

PLANNING COMMISSION
Wednesday, April 16th, 2025

#1 Call to Order

Planning Commission Chair Norwood 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 Petersen, Grecula, Gorham, Higgins, Norwood, Powell, and Erickson. Also noted as present was Community Development Director Kramvik.

#3 Pledge of Allegiance

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

#4 Approval of Agenda

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND ERICKSON, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

#5 Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS PETERSEN AND HIGGINS, DULY CARRIED, TO APPROVE THE MINUTES FROM THE MARCH 19TH, 2025 REGULAR MEETING AS PRESENTED.

#6 Unfinished Business

6a. Hold Public Hearing and Consider Data Center Ordinance

Community Development Director Kramvik gave a brief review of the data center ordinance being considered. Commissioner Norwood asked if state statute would override the City ordinance. CDD Kramvik indicated that the City can be more restrictive, but not less restrictive than the state.

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

The Chair recognized Sarah Thiesse, 11687 Oakridge Rd., who thanked the Commission for all the work done to implement this ordinance.

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

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND HIGGINS, DULY CARRIED, TO RECOMMEND APPROVAL OF THE DATA CENTER ORDINANCE AS PRESENTED.

CDD Kramvik indicated this will be heard at the City Council meeting April 21st, 2025 at 7:30 pm.

#7 New Business

7a. Consider Conditional Use Permit for the Construction of a Church – 1511 Northern Pacific Rd. (1481 location)

Commissioner Higgins recused himself from this topic.

Community Development Director Kramvik indicated the applicant would like to construct a church and hold services at the 1481 Northern Pacific Rd. location.

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

The Chair recognized Mike Higgins, 1511 Northern Pacific Rd., who stated The Risen Church approached him for the possibility of holding church services at the NP Center.

The Chair closed the public hearing at 6:10 pm.

MOVED AND SECONDED BY COMMISSIONERS PETERSEN AND ERICKSON, DULY CARRIED, TO RECOMMEND APPROVAL OF THE CONDITIONAL USE AS PRESENTED.

CDD Kramvik indicated this will be heard at the City Council meeting April 21st, 2025 at 7:30 pm.

7b. Consider Conditional Use Permit for the Expansion of Adult Day Care Services – 1919 S. 6th St.

Community Development Director Kramvik explained the applicant wishes to expand the services for adult day care at the facility. This facility is licensed through the State of Minnesota to monitor regulations. The applicant has applied for a building remodel permit to allow for the expansion.

The Chair opened the public hearing at 6:15 pm.

No one came forward.

The Chair closed the public hearing at 6:16 pm.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND HIGGINS, DULY CARRIED, TO RECOMMEND APPROVAL OF THE CONDITIONAL USE AS PRESENTED.

CDD Kramvik indicated this will be heard at the City Council meeting April 21st, 2025 at 7:30 pm.

7c. Consider Interim Use Permit Renewal for a Short-Term Rental – 714 7th St S.

Community Development Director Kramvik stated the applicant has applied to renew his Interim Use Permit to continue operating a short-term rental at 714 7th St S. There have been no issues or concerns with the current IUP.

The Chair opened the public hearing at 6:20 pm.

No one came forward.

The Chair closed the public hearing at 6:21 pm.

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND GRECULA, DULY CARRIED, TO RECOMMEND APPROVAL OF THE CONDITIONAL USE AS PRESENTED.

CDD Kramvik indicated this will be heard at the City Council meeting April 21st, 2025 at 7:30 pm.

7d. Review Off-Street Parking Ordinance for the General Industrial District

Community Development Director Kramvik indicated it has been brought forth regarding areas in the General Industrial district to allow alternate material for parking areas in rear yards. He reviewed the proposed ordinance for input.

Commission discussion took place.

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND HIGGINS, DULY CARRIED, TO RECOMMEND APPROVAL OF THE DRAFT ORDINANCE WITH THE AMENDMENT TO REMOVE THE PAVERS FROM SECTION TWO, B.III.

CDD Kramvik will revise and bring a final ordinance back to the Planning Commission at the May 21st, 2025 meeting for a public hearing.

7e. Review Ordinance Removing Screening Requirements for Outdoor Sales

Community Development Director Kramvik reviewed the draft ordinance for removing the screening requirement for outdoor sales.

Commissioner Grecula suggested removing item number six regarding parking. He stated there is a requirement already and this does not seem to make sense for the one stall requirement.

MOVED BY COMMISSIONER GORHAM TO RECOMMEND APPROVAL OF THE ORDINANCE WITH THE AMENDMENT TO REMOVE ITEM #6 FROM SECTION TWO.

The motion dies for lack of a second.

MOVED AND SECONDED BY COMMISSIONERS GRECULA AND ERICKSON, DULY CARRIED, TO RECOMMEND APPROVAL OF THE ORDINANCE WITH THE AMENDMENTS TO REMOVE ITEM #6 FROM SECTION TWO AND ADJUST ITEM #4 IN SECTION THREE FROM FIFTEEN PERCENT(15%) TO TWENTY-FIVE PERCENT(25%) IN MS AND TC DISTRICTS AND NO OTHER REQUIREMENTS IN OTHER DISTRICTS.

CDD Kramvik will revise and bring a final ordinance back to the Planning Commission at the May 21st, 2025 meeting for a public hearing.

7f. Review Planning Commission Itinerary

Community Development Director Kramvik gave a recap of the upcoming topics listed on the Planning Commission itinerary.

Commissioners discussed and gave input on priorities.

#8 Public Forum

The Chair opened the public forum at 6:48 pm.

No one came forward.

The Chair closed the public forum at 6:49 pm.

#9 Staff Reports

Community Development Director Kramvik made the following updates:

- The Country Manor project is progressing and proposed to start in late May/early June.

#10 Commission Member Reports

Commissioner Norwood suggested the Planning Commission Bylaws be amended to align with the City Council, as the Council recently updated their Bylaws.

MOVED AND SECONDED BY ERICKSON AND GRECUA, DULY CARRIED, TO DIRECT STAFF TO CONSIDER THE AMENDMENT OF THE PLANNING COMMISSION BYLAWS.

#11 Adjournment

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND HIGGINS, DULY CARRIED, TO ADJORN AT 6:55 PM.

James Norwood, Planning Commission Chair