



MAY 24 2022

For Internal Use Only

Project # 22-23

Fees Paid: \$ 600<sup>00</sup>

Escrow Paid \$ 500<sup>00</sup>

Receipt # 235622

Escrow Code 022-23 P

# CITY OF BAXTER LAND USE APPLICATION FORM

## Type of Application (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Architectural Review              | <input type="checkbox"/> Final Plat                             |
| <input checked="" type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Vacation (Street/Easements)            |
| <input type="checkbox"/> Interim Use Permit                | <input type="checkbox"/> Comprehensive Plan Amendment           |
| <input type="checkbox"/> Variance                          | <input type="checkbox"/> Zoning/Subdivision Ordinance Amendment |
| <input type="checkbox"/> Sketch Plan Review                | <input type="checkbox"/> Shore Land Alteration Permit           |
| <input type="checkbox"/> Administrative Subdivision        | <input type="checkbox"/> Other                                  |
| <input type="checkbox"/> Preliminary Plat                  |   |

Project Name or Description: STACE ACADEMY TO USE HERITAGE Church @ 13242 Berrywood Drive For School.

### Property Information

Address: 13242 Berrywood Dr PID Number: \_\_\_\_\_

Legal Description (attach if necessary): \_\_\_\_\_

### Applicant Information

Name: Tom HICE - for HeritAGE Church - 13242 Berrywood Dr

Address: 3670 Sleepy Hollow Rd. Fort Ripley MN 56449  
Street City State Zip

Phone (W): 218-829-3209 Phone (H): 218-330-6565 Fax: \_\_\_\_\_

Print or Type Name: BRYAN Deeder Email Address: tomhice@icloud.com

Contact Person Name (if other than applicant): Tom HICE

Phone: 218-330-6565 Address: \_\_\_\_\_

### Owner Information

Name: HeritAGE Assembly of God

Address: 13242 Berrywood Dr Baxter MN 56425  
Street City State Zip

Phone (W): 218-829-3209 Phone (H): \_\_\_\_\_ Fax: \_\_\_\_\_

Print or Type Name: BRYAN DEEDER Email Address: BRYAN@heritagechurch.org

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 T.R.H. Date 5/20/22

Applicant's Printed Name THOMAS R. HICE

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Printed Name \_\_\_\_\_



## Conditional Use Permit Application Requirements

All of the following information must be submitted. Once the application has been submitted with the appropriate fees, staff will review for completeness. Applications will be scheduled for public meetings only if all required items are submitted. The applicant will be notified within 15 business days as to whether or not the application is complete. Once the application is deemed complete, the 60-day statutory review period will begin. The City may extend the review period an additional 60 days if necessary to complete the review process.

- H   1) A completed and signed Land Use Application Form.
- H   2) A non-refundable fee and an escrow deposit.
- H   3) A written narrative describing the proposal, including (as applicable):
  - a) Nature of request.
  - b) Impact on adjoining properties and mitigating measures to minimize impact.
  - c) Buildings to be constructed or utilized.
  - d) Intended use of buildings and property.
  - e) Hours and days of operation.
  - f) Number of employees.
  - g) Impact on traffic, including type and amount of traffic, access, and parking provisions.
  - h) Potential environmental impacts and measures to avoid or minimize the potential impacts.
  - i) Proposed measures to provide buffering from proposed use to adjacent properties.
  - j) Future expansion plans.
  - k) Is the proposed use consistent with the Baxter Comprehensive and Land Use Plan?
- N/A   4) One (1) full size set, three (3) reduced (11x17) sets, and an electronic (PDF) format at the time of submittal.
- 5) Certified Survey of property by registered surveyor, if deemed necessary.
- 6) Architectural Plans: Architectural plans for buildings indicating elevations, entrances, heights, floor plan and materials to be used on the exterior.
- N/A   7) Compliance with Wetland Conservation Act. A wetland report by a Certified Wetland Specialist. Identification and delineation of all wetlands on the site including preservation and filling and mitigation.
- N/A   8) Development Plan: A general development plan for the property indicating topography, location of existing and proposed buildings/structures, proposed streets and driveways, landscaping and drainage.
- 9) The City shall have the authority to request additional information from the applicant concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant concerning any information declared necessary to establish performance conditions.

The Conditional Use request will be scheduled for a public hearing before the Planning and Zoning Commission. All property owners within a minimum of 500 feet of your lot line will be notified by mail, by the City, of the public hearing date and time. The Planning and Zoning Commission's recommendation will then be considered by the City Council. Unless otherwise specified by the Zoning Administrator or City Council at time of approval, the Conditional Use Permit will expire within one year unless the property owner or applicant has substantially started the construction of any building, structure, addition or alteration, or use requested as part of the approved plan. Prior to the expiration, the applicant may apply for a time extension of up to one year.

No application for a conditional use permit which has been considered and denied by the city council shall be resubmitted for a period of six (6) months from the date of city council action denying the permit, except on grounds of new evidence, or proof of change of conditions found valid by the planning and zoning commission.

This handout is intended to provide a *summary* of the submittal requirements. It is the responsibility of the applicant to know the applicable land use regulations. Please see the Baxter City Code for a complete, detailed listing of requirements. Conditional Use Permit procedures can be found in Chapter 7 (Conditional Use Permit) of the Zoning Ordinance. If you have any questions about these requirements, please contact City Hall to speak with the Zoning Administrator.

## Conditional Use Permit application for Stare Academy to use the Heritage Assembly of God building for School

We would like to use the existing church building for school. Pre K to 8<sup>th</sup> grade for the 22-23 school year. Pre K-9 for the 23-24 school year and Pre k-10 for the 24-25 school year and pre K-11 for the 25-26 School year and Pre K-12 for the 26-27 year going forward. The plan as of today would be that this is temporary, they schools plans to build or purchase a building suitable for use once the school is up and running and can financially do so.

School would be from Sept to May with school time from 7:30am to 5:15pm Monday to Friday. School calendar is attached. With a few expectations for school music concerts or assemblies. We see very little impact to the area around the school and adjoining properties. The church sits on Berrywood Drive across the street from a park with little traffic and far enough down the road from housing to cause any disruptions.

The Church membership uses the building mainly on Wednesday evening starting at 6pm and Sundays. The school would use the buildings on Monday-Friday and the church and school would work together to make sure they do not intend to both use the school space at the same time. The existing parking lot is plenty big to accommodate 12-25 staff members for the school. And if and when the school requires school buses, the school will use the far entrance and exit that goes around the back of the church building for bus drop off and pick up. So parents dropping kids off and buses would not use the same entrances and exits. The church parking lot and existing round about it close to perfect for this use. We see no congestion issues.

The new use and the current use are very similar and we feel they pair together perfectly. You can tell this was the intent when the buildings were built. The school will use the existing class rooms in the church building. The school with use the Gym in the student building just next to the main church. The school will use the cafeteria that is in the church for lunch. At this time, lunches will be catered in by another food provider and maybe in the future the school will provide made meals. If and when this happens the school will make sure to have permissions for any and all required governing body's.

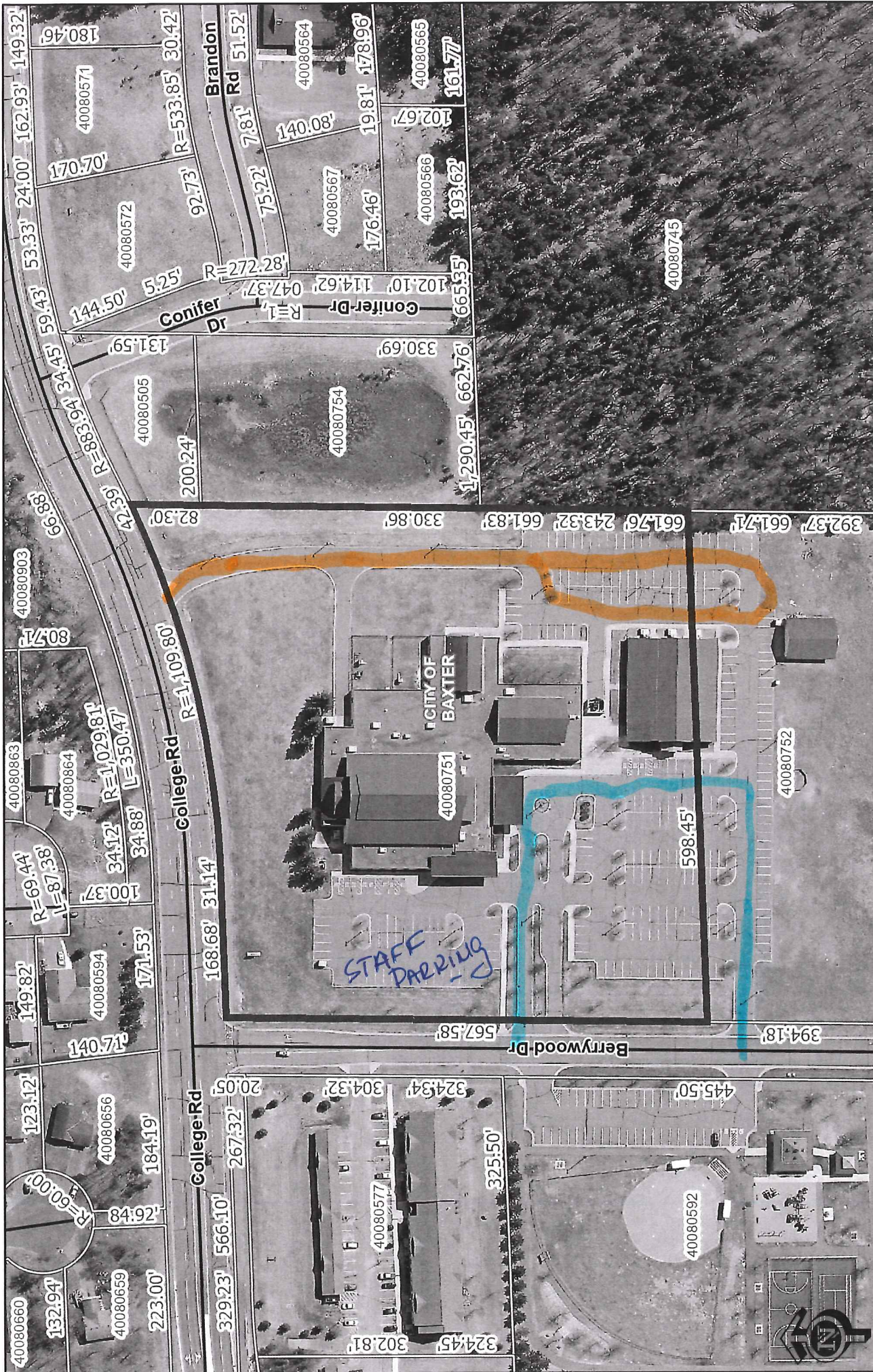
Please see parking and bus usage on attached.

# Stare Academy School Calendar

## 2022-2023

Tues-Thur., Aug. 30-Sept. 1	Teacher Workshop
Tuesday, Sept. 6	1 <sup>st</sup> Day of School
Friday, Sept. 30	Teacher Workshop – ½ Day
Thursday Oct. 20	Teacher Workshop
Friday, Oct. 21	No School
Friday, Nov. 4	End of 1 <sup>st</sup> Qtr. (42 Days)
Thursday Nov. 10	½ Day Parent Conferences
Friday, Nov. 11	Parent Conferences
Wed, Nov. 23 – Fri. Nov. 25	Thanksgiving Break
Thur. Dec. 22 – Mon, Jan 2	Christmas Break
Monday, Jan. 16	MLK – No School
Thur., Jan. 19	End of 2 <sup>nd</sup> Qtr. (42 Days)
Friday, Feb. 17	Teacher Workday
Monday, Feb. 20	President’s Day – No School
Thursday, March 3	No School – Teacher Workday (Off-site)
March 13-17	Spring Break
Friday, March 24	End of 3 <sup>rd</sup> Qtr. (40 Days)
Friday, April 7	Good Friday – No School
Monday, April 10	Easter Monday – No School
Friday, May 12	Teacher Workday
Friday, May 26	End of 4 <sup>th</sup> Qtr. (42 Days)





**STAFF PARKING**

**= Parent Pick-up & Drop off**

**= Potentially Bus Drop off & Pick up.**

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Date: 5/20/2022 Time: 3:30:39 PM





City of Baxter  
13190 Memorywood Dr  
PO Box 2626  
Baxter, MN 56425  
(218) 454-5100  
www.baxtermn.gov  
cityhall@baxtermn.gov

05/23/2022 12:32 PM  
Receipt No. 00235622

\$600.00 - 13242 Berrywood Dr Conditional Use  
Permit  
\$500.00 - 13242 Berrywood Dr Escrow/Deposit  
PROJECT

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13242 Berrywood Dr C  
onditionalUsePermit                   600.00  
13242 Berrywood Dr E  
scrow/Deposit PROJEC  
T   500.00  
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Total                                   1,100.00  
Cash                                    0.00  
Check # 2203                         1,100.00  
Change                                 0.00

Hice Agency LLC  
Customer # 014445  
8175 Industrial Park Rd Ste 2  
Baxter, MN 56425

Cashier: cwermtter