

AGENDA
GREATER BEMIDJI AREA JOINT PLANNING BOARD
Northern Town Hall

Wednesday, January 9, 2019 REGULAR MEETING – 6:00 p.m.

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

A. MINUTES **Chair**
Approval of December 12, 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 No. 2019-01 - I-18-31.02223.00 – Sanford Health** **JC**

E. OTHER BUSINESS
1. **Election of 2019 Officers (New officers will be seated at the February meeting)**
Chair (Northern Township) / Vice Chair / Treasurer
2. **Year End Report**

F. DIRECTOR’S REPORT **CM**

G. UPCOMING MEETINGS **Chair**

1. January 24, 2019	6:00 pm	JPC Regular Meeting
2. February 13, 2019	6:00 pm	JPB Regular Meeting
3. February 28, 2019	6:00 pm	JPC Regular Meeting
4. March 13, 2019	6:00 pm	JPB Regular Meeting

H. ADJOURN **Chair**

GREATER BEMIDJI AREA JOINT PLANNING BOARD
Meeting Minutes
January 9, 2019

Pursuant to due call and notice, a regular meeting of the Greater Bemidji Area Joint Planning Board, Beltrami County, Minnesota, was held on Wednesday, January 9, 2019, at 6:00 p.m. in Northern Town Hall. Chair Meehlhause presiding called the meeting to order and roll call was taken.

Upon roll call, the following members were declared present: Erickson, Meehlhause, Kelly, Rivera (alternate)

Members absent: Albrecht (utilized alternate), Frenzel

Staff present: Casey Mai, Jamin Carlson, Terri Ball

Others in attendance: Paul Nistler

Pledge of Allegiance was performed.

AGENDA

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

Motion carried unanimously.

MINUTES

Motion by Erickson, second by Kelly, to table the December 12, 2018 minutes until staff makes corrections to the Clear Vue Resort discussion.

Motion carried unanimously.

CONSENT AGENDA

- 1) Bills for the total amount of \$25,560.48 were presented for payment.

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

Motion passed unanimously.

VISITORS

None

NEW BUSINESS

RESOLUTION 2019-01 - I-18-31.02223.00 - Sanford Health

Joy Johnson/Cynthia Berget, representing Sanford Health, are requesting approval of an interim use permit (IUP) to add counseling services for chemical use problems at property located at 1611 Anne St. NW within Northern Township. This request is to use existing examination room space within the facility. This property is zoned B-1 Low Density Commercial District. This requested land

use falls under Counseling per Section 302 of the GBAJPB Ordinance, and is allowed with an approved IUP.

BACKGROUND

The applicant(s), Joy Johnson/Cynthia Berget representing Sanford Health, are proposing to provide increased service for patients and additional services for existing clients receiving services through a Medical Doctor (MD) for chemical use problems.

The applicant states that this proposal would allow for more efficient care at one location. Clients could receive their Medication Assisted Therapy under a Medical Doctor (MD) and receive substance use disorder treatment at the same time. This will increase success rates for clients to obtain permanent recovery.

PLANNING CONSIDERATIONS

Per the GBAJPB Zoning Ordinance: clinics that provide counseling service for drug & alcohol problems require the issuance of an Interim Use Permit by the JPB to be located in the Low Density Commercial (B-1) zoning district. A community cannot use its zoning authority to discriminate against classes of people that it does not want to accept, such as substance dependent persons, individuals with behavioral disorders, etc. Therefore, the use is allowed following a public hearing with conditions to ensure the safety of both the clients of the facility as well as the public.

This property is surrounded by predominantly low density business to the north and east, and medical/office to the west and south. This use is common in the low density commercial and medical/office districts. The Sanford Health complex surrounds the area as well.

Parking and Traffic

Section 1009 of the JPB Ordinance requires that parking be based on three (3) spaces per examination or treatment rooms. This site has approximately 164 parking spaces, which meets the minimum requirement for this location

Signage

No signage plan has been presented to JPB staff. Any new signage will require a sign permit through the GBAJPB. All signage must comply with Section 712 of JPB Zoning and Subdivision Ordinance.

Trash Handling & Storage Containers

A dumpster location has been identified and is non-compliant with the JPB Zoning and Subdivision Ordinance. The dumpsters on the property shall be fully enclosed with a gate complying with Section 1002 of the JPB Zoning and Subdivision Ordinance.

Section 1011 G. 2:

In non-residential districts, temporary moveable storage containers may be on a property for no more than ninety (90) consecutive days with a permit. Temporary storage containers may be allowed for construction purposes with the issuance of a building or land use permit as appropriate and shall be removed within seven (7) calendar days after completion. The keeping of a temporary moveable storage container for more than ninety (90) consecutive days, within any twelve (12) month period, shall require an interim use permit.

Development Team: (Public Works/Engineering, Building & Fire Department)

The Building Department, nor the Fire Department had any concerns regarding the site plans for the proposed use.

Neighboring Property Owner input

At the time of writing the report, no neighborhood input was obtained.

Comprehensive Plan References

The proposed use to provide counseling services in the (B-1) 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 Sanford Health to add counseling services for property located at 1611 Anne St. NW within Northern Township in the B-1 Low Density Commercial District, with the following 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 as may be determined by the JPB Staff.
2. Any additional signage must meet Section 710 of the JPB Ordinances and a permit must be granted if necessary before any additional signage is placed on site.
3. All dumpsters shall be fully enclosed with a gate complying with Section 1002 of the JPB Ordinance.
4. The hours for counseling shall be 7:00 A.M. to 7:30 P.M., Monday – Saturday. After hours counseling shall not be permitted. JPB staff shall be informed if operation hours are to change.
5. If a change in type of counseling services were to occur or an intensification of services provided such as increased allowable clientele, JPB staff shall be notified. If staff see a change or intensification warrants review it will be brought to the Joint Planning Board for further action.
6. Shall remove storage container or obtain a permit to allow the temporary storage container to be on property for no more than 90 days.

Board members made the following comments:

- Rivera questioned the types of counseling services available. Paul Nistler, program director, stated that the addicted pregnant woman program began as a result of a two-year grant which is now coming to an end. Sanford Health wants to continue the program as well as add a licensed drug and alcohol counselor to the clinic.
- Rivera asked about consolidating the services to one location. Nistler explained that transportation is a huge barrier for clients, and having in-house counseling services is a goal. Nistler also anticipates an annual service increase of up to 45 percent, thus necessitating several counseling sites.

Motion by Kelly, second by Rivera, to approve Resolution No. 2019-01 for an Interim Use Permit to allow Sanford Health to add counseling services for property located at 1611 Anne St. NW within Northern Township in the B-1 Low Density Commercial District, with the following 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 as may be determined by the JPB Staff.
2. Any additional signage must meet Section 710 of the JPB Ordinances and a permit must be granted if necessary before any additional signage is placed on site.
3. All dumpsters shall be fully enclosed with a gate complying with Section 1002 of the JPB Ordinance.

4. The hours for counseling shall be 7:00 A.M. to 7:30 P.M., Monday – Saturday. After hours counseling shall not be permitted. JPB staff shall be informed if operation hours are to change.
5. If a change in type of counseling services were to occur or an intensification of services provided such as increased allowable clientele, JPB staff shall be notified. If staff see a change or intensification warrants review it will be brought to the Joint Planning Board for further action.
6. Shall remove storage container or obtain a permit to allow the temporary storage container to be on property for no more than 90 days.

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. The proposed use is not anticipated to adversely affect, nor create an unreasonable level of disruption or interference upon the surrounding area. A counseling service for chemical use problems 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 its current parking lot for the additional 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 property is currently being used as a medical clinic with no adverse effects. 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 JPB Land Use Plan.
5. **Whether adequate utility, drainage and other such necessary facilities have been or can be provided.**
Yes. The property has adequate public infrastructure and is served by city services.

Motion carried unanimously.

OTHER BUSINESS

2018 ELECTION OF OFFICERS

Nomination by Erickson, second by Rivera, to appoint Micheal Kelly as Chair.
Motion carried. Abstention by Kelly.

Nomination by Erickson, second by Kelly, to appoint Michael Meehlhause as Vice Chair.
Motion carried. Abstention by Meehlhause.

Nomination by Kelly second by Rivera, to re-appoint Nancy Erickson as Treasurer.
Motion carried. Abstention by Erickson.

New officers will be seated at the February meeting.

New Alternate #1 for the City of Bemidji is Emelie Rivera who replaces Roger Hellquist.

YEAR END REPORT

Mai summarized the activities of the year, which included many staff position and duty changes, near completion of the Comprehensive Plan, recent Zoning and Ordinance updates, and several development projects in the Greater Bemidji Area. Mai compared total permit numbers and financial data with those of the previous year, and also spoke of the organization's future, including working toward standardized zoning overlays, the rail corridor development and the extension of the Joint LGU agreement.

Kelly requested that the staff provide a monthly income statement to the Board.

DIRECTOR'S REPORT:

Mai identified one (1) upcoming planning case, and the progress of current development projects. Mai updated the Board on the recent violation in Northern Township which required a letter from our attorney.

UPCOMING MEETING DATES:

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February 13, 2019 -- JPB Regular Meeting @ 6:00 p.m.
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March 13, 2019 -- JPB Regular Meeting @ 6:00 p.m.

ADJOURNMENT:

There being no further business, motion by Kelly, second by Rivera, to adjourn the Joint Planning Board meeting at 7:25 p.m.

Motion carried unanimously.

Respectfully submitted,

Terri Ball
Planning Administrative Assistant

JPB Minutes Approved and attested by:



Joint Planning Board Representative

