

**AGENDA**  
**GREATER BEMIDJI AREA JOINT PLANNING BOARD**  
**Northern Town Hall/Cisco Webex Video Conferencing**  
**445 Town Hall Rd NW, Bemidji, MN 56601**  
(For log in information <https://www.jpbgba.org/planning-actions>)

**Wednesday, May 12, 2021 REGULAR MEETING – 6:00 p.m.**

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

**A. MINUTES** **Chair**  
Approval of April 14, 2021 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. LMCIT Liability Coverage Waiver Form-**Resolution 2021-10** (Tort. Liability) **Chair**

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

**D. NEW BUSINESS**

**E. OTHER BUSINESS**

- 1. **Proposed Ordinance Updates Review & Discussion**
  - 1.Short-term Vacation Rental Draft Ordinance
  - 2.Cul-de-sac Definition
  - 3.Section 903
  - 4.Section 402 - Front Yard Setback
  - 5.SSTS Definitions
  - 6.Drive-thru Standards

**F. DIRECTOR'S REPORT** **JC**

**G. ENFORCEMENT UPDATE** **NP**

**H. UPCOMING MEETINGS** **Chair**

- 1. May 27, 2021            6:00 pm            JPC Regular Meeting
- 2. June 9, 2021            6:00 pm            JPB Regular Meeting
- 3. June 24, 2021          6:00 pm            JPC Regular Meeting
- 4. July 14, 2021           6:00 pm            JPB Regular Meeting
- 5. July 22, 2021           6:00 pm            JPC Regular Meeting

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

**AGENDA**  
**GREATER BEMIDJI AREA JOINT PLANNING BOARD**  
**Northern Town Hall/Cisco Webex Video Conferencing**  
**445 Town Hall Rd NW, Bemidji, MN 56601**  
(For log in information <https://www.jpbgba.org/planning-actions>)

**Wednesday, May 12, 2021 REGULAR MEETING – 6:00 p.m.**

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

**A. MINUTES** **Chair**  
Approval of April 14, 2021 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. LMCIT Liability Coverage Waiver Form-**Resolution 2021-10** (Tort. Liability) **Chair**

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

**D. NEW BUSINESS**

**E. OTHER BUSINESS**

- 1. **Proposed Ordinance Updates Review & Discussion**
  - 1.Short-term Vacation Rental Draft Ordinance
  - 2.Cul-de-sac Definition
  - 3.Section 903
  - 4.Section 402 - Front Yard Setback
  - 5.SSTS Definitions
  - 6.Drive-thru Standards

**F. DIRECTOR'S REPORT** **JC**

**G. ENFORCEMENT UPDATE** **NP**

**H. UPCOMING MEETINGS** **Chair**

- 1. May 27, 2021      6:00 pm      JPC Regular Meeting
- 2. June 9, 2021      6:00 pm      JPB Regular Meeting
- 3. June 24, 2021      6:00 pm      JPC Regular Meeting
- 4. July 14, 2021      6:00 pm      JPB Regular Meeting
- 5. July 22, 2021      6:00 pm      JPC Regular Meeting

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

**GREATER BEMIDJI AREA JOINT PLANNING BOARD**  
**Meeting Minutes**  
**May 12, 2021**  
**Cisco Webex/Northern Town Hall, 445 Town Hall Rd NW**

Pursuant to due call and notice, a regular meeting of the Greater Bemidji Area Joint Planning Board, Beltrami County, Minnesota, was held on Wednesday, May 12, 2021, at 6:00 p.m. Chair Frenzel called the meeting to order and roll call was taken.

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

Members absent: None

Staff present: Jamin Carlson, Nick Phillips, Ainslee Knudson

Others in attendance: Mackenzie Laferriere, Tammy Schotzke, Noemi Aylesworth, Mary Mitchell, Rich Siegert, Muriel Gilman.

Pledge of Allegiance was performed.

AGENDA

Motion by Erickson, second by Peterson, to approve the agenda.

Motion carried unanimously.

MINUTES

Motion by Kelly, second by Peterson, to approve the April 14, 2021 minutes as presented.

Motion carried unanimously.

CONSENT AGENDA

- 1) Bills for the total amount of \$5,134.25 were presented for payment.

Motion by Erickson, second by Peterson to approve the consent agenda.

Motion carried unanimously.

VISITORS

NEW BUSINESS

OTHER BUSINESS

Short-Term Vacation Rental Draft Ordinance Review & Discussion:

Board members inquired if there are any short-term vacation rentals currently operating within the City of Bemidji. Staff confirmed that there is currently one short-term vacation rental that was grandfathered in when the prohibition came into effect. Board members and staff discussed lodging tax, and definitions within the City Rental Department and short term vacation rentals. Staff identified that a home-share is allowed under the current Ordinance. The Board clarified that bed and breakfasts have to pay lodging tax and home-shares are not required to. Kelly stated that the competition with the hotel/motel industry in town is a con and should be added to the list of pros and cons that staff provided. Frenzel asked if the surrounding communities that were researched required lodging tax. Staff confirmed that most communities were requiring reporting to the city at minimum. Board members and Staff discussed short-term rentals operating within the City without the City's knowledge. Prince addressed that it would be beneficial to have regulations, expressed his support for having a minimum night stay. Frenzel concurred. Prince addressed that the City is reviewing the current Rental Ordinance. Peterson addressed that there was review of the regulations at the state level before the pandemic. Kelly stated that issuing the permits administratively would be helpful for Staff, but it would not leave opportunity for the Public to address issues at a Public Hearing. Kelly inquired as to how the home would be taxed. Phillips stated that the State of Minnesota has guidelines on how assessors should classify these homes. Prince asked for clarification on the requirements for property managers. Staff confirmed that the City's current rental program requires the owner or a property manager to live within sixty miles, and Staff's proposal to allow short term vacation rentals includes this provision. Board members asked for public comment. Members of the public expressed support for the Joint Planning Board allowing short term vacation rentals, and identified that they had lost business because of the prohibition. A member of the public expressed concern over the effect of short term vacation rentals on the hotel industry. Kelly addressed the limiting factor and how difficult that would be. Kelly inquired as to how a change in this Ordinance would affect the budget and how it would affect the Compliance Inspector position. Erickson suggested that she would like to see this topic brought to Beltrami County. Another member of the public addressed the noise and disruption a short term vacation rental can bring to a community. Prince inquired if a specific zone could be established to allow short term vacation rentals.

Cul-de-sac Definition Review & Discussion:

Board members and Staff discussed the current definition of cul-de-sac in the Ordinance.

Section 903 Review & Discussion:

Staff addressed Minnesota State statutes and the requirements for developing a lot within the shoreland.

Section 402 – Front Yard Setback Review & Discussion:

Board members and Staff discussed updating the front yard setback requirements in the Ordinance. Staff addressed that the definition of a porch would need to be added to the Ordinance. Erickson asked for clarification on the 30-foot front yard setback and where it starts in front of a property owner's house. Staff confirmed that it is 30 feet from the front property line. Staff addressed the alternatives for property owners within the Ordinance. Staff addressed that the

change that is proposed is not to add additional living space to the front of a house, but a front porch, deck, or stairs.

SSTS Definitions Review & Discussion:

Staff addressed their recommendation to update the SSTS definitions within the Ordinance to include larger systems. Board members and staff discussed the current septic issues with Rutgers.

Drive-thru Standards Discussion:

Prince expressed concern over the stacking requirements, and the different types of businesses and their needs. Carlson stated that these differences could be addressed within a Conditional Use Permit. Prince inquired as to when the queueing begins. Staff confirmed that the stacking starts from the pick-up window. Board members asked Staff to research the possibility of refining the definitions of different businesses. Erickson expressed concern over a conditional use permit being denied and affecting the sale of properties.

DIRECTOR'S REPORT

Carlson confirmed that the next meeting will be held in Council Chambers as long as construction is completed as anticipated. Carlson addressed that Nickolaus Phillips had accepted the Assistant Planner position and officially started on 5/10/2021, and Melissa Fahrenbruch had accepted the Compliance Inspector & Site Analyst position and will start on June 7<sup>th</sup>. Carlson described year-to-date activity as well as current and upcoming development projects. Carlson also addressed next month's planning case.

Phillips described current enforcement issues including Ruttger's septic issues and the steps being taken to resolve their long-term problems regarding their failing septic systems. Board members from Northern Township expressed their dissatisfaction with Ruttger's and stated how the new owners have not made the septic issues a priority.

Board member Kelly and Staff discussed surface requirements for Northdale Storage's development project.

UPCOMING MEETING DATES

May 27, 2021	6:00 pm	JPC Regular Meeting
June 9, 2021	6:00 pm	JPB Regular Meeting
June 24, 2021	6:00 pm	JPC Regular Meeting
July 14, 2021	6:00 pm	JPB Regular Meeting

ADJOURNMENT

There being no further business, motion by Peterson, second by Prince, to adjourn the Joint Planning Board meeting at 8:01 p.m.


Motion carried unanimously.

Respectfully submitted,



Ainslee Knudson  
Planning & Building Administrative Assistant

JPB Minutes Approved and attested by:



Joint Planning Board Representative