Planning Advisory Commission
March 26, 2026
CUP-26-002

POPECOUNTY MINNESOTA

S:\3. BOA-PAC\2026\3. 26 March 2026\6. PAC - 3 Items\2. 09-0432-602 Braaten CUP-26-002\3. Staff Report\PAC V.B.2 Braaten Commercial Storage CUP-26-002-Staff Report.docx

STAFF REPORT

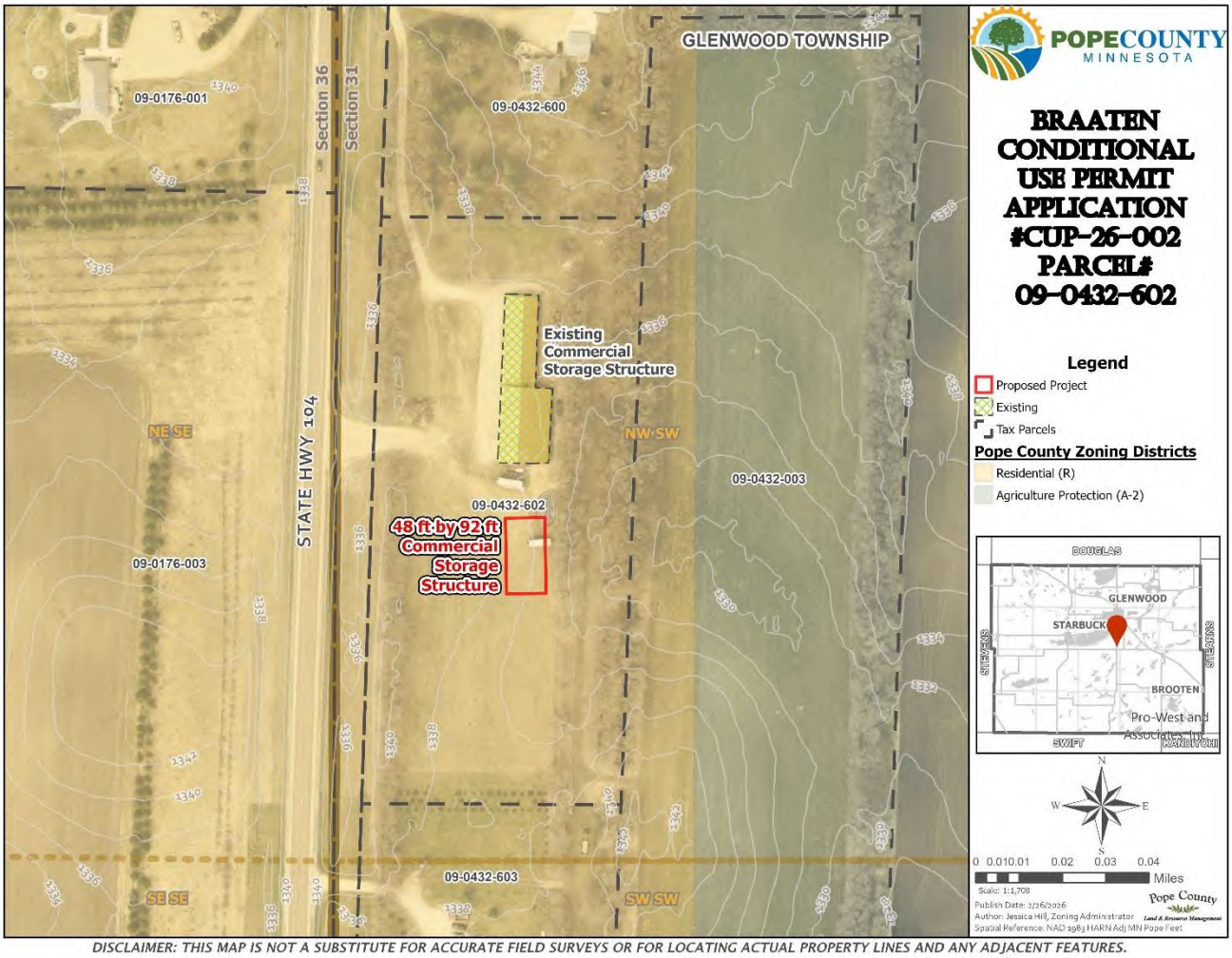
Applicant Information

Applicant: Brett Braaten on behalf of Waska Properties

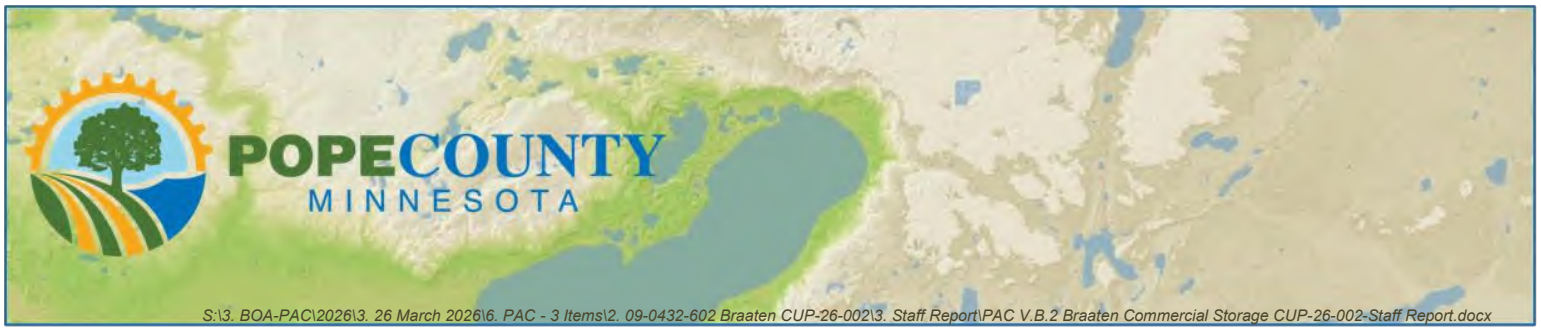
Application: Conditional Use Permit (CUP-26-002)

Zoning: Residential (R)

Location: Lot 1, Block 1, Country Cross Roads, Section 31, Township 125 (Glenwood), Range 37, Pope County, Minnesota



DISCLAIMER: THIS MAP IS NOT A SUBSTITUTE FOR ACCURATE FIELD SURVEYS OR FOR LOCATING ACTUAL PROPERTY LINES AND ANY ADJACENT FEATURES.



Background

The applicant is requesting a Conditional Use Permit (CUP) to construct and operate an additional commercial storage building on a 5.25 acre parcel located in Glenwood Township. The property is accessed from State Highway 104, under the jurisdiction of MnDOT.

The surrounding area consists of a mix of residential, agricultural, and commercial uses. The proposal represents an expansion of an existing commercial storage use on the property.

Applicable Statutes

Local Ordinance

- Pope County Land Use Controls Ordinance
  - Section 5 Residential (R) *(zoning district)*
    - 5.3.H Other uses of the same general character as those listed above…*(conditional uses)*
  - Section 11.5 Conditional & Interim Use Permit *(criteria and procedures)*

State Statute/Rule

- Minnesota Statute Chapter 394. Planning, Development, Zoning *(enabling legislation)*
- Minnesota Administrative Rules Chapter 1800.5200 *General Requirements and Exceptions* (see Attachment 3)

Staff Comments

This request is evaluated against the criteria established in Section 11.5 of the Pope County Land Use Controls Ordinance. The approval authority resides with the Board of County Commissioners who may attach certain conditions to the approval of the land use intended to mitigate any potential impact on neighboring properties, nearby surface water resources and the general public.

Commercial storage is not explicitly listed within the Residential District but is considered under Section 5.3.H, which allows uses of a similar character through a Conditional Use Permit. Given the mixed-use nature of the surrounding area and the presence of an existing storage facility on-site, the proposed use is consistent with this provision.

The proposal includes construction of an additional storage building associated with an existing commercial storage operation. Based on the scale and nature of the use, the expansion is not anticipated to significantly increase traffic volumes on State Highway 104 or adversely impact surrounding properties.

As the structure(s) are for commercial use, they are subject to MN Rules 1800.5200 which requires the plans/designs for the building(s) to be prepared by a licensed architect or engineer unless exempted by MN Rules 1800.5900. The structure(s) design and intended use for storage, fall into the MSBC occupancy group identified as S2. In this group, an exemption applies to structures that are no greater than 5000 square feet in gross area and limited to one story.

The applicant is responsible for complying with any applicable Township regulations, including permitting and setback requirements.

Staff Recommendation

Having reviewed and considered the application, local ordinances, state statutes, and any comments that may have been received, staff supports a recommendation of approval conditioned upon:

1. All development shall comply with the Pope County Land Use Controls Ordinance, as amended, including but not limited to all applicable setback, height, and performance standards.
2. The applicant shall obtain a Land Use/Construction Activities Permit prior to the commencement of any land disturbance, construction, or site preparation activities.
3. Final building and site plans shall be submitted to and approved by the County prior to issuance of a Land Use Permit. Construction shall be consistent with the approved plans.
4. All exterior lighting shall be hooded and directed straight-down.
5. Any sign advertising the business must be located outside of the road right-of-way, may be no larger than 48 square feet on each side, and may be no more than 15 feet in total height. The sign may not be lighted except for ground-level, flagpole-type lighting.
6. Outdoor storage of materials, equipment, or vehicles associated with the use is prohibited unless expressly authorized by an amendment to this permit.
7. The property owner shall maintain the site in a neat and orderly condition at all times. This includes, but is not limited to, controlling noxious and invasive weeds in accordance with County and State regulations and preventing conditions that constitute a public nuisance.
8. Structures shall be sited and/or screened to minimize visibility from adjacent properties and public roadways.
9. Any change in the use (other than the permitted uses in the zoning district or what is included in this permit) or expansion of the business (including construction of additional buildings not identified) shall require an amendment to the conditional use permit.
10. County staff may enter onto the property at reasonable times and in a reasonable manner to ensure the compliance with permit conditions and all other applicable statutes, rules and ordinances.

Staff Findings

The Staff offers the following findings for consideration:

1. **The project is in compliance with the setback and other provisions of this ordinance unless a variance has been granted:**

   Finding: The proposed use involves the location of and operation of onsite storage units. Based on submitted site plans, the proposed structure appears capable of meeting required setbacks and dimensional standards of the ordinance. Compliance will be verified at time of the Land Use Permit.

2. **The use is not in conflict with the County Comprehensive Land Use Plan:**

   Finding: The Comprehensive Plan recognizes a diversity of land uses and the need for appropriate siting and separation. Given the existing mixed-use character of the area and the location of the proposed expansion, the use is not in conflict with the Comprehensive Plan.

3. **That the use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, not substantially diminish or impair neighborhood property values in the area and will not interfere with the best interest of the surrounding area or the community as a whole:**

   Finding: The use, as conditioned, is not anticipated to negatively impact neighboring properties or property values due to its scale, location, and required mitigation measures.

4. **The use will not create an excessive burden on parks, schools, streets, water supply, public drainage systems and other public facilities and utilities which serve or are proposed to serve in the area:**

   Finding: The proposed use is not anticipated to create an excessive burden on public infrastructure, including roads, drainage systems, or utilities.

5. **The structure and sites shall have an appearance that will not have an adverse effect on adjacent properties:**

   Finding: Subject to conditions regarding site maintenance and screening, the development is not anticipated to have an adverse visual impact on adjacent properties.

6. **The road on which the project is proposed is adequate to handle increased traffic during operation, and that the use will not cause traffic hazards or congestion:**

   Finding: State Highway 104 is adequate to accommodate traffic associated with the proposed expansion. The use is not anticipated to create traffic hazards or congestion.

7. **Existing businesses nearby will not be adversely affected because of curtailment of customer trade brought about by intrusion of noise, glare, odor, or general unsightliness:**

   Finding: The proposed use is not anticipated to adversely affect nearby businesses through noise, glare, odor, or visual impacts.

8. **That the establishment of the use will not impede the normal and orderly development and improvement of surrounding vacant property uses predominant to the area:**

   Finding: The proposed expansion is not anticipated to impede the orderly development of surrounding properties.

9. **That adequate utilities, drainage and other necessary facilities have been or are being provided:**

   Finding: Necessary utilities, drainage, and related facilities will be addressed as part of the Land Use Permit process.

10. **That adequate measures have been or will be taken to prevent or control rodents, insects, offensive odors, fumes, dust, noise, and vibration in order that none of these will constitute a nuisance, and that adequate measures have been or will be taken to prevent negative impacts on surface water, groundwater, and air quality, and that measures have been taken to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result:**

    Finding: Subject to compliance with conditions, the use is not anticipated to create nuisance conditions or negatively impact surface water, groundwater, or air quality.

REPORT APPENDIX

- **Routing Sheet** *(Comments, concerns and conditions)*
- **Public Notice**
- **Supplemental Information**
  - **Attachment 1:** *Conditional Use Permit Application (Brett Braaten on behalf of Waska Properties, 10 February 2026)*
  - **Attachment 2:** *Submitted Site Plans (Brett Braaten on behalf of Waska Properties, 10 February 2026)*
  - **Attachment 3:** *Site Visit Photos (L&RM Staff, 16 March 2026)*

Routing Sheet

Comments, Concerns and Conditions

Agency	
MnDOT	*COMMENTS: How many storage units will there be here? how many storage units are in the existing building?*
County Department	
Attorney	No comment received.
E911/IT (Addressing)	*COMMENTS: Existing commercial storage facility previously addressed, 21661 State Hwy 104, Glenwood, MN 56334. Storage units for the additional building should be assigned unique identifiers by the property owner and be clearly marked on site.* *PROPOSED CONDITIONS: None.*
Engineer	*COMMENTS: None* *PROPOSED CONDITIONS: None*
Township	
Glenwood	No comment received.
Public Comments	
	No comment received.

Public Notice

POPE COUNTY LAND & RESOURCE MANAGEMENT
POPE COUNTY COURTHOUSE
130 E. MINNESOTA AVENUE, SUITE 113
GLENWOOD, MINNESOTA 56334
(320) 634-7791

POPE COUNTY PLANNING ADVISORY COMMISSION
NOTICE OF PUBLIC HEARING FOR
CONDITIONAL USE REQUEST

Notice is hereby given that a Public Hearing will take place in conjunction with the Planning Advisory Commission meeting to be held at 6:00 pm or shortly thereafter on Thursday, March 26th, 2026 in the Pope County Courthouse to consider the following conditional use request.

Description of Request: Conditional Use hearing on the application by Brett Braaten on behalf of Waska Properties (CUP-26-002, Parcel#09-0432-602), if granted would allow applicant to expand an existing commercial storage facility in a Residential (R) zoning district per section 5.3.H. of the Pope County Land Use Controls Ordinance.

Legal Description/Site Location: Lot 1, Block 1, Country Cross Roads, Section 31, Township 125 (Glenwood), Range 37, Pope County, Minnesota.

Public participation will include an opportunity to:

1) submit written concerns and comment prior to the scheduled meeting. All such communications will be shared with the Planning Advisory Commission prior to or during the meeting;
2) submit concerns and comments via Pope County's Public Comment web map (https://popecounty.maps.arcgis.com/apps/webappviewer/index.html?id=22a203912a864a77b4cdabe672e35e3f)
3) review the staff prepared report via Pope County website;
4) observe and/or participate in the proceedings of the Planning Advisory Commission meeting.

Interested parties and citizens may contact the Land and Resource Management office for further information as to how to participate in the meeting. Thank you for your patience and consideration in this matter.

Dated: March 6, 2026
By: Jessica Hill, Zoning Administrator, Land & Resource Management

Supplemental Information

Supplemental Information Attachment 1:

Conditional Use Permit Application
(Brett Braaten on behalf of Waska Properties, 10 February 2026)

CUP-26-002

POPE COUNTY MINNESOTA

CONDITIONAL/INTERIM USE PERMIT APPLICATION

L&RM FORM 17

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CONDITIONAL /INTERIM USE PERMIT APPLICATION

A conditional or interim use is permitted within a zoning district only when allowed by the County Board of Commissioners or their legally designated agent after public hearing provided certain conditions are met which eliminate or minimize the incompatibility with other permitted uses of the district. A Conditional Use or Interim Use permit may be denied if the use is deemed incompatible with other permitted uses of the district.

Prior to submission of this application, please discuss your request with the Land and Resource Management department.

Applicant Information

Applicant Names	Waska Properties by Brett Braaten
[redacted]	

Property Description

Property Address	21661 St Hwy 104	City	Glenwood	State	MN	Zip	56334
Township Name	Glenwood Twp	Section	31	Twp	125	Range	37
Parcel No.	09-0432-602	Associated Parcel No.					

Project Narrative

What is the conditional / interim use permit application for?	New Storage Building

Provide written justification for request including discussion of how any potential conflicts with existing nearby land uses will be minimized:

No Conflict

This building would go to the south of the existing storage building that was built in 2010. This property already went through the CUP Process then.

Pope County Land & Resource Management
130 East Minnesota Ave. | Glenwood, Minnesota 56334 |
Phone: (320) 634-7791 | Email: pub.lrm@popecountymn.gov
Website: https://www.popecountymn.gov/land-resource-management/

APPLICATION REQUIREMENTS

The following application requirements must be provided:	Description
1. The applicant for a Conditional or Interim Use Permit shall file an application in the office of the Administrator and pay a fee according to the fee schedule resolution of County Board of Commissioners.	***Two separate checks (made out to Pope County) must be provided:*** 1. ***Application Fee = $500*** 2. ***Recording Fee = $46***
2. Written description of the proposed activities, including:	
a. Type of business or activity (including scope of operations);	storage
b. Proposed number of employees;	0
c. Days and hours of operation;	24/7
d. Equipment and vehicles to be used for the activity;	Mower & Snow removal Equipment
e. Proposed floor plan of any structure or use indicated;	48' x 92'
f. Sanitary sewer and water plan with estimated use per day;	None
g. Any maintenance to take place on-site, including how hazardous materials and solid waste will be stored and disposed of; and	None
h. Proposed exterior lighting, signage and storage.	None
3. Site plan (completed by a licensed land surveyor if applicable*) including, but not limited to: a. Property lines; b. Existing topography; c. Existing and proposed development (including roads, driveways, structures, septic components, wells, etc.); d. Distance from water body, road, property lines, septic components (tank and drainfield), well, neighboring feedlots, etc.; e. Finished grading and drainage plan; f. Existing and proposed screening; and g. Other requirements as deemed appropriate by the Administrator.	***Please <u>provide</u> on the <u>Site Plan page of this application</u> or <u>attach</u> to this application upon submittal.*** ***Please Note:** Applicants for Conditional Use Permit and Variance shall be required to submit a land surveyor's plot plan showing exact lot boundary and location of existing and proposed development as a part of application. Surveyor stakes shall be in place for site inspection of lot boundary and proposed development. Above policy shall be applicable for development on all lots of one acre or smaller. (ADOPTED 4 September 1985) (Land Use Controls Ordinance Section 11.6.2.H)*
4. Any additional information required by the Administrator.	

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Supplemental Information Attachment 2:

Submitted Site Plans
(Brett Braaten on behalf of Waska Properties, 10 February 2026)

Pope County

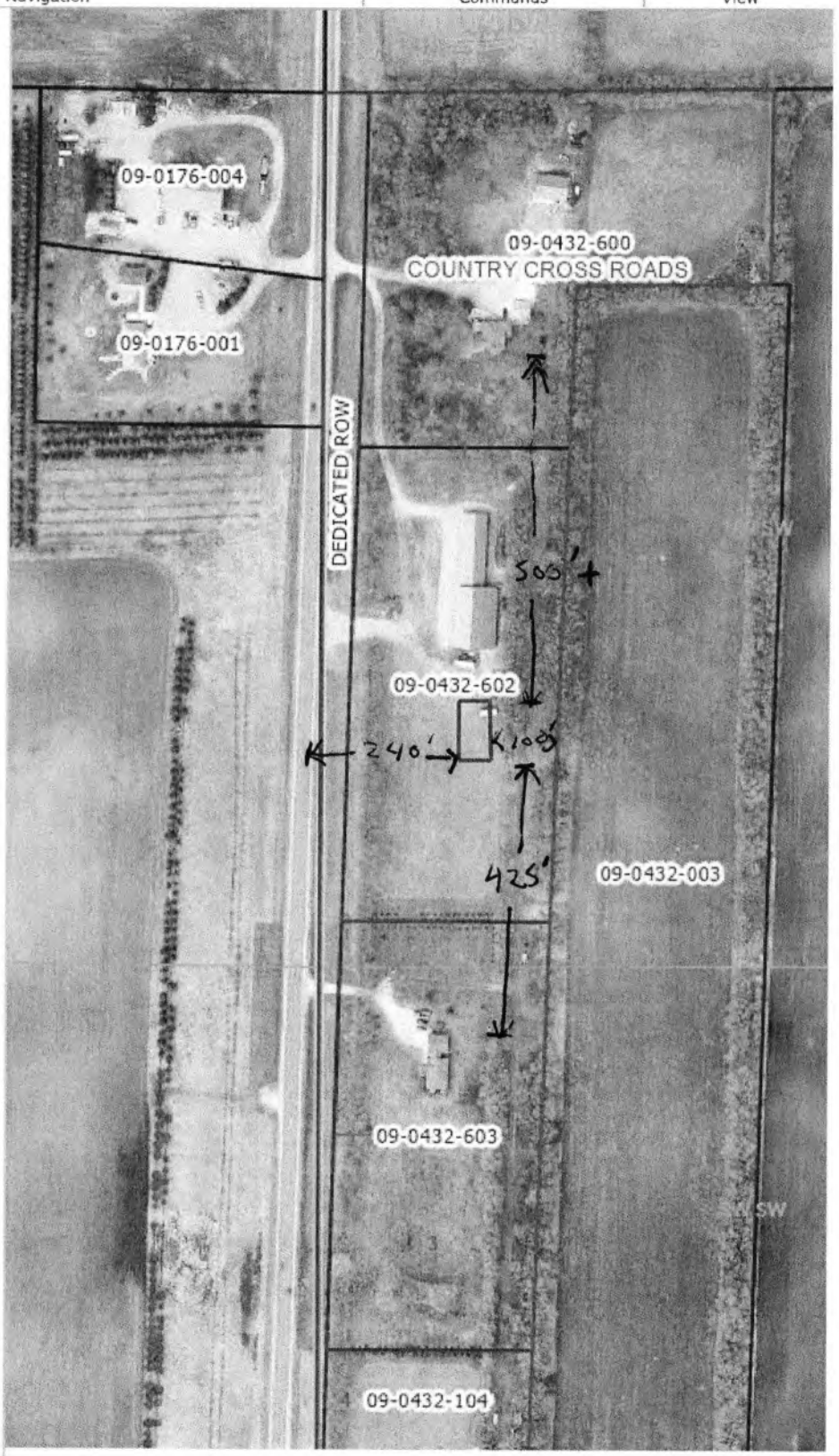
Zoom In | Zoom Out | Pan | Zoom Prev | Zoom Next | Zoom Select | Zoom Extent — Navigation

Clear | Search | Identify — Commands

Legend | Results — View

Layers **Transparency**

- LiDAR Relief Map
- 2023 Pictometry Image
- 2020 Pictometry Image
- 2017 Pictometry Image
- 2014 Pictometry Image
- Aerial Photos and Topo Map
- 2010 FSA
- Contour Lines
- Basemap



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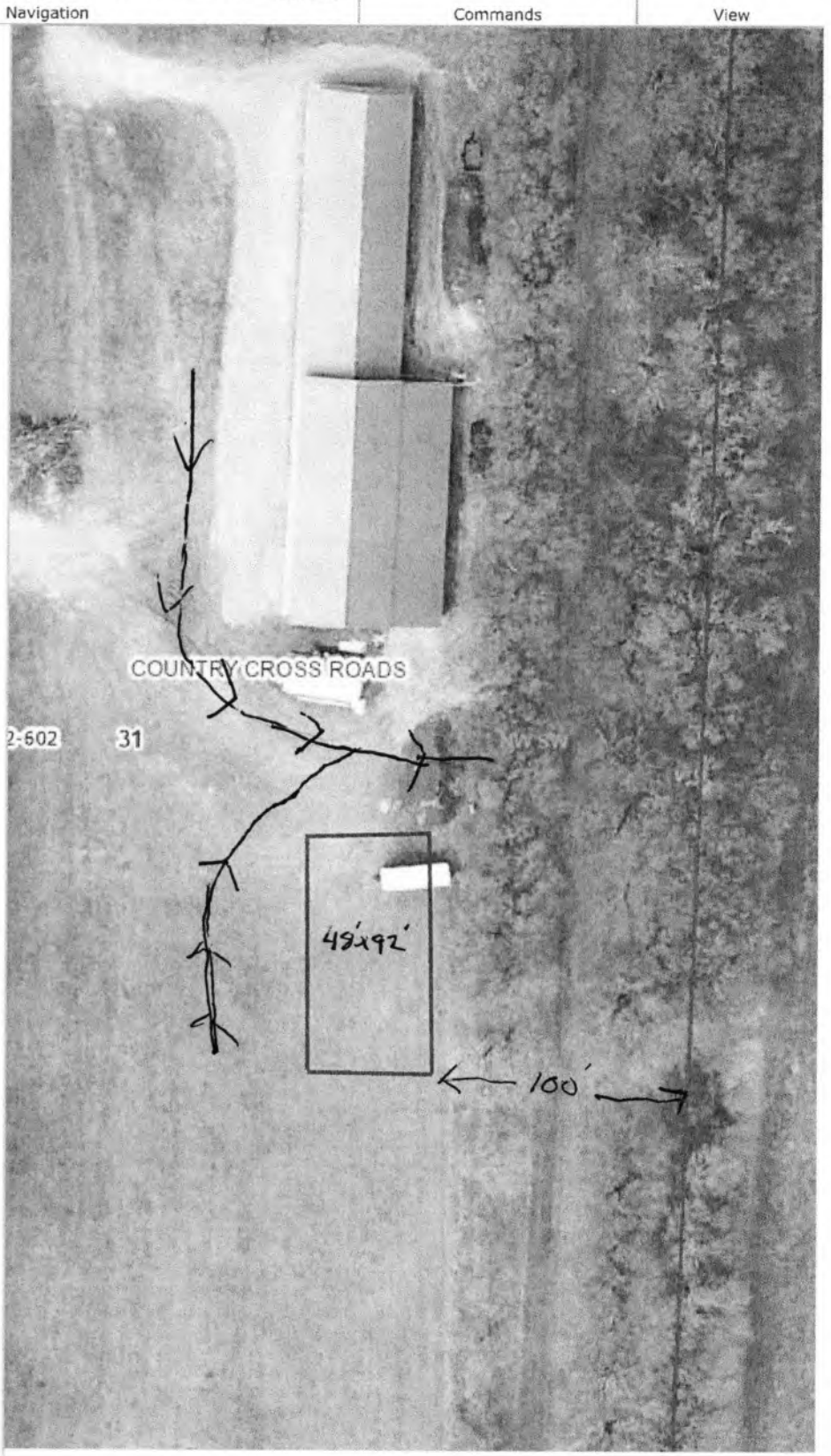

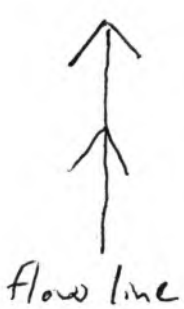

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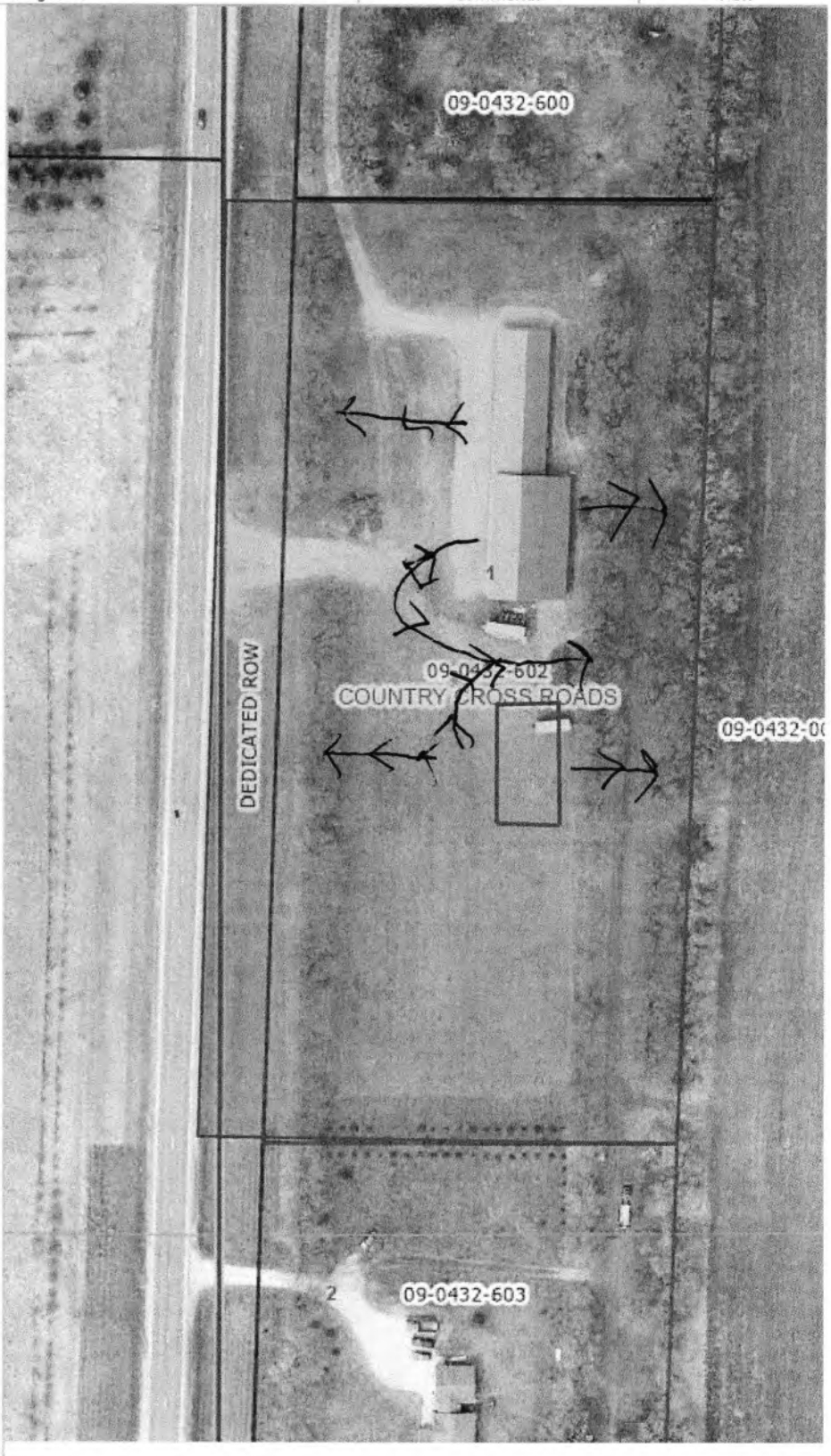
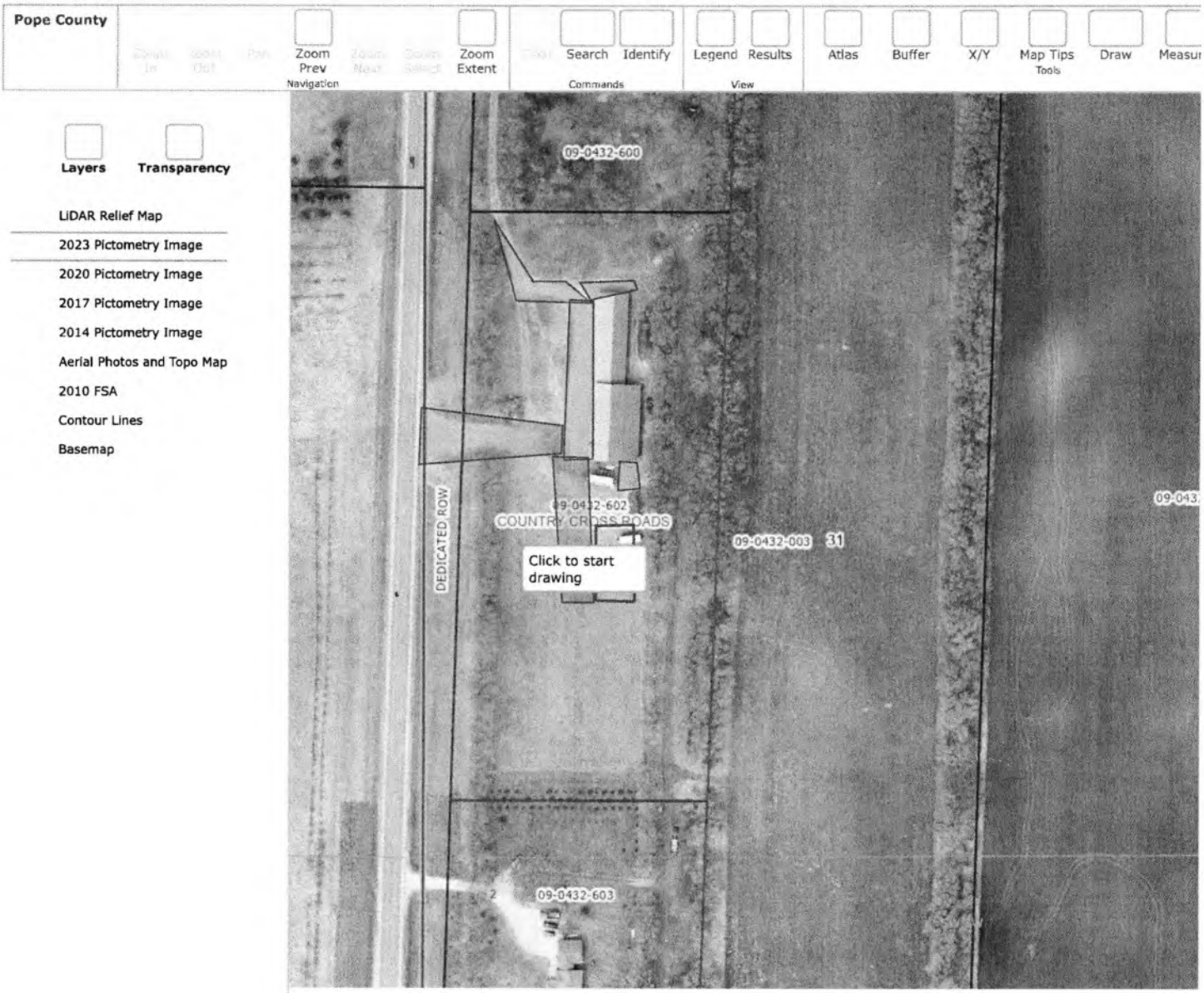
Flow line





264,040 total sq' of Lot

32,500 total Impervious Proposed surface including Drives

12% approx impervious surface

Supplemental Information Attachment 3:

Site Visit Photos
(L&RM Staff, 16 March 2026)