

AGENDA
GREATER BEMIDJI AREA JOINT PLANNING BOARD
City Hall Council Chambers/Webex
(For log in information <https://www.jpbgba.org/planning-actions>)
Wednesday, October 13, 2021 REGULAR MEETING – 6:00 p.m.

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

A. MINUTES **Chair**
Approval of September 8, 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**

C. VISITORS **Chair**

- D. OLD BUSINESS – Planning Case Reviews**
- 1. City of Bemidji - IUP-20-80.3751.00 - Newell **NP**
 - 2. Northern Township – CUP/V/Amendment-18-31.02727.00 – Northern Rides **NP**
 - 3. Northern Township – CUP-14-31.00370.00 – Northern Bible Church **NP**

- E. OTHER BUSINESS**
- 1. Election of Vice Chair (City) **Chair**
 - 2. LGU Meeting **JC**

F. DIRECTOR’S REPORT **JC**

- G. UPCOMING MEETINGS** **Chair**
- 1. October 28, 2021 6:00 pm JPC Regular Meeting
 - 2. November 10, 2021 6:00 pm JPB Regular Meeting
 - 3. November 18, 2021 6:00 pm JPC Regular Meeting
 - 4. December 8, 2021 6:00 pm JPB Regular Meeting

H. ADJOURN **Chair**

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GREATER BEMIDJI AREA JOINT PLANNING BOARD
Meeting Minutes
October 13, 2021

Pursuant to due call and notice, a regular meeting of the Greater Bemidji Area Joint Planning Board, Beltrami County, Minnesota, was held on Wednesday, October 13, 2021, at 6:00 p.m. Chair Jess Frenzel called the meeting to order and roll call was taken.

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

Members absent: Kelly (utilized alternate).

Staff present: Jamin Carlson, Ainslee Krause, Nick Phillips.

Others in attendance: Brian Shaw, Nathan Sorenson, Wes Newell.

Pledge of Allegiance was performed.

AGENDA

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

MINUTES

Motion by Prince, second by Peterson, to approve the September 8, 2021 minutes as presented. Motion carried.

CONSENT AGENDA

- 1) Bills for the total amount of \$2,914.29 were presented for payment.

Prince addressed the "Other" category in the budget and noted that the large difference is because of the reimbursements to the Joint Planning Board for the Hensley cleanup.

Motion by Prince, second by Lahn, to approve the consent agenda. Motion carried unanimously.

VISITORS

OTHER BUSINESS

REVIEW: IUP-20-80.03751.00 – WES NEWELL

Phillips presented the case up for review, an Interim Use Permit for Wes Newell of SND Appliances, and updated the board on the current status and the need for review. Phillips reviewed the conditions and noted communication between the Applicant and Staff. Newell and Staff proposed to continue to work through a resolution of the remaining conditions (greenspace and trees) in preparation for the October 13th Board report and November 10th hearing.

BOARD DISCUSSION

Board members had the following comments:

- Prince inquired as to the options for the Applicant in regards to adding greenspace. Staff explained.
- Peterson inquired as to the use and the timeline of when the previous owners stopped use. Staff addressed that the previous use was grandfathered in, and this is a change of use and so necessitates the property coming into closer conformity.
- Thayer inquired as to the timeline. Staff noted that it was established that there would be a six-month review, but there was no finalized landscaping plan.
- Prince inquired as to Staff recommendation. Staff noted that a minimum of eleven (11) trees need to be on the site and referenced the original plan which included removing asphalt.
- Lahn inquired about timeline. Staff noted that the timeline of the interim use permit is twelve (12) months and has the option to be extended by request of the Applicant.
- Phillips noted the need for a landscaping plan. Carlson identified that Staff and the Applicant have been working with MNDOT on landscaping options so they are waiting on MNDOT.
- Wes Newell addressed the Board and noted improvements, including added lighting, replaced shingles. Newell stated that the dumpster does not currently fit inside the building.
- Newell stated that the property was previously used as a warehouse and noted that the resolution for the interim use permit that he signed states that the building had not been used for four years previous. Staff noted that the Applicant is performing appliance repair, which is a different use than a warehouse, and this use requires an interim use permit.
- Board members and Staff noted that the Applicant should work with Staff to resolve the issues.

REVIEW – CUP/V/AMENDMENT-18-31.02727.00 – NORTHERN RIDES/SHAW HOLDINGS, LLC

Phillips presented the case up for review, a Conditional Use Permit for Northern Rides, and updated the board on the current status. Phillips noted the required trees were planted in the front of the property and the other conditions that have been met. Phillips identified that the final outstanding condition is the maximum of 10 vehicles waiting for repair outside the building. Phillips addressed the need for review.

BOARD DISCUSSION

Board members had the following comments:

- Prince and Staff discussed parking requirements.
- Lahn and Prince expressed support for amending the conditional use permit to increase the maximum number of vehicles parked outside.
- Frenzel noted the exterior storage and the dumpster not fitting in the enclosure.
- Shaw addressed the board and noted that there was one employee at the time the business was built and there have been expansions and amendments and there are now eight employees.
- Frenzel noted that the Applicant should work with Staff to see what needs to be changed and an amended conditional use permit should be presented to the Board.

REVIEW – CUP - 14-31.00370.00 – NORTHERN BIBLE CHURCH

Phillips presented the case up for review, a Conditional Use Permit for Northern Bible Church, and updated the board on the current status and the need for review. Phillips noted that the expansion for the new sanctuary and the septic have been completed, and the final requirement to be met is the paving, curb and gutter for their parking lot.

BOARD DISCUSSION

Board members had the following comments:

- Lahn inquired as to the timeline. Staff noted the requirements on the original CUP. Staff addressed that they will need to work out a new timeline with the Applicant.
- Staff and Board members addressed the need for consistency and specific timelines.

Election of Vice Chair

- Prince expressed willingness to serve as Vice Chair.
- Nomination by Peterson, second by Lahn, to appoint Jorge Prince as Vice Chair. Motion carried.

JOINT LGU MEETING

Staff proposed that the fall 2021 Joint LGU meeting be held on Tuesday, November 16th, 2021 at 5:30 pm in Council Chambers. Staff noted the following agenda items: the Joint Planning Board budget for the new year, the year-end report, and the discussion of services at the north end of the lake. Staff noted that they would send out reminders for the meeting.

Frenzel and Staff discussed escrows, and Frenzel requested to discuss escrow requirements at the LGU meeting.

DIRECTOR'S REPORT

Carlson addressed upcoming planning cases, and described year-to-date activity as well as completed, current and upcoming development projects. Carlson noted the upcoming Joint LGU meeting and the upcoming informational meeting.

UPCOMING MEETING DATES

October 28, 2021	6:00 pm	JPC Regular Meeting
November 10, 2021	6:00 pm	JPB Regular Meeting
November 16, 2021	5:30 pm	Joint LGU Meeting
November 18, 2021	6:00 pm	JPC Regular Meeting
December 2, 2021	10:00 am	JPB Informational Meeting
December 8, 2021	6:00 pm	JPB Regular Meeting

ENFORCEMENT UPDATE

Carlson addressed enforcement updates.

ADJOURNMENT

There being no further business, motion by Peterson, second by Lahn, to adjourn the Joint Planning Board meeting at 7:11 p.m. Motion carried.

Respectfully submitted,

Ainslee Krause
Planning & Building Administrative Assistant

JPB Minutes approved and attested by:
Joint Planning Board Representative