

PLANNING COMMISSION
Wednesday, January 18, 2023
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 Yeager, Woodward, Gorham, Stenglein, and Duval. Commissioner Marohn was noted as absent. Also noted as present were Community Development Director Kramvik and Assistant Planner Edwards.

#3 Pledge of Allegiance

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

#4 Oath of Office

Community Development Director Kramvik administered the Oath of Office to Commissioner Gorham.

#5 Election of Officers

Commissioner Gorham nominated Commissioner Yeager to serve as Chair for 2023.

Commissioner Duval nominated Commissioner Woodward to serve as Chair for 2023.

Commissioner Woodward respectfully declined the nomination.

Members Woodward, Yeager, Gorham, Duval, and Stenglein voted "aye". No member voted "nay". The Chair declared the appointment of Commissioner Yeager as Chair carried.

Commissioner Duval nominated Commissioner Woodward to serve as Vice-Chair for 2023.

There were no other nominations.

Members Woodward, Yeager, Gorham, Duval, and Stenglein voted "aye". No member voted "nay". The Chair declared the appointment of Commissioner Woodward as Vice-Chair carried.

The duties of Chair were passed on to Commissioner Yeager.

#6 Approval/Amendment of Agenda

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

#7 Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND GORHAM, DULY CARRIED, TO APPROVE THE MINUTES FROM THE DECEMBER 21, 2022 REGULAR MEETING.

#8 Old Business

8a. Lighting Workgroup Results or Revisions to Zoning Code Section 515-4-8 Outdoor Lighting

Community Development Director Kramvik gave a review of the results of the workgroup meeting that took place. After compiling suggestions and changes, staff recommendation was to modify the title to read "*Lighting Restrictions and Trespass*" and add language to Section 515-4-8.D as follows:

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.*

The Public Semi-Public (PSP) District will also be added to the residential use standards.

Discussion took place.

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND DUVAL, DULY CARRIED, TO APPROVE THE RECOMMENDATIONS AS PRESENTED.

The Park Board will review these changes at their next meeting on January 24, 2023. If complete, the topic may be on the City Council agenda for the February 6th, 2023 meeting.

#9 New Business

9a. Planning Commission and Community Development Yearly Itinerary

Community Development Director Kramvik reviewed the list of projects to be considered for the Commission to work on in 2023, along with the workload of the Community Development Department. He also read into record the email that was sent by Commissioner Marohn due to his absence at the meeting tonight. He responded with answers to the topics Commissioner Marohn indicated.

Commissioner Gorham stated he felt the topics that Commissioner Marohn brought up were thoroughly worked on for over 18 months in detail with a consulting firm. He questioned if a Commissioner can request the group to repeat work already completed. Community Development Director Kramvik indicated the group can give their opinion and whether they feel something is worth bringing back to be discussed.

After the Commissioners discussed, these are the top priorities that were agreed on:

1. Complete the review and recommended changes to Section 515-4-8 Outdoor Lighting
2. Section 515-4-12 Off Street Parking – the Planning Commission will tackle this initially and possibly reassemble a Parking Commission if needed
3. Subdivision Ordinance – staff will review initially and may involve outside sources in the future if needed
4. *(Added Item)* Commercial Solar Arrays based on a recent project with BPU and the City of Baxter

Community Development Director Kramvik indicated staff will gather more information and compile a tentative schedule of topics for upcoming meetings.

#10 Public Forum

The Chair opened the public forum at 6:46 pm.

No one came forward.

The Chair closed the public forum at 6:46 pm.

#11 Community Development Director's Report

Community Development Director Kramvik gave the following updates:

- The recent Solar Array project he worked on with BPU and the City of Baxter was approved at the Baxter City Council meeting last night.
- The Brainerd City Council met on Monday and had discussion on increasing the number of chickens a resident can have and the possibility of adding ducks to the ordinance.
- The City Council approved Ordinance No. 1541, Restriction of Demolition and Removal of Dwelling Units, which will go into effect January 29th. This repeals Ordinance No. 1540.
- Dylan Edwards, the newly hired Assistant Planner for the City of Brainerd, was introduced to the Commission.

#12 Commissioner's Questions/Comments

Commissioner Gorham urged the Commission to find another willing applicant for the vacant position. He also requested staff review the Planning Commission Bylaws.

Commissioner Yeager welcomed Council Member Stenglein to the Commission. He also commended the group for a well written ordinance for outdoor lighting and is looking forward to the adoption by City Council.

#13 Adjourned at 7:00 pm.

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

Kevin Yeager, Planning Commission Chair