

BEMIDJI PLANNING BOARD REGULAR MEETING AGENDA

Tuesday, October 14, 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) Planning Board Meeting - August 11, 2025

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) Consider Ordinance Amending the Zoning Map Adopted in Chapter 28 of the Bemidji City Code - Parcel 80.03316.00 - S&D Glass
- 3) Discussion on storm damaged/dilapidated/vacant properties

STAFF REPORTS

- 4) Director's Report
- 5) Site Analyst and Enforcement Report

UPCOMING MEETINGS

November 10, 2025 Planning Board Meeting

ADJOURN

PLANNING BOARD PROCEEDINGS

BEMIDJI, MINNESOTA

Regular Meeting – August 11, 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: **Assistant Planner Melissa Fahrenbruch, Compliance Inspector & Site Analyst David Wielenberg, Administrative Assistant Ainslee Krause, City Manager Rich Spiczka.**

Others Present: **Troy Gilchrist, Town Law Center PLLP (via WebEx), John Hamrin, Mike Johnston, Ryan Haasch, Jeff Cwikla, Dave Hengel, Tim Marco, Mark McLane, Carl Johnson.**

AGENDA

Chair Thayer called for any amendments to the agenda. Motion by **Prince**, second by **Peterson**, to approve the agenda. Motion carried by unanimous voice vote.

MINUTES

The following minutes were presented for approval:

Planning Board Meeting: **July 14, 2025**

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

CITIZENS WITH BUSINESS NOT ON AGENDA: No appearance.

NEW BUSINESS

PLANNING CASE WITHDRAWN: VARIANCE AND CONDITIONAL USE PERMIT REQUESTS - 80.02677.00 – MICHAEL ETTESVOLD

CONSIDER RESOLUTIONS FOR VARIANCE AND INTERIM USE PERMIT REQUESTS – 80.06280.00 – VOYAGEURS EXPEDITIONARY SCHOOL

Fahrenbruch presented the first planning case 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 subject property is located at 3724 Bemidji Ave N (PINS 800628000) in the City of Bemidji.

The Planning Commission recommended approval of a Variance and Interim Use Permit amendment for parcel #800628000, with the conditions and findings of fact presented in the packet.

Board members made the following comments regarding the variance request:

- Peterson addressed support for the project.
- Members discussed the septic system, parking, and fence height.

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- Prince inquired if the board could amend the condition #9 to specify water usage is required to be monitored” as opposed to “recommended to be monitored”.
- Rivera recommended amending the proposed condition to require a 6 ½ foot fence so as not to place undue burden on the applicant to have an engineered 8-foot fence.
- Thayer expressed support for a 6 ½ foot fence.
- Prince expressed support for the 8-foot fence recommended by the commission.
- Eaton expressed support for an 8-foot fence.
- Dickinson expressed support for an 8-foot fence.
- Chair Thayer opened the floor to the applicant.
- Prince inquired if the applicant has an issue with an 8-foot fence.
- Jeff Cwikla, owner of the building, addressed that they are willing to work with the neighboring property owners. Cwikla noted that the current fence is owned by the neighbor so the [owner/school] would be footing the bill for a new fence.

Motion by **Prince**, second by **Eaton**, to approve a Variance and Interim Use Permit for parcel # 800628000 for Voyageurs Expeditionary School with the findings of fact and conditions amended to include that the applicant is required to regularly monitor and report water usage and to include the requirement for the 8-foot fence.

Additional comments were made:

- Gilchrist recommended that the board vote on the variance request first and then the interim use permit request.

Motion amended by **Prince**, second by **Eaton**, to apply to the Variance request for parcel # 800628000 with the amendment that the applicant is required to regularly monitor and report water usage.

Motion carried by the following roll call vote: Ayes: **Prince, Fiskevold Gould, Peterson, Dickinson, Eaton, Thayer.** Nays: **Rivera.**

Rivera addressed no vote was due to the requirement of the height of the fence.

Motion by **Prince**, second by **Eaton**, to approve the Interim Use Permit amendment request for parcel # 800628000, for Voyageurs Expeditionary School with the findings of fact and conditions amended to include that the applicant is required to regularly monitor and report water usage.

Board members made the following comments regarding the interim use permit request:

- Rivera requested that regular monitoring be defined.
- Fahrenbruch addressed that the original IUP monitoring was monthly for the first year and annually after that.
- Board members concurred that the same monitoring schedule would be appropriate.

Motion carried by the following roll call vote: Ayes: **Prince, Fiskevold Gould, Peterson, Dickinson, Eaton, Thayer.** Nays: **Rivera.**

Rivera addressed no vote was due to the same reason as stated previously.

CONSIDER APPROVAL OF A PRELIMINARY PLANNED UNIT DEVELOPMENT REQUEST – 80.00344.99 – MARCO MCLANE DEVELOPMENT REPRESENTING GREATER BEMIDJI

Fahrenbruch presented the second planning case request: 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).

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The Planning Commission recommended approval of a Preliminary Planned Unit Development for parcel # 800034499, with the conditions and findings of fact presented in the packet.

Board members made the following comments regarding the request:

- Members discussed the trail, with member Eaton expressing support for a 90-degree turn to slow individuals down and staff noting that the snowmobile club expressed concern for 90-degree turns making it difficult for the groomers to turn.
- Rivera inquired about the requests for conditions to be removed. Fahrenbruch addressed that an email was received from the applicant requesting that conditions #7 and #10 be removed. Fahrenbruch addressed that the applicant has stated that the park will be a private park with possible public access. Fahrenbruch advised that the high-powered utility lines will not be moved according to Otter Tail.
- Rivera and staff discussed the traffic study and changes made since the concept phase.
- Rivera requested to ask the representative about the traffic study.
- Chair Thayer opened the floor to the applicant.
- Tim Marco, Marco McLane Development, 17158 Stonebriar Cir, Prior Lake, addressed the board and noted that the YMCA is in the detailed design phase and addressed that the change in the building location to be outside of the utility easement was not completed in time to include in the presentation. Marco addressed that the traffic study would be commissioned before the final PUD but would be completed after the final design phase of the YMCA. Marco discussed the snowmobile trail.
- Marco reiterated their request to remove condition #7 to give the applicant and future developers flexibility. Marco addressed condition #10 and identified that they are not pursuing a relocation of the power lines as it is not feasible in phase 1.
- Rivera expressed support for keeping condition #10.
- Rivera noted concern about the study not being completed during tourist times.
- Prince inquired of legal counsel to clarify condition #7. Gilchrist addressed that it is a requirement within the ordinance and recommended including it as a condition but noted it could be included later or in the development agreement.
- Prince addressed support for striking condition #7 and keeping condition #10 as that condition seemed to be resolved.
- Prince addressed support for a turn that could potentially slow snowmobiles down.
- Peterson expressed support for removing condition #7.
- Fiskevold Gould expressed a hesitancy for removing conditions however was in support for either including or striking #7 after clarification from the applicant.
- Thayer expressed support for removing condition #7 and discussed trail orientation.
- Rivera inquired as to why the commission chose not to remove any conditions.
- Gilchrist addressed that the commission moved it forward leaving it up to the board to approve the conditions.
- Peterson requested clarification on action needed from the board.
- Gilchrist recommended that a motion be made.

Motion by **Peterson**, seconded by **Prince**, to approve the Preliminary Planned Unit Development for parcel # 800034499, with the findings of fact and conditions as presented with condition #7 removed. Motion carried by the following roll call vote: Ayes: **Prince, Fiskevold Gould, Peterson, Dickinson, Eaton, Thayer**. Nays: **Rivera**.

Rivera addressed no vote was due to not agreeing with the removal of condition #7.

CONSIDER RESOLUTION FOR VARIANCE REQUEST – 80.01036.00 – CARL JOHNSON REPRESENTING 4TH STREET LODGE

Wielenberg presented the second planning case request: Carl Johnson representing 4th 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:

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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 4th St NW frontage.
3. Increase the number of projecting or under canopy signs per building facade from one (1) to three (3) for the 4th St NW façade.

The subject property is located at 116 4th St NW (PIN#800103600) in the City of Bemidji. The Planning Commission recommended approval of the three variances for parcel #800103600, 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 variance.
- Prince expressed support for the variance.
- Members and staff discussed the sign ordinance and future changes to the signs at the subject property.
- Eaton expressed support.
- Dickinson expressed support.
- Fiskevold Gould expressed support and addressed concern for setting precedent in approving sign variances before the ordinance is reviewed.
- Thayer expressed support.
- Members discussed updating the sign ordinance and sign permit process.

Motion by **Peterson**, seconded by **Rivera**, to approve **Resolution 2025-22** for three variances from the sign standards for parcel #800103600, 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 – 80.01671.00 – JOHN HAMRIN

Wielenberg presented the second planning case 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.

The Planning Commission recommended approval of a Variance from the OHWL for parcel #800167100, with the conditions and findings of fact presented in the packet.

Board members made the following comments regarding the request:

- Eaton expressed support.
- Rivera expressed support.
- Prince expressed support.
- Peterson expressed support.
- Dickinson expressed support.

Motion by **Eaton**, seconded by **Fiskevold Gould**, to approve **Resolution 2025-23** for a Variance from the OHWL for parcel #800167100, 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**.

STAFF REPORTS

Director's Report

Fahrenbruch presented the Director's Report.

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

- **CANCELLED:** Monday, September 8, 2025 5:30 p.m. Planning Board Meeting

ADJOURN

There being no further business, motion by **Peterson**, second by **Dickinson**, to adjourn the meeting. Motion carried. Meeting adjourned at **7:11 p.m.**

Respectfully submitted,

Ainslee Krause
Planning & Building Administrative Assistant

PB Minutes approved and attested by: _____
Planning Board Representative

CITY OF BEMIDJI

ORDINANCE NO. 222, 3RD SERIES

AN ORDINANCE AMENDING THE ZONING MAP ADOPTED IN CHAPTER 28,
ARTICLE I, SECTION 43 AND ARTICLE XII, SECTION 526
OF THE BEMIDJI CITY CODE
(Pertaining to Planning Case #ZOA-2025-0003)

THE CITY OF BEMIDJI DOES ORDAIN:

SECTION 1: The Following property located at 675 24th St NW (PIN 800331600) is hereby Rezoned from R-5 High Density Residential Zoning District to B-2 General Commercial Zoning District.

Beltrami County, Minnesota, legally described as follows:

Lot 15, Block 1, Wagner's Third Add. to Bemidji, less the East 125 feet thereof, and less the South 20 feet thereof.

SECTION 2: The Zoning Map referred to in Chapter 28, Section 28-43 of the Bemidji City Code, is hereby deemed to have been redrawn to portray the reclassification of the property described in Section 1 of this Ordinance.

SECTION 3: This ordinance shall become effective immediately after its passage and publication according to law.

Yeas:

Nays:

Absent:

First Reading: September 18, 2025

Final Reading: October 14, 2025

Attest:

Approved:

Ainslee Krause, Administrative Assistant

Audrey Thayer, Planning Board Chair

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

PLANNING CASE: ZOA-2025-0003	COMMISSION MEETING DATE: September 18, 2025
APPLICANT: S&D Glass Inc. (Jane Marks-Hastig)	60-DAY RULE DATE: October 27, 2025
PROCEEDING: Rezone from (R-5) High Density Residential to (B-2) General Commercial	ZONING DISTRICT: (R-5) High Density Residential
PREPARED BY: Melissa Fahrenbruch Assistant Planner	EXHIBITS: Zoning Map, Future Land Use Map, Aerial Map, Application, Site Plan, Supporting Documentation

PLANNING & ZONING MEMORANDUM

I. SUMMARY OF REQUEST

ZOA-2025-0003: - Jane Marks-Hastig representing S&D Glass Inc. is requesting a (Rezone) Land Use Map Amendment from R-5 High Density Residential Zoning District to B-2 General Commercial Zoning District with plans to construct a portion of their parking lot that would serve a building on the adjacent parcel for a service and retail business. The subject property is located at 675 24th St NW (PIN 800331600) in the City of Bemidji.

II. PUBLIC HEARING & DISCUSSION

Commission members had no comments.

Public Hearing opened at 5:37 p.m.

Hearing the following comments:

- Jane Marks-Hastig, applicant, addressed the commission.

Public Hearing closed at 5:38 p.m.

Commission members had no further comments.

III. RECOMMENDATION & FINDINGS

Conclusions based on the Ordinance and Comprehensive Plan.

The Planning Commission decided that the findings of fact are sufficient for approval of rezoning the properties.

RECOMMENDATION FOR APPROVAL

Approval is recommended with the following findings of fact:

Findings of Fact - Rezone

1. Whether the change in classification would be consistent with the intent and purpose of this Ordinance.

The proposed change would be consistent with intent and purpose of the Ordinance. The proposed project abuts commercial properties across the street to the south and abuts the

applicant's other parcel to the west. The change in classification would be consistent with commercial infill within the city.

2. Whether every use that would be permitted on the property if it were reclassified would be compatible with the uses permitted on other property in the immediate vicinity.

The (B-2) General Commercial Zoning District would continue the Commercial zoning district from the south and west along with connecting to other higher densities to the north and east. The use that would be permitted if it were reclassified would be compatible with the neighboring properties.

3. Whether adequate sewer and water facilities, and all other needed public services, exist or can be provided to serve the uses that would be permitted on the property if it were reclassified.

This parcel would be connected to City services.

4. Whether the proposed amendment would correct an error in the application of this Ordinance.

This is not a correction. This rezone request would allow the applicant to combine and develop the parcel for the applicant's business adding parking and an option for future expansion, if needed. The future land use map was not updated before adoption into the city ordinance.

5. Whether the proposed amendment is made necessary because of changed or changing conditions in the area affected, and, if so, the nature of such changed or changing conditions.

This proposed amendment is made necessary due to the termination of lease in the applicant's current business location.

Motion by **Meehlhause**, second by **Lemmer**, to recommend approval of a rezone of the subject property, parcel 800331600, from R-5 High Density Residential Zoning District to B-2 General Commercial Zoning District, with the findings of fact as presented in the packet.

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

Nays: None

Abstentions: None.

Motion carried unanimously.

The City of Bemidji Planning Board

PLANNING CASE: ZOA-2025-0003	COMMISSION MEETING DATE: September 18, 2025
APPLICANT: S&D Glass Inc. by Jane Marks-Hastig	60-DAY RULE DATE: October 27, 2025
PROCEEDING: Rezone from (R-5) High Density Residential to (B-2) General Commercial	ZONING DISTRICTS: (R-5) High Density Residential
PREPARED BY: Melissa Fahrenbruch Assistant Planner	EXHIBITS: Zoning Map, Future Land Use Map, Aerial Map, Application, Site Plan, Supporting Documentation

PLANNING REPORT

I. SUMMARY OF REQUEST

City of Bemidji – ZOA-2025-0003: - Jane Marks-Hastig representing S&D Glass Inc. is requesting a (Rezone) Land Use Map Amendment from R-5 High Density Residential Zoning District to B-2 General Commercial Zoning District with plans to construct a portion of their parking lot that would serve a building on the adjacent parcel for a service and retail business. The subject property is located at TBD 24th St NW (PIN 800331600) in the City of Bemidji.

II. BACKGROUND

City staff spoke with the designers and owners on developing their two (2) lots for the use of their business which is needing to be relocated. The owners have owned these two (2) parcels for years with the idea of constructing their own building. The Applicant has been working with city staff on a site plan review and will apply for a parcel (lot) combination, if the rezoning of the smaller parcel is approved. A development agreement will be entered into between the applicant and the city.

III. DISCUSSION/DEVELOPMENT ANALYSIS

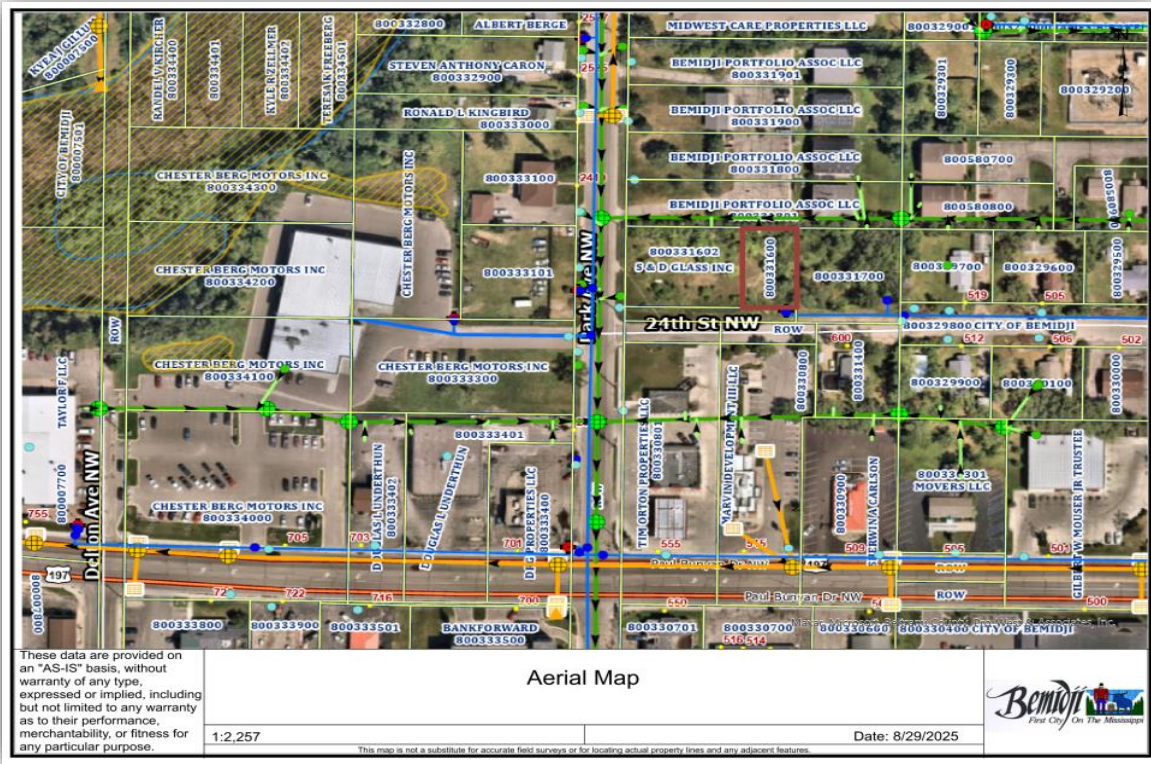
Planning Considerations

When reviewing zoning requests, it is imperative to ensure that “spot zones” are not created. Spot zoning allows for a particular parcel of land to have land uses differing from land uses allowed in adjacent and small regional areas and is likely a deviation from the land use plan. This rezone would be a continuation of the commercial zoning from the west and south and would cap the commercial on that corner. High Density Residential zoning abuts these parcels to the north and east which creates a buffer to other abutting residential zoning districts.

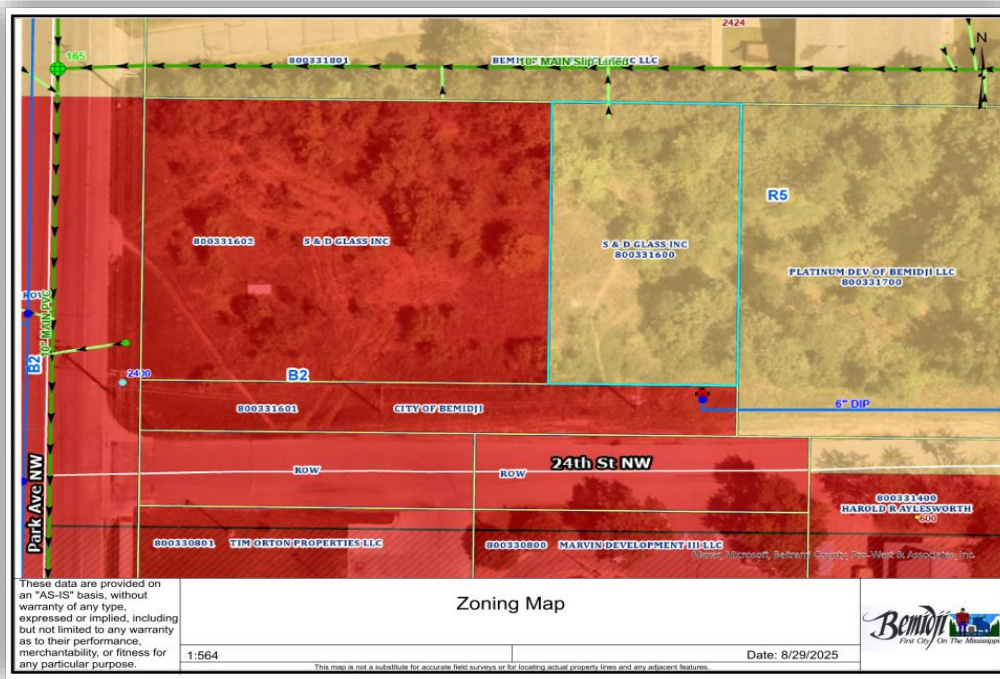
Existing Conditions

The subject property has been vacant and undeveloped partially wooded area. This parcel abuts B-2 General Commercial to the south and west with businesses Chester Berg Toyota, Taco Bell, and Orton’s gas station, along with R-5 High Density Residential to the north and

east. The property has access off city streets, 24th Street NW to the south (will be addressed off) and Park Ave NW to the west.



The current City of Bemidji zoning map:



Development Team Comments

Development plans have been reviewed for compliance with City of Bemidji regulations.

Sam Anderson, City of Bemidji City Engineer, and Public Works Director, Comments:

Hey Melissa,

Seems appropriate to me.

Thank you,

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

Neighborhood Comments

No neighbor comments were received at the time of writing this report.

Comprehensive Plan References

Land Use Objectives and Strategies

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

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

- 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 6.2: Promote and Maintain the Status of an Economic Regional Center

The City of Bemidji has become an economic regional center for northern Minnesota. The community will continue to provide the amenities for shopping, recreation, and entertainment that keep jobs and people coming to the area.

- 1. Promote the expansion of diverse industries in the region.*** *The City of Bemidji will allow for a variety of land use types for commercial and industrial uses, ensuring a diverse and stable economy.*

Zoning Ordinance References

Section 28-122 – Lot Size and Bulk Regulations by Zoning Districts

Section 28-526 - Amendments; Text or Zoning District

IV. RECOMMENDATION & FINDINGS

The planning commission must decide if a (Rezoned) Land Use Map Amendment from R-5 High Density Residential Zoning District to B-2 General Commercial Zoning District for parcel 800331600 meets the ordinance and comprehensive plan. The following are the proposed findings of fact:

Findings of Fact - Rezone

1. Whether the change in classification would be consistent with the intent and purpose of this Ordinance.

The proposed change would be consistent with intent and purpose of the Ordinance. The proposed project abuts commercial properties across the street to the south and abuts the applicants other parcel to the west. The change in classification would be consistent with commercial infill within the city.

2. Whether every use that would be permitted on the property if it were reclassified would be compatible with the uses permitted on other property in the immediate vicinity.

The (B-2) General Commercial Zoning District would continue the Commercial zoning district from the south and west along with connecting to other higher densities to the north and east. The use that would be permitted if it were reclassified would be compatible with the neighboring properties.

3. Whether adequate sewer and water facilities, and all other needed public services, exist or can be provided to serve the uses that would be permitted on the property if it were reclassified.

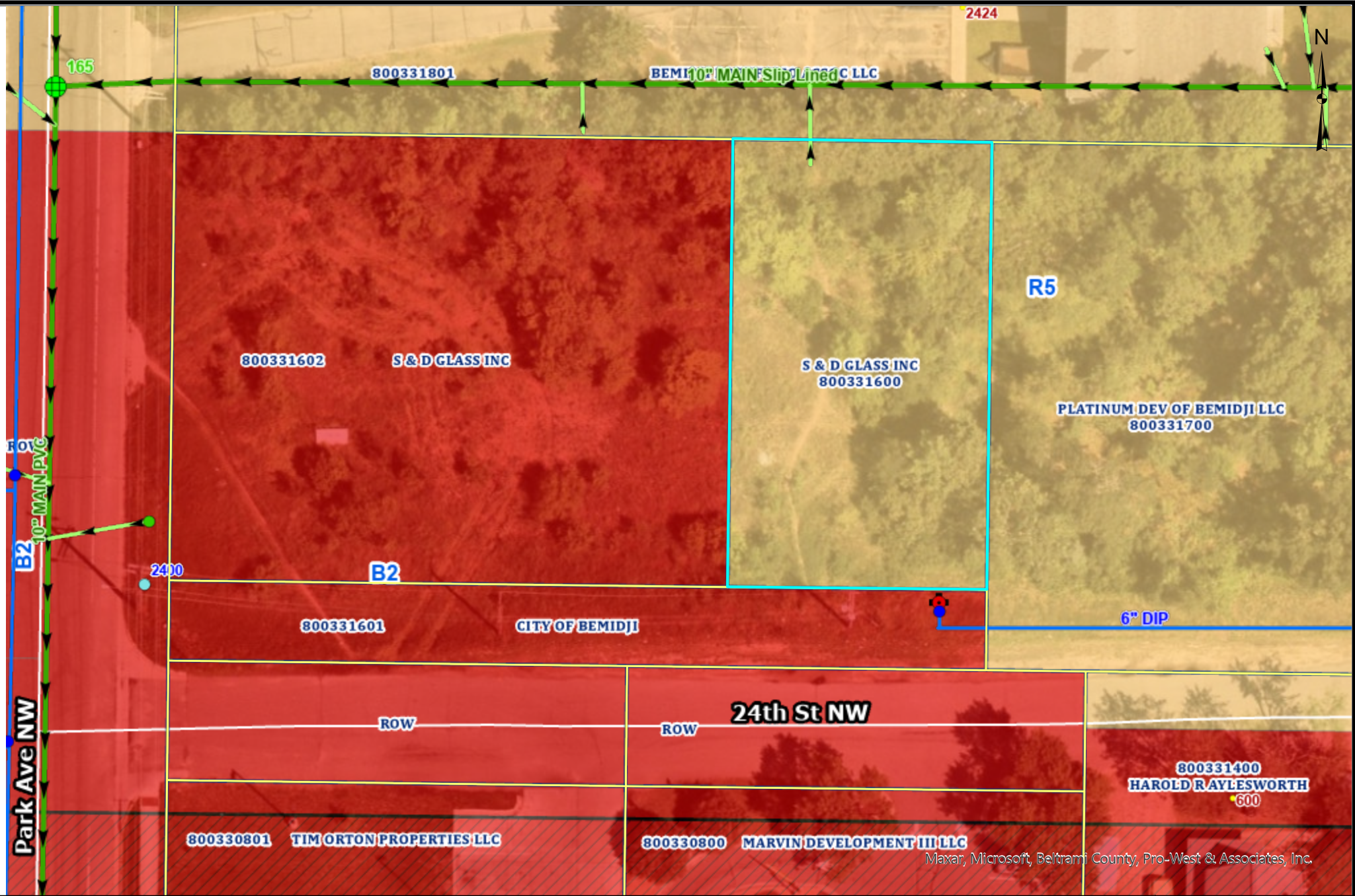
This parcel would be connected to City services.

4. Whether the proposed amendment would correct an error in the application of this Ordinance.

This is not a correction. This rezone request would allow the applicant to combine and develop the parcel for the applicant's business adding parking and an option for future expansion, if needed. The future land use map was not updated before adoption into the city ordinance.

5. Whether the proposed amendment is made necessary because of changed or changing conditions in the area affected, and, if so, the nature of such changed or changing conditions.

This proposed amendment is made necessary due to the termination of lease in the applicant's current business location.



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

1:564 Date: 8/29/2025

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



APPLICATION

ZOA-2025-0003

**REZONING/ZONING ORDINANCE
AMENDMENT**

SITE ADDRESS: UNKNOWN UNKNOWN
PRIMARY PARCEL: 800331600
PROJECT NAME: GLASS DOCTOR NEW BUILDING

ISSUED:
EXPIRES:

APPLICANT: S&D Glass
750 Paul Bunyan Dr NW suite 9
Bemidji, MN 56601
2187591289

OWNER: S & D GLASS INC
750 PAUL BUNYAN DR NW
BEMIDJI, MN 56601

Detail Name	Detail Value
Select the type of amendment request from the list	Zoning District Change
Zoning District Change: Please indicate the current district and indicate the district you are requesting a change to.(If this does not apply, enter N/A)	Currently residential, requesting commercial
Zoning Text Change: Please describe the proposed text amendment.(If this does not apply, enter N/A)	NA
Zoning District Change: Describe the proposed use of your property after the amendment.	We wish to build a new commercial building for our business
Zoning District Change: Describe the existing use of your property.	the currently is currently an empty lot
Zoning District Change: Describe what changes you feel have led to the request being sought.	We have 2 parcels, one is commercial and one residential. We wish to combine them in order to build our commercial building
Zoning District Change: How will the change affect the use of the property?	We wish to build and operate our glass buisness from this property
Describe how the change will benefit the surrounding area and the City of Bemidji over time.	This will provide increased tax revenue to the city. This building will be an improvement to the current empty lot. Our business will bring more customers to the area to frequent other local businesses. We will employ local community members
Zoning District Change: What are the zoning districts of the properties (adjacent/included) by this request?	commercial
Zoning District Change: Are there any easements that may be impacted by this zoning change?	No
Zoning District Change: Do adequate sewer and water facilities exist or can they be provided for the proposed changes that may occur should this amendment be approved?	Yes



Zoning Text Change: If the proposed amendment will correct an error in the application of the Zoning Ordinance, describe that error (or "N/A") NA

Zoning Text Change: Are there any other considerations, not addressed above, that would help the City of Bemidji Planning & Zoning Board determine whether the amendment should be made? Please describe (or "N/A") 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

Enter Escrow Payer's Name and Mailing Address (where escrow funds are to be returned when the project is completed) S&D Glass Inc., 750 PAul Bunyan Dr NW BEmidji MN 56601

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.

FEES:	<u>Paid</u>	<u>Due</u>
Zoning Map/Text Amendment Fee	\$600.00	\$0.00
Planning Escrow Deposit	\$500.00	\$0.00
Totals :	\$1,100.00	\$0.00

August 26, 2025

To: City of Bemidji Planning and Zoning Department

Re: Lot 15 Block 1, Wagner's Third Add. To Bemidji, less the East 125 feet thereof, and less the South 20 feet thereof.

Parcel for rezoning consideration: 800331600

I am writing to request rezoning parcel 800331600 from residential to commercial. The adjoining parcel 800331602 is already zoned as commercial and we have been paying commercial taxes on both parcels since we purchased the property, with the anticipation of combining the parcels for commercial use. We, S&D Glass inc., plan to construct a new building on this property to serve as our base of operations for Glass Doctor Bemidji, our glass services and retail company. The current building we lease has been sold and will no longer be available to us soon. We wish to stay within the city limits and as close to our original location as possible. It has always been our intention to build on this property to expand our operations.

At present, the property comprises two parcels: one zoned commercial and the other residential. The intention is to construct a new building on this lot, maintaining operations within the City of Bemidji. Both parcels need to be zoned for commercial use to accommodate the building, provide adequate parking, and ensure sufficient green space. Once the residential parcel is rezoned for commercial use, the parcels will be combined to support the project. An application for a building permit has already been submitted, with hopes of commencing construction soon. We will provide more tax revenue for the city from this location as well.

We have built a trusted reputation in the community over the past 40 years. We feel we provide vital services and wish to continue to serve the community from within Bemidji. We provide auto glass repair and replacement services as well as residential glass retail and services. We work with many local business through the course of our work. Building on this property will allow us to continue to operate in Bemidji, employ local community members, collaborate with and support other local businesses and support local charities and youth programs.

We feel our new building will make an attractive addition to the area. We take pride in the appearance of our property and will be respectful to our residential neighbors as far as parking, noise and hours of operation. Our daily operations, Monday – Friday 8:00AM to 5:00PM should not detract from the neighborhood in any way.

Our business tends to bring customers to other business in the area. Our customers utilize shopping opportunities, restaurants, gas stations, car washes and coffee shops They also run errands like shipping, banking, insurance services, picking up prescriptions, as a few examples. This location will offer many conveniences for customers. Many of our customers come from our surrounding communities as well and tend to spend money in our community while they are in town for their appointments with us.

We greatly appreciate your consideration of our rezoning request. We look forward to working with the City of Bemidji as the project moves forward.

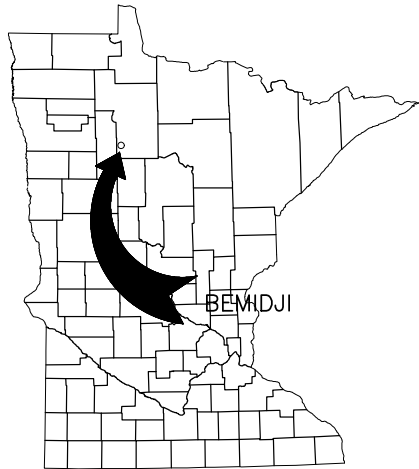
Jane Marks-Hastig

Co-owner S&D Glass Inc., dba Glass Doctor Bemidji

GLASS DOCTOR

PID's: 80.03316.02
80.03316.00

CONSTRUCTION PLAN FOR GRADING, DRAINAGE, AGGREGATE BASE,
CURB AND BITUMINOUS SURFACING



MINNESOTA

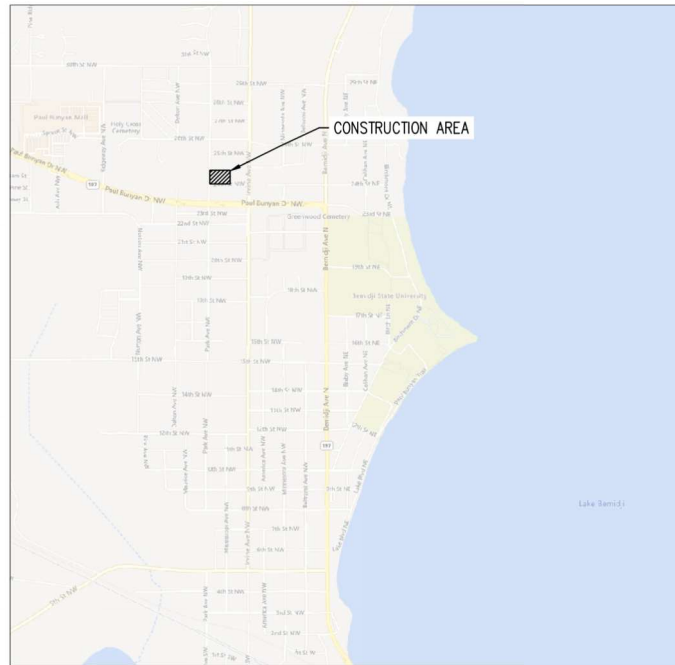
NOT TO SCALE

SURVEY DATUM

HORZ.
BELTRAMI COUNTY (SOUTH)
COORDINATE SYSTEM NAD 83 (2011) ADJ.
NAD 83

INDEX TO SHEETS

C-1	TITLE SHEET
C-2	SITE OVERVIEW
C-3	SITE DETAIL
C-4	GRADING
C-5	UTILITY
C-6	DETAILS
C-7	EROSION CONTROL/TREE PRESERVATION
C-8	EROSION CONTROL DETAILS



CITY OF BEMIDJI

NOT TO SCALE



WARNING
LOCATION OF UNDERGROUND UTILITIES
TO BE VERIFIED BY CONTRACTOR
GOPHER STATE ONE CALL
CALL BEFORE DIGGING,
1-800-252-1186
REQUIRED BY LAW

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES
ARE SHOWN IN AN APPROXIMATE WAY ONLY AND
HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE
OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR
SHALL DETERMINE THE EXACT LOCATION OF ALL
EXISTING UTILITIES BEFORE COMMENCING WORK, AND
AGREES TO BE FULLY RESPONSIBLE FOR ANY AND
ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE
CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND
PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

THIS PLAN CONTAINS 8 SHEETS.

LEGEND

PROPOSED	EXISTING	DESCRIPTION
		PROPERTY LINES
		WATER MAIN, HYDRANT, GATE VALVE
		IRRIGATION PIPE
		WATER SERVICE WITH CURB STOP
		DRAIN TILE
		STORM DRAIN WITH MANHOLE, CATCH BASIN
		SANITARY SEWER WITH MANHOLE
		SANITARY SERVICE PIPE
		SANITARY SEWER FORCED MAIN
		UNDERGROUND TELEPHONE CONDUIT WITH MANHOLE
		UNDERGROUND FIBER OPTIC
		UNDERGROUND TELEPHONE CABLE
		UNDERGROUND T.V. CABLE WITH PEDESTAL
		UNDERGROUND ELECTRICAL WITH TRANSFORMER / METER
		UNDERGROUND GAS LINE WITH METER
		OVERHEAD TELEPHONE CABLE WITH UTILITY POLE
		OVERHEAD T.V. CABLE WITH UTILITY POLE
		OVERHEAD ELECTRICAL CABLE WITH UTILITY POLE
		CONCRETE SIDEWALK
		CURB & GUTTER
		FENCE
		BARBED WIRE
		CHAIN LINK
		STOCKADE
		TREE LINE
		TREES
		TREE REMOVAL
		MAIL BOX
		UTILITY POLE/GUY POLE
		LIGHT POLE
		SOIL BORING
		BENCH MARK/CONTROL POINT
		CUT-OFF FOR QUANTITY
		CULVERT WITH APRONS
		ELEVATION CONTOURS
		SPOT ELEVATION
		RETAINING WALL
		WATER LINE
		MARSH
PROPERTY CORNERS		
		IRON MONUMENT SET SET WITH CAP
		IRON MONUMENT FOUND FOUND WITH CAP
		NO MONUMENT FOUND
		ROCK DRIVEWAY
		GRAVEL/DIRT ROAD
		PAVER STONES
		BITUMINOUS/BIT. ROAD
		BITUMINOUS REMOVAL AREA
		BITUMINOUS RECLAIM AREA
		BITUMINOUS OVERLAY AREA
		OBLITERATE OLD ROAD
		CONCRETE REMOVAL AREA
		TREE REMOVAL AREA/ CLEARING & GRUBBING

NO.	BY	DATE	DESCRIPTION	MARK	REG. NO.



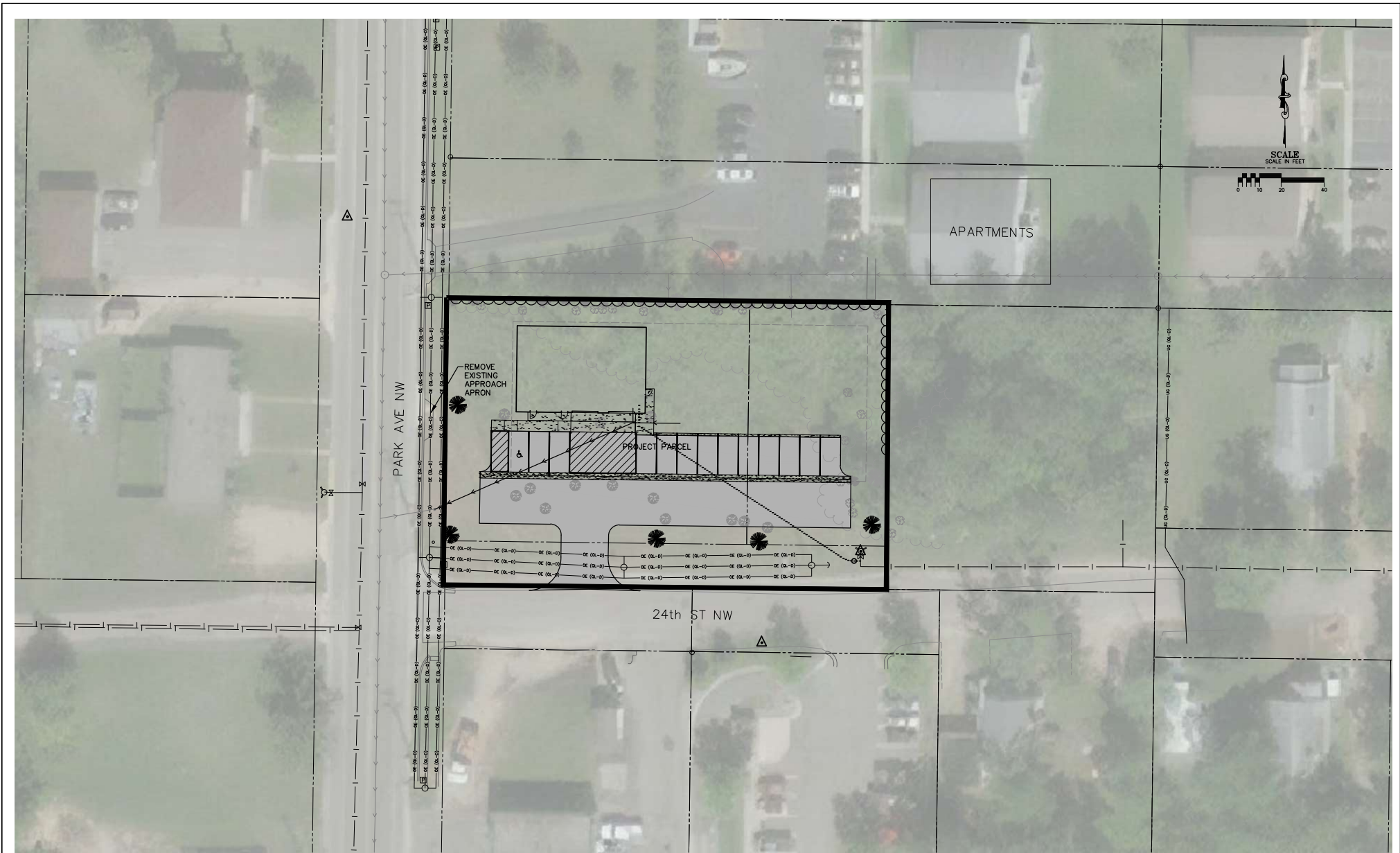
DESIGNED	M.F.	9/6/25
DRAWN	WAM	9/6/25
CHECKED	M.F.	9/6/25
APPROVED		
BY		
DATE		

CLASS DOCTOR
BEMIDJI, MINNESOTA

TITLE

PROJECT NO.
25016

C-1



NO.	BY	DATE	DESCRIPTION

REVISIONS:

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 ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

MARK FULLER REG. NO. 59392



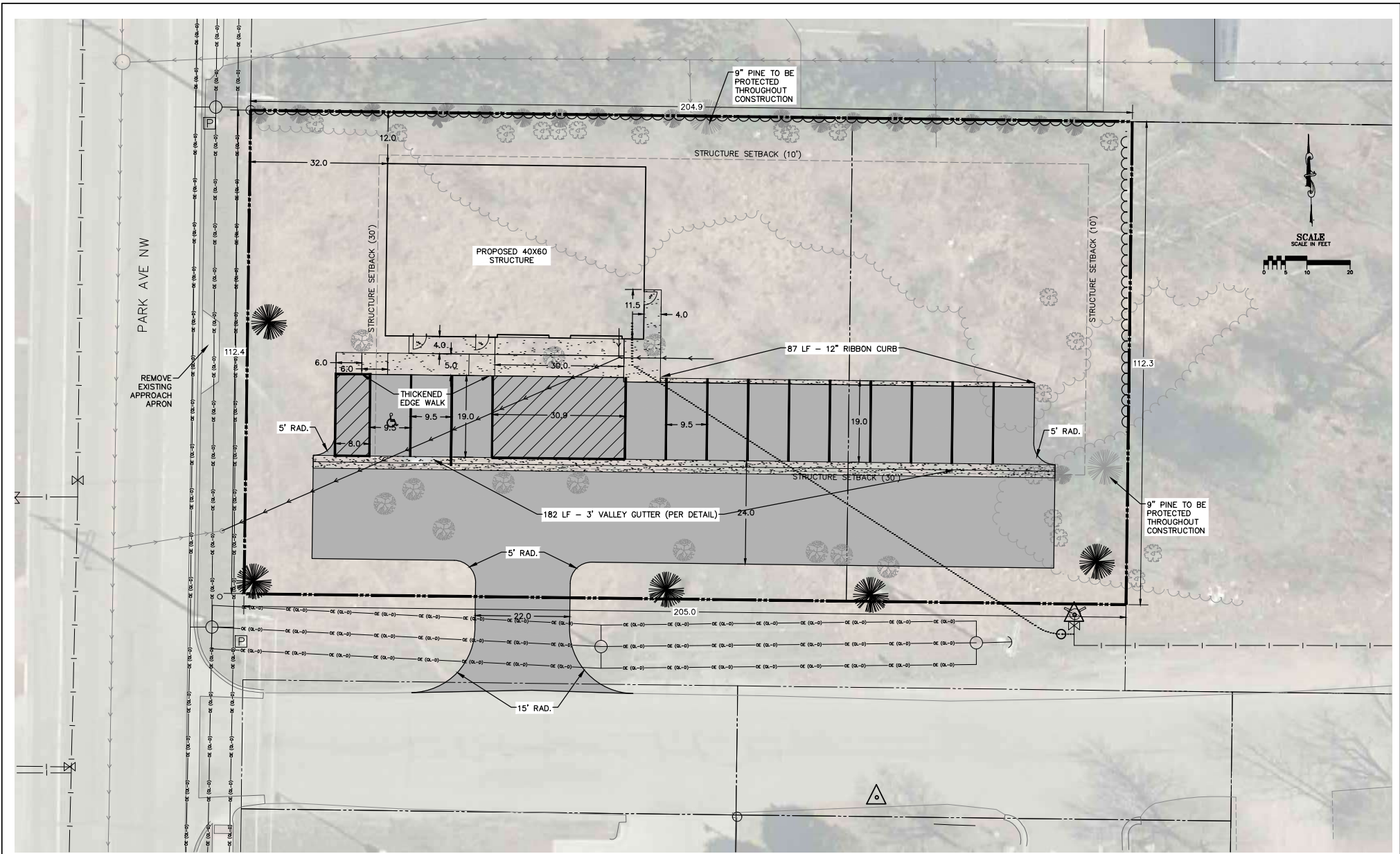
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DRAWN	WAM	9/8/25
CHECKED	MJF	9/8/25
APPROVED		
	BY	DATE

GLASS DOCTOR
BEMIDJI, MINNESOTA

SITE OVERVIEW

PROJECT NO.
25016

C - 2



REVISIONS:

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MARK C. FULLER REG. NO. 59392



DESIGNED	MJF	9/8/25
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CHECKED	MJF	9/8/25
APPROVED		
BY		
DATE		

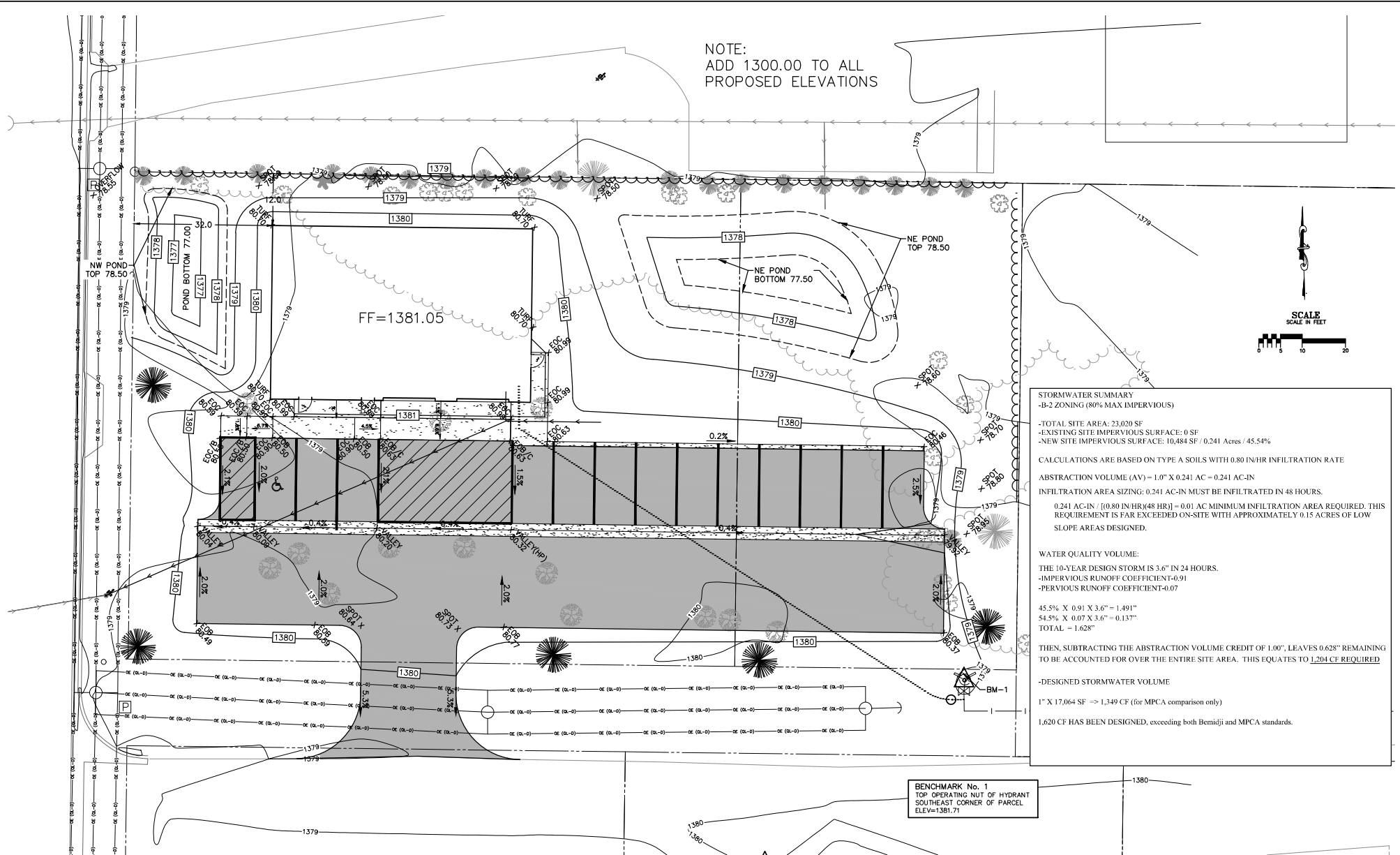
GLASS DOCTOR
BEMIDJI, MINNESOTA

SITE DETAIL

PROJECT NO.
25016

C - 3

NOTE:
ADD 1300.00 TO ALL
PROPOSED ELEVATIONS



STORMWATER SUMMARY
 -B-2 ZONING (80% MAX IMPERVIOUS)

-TOTAL SITE AREA: 23,020 SF
 -EXISTING SITE IMPERVIOUS SURFACE: 0 SF
 -NEW SITE IMPERVIOUS SURFACE: 10,484 SF / 0.241 Acres / 45.54%

CALCULATIONS ARE BASED ON TYPE A SOILS WITH 0.80 IN/HR INFILTRATION RATE

ABSTRACTION VOLUME (AV) = 1.0" X 0.241 AC = 0.241 AC-IN

INFILTRATION AREA SIZING: 0.241 AC-IN MUST BE INFILTRATED IN 48 HOURS.

0.241 AC-IN / [(0.80 IN/HR)(48 HR)] = 0.01 AC MINIMUM INFILTRATION AREA REQUIRED. THIS REQUIREMENT IS FAR EXCEEDED ON-SITE WITH APPROXIMATELY 0.15 ACRES OF LOW SLOPE AREAS DESIGNED.

WATER QUALITY VOLUME:
 THE 10-YEAR DESIGN STORM IS 3.6" IN 24 HOURS.

-IMPERVIOUS RUNOFF COEFFICIENT-0.91
 -PERVIOUS RUNOFF COEFFICIENT-0.07

45.5% X 0.91 X 3.6" = 1.491"
 54.5% X 0.07 X 3.6" = 0.137"
 TOTAL = 1.628"

THEN, SUBTRACTING THE ABSTRACTION VOLUME CREDIT OF 1.00", LEAVES 0.628" REMAINING TO BE ACCOUNTED FOR OVER THE ENTIRE SITE AREA. THIS EQUATES TO 1,264 CF REQUIRED

-DESIGNED STORMWATER VOLUME
 1" X 17,064 SF => 1,349 CF (for MPCPA comparison only)

1,620 CF HAS BEEN DESIGNED, EXCEEDING BOTH Bemidji and MPCPA STANDARDS.

BENCHMARK No. 1
 TOP OPERATING NUT OF HYDRANT
 SOUTHEAST CORNER OF PARCEL
 ELEV=1381.71

NO.	BY	DATE	DESCRIPTION

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FG FREEBERG & GRUND

MARK FULLER REG. NO. 59392

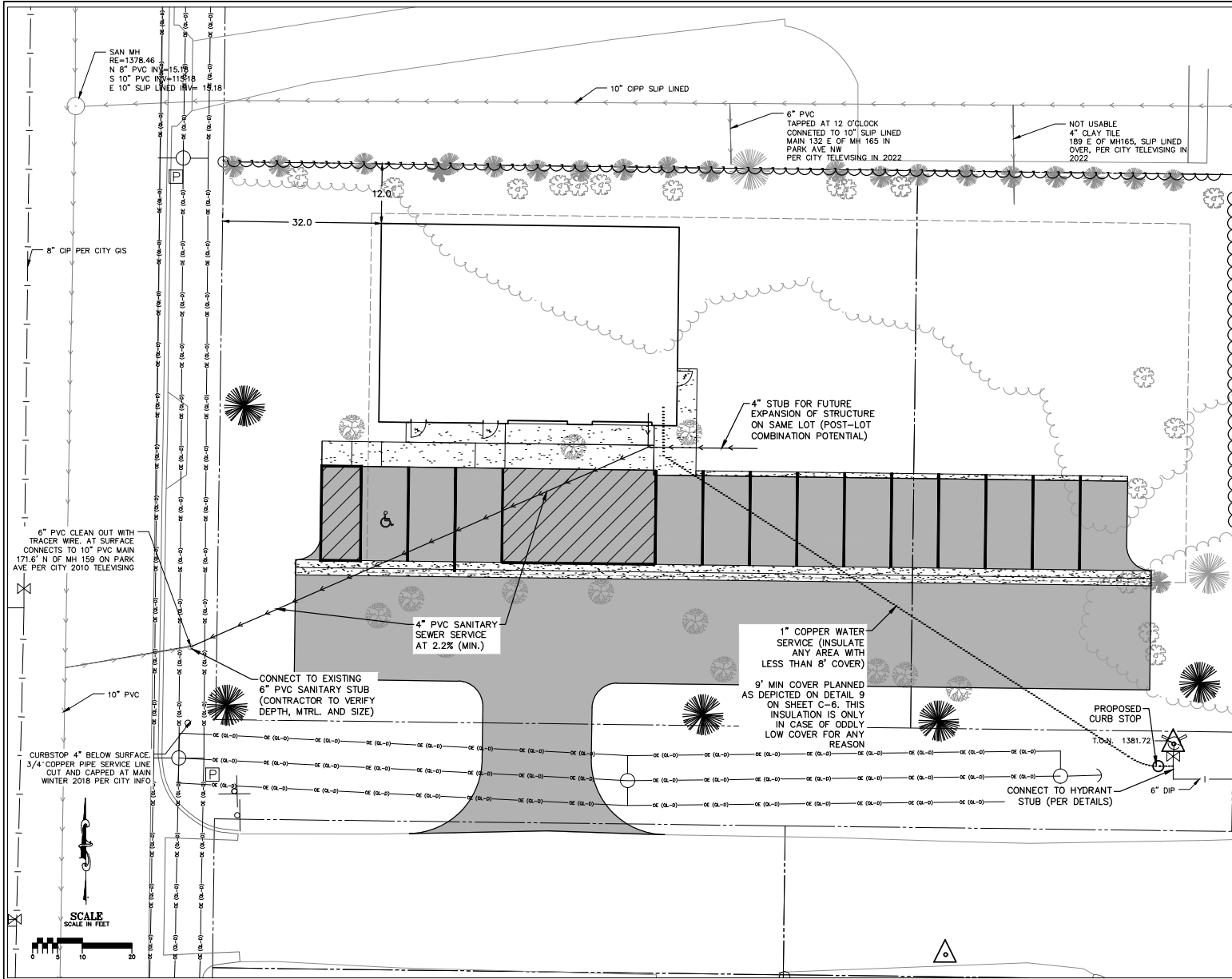
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CHECKED	M.F.	9/8/25
APPROVED		
BY		

GLASS DOCTOR
 BEMIDJI, MINNESOTA

GRADING PLAN

PROJECT NO.
25016

C - 4



- PUBLIC UTILITY CONSTRUCTION NOTES**
- CONNECTIONS TO CITY WATER AND CITY SANITARY STORM MUST BE INSPECTED PRIOR TO BACKFILLING. CONTRACTOR SHALL CONTACT CITY AND CONSULTING ENGINEER AT LEAST 48 HOURS PRIOR TO MAKING CONNECTIONS. SHOULD CONTRACTOR ELECT TO DIRECTLY CONNECT TO THE WATER MAIN, CONTRACTOR SHALL SUBMIT, AND HAVE APPROVED BY THE CITY, A SHUTDOWN PLAN.
 - ALL UTILITY WORK, PUBLIC AND PRIVATE, SHALL CONFORM TO CEAM STANDARDS.
 - ALL WATER MAIN AND SERVICE SHALL BE MINIMUM 9' BURY DEPTH. CONTRACTOR SHALL NOTE THAT THIS WILL REQUIRE CURB STOP BOXES THAT ARE ADJUSTABLE FROM 8'6" THROUGH 9'6" AS OPPOSED TO 9' MAX. LENGTH.
 - ALL WATER MAIN SHALL BE INSTALLED IN STRICT ACCORDANCE WITH THE MOST RECENT EDITION OF THE CEAM SPECIFICATIONS.
 - TRACER WIRE SHALL BE REQUIRED ON ALL PLASTIC SERVICES AND MAINS, PUBLIC OR PRIVATE.

- GENERAL CONSTRUCTION NOTES**
- THE STATE OF MINNESOTA, DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" 2020 EDITION ALONG WITH THE SUPPLEMENTAL SPECIFICATIONS SHALL APPLY TO ALL WORK WITHIN THE LIMITS OF THIS PROJECT.
 - ACCESS TO PRIVATE AND BUSINESS PROPERTIES SHALL BE MAINTAINED AT ALL TIMES. THE COST OF THIS WORK SHALL BE CONSIDERED INCIDENTAL TO THE CONTRACT AND NO ADDITIONAL COMPENSATION SHALL BE ALLOWED.
 - ALL DISTURBED AREAS, NOT OTHERWISE SURFACED, SHALL BE SEEDED AND MULCHED.
 - THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO PREVENT SILT, SOIL AND OTHER SUSPENDED PARTICLES FROM BEING DISCHARGED TO THE BODIES OF WATER OR DRAINAGE STRUCTURES IN THE CONSTRUCTION VICINITY. THE COST OF THIS WORK SHALL BE CONSIDERED INCIDENTAL, UNLESS PAID FOR SPECIFICALLY IN THE PLANS.
 - ALL BACKFILL CONSTRUCTION FOR WATER, SANITARY AND STORM SHALL BE IN ACCORDANCE WITH MN/DOT 2451 AND COMPACTION SHALL BE IN ACCORDANCE WITH 2105.3 SECTION F.2, QUALITY COMPACTION METHO
 - EXISTING WATER & SEWER SERVICES SHALL BE MAINTAINED DURING CONSTRUCTION.
 - THE CONTRACTOR SHALL CONTACT GOPHER ONE CALL BEFORE COMMENCING EXCAVATION.

NO.	BY	DATE	DESCRIPTION

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 ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

MARK FULLER REG. NO. 59392



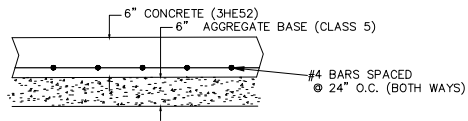
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DRAWN	WAM	9/8/25
CHECKED	MJF	9/8/25
APPROVED		
BY		

GLASS DOCTOR
BEMIDJI, MINNESOTA

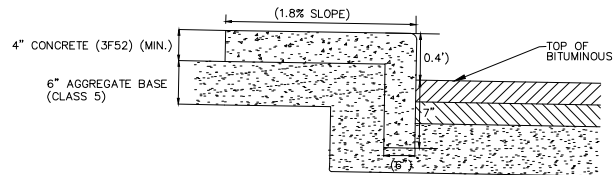
UTILITY PLAN

PROJECT NO.
25016

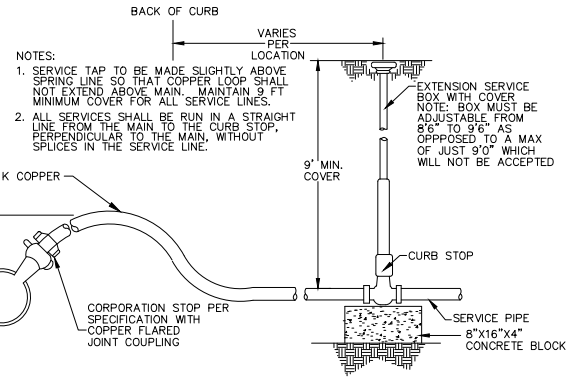
C - 5



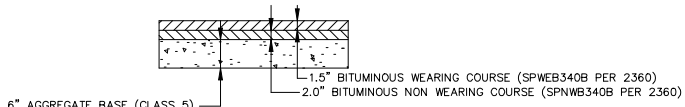
1 TYPICAL SECTION—CONCRETE APRONS
C-6 NO SCALE



5 THICKENED EDGE SIDEWALK
C-6 NO SCALE



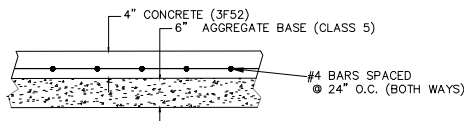
9 TYPICAL WATER SERVICE INSTALLATION
C-6 NO SCALE



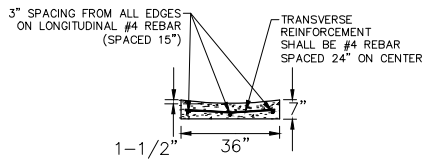
2 TYPICAL SECTION — BITUMINOUS AREA
C-6 NO SCALE



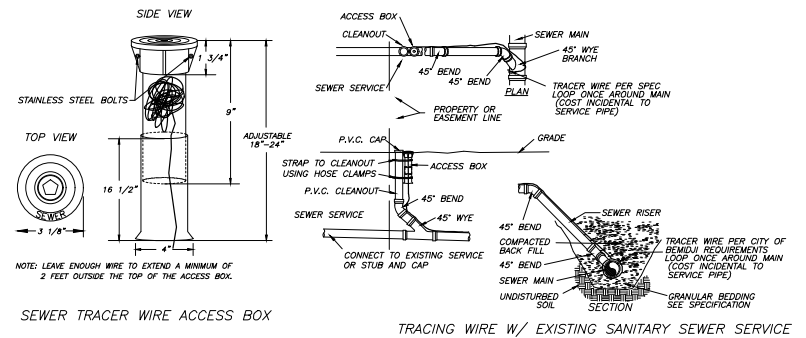
6 PARKING LINES
C-6 (WHITE IN COLOR) NO SCALE



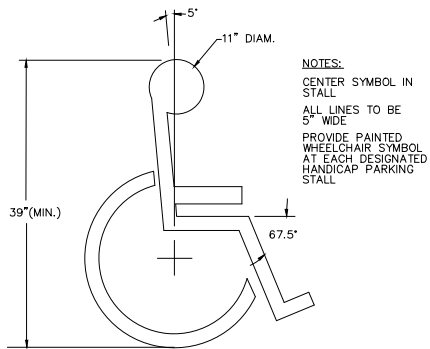
3 TYPICAL SECTION—CONCRETE SIDEWALKS AND STOOPS
C-6 NO SCALE



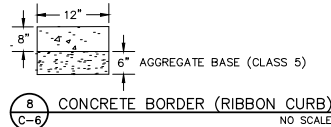
7 VALLEY GUTTER DETAIL (3A41)
C-6 NO SCALE



10 SEWER TRACER WIRE DETAIL
C-6 NO SCALE



4 HANDICAPPED SYMBOL
C-6 (BLUE IN COLOR) NO SCALE



8 CONCRETE BORDER (RIBBON CURB)
C-6 NO SCALE

NO.	BY	DATE	DESCRIPTION

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MARK FULLER REG. NO. 59392



DESIGNED	M.F.	9/8/25
DRAWN	WAM	9/8/25
CHECKED	M.F.	9/8/25
APPROVED		
BY		

GLASS DOCTOR
BEMIDJI, MINNESOTA

DETAILS

PROJECT NO.
25016

C - 6

EROSION CONTROL DEVICES & SYMBOLS LEGEND

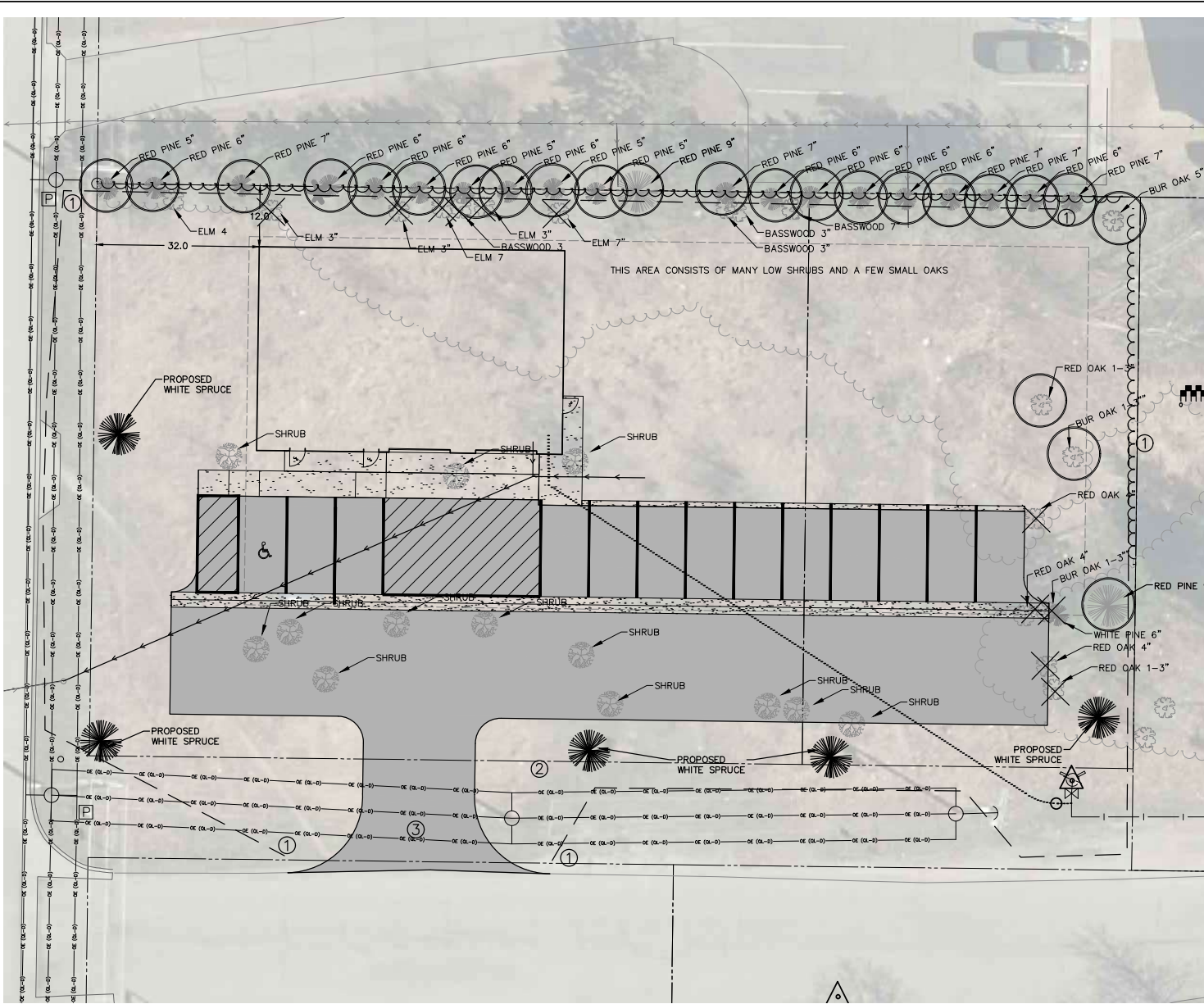
- ① SILT FENCE-TYPE MACHINE SLICED **
- ② HAZARDOUS MATERIAL WASHOUT AREA
- ③ STABILIZED CONSTRUCTION ENTRANCE

* SEE DETAILS FOR EROSION CONTROL DEVICE INSTALLATION INSTRUCTIONS.
 ** TYPE 4 TOPSOIL BERMS PER MNDOT 2573.302 SHALL BE ACCEPTABLE AS AN ALTERNATIVE TO MACHINE SLICED SILT FENCE

- H.Q.S. CONIFER (EXISTING)
- NON-H.Q.S. CONIFER (EXISTING)
- NON-H.Q.S. DECIDUOUS (EXISTING)
- NON-H.Q.S. SHRUB (EXISTING)

TREE COUNT

2 SIGNIFICANT TREES	38 NON-SIGNIFICANT TREES
RED PINE 9"	BASSWOOD 3-7"
RED PINE 5-7"	BUR OAK 1-5"
(BOTH TO BE PRESERVED)	ELM 3-7"
	RED OAK 1-4"
	RED PINE 5-7"
	WHITE PINE 6"



TREE PRESERVATION:
 B2 Zoning < 1 ACRES = 1 tree every 800 SF of required pervious surface.

Minimum Pervious: 4,604 SF/800 => 6 trees base minimum.

2 existing High Quality Significant Trees All to be preserved.

ALL TREES TO BE PRESERVED PLUS 28 NON-HQ SITE TREES EXISTING GIVES A TOTAL TREE COUNT ON THE PARCEL OF 30 WITH A BASE MINIMUM REQUIREMENT OF 6 TOTAL TREES.

FRONT YARD SETBACK TREES(1 PER 50 LF)
 REQUIRED: 317 LF/50 LF => 7 TREES

3 EXISTING FRONT YARD SETBACK TREES (NW CORNER OF SITE)

5 NEW PROPOSED WHITE SPRUCE (4' MIN HEIGHT) NEW FRONT YARD TREES. ALTERNATIVELY, TREES COULD BE OTHER SPECIES OF CONIFERS MEETING THE 4' HEIGHT MINIMUM OR DECIDUOUS TREES MEETING THE CALIPER SIZE MIN. (1.75" DIAM.)

- NORWAY PINE (EXISTING)
- TREES TO BE REMOVED
- TREES TO BE PRESERVED
- TREES TO BE PLANTED (FROM ON-SITE STOCK)

NO.	BY	DATE	DESCRIPTION

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 MARK FULLER REG. NO. 59392



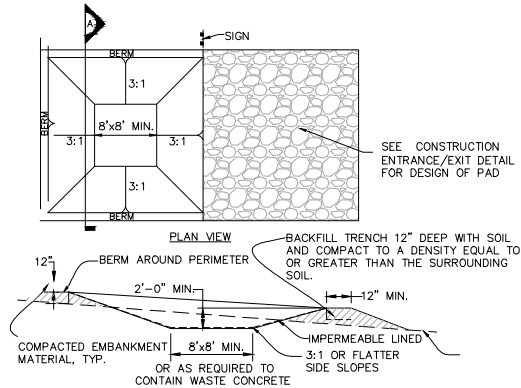
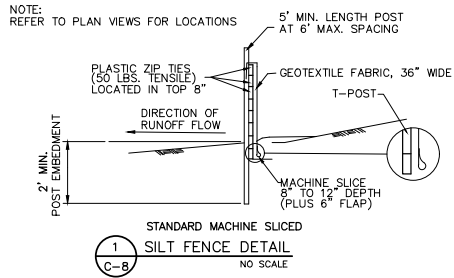
DESIGNED	MJF	9/8/25
DRAWN	WAM	9/8/25
CHECKED	MJF	9/8/25
APPROVED		
BY		

GLASS DOCTOR
 BEMIDJI, MINNESOTA

EROSION CONTROL/TREE PRESERVATION PLAN

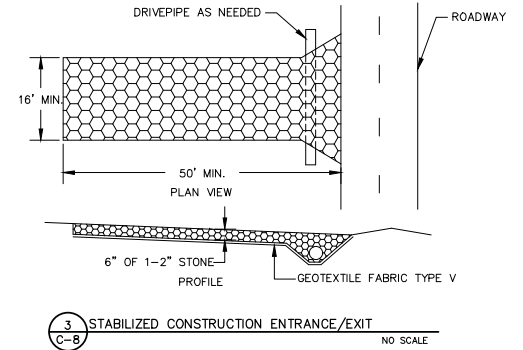
PROJECT NO.
 25016

C - 7



- CONCRETE WASHOUT AREA INSTALLATION NOTES**
1. SEE PLAN VIEW FOR LOCATIONS OF CONCRETE WASHOUT AREA.
 2. THE CONCRETE WASHOUT AREA SHALL BE INSTALLED PRIOR TO ANY CONCRETE PLACEMENT ON SITE.
 3. VEHICLE TRACKING CONTROL IS REQUIRED AT THE ACCESS POINT.
 4. SIGNS SHALL BE PLACED AT THE CONSTRUCTION ENTRANCE, AT THE WASHOUT AREA, AND ELSEWHERE AS NECESSARY TO CLEARLY INDICATE THE LOCATION OF THE CONCRETE WASHOUT AREA TO OPERATORS OF CONCRETE TRUCKS AND PUMPS.
 5. EXCAVATED MATERIAL SHALL BE UTILIZED IN PERIMETER BERM CONSTRUCTION.

- CONCRETE WASHOUT AREA MAINTENANCE NOTES**
1. THE CONCRETE WASHOUT AREA SHALL BE REPAIRED AND ENLARGED OR CLEANED OUT AS NECESSARY TO MAINTAIN CAPACITY FOR WASTED CONCRETE.
 2. AT THE END OF CONSTRUCTION, ALL CONCRETE SHALL BE REMOVED FROM THE SITE AND DISPOSED OF AT AN APPROVED WASTE SITE.
 3. WHEN THE CONCRETE WASHOUT AREA IS REMOVED, COVER THE DISTURBED AREA WITH TOP SOIL, DRILL SEED AND CRIMP MULCH OR OTHERWISE STABILIZE IN A MANNER APPROVED BY THE LOCAL JURISDICTION.
 4. INSPECT WEEKLY, DURING AND AFTER ANY STORM EVENT.
- 2** HAZARDOUS MATERIAL WASHOUT DETAIL
C-8 NO SCALE



NO.	BY	DATE	DESCRIPTION

REVISIONS:

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MARK FULLER REG. NO. 59392



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APPROVED		
BY		
DATE		

GLASS DOCTOR
BEMIDJI, MINNESOTA

EROSION DETAILS

PROJECT NO.
25016

C - 8

Packet Distribution List

City of Bemidji – ZOA-2025-0003 – S&D Glass Inc

	<u>Contact</u>	<u>E-MAILED</u>	<u>US Mailed</u>
<input checked="" type="checkbox"/>	Applicant / Representative	9/4/2025	_____
<input checked="" type="checkbox"/>	City Building Department	9/4/2025	_____
<input type="checkbox"/>	City Attorney	_____	_____
<input checked="" type="checkbox"/>	City Engineer	9/4/2025	_____
<input checked="" type="checkbox"/>	City Manager	9/4/2025	_____
<input type="checkbox"/>	City Community Development (Vacant)	_____	_____
<input checked="" type="checkbox"/>	City GIS Department	9/4/2025	_____
<input checked="" type="checkbox"/>	City Police Department	9/4/2025	_____
<input checked="" type="checkbox"/>	City Fire Department	9/4/2025	_____
<input type="checkbox"/>	City Parks Department	_____	_____
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<input type="checkbox"/>	Beltrami County Natural Resources	_____	_____
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<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 type="checkbox"/>	Bemidji Sustainability Commission	_____	_____
<input checked="" type="checkbox"/>	Other: Planning & Zoning Attorney.	9/4/2025	_____



Planning and Zoning Department
City of Bemidji

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

September 3, 2025

City of Bemidji – ZOA-2025-0003: - Jane Marks-Hastig representing S&D Glass Inc. is requesting a (Rezone) Land Use Map Amendment from R-5 High Density Residential Zoning District to B-2 General Commercial Zoning District with plans to construct a portion of their parking lot that would serve a building on the adjacent parcel for a service and retail business. The subject property is located at TBD 24th St NW (PIN 800331600) in the City of Bemidji.

The parcel legal description is as follows:

Lot 15, Block 1, Wagner's Third Add. to Bemidji,
less the East 125 feet thereof, and less the South 20 feet thereof.

The City of Bemidji Planning and Zoning Commission will consider this proposal at its meeting on **Thursday, September 18th, 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, **Melissa Fahrenbruch's** attention at the Planning office at 317 4th Street NW, or by email to **SGAdmin@ci.bemidji.mn.us**. If possible, your comments should be submitted by **Friday, September 12th, 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 **ZOA-2025-0003**.

Respectfully,

Melissa Fahrenbruch
Assistant Planner
City of Bemidji Planning and Zoning Department



Planning & Zoning Department
City of Bemidji

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

September 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 – ZOA-2025-0003: - Jane Marks-Hastig representing S&D Glass Inc. is requesting a (Rezone) Land Use Map Amendment from R-5 High Density Residential Zoning District to B-2 General Commercial Zoning District with plans to construct a portion of their parking lot that would serve a building on the adjacent parcel for a service and retail business. The subject property is located at TBD 24th St NW (PIN 800331600) in the City of Bemidji.

This public hearing will be held on **Thursday, September 18th, 2025, at 5:30 p.m.** The meeting will be held in the Council Chambers of the Bemidji City Hall located at 317 4th 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, September 12th, 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 SGAdmin@ci.bemidji.mn.us

Respectfully,

Planning Staff
City of Bemidji
Planning & Zoning Department

TANYA J ANDERSON
514 25TH ST NW
BEMIDJI, MN 56601

NORTHWOODS HOLDINGS LLC
PO BOX 218
ELK RIVER, MN 55330

REGINA MAY STENDER
520 25TH ST NW
BEMIDJI, MN 56601

HAROLD R AYLESWORTH
NOEMI M AYLESWORTH
1719 S LAKE IRVING DR SW
BEMIDJI, MN 56601

HREP BEMIDJI ASSOCIATES LLC
1535 NORTH ELSTON AVE
CHICAGO, IL 60642

TIM ORTON PROPERTIES LLC
PO BOX 820
WALKER, MN 56484

CHESTER BERG MOTORS INC
705 PAUL BUNYAN DR NW
BEMIDJI, MN 56601

BEMIDJI PORTFOLIO ASSOC LLC
1535 N ELSTON AVE
CHICAGO, IL 60642

CERMAK PROPERTIES LLC
613 GRANT LAKE LN SW
BEMIDJI, MN 56601

PLATINUM DEV OF BEMIDJI LLC
15225 BIG TURTLE DR NE
BEMIDJI, MN 56601

GILBERT W MOUSER JR TRUSTEE
MOUSER FAMILY TRUST
10130 WILDWOOD RD NE
BEMIDJI, MN 56601

ASMINOV ENTERPRISES LLC
502 24TH ST NW
BEMIDJI, MN 56601

ALBERT BERGE
TERRI BERGE
51448 WHIPPOORWILL RD
BEMIDJI, MN 56601

S & D GLASS INC
750 PAUL BUNYAN DR NW
BEMIDJI, MN 56601

SHERWIN A CARLSON
HELEN CARLSON
PO BOX 35370
LOUISVILLE, KY 40232

CARLTON N BRAUGHT
ANNALISE O BRAUGHT
512 24TH ST NW
BEMIDJI, MN 56601

DOUGLAS L UNDERTHUN
MARTA J UNDERTHUN
312 29TH ST NW
BEMIDJI, MN 56601

MARVIN DEVELOPMENT III LLC
5425 BOONE AVE N
NEW HOPE, MN 55428

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

MOVERS LLC
809 PAUL BUNYAN DR S
BEMIDJI, MN 56601

OTTER TAIL CORPORATION
215 S CASCADE ST
FERGUS FALLS, MN 56537

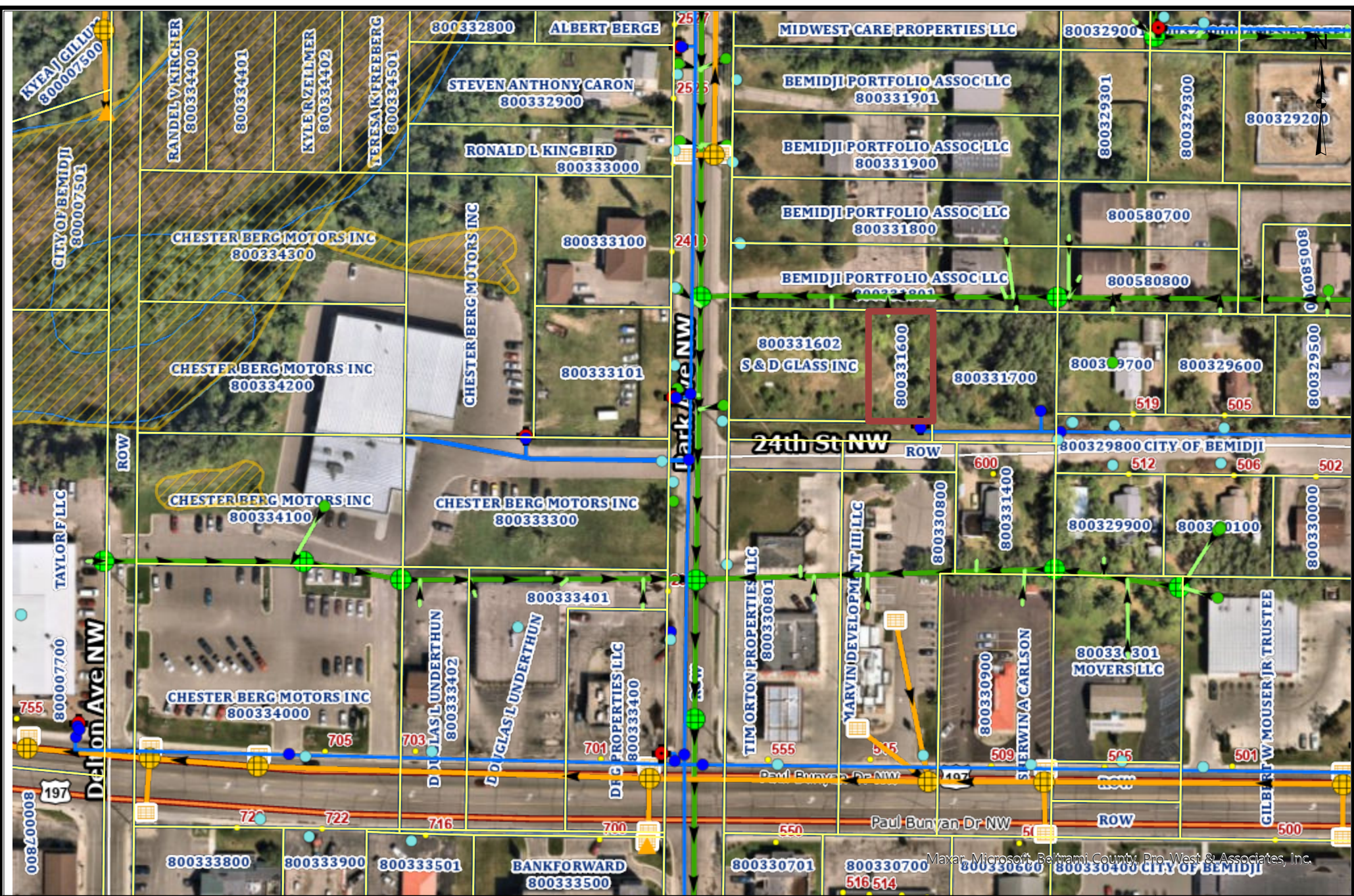
DRG PROPERTIES LLC
PO BOX 1652
BEMIDJI, MN 56619

MIDWEST CARE PROPERTIES LLC
1870 50TH ST E # 7
INVER GROVE HEIGHTS, MN 55077

EAGLES WING PROPERTIES LLC
7326 BIRCHMONT CT NE
BEMIDJI, MN 56601

STEVEN ANTHONY CARON
2525 PARK AVE NW
BEMIDJI, MN 56601

RONALD L KINGBIRD
SHARON L KINGBIRD
2523 PARK 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.

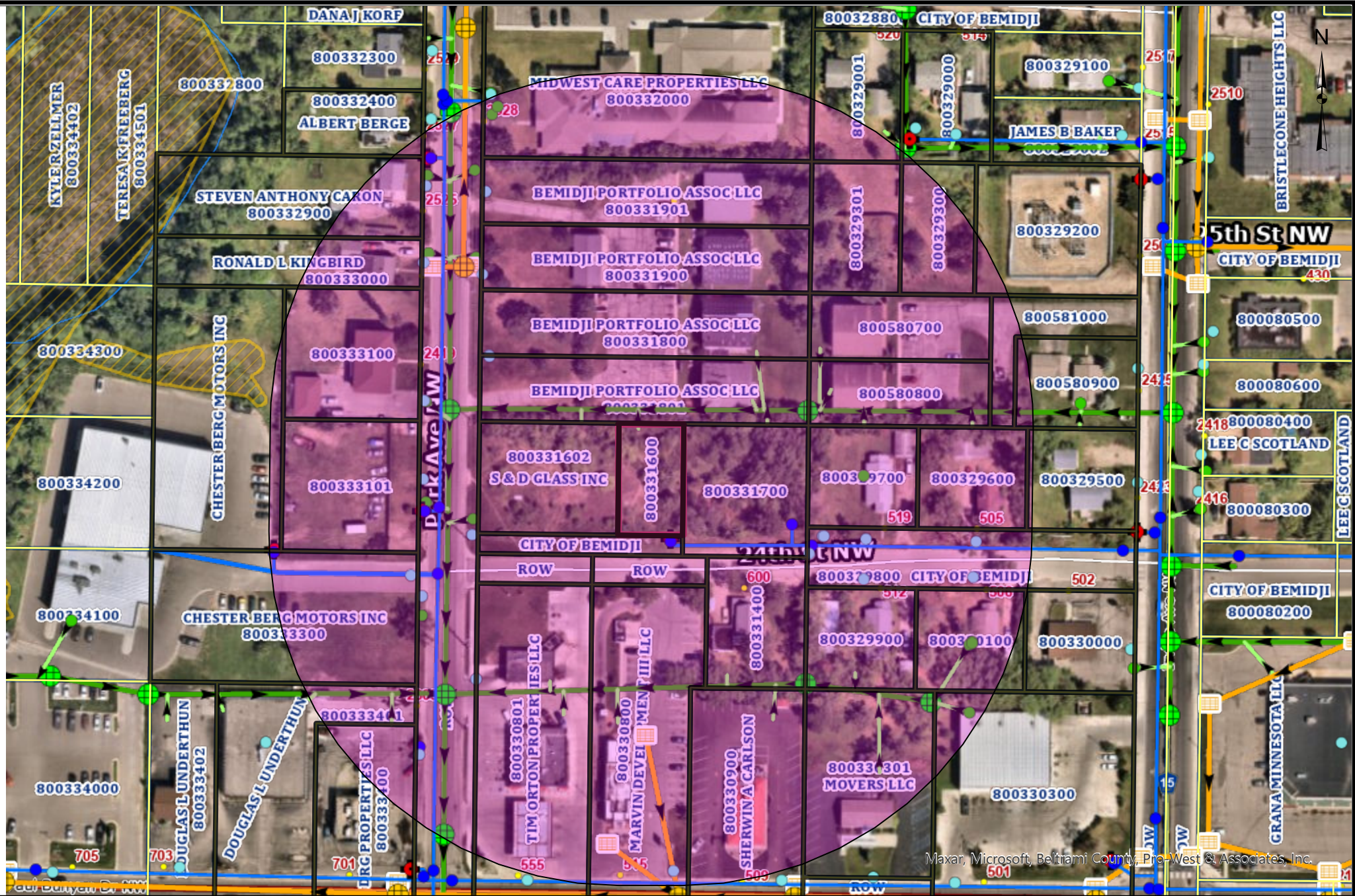
Aerial Map

1:2,257

Date: 8/29/2025

Page 33 of 52

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.

Buffer Map

1:2,257

Date: 8/29/2025

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



AFFIDAVIT OF PUBLICATION

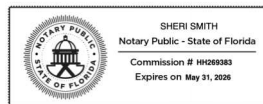
State of Florida, County of Broward, ss:

Anjana Bhadoriya, 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, September 6, 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.

Anjana Bhadoriya

(Signed) _____



VERIFICATION

State of Florida
County of Broward

Subscribed in my presence and sworn to before me on this: 09/08/2025

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, September 18, 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):

Rezone Request: Jane Marks-Hashtig representing S&D Glass Inc. is requesting a (Rezone) Land Use Map Amendment from R-5 High Density Residential Zoning District to B-2 General Commercial Zoning District with plans to construct a portion of their parking lot that would serve a building on the adjacent parcel for a service and retail business. The subject property is located at TBD 24th St NW (PIN 800331600) 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 (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 for more information. If possible, your written comments should be submitted by **Friday, September 12, 2025**, so they may be incorporated into the staff report to the Planning Commission.
(Sep. 6, 2025)



Beltrami County's new recycling compactor location at the corner of Fern St. and Hwy 71.

**City of Bemidji
Planning Board
Submitted by Jamin
Carlson, Planning
Director**



City of Bemidji

**317 4th St NW
Bemidji, MN 56601
(218) 759-3582**

Planning & Zoning News

- 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](#). If you have questions or want more information on the position please reach out to planning staff at City Planning City.Planning@ci.bemidji.mn.us.

- **City of Bemidji and Northern Township Proceedings**

The trial for the contested annexation/incorporation has ended, however the comment period is still open for public comment.

Written Comments to the presiding Judge:

Public Comment Period. Written public comments regarding this matter may be submitted to the Court of Administrative Hearings until 4:30 p.m. on October 24, 2025. Written comments may be submitted by mail to the Court of Administrative Hearings, Attn: MBAU Administrator, PO Box 64620, St. Paul, Minnesota 55164-0620, or by email to mbauadministrator.oah@state.mn.us. All written submissions should include the docket numbers for this case: OAH 71-0330-40846, OAH 71-0330-40869.

Questions and comments for the City? Submit them in the form provided or email: northerninfo@ci.bemidji.mn.us

- Planning staff are always looking to improve their skills and education. The assistant planner will be taking her American Institute of Certified Planners (AICP) test in November to earn her AICP certification. From the American Planning Association (APA) website:
"The American Institute of Certified Planners provides the only nationwide, independent verification of planners' qualifications. Certified planners pledge to uphold high standards of

practice, ethics, and professional conduct and to keep their skills sharp and up to date by continuously pursuing advanced professional education.”

Building Project Updates

- Voyager’s School will be looking to begin construction for their addition at 3724 Bemidji Ave N. This was a recently approved planning cases for a variance to increase impervious surface coverage and an amendment to an interim use permit for more students and staff at an existing school.
- Battery Wholesale and Northern Stone will be looking to open next month at their new location at 3116 Gillett Dr. NW across from the airport and City water plant (they were previously located in the multi-tenant building at the corner of Paul Bunyan Dr NW & Delton Ave NW).



- The People’s Church is nearing completion for their remodel and expansion at 824 America Ave NW. This project required a conditional use permit (CUP) for the church use and an amended interim use permit (IUP) for the shelter.



Comprehensive (Comp) Plan

The city is currently in the process of updating its Comprehensive Plan. A Comp 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.

Join a Focus Group — Help Shape Bemidji's Future!

As part of the **#ThisIsOurCityBemidji** initiative, we're inviting community members to participate in **focus groups** that will guide the next phase of the **Bemidji Comprehensive Plan Update**. We will be kicking off our Focus Groups with a kickoff coming in November! We would like the city staff and council along with the planning board to think with us and send specific names to our **#ThisisourcityBemidji** Team for our upcoming Focus Groups. Over the next few months, we'll be hosting **seven themed focus groups**, each centered on a key area of community life:

- Housing
- Transportation
- Energy
- Education & Economic Opportunity
- Health, Wellness & Food Security
- Natural Resources & Land Use
- Materials, Waste & Resource Efficiency

Each session will be a 90-minute conversation facilitated by a neutral moderator, using tools like live polling, mapping exercises, and discussion guides. Participants will help identify strengths, challenges, and opportunities—and prioritize actions that will be folded into the Comprehensive Plan.

If you or someone you know is passionate about one of these themes and wants to help shape Bemidji's future, we'd love to hear from you!

📍 Reach out to Naomi Carlson (ncarlson@hrdc.org | 315-552-8700) or Dr. Anna Carlson (anna.carlson@bemidjistate.edu | 218-760-5676) to get involved.

Together, we're building a plan that reflects the values, dreams, and needs of everyone who calls Bemidji home.

Community Picnic at BSU from September 17th

We served over 700 people and had the local farmers within the community as well as Aramark collaborate on prepping the meal! We had over 20 vendors from our city and a flash mob highlight hosted in the middle of the picnic from Headwaters Music and Arts to the song - Don't Stop Believing! Pictures below of the event.

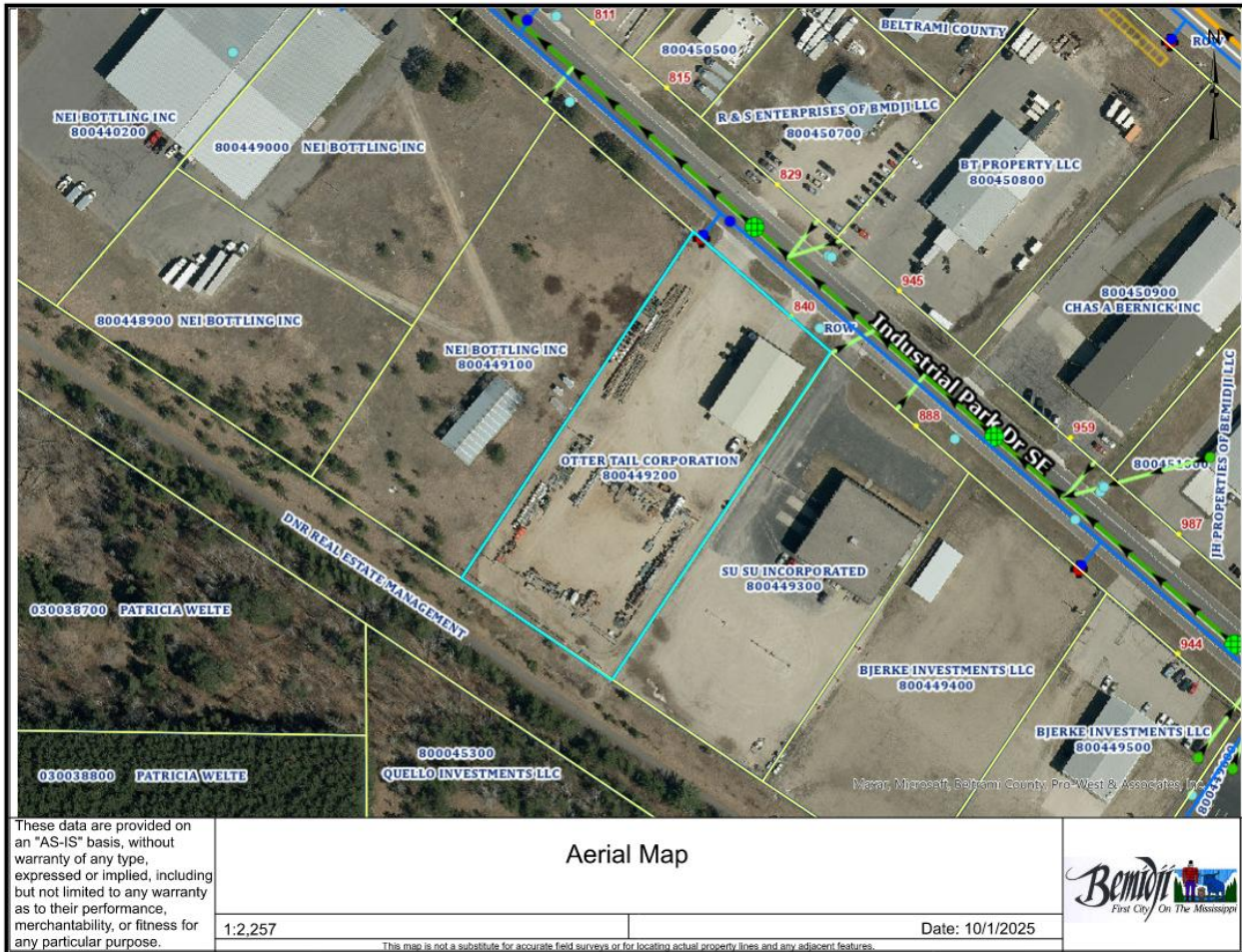




Permit/License Activity Items	Totals (Issued since 1/1/2025)
Planning Cases (Variances, CUPs, IUPs, Rezones, PUDs, & Plats)	22
Sign Permits	49
Lot Combinations/Realignments/Divisions Permits	8
Environmental Alteration Permits (Tree/Shoreland)	10
Temporary Storage Containers/Semi-Trailer Permits	11
Animals/Home Occupation/Fence/Land Use Permits	48
Site Plans Reviews/ Zoning Verification Letters	88
PERMIT/LICENSE ACTIVITY * As of October 9th, 2025	236

Upcoming Planning Cases

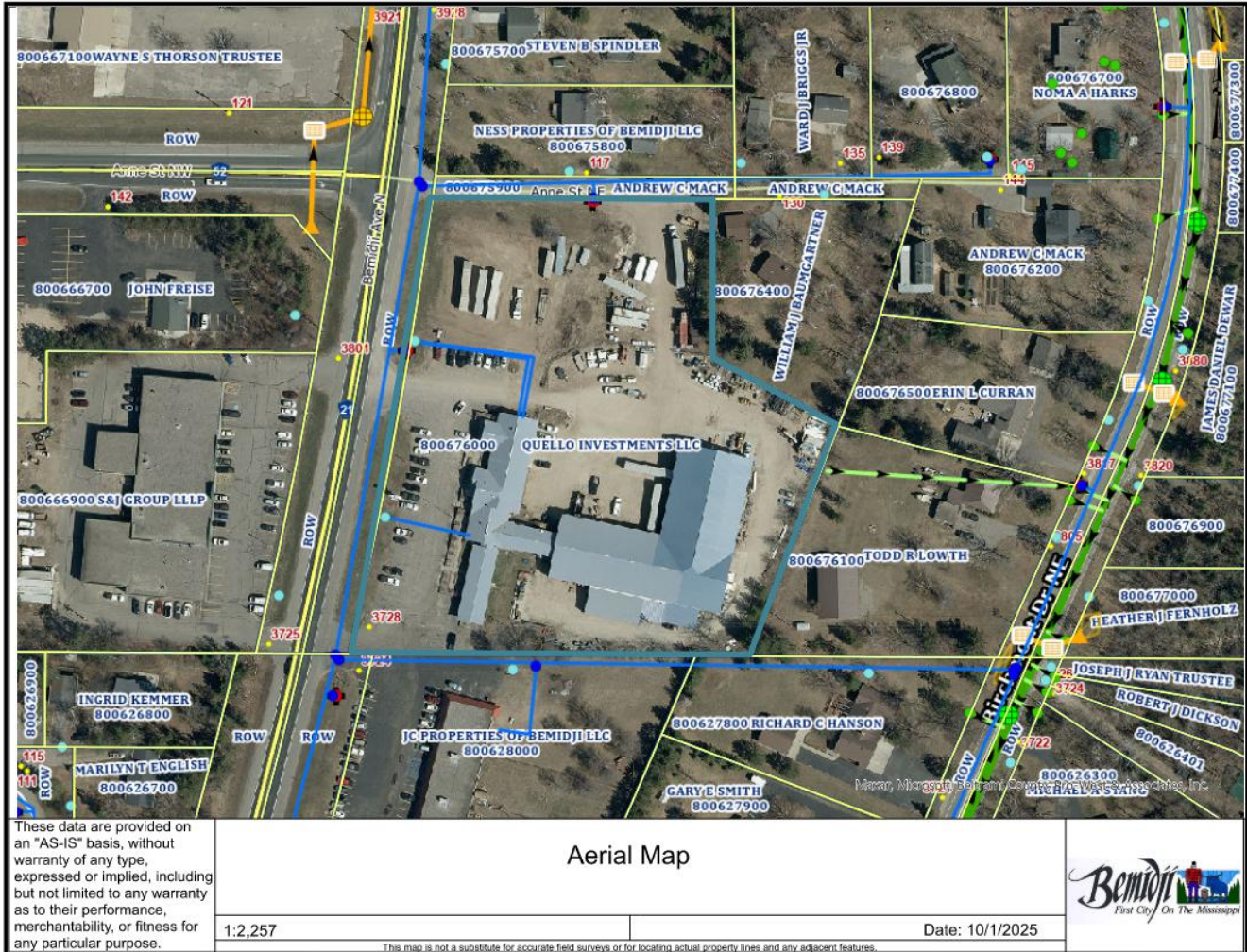
Interim Use Permit Request: Chad Burchinal representing Northwest Tire is requesting an Interim Use Permit (IUP) for operating Heavy Truck, Construction Equipment Service Business. The subject property is located at 840 Industrial Park Dr SE (PIN 800449200) in the City of Bemidji and is in the I-1 Industrial Park/Light Industrial Zoning District.



Variance Request: Erik Thorson is requesting a Variance from the Shoreland lot width and lot size minimum standards to build a bedroom addition to the current house 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 2114 Birchmont Dr NE (PIN #80.00537.00) in the City of Bemidji.



Conditional Use Permit Request: Jaime Quello representing Peterson Sheet Metal is requesting a Conditional Use Permit for an existing legal non-conforming Contractor's Shop use to build an additional structure on the property. The subject property is located at 3728 Bemidji Ave N (PIN 800676000) in the City of Bemidji and is zoned B-1 Low Density Commercial District and the Shoreland Overlay.



IMPORTANT NOTICE

- The Planning Board meeting scheduled for Tuesday, October 14th, 2025, at 5:30 p.m. will be held at City Hall Council Chambers.
- The Planning Commission meeting scheduled for Thursday, October 23rd, 2025 at 5:30 p.m. will be held at City Hall Council Chambers

OCTOBER 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13 Indigenous Peoples' Day NO Meetings	14 Board	15	16 Boss's Day	17	18
19	20	21	22	23 Commission	24	25
26	27	28	29	30	31 Halloween	1

NOVEMBER 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10 Board	11 Veterans Day Office Closed	12	13	14	15
16	17	18	19	20 Commission	21	22
23	24	25	26	27 Thanksgiving Day Office Closed	28 Friday After Office Closed	29
30	1	2	3	4	5	6



Planning & Zoning Department

Site Analyst & Enforcement Activities for September 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. Construction complete.
- **Bemidji Marine (Laurel Dr NW)** Site plan review submitted for new storage building. Construction 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.
- **Dale Schmidt Agency (Washington Ave S)** Building expansion. Site plan approved; construction underway.
- **Glass Doctor (24th St NW)** Site plan review for new commercial building submitted, foundation work approved and underway.
- **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 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. **CLOSED**
- **Les Schwab Tire Centers (Paul Bunyan Dr)** Site plan under review.
- **MotorWorks Auto Repair (Washington Ave)** Parking lot renovation, site plan review approved. Site preparation underway.
- **North Central Door (Carr Lake Rd)** Construction and paving completed. Multiple trees need to be replaced and lighting needs to be redirected or replaced.
- **Northwoods Shelter (30th St)** Construction appears complete. **CLOSED**
- **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. **CLOSED**
- **Skips (Paul Bunyan Dr)** Needs grass re-seeded and trees planted by July 18, 2025. Did not meet deadline, next steps underway.



Planning & Zoning Department

Site Analyst & Enforcement Activities for September 2025

- **Starbucks South (Shevlin Ave)** Is open for business. Waiting on Utility As-Builts.
- **UPS MDC Expansion (Industrial Park Dr SE)** Construction completed, waiting on landscape survivability Fall 2025.
- **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 enclosure. Concrete was installed in June; enclosure was not in place as of 8/6/2025.
- **Westridge Redevelopment (Paul Bunyan Dr)** CUP issued, plan review completed, construction underway.



Finishing touches still being added to the Border States new building in the Technology Park, October 9, 2025



Site Analyst & Enforcement Activities for September 2025

Development Projects City Residential

- **Amundson (Sherman Dr)** Site plan review approved 5/30/2025. Construction ongoing.
- **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 (26th St NW)** Site plan approved 5/30/2025. Construction underway.
- **Habitat for Humanity (19th 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. **CLOSED**
- **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.
- **Mrazek (Jefferson Ave SW)** Site plan review submitted 10/2/2025, awaiting payment.
- **Puddle Duck Properties (Beartooth Ave SW)** Site plan reviews complete 9/19/2023. **CLOSED**
- **Puddle Duck Properties (Shedhorn St SW)** Site plan review complete, issued 9/28/2023. **CLOSED**
- **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. Site visit to confirm completion 10/9/2025. **CLOSED**
- **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. **CLOSED**
- **Yezhikov (Gould Ave NE)** Site plan review done 5/19/2023. Waiting for landscape survivability Summer 2025. **CLOSED**

Significant Enforcement Issues

- Much of the successful enforcement actions through the end of summer was related to exterior storage, as we closed out multiple cases in residential districts.
- Fences have become a focal point, as well, as many have been replaced due to storm damage, or added due to tree loss. Several have become enforcement issues due to a lack of permitting and/or infringement on sight visibility at intersections.



- Human Activity Sites: Human Activity Site complaints have been less prevalent this summer than last year, but there was an uptick in cases in the rail corridor in August, as well as one along Lake Boulevard.



Site Analyst & Enforcement Activities for September 2025

- We have received complaints regarding property owners not cleaning up storm damage. While there are properties where no attempt has thus far been made to correct issues raised by the storm, several others are correcting the issues present, but not necessarily as fast as everyone would like.
- Enforcement regarding the removal of downed trees is limited from the land use perspective unless there is a larger issue that creates a health and safety risk. Often, other departments may have more ability to correct certain issues, which is why enforcement of these issues is looked at from a multi-departmental standpoint.
 - If the structural integrity of an occupied structure is impacted, Building Department has more leverage in getting the issue corrected faster. For trees that are damaged, Parks Department may have more leverage through tree inspections under Chapter 14, Article V, Section 14-150.
 - City code does not require the outright removal of a downed tree that presents no health or safety risks from private property, however, the Minnesota Department of Natural Resources Forestry Division states that presence of dead and downed trees can cause infestations that will impact living stands, particularly bark beetles in pine trees.
 - Enforcement of this may be done through Chapter 14, Section 14-32 – Maintenance of Private Property, which states that *it is the primary responsibility of any owner or occupant of any lot or parcel of land to remove all nuisances and public health or safety hazards therefrom, and to treat or remove insect infested or diseased trees thereon.* This section of code also allows the City to take action to correct the issue should the property owner/occupant fail to do so.



Storm damage on local property, September 25, 2025.



Unresolved storm damage on private property, October 9, 2025

- The impact of storm debris on emergency service response is a primary concern, so when properties are discovered with storm debris related issues, they are passed along to the fire department.



Site Analyst & Enforcement Activities for September 2025

Summary of Enforcement Actions

Enforcement - Total Open Cases - Aug. & Sept. 2025			
By Ward	Residential Districts	Non-Residential	Totals
Ward 1	8	2	10
Ward 2	5	15	20
Ward 3	7	2	9
Ward 4	12	26	38
Ward 5	16	5	21
Total	48	50	98

As of 10/7/2025

Totals for August & Sept. 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	21
September Non-Residential	4
October Residential	0
October Non-Residential	0
November Residential	0
November Non-Residential	0
December Residential	0
December Non-Residential	0
Total Closed Cases 2025	109
As of 10/7/2025	



Site Analyst & Enforcement Activities for September 2025

Enforcement Totals by Code - August & September 2025		
Enforcement Items by Code	Open	Closed
Residential R-1 through R-6		
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	28	12
28-403 - Sight Visibility Triangle	1	0
28-404 - Fences	4	2
28-406 - Landscaping Requirements	0	1
28-408 - Lighting	1	0
28-409 - Off-Street Parking, Loading & Surfacing Standards	5	6
28-411 - Temporary Uses or Structures	3	0
28-523 - Land Use, Building & Admin Permits	1	0
28-524 - CUP Violation	2	0
28-421 - Farm Animals	1	0
Total Residential Cases	48	21
Commercial, Industrial, U, UR, OM, LC, LD, & MH		
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	1	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	13	3
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	7	1
28-411 - Temporary Uses or Structures	9	0
28-413 - Manufactured Home Park Standards	1	0
28-523 - Land Use, Building, & Other Administrative Permits	1	0
28-524 - Conditional Use or Interim Permits	1	0
28-528 - General Nuisance	0	0
Total Non- Residential Cases	50	4
Total Cases	98	25

As of 10/7/2025