



# PLANNING COMMISSION/BOARD OF ADJUSTMENT

**Wednesday, November 12, 2025 at 6:30 PM**

City Hall 8319 Co. Rd. 11 Breezy Point, MN 56472

(218) 562-4441 | Office Hours 8:00 a.m. - 4:00 p.m. | [cityadmin@cityofbreezypointmn.us](mailto:cityadmin@cityofbreezypointmn.us)

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## AGENDA

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**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. OPEN FORUM**

**5. APPROVAL OF MINUTES**

[A.](#) September 16, 2025 Planning Commission / Board of Adjustment Minutes

**6. PUBLIC HEARING- CONDITIONAL USE APPLICATION C-25-003** Matt Juntunen 8862 County Road 11 Breezy Point, MN. Lot 11 Block 23 Whitebirch 16. Parcel 10080631. Request to construct 1040 sq. ft. accessory building (cumulative accessory structure sq. ft. 1568) Zone R-2 Medium Residential.

1- Open Public Hearing

2- Applicant Presentation

3- Staff Review

4- Public Input

5- Close Public Hearing

OFFICIAL ACTION CUP-25-003

[A.](#) CUP Application C-25-003

**7. ZONING ORDINANCE TALKING POINTS**

[A.](#) City Zoning Ordinance

**8. OTHER**

**9. STAFF REPORTS**

**10. ADJOURN**

**Breezy Point Planning Commission/  
Board of Adjustment  
September 16, 2025 – 6:30 p.m.  
Meeting minutes**

The Planning Commission Board of Adjustment meeting was called to order on Tuesday, September 16, 2025, at 6:30 PM by Chair Weaver.

The Pledge of Allegiance was recited by all in attendance.

City Planner Jerry Bohnsack conducted the roll call. Planning Commissioners Joe Ayers, Lee Brisbin, Marcy Weaver, Roger Theis, and Teddy Zierden were present. Staff present included Administrator Allie Polsfuss, Planner Jerry Bohnsack, and Deputy City Clerk Deb Runksmeier.

### Open Forum

Chair Weaver read the rules for open forums and public hearings. No one approached the podium during the open forum.

### Approval of August 12, 2025 Planning Commission Meeting Minutes

*Motion to approve the August 12, 2025 minutes was made by Ayers and seconded by Theis. The motion passed 5-0.*

Variance Application V-25-002 Jeff & Shivaun Kuffel 10672 Hilltop Drive. Lot 18 Valley of Contentment. Dwelling Closer than 75 feet from OHW, (59.2) & 13.2 feet from side yard.

### The Public Hearing was Opened

#### Applicant Presentation

Jeff Kuffel, accompanied by his wife Shivaun, presented their application. They proposed moving their existing manufactured home, which has been sold back to Eisman Homes, and building a new dwelling with the same 26-foot width but 10 feet longer. Mr. Kuffel explained that they have reduced their impervious ground cover to about 21.8% and have an extensive water runoff plan. He detailed their efforts to secure the shoreline and follow Crow Wing County Land Use Department guidelines for shoreline restoration.

### Staff Review

Bohnsack presented the staff review of the variance application. He outlined the applicable codes, the request details, and the property information. Jerry noted that a variance for the existing dwelling was granted in 2005.

### Public Input

Bryan Skaudis a neighbor at 10688 Hilltop Drive, expressed concerns about the proposed retaining wall and its potential impact on their view and property value. He also raised questions about the impervious surface calculations and water runoff.

The Public Hearing was Closed at 7:20 p.m.

## Official Action Variance Application V-25-002

The commission discussed the application, focusing on the impervious surface calculations, the retaining wall height, and water runoff management. They decided to add conditions to the approval, including a review by the city engineer and specifications for the retaining wall.

*Motion to approve the variance with additional conditions was made by Weaver and seconded by Zierden. The motion passed 5-0.*

The conditions included:

- Minimum first floor elevation of 1209
- Elevation and building setbacks to be set and staked by a registered surveyor
- Gutters to be installed on the dwelling to contain, direct, and treat surface water
- Building permit to be obtained and conformed to the Minnesota state building code
- Applicant to work with Crow Wing County Soil and Water to develop a lakeshore landscape plan
- Drainage plan to be reviewed and approved by the city engineer
- Retaining wall to be made of boulders no more than approximately 2 feet high

Whitebirch Inc. Request to Rezone one portion of Out Lot A. Whitebirch 7th Addition. R-4 to RC Resort Commercial and Rezone portion of Out Lot B Whitebirch 7th Addition RC to R-4.

The Public Hearing was Opened at 7:39 p.m.

### Applicant Presentation

David Landecker, representing White Birch Inc., presented the rezoning request. He explained that the purpose was to redesign holes 8 and 9 of the golf course, which required crossing the current R-4 land. The proposal aimed to create resort commercial zoning over part of Outlot C and move the R-4 land to connect with existing R-4 land to the east.

### Staff Review

Bohnsack provided a brief staff review, noting the complexity of the request and explaining that it was part of a larger plan to redesign holes 8 and 9 of the Whitebirch golf course.

### Public Input

A letter from Jessi Hattervig and Ken Mahoney, property owners at 30103 Osceola Circle, was read. They expressed concerns about the rezoning's potential impact on their property value and the character of their lot.

The Public Hearing was Closed at 8:01 p.m.

## Official Action Rezoning Request (Recommendation to City Council) Rezone Request Whitebirch Inc.

The commission discussed the rezoning request. Eric Carter, the general manager of the resort, provided additional information about the rationale behind the golf course redesign, including safety considerations and improved playability.

*Motion to recommend approval of the rezoning request to the city council was made by Theis and seconded by Ayers. The motion passed 5-0.*

## Request to Vacate Utility & Drainage Easements within Out Lot C Whitebirch 7th and Utility Drainage Easement across Out Lot D Whitebirch 7th Addition between Osceola Circle & Out Lot C Whitebirch 7th Addition.

The Public Hearing was Opened at 8:02 p.m.

### Applicant Presentation

David Landecker explained that the easements were created in the 1978 plat but were now obsolete and potentially a nuisance for future development. He stated that vacating these easements was part of cleaning up ambiguities in the property descriptions.

### Staff Review

Bohnsack noted that this was the simplest part of the process. He explained that since no development was currently proposed and the easements were from 1978 for a type of development no longer marketable, staff felt there was no need for the easements and they should be vacated.

### Public Input

There was no public input on this item.

The Public Hearing was Closed at 8:07 p.m.

## Official Action Vacation Request (Recommendation to City Council) Petition to Vacate Utility & Drainage Easements Whitebirch Inc.

*Motion to recommend approval of the vacation request to the city council was made by Zierden and seconded by Theis. The motion passed 5-0.*

## Subdivision Application Whitebirch Inc. Preliminary Plat. Final Plat of Whitebirch Fairway Addition.

The Public Hearing was Opened 8:08 p.m.

## Applicant Presentation

David Landecker with Whitebirch Inc. presented the subdivision plat, explaining that it was creating two new outlots to accommodate the zoning change. He noted that this would help with zoning district demarcation, taxation, and potential future mortgaging.

## Staff Review

Bohnsack viewed the subdivision as temporary, coinciding with the proposed zoning. He noted that any outlot created would need to be resubdivided at the time of development.

## Public Input

There was no public input on this item.

The Public Hearing Was Closed at 8:12 p.m.

## Official Action Subdivision Application Whitebirch Inc. (Recommendation to City Council)

*Motion to recommend approval of the subdivision application to the city council was made by Weaver and seconded by Ayers. The motion passed 5-0.*

## Staff Reports

Bohnsack reported on discussions with the city council regarding the land use zoning ordinance rewrite. He noted that there wasn't much appetite for a full rewrite at this point, but there might be room for specific amendments.

## Commissioner Reports

There were no reports.

## Adjourn

The meeting was adjourned 8:25 p.m.

Submitted By, Deb Runksmeier  
Deputy City Clerk

City of Breezy Point  
Notice of Public Hearing  
Wednesday November 12, 2025, 6:30 p.m.  
Breezy Point City Hall

Section 6, Item A.

To Whom It May Concern:

Notice is hereby given the City of Breezy Point Planning Commission / Board of Adjustment will hold a public hearing on November 12, 2025 at 6:30 p.m. or shortly thereafter at Breezy Point City Hall, 8319 County Road 11, to consider the following;

Conditional Use Application C-25-003 Matt Juntunen 8862 County Road 11 Breezy Point, MN. Lot 11 Block 23 Whitebirch 16. Parcel 10080631. Request to construct 1040 sq. ft. accessory building (cumulative accessory structure sq. ft. 1568) Zone R-2 Medium Residential.

A notice relative to above listed requests is sent to all property owners located within 350 feet of the applicant's property. Please share this information with your neighbor in the event any property owner has been missed, or our records are not correct.

Public is invited to attend and be heard on these matters.

Jerry Bohnsack  
Planning & Zoning  
City of Breezy Point  
218-569-1003  
[jbohnsack@cityofbreezypointmn.us](mailto:jbohnsack@cityofbreezypointmn.us)





8319 County Road 11  
Breezy Point, MN 56472  
Phone: (218) 562-4441  
Fax: (218) 656-1326  
www.cityofbreezypointmn.us

Received by City: 10/17/2025  
Application Number: C-25-003  
Non-refundable Fee Paid: 250.00  
Receipt #: 95.-034

# Conditional Use Application

Name of Applicant Matt Juntunen  
Address 8802 County Road 11 Email: Juntunenm@pellamn.com  
City, State, Zip Breezy Point, MN 56472  
Phone 763-443-0291 Alternate Phone 612-670-5074

Physical Address / Location of Property 8802 County Road 11, Breezy Point, MN 56472

Legal Description of Property Single family, Residential  
White Birch Sixteen Lot 11 Block 23

Parcel ID Number 10080031 Zoning District R-2

Applicant is:

- Legal Owner of Property
- Contract Buyer
- Option Holder
- Agent
- Other

Title Holder of Property (if different than applicant):

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_  
Phone \_\_\_\_\_

State the nature of your request in detail. What are you proposing for your property?

I am proposing to build a pole building that is 40ft wide by 26ft deep for cold storage. The building will be uninsulated with class 5 floors.

Signature of Owner, authorizing application [Signature]

(By signing, the owner is certifying that he/she has read and understands the instructions accompanying this application.)

Signature of Applicant (if different than owner) \_\_\_\_\_

(By signing, the applicant is certifying that he/she has read and understands the instructions accompanying this application.)

\*By signing above, I acknowledge that I understand that I am responsible for all fees incurred by the City as a result of professional services provided by the City Engineer, City Attorney, and other contracted agencies in reviewing my application.\*

**CONDITIONAL USE:** A land use or land development, as defined by the Ordinance, that is allowed, but would not be appropriate without restrictions or conditions as determined by the Planning Commission. The proposed use must meeting the following standards: (a) the use or development is an appropriate conditional use in the land use zone, (b) the use or development with conditions conforms to the comprehensive land use plan, (c) The use with conditions is compatible with the existing neighborhood, and (d) the use with conditions would not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, or prosperity of residents in the City.

The following questions must be answered.

1. What changes are you proposing to make to this property?

Building: Build 40ft wide by 28ft deep pole building.

Landscaping: NO changes to landscape will be made. Existing Proposed build site is clear and flat

Parking/Signs: NO changes will be made.

2. Describe the impact on the use and enjoyment of other property in the immediate vicinity. If there is no impact, explain why.

The proposed building will utilize the existing driveway, resulting in no increase in traffic or vehicle access to the property. Its addition is expected to enhance the overall aesthetic of both the property and the surrounding area by allowing vehicles, trailers, and recreational equipment to be stored indoors, thereby reducing visible clutter in the yard and driveway. Additionally, the building may provide a buffer to traffic noise along cr-11, creating a quieter environment for the property and potentially benefiting nearby residences.

3. Describe the character of the area and the existing patterns and use of development in the area. How is the proposal consistent with those patterns and uses?

The area includes a mix of dense forest and single-family homes. Most properties have a built-in garage, and some also include one or two accessory buildings. Our proposal is consistent with the surrounding area, as the new building will not require any vegetation removal or land clearing. It will be located within a dense but managed forest, minimizing visibility and impact. Storing trailers and recreational vehicles inside the building will also help keep the property neat and in line with the character of the neighborhood.

4. Describe the impact on the capacity of existing or planned community facilities (sewer, drainage, other). Explain if additional facilities will be required.

There will be no impact to community facilities as the proposed building will not utilize running water or sewage. The property is served by a private well and private septic system and does not rely on community water or wastewater infrastructure. As a result, the project will not increase demand on local utilities or public services.

5. Describe the impact on the character of the neighborhood in which the property is located.

The proposed building will complement the character of the neighborhood by maintaining both its natural and architectural harmony. The structure will be surrounded by dense but managed forest, ensuring no disruption to existing vegetation and land features. Its dark bronze siding with black soffit, fascia, roof, doors, and windows will match the color scheme of the existing buildings on the property, creating a cohesive and unobtrusive appearance. Additionally, by storing trailers and recreational vehicles inside the building, the property will maintain a clean and orderly look, consistent with the surrounding single-family homes and accessory structures in the area.

6. Describe the impact to the traffic on roads and highways in the vicinity, and the expected traffic generated by the proposed use. Is there adequate off-street parking available to accommodate the proposal?

The proposed building will have no impact on traffic in the surrounding roads and highways. It is not located near any intersections and will not obstruct visibility for drivers. The existing driveway will continue to be used as it is now, with no expected increase in traffic frequency. The proposed use is for the storage of trailers and recreational vehicles, which does not generate additional traffic. Adequate off-street parking is already available on the property to accommodate the proposal, ensuring there will be no effect on public roadways or neighboring properties.

7. Discuss any environmental limitations of the area that would limit or constrain construction on this property.

To my knowledge, there will be no environmental limitations of the area that would limit or constrain construction on this property.

8. Please include any other comments pertinent to this request.

Overall, the project is intended to enhance the property while having no negative impact on neighboring parcels, traffic, or the natural environment.

**INSTRUCTIONS TO THE APPLICANT**

Completed applications, with *all* submittal requirements, must be submitted to the Planning & Zoning Department no fewer than **25 days** prior to the meeting date. In order for your application to be accepted as complete, and to have a public hearing scheduled, the following information **must** be submitted:

- 1. This application must be completed, including responses to all parts of this application.
- 2. The required fee must be paid. See fee schedule for details.
- 3. Legal description of the site.
- 4. Site plan, drawn to scale, showing parcel and existing structure dimensions, water features, and 10 foot contour lines (smaller contour lines may be required if deemed necessary by the Planning Department, Planning Commission, or City Council).
- 5. The site plan or should also show the location of all structures and their square footage.
- 6. Existing and proposed curb cuts, driveways, access roads, turn-arounds, parking including RV, boat and additional vehicle storage, off-street loading, and sidewalks. Size and type of surface should also be included.
- 7. Proposed landscaping and screening plans: garbage dumpsters, areas preserved in natural state including buffer areas, areas to be developed into lawn (grass), areas to be covered by woodchips or mulch, garden areas, shrubbery, types, size, age, and number of proposed trees and their locations, exterior lighting to be proposed including location and type, any other items deemed appropriate.
- 8. Square footage of all impervious coverage. Impervious coverage includes the horizontal area of all buildings, decks, roof overhangs, patios, walks, driveways, and any other parking areas and drives constructed of any material.
- N/A 9. Proposed drainage plan.
- N/A 10. Proposed and existing sanitary sewer and water supply plans with estimated usages on peak day.
- N/A 11. Soils data showing capability for building and on-site sewage treatment.
- N/A 12. Existing iron pipe boundary monuments marked with proof of survey.
- N/A 13. Approximate location of any proposed signs (if applicable).
- 14. Color scheme for all existing and proposed structures.
- 15. Outside storage proposal.
- 16. Elevation plans for all existing and proposed structures.

TO: Planning Commission

FROM: Jerry Bohnsack

Meeting of November 12, 2025

**Conditional Use Application C-25-003**

Applicant: Matt Juntunen

Property Address: 8862 County Road 11, Breezy Point MN 56472

Property ID: #10080631

Legal Desc: Lot 11 Block 23 Whitebirch 16

Zoned: R-2 – Medium Residential

City Code: §153.032 Medium Density Residential R-2  
§153.044  
§153.045  
§153.119

Conditional Use Request: to construct detached accessory structure up to 1600 sq. ft. Property zoned R-2.

The property is 1.842 acres (80,2860 sq. ft.) located between Harvest Road(W) and County Road 11(E).

The Lot currently hosts an existing house and 24' x 22' detached garage (528 sq. ft.). Applicant is seeking to construct another detached garage 26' x 40' (1040 sq. ft.) proposed. Cumulative total square footage of accessory structures 1568 square feet. Access to accessory structures proposed from Harvest Road.

Findings

Upon review of a Conditional Use application the commission needs to consider the findings as required in Section §153.119 (E). In review the commission should state whether or not the finding is acceptable towards granting the CUP, if applicable.

The following findings must be met:

- (a) The use or development is an appropriate conditional use in the land use zone
- The property is zoned RC and the request is appropriate under Section §153.039 C-20.
- (b) The use or development with conditions conforms to the Comprehensive Land Use Plan.
  - (c) The use with conditions is compatible with the existing neighborhood.
  - (d) The use with conditions would not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance or prosperity of the city.

The following must be considered:

- (a) The conditional use should not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose permitted on that property, nor substantially diminish or impair property values in the immediate vicinity;
- (b) The conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area;

(c) The conditional use will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the community;

The use does not require any additional public infrastructure.

(d) The conditional use will promote and preserve the Northwoods character of the community;

(e) The conditional use will have vehicular approaches to the property which are so designed as not to create traffic congestion or an interference with traffic on surrounding public thoroughfares;

The proposed use is in keeping with the residential character of the neighborhood creating nominal additional traffic flow.

(f) Adequate measures have been taken to provide sufficient off-street parking and loading space to serve the proposed use;

The use is in keeping with the resort commercial use and character of the neighborhood creating nominal additional parking or loading requirements.

(g) Adequate measures have been taken or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so none of these will constitute a nuisance and to control lights and signs in such a manner that no disturbance to neighboring properties will result;

The proposed use is in keeping with the residential character of the neighborhood. No commercial use of the property is proposed as a condition of the CUP.

(h) The conditional use will not result in the destruction, loss or damage of a natural, scenic or historical feature of major significance; and

Not Applicable

(i) The conditional use will promote the prevention and control of pollution of the ground and surface waters including sedimentation and control of nutrients.

The proposed use is in keeping with the residential character of the neighborhood.

- Applicant has filed the appropriate application for CUP.
- Applicant has paid the appropriate fee for the application.
- Public notice of Conditional Use Hearing was published in the legal newspaper and all property owners within 350' were given mailed notice of said hearing.
- Public Hearing was held on Wednesday, November 12, 2025.

Staff has reviewed the following:

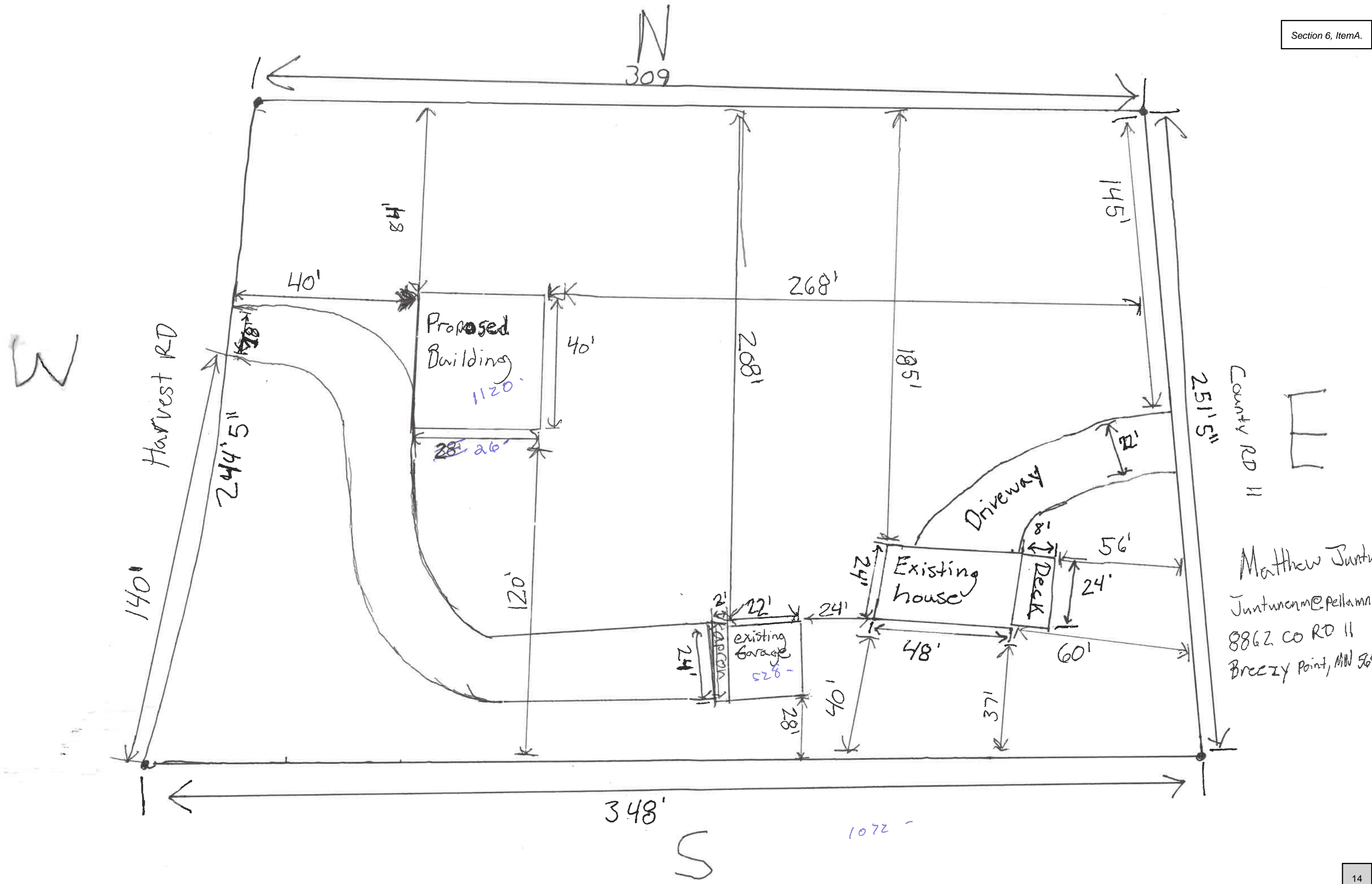
- Site Plan
- CUP Application
- Zoning Code compliance

The following findings are made.

- 1) The sue is an appropriate conditional use in the land use zone R-2.
- 2) The property is zoning R-2 and the request is consistent with 153.032, 153.044, 153.045, and 153.119.
- 3) The use with conditions is compatible with the comprehensive land use plan.
- 4) The use with conditions is compatible with the existing neighborhood.
- 5) The use with conditions would not be injurious to the public heath safety, welfare, decency, comfort, convenience, appearance, prosperity of the city.

The following may be appropriate conditions for approval of Conditional Use Permit.

- 1) Applicant shall obtain Building Permit for Accessory structure.
- 2) Applicant shall comply with all setback requirements.
- 3) Siding and Roofing of accessory structure to be similar to principal structure.
- 4) Accessory structure to comply with State Building Code.
- 5) Height of accessory structure shall not exceed 15 ft. (midpoint roof)
- 6) Cumulative square footage of accessory structure shall not exceed 1600 sq. ft.
- 7) Access to accessory structure to be from Harvest Road.
- 8) \_\_\_\_\_.



Matthew Juntunen  
 Juntunenm@pellamn.co  
 8862 CO RD 11  
 Breezy Point, MN 56472

Section 6, Item A.



Section 6, Item A.





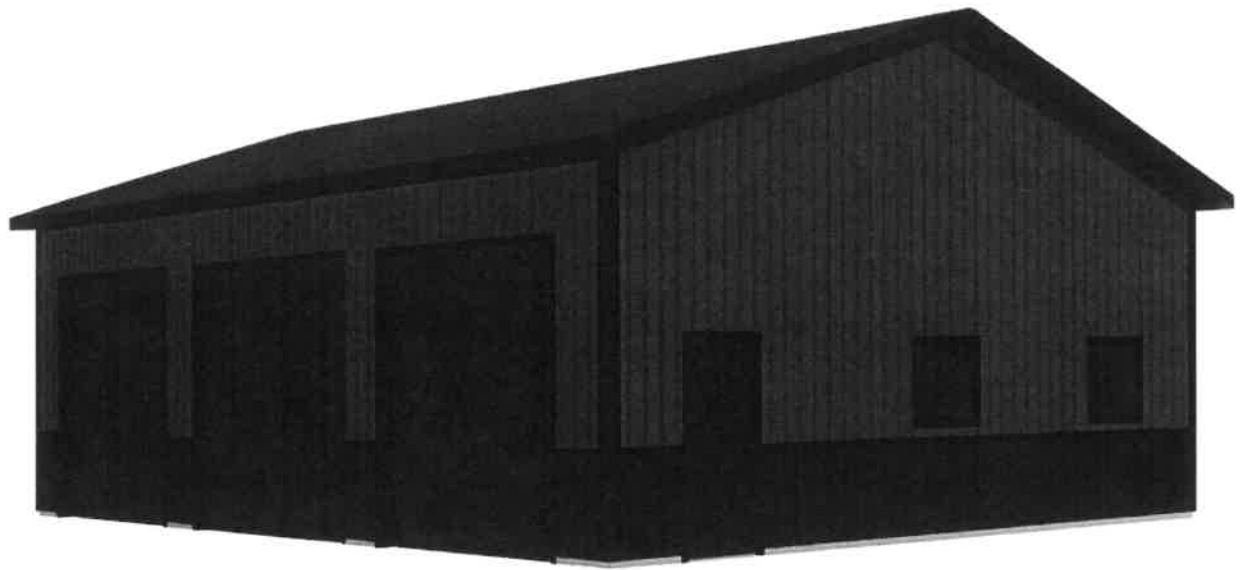
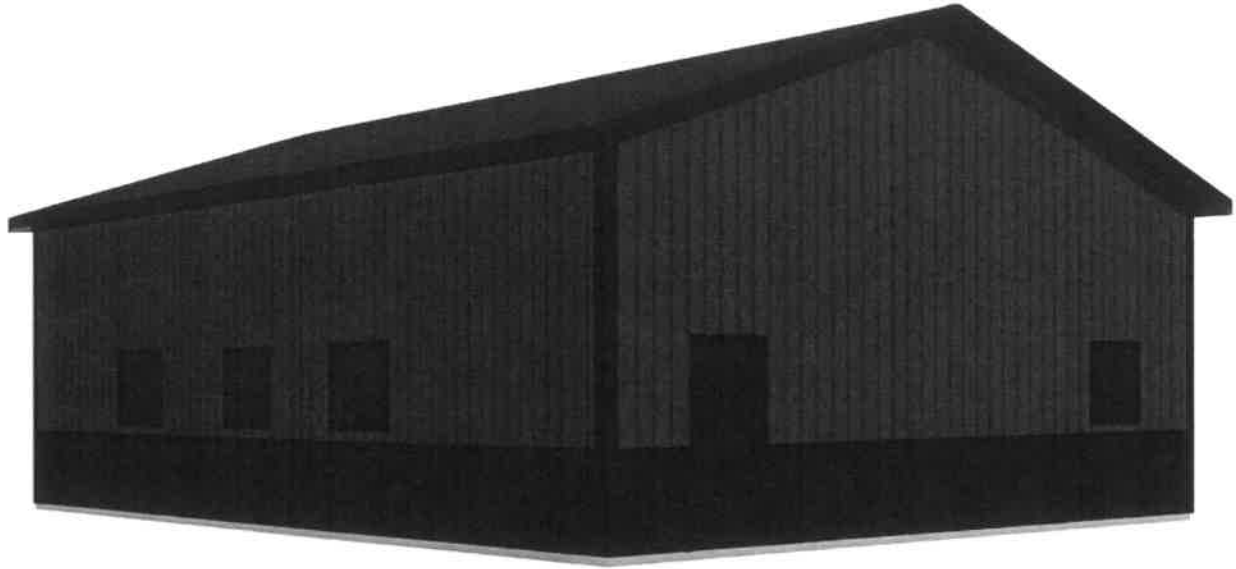
Section 6, Item A.



# 3D ELEVATION



# Proposed Building



TO: Planning Commission

FROM: Jerry Bohnsack

RE: Zoning Ordinance Talking Points

Meeting of November 12, 2025

**Variances**

Most Zones except R-3 have a minimum house size of 26 feet wide. 1296 square feet footprint of house. 26 feet wide and 975 square feet footprint house. Minimum 22 ft. x 22 ft. 22 ft. 6/12 roof pitch (unenforceable).

Discussions

- Does the City want to continue requiring minimum house size?
- Is the current minimum house size the correct size? (Reduce? Increase?)
- Amend to eliminate roof pitch.

Currently the ordinance in residential zones prohibits accessory structures without a principal structure.

Discussions

- Should accessory structures be allowed without a principal structure?

Currently the ordinance regulates the size of accessory structure based on size of lots. Height of accessory structure regulated by Zone and size of lot.

Discussion

- Should camping be allowed on unimproved lots?
- Should the current camping restrictions be maintained?

Currently Ordinance allows temporary permit for shipping containers – short term storage during construction.

Discussion

- Should shipping containers be allowed as accessory structures?