

PLANNING COMMISSION
Wednesday, August 20th, 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, Peterson, Erickson, and Norwood. Noted absent was Commissioner 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 ERICKSON AND GRECULA, DULY CARRIED, TO AMEND AND APPROVE THE AGENDA BY MOVING NEW BUSINESS AHEAD OF UNFINISHED BUSINESS.

#5 Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS PETERSON AND GORHAM, DULY CARRIED, TO APPROVE THE MINUTES FROM THE JULY 16TH, 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 Request for the Placement of a Garden Shed in the Front Yard – 722 Mississippi Dr

Community Development Director Kramvik explained the details of the application and reasons for the request. Due to construction of the new home on the river, there was no option for the shed to be placed in the backyard of the property.

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

The Chair recognized Scott Ransom, 714 Mississippi Drive, who spoke in favor of the variance request.

The Chair recognized Allan Albertson, who is the applicant and property owner and he explained the garden shed will have the same exterior siding and roofing as the new home that is being built.

The Chair closed the public hearing at 6:06 pm.

MOVED AND SECONDED BY COMMISSIONERS PETERSON AND ERICKSON, DULY CARRIED, TO RECOMMEND APPROVAL OF THE VARIANCE REQUEST TO CONSTRUCT A GARDEN SHED IN THE FRONT YARD AT 722 MISSISSIPPI DRIVE AS PRESENTED.

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

7b. Consider Variance Request to Expand a Non-Conformity (Side Yard Setback) for a Vertical Addition – 703 7th St N

Community Development Director Kramvik stated the property owner wants to add another level to his home. The house is now 4' 10' away from the foundation to the assumed property line and the zoning code states a 5' minimum setback is required. However, since the increase will be a vertical increase and not horizontal, it does not affect actual setbacks.

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

The Chair recognized Joe Douglass, the owner of the property. He explained the need for a new roof and with a growing family, they decided they would like to add a new level to the house for a bedroom and bathroom since they were replacing the roof anyway.

The Chair closed the public hearing at 6:11 pm.

MOVED AND SECONDED BY COMMISSIONERS GRECUA AND PETERSON, DULY CARRIED, TO RECOMMEND APPROVAL OF THE VARIANCE REQUEST TO EXPAND ON A NON-CONFORMITY OF A SIDE YARD SETBACK TO ALLOW FOR A VERTICAL ADDITION TO THE HOME AS PRESENTED.

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

#8 Unfinished Business

8a. Review Sign Ordinance

Community Development Director Kramvik reviewed the changes made to the sign ordinance based on suggestions from the previous meeting.

Commission discussion took place.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND GORHAM, DULY CARRIED, TO RECOMMEND APPROVAL OF THE SIGN ORDINANCE AS PRESENTED.

A completed ordinance will be presented at the September Planning Commission meeting for a public hearing and vote by the Commission.

#9 Staff Reports

Community Development Director Kramvik made the following updates:

- Staff have been working on the Shoreland Ordinance, which is currently being reviewed by the DNR and the City Attorney
- Staff will also be sending out for an RFP for a Comprehensive Plan update

#10 Commission Member Reports

Member Gorham asked about the applicants for cannabis. CDD Kramvik indicated the City has filled the two maximum allowed number of registrations.

Member Norwood recapped the itinerary for the upcoming months of 2025.

#11 Adjournment

MOVED AND SECONDED BY COMMISSIONERS GRECUA AND GORHAM, DULY CARRIED, TO ADJORN AT 6:39 PM.

James Norwood, Planning Commission Chair