Planning Advisory Commission
March 26, 2026
CUP-26-003

POPE COUNTY MINNESOTA

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STAFF REPORT

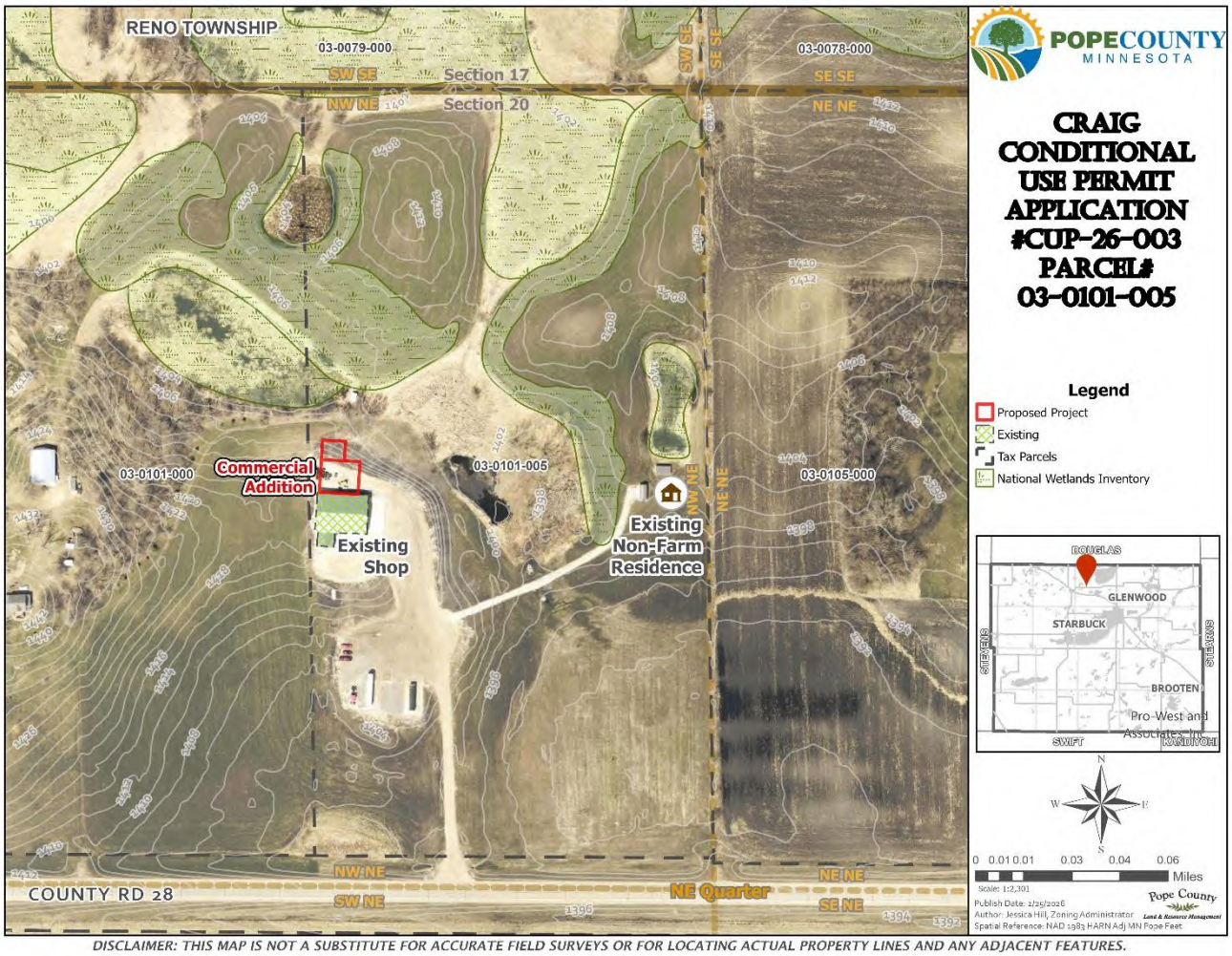
Applicant Information

Applicant: Trevor and Josapha Craig

Application: Conditional Use Permit (CUP-26-003)

Zoning: Agriculture Protection (A-2)

Location: Part of the East Half (E½) of the Northwest Quarter (NW¼) of the Northeast Quarter (NE¼), Section 20, Township 126 (Reno), Range 38, 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 applicants propose to operate a commercial trucking business and construct an addition to an existing structure for storage and minor repair activities. The property is located in the Agriculture Protection (A-2) zoning district, which requires a conditional use permit for commercial uses. The business will haul agricultural products and select construction materials in and out of state.

Applicable Statutes

Local Ordinance

- Pope County Land Use Controls Ordinance
  - Section 7 Agriculture Protection (A-2)
    - 7.3 Conditional Uses:

      P. Other uses of the same general character as those identified, provided they are uses that are not more concentrated or intensive than the uses identified, produce no greater impact on the neighborhood than those identified, and are not incompatible with existing adjacent uses.
  - Section 11.5 Conditional & Interim Use Permits *(criteria and procedures)*

State Statute/Rule

- Minnesota Statute Chapter 394 Planning, Development, Zoning *(enabling legislation)*
- Minnesota Administrative Rules Chapter 6120.3300 *Zoning Provisions*
- Minnesota Administrative Rules Chapter 1341 Accessibility for Buildings and Facilities
- Minnesota Administrative Rules Chapter 1800, Part 1800.5200 unless exempted by Part 1800.5900
- Minnesota Administrative Rules Chapter 7011, Standards for Stationary Sources

Code of Federal Regulations (CFR)

- 36 CFR Part 1191 and 1192

Staff Comments

This request is evaluated against the criteria established in Section 11.5 of the Pope County Land Use Controls Ordinance. Approval authority rests with the Board of County Commissioners, which may impose conditions to mitigate impacts.

A commercial trucking business is not explicitly listed within the Agriculture Protection zoning district, but may be considered under Section 7.3.P, as a use of similar character. Uses such as light manufacturing and other conditional uses in this district indicate that comparable levels of activity, traffic, and operational intensity may be appropriate when properly conditioned.

The proposed trucking operation is consistent with these uses in terms of scale, traffic generation, and rural context. The site is located in an agricultural area with adequate separation from neighboring properties, supporting compatibility with surrounding land uses.

Building and Design Requirements

The applicant proposes an addition to an existing structure. The existing building is approximately 5,376 square feet, with an addition of approximately 4,618 square feet, resulting in a total building area of approximately 9,994 square feet.

Because the structure exceeds exemption thresholds, the project does not qualify for exemption under Minnesota Rules Part 1800.5200. Construction documents must therefore be prepared and certified by a Minnesota-licensed architect or professional engineer.

The building is expected to be classified as Storage (S-1) under the Minnesota State Building Code, subject to final determination during plan review.

Accessibility

Because of the commercial use component that may take place in the building, consideration has to be given to accessibility according to the Minnesota Accessibility Rules (Minnesota Administrative Rules, Chapter 1341) and Federal ADA Regulations and Standards (36 CFR 1191), which could include providing accommodations for parking, bathroom facilities, doorway widths, signage, etc.

Accessibility requirements will be reviewed at the time of building permit application in accordance with the Minnesota Accessibility Code (Minn. Rules Ch. 1341) and applicable federal ADA standards.

Environmental Considerations

The operation may involve storage and handling of fuels, oils, or similar materials. The applicant must comply with all applicable Minnesota Pollution Control Agency (MPCA) regulations regarding storage, handling, and disposal of such materials.

The property is located in a rural agricultural area. Pope County has jurisdiction over County Road 28, which is adequate to serve the proposed use.

Staff Recommendation

Approve with Conditions

Based on the findings of fact, staff recommends approval subject to the following conditions:

1. Plans and specifications for the proposed building expansion shall be prepared and certified by a Minnesota licensed architect or professional engineer in accordance with Minnesota Rules, Chapter 1800, and shall be submitted prior to issuance of a land use permit.
2. All exterior lighting shall be hooded and directed straight down.
3. Any sign advertising the business must be located outside of the road right-of-way, may be no larger than 48 sq. ft. on each side, and may be no more than 15 ft. in total height. The sign may not be lighted except for ground-level, flagpole-type lighting.
4. Signage shall be limited to the onsite business only.
5. Operating hours shall be posted onsite and adhered to.
6. 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 shall require a conditional use permit.
7. Compliance with applicable accessibility requirements shall be demonstrated at the time of land use permit review.
8. Prior to any construction activity or placement of signage, all necessary permits shall be obtained from applicable Township, County, and State agencies.
9. Prior to commencement of business operations, all other required state and local permits, licenses and approvals for operation of the business shall be obtained.

Staff Findings

The Staff offers the following findings:

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 will comply with applicable setback and zoning requirements or obtain necessary variances.

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

   Finding: The proposal aligns with Comprehensive Plan goals supporting a mix of rural land uses while maintaining environmental protections. The scale and location of the use are consistent with the agricultural character of the area.

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 proposed use is located north of County Road 28, approximately 1.7 miles northeast of Lowry. Based on the rural setting, separation from neighboring properties, and nature of the operation, the use is not expected to adversely impact surrounding properties or diminish property values.

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 use is not expected to place an excessive burden on roads or public facilities. Existing infrastructure is adequate.

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

   Finding: The site is expected to be maintained in an orderly manner consistent with surrounding uses.

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: County Road 28 is adequate to accommodate traffic associated with the proposed use without creating 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 use is not expected to negatively impact nearby businesses through noise, odor, glare, or other nuisances.

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 proposal will not impede the normal development of surrounding properties.

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

   Finding: Necessary utilities and drainage will be addressed prior to construction as part of permitting requirements.

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: The operation will be required to manage noise, dust, lighting, and potential pollutants in a manner that avoids impacts to neighboring properties and natural resources.

REPORT APPENDIX

- **Routing Sheet** *(Comments, concerns and conditions)*
- **Public Notice**
- **Supplemental Information**
  - **Attachment 1:** *Conditional Use Permit Application (Trevor and Josapha Craig, 20 February 2026)*
  - **Attachment 2:** *Building Plan (Trevor and Josapha Craig, 20 February 2026)*
  - **Attachment 3:** *Site Visit Photos (L&RM Staff, 16 March 2026)*

Routing Sheet

Comments, Concerns and Conditions

County Department

Ag Inspector	*COMMENTS: I have no concerns as Ag Inspector, as long as the applicant follows through with the proposal to promptly reestablish grass or alfalfa on disturbed ground.* *PROPOSED CONDITIONS: - Revegetation plan for disturbed ground*
Assessor	*COMMENTS: Likely will trigger a Commercial split classification on shed/site for property taxes* *PROPOSED CONDITIONS: None*
Attorney	No comment received.
E911 Addressing	*COMMENTS: Existing commercial structure previously addressed, 26346 County Road 28, Lowry, MN 56349. Residential structure on site should apply for a separate E911 rural address.* *PROPOSED CONDITIONS: None.*
Engineer	*COMMENTS: I have no concerns with the proposed building relative to the County Highway.* *PROPOSED CONDITIONS: None*
WCA Officer	*COMMENTS: Regarding the CUP application by itself, I have no concerns from a WCA standpoint about a proposed commercial operation. The proposed addition to the existing shop building would be located near a wetland, so I would want to see a site plan that includes precise dimensions, locations and setbacks, as well as an erosion control plan to prevent sedimentation of the wetland.* *PROPOSED CONDITIONS: - Site plan with BMPs for erosion control*

Township

Reno	No comment received.

Other Comments Received

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 for an application by Trevor and Josapha Craig (CUP-26-003, Parcels#03-0101-005) to establish a commercial trucking business in an Agriculture Protection (A-2) zoning district per section 7.3.P of the Pope County Land Use Controls Ordinance.

Legal Description/Site Location: Part of the East Half (E½) of the Northwest Quarter (NW¼) of the Northeast Quarter (NE¼), Section 20, Township 126 (Reno), Range 38, 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
(Trevor and Josapha Craig, 20 February 2026)

CONDITIONAL/INTERIM USE PERMIT APPLICATION

POPE COUNTY MINNESOTA

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.

CUP-26-003

Applicant Information

Applicant Names	Trevor and JoSapha Craig
[redacted]	

Property Description

Property Address	26346 County Road 28						City	Lowry		State	MN	Zip	56349		
Township Name	Reno						Section	20		Twp	126	Range	38		
Parcel No.	03	-	01	01	-	005	Associated Parcel No.		-			-			

Project Narrative

What is the conditional / interim use permit application for?	Storage / Shop addition

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

We are a small husband/wife owned trucking company in business since 2016. We take pride in servicing all our own equipment. The proposed building would be built on an existing gravel lot behind our current 60'x80' shop, not affecting any trees or wetlands. Any land that is disturbed during the building process will be returned to grass or altalfa ground. The building will eventually be finished to include concrete floors with floor drains, steel lining, propane heater, electric. no additional water hookups. The purpose of this addition will be extra work space for minor repairs as well as storage for misc. parts, tires, equipment etc. and personal recreational vehicles and equipment. Items that are currenty under tree coverage or out in the open can be placed under a roof and out of the MN elements. Items currently stored in our main 60x80 shop taking up good working space will have their own place out of the way of our trucks and trailers. Space can be kept cleaner and organized.

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:	The addition will be for both business and personal use.
a. Type of business or activity (including scope of operations);	Small trucking company hauling agricultural products and select construction materials in state and out-of-state.
b. Proposed number of employees;	currently 1 onsite owner in office daily 1 owner + 8 current over the road drivers
c. Days and hours of operation;	24/7 Business
d. Equipment and vehicles to be used for the activity;	Semi tractors/trailers - on road daily parked on weekends
e. Proposed floor plan of any structure or use indicated;	Roughly 32' x 38' pole building attached to roughly 54' x 64' pole building attached to exsisting 60'x80' shop with 24'x24' office
f. Sanitary sewer and water plan with estimated use per day;	Current septic tank is a 1,600 gal. tank with lift station and septic mound system. No changes
g. Any maintenance to take place on-site, including how hazardous materials and solid waste will be stored and disposed of; and	Any waste (grease, oil, coolant) is recycled - pumped into totes and disposed of properly.
h. Proposed exterior lighting, signage and storage.	One overhead light above proposed garage door. No current plans for signage.
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 provide on the Site Plan page of this application or attach 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.	

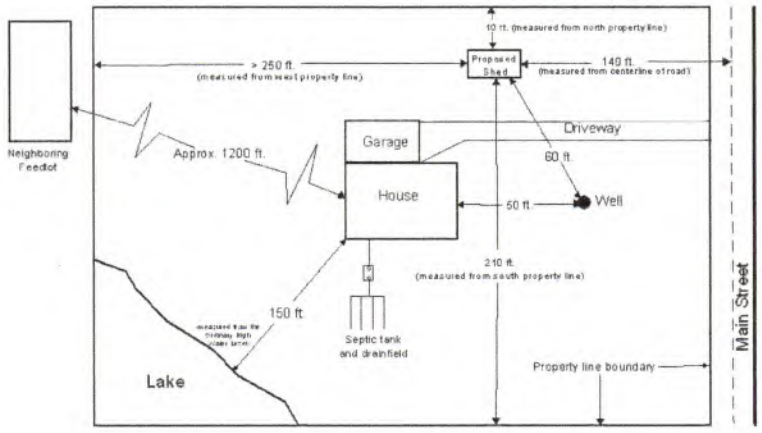
Pope County Land & Resource Management
130 East Minnesota Ave. | Glenwood, Minnesota 56334 |
Phone: (320) 634-7791 | Email: pub.lrm@popecountymn.gov
Website: https://www.popecountymn.gov/land-resource-management/

SITE PLAN

Provide the following information on a project site plan (to be completed by a licensed land surveyor if applicable):

1. *Property Lines;*
2. *Existing topography;*
3. *Existing and proposed development (including roads, driveways, structures, septic components, wells, etc.);*
4. *Distance from water body, road, property lines, septic components (tank and drainfield), well, neighboring feedlots, etc.;*
5. *Finished grading and drainage plan;*
6. *Existing and proposed screening; and*
7. *Other requirements as deemed appropriate by the Administrator.*

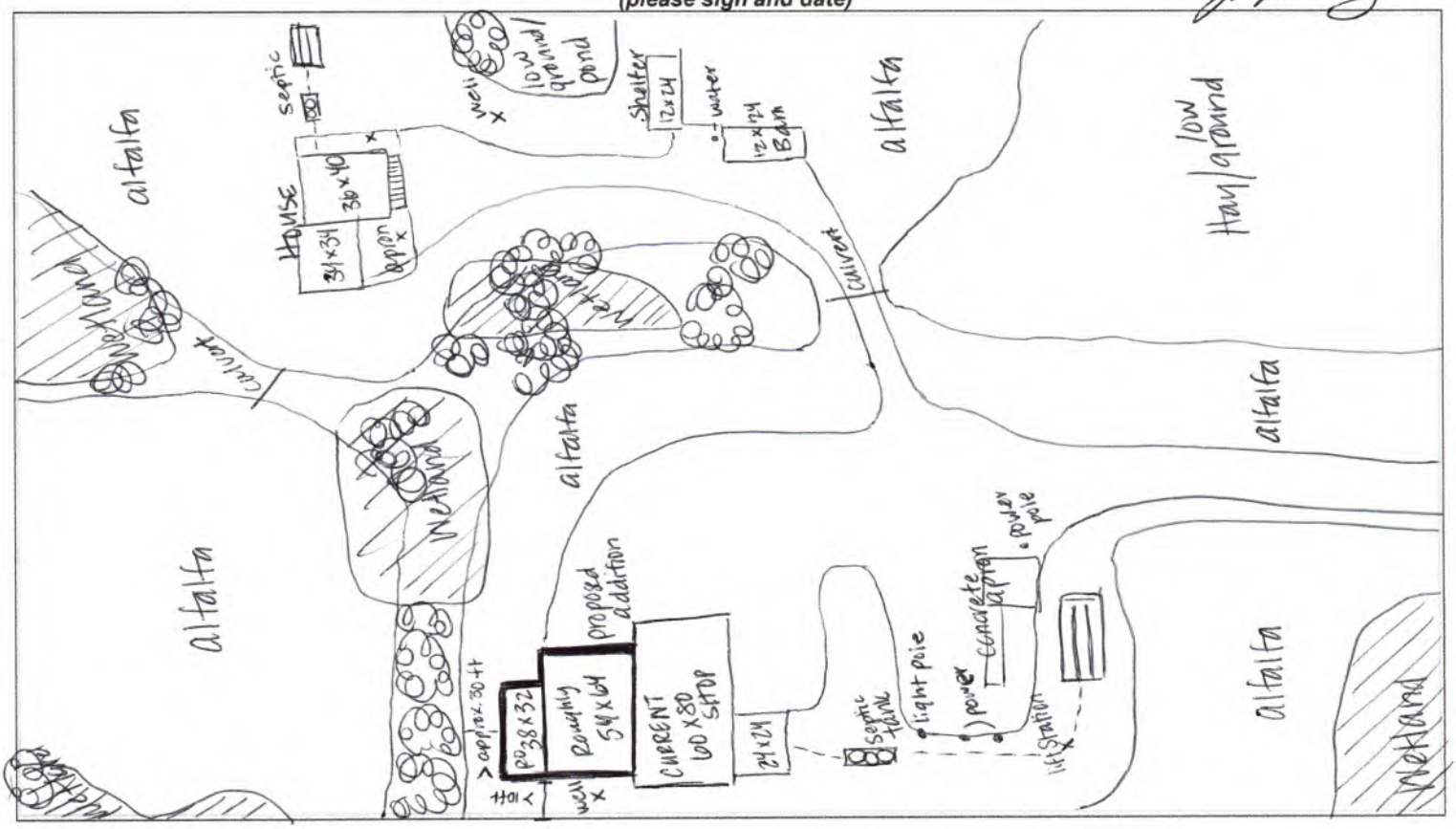
SITE DRAWING EXAMPLE - New Construction: Shed



Applicant Site Plan

(please sign and date)

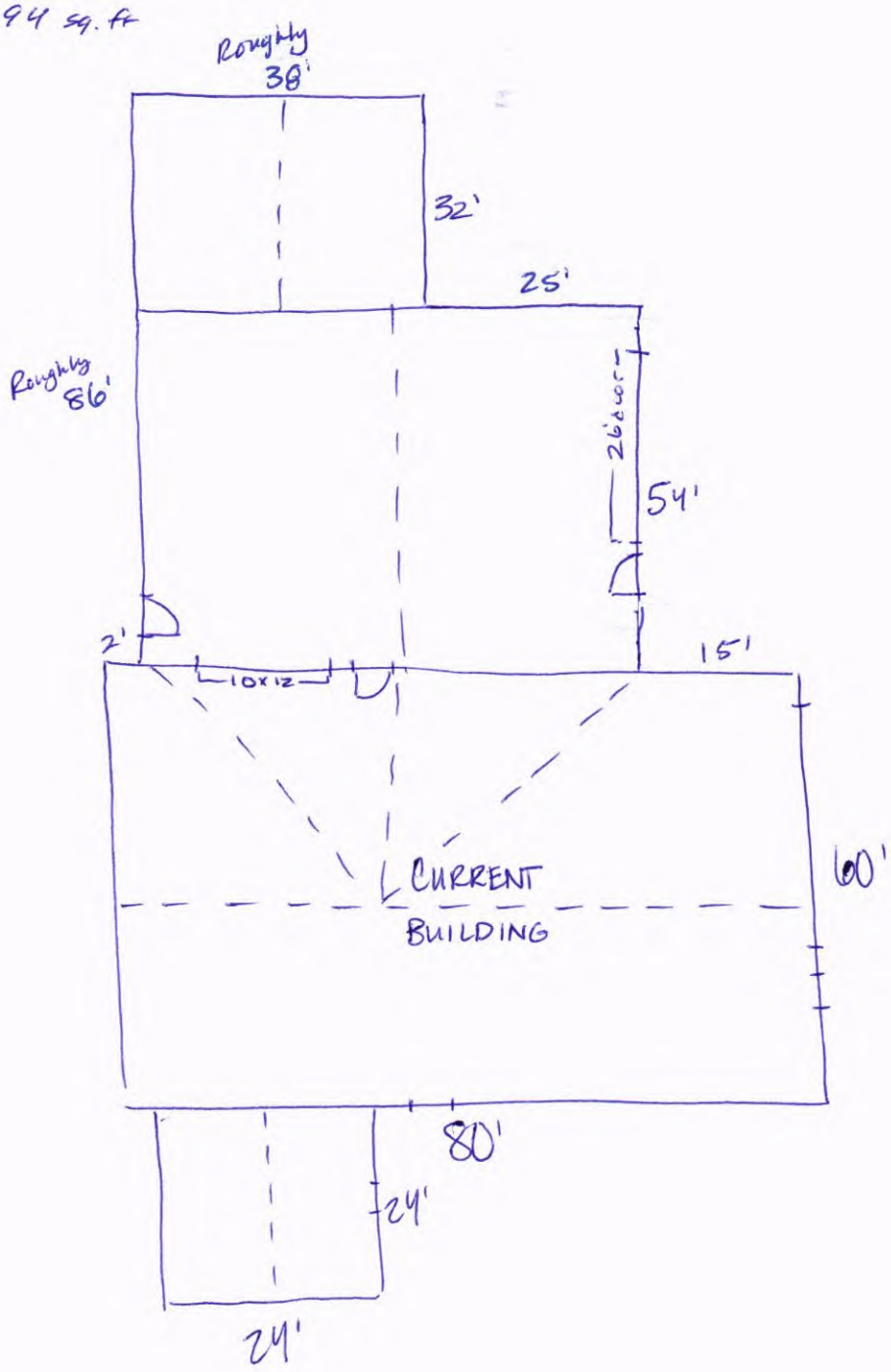
Josepha Casey 2/18/26



Supplemental Information Attachment 2:

Building Plan
(Trevor and Josapha Craig, 20 February 2026)

3,402 sq. ft
1,216 sq. ft.
4,800 sq ft.
+ 576 sq. ft
9,994 sq. ft



Supplemental Information Attachment 3:

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

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SPORTSTER

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