



PLANNING COMMISSION AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Wednesday, February 18, 2026 @ 6:00 PM

The public is invited to attend these meetings in person.

Attend by Phone: 1-844-992-4726 Meeting Access Code: 2495 145 5829

Per MN Statutes 13D.02 Subd 1 Commissioners 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**

___ M. Duval ___ D. Gorham ___ J. Grecula ___ D. Peterson ___ J. Powell ___ T. Erickson
___ VACANT

3. **Pledge of Allegiance**

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

5. **Approval Of Minutes**

A. **Draft Minutes from January 21st, 2026 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. **New Business**

A. **Conditional Use Permit Request - Dermatology Clinic - 1410 & 1424 Thiesse Drive**

B. **Variance Request from Setback Requirements - 2602 11th St SE**

8. **Unfinished Business**

A. **Review Comprehensive Plan Update Proposals**

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, January 21, 2026

#1 Call to Order

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

#2 Roll Call

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

#3 Pledge of Allegiance

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

#4 Oath of Office

4a. Don Gorham

Community Development Director Kramvik administered the Oath of Office to Commissioner Gorham.

#5 Election of Officers

Commissioner Peterson, seconded by Commissioner Duval, nominated Commissioner Gorham to serve as Chair for 2026.

There were no other nominations.

Members Gorham, Grecula, Peterson, Powell, Duval, and Erickson voted "aye". No member voted "nay". The Chair declared the appointment of Commissioner Gorham as Chair carried.

Commissioner Duval, seconded by Commissioner Erickson, nominated Commissioner Grecula to serve as Vice Chair for 2026.

There were no other nominations.

Members Gorham, Grecula, Peterson, Powell, Duval, and Erickson voted "aye". No member voted "nay". The Chair declared the appointment of Commissioner Grecula as Vice Chair carried.

#6 Approval of Agenda

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

#7 Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS AND, DULY CARRIED, TO AMEND AND APPROVE THE MINUTES FROM THE DECEMBER 17TH, 2025 REGULAR MEETING BY CORRECTING DISCUSSION ON A POTENTIAL TRAIL IN THE KUEPERS TOPIC FROM COMMISSIONER DUVAL TO COMMISSIONER GORHAM.

#8 Public Forum

The Chair opened the public forum at 6:03 pm.

No one came forward.

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

#9 Unfinished Business

9a. Final Plat and Final Planned Unit Development – Voyageur Heights

Community Development Director Kramvik reviewed the details of the final plat and the final PUD for the Voyageur Heights project. The original design was amended to move the stormwater infiltration ponds outside of the Drinking Water Supply Management Area (DWSMA). He stated Outlot B will be given to the City and will be the location of the lift station as the outlot is a wetland and cannot be developed. Outlot B will provide a tree buffer to the north. The remaining property has been divided into Outlots that would require future approvals from the City in order to develop.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND PETERSON, DULY CARRIED, TO RECOMMEND APPROVAL OF THE FINAL PLAT AS PRESENTED.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND PETERSON, DULY CARRIED, TO RECOMMEND APPROVAL OF THE PLANNED UNIT DEVELOPMENT FINAL PLAN AS PRESENTED.

CDD Kramvik indicated this will be heard at the City Council meeting February 2nd at 7:30 pm.

9b. Review Shoreland Ordinance

Community Development Director Kramvik reviewed the shoreland ordinance and indicated he has been working with the MN DNR to inquire if lot widths and sizes are negotiable. It was recommended to provide a survey of properties prior to making that request. Staff have analyzed properties in the shoreland district of Rice Lake and determined the impervious surface of each lot.

Commission discussion took place and determined the ordinance is ready to go to the DNR for final negotiations.

#10 New Business

10a. Review Planning Commission Bylaws

Community Development Director Kramvik stated the bylaws are reviewed annually.

10b. 2026 Planning Commission Meetings Calendar

Community Development Director Kramvik indicated the meeting calendar is attached. Commissioner Duval pointed out the October meeting date was entered erroneously. This date will be corrected.

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND POWELL, DULY CARRIED, TO AMEND AND APPROVE THE CALENDAR BY CORRECTING THE OCTOBER MEETING TO OCTOBER 21ST.

#11 Staff Reports

Community Development Director Kramvik made the following updates:

- Staff have received some responses to the RFP for consulting services for the Comprehensive Plan update
- Staff have been contacted regarding Green Steps cities to review some changes made in the requirements as they are now less stringent

#12 Commission Member Reports

Commissioner Grecula thanked the commission for electing him the Vice Chair.

Commissioner Duval would like to thank the street department and MnDOT for the sidewalk maintenance and bridge upkeep.

Commissioner Gorham stated the Laurel Street bridge needs attention, as the snow and ice has been pushed up against the fence. The sun melts the ice and it re-freezes to create very slippery conditions. CDD Kramvik will pass this on.

#11 Adjournment

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND GRECULA, DULY CARRIED, TO ADJORN AT 6:28 PM.

Don Gorham, Planning Commission Chair

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: February 18th, 2026

RE: Consider Conditional Use Permit to Exceed the Parking Lot Maximum Size at 1410 and 1424 Thiesse Drive

REQUEST

PUBLIC HEARING. Conditional Use Permit to exceed the parking lot maximum size at 1410 and 1424 Thiesse Drive to allow for the construction of a dermatology clinic.

River Birch Investments LLC, 12545 County Road 139, Brainerd, has applied for a CUP for additional parking spaces due to the fact that the proposed building is two stories.

CONTEXT

Parcel Number: 41060502 and 41060503

Zoning District: General Industrial (GI) District

Property Area: Approx. 3.75 acres

Adjacent Uses: North: Vacant Industrial
East: Vacant Industrial
South: County Residential Farmland
West: Residential

Adjacent Zoning: North: General Industrial (GI) District
East: General Industrial (GI) District
South: County
West: General Industrial (GI) District

AERIAL MAP



FINDINGS OF FACT – CONDITIONAL USE PERMIT

1. The properties at 1410 and 1424 Thiesse Drive are located in the Industrial Park in the GI (General Industrial) Zoning District.
2. Zoning Ordinance [Section 515-4-12 Off Street Parking](#) states one (1) parking space is allowed for every 150 square feet of building footprint area. The applicant is requesting additional parking spaces for the two-story dermatology clinic. Any proposed off-street parking facility exceeding the maximum parking space calculation may only be allowed to exceed the maximum number of spaces if the building has more than one level with a Conditional Use Permit.
 - a. The applicant has proposed 65 off-street parking spaces.
 - b. The proposed building footprint for the facility is 4,941 SF which allows for 33 spaces without an approved Conditional Use Permit.
 - i. ADA spaces do not count towards the allowable number of off-street parking spaces.
3. **Criteria for Granting Conditional Use Permits.** In granting a Conditional Use Permit, the City Council shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use upon the health, safety, morals and general welfare of occupants or surrounding lands. Among other things, the City Council shall make the following findings where applicable.

- a. The proposed use conforms to the Zoning District and is a permitted Conditional Use identified on [Appendix A: Table of Uses](#).
 - i. *In accordance with the City of Brainerd Zoning Code Table of Uses, office/businesses uses are permitted in the GI District.*
- b. The proposed use meets the regulations and standards established in this Ordinance.
 - i. *An approved CUP allows for properties to exceed the parking lot maximum if the buildings in more than one story in height.*
 - 1. *Off street parking facilities will be utilized for multiple staff and patients of the dermatology clinic.*
 - 2. *The applicant is also planning for a potential future building on an adjacent lot to the East.*
 - ii. *The preliminary design meets all regulations and standards of the zoning code with exception of the lower parking lot design.*
 - 1. According to [Section 515-4-10.G.8](#) - When internal parking rows contain twenty (20) or more parking stalls, landscape islands shall be provided so that there is not a continuous row of over ten (10) parking spaces.
 - a. *The applicant will redesign the parking lot prior to issuance of the building permit to meet all requirements of the Code.*
- c. The proposed use shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons.
 - i. *The proposed development will not be dangerous, injurious, or noxious to any other property or persons.*
- d. The proposed use shall be sited, oriented, and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
 - i. *The proposed plan meets all landscape requirements of the Zoning Code.*
 - ii. *The proposed building meets the design requirements of the Zoning Code and has stone accents that will enhance the aesthetics of the area.*
- e. The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
 - i. *The proposed building will enhance the visual impression of the neighborhood.*
 - ii. *FedEx, a nearby business, has a large parking lot and loading facility similar to other industrial uses.*
- f. The proposed use shall organize vehicular access and parking to minimize traffic congestion in a residential neighborhood.
 - i. *The proposed off-street parking facility will be adequate for patients and staff of the dermatology clinic.*
 - ii. *The property is not near residential uses.*
- g. The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the [Comprehensive Plan](#).
 - i. *Economic Development Goal 1 of the Comprehensive Plan: Support infill and redevelopment throughout Brainerd as a strategic component of growth:*

- As of this writing, no parties have contacted the Community Development Department for more information on the Conditional Use Permit application for the proposed parking lot expansion for the dermatology clinic at 1410 and 1424 Thiesse Drive, Brainerd.



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: 1424 Thiesse Drive Brainerd, MN 56401

LEGAL DESCRIPTION: Lot(s): 41060503 Block: _____ Addition: _____
(attach description if lengthy) 41060502

Property Owner Name: River Birch Investments LLC

Street Address: 12545 County Road 139 City: Brainerd State: MN Zip Code: 56401

Phone Number: 218.831.1898 Fax: _____ E-mail: admin@centralmnderm.com

Applicant Name: (If different than Property Owner) KeyStone Design Build

Street Address: 405 W Main St City: Rice State: MN Zip Code: 56367

Phone Number: 320.339.9978 Fax: _____ E-mail: gmumm@keystoredb.com

Description of Request: Requesting a Conditional Use Permit to accommodate the parking lot size.

Kristina M. Britton, MD
Property Owner Signature

2/3/2026
Date

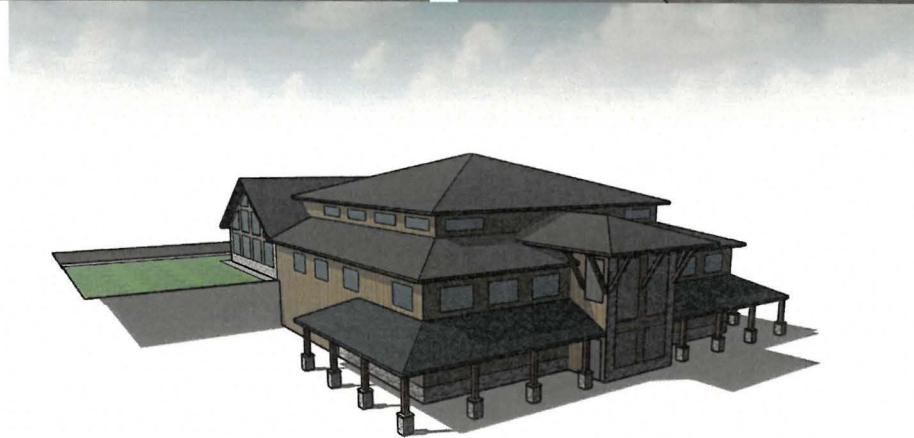
Kristina M. Britton, MD
(Please print name)

Grant Mumm
Applicant Signature

2/3/26
Date

Grant Mumm
(Please print name)

(OVER)



**CMD Preliminary Set
1.2.2026**

**1424 Thiesse Drive
Brainerd, MN 56401**



KEYSTONE
DESIGN BUILD INC.
320.253.3301

Guy
CENTRAL MINNESOTA
DERMATOLOGY

CLIENT

ISSUE
1.12.2026
RE-ISSUE

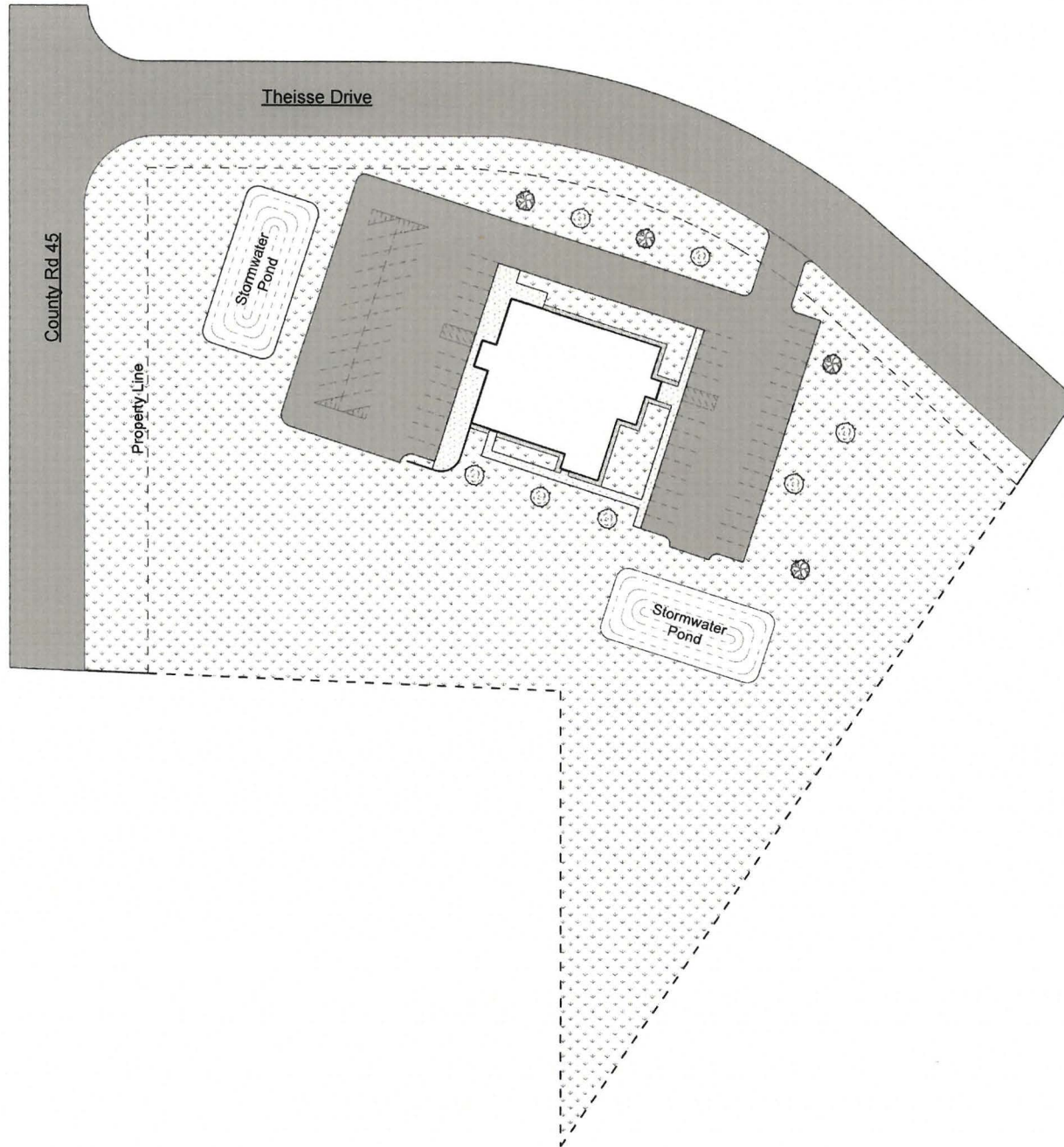
PROJECT NO.

PROJECT
CMD

DRAWN BY
SK
DESCRIPTION
Cover Page

a

01



KEYSTONE
DESIGN BUILD, INC.

cmd
CENTRAL MINNESOTA
DERMATOLOGY

CLIENT

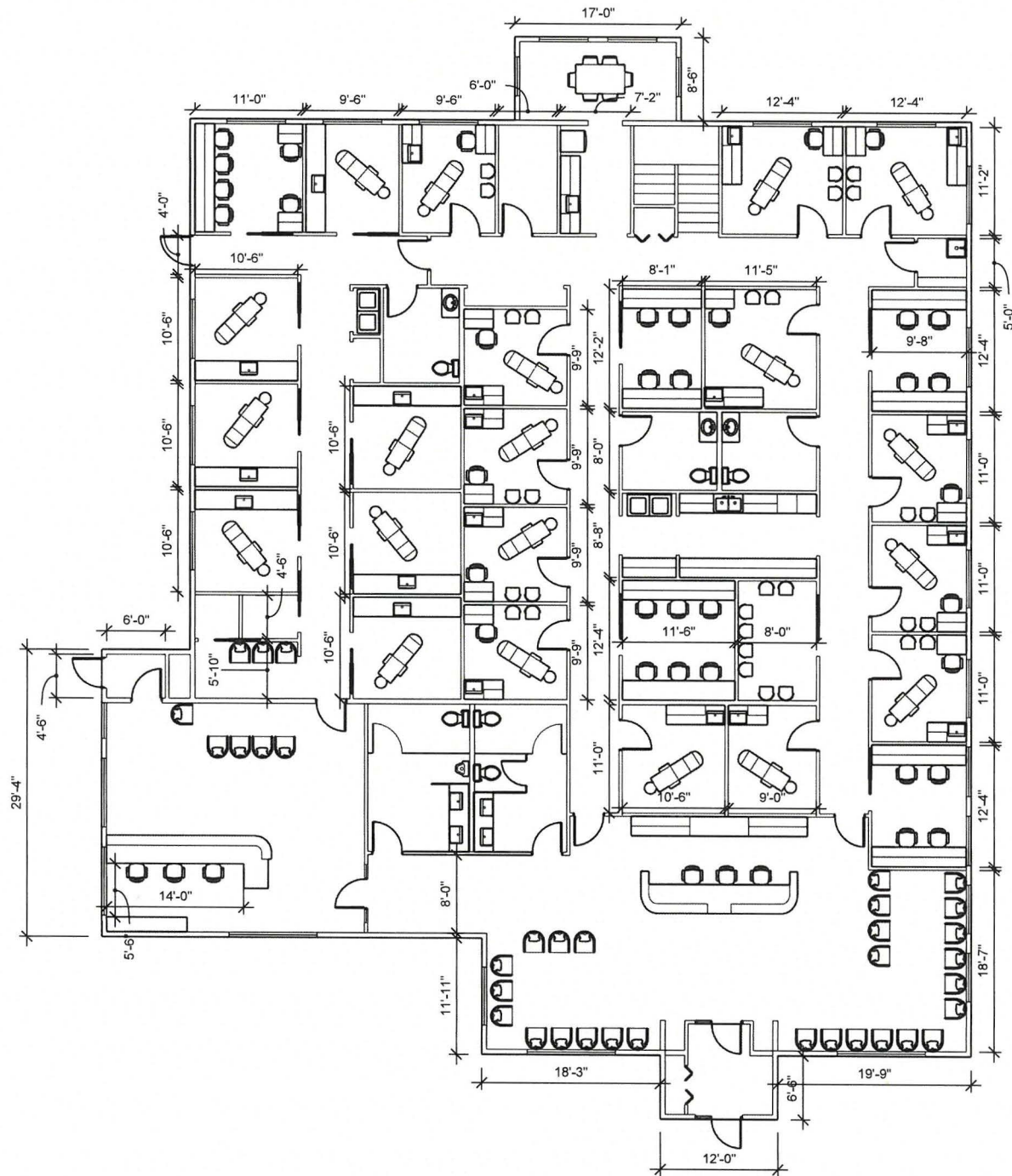
ISSUE
1.12.2026
RE-ISSUE

PROJECT NO.
PROJECT
CMD

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DESCRIPTION
Site Plan

a

02



KEYSTONE
DESIGN BUILD, INC.

CM
CENTRAL MINNESOTA
DERMATOLOGY

CLIENT

ISSUE
1.12.2026
RE-ISSUE

PROJECT NO.

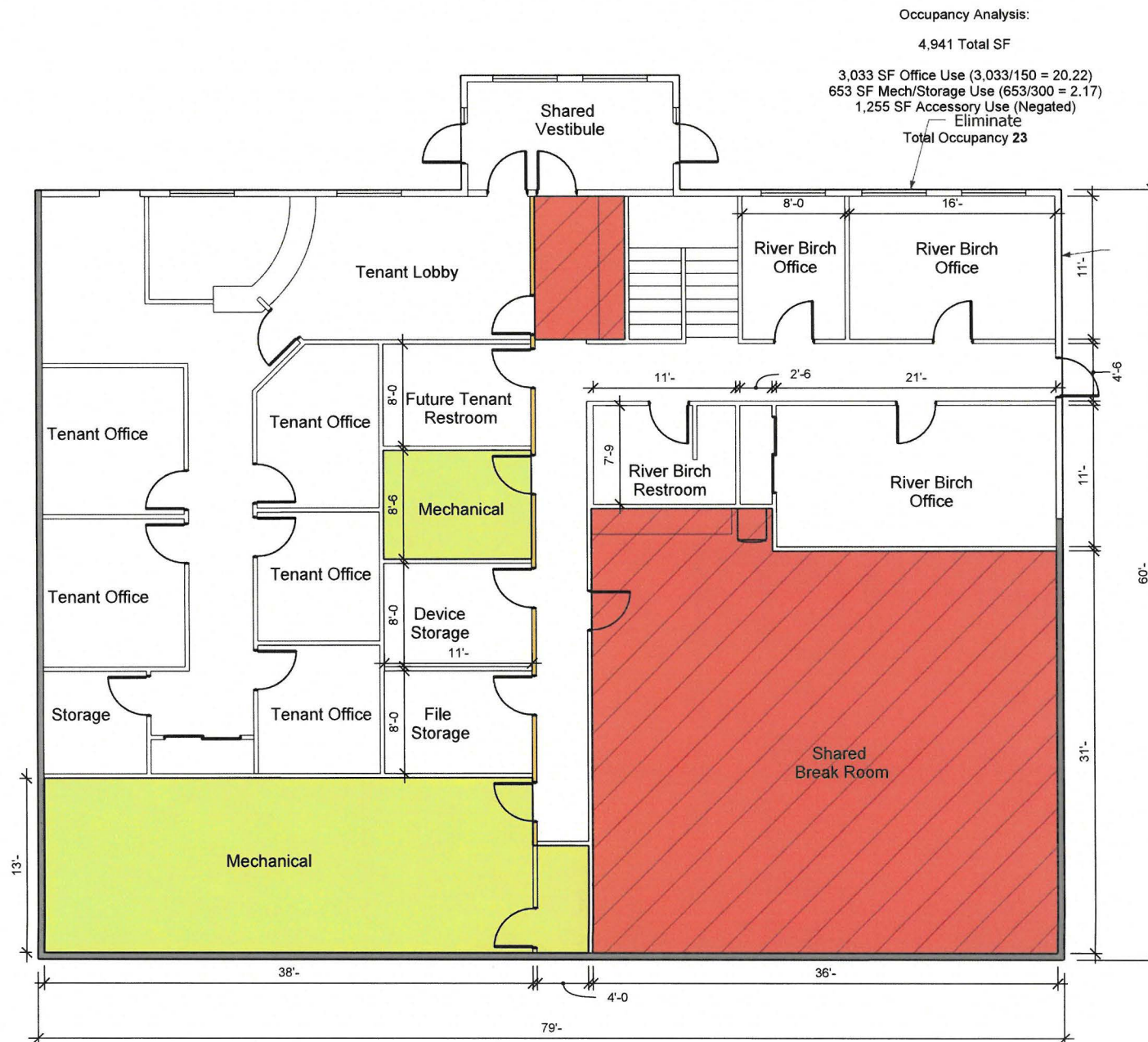
PROJECT
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SK
DESCRIPTION
Floor Plan
Main Level

a

03



KEYSTONE
DESIGN BUILD, INC.

CLIENT
CENTRAL MINNESOTA
DERMATOLOGY

CLIENT

ISSUE
1.12.2026
RE-ISSUE

PROJECT NO.

PROJECT
CMD

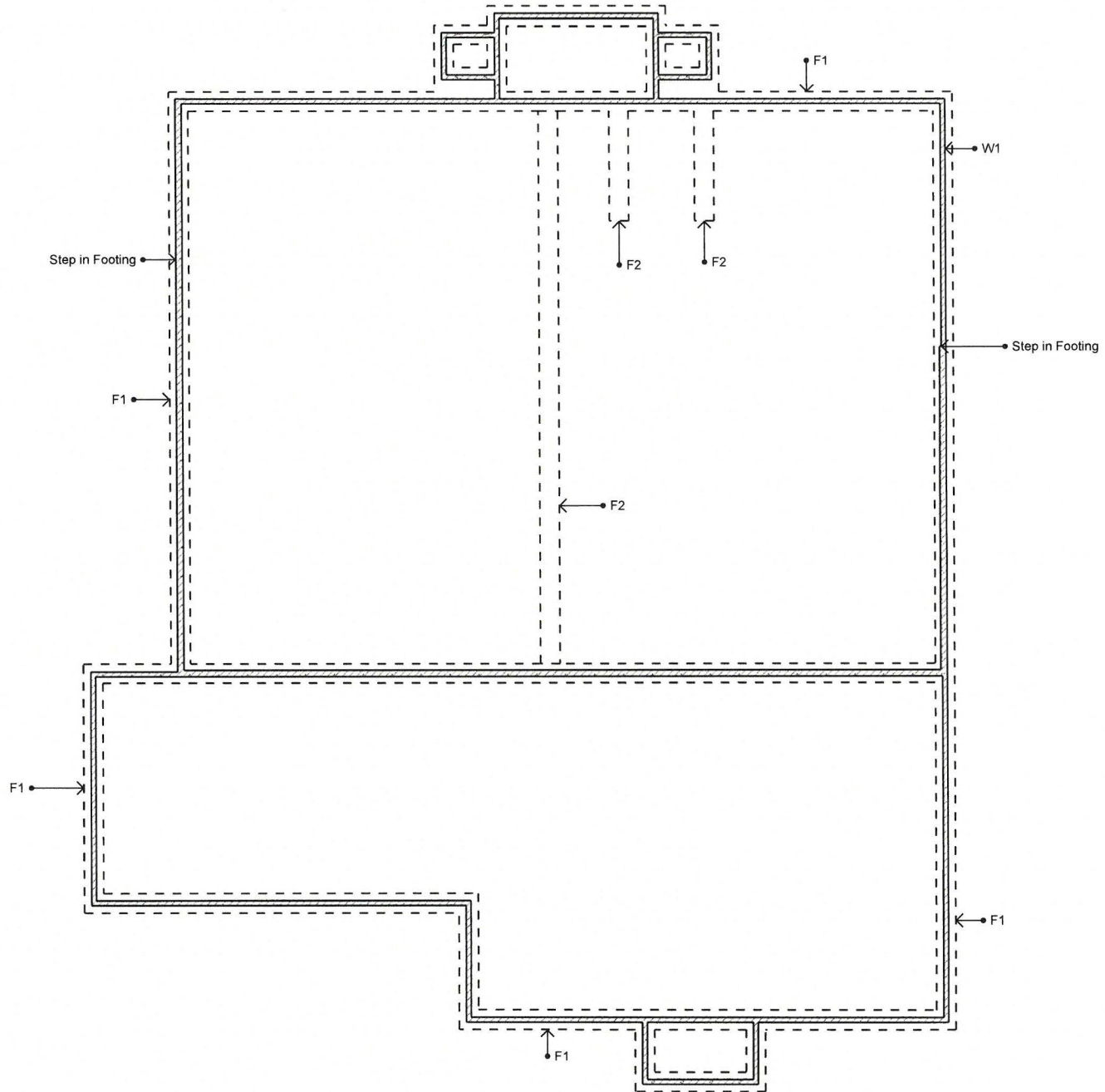
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SK
DESCRIPTION
Floor Plan
Lower Level

a

04

Footing Schedule				
Mark	Width	Length	Depth	Reinf.
F1	2'-0"	Cont.	1'-0"	(2) #5 Cont.
F2	2'-0"	Cont.	1'-0"	(2) #5 Cont.

Foundation Schedule				
Mark	Width	Length	Hor. Reinf.	Vert. Reinf.
W1	8"	Cont.	#5 @ 18" O.C.	#5 @18" O.C.



KEYSTONE
DESIGN BUILD, INC.

CLIENT
CENTRAL MINNESOTA
DERMATOLOGY

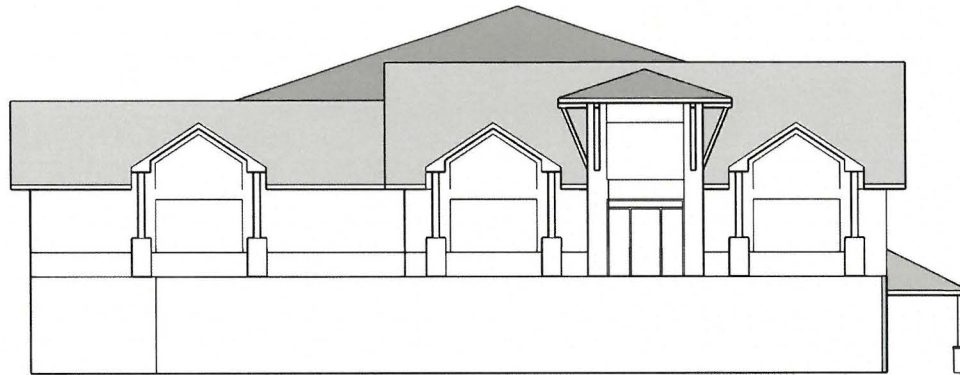
ISSUE
1.12.2026
RE-ISSUE

PROJECT NO.
PROJECT
CMD

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DESCRIPTION
Foundation
Plan

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05



Front Elevation



Rear Elevation



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cmd
CENTRAL MINNESOTA
DERMATOLOGY

CLIENT

ISSUE
1.12.2026
RE-ISSUE

PROJECT NO.

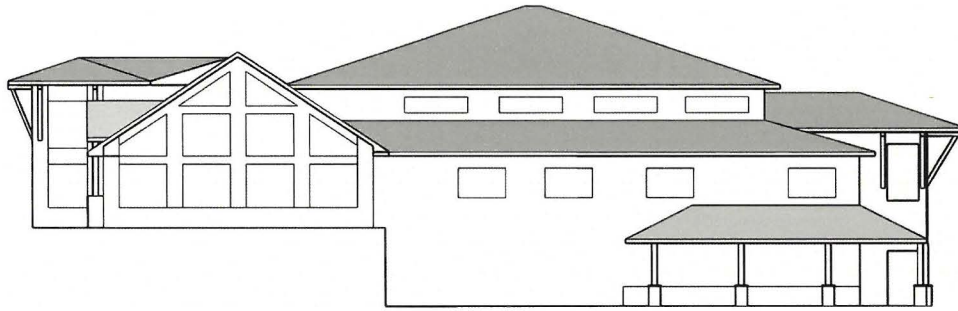
PROJECT
CMD

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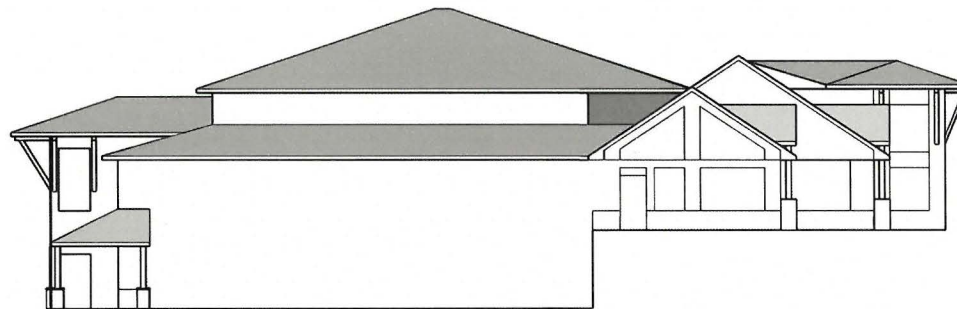
DESCRIPTION
Floor Plan
Lower Level

a

06



Side Elevation 1



Side Elevation 2



KEYSTONE
DESIGN BUILD, INC.

GMD
CENTRAL MINNESOTA
DERMATOLOGY

CLIENT

ISSUE
1.12.2026
RE-ISSUE

PROJECT NO.

PROJECT
CMD

DRAWN BY

SK
DESCRIPTION
Floor Plan
Lower Level

a

07

*Brainerd Industrial Park 1st Addition
In Section 6, Township 44 North, Range 30 West,
City of Brainerd
Crow Wing County, Minnesota*

ORIENTATION OF THIS BEARING SYSTEM
IS THE CROW WING COUNTY COORDINATE SYSTEM,
North American Datum of 1983,
1995 HARN adjustment.

THE UTILITIES SHOWN HEREON REFLECT MARKINGS
FROM OOPHEN STATE ONE CALL TICKET NO. 90178448
and TICKET NO. 90178164 AND UTILITY CONSTRUCTION
PLANS.

ELEVATIONS ARE BASED ON NGVD 29.

	LIGHT POLE
	POWER POLE
	HYDRANT WITH VALVE
	WATER VALVE
	WATER SHUT OFF (CURB STOP)
	GAS METER
	WATER VALVE
	ELECTRIC PEDESTAL/BASE
	CATCHBASIN
	STORM MANHOLE
	SANITARY MANHOLE
	SANITARY SERVICE CLEANOUT
	ELECTRIC MANHOLE
	TREE LINE, WOODS
	OVERHEAD POWER
	BURIED POWER
	BURIED TELEPHONE
	WATER MAIN
	BURIED GAS
	SANITARY SEWER
	STORM SEWER
	BURIED FIBER OPTIC
	SURMOUNTABLE CONC. CURB & GUTTER

DENOTES BITUMINOUS ROAD

* DENOTES: SET IRON PIPE
 WITH CAP STAMPED "RL6 42619"
 • DENOTES: FOUND IRON MONUMENT

60 0 30
SCALE IN FEET

SHEET 2 OF 3

KLD 1120 Industrial Park Road NW
Bridgewater, NH 05601
770-670-6000

KRAMER LEAS DELEO
INVESTING • ENGINEERING • PLANNING
DESIGNING • E.T. CLOVE

ALTA/ACSM LAND TITLE SURVEY

Brainerd Industrial Park 1st Addition
In Section 6, Township 44 North, Range 30 West,
City of Brainerd
Crow Wing County, Minnesota

ORIENTATION OF THIS BEARING SYSTEM
IS THE CROW WING COUNTY COORDINATE SYSTEM,
North American Datum of 1983,
1995 NADN Adjustment.

THE UTILITIES SHOWN HEREON REFLECT MARKINGS
FROM GOPHER STATE ONE CALL TICKET NO. 90178448
AND TICKET NO. 90178184 AND UTILITY CONSTRUCTION
PLANS.

ELEVATIONS ARE BASED ON NGVD 29.

LEGEND

- LIGHT POLE
- POWER POLE
- ⊕ HYDRANT WITH VALVE
- ⊕ WATER VALVE
- ⊕ WATER SHUT OFF (CURB STOP)
- ⊕ GAS METER
- ⊕ WATER VALVE
- ⊕ ELECTRIC PEDESTAL/BASE
- ⊕ CATCHBASIN
- ⊕ STORM MANHOLE
- ⊕ SANITARY MANHOLE
- ⊕ SANITARY SERVICE CLEANOUT
- ⊕ ELECTRIC MANHOLE
- TREE LINE, WOODS
- OVERHEAD POWER
- BURIED POWER
- BURIED TELEPHONE
- WATER MAIN
- BURIED GAS
- SANITARY SEWER
- STORM SEWER
- BURIED FIBER OPTIC
- SURMOUNTABLE CONC. CURB & GUTTER
- DENOTES BITUMINOUS ROAD

○ DENOTES: SET IRON PIPE
WITH CAP STAMPED "RLS 42619"
● DENOTES: FOUND IRON MONUMENT

60 0 60
SCALE IN FEET

SHEET 3 OF 3

KLD
KRAMER LEAS DELO
SURVEYING - ENGINEERING - PLANNING
BRANDON, ST. CLOUD

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that River Birch Investments LLC, 12545 County Rd 139, Brainerd has submitted a request for a Conditional Use Permit to exceed the parking lot maximum size at 1410 and 1424 Thiesse Drive to allow for the construction of a dermatology clinic.

The properties included in this application are described as:

*BRAINERD INDUSTRIAL PARK
LOTS 1 AND 2; BLOCK 5
Parcel #'s: 41060503, 41060502
Section 06, Township 44, Range 30*

The property is zoned GI (General Industrial) District. According to Zoning Code Section 515-4-12 Off Street Parking: One (1) parking space is allowed for every 150 square feet of building footprint area. The applicant is requesting additional parking spaces due to the fact that the proposed building is two stories. Any proposed off-street parking facility exceeding the maximum parking space calculation may only be allowed to exceed the maximum number of spaces if the building has more than one level and upon approval of a Conditional Use Permit. A copy of the proposed site plan is on file for review in the Community Development Department.

A Public Hearing will be conducted at the Planning Commission Meeting at 6:00 p.m. Wednesday, February 18th, 2026 in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the Conditional Use Permit request.

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

Dated this 4th day of February, 2026



James L. Kramvik
Community Development Director

Publication Date: February 7th, 2026

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: February 18th, 2026

RE: Variance Request to Reduce Setbacks for Existing Storage Buildings at 2602 S. 11th St. for Administrative Subdivision of the Property.

INTRODUCTION

Kathy Thompson on behalf of Superior Fuel Co. has applied for a Variance at 2602 S. 11th St. to reduce the setback requirements for existing storage buildings to subdivide the property. The applicant proposes utilizing the site for mini storage.

Parcel Number: 41010555

Zoning District: General Industrial (GI) District

Property Area: 2.33 Acres

Adjacent Uses: North: Industrial Business
East: Industrial Business
South: Industrial Business
West: Private Owned Commercial Building

Adjacent Zoning: North: General Industrial (GI) District
East: General Industrial (GI) District
South: General Industrial (GI) District
West: General Industrial (GI) District

AERIAL MAP



FINDINGS OF FACT

1. The property at 2602 11th St SE Brainerd, MN 56401 is in a General Industrial (GI) Zoning District. Zoning Ordinance [Section 515-2-16 General Industrial \(GI\) District](#) indicates a required minimum thirty (30) feet rear yard setback and a forty (40) foot front yard setback.
 - A. *The applicant is requesting a reduced rear yard setback of thirteen (13) feet and a reduced front yard setback of twenty-four (24) feet for the existing storage buildings to allow for the proposed subdivision of the property.*
 - B. *The site survey displays the existing structures.*
 - C. *All future buildings would be required to meet the setbacks of the GI District.*
2. According to [Subdivision Section 500-6-1.C](#) the simple division of a single parcel, tract, or lot to create no more than two (2) lots and the newly created property line will not cause the remaining portion of the lot or any structure to be in violation with this Ordinance or the Brainerd Zoning Ordinance.
 - A. *The proposed subdivision would create a thirteen (13) foot rear lot setback for the western storage building rather than the required thirty (30) foot setback, which would be a violation of the ordinance.*
 - i. *The structure currently meets setback requirements in the GI District.*
 - B. *The existing eastern located storage building is currently legal non-conforming and the proposed subdivision increases the setback from County Road 45 from thirty (30) feet to forty (40) feet.*
 - i. *The structure is currently located 24 feet from the property line.*
 - ii. *The property line along County Road 45 is not changing as a result of the proposed subdivision.*
3. [Section 515-5-4-Rules-and-Administration](#) state Variances shall only be permitted:

- A. When they are in harmony with the general purposes and intent of the ordinance and:
 - i. According to [Section 515-3 Appendix A: Table of Uses](#) – Storage and Warehousing and Mini Storage are permitted uses in the GI Zoning District.
 - ii. Proposed Tract A and Tract B meet all dimensional requirements of the GI Zoning District.
- B. When the variances are consistent with the Comprehensive Plan
 - i. The proposed subdivision is consistent with Economic Development Goal 1 of the Comprehensive Plan: Support infill and redevelopment throughout Brainerd as a strategic component of growth.
 - 1. Policy 1: Drive infill development and redevelopment towards areas where current infrastructure is present, or places where high levels of blight or disinvestment exists.
 - a. The proposed subdivision is in an area where current infrastructure is present.
- C. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance.
 - i. The practical difficulty in meeting the required setback is the location of an existing fuel storage tank that requires a fifty (50) foot property line setback due to the State Fire Code.
 - ii. In addition, the storage buildings are existing structures to the property and cannot be moved to meet all setback requirements of the GI Zoning District.
- D. The plight of the landowner is due to circumstances unique to the property not created by the landowner.
 - i. The storage buildings are existing structures to the property that were built several years ago.
 - ii. The storage tank cannot be moved due to fire code requirements and fire truck access.
- E. The variance, if granted, will not alter the essential character of the locality.
 - i. The existing storage buildings are consistent with other structures in the GI District.
 - ii. New buildings will be required to meet all regulations of the Zoning Code.
- F. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.
 - i. The variance request is not due to economic considerations.

As of this writing, no parties have contacted the Community Development Department for more information on the Variance application for 2602 11th St SE, Brainerd.

STAFF RECOMENDATION

The Community Development Department recommends approval of the Variance request for 2602 11th St SE as presented.



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: Sec. 01, Twp 44, Range 31 Crowwing Co. PID 41010555

LEGAL DESCRIPTION: Lot(s): 5 Block: 1 Addition: Thiesse Ind. PK Addition
(attach description if lengthy) Section 1, twp 44, Range 31

Property Owner Name: Superior Fuel Co. Ryan Gunderson Preside

Street Address: 2602 S. 11th St. City: Brainerd State: MN Zip Code: 56401

Phone Number: 218-428-3683 Fax: _____ E-mail: Ryan@SuperiorFuelCompany.com

Applicant Name: (If different than Property Owner) Kathy Thompson - Brainerd Garages

Street Address: 1212 Ind. PK Rd City: Brainerd State: MN Zip Code: 56401

Phone Number: 218-821-1784 Fax: _____ E-mail: BrainerdGarages@yahoo.com

Description of Request: Requesting a variance from set backs per attached plan due to storage tanks

* [Signature]
Property Owner Signature

1/19/26
Date

(Please print name)
Kathy Thompson
Applicant Signature
Kathy Thompson
(Please print name)

1/26/26
Date

(OVER)

BRAINERD STORAGE UNITS

CITY OF BRAINERD, COUNTY OF CROW WING, STATE OF MN
LOCATED IN SECTION 01, TOWNSHIP 44 N., RANGE 31 W.

PROJECT SCOPE

FOR
SITE PLAN, STORM SEWER, GRADING, AND EROSION CONTROL

PREPARED FOR:
THOMPSON PROPERTIES OF BRAINERD, LLC
1212 INDUSTRIAL PARK RD SW
BRAINERD, MN 56401

PREPARED BY:



Brainerd/Baxter
1120 Industrial Park Road
Brainerd, MN 56401
Phone (218) 829-5333
Toll Free 1-866 816-5333
Fax (218) 829-5377
www.kldland.com

KLD PROJECT No.: BRAIG2601 CONTACT: TONY POHL

SHEET INDEX

SHEET No.	SHEET TITLE
C1.0	TITLE SHEET
C2.0	CONSTRUCTION DETAILS
C3.0	EXISTING CONDITIONS AND REMOVALS
C4.0	SITE PLAN
C5.0	GRADING PLAN
C6.0	EROSION CONTROL
C7.0 - C7.1	SWPPP

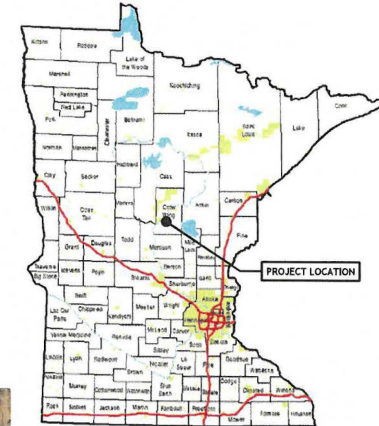
VICINITY MAP
NOT TO SCALE



GOVERNING SPECIFICATIONS:

UNLESS OTHERWISE NOTED, ALL MATERIALS, CONSTRUCTION TECHNIQUES, AND TESTING SHALL CONFORM TO THE FOLLOWING:

- THE CURRENT EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION (MNDOT) STANDARD SPECIFICATIONS FOR CONSTRUCTION.
- THE CURRENT EDITION OF THE STANDARD SPECIFICATIONS FOR
 - 2600 TRENCH EXCAVATION AND BACKFILL/SURFACE RESTORATION
 - 2611 WATERMAIN AND SERVICE LINE INSTALLATION
 - 2621 SANITARY SEWER AND STORM SEWER INSTALLATIONAS PUBLISHED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA.
- THE CURRENT EDITION OF THE MINNESOTA PLUMBING CODE, AS PUBLISHED BY THE MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY.
- THE CURRENT EDITION OF THE STANDARD SPECIFICATIONS FOR TRACER WIRE INSTALLATION, AS PUBLISHED BY THE MINNESOTA RURAL WATER ASSOCIATION.
- THE CURRENT EDITION OF THE MNDOT SEEDING MANUAL, AS PUBLISHED BY THE MINNESOTA DEPARTMENT OF TRANSPORTATION.



BENCHMARK:

BENCHMARK: MNDOT GEODETIC MONUMENT "1030"
LOCATION: 2.0 MILES SOUTH OF BRAINERD, 2.0 MILES SOUTH ALONG BUSINESS TRUNK HIGHWAY 371 (SOUTH 6TH STREET) FROM THE JUNCTION OF BUSINESS TRUNK HIGHWAY 371 AND TRUNKHIGHWAY 210 IN BRAINERD, AT TRUNK HIGHWAY 371 MILEPOINT 4.55, 80.7 FEET WEST-NORTHWEST OF BUSINESS TRUNK HIGHWAY 371, 38.0 FEET NORTHEAST OF A RIGHT-OF-WAY POST, 5.7 FEET NORTHWEST OF A POWER POLE, 1.1 FEET EAST OF A WITNESS POST.
HORIZONTAL DATUM: CROW WING COUNTY NAD83 (1986 ADJ.)
ELEVATION: 1241.96 (NAVD 86)

NO.	REVISION	DATE:

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

SIGNATURE: TONY POHL PROJECT NO.: BRAIG2601

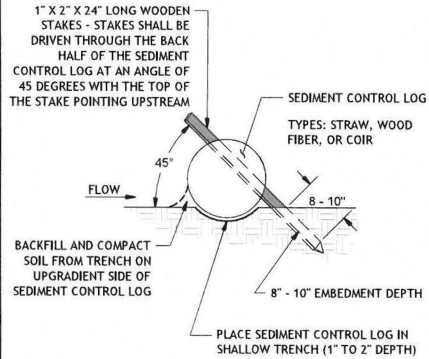


DATE: FEB 07 2025	DESIGNED: TAP	CHECKED: TAP	SCALE: AS SHOWN
BRAINERD STORAGE UNITS THOMPSON PROPERTIES OF BRAINERD, LLC SEC. 01, TOWN 44 N., RGE. 31 W. BRAINERD, CROW WING COUNTY, MN			
TITLE SHEET			

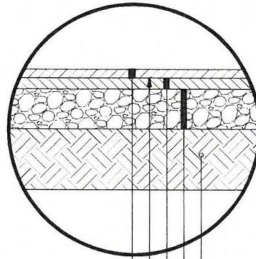
SHEET No.: C1.0

NOTE:

- SPACE BETWEEN STAKE SHALL BE A MAXIMUM OF 1' FOR DITCH CHECKS OR 2' FOR OTHER APPLICATIONS.



SEDIMENT CONTROL LOG (BIO-ROLL) (N.T.S.)



1.5' TYPE 9.5 WEARING COURSE
(MNDOT 2360 SPWEB240C)

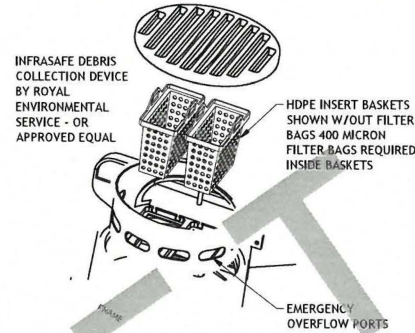
BITUMINOUS MATERIAL FOR TACK COAT

2.5' TYPE 12.5 WEARING COURSE
(MNDOT 2360 SPWB230C)

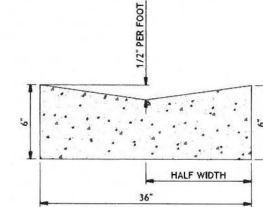
8' AGGREGATE (MNDOT 3138 CLASS 5)

SCARIFY & COMPACT SUBGRADE

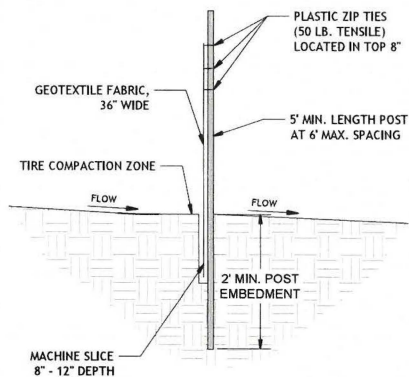
BITUMINOUS PAVEMENT SECTION (N.T.S.)



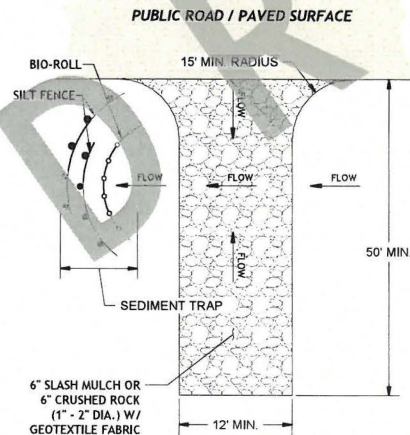
STORM SEWER INLET PROTECTION (N.T.S.)



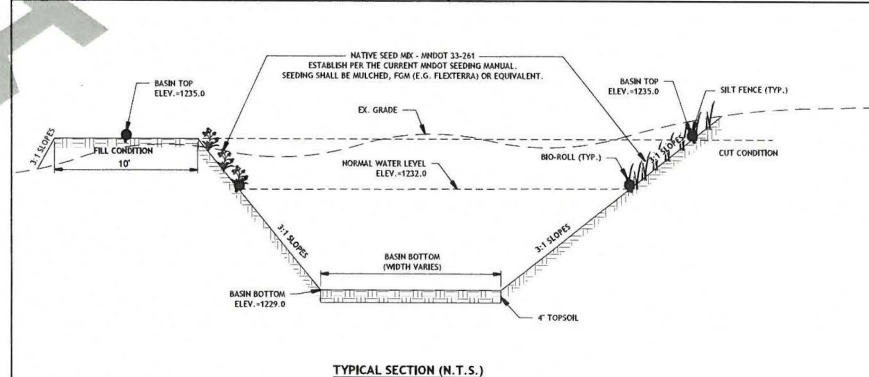
VALLEY CURB & GUTTER (N.T.S.)



SILT FENCE TYPE MS (MACHINE SLICED) (N.T.S.)



CONSTRUCTION EXIT (N.T.S.)



TYPICAL SECTION (N.T.S.)

NOTES:

- BASIN SHALL NOT BE CONSTRUCTED TO FINAL GRADE (OR WITHIN 3 FEET OF IT) UNTIL THE CONTRIBUTING DRAINAGE AREA HAS BEEN STABILIZED.
- ALL ACCUMULATED SEDIMENT AND SILT FROM THE BOTTOM OF THE BASIN SHOULD BE REMOVED PRIOR TO THE PLACEMENT OF TOPSOIL.

WET SEDIMENTATION BASIN (N.T.S.)

DATE	REVISION

DESIGNER: BRANNER LEAS, LLC
PROJECT NO.: BRAN2401



DATE: FEB 02 2024
DESIGNED: TJP
CHECKED: TJP
SCALE: AS SHOWN

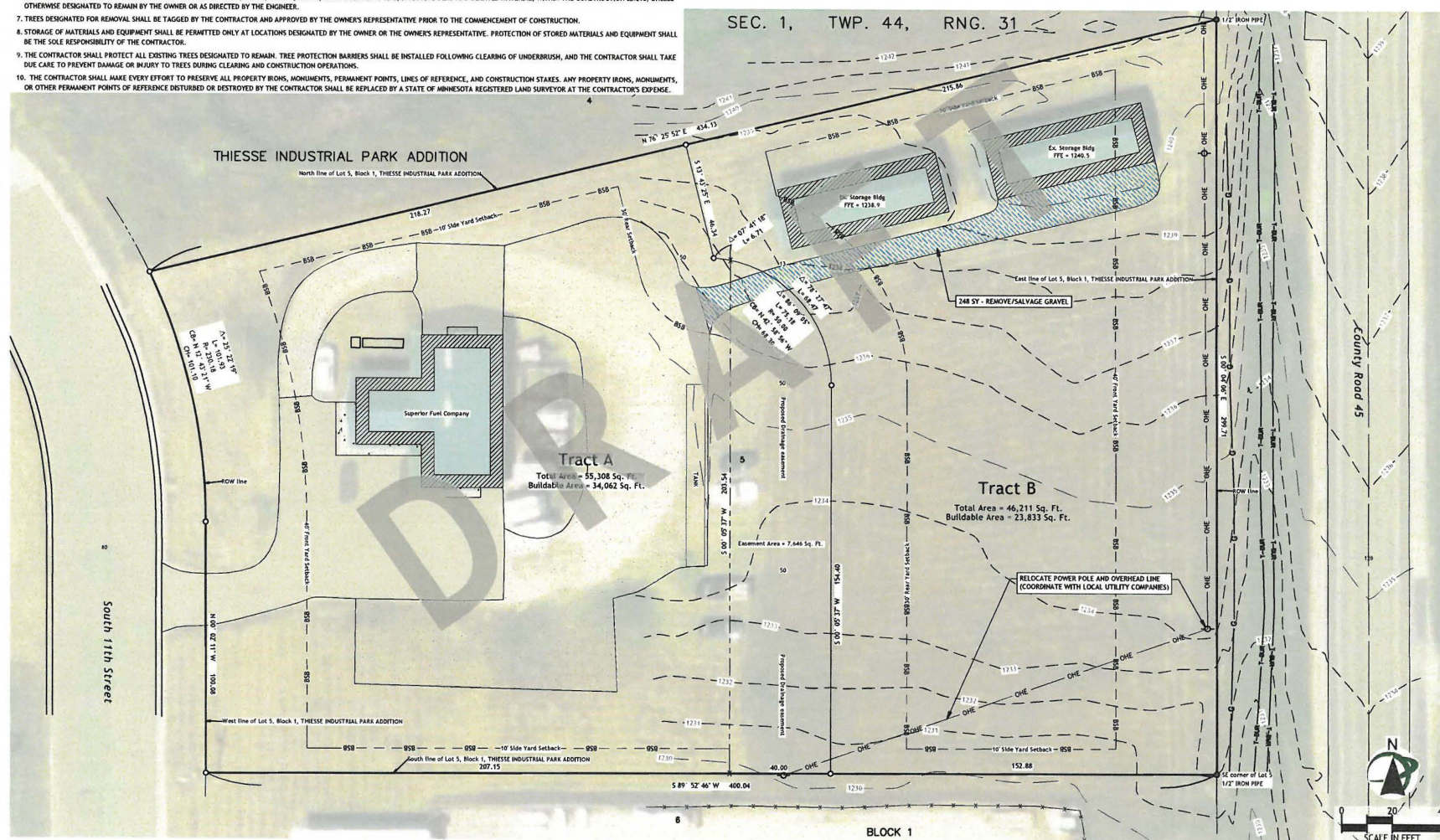
BRANNER STORAGE UNITS
THOMPSON PROPERTIES OF BRANNER, LLC
SEC. 01, TWP. 44 N., RGE. 31 W.,
BRANNER, CROW WING COUNTY, MN

SHEET NO.: C2.0

DEMOLITION ITEMS LEGEND:

- DEMOLITION ITEMS LEGEND:

- | | |
|---|---------------------|
|  | CLEAR & GRUB AREA |
|  | CLEAR & GRUB SINGLE |
|  | PROTECT ITEM |
|  | RELOCATE ITEM |
|  | REMOVE ITEM |
|  | SALVAGE ITEM |

[illegible]

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

SIGNATURE: TONY POPE U.E. NO.: 52606 MAILING DATE: 04/02/00



DATE: FEB 02 2026
DESIGNED: TAP
CHECKED: TAP
SCALE: AS SHOWN

BRAINERD STORAGE UNITS
THOMPSON PROPERTIES OF BRAINERD, LLC
SEC. 01, TWN. 44 N., RGE. 31 W.
BRAINERD, CROW WING COUNTY, MN
EXISTING CONDITIONS & REMOVALS

SHEET No.: C3.0

SITE PLAN NOTES:

1. THE CONTRACTOR SHALL VERIFY FIELD CONDITIONS PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION ACTIVITIES. THE CONTRACTOR SHALL VERIFY EXISTING ELEVATIONS AND DIMENSIONS WHERE NEW WORK CONNECTS TO OR MATCHES EXISTING IMPROVEMENTS. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER FOR RESOLUTION PRIOR TO THE COMMENCEMENT OF WORK.
2. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS, INCLUDING CITY AND/OR COUNTY BUILDING OR LAND USE PERMITS, THE MPCA CONSTRUCTION STORMWATER GENERAL PERMIT, AND ANY REQUIRED DEPARTMENT OF LABOR AND INDUSTRY (DOL) PLAN REVIEWS, FROM THE APPROPRIATE AUTHORITIES, DEPARTMENTS, AND/OR AGENCIES HAVING JURISDICTION PRIOR TO COMMENCING WORK.
3. STREET WIDTHS SHOWN ARE MEASURED FROM EDGE OF BITUMINOUS PAVEMENT TO EDGE OF BITUMINOUS PAVEMENT.
4. UNLESS OTHERWISE NOTED, ALL MATERIALS, CONSTRUCTION TECHNIQUES, AND TESTING SHALL CONFORM TO THE 2025 EDITION OF THE CITY ENGINEERS ASSOCIATION OF MINNESOTA STANDARD SPECIFICATIONS, INCLUDING:
 - SECTION 2600 - TRENCH EXCAVATION AND BACKFILL/SURFACE RESTORATION
 - SECTION 2611 - WATERMAIN AND SERVICE LINE INSTALLATION
 - SECTION 2621 - SANITARY SEWER AND STORM SEWER INSTALLATION
5. WORK SHALL ALSO CONFORM TO THE 2025 EDITION OF THE MNDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION AND THE MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY (DOL) 2020 MINNESOTA PLUMBING CODE. THE CONTRACTOR SHALL FOLLOW ALL APPLICABLE PROCEDURES.
6. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY EARTHWORK QUANTITIES UPON WHICH THE CONTRACTORS BID IS BASED.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL DEVICES, INCLUDING BUT NOT LIMITED TO BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLAGGERS, AND LIGHTING, AS NECESSARY TO CONTROL TRAFFIC. PLACEMENT OF TRAFFIC CONTROL DEVICES SHALL BE APPROVED BY THE CITY PRIOR TO INSTALLATION. ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO APPLICABLE MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARDS.
8. ALL STREET REPAIRS AND PATCHING SHALL BE PERFORMED IN ACCORDANCE WITH THE REQUIREMENTS OF THE CITY, COUNTY, OR STATE, AS APPLICABLE.

PROPERTY ADDRESS: 2602 11TH ST SE, BRAINERD, MN 56401
PARCEL ID: 41010555
LOT AREA: 46,211 SF (1.06 ACRES)

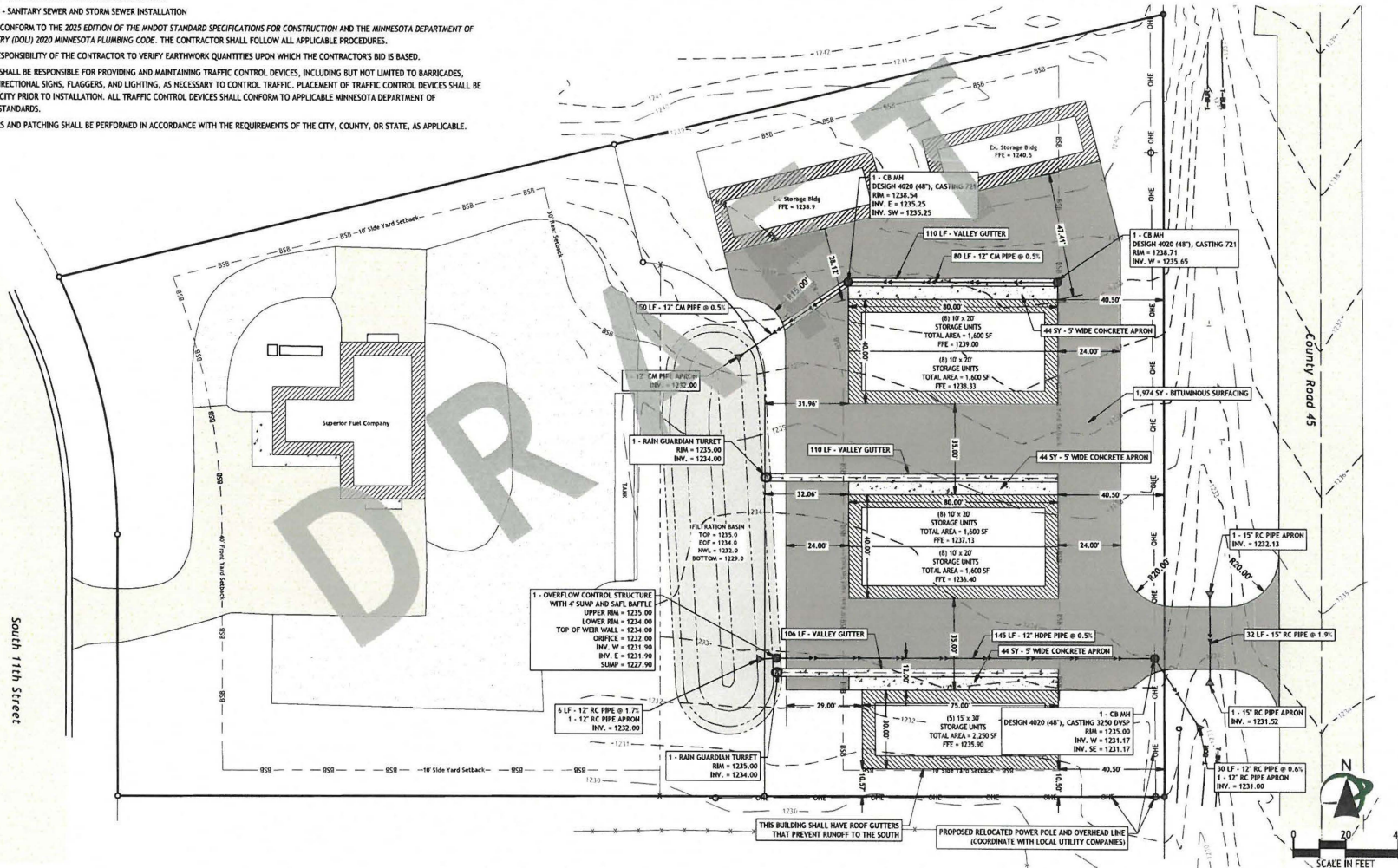
EXISTING IMPERVIOUS: 4,981 SF (10.8%)
PROPOSED IMPERVIOUS: 31,676 SF (68.5%)

SITE PLAN LEGEND:

- 

SITE PLAN LEGEND:

-

[illegible]

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

SIGNATURE: TERRY POSE DATE: 06/06/05

PROJECT NO.: BRANG2601



DATE: FEB 02 2026
DESIGNED: TAP
CHECKED: TAP
SCALE: AS SHOWN

BRAINERD STORAGE UNITS
WILKINSON PROPERTIES OF BRAINERD, LLC
 SEC. 01, TWN. 44 N., RGE. 31 W.
 BRAINERD, CROW WING COUNTY, MN

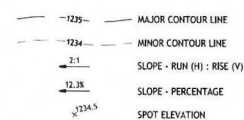
SITE PLAN

SHEET No.: C4.0

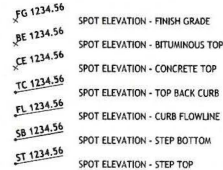
GRADING PLAN NOTES:

1. BEFORE BEGINNING CONSTRUCTION, THE CONTRACTOR SHALL COMPLY WITH THE APPROVED EROSION CONTROL PLAN AND PERMIT REQUIREMENTS.
2. BEST MANAGEMENT PRACTICES (BMPs) SHALL BE INSTALLED PRIOR TO THE COMMENCEMENT OF ANY EARTH-DISTURBING ACTIVITIES.
3. THE CONTRACTOR SHALL PROTECT STRUCTURES, UTILITIES, SIDEWALKS, PAVEMENTS, AND OTHER FACILITIES FROM DAMAGE CAUSED BY SETTLEMENT, LATERAL MOVEMENT, UNDERMINING, WASHOUT, AND OTHER HAZARDS RESULTING FROM EARTH-MOVING OPERATIONS.
4. THE CONTRACTOR SHALL VERIFY FIELD CONDITIONS PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION ACTIVITIES. THE CONTRACTOR SHALL VERIFY EXISTING ELEVATIONS AND DIMENSIONS WHERE NEW WORK MATCHES EXISTING WORK. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER FOR RESOLUTION PRIOR TO THE COMMENCEMENT OF WORK.
5. UNLESS OTHERWISE NOTED, SPOT ELEVATIONS SHOWN ARE TO FINISHED GRADE. SPOT ELEVATIONS AT CURB LOCATIONS ARE TO FLOWLINE.
6. UNLESS OTHERWISE NOTED, ALL MATERIALS, CONSTRUCTION TECHNIQUES, AND TESTING SHALL CONFORM TO THE 2025 EDITION OF THE MNDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION. THE CONTRACTOR SHALL FOLLOW ALL APPLICABLE PROCEDURES.
7. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY EARTHWORK QUANTITIES UPON WHICH THE CONTRACTOR'S BID IS BASED.
8. ALL ADJACENT STREETS SHALL BE CLEANED DAILY WITH A PICKUP BROOM AS A RESULT OF CONSTRUCTION OPERATIONS OR AS DIRECTED BY THE CITY, COUNTY, OR STATE, AS APPLICABLE.

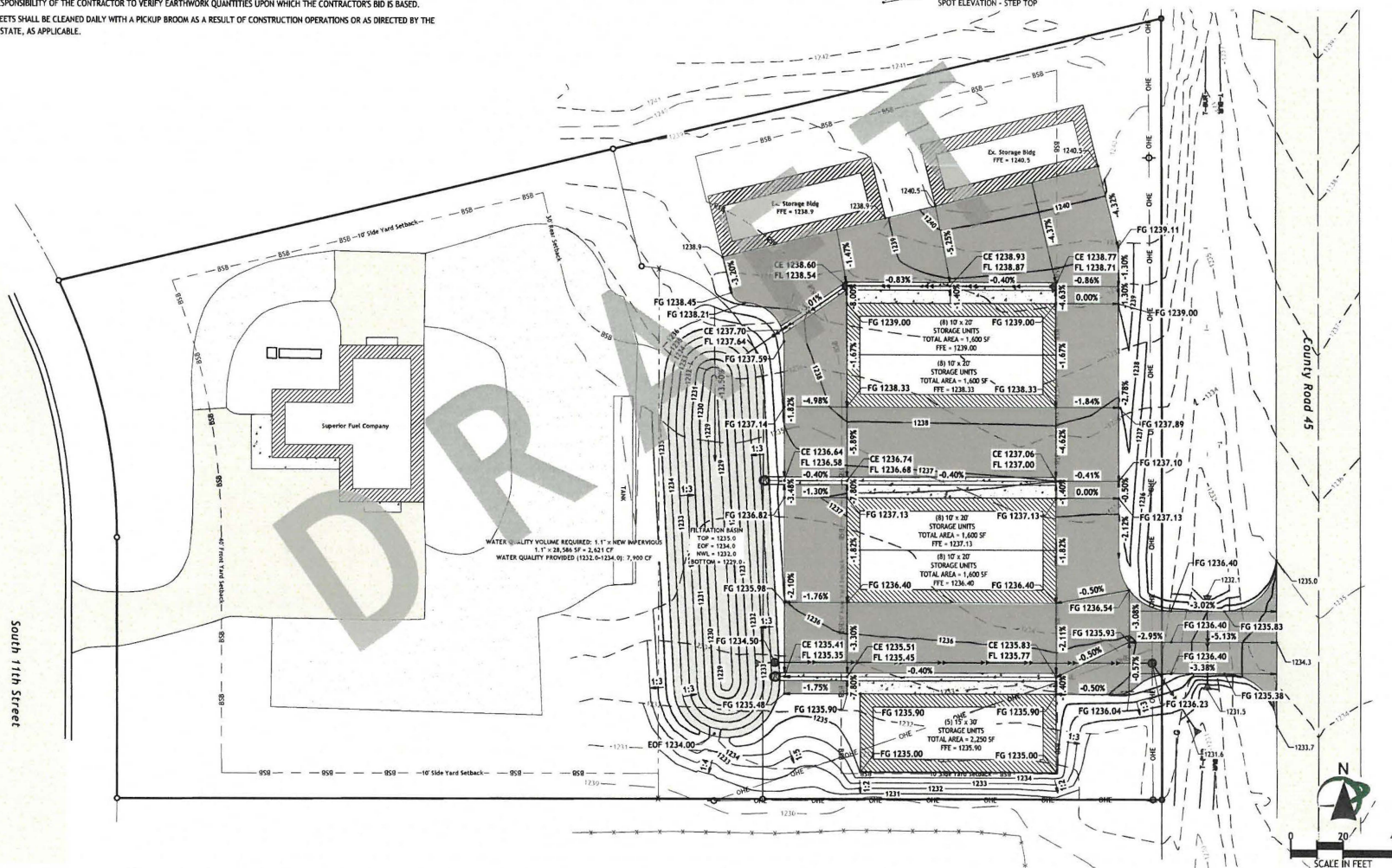
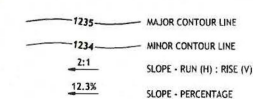
EXISTING SURFACE GRADE LEGEND:



PROPOSED SURFACE FINISH GRADE LEGEND:



PROPOSED SURFACE FINISH GRADE LEGEND:

[illegible]

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

SIGNATURE _____ TITLE _____ DATE _____
 U.C. NO.: 56068



DATE: FEB 02 2026
DESIGNED: TAP
CHECKED: TAP
SCALE: AS SHOWN

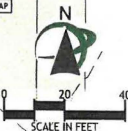
BRAINERD STORAGE UNITS
 THOMPSON PROPERTIES OF BRAINERD, LLC
 SEC. 01, TWN. 44 N., RGE. 31 W.
 BRAINERD, CROW WING COUNTY, MN
GRADING PLAN

GRADING PLAN

SHEET No.: C5.0

P:\BRAINFERD\R31TD4\SEC01\BRAIN\G7601\03 CIVIL\02 CADD\GRADING BRAIG7601.DWG

- South 11th Street



ARROW - SURFACE DRAINAGE DIRECTION

SEDIMENT CONTROL LOG - GENERIC

SILT FENCE - TYPE MS

SEEDED AREA

ROLLED EROSION PREVENTION BLANKET

RIPRAP

[illegible]

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

SIGNATURE: TERRY POPE U.E. NO.: 55405 DATE: MM/DD/YYYY



DATE: FEB 02 2026
DESIGNED: TAP
CHECKED: TAP
SCALE: AS SHOWN

BRAINER STORAGE UNITS
GON PROPERTIES OF BRAINER, LLC
C. 01, TWN. 44 N., RGE. 31 W.
BRNER, CROW WING COUNTY, MN
EROSION CONTROL PLAN

SHEET No.: C6.0

Page 32 of 100

WEB SOIL SURVEY

Soil Map—Crow Wing County, Minnesota



MAP LEGEND

- [illegible]

MAP INFORMATION

The soil surveys that comprise your ACA were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL:
Coordinate System: Web Mercator (EPSG 3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below:

Soil Survey Area: Crow Wing County, Minnesota
Survey Area Date: Version 21, Sep 10, 2025

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

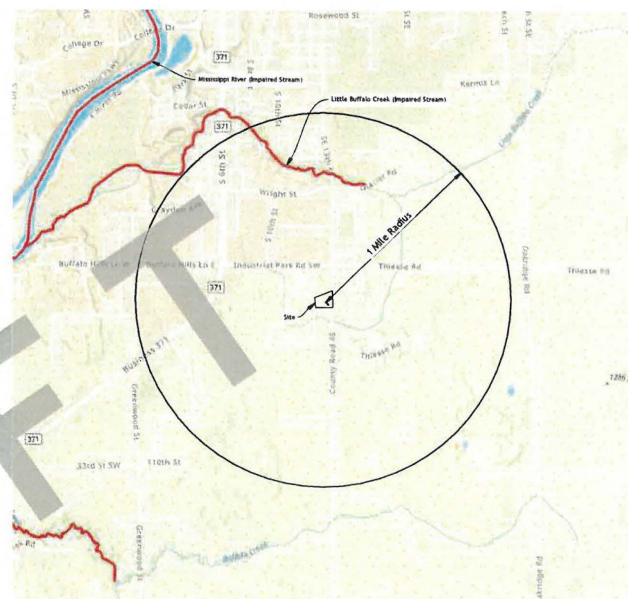
Date(s) aerial images were photographed: Jul 13, 2021—Aug 14, 2021

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some error

imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
C14B	Brainerd-Park complex, 4 to 8 percent slopes	2.6	100.0%
Totals for Area of Interest		2.6	100.0%

MPCA IMPAIRED WATERS SEARCH

[illegible]

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

SIGNATURE: TONY POSE U.C. NO.: 56068 MAILING DATE: 11/20/2007
 PROJECT NO.: 89 MC7404



DATE: FEB 02 2026
DESIGNED: TAP
CHECKED: TAP
SCALE: AS SHOWN

BRAINERD STORAGE UNITS
THOMPSON PROPERTIES OF BRAINERD, LLC
SEC. 01, TWN. 44 N., RGE. 31 W.
BRAINERD, CROW WING COUNTY, MN
SWPPP

SHEET No.: C7.1

Proposed Legal Description Tract A

That part of Lot 5, Block 1, THIESSE INDUSTRIAL PARK ADDITION, Section 1, Township 44 North, Range 31 West, Crow Wing County, Minnesota, lying westerly of the following described line:

Commencing at the southeast corner of said Lot 5, thence South 89 degrees 52 minutes 46 seconds West, along the south line of said Lot 5, a distance of 152.88 feet to the point of beginning of the line to be described, thence North 69 degrees 05 minutes 37 seconds East, a distance of 154.40 feet, thence 75.18 feet northwesterly along a tangential curve, concave to the southwest, said curve having a radius of 50.00 feet and a central angle of 86 degrees 09 minutes 05 seconds, thence North 13 degrees 43 minutes 25 seconds West, not tangent to the last described curve, a distance of 46.34 feet to the intersection with the north line of said Lot 5, and line thence terminating.

Subject to a drainage easement, over, under, and across that part of Lot 5, Block 1, THIESSE INDUSTRIAL PARK ADDITION, Section 1, Township 44 North, Range 31 West, Crow Wing County, Minnesota, described as follows:

Commencing at the southeast corner of said Lot 5, thence South 89 degrees 52 minutes 46 seconds West, along the south line of said Lot 5, a distance of 152.88 feet to the point of beginning of the easement to be described, thence reversing course North 89 degrees 52 minutes 46 seconds East, along said south line, a distance of 40.00 feet, thence North 69 degrees 05 minutes 37 seconds East, a distance of 154.40 feet, thence 68.47 feet northwesterly along a tangential curve, concave to the southwest, said curve having a radius of 50.00 feet and a central angle of 78 degrees 27 minutes 47 seconds, to the intersection with a line that bears North 69 degrees 05 minutes 37 seconds East from the point of beginning, thence South 60 degrees 05 minutes 37 seconds West, a distance of 201.54 feet to the point of beginning.

Said tract contains 1.2 acres, more or less, and is subject to any restrictions, reservations, and easements of record, if any.

Surveyor's Note

The property address for the subject property is:

2650 11th Street Southeast

Brainerd, MN 56407

The Parcel Number for the subject property is 41040555

The current zoning classification for the subject property is General Industrial

This survey was completed without the benefit of a current title commitment or title opinion. Kames Law DeLoe, P.C. makes no guarantee that all easements, encumbrances, or apparent 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.

Legal Description per Document Number 1803851

Lot 5, Block 1, Thiesse Industrial Park Addition

THIESSE INDUSTRIAL PARK ADDITION

North Line of Lot 5, Block 1, THIESSE INDUSTRIAL PARK ADDITION

Proposed Legal Description Tract B

That part of Lot 5, Block 1, THIESSE INDUSTRIAL PARK ADDITION, Section 1, Township 44 North, Range 31 West, Crow Wing County, Minnesota, lying easterly of the following described line:

Commencing at the southeast corner of said Lot 5, thence South 89 degrees 52 minutes 46 seconds West, along the south line of said Lot 5, a distance of 152.88 feet to the point of beginning of the line to be described, thence North 69 degrees 05 minutes 37 seconds East, a distance of 154.40 feet, thence 75.18 feet northwesterly along a tangential curve, concave to the southwest, said curve having a radius of 50.00 feet and a central angle of 86 degrees 09 minutes 05 seconds, thence North 13 degrees 43 minutes 25 seconds West, not tangent to the last described curve, a distance of 46.34 feet to the intersection with the north line of said Lot 5, and line thence terminating.

Together with a drainage easement, over, under, and across that part of Lot 5, Block 1, THIESSE INDUSTRIAL PARK ADDITION, Section 1, Township 44 North, Range 31 West, Crow Wing County, Minnesota, described as follows:

Commencing at the southeast corner of said Lot 5, thence South 89 degrees 52 minutes 46 seconds West, along the south line of said Lot 5, a distance of 152.88 feet to the point of beginning of the easement to be described, thence reversing course North 89 degrees 52 minutes 46 seconds East, along said south line, a distance of 40.00 feet, thence North 69 degrees 05 minutes 37 seconds East, a distance of 154.40 feet, thence 68.47 feet northwesterly along a tangential curve, concave to the southwest, said curve having a radius of 50.00 feet and a central angle of 78 degrees 27 minutes 47 seconds, to the intersection with a line that bears North 69 degrees 05 minutes 37 seconds East from the point of beginning, thence South 60 degrees 05 minutes 37 seconds West, a distance of 201.54 feet to the point of beginning.

Said tract contains 1.1 acres, more or less, and is subject to any restrictions, reservations, and easements of record, if any.

MAPPING LEGEND

UTILITY POLE	○
UTILITY POLE ANCHOR	⊙
UNDER TELEPHONE LINE	—
BURIED GAS LINE	—
OVERHEAD POWER LINE	—
CONCRETE FENCE	—
CONCRETE (SHADE)	—
CONCRETE (HATCH)	—
CONCRETE	—
INTERLOCK	—
GRAVEL	—



PROPERTY BOUNDARY MOVEMENT LEGEND

- SET BACK PIPE WITH CAP FINISHED "AS SHOWN"
- ⊙ FOUND IRON ANCHOR
- X COMPIRED POSITION

NO.	REVISION OR OTHER NOTE OF	DATE
1	Added corners	02-05-2020
2	Added station	1-20-2020
3	Added distance from HWY to existing storage building	05-13-2020

KLD
KAMES LAW DELOE
REGISTERED PROFESSIONAL SURVEYOR
BRainerd MN 56407
PROJECT NO. BRAIG2501

I HEREBY CERTIFY THAT THIS PLAN, SPECIES, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A duly LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
Signature: *John DeLoe* 12/30/2023
John DeLoe, P.C., 2650 11th Street SE, Brainerd, MN 56407

CERTIFICATE OF SURVEY
Topographic and Property Boundary Survey
Brainerd Garage
Section 1, Township 44 North, Range 31 West
Crow Wing County, Minnesota

Sheet No. 1 of 1

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Kathy Thompson on behalf of Superior Fuel Co has submitted a variance request for 2602 11th St SE., Brainerd, MN 56401. This property is located in the GI (General Industrial) Zoning District. The purpose of this request is to subdivide the property. Ms. Thompson would like to develop the eastern section of the property for mini storage. The variance request is to reduce the rear yard setback requirements for an existing building due to the setback requirements of an existing fuel storage tank.

The property included in this application is described as:

PID 41010555

LOT 5 BLOCK 1 THIESSE INDUSTRIAL PARK ADDITION

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

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, February 18th, 2026 in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider the variance request.

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

Dated this 28th day of January, 2026



James Kramvik
Community Development Director

Publication Date: January 31st, 2026

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: February 18th, 2026

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 their 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 Plan 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 plan and City are well positioned to meet these requirements.

A City must file with the EQB chair and adopt a 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.

City Council authorized staff to distribute the RFP for consulting services to update the Comprehensive Plan at their January 5th meeting.

PROPOSALS

Three proposals were submitted by consultants as a result of the distribution of the RFP. Staff have reviewed all proposals and all three meet the requirements for the RFP and should be considered and ranked based on the criteria listed in the RFP.

WSB – \$27,886

Swanson Haskamp – \$27,500

Bolton & Menk - \$27,993

STAFF RECOMENDATION

Staff recommend that Planning Commission members should review each proposal based on the criteria listed in the RFP and rank each proposal from 1 to 3, with the best proposal ranked number 1.

After tallying the final scores at the meeting, staff recommend that the lowest score should be the recommended consultant.

Note: Rankings could change after Planning Commission discussion at the meeting.



PROPOSAL FOR **COMPREHENSIVE PLAN UPDATE SERVICES**



Contact:

Robin Cauffman
320-402-0854
Robin.Cauffman@bolton-menk.com

7656 Design Road | Suite 200
Baxter, MN 56425
218-825-0684
bolton-menk.com

FEBRUARY 6, 2026

**WE BELIEVE ALL PEOPLE SHOULD LIVE IN SAFE,
SUSTAINABLE, AND BEAUTIFUL COMMUNITIES.**



**BOLTON
& MENK**

Real People. Real Solutions.

7656 Design Road | Suite 200
Baxter, MN 56425
218-825-0684 | Bolton-Menk.com

February 6, 2026

City of Brainerd
ATTN: James Kramvik
501 Laurel Street
Brainerd, MN 56401

RE: Proposal for Comprehensive Plan
Update Services

The stated prices and terms of this
proposal are valid until **May 29,
2026**, and for the duration of any
contract resulting therefrom.

Dear James:

The City of Brainerd is updating its comprehensive plan to support thoughtful growth, guide new development, and strengthen infrastructure planning. This effort requires a multidisciplinary team that understands your existing plans and can develop detailed plans that meet environmental requirements. Like you, Bolton & Menk, Inc. takes great pride in developing plans that are safe, sustainable, and implementable. We understand what needs to be accomplished to successfully update your comprehensive plan.

WE KNOW BRAINERD — From our Baxter location, Bolton & Menk has delivered multiple successful projects for the City of Brainerd and Brainerd Public Utilities. Most recently, we worked on the wastewater facility plan that included a review and update of the city's population, household, and job forecasts. This background and knowledge of the community will give us a jump-start and allow us to focus on the infrastructure components of the plan update. In 2023, we assisted the city when the eroding Mississippi River threatened nearby roads and utilities' structural stability. Our environmental staff also worked on the city's wellhead protection plan.

AN INTERDISCIPLINARY TEAM FOR YOUR SPECIFIC GOALS — One of Brainerd's key goals is to increase the EAW threshold for new housing developments. Bolton & Menk's interdisciplinary team knows land use, environmental regulations, and development. Our team is ready to assist you in reviewing comprehensive plan changes and the city's compliance with state environmental assessment laws. Our local engineers are familiar with the city's infrastructure, and our land use team works with residential developers to design new mixed housing neighborhoods.

IMPLEMENTABLE SOLUTIONS — Bolton & Menk delivers implementable plans and projects bridging the gap between vision and construction. We are community planners that are experienced with developing comprehensive plans as well as implementing plans through zoning code updates and daily planning services, so we know what makes an effective plan. We offer a spectrum of support services ensuring the concepts from your comprehensive plan become reality. Our funding group tracks federal and state grant programs and assists clients in applying for the funds. We communicate with project staff and stakeholders throughout the process to ensure that the updated plan is supported.

In continued service to the City of Brainerd, we are excited at the opportunity to complete your comprehensive plan update. I will serve as your lead client contact and project manager. Please contact me at 320-402-0854 or Robin.Caufman@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.



Robin Cauffman
Project Manager

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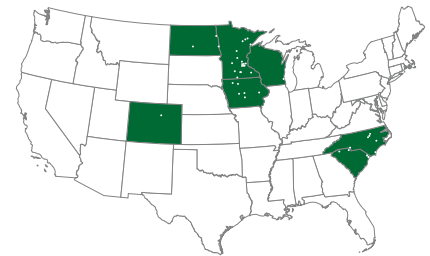
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FIRM PROFILE



We believe all people should live in safe, sustainable, and beautiful communities; and we take pride in our ability to make that happen.

Our commitment to communities began in 1949, serving the needs of municipal clients. As we continue to grow in both numbers and experience, our dedication to building trust and ensuring a true partnership with our clients remains the same. Our goal is to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. Simply put, we're people helping people. Today, Bolton & Menk, Inc. has more than 1,000 multiregional employees including professional staff of more than 400 engineers, planners, landscape architects, and surveyors.

Our dedication to our clients shines through in the work we provide. We are committed to cultivating and delivering exceptional plans and infrastructure solutions.

Solutions Provided

- Community & Area Planning
- Environmental Planning & Permitting
- Civil/Municipal Planning & Engineering
- Water & Wastewater Engineering
- Transportation Planning & Engineering
- Engagement Services
- Structural Services
- Architectural & Building Services
- Aviation Services
- Water Resources Engineering
- Urban Design & Landscape Architecture
- Construction Administration & Inspection
- Land Surveying
- Geographic Information Systems
- Project Funding
- Visual Communications

This project will be led by staff from our Baxter and St. Cloud locations. These two locations house the following individuals:

- Community/Area Planners: 3
- Civil Engineers: 8
- Engineering Technicians: 4
- Natural Resource Specialists: 2
- Survey Technicians: 2
- Construction Inspectors: 2
- Water/Wastewater Engineers: 2
- Corporate/Administrative: 3

IDENTIFICATION AND QUALIFICATIONS OF ASSIGNED PERSONNEL

As we considered Brainerd’s needs for its comprehensive plan update, we put together an interdisciplinary team of community planners, transportation planners, utility and infrastructure engineers, and environmental experts. Our project manager, Robin Caufman, will be supported by key individuals and support staff. We can draw upon more than 1,000 team members throughout our firm, as needed, to meet your needs.

The organizational chart below illustrates key personnel associated with individual tasks. One-page resumes detailing each team member’s credentials and key project experience have been included in the following pages. We are happy to provide full resumes upon request.





ROBIN CAUFMAN



Real People. Real Solutions.

COMMUNITY PLANNING PROJECT MANAGER | ASSOCIATE

EDUCATION

Bachelor of Science - Natural Science
University of Minnesota - Twin Cities

Master of Urban and Regional Planning - Urban and
Regional Planning
University of Minnesota - Twin Cities

AWARDS

2024 St. Cloud Chamber of Commerce Leadership
Program Graduate

2024 Resilience and Sustainability Award (awarded
for the St. Cloud Historic Preservation Guidelines)
- MnAPA

2023 Program Extraordinaire - University of
Minnesota Alumni Association

2010 Business Advocate of the Year - Midway
Chamber of Commerce

2009 Rosa Parks Diversity Leadership Award - WTS
Minnesota Chapter

SUMMARY

Since beginning her career in 1994, Robin has filled multiple roles on regional infrastructure plans and projects, including transportation corridors, wastewater plans, environmental studies, and streetscape designs. As a community planning project manager, her primary areas of expertise include community engagement, comprehensive planning, and land use analysis. Prior to joining Bolton & Menk, Robin spent 21 years between Metropolitan Council and Metro Transit where she was responsible for working with local governments and communities on comprehensive planning, regional infrastructure planning, and engineering and construction of large transit projects. Robin uses her expertise in listening to project partners and community stakeholders and communicating technical information to ensure that there is clear understanding by all parties of project needs, purpose, benefits, and impacts.

EXPERIENCE

Comprehensive Plan Update, Crow Wing County, Minnesota

Due to steady growth and economic challenges in the area, Crow Wing County looked to update their comprehensive plan to reflect more contemporary practices and address current trends for decision making. With Bolton & Menk's leadership and guidance, the updated comprehensive plan supplied Crow Wing County with clear direction for making land use and growth decisions, subdivision regulations and related development practices, and improving quality of life for all residents. Robin led all public engagement tasks, and she provided planning and agency involvement support.

Comprehensive Plan and Zoning Code Update, City of St. Augusta, Minnesota

St. Augusta's comprehensive plan and zoning code had not been fully updated since 2002 and needed a refresh. The city wanted a more usable plan that supported future growth while respecting the city's rural character. Bolton & Menk led the update process for the City of St. Augusta. Through monthly meetings with the city council and planning commission, our team of planners structured land use categories to preserve the land along corridors to allow for future water system tie-ins while expanding commercial uses in areas where the city expected growth. St. Augusta's city council unanimously passed the updated comprehensive plan and zoning code in November 2024. Robin was project manager for the update.

Wastewater Treatment Facility, Brainerd Public Utilities, Minnesota

Brainerd Public Utilities partnered with Bolton & Menk to develop a long-range facility plan addressing wastewater treatment needs and infrastructure improvements through 2050. The plan focuses on meeting evolving regulations, nutrient reduction, and sustainability goals by evaluating technologies for phosphorus, nitrogen, and PFAS removal, as well as biosolids management. Robin reviewed existing conditions and land use plans for the Cities of Baxter and Brainerd to ensure that the long-range facility plan would meet future growth needs.



BRYAN DROWN, PE

MUNICIPAL PROJECT MANAGER | ASSOCIATE



Real People. Real Solutions.

EDUCATION

Bachelor of Science - Civil Engineering
University of North Dakota - Grand Forks

REGISTRATION

- Professional Engineer, MN

CERTIFICATIONS

Minnesota Department of Transportation
• Aggregate Production Tester

University of Minnesota

- Design of Construction SWPPP

SUMMARY

Bryan is motivated by the company-wide expertise at Bolton & Menk and enjoys working as a team to meet client needs. He is a municipal project manager who has been in the civil engineering industry since 1998. He is experienced in highway and street design, municipal utility design, site design, stormwater management, and residential and commercial development. His background includes preparing preliminary and final construction documents, project specifications, administering the Statute 429 process, and contract administration.

EXPERIENCE

SW 4th Street Stormwater Outfall, City of Brainerd, Minnesota

The City of Brainerd had a stormwater outfall to the Mississippi River that began to erode during the summer of 2023. After several rain events, a large amount of sediment washed into the Mississippi River, threatening the structural stability of the road and utilities under the road. Bolton & Menk assembled a restoration plan to stabilize the riverbank and reconstruct the stormwater outfall. On a very quick timeline, Bolton & Menk completed all necessary permitting and completed a final design that was constructable and cost-effective. Bryan managed the design and construction of the project.

2025 South Brainerd Resurfacing Project, City of Brainerd, MN

The streets within Brainerd's Buffalo Hills neighborhood had reached their useful life and needed resurfacing. Bolton & Menk worked with the City of Brainerd to provide design and construction services. Bryan served as project manager and led the preparation and presentation of the Chapter 429 Special Assessment Process.

Additional and Current Work with the City of Brainerd and Brainerd Public Utilities

Bryan is currently working with the City of Brainerd as the project manager on the 2026 Southeast Brainerd Reconstruction Project, and with Brainerd Public Utilities as the project manager for two 2026 Lead Service Line Replacement projects.



MAC GRAUPMAN, PE

WATER/WASTEWATER PROJECT ENGINEER



Real People. Real Solutions.

EDUCATION

Bachelor of Science - Civil Engineering
North Dakota State University

Master of Science - Civil Engineering
North Dakota State University

REGISTRATION

- Professional Engineer, MN

CERTIFICATIONS

Association for Materials Protection and Performance

- Basic Coatings Inspector

SUMMARY

Mac is a water/wastewater project engineer who started his career full time with Bolton & Menk in 2023 following a five-year internship. He has extensive experience with design and plan development for water and wastewater projects, ranging from facility planning to developing plans and specifications to construction management and observation. Additionally, Mac has obtained his Basic Coatings Inspector Certification from the Association for Materials Protection and Performance (AMPP) and has performed inspections on numerous projects including water towers, water treatment filters, and various wastewater components.

EXPERIENCE

Water Treatment Plant Filter Backwash Reclamation System, Brainerd Public Utilities, Minnesota

Brainerd Public Utilities hired Bolton & Menk to develop and construct a new backwash reclamation system for the existing water treatment facility. Mac is the lead design engineer and has been leading the design team to deliver a project that meets utility objectives and budgets. Mac's efforts have led to an innovative solution to sustainability and integrating a new process into an existing water treatment facility.

Wastewater Treatment Facility, Brainerd Public Utilities, Minnesota

Brainerd Public Utilities partnered with Bolton & Menk to develop a long-range facility plan addressing wastewater treatment needs and infrastructure improvements through 2050. The plan focuses on meeting evolving regulations, nutrient reduction, and sustainability goals by evaluating technologies for phosphorus, nitrogen, and PFAS removal, as well as biosolids management. These efforts ensure compliance and protect water quality for downstream communities. Mac served as a design engineer.



MORGAN SALO, PE

WATER/WASTEWATER PROJECT MANAGER | PRINCIPAL



Real People. Real Solutions.

EDUCATION

Bachelor of Science - Civil and Environmental Engineering
South Dakota State University

Master of Science - Civil and Environmental Engineering
South Dakota State University

REGISTRATION

- Professional Engineer, MN

SUMMARY

Morgan is a water/wastewater project manager who began his career in 2015. He is responsible for design and construction management of municipal water and wastewater treatment facilities. His responsibilities include designing innovative water and wastewater treatment infrastructure, evaluating biosolids dewatering options, conducting pilot studies, facility planning, evaluating new treatment technologies, and creating standard operation procedures and operations and maintenance manuals. Morgan enjoys working on all types of projects and providing his expertise and the best service possible to each client and project.

EXPERIENCE

Wastewater Treatment Facility, Brainerd Public Utilities, Minnesota

Brainerd Public Utilities partnered with Bolton & Menk to develop a long-range facility plan addressing wastewater treatment needs and infrastructure improvements through 2050. The plan focuses on meeting evolving regulations, nutrient reduction, and sustainability goals by evaluating technologies for phosphorus, nitrogen, and PFAS removal, as well as biosolids management. These efforts ensure compliance and protect water quality for downstream communities. Morgan served as project manager.

Water System Improvements, City of Le Sueur, Minnesota

The City of Le Sueur needed to complete improvements to their water system infrastructure, including replacement of a water tower and adding a new well to increase water supply. Morgan was the project manager and designer of these important city projects. He led a successful design team from concept to construction. Morgan worked directly with the city to help standardize components to create efficiency for future projects on the water infrastructure.

Wastewater Treatment Improvements, City of Albert Lea, Minnesota

The City of Albert Lea hired Bolton & Menk to complete their wastewater facility plan to evaluate long-term wastewater treatment needs for the community and industrial users. The facility plan provided a detailed evaluation of community growth, 20-year flow and loading projections, an asset criticality condition assessment, permitting, and detailed analysis of treatment alternatives. Morgan worked as the primary design engineer for the project. He worked closely with city staff to plan and develop the innovative wastewater improvements required by the city, to ensure the city can continue to grow and provide sustainable solutions for their wastewater treatment.



ANGIE SMITH



ENVIRONMENTAL PLANNING DIVISION LEADER | SENIOR ASSOCIATE

EDUCATION

Bachelor of Science - Zoology
North Carolina State University

Master of Science - Environmental Science
Indiana University

NOTABLE ACCOMPLISHMENTS

Minnesota Environmental Quality Board - Public
Member in Congressional District 5. (December 2024
to December 2029)

SUMMARY

A strong advocate for sustainable natural resources protection and restoration, Angie is the environmental planning division leader at Bolton & Menk who began her career in 1996. She leads the environmental planning work group and oversees the cultural resources and natural resources teams. Angie facilitates environmental coordination efforts before, during, and after projects commence and advances environmental planning initiatives across the organization. She strives to ensure our actions today set up future generations' success.

EXPERIENCE

Wellhead Protection Plan, Brainerd Public Utilities, Minnesota

Bolton & Menk successfully completed the Part 2 Wellhead Protection Plan (WHPP) for Brainerd Public Utilities. The project addressed a highly vulnerable Drinking Water Supply Management Area (DWSMA) and included evaluation of a surface water contribution area—both requiring detailed analysis and customized management strategies. In close collaboration with the Minnesota Rural Water Association (MRWA) and the Minnesota Department of Health (MDH), Angie and her team conducted a thorough contaminant source inventory and developed practical, community-supported protection measures.

Northwest Area Alternative Urban Areawide Review, City of Empire, Minnesota

Empire initiated an Alternative Urban Areawide Review (AUAR) to evaluate future development across approximately 3,500 acres in the northwest area of the city. The AUAR assessed multiple long-term development scenarios, ranging from residential and commercial growth to supporting infrastructure, to help the city proactively understand potential environmental impacts and guide orderly, sustainable development over the next few decades. Angie led the environmental review team, managing the project's schedule and budget while coordinating interdisciplinary technical teams to complete resource evaluations and prepare the AUAR documentation. Her leadership ensured a clear, comprehensive review that positions Empire to make informed planning decisions for this large, high-growth area.

TH 10 Environmental Assessment Reevaluation, Anoka County, Minnesota

Anoka County needed assistance completing the environmental review process for updates to the TH 10 corridor between Sunfish Lake Boulevard and Ramsey Boulevard. Even though the previous design was approved, the new and improved design required an Environmental Assessment Reevaluation to assess the new design features. Angie helped coordinate multiple aspects of this EA reevaluation, with the noise assessment being a primary component and the critical path for the environmental review process. She led the noise analysis coordination, including oversight of subconsultants for noise modeling and coordination of the noise barrier voting process. She worked closely with the project team and MnDOT staff to achieve project milestones. Due to Angie's efforts, the EA Reevaluation was able to stay within its required timeline keeping the project on schedule to achieve the county's corridor vision.



JAKE BONGARD, PE, PTOE

TRANSPORTATION GROUP LEADER | PRINCIPAL



Real People. Real Solutions.

EDUCATION

Bachelor of Science - Civil Engineering
University of North Dakota - Grand Forks

REGISTRATION

- Professional Engineer, MN

CERTIFICATIONS

- Transportation Professional Certification Board
- Professional Traffic Operations Engineer - PTOE

SUMMARY

As a transportation group leader who began his career in 2009, Jake works on a variety of projects ranging from high-level planning studies to in-depth final design projects. He uses the knowledge and experience obtained through his education and professional practice to identify the needs of a project, work toward a solution, and communicate results to those in and outside the field of engineering. Jake loves to solve challenging problems and enjoys seeing the impact our work can have on improving the way people safely and efficiently get from one place to another.

EXPERIENCE

NW 4th Street Improvements (Study and Design), City of Brainerd, Minnesota

Brainerd needed to address traffic issues on NW 4th Street/CSAH 20. Bolton & Menk completed an initial corridor study, followed by design and construction of the Local Road Improvement Program (LRIP) funded improvements, which featured the installation of a roundabout and traffic signal upgrades to provide better intersection operation. Through timely communication, we were able to collaborate with the city and county to develop the \$1.25 million improvements, as well as assist the city with the acquisition of right-of-way needed from adjoining parcels. Jake served as the project's lead transportation engineer.

CSAH 3/66 Improvements Project in Crosslake, Crow Wing County, Minnesota

Crow Wing County and the City of Crosslake retained Bolton & Menk to address existing pedestrian safety and intersection issues at the intersection of CSAH 3 and 66 in Crosslake. In anticipation of the opening of the National Loon Center on the USACE property in 2024, the county and city obtained federal funding to make pedestrian improvements and improve the intersection to meet current and anticipated traffic volumes. Jake served as lead traffic engineer and helped to identify roundabout geometry that fit within sensitive areas and provided the needed safety and capacity.

TH 210 Baxter Access Study, MnDOT District 3

Bolton & Menk led a comprehensive corridor study with MnDOT, Crow Wing County, and the City of Baxter to identify corridor improvements to be implemented over the next 20 years along the TH 210 corridor in the City of Baxter. Recommendations from the study were established with full support from all participating agencies, including side-street stop control, an unsignalized Green T, reduced conflict intersection, and traffic signals at seven intersections. Jake served as project manager.

TH 23/65 Corridor Study in Mora, MnDOT District 3

Jake served as the project manager for a comprehensive corridor study with MnDOT, City of Mora, Kanabec County, and the East Central Region Development Commission to identify both near-term and long-term improvements to be implemented over the next 20 years.



SARAH SWEDBURG, AICP

PLANNER II



Real People. Real Solutions.

EDUCATION

Bachelor of Science - Geography
Bemidji State University

CERTIFICATIONS

American Institute of Certified Planners

- Certified Planner - AICP

Bolton & Menk Authorized Trainer

- Low Salt Design Strategies - LSiD™

SUMMARY

Sarah is a planner at Bolton & Menk who began her career in 2017. She is responsible for short- and long-term planning needs for our clients, including land use applications, rezonings, conditional use permits, corridor studies, and comprehensive plan development. Sarah's area of expertise lies in rural planning and community development. She is passionate about helping communities navigate the world of planning and enjoys seeing the positive impact from inclusive engagement and infrastructure design.

EXPERIENCE

Kindred Comprehensive and Transportation Plan, Fargo-Moorhead Metropolitan Council of Governments

Due to its growing population of young families, the City of Kindred was looking to develop a roadmap and vision for the next 25 years to adapt to its changing dynamics. Bolton & Menk led the effort to create the city's comprehensive and transportation plan. With Sarah as project manager, our team crafted a custom vision and guide for future growth that balances stakeholders' interests. Robust and unique community engagement activities were conducted to ensure the public's desires were captured in the plan. The established vision is to foster a kind, vibrant, and thriving community that leverages a strong sense of unity while enhancing local amenities, infrastructure, and economic opportunities for all. This project was completed in June 2025.

Countywide Housing Study, Redwood County, Minnesota

Redwood County initiated a Countywide Comprehensive Housing Study after identifying housing as the EDA's top priority for their community in 2023. Bolton & Menk worked with county staff and a committee of local stakeholders to gather input, analyze the qualitative and quantitative data, and identify specific strategies to develop the appropriate housing types in the optimum locations throughout the county. Bolton & Menk delivered actionable recommendations to support the county's progress in addressing this key strategic priority to help their community continue to grow and thrive. Sarah supported public engagement and planning for this study.

Comprehensive Land Use Plan Update, Le Sueur County, Minnesota

Bolton & Menk is collaborating with Le Sueur County to update its Comprehensive Land Use Plan and zoning code to better guide the county's growth while balancing urban development with rural character and agriculture. The goal is to create a plan that honors the county's historical past and resources while implementing forward-looking strategies to grow its tax base. Extensive stakeholder engagement, including a steering committee and focus groups with businesses, landowners, and developers, is being conducted to ensure the plan and zoning regulations are aligned and cohesive. Sarah is leading the planning efforts.

SELECTED COMPREHENSIVE PLAN UPDATE EXPERIENCE

Bolton & Menk's success serving clients like Brainerd is grounded in creativity, sound planning, customer service, and effective relationships. In addition to our planning expertise, we're committed to you. We excel in our ability to listen to and understand our clients' unique needs. We also recognize that Brainerd residents and business owners will be our clients, too, and effective communication with them is critical to planning success.

A listing of previous comprehensive plan updates we have completed is on the following pages.

COMPREHENSIVE PLAN UPDATE

Crow Wing County, Minnesota

Due to steady growth and economic challenges in the area, Crow Wing County wanted to update its comprehensive plan to reflect more contemporary practices and address current trends in decision-making. Last modified in 2003, the original comprehensive plan was outdated and lacked land use and infrastructure guidance.

Bolton & Menk partnered with the county to address stakeholder concerns and ensure that the updated plan reflects Crow Wing County's vision to protect natural resources, diversified housing options, and economic development calibrated to the desired degree of growth. We used a multidisciplinary, community-centric approach, including recommendations for county ordinances and funding resource changes. Robust old school and high-tech public engagement efforts were used to gather input from community members and gain insight into their visions and goals for the county.

The updated comprehensive plan, approved in the fall of 2024, provides Crow Wing County with clear direction for making land use and growth decisions, subdivision regulations and related development practices, and improving quality of life for all residents.

Link to Plan: <https://bit.ly/466V6cm>

Contact: Chris Pence, Environmental Services Manager
218-824-1124 | Chris.Pence@crowwing.us

Transportation				
Goal 1: Maintain a safe, cost-effective, and efficient transportation system.				
Policy	County Lead	Other Partners	Resources	Priority
Ensure all land use and related decisions are balanced with local efforts to implement the County Roadway Safety Plan and Highway Improvement Plan (HIP).	Highway Department	MnDOT, City and townships,	Staff Time	Short-term
Align local and state highway system planning with goals for highway-adjacent land uses.	Highway Department – Transportation Planner	County Board / Administration, Land Service	Staff Time	Short-term
Work with partners to identify and coordinate transportation system improvements to accommodate growth and development.	Highway Department	MNDOT, BLADEC, County Board / Administrator, Cities, Townships	Interagency Cooperation, Grants, Staff Time	Short-term
Plan, build, and maintain roadways to accommodate existing and future traffic growth.	Highway Department	MNDOT, County Board / Administrator, Cities,	L RTP Interagency Cooperation, Grants, Staff Time	Short-term
Support area airports responsibly and sustainably to enhance the capacity of passenger and freight movement options	County Administrator	FAA, USDOT, MNDOT, FRA	Interagency Cooperation, Grants, Staff Time	Mid-term

COMPREHENSIVE PLAN UPDATE

City of Ely, Iowa

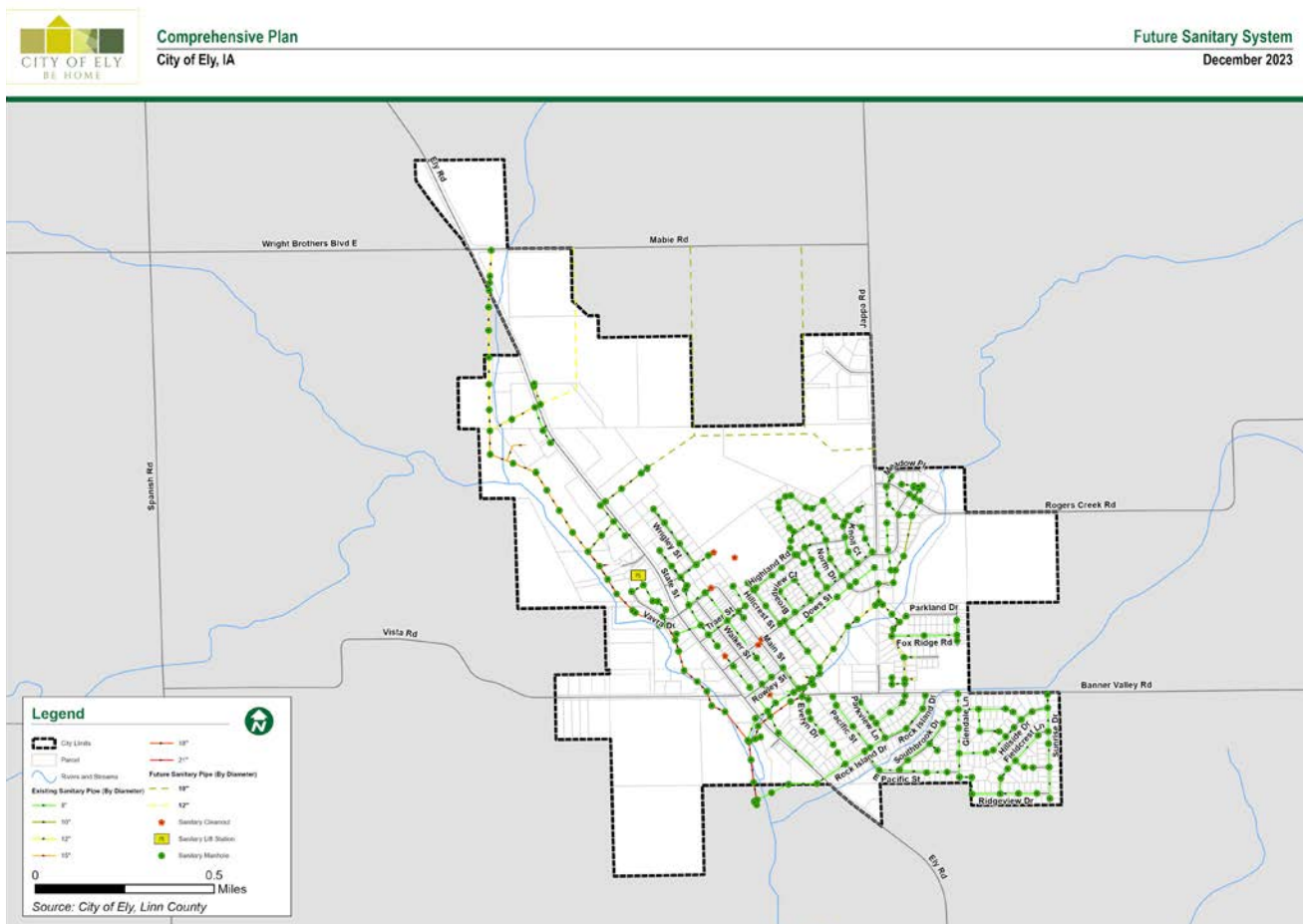
Having made significant investments into new infrastructure and developments, the City of Ely has continued to experience pronounced growth and development pressures. With their comprehensive plan last updated in 2015, the city was looking to formulate a new plan to guide growth, land use decisions, and future investments for the community.

The city partnered with Bolton & Menk to prepare an updated comprehensive plan that reflects their continued growth and plans for orderly construction and extension of infrastructure. Our team engaged the community using online and in-person surveys and created a steering committee made up of community leaders to ensure resident and stakeholder needs were reflected throughout the process. Public input provided a vision that plans for the development community members want while preserving their small town feel and protecting their natural resources. Bolton & Menk worked closely with the city's transportation planning and civil engineering teams to identify their infrastructure needs along with locations for future roads, sanitary sewer, and water supply facilities.

Our team developed an updated comprehensive plan that analyzes existing and future conditions of the community, identifies prioritized areas for growth, and streamlines practical and implementable strategies to guide the development of Ely.

Link to Plan: <https://bit.ly/3LU5LOY>

Contact: Eldy Miller, City Administrator
319-350-9231 | cityadmin@elyiowa.com



KINDRED COMPREHENSIVE AND TRANSPORTATION PLAN

Fargo-Moorhead Metropolitan Council of Governments

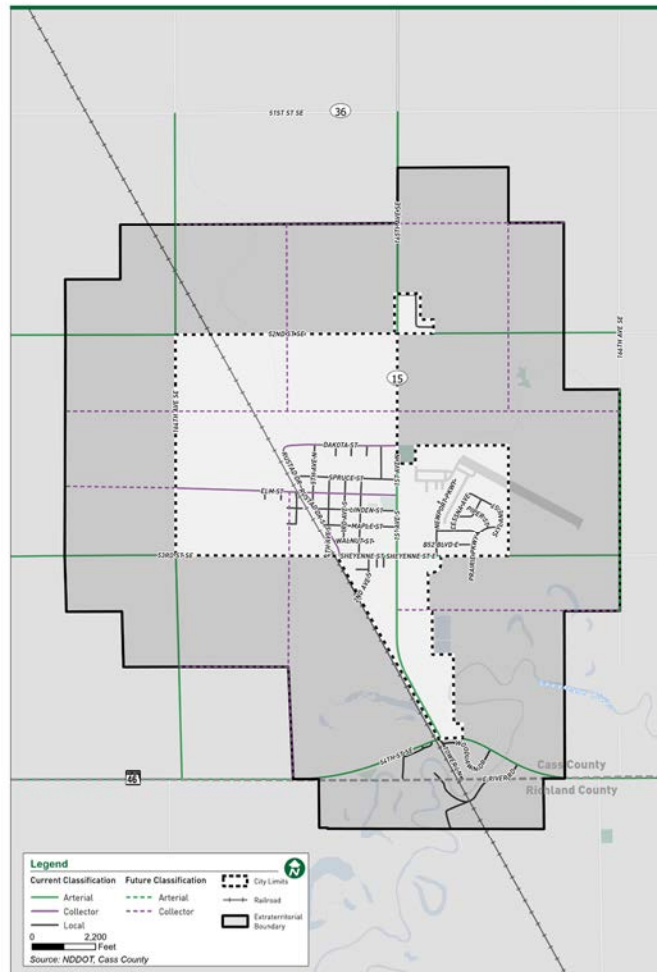
Kindred is a small community, conveniently located 20 minutes south of the Fargo-Moorhead metropolitan area. Due to its growing population of young families, the city was looking to develop a roadmap and vision for the next 25 years to adapt to its changing dynamics. The goal was to integrate modernized land use and transportation into the vision without losing Kindred's small-town charm.

Bolton & Menk led the effort to create the city's comprehensive and transportation plan. Our team crafted a custom vision and guide for future growth that balances stakeholders' interests. Robust and unique community engagement activities were conducted to ensure the public's desires were captured in the plan.

Through this work, the City of Kindred gathered many different voices that shaped their collective future. The established vision is to foster a kind, vibrant, and thriving community that leverages a strong sense of unity while enhancing local amenities, infrastructure, and economic opportunities for all. The plan provides goals, policies, and maps to guide their future growth. Bolton & Menk completed this project in June 2025.

Link to Plan: <https://bit.ly/3LFtapf>

Contact: Tabitha Arnaud, City Administrator
701-428-3115 | cityofkindred@msn.com



DETAILED APPROACH TO THE SCOPE OF SERVICES

PROJECT UNDERSTANDING

The City of Brainerd last updated its Comprehensive Plan, *Imagine Brainerd 2035*, in 2021. The city’s vision statement and guiding principles still apply, and the land use map still reflects the city’s growth and development plans. However, the city desires to provide a higher level of detail in the infrastructure sections and develop an implementation plan and tools.

In 2025, the Voyageur Heights Apartments project was proposed with 190 new multifamily housing units on 49 acres. While it was consistent with the city’s land use plan, the number of units triggered the need for an Environmental Assessment Worksheet.

Protecting the area’s natural resources is a key goal of the city as well as supporting sustainable development. Therefore, the city is updating sections of its *Imagine Brainerd 2035* Comprehensive Plan to provide the necessary level of detail and complete environmental analysis. By doing so, the city can reduce the cost of development while also protecting the environment.

ASSUMPTIONS

Based on our understanding of the project and city’s needs, we are making the following assumptions in the development of our project approach and cost estimate.

- The city will provide a native file of the existing plan
- We are not reformatting or making substantive structural changes to the current comprehensive plan
- The city will complete any GIS tasks and create any maps needed for the updated comprehensive plan
- Workshops with the city council and/or planning commission will be in person
- Staff check-ins will be conducted virtually

VISION STATEMENT

We seek to provide high-quality, year-round recreation, a strong workforce, and a variety of life experiences that support a welcoming place to live, work, play, stay, and learn for all.

GUIDING PRINCIPLES

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

Source: *Imagine Brainerd 2035*



PROJECT APPROACH

TASK 1: PROJECT MANAGEMENT

Efficient coordination and effective communication with city staff are critical components of project management. Robin Caufman, planning project manager, will ensure the plan update is completed in a timely manner and to the city's satisfaction. We propose holding an in-person kickoff meeting in February to review the scope of work and the current goals and objectives. This initial meeting will help us understand the interests of the city's leaders and make sure we are heading in the right direction as we start to update the plan.

We recommend holding a monthly 30-minute virtual check-in to coordinate tasks, provide project updates, review drafts, and confirm next steps. We will also be available for calls or Teams meetings in between to make sure we discuss any issues or complete reviews in a timely manner to keep the project on schedule. We will stay in regular communication via email.

Task 1 Deliverables: Meeting agendas and project updates

TASK 2: COMMUNICATION AND ENGAGEMENT

TASK 2.1: STAKEHOLDER WORKSHOPS

Public and stakeholder engagement is key to any successful planning process. We propose initiating the planning process with an in-person kickoff meeting with the city council and planning commission to identify issues, opportunities, and priorities. We propose a second joint meeting to review draft updates for feedback.

TASK 2.2: PUBLIC ENGAGEMENT AND COMMUNICATION

The city is not anticipating changes to the vision, guiding principles, goals, or land uses. Rather, the focus will be on the technical details of the infrastructure and implementation chapters. Therefore, significant public engagement is not needed. However, it will be important to inform the community of the update and provide an opportunity to review and comment on the plan. We propose the following communication strategies and a public meeting prior to the plan's approval:

- Two articles about the project included in local e-newsletters or newspapers
- Two social media posts
- Public open house prior to the public hearing to allow people to review the draft plan and provide comments

Task 2 Deliverables: Two articles and social posts, meeting materials, public hearing notice



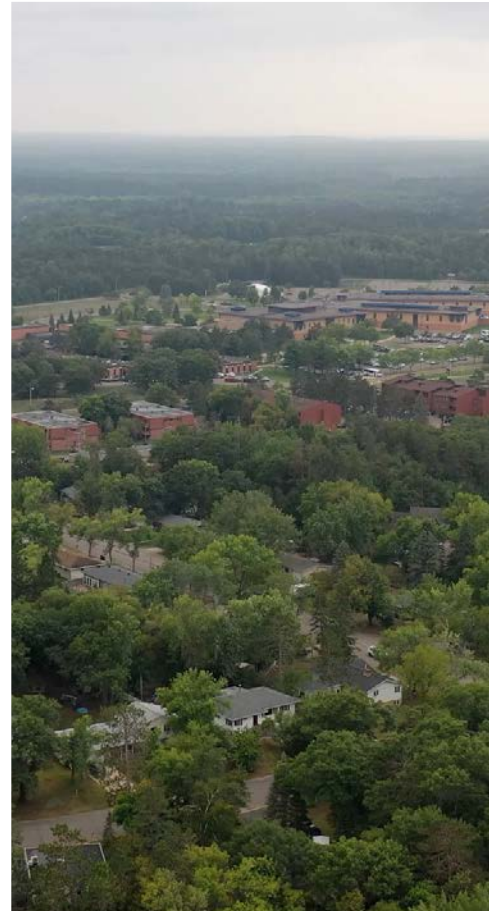
TASK 3: DIAGNOSIS

We will review the city's current comprehensive plan against the standards identified in Minnesota Rules 4410.4300 Subp. 19, shown in the callout box below, to identify deficiencies in the current plan to meet these requirements. We will also review other plans related to transportation, water supply, wastewater collection, and treatment, to ensure the requirements are met. Bolton & Menk is the ideal consultant firm to conduct this work because we are already working closely with the city on related infrastructure plans, including:

- Wastewater Treatment Facility Plan
- Water Treatment Plant Copper Corrosion Study
- Water Treatment Plant Disinfection Improvements
- Water Treatment Plant Backwash/Reclamation Improvements
- Wastewater Treatment Biosolids Treatment Review
- Water Treatment System Improvements (WTP and new wells)

These plans will include much of the work needed to assess need, describe the existing system, identify needed improvements, and develop costs and schedule for implementation.

Task 3 Deliverables: Memo identifying deficiencies in the existing comprehensive plan and list of information needed for the updates.



Minnesota Rules 4410.4300 Subp. 19. Residential development.

D. 250 unattached units or 375 attached units in a city within the seven-county Twin Cities metropolitan area that has 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 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.

TASK 4: COMPREHENSIVE PLAN UPDATE

Much of the time will be spent on updating the existing comprehensive plan and pulling in information from other planning documents and studies. As noted above, the city's current vision has not changed. However, the city wants to review and update the plan to eliminate hurdles to much needed residential development and develop a detailed implementation plan.

TASK 4.1: UPDATE EXISTING CONDITIONS

Since the comprehensive plan was last updated in 2021, the city has been working on many of its infrastructure plans. As part of the wastewater treatment facility plan, Bolton & Menk conducted an existing conditions analysis and updated the city's population, households, housing units, and job forecasts. We will use the data and analysis we have already completed to update the existing conditions. Having this information and what it means already completed will ensure that the infrastructure plans are internally consistent with the comprehensive plan. It also means that we have a jump start on the comprehensive planning process because much of the existing conditions have already been drafted as part of another process.

TASK 4.2: UPDATE MAPS

We do not anticipate significant changes to the future land use map; however, we will need to update maps showing proposed locations of future roads, wastewater, and water supply lines. We will work with the city's GIS staff to update maps, including:

1. Existing zoning
2. Future land use
3. Shoreland and floodplains
4. Transportation maps showing existing roads including ownership, function, and capacity
5. Road network
6. Water system maps showing existing system and capacity
7. Wastewater system including type and capacity

TASK 4.3: UPDATE MOBILITY AND INFRASTRUCTURE CHAPTERS

The next step in the process will be to review and add details to the Mobility and Infrastructure chapters to address the requirements of Minn. Rules 4410.4300 related to transportation and wastewater.

TASK 4.4: UPDATE DETAILED IMPLEMENTATION PLAN

Bolton & Menk specializes in developing plans that are implementable. We not only prepare plans, but we have experience implementing plans and providing daily planning services to our clients. We will develop an implementation plan that meets the requirements of 4410.4300 Subp. 9D, prioritizes strategies, and identifies resources. We will also draw from your existing infrastructure plans to create a high-level Capital Improvement Plan that prioritizes projects and includes the associated cost ranges. This will give the city one document that includes planned improvements for the transportation, water supply, and wastewater system in one place.

***Task 4 Deliverables:** Draft comprehensive plan chapter updates and detailed implementation plan.*

TASK 5: PLAN FINALIZATION AND APPROVAL

Once the chapters have been reviewed and updated, we will support the city in finalizing the plan and holding an open house and public hearing. We will prepare the public hearing notice and a resolution for city council approval.

***Task 5 Deliverables:** Final comprehensive plan update; public hearing notice, resolution, and meeting materials for city council approval*

SCHEDULE

We have developed a schedule that outlines the five work tasks and multiple subtasks, the sequence of work, and projected completion dates. This schedule is based on our review of the project background, scope of services included in the Request for Proposals, our knowledge of the city, and our experience on other similar projects. Upon selection, Bolton & Menk will work with city staff and other project partners to refine this schedule as needed to ensure successful project delivery.

Event or Deliverable	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Task 1: Project Management										
Monthly Check-in Meetings										
Task 2: Engagement and Communication										
City Council Workshop		Kickoff								
Communication (2 articles)										
Open House and Public Hearing									PC	CC
Task 3: Diagnose Existing Plan										
Task 4: Update Plan										
Update Demographics, Pop, HH, and Jobs										
Land Use Analysis										
Transportation										
Infrastructure (Sewer, Water)										
CIP										
Implementation Plan										
Task 5: Solicit Feedback and Update Draft										
Make Edits (1 review and edit cycle)										
Finalize Plan, QA/QC										
Resolution, Notice and Approval										



BASIS FOR COMPENSATION

The following table summarizes the hours and cost breakdown for each major work task item. The estimated fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

Detailed Cost Estimate

Client: City of Brainerd Project: Comprehensive Plan Update		Bolton & Menk, Inc.										
Task No.	Work Task Description	Project Manager	Project Advisor	Infrastructure Lead	Water/Wastewater Lead	Environmental Lead	Planning Support	Transportation Lead	Admin/Intern	Engineering Support	Total Hours	Total Cost
1.0	Project Management	11	1	1	1	1	1	1	0	0	17	\$3,789
2.0	Stakeholder Engagement and Communication	17	0	0	0	0	0	0	2	0	19	\$4,144
3.0	Diagnose Existing Plan	4	0	0	0	2	4	0	0	0	10	\$2,032
4.0	Update Plan	11	0	6	6	2	20	2	8	30	85	\$14,544
5.0	Finalize and Adopt	8	0	0	0	0	8	0	3	0	19	\$3,484
Total Hours		51	1	7	7	5	33	3	13	30	150	
Average Hourly Rate		\$232.00	\$205.00	\$195.00	\$215.00	\$220.00	\$166.00	\$236.00	\$100.00	\$150.00		
Subtotal		\$11,832	\$205	\$1,365	\$1,505	\$1,100	\$5,478	\$708	\$1,300	\$4,500		
Total Fee												\$27,993



LIST OF REFERENCES

Client satisfaction through quality deliverables, cost-effective rates, and timely project delivery are top priorities for Bolton & Menk. Please contact the following references to evaluate Bolton & Menk's performance on similar projects. Our clients tell us we are doing a great job, and they will tell you, too.

CROW WING COUNTY, MN

Chris Pence

Environmental Services Manager

218-824-1124

Chris.Pence@crowwing.us

CITY OF ELY, IA

Eldy Miller

City Administrator

319-350-9231

cityadmin@elyiowa.com

CITY OF KINDRED, ND

Tabitha Arnaud

City Auditor

701-428-3115

cityofkindred@msn.com



CONFLICT OF INTEREST STATEMENT

Our team recognizes the importance of our client relationships and is committed to working with all our clients to minimize actual or perceived conflicts. We do not believe an actual or perceived conflict of interest associated with this project exists at this time.

APPLICANT AUTHORITY

As one of Bolton & Menk's principal owners, I am fully authorized to negotiate binding commitments for the firm. I have reviewed the following proposal and cost proposal, and approve its submission to the City of Brainerd.

Morgan Salo, PE

Water/Wastewater Project Manager, Principal

Bolton & Menk, Inc.

INSURANCE COVERAGE

Bolton & Menk maintains professional liability insurance coverage, including errors and omissions, with an aggregate limit of \$10 million. A Certificate of Liability Insurance certifying this coverage has been attached to the proposal.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/31/2026

1/14/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies, LLC DBA Lockton Insurance Brokers, LLC in CA CA license #0F15767 444 W. 47th St., Ste. 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com	CONTACT NAME:	
	PHONE (A/C, No, Ext): FAX (A/C, No):	
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Zurich American Insurance Company	16535
	INSURER B: American Guarantee and Liab. Ins. Co.	26247
	INSURER C: Continental Casualty Company	20443
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 22908681 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ CONTRACTUAL LIAB GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC OTHER:	N	N	GLO 1340010-00	1/1/2026	1/1/2027	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/OP AGG \$ 4,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	N	N	BAP 1340009-00	1/1/2026	1/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
B	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ \$0	N	N	SXS 1340013-00	1/1/2026	1/1/2027	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC 1340011-00	1/1/2026	1/1/2027	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	☒ PROF / POLL LIABILITY E&O \$50K SIR	N	N	AEH114019718	12/31/2025	12/31/2026	\$15M PER CLAIM \$15M AGG LIMIT RETRO DATE: 12/31/1997

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: COMPREHENSIVE PLAN UPDATE SERVICES;

CERTIFICATE HOLDER**CANCELLATION**

22908681 CITY OF BRAINERD ATTN: JAMES KRAMVIK 501 LAUREL ST BRAINERD MN 56401	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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CITY OF BRAINERD

COMPREHENSIVE PLAN UPDATE SERVICES

02.06.2026



PROPOSAL SUBMITTED TO:

City of Brainerd
Attn: James Kramvik
Community Development Manager
501 Laurel Street
Brainerd, MN



SUBMITTED BY:

Swanson Haskamp Consulting, LLC
550 Vandalia Street, Suite 205
Saint Paul, MN 55114
Jennifer Haskamp, AICP
Founder & CEO
651.341.4193
jhaskamp@swansonhaskamp.com
swansonhaskamp.com

City of Brainerd
Attn: James Kramvik
501 Laurel Street
Brainerd, MN 56401

RE: Comprehensive Plan RFP

Dear James,

Swanson Haskamp Consulting, LLC (SHC) is excited to submit this proposal for planning services to update your 2035 Comprehensive Plan. We understand that the City's 2035 planning process was extensive and included a robust public engagement process that is well documented within the plan. This proposal assumes that large components and sections of the 2035 Plan will remain in place and that this process will focus on updating the sections, maps or tables to reflect activities and accomplishments over the past several years since its adoption. To that end, SHC understands your objectives for this Project include 1) update and refinement of the 2035 Plan to reflect activities in the city since its adoption; and 2) to incorporate necessary components to meet the EQB's requirements to increase development thresholds for mandatory review.

Given those objectives, our approach to this Project is to focus on refreshing and updating the plan while homing in on changes that should be made to meet the EQBs standards. This will include focusing on plan components that comply with MN Statutes 473.859 and updating relevant chapters that meet the minimum requirements. Given our experience in the City, we know that significant components of the adopted plan remain valid and should be retained so focusing on those components is unnecessary. To that end, our scope aligns with the tasks identified in the RFP and identifies target engagement throughout the process. Depending on the ultimate scope and refined tasks, we believe that update project will take approximately six to nine months (understanding that summer schedules may dictate the timeline).

SHC looks forward to working with the City on this Project. This proposal including prices and terms are valid through May 29, 2026. If selected as your consultant, the hourly rates identified in Appendix B will be valid for the duration of the Project. If you have any questions please do not hesitate to contact me.

Sincerely,

Jennifer Haskamp, AICP
jhaskamp@swansonhaskamp.com
(c.) 651.341.4193

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01 | IDENTIFICATION + QUALIFICATIONS OF ASSIGNED PERSONNEL

Swanson Haskamp Consulting, LLC (SHC) is an urban planning firm located in Saint Paul, Minnesota. Founded in 2007 by Jennifer Haskamp, AICP, our firm specializes in land use, urban planning, development entitlement and market research. Our Team's experience is perfectly matched to meet your Project objectives as stated within the RFP. SHC's Team experience includes the following:

- **Comprehensive Planning:** SHC prepared ten (10) comprehensive plan updates during the last planning period in the Twin Cities Metropolitan Area. Our clients ranged from small cities with less than 4,000 residents to large scale suburbs with populations exceeding 40,000. All of the plans completed during the 2040 planning period were required to meet metropolitan council's requirements as established by section 473.859.
- **Environmental Review:** SHC is currently working on eight (8) environmental review projects including AUARs, EIS, and EAWs. We have extensive experience working through the environmental review process and the EQB. This experience will provide invaluable given the City's objective to increase mandatory thresholds for environmental review.

Our Team is comprised of three staff, each with different expertise and experience. We have included a full resume of each team member that will be involved in this Project in Appendix A. A brief summary of each Team member is provided:

- **Jennifer Haskamp, AICP, Owner & Principal Planner**
Jennifer will serve as the project manager and lead technical author for the Project. She has extensive facilitation, land use, development and market experience that will inform the process.
- **Kim Zlimen, PE, Senior Planner and Engineer**
As an engineer, Kim will serve as lead support on the transportation and infrastructure plan components. She currently leads several of the environmental review projects which will provide valuable insight into the Project components that should be updated to meet the EQB's standards.
- **Jenna Shoosmith, Planner and GIS Professional**
Jenna will serve as the lead GIS analyst and will support Jennifer throughout the project. She has worked directly with Jennifer on Brainerd EDA initiatives and brings an understanding of the City's physical development, goals and initiatives to the process.

02 | APPROACH TO SCOPE OF SERVICES

SHC understands that the City's adopted 2035 Comprehensive Plan ("2035 Plan") was prepared after extensive stakeholder and public engagement, staff coordination, commission and council collaboration. We have experience working with the City of Brainerd and know that significant components of the 2035 Plan remain relevant, valuable and consistent with the City's vision for the future. Our approach to this Comprehensive Plan Update Project ("Project") is to refresh the 2035 Plan so that 1) it meets the EQB's requirements to increase mandatory thresholds for environmental review, and 2) it remains current and reflective of the vision and approach for the future of Brainerd.

The following approach to each identified task within the RFP is provided for consideration.



TASK 1: DIAGNOSE CURRENT COMPREHENSIVE PLAN

SHC has been working with the City of Brainerd and the Economic Development Authority (EDA) since 2020 on various projects including the zoning ordinance update, small area concept planning, and real estate development services. Our experience working with Brainerd over the past several years provides a strong foundation for this Project that requires an understanding of the City's vision, goals and objectives for the future.

The first step in this update process is to assess the current 2035 Plan for consistency with current initiatives, plans and projects in the City. The evaluation will establish and identify how the adopted plan aligns with the City's activities over the past several years since the 2035 Plan was adopted. We will leverage our experience working with the City through the Zoning Ordinance update process in this Task since the zoning ordinance is intended to directly implement the 2035 Plan. The assessment will consider and compare the 2035 Plan to current market and real estate trends which has been a key component of our work with the EDA over the past several years. Our EDA experience coupled with our zoning work will provide valuable context to evaluate which components of the 2035 Plan may benefit from updates or modifications.

We understand that one of the key objectives of this Project is to update the 2035 Plan so that it will meet the requirements of the EQB to increase the development thresholds for mandatory environmental review. Our Team has extensive experience performing environmental review and working with the EQB that will be invaluable to this component of the assessment. Further, our Team prepared ten comprehensive plan updates in the last planning cycle in the Twin Cities, so we are familiar with the EQB's expectations for plan components to meet their requirements. SHC performed a high-level assessment of the adopted 2035 Plan in preparation of this proposal and there are certain chapters and/or components that must be updated to qualify under the EQB's standards.

Our initial review suggests that at a minimum the Transportation, Sanitary Sewer Plan and Implementation chapters will need to become more robust in order to meet the EQB's standards. We are confident that the City has much of the needed information compiled in other plans and sources and that it will simply be a matter of incorporating the necessary information into the updated 2035 Plan. We will work with the City during this initial evaluation and diagnosis phase to collect and understand what information exists outside of the adopted 2035 which could be used and incorporated into the updated plan, understanding that this is a key objective of the Project process.



Deliverable: A summary memo of SHC's assessment and diagnosis will be prepared for consideration. The summary memo will lay out the recommended components of the 2035 Plan that should be updated, as well as identify those sections that remain relevant and do not require modifications. The memo will address each component/chapter of the 2035 Plan including, but not limited to, land use, transportation, utilities and implementation.

TASK 2: IMPLEMENTATION OF COMPREHENSIVE PLAN

Part of our process in Task 1 will be to review the implementation section of the adopted 2035 Plan and to identify components or sections of the implementation chapter that should be modified and adjusted. We understand that the City has already accomplished many of its goals and strategies identified within the 2035 Plan and therefore those efforts should be documented as completed. For example, since 2035 Plan adoption the City established a new form-forward code that encourages economic development through growth and infill. This accomplishment should be documented and described, and any implementation steps should address maintenance and management of the code rather than the full re-write that was identified. To that end, we will:

- Work to update the relevant sections, tables and items within the comprehensive plan to reflect the path forward.
- Document the strategies and implementation tasks that have been completed since the plan was adopted through tables, maps, text or a combination.
- Facilitate discussion with staff and Planning Commission to address strategies moving forward. This effort will focus on the areas of refinement identified as part of Task 1.
- Update the implementation chapter to incorporate the necessary items to meet the EQB's requirements for increasing mandatory environmental review thresholds. This will include identification of gaps within the current implementation chapter that are required to be successful in increasing mandatory environmental review thresholds.
- Update implementation chapter to include public programs, fiscal devices, and actions to implement the Comprehensive Plan including official controls.
- Revise and update the schedule for implementation to align with this refresh process.



TASK 3: INTERNAL AND EXTERNAL OUTREACH

SHC understands that during the 2035 Comprehensive Planning process extensive public and stakeholder engagement was completed and feedback is well documented within the adopted plan. We know that much of the feedback documented remains relevant and should be considered as we embark on this refresh process. To that end, an extensive public engagement process is not anticipated as part of this Project since the vision and goals for the future likely remain consistent with the adopted 2035 Plan.

Instead, targeted engagement will be used at key milestones to address specific topics or issues. Our approach to engagement is proposed as follows:

- We will work collaboratively with city staff throughout the project. A key outcome of Task 1 is anticipated to be refinement of the process and approach for the remainder of the Project, which will include establishment of Project milestones that will align with the engagement efforts for the Project.
- The Planning Commission will serve as the working group for the Project. The Planning Commission has intimate knowledge and experience working with the 2035 Plan and the Zoning Ordinance so it will be most effective for them to serve as the working group.
- The draft recommendations for updates/changes will be identified in Task 1 and the information will be brought forward to Planning Commission as well as the EDA, HRA and Council for feedback prior to any changes being made. This will provide an opportunity for feedback, adjustments and modifications before the draft update is prepared.
- After the direction is set, we will work collaboratively with staff to identify key milestones for feedback and engagement for the remainder of the project. We will work with City Staff to determine the appropriate milestones of the Project to engage with the Planning Commission, but they will be informed throughout the Project and feedback solicited through various methods including presentations, questionnaires, work sessions or meetings.
- A targeted engagement approach with the public and/or stakeholders will be identified based on the outcome of Task 1. Our initial thought is that an electronic survey and/or questionnaire could be valuable to help collect additional feedback throughout the process. Additionally, one pop-up, open house or neighborhood meeting is scoped with the appropriate format to be determined after the outcome of Task 1 is known.
- Finally, Planning Commission work sessions and meetings as well as City Council meetings are public and public attendance will be promoted throughout the Project.

TASK 4: DRAFT DOCUMENT AND IMPLEMENTATION

SHC will prepare all language updates and modifications to maps and graphics based on the outcomes of Task 1 through 3. It appears from the digital version of the 2035 Plan that the document was prepared in InDesign and that the native file will be available for use. This will allow for cohesive and consistent updating while maintaining the integrity of the document, which looks great and the contents are easy to follow.

Additionally, we assume that all GIS mapping is available for use as part of the process if needed. We understand that changes to the mapping may not be needed depending on the direction of the Project, but updated maps will likely be necessary to complete the Project.



As the city is aware, the EDA has also authorized SHC to work on a downtown plan for economic development. Components of that effort may be beneficial to include in the draft document. We propose to work with City staff to determine if alignment of the downtown plan process and this Project should be considered so that the work and efforts can be synthesized. Finally, we propose sending the draft to the EQB before final adoption to see if there is anything missing that should be incorporated. This will allow for changes and/or modification before adoption to give the City the best opportunity to obtain EQB approval for increased development thresholds for environmental review.

Once the final draft is prepared the final version will be presented to the Planning Commission and a public hearing must be held to consider the update. This will allow the public to provide any comments on the full draft. If needed, adjustments and modifications to the draft will be incorporated before sending the final draft along to the City Council for approval.

03 | BASIS FOR COMPENSATION

The following proposed fee for the Project is provided by Task:

TASK	FEE
01 ASSESSMENT + DIAGNOSIS	\$4,000
02 IMPLEMENTATION	\$2,000
03 INTERNAL + EXTERNAL OUTREACH	\$6,500
04 DRAFT DOCUMENT PREPARATION	\$15,000
TOTAL	\$27,500

Hours will be billed according to our standard fee schedule provided in Appendix B.

If additional meetings or services are requested beyond those identified within this proposal, time will be billed according to standard hourly rates. Note that no additional work will be performed without authorization from the City first.



04 | LIST OF REFERENCES + POTENTIAL CONFLICTS

SHC Current Public Clients:

- Brainerd Economic Development Authority
- City of Grant
- City of Lauderdale
- City of Mendota
- City of South Saint Paul
- Spring Lake Township

SHC is working on several environmental review studies on behalf of developers and municipalities. Current Environmental Review projects include the following:

- City of Andover (Artemis Development Co.) - AUAR
- City of Lakeville (Artemis Development Co.) – AUAR
- City of St. Michael (Summergate) – AUAR
- City of Arden Hills (Maplewood Development) – EIS
- City of Farmington (Lennar Homes) – EAW
- City of Prior Lake (Pulte Group) – EAW
- City of Minnetrista (M/I Homes) – EAW
- City of Elko New Market (M/I Homes) – EAW

References

City of Lauderdale

Heather Butkowski

City Administrator

Email: Heather.Butkowski@lauderdalemn.org

Phone: 651.792.7657

Pulte Group

Dean Lotter

Entitlement & Development Manager

Email: Dean.Lotter@pultegroup.com

Phone: 952.219.9082

Potential Conflicts of Interest:

None known.

05 | DISCLOSURES + ASSURANCES



Applicant Authority – Assurance that the signatory making representations in the proposal on behalf of the consultant has the authority to do so.

Jennifer Haskamp, AICP is the owner and principal planner of Swanson Haskamp Consulting, LLC. She is the authorized representative and agent of the firm and is signatory of this proposal for services.

Insurance Coverage – Documentation of current insurance coverage and limits, including professional liability insurance shall be provided with the proposal.

Proof of Insurance (POI), including general and professional liability insurance limits is provided in Appendix C.



APPENDIX A

TEAM MEMBER RESUMES

Jennifer Haskamp

Owner + Principal Planner



Jennifer Haskamp is the owner and principal of SHC, LLC. She has over 20 years of experience in land use planning and development analysis. As the leader of SHC, she is responsible for the successful management and delivery of a variety of project types including comprehensive planning, small area studies, visioning, zoning/ordinance drafting, redevelopment and site constraint analysis, design guidelines, and environmental review. Jennifer works collaboratively with her clients to ensure project processes and deliverables meet their goals and objectives.

Education

Master of Urban and Regional Planning

Humphrey Institute
Minneapolis, MN

Bachelor of Arts - Architecture

University of Minnesota
Minneapolis, MN

Professional Associations

American Planning Association
Minnesota Commercial Association of Realtors

Relevant Qualifications

- Comprehensive planning and issue assessment Regulatory constraint analysis
- Strategic planning and goal setting
- Building consensus through process management and engagement

Relevant Experience

Consulting Services to Economic Development Authority (EDA)

City of Brainerd, MN

Form-Based and Form-Forward Code

City of Brainerd, MN

Comprehensive Plan 2030

City of Medina, MN

Comprehensive Plan 2040

City of Brooklyn Center, MN
City of Lake Elmo, MN
City of Lauderdale, MN
City of Grant, MN
City of Mendota Heights, MN
City of Birchwood Village, MN
City of Lakeland, MN
City of Anoka, MN

Environmental Assessment Worksheet (EAW)

M/I Homes
Minnetrisa, MN
Elko New Market, MN

Pulte Group
Prior Lake, MN
Rochester, MN

Lennar Homes
Farmington, MN

Mesenbrink Construction
Eureka Township, MN

Alternative Urban Areawide Review (AUAR)

Artemis Homes
Andover, MN
Lakeville, MN

Summergeate Homes
St. Michael, MN

Zoning Ordinance Update

City of Mendota Heights, MN
City of Lauderdale, MN

Contract Planning Services

City of Lauderdale, MN
City of Grant, MN
City of Mendota, MN
City of Mendota Heights, MN
City of Apple Valley, MN
City of Lakeland Shores, MN

Urban Freight Study, Land Use Impact & Analysis

Metropolitan Council, MN

South Concord Corridor Market Study Analysis and Visioning

City of South Saint Paul, MN

Entitlement Services, Private Industrial Developers

Multiple Locations, MN

Economic Recovery Plan

Village of Readstown, WI

Kimberly Zlimen

Senior Engineer/Planner



Kimberly Zlimen is a Senior Engineer and Planner with SHC, LLC. She joined the team in 2025 after fifteen years in the public sector working for the Minnesota Department of Transportation, Hennepin County, and Metro Transit. Prior to those experiences, she worked for a national engineering consultant on municipal and site design projects. At SHC, she is supporting environmental documentation and site design projects. She has experience working with ArcGIS, AutoCAD, and Microstation.

Education

Masters of Business
Administration
University of Minnesota
Minneapolis, MN

Bachelor of Science - Civil
Engineering
University of Wisconsin
Madison, WI

Professional Licensure

Professional Engineer #45796

Relevant Qualifications

- Engineering Design
- Environmental Documentation
- Environmental Review
- Research & Data Analysis

Relevant Experience

Environmental Assessment Worksheet (EAW)

M/I Homes
Minnetrisa, MN
Elko New Market, MN

Pulte Group
Prior Lake, MN
Rochester, MN

Lennar Homes
Farmington, MN

Mesenbrink Construction
Eureka Township, MN

Alternative Urban Areawide Review (AUAR)

Artemis Homes
Andover, MN
Lakeville, MN

Summergeate Homes
St. Michael, MN

Experience at Prior Firms + Departments

West Area Engineer

MnDOT
Hennepin County, MN
Twin Cities Metro, MN

Senior Project Manager

MnDOT
Twin Cities Metro, MN

Project Manager, I-94 & I-35E Pavement Rehabilitation and ADA

MnDOT
St. Paul, MN

Project Manager, Trunk Highway 65 Pavement Preservation

MnDOT
Anoka County, MN

Principal Engineer

Metro Transit

Project Engineer

Kimley Horn and Associates, Inc.

Design Engineer & Task Manager, White Bear Avenue/ County Road C Reconstruction

Ramsey County
Maplewood, MN

Jenna Shoosmith

Planner & GIS Professional



Jenna Shoosmith is a Planner and GIS Professional with SHC, LLC. After graduating with her Masters in Urban & Regional Planning from the University of Wisconsin-Madison in 2023, she has worked on a variety of project types, including environmental review, concept planning and visioning, and GIS analysis. She has also assisted with on-going zoning code updates and planning services for local cities and townships. She has experience working with ArcGIS, AutoCAD, Adobe Creative Cloud applications, and other software tools that enable her to handle complex and diverse data sets.

Education

Masters of Urban & Regional Planning

University of Wisconsin
Madison, WI

Bachelor of Arts -

Communication Northern
Arizona University
Flagstaff, AZ

Relevant Qualifications

- GIS Analysis
- Research & Data Analysis
- Environmental Review
- Zoning Code + Ordinance Updates
- Site Plan Review
- Planning Services
- Concept Planning + Design
- Social Media & Digital Marketing
- Graphic Design

Relevant Experience

Consulting Services to Economic Development Authority (EDA)

City of Brainerd, MN

Environmental Assessment Worksheet (EAW)

M/I Homes

Minnetrisa, MN

Elko New Market, MN

Pulte Group

Prior Lake, MN

Eagan, MN

Rochester, MN

Waconia, MN

Lennar Homes

Farmington, MN

Mesenbrink Construction

New Market, MN

Eureka Township, MN

Alternative Urban Areawide Review (AUAR)

Artemis Homes

Andover, MN

Lakeville, MN

Summergeate Homes

St. Michael, MN

Contract Planning Services

City of Lauderdale, MN

City of Grant, MN

City of Mendota, MN

Zoning Code Update

City of Mendota Heights, MN

City of Lauderdale, MN

Urban Freight Study, Land Use Impact & Analysis

Metropolitan Council, MN

South Concord Corridor Market Study Analysis and Visioning

City of South Saint Paul, MN

Concept Plan Development & Entitlement Services

Fallbrook Partners

Woodbury, MN

Davey Tree

Eagan, MN

Mesenbrink Construction

Corcran, MN

New Prague, MN

Lakeville, MN

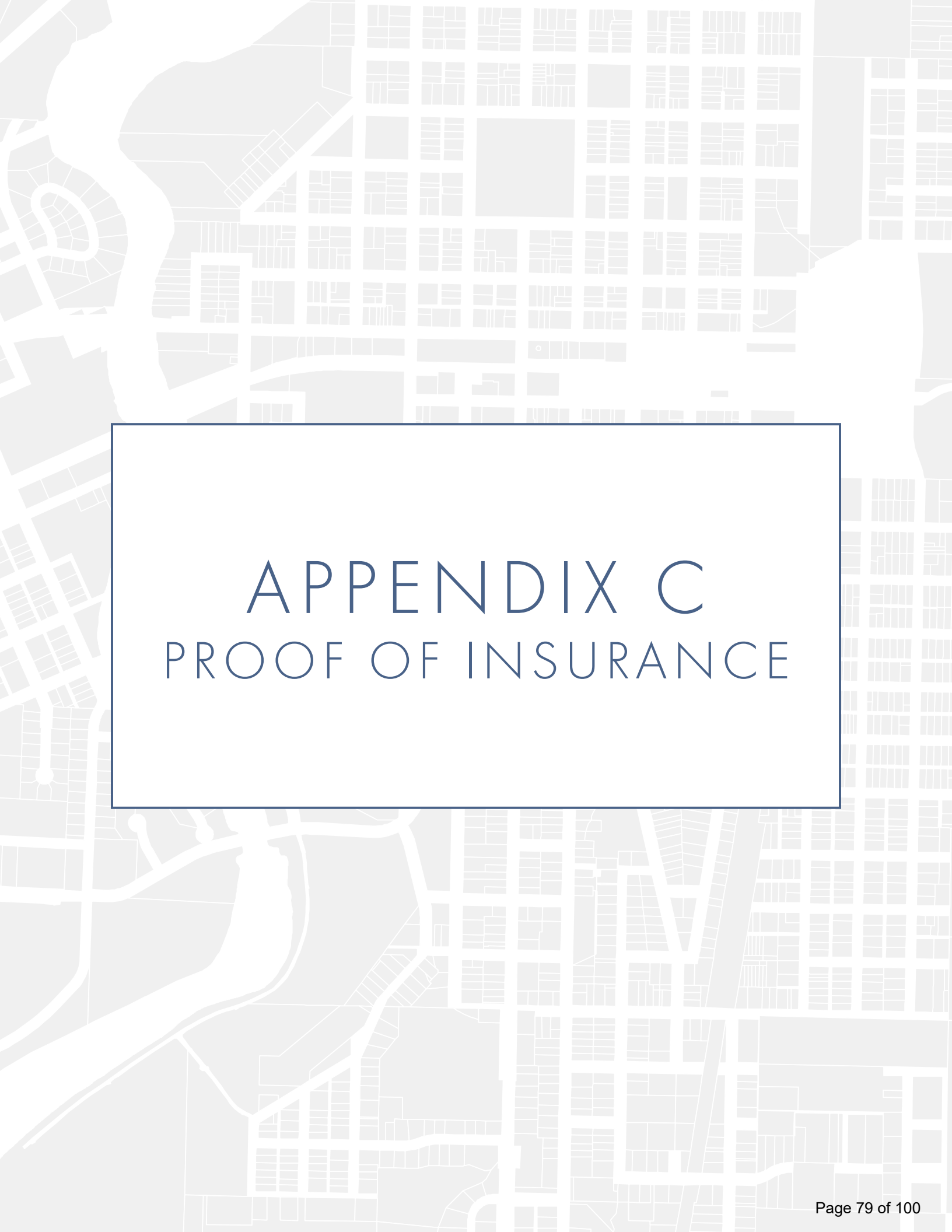


APPENDIX B

FEE SCHEDULE

(2026)

SERVICE	RATE
PRINCIPAL, PLANNER	\$165/HOUR
SR. PLANNER/ SR. LANDSCAPE ARCHITECT	\$152/HOUR
PLANNER / GIS PROFESSIONAL	\$135/HOUR
DOCUMENT PREPARATION/LAYOUT/PRODUCTION ▪ GIS MAPPING ▪ DOCUMENT LAYOUT ▪ GRAPHICS	\$120/HOUR
MILEAGE RATE (STANDARD 2026 IRS MILEAGE RATE)	\$0.725/MILE
PRINTING AND MAILING SERVICES	ACTUAL EXPENSES



APPENDIX C

PROOF OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/22/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

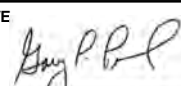
PRODUCER Pearl Insurance 1200 E Glen Ave Peoria Heights, IL. 61611		CONTACT NAME: PHONE (A/C, No. Ext): E-MAIL ADDRESS: FAX (A/C, No):	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Property and Casualty Insurance Co. of Hartford	
		INSURER B: Nutmeg Insurance Company	
		INSURER C: Hiscox Insurance Company Inc	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Property GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	Y	Y	83 SBA BE5K85	04/11/2025	04/11/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☒ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y	Y	83 UEC AH8526	09/13/2025	09/13/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ N	N/A	Y	83 WEC BE5KUV	04/11/2025	04/11/2026
A	Professional Liability Retroactive Date: 01/15/2017	Y	N	MPL1880145.25	01/05/2025	01/05/2026	\$1,000,000 per claim \$2,000,000 aggregate \$2,500 deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Loc 1: 550 Vandalia St, Ste 205, Saint Paul, MN 55114

CERTIFICATE HOLDER Proof of Insurance	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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A PROPOSAL FOR

Comprehensive Plan Update

FOR THE CITY OF BRAINERD

February 6, 2026

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



Re: Statement of Qualifications for Comprehensive Plan Update Services for the City of Brainerd

Dear Mr. Kramvik,

On behalf of WSB, we are grateful for the opportunity to submit our qualifications and methodology to the City of Brainerd for Comprehensive Plan Update Services. Our objective is to provide you with excellent, local customer service that is customized to your needs and that will have a lasting impact for your residents.

Local Customer Service | WSB recognizes the city of Brainerd's commitment to engaging local companies, and we are pleased to confirm that our Baxter-based WSB team, Ethan Youso and Grace Liljenquist, will serve as key contributors to this project. Our team's proximity ensures availability for meetings and accessibility, while their familiarity with the values, culture, and spirit of the Brainerd Lakes area enables them to effectively support the City's goals. As residents of the area themselves, they share and uphold the core values of the Brainerd community.

Collaborative Solutions, Customized to You | At WSB, we focus on listening and building partnerships from day one, combining our expertise with your vision to deliver solutions that are not only effective but also specifically designed for your community. Our process starts by understanding your needs, concerns, and requirements, which helps us define clear project goals. With this insight, we use our experience with similar projects to develop strategies that meet these needs and address any challenges—making your objectives our own. This approach leads to optimal results with reduced risk, always keeping the client's best interests at heart.

Expert Guidance, Lasting Impact | With WSB, you gain access to a team whose expertise directly aligns with Brainerd's vision for the future. Our Community Planning and Economic Development team has helped cities across the region chart successful paths forward, blending hands-on municipal planning with proven consulting leadership. This combined experience means we understand what matters most to Brainerd—delivering solutions that work for your unique needs. Additionally, our Natural Resources team, led by Alison Harwood, brings a deep understanding of environmental assessment (EAW) and project strategy, ensuring every aspect of your comprehensive plan is supported by knowledgeable professionals.

We enthusiastically submit this proposal for the City of Brainerd's consideration for Comprehensive Update Services. Please contact me at 612.364.3029 or at ljohnson@wsbeng.com if you have any questions about our qualifications or availability.

Sincerely, WSB

A handwritten signature in black ink that reads "Lori Johnson". The script is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Lori Johnson, AICP
Project Manager

A handwritten signature in black ink that reads "Ethan Youso". The signature is written in a cursive style, with the first letters of the first and last names being capitalized and prominent.

Ethan Youso, PE
Municipal Engineering Lead | Local Liaison



TABLE OF CONTENTS

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Firm Overview



Forge ahead.

Since 1995 WSB has served as a design and consulting firm specializing in engineering, community planning, environmental, and construction services. Together, our staff improves the way people engage with communities, transportation, infrastructure, energy and our environment. We offer services that seamlessly integrate planning, design and implementation.

We share a vision to connect your dreams for tomorrow to the needs of today—the future is ours for the making.

1,600+
STAFF

50+
SERVICE AREAS

50
OFFICES

10
STATES

Alternative Project Delivery | Asset Management | Biogas | Bridges & Structures | City Engineering | Community Planning | Constructability Review | Construction Materials Testing & Special Inspection | Contractor Modeling | Drinking Water | Economic Development | Environmental Compliance | Geohazard Risk Management | Geospatial | Geotechnical Engineering | GIS Services | Grants & Funding | Health & Safety Compliance | Intelligent Transportation Systems | Investigation & Remediation | Land Development | Landscape Architecture | Managed Services | Natural Resources | Pavement Management | Pipeline | Project Management & Construction Administration | Public Engagement | Public Works Management | Right of Way | Roadway Design | Smart Cities | Solar | Survey | Sustainability | Technology Solutions | Traffic Engineering | Transit Planning | Transportation Planning | Urban Design | Vibration Monitoring | Visualizations | Water Resources | Water Reuse | Wind

Qualifications of Assigned Personnel

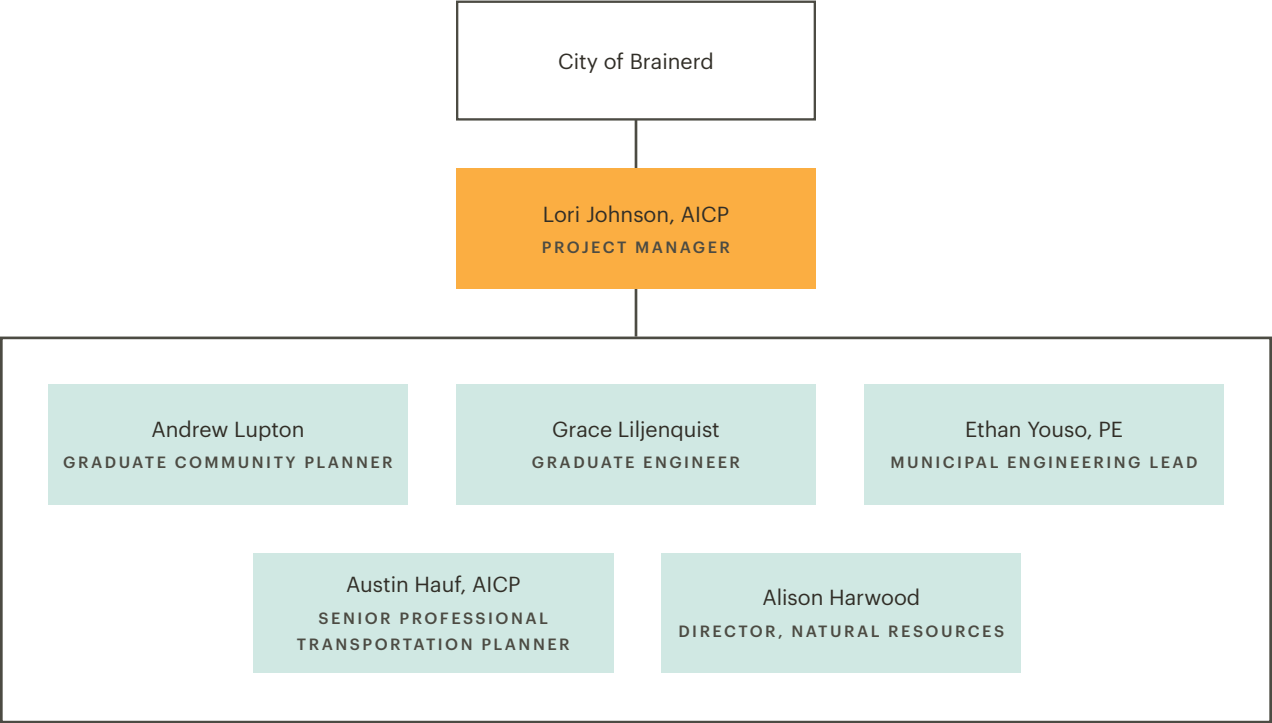


Firm Information

In September 2023, our firm changed its legal firm name and business formation from “WSB & Associates, Inc.” to “WSB LLC.” This change in formation and branding is more inclusive to the firms that have joined WSB since September of last year.



The team selected for this project have successfully delivered many projects on behalf of the City of Brainerd along with multiple other cities across northern Minnesota. Ethan Youso and Grace Liljenquist both work in WSB’s Baxter office and will serve as local liaisons for this project.





Lori Johnson, AICP

SENIOR PROFESSIONAL COMMUNITY PLANNER I



Lori brings over 30 years of comprehensive experience in the planning profession, including 24 years as the City Planner for the City of Blaine and four years as a Senior Planner with WSB, where she is a valued member of the Community Planning and Economic Development (CPED) team. Her unique blend of public and private sector expertise equips her with a well-rounded perspective that benefits every project she undertakes. At the City of Blaine, Lori managed the daily operations of the planning department and oversaw land use application processes with the Planning Commission and City Council. At WSB, she specializes in staff augmentation for multiple clients, works on small area and comprehensive plans, and leads large-scale zoning ordinance updates. Lori is highly skilled in project management, long-range planning, and excels at communicating with clients, city councils, planning commissions, developers, real estate professionals, and residents. This year, she is finalizing the repeal and replacement of zoning ordinances for the cities of Oronoco, Sunfish Lake, and Tonka Bay in Minnesota.

EDUCATION:

BA in Political Science,
Luther College, IA

Master of Community and
Regional Planning, Iowa
State University, IA

CERTIFICATIONS:

AICP Certification

ASSOCIATION/ ORGANIZATION:

American Planning
Association - MN Chapter
Secretary

Sensible Land Use Coalition

Zoning Ordinance Update and 2030 and 2040 Comprehensive Plan | Blaine, MN

CLIENT: CITY OF BLAINE

PROJECT DURATION: SEPT 2018 - NOV 2020

Lori directed the overall zoning ordinance update for the City of Blaine in 2020 in coordination with planning, code enforcement, and building department staff to create a more up-to-date ordinance that reflected the current desires of the City Council. In 2018, Lori was a key staff member helping to lead the Comprehensive Plan Update for 2040 for the City of Blaine. The City partnered with a consultant with whom Lori worked in close proximity.

Planning and Land Use Regulations Update | Oronoco, MN

CLIENT: CITY OF ORONOCO, MN

PROJECT DURATION: APR 2024 - 2025

The City of Oronoco has hired WSB to undertake a repeal and replace process for updating the City's zoning ordinance. The City is facing much change due to the recent sewer and water infrastructure project that has been initiated. Given the historic nature of the existing community and the rapid development potential that exists, the city wants to be in control of future standards and regulations to ensure that the community grows in ways that are smart, cognizant of public opinion, and that enhance the wonderful community that is there today. Our team has worked with staff and a steering committee to undergo an intense public engagement process that consisted of pop-up events, informational takeaways, and online visual preference surveys. The Steering Committee is providing guidance on what future standards should be as they relate to the findings of the public engagement report. WSB is now drafting the document for chapter review by the Steering Committee, Planning Commission, and the City Council. The final product will be a zoning ordinance that meets the expectations of the community, that will provide clear and concise language and visual representations for their rapid growth and transformation.



Andrew Lupton

GRADUATE COMMUNITY PLANNER



Andrew has experience performing traditional planning work such as analyzing land use applications and drafting long-range comprehensive plans. He knows that successful planning is based on respect for clients and listening to community input. Andrew possesses a rich background in organizational funding from his experience as a grant writer. He has performed grant services in the fields of education, utilities, renewable energy, and human services. His skills in the funding and philanthropic world supplement his planning ability with a multifaceted approach to new challenges.

EDUCATION:

Master of Urban and Regional Planning, Environmental Planning, University of Minnesota, MN

ASSOCIATION/ ORGANIZATION:

American Planning Association

Planning and Grant Writing Specialist | Otter Tail County, MN

CLIENT: OTTER TAIL COUNTY, MN

PROJECT DURATION: OCT 2023 - SEP 2025

Andrew functioned as the grant manager for Otter Tail County, ensuring that community grants are addressing programmatic requirements. He also sought out new opportunities for the County relating to all County functions, including economic development, workforce development, infrastructure, and environmental programs. Andrew was the primary contact for grant writing and implementation for Otter Tail County.

Grant-Writing Assistant | Indianapolis, IN*

CLIENT: VARIOUS CLIENTS

PROJECT DURATION: JAN 2023 - SEP 2023

Andrew was a grant writing assistant at Hedges, a consulting firm specializing in funding and organizational management for small and mid-size Indiana nonprofits. He worked with five client organizations, researching and writing 3-4 grants a month. Andrew was responsible for obtaining a \$50,000 grant from 16Tech on behalf of Girls Inc. Indy. He also created digital templates to streamline the grant writing process to assist Hedges clients. Andrew managed grant submission timelines through client and funder software.

2050 Comprehensive Plan | Braham, MN

CLIENT: CITY OF BRAHAM, MN

PROJECT DURATION: MAY 2024 - CURRENT

Andrew currently works with the City of Braham to create a new comprehensive plan. He communicates directly with city officials and members of the community through digital surveys and City Town Hall meeting attendance. The demographic data and research Andrew provides are used to create a plan that meets the immediate and long-range needs of the City.

Day-to-Day Planning | Various Minnesota Locations

CLIENT: VARIOUS CLIENTS

PROJECT DURATION: OCT 2023 - CURRENT

Andrew works with WSB's roster of clients on zoning and land use. He researches city, county, and state ordinances to process applicant site plans and draft new conforming plans. Andrew analyzes planning applications, provides written feedback for review by Planning Commissions and City Councils. He drafts small area plans, Comprehensive Plans, and corridor studies and assists in public engagement activities. He includes text, mapping, and graphic illustrations to make products accessible and informative.



Grace Liljenquist

GRADUATE ENGINEER



Grace is a graduate engineer in our municipal division, out of our Baxter, MN office. Grace graduated from North Dakota State University in 2022 with her Bachelor of Science in Construction Engineering. She has 2 years of experience in project management and construction administration. Prior to joining WSB, Grace was a project manager in the commercial division at Rice Lake Construction Group. With this experience, Grace has developed strong written and verbal communication skills and attention to detail, along with complex problem-solving skills. Grace's commercial project management experience with projects from estimating to close-out brings valuable insight and a unique perspective to the team.

REGISTRATION:

Engineer In Training
#172145

EDUCATION:

BS in Construction
Engineering, North Dakota
State University, ND

AA in General Studies,
Itasca Community College

CERTIFICATIONS:

Aggregate Production

Bituminous Street I

Concrete Field I

ASSOCIATION/ ORGANIZATION:

MN Society of Professional
Engineers

MPCA Subsurface Sewage
Treatment System Advisory
Board

Esko Fitness Center | Esko, MN*prior to WSB

CLIENT: ISD #99 ESKO PUBLIC SCHOOLS

PROJECT DURATION: JUL 2023 - JAN 2024

This project consisted of a brand-new fitness center and parking lot for Esko Public Schools and its community members. As the general construction project manager, Grace was responsible for ensuring the project was completed on schedule and within budget. To do this, Grace provided constant communication to her subcontractors and with the client. Grace also showed strong attention to detail when analyzing scope gaps and administering contracts. A unique aspect of this project was having to underpin existing foundations. Working closely with both the site superintendent and structural engineer, Grace was able to guide the team to a more cost-effective way of performing this work.

Victual Expansion | Crosby, MN*prior to WSB

PROJECT DURATION: JAN 2023 - AUG 2023

The Victual Expansion project included the renovation of two neighboring buildings into one large retail space, an additional expansion on one of the buildings, and a parking lot. In order to expand one building and combine the neighboring buildings, extensive demolition of load-bearing walls had to be performed. During demolition of an exterior wall, it was discovered that the wall would no longer be structurally sound if we continued per the plans. Grace was able to effectively communicate the problem to the structural engineer and work with them and the shoring contractor to come up with a solution that did not delay the project's schedule. She was then able to effectively communicate this issue to the client, along with any cost impacts.

Super One Foods | Walker, MN*prior to WSB

PROJECT DURATION: JUL 2023 - JUN 2024

This project included construction of a new Super One Foods grocery store, demolition of the existing one, and a new parking lot. Grace's role as a project engineer involved assisting the project manager and superintendent with all construction administration tasks, schedule updates, and any communication with subcontractors. A unique aspect of this project included the proximity of the new store relative to the existing store. The new store's utilities were proposed to run under the existing store's parking lot. Grace assisted in developing solutions and coming up with a phasing plan for the installation of the utilities that would cause minimal disruption to the existing operating store.



Ethan Youso, PE

MUNICIPAL ENGINEERING LEAD



Ethan has experience as a project engineer and project manager on municipal projects. He is experienced with ADA, sanitary sewer, water distribution, storm sewer, urban/rural reconstruction, and road projects. Ethan has knowledge of MnDOT and state aid requirements and has coordinated with local, regional, and state permitting agencies on numerous projects.

REGISTRATION:

PE MN #62781

EDUCATION:

BS in Civil Engineering,
University of North Dakota
2020

ASSOCIATION/
ORGANIZATION:

CEAM

APWA

CSAH 3 & CSAH 66 Improvements | Crosslake, MN*

CLIENT: CROW WING COUNTY, MN

PROJECT DURATION: SEP 2023 - MAY 2024

Reconstruction of CSAH 66 and CSAH 3 with the addition of a roundabout. The project also consisted of shoulder widening, storm sewer installation, and the addition of turn lanes. This project incorporated a phasing plan to limit the effect of construction on businesses, the replacement of a multi-use trail while maintaining ADA requirements, the relocation and addition of RRFBs, and the installation of a new 6' sidewalk on the East side of CSAH 66. This project obtained multiple funding sources and, as a result, required a very robust Engineer's Estimate and SEQ to obtain State Aid approval.

11th Street NE Reconstruction*

CLIENT: CITY OF LITTLE FALLS

PROJECT DURATION: AUG 2021 - JUL 2022

Reconstruct of roadway and storm sewer system under 11th Street NE. ADA improvements.

2025 Brainerd Resurfacing Project*

CLIENT: CITY OF BRAINERD, MN

PROJECT DURATION: NOV 2024 - SEP 2025

Mill, overlay, and reconstruction of multiple bituminous streets in South Brainerd. Project also included spot curb and gutter repairs and the installation of two new valley gutters to improve drainage.

2022 Inglewood Drive Project*

CLIENT: CITY OF BAXTER, MN

PROJECT DURATION: MAY 2022 - SEP 2024

The project improved traffic circulation and movements that complement the main roadway arterials of TH 210 and TH 371, along with maintaining and providing a safe pedestrian crossing of TH 210 and the BNSF railway. The relocation of the signalized intersection to Inglewood Drive improved the signal spacing on TH 210, shortened the westbound exit traffic distance to 0.8 miles on Foley Road, and improved regional traffic and pedestrian movements.

* Work performed at a
previous firm



Austin Hauf, AICP

SENIOR PROFESSIONAL TRANSPORTATION PLANNER I



Austin has helped clients secure nearly \$50 million for improvements to parks, trails, and highway infrastructure. He has led or supported the preparation of grant applications for a wide range of funding sources, including U.S. DOT BUILD, RAISE, RURAL, BIP, PROTECT and Scenic Byways programs, Twin Cities Metropolitan Council Regional Solicitation, MnDOT Local Road Improvement Program (LRIP) and Transportation Economic Development (TED) grants, MN DEED Transportation Economic Development Infrastructure (TEDI) program, and MN DNR Outdoor Recreation and Local Trail Connections Grant programs. His roles have included all aspects of the preparation process, from technical analysis and writing to agency coordination, and he has demonstrated the ability to succinctly communicate the key goals and outcomes of proposed projects to potential funders.

REGISTRATION:

American Institute of
Certified Planners #32983

EDUCATION:

Master of Urban and
Regional Planning,
University of Minnesota,
MN

BA in Political Science,
Global Studies, and
Chinese, Concordia
College, MN

2024 Bridge Investment Program Grant Applications | ND

CLIENT: NDDOT

PROJECT DURATION: FEB 2024 - JUL 2024

Austin led preparation of two federal Bridge Investment Program (BIP) grant applications for projects located in Cannon Ball and Valley City, ND. He served as a liaison between NDDOT and WSB technical staff and supervised the preparation of the project description, merit criteria narrative, and other elements of the required application package. Both projects were successful. "Safe & Resilient Passages at Standing Rock" was awarded \$9.4M and "Viking Bridge Reconstruction" was awarded \$2.7M.

2023 Local Road Improvement Program Grant Applications | MN

CLIENT: MULTIPLE CLIENTS

PROJECT DURATION: SEP 2023 - DEC 2023

Austin led the preparation of Local Road Improvement Program (LRIP) grant applications for Falcon Ave in the City of North Branch and Otter Lake Road in the City of Lino Lakes. He was the primary grant writer as well as the primary liaison with city staff.

2019 I-94 BUILD Grant Application | Wright County, MN

CLIENT: MNDOT - DISTRICT 3

PROJECT DURATION: JUN 2019 - JUL 2019

Austin assisted with the preparation of a \$25 million application for 2019 BUILD Transportation Discretionary Grant funds to support the reconstruction and expansion of I-94 between Albertville and Monticello. He was responsible for preparing application content and supporting material.

Minnesota Safe Routes to School Program | MN (Statewide)*

CLIENT: MNDOT

PROJECT DURATION: MAY 2018 - DEC 2018

The Minnesota Safe Routes to School (SRTS) Program, under MnDOT's Office of Transit and Active Transportation, funds and assists schools and communities to improve children's ability to walk and bike to school. Austin coordinated with stakeholders, created engagement materials, reviewed plans, and led the development of an online tool for accessing SRTS plans and enhancing program transparency.



Alison Harwood, CWD

DIRECTOR, NATURAL RESOURCES



Alison has over 16 years of experience in the natural resources field performing field studies as well as helping clients navigate environmental review and permitting processes. She has extensive knowledge of environmental review and has led many projects through the environmental review and permitting processes. She's completed Environmental Assessments and Categorical Exclusions for a variety of projects and has extensive experience in water resources permitting, including Federal Section 404, Section 10, and Section 401 permitting, and consultation regarding Section 7, Section 106, BGEPA, and MBTA resources.

EDUCATION:

MS in Biology, Minnesota
State University - Mankato,
MN

BS in Biology, South Dakota
State University, SD

CERTIFICATIONS:

Certified Wetland
Delineator #1238

ASSOCIATION/ ORGANIZATION:

WTS Minnesota

Women of Renewable
Industries and Sustainable
Energy

Wetland Professionals
Association

Environmental Review Assistance | Various Clients

CLIENT: VARIOUS CLIENTS

PROJECT DURATION: 2017 - CURRENT

Alison has led numerous environmental reviews in accordance with Minnesota Rules 4410 and also reviewed environmental review documents on behalf of Responsible Government Units to ensure completeness. Alison is very involved with evaluation of the various resources to identify the potential for impacts and recommend impact avoidance or minimization measures and mitigation opportunities.

Hentges Industrial Site EAW | Shakopee, MN

CLIENT: CITY OF SHAKOPEE

PROJECT DURATION: DEC 2020 - FEB 2021

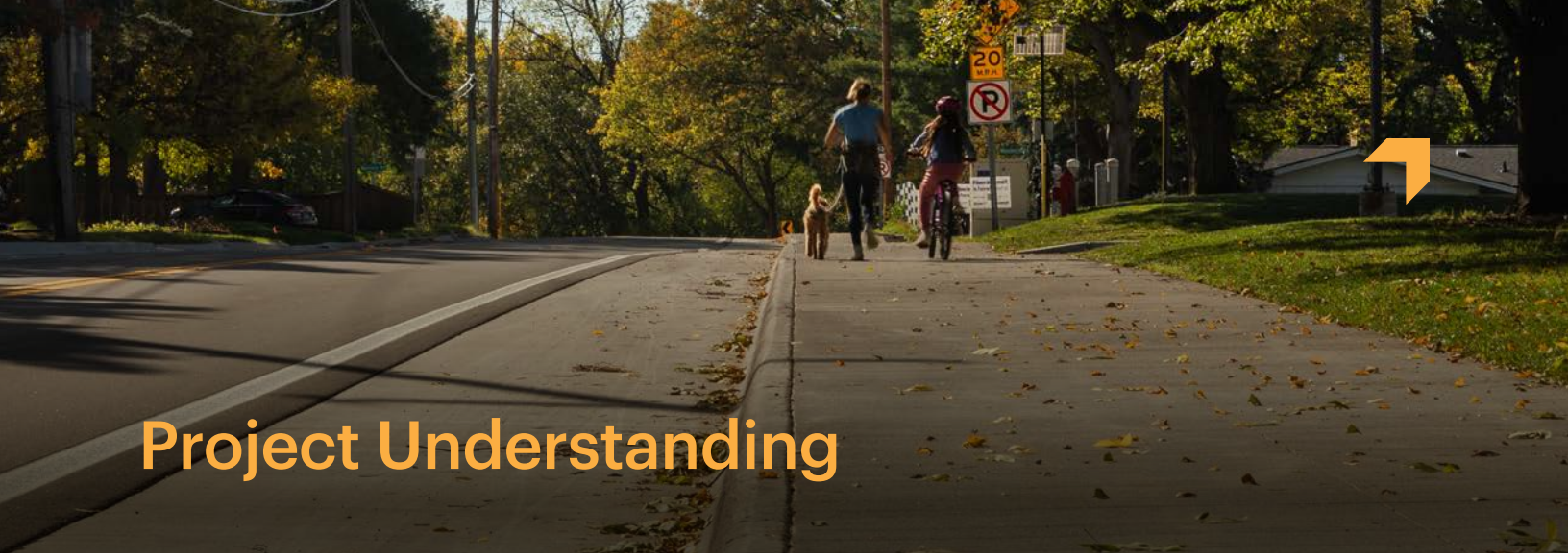
Alison led the Environmental Assessment Worksheet preparation for this project, which involved development of 61 acres in the City of Shakopee. The analysis included evaluation of various resources including, but not limited to, water resources, soils, potential contamination, cultural resources, and the transportation network. The potential for impacts to the evaluated resources were documented in the Environmental Assessment Worksheet and distributed per the Environmental Quality Board guidelines. The project was ultimately determined to not have the potential for significant environmental impact and did not require an Environmental Impact Statement.

On-Demand Environmental Review Services | Various Locations, ND

CLIENT: NDDOT

PROJECT DURATION: 2021 - 2023

WSB was selected to function as an on-demand resource for the NDDOT for environmental including Aquatic Resources Delineations, Wetland Monitoring, Tree and Shrub Surveys and Soil Classification and other services as required for the project. The primary function of this contract is to support the environmental processes of NDDOT led designs. The WSB team includes biologists, certified wetland delineators, professional soil classifiers and foresters to ensure complete in-house delivery of all NDDOT deliverables. To date WSB has been selected to complete work on six projects that included wetland monitoring, aquatic resources delineation, stream mitigation banking and applicable adjacent services. These projects combined have included over 40 miles of delineations. WSB has worked to exceed the NDDOT's expectations by supplying real-time GIS-based inventories which have allowed NDDOT designers to be proactive during preliminary engineering. This approach allows the department to evaluate potential impacts and consider corrective measures to reduce or remove impacts prior to receipt of the final report and data. WSB's approach to data delivery methods and responsiveness has enabled NDDOT to streamline and be more efficient at executing their project workload.



Project Understanding

Our project team has carefully reviewed the RFP and consulted with city staff to present a comprehensive approach to this initiative. We propose conducting a high-level evaluation of the current comprehensive plan (approved in 2019) to confirm that its goals and implementation strategies remain relevant and actionable. This assessment will also involve a thorough review of the updated zoning code and additional documents as requested by the city, ensuring that all comprehensive plan information remains consistent and aligned with recent approved changes. Most significantly, this process will be directed by the principles established in the current comprehensive plan.

Special consideration will be given to possible modifications of the Environmental Assessment Worksheet (EAW) threshold criteria related to residential development. The objective is to facilitate efficient processing of new residential projects without imposing unnecessary administrative burdens.

The existing implementation table within the comprehensive plan will undergo an extensive review and be revised as needed to support the achievement of comprehensive plan objectives and to develop an actionable matrix that promotes clarity and effective execution.

Ongoing collaboration between WSB, city staff, the Planning Commission, and City Council will be established via an initial kick-off meeting, followed by a series of discussions focused on reviewing and recommending updates to the comprehensive plan. Additionally, a public open house will be organized to solicit feedback and foster community support

for proposed changes. Finally, WSB will be present at Planning Commission and City Council meetings to usher the changes through the required approval processes.



Project Approach



Task 1: Kick-Off Meeting/Research and Review

WSB will facilitate a hybrid (virtual/in-person) kick-off meeting with city staff to develop a clear understanding of the overall planning process, intended outcomes and project deliverables along with a review of the project schedule and identification of key contacts and project stakeholders. Staff from WSB's Baxter office will be in person for the meeting.

This task also entails WSB's review of all pertinent documents, including the current approved Comprehensive Plan, Zoning Ordinance, and any additional materials as directed by city staff. This thorough assessment will serve as a diagnostic evaluation of the comprehensive plan to identify potential areas of concern. Our EAW team will begin work on studying the necessary process for changing EAW thresholds as well, so this information can be incorporated into future meetings.

WSB understands that the implementation matrix currently in the comprehensive plan needs to be modified and/or updated. As this project progresses,

significant attention will be given to this matrix to determine necessary changes. During this first task, WSB will work with staff to identify changes that are obvious, though further changes might come from the public engagement tools to be utilized. The implementation matrix will include descriptions of public programs, fiscal devices and any other action that may be necessary to implement the plan. This matrix will also include a schedule for the implementations.

TASK 1 DELIVERABLES

- Kick off meeting—hybrid virtual/in-person
- Review of the City's Zoning Ordinance and Comprehensive Plan
- Review of any other relevant data presented to WSB by city staff
- Diagnosis of the Comprehensive Plan to identify areas of concern



Task 2: Meetings and Public Participation

Following the initial kickoff meeting with city staff and completion of the comprehensive plan diagnosis by WSB, our team will convene a meeting with city staff and the Planning Commission to further define and clarify the planning process, as well as address the ideas and objectives of the Planning Commission. The Planning Commission serves as an essential advisory body for potential amendments to the comprehensive plan, and its input will inform the content of subsequent meetings.

Based on the outcome of the Planning Commission meeting, WSB will facilitate two joint sessions involving the Planning Commission, City Council, Economic Development Authority and the Housing and Redevelopment Authority. The agendas for these meetings will be developed based on feedback from the Planning Commission to ensure effective review of policies and the implementation matrix for each chapter, verifying their continued relevance in the current context. This approach will be systematic, with carefully structured meeting agendas aligned with the approved comprehensive plan framework.

WSB will lead all meetings and create necessary visual materials, except for maps. Staff has indicated that updates to maps are not required as part of this plan update, and therefore, map revisions were not included in our proposal.

Upon completion of the two joint meetings, the resulting proposed changes will be presented to the general public at an open house. WSB will be present to assist attendees in understanding the proposed modifications, and our team will employ information-gathering techniques to incorporate public feedback into the final draft of the proposed changes.

Task 3: Drafting Revised Documents

Following the completion of Task 2, Task 3 involves preparing the proposed amendments to the comprehensive plan. The format of these changes will be established in consultation with staff and the Planning Commission, with WSB taking responsibility for drafting the revisions. WSB will submit two drafts to the City—the initial draft will undergo review by city staff and the Planning Commission, while the second draft will also be forwarded to the City Council for additional feedback.

WSB will be available for questions during this review period, but city staff would take the lead on any meetings that may be necessary to go over the proposed drafts. WSB will then make all necessary changes as directed. This detailed review process is designed to facilitate a smoother approval phase as the project concludes.

Task 4: Approval of Changes

Following the receipt of all comments, WSB will prepare the final document and transmit it to city staff, who will oversee coordination of public hearings and meetings. WSB will attend the required public hearing on the final draft as well as the City Council meeting for official approval. The project budget includes provisions for one Planning Commission meeting, one City Council meeting, and all necessary printed materials and visuals.

TASK 2 DELIVERABLES

- Development of meeting strategy
- One in-person meeting with city staff and the Planning Commission
- Two in-person joint meetings with city staff, the Planning Commission and City Council
- One public open house meeting

TASK 3 DELIVERABLE

- Preparation of two preliminary drafts for review by staff, the Planning Commission and City Council

TASK 4 DELIVERABLES

- Preparation of final draft for review by staff, the Planning Commission and City Council
- Attendance at one Planning Commission meeting and one City Council meeting
- Delivery of final product upon approval
- Guidance to the city on submitting certification to the EQB chair regarding the increase of residential development threshold for a mandatory EAW

Relevant Project Experience, References

Planning and Land Use Regulations Update

CLIENT: CITY OF ORONOCO

LOCATION: ORONOCO, MN

DURATION: APRIL 2024 - EARLY 2025

The City of Oronoco has hired WSB to undertake a repeal and replace process for updating the City's zoning ordinance. The City is facing much change due to the recent sewer and water infrastructure project that has been initiated. Given the historic nature of the existing community and the rapid development potential that exists, the city wants to be in control of future standards and regulations to ensure that the community grows in ways that are smart, cognizant of public opinion, and that enhance the wonderful community that is there today.

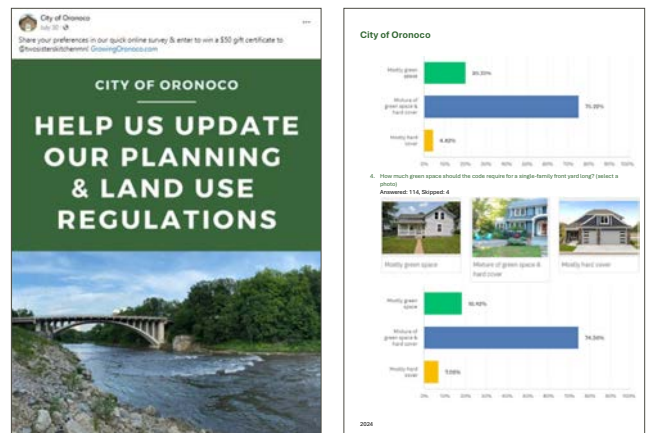
Our team has worked with staff and a steering committee to undergo an intense public engagement process that consisted of pop-up events, informational takeaways, and online visual preference surveys. The Steering Committee is providing guidance on what future standards should be as they relate to the findings of the public engagement report. WSB is now drafting the document for chapter review by the Steering Committee, Planning Commission and the City Council.

The final product will be a zoning ordinance that meets the expectations of the community, that will provide clear and concise language and visual representations for their rapid growth and transformation.

KEY WSB STAFF: LORI JOHNSON (PROJECT MANAGER), CHEVELLE KAZMIERCZAK (ENGAGEMENT), ANDREW LUPTON (COMMUNITY PLANNER)

FEE: \$63,000

REFERENCE: KATHY BRANDT-RUCKER | STEERING COMMITTEE CHAIR | 507.273.5450 | KRUCKER@THINKBANK.COM

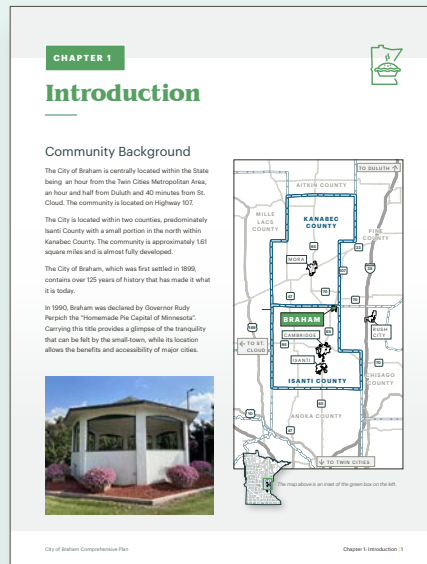


ABOVE: PROJECT WEBSITE, SOCIAL MEDIA POSTS, AND SURVEY RESULTS, BELOW: IN-PERSON ENGAGEMENT INCLUDED NATIONAL NIGHT OUT AND ORONOCO GOLD RUSH DAYS



Braham Comprehensive Plan Update

CLIENT: CITY OF BRAHAM
LOCATION: BRAHAM, MN
DURATION: FEB 2024 - SEP 2024



WSB was hired to update the City of Brahm comprehensive plan. The plan was obsolete and failed to address the goals and objectives of the community and elected officials. WSB set up a working group that represented important aspects of the community, particularly local businesses, downtown businesses, volunteer organizations, parks and recreation organizations, the local school district, and representatives from the EDA, Planning Commission, and City Council. Two community meetings and a city-wide survey were undertaken to get feedback about the city and what residents thought were the most important issues facing the community. With the public responses, the committee focused on encouraging growth in Brahm, both residential and commercial. They wanted a clear plan for future capital projects so they could identify funding sources and work to obtain

grants and aid.

The Plan provided guidance for the future and raised ideas about future areas of growth and potential programs that could be initiated at the local level to attract new businesses. The Plan identified future areas for annexation and opened discussions on utility extension, utility capacity, and rebuilding some of the existing sewer and water infrastructure when rehabilitating local roads. The City Council recognized the community cannot rely solely on redevelopment and should also expand its borders.

KEY STAFF: KIM LINDQUIST, ANDREW LUPTON, ALISON NGUYEN

REFERENCE: KEVIN STAHL | CITY ADMINISTRATOR/POLICE CHIEF | CITY OF BRAHAM | 320.496.8709 | KSTAHL@BRAHAMMN.GOV

Blaine Comprehensive Plan

CLIENT: CITY OF BLAINE

LOCATION: BLAINE, MN

DURATION: 2017 - 2020

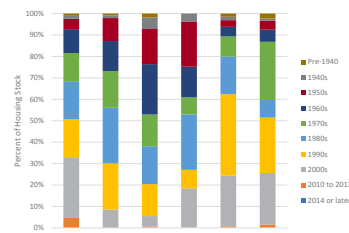


HOUSING CONDITIONS IN BLAINE AND NEARBY COMMUNITIES

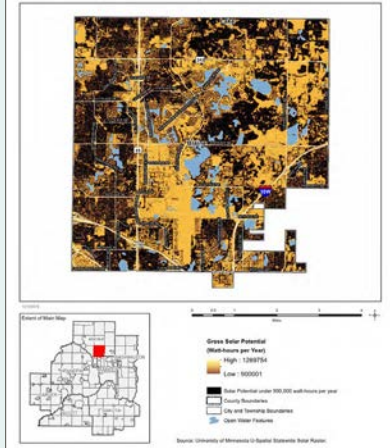
Age of Housing Stock

Blaine began suburban-style development in the 1960s and has had consistent growth each decade since. Therefore, much of its housing stock is spread somewhat evenly over several decades (Figure 3-10), although Blaine experienced a housing construction boom in the 2000s. Coon Rapids, Blaine's neighbor to the west, has had a similar development history, however, the smaller and older communities to the south and southeast have a much larger proportion of their housing stock that is over forty years old. In contrast, Lino Lakes and Ham Lake have a much younger housing stock because of a higher percentage of homes built since the 1990s.

FIGURE 3-10: AGE OF HOUSING STOCK IN BLAINE AND SURROUNDING COMMUNITIES



Gross Solar Potential City of Blaine, Anoka and Ramsey Counties



WSB led the City of Blaine through its 2040 Comprehensive Plan Update. The 2040 Comprehensive Plan established a vision for how the community will grow and develop over the coming decades and was reflective of the desires of the entire community. It analyzed various topics related to development including land use, housing and neighborhoods, economic development, transportation, utilities, and parks & trails, among others. The plan also included specific implementation steps so the city could plan for and track the progress towards reaching its goals.

Pop up events and other community events were used to gather information from the public on a wide variety of issues. Open houses for community members were staffed by WSB and by city staff members.

THE PROJECT INCLUDED THE FOLLOWING COMPONENTS:

- Demographics, Economic Development, Land Use, Housing, Implementation, Parks, Public Participation, and Resiliency.

CLICK OR SCAN THE QR CODE TO
VIEW A COMPREHENSIVE PLAN
EXAMPLE:



KEY STAFF: LORI JOHNSON

COST: \$ 107,000

REFERENCE: ERIK THORVIG | CITY MANAGER | CITY OF
BLAINE | 763.785.6180

LOCAL PUBLIC CLIENTS

WSB works for a variety of local clients in the Brainerd area, such as East Gull Lake, Osakis, Baxter, and various MnDOT and other government projects that take place in the region. WSB also performs work all across the state of Minnesota, as well as 9 other states across the US.

Basis for Compensation



TASK DESCRIPTION	PROJECT MANAGER, SR. PLANNER	COMMUNITY PLANNER	ENGINEERING PROJECT MANAGER	SR. TRANSP. PLANNER	GRADUATE ENGINEER	SR. GRAPHIC DESIGN SPECIALIST	DIRECTOR, NATURAL RESOURCES	PROJECT MGMT	TOTAL HOURS
	LORI JOHNSON	ANDREW LUPTON	ETHAN YOUSO	AUSTIN HAUF	GRACE LILJENQUIST	YENG MOUA	ALISON HARWOOD	GRAYSON	
1 KICK OFF MEETING/RESEARCH AND REVIEW									
HYBRID KICK OFF MEETING	1	1	2	1	2		1		8
REVIEW OF ZONING ORDINANCE AND COMP PLAN AND OTHER RELEVANT DATA	3	4	1	1	2		1		12
DIAGNOSIS OF THE COMP PLAN	2	2	1	1	1		1		8
2 MEETINGS AND PUBLIC PARTICIPATION									
DEVELOPMENT OF MEETING STRATEGY	1								1
IN PERSON MEETING WITH STAFF AND PLANNING COMMISSION	5		3		3				11
TWO IN PERSON MEETINGS WITH STAFF, PLANNING COMMISSION AND CITY COUNCIL	10		3		3				16
CREATION OF MATERIALS AND VISUALS FOR MEETINGS	2	2				2			6
ONE PUBLIC OPEN HOUSE MEETING			2		2				4
3 DRAFTING REVISED DOCUMENTS									
PREPARATION OF TWO PRELIMINARY DRAFTS FOR REVIEW BY STAFF	7	10	2	2	7	6	2		36
4 APPROVAL OF CHANGES									
PREPARATION OF FINAL DRAFT	4	8	1	1	1	3	1		19
ATTENDANCE AT ONE PC MEETING	6		2		2				10
ATTENDANCE AT ONE CC MEETING	6		2		2				10
DELIVERY OF FINAL PRODUCT UPON APPROVAL	2	2							4
PROJECT MANAGEMENT INVOICES								2	2
TOTAL ESTIMATED HOURS	49	29	19	6	25	11	6	2	147
AVERAGE HOURLY BILLING RATE	\$241	\$127	\$215	\$195	\$155	\$142	\$241	\$128	
TOTAL FEE BY LABOR CLASSIFICATION	\$11,809	\$3,683	\$4,085	\$1,170	\$3,875	\$1,562	\$1,446	\$256	
TOTAL PROJECT COST									\$27,886

POTENTIAL CONFLICTS OF INTEREST

WSB LLC has no potential conflicts to disclose at this time, nor do we foresee any potential conflicts when working with the City of Brainerd

Disclosures and Assurances



APPLICATION OF AUTHORITY

Lori Johnson, AICP, and Ethan Youso, PE, are authorized as the signing representatives of WSB LLC and will act as the point of contact for the City of Brainerd on this project. If you have any questions on this proposal or our qualifications, please reach out to Lori at 612.364.3029 or at ljohnson@wsbeng.com.

INSURANCE COVERAGE

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 3/4/2025		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER Marsh & McLennan Agency LLC 6160 Golden Hills Drive Minneapolis MN 55416			CONTACT NAME: Kasi Heilig PHONE (A/C, No, Ext): E-MAIL: kasi.heilig@marshmma.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A : National Union Fire Ins Co PittsburghPA INSURER B : Zurich American Insurance Company INSURER C : Twin City Fire Insurance Company INSURER D : INSURER E : INSURER F :			
INSURED WSB LLC 701 Xenia Ave So., Suite 300 Minneapolis, MN 55416			NAIC # 19445 16535 29459			
COVERAGES CERTIFICATE NUMBER: 222722277 REVISION NUMBER:						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC OTHER:		GL5425678	3/1/2025	3/1/2026	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COM/PO/ AGG \$ 10,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY		CA4693553	3/1/2025	3/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 10,000		41HV6BP2SZ9	3/1/2025	3/1/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	WC066656880 WC066656900	3/1/2025 3/1/2025	3/1/2026 3/1/2026	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Inland Marine		CPP696163600	3/1/2025	3/1/2026	Each Occurrence 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
CERTIFICATE HOLDER				CANCELLATION		
Proof of Insurance				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
				AUTHORIZED REPRESENTATIVE 		
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