

**PLANNING COMMISSION**  
Wednesday, December 17th, 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, Duval, Peterson, Erickson, and Norwood. Also noted as present were Community Development Director Kramvik and City Engineer Dehn. City Administrator Broyles joined the meeting at 6:15 pm.

**#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 DUVAL, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

**#5 Approval of Minutes**

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND PETERSON, DULY CARRIED, TO APPROVE THE MINUTES FROM THE NOVEMBER 19TH, 2025 REGULAR MEETING AS PRESENTED.

**#6 Public Forum**

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

No one came forward.

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

**#7 Unfinished Business**

**7a. Consider a Preliminary Plat Amendment and a Development Stage Planned Unit Development (PUD) Amendment from Kuepers Construction for Parcel ID's 41020691 and 41020682 for a Proposed 176-unit Apartment Complex/Development**

Community Development Director Kramvik gave a brief review of the amendments to the plat and development stage plan for the proposed apartment complex. The changes were needed based on the results of the EAW review that determined a portion of the project was located in the City's Drinking Water Supply Management Area (DWSMA). This is a high vulnerability zone

for surface water contamination. A revised plan was created to divert all stormwater to an infiltration basin outside the DWSMA.

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

The Chair recognized Chris Raimann, VP of Architecture for Kuepers, who clarified the tree removal is strictly focused on the 20 acres of plantation area. The other wooded areas near Mr. Thompson's property will remain. He answered questions from Commissioner Duval regarding lighting requirements and will follow City regulations.

The Chair recognized Tom Thompson, 323 Woodland Hills Ln, who owns the property to the west of the proposed project site. He requested at least a 100' buffer zone be maintained between his west property line and any structures being constructed in the future.

The Chair closed the public hearing at 6:12 pm.

Commissioner Gorham questioned the possibility of a future trail connecting to Buffalo Hills Park. City Engineer Dehn clarified the Walkable Bikeable Plan does not indicate a trail along Greenwood Street currently, but the topic may be evaluated in the future.

Commission discussion took place.

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND GRECULA, DULY CARRIED, TO RECOMMEND APPROVAL OF THE PUD DEVELOPMENT STAGE PLAN AND PRELIMINARY PLAT FOR THE KUEPERS PROJECT WITH THE FINDINGS OF FACT AS PRESENTED WITH AN UPDATE TO THE SENTENCE IN LINE 5.o. ii. FROM ..."THE CITY *SHOULD* CONSIDER..." TO ..."THE CITY *SHALL* CONSIDER..."

**7b. Consider RFP for Comprehensive Plan Update**

Community Development Director Kramvik gave a brief review of the RFP to obtain bids from consultant companies to update the Comprehensive Plan.

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND ERICKSON, DULY CARRIED, TO RECOMMEND APPROVAL OF PUBLISHING THE RFP TO OBTAIN THE SERVICES OF A CONSULTANT TO UPDATE THE COMPREHENSIVE PLAN.

**#8 New Business**

**8a. Consider Conditional Use Permit Amendment for St. Francis Catholic Church to allow for a Third Garage Stall to be Constructed on the Rectory – 908 Ivy Street**

Community Development Director Kramvik indicated the church has brought forward a plan for adding another garage stall to the rectory. Construction has started on the structure, and a concrete foundation has been poured prior to freezing weather for the additional stall. If the Council does not approve this amendment to the CUP, this concrete slab will simply be used as driveway space.

The Chair opened the public forum at 6:30 pm.

The Chair recognized Father Michael Garry, 416 N 9<sup>th</sup> St, who indicated the original plan was to construct an additional detached garage on the property nearer to the church. However, it was found there was not enough space to do so and meet the setback requirements.

The Chair welcomed Mitchell Feierabend, general manager at Hy-Tec Construction explained the discussions that took place with the church staff regarding the garage plans. They agreed to install a window on the second story of the northeast side.

The Chair closed the public forum at 6:40 pm.

MOVED AND SECONDED BY COMMISSIONER DUVAL AND ERICKSON TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT AMENDMENT TO ADD AN ADDITIONAL GARAGE STALL AS PRESENTED WITH THE CONDITION A WINDOW IS INSTALLED ON THE SECOND STORY OF THE NORTHEAST SIDE.

Members Grecula, Duval, Peterson, 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 January 5th at 7:30 pm.

#### **#9 Staff Reports**

Community Development Director Kramvik made the following updates:

- City Council approved the Future Land Use Map rezoning and CUP for the Brainerd Animal Hospital on Oak Street.
- The EDA approved a \$25,000 grant for façade improvements for businesses along Washington Street, which is up to a \$5,000 matching grant.
- The EDA is working on a signage grant for up to \$15,000 for businesses for 2026.
- Commissioner Gorham was reappointed to the Commission for another term.
- Commissioner Norwood will be leaving the Commission, as tonight is his last meeting. We thank Mr. Gorham for re-applying and Mr. Norwood for serving on the Commission.

#### **#10 Commission Member Reports**

Commissioners thanked Mr. Norwood for his service on the Commission and Commissioner Gorham for re-applying.

Commissioner Duval appreciated the discussion the Council had regarding the rezoning topic of the animal clinic, as there was a lot of thought involved with the decision made. He would like to add to the itinerary to research available residential zoned property vs commercial.

Commissioner Gorham appreciates the welcome to serving another term. He also understands where the Council is coming from in their decisions, but he believes it is principle over pragmatics. He would like to see abandoned properties developed rather than developing vacant properties.

Commissioner Erickson explained the rezoning for the animal clinic was based on a traffic study and the basis on it located near the east end of Oak Street. He stated he voted for the

rezoning due to the context of the corridor and seemed appropriate for the location. If a housing developer was interested in developing that property, we would certainly appreciate and approve the project. However, we do not and this makes use of the vacant area.

Commissioner Norwood thanked the members for the opportunity to serve and asks that everyone thinks about who they are going to nominate for Chair and Vice-Chair for 2026.

**#11 Adjournment**

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND GORHAM, DULY CARRIED, TO ADJORN AT 7:00 PM.

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James Norwood, Planning Commission Chair