

PLANNING COMMISSION
Wednesday, July 16th, 2025

#1 Call to Order

Due to the lack of a quorum at the start of 6:00 pm, CDD Kramvik made a call for the availability of one additional commission member to attend.

Planning Commission Chair Norwood called the meeting of the Brainerd Planning Commission to order at 6:17 pm in the City Hall Council Chambers.

#2 Roll Call

Noted present were Commissioners Gorham, Grecula, Powell, and Norwood. Noted absent were Commissioners Peterson and Erickson. 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 GORHAM, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

#5 Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND GRECULA, DULY CARRIED, TO APPROVE THE MINUTES FROM THE JUNE 18TH, 2025 REGULAR MEETING AS PRESENTED.

#6 Public Forum

The Chair opened the public forum at 6:18 pm.

No one came forward.

The Chair closed the public forum at 6:19 pm.

#7 New Business

7a. Consider Interim Use Permit Renewal for a Short-Term Rental – 1123 15th Ave NE

Community Development Director Kramvik reviewed the application for the renewal of the short-term rental at 1123 15th Ave NE. He indicated there was an issue with a 90-day rental in which Animal Control was involved with the tenants' dog. That tenant has since been evicted.

The Chair opened the public hearing at 6:22 pm.

The Chair recognized Mike Fish, MN Real Estate Management, who manages this property for Luhman Properties. He sincerely apologized to the neighbors and the Commission for the dreadful actions of this tenant. He stated the property owner agreed to allow a longer-term rental due to a house fire. However, things were not handled well on the tenant's part and have since vacated the property.

The Chair closed the public hearing at 6:27 pm.

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND GRECULA, DULY CARRIED, TO RECOMMEND APPROVAL OF THE INTERIM USE PERMIT FOR THE RENEWAL OF THE SHORT-TERM RENTAL AT 1123 15TH AVE NE WITH THE CONDITIONS PRESENTED.

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

7b. Consider Conditional Use Permit to Allow for the Construction of a Fellowship Hall (Worship Center) – 3rd Street PID 41040783

Community Development Director Kramvik explained the My Neighbor to Love Coalition was approached by Lakes Area Christian Fellowship about the possibility to construct a fellowship hall on site PID 41040783. Currently, there are no facilities in the area to hold services, and the church would be purchasing the property from MNTL.

Commissioner Gorham stated he was under the impression that the MNTL properties would be for used to construct dense housing.

The Chair opened the public hearing at 6:32 pm.

The Chair recognized Kris Kulju, 16051 Miles Circle, Brainerd, who is representing Lakes Area Christian Fellowship. He stated this area of the community does not have easy access to religious services, and this would be a great fit.

The Chair recognized Vicky Kinney, Lakeshore, on behalf of My Neighbor To Love Coalition. She indicated the Coalition's original plan did include a community center and health club. This use would fall into the entire development plan of Creekside Community – there are still plans for additional housing on the other parcels if grant funding can be obtained.

The Chair closed the public hearing at 6:36 pm.

MOVED AND SECONDED BY COMMISSIONERS GRECULA AND POWELL TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT TO ALLOW FOR THE CONSTRUCTION OF A FELLOWSHIP HALL AT 3RD STREET NW PID 41040783

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

CDD Kramvik indicated this will be heard at the City Council meeting August 4th, 2025 at 7:30 pm.

7c. Consider Variance Request to Allow for a 6' Fence to be Installed in the Front Yard – 14721 Riverside Dr

Community Development Director Kramvik stated the applicant would like to install a fence along Riverside Drive in his front yard at 6' tall to alleviate traffic noise. He said it would also provide a level of privacy since this is a highly traveled street.

The Chair opened the public hearing at 6:43 pm.

No one came forward.

The Chair closed the public hearing at 6:44 pm.

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND GRECUA, DULY CARRIED, TO RECOMMEND APPROVAL OF THE VARIANCE REQUEST TO CONSTRUCT A 6' FENCE IN THE FRONT YARD AT 14721 RIVERSIDE DRIVE WITH THE CONDITION THAT THE APPLICANT WORK WITH THE CWC HIGHWAY DEPARTMENT PRIOR TO INSTALLATION.

CDD Kramvik indicated this will be heard at the City Council meeting August 4th, 2025 at 7:30 pm.

7d. Consider Conditional Use Permit for a Fire Hall Addition and Variance Request for Impervious Surface and Bluff Setbacks – 23 Laurel St Brainerd Fire Department

Community Development Director Kramvik explained the Brainerd Fire Department has proposed expanding the fire hall to meet emergency services in Brainerd and surrounding communities. This property is in the Town center (TC) District and is adjacent to the Mississippi River and is primarily in the shoreland zone.

The Chair opened the public hearing at 6:49 pm.

The Chair recognized Mary Koep, 123 Laurel St., who indicated she has concerns about debris going to the river, and if the MPCA has been notified. She has concerns about construction noise after daytime hours.

CDD Kramvik indicated the MPCA will be notified when a building permit application is submitted so regulations are followed.

The Chair recognized Tim Holmes, Brainerd Fire Chief, who gave a brief explanation of the desired improvements to the fire hall.

The Chair closed the public hearing at 7:03 pm.

MOVED AND SECONDED BY COMMISSIONERS POWELL AND GRECUA, DULY CARRIED, TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT AND VARIANCE REQUEST FOR 23 LAUREL STREET AS PRESENTED.

#8 Unfinished Business

8a. Consider Proposed Ordinance to Amend Section 515-3 Allowed Uses; Appendix A Table of Uses

Community Development Director Kramvik reviewed some of the changes to the regulations in the table. These changes will allow commercial properties more flexibility for future projects.

The Chair opened the public hearing at 7:06 pm.

No one came forward.

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

MOVED AND SECONDED BY COMMISSIONERS POWELL AND GORHAM, DULY CARRIED, TO RECOMMEND APPROVAL OF THE PROPOSED ORDINANCE AMENDING SECTION 515-3 APPENDIX A TABLE OF USES OF THE ZONING CODE AS PRESENTED.

8b. Review Proposed Sign Ordinance

Community Development Director Kramvik discussed some of the adjustments and changes being proposed in 515-3-38 Signs. The Commission would like to consider some amendments to what is being proposed regarding the lighting standards on signs before making a decision to proceed with an ordinance.

#9 Staff Reports

Community Development Director Kramvik made the following updates:

- City Council approved an ordinance to expand code enforcement to throughfares and parks area neighborhood

#10 Commission Member Reports

Commissioner Norwood said everyone should attend at least one of the Lakes Area Music Festival events taking place in the area within the next few weeks, as they are phenomenal.

#11 Adjournment

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND GRECUA, DULY CARRIED, TO ADJORN AT 7:34 PM.

James Norwood, Planning Commission Chair