

PLANNING COMMISSION
Wednesday, March 18, 2026

#1 Call to Order

Planning Commission Chair Gorham 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 Duval, Gorham, Grecula, Peterson, and Erickson. Member Powell was noted as absent. Also noted as present were City Administrator Broyles and Community Development Director Kramvik.

#3 Pledge of Allegiance

Commission Chair Gorham 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 APPROVE THE AGENDA AS PRESENTED.

#5 Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND GRECULA, DULY CARRIED, TO APPROVE THE MINUTES FROM THE FEBRUARY 18TH, 2026 REGULAR MEETING.

#6 Public Forum

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

No one came forward.

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

#7 Unfinished Business

7a. Shoreland Ordinance Update

Community Development Director Kramvik introduced Jake Frie, the Area Hydrologist for the MN DNR who is here to give a presentation on stormwater management.

Mr. Frie reviewed a slide show of information and best management practices for stormwater management on public waters.

Mr. Frie had a brief question and answer session with the Commissioners. Commissioner Duval commented on the impervious standards being less than state standards. He is concerned

about vanishing shorelines, other jurisdictions' regulations vs. what we are proposing and the effects of stormwater runoffs among other items. Commission discussion took place.

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND PETERSON, DULY CARRIED, TO CONTINUE WORKING WITH THE MN DNR TO FINALIZE THE SHORELAND ORDINANCE LANGUAGE AND REGULATIONS.

#8 New Business

8a. Consider Conditional Use Permit Amendment – Dermatology Clinic 1410 & 1424 Thiesse Drive

Community Development Director Kramvik explained the applicant has requested an amendment to the original CUP for additional off-street parking spaces, as there was miscommunication that the approved CUP allowed the applicant to exceed the maximum number of off-street parking spaces without restrictions. At the time, the applicant did not have a final site plan, and they would like to increase the amount of off-street parking to 90 total spaces to allow for staff and patient parking.

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

The Chair recognized Kristina Britton, who is the applicant and dermatologist for the new facility. She indicated that the original plan was not a final site plan and since they have made final decisions. The additional off-street parking is for staff and patients being seen and waiting to be seen by providers.

Commissioner Grecula indicated he calculated other facilities and this request for 90 off-street spaces seems very high and how often they would be filled. Ms. Britton responded that some patients are there for short time, or all day depending on the procedure. They would also like to be able to expand in the future as they also will own an additional parcel.

The Chair closed the public hearing at 6:50 pm.

Commissioner Gorham agrees that the commission has dealt with oversized parking lots, as in Thrifty White.

Commissioner Erickson stated those are legitimate concerns in neighborhoods or town centers, but this is in the industrial park, so it makes it an easier decision.

MOVED AND SECONDED BY COMMISSIONERS PETERSON AND ERICKSON TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT AMENDMENT TO ALLOW FOR THE ADDITIONAL OFF-STREET PARKING SPACES AS PRESENTED AT 1410 AND 1424 THIESSE DRIVE FOR THE DERMATOLOGY CLINIC.

Upon roll call, Members Duval, Gorham, Peterson, and Erickson voted "aye". Member Grecula voted "nay". The Chair declared the motion carried.

CDD Kramvik indicated this will be heard at the City Council meeting April 6th, 2026 at 7:30 pm for a final decision.

8b. Consider Interim Use Permit Amendment for the Operation of a Year-Round Warming Shelter – 1926 S 7th St

Community Development Director Kramvik explained the details of the application from Bridges of Hope to renew the Interim Use Permit and to also operate the warming shelter on a year-round basis. The current IUP expires June 30th, 2026. CDD Kramvik stated there was a letter of opposition submitted from a neighbor regarding the year-round option for the shelter due to litter, random people entering properties and vehicles, and concerns of safety.

The Chair opened the public hearing at 6:55 pm.

The Chair recognized Samantha Barron, program director at Bridges of Hope who gave a brief update of the prior year. She indicated they have started a new program for guests called The Pathways Program to work with people towards stability.

The Chair recognized Bill Wear, representing the Bridge on 7th shelter who says he feels that a lot of the concerns from last year have been addressed. He indicated that communication between law enforcement and shelter staff has improved so we can all work together toward the same goal. As of February 1st, when the Pathways Program started, five people have been employed, two of those now have 2 jobs as of this morning, ten people have obtained some type of housing and six have entered a treatment program.

The Chair recognized Jana Shogren, director of Bridges of Hope who attended the meeting remotely. She is very appreciative of the collaboration with Police Chief Davis and the entire PD. She explained some of the organizations they have been working with since the shelter opened. When the shelter closes for the summer, progress with the returning people usually fails and needs to restart with seeking programming.

Police Chief Davis spoke about the progress that has been made with communication and actions taken to alleviate issues at the shelter.

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

Commissioner Erickson stated he would like to see the disclosure statement, "*While staying at the shelter, I agree (within 3-5 days of my first night), to actively participate in my Pathways Plan...*". that is in the guest agreement also included in the Safety Plan so both guests and staff can be mutual partners to see it through to fruition. Also, language about "*other approved activities*", and what that means.

Jana Shogren and Chief Davis will collaborate on alternate language for the contract prior to the City Council meeting.

Commissioner Erickson shared that a resident from the apartments behind the shelter reached out to him saying many times homeless people try to enter the secured building. They will buzz the door until someone lets them in and they will roam the hallways.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND GRECUA, DULY CARRIED, TO RECOMMEND THE DIRECTOR OF BRIDGES OF HOPE TO WORK WITH CHIEF DAVIS AND CDD KRAMVIK TO AGREE ON LANGUAGE FOR THE SAFETY PLAN.

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND PETERSON, DULY CARRIED, TO RECOMMEND APPROVAL OF THE INTERIM USE PERMIT AMENDMENT CONTINGENT UPON THESE CONDITIONS 1) INTERIM USE PERMIT SHALL EXPIRE APRIL 30, 2027 2) IF THE BRAINERD POLICE DEPARTMENT DETERMINES THAT THE FACILITY HAS BEEN USED IN A DISORDERLY MANNER AND UPON THE RECOMMENDATION OF THE POLICE CHIEF, THE INTERIM USE PERMIT SHALL BE BROUGHT BEFORE THE CITY COUNCIL FOR REVIEW AND CONSIDERATION FOR SUSPENDING OR REVOKING THE PERMIT AT THE NEXT CITY COUNCIL MEETING. 3) SHELTER STAFF SHALL PROVIDE A REPORT TO CITY COUNCIL EACH YEAR PRIOR TO SEPTEMBER 1ST.

CDD Kramvik indicated this will be heard at the City Council meeting April 6th, 2026 at 7:30 pm for a final decision.

City Administrator Broyles departed the meeting at 7:30pm.

8c. Consider Conditional Use Permit to Exceed Maximum Lot Size – 1017 Bluff Ave.

Community Development Director Kramvik explained the property originally consisted of three lots that the applicant would like to be consolidated to one lot for the construction of a single-family home. The consolidation results in a lot that exceeds the maximum lot size allowed in the TN-1 Zoning District. He indicated Bluff Avenue had a vacated right-of-way from many years ago that resulted in increased lot sizes.

The Chair opened the public hearing at 7:31 pm.

The Chair recognized Bernie Maceij, who owns the property and said he worked with KLD quite extensively to complete a survey on the properties. He will be constructing a home to reside in himself.

The Chair closed the public hearing at 7:34 pm.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND DUVAL, DULY CARRIED, TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT TO EXCEED THE MAXIMUM LOT SIZE AT 1017 BLUFF AVENUE AS PRESENTED.

CDD Kramvik indicated this will be heard at the City Council meeting April 6th, 2026 at 7:30 pm for a final decision.

8d. Consider Variance to Maintain a Non-Conforming Side Yard Setback to Replace an Existing Garage – 1513 Pennsylvania Ave.

Community Development Director Kramvik explained the variance is to maintain an existing two-foot side yard setback in order to construct a new garage. The applicant's current garage needs to be replaced, and the property owner wishes to increase the size from a 10' x 20' to a 14' x 26' garage as long as it is in disrepair. The variance is required due to expanding a non-conformity.

The Chair opened the public hearing at 7:38 pm.

The Chair recognized Raymond Kukowski, who owns the property that is occupied by his disabled son. He stated the existing location needs to remain the same due to natural gas and sewer line locations. He said any other areas close to the alley would not be an option due to his son and not being able to access that far away, especially in poor weather. That would be his practical difficulty and since it is not required to have an alley facing garage, he would prefer it to remain in the same manner.

The Chair closed the public hearing at 7:47 pm.

Discussion took place.

MOVED AND SECONDED BY COMMISSIONERS PETERSON AND GRECUA, DULY CARRIED, TO RECOMMEND APPROVAL OF THE VARIANCE APPROVAL TO MAINTAIN THE EXISTING TWO FOOT SIDE YARD SETBACK FOR THE CONSTRUCTION OF A 14' X 26' GARAGE WITH THE CONDITION THAT GUTTERS ARE INSTALLED AND DIRECTED AWAY FROM THE NEIGHBORING PROPERTY.

CDD Kramvik indicated this will be heard at the City Council meeting April 6th, 2026 at 7:30 pm for a final decision.

8e. Planning Commission Itinerary

Community Development Director Kramvik explained there are new updates to the Planning Commission itinerary due to more urgent deadlines.

8f. Appoint Commission Member to Assist in Comprehensive Plan Update

Community Development Director Kramvik indicated along with staff working remotely with Bolton & Menk on a monthly basis, it is recommended a Planning Commission member serve as a liaison to join the remote meetings as well.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND GRECUA, DULY CARRIED, TO APPOINT MIKE DUVAL TO SERVE AS A PLANNING COMMISSION LIAISON FOR THE COMPREHENSIVE PLAN UPDATE.

It was agreed upon to meet for the Kick-Off Introduction with the staff of Bolton & Menk at 5:00 pm prior to the April 15th Planning Commission meeting.

#9 Staff Reports

Community Development Director Kramvik made the following updates:

- The EDA approved Shared Services Mitigation Plan for the Washington Street Reconstruction Plan with the Chamber of Commerce.
- The EDA approved a façade grant with BLAEDC for a 50% cost match for businesses along the Washington Street corridor. They also approved a sign grant for a 50% cost match for businesses throughout the City.

#10 Commission Member Reports

Commissioner Duval is hoping the parking lot of the Thrifty White business will be better utilized once the business relocates to the Super One store in NE Brainerd. He also stated he attended the GreenStep Data Center presentation remotely on Thursday.

Commissioner Peterson commented on trees being taken down on his vacant properties by BPU, and some longer grass on vacant lots. He received long grass letters, and he was curious about complaint driven or not.

Commissioner Erickson spoke about data centers and meetings with Region 5 staff as the Council liaison.

#11 Adjournment

MOVED AND SECONDED BY COMMISSIONERS PETERSON AND DUVAL, DULY CARRIED, TO ADJORN AT 8:00 PM.

Don Gorham, Planning Commission Chair