

AGENDA
GREATER BEMIDJI AREA JOINT PLANNING BOARD
City Hall Council Chambers (317 4th St NW)/Cisco WebEx
(For log in information <https://www.jpbgba.org/planning-actions-current>)

Wednesday, August 9, 2023 REGULAR MEETING – 5:00 p.m.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF THE AGENDA

D. MINUTES **Chair**
Approval of July 12, 2023 Minutes

E. Approve/Pay Bills (see attached list of bills) **JC**

F. 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. Approval of Amended June 14, 2023 Minutes | Chair |
| 2. Resolution 2023-20 Summary of Ordinance 2023-06: Airport Height Structures | MF |
| 3. Resolution 2023-21 Summary of Ordinance 2023-07: Jails | MF |

G. VISITORS **Chair**

H. NEW BUSINESS

- | | |
|---|-----------|
| 1. <u>Northern Township</u> – Resolution 2023-19– Variance Request – 31.01378.00 – Murray Surveying | JC |
| 2. <u>City of Bemidji</u> – Ordinance 2023-08 – Rezone Request - 80.00130.00 – Julie Erickson | JC |

I. OTHER BUSINESS

- | | |
|--|-----------|
| 1. Jail Memorandum and Draft Ordinance | MF |
|--|-----------|

J. DIRECTOR’S REPORT **JC**

K. SITE ANALYST AND ENFORCEMENT REPORT **DW**

L. UPCOMING MEETINGS **Chair**

- | | | |
|-----------------------|----------|----------------------------|
| 1. August 24, 2023 | 5:00 pm* | JPC Regular Meeting |
| 2. September 13, 2023 | 6:00 pm | JPB Regular Meeting |
| 3. September 28, 2023 | 6:00 pm | JPC Regular Meeting |
| 4. October 11, 2023 | 6:00 pm | JPB Regular Meeting |

M. ADJOURN **Chair**

**All meetings during summer months (June, July & August) will be held at 5:00 pm*

GREATER BEMIDJI AREA JOINT PLANNING BOARD
Meeting Minutes
August 9, 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, August 9, 2023**. Chair Chris Lahn called the meeting to order at **5:02 pm**.

Upon roll call, the following members were declared present: Prince, Peterson, Thayer, Lahn, Frenzel.

Members absent: None.

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

Others in attendance: Troy Gilchrist (via WebEx), Jason Riggs, Cathy Williams, Dave Haberman, Julie Erickson, Joe Gould, John Carlson.

Pledge of Allegiance was performed.

AGENDA

Motion by **Thayer**, second by **Peterson**, to approve the agenda. Motion carried unanimously.

MINUTES

Motion by **Peterson**, second by **Prince**, to approve the **July 12, 2023** minutes as presented. Motion carried unanimously.

APPROVE/PAY BILLS

- 1) Bills for the total amount of **\$19,593.34** were presented for payment.

Chair Lahn addressed one addition to the bills.

Planning Director Carlson requested confirmation from the board that the Freeburg and Grund invoice should be paid out of the Professional Services line item in the budget. Prince addressed that this was agreed upon at the GBAJPB Dissolution committee meeting. Members concurred.

Motion by **Prince**, second by **Frenzel**, to approve/pay bills. Motion carried unanimously.

CONSENT AGENDA

- 1) Approval of Amended June 14, 2023 Minutes
- 2) **Resolution 2023-20**: Summary of Ordinance 2023-06: Authorizing a Study and Imposing a Moratorium on Height of Structures in Airport Zone C
- 3) **Resolution 2023-21**: Summary of Ordinance 2023-07: Authorizing a Study and Imposing a Moratorium on Jails

Motion by **Peterson**, second by **Lahn**, to approve consent agenda.

Fahrenbruch clarified that the moratoriums are in place, and the resolutions are summaries for publication.

Motion carried unanimously.

VISITORS WITH BUSINESS NOT ON THE AGENDA: No visitors.

NEW BUSINESS:

RESOLUTION 2023-19 – VARIANCE REQUEST – 31.01378.00 – MURRAY SURVEYING

Matt Murray of Murray Surveying representing David Haberman & Cathy Williams is requesting multiple variances in order to build a new detached garage on their substandard lot of record located

at 4031 Waville Rd NE, parcel 31.01378.00, in Northern Township. This property is within the (R-3) Suburban Residential Sewered Zoning District and Shoreland Overlay. The requested variances are as follows:

1. A reduction of 22,365 square feet in lot size per the Section 901 requirement of 30,000 square feet;
2. An additional 15.3% or 1,166 square feet of impervious surface coverage throughout the property per Section 901;
3. A 50.04-foot reduction in lot width from the 100-foot-wide lot requirement per Section 901;
4. A rear yard setback reduction of 10 feet from the required 20-foot setback per Section 901

RECOMMENDATION & FINDINGS

JPC and Staff recommend approval of four variances in order to build a new detached garage on a substandard lot of record located at 4031 Waville Rd NE, parcel 31.01378.00. Approval is recommended with the conditions and findings of fact presented in the packet.

BOARD DISCUSSION AND DECISION

Board members had the following comments:

- Frenzel inquired about comments received from Tim Terrel of the Mississippi Headwaters Board. Carlson identified that the variance would also have to go before the Mississippi Headwaters Board for certification.

Motion by **Frenzel**, second by **Thayer**, to approve Resolution 2023-19 to approve four variances in order to build a new detached garage on a substandard lot of record located at 4031 Waville Rd NE, parcel 31.01378.00, with the conditions and findings of fact presented in the packet.

Ayes: Frenzel, Lahn, Peterson, Thayer, Prince.

Nays: None.

Motion carried unanimously.

ORDINANCE 2023-08 – REZONE REQUEST – 80.00130.00 – JULIE ERICKSON

Julie Erickson is requesting to rezone her property from (R-4) Moderate Density Residential to (R-6) Multiple Family zoning district. The current use of the property is a single-family home. The property is located at 1907 Norton Ave NW in the City of Bemidji.

RECOMMENDATION & FINDINGS

JPC and Staff recommend approval of a Rezone of a property located at 1907 Norton Ave NW, parcel 80.00130.00, from (R-4) Moderate Density Residential to (R-6) Multiple Family zoning district. Approval is recommended with the findings of fact and conditions presented in the packet.

BOARD DISCUSSION AND DECISION

Board members had the following comments:

- No comments.

Motion by **Prince**, second by **Peterson**, to approve Ordinance 2023-08 to approve a rezone of a property located at 1907 Norton Ave NW, parcel 80.00130.00, from (R-4) Moderate Density Residential to (R-6) Multiple Family zoning district, with the findings of fact as presented in the packet.

Ayes: Frenzel, Lahn, Peterson, Thayer, Prince.

Nays: None.

Motion carried unanimously.

OTHER BUSINESS:

JAIL MEMORANDUM AND DRAFT ORDINANCE:

Fahrenbruch presented staff research on jails and a draft ordinance for board members to discuss. Board members had the following comments:

- Prince requested clarification on the expiration date of the moratorium with the upcoming dissolution of the GBAJPB. Troy Gilchrist, GBAJPB attorney, addressed the board and noted that the moratorium would likely not carry over after the date of dissolution.
- Fahrenbruch addressed that the current moratorium does not allow jails in residential zones but allow it as a permitted use in any other zone. Fahrenbruch noted that the majority of counties that she researched had a Conditional Use Permit as a requirement, which would include a Public Hearing and allow the GBAJPB input on the request if they chose to implement a CUP as a requirement.
- Frenzel and Fahrenbruch discussed findings from Lahn’s research and staff research. Fahrenbruch identified that staff had focused their research on any jails that had been built or were under construction since 2000, when modern planning practices were implemented.
- Members discussed options, including sending the proposed ordinance to the Joint Planning Commission for the commission to review and obtain public input, taking the discussion back to each respective entity to obtain feedback, and taking no action and allowing City Council to put an ordinance into place once the dissolution takes place.
- Members reached consensus to remove the conditional use permit requirement and have it as a permitted use in the non-residential zones in the proposed ordinance amendment and send that to the Joint Planning Commission at their September meeting.

DIRECTOR’S REPORT

Carlson presented the Director’s Report.

Board members had additional comments:

- Members and Staff discussed.

SITE ANALYST AND ENFORCEMENT REPORT

Wielenberg presented the Site Analyst and Enforcement Report.

Board members had additional comments:

- Members and Staff discussed.

GBAJPB Subcommittee Meetings:

- Chair Lahn requested an update on the GBAJPB subcommittee meetings.
- Carlson noted that the next two subcommittee meetings are scheduled for September 7, 2023 at City Hall, and October 5, 2023 at City Hall
- Prince addressed items of discussion being division of assets and long-term liability considerations.

UPCOMING MEETING DATES

August 24, 2023	5:00 pm*	JPC Regular Meeting
September 13, 2023	6:00 pm	JPB Regular Meeting
September 28, 2023	6:00 pm	JPC Regular Meeting
October 11, 2023	6:00 pm	JPB Regular Meeting

****All meetings during summer months (June, July & August) will be held at 5:00 pm***

ADJOURNMENT

There being no further business, motion by **Frenzel**, second by **Prince**, to adjourn the Joint Planning Board meeting at **6:45** p.m. Motion carried.

Respectfully submitted,

Ainslee Krause
Planning & Building Administrative Assistant

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

DRAFT