

# PLANNING COMMISSION

City of Brainerd, Minnesota  
City Hall, 501 Laurel Street, Council Chambers  
Wednesday, January 18, 2023 @ 6:00pm

The public is invited to attend this meeting in person  
Attend by phone: 1-844-992-4726 Meeting Access Code: 2484 762 3881  
**Meeting is also televised on CTC Cable channel 8 and streamed live on  
YouTube: [www.youtube.com/CityOfBrainerdMN](http://www.youtube.com/CityOfBrainerdMN)**

1. Call To Order

2. Roll Call

K. Yeager  C. Marohn  D. Gorham  T. Woodward

M. Duval  T. Stenglein \*(pending City Council approval)

3. Pledge Of Allegiance

4. Oath Of Office

5. Election Of Officers

Documents:

[ELECTION OF OFFICERS.PDF](#)

6. Approval/Amendment Of Agenda

7. Approval Of Minutes

1. Regular Meeting Held on December 21, 2022

Documents:

[2022-12-21 DRAFT.PDF](#)

8. Old Business

- 8.a. Lighting Workgroup Results For Revisions To Zoning Code Section 515-4-8 Outdoor Lighting

Documents:

[LIGHTING WORKGROUP RESULTS.PDF](#)

9. New Business

- 9.a. Planning Commission And Community Development Yearly Itinerary

Documents:

[PC AND CDD YEARLY ITINERARY\\_.PDF](#)

10. Public Forum

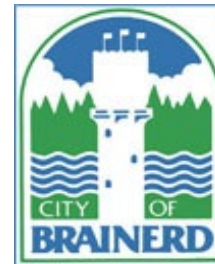
Time allocated for citizens to bring matters not on the agenda to the attention of the Planning Commission - time limits may be imposed

11. Community Development Director's Report

12. Commissioner Questions/Comments

13. Adjourn

# MEMO



**TO:** Planning Commission  
**FROM:** James Kramvik, Community Development Director  
**DATE:** January 18<sup>th</sup>, 2023  
**RE:** Election of Officers

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The Planning Commission Bylaws state that “The Commission, at its first regular meeting in January of each year shall select a Chairperson and Vice Chairperson.”

The duties of the Chair are:

1. Preside at all meetings of the Commission
2. Call special meetings of the Commission in accordance with the City Ordinance
3. Sign documents of the Commission
4. See that all actions of the Commission are properly taken
5. Cancel or postpone any regularly scheduled meetings
6. Order end to disorderly conduct and direct law enforcement to remove disorderly persons from the Planning Commission meetings

The duties of the Vice-Chair are:

1. In the event of the absence, disability, or disqualification of the Chairperson, the Vice Chairperson shall exercise or perform all the duties and be subject to all the responsibility of the Chairperson.

For 2022, the Chair was Commissioner Mike Duval, and the Vice-Chair was Commissioner Theresa Woodward.

# **Planning Commission Bylaws**

## **Article I. Introduction**

### Section 1. Purpose

It is the intent of the City of Brainerd Planning Commission to conduct its business and perform its responsibilities and duties in an orderly, efficient, fair and lawful manner. These bylaws are established for that purpose.

### Section 2. Application of Bylaws

Unless otherwise specifically indicated, these bylaws shall apply to the transaction and administration of all Planning Commission business and the conduct of all Planning Commission meetings and hearings.

## **Article II. Offices and Duties**

### Section 1. Offices Designated

The Commission, at its first regular meeting in January of each year, shall select a Chairperson and Vice Chairperson.

### Section 2. Recording of Meetings

The Planning Department shall supply a qualified staff member to perform all general corresponding and recording secretarial duties for the Planning Commission.

### Section 3. Duties of Offices

The duties and powers of the office of the Planning Commission shall be as follows:

#### A. Chairperson

- 1) Preside at all meetings of the Commission
- 2) Call special meetings of the Commission in accordance with the City Ordinance
- 3) Sign documents of the Commission
- 4) See that all actions of the Commission are properly taken
- 5) Cancel or postpone any regularly scheduled meetings
- 6) Order end to disorderly conduct and direct law enforcement to remove disorderly persons from Planning Commission meetings

#### B. Vice Chairperson

In the event of the absence, disability or disqualification of the Chairperson, the Vice Chairperson shall exercise or perform all the duties and be subject to all the responsibility of the Chairperson.

#### C. Secretary

A city staff member will be assigned to perform the functions of Secretary. The Secretary shall keep record of the proceedings of every meeting of the Planning Commission.

Section 4. Preparation of the Comprehensive Plan

The Commission shall prepare, adopt and revise from time to time a Comprehensive Plan for the physical development of the City, including proposed public buildings, street arrangements and improvements, public utility services, parks, playgrounds, and other similar developments, the use of property, the density of population, and other matters relating to the physical development of the City. Such plan may be prepared in sections, each of which shall relate to, a major subject of the plan.

Section 5. Means of Executing the Comprehensive Plan

Upon the adoption of the Comprehensive Plan or any section thereof, the Commission shall recommend to the City Council reasonable and practicable means for putting into effect such plan or section thereof in order that the same will serve as a pattern and guide for the orderly physical development of the City and as a basis for the efficient expenditures of the funds thereof relating to the subjects of the plan. Such means shall consist of a zoning plan, the control of subdivision plats, a plan of future streets, coordination of the normal public improvements of the City, a long term program of capital expenditures and such other matters as will accomplish the purpose of the plan.

**Article III. Members**

Section 1. Number

The Planning Commission shall consist of seven (7) voting members, one of which is a City Council member.

Section 2. Members Appointed.

Voting member shall be appointed by the City Council for three years. Terms shall run from January 1 through December 31. Terms shall be staggered so that there will be continuity of the Commission.

Section 3. Removal

City Council has the power to remove a Commissioner by a 5/7 vote.

Section 4. Voting

A member must be present to vote.

Section 5. Vacancies.

Vacancies shall be filled by appointment of the City Council for the unexpired portion of the term.

**Article IV. Meetings and Hearings**

Section 1. Notice

Notices of all meetings and hearings of the Planning Commission shall be made in accordance with all statutory and ordinance notification requirements.

Section 2. Meetings

All meetings of the Planning Commission shall be open to the public.

### Section 3. Workshops

Workshops and other meetings whose sole purpose is for general information and/or educational purposes will be open to the public. Public testimony may or may not be allowed.

### Section 4. Meeting Records

All tapes, minutes, evidence, exhibits, correspondence, maps, plats, etc. shall be made a part of the record, become the property of the City Brainerd, and be maintained as a permanent record.

### Section 5. Meetings

#### A. Date and Time

The Planning Commission shall meet regularly on the third Wednesday of each month at 6:00 pm, or as soon as practical.

#### B. Location

The Commission shall meet in regular session in the City Hall Council Chambers.

#### C. Order of Business

- 1) Call to Order
- 2) Approval/Amendment of Agenda
- 3) Approval of Minutes
- 4) New Business
- 5) Public Forum
- 6) Old Business
- 7) Commissioners' Questions/Comments
- 8) City Planner Report
- 9) Adjourn

#### D. Special meetings

The Chair person, Vice Chairperson, City Council, or Mayor may call for a special meeting at any time. Notice of the time and place shall conform to the Open Meeting Law.

#### E. Additional Agenda Items

After an agenda has been published, at the discretion of the Chair and approval by the Commission items may be added up to the time of the published meeting.

### Section 6. Parliamentary Procedure

All Commission meetings shall be governed by Sturgis Standard Code of Parliamentary Procedure in all cases to which they are applicable and not in conflict with these bylaws, City Code, or other rules this Commission may adopt.

### Section 7. Agenda

A. The agenda shall be prepared by the City Planner with the input of the Chair as requested for the Planning Commission meeting and shall close 7 days prior to the meeting.

B. Any Planning Commission member can place an item on the agenda. No item shall be placed on the agenda unless the item is expressed in such a way as to clearly show the subject matter involved.

- C. The agenda may be amended during a Planning Commission meeting by a majority vote of the Commission.
- D. The agenda shall generally organize matters to be addressed at the meeting so as to best promote opportunities for effective public input and the timely and efficient performance of Planning Commission responsibilities. Items of business likely to attract the attendance of many persons should generally be placed early on the agenda.
- E. Planning staff shall prepare a written report detailing the request and the ordinance provisions that apply to the matter.

#### Section 8. Procedure for Public Hearings

Planning staff or consultants, if any, shall summarize for the public the relevant issues of the application contained in the written staff report. The Commission members may direct question to staff regarding the application.

- A. The Chairperson shall call the public hearing to order and declare the time, and prior to taking testimony, shall explain:
  - 1) The order of testimony
  - 2) The purpose and requirements of the public hearing under Minnesota Law
  - 3) That each speaker shall provide their name and address and that public comments should be limited to matters pertinent to the application under review and avoid duplicative testimony. The Chairperson may place reasonable time limits on public comments, depending on the number of persons waiting to testify on the matter.
- B. The applicant and/or representative shall be given an opportunity to present evidence in support of the request and rebut any issues or conditions identified in the staff report
- C. Members of the public, if any, may testify, either in person or through their agent. Written testimony submitted may be read and will be added to the public record.
- D. The applicant shall have an opportunity to answer questions from the Commission.
- F. The Commission may direct questions to the applicant, planning staff, or public to clarify issues but no further testimony may be received from the public.
- G. When all public comment has been received the Commission shall close the public hearing by motion and majority vote of the Commission. The Commission may deliberate and decide the matter. Should the Commission identify relevant facts that remain unknown or disputed the Commission may postpone closing the hearing by motion and majority vote until the Planning Commission's next meeting and refer the issue to planning staff for further fact finding.

#### Section 9. Protocol for Public Hearings

- A. Everyone who wishes to give testimony shall be given a reasonable opportunity to speak.
- B. All statements or questions should be directed to the chairperson.
- C. All statements should be as factual as possible and should not involve personalities.
- D. Speakers should refrain from repeating what has already been stated.
- E. Each speaker shall provide his or her name and address to the recorder.
- F. The Planning Commission reserves the right to question any speaker.
- G. Written testimony may be received.
- H. No additional testimony may be offered after the close of the public hearing.

#### Section 10. Communication with Public and Applicant

- A. General. Prior to the public hearing or Commission deliberation, no Commission member shall lobby the merits of a pending case with staff, applicant, Commission member, or the general public.
- B. Disclosures. If a commissioner has discussed the pending case, the commissioner shall disclose the facts relating to such discussion during the public hearing.
- C. Exception. Nothing in this section shall preclude the general information communication by Commission members relating to the general conduct of a meeting or hearing, nor shall anything in this section forbid staff or commissioners from discussing with commissioners an upcoming meeting, so long as the facts or merits of the meeting are not discussed.

#### Section 11. Quorum

A majority of the Commission members entitled to vote shall constitute a quorum for the transaction of business.

#### Section 12. Conflict of Interest

Any member of the Planning Commission who shall feel that he or she may appear to have or in fact has, a conflict of interest on any matter that is on the Planning Commission agenda shall voluntarily excuse himself or herself, vacate his or her seat, and refrain from discussing and voting on said matter as a Planning Commissioner.

A conflict of interest is any direct contractual, pecuniary, or other beneficial interest in the outcome of a matter before the Planning Commissioner.



Section 13. Orientation of new Planning Commissioners

To assist new Planning Commission members in learning their responsibilities, and to develop their understanding of the planning process as quickly as possible, they will be required to:

- A. Attend an orientation session with the City Planner, Planning Commission Chair, and City Council member.
  
- B. Read the Comprehensive Plan and Zoning Ordinance.

**Article V. Education, Conference and Convention Policy**

The City Council and Planning Commission of the City of Brainerd recognize and accept the concept that the acquisition and maintenance of a body of knowledge and skills are necessary and desirable to perform the job of the Planning Commissioner. Further, both groups encourage and highly recommend periodic attendance at various educational opportunities conferences and conventions.

The following is the policy of the City of Brainerd Planning Commission on educational meetings, conferences, and conventions:

- A. Attendance at educational meetings, conferences, and conventions is subject of availability of funds.
  
- B. Attendance at educational meetings, conferences, and conventions is voluntary. Planning Commission members are encouraged to attend educational meetings, conferences, and conventions.
  
- C. Involvement in relevant professional organizations such as APA-MN, office holding, or committee work is considered educational.
  
- D. Planning Commission members are encouraged to participate in the budget process and to request allocations for educational purposes.

**PLANNING COMMISSION**  
Wednesday, December 21, 2022  
6:00 pm

**#1 Call to Order**

Planning Commission Chair Duval 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, Yeager, Marohn, Woodward, and Duval. Commissioners Erickson and Kallroos were noted as absent. Also noted as present was Community Development Director Kramvik.

**#3 Pledge of Allegiance**

Commissioner Yeager opened the meeting with the Pledge of Allegiance to the flag.

**#4 Approval/Change of Agenda**

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND WOODWARD, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

**#5 Approval of Minutes**

MOVED AND SECONDED BY COMMISSIONERS WOODWARD AND GORHAM, DULY CARRIED, TO APPROVE THE MINUTES FROM THE NOVEMBER 16, 2022 REGULAR MEETING.

**#6 New Business**

**6a. Interim Use Permit (IUP) Amendment – 1005 6<sup>th</sup> St S – Short-Term Rental**

Community Development Director Kramvik gave a brief review of the request to amend the Interim Use Permit that is currently in place at 1005 6<sup>th</sup> Street South. The request from the property owner is to operate an additional short-term rental in the four-unit rental building.

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

The Chair recognized the property owner, Rick Badeaux, who joined the meeting by phone to answer any questions the Commission may have. No questions were presented.

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

MOVED AND SECONDED BY COMMISSIONERS YEAGER AND MAROHN, DULY CARRIED, TO RECOMMEND APPROVAL OF THE INTERIM USE PERMIT TO OPERATE ONE ADDITIONAL SHORT-TERM RENTAL AT 1005 6<sup>TH</sup> STREET SOUTH AS PRESENTED.

**#7 Old Business**

**7a. Discussion on Proposed Ordinance No. 1541 – Amending Section 515-4: General Building and Design Standards**

Community Development Director Kramvik explained the changes made to the previously proposed ordinance that restricts the demolition of dwelling units in the TN-1, TN-2, CN-1, and CN-2 Districts.

Commission discussion took place.

MOVED AND SECONDED BY COMMISSIONERS MAROHN AND YEAGER, DULY CARRIED, TO RECOMMEND APPROVAL OF PROPOSED ORDINANCE NO. 1541 WITH THE ADJUSTMENT TO LINE A.3 TO STRIKE “OTHER THAN FOR PARKING LOTS”.

MOVED AND SECONDED BY COMMISSIONERS YEAGER AND MAROHN, DULY CARRIED, TO RECOMMEND HOLDING THE PUBLIC HEARING FOR THE SECOND READING OF ORDINANCE NO 1541 AT THE CITY COUNCIL MEETING JANUARY 17, 2023.

**7b. Workgroup Member Selection for Color Temperature Lighting Policy**

Community Development Director Kramvik gave a review of past discussions regarding outdoor lighting standards. He indicated the Planning Commission, BPU Commission and Park Board all expressed interest in forming a workgroup to discuss color temperature lighting standards throughout the city.

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND MAROHN, DULY CARRIED, TO ELECT MIKE DUVAL TO REPRESENT THE PLANNING COMMISSION FOR THE LIGHTING POLICY WORKGROUP.

The workgroup members are shown below with a meeting date TBD:

- Engineering/Parks                      Jessie Dehn
- BPU Staff                                      Trent Hawkinson
- Community Development              James Kramvik
- BPU Commission                          Mike Angland
- Park Board                                      Kevin Yeager and Andrew Shipe
- Planning Commission                      Mike Duval

**#8 Public Forum**

The Chair opened the public forum at 7:11 pm.

No one came forward.

The Chair closed the public forum at 7:12 pm.

**#9 Community Development Director’s Report**

Community Development Director Kramvik gave the following updates:

- He has been working with BPU and the City of Baxter on a solar power project for Baxter

**#10 Commissioner's Questions/Comments**

Commissioner Yeager announced that the Mississippi Landing Trailhead project came in under budget and there are leftover funds to be used. The task group will be working on creative ways to use the remaining state funding.

Commissioner Marohn stated he would like to revisit several topics in 2023 regarding the zoning code. He also requested an update for the crypto-mining project in the Industrial Park. Community Development Director Kramvik stated the land has not yet been purchased by VCV Digital. City Administrator Bergman and BPU have been working with them regarding the project. In order to proceed, they will also need to bring back a revised guard shack plan due to the failed variance.

Commissioner Duval thanked the members of the Commission for the hard work put into several projects and encourages everyone to continue.

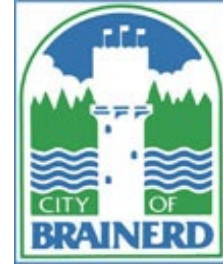
**#11 Adjourned at 7:25 pm.**

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND WOODWARD, DULY CARRIED, TO ADJORN.

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Michael Duval, Planning Commission Chair

# MEMO



**TO:** Planning Commission

**FROM:** James Kramvik, Community Development Director

**DATE:** January 18th, 2023

**RE:** Lighting Workgroup Results for Revisions to Zoning Code  
Section 515-4-8 Outdoor Lighting

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## **Introduction**

The Planning Commission directed staff to attend the Park Board meeting and the BPU Commission meeting to discuss creating a City-wide policy regarding color temperature standards in lighting. In order to institute a City-wide policy, there must be agreement from the Planning Commission, the Park Board, BPU Commission, and City Council. A workgroup was formed and consisted of: One member from Planning Commission, two members from the Park Board, one member from the BPU Commission, the Public Works Director, the Community Development Director, and BPU's Operations Manager.

## **Lighting Workgroup**

The lighting workgroup was tasked with helping the City of Brainerd form an overall lighting policy regarding *Lighting Color Temperature Standards*. Lighting in the City consists of street/ traffic lighting, park lighting, and private property lighting. The goal of the workgroup was to form a consensus for color temperature standards for the City's street lighting policy, that will be presented to City Council at a later date. Findings from the workgroup will then be presented to the Park Board and the Planning Commission to potentially recommend adoption of lighting color temperature standards in the Zoning Code. The Zoning Code addresses lighting standards in parks and private property. The City's lighting policy dictates lighting standards for traffic lighting on commercial and residential right-of-ways. Additionally, the workgroup discussed other potential code language that could help limit light pollution in Brainerd.

## **Street Lighting Policy**

Public Works Director Dehn has been working with City Council and BPU's Operations Manager Hawkinson to finalize the City of Brainerd's Street Lighting Policy. As part of street reconstruction projects, the City of Brainerd will implement the lighting policy and install new poles and fixtures. The preliminary policy includes fixtures with a color temperature of 3000 Kelvins. Preliminary pricing indicates that residential fixtures will not have a price increase going from 4000 Kelvins to 3000 Kelvins. Staff has also researched the price to add photocells with dimmable motion sensing nighttime lighting to the fixtures. Additional costs for adding that component to lighting fixtures is approximately \$125.

## Changes to the Zoning Code

The lighting workgroup discussed several topics to potentially amend the Zoning Code to limit light pollution in Brainerd. Many of the items are supported by the International Dark-Sky Association. A significant amount of discussion centered around color temperature standards in new residential lighting. The City of Brainerd does not issue electrical permits in the Community Development Department when a fixture is added to an existing property. However, the Building Department does review all new homes and can require applicants to submit a lighting plan that potentially meets the new standards within the lighting ordinance. It was determined that the standards should apply to all residential properties as well as commercial. Discussion also involved creating a mechanism as part of the ordinance to require properties to correct lighting fixtures that are displaying non-intended correlated color temperatures.

Discussion Topics Included: Color Temperature Lighting Standards, Athletic Field Lighting, Dimmable Nighttime Lighting, Zoning District Requirements, Correction Steps for Non-Functioning LED Lights.

**LIGHT TO PROTECT THE NIGHT**  
Five Principles for Responsible Outdoor Lighting



**Illuminating**  
ENGINEERING SOCIETY



<b>USEFUL</b>		<b>ALL LIGHT SHOULD HAVE A CLEAR PURPOSE</b> Before installing or replacing a light, determine if light is needed. Consider how the use of light will impact the area, including wildlife and the environment. Consider using reflective paints or self-luminous markers for signs, curbs, and steps to reduce the need for permanently installed outdoor lighting.
<b>TARGETED</b>		<b>LIGHT SHOULD BE DIRECTED ONLY TO WHERE NEEDED</b> Use shielding and careful aiming to target the direction of the light beam so that it points downward and does not spill beyond where it is needed.
<b>LOW LIGHT LEVELS</b>		<b>LIGHT SHOULD BE NO BRIGHTER THAN NECESSARY</b> Use the lowest light level required. Be mindful of surface conditions as some surfaces may reflect more light into the night sky than intended.
<b>CONTROLLED</b>		<b>LIGHT SHOULD BE USED ONLY WHEN IT IS USEFUL</b> Use controls such as timers or motion detectors to ensure that light is available when it is needed, dimmed when possible, and turned off when not needed.
<b>COLOR</b>		<b>USE WARMER COLOR LIGHTS WHERE POSSIBLE</b> Limit the amount of shorter wavelength (blue-violet) light to the least amount needed.

## **Staff Recommendation**

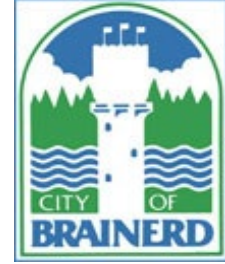
Amended language should be added to [Section 515-4-8.D](#) with a title change to the Section. Section should be titled "*Lighting Restrictions and Trespass*".

### **D. Lighting Restrictions and Trespass**

1. [Color Temperature of Lamps](#). All new lighting must have a correlated color temperature (CCT) of 3,000 Kelvin (K) or lower.
  - a. All light fixtures displaying a non-intended correlated color temperature is considered in violation of this ordinance.
  - b. Recreational lighting is exempted from Section D.1 of this article
2. [Dimmable Lighting](#). All new nonresidential lighting must dim by at least 50% or turn off at 10PM or one hour after close of business, whichever is later.
3. Maximum Light Levels. Light trespass shall not exceed one (1) foot candle at the center line of a public street or four-tenths (0.4) foot candles at the property line of adjacent residential property as measured at the property line per the method outlined in this Section.
4. The foot candle level of a light source shall be measured at the property line and taken after dark with the light meter held six (6) inches above the ground with the meter facing the light source. A reading shall be taken with the light source on, then with the light source off. The difference between the two readings will be identified as the light intensity.

**Public Semi-Public (PSP) District** must be added to the Residential Use Standards.

# MEMO



**TO:** Planning Commission

**FROM:** James Kramvik, Community Development Director

**DATE:** January 18th, 2023

**RE:** Planning Commission and Community Development Yearly Itinerary

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## **Introduction**

This itinerary is meant to provide an organization of topics and ordinances for the Planning Commission and the Community Development Department to review in the next year. The new City of Brainerd Zoning Code was adopted in July of 2022 and primarily centered around transitioning to a form-based code which affected all zoning districts and building design standards. There were sections of the new Zoning Code that were planned for future review from the Planning Commission after adoption.

## **Zoning Code Sections to Review**

- 1) **Outdoor Lighting:** [Section 515-4-8 Outdoor Lighting](#) will be discussed at the January 18<sup>th</sup> Planning Commission meeting. Staff will present comments from the lighting workgroup that reviewed color temperature standards and other items to limit light pollution in Brainerd. This topic will require an ordinance amendment and public hearing at Planning Commission when final language has been approved.
- 2) **Manufactured Home Overlay District:** [Section 515-2-20 Manufactured Home Overlay District \(MH-O\)](#) was partially reviewed and amended by Swanson Haskamp Consulting but does still need additional review by staff and the Planning Commission.
- 3) **Off Street Parking:** [515-4-12 Off-Street Parking](#) was not reviewed by staff or Swanson Haskamp Consulting. Off-Street Parking space requirements were exempted in commercial zoning districts in the previous code and the new code. In previous Planning Commission meetings, it was determined that the Parking Commission would review this topic and bring a recommendation back to Planning Commission. Last year, the Community Development Intern researched parking space requirements and compared them to existing businesses in Brainerd. This research will aid in revising parking space requirements in the Zoning Code.
- 4) **Subdivision Ordinance:** The City of Brainerd [Subdivision Ordinance](#) should be fully reviewed to ensure that it is in harmony with the newly adopted Zoning Code and Comprehensive Plan.



5) Commission Member Marohn's Request:

- a. Lot sizes and setbacks – would like to have a discussion on what we are trying to accomplish particularly in some of the residential zones in terms of future development and the reuse of property and how lot sizes impact that.
- b. Landscaping
- c. Fences

**Other Tasks of the Community Development Department**

- 1) Codification of the City Code: City Council approved \$20,000 in the City Budget for codification of the City Code. This past year, the City Charter, Zoning Code, Property Maintenance Code, and Rental Code were all amended. Codification will provide organization to the City Code and ensure that there are no contradictory ordinances. Staff will send out an RFP for costs. City Council will have final approval of submitted proposals before starting this process. If a proposal is approved, the Community Development Department will be very involved with this process.
- 2) Administrative Citations: The Community Development Department is providing a review of 2022 code enforcement cases to the Safety and Public Works Committee. Staff has provided recommendations for amending Section 320 the code and is asking direction from City Council.
- 3) Animals: The Community Development Department may perform a full review of Section 900 of the City Code which regulates animals in Brainerd.
- 4) State Hospital Property: The Community Development Department will be working with the State of Minnesota on development options for the State Hospital vacant property.