

PLANNING COMMISSION
Wednesday, October 18, 2023
6:00 pm

#1 Call to Order

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

#3 Pledge of Allegiance

Commission Chair Yeager opened the meeting with the Pledge of Allegiance to the flag.

#4 Approval of Agenda

MOVED AND SECONDED BY COMMISSIONERS GRUNENWALD AND STENGLEIN, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

#5 Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS STENGLEIN AND GORHAM, DULY CARRIED, TO APPROVE THE MINUTES FROM THE SEPTEMBER 20, 2023 MEETING.

#6 Unfinished Business

6a. Review Draft Ordinance for Short-Term Rentals

Community Development Director Kramvik indicated the suggestions from the September meeting were added to the draft ordinance as requested. Discussion took place on the changes and questions provided in the staff memo. He said he has distributed a copy of the Conduct on Premises portion of the City Code to all members.

Ater further discussion, the following items of the draft ordinance were noted:

- Do not require the property owner or contact agent to reside in the city limits of Brainerd.
- Leave the requirement that a local contact must reside within 50 miles, as this is consistent with the current Rental Housing License code.
- Accessory Vacation Dwelling Units, Limited (AVDUL) short-term rentals to remain at no more than 21 rental days per calendar year and must be homesteaded.
- Current short-term rentals have until December 31, 2024 to comply with regulations.
- Create a table to insert under D. Ownership, Limitations, and Municipal Caps.

Staff will make these changes and present an ordinance at the next Planning Commission meeting in November.

#7 New Business

7a. Interim Use Permit for Short-Term Rental – 701 SW 4th St. (postponed)

#8 Public Forum

The Chair opened the public forum at 6:32 pm.

No one came forward.

The Chair closed the public forum at 6:32 pm.

#9 Staff Reports

Assistant Planner Edwards announced he attended a three-day MN American Planning Conference in St. Cloud last week.

Community Development Director Kramvik stated the next Planning Commission meeting will include an updated itinerary of items staff are currently working on.

#11 Commission Member Report

Commission member Stenglein thanked CDD Kramvik for the expanded summary of Planning Commission items for the City Council.

Commission member Gorham mentioned a mailing he received from the Brainerd HRA regarding housing incentive programs. He indicated a conversation with John Schoemmer from the Brainerd HRA informed him that there are very few residents that want to go through an incentive program, with the belief that it is a scam. He stated there is a gap between the residents and government program staff.

#12 Adjournment

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND STENGLEIN, DULY CARRIED, TO ADJORN AT 6:36 PM.

Kevin Yeager, Planning Commission Chair