to see this project through to completion.

I ask that you approve the street vacating plan.

Respectfully,  
Rita James  
Brainerd MN 15 year resident

**From:** [James Kramvik](#)  
**To:** [Stephanie Bestul](#)  
**Subject:** FW: St. Francis Church/School Project  
**Date:** Wednesday, February 26, 2025 12:27:03 PM  
**Attachments:** [image001.png](#)

---

Regards,  
*James Kramvik*



**James Kramvik** | Community Development Director  
City of Brainerd | 501 Laurel Street Brainerd MN 56401  
218-454-3408 | [jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)

**From:** Carla Coonan  
**Sent:** Wednesday, February 26, 2025 12:13 PM  
**To:** James Kramvik <[jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)>  
**Subject:** St. Francis Church/School Project

Mr. Kramvik,

This email is to show my support for the St. Francis Church/School Project.

Thank you for all you do for our community.

Carla Coonan

Director of Advancement and Admissions  
St. Francis of the Lakes Catholic School

P: (218) 829-2344  
E: [carla.coonan@sf-school.org](mailto:carla.coonan@sf-school.org)

The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender.

**From:** [James Kramvik](#)  
**To:** [Stephanie Bestul](#)  
**Subject:** FW: St. Francis Parish rezoning and street vacation project  
**Date:** Wednesday, February 26, 2025 12:24:34 PM

---

Regards,

James Kramvik

James Kramvik | Community Development Director  
City of Brainerd | 501 Laurel Street Brainerd MN 56401  
218-454-3408 | [jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)

-----Original Message-----

From: MARGARET SCHAEFER  
Sent: Wednesday, February 26, 2025 11:29 AM  
To: James Kramvik <[jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)>  
Subject: St. Francis Parish rezoning and street vacation project

---

Hello James,

I am a parish member of St. Francis and I am writing to tell you of my strong support for the project we as a parish are undertaking. For the safety of all the current school children. Also the future of our community and children that may have a chance to attend a Catholic High School in the future. Thank you for your time in consideration this proposal.

Margaret Schaefer

Brainerd, Mn 56401

Sent from my iPhone

**From:** [James Kramvik](#)  
**To:** [Stephanie Bestul](#)  
**Subject:** FW: St. Francis re-zoning and street vacation  
**Date:** Wednesday, February 26, 2025 12:29:55 PM  
**Attachments:** [image001.png](#)

---

Regards,  
*James Kramvik*



**James Kramvik** | Community Development Director  
City of Brainerd | 501 Laurel Street Brainerd MN 56401  
218-454-3408 | [jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)

**From:** Natalie Schiferl  
**Sent:** Wednesday, February 26, 2025 12:29 PM  
**To:** James Kramvik <[jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)>  
**Subject:** St. Francis re-zoning and street vacation

Good afternoon Mr. Kramvik,

I am writing to you as a resident of North Brainerd and in support of the re-zoning and street vacation proposal for St. Francis on Monday. I think this proposal will greatly help our neighborhood as well as our greater Brainerd community. St. Francis is still a growing parish and active community and the project will improve safety for not only the children who attend the school but all of us who attend St. Francis for Mass, faith groups, and recreation. It will also let us continue to explore the opportunity to expand educational opportunities for Brainerd.

Sincerely,

Natalie Schiferl

**From:** [James Kramvik](#)  
**To:** [Stephanie Bestul](#)  
**Subject:** FW: St. Francis  
**Date:** Monday, February 24, 2025 8:09:00 AM  
**Attachments:** [image001.png](#)

---

Regards,  
*James Kramvik*



**James Kramvik** | Community Development Director  
City of Brainerd | 501 Laurel Street Brainerd MN 56401  
218-454-3408 | [jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)

**From:** Angela Lust  
**Sent:** Sunday, February 23, 2025 10:55 AM  
**To:** James Kramvik <[jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)>  
**Subject:** St. Francis

Dear Mr. Kramvik,

I am writing to share that I am in favor of the re-zoning of the area around St. Francis Catholic church and school. My family and I have been members of St. Francis since 2007 when we moved to the area. Raising our daughters within this catholic church has been life changing. St. Francis, as well as the entire Brainerd Catholic community is a huge part of our current lives and our future. Please consider passing the ordinance that the church is requesting. Good things will come from it.

Thank you, Angela

**From:** [James Kramvik](#)  
**To:** [Jared Bartel](#)  
**Cc:** [Stephanie Bestul](#)  
**Subject:** RE: North 9th Street Vacation/Rezone  
**Date:** Wednesday, February 26, 2025 1:42:15 PM  
**Attachments:** [image001.png](#)

---

Thank you for your comments, this will be included in the Council packet.

Regards,

*James Kramvik*



**James Kramvik** | Community Development Director  
City of Brainerd | 501 Laurel Street Brainerd MN 56401  
218-454-3408 | [jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)

**From:** Jared Bartel  
**Sent:** Wednesday, February 26, 2025 12:59 PM  
**To:** James Kramvik <[jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)>  
**Subject:** North 9th Street Vacation/Rezone

Afternoon James,

I'm writing to throw my support behind the N 9th Street vacation as well as the re-zoning request.

I live just outside city limits (Riverside Drive), but travel into Brainerd multiple times per day because 3 of my children (soon to be 4) attend St Francis School.

The school is by far the biggest draw into the city of Brainerd my family has. The frequency of trips to the school is the major reason I spend so much time in city limits. We are members of the YMCA due to its proximity to Saint Francis School. Kelly's Service is our mechanic because I can have our vehicles serviced and walk to the School/Church. I use Allegra for my business printing because it is on my way to school. Because of the location of SF school, I do much more business, recreation and dining to the east (Brainerd) than to the west (Baxter). I know I'm not the only St Francis Family with this situation.

The school currently has numerous families from the Nisswa, Crosby, and Pine River communities. If this street vacation/re-zoning passes, the school is in a better position to expand and draw even more families into Brainerd city limits.

I love Brainerd, especially the downtown district. Drawing more people into the community is a net positive for the city.

Much appreciation,

Jared Bartel

**From:** [James Kramvik](#)  
**To:** [David Boran](#)  
**Cc:** [Stephanie Bestul](#)  
**Subject:** RE: St Francis Proposal  
**Date:** Wednesday, February 26, 2025 1:41:06 PM  
**Attachments:** [image001.png](#)

---

Thank you for your comments, this will be included in the Council packet.

Regards,

*James Kramvik*



**James Kramvik** | Community Development Director  
City of Brainerd | 501 Laurel Street Brainerd MN 56401  
218-454-3408 | [jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)

**From:** David Boran  
**Sent:** Wednesday, February 26, 2025 12:56 PM  
**To:** James Kramvik <[jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)>  
**Subject:** St Francis Proposal

Greetings Mr Kramvik,

As a resident of Ward 2 I am writing today in favor of the proposal of St Francis Catholic Church to vacate the street between St Francis School and the Church. It will lead to safer street crossing for students attending Mass 3 days a week and other activities at the church.

Thank you  
David Boran

**From:** [James Kramvik](#)  
**To:** [Jennifer Ranweiler](#)  
**Cc:** [Stephanie Bestul](#)  
**Subject:** RE: St. Francis Church rezoning and street vocation proposal  
**Date:** Wednesday, February 26, 2025 1:40:43 PM  
**Attachments:** [image001.png](#)

---

Thank you for your comments, this will be included in the Council packet.

Regards,  
*James Kramvik*



**James Kramvik** | Community Development Director  
City of Brainerd | 501 Laurel Street Brainerd MN 56401  
218-454-3408 | [jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)

**From:** Jennifer Ranweiler  
**Sent:** Wednesday, February 26, 2025 12:49 PM  
**To:** James Kramvik <[jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)>  
**Subject:** St. Francis Church rezoning and street vocation proposal

Good afternoon,

I am writing to express my full support for the St. Francis Church Project and the associated rezoning and street vacation proposal that will be voted on at the upcoming city council meeting. I wholeheartedly agree that this project is a tremendous step forward in enhancing our community. The improvements will not only address safety concerns for the children walking to daily mass but will also provide the necessary flexibility for the future growth of our church and school.

I believe that this project will positively impact not just the church and school, but the entire neighborhood as well. It represents a thoughtful investment in our city's future and will also contribute to the overall well-being of our community.

I strongly encourage the City Council to approve this proposal. Thank you for your efforts in advancing this important initiative.

Jenn Ranweiler

**From:** [James Kramvik](#)  
**To:** [Angie Gadacz](#)  
**Cc:** [Stephanie Bestul](#)  
**Subject:** RE: St. Francis Proposal support  
**Date:** Wednesday, February 26, 2025 1:43:45 PM  
**Attachments:** [image001.png](#)

---

Thank you for your comments, this will be included in the Council packet.

Regards,  
*James Kramvik*



**James Kramvik** | Community Development Director  
City of Brainerd | 501 Laurel Street Brainerd MN 56401  
218-454-3408 | [jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)

**From:** Angie Gadacz  
**Sent:** Wednesday, February 26, 2025 1:24 PM  
**To:** James Kramvik <[jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)>  
**Subject:** St. Francis Proposal support

Hi James,

We just wanted to let you know of our support for the St. Francis vacation of N 9<sup>th</sup> Street at the Juniper/Ivy block. Keith and I are residents of Ward 2 and live at (SE corner of N 9<sup>th</sup> Street and Fir.) As I stated at the planning commission meeting last week, we would love to see the street closed off and the thru traffic redirected to 8<sup>th</sup> street. We are at the only other regulated intersection north of the school. We have several windows in various rooms of the house and watch all day long and see people treat the stop sign as a yield suggestion. The vast majority of the traffic past our home on 9<sup>th</sup> street heads to NE Brainerd, and the speed is faster than it should be.

This year, there are 3 or 4 bus stops on either end of our block, and it would be safer both for the St. Francis students crossing the street, as well as for students at the bus stops on our end of the street to redirect this traffic to 8<sup>th</sup> street. There is a lot of foot traffic on our 9<sup>th</sup> Street sidewalk year-round, as it is one of the few streets that has good sidewalks consistently from one end to the other.

We are parishioners of St. Francis and are well aware of the needs to have more space available in the school for a long-term plan. The large rectory being considered is a very much needed for the health and wellbeing of our priests and would allow some potential additional meeting spaces

for some events.

I, Angie, am also a member of the Crow Wing County Master Gardeners. I and a couple of other parishioners are currently taking care of a garden by the current rectory. I would likely be part of the planning for some of the planning of the greenspace to ensure that it would add to the beauty of the neighborhood. I think it has a potential to be a beautiful campus that would allow for more outside events to be hosted by either the church or the school.

Thank you for your service in your role. We would appreciate a Yes vote on this proposal.

Please feel free to call me if you have any additional questions.

Sincerely,

Angie and Keith Gadacz

Brainerd, MN 56401

---

**From:** [James Kramvik](#)  
**To:** [Ryan Frank](#)  
**Cc:** [Stephanie Bestul](#)  
**Subject:** RE: Suport St. Francis Proposal  
**Date:** Wednesday, February 26, 2025 1:42:43 PM

---

Thank you for your comments, this will be included in the Council packet.

Regards,

James Kramvik

James Kramvik | Community Development Director  
City of Brainerd | 501 Laurel Street Brainerd MN 56401  
218-454-3408 | [jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)

-----Original Message-----

From: Ryan Frank  
Sent: Wednesday, February 26, 2025 1:22 PM  
Subject: Suport St. Francis Proposal

---

Good afternoon,

I am reaching out in regards to the St. Francis proposal in Brainerd. I am in huge favor of this proposal, as it will continue to enhance, revive and further the community access and outreach in the Brainerd area and Ward 2. As a resident and user of the Ward 2 area I am thrilled that this could be the future of the Brainerd area.

Thank you,  
Ryan Frank

**From:** [James Kramvik](#)  
**To:** [Mike Seitzer](#)  
**Cc:** [Stephanie Bestul](#)  
**Subject:** RE: Vacating North 9th St Brainerd  
**Date:** Wednesday, February 26, 2025 1:44:37 PM

---

Thank you for your comments, this will be included in the Council packet.

Regards,

James Kramvik

James Kramvik | Community Development Director  
City of Brainerd | 501 Laurel Street Brainerd MN 56401  
218-454-3408 | [jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)

-----Original Message-----

From: Mike Seitzer  
Sent: Wednesday, February 26, 2025 1:38 PM  
To: James Kramvik <[jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)>  
Subject: Vacating North 9th St Brainerd

---

Good afternoon Mr Kramvik. I am writing the letter to show support for the vacation of N 9th St between Juniper and Ivy and support for the vision that St Francis has in improving the area and providing the needed safety changes for kids and adults that go to school or attend the church. I feel that this will have minimal impact on the neighborhood that already manages to drive around another much larger area of Gregory Park. Allowing this change would ensure the safety of kids crossing the current road to attend mass and other functions that St Francis Catholic School uses the church for. This will also help the school with increasing the green space of north Brainerd and providing the students with a larger playground.

Thank you for your time and God bless.

Mike Seitzer

**From:** [James Kramvik](#)  
**To:** [greg.hegi](#)  
**Cc:** [Stephanie Bestul](#)  
**Subject:** RE: St. Francis Church and School  
**Date:** Wednesday, February 26, 2025 3:15:03 PM  
**Attachments:** [image001.png](#)

---

Thank you for your comments, this will be included in the council packet

Regards,

*James Kramvik*



**James Kramvik** | Community Development Director  
City of Brainerd | 501 Laurel Street Brainerd MN 56401  
218-454-3408 | [jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)

**From:** greg hegi  
**Sent:** Wednesday, February 26, 2025 2:59 PM  
**To:** James Kramvik <[jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)>  
**Subject:** St. Francis Church and School

I live in North Brainerd and am 100% in favor of the Church's proposals. I really like the idea of closing the street between the Church and the School. It is just common sense as it fits into the plans of the Church's new rectory plus the safety of the many people and children crossing the road from school and church.

Greg Hegi

**From:** [James Kramvik](#)  
**To:** [James Ramponi](#)  
**Cc:** [Stephanie Bestul](#)  
**Subject:** RE: North Brainerd 9th Street improvement  
**Date:** Wednesday, February 26, 2025 8:39:19 PM  
**Attachments:** [image001.png](#)

---

Thank you for your comments, they will be included in the Council packet

Regards,

*James Kramvik*



**James Kramvik** | Community Development Director  
City of Brainerd | 501 Laurel Street Brainerd MN 56401  
218-454-3408 | [jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)

**From:** James Ramponi  
**Sent:** Wednesday, February 26, 2025 6:55 PM  
**To:** James Kramvik <[jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)>  
**Subject:** North Brainerd 9th Street improvement

||  
Hello James,

I am writing in support of the 9th Street Rezoning and vacation project. I live in Baxter but my children attend St. Francis School. I am excited about this opportunity to enhance and beautify the area. Even though I live in Baxter, the school creates a major draw for me and my family into Brainerd. My children have to cross 9th street when they move between the school and church so the elimination of that section of the street will also increase safety. Although I am not a member at St. Francis Church I am glad that they are choosing to develop the campus where they are located and not moving away from the center of town as is happening at St. Joseph's in Crosby. Churches and schools add significant beauty and character to a neighborhood and that part of north Brainerd will significantly benefit from the Saint Francis community continuing to grow and develop in the area.

Thank you,

James Ramponi

Baxter, MN 56425

**From:** [James Kramvik](#)  
**To:** [Ellen Cherne](#)  
**Cc:** [Stephanie Bestul](#)  
**Subject:** RE: St. Francis Campus  
**Date:** Wednesday, February 26, 2025 8:40:07 PM  
**Attachments:** [image001.png](#)

---

Thank you for your comments, they will be included in the Council packet

Regards,

*James Kramvik*



**James Kramvik** | Community Development Director  
City of Brainerd | 501 Laurel Street Brainerd MN 56401  
218-454-3408 | [jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)

**From:** Ellen Cherne  
**Sent:** Wednesday, February 26, 2025 7:40 PM  
**To:** James Kramvik <[jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)>  
**Subject:** St. Francis Campus

Dear James Kramvik and the Brainerd City Council,

I am requesting that you please vote yes on Monday, March 3rd, for the St. Francis Church Project regarding the re-zoning and street vacation proposal for the Church, School, and Rectory. The vacating of the street would improve the safety for our children walking across the street to attend daily mass. The Church could plan for a future high school and extend the school parking lot to the church making it safer and easier for parishioners to get to the church. More green space would be available for the school children and for the many church activities. Also, a suitable home for our priests is a necessity.

The street vacation and re-zoning are important steps in building out the future flexibility for the Church and School. I ask that you please vote yes!

Ellen Cherne

Brainerd, MN 56401

**From:** [James Kramvik](#)  
**To:** [Andrew Ranweiler](#)  
**Cc:** [Stephanie Bestul](#)  
**Subject:** RE: Support for St. Francis Church Re-Zoning and Street Vacation Proposal  
**Date:** Wednesday, February 26, 2025 8:38:26 PM  
**Attachments:** [image001.png](#)

---

Thank you for your comments, they will be included in the Council packet

Regards,

*James Kramvik*



**James Kramvik** | Community Development Director  
City of Brainerd | 501 Laurel Street Brainerd MN 56401  
218-454-3408 | [jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)

**From:** Andrew Ranweiler  
**Sent:** Wednesday, February 26, 2025 4:39 PM  
**To:** James Kramvik <[jkramvik@ci.brainerd.mn.us](mailto:jkramvik@ci.brainerd.mn.us)>  
**Subject:** Support for St. Francis Church Re-Zoning and Street Vacation Proposal

Members of the Brainerd City Council,

I am writing to express my strong support for the St. Francis Church Project, including the proposed re-zoning and street vacation for the Church, School, and Rectory. I believe this project will significantly benefit our community by enhancing safety, improving infrastructure, and providing long-term opportunities for growth.

As outlined in the proposal, vacating the street is a necessary step to ensure the safety of our children as they cross to attend daily Mass and school activities. Additionally, the ability to develop this space in the future—including the potential for a High School—will serve as a lasting investment in our city’s families and youth. Supporting this initiative is an opportunity to strengthen our neighborhood and foster continued development within Brainerd.

I appreciate the careful consideration given to this matter and encourage the Council to approve the proposal at the upcoming meeting on March 3rd. Thank you for your time and dedication to making Brainerd a thriving and safe community for all.

Sincerely,

--

Andrew Ranweiler  
B-Dirt Construction  
218-820-5736

**NOTICE OF HEARING**

TO WHOM IT MAY CONCERN:

Notice is hereby given that St. Francis Catholic Church, 411 N 10<sup>th</sup> St, Brainerd has submitted a request for a Preliminary Plat, Final Plat, and Rezoning of fourteen (14) existing parcels from TN-1 (Traditional Neighborhood-1) District into three (3) new parcels zoned PSP (Public/Semi-Public) District. In addition, the applicant has also applied for Conditional Use Permits to allow for residential use in the rectory in a PSP District and to create a parcel less than one acre in the PSP District. The applicant has altered the preliminary plat from their initial request approved by City Council.

41241116, 41241117, 41241118, 41241120, 41241129, 41241130, 41241131, 41241132, 41241133, 41241137, 41241138, 41241139, 41241140, and 41241141.

And are legally described as (summarized):

TOWN OF BRAINERD & FIRST ADDITION TO BRAINERD			
41241116	LOTS 19 THRU 24 INCLUSIVE BLOCK 100	41241132	N1/2 OF SOUTH1/2 OF NW1/4 BLOCK 98
41241117	LOTS 17 AND 18 INCLUSIVE BLOCK 100	41241133	LOTS 13 THRU 15 INCLUSIVE BLOCK 98
41241118	LOTS 15 AND 16 INCLUSIVE BLOCK 100	41241137	LOT 7 BLOCK 98 AND S1/2 OF LOT 8 BLOCK 98
41241120	LOTS 1 THRU 12 INCLUSIVE BLOCK 100 EXEMPT	41241138	N15 FT OF E 75FT OF LOT 4 BLOCK 98 75 FT OF LOTS 5 AND 6 BLK 98
41241129	LOTS 21 THRU 24 INCLUSIVE BLOCK 98	41241139	W .25FT OF LOTS 1 THRU 6 BLOCK 98
41241130	LOTS 19 AND 20 INCLUSIVE BLOCK 98	41241140	E.50 FT OF W 75 FT OF LOTS 1 THRU 6 BLOCK 98
41241131	S1/2 OF LOT 17 AND ALL LOT 18 INCLUSIVE BLOCK 98	41241141	E.75 FT OF LOTS 1 THRU 3 BLOCK 98 & E75FT OF LOT 4

A Public Hearing will be conducted by the Planning Commission at 6:00 p.m. Wednesday, May 21<sup>st</sup>, 2025 in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the Conditional Use Permit request.

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

Dated this 7<sup>th</sup> day of May, 2025



James L. Kramvik  
Community Development Director

Publication Date: May 10<sup>th</sup>, 2025

# MEMO



**TO:** Planning Commission

**FROM:** James Kramvik, Community Development Director

**DATE:** May 21<sup>st</sup>, 2025

**RE:** Outdoor Sales Ordinance Memo

---

## INTRODUCTION

At the April 16<sup>th</sup> Planning Commission meeting, the Commission directed staff to proceed with the ordinance with recommended changes. Outdoor sales lots include those renting or selling automobiles, trailers, and equipment. The following Sections are included in the proposed ordinance:

- 1) [Section 515-3-6 Auto Dealership](#)
- 2) [Section 515-3-29 Outdoor Service, Sale, and Rental](#)
- 3) [Section 515-6-2.B.1 Definitions of Structure, Measurement and Dimension](#)

## PROPOSED ORDINANCE

The purpose of this ordinance is to regulate outdoor sales areas and provide screening for abutting residential uses and residential zoning districts. Screening requirements were removed for properties located across highways and arterial streets.

*Note: Additional screening requirements can be added as a condition if the proposed use is conditional in the zoning district.*

In addition, staff removed lighting requirements in each section as lighting is regulated by [Section 515-4-8](#) of the Zoning Code.

At the April 16<sup>th</sup> meeting, the Planning Commission directed staff to amend the following language:

- 1) Remove the following requirement for auto dealerships – “Required parking shall be segregated from the sales display. The area used for sales shall not take up any required parking space.”
- 2) Remove the following requirement for outdoor service, sale, and rental – “Outside services, sales and equipment rental connected with the principal use is limited to fifty (50) percent of the gross floor area of the principal use.”
- 3) In the Town Center and Main Street Zoning Districts, increase the allowable outside area from fifteen percent to twenty five percent.

## STAFF RECOMMENDATION

Staff recommend holding the public hearing and recommend approval of the ordinance as presented.

**ORDINANCE  
NO. 15XX**

**AN ORDINANCE AMENDING SECTIONS 515-3-6 AUTO DEALERSHIP, 515-3-29 OUTDOOR SERVICE, SALE, AND RENTAL, AND 515-6-2.B.1 DEFINITIONS OF STRUCTURE, MEASUREMENT AND DIMENSION**

WHEREAS, a public hearing was held by the Planning Commission as required by the Zoning Code, on May 21<sup>st</sup>, 2025

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Brainerd, Minnesota, as follows:

SECTION ONE: Purpose

The purpose of this ordinance is to regulate outdoor sales areas and provide screening for abutting residential uses and residential zoning districts.

SECTION TWO: Section 515-3-6 Auto Dealership, with the following added language underlined and deleted language struck out:

- A. Any Auto Dealership must comply with the following minimum standards:
1. Outdoor sales area shall be set at least five (5) feet back from all property lines, ~~and at least 15 feet back from any Street surface.~~
  2. Outdoor sales shall be physically defined on the site by surfacing, curbing, landscaping, or a fence barrier.
  3. The boulevard portion of the street right-of-way shall not be used for parking, or storage or display of sale items.
  4. Outside sales areas must be ~~fenced or~~ screened from ~~view of neighboring abutting~~ residential uses or ~~abutting R~~ residential ~~Z~~ zoning ~~D~~ districts with a six (6) foot high fence or landscaped screen, providing eighty (80) percent year-round opacity.
  5. ~~All lighting shall be hooded and downcast so that the light source is not visible from the public right-of-way or from an abutting residence.~~
  6. 5. All display/sales/storage areas must be paved and must comply with any requirements of the City Engineer.  
~~Required parking shall be segregated from the sales display. The area used for sales shall not take up any required parking space.~~

SECTION THREE: Section 515-3-29 Outdoor Service, Sale, and Rental, with the following added language underlined and deleted language struck out:

- A. Any outdoor services, sale and rental use must comply with the following minimum standards:
1. ~~Outside services, sales and equipment rental connected with the principal use is limited to fifty (50) percent of the gross floor area of the principal use.~~
  2. 1. Outside sales areas must be screened from abutting residential uses or residential zoning districts with a six (6) foot high fence or landscaped screen,

~~providing eighty (80) percent year-round opacity. are fenced and screened from view of neighboring properties and any public rights-of-way.~~

~~3. All lighting shall be hooded and downcast so that the light source shall not be visible form the public right-of-way or neighboring properties.~~

~~4.2. Any dedicated sales area shall be hard surfaced to control dust and drainage. All display/sales/storage areas must be paved and must comply with any requirements of the City Engineer.~~

~~5.3. Additional standards in Town Center (TC) and Main Street (MS) Zoning Districts.~~

a. Outside services, sales, and equipment rental accessory to the principal use and limited in area to ~~fifteen (15)~~ twenty-five (25) percent of the gross floor area of the principal building or ~~fifteen (15)~~ twenty-five (25) percent of the tenant bay if it is a multiple tenant building. Outside service, sales and rental area must be located on private property and shall not intrude on the public sidewalk or boulevard.

SECTION FOUR: Section 515-6-2.B.1 Definitions of Structure, Measurement and Dimension, with the following added language underlined and deleted language struck out:

- Abut (includes abuts and abutting).** To be next to, or to share a common boundary. "Abutting" includes across an alley, local street, minor collector street, or major collector street-street. "Abutting" does not include properties that touch only corner to corner.

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
MIKE O'DAY  
President of the Council

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
DAVE BADEAUX  
Mayor

ATTEST: \_\_\_\_\_  
NICHOLAS W. BROYLES  
City Administrator

Published: One Time – \_\_\_\_\_

## NOTICE OF HEARING

Notice is hereby given that the City of Brainerd Planning Commission will be conducting a public hearing to consider a proposed ordinance amending Sections 513-3-6 Auto Dealerships, 515-3-29 Outdoor Service, Sale, and Rental, and 515-6-2.B.1 Definitions of Structure, Measurement, and Dimension of the Zoning Code. The purpose of this ordinance is to regulate outdoor sales areas and provide screening for abutting residential uses and residential zoning districts. Screening requirements were removed for neighboring properties and rights-of-way. A full copy of the proposed ordinance is available at City Hall in the Community Development Department.

A Public Hearing will be conducted by the Planning Commission at 6:00 p.m. Wednesday, May 21<sup>st</sup>, 2025, in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the proposed ordinance.

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

Dated this 7<sup>th</sup> day of May, 2025



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James Kramvik  
Community Development Director

Publication Date: May 10<sup>th</sup>, 2025

# MEMO



**TO:** Planning Commission

**FROM:** James Kramvik, Community Development Director

**DATE:** May 21<sup>st</sup>, 2025

**RE:** GI Off-Street Parking Memo

---

## INTRODUCTION

According to [Section 515-4-12](#) of the Zoning Code, all new multifamily and non-residential driveways and parking areas must consist of concrete, asphalt, or pavers.

Existing General Industrial (GI) & Park (P) zoned properties in Brainerd have significant amounts of existing Class 5 parking surfaces. Additions to existing Class 5 parking surfaces would require the property owner to construct the addition with an improved surface consisting of concrete, asphalt, or pavers.

## PROPOSED ORDINANCE

Unimproved surfaces such as Class 5 impact the City's storm sewer and can lead to sediment entering the system if placed too close to the street right-of-way. Due to potential sediment loads, staff recommend that GI properties should be required to place improved surfaces near the street right-of-way, but may be allowed to construct unimproved surfaces in the rear yard to minimize improvement costs associated with expansion or new construction. Also, unimproved surfaces help minimize the urban heat island effect as they do not retain heat like concrete or asphalt.

## STAFF RECOMMENDATION

Staff recommend holding a public hearing and recommend approval of the ordinance.

**ORDINANCE  
NO. 15XX**

**AN ORDINANCE AMENDING SECTIONS 515-4-12 Off-Street Parking**

WHEREAS, a public hearing was held by the Planning Commission as required by the Zoning Code, on May 21<sup>st</sup>, 2025

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Brainerd, Minnesota, as follows:

SECTION ONE: Purpose

The purpose of this ordinance is to regulate parking standards in the General Industrial (GI) Zoning District and allow for additional surface materials in the rear yard.

SECTION TWO: Section 515-4-12.G.5.b Surfacing - *Multiple family and non-residential parking surface requirements*, with the following added language underlined and deleted language struck out:

b. *Multiple family and non-residential parking surface requirements.* All areas intended to be utilized for parking space and driveways shall be surfaced with ~~concrete, bituminous, and pavers/brick~~ an approved material as described in this Section. The City may allow up to twenty-five (25) percent of required parking stalls or one hundred (100) percent of seasonal or overflow parking in excess of that required to be provided as green parking with a turf surface which is supported by a City approved parking lot sub-base and turf guard fabric.

- i. All areas intended to be utilized for parking space and driveways in all multiple family and non-residential zoning districts shall be surfaced with concrete or bituminous. The General Industrial (GI) District and Park (P) District are exempt from this requirement.
- ii. All areas intended to be utilized for parking space and driveways in the front yard and side yard in the General Industrial (GI) District shall be surfaced with concrete or bituminous. Class V, crushed concrete, and crushed bituminous are permitted surfaces in the rear yard.
  - a. Parking space and driveways in rear yards abutting a public street or alley shall be surfaced with concrete or bituminous within the rear yard setback and right-of-way.
- iii. All areas intended to be utilized for parking space and driveways in the Park (P) District may be surfaced with concrete, bituminous (pervious or impervious), pavers (pervious or impervious), brick, Class V, crushed concrete, and crushed bituminous.
- iv. Plans for surfacing and drainage of driveways and stalls for ten (10) or more vehicles shall be submitted to the City Engineer for review and the final plans shall be subject to the City Engineer's written approval.

ii.v. Plans for surfacing and drainage of driveways shall be reviewed and approved by the Zoning Administrator prior to issuance of a building permit. Said surfacing shall be completed within one (1) year following the date of building occupancy permit.

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
MIKE O'DAY  
President of the Council

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
DAVE BADEAUX  
Mayor

ATTEST: \_\_\_\_\_  
NICHOLAS W. BROYLES  
City Administrator

Published: One Time – \_\_\_\_\_

**NOTICE OF HEARING**

Notice is hereby given that the City of Brainerd Planning Commission will be conducting a public hearing to consider a proposed ordinance amending Section 515-4-12 Off-Street Parking of the Zoning Code. The purpose of this ordinance is to allow for parking surfaces other than concrete or bituminous in the General Industrial Zoning District and Park District. A full copy of the proposed ordinance is available at City Hall in the Community Development Department.

A Public Hearing will be conducted by the Planning Commission at 6:00 p.m. Wednesday, May 21<sup>st</sup>, 2025, in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the proposed ordinance.

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

Dated this 7<sup>th</sup> day of May, 2025



---

James Kramvik  
Community Development Director

Publication Date: May 10<sup>th</sup>, 2025

# MEMO



**TO:** Planning Commission  
**FROM:** James Kramvik, Community Development Director  
**DATE:** May 21<sup>st</sup>, 2025  
**RE:** Variance Request for an Accessory Structure at 2517 Greenwood St.

---

## REQUEST

### **PUBLIC HEARING. Variance** for an Accessory Structure

Michael Kylochko, on behalf of Teen Challenge, has submitted a variance request for the construction of an accessory structure off Greenwood Street in the front yard. This property is located in the PSP (Public/Semi-Public) Zoning District and detached accessory structures are required to be placed behind the principal structure.

## CONTEXT

Parcel Number(s): 41010613

Property Area: 19+ Acres

Adjacent Uses: North: Evangelical Good Samaritan  
East: Evangelical Good Samaritan  
South: Teen Challenge property  
West: Residential/Multi-Family Residential

Adjacent Zoning: North: PSP (Public/Semi-Public) Zoning District  
East: PSP (Public/Semi-Public) Zoning District  
South: GC (General Commercial) Zoning District  
West: GL (Garden Living) Zoning District

**AERIAL MAP – PROPOSED LOCATION**



**AERIAL MAP – STORMWATER RETENTION/ SUSPECTED WETLANDS (INDICATED IN RED)**



## FINDINGS OF FACT

1. 2517 Greenwood St. Brainerd, MN 56401 is in a PSP (Public/Semi-Public) Zoning District.
  - a. [Section 515-2-17](#) states that accessory structures in the Public/Semi-Public Zoning District must be located behind or attached to the principal structure.
    - i. *The applicant is proposing a 36' x 28' garage in the front yard off Greenwood Street set 101 ft from the centerline of Greenwood Street.*
    - ii. *The proposed garage is 1,008 SQFT.*
  
2. [Section 515-5-4.B.3](#), General Provisions and Evaluation Criteria. – Variances shall only be permitted:
  - a. When they are in harmony with the general purposes and intent of the ordinance and
    - i. The purpose of the PSP District is intended to identify lands used for community gathering spaces for purposes of education, recreation, congregation, worship, health, or similar. Lands zoned PSP contain 1.0 acres of land or provide a mix of community uses from a single facility or campus.
      1. *MN Adult and Teen Challenge is a permitted use in the PSP District related to recovery/ health, worship, and community.*
      2. *The proposed accessory structure will be used to store items related to maintaining the property.*
      3. *According to Section 515-2-17, accessory structures are allowed in the PSP District if the proposed structure is less than 10% of the gross floor area of the principal structures.*
      4. *The principal structures occupy approximately 25,000 SQFT which allows for 2,500 SQFT of accessory structures.*
      5. *The total square feet of all accessory structures and proposed accessory structures is 1,658 SQFT.*
      6. *The proposed accessory structure materials and elevations match the existing primary structures.*
  
3. [Section 515-5-4.B.4](#), Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance;
  - a. The plight of the landowner is due to circumstances unique to the property not created by the landowner; and
    - i. *Teen Challenge purchased the property from Good Samaritan to expand their operations adjacent to their primary facility at 2424 Business 371.*
    - ii. *The property has a significant amount of stormwater retention and wetlands surrounding the existing parking lots and buildings. There is not an alternate location for placement of the accessory structure behind the primary structure.*
    - iii. *The location of stormwater retention areas and suspected wetlands are in the provided arial map.*

- b. The variance, if granted, will not alter the essential character of the locality.
    - i. *The construction of this accessory structure will not alter the essential character of the locality as the proposed materials are consistent with the primary structures and neighboring properties.*
    - ii. *The proposed location is behind a vegetative buffer and upon a site visit is the best location for placement in the front yard.*
  - c. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.
    - i. *The practical difficulties are related to stormwater retention and wetlands and not due to economic considerations.*
4. Section 515-5-4. B.5, The Board may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.
- a. *Staff recommend the following conditions:*
    - i. *The vegetative buffer between the proposed accessory structure and Greenwood Street must be maintained. Removal of invasive species, removal of dead or diseased vegetation, and general maintenance are permitted.*
    - ii. *The driveway must be paved with a bituminous or concrete surface.*

At the time of this writing, no party has contacted the Community Development Department regarding the variance request.

**STAFF RECOMMENDATION**

The Community Development Department recommend the approval of this Variance request for the construction of the accessory structure at 2517 Greenwood St in the location presented by the applicant with the following conditions:

- 1) *The vegetative buffer between the proposed accessory structure and Greenwood Street must be maintained. Removal of invasive species, removal of dead or diseased vegetation, and general maintenance are permitted.*
- 2) *The driveway must be paved with a bituminous or concrete surface.*



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	<input type="checkbox"/> (\$350.00)	<input type="checkbox"/> (\$500.00 + \$500.00 escrow deposit)
REZONING	<input type="checkbox"/> (\$350.00)	<input type="checkbox"/> (\$500.00)
VARIANCE	<input type="checkbox"/> (\$350.00)	<input checked="" type="checkbox"/> (\$500.00 + \$500.00 escrow deposit)
ZONING TEXT AMENDMENT	<input type="checkbox"/> (\$250.00)	<input type="checkbox"/> (\$400.00)

PROPERTY ADDRESS: 2517 Greenwood St

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

Property Owner Name: Minnesota Teen Challenge Inc

Street Address: 740 E 24th St City: Minneapolis State: MN Zip Code 55404

Phone Number: 612-373-3366 Fax: 612-823-4913 E-mail: \_\_\_\_\_

Applicant Name: (if different than Property Owner) Michael Kyzochko

Street Address: 7424 Business 371 City: Brainerd State: MN Zip Code: 56401

Phone Number: 763-310-4543 Fax: 218-833-8778 E-mail: michael.kyzochko@mtc.org

Description of Request: We propose building a garage south of 2517 Greenwood St as marked on attached picture.

  
Property Owner Signature

4/23/25  
Date

Michael Kyzochko  
(Please print name)

  
Applicant Signature

4/23/25  
Date

Michael Kyzochko  
(Please print name)





of 31 > Select Date ▾





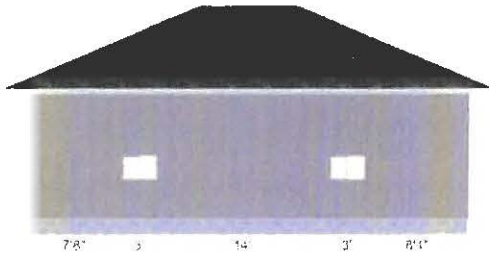




NW1/4NW1 /4, EXCEPT THE N 535 FT THEREOF PLATTED AS BRAINERD WOODLAND ACRES. ALSO EXCEPT: THAT PART OF THE NW ¼NW 1/4 DESC AS FOL: BEG AT THE SE COR OF L3, B1, BRAINERD WOODLAND ACRES, ACCORDING TO THE REC PLAT: THEN S 89D55'59" W, BEAR BASED ON THE CWC COORDINATE DATABASE NAO 83. 821.81 FT ALONG THE S LINE OF SAID BRAINERD WOODLAND ACRES: THEN S 01D02'23" W 91.24 FT; THEN SE'LY 636.04 FT ALONG A TANG CURVE, CONCAVE TO THE NE, HAVING A CENTRAL ANGLE OF 91D06'24" AND A RADIUS OF 400.00 FT: THEN N 89D55'59" E, TANGENT TO THE LAST DESC CURVE, 21.66 FT; THEN NE'LY 620.59 FT ALONG A TANG CURVE, CONCAVE TO THE NW, HAVING A CENTRAL ANGLE OF 88D53'36" AND A RADIUS OF 400.00 FT TO INTERSECTION WITH THE E LINE OF SD NW1/4NW 1/4; THEN N 01D02'23" E, TANGENT TO THE LAST DESC CURVE, 106. 70 F ALONG SAID E LINE OF THE NW1/4NW1/4 TO THE POB.

Date: 9/26/2024 - 8:44 AM  
Design Name: Garage Design  
Design ID: 316355015494

**MENARDS**  
**Design & Buy™**  
GARAGE



**SIDEWALL C**

36"W x 24"H JELD-WEN® Vinyl Slider  
36"W x 24"H JELD-WEN® Vinyl Slider



**ENDWALL A**

36"W x 24"H JELD-WEN® Vinyl Slider



Date: 9/26/2024 - 8:44 AM  
Design Name: Garage Design  
Design ID: 316355015494

MENARDS

# Design & Buy™ GARAGE

How to recall and purchase your design at home:



OR

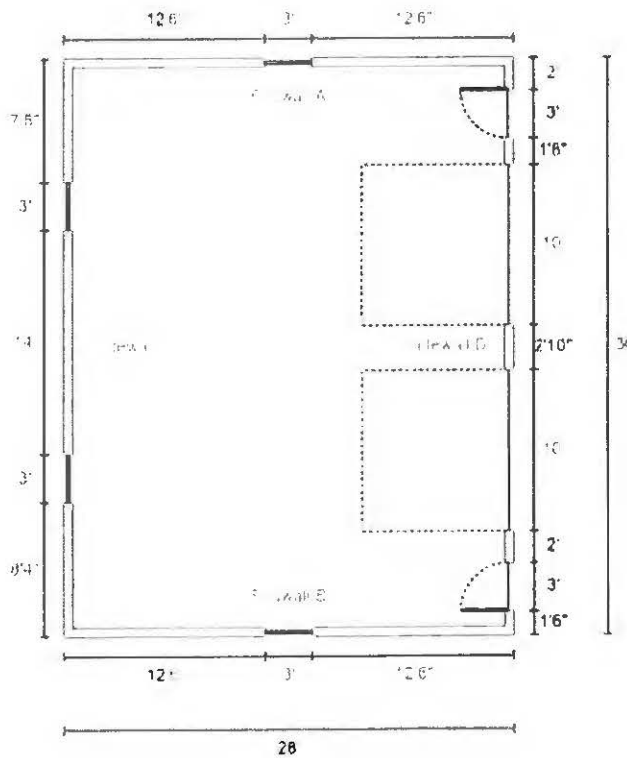
1. On Menards.com, enter "Design & Buy" in the search bar
2. Select the Garage Designer
3. Recall your design by entering Design ID: 316355015494
4. Follow the on-screen purchasing instructions

How to purchase your design at the store:

1. Enter Design ID: 316355015494 at the Design-It Center Kiosk in the Building Materials Department
2. Follow the on-screen purchasing instructions

## Garage Image

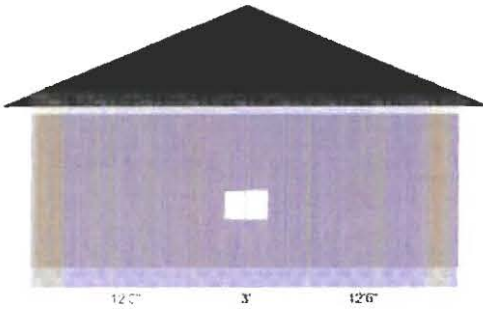
*waiting on truss design  
to get material price  
have already line up to  
get price to build!*



## Dimensions

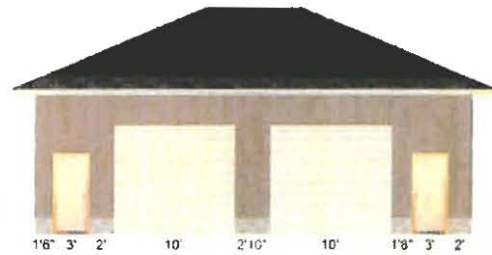
### Wall Configurations

\*Some items like wainscot, gutter, gable accents, are not displayed if selected.



**ENDWALL B**

36"W x 24"H JELD-WEN® Vinyl Slider



**SIDEWALL D**

Mastercraft® 36W x 80H Primed Steel 6-Panel  
Mastercraft® 36W x 80H Primed Steel 6-Panel  
10X9 White Deep Ribbed Torsion Spring (R-Value 6.5)  
10X9 White Deep Ribbed Torsion Spring (R-Value 6.5)

**NOTICE OF HEARING**

TO WHOM IT MAY CONCERN:

Notice is hereby given that Michael Kylochko, on behalf of Minnesota Teen Challenge has submitted a variance request for 2517 Greenwood St, Brainerd, MN 56401. This property is located in a PSP (Public/ Semi-Public) Zoning District. The purpose of this request is to construct a 36' x 28' garage off Greenwood Street in the front yard. Detached accessory structures are required to be placed behind the principal structure in the PSP District.

The property included in this application is described as:

*PID 41010613*

*NW1/4NW1/4, EXCEPT THE N 535 FT THEREOF PLATTED AS BRAINERD WOODLAND ACRES. ALSO EXCEPT: THAT PART OF THE NW 1/4NW 1/4 DESC AS FOL: BEG AT THE SE COR OF L3, B1, BRAINERD WOODLAND ACRES, ACCORDING TO THE REC PLAT: THEN S 89D55'59" W, BEAR BASED ON THE CWC COORDINATE DATABASE NAO 83. 821.81 FT ALONG THE S LINE OF SAID BRAINERD WOODLAND ACRES: THEN S 01D02'23" W 91.24 FT; THEN SE'LY 636.04 FT ALONG A TANG CURVE, CONCAVE TO THE NE, HAVING A CENTRAL ANGLE OF 91D06'24" AND A RADIUS OF 400.00 FT: THEN N 89D55'59" E, TANGENT TO THE LAST DESC CURVE, 21.66 FT; THEN NE'LY 620.59 FT ALONG A TANG CURVE, CONCAVE TO THE NW, HAVING A CENTRAL ANGLE OF 88D53'36" AND A RADIUS OF 400.00 FT TO INTERSECTION WITH THE E LINE OF SD NW1/4NW 1/4; THEN N 01D02'23" E, TANGENT TO THE LAST DESC CURVE, 106.70 F ALONG SAID E LINE OF THE NW1/4NW1/4 TO THE POB.*

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, May 21<sup>st</sup>, 2025 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) 828-2307.

Dated this 7<sup>th</sup> day of May, 2025



James Kramvik  
Community Development Director

Publication Date: May 10<sup>th</sup>, 2025

# MEMO



**TO:** Planning Commission

**FROM:** James Kramvik, Community Development Director

**DATE:** May 21<sup>st</sup>, 2025

**RE:** Allowed-Use Table Memo

---

## INTRODUCTION

Staff reviewed the [Section 515-3 Appendix A: Table of Uses](#) and have provided an amended table for the Planning Commission to review and discuss. Staff spent significant time reviewing the General Industrial District and uses that have specific regulations outlined in [Section 515-3 Allowed Uses](#). Residential uses were expanded in the new zoning code, but many commercial uses remained the same.

Deregulating uses by allowing more uses or removing a uses conditional status will be beneficial to businesses that are looking to either move to Brainerd or expand within the community.

Staff will make adjustments to towers and antennas at the June 18<sup>th</sup> meeting.

## STAFF RECOMMENDATION

- 1) Discuss the amended allowed-use table and provide general feedback to staff.
- 2) Is staff moving in the right direction regarding deregulation of uses?
- 3) Staff will ask for more detailed responses at the June 18<sup>th</sup> meeting after the Planning Commission has had a month to review the table.

**BRAINERD, MN**  
**Section 515-3 ALLOWED USES.**  
**APPENDIX A: TABLE OF USES**

**APPENDIX A: TABLE OF USES**

- P - Permitted
- AP - Administrative Permit
- C - Conditional Use Permit
- I - Interim Use Permit
- Blank - Not Permitted

ZONING DISTRICT	Section Reference	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
<b>RESIDENTIAL USES</b>																	
Agriculture uses, <u>barns, stables, and silos</u>		P	P														
Accessory buildings under 200 SF	515-4-6	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP
Accessory buildings over 200 SF	515-4-6	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Accessory Dwelling Unit (ADU)		P	P	P	P/C	P/C	P/C	P	P/C								
Home businesses	515-3-21	P	P	P	P	P	P	P	P		P	P					
Home businesses not meeting criteria	515-3-21	AP	AP	AP	AP	AP	AP	AP	AP		AP	AP					
In home day care, serving no more than 14 persons		AP	AP	AP	AP	AP	AP	AP	AP								
Multi-family attached dwelling units (5+ Units)						C		C	P			C				C	
Mixed-Use Building, including residential uses not on main floor								C	C		C	C	C				
Model Homes	515-3-25	P	P	P	P	P	P	P	P	P	P	P	P				
Personal storage of recreational vehicles & equipment	515-3-33	P	P	P	P	P	P	P	P								
Recreational Facilities for private residential use		P	P	P	P	P	P	P	P								
Senior housing	515-3-35					P		P	P			C	C			C	
Single Family Detached Dwelling Unit	515-4-2	P	P	P	P	P	P	P	P			C				C	
Single Family Attached Dwelling Unit (2 Units)	515-4-2		P	P	P	P	P	P	P							C	
Single Family Attached Dwelling Unit (2-4 Units)					P	P	P	P	P			C	C			C	

**APPENDIX A: TABLE OF USES**  
 Adopted 07.05.2022

**BRAINERD, MN**  
**Section 515-3 ALLOWED USES.**  
**APPENDIX A: TABLE OF USES**

ZONING DISTRICT	Section Reference	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
<b>COMMERCIAL/GENERAL BUSINESS USES</b>																	
Adult Establishments and/or Uses	515-3-4														C		
Animal hospital, veterinary clinic, or kennels	515-3-5	<u>C</u>	<u>C</u>					C	C	C	C			C	C		
Armories										C					P		
Auto dealership	515-3-6									C	C			<u>GP</u>	<u>GP</u>		
Bed and breakfasts	515-3-9	C	C	C	C	C	C	C	C		<u>C</u>	C	C				
Boarding houses, <u>Dormitories, and Similar Uses</u>						<u>G</u>		<u>G</u>	<u>G</u>							<u>C</u>	
Brew Pub/Brewery (off-sale, on-sale, taproom, tasting room, etc.), cidery, microdistillery, cocktail room	515-3-10							<u>G</u>	C	C	C	C	C	P	P		
Cannabis Retail Dispensary	515-3-12								C	P/C	P/C	P/C	P/C	P/C	P/C		
Car wash accessory to motor vehicle sales	515-3-15									P	P			P	P		
<u>Commercial animal kennels</u>	<u>515-3-5</u>	<u>G</u>	<u>G</u>												<u>G</u>		
Commercial car washes (drive-up, mechanical and self service)	515-3-15									C	C			<u>C</u>	<u>GP</u>		
Commercial day care facilities	515-3-16	C	C	C	C	C	C	C	C	<u>GP</u>	<u>GP</u>	<u>GP</u>	C	<u>GP</u>	<u>GP</u>	<u>GP</u>	
Commercial greenhouses supporting the operations of a restaurant or floral shop	515-3-17							I	I	I	I	I	I	<u>I</u>	<u>I</u>		
Commercial riding stables	515-3-18	C															
Commercial/Retail establishments								P	P	P	P	P	P	P	<u>P</u>		
Commercial laundry facilities								C	C	P	P	<u>P</u>		P	<u>P</u>		
Contractor offices										C	C			P	P		
Cultural facilities such as museums, art centers, or art institute								P	P	P	P	P	P	P	<u>P</u>	P	
Drive-through Businesses	515-3-19							C	C	P	P	C	<u>C</u>	<u>P</u>	<u>P</u>		

**APPENDIX A: TABLE OF USES**  
 Adopted 07.05.2022

**BRAINERD, MN**  
**Section 515-3 ALLOWED USES.**  
**APPENDIX A: TABLE OF USES**

ZONING DISTRICT	Section Reference	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P	
Financial Institutions such as banks and credit unions										P	P	P	P	<u>P</u>	<u>P</u>			
Food Trucks (Transient food unit)	515-3-41									AP	AP	AP	AP	AP	AP	AP	AP	
Funeral homes, mortuaries								C	C	C	C	C	<u>C</u>	C	<u>P</u>			
Health clubs/Gyms/Indoor Recreation Facilities								P	P	P	P	P	P	P	P	P		
Hospitality businesses <u>limited to</u> hotels, motels, conference/convention/reception facilities, <u>and similar uses</u>	515-3-22							C	P	P	P	P	P	<u>P</u>	<u>P</u>			
<u>Hospitality businesses – extended stay</u>	<u>515-3-22</u>																	
Liquor sales, on sale										P	P	P	P	P	P			
Liquor sales, off sale									P/C	P	P	P	P	P	P			
Motor vehicle fuel sales	515-3-26							C	C	<u>GP</u>	C	C		<u>P</u>	<u>GP</u>			
Nurseries, greenhouses (commercial)	515-3-17	P	P					C	C	C	C			C	<u>GP</u>			
Nursing homes & similar group housing	515-3-27					C		C	C	<u>C</u>	<u>C</u>							
Off street parking lots or parking garages (as principal use)	515-3-32 515-4-12							C	C	C	C	C	C	<u>C</u>	<u>P</u>			
Office businesses – (general use, medical clinic)								<u>GP</u>	<u>GP</u>	P	P	P	P	P	<u>P</u>			
Outdoor dining facilities accessory to a restaurant	515-3-29							AP	AP	AP	AP	AP	AP	<u>AP</u>	<u>AP</u>			
Parking <u>Lots lots incidental to the principal uses on a contiguous property</u>	515-3-32	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>GP</u>	<u>GP</u>	<u>GP</u>	<u>GP</u>	<u>GP</u>	<u>GP</u>	<u>GP</u>	<u>GP</u>	<u>GP</u>	<u>PG</u>	<u>P</u>
Pawn shops								P	P	P	P	P	P	P	<u>P</u>			
Personal services such as barber/beauty shop, nail salon, tanning salon, therapeutic massage and spas.								P	P	P	P	P	P	P	<u>P</u>			
Private clubs & lodges								C	C	C	C	C	C	C	<u>P</u>			
Recreation Centers (large health clubs, gyms, etc.) exceeding 30,000 SF										C	<u>C</u>	<u>C</u>		C	P			

**APPENDIX A: TABLE OF USES**  
Adopted 07.05.2022

**BRAINERD, MN**  
**Section 515-3 ALLOWED USES.**  
**APPENDIX A: TABLE OF USES**

ZONING DISTRICT	Section Reference	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
Restaurants – sit down, take out or delivery (no drive-up window)								P	P	P	P	P	P	<u>P</u>	<u>P</u>		
Retail businesses contained within a principal building								P	P	P	P	P	P	P	<u>P</u>	<u>P</u>	
Seasonal Merchandise Sales include fruit/vegetables, Christmas trees, plants and ancillary products in which less than one half of the product retailed is initially planted and raised therein – <u>farmers markets</u>								<u>AP</u>	<u>AP</u>	AP	AP	AP	<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>AP</u>
Senior center						C		C	C	<u>GP</u>	<u>GP</u>	<u>GP</u>	<u>P</u>	<u>P</u>	<u>P</u>		
Short term rentals (VRBO, Air BnB, etc.)	515-3-36	I	I	I	I	I	I	I	I		I	I	I				
Signs	515-3-37	See Section 515-3-37 for Permit Requirements															
Specialty food shops	515-3-38							P	P	P	P	P	P	<u>P</u>	<u>P</u>		
State licensed residential facilities (serving 7-16 persons)						C		C	C	C	C						
Studios – art, dance, music, design, photography, etc								<u>GP</u>	<u>GP</u>	P	P	P	P	<u>P</u>	<u>P</u>		
Taxi or bus dispatch sites										P	P			P	P		
Telecommunication towers	515-3-44													AP	AP		
Temporary mobile towers.	515-3-44													AP	AP		
Temporary roadside stands		P	P	<u>P</u>													
Temporary/seasonal outdoor promotional events and sales	515-3-40							AP	AP	AP	AP	AP	AP	AP	<u>AP</u>		
Theaters – except drive-in										P	P	P	P	<u>P</u>	<u>P</u>		
<b>PUBLIC/SEMI-PUBLIC USES</b>																	
Boarding Schools								C	C	C	C	C		<u>C</u>	<u>P</u>		
Business or trade school when conducted entirely within a building								C	C	P	P	C	C	<u>P</u>	<u>P</u>		

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**BRAINERD, MN**  
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ZONING DISTRICT	Section Reference	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
Cemeteries																C	<u>C</u>
Colleges and universities										C	C					P	
Government & public buildings (including utility buildings and structures)			C	C	C	C	C	C	C	P	P	P	P	P	P	P	P
Hospitals						C		C	C	C	C	<u>C</u>				P	
Forest and game management areas		<u>GP</u>	<u>P</u>													P	P
Places of worship & related buildings		C	C	C	C	C	C	C	<u>GP</u>	P	P	<u>GP</u>	<u>GP</u>	P	P	P	
Public & private schools		C	C	C	C	C	C	C	C	<u>GP</u>	C	<u>GP</u>	<u>C</u>	<u>GP</u>	<u>GP</u>	P	
Public recreation areas and buildings		P	P	P	P	P	P	P	P	<u>P</u>	<u>C</u>	C	C	<u>P</u>	<u>P</u>	P	<u>P</u>
Public, semi-public recreational buildings, community centers		C	C	C	C	C	C	C	C	<u>C</u>	<u>C</u>	C	C	<u>C</u>	<u>P</u>	P	
Temporary classroom buildings (public or private schools)					I	I	I	I	I	<u>I</u>	<u>I</u>	<u>I</u>	<u>I</u>	<u>I</u>	<u>I</u>	I	
Trade/specialty schools.														C	<u>GP</u>	<u>P</u>	
Warming shelters	515-3-43									I	I	I		I		I	
<b>INDUSTRIAL AND UTILITY USES</b>																	
Auto wrecking or salvage yard, junk yard, used auto parts, and similar uses.	515-3-8														C		
Automobile and truck repair – major and minor (including body shops)	515-3-7									C	C	C		C	<u>GP</u>		
<b>Billboard signs</b>	<b>515-3-37</b>														<u>I</u>	<u>I</u>	
Bulk liquid storage (including crude oil, gasoline, liquid fertilizer, or other liquid storage)	515-3-11														C		
Cannabis Cultivation, Manufacturing, and Related Activity	515-3-13														C		
Coal, tar, creosote, concrete or asphalt processing or distillation and acid manufacturing.	515-3-14														C		

**BRAINERD, MN**  
**Section 515-3 ALLOWED USES.**  
**APPENDIX A: TABLE OF USES**

ZONING DISTRICT	Section Reference	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
Commercial/retail sales accessory to the principal manufacture, processing or wholesaling of products manufactured on, processed on or wholesaled from the premises.														P	P		
Commercial stockyards and slaughtering of animals provided that the use complies with all Federal regulations including USDA rules and regulations.															C		
Machine shops; paper products from previously processed paper; electronics assembly and testing; commercial printing and publishing establishments; laundry, dry cleaning or dyeing plants; food/beverage processing; cosmetics/toiletries; drugs and pharmaceuticals; beverage bottling; recycling center; woodworking (indoors)														P	P		
Construction equipment sales and repair										C				P	P		
Electrical/Plumbing/Heating/Air Conditioning products and parts										C				P	P		
Equipment rental (indoor)										P	P			P	P		
Essential services	515-3-20	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Kilns, forges or other heat processes fired by means other than electricity.															C		
Light manufacturing										C	C			P	P		
Metal Sales such as steel and other raw materials														P	P		
Mini self-storage facilities.	515-3-23														<u>GP</u>		
Mining and extraction	515-3-24	I															
Outdoor service, sales and rental as a principal or accessory use.	515-3-30									<u>C</u>	<u>C</u>	<u>C</u>		<u>GP</u>	<u>GP</u>		

**BRAINERD, MN**  
**Section 515-3 ALLOWED USES.**  
**APPENDIX A: TABLE OF USES**

ZONING DISTRICT	Section Reference	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
Outdoor storage accessory to a principal use with enclosed building.	515-3-30									C				C	P		
Outdoor storage as a principal use	515-3-30														I		
Personal wireless service towers	515-3-44	C	C	C	C	C	C	C	C	AP	AP	AP	AP	AP	AP		
Outdoor wood burning furnaces, placement and operation	515-3-31														C		
Radio & television antennas	515-3-44	AP	AP	AP	AP	AP	AP	AP	AP								
Radio and television receiving antennas, satellite dishes, TV Receive Only (TVRO) three (3) meters or less in diameter, short-wave dispatching antennas, or those necessary for the operation of electronic equipment including radio receivers, ham radio transmitters and television receivers	515-3-44									AP	AP	AP	AP	AP	AP		
Radio and television studios										C	C			P	P		
Sale of parts and sale and repair of tires for construction equipment and semi tractor trailers														P	P		
Sales and distribution of propane, acetylene, helium, CO2 and similar tanks															P		
Refuse/garbage collection, recycling and incineration	515-3-34														C		
Regional pipelines		C												C	C		
Research and development laboratories										P				P	P		
Residence for night watchman or other security personnel														AP	AP		
Self-service laundromat with dry cleaning pick up and drop off								C	C	P	P	P		P	P		
Small engine and boat repair								C	C	C	C			P	P		
Solar energy systems, structures		AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP

**APPENDIX A: TABLE OF USES**  
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**BRAINERD, MN**  
**Section 515-3 ALLOWED USES.**  
**APPENDIX A: TABLE OF USES**

ZONING DISTRICT	Section Reference	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
Storage, utilization or manufacture of materials which could decompose by detonation, including but not limited to dynamite, trinitrotoluene (TNT), nitroglycerine, guncotton, blasting caps and cartridge primers.	515-3-39														C		
Testing labs for water and soil, rocks/minerals and air quality										P	P			P	P		
Tire vulcanizing and recapping.															P		
Truck and semi-tractor/trailer sales and repair	515-3-7													C	P		
Truck terminals.	515-3-42													C	<del>GP</del>		
Warehousing, distribution facilities and wholesale businesses.														C	P		
Wind energy conversion system		I	I												I	I	I

# **Planning Commission Bylaws**

## **Article I. Introduction**

### Section 1. Purpose

It is the intent of the City of Brainerd Planning Commission to conduct its business and perform its responsibilities and duties in an orderly, efficient, fair and lawful manner. These bylaws are established for that purpose.

### Section 2. Application of Bylaws

Unless otherwise specifically indicated, these bylaws shall apply to the transaction and administration of all Planning Commission business and the conduct of all Planning Commission meetings and hearings.

## **Article II. Offices and Duties**

### Section 1. Offices Designated

The Commission, at its first regular meeting in January of each year, shall select a Chairperson and Vice Chairperson.

### Section 2. Recording of Meetings

The Planning Department shall supply a qualified staff member to perform all general corresponding and recording secretarial duties for the Planning Commission.

### Section 3. Duties of Offices

The duties and powers of the office of the Planning Commission shall be as follows:

#### A. Chairperson

- 1) Preside at all meetings of the Commission
- 2) Call special meetings of the Commission in accordance with the City Ordinance
- 3) Sign documents of the Commission
- 4) See that all actions of the Commission are properly taken
- 5) Cancel or postpone any regularly scheduled meetings
- 6) Order end to disorderly conduct and direct law enforcement to remove disorderly persons from Planning Commission meetings

#### B. Vice Chairperson

In the event of the absence, disability or disqualification of the Chairperson, the Vice Chairperson shall exercise or perform all the duties and be subject to all the responsibility of the Chairperson.

#### C. Secretary

A city staff member will be assigned to perform the functions of Secretary. The Secretary shall keep record of the proceedings of every meeting of the Planning Commission.

Section 4. Preparation of the Comprehensive Plan

The Commission shall prepare, adopt and revise from time to time a Comprehensive Plan for the physical development of the City, including proposed public buildings, street arrangements and improvements, public utility services, parks, playgrounds, and other similar developments, the use of property, the density of population, and other matters relating to the physical development of the City. Such plan may be prepared in sections, each of which shall relate to, a major subject of the plan.

Section 5. Means of Executing the Comprehensive Plan

Upon the adoption of the Comprehensive Plan or any section thereof, the Commission shall recommend to the City Council reasonable and practicable means for putting into effect such plan or section thereof in order that the same will serve as a pattern and guide for the orderly physical development of the City and as a basis for the efficient expenditures of the funds thereof relating to the subjects of the plan. Such means shall consist of a zoning plan, the control of subdivision plats, a plan of future streets, coordination of the normal public improvements of the City, a long-term program of capital expenditures and such other matters as will accomplish the purpose of the plan.

**Article III. Members**

Section 1. Number

The Planning Commission shall consist of seven (7) voting members, one of which is a City Council member.

Section 2. Members Appointed.

Voting member shall be appointed by the City Council for three years. Terms shall run from January 1 through December 31. Terms shall be staggered so that there will be continuity of the Commission.

Section 3. Removal

City Council has the power to remove a Commissioner by a 5/7 vote.

Section 4. Voting

A member must be present to vote.

Section 5. Vacancies.

Vacancies shall be filled by appointment of the City Council for the unexpired portion of the term.

**Article IV. Meetings and Hearings**

Section 1. Notice

Notices of all meetings and hearings of the Planning Commission shall be made in accordance with all statutory and ordinance notification requirements.

Section 2. Meetings

All meetings of the Planning Commission shall be open to the public.

### Section 3. Workshops

Workshops and other meetings whose sole purpose is for general information and/or educational purposes will be open to the public. Public testimony may or may not be allowed.

### Section 4. Meeting Records

All tapes, minutes, evidence, exhibits, correspondence, maps, plats, etc. shall be made a part of the record, become the property of the City Brainerd, and be maintained as a permanent record.

### Section 5. Meetings

#### A. Date and Time

The Planning Commission shall meet regularly on the third Wednesday of each month at 6:00 pm, or as soon as practical.

#### B. Location

The Commission shall meet in regular session in the City Hall Council Chambers.

#### C. Order of Business

- 1) Call to Order
- 2) Roll Call
- 3) Pledge of Allegiance
- 4) Approval of Agenda
- 5) Approval of Minutes
- 6) Public Forum
- 7) Presentations
- 8) Unfinished Business
- 9) New Business
- 10) Staff Reports (Verbal: Any updates since the packet)
- 11) Commission Member Reports
- 12) Adjourn

#### D. Special meetings

The Chair person, Vice Chairperson, City Council, or Mayor may call for a special meeting at any time. Notice of the time and place shall conform to the Open Meeting Law.

#### E. Additional Agenda Items

After an agenda has been published, at the discretion of the Chair and approval by the Commission items may be added up to the time of the published meeting.

### Section 6. Parliamentary Procedure

All Commission meetings shall be governed by Sturgis Standard Code of Parliamentary Procedure in all cases to which they are applicable and not in conflict with these bylaws, City Code, or other rules this Commission may adopt.

### Section 7. Agenda

- A. The agenda shall be prepared by the Community Development Director with the input of the Chair as requested for the Planning Commission meeting and shall close 7 days prior to the meeting.

- B. Any Planning Commission member can place an item on the agenda. No item shall be placed on the agenda unless the item is expressed in such a way as to clearly show the subject matter involved.
- C. The agenda may be amended during a Planning Commission meeting by a majority vote of the Commission.
- D. The agenda shall generally organize matters to be addressed at the meeting so as to best promote opportunities for effective public input and the timely and efficient performance of Planning Commission responsibilities. Items of business likely to attract the attendance of many persons should generally be placed early on the agenda.
- E. Planning staff shall prepare a written report detailing the request and the ordinance provisions that apply to the matter.

#### Section 8. Procedure for Public Hearings

Planning staff or consultants, if any, shall summarize for the public the relevant issues of the application contained in the written staff report. The Commission members may direct question to staff regarding the application.

- A. The Chairperson shall call the public hearing to order and declare the time, and prior to taking testimony, shall explain:
  - 1) The order of testimony
  - 2) The purpose and requirements of the public hearing under Minnesota Law
  - 3) That each speaker shall provide their name and address and that public comments should be limited to matters pertinent to the application under review and avoid duplicative testimony. The Chairperson may place reasonable time limits on public comments, depending on the number of persons waiting to testify on the matter.
- B. The applicant and/or representative shall be given an opportunity to present evidence in support of the request and rebut any issues or conditions identified in the staff report
- C. Members of the public, if any, may testify, either in person or through their agent. Written testimony submitted may be read and will be added to the public record.
- D. The applicant shall have an opportunity to answer questions from the Commission.
- F. The Commission may direct questions to the applicant, planning staff, or public to clarify issues but no further testimony may be received from the public.
- G. When all public comment has been received the Commission shall close the public hearing by motion and majority vote of the Commission. The Commission may deliberate and decide the matter. Should the Commission identify relevant facts that

remain unknown or disputed the Commission may postpone closing the hearing by motion and majority vote until the Planning Commission's next meeting and refer the issue to planning staff for further fact finding.

#### Section 9. Protocol for Public Hearings

- A. Everyone who wishes to give testimony shall be given a reasonable opportunity to speak.
- B. All statements or questions should be directed to the chairperson.
- C. All statements should be as factual as possible and should not involve personalities.
- D. Speakers should refrain from repeating what has already been stated.
- E. Each speaker shall provide his or her name and address to the recorder.
- F. The Planning Commission reserves the right to question any speaker.
- G. Written testimony may be received.
- H. No additional testimony may be offered after the close of the public hearing.

#### Section 10. Communication with Public and Applicant

- A. General. Prior to the public hearing or Commission deliberation, no Commission member shall lobby the merits of a pending case with staff, applicant, Commission member, or the general public.
- B. Disclosures. If a commissioner has discussed the pending case, the commissioner shall disclose the facts relating to such discussion during the public hearing.
- C. Exception. Nothing in this section shall preclude the general information communication by Commission members relating to the general conduct of a meeting or hearing, nor shall anything in this section forbid staff or commissioners from discussing with commissioners an upcoming meeting, so long as the facts or merits of the meeting are not discussed.

#### Section 11. Quorum

A majority of the Commission members entitled to vote shall constitute a quorum for the transaction of business.

#### Section 12. Conflict of Interest

Any member of the Planning Commission who shall feel that he or she may appear to have or in fact has, a conflict of interest on any matter that is on the Planning Commission agenda shall voluntarily excuse himself or herself, vacate his or her seat, and refrain from discussing and voting on said matter as a Planning Commissioner.

A conflict of interest is any direct contractual, pecuniary, or other beneficial interest in the outcome of a matter before the Planning Commissioner.

### Section 13. Orientation of new Planning Commissioners

To assist new Planning Commission members in learning their responsibilities, and to develop their understanding of the planning process as quickly as possible, they will be required to:

- A. Attend an orientation session with the Community Development Director, Planning Commission Chair, and City Council member.
  
- B. Read the Comprehensive Plan and Zoning Ordinance.

### **Article V. Education, Conference and Convention Policy**

The City Council and Planning Commission of the City of Brainerd recognize and accept the concept that the acquisition and maintenance of a body of knowledge and skills are necessary and desirable to perform the job of the Planning Commissioner. Further, both groups encourage and highly recommend periodic attendance at various educational opportunities conferences and conventions.

The following is the policy of the City of Brainerd Planning Commission on educational meetings, conferences, and conventions:

- A. Attendance at educational meetings, conferences, and conventions is subject of availability of funds.
  
- B. Attendance at educational meetings, conferences, and conventions is voluntary. Planning Commission members are encouraged to attend educational meetings, conferences, and conventions.
  
- C. Involvement in relevant professional organizations such as APA-MN, office holding, or committee work is considered educational.
  
- D. Planning Commission members are encouraged to participate in the budget process and to request allocations for educational purposes.



# Planning Commission Agenda Request

**MEETING DATE:** May 21, 2025

**TITLE OF ITEM:** Consider Changes to the Fence Ordinance Regarding Corner Properties Abutting Alleys  
(added item at meeting)

**AGENDA:**

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:**

**DEPARTMENT:** Community Development

**PRESENTER:**

**ESTIMATED TIME (MIN):**

**SUMMARY OF ISSUE:**

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

**RECOMMENDED ACTION/MOTION:**

**FINANCIAL IMPACT:**



# City Council Agenda Request

**MEETING DATE:** May 19, 2025

**TITLE OF ITEM:** Consider Revising Corner Lot Fence Requirements

**AGENDA:** Main

**ACTION REQUESTED:** Direction Requested

**SUBMITTED BY:** Gabe Johnson, Councilmember,  
James Kramvik, Community Development Director

**DEPARTMENT:** Community Development

**PRESENTER:** Gabe Johnson, Councilmember, James  
Kramvik, Community Development Director

**ESTIMATED TIME (MIN):** 5 min

**SUMMARY OF ISSUE:**

According to Section 515-4-11 Fence Standards of the Zoning Code, fences may be located in any yard up to a height of four (4) feet. A fence up to six and one-half (6½) feet high may be erected from a line extended from the front façade of the principal building to the side lot lines, and then along the side lot lines and the rear lot line (see Figure 515-4-11.1).

Corner lots have two front facades as the house faces two streets. Permitted corner lot fence construction is depicted in Figure 515-4-11.1, which is included as an attachment.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

Corner lot property owners consistently have issues with the construction of backyard privacy fences. The fence often bisects the property, splitting the backyard in half. Staff have attached two images of houses within one block of each other that have rear yard fence issues because the primary structure is set far from the side yard corner setback. Along with Council Member Johnson, staff recommend potential changes for corner properties in which a rear yard abuts an alley. Variances should not be a remedy for these instances due to the high volume of properties that experience the same difficulties. The findings would not indicate a practical difficulty unique to the site.

However, staff do not recommend a change for corner properties that abut another property line as the increase in fence height may impact the neighboring property's front yard. Variances should be reserved for those instances.

**Example Language:** For corner properties, if the rear yard abuts an alley, a fence up to six and one half (6½) feet high may be erected from a line extended from the rear corner of the principal building to the side lot lines, and then along the side lot lines and the rear lot line.

**RECOMMENDED ACTION/MOTION:**

Direct staff to draft an ordinance with the above language for the Planning Commission to consider.

# MEMO



**TO:** Mayor and City Council  
**FROM:** James Kramvik, Community Development Director  
**DATE:** May 19<sup>th</sup>, 2025  
**RE:** Consider Revising Corner Lot Fence Requirements

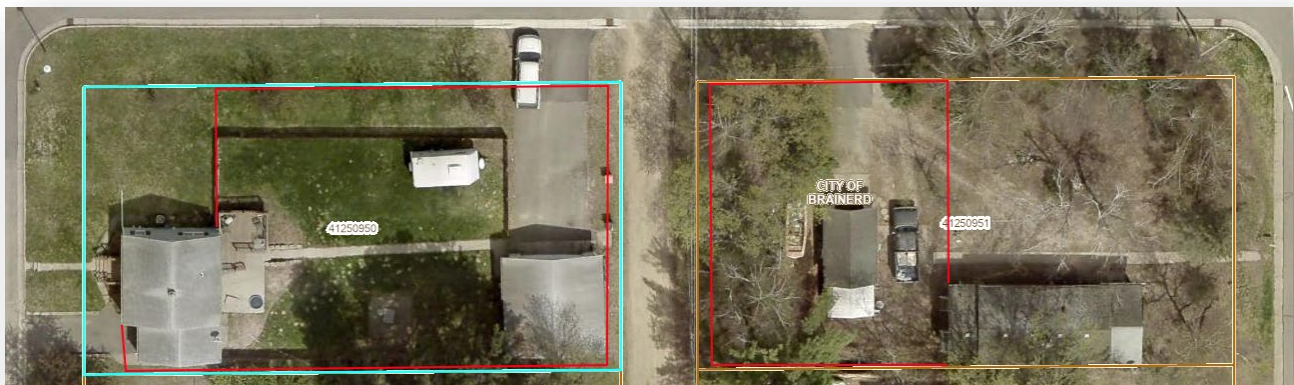
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## AERIAL MAP

Current ordinance - allowable six-foot fences depicted in red



Proposed language - allowable six-foot fences depicted in red



**BRAINERD, MN**  
**Chapter 515 ZONING**

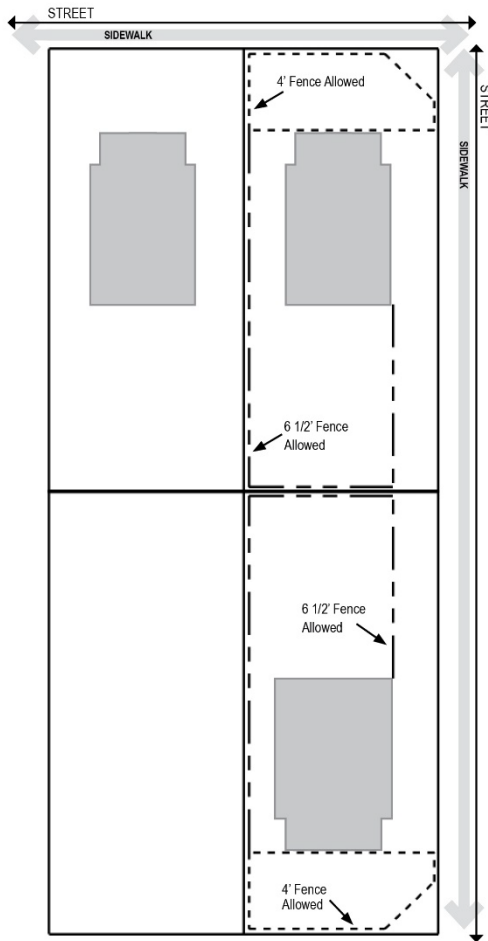
**515-4-11 Fence Standards.**

- A. **Permit Required.** A fence permit is required for any fence, partition, structure, wall, or gate constructed within the required yard.
- B. **Fence Exemptions.** Fences which are ninety (90) percent open (barb wire, chain link, woven wire, and other similar type fences) which are used for containing non-domestic animals within the RL-1, RL-2 and GL Zoning Districts are not subject to the provisions of this Section and do not require a fence permit.
- C. **Fencing Sketch Plan.** An application for a fence permit shall be accompanied by a scaled Sketch Plan providing lot dimensions, the location of existing buildings, structures, and easements on the lot, and the location of the proposed fence. Burden of proof for property line and pin locations shall be the responsibility of the property owner.
- D. **Fence Location.** All fences or walls shall be located entirely within the property of the person or firm constructing the fence unless the owner of the adjoining property agrees, in writing, that such fence may be erected on the common property line of the respective properties.
1. No fence or wall shall be permitted on public rights-of-way.
  2. Traffic visibility requirements set forth in the Base Zoning District shall be met.
  3. No fence or wall shall obstruct natural drainage or extend within a wetland, drainage ditch, stream, or river.
  4. Fences may be constructed within utility and drainage easements with the written permission of the Zoning Administrator.
  5. Wire fences other than chain link are not permitted within five (5) feet of the property line.
  6. All fences shall be located at least four (4) feet from an alley right-of-way.
- E. **Fence Construction and Maintenance.**
1. Every fence shall be constructed in a professional manner and of substantial materials reasonably suitable for the purpose for which it is intended. The materials and design shall be compatible with other structures in the area in which the fence is located and shall not cause blight or a negative impact.
  2. Every fence shall be regularly maintained and shall not become or remain in a condition of disrepair or constitute a nuisance.
  3. All posts or similar supporting devices used in the construction of fences shall face inward toward the property being fenced. That side of the fence considered to be the face shall be oriented toward abutting property or rights-of-way.
  4. Electric and barb wire fences are prohibited in residential districts.
  5. Within non-residential districts, barbed wire may be attached to the tops of fences with the following conditions:
    - a. Fences shall be a minimum of eight (8) feet in height exclusive of the security arm.
    - b. The security arm shall be angled in such a manner that it extends only over the property of the permit holder.
    - c. Wire security fencing shall not be permitted within the required front yard or along a property line abutting a residential use.
  6. Solid walls, including retaining walls in excess of forty-eight (48) inches in height require a building permit.
  7. The good or finished side shall face the neighboring property.
  8. All fences that completely enclose an area shall contain a gate to provide public safety access.

**F. Fence Height.**

**BRAINERD, MN  
Chapter 515 ZONING**

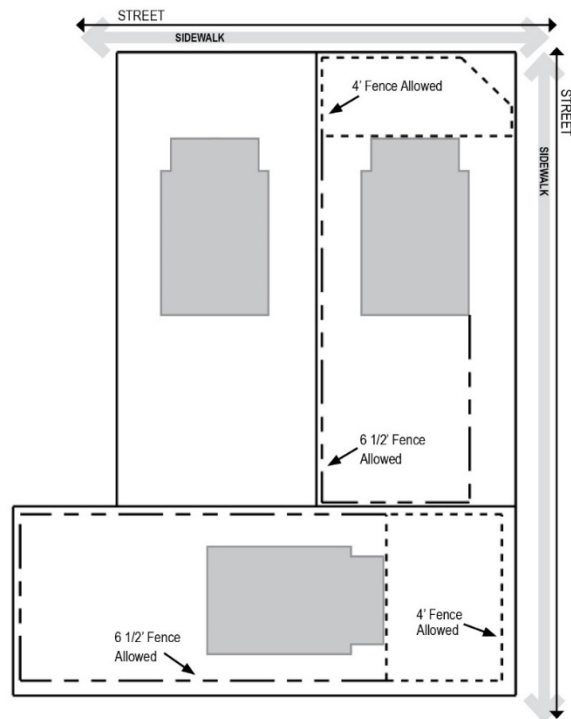
1. Fences may be located in any yard up to a height of four (4) feet.



2. Except as prohibited by Section [D] a fence up to six and one half (6½) feet high may be erected from a line extended from the front façade of the principal building to the side lot lines, and then along the side lot lines and the rear lot line (see Figure 515-4-11.1).

3. Fence height shall be measured from the adjacent ground level to the top of the fence section on the side facing the neighboring property. Fence posts above the fence section and ornamental post features are exempt from the height limits.

**Figure 515-4-11.1 Fence Height Lot Diagrams**



4. Height Exceptions.

- a. Fences for sport courts may be up to 12 feet in height with ten (10) foot setback from any property line, and must be located behind the principal structure
- b. Residential fences up to eight and one half (8½) feet in height are permitted along a property line abutting a commercial, industrial, or semi-public use or non-residential zoning district.
- c. Non-residential fences up to eight and one half (8½) feet in height are permitted. Such fences in a front yard must be ninety (90) percent open.
- d. Fences taller than eight and one half (8½) feet in non-residential districts require a Conditional Use Permit.

**From:** [Gabe Johnson](#)  
**To:** [James Kramvik](#)  
**Cc:** [Nick Broyles](#); [Mike ODay](#)  
**Subject:** Fence Ordinance  
**Date:** Tuesday, May 13, 2025 5:32:15 PM

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James,

Thank you for meeting with me and my constiuent today to discuss their fence predicament.

I am emailing to request you add an item to new business for the council to consider revising our fence rules placed on corner lots, specifically setback requirements.

Please prepare a recap of the specific property on 12th St and a potential path forward for any changes.

Thanks,

Gabe