

**PLANNING COMMISSION**  
Wednesday, January 19, 2022

**#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 Woodward, Erickson, Kallroos, Yeager, Gorham, and Duval. Also noted as present was Community Development Director Chanski. Consultants Michael Lamb and Jennifer Haskamp from Swanson Haskamp attended the meeting remotely.

**#3 Pledge of Allegiance**

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

**#4 Election of Officers**

Commissioner Gorham nominated Commissioner Duval to serve as Chair for 2022 and Commissioner Woodward to serve as Vice-Chair for 2022.

There were no other nominations.

Commissioner Duval is appointed as Chair of the Planning Commission for year 2022.

Commissioner Woodward is appointed as Vice-Chair of the Planning Commission for year 2022.

Members Woodward, Erickson, Kallroos, Yeager, Gorham and Duval voted “aye”. No member voted “nay”. The Chair declared the motion carried.

**#5 Approval/Change of Agenda**

MOVED AND SECONDED BY COMMISSIONERS YEAGER AND GORHAM, DULY CARRIED, TO APPROVE THE AGENDA.

**#6 Approval of Minutes**

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND WOODWARD, DULY CARRIED, TO AMEND THE MINUTES FROM THE DECEMBER 15, 2021 REGULAR MEETING BY ADDING THE RECOMMENDATION OF IMPLEMENTING COLOR STANDARDS TO THE OUTDOOR LIGHTING SECTION.

**#7 Old Business**

**7a. Zoning Code Update – Draft Zoning Map and Table of Uses**

Community Development Director Chanski gave a brief explanation of the draft zoning map and table of uses provided. He encourages the Commission to give input and any suggestions for changes or amendments.

Jennifer Haskamp stated the assigned zoning districts were matched as closely as possible to the regulations identified in the draft zoning district sections. She explained GIS analysis will bring as many parcels as possible into conformance and zoning districts assigned were matched with minimum standards.

- Certain parcels in community may be assigned with the future goals in mind.
- There were a couple changes to the zoning districts as the process continued.
- Maps on the two overlay districts are shown with a base zoning district underneath.
- Michael Lamb stated some districts are not yet mapped (TN-3).

Community Development Director Chanski explained the discussion with the City Council regarding the commercial districts and the change from three commercial districts to two.

Jennifer Haskamp explained the “gateway” concept remains and is handled through land use guidance. The makerspace/employment district will have performance standards, and these are considered a starter size business. She said the difference between makerspace and commercial/industrial is the lower customer traffic base.

Commissioner Duval questioned the definition of the makerspace/employment district. Community Development Director Chanski explained it was created for what we want it to be in the future, yet able to allow current uses while encouraging it to develop into something else. Jennifer Haskamp said the definition in the summary has not been updated to reflect changes on the map.

Jennifer Haskamp gave a review of the table of uses which has been redesigned for clarity and simplicity for the user. She explained at this point, a blank space shown within the table indicates that particular use is not permitted in that district. The “N” (not-permitted) abbreviation may be added to the table in these blank spaces for the final draft. A public/semi-public zoning district was added to the table of uses as gathering spaces ie. the college, or the hospital.

Commissioner Duval asked about the transient food unit district and where that fits in the table. Staff has been directed to research this and add it to the table of uses if applicable. He also brought up short term rentals, which is currently under an IUP (Interim Use Permit). Jennifer Haskamp stated this may be able to fall under a different category and can be discussed in more detail during the administration review portion of the rewrite. One suggestion made to the table would be to use color coding for ease of viewing.

Community Development Director Chanski requested that any recommendations or suggestions for amendments are provided to him by noon, January 28<sup>th</sup>, 2022.

## **#8 New Business**

### **8a. Supportive Housing Village – PUD Conceptual Review**

Community Development Director Chanski gave a brief review of the PUD (Planned Use Development) application received for a three-phase, non-profit organization to create a tiny home village. He explained tonight's purpose is to present the General Concept Plan to the Commission. He stated that a concept plan approval does not convey any development rights or privileges to the applicants. He said a public hearing is not required during the General Concept Plan stage, but upon staff's recommendation, the applicant requested the Commission conduct a public hearing to obtain feedback.

The Chair opened the public hearing at 6:50 p.m.

The Chair recognized Vicky Kinney, 8660 Fernmont Rd, Lake Shore, who is representing a 501(c) non-profit organization called "*My Neighbor To Love Coalition*" to create a supportive housing community. She explained the project will take place in three phases; the first and second phases are for a supportive housing development with small cottages, a clubhouse and one or two additional buildings. She said phase three would be to re-divide lots for seventeen (17) small homes and a park area. The development would create an environment of supportive and affordable housing for people in need.

Commissioners asked questions of the applicant. Some of the discussion topics are as follows:

- Property management – to be hired out or utilize the assistance of the residents
- Outdoor storage facilities – for storage of grills, bikes, tools
- Fenced and gated – for the protection of the residents who may be vulnerable
- Other facilities in other communities in MN – none that are known
- Resident parking – negotiating Jackson Street as a possibility
- Supportive housing, affordable rent, rules for residents
- Neighborhood harmony – cannot "create" harmony in a neighborhood, but look at solutions

The Chair recognized Sheila Haverkamp, owner of Burlington Recovery Homes, who said she has communicated with Vicky Kinney about this project.

Community Development Director Chanski reviewed the discussion he had with City Engineer Sandy regarding the streets involved with this housing project.

The Chair closed the public hearing at 7:23 p.m.

Commission discussion took place.

Community Development Director Chanski indicated the next step for the applicant is to submit a development stage plan.

MOVED AND SECONDED BY GORHAM AND WOODWARD, DULY CARRIED, INDICATING TO THE CITY COUNCIL THE PLANNING COMMISSION IS IN SUPPORT OF THE GENERAL CONCEPT PLAN, BUT DIRECTED THE APPLICANT TO RETURN TO THE COMMISSION WITH MORE INFORMATION ON THE FOLLOWING: DEFINITE SITE PLAN WITH AN EMPHASIS ON ADDRESSING CONCERNS OVER DEVELOPMENT DENSITY AND

NEIGHBORHOOD HARMONY, AND A DETAILED PHASING/DEVELOPMENT SCHEDULE PRIOR TO PROCEEDING TO THE DEVELOPMENT STAGE PLAN STAGE.

**#9 Public Forum**

The Chair opened the public forum at 8:08 p.m.

No one came forward.

The Chair closed the public forum at 8:09 p.m.

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

Community Development Director Chanski gave the following updates:

- Zoning code – discussed this schedule going forward with the rewrite:
  - Draft copy to the Commissioners approx. first week February
  - Regular Planning Commission meeting February 16<sup>th</sup>
  - Public Open House (date TBD)
  - Public Hearing for the rewrite will be held at the Planning Commission Special Meeting February 23<sup>rd</sup>
  - First reading to City Council March 7<sup>th</sup> – second reading March 21<sup>st</sup> (adoption)

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

Commissioner Yeager commented that the ice rinks at the City parks have been widely used by the residents.

Commissioner Duval thanked the Commission for the vote to serve as Chair again this year.

**#12 Adjourned at 8:21 p.m.**

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

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Michael Duval, Planning Commission Chair