

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

**Wednesday, July 11, 2018 REGULAR MEETING – 6:00 p.m.**

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

**A. MINUTES** **Chair**  
Approval of June 13, 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– Resolution 2018-12 – I-18-31.00197.03 – Bemidji Fire Station **CB**

**E. OTHER BUSINESS**  
1. **Ordinance No. 2018-06** Zoning and Subdivision Ordinance Update –Discussion/Workshop

**F. DIRECTOR’S REPORT** **CM**

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

1. July 26, 2018	6:00 pm	JPC Regular Meeting
2. August 8, 2018	6:00 pm	JPB Regular Meeting
3. August 23, 2018	6:00 pm	JPC Regular Meeting
4. September 12, 2018	6:00 pm	JPB Regular Meeting

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

GREATER BEMIDJI AREA JOINT PLANNING BOARD  
Meeting Minutes  
July 11, 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, July 11, 2018, at 6:00 p.m. in City Hall. Vice-Chair Frenzel presiding called the meeting to order and roll call was taken.

Upon roll call, the following members were declared present: Albrecht, Erickson, Kelly, Frenzel

Member absent: Meehlhause

Staff present: Casey Mai, Cory Boushee, Josh Stearns, Terri Bah

Others in attendance: Joe Vene, Geri Hickerson, Judy Reese, Art Reese, Andy Mack, Aldene Soukup, Steven Kelley, Mike Soukup, David Soukup, Patty Molitor, Muryia Van Wert, Benjamin Van Werf

Pledge of Allegiance was performed.

#### AGENDA

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

Motion carried unanimously.

#### MINUTES

Motion by Kelly, second by Erickson to approve the June 13, 2018 JPB minutes.

Motion carried unanimously.

#### CONSENT AGENDA

- 1) Bills for the total amount of \$18,434.76 were presented for payment.

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

Motion passed unanimously.

VISITORS — None addressed the Board.

#### NEW BUSINESS

## RESOLUTION2018-12 IUP-18-31.00197.03-BEMIDJI FIRE STATION#4

The Bemidj 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

#### Planning Considerations

With this request being an interim use permit the applicant is the Bemid Fire Department. If the fire station were to vacate the use of the building, the permit would be terminated.

#### 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.

### RECOMMENDATION

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>o</sup>, 2018.

Board members had the following concerns:

- Kelly asked what factors trigger the paving requirement, and if staff determines this or if it is within the ordinance. Staff explained that if a project is expanding or changing more than 20% of the current size, per ordinance, the property must come into compliance.
- Frenzel questioned fire truck traffic on the gravel surface, and how it will be impacted in a year. He would like to have a review next year. Staff suggested adding that as a condition to a motion to approve.

Motion by Kelly, second by Albrecht to approve an interim use permit for an unstaffed fire station with two pieces of fire equipment located at 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>o</sup>, 2018.
5. A staff review of this IUP shall be completed in one (1) year.

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

Ordinance No. 2018-06 Zonino and Ordinance Updates Discussion/Workshop  
Staff presented the proposed updates and summarized changes in each section.

Board members directed staff to review the following questions and present results at the next JPB meeting:

- Why roof signs need a CUP? (p. 106)
- Why signage is not allowed on the lakeside of riparian properties? (p. 120)
- What is the total number of single family homes built in the last three (3) years in the R-3, R-4, R-5, and R-6 zoning districts?
- Why up to 50% of total parcel area between the street and principal structure is permitted for parking? (p. 191)
- Why raised curbs instead of laydown curb in parking area landscaping? (p.193)

Public comments were heard from:

- Geri Hickerson. Opposed to paving requirement for new single family homes.
- Andy Mack. Concerned about paving requirement resulting in future maintenance costs for homeowners.
- Art Reese. Commented that the City of Bemidji could find other erosion controls besides the paving requirement for new single family homes.

Board requested to conclude discussion for the night, and to continue at the August 8 JPB meeting.

### DIRECTOR'S REPORT

Mai identified the next planning case, offered updates on current development projects, and updated progress on the Comprehensive Plan. Staff provided update on pedestrian concerns near Lueken's North location, and the agencies working toward a solution.

UPCOMING MEETING DATES:


July 26, 2018 -- JPC Regular Meeting @ 8:00 p.m.  
August 8, 2018 -- JPB Regular Meeting @ 6:00 p.m.  
August 23, 2018 -- JPC Regular Meeting @ 6:00 p.m.  
September 12, 2018 -- JPB Regular Meeting @ 6:00 p.m.

ADJOURNMENT:

There being no further business, motion by Kelly, second by Albrecht to adjourn the Joint Planning Board meeting at 8:11 PM.

Motion carried unanimously.

Respectfully submitted,  
Terri Ball  
Planning Assistant

JPB Minutes Approved and attested by:   
Joint Planning Board Representative