

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

**Thursday, March 23, 2023
6:00 P.M.**

**Bemidji City Hall 317 4th Street NW, Bemidji, MN 56601
/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, February 23, 2023 Regular Meeting**

NEW BUSINESS

- 1. **Visitors** **Chair**
- 2. **Welcome new JPC Member (Bryan McCoy)** **JC**

Public Hearings

- 1. **City of Bemidji – Zoning Text Amendment Request for Parcel 80.04402.00 – ZOA-2023-0001 – Nei Bottling, Inc.** **NP**
- 2. **City of Bemidji – IUP Request for Parcel 80.00936.00 – SUP-2023-0005 – St. Philip’s Parish** **NP**
- 3. **~~City of Bemidji – CUP and Rezone Requests for Parcel 80.07008.00 – SUP-2023-0006 and ZOA-2023-0002 – Green Legacy Investments~~** **NP**
POSTPONED TO NEXT MONTH (APRIL JPC MEETING)

OTHER BUSINESS

- 1. **Director’s Report and Site Analyst & Enforcement Report** **JC**
- 2. **Upcoming Meetings** **Chair**
 - April 12, 2023 6:00 pm JPB Regular Meeting
 - April 27, 2023 6:00 pm JPC Regular Meeting
 - May 10, 2023 6:00 pm JPB Regular Meeting
 - May 25, 2023 6:00 pm JPC Regular Meeting
- 3. **Adjourn** **Chair**

JPC MINUTES

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

**February 23, 2023
6:00 p.m.**

**Council Chambers / Cisco WebEx
317 4th St NW**

CALL TO ORDER: Chair Clark Chambers 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, Steffen, David, Heinonen, Granlund, Lemmer, Chambers.

MEMBERS ABSENT: Faver.

STAFF PRESENT: Assistant Planner Nickolaus Phillips, Compliance Inspector and Site Analyst Melissa Fahrenbruch.

OTHERS: Bryan McCoy, Bob Whelan, Matt Murray, Ashwin George, Jerald Mackey, Mike Miller, Terri Buscher, Stephen Frisco, Samuel Herzog (WebEx), Eric Halbert (WebEx),

APPROVAL OF AGENDA:

Motion by Heinonen, second by Steffen, to approve the agenda as presented. Motion carried unanimously.

APPROVAL OF MINUTES:

Motion by Granlund, second by David, to approve the minutes from the January 26, 2023, Greater Bemidji Area Regular Joint Planning Commission Meeting as presented. Motion carried unanimously.

VISITORS WITH BUSINESS NOT ON THE AGENDA: No visitors.

NEW BUSINESS:

Public Hearings:

Phillips presented the first case:

PLANNING CASE – CONDITIONAL USE PERMIT REQUEST FOR PARCEL 80.02874.00 – SUP-2023-0001 – WHELAN PROPERTIES, INC.

Whelan Properties INC, is requesting an amendment to an approved conditional use permit (CUP) to adjust the site plan for the 52 apartment units from two (2) separate structures to one (1) single structure along with the orientation. This property is located at 2404 Bemidji Ave N. (Parcel: 80.02874.00) in the R-6 Multi-Family Zoning District within the City of Bemidji. The requested conditional use permit (CUP) amendment is required as the site plans have changed beyond what can be approved by JPB staff administratively.

RECOMMENDATION & FINDINGS

Staff recommends approval of an amendment to the approved conditional use permit (CUP) for 30 or greater units. Approval recommended with the following conditions and findings of fact:

Conditions:

1. All current and future lighting improvements on the property shall be in full conformity with Section 1008 of the Zoning & Subdivision Ordinance.
2. All trash enclosures shall be completely enclosed on all sides, complying with Section 1002 of the Zoning & Subdivision Ordinance.
3. A sign permit shall be obtained prior to installation of any new signage. Any additional signage shall be included on the sign permit or will require another permit prior to being placed on the property at a future date.
4. A landscaping plan with a total of at least 26 trees planted on the parcel and 13 trees in both the front yard setbacks (Bemidji Ave N. & 24th Ave NW) shall be submitted for final approval to JPB staff.
5. Final building plans will need to be approved by the City of Bemidji Building Department and Bemidji Fire Department, with a building permit obtained prior to construction.
6. Final engineering grading, drainage and utility plans will need to be approved for review by JPB staff and City of Bemidji Public Works staff before any construction can commence.
7. The CUP shall be reviewed for compliance by the JPB staff within one (1) year of approval.
8. A development agreement shall be entered into between the JPB, City, and Applicant to ensure all site construction is completed to a satisfactory condition.
9. The conditional use permit shall expire and become void if the use 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:

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 amended project is not anticipated to adversely affect, nor create an unreasonable level of disruption or increase interference upon the surrounding area.

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

No. Based on the proposed project, the amended site plans show adequate and increased off-street parking and proper ingress and egress. High-density residential use for this location is not anticipated to adversely affect traffic or parking conditions as the subject parcels abut a major county road and meet the off-street parking requirements.

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 neighborhood. Based on the amended site plans, this project should not adversely affect the surrounding properties and area.

4. Whether the proposed use is in conformance with the community's Comprehensive Plan

Yes. The proposed use is consistent with the goals and policies of the Comprehensive Plan as well as the Zoning and Subdivision Ordinance as long as the property is approved through a CUP.

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

Yes. The property is served by City services.

Commission members had the following comments:

- Granlund asked for clarification on the number of apartments to be built.

- Lemmer asked for clarification on fencing along the south property line and trash enclosure.

Public Hearing opened at 6:11 p.m.

- The applicant (Whelan) spoke to the need for the amendment, clarified that the project would not increase the number of units over previously approved amounts, that existing fencing would provide separation for the trash enclosure, and that this layout would have been preferable from the start had code interpretation allowed it initially.

Public Hearing closed at 6:15 p.m.

Commission members had additional comments:

- Berg asked for clarification on the motion to be made regarding condition #4, as presented in the planning report and clarified in the presentation. Staff clarified the difference in required tree counts and that the recommended amended condition #4 would be in line with Ordinance requirements:

“4. A landscaping plan with a total of at least 26 trees shown on the parcel, 12 of which to be located in both the front yard setbacks (Bemidji Ave N. & 24th Ave NW) shall be submitted for final approval to JPB staff.”

Motion by Granlund, second by Steffen, to recommend approval of an amendment to the previously approved conditional use permit (CUP) for 30 or greater units. Approval recommended with the submitted findings of fact and subject to the modified conditions as presented by staff.

Ayes: Chambers, Lemmer, Granlund, Heinonen, David, Steffen, Berg.

Nays: None.

Motion carried unanimously.

Fahrenbruch presented the second case:

PLANNING CASE – INTERIM USE PERMIT REQUEST FOR PARCEL 80.02123.00 – SUP-2023-0004 – HEATHER FRACH (PIECE OF MIND COUNSELING SERVICES, PLLC)

Heather Frach of Piece of Mind Counseling Services, PLLC is requesting an interim use permit (IUP) to perform behavioral healthcare services in the (B2) General Commercial District located at 1510 Bemidji Ave N, Suite 16, within the City of Bemidji.

RECOMMENDATION & FINDINGS

Staff recommends approval of an Interim Use Permit (IUP) to allow Piece of Mind to perform behavioral healthcare services at 1015 Bemidji Ave N, Suite 16 within the City of Bemidji, with the following conditions and findings of fact:

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 sign permit must be granted within 14 days of approval of the IUP or enforcement measures will be taken.
3. If a change in type of behavioral health counseling services were to occur or an intensification of services provided such as increased allowable clientele, JPB shall be notified. If a change or intensification warrants review it will be brought to the Joint Planning Board for further action.

4. 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.
5. 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:

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 behavioral health 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 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:

- Heinonen asked for clarification on the status of this application as an after-the-fact request. Fahrenbruch indicated it is after-the-fact.

Public Hearing opened at 6:26 p.m.

- No Comments

Public Hearing closed at 6:27 p.m.

Commission members had no further comments.

Motion by Steffen, second by David, to recommend approval of an Interim Use Permit (IUP) to allow Piece of Mind to perform behavioral healthcare services at 1015 Bemidji Ave N, Suite 16, subject to the above stated conditions and findings of fact.

Ayes: Chambers, Lemmer, Granlund, Heinonen, David, Steffen, Berg.
Nays: None.

Motion carried unanimously.

Phillips presented the third case:

PLANNING CASE – CONDITIONAL USE PERMIT AND VARIANCE REQUEST FOR PARCEL 80.03003.00 – SUP-2023-0003 AND V-2023-0001 – SPLASH EXPRESS BEMIDJI

Samuel Herzog, representing Splash Express Bemidji, LLC, is requesting a conditional use permit, setback variances, and a lot size variance to build and operate an express carwash on a substandard lot located in Airport Zone B and the Highway 197 Overlay. The lot is currently zoned B-2 General Commercial, and is located at 1605 Paul Bunyan Drive NW, in the City of Bemidji. The specific variance requests are outlined below:

- 1) Variance of seven feet from the required ten-foot side-yard setback on the western property line;
- 2) Variance of 1.18 acres from the minimum lot size requirement of three acres found in §402T(2);
- 3) Variance of 400 square feet from the maximum allowed 5,956 square feet of building area allowed on the site per standards in the Bemidji Airport Land Use Compatibility Manual (2006), as adopted by §1016.

RECOMMENDATION & FINDINGS

Approval of the Conditional Use Permit and variances are recommended with the following conditions, based on the accompanying findings of fact:

Conditions for Conditional Use Permit:

1. All proposed exterior features of the property shall be in full conformity with the performance standards found in Article X of the Ordinance.
2. A sign permit shall be obtained prior to the installation of any new signage, which must comply with Section 712 of the Ordinance. All signage shall be included on the sign permit or will require another permit prior to being placed on the property at a future date.
3. The defined maneuvering lanes, both onsite and shared, shall be adequately marked with a painted stripe and clear signage to provide direction for customer traffic and to lessen congestion or confusion.
4. All proper permits shall be obtained prior to construction, including a building, demolition, and mechanical permit from the City of Bemidji.
5. The Applicant is solely responsible for working with adjacent Property Owners to obtain new, or follow existing, easement agreements, and to obtain any additional agreements or permissions, as may legally be required to accommodate the construction and permitted use of the property.
6. An erosion control permit shall be obtained with the proper mitigation installed prior to disturbance of soil or removal of impervious areas.
7. A development agreement shall be entered into between the JPB, City, and Applicant to ensure all site construction is completed to a satisfactory condition.
8. In the event that the proposed use is found to create an articulable and legitimate safety hazard, the JPB Zoning Administrator shall provide written (including any electronic communication consisting of text message or email) notice to the owner that any drive-thru activities must be immediately suspended. The notice shall include the articulable safety hazard resulting in the required suspension of the use of the drive-thru. The owner shall have ninety (90) days to derive a plan addressing the safety hazard, which may be

approved by the JPB Zoning Administrator. Unless extended by the Zoning Administrator, the JPB may hold a hearing after ninety (90) days to formally revoke this CUP.

9. The CUP shall expire and become void if the drive-thru 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 drive-thru 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 for Conditional Use Permit:

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 Applicant has made a reasonable effort to redirect traffic to stack within the property rather than to extend directly out into the right-of-way. This proposed use is not expected to have a negative contribution to traffic safety at this location, as proper site mitigation for maneuvering and traffic control will be in place.

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

No. The Applicant is planning to use existing entrances for ingress and egress from the property, where feasible, and creating additional separation for conflict avoidance for the shared south entrance. The Applicant will be responsible for any agreements with the property owner to the east, for allowing their customers to utilize their lot if abnormally high traffic is encountered. The shared access with that property owner will have some traffic mitigation measures installed to help calm, slow down, and redirect traffic as it enters the two properties.

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

No. The Applicant has designed the site to accommodate expected traffic, and the use is in line with surrounding commercial property uses.

4. Whether the proposed use is in conformance with the community's Comprehensive Plan;

Yes. The proposed use is consistent with the goals and policies of the Comprehensive Plan as well as the Zoning & Subdivision Ordinance in the B-2 General Commercial Zoning Districts with the issuance of a conditional use permit. The Applicant is planning to alter the site to direct customer stacking, ensuring that the property will properly function, eliminating any possible congestion or safety impacts that may occur near the right-of-way.

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

Yes. The subject property is connected to City water and sewer services, and the applicant has indicated that shared utility service lines between property owners are not a limitation for their expected use. The applicant has also stated that, if necessary, a separate private line could be installed to eliminate any potential service interruptions or hazards that future development may pose.

Conditions for Variance approvals:

1. Buildings shall be staked by a licensed, professional surveyor to mitigate further setback encroachment.
2. JPB site verification form and fee shall be submitted prior to construction.
3. An erosion control plan shall be submitted to the City Engineer, approved, and erosion control permit issued before any construction commences on the property. All construction shall meet State Building Code requirements, and be permitted by the City of Bemidji Building Department.

4. Any stormwater discharge generated by the new structure must be directed solely onto the applicant's property, and must not be directed or otherwise discharged onto neighboring properties without first being treated onsite through a stormwater mitigation plan approved by JPB staff and Public Works.
5. Any future expansion projects associated with structures onsite shall only be approved through a new variance process, and the owner must coordinate any such building expansion project with the Administrator prior to seeking building permits.
6. The variance shall expire and become void if the project is not substantially started within twelve (12) months from its date of variance approval. 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 for Variance:

1. Has the applicant demonstrated a practical difficulty?

Yes. The applicant has provided sufficient evidence to show that alternate site plans or configurations will not work to meet the uses described while meeting existing setbacks, State and Federal accessibility requirements, expected maneuvering distances, and also minimizing site disturbance.

2. Are there exceptional circumstances, unique to this property, which have not been created by the land owner?

Yes. This is a previously platted and developed lot of record, which limits available space on the lot to meet the required setbacks and lot size. There is not sufficient adjacent property available for purchase to allow combination to meet the minimum three-acre size requirement, and the site is at least fifty feet narrower than those typically preferred by the developer to locate such carwash stations.

3. Can the variances be granted and that such action will be in keeping with the spirit, purpose and intent of the Zoning Ordinance?

Yes. This request is proposing to make use of the property in a reasonable manner. This proposal, if approved, would be the least environmentally impactful while also meeting Comprehensive Plan goals of utilizing infill lots for development. In addition, the side-lot setback variance, while functionally for creating separation between property uses and buildings, is moot in this scenario as an existing thirty-foot utility easement located entirely on the eastern property line of the property to the west already ensures the goals of the standard have been met.

4. Can the variances be granted without altering the essential character of the surrounding area?

Yes. This block of the Highway Corridor has similar commercial development limitations due to substandard lot sizes within the airport safety corridor.

Chambers opened the meeting to the applicant to give background regarding the proposed use and variances at 6:28 p.m.

- Samuel Herzog, representing Splash Express Bemidji, provided background on their search for a suitable building site for their operation. Herzog further clarified the need for setback variance requests.

Chambers closed the hearing from the applicant at 6:32 p.m. and had Phillips present the planning report.

Commission members had the following comments:

- Heinonen asked for clarification from staff as to which site plan was being considered in this review of variances. Phillips addressed that the February 8th site plan submittal was being reviewed for approval.
- Lemmer asked for clarification on differences between how pervious surface is indicated between the two plans, to which Phillips indicated both plans show pervious surface between the building and side lot line.
- Chambers asked for clarification regarding egress and ingress at the 28th Street access. Phillips explained that both accesses would allow two-way traffic.
- Lemmer asked about snow removal on this site, and how storage would be accomplished. Phillips indicated that the most recent site plan shows area in the rear of the property, outside of existing tree canopy, that has potential for snow storage.
- Lemmer further commented that traffic along Highway 197 during the evening was excessive, and she did not see how traffic could exit along there during such times.

Public Hearing opened at 6:52 p.m.

- Stephen Frisco, representing the elder board of First Baptist Church (property to east), recommended to the commission to utilize a noise study of the operation, with First Baptist as the study point. Such recommendation would guide best practices for noise mitigation or modification of hours of operation, especially Sunday mornings. Another concern was the existing mutual benefit easement between the two properties, with original discussion of shared costs between owners. Frisco indicated that the church fronted 100% of the cost of paving and improving the current access to 28th, and would like to see the new owners share in maintenance costs for the shared access. Another concern was potential building on the easement. Additionally, the church is concerned with the 24-foot-wide curb-cut on 28th street, which the church believes is adequate for their current traffic, but should be increased to 32-foot to accommodate the increased traffic from this proposal.
- Samuel Herzog responded to the noise concerns and noted the MN Rules concerning noise pollution protection for the Church, and agreed to sitting down with the Church to discuss the details of the shared access and improvements during future site plan reviews before permitting.

Public Hearing closed at 6:56 p.m.

Commission members had no additional comments.

Motion by Steffen, second by Granlund, to recommend approval of the conditional use permit to operate the drive-thru carwash, subject to the stated conditions and findings of fact.

Ayes: Chambers, Lemmer, Granlund, Heinonen, David, Steffen, Berg.
Nays: None.

Motion carried unanimously.

Motion by Steffen, second by Granlund, to recommend approval of the three variances in order to construct the car wash as presented on the February 8th site plans, subject to the above stated conditions and findings of fact.

Ayes: Chambers, Lemmer, Granlund, Heinonen, David, Steffen, Berg.
Nays: None.

Motion carried unanimously.

Phillips presented the fourth case:

PLANNING CASE – INTERIM USE PERMIT REQUEST FOR PARCEL 80.03157.00 – SUP-2023-0002 – VALLEY PAIN RELIEF AND WELLNESS CENTER, PLLC

Katie Kreidler, representing Valley Pain Relief and Wellness Center PLLC, is requesting an interim-use permit to operate a Counseling Service in leased office space, currently in the UR Urban Renaissance District. The subject property is located at 403 4th Street NW, in the City of Bemidji.

RECOMMENDATION & FINDINGS

Staff recommends approval of an interim-use permit to operate a Counseling Service in leased office space at this location. Approval recommended with the following findings of fact and conditions:

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 713 of the Ordinances and a sign permit must be granted within 14 days of approval of the IUP or enforcement measures will be taken.
3. The hours for behavior health services shall be from no earlier than 8:00 a.m. and no later than 5:00 p.m. Monday through Thursday. JPB staff shall be informed if hours of operation are to change, and any change of hours that would result in the business operating between 7:00pm to 7:00am shall be reviewed by the Joint Planning Board.
4. If a change in type of behavioral health counseling services were to occur or an intensification of services provided such as increased allowable clientele, The Planning Director shall be notified. If the Director determines the change or intensification warrants review, it will be brought to the Joint Planning Board for further action.
5. The IUP shall be reviewed for compliance one (1) time upon six (6) months of operation by JPB staff. If the Administrator concludes there is a reason to bring the permit back for review by the JPB, the applicants shall participate in a review of the IUP.

Findings of Fact:

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 well-managed behavioral health 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, as the number of clients seen during the day are minimal. The subject parcel will utilize the on-site parking lot and existing on-street parking for the counseling services.

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

No. The proposed clinic-style 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 Sections 5 and 6 of the Comprehensive Plan as well as performance standards within 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 is served by city sanitary utilities.

Commission members had the following comments:

- Steffen asked for clarification on the nature of the telecommunication aspect of the applicant's operation, and if this request is a change to that operation. Phillips clarified that the applicants wish to pursue in-person sessions, which would need IUP approval.
- Berg asked if the current occupants of the building were notified of the IUP request. Phillips indicated that neighborhood mailers were sent to all parties per standard procedure.
- Chambers asked if any neighbor feedback was obtained. Phillips indicated that no feedback was received.

Public Hearing opened at 7:07 p.m.

- Jerald Mackey, associate director of operations for Valley Medical and Wellness introduced himself. Ashwin George, Medical Director and CEO of Valley Medical and Wellness also introduced himself.
- Steffen asked the representatives their expected walk-in traffic counts. Mackey responded they expect about 2 clients per hour.
- Terri Buscher of Bemidji Area Program for Recovery, also operating in the subject building, gave her support of the proposed use and indicated MAT clinics are a needed resource for the community.

Public Hearing closed at 7:11 p.m.

Commission members had no additional comments.

Motion by Granlund, second by Steffen, to recommend approval of an interim-use permit to operate a Counseling Service in leased office space, subject to the above stated conditions and findings of fact.

Ayes: Chambers, Lemmer, Granlund, Heinonen, David, Steffen, Berg.

Nays: None.

Motion carried unanimously.

OTHER BUSINESS:

YEAR END DIRECTOR'S REPORT AND SITE ANALYST & ENFORCEMENT REPORT:

Fahrenbruch presented the Year End Director's Report and the Site Analyst & Enforcement Report. Board members had the following comments:

- Steffen requested additional information about the compliance status of Ruttger's Lodge SSTS system. Phillips updated the commission on the work being done by the Township and City to move a potential solution forward.
- Heinonen inquired about timing of an Ordinance overhaul or Section updates. Phillips indicated that work is going on in the background for future recommended changes, but staff are waiting for further guidance from the Township and City regarding dissolution and its effect on Ordinance structure.

UPCOMING MEETING DATES:

March 8, 2023	6:00 pm	JPB Regular Meeting
March 23, 2023	6:00 pm	JPC Regular Meeting
April 12, 2023	6:00 pm	JPB Regular Meeting
April 27, 2023	6:00 pm	JPC Regular Meeting

ADJOURNMENT:

There being no further business, motion by Steffen, second by Heinonen, to adjourn the Regular Planning Commission meeting at 7:22 p.m. Motion carried unanimously.

Respectfully submitted,

Nickolaus Phillips
Assistant Planner

Approved and attested by: _____
Joint Planning Commission Representative

DRAFT

JPB MINUTES

GREATER BEMIDJI AREA JOINT PLANNING BOARD
Meeting Minutes
March 8, 2023

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 8, 2023**. Chair Chris Lahn called the meeting to order at 6:00 pm.

Upon roll call, the following members were declared present: Prince (via WebEx, 6:01), Rivera (alternate), Lahn, Frenzel.

Members absent: Thayer (observed via WebEx), Peterson (utilized alternate).

Staff present: Planning Director Jamin Carlson, Planning Administrative Assistant Ainslee Krause, Assistant Planner Nick Phillips, Compliance Inspector & Site Analyst Melissa Fahrenbruch.

Others in attendance: Bob Whelan, Mary Whelan, Scott Turn, Kevin McIntyre, Dennis Johnson (via WebEx), Jerald Mackey (via WebEx), Heather Frach, Eric Halbert, Samuel Herzog (via WebEx), Troy Gilchrist (via WebEx).

Pledge of Allegiance was performed.

AGENDA

Motion by **Frenzel**, second by **Rivera**, to approve the agenda. Motion carried unanimously.

MINUTES

Motion by **Frenzel**, second by **Rivera**, to approve the February 8, 2023 minutes as presented. Motion carried unanimously.

CONSENT AGENDA

- 1) Bills for the total amount of **\$971.07** were presented for payment.

Motion by **Rivera**, second by **Frenzel**, to approve the consent agenda. Motion carried unanimously.

VISITORS WITH BUSINESS NOT ON THE AGENDA: No visitors.

NEW BUSINESS:

RESOLUTION 2023-03 – CUP AMENDMENT – 80.02874.00 - SUP-2023-0001 – WHELAN PROPERTIES

Whelan Properties Inc. is requesting an amendment to an approved conditional use permit (CUP) to adjust the site plan for the 52 apartment units from two (2) separate structures to one (1) single structure along with the orientation on parcel 80.02874.00, 2404 Bemidji Ave N. in the R-6 Multi-Family Zoning District within the City of Bemidji.

RECOMMENDATION & FINDINGS

JPC and Staff recommend approval of an amendment to the approved conditional use permit (CUP) for 30 or greater units, with the following conditions and findings of fact:

Conditions:

1. All current and future lighting improvements on the property shall be in full conformity with Section 1008 of the Zoning & Subdivision Ordinance.
2. All trash enclosures shall be completely enclosed on all sides, complying with Section 1002 of the Zoning & Subdivision Ordinance.
3. A sign permit shall be obtained prior to installation of any new signage. Any additional signage shall be included on the sign permit or will require another permit prior to being

- placed on the property at a future date.
4. A landscaping plan with a total of at least 26 trees shown on the parcel, 12 of which to be located in both the front yard setbacks (Bemidji Ave N. & 24th Ave NW) shall be submitted for final approval to JPB staff.
 5. Final building plans will need to be approved by the City of Bemidji Building Department and Bemidji Fire Department, with a building permit obtained prior to construction.
 6. Final engineering grading, drainage and utility plans will need to be approved for review by JPB staff and City of Bemidji Public Works staff before any construction can commence.
 7. The CUP shall be reviewed for compliance by the JPB staff within one (1) year of approval.
 8. A development agreement shall be entered into between the JPB, City, and Applicant to ensure all site construction is completed to a satisfactory condition.
 9. The conditional use permit shall expire and become void if the use 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:

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 amended project is not anticipated to adversely affect, nor create an unreasonable level of disruption or increase interference upon the surrounding area.

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

No. Based on the proposed project, the amended site plans show adequate and increased off-street parking and proper ingress and egress. High-density residential use for this location is not anticipated to adversely affect traffic or parking conditions as the subject parcels abut a major county road and meet the off-street parking requirements.

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 neighborhood. Based on the amended site plans, this project should not adversely affect the surrounding properties and area.

4. Whether the proposed use is in conformance with the community's Comprehensive Plan

Yes. The proposed use is consistent with the goals and policies of the Comprehensive Plan as well as the Zoning and Subdivision Ordinance as long as the property is approved through a CUP.

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

Yes. The property is served by City services.

BOARD DISCUSSION AND DECISION

Board members had the following comments:

- Lahn requested clarification on number of trees. Philips addressed the change in number of trees was due to the change in the site plan layout.
- Rivera and Philips discussed the size and demographic of the apartment. Rivera referenced the Comp Plan and finding of fact number #4 and expressed concern over smaller units potentially not meeting the aspect of the Comp Plan to promote diversity.

Motion by **Frenzel**, second by **Prince**, to approve Resolution 2023-03 for an amendment to a Conditional Use Permit with the above stated conditions and findings of fact.

Ayes: Frenzel, Lahn, Rivera, Prince.

Nays: None.

Motion carried unanimously.

RESOLUTION 2023-07 – IUP – 80.02123.00 - SUP-2023-0004 – HEATHER FRACH (PIECE OF MIND COUNSELING SERVICES, PLLC)

Heather Frach of Piece of Mind Counseling Services, PLLC is requesting an interim use permit (IUP) to perform behavioral healthcare services at 1510 Bemidji Ave N., Suite 16, in the (B2) General Commercial District within the City of Bemidji.

RECOMMENDATION & FINDINGS

JPC and Staff recommend approval of the Interim Use Permit, with the following conditions and findings of fact:

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 sign permit must be granted within 14 days of approval of the IUP or enforcement measures will be taken.
3. If a change in type of behavioral health counseling services were to occur or an intensification of services provided such as increased allowable clientele, JPB shall be notified. If a change or intensification warrants review it will be brought to the Joint Planning Board for further action.
4. 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.
5. 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:

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 behavioral health 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 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.

BOARD DISCUSSION AND DECISION

Board members had the following comments:

- Lahn requested clarification on sign. Fahrenbruch noted a permit would need to be obtained.

- Frenzel and Carlson discussed the number of employees, details of the case and how future changes may affect the permit.
- Prince inquired if there will be any dispensing of medication. Heather Frach addressed that there is no medication being dispensed at this location.
- Staff identified the correct reference number as SUP-2023-0007.

Motion by **Frenzel**, second by **Rivera**, to approve Resolution 2023-07 for an Interim Use Permit with the above stated conditions and findings of fact.

Ayes: Frenzel, Lahn, Rivera, Prince.

Nays: None.

Motion carried unanimously.

RESOLUTION 2023-05 AND 2023-06 – CUP AND VARIANCE – 80.03003.00 - SUP-2023-0003 AND V-2023-0001 – SPLASH EXPRESS BEMIDJI

Samuel Herzog, representing Splash Express Bemidji, LLC, is requesting a conditional use permit, a setback variance, and a lot size variance to build and operate an express carwash on a substandard lot located in Airport Zone B and the Highway 197 Overlay. The lot is currently zoned B-2 General Commercial and is located at 1605 Paul Bunyan Drive NW, in the City of Bemidji. The two specific variance requests are outlined below:

- 1) Variance of seven feet from the required ten foot side-yard setback on the western property line;
- 2) Variance of 1.18 acres from the minimum lot size requirement of three acres found in §402T(2);
- 3) ~~Variance of 400 square feet from the maximum allowed 5,956 square feet of building area allowed on the site per standards in the Bemidji Airport Land Use Compatability Manual (2006), as adopted by §1016.~~

RECOMMENDATION & FINDINGS

For Conditional Use Permit:

JPC and Staff recommend approval of a Conditional Use Permit with the following conditions and findings of fact:

Conditions for CUP:

1. All proposed exterior features of the property shall be in full conformity with the performance standards found in Article X of the Ordinance.
2. A sign permit shall be obtained prior to the installation of any new signage, which must comply with Section 712 of the Ordinance. All signage shall be included on the sign permit or will require another permit prior to being placed on the property at a future date.
3. The defined maneuvering lanes, both onsite and shared, shall be adequately marked with a painted stripe and clear signage to provide direction for customer traffic and to lessen congestion or confusion.
4. All proper permits shall be obtained prior to construction, including a building, demolition, and mechanical permit from the City of Bemidji.
5. The Applicant is solely responsible for working with adjacent Property Owners to obtain new, or follow existing, easement agreements, and to obtain any additional agreements or permissions, as may legally be required to accommodate the construction and permitted use of the property.
6. An erosion control permit shall be obtained with the proper mitigation installed prior to disturbance of soil or removal of impervious areas.
7. A development agreement shall be entered into between the JPB, City, and Applicant to ensure all site construction is completed to a satisfactory condition.
8. In the event that the proposed use is found to create an articulable and legitimate safety

hazard, the JPB Zoning Administrator shall provide written (including any electronic communication consisting of text message or email) notice to the owner that any drive-thru activities must be immediately suspended. The notice shall include the articulable safety hazard resulting in the required suspension of the use of the drive-thru. The owner shall have ninety (90) days to derive a plan addressing the safety hazard, which may be approved by the JPB Zoning Administrator. Unless extended by the Zoning Administrator, the JPB may hold a hearing after ninety (90) days to formally revoke this CUP.

9. The CUP shall expire and become void if the drive-thru 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 drive-thru 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 for CUP:

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 Applicant has made a reasonable effort to redirect traffic to stack within the property rather than to extend directly out into the right-of-way. This proposed use is not expected to have a negative contribution to traffic safety at this location, as proper site mitigation for maneuvering and traffic control will be in place.

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

No. The Applicant is planning to use existing entrances for ingress and egress from the property, where feasible, and creating additional separation for conflict avoidance for the shared south entrance. The Applicant will be responsible for any agreements with the property owner to the east, for allowing their customers to utilize their lot if abnormally high traffic is encountered. The shared access with that property owner will have some traffic mitigation measures installed to help calm, slow down, and redirect traffic as it enters the two properties.

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

No. The Applicant has designed the site to accommodate expected traffic, and the use is in line with surrounding commercial property uses.

4. Whether the proposed use is in conformance with the community's Comprehensive Plan;

Yes. The proposed use is consistent with the goals and policies of the Comprehensive Plan as well as the Zoning & Subdivision Ordinance in the B-2 General Commercial Zoning Districts with the issuance of a conditional use permit. The Applicant is planning to alter the site to direct customer stacking, ensuring that the property will properly function, eliminating any possible congestion or safety impacts that may occur near the right-of-way.

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

Yes. The subject property is connected to City water and sewer services, and the applicant has indicated that shared utility service lines between property owners are not a limitation for their expected use. The applicant has also stated that, if necessary, a separate private line could be installed to eliminate any potential service interruptions or hazards that future development may pose.

For Variances:

JPC recommends approval of the three proposed Variances with the proposed conditions and findings of fact. Staff addressed that a recent rendering showed a change in calculations, which showed that they no longer needed the third variance. Staff recommends approval of the first two proposed variances as follows:

- 1) Variance of seven feet from the required ten foot side-yard setback on the western property line;

- 2) Variance of 1.18 acres from the minimum lot size requirement of three acres found in §402T(2);

Approval is recommended with the following conditions and findings of fact:

Conditions for Variance:

1. Buildings shall be staked by a licensed, professional surveyor to mitigate further setback encroachment.
2. JPB site verification form and fee shall be submitted prior to construction.
3. An erosion control plan shall be submitted to the City Engineer, approved, and erosion control permit issued before any construction commences on the property. All construction shall meet State Building Code requirements, and be permitted by the City of Bemidji Building Department.
4. Any stormwater discharge generated by the new structure must be directed solely onto the applicant's property, and must not be directed or otherwise discharged onto neighboring properties without first being treated onsite through a stormwater mitigation plan approved by JPB staff and Public Works.
5. Any future expansion projects associated with structures onsite shall only be approved through a new variance process, and the owner must coordinate any such building expansion project with the Administrator prior to seeking building permits.
6. The variance shall expire and become void if the project is not substantially started within twelve (12) months from its date of variance approval. 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 for Variance:

1. Has the applicant demonstrated a practical difficulty?

Yes. The applicant has provided sufficient evidence to show that alternate site plans or configurations will not work to meet the uses described while meeting existing setbacks, State and Federal accessibility requirements, expected maneuvering distances, and also minimizing site disturbance.

2. Are there exceptional circumstances, unique to this property, which have not been created by the land owner?

Yes. This is a previously platted and developed lot of record, which limits available space on the lot to meet the required setbacks and lot size. There is not sufficient adjacent property available for purchase to allow combination to meet the minimum three-acre size requirement, and the site is at least fifty feet narrower than those typically preferred by the developer to locate such carwash stations.

3. Can the variances be granted and that such action will be in keeping with the spirit, purpose and intent of the Zoning Ordinance?

Yes. This request is proposing to make use of the property in a reasonable manner. This proposal, if approved, would be the least environmentally impactful while also meeting Comprehensive Plan goals of utilizing infill lots for development. In addition, the side-lot setback variance, while functionally for creating separation between property uses and buildings, is moot in this scenario as an existing thirty-foot utility easement located entirely on the eastern property line of the property to the west already ensures the goals of the standard have been met.

4. Can the variances be granted without altering the essential character of the surrounding area?

Yes. This block of the Highway Corridor has similar commercial development limitations due to substandard lot sizes within the airport safety corridor.

BOARD DISCUSSION AND DECISION

Board members had the following comments:

- Prince inquired about runoff within the car wash and noise pollution.
- Samuel Herzog, the applicant, identified their systems to manage waste and noted that they would have a licensed professional pump and dispose of waste.
- Philips addressed the maximum noise allowed per MPCA rules and noted that the expected noise will be less than the threshold.
- Prince inquired about tunnel time for an individual car. Herzog noted that it takes 2.5 minutes. Herzog addressed stacking and noted they can run 100 cars through the wash in one hour.
- Frenzel requested clarification on concerns from the airport. Philips addressed that the airport's concern is site population, as the current site population maximum is 27 based on lot size according to airport Zone B requirements.
- Members and staff discussed.
- Frenzel inquired about the additional comments provided after the public hearing. Troy Gilchrist, GBAJPB attorney, relayed that government entities can accept comments and provide them in the packet, and the individual board members can decide for themselves if they would like to take the comments into account.
- Frenzel and Philips discussed the side yard setback and the easement.
- Rivera asked about ingress and egress on Highway 197 and 28th Street referenced in the MnDOT letter. Philips clarified.
- Rivera and Staff discussed the easement, and Rivera proposed sending this case back to the JPC and giving Staff time to verify the validity of the easement and obtain feedback from the airport.
- Herzog addressed that they are working with the neighboring property on the access. Herzog noted that they will be adding drain tile which will alleviate some of the stormwater runoff that is of concern to the neighbors.
- Dennis Johnson, neighboring property owner, reiterated that he is working with the applicant.
- Frenzel acknowledged that the board has taken the airport's concerns into consideration.
- Frenzel and Philips discussed the requested use and the airport's concerns, and staff noted that the airport concerns relate to the variance.

Motion by **Prince**, second by **Frenzel**, to approve Resolution 2023-05 for a Conditional Use Permit with the above stated conditions and findings of fact.

Ayes: Frenzel, Lahn, Prince.

Nays: Rivera.

Motion carried.

Rivera addressed her no vote was due to the need to address the airport's concerns further.

Board members had additional comments regarding the requested variances:

- Members discussed the side yard setback. Philips noted that the applicant and neighboring property are working together to come to a mutually agreeable solution.
- Frenzel inquired if current proposal was agreeable to the neighboring property. Dennis Johnson concurred that it was acceptable subject to a written agreement that both parties have discussed outside the public hearing process. Samuel Herzog noted that they have signed such an agreement to work with Johnson.

Motion by **Prince**, second by **Rivera**, to approve Resolution 2023-06 for two variances with the above stated conditions and findings of fact.

Board members had additional comments:

- Lahn identified that staff recommended to remove condition #5 in the proposed conditions for the variances. Staff confirmed.

Prince made an amended motion with the removal of condition #5, with a second by Rivera, to approve the two proposed variances, with the proposed findings of fact and the following amended conditions:

Conditions for Variance:

1. Buildings shall be staked by a licensed, professional surveyor to mitigate further setback encroachment.
2. JPB site verification form and fee shall be submitted prior to construction.
3. An erosion control plan shall be submitted to the City Engineer, approved, and erosion control permit issued before any construction commences on the property. All construction shall meet State Building Code requirements, and be permitted by the City of Bemidji Building Department.
4. Any stormwater discharge generated by the new structure must be directed solely onto the applicant's property, and must not be directed or otherwise discharged onto neighboring properties without first being treated onsite through a stormwater mitigation plan approved by JPB staff and Public Works.
5. ~~Any future expansion projects associated with structures onsite shall only be approved through a new variance process, and the owner must coordinate any such building expansion project with the Administrator prior to seeking building permits.~~
6. The variance shall expire and become void if the project is not substantially started within twelve (12) months from its date of variance approval. 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.

Ayes: Frenzel, Lahn, Rivera, Prince.

Nays: None.

Motion carried unanimously.

RESOLUTION 2023-04 – IUP – 80.03157.00 - SUP-2023-0002 – VALLEY PAIN RELIEF AND WELLNESS CENTER, PLLC

Katie Kreidler, representing Valley Pain Relief and Wellness Center PLLC, is requesting an interim-use permit to operate a Counseling Service in leased office space at 403 4th Street NW, currently in the UR Urban Renaissance District, in the City of Bemidji.

RECOMMENDATION & FINDINGS

JPC and Staff recommend approval of an interim-use permit with the following findings of fact and conditions:

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 713 of the Ordinances and a sign permit must be granted within 14 days of approval of the IUP or enforcement measures will be taken.
3. The hours for behavior health services shall be from no earlier than 8:00 a.m. and no later than 5:00 p.m. Monday through Thursday. JPB staff shall be informed if hours of operation are to change, and any change of hours that would result in the business operating between 7:00pm to 7:00am shall be reviewed by the Joint Planning Board.
4. If a change in type of behavioral health counseling services were to occur or an intensification of services provided such as increased allowable clientele, The Planning Director shall be notified. If the Director determines the change or intensification warrants review, it will be brought to the Joint Planning Board for further action.
5. The IUP shall be reviewed for compliance one (1) time upon six (6) months of operation by

JPB staff. If the Administrator concludes there is a reason to bring the permit back for review by the JPB, the applicants shall participate in a review of the IUP.

Findings of Fact:

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 well-managed behavioral health 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, as the number of clients seen during the day are minimal. The subject parcel will utilize the on-site parking lot and existing on-street parking for the counseling services.

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

No. The proposed clinic-style 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 Sections 5 and 6 of the Comprehensive Plan as well as performance standards within 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 is served by city sanitary utilities.

BOARD DISCUSSION AND DECISION

Board members had no comments.

Motion by **Rivera**, second by **Frenzel**, to approve Resolution 2023-04 for an Interim Use Permit with the above stated conditions and findings of fact.

Ayes: Frenzel, Lahn, Rivera, Prince.

Nays: None.

Motion carried unanimously.

OTHER BUSINESS:

Discuss Timeline for Comprehensive Plan and Zoning Ordinance Update:

Carlson addressed that the Comprehensive Plan and the Zoning Ordinance will need to be updated and board members should keep this in mind moving forward. Carlson also noted that staff will begin working with the City attorney to make preparations for moving the Zoning Ordinance back into City Code.

Frenzel commented that Northern Township would like equal time with staff in making preparations for the dissolution of the Joint Planning Board.

DIRECTOR'S REPORT

Carlson presented the Director's Report.

SITE ANALYST AND ENFORCEMENT REPORT

Fahrenbruch presented the Site Analyst and Enforcement Report.

Board members had additional comments:

- Members and Staff discussed.

UPCOMING MEETING DATES

March 23, 2023	6:00 pm	JPC Regular Meeting
April 12, 2023	6:00 pm	JPB Regular Meeting
April 27, 2023	6:00 pm	JPC Regular Meeting
May 10, 2023	6:00 pm	JPB Regular Meeting

ADJOURNMENT

There being no further business, motion by **Frenzel**, second by **Rivera**, to adjourn the Joint Planning Board meeting at **7:34** p.m. Motion carried.

Respectfully submitted,

Ainslee Krause
Planning & Building Administrative Assistant

JPB Minutes approved and attested by: _____
Joint Planning Board Representative

DRAFT