

PLANNING COMMISSION
Wednesday, January 17, 2024
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, and Stenglein. Commissioner Norwood was noted as absent. Also noted as present was Community Development Director Kramvik.

#3 Pledge of Allegiance

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

#4 Election of Officers

Commissioner Duval nominated Commissioner Gorham to serve as Chair for 2024.

There were no other nominations.

Members Duval, Gorham, Grunenwald, and Stenglein voted “aye”. No member voted “nay”. The Vice Chair declared the appointment of Commissioner Gorham as Chair carried.

Commissioner Gorham nominated Commissioner Duval to serve as Vice Chair for 2024.

There were no other nominations.

Members Duval, Gorham, Grunenwald, and Stenglein voted “aye”. No member voted “nay”. The Chair declared the appointment of Commissioner Duval as Vice Chair carried.

#5 Approval of Agenda

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

#6 Approval of Minutes

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

#7 Unfinished Business

7a. Conduct Public Hearing and Consider Proposed Short-Term Rental Ordinance

Community Development Director Kramvik stated the City Council reviewed the draft ordinance at the December 4th meeting and has directed the Planning Commission to address some of their comments. There was interest in “*grandfathering*” in existing short-term rental properties from the proposed caps in number of allowed short-term rentals by one owner.

The Chair opened the public hearing at 6:08 pm.

No one came forward.

The Chair closed the public hearing at 6:08 pm.

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND GRUNENWALD, DULY CARRIED, TO RECOMMEND APPROVAL OF THE SHORT-TERM RENTAL ORDINANCE AS PRESENTED WITH THE MODIFIED LANGUAGE AS DISCUSSED.

#8 New Business

8a. Review Proposed Administrative Subdivision Ordinance

Community Development Director Kramvik gave a brief review of the administrative subdivision ordinance draft with the recommended updates.

Commission discussion took place. The ordinance will be brought to the February Planning Commission meeting for a public hearing.

8b. Conduct Public Hearing and Consider Conditional Use Permit for a 12-Plex Apartment at PID 41040887 (Withdrawn)

Community Development Director Kramvik indicated the permit has been withdrawn by the property owner to allow more time to prepare appropriate documents. The item should be ready for the February Planning Commission meeting.

#9 Public Forum

The Chair opened the public forum at 6:19 pm.

No one came forward.

The Chair closed the public forum at 6:19 pm.

#10 Staff Reports

Community Development Director Kramvik made the following updates:

- The final agreements for the Country Manor project were all approved by the City Council, as well as the tax abatement proposal. The goal is to start the summer of 2024, but they have been approved for a two-year delay if necessary.
- The City Council denied the Interim Use Permit for 701 4th St SW for a short-term rental due to operating without the necessary licenses and permits. Commissioner Duval indicated he felt the Commission did a great job on this review based on land use and the comprehensive plan. He felt

the topics of other details such as licensing are in the Council's hands to make the final decision.

- Staff will attend a roundtable discussion on January 31st regarding cannabis and zoning regulations with the dispensaries.

#11 Commission Member Report

Commissioner Duval stated there are two vacant positions with the Commission and urged the community to seek involvement with boards and committees.

Commissioner Gorham made some comments regarding the bylaws and continuing education.

#12 Adjournment

MOVED AND SECONDED BY COMMISSIONERS GRUNENWALD AND DUVAL, DULY CARRIED, TO ADJORN AT 6:31 PM.

Don Gorham, Planning Commission Chair