PLANNING COMMISSION
Wednesday, February 21, 2024
6:00 pm

#1 Call to Order

Planning Commission 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, Norwood, Francis, Peterson, and Stenglein. Also noted as present was Community Development Director Kramvik.

#3 Pledge of Allegiance

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

#4 Oath of Office

Community Development Director Kramvik administered the Oath of Office to the two new Planning Commission members, Colin Francis, and Dave Peterson. The Commissioner's welcomed the new members.

#5 Approval of Agenda

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND NORWOOD, DULY CARRIED, TO AMEND AND APPROVE THE AGENDA BY ADDING ITEM 7B. DISCUSSION ON THE PROPOSED SHORT-TERM RENTAL ORDINANCE.

#6 Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS GRUNENWALD AND STENGLEIN, DULY CARRIED, TO APPROVE THE MINUTES FROM THE JANUARY 17, 2024 MEETING.

#7 Unfinished Business

7a. Conduct Public Hearing and Review Administrative Subdivision Ordinance

Community Development Director Kramvik explained an administrative subdivision is used for property line adjustments that do not require approvals. He said many times the current ordinance is not clearly interpreted by applicants. He gave a brief review of the objectives of the amendments to the ordinance.

The Chair opened the public hearing at 6:04 pm.

Commissioner Francis asked a question regarding reason number two for adjustment or consolidation of three lots rather than two. Community Development Director Kramvik said it will allow more flexibility for developers on consolidations or lot splits and it also helps to "clean up" those properties with overlapping lines on buildings.

The Chair closed the public hearing at 6:05 pm.

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND GRUNENWALD, DULY CARRIED, TO RECOMMEND APPROVAL OF THE ADMINISTRATIVE SUBDIVISION ORDINANCE AS PROPOSED.

7b. Discussion on the Proposed Short-Term Rental Ordinance *(added item)*

Community Development Director Kramvik stated the City Council failed the ordinance at last night's meeting and has sent the ordinance back to the Planning Commission. He reviewed the comments made by the Council for the Commission to consider.

Discussion took place.

MOVED AND SECONDED BY COMMISSIONERS NORWOOD AND DUVAL, DULY CARRIED, TO SCHEDULE A WORKSHOP WITH THE CITY COUNCIL TO DISCUSS THE SHORT-TERM RENTAL ORDINANCE.

#8 New Business

8a. Conduct Public Hearing and Consider Conditional Use Permit for a Day Care Facility at 418 8th Ave NE

Community Development Director Kramvik explained the details of the application for Tri-County Community Action (TCC) to operate a childcare facility at Bethlehem Lutheran Church.

The Chair opened the public hearing at 6:56 pm.

The Chair recognized Jessica Martinson, 2410 Oak Street, that explained the need for childcare and this opportunity to expand service.

The Chair closed the public hearing at 6:57 pm.

MOVED AND SECONDED BY COMMISSIONERS NORWOOD AND STENGLEIN, DULY CARRIED, TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT FOR TCC TO OPERATE A CHILDCARE FACILITY AT BETHLEHEM LUTHERAN CHURCH LOCATED AT 418 8TH AVE NE WITH THE CONDITIONS PRESENTED.

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

Community Development Director Kramvik stated Vicky Kinney on behalf of My Neighbor to Love Coalition has applied for an amendment to their current Conditional Use Permit to construct a 12-plex apartment building on parcel ID 41040887. The amendment is to change the floorplan from eight (8) efficiency, two (2) two-bedroom and two (2) three-bedroom units to ten (10) studio and two (2) two-bedroom units. There is also a modification to lessen the number of parking stalls, as well as landscaping changes. He also explained the plan in the packet shows an incorrect setback of 47' to the building. The requirement is a 20' maximum which has been clarified with the applicant.

The Chair opened the public hearing at 7:05 pm.

The Chair recognized Vicky Kinney, who stated the factors for amending the plans are cost related and this new plan will save money, as funding was not as high as anticipated. She also said the setback indicated was an error and will be followed as required.

Commission discussion took place and questions asked of the applicant.

The Chair closed the public hearing at 7:15 pm.

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND GRUNENWALD, DULY CARRIED, TO RECOMMEND APPROVAL OF THE AMENDMENT TO THE CONDITIONAL USE PERMIT FOR THE CONSTRUCTION OF A 12-PLEX APARTMENT AT PARCEL ID 41040887 AS PRESENTED WITH THESE CONDITIONS ADDED: STAFF RECOMMENDS THAT THE BUILDING SETBACK MEETS THE FRONT YARD SETBACK REQUIREMENT IS MOVED 5' FROM THE SOUTH, THE ADJUSTED SITE PLAN DOES NOT REDUCE THE NUMBER OF TREES ON THE WEST SIDE AND THE UPDATED PLANS MUST BE INCLUDED IN THE COUNCIL PACKET AND THE CURRENT OUTDOOR LIGHTING ORDINANCE NEEDS TO BE FOLLOWED.

8c. Cannabis Dispensary Discussion

Community Development Director Kramvik stated staff recently attended a cannabis roundtable discussion hosted by Swanson Haskamp Consulting. He reviewed the objectives shown in the packet.

Discussion took place. Staff were directed to start working on ordinance draft language as information becomes available.

#9 Public Forum

The Chair opened the public forum at 8:20 pm.

No one came forward.

The Chair closed the public forum at 8:20 pm.

#10 Staff Reports

Community Development Director Kramvik made the following updates:

- The EDA website will go live at the end of February in conjunction with Visit Brainerd and Swanson Haskamp.
- The EDA entered into a brokerage agreement to market City of Brainerd properties, specifically industrial properties.

#11 Commission Member Report

Commissioner Peterson stated he would like to revisit the five (5) foot garage setback requirement for new home construction. He said as a builder that requirement is unsatisfactory in planning a new home.

Commissioner Norwood requested an update to the Eight 05 Laurel project. Community Development Director Kramvik indicated there are funding issues that are being worked out by the developer.

Commissioner Francis stated he was interested in learning about the City budget and how much the Planning Commission can be involved.

Commissioner Gorham and Commissioner Francis spoke about the legislative session taking place in St. Paul and the topics being discussed.

#12 Adjournment

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND STENGLEIN, DULY CARRIED, TO ADJORN AT 8:36 PM.

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Don Gorham, Planning Commission Chair