

**PLANNING COMMISSION**  
Wednesday, March 15, 2023  
6:00 pm

**#1 Call to Order**

Planning Commission Chair Yeager 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 Marohn, Gorham, Woodward, Duval, Stenglein, and Yeager. 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 Approval of Agenda**

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND MAROHN, DULY CARRIED, TO APPROVE THE AMENDED AGENDA MOVING NEW BUSINESS AHEAD OF UNFINISHED BUSINESS AS PRESENTED.

**#5 Approval of Minutes**

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND MAROHN, DULY CARRIED, TO APPROVE THE MINUTES FROM THE FEBRUARY 15, 2023 REGULAR MEETING.

**#6 New Business**

**6a. Consider Conditional Use Permit for a 5-Unit Apartment at 2307 Crestview Lane**

Community Development Director Kramvik reviewed the details of the proposed project to construct a 5-unit apartment building at 2307 Crestview Lane. He indicated staff recommends the following conditions in approving the permit:

1. Enhancement of the front entrance with 25% stone or brick and a covered entrance be constructed for the door facing Crestview.
2. Applicant works with staff on a landscaping plan.
3. All lighting attached to the building has a 90-degree cutoff and a temperature of 3,000 Kelvin or lower.
4. Wood or vinyl fence to be constructed along the south property line if approved by the neighbor to the south.

Commission discussion took place.

The Chair opened the public hearing at 6:16 pm.

The Chair recognized the applicant, Dave Peterson, 8968 Wise Rd. He explained there will not be a fifth door as indicated on the north facing elevation, as these are older plans and that change is not reflected. That door will be facing Crestview as required and the façade will include brick or stone.

The Chair recognized, Don McFarland, 2403 Crestview Ln, who indicated he believes this would not add value to his property or to the neighborhood. He stated there are children and retired residents without sidewalks. He said the additional traffic would be dangerous.

The Chair recognized Susan Haskins, 2417 Crestview Ln, who recently purchased her property and is not in favor of the project. She said there were restrictions on adding a front porch or adding a rear yard platform on her property. She does not understand how this project could be approved with the lot being so narrow.

The Chair recognized Kate Swanson, 2134 Crestview Ln., who spoke against the project. She read from a listing of facts she compiled from the zoning code and comprehensive plan, which has been added to the packet.

The Chair recognized Karen Doyle, 2423 Crestview Ln., who also spoke against the project. She stated the houses along Crestview are all single-family homes, no townhomes, or duplexes. This apartment building does not fit this neighborhood, nor is the lot large enough to accommodate vehicles. She also submitted a petition of signatures from the neighbors that were unable to attend the meeting which has been added to the packet.

The Chair closed the public hearing at 6:28 pm.

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND YEAGER TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT FOR A 5-UNIT APARTMENT AT 2307 CRESTVIEW LANE WITH THE ATTACHED CONDITIONS AS PRESENTED AND ADDING THE CONDITION OF DOWNCAST LIGHTING.

Upon roll call, Members Duval, Yeager, Gorham, and Stenglein voted “yea.” Members Marohn and Woodward voted “nay.” The Chair declared the motion carried.

**6b. Discussion on Detachment of Dellwood Properties**

Community Development Director Kramvik explained the findings from various departments regarding the detachment of properties on Dellwood Drive.

The Chair opened the public hearing at 6:49 pm.

The Chair recognized Todd Wallin, 15932 Dellwood Dr., who said these properties should remain in the City of Brainerd. He explained the process he went through several years ago. He stated if it were to be annexed back into Baxter, he would be paying more in taxes and could potentially lose the ability to hunt on his 20+ acres.

The Chair closed the public hearing at 6:51 pm.

(It was determined that this public hearing was not necessary, as this was intended to be a discussion.)

Commission discussion took place.

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND GORHAM TO NOT PURSUE FURTHER ACTION ON THE DETACHMENT OF DELLWOOD DRIVE PROPERTIES.

Upon roll call, Members Duval, Yeager, Gorham, Marohn, Woodward, and Stenglein voted “yea.” No member voted “nay.” The Chair declared the motion carried.

**#7 Unfinished Business**

**7a. Review and Authorize Changes to the Planning Commission Bylaws**

Community Development Director Kramvik explained the decision to uphold the decision of City Council in the changes to all committee and commission bylaws.

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND GORHAM, DULY CARRIED, TO ADOPT THE CHANGES TO THE PLANNING COMMISSION BYLAWS AS PRESENTED.

**7b. Review Proposed Lighting Ordinance**

Community Development Director Kramvik reviewed the proposed ordinance with updated language as requested by the Commission from a previous meeting.

Commissioner Duval provided the Commission with alternate language taken from a handout featuring Illumination Engineering Society and International Dark Sky Association “*Five Principles for Responsible Outdoor Lighting*”.

Commission discussion took place on the suggested revisions.

Staff was directed to rewrite the ordinance to include the language discussed tonight and bring back to the Commission at the April meeting.

**7c. Review Community Development Department’s 2022 Parking Study**

Assistant Planner Edwards gave a brief review of the parking study done in 2022.

Commissioners discussed the possibility of weekend or evening parking counts as well as peak tourist activity. They also discussed researching other communities of similar population. Other possibilities were to eliminate minimum requirements, enact maximum parking amounts or to remove all parking quantity requirements from the ordinance.

Community Development Director Kramvik determined staff could start researching other communities initially and bring back a summary of findings at the April meeting.

**#8 Public Forum**

The Chair opened the public forum at 7:49 pm.

No one came forward.

The Chair closed the public forum at 7:49 pm.

**#9 Staff Reports**

Community Development Director Kramvik gave the following updates:

- VCV Digital made the land purchase for the crypto mining sites in the Industrial Park last week and are working on next steps with staff.

**#10 Commission Member Reports**

Commissioner Duval indicated the Brainerd Dispatch is publishing a series of government articles called the Sunshine Laws. He agrees with being involved with your municipality and encouraged anyone interested to apply to the Planning Commission.

**#11 Adjournment**

MOVED AND SECONDED BY COMMISSIONERS WOODWARD AND DUVAL, DULY CARRIED, TO ADJORN AT 7:51 PM.

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Kevin Yeager, Planning Commission Chair