

PLANNING COMMISSION

Thursday, June 20, 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, Francis, Norwood, and Gorham. Commissioners Peterson, Grunenwald, and Stenglein were noted as absent. Also noted as present was Community Development Director Kramvik.

#3 Pledge of Allegiance

Commissioner Norwood opened the meeting with the Pledge of Allegiance to the flag.

#4 Approval of Agenda

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND NORWOOD, DULY CARRIED, TO ADD AN ITEM TO NEW BUSINESS 6B. DISCUSSION ON THE IMPLEMENTATION OF THE COMPREHENSIVE PLAN.

#5 Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS NORWOOD AND FRANCIS, DULY CARRIED, TO APPROVE THE MINUTES FROM THE MAY 15, 2024 MEETING.

#6 New Business

6a. Consider Conditional Use Permit for the Expansion of Two Additional Early Childhood Education Classrooms at TCCAP, 2410 Oak St.

Community Development Director Kramvik stated TCC has requested the expansion of two classrooms at their location at 2410 Oak Street. The expansion would involve converting existing office spaces into two new classrooms.

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

Commissioner Duval asked if the second option allows the expansion of additional enrollments without the need to return to staff for an additional CUP and questioned the parking requirements. Community Development Director Kramvik confirmed, and parking requirements do not apply to childcare centers.

The Chair recognized Penny Paul, director of the TCC Head Start program, who explained the increase is needed to accommodate more children as there is an extensive waiting list. She also indicated larger family gathering events are usually held off site, so parking is not a concern.

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

MOVED AND SECONDED BY COMMISSIONERS NORWOOD AND FRANCIS, DULY CARRIED, TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT FOR TCCAP AT 2410 OAK STREET AS WELL AS THE APPROVAL OF THE CUP AMENDMENT WITHOUT ANY FUTURE OCCUPANCY LIMITATIONS TO THE EXISTING BUILDING RELATED TO THE CUP.

Community Development Director Kramvik indicated this topic will be on the City Council agenda for the July 1st, 2024 meeting.

6b. Discussion on the Implementation of the Comprehensive Plan (added item)

Commissioner Duval requested a brief discussion take place on implementing the comprehensive plan. He stated chapter 8 of the Comprehensive Plan explains implementation strategies. He suggests that these strategies be reviewed at the July meeting to rate the progress since the plan is now at the 5-year mark.

#7 Unfinished Business

7a. Review Proposed Ordinance Regulating Garage Requirements for Residential Housing Units

Community Development Director Kramvik reviewed the draft ordinance to modify garage requirements for residential housing units.

Discussion took place.

MOVED AND SECONDED BY COMMISSIONERS NORWOOD AND DUVAL, DULY CARRIED, TO APPROVE THE DRAFT ORDINANCE AS PRESENTED.

7b. Discuss Planning Commission Itinerary

Community Development Director Kramvik gave an update of the current Planning Commission itinerary.

Commissioners discussed the topics listed to gauge what items are a priority.

#8 Public Forum

The Chair opened the public forum at 6:40 pm.

No one came forward.

The Chair closed the public forum at 6:40 pm.

#9 Staff Reports

Community Development Director Kramvik made the following updates:

- The EDA recently approved a façade improvement grant to be administered by BLAEDC.

- The EDA has recommended the River to Rail incentive district be expanded to include all properties east to west along Washington Street and all 6th Street properties up to Buffalo Hills Lane.
- State affordable housing aid is currently being advertised.

#10 Commission Member Report

#11 Adjournment

MOVED AND SECONDED BY COMMISSIONERS NORWOOD AND FRANCIS, DULY CARRIED, TO ADJORN AT 6:45 PM.

Don Gorham, Planning Commission Chair