

# BEMIDJI PLANNING BOARD REGULAR MEETING AGENDA

Monday, August 11, 2025

Council Chambers  
City Hall – 317 4th Street NW  
5:30 PM



## ROLL CALL

## PLEDGE OF ALLEGIANCE TO THE FLAG

## APPROVAL OF AGENDA

## MINUTES

- 1) July 14, 2025 Planning Board Meeting Minutes

## VISITORS 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. 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

- 2) ~~**WITHDRAWN** - Consider Resolutions for Variance and Conditional User Permit Requests for Parcel 800267700 – Michael Ettesvold~~
- 3) Consider Resolutions for Variance and Interim Use Permit Amendment Requests for Parcel 800628000 - Voyageurs Expeditionary School
- 4) Consider Approval of a Preliminary Planned Unit Development Request for Parcel 800034499 - Marco McLane Development representing Greater Bemidji
- 5) Consider Resolution for Variance Request for Parcel 800103600 - Carl Johnson representing 4th Street Lodge
- 6) Consider Resolution for Variance Request for Parcel 800167100 - John Hamrin

## STAFF REPORTS

- 7) Director's Report
- 8) Site Analyst and Enforcement Report

## UPCOMING MEETINGS

- 9) September 8, 2025 Planning Board Meeting

## ADJOURN

**PLANNING BOARD PROCEEDINGS  
BEMIDJI, MINNESOTA  
Regular Meeting – July 14, 2025**

Pursuant to due call and notice, a regular meeting of the Planning Board of the City of Bemidji, Beltrami County, Minnesota, was held at 5:30 p.m. in the Council Chambers of City Hall.

Upon roll call, the following board members were declared present: **Prince, Fiskevold Gould, Peterson, Dickinson, Rivera, Eaton, Thayer.**

Staff Present: **Planning Director Jamin Carlson, Assistant Planner Melissa Fahrenbruch, Compliance Inspector & Site Analyst David Wielenberg, Administrative Assistant Ainslee Krause.**

Others Present: **Troy Gilchrist, Town Law Center PLLP (via WebEx), Tim Marco (Marco McLane Development), Mark McLane (Marco McLane Development).**

**AMENDMENTS TO AGENDA**

Chair Thayer called for any amendments to the agenda. Rivera requested adding a discussion topic under new business for temporary structures such as RVs and storage containers. Motion by **Eaton**, second by **Dickinson**, to approve the agenda as amended. Motion carried by unanimous voice vote.

**MINUTES**

The following minutes were presented for approval:

Planning Board Meeting: **June 9, 2025**

Motion by **Prince**, second by **Eaton**, approving minutes as presented. Motion carried by unanimous voice vote.

**CITIZENS WITH BUSINESS NOT ON AGENDA**

No appearance.

**NEW BUSINESS**

**CONSIDER RESOLUTION FOR INTERIM USE PERMIT REQUEST – 80.05569.00 – HANSON CONTRACTING LLC**

Fahrenbruch presented the first planning case request: Derek Hanson representing Hanson Contracting, LLC is requesting an Interim Use Permit (IUP) for having greater than two (2) temporary storage containers and/or semi-trailers on the parcel. The subject property is located at 3426 Irvine Ave NW (PIN 800556900) in the City of Bemidji.

The Planning Commission recommends approval of an Interim Use Permit (IUP) for having greater than two (2) temporary storage containers and/or semi-trailers on parcel # 800556900, with the conditions and findings of fact presented in the packet.

Board members made the following comments regarding the request:

- Peterson addressed that he is fine with the request.
- Prince expressed support for the request.
- Eaton expressed support.
- Thayer expressed support.

Motion by **Prince**, second by **Peterson**, to approve **Resolution 2025-18** for an Interim Use Permit (IUP) for having greater than two (2) temporary storage containers and/or semi-trailers on parcel 800556900, 3426 Irvine Ave NW, with the findings of fact and conditions as presented. Motion carried by the following roll call vote: Ayes: **Prince, Fiskevold Gould, Peterson, Dickinson, Rivera, Eaton, Thayer.** Nays: **None.**

## CONSIDER RESOLUTION FOR VARIANCE REQUEST – 80.00093.00 & 80.00094.01 – MARCO MCLANE DEVELOPMENT REPRESENTING SECURITY BANK

Carlson presented the second planning case request: Marco McLane Development, representing Security Bank USA, is requesting a variance from the side yard setback for off-street parking, loading and surfacing standards for the redevelopment of a parking area. The subject properties are the east abutting parcels (parking area for Security Bank) on Paul Bunyan Dr NW (PIN: 800009300, & 800009401) in the City of Bemidji.

The Planning Commission recommends approval of the variance for parcels # 800009300 & 800009401, on Paul Bunyan Dr NW, with the conditions and findings of fact presented in the packet.

Board members made the following comments regarding the request:

- Peterson expressed support for the project.
- Thayer expressed support.

Motion by **Peterson**, seconded by **Fiskevold Gould**, to approve **Resolution 2025-19** for a Variance from the side yard setback for off-street parking, loading and surfacing standards for the redevelopment of a parking area on parcels # 800009300 & 800009401, with the findings of fact and conditions as presented. Motion carried by the following roll call vote: Ayes: **Prince, Fiskevold Gould, Peterson, Dickinson, Rivera, Eaton, Thayer**. Nays: **None**.

## DISCUSS TEMPORARY STRUCTURES SUCH AS RVs AND STORAGE CONTAINERS

Rivera expressed a wish to discuss the permitting process for storage containers and RVs with the recent storm and those who may need temporary storage or temporary housing.

Director Carlson described the permitting process and noted that any changes or reductions to the fee schedule would have to be voted on by City Council.

Board members made the following comments:

- Members discussed and expressed concerns for unintended consequences, having a plan in place for the future, and the sanitation aspect of RVs.
- Gilchrist addressed that the board could pass a resolution to temporarily lessen restrictions of the ordinance.
- The consensus from the board was to bring the topic to a future council meeting for further discussion.

## STAFF REPORTS

### Director's Report

Carlson presented the Director's Report. Fahrenbruch noted that the first Comprehensive Plan Community Picnic is scheduled for Tuesday, July 29<sup>th</sup>, 2025, from 5 pm to 7 pm at Nymore Park.

Board members had the following comments:

- Members discussed.

### Site Analyst & Enforcement Report

Wielenberg presented the Site Analyst & Enforcement Report.

Board members had the following comments:

- Members discussed.

## UPCOMING BOARD MEETINGS

- Monday, August 11, 2025      5:30 p.m.      Planning Board Meeting

## ADJOURN

There being no further business, motion by **Peterson**, second by **Eaton**, to adjourn the meeting. Motion carried. Meeting adjourned at **6:46 p.m.**

Respectfully submitted,

Ainslee Krause  
Planning & Building Administrative Assistant

PB Minutes approved and attested by: \_\_\_\_\_  
Planning Board Representative

**CITY OF BEMIDJI PLANNING BOARD**

**Resolution No. 2025-21**

**RESOLUTION APPROVING  
AN INTERIM USE PERMIT  
FOR PARCEL 80.06280.00**

WHEREAS an application was submitted on June 19, 2025, by Michael Johnston (Icon Architects) representing Voyageurs Expeditionary School requesting approval of an Amendment to an Interim Use Permit (“IUP”) Resolution 2014-02 on a leased property (JC Properties of Bemidji, LLC) to operate a private school, increasing the total occupancy for the building from 125 persons to 205 persons on parcel 80.06280.00 located at 3724 Bemidji Ave N within the City of Bemidji;

WHEREAS, the requested Conditional Use Permit is for parcel 80.06280.00, legally described as:

*Lot Four (4), Block One (1), Saunders Addition, less the following-described parcel:  
Beginning at the northeast corner of Lot 4, Block 1, Saunders Addition; thence proceeding South 23°49'18" West along the southeast line of Lot 4, Block 1, Saunders Addition, 160.00 feet to the southeast corner thereof; thence angle to the right and proceed northwesterly along the southerly line of Lot 4, Block 1, Saunders Addition, a distance of 20 feet; thence angle to the right and proceed northeasterly across Lot 4, Block 1, Saunders Addition, to the southeast corner of Lot Three (3), Block One (1), Saunders Addition; thence angle to the right and proceed along the north line of Lot 4, Block 1, Saunders Addition, to the point of beginning;*

**AND**

*All of Lot Three (3), Block One (1), Saunders Addition;*

and

WHEREAS, this parcel is within the B-1 Low Density Commercial zoning district and the Shoreland Overlay (General Lake (Lake Bemidji)); and

WHEREAS, the requested Conditional Use Permit meets all requirements, standards and specifications of the City of Bemidji Subdivision Ordinance; and

WHEREAS, on July 24, 2025, the Planning Commission held a public hearing, after due notice having been provided, on the application and, after providing the Applicant and the public an opportunity to be heard, voted to forward the application to the Planning and Zoning Board with a recommendation that it be approved; and

WHEREAS, the Planning Board has reviewed all materials submitted by the Applicant; considered the oral and written testimony offered by the applicant and all interested parties; and has now concluded that the application is in compliance with all applicable standards and can be considered for approval; and

WHEREAS, the Planning Board has made the following findings regarding the amended Interim Use Permit application request:

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

This proposed use should have no additional contribution to traffic safety at this location, if properly managed, as proper site mitigation for maneuvering and traffic control must be in place.

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

The Applicant has been using the existing entrances for ingress and egress from the property and this proposal may increase the traffic onto and off the property. Parking on City streets will not be affected as the subject property contains the required minimum number of parking spaces for the occupancy requested.

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

The Applicant has been operating as a school on the property for 15 years with no complaints received by the planning department. Traffic may increase due to the occupancy requested.

**4. Whether the proposed use is in conformance with the community's Comprehensive Plan;**

The proposed use for a Private School is consistent with the goals and policies of the Comprehensive Plan as well as the Zoning & Subdivision Ordinance in the B-1 Low Density Commercial Zoning Districts with the issuance of an interim use permit (IUP).

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

The property is on City water and must have a compliant SSTS. Additional stormwater retention must be built into the site to handle stormwater drainage within the Shoreland zone.

# DRAFT

NOW, THEREFORE BE IT RESOLVED that the City of Bemidji Planning Board hereby grants the approval of an amendment to an Interim Use Permit (IUP) Resolution 2014-02 to operate a private school, increasing the total occupancy for the building from 125 persons to 205 persons on parcel 80.06280.00 located at 3724 Bemidji Ave N within the City of Bemidji, with the following conditions:

1. All existing and proposed exterior lighting on the property shall be in full conformity with Section 28-408 of the Development Code.
2. Any new or existing dumpsters on site shall be completely enclosed on all sides with a trash enclosure and located on an approved hard surface, complying with Section 28-402 of the Development Code, with the work being completed within one (1) year of issuance of the Variance & IUP.
3. A sign permit shall be obtained prior to the installation of any new signage, which must comply with Section 28-252 of the Development Code. All site signage, including that for traffic control, shall be included on a sign permit.
4. The defined maneuvering and parking lanes shall be adequately marked with a painted stripe and/or clear signage to provide direction for traffic and to lessen congestion or confusion in conformity with Section 28-409 of the Development Code.
5. The Applicant shall submit a traffic management plan approved by City & County staff before the operation of the school.
6. A final landscaping plan with size, type and location of trees to be planted throughout the property shall be submitted for final approval to planning staff complying with Section 28-406 of the Development Code.
7. All proper permits shall be obtained prior to construction from the City of Bemidji and Beltrami County.
8. The school shall not exceed a staff of 30 persons and student load of 205 children. If either of these limits shall be reached during a school year, the IUP shall be subject to review by the Planning Board, resulting in modification or revocation of the IUP as necessary to protect public health and safety.
9. The existing Septic System (SSTS) servicing the property may be utilized with a passing compliance inspection if one has not been completed in the last 3 years. If the Compliance inspection fails, owner/lessor will either connect to city sewer or an approval and installation of a new SSTS through the County. It is strongly recommended that regular monitoring and reporting by the landowner and/or school be required with approval.
10. The IUP shall be reviewed for compliance within one (1) year of approval.
11. The IUP shall expire and become void if the use it allows is not substantially started within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the use are mostly complete. The City of Bemidji may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

**12. Shall install an 8-foot fence along east side of property.**

CITY OF BEMIDJI PLANNING BOARD  
State of Minnesota

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Drafted by City of Bemidji Planning Board  
Voyageurs Expeditionary School – Resolution 2025-21  
August 11, 2025

County of Beltrami

This instrument was acknowledged before me on this 11th day of August 2025 by Audrey Thayer, City of Bemidji Planning Board Chair.

\_\_\_\_\_  
Audrey Thayer, City of Bemidji Planning Board Chair

Subscribed and sworn to before me  
this \_\_\_\_th day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public

**CITY OF BEMIDJI PLANNING BOARD**

**Resolution No. 2025-21**

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AN INTERIM USE PERMIT  
FOR PARCEL 80.06280.00**

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**AND**

**All of Lot Three (3), Block One (1), Saunders Addition;**

and

WHEREAS, this parcel is within the B-1 Low Density Commercial zoning district and the Shoreland Overlay (General Lake (Lake Bemidji)); and

WHEREAS, the requested Conditional Use Permit meets all requirements, standards and specifications of the City of Bemidji Subdivision Ordinance; and

WHEREAS, on July 24, 2025, the Planning Commission held a public hearing, after due notice having been provided, on the application and, after providing the Applicant and the public an opportunity to be heard, voted to forward the application to the Planning and Zoning Board with a recommendation that it be approved; and

WHEREAS, the Planning Board has reviewed all materials submitted by the Applicant; considered the oral and written testimony offered by the applicant and all interested parties; and has now concluded that the application is in compliance with all applicable standards and can be considered for approval; and

WHEREAS, the Planning Board has made the following findings regarding the amended Interim Use Permit application request:

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

This proposed use should have no additional contribution to traffic safety at this location, if properly managed, as proper site mitigation for maneuvering and traffic control must be in place.

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The proposed use for a Private School is consistent with the goals and policies of the Comprehensive Plan as well as the Zoning & Subdivision Ordinance in the B-1 Low Density Commercial Zoning Districts with the issuance of an interim use permit (IUP).

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

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5. The Applicant shall submit a traffic management plan approved by City & County staff before the operation of the school.
6. A final landscaping plan with size, type and location of trees to be planted throughout the property shall be submitted for final approval to planning staff complying with Section 28-406 of the Development Code.
7. All proper permits shall be obtained prior to construction from the City of Bemidji and Beltrami County.
8. The school shall not exceed a staff of 30 persons and student load of 205 children. If either of these limits shall be reached during a school year, the IUP shall be subject to review by the Planning Board, resulting in modification or revocation of the IUP as necessary to protect public health and safety.
9. The existing Septic System (SSTS) servicing the property may be utilized with a passing compliance inspection if one has not been completed in the last 3 years. If the Compliance inspection fails, owner/lessor will either connect to city sewer or an approval and installation of a new SSTS through the County. It is strongly recommended that regular monitoring and reporting by the landowner and/or school be required with approval.
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CITY OF BEMIDJI PLANNING BOARD  
State of Minnesota

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Drafted by City of Bemidji Planning Board  
Voyageurs Expeditionary School – Resolution 2025-21  
August 11, 2025

County of Beltrami

This instrument was acknowledged before me on this 11th day of August 2025 by Audrey Thayer,  
City of Bemidji Planning Board Chair.

\_\_\_\_\_  
Audrey Thayer, City of Bemidji Planning Board Chair

Subscribed and sworn to before me  
this \_\_\_\_th day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public

**The City of Bemidji  
Planning and Zoning Department**

<b>PLANNING CASE:</b> V-2025-0007 & SUP-2025-0006	<b>PC MEETING DATE:</b> July 24, 2025
<b>APPLICANT:</b> Voyageurs Expeditionary School (Michael Johnston)	<b>60-DAY RULE DATE:</b> August 24, 2025
<b>PROCEEDING:</b> <b>Variance</b> - to increase the impervious surface coverage by 8% over existing to allow for a building addition. <b>Amendment to Interim Use Permit</b> – Increase total occupancy from 125 persons to 205 persons (grades 9-12 = 125; grades 6-8 = 50; staff = 30) with a building addition.	<b>ZONING DISTRICT:</b> (B-1) Low Density Commercial Zoning District within the Shoreland Overlay
<b>PREPARED BY:</b> Jamin Carlson Planning Director	<b>EXHIBITS:</b> Maps, Application, Site Plans, Supporting Documentation

**PLANNING & ZONING MEMORANDUM**

**I. SUMMARY OF REQUEST**

Voyageurs Expeditionary School (Represented by Michael Johnston) is requesting a variance from impervious surface requirements under the shoreland overlay and an amendment to the approved interim use permit amendment Resolution 2014-02 on leased property (JC Properties of Bemidji, LLC) to operate a private school. The variance is to increase the impervious surface coverage by 8% over existing to allow for a building addition. The amendment request is to increase total occupancy for the building from 125 persons to 205 persons (grades 9-12 = 125; grades 6-8 = 50; staff = 30) with a building addition. The property is zoned (B-1) Low Density Commercial Zoning District within the Shoreland Overlay. The subject property is located at 3724 Bemidji Ave N (PINS 800628000) in the City of Bemidji.

**II. PUBLIC HEARING & DISCUSSION**

Commission members made the following comments:

- No comments.

**Public Hearing for the Variance and Interim Use Permit opened at 5:38 p.m.**

- Michael Johnston, ICON architects representing the applicant, addressed the Commission.
- Les Sanders, neighbor of the subject property, expressed concern for noise level, the fire pit, individuals entering his yard, and the effect on his property value. Sanders inquired about a process to appeal the request.
- Gary Smith, 3703 Birchmont Dr NE, expressed concern that the present yard for the school is not adequate for the school’s current needs. Smith expressed concern that the yard size does not seem big enough and his fence has sustained damage, expressed concern for students entering his property either around or over his fence and noted concern for liability. Smith expressed concern that the school is still on private septic for the number of people

onsite and expressed concern that the approval will affect the use of his property. Smith suggested that the school secure their area and improve their septic system.

- Ryan Haasch, executive director of Voyageurs Expeditionary School, addressed the commission and noted that he is unaware of any issues with the neighboring properties. Haasch identified their plan is to add 50 students over time. Haasch addressed that they have added cameras to increase surveillance in the back and expressed a willingness to secure the property with a fence if needed. Haasch addressed plans to increase their work-based learning program and career college pathways.
- Peterson inquired if Voyageurs is looking at other locations to expand. Haasch addressed that they are part of the Safe Routes School Grant along with the neighboring school Aurora Waasakone Community of Learners.
- Lemmer inquired as to how the backyard is being used. Haasch addressed that time outside is supervised, and classes are sometimes held outside.
- Jeff Cwikla, owner of the building, addressed a willingness to work something out with the neighbor if the fence or barrier needs to be updated. Cwikla addressed that city sewer is not available at the site and noted a letter from Jay Seitz expressing that the septic can handle additional people.

**Public Hearing closed at 5:56 p.m.**

Commission members had further comments.

- Peterson inquired when city services will be available. Carlson addressed in conjunction with the county road project potentially in 2029 or 2030.
- Members and staff discussed setbacks and stormwater.

Further comments:

- Members discussed the yard and a fence.
- Peterson suggested adding a condition to require a fence.
- Meehlhause inquired of the proposed timeframe for adding additional students.

**Public Hearing reopened at 6:06 p.m.**

- Haasch addressed that the number of students would be increased incrementally over the next 2 to 3 years.
- Peterson inquired if applicant would be willing to install 8-foot fence. Haasch addressed that they are willing.

**Public Hearing closed at 6:07 p.m.**

**No further comments.**

### **III. RECOMMENDATION & FINDINGS**

**Conclusion based on the Ordinance and the Comprehensive Plan.**

The planning commission decided the conditions are sufficient for the request a variance from impervious surface requirements under the shoreland overlay and an amendment to the approved interim use permit amendment Resolution 2014-02 on leased property (JC Properties of Bemidji, LLC) to increase occupancy of the private school. The subject property is located at 3724 Bemidji Ave N (PINS 800628000) in the City of Bemidji.

#### **RECOMMENDATION FOR APPROVAL**

##### **Conditions for the Variance**

1. All existing and proposed exterior lighting on the property shall be in full conformity with Section 28-408 of the Development Code.

2. Any new or existing dumpsters on site shall be completely enclosed on all sides with a trash enclosure and located on an approved hard surface, complying with Section 28-402 of the Development Code, with the work being completed within one (1) year of issuance of the Variance.
3. A sign permit shall be obtained prior to the installation of any new signage, which must comply with Section 28-252 of the Development Code. All site signage, including that for traffic control, shall be included on a sign permit.
4. The defined maneuvering and parking lanes shall be adequately marked with a painted stripe and/or clear signage to provide direction for traffic and to lessen congestion or confusion in conformity with Section 28-409 of the Development Code.
5. The Applicant shall submit a traffic management plan approved by City & County staff before the operation of the school.
6. A final landscaping plan with size, type and location of trees to be planted throughout the property shall be submitted for final approval to planning staff complying with Section 28-406 of the Development Code.
7. All proper permits shall be obtained prior to construction from the City of Bemidji and Beltrami County.
8. The school shall not exceed a staff of 30 persons and student load of 205 children. If either of these limits shall be reached during a school year, the Variance shall be subject to review by the Planning Board, resulting in modification or revocation of the Variance as necessary to protect public health and safety.
9. The existing Septic System (SSTS) servicing the property may be utilized with a passing compliance inspection if one has not been completed in the last 3 years. If the Compliance inspection fails, owner/lease will either connect to city sewer or an approval and installation of a new SSTS through the County permitting is required. It is strongly recommended that regular monitoring and reporting by the landowner and/or school be required with approval.
10. The variance shall be reviewed for compliance within one (1) year of approval.
11. The variance shall expire and become void if the use is not substantially started within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the use are mostly complete. The Planning Board may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

### **Findings of Fact Variances**

**1. Has the applicant demonstrated a practical difficulty?**

This is an existing lot of record located within the shoreland overlay. The surrounding area to the north and south is all developed land with B-1 Low Density Commercial, to the east (water & sewer) and west (unsewered but water provided) is R-3 Suburban Residential. The Applicant is proposing to use the property in a reasonable manner not permitted under the Shoreland Ordinance for impervious surface coverage. The fact that the property is zoned for Low Density Commercial while unable to utilize the B-1 provisions set forth in the Ordinance creates a practical difficulty.

**2. Are there exceptional circumstances unique to this property, which have not been created by the landowner?**

This is an existing lot of record. It is zoned B-1 Low Density Commercial, and it is also within the Shoreland Overlay. The subject lot is approximately 728' away from the Ordinary High-

Water Level which was not created by the current landowner.

**3. Can the variance be granted and that such action will be in keeping with the spirit, purpose and intent of the Zoning Ordinance?**

The granting of a variance will be in keeping with the spirit, purpose and intent of the Zoning Ordinance based upon the factors outlined in this report. This request proposes to make use of the property in a reasonable manner by a charter school (private) on an existing commercial lot within the Shoreland Overlay. Additional stormwater mitigation must be applied. This request meets the spirit and objectives of the current Comprehensive Plan.

**4. Can the variance be granted without altering the essential character of the surrounding area?**

There is an array of properties in the surrounding area with varying degrees of impervious surface coverage. The property is large enough to mitigate the increased impervious surface coverage with additional stormwater filtration and retention.

Approval is recommended with the following conditions based on the findings of fact:

Motion by **Meehlhause**, seconded by **Lemmer**, to recommend approval of the variance request for parcel 800628000, with the conditions and findings of fact as presented in the packet.

Motion carried by the following roll call vote:

Ayes: **Peterson, Meehlhause, McCoy, Lemmer, Heinonen.**

Nays: **None**

Abstentions: **None.**

**Motion carried 5-0.**

**Conditions for the IUP**

1. All existing and proposed exterior lighting on the property shall be in full conformity with Section 28-408 of the Development Code.
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4. The defined maneuvering and parking lanes shall be adequately marked with a painted stripe and/or clear signage to provide direction for traffic and to lessen congestion or confusion in conformity with Section 28-409 of the Development Code.
5. The Applicant shall submit a traffic management plan approved by City & County staff before the operation of the school.
6. A final landscaping plan with size, type and location of trees to be planted throughout the property shall be submitted for final approval to planning staff complying with Section 28-406 of the Development Code.
7. All proper permits shall be obtained prior to construction from the City of Bemidji and Beltrami County.

8. The school shall not exceed a staff of 30 persons and student load of 205 children. If either of these limits shall be reached during a school year, the IUP shall be subject to review by the Planning Board, resulting in modification or revocation of the IUP as necessary to protect public health and safety.
9. The existing Septic System (SSTS) servicing the property may be utilized with a passing compliance inspection if one has not been completed in the last 3 years. If the Compliance inspection fails, owner/lessor will either connect to city sewer or an approval and installation of a new SSTS through the County. It is strongly recommended that regular monitoring and reporting by the landowner and/or school be required with approval.
10. The IUP shall be reviewed for compliance within one (1) year of approval.
11. The IUP shall expire and become void if the use it allows is not substantially started within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the use are mostly complete. The City of Bemidji may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.
- 12. Shall install an 8 foot fence along east side of property.**

#### **Findings of Fact for IUP**

- 1. Whether the proposed use adversely affects the public safety, health, morals, convenience and general welfare of the occupants of the surrounding land;**  
This proposed use should have no additional contribution to traffic safety at this location, if properly managed, as proper site mitigation for maneuvering and traffic control must be in place.
- 2. Whether the proposed use adversely affects traffic conditions and parking on adjacent streets and land;**  
The Applicant has been using the existing entrances for ingress and egress from the property and this proposal may increase the traffic onto and off the property. Parking on City streets will not be affected as the subject property contains the required minimum number of parking spaces for the occupancy requested.
- 3. Whether the proposed use adversely affects property in the surrounding area;**  
The Applicant has been operating as a school on the property for 15 years with no complaints received by the planning department. Traffic may increase due to the occupancy requested.
- 4. Whether the proposed use is in conformance with the community's Comprehensive Plan;**  
The proposed use for a Private School is consistent with the goals and policies of the Comprehensive Plan as well as the Zoning & Subdivision Ordinance in the B-1 Low Density Commercial Zoning Districts with the issuance of an interim use permit (IUP).
- 5. Whether adequate utility, drainage and other such necessary facilities have been or can be provided.**  
The property is on City water and must have a compliant SSTS. Additional stormwater retention must be built into the site to handle stormwater drainage within the Shoreland zone.

Approval is recommended with the following conditions based on the findings of fact:

Motion by **Meehlhause**, seconded by **Peterson**, to recommend approval of the interim use permit request for parcel 800628000, with the conditions and findings of fact as presented in the packet and an additional condition #12 to require an 8-foot fence along the east side of the property. Motion carried by the following roll call vote:

Ayes: **Peterson, Meehlhause, McCoy, Lemmer, Heinonen**

Nays: **None**

Abstentions: **None.**

**Motion carried 5-0.**

**The City of Bemidji  
Planning and Zoning Department**

<b>PLANNING CASE:</b> V-2025-0007 & SUP-2025-0006	<b>MEETING DATE:</b> July 24, 2025
<b>APPLICANT:</b> Voyageurs Expeditionary School (Michael Johnston)	<b>60-DAY RULE DATE:</b> August 24, 2025
<b>PROCEEDING:</b> <b>Variance</b> - to increase the impervious surface coverage by 8% over existing to allow for a building addition. <b>Amendment to Interim Use Permit</b> – Increase total occupancy from 125 persons to 205 persons (grades 9-12 = 125; grades 6-8 = 50; staff = 30) with a building addition.	<b>ZONING DISTRICT:</b> (B-1) Low Density Commercial Zoning District within the Shoreland Overlay
<b>PREPARED BY:</b> Jamin Carlson Planning Director	<b>EXHIBITS:</b> Maps, Application, Site Plans, Supporting Documentation

**PLANNING REPORT**

**I. SUMMARY OF REQUEST**

V-2025-0007 & SUP-2025-0006: Voyageurs Expeditionary School (Represented by Michael Johnston) is requesting a variance from impervious surface requirements under the shoreland overlay and an amendment to the approved interim use permit amendment Resolution 2014-02 on leased property (JC Properties of Bemidji, LLC) to operate a private school. The variance is to increase the impervious surface coverage by 8% over existing to allow for a building addition. The amendment request is to increase total occupancy for the building from 125 persons to 205 persons (grades 9-12 = 125; grades 6-8 = 50; staff = 30) with a building addition. The property is zoned (B-1) Low Density Commercial Zoning District within the Shoreland Overlay. The subject property is located at 3724 Bemidji Ave N (PINS 800628000) in the City of Bemidji.

**II. BACKGROUND**

Voyageurs Expeditionary High School was originally located in downtown Bemidji with 10<sup>th</sup> through 12<sup>th</sup> grades and outgrew the space. They relocated to the current location in 2010 and was granted a Conditional Use Permit (CUP) for a Charter School 9<sup>th</sup> through 12<sup>th</sup> grades to allow for 10 employees and 65 students adding 9<sup>th</sup> grade to the school. The building was originally retail businesses within Northern Township with a SSTS (Subsurface Sewage Treatment System) permitted and installed in 1999 and later upgraded in August 2010 as part of conditions of the CUP. A request for a major amendment to the CUP to increase occupancy was granted in 2014, adding 6<sup>th</sup> through 8<sup>th</sup> grades (Middle School) to the High school. This added 5 employees and 35 students for a total of 125 persons. By the time of the amendment the ordinance had changed the requirement of the use from a CUP to an IUP for Charter Schools (private schools). All conditions were met for the 2014 IUP as

an addition was built over existing impervious surface. A summary of the conditions from the last approved IUP are as follows:

1. Final building addition plans will be submitted and approved by JPB staff, City of Bemidji Building and Engineering departments.
2. Staff will review a final plan to ensure the drop off location for students is clearly marked and enhanced.
3. The landowner or occupant shall provide the JPB with annual reports of metered water usage for the property.
4. If water usage for the property exceeds the 600 gallon per day SSTS design capacity for more than ten (10) days in any monthly period, then the SSTS system shall be abandoned and connected to the city central sewer system; or an approved design and installation of a new SSTS for the building shall be required.
5. All existing and any future lighting improvements on the property shall be brought into full conformity with Section 1014 of the JPB Zoning & Subdivision Ordinance.

Primary Hours of Operation: 7:45 a.m. to 4:00 p.m.  
 Number of Students: 110 current, **175 proposed**  
 Number of Employees: 15 current, **30 proposed**  
 Parking Spaces: 32 spaces current, **46 proposed**





### III. DISCUSSION/DEVELOPMENT ANALYSIS

#### Planning Considerations

Per Section 28-82, Educational Facilities such as Charter Schools are permitted with an Interim Use Permit in all residential and commercial zoning districts.

All Conditional/Interim Use Permits must follow the general requirements including process, criteria, and findings. A conditional use permit is recorded and runs with the land, not with the owner/applicant. An interim use permit runs with the owner/lease holder and terminates when the property changes hands.

Per City of Bemidji Code:

***INTERIM USE:*** *A temporary use of property until a particular date, until a particular event, or until zoning regulations no longer permit it. Interim use permits are not recorded and do not run with the land upon transfer. All interim uses shall conform to standards listed in Section 28-524 of this Ordinance.*



**Lighting**

All exterior lighting proposed for this site must meet Section 28-408 of the City of Bemidji Development Code. A lighting plan showing fixtures and placement will need to be submitted for approval prior to building permit being issued. All lighting needs to face downward. Existing lighting will need to be evaluated on compliance.



Northwest Pole Light facing East



Southwest Pole Light facing East

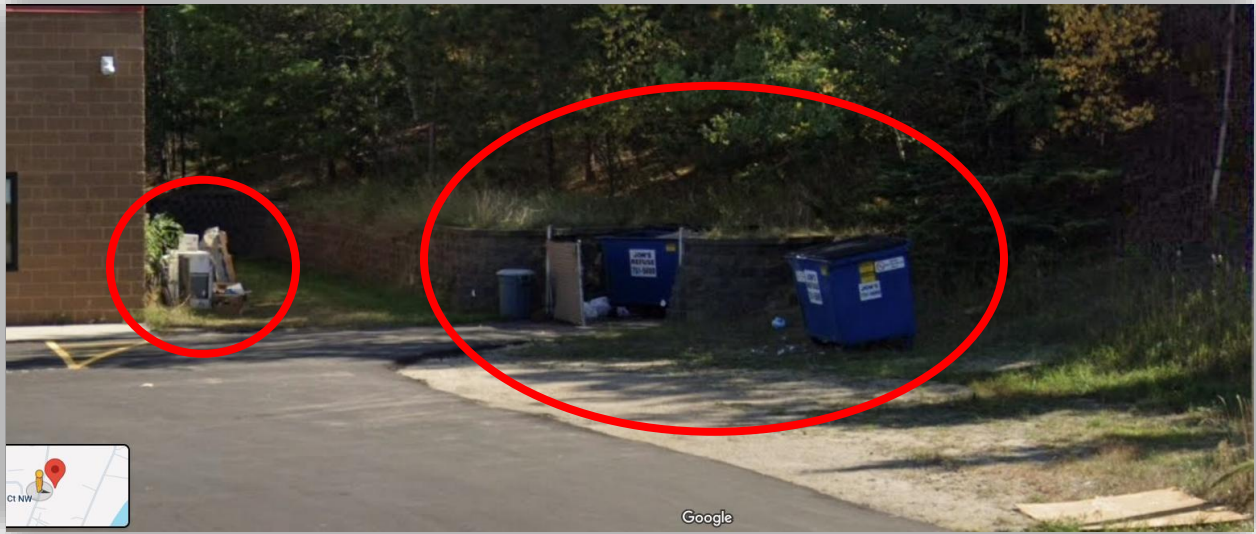
**Signage**

All signage must comply with Section 28-252 of the City of Bemidji Development Code. No changes have been discussed.



**Trash Handling**

All dumpsters or recycling containers located on-site shall be fully enclosed complying with Section 28-402 of the City of Bemidji Development Code. Such areas shall be completely screened and enclosed on all sides, except the roof, with an enclosure or screening wall with durable and opaque material at a minimum of six (6) feet in height. An existing trash enclosure has screening but may need to be expanded and all containers will need to be screened. All recyclables will also need to be contained in a trash enclosure.



**Septic & Utility**

The system was installed in 1999 and upgraded in August of 2010 with additional lineal feet of drain field, it was designed to accommodate building wastewater flows of 600 gallons per day.

Staff received actual current water usage of Voyageurs’ School. The attached letter from Wes’ Plumbing, Installer, was provided by the applicant. The property is currently served by city water and accurate metered usage of the school is available.

The Planning Board would need to determine if the need to continue to monitor their water usage is needed. It is strongly recommended that regular monitoring and reporting by the landowner and/or school be required with approval. Any reported water usage above design capacity must result in either connection to city sewer or an approval and installation of a new SSTS through County permitting. Please see comments from the county below.

**Shoreland**

The below chart is based off the existing property and the submitted site plan. These numbers represent conformity with current ordinance requirements and are not reflective of any non-conforming status.

SITE DEVELOPMENT	EXISTING/PROPOSED	REQUIREMENT
Impervious Surface (%)	32% / 40%	Max. 25% (Shoreland), 60% (B-1)
Impervious Surface (sq. ft.)	36,835 / 45,760	Max 28,423 SF (Shoreland), 53,145 (B-1)
Front Setback (ft.)	60 / 60	50
Trees	Count not provided / 0	21
Front Green Space Trees	Count not provided / 0	7
Front Greenspace (sq. ft.)	5,356 / 0	8,815
Parking Spaces	32/46	46
Trash Enclosure	Yes	Yes

The proposed structure is proposed to be more than 728.96 feet to the east rear property line from the OHWL as the setback for a unsewered structure on Lake Bemidji is 75'. A road bisects the property along with other structures/properties between the subject property and the lake.

At some point in the past the County acquired more Right-of-way which included majority of the front yard greenspace and a part of the parking along the front west property line. No changes are being proposed to the front yard parking or greenspace. The south property line is heavily treed, and a fence and trees screen the east property line abutting residential.

**Development Team:**

**City Engineer/Director of Public Works, Sam Anderson**

*I don't see any major engineering related concerns.*

*There is an existing watermain running east-west along the north property line. Our GIS mapping layers don't indicate a current easement, but more research can be done to verify if one exists and at what dimension. If one doesn't exist, city staff would like to explore getting one in place, but the current proposal only shows pavement being placed near the existing watermain which shouldn't be an issue.*

*I would note that their existing water service lines may be covered with proposed pavement with this current proposal. City staff would recommend insulating those service lines to prevent or reduce the risk of freezing. There are no immediate plans for municipal sanitary sewer under Bemidji Avenue North. The septic sizing and compliance will be handled by the County.*

*Thank you,*

*Sam Anderson, P.E. | City Engineer/Director of Public Works | City of Bemidji  
218-333-1851 | [sam.anderson@ci.bemidji.mn.us](mailto:sam.anderson@ci.bemidji.mn.us)*

**Beltrami County Engineer, Bruce Hasbargen**

*The Beltrami County Highway Division has reviewed the interim use permit amendment request submitted by Voyageurs Expeditionary School. We respectfully recommend that the applicant provide additional information and consideration regarding traffic-related impacts, specifically:*

- Adequacy of on-site parking to accommodate the increased number of students and staff,*
- Projected traffic volumes associated with daily student drop-off and pick-up, and*
- Traffic flow and site circulation, especially in relation to Bemidji Avenue.*

*With the proposed increase in occupancy from 125 to 205 individuals—including up to 80 additional students and staff—there is a potential for significantly higher traffic demand. The current site has limited space for vehicle stacking, which may result in backups onto Bemidji Avenue, creating broader transportation safety and congestion concerns.*

*Sincerely,  
Bruce Hasbargen, County Engineer*

**Beltrami County, Environmental Services/Soil & Water Conservation District  
Environmental Resources Specialist, Greg Larson**

Good morning,

*Beltrami County would recommend a compliance inspection be done on the existing septic system if one has not been completed in the last 3 years. Also, a professional septic inspectors' opinion on if the existing system is suited to handle the increase in occupancy. If the existing system is not suited to handle the increase in occupancy, then the septic system would need to be increased in size to accommodate the increase to building occupancy.*

Thank you,

**Greg Larson**

*Environmental Resources Specialist  
Environmental Services/Soil & Water Conservation District  
701 Minnesota Ave NW Ste.113  
Bemidji, MN 56601  
Phone: 218-333-4171*

**Neighboring Property Owner Input**

*Three (3) neighbor comments were collected. Please see the attached letters.*

**Comprehensive Plan References**

The City of Bemidji Comprehensive Plan has identified the following objectives and strategies in relation to this proposed use.

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

- 1. Promote flexibility for commercial and industrial redevelopment and encourage in-fill development.** *Allowing for in-fill development and redevelopment of existing commercial areas will ensure the current commercial and industrial areas remain vibrant, full, and diverse. In-fill and redevelopment will be encouraged before resorting to increasing commercial and industrial areas.*
- 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.*

**Objective 9.1 Design and Construct Transportation Facilities with Livability in Mind**

*Livable streets can be accomplished through improving multimodal transportation, including walkability through urban corridors. Corridors can be enhanced with arts and culture that match the character of the community. Livable street corridors can accomplish many other objectives,*

*including interconnectivity of other land uses, increasing safety for users, promoting healthy lifestyles, and improving aesthetics.*

1. **Promote cooperation among all road authorities.** *Cooperation of all road authorities in transportation planning and redevelopment projects will ensure resources are being used efficiently and that planning for transportation network improvements can happen on a united front.*
  
5. **Develop traffic safety policy and guidelines to protect the transportation system.** *Development can impact the transportation system in positive and negative ways. It is imperative that traffic impacts are properly studied in coordination with development requests, and whenever possible development should improve the transportation system. Negative impacts such as increased vehicular traffic congestion can in turn create barriers for multi-modal transportation when roadways become unsafe to share with vehicle traffic. Continue to develop a transportation grid system that connects all forms of multi-modal transportation.*

**Objective 10.2 Promote All Forms of Recreational Activities Recreational activities are a key part of the community.**

*These activities can consist of local, regional, national, and even international events that bring the community and visitors together to participate in a wide array of healthy and active events. Events are a great way to promote recreational activities; however, it is important to maintain and increase opportunities for recreation that are not event related.*

6. **Support education about environmental stewardship and the impacts of human activity on the natural environment.** *While increasing outdoor recreational activities and overall usage, it is important for the resiliency of the natural environment to have well-educated citizens be its stewards and care takers.*

**Zoning Ordinance References**

Section 28-3: Intent and purpose

Section 28-9: Definitions

Section 28-81: Allowed, Permitted, Conditional, and Interim Uses

Section 28-82: Land Use Matrix

Section 28-161: Nonconforming Uses or Structures

Section 28-122: Lot Size and Bulk Regulations by Zoning District

Section 28-252: Signs Permitted in the B-1 and B-2 Commercial Districts

Section 28-402: Exterior Storage and Outdoor Display

Section 28-406: Landscaping Requirements

Section 28-408: Lighting

Section 28-409: Off-Street Parking, Loading & Surfacing Standards

Section 28-524: Conditional Use or Interim Permits

**IV. RECOMMENDATION & FINDINGS**

**Conclusions based on the Ordinance and the Comprehensive Plan.**

**The Planning Commission must decide whether the conditions are sufficient for the request of** a variance from impervious surface requirements under the shoreland overlay and an amendment to the approved interim use permit amendment Resolution 2014-02 on leased property (JC Properties of Bemidji, LLC) to increase occupancy of the private school. The subject property is located at 3724 Bemidji Ave N (PINS 800628000) in the City of Bemidji.

The following are the proposed conditions and findings of fact:

**Conditions for the Variance**

1. All existing and proposed exterior lighting on the property shall be in full conformity with Section 28-408 of the Development Code.
2. Any new or existing dumpsters on site shall be completely enclosed on all sides with a trash enclosure and located on an approved hard surface, complying with Section 28-402 of the Development Code, with the work being completed within one (1) year of issuance of the Variance.
3. A sign permit shall be obtained prior to the installation of any new signage, which must comply with Section 28-252 of the Development Code. All site signage, including that for traffic control, shall be included on a sign permit.
4. The defined maneuvering and parking lanes shall be adequately marked with a painted stripe and/or clear signage to provide direction for traffic and to lessen congestion or confusion in conformity with Section 28-409 of the Development Code.
5. The Applicant shall submit a traffic management plan approved by City & County staff before the operation of the school.
6. A final landscaping plan with size, type and location of trees to be planted throughout the property shall be submitted for final approval to planning staff complying with Section 28-406 of the Development Code.
7. All proper permits shall be obtained prior to construction from the City of Bemidji and Beltrami County.
8. The school shall not exceed a staff of 30 persons and student load of 205 children. If either of these limits shall be reached during a school year, the Variance shall be subject to review by the Planning Board, resulting in modification or revocation of the Variance as necessary to protect public health and safety.
9. The existing Septic System (SSTS) servicing the property may be utilized with a passing compliance inspection if one has not been completed in the last 3 years. If the Compliance inspection fails, owner/lease will either connect to city sewer or an approval and installation of a new SSTS through the County permitting is required. It is strongly recommended that regular monitoring and reporting by the landowner and/or school be required with approval.
10. The variance shall be reviewed for compliance within one (1) year of approval.
11. The variance shall expire and become void if the use is not substantially started within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the use are mostly complete. The Planning Board may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

## **Findings of Fact Variances**

### **1. Has the applicant demonstrated a practical difficulty?**

This is an existing lot of record located within the shoreland overlay. The surrounding area to the north and south is all developed land with B-1 Low Density Commercial, to the east (water & sewer) and west (unsewered but water provided) is R-3 Suburban Residential. The Applicant is proposing to use the property in a reasonable manner not permitted under the Shoreland Ordinance for impervious surface coverage. The fact that the property is zoned for Low Density Commercial while unable to utilize the B-1 provisions set forth in the Ordinance creates a practical difficulty.

### **2. Are there exceptional circumstances unique to this property, which have not been created by the landowner?**

This is an existing lot of record. It is zoned B-1 Low Density Commercial, and it is also within the Shoreland Overlay. The subject lot is approximately 728' away from the Ordinary High-Water Level which was not created by the current land owner.

### **3. Can the variance be granted and that such action will be in keeping with the spirit, purpose and intent of the Zoning Ordinance?**

The granting of a variance will be in keeping with the spirit, purpose and intent of the Zoning Ordinance based upon the factors outlined in this report. This request proposes to make use of the property in a reasonable manner by a charter school (private) on an existing commercial lot within the Shoreland Overlay. Additional stormwater mitigation must be applied. This request meets the spirit and objectives of the current Comprehensive Plan.

### **4. Can the variance be granted without altering the essential character of the surrounding area?**

There is an array of properties in the surrounding area with varying degrees of impervious surface coverage. The property is large enough to mitigate the increased impervious surface coverage with additional stormwater filtration and retention.

## **Conditions for the IUP**

1. All existing and proposed exterior lighting on the property shall be in full conformity with Section 28-408 of the Development Code.
2. Any new or existing dumpsters on site shall be completely enclosed on all sides with a trash enclosure and located on an approved hard surface, complying with Section 28-402 of the Development Code, with the work being completed within one (1) year of issuance of the Variance & IUP.
3. A sign permit shall be obtained prior to the installation of any new signage, which must comply with Section 28-252 of the Development Code. All site signage, including that for traffic control, shall be included on a sign permit.
4. The defined maneuvering and parking lanes shall be adequately marked with a painted stripe and/or clear signage to provide direction for traffic and to lessen congestion or confusion in conformity with Section 28-409 of the Development Code.
5. The Applicant shall submit a traffic management plan approved by City & County staff before the operation of the school.

6. A final landscaping plan with size, type and location of trees to be planted throughout the property shall be submitted for final approval to planning staff complying with Section 28-406 of the Development Code.
7. All proper permits shall be obtained prior to construction from the City of Bemidji and Beltrami County.
8. The school shall not exceed a staff of 30 persons and student load of 205 children. If either of these limits shall be reached during a school year, the IUP shall be subject to review by the Planning Board, resulting in modification or revocation of the IUP as necessary to protect public health and safety.
9. The existing Septic System (SSTS) servicing the property may be utilized with a passing compliance inspection if one has not been completed in the last 3 years. If the Compliance inspection fails, owner/lease will either connect to city sewer or an approval and installation of a new SSTS through the County. It is strongly recommended that regular monitoring and reporting by the landowner and/or school be required with approval.
10. The IUP shall be reviewed for compliance within one (1) year of approval.
11. The IUP shall expire and become void if the use it allows is not substantially started within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the use are mostly complete. The City of Bemidji may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

### **Findings of Fact for IUP**

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

This proposed use should have no additional contribution to traffic safety at this location, if properly managed, as proper site mitigation for maneuvering and traffic control must be in place.

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

The Applicant has been using the existing entrances for ingress and egress from the property and this proposal may increase the traffic onto and off the property. Parking on City streets will not be affected as the subject property contains the required minimum number of parking spaces for the occupancy requested.

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

The Applicant has been operating as a school on the property for 15 years with no complaints received by the planning department. Traffic may increase due to the occupancy requested.

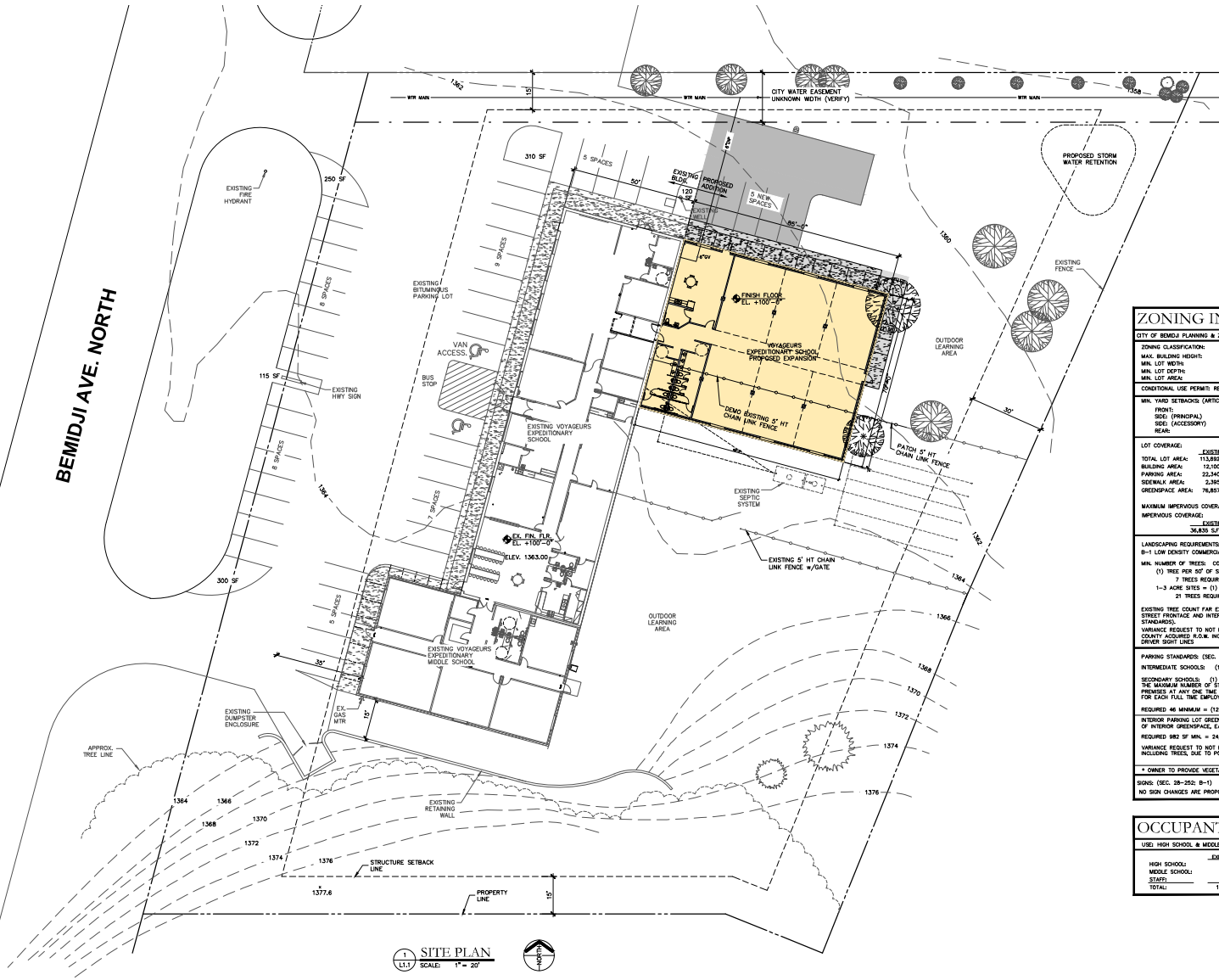
- 4. Whether the proposed use is in conformance with the community's Comprehensive Plan;**

The proposed use for a Private School is consistent with the goals and policies of the Comprehensive Plan as well as the Zoning & Subdivision Ordinance in the B-1 Low Density Commercial Zoning Districts with the issuance of an interim use permit (IUP).

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

The property is on City water and must have a compliant SSTS. Additional stormwater retention must be built into the site to handle stormwater drainage within the Shoreland zone.

**BEMIDJI AVE. NORTH**



**ZONING INFORMATION**

CITY OF BEMIDJI PLANNING & ZONING DEVELOPMENT CODE CHAPTER 28 (DEC 2024)

ZONING CLASSIFICATION: (ARTICLE 8, § 8-1 LOW DENSITY COMMERCIAL)

MAX. BUILDING HEIGHT: 30'  
MIN. LOT WIDTH: 100'  
MIN. LOT DEPTH: 200'  
MIN. LOT AREA: 2 ACRES (87,120 S.F.)

CONDITIONAL USE PERMITS: REQUIRED (SCHOOLS)

MIN. YARD SETBACKS (ARTICLE 10, § 8-1 LOW DENSITY COMMERCIAL)

FRONT:	50'
SIDE (PRINCIPAL):	10'
SIDE (ACCESSORY):	10'
REAR:	30'

LOT COVERAGE:

	EXISTING	ADJUSTMENT	PROPOSED
TOTAL LOT AREA:	11,949 S.F.	9 S.F.	11,958 S.F. (100%)
BUILDING AREA:	12,100 S.F.	5,900 S.F.	18,000 S.F. (150%)
PARKING AREA:	22,340 S.F.	2,000 S.F.	24,340 S.F. (205%)
SEEDWALK AREA:	2,395 S.F.	775 S.F.	3,170 S.F. (130%)
GREENSPACE AREA:	76,897 S.F.	-8,025 S.F.	67,872 S.F. (90%)

MAXIMUM IMPERVIOUS COVERAGE: 25% (SHORELAND OVERLAY) 25,423 S.F.

IMPERVIOUS COVERAGE:

	EXISTING	ADJUSTMENT	PROPOSED
SEALAN S.F. (20%)	8,025 S.F. (66%)	8,025 S.F. (66%)	44,760 S.F. (374%)

LANDSCAPING REQUIREMENTS (SEC. 28-400)

B-1 LOW DENSITY COMMERCIAL: 40% MIN. GREENSPACE

MIN. NUMBER OF TREES: COMMERCIAL ZONING DISTRICTS  
(1) TREE PER 50' OF STREET FRONTAGE WITHIN FRONT YARD SETBACK  
7 TREES REQUIRED ALONG BEMIDJI AVE N = 350/50, PROPOSE = 0  
1-3 ACRE SITES = (1) TREE PER 2,000 SF OF RETICULATED SURFACE  
21 TREES REQUIRED = 45,177/2,100, EXISTING TO REMAIN =

EXISTING TREE COUNT FAR EXCEEDS MINIMUM REQUIRED, WITH EXCEPTION OF STREET FRONTAGE AND INTERIOR PARKING LOT GREENSPACE (SEE PARKING STANDARDS)

VARIOUS REQUESTS TO NOT PROVIDE TREES ALONG STREET FRONTAGE DUE TO COUNTY ACQUIRED A.O.M. INCREASE (20') AND POTENTIAL OBSTRUCTION TO DRIVER SIGHT LINES

PARKING STANDARDS (SEC. 28-409)

INTERMEDIATE SCHOOLS: (1) SPACE FOR EACH FULL TIME EMPLOYEE

SECONDARY SCHOOLS: (1) SPACE PER (5) STUDENTS BASED UPON THE MAXIMUM NUMBER OF STUDENTS ATTENDING CLASSES ON THE PREMISES AT ANY ONE TIME IN A (24) HOUR PERIOD, PLUS 1 SPACE FOR EACH FULL TIME EMPLOYEE.

REQUIRED 46 MINIMUM = (125) HS STUDENTS/5 = 30 STAFF

INTERIOR PARKING LOT GREENSPACE: 40-74 PARKING SPACES REQUIRE 4% OF INTERIOR GREENSPACE, EACH ISLAND SHALL HAVE (1) TREE MIN.

REQUIRED 992 SF MIN. = 24,540 ÷ 0.04

VARIOUS REQUESTS TO NOT PROVIDE INTERIOR PARKING LOT GREENSPACE, INCLUDING TREES, DUE TO POTENTIAL OBSTRUCTION TO DRIVER SIGHT LINES

\* OWNER TO PROVIDE VEGETATION PLAN

SIGNS (SEC. 28-252; B-1)  
NO SIGN CHANGES ARE PROPOSED

**OCCUPANT LOADING**

USE: HIGH SCHOOL & MIDDLE SCHOOL

	EXISTING	INCREASE	PROPOSED
HIGH SCHOOL:	75	50	125
MIDDLE SCHOOL:	26	15	50
STAFF:	15	15	30
TOTAL:	115	80	205

**SITE PLAN**  
SCALE: 1" = 20'

- NOTES:
1. CONTOURS FROM ORIGINAL 1977 BUILDING DESIGN DRAWINGS AND BELTNAH COUNTY GIS MAPPING. ACTUAL FIELD CONDITIONS MAY VARY SLIGHTLY.
  2. GRADE FROM BUILDING TO HAVE MIN. 1:20 GRADE FOR 10' FROM BLDG. MIN.

**NOT FOR  
CONSTRUCTION**

DRAWING HISTORY

NO.	DESCRIPTION	DATE
1	INTERIM USE PERMIT	6/16/25

DRAWN BY: MLJ      JG 254-116



Application

**SUP-2025-0006**

**CONDITIONAL OR INTERIM USE PERMIT**

**SITE ADDRESS:** 3724 BEMIDJI AVE N BEMIDJI  
**PRIMARY PARCEL:** 800628000  
**PROJECT NAME:** VOYAGEURS EXPEDITIONARY SCHOOL EXPANSION

**ISSUED:**

**EXPIRES:**

**APPLICANT:** Johnston, Michael  
123 2nd Street NW  
BEMIDJI, MN 56601  
2187667511

**OWNER:** JC PROPERTIES OF BEMIDJI LLC  
1820 CANOE LN NE  
BEMIDJI, MN 56601

**BUSINESS CONTACT:** Haasch, Ryan  
3724 Bemidji Ave N  
Bemidji, MN 56601  
218-444-3130

**BUSINESS CONTACT:** Skinner, Kathy  
3724 Bemidji Ave N  
Bemidji, MN 56601  
218-444-3130

Detail Name

Select the type of use permit application from the list:

Describe the proposed use of your property:

Describe the existing use of your property:

Are you aware of any existing Use Permits or Variances for this property?

Will the proposal generate increased traffic over existing conditions?

If yes, an increase amount of traffic, please explain.

Will the proposal require additional parking spaces?

How many people will occupy your premises on an average day? Please provide numbers for employees, customers, and residents.

Will your proposal increase water usage or sewage generation over the existing use?

If yes, increase in water usage or sewage generation please provide, how many gallon per day.

Will your proposal generate additional waste?

Describe your disposal method .

Does your property contain low areas, wetlands, or areas with standing water?

Please explain if you intend to drain, fill or otherwise alter this area for any reason (If this does not apply, enter N/A)

Detail Value

Interim Use

High School & Middle School

High School & Middle School

Yes (Please submit details)

Yes

The desire is to increase total number of occupants from 125 to 205

Yes

205 at any given time during the hours of 8am to 5pm, grades 9-12 = 125; grades 6-8 = 50; staff = 30

Yes

This will be provided by Wes' Plumbing

Yes

Regular garbage pickup

No

N/A



Enter Escrow Payer's Name and Mailing Address (where escrow funds are to be returned when the project is completed)

Voyageurs Expeditionary School,  
 3724 Bemidji Ave N, Bemidji MN  
 56601

I hereby certify that I am the owner or authorized agent of the owner of the above described property and that all uses will conform to the provisions of the City of Bemidji Development Code. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid.

I certify

I also authorize City of Bemidji staff to inspect the property during review of this application and subsequent construction during reasonable times of the day.

I certify

**CONDITIONS**

\* An escrow account is established to cover technical and legal expenses incurred by the City of Bemidji as part of the plan review. The applicant is responsible for all costs incurred by the City during plan review. If the escrow amount drops below 10% of the original deposit amount the City may require submittal of an additional escrow deposit sufficient to cover any anticipated expenses. Upon determination by the City that the project is complete or expired, the City will return the remaining escrow deposit to the applicant.

\* A Conditional Use or Interim Use Permit shall expire and become void if it is not acted upon within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the required work are mostly complete. Bemidji Planning may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

<b>FEES:</b>	<b><u>Paid</u></b>	<b><u>Due</u></b>
Planning Escrow Deposit	\$500.00	\$0.00
PLN Special/Conditional/Interim Use Permit	\$500.00	\$0.00
<b>Totals :</b>	<b>\$1,000.00</b>	<b>\$0.00</b>



Application

**V-2025-0007**

**VARIANCE**

**SITE ADDRESS:** 3724 BEMIDJI AVE N BEMIDJI  
**PRIMARY PARCEL:** 800628000  
**PROJECT NAME:** VOYAGEURS EXPEDITIONARY SCHOOL  
EXPANSION

**ISSUED:**  
**EXPIRES:**

**APPLICANT:** Johnston, Michael  
123 2nd Street NW  
BEMIDJI, MN 56601  
2187667511

**OWNER:** JC PROPERTIES OF BEMIDJI LLC  
1820 CANOE LN NE  
BEMIDJI, MN 56601

**BUSINESS CONTACT:** Haasch, Ryan  
3724 Bemidji Ave N  
Bemidji, MN 56601  
218-444-3130

**BUSINESS CONTACT:** Skinner, Kathy  
3724 Bemidji Ave N  
Bemidji, MN 56601  
218-444-3130

**PERMIT DETAILS**

Detail Name	Detail Value
Are multiple variances being requested?	No
What specific standard(s) are you requesting a variance from (lot size, setbacks, building height, etc.)? List the Ordinance Section, if known.	Shoreland Overlay maximum impervious coverage
What specific measurement(s) or standard(s) are you proposing?	Within 1,000 feet of Lake Bemidji allows max impervious coverage of 25%
Describe the existing use of your property:	High School & Middle School
Describe the proposed use of your property:	High School & Middle School
Will the proposal impact the character of the surrounding area?	No
Are there unavoidable physical or design limitations that severely limit your ability to meet the ordinance requirement(s)?	Yes
If yes, please explain the unavoidable physical or design limitations.	The existing impervious coverage exceeds the 25% limitation, so any improvement requires a variance, plus no adjacent land is for sale.
Are there design or construction options or alternatives that may eliminate the need for a variance?	No
Please describe the alternatives you considered that would eliminate a need for a variance.	Acquiring additional property, but none available



Please explain the practical difficulty you have encountered that prevents you from meeting the ordinance standard

Any improvement requires a variance as mentioned above, if this site was outside the Shoreland Overlay, a variance would not be required for 40% coverage.

What measures have you considered and are willing to take to reduce the impact of this proposal on the standard you wish to vary from (remove other buildings, vegetative screens, etc.)?

A perimeter fence, trees and vegetation have been provided previously, continued improvements will be considered.

Does your property contain low areas, wetlands, or areas with standing water?

No

Please explain if you intend to drain, fill or otherwise alter this area for any reason (If this does not apply, enter N/A)

N/A

Enter Escrow Payer's Name and Mailing Address (where escrow funds are to be returned when the project is completed)

Jeff Cwikla or Voyageurs Expeditionary School

I hereby certify that I am the owner or authorized agent of the owner of the above described property and that all uses will conform to the provisions of the City of Bemidji Development Code. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid.

I Certify

I also authorize the City of Bemidji Planning staff to inspect the property during review of this application and subsequent construction during reasonable times of the day.

I Authorize

**CONDITIONS**

\* An escrow account is established to cover technical and legal expenses incurred by the City of Bemidji as part of the plan review. The applicant is responsible for all costs incurred by the City during plan review. If the escrow amount drops below 10% of the original deposit amount the City may require submittal of an additional escrow deposit sufficient to cover any anticipated expenses. Upon determination by the City that the project is complete or expired, the City will return the remaining escrow deposit to the applicant.

\* A variance shall expire and become void if it is not acted upon within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the required work are mostly complete. The City of Bemidji Planning Board may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

<b>FEES:</b>	<b>Paid</b>	<b>Due</b>
Variance Application Fee (includes Beltrami County Recording fee)	\$500.00	\$0.00
Planning Escrow Deposit	\$500.00	\$0.00
<b>Totals :</b>	<b>\$1,000.00</b>	<b>\$0.00</b>

**REQUIRED INSPECTIONS**

Planning Initial Site Visit

Variance Inspection Follow Up (11 months from Approval)



## **VOYAGEURS EXPEDITIONARY SCHOOL: WRITTEN DESCRIPTION OF PROPOSED USE**

June 19, 2025

Ref #: 25-0489

The proposed building addition will serve as expanded educational facilities for Voyageurs Expeditionary School, accommodating up to 50 students in grades 9-12 and 10 staff members. The facility will operate Monday through Friday from 8:00 AM to 4:00 PM, following the standard academic school calendar, including traditional breaks and holidays.

This addition will support the school's expeditionary learning model by providing specialized classroom spaces and collaborative learning areas necessary for high school programming. The building will house core academic instruction, project-based learning activities, and student support services typical of a secondary educational environment. The expansion will also include additional storage space and bathroom facilities.

Daily occupancy will include students engaged in regular academic coursework, teachers and support staff providing instruction and student services, as well as administrative personnel. The facility usage aligns with standard public school operations, with peak occupancy during regular school hours and minimal evening or weekend use limited to occasional school events or activities.

The educational programming will emphasize hands-on, experiential learning consistent with expeditionary education principles, requiring flexible classroom configurations and spaces that can accommodate both traditional instruction and project-based collaborative work. The addition will integrate with existing school facilities to create a cohesive campus serving the complete high school student body and staff.

Ryan Haasch  
Executive Director  
PH: 218-444-3130  
[ryan@voyageursschool.org](mailto:ryan@voyageursschool.org)

## Packet Distribution List

### City of Bemidji – SUP-2025-0006 Voyageurs

	<u>Contact</u>	<u>E-MAILED</u>	<u>US Mailed</u>
<input checked="" type="checkbox"/>	Applicant / Representative	7/3/25	_____
<input checked="" type="checkbox"/>	City Building Department	7/3/25	_____
<input type="checkbox"/>	City Attorney	_____	_____
<input checked="" type="checkbox"/>	City Engineer	7/3/25	_____
<input checked="" type="checkbox"/>	City Manager	7/3/25	_____
<input type="checkbox"/>	City Community Development	_____	_____
<input checked="" type="checkbox"/>	City GIS Department	7/3/25	_____
<input checked="" type="checkbox"/>	City Police Department	7/3/25	_____
<input checked="" type="checkbox"/>	City Fire Department	7/3/25	_____
<input type="checkbox"/>	City Parks Department	_____	_____
<input type="checkbox"/>	Beltrami County ESD/SWCD	_____	_____
<input type="checkbox"/>	Beltrami County Recorder	_____	_____
<input type="checkbox"/>	Beltrami County GIS Department	_____	_____
<input type="checkbox"/>	Beltrami County Sheriff	_____	_____
<input checked="" type="checkbox"/>	Beltrami County Engineer / Highway	7/3/25	_____
<input type="checkbox"/>	Beltrami County Natural Resources	_____	_____
<input type="checkbox"/>	MnDNR Trails	_____	_____
<input type="checkbox"/>	MnDNR Waters	_____	_____
<input type="checkbox"/>	MnDNR District	_____	_____
<input type="checkbox"/>	MnDOT	_____	_____
<input type="checkbox"/>	Airport	_____	_____
<input checked="" type="checkbox"/>	Bemidji School District	7/3/25	_____
<input type="checkbox"/>	MPCA Closed Landfill Program	_____	_____
<input type="checkbox"/>	U.S. Army Corps of Engineers	_____	_____
<input type="checkbox"/>	Minnesota Chippewa Tribe	_____	_____
<input type="checkbox"/>	Red Lake Nation DNR	_____	_____
<input type="checkbox"/>	White Earth Nation DNR	_____	_____
<input type="checkbox"/>	Leech Lake Band DRM	_____	_____
<input type="checkbox"/>	Bemidji Sustainability Commission	_____	_____
<input checked="" type="checkbox"/>	Other: Planning Attorney	7/3/25	_____

## Packet Distribution List

**City of Bemidji** – V-2025-0007 & SUP-2025-0006 Voyageurs

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<input checked="" type="checkbox"/>	Applicant / Representative	7/10/25	_____
<input checked="" type="checkbox"/>	City Building Department	7/10/25	_____
<input type="checkbox"/>	City Attorney	_____	_____
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Planning and Zoning Department  
City of Bemidji

317 4<sup>th</sup> Street NW Bemidji, MN 56601 Office (218) 759-3579 Fax (218) 759-3591

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**July 3, 2025**

**City of Bemidji** – SUP-2025-0006 Voyageurs Expeditionary School (Represented by Michael Johnston) is requesting an amendment to the approved interim use permit amendment Resolution 2014-02 on leased property (JC Properties of Bemidji, LLC) to operate a private school. The amendment request is to increase total occupancy for the building from 125 persons to 205 persons (grades 9-12 = 125; grades 6-8 = 50; staff = 30) with a building addition. The property is zoned (B-1) Low Density Commercial Zoning District within the Shoreland Overlay. The subject property is located at 3724 Bemidji Ave N (PINS 800628000) in the City of Bemidji.

The City of Bemidji Planning and Zoning Commission will consider this proposal at its meeting on **Thursday, July 24<sup>th</sup>, 2025, at 5:30 p.m.** in the Council Chambers at Bemidji City Hall or may be viewed on Local Channel 2.

If you have any comments, you may present them to the Commission at that time. It would be encouraged to direct your comments in writing to the Planning and Zoning Planner assigned to the Case, **Jamin Carlson's** attention at the Planning office at 317 4th Street NW, or by email at **SGAdmin@ci.bemidji.mn.us**. If possible, your comments should be submitted by **Friday, July 18<sup>th</sup>, 2025**, so they may be incorporated into our report to the Planning and Zoning Commission. The report, along with any other pertinent information regarding this planning case will be available prior to the meeting on our website ([City of Bemidji/Boards, Commissions, and Committees/Planning Commission](#)) and at city hall. Attached is a copy of the application and other supporting documentation.

If you have any questions or need further information, please feel free to contact our office at 218-759-3579 or email the planner assigned to the case (see email address above). City departments may access through SmartGov application **SUP-2025-0006**.

Respectfully,

Jamin Carlson  
Planning Director  
City of Bemidji Planning and Zoning Department



Planning and Zoning Department  
City of Bemidji

317 4<sup>th</sup> Street NW Bemidji, MN 56601 Office (218) 759-3579 Fax (218) 759-3591

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**July 9, 2025 \*UPDATED\***

**City of Bemidji** – V-2025-0007 & SUP-2025-0006: Voyageurs Expeditionary School (Represented by Michael Johnston) is requesting a variance from impervious surface requirements under the shoreland overlay and an amendment to the approved interim use permit amendment Resolution 2014-02 on leased property (JC Properties of Bemidji, LLC) to operate a private school. The variance is to increase the impervious surface coverage by 8% over existing to allow for a building addition. The amendment request is to increase total occupancy for the building from 125 persons to 205 persons (grades 9-12 = 125; grades 6-8 = 50; staff = 30) with a building addition. The property is zoned (B-1) Low Density Commercial Zoning District within the Shoreland Overlay. The subject property is located at 3724 Bemidji Ave N (PINS 800628000) in the City of Bemidji.

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Respectfully,

Jamin Carlson  
Planning Director  
City of Bemidji Planning and Zoning Department



Planning & Zoning Department  
City of Bemidji

317 4<sup>th</sup> Street NW Bemidji, MN 56601 Office (218) 759-3579 Fax (218) 759-3591

---

**July 3, 2025**

Dear Property Owner:

The City of Bemidji Planning and Zoning Commission will conduct a public hearing to discuss the following application:

**City of Bemidji** – SUP-2025-0006: Voyageurs Expeditionary School (Michael Johnston) is requesting an amendment to the approved interim use permit amendment Resolution 2014-02 on leased property (JC Properties of Bemidji, LLC) to operate a private/charter school. The amendment request is to increase total occupancy for the building from 125 persons to 205 persons (grades 6-8 = 50; grades 9-12 = 125; staff = 30) with a building addition. The property is zoned (B-1) Low Density Commercial Zoning District within the Shoreland Overlay. The subject property is located at 3724 Bemidji Ave N (PINS 800628000) in the City of Bemidji.

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Respectfully,

Planning & Zoning Department



Planning & Zoning Department  
City of Bemidji

317 4<sup>th</sup> Street NW Bemidji, MN 56601 Office (218) 759-3579 Fax (218) 759-3591

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Respectfully,

Planning & Zoning Department

ERIN L CURRAN  
3817 BIRCHMONT DR NE  
BEMIDJI, MN 56601

JOHN R KOVACH JR  
JENNIFER D KOVACH  
103 ROBERTSON DR NW  
BEMIDJI, MN 56601

INGRID KEMMER  
111 ROBERTSON DR NW  
BEMIDJI, MN 56601

S&J GROUP LLLP  
3801 BEMIDJI AVE SUITE 1  
BEMIDJI, MN 56601

RICHARD C HANSON  
VALERIE A HANSON  
3721 BIRCHMONT DR NE  
BEMIDJI, MN 56601

QUELLO INVESTMENTS LLC  
6415 ELLIOTT RD NE  
BEMIDJI, MN 56601

NORTHSTAR PROPERTIES OF BEMIDJI LLC  
2815 BEMIDJI AVE N  
BEMIDJI, MN 56601

JC PROPERTIES OF BEMIDJI LLC  
1820 CANOE LN NE  
BEMIDJI, MN 56601

NATHAN A AVENSON  
HEATHER P AVENSON  
119 CIRCLE PINE DR NW  
BEMIDJI, MN 56601

STEVEN D ANDERSON  
3519 BIRCHMONT DR NE  
BEMIDJI, MN 56601

RAYMOND LAITALA  
CAROLE LAITALA  
115 ROBERTSON DR NW  
BEMIDJI, MN 56601

TODD R LOWTH  
2006 BIRCHMONT DR NE  
BEMIDJI, MN 56601

LESLIE J SANDERS LIVING TRUST  
3619 BIRCHMONT DR NE  
BEMIDJI, MN 56601

JOHN FREISE  
LISA FREISE  
3807 SUMAC RD NE  
BEMIDJI, MN 56601

STEPHANIE L BROWN  
3515 BIRCHMONT DR NE  
BEMIDJI, MN 56601

GARY E SMITH  
SANDRA K SMITH  
3703 BIRCHMONT DR NE  
BEMIDJI, MN 56601

LUKES WELLNESS CENTER LLC  
3620 BEMIDJI AVE N  
BEMIDJI, MN 56601

MARILYN T ENGLISH  
107 ROBERTSON DR NW  
BEMIDJI, MN 56601

JAMES A HESS  
NIKKI A HESS  
3601 BIRCHMONT DR NE  
BEMIDJI, MN 56601

DAVID NORDMEIER TRUSTEE  
TOMY HEGLAND TESTAMENTARY FAMILY TRKELLI FRANCES MCCULLOUGH  
14855 COUNTY RD 79  
ELK RIVER, MN 55330

RICK THOMAS MCCULLOUGH  
10082 LONG BEACH RD  
PINE RIVER, MN 56474

WILLIAM J BAUMGARTNER  
130 ANNE ST NE  
BEMIDJI, MN 56601



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

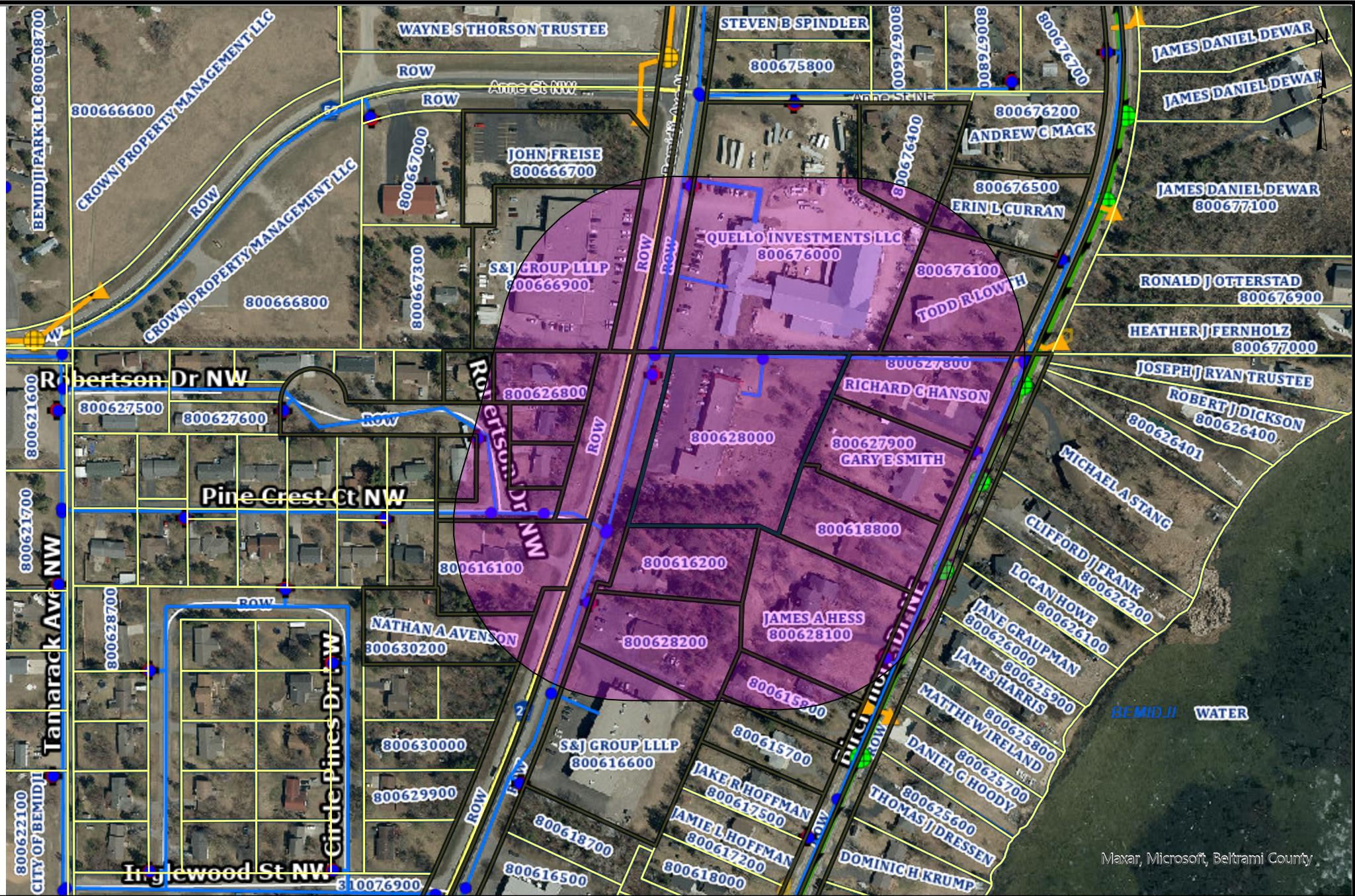
Aerial Map

1:2,257

Date: 6/26/2025

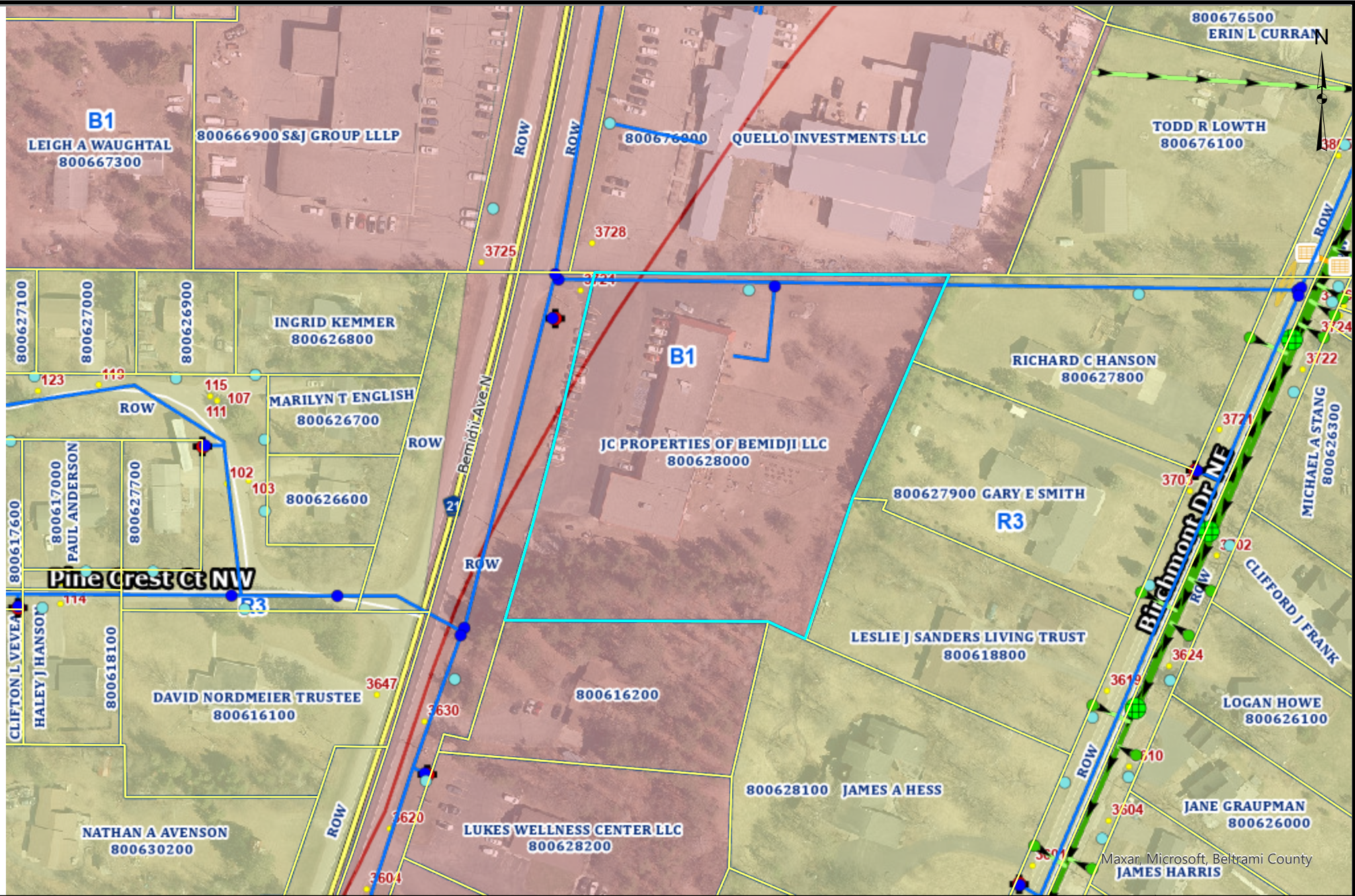
Page 45 of 195

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

<h2>Buffer Map</h2>	
1:4,514	Date: 6/26/2025
<small>This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.</small>	



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

**Zoning Map**

1:2,257

Date: 6/26/2025

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

Page 47 of 195







# AFFIDAVIT OF PUBLICATION

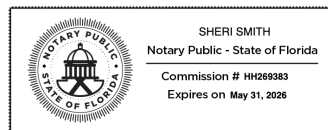
State of Florida, County of Broward, ss:

Edmar Corachia, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC and duly authorized agent of the The Bemidji Pioneer, a newspaper printed and published in the City of Bemidji, County of Beltrami, State of Minnesota.

1. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and the day of the week upon which the public notice attached/copied below was published in the newspaper are as follows: Saturday, July 12, 2025
4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to §331A.06, is as follows: \$13.00 per column inch.
5. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in BELTRAMI County. The newspaper complies with conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

*Edmar Corachia*

(Signed) \_\_\_\_\_



## VERIFICATION

State of Florida  
County of Broward

Subscribed in my presence and sworn to before me on this: 07/15/2025

*S. Smith*

\_\_\_\_\_  
Notary Public

Notarized remotely online using communication technology via Proof.

### CITY OF BEMIDJI PLANNING AND ZONING COMMISSION

#### NOTICE OF PUBLIC HEARINGS & MEETINGS

NOTICE IS HEREBY GIVEN, that on Thursday, July 24, 2025, at 5:30 PM or as soon thereafter as possible, the City of Bemidji Planning and Zoning Commission will conduct a Public Hearing in-person in the Council Chambers of Bemidji City Hall, located at 317 4th St. NW, Bemidji, MN, and broadcasted on Channel 2, regarding the following request(s):

**Variance and Conditional Use Permit Request:** Mike Ettesvold is requesting a Conditional Use Permit (CUP) for a Drive Through Restaurant and a Variance for more impervious surface coverage than is allowed per the Ordinance. The subject property is zoned (B-2) General Commercial Zoning District with HWY 197 and Shoreland Overlays. The subject property is located at TBD Shevlin Ave SW (PIN: 800267700) in the City of Bemidji.

**Interim Use Permit Amendment Request:** Michael Johnston, representing Voyageurs Expeditionary School, is requesting a variance from impervious surface requirements under the Shoreland Overlay and an amendment to the approved interim use permit amendment Resolution 2014-02 on leased property (JC Properties of Bemidji, LLC) to operate a private school. The amendment request is to increase total occupancy for the building from 125 persons to 205 persons (grades 9-12 = 125; grades 6-8 = 50; staff = 30) with a building addition. The property is zoned (B-1) Low Density Commercial Zoning District within the Shoreland Overlay. The subject property is located at 3724 Bemidji Ave N (PINS 800628000) in the City of Bemidji.

**Preliminary Planned Unit Development Request:** Marco McLane Development, representing Greater Bemidji, is requesting a Preliminary Planned Unit Development & Plat (PUD/PLAT) to develop a multi-phase project which would include a YMCA Community Wellness Center and other future development within the Urban Renaissance (UR) zoning district and the Shoreland Overlay. The subject property is located at 101 Minnesota Ave NW (PIN #80.00344.99) in the City of Bemidji (also known as the rail corridor).

**Variance Request:** Carl Johnson, representing 4th Street Lodge, LLC, is requesting four (4) variances from the sign standards under the (UR) urban renaissance district for (1) number of allowed signs per parcel and per business, (2) the maximum allowable sign area for multi-tenant buildings, (3) number of projecting/under-canopy signs per street frontage, and (4) number of projecting/under-canopy signs per building façade. The property is zoned (UR) urban renaissance district within the Shoreland Overlay. The subject property is located at 116 4th St NW (PIN#800103600) in the City of Bemidji.

**Variance Request:** John Hamrin is requesting a Variance from the

OHWL setback requirements to build an attached lakeside deck on an existing lot of record in the R-4 Moderate Density Residential zoning district and the Shoreland Overlay (General Development Lake). The subject property is located at 1725 S Lake Irving Dr SW (PIN #80.01671.00) in the City of Bemidji.

All interested parties are invited to attend the public hearing(s) and comment on the proposal(s). If you are unable to attend in person, comments can be submitted by email to [SGAdmin@ci.bemidji.mn.us](mailto:SGAdmin@ci.bemidji.mn.us) (preferred method), letter, or phone call to the Planning and Zoning Department. Call 218-759-3579 or visit our website at [www.ci.bemidji.mn.us](http://www.ci.bemidji.mn.us) for more information. If possible, your written comments should be submitted by **Friday, July 18, 2025**, so they may be incorporated into the staff report to the Planning Commission. (Jul. 12, 2025)

## Ainslee Krause

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**From:** sandgar@paulbunyan.net  
**Sent:** Wednesday, July 9, 2025 11:06 AM  
**To:** SGAdmin@ci.bemidji.mn.us.  
**Subject:** SUP-2025-0006

[EXTERNAL]

We are the property owners 3703 Birchmont Dr. NE which is directly east of the Voyageurs School. I believe we share most of the backyard lot footage with the school. We have several concerns about this proposal. The increase in student numbers to the limited space for outdoor activity, will playground equipment be added? Right now our privacy fence has often been used as a backboard for student games and we have had to make numerous repairs for broken panels and split gate closure. We have approached the school about this matter with limited results. I would think they need to put up a privacy fence on the property. We have often to pick up play equipment before mowing and students jump the fence to retrieve breaking the top of the fence. Added students to the limited space does not make sense. Some ethnic games are played that make more noise and a "sweat" lodge burns wood on the back of the property creating smoke at times of use. Staff supervision outdoors is limited. Will staff increase to meet added student supervision?

Septic system was granted for less student staff numbers. If this increase is requested, it should be on hold until the sewer service is implemented on Bemidji corridor in the next 4-5 years. The zoning is for low density usage and with Shoreland Overlay those principles should be considered.

The proposal speaks of a building extension but gives no details on size or location. That would also take away from outdoor space available to students for recreation. A container storage and three other utility sheds are already on the property.

This proposal should not even be considered until more details and time lines are provided. When will the extension be completed for example? If this is granted now as stated, then how can you NOT grant at a later date? We do not visibly see the front of the building but wonder about increased parking and bus services access. Will that be added to the side of the building?

We have tried to be a good neighbor for the years the school has been granted property usage but feel they have encroached gradually on numbers of students. I hope all members making this decision view the property personally.

Gary and Sandra Smith  
3703 Birchmont Dr. NE.  
sandgar@paulbunyan.net

## Ainslee Krause

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**From:** Rick Hanson <richard@hansonelec.com>  
**Sent:** Monday, July 7, 2025 5:15 PM  
**To:** SGAdmin  
**Subject:** RE: Voyageurs School Variance

[EXTERNAL]

Thank you for the reply. It is my understanding that the existing sewer system is only designed for 600 gallons per day. From what I have read, this hasn't changed since the original occupancy in 2010 when it had 10 staff and up to 65 students. This new request will triple the occupancy without making any changes to the existing sewer system. What is the waste water flow now?

Parking will also be a problem, with the new occupancy the school should have 46 parking spots if you go by page 167 of the City Development plan. ( 30 for staff, 16 High School and 0 Middle School ). Plus school bus and other transportation parking such as parents and vendors.

If they are not going to do a building addition now why are they getting this permit at this time. There is not enough space and my concern if you grant a permit now for occupancy how could you refuse to give them a building permit in the future. Both issues should be addressed now to avoid future disputes.

They are trying to do too much for a lot that size imo.

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**From:** SGAdmin <SGAdmin@ci.bemidji.mn.us>  
**Sent:** Monday, July 7, 2025 4:22 PM  
**To:** Rick Hanson <richard@hansonelec.com>  
**Subject:** RE: Voyageurs School Variance

Good afternoon Mr. Hanson,

Thank you for reaching out to the planning department. These are all great questions and we will look into those, you may ask these questions at the public hearing on July 24<sup>th</sup> meeting.

This is a request to increase the occupancy only however, they plan to do an addition to the building, which would go through the Building Department for review and issue. The amendment in 2014 was for an additional 5 employees and additional 45 students for a total of 125 persons up from 75 persons in the original Conditional Use Permit. The planning department does not have the information regarding how many students per grade for the new amendment, at this time. It didn't break down how many for each grade in the 2014 case and they did an addition at that time as well.

As for the City Sewer Services, that's on the schedule within the four or five years. Notices will go out when that is programmed into the Streets schedule.

A Planning Report and packet will be written and released to the public for this planning case by the afternoon of July 21, 2025 and can be viewed on our website <https://bemidjimn.portal.civicclerk.com/>

If you would like a copy of the 2014 resolution, we would have you request the documents through the City Attorney's office, data request at the following link: <https://www.ci.bemidji.mn.us/index.asp?SEC=3A34E0DD-C320-46BF-BFA9-0921FA9B2F65&DE=253A22FE-2AE3-4C58-8D51-B0820518ACF2> under the forms and documents page.

Thank you for your questions,  
**Melissa Fahrenbruch**  
**Assistant Planner**  
City of Bemidji – Planning & Zoning Department  
317 4<sup>th</sup> St NW. (Basement level)  
Bemidji, Mn 56601  
Office Phone: (218) 759-3594  
Email: [Melissa.Fahrenbruch@ci.bemidji.mn.us](mailto:Melissa.Fahrenbruch@ci.bemidji.mn.us)



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**From:** Rick Hanson <[richard@hansonelec.com](mailto:richard@hansonelec.com)>  
**Sent:** Monday, July 7, 2025 11:10 AM  
**To:** SGAdmin <[SGAdmin@ci.bemidji.mn.us](mailto:SGAdmin@ci.bemidji.mn.us)>  
**Subject:** FW: Voyageurs School Variance

[EXTERNAL]

I would also like to get a copy or an online link of the schools Interim Use Permit Resolution 2014-02 or the most recent one issued by the City. Thanks

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**From:** Rick Hanson  
**Sent:** Saturday, July 5, 2025 2:24 PM  
**To:** [SGAdmin@ci.Bemidji.mn.us](mailto:SGAdmin@ci.Bemidji.mn.us)  
**Subject:** Voyageurs School Variance

My home is 3040 Birchmont Dr NE which is directly east of the Voyageurs School. I would like more information on SUP-2025-0006 such as:

Grades 6-8 they want 50 students, how many were in last year's class?

9-12 " " 125 Students " " " " " "

Staff they want 30 now, how many were there last year.

Are your answers to the above based on the beginning or end of the school year or wasn't there much of a change?

At the end of the City's sentence on occupancy they say " with a building addition ". Where is the building addition going and how many sq ft is it? What are they going to do about a playground for the younger kids and exercise area for the older kids? Please send a plot map showing all of this. If an addition is part of this variance your info package is lacking important details and it should be re-sent imo.

Are they requesting city sewer at the school now? If so, you should notify the property owners on Bemidji Ave. Hanson Brothers Development owns a lot of frontage on Bemidji Ave and we definitely do not want city sewer.

Rick Hanson

## Jamin Carlson

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**From:** Rick Hanson <richard@hansonelec.com>  
**Sent:** Friday, July 18, 2025 3:30 PM  
**To:** SGAdmin  
**Subject:** Voyageurs School Variance

[EXTERNAL]

I will not be able to attend the public hearing on the Voyageurs School Addition so please address the following concerns I have.

I don't have a problem with the school as it exists today. However, adding 64% to the capacity on such a small parcel will create problems and unnecessary expense for surrounding land owners. As a property owner on the east side of the school I oppose this expansion.

1. Will the changes require city sewer? If so, who will pay for it?
2. Are you going to allow them to increase the capacity now with their existing sewer system or wait until the city sewer is extended?
3. Will they have 46 parking spots for staff and students as per the city development plan?
4. What are their intentions for bus, parent and vender parking?
5. Will they be required to dig a drainage pond for runoff like the city requires elsewhere? If so where will it go?
6. Bemidji Ave is already busy in the mornings and evenings when the school will have peak traffic. Taking a left turn out of the school during these times will require patience and probably result in a few accidents.
7. What are they going to do about playground and exercise space? They already appear to use walking Bemidji Ave as an exercise tool for the students. Has the city considered the remote possibility of impaired drivers, people passing on the right which happens a lot, police chases etc causing a horrific accident. You don't see other schools using public roadways for exercising.
8. Prior to any approval we should be able to see a plot map showing what they have planned.

Thank you  
Richard Hanson

# The City of Bemidji Planning and Zoning Department

<b>PLANNING CASE:</b> SUB-2025-0002	<b>MEETING DATE:</b> July 24 <sup>th</sup> , 2025
<b>APPLICANT:</b> Greater Bemidji	<b>60-DAY RULE DATE:</b> August 25 <sup>th</sup> , 2025
<b>PROCEEDING:</b> Planned Unit Development (PUD) – (Preliminary)	<b>ZONING DISTRICT:</b> (UR) Urban Renaissance and within the Shoreland Overlay.
<b>PREPARED BY:</b> Jamin Carlson Planning Director	<b>EXHIBITS:</b> Zoning Map, Aerial Map, Application, Concept Drawings, Civil Design Drawings, Stormwater Management Plan, Supporting Documentation

## PLANNING & ZONING MEMORANDUM

### I. SUMMARY OF REQUEST

Tim Marco (Marco McLane Development) representing Greater Bemidji is requesting a Preliminary Planned Unit Development (PUD)/PLAT to develop a multi-phase project which would include a YMCA Community Wellness Center and other future developments within the Urban Renaissance (UR) zoning district and the Shoreland Overlay. The subject property is located at 101 Minnesota Ave NW (PIN #80.00344.99) in the City of Bemidji (also known as the rail corridor).

### II. PUBLIC HEARING & DISCUSSION

Commission members made the following comments:

- Heinonen expressed concern for the trail plan and making sure the parkland is sufficient if high density housing is part of the project.
- Lemmer addressed support from Veteran’s Memorial and Historical Society for park and expressed concern for the density of the development and concern for construction limiting traffic to those two locations.

#### **Public Hearing opened at 6:16 p.m.**

- Tim Marco, Marco McLane Development, addressed that the trail will still have a 90 degree turn. Marco noted their request that the private utility coordination would not be tied to the final PUD approval. Marco addressed that the building pad may change if utilities are unable to be moved, however the current proposal shows the maximum building size. Marco addressed that the greenspace or parkland is going to be privately programmed and privately owned and noted their request that this not be a part of the final PUD approval. Marco addressed that there is no timeline yet for when the final PUD will come before the commission and board.

#### **Public Hearing closed at 6:25 p.m.**

Additional comments provided:

- Carlson addressed that the ordinance allows for privately owned parks. Carlson addressed remediation could potentially start next month.

### **III. RECOMMENDATION & FINDINGS**

#### **Conclusion based on the Ordinance and the Comprehensive Plan.**

The Planning Commission must decide whether the conditions are sufficient for approval of Preliminary Planned Unit Development (PUD)/PLAT to develop a multi-phase project which would include a YMCA Community Wellness Center and other future developments within the Urban Renaissance (UR) zoning district and the Shoreland Overlay.

#### **RECOMMENDATION FOR APPROVAL**

Approval is recommended with the following findings of fact:

#### **Preliminary Planned Unit Development Findings**

#### **1. Does this project sample layout work within the confines of its location?**

The proposed layout appears to use the confines of the area in an orderly fashion. The UR does allow for compact design along with a multitude of uses.

#### **2. What pieces of information would be required in order to make a final recommendation to the applicant?**

The commission & board have placed requirements into the finding after the concept phase; these findings are below with the *italicized still needing to be ironed out along with at what point will each finding be addressed*:

1. Applicant shall provide all deliverables required by the City of Bemidji Engineering Department/Public Works.

**This can be done by the final PUD phase.**

2. An overall developer's agreement shall be entered into with the City of Bemidji for all public infrastructure throughout the development. All utility easements will need to be determined prior to final submittal to be outlined within the agreement.

**Any utility easements will need to be finalized by the final PUD phase.**

3. Applicant will need to determine addressing & as-built information for this development prior to final submittal and shall work with the GIS Department.

**This can be accomplished within the future development agreement.**

4. *A traffic study shall be performed for the full buildout (all phases of the project) before the final phase of the PUD.*

**There were communications on the traffic study by the applicant's design team and staff but there has not been a study initiated at this time.**

5. *There should be a reasonable timeframe shown for the phases of the project.*

**A timeline (5 to 10 years?) has yet to be established by the applicant.**

6. A lighting plan shall be designed and submitted along with final PUD approval.

**This can be accomplished in the development agreement.**

7. *Applicant will need to design and identify the large park area/open space.*

**The location has been identified however the type of park and ownership (public or private) will need to be finalized.**

8. *The multi-use trail will need to be designed to accommodate snowmobile and bicycle traffic.*

**The multi-use trail will need to alleviate concerns on the 90-degree corners.**

9. *All properties that are not under ownership for the development will need to be addressed before the preliminary & final PUD.*

**The BNSF property still needs to be resolved before the final PUD (this includes ownership and rezoning).**

10. *Private utility conflicts will need to be resolved before the preliminary & final PUD.*

**The Ottertail powerline locations conflicting with the proposed building location along with the easement will need to be addressed.**

Motion by **Meehlhause**, seconded by **Lemmer**, to recommend approval of the preliminary planned unit development request for parcel 800034499, with the conditions and findings of fact as presented in the packet. Motion carried by the following roll call vote:

Ayes: **Peterson, Meehlhause, McCoy, Lemmer, Heinonen.**

Nays: **None**

Abstentions: **None.**

**Motion carried unanimously.**

**Next steps for the PUD/Plat – Final, if approved per the Ordinance:**

(3) *Final approval.* At this stage in the PUD process the council will make a determination of denial or approval. Finalized plans are required as part of this final application.

- a. Site plan.
- b. Final plat.
- c. Traffic plan.
- d. Utilities layout.
- e. Landscaping layout.
- f. Elevations of buildings.
- g. Post development drainage.
- h. Any and all plans and studies required by the planning staff to support approval.  
Examples include traffic study, wetland evaluation, tree removal approval etc.

## The City of Bemidji Planning and Zoning Department

<b>PLANNING CASE:</b> SUB-2025-0002	<b>MEETING DATE:</b> July 24 <sup>TH</sup> , 2025
<b>APPLICANT:</b> Greater Bemidji	<b>60-DAY RULE DATE:</b> August 25 <sup>th</sup> , 2025
<b>PROCEEDING:</b> Planned Unit Development (PUD) – (Preliminary)	<b>ZONING DISTRICT:</b> (UR) Urban Renaissance & Shoreland Overlay
<b>PREPARED BY:</b> Jamin Carlson Planning Director	<b>EXHIBITS:</b> Zoning Map, Aerial Map, Application, Concept Drawings, Civil Design Drawings, Stormwater Management Plan, Supporting Documentation.

### PRELIMINARY PLAT PLANNING REPORT

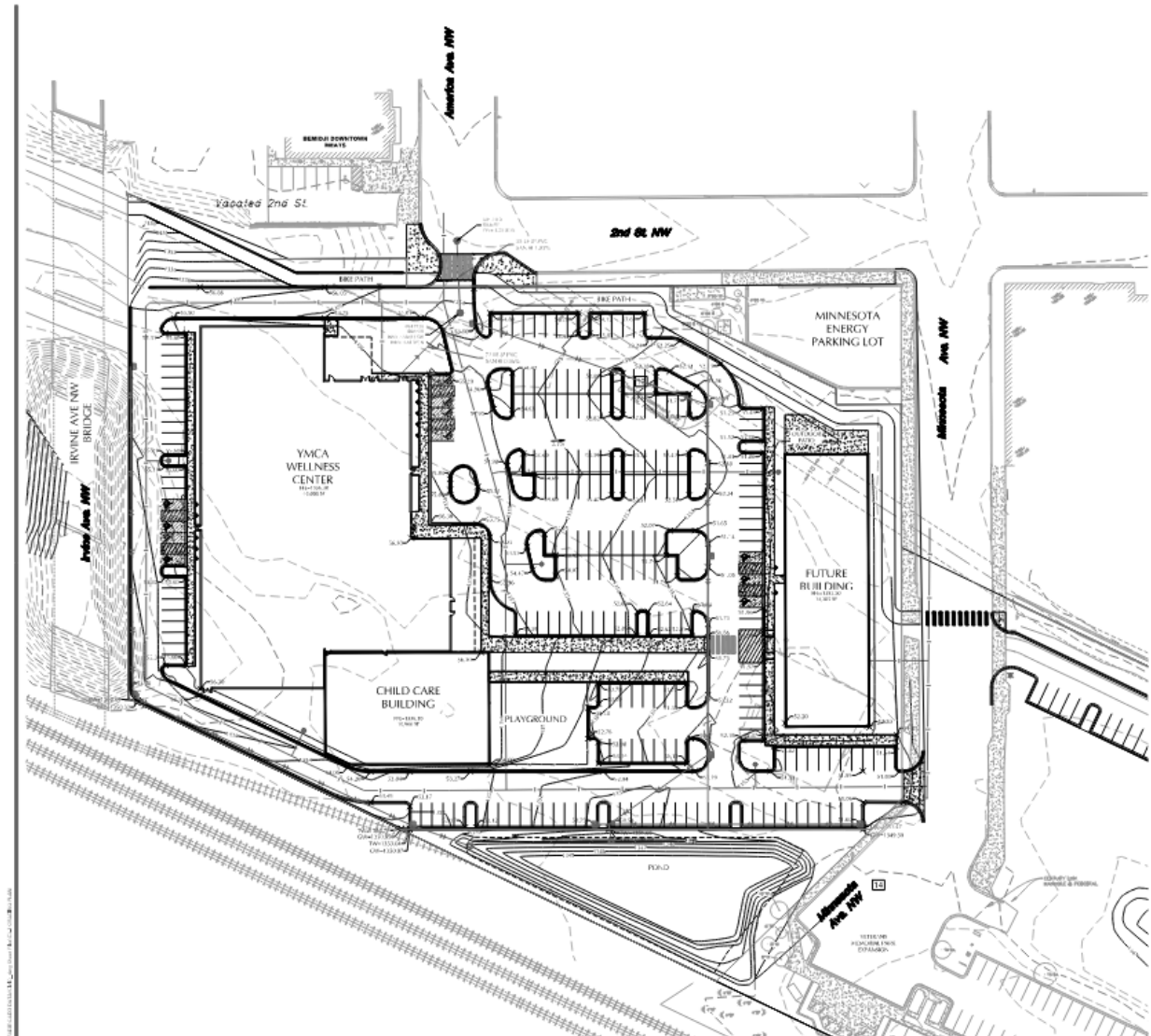
**I. SUMMARY OF REQUEST**

Tim Marco (Marco McLane Development) representing Greater Bemidji is requesting a Preliminary Planned Unit Development (PUD)/PLAT to develop a multi-phase project which would include a YMCA Community Wellness Center and other future developments within the Urban Renaissance (UR) zoning district and the Shoreland Overlay. The subject property is located at 101 Minnesota Ave NW (PIN #80.00344.99) in the City of Bemidji (also known as the rail corridor).

**II. BACKGROUND**

The planning board approved the concept phase for the PUD on May 13<sup>th</sup>, 2025. Since that approval the applicant waited to submit for the preliminary phase for the July/August timeframe. There are several findings that still need to be ironed out before the final phase of the PUD/PLAT.

Below is the last rendition for the western half of the project showing the YMCA with childcare addition along with stormwater location and future building site next to Minnesota Ave.



### III. DISCUSSION/DEVELOPMENT ANALYSIS

#### 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 mixed-use development. The definition of PUD in the City of Bemidji Planning & Zoning Ordinance (hereafter referred as “Ordinance”) is as follows:

**MIXED-USE PLANNED UNIT DEVELOPMENT (PUD):** Planned unit development, mixed use means a planned unit development which includes a mixture of residential

and commercial uses. In addition, it may be a single structure developed or converted under the statutory requirements of a common interest community.

(UR) Urban Renaissance zoning district and is approved through the PUD process outlined in the Ordinance, and no PUD can be approved without issuance of a Conditional Use Permit (CUP) by the planning board.

The PUD review process consists of three (3) phases. The three-phase process was created as applicants expressed interest in gaining a clear vision of the planning board expectations during the concept phase to ensure expectations can be met.

#### Summary of Three Phase Process (current phase)

##### 1. Concept Review

- a. Does this project's density and sample layout work within the confines of its location?
- b. What pieces of information would we require 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 commission/staff considers all concerns have been met and significant issues have been addressed, preliminary and final review can be combined for approval.
- c. Finalized plans need to be presented at this time for approval.

##### 3. Final Approval

- a. Finalized plans are required to be presented at this time if approval is to be recommended. The planning board makes the final decision on approval or denial.

#### (f) Qualifications Governing Approval of Preliminary Plat

*The planning commission may return a conditional report to the council. The council may require such changes or revisions as it deems necessary for the health, safety, general welfare and convenience of the community. The approval of a preliminary plat by the planning commission and council is tentative only, involving merely the general acceptability of the layout as submitted. Subsequent approval will be required of the engineering proposals pertaining to water supply, storm drainage, sewerage and sewage disposal, sidewalks, gas and electric service, grading, gradients and roadway widths and the surfacing of streets and by other public officials having jurisdiction, including airport zoning approval, prior to the approval of the final plat by the council. No plat will be approved that includes an area subject to periodic flooding, or that lacks adequate drainage, unless the subdivider agrees to make improvements to the property as are needed and, in the opinion of a Registered Engineer, are sufficient to allow for development of the property and to provide adequate drainage of the lots,*

streets, and other areas within the plat. No plat will be accepted that cannot be adequately serviced with sanitary sewer or other approved disposal system.

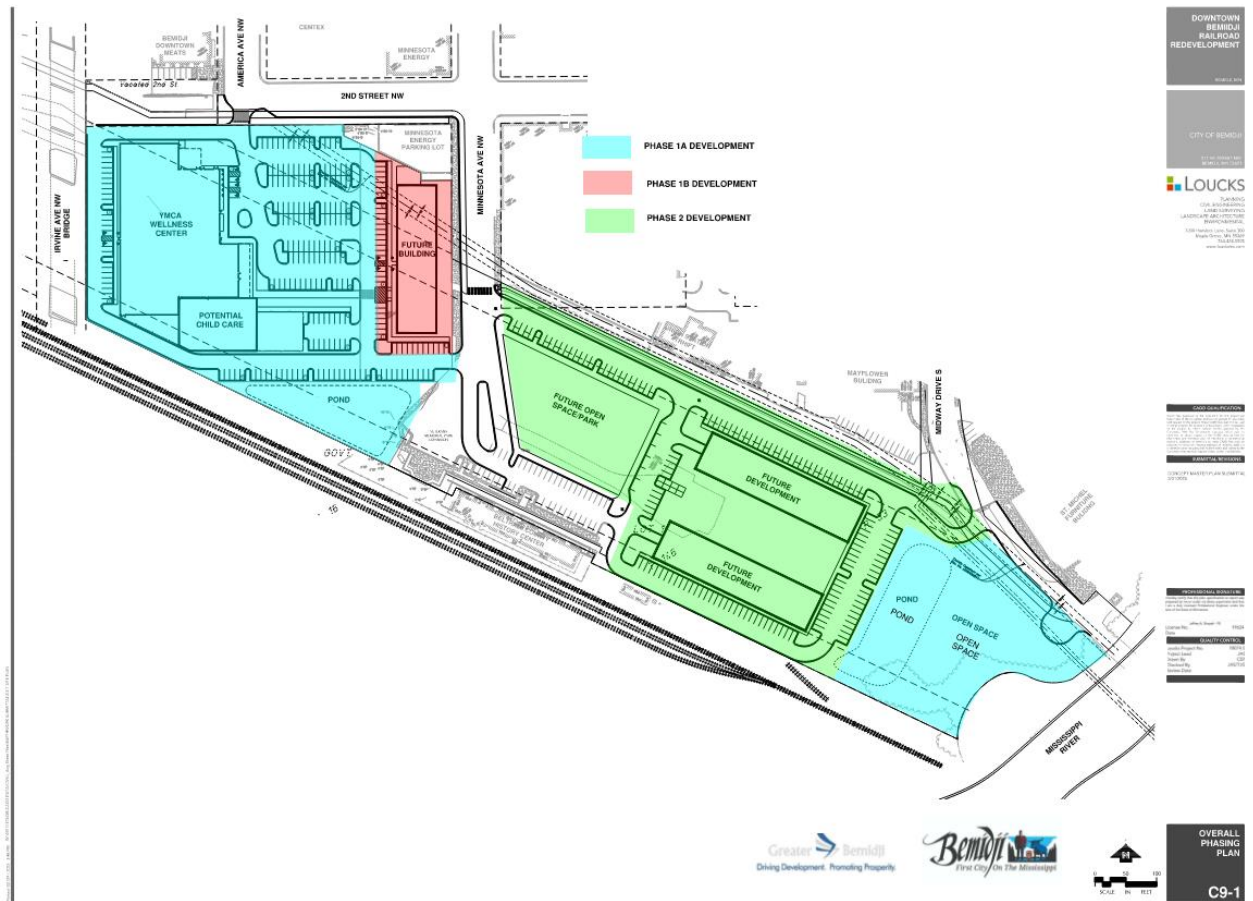
**b. Preliminary Review.** Upon approval of the Concept Plan, an applicant is then allowed to submit for a preliminary / final approval. The preliminary approval of density and layout is in no way an approval of the project, the final layout, the preliminary or final plat, the roadway access, the utilities or any other change to the underlying property. Preliminary and Final approval can be combined if the council Staff recommends. The applicant will be required to provide all preliminary and final plans. Items required with preliminary application:

- i. Site plan
- ii. Preliminary Plat
- iii. Traffic patterns
- iv. Utilities layout
- v. Landscaping layout
- vi. Preliminary elevations of buildings
- vii. Preliminary drainage
- viii. Any and all plans and studies required by the planning staff to support approval. Examples include traffic study, wetland evaluation, tree removal approval etc.

### **Phasing of the Project**

The project is proposed to be completed in a total of two (2) phases. Refer to C9-1 for the Phasing Plan for the layout of each phase. Phase one will consist of the YMCA and out lot along with entrances/accesses and some utilities. Phase two is most of the east side of the development (east of Minnesota Ave) that shows a potential park and future building sites along with potential parking lots. The Applicant has expressed that he would like the east side of the development to be an out lot for future development.

The timing and duration of each phase will be entirely dependent on market forces. The Applicant seeks approval for the two-phase project with the flexibility prior to the start of each phase of the project. If something within a subsequent phase would like to be moved to an earlier or current phase, this can be approved via Staff administratively. Per Section 28-472, Part G, subd. 6. of the Ordinance, all final plats shall be recorded with the County Recorder within six (6) months after date of approval by the Planning Board, otherwise the approval of the final plat is deemed void. Anything from a current phase being delayed or pushed back to another phase will require approval through a PUD amendment. Below is a layout of the two (2) proposed phases.



**Amenities**

A PUD is given greater flexibility from the Ordinance for providing a selection of amenities. These amenities are listed in the Ordinance as Section 28-475. Flexibility can be granted when the Applicant provides a selection of amenities from the list but is not limited to it.

**Uses**

The potential uses that would need Board approval that could be included for the PUD are the following:

- Athletic Complex / Community Center (YMCA) - CUP*
- Auditorium and Performing Arts – CUP*
- Multi-Family or Townhome Development (5 Units or Greater) – CUP*
- Park, Athletic Fields and Active Outdoor Recreation – CUP*
- Parking Structure (Public) – CUP*
- Art, Business or Vocational - IUP*
- Counseling Service (Behavioral, Mental Health, Drug & Alcohol Abuse) - CUP*
- Community Indoor Entertainment, Large (10,000 S.F or more) – CUP*
- Convention or Event Center – CUP*
- Hotel or Motel – CUP*
- Bank or Financial Institution – CUP*
- Daycare Facility (Licensed Commercial Care) – IUP*

### *Public Library -CUP*

If these uses are included in the PUD, then they would be permitted and not need additional (CUP/IUP) approvals from the Planning Commission or Planning Board later. This would be the same concept as the South Shore Planned Unit Development (SSPUD).

### **Flexibility**

Greater flexibility is allowed with a PUD than otherwise allowed under the Ordinance, if it is a coordinated development providing public benefits not otherwise required. Flexibility can only be granted to the extent allowed by the Ordinance and flexibility will only be given to items approved during the approval process. All other items not granted flexibility shall meet the Ordinance and all regulations and requirements. Flexibility can be granted for setbacks, lot size, density, and off-street parking and loading areas.

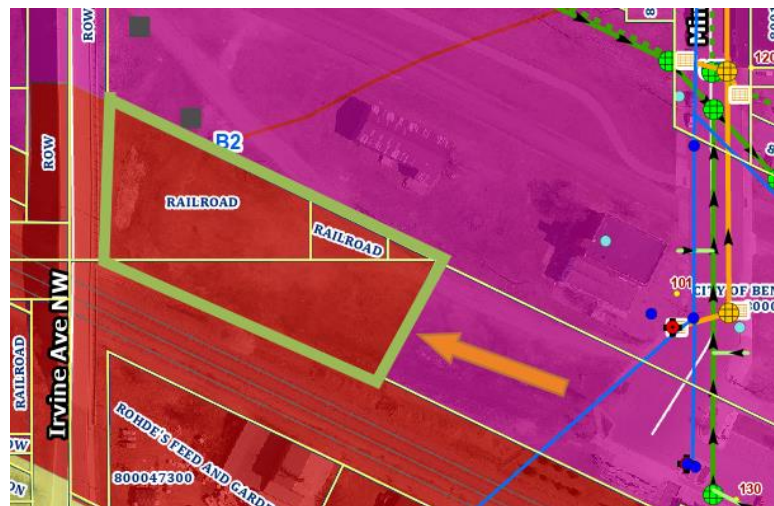
The Applicant is seeking flexibility for phasing timelines. A final PUD is approved through a CUP. A PUD, as stated in the Ordinance and the above section of this report, is a type of development that allows for greater flexibility, thereby creating a project that fits within a specific location.

### **Zoning/ Land Use Type**

The subject property is zoned as (UR) Urban Renaissance (downtown), which is defined as:

*Provide areas for retail, recreational, and governmental functions in a high amenity setting, accessible by automobile but conducive to pedestrians and bicyclists.*

As for surrounding uses and zoning, the areas to the north of the subject property are all within the UR zoning district and comprise of mostly commercial type uses with an apartment to the east on Minnesota Ave. The property to the direct south is the BNSF active railroad line and the Beltrami County History Museum. To the west is city owned property that will be used for snow storage (west of the Irvine Ave overpass). There is a small portion of the southwest extent of the development that will need to be rezoned from B-2 General Commercial to the UR zoning district. A zoning map for reference:



### **Traffic**

A traffic impact study has not been completed for this proposed development. There has been discussion on a traffic study since the concept phase was approved with the applicant and consultants.

### **Public Streets & Trails**

The Preliminary drawings indicate a public street being developed and will need to have ownership determined. Plans show an existing multimodal trail being moved. The multimodal trail will need to be reconstructed in a way to accommodate for snow mobile use (groomer as well) during winter, as this is a designated snow mobile route, and bike and pedestrian use during other seasons. (The sustainability commission had comments on the trail reroute)

### **Parkland Dedication**

The Ordinance requires that parkland must be dedicated for acres that are developed or a fee in lieu of land. Below is from the Ordinance:

4. *Mixed Residential and Non-Residential: For that portion in non-residential uses, a minimum of at least 4 percent of the gross area, excluding wetlands, shall be dedicated. For that portion in residential use, a minimum of at least the rate of 1 acre per 25 residential units in the subdivision shall be dedicated.*

Depending on the amount of potential residential units, the base amount for parkland would be 27,425 square feet or 4% of the total parcel which includes the current street (Minnesota Ave NW) and history center parking lot along with the BNSF property to be added to the development. This calculation does not include the potential for residential units.

### **Engineering Considerations**

*Per Sam Anderson, the City Engineer,*

*Good afternoon,*

*Most of my comments provided at the concept phase review are still the same after reviewing the preliminary deliverable:*

*I've assisted to get a proposal for the traffic impact study, but I'm not sure as of this email (7/21/25) if that has been executed by the applicant.*

*The trail looks to have been relocated to an off-street trail from the concept phase to this phase but should take in consideration minimum turning radii so it'll accommodate the motorized and non-motorized activities that will use it. The North Country Snowmobile Club would be a good resource to get additional comment as they groom this in the winter months for snowmobile use.*

*The future “Phase 1B” building, just on the west side of Minnesota Avenue NW looks to have a utility conflict with the existing overhead transmission line.*

*Future results from the traffic study and other review comments will assist with private versus public infrastructure discussions and the final plat.*

Thanks,

Sam Anderson, P.E. | City Engineer/Director of Public Works | City of Bemidji  
218-333-1851 | sam.anderson@ci.bemidji.mn.us

### **Parks Department**

*Hello,*

*I will follow up with Sam's email. As concepts tend to change and parks are usually the last piece of the development.*

*The biggest thing is whether those areas identified as parks or expansion of the Veterans Memorial - are these public parks and do they include any funding for the development of the park? Or is the plan to turn the property over to the City.*

*Ultimately the City Council determines what is parks or what would be the design for a memorial park. Not sure what additional conversations were had with the Veteran's Group on allocating that property. This should be clarified.*

*Parking/access and quality of property for parks is a general concern. Trails and access and whether the property identified as a park is a wetland.*

*Marcia Larson  
Parks and Recreation Director*

*Historic Carnegie Library  
426 Bemidji Ave PO Box 1346  
Bemidji MN 56601  
(o)218.333.1860 (c)218.766.2529*

### **Sustainability Commission**

Please see attached for the comments made by the City of Bemidji's Sustainability Commission.

### **Neighborhood Comment**

At the time of writing this report, no comments were received by staff.

### **Comprehensive Plan References**

The City of Bemidji's Comprehensive Plan has identified this area within its future land use map as Urban Mixed Development Shoreland: Downtown development

including retail, office, and high-density residential. To be developed at a density and with mixed use to not pose a negative impact to aquatic resources.

### **Rail Corridor District**

*The Rail Corridor District is located just south of Downtown Bemidji. The Corridor extends approximately 300 feet north of the existing railroad tracks, east of Park Avenue, and west of the Mississippi River. The City of Bemidji is interested in revitalizing the Corridor into a vital district that completes Downtown by adding new uses and attractions (Central City Plan 2009). The proposed use would include mixed use commercial/residential development with high-end retail shopping and a 60-unit residential facility. The site needs to be investigated for potential environmental limitations before such a development can be built.*

*The Corridor consists of four parcels totaling 20.53 acres (Beltrami County GIS). The area was historically characterized by as many as five different operating railroad companies at one-time and their associated tracks, depots, and numerous businesses, such as:*

- *warehouses,*
- *feed mills,*
- *flour mills,*
- *creameries,*
- *hardware stores,*
- *grocery stores,*
- *bottling companies,*
- *lumber yards,*
- *mills,*
- *auto repair facilities,*
- *saloons,*
- *restaurants,*
- *hotels,*
- *residential dwellings,*
- *bulk petroleum facilities, and*
- *fueling stations.*

*The “Rail Corridor District” along with surrounding state and city owned properties is a current homeless encampment corridor.*

### **Objective 5.1: Promote a “Mixed-Use” Downtown Bemidji to Preserve and Encourage Diversity in Business and Housing Opportunities**

*1. Support initiatives and redevelopment designed to increase Downtown housing. The community will continue to provide opportunity for housing and commercial uses throughout Downtown Bemidji. When reviewing development projects, it is encouraged to preserve existing housing and explore options for increasing housing. Mixed-use housing can be increased with continued vertical development within Downtown, preserving retail while increasing housing opportunities.*

2. *Support and encourage long-range master planning for the rail corridor and inner-city river frontage to meet the needs of the community. The Rail Corridor District is currently adjacent to parcels that are contaminated due to past uses. It is encouraged to seek resources to remediate contaminated parcels to reestablish the Rail Corridor District as a valuable asset to the community. The adjacent Rail Corridor District and inner-city river frontage is a positive asset. It is imperative that this area be developed in a driven, community-focused manner.*

**Objective 4.1: Preserve the Quality Residential Neighborhoods 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 4.2: Preserve and Promote Commercial and Industrial Redevelopment or In-Fill Development Where Appropriate**

1. **Promote flexibility for commercial and industrial redevelopment and encourage in-fill development.**
  - a. *Allowing for in-fill development and redevelopment of existing commercial areas will ensure the current commercial and industrial areas remain vibrant, full, and diverse. In-fill and redevelopment will be encouraged before resorting to increasing commercial and industrial areas.*
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.*

### **Zoning Ordinance References**

- Section 28-9: Definitions
- Section 28-201: Zoning Districts
- Section 28-82: Land Use Matrix
- Section 28-121: Lot Size and Bulk Regulations by Zoning Districts
- Section 28-402: Exterior Storage and Outdoor Display of Merchandise
- Section 28-406: Landscaping Requirements
- Section 28-408: Lighting
- Section 28-409: Off-Street Parking, Loading & Surfacing Standards
- Section 28-472: Land Suitability
- Section 28-475: General Provisions for PUDs
- Section 28-476: Design and Maintenance Standards and Criteria for PUDs
- Section 28-478: Procedures for Approval of Subdivisions and PUDs
- Section 28-479: Minimum Subdivision Design Standards
- Section 28-524: Conditional Use or Interim Permits

### **IV. FINDINGS CONCEPT APPROVAL**

The Planning Commission must decide whether the findings are sufficient for approval of a Preliminary Planned Unit Development for Parcel 80.00344.99 located in the (UR) Urban Renaissance zoning district, with the following findings:

#### **Preliminary Planned Unit Development Findings**

**1. Does this project sample layout work within the confines of its location?**

The proposed layout appears to use the confines of the area in an orderly fashion. The UR does allow for compact design along with a multitude of uses.

**2. What pieces of information would be required in order to make a final recommendation to the applicant?**

The commission & board have placed requirements into the finding after the concept phase; these findings are below with the *italicized still needing to be ironed out along with at what point will each finding be addressed*:

1. Applicant shall provide all deliverables required by the City of Bemidji Engineering Department/Public Works.

**This can be done by the final PUD phase.**

2. An overall developer's agreement shall be entered into with the City of Bemidji for all public infrastructure throughout the development. All utility easements will need to be determined prior to final submittal to be outlined within the agreement.

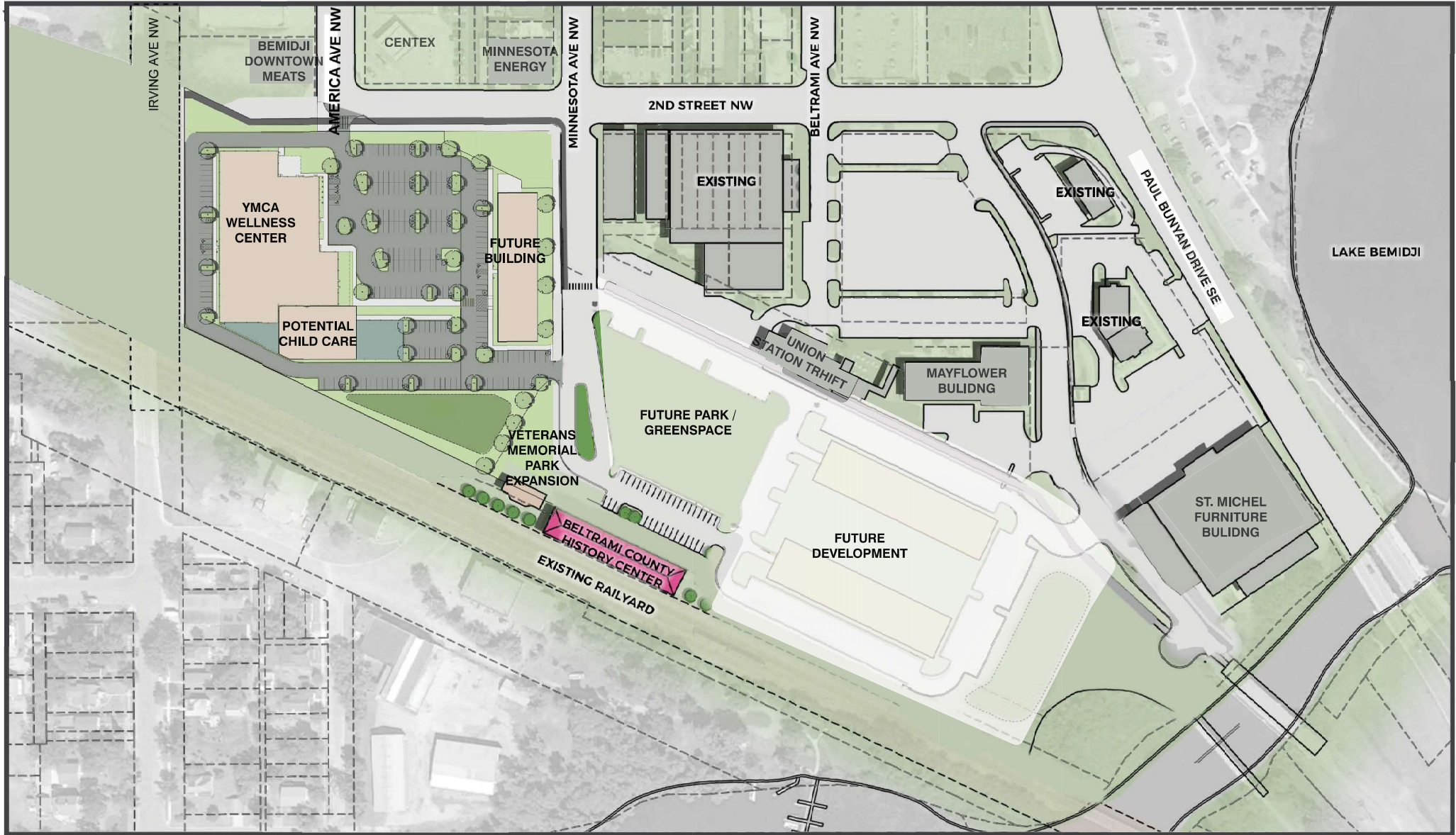
**Any utility easements will need to be finalized by the final PUD phase.**

3. Applicant will need to determine addressing & as-built information for this development prior to final submittal and shall work with the GIS Department.

**This can be accomplished within the future development agreement.**

4. *A traffic study shall be performed for the full buildout (all phases of the project) before the final phase of the PUD.*  
**There were communications on the traffic study by the applicant's design team and staff but there has not been a study initiated at this time.**
5. *There should be a reasonable timeframe shown for the phases of the project.*  
**A timeline (5 to 10 years?) has yet to be established by the applicant.**
6. *A lighting plan shall be designed and submitted along with final PUD approval.*  
**This can be accomplished in the development agreement.**
7. *Applicant will need to design and identify the large park area/open space.*  
**The location has been identified however the type of park and ownership (public or private) will need to be finalized.**
8. *The multi-use trail will need to be designed to accommodate snowmobile and bicycle traffic.*  
**The multi-use trail will need to alleviate concerns on the 90-degree corners.**
9. *All properties that are not under ownership for the development will need to be addressed before the preliminary & final PUD.*  
**The BNSF property still needs to be resolved before the final PUD (this includes ownership and rezoning).**
10. *Private utility conflicts will need to be resolved before the preliminary & final PUD.*  
**The Ottertail powerline locations conflicting with the proposed building location along with the easement will need to be addressed.**





**RAIL CORRIDOR REDEVELOPMENT**  
BEMIDJI, MN

March 2025  
Project No. 17343





**LEGEND**

- 1 Property Line
- 2 Sidewalk
- 3 Regional Trail
- 4 Stormwater Pond Outlet
- 5 Drop-off
- 6 Outdoor Patio
- 7 Play Area

**DESCRIPTION OF PROPERTY SURVEYED**

(Per Schedule A of the herein referenced Title Commitment)

Parcel 1 (Parcel is known as Parcel A per the deed description):

Those parts of Government Lot 1, Section 16, Township 146 North, Range 33 West; Government Lot 1, Section 9, Township 146 North, Range 33 West; Lots 10, 11 and 12, Block 1, Railroad Addition to Bemidji; Lots 1 to 12, inclusive, Block 2, Railroad Addition to Bemidji; Lots 1 to 12, inclusive, Block 3, Railroad Addition to Bemidji; Lots 13 and 14, Block 40, Bemidji (Original Townsite of Bemidji); Lots 1 to 24, Block 21, Bemidji; Outlot 1, Bemidji; Lots 1 to 8, inclusive, Block 1, of Bemidji Townsite and Improvement Company's Subdivision of Outlots "G", "H" and "I" in the Original Townsite of Bemidji; together with all interest in First Street, Second Street, Bemidji Avenue, Belmont Avenue, Minnesota Avenue, America Avenue, and the alley in Block 21, Bemidji, vested or otherwise; that lie within the following description:

Commencing at the point of intersection of the Southwest boundary line of State Trunk Highway No. 197, as established by centerline Order No. 8781, dated March 10, 1934, and the Eastern line of the Western 60 feet of Bemidji Avenue; thence Southwesterly along the Eastern line of the Western 60 feet of Bemidji Avenue to the intersection with the North line of Government Lot 1, Section 16, Township 146 North, Range 33 West, which point of intersection is the point of beginning for Parcel A; thence continuing Southwesterly along the Eastern line of the Western 60 feet of Bemidji Avenue to the intersection with the Eastern boundary line of former State Trunk Highway No. 8; as established by centerline Order No. 5579 dated November 7, 1927; thence Southwesterly and Southwesterly along the Eastern and Northeastly boundary line of former State Trunk Highway No. 8 to a point which is distant 60 feet Northwesterly of the concrete bridge over the Mississippi River (said 60 feet is measured along said Northeastly boundary line of former State Trunk Highway No. 8); thence Northwesterly at right angles for a distance of 30 feet; thence Southwesterly along a line run parallel with and distant 30 feet Northwesterly of the Northeastly boundary line of former State Trunk Highway No. 8 to the water's edge of the Mississippi River; (NOTE: The Parcel A boundary line described from the point of beginning to the water's edge of the Mississippi River is intended to correspond to and mirror the West boundary line of the former State Trunk Highway No. 8, by the Great Northern Railway Co., in the Quit Claim Deed dated May 1, 1972, and recorded June 1, 1972, as McCollin No. 226143); thence Southwesterly and Southwesterly along the shorelines of the Mississippi River to a point that is distant 185 feet Northwesterly, as measured at right angles thereto, from the centerline of the main track of the former Great Northern Railway Company (predecessor to present day Burlington Northern and Santa Fe Railway Company) as the same was located, maintained and operated under and under Government Lot 1, Section 16, Township 146 North, Range 33 West; thence Northwesterly along a line run parallel with and distant 185 feet Northwesterly, as measured at right angles thereto, from the centerline of said former Great Northern Railway Company main track, to the intersection with the East boundary line of Irving Avenue; thence North along the East boundary line of Irving Avenue to the intersection with a line run parallel with and distant 58 feet Northwesterly, as measured at right angles thereto, from the centerline of the main track of the former Minneapolis, St. Paul & South Sea, Marine Railway Company (predecessor to present day Soo Line Railroad Company); thence Southwesterly along said parallel line to its intersection with the North line of the South 23 feet of vacated Second Street; thence East along the North line of said South 23 feet of vacated Second Street, to its intersection with the West line of America Avenue; thence Southwesterly along said parallel line to its intersection with the Northwest corner of Lot 1, Block 4, of Bemidji Townsite and Improvement Company's Subdivision of Outlots "G", "H" and "I" in the Original Townsite of Bemidji; thence East along the North line of said Lot 8 to its point of intersection with a line run parallel with and distant 500 feet Northeastly, as measured at right angles thereto, from the main track centerline of the former Great Northern Railway Company; thence Southwesterly along said parallel line to the intersection with the East boundary line of Lot 2, Block 21, Bemidji; thence South along the East boundary line of said Lot 2 to the intersection with the North line of the South 48 feet of said Lot 2 and Block 21, Bemidji; thence East along the North line of the South 48 feet of said Lot 2, to the West line of Minnesota Avenue (which is also the East line of Lot 1, thence South along the West line of Minnesota Avenue to its intersection with a line run parallel with and distant 55 feet Northwesterly, as measured at right angles thereto, from the main track centerline of the former Minneapolis, St. Paul & South Sea, Marine Railway Company; thence Southwesterly along said parallel line to its intersection with the West line of Bemidji Avenue extended South; thence North along the West boundary line of Bemidji Avenue extended South, to its intersection with the North line of Government Lot 1, Section 16, Township 146 North, Range 33 West; thence East along the North line of said Government Lot 1 a distance of 60 feet to the point of beginning.

**Abstract Property**

Parcel 2:

That portion of the Burlington Northern and Santa Fe Railway Company's (formerly Great Northern Railway Company) Station Ground property at Bemidji, Minnesota, situated in Government Lot 1 of Section 16, Township 146 North, Range 33 West of the 5th P.M., Beltrami County, Minnesota, being a portion of the same 300 foot wide strip of land described in Warranty Deed from the Bemidji Townsite and Improvement Company to the Great Northern Railway Company filed for record July 2, 1909 in Book 21 of Deeds, page 232 in and for said County, and a portion of the same 85 foot wide strip of land described in Warranty Deed from Minnesota & International Railway Company to Great Northern Railway Company filed for record October 27, 1915 in Book 45 of Deeds Page 109 in and for said County, described as follows:

Beginning at a point on the North line of said Section 16 distant 185.0 feet Northwesterly, as measured at right angles from said Railway Company's Main Track centerline, as originally located and constructed upon, over and across said Section 16, thence Southwesterly at right angles to said Main Track centerline 135.0 feet to the intersection with a line drawn parallel with and distant 50.0 feet Northwesterly, as measured at right angles from said Main Track centerline; thence Southwesterly along said parallel line 340.0 feet; thence Northwesterly at right angles 15.0 feet; thence Southwesterly along a line parallel with and distant 50.0 feet Northwesterly from said Main Track centerline a distance of 280.0 feet; thence Southwesterly at right angles 15.0 feet to the intersection with a line drawn parallel with and distant 50.0 feet Northwesterly, measured at right angles from said Main Track centerline; thence Southwesterly along the last described parallel line 480 feet, more or less, to the Western bank of the Mississippi River; thence Northwesterly along said Western bank to the intersection with a line drawn parallel with and distant 185.0 feet Northwesterly, as measured at right angles from said Main Track centerline; thence Northwesterly along the last described parallel line 1,350 feet, more or less, to the Point of Beginning.

**Abstract Property**

Parcel 3:

That portion of the Burlington Northern and Santa Fe Railway Company's (formerly Great Northern Railway Company) Station Ground property at Bemidji, Minnesota, situated in Government Lot 1 of Section 16, Township 146 North, Range 33 West of the 5th P.M., Beltrami County, Minnesota, being a portion of the same 300 foot wide strip of land described in Warranty Deed from the Bemidji Townsite and Improvement Company to the Great Northern Railway Company filed for record July 2, 1909 in Book 21 of Deeds, page 232 in and for said County, and a portion of the same 85 foot wide strip of land described in Warranty Deed from Minnesota & International Railway Company to Great Northern Railway Company filed for record October 27, 1915 in Book 45 of Deeds Page 109 in and for said County, described as follows:

That part of above land lying Northwesterly of Line "A", lying Northeastly of Line "B" and lying Eastwesterly of the East boundary line of Irvine Avenue.

**Line "A":**

Beginning at a point on the North line of said Section 16 distant 185.0 feet Northwesterly, as measured at right angles from said Railway Company's Main Track centerline, as originally located and constructed upon, over and across said Section 16, thence Southwesterly at right angles to said Main Track centerline 135.0 feet to the intersection with a line drawn parallel with and distant 50.0 feet Northwesterly, as measured at right angles from said Main Track centerline; said point of intersection being "Point A" and said line there terminating.

**Line "B"**

Beginning at "Point A" above; thence Northwesterly on a line parallel with and distant 50.0 feet Northwesterly, as measured at right angles from said Main Track centerline to its intersection with the East boundary line of Irvine Avenue and there terminating.

**Abstract Property**

**TITLE COMMITMENT EXCEPTIONS**

(Per Schedule B, Part II of the herein referenced Title Commitment)

The property depicted in this survey and the easements of record shown hereon are the same as the property and the easements described in the Commitment for Title Insurance issued by Old Republic Title Insurance Company, File No. OR1750186, effective date December 16, 2024. The numbers below correspond to those in the commitment.

1-4, 11-12 & 15 do not require comment.

9. Reservation of mineral and mineral rights and easement by The Burlington Northern and Santa Fe Railway Company in Quitclaim Deed filed June 15, 2003 as Document No. 436853. **Not shown hereon. Easements are blanket and not defined in the document.**

10. Reservation of mineral and mineral rights and easement by The Burlington Northern and Santa Fe Railway Company in Quitclaim Deed filed December 15, 2003 as Document No. 436853. **Not shown hereon. Easements are blanket and not defined in the document.**

13. Terms conditions and easement set forth in Electric Line Easement dated October 10, 2013, filed December 17, 2013 as Document No. A000534644. **Show here on throughout the site.**

14. Rights of way and utility easements for and in Minnesota Avenue and Midway Avenue as laid out and travelled and set out on Plat of Bemidji. **Show here on as Minnesota Avenue and Midway Avenue.**

**SURVEY REPORT**

1. No boundary work was performed for this survey. Line work for lots and roads are approximate, provisional in nature, and subject to amendment.

2. This survey is based on the Beltrami County South Coordinate System NAD 83 (1996 Adjust).

3. Benchmark: MCDOT 0416 B. A Survey Disk located at Bemidji, in a rilling in the southeast corner of Trunk Hwy. 197 bridge over the Mississippi River, 4.2 miles southeast from Trunk Hwy. 197 from the junction of Trunk Hwy. 197 and 2nd St. in Bemidji, in Trunk Hwy. 197 milepost 2.80, 15.0 feet southwest of northbound Trunk Hwy. 197, 2.5 feet northwest of the end of a bridge railing. Elevation = 1321.13 (NAVD83)

4. The benchmark Top Not of Hydrant located at the northwest corner of America Ave. NW, and 2nd St. W. Elevation = 1357.54 (NAVD83)

5. We have shown underground utilities on and/or serving the surveyed property per Gopher State One-Call Ticket Nos. 222563425 & 222563477. The following utilities and municipalities were notified:

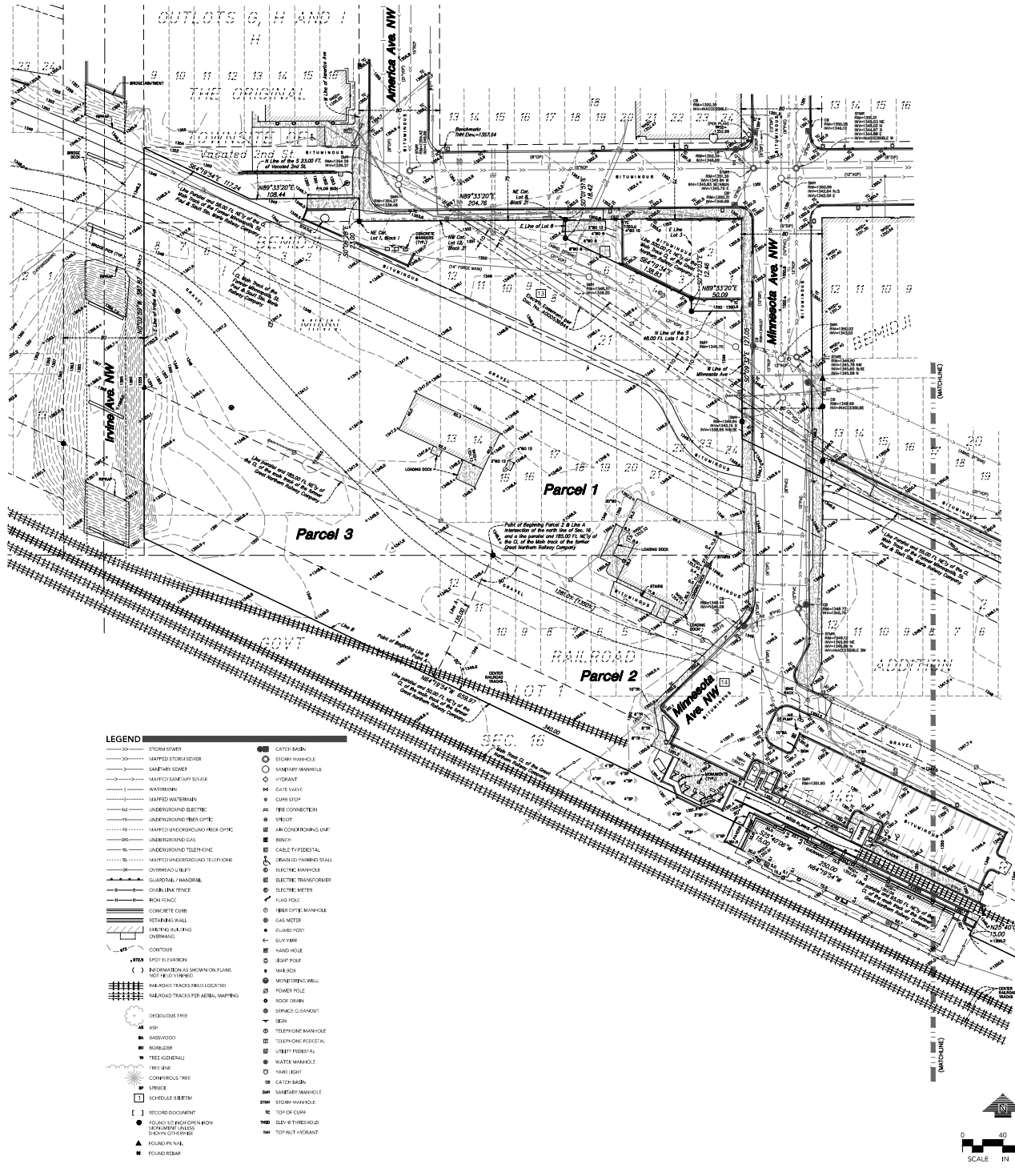
CITY OF BEMIDJI (218) 333-1850  
CENTURYLINK (800) 278-4140  
MINNESOTA ENERGY RESOURCES (620) 888-4970  
MIDCONTINENT COMMUNICATIONS (625) 271-0202  
MN DOT (651) 366-7190  
OTTIER TALL POWER ELECTRIC (218) 238-8831  
PAUL BUNYAN COMMUNICATIONS (218) 365-8400

6. Utility operators do not consistently respond to locate requests through the Gopher State One-Call service for surveying purposes such as this. Those utility operators that do respond, often will not locate utilities from their main line to the customer's structure or facility. They consider those utilities "private" installations that are outside their jurisdiction. These "private" utilities on the surveyed property or adjoining properties, may not be located since most operators will not mark such "private" utilities. A private utility locator may be contacted to investigate those utilities further, if requested by the client.

7. Maps provided by those notified above, often or in lieu of such a location, are very often inaccurate or inconclusive. EXTREME CAUTION MUST BE EXERCISED BEFORE AN EXCAVATION TAKES PLACE ON OR NEAR THIS SITE. BEFORE BEGINNING, YOU ARE REQUIRED BY LAW TO NOTIFY Gopher State One-Call AT LEAST 48 HOURS IN ADVANCE AT 811 or 651-454-0002.

8. See sheet 2 for additional boundary and topographic information of the east side of the site.

9. The field work was completed on June 25, 2024.



**LEGEND**

STORM SEWER	CATCH-BASIN
MANHOLE	STORM MANHOLE
MANHOLE SANITARY SEWER	MANHOLE SANITARY SEWER
WATERMAIN	GATE VALVE
MANHOLE WATERMAIN	CURB STOP
UNDERGROUND ELECTRIC	AIR FIRE CONNECTION
UNDERGROUND BENCH OPTIC	CREST
MANHOLE UNDERGROUND BENCH OPTIC	NON-CONCRETE CURB UNIT
UNDERGROUND GAS	BENCH
UNDERGROUND TELEPHONE	CABLE TV FEEDSTALL
MANHOLE UNDERGROUND TELEPHONE	SEWER/STORM MANHOLE
OVERHEAD UTILITY	ELECTRIC MANHOLE
ELECTRIC TRANSFORMER	ELECTRIC METER
FLUOR METER	FLAG POLE
CONCRETE CURB	TRIP OFFICER MANHOLE
REAR BENCH WALL	GAS METER
SMOKING BULB HANG OVERHANG	GLASS POST
CONCRETE	GUY WIRE
SPOT ELEVATION	HAND HOLE
INFORMATION AS SHOWN ON PLANS NOT TO BE VERIFIED	BEAR POND
RAILROAD TRACKS PER AERIAL MAPPING	WATER SOIL
OVERHEAD UTILITY	MINOR DRAIN WALL
POWER POLE	POWER POLE
HOOP DRUM	HOOP DRUM
SPACE/CLASH/STAMP	SPACE/CLASH/STAMP
IRON	IRON
TELEPHONE MANHOLE	TELEPHONE MANHOLE
TELEPHONE FEEDSTALL	TELEPHONE FEEDSTALL
STORM MANHOLE	STORM MANHOLE
TOP OF CURB	TOP OF CURB
ELEV AT THRESHOLD	ELEV AT THRESHOLD
TOP NUT HYDRANT	TOP NUT HYDRANT

**YMCA BEMIDJI**

BEMIDJI, MN

**GREATER BEMIDJI**

100 WEST 5TH STREET SUITE 201 BEMIDJI, MN 56501

**LOUCKS**

PLANNING  
CIVIL ENGINEERING  
LAND SURVEYING  
LANDSCAPE ARCHITECTURE  
ENVIRONMENTAL

12755 Highway 55, Suite 8100  
Minneapolis, MN 55425  
763.424.5505  
www.loucks.com

**CADD QUALIFICATION**

**SUBMITTAL REVISIONS**

**PROFESSIONAL SIGNATURE**

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed and Active under the laws of the State of Minnesota.

*M. J. ...*

License No. 48998  
Date: 03/21/2025

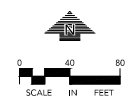
**QUALITY CONTROL**

Loecks Project No. 173616A  
Project Lead: MLS  
Soil Survey: NBS  
Checked By: MLS  
MJD: GSC

**UNITY MAP**

**BOUNDARY AND TOPOGRAPHIC SURVEY**

**1 OF 2**



DESCRIPTION OF PROPERTY SURVEYED

(Per Schedule A of the herein referenced Title Commitment)

Parcel 1 (Parcel is known as Parcel A per the deed description):

Those parts of Government Lot 1, Section 16, Township 146 North, Range 33 West, Government Lot 1, Section 9, Township 146 North, Range 23 West, Lots 11 and 12, Block 1, Railroad Addition to Bemidji, Lots 1 to 12, inclusive, Block 2, Railroad Addition to Bemidji, Lots 1 to 12, inclusive, Block 3, Railroad Addition to Bemidji, Lots 13 and 14, Block 20, Bemidji (Original Townships of Bemidji), Lots 1 to 24, Block 21, Bemidji, (Under 1 Bemidji, Lots 1 to 8, and under Block 1 of Bemidji Township and Improvement Company's Subdivision of Quakes "C", "H" and "I" in the Original Township of Bemidji; Together with all interests in First Street, Second Street, Bemidji Avenue, Belmont Avenue, Minnesota Avenue, America Avenue, and the alley in Block 21, Bemidji, vacated or otherwise; that lie within the following description:

Commencing at the point of intersection of the Southeastly boundary line of State Trunk Highway No. 197, as established by centerline Order No. 8781, dated March 10, 1034, and the Eastern line of the Westerly 60 feet of Bemidji Avenue; thence Southwesterly along the Eastern line of the Westerly 60 feet of Bemidji Avenue to the intersection with the North line of Government Lot 1, Section 16, Township 146 North, Range 33 West, which point of intersection is the point of beginning for Parcel A; thence continuing Southwesterly along the Eastern line of the Westerly 60 feet of Bemidji Avenue to the point of intersection with the Eastern boundary line of former State Trunk Highway No. 8, as established by centerline Order No. 3579 dated November 7, 1927; thence Southwesterly and Southwesterly along the Eastern line of the Northeastly boundary line of former State Trunk Highway No. 8 to a point which is distant 60 feet Northwest of the concrete bridge over the Mississippi River (said 60 feet is measured along said Northeastly boundary line of former State Trunk Highway No. 8); thence Northwesterly at right angles for a distance of 30 feet; thence Southwesterly along a line parallel with and distant 30 feet Northeastly of the Northeastly boundary of former State Trunk Highway No. 8 to the westerly edge of the Mississippi River; (NOTE: The Parcel A boundary line described from the point of beginning to the westerly edge of the Mississippi River is intended to correspond to and mirror the West boundary line of the parcel conveyed to Parilla, Inc. by Burlington Northern Inc. in the Quit Claim Deed dated May 1, 1972, and recorded June 1, 1972, as Modified No. 220165; thence Southwesterly and Southwesterly along the shoreline of the Mississippi River to a point that is distant 185 feet Northeastly, as measured at right angles thereto, from the centerline of the main track of the former Great Northern Railway Company (predecessor to present day Burlington Northern and Santa Fe Railway Company) of the same was located, maintained and operated over and across Government Lot 1, Section 16, Township 146 North, Range 33 West, thence Northwesterly along a line parallel with and distant 185 feet Northeastly, as measured at right angles thereto, from the centerline of said former Great Northern Railway Company main track, to the intersection with the East boundary line of Irving Avenue; thence North along the East boundary line of Irving Avenue to the intersection with the line run parallel with and distant 58 feet Northeastly, as measured at right angles thereto, from the centerline of the main track of the former Minneapolis, St. Paul & Sault Ste. Marie Railway Company (predecessor to present day Soo Line Railroad Company); thence Southwesterly along said parallel line to its intersection with the North line of the South 23 feet of vacated Second Street; thence East along the North line of said South 23 feet of vacated Second Street, to its intersection with the West line of America Avenue; thence South along the West line of America Avenue a distance of 23 feet to the Northeast corner of Lot 1, Block 1 of Bemidji (Bemidji Township and Improvement Company's Subdivision of Quakes "C", "H" and "I", in the Original Township of Bemidji); thence East to the Northwest corner of Lot 12, Block 21, Bemidji; thence continuing East along the North line of Lots 12, 11, 10, 9 and 8, Block 21, thence South along the East line of said Lot 8 to its point of intersection with a line run parallel with and distant 500 feet Northeastly, as measured at right angles thereto, from the main track centerline of the former Great Northern Railway Company; thence Southwesterly along said parallel line to its intersection with the East boundary line of Lot 1, Block 21, Bemidji; thence South along the East boundary line of said Lot 1 to its intersection with the North line of the South 48 feet of said Lots 1 and 2, Block 21, Bemidji; thence East along the North line of said Lots 1 and 2 to the West line of Minnesota Avenue; thence South along the West line of Minnesota Avenue to its intersection with the line run parallel with and distant 53 feet Northeastly, as measured at right angles thereto, from the main track centerline of the former Minneapolis, St. Paul & Sault Ste. Marie Railway Company; thence Southwesterly along said parallel line to its intersection with the West line of Bemidji Avenue extended South; thence North along the West boundary line of Bemidji Avenue extended South, to its intersection with the North line of Government Lot 1, Section 16, Township 146 North, Range 33 West; thence East along the North line of said Government Lot 1 a distance of 60 feet to the point of beginning.

Abstract Property

Parcel 2:

This portion of the Burlington Northern and Santa Fe Railway Company's (formerly Great Northern Railway Company) Station Ground property at Bemidji, Minnesota, situated in Government Lot 1 of Section 16, Township 146 North, Range 33 West of the 5th P.M. Beltrami County, Minnesota, being a portion of the same 300 foot wide strip of land described in Warranty Deed from the Bemidji Township and Improvement Company to The Great Northern Railway Company filed for record July 2, 1909 in Book 21 of Deeds, page 232 in and for said County, and a portion of the same 85 foot wide strip of land described in Warranty Deed from Minnesota & International Railway Company to Great Northern Railway Company filed for record October 27, 1915 in Book 45 of Deeds Page 109 in and for said County, described as follows: Beginning at a point on the North line of said Section 16 distant 185.0 feet Northeastly, as measured at right angles from said Railway Company's Main Track centerline, as originally located and constructed upon, over and across said Section 16; thence Southwesterly at right angles to said Main Track centerline 135.0 feet to the intersection with a line drawn parallel with and distant 50.0 feet Northeastly, as measured at right angles from said Main Track centerline; thence Southwesterly along said parallel line 340.0 feet; thence Northwesterly at right angles 15.0 feet; thence Southwesterly along a line parallel with and 65.0 feet Northeastly from said Main Track centerline a distance of 280.0 feet; thence Southwesterly at right angles 15.0 feet to the intersection with a line drawn parallel with and distant 50.0 feet Northeastly, as measured at right angles from said Main Track centerline; thence Southwesterly along the East described parallel line 480 feet, more or less to the Westerly bank of the Mississippi River; thence Northwesterly along a line drawn parallel with and distant 185.0 feet Northeastly, as measured at right angles from said Main Track centerline; thence Northwesterly along the last described parallel line 1,350 feet, more or less, to the Point of Beginning.

Parcel 3:

This portion of the Burlington Northern and Santa Fe Railway Company's (formerly Great Northern Railway Company) Station Ground property at Bemidji, Minnesota, situated in Government Lot 1 of Section 16, Township 146 North, Range 33 West of the 5th P.M. Beltrami County, Minnesota, being a portion of the same 300 foot wide strip of land described in Warranty Deed from the Bemidji Township and Improvement Company to The Great Northern Railway Company filed for record July 2, 1909 in Book 21 of Deeds, page 232 in and for said County, and a portion of the same 85 foot wide strip of land described in Warranty Deed from Minnesota & International Railway Company to Great Northern Railway Company filed for record October 27, 1915 in Book 45 of Deeds Page 109 in and for said County, described as follows: That part of above land lying Northwest of Line "A"; lying Northeastly of Line "B" and lying East of the East boundary line of Irving Avenue.

Line "A":

Beginning at a point on the North line of said Section 16 distant 185.0 feet Northeastly, as measured at right angles from said Railway Company's Main Track centerline, as originally located and constructed upon, over and across said Section 16; thence Southwesterly at right angles to said Main Track centerline 135.0 feet to the intersection with a line drawn parallel with and distant 50.0 feet Northeastly, as measured at right angles from said Main Track centerline; said point of intersection being "Point A" and said line thence terminating.

Line "B":

Beginning at "Point A" above; thence Northwesterly on a line parallel with and distant 50.0 feet Northeastly, as measured at right angles from said Main Track centerline to its intersection with the East boundary line of Irving Avenue and thence terminating.

Abstract Property

TITLE COMMITMENT EXCEPTIONS

(Per Schedule B, Part II of the herein referenced Title Commitment)

The property depicted on this survey and the easements of record shown hereon are the same as the property and the easements described in the Commitment for Title Insurance issued by Old Republic Title Insurance Company, File No. OR75750186, effective date December 16, 2024. The numbers below correspond to those in the title commitment.

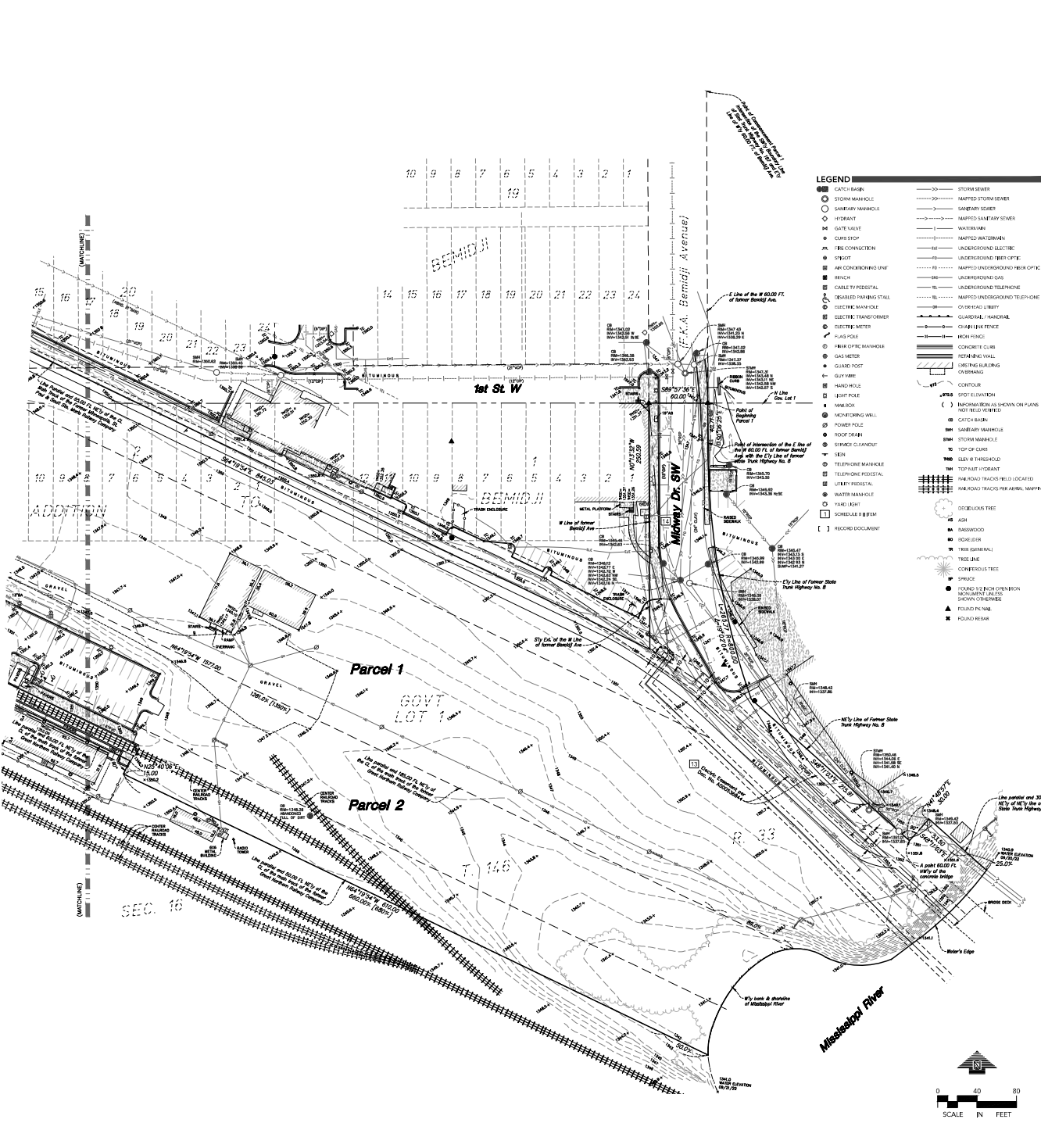
- 1. 8, 11-12 & 15 do not require comment.
2. Reservation of minerals and mineral rights and easement by The Burlington Northern and Santa Fe Railway Company in Quit Claim Deed filed June 25, 2003 as Document No. 430394. Not shown hereon. Easements are blanket and not defined in the document.
3. Reservation of minerals and mineral rights and easement by The Burlington Northern and Santa Fe Railway Company in Quit Claim Deed filed December 15, 2003 as Document No. 436853. Not shown hereon. Easements are blanket and not defined in the document.
4. Terms conditions and easement set forth in Electric Line Easement dated October 10, 2013, filed December 17, 2013 as Document No. A20034843. Shown here on throughout the site.
5. Rights of ways and utility easements for and in Minnesota Avenue and Midway Avenue as laid out and travelled and set out on Plat of Bemidji. Shown here on as Minnesota Avenue and Midway Avenue.

SURVEY REPORT

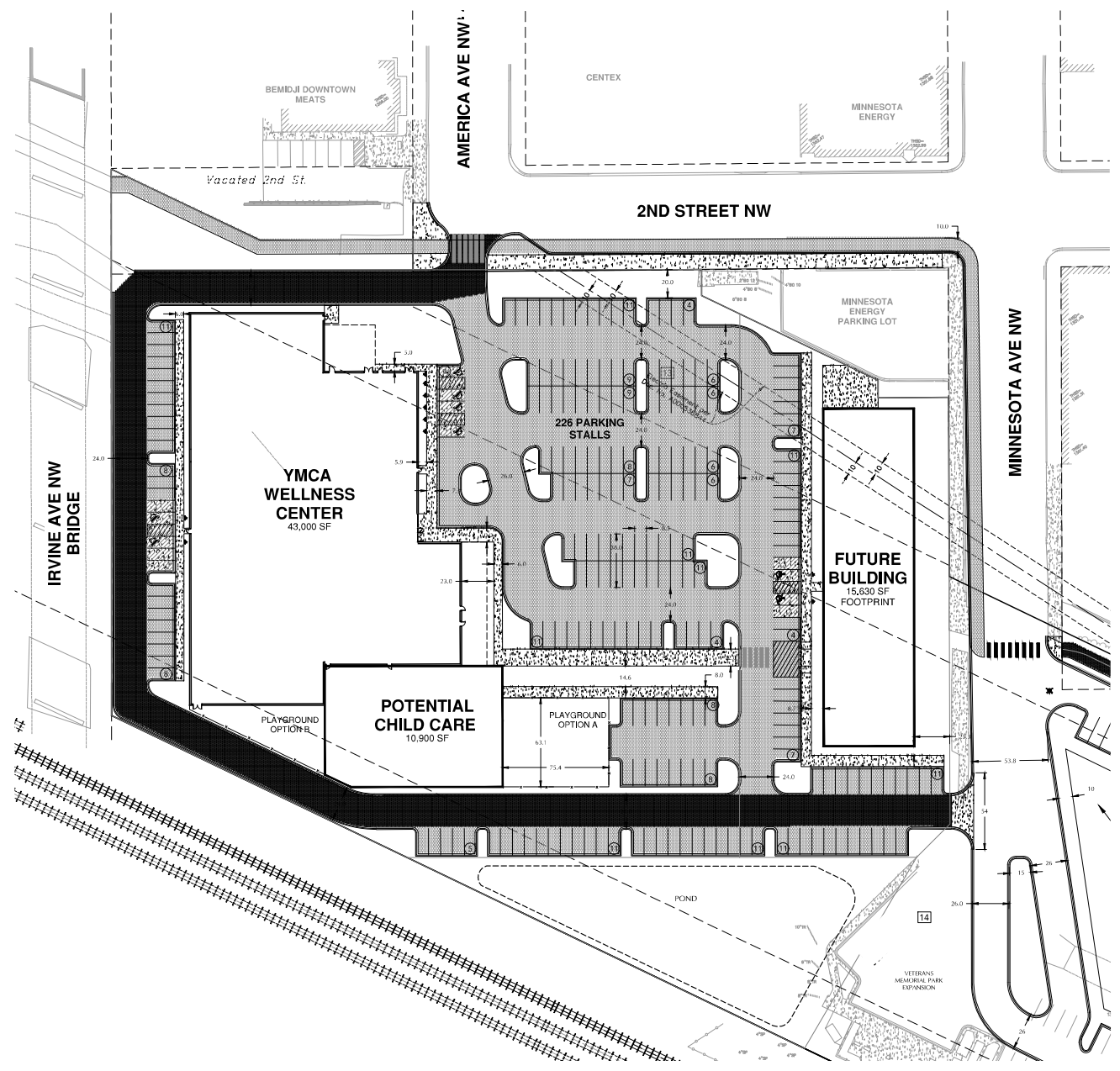
1. No boundary work was performed for this survey. Line work for lots and roads are approximate, provisional in nature, and subject to amendment.
2. This survey is based on the Beltrami County South Coordinate System NAD 83 (1993 Adjust).

- 3. Benchmark, M-007 0418 B, A Survey Dial located in Bemidji, in a valley in the southeast corner of Trunk Hwy. 197 bridge over the Mississippi River, 0.2 miles southwest along Trunk Hwy. 197 from the junction of Trunk Hwy. 197 and 2nd St. in Bemidji; at Trunk Hwy. 197 midpoint 2.80, 15.0 feet southwest of northbound Trunk Hwy. 197, 2.5 feet northwest of the end of a bridge railing. Elevation = 1327.15 (NAVD83).
Site Benchmark: Top Nub of Hydrant located at the northwest corner of America Ave., NW, and 2nd St. W. Elevation = 1357.54 (NAVD83) & 22254377. The following utilities and municipalities were researched:
CITY OF BEMIDJI (718) 333-1850
CENTURYLINK (800) 778-1424
MINNESOTA ENERGY RESOURCES (800) 888-4992
NICKERBOURNE COMMUNICATIONS (855) 271-2022
MINDOT (651) 566-5750
CITIES-TAL POWER ELECTRIC (718) 238-6633
PAUL BENTON COMMUNICATIONS (718) 368-8460

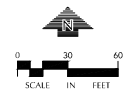
- 4. Utility operators do not consistently respond to locate requests through the Gopher State One Call service for surveying purposes such as this. Those utility operators that do respond, often will not locate utilities from their main line to the customer's structure or facility. They consider those utilities "not" installations that are outside their jurisdiction. These "private" utilities on the surveyed property or adjoining properties, may not be located since most operators will not mark such "private" utilities. A private utility locator may be contacted to investigate these utilities further, if requested by the client.
5. Maps provided by those notified above, either along with a field location or in lieu of such a location, are very often inaccurate or contain errors. EXTREME CAUTION MUST BE EXERCISED BEFORE AN EXCAVATION TAKES PLACE ON OR NEAR THIS SITE. BEFORE DIGGING, YOU ARE REQUIRED BY LAW TO NOTIFY GOPHER STATE ONE CALL AT LEAST 48 HOURS IN ADVANCE AT 811 OR 651-454-0002.
6. See sheet 1 for additional topographic information of the west side of the site.
7. The field work was completed on June 25, 2024.

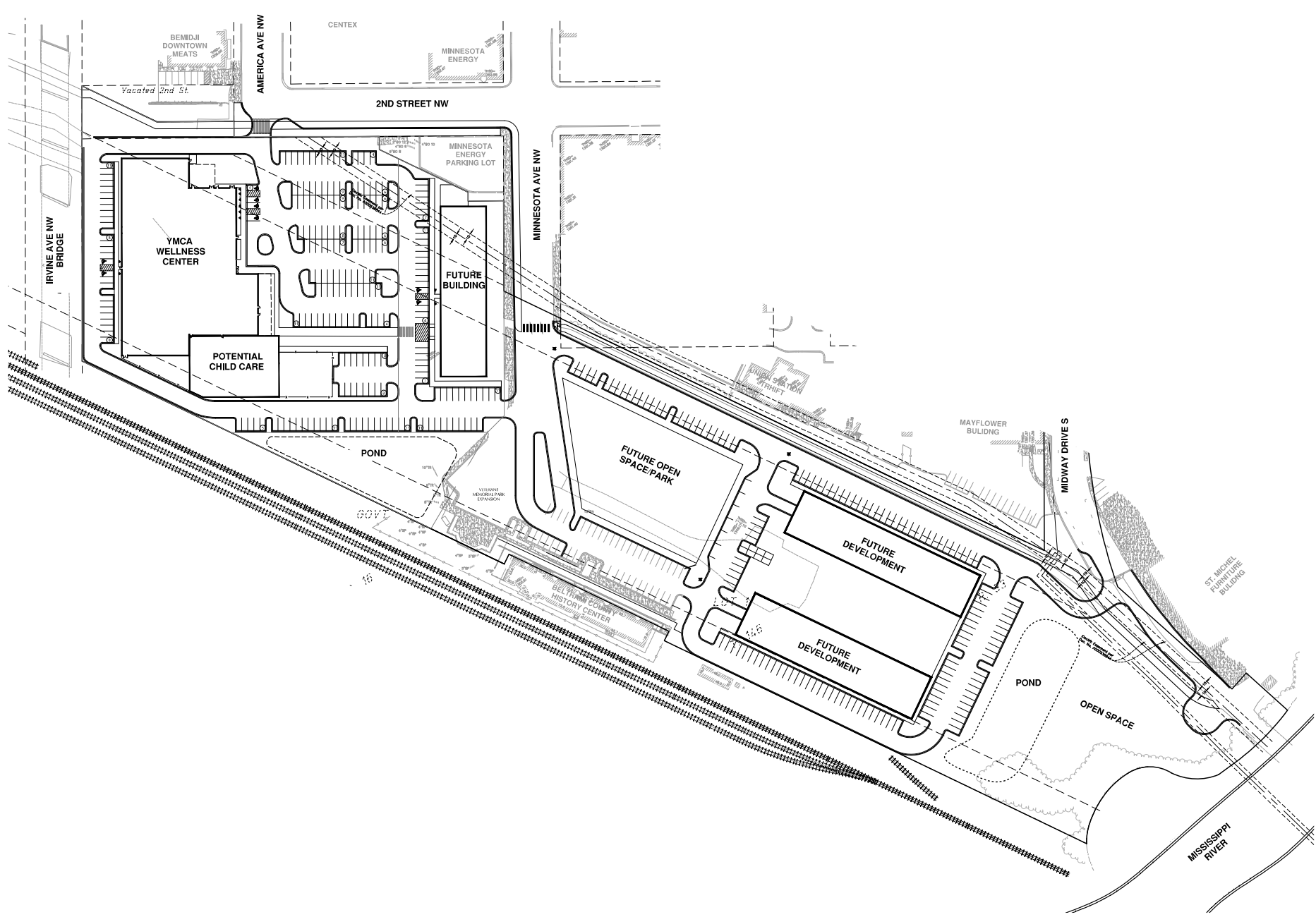


Vertical sidebar containing logos for YMC A BEMIDJI, GREATER BEMIDJI, LOUCKS (PLANNING CIVIL ENGINEERING LAND SURVEYING LANDSCAPE ARCHITECTURE ENVIRONMENTAL), CADD QUALIFICATION, SUBMITTAL REVISIONS, PROFESSIONAL SIGNATURE, QUALITY CONTROL, and BOUNDARY AND TOPOGRAPHIC SURVEY 2 OF 2.



Plotted: 02/28/2025 10:52 AM - W:\001715\BEMIDJI\CAD\DWG\18074.0\CONCEPT MASTER PLAN SUBMITTAL\LOUCKS.DWG BY: JAS/JJS





CADD QUALIFICATION

I hereby certify that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

SUBMITTAL/REVISIONS

CONCEPT MASTER PLAN SUBMITTAL  
3/31/2025

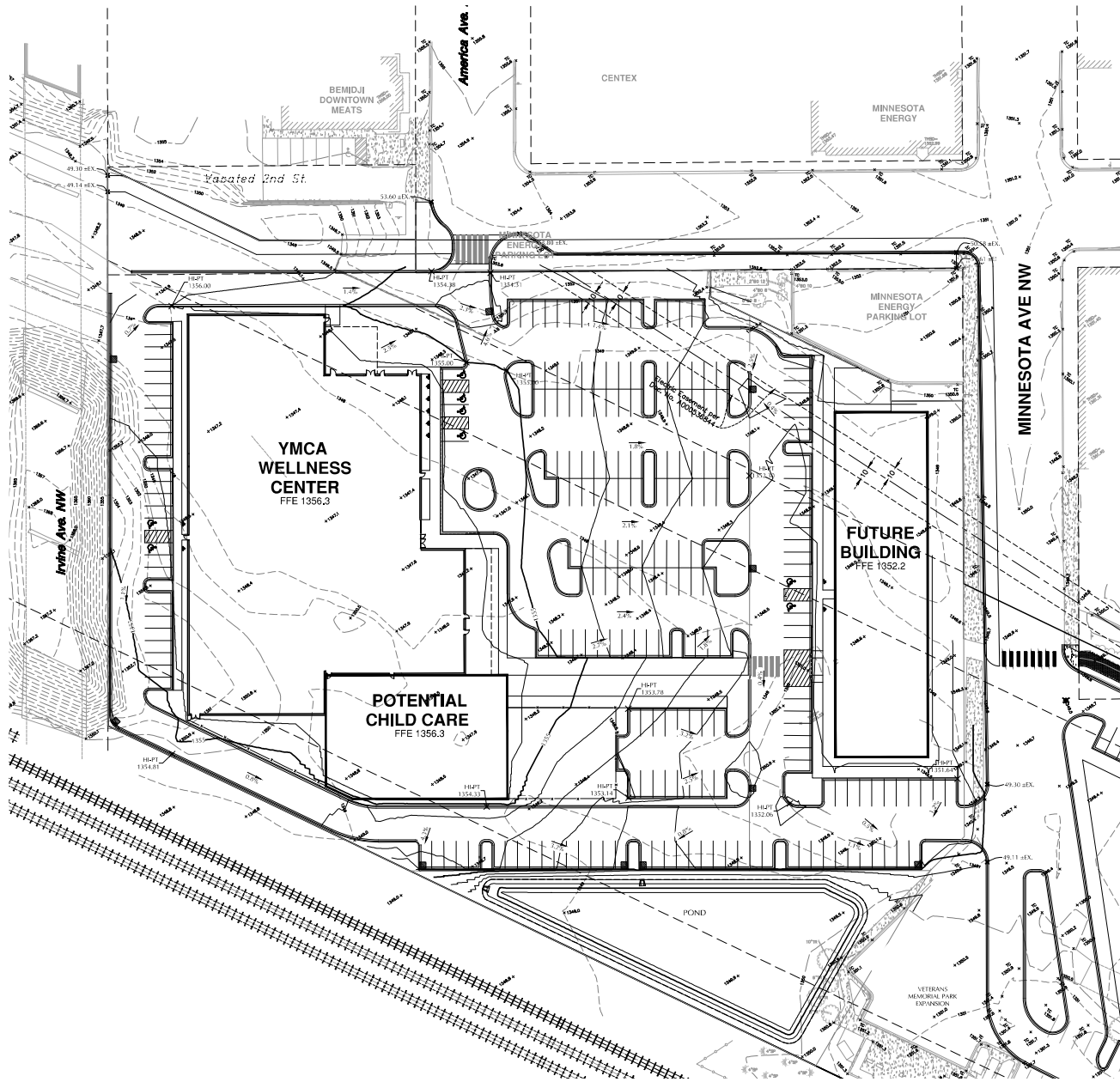
PROFESSIONAL SIGNATURE








I hereby certify that this plan, specification report and any other documents prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

License No. 19624  
Date

QUALITY CONTROL

Loucks Project No. 18074.0  
Project Lead JAS  
Drawn By CEF  
Checked By JAST/JG  
Review Date



-  SITE STORM SEWER
-  SITE SANITARY SEWER
-  SITE WATERMAIN
-  PUBLIC WATERMAIN
-  PRIVATE WATERMAIN
-  PROPOSED HYDRANT
-  EXISTING HYDRANT

CADD QUALIFICATION

This drawing was prepared by a Professional Engineer (PE) who is duly licensed in the State of Minnesota. The PE is responsible for the design and construction of the project. The PE is also responsible for the design and construction of the project. The PE is also responsible for the design and construction of the project.

SUBMITTAL/REVISIONS

CONCEPT MASTER PLAN SUBMITTAL  
3/31/2025

PROFESSIONAL SIGNATURE

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Jeffrey A. Struss, PE

License No. 19624

Date

QUALITY CONTROL

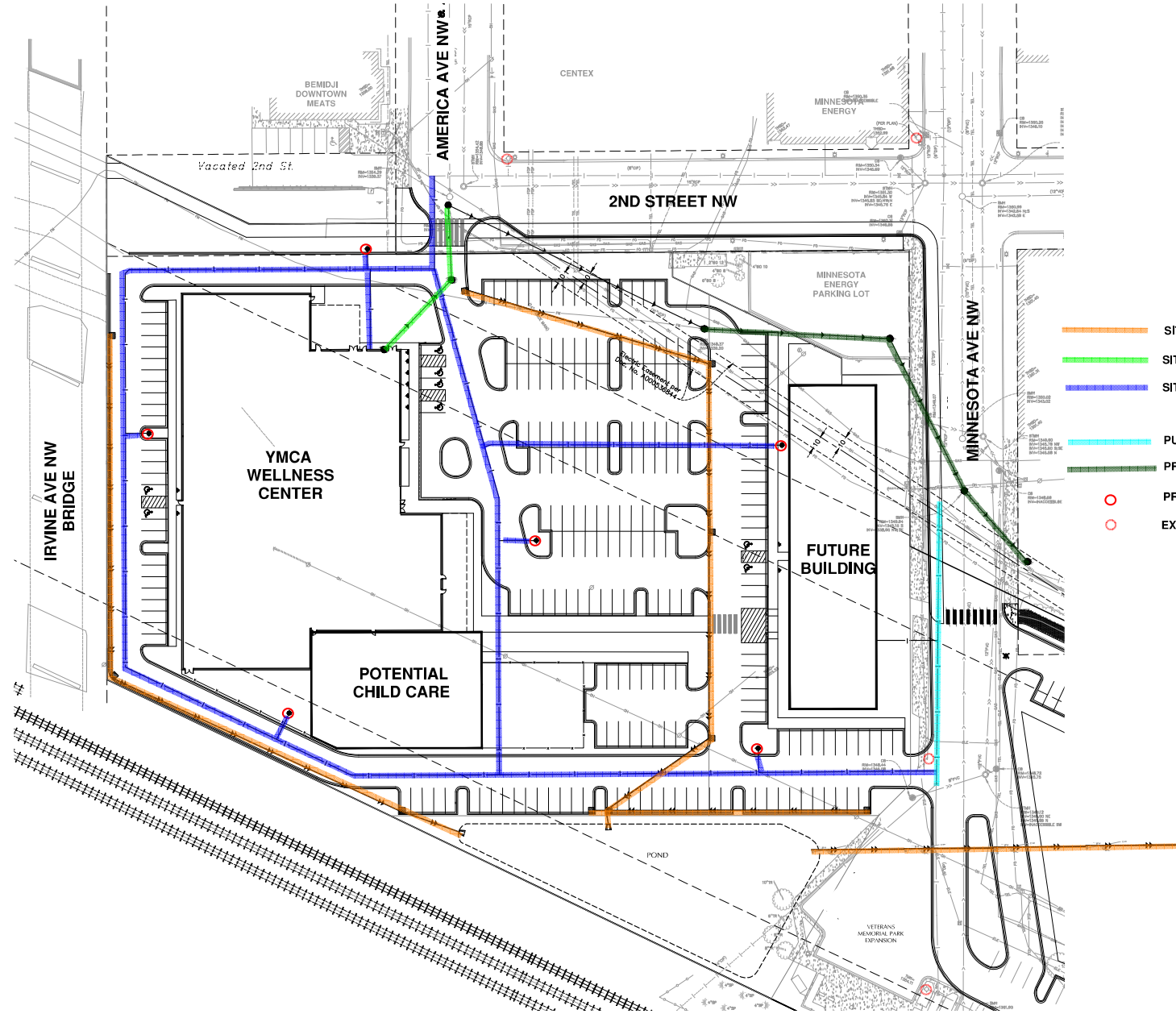
Loucks Project No. 18074.0

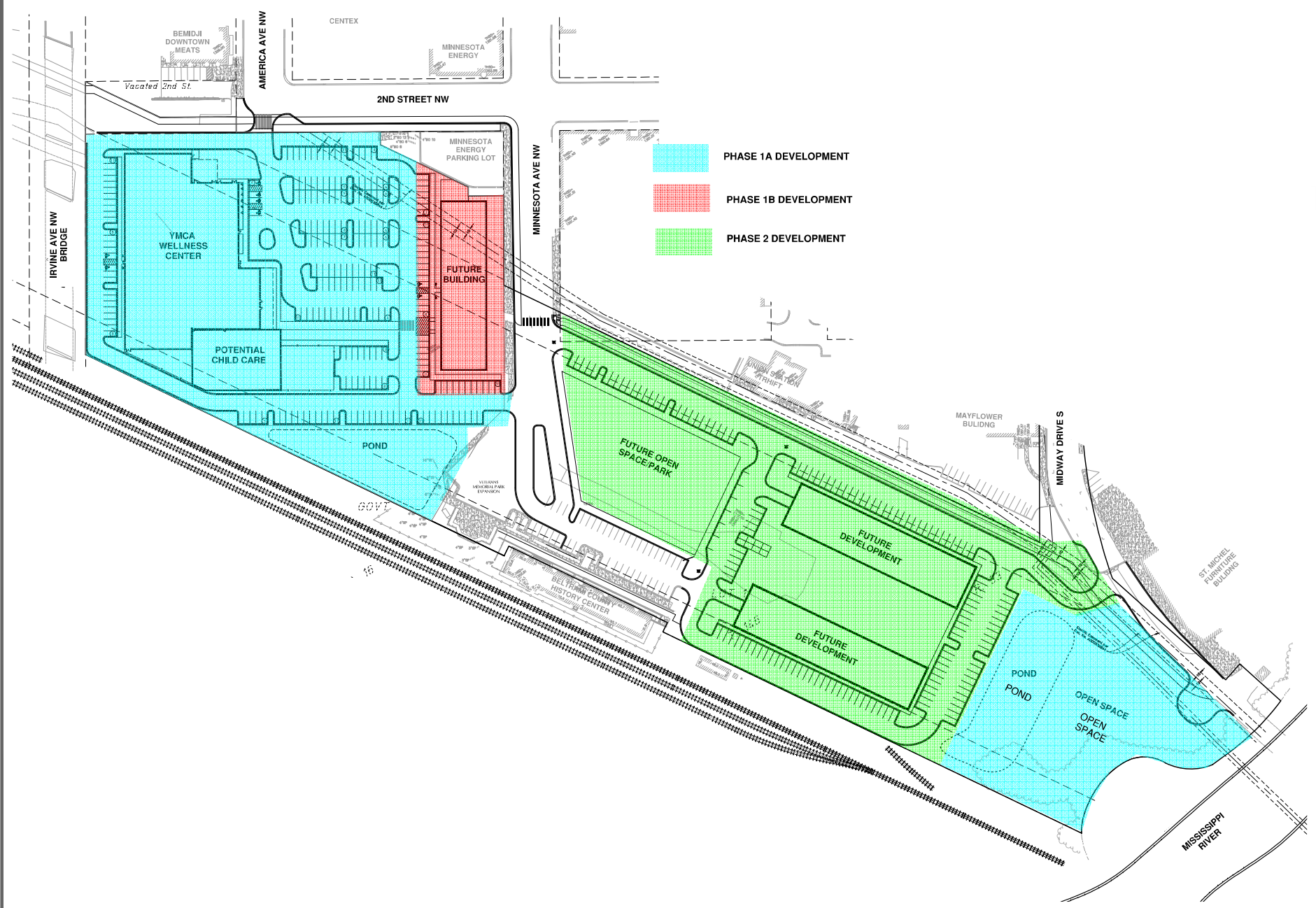
Project Lead JAS

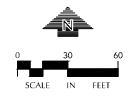
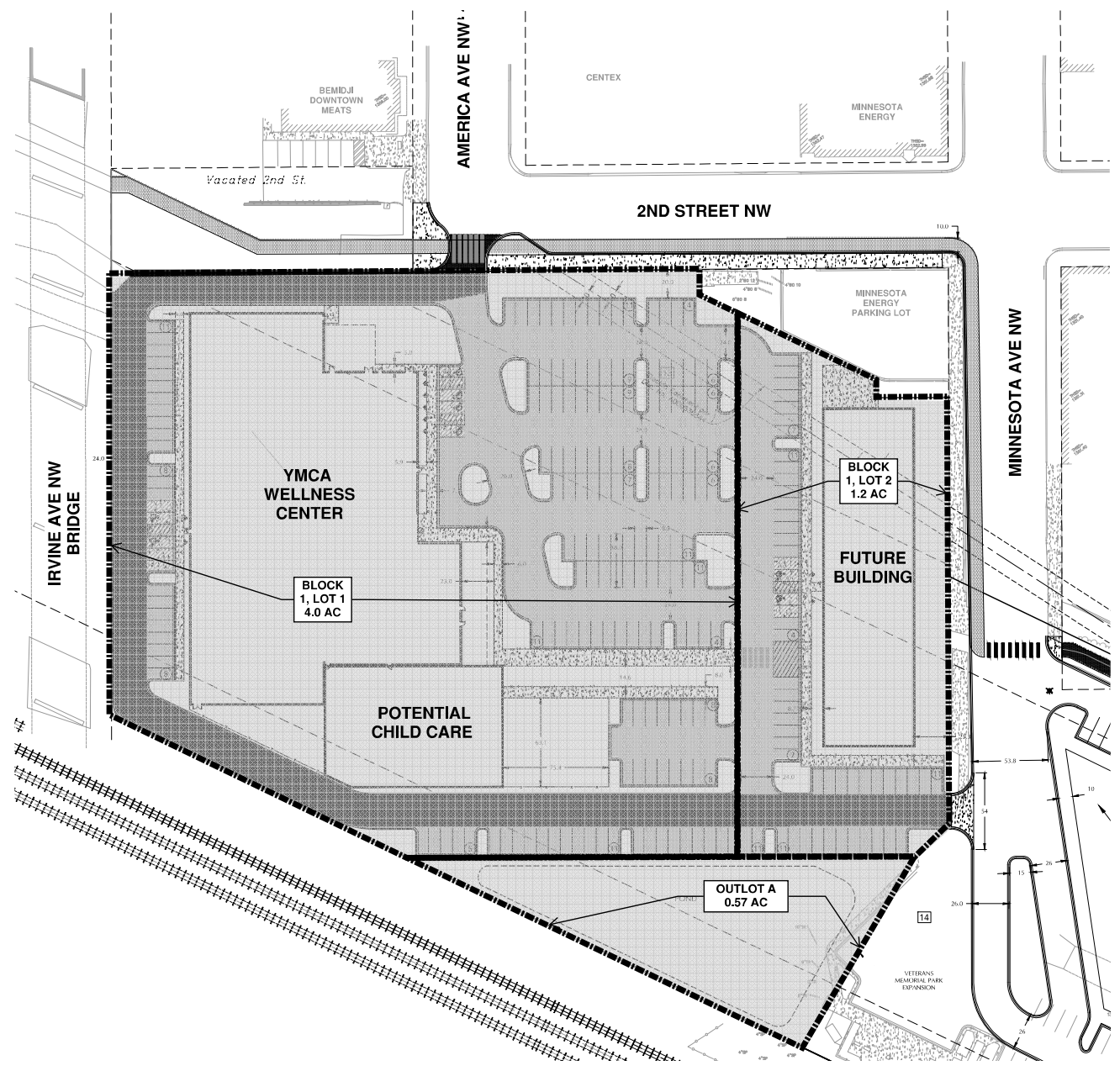
Drawn By CEF

Checked By JAS/TJG

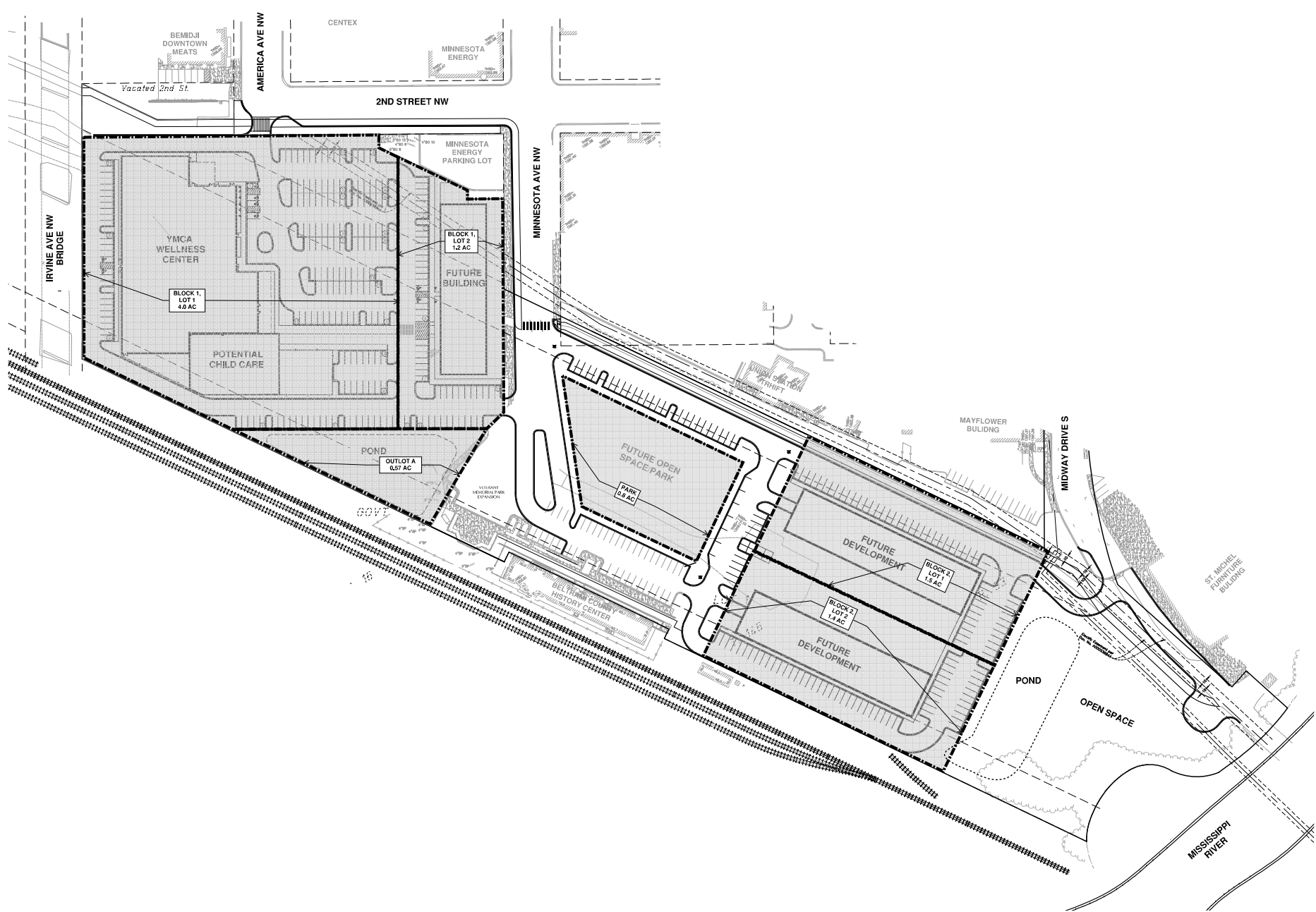
Review Date







Plotted: 03/29/2025 10:37:46 AM W:\01717181\LOUCKS\BEMIDJI\RAILROAD\SUBMITTALS\LOT\_LAYOUT\_C9-2.dwg



**CADD QUALIFICATION**

The design of this plan was prepared by the following qualified personnel:  
 Designer: [Name], License No. [Number], State of Minnesota  
 Checker: [Name], License No. [Number], State of Minnesota  
 Engineer: [Name], License No. [Number], State of Minnesota  
 Surveyor: [Name], License No. [Number], State of Minnesota  
 Landscaper: [Name], License No. [Number], State of Minnesota  
 Environmental: [Name], License No. [Number], State of Minnesota

**SUBMITTAL/REVISIONS**

CONCEPT MASTER PLAN SUBMITTAL  
3/31/2025

**PROFESSIONAL SIGNATURE**

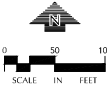
I hereby certify that this plan, specification and report were prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Shrey A. Shrestha, PE  
 License No. 19624  
 Date:

**QUALITY CONTROL**

Loucks Project No. 18074.0  
 Project Lead: JAS  
 Drawn By: CEF  
 Checked By: JAS/JG  
 Review Date:

Revised: 03/29/2025 10:07 AM. W:\001717\BEMIDJI\RAILROAD\Map\_Series\Series\_01\RAILROAD\SUBMITTALS\LOUCKS\_C99.PLAN





Application

**SUB-2025-0002**

**SUBDIVISION PLAT/CIC/PUD**

**SITE ADDRESS:** 101 MINNESOTA AVE SW BEMIDJI  
**PRIMARY PARCEL:** 800034499  
**PROJECT NAME:** RAILROAD CORRIDOR PUD PRELIM

**ISSUED:**  
**EXPIRES:**

**APPLICANT:** Marco, Tim  
102 1st St  
Bemidji, MN 56601  
262-391-5604

**OWNER:** CITY OF BEMIDJI  
317 4TH ST NW  
BEMIDJI, MN 56601

**BUSINESS CONTACT:** Greater Bemidji, Inc.  
1021st St W  
Bemidji, MN 56601  
(218) 444-5757

Detail Name	Detail Value
Number of Lots or Acres Numeric (Need for Fee)	3.00
Escrow Deposit	2500.00
Number of Lots/Units or Acres	3
Is there one acre of contiguous land on the property?	Yes
Have there been any Variances/Use Permits granted on this property?	No
Is property within 1000 feet of a public water?	Yes
Select application type from the list:	PUD
Describe the existing use of your property including number of existing buildings:	Former rail yard, three buildings are currently on the property.
Describe the proposed use of your property including number of existing and proposed buildings:	YMCA community wellness center and future development.
How many total acres/sq. feet are included in the plat?	14
How many existing parcels are part of this proposal?	1-2
How many proposed parcels are suggested?	3.00
Does this require a rezone of the zoning district of all or part of the property?	Yes
Will this proposal include mixed uses (Commercial/Residential)?	Yes
How many Residential units are proposed? (Enter N/A if not applicable)	TBD
How many Commercial units are proposed? (Enter N/A if not applicable)	1 in phase 1, potential for more in future phases
How many people will occupy your premises on an average day? Please provide numbers for employees, customers, and residents.	TBD



Will your proposal generate an increased amount of traffic? Yes - please explain

Total Number of Off Street Parking Spaces N/A

Total Number of PROPOSED Off Street Parking Spaces 200-230

What is the distance to the nearest public water & sewer utilities? utilities are adjacent to site boundary.

Does your proposal include increased water usage? Yes - please enter the number of gallons per day

How many gallons per day? TBD

Will your proposal generate additional waste? Yes

Describe your disposal method . TBD

Does your proposal include additional lighting that can be seen from roads or adjacent properties? Yes - please explain

If including additional lighting, please explain here. new site lighting plans to be identified with final PUD documents.

Does your proposal include signs? Yes - please describe

If your proposal does include signs, please describe here. Sign locations to be identified with final PUD documents.

Does your property contain low areas, wetlands, or areas with standing water? Yes - Please explain below if you intend to drain, fill or otherwise alter this area for any reason

Please explain if you intend to drain, fill or otherwise alter this area for any reason Fill will be brought in to bring the site level with the street.

Enter Escrow Payer's Name and Mailing Address (where escrow funds are to be returned when the project is completed) GREATER BEMIDJI, INC. 102 1ST ST W STE 101 BEMIDJI MN 56601

I hereby certify that I am the owner or authorized agent of the owner of the above described property and that all uses will conform to the provisions of the City of Bemidji Development Code. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid. I Certify

I also authorize the City of Bemidji Planning staff to inspect the property during review of this application and subsequent construction during reasonable times of the day. I Authorize

### CONDITIONS

\* An escrow account is established to cover technical and legal expenses incurred by the City of Bemidji as part of the plan review. The applicant is responsible for all costs incurred by the City during plan review. If the escrow amount drops below 10% of the original deposit amount the City may require submittal of an additional escrow deposit sufficient to cover any anticipated expenses. Upon determination by the City that the project is complete or expired, the City will return the remaining escrow deposit to the applicant.

\* No building permits shall be issued until said COS has been filed with the Beltrami County Recorder, and a new parcel identification number has been issued for each new parcel created.



City of Bemidji, MN

City of Bemidji

317 4th Street NW

Bemidji, MN 56601

218-759-3560

<https://www.ci.bemidji.mn.us/>

<b>FEES:</b>	<b><u>Paid</u></b>	<b><u>Due</u></b>
Planning Escrow Deposit	\$2,500.00	\$0.00
Planning CIC/PUD/Plat/Subdivision Fee	\$1,575.00	\$0.00
<b>Totals :</b>	<b>\$4,075.00</b>	<b>\$0.00</b>



## Bemidji Rail Corridor Bemidji, MN

### CONCEPT PUD/PLAT REVIEW NARRATIVE March 28, 2025

#### **Project Overview**

This application focuses on the portion of the Bemidji Rail Corridor Site that is 14.6 acres of land south of 2<sup>nd</sup> Street, east of Irvine Ave bridge, and north of the railroad tracks. The land is currently owned by the City of Bemidji and abuts an additional property owned by BNSF. The BNSF property is being acquired by the City of Bemidji as a part of the Minnesota DEED grants that were approved for the project. It is currently contemplated that the private property for development in phase 1 and future development areas will be conveyed to Greater Bemidji under the terms of a development agreement that will be negotiated and approved with the final plat.

#### **Project Phasing**

The project is anticipated to be split into two phases that include multiple development opportunities within each phase. These phases align with the MN DEED Grants that were awarded and approved by City Council.

##### Phase 1

The initial phase of the project includes all work approved under the MN DEED grants and the construction of the YMCA Community Wellness Center west of Minnesota Ave. The future development site west of Minnesota Ave, and east of the YMCA parking lot, would be ready for immediate development within the phase 1 portion of the project. These are depicted on the Phasing Plan Exhibit as Phase 1A and 1B.

##### Phase 2

The second phase of the project, depicted as Phase 2 in the exhibits, is anticipated to encompass all potential development east of Minnesota Ave and west of the stormwater ponds that are

constructed as part of MN DEED grant site work. The master plan in the exhibits shows a potential layout of future buildings that accommodates soil remediation, potential utility locations, access/circulation, and typical market development parameters for potential mixed use, amenitized development. This phase will require additional future review and approval based on specific private development plans.

### **Project Considerations**

The uses and layouts within the concept master plan do not seek flexibility from the Urban Renaissance district in the zoning code. A conditional use permit is needed for the YMCA use, which is standard under current zoning. Approval of the master concept plan is requested to move forward with the platting and design of Phase 1. The entirety of Phase 2 will be reflected on the plat as an outlot until a private developer brings forward plans for that phase. Any future changes to the Phase 2 plans would be subject to review and approval by City of Bemidji standard process.

## Packet Distribution List

### City of Bemidji – SUB-2025-0002 Rail Corridor Prelim PUD

	<u>Contact</u>	<u>E-MAILED</u>	<u>US Mailed</u>
<input checked="" type="checkbox"/>	Applicant / Representative	7/3/25	_____
<input checked="" type="checkbox"/>	City Building Department	7/3/25	_____
<input checked="" type="checkbox"/>	City Attorney (Planning & Zoning)	7/3/25	_____
<input checked="" type="checkbox"/>	City Engineer	7/3/25	_____
<input checked="" type="checkbox"/>	City Manager	7/3/25	_____
<input type="checkbox"/>	City Community Development (Vacant)	_____	_____
<input checked="" type="checkbox"/>	City GIS Department	7/3/25	_____
<input checked="" type="checkbox"/>	City Police Department	7/3/25	_____
<input checked="" type="checkbox"/>	City Fire Department	7/3/25	_____
<input checked="" type="checkbox"/>	City Parks Department	7/3/25	_____
<input type="checkbox"/>	Beltrami County ESD/SWCD	_____	_____
<input type="checkbox"/>	Beltrami County Recorder	_____	_____
<input type="checkbox"/>	Beltrami County GIS Department	_____	_____
<input type="checkbox"/>	Beltrami County Sheriff	_____	_____
<input type="checkbox"/>	Beltrami County Engineer / Highway	_____	_____
<input type="checkbox"/>	Beltrami County Natural Resources	_____	_____
<input type="checkbox"/>	MnDNR Trails	_____	_____
<input checked="" type="checkbox"/>	MnDNR Waters	7/3/25	_____
<input type="checkbox"/>	MnDNR District	_____	_____
<input type="checkbox"/>	MnDOT	_____	_____
<input type="checkbox"/>	Airport	_____	_____
<input checked="" type="checkbox"/>	Bemidji School District	7/3/25	_____
<input type="checkbox"/>	MPCA Closed Landfill Program	_____	_____
<input type="checkbox"/>	U.S. Army Corps of Engineers	_____	_____
<input type="checkbox"/>	Minnesota Chippewa Tribe	_____	_____
<input type="checkbox"/>	Red Lake Nation DNR	_____	_____
<input type="checkbox"/>	White Earth Nation DNR	_____	_____
<input type="checkbox"/>	Leech Lake Band DRM	_____	_____
<input checked="" type="checkbox"/>	Bemidji Sustainability Commission	7/3/25	_____
<input checked="" type="checkbox"/>	Bemidji Area Chamber of Commerce	7/3/25	_____
<input checked="" type="checkbox"/>	Bemidji Downtown Alliance	7/3/25	_____
<input type="checkbox"/>	Other: _____.	_____	_____



Planning and Zoning Department  
City of Bemidji

317 4<sup>th</sup> Street NW Bemidji, MN 56601 Office (218) 759-3579 Fax (218) 759-3591

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**July 3, 2025**

**City of Bemidji** – SUB-2025-0002: - Tim Marco (Marco McLane Development) representing Greater Bemidji is requesting a **Preliminary Planned Unit Development & Plat (PUD/PLAT)** to develop a multi-phase project which would include a YMCA Community Wellness Center and other future development within the Urban Renaissance (UR) zoning district and the Shoreland Overlay. The subject property is located at 101 Minnesota Ave NW (PIN #80.00344.99) in the City of Bemidji (also known as the rail corridor).

The City of Bemidji Planning and Zoning Commission will consider this proposal at its meeting on **Thursday, July 24<sup>th</sup>, 2025**, at **5:30 p.m.** in the Council Chambers at Bemidji City Hall or may be viewed on Local Channel 2.

If you have any comments, you may present them to the Commission at that time. It would be encouraged to direct your comments in writing to the Planning and Zoning Planner assigned to the Case, Jamin Carlson's attention at the Planning office at 317 4th Street NW, or by email at **SGAdmin@ci.bemidji.mn.us**. If possible, your comments should be submitted by **Friday, July 18<sup>th</sup>, 2025**, so they may be incorporated into our report to the Planning and Zoning Commission. The report, along with any other pertinent information regarding this planning case will be available prior to the meeting on our website ([City of Bemidji/Boards, Commissions, and Committees/Planning Commission](#)) and at city hall. Attached is a copy of the application and other supporting documentation.

If you have any questions or need further information, please feel free to contact our office at 218-759-3579 or email the planner assigned to the case (see email address above). City departments may access through SmartGov application **SUB-2025-0002**.

Respectfully,

Jamin Carlson  
Planning Director  
City of Bemidji Planning and Zoning Department



Planning & Zoning Department  
City of Bemidji

317 4<sup>th</sup> Street NW Bemidji, MN 56601 Office (218) 759-3579 Fax (218) 759-3591

---

July 3, 2025

Dear Property Owner:

The City of Bemidji Planning and Zoning Commission will conduct a public hearing to discuss the following application:

**City of Bemidji** – SUB-2025-0002: - Tim Marco (Marco McLane Development) representing Greater Bemidji is requesting a **Preliminary Planned Unit Development & Plat (PUD/PLAT)** to develop a multi-phase project which would include a YMCA Community Wellness Center and other future development within the Urban Renaissance (UR) zoning district and the Shoreland Overlay. The subject property is located at 101 Minnesota Ave NW (PIN #80.00344.99) in the City of Bemidji (also known as the rail corridor).

This public hearing will be held on **Thursday, July 24<sup>th</sup>, 2025, at 5:30 p.m.** The meeting will be held in the Council Chambers of the Bemidji City Hall located at 317 4<sup>th</sup> Street NW or may be viewed on local Channel 2. You are invited to attend this public hearing, express your opinions on the proposal at the hearing, if not able to attend, by email (**preferred method**), letter, or phone call to the Planning and Zoning Department. If possible, your written comments should be submitted by **Friday, July 18<sup>th</sup>, 2025**, so they may be incorporated into our report to the Planning Commission. **Our report, along with any other pertinent information regarding this planning case will be available prior to the meeting on our website ([City of Bemidji/Boards, Commissions, and Committees/Planning Commission](#)) and at city hall.**

If you have any questions, please feel free to contact us at (218) 759-3579, or email comments to the planning department at [SGAdmin@ci.bemidji.mn.us](mailto:SGAdmin@ci.bemidji.mn.us).

Respectfully,

Planning and Zoning Staff

BEMIDJI COOPERATIVE ASSN  
PO BOX 980  
BEMIDJI, MN 56619

CITY OF BEMIDJI  
317 4TH ST NW  
BEMIDJI, MN 56601

MARK WILKOWSKI  
REBECCA WILKOWSKI  
221 3RD ST NW  
BEMIDJI, MN 56601

MINNESOTA ENERGY RESOURCES COR  
GREEN BAY, WI 54307

MERSETH PROPERTIES  
207 AMERICA AVE NW  
BEMIDJI, MN 56601

STATE - IN TRUST

GREATER BEMIDJI INC  
102 1ST ST W  
BEMIDJI, MN 56601

BREAK THE CYCLE ESTATES LLC  
207 2ND ST NW  
BEMIDJI, MN 56601

DAIRYLAND OPERATIONS LLC  
PO BOX 120  
WISCONSIN DELLS, WI 53965

BROTHER'S GROUP LLC  
209 MINNESOTA AVE NW  
BEMIDJI, MN 56601

ST MICHEL RENTAL LLC  
137 MAIN AVE S  
RUGBY, ND 58368

WILTSE FINE ART LLC  
2201 E 10TH ST  
LONG BEACH, CA 90804

FRIZZELL LLC  
6463 STATE 371 NW  
WALKER, MN 56484

KRAUS-ANDERSON INCORPORATED  
501 S 8TH ST  
MINNEAPOLIS, MN 55404

BARRY B ANDERSON  
211 MINNESOTA AVE NW  
BEMIDJI, MN 56601

HEGNA PROPERTIES LLC  
23443 TIMBER TRAIL DR  
BEMIDJI, MN 56601

JESSICA ANN SAUCEDO  
SAUL SAUCEDO-SANCHEZ  
2609 OL WHISPERING PNES SW  
BEMIDJI, MN 56601

MATTHEW R MURRAY  
5408 JACKPINE RD NW  
BEMIDJI, MN 56601

HIRT PROPERTIES LLC  
PO BOX 294  
BEMIDJI, MN 56619

BRIDGE CITY INVESTMENTS LLC  
2853 ADAMS AVE NW  
BEMIDJI, MN 56601

PATRICK KELLY HARRINGTON JR  
BRENT ALEN MCWITHEY  
2180 WASHINGTON AVE S  
BEMIDJI, MN 56601

STANLEY H HALEY TRUSTEE  
HALEY FAMILY TRUST  
PO BOX 665  
BEMIDJI, MN 56619

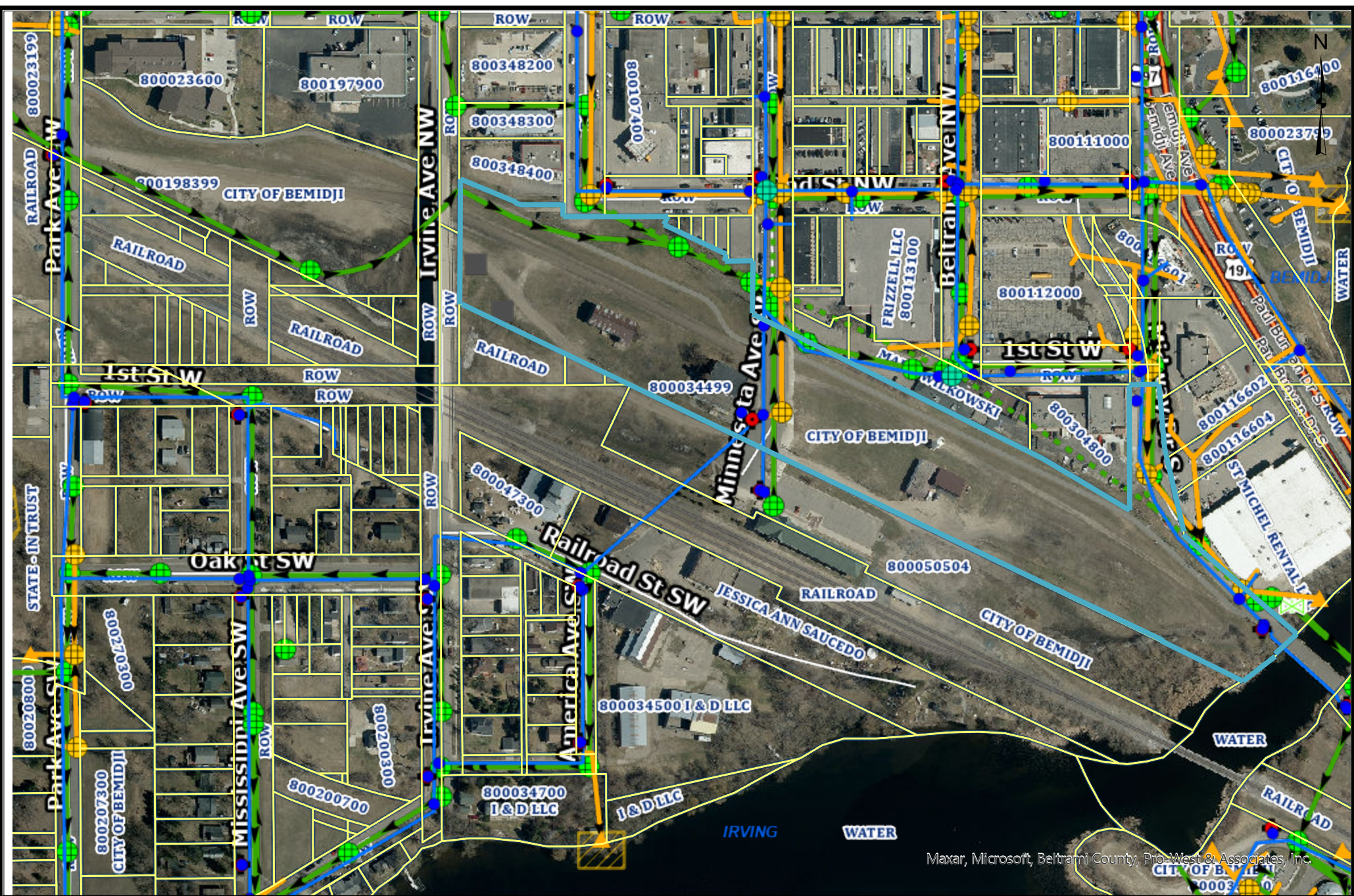
ROHDE'S FEED AND GARDEN INC  
405 RAILROAD ST SW  
BEMIDJI, MN 56601

ELLMAR PROPERTIES LLC  
3807 VALLEY VIEW DR NE  
BEMIDJI, MN 56601

MIDCONTINENT COMMUNICATIONS  
PO BOX 5040  
SIOUX FALLS, SD 57117

PROSPER PROPERTIES LLC  
PO BOX 825  
PARK RAPIDS, MN 56570

BREW NORTH LLC  
211 AMERICA AVE NW  
BEMIDJI, MN 56601



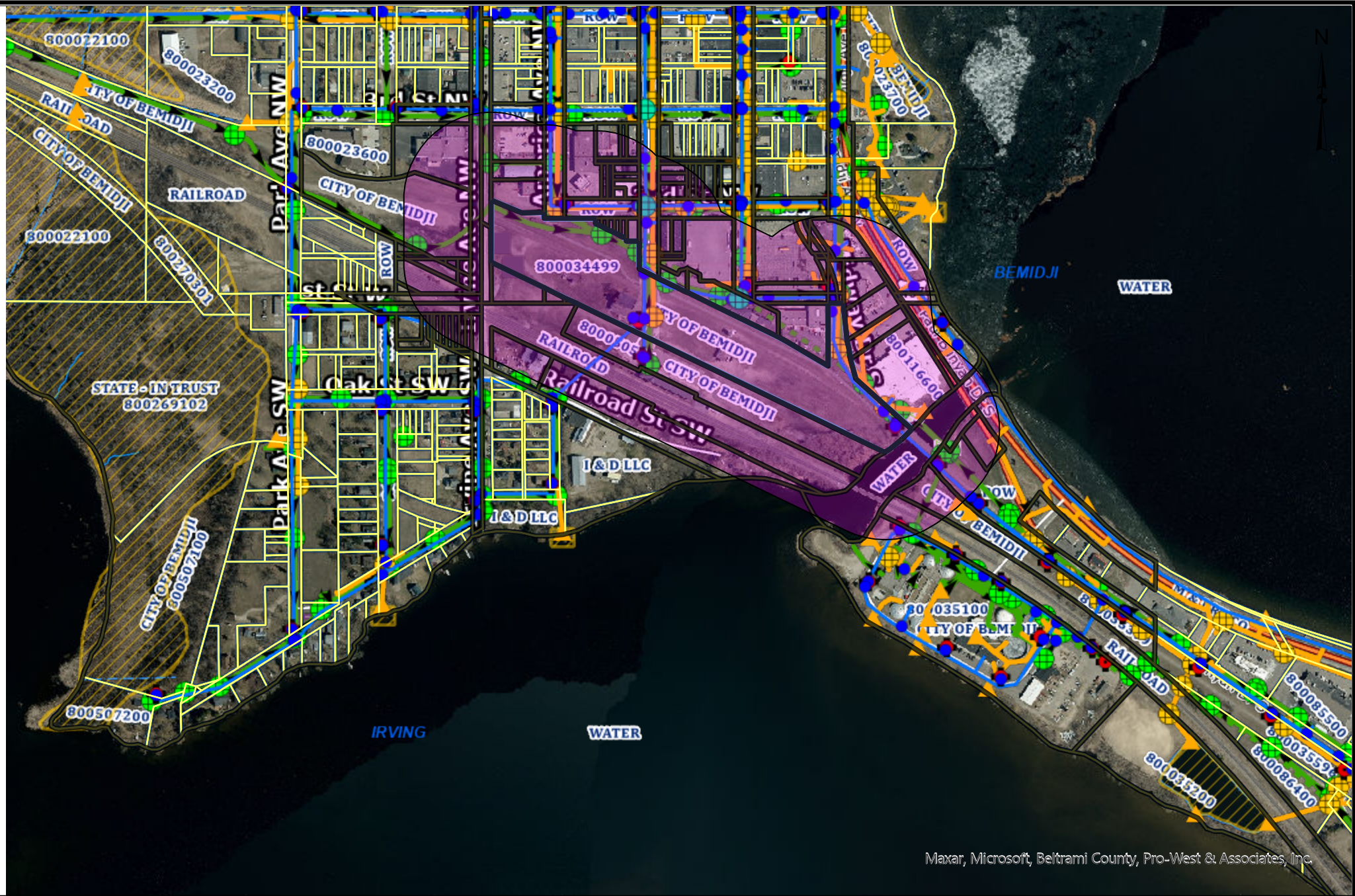
These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

<h1>Aerial Map</h1>	
1:4,514	Date: 4/2/2025
<small>This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.</small>	



**Bemidji**  
First City On The Mississippi

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Maxar, Microsoft, Beltrami County, Pro-West & Associates, Inc.

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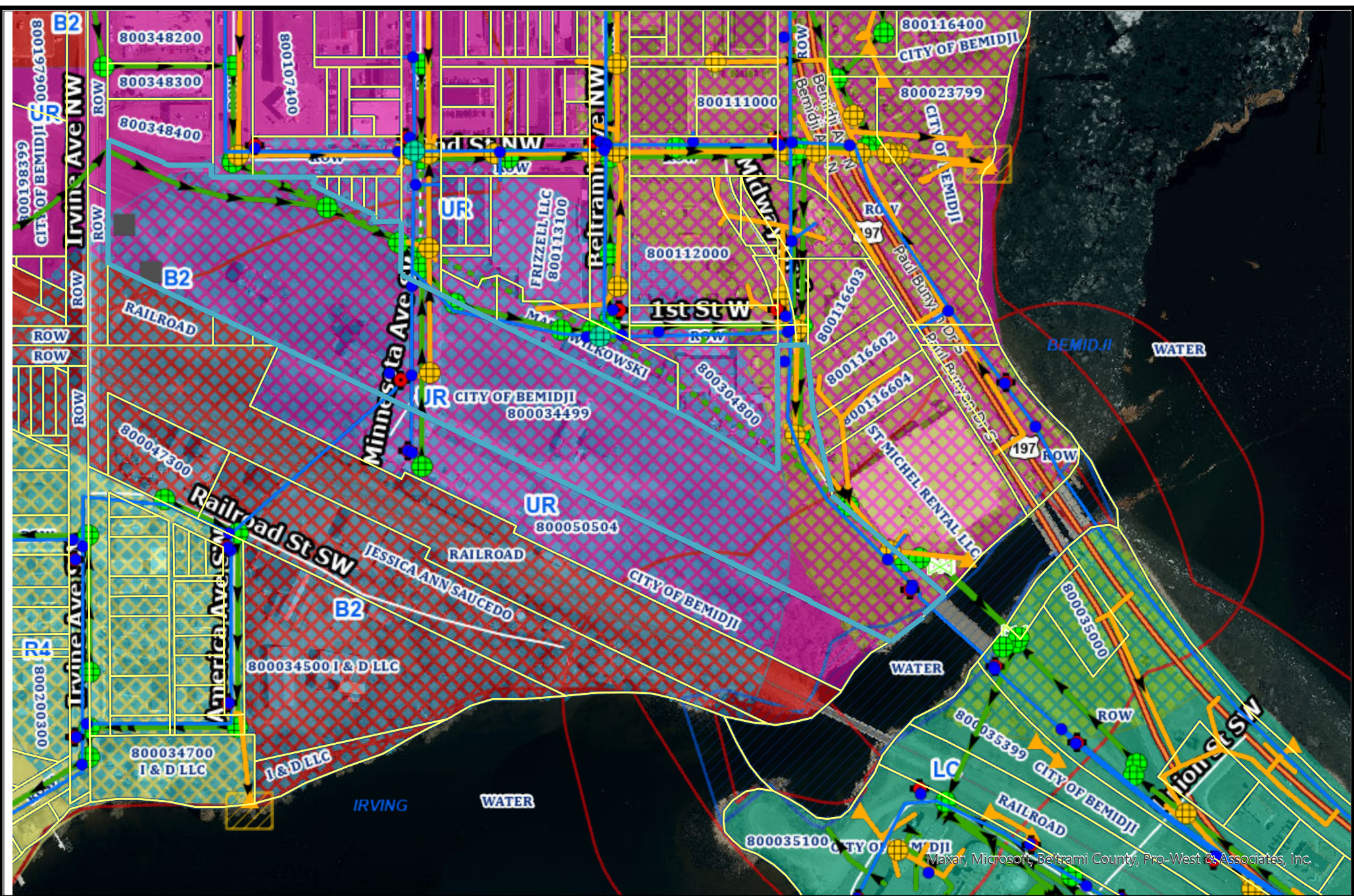
### Buffer Map

1:9,028

Date: 4/2/2025

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.





These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

**Zoning Map**

1:4,514

Date: 4/2/2025

Page 95 of 195

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.





# AFFIDAVIT OF PUBLICATION

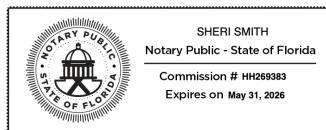
State of Florida, County of Broward, ss:

Edmar Corachia, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC and duly authorized agent of the The Bemidji Pioneer, a newspaper printed and published in the City of Bemidji, County of Beltrami, State of Minnesota.

1. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and the day of the week upon which the public notice attached/copied below was published in the newspaper are as follows: Saturday, July 12, 2025
4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to §331A.06, is as follows: \$13.00 per column inch.
5. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in BELTRAMI County. The newspaper complies with conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

*Edmar Corachia*

(Signed) \_\_\_\_\_



## VERIFICATION

State of Florida  
County of Broward

Subscribed in my presence and sworn to before me on this: 07/15/2025

*S. Smith*

\_\_\_\_\_  
Notary Public

Notarized remotely online using communication technology via Proof.

### CITY OF BEMIDJI PLANNING AND ZONING COMMISSION

#### NOTICE OF PUBLIC HEARINGS & MEETINGS

NOTICE IS HEREBY GIVEN, that on Thursday, July 24, 2025, at 5:30 PM or as soon thereafter as possible, the City of Bemidji Planning and Zoning Commission will conduct a Public Hearing in-person in the Council Chambers of Bemidji City Hall, located at 317 4th St. NW, Bemidji, MN, and broadcasted on Channel 2, regarding the following request(s):

**Variance and Conditional Use Permit Request:** Mike Ettesvold is requesting a Conditional Use Permit (CUP) for a Drive Through Restaurant and a Variance for more impervious surface coverage than is allowed per the Ordinance. The subject property is zoned (B-2) General Commercial Zoning District with HWY 197 and Shoreland Overlays. The subject property is located at TBD Shevlin Ave SW (PIN: 800267700) in the City of Bemidji.

**Interim Use Permit Amendment Request:** Michael Johnston, representing Voyageurs Expeditionary School, is requesting a variance from impervious surface requirements under the Shoreland Overlay and an amendment to the approved interim use permit amendment Resolution 2014-02 on leased property (JC Properties of Bemidji, LLC) to operate a private school. The amendment request is to increase total occupancy for the building from 125 persons to 205 persons (grades 9-12 = 125; grades 6-8 = 50; staff = 30) with a building addition. The property is zoned (B-1) Low Density Commercial Zoning District within the Shoreland Overlay. The subject property is located at 3724 Bemidji Ave N (PINS 800628000) in the City of Bemidji.

**Preliminary Planned Unit Development Request:** Marco McLane Development, representing Greater Bemidji, is requesting a Preliminary Planned Unit Development & Plat (PUD/PLAT) to develop a multi-phase project which would include a YMCA Community Wellness Center and other future development within the Urban Renaissance (UR) zoning district and the Shoreland Overlay. The subject property is located at 101 Minnesota Ave NW (PIN #80.00344.99) in the City of Bemidji (also known as the rail corridor).

**Variance Request:** Carl Johnson, representing 4th Street Lodge, LLC, is requesting four (4) variances from the sign standards under the (UR) urban renaissance district for (1) number of allowed signs per parcel and per business, (2) the maximum allowable sign area for multi-tenant buildings, (3) number of projecting/under-canopy signs per street frontage, and (4) number of projecting/under-canopy signs per building façade. The property is zoned (UR) urban renaissance district within the Shoreland Overlay. The subject property is located at 116 4th St NW (PIN#800103600) in the City of Bemidji.

**Variance Request:** John Hamrin is requesting a Variance from the

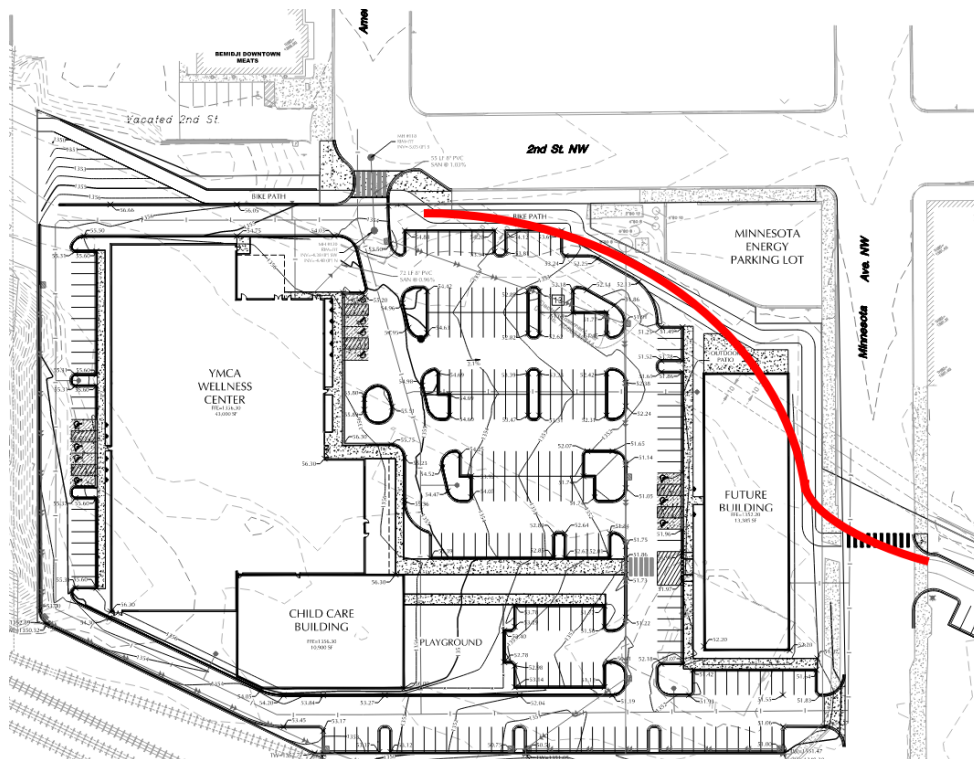
OHWL setback requirements to build an attached lakeside deck on an existing lot of record in the R-4 Moderate Density Residential zoning district and the Shoreland Overlay (General Development Lake). The subject property is located at 1725 S Lake Irving Dr SW (PIN #80.01671.00) in the City of Bemidji.

All interested parties are invited to attend the public hearing(s) and comment on the proposal(s). If you are unable to attend in person, comments can be submitted by email to [SGAdmin@ci.bemidji.mn.us](mailto:SGAdmin@ci.bemidji.mn.us) (preferred method), letter, or phone call to the Planning and Zoning Department. Call 218-759-3579 or visit our website at [www.ci.bemidji.mn.us](http://www.ci.bemidji.mn.us) for more information. If possible, your written comments should be submitted by **Friday, July 18, 2025**, so they may be incorporated into the staff report to the Planning Commission. (Jul. 12, 2025)

To: Jamin Carlson, Planning Director  
From: Bemidji Sustainability Commission  
Date: July 17, 2025  
Re: SUB-2025-002 Preliminary PUD - Railroad Corridor

The Bemidji Sustainability Commission reviewed the preliminary planned unit development for the railroad corridor and submits the following recommendations for consideration.

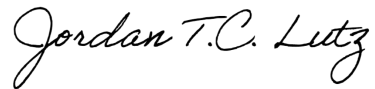
Regarding the trail layout, use wider angles as the trail moves through the development to allow bicycles and other vehicles to negotiate the corners safely. As it pertains to reducing corners on bike path, creating an arced path from Second Street to Minnesota Ave will be the safest option for path users. See the image below. Ensuring safe and convenient multi-modal access to and through the proposed site promotes several actions within Green Step Best Practice 12 on Mobility Options and Best Practice 18 on Parks and Trails.



Regarding the parking plan for the development, provide preferential parking for bicycles and other non-motorized vehicles. Provide parking for EV's/PHEV's, in anticipation of eventual installation of charging infrastructure.

Regarding vegetation related to the whole development, utilize native species for trees and shrubs. For any stormwater retention pond across the site, incorporate native plant species to achieve the co-benefit of supporting native pollinators. Reducing stormwater runoff while simultaneously supporting native plant species and pollinators aligns with Green Step Best Practice 17 on Stormwater Management.

Thank you for considering this input.

A handwritten signature in black ink that reads "Jordan T.C. Lutz". The signature is written in a cursive, flowing style.

Jordan Lutz  
Chair, Bemidji Sustainability Commission

**CITY OF BEMIDJI PLANNING BOARD**

**Resolution No. 2025-22**

**RESOLUTION APPROVING VARIANCE FOR PARCELS  
80.01036.00**

WHEREAS, an application was submitted on June 27, 2025, by Carl Johnson representing 4th Street Lodge, LLC requesting three variances from the sign standards to increase the signage allowed on the property. The subject property is located at 116 4th St NW (PIN# 80.01036.00) in the City of Bemidji. The variances are as follows:

1. Increase the maximum wall sign square footage allowed for the parcel from 200 square feet to 535 square feet.
2. Increase the number of projecting or under canopy signs per parcel per street frontage from one (1) to three (3) for the 4<sup>th</sup> St NW frontage.
3. Increase the number of projecting or under canopy signs per building facade from one (1) to three (3) for the 4<sup>th</sup> St NW façade; and

WHEREAS, the proposed requested variances will be located on parcel 80.01036.00, legally described as TORRENS PROPERTY, Lots Twenty-three (23) and Twenty-four (24), Block Thirteen (13), Bemidji; and

WHEREAS, the parcel is within the (UR) Urban Renaissance zoning district and the Shoreland Overlay; and

WHEREAS, the requested variances meet all requirements, standards and specifications of the City Ordinance; and

# DRAFT

WHEREAS, on July 24, 2025, the Planning Commission held a public hearing, after due notice having been provided, on the application and, after providing the Applicant and the public an opportunity to be heard, voted to forward the application to the Planning and Zoning Board with a recommendation that it be approved; and

WHEREAS, the Planning Board has reviewed all materials submitted by the Applicant; considered the oral and written testimony offered by the applicant and all interested parties; and has now concluded that the application is in compliance with all applicable standards and can be considered for approval; and

WHEREAS, the Planning Board has made the following findings regarding the variance's application request:

## **Findings of Fact**

### **1. Has the applicant demonstrated a practical difficulty?**

A practical difficulty exists as the current, previously built multi-tenant structure requires more signage than allowed by the development code. Adequate signage for all businesses on the property cannot be permitted without approval of a variance.

### **2. Are there exceptional circumstances, unique to this property, which have not been created by the landowner?**

A practical difficulty exists as this building is an existing, multi-tenant structure containing ten units. Adequate signage for all businesses cannot 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?**

The building is quite large, and the signage being requested is not out of proportion when compared to smaller buildings.

### **4. Can the variance be granted without altering the essential character of the surrounding area?**

The signage being requested is keeping with the character of Downtown Bemidji. The continued redevelopment of the site will match or exceed other downtown parcels.

NOW, THEREFORE BE IT RESOLVED that the City of Bemidji Planning Board hereby grants the approval of three (3) variances from the sign standards to increase the signage allowed on parcel 80.01036.00 in the City of Bemidji, with the following conditions:

1. A master sign plan shall be submitted, and a permit obtained from the City of Bemidji prior to construction.
2. All signage lighting on the property shall be in full conformity with Section 28-256 of the development code.
3. The variance shall expire and become void if the project is not substantially started within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the project are mostly complete. The City of Bemidji Planning Board may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

CITY OF BEMIDJI, PLANNING BOARD

State of Minnesota

County of Beltrami

This instrument was acknowledged before me on this 11th day of August 2025 by Audrey Thayer, Planning Board Chair.

\_\_\_\_\_  
Audrey Thayer, Planning Board Chair

Subscribed and sworn to before me  
this \_\_\_th day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public

**The City of Bemidji  
Planning and Zoning Department**

<b>PLANNING CASE:</b> V-2025-0005	<b>MEETING DATE:</b> July 24, 2025
<b>APPLICANT:</b> Carl Johnson representing 4th Street Lodge, LLC	<b>60-DAY RULE DATE:</b> August 25, 2025
<b>PROCEEDING:</b> Three (3) variances from the sign standards under the Urban Renaissance (UR) district to increase the number of signs allowed.	<b>ZONING DISTRICT:</b> Urban Renaissance Zoning District (UR) and Shoreland Overlay
<b>PREPARED BY:</b> David Wielenberg Compliance Inspector & Site Analyst	<b>EXHIBITS:</b> Maps, Application, Site Plans, Supporting Documentation

**PLANNING & ZONING MEMORANDUM**

**I. SUMMARY OF REQUEST**

Carl Johnson representing 4<sup>th</sup> Street Lodge, LLC is requesting three variances from the sign standards to increase the signage allowed on the property. These variances will allow for the following:

1. Increase the maximum wall sign square footage allowed for the parcel from 200 square feet to 535 square feet.
2. Increase the number of projecting or under canopy signs per parcel per street frontage from one (1) to three (3) for the 4<sup>th</sup> St NW frontage.
3. Increase the number of projecting or under canopy signs per building facade from one (1) to three (3) for the 4<sup>th</sup> St NW façade.

The subject property is zoned (UR) Urban Renaissance and is in the Shoreland Overlay District. The subject property is located at 116 4<sup>th</sup> St NW (PIN#800103600) in the City of Bemidji.

**II. PUBLIC HEARING & DISCUSSION**

Commission members made the following comments:

- No comments.

**Variance Public Hearing opened at 6:33 p.m.**

- Carl Johnson, representing 4<sup>th</sup> St Lodge LLC, addressed the commission.

**Variance Public Hearing closed at 6:34p.m.**

Additional comments:

- Carlson addressed the uniquely large size of the building in comparison to other building sizes in the downtown area.

### **III. RECOMMENDATION & FINDINGS**

#### **Conclusion based on the Ordinance and the Comprehensive Plan.**

The planning commission decided the conditions are sufficient for the request of three (3) variances from the sign standards to increase the signage allowed on the property. The subject property is located at 116 4th St NW (PIN# 800103600) in the City of Bemidji.

**Approval** recommended with the following findings of fact and conditions:

#### **Conditions**

1. A master sign plan shall be submitted, and a permit obtained from the City of Bemidji prior to construction.
2. All signage lighting on the property shall be in full conformity with Section 28-256 of the development code.
3. The variance shall expire and become void if the project is not substantially started within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the project are mostly complete. The City of Bemidji Planning Board may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

#### **Findings of Facts**

##### **1. Has the applicant demonstrated a practical difficulty?**

A practical difficulty exists as the current, previously built multi-tenant structure requires more signage than allowed by the development code. Adequate signage for all businesses on the property cannot be permitted without approval of a variance.

##### **2. Are there exceptional circumstances, unique to this property, which have not been created by the landowner?**

A practical difficulty exists as this building is an existing, multi-tenant structure containing ten units. Adequate signage for all businesses cannot 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?**

The building is quite large, and the signage being requested is not out of proportion when compared to smaller buildings.

##### **4. Can the variance be granted without altering the essential character of the surrounding area?**

The signage being requested is keeping with the character of Downtown Bemidji. The continued redevelopment of the site will match or exceed other downtown parcels.

Motion by **Peterson**, seconded by **Lemmer**, to recommend approval of the variance request for parcel 800103600, with the conditions and findings of fact as presented in the packet. Motion carried by the following roll call vote:

Ayes: **Peterson, Meehlhause, McCoy, Lemmer.**

Nays: **None.**

Abstentions: **Heinonen**

**Motion carried 4 to 0.**

## The City of Bemidji Planning and Zoning Department

<b>PLANNING CASE:</b> V-2025-0005	<b>MEETING DATE:</b> July 24, 2025
<b>APPLICANT:</b> Carl Johnson representing 4 <sup>th</sup> Street Lodge, LLC	<b>60-DAY RULE DATE:</b> August 25, 2025
<b>PROCEEDING:</b> Three variances from the sign standards under the Urban Renaissance (UR) district to increase the number of signs allowed.	<b>ZONING DISTRICT:</b> Urban Renaissance Zoning District (UR) and Shoreland Overlay
<b>PREPARED BY:</b> David Wielenberg Compliance Inspector & Site Analyst	<b>EXHIBITS:</b> Zoning Map, Aerial Map, Application, Site Plans, Supporting Documentation

### PLANNING REPORT

#### I. SUMMARY OF REQUEST

Carl Johnson representing 4<sup>th</sup> Street Lodge, LLC is requesting three variances from the sign standards to increase the signage allowed on the property. These variances will allow for the following:

1. Increase the maximum wall sign square footage allowed for the parcel from 200 square feet to 535 square feet.
2. Increase the number of projecting or under canopy signs per parcel per street frontage from one (1) to three (3) for the 4<sup>th</sup> St NW frontage.
3. Increase the number of projecting or under canopy signs per building facade from one (1) to three (3) for the 4<sup>th</sup> St NW façade.

The subject property is zoned (UR) Urban Renaissance and is in the Shoreland Overlay District. The subject property is located at 116 4<sup>th</sup> St NW (PIN#800103600) in the City of Bemidji.

#### II. BACKGROUND

The 4th Street Lodge LLC (Applicant) building is located at 116 4th Street NW and Beltrami Ave NW. It was built in 1916 as a multi-tenant building with commercial units at street level and housing the fraternal Order of Elks on the floors above. The building fully encapsulates the parcel as do many buildings in the downtown area, and at three stories and 25,000 square feet, is one of the largest in downtown Bemidji. The building has always been multi-tenant, mixed use and currently accommodates ten (10) separate businesses.

### III. DISCUSSION/DEVELOPMENT ANALYSIS

<b>Beltrami Avenue Signage</b>				
Identifier	Space	Requested	Size/SF	Comment
Unit 1	42"X17"	30.00	sf	
Unit 2	42"X13.5'	30.00	sf	
Unit 3	42"X17"	30.00	sf	
Corner Sign	36" drum	9.00	sf	Replaces what was there
Total		99.00		
<b>4th Street Signage</b>				
Identifier	Space	Requested	Size/SF	Comment
Unit 1 a	42"X14'	30.00	sf	
Unit 1 b	42"X14'	30.00	sf	
Unit 1 c	42"X14'	30.00	sf	
Unit 2		45.00	sf	
Unit 3	15'X3'	30.00	sf	existing 420 sign
Multi Tenant Entry Sign	144.01"X51.1"	52.00	sf	Replaces what was there
Unit 4	15'X3'	30.00	sf	
Corner Sign	3'-8"X6'4"	15.00	sf	
Total		262.00		

<b>Alley Way / Facing East</b>				
Identifier	Space	Requested	Size/SF	Comment
Upper Sign	8'X16'	128.00	sf	
Bottom Sign	2'X24"	24.00	sf	
Total		152.00		
<b>Back Alley Sign</b>				
Identifier	Space	Requested	Size/SF	Comment
Proposed Signage	8'X16'	128	sf	
<b>Grand Total Signage:</b>		641.00		

#### **Planning Considerations**

Variations should only be granted when they are in harmony with the general purpose of zoning ordinances or consistent with the comprehensive plan. A practical difficulty is the legal standard for consideration of variations. An applicant can demonstrate a practical difficulty when their proposal is reasonable, will not alter the essential character of the neighborhood, and is caused by a unique circumstance related to the property not directly caused by the landowner. Economics and cost can be a factor of consideration, but alone does not constitute as a practical difficulty.

Per City of Bemidji Code:

**Variance** means relief from certain provisions of this development code, when due to the particular physical surroundings, shape or topographical condition of the property, compliance would result in a practical difficulty upon the property owner. A variance shall not be used to permit a use in a district where it is not allowed under the terms of this development code. Variations shall only be granted in compliance with Minnesota Statutes 462.

#### **(UR) Urban Renaissance Sign Requirements**

Section 28-253 – Signs Permitted in the (UR) Urban Renaissance District allows multi-tenant buildings a maximum of 200 square feet of wall signage. This section of code also allows an additional one (1) projecting or under canopy sign per street/sidewalk frontage and one (1) per building façade.

**Sign, wall** means a sign attached essentially parallel to and extending not more than 24 inches from the wall of a building with no copy on the sides or edges. This definition includes painted, individual letter, cabinet signs, and signs on a mansard.

**Sign, projecting** means a sign other than a flat wall sign which is attached to a building and projects out at a non-horizontal angle from a wall or other structure not specifically designed and approved to support the sign.

The 200 square foot maximum under ordinance for wall signs equates to an average of 20 square feet per business under the current building configuration. The Applicant's ask is an increase of 10 square feet for all but one of the street level wall signs, with Unit 2 being the exception at 45 square feet as that sign has existed at that size since at least 2012.



The alley signage in that location is allowed by ordinance and the size is reasonable to be seen by passing traffic on Highway 197 as well as from Parking Lot 3, which is the lot hotel guests are to be parking in.



Two of the three projecting signs that the Applicant is proposing are to be in the same location as existing Elks Lodge signage. The third will be located at the alley end of the building, where a projecting sign already exists over Unit #4. This will be removed from Unit #4 and placed higher on the building to advertise for the 4<sup>th</sup> Street Lofts. All projecting signs will be for the second-floor businesses. The news signs will be the same size as those that they replace and do not appear excessive given the building's 150-foot frontage along 4<sup>th</sup> St NW.

**Development Team:**

**From Sam Anderson, City Engineer & Director of Public Works:**

No engineering concerns related to this request.

**Neighboring Property Owner input**

One letter was received in support of the variance, and it was included in the packet.

**Comprehensive Plan References**

The City of Bemidji Comprehensive Plan has identified the following objectives and strategies regarding this request:

***Objective 5.1: Promote a “Mixed-Use” Downtown Bemidji to Preserve and Encourage Diversity in Business and Housing Opportunities***

*Encourage diversity within Downtown Bemidji to continue to enhance “mixed-use” opportunities and provide character and uniqueness. Expand Downtown with community input to ensure needs for commercial and residential space are adequately distributed throughout new development.*

**3. Increase the density of mixed-use buildings in Downtown Bemidji.** *In order to provide opportunities for increased density of commercial and residential uses in the Downtown, allow flexibility when proposals will increase opportunity or diversity for mixed-use options while preserving the character of the downtown.*

**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.*

**2. Promote using projecting signage within Downtown.**

*The promotion of projecting signage will create a Downtown with the pedestrian in mind rather than the automobile. Projecting signage should give a historic character to Downtown Bemidji, and designs are encouraged to provide visual attraction to pedestrians to continue exploring.*

**Objective 6.1: Enhance and Maintain a Strong, Diversified, and Sustainable Local Economy**

*Encourage diversity within Downtown Bemidji to continue to enhance “mixed-use” opportunities and provide character and uniqueness. Expand Downtown with community input to ensure needs for commercial and residential space are adequately distributed throughout new development.*

The proposed use in this district is consistent with the City of Bemidji Comprehensive Plan, as well as the City of Bemidji Development Code; provided the Variance process is followed and specific conditions are met in order to assure compatibility with surrounding uses.

**Zoning Ordinance References**

Section 28-9 – Definitions

Section 28-252 & 28-257 – Signs Permitted in the (UR) Urban Renaissance Zoning Districts

Section 28-256 – Additional Sign Standards

Section 28-525 – Variances, Appeals & Adjustments

**IV. RECOMMENDATION & FINDINGS**

**Variance Recommendation & Findings:**

The Planning Commission must decide whether the conditions are sufficient for approval the three (3) variances for sign standards in the Urban Renaissance (UR) District for Parcel # 800103600 in the City of Bemidji:

1. Increase the maximum wall sign square footage allowed for the parcel from 200 square feet to 535 square feet.
2. Increase the number of projecting or under canopy signs per parcel per street frontage from one (1) to three (3) for the 4<sup>th</sup> St NW frontage.
3. Increase the number of projecting or under canopy signs per building facade from one (1) to three (3) for the 4<sup>th</sup> St NW façade.

## **Conditions for Variances**

1. A master sign plan shall be submitted, and a permit obtained from the City of Bemidji prior to construction.
2. All signage lighting on the property shall be in full conformity with Section 28-256 of the development code.
3. The variance shall expire and become void if the project is not substantially started within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the project are mostly complete. The City of Bemidji Planning Board may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

## **Findings of Facts for Variances**

### **1. Has the applicant demonstrated a practical difficulty?**

A practical difficulty exists as the current, previously built multi-tenant structure requires more signage than allowed by the development code. Adequate signage for all businesses on the property cannot be permitted without approval of a variance.

### **2. Are there exceptional circumstances, unique to this property, which have not been created by the landowner?**

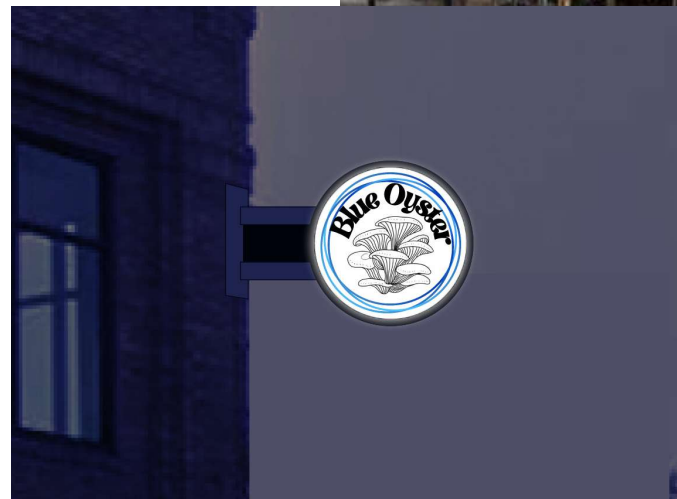
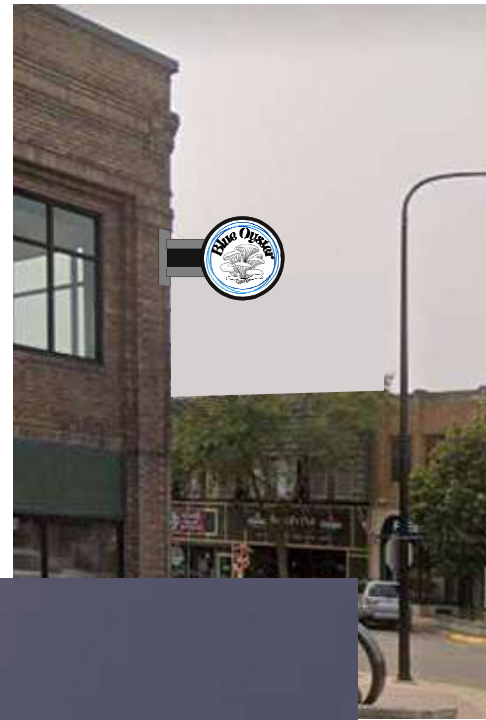
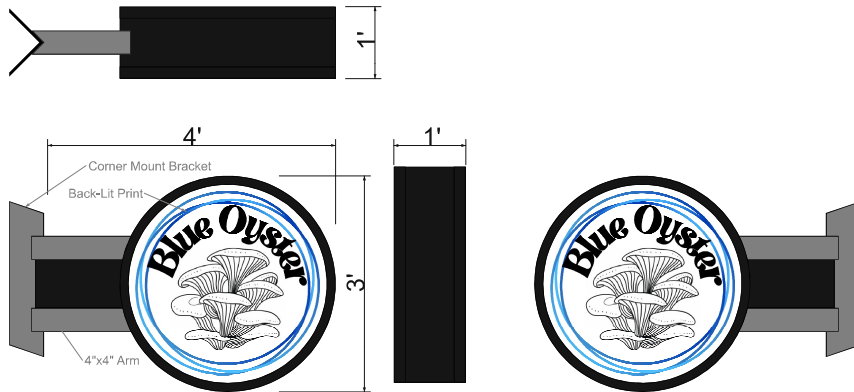
A practical difficulty exists as this building is an existing, multi-tenant structure containing ten units. Adequate signage for all businesses cannot be permitted without approval of a variance.

### **3. Can the variance be granted and that such action will be in keeping with the spirit, purpose, and intent of the Zoning Ordinance?**

The building is quite large, and the signage being requested is not out of proportion when compared to smaller buildings.

### **4. Can the variance be granted without altering the essential character of the surrounding area?**

The signage being requested is keeping with the character of Downtown Bemidji. The continued redevelopment of the site will match or exceed other downtown parcels.



**La Crosse Sign Group**  
 lacrossesign.com  
 1450 Oak Forest Drive Onalaska, WI 54650 608-781-1450  
 2242 Mustang Way Madison, WI 53718 608-222-4353  
 2502 Melby Street Eau Claire, WI 54703 715-835-6189

This artwork is copyright La Crosse Sign Group and may not otherwise be used without permission. It is the property of La Crosse Sign Group and must be returned to them upon request.

**Client**  
 4th Street Lofts  
 116 4th St NW  
 Bemidji, MN 56601  
**Project**  
 A - Blade Sign  
 B - Interior Wall Sign

**Consultant**     **Design Art**  
 Kyle Sanger     Chris Clark

**Blade Sign Specifications**  
 - Corner Mounted  
 - Aluminum Cabinets  
 - Acrylic Faces  
 - Printed 3M Translucent Graphics  
 - LED Lighting

**Area**  
 - 9 sqf

**Color Key**

- 1  Digital Print
- 2  Dark Slate MP10269
- 3  White
- 4  Dapple Gray MP06681
- 5

**Job Number**  
 128191-2 A

**Creation Date**  
 2-5-2025

**Revision Date**     **Revision Number**

**File Path**  
 C:\Users\clarkc\La Crosse Sign Company\Job Files - Documents\B\Blue Oyster\BEMIDJI\128191-1-Lit Projecting Sign\Design

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Landlord: \_\_\_\_\_ Date: \_\_\_\_\_

**Design Artwork not for Production**

\*Colors on sketch are only a representation, actual color of finished product may differ from this sketch.  
 \*To make the best use of standard sized materials and control costs the size of the finished product may vary slightly.

51.1 in

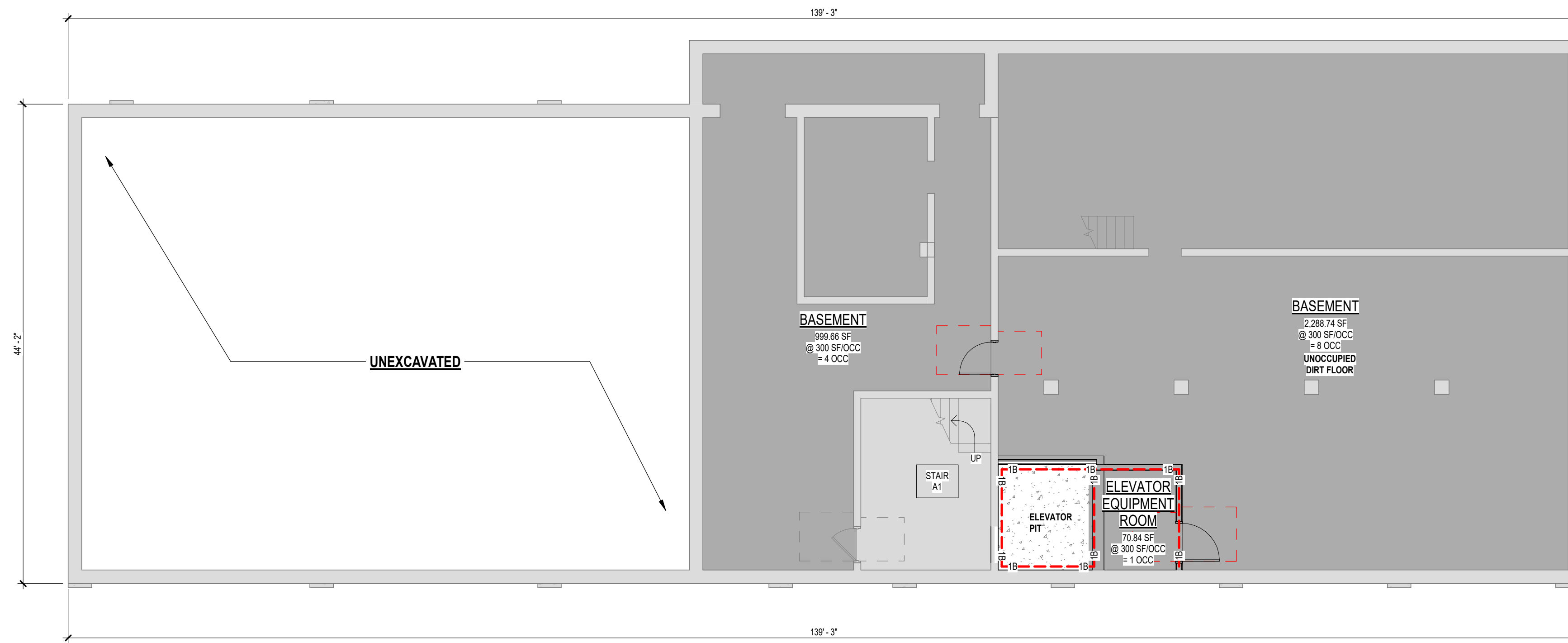
144.01 in



**The sign panels are 36" diameter, cut from 3mm ACM material and mounted to a custom steel framework, double sided and ready to install \$3600-.**

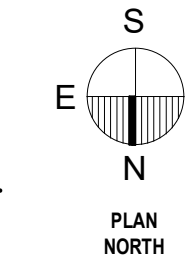


**Upper sign is 8' X 16' with cut out shape, four panels of 3mm ACM. The bottom section is 2' X 24' same material three pieces. Ready to install - \$3200-**



### LEGEND

- CIRCULATION
- MECHANICAL



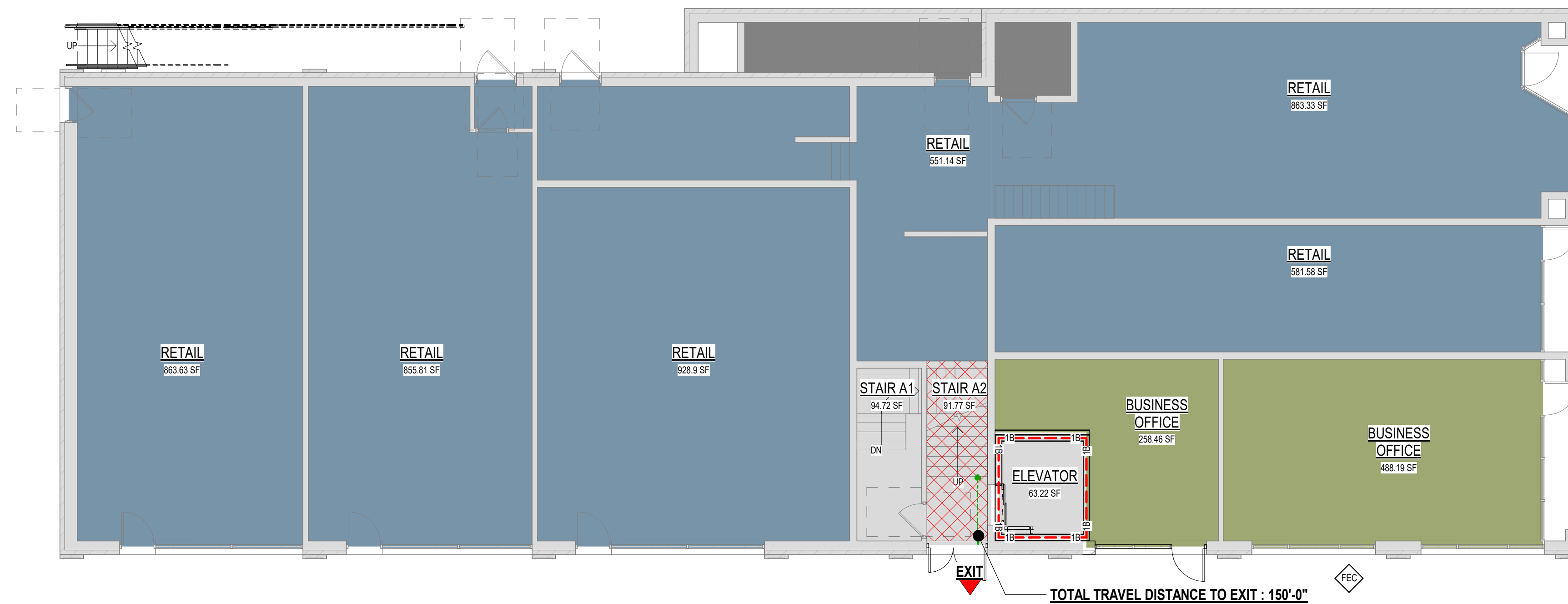
1 LEVEL 00-BASEMENT LIFE SAFETY PLAN

1/8" = 1'-0"

CODE REVIEW KEY			
B	BUILDING CODE OCCUPANCY TYPE		
IB	BUILDING CODE CONSTRUCTION TYPE		
17.5'	ACTUAL EXIT OR STAIR WIDTH	48 OCCUPANTS	NUMBER OF OCCUPANTS
44'	REQUIRED WIDTH FOR # OF OCCUPANTS		
FIRE/SMOKE RESISTIVE PARTITION			
REQUIRED ASSEMBLY RATING		MINIMUM OPENING PROTECTION ASSEMBLY	
1	ONE HOUR RATED	20 Minute	
2	TWO HOUR RATED	90 Minute	
3	THREE HOUR RATED	3 Hour	
4	FOUR HOUR RATED	3 Hour	
TYPE OF ASSEMBLY			
B	FIRE BARRIER	P	FIRE PARTITION
E	EXISTING AND RATED	S	SMOKE BARRIER/COMPARTMENT
W	FIRE WALL	X	SMOKE TIGHT
FE	FIRE EXTINGUISHER (MAX. TRAVEL 75')	FEC	FIRE EXTINGUISHER CABINET (MAX. TRAVEL 75')
DF	DRINKING FOUNTAIN	ADA ACCESSIBLE HIGHLOW	
NEW/EXISTING VERTICAL OR HORIZONTAL EXIT ENCLOSURE			
NEW/EXISTING PATHEGRESS CORRIDOR			
REQUIRED DAMPERS			
FIRE	SMOKE	COMBINATION	
FIREWALL	SMOKE BARRIER	SHAFT	
FIRE BARRIER	CORRIDOR	EXIT ENCLOSURES	
FIRE PARTITION		STAIRS	

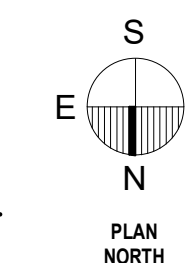
**GENERAL NOTE: ELECTRICAL**

PROVIDE THE MEANS OF EGRESS ILLUMINATION LEVEL NOT LESS THAN 1 FOOTCANDLE (11 LUX) AT THE WALKING SURFACE WITH THE EXCEPTION OF THE SLEEPING UNITS IN R-1 OCCUPANCIES PER MNBC 1008.2.1



### LEGEND

- BUSINESS
- CIRCULATION
- MERCHANTILE
- STORAGE



2 LEVEL 01 LIFE SAFETY PLAN

1/8" = 1'-0"

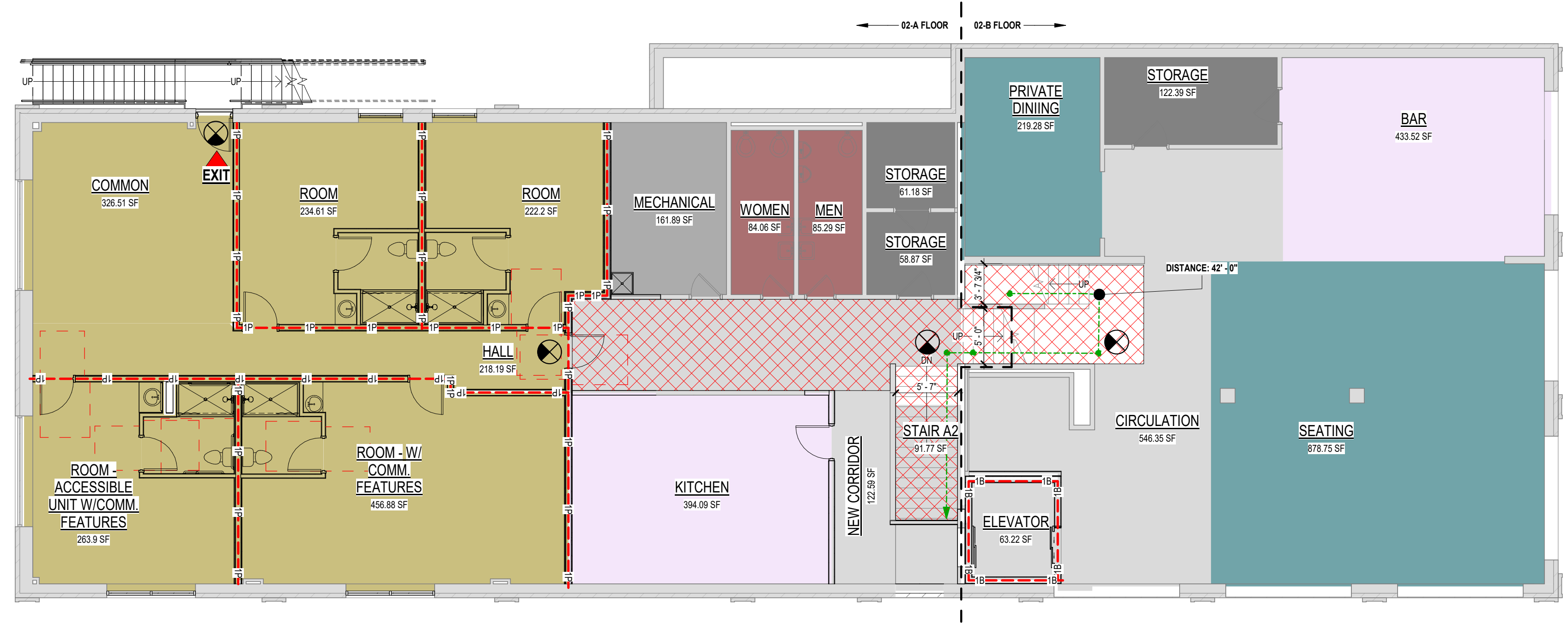
HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.  
*Carly M. Martel*  
ASHLEY G. MARTEL  
MAY 10, 2023  
LIC# 55649

DATE	REV	DESCRIPTION
2023-12-07	3	ADDENDUM #3

DATE:	MAY 10, 2023
SCALE:	AS NOTED
DRAWN BY:	A.G.M./T.J.S.
CHECKED BY:	A.G.M.
JOB NUMBER:	2022-11862

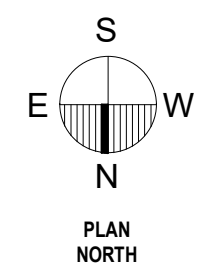
4TH STREET LODGE  
116 4TH ST NW, BEWIDJ, MN 56601  
LEVEL 00-BASEMENT & 01 LIFE SAFETY PLAN

SHEET NO.  
**LS1.10**



**LEGEND**

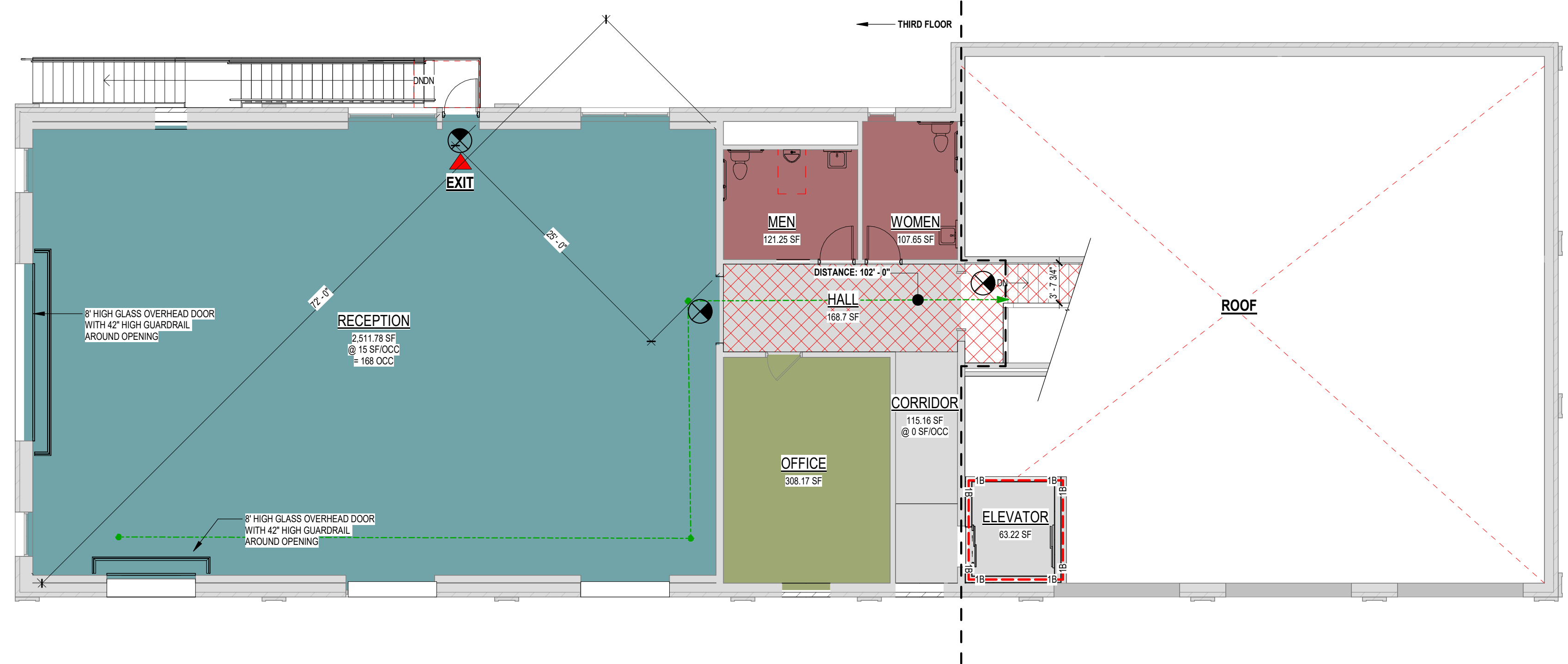
- ASSEMBLY
- CIRCULATION
- HOTEL
- KITCHEN
- MECHANICAL
- RESTAURANT
- STORAGE



CODE REVIEW KEY			
B IB	BUILDING CODE OCCUPANCY TYPE BUILDING CODE CONSTRUCTION TYPE		
17.5' 44'	ACTUAL EXIT OR STAIR WIDTH REQUIRED WIDTH FOR # OF OCCUPANTS		
48 OCCUPANTS	NUMBER OF OCCUPANTS		
FIRE/SMOKE RESISTIVE PARTITION			
REQUIRED ASSEMBLY RATING	MINIMUM OPENING PROTECTION ASSEMBLY		
1	ONE HOUR RATED	20 Minute	
2	TWO HOUR RATED	90 Minute	
3	THREE HOUR RATED	3 Hour	
4	FOUR HOUR RATED	3 Hour	
TYPE OF ASSEMBLY			
B	FIRE BARRIER	P	FIRE PARTITION
E	EXISTING AND RATED	S	SMOKE BARRIER/COMPARTMENT
W	FIRE WALL	X	SMOKE TIGHT
FE	FIRE EXTINGUISHER (MAX. TRAVEL 75')	FEC	FIRE EXTINGUISHER CABINET (MAX. TRAVEL 75')
DF	DRINKING FOUNTAIN	ADA ACCESSIBLE HIGHLOW	
NEWEXISTING VERTICAL OR HORIZONTAL EXIT ENCLOSURE			
NEWEXISTING PATHEGRESS CORRIDOR			
REQUIRED DAMPERS			
FIRE	SMOKE	COMBINATION	
FIREWALL	SMOKE BARRIER	SHAFT	
FIRE BARRIER	CORRIDOR	EXIT ENCLOSURES	
FIRE PARTITION		STAIRS	

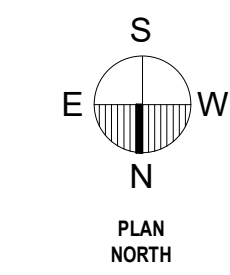
**GENERAL NOTE: ELECTRICAL**  
 PROVIDE THE MEANS OF EGRESS ILLUMINATION LEVEL NOT LESS THAN 1 FOOTCANDLE (11 LUX) AT THE WALKING SURFACE WITH THE EXCEPTION OF THE SLEEPING UNITS IN R-1 OCCUPANCIES PER MNBC 1008.2.1

1 LEVEL 02 LIFE SAFETY PLAN  
 1/8" = 1'-0"



**LEGEND**

- ASSEMBLY
- BUSINESS
- CIRCULATION
- KITCHEN
- RESTAURANT
- STORAGE



2 LEVEL 03 LIFE SAFETY PLAN  
 1/8" = 1'-0"

HEREBY CERTIFY THAT THIS PLAN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED ARCHITECT OR ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
*Carly M. Martel*  
 ARCHITECT  
 LICENSE NO. 55649

DATE	REV	DESCRIPTION
2023-1-13	1	AGM
2023-1-13	2	AGM
2023-1-27	3	AGM

DATE	SCALE	DRAWN BY	CHECKED BY	JOB NUMBER
MAY 10, 2023	AS NOTED	A.G.M./T.J.S.	A.G.M.	2022-11862

4TH STREET LODGE  
 116 4TH ST NW, BEWIDJ, MN 56601  
 LEVEL 02 & 03 LIFE SAFETY PLAN



4th Street Lodge  
Sign Permit

Scale 1:774	Date: 6/2/2025	B
This map is not a substitute for a land survey and should not be used for locating property lines or other boundaries. Lines on this map are approximate.		



Sign 1:



Sign 2:



Sign 3:



Application

V-2025-0005

VARIANCE

SITE ADDRESS: 116 4TH ST NW BEMIDJI  
PRIMARY PARCEL: 800103600  
PROJECT NAME: 4TH ST LODGE SIGNAGE

ISSUED:  
EXPIRES:

APPLICANT: Johnson, Carl  
2515 Bemidji Avenue N  
Bemidji, MN 56601  
2184431872

OWNER: 4TH STREET LODGE LLC  
51080 COUNTY 29  
BEMIDJI, MN 56601

PERMIT DETAILS

Detail Name	Detail Value
Are multiple variances being requested?	No
What specific standard(s) are you requesting a variance from (lot size, setbacks, building height, etc.)? List the Ordinance Section, if known.	Permissible square footage for signage
What specific measurement(s) or standard(s) are you proposing?	see documents included with request
Describe the existing use of your property:	multi-use commercial building 3 stories tall and over 25,000 GBA SF
Describe the proposed use of your property:	Event Center, Restaurant, Hotel and mixed retail tenants
Will the proposal impact the character of the surrounding area?	No
If Yes, please explain the impact to the character of the surrounding area?	NA
Are there unavoidable physical or design limitations that severely limit your ability to meet the ordinance requirement(s)?	Yes
If yes, please explain the unavoidable physical or design limitations.	Present day code allows for 200sf for any and all size properties in downtown. We are one of the largest buildings downtown and have the same size available as say a small 250sf building.
Are there design or construction options or alternatives that may eliminate the need for a variance?	No
Please describe the alternatives you considered that would eliminate a need for a variance.	NA
Please explain the practical difficulty you have encountered that prevents you from meeting the ordinance standard	Sheer building size, out of date code.
What measures have you considered and are willing to take to reduce the impact of this proposal on the standard you wish to vary from (remove other buildings, vegetative screens, etc.)?	NA



Does your property contain low areas, wetlands, or areas with standing water? No

Please explain if you intend to drain, fill or otherwise alter this area for any reason (If this does not apply, enter N/A) NA

Enter Escrow Payer's Name and Mailing Address (where escrow funds are to be returned when the project is completed) NA

I hereby certify that I am the owner or authorized agent of the owner of the above described property and that all uses will conform to the provisions of the City of Bemidji Development Code. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid. I Certify

I also authorize the City of Bemidji Planning staff to inspect the property during review of this application and subsequent construction during reasonable times of the day. I Authorize

**CONDITIONS**

\* An escrow account is established to cover technical and legal expenses incurred by the City of Bemidji as part of the plan review. The applicant is responsible for all costs incurred by the City during plan review. If the escrow amount drops below 10% of the original deposit amount the City may require submittal of an additional escrow deposit sufficient to cover any anticipated expenses. Upon determination by the City that the project is complete or expired, the City will return the remaining escrow deposit to the applicant.

\* A variance shall expire and become void if it is not acted upon within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the required work are mostly complete. The City of Bemidji Planning Board may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

<b>FEES:</b>	<b><u>Paid</u></b>	<b><u>Due</u></b>
Variance Application Fee (includes Beltrami County Recording fee)	\$500.00	\$0.00
Planning Escrow Deposit	\$500.00	\$0.00
<b>Totals :</b>	<b>\$1,000.00</b>	<b>\$0.00</b>

**REQUIRED INSPECTIONS**

Planning Initial Site Visit

Variance Inspection Follow Up (11 months from Approval)

4<sup>th</sup> Street Lodge, LLC  
 116 4<sup>th</sup> Street NW  
 Bemidji, MN 56601

**RE: Variance and Sign Permit Request**

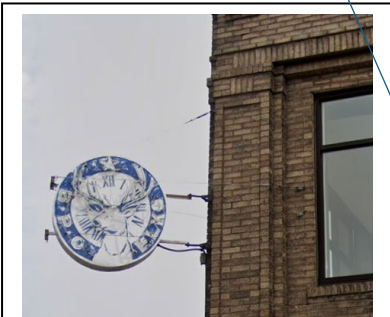
Items Covered: Supporting Narrative for Practical Difficulty required for Variance as well as all other items needed by Planning & Zoning for the Variance and Permit request both. Summary of sizes, SF and comments immediately below then explained in detail in subsequent pages.

<b><i>Beltrami Avenue Signage</i></b>				
<u>Identifier</u>	<u>Space</u>	<u>Requested</u>	<u>Size/SF</u>	<u>Comment</u>
Unit 1	42"X17'	30.00	sf	
Unit 2	42"X13.5'	30.00	sf	
Unit 3	42"X17'	30.00	sf	
Corner Sign	36" drum	9.00	sf	Replaces what was there
Total		99.00		
<b><i>4th Street Signage</i></b>				
<u>Identifier</u>	<u>Space</u>	<u>Requested</u>	<u>Size/SF</u>	<u>Comment</u>
Unit 1 a	42"X14'	30.00	sf	
Unit 1 b	42"X14'	30.00	sf	
Unit 1 c	42"X14'	30.00	sf	
Unit 2		45.00	sf	
Unit 3	15'X3'	30.00	sf	existing 420 sign
Multi Tenant Entry Sign	144.01"X51.1"	52.00	sf	Replaces what was there
Unit 4	15'X3'	30.00	sf	
Corner Sign	3'-8"X6'4"	15.00	sf	
Total		262.00		

<b><i>Alley Way / Facing East</i></b>				
<u>Identifier</u>	<u>Space</u>	<u>Requested</u>	<u>Size/SF</u>	<u>Comment</u>
Upper Sign	8'X16'	128.00	sf	
Bottom Sign	2'X24"	24.00	sf	
Total		152.00		
<b><i>Back Alley Sign</i></b>				
<u>Identifier</u>	<u>Space</u>	<u>Requested</u>	<u>Size/SF</u>	<u>Comment</u>
Proposed Signage	8'X16'	128	sf	
<b>Grand Total Signage:</b>		641.00		

4<sup>th</sup> Street Lodge, LLC – Beltrami Avenue Signage

Proposed  
Corner Sign



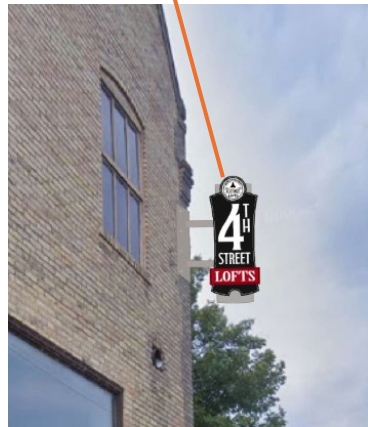
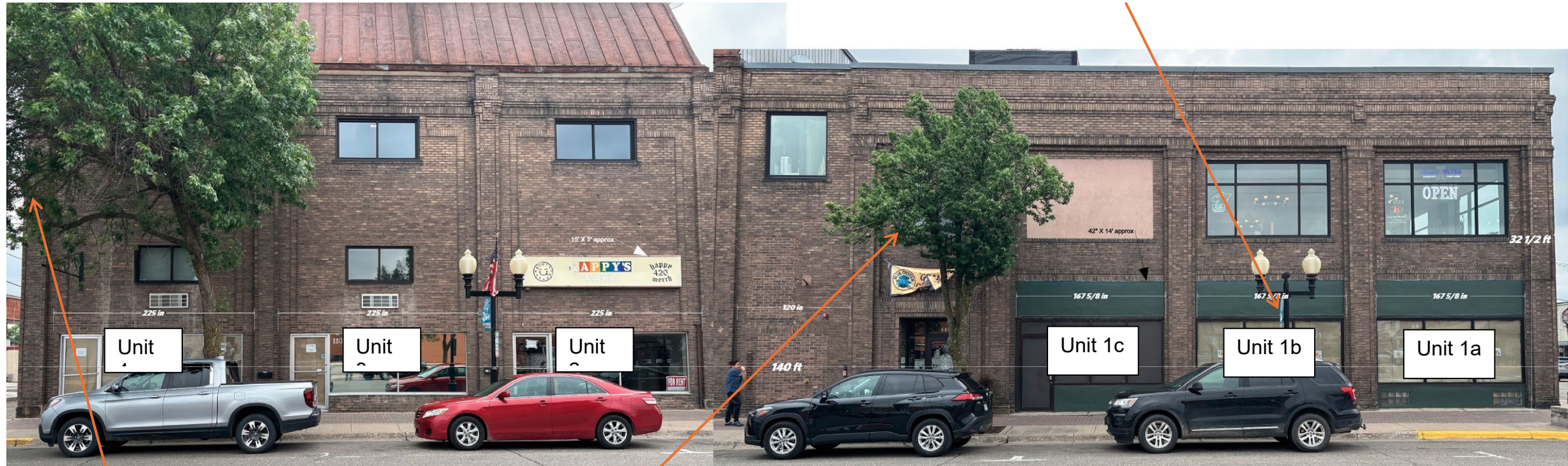
Proposed Sign for Bue Oyster replaces existing sign for Elks. Same size – 36” diameter circular illuminated sign.



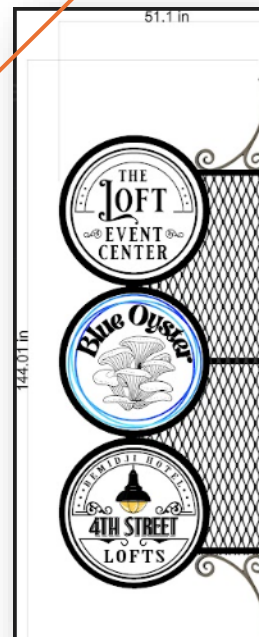
Units 1, 2 and 3 face Beltrami Avenue and should have access to put up small signage. Unit 3 has an awning and if the awning is ever removed that would allow a tenant to have a sign. All signs would be centered as shown in Unit 2 and above the entrance.

**4<sup>th</sup> Street Lodge, LLC – 4<sup>th</sup> Street Signage**

Units 1a, 1b and 1c are part of Unit 1 from Beltrami Ave side. We want the flexibility to put small signage here on these spaces either for ourselves as building owners or for tenants.



**New multi-tenant sign to replace old multi-tenant sign**



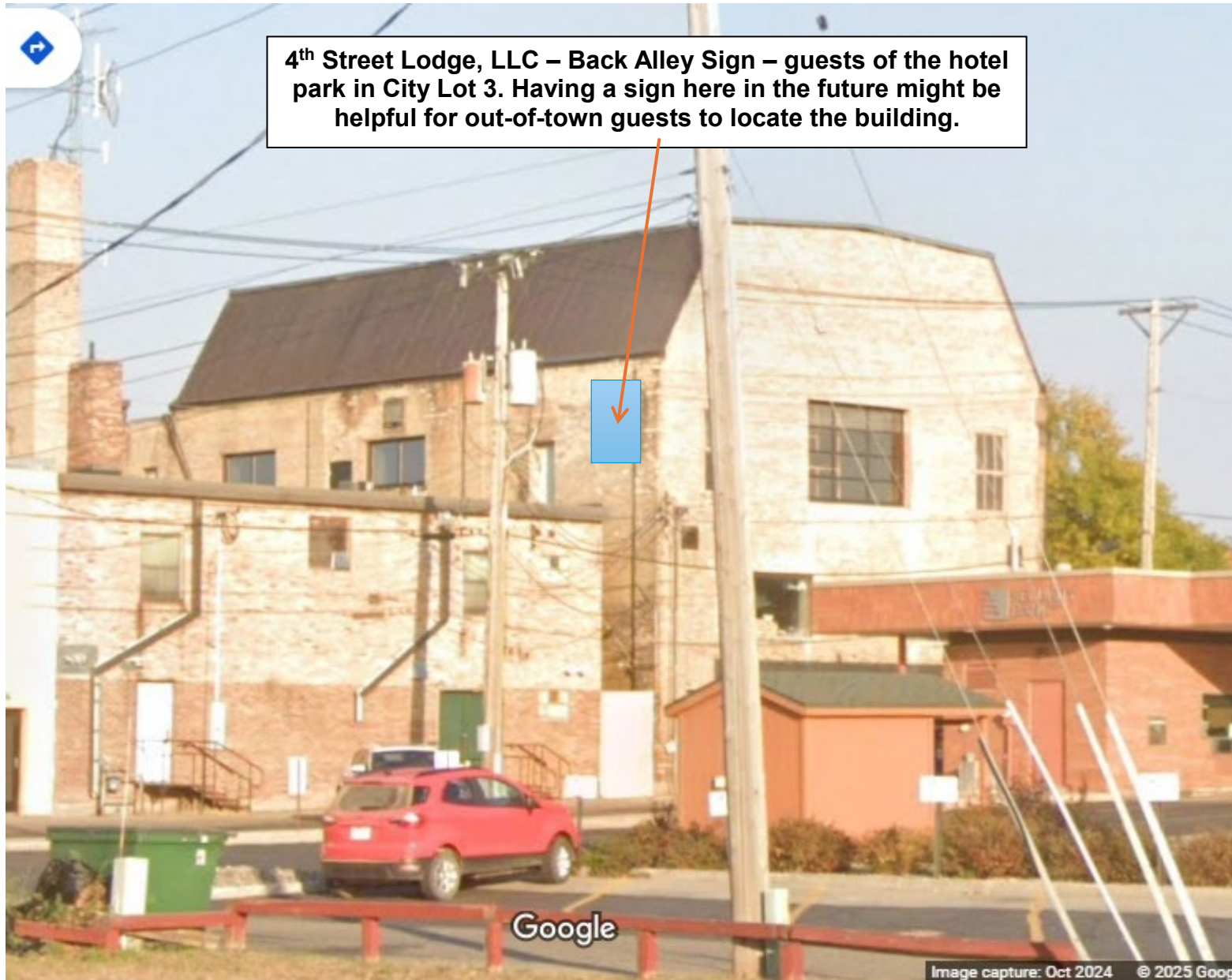
**Old Sign (left) – new sign hung at same height. Signs are same dimensions.**

**4<sup>th</sup> Street Lodge, LLC – Alley Way (facing East) Signage**



**Upper Sign with Logos is 8'x16'**

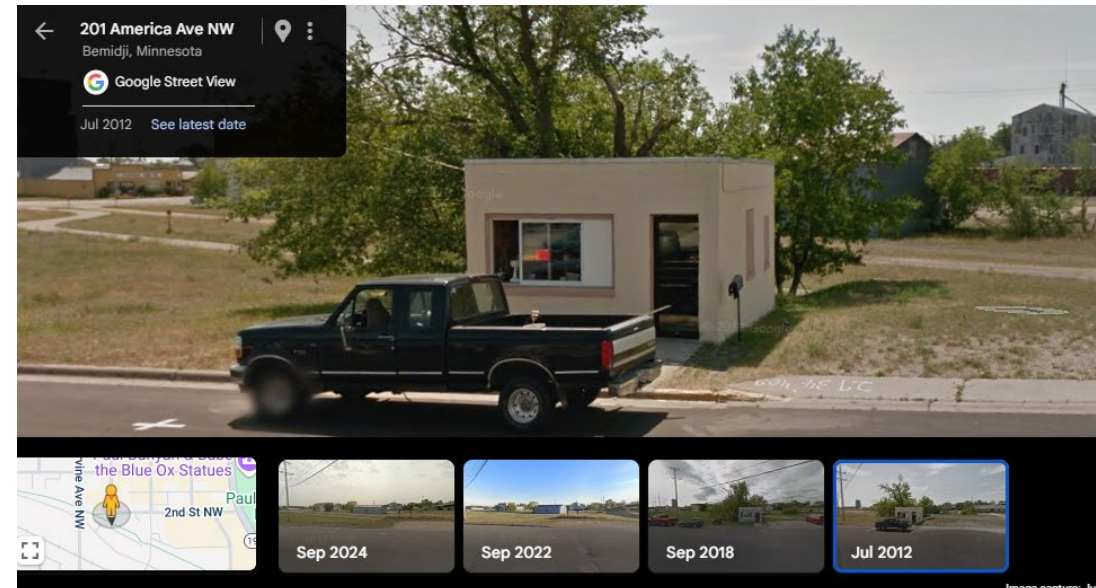
**Bottom Sign is 2'X24" not  
illuminated**



## Practical Difficulties Comments

Current Planning & Zoning code has a blanket square footage of 200sf per building allowed on commercial properties. The Elks Building, now known as 4<sup>th</sup> Street Lodge, was built in 1916 to be a multi-tenant building and house the fraternal order of The Elks. Today the building is still a multi-tenant, mixed-use building, but spaces such as the ballroom on the 3rd floor have been changed into an event center known as The Loft Event Center and the second floor has been turned into a new restaurant (Blue Oyster) and a small boutique hotel (4<sup>th</sup> Street Lofts). The Loft Event Center, 4<sup>th</sup> Street Lofts and Blue Oyster are all separate legal entities that are operating companies leasing space from 4<sup>th</sup> Street Lodge, the real estate holding company. These operating companies need signage to show patrons where they are located. The hotel, 4<sup>th</sup> Street Lofts especially needs signage as we have guests from out of town that can't reference "the old Elks club" like locals can and we need prominent signage for them for that reason and in addition because they park in City Lot 3. The Loft Event Center also needs to be visible as many out-of-town guests are for weddings, reunions, anniversaries, etc... Blue Oyster Bar is a new and exciting restaurant located on the 2nd floor. Due to them not being visible from the first floor they need appropriate signage as well.

As mentioned, every commercial building is allowed 200sf of signage. We are requesting 641sf for signage which is modest considering our gross building size is 25,000sf and is a three-story building, one of the largest in downtown. Below are two commercial properties that are downtown. They are allowed to have 200sf of signage, the same as us, and both are slightly larger than the trucks pictured by them. One building is no longer there and was provided for comparison and illustration purposes. The Practical Difficulty is primarily 1) our building was built in 1916 and there is no additional land or space to add signage and 2) a blanket approach to signage can't be used as shown in the pictures above of 4<sup>th</sup> Street Lodge compared to the two below.



## Packet Distribution List

### City of Bemidji – V-2025-0005 4th St Lodge

	<u>Contact</u>	<u>E-MAILED</u>	<u>US Mailed</u>
<input checked="" type="checkbox"/>	Applicant / Representative	7/3/2025	_____
<input checked="" type="checkbox"/>	City Building Department	7/3/2025	_____
<input checked="" type="checkbox"/>	City Attorney	7/3/2025	_____
<input checked="" type="checkbox"/>	City Engineer	7/3/2025	_____
<input checked="" type="checkbox"/>	City Manager	7/3/2025	_____
<input type="checkbox"/>	City Community Development	_____	_____
<input checked="" type="checkbox"/>	City GIS Department	7/3/2025	_____
<input checked="" type="checkbox"/>	City Police Department	7/3/2025	_____
<input checked="" type="checkbox"/>	City Fire Department	7/3/2025	_____
<input type="checkbox"/>	City Parks Department	_____	_____
<input type="checkbox"/>	Beltrami County ESD/SWCD	_____	_____
<input type="checkbox"/>	Beltrami County Recorder	_____	_____
<input type="checkbox"/>	Beltrami County GIS Department	_____	_____
<input type="checkbox"/>	Beltrami County Sheriff	_____	_____
<input type="checkbox"/>	Beltrami County Engineer / Highway	_____	_____
<input type="checkbox"/>	Beltrami County Natural Resources	_____	_____
<input type="checkbox"/>	MnDNR Trails	_____	_____
<input type="checkbox"/>	MnDNR Waters	_____	_____
<input type="checkbox"/>	MnDNR District	_____	_____
<input type="checkbox"/>	MnDOT	_____	_____
<input type="checkbox"/>	Airport	_____	_____
<input type="checkbox"/>	Bemidji School District	_____	_____
<input type="checkbox"/>	MPCA Closed Landfill Program	_____	_____
<input type="checkbox"/>	U.S. Army Corps of Engineers	_____	_____
<input type="checkbox"/>	Minnesota Chippewa Tribe	_____	_____
<input type="checkbox"/>	Red Lake Nation DNR	_____	_____
<input type="checkbox"/>	White Earth Nation DNR	_____	_____
<input type="checkbox"/>	Leech Lake Band DRM	_____	_____
<input checked="" type="checkbox"/>	Bemidji Chamber of Commerce	7/3/2025	_____
<input checked="" type="checkbox"/>	Other: Bemidi Downtown Alliance	7/3/2025	_____



Planning and Zoning Department  
City of Bemidji

317 4<sup>th</sup> Street NW Bemidji, MN 56601 Office (218) 759-3579 Fax (218) 759-3591

---

**July 3, 2025**

**City of Bemidji** –V-2025-0005: - Carl Johnson representing 4th Street Lodge, LLC is requesting four (4) variances from the sign standards under the (UR) urban renaissance district for (1) number of allowed signs per parcel and per business, (2) the maximum allowable sign area for multi-tenant buildings, (3) number of projecting/under-canopy signs per street frontage, and (4) number of projecting/under-canopy signs per building façade. The property is zoned (UR) urban renaissance district within the Shoreland overlay. The subject property is located at 116 4<sup>th</sup> St NW (PIN#800103600) in the City of Bemidji.

The City of Bemidji Planning and Zoning Commission will consider this proposal at its meeting on **Thursday, July 24<sup>th</sup>, 2025, at 5:30 p.m.** in the Council Chambers at Bemidji City Hall or may be viewed on Local Channel 2.

If you have any comments, you may present them to the Commission at that time. It would be encouraged to direct your comments in writing to the Planning and Zoning Planner assigned to the Case, **Dave Wielenberg's** attention at the Planning office at 317 4th Street NW, or by email at **SGAdmin@ci.bemidji.mn.us**. If possible, your comments should be submitted by **Friday, July 18<sup>th</sup>, 2025**, so they may be incorporated into our report to the Planning and Zoning Commission. The report, along with any other pertinent information regarding this planning case will be available prior to the meeting on our website ([City of Bemidji/Boards, Commissions, and Committees/Planning Commission](#)) and at city hall. Attached is a copy of the application and other supporting documentation.

If you have any questions or need further information, please feel free to contact our office at 218-759-3579 or email the planner assigned to the case (see email address above). City departments may access through SmartGov application **V-2025-0005**.

Respectfully,

Dave Wielenberg  
Compliance Inspector & Site Analyst  
City of Bemidji Planning and Zoning Department



Planning & Zoning Department  
City of Bemidji

317 4<sup>th</sup> Street NW Bemidji, MN 56601 Office (218) 759-3579 Fax (218) 759-3591

---

**July 3, 2025**

Dear Property Owner:

The City of Bemidji Planning and Zoning Commission will conduct a public hearing to discuss the following application:

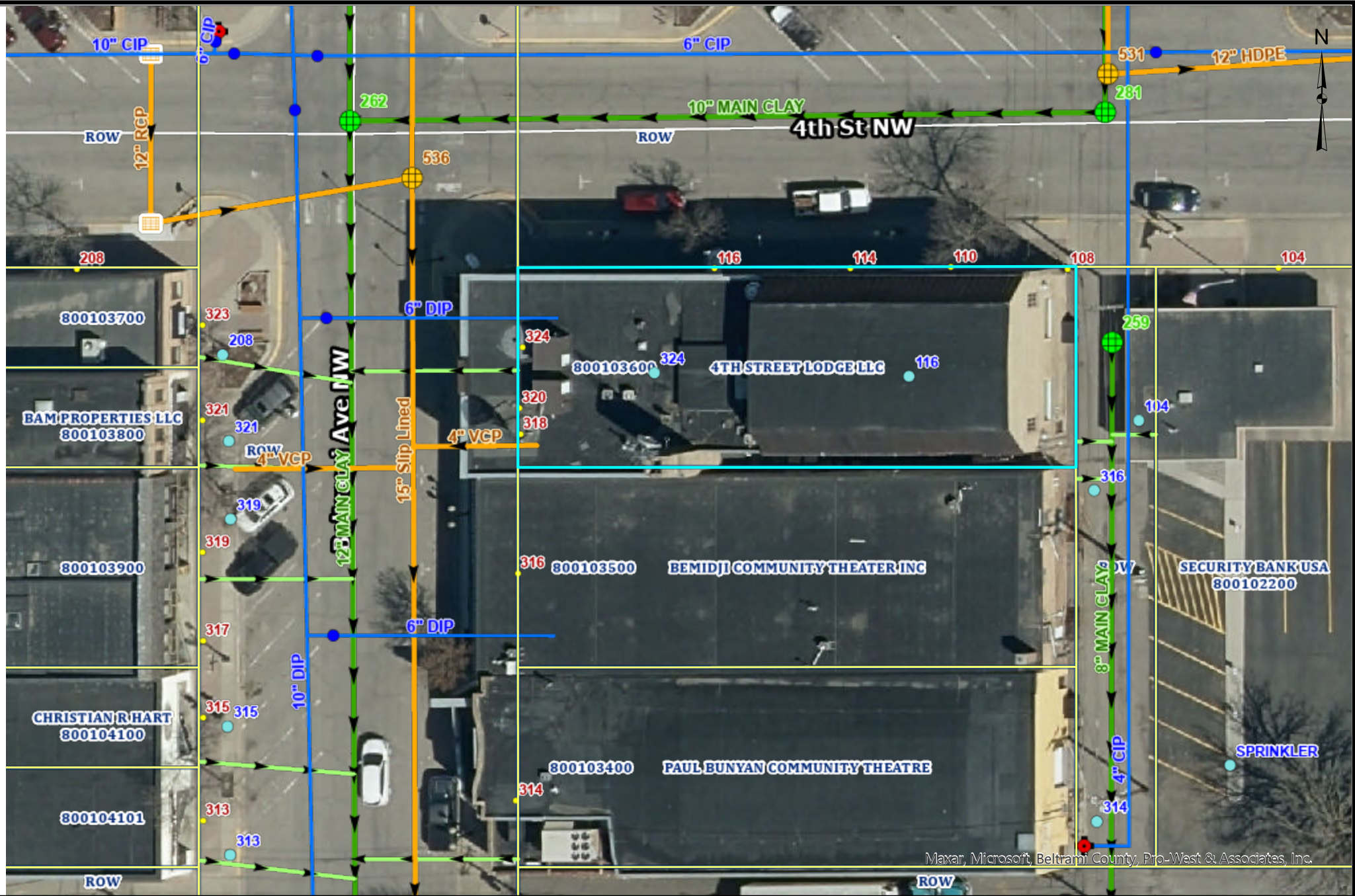
**City of Bemidji** –V-2025-0005: - Carl Johnson representing 4th Street Lodge, LLC is requesting four (4) variances from the sign standards under the (UR) urban renaissance district for (1) number of allowed signs per parcel and per business, (2) the maximum allowable sign area for multi-tenant buildings, (3) number of projecting/under-canopy signs per street frontage, and (4) number of projecting/under-canopy signs per building façade. The property is zoned the (UR) urban renaissance district with Shoreland overlay. The subject property is located at 116 4<sup>th</sup> St NW (PIN#800103600) in the City of Bemidji.

This public hearing will be held on **Thursday, July 24<sup>th</sup>, 2025, at 5:30 p.m.** The meeting will be held in the Council Chambers of the Bemidji City Hall located at 317 4<sup>th</sup> Street NW or may be viewed on local Channel 2. You are invited to attend this public hearing, express your opinions on the proposal at the hearing, if not able to attend, by email (preferred method), letter, or phone call to the Planning and Zoning Department. If possible, your written comments should be submitted by **Friday, July 18<sup>th</sup>, 2025**, so they may be incorporated into our report to the Planning Commission. **Our report, along with any other pertinent information regarding this planning case will be available prior to the meeting on our website ([City of Bemidji/Boards, Commissions, and Committees/Planning Commission](#)) and at city hall.**

If you have any questions, please feel free to contact us at (218) 759-3579, or email comments (preferred) to the planning department at [SGAdmin@ci.bemidji.mn.us](mailto:SGAdmin@ci.bemidji.mn.us).

Respectfully,

Planning & Zoning Department



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

**Aerial Map**

1:564	Date: 7/26/2024
This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.	

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TARTUFFI LLC  
300 BELTRAMI AVE NW  
BEMIDJI, MN 56601

CHRISTIAN R HART  
JANEL L HART  
7910 WHITE OAK ST NE  
BEMIDJI, MN 56601

SCIMED PROPERTIES LLC  
2815 BEMIDJI AVE N  
BEMIDJI, MN 56601

THAI ORCHID LLC  
16529 RIVERDALE LANE  
BRAINERD, MN 56401

BEMIDJI DOWNTOWN PROPERTIES LLC  
8817 COVE DR NE  
BEMIDJI, MN 56601

DARLA JEAN JACKSON  
50738 VINEWOOD TRL  
BEMIDJI, MN 56601

CITY OF BEMIDJI  
317 4TH ST NW  
BEMIDJI, MN 56601

BLUE WATER DEVELOPMENT LLC  
13125 LORELEI LANE NE  
BEMIDJI, MN 56601

310 BELTRAMI AVENUE LLC  
51080 CTY 29  
BEMIDJI, MN 56601

OKERLUND HOLDINGS LLC  
408 MINNESOTA AVE  
BEMIDJI, MN 56601

TODD A WILLIAMS  
GINA S WILLIAMS  
310 BIRCH BRIAR LN  
PARK RAPIDS, MN 56470

MERSCHMAN PROPERTIES LLC  
PO BOX 1473  
BEMIDJI, MN 56619

CONENG DEVELOPMENT LLC  
200 N 69TH ST  
GRAND FORKS, ND 58203

SECURITY BANK USA  
1025 PAUL BUNYAN DR NW  
BEMIDJI, MN 56601

CHIEF LAND COMPANY LLC  
24236 BIRCHMONT BEACH RD NE  
BLACKDUCK, MN 56630

STARDUST LLC  
PO BOX 1882  
BEMIDJI, MN 56619

NORTHWEST MINNESOTA FOUNDATION  
201 3RD ST NW  
BEMIDJI, MN 56601

BEMIDJI M&M PROPERTIES LLC  
51080 CO 29  
BEMIDJI, MN 56601

SPECKLEBELLY PROPERTIES LLC  
51080 COUNTY 29  
BEMIDJI, MN 56601

DREAM BLUE LLC  
2828 BIRCHMONT DR NE  
BEMIDJI, MN 56619

MARK DEVELOPMENT CO

218 VENTURES LLC  
204 3RD ST NW  
BEMIDJI, MN 56601

PAUL BUNYAN COMMUNITY THEATRE  
314 BELTRAMI AVE NW  
BEMIDJI, MN 56601

SMITH CARRIGAN ENTERPRISES LLC  
366 GREAT DIVIDE RD NW  
PUPOSKY, MN 56667

K-2SO LLC  
PO BOX 1882  
BEMIDJI, MN 56619

GLASS ROBINSON PROPERTIES LLC  
319 BELTRAMI AVE NW  
BEMIDJI, MN 56601

STEPHEN J PATTERSON  
SALLY PATTERSON  
924 BIRCHMONT BEACH RD NE  
BEMIDJI, MN 56601

RAUTIO PROPERTIES LLC  
51080 COUNTY 29  
BEMIDJI, MN 56601

KANVADI JIRAYOORATHCHAI  
PHIYAPHRATH PORRADANAN  
908 GRANT AVE SE  
BEMIDJI, MN 56601

FREDERICK J PETROWSKE  
CHARLIEN M PETROWSKE  
509 TYLER AVE NE  
BEMIDJI, MN 56601

RICHARD W SIEGERT  
5930 BIRCHMONT DR NE  
BEMIDJI, MN 56601

BEMIDJI COMMUNITY THEATER INC  
316 BELTRAMI AVE NW  
BEMIDJI, MN 56601

MUSKIE RIVER LLC  
5160 LONGFELLOW LANE SW  
BEMIDJI, MN 56601

MARK R DICKINSON  
WANDA B DICKINSON  
2310 BIRCHMONT DR NE  
BEMIDJI, MN 56601

NATIONAL BANK OF COMMERCE #14109  
121 N 59TH ST  
SUPERIOR, WI 54880

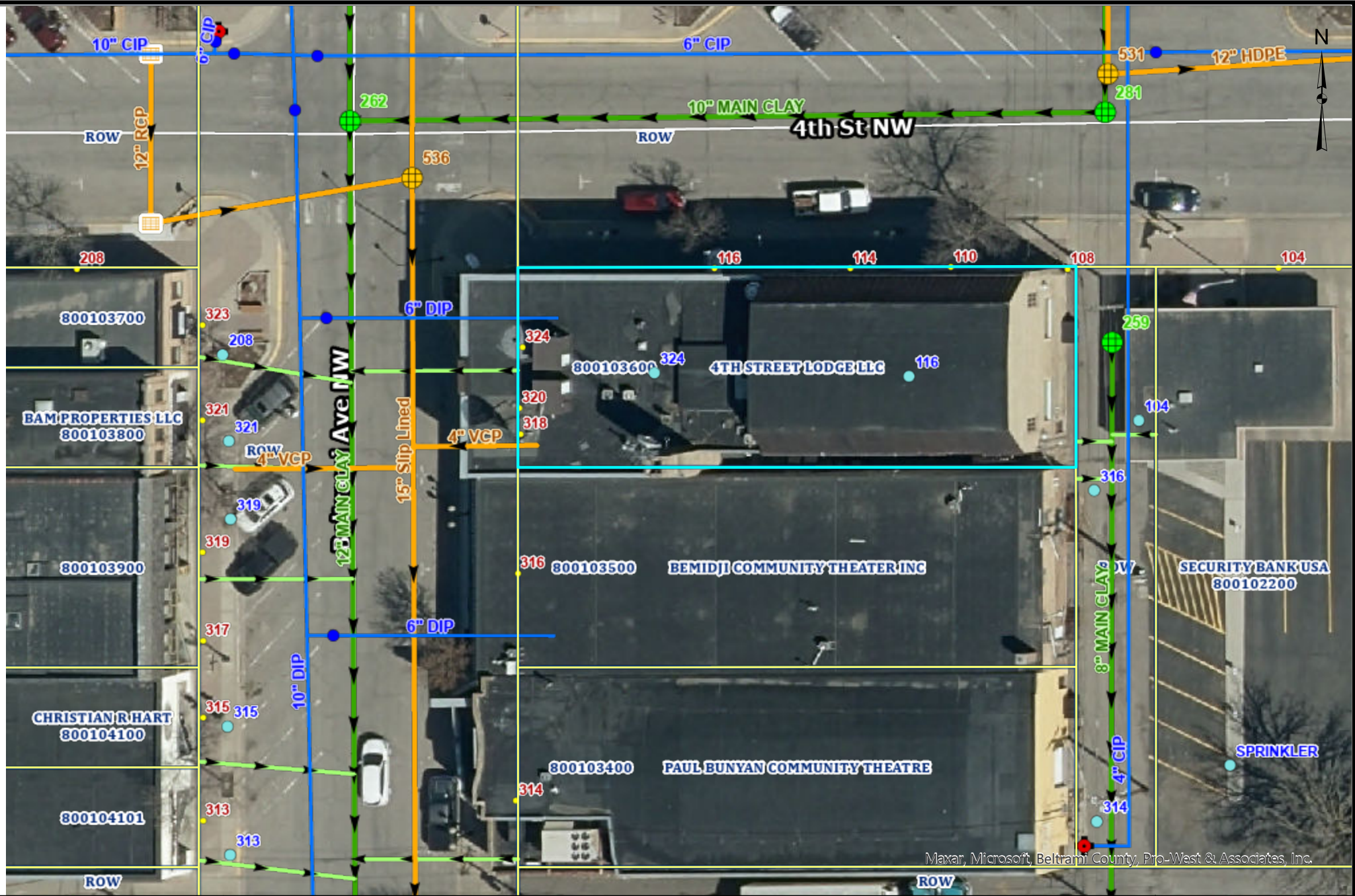
4TH STREET LODGE LLC  
51080 COUNTY 29  
BEMIDJI, MN 56601

HMN PROPERTIES LLC  
12739 EMERALD ACRES LANE NE  
BEMIDJI, MN 56601

BAM PROPERTIES LLC  
4648 SCOTCHPINE CT NW  
BEMIDJI, MN 56601

LEGAL SERVICES OF NORTHWEST MN  
ATTN: GREGG TRAUTWEIN  
1015 7TH AVE N  
MOORHEAD, MN 56560

OPPORTUNITIES IN SCIENCE INC  
413 BELTRAMI AVE NW  
BEMIDJI, MN 56601



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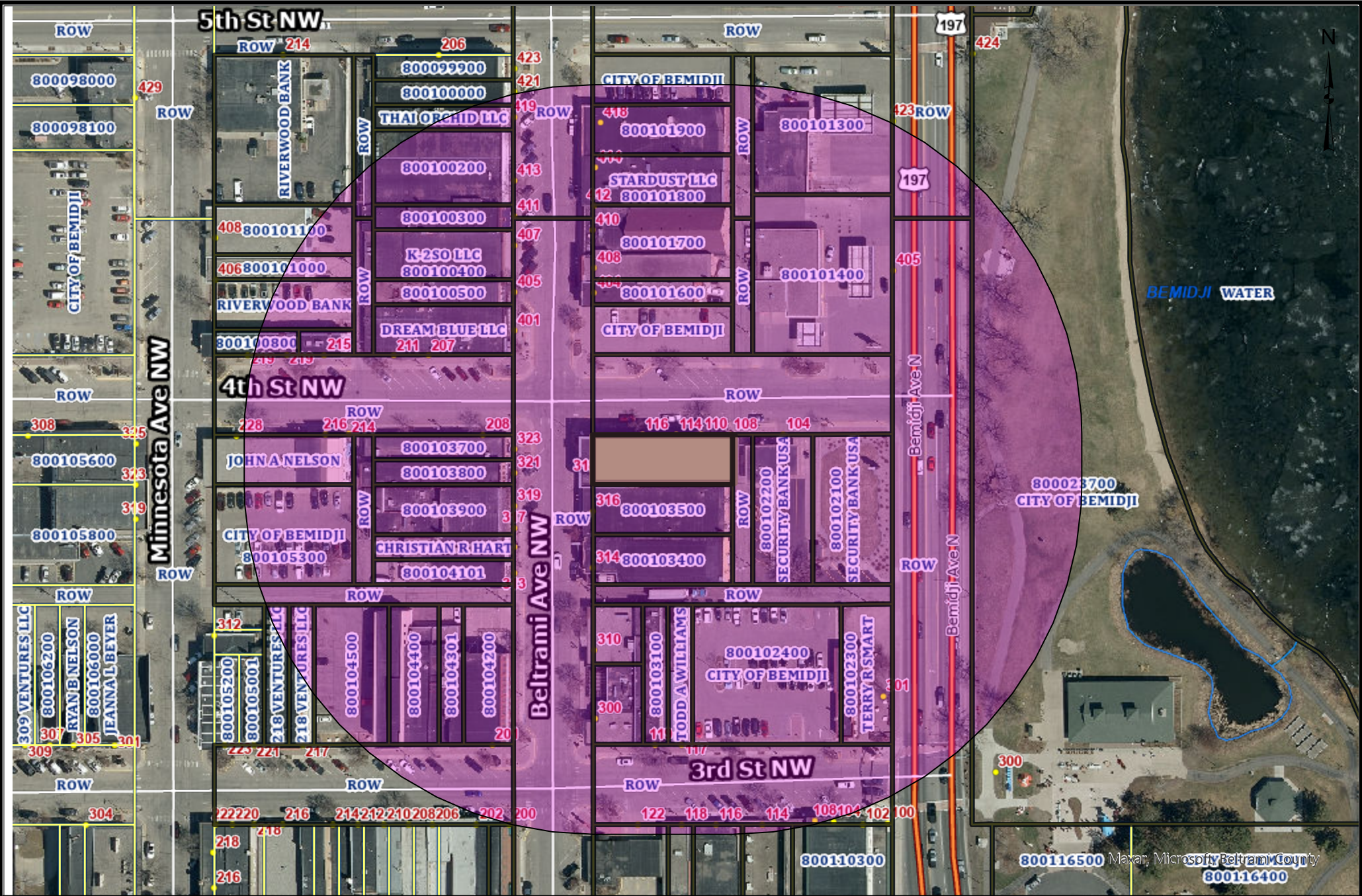
**Aerial Map**

1:564 Date: 7/26/2024

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.



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**Buffer Map**

1:2,257

Date: 7/29/2024

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.



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**Zoning Map**

1:564 Date: 7/26/2024

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

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# AFFIDAVIT OF PUBLICATION

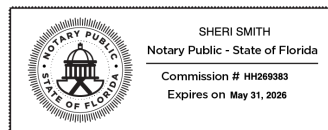
State of Florida, County of Broward, ss:

Edmar Corachia, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC and duly authorized agent of the The Bemidji Pioneer, a newspaper printed and published in the City of Bemidji, County of Beltrami, State of Minnesota.

1. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and the day of the week upon which the public notice attached/copied below was published in the newspaper are as follows: Saturday, July 12, 2025
4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to §331A.06, is as follows: \$13.00 per column inch.
5. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in BELTRAMI County. The newspaper complies with conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

*Edmar Corachia*

(Signed) \_\_\_\_\_



## VERIFICATION

State of Florida  
County of Broward

Subscribed in my presence and sworn to before me on this: 07/15/2025

*S. Smith*

\_\_\_\_\_  
Notary Public

Notarized remotely online using communication technology via Proof.

### CITY OF BEMIDJI PLANNING AND ZONING COMMISSION

#### NOTICE OF PUBLIC HEARINGS & MEETINGS

NOTICE IS HEREBY GIVEN, that on Thursday, July 24, 2025, at 5:30 PM or as soon thereafter as possible, the City of Bemidji Planning and Zoning Commission will conduct a Public Hearing in-person in the Council Chambers of Bemidji City Hall, located at 317 4th St. NW, Bemidji, MN, and broadcasted on Channel 2, regarding the following request(s):

**Variance and Conditional Use Permit Request:** Mike Ettesvold is requesting a Conditional Use Permit (CUP) for a Drive Through Restaurant and a Variance for more impervious surface coverage than is allowed per the Ordinance. The subject property is zoned (B-2) General Commercial Zoning District with HWY 197 and Shoreland Overlays. The subject property is located at TBD Shevlin Ave SW (PIN: 800267700) in the City of Bemidji.

**Interim Use Permit Amendment Request:** Michael Johnston, representing Voyageurs Expeditionary School, is requesting a variance from impervious surface requirements under the Shoreland Overlay and an amendment to the approved interim use permit amendment Resolution 2014-02 on leased property (JC Properties of Bemidji, LLC) to operate a private school. The amendment request is to increase total occupancy for the building from 125 persons to 205 persons (grades 9-12 = 125; grades 6-8 = 50; staff = 30) with a building addition. The property is zoned (B-1) Low Density Commercial Zoning District within the Shoreland Overlay. The subject property is located at 3724 Bemidji Ave N (PINS 800628000) in the City of Bemidji.

**Preliminary Planned Unit Development Request:** Marco McLane Development, representing Greater Bemidji, is requesting a Preliminary Planned Unit Development & Plat (PUD/PLAT) to develop a multi-phase project which would include a YMCA Community Wellness Center and other future development within the Urban Renaissance (UR) zoning district and the Shoreland Overlay. The subject property is located at 101 Minnesota Ave NW (PIN #80.00344.99) in the City of Bemidji (also known as the rail corridor).

**Variance Request:** Carl Johnson, representing 4th Street Lodge, LLC, is requesting four (4) variances from the sign standards under the (UR) urban renaissance district for (1) number of allowed signs per parcel and per business, (2) the maximum allowable sign area for multi-tenant buildings, (3) number of projecting/under-canopy signs per street frontage, and (4) number of projecting/under-canopy signs per building façade. The property is zoned (UR) urban renaissance district within the Shoreland Overlay. The subject property is located at 116 4th St NW (PIN#800103600) in the City of Bemidji.

**Variance Request:** John Hamrin is requesting a Variance from the

OHWL setback requirements to build an attached lakeside deck on an existing lot of record in the R-4 Moderate Density Residential zoning district and the Shoreland Overlay (General Development Lake). The subject property is located at 1725 S Lake Irving Dr SW (PIN #80.01671.00) in the City of Bemidji.

All interested parties are invited to attend the public hearing(s) and comment on the proposal(s). If you are unable to attend in person, comments can be submitted by email to [SGAdmin@ci.bemidji.mn.us](mailto:SGAdmin@ci.bemidji.mn.us) (preferred method), letter, or phone call to the Planning and Zoning Department. Call 218-759-3579 or visit our website at [www.ci.bemidji.mn.us](http://www.ci.bemidji.mn.us) for more information. If possible, your written comments should be submitted by **Friday, July 18, 2025**, so they may be incorporated into the staff report to the Planning Commission. (Jul. 12, 2025)



Planning and Zoning Department  
City of Bemidji

July 7, 2025  
Re: 4<sup>th</sup> Street Lodge, LLC Variance Public Hearing

Jamin and Melissa,

I received the letter dated July 3, 2025 regarding proposed variances by Carl Johnson.

I wanted to reach out, formally, as the owner of the building at 321 Beltrami Ave NW (BAM Properties, LLC) which is also where I operate my engineering business, Freeberg & Grund.

Having been born and raised in this area, and now having worked in the area (on this city block) since 2008, I can enthusiastically say that I am thoroughly excited by this project, as a whole, and for any of these proposed variance requests, more specifically.

With the aging and substantial turnover to the downtown, it's absolutely exciting to see entities/people/companies pumping in dollars to the community. I'm not sure just how substantial (none of my business) but I would presume this might be an overall investment and revitalization totaling somewhere in the \$1M-\$2M range. Investments at this level to keep buildings from becoming decrepit or falling into disrepair/abandonment (as a number have) just seems so sensible and positive.

Whatever I can do to show my full support of this (and any other similar projects, efforts and expenditures) I certainly will!

Thank you for reaching out to myself, and other owners in the adjacent area.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Fuller'.

Mark Fuller, PE

Owner/President  
Freeberg & Grund

Owner  
BAM Properties LLC

**CITY OF BEMIDJI PLANNING BOARD**

**Resolution No. 2025-23**

**RESOLUTION APPROVING VARIANCE FOR PARCEL  
80.01671.00**

WHEREAS, an application was submitted on June 30, 2025, by John Hamrin requesting a variance from the OHWL to build an attached lakeside deck on an existing lot of record. The subject property is located at 1725 S Lake Irving Dr SW (PIN #80.01671.00) in the City of Bemidji. The requested variance is as follows:

1. A reduction of 9 feet from the OHWL setback per Section 28-352 requirement of 50 feet from the ordinary high-water mark and at the building line; and

WHEREAS, the proposed requested variances will be located on parcel 80.01671.00 legally described as:

SECT-17 TWP-146 RANGE-033 AL SMART'S ADDITION TO BEMIDJI LOT-004  
BLOCK-001 EAST 25 FEET OF LOT 4 & LOT 5 LESS THAT PART THEREOF LYING  
S'RLY OF ARAGON AVE WHICH IS ESTABLISHED ROAD OR STREET RUN IN  
E'RLY & W'RLY DIRECTION ACROSS SAID LOTS; and

WHEREAS, this parcel is within the R-4 Moderate Density Residential zoning district and the Shoreland Overlay (General Development Lake).; and

WHEREAS, the requested variances meet all requirements, standards and specifications of the City Ordinance; and

WHEREAS, on July 24, 2025, the Planning Commission held a public hearing, after due notice having been provided, on the application and, after providing the Applicant and the public an opportunity to be heard, voted to forward the application to the Planning and Zoning Board with a recommendation that it be approved; and

WHEREAS, the Planning Board has reviewed all materials submitted by the Applicant; considered the oral and written testimony offered by the applicant and all interested parties; and has now concluded that the application is in compliance with all applicable standards and can be considered for approval; and

WHEREAS, the Planning Board has made the following findings regarding the Variance application request:

**1. Has the applicant demonstrated a practical difficulty?**

The existing location of the house makes it not feasible for a deck on the lakeside without the need for a variance. This request is reasonable and cannot be completed within the Ordinance standards without a variance.

**2. Are there exceptional circumstances, unique to this property, which have not been created by the landowner?**

The lot was platted prior to today's zoning standards, and this was not caused by the current owner. Due to the location of the house, a deck cannot be added to the lakeside without 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?**

There are homes in this area that are legal non-conforming structures on legal non-conforming lots. Adding a deck would be keeping with the character of the neighborhood and does not compromise the spirit, purpose and intent of the Zoning Ordinance.

**4. Can the variance be granted without altering the essential character of the surrounding area?**

The proposed variance request would fit well within the surrounding area and would not alter the character. Other properties in this area are constructed in a similar manner.

NOW, THEREFORE BE IT RESOLVED that the City of Bemidji Planning Board hereby grants the approval of the variance from the OHWL to build an attached lakeside deck on an existing lot of record located at 1725 S Lake Irving Dr SW (PIN #80.01671.00) in the City of Bemidji, with the following conditions:

1. The new deck shall be staked by a professional surveyor to mitigate setback encroachment.
2. An Erosion Control plan/permit shall be submitted and approved before any construction commences on the property.
3. A Building permit shall be obtained prior to construction.
4. The variance shall expire and become void if the project is not substantially started within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the use are mostly complete. The City may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

CITY OF BEMIDJI, PLANNING BOARD

State of Minnesota

County of Beltrami

This instrument was acknowledged before me on this 11th day of August 2025 by Audrey Thayer, Planning Board Chair.

---

Audrey Thayer, Planning Board Chair

Subscribed and sworn to before me  
this \_\_\_th day of \_\_\_\_\_, 2025.

---

Notary Public

# The City of Bemidji Planning and Zoning Department

<b>PLANNING CASE:</b> V-2025-0006	<b>PC MEETING DATE:</b> July 24, 2025
<b>APPLICANT:</b> John Hamrin - Owner	<b>60-DAY RULE DATE:</b> August 25, 2025
<b>PROCEEDING:</b> Variance from OHWL setback.	<b>ZONING DISTRICT:</b> (R-4) Moderate Density Residential zoning district and the Shoreland Overlay (General Development Lake)
<b>PREPARED BY:</b> David Wielenberg Compliance Inspector & Site Analyst	<b>EXHIBITS:</b> Aerial Map, Application, Supporting Documentation

## PLANNING & ZONING MEMORANDUM

### I. SUMMARY OF REQUEST

John Hamrin is requesting a Variance from the OHWL requirements to build an attached lakeside deck on an existing lot of record in the R-4 Moderate Density Residential zoning district and the Shoreland Overlay (General Development Lake). The subject property is located at 1725 S Lake Irving Dr SW (PIN #80.01671.00) in the City of Bemidji. The requested variance is as follows:

1. A reduction of 9 feet from the OHWL setback per Section 28-352 requirement of 50 feet from the ordinary high-water mark and at the building line.

### II. PUBLIC COMMENT/PUBLIC HEARING

Commission members made the following comments:

- No comments.

**Public Hearing opened at 6:39 p.m.**

- John Hamrin, applicant, addressed the commission.

**Public Hearing closed at 6:40p.m.**

### III. RECOMMENDATION & FINDINGS

The Planning Commission decided that the conditions are sufficient for approval of a variance from the OHWL setback requirements to build a deck on an existing lot of record. The subject property is located at 1725 S Lake Irving Dr SW (PIN #80.01671.00) in the City of Bemidji. This parcel is within the R-4 Moderate Density Residential zoning district and the Shoreland Overlay (General Development Lake).

The following are the proposed conditions and findings of fact:

### **Conditions**

1. The new deck shall be staked by a professional surveyor to mitigate setback encroachment.
2. An Erosion Control plan/permit shall be submitted and approved before any construction commences on the property.
3. A Building permit shall be obtained prior to construction.
4. The variance shall expire and become void if the project is not substantially started within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the use are mostly complete. The City may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

### **Findings**

**1. Has the applicant demonstrated a practical difficulty?**

The existing location of the house makes it not feasible for a deck on the lakeside without the need for a variance. This request is reasonable and cannot be completed within the Ordinance standards without a variance.

**2. Are there exceptional circumstances, unique to this property, which have not been created by the landowner?**

The lot was platted prior to today's zoning standards, and this was not caused by the current owner. Due to the location of the house, a deck cannot be added to the lakeside without 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?**

There are homes in this area that are legal non-conforming structures on legal non-conforming lots. Adding a deck would be keeping with the character of the neighborhood and does not compromise the spirit, purpose and intent of the Zoning Ordinance.

**4. Can the variance be granted without altering the essential character of the surrounding area?**

The proposed variance request would fit well within the surrounding area and would not alter the character. Other properties in this area are constructed in a similar manner.

Motion by **Peterson**, seconded by **Meehlhause**, to recommend approval of the variance request for parcel 80.01671.00, with the conditions and findings of fact as presented in the packet. Motion carried by the following roll call vote:

**Ayes: Peterson, Meehlhause, McCoy, Lemmer, Heinonen.**

**Nays: None**

**Abstentions: None**

**Motion carried 5 to 0.**

## The City of Bemidji Planning and Zoning Department

PLANNING CASE: V-2025-0006	MEETING DATE: JULY 24, 2025
APPLICANT: John Hamrin - Owner	60-DAY RULE DATE: August 25, 2025
PROCEEDING: Variance from OHWL setback.	ZONING DISTRICT: (R-4) Moderate Density Residential zoning district and the Shoreland Overlay (General Development Lake)
PREPARED BY: David Wielenberg Compliance Inspector & Site Analyst	EXHIBITS: Aerial Map, Application, Supporting Documentation

### PLANNING REPORT

**I. SUMMARY OF REQUEST**

John Hamrin is requesting a Variance from the OHWL requirements to build an attached lakeside deck on an existing lot of record in the R-4 Moderate Density Residential zoning district and the Shoreland Overlay (General Development Lake). The subject property is located at 1725 S Lake Irving Dr SW (PIN #80.01671.00) in the City of Bemidji. The requested variance is as follows:

1. A reduction of 9 feet from the OHWL setback per Section 28-352 requirement of 50 feet from the ordinary high-water mark and at the building line.

**II. BACKGROUND**

The Applicant spoke with staff several times about adding a deck to the lakeside of the home and received three variances from the Planning Board on June 9, 2025 (Resolution 2025-16) for the construction of that deck. These variances were for reductions of 7.1 feet from the 50-foot setback requirement from OHWL, 2.23 feet from the 10-foot side yard setback from property line, and a reduction of 25 feet from the 100-foot lot width minimum per Section 28-352. These distances were determined using measurements from a professional survey conducted in 1989.

Certain conditions were attached to these variances, the first of which was that the new deck was to be staked by a professional surveyor to minimize setback encroachment. The completion of this condition determined that erosion over the previous 36 years had resulted in the OHWL being 1.5 feet closer to the house than noted on the previous survey. Thus, the need for an additional variance for the 1.5 feet of OHWL reduction setback.

**Existing Conditions**

The house has been added onto in the past before the current ordinance and is on a legal non-conforming lot. The house will not change according to the applicant. The property is connected to city water & sewer services. There is no change to this intended deck project, or its scope as presented in the previous variance, relating to this new request.

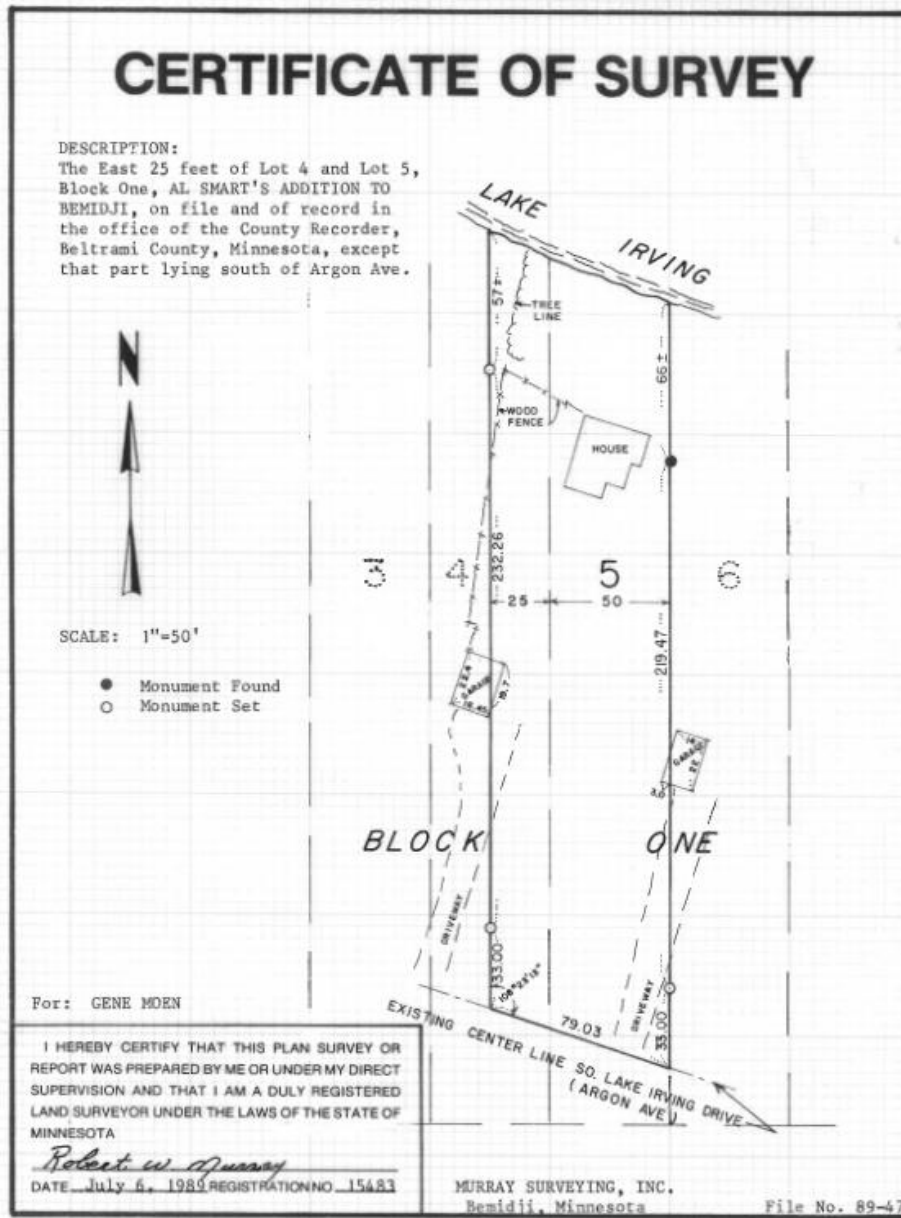


### III. DISCUSSION/DEVELOPMENT ANALYSIS

#### Planning Considerations

Variations should only be granted when they are in harmony with the general purpose of zoning ordinances or consistent with the comprehensive plan. A practical difficulty is the legal standard for consideration of variations. An applicant can demonstrate a practical difficulty when their proposal is reasonable, will not alter the essential character of the neighborhood, and is caused by a unique circumstance related to the property not directly caused by the landowner. Economics and cost can be a factor of consideration, but alone does not constitute as a practical difficulty.

1989 Survey of Property

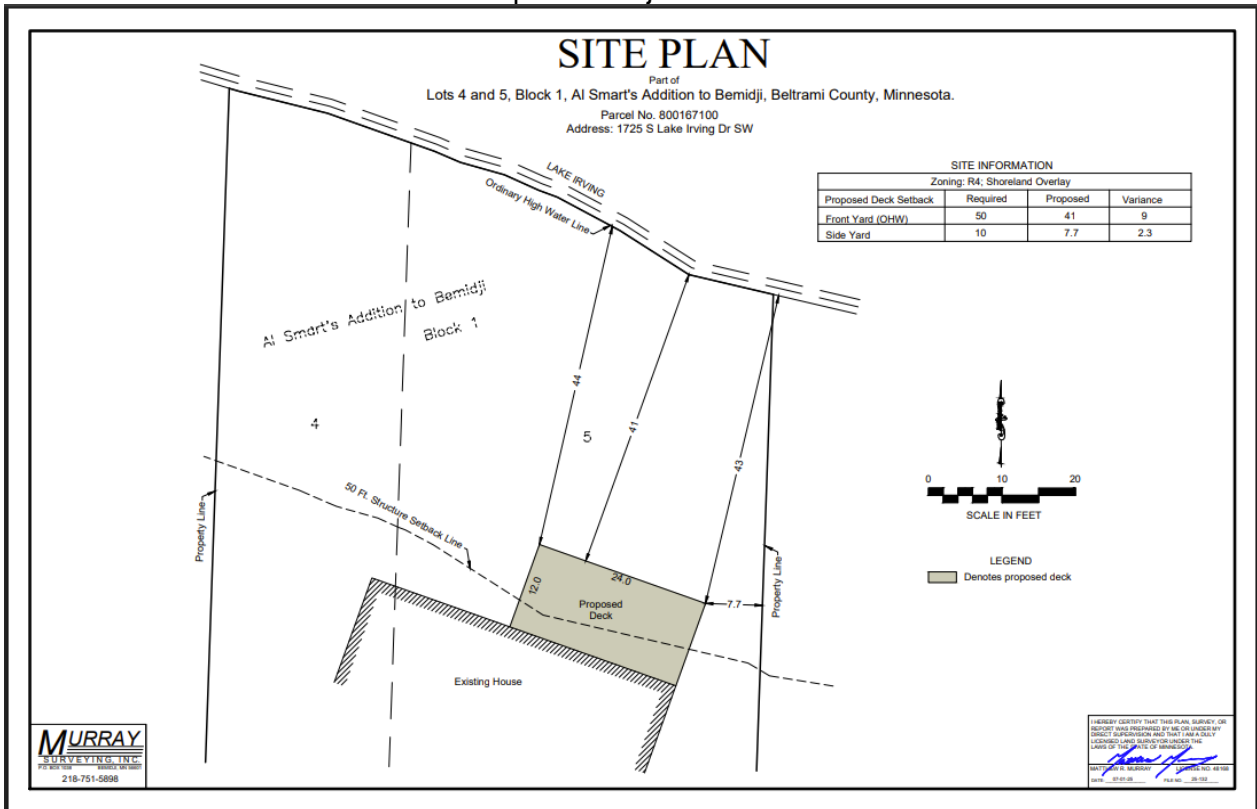


Neighboring property approximate OHWL setbacks:

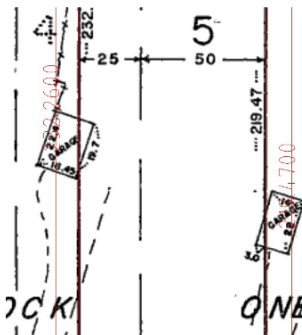


**IV. DEVELOPMENT SUMMARY**

**Proposed Project**



# Land Coverage <25%



Left garage is my little garage

Right garage (neighbors) no longer exists

	A	B	C	D	E	F
	Length	Width	Total	%		
1						
2	House		1,248 ft <sup>2</sup>	5.79%	Per Survey Dimensions	
3	Proposed Deck	12,000 ft	24,000 ft	288 ft <sup>2</sup>	1.34%	
4	Back Steps	3,667 ft	10,000 ft	37 ft <sup>2</sup>	0.17%	Tape measure
5	Stairs to dock	3,000 ft	40,000 ft	120 ft <sup>2</sup>	0.56%	Tape measure & CAD of survey
6	Platform to lake	5,167 ft	7,000 ft	36 ft <sup>2</sup>	0.17%	Tape measure
7	Retaining walls	102,000 ft	1,083 ft	111 ft <sup>2</sup>	0.51%	Tape measure
8	Sidewalk	103,000 ft	3,333 ft	343 ft <sup>2</sup>	1.59%	Tape measure
9	Main Garage	24,000 ft	34,000 ft	816 ft <sup>2</sup>	3.79%	Per Survey Data
10	Little Garage	22,000 ft	16,000 ft	88 ft <sup>2</sup>	0.41%	Per survey, only 1/4 actually on my lot area
11	Main Garage Apron	18,000 ft	34,000 ft	612 ft <sup>2</sup>	2.84%	Tape measure
12	Unpaved Driveway	113,000 ft	8,500 ft	961 ft <sup>2</sup>	4.46%	CAD of Survey
13	<b>Total</b>			<b>4,659 ft<sup>2</sup></b>	<b>22%</b>	
14						
15	Lot			<b>21,552 ft<sup>2</sup></b>		CAD of Survey
16						
17	Distances from survey NE black dot to house were tape measured.					
18	Distances from survey NW survey monument to house were tape measured.					
19	SW survey monument found.					
20	SE survey monument not found.					
21	Little Garage is only 1/4 on my 1725 lot					
22						
23						
24	House	0.000 ft	0.000 ft	1,248 ft <sup>2</sup>	5.79%	Per Survey Dimensions
25	Proposed Deck	12,000 ft	24,000 ft	288 ft <sup>2</sup>	1.34%	
26	Back Steps	3,667 ft	10,000 ft	37 ft <sup>2</sup>	0.17%	Tape measure
27	Stairs to dock	3,000 ft	40,000 ft	120 ft <sup>2</sup>	0.56%	Tape measure & CAD of survey
28	Platform to lake	5,167 ft	7,000 ft	36 ft <sup>2</sup>	0.17%	Tape measure
29	Retaining walls	102,000 ft	1,083 ft	111 ft <sup>2</sup>	0.51%	Tape measure
30	Sidewalk	103,000 ft	3,333 ft	343 ft <sup>2</sup>	1.59%	Tape measure
31	Main Garage	24,000 ft	34,000 ft	816 ft <sup>2</sup>	3.79%	Per Survey Data
32	Little Garage	22,000 ft	16,000 ft	352 ft <sup>2</sup>	0.41%	Total Area (including portions on neighbor's lot)
33	Main Garage Apron	18,000 ft	34,000 ft	612 ft <sup>2</sup>	2.84%	Tape measure
34	Unpaved Driveway	113,000 ft	8,500 ft	961 ft <sup>2</sup>	4.46%	CAD of Survey
35	<b>Total</b>			<b>4,923 ft<sup>2</sup></b>	<b>23%</b>	
36						
37	Lot			<b>21,552 ft<sup>2</sup></b>		CAD of Survey
38						

Upper Calculation:  
Little Garage area is only that which is actually inside the 1725 lot total area

Lower Calculation:  
Little Garage area includes the portion not on the lot used to calculate the lot area, not correct but shown for reference

Below is a provision in the Ordinance that allows deck additions without a variance if all sections can be met. The applicant could not meet the requirements.

## Sec. 28-356. - Deck Additions to Nonconforming Structures in Shoreland

Deck additions are allowed to structures that do not meet the minimum setback from the ordinary high-water level, or to those structures that minimally meet the setback requirement to the ordinary high-water level, without a variance, provided:

- (a) The structure existed on the date the structure setbacks were established;
- (b) A thorough evaluation of the property reveals no reasonable location (no rear or side yard setbacks remain on the site) for a deck which meets or exceeds the established setback from the ordinary high water level;
- (c) The deck encroachment toward the ordinary high-water level does not exceed fifteen (15) percent of the existing setback of the structure from the ordinary high-water level, and does not encroach closer than thirty (30) feet; and,
- (d) The deck is constructed primarily of wood and is not roofed or screened. Existing decks constructed within a required setback shall not be expanded in any way, including the addition of footings, walls, or a roof, except by approval of a variance.

### Development Team Comments

No concerns from the fire department.

### Neighboring Property Input

No comments were received at the time of this report.

**Comprehensive Plan References**

***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.*

**Zoning Ordinance References**

- Section 28-352 Bulk Density and Lot Sizes
- Section 28-355 Nonconforming Structures Substandard in Shoreland Overlay District
- Section 28-356 Deck Additions to Nonconforming Structures in Shoreland
- Section 28-481 Variances
- Section 28-525 Variances, Appeals & Adjustments

**V. RECOMMENDATION & FINDINGS**

The Planning Commission must decide whether the conditions are sufficient for approval of a variance from the OHWL setback requirements to build a deck on an existing lot of record. The subject property is located at 1725 S Lake Irving Dr SW (PIN #80.01671.00) in the City of Bemidji. This parcel is within the R-4 Moderate Density Residential zoning district and the Shoreland Overlay (General Development Lake). The requested variances are as follows:

1. A reduction of 9 feet from the OHW setback per Section 28-352 requirement of 50 feet from the ordinary high-water mark and at the building line.

The following are the proposed conditions and findings of fact:

**Conditions**

1. The new deck shall be staked by a professional surveyor to mitigate setback encroachment.
2. An Erosion Control plan/permit shall be submitted and approved before any construction commences on the property.
3. A Building permit shall be obtained prior to construction.
4. The variance shall expire and become void if the project is not substantially started within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the use are mostly complete. The City may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

**Findings**

1. **Has the applicant demonstrated a practical difficulty?**  
The existing location of the house makes it not feasible for a deck on the lakeside without the need for a variance. This request is reasonable and cannot be completed within the Ordinance standards without a variance.
2. **Are there exceptional circumstances, unique to this property, which have not been created by the landowner?**  
The lot was platted prior to today's zoning standards, and this was not caused by the current owner. Due to the location of the house, a deck cannot be added to the lakeside without 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?**

There are homes in this area that are legal non-conforming structures on legal non-conforming lots. Adding a deck would be keeping with the character of the neighborhood and does not compromise the spirit, purpose and intent of the Zoning Ordinance.

**4. Can the variance be granted without altering the essential character of the surrounding area?**

The proposed variance request would fit well within the surrounding area and would not alter the character. Other properties in this area are constructed in a similar manner.

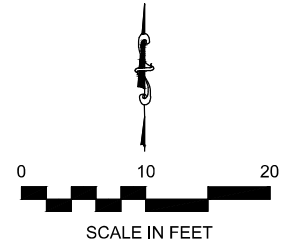
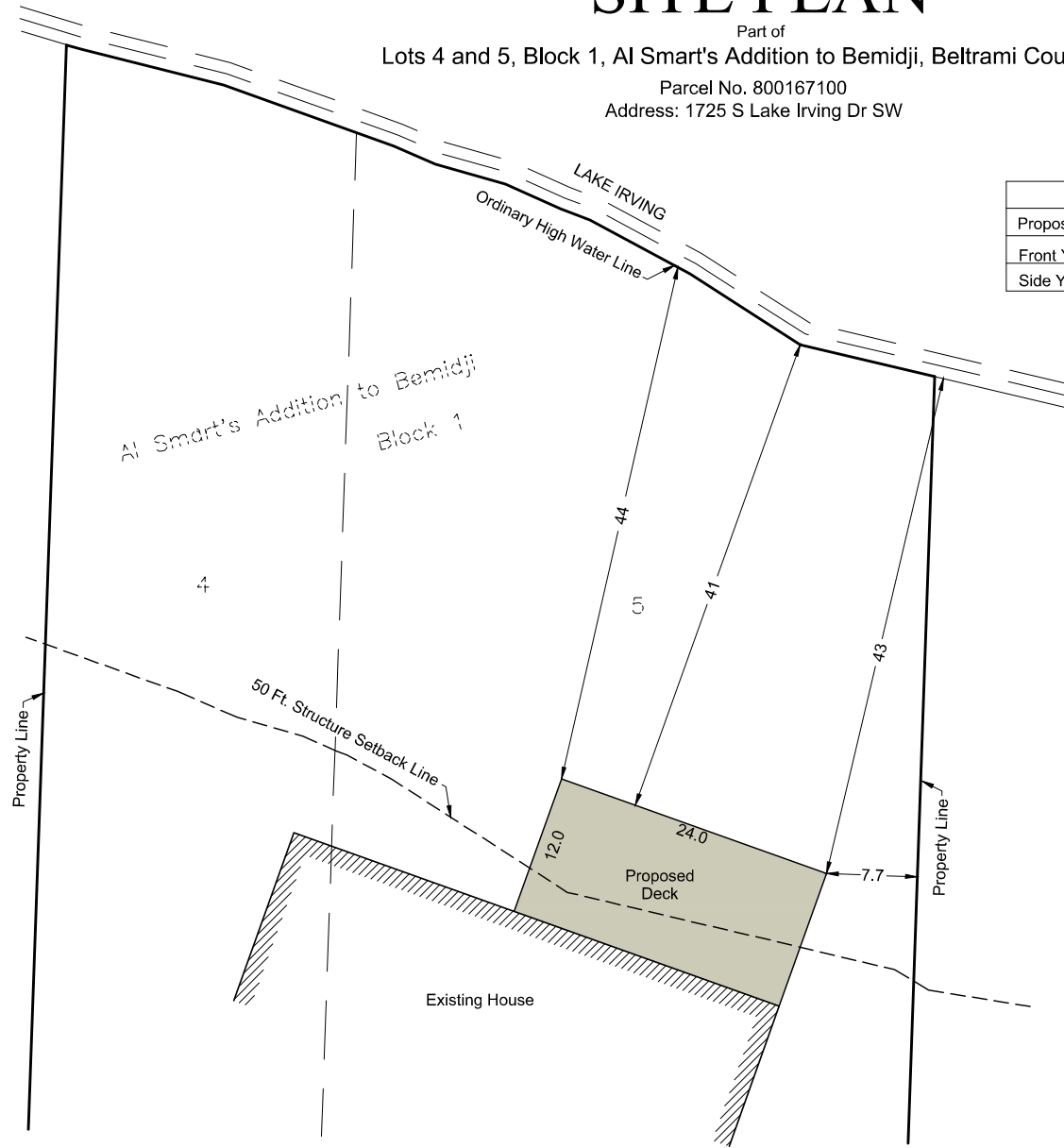
# SITE PLAN

Part of  
 Lots 4 and 5, Block 1, Al Smart's Addition to Bemidji, Beltrami County, Minnesota.

Parcel No. 800167100  
 Address: 1725 S Lake Irving Dr SW

## SITE INFORMATION

Zoning: R4; Shoreland Overlay			
Proposed Deck Setback	Required	Proposed	Variance
Front Yard (OHW)	50	41	9
Side Yard	10	7.7	2.3



LEGEND  
 Denotes proposed deck

**MURRAY**  
 SURVEYING, INC.  
 P.O. BOX 1038 BEMIDJI, MN 56601  
 218-751-5898

I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.  
 MATTHEW R. MURRAY LICENSE NO. 48168  
 DATE: 07-21-25 FILE NO. 25-132



Application

**V-2025-0006**

**VARIANCE**

**SITE ADDRESS:** 1725 S LAKE IRVING DR SW BEMIDJI  
**PRIMARY PARCEL:** 800167100  
**PROJECT NAME:** HAMRIN VARIANCE AMENDMENT

**ISSUED:**  
**EXPIRES:**

**APPLICANT:** Hamrin, John  
1725 S Lake Irving Dr SW  
Bemidji, MN 56601  
2185568266

**OWNER:** JOHN EDWARD HAMRIN  
1725 S LAKE IRVING DR SW  
BEMIDJI, MN 56601

**PERMIT DETAILS**

Detail Name	Detail Value
Are multiple variances being requested?	Yes
What specific standard(s) are you requesting a variance from (lot size, setbacks, building height, etc.)? List the Ordinance Section, if known.	Setback, side and OHWL, lot width, this is amending a previous application upon learning the erosion changed the OHWL from previous survey performed in 1989
What specific measurement(s) or standard(s) are you proposing?	Update of current variance to account for OHWL change due to erosion.
Describe the existing use of your property:	Home
Describe the proposed use of your property:	Home
Will the proposal impact the character of the surrounding area?	No
Are there unavoidable physical or design limitations that severely limit your ability to meet the ordinance requirement(s)?	Yes
Are there design or construction options or alternatives that may eliminate the need for a variance?	No
Please describe the alternatives you considered that would eliminate a need for a variance.	Limitations prevent other locations
Please explain the practical difficulty you have encountered that prevents you from meeting the ordinance standard	Lot layout and size considerations
What measures have you considered and are willing to take to reduce the impact of this proposal on the standard you wish to vary from (remove other buildings, vegetative screens, etc.)?	Open to consideration
Does your property contain low areas, wetlands, or areas with standing water?	No
Please explain if you intend to drain, fill or otherwise alter this area for any reason (If this does not apply, enter N/A)	n/a



Enter Escrow Payer's Name and Mailing Address (where escrow funds are to be returned when the project is completed)

John Hamrin 1725 S Lake Irving Dr  
 SW

I hereby certify that I am the owner or authorized agent of the owner of the above described property and that all uses will conform to the provisions of the City of Bemidji Development Code. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid.

I Certify

I also authorize the City of Bemidji Planning staff to inspect the property during review of this application and subsequent construction during reasonable times of the day.

I Authorize

**CONDITIONS**

\* An escrow account is established to cover technical and legal expenses incurred by the City of Bemidji as part of the plan review. The applicant is responsible for all costs incurred by the City during plan review. If the escrow amount drops below 10% of the original deposit amount the City may require submittal of an additional escrow deposit sufficient to cover any anticipated expenses. Upon determination by the City that the project is complete or expired, the City will return the remaining escrow deposit to the applicant.

\* A variance shall expire and become void if it is not acted upon within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the required work are mostly complete. The City of Bemidji Planning Board may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

<b>FEES:</b>	<b><u>Paid</u></b>	<b><u>Due</u></b>
Planning Escrow Deposit	\$500.00	\$0.00
Variance Application Fee (includes Beltrami County Recording fee)	\$500.00	\$0.00
<b>Totals :</b>	<b>\$1,000.00</b>	<b>\$0.00</b>

**REQUIRED INSPECTIONS**

Planning Initial Site Visit

Variance Inspection Follow Up (11 months from Approval)

# Variance Request Supporting Info

- John Hamrin
- 1725 S Lake Irving Dr SW
- Request approval for an 12' x 24' deck
  - ~~This would result in a setback of 42'11" at closest point from surveyed ordinary high water level.~~
  - This to be updated by Murray Survey to reflect a revised OHWL of approximately 1 ½ feet.
    - I made an error in relying on the 1989 Certificate of Survey for the ordinary high water line. Erosion next to the location where my stairs meet my dock has caused my previously granted variance to be approximately 1 ½ feet short of the 12' deck out from my house as I had intended on in the previous variance application, per Murray survey when they came out and staked my granted variance. Murray survey has been hired to help correct my mistake and will be submitting their data for an amended variance in a separate document.
    - 7'1" encroachment on 50' (<15%)
    - The kitchen sliding glass door currently has a jam to prevent opening and falling.
    - 3 out of 4 survey monuments were found for measurements.
    - House distance from Lake Irving unchanged from that shown in 1989 Certificate of Survey
    - Land usage is under 25%

# Alternatives

- Front facing stairs would block the basement sliding door
- Side yard open for yard access and setback
  - Not a good kitchen door deck exit option- would require a 2<sup>nd</sup> variance
  - 12' to lot line
    - 10' setback required



In addition to the kitchen egress, the proposed deck location also addresses an elevation risk with the tall retaining wall.

Deck Here 24' wide, 12' out towards the lake

Deck Here, short steps next to A/C



Deck Here

Deck Here, short steps next to A/C

In addition to the kitchen egress, the proposed deck location also addresses an elevation risk with the tall retaining wall.

Front of house :

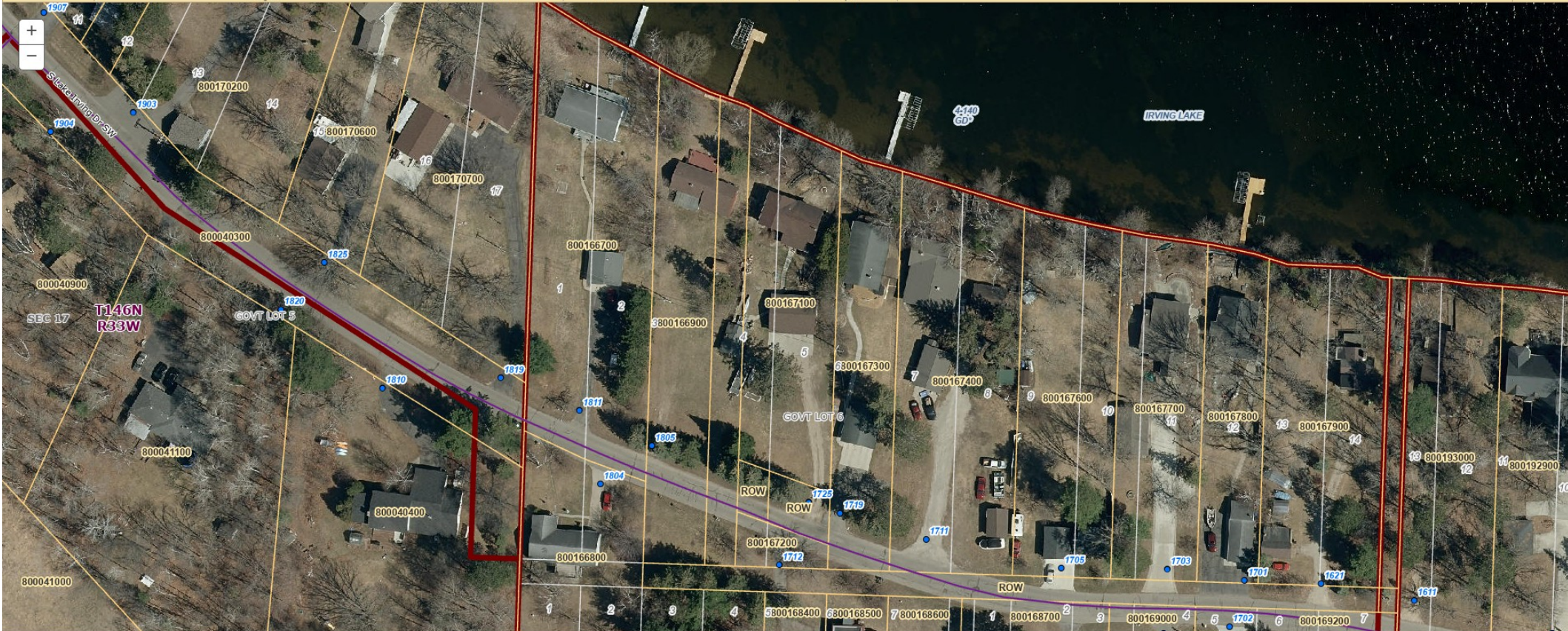


# Legal Description

SECT-17 TWP-146 RANGE-033 AL SMART'S  
ADDITION TO BEMIDJI LOT-004 BLOCK-001  
E25' OF LOT 4 & LOT 5 LESS THAT PART  
THEREOF LYING S'RLY OF ARAGON AVE  
WHICH IS ESTABLISHED ROAD OR STREET  
RUN IN E'RLY & W'RLY DIRECTION ACROSS  
SAID LOTS

Beltrami County

Zoom In Zoom Out Pan Zoom Prev Navigation Zoom Next Zoom Select Zoom Extent  
 Clear Search Commands Identify Legend Results View Buffer XY Draw Tools Measure Reports Print Map Reports



Woods, not mowed

Steps to Dock

Tall Retaining Wall

Trees / Shrubs

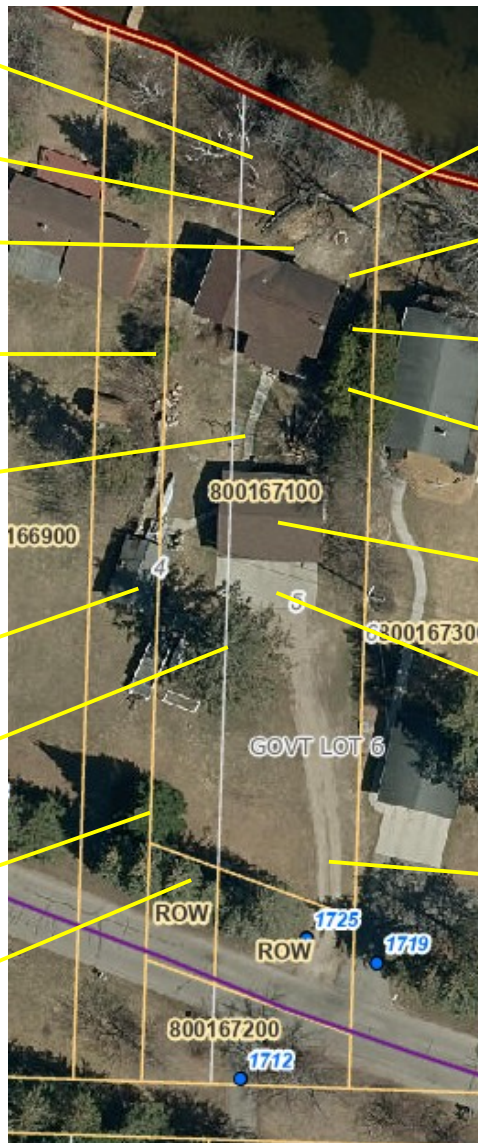
Sidewalk, house to garage,  
along W garage to apron,  
branch to little garage

Little garage

Large Pine

Large Pine

Row of Pines



Short Retaining Wall

Short Retaining Wall

Short Retaining Wall

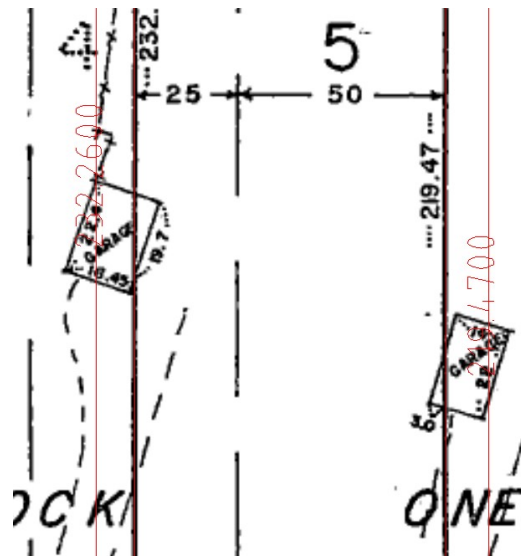
Cedar Trees

Main Garage, wood rack on  
E side under eaves

Garage Apron

Sand Driveway

# Land Coverage <25%



Left garage is my little garage

Right garage (neighbors) no longer exists

	A	B	C	D	E	F
		Length	Width	Total	%	
1						
2	House			1,248 ft <sup>2</sup>	5.79%	Per Survey Dimensions
3	Proposed Deck	12.000 ft	24.000 ft	288 ft <sup>2</sup>	1.34%	
4	Back Steps	3.667 ft	10.000 ft	37 ft <sup>2</sup>	0.17%	Tape measure
5	Stairs to dock	3.000 ft	40.000 ft	120 ft <sup>2</sup>	0.56%	Tape measure & CAD of survey
6	Platform to lake	5.167 ft	7.000 ft	36 ft <sup>2</sup>	0.17%	Tape measure
7	Retaining walls	102.000 ft	1.083 ft	111 ft <sup>2</sup>	0.51%	Tape measure
8	Sidewalk	103.000 ft	3.333 ft	343 ft <sup>2</sup>	1.59%	Tape measure
9	Main Garage	24.000 ft	34.000 ft	816 ft <sup>2</sup>	3.79%	Per Survey Data
10	Little Garage	22.000 ft	16.000 ft	88 ft <sup>2</sup>	0.41%	Per survey, only 1/4 actually on my lot area
11	Main Garage Apron	18.000 ft	34.000 ft	612 ft <sup>2</sup>	2.84%	Tape measure
12	Unpaved Driveway	113.000 ft	8.500 ft	961 ft <sup>2</sup>	4.46%	CAD of Survey
13	<b>Total</b>			<b>4,659 ft<sup>2</sup></b>	<b>22%</b>	
14						
15	Lot			<b>21,552 ft<sup>2</sup></b>		CAD of Survey
16						
17	Distances from survey NE black dot to house were tape measured.					
18	Distances from survey NW survey monument to house were tape measured.					
19	SW survey monument found.					
20	SE survey monument not found.					
21	Little Garage is only 1/4 on my 1725 lot					
22						
23		Length	Width	Total	%	
24	House	0.000 ft	0.000 ft	1,248 ft <sup>2</sup>	5.79%	Per Survey Dimensions
25	Proposed Deck	12.000 ft	24.000 ft	288 ft <sup>2</sup>	1.34%	
26	Back Steps	3.667 ft	10.000 ft	37 ft <sup>2</sup>	0.17%	Tape measure
27	Stairs to dock	3.000 ft	40.000 ft	120 ft <sup>2</sup>	0.56%	Tape measure & CAD of survey
28	Platform to lake	5.167 ft	7.000 ft	36 ft <sup>2</sup>	0.17%	Tape measure
29	Retaining walls	102.000 ft	1.083 ft	111 ft <sup>2</sup>	0.51%	Tape measure
30	Sidewalk	103.000 ft	3.333 ft	343 ft <sup>2</sup>	1.59%	Tape measure
31	Main Garage	24.000 ft	34.000 ft	816 ft <sup>2</sup>	3.79%	Per Survey Data
32	Little Garage	22.000 ft	16.000 ft	352 ft <sup>2</sup>	0.41%	Total Area (including portions on neighbor's lot)
33	Main Garage Apron	18.000 ft	34.000 ft	612 ft <sup>2</sup>	2.84%	Tape measure
34	Unpaved Driveway	113.000 ft	8.500 ft	961 ft <sup>2</sup>	4.46%	CAD of Survey
35	<b>Total</b>			<b>4,923 ft<sup>2</sup></b>	<b>23%</b>	
36						
37	Lot			<b>21,552 ft<sup>2</sup></b>		CAD of Survey
38						

Upper Calculation:  
Little Garage area is only that which is actually inside the 1725 lot total area

Lower Calculation:  
Little Garage area includes the portion not on the lot used to calculate the lot area, not correct but shown for reference

# Easements

- Utility, Below Ground Only, Near Road
  - Ottertail Power
  - Midco Cable
- W Neighbor
  - My little garage (mostly on their lot) in exchange for 10' of shoreline usage, written agreement

- NE Black Dot Survey Monument
- Found 1989 survey
- 14'4" from East side of the house
  - Perpendicular to the wall
  - Agrees with Certificate of Survey, CAD and NW boundary



# NE Black Dot Survey Monument to NE House Corner



Tape measurements and CAD / Survey agree

# NE Survey Monument to SE House Corner

- CAD / Survey / Measurements Agree



# NW Survey Monument to SW House Corner



- CAD / Survey /  
Measurements Agree

- NW Survey Monument Marker
- Set 1989
- Shown- distance from the NW house corner
  - Agrees with survey/CAD



- SW Survey Monument Marker
- Set 1989



## Packet Distribution List

**City of Bemidji – V-2025-0006 Hamrin**

	<u>Contact</u>	<u>E-MAILED</u>	<u>US Mailed</u>
<input checked="" type="checkbox"/>	Applicant / Representative	7/3/25	_____
<input checked="" type="checkbox"/>	City Building Department	7/3/25	_____
<input type="checkbox"/>	City Attorney	_____	_____
<input checked="" type="checkbox"/>	City Engineer	7/3/25	_____
<input checked="" type="checkbox"/>	City Manager	7/3/25	_____
<input type="checkbox"/>	City Community Development (Vacant)	_____	_____
<input checked="" type="checkbox"/>	City GIS Department	7/3/25	_____
<input checked="" type="checkbox"/>	City Police Department	7/3/25	_____
<input checked="" type="checkbox"/>	City Fire Department	7/3/25	_____
<input type="checkbox"/>	City Parks Department	_____	_____
<input type="checkbox"/>	Beltrami County ESD/SWCD	_____	_____
<input type="checkbox"/>	Beltrami County Recorder	_____	_____
<input type="checkbox"/>	Beltrami County GIS Department	_____	_____
<input type="checkbox"/>	Beltrami County Sheriff	_____	_____
<input type="checkbox"/>	Beltrami County Engineer / Highway	_____	_____
<input type="checkbox"/>	Beltrami County Natural Resources	_____	_____
<input type="checkbox"/>	MnDNR Trails	_____	_____
<input checked="" type="checkbox"/>	MnDNR Waters	7/3/25	_____
<input type="checkbox"/>	MnDNR District	_____	_____
<input type="checkbox"/>	MnDOT	_____	_____
<input type="checkbox"/>	Airport	_____	_____
<input type="checkbox"/>	Bemidji School District	_____	_____
<input type="checkbox"/>	MPCA Closed Landfill Program	_____	_____
<input type="checkbox"/>	U.S. Army Corps of Engineers	_____	_____
<input type="checkbox"/>	Minnesota Chippewa Tribe	_____	_____
<input type="checkbox"/>	Red Lake Nation DNR	_____	_____
<input type="checkbox"/>	White Earth Nation DNR	_____	_____
<input type="checkbox"/>	Leech Lake Band DRM	_____	_____
<input type="checkbox"/>	Bemidji Sustainability Commission	_____	_____
<input checked="" type="checkbox"/>	Other: Planning & Zoning Attorney	7/3/25	_____



Planning and Zoning Department  
City of Bemidji

317 4<sup>th</sup> Street NW Bemidji, MN 56601 Office (218) 759-3579 Fax (218) 759-3591

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**July 3, 2025**

**City of Bemidji** – V-2025-0006: - John Hamrin is requesting a Variance from the OHWL setback requirements to build an attached lakeside deck on an existing lot of record in the R-4 Moderate Density Residential zoning district and the Shoreland Overlay (General Development Lake). The subject property is located at 1725 S Lake Irving Dr SW (PIN #80.01671.00) in the City of Bemidji.

The City of Bemidji Planning and Zoning Commission will consider this proposal at its meeting on **Thursday, July 24<sup>th</sup>, 2025**, at **5:30 p.m.** in the Council Chambers at Bemidji City Hall or may be viewed on Local Channel 2.

If you have any comments, you may present them to the Commission at that time. It would be encouraged to direct your comments in writing to the Planning and Zoning Planner assigned to the Case, **Dave Wielenberg's** attention at the Planning office at 317 4th Street NW, or by email at **SGAdmin@ci.bemidji.mn.us**. If possible, your comments should be submitted by **Friday, July 18<sup>th</sup>, 2025**, so they may be incorporated into our report to the Planning and Zoning Commission. The report, along with any other pertinent information regarding this planning case will be available prior to the meeting on our website ([City of Bemidji/Boards, Commissions, and Committees/Planning Commission](#)) and at city hall. Attached is a copy of the application and other supporting documentation.

If you have any questions or need further information, please feel free to contact our office at 218-759-3579 or email the planner assigned to the case (see email address above). City departments may access through SmartGov application **V-2025-0005**.

Respectfully,

Dave Wielenberg  
Compliance Inspector & Site Analyst  
City of Bemidji Planning and Zoning Department



Planning & Zoning Department  
City of Bemidji

317 4<sup>th</sup> Street NW Bemidji, MN 56601 Office (218) 759-3579 Fax (218) 759-3591

---

**July 3, 2025**

Dear Property Owner:

The City of Bemidji Planning and Zoning Commission will conduct a public hearing to discuss the following application:

**City of Bemidji** – V-2025-0006: - John Hamrin is requesting a Variance from the OHWL setback requirements to build an attached lakeside deck on an existing lot of record in the R-4 Moderate Density Residential zoning district and the Shoreland Overlay (General Development Lake). The subject property is located at 1725 S Lake Irving Dr SW (PIN #80.01671.00) in the City of Bemidji.

This public hearing will be held on **Thursday, July 24<sup>th</sup>, 2025, at 5:30 p.m.** The meeting will be held in the Council Chambers of the Bemidji City Hall located at 317 4<sup>th</sup> Street NW or may be viewed on local Channel 2. You are invited to attend this public hearing, express your opinions on the proposal at the hearing, if not able to attend, by email (preferred method), letter, or phone call to the Planning and Zoning Department. If possible, your written comments should be submitted by **Friday, July 18<sup>th</sup>, 2025**, so they may be incorporated into our report to the Planning Commission. **Our report, along with any other pertinent information regarding this planning case will be available prior to the meeting on our website ([City of Bemidji/Boards, Commissions, and Committees/Planning Commission](#)) and at city hall.**

If you have any questions, please feel free to contact us at (218) 759-3579, or email comments (preferred) to the planning department at [SGAdmin@ci.bemidji.mn.us](mailto:SGAdmin@ci.bemidji.mn.us).

Respectfully,

Planning and Zoning Staff

KATIE MEULEBROECK  
ERIC MEULEBROECK  
1711 S LAKE IRVING DR SW  
BEMIDJI, MN 56601

JOHN D HOOD  
1704 S LAKE IRVING DR SW  
BEMIDJI, MN 56601

BRIAN THOMAS KUHRKE  
TANIA SUE KUHRKE  
1819 S LAKE IRVING DR SW  
BEMIDJI, MN 56601

MITCHELL J DEERE  
KAYLA R DEERE  
1903 S LAKE IRVING DR SW  
BEMIDJI, MN 56601

CHERYL J BRIDGMAN  
1705 S LAKE IRVING DR SW  
BEMIDJI, MN 56601

HAROLD R AYLESWORTH  
NOEMI M AYLESWORTH  
1719 S LAKE IRVING DR SW  
BEMIDJI, MN 56601

JOHN EDWARD HAMRIN  
1725 S LAKE IRVING DR SW  
BEMIDJI, MN 56601

CITY OF BEMIDJI  
317 4TH ST NW  
BEMIDJI, MN 56601

MARK E STOLTE  
KARI A STOLTE  
212 BERRY ST  
PUNTA GORDA, FL 33955

LEE D FALK  
1712 S LAKE IRVING DR S  
BEMIDJI, MN 56601

AMI C AALGAARD  
LISA MARIE WEBER  
1701 S LAKE IRVING DR SW  
BEMIDJI, MN 56601

CHARLES P STONE  
DANIELLE B STONE  
1706 S LAKE IRVING DR SW  
BEMIDJI, MN 56601

KEVEN D MEACHAM  
SUE E MEACHAM  
1811 S LAKE IRVING DR SW  
BEMIDJI, MN 56601

REBECCA HULETT  
3104 24TH AVE S  
GRAND FORKS, ND 58201

DAVID J CUPERUS  
STEPHANIE A CUPERUS  
PO BOX 1771  
BEMIDJI, MN 56619

WAYNE THORSON  
SANDRA THORSON  
1804 S LAKE IRVING DR SW  
BEMIDJI, MN 56601

TAYLOR H ZIMBELMAN  
1810 S LAKE IRVING DR SW  
BEMIDJI, MN 56601

KATHERINE KUEFLER  
1703 S LAKE IRVING DR SW  
BEMIDJI, MN 56601



Maxar, Microsoft, Beltrami County, Pro-West & Associates, Inc.

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

### Aerial Map

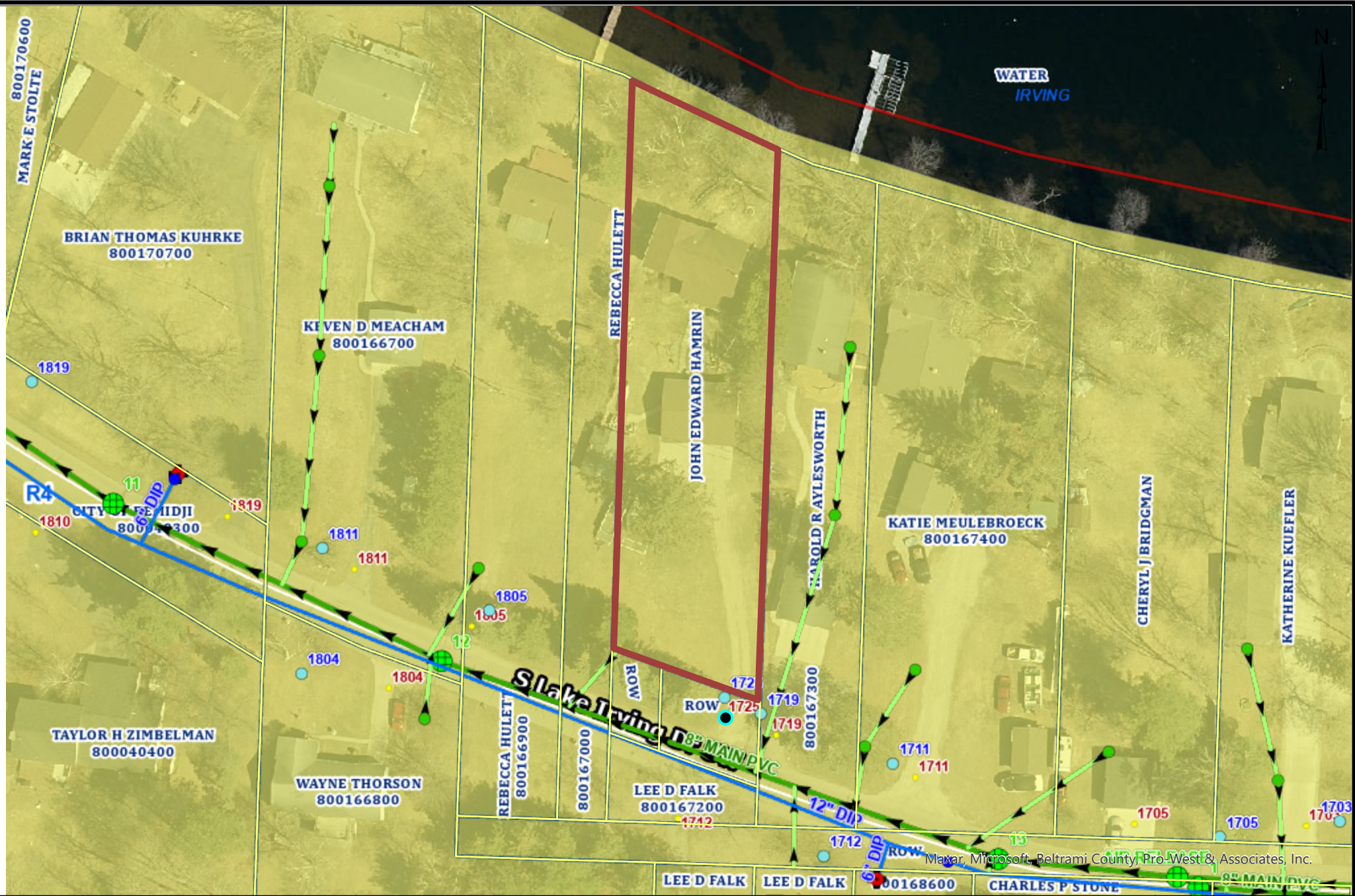
1:1,128

Date: 5/1/2025

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.







These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

**Zoning Map**

1:1,128	Date: 5/1/2025
This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.	

Maxar, Microsoft, Beltrami County Pro-West & Associates, Inc.



**Bemidji**  
First City On The Mississippi

Page 179 of 195





# AFFIDAVIT OF PUBLICATION

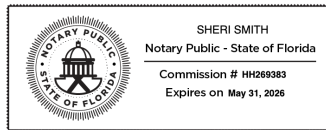
State of Florida, County of Broward, ss:

Edmar Corachia, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC and duly authorized agent of the The Bemidji Pioneer, a newspaper printed and published in the City of Bemidji, County of Beltrami, State of Minnesota.

1. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and the day of the week upon which the public notice attached/copied below was published in the newspaper are as follows: Saturday, July 12, 2025
4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to §331A.06, is as follows: \$13.00 per column inch.
5. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in BELTRAMI County. The newspaper complies with conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

*Edmar Corachia*

(Signed) \_\_\_\_\_



## VERIFICATION

State of Florida  
County of Broward

Subscribed in my presence and sworn to before me on this: 07/15/2025

*S. Smith*

\_\_\_\_\_  
Notary Public

Notarized remotely online using communication technology via Proof.

### CITY OF BEMIDJI PLANNING AND ZONING COMMISSION

#### NOTICE OF PUBLIC HEARINGS & MEETINGS

NOTICE IS HEREBY GIVEN, that on Thursday, July 24, 2025, at 5:30 PM or as soon thereafter as possible, the City of Bemidji Planning and Zoning Commission will conduct a Public Hearing in-person in the Council Chambers of Bemidji City Hall, located at 317 4th St. NW, Bemidji, MN, and broadcasted on Channel 2, regarding the following request(s):

**Variance and Conditional Use Permit Request:** Mike Ettesvold is requesting a Conditional Use Permit (CUP) for a Drive Through Restaurant and a Variance for more impervious surface coverage than is allowed per the Ordinance. The subject property is zoned (B-2) General Commercial Zoning District with HWY 197 and Shoreland Overlays. The subject property is located at TBD Shevlin Ave SW (PIN: 800267700) in the City of Bemidji.

**Interim Use Permit Amendment Request:** Michael Johnston, representing Voyageurs Expeditionary School, is requesting a variance from impervious surface requirements under the Shoreland Overlay and an amendment to the approved interim use permit amendment Resolution 2014-02 on leased property (JC Properties of Bemidji, LLC) to operate a private school. The amendment request is to increase total occupancy for the building from 125 persons to 205 persons (grades 9-12 = 125; grades 6-8 = 50; staff = 30) with a building addition. The property is zoned (B-1) Low Density Commercial Zoning District within the Shoreland Overlay. The subject property is located at 3724 Bemidji Ave N (PINS 800628000) in the City of Bemidji.

**Preliminary Planned Unit Development Request:** Marco McLane Development, representing Greater Bemidji, is requesting a Preliminary Planned Unit Development & Plat (PUD/PLAT) to develop a multi-phase project which would include a YMCA Community Wellness Center and other future development within the Urban Renaissance (UR) zoning district and the Shoreland Overlay. The subject property is located at 101 Minnesota Ave NW (PIN #80.00344.99) in the City of Bemidji (also known as the rail corridor).

**Variance Request:** Carl Johnson, representing 4th Street Lodge, LLC, is requesting four (4) variances from the sign standards under the (UR) urban renaissance district for (1) number of allowed signs per parcel and per business, (2) the maximum allowable sign area for multi-tenant buildings, (3) number of projecting/under-canopy signs per street frontage, and (4) number of projecting/under-canopy signs per building façade. The property is zoned (UR) urban renaissance district within the Shoreland Overlay. The subject property is located at 116 4th St NW (PIN#800103600) in the City of Bemidji.

**Variance Request:** John Hamrin is requesting a Variance from the

OHWL setback requirements to build an attached lakeside deck on an existing lot of record in the R-4 Moderate Density Residential zoning district and the Shoreland Overlay (General Development Lake). The subject property is located at 1725 S Lake Irving Dr SW (PIN #80.01671.00) in the City of Bemidji.

All interested parties are invited to attend the public hearing(s) and comment on the proposal(s). If you are unable to attend in person, comments can be submitted by email to [SGAdmin@ci.bemidji.mn.us](mailto:SGAdmin@ci.bemidji.mn.us) (preferred method), letter, or phone call to the Planning and Zoning Department. Call 218-759-3579 or visit our website at [www.ci.bemidji.mn.us](http://www.ci.bemidji.mn.us) for more information. If possible, your written comments should be submitted by **Friday, July 18, 2025**, so they may be incorporated into the staff report to the Planning Commission. (Jul. 12, 2025)



The Nymore Nights community event that was held in Nymore Park.

**City of Bemidji  
Planning Board  
Submitted by Jamin  
Carlson, Planning  
Director**



**City of Bemidji**

**317 4<sup>th</sup> St NW  
Bemidji, MN 56601  
(218) 759-3582**

## Planning & Zoning News

- The Minnesota Pollution Control Agency (MPCA) Local Climate Action (LCA) grant contract has been signed with the Great Plains Institute (GPI) and the City of Bemidji. The City of Bemidji will be working closely with the Great Plains Institute (GPI), a clean energy nonprofit based in Minnesota, to meaningfully advance work to further transportation electrification through the creation of a custom roadmap that would include a fleet analysis, a comprehensive review of the community's zoning code and creation of a community-wide Electric Vehicle (EV) vision statement. These transportation electrification planning efforts would be informed by the community engagement process that will be part of Bemidji's recently launched Comprehensive Plan update initiative and synergize with the ongoing zoning ordinance update. Collectively this body of work will also prepare the City to pursue level four (4) of the Green Step Cities program and satisfy at least half of the requirements to earn national recognition through the Charging Smart program.
- City staff will be attending the cannabis law conference (virtually) on August 20<sup>th</sup>, as this will be for any law changes from the state.
- The storm damage cleanup continues, please be patient with your neighbors and businesses as they continue to clean up after the storm. And please remain patient with city & county departments as they continue cleanup.
- Please reach out to the planning department if there are questions on permitting, damage to property. Planning & Zoning permits may or may not be required depending on each situation.
- The City of Bemidji Building Department has ceased the expediated building permit process and has now resumed back to the normal permitting process.
- The City of Bemidji **still has a vacancy on its planning commission and each meeting attendance/participation is compensated (\$75 per meeting)**. If interested, please submit

an application from the city’s website at [City Boards, Commissions and Committees - City Staff - Bemidji, MN](#).

### Building Project Updates

- Westridge Shopping Center is under construction with four individual stores being built within the old Marketplace.
- Rhode’s Feed & Seed is close to beginning construction at 1023 Washington Ave S. This was a planning case for a conditional & interim use permits for a retail store over 10,000 square feet and a farmer’s market.

### Comp Plan Events

The city is currently in the process of updating its Comprehensive Plan. A Comprehensive Plan is our community’s big-picture guide for the next 10–20 years. It’s where we decide together what we want Bemidji to look and feel like in the future—and how we’ll get there. It’s built from community input—your ideas, hopes, and priorities—and it helps the City Council, Planning Commission, and staff make decisions about growth, development, and change. It also makes sure we’re planning wisely for the future so that investments in housing, transportation, public safety, and the environment work together. You can think of it as a roadmap for our city’s future: it shows where we are now, where we want to go, and the steps we’ll take to get there.

The City of Bemidji is gathering input at events like community picnics – as well as through an online Community Survey to help shape what we want Bemidji to become. When we all help shape it, we make sure Bemidji stays a place we’re proud to call home.

**SHARE YOUR THOUGHTS AND LET YOUR VISION HELP SHAPE BEMIDJI'S FUTURE!**

Take our 3 min Community Survey

FOR A CHANCE TO **WIN \$250** CHAMBER BUCKS!

SCAN ME

Redeemable at over 60 local stores!!  
SHOP.EAT.ENJOY  
LOCAL

THIS IS OUR CITY  
**Bemidji**

On July 29, 2025, the City of Bemidji hosted its first “This Is Our City Bemidji” Community Picnic at Nymore Park in partnership with the Headwaters Development Commission and BSU, bringing around 700 residents together for food, fun, and connection just weeks after a devastating summer storm. The free, family-friendly event featured local farm-fresh meals, games, and a six-station “Story Walk” where participants shared gratitude, identified community resources, celebrated natural spaces, and explored ways to build a healthier, safer, and more connected Bemidji. The evening fostered unity, healing, and valuable community input, setting the stage for ongoing neighborhood gatherings.

### Upcoming Community Outreach Events

**Name of Event:** Mississippi Music at the Bemidji Waterfront

Location: Mississippi Music at the Bemidji Waterfront

Time: 6-8pm

Date: Wednesday, August 13th

**Name of Event:** First City Cruise-In Car Show

Location: Paul Bunyan Vintage Auto Club

Time: 5-8pm

Date: Saturday, August 16th

**Name of Event:** Ridgeway Picnics

Location: Ridgeway

Time: 5-6:30pm

Dates: Tuesdays - August 19th, September 2

**Name of Event:** Conifer Picnics

Location: Conifer Campus

Time: 12-2pm

Date: Wednesday, August 20th

**Name of Event:** Wine and Beer and Tasting Social

Location: United Way

Time: 4:30-7:30pm

Date: Thursday, August 21<sup>st</sup>

**Name of Event:** Sunset Sounds Summer Concert Series

Location: Bemidji Brewery

Time: 7-9pm

Dates: Saturday, August 23rd

**Name of Event:** Natural Choice Farmers Market

Location: Downtown Bemidji

Time: 9-1pm

Dates: Saturdays - August 23rd, 30th and September 6th

**Name of Event:** Bemidji Area Farmers Market

Location?

Time: 3-6pm

Dates: Thursdays- August 28, September 4th, 11th, 18th, 25th

**Name of Event:** Bemidji Community Picnic

Location: Diamond Point Park

Time: 5- 7:30pm

Date: Wednesday, September 17th

**Name of Event:** Blue Ox Marathon

Location: South Shore

Time: All Day

Dates: Friday and Saturday, October 10th and 11th

Permit/License Activity Items	Totals (Issued since 1/1/2025)
Planning Cases (Variances, CUPs, IUPs, Rezones, PUDs, & Plats)	16
Sign Permits	36
Lot Combinations/Realignments/Divisions Permits	8
Environmental Alteration Permits (Tree/Shoreland)	6
Temporary Storage Containers/Semi-Trailer Permits	11
Animals/Home Occupation/Fence/Land Use Permits	34
Site Plans Reviews/ Zoning Verification Letters	71
<b>PERMIT/LICENSE ACTIVITY</b> <span style="float: right; font-size: small;">* As of August 7<sup>th</sup>, 2025</span>	<b>182</b>

**IMPORTANT NOTICE**

- The Planning Board meeting scheduled for Monday, August 11<sup>th</sup>, 2025, at 5:30 p.m. will be held at City Hall Council Chambers.
- \*\*\*\*UPDATE\*\*\*\*There will be no Planning Commission meeting for Thursday, August 28<sup>th</sup>, 2025 due to no planning cases being submitted.
- \*\*\*\*UPDATE\*\*\*\*There will be no Planning Board meeting for Monday September 8<sup>th</sup>, 2025, but instead there will be a city council work session in its place.

AUGUST 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11 Board	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 <del>Commission</del>	29	30
31	1	2	3	4	5	6

SEPTEMBER 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 Labor Day Office Closed	2	3	4	5	6
7	8 <del>Board</del> Council Work Session	9	10	11	12	13
14	15	16	17 Outreach Event	18 Commission	19	20
21	22	23	24 APA MN Conference	25 APA MN Conference	26 APA MN Conference	27
28	29	30	1	2	3	4



## Planning & Zoning Department Site Analyst & Enforcement Activities for July 2025

### Development Projects City Commercial

- **7 Brew Bemidji (Paul Bunyan Dr NW)** – Pylon sign installed; landscape survivability along with Utility As-Builts and final wrap up remain.
- **AT&T Tower (Bardwell Dr NW)** Site plan review completed. Construction has begun.
- **Battery Warehouse Inc. (Gillette Dr)** Site plan review complete, development agreement signed. Construction has begun.
- **Beltrami County Adult Corrections Center (Pioneer St SE)** The development agreement has been completed and signed. Under construction.
- **Beltrami County Solid Waste (Fern St NW)** Site plan review complete, land use permit has been approved and construction is underway.
- **Bemidji Storage (Carr Lake Rd)** Reopened; DA is signed, waiting on developer to start.
- **Border States (Cooperative Ct)** Site plan review completed; construction is underway.
- **Dairy Queen (Paul Bunyan Dr NW)** Project has been approved, waiting for developer to finalize plans/timelines. Fence issues will be corrected in the next week.
- **Gracewin Cooperative** – Developer has requested a 12-month extension to meet the substantial start requirements. Developer has the needed reservations and will be seeing if there is enough share purchase (21 needed) to move forward with construction this fall.
- **Green Legacy Investments (Anne St)** Waiting for completion of lot division. Review completed, paving of all phases complete.
- **Hanson Contracting Shop (Irvine Ave NW)** Paving complete, needs striping. Stormwater retention is in/seeded. Trees planted, two need to be replaced. Final greenspace seeding remains along with utility As-Builts.
- **Circle K Station (Highway 2 & Moberg)** Open for business. Will conduct final review in coming weeks, but landscape survivability will be Fall 2025.
- **Les Schwab Tire Centers (Paul Bunyan Dr)** Site plan under review.
- **MotorWorks Auto Repair (Washington Ave)** Parking lot renovation, site plan review approved.
- **North Central Door (Carr Lake Rd)** Construction and paving completed. Three trees need to be replaced, doors need to be replaced on trash enclosure, lighting needs to be replaced, and semi-trailers need to be moved off pervious/grass surface.
- **Northwoods Shelter (30<sup>th</sup> St)** Construction appears complete.
- **People's Church (America Ave NW)** – Construction is underway.
- **Pizza Ranch (Paul Bunyan Dr)** Landscape survivability Summer/Fall 2025.
- **Rohde Feed & Garden (Washington Ave S)** Undergoing site plan review.
- **Sanford / Pine Pals Daycare (Greenleaf Ave)** – Landscape survivability Summer/Fall 2025.
- **Skips (Paul Bunyan Dr)** Needs grass re-seeded and trees planted by July 18, 2025.
- **Starbucks South (Shevlin Ave)** Is open for business. Planning staff will complete the landscape survivability review this summer. Needs As-Builts completed.
- **T-Hangar (Moberg Dr NW)** Site plan review completed 4/8/2024. Dirt work was completed prior to the end of the construction season 2024.
- **The Boardwalk (South Shore)** Project is complete except for a trash and wood ash disposal enclosure. Concrete was installed in June; enclosure was not in place as of 8/6/2025.



## Planning & Zoning Department

### Site Analyst & Enforcement Activities for July 2025

- **UPS MDC Expansion (Industrial Park Dr SE)**  
Construction completed, waiting on landscape survivability Fall 2025.
- **Westridge Redevelopment (Paul Bunyan Dr) CUP**  
issued, plan review completed, construction underway.



*Beltrami County Adult Corrections Center construction site, July 24, 2025*



## Site Analyst & Enforcement Activities for July 2025

### Development Projects City Residential

- **Amundson (Sherman Dr)** Site plan review approved 5/30/2025.
- **BI-CAP (Gould Ave NE)** Site plan review done 10/19/2022. Building permit issued. Building in progress.
- **BI-CAP (Scott Ave)** Site plan approved 5/28/2025, construction underway.
- **Bader-Dickson (Birchmont Dr)** Site plan review completed 6/9/2025, construction is underway.
- **Carlson (Fern St NW)** Site plan review underway. SSTS compliance inspection results received, and plan approved.
- **Fletcher (Birchmont Dr NE)** Site plan review completed for new house construction 10/9/2024. Construction underway.
- **Habitat for Humanity (26<sup>th</sup> St NW)** Site plan approved 5/30/2025. Construction underway.
- **Habitat for Humanity (19<sup>th</sup> St NW)** Site plan approved 5/29/2025. Construction underway.
- **Hill Crest Manor (Irving Ave NW) Garage/Shop** – Site Plan Review complete 6/4/2024. Slab is in place, construction not started.
- **Jasko (S Lake Irving Dr SW)** Site Plan Review complete. Construction of foundation slab complete. No above ground construction has been completed.
- **Kimble (Scott Ave SE)** Site plan review done 6/21/2022. Building Permit issued. Construction is ongoing.
- **Kopang (Moonlight Ln)** Site plan approved 6/4/2025. Construction is underway.
- **Moen (Shortcut Ln SW)** Site plan review approved 5/8/2024. Waiting for landscape survivability Fall 2025.
- **Mountain View Meadows 6 Plex #2 (Moonlight Lane SW)** Site plan review complete 4/30/2025, construction started mid-May. Project was impacted by the June 21 storm.
- **Puddle Duck Properties (Beartooth Ave SW)** Site plan reviews complete 9/19/2023.
- **Puddle Duck Properties (Shedhorn St SW)** Site plan review complete, issued 9/28/2023.
- **Puddle Duck Properties (Moonlight Ln SW)** Site plan review complete, payment pending.
- **Puddle Duck Properties, Block 2, Lot 2 (Shedhorn St SW)** Site plan review complete, payment pending.
- **Puddle Duck Properties, Block 2, Lot 8 (Beartooth Ave SW)** Site plan review requested, payment pending.
- **Puddle Duck Properties, Block 3, Lot 1 (Beartooth Ave SW)** Site plan review requested, payment pending.
- **Puddle Duck Properties (Shaw), Block 3, Lot 8 (Beartooth Ave SW)** Site plan review requested, payment pending.
- **Ricke (Elliot Rd NE)** Site plan review completed 10/16/2024.
- **Thorson (Thorson Blvd NE)** Need to finalize environmental alteration permit obtained for riprap work not included in original plan.
- **Wiebolt (Elliot Rd NE)** Site plan review completed 10/9/2024. Construction is ongoing.
- **Yarbrough (Shortcut Ln SW)** Site plan review approved 8/7/2024. Construction underway.
- **Yezhikov (Gould Ave NE)** Site plan review done 5/19/2023. Waiting for landscape survivability Summer 2025.



*Mountain View Meadows July 24, 2025*

### Significant Enforcement Issues

- Enforcement actions are returning to normal as the storm debris is being removed.
  - Inquiries regarding fences and fence permits have increased as many residents are looking to replace storm damaged fencing as well as install new fences to make up for privacy lost through tree damage.
    - Replacement of storm damaged fencing does not require a permit so long as there are no changes to location, height, or material of the fence.
    - Legal non-conforming structures, fences, or signs that were more than 50% damaged must be brought into conformity with the code.
- Human Activity Sites: Contact was made with the owner of the old Federal Building following the Police Department discovering attempts to gain access to the building. Staff has been informed that a local contractor has been retained to clean up the site, remove the graffiti, and post No Trespassing signs.



*Basement access, old Federal Building.*

## Site Analyst & Enforcement Activities for July 2025

- There are multiple unattended properties around town that may require enforcement action as far as storm damage clean-up. These are properties that were already vacant or unattended and now have structural and/or tree damage that has not yet been addressed in even the most cursory of manners.



*Storm damage on local properties, August 8, 2025.*





## Site Analyst & Enforcement Activities for July 2025

### Summary of Enforcement Actions

Enforcement - Total Open Cases - July 2025			
By Ward	Residential Districts	Non-Residential	Totals
Ward 1	9	3	12
Ward 2	2	16	18
Ward 3	6	2	8
Ward 4	11	24	35
Ward 5	13	5	18
<b>Total</b>	<b>41</b>	<b>49</b>	<b>91</b>

As of 8/7/2025

Totals for July 2025 Enforcement	
Closed 2025 YTD	City
January Residential	4
January Non-Residential	6
February Residential	4
February Non-Residential	3
March Residential	4
March Non-Residential	13
April Residential	5
April Non-Residential	4
May Residential	9
May Non-Residential	11
June Residential	5
June Non-Residential	7
July Residential	3
July Non-Residential	6
August Residential	0
August Non-Residential	0
September Residential	0
September Non-Residential	0
October Residential	0
October Non-Residential	0
November Residential	0
November Non-Residential	0
December Residential	0
December Non-Residential	0
<b>Total Closed Cases 2025</b>	<b>84</b>

As of 8/7/2025

## Site Analyst & Enforcement Activities for July 2025

Enforcement Totals by Code - July 2025		
Enforcement Items by Code	Open	Closed
<b>Residential R-1 through R-6</b>		
28-81 - Allowed, Permitted, Conditional, and Interim Uses	2	0
28-355 - Non-Conforming Structures in Shoreland	0	0
28-359 - Vegetative Alterations	0	0
28-360 - Topographic Alterations - Shoreland	0	0
28-402 - Exterior Storage & Outdoor Display of Merchandise	27	2
28-403 - Sight Visibility Triangle	0	0
28-404 - Fences	2	0
28-406 - Landscaping Requirements	0	1
28-408 - Lighting	1	0
28-409 - Off-Street Parking, Loading & Surfacing Standards	4	0
28-411 - Temporary Uses or Structures	1	0
28-523 - Land Use, Building & Admin Permits	1	0
28-524 - CUP Violation	2	0
28-421 - Farm Animals	1	0
<b>Total Residential Cases</b>	<b>41</b>	<b>3</b>
<b>Commercial, Industrial, U, UR, OM, LC, LD, &amp; MH</b>		
28-81 - Allowed, Permitted, Conditional, and Interim Uses	2	0
28-244 - Prohibited Signs	3	0
28-245 - Nonconforming Signs	1	0
28-246 - Sign Permit Required	0	0
28-251 - Signs Permitted in LC & LD Districts	1	0
28-253 - Signs Permitted in the (UR) Urban Renaissance	0	0
28-252 - Sign Allowed in B-1 & B-2 Commercial Districts	0	0
28-258 - Dynamic Displays	2	0
28-402 - Exterior Storage & Outdoor Display of Merchandise	14	1
28-403 - Sight Visibility Triangle	0	0
28-405 - Screening	1	0
28-406 - Landscaping Requirements	5	0
28-407 - Tree Preservation	2	0
28-408 - Lighting	0	0
28-409 - Off-Street Parking, Loading & Surfacing Standards	8	1
28-411 - Temporary Uses or Structures	9	4
28-413 - Manufactured Home Park Standards	1	0
28-524 - Conditional Use or Interim Permits	1	0
28-528 - General Nuisance	0	0
<b>Total Non- Residential Cases</b>	<b>50</b>	<b>6</b>
<b>Total Cases</b>	<b>91</b>	<b>9</b>

As of 8/7/2025