



PLANNING COMMISSION AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Wednesday, October 16, 2024 @ 6:00 PM

The public is invited to attend these meetings in person

Meetings are broadcast on CTC ch 8, Charter ch 181, YouTube, AppleTV, Roku, and Amazon FireTV

1. **Call To Order**

2. **Roll Call**

___ M. Duval ___ J. Norwood ___ D. Peterson ___ T. Stenglein ___ D. Gorham ___ vacant
___ vacant

3. **Pledge of Allegiance**

4. **Approval Of Agenda - Voice Vote**

5. **Approval Of Minutes**

A. **Draft minutes from the September 18, 2024 Meeting**

6. **Unfinished Business**

A. **Discuss Section 515-4 General Building Development and Design Standards**

7. **New Business**

8. **Public Forum**

Time allocated for citizens to bring matters not on the agenda to the attention of the Commission -
Time limits may be imposed

9. **Staff Reports**

(Verbal: Any Updates since Packet)

10. **Commission Member Reports**

11. **Adjourn**

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MISSION

"Provide high quality, cost effective public services and leadership in creating a sustainable city"

PLANNING COMMISSION
Wednesday, September 18, 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 Norwood, Peterson, Duval, Stenglein, and Gorham. Commissioner Grunenwald was 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 NORWOOD AND DUVAL, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

#5 Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS PETERSON AND STENGLEIN, DULY CARRIED, TO APPROVE THE MINUTES FROM THE AUGUST 21, 2024 MEETING.

#6 New Business

6a. Consider Variance Request for 1306 Chicago Ave - Duplex

Community Development Director Kramvik gave a brief review of the application to adjust the property lines to create two equal parcels in order to construct a duplex. A variance is required as the proposed parcels would exceed the lot maximum frontage and would be below the minimum lot size requirements. The variance will also be from the required front yard setback.

The Chair opened the public hearing at 6:07 pm.

The Chair recognized Jennifer Petrie, who is the applicant along with her husband Dan. She stated as the parcels now exist, one of them is too small to do anything with. This boundary line adjustment will allow the ability to create a duplex.

The Chair closed the public hearing at 6:09 pm.

MOVED AND SECONDED BY COMMISSIONERS PETERSON AND STENGLEIN, DULY CARRIED, TO RECOMMEND APPROVAL OF THE VARIANCE REQUEST AT 1306 CHICAGO AVE WITH THE CONDITIONS AND STAFF RECOMMENDATIONS AS PRESENTED.

#7 Unfinished Business

7a. Discuss Building Design Standards

Community Development Director Kramvik gave a recap of the last meeting discussion regarding some ideas for updating building design standards. Discussion took place on each item in the packet individually.

MOVED AND SECONDED BY COMMISSIONERS PETERSON AND NORWOOD TO APPROVE THE STANDARD FOR GARAGES IN 515-2-6 CONTEMPORARY NEIGHBORHOOD DISTRICTS (CN-1 AND CN-2) AS SHOWN.

Upon roll call vote, members Norwood and Peterson voted “aye”. Members Duval, Stenglein, and Gorham voted “nay”. The Chair declared the motion failed.

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND STENGLEIN, DULY CARRIED, TO APPROVE THE REVISED STANDARD FOR GARAGES IN 515-2-6 CONTEMPORARY NEIGHBORHOOD DISTRICTS (CN-1 AND CN-2) TO “IF FRONT LOADED, MUST EXTEND NO FURTHER THAN 2’ BEYOND THE FAÇADE INTO THE FRONT YARD OR SIDE YARD (CORNER)”.

The Commission discussed Accessory Dwelling Units and recommended removing the requirement that the main structure must be owner occupied.

Discussion took place on the remaining districts and ideas shared.

An ordinance will be brought to the Planning Commission for more discussion at the October meeting.

#8 Public Forum

The Chair opened the public forum at 7:30 pm.

No one came forward.

The Chair closed the public forum at 7:30 pm.

#9 Staff Reports

Community Development Director Kramvik made the following updates:

- City Council approved the garage and crypto mining ordinances
- Members Francis and Grunenwald have resigned from the Commission
- The Touch A Truck and Flapjack Festival is taking place on Saturday, September 21st downtown 10:00am-12:00pm

#10 Commission Member Report

Commissioner Stenglein attended the Rosenmeier discussion on housing, which was well attended and the MnDOT meeting on the HWY 371 project. She also invited residents to an event at the Northland Arboretum on Saturday.

Commissioner Duval is looking forward to the AI and crypto discussions at a future meeting. He announced the State has invested money toward housing and new programs being established in the near future.

#11 Adjournment

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND STENGLEIN, DULY CARRIED, TO ADJORN AT 7:36 PM.

Don Gorham, Planning Commission Chair

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: October 16th, 2024

RE: Discuss Section 515-4 General Building Development and Design Standards

INTRODUCTION

At the June 20th Planning Commission meeting, the Commission directed staff to begin reviewing Section 515-4 General Building Development and Design Standards as well as considering the Commercial Corridor District for mixed-use development. The new Zoning Code was adopted July 18th of 2022 and since adoption, staff have encountered instances where the new code has worked well and other instances that potentially hindered development. The purpose of this review is to ease the burden of development while creating stronger language to ensure new construction conforms with existing neighborhoods.

At the September 18th meeting, the Commission reviewed proposed amended language to Section 515-4 General Building Development and Design Standards as well as the dimensional standards for the CN-1, CN-2, TN-1, TN-2, and GI Districts. The purpose of this proposed ordinance is to ease the burden of development while creating stronger language to ensure new construction conforms with existing neighborhoods. Staff have highlighted sections of the proposed ordinance that were approved at the last meeting as well as consideration of additional language added by staff.

In addition to reviewing the proposed ordinance, staff would like the Planning Commission to discuss required surfaces for driveways, storage, and parking in the General Industrial Zoning District. The current ordinance requires these areas to be paved with asphalt or concrete.

**ORDINANCE
NO. 15XX**

AN ORDINANCE AMENDING SECTION OF THE ZONING CODE

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Purpose

SECTION TWO: RL-1 and RL-2 Dimensional Standards – Density, Lot Size, Coverage and Height Standards - Table 515-2-4.1 is hereby amended as indicated, with the following added language underlined and deleted language struck out:

Coverage and Height Standards		
	Principal structure height/accessory (maximum) See Section [515-4-3]	35'
	Accessory structure height (maximum)	Up to 35' but may not exceed height of principal structure

SECTION THREE: CN-1 Dimensional Standards – Density, Lot Size, Coverage and Height Standards - Table 515-2-6.1 is hereby amended as indicated, with the following added language underlined and deleted language struck out:

Lot Dimensions		
A	Lot Size (range) Density (range)	10,000 SF – 21,780 SF (21,780+ SF requires CUP) 3 – 5 DU/AC
C	Lot Frontage on All Roads (range)	75'-70'-90' <u>100' (100'+ requires CUP)</u>
Other Standards		
K	Garage	Must be setback behind façade of principal structure a minimum of 5' <u>If front loaded, must extend no further than 2' beyond the façade into the front yard or side yard (corner).</u>

SECTION FOUR: CN-2 Zoning District Dimensional Standards – Density, Lot Size, Coverage and Height Standards - Table 515-2-7.1 is hereby amended as indicated, with the following added language underlined and deleted language struck out:

Lot Dimensions		
A	Lot Size (range) Density (range)	Up to 15,000 SF-5,000 SF – 15,000 SF <u>(15,000+ SF requires CUP)</u> 4 – 12 DU/AC

C	Lot Frontage on All Roads (range)	65' – 80' maximum <u>50' – 80' (80'+ requires CUP)</u>
Principal Building & Attached Accessory Building Standards		
E	Side Yard Setback (minimum)	10'-5' /20' corner
Other Standards		
K	Garage	Must be setback behind façade of principal structure a minimum of 5' <u>If front loaded, must extend no further than 2' beyond the façade into the front yard or side yard (corner).</u>

SECTION FIVE: TN-1 Dimensional Standards – Density, Lot Size, Coverage and Height Standards - Table 515-2-8.1 is hereby amended as indicated, with the following added language underlined and deleted language struck out:

Lot Dimensions		
A	Lot Size (range) Density (range)	5,000- 7,500 <u>1,500</u> SF <u>(10,500+ SF requires CUP)</u> 4 – 9 DU/AC
C	Lot Frontage on All Roads (range)	50'- 60 <u>75'</u> <u>(75'+ requires CUP)</u>
Other Standards		
K	Garage	If front loaded, must be <u>inline or</u> setback behind façade of principal structure. a minimum of 5'

SECTION SIX: TN-1 CC Zoning District Dimensional Standards – Density, Lot Size, Coverage and Height Standards - Table 515-2-14.1 is hereby amended as indicated, with the following deleted language struck out:

Coverage, Glazing, and Height Standards		
	Principal Façade Glazing, Avenue (minimum)	65%
	Secondary Façade Glazing, Washington (minimum)	50%

SECTION SEVEN: General Industrial Dimensional Standards – Density, Lot Size, Coverage and Height Standards – Table 515-2-16.1 is hereby amended as indicated, with the following added language underlined and deleted language struck out:

Accessory Building Standards	
Size (maximum)	Not to exceed 30 <u>100</u> % of gross floor area

SECTION SEVEN: TN-2 Dimensional Standards – Density, Lot Size, Coverage and Height Standards - Table 515-2-9.1 is hereby amended as indicated, with the following added language underlined and deleted language struck out:

Lot Dimensions		
A	Lot Size (minimum)	4,000 - 25,000 SF <u>(25,000+ SF requires CUP)</u>
	Density (range)	9 – 20 DU/AC (20+ DU/AC requires CUP)
C	Lot Frontage on All Roads (minimum)	45'
Other Standards		
K	Garage	If front loaded, must be <u>inline or</u> setback behind façade of principal structure. a minimum of 5'

SECTION EIGHT: Building Design Standards – Section 515-4-2.A Single-Family Detached Residential Structure Standards is hereby amended as indicated, with the following added language underlined and deleted language struck out:

A. Single-Family Detached Residential Structure Standards.

1. All single-family detached dwellings in the Rural Living, Garden Living, Contemporary Neighborhood and Traditional Neighborhood Base Zoning Districts shall meet the following design criteria:

c. Building orientation on lots shall match the predominant orientation of other buildings along the block front. Building primary entrance shall be orientated towards a public street.

g. Front façade shall incorporate two of the following design elements for one story structures and three of the following design elements for two story structures:

i. porch (enclosed or non-enclosed)

ii. covered entry

iii. window shutters

iv. alternative siding or color patterns

v. brick/ stone

vi. other design elements may be approved by the Zoning Administrator such as a chimney, roof design and angles, window patterns, dormers, corbels, etc...

SECTION NINE: Building Design Standards – Section 515-4-2.B Attached Single-Family Residential Structures is hereby amended as indicated, with the following added language underlined and deleted language struck out:

B. Attached Single-Family Residential Structures (duplex, triplex, fourplex).

2. Attached single-family dwelling units shall have a minimum finished habitable floor area of ~~five~~ hundred (~~500~~400) square feet.

4. Any conversion of an existing single-family detached residential structure into a duplex, triplex or fourplex shall meet the lot and dimensional requirements of the Base Zoning District for the total number of units. Such conversion shall also comply with the following standards:

a. All conversions shall require a conditional use permit and comply with all standards of the Base Zoning District. ~~be subject to a Sketch Plan review, which shall be reviewed and approved by the Zoning Administrator. If the proposed conversion does not comply with any standards of the Base Zoning District the conversion shall be denied.~~

5. ~~Building Materials.~~ Attached single-family dwelling units shall be designed to create visual interest through a variety of materials, colors, textures, installation direction or other characteristics ~~that create articulation either between units or floors.~~ The exterior of the principal structure must be finished with materials that are typical of single-family construction. All edges, fasteners, and other structural elements must be finished and/or covered.

a. Building common entrance or unit entrances shall be orientated towards a public street.

b. Front façade shall incorporate two of the following design elements for one story structures and three of the following design elements for two story structures:

i. porch (enclosed or non-enclosed)

ii. covered entry

iii. window shutters

iv. alternative siding or color patterns

v. brick/ stone

vi. other design elements may be approved by the Zoning Administrator such as a chimney, roof design and angles, window patterns, dormers, corbels, etc

SECTION TEN: Building Design Standards – Section 515-4-2.C Multi-family attached dwelling units is hereby amended as indicated, with the following added language underlined:

C. Multi-family attached dwelling units (5 dwelling units or more): All multi-family buildings constructed within the City shall conform to the following:

2. Exterior Building Materials. Multi-family dwelling units shall be designed to create visual interest through a variety of materials, colors, textures, installation direction, structural elements such as balconies, porches, and wall patterns, or other characteristics that create articulation either between units or floors.

SECTION ELEVEN: Building Design Standards – Section 515-4-2.D Commercial Use Design Construction Standards is hereby amended as indicated, with the following added language underlined:

D. Commercial Use Design Construction Standards. All buildings constructed within TN-2, TN-3, CC, TC, ME, PSP, and GC Zoning Districts shall conform to the following:

4. Exterior Building Materials – For all business and commercial districts.

a. New buildings constructed in the CC, TN-2, TN-3, ME, GC, PSP, and TC Zoning Districts should be consistent with the character of surrounding structures. Typical and permitted materials include: brick, dimensioned stone, or their replicas, rock face block, decorative concrete panels, stone, stucco, wood, glass, or Exterior Finish Installation (EFIS). Material such as metal panels, window trim, flashing, accent features and the like that make up the exterior of a building shall not exceed twenty-five (25) percent unless allowed upon approval of a Conditional Use Permit.

i. Metal siding with exposed fasteners shall be prohibited.

6. Principal Façade Glazing. The following standards shall apply in the MS, TC, and CC Zoning District

a. A minimum of 75 percent of the front facade between two and eight feet above the sidewalk must be comprised of transparent, non-reflective windows into the commercial space. A minimum of 25 percent of the windows shall have views directly into and out of the ground floor occupied space.

SECTION TWELVE: Building Design Standards – Section 515-4-2.E Industrial Use Design Construction Standards is hereby amended as indicated, with the following added language underlined and deleted language struck out:

E. Industrial Use Design Construction Standards. All buildings constructed within the General Industrial Zoning Districts shall conform to the following:

2. Exterior Building Materials.

a. New buildings constructed in the GI Zoning District should be constructed using durable and lasting materials. Permitted typical materials include: brick, dimensioned stone, rock faced block, decorative concrete panels, architectural concrete block, cast in place concrete, stone, wood, glass, EFIS, or metal panels. Metal panels shall not encompass more than an average of fifty-fifteen (5015) percent of street side building elevations combined.

b. Any structure in the Industrial District ~~within three hundred (300) feet of adjacent to~~ Business T.H. 371, T.H. 210, T.H. 25, T.H. 18, Oak Street, or County Road 3 shall comply with the Commercial Exterior Building Material Standards established in the preceding Subsection [D].

SECTION THIRTEEN: Accessory Buildings, Uses and Equipment.– Section 515-4-6.E Industrial Accessory Building Use is hereby amended as indicated, with the following added language underlined and deleted language struck out:

E. Industrial Accessory Building Use.

1. Industrial accessory buildings shall not exceed ~~thirty-one hundred (30100)~~ percent of the gross floor space of the principal building and shall comply with the standards established in the Base Zoning District

SECTION FOURTEEN: Appendix A: Table of Uses.– Section 515-3 Allowed Uses is hereby amended as indicated, with the following added language underlined:

Zoning District	Section Reference	RL-1	RL-2	CC
Residential Uses				
Single Family Attached Dwelling Unit (2-4 Units)	515-4-2	P	P	
Mixed-Use Building, including residential uses not on main floor				<u>C</u>

SECTION FIFTEEN: City Code Article III Rental Dwelling Licenses – Section 425.3002.e Applicability and Exceptions hereby amended as indicated, with the following added language underlined and deleted language struck out:

425.3002 Applicability and Exceptions

(e) Accessory Dwelling Units permitted by the Zoning Administrator shall only be licensed as rental dwellings if ~~the primary structure is owner occupied~~ and the accessory dwelling unit complies with all other conditions of this ordinance and those set forth in Sections 400 and 515 of the City Code.

SECTION SIXTEEN: This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this _____ day of _____, 2024

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

Published: One Time – _____