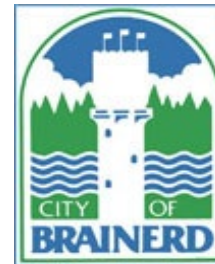


# MEMO



**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.