

**PLANNING COMMISSION**  
Wednesday, September 16 , 2020

**#1     Call to Order**

Planning Commission Chair Gorham called the meeting of the Brainerd Planning Commission to order at 6:00 p.m. in the City Hall Council Chambers.

**#2     Roll Call**

Noted present were Commissioners Yeager, Duval, Woodward, and Gorham. Commissioner Foley attended the meeting at 6:10 p.m. Commissioner Lambert joined the meeting at 6:50 p.m. via WebEx teleconference. Commissioner Kallroos was noted as absent. Community Development Director Chanski was also noted as present.

**#3     Approval/Amendment of Agenda**

MOTION AND SECONDED BY COMMISSIONERS WOODWARD AND DUVAL, DULY CARRIED, TO APPROVE THE AGENDA.

**#4     Approval of Minutes**

MOTION AND SECONDED BY COMMISSIONERS WOODWARD AND YEAGER, DULY CARRIED, TO APPROVE THE MINUTES OF THE REGULAR MEETING HELD ON AUGUST 19, 2020.

**#5     New Business**

**5a.     Discussion – Rural Service District**

Community Development Director Chanski indicated property owner, Mr. Greg Jedlenski of 9089 Dal-Mar Drive, requested to have his property added to the City's Rural Service District. He explained the details and the history of the rural service district and the basis of its creation back in 1986.

Commissioner Yeager indicated Section Five shown in Ordinance No. 844, that was adopted in 1986, states *"whenever any parcel of land in the rural service district receives water and/or sewer services or is rezoned, said parcel of land shall be transferred from the rural service district to the urban service district and the levy shall then be on the same basis as the property taxes levied for the urban service district."* He said when the zoning code update takes place, this concern will need to be addressed at that time, as many residents may be affected without the Commission's knowledge.

Commission discussion took place.

Community Development Director Chanski said the City Council has directed the Planning Commission to review the Rural Service District for its usefulness and whether it still serves a purpose to the City. He said a decision does not need to be made tonight, and staff is willing to compile more information for a future meeting.

## **#6     Public Forum**

The Chair opened the public forum at 6:40 p.m.

No one came forward.

The Chair closed the public forum at 6:40 p.m.

## **#7     Old Business**

### **7a.     Text Amendment – Amending Section 515-62: B-3; Central Business District to Allow Commercial Greenhouses as an Interim Use**

Community Development Director Chanski explained the owner of Yesterday's Gone Bar and Grill would like to construct a commercial greenhouse on his property in order to serve fresh produce at his restaurant. He indicated the option to pursue a text amendment was discussed at the August 19<sup>th</sup> Planning Commission meeting, and draft language was compiled. Mr. Chanski reviewed the proposed language and discussion took place.

The Chair opened the public hearing at 6:54 p.m.

No one came forward.

The Chair closed the public hearing at 6:54 p.m.

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND LAMBERT, DULY CARRIED, TO APPROVE THE TEXT AMENDMENT AS PRESENTED TO SECTION 515-62-5 TO ADD COMMERCIAL GREENHOUSES AS AN INTERIM USE.

Community Development Director Chanski explained all votes need to be made by a roll call vote, due to Commissioner Lambert joining the meeting via WebEx.

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

### **7b.     Discussion- Selection of Consultant to Conduct Zoning Code Update**

Community Development Director Chanski stated all applicants did a fantastic job conducting their interviews, and any of them would do a great job on the project. He presented his two recommendations as Swanson Haskamp Consulting and Landform and gave the reasons why, although the Commission does not have to agree with either of them. He asked the Commissioners to give their top choices and reasons for their choice.

- Foley – All interviews went well as all of them had their strong points. He agrees that Swanson Haskamp Consulting could be a top choice, as they had a good understanding and approach to the scope of work as well as a generous meeting schedule.
- Lambert – Agrees with Commissioner Foley that all were great interviews. She indicated Swanson Haskamp was her first choice. She stated she believes that with Mr. Lamb's expertise would keep the project on point. Landform was her second choice.

- Woodward – Agrees with the comments made by Commissioner Lambert with choosing Swanson Haskamp and liked the graphics and readability of the example they provided.
- Gorham – Stated his first choice is Landform as Ms. Lindahl showed confidence in completing the project and would use social media in a sensible manner. He indicated she was less concerned about meetings and committees as he felt working on the comp plan, it was difficult to compile a committee and task force.
- Duval – Used the scoring criteria from the RFP and chose HKGi, MSA, and SHC – He explained each firm and stated Swanson Haskamp was very good due to the confidence shown by Mr. Lamb.
- Yeager – Said he enjoys being a part of this commission due to the wide range of opinions. He indicated his top choice is Landform and talking with Ms. Lindahl seemed like we would be working less with a corporation and more with a team member. He said he was impressed with her comment regarding the City would be her only client/focus and works on only one project from start to finish. However, he enjoyed the presentation from Swanson Haskamp, and felt Mr. Lamb was very knowledgeable.

MOVED AND SECONDED BY COMMISSIONERS LAMBERT AND DUVAL TO RECOMMEND SWANSON HASKAMP CONSULTANTS AS THE CONTRACTOR TO CONDUCT THE ZONING CODE UPDATE.

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

#### **#8 Commissioner’s Questions/Comments**

Commissioner Duval is looking forward to this next step in implementing the comprehensive plan by updating the zoning code and thanked Community Development Director Chanski for the work involved. He would also encourage discussion resume regarding the lighting ordinances and lighted signs.

Commissioner Foley indicated his term on the commission expires in December but will probably reapply to see this project through.

#### **#9 Community Development Director’s Report**

Community Development Director Chanski announced the EDA will be holding a special meeting Thursday, September 17<sup>th</sup> to consider the purchase of the remaining industrial lots by Anderson Brothers Construction. He indicated the October Planning Commission meeting will include this topic to confirm that the development falls within the comprehensive plan goals and priorities if it passes.

He explained the City Council held a budget workshop to determine the preliminary levy for 2021. He said they will also be asked to consider reorganizing the community development department and explained the details involved in the request.

**#10    Adjourn**

The Chair adjourned at 7:40 p.m.

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Don Gorham, Planning Commission Chair