

PLANNING COMMISSION
Wednesday, July 15, 2020

#1 Call to Order

Planning Commission Chair Gorham called the meeting of the Brainerd Planning Commission to order at 6:00 p.m. via WebEx Teleconferencing.

Community Development Director Chanski explained the procedures to be followed to the Commission and callers regarding the process of conducting electronic meetings.

Noted present were Commissioners Yeager, Foley, Lambert, Duval, Woodward, Gorham, and Council Liaison Lambert. Commissioner Kallroos was noted as absent. Community Development Director Chanski was also noted as present.

Due to conducting the meeting electronically, all motions will be voted on by a roll call vote for accuracy.

#2 Approval/Amendment of Agenda

MOTION AND SECONDED BY COMMISSIONERS LAMBERT AND WOODWARD TO AMEND THE TITLE OF THE MEETING FROM A WORKSHOP TO A REGULAR MEETING AND ADD TO THE AGENDA ITEM 4C. REQUEST FOR PROPOSALS AND QUALIFICATIONS FOR ZONING CODE UPDATE SERVICES.

Upon roll call, members Yeager, Foley, Lambert, Duval, Woodward, and Gorham voted “aye”. No member voted “nay”. The Chair declared the motion carried.

#3 Approval of Minutes

MOTION AND SECONDED BY COMMISSIONERS DUVAL AND LAMBERT TO APPROVE THE MINUTES OF THE REGULAR MEETING HELD ON APRIL 15, 2020, THE WORKSHOP HELD ON MAY 6, 2020 AND THE WORKSHOP HELD ON JUNE 15, 2020.

Upon roll call, members Yeager, Foley, Lambert, Duval, Woodward, and Gorham voted “aye”. No member voted “nay”. The Chair declared the motion carried.

#4 New Business

4a. Conditional Use Permit Application – Submitted by Joel & Grace Jacobson on behalf of Jacobson Excavating & Landscaping – Outdoor Storage at 3424 Oak St., Brainerd

Community Development Director Chanski explained the details on the application and the property the applicant would like to have outdoor storage for their landscaping company.

The Chair opened the public hearing at 6:15 p.m.

The Chair recognized Mr. Joel Jacobson, the owner of the excavating company who gave a brief overview of his plan to eventually have a retail greenhouse and office, but at this time is only requesting the ability for outdoor storage.

The Chair closed the public hearing at 6:17 p.m.

Commissioners asked questions that were answered by the applicant.

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND LAMBERT TO APPROVE THE CONDITIONAL USE PERMIT FOR 3424 OAK STREET BASED ON THE FINDINGS OF FACT AS PRESENTED.

Upon roll call, members Yeager, Foley, Lambert, Duval, Woodward, and Gorham voted "aye". No member voted "nay". The Chair declared the motion carried.

4b. Conditional Use Permit Amendment – Submitted by Reid Theisse, ISD181 Director of Buildings and Grounds on behalf of ISD181 – Required Boulevard Trees at 1515 Oak St., Brainerd

Community Development Director Chanski indicated the purpose of the amendment request from ISD181 would be to eliminate the requirement of boulevard trees in the sidewalk in front of the original building and allow the boulevard trees in front of the new parking lot be moved onto the school's property on the inside of the sidewalk. He said it was determined that the existing mature trees currently in front will not be removed and a CTC fiber optic line was found to be shallowly buried in the right-of-way.

The Chair opened the public hearing at 6:34 p.m.

The Chair recognized Mr. Reid Theisse, ISD181 director of buildings and grounds gave a brief update to the situation that has been discovered and the request to amend the current Conditional Use Permit.

The Chair recognized Mr. Tim Ramerth, architect with WSN, spoke about the difficulty to maintain trees in that boulevard.

Commissioners asked questions which were answered by the applicant.

The Chair closed the public hearing at 6:39 p.m.

Commission discussion took place.

MOVED AND SECONDED BY COMMISSIONERS LAMBERT AND WOODWARD TO APPROVE THE CONDITIONAL USE PERMIT FOR ISD181 WITH THE CONDITION THAT IF A TREE IS DAMAGED, BECOME ILL OR OTHERWISE BE REMOVED, SHALL BE REPLACED IN AN ESTHETICALLY PLEASING AND COMPATIBLE MANNER.

Upon roll call, members Foley, Lambert, Duval, Woodward, and Gorham voted "aye". Member Yeager voted "nay". The Chair declared the motion carried.

4c. (Added Item) Request for Proposals and Qualifications for Zoning Code Update Services

Community Development Director Chanski explained that the City needs to submit a request for proposals for services from a qualified entity to proceed with the zoning code update and to plan for the 2021 budget. He gave a brief review of the RFP that will be published.

Commission discussion took place.

It has been determined the Commission supports moving forward with the Request for Proposals.

#5 Public Forum

The Chair opened the public forum at 7:17 p.m.

No one came forward.

The Chair closed the public forum at 7:17 p.m.

#6 Old Business

6a. Ratify the Appointment of Don Gorham as the Representative to the Region 5 Children's Museum Master Plan Task Force

MOVED AND SECONDED BY COMMISSIONERS LAMBERT AND YEAGER TO APPOINT DON GORHAM AS A REPRESENTATIVE TO THE REGION 5 CHILDREN'S MUSEUM MASTER PLAN TASK FORCE.

Upon roll call, members Yeager, Foley, Lambert, Duval, Woodward, and Gorham voted "aye". No member voted "nay". The Chair declared the motion carried.

6b. Schedule Workshop for the Continuation of the Future Land Use Map Development

The Commission has agreed to hold a workshop to continue discussion of the future land use map on Wednesday, August 12, 2020 at 6:00 p.m.

#7 Commissioner's Questions/Comments

Commissioner Duval stated he receives a publication for housing updates and the most recent edition mentions tiny home developments that were recently approved in Duluth. He looks forward to how tiny homes play a part in the ordinance revision for Brainerd. He also indicated he was challenged by the issue of a fiber optic line being a hinderance regarding the CUP amendment for Harrison School, as this should be the responsibility of the contractor and questioned the role of the Planning Commission in these situations.

#8 Community Development Director's Report

Community Development Director Chanski stated the City Council held a workshop on July 13th to discuss goals and priorities based on the 2035 Comprehensive Plan which should be adopted in August. He also informed the Commission Starbucks will be breaking ground soon next to Jimmy John's on Washington Street. He announced that City Hall is nearing completion and will be allowing public access through a controlled system starting on July 27th.

#9 Adjourn

The Chair adjourned at 7:36 p.m.

Don Gorham, Planning Commission Chair