



PLANNING COMMISSION AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Wednesday, August 20, 2025 @ 6:00 PM

The public is invited to attend these meetings in person
Attend by phone: 1-844-992-4726 Meeting Access Code: 2482 710 7708
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 ___D. Peterson ___J. Powell ___T. Erickson ___ J. Norwood ___
vacant

3. **Pledge of Allegiance**

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

5. **Approval Of Minutes**

A. **Draft Minutes from July 16th, 2025 Meeting**

6. **Public Forum**

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

7. **Unfinished Business**

A. **Review Sign Ordinance**

8. **New Business**

A. **Consider Variance Request for the Placement of a Garden Shed in the Front Yard - 722
Mississippi Dr**

B. **Consider Variance Request to Expand a Non-Conformity (Side Yard Setback) for a Vertical
Addition - 703 7th St N**

9. **Staff Reports**

(Verbal: Any Updates since Packet)

10. **Commission Member Reports**

11. **Adjourn**

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MISSION

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

PLANNING COMMISSION
Wednesday, July 16th, 2025

#1 Call to Order

Due to the lack of a quorum at the start of 6:00 pm, CDD Kramvik made a call for the availability of one additional commission member to attend.

Planning Commission Chair Norwood called the meeting of the Brainerd Planning Commission to order at 6:17 pm in the City Hall Council Chambers.

#2 Roll Call

Noted present were Commissioners Gorham, Grecula, Powell, and Norwood. Noted absent were Commissioners Peterson and Erickson. Also noted as present was Community Development Director Kramvik.

#3 Pledge of Allegiance

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

#4 Approval of Agenda

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

#5 Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND GRECULA, DULY CARRIED, TO APPROVE THE MINUTES FROM THE JUNE 18TH, 2025 REGULAR MEETING AS PRESENTED.

#6 Public Forum

The Chair opened the public forum at 6:18 pm.

No one came forward.

The Chair closed the public forum at 6:19 pm.

#7 New Business

7a. Consider Interim Use Permit Renewal for a Short-Term Rental – 1123 15th Ave NE

Community Development Director Kramvik reviewed the application for the renewal of the short-term rental at 1123 15th Ave NE. He indicated there was an issue with a 90-day rental in which Animal Control was involved with the tenants' dog. That tenant has since been evicted.

The Chair opened the public hearing at 6:22 pm.

The Chair recognized Mike Fish, MN Real Estate Management, who manages this property for Luhman Properties. He sincerely apologized to the neighbors and the Commission for the dreadful actions of this tenant. He stated the property owner agreed to allow a longer-term rental due to a house fire. However, things were not handled well on the tenant's part and have since vacated the property.

The Chair closed the public hearing at 6:27 pm.

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND GRECULA, DULY CARRIED, TO RECOMMEND APPROVAL OF THE INTERIM USE PERMIT FOR THE RENEWAL OF THE SHORT-TERM RENTAL AT 1123 15TH AVE NE WITH THE CONDITIONS PRESENTED.

CDD Kramvik indicated this will be heard at the City Council meeting July 21st, 2025 at 7:30 pm.

7b. Consider Conditional Use Permit to Allow for the Construction of a Fellowship Hall (Worship Center) – 3rd Street PID 41040783

Community Development Director Kramvik explained the My Neighbor to Love Coalition was approached by Lakes Area Christian Fellowship about the possibility to construct a fellowship hall on site PID 41040783. Currently, there are no facilities in the area to hold services, and the church would be purchasing the property from MNTL.

Commissioner Gorham stated he was under the impression that the MNTL properties would be for used to construct dense housing.

The Chair opened the public hearing at 6:32 pm.

The Chair recognized Kris Kulju, 16051 Miles Circle, Brainerd, who is representing Lakes Area Christian Fellowship. He stated this area of the community does not have easy access to religious services, and this would be a great fit.

The Chair recognized Vicky Kinney, Lakeshore, on behalf of My Neighbor To Love Coalition. She indicated the Coalition's original plan did include a community center and health club. This use would fall into the entire development plan of Creekside Community – there are still plans for additional housing on the other parcels if grant funding can be obtained.

The Chair closed the public hearing at 6:36 pm.

MOVED AND SECONDED BY COMMISSIONERS GRECULA AND POWELL TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT TO ALLOW FOR THE CONSTRUCTION OF A FELLOWSHIP HALL AT 3RD STREET NW PID 41040783

Members Grecula, Powell, and Norwood voted "aye." Member Gorham voted "nay." The Chair declared the motion passed.

CDD Kramvik indicated this will be heard at the City Council meeting August 4th, 2025 at 7:30 pm.

7c. Consider Variance Request to Allow for a 6' Fence to be Installed in the Front Yard – 14721 Riverside Dr

Community Development Director Kramvik stated the applicant would like to install a fence along Riverside Drive in his front yard at 6' tall to alleviate traffic noise. He said it would also provide a level of privacy since this is a highly traveled street.

The Chair opened the public hearing at 6:43 pm.

No one came forward.

The Chair closed the public hearing at 6:44 pm.

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND GRECUA, DULY CARRIED, TO RECOMMEND APPROVAL OF THE VARIANCE REQUEST TO CONSTRUCT A 6' FENCE IN THE FRONT YARD AT 14721 RIVERSIDE DRIVE WITH THE CONDITION THAT THE APPLICANT WORK WITH THE CWC HIGHWAY DEPARTMENT PRIOR TO INSTALLATION.

CDD Kramvik indicated this will be heard at the City Council meeting August 4th, 2025 at 7:30 pm.

7d. Consider Conditional Use Permit for a Fire Hall Addition and Variance Request for Impervious Surface and Bluff Setbacks – 23 Laurel St Brainerd Fire Department

Community Development Director Kramvik explained the Brainerd Fire Department has proposed expanding the fire hall to meet emergency services in Brainerd and surrounding communities. This property is in the Town center (TC) District and is adjacent to the Mississippi River and is primarily in the shoreland zone.

The Chair opened the public hearing at 6:49 pm.

The Chair recognized Mary Koep, 123 Laurel St., who indicated she has concerns about debris going to the river, and if the MPCA has been notified. She has concerns about construction noise after daytime hours.

CDD Kramvik indicated the MPCA will be notified when a building permit application is submitted so regulations are followed.

The Chair recognized Tim Holmes, Brainerd Fire Chief, who gave a brief explanation of the desired improvements to the fire hall.

The Chair closed the public hearing at 7:03 pm.

MOVED AND SECONDED BY COMMISSIONERS POWELL AND GRECUA, DULY CARRIED, TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT AND VARIANCE REQUEST FOR 23 LAUREL STREET AS PRESENTED.

#8 Unfinished Business

8a. Consider Proposed Ordinance to Amend Section 515-3 Allowed Uses; Appendix A Table of Uses

Community Development Director Kramvik reviewed some of the changes to the regulations in the table. These changes will allow commercial properties more flexibility for future projects.

The Chair opened the public hearing at 7:06 pm.

No one came forward.

The Chair closed the public hearing at 7:07 pm.

MOVED AND SECONDED BY COMMISSIONERS POWELL AND GORHAM, DULY CARRIED, TO RECOMMEND APPROVAL OF THE PROPOSED ORDINANCE AMENDING SECTION 515-3 APPENDIX A TABLE OF USES OF THE ZONING CODE AS PRESENTED.

8b. Review Proposed Sign Ordinance

Community Development Director Kramvik discussed some of the adjustments and changes being proposed in 515-3-38 Signs. The Commission would like to consider some amendments to what is being proposed regarding the lighting standards on signs before making a decision to proceed with an ordinance.

#9 Staff Reports

Community Development Director Kramvik made the following updates:

- City Council approved an ordinance to expand code enforcement to throughfares and parks area neighborhood

#10 Commission Member Reports

Commissioner Norwood said everyone should attend at least one of the Lakes Area Music Festival events taking place in the area within the next few weeks, as they are phenomenal.

#11 Adjournment

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND GRECULA, DULY CARRIED, TO ADJORN AT 7:34 PM.

James Norwood, Planning Commission Chair

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: August 20th, 2025

RE: Sign Ordinance Memo

INTRODUCTION

Staff have received complaints about signage aesthetics in our major corridors and downtown. Signage is an important aspect of the overall characteristics of a commercial area and sub-standard signage can detract from the appearance and create negative perceptions to visitors. All signs are regulated by Section 515-3-37 of the Zoning Code. The purpose of the ordinance is to maintain, enhance, and improve the aesthetic environment of the City by preventing visual clutter that is harmful to the appearance of the community. The ordinance regulates size and location but does not regulate material. Banner signs made of canvas or vinyl have increased in Brainerd and the aesthetics have become an issue. Signs should serve to communicate for the business but should be held to a standard as they also play an important role in attracting visitors and new businesses to an area.

The EDA made a motion to recommend the Planning Commission review Sign Standards specifically for the Commercial Corridor, Town Center, and Main Street Zoning Districts. Staff also included some additional items for consideration.

Note: The EDA is considering using available funds to help businesses improve their signage with a possible 50% matching grant. Prior to offering the grant, the EDA would like the City to consider signage design standards

PROPOSED CHANGES

Staff recommend the following changes from the last meeting:

- 1) Remove the requirement that only two signs can be placed on the façade of the building and the requirement that signs display the primary name of the business only.
- 2) Add three dimensional signs to approved window signage.
- 3) Add the provision that every sign shall be constructed in a professional manner and shall not cause blight or a negative impact.
- 4) Removing all additional lighting requirements from this proposed ordinance, adding this topic to the itinerary to discuss at a later time.

SIGN ILLUMINATION

Existing Language:

Illuminated signs shall be shielded to prevent lights from being directed at oncoming traffic in such brilliance that it impairs the vision of the driver and may not interfere with or obscure traffic signs or signals. Lighting may not illuminate any adjacent properties, buildings, or streets.

Additional Research:

The Planning Commission directed staff to research potential lighting standards for outdoor signage. Staff have included potential language in this memo for the Commission to consider. Some municipalities include specific lighting thresholds; however, staff do not recommend including these standards in the Code as lighting thresholds are difficult to measure and will make approvals difficult for new signage.

After consulting with a sign company, staff does not recommend adding a lighting temperature requirement for signs as sign lighting is measured in nits. Staff could not find another municipality that regulates color temperature for signs. The company did mention that some municipalities regulate digital billboards. In addition, Dark Sky’s recommendations primarily focus on reducing light coming from electronic message centers (EMCs) or “digital billboards”. The following table is provided by Dark Skies for various lighting zones:

Lighting Zone	Nighttime Maximum Luminance (cd/m ²)
LZ0	0
LZ1	20
LZ2	40
LZ3	80
LZ4	160

Table note: Lighting zones (LZ) are described [here](#).

Note: 1 cd/m² = 1 nit

Staff do not recommend creating lighting districts at this time. However, the commission could consider the following language:

Signs using an LED (light emitting diode) light source shall not exceed a luminance level of five hundred (500) candela per square meter (nits) between sunset and sunrise and shall not exceed a luminance level of five thousand (5,000) candela per square meter between sunrise and sunset.

Potential Lighting Requirements

- 1) All outdoor sign lighting that is ON both day and night shall be controlled with a dimmer that provides the ability to automatically reduce sign lighting power by a minimum of 65 percent during nighttime hours. Signs that are illuminated at night and for more than 1 hour during daylight hours shall be considered ON both day and night.
- 2) The intensity of sign lighting shall not exceed that necessary to illuminate and make legible a sign from the closest adjacent public right of way.
- 3) Neon lights, strings or lines of LED lighting, other electrically activated gas tubing or similar lighting placed around the perimeter of a sign is prohibited. Neon tubing may only be allowed to illuminate or outline wording, copy, or logos within a sign face.
- 4) EMCs shall be switched off completely after 2300 h (11:00 p.m.) or 30 minutes after the close of business for on-premises signs, whichever is later, and shall remain off until one hour before sunrise. EMC applications for traffic and safety information shall be exempt from curfew.
- 5) All signs with illumination shall be equipped with a mechanism that automatically adjusts the brightness to ambient lighting conditions (e.g., dusk) to ensure that the sign's intensity does not exceed 0.3 foot-candle above ambient light levels as measured from one hundred feet (100') from the sign's face. (Not recommended)

STAFF RECOMMENDATION

- 1) Direct staff to make any changes.
- 2) Direct staff to hold a public hearing at the next Planning Commission meeting.

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515-3-38 Signs

A. **Findings, Purpose, and Intent.** It is not the purpose or intent of this Sign Ordinance to regulate the message displayed on any sign, nor is it the purpose or intent of this Ordinance to regulate any building design or any display not defined as a sign, or any sign which cannot be viewed from outside a building. The purpose and intent of this Ordinance is to:

1. The City Council hereby finds as follows:
 - a. Signs provide an important medium through which individuals may convey a variety of messages.
 - b. Exterior signs have a substantial impact on the character and quality of the environment.
 - c. Signs can create traffic hazards, aesthetic concerns, and detriments to property values, thereby threatening the public health, safety, and welfare.
 - d. As defined by Section [515-6] of this Ordinance, a sign is any letter, word or symbol, poster, picture, statuary, reading matter or representation in the nature of advertisement, announcement, message or visual communication, whether painted, posted, printed, affixed or constructed, including all associated brackets, braces, supports, wires and structures, which is displayed for informational or communicative purposes.
 - e. The City's zoning regulations have included the regulation of signs in an effort to provide adequate means of expression and to promote the economic viability of the business community, while protecting the City and its citizens from a proliferation of signs of type, size, location and character that would adversely impact upon the aesthetics of the community and threaten the health, safety and welfare of the community. The regulation of the physical characteristics of signs within the City has had a positive impact on traffic safety and the appearance of the community.
2. The purpose and intent of this Ordinance is to:
 - a. Regulate the number, location, size, type, illumination, and other physical characteristics of signs within the City in order to promote the public health, safety, and welfare.
 - b. Maintain, enhance, and improve the aesthetic environment of the City by preventing visual clutter that is harmful to the appearance of the community.
 - c. Improve the visual appearance of the City while providing for effective means of communication, consistent with constitutional guarantees and the City's goals of public safety and aesthetics.
 - d. Provide for fair and consistent enforcement of the sign regulations set for herein under the zoning authority of the City.

B. **Effect.** A sign may be erected, mounted, displayed, or maintained in the City if it is in conformance with the provisions of this Ordinance. The effect of this Ordinance, as more specifically set for herein, is to:

1. Allow a wide variety of sign types in commercial zones, and a more limited variety of signs in other zones, subject to the standards set forth in this Sign Ordinance.
2. Allow certain small, unobtrusive signs incidental to the principal use of a site in all zones when in compliance with the requirements of this Sign Ordinance.
3. Prohibit signs whose location, size, type, illumination, or other physical characteristics negatively affect the environment and where the communication can be accomplished by means of having a lesser impact on the environment and the public health, safety, and welfare.
4. Provide for the enforcement of the provisions of this Sign Ordinance.

C. **Severability.** If any section, subsection, sentence, clause, or phrase of this Sign Ordinance is for any reason held to be invalid, such invalidity shall not affect the validity or enforceability of the remaining portions of this sign Ordinance. The City Council hereby declares that it would have adopted the sign Ordinance in each section,

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subsection, sentence, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

D. Permit Required. No sign shall be erected, altered, improved, reconstructed, maintained, or moved in the City without first securing a Sign Permit from the City:

1. The content of the message or speech displayed on the building and/or sign shall not be reviewed or considered in determining whether to approve or deny a Sign Permit.
2. Application for an Administrative Permit shall be filed by the property owner or designated agent with the City on forms to be provided by the City.
3. Application for a Permit shall contain the following information unless waived by the City:
 - a. Names and addresses of the applicant owners of the sign and lot.
 - b. Address at which any signs are to be erected.
 - c. Lot, block, and addition at which the signs are to be erected and the street on which they are to front.
 - d. Type and size of sign (e.g., wall sign, pylon sign, monument sign).
 - e. A Sketch Plan to scale showing the location of lot lines, building structures, parking areas, existing and proposed signs, and any other physical features.
 - f. Inventory of existing on-site signage (size, height, location).
 - g. Plans, location and specifications and method of construction and attachment to the buildings or placement method of the ground.
 - h. Copy of stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction in the amount required by this and all other laws and Ordinances of the City.
 - i. Written consent of the owner or lessee of any site on which the sign is to be erected.
 - j. Any Electrical Permit and/or Building Permit required and issued for the sign.
 - k. A detailed description of any electronic or electrical components that are proposed to be added to the sign.
 - l. Other information to demonstrate compliance with this and all other Ordinances of the City.
4. The Sign Permit application shall be accompanied by a fee. Fees for the review and processing of Sign Permit applications shall be imposed in accordance with the fee schedule established by City Ordinance.
5. The City shall notify the applicant, in writing, of an incomplete application within fifteen (15) days of the date of submission.
6. The City shall review the application and related materials and shall determine whether the proposal is in compliance with all applicable evaluation criteria, Ordinances and applicable performance standards set forth in this Ordinance within sixty (60) days of submission of a complete application pursuant to MN State Statutes Section 15.99. If the work that is authorized under a permit has not been completed within sixty (60) days after the date of issuance, the permit shall be null and void.
7. All signs, including electric wiring, supporting structure, guy wires or chains, shall be properly maintained and kept in safe condition. A sign or sign structure which is deteriorated, unsafe, defaced or otherwise altered shall be repaired, repainted, or replaced by the permit holder or property owner on which the sign is located.

E. Permit Not Required. The following signs shall not require a permit and are allowed in addition to those signs allowed by Section [J] of this Subsection. These exemptions however shall not be construed as relieving the owner of the sign from the responsibility of its erection and maintenance and its compliance with the provisions of this Ordinance or any other law or Ordinance regulating the same.

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1. The changing of the display surface on an existing sign.
2. Signs, subject to the following:
 - a. Signs shall only be located on private property with the permission of the property owner.
 - b. Signs shall be placed no less than fifteen (15) feet from the back of the curb and shall not be within the sight visibility triangle or located within the Right-of-Way.
 - c. Ground mounted signs shall not exceed six (6) square feet in area and shall not exceed three (3) feet in height.
 - d. No more than two (2) ground mounted signs and two (2) flags are allowed per property.
 - i. Additional signs of any size are permitted beginning forty-six (46) days before the State primary in a State general election year until ten (10) days following the State general election, and ninety-one (91) days prior to any special election until ten (10) days following the special election.
 - e. Signs shall not be illuminated.
3. One (1) temporary off-premises sign on private property six (6) square feet or less in size, not to exceed three (3) feet. Temporary signs shall be allowed for a period of seven (7) days.
4. Signs located within the public right-of-way are regulated by Chapter [VIII] of the City Code.
5. Official signs.

F. Prohibited Signs. The following signs are prohibited:

1. Any sign, signal, marking or device which purports to be or is an imitation of or resembles any official traffic control device or railroad sign or signal, or emergency vehicle signs, or which attempts to direct the movement of traffic, or which hides from view or interferes with the effectiveness of any official traffic-control device or any railroad sign or signal.
2. All signs over three hundred (300) square feet in area.
3. All off-premises signs greater than six (6) square feet in area.
4. Changeable copy signs, except as specifically allowed by Subsection [J].
5. Content classified as "obscene" as defined by Minnesota State Statutes Section [617.241].
6. Flashing or rotating signs.
7. Signs painted, attached or in any other manner affixed to trees or similar natural surfaces, or attached to utility poles, bridges, towers, or similar public structures.

G. Violations. Any person who violates, disobeys, omits, neglects, or refuses to comply with, or resists the enforcement of any of the provisions of this Ordinance shall, upon conviction thereof, be guilty of a petty misdemeanor. Persons violating this Section may be fined in addition to other penalties for Ordinance violations allowed by this Ordinance. Any sign violation of this Section may be subject to immediate removal by the City, at the expense of the owner, without notice to the property owner or owner of the sign if different than the property owner. Each day that the violation continues is a separate offense.

1. This Ordinance shall be administered and enforced by the Zoning Administrator. The Zoning Administrator may institute in the name of the City any appropriate actions or proceedings against a violator.
2. Inspection. All signs for which a permit is required shall be subject to inspection by the Zoning Administrator.
3. The City reserves the right to require the removal at the owner's expense of any sign when the requirements of this Section are not completely followed and adhered to, or if a sign is not properly maintained or falls into a state of disrepair. The City shall not have any obligation or liability to replace any sign when removed by the City.

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H. **Substitution.** The owner of any sign which is otherwise allowed by this sign Ordinance may substitute non-commercial copy in lieu of any other commercial or non-commercial copy. Conversion back to commercial copy is permitted as allowed in each Zoning District. This substitution of copy may be made without any additional approval or permitting. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over non-commercial speech or favoring of any particular non-commercial message over any other non-commercial message. This provision prevails over any more specific provision to the contrary.

I. **General Regulations.**

1. All freestanding and monument signs shall be set back three (3) feet from any property line and outside of the site visibility triangle. No portion of the sign shall extend into the public right-of-way or an easement.
2. Wall signs may extend no more than 24 inches from the building façade and may encroach into the public right-of-way where there is a zero-building setback.
3. The installation of electrical signs shall be subject to the State Electrical Code. Electrical service to a freestanding sign shall be underground.
4. No sign shall be attached or be allowed to hang from any building until all necessary wall attachments have been approved by the City Building Official.
5. No signs, guys, stays or attachments shall be erected, placed, or maintained on trees nor interfere with any electric light, power, telephone or telegraph wires or the supports thereof.
6. Illuminated signs shall be shielded to prevent lights from being directed at oncoming traffic in such brilliance that it impairs the vision of the driver and may not interfere with or obscure traffic signs or signals. Lighting may not illuminate any adjacent properties, buildings, or streets.

a. _____

~~6.7.~~ Portable signs which are designed to be transported, including by trailer or on its own wheels, even though the wheels of such sign may be removed are permitted within GC, CC, ME, and GI Zoning Districts subject to the following:

- a. A Sign Permit is issued for the sign that shall require a non-refundable fee as set by Ordinance, together with a bond or cash deposit is issued for the sign.
- b. In the event the sign is not removed within two (2) business days of the permit expiration date, the bond or cash deposit shall be forfeited as a penalty.
- c. Permits shall be for periods not to exceed 60 consecutive days of each 90-calendar day period for one premises, or a total of 120 days in a calendar year.
- d. One (1) temporary sign is allowed on the premises at one time.

~~e.~~ Temporary signs permitted by Subsection [D] of this Ordinance shall be exempt from the requirements of this Section.

~~8.~~ Banner signs are prohibited in all zoning districts except on a temporary basis. One banner sign per building wall shall be permitted in the TN-2, CC, GC, TC, MS, ME, and GI Zoning Districts for a period of 60 days per calendar year.

~~e.a.~~ Banner signs will be part of the allowable sign area percentage and shall not exceed the maximum area percentage specified for each zoning district.

~~7.9.~~ No sign or sign structure shall be erected or maintained that prevents free ingress or egress from any door, window, or fire escape. No sign or sign structure shall be attached to a standpipe or fire escape.

~~8.10.~~ A freestanding sign or sign structure constructed so that the faces are not back-to-back, shall not have an angle separating the faces exceeding twenty degrees (20°) unless the total area of both sides added together does not exceed the maximum allowable sign area for that District.

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~~9.11.~~ The area within the frame of a sign shall be used to calculate the square footage except that the width of a frame exceeding twelve (12) inches shall constitute sign face, and if such letters or graphics be mounted directly on a wall or fascia or in such way as to be without a frame the dimensions for calculating the square footage shall be the area extending six (6) inches beyond the periphery formed around such letters or graphics in a plane figure bounded by straight lines connecting the outermost points thereof. Each surface utilized to display a message or to attract attention shall be measured as a separate sign and shall be calculated in the overall square footage. Symbols, flags, pictures, wording, figures, or other forms of graphics painted on walls, awnings, free-standing structures, suspended by balloons, or kites or on persons, animals, or vehicles are considered a sign and are included in calculating the overall square footage.

~~10.12.~~ The top of a wall sign, including its superstructure, if any, shall be no higher than the top of the roof of the building to which such sign may be attached.

~~11.13.~~ Projecting signs may be allowed in commercial districts provided that:

- a. There is a minimum of eight (8) feet of clearance under the base of the sign to the ground below.
- b. The sign does not project more than five (5) feet beyond the wall to which it is mounted, may not project over any vehicular drive aisle or traveled portion of a public or private street and may not project over a public right-of-way except within the CC, TC, and MS Zoning Districts.
- c. The area of the projecting sign is not more than fifty (50) percent of the maximum area allowed for an individual wall sign in the respective zoning district in Subsection [J.9 and J.10] of this Subsection.

~~12.14.~~ Roof signs shall be allowed in commercial and industrial districts provided that:

- a. The height of the sign shall not exceed the height of the roof.
- b. The sign design shall be consistent with the building character and integrated into the building architecture.

15. Signs are not allowed to encroach into or over MnDOT right-of-way *without MnDOT approval.*

16. Any sign that is found to be unreadable, unsafe, unsecured, abandoned, unlawful or in disrepair shall be repaired or removed by the property owner or lessee within 60 days.

17. All signs or sign messages shall be removed by the owner or lessee of the premises upon which a sign is located when the business it advertises is no longer conducted therein.

13.18. A real estate sign is limited to up to nine square feet in residential districts and up to 32 square feet in commercial districts. A real estate sign must be removed within ten days after sale or rental of property.

J. **District Regulations.** In addition to the signs allowed by this Subsection, the following signs shall be allowed within the specific Base Zoning Districts:

1. Non-residential uses within the RL, GL, CN and TN Base Zoning Districts.
 - a. Except for the uses specified in Appendix A: Table of Uses, one (1) sign shall be allowed per parcel provided that:
 - i. The total area of the sign shall not exceed thirty-two (32) square feet.
 - ii. A freestanding sign shall be limited to a maximum height of six (6) feet.
2. Signs shall be allowed for a subdivision or multiple family development of five (5) or more lots or dwelling units provided that:
 - a. One (1) sign shall be allowed at each street entrance. Entrances less than one hundred (100) feet apart are not permitted individual entrance signs.
 - b. The area of each sign shall not exceed twenty-four (24) square feet.
 - c. Freestanding signs shall be limited to a maximum height of six (6) feet.

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- d. Illumination of the sign shall be as regulated in [I.6.] of this Subsection.
 - e. For sign(s) requiring regular long-term maintenance, the sign(s) shall be located on common space of sufficient size and area to accommodate said structure. The property owner or association shall be responsible for maintenance of the sign.
 - f. One (1) wall sign up to sixteen (16) square feet is permitted for each multifamily development.
 - g. The area around the sign shall be landscaped in such a manner to accent and enhance the sign while remaining sensitive to the natural features of the site. Detailed site and landscape plans shall be included with each sign permit application and shall be subject approval by the Zoning Administrator.
 - h. The design and construction of area identification signs shall be done with the highest commercial quality materials and workmanship to keep maintenance and upkeep costs to a minimum and to minimize the potential for vandalism. Area identification signs are to be aesthetically pleasing when designed and constructed. The sign shall be compatible with nearby structures in the area. Detailed construction plans and a materials list shall be included with each Sign Permit application and shall be subject approval by the Zoning Administrator.
3. Additional signs shall be allowed upon approval of a Final Plat for a subdivision having not less than five (5) lots provided that:
- a. One (1) sign shall be allowed per project or subdivision or one (1) sign for each frontage to a public street, whichever is greater.
 - b. The area of the sign shall not exceed thirty-two (32) square feet.
 - c. Freestanding signs shall be limited to a maximum height of eight (8) feet.
 - d. The sign shall not be displayed for a period to exceed twenty-four (24) months from the date a permit is issued for the sign or until building permits have been issued for eighty-five (85) percent of the lots or dwelling units within the subdivision, whichever is less restrictive.
4. Government buildings and structures, public, quasi-public or private recreation buildings, public parks and recreation areas, public and private educational institutions limited to accredited elementary, middle, senior high schools, or colleges and universities, and places of worship shall be allowed the following signs:
- a. Not more than two (2) wall signs shall be permitted on the front wall. The combined total area of such sign or signs shall not exceed the lesser of fifteen (15) percent of the area of the front face (including doors and windows).
 - b. For each principal building on a lot, there shall not be more than one (1) freestanding monument sign except on a corner lot where two signs, one facing each street, shall be permitted. No such signs shall exceed one hundred (100) square feet in area. Monument signs may not exceed twelve (12) feet in height. The monument sign may include a changeable copy sign as part of the allowable sign area.
5. The changeable copy sign may be a wall, freestanding, or monument sign. The changeable copy sign area shall be counted as part of the total sign area allowed within the Base Zoning District.
6. No more than one (1) changeable copy sign per parcel.
7. A dimmer switch shall be installed which limits illumination brilliance of the sign during nighttime hours to no more than five hundred (500) lumens. Nighttime hours shall be considered to be from dusk to dawn.
8. Minimum height of the sign shall be eight (8) feet as measured from grade to the bottom of the sign.
- a. Temporary signage is subject to the provisions of Subsection [D and I] of this Ordinance.
9. Within the TN-2 District the following additional regulations shall apply:
- a. All residential use regulations in accordance with Appendix A: Table of Uses.

BRAINERD, MN
Chapter 515 ZONING

- i. Each parcel shall be allowed one (1) wall sign up to two (2) square feet in area and one (1) freestanding sign up to 12 square feet in area.
 - ii. The height of a freestanding sign shall not exceed six (6) feet.
10. Within the [CC, GC, MS, TC, ME, GI] Districts the following additional regulations shall apply:
 - a. The total area of building signs displayed on a parcel shall not exceed 15 percent of the building façade on which the sign is to be located fronting not more than two (2) public streets.
 - b. A 100 square foot sign up to 25 feet tall is permitted for a parcel with street frontage of 100 feet or less.
 - i. In GI, CC, and GC Zoning Districts, one (1) square foot of sign area may be added to the permitted 100 square foot sign area for each one (1) foot of street frontage over 100 feet. A sign up to 300 square feet is permitted.
 - ii. Parcels in the GI, CC, and GC Zoning Districts with more than 300 feet of street frontage may have one (1) additional sign for each additional 300 feet of street frontage. Signs shall be located at least 300 feet apart.
 - c. Sign area for parcels permitted more than one (1) sign is equal to the total feet of street frontage. If more than one (1) sign is used, the total sign area allowed shall be distributed between permitted signs.
 - d. Each sign shall be 300 feet apart and each sign may not exceed 300 square feet in area.
 - e. Signs shall be located on the street frontage for which its sign area is determined.
11. Wall, Canopy and Marquee Signs. Wall, canopy, or marquee signs may occupy up to fifteen (15) percent of a building façade fronting a public street or alley. ~~Up to an additional 16 square feet may be used for awning signs.~~
 - a. Materials. Sign materials shall be consistent or compatible with the original construction materials and architectural style of the building facade on which they are to be displayed. Every sign shall be constructed in a professional manner and shall not cause blight or a negative impact.
 - b. Position. Wall, projecting or overhanging signs shall be positioned so as to create an integral design feature of the building to complement and enhance the building's architectural features. Signs shall not obscure or destroy architectural details such as stone arches, glass transom panels or decorative brickwork.
 - ~~11.c.~~ Window Signs. Window signs shall not be counted towards the allowable wall signage area but shall consist of vinyl material, paint, or be three dimensional.
 - d. Design Elements. In addition to the signs allowed without a permit pursuant to this Section, signs must be a three-dimensional wall sign, awning or canopy sign, or a projecting sign.
 - i. Three-dimensional wall signs include raised lettering, framing, ect...
12. Awning or Canopy Signs. Letters may be painted or otherwise affixed to any permissible awning or canopy as follows:
 - a. One sign per canopy fascia fronting onto a public street.
 - b. Be within the physical dimensions of the awnings or canopy fascia.
13. Accessory signs to gas sales in conjunction with automobile service stations or convenience stores are permitted provided that:
 - a. Gasoline and Price Sign. One (1) sign (single or double faced) per frontage on a public street, suitable for apprising persons of the total sign price per gallon. The area of such price sign shall not exceed 16 square feet on either side. Each such sign shall be affixed to the standard of a ground sign or light fixture and shall state the total price. No sign posting an incomplete price or less than the total sales price is permitted.

BRAINERD, MN
Chapter 515 ZONING

- b. Signs denoting operating instructions associated with self-service gas facilities including gas pump, air supply and car washes are exempt from the maximum sign area standards of this Subsection.

14. Changeable Copy Signage.

- a. The changeable copy sign may be a wall, freestanding, or monument sign. The changeable copy sign area shall be counted as part of the total sign area allowed within a respective Zoning District.
 - b. No more than one (1) changeable copy sign per parcel.
 - c. A dimmer switch shall be installed which limits illumination brilliance of the sign during nighttime hours to no more than five hundred (500) lumens. Nighttime hours shall be considered to be from dusk to dawn.
 - d. Minimum height of the sign shall be eight (8) feet as measured from grade to the bottom of the sign.
15. In addition to the freestanding sign allowed by this Subsection, convenience food uses with drive through facilities may display additional signs, provided that:

~~a. Not more than one (1) sign is allowed.~~

~~b.a.~~ The sign shall be single sided with an area not to exceed fifty (50) square feet.

~~e.b.~~ The height of the sign shall not exceed six (68) feet including its base or pole measured from grade to the top of the structure.

~~d.c.~~ The sign shall not encroach into any principal building setback and shall be located directly adjacent to the drive through aisle and oriented in such a manner so that the sign provides information to the drive through patrons only and does not impair site visibility or obstruct circulation.

16. Multiple Occupancy Commercial and Industrial Buildings including Business/Commercial Centers:

- a. Except as provided for in this Subsection, individual tenants of a multiple occupancy building within a commercial or industrial zoning district may display separate wall, canopy, or marquee signs when a tenant's business has an exclusive exterior entrance subject to the following requirements:
 - i. The number of wall signs shall be limited to one (1) per tenant space, except one (1) sign per exterior wall may be displayed for the tenant of a corner suite or a suite that extends through a building this having two (2) exterior walls facing a public right-of-way.
 - ii. The total area of all wall signs shall not exceed fifteen (15) percent of the tenant bay.
 - iii. Signs shall be located on the exterior wall of the tenant space to which the Sign Permit is issued but are not required to face a public street.
- b. In addition to wall and free-standing signs, canopy and marquee signs are allowed provided that:
 - i. Occupy up to an additional sixteen (16) square feet on a building façade fronting a public street or alley.
 - ii. Letters are painted or otherwise affixed to any permissible awning or canopy as follows:
 - a. One (1) sign per canopy fascia fronting onto a street.
 - b. Be within the physical dimensions of the awnings or canopy fascia.
- c. Business/Commercial Centers may erect one (1) free standing sign per street frontage, not to exceed two (2) freestanding signs per site (single or double faced).
- d. Changeable copy signs are allowed in accordance with this Subsection.

K. Non-Conforming Signs. A nonconforming sign lawfully existing upon the effective date of this Section shall be regulated in accordance with this Section.

MEMO



TO: Planning Commission
FROM: James Kramvik, Community Development Director
DATE: August 20th, 2025
RE: Variance Request for an Accessory Structure in Front Yard - 722 Mississippi Dr.

REQUEST

PUBLIC HEARING. Variance for a garden shed in the front yard.

Allan and Nancy Albertson have submitted a variance request for the construction of a 12' x 18' garden shed in the front yard. This property is located in a Garden Living (GL) Zoning District and is a riparian lot located along the Mississippi River. Detached accessory structures are required to be placed behind the principal structure in the GL District.

CONTEXT

Parcel Number(s): 41020669

Property Area: 1.015 Acres

Adjacent Uses: North: Mississippi River
East: Single Family Home
South: Vacant Privately Owned Property
West: Vacant Privately Owned Property

Adjacent Zoning: North: Mississippi River
East: GL (Garden Living) Zoning District
South: RL-1 (Rural Living 1) Zoning District
West: RL-1 (Rural Living 1) Zoning District

AERIAL MAP



FINDINGS OF FACT

1. 722 Mississippi Drive, Brainerd, MN 56401 is in a GL (Garden Living) Zoning District.
 - a. [Section 515-2-5](#) states that accessory structures in the Garden Living Zoning District must be located behind the principal structure.
 - i. *The applicant is proposing an approximate 200 SQFT (interior measurement) garden shed in the front yard off Mississippi Drive.*
 - ii. *The proposed outside dimensions of the garden shed are 12' x 18'.*
 - iii. *The proposed location is 50' from the front property line and 15' from the side property line which is consistent with the primary structure setback requirements in the GL District.*
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 GL District is intended for areas where Urban Services are available, and lots and parcels are served by public water, sewer, stormwater, streets, and other public infrastructure. Lands zoned GL are predominantly developed with single-family detached buildings and supporting accessory uses.
 1. *The property owners are in the process of constructing a new single-family home.*

2. According to Section 515-2-5, the total allowable accessory building SF is 1,500 SF or 5% of the total property, whichever is greater.
 - a. *The property is 44,222 SQFT and is allowed a total of 2,211 SQFT of accessory structure footprint.*
 - b. *The attached garage is approximately 990 SQFT.*
 - c. *The total square feet of all approved accessory structures and proposed accessory structures is 1,190 SQFT which is less than the maximum allowed.*
 - d. *The proposed accessory structure materials and elevations will match the new home under construction and will consist of LP smart board siding and asphalt shingles.*
 - b. *When variances are consistent with the Comprehensive Plan*
 - i. *HOUSING GOAL 1: Provide a diverse mix of housing choices for all stages of life, income ranges, and ownership/rental preferences.*
 1. *Expand home ownership and rental opportunities through rehabilitation and new construction.*
 - a. *The property is currently under construction and will be a new single family home in Brainerd. The garden shed will support the ongoing maintenance of the new home.*
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. *According to [Section 530.09](#) of the City Code structures are required to be placed 150 feet from the ordinary high water line of the Mississippi River.*
 - ii. *The principal structure is located 150' from the Mississippi River which is consistent with most riparian lot construction projects.*
 1. *The location of the house and the Mississippi River do not allow for the placement of the accessory structure in the rear yard.*
 - 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 will be consistent with the primary structure.*
 - ii. *The property located closest to the proposed accessory structure is vacant and wooded.*
 - iii. *Other properties along this section of the Mississippi River do not have rear yard accessory structures as depicted on the Crow Wing County GIS Map.*
 - iv. *It is typical for riparian lots in Brainerd to have accessory structures in the front yard and was allowed in the previous Zoning Code.*
 - 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 location of the Mississippi River and shoreland requirements.*

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 no additional conditions.

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

STAFF RECOMMENDATION

The Community Development Department recommends approval of this Variance request for the construction and placement of a garden shed at 722 Mississippi Drive as presented by the applicant.



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

PROPERTY ADDRESS: 722 Mississippi Drive Brainerd, Mn 5640

LEGAL DESCRIPTION: Lot(s): 8 Block: 1 Addition: Buffalo Hills First Addition (attach description if lengthy)

Except the south 33 feet of said lot 8, Crow Wing County, Mn

Property Owner Name: Allan + Nancy Albertson

Street Address: 30128 Co Rd 3 City: Merrifield State: Mn Zip Code 56465

Phone Number: 218-831-5916 Fax: 218-838-0955 E-mail: Nancy.T.Albertson@gmail.com

Applicant Name: (If different than Property Owner)

Street Address: City: State: Zip Code:

Phone Number: Fax: E-mail:

Description of Request: Placement of Garden shed under 200 square feet inside. Exterior dimensions 12'x18'. Placement south west corner of building envelope. 15' side yard set back and 50' street set back. Foundation concrete, construction 2x4 walls and rafters 2' OC. Roof Asphalt color match the house. Siding LP Smart Board color match the house. Soffit match the house.

Allan Albertson Nancy Albertson Property Owner Signature

7-16-2025 Date

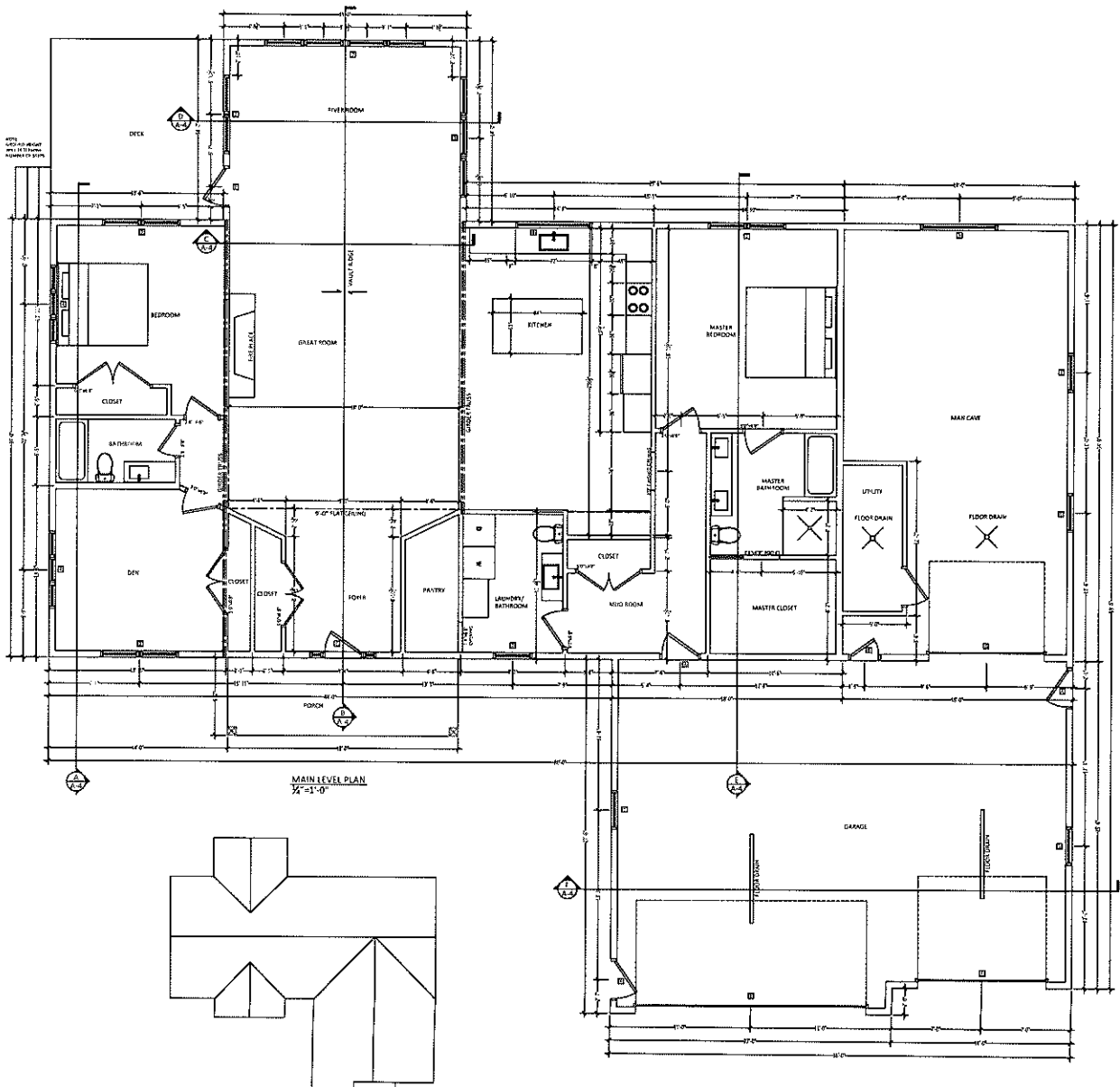
Allan Albertson Nancy Albertson (Please print name)

Allan Albertson Nancy Albertson Applicant Signature

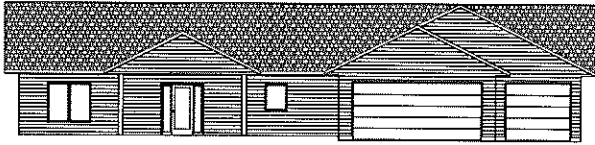
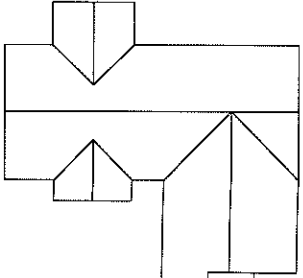
7-16-2025 Date

Allan Albertson Nancy Albertson (Please print name)

(OVER)



MAIN LEVEL PLAN
1/4"=1'-0"



ALBERTSON RESIDENCE
MISSISSIPPI ROAD,
BRainerd, MN 56401

WINDOW SCHEDULE					
MARK	R.O. SIZE		COUNT	MATERIAL	NOTES
	WIDTH	HEIGHT			
(1)	36"	44"	5	ALUM.	
(2)	36"	64"	4	ALUM.	
(3)	36"	64"	1	ALUM.	
(4)	33"	23"	2	ALUM.	
(5)	32"	42"	1	ALUM.	
(6)	33"	45"	1	ALUM.	
(7)	34"	64"	1	ALUM.	

EXTERIOR DOOR SCHEDULE					
MARK	R.O. SIZE		COUNT	MATERIAL	NOTES
	WIDTH	HEIGHT			
(A)	36"	80"	3	STEEL	
(B)	36"	80"	1	STEEL	
(C)	36"	80"	1	STEEL	
(D)	36"	80"	1	STEEL	
(E)	36"	80"	1	STEEL	
(F)	36"	80"	1	STEEL	

WILD BUCK STUDIO



	NAME	DATE
DESIGNED	ALLEN	1/1/24
DRAWN	LUKE	9/17/24
CHECKED		
STANDARD		
APPROVED		

SCALE: 1/4"=1'-0"
TITLE: MAIN LEVEL PLAN

DRAWING NO. A-1

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Allan and Nancy Albertson have submitted a variance request for 722 Mississippi Drive, Brainerd, MN 56401. This property is located in the GL (Garden Living) Zoning District and is a riparian lot located along the Mississippi River. The purpose of this request is to construct a 12 x 18-foot garden shed in the front yard. Detached accessory structures are required to be placed behind the principal structure in the GL District.

The property included in this application is described as:

PID 41020669

BUFFALO HILLS FIRST ADDITION LOT 8 BLOCK 1 EXC S 33 FT OF SD LOT 8 TOG/W ESMNT

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, August 20th, 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 4th day of August, 2025



James Kramvik
Community Development Director

Publication Date: August 9th, 2025

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: August 20th, 2025

RE: Variance Request to Expand on a Non-Conformity of a Side Yard Setback
703 7th St N

REQUEST

PUBLIC HEARING. Variance to expand on a non-conformity

Courtney & Joseph Douglass have submitted a variance request to expand on a non-conformity to allow for the construction of a vertical addition to their house. The foundation of the home is currently 4'10" from the fence line. The TN-1 District requires a 5' minimum side yard setback.

CONTEXT

Parcel Number(s): 41240727

Property Area: 7,500 square feet

Adjacent Uses: North: Single Family Rental
East: Single Family Home
South: Single Family Home
West: Single Family Home

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

AERIAL MAP



FINDINGS OF FACT

1. 703 7th St N, Brainerd, MN 56401 is in a TN-1 (Traditional Neighborhood 1) Zoning District.
 - a. [Section 515-2-8](#) states that the side yard setback minimum is 5'.
 - i. *The property pins are not located.*
 - ii. *The foundation of the house is located 4'10" from the fence line separating this property from the northern property.*
 - iii. *Without property pins, staff cannot determine if the property meets the TN-1 setback requirements but can reasonably assume the home is located on the property due to the existing fence line.*
 - iv. *Staff are requiring the applicant to apply for a variance to construct a vertical addition on the home as this is considered an expansion of a non-conformity. The scope of work proposed by the applicant removes the existing roof structure and installs new bonus room trusses to create a new bedroom, bathroom, and stairway area.*
2. [Section 515-5-4B](#) 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 TN-1 District is intended to provide for a compact, pedestrian-orientated mix of residential uses. This District reinforces the existing pattern of small, connected lots, blocks and street and supports future development or redevelopment that is consistent with this pattern.
 1. *The building addition will not change the foundation or footprint of the home, and the exterior will add aesthetic features to the facade.*

2. *This is a single-family home, and single-family homes are permitted in the TN-1 District. The purpose of the district is to provide for compact, pedestrian-orientated mix of residential uses.*
 - b. When variances are consistent with the Comprehensive Plan
 - i. HOUSING GOAL 1: Provide a diverse mix of housing choices for all stages of life, income ranges, and ownership/rental preferences.
 1. Complement Brainerd's entry-level and affordable housing options by encouraging other move-up and mid to upper-end, market-rate housing options.
 - a. *The proposed addition repurposes a historic home and adds additional living space.*
 - b. *If approved, the addition adds significant value to the home.*
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. *The home is historic and was constructed prior to current setback requirements.*
 - ii. *The property owner is not proposing to expand horizontally but rather vertically, which does not change the overall setback of the home.*
 - b. The variance, if granted, will not alter the essential character of the locality.
 - i. *The proposed materials and design are consistent with surrounding structures and will not negatively impact the historic characteristics of the home and neighborhood.*
 - ii. *The alternative siding pattern on the gable ends will add another design element to the façade.*
 - 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. *There are no economic considerations with the variance request.*
 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 no additional conditions.

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 to expand a non-conforming side yard setback to allow for the construction of a vertical addition to the home as proposed.



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

PROPERTY ADDRESS: 703 7th St. N

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

Property Owner Name: Joe Douglass

Street Address: 703 7th St. N City: Brainerd State: MN Zip Code 56401

Phone Number: (651) 785-7503 Fax: _____ E-mail: Mr. Joe Douglass@gmail.com

Applicant Name: (If different than Property Owner) _____

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

Phone Number: _____ Fax: _____ E-mail: _____

Description of Request: Remodel addr ; finished living space.
Expansion on non-conforming set back.
Fence line located 4ft 10 inches from foundation

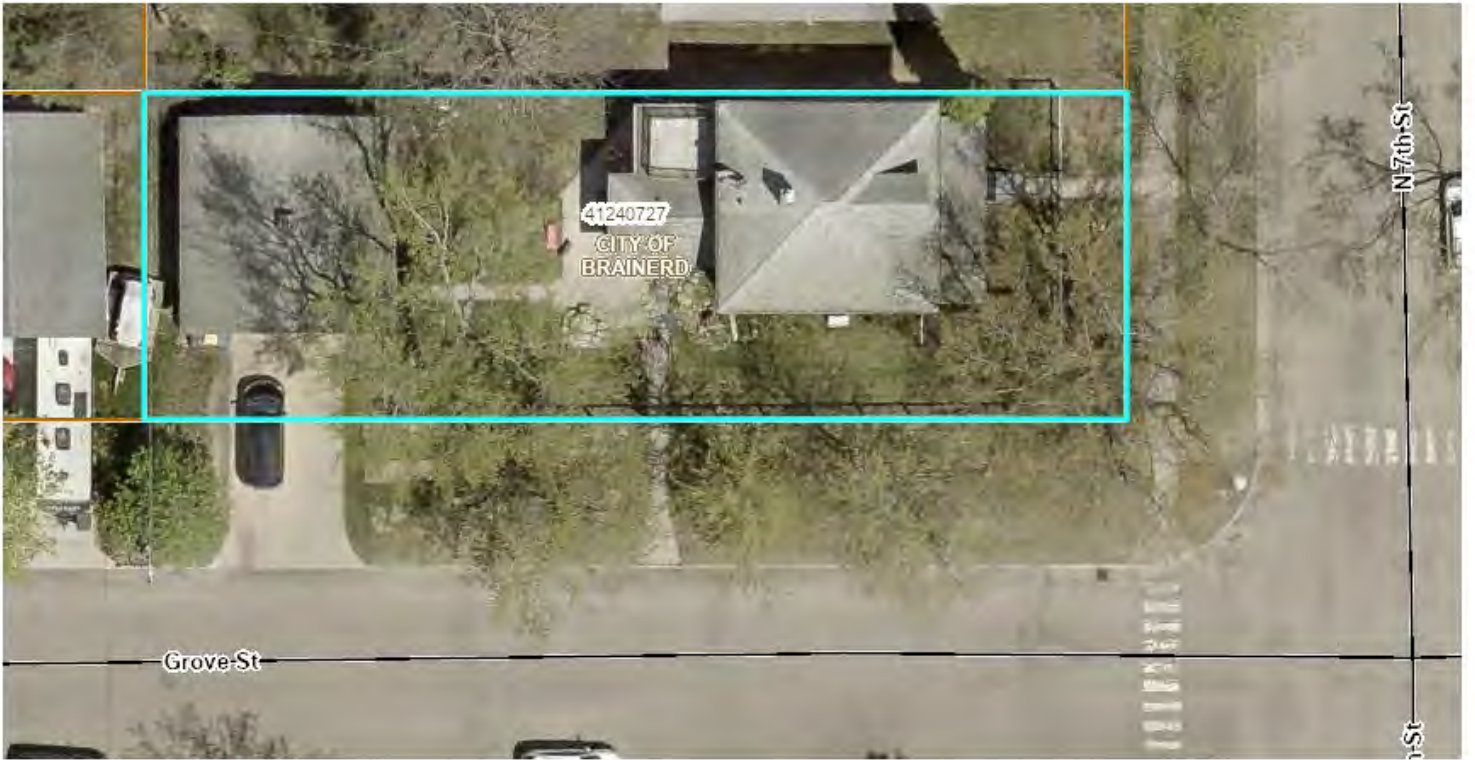
[Signature]
Property Owner Signature
Joe Douglass
(Please print name)

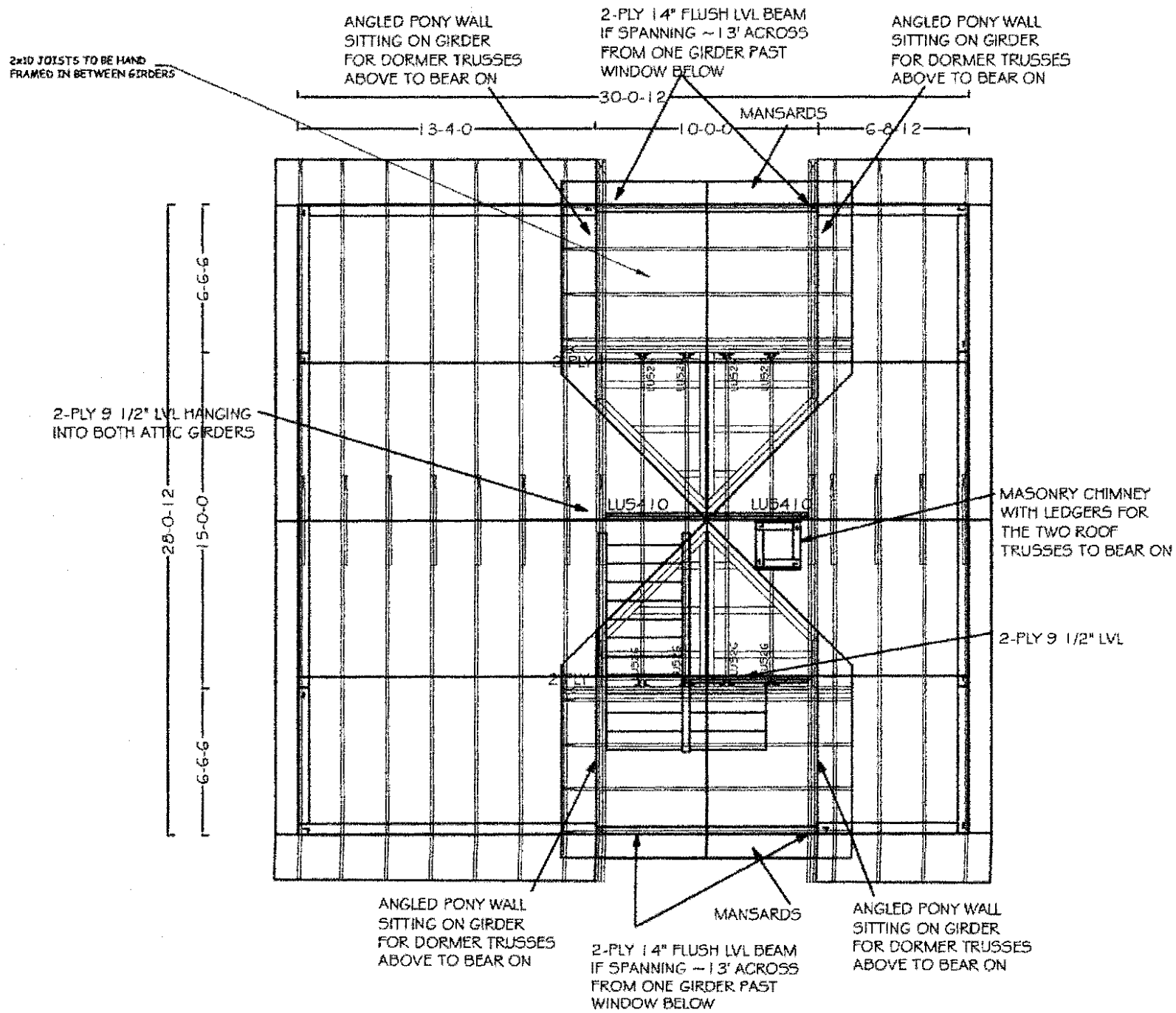
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Date

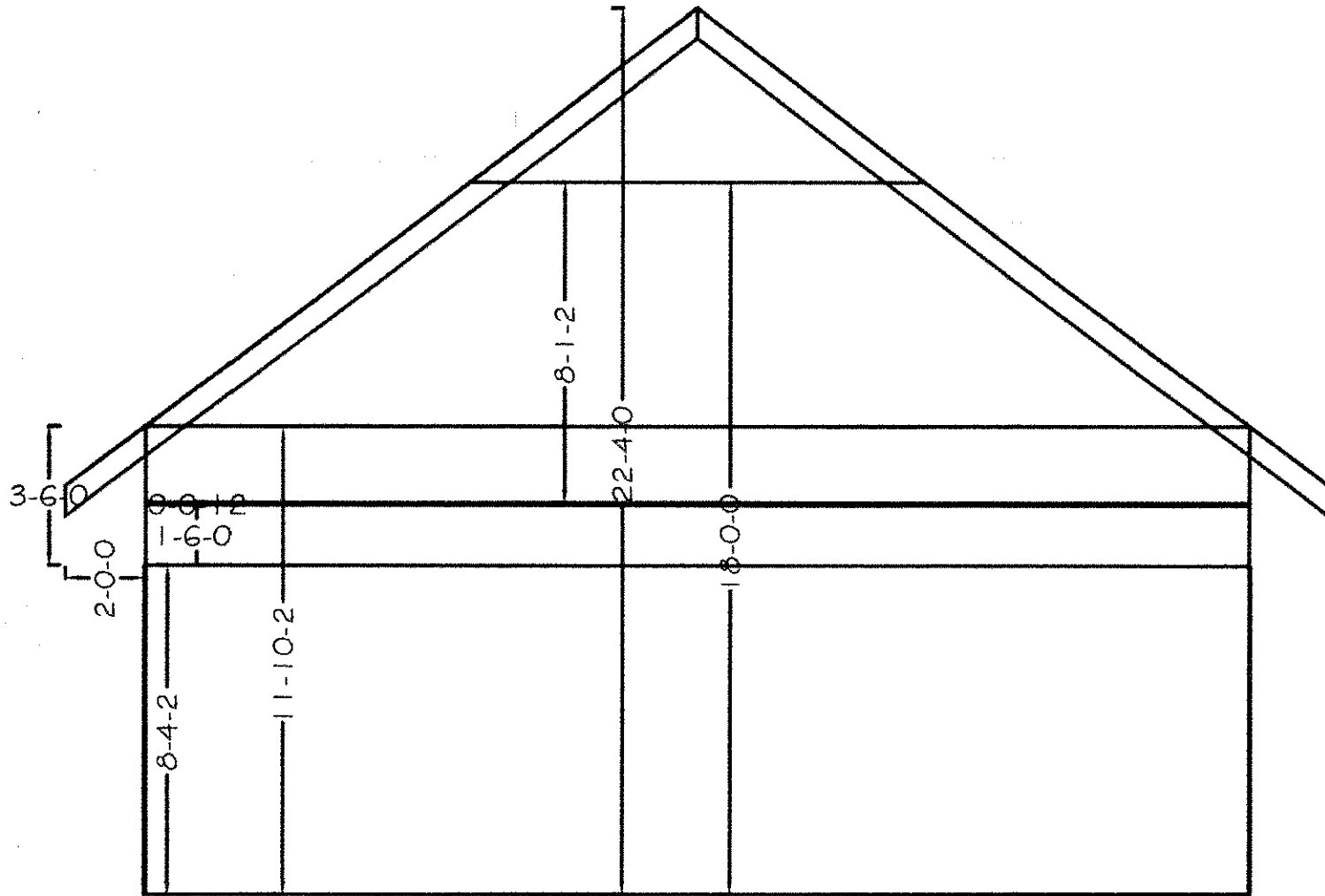
Applicant Signature

Date

(Please print name)







JOE & COURTNEY DOUGLASS REMODEL

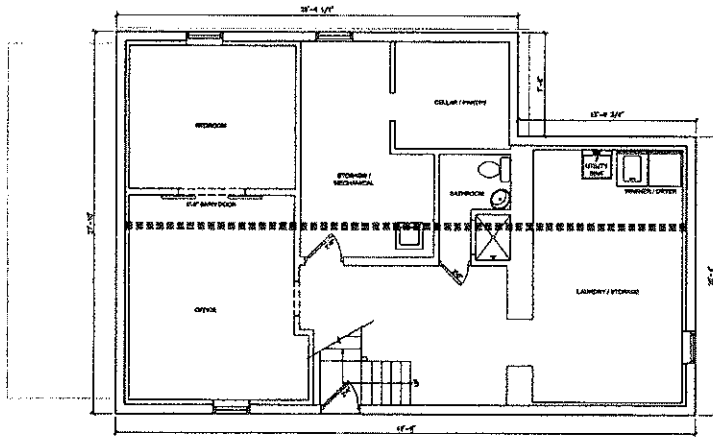
703 NORTH 7TH STREET
BRainerd, MN

4-1-25

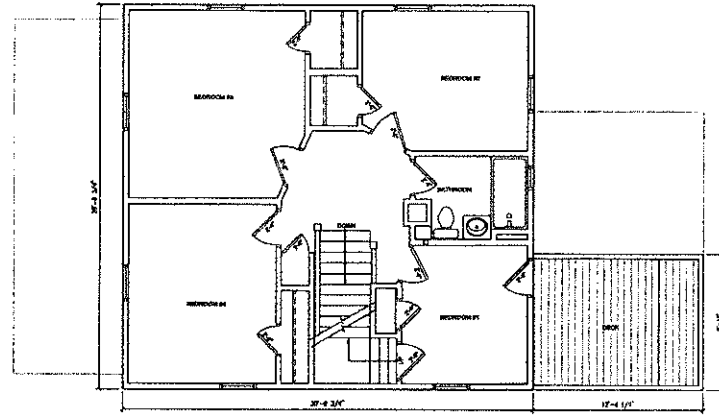
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION AND CONTRACT DOCUMENTS WERE PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

TRAVIS MILLER DATE: LIC. # 45743

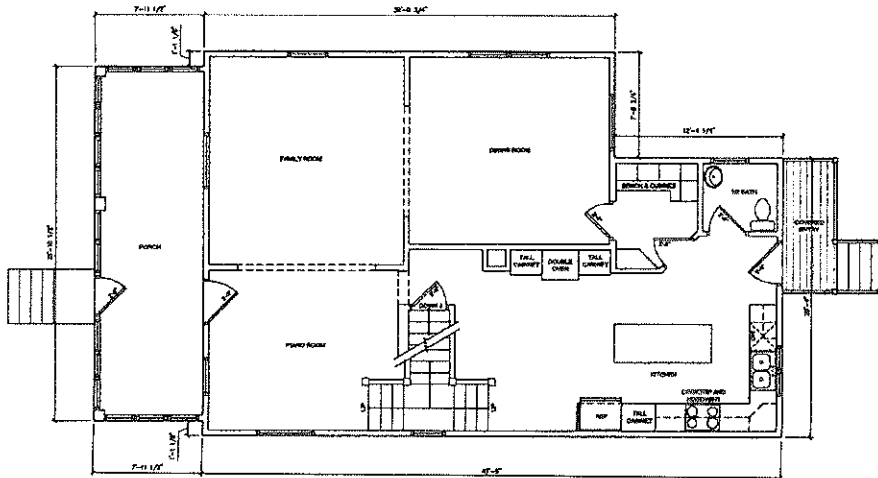
JOE & COURTNEY DOUGLASS
REMODEL
703 NORTH 7TH STREET
BRainerd, MN



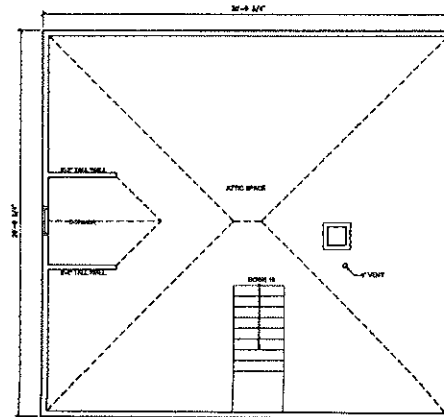
1 EXISTING BASEMENT FLOOR PLAN
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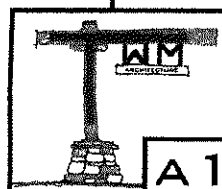
3 EXISTING SECOND FLOOR PLAN
1/4" = 1'-0" ON 24 X 36 PAPER



2 EXISTING FIRST FLOOR PLAN
1/4" = 1'-0" ON 24 X 36 PAPER



4 EXISTING ATTIC FLOOR PLAN
1/4" = 1'-0" ON 24 X 36 PAPER



A1

© TMM ARCHITECTURE COPYRIGHT 2025

4-1-25

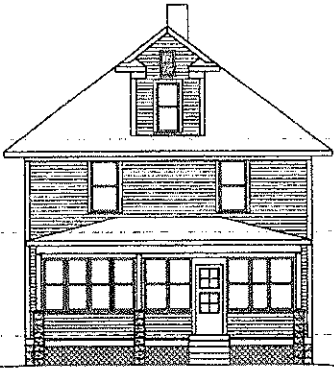
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

TRAVIS MILLER DATE: LIC. # 45743

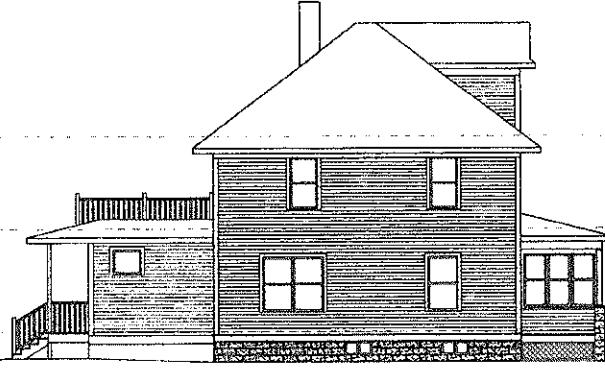
JOE & COURTNEY DOUGLASS

REMODEL

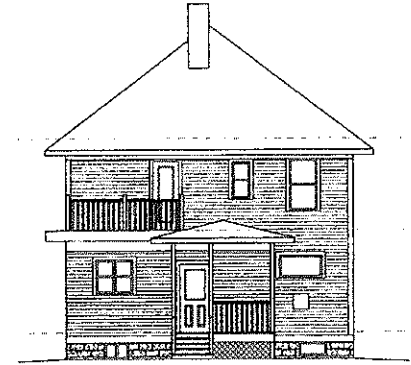
703 NORTH 7TH STREET
BRainerd, MN



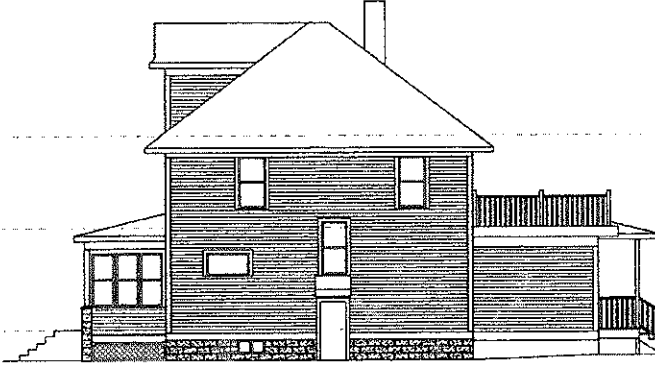
1 EXISTING EAST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



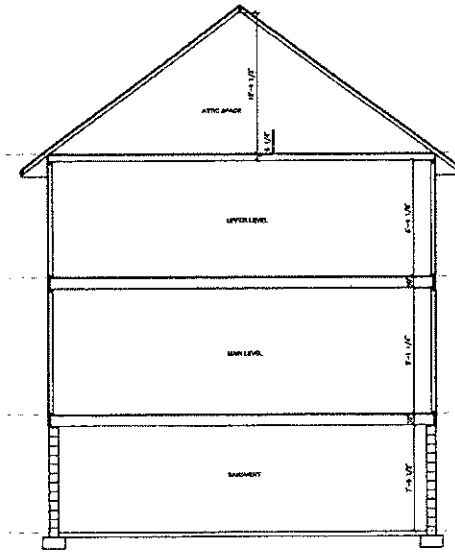
2 EXISTING SOUTH ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



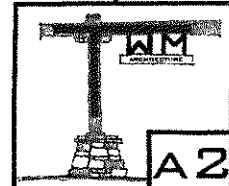
3 EXISTING WEST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



4 EXISTING NORTH SIDE ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



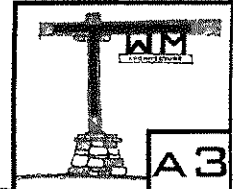
5 EXISTING BUILDING SECTION
1/4" = 1'-0" ON 24 X 36 PAPER



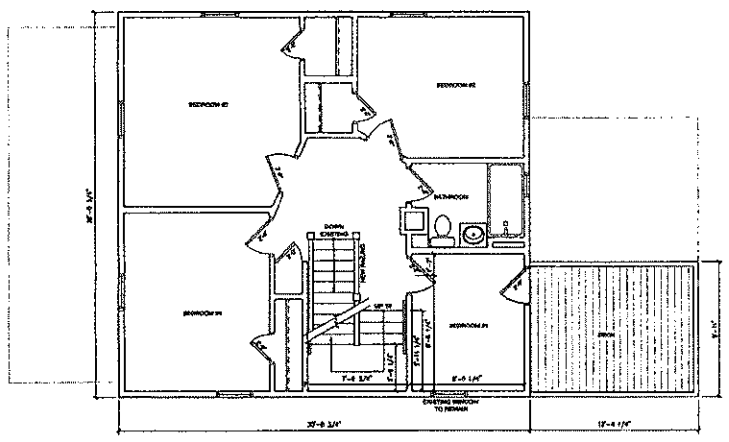
© 2014 ARCHITECTURE COPYRIGHT 2025

WEARBY CERTIFY THAT THIS IS AN ORIGINAL SPECIFICATION, DIRECT SUPERVISION AND THAT I AM A FULLY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

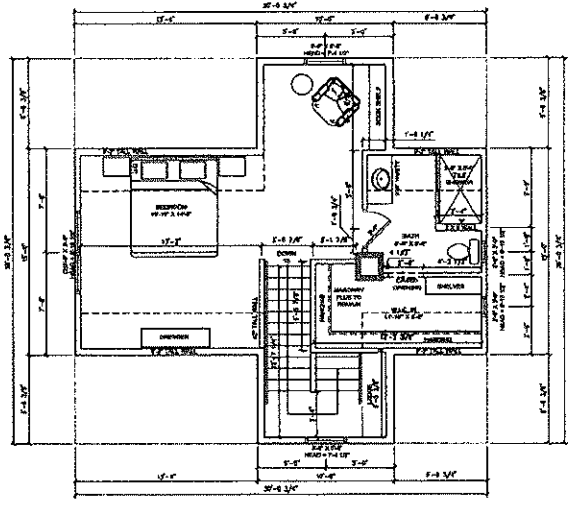
JOE & COURTNEY DOUGLASS
REMODEL
703 NORTH 7TH STREET
BRANDED, MN



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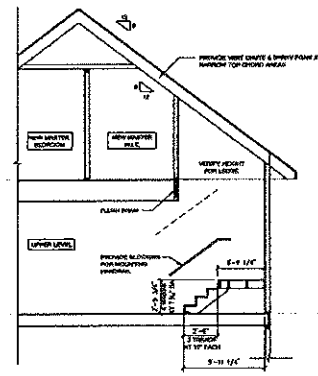


NOTES:
1. PER DISCUSSED TO SURVEY OR BOUNDARY OR ELEVATION AND TO EXISTING OR EXISTING WALLS
2. VERIFY CONDITIONS & LAYOUTS FROM EXISTING
3. VERIFY EXISTING DIMENSIONS (LOCATIONS & DISTANCES) SHALL BE CORRECT. ALL EXISTING WALLS, WINDOWS AND PARTITIONS SHALL TO BE PROVIDED WITH SOUND ATTENTION TO PRESERVE
4. VERIFY ALL EXISTING DIMENSIONS

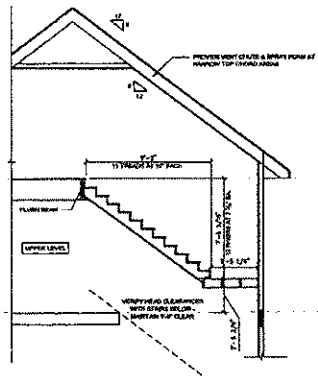


1 PROPOSED SECOND FLOOR PLAN
1/4" = 1'-0" ON 24 X 36 PAPER

2 PROPOSED ATTIC FLOOR PLAN
1/4" = 1'-0" ON 24 X 36 PAPER



3 STAIR SECTION
1/4" = 1'-0" ON 24 X 36 PAPER



4 STAIR SECTION
1/4" = 1'-0" ON 24 X 36 PAPER

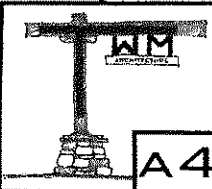
4-1-23

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, AND CONTRACT DOCUMENTS WERE PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

TRAVIS MILLER DATE: LIC. # 45743

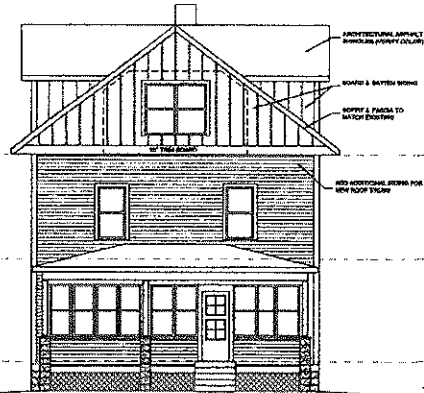
JOE & COURTNEY DOUGLASS
REMODEL

703 NORTH 7TH STREET
BRainerd, MN

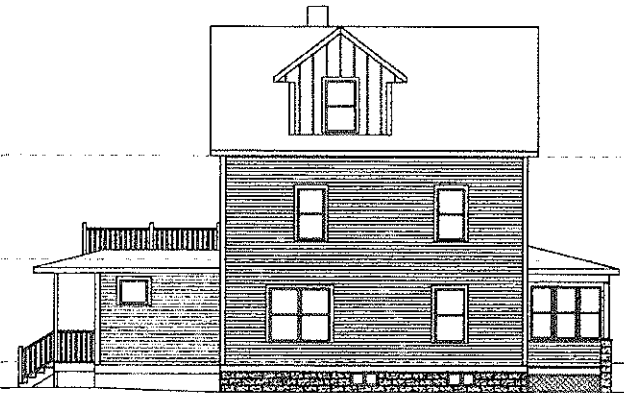


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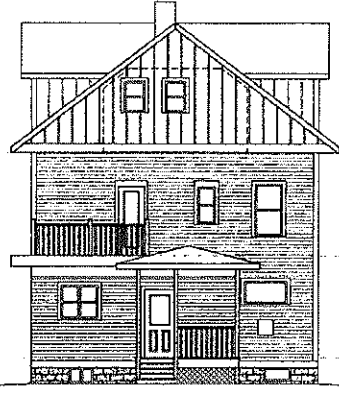
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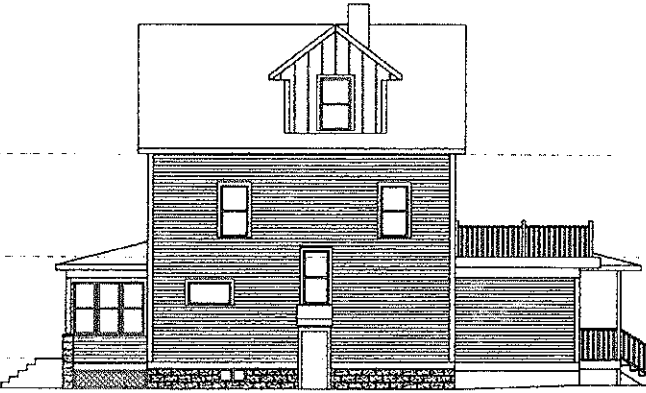
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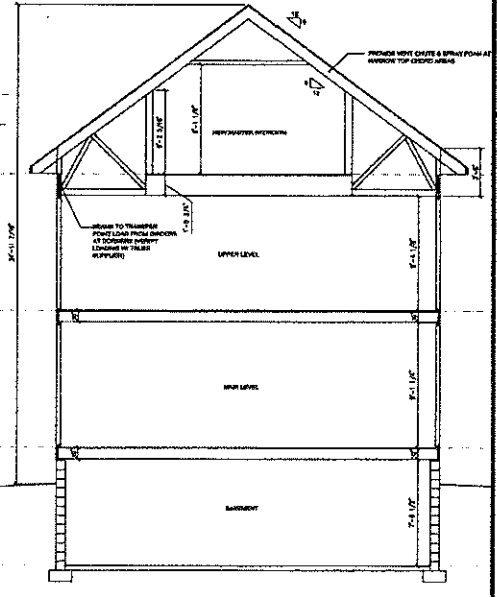
2 PROPOSED SOUTH ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



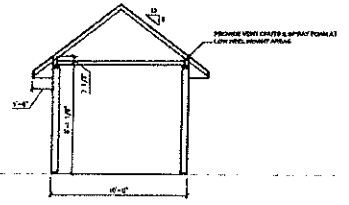
3 PROPOSED WEST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



4 PROPOSED NORTH SIDE ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



5 PROPOSED BUILDING SECTION
1/4" = 1'-0" ON 24 X 36 PAPER



6 PROPOSED DORMER SECTION
1/4" = 1'-0" ON 24 X 36 PAPER

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Courtney & Joseph Douglass have submitted a variance request for 703 7th St N., Brainerd, MN 56401. This property is located in the TN-1 (Traditional Neighborhood 1) Zoning District. The purpose of this request is to expand on a non-conformity for the construction of a vertical addition to their house. The foundation of the home is currently 4'10" from the fence line. The TN-1 District requires a 5' minimum side yard setback.

The property included in this application is described as:

*PID 41240727
TOWN OF BRAINERD FIRST ADDITION TO BRAINERD LOTS 1 AND 2 BLOCK 196*

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, August 20th, 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 5th day of August, 2025



James Kramvik
Community Development Director

Publication Date: August 9th, 2025