

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

**Thursday, January 28, 2021  
6:00 P.M.**

**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, December 17, 2020 Regular Meeting**

**NEW BUSINESS**

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

**Public Hearings**

- 1. **City of Bemidji - IUP-21-80.05058.00 & 80.05059.00 – Sanford Behavioral Health** **JC**
- 2. **City of Bemidji – IUP-21-80.02936.00 – Ideal Option** **JC**

**OTHER BUSINESS**

- 1. **Election of 2021 Officers**
  - **Chair**
  - **Vice Chair**
- 2. **Director’s Report**
- 3. **Upcoming Meetings** **Chair**
  - **February 10, 2021**      6:00 pm                      **JPB Regular Meeting**
  - **February 25, 2021**      6:00 pm                      **JPC Regular Meeting**
  - **March 10, 2021**         6:00 pm                      **JPB Regular Meeting**
  - **March 25, 2021**         6:00 pm                      **JPC Regular Meeting**
- 4. **Adjourn** **Chair**

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

**January 28, 2021  
6:00 p.m.**

**Cisco Webex  
Video Conference**

**CALL TO ORDER:** Chair Don Heinonen called the regular meeting of the Greater Bemidji Area Joint Planning Commission to order at 6:00 p.m., roll call was taken and the pledge of allegiance was recited.

**MEMBERS PRESENT:** Berg, Heinonen, Lemmer, Granlund, Smith, Gould, Steffen, Faver, David.

**MEMBERS ABSENT:** None.

**STAFF PRESENT:** Jamin Carlson, Ainslee Knudson.

**OTHERS:** Mary Smith, Chris Hamilton, Bryce Kelly.

**APPROVAL OF AGENDA:**

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

Motion carried unanimously.

**APPROVAL OF MINUTES:**

Motion by Smith, second by Steffen, to approve minutes from the December 17, 2020, Greater Bemidji Area Regular Joint Planning Commission as presented.

Motion carried.

**VISITORS:**

None

**NEW BUSINESS:**

**Public Hearing:**

**Carlson presented the first case:**

**PLANNING CASE -- IUP-21-80.05058.00 & 80.05059.00 -- SANFORD HEALTH**

James Coughenour representing Sanford Health, is requesting approval of an Interim Use Permit (IUP) to provide psychiatric emergency services at property located on Hannah Ave. NW just north of the Prime West facility within the City of Bemidji. The facility will be in a new building that is yet to be constructed. This property is located in the OM Office/Medical District and the Airport Zone C Overlay.

**BACKGROUND**

The Applicant, James Coughenour representing Sanford Health, is proposing a new facility that will be a single-story, 12,500 square feet structure (drawings later in report) with approximately 27

parking stalls. Applicant also states that the facility will be connected to City of Bemidji water and sewer with the help of a lift station as this location is at the end of a utility line.

This requested land use falls under Counseling per Section 302 of the GBAJPB Ordinance, and is allowed with an approved conditional use permit (CUP); however, since the use will be located in a leased space, the interim use permit (IUP) is required. An IUP allows for the community to review on a case by case basis the needs of the surrounding neighborhood to allow a use, with conditions, that may or may not be of a similar nature. The conditions are a way to minimize any potential impact the use may have.

**Primary Hours of Operation: 24 hours**

**Number of Employees: 20**

**Number of Clients: 13**

### **Planning Considerations**

All Interim Use Permits must follow the same general requirements of a Conditional Use Permit including process, criteria, and findings. The primary difference between the two permits is that a CUP runs with the land vs. the IUP which runs with the applicant/owner and has an ending date or event which terminates the permit.

Per the Greater Bemidji Area Zoning & Subdivision Ordinance (hereafter referred to as "Ordinance"):

***INTERIM USE: A temporary use of property until a particular date, until a particular event, or until zoning regulations no longer permit it. Interim use permits are not recorded and do not run with the land upon transfer. All interim uses shall conform to standards listed in Section 1205 of this Ordinance.***

Per the Ordinance: clinics that provide counseling services require the issuance of an Interim Use Permit by the JPB to be located in the Office/Medical (OM) zoning district. A community cannot use its zoning authority to discriminate against classes of people that it does not want to accept, such as substance dependent persons, individuals with behavioral disorders, etc. Therefore, the use is allowed following a public hearing with conditions to ensure the safety of both the clients of the facility as well as the public.

This property is surrounded by predominantly undeveloped open space to the north and east, to the south there is a behavioral health facility along with apartments further south, and there is a laundromat with undeveloped lots to the west. This use is allowed with an IUP in the medical/office districts. The Sanford Health complex surrounds the area as well.

### **Parking and Traffic**

Section 1009 of the Ordinance requires that parking be based on three (3) spaces per examination or treatment rooms. This site plans show approximately 27 parking spaces, which meets the minimum requirement for this use and location.

### **Signage**

No signage plan has been presented to JPB staff. Any new signage will require a sign permit through the GBAJPB. All signage must comply with Section 712 of the Ordinance.

### **Trash Handling & Storage Containers**

Any dumpsters brought on site will have to comply with the Ordinance. The dumpsters on the

property shall be fully enclosed with a gate complying with Section 1002 of the Ordinance.

**Development Team: (Public Works/Engineering, Building & Fire Department)**

The Building Department, nor the Fire Department had any concerns regarding the site plans for the proposed use.

Craig Gray the City of Bemidji Engineer had the following to say:

*“The project will be required to connect to the city sanitary sewer and city water main. A proposed plan has been previously submitted to the city by the applicant’s engineer. As long as that plan is still the plan we have no other comments on the proposal.”*

**Neighboring Property Owner input**

At the time of writing the report, no neighborhood input was obtained.

**Comprehensive Plan References**

The proposed use to provide behavior health services in the (OM) district is consistent with Greater Bemidji Area Comprehensive Plan; provided the IUP process is followed and specific conditions are met in order to assure compatibility with surrounding uses.

***Objective 7.1: Preserve and Enhance our Public Services and Private Utilities Cooperation is important when planning for public or private expansion of services, encouraging private and public entities to work together on major improvements and promote reasonable expansion projects while supporting the maintenance of existing facilities.***

**Zoning Ordinance References**

- Section 301 – Allowed, Permitted, Conditional, and Interim Uses
- Section 302 – Land Use Matrix
- Section 402 – Lot Size and Bulk Regulations by Zoning Districts
- Section 712 – Signs Permitted in the (OM) Office Medical District
- Section 1002 – Exterior Storage and Outdoor Display of Merchandise
- Section 1009 – Parking Standards

**RECOMMENDATION & FINDINGS**

Staff recommends approval of an Interim Use Permit to allow Sanford Health to add emergency psychiatric services at the property located on Hannah Ave NW in the O/M Office/Medical Zoning District, within the City of Bemidji, with the following conditions:

1. The IUP shall terminate upon a change in use, a change in the owner/operator (leaseholder), or a change in the lease space.
2. Any signage must meet Section 712 of the Ordinances and a permit must be granted if necessary before any signage is placed on site.
3. All dumpsters shall be fully enclosed with a gate complying with Section 1002 of the Ordinance.
4. If a change in type of emergency psychiatric services were to occur or an intensification of services provided such as increased allowable clientele, JPB staff shall be notified. If staff see a change or intensification warrants review it will be brought to the Joint Planning Board for further action.
5. The developer/owner shall enter into a development agreement with the City of Bemidji & the JPB prior to construction.
6. The IUP shall be reviewed for compliance one (1) time upon six (6) months of operation by the JPB, the applicants shall participate in a review of the IUP.
7. An interim use permit shall expire and become void if the use it allows 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 - IUP**

**The Planning Commission shall during its public hearing and include in its recommendation to the GBAJPB consideration of the following findings-of-fact. Staff recommended findings are as follows:**

**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. A counseling service for emergency psychiatric services is compatible with the current GBAJPB land-use regulations.

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

No. Increases in traffic or other negative impacts are not anticipated. The subject parcel will use an on-site parking lot for the counseling services.

**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. The subject parcel is appropriately zoned for the proposed use with approval of an IUP.

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

Yes. The proposed land use is consistent with the goals and policies of the Comprehensive Plan as well as the Zoning and Subdivision Ordinance.

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

Yes. The property will be connected to public infrastructure and will be served by city services.

### **Commission members had the following comments:**

Smith inquired about adding conditions regarding lighting and combining the two separate lots. Carlson confirmed that lighting requirements will be covered in the Developer's Agreement as well as the requirement to combine the lots. Smith inquired about operating hours and asked for confirmation of services provided. Carlson confirmed that the facility will be open 24 hours, and it will provide inpatient services.

### **Public Hearing opened at 6:15 p.m.**

No public comment.

### **Public Hearing closed at 6:16 p.m.**

Motion by Steffen, second by Lemmer, for approval of an Interim Use Permit to allow Sanford Health to add counseling services for property located at 1611 Anne St. NW within Northern Township in

the B-1 Low Density Commercial District with the following conditions and findings of facts:

**Conditions**

1. The IUP shall terminate upon a change in use, a change in the owner/operator (leaseholder), or a change in the lease space.
2. Any signage must meet Section 712 of the Ordinances and a permit must be granted if necessary before any signage is placed on site.
3. All dumpsters shall be fully enclosed with a gate complying with Section 1002 of the Ordinance.
4. If a change in type of emergency psychiatric services were to occur or an intensification of services provided such as increased allowable clientele, JPB staff shall be notified. If staff see a change or intensification warrants review it will be brought to the Joint Planning Board for further action.
5. The developer/owner shall enter into a development agreement with the City of Bemidji & the JPB prior to construction.
6. The IUP shall be reviewed for compliance one (1) time upon six (6) months of operation by the JPB, the applicants shall participate in a review of the IUP.
7. An interim use permit shall expire and become void if the use it allows 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 - IUP**

**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. A counseling service for emergency psychiatric services is compatible with the current GBAJPB land-use regulations.

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

No. Increases in traffic or other negative impacts are not anticipated. The subject parcel will use an on-site parking lot for the counseling services.

**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. The subject parcel is appropriately zoned for the proposed use with approval of an IUP.

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

Yes. The proposed land use is consistent with the goals and policies of the Comprehensive Plan as well as the Zoning and Subdivision Ordinance.

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

Yes. The property will be connected to public infrastructure and will be served by city services.

Ayes: Smith, Lemmer, Gould, Granlund, Heinonen, David, Steffen, Faver, Berg.

Nays: None.  
Abstentions: None.

Motion carried unanimously.

**Carlson presented the second case:**

**PLANNING CASE – IUP-21-80.02936.00 – IDEAL OPTION**

Dread Pirate Properties, LLC representing Ideal Option, is requesting approval of an interim use permit (IUP) to provide opioid counseling (outpatient) services at property located at 119 Paul Bunyan Drive NW within the City of Bemidji. This property is located in the B-2 General Commercial District and the HWY 197 Overlay.

**BACKGROUND**

The Applicant, Dread Pirates Properties LLC representing Ideal Option, has converted 2,400 square feet of the building for the facility within the multi-tenant building. It appears that there are 26 parking stalls on the site. The Applicant was granted a late submission as they stated they had not realized that the proposed use needed an IUP. The Applicant representative also stated that there would be no dispensing of medication at this site and 1,500 square feet of the newly renovated space would be for the patients.

This requested land use falls under Counseling per Section 302 of the GBAJPB Ordinance, and is allowed with an approved conditional use permit (CUP); however, since the use will be located in a leased space, the interim use permit (IUP) is required. An IUP allows for the community to review on a case by case basis the needs of the surrounding neighborhood to allow a use, with conditions, that may or may not be of a similar nature. The conditions are a way to minimize any potential impact the use may have.

**Primary Hours of Operation:** 8:00 a.m. to 10:00 p.m.

**Number of Employees:** 6

**Number of Clients:** 6

**DISCUSSION/DEVELOPMENT ANALYSIS**

**Planning Considerations**

All Interim Use Permits must follow the same general requirements of a Conditional Use Permit including process, criteria, and findings. The primary difference between the two permits is that a CUP runs with the land vs. the IUP which runs with the applicant/owner and has an ending date or event which terminates the permit.

Per the Greater Bemidji Area Zoning & Subdivision Ordinance (hereafter referred to as "Ordinance"):

***INTERIM USE: A temporary use of property until a particular date, until a particular event, or until zoning regulations no longer permit it. Interim use permits are not recorded and do not run with the land upon transfer. All interim uses shall conform to standards listed in Section 1205 of this Ordinance.***

Per the Ordinance: clinics that provide counseling services require the issuance of an Interim Use Permit by the JPB to be located in the Office/Medical (OM) zoning district. A community cannot use its zoning authority to discriminate against classes of people that it does not want to accept,

such as substance dependent persons, individuals with behavioral disorders, etc. Therefore, the use is allowed following a public hearing with conditions to ensure the safety of both the clients of the facility as well as the public.

This property is surrounded by CVS, Northwoods Pregnancy Center, and BSU to the east; to the south is the old location of Dick's Northside along with a multi-tenant building and the cemetery; Med Express (now closed) to the direct north, and Hardees to the direct west. This use is allowed with an IUP in the B-2 General Commercial & 197 Overlay districts.

### **Parking and Traffic**

Section 1009 of the Ordinance requires that parking be based on three (3) spaces per examination or treatment rooms. This site shows approximately 26 parking spaces for all the tenants of the building.

### **Signage**

No signage plan has been presented to JPB staff. Any new signage will require a sign permit through the GBAJPB. All signage must comply with Section 712 of the Ordinance.

### **Trash Handling & Storage Containers**

A dumpster with an enclosure was identified on site complying with Section 1002 of the Ordinance.

### **Development Team: (Public Works/Engineering, Building & Fire Department)**

The Building Department, nor the Fire Department had any concerns regarding the site plans for the proposed use.

Craig Gray the City of Bemidji Engineer had the following to say:

*"Public Works/Engineering has no issues with this proposal."*

### **Neighboring Property Owner input**

At the time of writing the report, one neighborhood input was obtained and in opposition to the request and the letter is attached to the packet.

### **Comprehensive Plan References**

The proposed use to provide opioid counseling services in the (B-2) district is consistent with Greater Bemidji Area Comprehensive Plan; provided the IUP process is followed and specific conditions are met in order to assure compatibility with surrounding uses.

***Objective 7.1: Preserve and Enhance our Public Services and Private Utilities Cooperation is important when planning for public or private expansion of services, encouraging private and public entities to work together on major improvements and promote reasonable expansion projects while supporting the maintenance of existing facilities.***

### **Zoning Ordinance References**

Section 301 – Allowed, Permitted, Conditional, and Interim Uses  
Section 302 – Land Use Matrix  
Section 402 – Lot Size and Bulk Regulations by Zoning Districts  
Section 712 – Signs Permitted in the B-2 General Commercial District  
Section 1002 – Exterior Storage and Outdoor Display of Merchandise  
Section 1009 – Parking Standards

## **RECOMMENDATION & FINDINGS**



Staff recommends approval of an Interim Use Permit (IUP) to allow Ideal Option to provide opioid counseling (outpatient) services at property located at 119 Paul Bunyan Drive NW within the City of Bemidji, with the following conditions:

1. The IUP shall terminate upon a change in use, a change in the owner/operator (leaseholder), or a change in the lease space.
2. Any signage must meet Section 712 of the Ordinances and a permit must be granted if necessary before any signage is placed on site.
3. All dumpsters shall be fully enclosed with a gate complying with Section 1002 of the Ordinance.
4. The hours for behavior health services shall be from 8 A.M. to 10 P.M. JPB staff shall be informed if hours of operation are to change.
5. If a change in type of opioid counseling services were to occur or an intensification of services provided such as increased allowable clientele, JPB staff shall be notified. If staff see a change or intensification warrants review it will be brought to the Joint Planning Board for further action.
6. The IUP shall be reviewed for compliance one (1) time upon six (6) months of operation by the JPB. If JPB staff conclude there is a reason to bring it to the JPB, the applicants shall participate in a review of the IUP.
7. An interim use permit shall expire and become void if the use it allows 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 - IUP**

**The Planning Commission shall during its public hearing and include in its recommendation to the GBAJPB consideration of the following findings-of-fact. Staff recommended findings are as follows:**

**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. An opioid counseling service is compatible with the current GBAJPB land-use regulations.

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

No. Increases in traffic or other negative impacts are not anticipated. The subject parcel will use the on-site parking lot for the opioid counseling services.

**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. The subject parcel is appropriately zoned for the proposed use with approval of an IUP.

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

Yes. The proposed land use is consistent with the goals and policies of the Comprehensive Plan as well as the Zoning and Subdivision Ordinance.

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

Yes. The property is connected to public infrastructure and will be served by city services.

**Commission members had the following comments:**

Faver inquired about plans for the adjoining property, the MedExpress building that is currently empty. Carlson responded that staff has not heard of any plans for this property.

**Public Hearing opened at 6:28 p.m.**

Hamilton, property co-owner, clarified that the application is for addiction and general medical. Hamilton confirmed the occupants of the building will include Ideal Option, CBD of Bemidji, which sells only oils, and Verizon BeMobile. Smith inquired if Ideal Option has other locations. Kelly, Ideal Option's Vice President of Operations, stated that they have close to 70 locations in 10 different states. Kelly identified that there are locations in surrounding towns, and individuals from the Bemidji area are seeking services outside of Bemidji. Faver inquired if there is a medication component. Kelly confirmed that there is a medication aspect, but there is no storage of medication on site. Kelly explained that it is an office-based treatment program, and Ideal Option does not dispense medication. Ideal Option does administer Vivitrol, which is a blocker, not a scheduled drug. It is delivered by the pharmacy and administered, but is not stored on site. Kelly identified that their providers prescribe medications, typically Suboxone, and the medications would be dispensed by a local pharmacy. Faver inquired if Ideal Option has a host county contract with Beltrami County. Kelly confirmed that the billing and coding team would take care of that if it is required. Smith inquired as to the typical client attendance. Kelly stated that it is usually weekly or biweekly. David inquired about parking. Kelly explained that Ideal Option utilizes telemedicine so parking will likely not be an issue.

**Public Hearing closed at 6:43 p.m.**

Motion by Steffen, second by David, for approval of an Interim Use Permit (IUP) to allow Ideal Option to provide opioid counseling (outpatient) services at property located at 119 Paul Bunyan Drive NW within the City of Bemidji, with the following conditions and findings of facts:

**Additional Comments by the Commission:**

Faver stated that he would like more information, and would also like input from Health and Human Services.

**Conditions**

1. The IUP shall terminate upon a change in use, a change in the owner/operator (leaseholder), or a change in the lease space.
2. Any signage must meet Section 712 of the Ordinances and a permit must be granted if necessary before any signage is placed on site.
3. All dumpsters shall be fully enclosed with a gate complying with Section 1002 of the Ordinance.
4. The hours for behavior health services shall be from 8 A.M. to 10 P.M. JPB staff shall be informed if hours of operation are to change.
5. If a change in type of opioid counseling services were to occur or an intensification of services provided such as increased allowable clientele, JPB staff shall be notified. If staff see a change or intensification warrants review it will be brought to the Joint Planning Board

for further action.

6. The IUP shall be reviewed for compliance one (1) time upon six (6) months of operation by the JPB. If JPB staff conclude there is a reason to bring it to the JPB, the applicants shall participate in a review of the IUP.
7. An interim use permit shall expire and become void if the use it allows 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 - IUP**

**The Planning Commission shall during its public hearing and include in its recommendation to the GBAJPB consideration of the following findings-of-fact. Staff recommended findings are as follows:**

**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. An opioid counseling service is compatible with the current GBAJPB land-use regulations.

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

No. Increases in traffic or other negative impacts are not anticipated. The subject parcel will use the on-site parking lot for the opioid counseling services.

**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. The subject parcel is appropriately zoned for the proposed use with approval of an IUP.

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

Yes. The proposed land use is consistent with the goals and policies of the Comprehensive Plan as well as the Zoning and Subdivision Ordinance.

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

Yes. The property is connected to public infrastructure and will be served by city services.

Ayes: Berg, Steffen, David, Heinonen, Granlund, Gould, Lemmer, Smith.

Nays: Faver.

Abstentions: None.

Motion carried.

### **OTHER BUSINESS:**

#### **Election of 2021 Officers**

- Nomination by Smith, second by Steffen to appoint Michael Granlund as Chair.

Motion carried.

- Nomination by Lemmer, second by Smith, to appoint Don Heinonen as Vice Chair. Motion carried.
- New officers will be seated at the February 2021 meeting.

**DIRECTOR REPORT**

Carlson provided updates on last month's planning cases as well as proposed cases. Carlson welcomed Joe Gould to the Joint Planning Commission. Carlson noted that Nikolaus Phillips was hired as the Compliance Inspector and Site Analyst and will be starting February 8, 2021, and interviews for the Planning Director are in process. Carlson also anticipates that the upcoming JPC meeting will be held via Webex.

**UPCOMING MEETING DATES:**

February 10, 2021	6:00 pm	JPB Regular Meeting
February 25, 2021	6:00 pm	JPC Regular Meeting
March 10, 2021	6:00 pm	JPC Regular Meeting
March 25, 2021	6:00 pm	JPC Regular Meeting

**ADJOURNMENT:**

There being no further business, motion by Steffen, second by Smith, to adjourn the Regular Planning Commission meeting at 6:57 p.m.

Motion carried.

Respectfully submitted,



Ainslee Knudson  
Administrative Assistant

Approved and attested by:



Joint Planning Commission Representative