

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

**Thursday, June 28, 2018  
6:00 P.M.**

**Council Chambers, City Hall  
317 4<sup>th</sup> ST NW  
Bemidji, MN 56601**

**AGENDA**

- **Call to Order/Roll Call** **Chair**
- **Pledge of Allegiance**
- **Approve Agenda**
- **Approve Minutes**
  - **Thursday, May 24, 2018 Regular Meeting**

**NEW BUSINESS**

- 1. Visitors** **Chair**

**Public Hearings**

- 1. Northern Township - IUP-18-31.00197.03 – Bemidji Fire Station #4** **CB**

**OTHER BUSINESS**

- 1. Director Report**
- 2. Upcoming Meetings** **Chair**
  - July 11, 2018            6:00 pm            JPB Regular Meeting
  - July 26, 2018           6:00 pm            JPC Regular Meeting
  - August 8, 2018         6:00 pm            JPB Regular Meeting
  - August 23, 2018        6:00 pm            JPC Regular Meeting
- 3. Adjourn** **Chair**

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

June 28, 2018  
6:00 p.m.

City Hall  
Council Chambers

**CALL TO ORDER:** Chair Nicki Lemmer 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, Faver, Steffen, David, Heinonen, Lahn, Lemmer, Smith

**MEMBERS ABSENT:** Miller

**STAFF PRESENT:** Casey Mai, Cory Boushee, Terri Ball

**OTHERS:**

**APPROVAL OF AGENDA:**

Motion by Heinonen second by Smith, to approve the agenda as presented.

Motion carried unanimously.

**APPROVAL OF MINUTES:**

Motion by Steffen, second by Heinonen, to approve minutes from the May 24, 2018 Greater Bemidji Area Regular Joint Planning Commission.

Motion carried unanimously.

**NEW BUSINESS:**

**VISITORS:**

None addressed the commission.

**Public Hearing:**

**Boushee presented the first case:**

**PLANNING CASE – IUP-18-31.00197.03 – Bemidji Fire Station #4**

The Bemidji Fire Department is requesting an Interim Use Permit for an unstaffed fire station with two pieces of fire equipment. The proposed address is 881 Winter Sumac Road NE in the (B-1) Low Density Commercial Zoning District of Northern Township.

## **BACKGROUND**

During a fire emergency in the service area, on-call fire staff would report to this location and respond to the emergency. This request does not require any alterations to the site or building. Section 302 of the JPB ordinance requires that fire stations be approved through a conditional use permit; however, because this is a leased space the request is required to be an interim use permit.

## **PLANNING CONSIDERATIONS**

### **Existing Conditions**

The existing site is operating as an auto glass repair shop, which was approved through a conditional use permit in 2006. The only condition staff saw an issue with was current freestanding signage does not meet the ordinance.

### **Parking**

This request does not propose any changes to the parking lot. All equipment is planned to be stored inside. The parking lot is currently gravel. If the parking area, proposed building, or proposed lease space is ever expanded, the JPB may require paving of the existing gravel surface.

### **Trash Handling**

All exterior trash handling receptacles will need to be enclosed.

### **Neighborhood Comment**

At the time of writing this report no comments were received by JPB staff.

### **Comprehensive Plan References**

With approval of an Interim Use Permit this request is meeting the spirit, purpose, and intent of the GBAJPB land use plan.

## **RECOMMENDATIONS**

Staff recommends approval of an interim use permit for an unstaffed fire station with two pieces of fire equipment. The proposed address is 881 Winter Sumac Road NE in the (B-1) Low Density Commercial Zoning District of Northern Township, with the following conditions:

1. The interim use permit shall terminate upon the fire department vacating the use of the facility; any expansion of lease space greater than twenty percent will require a major amendment to this permit.
2. All signage on-site will be brought into compliance with JPB ordinance.

3. Any exterior trash handling receptacles will be enclosed per JPB ordinance.
4. A septic system compliance inspection will be performed before September 1<sup>st</sup>, 2018.

#### **Public Hearing opened at 6:08 p.m.**

Property owners Bret and Robin Schmidt answered questions from Commissioners. Smith asked which two (2) pieces of equipment would be stored, and was informed that a large tanker truck and a pick-up truck will be on site. Smith also asked if exterior lighting will change. Schmidt stated lighting will not change, but addition of No Parking signs may be added. Steffen questioned length of lease between the owners and the fire department. Schmidt commented that a two (2) – year lease was discussed but not finalized. Staff also clarified consent of the conditions with the property owners.

#### **Public Hearing closed at 6:10 p.m.**

Staff and Commissioners stated concerns or comments.

- Berg questioned what actions were needed for the sign to become compliant. Staff explained it would have to meet setbacks and become a permanent sign.
- Steffen asked if the glass business will still be operating during this IUP. Schmidt replied that it would continue.

Motion by Steffen, second by Heinonen to approve approval of an interim use permit for an unstaffed fire station with two pieces of fire equipment. The proposed address is 881 Winter Sumac Road NE in the (B-1) Low Density Commercial Zoning District of Northern Township, with the following conditions:

1. The interim use permit shall terminate upon the fire department vacating the use of the facility; any expansion of lease space greater than twenty percent will require a major amendment to this permit.
2. All signage on-site will be brought into compliance with JPB ordinance.
3. Any exterior trash handling receptacles will be enclosed per JPB ordinance.
5. A septic system compliance inspection will be performed before September 1<sup>st</sup>, 2018.

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.**

No. Expanding rural fire services protects the general public's safety and welfare needs.

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

No. No changes to access or traffic circulation flow on adjacent streets are proposed.

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

No. There are no adverse effects to property in the surrounding area anticipated as a result of this proposal.

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

Yes. The proposed use is consistent with the goals and policies of the JPB Land Use Plan.

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

Yes. The proposed use can be properly served with private well and septic services, Winter Sumac Road is a paved township road.

Motion carried unanimously.

**OTHER BUSINESS:** None

**DIRECTOR REPORT:**

Mai provided updates of planning cases, Comprehensive Plan progress, development project updates, and the recent Joint LGU meeting.

**UPCOMING MEETING DATES:**

July 11, 2018	6:00 pm	JPB Regular Meeting
July 26, 2018	6:00 pm	JPC Regular Meeting
August 8, 2018	6:00 pm	JPB Regular Meeting
August 23, 2018	6:00 pm	JPC Regular Meeting

**ADJOURNMENT:**

There being no further business, motion by Steffen, second by David to adjourn the Regular Planning Commission meeting at 6:18 p.m.

Motion carried unanimously.

Respectfully submitted.

Terri Ball, Planning Assistant

Approved and attested by:

  
\_\_\_\_\_  
Joint Planning Commission Representative