



## Greater Bemidji Area Joint Planning Board

City of Bemidji Northern Township

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### JPC/JPB Review Process

The JPC/JPB is required to review following requests:

- Plats / Subdivisions
- Planned Unit Development (CUP)
- Conditional Use Permit / Interim Use Permits
- Variances
- Zoning Map or Text Amendments
- Appeals

While each of these requests are seeking a different outcome, the basic process remains the same.

1. The deadline for submittal of a planning case application is on the last day of each month.
2. Upon receiving an application staff determines the completeness. It is strongly recommended to work with staff before the application deadline to ensure your application will be complete.
3. If the application is complete staff provides the application and supporting documentation to the appropriate review agencies including, but not limited to, township, city, county, and state representatives. The topics of review might be environmental, transportation or density. The agencies are given a timeline for responding.
4. Staff notifies the public through the local newspaper. While not required the meetings are televised, the information regarding the applications are placed on the website, updates to social media inform the public of upcoming meetings and staff works with local media to conduct a monthly radio program regarding the cases.
5. Neighborhood notification occurs to the properties within a 350' radius from the edge of the parcel(s) related to the application.
6. Staff works with the agencies and the applicant to address any questions or comments received from agencies of neighborhood.
7. Staff writes a planning report with a recommendation in support of approval or denial of the request.
8. Staff provides a planning report to the JPC for review at a public hearing, typically held the fourth Thursday of every month. This is where all public comments, concerns or support for a request are heard by the JPC. This is also the time for the applicant to

address the JPC regarding why the request should be approved, and can address any questions the JPC may have or address any comments or concerns from the public.

9. JPC reviews the planning report, agency comments and concerns, public comments and concerns, as well as any comments from the applicant. The JPC provides a recommendation supporting approval or denial with findings to the JPB.
10. JPB at its monthly board meeting typically held the second Wednesday of every month reviews all the information provided to the JPC including the minutes from the JPC meeting and the JPC recommendation at a closed hearing. The hearing is open to the public, but typically all public comment and comments from applicants are not received by the JPB.
11. JPB makes a final motion on the request based on the information provided to them, through the adoption of a resolution or ordinance amendment.
12. Staff notifies the applicant in writing of the JPB's decision. If the decision requires recording it will be recorded at the Beltrami County Recorder's office.