

PLANNING COMMISSION
Wednesday, September 20, 2023
6:00 pm

#1 Call to Order

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

#2 Roll Call

Noted present were Commissioners Duval, Gorham, Grunenwald, Marohn, Norwood, and Stenglein. Also noted as present were Community Development Director Kramvik and Assistant Planner Edwards. Commissioner Yeager was noted as absent.

#3 Pledge of Allegiance

Commission Vice-Chair Gorham opened the meeting with the Pledge of Allegiance to the flag.

#4 Approval of Agenda

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND STENGLEIN, DULY CARRIED, TO AMEND THE AGENDA BY ADDING ITEM 6C. DISCUSS STAFF REPORTS TO CITY COUNCIL.

#5 Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS GRUNENWALD AND DUVAL TO APPROVE THE MINUTES FROM THE AUGUST 16, 2023 MEETING.

Members Duval, Gorham, Grunenwald, Norwood, and Stenglein voted “aye”. Member Marohn abstained from voting.

#6 New Business

6a. Consider Conditional Use Permit for an Animal Clinic at 1606 Mill Ave.

Community Development Director Kramvik reviewed the application from Northern Lakes Rescue to operate an animal clinic at 1606 Mill Avenue. He stated the organization is a non-profit dog rescue intaking dogs prior to going to their foster homes.

The Vice-Chair opened the public hearing at 6:09 p.m.

The Vice-Chair recognized Stephanie Tangen, the applicant and board member of NLR, who clarified the use will not be a typical animal clinic, however, just an intake space prior to fostering. All the incoming dogs have already been seen by a vet with health certification, but the volunteers will further examine the dogs by weighing, microchips, administer necessary vaccines, and bathing. The foster families are then notified to pick up their rescue. The facility will also house a retail space for public events.

The Vice-Chair recognized Mike Higgins, who is the owner of the BIC facility located across the street from the applicant. He said he is in favor of the use being proposed at this property.

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

Commissioner discussion took place. It was determined there would be no issues to the City if the organization closed, as the property is being leased by Northern Lakes Rescue.

MOVED AND SECONDED BY COMMISSIONERS STENGLEIN AND DUVAL, DULY CARRIED, TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT TO OPERATE AN ANIMAL CLINIC AT 1606 MILL AVENUE BRAINERD WITH THE RECOMMENDED CONDITIONS.

6b. Consider Interim Use Permit for a Short-Term Rental at 502 Juniper St.

Assistant Planner Edwards gave a summary of the application submitted by the owner and property manager to operate a short-term rental. This property is currently registered as a rental, and the owner was unaware there were additional steps to operate on a short-term basis.

The Vice-Chair opened the public hearing at 6:28 p.m.

The Vice-Chair recognized Mike Fish, MN Real Estate & Management LLC, who is the property manager for the owner, Brian Knoll. He indicated he manages many short-term rentals across Minnesota, and Crow Wing County. This one is his first within the City of Brainerd, and thought the rental certificate was the only requirement. He said he will follow any of the rules and requirements of the City.

The Vice-Chair closed the public hearing at 6:34 p.m.

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND GRUNENWALD, DULY CARRIED, TO RECOMMEND APPROVAL OF AN INTERIM USE PERMIT TO OPERATE A SHORT-TERM RENTAL AT 502 JUNIPER STREET BRAINERD WITH THE RECOMMENDED CONDITIONS AS LISTED.

6c. Staff Reports to City Council (added item)

Commissioner Duval requested discussion take place regarding the report staff presents to the City Council on topics that the Planning Commission have worked on. He stated he feels that the Council sometimes does not hear all the details of a tie vote or failed motion from the Planning Commission.

Community Development Director Kramvik indicated he does include pertinent details but will make sure future reports have as much information as possible.

#7 Unfinished Business

7a. Consider Off-Street Parking Ordinance and Hold Public Hearing

Community Development Director Kramvik reviewed the draft ordinance, highlighting some of the changes based off previous comments from members of both the Parking and Planning Commissions.

The Vice-Chair opened the public hearing at 6:51 pm.

No one came forward.

The Vice-Chair closed the public hearing at 6:51 pm.

Commission discussion took place.

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND STENGLEIN, DULY CARRIED, TO RECOMMEND APPROVAL OF THE PROPOSED ORDINANCE AMENDING SECTION 515-4-12 OFF-STREET PARKING AND SECTION 515-3-28 OUTDOOR STORAGE WITH THE FOLLOWING AMENDMENTS: 1) CLARIFICATION OF LANGUAGE IN TABLE 515-4-12.3 FOR ATTACHED SINGLE FAMILY DWELLINGS TO STATE EACH ADDITIONAL BEDROOM IN THE DWELLING UNIT OVER THREE (3) BEDROOMS = + ONE HALF (.5) SPACE PER BEDROOM IN A DWELLING UNIT 2) CLARIFICATION OF LANGUAGE IN TABLE 515-4-12.3 FOR SINGLE FAMILY DWELLINGS TO STATE TWO (2) SPACES PER UNIT AND FOR EACH ADDITIONAL BEDROOM IN THE DWELLING UNIT OVER FOUR (4) BEDROOMS = + ONE HALF (.5) SPACE PER BEDROOM IN A DWELLING UNIT 3) ADD A GRAPHIC TO TABLE 515-4-12.3 FOR CLARITY 4) SECTION 515-3-28.B.2 OUTDOOR STORAGE EXCLUDE THE RURAL LIVING (RL) DISTRICT 5) LIMIT THE NUMBER OF VEHICLES ALLOWED IN REAR YARD OUTSIDE A 6' PRIVACY FENCE TO THREE (3).

7b. Review Draft Ordinance for Short-Term Rentals

Assistant Planner Edwards described the draft ordinance regarding changes to the short-term rental section of the zoning code. He stated staff did research to determine what other Minnesota cities are doing and many of the recommendations came from that information.

Commissioner discussion took place. Staff were directed to make the recommended changes to the ordinance and bring it back to the Commission at the next meeting.

#8 Public Forum

The Vice-Chair opened the public forum at 7:37 pm.

No one came forward.

The Vice-Chair closed the public forum at 7:37 pm.

#9 Staff Reports

Community Development Director Kramvik gave the following updates:

- The EDA has been working on a logo, slogan and website that is separate from the City of Brainerd's site. They will start marketing properties from that website.

- The Flapjack Festival and Touch-a-Truck will be taking place Saturday September 23 in downtown Brainerd.

#11 Commission Member Report

Commissioner Duval noticed that the four-plex owned by My Neighbor to Love Coalition is operational and housing four families.

Commissioner Gorham stated the new packet system seems hard to get logged into and asked for advice. Community Development Director Kramvik indicated IT is working on the board member login, but it is easier to just go to the City website and download the packet. Commissioner Duval said if a board member logs in, they can make notes directly on the packet to be saved for the meeting.

#12 Adjournment

MOVED AND SECONDED BY COMMISSIONERS GRUNENWALD AND STENGLEIN,
DULY CARRIED, TO ADJORN AT 7:45 PM.

Don Gorham, Planning Commission Vice-Chair