

PLANNING COMMISSION
Wednesday, June 18th, 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 Gorham, Grecula, Higgins, Erickson, and Norwood. Noted absent were Commissioners Peterson and Powell. Also noted as present was 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 GRECULA AND ERICKSON, DULY CARRIED, TO AMEND THE AGENDA BY MOVING NEW BUSINESS TO #7 AHEAD OF UNFINISHED BUSINESS.

#5 Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND GORHAM, DULY CARRIED, TO APPROVE THE MINUTES FROM THE MAY 21ST, 2025 REGULAR MEETING AS PRESENTED.

#6 Public Forum

The Chair opened the public forum at 6:01 pm.

No one came forward.

The Chair closed the public forum at 6:02 pm.

#7 New Business

7a. Consider Variance Requests to Allow Non-Screened Parking Lot and Reduced Setbacks – 525 Washington St.

Community Development Director Kramvik reviewed the application from Hy-Tec Construction. The requests are to allow a zero-foot setback and with no screening requirement on the back rear of the property for parking.

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

The Chair recognized Jake Brandt, State Farm agent and the applicant who explained the rationale behind the variance request.

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

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND HIGGINS, DULY CARRIED, TO RECOMMEND APPROVAL OF THE VARIANCE FOR REDUCED SETBACKS AND NON-SCREENED REAR PARKING AREA AT 525 WASHINGTON ST.

CDD Kramvik indicated this will be heard at the City Council meeting July 7th, 2025 at 7:30 pm.

7b. Consider Proposed Ordinance to Amend Section 515-3 Allowed Uses, Appendix A Table of Uses to Allow Office/Business in the GI District

Community Development Director Kramvik explained the reason for allowing an office/business in the GI District. He stated a potential applicant is interested in purchasing available industrial lots in Thiesse Drive Industrial Park for a dermatology business.

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

No one came forward.

The Chair closed the public hearing at 6:17 pm.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND GRECUA, DULY CARRIED, TO RECOMMEND APPROVAL OF THE ORDINANCE TO AMEND SECTION 515-3 ALLOWED USES, APPENDIX A TABLE OF USES TO ALLOW OFFICE/BUSINESS IN THE GENERAL INDUSTRIAL (GI) DISTRICT AS PRESENTED.

CDD Kramvik indicated this will be heard at the City Council meeting July 7th, 2025 at 7:30 pm.

7c. Consider Proposed Ordinance to Amend Section 515-4-11 Fence Standards

Community Development Director Kramvik stated there are certain situations on corner lots for backyard privacy fences and explained the scenarios that can cause issues.

Commissioners' discussion and questions took place.

The Chair opened the public hearing at 6:25 pm.

No one came forward.

The Chair closed the public hearing at 6:26 pm.

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND ERICKSON, DULY CARRIED, TO RECOMMEND APPROVAL OF THE ORDINANCE TO AMEND SECTION 515-4-11 FENCE STANDARDS AS PRESENTED.

CDD Kramvik indicated this will be heard at the City Council meeting July 7th, 2025 at 7:30 pm.

7d. Review Proposed Sign Ordinance

Community Development Director Kramvik indicated there have been some complaints about some dilapidated signage in our downtown and major corridors. He stated some revisions have been made and are included in the packet as option 1-3. Staff are requesting input from the Commission on which option they recommend proceeding with.

Discussion took place and staff noted the changes to the proposed ordinance.

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND ERICKSON, DULY CARRIED, TO RECOMMEND OPTION 1 - DISCUSSION OF THE AMENDED SECTION PERTAINING TO SIGNS TAKE PLACE AT THE NEXT MEETING.

#8 Unfinished Business

8a. Discuss Changes to Appendix A: Table of Uses

Community Development Director Kramvik reviewed the details of the recommended changes to the allowed use table to allow more uses to potential businesses and property owners with less restrictions.

Discussion took place and staff were directed to bring it back to the July Planning Commission meeting for a public hearing and approval.

#9 Staff Reports

Community Development Director Kramvik made the following updates:

- Country Manor senior living facility has broken ground on the project – CDD Kramvik attended the groundbreaking on June 10th
- The EDA has preliminarily approved a contribution of \$30,000 towards the Washington Street mitigation budget to help businesses through the 2-year construction process
- The EDA have also directed staff to develop a policy that would potentially waive up to \$450,000 in fees as an incentive for the construction of daycare facilities

#10 Commission Member Reports

None

#11 Adjournment

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND HIGGINS, DULY CARRIED, TO ADJORN AT 7:08 PM.

James Norwood, Planning Commission Chair