

**GREATER BEMIDJI AREA
REGULAR JOINT PLANNING COMMISSION MEETING**

**Thursday, February 23, 2017
6:00 P.M.**

**Council Chambers, City Hall
317 4th ST NW
Bemidji, MN 56601**

AGENDA

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| <ul style="list-style-type: none">➤ Call to Order/Roll Call➤ Pledge of Allegiance➤ Approve Agenda➤ Approve Minutes<ul style="list-style-type: none">• Thursday, January 26, 2016 Regular Meeting | Chair |
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NEW BUSINESS

Public Hearings

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| <ul style="list-style-type: none">1. <u>City of Bemidji</u> – IUP-17-80.00757.00 – Tysver2. <u>City of Bemidji</u> - IUP-17-80.03751.00 – Modular Solutions, Ltd.3. <u>City of Bemidji</u> – CUP-17-80.03320.00,80.03149.00 & 80.03143.00 – Cloose4. <u>Northern Township</u>- IUP-17-31.01392.00,31.00829.00 – Rocklin Inc5. <u>City of Bemidji</u>– Concept PUD-17-80.05081.00 – Sanford Medical | CB
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OTHER BUSINESS

- | | |
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| <ul style="list-style-type: none">1. Visitors2. Director Report3. Upcoming Meetings<ul style="list-style-type: none">• March 8, 2017 6:00 pm JPB Regular Meeting• March 23, 2017 6:00 pm JPC Regular Meeting• April 12, 2017 6:00 pm JPB Regular Meeting• April 27, 2017 6:00 pm JPC Regular Meeting4. Adjourn | Chair

CM

Chair

Chair |
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**MINUTES
GREATER BEMIDJI AREA
REGULAR PLANNING COMMISSION MEETING**

February 23, 2017
6:00 p.m.

City Hall
Council Chambers

CALL TO ORDER: Vice Chair, Nicki Lemmer called the regular meeting of the Greater Bemidji Area Joint Planning Commission to order at 6:00 p.m. Roll call was taken and the pledge of allegiance was recited

MEMBERS PRESENT: Kramka, Steffen, David, Lemmer, Miller, Smith

MEMBERS ABSENT: Berg, Hendricks

STAFF PRESENT: Casey Mai, Cory Boushee, Terri Ball

OTHERS: Sandra & James Garvey, Rodney Austin, Bill & Tina Siems, Darlene Peterson, Leroy Stenstrom, Shelley & Dale Cloose, Don & Joyce Fargen, Jeff Orvedal, Bob Kiewatt

APPROVAL OF AGENDA:

Motion by Miller, second by Steffen, to approve the Agenda as presented.

Motion carried unanimously.

APPROVAL OF MINUTES:

Motion by Smith, second by David, to approve minutes from the January 26, 2017 Greater Bemidji Area Regular Joint Planning Commission as written.

Motion carried unanimously.

NEW BUSINESS:

Public Hearing:

Boushee presented the first case:

PLANNING CASE – IUP-17-80.00757.00 – William Tysver

Applicant is requesting an Interim Use Permit (IUP) in order to operate a vacation rental to be located at 2926 Birchmont Dr. NE in the R-3 Suburban Residential district of the City of Bemidji.

BACKGROUND

The Greater Bemidji Area Zoning Ordinance Section 302 allows for vacation rentals to be located in residential zoning districts with the approval of an interim use permit. Applicant currently has home registered as a single family home rental in the City of Bemidji. The property has been used as a regular rental on a yearly lease basis for the past three years. This left the applicant with some property damage issues that he felt could be corrected with short-term rental to traveling business people or vacationing families. The applicant wishes to someday live full time in this house, but for now would like to rent when not being used by himself.

PLANNING CONSIDERATIONS

Zoning

Per the GBAJPB Zoning Ordinance, vacation rentals require the issuance of an Interim Use Permit by the JPB.

Section 1020. Special Provisions for Vacation Rentals

Vacation rentals are an interim use in all residential zoning districts and shall meet the following requirements:

- A. A site plan showing location of home, garage and provision for guest parking is to be provided.
- B. At least one parking space per guest room is to be established or at least one (1) space per three (3) maximum sleeping spaces, whichever is greater.
- C. One three (3) square foot informational sign is allowed.
- D. No exterior alterations or expansions shall be made to the residential structure other than those necessary to meet health and safety codes.
- E. All recreational equipment (canoes, boats, and other types of equipment, will be stored inside an approved and permitted accessory structure).

In this situation, the house has space for up to seven (7) vehicles. Which means the maximum number of sleeping spaces should be no more than seven (7) bedrooms or 21 occupants. This is a rather large home that could be leased for a family vacation, family reunion, or fishing group.

The detached garage and attached garage provide space for recreational equipment to be stored inside. There is also an accessory structure by the lake that can be used for storage.

No sign is being proposed but a small three (3) square foot sign or less would be allowed.

Engineering / Fire / Police / Building Considerations

No comments or concerns were expressed.

Policy Considerations

Vacation rental homes are subject to Minnesota sales tax laws for lodging facilities. It will be a policy of the appropriate local government unit to decide if they wish to collect lodging tax or require a rental license. The applicant must comply with additional regulation set forth by the appropriate LGU or this IUP may be subject to termination.

Neighborhood Comment

JPB staff have received comments over the amount of rental properties being permitted in this area. No specific comments were received regarding the approval of vacation rental, but were referring to rental property in general. It was explained the JPB does not regulate single family rental homes as to owner occupied vs. rental. The JPB does regulate where duplex or multi-family housing is allowed. The City of Bemidji permits rental properties through the building department, JPB approves the amount of necessary parking for the amount of tenants requested by the applicant.

Comprehensive Plan References

JPB staff believes that the request for vacation rental is not contrary to any goals and policies set forth in the Greater Bemidji Area Land Use Plan.

RECOMMENDATION

Staff recommends approval of the Interim Use Permit for William Tysver to operate a vacation rental to be located at 2926 Birchmont Dr NE in the R3 Suburban Residential District of the City of Bemidji, with the following conditions:

1. The IUP shall terminate upon a change in use, a change in the owner/operator (leaseholder), or a change in the lease space as may be determined by the JPB Staff.
2. At least one parking space per guest room is to be established or at least one (1) space per three (3) maximum sleeping spaces, whichever is greater.
3. One three (3) square foot informational sign is allowed, a sign will need to be approved by JPB staff but will not require a permit.

4. Exterior alterations and expansions of the cabin footprint will require a review of this IUP or termination.
5. All recreational equipment will be stored inside.
6. A onetime JPB staff review of the property will be conducted in September 2017 to ensure there are no negative effects on surrounding properties. If any unforeseen issues result in damage or disruption to surrounding properties this IUP will be reviewed and may be terminated by the Joint Planning Board.
7. The applicant will remain compliant with any regulations or fees required by the City of Bemidji, failure to do so may result in termination of this IUP.

Public Hearing opened at 6:16 p.m.

Neighbor Jim Garvey detailed specific inconveniences due to recent renters, which include noise and lights. Commissioners asked if applicant was notified of these issues and how concerns are handled. Garvey has not spoken with Tysver. Discussion between staff and commissioners about increasing IUP reviews thus amending condition number 6.

Public Hearing closed at 6:27 p.m.

Public Hearing re-opened at 6:35 p.m.

Neighbor Sandy Garvey discussed being contacted by Tysver of recent break-ins of his property. She stated concerns for her safety and safety of the neighborhood.

Public Hearing re-closed at 6:38 p.m.

Motion by Smith, second by Steffen to approve the IUP in order to operate a vacation rental located at 2926 Birchmont Dr. NE in the R-3 Suburban Residential district of the City of Bemidji with the following conditions:

1. The IUP shall terminate upon a change in use, a change in the owner/operator (leaseholder), or a change in the lease space as may be determined by the JPB Staff.
2. At least one parking space per guest room is to be established or at least one (1) space per three (3) maximum sleeping spaces, whichever is greater.
3. One three (3) square foot informational sign is allowed, a sign will need to be approved by JPB staff but will not require a permit.
4. Exterior alterations and expansions of the cabin footprint will require a review of this IUP or termination.
5. All recreational equipment will be stored inside.
6. JPB staff will conduct reviews at the property at one month, three months and six months of operation to ensure there are no negative effects on surrounding properties. If any unforeseen issues result in damage or disruption to

surrounding properties this IUP will be reviewed and may be terminated by the Joint Planning Board. This includes, but is not limited to complaints of noise, animals or trespassing.

7. The applicant will remain compliant with any regulations or fees required by the City of Bemidji, failure to do so may result in termination of this IUP.
8. Must provide proof of registration with MN Dept. of Health within 30 days of approval or before operation.

And with findings:

1. **Whether the proposed use adversely affects the public safety, health, morals, convenience and general welfare of the occupants of the surrounding land.**

No. There is no evidence that a vacation rental will adversely affect the surrounding land as long as the conditions are followed and met.

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

No. No changes to access or traffic circulation flow on adjacent streets are proposed. Increases in traffic or other negative impacts are not anticipated.

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

No. There are no adverse effects to property in the surrounding area anticipated as a result of this proposal. The subject parcel is appropriately zoned for the proposed use.

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 goals and policies of the JPB Land Use Plan. Per the GBAJPB Zoning Ordinance, vacation rentals are allowed pursuant the issuance of an Interim Use Permit by the JPB, and the subject parcel is appropriately zoned for the proposed use.

5. **Whether adequate utility, drainage and other such necessary facilities have been or can be provided.**

Yes. The location is serviced by centralized services.

Roll call vote was called.

Ayes: Smith, Miller, Lemmer, David, Steffen, Kramka

Nays: None

Absent: Hendricks, Berg

Abstain: None

Motion carried unanimously.

Mai presented the second case:

PLANNING CASE – IUP-17-80.03751.00 – Modular Solutions, Ltd.

Applicant submitted an Interim Use Permit for the temporary use of building material storage with the assembling of pre-manufactured walls in a B-2 General Commercial District. The property located at 601 Paul Bunyan Drive SE is under a lease agreement with Modular Solutions, Ltd. contingent on the decision of the Interim Use Permit.

BACKGROUND

Property was formerly used as the Coca Cola Distribution Warehouse. An interim use permit allows for the community to review on a case by case basis the needs of the surrounding neighborhood to allow a use, with conditions, that may or may not be of a similar nature. The conditions are a way to minimize any potential impact the use may have.

Applicant plans to operate out of the existing building with minor alterations to the interior. A building permit will be required with the City of Bemidji for any interior modifications, as the applicant has already indicated a new garage door would need to be installed. Modular Solutions, Ltd. is a general contractor that specializes in design-build and innovative accelerated construction methods. Recently, they were hired to build the new Bug-O-Nay-Ge-Shig High School on the Leech Lake Indian Reservation and are in the process of locating a facility to temporarily house their headquarters for building material storage and assembly of pre-manufactured walls.

Applicant anticipates three (3) to four (4) individuals working in the office along with another ten (10) to twelve (12) individuals working on the assembly of the pre-manufactured walls. The applicant has indicated that these individuals will be housing in Bemidji over the course of the next six (6) to nine (9) months to complete the high school. Modular Solutions expects the school to be completed by October or November. The assembly of the pre-manufactured walls will be by screws and nails only, as welding is not allowed in this location.

PLANNING CONSIDERATIONS

Trash Handling & Outdoor Storage

A final site plan will be required to identify any dumpster enclosure proposed on-site. There will be no allowed outdoor storage of materials or equipment. All building material storage must be stored inside the facility.

Signage

The applicant has indicated that they would like to hang a temporary vinyl banner over the existing Coca Cola sign. It is recommended that all existing signage be removed from the building prior to occupancy. The applicant will need to apply for a sign permit for the installation of any signage on site and will need to comply with Section 712 of the GBAJPB Zoning and Subdivision Ordinance, signs permitted in the (B-1) and (B-2) Low Density and General Commercial Districts.

Lighting

The applicant has not indicated that there will be any additional lighting added to the existing structure. Any additional lighting that would be added would need to conform to the JPB's requirements.

Fire Department/Building Officials

No concerns were identified for this type of use at this location by either the Fire Chief or the City Building Official. They both indicated that a building inspection will need to be completed to verify building and fire code compliance prior to occupancy, as long as this remains a one-time interim use. Further usage for another project may require building modifications for safety.

City Engineering/MnDOT

The Public Works Department and Minnesota Department of Transportation had no concerns as long as there was no proposed changes to any accesses or utilities.

Neighboring Property Owner Input

Staff has received no comments or concerns regarding the proposal.

Comprehensive Plan References

The proposed use for the temporary storage of building material and assembly of pre-manufactured walls in this zoning district is consistent with the Greater Bemidji Area Land Use Plan; provided the IUP process is followed and specific conditions are met in order to assure compatibility with surrounding uses.

RECOMMENDATION

Staff recommends approval of an Interim Use Permit to allow the temporary use of building material storage with the assembly of pre-manufactured walls to be located at parcel 80.03751.00 in the (B-2) General Commercial District with the following conditions:

1. The IUP shall terminate one (1) year after approval or upon the completion of the Bug-O-Nay-Ge-Shig High School. Any request for additional time or for usage for a project other than the Bug-O-Nay-Ge-Shig High School will require a major review of this IUP.
2. Any future lighting improvements on the property shall be in full conformity with Section 1008 of the GBAJPB Zoning & Subdivision Ordinance.
3. If a dumpster is brought on site it shall be fully enclosed as required by the GBAJPB Zoning & Subdivision Ordinance per Section 1002 or shall be stored inside the facility.
4. A sign permit must be obtained for the installation of any signage and shall comply with Section 712 of the GBAJPB Zoning & Subdivision Ordinance.
5. All applicable permits from the City of Bemidji Building Department shall be obtained prior to construction or modification. Any future additions to this structure must be approved by GBAJPB staff and the City of Bemidji Building Department.

6. The IUP shall be reviewed for compliance one time upon four months of operation by the JPB staff. If they think there is a reason to bring it to the JPB, the applicants shall participate in a review of the IUP.

Public Hearing opened at 6:55 p.m.

Bob Kiewatt stated he represents both Modular Solutions and the Steven's family, who own the property. Exact hours of operation are unknown, but anticipates weekdays with extended hours, as weather is a main factor. Leroy Stenstrom knows property owner and stated it is a good opportunity to use the property. Also has concerns that neighbors be protected from constant noise.

Public Hearing closed at 7:00 p.m.

Public Hearing re-opened at 7:02 p.m.

Darlene Peterson asked who to contact if there is a complaint. Staff provided information.

Public Hearing re-closed at 7:03 p.m.

Motion by Miller, second by Steffen to suggest to the Joint Planning Board the approval of IUP allowing the temporary use of building material storage with the assembly of pre-manufactured walls to be located at parcel 80.03751.00 in the (B-2) General Commercial District with the following conditions:

1. The IUP shall terminate one (1) year after approval or upon the completion of the Bug-O-Nay-Ge-Shig High School. Any request for additional time or for usage for a project other than the Bug-O-Nay-Ge-Shig High School will require a major review of this IUP.
2. Any future lighting improvements on the property shall be in full conformity with Section 1008 of the GBAJPB Zoning & Subdivision Ordinance.
3. If a dumpster is brought on site it shall be fully enclosed as required by the GBAJPB Zoning & Subdivision Ordinance per Section 1002 or shall be stored inside the facility.
4. A sign permit must be obtained for the installation of any signage and shall comply with Section 712 of the GBAJPB Zoning & Subdivision Ordinance.
5. All applicable permits from the City of Bemidji Building Department shall be obtained prior to construction or modification. Any future additions to this structure must be approved by GBAJPB staff and the City of Bemidji Building Department.
6. The IUP shall be reviewed for compliance one time upon four months of operation by the JPB staff. If they think there is a reason to bring it to the JPB, the applicants shall participate in a review of the IUP.

And with findings:

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. Increases in traffic or other negative impacts are not anticipated. On-street parking is not available and adequate parking is provided on-site.

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. A Coca Cola distribution warehouse once occupied the parcel with constant traffic, this building material storage and assembly is expected to be similar or less.

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 goals and policies of the JPB Land Use Plan.

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.

Boushee presented the third case:

PLANNING CASE – CUP-17-80.03320.00, 80.03149.00, 80.03143.00 – Autumn Hills

Applicants are requesting a Conditional Use Permit (CUP) to operate an Assisted Living Facility with 30 units in the High Density Residential (R-5) District of the City of Bemidji.

BACKGROUND

Autumn Hills currently operates an Assisted Living Facility at this address with 16 units. This project was originally approved in 2005 to have 16 units through a special use permit from the City of Bemidji; however, only 7 units were constructed. In 2009 an expansion increased the number of units from 7 up to the approved 16. The applicant is now requesting for an expansion of additional 14 units to total 30 living units inside the building, as well as enlarging the dining area.

The Greater Bemidji Area Zoning Ordinance Section 302 does not include Assisted Living Facilities. The ordinance does however define Nursing Home, which is only allowed in a Multi-Family Residential District (R-6) through a CUP or by permit in the Planning Commission Meeting, February 23, 2017

Urban Renaissance (UR) and Office-Medical (OM). The JPB ordinance definition of Nursing Home is:

NURSING HOME: A structure designed or used for residential occupancy and at which limited medical or nursing care is provided for its occupants, but not including hospitals or mental health centers.

The JPB Planning Administrator feels this definition is too broad to encompass the many levels of elderly care facilities in the Greater Bemidji Area. Assisted Living is not defined in the ordinance or part of the Section 302 Land Use Matrix. Section 301 Allowed, Permitted, Conditional, and Interim Uses of the zoning ordinance states that:

Whenever an application proposes a use not identified by this Ordinance as either a permitted, conditional or interim use, the Planning Administrator, after reviewing the Comprehensive plan and in consultation with the Planning Commission, either formal or informal, shall issue a statement of clarification, finding that the use is either substantially similar in character and impact to a use identified as either allowed, permitted, conditional or interim within the particular district, or that the use is not sufficiently similar to another use listed within the district. Such statement of clarification shall include the findings that led to such conclusion, and shall be filed in the official repository of the Joint Planning Board.

There will be time for discussion regarding this, as JPB staff feels that a recommended approval of this report would fulfill the requirement for consultation with the planning commission.

Through some research it was found that a nursing home resembles something closer to a medical facility with services like in-house physical, occupational, and speech therapy, as well as pain management, IV therapy. Subacute care may also happen in a nursing home which is defined as inpatient comprehensive care. Nursing homes also provide the same amenities as Assisted Living and Elderly Care facilities, such as everyday living needs, socialization activities, medication assistance, and nursing services when needed. The nursing home is a stepping stone with an attempt to provide enough assistance to allow for an individual to move on to an assisted living center.

According to a study by the U.S. Bureau of the Census, it is anticipated that before 2029 when all of the "Baby-Boomers" are 65 years and older more than 20 percent of the population will be 65 years or older. It is anticipated that this shift in age will continue and that eventually, age cohort of 65 years and older will have a larger population than under 18 years in age.

As we continue to promote a healthy and safe community for all residents of the Greater Bemidji Area, it is imperative that we ensure our elderly can receive the care and assistance they need.

This proposal is in a high density residential district which does allow for multi-family housing at a lower density than multiple family residential. This type of development in

Planning Commission Meeting, February 23, 2017

a high density residential district should not impact the surrounding area any further than a traditional multi-family development. Other items the ordinance allows for are Accessory Dwelling Units or Granny Flats that allow you to construct a small apartment either detached or attached to your house to provide care for an elderly relative.

The definition of a nursing home and assisted living will need to be addressed during future ordinance updates. A lack of definition for a use should not restrict the use if the planning commission feels it is appropriate for the zoning district.

PLANNING CONSIDERATIONS

This property is surrounded by predominantly multi-family housing to the south, and single family housing to the west, north, and east. This is common in a high density residential district as it is the most flexible zoning district for residential properties, allowing for single family and multi-family dwellings.

Zoning

The property is surrounded by high density residential zoning (R-5).

Lot Combination

The applicant shall combine parcels 80.03320.00; 80.03149.00; and 80.03143.00 as well as combining the vacation of a city alley. The applicant will need to file for vacation of alley or an easement with the City of Bemidji.

Parking

Section 1009 of the JPB ordinance requires that parking be based on 75% of the total units. This development would require 22 parking spaces, and 22 have been provided. The existing single family home lot has an existing five stall garage, there has been some consideration of keeping the garage on-site, and these five spots would count towards the parking requirement. The garage is an existing non-conforming structure at 1,150 SF, as 1,008 SF is the max amount of accessory structure allowed per lot. This structure also does not meet the 5' minimum setback for accessory structure. A two stall garage does exist on the current building as well, the plans call this storage area. If the primary use is for storage of materials and not parking, then these stalls would not count towards additional parking.

Landscaping

This site requires thirty-one (31) trees total including seven (7) trees along Park Ave. The landscaping plan is meeting the minimum tree requirements. However, the plan does not show tree removals or the types of trees being planted. If more than 60% of the existing High Quality Significant Trees are being removed it will require a conditional use permit. Any tree removal will require a tree removal permit. Some of the existing trees are located under power lines and will likely need to be cut down or topped in the future. JPB staff also recommend that an additional three (3) trees be placed on the site above the required thirty-one (31) minimum tree standard. Of the four-teen (14) proposed new trees not more than 40% should be of the same species. A plan for the

protection of existing trees will also need to be submitted before any tree removal or construction can begin.

JPB staff are confident the proposal is meeting the front yard setback green space requirements, but this exact number will need to be on the final plans.

Lighting

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

Screening

Existing vegetative screening should remain on the site to preserve all existing vegetative screening. The area highlighted in red will need to be screened. Screening is required to ensure the expansion will not interfere with existing single family homes.

Signage

A permitted sign already exists, any additional signage may require a sign permit. All signage must comply with Section 710 of GBAJPB Zoning and Subdivision Ordinance.

Trash Handling

A trash enclosure does not currently exist; however, one is being proposed on the plans that meets Section 1002 of the ordinance.

Transportation / Fire / Engineering / Building Department

Ingress/egress of the facility intends to remain the same, no safety concerns were received regarding this entrance.

The existing building and final plans will require further review to ensure fire code and building code is being met. A building permit will need to be issued prior to construction.

This will also require final engineering and stormwater review by the public works department and city engineer. Approval will need to be given before any construction can start.

Comprehensive Plan References

The proposal for expansion of an existing assisted living facility in a high density residential district is in keeping with the goals and policies of the Greater Bemidji Area Land Use Plan.

RECOMMENDATION

Staff recommends approval of a Conditional Use Permit to allow the expansion of an existing assisted living facility located at 2528 Park Ave NW (Parcels: 80.03320.00; 80.03149.00; 80.03143.00) In the (R-5) High Density Residential District of the City of Bemidji with the following conditions:

1. This property shall remain an assisted living facility and not expand the services to be that of a nursing home with more extensive care options that should be performed at a medical facility.
2. 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.
3. Final building plans will need to be approved by the City of Bemidji Building Department and Bemidji Fire Department.
4. Final site plan shall address the existing garage, if the garage is going to remain it will need to be updated to match the architecture of the Autumn Hills building.
5. An alley vacation or easement will need to be approved by the City of Bemidji before any construction can begin on-site. All parcels shall be combined into one lot.
6. A tree removal permit will need to be approved including an updated landscaping plan showing size, species, and location of existing and proposed trees.
7. All lighting on-site will need to meet Section 1008 of the JPB ordinance, a lighting plan will be submitted with final building plans for JPB review.
8. A screening plan will need to be submitted to the JPB for approval.
9. Any additional 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.
10. The proposed dumpster enclosure must meet Section 1002 of the JPB ordinance.

Public Hearing opened at 7:26 p.m.

Owner Shelley Cloose described facility as 24 hour care staffed with one (1) person at night. Second night staff will be added with expansion. Currently 12 staff and herself. Meals are provided as no individual kitchens exist. Medical care levels vary per occupant. Neighbor Tina Siems stated concern for her continued access to/from alley and asked for a privacy fence to shield her view from dining room. Lemmer asked about screening. Staff stated it could be an added condition.

Public Hearing closed at 7:33 p.m.

Motion by Smith, second by Miller to approve the expansion of an existing assisted living facility located at 2528 Park Ave NW (Parcels: 80.03320.00; 80.03149.00; 80.03143.00) In the (R-5) High Density Residential District of the City of Bemidji with the following conditions:

1. This property shall remain an assisted living facility and not expand the services to be that of a nursing home with more extensive care options that should be performed at a medical facility.
2. 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.
3. Final building plans will need to be approved by the City of Bemidji Building Department and Bemidji Fire Department.
 4. An alley vacation or easement will need to be approved by the City of Bemidji before any construction can begin on-site. All parcels shall be combined into one lot.
 5. A tree removal permit will need to be approved including an updated landscaping plan showing size, species, and location of existing and proposed trees.
 6. All lighting on-site will need to meet Section 1008 of the JPB ordinance, a lighting plan will be submitted with final building plans for JPB review.
 7. A screening plan protecting neighboring single family homes will need to be submitted to the JPB for approval.
 8. Any additional 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.
 9. The proposed dumpster enclosure must meet Section 1002 of the JPB ordinance.

And with findings:

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 expansion 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. Increased traffic is anticipated to be during the day for visitation and socializing purposes.
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.
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 goals and policies of the JPB Land Use Plan.
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.

Boushee presented the fourth case:

PLANNING CASE – IUP-17-31.01392.00, 31.00829.00 – Rocklin Inc.

Applicant is requesting an Interim Use Permit (IUP) in order to operate a vacation rental to be located at 3915 Waville Rd in the R-3 Suburban Residential District of Northern Township.

BACKGROUND

The Greater Bemidji Area Zoning Ordinance Section 302 allows for vacation rentals to be located in residential zoning districts with the approval of an interim use permit. The applicant Rocklin Inc wishes to use this property for seasonal vacations and occasional short term rental.

PLANNING CONSIDERATIONS

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

Zoning

Per the GBAJPB Zoning Ordinance, vacation rentals require the issuance of an Interim Use Permit by the JPB.

Section 1020. Special Provisions for Vacation Rentals

Vacation rentals are an interim use in all residential zoning districts and shall meet the following requirements:

- A. A site plan showing location of home, garage and provision for guest parking is to be provided.
- B. At least one parking space per guest room is to be established or at least one space per 3 maximum sleeping spaces, whichever is greater.
- C. One three (3) square foot informational sign is allowed.
- D. No exterior alterations or expansions shall be made to the residential structure other than those necessary to meet health and safety codes.
- E. All recreational equipment (canoes, boats, and other types of equipment, will be stored inside an approved and permitted accessory structure).

In this situation with winter, it is difficult to tell with aerial photography alone what could be considered a legal parking space per JPB standards. The garage looks to be used for storage more than parking vehicles. JPB staff have spoken to the applicant and will recommend conditioning that an appropriate amount of parking per occupants meeting Section 1020 of the ordinance be constructed before June 1, 2017.

An 8'x10' shed provides space for recreational equipment to be stored inside.

Planning Commission Meeting, February 23, 2017

No sign is being proposed but a small three (3) square foot sign or less would be allowed.

Septic Systems

This property is part of the Waville Environmental Subordinate Service District Waste Water Collection System. JPB staff feel that the use of this property as a vacation rental will have no adverse effects on the waste water collection system.

Engineering / Fire / Police / Building Considerations

No comments or concerns were expressed.

Policy Considerations

Vacation rental homes are subject to Minnesota sales tax laws for lodging facilities. It will be a policy of the appropriate local government unit to decide if they wish to collect lodging tax or require a rental license. The applicant must comply with additional regulation set forth by the appropriate LGU or this IUP may be subject to termination.

Neighborhood Comment

Staff have received phone calls for clarification of what it means to be a vacation rental. Staff informed them that this is a short-term rental vs. a long term rental. Short-term is less than 30 days or more than 30 days but not requiring a year lease as defined by Minnesota Revenue for hotels and lodging facilities. Long term rentals in Northern Township do not require a permit.

Comprehensive Plan References

JPB staff believes that the request for vacation rental is not conflicting, to any goals and policies set forth in the Greater Bemidji Area Land Use Plan.

RECOMMENDATION

Staff recommends approval of the Interim Use Permit for Rocklin Inc. to operate a vacation rental to be located at 3915 Waville Rd in the R3 Suburban Residential District of Northern Township, with the following conditions:

1. The IUP shall terminate upon a change in use, a change in the owner/operator (leaseholder), or a change in the lease space as may be determined by the JPB Staff.
2. At least one parking space per guest room is to be established or at least one space per three (3) maximum sleeping spaces, whichever is greater. Parking requirements shall be met and approved by JPB staff before June 1, 2017 or if not completed by June 1, 2017 before the property can continue to be used as a vacation rental it will need to be completed.
3. One three (3) square foot informational sign is allowed, a sign will need to be approved by JPB staff but will not require a permit.
4. Exterior alterations and expansions of the cabin footprint will require a review of this IUP or termination.

5. All recreational equipment will be stored inside.
6. JPB staff will conduct reviews the property at one month, three months and six months of operation to ensure there are no negative effects on surrounding properties. If any unforeseen issues result in damage or disruption to surrounding properties this IUP will be reviewed and may be terminated by the Joint Planning Board. This includes but is not limited to complaints of noise, animals or trespassing.
7. The applicant will remain compliant with any regulations or fees required by the City of Bemidji, failure to do so may result in termination of this IUP.
8. Must provide proof of registration with MN Dept. of Health within 30 days of approval or before operation.

Public Hearing opened at 7:46 p.m.

Applicant's representative Bob Walner addressed the commission. Actual use will be limited to summer months, but rental will only occur during June and August. Walner commented that this type of rental brings money into the community. Neighbor Al Hansen lives to the right of applicant, stated he has same concerns as the neighbor in the first case. Has concerns about who will maintain property as owner lives in Georgia. Walner said applicant's daughter will maintain rental, and applicant has friends in the neighborhood, as well as he could be contacted if issues arise.

Public Hearing closed at 7:51 p.m.

Motion by Steffen, second by Smith to approve the Interim Use Permit for Rocklin Inc. to operate a vacation rental to be located at 3915 Waville Rd in the R3 Suburban Residential District of Northern Township, with the following conditions:

1. The IUP shall terminate upon a change in use, a change in the owner/operator (leaseholder), or a change in the lease space as may be determined by the JPB Staff.
2. At least one parking space per guest room is to be established or at least one space per three (3) maximum sleeping spaces, whichever is greater. Parking requirements shall be met and approved by JPB staff before June 1, 2017 or if not completed by June 1, 2017 before the property can continue to be used as a vacation rental it will need to be completed.
3. One three (3) square foot informational sign is allowed, a sign will need to be approved by JPB staff but will not require a permit.
4. Exterior alterations and expansions of the cabin footprint will require a review of this IUP or termination.
5. All recreational equipment will be stored inside.
6. JPB staff will conduct reviews the property at one month, three months and six months of operation to ensure there are no negative effects on surrounding properties. If any unforeseen issues result in damage or disruption to surrounding properties this IUP will be reviewed and may be terminated by the Joint Planning Board. This includes but is not limited to complaints of noise, animals or trespassing.

7. The applicant will remain compliant with any regulations or fees required by the City of Bemidji, failure to do so may result in termination of this IUP.
8. Must provide proof of registration with MN Dept. of Health within 30 days of approval or before operation.

And with findings:

1. **Whether the proposed use adversely affects the public safety, health, morals, convenience and general welfare of the occupants of the surrounding land.**
No. There is no evidence that a vacation rental will adversely affect the surrounding land as long as the conditions are followed and met.
2. **Whether the proposed use adversely affects traffic conditions and parking on adjacent streets and land.**
No. No changes to access or traffic circulation flow on adjacent streets are proposed. Increases in traffic or other negative impacts are not anticipated.
3. **Whether the proposed use adversely affects property in the surrounding area.**
No. There are no adverse effects to property in the surrounding area anticipated as a result of this proposal. The subject parcel is appropriately zoned for the proposed use.
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 goals and policies of the JPB Land Use Plan. Per the GBAJPB Zoning Ordinance, vacation rentals are allowed pursuant the issuance of an Interim Use Permit by the JPB, and the subject parcel is appropriately zoned for the proposed use.
5. **Whether adequate utility, drainage and other such necessary facilities have been or can be provided.**
Yes. The property is served by a private well and a septic system managed by Northern Township.

Motion carried unanimously.

Mai presented the fifth case:

PLANNING CASE – Concept CUP-17-80.05081.00 – Sanford Medical

Applicant is requesting CONCEPT approval of a Planned Unit Development (PUD) for their medical campus located at 1300 Anne Street. This primary parcel of the campus is 80.05081.00 located in the Office/Medical (OM) Zoning District. Additional parcels as part of the application include: 80.00469.00, 80.00470.01, 80.04727.00, 80.04728.00, 80.04729.00, 80.04730.00, 80.04731.00, 80.04732.00, 80.04733.00, 80.04734.00, 80.04735.00, 80.04735.01, 80.04736.00, 80.04737.00, and 80.04738.00.

BACKGROUND

Planning Commission Meeting, February 23, 2017

Currently the Bemidji Sanford Medical Center is an established facility. In 2012, Sanford Health was approved by CUP for PUD for their medical campus; however, their final plat was never recorded. A final plat shall be recorded within six months of approval or it's invalid. The original request prior to the first PUD submittal was for a series of three additions to the current facility. Due to the location, each of these expansions would have required driveway connections to Pine Ridge Ave and variances for setbacks, stormwater, and parking. Because of the timeline for these variances they have chosen to submit a long range plan to include all of the proposed expansions through the PUD process. Therefore, allowing for the entire site and all future expansions to be reviewed for site design, traffic movement, stormwater management, landscaping, lighting and parking and eliminate a long process of repeated variance requests.

Since the PUD in 2012, Sanford Health's master plan has changed. Instead of trying to amend the entire original master plan, Sanford Health has elected to submit a new master plan with the proposed updated changes to the campus. Future expansion for the next five (5) to ten (10) years will consist of a cancer center, a heart center, emergency room expansion, and an increase in parking. Representatives of Sanford Health have expressed that three (3) to five (5) years is all they feel comfortable being able to masterplan for in this current development. It also a reality that a lot can change in the next five (5) years, so Sanford officials have decided to only have the Cancer Center addition and some additional parking approved at this time. This will require that all future additions beyond the Cancer Center included in the masterplan will require a major amendment to the PUD, which will require approval by the JPC/JPB. This scenario works well for both parties as each project gets approved we can address changing land use and traffic patterns to ensure safety of the public. It also provides an opportunity for the JPC/JPB to comment on some of the additional items in the masterplan that are being proposed in the future. These comments will allow Sanford officials to plan for items deemed necessary for future development.

The property is zoned Office/ Medical (OM)

The office/medical district is defined as to "Provide areas for the placement of medical and professional office uses and compatible commercial uses." The proposed uses all fit and are allowed within this zoning district. The surrounding land use districts are low density commercial to the north, this area is continuing to see growth and is dominated by medical usage. The immediate east is more office/medical with multi-family housing beyond that. Multi-family and elderly care housing exists to the south. The area is bordered on the west edge by Hannah Ave and U.S. Hwy 71 before transitioning into General Commercial. The surrounding land uses compliment the office/medical district well. Sanford Health developing a PUD is encouraged to allow for the continuous flexibility for growth into the future. Although nothing is happening at this time beyond the removal of two entrances staff does feel that further improvements for traffic safety and pedestrian accommodations along Anne St will need to be looked into as this campus continues to grow.

The proposed project is bounded by Anne Street NW to the north, Hannah Avenue NW to the west, 34th Street NW to the south with Pine Ridge Ave NW bisecting the property. The new Master Site Plan shows the vacation of Pine Ridge Ave NW as a city road and the creation of a new public road on the east side of campus which will reroute traffic to and from 34th Street NW and Anne Street NW. This will require an amendment to this PUD and will need JPC/JPB approval.

PLANNING CONSIDERATIONS

A Planned Unit Development (PUD) is a type of development that allows for increased flexibility from certain areas of a land use ordinance. A PUD can be made up of different land use types including residential, mixed-use, and/or commercial developments. In this case the applicant is proposing a general commercial only development.

Summary of Three Phase Process:

1. Concept Review
 - a. Does this projects density and sample layout work within the confines of its location?
 - b. What pieces of information would we require in order to make a final recommendation to the applicant?
 - c. The approval of a concept in no way approves any elements of this project.
2. Preliminary Review
 - a. This should show the applicant has made an effort to address all of the concerns that were brought to their attention at the concept meeting.
 - b. If staff feels all concerns have been met and significant issues have been addressed, preliminary and final review can be combined for approval.
3. Final Approval
 - a. Finalized plans are required to be presented at this time if approval is to be recommended. JPB makes final decision on approval or denial.

JPB staff & city staff officials have worked extensively with the applicant and their architectural and engineering representatives. A developer work session meeting was held on November 16th, 2016 with the applicant. This meeting served as a pre-application meeting to provide initial comments, and to meet and discuss the roles of JPB and city staff members. A general timeline for approval was briefly discussed, as well as a general PUD being likely the best option. This will grant the applicant the ability to phase the project in order to meet the requirements, in lieu of creating one large parcel under common ownership that would need to meet all aspects of the ordinance during expansion.

The applicant has provided the required information to the City staff for review and comments. A final set of approved drawings (City Engineering and Planning) will be required upon approval of the PUD, or before any building permit can be issued.

- For approval of this PUD, a Developer's Agreement between the applicant and the JPB will be required before final approval for Phase I and Phase II. The cost for the drafting and approval of the developer's agreement will be the responsibility of the applicant.
- If or when the applicant applies for a PUD amendment, a future Developer's Agreement will be required to be drafted, approved by the JPB, City of Bemidji, Beltrami County Roads Department, and signed by the appropriate agencies and applicant for future vacation of city roads or creation of new roads. The cost for the drafting and approval of the developer's agreement will be the responsibility of the applicant.

The project was reviewed and found to be in accordance with all requirements of the JPB Zoning and Subdivision Ordinance. The following items address further appropriate issues.

General PUD

- Upon final approval, the PUD will be recorded as a Common Interest Community (CIC)

Flexibility

- The applicant has requested flexibility with setbacks, reducing the front and rear yard setbacks to 20 ft as well as an increase in the amount of freestanding signage to be utilized as wayfinding. No other flexibility is being requested at this time for lot size, density, yards or off-street parking.

Amenities

In order to gain the flexibility that this development may need in the future, amenities are being provided now that are meeting the current zoning and subdivision requirements. These amenities include and are not limited to:

Open space - For commercial PUDs open space that is related to and proportional with the bulk of the building and landscaped with trees and shrubs. Rain gardens, where appropriate, are encouraged.

Pedestrian improvements - A site and building design that allows for exceptional and accessible pedestrian and/or bicycle access through and/or around a site that exceeds the requirements.

Healing Garden - An existing healing garden exists on the center of campus, although not listed JPB staff would consider this a provided amenity.

Active / Pedestrian Transportation

The JPB Land Use Plan defines the vision for the Greater Bemidji Area to be: An active community, where physical activity is safe, easy, and accessible and a common occurrence for all residents. JPB staff feel that on-site improvements or existing pathways on the east, south, and west side of the building are sufficient. The north side of the campus could be improved in order to allow for a continuous loop around campus on a sidewalk or pathway.

For the overall master plan, staff is still concerned with the big picture of active transportation, but understands that it won't be addressed until the next phase of a PUD amendment occurs. One major concern that will need to be addressed is with the large parking area cut off by Pine Ridge Avenue on the west side of the development. Traffic calming will be key to allow for active transportation to occur. A proposed plan for traffic calming should be developed for implementation with a future PUD amendment. The addition of a 10' wide bituminous path along the proposed East Road would meet the requirements of Section 1010 Non-Motorized Transportation at this time but will need to be reviewed again at the time of a PUD amendment.

Transportation / Road Plan

The existing roadway system is adequate to handle the proposed PUD amendment request. Kimley-Horn and Associates completed the required traffic study in 2012 (attached to staff report). When or if the applicant amends the PUD, a new traffic study will be required to help determine traffic improvement recommendations. Through working with City of Bemidji Engineer Craig Gray and Beltrami County Engineer Bruce Hasbargen the following improvements are recommended based on the overall master plan that was provided. Since the overall master plan is not being included in this PUD, all recommendations will be discussed and filed for a future amendment to the PUD. The following recommendations were made at this time for the applicant as they continue to plan for future development on campus.

- Pine Ridge Avenue should have a left and right turn lane heading northbound.
- The proposal is to vacate Pine Ridge Avenue north of 34th Street and to make this portion a private drive into the Sanford campus. The design of the vacated portion should deter through traffic from using Pine Ridge Avenue. This is to further mitigate vehicle and pedestrian conflicts on the Sanford campus. This vacation would need to be approved by the Bemidji City Council. This will also require a utility easement through the vacation of Pine Ridge Avenue. The road will be designed to city specifications and include a left and right turn lane.
- All final engineering designs for transportation facilities shall be approved by City Engineering and County Roads Departments.

Items that will need to be addressed as part of Phase I and II of the Cancer Center addition are:

- The intersection provided in the diagram will need to be removed as part of

Phase II.

Landscaping

This project is a conversion of an existing site into a PUD. The primary reason for the conversion was to enhance the speed and ease with which the project may be completed, while providing for a stormwater and traffic plan that is all inclusive. Because of the conversion factor, the landscaping requirements are being reduced. Previous requirements were more lenient, therefore staff is not requiring the entire site to be brought into compliance. The total amount of land area dedicated for this development in phase I is approximately 3.57 acres. Roughly 1.02 acres of land will be disturbed during phase II of development. The remaining portion of the site will remain as is or vacant until a PUD amendment is applied for. It is possible that future development of areas remaining vacant could be calculated in this same manner. The final landscaping plan should identify species of trees that will be planted from the zoning ordinance list of species. No more than 40 percent of the same species should be planted on the site.

- Phase 1 landscaping plans show 72 trees throughout the area of the proposed cancer center. Staff feels the applicant has a warranted amount of trees in this location and would like see to see some additional trees in the phase II development areas.
- A final landscaping plan with locations and species of trees will be completed prior to final approval.
- All gravel parking lots shall be removed in the phase II development with live landscaping including trees replacing these gravel lots.
- All trees must be on property of Sanford Health and not in the Right-of-Way.

Parking / Temporary Areas

The proposed parking plan does meet what would be required for this entire site upon completion of the two phase project. Staff is concerned that many temporary parking areas could be created at random from the construction of the cancer center. Gravel parking areas for general use already exist on the site from previous construction periods and one area was recently paved between the years 2014-2015 without meeting any JPB requirements. This was temporary construction area that became permanent parking once the Orthopedic Center was completed.

Therefore, staff is recommending that a site safety plan displaying where temporary vehicle parking areas are being proposed. A temporary storage of equipment is being proposed on the cancer center site while construction occurs for phase I of the development. All gravel areas not being used for temporary parking need to be returned to landscaped area. A plan for mitigating this issue should be submitted for final approval. This issue could likely be mitigated through strategic landscaping. The total

parking spaces required for this development would be 1,278. At the completion of phase II, 1,279 parking stalls will be located on site.

- A site safety plan will be submitted for JPB staff review with final engineering plans for each phase of the project.
- All current gravel areas throughout the campus site that is being used for temporary parking or construction will need to return to live landscaping during phase II construction.
- A site plan should also entail strategies to ensure parking on grass or gravel areas does not continue.
- All newly developed parking areas must have a minimum of 4% interior green space islands with trees and shall be listed on the final site plans. These parking areas shall meet the five (5) ft setback from all property lines.

Phasing Plan

A concept phasing plan has been submitted laying out the development in two phases. Phase I primarily consist of the proposed cancer clinic center along with parking. Phase II of the development entails removal of two drive connections off of Anne Street NW, a parking lot connection at the northeast corner of the site creating a street frontage like access, and finally removal of all gravel lots throughout campus to be either paved with landscaping or returned to all landscaping. The applicants overall master plan, which will require an amendment to the PUD at a later date, lays out a more extensive phasing plan that entails a heart center, an emergency room expansion, the vacation of Pine Ridge Avenue as a City road with the creation of a new city road on the east side of campus connecting the north south corridor.

- Phasing and timelines should be set so that Phase II can be completed within six months of occupancy of the cancer center.

Park Land Dedication

Dedication of park land was accomplished prior to the conversion of the site into a PUD. All parkland dedication fees have been provided prior to the 2012 PUD submittal.

Signage

A campus signage plan has been submitted with this request laying out direction and location of facilities throughout campus. Any additional signage for the development shall comply with the JPB Zoning Ordinance. Signage within the interior of the PUD for directional purposes is allowed. All signage that faces a public street frontage must comply with the OM zoning sign requirements per Section 714 in JPB Zoning Ordinance.

- A final master sign plan will be submitted to the JPB staff for final review and approval. The master sign plan shall define signage that currently exists and

layouts the proposed signage for the future. The proposed signage shall indicate when it will be installed. This sign plan will only need to encompass the Phase I and II of the cancer center addition. Future signage plans will be approved through PUD amendments.

Lighting

All lighting improvements shall comply with Section 1008 in the JPB Zoning Ordinance.

- Specifics for the fixtures must be provided with final plans.

Trash Handling

No specific plans have been identified with this request. Existing waste receptacles will be utilized.

- Specify current and future locations on final plans, any dumpsters not enclosed will need to be enclosed meeting Section 1002 of the JPB ordinance.

Public Safety Concerns

No concerns were received from the Bemidji Police Department. The Bemidji Fire Department will need to review final plans to ensure adequate access for emergency services. The Fire Chief has indicated with the closure of an entrance or two off of Anne Street, that either a frontage road or a parking lot connection shall be created to allow for fire access.

Building Department

No concerns have been identified with this request.

Neighborhood Comment

One comment was made by a landowner on the north side of Anne St expressed concern with his ability to make a left turn onto Anne St near the Pine Ridge Ave / Anne St intersection.

Comprehensive Plan

A compact campus environment while still preserving green space is in conformity with the goals and policies of the Greater Bemidji Area Land Use Plan. A Planned Unit Development is encouraged for the Sanford Medical Campus.

RECOMMENDATION

JPB staff recommends approval for CONCEPT Planned Unit Development for the primary parcel of the campus 80.05081.00 located in the Office/Medical (OM) Zoning District. Additional parcels as part of the application include: 80.00469.00, 80.00470.01,

Planning Commission Meeting, February 23, 2017

80.04727.00, 80.04728.00, 80.04729.00, 80.04730.00, 80.04731.00, 80.04732.00, 80.04733.00, 80.04734.00, 80.04735.00, 80.04735.01, 80.04736.00, 80.04737.00, and 80.04738.00:

JPB staff is in favor of this concept and sees no issues with combining preliminary and final review for the PUD approval process.

Public Hearing opened at 8:43 p.m.

Sanford Medical representative Jeff Orvedal stated an understanding of JPC's development concerns, but feels plan makes sense. Once on campus, visitors are able to access services inside of the buildings. Orvedal commented on concern of the six month timeline for Phase II. Discussion with commissioners and staff resulted in clarifying time frames within the Developers Agreement when written. Kramka commented in favor of vacating Pine Ridge Avenue so as to not fight traffic, as well as interest in pedestrian plan in Phase II.

Public Hearing closed at 8:46 p.m.

Motion by Steffen, second by Smith to approve **CONCEPT** Planned Unit Development for the primary parcel of the campus 80.05081.00 located in the Office/Medical (OM) Zoning District. Additional parcels as part of the application include: 80.00469.00, 80.00470.01, 80.04727.00, 80.04728.00, 80.04729.00, 80.04730.00, 80.04731.00, 80.04732.00, 80.04733.00, 80.04734.00, 80.04735.00, 80.04735.01, 80.04736.00, 80.04737.00, and 80.04738.00, with findings:

1. Does this projects density and sample layout work within the confines of its location?

Yes. The expansion of the hospital campus within the office/medical district is an appropriate land use for this zoning district. The improvements to the existing overall layout for vehicular and pedestrian safety will continue the successful growth and improvement of this area.

2. What pieces of information would we require in order to make a final recommendation to the applicant?

Staff has placed some initial recommendations into this finding, this finding should be further developed by JPC/JPB during the concept meeting.

1. A Draft Developer's Agreement will be required to be submitted and reviewed by the applicable agencies for final PUD approval.
2. An updated landscaping plan with total tree count based on all disturbed areas for phase I and phase II. Landscaping for interior parking lot green space calculations should also be on this plan.
3. An updated site plan showing all newly developed parking areas meeting the five (5) ft setback from all property lines with a minimum of 4% interior green space islands with trees. This should include landscaping plan for Phase II entrance removals.
4. A final sign plan will need to be submitted for preliminary/final approval displaying existing signage and proposed signage as part of Phase I

- and Phase II of this project only.
5. An updated site plan showing all existing dumpsters fully enclosed meeting Section 1002.
 6. Plans submitted for Preliminary/Final approval should only consist of Phase I and Phase II being approved for PUD.

Roll call vote was called.

Ayes: Kramka, Steffen, David, Lemmer, Miller, Smith

Nays: None

Absent: Hendricks, Berg

Abstain: None

Motion carried unanimously.

OTHER BUSINESS:

ADMINISTRATOR REPORT:

Mai detailed progress on Comprehensive Plan and recent meetings, progress on development projects, a letter requesting JPC approval of zoning compliance for a new entertainment venture, CPAW summary, and updates to GBAJPB website and the new proposed JPC member from Northern Township.

UPCOMING MEETING DATES:

March 8, 2017	6:00 pm	JPB Regular Meeting
March 23, 2017	6:00 pm	JPC Regular Meeting
April 12, 2017	6:00 pm	JPB Regular Meeting
April 27, 2017	6:00 pm	JPC Regular Meeting

ADJOURNMENT:

There being no further business, motion by Steffen, second by David to adjourn the Regular Planning Commission meeting at 9:05 p.m.

Motion carried unanimously.

Respectfully submitted.

Terri Ball

Planning Assistant

Approved and attested by: Nick Sommer
Joint Planning Commission Representative