

DATE: August 10, 2026



Project Narrative

To: City of Baxter – Planning & Zoning Commission and City Council

From: HTG Architects

RE: Crow Wing Power Credit Union- Conditional Use Permit - Narrative

General

Crow Wing Power Credit Union is proposing the development of a new two-story branch facility on approximately 3.25 acres located on Golf Course Drive, directly across from Panache Salon & Day Spa (Parcel No. 40050716). The project is currently in the design development phase.

The property is zoned **C2 Regional Commercial**, which permits financial institutions as a permitted use; however, the current zoning does not allow drive-up facilities. As part of this project, Crow Wing Power Credit Union is requesting that the City of Baxter consider approval of a **Conditional Use Permit (CUP)** to allow the inclusion of drive-up banking services at the proposed branch location.

Project Overview

The proposed development includes the following:

1. A new two-story credit union facility consisting of approximately **7,000 square feet on the main level** and **5,900 square feet on the upper level**.
2. Site improvements requiring the clearing and disturbance of approximately **1.94 acres** of the **3.25-acre wooded parcel**. Existing wetland areas will remain undisturbed, and no construction activities are proposed within these protected areas.
3. A full-service credit union branch designed to serve members through both lobby and drive-up banking services, while also providing office space to support credit union operations and staff.
4. Hours of operation from **7:30 a.m. to 5:00 p.m., Monday through Friday**, with a **24-hour ATM** located in a dedicated drive-up lane.
5. A total of **42 parking stalls**, exceeding the minimum zoning requirement of **28 stalls**.
6. Drive-up facilities designed with a minimum stacking capacity of **six vehicles per lane**, along with an exterior bypass lane to facilitate traffic flow and minimize congestion.
7. Separate parking areas for members and employees, with staff parking located near the employee entrance and member parking conveniently situated adjacent to the main public entrance.

Site Plan

The proposed building has been strategically positioned to maximize visibility from Golf Course Drive and create a strong presence along the corridor. The site plan includes **two drive-up transaction lanes** and a **separate ATM lane** located to the south of the building. An additional bypass lane has been incorporated into the design to improve on-site circulation and reduce the potential for traffic congestion.

Access to the site will be provided through **two ingress/egress points on Golf Course Drive**. The northern driveway has been aligned with the existing entrance across Golf Course Drive serving Panache Salon & Day Spa, improving sight distances and operational efficiency for vehicles making left-turn movements. This

configuration is intended to enhance overall traffic circulation while providing safe and convenient access to and from the site.

Sincerely

A handwritten signature in black ink that reads "Sam Challe". The signature is fluid and cursive, with the first name "Sam" and last name "Challe" clearly distinguishable.

Sam Challe
Project Manager, HTG Architects