

**AGENDA**  
**GREATER BEMIDJI AREA JOINT PLANNING BOARD**  
317 4<sup>th</sup> Street NW

**Wednesday, March 14, 2018 REGULAR MEETING – 6:00 p.m.**

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

**A. MINUTES** **Chair**  
Approval of February 14, 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. **Northern Township – Ordinance 2018-02-Z-18-31.01884.00; 31.00526.00; 31.00525.00; 31.00521.00; 31.00520.00; 31.00518.00** – Shawn Dudley of Peanut Room Properties **CB**

2. **City of Bemidji- Resolution 2018-04 - IUP-18-80.06760.00** – Peterson Sheet Metal **CM**

**E. OTHER BUSINESS**

1. Short-term Vacation Rental Draft Ordinance

**F. DIRECTOR’S REPORT** **CM**

**G. UPCOMING MEETINGS** **Chair**

1. March 29, 2018      6:00 pm      JPC Regular Meeting
2. April 11, 2018      6:00 pm      JPB Regular Meeting
3. April 26, 2018      6:00 pm      JPC Regular Meeting
4. May 9, 2018      6:00 pm      JPB Regular Meeting

**H. ADJOURN** **Chair**

## **GREATER BEMIDJI AREA JOINT PLANNING BOARD**

### **Meeting Minutes**

**March 14, 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, March 14, 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, Erickson, Meehlhause, Kelly, Frenzel

Members absent: None

Staff present: Casey Mai, Cory Boushee, Terri Ball

Others in attendance: Jim Garvey, Ann Austad, Liz Nichols, Bill Nichols, Brooke Tangdon, Dan DeKrey, Beth DeKrey, Donna Dickinson, Connie Ghostley, Aaron Schmitz, Aaron Guthrie

Pledge of Allegiance was performed.

#### AGENDA

Motion by Erickson second by Albrecht to approve the agenda as presented.

Motion carried unanimously.

#### MINUTES

Motion by Frenzel, second by Erickson to approve the February 14, 2018 JPB minutes.

Motion carried unanimously.

#### CONSENT AGENDA

- 1) Bills for the total amount of \$7,503.20 were presented for payment.

Motion by Erickson, second by Albrecht to approve consent agenda as presented.

Motion passed unanimously.

VISITORS - None addressed the board.

#### NEW BUSINESS

ORDINANCE NO. 2018-02 - Z-18-31.01886.00; 31.01884.00; 31.00526.00; 31.00525.00; 31.00521.00; 31.00520.00; 31.00518.00 – SHAWN DUDLEY, PEANUT ROOM PROP.

Applicant, with the cooperation of all other landowners in the area, is requesting a zoning map amendment for seven (7) properties along Bemidji Ave N from (R-3) Suburban Residential (unsewered) to (B-1) Low Density Commercial in Northern Township. Steve Kroeger the owner of Parcel 31.01886.00 is requesting to also have his parcel rezoned. This was discussed at the JPC meeting as the applicant sent an e-mail requesting that his parcel also be rezoned.

## **BACKGROUND**

The applicant has had multiple conversations with JPB staff over the past year about the potential for commercial zoning within the proposed request area. Staff explained that it would be a great conversation for comprehensive planning, with the fact that this area has historically been a mix of land uses. The applicant has been waiting patiently for this conversation to happen as part of the comprehensive planning process, but has since had a request to lease a building that he owns for the use of a bait shop. The applicant decided it was best to apply for a zoning amendment and has received favorable support for the request from all land owners within the proposed amendment. The applicant has also been working to clean up the property he owns as many of the old boats and other items have been removed from the property.

## **PLANNING CONSIDERATIONS**

### Existing Conditions

- Shawn Dudley Property - Parcel 31.00525.00
  - Although no formal approval was given to this property staff has been informed that the accessory structure located on the property was historically used as an automobile garage. The current use of the property is residential with some home office space. Staff has explained to the applicant that including this property in the rezoning request will make it non-compliant. The applicant has no plans for any commercial use of this property at this time.
- Peanut Room Properties LLC. - Parcels 31.00521.00 & 31.00520.00
  - These two properties have been approved to be combined into one tax parcel at this time. The property contains a mixed-use building. The upstairs residential portion of the building is currently occupied. The lower portion of the building where the proposed bait shop would occupy is currently vacant. The most recent use of the lower level was for a pawn shop; staff has also been informed that this was historically a bait shop as well. If this rezoning request was approved staff feels it would be appropriate to allow the continuation of the mixed-use structure, as an accessory residential caretaker which is a permitted use in the commercial

zoning districts. At the time of new development or redevelopment this would be further addressed.

- Bi-County Community Action Programs Inc. (BI-CAP) - Parcel 31.00526.00 & 31.01884.00
  - These properties have had a mix of uses historically from residential to commercial that have been approved. The property was originally developed with a residential home that also included a commercial business office/warehousing facilities for a drywall company. A conditional use permit was granted in 1998 by Beltrami County in order to expand the office space on the property and to house the Department of Natural Resources for office space and storage of equipment and vehicles. In 2011, a minor amendment was approved to the conditional use permit in order to convert the residential home into additional commercial office space to house BI-CAP, which is still the current occupant of the property. In 2011, a conditional use permit was also approved to construct a Youth Build education/training facility on the south side of the property; however, this was never constructed.
- C.K. Dudley's Restaurant and Noel's Liquor Store - Parcel 31.00518.00
  - Based on records on file, this property has been a supper club since the 1970's and at some point a liquor store was added. Over time the property has maintained its status as a supper club and liquor store. The applicant is a co-owner of the current supper club that is occupying the building and has been successful since opening the business. At this time, it is expected that this property will remain a commercial land use into the future.
- Steve Kroeger - Parcel 31.01886.00
  - Applicant sent an e-mail requesting that his parcel also be rezoned. The JPC asked that staff ensure that staff verify that this would not require additional neighborhood mailings and was in fact legal to add to the request. If this was legal to add and no additional neighborhood mailings were required, the JPC was in favor of recommending the rezoning of this parcel as well. The parcel includes an easement that accesses the parcels to the south of it. The owner has no formal plans for the lot, but has stated he has thought about a boat storage warehouse facility. The lot is only 0.62 acres in size, so whether it is zoned (R-3) or (B-1) a variance is required for development.

#### Continued Development

Staff would anticipate that the proposed rezoning area will continue its mixed-use character and remain mostly commercial in nature into the future. With existing zoning

of (R-3) Suburban Residential only allowing single family home development it is highly unlikely that someone would be able to redevelop these properties into single family homes. It is more likely mixed-use or commercial land use will continue to develop and grow in this area.

Allowing this area to continue to develop and redevelop with the same character it has been for many years may create a scenario for properties to continue to move into zoning compliance.

#### Shoreland Overlay and Sensitive Area

All of the properties in the rezoning request remain in the shoreland overlay. Although this property will be rezoned and may allow different land uses, all shoreland rules still apply including a maximum impervious surface of twenty-five (25) percent.

The southern portion of the area is also located within the Sensitive Area Overlay which has additional requirements for lot sizes and setbacks from wetlands. The standards of this overlay will also still apply even if the property is rezoned.

#### Adjacent Zoning and Land Use

The area is surrounded by (R-3) Suburban Residential with uses ranging from small shoreline properties along Lake Bemidji and larger non-riparian single family homes adjacent to the west. It is also adjacent to the Lake Bemidji Northwoods Public Water Access.

#### Proposed Zoning

B-1 Low Density Commercial Provide areas for the placement of commercial establishments, including service, retail, and wholesale providers, and uses complimentary to such uses, in areas where central services are not available.

Adverse effects on the surrounding neighborhoods are not anticipated with this proposal as the historic land use has been a mix of commercial and residential. Any high intensity uses or major redevelopment of the area will require significant review. This area is also part of the proposed 2020 annexation into the City of Bemidji, at this time development will also need to be reviewed by city engineering and building staff.

#### Septic Systems

The (B-1) Low-Density Commercial zoning district was developed by the JPB for commercial land uses that are not served by municipal services. Septic systems have been redeveloped in this area in the 2000's and staff will ensure a compliant and properly sized septic system will serve the proposed bait shop if approved.

City of Bemidji municipal services are located at the end of Birchmont Drive NE. A large development or redevelopment of this location may allow for the continued extension of services to the properties.

#### Transportation

The Beltrami County Highway Department has concerns with potential of parking along the road, so the county plans to restrict parking along Bemidji Ave N if it becomes an issue.

#### Neighborhood Comment

No comment was received while writing this report.

#### Comprehensive Plan References

This Greater Bemidji Area Land Use Plan has identified this area for residential use, as land use has changed around the area this request would be in keeping with the spirit and intent of the land use plan. This will allow for the continuation of mixed use and commercial land uses, and allow for the potential for future development and redevelopment.

Two management approaches from the Greater Bemidji Area Land Use Plan include:

- Within the zoning ordinance, identify areas appropriate for commercial uses. Making these uses legally permitted encourages their maintenance and potential expansion.
- Within the administration of a zoning ordinance, look favorably upon proposals for rezoning to commercial use areas directly adjacent to existing commercial uses when the rezoning is consistent with the policies in the Land Use Plan. This approach encourages location decisions consistent with the desired development pattern.

The current Greater Bemidji Area Land Use Plan did not identify this area as being a future commercial land use. As this area has continued to evolve since 2008 and the commercial activity has since increased, JPB staff feel we're planning to propose this area as a future commercial land use in the current comprehensive planning process. Again, feeling that it is unlikely that this area will ever become compliant again with single family residential housing. JPB staff feel that appropriate zoning will encourage the redevelopment and improvement of this area, and will allow for greater opportunity. If the property were to remain zoned for residential development the non-conforming land uses are likely to remain.

## RECOMMENDATION

Staff recommends approval to rezone the seven (7) properties along Bemidji Ave N from (R-3) Suburban Residential to (B-1) Low Density Commercial in Northern Township. The following addresses are included in the request; TBD Lakewood Drive NW; 106 Lakewood Drive NW; 6615 Bemidji Ave N; 6603 Bemidji Ave N; 6601 Bemidji Ave N; 6405 Bemidji Ave N; and 6359 Bemidji Ave N in the (R-3) Suburban Residential zoning district to (B-1) Low Density Commercial zoning.

Board members had the following concerns:

- Albrecht asked clarification on CK Dudley's parking issues. Staff stated applicant may need to purchase more land or request a variance to increase impervious surface. Further, Albrecht asked about wetlands located on the property. Staff clarified that they do not believe wetlands exist on the property, but do exist on adjacent properties. The property is within the sensitive overlay which encompasses a 100' buffer from nearest wetland boundary established by the National Wetlands Inventory maps.

Motion by Kelly, second by Frenzel to rezone the seven (7) properties along Bemidji Ave N from (R-3) Suburban Residential to (B-1) Low Density Commercial in Northern Township. The following parcels are included in the request; 31.01886.00; 31.01884.00; 31.00526.00; 31.00525.00; 31.00521.00; 31.00520.00; 31.00518.00 with the following findings:

**1. Whether the change in classification would be consistent with the intent and purpose of this Ordinance.**

Yes. The current intent and proposed future land use are consistent with the (B-1) Low-Density Commercial Zoning District. However, non-conforming residential uses will still remain, but the area has been trending towards a higher density of commercial land use rather than increasing residential.

**2. Whether every use that would be permitted on the property if it were reclassified would be compatible with the uses permitted on other property in the immediate vicinity.**

Yes. Low-Density Commercial land uses are compatible in this area. This area has been historically commercial with a mix of residential approved through shoreland zoning. A large area was requested to be rezoned in order to ensure compatibility and to limit the proposed uses to areas that have historical commercial land uses.

**3. Whether adequate sewer and water facilities, and all other needed public services, exist or can be provided to serve the uses that would be permitted on the property if it were reclassified.**

Yes. The ordinance requires that during development or redevelopment of property that sewer and water services are capable of serving the land use without adverse impacts on the public or environment. If a major development were to occur it could possibly be served by City of Bemidji municipal services.

**4. Whether the proposed amendment would correct an error in the application of this Ordinance.**

Yes. It cannot be completely certain that this property was zoned in error; however, mixed commercial and residential land use existed prior to the current zoning ordinance and zoning map.

**5. Whether the proposed amendment is made necessary because of changed or changing conditions in the area affected, and, if so, the nature of such changed or changing conditions.**

Yes. This area has been traditionally mixed-use trending towards an increase in commercial activity in recent years, the continued growth of the Greater Bemidji Area is allowing the applicant the opportunity to increase commercial land use in an area that was previously used commercially.

Motion carried unanimously.

RESOLUTION NO. 2018-04 –IUP-18-80.06760.00 – PETERSON SHEET METAL

Applicant is requesting an IUP to operate as a used motor vehicle license dealer in conjunction to its primary use of a sheet metal business in the (B-1) Low Density Commercial zoning district, located at 3728 Bemidji Ave N within the City of Bemidji.

**BACKGROUND**

Quello Investments, LLC currently owns and operates Peterson Sheet Metal at this existing location, which has been serving the area for over 35 years. Over the past few years Peterson Sheet Metal has been selling a few vehicles, mostly old fleet vehicles through internet for sale sites and occasionally the display within the front yard setback. Per Minnesota Statute 168.27 sub. 8, a person cannot sell more than five (5) motor vehicles in a 12-month period. Peterson Sheet Metal is looking to obtain a dealership license to continue to sell used vehicles at this location, with the possibility of selling more than five (5) vehicles in a 12-month period.

Per section 302 in the Greater Bemidji Area Zoning and Subdivision Ordinance, the operation of a used motor vehicle license dealer falls under the use of an auto sales dealership, which is allowed with the approval of an interim use permit (IUP). An interim



use permit 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.

## **PLANNING CONSIDERATIONS**

### Parking Area/Surfacing Requirement

Outdoor display of merchandise and open sales lots in all districts, per Section 1002 in the GBAJPB Ordinance shall only be located upon an improved hard surface consisting of bituminous, concrete, or pavers and shall be set back a minimum of fifteen (15) feet from any front yard property line, street or alley right-of-way line. The display of vehicles shall not occupy any of the minimum required parking spaces associated with the current use of the property. A final site plan shall be submitted to JPB staff, indicating where the display area will be on the property.

### Outdoor Storage

All outdoor storage of materials or equipment on the property shall be screened or completely enclosed per Section 1002 of the JPB Ordinance. Where any business or industrial use (i.e. structure, parking or storage) is adjacent to or within 100 feet of property zoned for residential use, that business or industry shall provide screening along the boundary of the residential property. Screening shall also be provided where a business or industry is across the street from a residential zone, but not on that side of business or industry that is considered to be the front. The screening required shall consist of a wall, fence or densely planted compact evergreen hedge not less than five (5) feet or more than eight (8) feet in height that blocks direct vision but shall not extend to within fifteen (15) feet of any street right-of-way. All cargo containers and semi-trailers used for permanent storage of materials on-site shall be removed. Cargo containers and semi-trailers used as job trailers incidental to the business operations must be screened from view of the public ROW.

### Landscaping

A total of fifty-eight (58) trees are required throughout this site. Staff recommends a total of ten (10) trees be planted along Bemidji Avenue and a total of six (6) trees along Anne Street NE to comply with the street frontage landscaping requirements, as well as size and type. There currently is only one (1) street frontage tree that exist along Anne Street NE.

### Lighting

The applicant has not indicated that there will be any additional lighting added to the existing structures or site. Any additional lighting that would be added would need to conform to the JPB's requirements.

### Signage

The applicant has not indicated that there will be any additional signage added throughout the site, nor the existing structures. Any additional signage must comply with the JPB Sign Ordinance and a sign permit shall be obtained.

### Development Team (Public Works / Engineer; Building Official; Fire Department)

No issues were presented regarding this IUP request from any of the development team members. Both the Public Works Director and Beltrami County Highway Engineer stated that vehicles need to remain on private property and not in the right-of-way.

### Neighboring Property Owner Input

Staff has not received any comments or concerns regarding the proposal from any neighboring property owners.

### Comprehensive Plan References

The proposed use of a used auto sales dealership in the B-1 low density commercial zoning district is consistent with Greater Bemidji Area Land Use Plan; provided the IUP process is followed and specific conditions are met in order to assure compatibility with surrounding uses.

## **RECOMMENDATION**

Staff recommends approval of an Interim Use Permit to allow the operation of a used motor vehicle license dealer in conjunction to its primary use of a sheet metal business to be located at parcel 80.06760.00 in the (B-1) Low Density Commercial zoning district with the following conditions:

1. The IUP shall terminate upon a change in use, a change in the owner/operator, or until zoning regulations no longer permit the use.
2. All used vehicles for sale shall only be located upon an improved hard surface consisting of bituminous, concrete, or paver surface and shall not be located within the right-of-way.
3. All current and future lighting improvements on the property shall be in full conformity with Section 1008 of the GBAJPB Zoning & Subdivision Ordinance.
4. All exterior storage on site shall be fully screened as required by the GBAJPB Zoning & Subdivision Ordinance per Section 1002. All cargo containers and semi-trailers used for permanent storage of materials on-site shall be removed. Cargo containers and semi-trailers used as job trailers incidental to the business operations must be screened from view of the public ROW.

5. Any additional signage will require another permit prior to being placed on the property.
6. A landscape plan with sixteen (16) trees along the property's street frontage shall be submitted for final approval to JPB staff.
7. The IUP shall be reviewed for compliance one time upon six months of obtaining zoning authority for an auto dealer license by the JPB staff. If they think there is a reason to bring it to the JPB, the applicants shall participate in a review of the IUP.
8. Northwest area of parcel that is not being utilized for auto sales parking shall be returned to greenspace.

Board members had the following concerns:

- Frenzel asked about applicant's opinion of these conditions. Staff stated applicant has not been involved since the request was submitted, but during the initial discussion, the applicant stated he may not want to use the IUP if too many conditions are placed on it. Instead, he will consider selling the vehicles at his homestead property.
- Frenzel questioned if the non-compliance of existing issues will still be relevant if the IUP is not granted. Staff explained these issues will continue to be enforced but the goal is to get some compliance while accepting the request.
- Kelly asked if the condition to require a bituminous surface beneath the auto sales area further increases the impervious percentage. Staff explained that this area was already included in the rough calculation.
- Meehlhause asked if some of the sixteen (16) trees required could be planted in the northwest area that is to be returned to greenspace. Staff stated the intent is to plant trees along the road frontage and to increase trees for use as screening.
- Erickson questioned applicant having a septic system while using city water. Staff stated that the septic was updated several years ago. Kelly detailed events which lead to applicant's decision to retain septic.
- Albrecht commented on storage trailers being used around town needing to be removed.
- Erickson stated her support for the IUP conditions that assist staff in carrying out their intent to improve site compliance.
- Meehlhause stated his agreement with Erickson.

Motion by Erickson, second by Albrecht to approve an Interim Use Permit to allow the operation of a used motor vehicle license dealer in conjunction to its primary use of a sheet metal business to be located at parcel 80.06760.00 in the (B-1) Low Density Commercial zoning district with the following conditions:

1. The IUP shall terminate upon a change in use, a change in the owner/operator, or until zoning regulations no longer permit the use.

2. All used vehicles for sale shall only be located upon an improved hard surface consisting of bituminous, concrete, or paver surface and shall not be located within the right-of-way.
3. All current and future lighting improvements on the property shall be in full conformity with Section 1008 of the GBAJPB Zoning & Subdivision Ordinance.
4. All exterior storage on site shall be fully screened as required by the GBAJPB Zoning & Subdivision Ordinance per Section 1002. All cargo containers and semi-trailers used for permanent storage of materials on-site shall be removed. Cargo containers and semi-trailers used as job trailers incidental to the business operations must be screened from view of the public ROW.
5. Any additional signage will require another permit prior to being placed on the property.
6. A landscape plan with sixteen (16) trees along the property's street frontage shall be submitted for final approval to JPB staff.
7. The IUP shall be reviewed for compliance one time upon six months of obtaining zoning authority for an auto dealer license by the JPB staff. If they think there is a reason to bring it to the JPB, the applicants shall participate in a review of the IUP.
8. Northwest area of parcel that is not being utilized for auto sales parking shall be returned to greenspace.

And 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. 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. Increases in traffic or other negative impacts are not anticipated. On-street parking is not available and adequate parking is provided on-site.
3. **Whether the proposed use adversely affects property in the surrounding area.**  
No. The proposed use of a used auto sales 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 Land Use Plan.**  
Yes. The proposed use is consistent with the goals and policies of the JPB Land Use Plan as well as the Zoning and Subdivision. **Ordinance as long as the property is approved through an IUP.**

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

Yes. The property is served by City water; however, it is operating on a septic system.

Motion carried unanimously.

**OTHER BUSINESS**

**Short-term Vacation Rental Draft Ordinance**

Mai summarized updates as stated in memo, then, requested feedback from the Board.

- Erickson stated opposition to the Homestead requirement, as it had no relevance to the ordinance. Albrecht commented that the requirement limits the number of homes to be claimed, so as to limit the number of possible VRBOs by the same owner.
- Kelly commented that the Homestead requirement has many loopholes, so it is not a reliable factor. Kelly further stated he is satisfied with staff's efforts, but has since decided to favor complete prohibition of short-term rentals.
- Erickson stated the importance of inspecting and licensing short-term rentals for peoples' safety. This ordinance also provides some oversight to regulate the rentals.
- Albrecht commented that some non-licensed short-term renters are simply not aware of registration requirements so they are not willfully violating ordinances. Albrecht questioned if the Board decides to ban short-term rentals if a different ordinance will be needed.
- Kelly stated that using IUPs for regulating short-term rental only encourages further development, and questioned how to regulate something if there is no control because the township cannot issue administrative fines. Kelly also commented that this effort to improve the situation is very disruptive to neighbors.
- Erickson stated dissatisfaction with the situation as it exists, so she is in favor of starting with an ordinance and changing it as problems are made known.
- Meehlhause searched the internet and found fewer than 12 listings for the Bemidji area, discussed the difference of an Air B&B (renting a room while home is occupied), and commented that the staff did a great job creating the ordinance.
- Albrecht discussed that without an ordinance the only recourse is complaints based on county and city ordinances. She questioned enforcement if a ban was violated, so staff stated violation letters would be sent as needed.
- Frenzel commented on the Board being focused on the worst case scenario, when it likely will not happen if this ordinance is in place or not.

- Meehlhause questioned JPB liability if an ordinance to ban short-term rentals is approved yet someone operates one anyway. Staff suggested sending letters from our attorney.
- Frenzel asked if a violation is severe enough, could JPB revoke IUP after just one infraction. Staff suggested making immediate revocation a condition of the annual permit, and reminded that a violation is a misdemeanor.
- Erickson stated her opinion toward homesteading has changed; She sees both sides better now.
- Albrecht suggested the ordinance alone is enough to deter any violators.
- Frenzel suggested terms, "may," be replaced by term, "shall," in the Short-Term Vacation Rental Instructions.
- Kelly suggested restricting short-term rentals to only a certain zone(s) of the Greater Bemidji Area.

Motion by Erickson, second by Albrecht to send the draft of the Ordinance Regarding Short-Term Vacation Rentals, with staff updates, to the Joint Planning Commission for final review and with final decision to be made by the Joint Planning Board at the April 11, 2018 meeting.

Roll call vote:

Ayes: Frenzel, Meehlhause, Erickson, Albrecht

Nays: Kelly

Abstain: None

Absent: None

Motion carried.

#### DIRECTOR'S REPORT

Mai identified the upcoming planning cases, Comprehensive Plan updates, Zoning & Subdivision Ordinance updates, and current development projects. Mai also lead the discussion for planning a Spring Tour and Joint LGU meeting, which resulted in the suggestion of two separate meetings, with the Spring Tour occurring sometime in late April.

#### UPCOMING MEETING DATES:

March 29, 2018	-- JPC Regular Meeting @ 6:00 p.m.
April 11, 2018	-- JPB Regular Meeting @ 6:00 p.m.
April 26, 2018	-- JPC Regular Meeting @ 6:00 p.m.
May 9, 2018	-- JPB Regular Meeting @ 6:00 p.m.

#### ADJOURNMENT:

There being no further business, motion by Erickson, second by Albrecht to adjourn the Joint Planning Board meeting at 7:56 PM.

Motion carried unanimously.

Respectfully submitted,

Terri Ball

Planning Assistant

JPB Minutes Approved and attested by: Michael Muhlhaner  
Joint Planning Board Representative