

**AGENDA**  
**GREATER BEMIDJI AREA JOINT PLANNING BOARD**  
**City Hall Council Chambers/Cisco WebEx**  
(For log in information <https://www.jpbgba.org/planning-actions>)  
Wednesday, January 11, 2023 REGULAR MEETING – 6:00 p.m.

- **Roll Call** **Chair**
- **Pledge of Allegiance**
- **Approval of the Agenda**

**A. MINUTES** **Chair**  
Approval of December 14, 2022 Minutes

**B. CONSENT AGENDA**  
Items in the Consent Agenda are approved with one motion without discussion/debate. The Chairman will ask if any Board member wishes to remove an item. If no items are to be removed, the chairman will then ask for a motion to approve the consent Agenda.

- 1. Approve/Pay Bills (see attached list of bills) **Chair**
- 2. Amendment to the 2023 Budget – **Resolution 2023-01** **JC**

**C. VISITORS** **Chair**

**D. NEW BUSINESS**

**E. OTHER BUSINESS**

- 1. Formal Review: **Conditional Use Permit – Schulke** **NP**
- 2. Proposed Section 20 Rezone – **Ordinance No. 2023-01** **NP**
- 3. **Election of 2023 Officers** (New officers will be seated at the February meeting)  
Chair / Vice Chair **Chair**

**F. DIRECTOR’S REPORT** **JC**

**G. SITE ANALYST AND ENFORCEMENT REPORT** **MF**

**H. UPCOMING MEETINGS** **Chair**

- |                            |                |                          |
|----------------------------|----------------|--------------------------|
| 1. <b>January 17, 2023</b> | <b>3:00 pm</b> | <b>Joint LGU Meeting</b> |
| 2. January 26, 2023        | 6:00 pm        | JPC Regular Meeting      |
| 3. February 8, 2023        | 6:00 pm        | JPB Regular Meeting      |
| 4. February 23, 2023       | 6:00 pm        | JPC Regular Meeting      |
| 5. March 8, 2023           | 6:00 pm        | JPB Regular Meeting      |

**I. ADJOURN** **Chair**

**GREATER BEMIDJI AREA JOINT PLANNING BOARD**  
**Meeting Minutes**  
**January 11, 2023**

Pursuant to due call and notice, a regular meeting of the Greater Bemidji Area Joint Planning Board, Beltrami County, Minnesota, was held on Wednesday, January 11, 2023. Chair Jorge Prince called the meeting to order at 6:00 pm and roll call was taken.

Upon roll call, the following members were declared present: Prince, Thayer, Peterson, Lahn, Frenzel.

Members absent: None.

Staff present: Planning Director Jamin Carlson, Planning Administrative Assistant Ainslee Krause, Assistant Planner Nick Phillips, Compliance Inspector & Site Analyst Melissa Fahrenbruch.

Others in attendance: Jeremy Hower (via WebEx), Kari Hower (via WebEx), Marilyn Kilde (via WebEx), Troy Gilchrist (via WebEx), Ron Johnson.

Pledge of Allegiance was performed.

**AGENDA**

Motion by **Thayer**, second by **Lahn**, to approve the agenda. Motion carried unanimously.

**MINUTES**

Motion by **Lahn**, second by **Peterson**, to approve the December 14, 2022 minutes as presented. Motion carried unanimously.

**CONSENT AGENDA**

- 1) Bills for the total amount of **\$7,004.27** were presented for payment.
- 2) Amendment to the 2023 Budget – **Resolution 2023-01**

Motion by **Thayer**, second by **Frenzel**, to approve the consent agenda. Motion carried unanimously.

**VISITORS WITH BUSINESS NOT ON THE AGENDA:** No visitors.

**NEW BUSINESS:** No new business.

**OTHER BUSINESS:**

**FORMAL REVIEW – CONDITIONAL USE PERMIT – SCHULKE**

Phillips presented the updated status of the Conditional Use Permit for Michael Schulke.

Board members had the following comments:

- Members and staff discussed follow up with review by staff and a timeline for compliance.
- Members concurred on a final date of compliance by the end of May 2023.

**SECTION 20 REZONE – ORDINANCE NO. 2023-01**

Staff presented the proposed Section 20 rezone part II.

Motion by **Frenzel**, second by **Thayer**, to approve Ordinance No. 2023-01, with the following findings of fact:

**1. Whether the change in classification would be consistent with the intent and purpose of this Ordinance;**

Yes. The proposed zoning district changes follow the intended uses of the subject properties while positioning many to better meet Ordinance Standards should anticipated future development be initiated.

**2. Whether every use that would be permitted on the property if it were reclassified would be compatible with the uses permitted on other property in the immediate vicinity;**

Yes. The proposal looks to organize zoning districts along public infrastructure in a way that is consistent with planning best practices, such as locating commercial and higher density residential districts along higher traffic corridors while preserving other developed residential neighborhoods by suggesting changes that do not limit their continued uses.

**3. Whether adequate sewer and water facilities, and all other needed public services, exist or can be provided to serve the uses that would be permitted on the properties if they were reclassified;**

Yes. The entire study area is outside of the service range of municipal sanitary services, and consideration of proper lot size for any intensification of use has been accounted for in the proposed changes. The proposed district changes meet ordinance bulk standards, which reflects the area for each property needed to provide private sewer and water facilities.

**4. Whether the proposed amendment would correct an error in the application of this Ordinance;**

Yes. Many existing residential properties located within the study area are substandard in size for the district classifications they have been given, or are zoned in conflict with the established uses on those properties. This proposed amendment would resolve many of these non-conformities, allowing development and improvement of property by either meeting the required bulk standards in the ordinance or otherwise meeting the redevelopment requirements under §502 (Substandard Lots of Record) within the Ordinance.

**5. Whether the proposed amendment is made necessary because of changed or changing conditions in the area affected, and, if so, the nature of such changed or changing conditions.**

Yes. Multiple property owners within the study area have approached the GBAJPB and staff in the past few years regarding zoning and redevelopment of properties, many of which have been denied or postponed due to conflicts with zoning districts that do not reflect the existing land uses or otherwise do not provide opportunity for any intensification of allowed uses.

Ayes: Frenzel, Lahn, Peterson, Thayer, Prince.

Nays: None.

Motion carried unanimously.

ELECTION OF 2023 OFFICERS (NEW OFFICERS WILL BE SEATED AT THE FEBRUARY MEETING)

Prince addressed the election of 2023 officers.

Board members had the following comments:

- Prince addressed the consensus from the city representatives to maintain the Chair position for 2023.
- Frenzel addressed that Northern Township would like to continue with the election of the officers as it has been done previously.

Elections:

- Nomination by **Frenzel** to appoint **Chris Lahn** as Chair.
- Nomination by **Peterson** to appoint **Jorge Prince** as Chair.
- Members voted on Frenzel's nomination of **Chris Lahn** as Chair. Motion carried.
- Nomination by **Thayer** to appoint **Jorge Prince** as Vice Chair. Motion carried.
- New officers will be seated at the February 2022 meeting.

**DIRECTOR’S REPORT**

Carlson presented the Director’s Report to the Board.

Board members had additional comments:

- Members and Staff discussed agenda items for the JPB LGU Meeting and agreed to add updates on dissolution, discussion on utility services, and updates from Northern Township.

**SITE ANALYST AND ENFORCEMENT REPORT**

Fahrenbruch presented the Site Analyst and Enforcement Report to the Board.

Board members had additional comments:

- Members and Staff discussed.

**UPCOMING MEETING DATES**

<b>January 17, 2023</b>	<b>3:00 pm</b>	<b>Joint LGU Meeting</b>
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February 23, 2023	6:00 pm	JPC Regular Meeting
March 8, 2023	6:00 pm	JPB Regular Meeting

**ADJOURNMENT**

There being no further business, motion by **Frenzel**, second by **Thayer**, to adjourn the Joint Planning Board meeting at 6:40 p.m. Motion carried.

Respectfully submitted,

Ainslee Krause  
Planning & Building Administrative Assistant

JPB Minutes approved and attested by: \_\_\_\_\_  
Joint Planning Board Representative