



**Lakewood Evangelical Free Church**  
**6262/ 6284 Fairview Road**  
**Baxter, MN. 56425**  
[www.lakewoodfc.com](http://www.lakewoodfc.com)  
**8/7/2025**

## **Conditional Use Permit Application Requirements**

### **1) Completed and Signed Land Use Application Form**

– Included.

### **2) Application Fee and Escrow Deposit**

– A check in the amount of \$1,100 was delivered to the City of Baxter on August 7, 2025.

### **3) Written Narrative Describing the Proposal**

#### **A. Nature of Request**

Lakewood Church respectfully submits this request for a Conditional Use Permit to improve and expand our existing parking facilities. We are partnering with Knife River to remove the current asphalt parking lot, which is over 22 years old, and replace it with new asphalt surfacing. In addition, we plan to expand our parking capacity by adding approximately 55–65 parking spaces to the west and north sides of our property. These areas have been covered with Class 5 gravel for over 20 years and have historically been used for overflow parking.

Historically, Lakewood has offered two Sunday services, during which our existing parking and access proved adequate. However, this summer we transitioned to a single Sunday service, which now draws approximately 500 attendees. This change has significantly increased the demand for parking, resulting in full use of both the asphalt lot and the Class 5 areas.

Furthermore, Lakewood serves as a designated pick-up and drop-off site for Pillager Schools, with multiple buses arriving twice daily. We also host a large women's group each

Thursday morning, with attendance regularly exceeding 400 participants. These ongoing activities place consistent demand on our parking resources.

Given the age of the current lot and the limitations of gravel surfaces during inclement weather, we believe that the proposed improvements are essential for safety, accessibility, and the continued service to our congregation and community. We also plan to improve our handicap accessibility as part of this project.

We appreciate your consideration of this request and look forward to partnering with the City of Baxter to enhance our facilities in a way that serves both our attendees and the broader community.

## **B. Impact on Adjoining Properties and Mitigating Measures to Minimize Impact**

We anticipate that this project will have minimal impact on adjoining properties, as the areas designated for improvement are already in regular use for parking. The proposed expansion will involve paving existing Class 5 gravel areas, with only a modest extension into the northern portion of the property.

During our previous building expansions in the late 1990s and early 2000s, future development was taken into consideration. As part of that process, appropriate rainwater runoff systems, drainage ditches, and holding areas were installed to manage stormwater effectively. These systems remain in place and are fully capable of supporting the proposed parking improvements.

Additionally, existing parking lot lighting is already installed and operational in the areas slated for expansion. Therefore, no additional lighting infrastructure will be added, and no changes in light levels will be noticeable to neighboring properties.

We also do not anticipate any increase in noise as a result of this project. In fact, replacing the gravel surface with asphalt may reduce noise levels, particularly during periods of high traffic, due to the smoother and quieter nature of a paved surface.

Overall, we believe these improvements will enhance safety and usability while maintaining a positive relationship with neighboring properties and the surrounding community.

## **C. Buildings to be constructed**

No new structures or buildings will be constructed

#### **D. Intended Use of Buildings and Property**

Lakewood Church exists not only to serve our congregation but also to be a resource and support to the broader community. While our primary use of the buildings and property is for worship services, spiritual education, and church-related events, we also actively open our facilities for a variety of community-focused purposes.

Our property is regularly utilized by local organizations such as the Crow Wing County Sheriff's Department for training exercises, and we host American Red Cross blood drives, among other community services. It is our ongoing goal to be a safe, welcoming space where individuals and groups can gather, connect, and receive support.

We are committed to using our buildings and property in ways that reflect our values of service, hospitality, and care for our neighbors.

#### **E. Hours and Days of Operation**

Lakewood Church maintains regular office hours Monday through Thursday, from 9:00 AM to 4:30 PM. Our primary times of congregational use are Sunday mornings from 8:00 AM to 12:00 PM and Wednesday evenings from 5:00 PM to 9:00 PM.

In addition to these core times, a variety of ministry and community groups utilize the building throughout the week, including during daytime hours and most evenings. These activities are typically small to mid-sized gatherings and reflect our ongoing commitment to serving both our congregation and the broader community.

#### **F. Number of Employees**

Lakewood Church currently employs 10 staff members, including 7 full-time and 3 part-time employees. In addition to our staff, we are supported by approximately 150 active volunteers who serve across various ministries on a regular monthly basis. These volunteers play a vital role in helping us fulfill our mission and support the day-to-day operations of the church and its outreach activities.

#### **G. Impact on Traffic, Including Type and Amount of Traffic, Access, and Parking**

We do not anticipate any significant changes to current traffic patterns as a result of the proposed parking improvements. Regular weekly traffic volumes will remain consistent with current usage.

For special events or high-attendance services, we occasionally utilize parking lot attendants to assist with traffic flow and ensure safe and efficient movement of vehicles. Our property currently has three access points—two exits onto Fairview Road (to the south) and one onto Cherrywood Drive (to the north)—which have proven sufficient for managing both regular and peak traffic volumes. We have not experienced any notable traffic-related issues in the past and do not foresee any arising in the future as a result of this project.

The additional paved parking will enhance traffic flow and improve safety, particularly during inclement weather, by providing more stable and accessible parking surfaces.

#### **H. Potential Environmental Impacts and Measures to Avoid or Minimize the Potential Impacts**

We do not anticipate any significant environmental impacts resulting from this project. Knife River, our contractor, will ensure that both the resurfaced and newly expanded parking areas are properly graded and paved in accordance with best practices and local regulations.

The design and construction will be aligned with our existing stormwater management infrastructure, which includes established drainage ditches and runoff holding areas that were implemented during our previous site development. These systems remain fully operational and will continue to manage water flow effectively, minimizing any potential for erosion or runoff-related concerns.

By replacing the gravel surface with asphalt and utilizing existing drainage systems, we are confident that environmental impacts will be minimal and properly mitigated.

#### **I. Proposed Measures to Provide Buffering from Proposed Use to Adjacent Properties**

We do not anticipate any adverse impact on adjacent properties as a result of this project. On the west side of our property, existing mature trees and landscaping currently provide a natural buffer. These trees will remain in place, and no removal is planned as part of the parking lot improvements.

The proposed expansion to the north will utilize approximately one-third of the existing open area, which is already covered with Class 5 gravel and has historically been used for overflow parking. This portion of the property directly borders a wooded area owned by the church, meaning there are no neighboring residential or commercial properties directly impacted by the expansion in that direction.

Given the preservation of existing vegetation and the location of the improvements within our current property boundaries, we believe the project will have no negative visual or environmental impact on adjacent properties.

#### **J. Future Expansion Plans**

At this time, Lakewood Church has no plans to expand our existing buildings or construct new structures on our current property. Should our congregation continue to grow beyond the capacity of our existing facilities, our long-term vision is to plant a new church elsewhere in the Brainerd Lakes Area rather than expand on-site. This approach would help distribute attendance and better serve multiple communities.

While no building expansion is planned, we may consider minor remodeling projects in the future, as our current facility is over 25 years old and may benefit from updates.

Additionally, we may explore a small increase in parking capacity if future needs indicate that such an expansion would better serve our congregation and community partners.

#### **K. Consistency with the Baxter Comprehensive and Land Use Plan**

Prior to moving forward with this project, we met with representatives from the City of Baxter to discuss our proposed improvements and to seek guidance on the appropriate steps and considerations. Those conversations—including a recent follow-up meeting approximately three weeks ago—were helpful in ensuring that our plans align with the City’s expectations and long-term vision.

Based on the feedback received and our review of applicable planning guidelines, we believe the proposed parking lot improvements are consistent with the Baxter Comprehensive and Land Use Plan. The project supports responsible land use, preserves existing green buffers, and enhances community infrastructure without altering the character of the surrounding area.

#### **4) Electronic Submittal**

- One electronic copy (PDF format) of the application materials has been submitted via email to Josh Doty, Matt Gindele and Trevor Thompson.

#### **5) Certified Survey**

- We have included a certified survey previously submitted to and maintained by the City of Baxter. No changes have occurred to the property boundaries or structures since that survey was completed.

**6) Architectural Plans**

– Per city guidance, architectural plans are not applicable for this project, as no new structures are being added.

**7) Wetland Conservation Act Compliance**

– To our knowledge, a city representative has previously inspected the property and confirmed that all wetland-related infrastructure is operational and in compliance. I have attached a drawing from the past that includes elevations.

**8) Development Plan**

– A formal development plan is not required, as we are not proposing any new buildings or structural additions.

We have also included the plan from Knife River that has more detail about the project. I also included the drawing that Chris Korwes presented to you to show a more clear plan of the expansion.

Sincerely,



David Bostrom- Pastor  
Lakewood Church- Baxter, MN.  
218-251-4947

Brief Description of Request: (Attach separate sheet, if necessary)

WE ARE DOING A FULL DEPTH REPLACEMENT OF OUR EXISTING PARKING LOT. WE ALSO PLAN TO EXPAND OUR PARKING LOT TO THE NORTH + WEST BY ADDING 60-70 NEW PARKING SPACE OVER EXISTING CLASS 5 PARKING WITH ASPHALT. WE HAVE 1 SERVICE AND PARKING HAS BECOME AN ISSUE AS WELL AS SAFETY.

If this permit is granted, I hereby certify that all work will be done as stated herein and in accordance with all applicable laws and ordinances of the State of Minnesota and the City of Baxter.

Applicant's Signature David Bostrom Date 8/6/2025

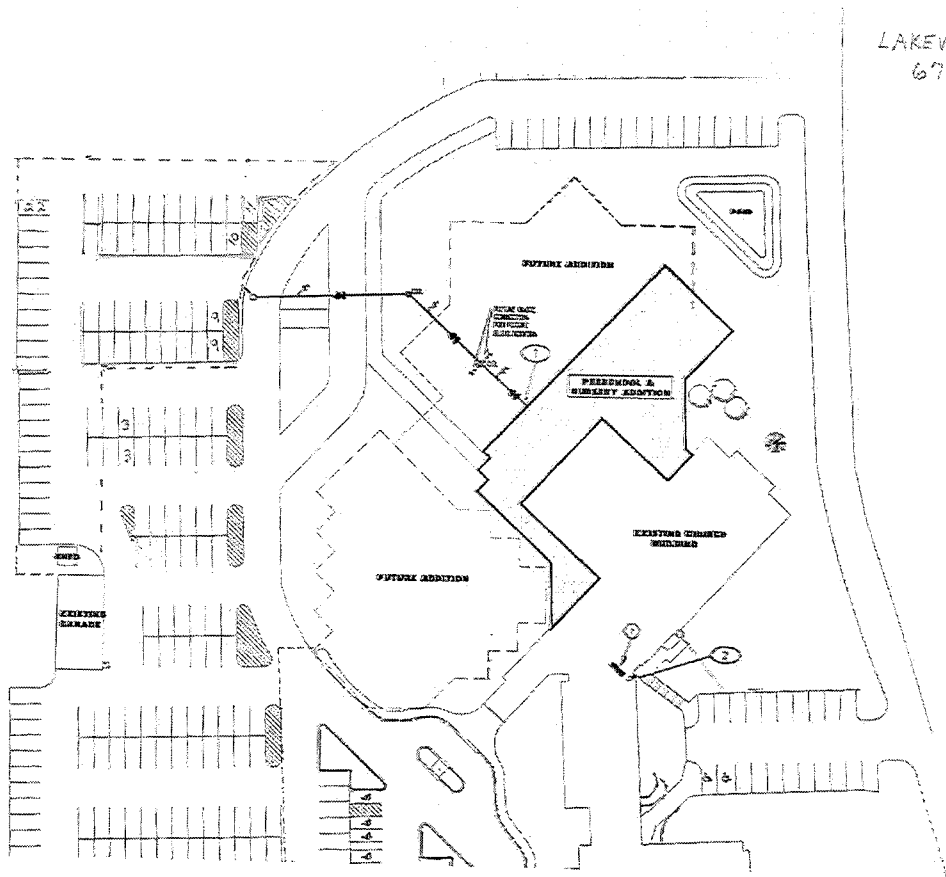
Applicant's Printed Name DAVID BOSTROM

Owner's Signature David Lambert Date 8/6/2025

Owner's Printed Name DAVID LAMBERT

2/11/06  
7/18/06  
7/18/06  
7/18/06

LAKEWOOD CHURCH  
67 parking stalls



**Chris Korwes Sketch of Proposed Expansion**