



PLANNING COMMISSION AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Wednesday, November 19, 2025 @ 6:00 PM

The public is invited to attend these meetings in person
Attend by Phone: 844-992-4726 Meeting Access Code: 2485 144 5946

Per MN Statute 13D.02 Subd. 1 Planning Commission Members may participate by interactive technology.

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 ___M. Duval ___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 October 15th, 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. **Consider a Final Plat, a Planned Unit Development (PUD) and a Rezoning for a Proposed 190-unit Apartment Complex for Parcel ID's 41020691 and 41020682 on HWY 371 S**

B. **Consider RFP for Comprehensive Plan Update**

8. **New Business**

A. **Consider Rezoning, Future Land Use Map Amendment and a Conditional Use Permit from CN-2 (Contemporary Neighborhood 2) to GC (General Commercial) to Allow for an Animal Clinic on Parcel 41290683 (NE Corner of Oak Street and 28th St E)**

B. **Consider Interim Use Permit Renewal for a Short-Term Rental - 1005 S. 6th St**

- C. **Consider Interim Use Permit for a Short-Term Rental - 712 6th St N**
- D. **Consider Interim Use Permit for a Short-Term Rental - 9995 Island Drive**
- 9. **Staff Reports**
(Verbal: Any Updates since Packet)
- 10. **Commission Member Reports**
- 11. **Adjourn**

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

MISSION

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

PLANNING COMMISSION
Wednesday, October 15th, 2025

#1 Call to Order

Planning Commission Chair Norwood called the meeting of the Brainerd Planning Commission to order at 6:02 pm in the City Hall Council Chambers.

#2 Roll Call

Noted present were Commissioners Grecula, Duval, Erickson, and Norwood. Noted absent were Commissioners Gorham, Powell and Peterson. 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 DUVAL, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

#5 Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND ERICKSON, DULY CARRIED, TO APPROVE THE MINUTES FROM THE SEPTEMBER 17TH, 2025 REGULAR MEETING AS PRESENTED.

#6 Public Forum

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

No one came forward.

The Chair closed the public forum at 6:04 pm.

#7 New Business

7a. Discuss Comprehensive Plan Update

Community Development Director Kramvik explained the elements needed to increase the threshold to file a Comprehensive Plan with the EQB chair that are shown in the packet. Staff are recommending approval to go out for an RFP to update the Comprehensive Plan.

Discussion took place.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND GRECULA, DULY CARRIED, TO PROCEED WITH DRAFTING AN RFP TO UPDATE THE COMPREHENSIVE PLAN.

7b. Consider Rezoning, Future Land Use Map Amendment and a Conditional Use Permit from CN-2 (Contemporary Neighborhood 2) to GC (General Commercial) to Allow for an Animal Clinic on Parcels 41290683 and 41290503 (NE Corner of Oak Street and 28th St E) (WITHDRAWN)

#8 Unfinished Business

8a. Review Shoreland Ordinance

Community Development Director Kramvik indicated Commissioner Duval assisted in the review of the ordinance and offered great knowledge to the topics involved.

Commissioners discussed the areas of interest and recommended changes. However, any recommendations need to follow the DNR regulations.

MOVED AND SECONDED BY COMMISSIONER DUVAL TO DIRECT STAFF TO NEGOTIATE WITH THE DNR TO IMPLEMENT THE STANDARD FOR EXTRACTIVE USE OF INTERIM USE PERMITS ACROSS ALL WATER BODY TYPES.

There was no second to the above motion.

MOVED AND SECONDED BY COMMISSIONER DUVAL AND ERICKSON TO ACCEPT STAFFS RECOMMENDATION OF TABLE 515-2-22.3 AND DOES NOT INCLUDE THE PROHIBITION OF FORESTED RIVERS AND TRIBUTARY STREAMS.

Members Duval, Grecula, and Norwood voted "aye". Member Erickson voted "nay". The Chair declared the motion carried.

Member Duval indicated he was surprised the land use item mining of metallic minerals and peat included in the list, as mining in the city limits is probably not a reasonable use. Member Erickson said he would not like to see it restricted as mining may be possible in RL districts. Member Grecula suggested allowing it as an IUP process.

MOVED AND SECONDED BY COMMISSIONER GRECULA AND DUVAL TO RECOMMEND CHANGING MINING OF METALLIC MINERALS AND PEAT FROM A PERMITTED USE TO AN INTERIM USE PERMIT FOR ALL LAKE AND RIVER CLASSIFICATIONS.

Members Duval, Grecula, and Norwood voted "aye". Member Erickson voted "nay". The Chair declared the motion carried.

8b. Review Planning Commission Itinerary

Community Development Director Kramvik gave the Commission an update of the itinerary and asked if any changes are needed.

#9 Staff Reports

Community Development Director Kramvik made the following updates:

- The City Council approved the preliminary plat, and the PUD development stage plan for the Kuepers apartment complex
- The Environmental Assessment Worksheet (EAW) has also been received for the Kuepers apartment complex, and the link is posted on the city website
- Short Elliott Hendrickson (SEH) completed the sewer study for the project and the existing sewer on Crestview will be able to handle the project

#10 Commission Member Reports

None

#11 Adjournment

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND GRECULA, DULY CARRIED, TO ADJORN AT 6:54 PM.

James Norwood, Planning Commission Chair

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: November 19th, 2025

RE: Consider Final Plat, Planned Unit Development (PUD) and a Rezoning for a Proposed 190-unit Apartment Complex for Parcel ID's 41020691 and 41020682 on HWY 371 S

REQUEST

Planned Unit Development - Final Plan and Final Plat

Kuepers Inc has submitted applications for a Planned Unit Development Final Plan and a Final Plat for parcels 41020691 and 41020682 for a proposed 190-unit apartment complex/development. The properties are currently zoned RL-1 (Rural Living 1), and the applicant is requesting a rezoning to a PUD Overlay District with an underlying CN-2 (Contemporary Neighborhood 2) Zoning District which was reviewed at the September 17th Planning Commission meeting.

CONTEXT

Parcel Numbers: 41020691 and 41020682

Zoning District: Rural Living 1 (RL-1) Zoning District – requested change to a PUD Overlay District with an underlying CN-2 Zoning District

Property Area: 49 Acres

Adjacent Uses: North: Townhouses
East: Mn Teen Challenge vacant property
South: Automotive Repair Shop
West: Crow Wing Township

Adjacent Zoning: North: CN-2 (Contemporary Neighborhood 2) District
East: GC (General Commercial) District
South: Crow Wing Township
West: Crow Wing Township property

AERIAL MAP



ENVIRONMENTAL ASSESSMENT WORKSHEET (EAW)

Prior to a final decision by City Council, the Council is required to complete an Environmental Assessment Worksheet (EAW) for the development, as there are over one hundred and fifty (150) proposed units. The Environmental Assessment Worksheet (EAW) is a brief document designed to lay out the basic facts of a project necessary to determine if an environmental impact statement (EIS) is required for the proposed project. In addition to the legal purpose of the EAW in determining the need for an EIS, the EAW also provides permit information, informs the public about the project, and helps identify ways to protect the environment. The EAW is not meant to approve or deny a project but instead act as a source of information to guide other approvals and permitting decisions. Kuepers has hired an engineering firm to complete the EAW.

The EAW was distributed and published in the EQB Monitor. The public comment period ends on December 1st, and the City Council will be holding a public meeting to review the EAW. City Council will make a final determination on the EAW findings at the December 15th meeting. The EAW can be found on the Community Development page of the City's website at the following link:

<https://www.ci.brainerd.mn.us/DocumentCenter/View/7758/Voyageur-Heights-Apts-EAW>

FINDINGS OF FACT - PLANNED UNIT DEVELOPMENT AND (PUD) ZONING OVERLAY

1. According to [Section 515-5-7.B](#), a Planned Unit Development (PUD) may include land uses from a variety of Base Zoning Districts, and may include design flexibility related to density, setbacks, building heights, lot area, lot width, etc. Any mixed-use project that does not comply with the dimensional or use standards may utilize the Planned Unit Development (PUD) Overlay Zoning District. All PUD Overlay Zoning Districts must identify the areas where flexibility from the Base Zoning District standards is established.
2. [Section 515-2-21](#) states the purpose and intent of the Planned Unit Development Overlay District is to provide for the integration and coordination of land parcels as well as the combination of various types of residential, commercial, and industrial uses.
3. **Voyageur Heights - Planned Unit Development (VH-PUD).** The purpose of the VH-PUD is to allow for the development and redevelopment of the property with a mix of uses and dimensional standards. The following standards are established.
 - a. The standards and uses contained within the Contemporary Neighborhood-2 (CN-2) Base Zoning District shall govern the VH-PUD district, with the modifications as noted in Table 515-2-21.3
 - b. Additions to existing structures are permitted provided it meets the CN-2 Zoning District Dimensional Standards of Table 515-2-7.1 and all other requirements in the Zoning Code.
 - c. Development Standards. All approved Final PUD Plans shall govern the development of the property and shall be kept on file with the City Zoning Administrator.

Proposed Table 515-2-21.3 VH-PUD Dimensional and Use Standards - Density, Lot Size, Coverage and Height Standards.

Lot Dimensions		
	Lot Size	None
	Density (minimum)	4+ DU/Acre
	Lot Width	None
Principal Building, Attached Accessory Building, and Detached Accessory Building Standards		
	Front Yard Setback (minimum)	20'
	Rear Yard Setback (minimum)	20'
	Location, detached	Must meet Principal Structure setbacks, may be located in any Yard
	Total Number of Permitted Accessory Buildings	3 per Primary Structure

Coverage and Height Standards		
	Impervious Surface Coverage (maximum)	75%
	Principal structure height (maximum)	45'
Other Standards		
	Driveway	Width at ROW maximum is 36'
	Parking (minimum)	none
	Shrub Planting (minimum)	Four (4) shrubs or perennials shall be planted per first floor dwelling unit
	Landscape Islands (minimum)	One (1) island per thirty (30) continuous rows of internal parking spaces
	Commercial and Industrial Use Design Construction Standards	Facades facing a public street shall not exceed twenty-five (25) percent metal unless allowed upon approval of a Conditional Use Permit. Side and Rear Facades may be one hundred (100) percent metal and may have exposed fasteners.
Uses Permitted		
	Appendix A: Table of Uses, CN-2 District	All permitted, conditional and interim uses
	Multifamily attached dwelling units (5+ units)	P
	Car Wash Accessory to Motor Vehicle Fuel Sales	C
	Commercial/Retail Establishments	C
	Contractor Offices	C
	Motor Vehicle Fuel Sales	C
	Office Businesses	C
	Light Manufacturing	C
	Warehouse, distribution facilities and wholesale business	C

The City may approve the Planned Unit Development (PUD) only if it is found that the development satisfies all of the following standards:

4. The proposed Planned Unit Development (PUD) is in conformance with the Comprehensive Plan for Brainerd. At a minimum, the City must find that:
 - a. The use will not create an excessive burden on existing parks, schools, streets, and other public facilities and utilities, which serve or are proposed to serve the area.
 - i. *According to the EAW's trip generation, the proposed site and Greenwood Street can accommodate the increased traffic from the development*
 - ii. *The development will connect to the City's sewer, water, and electrical system. The City Engineer has no concerns at this time regarding the increased utility usage.*
 - iii. *The additional residential units will positively impact the City and School District.*
 - b. The use is reasonably related to the overall needs of the City and is compatible with the surrounding land use.
 - i. *The City and Crow Wing County as a whole are in need of diverse housing options, which are a part of the Housing Goals and Policies of the Comprehensive Plan.*
 1. HOUSING GOAL 1 Provide a diverse mix of housing choices for all stages of life, income ranges, and ownership/rental preferences.

- a. Policy 2 - Expand home ownership and rental opportunities through rehabilitation and new construction.
 - b. Policy 5 - Ensure an adequate supply of quality and affordable housing units for current and future residents.
- c. The Planned Unit Development (PUD) is an effective and unified treatment of the development possibilities on the project site, and the development plans provide for the preservation of unique natural amenities.
 - i. *The development intends to use the rural setting of the site as an integral element of the development. The wetland to the north will provide as a buffer between this property and the low-medium density Woodland Hills Development.*
- d. The uses proposed will not have an undue and adverse impact on the reasonable enjoyment of neighboring property and will not be detrimental to surrounding uses.
 - i. *This property is surrounded primarily by vacant land and is adjacent to Business 371 and will not have an undue and adverse impact on the reasonable enjoyment of neighboring property and will not be detrimental to surrounding uses.*
 - ii. *Properties along Business 371 in this area are all commercial uses.*
 - iii. *According to the EAW, increased traffic will generate a relatively small corresponding increase in carbon monoxide levels and other vehicle-related air emissions. The Project is expected to have a negligible impact on air quality. Based on traffic impact findings described further in EAW Item 20, the Project is anticipated to have approximately 1,293 total weekday trips, the majority of which will be from residents commuting to and from work.*
 - iv. *Trip generation was estimated using the methodology outlined in the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition (2021). The proposed project is expected to generate about 1,293 vehicle trips per weekday. Within the PM peak hour, the Project is expected to generate 102 trips, consisting of 64 entering vehicles and 38 exiting vehicles (Table 20-1 of the EAW).*
 - 1. *The proposed Project does not meet the threshold of 250-peak hour trips, or 2,500 new daily trips described in MnDOT Access Management Manual Chapter 5.3, and a full Traffic Impact Study is not required for this development.*
- 5. Additionally, the Planned Unit Development (PUD) meets one or more of the following development criteria according to Section 515-5-7.C.2
 - a. A minimum of two (2) or more principal structures is proposed.
 - i. *The applicant is proposing the construction of five (5) multi-unit buildings with separate garages.*
 - b. The tract is at least two (2) acres in size.
 - i. *Lot 1 Block 1 is 8.48 acres*
 - ii. *Lot 1 Block 2 is 6.13 acres*
 - c. The Planned Unit Development (PUD) can be planned and developed to harmonize with any existing or proposed development in the areas surrounding the project site.

- i. *Natural buffers will be maintained between existing developments and the site.*
 - ii. *The surrounding developments are comprised of residential properties, a senior living facility, a recovery facility, and commercial properties along Business 371.*
- d. Each phase of the proposed development is of sufficient size, composition, and arrangement so that its construction, marketing, and operation are feasible as a complete unit, and that provision for and construction of dwelling units and common open space are balanced and coordinated. In addition, the total development is designed in such a manner as to form a desirable and unified environment within its own boundaries.
 - i. *The proposed development will be fully constructed with five apartment buildings to accommodate 190 dwelling units.*
 - ii. *The remaining property has been divided into Outlots that would require future approvals from the City to develop.*
 - iii. *The proposed design allows for the future expansion of both residential and commercial uses and the developer plans to subdivide Outlot A in the future for commercial uses along Business 371 and additional residential uses to the west.*
- e. Financing is available to the applicant on conditions and in an amount which is sufficient to assure completion of the Planned Unit Development (PUD). To evidence this finding, a written statement of financial feasibility, which is accepted by the City, shall be submitted by the applicant.
 - i. *The applicant has the ability to acquire the necessary financing to complete the proposed development in full.*
 - ii. *The applicant has provided an escrow to the City to pay for legal review.*
- f. Planned Unit Development (PUD) provides for architectural diversity by way of varied building types and exterior building design.
 - i. According to [Section 515-4-2 Building Design Standards](#) - Multi-family dwelling units shall be designed to create visual interest through a variety of materials, colors, textures, installation direction, structural elements such as balconies, porches, and wall patterns, or other characteristics that create articulation either between units or floors.
 - 1. *The proposed building has a variety of elements to create visual interest such as alternating wall patterns, color changes, stonework, and balconies.*
- g. Underground Utilities. In any Planned Unit Development (PUD), all utilities, including, but not limited to, telephone, electricity, gas, and cable television shall be installed underground.
 - i. *All utilities in the development are planned to be placed underground.*
- h. Utility Connections.
 - i. **Water Connections.** When more than one property is served from the same service line, a shut off valve must be located in such a way that each unit's service may be shut off and secured by the City, in addition to the normally supplied shut off at the street.

- ii. **Sewer Connections.** When more than one (1) unit is served by a sanitary sewer lateral which exceeds three hundred (300) feet in length, provisions must be made for a manhole to allow adequate cleaning and maintenance of the lateral. All maintenance and cleaning shall be the responsibility of the property owner's association or owner.
 - 1. *Staff have no concerns about the utility design at this time.*
 - 2. *The Sanitary Sewer model performed by SEH indicates that the current sewer system can accommodate the flow from the planned development. The model indicates the pipe will operate near its recommended capacity limit during wet weather conditions.*
 - 3. *A provision has been added to the development agreement to allow the City to upsize the utilities for potential future development in the area.*
 - 4. *Staff have requested a sewer and water connection point at the intersection Greenwood Street and Voyageur Drive. The change will be made prior to City Council approval.*
- i. **Roadways, Private.** Design - Private roadways within the project shall have an improved surface to 28 feet or more in width and shall be so designed as to permit the City fire trucks to provide protection to each building.
 - i. *The applicant proposes to create a public street between the two apartment complexes.*
 - ii. *The Fire Department has reviewed the site plan and has no concerns.*
- j. **Parking.** No portion of the required private road system may be used in calculating required off-street parking space or be used for parking.
 - i. *The proposed planned unit development does not have a private road.*
 - ii. *The proposed PUD Overlay district regulations propose no parking minimums for this development as the applicant has adequately addressed off-street parking in the plans.*
 - iii. *This development is subject to parking maximums which the proposed site plan does not exceed.*
- k. **Landscaping.** In any Planned Unit Development (PUD), landscaping shall be provided according to a plan approved by the City Council, which shall include a detailed planting list with sizes and species indicated as part of the final plan. In assessing the landscaping plan, the City Council shall consider the natural features of the particular site, the architectural characteristics of the proposed structures and the overall scheme of the Planned Unit Development plan.
 - i. *A detailed landscape plan has been submitted. The landscape plan has been designed to enhance the structures and parking facilities.*
 - ii. *Significant natural buffers will be maintained that will help screen the development from surrounding areas and roadways.*
- l. **Public services.** The proposed project shall be served by the City water and sewer system, and fire hydrants shall be installed at such locations as necessary to provide fire protection.
 - i. *The development will be served by City sewer and water, and there are no concerns over placement of the fire hydrants at this time.*

- ii. *Staff have requested a sewer and water connection point at the intersection Greenwood Street and Voyageur Drive. The change will be made prior to City Council approval.*
- m. Refuse. Provision for trash pick-up shall be provided according to a plan approved by the City Council.
 - i. *Per City Code, refuse must be collected at a minimum of a weekly basis.*
- n. Best Management Practices. All Planned Unit Developments shall incorporate Best Management Practices for stormwater management as defined by Chapter 7 of the City Code, subject to review and approval of the Zoning Administrator, Planning Commission and City Council.
 - i. *Upon review of the EAW it was determined that the proposed project is located in the Drinking Water Supply Management Area (DWSMA) and is in a High Vulnerability Surface Water Contribution Area.*
 - ii. *According to [Section 725 Stormwater Management](#) of the City Code, stormwater infiltration is prohibited within a DWSMA classified as high or very high vulnerability unless the permittee performs or approves a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater.*
 - iii. *A stormwater filtration system is allowed but may change the specifications of the stormwater plan.*
 - iv. *The development agreement states that all improvements and final designs must adhere to City Code and must be approved by the City prior to issuance of the building permit.*
 - v. *The developer must perform one of the above options prior to approval of the building permit.*
- o. Sidewalks and Trails. Except as otherwise determined by the City Council, concrete sidewalks not less than five (5) feet in width and/or bituminous trails not less than eight (8) feet in width shall be provided.
 - i. *The applicant proposes a sidewalk on the south side of Voyageur Drive.*

FINDINGS OF FACT – FINAL PLAT

1. That the proposed subdivision is consistent with adopted applicable general and specific comprehensive plans of the City.
 - a. *The applicant proposes to rezone the property from Rural Living 1 (RL-1) to a PUD Overlay District.*
 - i. Section 515-2-21 states the purpose and Intent of the Planned Unit Development Overlay District is to provide for the integration and coordination of land parcels as well as the combination of various types of residential, commercial, and industrial uses.
 - ii. *The applicant proposes to construct 190 apartment units with future commercial uses fronting Business 371.*
 - iii. *The future land use map designates this area for Mixed Residential/Commercial.*
2. The proposed subdivision is consistent with the Comprehensive Plan.

- a. HOUSING GOAL 1 - Provide a diverse mix of housing choices for all stages of life, income ranges, and ownership/rental preferences.
 - i. Policy 2 - Expand home ownership and rental opportunities through rehabilitation and new construction.
 - ii. Policy 5 - Ensure an adequate supply of quality and affordable housing units for current and future residents.
3. That the physical characteristics of this site, including but not limited to topography, percolation rate, soil conditions, susceptibility to erosion and siltation, susceptibility to flooding, water storage, drainage and retention, are such that the site are suitable for the type of development, design, or use contemplated.
 - a. *The site does not have topographical challenges.*
 - b. *The developer has spoken with the City Engineer and regulatory authority about utility construction through the wetland and there are no concerns at this time.*
4. That the site is physically suitable for the proposed density of development.
 - a. The density for Lot 1 Block 1 is 13.44 dwelling units per acre
 - b. The density for Lot 1 Block 2 is 12.40 dwelling units per acre
 - i. *The CN-2 District, which is the base zoning district for the proposed PUD overlay, allows for a maximum of 12 dwelling units per acre.*
 - ii. *The proposed PUD Overlay district does not have a maximum dwelling unit per acre requirement and density will be reviewed on a case-by-case basis for each phase proposed by the developer.*
 - iii. *This area is currently underdeveloped with access to Greenwood Street that leads to Business 371 and Buffalo Hills Lane East. City staff have no concerns regarding traffic at this time.*
 - iv. *The site plan is designed appropriately for the five apartment buildings, garages, off-street parking, and community open space.*
5. That the design of the subdivision or the proposed improvements are not likely to cause environmental damage.
 - a. *Improvements will not cause environmental damage to the surrounding neighborhood. The development agreement would ensure that all stormwater is properly managed on site according to City Code requirements.*
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.*
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 along current infrastructure.*
- b. Utilities will need to be constructed to serve the proposed development but are in close proximity to the site.*

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.*

As of this writing, the Community Development Department has received one call regarding the proposed project. The residents were concerned about losing their view to the forest across from Woodland Hills Lane if this property is developed.

STAFF RECOMMENDATION

Staff recommend approval of the PUD Final Plan and Final Plat contingent upon approval and execution of the development agreement.

Note: The City Council cannot make a final determination for the development prior to the completion of the EAW. All statutory requirements to provide an answer to the developer are paused until the completion of the EAW.



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307 building@ci.brainerd.mn.us

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: TBD Greenwood Street

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: See Survey
(attach description if lengthy) PID#'s: 41020691 and 41020682

Property Owner Name: Lively Auto Company

Street Address: 512 Laurel Street **City:** Brainerd **State:** MN **Zip Code:** 56401

Phone Number: _____ **Fax:** _____ **E-mail:** rboe@larkinhoffman.com

Applicant Name: (if different than Property Owner) Kuepers Inc.

Street Address: 17018 Commercial Park Road **City:** Brainerd **State:** MN **Zip Code:** 56401

Phone Number: 218-829-0707 **Fax:** 218-829-0383 **E-Mail:** stevek@kuepers.com

Description of Request: PUD Overlay District requested for our proposed 190 unit market rate apartment complex/development in proposed CN-2 zoning district.

Authentisign

Charlie Mills

08/22/25

Property Owner Signature

Date

Charlie Mills

(Please print name)

Steve Kuepers

Applicant Signature

8-21-25

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: TBD Greenwood Street

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: See Survey

(attach description if lengthy) PID#'s: 41020691 and 41020682

Property Owner Name: Lively Auto Company

Street Address: 512 Laurel Street City: Brainerd State: MN Zip Code 56401

Phone Number: _____ Fax: _____ E-mail: rboe@larkinhoffman.com

Applicant Name: (If different than Property Owner) Kuepers Inc.

Street Address: 17018 Commercial Park Road City: Brainerd State: MN Zip Code: 56401

Phone Number: 218-829-0707 Fax: 218-829-0383 E-mail: stevek@kuepers.com

Description of Request: Rezone to CN-2 with a PUD Overlay District

Charlie Mills

Property Owner Signature

08/22/25

Date

Charlie Mills

(Please print name)

[Signature]

Applicant Signature

8-21-25

Date

Steve Kuepers

(Please print name)

(OVER)

August 29th, 2025

City of Brainerd
Community Development Department
501 Laurel Street
Brainerd, MN 56401

Subject: Project Narrative for Proposed 'Voyageur Heights Apartments'

We are proposing a 190-unit multifamily housing development at a property that is currently identified as PID#'s 41020691 and 41020682 in the City of Brainerd. The project design includes five 38-unit market rate apartment buildings with site amenities.

Our project site is located on Greenwood Street, a collector street with a direct connection to Business Hwy 371. Of the 52.85 acres of total site area, we are proposing two buildable lots, ROW area and stormwater basins that total 21.19 acres. The rest of the site area will remain undeveloped as outlots.

The wetlands located on the north end of the site will remain in an undisturbed outlot that will provide a natural buffer to single family residential development North of our site. Neighbors include single family residences, vacant land and commercial development along business Hwy 371. Portions of the existing trees/plantation will be saved to serve as a buffer between the proposed apartment building area and neighboring development, Greenwood Street and Hwy 371. Please see our proposed site plan and site renderings.

The subject property is currently zoned RL-1 Rural Living 1. We wish to rezone the property to CN-2 Contemporary Neighborhood with a PUD overlay.

The dwelling unit mix consists of studio, 1- and 2-bedroom units that range in size from 479 SF to 970 SF. Each dwelling unit will have in-unit washers and dryers as well as individually controlled in-unit HVAC systems. Our anticipated monthly rental rates will start at \$995.

Each apartment building has shared amenities both interior and exterior. Interior amenity spaces consist of a secure main entrance, two-story lobby, community room, fitness center, parcel room, mail center and a centralized elevator. Exterior amenity spaces consist of a large central green space, play areas/equipment for children, pickleball court, picnic areas with gas grilles, bike racks and a fenced dog run. All tenants will have access to these shared community spaces.

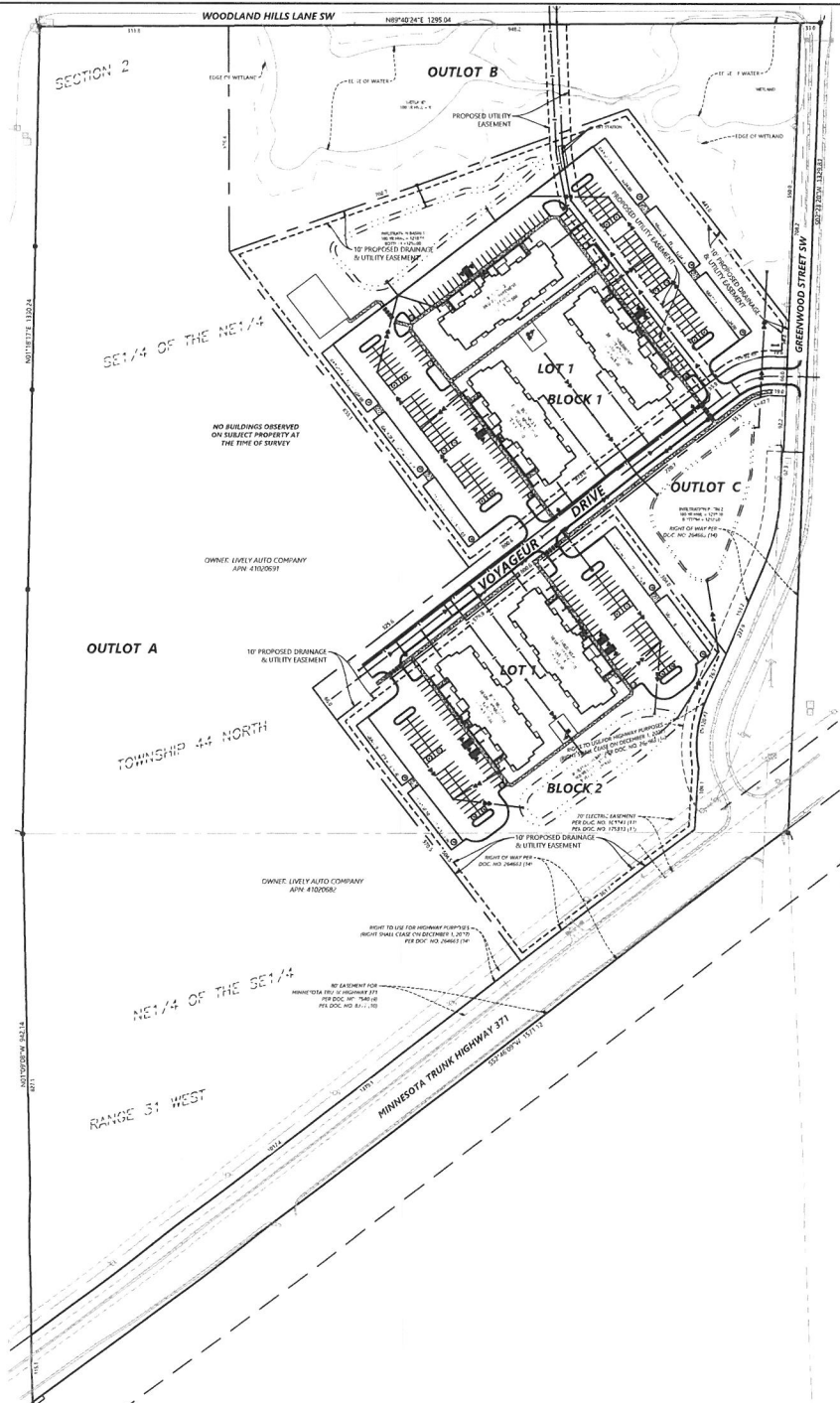
Our experience in developing market rate housing includes projects throughout the State of Minnesota. We have developed over 5,000 apartment units in over 30 communities in Minnesota. Our projects have experienced strong occupancy and absorption. Furthermore, we maintain property management after construction and our projects are staffed by full-time on-site management.

We are pleased to present this development opportunity to the City of Brainerd. We believe that this proposed housing development will serve as a strong and desirable asset to our community.

Thank you,



Christopher Raimann
Vice President - Architecture



SITE LEGEND

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

PROPERTY DESCRIPTION

The following information was provided in First American National Title Insurance Company File Number 9875559 which has its commitment date of 6/5/2025.

The Land referred to herein below is situated in the County of Crow Wing, State of Minnesota, and is described as follows:

The Southeast Quarter of the Northeast Quarter (SE 1/4 NE 1/4) and that part of the Northeast Quarter of the Southeast Quarter (NE 1/4 SE 1/4) North and West of the right-of-way of the Northern Pacific Railway Company of Section Two (2) of Township Forty-four (44) North, of Range Thirty-one (31) West, Crow Wing County, Minnesota.

NGR: This property is Torrens, Torrens Certificate No. 112323

"SURVEYOR'S NOTE"

MINNESOTA TRUNK HIGHWAY 371 IS NOT EXCEPTED IN THE ABOVE LEGAL DESCRIPTION AND IS SHOWN THIS WAY ON THE SURVEY. HOWEVER IT APPEARS HIGHWAY RIGHT-OF-WAY HAS BEEN TAKEN IN FEET PER DOCUMENT NO. 24662. ADDITIONAL TITLE REVIEW MAY BE NECESSARY FOR CLARIFICATION ON THIS MATTER.

SCHEDULE B SECTION 2 ITEM NOTES

The following notes correspond to the numbering system of Schedule B, Section 2 of the above mentioned title commitment. Items 1, 8, and 11, 13 are not survey-related and are not addressed herein.

- The following Memorial of appears in the Certificate of Title, and will be carried forward to any Certificate of Title Notice of Lis Pendens recorded August 18, 1925 in Doc. No. 7443 - SAID EASEMENT IS SHOWN HEREON.
- Condemnation of certain lands taken by the State of Minnesota for trunk highway and incidental purposes as evidenced in First Certificate recorded July 6, 1927 in Doc. No. 5317 (RE 50) together with the right of access. - SAID EASEMENT IS SHOWN HEREON.
- An easement for electric line or transmission and incidental purposes in the document recorded February 15, 2004 in Doc. No. 160241 of Official Records. - SAID EASEMENT IS SHOWN HEREON.
- The terms and provisions contained in Conditional Use Permit recorded February 4, 2005, in Doc. No. 173538. - SAID EASEMENT IS SHOWN HEREON.
- The terms and provisions contained in the document entitled "Resolution No. 05.06" recorded March 29, 2006 in Doc. No. 0163414 of Official Records. - AFFECTS PROPERTY, BLANKET IN NATURE AND NOT SHOWN HEREON.
- Notice of Lis Pendens Court Case No. 18 CV-21-2537, dated September 28, 2021, recorded October 20, 2021, in Doc. No. 204662. - RIGHT OF WAY SHOWN ON SURVEY.

GENERAL NOTES

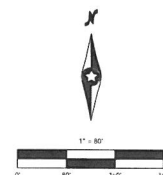
- Boundaries of property lines shown herein are based on the Crow Wing County coordinate system, (NAD 83 - 2011 Central Adjustment).
- Lengths of lines and distances between features are measured in U.S. Survey Feet.
- Elevations and ground contours shown herein are relative to the NAVD83.

LOT AREA CHART

LEGAL DESCRIPTION	LOT AREA (ACRES)
(LOT 1 - LOT 10)	0.4800
(LOT 11 - LOT 20)	0.4800
(LOT 21 - LOT 30)	0.4800
(LOT 31 - LOT 40)	0.4800
(LOT 41 - LOT 50)	0.4800
(LOT 51 - LOT 60)	0.4800
(LOT 61 - LOT 70)	0.4800
(LOT 71 - LOT 80)	0.4800
(LOT 81 - LOT 90)	0.4800
(LOT 91 - LOT 100)	0.4800
TOTAL	48.0000

DEVELOPER:
Kuepers Brainerd, Inc.

SURVEYOR/ENGINEER
Westwood Professional Services, Inc.
12401 Westwood Drive, Suite 400
Minneapolis, MN 55442



DATE: 08/29/2025
BY: [Signature]
CHECKED: [Signature]
SCALE: 1" = 80'

PROJECT: 0068943
SHEET: 102
TITLE: PRELIMINARY PLAN

PREPARED FOR:
KUEPERS, INC.
1718 COMMERCE PARK RD
MINNEAPOLIS, MN 55405

PROJECT: 0068943
SHEET: 102
DATE: 08/29/2025
BY: [Signature]
CHECKED: [Signature]

KUEPERS BRAINERD -
VOYAGEUR HEIGHTS
BRAINERD, MN

Westwood
Professional Services, Inc.
12401 Westwood Drive, Suite 400
Minneapolis, MN 55442
Tel: 612.339.1234
Fax: 612.339.1235
www.westwoodps.com

PRELIMINARY PLAN

SHEET NUMBER:
C102

DATE: 8/29/2025
PROJECT NUMBER: 0068943

VOYAGEUR HEIGHTS

KNOW ALL PERSONS BY THESE PRESENTS: That Kuepers Land Development, LLC, a Minnesota limited liability company, fee owner of the following described property situated in the County of Crow Wing, State of Minnesota, to wit:

The Southeast Quarter of the Northeast Quarter (SE1/4 NE1/4) and that part of the Northeast Quarter of the Southeast Quarter (NE1/4 SE1/4) North and West of the right-of-way of the Northern Pacific Railway Company, of Section Two (2), of Township Forty-four (44) North, of Range Thirty-one (31) West, Crow Wing County, Minnesota.

Has caused the same to be surveyed and platted as VOYAGEUR HEIGHTS and does hereby dedicate to the public for public use forever the public ways and also dedicates the easements as shown on this plat for drainage and utility purposes as shown on this plat.

In witness whereof said Kuipers Land Development, LLC, a Minnesota limited liability company has caused these presents to be signed by its proper officers this _____ day of _____, 20____.

Kuepers Land Development, LLC, a Minnesota limited liability company

By: _____ its _____
(Signature) (Name Printed)

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____, its _____ of Kuipers Land Development, LLC, a Minnesota limited liability company.

(Signature)

(Name Printed)

Notary Public, _____ County, Minnesota

My Commission Expires _____

I, Matthew J. Welinski 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.

Dated this _____ day of _____, 20_____.

Mathew J. Welinski, Land Surveyor
Minnesota License No. 53596

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me on this _____ day of _____, 20_____, by Mathew J. Welinski

(Signature) (Name Printed)

Notary Public, _____ County, Minnesota. My Commission Expires _____

This plat of VOYAGEUR HEIGHTS was approved and accepted by the City Council of the City of Brainerd, Minnesota, on this _____ day of _____, 20____.

Attest: _____ Mayor _____ Assistant City Administrator/City Clerk

I hereby certify that this instrument was filed for record in the office of the County Recorder in and for Crow Wing County, Minnesota on this _____ day of _____, 20_____, at _____ o'clock _____M. as Document No. _____

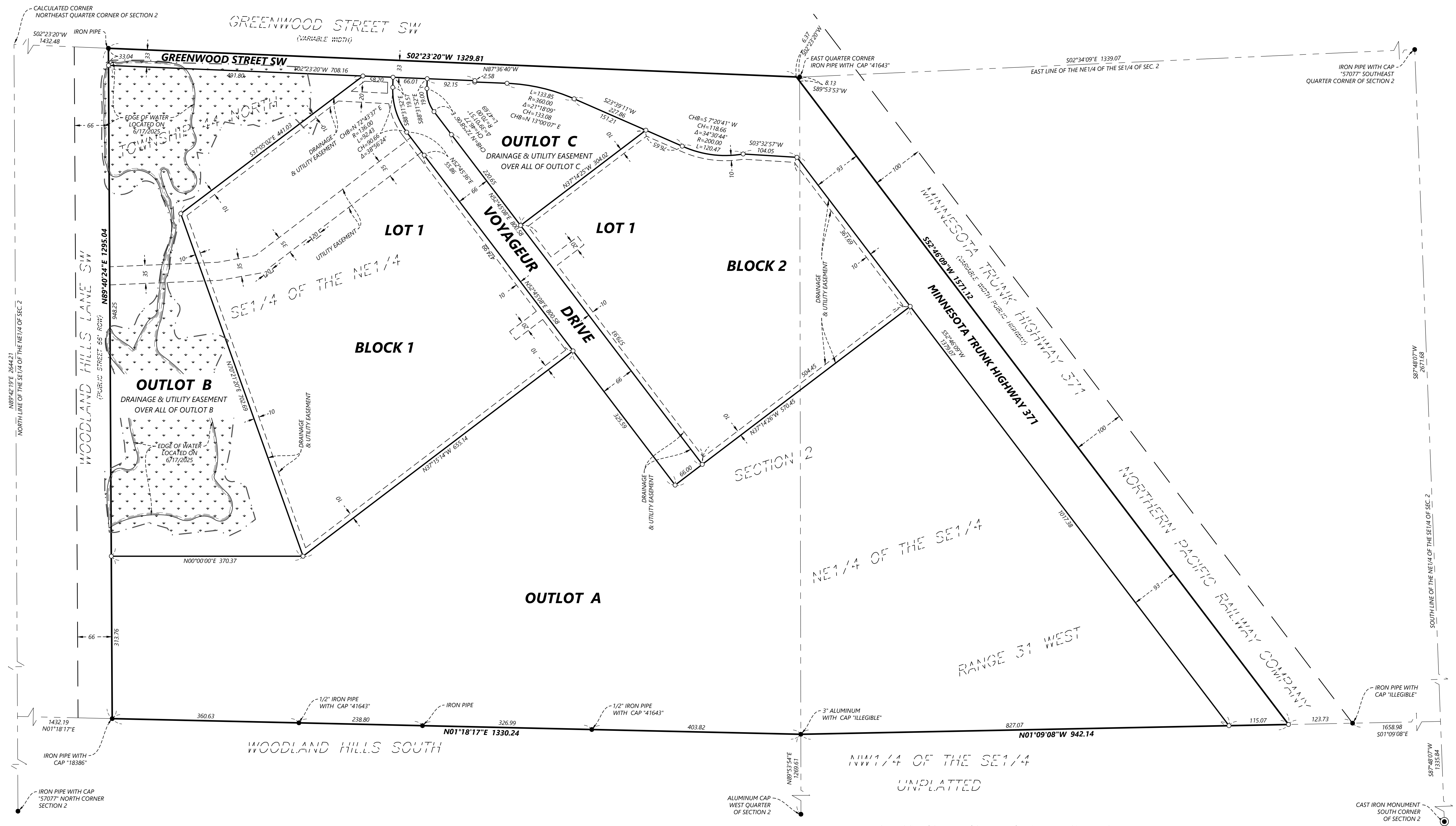
Crow Wing County Recorder

Pursuant to Minnesota Statutes, Section 505.012, Subd. 9, 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 Auditor/Treasurer

By: _____, Deputy

VOYAGEUR HEIGHTS

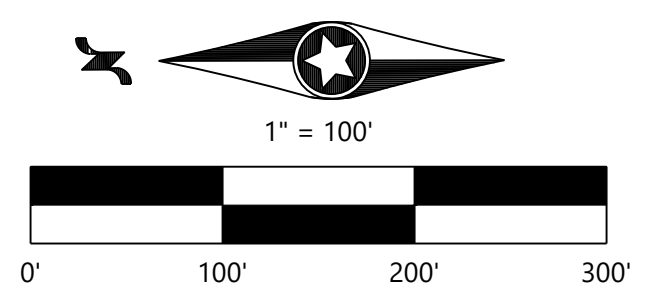


The north line of the SE 1/4 of the NE 1/4 of Section 2, Township 44 North, Range 31 West, is assumed to bear N 89°42'19" E.

 Denotes Delineated Wetland

○ Denotes set 1/2 inch x 14 inch iron rebar marked with plastic cap inscribed LS 55343, which has been set or will be set in accordance with MS 505.021, Subd. 10. unless otherwise noted on survey.

- *Found Monument (See Label)*



Westwood

Professional Services, Inc.

FINAL PUD PLANS/DOCUMENTS

FOR

SANITARY SEWER, WATERMAIN, STORM SEWER AND STREETS

FOR

VOYAGEUR HEIGHTS BRAINERD, MN

PREPARED FOR:

KUEPERS, INC

17018 COMMERCIAL PARK RD
BRAINERD, MN

CONTACT: CHRIS RAIMANN

PHONE: 218.824.2233

EMAIL: CHRISR@KUEPERS.COM

PREPARED BY:

Westwood

Phone: (952) 937-5150 12732 International Drive, Suite #100
Toll Free: (800) 937-5150 Minneapolis, MN 55443
westwood@westwood.com
westwood.com

Westwood Professional Services, Inc.

PROJECT NUMBER: 0068943

CONTACT: DAVID BADE



Vicinity Map
(NOT TO SCALE)

SHEET INDEX

Sheet List Table	
SHEET NUMBER	SHEET TITLE
C001	COVER
C100	EXISTING CONDITIONS PLAN
C101	OVERLAY PLAN
C102	PRELIMINARY PLAT
C200	SITE PLAN
C201	SITE PLAN - NORTH
C202	SITE PLAN - SOUTH
C300	GRADING PLAN
C301	GRADING PLAN - NORTH
C302	GRADING PLAN - SOUTH
C400	EROSION CONTROL PLAN
C500	UTILITY PLAN
C501	SANITARY SEWER & WATERMAIN PLAN - NORTH
C502	SANITARY SEWER & WATERMAIN PLAN - SOUTH
C503	STORM SEWER PLAN - NORTH
C504	STORM SEWER PLAN - SOUTH
L100	LANDSCAPE PLAN
L101	LANDSCAPE NOTES & DETAILS

NO.	DATE	REVISION	SHEETS
	10/09/2025	PUD PLANS	

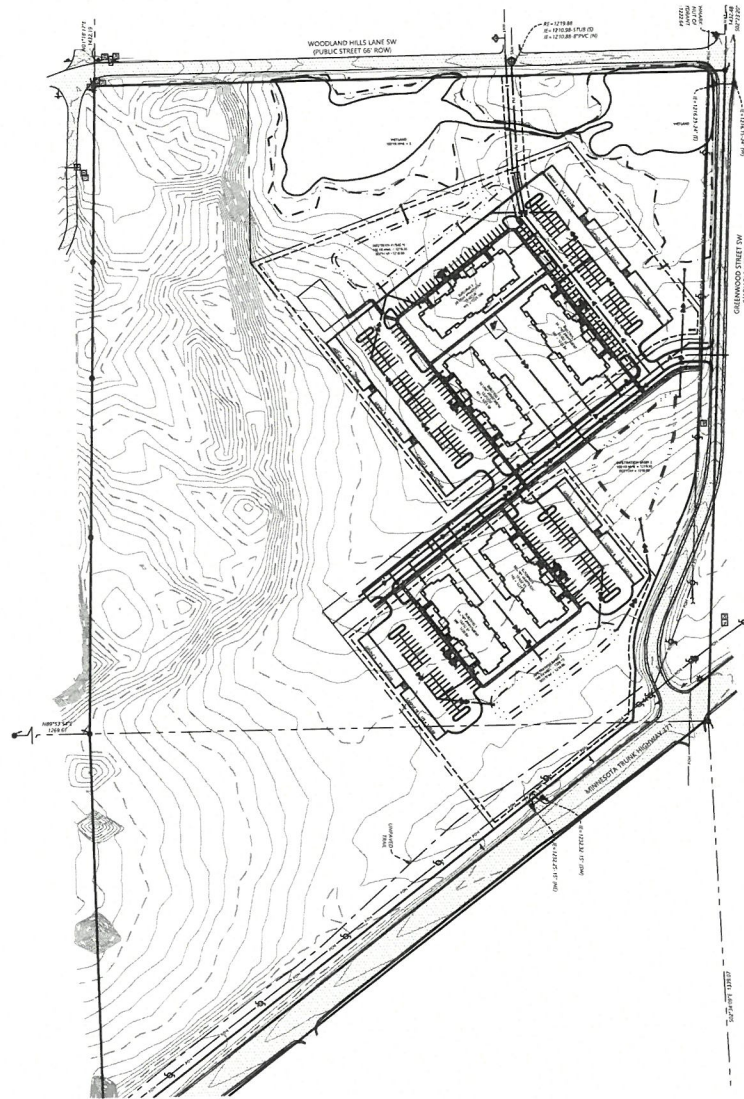
FINAL PUD PLANS/DOCUMENTS

FOR
SANITARY SEWER, WATERMAIN,
STORM SEWER AND STREETS

FOR
VOYAGEUR HEIGHTS
BRAINERD, MN

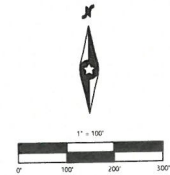
INITIAL SUBMITTAL DATE: 8/29/2025 SHEET: C001 OF 8

PROJECT NUMBER: 0068943



SITE LEGEND

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



Call 48 Hours before digging
811 or call811.com
Common Ground Alliance

DESIGNED BY	8/29/2025
CHECKED BY	
APPROVED BY	
DATE	8/29/2025

PREPARED FOR
KUEPERS, INC.
1018 COMMERCIAL PARK RD
BRANDED, MN

DESIGNED BY
KUEPERS BRANNER - VOYAGEUR HEIGHTS
1018 COMMERCIAL PARK RD
BRANDED, MN
DATE 8/29/2025

KUEPERS BRANNER - VOYAGEUR HEIGHTS
BRANDED, MN

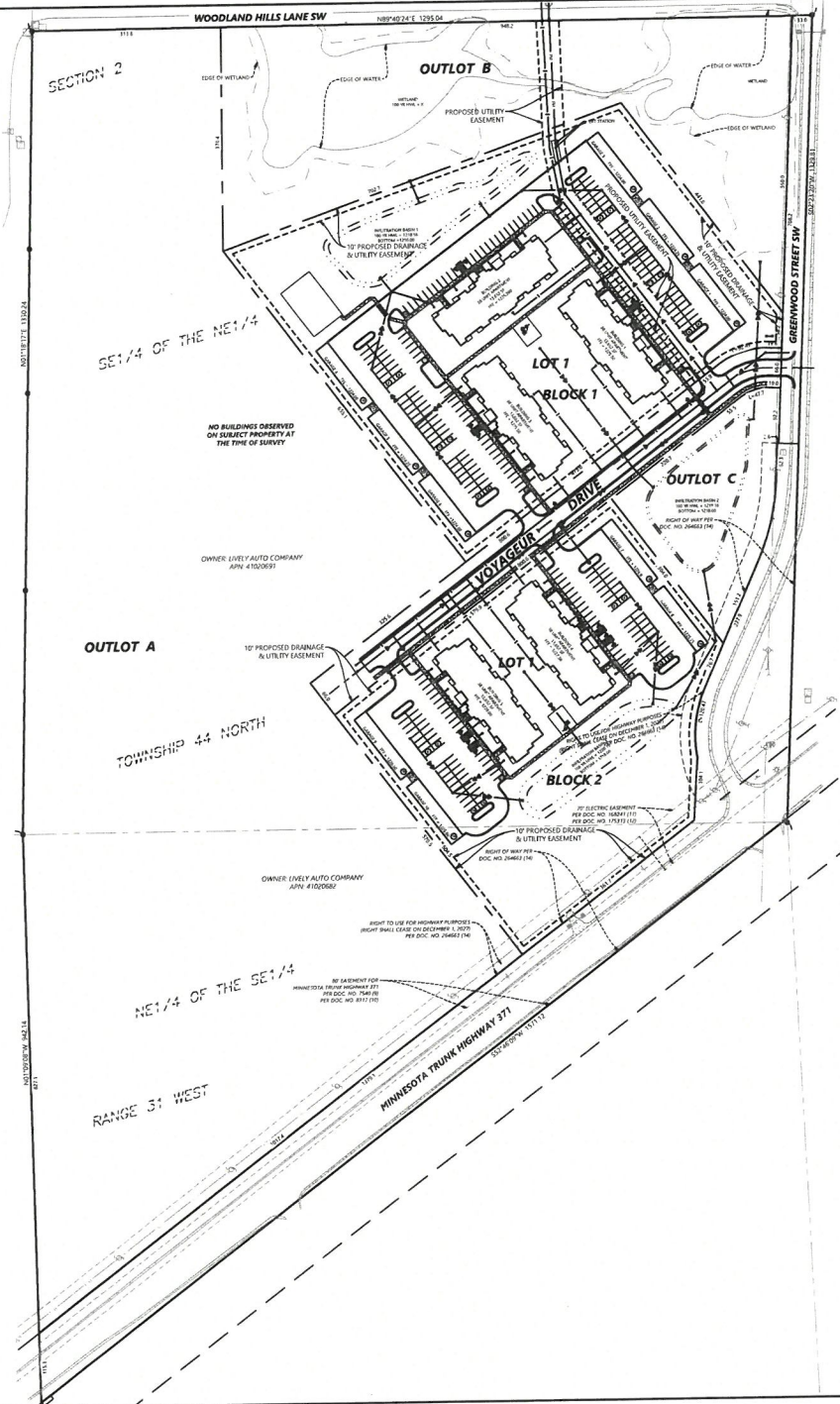
Westwood
2005 1st Street
Branded, MN 55005
Phone: 612.333.1111
Fax: 612.333.1112
www.westwoodinc.com

OVERLAY PLAN

SHEET NUMBER
C101

DATE 8/29/2025

PROJECT NUMBER: 0068943



SITE LEGEND

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

PROPERTY DESCRIPTION

The following information was provided in First American National Title Insurance Company File Number 1675592 which has an commitment date of 6/5/2025

The Southeast Quarter of the Northeast Quarter (SE 1/4 NE 1/4) and that part of the Northeast Quarter of the Southeast Quarter (NE 1/4 SE 1/4) North and West of the right-of-way of the Northern Pacific Railway Company, of Section Two (2), of Township Forty-four (44) North, of Range Thirteen (13) West, Crow Wing County, Minnesota.

NOTE: This property is Torrens. Torrens Certificate No 112323

“SURVEYORS NOTE”

MINNESOTA TRUNK HIGHWAY 371 IS NOT EXCEPTED IN THE ABOVE LEGAL DESCRIPTION AND IS SHOWN THIS WAY ON THE SURVEY. HOWEVER IT APPEARS HIGHWAY RIGHT OF WAY HAS BEEN TAKEN IN FEE PER DOCUMENT NO. 264663. ADDITIONAL TITLE REVIEW MAY BE NECESSARY FOR CLARIFICATION ON THIS MATTER.

SCHEDULE B SECTION 2 ITEM NOTES

The following notes correspond to the numbering system of Schedule B, Section 2 of the above mentioned title commitment. Items 1-8, and 15-18 are not survey related and are not addressed herein.

9. The following information appears on the Certificate of Title, and will be carried forward to any Certificate of Title Notice of Lis Pendens recorded after 18, 1935 on Doc. No. 7540 - **SAFETY IS SHOWN HEREIN**
10. Consideration of certain lands held by the State of Minnesota for public highway and incidental purposes as contained in Final Certificate recorded July 6, 1987 on Doc. No. 8317 (N 2E 32), together with the right of access. **SAFETY IS SHOWN HEREIN**
11. An easement for electric line or transmission and incidental purposes in the document recorded February 19, 2004 on Doc. No. 160401 of Official Records. **SAFETY IS SHOWN HEREIN**
12. The terms and provisions contained in Conditional Use Permit recorded February 4, 2005, on Doc. No. 175313. **SAFETY IS SHOWN HEREIN**
13. The terms and provisions contained in the above referenced "Restrictions No. 05-06" recorded February 29, 2005 on Doc. No. 175144 of Official Records - **AFFECTS PROPERTY, BLANKET IN NATURE AND NOT SHOWN HEREIN**
14. Notices of Lis Pendens Court Case No. 18 - CV-21 or 257, dated September 28, 2014 and 2015 on Doc. Nos. 171341 and 171342.

GENERAL NOTES

1. Bearings of property lines shown hereon are based on the Crow Wing County coordinate system, (NAD 83 -2011 Control Adjustment)
2. Lengths of lines and distances between features are measured in US-Survey Feet
3. Elevations and ground contours shown hereon are relative to the NAVD83.

LOT AREA CHART

LEGAL DESCRIPTION	LOT AREA (A)
LOT 1 - BLOCK 1	0.48 AC.
LOT 1 - BLOCK 2	6.19 AC.
OUTLOT A	24.77 AC.
OUTLOT B	5.90 AC.
OUTLOT C	3.46 AC.
VOTAGEUR DRIVE	1.43 AC.
RAW DEDICATION	5.33 AC.
TOTAL	50.06 AC.

DEVELOPER:
Keupers, Inc.

SURVEYOR/ENGINEER
Westwood Professional Services, Inc.
12701 Whitewater Drive, Suite #300
Minnetonka, MN 55347



DATE RECEIVED 08/28/25
 FROM
 10001234 10001234
 TO
 10001234 10001234
 BY
 10001234 10001234

PEPERS, INC
COMMERCIAL PARK RD
MINERD, MN

8

3

TABLE 1

AINARD -
HEIGHTS

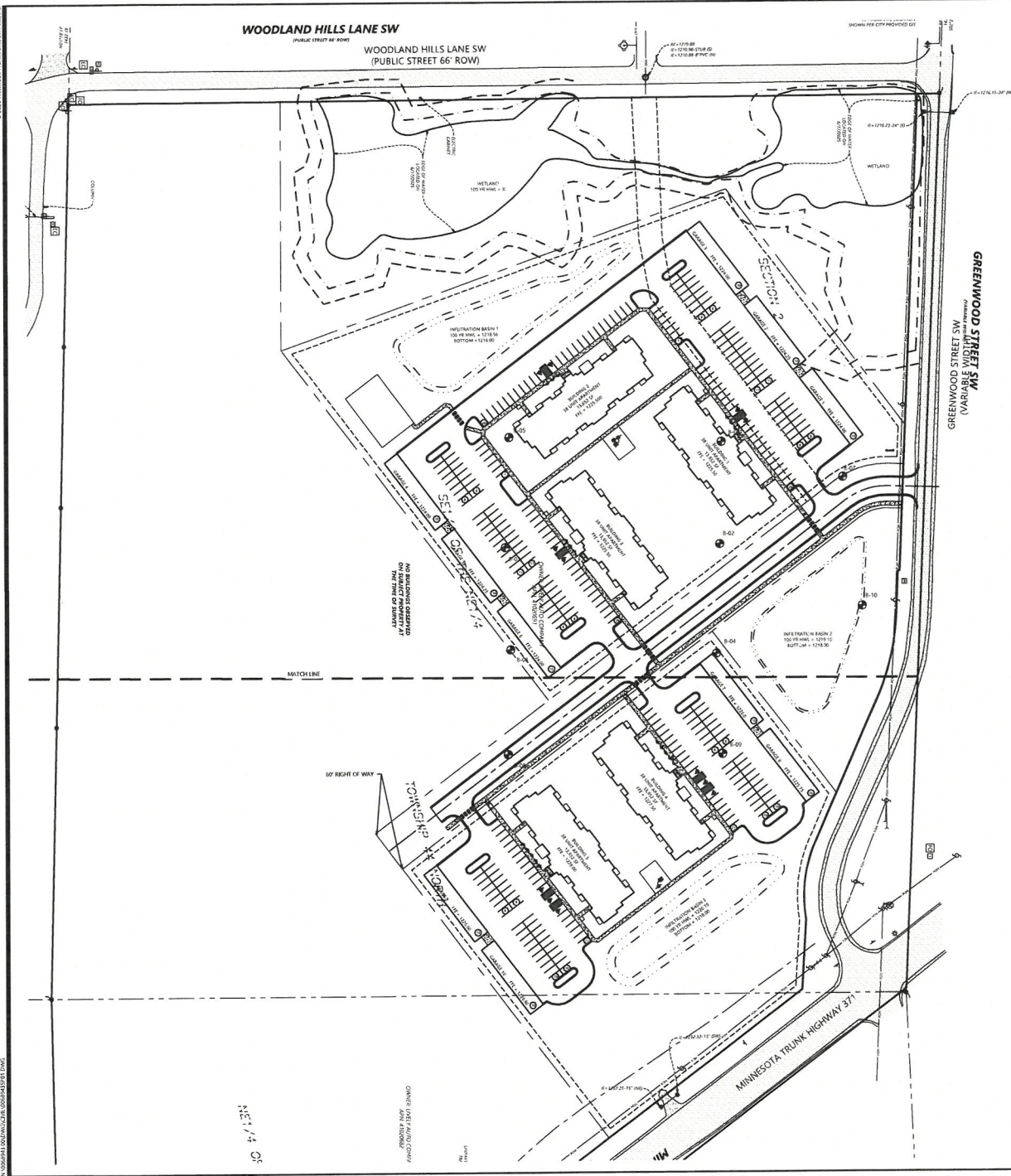
Westwood

PRELIMINARY PLAT

SHIFT NUMBER:

C102

DATE: 8/29/2025



SITE LEGEND

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

SITE DEVELOPMENT SUMMARY

• EXISTING ZONING:	RL-1, RURAL LIVING
• PROPOSED ZONING:	CN-2 WITH PUD OVERLAY
• PARCEL DESCRIPTION:	PORTION OF 41000691 & 41000692
• PROPERTY DEVELOPMENT AREA:	102,016.51 SF (2.33 AC)
• DEVELOPMENT AREA INCLUDES THE FOLLOWING PRELIMINARY PLAT LOT AREA DATA:	
• LOT 1 - BLOCK 1	0.57 (0.00%)
• LOT 1 - BLOCK 2	341,596.51 (84.00%)
• LOT 1 - BLOCK 3	0.00 (0.00%)
• LOT 1 - BLOCK 4	0.00 (0.00%)
• LOT 1 - BLOCK 5	0.00 (0.00%)
• LOT 1 - BLOCK 6	0.00 (0.00%)
• LOT 1 - BLOCK 7	0.00 (0.00%)
• LOT 1 - BLOCK 8	0.00 (0.00%)
• LOT 1 - BLOCK 9	0.00 (0.00%)
• LOT 1 - BLOCK 10	0.00 (0.00%)
• LOT 1 - BLOCK 11	0.00 (0.00%)
• LOT 1 - BLOCK 12	0.00 (0.00%)
• LOT 1 - BLOCK 13	0.00 (0.00%)
• LOT 1 - BLOCK 14	0.00 (0.00%)
• LOT 1 - BLOCK 15	0.00 (0.00%)
• LOT 1 - BLOCK 16	0.00 (0.00%)
• LOT 1 - BLOCK 17	0.00 (0.00%)
• LOT 1 - BLOCK 18	0.00 (0.00%)
• LOT 1 - BLOCK 19	0.00 (0.00%)
• LOT 1 - BLOCK 20	0.00 (0.00%)
• LOT 1 - BLOCK 21	0.00 (0.00%)
• LOT 1 - BLOCK 22	0.00 (0.00%)
• LOT 1 - BLOCK 23	0.00 (0.00%)
• LOT 1 - BLOCK 24	0.00 (0.00%)
• LOT 1 - BLOCK 25	0.00 (0.00%)
• LOT 1 - BLOCK 26	0.00 (0.00%)
• LOT 1 - BLOCK 27	0.00 (0.00%)
• LOT 1 - BLOCK 28	0.00 (0.00%)
• LOT 1 - BLOCK 29	0.00 (0.00%)
• LOT 1 - BLOCK 30	0.00 (0.00%)
• LOT 1 - BLOCK 31	0.00 (0.00%)
• LOT 1 - BLOCK 32	0.00 (0.00%)
• LOT 1 - BLOCK 33	0.00 (0.00%)
• LOT 1 - BLOCK 34	0.00 (0.00%)
• LOT 1 - BLOCK 35	0.00 (0.00%)
• LOT 1 - BLOCK 36	0.00 (0.00%)
• LOT 1 - BLOCK 37	0.00 (0.00%)
• LOT 1 - BLOCK 38	0.00 (0.00%)
• LOT 1 - BLOCK 39	0.00 (0.00%)
• LOT 1 - BLOCK 40	0.00 (0.00%)
• LOT 1 - BLOCK 41	0.00 (0.00%)
• LOT 1 - BLOCK 42	0.00 (0.00%)
• LOT 1 - BLOCK 43	0.00 (0.00%)
• LOT 1 - BLOCK 44	0.00 (0.00%)
• LOT 1 - BLOCK 45	0.00 (0.00%)
• LOT 1 - BLOCK 46	0.00 (0.00%)
• LOT 1 - BLOCK 47	0.00 (0.00%)
• LOT 1 - BLOCK 48	0.00 (0.00%)
• LOT 1 - BLOCK 49	0.00 (0.00%)
• LOT 1 - BLOCK 50	0.00 (0.00%)
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• LOT 1 - BLOCK 52	0.00 (0.00%)
• LOT 1 - BLOCK 53	0.00 (0.00%)
• LOT 1 - BLOCK 54	0.00 (0.00%)
• LOT 1 - BLOCK 55	0.00 (0.00%)
• LOT 1 - BLOCK 56	0.00 (0.00%)
• LOT 1 - BLOCK 57	0.00 (0.00%)
• LOT 1 - BLOCK 58	0.00 (0.00%)
• LOT 1 - BLOCK 59	0.00 (0.00%)
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• LOT 1 - BLOCK 61	0.00 (0.00%)
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• LOT 1 - BLOCK 67	0.00 (0.00%)
• LOT 1 - BLOCK 68	0.00 (0.00%)
• LOT 1 - BLOCK 69	0.00 (0.00%)
• LOT 1 - BLOCK 70	0.00 (0.00%)
• LOT 1 - BLOCK 71	0.00 (0.00%)
• LOT 1 - BLOCK 72	0.00 (0.00%)
• LOT 1 - BLOCK 73	0.00 (0.00%)
• LOT 1 - BLOCK 74	0.00 (0.00%)
• LOT 1 - BLOCK 75	0.00 (0.00%)
• LOT 1 - BLOCK 76	0.00 (0.00%)
• LOT 1 - BLOCK 77	0.00 (0.00%)
• LOT 1 - BLOCK 78	0.00 (0.00%)
• LOT 1 - BLOCK 79	0.00 (0.00%)
• LOT 1 - BLOCK 80	0.00 (0.00%)
• LOT 1 - BLOCK 81	0.00 (0.00%)
• LOT 1 - BLOCK 82	0.00 (0.00%)
• LOT 1 - BLOCK 83	0.00 (0.00%)
• LOT 1 - BLOCK 84	0.00 (0.00%)
• LOT 1 - BLOCK 85	0.00 (0.00%)
• LOT 1 - BLOCK 86	0.00 (0.00%)
• LOT 1 - BLOCK 87	0.00 (0.00%)
• LOT 1 - BLOCK 88	0.00 (0.00%)
• LOT 1 - BLOCK 89	0.00 (0.00%)
• LOT 1 - BLOCK 90	0.00 (0.00%)
• LOT 1 - BLOCK 91	0.00 (0.00%)
• LOT 1 - BLOCK 92	0.00 (0.00%)
• LOT 1 - BLOCK 93	0.00 (0.00%)
• LOT 1 - BLOCK 94	0.00 (0.00%)
• LOT 1 - BLOCK 95	0.00 (0.00%)
• LOT 1 - BLOCK 96	0.00 (0.00%)
• LOT 1 - BLOCK 97	0.00 (0.00%)
• LOT 1 - BLOCK 98	0.00 (0.00%)
• LOT 1 - BLOCK 99	0.00 (0.00%)
• LOT 1 - BLOCK 100	0.00 (0.00%)

GENERAL SITE NOTES

- BACKGROUND INFORMATION FOR THIS PROJECT PROVIDED BY WESTWOOD PROFESSIONAL SERVICES, MINNETONKA, MN, JUNE 2025.
- LOCATIONS AND ELEVATIONS OF EXISTING TOPOGRAPHY AND UTILITIES AS SHOWN ON THIS PLAN ARE APPROXIMATE. CONTRACTOR SHALL FIELD VERIFY SITE CONDITIONS AND UTILITY LOCATIONS PRIOR TO EXCAVATION/CONSTRUCTION. IF ANY DISCREPANCIES ARE FOUND, THE ENGINEER SHOULD BE NOTIFIED IMMEDIATELY.
- REFER TO BOUNDARY SURVEY FOR LOT BEARINGS, DIMENSIONS AND AREAS.
- ALL DIMENSIONS ARE TO FACE OF CURB OR EXTERIOR FACE OF BUILDING UNLESS OTHERWISE NOTED.
- REFER TO ARCHITECTURAL PLANS FOR EXACT BUILDING DIMENSIONS AND LOCATIONS OF DOORS, RAMPS, AND TRUCK DOORS.
- ALL CURB RADIUS SHALL BE 1.0 FEET (TO FACE OF CURB) UNLESS OTHERWISE NOTED.
- ALL CURB AND GUTTER SHALL BE 16:1 UNLESS OTHERWISE NOTED.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL DEVICES SUCH AS BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLAGGERS AND LIGHTS TO CONTROL THE MOVEMENT OF TRAFFIC WHILE NECESSARY. PLACEMENT OF THESE DEVICES SHALL BE APPROVED BY THE CITY AND ENGINEER PRIOR TO PLACEMENT. TRAFFIC CONTROL DEVICES SHALL CONFORM TO APPROPRIATE MNDOT STANDARDS.
- BITUMINOUS PAVEMENT AND CONCRETE SECTIONS TO BE IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE GEOTECHNICAL ENGINEER.
- CONTRACTOR SHALL MAINTAIN FULL ACCESS TO ADJACENT PROPERTIES DURING CONSTRUCTION AND TAKE ALL PRECAUTIONS NECESSARY TO AVOID PROPERTY DAMAGE TO ADJACENT PROPERTIES.
- SITE LIGHTING SHOWN ON PLAN IS FOR REFERENCE ONLY. REFER TO LIGHTING PLAN PREPARED BY OTHERS FOR SITE LIGHTING DETAILS AND PHOTOMETRICS.

Call 48 hours before digging
811 or call811.com
Common Ground Alliance



DATE:	8/29/2025
BY:	WESTWOOD
CHECKED BY:	WESTWOOD
DESIGNED BY:	WESTWOOD
PROJECT NO.:	0068943

PREPARED FOR
KUEPERS, INC.
17015 COMMERCE PARK RD
BURNING WOOD, MN

PROJECT NO. 0068943
DATE 8/29/2025
DRAWN BY J. BARNER

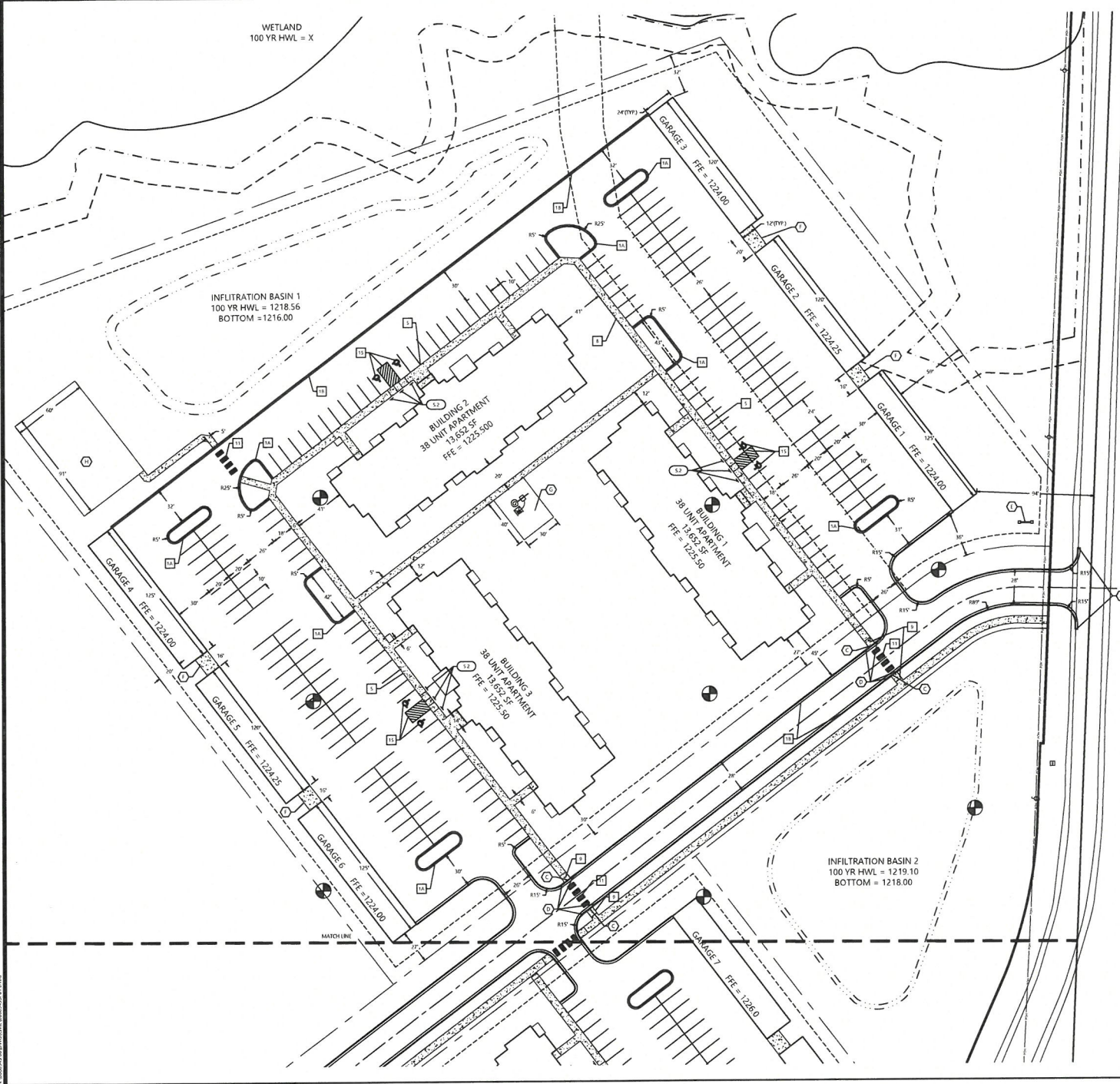
DESIGNED BY
KUEPERS BRAINERD - VOYAGEUR HEIGHTS
BRAINERD, MN

Westwood
Professional Services, Inc.
17015 Commerce Park Rd
Burning Wood, MN 55325
(763) 255-1111
www.westwoodps.com

SITE PLAN

SHEET NUMBER
C200

DATE 8/29/2025
PROJECT NUMBER 0068943



GREENWOOD STREET SW
(VARIABLE WIDTH)

SITE LEGEND

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

GENERAL SITE NOTES

- SEE SHEET C200 FOR GENERAL SITE NOTES

SITE DETAILS (SI-00X)

- 16' B1/2 CURB AND GUTTER
- 18' B1/2 CURB AND GUTTER
- 5' INTEGRAL CURB AND WALK
- 8' PRIVATE CONCRETE SIDEWALK
- 9' PRIVATE PEDESTRIAN CURB RAMP
- 11' CROSS WALK STRIPING
- 14' SIGN INSTALLATION
- 15' HANDICAP ACCESSIBLE SIGNAGE AND STRIPING
- 19' PAVEMENT SECTIONS

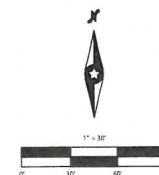
SIGN LEGEND

REFERENCE	SIZE	MARKET DESIGNATION
S-1 STOP SIGN	R1-1	30" X 30"
S-2 HANDICAP ACCESSIBLE	R7-BM	12" X 18"

SITE KEYNOTES

- MATCH DEBITING CURB
- MATCH DEBITING CONCRETE PAVEMENT WITH SAWCUT
- FLUSH CURB
- TRANSITION CURB
- MONUMENT SIGN (SEE ARCH PLANS)
- CONCRETE PAD FOR TRASH
- PLAY AREA (BY OTHERS SEE ARCH PLANS)
- DOG PARK AREA (BY OTHERS SEE ARCH PLANS)

Call 48 Hours before digging
811 or call 811.com
Commonwealth of Massachusetts



DATE	8/29/2023
BY	J. BRADY
CHECKED BY	J. BRADY
DESIGNED BY	J. BRADY
SCALE	AS SHOWN

PREPARED FOR
KUEPERS, INC.
1718 COMMERCIAL PARK RD
BRANFORD, CT 06405

PROJECT NO.
0068943
DATE
8/29/2023

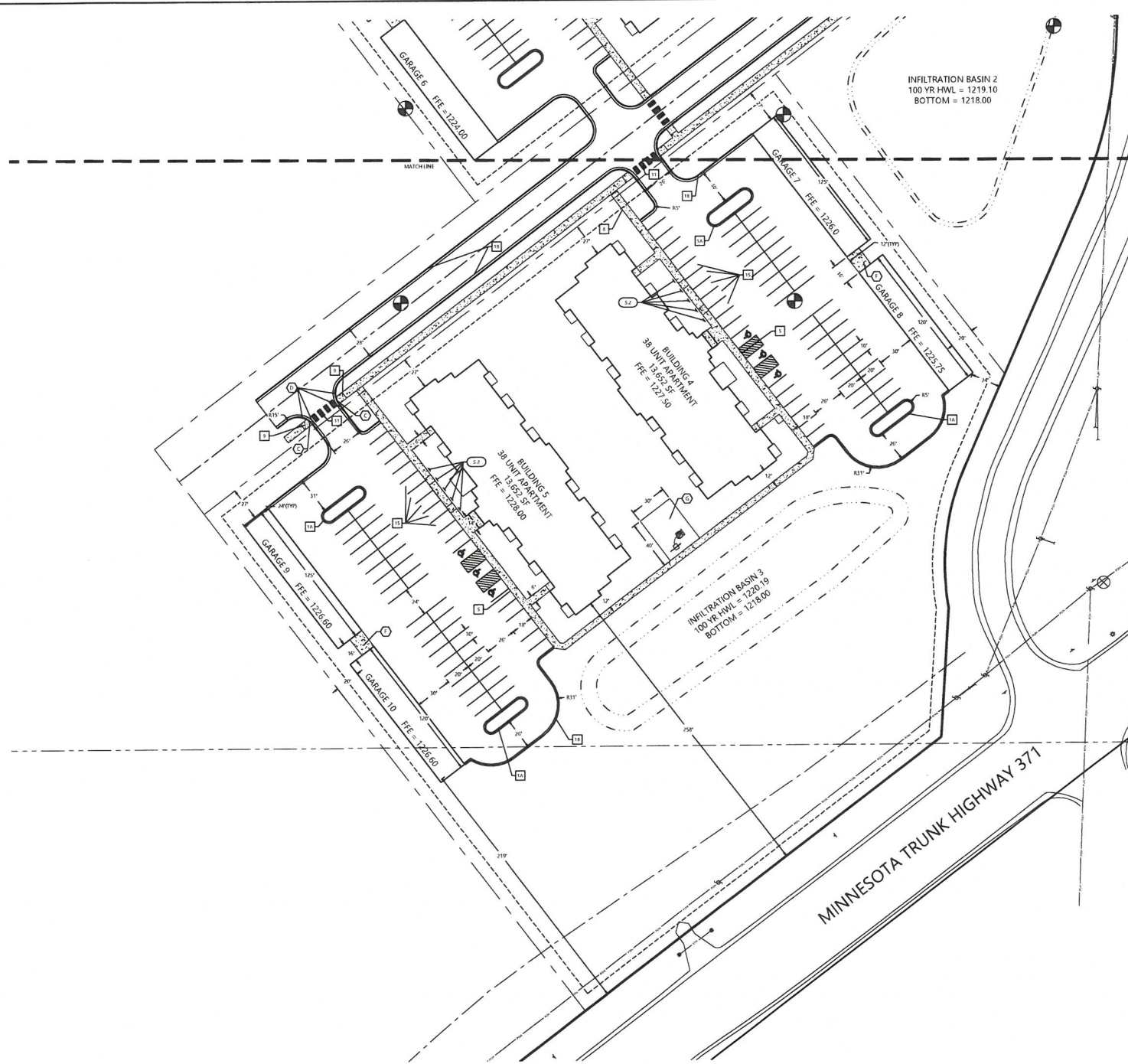
KUEPERS BRAINERD - VOYAGEUR HEIGHTS
BRANFORD, VT

Westwood
ENGINEERING SERVICES, INC.
200 WEST STREET, SUITE 200
BRANFORD, CT 06405
(860) 781-1111
www.westwoodeng.com

SITE PLAN - NORTH

SHEET NUMBER
C201

DATE
8/29/2023
PROJECT NUMBER
0068943



Call 48 hours before digging
811 or call811.com
Common Ground Initiative

SITE LEGEND

EXISTING	PROPOSED	PROPERTY LINE
---	---	---
---	---	LOT LINE
---	---	SETBACK LINE
---	---	SEALMENT LINE
---	---	CURB AND GUTTER
---	---	TRIP-CUT CURB AND GUTTER
---	---	POUND NORMAL WATER LEVEL
---	---	RETAINING WALL
---	---	FENCE
---	---	CONCRETE PAVEMENT
---	---	CONCRETE SIDEWALK
---	---	HEAVY DUTY BITUMINOUS PAVEMENT
---	---	NORMAL DUTY BITUMINOUS PAVEMENT
---	---	NUMBER OF PARKING STALLS
---	---	TRANSFORMER
---	---	SITE LIGHTING
---	---	TRAFFIC SIGN
---	---	POWER POLE
---	---	ROLLAD / POST

GENERAL SITE NOTES

- SEE SHEET C200 FOR GENERAL SITE NOTES

1 SITE DETAILS (SI-0XX)

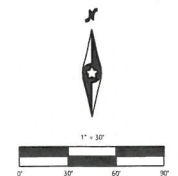
- 1A: 18"x12" CURB AND GUTTER
- 1B: 18"x12" CURB AND GUTTER
- 1C: INTEGRAL CURB AND WALK
- 1D: PRIVATE CONCRETE SIDEWALK
- 1E: PRIVATE PEDESTRIAN CURB RAMP
- 1F: CROSS WALK STRIPING
- 1G: SIGN INSTALLATION
- 1H: HANDICAP ACCESSIBLE SIGNAGE AND STRIPING
- 1I: PAVEMENT SECTIONS

2 SIGN LEGEND

REFERENCE	SIZE	MAJORITY DESIGNATION
S1: STOP SIGN	18" x 18"	30" x 30"
S2: HANDICAP ACCESSIBLE	18" x 18"	12" x 18"

3 SITE KEYNOTES

- A: MATCH EXISTING CURB
- B: MATCH EXISTING CONCRETE PAVEMENT WITH SAWCUT
- C: FLUSH CURB
- D: TRANSITION CURB
- E: MONUMENT SIGN (SEE ARCH PLANS)
- F: CONCRETE PAD FOR TRASH
- G: PLAY AREA (BY OTHERS) (SEE ARCH PLANS)
- H: DOG PARK AREA (BY OTHERS) (SEE ARCH PLANS)



DATE:	8/29/2025
SCALE:	1/8" = 1'-0"
PROJECT:	VOYAGUER HEIGHTS
CLIENT:	KUEPERS, INC.
DESIGNER:	WESTWOOD ENGINEERING SERVICES, INC.
CHECKED:	WESTWOOD ENGINEERING SERVICES, INC.
APPROVED:	WESTWOOD ENGINEERING SERVICES, INC.

PREPARED FOR
KUEPERS, INC.
1735 COMMERCIAL AVENUE, SUITE 200
BRANNEN, MN 55009

DESIGNED BY
WESTWOOD ENGINEERING SERVICES, INC.
1735 COMMERCIAL AVENUE, SUITE 200
BRANNEN, MN 55009

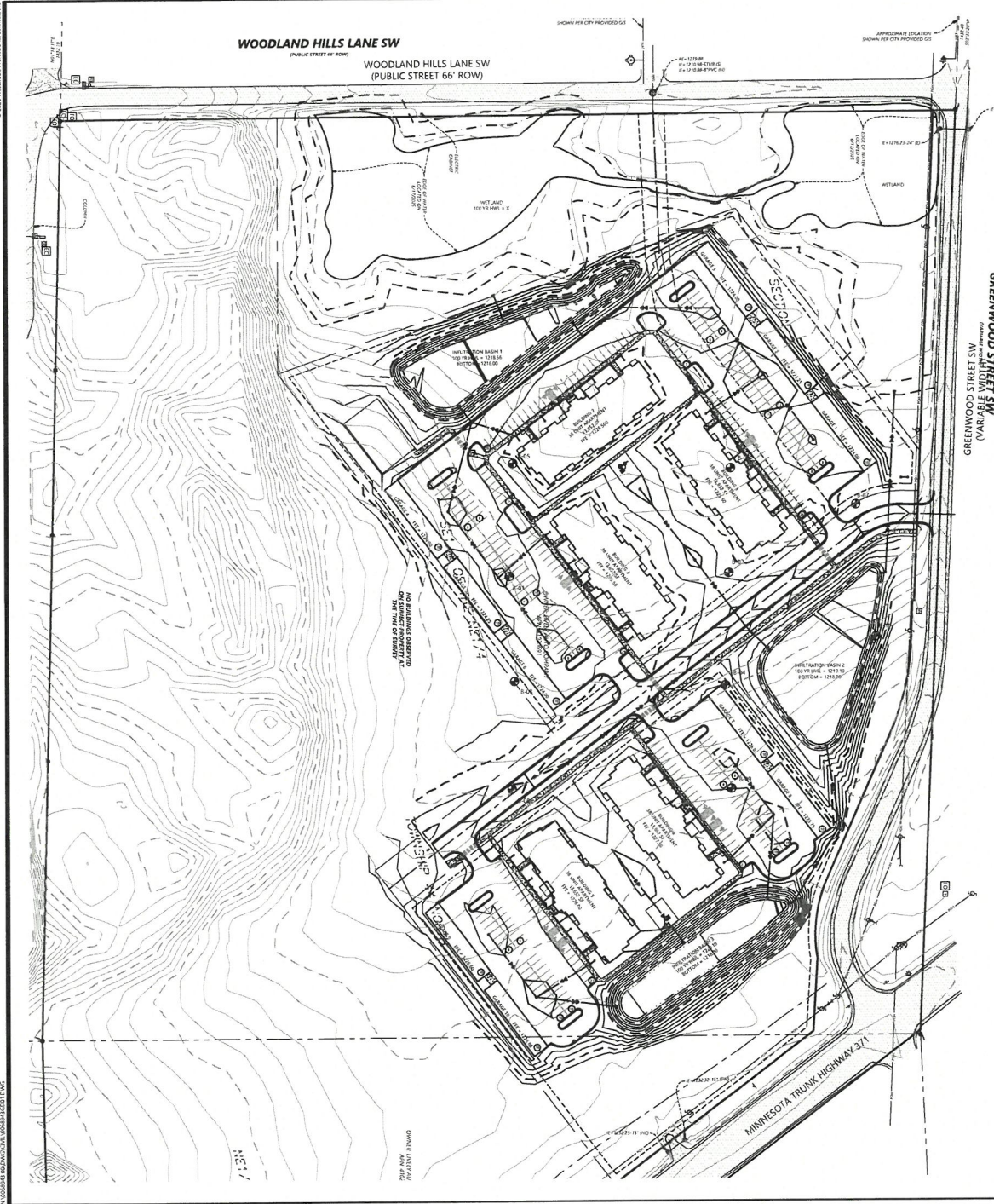
DESIGNED BY
KUEPERS BRAINERD - VOYAGUER HEIGHTS
BRANNEN, MN

Westwood
ENGINEERING SERVICES, INC.
1735 COMMERCIAL AVENUE, SUITE 200
BRANNEN, MN 55009
PH: 507.225.1111
WWW.WESTWOODENGINEERING.COM

SITE PLAN - SOUTH

SHEET NUMBER
C202

DATE: 8/29/2025
PROJECT NUMBER: C068943



GRADING LEGEND

EXISTING	PROPOSED	PROPERTY LINE

GRADING NOTES

- LOCATIONS AND ELEVATIONS OF EXISTING TOPOGRAPHY AND UTILITIES AS SHOWN ON THIS PLAN ARE APPROXIMATE. CONTRACTOR SHALL FIELD VERIFY VTI, CONDITIONS AND UTILITY LOCATIONS PRIOR TO EXCAVATION/CONSTRUCTION. THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY IF ANY DISCREPANCIES ARE FOUND.
- CONTRACTORS SHALL REFER TO ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF VESTIBULE, SLOPED PAVEMENT, SET PITCHES, RAMPS, THICK EDGES, PRECAST BUILDING DIMENSIONS, EXACT BUILDING UTILITY ENTRANCE LOCATIONS, AND EXACT LOCATIONS AND NUMBER OF DOWNSPOTS.
- ALL EXCAVATION SHALL BE IN ACCORDANCE WITH THE CURRENT EDITION OF "STANDARD SPECIFICATIONS FOR TRENCH EXCAVATION AND BACKFILL/SURFACE RESTORATION" AS PREPARED BY THE CITY ENGINEER'S ASSOCIATION OF MINNESOTA.
- ALL DISTURBED UNPAVED AREAS ARE TO RECEIVE 80 INCHES OF TOPSOIL AND SOO OR SEED. THESE AREAS SHALL BE WATERED UNTIL A HEALTHY STAND OF GRASS IS OBTAINED. SEE LANDSCAPE PLAN FOR PLANTING AND TREE ESTABLISHMENT.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL DEVICES SUCH AS BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLAGMEN AND LIGHTS TO CONTROL THE MOVEMENT OF TRAFFIC WHERE NECESSARY. PLACEMENT OF THESE DEVICES SHALL BE APPROVED BY THE ENGINEER PRIOR TO PLACEMENT. TRAFFIC CONTROL DEVICES SHALL CONFORM TO APPROPRIATE MINDOT STANDARDS.
- ALL SLOPES SHALL BE GRADED TO 3:1 OR FLATTER, UNLESS OTHERWISE INDICATED ON THIS SHEET.
- CONTRACTOR SHALL UNIFORM GRADE AREAS WITHIN LIMITS OF GRADING AND PROVIDE A SMOOTH FINISHED SURFACE WITH UNIFORM SLOPES BETWEEN PORTS WHERE ELEVATIONS ARE SHOWN OR BETWEEN SUCH PORTS AND EXISTING GRADES.
- SPOT ELEVATIONS SHOWN INDICATE FINISHED PAVEMENT ELEVATIONS & GUTTER FLOW LINE UNLESS OTHERWISE NOTED. PROPOSED CONTOURS ARE TO FINISHED SURFACE GRADE.
- SEE SLOPE REPORT FOR PAVEMENT THICKNESSES AND HOLD DOWNS.
- CONTRACTOR SHALL DISPOSE OF ANY EXCESS SOIL MATERIAL THAT EXISTS AFTER THE SITE GRADING AND UTILITY CONSTRUCTION IS COMPLETED. THE CONTRACTOR SHALL DISPOSE OF ALL EXCESS SOIL MATERIAL IN A MANNER ACCEPTABLE TO THE OWNER AND THE REGULATING AGENCIES.
- CONTRACTOR SHALL PROVIDE A STRUCTURAL RETAINING WALL DESIGN CERTIFIED BY A LICENSED PROFESSIONAL ENGINEER.
- ALL CONSTRUCTION SHALL CONFORM TO LOCAL, STATE AND FEDERAL RULES INCLUDING THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMIT REQUIREMENTS.
- PRIOR TO PLACEMENT OF ANY STRUCTURE OR PAVEMENT, A PROOF ROLL AT MINIMUM WILL BE REQUIRED ON THE SUBGRADE. PROOF ROLLING SHALL BE ACCOMPISHED BY MAKING MINIMUM OF 2 COMPLETE PASSES WITH FULLY-LOADED TAND-EM-AXLE DRUM TRUCK OR APPROVED EQUAL, IN EACH OF 2 PERPENDICULAR DIRECTIONS WHILE UNDER SUPERVISION AND DIRECTION OF THE INDEPENDENT TESTING LABORATORY. AREAS OF FAILURE SHALL BE LOCATED AND RE-COMPACTED AS SPECIFIED HEREIN.
- EMBANKMENT MATERIAL PLACED BENEATH BUILDINGS AND STREET OR PARKING AREAS SHALL BE COMPACTED IN ACCORDANCE WITH THE SPECIFIED DENSITY METHOD AS OUTLINED IN MINDOT 2105.31 AND THE REQUIREMENTS OF THE GEOTECHNICAL ENGINEER.
- EMBANKMENT MATERIAL NOT PLACED IN THE BUILDING PAD, STREETS OR PARKING AREA, SHALL BE COMPACTED IN ACCORDANCE WITH REQUIREMENTS OF THE GEOTECHNICAL ENGINEER AS OUTLINED IN MINDOT 2105.32.
- ALL SOILS AND MATERIALS TESTING SHALL BE COMPLETED BY AN INDEPENDENT GEOTECHNICAL ENGINEER. DECISION FOR THE PURPOSES OF REMOVING UNSTABLE OR INDETERMINATE SOILS SHALL BE COMPLETED AS REQUIRED BY THE GEOTECHNICAL ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL REQUIRED SOILS TESTS AND INSPECTIONS WITH THE GEOTECHNICAL ENGINEER.



8/29/2025
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Common Ground Alliance

DESIGNED BY: [Signature]
CHECKED BY: [Signature]
APPROVED BY: [Signature]

PREPARED FOR:
KUEPERS, INC.
1718 COMMERCE PARK RD
MINNETONKA, MN 55345

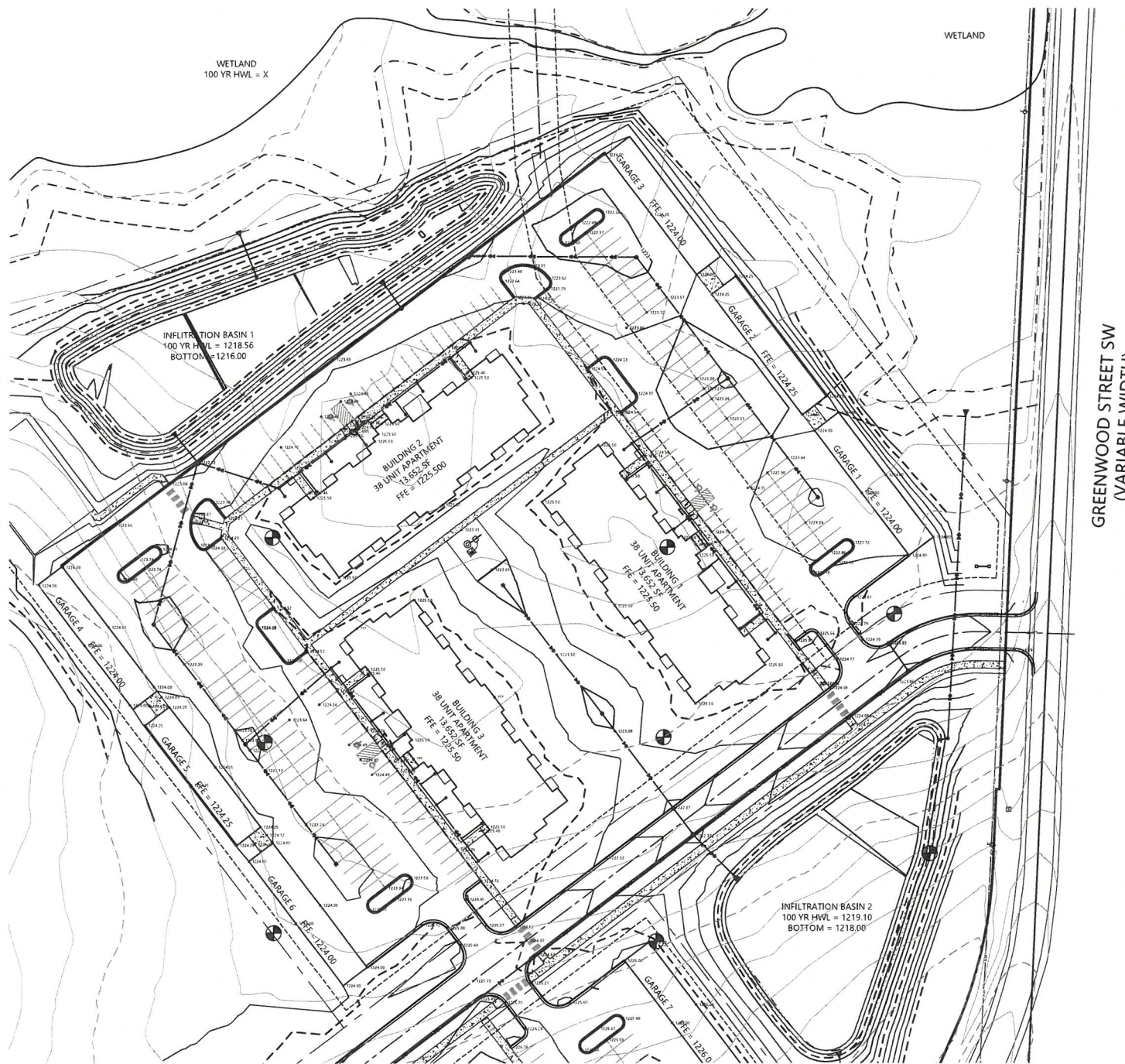
PROJECT NO.: 0068943
SHEET NO.: 30 OF 30

Westwood
ENGINEERING, INC.
1000 W. WISCONSIN AVE., SUITE 200
MINNETONKA, MN 55345
(952) 835-1111
www.westwoodeng.com

GRADING PLAN
C300
DATE: 8/29/2025
PROJECT NUMBER: 0068943

KUEPERS BRANNER - VOYAGEUR HEIGHTS
BRANNER, MN

DATE: 8/29/2025
PROJECT NUMBER: 0068943



WOODLAND HILLS LANE SW
(PUBLIC STREET 66' ROW)

WOODLAND HILLS LANE SW
(PUBLIC STREET 66' ROW)

GREENWOOD STREET SW
(VARIABLE 66' ROW)

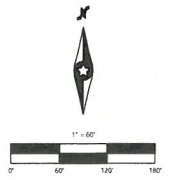
MINNESOTA TRUNK HIGHWAY 371

EROSION CONTROL LEGEND

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

GENERAL EROSION CONTROL NOTES

1. THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS ARE BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND LIMITED MEASUREMENTS TAKEN BY THE ENGINEER. THE INFORMATION SHALL NOT BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY THE OWNER OR ENGINEER OF DISCREPANCIES.
2. ALL SILT FENCE AND OTHER EROSION CONTROL FEATURES SHALL BE IN PLACE PRIOR TO ANY EXCAVATION/CONSTRUCTION AND SHALL BE MAINTAINED WITHIN 10' OF THE EXISTING GROUND COVER HAS BEEN ESTABLISHED. EXISTING SILT FENCE ON-SITE SHALL BE MAINTAINED AND OR REMOVED AND SHALL BE CONSIDERED INCIDENTAL TO THE GRADING CONTRACT. IT IS OF EXTREME IMPORTANCE TO BE AWARE OF CURRENT FIELD CONDITIONS WITH RESPECT TO EROSION CONTROL. TEMPORARY FENCING, SITES, VARIABLES, ETC., REQUIRED BY THE CITY SHALL BE INCIDENTAL TO THE GRADING CONTRACT.
3. EROSION AND SEDIMENT CONTROL: EROSION CONTROL SHALL ASSUME COMPLETE RESPONSIBILITY FOR CONTROLLING ALL SEDIMENT AND EROSION OF THE PROJECT AREA. THE CONTRACTOR SHALL USE WHATEVER MEANS NECESSARY TO CONTROL THE EROSION AND SEDIMENT INCLUDING BUT NOT LIMITED TO: CATCH BASINS, SLOTTED CURBS, CONSTRUCTION ENTRANCES, EROSION CONTROL BLANKET AND SILT FENCE. EROSION CONTROL SHALL COMMENCE WITH GRADING/CONSTRUCTION THROUGHOUT THE PROJECT WITH ACCEPTANCE OF THE WORK BY THE OWNER. THE CONTRACTOR'S RESPONSIBILITY INCLUDES ALL IMPLEMENTATION AS REQUIRED TO PREVENT EROSION AND THE DEPOSITING OF SILT. THE OWNER MAY DIRECT THE CONTRACTOR'S METHODS AS DEMANDS TO PROTECT PROPERTY AND IMPROVEMENTS. ANY DEPOSITION OF SILT OR MUD ON NEW OR EXISTING PAVEMENT OR IN EXISTING STORM SEWERS OR DRAINS SHALL BE REMOVED AFTER EACH RAIN EVENT. AFFECTED AREAS SHALL BE CLEANED TO THE SATISFACTION OF THE OWNER. ALL AT THE DISPOSE OF THE CONTRACTOR. ALL TEMPORARY EROSION CONTROL SHALL BE REMOVED BY THE CONTRACTOR AFTER THE TURF IS ESTABLISHED.
4. ALL STREETS DISTURBED DURING WORKING HOURS MUST BE CLEANED AT THE END OF EACH WORKING DAY. A CONSTRUCTION ENTRANCE TO THE SITE MUST BE PROVIDED ACCORDING TO DETAILS TO REDUCE TRACKING OF DIRT ONTO PUBLIC STREETS.
5. PROPOSED PONDS SHALL BE EXCAVATED FIRST AND USED AS TEMPORARY FENCING DURING CONSTRUCTION.
6. WHEN INSTALLING END-OF-LINE FLARED END SECTIONS, BRING THE SILT FENCE UP & OVER THE FLARED END SECTIONS & COVER DISTURBED AREAS WITH RIPRAP. THE UPSTREAM FLARED END SECTIONS SHALL HAVE WOOD FENCE BLANKET INSTALLED ON THE DISTURBED SOILS.
7. ALL UNPAVED AREAS ALTERED DUE TO CONSTRUCTION ACTIVITIES MUST BE RESTORED WITH SEED AND MULCH. SOIL, EROSION CONTROL BLANKET OR BE HARD SURFACE WITHIN 2 WEEKS OF COMPLETION OF CONSTRUCTION.
8. THE SITE MUST BE STABILIZED PER THE REQUIREMENTS OF THE MPCA, NPDES, MNDOT, AND CITY.
 - A. TEMPORARY (GREATER THAN 1-YEAR) SEED SHALL BE MNDOT SEED MIX 22-111 AT 90.5-POUNDS PER ACRE.
 - B. TEMPORARY (LESS THAN 1-YEAR) SEED SHALL BE MNDOT SEED MIX 21-112 (PALL) OR 21-111 (SPRING/SUMMER) AT 100-POUNDS PER ACRE.
 - C. INFILTRATION/FILTRATION BASIN SHALL BE MNDOT SEED MIX 34-252 AT 14.5-POUNDS PER ACRE.
 - D. POND SLOPES SHALL BE MNDOT SEED MIX 33-261 AT 35-POUNDS PER ACRE.
 - E. GENERAL SEEDING SHALL BE MNDOT SEED MIX 25-151 AT 70-POUNDS PER ACRE.
 - F. MULCH SHALL BE MNDOT TYPE 1 APPLIED AT 3-TONS PER ACRE.
 - G. FOR AREAS WITH SLOPE OF 3:1 OR GREATER, RESTORATION WITH SOIL OR EROSION CONTROL BLANKET IS REQUIRED.
 - H. ALL TEMPORARY STOCKPILES MUST HAVE SILT FENCE INSTALLED AROUND THEM TO TRAP SEDIMENT.
 - I. ALL PERMANENT PONDS USED AS TEMPORARY SEDIMENT BASINS DURING CONSTRUCTION SHALL BE DEDICATED AFTER THE SITE HAS BEEN STABILIZED TO RESTORE THE POND TO THE PROPOSED BOTTOM ELEVATION.
 - J. ALL CONSTRUCTION SHALL CONFORM TO LOCAL AND STATE RULES INCLUDING THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS.
 - K. THE SITE MUST BE KEPT IN A WELL-DRAINED CONDITION AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR TEMPORARY DITCHES, RIPRAP OR OTHER MEANS REQUIRED TO INSURE PROPER DRAINAGE DURING CONSTRUCTION. LOW POINTS IN ROADWAYS OR BUILDING PADS MUST BE PROVIDED WITH A POSITIVE OUTFLOW.



Call 48 Hours before digging
811 or call811.com
Connecticut Utility Agency

DATE	8/29/2025
DRAWN	UNL
CHECKED	UNL
APPROVED	UNL

PREPARED FOR
KUEPERS, INC.
1919 COMMERCIAL PARK RD
BENTON, MN

PROJECT NO.
425023
DATE 8/29/2025

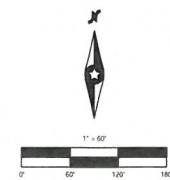
KUEPERS BRAINERD -
VOYAGEUR HEIGHTS
BRAINERD, MN

Westwood
2025 Westwood
2025 Westwood
2025 Westwood

EROSION CONTROL PLAN
C400

SHEET NUMBER
C400
DATE 8/29/2025
PROJECT NUMBER 0068943

KUEPERS BRAINERD - VOYAGEUR HEIGHTS



Call 48 Hours before digging
811 or call811.com
Common Ground Alliance

[illegible][illegible][illegible]

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME
 IN UNDER MY DIRECT SUPERVISION AND THAT I AM A
 MEMBER OF THE BOARD OF DIRECTORS OF THE UNIVERSITY
 OF THE STATE OF MINNESOTA.

XAVIER BADE
 DATE 8/29/2025 11:34:02 AM 404629

PREPARED FOR K 1701

**KUEPERS BRAINERD -
VOYAGEUR HEIGHTS**
BRAINERD, MN

Westwood

Name (962) 887-6150
Fax (962) 917-5150
Address 13150 North American Court, Suite # 100
Merrimack, NH 03043
www.westwood-usa.com

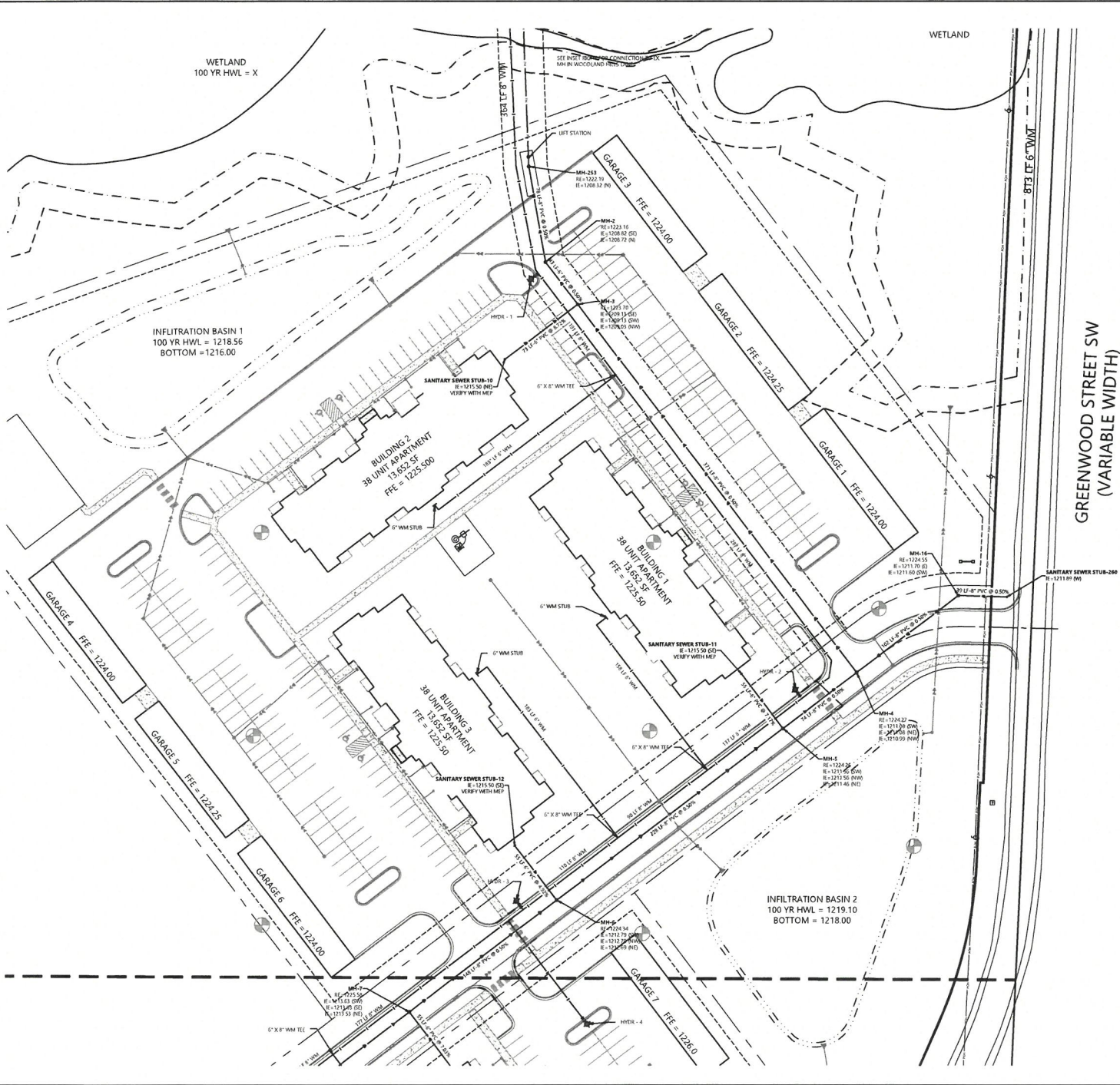
Exclusively Represented By: Educational Services, Inc.

UTILITY PLAN

C500

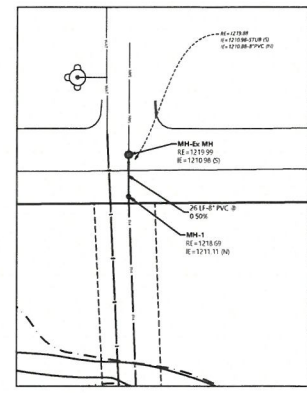
TE 8/29/2025
NUMBER 0068943

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UTILITY LEGEND		
EXISTING	PROPOSED	
		PROPERTY LINE
		EASEMENT LINE
		CURB AND GUTTER
		SANITARY SEWER
		SANITARY SEWER FORCE MAIN
		STORM SEWER
		WATER MAIN
		HYDRANT
		GAS
		UNDERGROUND ELECTRIC
		OVERHEAD ELECTRIC
		UNDERGROUND TELEPHONE
		OVERHEAD TELEPHONE
		TELEPHONE FIBER OPTIC
		CABLE TELEVISION
		DRAIN TILE
		GATE VALVE
		FLARED END SECTION (WITH REPEAT)
		LIGHT POLE

GENERAL UTILITY NOTES
1. SEE SHEET C500 FOR GENERAL UTILITY NOTES



DATE: 8/29/2025
DRAWN BY: [Signature]
CHECKED BY: [Signature]
APPROVED BY: [Signature]

PREPARED FOR:
KUEPERS, INC.
19111 COMMERCIAL PARK RD
BOONVILLE, MO 64609

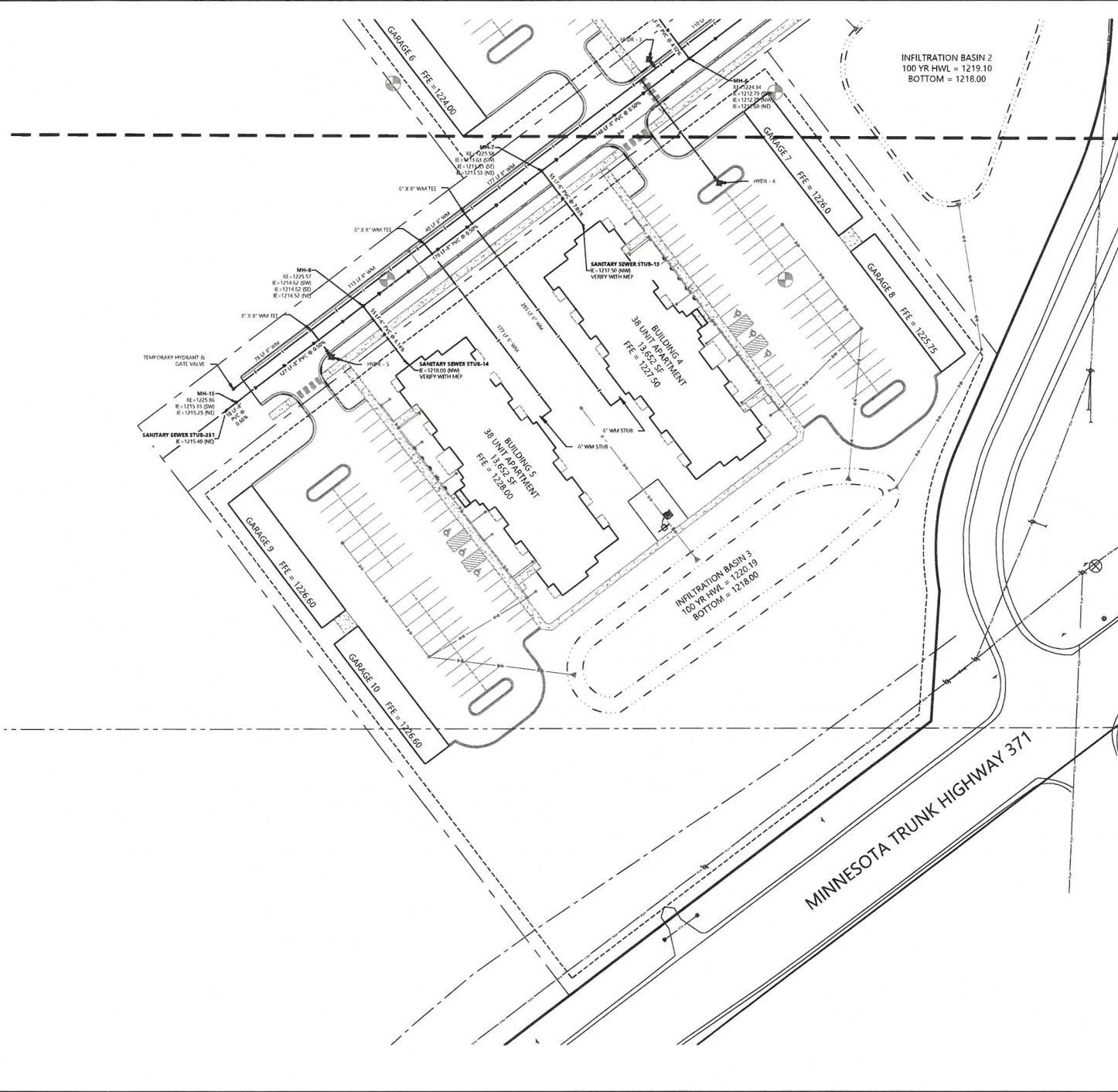
KUEPERS BRAINERD -
VOYAGEUR HEIGHTS
BRAINERD, MN

Westwood
Professional Services, Inc.
10000 Highway 100, Suite 100
Minnetonka, MN 55345
Phone: 952.891.1100
Fax: 952.891.1101
www.westwoodps.com

SANITARY SEWER &
WATERMAIN PLAN -
NORTH
KUEPERS BRAINERD - VOYAGEUR HEIGHTS

SHEET NUMBER:
C501

DATE: 8/29/2025
PROJECT NUMBER: 0068943



UTILITY LEGEND

EXISTING	PROPOSED	PROPERTY LINE

GENERAL UTILITY NOTES

- SEE SHEET C500 FOR GENERAL UTILITY NOTES



DATE	8/29/2025
DESIGNED BY	WESTWOOD
CHECKED BY	WESTWOOD
APPROVED BY	WESTWOOD
PROJECT NO.	0068943
SHEET NO.	1

PREPARED FOR
KUEPERS, INC.
1919 COMMERCIAL PARK RD
BRANDER, MN

DESIGNED BY
WESTWOOD
1919 COMMERCIAL PARK RD
BRANDER, MN

DESIGNED BY
KUEPERS BRAINERD - VOYAGEUR HEIGHTS
BRANDER, MN

Westwood
1919 COMMERCIAL PARK RD
BRANDER, MN

SANITARY SEWER & WATERMAIN PLAN - SOUTH

C502

DATE: 8/29/2025
PROJECT NUMBER: 0068943

[illegible]

Call 48 Hours before digging
811 or call811.com
Common Ground Alliance

1 SEE SHEET C500 FOR GENERAL UTILITY NOTES

DATE	8/29/2025
TIME	12:00 PM
LOCATION	PO BOX 1000
NAME	JOHN DOE
ADDRESS	12345 MAIN ST
CITY	ANYTOWN
STATE	CA
ZIP	90210

R
KUEPERS, INC
17018 COMMERCIAL PARK RD
BRAINERD, MN

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME
 OR UNDER MY DIRECT SUPERVISION AND THAT I AM A
 FULLY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS
 OF THE STATE OF MINNESOTA.

DAVID BAKER
 DATE 8/29/2025 11:25:00 AM 40409

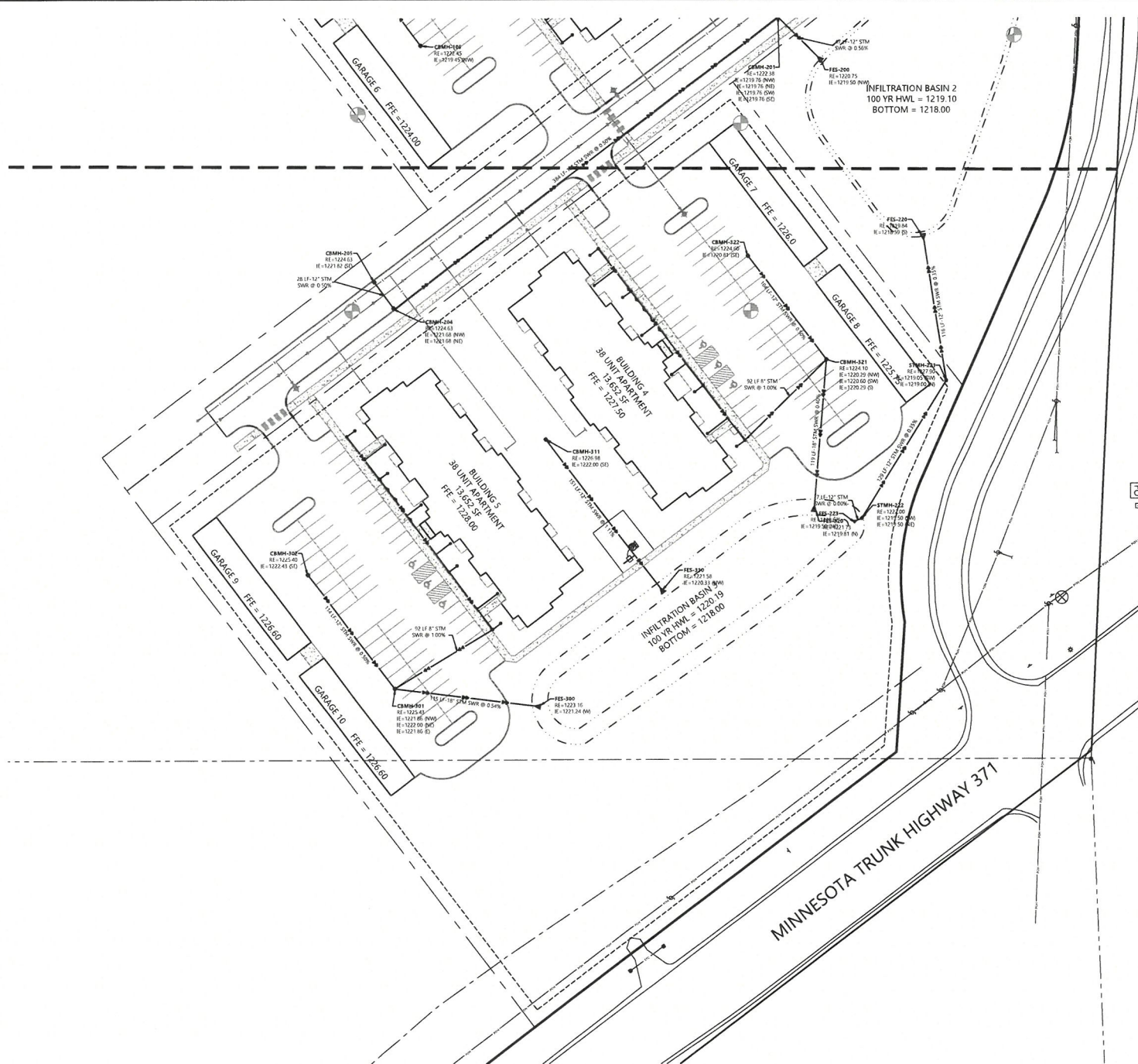
**KUEPERS BRAINERD -
VOYAGEUR HEIGHTS**
BRAINERD, MN

Westwood

STORM SEWER PLAN -
NORTH

HEET NUMBER:
C503

DATE: 8/29/2025
NUMBER: 0068943



UTILITY LEGEND

[illegible]

GENERAL UTILITY NOTES

1. SEE SHEET CS00 FOR GENERAL UTILITY NOTES

Call 48 Hours before digging
811 or call811.com
Common Ground Alliance

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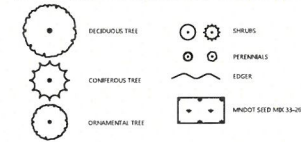
WOODLAND HILLS LANE SW

Call 48 Hours before digging
811 or call811.com
Common Ground Alliance

PLANT SCHEDULE

CODE	QTY	COMMON / BOTANICAL NAME	SIZE	SPACING	MATURE SIZE
CONIFEROUS TREES					
20					
TRC	10	REDWATER PINE / PINUS RESINOSA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	EASTERN RED CEDAR / JUNIPERUS VIRGINICA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	NORWAY SPRUCE / PICEA MARIA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	BLACK PINE WHITE SPRUCE / PICEA GLAUCA VARIETAL	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	REDWATER PINE / PINUS RESINOSA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	WHITE PINE / PINUS STROBUS	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
DECIDUOUS TREES					
30					
TRC	10	REDWATER PINE / PINUS RESINOSA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	EASTERN RED CEDAR / JUNIPERUS VIRGINICA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	NORWAY SPRUCE / PICEA MARIA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	BLACK PINE WHITE SPRUCE / PICEA GLAUCA VARIETAL	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	REDWATER PINE / PINUS RESINOSA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	WHITE PINE / PINUS STROBUS	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
ORNAMENTAL TREES					
40					
TRC	10	REDWATER PINE / PINUS RESINOSA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	EASTERN RED CEDAR / JUNIPERUS VIRGINICA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	NORWAY SPRUCE / PICEA MARIA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	BLACK PINE WHITE SPRUCE / PICEA GLAUCA VARIETAL	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	REDWATER PINE / PINUS RESINOSA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	WHITE PINE / PINUS STROBUS	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
CONIFEROUS SHRUBS					
130					
TRC	10	REDWATER PINE / PINUS RESINOSA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	EASTERN RED CEDAR / JUNIPERUS VIRGINICA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	NORWAY SPRUCE / PICEA MARIA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	BLACK PINE WHITE SPRUCE / PICEA GLAUCA VARIETAL	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	REDWATER PINE / PINUS RESINOSA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	WHITE PINE / PINUS STROBUS	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
DECIDUOUS SHRUBS					
217					
TRC	10	REDWATER PINE / PINUS RESINOSA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	EASTERN RED CEDAR / JUNIPERUS VIRGINICA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
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TRC	10	BLACK PINE WHITE SPRUCE / PICEA GLAUCA VARIETAL	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
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TRC	10	WHITE PINE / PINUS STROBUS	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
PERENNIALS					
245					
TRC	10	REDWATER PINE / PINUS RESINOSA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	EASTERN RED CEDAR / JUNIPERUS VIRGINICA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	NORWAY SPRUCE / PICEA MARIA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
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TRC	10	WHITE PINE / PINUS STROBUS	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
GRASSES					
246					
TRC	10	REDWATER PINE / PINUS RESINOSA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	EASTERN RED CEDAR / JUNIPERUS VIRGINICA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
TRC	10	NORWAY SPRUCE / PICEA MARIA	10" DBH	AS SHOWN	H 10'-20' W 15'-20'
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LANDSCAPE LEGEND



LANDSCAPE KEYNOTES

- A. ROCK MULCH (RYP)
- B. EDGE (RYP)
- C. SOIL (RYP)
- D. MANDOT SEED MIX 25-131

LANDSCAPE SUMMARY

MULTIFAMILY RESIDENTIAL USE REQUIREMENT:

FOUR SHRUBS SHALL BE PLANTED PER DWELLING UNIT. TWO PERENNIALS CAN BE SUBSTITUTED FOR ONE SHRUB.

REQUIRED TREE PLANTINGS:

IN ALL RURAL ZONING DISTRICTS, LOTS SHALL INCLUDE PLANTINGS AT THE RATE OF ONE TREE PER 1,000 SF OF OPEN SPACE AREA. AREA DOES NOT INCLUDE ELONGATED WETLAND AREA. ALL REQUIRED TREE PLANTINGS SHALL HAVE A MIXTURE OF CONIFER AND DECIDUOUS TREES.

REQUIREMENTS:

NUMBER OF DWELLING UNITS	100	CHOPIN: 760
SHRUBS REQUIRED	400	CHOPIN: 760
PERENNIALS PROVIDED	400	CHOPIN: 760
TREES REQUIRED	100	CHOPIN: 760
TREES PROVIDED	100	CHOPIN: 760
SHRUBS PROVIDED	400	CHOPIN: 760
PERENNIALS PROVIDED	400	CHOPIN: 760

SEEDING NOTES

STORMWATER POND:

MANDOT SEED MIX 25-131 STORMWATER SOUTH-WEST FOR A MIX COMPOSED OF SIMILAR VARIETIES OF GRASSES AND FORBS, TO BE APPROVED BY LANDSCAPE ARCHITECT.

SEED MIX TO BE APPLIED AT A RATE OF 15 LBS/ACRE

GENERAL TURF:

MANDOT SEED MIX 25-131 LOW MAINTENANCE TURF FOR A MIX COMPOSED OF SIMILAR VARIETIES OF GRASSES AND FORBS, TO BE APPROVED BY LANDSCAPE ARCHITECT.

SEED MIX TO BE APPLIED AT A RATE OF 220 LBS/ACRE

ALL SEED MIXES TO BE APPLIED DURING RECOMMENDED PLANTING SEASON, AND USING AN APPROVED METHOD, AS FOUND IN THE MANDOT SEEDING MANUAL.

ALL SEED MIXES AVAILABLE FROM TWIN CITY SEED COMPANY (TWINCITYSEED.COM; 1.800.545.TURF)



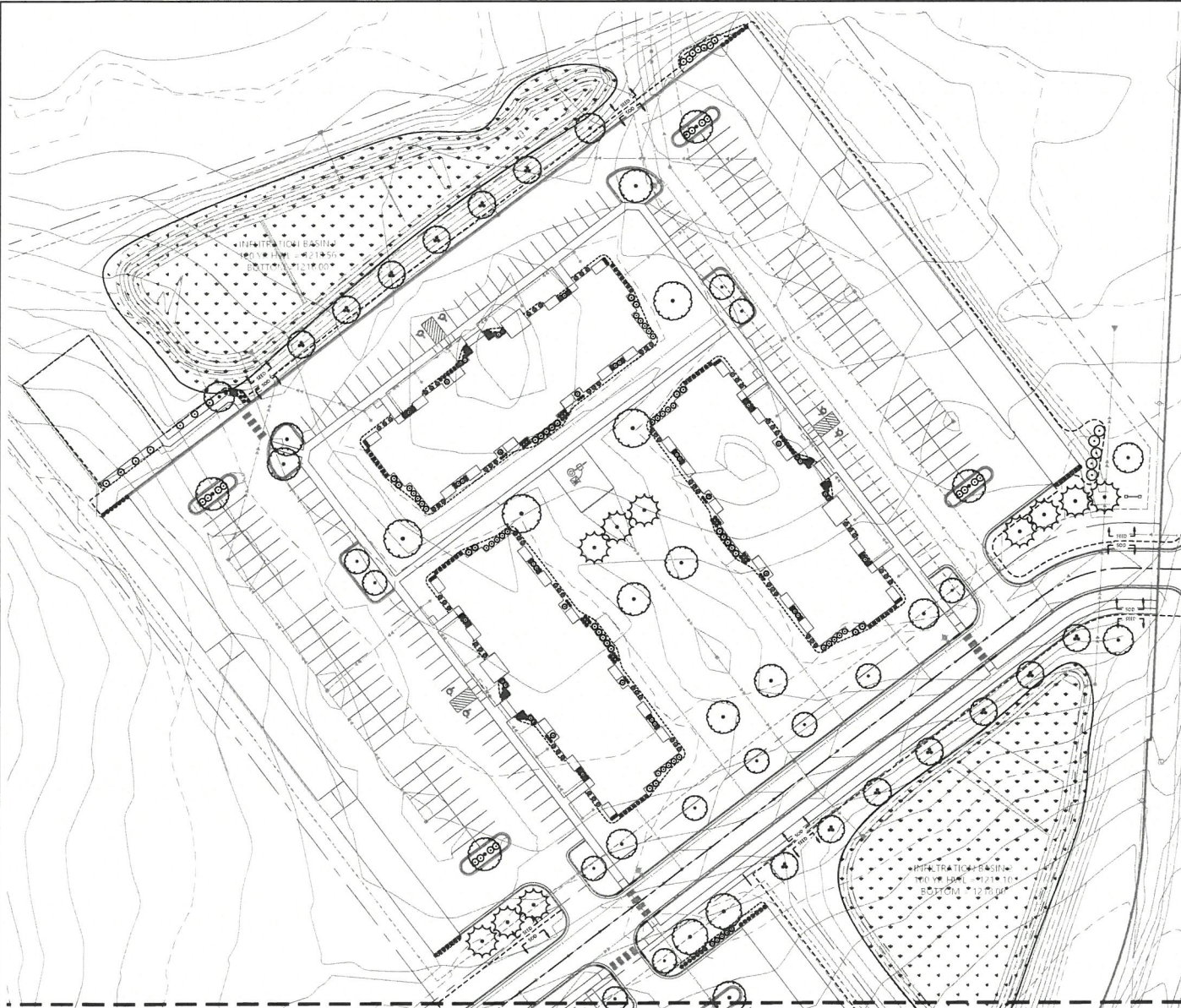
PROJECT: WOODLAND HILLS LANE SW
SHEET: L100
DATE: 8/29/2025
DRAWN BY: J. BRANNEN
CHECKED BY: J. BRANNEN
APPROVED BY: J. BRANNEN

PREPARED FOR:
KUEPERS, INC.
1910 COMMERCIAL PARK RD
BRANFORD, MN

WESTWOOD PROFESSIONAL SERVICES, INC.
1910 COMMERCIAL PARK RD
BRANFORD, MN 55004
TEL: 507.325.1111
WWW.WESTWOODPROF.COM

LANDSCAPE PLAN
VOYAGEUR HEIGHTS
BRANFORD, MN

SHEET NUMBER
L100
DATE: 8/29/2025
PROJECT NUMBER: 0068943



PLANT SCHEDULE (FOR REFERENCE ONLY, SEE SHEET L100 FOR PLANT COUNTS)

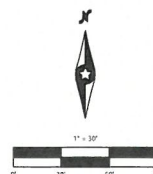
CODE	COMMON / BOTANICAL NAME	WFL	SPACING	MATURE SIZE
COMMON TREES				
AC	RED BELLIED WOODPECKER	10'	SP	10-15'
AL	WHITE BELLIED EAGLE	10'	SP	10-15'
AM	AMERICAN CYPRESS	10'	SP	10-15'
AN	NOBLESSE PINE	10'	SP	10-15'
AO	ORANGE OAK	10'	SP	10-15'
AP	RED PIN	10'	SP	10-15'
AR	RED BELLIED WOODPECKER	10'	SP	10-15'
AS	SPRING BURNING	10'	SP	10-15'
AT	RED BELLIED WOODPECKER	10'	SP	10-15'
AV	RED BELLIED WOODPECKER	10'	SP	10-15'
AW	RED BELLIED WOODPECKER	10'	SP	10-15'
AX	RED BELLIED WOODPECKER	10'	SP	10-15'
AY	RED BELLIED WOODPECKER	10'	SP	10-15'
BA	RED BELLIED WOODPECKER	10'	SP	10-15'
BB	RED BELLIED WOODPECKER	10'	SP	10-15'
BC	RED BELLIED WOODPECKER	10'	SP	10-15'
BD	RED BELLIED WOODPECKER	10'	SP	10-15'
BE	RED BELLIED WOODPECKER	10'	SP	10-15'
BF	RED BELLIED WOODPECKER	10'	SP	10-15'
BG	RED BELLIED WOODPECKER	10'	SP	10-15'
BH	RED BELLIED WOODPECKER	10'	SP	10-15'
BI	RED BELLIED WOODPECKER	10'	SP	10-15'
BJ	RED BELLIED WOODPECKER	10'	SP	10-15'
BK	RED BELLIED WOODPECKER	10'	SP	10-15'
BL	RED BELLIED WOODPECKER	10'	SP	10-15'
BM	RED BELLIED WOODPECKER	10'	SP	10-15'
BN	RED BELLIED WOODPECKER	10'	SP	10-15'
BO	RED BELLIED WOODPECKER	10'	SP	10-15'
BP	RED BELLIED WOODPECKER	10'	SP	10-15'
BQ	RED BELLIED WOODPECKER	10'	SP	10-15'
BR	RED BELLIED WOODPECKER	10'	SP	10-15'
BS	RED BELLIED WOODPECKER	10'	SP	10-15'
BT	RED BELLIED WOODPECKER	10'	SP	10-15'
BU	RED BELLIED WOODPECKER	10'	SP	10-15'
BV	RED BELLIED WOODPECKER	10'	SP	10-15'
BW	RED BELLIED WOODPECKER	10'	SP	10-15'
BX	RED BELLIED WOODPECKER	10'	SP	10-15'
BY	RED BELLIED WOODPECKER	10'	SP	10-15'
BZ	RED BELLIED WOODPECKER	10'	SP	10-15'
CA	RED BELLIED WOODPECKER	10'	SP	10-15'
CB	RED BELLIED WOODPECKER	10'	SP	10-15'
CC	RED BELLIED WOODPECKER	10'	SP	10-15'
CD	RED BELLIED WOODPECKER	10'	SP	10-15'
CE	RED BELLIED WOODPECKER	10'	SP	10-15'
CF	RED BELLIED WOODPECKER	10'	SP	10-15'
CG	RED BELLIED WOODPECKER	10'	SP	10-15'
CH	RED BELLIED WOODPECKER	10'	SP	10-15'
CI	RED BELLIED WOODPECKER	10'	SP	10-15'
CJ	RED BELLIED WOODPECKER	10'	SP	10-15'
CK	RED BELLIED WOODPECKER	10'	SP	10-15'
CL	RED BELLIED WOODPECKER	10'	SP	10-15'
CM	RED BELLIED WOODPECKER	10'	SP	10-15'
CN	RED BELLIED WOODPECKER	10'	SP	10-15'
CO	RED BELLIED WOODPECKER	10'	SP	10-15'
CP	RED BELLIED WOODPECKER	10'	SP	10-15'
CQ	RED BELLIED WOODPECKER	10'	SP	10-15'
CR	RED BELLIED WOODPECKER	10'	SP	10-15'
CS	RED BELLIED WOODPECKER	10'	SP	10-15'
CT	RED BELLIED WOODPECKER	10'	SP	10-15'
CU	RED BELLIED WOODPECKER	10'	SP	10-15'
CV	RED BELLIED WOODPECKER	10'	SP	10-15'
CW	RED BELLIED WOODPECKER	10'	SP	10-15'
CX	RED BELLIED WOODPECKER	10'	SP	10-15'
CY	RED BELLIED WOODPECKER	10'	SP	10-15'
CZ	RED BELLIED WOODPECKER	10'	SP	10-15'
DA	RED BELLIED WOODPECKER	10'	SP	10-15'
DB	RED BELLIED WOODPECKER	10'	SP	10-15'
DC	RED BELLIED WOODPECKER	10'	SP	10-15'
DD	RED BELLIED WOODPECKER	10'	SP	10-15'
DE	RED BELLIED WOODPECKER	10'	SP	10-15'
DF	RED BELLIED WOODPECKER	10'	SP	10-15'
DG	RED BELLIED WOODPECKER	10'	SP	10-15'
DH	RED BELLIED WOODPECKER	10'	SP	10-15'
DI	RED BELLIED WOODPECKER	10'	SP	10-15'
DJ	RED BELLIED WOODPECKER	10'	SP	10-15'
DK	RED BELLIED WOODPECKER	10'	SP	10-15'
DL	RED BELLIED WOODPECKER	10'	SP	10-15'
DM	RED BELLIED WOODPECKER	10'	SP	10-15'
DN	RED BELLIED WOODPECKER	10'	SP	10-15'
DO	RED BELLIED WOODPECKER	10'	SP	10-15'
DP	RED BELLIED WOODPECKER	10'	SP	10-15'
DQ	RED BELLIED WOODPECKER	10'	SP	10-15'
DR	RED BELLIED WOODPECKER	10'	SP	10-15'
DS	RED BELLIED WOODPECKER	10'	SP	10-15'
DT	RED BELLIED WOODPECKER	10'	SP	10-15'
DU	RED BELLIED WOODPECKER	10'	SP	10-15'
DV	RED BELLIED WOODPECKER	10'	SP	10-15'
DW	RED BELLIED WOODPECKER	10'	SP	10-15'
DX	RED BELLIED WOODPECKER	10'	SP	10-15'
DY	RED BELLIED WOODPECKER	10'	SP	10-15'
DZ	RED BELLIED WOODPECKER	10'	SP	10-15'
EA	RED BELLIED WOODPECKER	10'	SP	10-15'
EB	RED BELLIED WOODPECKER	10'	SP	10-15'
EC	RED BELLIED WOODPECKER	10'	SP	10-15'
ED	RED BELLIED WOODPECKER	10'	SP	10-15'
EE	RED BELLIED WOODPECKER	10'	SP	10-15'
EF	RED BELLIED WOODPECKER	10'	SP	10-15'
EG	RED BELLIED WOODPECKER	10'	SP	10-15'
EH	RED BELLIED WOODPECKER	10'	SP	10-15'
EI	RED BELLIED WOODPECKER	10'	SP	10-15'
EJ	RED BELLIED WOODPECKER	10'	SP	10-15'
EK	RED BELLIED WOODPECKER	10'	SP	10-15'
EL	RED BELLIED WOODPECKER	10'	SP	10-15'
EM	RED BELLIED WOODPECKER	10'	SP	10-15'
EN	RED BELLIED WOODPECKER	10'	SP	10-15'
EO	RED BELLIED WOODPECKER	10'	SP	10-15'
EP	RED BELLIED WOODPECKER	10'	SP	10-15'
EQ	RED BELLIED WOODPECKER	10'	SP	10-15'
ER	RED BELLIED WOODPECKER	10'	SP	10-15'
ES	RED BELLIED WOODPECKER	10'	SP	10-15'
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EU	RED BELLIED WOODPECKER	10'	SP	10-15'
EV	RED BELLIED WOODPECKER	10'	SP	10-15'
EW	RED BELLIED WOODPECKER	10'	SP	10-15'
EX	RED BELLIED WOODPECKER	10'	SP	10-15'
EY	RED BELLIED WOODPECKER	10'	SP	10-15'
EZ	RED BELLIED WOODPECKER	10'	SP	10-15'
FA	RED BELLIED WOODPECKER	10'	SP	10-15'
FB	RED BELLIED WOODPECKER	10'	SP	10-15'
FC	RED BELLIED WOODPECKER	10'	SP	10-15'
FD	RED BELLIED WOODPECKER	10'	SP	10-15'
FE	RED BELLIED WOODPECKER	10'	SP	10-15'
FF	RED BELLIED WOODPECKER	10'	SP	10-15'
FG	RED BELLIED WOODPECKER	10'	SP	10-15'
FH	RED BELLIED WOODPECKER	10'	SP	10-15'
FI	RED BELLIED WOODPECKER	10'	SP	10-15'
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FO	RED BELLIED WOODPECKER	10'	SP	10-15'
FP	RED BELLIED WOODPECKER	10'	SP	10-15'
FO	RED BELLIED WOODPECKER	10'	SP	10-15'
FP	RED BELLIED WOODPECKER	10'	SP	

[illegible]

PERENNIALS					
500	ENTILIA DE GROUWEN / PERENNICAULTS 'STELLA DE GROU'	#1	CONF	24° C	W 15-18° W 10-20°
436	NORTHERN ENGELHARDT / AMERICA CORAL BELLS / 'HUCKLEBERRY HOEDLAND'	#1	CONF	18° C	W 15-18° W 10-20°
XCS	ROCKY MOUNTAIN STAR / MOUNTAIN STAR 'ROCKY'	#1	CONF	18° C	W 16-20° W 10-20°
W2	WINTER STAR / GARDEN FETTER / 'WINTER'S LAW'	#1	CONF	18° C	W 16-20° W 10-20°
855	BLACK-VEIL SUSAN / RUDEBECKIA	#1	CONF	24° C	W 16-20° W 10-20°
GRASSES					
902	KAHL FORSTER FEATHER REED GRASS / CALAMAGROSTIS X ACALAMAGROSTIS KAHL FORSTER	#1	CONF	18° C	W 14-1 W 2-3
705	PRAMIE (LOPESIDE) / SPOROCLOUS INDELEPIDE	#1	CONF	24° C	W 13-1 W 2-3

ABBREVIATIONS: B&B = BALLED AND BURLAPPED CAL = CALIPER HT = HEIGHT MIN = MINIMUM O.C. = ON CENTER QTY = QUANTITY

NOTE: QUANTITIES ON PLAN SUPERSEDE LIST QUANTITIES IN THE EVENT OF A DISCREPANCY



Call 48 Hours before digging
811 or call811.com
Common Ground Alliance

DATE	07/29/2015
TIME	10:02:15
FILE NAME	P01.DMS
FILE TYPE	RAW
FILE SIZE	10.0 MB
FILE PATH	C:\Program Files\Agilent\MSDCheck\MSDCheck.exe
FILE DESCRIPTION	MSDCheck.exe
FILE AUTHOR	Agilent
FILE VERSION	1.0.0.0
FILE COMMENTS	
FILE STATUS	OK
FILE TYPE	RAW
FILE SIZE	10.0 MB
FILE PATH	C:\Program Files\Agilent\MSDCheck\MSDCheck.exe
FILE DESCRIPTION	MSDCheck.exe
FILE AUTHOR	Agilent
FILE VERSION	1.0.0.0
FILE COMMENTS	
FILE STATUS	OK

KUEPERS, INC
7018 COMMERCIAL PARK RD
SPRINGFIELD, NM

continued on p. 10

I HEREBY CERTIFY THAT THIS PLAN AND PROPOSED TO ME
 IS THE BEST INTEREST OF THE COMPANY AND THAT I AM
 NOT RECEIVING ANY BENEFIT OR ADVANTAGE UNDER THE COMPANY
 OF THE STATE OF MICHIGAN.

JEFF WESTENDORF
 DATE 6/29/2025 13:30:00 53596

**KUEPERS BRAINERD -
VOYAGEUR HEIGHTS**
BRAINERD, MN

Westwood

12301 North Meridian Court, Suite # 200
Albuquerque, NM, 87114
505/261-0121
www.westwood.com

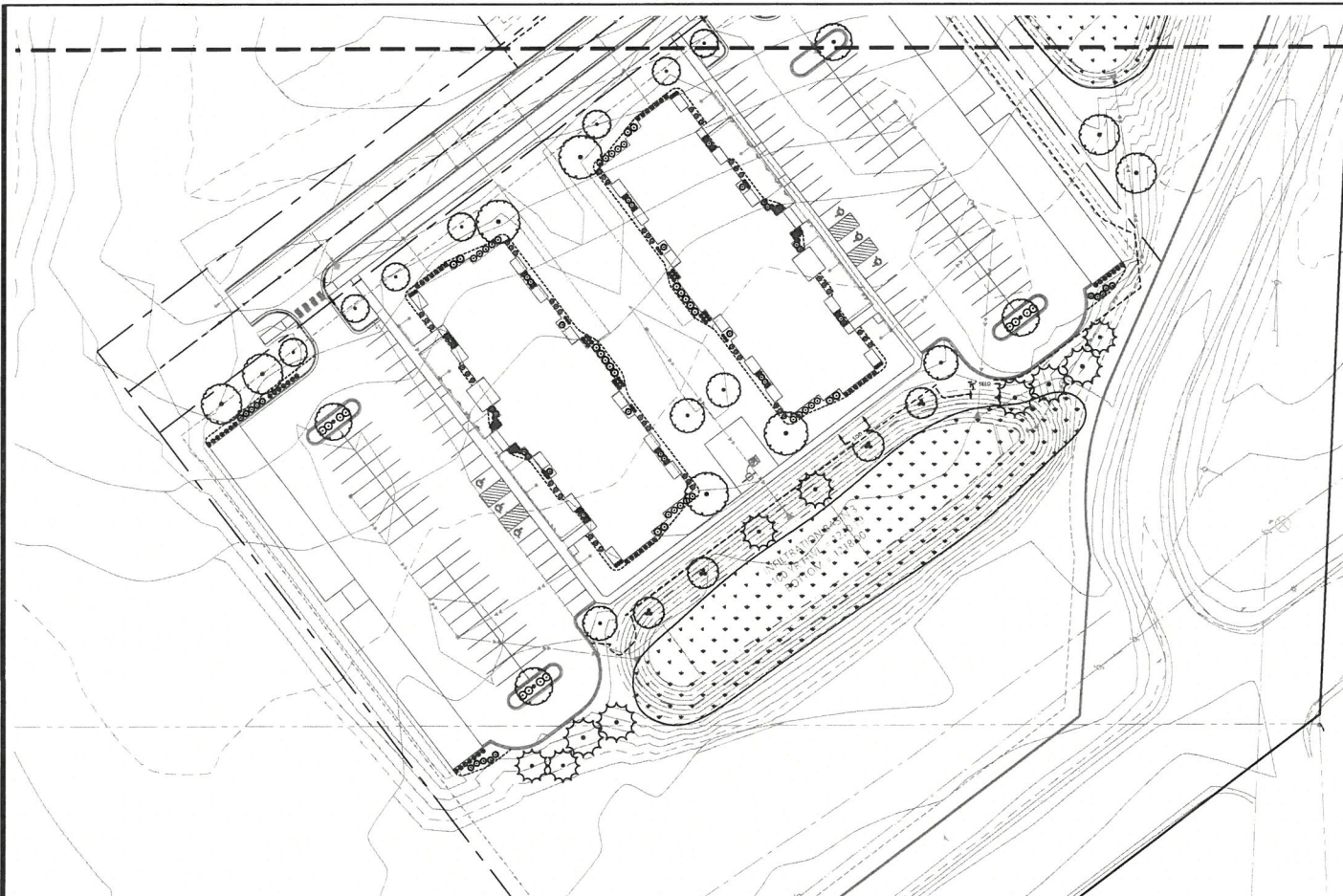
© 1994 Westwood Services, Inc.

LANDSCAPE PLAN -
NORTH

SHEET NUMBER

L101

DATE 8/29/2025
PROJECT NUMBER: 0068943



PLANT SCHEDULE (FOR REFERENCE ONLY, SEE SHEET L100 FOR PLANT COUNTS)

[illegible]

NOTE: QUANTITIES ON PLAN SUPERSEDE LIST QUANTITIES IN THE EVENT OF A DISCREPANCY

Call 48 Hours before digging
811 or call811.com
Common Ground Alliance

[illegible]

KUEPERS, INC.

HERBERT CENTER THAT THIS PLAN WAS PREPARED BY THE
FIRM UNDER MY DIRECT SUPERVISION AND THAT I AM A
PROFESSIONAL ARCHITECT AND AN ARCHITECT UNDER THE LAWS
OF THE STATE OF MINNESOTA.

JEFF WESTENDORF
DATE 8/29/2025 ON BEHALF OF \$3596

**KUEPERS BRAINERD -
VOYAGEUR HEIGHTS**

Westwood

Phone (952) 337-8150
Fax (952) 337-8151
E-mail info@westwood.com
Web www.westwood.com

12701 Midway Rd., Suite # 100
Minneapolis, MN 55426
800-888-8818

Division of Professional Service, Inc.

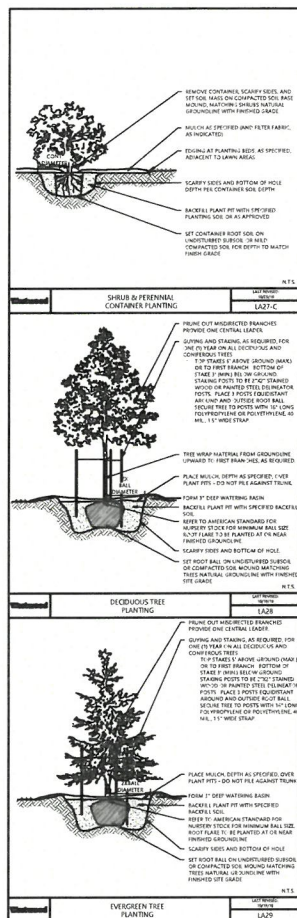
LANDSCAPE PLAN - SOUTH

KEY NUMBER

L102

8/29/2025

KLEIDERS BRAINERD - VOYAGEUR HEIGHTS



PLANTING NOTES

- [illegible]



MEMORANDUM

TO: Jessie Dehn, PE
City Engineer, City of Brainerd

FROM: Dianne Mathews, PE (Lic. MN)
Braden Gjerstad, EIT (MN)
Chelsea Hernandez, EIT (MN)

DATE: October 6, 2025

RE: Brainerd Sanitary Sewer Model
SEH No. BRDMN 186917 14.00

BACKGROUND

In August 2025, the City of Brainerd requested a capacity analysis for a portion of their existing sanitary sewer downstream of a proposed development within its sewershed, located south of the intersection of Crestview Lane and Woodland Hills Lane. Figure 1 (below) shows the section of the City's collection system. The modeled area is shown in green.

SEH utilized PCSWMM software to create a hydraulic model of a portion of the city's sanitary sewer system. The model helped assess whether the pipes downstream of the proposed development are large enough to convey the increased flow. The analysis included both current flows and projected flows from an additional 190 new housing units.

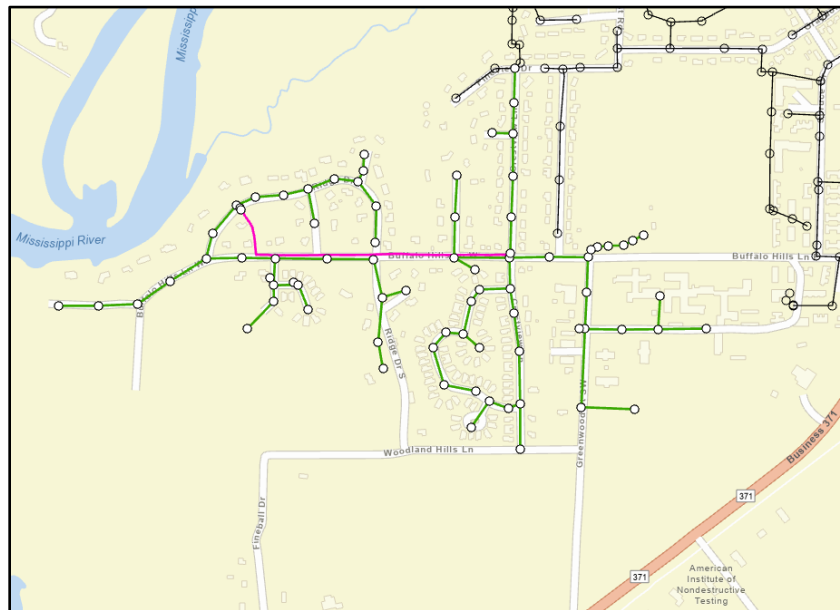


Figure 1. Brainerd Sanitary Sewer System – modeled area shown in green

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

MODEL CREATION AND FLOW ESTIMATES

The model was created using PCSWMM software and GIS data provided by the City. Wastewater flows were estimated for the modeled area by using actual pump station data, actual building sewer use data and by using estimated flows based on the Metropolitan Council's (MCES) Sewer Availability Charge (SAC) Procedure Manual. This manual is widely used to estimate average flows based on type of use. For example:

- one SAC is equivalent to 274 gallons/day (gpd)
- one residential dwelling is equal to one SAC
- commercial and industrial use is based on square feet / CAF
 - a medical office building is 1 SAC / 2,150 square feet
 - a 130,000 SF medical building is equivalent to 60.5 SACs or 16,567 gpd average flow

The project area was divided into East and West sections. A forcemain connects these sections, delivering flow from the West to the East.

For both the East and West Sections, SAC estimates were used to establish average flows based on the types of properties in each area. Flow estimates were assigned to the downstream manholes. In the West Section, the availability of lift station flow data from the City allowed for more accurate flow projections. By applying a multiplier to the baseline SAC values, the total estimated flow was adjusted to better reflect actual conditions. Using pump calibration data, the average wet weather flow for the West Section was calculated to be 0.46 MGD, which is lower than the initial estimates derived solely from SAC values

Due to the absence of comparable data for the East Section, the conservatively estimated values from the SAC Manual were applied without an added multiplier for dry weather flow. However, an additional multiplier of 4 was incorporated for wet weather flow.

MODEL RESULTS

Initial dry weather flow for the existing conditions showed no flooding or surcharging, with a maximum pipe capacity of 0.51. The acceptable threshold is typically 0.8, representing 80% of the vertical pipe depth being filled. When wet weather flows were applied, minor downstream surcharging occurred where pipes transition in size, but no flooding was observed. This is shown in Figure 2. The maximum surcharge capacity for existing wet weather conditions reached 0.64. This surcharging does not indicate capacity issues.

When the flows were added for the new development (190 additional dwellings), the dry weather surcharge increased slightly to 0.55, and the wet weather surcharge increased to 0.78. With proposed wet weather flows the downstream surcharge maximum capacity of 78% is still below the recommended 80% pipe capacity level recommended for upsizing. This is summarized in Table 1. Figures 3 and 4 illustrate the wet weather maximum surcharge capacity plan and profile views.

Table 1: Maximum Surcharge for Existing and Future Development Flow

	Existing Flow	Future Development
Dry Weather Maximum Surcharge (% vertical capacity)	0.51	0.55
Wet Weather Maximum Surcharge (% vertical capacity)	0.64	0.78

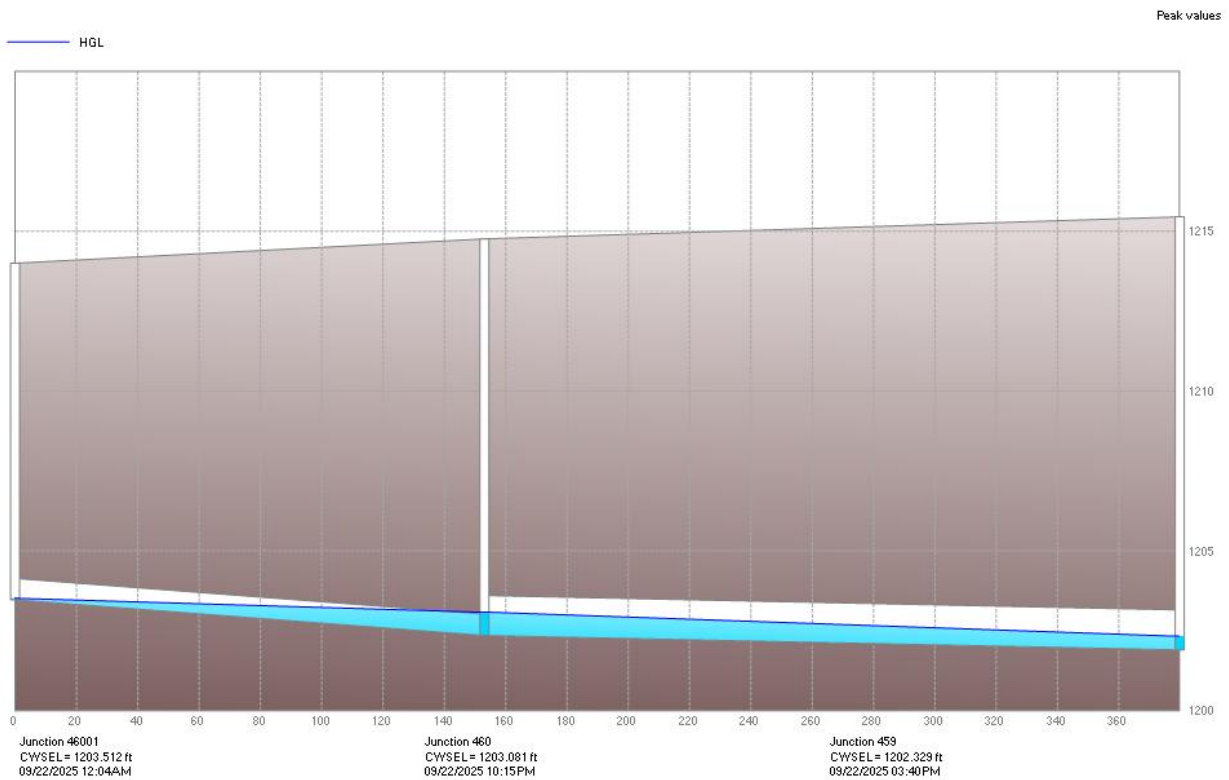


Figure 2. Downstream Surcharging into Larger Pipe

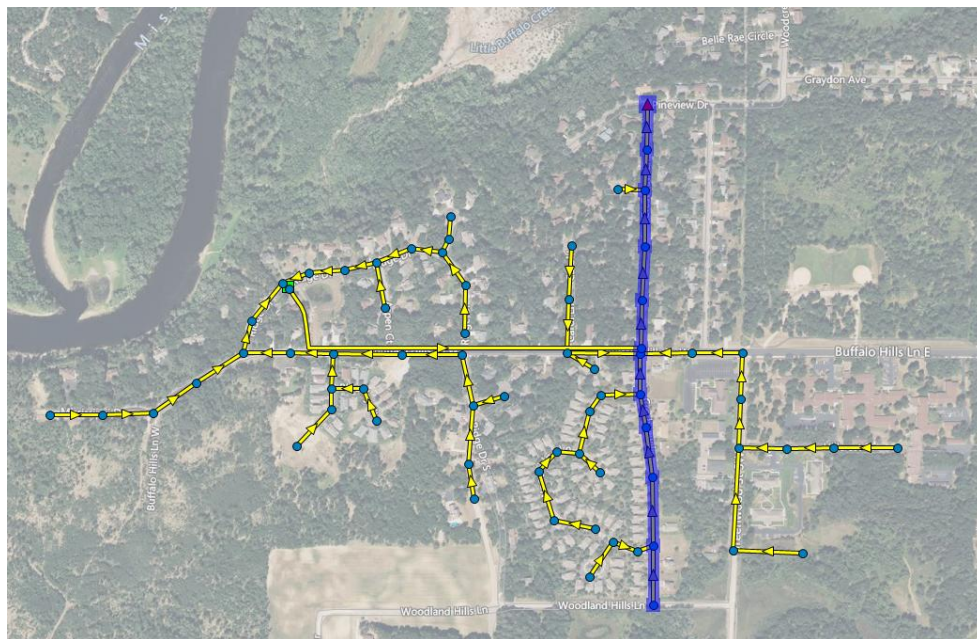


Figure 3. Proposed Wet Weather Model Results Plan View

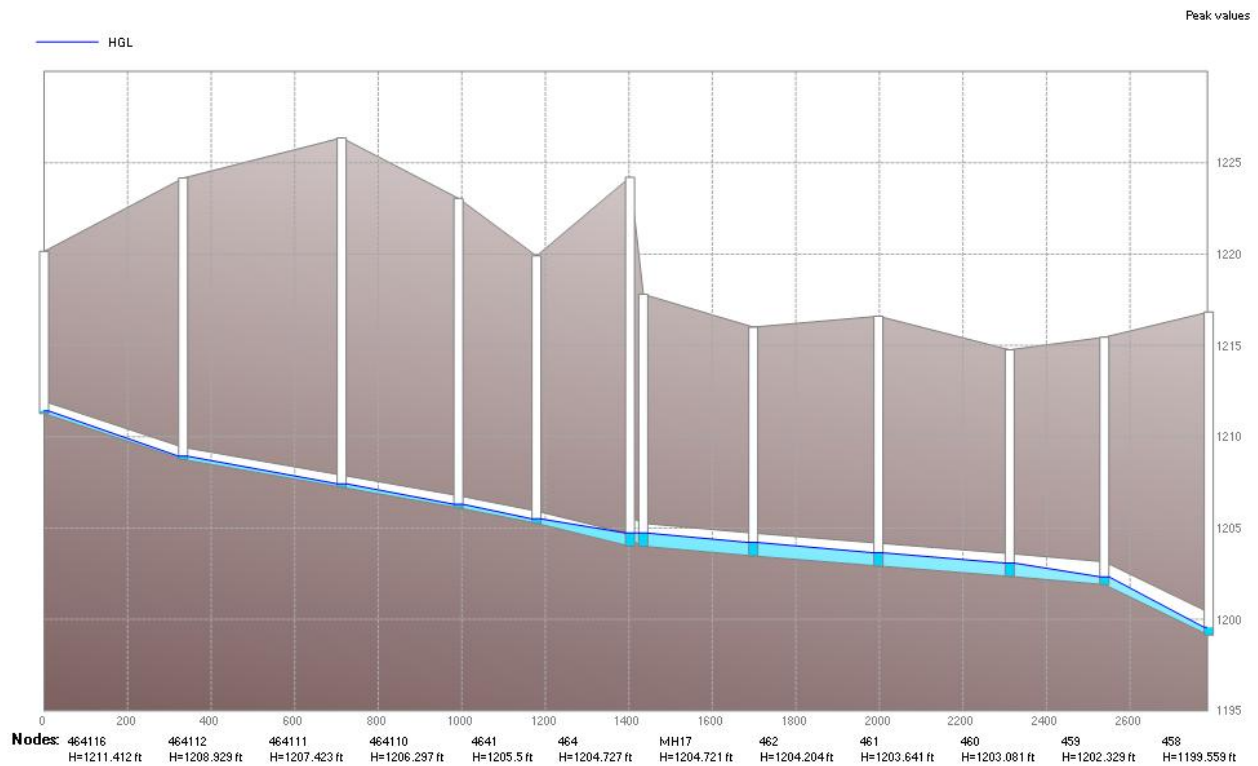


Figure 4. Proposed Wet Weather Model Results Profile View

This analysis assumes there is no surcharge at the downstream manhole, MH458, resulting from flow from other areas in the sewershed. It assumes the discharge point at MH458 is free flowing during existing dry and wet weather conditions. It is recommended the southern Brainerd sewershed be modeled in order to provide a full picture of the city's wastewater infrastructure.

CONCLUSION

Analysis of the model indicates that the current sewer system can accommodate the flow from the planned development. The model indicates the pipe will operate near its recommended capacity limit during wet weather conditions.

dmk

\\sehinc.com\panzura\pzprojects\ae\b\brdmn\186917\5-final-dsgn\53-dsgn-info\memo\brainerd sewer model memo final 10.6.25.docx



Date: 4-13-2020 License #: 46319

BRAINERD/BAXTER, MN 218-829-0707

Voyageur Heights Apartments - Building 1

Kuepers Inc.
38 Unit

Project number	01-25-1108	Date	XX-XX-XXXX
Drawn by	RET	Checked by	CJR/ZAR

A1.1

Overall Floor Plan

Scale $3/32" = 1'$

PRELIMINARY NFC

27/02/25 03:24 AM

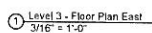


Date: 4-13-2020 License #: 46319



Voyageur Heights Apartments - Building 1

Scale $3/32" = 1'-0"$



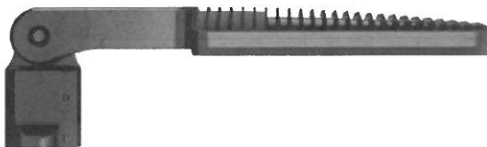
ALED Field-Adjustable Area Lights

RAB

Universal Pole Mount



Slipfitter Mount



Wall Mount



Field-Adjustable Wattage



0-10V



100,000
HOURS



WET
RATED



IP RATING



FIELD
ADJUSTABLE

PROJECT: _____

DATE: _____

TYPE: _____

PREPARED BY: _____



* Dark Sky Approved
in 3000K
(Small & Medium Only)



** 3000K
Models only

KEY FEATURES

- Available in three different sizes:
SMALL: **80/60/40W** selectable
MEDIUM: **150/90/78W** selectable
LARGE: **260/220/170W** selectable
EXTRA LARGE: **385/345/300W** selectable
- CCT: **5000K** or **4000K**; **3000K** available for small and medium size.
- Available in **120-277V**. **480V** available on Medium, Large & XL housings.
- **Universal Pole, Slipfitter** and **Wall Mount** available on all models
- Available in **bronze, black** and **white** finish
- UL listed for **wet location**
- **IP66** listed
- **0-10V** dimmable
- **3G Vibration** rating

TECHNICAL SPECIFICATIONS

CONSTRUCTION

Cold Weather Starting

Minimum starting temperature is -40°C (-40°F)

Maximum Ambient Temperature

Suitable for use in up to 40°C (104°F)

Housing

Die-cast aluminum

Mounting

Pole Universal Pole Mount, Slipfitter or Wall Mount

Tilt increment:

Slipfitter: 5°

Lens

Polycarbonate lens

Gasket

High-temperature silicone gasket

Reflector

Aluminum reflector with white polycarbonate

Green Technology

Mercury and UV free. RoHs-compliant components.

Finish

Formulated for high durability and long lasting color. Available in bronze, white or black finish.

IES Classifications

Type II - Ideal for wide walkways, on ramps and entrance roadways, bike paths, and other long/narrow applications. This type is meant for lighting larger areas is usually located near the roadside.

Type III - Ideal for roadway, general parking, and other area lighting applications where a larger pool of lighting is required. It is intended to be located near the side of the area, allowing the light to project outward and fill the area.

Type IV - Also known as "forward throw", it is especially suited for mounting on the sides of buildings and walls, and for illuminating the perimeter of parking areas. It produces a semicircular distribution with essentially the same candlepower at lateral angles from 90° to 270°.

Type V - Produces a wide and uniform 360° pattern that is perfect for large outdoor areas such as parking lots and pathways.

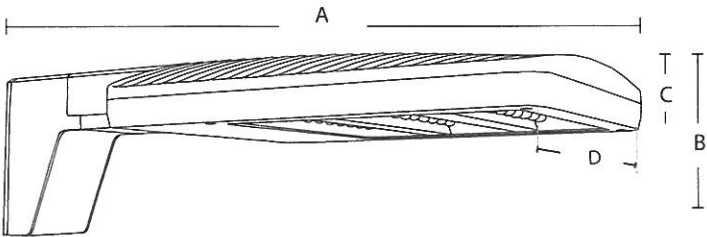
Auto Dealership - Car Dealership optics have a wide distribution with an intentional hot spot that helps to deliver eye-catching light to the front row of cars in a dealership lot while also minimizing "backspill" (light that is thrown back towards the street).

ALED Field-Adjustable Area Lights

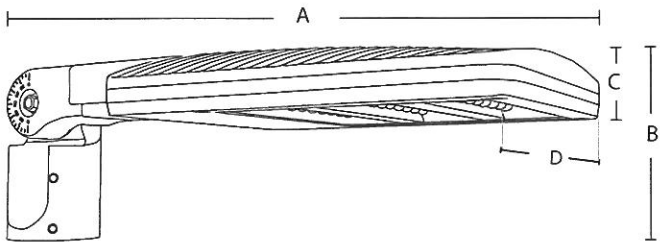


DIMENSIONS

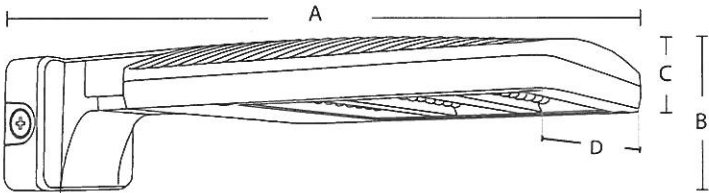
Universal Pole Mount



Slipfitter Mount



Wall Mount



ALED Weights	UNIVERSAL POLE MOUNT	SLIPFITTER MOUNT	WALL MOUNT
SMALL	13.2 lbs	14.7 lbs	13.2 lbs
MEDIUM	16.5 lbs	17.8 lbs	16.5 lbs
LARGE	27.3 lbs	31.5 lbs	26.4 lbs
EXTRA LARGE	34.5 lbs	41.4 lbs	36.3 lbs

ALED	UNIVERSAL POLE MOUNT				SLIPFITTER MOUNT				WALL MOUNT			
Fixture Size	A	B	C	D	A	B	C	D	A	B	C	D
SMALL	21 1/16"	5 3/4"	2 3/8"	10 9/16"	22 11/16"	6 7/8"	2 3/8"	12 1/2"	21 11/16"	5"	2 3/8"	17 1/14"
MEDIUM	23"	5 3/4"	2 3/8"	10 9/16"	24 1/2"	6 7/8"	2 3/8"	12 1/2"	23 1/2"	5"	2 3/8"	17 1/14"
LARGE	28 7/8"	6 3/8"	2 5/8"	10 9/16"	32 7/16"	7 3/4"	2 5/8"	12 1/2"	28 7/8"	5"	2 5/8"	17 1/14"
EXTRA LARGE	32 5/8"	6 3/8"	2 3/4"	19"	36 1/8"	7 13/16"	2 3/4"	19"	32 1/2"	5"	2 3/4"	19"

ALED Field-Adjustable Area Lights



ACCESSORIES

Image	SKU#	UPC	Description
	ALED SHS	192552028714	ALED HOUSE SIDE SHIELD WITH 4 SCREWS (10 3/8" X 10 1/4" X 6")
	ALED MHS	192552028721	ALEDM HOUSE SIDE SHIELD WITH 4 SCREWS (12 3/16" X 12 1/4" X 6")
	ALED LHS	192552028738	ALEDL HOUSE SIDE SHIELD WITH 7 SCREWS (19 1/4" X 17" X 6")
	ALED XLHS	192552028745	ALEDXL HOUSE SIDE SHIELD WITH 7 SCREWS (23 1/4" X 18 3/4" X 6")
	ALED-RW ARM	192552036528	ROADWAY ARM FOR FA ALED SMALL-MEDIUM BRONZE
	ALED-RW ARM/B	192552036542	ROADWAY ARM FOR FA ALED SMALL-MEDIUM BLACK
	ALED-RW ARM/W	192552036535	ROADWAY ARM FOR FA ALED SMALL-MEDIUM WHITE

ORDERING MATRIX

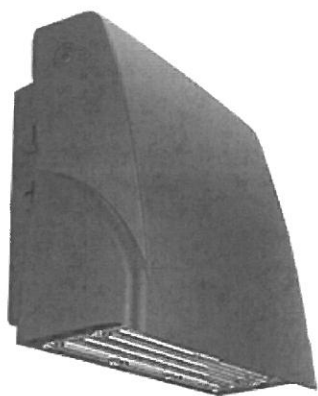
ALED

Family	Housing Size	Distribution		Mounting		Color Temperature		Finish		Voltage*		Options		
ALED														
	S	Small (FA 80/60/40W)	2T	Type II	BLANK	Universal Pole Mount	BLANK	5000K	BLANK	Bronze	BLANK	120-277V	BLANK	No Option
	M	Medium (FA 150/90/78W)	3T	Type III			N	4000K	W	White	/480 ²	480V	/7PR	7-Pin Receptacle
	L	Large (FA 260/220/170W)	4T	Type IV	SF	Slipfitter	Y ¹	3000K	B	Black			/WS2	Multi-Level Motion Sensor with 20' Lens
	XL	Extra Large (FA 385/345/300W)	5T	Type V	WM	Wall Mount					*0-10V Dimming standard			
			AT	Auto Dealership Optic									/WS4 ³	Multi Level Motion Sensor with 40' Lens

¹ Dark sky approved in 3000K, only available only on Small and Medium fixtures

² 480V available only on Medium, Large & Extra Large fixtures

³ Wattstopper option available only on Large & Extra Large fixtures



Color: Bronze

Weight: 3.0 lbs

Project:

Type:

Prepared By:

Date:

Driver Info

Type	Constant Current
120V	0.25A
208V	0.20A
240V	0.15A
277V	0.12A
Input Watts	29.4/28.4/29.7W

LED Info

Watts	30W
Color Temp	3000/4000/5000K
Color Accuracy	70 CRI
L70 Lifespan	100,000 Hours
Lumens	3540/3813/3768 lm
Efficacy	120.5/134.1/127 lm/W

Technical Specifications

Field Adjustability

Field Adjustable:

Color temperature selectable by 3000K, 4000K and 5000K

Compliance

UL Listed:

Suitable for wet locations

IESNA LM-79 & LM-80 Testing:

RAB LED luminaires and LED components have been tested by an independent laboratory in accordance with IESNA LM-79 and LM-80.

IP Rating:

Ingress protection rating of IP65 for dust and water

DLC Listed:

This product is listed by Design Lights Consortium (DLC) as an ultra-efficient premium product that qualifies for the highest tier of rebates from DLC Member Utilities. Designed to meet DLC 5.1 requirements.

DLC Product Code: PL8HS37YLUB0

Performance

Lifespan:

100,000-Hour LED lifespan based on IES LM-80 results and TM-21 calculations

Wattage Equivalency:

Equivalent to 175W Metal Halide

LED Characteristics

LEDs:

Long-life, high-efficiency, surface-mount LEDs

Electrical

Driver:

Constant Current, Class 2, 120-277V, 50/60 Hz, 120V: 0.25A, 208V: 0.20A, 240V: 0.15A, 277V: 0.12A

Dimming Driver:

Driver includes dimming control wiring for 0-10V dimming systems. Requires separate 0-10V DC dimming circuit. Dims down to 10%.

Photocell:

120-277V Integrated button photocell included.

Surge Protection:

L-N:2.5 kV,L/N-GND:2.5 kV

Construction

Cold Weather Starting:

The minimum starting temperature is -40°F (-40°C)

Ambient Temperature :

Max Power Temp Rating: 122°F (50°C)
Middle Power Temp Rating: 122°F (50°C))
Low Power Temp Rating: 122°F (50°C)

Housing:

Precision die-cast aluminum housing and door frame

Lens:

Polycarbonate lens

Cut Off:

Adjustable from 0° (full cutoff) to 90°. 7 settings at 15° each.

Finish:

Formulated for high durability and long-lasting color

Green Technology:

Mercury and UV free. RoHS-compliant components.

Installation

Mounting:

Hinged wiring access and conduit entries on the back, sides, top and bottom make installation a snap

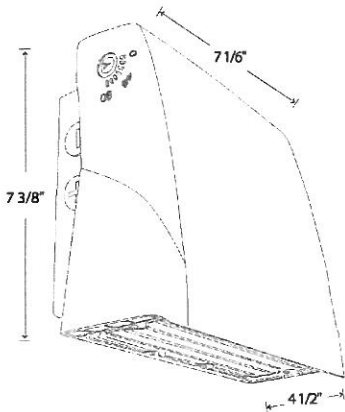
Technical Specifications (continued)

Other

5-Year Limited Warranty:

The RAB 5-year, limited warranty covers light output, driver performance and paint finish. RAB's warranty is subject to all terms and conditions found at rablighting.com/warranty.

Dimensions



Features

- Selectable CCT
- Adjustable cutoff
- Integrated photocell
- 0-10V dimming, standard

Ordering Matrix

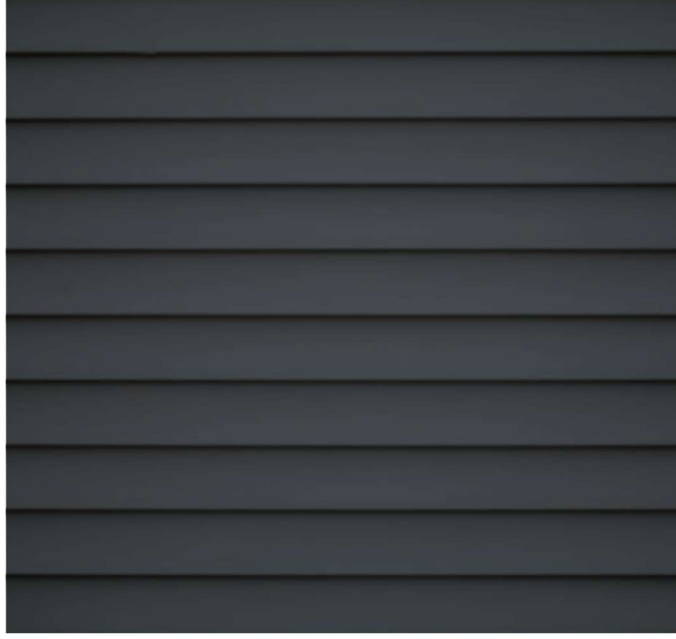
Family	Wattage	Style
SLIM17FA	30	ADJ

15 = 15W
30 = 30W

ADJ = Angle Adjustable



ARCHITECTURAL ASPHALT SHIGLES
Warm Gray



VINYL - LAP SIDING
Base



VINYL - LAP SIDING
Accent 1



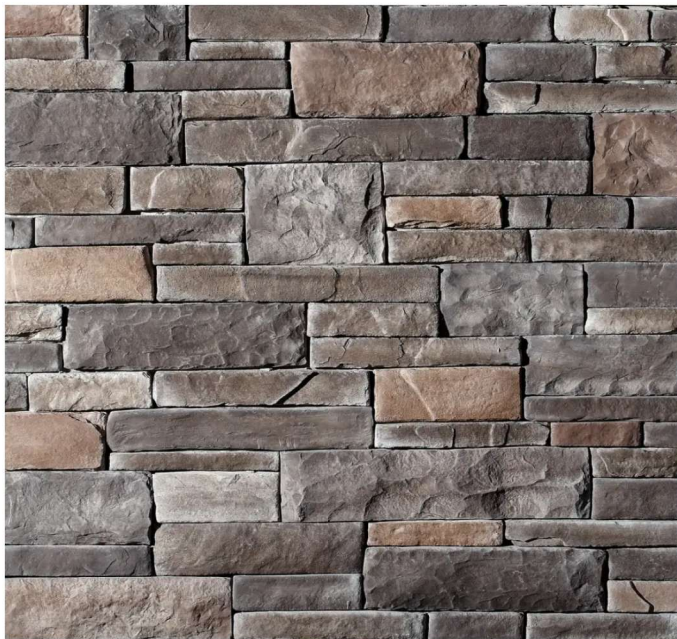
VINYL - LAP SIDING
Accent 2



WINDOWS
White



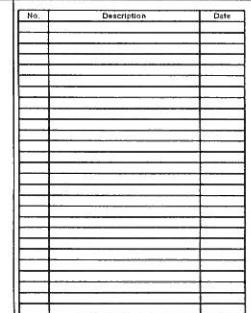
STOREFRONT SYSTEM
Dark Anodized



MANUFACTURED STONE
Dark - Horizontal



VINYL - SHAKES
Accent 1



I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Master Electrician under the laws of the State of Minnesota.
Name: Jason Weld
Signed: 
Date: 09-3-2025 License #: PM077545



BUILDINGS 1-5

E3.5
Photometric

Scale

4/4/2025 3:12:40 PM

2/4/2025 3:12:41 PM



Voyageur Heights Apartments | Renderings
BRAINERD, MN | 08.27.2025 | #XX-XXXX



Voyageur Heights Apartments | Renderings
 BRAINERD, MN | 08.27.2025 | #XX-XXXX



**ORDINANCE
NO. 15XX**

**AN ORDINANCE AMENDING SECTION 515-2-21 PUD AND THE ZONING MAP OF
THE CITY OF BRAINERD**

WHEREAS, a public hearing was held by the Planning Commission as required by the Zoning Code, on September 17th, 2025

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

SECTION ONE: Section 515-2-21.D of the Zoning Code is hereby amended by adding the following underlined language:

3. Voyageur Heights - Planned Unit Development (VH-PUD). The purpose of the VH-PUD is to allow for the development and redevelopment of the property with a mix of uses and dimensional standards. The following standards are established.

- a. The standards and uses contained within the Contemporary Neighborhood-2 (CN-2) Base Zoning District shall govern the VH-PUD district, with the modifications as noted in Table 515-2-21.3
- b. Additions to existing structures are permitted provided it meets the CN-2 Zoning District Dimensional Standards of Table 515-2-7.1 and all other requirements in the Zoning Code.
- c. Development Standards. All approved Final PUD Plans shall govern the development of the property and shall be kept on file with the City Zoning Administrator.

Proposed Table 515-2-21.3 VH-PUD Dimensional and Use Standards - Density, Lot Size, Coverage and Height Standards.

Lot Dimensions	
Lot Size	None
Density (minimum)	4+ DU/Acre
Lot Width	None
Principal Building, Attached Accessory Building, and Detached Accessory Building Standards	
Front Yard Setback (minimum)	20'
Rear Yard Setback (minimum)	20'
Location, detached	Must meet Principal Structure setbacks, may be located in any Yard
Total Number of Permitted Accessory Buildings	3 per Primary Structure
Coverage and Height Standards	
Impervious Surface Coverage (maximum)	75%
Principal structure height (maximum)	45'
Other Standards	

	<u>Driveway</u>	<u>Width at ROW maximum is 36'</u>
	<u>Parking (minimum)</u>	<u>none</u>
	<u>Shrub Planting (minimum)</u>	<u>Four (4) shrubs or perennials shall be planted per first floor dwelling unit</u>
	<u>Landscape Islands (minimum)</u>	<u>One (1) island per thirty (30) continuous rows of internal parking spaces</u>
	<u>Commercial and Industrial Use Design Construction Standards</u>	<u>Facades facing a public street shall not exceed twenty-five (25) percent metal unless allowed upon approval of a Conditional Use Permit. Side and Rear Facades may be one-hundred (100) percent metal and may have exposed fasteners.</u>
Uses Permitted		
	<u>Appendix A: Table of Uses, CN-2 District</u>	<u>All permitted, conditional and interim uses</u>
	<u>Multifamily attached dwelling units (5+ units)</u>	<u>P</u>
	<u>Car Wash Accessory to Motor Vehicle Fuel Sales</u>	<u>C</u>
	<u>Commercial/Retail Establishments</u>	<u>C</u>
	<u>Contractor Offices</u>	<u>C</u>
	<u>Motor Vehicle Fuel Sales</u>	<u>C</u>
	<u>Office Businesses</u>	<u>C</u>
	<u>Light Manufacturing</u>	<u>C</u>
	<u>Warehouse, distribution facilities and wholesale business</u>	<u>C</u>

SECTION TWO: The Zoning Map of the City of Brainerd is hereby amended by changing the zoning designation of the property below from a RL-1 (Rural Living 1) District to Voyager Heights – Planned Unit Development (VH-PUD) Planned Unit Development Overlay District:

PIN 41020691 and 41020682

SE1/4 of NE1/4 2 44 31

AND

PT OF NE1/4 OF SE1/4 LYING N & W OF C/L OF BUSINESS HWY 371

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 – _____

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: November 19th, 2025

RE: Discuss Comprehensive Plan RFP Draft

INTRODUCTION

The last update to the comprehensive plan was in 2019 and in 2021 the City Council approved a proposed Comprehensive Plan amendment to include the revised Future Land Use Map. The process of updating the Comprehensive Plan was an extensive process undertaken by the City Staff, City Council, Planning Commission, the Steering Committee, and the Planning Team. The City should consider reviewing the comprehensive plan every five years to ensure all of the goals and objectives listed in the plan are still relevant for the City of Brainerd. City Council approved \$28,000 to update the comprehensive plan in 2025.

The Comprehensive Plan is a leading policy tool that provides a series of steps to help achieve a shared community vision. This plan will help citizens and local leaders work together more efficiently to guide future growth and development within the city. The plan represents a shared vision for the future and a strategic map to reach that vision. The plan provides broad recommendations to guide and manage growth and development. These broad recommendations come in the form of goals and policies that express the city's aspiration for the future.

PROPOSED CHANGES

Staff propose to review the entire comprehensive at a high level to ensure consistency with our Zoning Code.

Staff propose the primary objective of the comprehensive plan update should be to increase the threshold at which a mandatory Environment Assessment (EAW) Worksheet is required. Our current comprehensive plan and City are well positioned to meet these requirements.

A City must file with the EQB chair and adopt a comprehensive plan with the following elements:

1. a land use plan designating the existing and proposed location, intensity, and extent of use of land and water for residential, industrial, agricultural, and other public and private purposes;
2. a transportation plan describing, designating, and scheduling the location, extent, function, and capacity of existing and proposed local public and private transportation facilities and services;
3. a sewage collection system policy plan describing, designating, and scheduling the areas to be served by the public system, the existing and planned capacities of the public system, and the

standards and conditions under which the installation of private sewage treatment systems will be permitted;

4. a capital improvements plan for public facilities; and
5. an implementation plan describing public programs, fiscal devices, and other actions to be undertaken to implement the comprehensive plan, and a description of official controls addressing the matters of zoning, subdivision, private sewage systems, and a schedule for the implementation of those controls. The EQB chair may specify the form to be used for making a certification under this item.

PROPOSED SCHEDULE

November 19th – City staff prepares an RFP for review by the Planning Commission.

December 1st - City Council reviews and approves RFP for distribution

STAFF RECOMENDATION

Direct Staff to make any changes to the RFP and forward to City Council for approval.

Note: The City Attorney will review the RFP prior to City Council review.



City of Brainerd

Request for Proposals and Qualifications For Comprehensive Plan Update Services

I. Summary

The City of Brainerd, Minnesota (the “City”) is seeking professional planning services (the “Consultant”) to lead the City in updating its Comprehensive Plan. The City updated its Comprehensive Plan in 2019 and the Zoning Code in 2022. The guiding principles of the Comprehensive Plan include:

- 1) Continue enhancing Brainerd’s neighborhoods in ways that encourage safety and a sense of community.
- 2) Champion the range of employment opportunities available in the Brainerd Lakes Area (BLA).
- 3) Promote the development and redevelopment of housing for a range of densities, types, and price points.
- 4) Highlight, maintain, and enhance the recreational assets and opportunities located within Brainerd.
- 5) Celebrate the unique qualities, attributes, and identities of Brainerd’s neighborhoods.
- 6) Expand and enhance high quality rental property opportunities in Brainerd by continuing to encourage best practices and accountability.
- 7) Be active in a vibrant downtown, support existing business, new business development, housing, and cultural events all tied to Brainerd’s historic character.
- 8) Maintain and enhance infrastructure, and recreational assets by considering both form and function.

The City would like to review and improve strategies for implementation of the Comprehensive Plan and ensure that its goals and policies continue to align with the community. In addition, the City would like to increase the threshold for completing a mandatory Environmental Assessment Worksheet (the “EAW”) for residential development.

Proposals must be received by the City no later than 4:30p.m. on Friday, January 30, 2026 and should be addressed to:

**City of Brainerd
Attn: James Kramvik
501 Laurel St.
Brainerd, MN 56401**

Submit three (3) hard copies of the proposal as well as an electronic version in a sealed mailing envelope, or package, with the responder's name and address written on the outside. The envelope, or package, must be clearly identified with "Comprehensive Plan RFP" on the outside. At least one copy of the proposal must be signed in ink by an authorized member of the firm. **Prices and terms of the proposal as stated must be valid until April 30, 2026, and for the length of any resulting contract.** The City is not bound to enter into a contract with any respondent and may delay entering into a contract with any respondent for up to 4 months.

II. Scope of Work

The finished product should be an enhancement of the current Comprehensive Plan to ensure the document is aligned with current community goals and to ensure they are being properly implemented. In addition, the City would like to increase the threshold in which a mandatory EAW is required for residential development. Cities within the seven-county Twin Cities metropolitan area that have adopted a comprehensive plan under Minnesota Statutes, section [473.859](#), or in a city not located within the seven-county Twin Cities metropolitan area that has filed with the Environmental Quality Board (the "EQB") chair a certification that it has adopted a comprehensive plan containing the following elements.

- 1) a land use plan designating the existing and proposed location, intensity, and extent of use of land and water for residential, industrial, agricultural, and other public and private purposes;
- 2) a transportation plan describing, designating, and scheduling the location, extent, function, and capacity of existing and proposed local public and private transportation facilities and services;
- 3) a sewage collection system policy plan describing, designating, and scheduling the areas to be served by the public system, the existing and planned capacities of the public system, and the standards and conditions under which the installation of private sewage treatment systems will be permitted;
- 4) a capital improvements plan for public facilities; and
- 5) an implementation plan describing public programs, fiscal devices, and other actions to be undertaken to implement the comprehensive plan, and a description of official controls addressing the matters of zoning, subdivision, private sewage systems, and a schedule for the implementation of those

controls. The EQB chair may specify the form to be used for making a certification under this item.

City staff will work with the selected consultant to establish specific timelines, budget and deliverables for the project. The Consultant shall be responsible for writing the Comprehensive Plan update, as well as providing guidance to the City on submitting a certification to the EQB chair that the City has adopted a comprehensive plan containing the necessary elements to increase the residential development threshold before triggering a mandatory EAW. The Scope of Work should include the items listed below.

A. Diagnose Current Comprehensive Plan

- Review current plan for inconsistencies and conflicts with best practices and trends.
- Guide the City through discussions on desired changes to the comprehensive plan and ultimate goals for the final product.
- Evaluate existing land use plan, transportation plan, sewage collection system policy, capital improvements plan for public facilities, and comprehensive plan implementation strategy.
- Develop recommendations to incorporate required elements into the comprehensive plan to increase the residential unit threshold for a mandatory EAW.

B. Implementation of Comprehensive Plan

- Review current implementation plan and remove goals that have been achieved by the City.
- Work with staff and the Planning Commission on adding or adjusting goals in the Comprehensive Plan.
- Create an implementation plan describing public programs, fiscal devices, and other actions to be undertaken to implement the comprehensive plan, and a description of official controls addressing the matters of zoning, subdivision, private sewage systems, and a schedule for the implementation of those controls.

C. Internal and External Outreach

- Conduct input and process update sessions with internal stakeholders including but not limited to the City Council, Planning Commission, Economic Development Authority, and Housing & Redevelopment Authority.
- Develop and execute a plan for informing and receiving input from the Brainerd community.

D. Draft Document and Implementation

- Prepare drafts of comprehensive plan update, including graphics for review by staff, culminating in a final version to be presented and acted upon by the Planning Commission and City Council.

The City's comprehensive plan can be found at:

<https://www.ci.brainerd.mn.us/DocumentCenter/View/6007/Comprehensive-Plan>

III. Content of Proposal

The purpose of this section is to identify the information that should be submitted:

A. Title Page

Show the proposal subject, the name of the consultant's company, address, telephone number, email, name of the contact person, and the date.

B. Table of Contents

Include a clear identification of the material by section and by page number.

C. Identification and Qualifications of Assigned Personnel

The ideal consultant (a company or individual) should have extensive experience in updating municipal Plans with an emphasis on comprehensive plan requirements under Minnesota Statutes, section [473.859](#). Include the following:

1. The names, qualifications, and resumes of the person(s) who will be responsible for implementing the comprehensive plan update.
2. Background information concerning the consultant, including the number of years in business under this name and the number and breakdown of personnel in the proposing office.

D. Consultant's Detailed Approach to the Scope of Services

The proposal shall address in detailed fashion the approach of the consultant to the Scope of Work.

E. Basis for Compensation

The consultant should outline the basis for compensation including identification of all rates and reimbursable expenses.

F. List of References and Potential Conflicts

1. A list of public clients shall be provided.
2. Potential conflicts of interest must be disclosed

G. Disclosures and Assurances

1. Applicant Authority – Assurance that the signatory making representations in the proposal on behalf of the consultant has the authority to do so.
2. Insurance Coverage – Documentation of current insurance coverage and limits, including professional liability insurance shall be provided with the proposal.

IV. Selection

The City of Brainerd reserves the right to reject any or all proposals and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interest of the City. All proposals shall be considered valid until **April 30, 2026**.

Selection of the company or individual shall be based upon, but not limited to, the following criteria:

- The consultant's approach to and understanding of the Scope of Work.
- The consultant's experience with similar contracts and clients.
- The experience and qualifications of the proposed staff in providing similar services.
- The extent to which previous clients have found the consultant's services acceptable.
- The consultant's most significant qualifications for this project.
- Previous City experience with the consultant, if any.

V. Terms and Conditions

- A. The City of Brainerd reserves the right to cancel or amend the request for proposals at any time. The City reserves the right to determine the successful respondent. The City reserves the right to reject any or all proposals.
- B. The City of Brainerd will not be liable for any costs incurred by the company or individual responding to this request.
- C. The company or individual shall not assign any interest in this proposal and shall not transfer any interest in the same without the prior written consent of the City of Brainerd.
- D. For the purposes of this agreement, the consultant shall be deemed to be an independent contractor, and not an employee of the organization. Any and all agents, servants, or employees of the firm or other persons, while engaged in the performance of any work or services required to be performed by the City of Brainerd under this agreement, shall not be considered employees of the City of Brainerd and any and all actions which arise as consequence of any act or omission on the part of the consultant, its agents, servants, employees or other persons shall in no way be the obligation or responsibility of the City of Brainerd. The consultant, its agents, servants, or employees shall be entitled to none of the rights, privileges, or benefits of the organization employees except as otherwise may be stated herein.
- E. No official or employee of the City of Brainerd who exercise any responsibilities in the review, approval or carrying out of the proposal shall participate in any decision which affects his or her direct or indirect personal or financial interest.

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: November 19th, 2025

RE: Consider Rezoning, Future Land Use Map Amendment and a Conditional Use Permit from CN-2 (Contemporary Neighborhood 2) to GC (General Commercial) to Allow for an Animal Clinic on Parcel 41290683 (NE Corner of Oak Street and 28th St E)

REQUEST - Rezoning, Future Land Use Map Amendment, and Conditional Use Permit

PUBLIC HEARING. Rezoning, Future Land Use Map Amendment, and Conditional Use Permit

APPLICANT: Ryan Dutton on behalf of RKD Real Estate

The applicant would like to rezone this parcel from a CN-2 (Contemporary Neighborhood 2) Zoning District to a GC (General Commercial) Zoning District and amend the Future Land Use Map to Medium-High Density Residential to Commercial to allow for the construction and operation of Brainerd Animal Hospital.

CONTEXT

Parcel Numbers: 41290683

Zoning District: Contemporary Neighborhood 2 (CN-2) Zoning District
Proposed District: General Commercial (GC) Zoning District

Property Area: 1.33 acres

Adjacent Uses: North: Residential Single-Family Home
East: Residential Single-Family Home
South: Multi-Family Apartments
West: Carefree Living Assisted Living Facility

Adjacent Zoning: North: Contemporary Neighborhood 2 (CN-2) Zoning District
East: Contemporary Neighborhood 2 (CN-2) Zoning District
South: Contemporary Neighborhood 2 (CN-2) Zoning District
West: Contemporary Neighborhood 2 (CN-2) Zoning District with Commercial Uses

AERIAL MAP



FINDINGS OF FACT

- 1) Parcel 41290683 is located at the corner of Oak Street and 28th Street and is currently zoned CN-2 (Contemporary Neighborhood 2) District. According to Section [515-3 Allowed Uses, Appendix A: Table of Uses](#), animal hospitals, veterinary clinics and kennels are prohibited in the CN-2 district.
 - a) *The applicant is requesting a rezoning from CN-2 (Contemporary Neighborhood 2) to GC (General Commercial) District to allow for the construction of an animal clinic on the subject property. The Brainerd Animal Hospital would then relocate from their current location at 2720 Oak Street.*
 - b) *The applicant indicated that Brainerd Animal Hospital does not offer boarding services so there are only intermittent patients hospitalized overnight based on medical necessity. Brainerd Animal Hospital is not a Hazardous Waste Producing business and environmental impacts should be minimal.*
- 2) The property is currently designated for Medium-High Density in the [Comprehensive Plan's Future Land Use Map](#). The applicant is requesting that the property is designated Commercial in the Future Land Use Map to reflect the proposed zoning change.
 - a) The Land Use Map, along with related goals, policies and strategies serve as the Land Use Plan, which is a long-term guide for how development should occur in

Brainerd and provides a framework for making decisions on development and allocation of public resources.

REZONING

- 1) 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) Economic Development GOAL 1: Support infill and redevelopment throughout Brainerd as a strategic component of growth.
 - (1) Drive infill development and redevelopment towards areas where current infrastructure is present, or places where high levels of blight or disinvestment exist.
 - (a) *The subject property is currently vacant and located along a major thoroughfare where existing infrastructure is present.*
 - (b) *The applicant proposes a major improvement to the Oak Street corridor that may spur additional development.*
 - b) The proposed uses are to be compatible with present and future land uses of the area.
 - i) *The applicant is proposing an amendment to the Future Land Use Map in the Comprehensive Plan to reflect the proposed zoning change to GC.*
 - ii) *While not adjacent to other General Commercial Zoning Districts, this area of Oak Street has many other businesses zoned General Commercial.*
 - c) The proposed use's effect upon the area in which it is proposed.
 - i) *The proposed use will not have an adverse effect on the area as surrounding properties are a mix of commercial and residential uses. Brainerd Animal Hospital currently operates on a property near the proposed new facility.*
 - d) Traffic generation of the proposed use in relation to capabilities of streets serving the property.
 - i) *Traffic patterns should not change, as the existing animal hospital is already located on Oak Street.*
 - ii) *The Fire Marshal has reviewed the proposed site plan and has no issues.*
 - e) The proposed uses 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 proposed use will not have an impact on existing public services and facilities including parks, schools, streets, and utilities, and its potential to overburden the City's service capacity.*

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.

FUTURE LAND USE MAP AMENDMENT

- 1) In addition to the above criteria, the City Council should consider the following criteria for a Future Land Use Amendment.
 - a) Are there changed conditions that affect the development of the property, which supports the proposed amendment?
 - i) *The property is currently vacant without a designated use.*
 - ii) *There have been no other changes to the site.*
 - b) Is there a mistake in the Future Lands Use Plan map?
 - i) *There is no mistake with the Future Land Use map.*
 - ii) *The Future Land Use map indicates a mix of commercial and residential uses in this area of Oak Street.*
 - c) Has there been a change in the community not anticipated when the Plan was adopted?
 - i) *There have not been changes in the community or in this area that would require this property to be commercial.*

The City Council may, by resolution by a two-thirds vote of all of its members, adopt and amend the comprehensive plan or a portion of the plan.

CONDITIONAL USE PERMIT

- 1) [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) *Animal Hospitals and Veterinary Clinics are a conditional use in the GC District. The GC Zoning District is to allow more intensive commercial uses that require primary street network for access and circulation.*
 - ii) *The proposed parcel has adequate space for the clinic and parking.*
 - b) The proposed use meets the regulations and standards established in this Ordinance.
 - i) According to [Section 515-3-5](#) of the Zoning Code Animal Hospitals, Veterinary Clinics or Kennels must meet the following criteria:
 - (i) All areas in which animals are confined are located indoors and are properly soundproofed from adjacent properties.
 1. *The proposed building will be sufficiently soundproofed from adjacent properties, will not have any outdoor facilities to house animals, and does not propose animal boarding other than overnight boarding for animal recovery.*
 - (ii) Animal carcasses are properly disposed of in a manner not utilizing on-site garbage facilities or incineration and the carcasses are properly refrigerated during periods prior to disposal.

1. *The applicant does not propose the incineration of animals on the property.*
- (iii) A ventilation system shall be designed so that no odors or organisms will spread between wards or to the outside air and will be capable of completely exchanging internal air at a rate of at least twice per hour. Air temperature must be maintained between sixty (60) and seventy-five (75) degrees Fahrenheit.
 1. *The applicant does not propose animal boarding.*
 2. *The building official will ensure the building is properly ventilated and meets all state requirements.*
- (iv) A room separate from the kennel area shall be provided of sufficient size to adequately separate animals that are sick or injured from healthy animals.
 1. *The floor plan indicates a separate dog and cat ward as well as an ICU room for the recovery of animals.*
- (v) Indoor animal kennel floors and walls shall be made of non-porous materials or sealed concrete to make it non-porous.
 1. *The building official will ensure the kennel floors and walls are made of non-porous materials or sealed concrete to make it non-porous upon final review of the building permit.*
- (vi) Animal waste shall be flushed down an existing sanitary sewer system or enclosed in a container of sufficient construction to eliminate odors and organisms and shall be properly disposed of at least once a day.
 1. *The floor plan indicates a separate lab waste room.*
 2. *The applicant indicates that Brainerd Animal Hospital is not a Hazardous Waste Producing business and environmental impacts should be minimal.*
- (vii) All State Health Department and Minnesota Pollution Control Agency requirements for such facilities are met.
 1. *Prior to issuance of the building permit and certificate of occupancy, the Building Official ensures that the facility meets all State Health Department and Minnesota Pollution Control Agency requirements.*
- b) 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 structure will not be dangerous, injurious, or noxious to the surrounding properties as indicated by the requirements of Section 515-3-5.*
 - ii) *City staff have received no complaints from the public regarding the existing operation of Brainerd Animal Hospital located at 2720 Oak Street.*
- c) The proposed use shall be sited, oriented, and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
 - (1) *The applicant is aware and the proposed facility must meet the landscaping requirements of [Section 515-4-10](#) of the Zoning Code.*
 - a. *One (1) shrub is required for every 300 square feet of total building floor area up to 10,000 square feet. The required plantings should be spaced around the foundation of the building and do not count towards any required screening.*

- b. *One (1) shrub shall be planted for every five (5) lineal feet of parking lot perimeter that is adjacent to a public street. Two (2) perennials can be substituted for one (1) shrub. Plants shall be two (2) feet to four (4) feet in height and designed in a way to screen the parking lot from street view. When a parking lot is across the street from a residentially zoned property, the required screen height shall be four (4) feet. Refer to Table [515-4-10.1] Plant Spacing Requirements for Screening.*
 - c. *In all commercially zoned districts, new development shall include a planting rate of one (1) tree for every 100 feet of frontage along all roads. The required trees shall be planted within 10 feet of the front property line, or right-of-way line. Parking lot island tree planting requirement does not count towards this number.*
 - d) The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
 - i) *The proposed facility will enhance the visual impact of the Oak Street corridor.*
 - ii) As required by [Section 515-4-2.D.4](#) Exterior Building Materials. Commercial buildings should be consistent with the character of surrounding structures. Typical and permitted materials include: brick, dimensioned stone, or other replicas, rock faced block, decorative concrete panels, stone, stucco, wood, glass, or Exterior Finish Installations (EFIS).
 - (1) *The building exterior finishes will consist of EFIS, glass, and stonework.*
 - e) The proposed use shall organize vehicular access and parking to minimize traffic congestion in a residential neighborhood.
 - i) *Traffic patterns should not change, as the existing animal hospital is already located on Oak Street.*
 - ii) *The applicant proposes off-street parking and an unloading area that includes 22 parking spaces and two ADA spaces.*
 - iii) The proposed building size is 5,901 SQFT as depicted in the floor plan.
 - 1. According to [Section 515-4-12.2](#) the parking lot maximum for non-ADA parking spaces is 39 parking spaces. The applicant proposes 22 parking spaces.
 - f) 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 2:** Invest in community improvements that will spur and support revitalization or redevelopment
- 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.

STAFF RECOMMENDATION

As of this writing, no party has contacted the Community Development Department with concerns about the request.

Staff recommend the following:

- 1) Recommend approval of the resolution to amend the Future Land Use Map to Medium-High Density Residential to Commercial.
- 2) Recommend approval of the rezoning from CN-2 Zoning District to a GC Zoning District.
- 3) Recommend approval of the Conditional Use Permit as presented with the following conditions:
 - a. A landscape plan must be reviewed and approved by the Community Development Department pursuant to Section 515-4-10 of the Zoning Code prior to issuance of the building permit.



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: NE Corner of Oaks St & 29th St

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

Parcel 41290683

Property Owner Name: RKD Real Estate

Street Address: 4999 Mapleton Rd City: Brainerd State: MN Zip Code 56425

Phone Number: 763-221-0833 Fax: _____ E-mail: rydutton77@gmail.com

Applicant Name: (If different than Property Owner) Ryan Dutton

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

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

Description of Request: Future Land use map amendment to commercial.
Rezone to GC with a CUP for animal clinic.

[Signature]
Property Owner Signature

10/31/2025
Date

Ryan Dutton
(Please print name)

[Signature]
Applicant Signature

Date

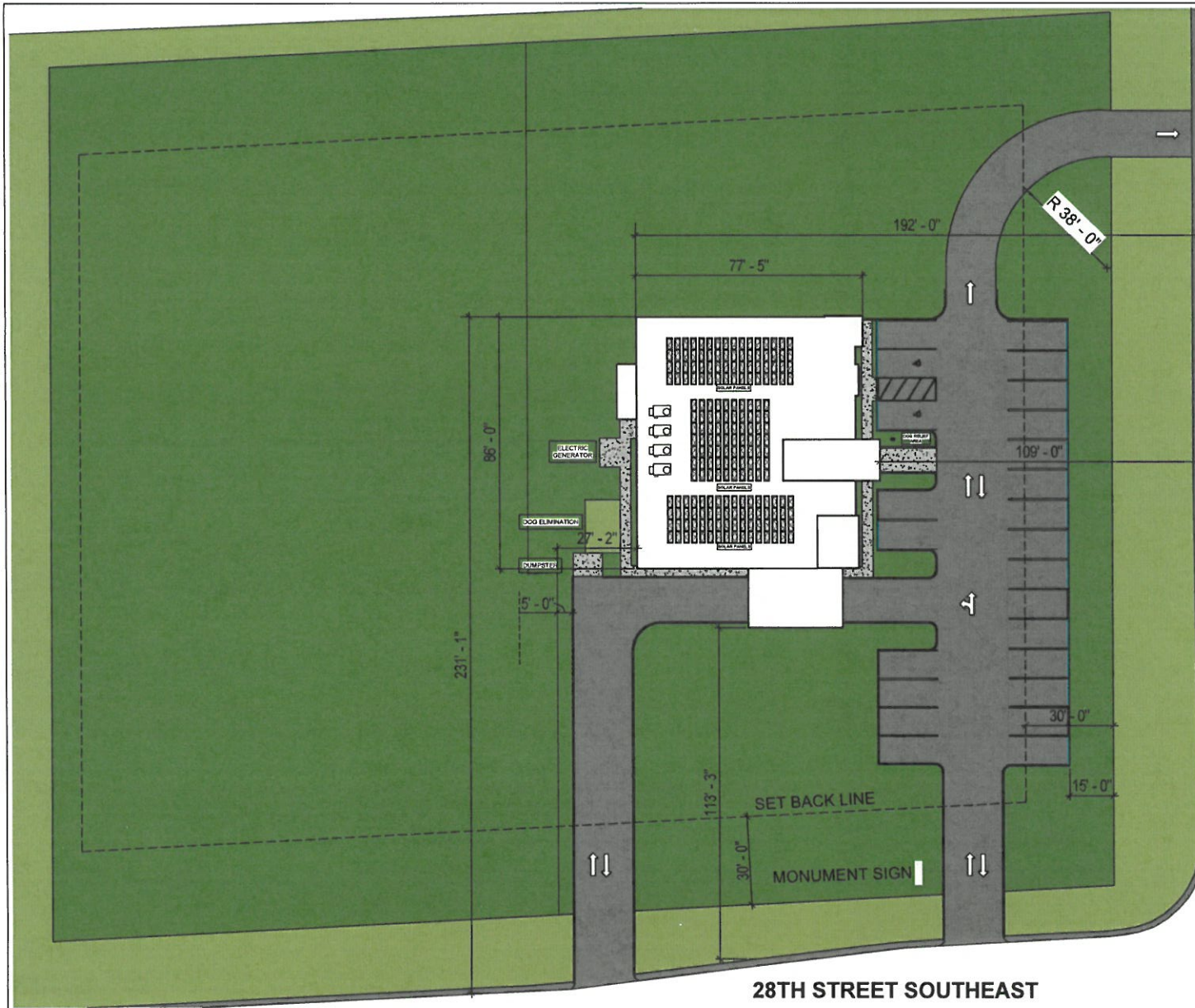
Ryan Dutton
(Please print name)

(OVER)

Legal Descriptions

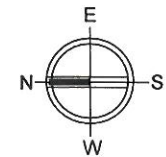
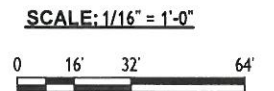
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I would like to request a zoning change of the above parcel located on the NE corner of the intersection of Oak Street and 28th Street in Brainerd. The property is currently zoned residential (4B(4) UNIMPROVED RESIDENTIAL LAND) and I am requesting a rezoning to General Commercial along with a CUP for an animal hospital. My intended use for the property is to build a vet clinic and relocate Brainerd Animal Hospital from its current location at 2720 Oak Street. The adjacent properties to the N and E are residential with the property to the W being commercial. Access to the parking lot would be on both 28th Street and Oak Street, but I believe the majority of the traffic would still travel on the main thoroughfare of Oak Street. Since the business already exists on Oak Street, I believe traffic patterns would be very minimally affected. There is a natural barrier on the east border of the property and the building is proposed to be placed on the southern lot so adjacent residential properties should be minimally affected. Brainerd Animal Hospital does not offer boarding services so there are only intermittent patients hospitalized overnight based on medical necessity. Brainerd Animal Hospital is not a Hazardous Waste Producing business and environmental impacts should be minimal. There are plans to have solar power incorporated into the design to help minimize our business' environmental footprint.



PROJECT ADDRESS:
N.E. CORNER OF OAK STREET
& 28TH STREET SOUTHEAST
BRainerd, MN 56401

PARKING SPACES	
STANDARD PARKING	= 22 SPACES
HANDICAPPED PARKING	= 2 SPACES
TOTAL PROVIDED SPACES	= 24 SPACES



SITE PLAN



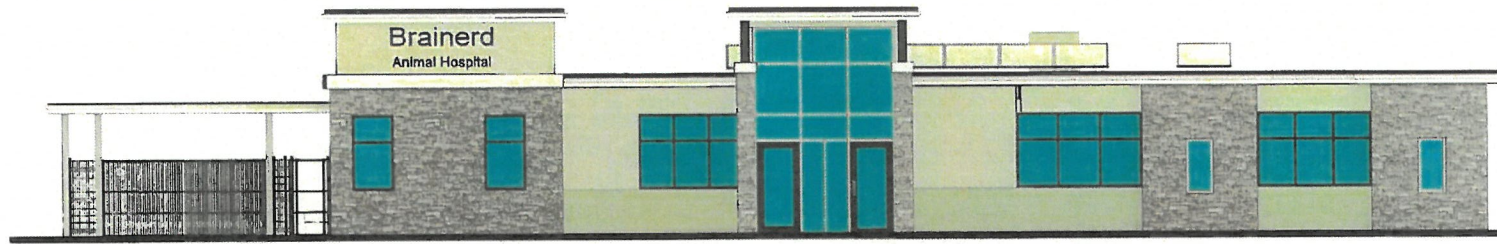
BRainerd ANIMAL HOSPITAL

ARCHITECT: RAUHAUS FREEDENFELD & ASSOCIATES © 2025

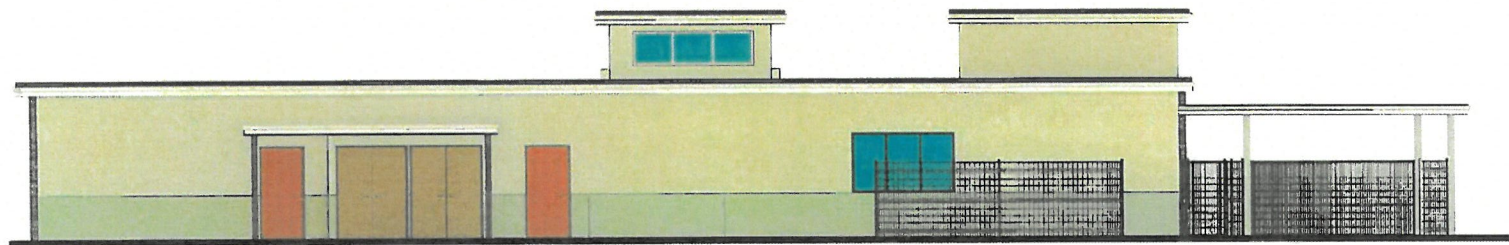
PROJECT #2516

BOSTON, MA & LAGUNA HILLS, CA

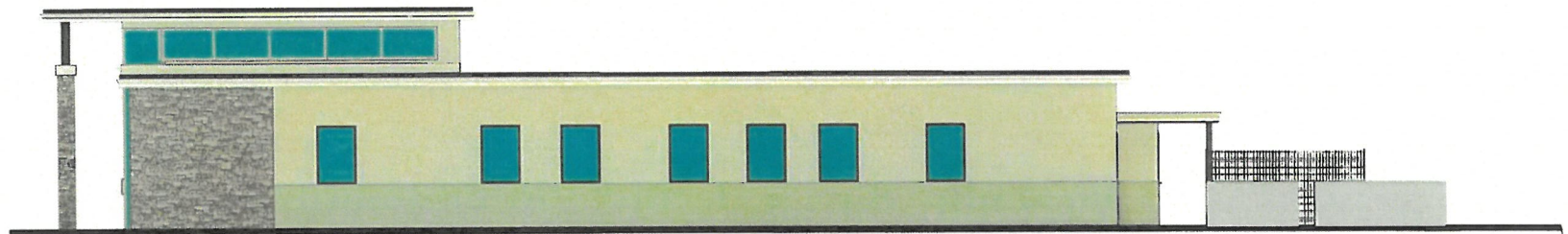
22 OCT 2025



SOUTH ELEVATION

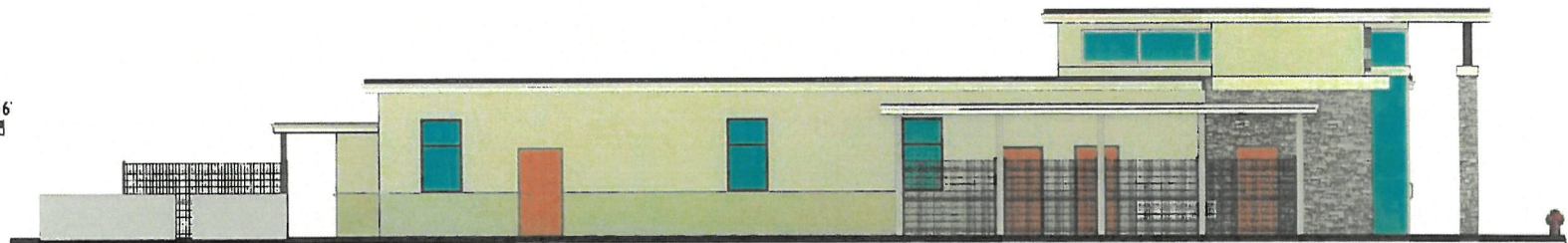
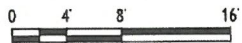


NORTH ELEVATION



EAST ELEVATION

SCALE: 1/4" = 1'-0"



WEST ELEVATION

BRAINERD ANIMAL HOSPITAL

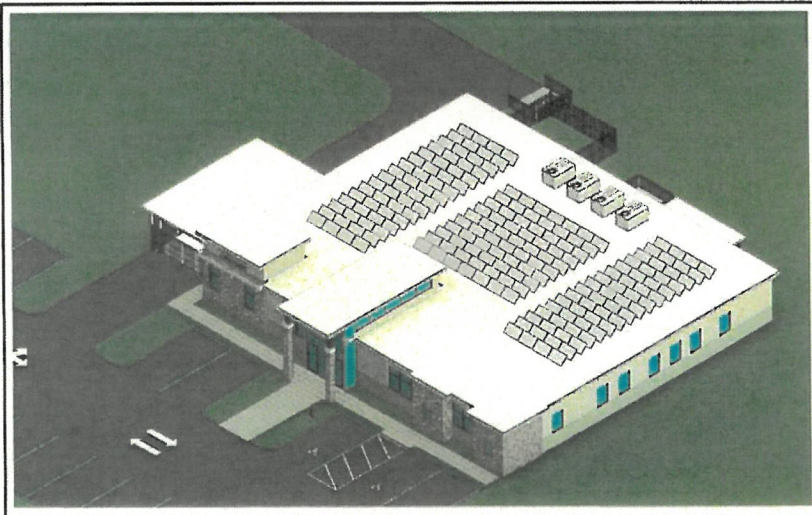


ARCHITECT: RAUHAUS FREEDENFELD & ASSOCIATES © 2025

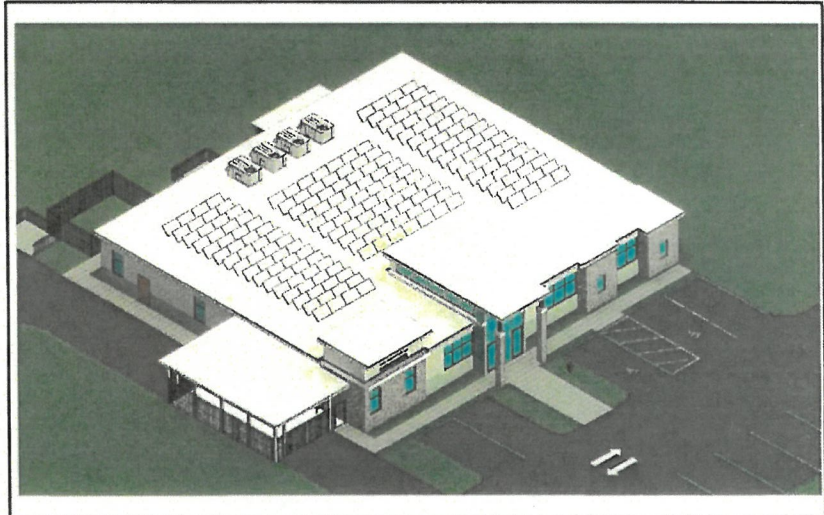
PROJECT #2516

BOSTON, MA & LAGUNA HILLS, CA

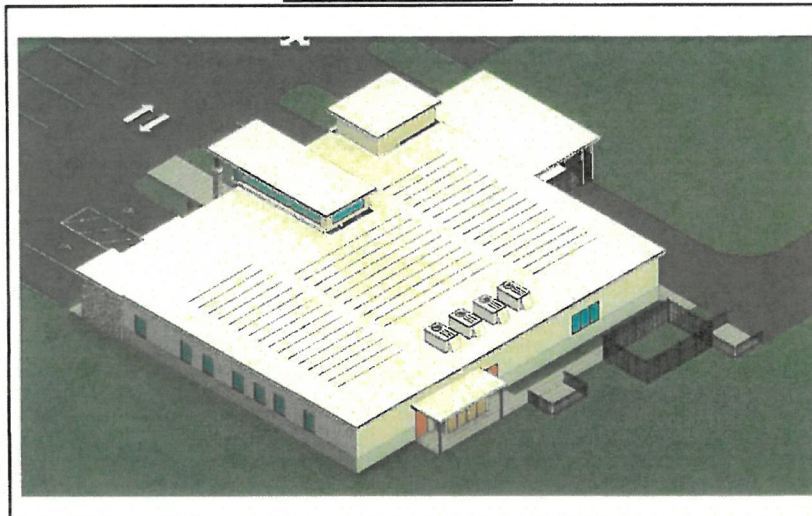
27 SEPT 2025



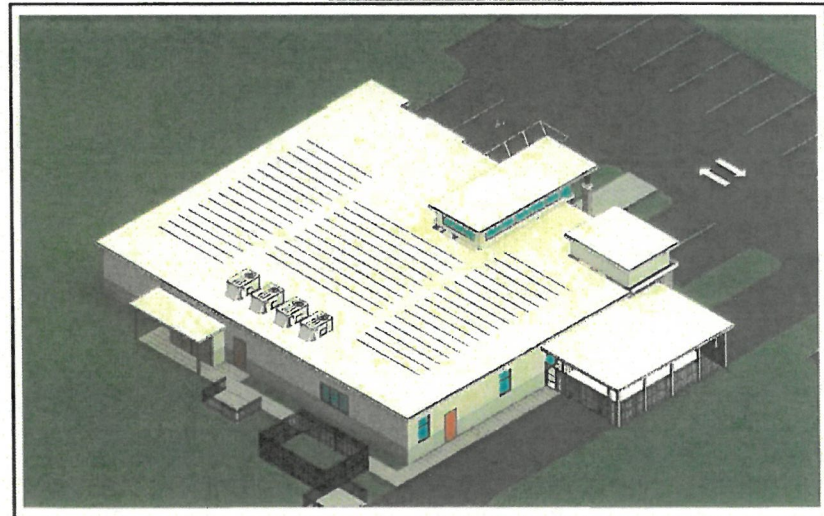
SOUTHEAST AXON VIEW



SOUTHWEST AXON VIEW



NORTHEAST AXON VIEW



NORTHWEST AXON VIEW



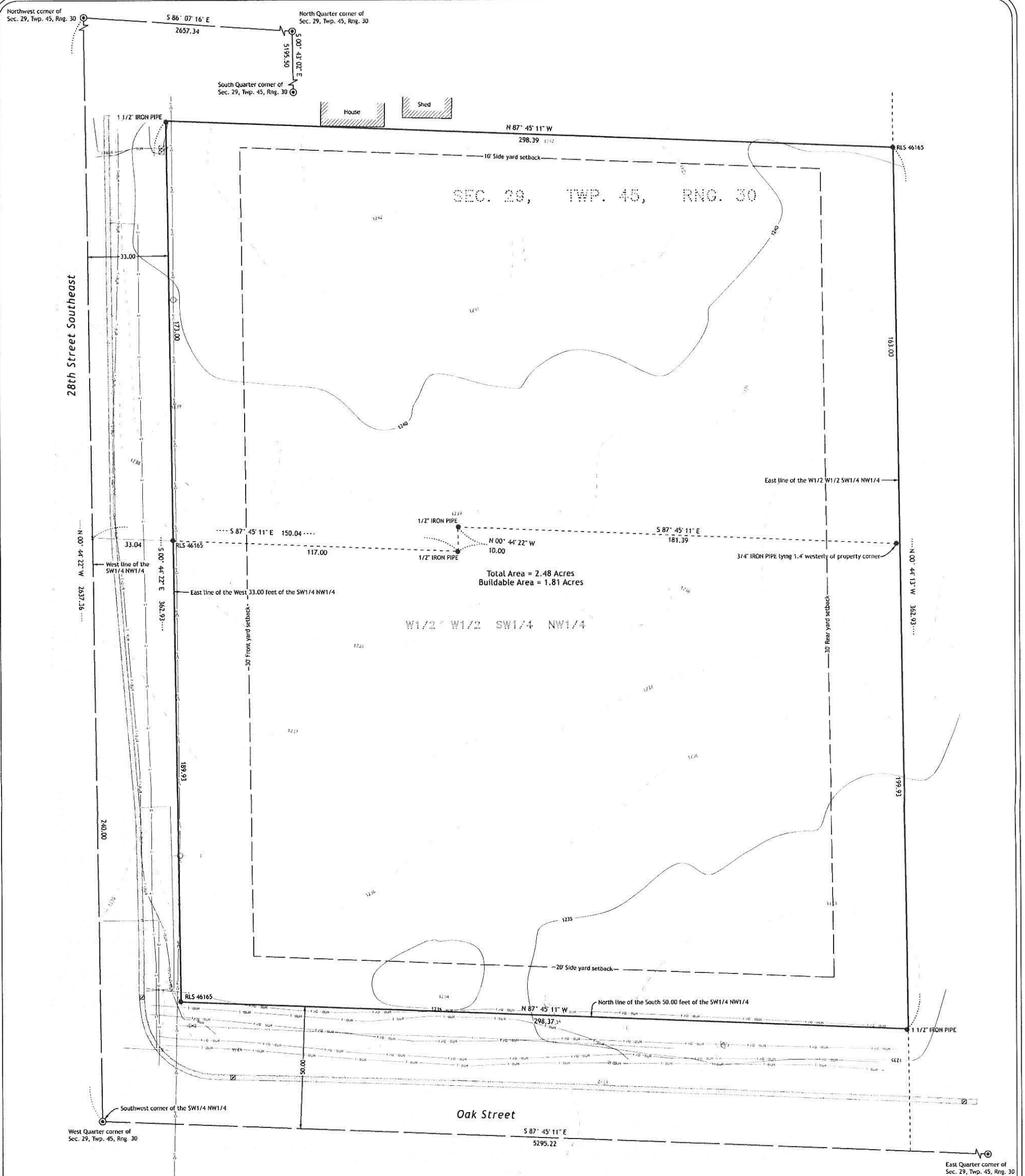
BRAINERD ANIMAL HOSPITAL

ARCHITECT: RAUHAUS FREEDENFELD & ASSOCIATES © 2025

PROJECT #2516

BOSTON, MA & LAGUNA HILLS, CA

27 SEPT 2025



Legal Description per Document Number A926563

That part of the West Half of the West Half of the Southwest Quarter of the Southwest Quarter (NW $\frac{1}{4}$ SW $\frac{1}{4}$ SW $\frac{1}{4}$ SW $\frac{1}{4}$) of Section Twenty-nine (29), Township 106-N, Range 14E, (30) Part of the 1/4 line described as follows: Commencing at the Southwest corner of said Southwest Quarter of the Northwest Quarter, thence North 00 degrees 30 minutes 23 seconds West, assumed bearing, along the west line of said Southwest Quarter of the Northwest Quarter a distance of 240.00 feet, the point of beginning of the line to be described, thence South 87 degrees 30 minutes 05 seconds East, parallel with the South line of said Southwest Quarter of the Northwest Quarter a distance of 33.04 feet to the East line of 26th Street NE, thence South 87 degrees 30 minutes 05 seconds East, parallel with the south line of said Southwest Quarter of the Northwest Quarter a distance of 117.0 feet, thence North 0 degrees 30 minutes 23 seconds West a distance of 10.00 feet, thence South 87 degrees 30 minutes 05 seconds East a distance of 181.27 feet to the East line of the West Half of the West Half of said Southwest Quarter of the Northwest Quarter and said line then ending, Excepting therefrom the West 33 feet of said NW $\frac{1}{4}$ SW $\frac{1}{4}$ SW $\frac{1}{4}$ and Excepting therefrom the South 50 feet of said SW $\frac{1}{4}$ NW $\frac{1}{4}$.

AND

That part of the Southwest Quarter of the Northwest Quarter (SW $\frac{1}{4}$ /NW $\frac{1}{4}$) of Section Twenty-nine (29), Township Forty-five (45), Range Thirty (30) described as follows:

Commencing at the Southwest corner of said Southwest Quarter of the Northwest Quarter, thence North 0 degrees 36 minutes 23 seconds West, as started bearing along the West line of said Southwest Quarter of the said 1st Quarter, a distance of 240 feet 10 inches to the Northwest corner of said Southwest Quarter of the said 1st Quarter, thence South 87 degrees 37 minutes 15 seconds East, parallel with the South line of said Southwest Quarter of the Northwest Quarter, a distance of 33 04 feet to the East line of 28th Street, the point of beginning, thence South 87 degrees 36 minutes 05 seconds East, parallel with the South line of said Southwest Quarter of the Northwest Quarter, a distance of 117 0 feet, thence North 0 degrees 36 minutes 23 seconds West, a distance of 100 01 feet, thence North 87 degrees 36 minutes 05 seconds East, a distance of 181 27 feet to the 1st line of the West Half of the West Half of said Southwest Quarter of the Northwest Quarter, thence North 0 degrees 36 minutes 04 seconds West, along said East line, a distance of 163 05 feet, thence North 87 degrees 36 minutes 05 seconds East, a distance of 208 28 feet to said East line of 28th Street, S1, thence North 0 degrees 36 minutes 23 seconds East, along said East line of 28th Street, S1, a distance of 173 00 feet to the point of beginning.

Surveyors Notes

The property address for the subject property is:

Not Declared

The Parcel Number for the subject property is 41290503 & 41290683

The current zoning classification for the subject property is Contemporary Neighborhood 2 (CN-2)

This survey was completed without the benefit of a current title commitment or title opinion. Kramer Lewis DeLoe P.C. makes no guarantee that all easements, encumbrances, or appurtenant rights related to the premises property are depicted on this survey.

All structure setbacks should be verified with the City of Brainerd prior to any construction.

UTILITIES

The utilities shown hereon represent those identified during the field survey operations and the record drawings provided by the utility owner for this project. If any utilities were physically marked via Triopher State One Call Ticket Number 252201978, Kramer Leas Delco P.C. makes no warranties as to the locations, depths, or types of any utilities within the area shown hereon. Users of this map, survey, or plan are responsible for locating all utilities prior to any excavation, tunneling, drilling, or driving of objects into the ground.

PROPERTY BOUNDARY MONUMENT LEGEND

- ☐ SET IRON PIPE WITH CAP STAMPED "KRAMER 23668"
- ☒ FOUND IRON MONUMENT
- ☒ GOVERNMENT SECTION CORNER MONUMENT
- ☐ COMPUTED POSITION

MAPPING LEGEND

CULVERT APRON	
CATCH BASIN	
WATER VALVE	
UTILITY POLE	
UTILITY POLE ANCHOR	
UTILITY PEDESTAL	
BURIED ELECTRIC LINE	
BURIED TELEPHONE LINE	
BURIED FIBER OPTIC LINE	
BURIED GAS LINE	
OVERHEAD POWER LINE	
WATER LINE	
CONTOUR (MAJOR)	
CONTOUR (MINOR)	
CONCRETE	
BITUMINOUS	



ORIENTATION OF THIS BEARING
SYSTEM IS BASED ON THE CROW WING
COUNTY COORDINATE SYSTEM
NAD 83 (1986 ADJ.)

[illegible]

	1720 Ingotown Park Road Burnsville, MN 55301 763-440-5343 130 Albany 1301 Avenue St. Cloud, MN 56303 800-554-1268	I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
KRAMER LEAS DELO SURVEYING • ENGINEERING • PLANNING TRAINED ST. CLOUD	Signature:  James Kramer, MN License No. 23668	09/03/2025 Date
PROJECT NO. RKDRE2501		

CERTIFICATE OF SURVEY
Topographic and Property Boundary Survey
RKD Real Estate LLC
Section 29, Township 45 North, Range 30 West
Crow Wing County, Minnesota

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that RKD Real Estate, 4998 Mapleton Rd, Baxter MN 56425 has submitted a request for a Rezoning, a Future Land Use Map Amendment, and a Conditional Use Permit on parcel 41290683 at the corner of 28th Street and Oak Street to construct a veterinary clinic and relocate the Brainerd Animal Hospital from its current location at 2720 Oak Street.

The property is currently zoned CN-2 (Contemporary Neighborhood 2) which does not allow veterinary clinics to operate. The request is to rezone the parcel to GC (General Commercial) Zoning District, amend the Future Land Use Map to Commercial, and allow for a veterinary clinic by an approved Conditional Use Permit.

A Public Hearing will be conducted by the Planning Commission at 6:00 p.m. Wednesday, November 19th, 2025 in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the rezoning, future land use amendment, and conditional use permit.

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

Dated this 4th day of November, 2025



James L. Kramvik
Community Development Director

Publication Date: November 8th, 2025

**RESOLUTION
NO. xx:25**

**RESOLUTION APPROVING COMPREHENSIVE PLAN/FUTURE LAND USE MAP
AMENDMENT**

BE IT RESOLVED by the City Council of the City of Brainerd, Crow Wing County, Minnesota as follows:

WHEREAS, the City of Brainerd approved a Comprehensive Plan (the Plan) in 2021, and

WHEREAS, the Plan included a Future Land Use Map (the Map) to guide Brainerd's growth and development, and

WHEREAS, the City Council has designated as one of the duties of the Planning commission to write and revise its Plan when it finds need to do so; and

WHEREAS, a parcel along Oak Street with 41290683 and is legally described as:

THAT PT OF THE W 1/2 OF THE W 1/2 OF THE SWNW LYING S OF A LINE DAF: COMM AT SW COR OF SD SWNW THEN N 00D 36'23" W ASSM BEAR ALG THE W LINE OF SD SWNW A DIST OF 240 FT THE POB OF THE LINE TO BE DESC THEN S 87D 36'05" E PARA/W THE S LIEN OF SD SWNW A DIST OF 33.04 FT TO THE E LINE OF 28TH ST SE THEN S 87D 36'05" E PARA/W THE S LINE OF SD SWNW A DIST OF 117 FT THEN N 00D 36'23" W A DIST OF 10 FT THEN S 87D 36'05" E A DIST OF 181.27 FT TO THE E LIEN OF THE W 1/2 OF THE W 1/2 OF SD SWNW & SD LINE THERE ENDING EX THEREFROM THE W 33 FT OF SD SWNW & EX THEREFROM THE S 50 FT OF SD SWNW.

(the Area) is identified as Medium-High Density in the Map, and

WHEREAS, the property owner requested an amendment to the Map for this Area to identify it as Commercial, and

WHEREAS, on November 19th, 2025, the Planning Commission conducted a Public Hearing to consider a Map amendment of the Area to Commercial and recommends to the City Council that the Map change should be approved based on the findings of fact.

NOW THEREFORE, BE IT HEREBY RESOLVED that the City Council has received the Planning Commission recommendation, reviewed the information associated with the change, and approves the change for the reasons cited in the findings of fact.

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

**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 November 19th, 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 CN-2 (Contemporary Neighborhood 2) District to a GC (General Commercial) District:

NE CORNER OF OAK STREET AND SE 28TH ST

PIN 41290683

THAT PT OF THE W 1/2 OF THE W 1/2 OF THE SWNW LYING S OF A LINE DAF: COMM AT SW COR OF SD SWNW THEN N 00D 36'23" W ASSM BEAR ALG THE W LINE OF SD SWNW A DIST OF 240 FT THE POB OF THE LINE TO BE DESC THEN S 87D 36'05" E PARA/W THE S LIEN OF SD SWNW A DIST OF 33.04 FT TO THE E LINE OF 28TH ST SE THEN S 87D 36'05" E PARA/W THE S LINE OF SD SWNW A DIST OF 117 FT THEN N 00D 36'23" W A DIST OF 10 FT THEN S 87D 36'05" E A DIST OF 181.27 FT TO THE E LIEN OF THE W 1/2 OF THE W 1/2 OF SD SWNW & SD LINE THERE ENDING EX THEREFROM THE W 33 FT OF SD SWNW & EX THEREFROM THE S 50 FT OF SD SWNW.

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

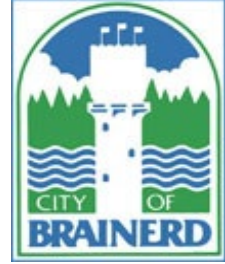
Approved this _____ day of _____, 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

Published: One Time – _____

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: November 19th, 2025

RE: Consider Interim Use Permit Renewal for Two Short-Term Rentals – 1005 S. 6th St.

REQUEST

PUBLIC HEARING. Interim Use Permit Renewal

APPLICANT: Richard Badeaux

Richard Badeaux has submitted a request for an Interim Use Permit renewal to operate two short-term rentals at 1005 S. 6th St. The four plex at 1005 S 6th St is permitted to operate two short-term rentals along with two long term tenants.

CONTEXT

Parcel Number: 41240594

Zoning District: Traditional Neighborhood 2 (TN-2) District

Property Area: 9,414 SQFT

Adjacent Uses: North: Residential – Single Family Rental Dwelling
East: Residential – Single Family Dwelling
South: Residential – Single Family Dwelling
West: Residential – Single Family Dwelling

Adjacent Zoning: North: Traditional Neighborhood 2 (TN-2) District
East: Traditional Neighborhood 1 (TN-1) District
South: Traditional Neighborhood 2 (TN-2) District
West: Traditional Neighborhood 2 (TN-2) District & Traditional Neighborhood 1 (TN-1) District

AERIAL MAP



FINDINGS OF FACT

1. The property at 1005 6th St. S. Brainerd, MN 56401 is located in a TN-2 (Traditional Neighborhood-2) District. The TN-2 District allows short-term rentals as an Interim Use according to Zoning Code [Appendix A: Table of Uses](#).
2. Short-term rentals must comply with the following minimum standards as required by the [Section 515-3-37 Short-Term Rentals](#) of the Zoning Code:
 - a. The maximum rental period shall not be more than 28 consecutive nights.
 - i. *The applicant is required to obtain an IUP to rent the property for under 28 nights.*
 - b. The permit holder (owner) of a short-term rental must apply for and receive an interim use permit.

- i. *The applicant has applied for a renewal of the Interim Use Permit for the operation of two short-term rentals.*
 - c. The application for an interim use permit shall include:
 - i. The number of bedrooms with dimensions and all other sleeping accommodations.
 - 1. *The applicant has provided the floor plans for each unit with the following information regarding the bedrooms to be made available for rent:*
 - a. Unit 1: 1 bedroom – 144 sq. ft
 - b. Unit 2: Studio – 436 total sq. ft.
 - c. Unit 3: Studio – 360 total sq. ft.
 - d. Unit 4: 2 bedrooms – 100 sq. ft. for each bedroom
 - i. *Section 404.4.1 of the International Property Maintenance Code states that “every bedroom shall contain not less than 70 square feet and every bedroom occupied by more than one person shall contain not less than 50 square feet of floor area for each occupant thereof.”*
 - ii. The number of off-street parking spaces available to guests.
 - 1. *There is a total of four parking spaces available for the two short-term rental units.*
 - iii. All accessory structures and outdoor recreational features are available for guest use.
 - 1. *The applicant indicates that there are no outdoor structures or recreational areas.*
 - iv. A pet, garbage, and noise policy.
 - 1. *The applicant states that the short-term rental rule is that garbage should be put out on the day of collection or if needed, not to be put out before 6:00pm at night the day before. Expectations are that the garbage bin is returned to the side of the house the same day as collection.*
 - 2. *The applicant indicates there is a no pet policy.*
 - 3. *Noise limits are enforced between 10:00pm and 7:00am*
 - v. The permit holder shall post emergency contact information (police, fire, hospital) and show renters the location of fire extinguishers in the short-term rental unit.
 - 1. *The housing inspector confirmed this upon inspection of the rental units.*
- d. A permit holder must disclose in writing to their renters the following information regarding property policies and City codes:
 - i. Contact Information. The managing agent or local contact’s name, address, and phone number. The agent shall be available 24 hours a day, seven days a week, whenever the property is being rented.

1. Mr. Badeaux indicated the property is maintained by the next-door neighbor, Justin Granholm who can be reached anytime.

- Page 105 of 141

1. *Unit 1 – 2 persons*
 2. *Unit 2 – 2 persons*
 3. *Unit 3 – 2 persons*
 4. *Unit 4 – 4 persons*
- f. Rooms used for sleeping shall be provided with egress windows and smoke detectors in locations that comply with the Minnesota State Building Code or the requirements of the Building Department, whichever is stricter.
 - i. *The rooms used for sleeping have been inspected by the housing inspector for occupancy, egress, and smoke/carbon monoxide detectors as part of the rental inspection process. The home was inspected on 3/13/25 and passed all building and rental code requirements.*
 - g. The short-term rental shall be connected to city sewer and water or an approved septic system. A valid septic system certificate of compliance is required at the time of rental license issuance and annual renewal. A short-term rental shall have a full bathroom (sink, toilet, and tub or shower).
 - i. *The short-term rental is connected to City sewer and water system.*
 - h. Additional occupancy by the use of recreational vehicles, tents, accessory structures, or fish houses is not permitted.
 - i. *The applicant is not proposing occupancy by use of recreational vehicles, tents, accessory structures, or fish houses.*
 - i. The permit holder shall keep a report detailing the use of the short-term rental by recording the full name, address, phone number and vehicle license number of the guest reserving the rental. A copy of the report shall be provided to the Zoning Administrator upon request.
 - j. A short-term rental shall be a licensed rental unit by the City and shall meet the requirements of all statutes, rules, regulations, and ordinances including, but not limited to the City of Brainerd's rental housing maintenance code. Each unit shall be inspected annually by the rental housing inspector and the Fire Marshal.
 - i. *The premises have been inspected by the Housing Inspector and Fire Marshal.*
 - k. The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, nearby water bodies, public safety, and safety of renters. Said conditions may include but not be limited to – fencing or vegetative screening, native buffer along the shoreline, noise standards, duration of permit, restrictions as to the docking of watercraft, and number of renters.
 - l. A permit holder must post their rental license permit number on all print, poster, or web advertisements.
 - m. It is the owner's responsibility to apply for state and local sales tax numbers, including hotel and motel use sales tax. It is the owner's responsibility to contact the Minnesota Department of Health about lodging license requirements.
 - i. *The application for short-term rentals includes an application for lodging tax that must be submitted to the City's Finance Department. It is the owner's responsibility to contact the MN Department of Health.*

- n. Ownership, Limitations, and Municipal Caps:
- i. There are to be no more than forty (40) operational VDU's at any given time in the City and are granted on a first-come first-serve basis.
 1. *This property is an existing short-term rental. The City Currently has seven (7) VDU's.*
 - ii. There shall be no more than twenty (20) total VDU's permitted in the Town Center and Main Street District, and in all other zoning districts there shall be no more than ten (10) total VDU's permitted at any given time.
 1. *This property is an existing short-term rental. The City Currently has one (1) VDU's in the TN-2 District.*
 - iii. Only one (1) building with a permitted VDU may be located on any platted block and shall not abut another property approved for a short-term rental.
 1. This property is an existing short-term rental, is not on a platted block with another VDU, and does not abut another property approved for a short-term rental.
 - iv. No multi-family dwellings (4+ units) may contain more than two (2) short-term rentals of any type at any given time.
 1. *The applicant has proposed no more than two short-term rentals at any given time in the 4-unit building.*

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

STAFF RECOMMENDATION

Staff recommends approval of the renewal of the current Interim Use Permit for two short term rental units at 1005 S. 6th St. Brainerd, MN 56401 with the following conditions:

- 1) The Interim Use Permit for two short-term rentals at 1005 S. 6th St. shall terminate on 12/31/2027.
- 2) Upon sale or transfer of the property, the Interim Use Permit for the short-term rentals at 1005 S. 6th St. are no longer valid.
- 3) Submittal of the City of Brainerd lodging tax form by the 10th of each and every month, regardless of rental activity.
- 4) Units cannot exceed occupancy limits of the Property Maintenance Code.

Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401
218/828-2307/Fax 218-828-2316 www.ci.brainerd.mn.us

INTERIM USE PERMIT for SHORT-TERM RENTAL

Application Form (residential - \$350.00 / commercial - \$500.00 + \$500.00 escrow deposit) (This form must be filled out completely before your application will be accepted)

Property Address for this Interim Use Permit: 1005 6th Street S Brainerd MN 56401

I (We) the undersigned, do hereby respectfully request the Brainerd City Council to grant an Interim Use Permit to allow The Continuation of our STRs @ The Above address
2 units are STR - 2 units are long term

_____ at the property address listed above until the date of 12/31/2026

Legal Description (attach, if lengthy): Lot 15¹⁶ Block 269 Addition N. 12 1/2 FT OF
lot 17 Block 269

Property Owner: Rick Badeaux

Address: 19868 159th St Elk River MN 55330

(Street) (City) (State) (Zip)

Contact Information #: 763-607-1523

(Home) (Business)

(Fax) Propertylosicke@gmail.com

(E-mail)

Applicant:(if different than Property Owner) _____

Address: _____
(Street) (City) (State) (Zip)

Contact Information #: _____
(Home) (Business)

_____ (Fax) _____ (E-mail)

Contact Person: (if different than Property Owner) _____

Address: _____
(Street) (City) (State) (Zip)

Contact Information #: _____
(Home) (Business)

(Fax) (E-mail)

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

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

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

Signed by:  Date: 10/26/25
(Property Owner)

Rick Badeau
(Property Owner-Please print Name)

(Applicant-If different than owner) Date: _____

(Applicant - Please print name)

Interim Use Permit Supporting Information

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

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

(con’t)

From: [Rick Badeaux](#)
To: [Stephanie Bestul](#); [James Kramvik](#)
Subject: 1005 S 6th Street IUP
Date: Tuesday, October 28, 2025 12:12:19 PM
Attachments: [1005 s 6th.pdf](#)

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

Rick Badeaux
1005 S 6th St.
Brainerd, MN 56401

October 28, 2025

Stephanie and James,

I hope this message finds you well. I'm writing to formally request the renewal of our Interim Use Permit (IUP) for the short-term rental located at **1005 S 6th St., Brainerd, MN.**

This property, which I own, consists of **two rental units** that have been operated as a short-term rental for several years. It also includes two long term tenants. The property is maintained by the next door neighbor, Justin Granholm. We're proud to share that we've had a clean record—no complaints, no disturbances, and a consistent commitment to maintaining a respectful environment for guests and neighbors alike.

We've implemented clear safety protocols and enforce house rules such as quiet hours and a no-pet policy. These measures have helped us maintain a peaceful atmosphere and uphold the standards expected by the city.

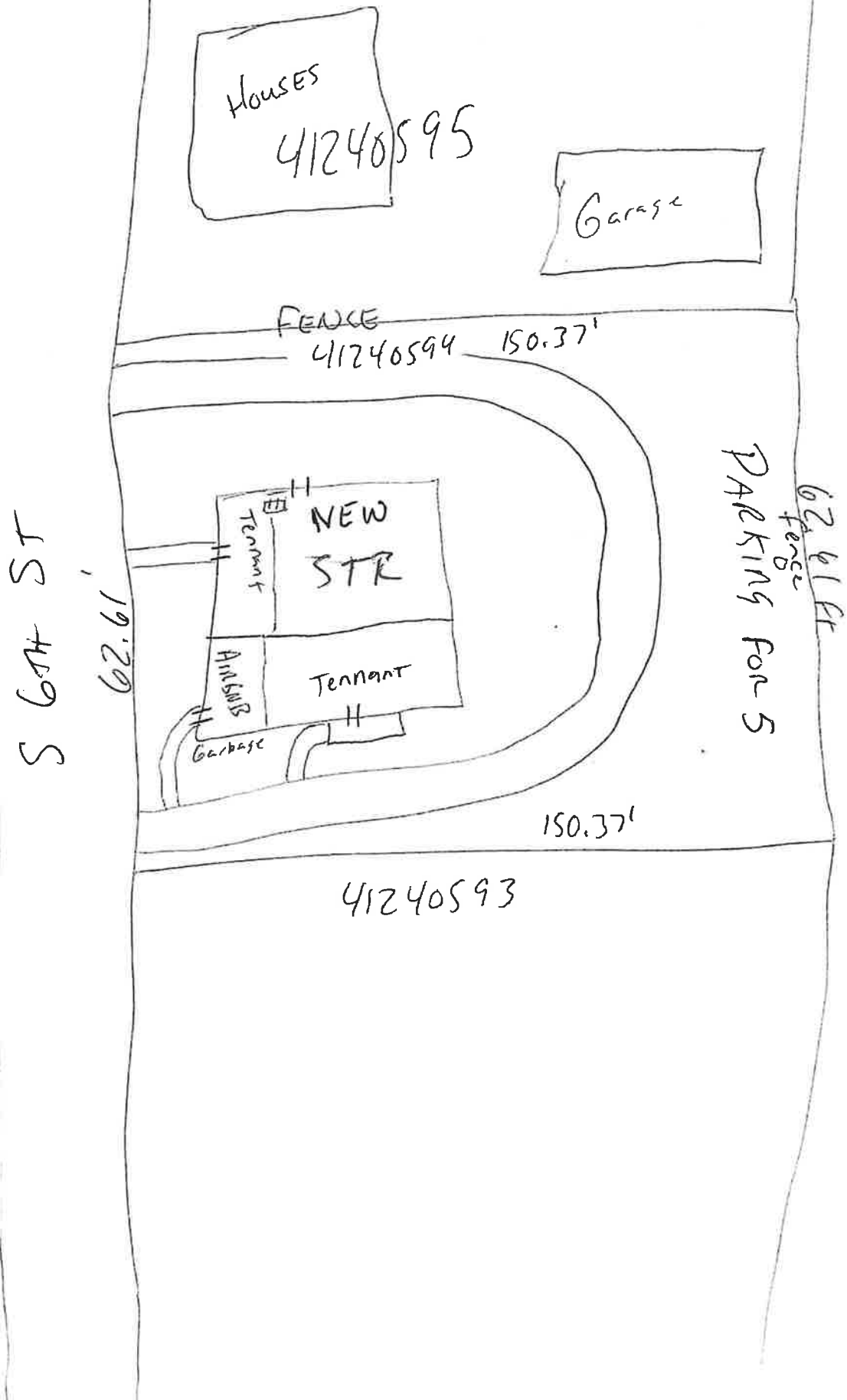
We truly value our relationship with the City of Brainerd and appreciate the opportunity to provide safe, clean, and welcoming accommodations to visitors. I respectfully ask for your consideration in extending our IUP so we can continue operating in alignment with city expectations.

Please let me know if you need any additional documentation or details. I'll be mailing the check today.

Warm regards,
Rick Badeaux

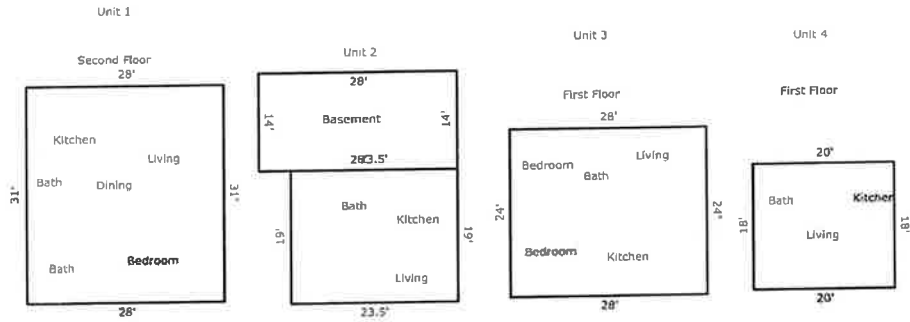
The information contained in this e-mail message, including attachments (collectively referred to as "Information"), is strictly confidential and proprietary, and/or privileged. This information is intended only for the personal and confidential use of the recipient(s) named above. The Information contained in this email should not be replicated or disclosed to any persons other than the intended recipient(s). If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or reproduction of this Information

1005 S 6TH ST
Brainerd, Mn 56401



Building Sketch

Borrower	Richard Badeaux				
Property Address	1005 S 6th St				
City	Brainerd	County	Crow Wing	State	MN Zip Code 56401
Lender/Client	Goldwater Bank, N.A.				



TOTAL Sketch by a la mode, inc.

Area Calculations Summary

		Calculation Details	
Living Area			
First Floor	672 Sq ft	24 × 28 =	672
First Floor	360 Sq ft	18 × 20 =	360
Second Floor	868 Sq ft	31 × 28 =	868
Basement	446.5 Sq ft	19 × 23.5 =	446.5
Total Living Area (Rounded):	2347 Sq ft		
Non-Living Area			
Basement	392 Sq ft	28 × 14 =	392

1005 S 6th St.

Dimensions

The number of bedrooms with dimensions for each unit

- 1) **Unit 1** 1 bedroom 144 SF, and 2 bathrooms
- 2) **Unit 2** – Studio, 1 bathroom – 436 SF of total space
- 3) **Unit 3** – Studio, 1 bathroom –360 SF total space (Airbnb)
- 4) **Unit 4** 2 bedrooms, each 100 SF, and 1 bathroom

Please list each unit's number of full bathroom units

- 1) **Unit 1** 2 bathrooms
- 2) **Unit 2** 1 bathroom
- 3) **Unit 3** 1 bathroom
- 4) **Unit 4** 1 bathroom

Does every unit have a full kitchen? – Yes

Parking and Recreation

- There are 2 off street parking spots available for the Airbnb unit
- All accessory structures and outdoor recreational features available for guest use? – no outdoor structures or recreational areas.

Regulations and Rules

A pet & garbage policy specifically (pet, garbage, noise, and parking policies have to meet at a minimum the City Code Standards outlined in the attached document)

- 1) The Airbnb unit does not allow for pets.
- 2) The Airbnb unit rules state that Garbage should be put out on the day of collection or if needed not to be put out before 6:00 PM at night the day before. Expectations are that the garbage bin is returned to the side of the house the same day as collection.
- 3) Noise limits are enforced between 10:00 PM and 7:00 AM

Local Property Manager

Lori Badeaux

712 N 6th Street Brainerd Mn, 56401

218-330-2356

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Rick Badeaux has submitted a request for an Interim Use Permit renewal to continue to operate two short-term rentals at 1005 S 6th St. The four-plex at 1005 S 6th St. is currently permitted to operate two short-term rentals along with two long term tenants. The current IUP expires on December 31st, 2025. The applicant proposes no changes. The property included in this application is described as:

*LOTS 15 AND 16 BLOCK 269 AND N. 12 1/2 FT OF LOT 17 BLOCK 269
TOWN OF BRAINERD & FIRST ADDITION TO BRAINERD
P.I.N. 41240594
Section 24, Township 45, Range 31*

The property is zoned Traditional Neighborhood 2 (TN-2) District, which permits the operation of short-term rentals as an Interim Use according to Zoning Code Section 515-3 Appendix A Table-of-Uses provided it meets the required provisions as listed under 515-3 Allowed Uses. Information on the proposed short-term rentals is on file for review in the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, November 19th, 2025 in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the Interim Use Permit request.

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

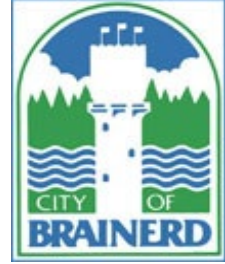
Dated this 4th day of November, 2025



James L. Kramvik
Community Development Director

Publication Date: November 8th, 2025

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: November 19th, 2025

RE: Consider Interim Use Permit for a Short-Term Rental – 712 6th St. N.

REQUEST

PUBLIC HEARING. Interim Use Permit

APPLICANT: Richard Badeaux

Richard Badeaux has submitted a request for an Interim Use Permit to operate a short-term rental at 712 6th St. N. This property is currently operating as a short-term rental, and his mother lives on the property. Short-term rentals operating prior to June 18th, 2024 shall be compliant with Section 515-3-37 (Short-Term Rentals) by December 31st, 2025.

CONTEXT

Parcel Number:	41240718
Zoning District:	Traditional Neighborhood 1 (TN-1) District
Property Area:	5,650 SQFT
Adjacent Uses:	North: Residential – Single Family Dwelling East: Residential – Single Family Dwelling South: Residential – Single Family Dwelling West: Residential – Single Family Dwelling
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

1. The property at 712 6th St N Brainerd, MN 56401 is located in a TN-1 (Traditional Neighborhood-1) District. The TN-1 District allows short-term rentals as an Interim Use according to Zoning Code [Appendix A: Table of Uses](#).
2. Short-term rentals must comply with the following minimum standards as required by [Section 515-3-37 Short-Term Rentals](#) of the Zoning Code:
 - a. The maximum rental period shall not be more than 28 consecutive nights.
 - i. *The applicant is required to obtain an IUP to rent the property for under 28 nights.*
 - b. The permit holder (owner) of a short-term rental must apply for and receive an interim use permit.
 - i. *The applicant has applied for an Interim Use Permit for the operation of a short-term rental.*

- c. The application for an interim use permit shall include:
 - i. The number of bedrooms with dimensions and all other sleeping accommodations. The second floor of the home is currently being utilized as the rental property.
 - 1. *The applicant has provided the floor plan with the following information regarding the bedroom sizes:*
 - c. *Second Floor Bedroom #1 – 9'x12 ½' = 114 sq. ft.*
 - d. *Second Floor Bedroom #2 – 8'x7' = 56 sq. ft.*
 - i. *Section 404.4.1 of the International Property Maintenance Code states that "every bedroom shall contain not less than 70 square feet and every bedroom occupied by more than one person shall contain not less than 50 square feet of floor area for each occupant thereof."*
 - ii. *The applicant has proposed 4 guests. According to the Property Maintenance Code, Bedroom 1 is allowed 2 guests and Bedroom 2 is not allowed to be occupied.*
 - ii. The number of off-street parking spaces available to guests.
 - 1. *There is a total of 2 parking spaces available for the short-term rental.*
 - iii. All accessory structures and outdoor recreational features are available for guest use.
 - 1. *The applicant indicates that there is an outdoor sitting area and contained fire pit that may be used by guests.*
 - iv. A pet, garbage, and noise policy.
 - 1. *Trash is handled by the onsite tenant and guests do not need to manage trash removal.*
 - 2. *The applicant indicates there is a no pet policy.*
 - 3. *Noise limits are enforced between 10:00pm and 7:00am.*
 - v. The permit holder shall post emergency contact information (police, fire, hospital) and show renters the location of fire extinguishers in the short-term rental unit.
 - 1. *The housing inspector confirmed this upon inspection of the rental units.*
- d. A permit holder must disclose in writing to their renters the following information regarding property policies and City codes:
 - i. Contact Information. The managing agent or local contact's name, address, and phone number. The agent shall be available 24 hours a day, seven days a week, whenever the property is being rented. Property contact information will be always accessible to the public on the City of Brainerd website.
 - 1. *Mr. Badeaux indicated the property is maintained by his mother who resides on the first floor of the property.*

- ii. Occupancy. The maximum number of guests allowed at the property.
 - 1. *The posted rules for the short-term rental state a 4-guest maximum occupancy. The maximum occupancy must be changed.*
 - iii. Vehicles. The maximum number of vehicles, recreational vehicles, and trailers allowed on the property and where they are to be parked. Parking in a yard that fronts a street as well as along an interior side of a house is required to be on an improved surface. Recreational vehicles shall not be parked in any right-of-way or utility easement. No vehicle or trailer shall be parked on a street more than forty-eight (48) continuous hours.
 - 1. *There is a total of two parking spaces available for the short-term rental.*
 - iv. Garbage. Garbage and refuse containers shall be placed out for collection no earlier than 6:00 P.M. the day before collection and removed by the end of the day of collection. Garbage shall be placed in fly tight containers sufficient to receive all garbage which may accumulate between times of collection.
 - 1. *Trash is handled by the onsite tenant and guests do not need to manage trash removal.*
 - v. Noise. No person shall, between the hours of 10:00 P.M. and 7:00 A.M. congregate at, or participate in any party or gathering of two or more people from which noise emanates of a sufficient volume so as to disturb the peace, quiet, or repose of another person.
 - 1. *The short-term rental imposes quiet hours after 10:00pm.*
 - vi. Pets. No person shall keep, maintain, or otherwise house more than a total of four cats or dogs within any household in the City of Brainerd. It shall be unlawful for any person to allow a dog or cat to run at large and to keep or harbor a dog that habitually barks, yelps, howls, cries, or whimpers so as to unreasonably disturb the peace and quiet of any person in the vicinity. The owner of any animal shall be responsible for cleaning up any feces of the animal and disposing of such feces in a sanitary manner.
 - 1. *The short-term rental house rules state no pets.*
- e. The occupancy of a short-term rental shall be limited to no more than 3 people per bedroom or the occupancy set by the Building Official.
 - i. *Per Section 404.4.1 of the International Property Maintenance Code, the maximum occupancy per unit under the proposed zoning code would be:*
 - 1. *Unit 1 – 2 persons*
 - 2. *Unit 2 – 0 persons*
- f. Rooms used for sleeping shall be provided with egress windows and smoke detectors in locations that comply with the Minnesota State Building Code or the requirements of the Building Department, whichever is stricter.
 - i. *The rooms used for sleeping have been inspected by the housing inspector for occupancy, egress, and smoke/carbon monoxide detectors*

as part of the rental inspection process. The home was inspected on 7/31/25 and passed all building and rental code requirements.

- g. The short-term rental shall be connected to city sewer and water or an approved septic system. A valid septic system certificate of compliance is required at the time of rental license issuance and annual renewal. A short-term rental shall have a full bathroom (sink, toilet, and tub or shower).
 - i. *The short-term rental is connected to City sewer and water system.*
- h. Additional occupancy by the use of recreational vehicles, tents, accessory structures, or fish houses is not permitted.
 - i. *The applicant is not proposing occupancy by use of recreational vehicles, tents, accessory structures, or fish houses.*
- i. The permit holder shall keep a report detailing the use of the short-term rental by recording the full name, address, phone number and vehicle license number of the guest reserving the rental. A copy of the report shall be provided to the Zoning Administrator upon request.
- j. A short-term rental shall be a licensed rental unit by the City and shall meet the requirements of all statutes, rules, regulations, and ordinances including, but not limited to the City of Brainerd's rental housing maintenance code. Each unit shall be inspected annually by the rental housing inspector and the Fire Marshal.
 - i. *The premises have been inspected by the Housing Inspector and Fire Marshal.*
- k. The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, nearby water bodies, public safety, and safety of renters. Said conditions may include but not be limited to – fencing or vegetative screening, native buffer along the shoreline, noise standards, duration of permit, restrictions as to the docking of watercraft, and number of renters.
- l. A permit holder must post their rental license permit number on all print, poster, or web advertisements.
- m. It is the owner's responsibility to apply for state and local sales tax numbers, including hotel and motel use sales tax. It is the owner's responsibility to contact the Minnesota Department of Health about lodging license requirements.
 - i. *The application for short-term rental includes an application for lodging tax that must be submitted to the City's Finance Department. It is the owner's responsibility to contact the MN Department of Health.*
- n. Ownership, Limitations, and Municipal Caps:
 - i. There are to be no more than forty (40) operational VDU's at any given time in the City and are granted on a first-come first-serve basis.
 - 1. *This property is an existing short-term rental. The City Currently has seven (7) VDU's.*
 - ii. There shall be no more than twenty (20) total VDU's permitted in the Town Center and Main Street District, and in all other zoning districts there shall be no more than ten (10) total VDU's permitted at any given time.



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401
218/828-2307/Fax 218-828-2316 www.ci.brainerd.mn.us

INTERIM USE PERMIT for SHORT-TERM RENTAL

Application Form (residential - \$350.00 / commercial - \$500.00 + \$500.00 escrow deposit) (This form must be filled out completely before your application will be accepted)

Property Address for this Interim Use Permit: 712 6TH STREET N Brainerd MN 56401

I (We) the undersigned, do hereby respectfully request the Brainerd City Council to grant an Interim Use

Permit to allow the continuation of an STR @ my Mother's House,
which I own.

at the property address listed above until the date of 12/31/2026

Legal Description (attach, if lengthy): Lot 19 Block 196 Addition And N 1/2 of lot
20 Block 196

Property Owner: Rick Bodeaux

Address: 19868 159TH ST Elk River
(Street) (City)

MN
(State)

55338
(Zip)

Contact Information #: 763-607-1523
(Home)

(Business)

(Fax)

PROPERTYLOGICK@GMAIL.COM
(E-mail)

Applicant: (if different than Property Owner) _____

Address: _____

(Street)

(City)

(State)

(Zip)

Contact Information #: _____

(Home)

(Business)

(Fax)

(E-mail)

Contact Person: (if different than Property Owner) _____

Address: _____

(Street)

(City)

(State)

(Zip)

Contact Information #: _____

(Home)

(Business)

(Fax)

(E-mail)

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

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

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

Signed by: _____



(Property Owner)

Date: _____

10/26/2025

Rick Badeaux

(Property Owner-Please print Name)

Date: _____

(Applicant-If different than owner)

(Applicant - Please print name)

Interim Use Permit

Supporting Information

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

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

(con't)

From: [Rick Badeaux](#)
To: [Stephanie Bestul](#)
Cc: [James Kramvik](#)
Date: Tuesday, October 28, 2025 11:52:59 AM
Attachments: [712 N 6th.pdf](#)

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

Rick Badeaux
712 6th St. N
Brainerd, MN 56401

Date: October 28, 2025

Stephanie and James,

I am writing to respectfully request the continuation of our Interim Use Permit (IUP) for the short-term rental property located at 712 6th St. N, Brainerd, MN 56401.

This property is owned by me, Rick Badeaux, and has been actively operated as an Airbnb for the past five years. My mother has served as the primary caretaker of the property throughout this time as she lives on the property. We are proud to report that we have not had any complaints or issues during our years of operation.

We have established clear and effective safety protocols and enforce house rules that include no pets and designated quiet hours. These measures have helped us maintain a peaceful and respectful environment for both guests and neighbors.

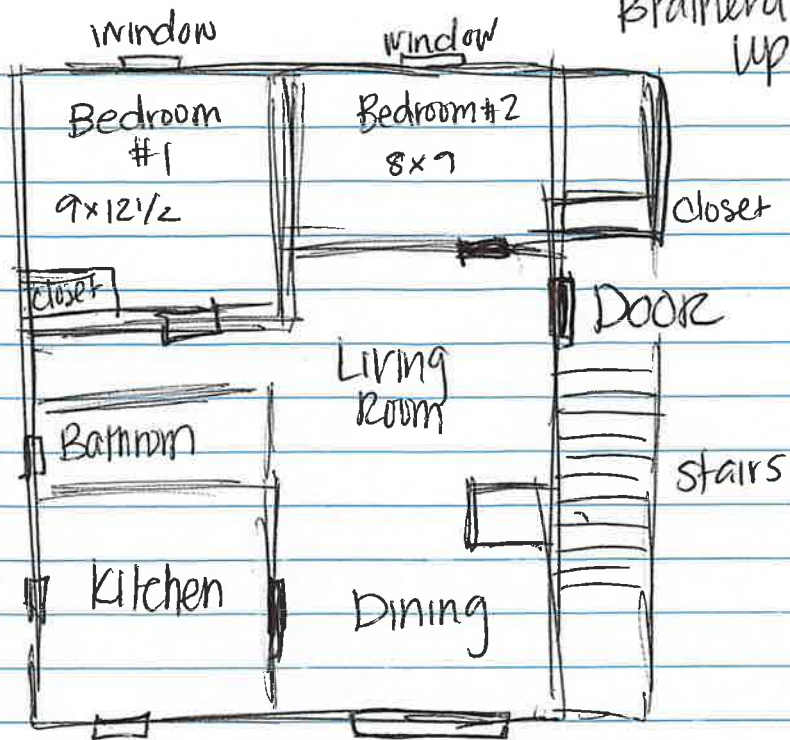
We value our relationship with the City of Brainerd and appreciate the opportunity to contribute positively to the community by offering clean, safe, and welcoming accommodations to visitors. We kindly ask for your consideration in extending our IUP so we may continue to operate responsibly and in accordance with city guidelines.

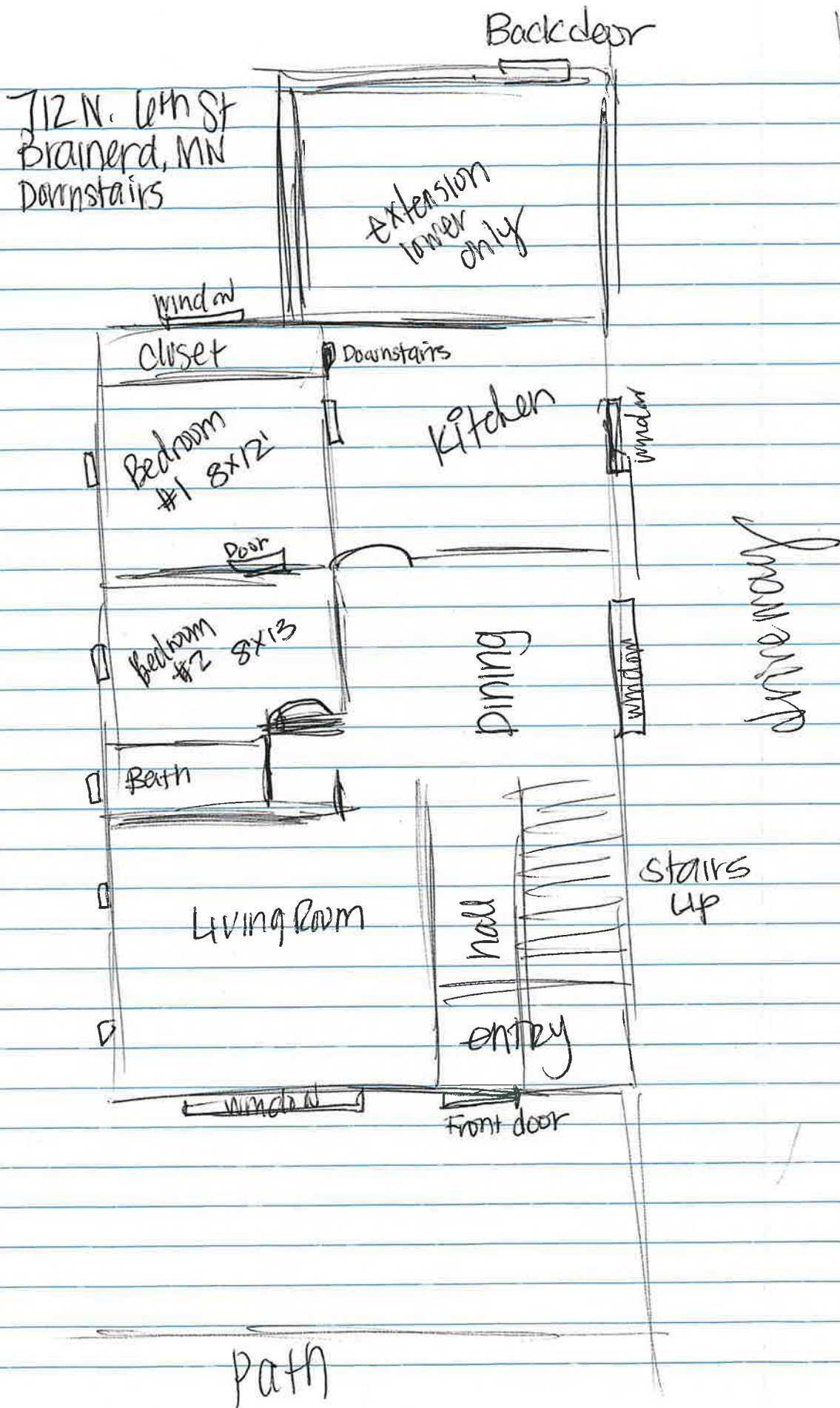
Thank you for your time and attention to this matter. Please feel free to contact me if you need any additional information or documentation. I will be mailing the check today.

Sincerely,
Rick Badeaux

The information contained in this e-mail message, including attachments (collectively referred to as "Information"), is strictly confidential and proprietary, and/or privileged. This information is intended only for the personal and confidential use of the recipient(s) named above. The Information contained in this email should not be replicated or disclosed to any persons other than the intended recipient(s). If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or reproduction of this Information is strictly prohibited. If you have received this communication in error, please notify the sender immediately by e-mail, or by telephone at (877) 445-4581, and delete the original message.

712 N. W. 1st St.
Brainerd, MN
Upstairs





From: [Rick Badeaux](#)
To: [Stephanie Bestul](#)
Subject: RE: House Rules
Date: Wednesday, November 5, 2025 12:27:43 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

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

Does this cover it?

House Rules for Short-Term Rental

1. Garbage Disposal

- Garbage is handled by the onsite tenant through **Nisswa Sanitation**. Guests do not need to manage trash removal.

2. Pet Policy

- **No pets allowed** on the property.

3. Guest Limit

- Maximum occupancy is **4 guests**.

4. Parking

- Guests may park **up to 2 vehicles**.
- Parking is allowed in the **driveway** or on **street parking** only.
- **No RVs, trailers, or boats** permitted.

5. Outdoor Amenities

- Guests may use the **outdoor sitting area** and **contained fire pit**.
- **Quiet hours begin at 10:00 PM**.
- Safety notes for fire pit usage are posted and must be followed.

6. Emergency Information

- Emergency contact information (police, fire, hospital) and caretaker contact details are provided in the welcome packet.
- The property meets standard rental inspection requirements, including **fire extinguishers, CO₂ detectors, and smoke alarms**.

7. Check-In / Check-Out

- **Check-in:** 3:00 PM
- **Check-out:** 11:00 AM

8. Additional Rules

- **No smoking** inside the property.
- Guests must respect neighbors and maintain noise levels within reasonable limits.

From: Stephanie Bestul <sbestul@ci.brainerd.mn.us>
Sent: Wednesday, November 5, 2025 12:14 PM
To: Rick Badeaux <Rick.Badeaux@MCMCG.COM>

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Rick Badeaux has submitted a request for an Interim Use Permit to operate a short-term rental at 712 6th St. N. The property is currently operating as a short-term rental. Short-term rentals operating prior to June 18th, 2024 shall be compliant with Section 515-3-34 (Short-Term rentals) by December 31st, 2025. The property included in this application is described as:

*LOT 19 BLOCK 196 AND N. ½ OF LOT 20 BLOCK 196
TOWN OF BRAINERD FIRST ADDITION TO BRAINERD
P.I.N. 41240718
Section 24, Township 45, Range 31*

The property is zoned Traditional Neighborhood 1 (TN-1) District, which permits the operation of short-term rentals as an Interim Use according to Zoning Code Section 515-3 Appendix A Table-of-Uses provided it meets the required provisions as listed under 515-3 Allowed Uses. Information on the proposed short-term rentals is on file for review in the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, November 19th, 2025 in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the Interim Use Permit request.

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

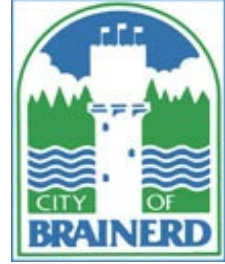
Dated this 4th day of November, 2025



James L. Kramvik
Community Development Director

Publication Date: November 8th, 2025

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: November 19th, 2025

RE: Consider Interim Use Permit for a Short-Term Rental – 9995 Island Dr

REQUEST

PUBLIC HEARING. Interim Use Permit

APPLICANT: Kurt Waters

Kurt Waters has submitted a request for an Interim Use Permit to operate a short-term rental at 9995 Island Dr. This property is currently operating as a short-term rental. Short-term rentals operating prior to June 18th, 2024 shall be compliant with Section 515-3-37 (Short-Term Rentals) by December 31st, 2025.

CONTEXT

Parcel Number:	41340549
Zoning District:	Garden Living (GL) District
Property Area:	34,566 SQFT
Adjacent Uses:	North: Single-Family Home East: Residential Vacant Property South: Residential Vacant Property West: Residential Vacant Property
Adjacent Zoning:	North: Garden Living (GL) District East: Garden Living (GL) District South: Garden Living (GL) District West: Garden Living (GL) District

AERIAL MAP



FINDINGS OF FACT

1. The property at 9995 Island Drive Brainerd, MN 56401 is located in a GL (Garden Living) District. The GL District allows short-term rentals as an Interim Use according to Zoning Code [Appendix A: Table of Uses](#).
2. Short-term rentals must comply with the following minimum standards as required by [Section 515-3-37 Short-Term Rentals](#) of the Zoning Code:

- a. The maximum rental period shall not be more than 28 consecutive nights.
 - i. *The applicant is required to obtain an IUP to rent the property for under 28 nights.*
- b. The permit holder (owner) of a short-term rental must apply for and receive an interim use permit.
 - i. *The applicant has applied for an Interim Use Permit for the operation of a short-term rental.*
- c. The application for an interim use permit shall include:
 - i. The number of bedrooms with dimensions and all other sleeping accommodations.
 1. *The applicant has provided the floor plan with the following information regarding the bedroom sizes:*
 - a. *Bedroom #1 – 15'x13' – 195 sq ft*
 - b. *Bedroom #2 – 15'x13' – 195 sq ft*
 - i. *Section 404.4.1 of the International Property Maintenance Code states that "every bedroom shall contain not less than 70 square feet and every bedroom occupied by more than one person shall contain not less than 50 square feet of floor area for each occupant thereof."*
 - ii. *The house rules indicate a maximum of 2 guests per bedroom which is within the requirements of the property maintenance code.*
 - ii. The number of off-street parking spaces available to guests.
 1. *There is a total of 3 parking spaces available for the short-term rental.*
 - iii. All accessory structures and outdoor recreational features are available for guest use.
 1. *The applicant indicates there is an outside deck and gas grill available for use.*
 - iv. A pet, garbage, and noise policy.
 1. *The applicant states that the short-term rental rule is that garbage should be put in the outside bins as designated.*
 2. *The applicant indicates there is a no pet policy unless prior permission is obtained.*
 3. *Noise limits are enforced between 10:00pm and 7:00am*
 - v. The permit holder shall post emergency contact information (police, fire, hospital) and show renters the location of fire extinguishers in the short-term rental unit.
 1. *The housing inspector confirmed this upon inspection of the rental units.*
- d. A permit holder must disclose in writing to their renters the following information regarding property policies and City codes:

- i. Contact Information. The managing agent or local contact's name, address, and phone number. The agent shall be available 24 hours a day, seven days a week, whenever the property is being rented. Property contact information will be always accessible to the public on the City of Brainerd website.
 - 1. *Mr. Waters indicated his daughter resides on the lower level of the property, and he lives across the road at 10004 Island Drive.*
- ii. Occupancy. The maximum number of guests allowed at the property.
 - 1. *The posted rules for the short-term rental state only registered guests are permitted to stay overnight.*
- iii. Vehicles. The maximum number of vehicles, recreational vehicles, and trailers allowed on the property and where they are to be parked. Parking in a yard that fronts a street as well as along an interior side of a house is required to be on an improved surface. Recreational vehicles shall not be parked in any right-of-way or utility easement. No vehicle or trailer shall be parked on a street more than forty-eight (48) continuous hours.
 - 1. *There is a total of 3 parking spaces available for the short-term rental, but larger vehicles or RV's may park in the cul-de-sac with prior approval from the property owner.*
- iv. Garbage. Garbage and refuse containers shall be placed out for collection no earlier than 6:00 P.M. the day before collection and removed by the end of the day of collection. Garbage shall be placed in fly tight containers sufficient to receive all garbage which may accumulate between times of collection.
 - 1. *The applicant states that the short-term rental rule is that garbage should be put in the outside designated bins.*
- v. Noise. No person shall, between the hours of 10:00 P.M. and 7:00 A.M. congregate at, or participate in any party or gathering of two or more people from which noise emanates of a sufficient volume so as to disturb the peace, quiet, or repose of another person.
 - 1. *The short-term rental imposes quiet hours after 10:00pm which are within City Code requirements.*
- vi. Pets. No person shall keep, maintain, or otherwise house more than a total of four cats or dogs within any household in the City of Brainerd. It shall be unlawful for any person to allow a dog or cat to run at large and to keep or harbor a dog that habitually barks, yelps, howls, cries, or whimpers so as to unreasonably disturb the peace and quiet of any person in the vicinity. The owner of any animal shall be responsible for cleaning up any feces of the animal and disposing of such feces in a sanitary manner.
 - 1. *The short-term rental states no pets unless prior permission is obtained.*

- e. The occupancy of a short-term rental shall be limited to no more than 3 people per bedroom or the occupancy set by the Building Official.
 - i. *Per Section 404.4.1 of the International Property Maintenance Code, the maximum occupancy per unit under the proposed zoning code would be:*
 - 1. *Bedroom 1 – 3 persons*
 - 2. *Bedroom 2 – 3 persons*
- f. Rooms used for sleeping shall be provided with egress windows and smoke detectors in locations that comply with the Minnesota State Building Code or the requirements of the Building Department, whichever is stricter.
 - i. *The rooms used for sleeping have been inspected by the housing inspector for occupancy, egress, and smoke/carbon monoxide detectors as part of the rental inspection process. The home was inspected on 7/31/25 and passed all building and rental code requirements.*
- g. The short-term rental shall be connected to city sewer and water or an approved septic system. A valid septic system certificate of compliance is required at the time of rental license issuance and annual renewal. A short-term rental shall have a full bathroom (sink, toilet, and tub or shower).
 - i. *The short-term rental is connected to City sewer and water system.*
- h. Additional occupancy by the use of recreational vehicles, tents, accessory structures, or fish houses is not permitted.
 - i. *The applicant is not proposing occupancy by use of recreational vehicles, tents, accessory structures, or fish houses.*
- i. The permit holder shall keep a report detailing the use of the short-term rental by recording the full name, address, phone number and vehicle license number of the guest reserving the rental. A copy of the report shall be provided to the Zoning Administrator upon request.
- j. A short-term rental shall be a licensed rental unit by the City and shall meet the requirements of all statutes, rules, regulations, and ordinances including, but not limited to the City of Brainerd's rental housing maintenance code. Each unit shall be inspected annually by the rental housing inspector and the Fire Marshal.
 - i. *The premises have been inspected by the Housing Inspector and Fire Marshal.*
- k. The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, nearby water bodies, public safety, and safety of renters. Said conditions may include but not be limited to – fencing or vegetative screening, native buffer along the shoreline, noise standards, duration of permit, restrictions as to the docking of watercraft, and number of renters.
- l. A permit holder must post their rental license permit number on all print, poster, or web advertisements.
- m. It is the owner's responsibility to apply for state and local sales tax numbers, including hotel and motel use sales tax. It is the owner's responsibility to contact the Minnesota Department of Health about lodging license requirements.

- i. *The application for short-term rental includes an application for lodging tax that must be submitted to the City's Finance Department. It is the owner's responsibility to contact the MN Department of Health.*
- n. Ownership, Limitations, and Municipal Caps:
 - i. There are to be no more than forty (40) operational VDU's at any given time in the City and are granted on a first-come first-serve basis.
 - 1. *This property is an existing short-term rental. The City Currently has seven (7) VDU's.*
 - ii. There shall be no more than twenty (20) total VDU's permitted in the Town Center and Main Street District, and in all other zoning districts there shall be no more than ten (10) total VDU's permitted at any given time.
 - 1. *This property is an existing short-term rental. This is the only VDU currently located in the GL District.*
 - iii. Only one (1) building with a permitted VDU may be located on any platted block and shall not abut another property approved for a short-term rental.
 - 1. *This property is an existing short-term rental, is not on a platted block with another VDU, and does not abut another property approved for a short-term rental.*

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

STAFF RECOMMENDATION

Staff recommends approval of the Interim Use Permit for a short-term rental at 9995 Island Drive, Brainerd, MN 56401 with the following conditions:

- 1) The Interim Use Permit for a short-term rental at 9995 Island shall terminate on 12/31/2027.
- 2) Upon sale or transfer of the property, the Interim Use Permit for the short-term rental at 9995 Island Drive is no longer valid.
- 3) Submittal of the City of Brainerd lodging tax form by the 10th of each and every month, regardless of rental activity.



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401
218/828-2309/Fax 218-828-2316 www.ci.brainerd.mn.us

RECEIVED

NOV 03 2025

CITY OF BRAINERD
ADMINISTRATION

INTERIM USE PERMIT for SHORT-TERM RENTAL

Application Form (residential - \$350.00 / commercial - \$500.00 + \$500.00 escrow
deposit) (This form must be filled out completely before your application will be accepted)

Property Address for this Interim Use Permit: 9995 Island Dr

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

at the property address listed above until the date of maximum allowance

Legal Description (attach, if lengthy): Lot 020 Block 001 Addition 34 - (34-028)
Legacy parcel ID - 092490010200009

Property Owner: Kurtis Waters (KWUC)

Address: 10004 Island Dr Brainerd Mn 56401
(Street) (City) (State) (Zip)

Contact Information #: 218 330 7117 218 454 8988
(Home) (Business)
(Fax) (E-mail) kwaters@charter.net

Applicant: (if different than Property Owner) _____

Address: _____
(Street) (City) (State) (Zip)

Contact Information #: _____
(Home) (Business)
(Fax) (E-mail)

Contact Person: (if different than Property Owner) _____

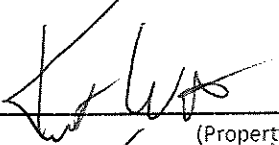
Address: _____
(Street) (City) (State) (Zip)

Contact Information #: _____
(Home) (Business)
(Fax) (E-mail)

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

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

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

Signed by:  Date: 10/28/25
(Property Owner)
Kurtis Waters
(Property Owner-Please print Name)

(Applicant-If different than owner) Date: 10/25/25

(Applicant - Please print name)

Interim Use Permit Supporting Information

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

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

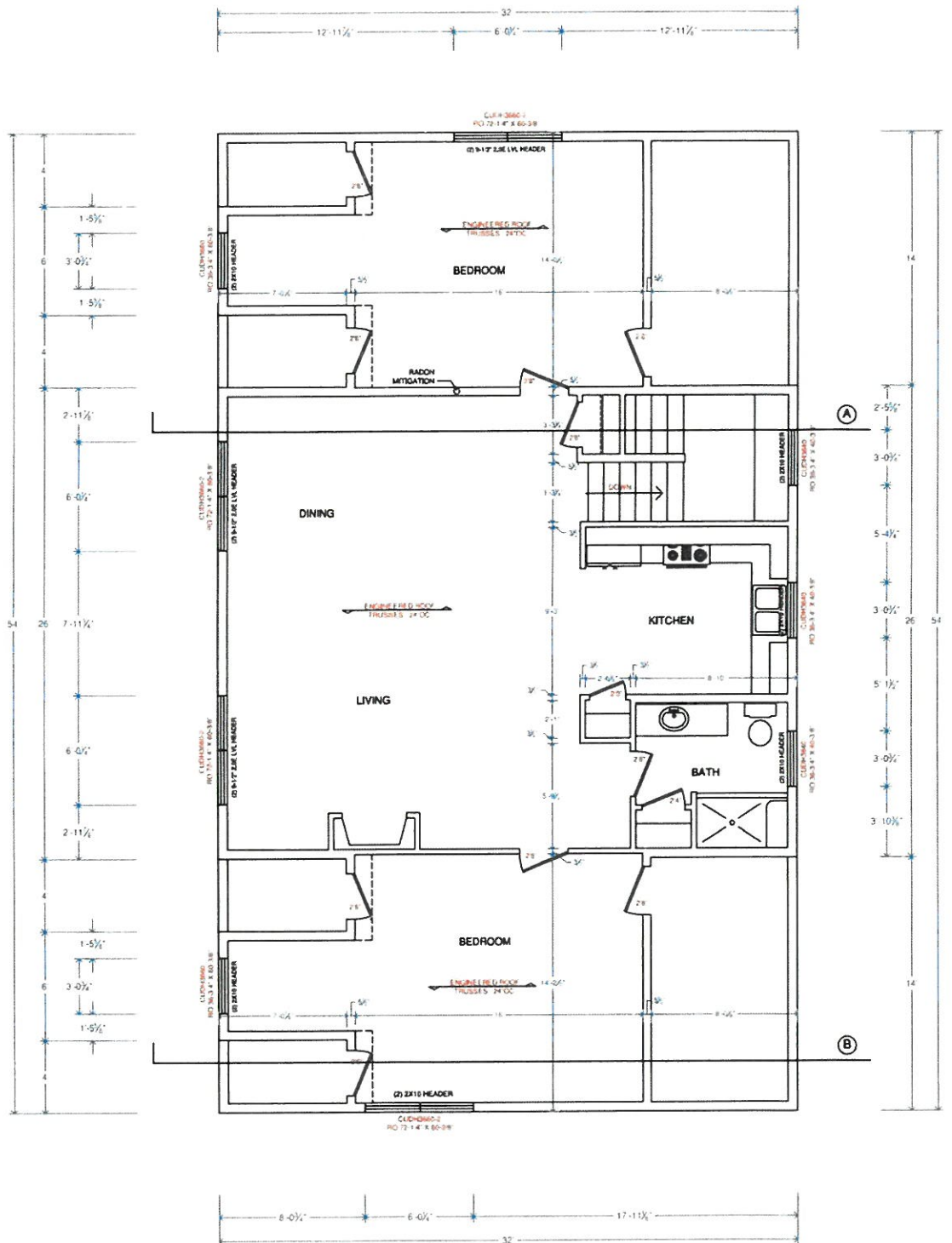
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Dear City of Brainerd,

We are asking for Interim Use permit for the upstairs 2 bedroom space at 9995 Island Dr. that we intermittently rent thru Airbnb. Our daughter Bryn lives on the lower level. We have been renting this the last several years with screened guests using a max of 2 bedrooms and we are requesting Interim Use Permit for ongoing intermittent short term rental and our desire to stay in compliance with City of Brainerd rules/regulations. Please let us know if there is any additional information you may need.

Kurtis and Tammy Waters

218-330-7117 cell





The Loft – House Rules

Welcome to **The Loft!**

We're delighted to have you as our guests and hope you enjoy your stay. To ensure a comfortable experience for everyone and to help us keep The Loft in great condition, please take a moment to review our house rules below.

General Guidelines

- Please treat The Loft and all furnishings with care and respect. If something breaks, kindly let us know so we can fix or replace.
 - Only registered guests are permitted to stay overnight.
 - The maximum occupancy is **2 persons per bedroom** (total of 4 guests in bedrooms).
 - No parties, events, or gatherings beyond the registered guests.
-

Garbage & Recycling

- Please place all household garbage and recyclables in the designated bins.
 - **At checkout**, ensure all garbage and recyclables are **disposed of in the outdoor bins** provided.
 - If bins become full during your stay, please contact us for assistance.
-

Parking

- - Parking is available **in the driveway below the deck just outside the entrance door. This is in the back of the house.**
 - A **maximum of three (3) cars** is permitted.
 - Please do not park on the lawn .
 - If you have a trailer, or other larger vehicle such as RV is allowed and there is room in the driveway or cul-de-sac but please contact us before check-in for approval.
-

Stove/fireplace

- Is a induction stove, see separate instructions for use

- The switch for gas fireplace is to left of fireplace on the wall
-

Pets

- **No pets** are allowed unless **prior permission** is granted by the owners.
 - Approved pets must be supervised at all times and kept off furniture.
-

Smoking

- This is a NO SMOKING property. Thank you for respectfully not smoking in our house.
-

Outdoor Areas

- Guests are welcome to use the **outside deck** and **gas grill** at their leisure.
 - Please ensure the **grill is turned off and cleaned** after use.
 - Out of respect for our neighbors, **outdoor quiet time is 10:00 PM.**
 - No loud music or disruptive noise after that time.
-

In Case of Emergency

- For fire or medical emergency please dial 911. Fire and CO2 detectors are installed in house, in case of alarm, please evacuate the premises and dial 911. Fire extinguishers are available below the sink and adjacent to the Laundry area.
-

Before You Leave

- Dispose of all garbage and recycling in the outdoor bins.
 - Please strip beds and linens and place with used towels on the floor.
 - Turn off lights, appliances, and the gas tank on the grill.
 - Ensure doors and windows are locked.
-

Thank you for your cooperation and for helping us keep The Loft a welcoming space for all our guests! If you have any questions, please contact Kurt at 218-330-7117 or Tammy at 218-3307113.

We hope you enjoy your stay.

Warm regards,

Kurt and Tammy Waters

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Kurt Waters has submitted a request for an Interim Use Permit to operate a short-term rental at 9995 Island Dr. The property is currently operating as a short-term rental. Short-term rentals operating prior to June 18th, 2024 shall be compliant with Section 515-3-34 (Short-Term rentals) by December 31st, 2025. The property included in this application is described as:

*LOT 20 BLOCK 1 INCL LOT 20A & LOT 20B
GILBERT VIEW ESTATES
P.I.N. 41340549
Section 34, Township 134, Range 28*

The property is zoned Garden Living (GL) District, which permits the operation of short-term rentals as an Interim Use according to Zoning Code Section 515-3 Appendix A Table-of-Uses provided it meets the required provisions as listed under 515-3 Allowed Uses. Information on the proposed short-term rentals is on file for review in the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, November 19th, 2025 in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the Interim Use Permit request.

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

Dated this 4th day of November, 2025



James L. Kramvik
Community Development Director

Publication Date: November 8th, 2025