

PLANNING COMMISSION
Wednesday, November 18, 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.

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

#2 Roll Call

Noted present were Commissioners Yeager, Duval, Kallroos, Lambert, Woodward, and Gorham. Commissioner Foley was noted as absent. Community Development Director Chanski, Ashley Kaisershot, planner from Region 5, were also noted as present.

#3 Approval/Amendment of Agenda

MOTION AND SECONDED BY COMMISSIONERS YEAGER AND DUVAL TO AMEND THE AGENDA BY REMOVING THE APPROVAL OF MINUTES TO THE NEXT MEETING.

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

#4 Approval of Minutes

Community Development Director Chanski indicated the minutes from the October 21, 2020 meeting will be completed to approve at the December 16, 2020 meeting.

#5 New Business

5a. Conditional Use Permit – Scott Whittemore has submitted a request on behalf of ISD#181 for a Conditional Use Permit for the Lincoln Education Level IV Special Education Facility at 400 Quince St., Brainerd

Community Development Director Chanski indicated Scott Whittemore applied for the permit on behalf of ISD#181 for the Brainerd High School South Campus remodel which will be the home for the Lincoln Education Level IV Special Education Facility. Community Development Director Chanski gave a brief review of the specifications and requirements of Section 515-22 and 515-23 that would pertain to this project. He also pointed out the findings of fact that are included in the packet.

The Chair opened the public hearing at 6:11 p.m.

The Chair recognized Scott Whittemore, on behalf of ISD#181, who stated Reid Thiesse, director of building and grounds, and Tim Ramerth, the civil engineer on the project are also in attendance for questions and discussion. Mr. Whittemore reviewed and explained the site plans that were submitted. Mr. Ramerth added there will be fencing installed on the southeast side of the building, which is used for storage of vehicles. He also indicated on the south end of the parking area where it shows 27 parking spaces, there will be a concrete pad for a propane tank.

Discussion took place regarding screening, landscaping, and lighting requirements.

The Chair closed the public hearing at 6:48 p.m.

MOVED AND SECONDED BY COMMISSIONERS LAMBERT AND DUVAL TO APPROVE THE CONDITIONAL USE PERMIT FOR THE LINCOLN EDUCATION LEVEL IV SPECIAL EDUCATION FACILITY LOCATED AT 400 QUINCE STREET CITING THE FINDINGS OF FACT AND UNDER THE CONDITIONS THAT A LANDSCAPE PLAN ON THE EAST SIDE OF THE PROPOSED PARKING LOT AND A LIGHTING PLAN SHOWING THE USE OF 3000K LIGHTING BE BROUGHT BACK TO THE PLANNING COMMISSION.

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

5b. Discussion – Commissioner Terms

Community Development Director Chanski indicated it was requested to discuss the terms of Planning Commission members. He explained the concern is that three members' terms expire at a time, so it was stated this could disrupt the continuity of the Commission.

Commissioner Duval is concerned that due to the larger tasks taking place within the Commission, that a turnover in members could cause potential delays in what accomplishments have been made. He indicated that he would like to see an adjustment in the term expirations.

Discussion took place and staff was instructed to seek direction from the City Council.

#6 Public Forum

The Chair opened the public forum at 7:14 p.m.

No one came forward.

The Chair closed the public forum at 7:14 p.m.

#7 Old Business

7a. Discussion – Future Land Use Map

Community Development Director Chanski stated the packet contains updated copies of the FLU (Future Land Use Map) and Ashley Kaisershot will guide the Commission on discussion.

Ms. Kaisershot started off by giving a recap of the last meeting and asked for comments or questions from the updated FLU copies in the packet.

Discussion took place regarding the updates made by Ms. Kaisershot.

Ms. Kaisershot requested input regarding the expansion areas which include parcels outside the city limits. She indicated Crow Wing Township is also working on a FLU update. She said they will be focusing on commercial development and suggests that we overlap to make

sure we have the same vision. Commissioners discussed and shared their ideas for what they envision in those areas.

Ms. Kaisershot stated she will make the updates as directed by the discussion regarding the urban growth boundaries. She will bring the drafted changes back to the December meeting. Ms. Kaisershot indicated the next steps will be:

December:

- o A draft of the land use chapter will be sent to the Commission
- o Ashley will work with David and City Administrator Bergman on how to integrate the workforce housing study that was completed by Crow Wing County into the Comprehensive Plan
- o There are some additions to the implementation chapter
- o The December meeting will be to discuss comments and input

January 2021:

- o Will be distributing the draft to neighboring county communities

March 2021:

- o Hold a public hearing and provide a recommendation to approve or deny

Community Development Director Chanski asked the Commission to give their input on if the Brainerd Industrial Center property should be industrial use in perpetuity. Commission members discussed their thoughts.

Commissioner Duval asked for clarification on the FLU classification feature that states “light, general and commercial mixes.” Ms. Kaisershot indicated this language can be modified.

#8 Commissioner’s Questions/Comments

Commissioner Duval suggested looking into training opportunities for the Commission to participate in. Community Development Director Chanski will research various options that are available and to share with him any topics that the Commission is interested in.

Commissioner Lambert thanked the Commissioners for the opportunity to work with them, as she has enjoyed it. Commissioner Gorham thanked her for reaching out to him to apply for the commission and appreciated all her knowledge.

#9 Community Development Director’s Report

Community Development Director Chanski announced he spoke with Swanson Haskamp recently as things are progressing in their work. He said information will be sent out in either December or January, and discussions for the timeline were reviewed. He stated the December meeting will take place on the 16th. Mr. Chanski stated the City Council adopted the Rules of Procedure and Decorum at the November 2nd meeting. This will result in a slightly revised agenda going forward.

#10 Adjourn

The Chair adjourned at 8:30 p.m.

Don Gorham, Planning Commission Chair