

AGENDA
GREATER BEMIDJI AREA JOINT PLANNING BOARD
317 4th Street NW

Wednesday, August 8, 2018 REGULAR MEETING – 6:00 p.m.

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

A. MINUTES **Chair**
Approval of July 11, 2018 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. VISITORS **Chair**

D. NEW BUSINESS
1. City of Bemidji -Resolution 2018-13– Amended CUP-18-80.06554.00 – B & B Enterprises **CM**

E. OTHER BUSINESS
1. **Ordinance No. 2018-06** Zoning and Subdivision Ordinance Update –Discussion/Workshop

F. DIRECTOR’S REPORT **CM**

G. UPCOMING MEETINGS **Chair**

1. August 23, 2018	6:00 pm	JPC Regular Meeting
2. September 12, 2018	6:00 pm	JPB Regular Meeting
3. September 20, 2018	6:00 pm	JPC Regular Meeting
4. October 10, 2018	6:00 pm	JPB Regular Meeting

H. ADJOURN **Chair**

GREATER BEMIDJI AREA JOINT PLANNING BOARD
Meeting Minutes
August 8, 2018

Pursuant to due call and notice a regular meeting of the Greater Bemidji Area Joint Planning Board, Beltrami County, Minnesota, was held on Wednesday, August 8, 2018, at 6:00 p.m. in City Hall. Chair Meehlhause presiding called the meeting to order and roll call was taken.

Upon roll call, the following members were declared present: Albrecht, Meehlhause, Frenzel, Hellquist (alternate), Blumhagen (alternate)

Members absent: Erickson (utilized alternate), Kelly (utilized alternate)

Staff present: Casey Mai, Cory Boushee, Josh Stearns, Terri Ball

Others in attendance: Bob Whelan, Brian Freeberg

Pledge of Allegiance was performed.

AGENDA

Motion by Hellquist, second by Albrecht to approve the agenda as presented.

Motion carried unanimously.

MINUTES

Motion by Frenzel, second by Albrecht to approve the July 26, 2018 JPB minutes.

Motion carried unanimously.

CONSENT AGENDA

- 1) Bills for the total amount of \$10,307.69 were presented for payment.

Motion by Hellquist, second by Blumhagen to approve consent agenda as presented.

Motion passed unanimously.

VISITORS – None addressed the Board.

NEW BUSINESS

RESOLUTION 2018-13 Amended CUP-18-80.06554.00 – B & B Enterprises, LLC

The applicant is requesting a conditional use permit (CUP) amendment to its approved planned unit development (PUD) located at 1300 Event Center Dr NE within the *(LD) Lake Oriented Development Zoning District*. The purpose of the amendment is to revise the site plans for the reduction of units from 30 to 29.

BACKGROUND

In 2013, B & B Enterprises, LLC was approved a PUD through a CUP to amend the GPUD, authorizing them to construct up to 30 units on the original parcel 80.05988.00 within the South Shore Development. The property is identified (on page 136 in the GPUD Plan) as the South Shore PUD Lot 1-Block 4 – Horizontal Mixed-Use/Residential – Townhomes/Multi Family. After the South Shore Villas PUD was approved, tax parcel 80.05988.00 was approved for a lot division into two (2) tax parcels. The southern parcel is still currently owned by the City of Bemidji and the BEDA and has obtained the original parcel number 80.05988.00. The northern parcel that was divided and purchased by B & B Enterprises, LLC had then taken on a new tax identification number of 80.05988.01. Through the common interest community and the construction of each unit, the development has since gone through several lot division processes obtaining new tax identification numbers for each unit. All units have their own parcel number and are individually owned; however, the land surrounding the structures is under common ownership. With 26 units constructed to-date, the last common property yet to be developed on is parcel number 80.06554.00. The amended CUP will be recorded with parcel number 80.06554.00 and not the original parcel number 80.05988.00 that was approved in 2013.

B & B Enterprises, LLC is now requesting to amend their existing PUD through a CUP amendment to reduce the density of units from 30 to 29. The original approved site plan for this location was to house a quadplex; however, do to cost and space available without altering topography, the developer is requesting to modify the site plan by having units #29 and #30 as a twin home and unit #27 as a detached single family structure. Unit #28 will be disregarded. Exterior appearance and exterior materials will match the existing development and will be consistent with the design guidelines outlined in the GPUD Plan.

PLANNING CONSIDERATIONS

Planning Considerations

JPB Staff, City Staff, BEDA, City Council, and the South Shore Development Review Committee (SSDRC) have worked extensively with the applicant and their engineering representative to address each aspect from fire rescue, drainage, site layout, landscaping, signage, lighting and building materials during the initial PUD process. Through the amendment process, the applicants met with JPB Staff and the SSDRC to obtain the necessary certificates of approval as required per the GPUD Plan.

South Shore Development Review Committee

The SSDRC met on Wednesday, July 11th, 2018 to discuss the South Shore Villas amendment request. The SSDRC was established by the City of Bemidji and the BEDA

to administer the design guidelines contained in the GPUD Plan and is responsible for reviewing all proposed amendments to the GPUD Plan prior to sending their recommendations off to the Planning Administrator or the Joint Planning Board.

Through this amendment request, the SSDRC reviewed the amended plans and determined the proposed detached unit within the South Shore Villas will be on a lot that is held in common ownership, will be architecturally consistent with other units within the development, and meets the spirit and intent of the design guidelines outlined within the GPUD Plan.

Neighborhood Comment

We always appreciate what the neighborhood residents are concerned with. The goal of the JPC and JPB is to listen foremost and utilize that input to come up with either a compromise, denial or approval. At this time of the writing of the report, there has been no concerns provided to staff. One neighboring property owner checked in to make sure this amended request would have no impact on their property.

Comprehensive Plan

This development is in conformity with the goals and policies for an urban development in accordance with the Greater Bemidji Area Land Use Plan.

RECOMMENDATION

Staff recommends approval of the CUP amendment subject to the following conditions:

1. A building permit shall be obtained prior to construction of the final units.

Board members had the following concerns:

- Hellquist commented that the supporting information provided was very substantial.

Motion by Hellquist, second by Albrecht to approve the amendment to the Conditional Use Permit to allow revision to the site plans for the reduction of units from 30 to 29 located at 1300 Event Center Dr. NE within the (LD) Lake Oriented Development Zoning District, for parcel 80.06554.00, provided all requirements of the JPB Zoning Ordinance are met, with the following condition:

1. A building permit shall be obtained prior to construction of the final units.

And with findings:

1. **Whether the proposed use adversely affects the public safety, health, morals, convenience and general welfare of the occupants of the surrounding land.**

South Shore Villas was approved as a planned unit development (PUD) in 2013 for the construction of up to 30 residential units of quadplex homes and twin homes. South Shore Villas is located in the Lake Oriented Development Zoning District (LD) within the General Planned Unit Development (GPUD) for

south shore of Lake Bemidji. Changing the last quadplex into one twin home and one single family detached unit shall have no adverse effect on the public safety, health, morals, convenience and general welfare of the occupants in the neighborhood.

2. Whether the proposed use adversely affects traffic conditions and parking on adjacent streets and land.

The reduction of one unit throughout the development is anticipated to decrease traffic and shall not have a negative effect on Event Center Dr. NE.

3. Whether the proposed use adversely affects property in the surrounding area.

The proposed changes to the development are visually and architecturally consistent with the surrounding area and do not create visual blight or reduce the values of surrounding properties.

4. Whether the proposed use is in conformance with the community's Comprehensive Plan or Land Use Plan.

The Design Guidelines outlined within the GPUD allow flexibility to create a compatible and vibrant development as long as the structures are architecturally consistent with the surrounding area. The proposed detached unit within South Shore Villas will be on a lot that is held in common ownership, will be architecturally consistent with other units, and meets the spirit and intent of the design guidelines outlined within the GPUD Plan and the Greater Bemidji Area Land Use Plan.

5. Whether adequate utility, drainage and other such necessary facilities have been or can be provided.

The development is connected to centralized City utilities and storm water system.

Motion carried unanimously.

OTHER BUSINESS

Ordinance No. 2018-06 Zoning and Ordinance Updates Discussion/Workshop

Staff presented the updates and changes of the remaining sections, beginning with Section 1009.

Board members had all questions clarified by staff. Staff was not directed to make any changes to the draft. Final Zoning and Ordinance Updates will be presented to the JPC August 23, with final vote by the JPB on September 12.

Continued Violations

Intensified use reported on site after violation letter sent. Staff directed to turn matter over to the lawyer.

Staff informed JPB of person wanting to intensify non-conforming use in residential area, who has threatened legal action after refusing to resolve recent violation letter. Informational only, no direction given.

DIRECTOR'S REPORT

Mai identified the next planning cases, and offered updates on current development projects. Mai also announced the resignation of Josh Stearns.

UPCOMING MEETING DATES:

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September 12, 2018 -- JPB Regular Meeting @ 6:00 p.m.
September 20, 2018 -- JPC Regular Meeting @ 6:00 p.m.
October 10, 2018 -- JPB Regular Meeting @ 6:00 p.m.

ADJOURNMENT:

There being no further business, motion by Frenzel, second by Albrecht to adjourn the Joint Planning Board meeting at 7:08 PM.

Motion carried unanimously.

Respectfully submitted,
Terri Ball
Planning Assistant

JPB Minutes Approved and attested by:



Joint Planning Board Representative

