

**AGENDA**  
**GREATER BEMIDJI AREA JOINT PLANNING BOARD**  
**City Hall Council Chambers/Cisco WebEx**  
 (For log in information <https://www.jpbgba.org/planning-actions>)  
**Wednesday, September 14, 2022 REGULAR MEETING – 6:00 p.m.**

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

**A. MINUTES** **Chair**  
 Approval of August 10, 2022 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**
- 2. **City of Bemidji:** 80.05984.00 - The Bixby – Conversion Replat Request **NP**
- 3. **Resolution 2022-16** – Approval of 2023 Meeting Calendar **Chair**

**C. VISITORS** **Chair**

- D. NEW BUSINESS**
- 1. **City of Bemidji** – **Ordinance No. 2022-06** – Z-22-80.00853.00 – Mewinzha Ondaadiziike Wiigaming **NP**
  - 2. **City of Bemidji** – **Resolution 2022-17** – CUP-22-80.03004.01, 80.03005.01, 80.03004.00, 80.03005.00 – Northern Fire Hospitality, LLC **NP**
  - 3. **City of Bemidji** – **Resolution 2022-18** – **Amendment** to IUP-2-22-80.03646.00, 80.04029.00, 80.04105.00 – Jon Ness/Kingdom Builders Christian School **JC**
  - 4. **City of Bemidji/Northern Township:** – **Ordinance No. 2022-07** – Ordinance Amendment: Section 20 Rezone **NP**

**E. OTHER BUSINESS** **Chair**

**F. DIRECTOR’S REPORT** **JC**

**G. SITE ANALYST AND ENFORCEMENT REPORT** **MF**

- H. UPCOMING MEETINGS** **Chair**
- 1. September 29, 2022 6:00 pm JPC Regular Meeting
  - 2. **October 5, 2022 12:00-3:00 pm** **Joint LGU Fall Tour**
  - 3. October 12, 2022 6:00 pm JPB Regular Meeting
  - 4. October 27, 2022 6:00 pm JPC Regular Meeting
  - 5. November 9, 2022 6:00 pm JPB Regular Meeting

**I. ADJOURN** **Chair**

**GREATER BEMIDJI AREA JOINT PLANNING BOARD**  
**Meeting Minutes**  
**September 14, 2022**

Pursuant to due call and notice, a regular meeting of the Greater Bemidji Area Joint Planning Board, Beltrami County, Minnesota, in the Council Chambers of Bemidji City Hall. Vice Chair Chris Lahn called the meeting to order at 6:00 pm and roll call was taken.

Upon roll call, the following members were declared present: Rivera (alternate), Thayer, Lahn, Frenzel.

Members absent: Prince (utilized alternate), Peterson.

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

Others in attendance: Dennis Johnson (via WebEx), CT Marhula, Tim Mrazek, Matt Murray Robert Bush, Natalie Nicholson, Millicent Simenson, Kelly Moe, Jackie Moe, Joy McIntyre, Arnie Andree, Faith McIntyre, Robert Olson (via WebEx).

Pledge of Allegiance was performed.

**AGENDA**

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

**MINUTES**

CT Marhula, 4524 Birchmont Dr NE Unit 10, addressed the Board regarding the minutes.

Board members discussed the minutes.

Motion by Rivera, second by Frenzel, to postpone approval of the August 10, 2022 minutes until the next Joint Planning Board Meeting on October 12, 2022. Motion carried unanimously.

**CONSENT AGENDA**

- 1) Bills for the total amount of \$7,440.22 were presented for payment.
- 2) **City of Bemidji:** 80.05984.00 – The Bixby – Conversion Replat Request
- 3) **Resolution 2022-16** – Approval of 2023 Meeting Calendar

Members and Staff discussed consent agenda items. Staff noted that the income report for August would be included in next month's packet.

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

**VISITORS WITH BUSINESS NOT ON THE AGENDA:**

CT Marhula addressed the Board.

**NEW BUSINESS:**

**ORDINANCE No. 2022-06 – Z-22-80.00853.00 – MEWINZHA ONDAADIZIIKE WIIGAMING**

Natalie Nicholson, representing Mewinzha Ondaadiziike Wiigaming, is requesting a zoning text amendment for the Lake Oriented Commercial (LC) District to allow Medical or Dental Clinic uses as permitted ("P"). The subject property benefiting from this change is located at 802 Paul Bunyan Drive South, however the proposed change would apply to all property located in the (LC) District.

**RECOMMENDATION & FINDINGS**

JPC and Staff recommend approval of the request, with modification to also permit such use in the Lake Oriented Development (LD) district, based on the following findings of fact:

Findings of Fact:

**1. Whether such change is consistent with the intent and purpose of this Ordinance;**

Yes. While the Land Use Matrix in Article III specifically excludes many healthcare uses from these zoning districts, the intent of the lakeshore districts is to preserve the natural environment while providing recreational opportunities and development that incorporates the natural environment. Medical and Dental clinics, and their patients, provide for low impact commercial use while the district in question benefits to healthcare by incorporating more holistic treatment options.

**2. The areas which are most likely to be directly affected by such change and in what way they will be affected;**

The Lakeshore Oriented Development and Lakeshore Oriented Commercial Districts would be subject to potential development or redevelopment for clinics, which are separated in the Zoning and Subdivision Ordinance from more intensive healthcare uses. As such, the proposed clinic uses resemble many of the existing commercial uses in scope and add benefits to the community in way of providing healthcare opportunities that incorporate the natural and historic setting of these districts.

**3. Whether the proposed amendment is made necessary because of change or changing conditions in the areas and zoning districts affected and, if so, the nature of such changed or changing conditions;**

Yes. Changes in the healthcare industry and the mixed-use nature of the neighboring district are incentivizing community and place-based care that takes advantage of recreational opportunities and multi-modal transportation.

BOARD DISCUSSION AND DECISION

Board members had the following comments:

- Frenzel inquired about permitted versus conditional use. Phillips addressed.

Motion by Thayer, second by Rivera, to approve Ordinance No. 2022-06 to approve a zoning text change for the Lake Oriented Commercial (LC) District and the Lake Oriented Development (LD) District to allow Medical or Dental Clinic uses as permitted (“P”), with the above stated findings of fact.

Ayes: Frenzel, Lahn, Rivera, Thayer.

Nays: None.

Motion carried unanimously.

**RESOLUTION 2022-17 – CUP-22-80.03004.01, 80.03005.01, 80.03004.00, 80.03005.00 – NORTHERN FIRE HOSPITALITY, LLC**

Dennis Johnson, representing Northern Fire Hospitality, LLC is requesting approval of a Conditional Use Permit (CUP) to operate a self-service storage business on their commercial lot located at 1635 Paul Bunyan DR NW, parcels 80.03004.01, 80.03005.01, 80.03004.00, & 80.03005.00.

RECOMMENDATION & FINDINGS

JPC and Staff recommend approval of a Conditional Use Permit (CUP) to operate a self-service storage business at 1635 Paul Bunyan Dr NW, based on the following conditions and findings of fact:

Conditions:

1. All existing and proposed exterior lighting on the property shall be in full conformity with Section 1008 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 shall be adequately marked with a painted stripe and/or clear signage to provide direction for customer traffic and to lessen congestion or confusion.
4. The Applicant is solely responsible for working with the adjacent Property Owner to the east to determine easement agreements for shared parking and accesses from public rights-of-way, and to obtain any additional agreements or permissions, as may legally be required to accommodate the construction and use of the requested storage facility operation.
5. If any required egress or access agreements shall be decided between this property owner and the property owner to the east, then the subject property owner is responsible for contacting JPB staff to determine if the parking and egress redesign requires CUP review by the JPB Board, modification of existing development agreements, or both. Failure to inform the JPB or JPB staff of this change shall initiate full CUP review by the Board.
6. All proper permits shall be obtained prior to construction, including a building, demolition, and mechanical permit from the City of Bemidji.
7. All work shall be covered under a development agreement between the JPB, City, and Applicant to ensure all site construction is completed to a satisfactory condition.
8. In the event that the proposed storage facility 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 storage activities must be immediately suspended. The notice shall include the articulable safety hazard resulting in the required suspension of the use. The owner shall have thirty (30) 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 sixty (60) days to formally revoke this CUP.
9. The CUP shall expire and become void if the storage facility 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 self-storage 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.

#### BOARD DISCUSSION

Board members had the following comments:

- Members and Staff discussed the planning case. Applicant clarified timeline.

#### 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 Applicant has made a reasonable effort to direct traffic to stack, maneuver, and park within the property rather than to extend directly out into the right-of-way. This proposed use should have no additional 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. The applicant has stated that there is no anticipated increase in traffic above the previous use of the

property, and that it is expected that the type of traffic entering or exiting the site should trend from the larger vehicles and trucks of the past lumber operation to predominately passenger vehicles.

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

No. While the proposed use is presented with a site plan that would create access limitations for the eastern property owner, such plans can be adjusted, at the applicant's discretion, to allow the use without such impacts. The applicant has submitted a site plan based on their needs, entirely within their property boundaries, and no aspect of the self-storage operation itself necessitates any such negative impact to access. If any future decision is made as to the legal rights to access the shared approach at that location, modification to this CUP or the required Development Agreement remain an option.

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

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 traffic away from the Highway to ensure 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. While greenspace for stormwater mitigation is limited, stormwater design has been completed as part of the Phase I development agreement for this project that includes all portions of the property. Revised site plans that include any proposed buildings must be submitted that show how the site continues to meet the City's stormwater design standards, however the total stormwater storage has already been calculated and approved.

**ADDITIONAL BOARD DISCUSSION AND DECISION**

Board members had the following comments:

- Frenzel inquired if there was comment from the airport. Phillips addressed that there was no comment from the airport.

Motion by Frenzel, second by Thayer, to approve Resolution 2022-17 for a Conditional Use Permit (CUP) to operate a self-service storage business at 1635 Paul Bunyan Dr NW, with the conditions and findings of fact.

Lahn requested clarification on the conditions presented by staff. Phillips noted a potential change to clarify language in condition #8.

Frenzel addressed that this change be included in his motion to approve, with the following amended conditions:

1. All existing and proposed exterior lighting on the property shall be in full conformity with Section 1008 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 shall be adequately marked with a painted stripe and/or clear signage to provide direction for customer traffic and to lessen congestion or confusion.
4. The Applicant is solely responsible for working with the adjacent Property Owner to the east to determine easement agreements for shared parking and accesses from public rights-of-way, and to obtain any additional agreements or permissions, as may legally be

required to accommodate the construction and use of the requested storage facility operation.

5. If any required egress or access agreements shall be decided between this property owner and the property owner to the east, then the subject property owner is responsible for contacting JPB staff to determine if the parking and egress redesign requires CUP review by the JPB Board, modification of existing development agreements, or both. Failure to inform the JPB or JPB staff of this change shall initiate full CUP review by the Board.
6. All proper permits shall be obtained prior to construction, including a building, demolition, and mechanical permit from the City of Bemidji.
7. All work shall be covered under a development agreement between the JPB, City, and Applicant to ensure all site construction is completed to a satisfactory condition.
8. In the event that the proposed storage facility 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 storage~~ **such** activities must be immediately suspended. The notice shall include the articulable safety hazard resulting in the required suspension of the use. The owner shall have thirty (30) 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 sixty (60) days to formally revoke this CUP.
9. The CUP shall expire and become void if the storage facility 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 self-storage 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, Thayer.  
Nays: None.

Motion carried unanimously.

**RESOLUTION 2022-18 – Amendment to IUP-22-80.03646.00, 80.04029.00, 80.04105.00 – JON NESS/KINGDOM BUILDERS CHRISTIAN SCHOOL**

Kingdom Builders Christian School (Jon Ness) is requesting an amendment to the approved interim use permit **Resolution 2022-13** on leased property (Mount Zion New Testament) to operate a private school. The amendment request is to add **grades 9<sup>th</sup>-12<sup>th</sup>** to the IUP as the current permit is only for **grades 4<sup>th</sup>-8<sup>th</sup>**. The subject property is located at 414 Lincoln Ave SE in the City of Bemidji and to note that this building was the old Lincoln Public School which operated from 1917-1999.

**RECOMMENDATION & FINDINGS**

JPC and Staff recommend approval for an amendment to an Interim Use Permit (IUP) for a private school located at 414 Lincoln Ave SE, based on the following findings of fact and conditions:

**Conditions:**

1. All existing and proposed exterior lighting on the property shall be in full conformity with Section 1008 of the Ordinance.
2. Any new or existing dumpsters on site shall be completely enclosed on all sides with a trash enclosure and located on an approved hard surface, complying with Section 1002 of the Ordinance.

3. A sign permit shall be obtained prior to the installation of any new signage, which must comply with Section 710 of the Ordinance. All site signage, including that for traffic control, shall be included on the sign permit.
4. The defined maneuvering and parking lanes shall be adequately marked with a painted stripe and/or clear signage to provide direction for traffic and to lessen congestion or confusion meeting Section 1009 of the Ordinance.
5. A final landscaping plan with size, type and location of trees to be planted throughout the property shall be submitted for final approval to JPB staff complying with Section 1006 of the Ordinance. Trees shall be planted within one (1) year of the date of the approved interim use permit (IUP).
6. All proper permits shall be obtained prior to construction, including a building, demolition, and mechanical permit from the City of Bemidji.
7. The school shall not exceed a staff of twenty (20) persons and student load of one-hundred (100) in 4<sup>th</sup> – 8<sup>th</sup> grades and fifty (50) in 9<sup>th</sup> – 12<sup>th</sup> grades. If either of these limits shall be exceeded during a school year, the IUP shall be subject to review by the JPB, resulting in modification or revocation of the IUP as necessary to protect public health and safety.
8. The IUP shall expire and become void if the charter school 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 school 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.
9. The Applicant shall submit a traffic management plan approved by City Staff before operation of the school.

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. This proposed use should have no adverse effects to the public safety, health, morals, convenience and general welfare of the occupants of the surrounding properties.

**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. This proposed use should have no additional contribution to traffic safety at this location, if properly managed, as proper site mitigation for maneuvering and traffic control will be in place.

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

No. The site was a school previously and functioned as such.

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

Yes. The proposed use for a Private School is consistent with the goals and policies of the Comprehensive Plan as well as the Zoning & Subdivision Ordinance in the R-4 Suburban Residential Zoning Districts with the issuance of an interim use permit (IUP).

**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 & sewer services.

BOARD DISCUSSION AND DECISION

Board members had the following comments:

- Members discussed the site plan and public comment. Staff addressed.
- Lahn requested clarification on the addition of condition #9. Carlson noted that this condition was added as per the Joint Planning Commission.

Motion by Rivera, second by Frenzel, to approve Resolution 2022-18 to approve an amendment to an Interim Use Permit (IUP) to operate a private school at 414 Lincoln Ave SE, with the above stated conditions and findings of fact.

Ayes: Frenzel, Lahn, Rivera, Thayer.

Nays: None.

Motion carried unanimously.

### **ORDINANCE No. 2022-07 – Ordinance Amendment: Section 20 Rezone**

Due to a number of recent zoning change requests in the area along Fairgrounds Road NW, and recent redevelopment of lots along the Highway 71 corridor, the Joint Planning Board, during its June 8th 2022 meeting, directed staff to study a larger portion of the area and propose zoning map amendments that coincide with changing conditions and demand. Staff reviewed this as part of a larger project, and not the result of any specific request, however the scope of the review now included ninety-seven (97) parcels that each required consultation with their respective owners. Staff reached out through an initial mailer to all parcels in the study area requesting feedback on zoning changes in general, followed by a second letter to the property owners specifically effected by the changes proposed by staff.

### **RECOMMENDATION & FINDINGS**

JPC and Staff recommend approval of the proposed map amendments, based on the following findings of fact:

#### **Findings of Fact:**

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

Yes. The proposed zoning district changes follow the intended uses of the subject properties while positioning many to better meet Ordinance Standards should anticipated future development be initiated.

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

Yes. The proposal looks to organize zoning districts along public infrastructure in a way that is consistent with planning best practices, such as locating commercial and higher density residential districts along higher traffic corridors while preserving other developed residential neighborhoods by suggesting changes that do not limit their continued uses.

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

Yes. The entire study area is outside of the service range of municipal sanitary services, and consideration of proper lot size for any intensification of use has been accounted for in the proposed changes. The proposed district changes meet ordinance bulk standards, which reflects the area for each property needed to provide private sewer and water facilities.

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

Yes. Many existing residential properties located within the study area are substandard in size for the district classifications they have been given, or are zoned in conflict with the established uses on those properties. This proposed amendment would resolve many of these non-conformities, allowing development and improvement of property by either meeting the required bulk standards in the ordinance or otherwise meeting the redevelopment requirements under §502 (Substandard Lots of Record) within the Ordinance.

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



Yes. Multiple property owners within the study area have approached the GBAJPB and staff in the past few years regarding zoning and redevelopment of properties, many of which have been denied or postponed due to conflicts with zoning districts that do not reflect the existing land uses or otherwise do not provide opportunity for any intensification of allowed uses.

**BOARD DISCUSSION AND DECISION**

Board members had the following comments:

- Frenzel addressed the proposal and noted properties that Northern Township would like to review further. Frenzel requested specific properties be removed from the proposed amendment.
- Members discussed.

Motion by Frenzel, second by Thayer, to approve the amended Ordinance No. 2022-07 to approve the proposed zoning map amendments excluding nineteen properties for further Township review, subject to the above stated findings of fact.

Ayes: Frenzel, Lahn, Rivera, Thayer.  
Nays: None.  
Motion carried unanimously.

**OTHER BUSINESS:** No other business.

**DIRECTOR'S REPORT**

Carlson presented the Director's Report.  
Members and Staff discussed.

**SITE ANALYST AND ENFORCEMENT REPORT**

Fahrenbruch presented the Site Analyst and Enforcement Report.  
Members and Staff discussed.

**UPCOMING MEETING DATES**

September 29, 2022	6:00 pm	JPC Regular Meeting
<b>October 5, 2022</b>	<b>12:00-3:00 pm</b>	<b>Joint LGU Fall Tour</b>
October 12, 2022	6:00 pm	JPB Regular Meeting
October 27, 2022	6:00 pm	JPC Regular Meeting
November 9, 2022	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 7:30 p.m. Motion carried.

Respectfully submitted,

Ainslee Krause  
Planning & Building Administrative Assistant

JPB Minutes approved and attested by: \_\_\_\_\_  
Joint Planning Board Representative