

AGENDA
GREATER BEMIDJI AREA JOINT PLANNING BOARD
Cisco Webex Video Conferencing / City Hall
(For log in information <https://www.jpbgba.org/planning-actions>)

Wednesday, January 13, 2021 REGULAR MEETING – 6:00 p.m.

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

A. MINUTES **Chair**
Approval of December 9, 2020 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. Joint Planning Commission Appointment – **Resolution 2021-01** **Chair**
- 3. Joint Powers Agreement for Enforcement Services **Chair**

C. VISITORS **Chair**

D. NEW BUSINESS
1. City of Bemidji – **Resolution No. 2021-02** –IUP-20-80.00158.01 – Target Bemidji **JC**

E. OTHER BUSINESS
1. **Election of 2021 Officers (New officers will be seated at the February meeting)**
Chair (Northern Township) / Vice Chair (City of Bemidji)

F. DIRECTOR’S REPORT **JC**

G. UPCOMING MEETINGS **Chair**

1. January 28, 2021	6:00 pm	JPC Regular Meeting
2. February 10, 2021	6:00 pm	JPB Regular Meeting
3. February 25, 2021	6:00 pm	JPC Regular Meeting
4. March 10, 2021	6:00 pm	JPB Regular Meeting

H. ADJOURN **Chair**

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GREATER BEMIDJI AREA JOINT PLANNING BOARD
Meeting Minutes
January 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, January 13, 2021, at 6:00 p.m. via video conference. Vice Chair Frenzel presiding 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, Ainslee Knudson

Others in attendance: Rita Albrecht

Pledge of Allegiance was performed.

AGENDA

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

Motion carried unanimously.

MINUTES

Motion by Kelly, second by Erickson, to approve the December 9, 2020 minutes as presented.

Abstention by Prince.

Motion carried.

CONSENT AGENDA

- 1) Bills for the total amount of \$7,564.87 were presented for payment.
- 2) Commission Appointment – **Resolution 2021-01**
- 3) Joint Powers Agreement for Enforcement Services

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

Motion passed unanimously.

VISITORS

NEW BUSINESS

RESOLUTION 2021-02 – IUP-20-80.00158.01 – TARGET BEMIDJI

Marissa Welle representing Target Bemidji, is requesting approval of an interim use permit (IUP) for having greater than two (2) temporary storage containers and/or semi-trailers on the property

located at 2100 Paul Bunyan Drive NW within the City of Bemidji. This property is located in the B-2 General Commercial District.

BACKGROUND

Target Bemidji (Applicant) is seeking an Interim Use Permit (IUP) to house more than (2) temporary storage containers and/or semi-trailers for their business during the peak holiday shopping season. The containers are currently located in the rear and side of the property as shown in the following photos. The Applicant states that with the additional container storage they will have the ability to keep the stock levels higher in the store. The Applicant also indicated that the temporary storage containers will be primarily used in the holiday shopping season and then removed for most of the year.

Planning Considerations

All Interim Use Permits (IUP) must follow the same general requirements of a Conditional Use Permit (CUP) including process, criteria, and findings. The primary difference between the two permits is that a CUP runs with the land vs. the IUP which runs with the applicant/owner/leaseholder and has an ending date or event which terminates the permit.

Per Greater Bemidji Area Zoning and Subdivision Ordinance, (refer to hereinafter as "Ordinance"):

INTERIM USE: *A temporary use of property until a particular date, until a particular event, or until zoning regulations no longer permit it. Interim use permits are not recorded and do not run with the land upon transfer. All interim uses shall conform to standards listed in Section 1205 of this Ordinance.*

Section 102: Intent and Purpose

Per the Ordinance, it is our responsibility to protect and conserve the value of land throughout the Greater Bemidji Area, and the value of buildings appropriate to the various districts established by this Ordinance.

Temporary Storage Containers and/or Semi-Trailers

Per Section 1011 of the Ordinance, in commercial and business districts, up to two temporary storage containers/semi-trailers per property are allowed with the issuance of a land use permit. An interim use permit is required if more than a combined total of two temporary storage containers/semi-trailers are located on a property. The use of a temporary storage container/semi-trailer in these districts is subject to the following:

- a. No temporary storage container or semi-trailer shall exceed four hundred (400) square feet, unless expressly authorized in an interim use permit;
- b. The temporary storage container/semi-trailer is counted toward impervious surface requirements;
- c. The temporary storage container/semi-trailer may only be located in the side or rear yard of a property, and shall not be located within the front yard setback, on greenspace, in a right-of-way, or other areas on which the placement of a structure is prohibited;
- d. The temporary storage container/semi-trailer shall be screened with sight obscuring fencing or landscaping approved by Joint Planning Board staff.

The following standards apply to an allowed temporary storage container/semi-trailer:

- a. It must be kept free of nuisances (grass, weeds, trash, vermin, holes, peeling paint, rust, damage, etc.) or it can be deemed a nuisance and be subject to legal action or revocation of the applicable permit;

- b. It shall not exceed four hundred (400) square foot each, except in a commercial or business district with the issuance of an interim use permit;
- c. It shall not be used for any advertising purpose and shall be kept free of all alpha-numeric signage and writing, except for identifying information required by law and job trailers used on a construction site;
- d. It shall not occupy any required off-street parking or loading areas;
- e. It shall be placed so as to comply with setbacks applicable to the zoning district in which it is located;
- f. It shall not be stacked on top of another temporary storage container/semi-trailer;
- g. Materials shall not be piled or stacked on, against, or next to a temporary storage container/semi-trailer;
- h. The maximum height of a temporary storage container/semi-trailer is fifteen (15) feet; and
- i. A temporary storage container/semi-trailer in violation of this section shall be removed from the property within thirty (30) days of notification of the violation by the Joint Planning Board. An extension for the removal may be granted by the Planning Administrator if a building or land use permit is obtained for on-site construction to correct the violation.

Screening

Per Section 1011 of the Ordinance, temporary storage containers/semi-trailers shall be screened with sight obscuring fencing or landscaping approved by Joint Planning Board staff. Staff would recommend conifer trees be planted as the time of year that the storage containers would be needed would be during leaf-off conditions and this would help beautify that area as well. Note: the north side of the loading dock area already has larger Norway pines that screen that side and the needed screening would be off of Middle School Dr. NW and the Beltrami County property to the south. The following is a rendering that Staff put together for a tree planting plan.

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

GIS, Public Works, nor the Fire Department had any concerns regarding the proposed variance request.

The following is from Sam Anderson the City of Bemidji Assistant Engineer:

I can't quite tell from the exhibit where on the property they plan to have the outdoor trailers, but as far as engineering goes, I don't have really any concerns with it.

I'm under the assumption they'll be placed on an existing surface somewhere south of the building, but if they are planning to build a new private roadway or gravel/paved pad for them, then we'll certainly be involved.

Neighboring Property Input

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

Comprehensive Plan References

The newly adopted Greater Bemidji Area Comprehensive Plan has identified objectives and strategies that are in support of inviting people to the downtown area. This is a reasonable request that is in keeping with the spirit, purpose and intent of the Greater Bemidji Area Comprehensive Plan.

Objective 4.2: Preserve and Promote Commercial and Industrial Redevelopment or In-Fill Development Where Appropriate

Providing opportunity for commercial and industrial redevelopment is imperative to reduce urban sprawl and increase land use densities where appropriate. Land use planning can preserve existing developed areas and ensure land is available as well as compatible for increased development.

1. *Promote flexibility for commercial and industrial redevelopment and encourage in-fill development.*

Zoning Ordinance References

Section 102: Definitions

Section 1002: Exterior Storage and Outdoor Display of Merchandise

Section 1011: Temporary Uses or Structures

RECOMMENDATION & FINDINGS

Staff recommends approval of an interim use permit (IUP) for having greater than two (2) temporary storage containers and/or semi-trailers on the property located at 2100 Paul Bunyan Drive NW within the City of Bemidji.

Approval recommended with the following findings of fact and conditions:

Conditions

1. A screening plan shall be submitted to JPB staff to meet Section 1011 of the Ordinance.
2. The temporary storage containers shall be placed on an approved hard surface per Sections 1002, 1009, & 1011 of the Ordinance.
3. A temporary storage container permit shall be obtained per Section 1011 of the Ordinance on annual basis.
4. Shall comply with all standards outlined within Section 1011 of the Ordinance throughout the duration of the temporary use.

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 proposed use is not anticipated to adversely affect, nor create an unreasonable level of disruption or interference upon the surrounding area. The use of temporary storage containers will be in the back of the building in the loading dock area adjacent to the old Beltrami Fairgrounds to allow for additional storage in peak times of the year and removed after the holiday season.

2. Whether the proposed use adversely affects traffic conditions and parking on adjacent streets and land.

No. This use should not have an impact on the adjacent streets and/or land as the parking for the businesses is in the front of the building on the opposite side of the parcel.

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 use of temporary storage containers should not have an impact on the surrounding properties as this use has been utilized in the past.

4. Whether the proposed use is in conformance with the community's Comprehensive Plan or Zoning Ordinance.

Yes. The proposed use is consistent with the goals and policies of the Greater Bemidji Area Zoning & Subdivision Ordinance as well as the Comprehensive Plan. In commercial and business districts, up to two temporary storage containers/semi-trailers per property are allowed with the issuance of a land use permit. An interim use permit is required if more than a combined total of two temporary storage containers/semi-trailers are located on a property.

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; however, the use of temporary storage containers and/or semi-trailers do not require these services.

BOARD DISCUSSION AND DECISION

Board members had the following comments:

- Board members asked for clarification on details regarding the case and the ordinance requirements for storage containers. Carlson explained.

Motion by Erickson, second by Peterson, to approve Resolution 2021-02 for an Interim Use Permit (IUP) for having greater than two (2) temporary storage containers and/or semi-trailers on the property located at 2100 Paul Bunyan Drive NW within the City of Bemidji, parcel 80.00158.01, with the following conditions and findings of fact:

1. A screening plan shall be submitted to JPB staff to meet Section 1011 of the Ordinance.
2. The temporary storage containers shall be placed on an approved hard surface per Sections 1002, 1009, & 1011 of the Ordinance.
3. A temporary storage container permit shall be obtained per Section 1011 of the Ordinance on annual basis.
4. Shall comply with all standards outlined within Section 1011 of the Ordinance throughout the duration of the temporary use.

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Yes. The property has adequate public infrastructure and is served by city services; however, the

use of temporary storage containers and/or semi-trailers do not require these services.

Ayes: Prince, Erickson, Peterson, Kelly, Frenzel
Nays: None
Absent: None
Abstentions: None

Motion carried unanimously.

OTHER BUSINESS

- Election of 2021 Officers:
Nomination by Kelly, second by Erickson, to appoint Jess Frenzel as Chair.
Motion carried.

Nomination by Prince, second by Frenzel, to appoint Nancy Erickson as Vice Chair.
Motion carried.

New officers will be seated at the February meeting.

DIRECTOR'S REPORT

Carlson described the upcoming planning cases, year-to-date activity, as well as new and on-going development projects.

ADDITIONAL OTHER BUSINESS:

- The Planning Director position closes on January 20, 2021. Interviews for the Compliance Inspector position will take place next week.
- Ad-hoc committee:

Erickson, Kelly, and Prince volunteered.

UPCOMING MEETING DATES

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ADJOURNMENT

There being no further business, motion by Kelly, second by Prince, to adjourn the Joint Planning Board meeting at 6:26 p.m.

Motion carried unanimously.

Respectfully submitted,



Ainslee Knudson
Planning & Building Administrative Assistant

JPB Minutes Approved and attested by:


Joint Planning Board Representative