

**AGENDA**  
**GREATER BEMIDJI AREA JOINT PLANNING BOARD**  
317 4<sup>th</sup> Street NW

**Wednesday, September 13, 2017 REGULAR MEETING – 6:00 p.m.**

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

**A. MINUTES** **Chair**  
Approval of August 9, 2017 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**

**C. NEW BUSINESS**

- 1. City of Bemidji – Resolution No. 2017-31 - V-17-80.05735.00 & 80.05736.00– GM Devel. **CB**
- 2. Northern Township – Ordinance No. 2017-04 - Z-17-31.00675.00 – 4B Properties, LLC **CM**
- 3. City of Bemidji – Ordinance No. 2017-05 - Z-17-80.01448.00– Lutheran Campus Ministry **CB**

**D. OTHER BUSINESS**

- 1. Comprehensive Plan – Amended Scope **CM**
- 2. Schedule Budget Workshop **CM**

**E. VISITORS** **Chair**

**F. DIRECTOR’S REPORT** **CM**

**G. UPCOMING MEETINGS** **Chair**

- 1. September 21, 2017 6:00 pm JPC Regular Meeting
- 2. October 11, 2017 6:00 pm JPB Regular Meeting
- 3. October 26, 2017 6:00 pm JPC Regular Meeting
- 4. November 8, 2017 6:00 pm JPB Regular Meeting

**H. ADJOURN** **Chair**

**GREATER BEMIDJI AREA JOINT PLANNING BOARD**  
**Meeting Minutes**  
**September 13, 2017**

Pursuant to due call and notice a regular meeting of the Greater Bemidji Area Joint Planning Board, Beltrami County, Minnesota, was held on Wednesday, September 13, 2017, at 6:00 p.m. in City Hall. Chair Kelly presiding called the meeting to order and roll call was taken.

Upon roll call, the following members were declared present: Erickson, Meehlhause, Kelly, Frenzel, Larson (alternate)

Members absent: Albrecht (utilized alternate)

Staff present: Casey Mai, Cory Boushee, Terri Ball

Others in attendance: George & Cheryl Brook, James & Delores Kobe, 4B Properties LLC Tammy K., Cindy & Jim Bronczyk, Joel & Gordy Olson, Steve & Anne Trepanier, Matt Murray, Andrew.

Pledge of Allegiance was performed.

**AGENDA**

Motion by Frenzel, second by Erickson to approve the agenda as presented.

Motion carried unanimously.

**MINUTES**

Motion by Frenzel, second by Meehlhause to approve the August 9, 2017 JPB minutes.

Motion carried unanimously.

**CONSENT AGENDA**

- 1) Bills for the total amount of \$10,852.72 were presented for payment.

Motion by Erickson, second by Meehlhause to approve consent agenda as presented.

Motion passed unanimously.

**NEW BUSINESS**

**RESOLUTION NO. 2017-31 -V-17-80.05735.00 & 80.05736.00 – GM DEVELOPMENT**

GM Development LLC is requesting a variance from Section 1009 of the JPB ordinance in order to use Crushed Concrete Class V Gravel in lieu of bituminous pavement, concrete, or equally durable surface for a maximum of 41,618 Square Feet of proposed improved surfacing. Located in the (I-1) Light Industrial Zoning District in the City of Bemidji due west of the intersection of Corrigan Ave SE and Herrington Ave SE legally described as Block 3 Lot 8 & 9 of the Second Addition to Industrial Park Plat.

## **BACKGROUND**

GM Development LLC is proposing a trucking terminal cross-deck operation for Magnum Trucking at this currently vacant location. Warehouse and distribution is a permitted use in the (I-1) Light Industrial Zone. After discussing the proposal to use an alternate improved surface from the JPB ordinance through e-mail, a meeting was setup on July, 20 2017 to discuss the proposal and to learn more about Magnum Trucking. Meeting minutes from this discussion are provided in this report packet.

Magnum trucking is located throughout the Midwest with sixteen (16) locations and five (5) companies which employ 850 people. The Bemidji Terminal will have a twelve (12) door loading dock and employ six (6) to ten (10) people, with anticipation of expansion within three (3) years.

The applicant and representatives expressed concerns over the timeline of the variance, economic considerations over cost of pavement, and JPB requirements compared to like sized communities that would not require pavement for the proposed use of low volume heavy truck traffic.

## **PLANNING CONSIDERATIONS**

Recent land development in the Second Addition to Industrial Park has consisted of development in the distribution industry including Coca-Cola, Frito-Lay, Fed-Ex, and Spee-Dee. These four properties have been developed in accordance with bituminous or concrete surface driving, parking, and loading areas. This has been the recent development trend for the industrial park for this type of land use.

Other recent land development was the Minnesota Limited Complex occupying the southerly most properties of the Industrial Park. A very large gravel surface was administratively approved for this development for the sole use of exterior storage of heavy equipment, pipe, and pipeline equipment. This was to be low traffic and not to be used as a consistent maneuvering area for distribution. In the event of a large project in the area heavy use of this could be anticipated in the short-term. JPB staff does not consider this proposal to be similar to the Minnesota Limited proposal for the use of gravel for exterior storage only.

### Improved Surfacing Requirements

Section 1009 of the JPB ordinance requires that all parking, loading, and driving areas be surfaced with bituminous pavement, concrete or an equally durable surface. Durable surfaces are required for multiple reasons including; stormwater management reducing the amount of sediments traveling to stormwater management areas; air quality reducing dust and fine particles entering the air effecting surrounding land uses; controlling the continuous expansion of parking areas; and to ensure parking areas are in aesthetically pleasing condition and not full of rutting, water pockets, and unwanted vegetation.

The proposed portion of this lot requested to be surfaced with crushed concrete class five gravel is not for the sole purpose of exterior storage, it is also for the maneuvering of semi's and trailers around the site. The applicant did inform us that up to approximately six (6) trailers will be stored on the gravel area at a time, and not for an extended period or long term. The applicant has indicated that trailers are usually stored for around eighteen (18) hours before pick up.

An alternative was discussed to allow for a trailer storage area that was screened on three (3) sides using vegetation, fencing, or a combination to mitigate the potential issues caused by large gravel surfaces. If it was for the sole purpose of exterior short-term storage of trailers accessory to the business and only large enough for the approximately (6) trailers a variance would not be required. The applicant was informed that the semi-trailers or other containers are not to be used as storage for the business, but may be stored on site short-term as part of this type of business. This alternative was discussed to mitigate the concern of stored trailers sinking through pavement on hot summer days.

### Stormwater and Drainage

A preliminary grading and drainage plan was submitted with the application to demonstrate the potential plan for stormwater runoff. A final engineered grading plan will need to be approved by City of Bemidji engineering staff. To the best of my knowledge the grading and drainage plan does not take into account the difference in surface materials whether that be gravel or pavement and assumes entire area as an impervious surface as JPB ordinance would classify it.

The preliminary grading proposal is planned to grade for the potential expansion of the building and to ensure all stormwater runoff from areas with gravel will drain into vegetation areas within the drainage easements and not toward City of Bemidji streets and storm sewers.

### Transportation

The applicant is requesting two (2) forty-five (45) foot wide ingress/egress points to Corrigan Ave SE. Access and size of access to roadways is up to the local road authority to decide, in this case the City of Bemidji engineering and streets department will review the final engineering plans and proposal for ingress/egress location and provide recommendation to the applicant.

### Landscaping

A landscaping plan has not been submitted as part of this request. The minimum standards for this location are seven (7) trees along the street frontage and nine (9) trees required in total throughout the site. A final landscaping plan would need to be submitted before final project approval and construction start.

### Overall Development

All other performance standards such as lighting, signage, screening, exterior storage will be reviewed for compliance before final project approval and construction start.

### Development Team (Public Works / Engineer; Building Official; Fire Department)

No concerns were brought up from fire, engineering, or building in regards to their respective requirements. As they felt the outcome of this request may change to final proposed site plan, they would prefer to review the final submittal. A final grading and drainage plan submitted by an engineer will need to be approved by city engineering department, a final site plan will need to be approved by JPB and the fire department, and final architecture plans will need to be approved by the building department and fire department before any construction can commence.

### Neighborhood Comment

At the time of writing this report JPB staff received one letter from a neighbor requesting that this variance not be approved as it will compromise the land values of other investors located in the Industrial Park, and they chose to develop in their location because of the high standards and regulation enforced.

A letter was also received from the Bemidji Development Corporation (BDC) stating they collectively feel that a variance is appropriate and they understand and agree with the concerns of GM Development LLC. The BDC was created to add to the Bemidji tax base and increase jobs for the Greater Bemidji Area.

A copy of both letters are provided in the planning packet.

### Comprehensive Plan References

This request is not in keeping with Greater Bemidji Area Land Use Plan as the granting of a variance from the improved surface requirements is not promoting best planning

practices in the implementation of the ordinance and land use plan nor is it in keeping with the spirit and intent of the of the land use ordinance, ensuring uniform development throughout the regulation developed for the various zoning districts of the Greater Bemidji Area.

### **RECOMMENDATION**

Staff recommends the denial of a variance from Section 1009 of the JPB ordinance in order to use Crushed Concrete Class V Gravel in lieu of bituminous pavement, concrete, or equally durable surface for a maximum of 41,618 Square Feet of proposed improved surfacing. Located in the (I-1) Light Industrial Zoning District in the City of Bemidji due west of the intersection of Corrigan Ave SE and Herrington Ave SE legally described as Block 3 Lot 8 & 9 of the Second Addition to Industrial Park Plat.

Board members had the following concerns:

- Larson requested definition of “equally durable surface,” because his experience as an architect has shown that crushed concrete is a durable enough material for this use. Staff proposed the ordinance meaning was to avoid non-durable pervious pavers or other unknowns. A clear definition is not available, and documentation offers no proof that crushed concrete is equally durable.
- Erickson questioned JPC’s request for a Developer’s Agreement which allows a ten (10) year time frame for paving. Staff explained the applicant specified ten (10) years, even though they expect to expand within three (3) years. Staff is able to adapt time frame for final Developer’s Agreement.
- Meehlhause suggested revising that time to three (3) years, with a possible three (3) year delay after that. Erickson stated that to be possible however not if neighboring parcels have already been made to comply. Erickson further stated the applicant needs clear understanding of time frame decision.
- Kelly suggested the possibility of leaving a large portion of back lot as green space, then when hard surface is needed it will be paved at that time. Staff explained that the applicant was given this option, however they feel this request is what is needed.
- Erickson questioned meeting minutes from July 20, as they lacked opinion from City Engineer Craig Gray. Staff explained that Gray and other city staff had unified concerns about stormwater.
- Kelly asked if the one acre of blacktop would create more issues than a half-acre of crushed concrete. Staff agreed the crushed concrete would offer more filtration but would create more sediment to storm ponds.
- Mai reminded board members that Industrial Park covenants also require paving. Further, staff is striving for consistency so if the board approves the variance they are effecting JPB reputation.
- Frenzel agrees with staff’s concerns but stated the proposed use makes sense to allow a crushed concrete surface for driving and storage areas. Staff explained

that the applicant was provided with that option, as long as screening requirements for the utilized area were met.

- Erickson stated a need to amend the ordinance. Further she questioned why applicant would not want screening. Kelly explained the difficulty of maneuvering large equipment within such confines.
- Kelly commented that crushed concrete generates less dust than Class V gravel. Also traffic would be moving slower so dust would be further minimized. Kelly stated concern for staff's difficult situation, but considers that this business may move to another location that has no regulations.
- Larson agrees with Kelly and also reminded board members that this industrial park is not a commercial use so screening is unnecessary. He commented against consistency based on opinion of recent five years, and clarified the use of term "crushed concrete class V gravel" is not one item but two very different materials.
- Frenzel agreed with Larson as well as the need to address changes to the ordinance.
- Boushee clarified the variance explained using the parcel for "driving, parking, maneuvering," not exterior storage, thus the reason for staff direction. Requested JPB be specific and clear when faulting ordinance.
- Kelly stated concern for a large paved area that is not being utilized. Also suggested using an extension to re-work the resolution.
- Matt Murray, on behalf of the applicant, stated the gravel area has already been reduced and the remaining conforms to a specific pattern used for traffic flow at all Magnum sites. Also, Murray explained that the traffic is mainly twice a day, not continuously.
- Erickson questioned staff about satellite images of other Magnum locations. Mai detailed the two in Minnesota – one in Coon Rapids is entirely paved and has 30-40 parked trailers, one in Willmar is partially gravel with many parked trailers and a lot of exterior storage. Staff anticipates roughly six (6) parked trailers on site with an average parking time of 18 hours.

Motion by Larson, second by Frenzel to approve variance request as it was written to allow Crushed Concrete Class V Gravel in lieu of bituminous pavement, concrete, or equally durable surface.

- Staff stated that a resolution with proper findings is necessary to continue.
- Kelly suggested staff prepare new resolution and present at next JPB meeting.
- Larson maintained motion. Frenzel withdrew second. Motion died for lack of second.

Motion by Frenzel, second by Kelly to deny Resolution No. 2017-31 which denies the use of Crushed Concrete Class V Gravel in lieu of bituminous pavement, concrete, or

equally durable surface for a maximum of 41,618 square feet on parcels 80.05735.00 and 80.05736.00.

Roll call vote:

Ayes: Larson (alternate), Frenzel, Kelly

Nays: Meehlhause, Erickson

Abstain: None

Absent: Albrecht (utilized alternate)

Motion carried.

Staff directed to put together a resolution based on discussion proposed with supporting findings of fact.

Motion by Meehlhause, second by Frenzel to extend the 60-day Rule for GM Development.

Roll call vote:

Ayes: Meehlhause, Kelly, Frenzel

Nays: Erickson, Larson (alternate)

Abstain: None

Absent: Albrecht (utilized alternate)

Motion carried.

#### ORDINANCE NO. 2017-04- Z-17-31.00675.00 – 4B PROPERTIES, LLC

Applicant is requesting to rezone their property located at 1612 Balsam Road NW in Northern Township from a (R-1) Rural Zoning District to a (B-1) Low Density Commercial Zoning District for the use of a mini-storage warehouse facility.

#### **BACKGROUND**

The applicants approached staff with a proposed request to develop a mini-storage facility, in a (R-1) Rural District. This type of land use is currently not allowed in the R-1 district per Section 302 of the GBAJPB Zoning & Subdivision Ordinance. This use is allowed through the approval of a Conditional Use Permit (CUP) in the (B-1) Low Density Commercial District and the (B-2) General Commercial District, and is a permitted use within the (I-1) Light Industrial and (I-2) General Industrial Districts. The applicants' existing lot is currently being used as a residential homestead that is rented out. This property that is being requested for rezone is roughly 12.88 acres and is positioned west off of Highway 71.



## PLANNING CONSIDERATIONS

### Adjacent Zoning and Land Use

The proposed development is surrounded by primarily rural residential to the north and west, with rural residential and low density commercial to the south. Directly to the east is Highway 71 and east of the highway is primarily low density commercial or rural residential.

JPB staff does not anticipate mini-storage generating any hardship on the surrounding land use and will be compatible with surrounding land uses as this type of use is considered a low density development and would still preserve the predominantly rural residential character.

### Alternative Options

Another alternative option that was contemplated for this property was doing a zoning ordinance text amendment that would allow a (R-1) Rural Zoning District to have mini-storage warehouse facilities through the approval of a Conditional Use Permit (CUP). If this alternative was put in place, JPB staff would recommend a policy with special provisions be added to the ordinance under Article X Performance Standards for mini-storage warehouse facilities pertaining to each zoning district that would allow these facilities.

### Development Team (Fire Department; Beltrami County)

The fire department had no concerns with this request for fire safety.

*Balsam Road is currently a Township Road; however, there is a tentative agreement to exchange routes and Balsam would become a County Road. The Beltrami County Highway Department has no concerns with this request. However we would recommend that no additional accesses be granted to this parcel. Any development of this parcel should utilize the existing access or if needed the existing access can be moved to better accommodate the development.*

*Bruce Hasbargen  
County Highway Engineer*

### Neighborhood Comment

One neighbor brought up concern on whether this use would create more traffic along Blueberry LN NW and if this property was to be zoned commercial would it have an impact on the value of their property.

In the week since the JPC meeting, five letters have been received opposing this storage unit. It is the identical letter copied but each signed by different neighbor.

### Comprehensive Plan References

This type of use for this property is consistent with the goals and policies of the GBAJPB Land Use Plan as long as we guide the future growth and development as well as protect and conserve the value of land throughout the Greater Bemidji Area, and the value of buildings appropriate to the various districts established by the GBAJPB Ordinance.

### **RECOMMENDATION**

Staff recommends approval to rezone the property located at 1612 Balsam Road NW in Northern Township from a (R-1) Rural Zoning District to a (B-1) Low Density Commercial Zoning District for the use of a mini-storage warehouse facility. Conditions are not placed on rezone actions.

Board members had the following concerns:

- Frenzel wondered if the R1 were to remain, how many homes could be built. Staff explained that on this 12 acre lot, two (2) houses could be constructed.
- Mai stated that one (1) home exists on this parcel and is currently a rental.
- Erickson commented that several storage facilities are located throughout the city, but more are needed, and referenced the recent approval of one in Northern Township. Further, she stated that development should be expected along a highway.
- Kelly questioned if this area was being considered for rezoning in the new Comprehensive Plan. Staff explained it is part of the future land use plan to have the R-1 along the Highway 71 corridor to become B-1.
- Mai explained the applicants will come back for the CUP process in which conditions will be put into effect.
- Kelly addressed audience noting their presence for this case. He explained that usually the public does not address their concerns to the board, rather the Joint Planning Commission public hearing is the correct place to make comments. Further, Kelly stated that the same hearing process will take place when the applicants request a conditional use permit for their project.

Motion by Frenzel, second by Erickson to approve Ordinance No. 2017-04 to rezone the property located at 1612 Balsam Road NW in Northern Township from a (R-1) Rural Zoning District to a (B-1) Low Density Commercial Zoning District for the use of a mini-storage warehouse facility with findings:

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

Yes. Whether this property is zoned (B-1) low Density Commercial or (R-1) Rural, a mini-storage facility is consistent with the interest and purpose of the Ordinance as these facilities are often low density development and

low intensity uses and found in rural and urban settings to meet the demand of all clientele.

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. Mini-storage facilities are compatible in this area as it's made up of rural residential and low density commercial. Other mini-storage warehouse facilities reside less than a mile to the northeast off of Highway 71.

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 property if it were reclassified.**

No. Municipal services do not exist at this location; however, the site currently does have a well and septic. Public services would not be needed at this location for a mini-storage warehouse facility. This property would be required to meet all stormwater requirements through the CUP process.

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

No. This is not a correction. However, through the comprehensive planning process, this area is being examined and property along the Highway 71 corridor is anticipated to be developed into a low density commercial in the future as development continues to sprawl outwards from the City of Bemidji.

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

No; however, the Greater Bemidji Area continues to change as development continues to sprawl outwards from the City of Bemidji. As development occurs, future land use changes as well as amendments to the ordinance that would essentially permit this type of development in a rural setting. For this proposed location along Highway 71, a mixed-use of low density commercial and residential is spread out along the highway.

Motion carried unanimously.

ORDINANCE NO. 2017-05 – Z-17-80.01448.00 – LUTHERAN CAMPUS MINISTRY

Applicant is requesting to rezone their property located at 1221 Birchmont Dr. NE in the (R-4) Moderate Density Residential Zoning District in the City of Bemidji to the (U) University Zoning District.

**BACKGROUND:**

The ministry would like to continue to expand their ability to serve the campus as well as the neighborhood, and the Bemidji Community as a whole. Modeled after a University of North Dakota project where the Lutheran Campus Center incorporated a coffee shop into their building to create an increase in hospitality interaction between, students, faculty, and the neighborhood. Study, food, and fellowship programs will continue to be the central focus of the ministry and the ministry would like to expand the uses and potentially the building to better accommodate their focus. The ministry has no plan to expand the amount of residential housing in the building.

The current land use is a non-conforming use for the (R-4) Moderate Density Residential zone. In planning for their future the ministry felt the mix of uses allowed in the (U) University zone will be better suited for their future plans.

The proposed zoning change does not bring the land use into conformity with the ordinance, but it is a step in the right direction. At the time a change in land use or a building expansion request is submitted the property will need to become compliant with the ordinance or a variance will need to be granted. The current plan would require setback variances, but would not encroach any further than what is existing. A request for impervious surface may also be necessary as this property is within the shoreland overlay. Parking is also a concern and the applicant has started conversations with Bemidji State University (B.S.U.) for the potential use of parking in the Bangsberg parking lot across Birchmont Dr. A conditional use permit will also be required to continue the operation of a religious institution.

At this time this request is only to determine whether or not this property would fit more appropriately in the (U) University zone.

**PLANNING CONSIDERATIONS:**

When reviewing zoning requests it is imperative to ensure that "spot zones" are not created. Spot zoning allows for a particular parcel of land to have land uses differing from land uses allowed in adjacent and small regional areas, and is likely a deviation from the land use plan.

Adjacent Zoning and Land Use

The property is highlighted in red and rental properties are highlighted in blue on this graphic. Currently the property is surrounded by (R-4) Moderate Density Residential zoning and single family homes with a mixture of owner-occupied and rental housing on the west side of Birchmont Dr. NE. To the south of the property is (R-5) High Density Residential zoning that is predominantly rental housing with a mix of single-family homes and duplex and tri-plex units. To the west of the property is (U) University zoning with the Bangsberg Hall and Bangsberg parking lot.

From 12th St NE heading north along Birchmont Dr NE to 16th St NE only three (3) properties remain adjacent to Birchmont Dr NE that are single family homes. The other properties are a city park and buildings owned by B.S.U. serving the campus. All of these areas except the single family housing was considered Institutional consistent with the university campus on the 2025 Future Land Use map.

Lutheran Campus Ministries has been serving the campus for nearly sixty (60) years and continues to be a part of the campus and neighborhood. Continued expansion of uses serving the neighborhood and university campus is not anticipated to have an adverse effect when considering the intensification of land use in the area.

Other non-university owned properties located in the (U) University zoning district include the House of Prayer church located on Birch Ln NE, the MnDNR campus located on Bemidji Ave N and 23rd St NE, and Diamond Point Park located north of main campus.

The university district and university overlay were created to accommodate the mix of residential and commercial uses that come with a secondary educational institutions and unique development needs without compromising the character evident in the existing structures.

Development Team (Public Works / Engineer; Building Official; Fire Department)

At this time there no comments regarding the concern of the rezoning request were received.

Neighborhood Comment

One neighbor brought up a concern regarding whether or not the property would be held to rules enforced by B.S.U. and if they will pay taxes. The neighbor was informed that the building will still not be owned by B.S.U. and that taxation is a question for assessment not the use of land.

Comprehensive Plan References

The current 2025 Future Land Use Map in the GBAJPB Land Use Plan has the areas along Birchmont Dr. NE as an Institutional land use consistent with the land use of the campus. This request is in keeping with the spirit and intent of the comprehensive plan.

**RECOMMENDATION:**

Staff recommends approval to rezone the property located at 1221 Birchmont Dr. NE in the (R-4) Moderate Density Residential Zoning District in the City of Bemidji to the (U) University Zoning District.

Board members had the following concerns:

- Kelly asked the benefits to applicant if rezone is granted. Staff explained the expansion and addition of a small coffee shop are hoped to increase walk in traffic.
- Staff stated that when a change in land use occurs, a CUP is needed.
- Meehlhause compared this use to the former Newman Center which is zoned University.

Motion by Frenzel, second by Erickson to approve Ordinance No. 2017- 05 to rezone the property located at 1221 Birchmont Dr. NE in the (R-4) Moderate Density Residential Zoning District in the City of Bemidji to the (U) University Zoning District with the following findings:

1. **Whether the change in classification would be consistent with the intent and purpose of this Ordinance.**  
Yes. The future land use map anticipated for this property to continue serving the campus.
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. University land uses are compatible in this area.
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 property if it were reclassified.**  
Yes. Municipal services are existing including, sewer, waste water, streets, and stormwater.
4. **Whether the proposed amendment would correct an error in the application of this Ordinance.**  
Yes. The future land use map was anticipating this to be zoned consistent with the university.
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.**  
No. The area has not changed drastically and similar uses are anticipated to remain on this property.

Motion carried unanimously.

Kelly adjourned the meeting for a five minute break at 7:30 p.m.  
Kelly re-opened meeting at 7:37 p.m.

## VISITORS

None addressed the board.

## OTHER BUSINESS

1. **Comprehensive Plan.** Mai discussed amended scope of work from HEI to complete the writing of the plan with the remaining budget of \$26,240.00.
  - Frenzel asked when it will be ready. Staff expects the completion by the first of the new year, thus able to begin meetings with the public. Also it will coincide with updated zoning ordinance so as to sync the two (2) documents.
  - Erickson asked if this offer is feasible, and if consultants were easy to work with. Staff explained it is feasible and all delays were on our part, due to unexpected issues.
  - Frenzel stated concern of having consultant create a “cookie cutter” product. Staff stated that five (5) years of staff and community work was given to this consultant to develop the finished product. Their goal is to compile and put into a more readable format.
  - Kelly questioned additional fees. Staff anticipates this budget will see project through to printing.

Motion by Frenzel, second by Erickson to allow staff to accept proposal for completion of the Comprehensive Plan by Houston Engineering Inc., for the proposed cost.

Motion carried unanimously.

2. **Schedule a Budget Workshop.** Mai offered the Draft 2018 and Preliminary 2019 budget. Approval is necessary by November JPB meeting.
  - Kelly suggested a full workshop is not necessary; however, the committee which includes the city, Northern Township, staff and the finance department should meet.
  - Erickson stated the next City Council preliminary levy includes this budget, so if concerns are present, they should be addressed immediately so as to not effect another department’s budget later on.
  - Staff will schedule a meeting date for the committee to discuss budget.

## DIRECTOR'S REPORT

Mai summarized upcoming planning cases, detailed progress on development projects, presented updates on zoning ordinance progress and enforcements.

Kelly asked staff if money has been returned to certain Bemidji Township residents per lawsuit settlement. Staff will follow up with attorneys and report back to the JPB.

UPCOMING MEETING DATES:

September 21, 2017      -- JPC Regular Meeting @ 6:00 p.m.  
October 11, 2017        -- JPB Regular Meeting @ 6:00 p.m.  
October 26, 2017        -- JPC Regular Meeting @ 6:00 p.m.  
November 8, 2017        -- JPB Regular Meeting @ 6:00 p.m.

ADJOURNMENT:

There being no further business, motion by Meehlhause, second by Erickson, to adjourn the Joint Planning Board meeting at 8:12 PM.

Motion carried unanimously.

Respectfully submitted,  
Terri Ball  
Planning Assistant

JPB Minutes Approved and attested by:

  
\_\_\_\_\_  
Joint Planning Board Representative