

PLANNING COMMISSION
Wednesday, December 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. 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 Kallroos, Foley, Woodward, Yeager, Lambert, Duval, and Gorham. Community Development Director Chanski, and Ashley (Kaisershot) Zidon, planner from Region 5, Mike Lamb and Jennifer Haskamp with Swanson Haskamp Consulting were also noted as present.

#3 Approval/Amendment of Agenda

MOTION AND SECONDED BY COMMISSIONERS LAMBERT AND WOODWARD TO APPROVE THE AGENDA.

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

#4 Approval of Minutes

MOTION AND SECONDED BY COMMISSIONERS LAMBERT AND WOODWARD TO APPROVE THE MINUTES FROM THE OCTOBER 21, 2020 AND NOVEMBER 18, 2020 MEETINGS.

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

#5 Old Business

5a. SHC Zoning Code Update

Community Development Director Chanski explained there is a draft copy of the Visioning Memo included in the packet, and Jennifer Haskamp is present tonight to discuss with the Commission. Ms. Haskamp indicated the visioning memo is to recognize the direction to go with the zoning code update process. She stated there are sections of the current code that are working, with others being difficult to understand, which was based on the responses to the questionnaire the commission members submitted. She said the focus should be to revise the areas of the code that are cumbersome and/or confusing.

Ms. Haskamp stated she realized that neighborhoods and housing are a main concern of the Commission, with commercial and businesses rating second. She said the market can influence the code and vice versa. She indicated landscaping, lighting, and other performance

standards need to be clear and understandable. This memo was intended to be an overview at a very high level and asked the Commission if anything was missed or should be omitted.

Commission discussion took place. It was determined the direction indicated in the memo was positively received by the Commission.

Ms. Haskamp gave a brief review of the modified schedule, which mainly consists of virtual meetings due to the current pandemic. She did indicate the January 27th meeting shown will be held in-person to gather around a table to work on concept planning, which would prove difficult virtually.

Community Development Director Chanski stated the regular Commission meeting will still be held on Wednesday, January 20, 2021 with the 27th being scheduled as a workshop. He introduced Mr. Mike Lamb to give an update of the workshop.

Mr. Lamb stated discussion would be held regarding the two concept sites and to identify essential priorities. He stated it would be beneficial to break into two groups to start with and ending with one group to compare notes.

5b. Future Land Use Map

Community Development Director Chanski gave a brief update of the changes that have been made as a rough draft to the Comprehensive Plan to accommodate the additional content written in the land use chapter. He indicated the drafted Future Land Use map that was included in the packet should be an accurate rendition of previous discussions.

Ms. Ashley Zidon highlighted changes to the table of contents, stakeholder updates, and the land use chapter. She stated the Workforce Housing Study will be included in the Housing chapter and omitted an action item in the land use chart. She asked that discussion take place on the following topics:

- o Titles of the Future Land Use categories
- o Does the narrative and supporting content make sense, and “fit” in the City
- o Discuss the density that accompanies the majority of the future land use categories

Community Development Director Chanski gave an overview regarding medium to high density residential. Discussion took place whether the Commission thought the map is labeled incorrectly or if the descriptions need updating.

Commission discussion took place regarding other density categories.

Community Development Director Chanski requested Commission input whether Neighborhood Mix and Mixed Commercial-Residential are different enough to be separate or should they be classified as one. He stated this is important for SHC when working on the Zoning Code update.

Community Development Director Chanski explained a section from south Brainerd was removed from the Urban Growth Boundary since this area is in a neighboring township. He said in order to look at growth areas outside of the City, there would need to be mutual agreement from those entities.

Community Development Director Chanski and Ashley Zidon will work on the changes discussed tonight and bring it back to the Commission in January. At that meeting, the formal review and adoption process will be initiated.

Ms. Zidon commended the Commission for the hard work the Commission has contributed, and it was a pleasure working with everyone.

#6 New Business

#7 Public Forum

The Chair opened the public forum at 7:57 p.m.

No one came forward.

The Chair closed the public forum at 7:57 p.m.

#8 Community Development Director's Report

Community Development Director Chanski announced a new Chairman and Vice Chair will need to be appointed at the meeting being held on January 20th. He stated he and City Administrator Bergman have been invited to speak at the Northside Neighborhood Association meeting at 7:00 p.m. on January 20th. He gave an update to the Commission regarding the agenda for that meeting.

Community Development Director Chanski stated the conditional use permit for BHS South Campus was passed by the City Council. The Parking Commission has been reinstated to meet and currently has five members to discuss parking concerns, primarily downtown but will include other areas of the City. Their recommendations will initially go to the Planning Commission for review. He added that the Community Development Department has been slightly reconfigured to add an Assistant Planner.

Community Development Director Chanski thanked outgoing Commissioner Lambert and Ashley Zidon for all the input and work over the past several years.

#9 Commissioner's Questions/Comments

Commissioner Duval asked if the Commissioner term topic was brought to the City Council for feedback. Community Development Director indicated it will be brought to the Council at the January 4th meeting.

Commissioner Lambert thanked everyone for the opportunity to serve on the Planning Commission.

#10 Adjourn

The Chair adjourned at 8:05 p.m.

Don Gorham, Planning Commission Chair