

# **BEMIDJI CITY COUNCIL REGULAR PLANNING BOARD MEETING AGENDA**

Monday, January 8, 2024

**Council Chambers**  
City Hall – 317 4<sup>th</sup> Street NW  
5:30 P.M.



## **ROLL CALL**

## **PLEDGE OF ALLEGIANCE TO THE FLAG**

## **APPROVAL OF AGENDA**

## **MINUTES**

## **CITIZENS WITH BUSINESS BEFORE THIS BOARD – NOT ON AGENDA**

**Public Comment – Please** give your name, address, and state your concern/comment. Visitors may share their concerns with the Planning Board on any issue, which is **not** already on the agenda. Individuals participating via WebEx will also have an opportunity to speak during this time. Each person will have **3 minutes** to speak. The Chair reserves the right to limit an individual's presentation if it becomes redundant, repetitive, irrelevant, or overly argumentative. The Chair may also limit the number of individual presentations on any issue to accommodate the scheduled agenda items. **COMMENTS WILL BE TAKEN UNDER ADVISEMENT BY THE PLANNING BOARD.**

## **NEW BUSINESS**

- 1) Discuss Process
  - Zoning Map Changes
  - Ordinance/Code Changes
  - Packets
- 2) Discuss Inquiries Regarding General Topics or Agenda Items
  - Variances, Conditional and Interim Use Permits
  - Contact Planning Staff
- 3) Discuss Meeting Process
- 4) Consider Adoption of Board Bylaws
- 5) Consider Election of Officers
- 6) Discuss Director's Report and Site Analyst & Compliance Enforcement Reports

## **UPCOMING BOARD MEETINGS**

- Monday, February 12      5:30 p.m.      Planning Board Meeting

## **ADJOURN**

**MEETING OF THE PLANNING BOARD BY TELEPHONE OR OTHER ELECTRONIC MEANS  
LINK AVAILABLE ON CITY WEBSITE  
[www.ci.bemidji.mn.us/government/planningboardmeetinginformation](http://www.ci.bemidji.mn.us/government/planningboardmeetinginformation)**

**Resolution No. 2024-\_\_\_\_.**

**RESOLUTION ADOPTING BY-LAWS FOR THE CITY OF BEMIDJI  
PLANNING AND ZONING BOARD**

**WHEREAS**, the City of Bemidji Planning and Zoning Board (“Board”) is the governing body for planning and zoning purposes within the City of Bemidji; and

**WHEREAS**, the Board has the authority under Minnesota Statutes, section 462.355 to engage in planning activities; and

**WHEREAS**, the Board has adopted by-laws to use as a guide for operation on the Board; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Bemidji Planning and Zoning Board hereby adopts the Planning and Zoning Board by-laws dated January 8<sup>th</sup>, 2024, and is effective immediately.

Adopted on the 8<sup>th</sup> day of January, 2024, by at least a 2/3 vote of all the members of the City of Bemidji Planning and Zoning Board.

CITY OF BEMIDJI PLANNING AND ZONING BOARD  
State of Minnesota  
County of Beltrami

This instrument was acknowledged before me on this 8th day of January, 2024, by Jorge Prince, City of Bemidji, Mayor.

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Jorge Prince, City of Bemidji, Mayor

Subscribed and sworn to before me  
this \_\_\_\_th day of \_\_\_\_\_, 2024.

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Notary Public

# THE CITY OF BEMIDJI PLANNING AND ZONING BOARD

## Bylaws of the Planning Board

### Article I. — Name

The name of the organization shall be the City of Bemidji Planning and Zoning Board (Board).

### Article II. — Purpose

The purpose of the Board is to ensure the vitality and sustainability of the City of Bemidji's (City) unique and cherished Northwoods character while promoting the use of equitable and economic planning and development of the growing city.

### Article III. — Membership

The membership of the Board shall consist of the elected officials of the City of Bemidji City Council.

### Article IV. — Officers

Section 1. - The office of this Board shall be the Chairperson and Vice-Chairperson.

**Section 2.** - The Chair and Vice Chair shall be elected annually by the Board at their Annual Meeting, which shall occur at the regularly scheduled January meeting.

**Section 3.** - The Chair position shall rotate annually by the Board from among the members. The chair shall serve as the presiding officer at the Board meetings and shall execute documents on behalf of the Board. The vice chair shall perform the duties of the chair in the chair's absence. An alternate member shall not perform the duties of the chair.

Section 4. - Officers of the Board shall be elected by a simple majority vote of those present and voting.

#### Section 5. – Duties

a. The Chairperson shall have the following duties:

1. Call all regular and special meetings;
2. Preside at all meetings;
3. Appoint all committees;
- 4. Determine the agenda;**
5. Participate and vote in all matters before the Board as if a regular member.

B. The Vice-Chairperson shall have the following duties:

1. Assist the Chairperson;
2. Assume the duties of the Chairperson in the absence of the Chairperson.

## Article V. — Meetings

Section 1. — The Board shall meet at least monthly at such times and at such places as the Board shall designate by Resolution.

Section 2. — Special meetings may be called by the Chairperson, or upon the written request of two (2) members of the Board, who shall notify the Chairperson of such request. The Chairperson shall call the meeting and notify all members at least seven (7) days prior to the meeting. Notice shall also be given to the Clerks of the City of Bemidji.

Section 3. — The Board may, at any meeting, set the date of future meetings.

Section 4. — The Board and any committees of the Board shall conduct all meetings in accordance with the "Minnesota Open Meeting Law".

**Section 5.** — Fifty (50) percent of all members plus one (1) shall constitute a quorum.

## Article VI. — Committees

Section 1 – There shall be no standing committees.

Section 2 - The Board may create such ad-hoc committees as it deems necessary to assist the Board in the conduct of its business.

## Article VII. – Voting

Section 1. — Each member shall have one (1) vote.

Section 2. — All motions shall require a simple majority vote of those members present to pass, unless otherwise required by law, ordinance, resolution, or these bylaws.

## Article VIII. — Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and where they are not inconsistent with the Laws of the State of Minnesota, these Bylaws, or other rule of procedure of the Board.

Article IX. — Amendments of Bylaws

These bylaws may be amended at any meeting of the Board by a 3/4 vote of all of the members of the Board.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by the following duly appointed City of Bemidji Planning and Zoning Board members:

\_\_\_\_\_  
(Board Name), Chair

\_\_\_\_\_  
(Board Name), Vice Chair

\_\_\_\_\_  
(Board Name), Board Member

\_\_\_\_\_  
(Board Name), Board Member

\_\_\_\_\_  
(Board Name), Board Member

\_\_\_\_\_  
(Board Name), Board Member

\_\_\_\_\_  
(Board Name), Board Member