

**PLANNING COMMISSION**  
Wednesday, August 18, 2021

**#1 Call to Order**

Planning Commission Chair Duval called the meeting of the Brainerd Planning Commission to order at 6:00 p.m. in the City Hall Council Chambers.

**#2 Roll Call**

Noted present were Commissioners Yeager, Woodward, Erickson, Gorham, and Duval. Commissioners Kallroos and Foley were noted as absent. Community Development Director Chanski, and Assistant Planner Kramvik were also noted as present.

**#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 ERICKSON AND YEAGER, DULY CARRIED, TO APPROVE THE AGENDA.

**#5 Approval of Minutes**

MOTION AND SECONDED BY COMMISSIONERS GORHAM AND YEAGER, DULY CARRIED, TO APPROVE THE MINUTES FROM THE JULY 21, 2021 REGULAR MEETING.

**#6 Old Business**

**6a. Final Plat – Lots 1 through 17, Block 1, Northtown First Addition**

Community Development Director Chanski gave a brief review of the application and findings of fact. He indicated the preliminary plat was approved by the Planning Commission on April 21<sup>st</sup>, and by the City Council on May 3<sup>rd</sup>. The final plat includes the condition that a conservation easement would be placed the lots known as Outlot C. The Outlot C property would be consolidated into each of the other lots. He indicated the final plat will also rename these lots from Lot numbers 24 – 40, Block 9 and Outlot C to Lot numbers 1 – 17, Block 1, Northtown First Addition.

Commissioner Duval indicated it may be beneficial not to indicate property lines of Outlot C to the seventeen different parcels; rather leave Outlot C as one and divide it as 1/17<sup>th</sup> interest. Community Development Director Chanski stated the enforcement of the easement in that situation would serve to be difficult. Commissioner Yeager agreed with Community Development Director Chanski to define each piece to the adjacent parcel.

Commission Duval made comment that the proposed conservation easement language allows for removal of invasive species but does not make clear provision for the planting of new trees when existing trees die or are damaged or killed by a catastrophic event. The Commission agreed that language should be added to the conservation easement that allows for the planting of native tree species should a catastrophic event cause significant tree loss.

Commission discussion took place and questions answered.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND WOODWARD, DULY CARRIED, TO RECOMMEND APPROVAL OF THE FINAL PLAT REQUEST TO CONSOLIDATE OUTLOT C INTO LOTS 24 THROUGH 40, NORTHTOWN ADDITION TO BRAINERD TO BE RENAMED AS LOTS 1 THROUGH 17, BLOCK 1, NORTHTOWN FIRST ADDITION WITH THE ADDITION OF CONDITION NUMBER 4 UNDER 2.C. IN THE FINDINGS OF FACT WHICH WOULD ALLOW FOR THE RESTORATION OF NATIVE TREES DUE TO A CATASTROPHIC LOSS.

**6b. Sober Home Request for Accommodation Form**

Community Development Director Chanski explained the Commission requested staff to create a sober home application form. He said included in the packet is an adapted form from the City of St. Paul's website for a sober home request. He indicated this form would accompany the Rental Housing License application, including a staff review, parking site plan, copy of house rules and the floor plan/layout of the house.

Commissioners asked whether the question regarding religious affiliations is necessary. Community Development Director Chanski stated this would only be to clarify if the program is related to a church organization for management purposes. It was recommended to add the language "...or other non-profit organizations?" to that sentence.

Commission discussion took place. The recommendation is to work with City Attorney Langel to determine the parameters of the regulations the City may implement and return to the Commission with a final document.

**#7 New Business**

None

**#8 Public Forum**

The Chair opened the public forum at 6:43 p.m.

No one came forward.

The Chair closed the public forum at 6:43 p.m.

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

Community Development Director Chanski made the following announcements:

- City Council approved the Conditional Use Permit application for an auto shop at 210 NW 5<sup>th</sup> Street as recommended.
- City Council approved the Conditional Use Permit application for the private learning center at 310 N 7<sup>th</sup> Street with the condition to add greenery along the fence line of the newly erected fence.
- Commissioner Duval, Jennifer Haskamp, and Michael Lamb joined Community Development Director Chanski in discussions with a few members of the City Council regarding the zoning code update and received their input.

- City Council approved an interim ordinance for a moratorium on all zoning updates or amendments.
- The County Manor applicant had sent the project out for bids with some coming back at 10% overbudget. They will be sending out for re-bids in January, with a final stage plan at that time.

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

Commissioner Erickson indicated the resolution presented to the City Council for the zoning code annotated outline was a bit premature, but the listening sessions were helpful.

Commissioner Duval stated since the Highway 210 public input sessions are taking place, he indicated now is a good time to submit the opinions of the Planning Commission. Community Development Director Chanski recommended the Commission review the information presented from MnDOT about the project. He indicated any suggestions for drafting the letter can be discussed at the September meeting.

Commissioner Yeager said the Park Board is working with WSN to create a design standard for all the City parks. The Parking Commission will soon be drafting a recommendation to City Council based on their research, which includes some discussion on current ordinances. He indicated Memorial Park project in nearing completion and encouraged everyone to visit the park.

Commissioner Gorham asked for information regarding the terms for the Planning Commission. Community Development Director Chanski will send the Commission the revised terms based on the motion from Council in February 2021. (The details are as follows):

*Per Council action on February 1, two of these seats will be appointed to 3-year terms running 1/1/23-12/31/25, and one seat will be appointed to a 1-year term running from 1/1/23-12/31/23. Applicants for these seats will need to identify if they desire one of the 3-year terms or the 1-year term. Once the two-year term set to expire on 12/31/23 and the one-year term set to expire on 12/31/23 have expired, they will be reappointed as regular 3-year terms. This will get Planning Commission terms on a cycle of 2 terms expiring each year.*

**#11 Adjourned at 7:00 p.m.**

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Michael Duval, Planning Commission Chair