

AGENDA
GREATER BEMIDJI AREA JOINT PLANNING BOARD
317 4th Street NW

Wednesday, June 12, 2019 REGULAR MEETING – 6:00 p.m.

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

A. MINUTES **Chair**
Approval of May 8, 2019 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. City of Bemidji – Resolution No. 2019-11 - IUP-19-80.01166.00 – Bart Glatzmaier **CM**
- 2. Northern Township – Resolution No. 2019-12 - V-19-31.01272.00 – Marlan Shull **CM**
- 3. City of Bemidji – Ordinance No. 2019-03 - Z-19-80.06617.00 – MRD Development **CM**
- 4. Northern Township – Ordinance No. 2019-04 - Z-19-31.00453.00 – Jeremy & Jason Urman **CM**
- 5. City of Bemidji – Resolution No. 2019-13 - CUP-19-80.06016.00 – HHDC **CM**
- 6. City of Bemidji – Resolution No. 2019-14 - IUP-19-80.06868.00 – Verizon Wireless, LLC **CM**

E. OTHER BUSINESS

F. DIRECTOR’S REPORT **CM**

G. UPCOMING MEETINGS **Chair**

- 1. June 27, 2019 6:00 pm JPC Regular Meeting
- 2. July 10, 2019 6:00 pm JPB Regular Meeting
- 3. July 25, 2019 6:00 pm JPC Regular Meeting
- 4. August 14, 2019 6:00 pm JPB Regular Meeting

H. ADJOURN **Chair**

GREATER BEMIDJI AREA JOINT PLANNING BOARD
Meeting Minutes
June 12, 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, June 12, 2019, at 6:00 p.m. City Hall. Chair Kelly presiding called the meeting to order and roll call was taken.

Upon roll call, the following members were declared present: Albrecht, Erickson, Meehlhause, Kelly, Frenzel

Members absent: None

Staff present: Steve Jones, Casey Mai, Terri Ball

Others in attendance: Carol & Francis Rogers, Mark Dickinson

Pledge of Allegiance was performed.

AGENDA

Motion by Frenzel, second by Albrecht, to approve the agenda as presented.

Motion carried unanimously.

MINUTES

Motion by Meehlhause, second by Erickson to approve the May 8, 2019 minutes.

Motion carried unanimously.

CONSENT AGENDA

- 1) Bills for the total amount of \$6,016.66 were presented for payment.

Motion by Meehlhause, second by Erickson, to approve consent agenda as amended.

Motion passed unanimously.

VISITORS

NEW BUSINESS

RESOLUTION 2019-11 - IUP-19-80.01166.00 - Bart Glatzmaier

Bart Glatzmaier is requesting an interim use permit (IUP) to operate an indoor entertainment facility greater than 10,000 square feet in size at 200 Paul Bunyan Drive S within the City of Bemidji. This property is zoned (UR) Urban Renaissance within the Shoreland Overlay.

BACKGROUND

The applicant has been in search for a location to operate an indoor entertainment facility, which

will include laser tag, mini-putt golf, toddler playground, a bounce house, coin operated machines and birthday rooms. Rob St. Michel, the owner recently purchased the former Pamida building to relocate his St. Michel Furniture store at this location. With the building being larger than what was needed for his business, St. Michel altered the interior of the structure to allow for multiple tenants to occupy the building. At this time, the applicant is looking to lease the additional space within the building to house the indoor entertainment facility.

PLANNING CONSIDERATIONS

Per Sections 109 and 302 of the GBAJPB Zoning Ordinance, Community Indoor Entertainment (large) are defined as a business containing ten thousand (10,000) square feet or more that provides or makes available entertainment or recreational facilities to the public for a fee including, but not limited to, billiard parlors, skating rinks, indoor swimming pools, bowling alleys, movie theaters, arcades, tennis courts, and other similar businesses. Such businesses may also provide a snack bar, restaurant, retails sales of related items, and other support facilities. This type of use is allowed in the (UR) Urban Renaissance zoning district via a CUP; however, since the applicant intends to lease the space, then an IUP is warranted.

Parking and Traffic

Indoor Entertainment Facilities are required to provide one (1) parking space for each three (3) persons at maximum capacity; however, per Section 1009 of the JPB Zoning & Subdivision Ordinance, properties within the (UR) Urban Renaissance zoning districts are exempt from all off-street parking and loading requirements.

There are currently seventy-two (72) parking spaces located in the front of the building that would be shared for all tenants. There is also a large parking area located to the northwest of the building across from the Mayflower building.

Landscaping and Pervious Surface

Per Section 1006 of the JPB Zoning & Subdivision Ordinance, properties within the (UR) Urban Renaissance zoning districts are exempt from all landscaping and pervious surface site requirements. However, it is strongly encouraged that greenspace be incorporated when redeveloping or reconstructing parking areas within the downtown which will enhance attractiveness and reduce heat island effects.

Trash Handling

A dumpster is on-site; however, it is not fully enclosed. Staff has had conversations with the owner in regards to enclosing the dumpster to comply with Section 1002 of the JPB Zoning & Subdivision Ordinance. The use will have increased trash waste and a proper enclosure is needed.

Signage

The following signage requirements was recently approved for the parcel (80.01166.00):

For the multi-tenant building, each individual tenant may have one (1) wall sign on the frontage of the building if a sign plan is submitted for review by the Planning Administrator. No individual tenant shall have a wall sign that exceeds fifty (50) square feet, beyond the Owners existing one hundred and sixty (160) square foot wall sign. One wall mounted dynamic display sign will be attached to the east side of the building for all tenants to utilize, which shall not occupy more than forty-five (45) percent of the total allowable wall sign area. The total allowable wall sign area for all signage combined shall not exceed three hundred and fifty (350) square feet per this parcel.

Based on the recent approval, the applicant is allowed to have up to fifty (50) square feet of wall

signage on the face of the building and is allowed to use the available signage space on the existing freestanding sign as well as digital sign display. A sign permit is required before any signs can be erected on site.

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

GIS, Public Works, nor the Fire Department had any concerns regarding the proposed variance request. GIS did state that a Suite number or letter will need to be chosen by the owner and the suite number or letter shall be displayed on the entrance.

The Building department has had initial conversations regarding the construction buildout for an A3 occupancy at this location. No Commercial Plan Review application for code review has been submitted at this time. A design professional will need to provide construction documents for review prior to any permits being issued by the building department.

Neighboring Property Input

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

Mississippi Headwaters Board (MHB)

Tim Terrill, MHB Executive Director had the following to say about the proposed project:

This request is located in the City limits and is outside of MHB's jurisdiction. MHB has no concerns with this request.

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 5.2: Preserve and Enhance Civic Buildings, Public Plazas, Parks, and Gathering Spaces within Downtown

A market culture with diverse options mixed with community attractions can increase usage of Downtown Bemidji. Supporting good connections to Paul Bunyan and Babe the Blue Ox to other community attractions is important to getting pedestrians into Downtown.

- 2. Continue to support spaces for community attractions and events within Downtown. The rail corridor presents opportunity for expansion of downtown with potential for a Riverwalk. Support of gathering spaces for events and celebrations, art and culture, community attractions, and entertainment will continue to enhance vibrancy, increase usage, and ensure diverse economic opportunity.**

Objective 5.3: Preserve and Enhance the Downtown Landscape and Environment

The Downtown story should be a vibrant residential, commercial, and cultural gathering place that is safe and inviting. Continuing to support a well-designed, well-maintained Downtown will encourage residents to live, work, and shop Downtown.

RECOMMENDATION

Staff recommends approval of an interim use permit (IUP) to operate an indoor entertainment facility greater than 10,000 square feet in size at 200 Paul Bunyan Drive S within the City of Bemidji. This request is for parcel 80.01166.00.

Approval recommended with the following conditions:

1. A sign permit shall be obtained prior to any signage being erected on the building or the freestanding sign.
2. Construction documents shall be submitted for review and a building permit be obtained prior to any interior alterations taking place with the structure.
3. All dumpsters on site shall be fully enclosed complying with Section 1002 of the JPB Zoning & Subdivision Ordinance.

Board members had the following comments:

- Albrecht suggested amending Finding of Fact number two, from "yes" to "no." Staff will make correction. She also cautioned using the feature "additional parking" because the neighboring lot across from the Mayflower building is private parking only. Albrecht asked when the business will open; however, staff is unsure. Additional fire and codes must now be met due to the building changing in type of use. Albrecht questioned if the main storefront is divided into three (3) sections. Staff explained that separate doors identify the furniture business from the extra tenants, and each has its own address.
- Frenzel questioned trash enclosure at the St. Michel's Furniture site. Staff explained that they currently do not have one, but it is a condition of their building permit. An escrow is being held until all conditions are met.
- Albrecht asked if food and beverages will be served. Staff stated concessions will be available and expects the Department of Health to be contacted by applicant.

Motion by Meehlhause, second by Albrecht, to approval Resolution 2019-11 for an interim use permit (IUP) to operate an indoor entertainment facility greater than 10,000 square feet on parcel 80.01166.00, with the following conditions:

1. A sign permit shall be obtained prior to any signage being erected on the building or the freestanding sign.
2. Construction documents shall be submitted for review and a building permit be obtained prior to any interior alterations taking place with the structure.
3. All dumpsters on site shall be fully enclosed complying with Section 1002 of the JPB Zoning & Subdivision Ordinance.

And 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. This use will occur in indoors and should have no impact on the surrounding area.
2. **Whether the proposed use adversely affects traffic conditions and parking on adjacent streets and land.**
No. This use could generate more traffic or bring more people to the downtown area; however, it shouldn't have an impact on the adjacent streets and/or land as the downtown already experience a high volume of traffic due to businesses and tourism.
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 an indoor entertainment facility should have no impact on the surrounding properties as this use will be indoors and is located adjacent to a City park.
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. An indoor entertainment facility 10,000 square feet or larger is an allowed use in the (UR) Urban Renaissance zoning district as long as a CUP is approved, or in this case an IUP since the space will be leased.

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.

RESOLUTION 2019-12 – V-19-31.01272.00 – Marlan Shull

Marlan Shull is requesting a variance to expand a non-conforming structure for the purpose of enlarging a kitchen and bathroom on a substandard lot located at 6217 Lavinia Road NE within Northern Township. This property is zoned (R-3) Suburban Residential within the Shoreland Overlay.

BACKGROUND

The applicant is proposing to make an addition onto the backside of their current cabin replacing their existing deck. The variance is needed for the proposed project in order to make more room for the bathroom and the kitchen, a total of 251 square feet added onto a legal non-conforming structure. The site plan also shows no new impervious will be created as this addition will be built where the current deck is located and will not be going towards Lake Bemidji.

PLANNING CONSIDERATIONS

This lot does not meet any of the allowances for substandard lot construction in the Ordinance, per Sections Section 502 or Section 903, and nothing can be constructed or expanded without the approval of a variance.

Existing Conditions

This is an existing riparian, substandard lot of record within the shoreland overlay consisting of a house, bunkhouse, shed, deck, driveway, and walkways.

Mississippi Headwaters Board

Tim Terrill had the following to say:

Please follow the Miss. Headwaters Board Comprehensive Plan for non-conforming lots.

Neighborhood Comment

No input was given to the JPB at the time of writing this report.

Proposed Improvements

The proposal would remove the deck and increase the cabin by 251 square feet and would not technically increase impervious surface coverage as the addition will replace the deck. The addition would be on the side farthest from Lake Bemidji.

Stormwater Management

Per Section 914 of the JPB Ordinance, if a project cannot meet the shoreland limitation for

impervious surface of 25% maximum, an engineering plan, provided by a licensed civil engineer, or registered land surveyor, indicating that there will be no additional post development runoff with the addition of alternative impervious surfaces (including rain gardens, pervious pavers or pavement systems, green roofs, underground treatment, etc.) may be submitted for review and approval by the Planning Administrator, subject to prior engineering review and a maintenance plan. Approved alternative pervious surfaces of up to an additional 25% over and above traditional impervious surface materials may be considered for approval.

Staff would recommend that the applicant install a gutter system on the new addition as well as all structures on the property to direct stormwater towards a mitigation system such as raingardens.

JPB

Based on the documents received, in combination with the information provided, items of note/recommendations are listed below.

- *Ensure that an Erosion Control Plan is provided and implemented for the entire time of disturbance throughout the project.*
- *Ensure that a stormwater mitigation system is in place and maintained properly into perpetuity.*
- *Ensure that project does not send any storm-water runoff towards Lake Bemidji.*

Comprehensive Plan References:

The newly adopted Greater Bemidji Area Comprehensive Plan has identified a few objectives and strategies that supports the variance request and is in keeping with the spirit, purpose and intent of the Plan.

Land Use Objective 4.1: Preserve the Quality Residential Neighborhoods

Identify specific redevelopment opportunities and promote revitalization while maintaining character. Mapping of existing neighborhoods can provide a clearer boundary to ensure preservation. This can also aid in the development of form-based zoning to allow redevelopment of existing nonconforming structures.

Natural Resources Objective 11.2 Preserve and Enhance Water Quality

The protection of water quality is becoming increasingly important in all-natural resource environments. In an area that thrives on a strong connection to water and Mississippi River, water quality protection is key to preserving and improving a high quality of life standard that is so attractive to residents and visitors.

Strategy #2: Use shoreland restoration incentives and demonstrate success on public and private property to increase natural shoreland. Encourage shoreland restoration projects through incentives or flexibility could potentially reduce shoreland variances. Displaying the benefits of shoreland restoration can increase awareness and understanding of the process that could result in a positive impact on shorelands.

RECOMMENDATION

Staff recommends approval of the variance for the addition to the principal structure on a substandard parcel of land located at 6217 Lavinia Road NE within the shoreland overlay.

Approval recommended with the following conditions:

1. An erosion control plan shall be submitted and be in place before any construction commences on the property.
2. A stormwater mitigation plan shall be provided by the landowner from a design professional to be reviewed and approved by the Planning Director before a land use permit can be issued.
3. JPB site verification form and fee shall be submitted prior to construction.
4. A land use permit shall be obtained prior to construction and demolition.
5. A septic inspection for compliance shall be performed before an issuance of a land-use permit from a SSTS certified inspector.

Board members had the following comments:

- Albrecht suggested that staff clarify the variance request in the planning report by better describing what ordinance is to be varied. She commented that being specific works to keep consistency. Albrecht also stated her concern with increasing bulk of this structure.
- Frenzel questioned the need for a variance of the impervious surface. Staff described that it was not necessary.
- Kelly stated concern with the site having a thirty year old septic system with no room for a replacement system when needed. A clarification was made that the parcel across the street is also owned by the applicant and contains the existing drainfield, so additional capacity is available.

Motion by Meehlhause, second by Frenzel to approval Resolution 2019-12 for the addition to the principal structure on a substandard lot located on parcel 31.01272.00, with the following conditions:

1. An erosion control plan shall be submitted and be in place before any construction commences on the property.
2. A stormwater mitigation plan shall be provided by the landowner from a design professional to be reviewed and approved by the Planning Director before a land use permit can be issued.
3. JPB site verification form and fee shall be submitted prior to construction.
4. A land use permit shall be obtained prior to construction and demolition.
5. A septic inspection for compliance shall be performed before an issuance of a land-use permit from a SSTS certified inspector.

And findings of fact:

1. **Has the applicant demonstrated a practical difficulty?**
Yes. This is an existing lot of record that is currently developed; the surrounding area is heavily developed on small substandard lots. Without a variance, the lot could not be improved or further developed.
2. **Are there exceptional circumstances, unique to this property, which have not been created by the land owner?**
Yes. This is a previously platted and developed lot of record. No addition to the residence can be permitted without approval of a variance.
3. **Can the variance be granted and that such action will be in keeping with the spirit, purpose and intent of the Zoning Ordinance?**
Yes. This request is proposing to make use of the property in a reasonable manner while making improvements to the structure.
4. **Can the variance be granted without altering the essential character of the surrounding area?**
Yes. This existing neighborhood has continued to see redevelopment on small lots through variances in recent years.

Motion carried unanimously.

ORDINANCE 2019-03 – Z-19-80.06617.00 – MRD Development

MRD Development Inc. is requesting a rezone of a property along Irvine Avenue NW (parcel 80.06617.00) from (R-1) Rural Residential to (R-3) Suburban Residential. The request is to provide single-family residential through a future subdivision.

BACKGROUND

The applicant approached staff with a proposed request to subdivide the property into several lots for single-family residential. This parcel is approximately thirty-five (35) acres in size with wetlands roughly covering a little over fifty percent (50%) of the property. The property is currently zoned (R-1) Rural Residential, which requires a minimum of a five (5) acre lot. The applicant is requesting to rezone the property to (R-3) Suburban Residential which allows for a minimum lot area of 45,000 square feet or 1.03 acres. In order for the applicant to subdivide the property into multiple lots, either a minor subdivision or a preliminary plat will need to be submitted for further review before the Joint Planning Commission and Board.

PLANNING CONSIDERATIONS

Adjacent Zoning and Land Use

The proposed development is surrounded by primarily rural residential to the north, west, and south with suburban single-family residential to the direct east. This property abuts Irvine Avenue NW, which is a County Road.

Adverse effects on the surrounding neighborhoods are not anticipated with this rezone proposal as the area has been trending towards suburban residential development. Any subdivisions of this parcel would require significant review.

Wetlands

The property is predominately a sensitive area made up of wetlands according the National Wetland Inventory map from 1979. After completing a walk-through of the property, Beltrami County and JPB staff would recommend that a wetland delineation be completed prior to any construction taking place on site to make sure that no wetlands are impacted and to verify where the wetland boundary is located.

Per Section 1014 of the JPB Zoning & Subdivision Ordinance, the lowest floor elevation of buildings used for living quarters or work area shall be at least three (3) feet above the ordinary high water level. Structures shall be setback twenty (20) feet from the wetland boundary, as delineated by a certified wetland specialist.

Development Team (Fire Department; Building Department; GIS; Public Works/Engineering; and Beltrami County)

The Building Department nor the Fire Department had any concerns with this rezone request to (R-3) Suburban Residential.

GIS Department stated it's probable that a private drive will need to be named for this development. Names need to be submitted to the County for approval. Street sign costs are the responsibility of the developer. Addresses would be assigned off the new private drive.

Public Works/Engineering had no concerns in regards to the rezone; however, had the following to say about the future development of the property:

- Our current ordinance restricts the length of a roadway with a cul-de-sac to 500 feet in length.
- You have the option to proceed with either an urban or rural typical section for this development, below are the surface requirements for both, we can provide additional information on slopes as requested:
 - Urban Typical Section (curb & gutter) – Minimum roadway width: 30 feet (measured from face of curb to face of curb)
 - Rural Typical Section (no curb & gutter) – Minimum pavement width: 30 feet paved + 1 foot of gravel shoulder. 4:1 maximum ditch slopes.
- Roadway typical section would include 3.5" of bituminous pavement and 6" of class 5 gravel on top of a minimum of 12" of compacted sand subgrade.
- Our future right of way is typically 66 feet, but can be less depending on selected roadway type and stormwater management needs.
- Full-time inspection by a City approved field inspector would be required if the street is proposed to be turned over to the City.

Bruce Hasbargen, Beltrami County Engineer had the following to say about the proposal:

Beltrami County Highway does not have any concerns with the change in zoning. We would have concerns with how the development is laid out, specifically in how it accesses Irvine. It looks like this parcel currently has two entrances and we would not allow any additional. The development would need to utilize or move the existing entrances and provide access to the new parcels from a road in the development.

Brent Rud, Beltrami County Environmental Services Director and SWCD District Manager had the following to say about the proposal:

Beltrami County Environmental Services has no concerns with the rezone of this property. A wetland delineation should be encouraged prior to developing a final subdivision plan as well as having someone verify that a SSTS system can be placed on each lot without impacting the wetland, as it seems the elevation out there isn't much higher than the wetland basin that covers the entire area north of the City.

Neighborhood Comment

At the time of writing this report, no neighborhood comments or concerns were received.

Comprehensive Plan References

The newly adopted Greater Bemidji Area Comprehensive Plan has identified this area within its future land use map as Transitional Residential, which identifies the following land uses:

Single-family residential with a density to support the future addition of municipal services.

Current corresponding zoning districts for the future land use category Transitional Residential is as follows: (R-3) Suburban Residential.

Objective 4.1: Preserve the Quality Residential Neighborhoods

Thriving neighborhoods are important to a growing community as well as ensuring that existing neighborhoods are not consistently replaced with multi-family or commercial development that could increase rural sprawl. It is also important to allow existing non-conforming residential areas to be redeveloped.

2. **Promote “mixed-use” areas to improve the transition of residential land use to other land uses.** *Mixed-use areas can provide an excellent transition from residential areas to commercial or highly developed areas. Gradually intensifying the uses on the fringe of neighborhoods or along high-traffic corridors that have been traditionally residential will mitigate impact to existing neighborhoods.*
4. **Allow flexibility with site design standards to ensure high-quality development.** *Allowing for greater flexibility of zoning ordinances or density requirements for meeting site development criteria, such as increased live landscaping, stormwater retention areas, active recreation amenities, or park area, can provide a benefit to developers while ensuring a high-quality neighborhood is being designed or redeveloped.*
5. **Promote pedestrian-scale designs to increase sense of place and improve active transportation in new developments or redevelopments.** *It is important to ensure high-density residential areas are designed with active transportation in mind. Pedestrian-scale design of roadways and buildings can allow for a safe and inviting walkable environment.*

Objective 4.3: Promote Land Use Decisions that Protect the Natural Environment through Smart Growth and Sustainable Practices

When reviewing increases of land uses through subdivisions or large-scale commercial developments, resource conservation measures and sustainable land use practices will be reviewed.

1. **Utilize guidelines for land use practices conserving natural landscapes and allow zoning flexibility for implementation.** *Zoning flexibility can be initiated for development to ensure protection and conservation of natural landscapes on a site such as bluffs, steep slopes, trees, or wetlands, lakes, and streams.*
2. **Preserve existing natural habitat connections.** *Preserve the existing natural habitat and large wetland complex within its boundaries to ensure native habitat for animals and an ample amount of open space exists.*

Objective 8.2 Promote and Encourage Diversity with New Housing Developments

Housing developments that include a diverse amount of housing options can help ensure all residents have housing, diverse housing can and should provide market rate and affordable opportunities.

1. **Promote a variety of housing options based on market and need.** *It is important to support all forms of housing developments and to promote diversity and choice of housing for all residents. Market rate housing or workforce housing should be promoted based on market trends, affordable or supportive housing should be promoted based on the needs of the community.*

RECOMMENDATION

Staff recommends approval for a rezone of the property, parcel 80.06617.00, from (R-1) Rural Residential to (R-3) Suburban Residential in order to develop a single-family residential neighborhood through a future subdivision.

Board members had the following comments:

- Meehlhause clarified that the concept sketches provided were only for a visual tool, but not part of this re-zoning request. Staff affirmed.

- Erickson explained that she had requested the sketch from staff, and that is why every board member received it. Erickson described a conversation between herself and City Engineer Craig Gray, who stated that the road will most likely remain private.
- Frenzel questioned the border of the city limits. Staff described, by map, the surrounding areas of the city and Northern Township.
- Albrecht suggested amending Finding of Fact numbers three and five from "no" to "yes." Staff will make the corrections.
- Kelly questioned the re-zone if applicant's purchase agreement falls through. Staff explained that the purchase is contingent upon the approval of the re-zone, but if the sale falls through completely, the re-zone is appropriate for the area.
- Meehlhouse asked if the Irving corridor going north will be re-zoned to R-3. Staff described the compatibility to do so and will address as time permits.
- Albrecht asked if the sensitive overlay is still in effect. Staff confirmed this.
- Kelly commented that this use is excellent for this area.

Motion by Erickson, second by Meehlhouse, for the approval of Ordinance 2019-03 to rezone parcel 80.06617.00, from (R-1) Rural Residential to (R-3) Suburban Residential with the findings of fact:

- 1. Whether the change in classification would be consistent with the intent and purpose of this Ordinance.**
Yes. The current intent and proposed future land use are consistent with the (R-3) Suburban Residential zoning district. Properties along Irvine Avenue are mostly residential and this lot abuts an R-3 zone which is consistent with the purpose of the Ordinance.
- 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. This area is made up of single-family homes in rural residential and suburban residential zoned properties.
- 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 property if it were reclassified.**
Yes. Municipal services do not exist at this location and are not anticipated anytime soon. Public services would not be needed at this location for a single-family residential development and the proposed lots would be large enough to accommodate wells and septic systems. This property would be required to meet all well, septic and stormwater requirements.
- 4. Whether the proposed amendment would correct an error in the application of this Ordinance.**
No. This is not a correction. However, through the new adopted comprehensive plan and the future land use map, this area along Irvine Avenue is anticipated to be developed into a low density single-family residential in the future as development continues to grow outwards from the City of Bemidji.
- 5. 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. However, the Greater Bemidji Area continues to change as development continues to move outwards from the City of Bemidji. As development occurs, future land use changes as well as amendments to the ordinance that would essentially permit this type of development in a rural setting.

Motion carried unanimously.

ORDINANCE 2019-04 – Z-19-31.00453.00 – Jeremy & Jason Urman

Jeremy & Jason Urman are requesting a rezone of the property, parcel 31.00453.00, from (R-1) Rural Residential to (B-1) Low Density Commercial. The applicants are requesting to build a storage structure for their business off of Balsam Road NW and Highway 71 within Northern Township.

BACKGROUND

The applicants recently purchased this property on the east side of Highway 71 and the north side of Balsam Road NW. The applicants currently reside on the property directly to the south, in which they currently lease to operate their business, Custom Sprinklers. This parcel is approximately thirty-three (33) acres in size and is predominantly made up of wetlands. Roughly seven (7) acres of the property is on high ground and is buildable. The parcel is split by Highway 71 with about two (2) acres of land residing on the west side of the highway. The property is currently zoned (R-1) Rural Residential. This property is part of the proposed 2020 annexation.

PLANNING CONSIDERATIONS

Adjacent Zoning and Land Use

The proposed development is surrounded by primarily rural residential to the north, west, and east with low density commercial to the south and southwest. Directly to the west is Highway 71 and to the northwest is conservation zoned land made up of wetlands.

Adverse effects on the surrounding neighborhoods are not anticipated with this rezone proposal as the area has been trending towards low density commercial development. Any high intensity uses or major redevelopment of the area would require significant review.

Wetlands

The property is predominately a sensitive area made up of wetlands according the National Wetland Inventory map from 1979. After completing a walk-through of the property, Beltrami County and JPB staff would recommend that a wetland delineation be completed prior to any construction taking place on site to make sure that no wetlands are impacted and to verify where the wetland boundary is located.

Per Section 1014 of the JPB Zoning & Subdivision Ordinance, the lowest floor elevation of buildings used for living quarters or work area shall be at least three (3) feet above the ordinary high water level. Structures shall be setback twenty (20) feet from the wetland boundary, as delineated by a certified wetland specialist.

Beltrami County Environmental Services

Bill Best, Environmental Resource Specialists for Beltrami County Environmental Services, visited the site with the applicants to determine the approximate boundary of where the wetlands are located. A wetland delineation is recommended prior to any permits being issued to verify the wetland boundary.

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

The Development Team had no concerns with this rezone request.

Neighborhood Comment

At the time of writing this report, one neighboring property owner contacted staff stating support of the property/area being rezoned to low density commercial. No other comments or concerns were received.

Comprehensive Plan References

The newly adopted Greater Bemidji Area Comprehensive Plan has identified the following objectives and strategies that supports this rezone.

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

- 2. Identify areas where commercial and industrial uses should be located, specifically adjacent to highways with controlled access where noise, odor, dust, and glare will have minimal impact. *When reviewing new commercial and industrial land uses, ensuring these areas are appropriate and compatible with opportunity to be successful. Piecemeal development of industrial and commercial land uses can increase urban sprawl and have negative impacts on existing, less intense surrounding land uses.***

RECOMMENDATION

Staff recommends approval for a rezone of the property, parcel 31.00453.00, from (R-1) Rural Residential to (B-1) Low Density Commercial in order to build a storage structure for the applicants business off of Balsam Road NW and Highway 71 within Northern Township.

Board members had the following comments:

- Albrecht asked for the location of the road access. Staff explained that it would be off Balsam Road.
- Frenzel questioned why staff collects an escrow for a re-zone project. Staff explained the need for a contingency in the event that legal counsel is required. Discussion included exterior storage, and staff explained that applicant's currently leased space is non-compliant; however, the materials are owned by the landlord, not the applicants.

Motion by Frenzel, second by Albrecht to approve Ordinance 2019-04 for a rezone of the property, parcel 31.00453.00, from (R-1) Rural Residential to (B-1) Low Density Commercial with the findings of fact:

- 1. Whether the change in classification would be consistent with the intent and purpose of this Ordinance.**
Yes. The current intent and proposed future land use are consistent with the (B-1) Low Density Commercial Zoning District. Properties along Highway 71 have been trending towards lower density of commercial land use for quite some time and are consistent with the purpose of the Ordinance.
- 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. This area is made up of rural residential and low density commercial. Other low density commercial facilities reside less than a mile to the northeast or the south off of Highway 71.
- 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 property if it were reclassified.**
Yes. Municipal services do not exist at this location and are not anticipated anytime soon. Public services would not be needed at this location for a low density commercial storage building. This property would be required to meet all well, septic and stormwater requirements.
- 4. Whether the proposed amendment would correct an error in the application of this Ordinance.**
No. This is not a correction. However, through the new adopted comprehensive plan

and the future land use map, this area along the Highway 71 corridor is anticipated to be developed into a low density commercial in the future as development continues to grow outwards from the City of Bemidji.

5. 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. However, the Greater Bemidji Area continues to change as development continues to move outwards from the City of Bemidji. As development occurs, future land use changes as well as amendments to the ordinance that would essentially permit this type of development in a rural setting. For this proposed location along Highway 71, a mixed-use of low density commercial and residential is spread out along the highway.

Motion carried unanimously.

RESOLUTION 2019-13 – CUP-19-80.06016.00 – Headwaters Housing Development Corp.

Headwaters Housing Development Corp. is requesting approval for a conditional use permit (CUP) in order to build a thirty-two (32) unit supportive housing apartment complex in the (R-6) Multi-Family Zoning District located on Conifer Avenue NW within the City of Bemidji.

BACKGROUND

Headwaters Housing Development Corp. plans to build four (4) apartment buildings consisting of thirty-two (32) overall units made up of eight (8) units in each building, with a total of 68 bedrooms; and a community center. All apartment buildings will either be two (2) or three (3) bedroom units.

A development agreement will be entered into between Headwaters Housing Development Corp., City of Bemidji, and the Greater Bemidji Area Joint Planning Board for the construction of the project, as well as a public road and a paved public walking trail. The City of Bemidji will plan on accepting the road into its public road system upon satisfactory of completion and approval from City Council. The road is anticipated to be named Itasca Loop NW.

The applicant is also proposing a community center that will be located in the middle of the development (note the floor plan below).

PLANNING CONSIDERATIONS

This property is surrounded by predominantly multi-family housing to the north and south, Highway 71/Highway 2 to the west, and a park with ballfields to the east. This use is common in a multi-family or high density residential district as it is the most flexible zoning district for residential properties, allowing for a mixture of uses.

Transportation Plan – Traffic Impact Study

A traffic impact study was completed in November of 2017 by Spack Consulting. The purpose of the study was to determine the traffic impacts associated with the build out of the Kuepers Inc. development (Maplewood Apartments), which at the time was for a total of two-hundred-and-forty-five (245) units. The Kuepers Development ultimately did not end up moving forward. The traffic impacts were studied on the roads and intersections where significant impacts were anticipated and improvements were recommended where mitigation was most likely needed. Some of the roadway corridors studied include: 15th Street NW, 23rd Street NW, Middle School Avenue NW, and Conifer Avenue NW. The following intersections closest to this proposed development were also included:

- 23rd Street NW & Conifer Avenue NW
- 15th Street NW & Conifer Avenue NW

The traffic impacts of the Kueper's proposed development were thoroughly studied and the following recommendations were made by Spack Consulting:

- No geometric or striping changes are required because of the development.
- Bicycle parking be provided at each apartment building.

Note: The Headwaters Housing Development Corp. proposal has a much smaller impact with the amount of units compared to what the original study used.

Parking

Section 1009 of the JPB Ordinance requires that parking be based on one (1) space per bedroom, plus 0.25 additional space per dwelling unit for guest parking. This development would require seventy-six (76) parking spaces for the proposed thirty-two (32) housing units. The site plans show a total of one-hundred (100) parking spaces.

Landscaping

Per the JPB Zoning and Subdivision Ordinance, the site requires one (1) tree per thirty (30) feet of street frontage along with one (1) tree for every 1,200 square foot of minimum required pervious site surface. A total of forty-eight (48) trees are required throughout the property, including sixteen (16) trees along Conifer Ave. For the proposed project, a total of forty-three (43) high quality significant trees were counted and twenty-one (21) will be removed on site for construction. The applicant is proposing a total of sixty-three (63) trees by adding forty-one (41) new trees to the existing twenty-two (22) high quality significant trees left remaining on site.

Lighting

All lighting proposed for this development shall meet Section 1008 of the JPB Ordinance. A lighting plan showing fixtures and placement will need to be submitted for approval.

Signage

Any signage may require a sign permit. All signage must comply with Section 710 of JPB Zoning and Subdivision Ordinance.

Trash Handling

A new dumpster location has been identified on the site plans. These dumpsters shall be fully enclosed complying with Section 1002 of the JPB Zoning and Subdivision Ordinance.

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

The Building Department, nor the Fire Department had any concerns regarding the site plans for the proposed expansion. A building permit will need to be issued prior to construction.

The following is a list of deliverables the Engineering Department will require prior to approval:

- *Grading & Drainage Plan – To include stormwater calculations meeting requirements stated in City of Bemidji Surface Water Management Plan and Stormwater Design Guide. Owner shall not exceed existing conditions for stormwater heading toward public right of way. Project shall also meet ADA regulations.*
- *Erosion Control & SWPPP – A plan for sediment and erosion control will need to be submitted and approved.*

Sam Anderson, City of Bemidji Assistant Engineer had the following to add:

The engineering department has provided conditions during preliminary meetings and

these items are currently underway. An eventual signed Developers Agreement will address future turnover of public utilities and easements.

GIS/911 Addressing

If the CUP is approved, each building within the development would receive its own fire number (E911 address), and would require signage displaying the location of all units within each complex. Signs displaying the respective unit number for each apartment complex will also need to be installed by the owner throughout the development. All addressing for the development will need to comply with the City of Bemidji GIS Department requirements.

Brett Case had these additional comments:

Street signs for Itasca Loop NW will need to be paid by the developer. I will address all buildings off of Itasca Loop NW. As-Built plans for all the utilities including storm water will need to be provided to me.

Neighboring Property Owner input

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

Comprehensive Plan References

Objective 8.2 Promote and Encourage Diversity with New Housing Developments

Housing developments that include a diverse amount of housing options can help ensure all residents have housing, diverse housing can and should provide market rate and affordable opportunities.

- 1. Promote a variety of housing options based on market and need. It is important to support all forms of housing developments and to promote diversity and choice of housing for all residents. Market rate housing or workforce housing should be promoted based on market trends, affordable or supportive housing should be promoted based on the needs of the community.*

Objective 8.3 Promote Opportunities for Successful Homeownership

- 2. Promote educational opportunities to support successful homeownership training. Training and supportive efforts for successful home ownership initiatives help to ensure residents understand the responsibilities of owning a home. Successful homeownership is an important part of building healthy and resilient neighborhoods.*

RECOMMENDATION

Staff recommends approval of a Conditional Use Permit to build a thirty-two (32) unit supportive housing apartment complex in the R-6 Multi-Family Zoning District located on Conifer Ave. within the City of Bemidji with the following conditions:

1. Final engineering, grading, and utility plans will need to be approved for review by JPB staff, City of Bemidji Public Works staff, and Bemidji Fire Department before any construction can commence.
2. Final building plans will need to be approved by the City of Bemidji Building Department and Bemidji Fire Department, with a building permit obtained prior to construction.
3. A tree removal permit will need to be approved prior to removing trees on site.
4. All lighting on-site will need to comply with Section 1008 of the JPB Ordinance; a lighting plan shall be submitted with final building plans for JPB review.

5. Any signage needs to meet Section 710 of the JPB Ordinances and a permit must be granted if necessary before any additional signage is placed on site.
6. All dumpsters shall be fully enclosed complying with Section 1002 of the JPB Ordinance.

Board members had the following comments:

- Albrecht asked if the provided site plan is complete, as she has concerns about only seeing one dumpster location. Staff stated that applicants have been encouraged to place one on both sides of the complex.
- Frenzel asked if the street will be owned by the city. Discussion continued about snow removal. Staff explained that the neighboring structure, also developed by the applicant, has the same street design and is maintained by the city.
- Erickson questioned the layout of the complex. Staff stated that final architectural plans have not yet been received.
- Frenzel questioned walkability of the complex. Staff described the proposed sidewalks, nearby sidewalks, cross walks, and trails.
- Albrecht asked if this project is subject to Parkland Dedication fees. Staff referenced section 1115 of the ordinance which applies only to subdivision of lots. Discussion included past projects as examples. Staff will consult with City Attorney for clarification.
- Erickson commented that this project was recommended to the City Council by City Engineer, Craig Gray. Staff affirmed that Craig will be involved in the preparation of the Development Agreement process. Erickson stated further her support, but seeks clarification of the WWTF limitations.
- Albrecht confirmed that this project was included in the formula for assumed projects within the WWTF study. Discussion regarding the study.
- Frenzel asked if a condition could be added to increase the number of trash dumpsters. Staff has requested it of the developer or a more central located enclosure; and is not needed to be a condition.
- Albrecht clarified that the Parkland Dedication fee will be addressed in the Development Agreement. Staff affirmed this, if applicable.

Motion by Erickson, second by Meehlhause to approve Resolution 2019-13 for a Conditional Use Permit on parcel 80.06016.00 with the following conditions:

1. Final engineering, grading, and utility plans will need to be approved for review by JPB staff, City of Bemidji Public Works staff, and Bemidji Fire Department before any construction can commence.
2. Final building plans will need to be approved by the City of Bemidji Building Department and Bemidji Fire Department, with a building permit obtained prior to construction.
3. A tree removal permit will need to be approved prior to removing trees on site.
4. All lighting on-site will need to comply with Section 1008 of the JPB Ordinance; a lighting plan shall be submitted with final building plans for JPB review.
5. Any signage needs to meet Section 710 of the JPB Ordinances and a permit must be granted if necessary before any additional signage is placed on site.
6. All dumpsters shall be fully enclosed complying with Section 1002 of the JPB Ordinance.

And with the 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 project is not anticipated to adversely affect, nor create an unreasonable level of disruption or interference upon the surrounding area.

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 as a traffic study was done for the entire area two years ago. All parking will be provided on-site (off-street parking).

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 lot is properly zoned as multiple family for the proposed project.

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

Yes. The proposed use is consistent with the current and future goals of the Comprehensive Plan as well as the Zoning & Subdivision Ordinance.

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. All the parcels along Conifer Avenue, including the proposed parcel, have had the stormwater calculated for all the parcels using maximum impervious coverage as this project only uses a little over half of its maximum allotment.

Motion carried unanimously.

RESOLUTION 2019-14 – V-19-80.06868.00 – Verizon Wireless, LLC

Verizon Wireless, LLC is requesting an interim use permit (IUP) for the purpose of relocating and installing new cellular antennas on the roof of the Sanford Health Facility greater than seventy-five (75) feet in height. This request is in the (O/M) Office/Medical zoning district and within Airport Zone C located at 1300 Anne Street NW, parcel 80.06868.00.

BACKGROUND

Buell Consulting/Verizon Wireless recently reached out to JPB staff in regards to relocating and installing new beta sector antennas atop the roof of the Sanford Health Facility. Current antennas already exists on the roof of the facility; however, due to some recent installation of new cooling enclosures/HVAC units, the current sector antenna's signals were blocked resulting in noticeable loss of network coverage and network performance. These antennas serve from the Sanford Hospital all the way to the east side of Lake Bemidji.

In order to fix the problem, Verizon is requesting to relocate the beta sector of the wireless facility to higher locate, atop the mechanical HVAC penthouse. The relocation should result in better network coverage, performance, and reliability around the Sanford campus as well as the surrounding Bemidji area.

PLANNING CONSIDERATIONS

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 Building department stated this project will require a building permit and plan review for code compliance. The building department has not received a Commercial Plan Review application for the code review of this project. The building owner or antennae owner will need to verify whether or not this project requires State of MN DLI plan review. The Building Department has no other comments at this time.

Airport Authority

Per the request of Karen Weller, Executive Director of Bemidji Regional Airport Authority, Mike Karvakko of Karvakko Engineering performed an airspace analysis of the proposed Verizon improvements on the Sanford Hospital.

The proposed Verizon improvements are located within the Zone C area that surrounds the airport. Based upon the plans sent to our firm on 5/6/2019 from Casey Mai, the anticipated top of the proposed antenna elevation is 1464.0'. The top of the existing antenna elevation is 1481.0'. The elevation of the Zone C Part 77 Surface is 150' above the established airport elevation (1391.4'), at 1541.4'. Provided the plans remain unchanged, and the top of the proposed infrastructure does not exceed 1464.0' (as described in the plans), **no impacts are anticipated to the Bemidji Regional Airport by the Verizon MN02 Bemidji Lake Optimization Project.**

This review was focused on the elevations as it relates to the Zone C, no analysis was performed on any existing or enhanced future interference created by such project.

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 as well as the Zoning & Subdivision Ordinance stated the following about maximizing existing structures for new antenna:

In order to accommodate the communication and sustainable energy needs of residents and businesses while protecting the public health, safety, and general welfare of the community, the JPB finds that these regulations are necessary to:

- 1. Maximize the use of existing and approved towers and buildings to accommodate new antennas and towers in a manner which reduces the number of new towers necessary to serve the community.*
- 2. Ensure antennas and towers are designed, located, and constructed in accordance with all applicable code requirements to avoid potential damage to adjacent properties from failure of the antenna and tower through structural standards and setback requirements.*
- 3. Encourage wind energy conversion systems to be located on properties in a manner which minimizes potential negative impacts upon adjacent properties.*
- 4. Maintain community aesthetics by minimizing adverse visual effects of antennas and towers.*

RECOMMENDATION

Staff recommends approval of an interim use permit (IUP) for the purpose of relocating and installing new cellular antennas on the roof of the Sanford Health Facility greater than seventy-five (75) feet in height. This request is for parcel 80.06868.00. Approval recommended with the following conditions:

1. A building permit shall be obtained prior to the installation or construction of the antennas.
2. Any additional antennas or alterations in antennas that will increase the height shall require approval of an IUP amendment from the JPB.

Board members had the following comments:

- Frenzel asked if antennas are typically beyond 75 feet. Staff explained that there is nothing in the ordinance to limit the height, but state building codes and airport zones can limit them. Discussion about tower ordinances and height restrictions.
- Steve Jones, Community Development Director, suggested that the FAA may need to review this request. Staff explained that the FAA review is required and has been requested, and that no building permits will be granted until the FAA's 7460 report is complete.

Motion by Meehlhause, second by Erickson to approve Resolution 2019-14 for an interim use permit (IUP) for the purpose of relocating and installing new cellular antennas on the roof of the Sanford Health Facility greater than seventy-five (75) feet in height. This request is for parcel 80.06868.00. Approval recommended with the following conditions:

1. A building permit shall be obtained prior to the installation or construction of the antennas.
2. Any additional antennas or alterations in antennas that will increase the height shall require approval of an IUP amendment from the JPB.

And with the 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.
2. **Whether the proposed use adversely affects traffic conditions and parking on adjacent streets and land.**
No. The use of antennas will not generate any additional traffic on the Sanford campus or in general area. No impacts are anticipated with the traffic from the Bemidji Regional Airport as well.
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 antennas will provide for a better network coverage, performance, as well as reliability around the Sanford campus and the surrounding Bemidji area.
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. Maximize the use of existing and approved towers and buildings in the area to accommodate new antennas and towers in a manner which reduces the number of new towers is encouraged and recommended.
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, these services are not applicable to this use.

Motion carried unanimously.

OTHER BUSINESS

- Meehlhause suggested changing the July and August JPB meeting times from 6:00 pm to 5:00 pm.

Motion by Meehlhause, second by Frenzel to change the start time of the July 10th and August 14th JPB meetings from 6:00 pm to 5:00 pm.

Motion carried unanimously.

- Frenzel suggested scheduling more meetings when case-loads are large. Staff offered to summarize material on big meeting nights, and expand information when necessary.

DIRECTOR'S REPORT

Mai identified the upcoming planning cases, and updated all development projects.

UPCOMING MEETING DATES

| | |
|-----------------|------------------------------------|
| June 27, 2019 | -- JPC Regular Meeting @ 6:00 p.m. |
| July 10, 2019 | -- JPB Regular Meeting @ 5:00 p.m. |
| July 25, 2019 | -- JPC Regular Meeting @ 6:00 p.m. |
| August 14, 2019 | -- JPB Regular Meeting @ 5:00 p.m. |

ADJOURNMENT

There being no further business, motion by Meehlhause, second by Frenzel, to adjourn the Joint Planning Board meeting at 8:15 p.m.

Motion carried unanimously.

Respectfully submitted,

Terri Ball
Planning Administrative Assistant

JPB Minutes Approved and attested by:



Joint Planning Board Representative

