

**GREATER BEMIDJI AREA
REGULAR JOINT PLANNING COMMISSION MEETING**

Thursday, November 17, 2022
6:00 P.M.

Bemidji City Hall 317 4th Street NW, Bemidji, MN 56601
/Cisco WebEx Video Conferencing
(For log in information <https://www.jpbgba.org/planning-actions>)

AGENDA

- **Call to Order/Roll Call** **Chair**
- **Pledge of Allegiance**
- **Approve Agenda**
- **Approve Minutes**
 - **Thursday, October 27, 2022 Regular Meeting**

NEW BUSINESS

- 1. **Visitors** **Chair**

Public Hearings

Northern Township

- 1. ~~City of Bemidji~~ **IUP-22-31.02144.00 – Verizon Wireless** **JC**

OTHER BUSINESS

- 1. **Director’s Report and Site Analyst & Enforcement Report** **JC**
- 2. **Upcoming Meetings** **Chair**
 - December 14, 2022 6:00 pm JPB Regular Meeting
 - December 22, 2022 6:00 pm JPC Regular Meeting
 - January 11, 2023 6:00 pm JPB Regular Meeting
 - January 26, 2023 6:00 pm JPC Regular Meeting
- 3. **Adjourn** **Chair**

**GREATER BEMIDJI AREA REGULAR PLANNING COMMISSION MEETING
MEETING MINUTES**

**November 17, 2022
6:01 p.m.**

**Council Chambers / Cisco WebEx
317 4th St NW**

CALL TO ORDER: Chair Jeremy Berg called the regular meeting of the Greater Bemidji Area Joint Planning Commission to order at 6:01 p.m. Roll call was taken and the pledge of allegiance was recited.

MEMBERS PRESENT: Berg, Faver, Steffen, David, Granlund, Lemmer, Chambers.

MEMBERS ABSENT: Gould, Heinonen.

STAFF PRESENT: Planning Director Jamin Carlson, Assistant Planner Nickolaus Phillips, Planning Administrative Assistant Ainslee Krause.

OTHERS: Karyn Acevedo (via WebEx).

APPROVAL OF AGENDA:

Motion by Chambers, second by Steffen, to approve the agenda as presented. Motion carried.

APPROVAL OF MINUTES:

Motion by Granlund, second by David, to approve the minutes from the October 27, 2022, Greater Bemidji Area Regular Joint Planning Commission as presented. Motion carried.

VISITORS WITH BUSINESS NOT ON THE AGENDA: No visitors.

NEW BUSINESS:

Public Hearings:

Carlson presented the first case:

PLANNING CASE–IUP-22-31.02144.00–VERIZON WIRELESS

Verizon is requesting approval of an Interim Use Permit (IUP) for a 165 ft. tall telecommunications tower (over 75 feet requires an IUP) to increase the capacity of wireless data transmission in the area; located at 785 Louise Lane NW and on parcel 31.02144.00 [Note: this was an approved IUP in 2020, but the IUP expired when the applicant failed to act on it within a year (staff reached out to confirm if they wanted an extension in July of 2021 and at that time the applicant did not want an extension), therefore it is being brought back through the JPC & JPB for approval again].

RECOMMENDATION & FINDINGS

Staff recommends approval of an Interim Use Permit (IUP) for the installation of a 165-foot-tall tower to increase the capacity of wireless data transmission in the area, located at 785 Louise Lane NW on parcel 31.02144.00. Approval is recommended with the following findings of fact and conditions:

Conditions:

1. A land use permit shall be obtained from JPB Staff prior to the installation or construction of the tower.
2. Any additional antennas or alterations in antennas that will increase the height shall require approval of an IUP amendment from the JPB.

3. An FAA Form 7460-2, Notice of Actual Construction or Alteration shall be submitted to the FAA, Southwest Regional Office within five (5) days after construction reaches its greatest height.
4. Any markings and/or lightings installed on the tower shall be in accordance with the FAA Advisory circular 70. /7460-1 L Change 1.
5. The IUP shall be reviewed for compliance by the JPB staff within one (1) year of approval.
6. The Interim Use Permit (IUP) shall expire and become void if the use is not substantially started within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the use are mostly complete. The JPB may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

Findings of Fact

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

No. The proposed use is not anticipated to adversely affect, nor create an unreasonable level of disruption or interference upon the surrounding area.

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

No. The use of a tower with antennas will not generate any additional traffic in the general area along with no anticipated impacts to the air traffic from the Bemidji Regional Airport as well.

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

No. The proposed use is not anticipated to adversely affect, nor create an unreasonable level of disruption or interference upon the surrounding area.

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

Yes. The proposed use is consistent with the goals and policies of the Greater Bemidji Area Zoning & Subdivision Ordinance as well as the Comprehensive Plan. Per Section 302 and 1022 of the Ordinance, towers over seventy-five (75) feet in height are allowed with an approved interim use permit and the issuance of land use permit or building permit.

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

Yes. The adequate facilities can be provided; however, these services are not applicable to this use.

Commission members had the following comments:

- Granlund noted a correction to the agenda and requested clarification. Staff identified the location for the planning case as Northern Township, not the City of Bemidji.
- Faver noted that the FAA letter of determining no hazards to air navigation expired in 2019. Staff noted that the Applicant would have to follow FAA standards and they will have to obtain an updated letter.
- Members and staff discussed other towers in the area.
- Steffen requested clarification on verification of height. Staff noted that plans are required.

Public Hearing opened at 6:13 p.m.

- Karyn Acevedo, representing Verizon Wireless, addressed the Commission. Acevedo addressed that the applicant has a study filed with the FAA, and noted that they will follow FAA requirements. Acevedo noted that they will do a tape drop and the installers will construct it according to the plans.
- Faver inquired about compliance with the Beltrami County tower ordinance and identified a fence requirement. Acevedo clarified that the tower will be fenced as per the plans contained in the packet. Staff noted that they would look into the Beltrami County requirements and let the applicant know of any additional action needed.

Public Hearing closed at 6:19 p.m.

Motion by Chambers, second by David, to approve an Interim Use Permit for the installation of a 165-foot-tall tower to increase the capacity of wireless data transmission in the area, located at 785 Louise Lane NW, parcel 31.02144.00, subject to the above stated conditions and findings of fact.

Ayes: Chambers, Lemmer, Granlund, David, Steffen, Faver, Berg.
Nays: None.

Motion carried.

OTHER BUSINESS:

DIRECTOR'S REPORT:

Carlson presented the Director's Report.

SITE ANALYST & ENFORCEMENT REPORT

Phillips presented the Site Analyst & Enforcement Report.

UPCOMING MEETING DATES:

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December 22, 2022	6:00 pm	JPC Regular Meeting
January 11, 2023	6:00 pm	JPB Regular Meeting
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ADJOURNMENT:

There being no further business, motion by Steffen, second by Granlund, to adjourn the Regular Planning Commission meeting at 6:28 p.m. Motion carried.

Respectfully submitted,

Ainslee Krause
Administrative Assistant

Approved and attested by: _____
Joint Planning Commission Representative