

PLANNING COMMISSION
Wednesday, January 20, 2021

#1 Call to Order

Planning Commission Chair Gorham called the meeting of the Brainerd Planning Commission to order at 6:00 p.m. via WebEx Teleconferencing.

Due to conducting the meeting electronically, all motions will be voted on by a roll call vote for accuracy.

The Commission welcomed newly appointed Council Liaison Tad Erickson to the meeting.

#2 Roll Call

Noted present were Commissioners Kallroos, Foley, Woodward, Yeager, Erickson, Duval, and Gorham. Community Development Director Chanski and Assistant Planner Kramvik were also noted as present. Also in attendance were Mr. Scott Whittemore, and Reid Thiesse on behalf of ISD181 School District.

#3 Election of Officers

Commissioner Foley nominated Commissioner Gorham to serve as Chair for 2021.

Commissioner Gorham nominated Commissioner Duval to serve as Chair for 2021.

Commissioner Foley rescinded his nomination for Commissioner Gorham and agreed to the nomination for Commissioner Duval to serve as Chair for 2021.

Upon roll call, members Kallroos, Foley, Woodward, Yeager, Erickson, Duval, and Gorham voted “aye”. No member voted “nay”. The Chair declared the motion carried.

Commissioner Gorham handed off the role of Chair to Commissioner Duval.

Commissioner Foley nominated Commissioner Gorham to serve as Vice-Chair for 2021.

There were no other nominations.

Upon roll call, members Kallroos, Foley, Woodward, Yeager, Erickson, Duval, and Gorham voted “aye”. No member voted “nay”. The Chair declared the motion carried.

#4 Approval/Change of Agenda

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND WOODWARD TO APPROVE THE AGENDA.

Upon roll call, members Kallroos, Foley, Woodward, Yeager, Erickson, Duval, and Gorham voted “aye”. No member voted “nay”. The Chair declared the motion carried.

#5 Approval of Minutes

MOTION AND SECONDED BY COMMISSIONERS GORHAM AND WOODWARD TO APPROVE THE MINUTES FROM THE DECEMBER 16, 2020 MEETING.

Upon roll call, members Kallroos, Foley, Woodward, Yeager, Erickson, Duval, and Gorham voted “aye”. No member voted “nay”. The Chair declared the motion carried.

#6 Old Business

6a. Lincoln Education Level IV Special Education Facility Landscaping and Lighting Review

Community Development Director Chanski gave a brief recap of the details of the application for the Lincoln Education Level IV facility.

Commissioner Duval asked Mr. Scott Whittemore questions regarding the CCT Kelvin ratings on the lighting labeled as DD1 on the north side of the building. Mr. Whittemore stated these can be modified to 3,000 kelvin lighting.

Commission discussion took place on the lighting plans.

Assistant Planner Kramvik gave a brief overview of the types and species of trees and shrubs being used in the landscape plan submitted.

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND FOLEY TO APPROVE THE LIGHTING AND LANDSCAPING PLANS AS PRESENTED.

Upon roll call, members Kallroos, Foley, Woodward, Yeager, Erickson, Duval, and Gorham voted “aye”. No member voted “nay”. The Chair declared the motion carried.

5b. Future Land Use Map and Comprehensive Plan Revision

Community Development Director Chanski explained the decisions needed tonight to proceed with the amendment to the comprehensive plan and the future land use map.

The Commission discussed the definition and preferred language to use for the Mixed Commercial Residential district, in which option 1 was chosen with changing the word “*transition*” to “*intermediate*”.

Community Development Director Chanski stated the process to amend the comprehensive plan starts with a surrounding municipality and public review period. An internal review will then follow.

MOVED AND SECONDED BY COMMISSIONERS YEAGER AND ERICKSON TO DIRECT STAFF TO BEGIN THE COUNTY, SURROUNDING MUNICIPALITIES, AND PUBLIC REVIEW OF THE COMPREHENSIVE PLAN REVISION, SCHEDULING THE PUBLIC HEARING FOR ADOPTING THE COMPREHENSIVE PLAN REVISION FOR APRIL 21, 2021.

Upon roll call, members Kallroos, Foley, Woodward, Yeager, Erickson, Duval, and Gorham voted “aye”. No member voted “nay”. The Chair declared the motion carried.

#7 New Business

7a. Conditional Use Permit – Sharing Bread Soup Kitchen – 923 Oak Street

Community Development Director Chanski introduced James Kramvik, who is the newly appointed Assistant Planner that will be working closely with him on planning and zoning.

Assistant Planner Kramvik explained the details of the application submitted by the Sharing Bread Soup Kitchen at 923 Oak Street. They are requesting to operate a neighborhood/community center and to add on an outdoor 12'x24' walk-in refrigerator connected by a covered breezeway.

The Chair opened the public hearing at 7:04 p.m.

The Chair recognized Shannon Mills and Mitch Brinks on behalf on the Sharing Bread Soup Kitchen. She indicated they received a grant for a new larger refrigerator/freezer for the purpose to be a central hub in the community for the storage of excess food donated from area businesses.

Commissioners discussed the screening requirements and the equipment noise level.

The Chair recognized Jim Caughey, 1001 Oak Street, who lives across the street from the soup kitchen. He asked if there will be landscaping requirements on the property as this was supposed to have been done when they removed the church.

Community Development Director Chanski gave a brief recap of the information he has about the property.

The Chair closed the public hearing at 7:12 p.m.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND FOLEY TO APPROVE THE CONDITIONAL USE PERMIT BASED ON THE FINDINGS OF FACT AND WITH THE CONDITION THAT LANDSCAPE AND SCREENING PLAN BE COMPLETED WITH STAFF IN 2021.

Commissioner Yeager indicated he is in support of the use but would have liked more information on the specifications of the equipment before he voted in approval of the motion.

Commission discussion took place.

Upon roll call, members Kallroos, Foley, Woodward, Erickson, Duval, and Gorham voted "aye". Member Yeager voted "nay". The Chair declared the motion carried.

7b. Variance Application – 415 Cedar Street

Community Development Director Chanski gave the details of the application to construct a covered porch with a front yard setback reduced from the required 20 feet to 18 feet, 4 inches.

The Chair opened the public hearing at 7:45 p.m.

The Chair recognized Erica Marcussen, 415 Cedar Street, who gave a brief review of their request for a reduced front yard setback to construct a covered entry porch onto their house.

The Chair closed the public hearing at 7:54 p.m.

MOVED AND SECONDED BY COMMISSIONERS YEAGER AND WOODWARD TO APPROVE THE VARIANCE REQUEST FOR 415 CEDAR STREET AS SUBMITTED BASED ON THE FINDINGS OF FACT ADDING THE ARC IN THE PROPERTY FRONT LINE IS UNIQUE TO THE PROPERTY.

Upon roll call, members Kallroos, Foley, Woodward, Yeager, Erickson, Duval, and Gorham voted "aye". No member voted "nay". The Chair declared the motion carried.

#8 Public Forum

The Chair opened the public forum at 7:57 p.m.

No one came forward.

The Chair closed the public forum at 7:57 p.m.

#9 Community Development Director's Report

Community Development Director Chanski announce the department will be fully staffed once the permit tech position is filled. Assistant Planner Kramvik will be taking over much of the daily concerns with planning and zoning, which will allow him to concentrate on the larger projects such as the comprehensive plan revision, and the future land use map. He indicated the workshop will be taking place in person at City Hall on Wednesday, February 3rd at 5:30 pm. He stated City Hall will once again open to the public with staff returning to work in person on January 25th.

#10 Commissioner's Questions/Comments

Commissioner Erickson is looking forward to being a part of the Commission and meeting each member individually.

Commissioner Duval asked if the commission terms have been discussed with the City Council for potential modifications. Community Development Director Chanski indicated he was directed to provide more information of the background of the terms, which will be addressed again at the February 1st meeting.

Commissioner Yeager stated commission terms is also a topic being discussed at the Charter Commission meetings as they are working on amendments to the city charter.

#11 Adjourn to the Workshop being Held on Wednesday, February 3, 2021 at 5:30 p.m. – 8:10 PM

Michael Duval, Planning Commission Chair