

PLANNING COMMISSION
Wednesday, May 21st, 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 Grecula, Gorham, Norwood, Powell, and Erickson. Noted absent were Commissioners Peterson and Higgins. Also noted as present were City Administrator Broyles and Community Development Director Kramvik.

#3 Pledge of Allegiance

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

#4 Approval of Agenda

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND GORHAM, DULY CARRIED, TO AMEND AND APPROVE THE AGENDA BY ADDING ITEM 7D. CONSIDER CHANGES TO THE FENCE ORDINANCE REGARDING CORNER PROPERTIES ABUTTING ALLEYS.

#5 Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS GRECULA AND POWELL, DULY CARRIED, TO APPROVE THE MINUTES FROM THE APRIL 16TH, 2025 REGULAR MEETING AS PRESENTED.

#6 Unfinished Business

6a. Hold Public Hearing and Consider Preliminary Plat, Final Plat, Rezoning, and CUP for St. Francis School and Church – 411 10th St N

Community Development Director Kramvik reviewed the details of the applications from St. Francis Church.

The Chair opened the public hearing at 6.10 pm.

The Chair recognized Virginia Knutson on behalf of Father Michael Garry, who could not attend the meeting tonight. She is one of the two trustees and the chair of the finance council for St. Francis Church as well as a business owner. She gave a summary of the proposed projects and reasons for the changes.

The Chair recognized Erica Marcussen, architect for WSN, who explained some of the details of the site plan and changes.

The Chair recognized Carla Coonan, Director of Advancement and Admissions at St. Francis, explained there are students coming from a 45-mile radius to enroll and it is bringing other people to the community.

Questions were asked and answered.

The Chair closed the public hearing at 6:53 pm.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND POWELL TO RECOMMEND APPROVAL OF THE PRELIMINARY PLAT, FINAL PLAT, REZONING AND CUP FOR ST FRANCIS SCHOOL AND CHURCH AT 411 10TH ST N AS PRESENTED.

Members Grecula, Powell, Erickson, and Norwood voted "aye". Member Gorham voted "nay". The Chair declared the motion carried.

CDD Kramvik indicated this will be heard at the City Council meeting June 2nd, 2025 at 7:30 pm.

6b. Hold Public Hearing and Consider Proposed Ordinance to Amend Sections 513-3-6 Auto Dealerships, 515-3-29 Outdoor Service, Sales and Rental, 515-6-2.B.1 Definitions of Structure

Community Development Director Kramvik gave a brief review of the proposed changes to the sections shown above.

The Chair opened the public hearing at 7:07 pm.

No one came forward.

The Chair closed the public hearing at 7:08 pm.

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND ERICKSON, DULY CARRIED, TO RECOMMEND APPROVAL OF THE PROPOSED ORDINANCE TO AMEND SECTIONS 513-3-6, 515-3-29, AND 515-6-2.B.1 AS PRESENTED.

6c. Hold Public Hearing and Consider Proposed Ordinance to Amend Section 515-4-12 Off-Street Parking

Community Development Director Kramvik explained the details of the proposed ordinance to amend Section 515-4-12 as presented.

The Chair opened the public hearing at 7:07 pm.

No one came forward.

The Chair closed the public hearing at 7:08 pm.

MOVED AND SECONDED BY COMMISSIONERS POWELL AND ERICKSON, DULY CARRIED, TO RECOMMEND APPROVAL OF THE PROPOSED ORDINANCE TO AMEND SECTION 515-4-12 AS PRESENTED.

#7 New Business

7a. Hold Public Hearing and Consider Variance for an Accessory Structure – 2517 Greenwood St.

Community Development Director Kramvik reviewed the application for allowing an accessory structure to be built in the front yard at 2517 Greenwood St.

The Chair opened the public hearing at 7:14 pm.

The Chair recognized Michael Kylochko on behalf of Minnesota Teen Challenge. He explained the proposed location is the only logical place to be able to build due to wetlands.

The Chair welcomed Greg Vanhau, who is on the maintenance staff at Minnesota Teen Challenge. He indicated the trees between Greenwood Street and the proposed garage have been recommended for removal.

The Chair closed the public hearing at 7:16 pm.

MOVED AND SECONDED BY COMMISSIONERS GRECULA AND ERICKSON, DULY CARRIED, TO RECOMMEND APPROVAL OF THE VARIANCE REQUEST TO CONSTRUCT AN ACCESSORY STRUCTURE IN THE FRONT YARD LOCATION AT 2517 GREENWOOD ST WITH STAFF'S RECOMMENDATIONS AS PRESENTED.

CDD Kramvik indicated this will be heard at the City Council meeting June 2nd, 2025 at 7:30 pm.

7b. Review Amended Allowed Use Table

Community Development Director Kramvik asked for input regarding the proposed changes to the allowed use table, which is included in the packet.

Commission discussion took place.

MOVED AND SECONDED BY COMMISSIONERS GRECULA AND ERICKSON, DULY CARRIED, TO RECOMMEND APPROVAL OF THE CHANGES AS PRESENTED.

7c. Amend Planning Commission Bylaws to Align with City Council

Community Development Director Kramvik stated the City Council have amended the agenda for their meetings by relocating the public forum. Instead of residents having to wait until the end of the meetings, they will be able to speak at the start of the meeting.

MOVED AND SECONDED BY COMMISSIONERS GRECULA AND POWELL, DULY CARRIED, TO RECOMMEND APPROVAL OF THE CHANGES TO THE PLANNING COMMISSION BYLAWS AS PRESENTED.

7d. (Added Item) Fence Ordinance Discussion

Community Development Director Kramvik indicated revised language on corner lots that abut an alley has been requested and asked the Commission for input.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND GRECUA, DULY CARRIED, TO DIRECT STAFF TO DRAFT ORDINANCE LANGUAGE TO BE CONSIDERED AT THE NEXT PLANNING COMMISSION MEETING.

#8 Public Forum

The Chair opened the public forum at 7:34 pm.

No one came forward.

The Chair closed the public forum at 7:36 pm.

#9 Staff Reports

Community Development Director Kramvik made the following updates:

- Staff have been working on design standards for signs and banners
- The City Council directed staff to amend the code enforcement process

#10 Commission Member Reports

Commissioner Gorham appreciates the revised code enforcement process but would like to see active code enforcement all over the City as many areas are not maintained as in the past.

#11 Adjournment

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND GRECUA, DULY CARRIED, TO ADJORN AT 7:38 PM.

James Norwood, Planning Commission Chair