

# BEMIDJI PLANNING BOARD REGULAR MEETING AGENDA

Monday, November 10, 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) October 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) Consider Resolution for an Interim Use Permit Request for Parcel 80.04492.00 - Northwest Tire
- 3) Consider Resolution for a Variance Request for Parcel 80.00537.00 - Erik Thorson
- 4) Consider Resolution for a Conditional Use Permit Request for Parcel 80.06760.00 - Peterson Sheet Metal

## **STAFF REPORTS**

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

## **UPCOMING MEETINGS**

- 7) December 8, 2025 Planning Board Meeting

## **ADJOURN**

## PLANNING BOARD PROCEEDINGS

### BEMIDJI, MINNESOTA

Regular Meeting – Tuesday, October 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, Peterson, Dickinson, Rivera, Eaton, Thayer**. Absent: **Fiskevold Gould**.

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

Others Present: **Troy Gilchrist, Town Law Center PLLP (via WebEx)**.

#### AMENDMENTS TO AGENDA

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

#### MINUTES

The following minutes were presented for approval:

Planning Board Meeting: **August 11, 2025**

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

**CITIZENS WITH BUSINESS NOT ON AGENDA:** No appearance.

#### NEW BUSINESS

CONSIDER ORDINANCE AMENDING THE ZONING MAP ADOPTED IN CHAPTER 28 OF THE BEMIDJI CITY CODE – PARCEL 80.03316.00 – S&D GLASS

Fahrenbruch presented the first planning case request: 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 24<sup>th</sup> St NW (PIN 800331600) in the City of Bemidji.

The Planning Commission and staff recommend approval of a rezone for parcel # 800331600, with the findings of fact presented in the packet.

Board members made the following comments regarding the request:

- Prince expressed support for the rezone.

**ORDINANCE NO. 222, 3<sup>RD</sup> SERIES**, AN ORDINANCE Amending Zoning Map Adopted in Chapter 28 of the Bemidji City Code Entitled “Development Code”, Specifically Article I, Section 32 and Article XII, Section 526 (Planning Case #ZOA-2025-0003, S&D Glass) was given a final reading and passed by the following unanimous roll call vote: Yeas: **Thayer, Eaton, Rivera, Dickinson, Peterson, Prince**.

Motion by **Prince**, seconded by **Peterson**, approving publication of a summary of Ordinance No. 222, 3<sup>rd</sup> Series. Motion carried by the following unanimous voice vote: Yeas: **Thayer, Eaton, Rivera, Dickinson, Peterson, Prince**.

#### DISCUSSION ON STORM DAMAGED/DILAPIDATED/VACANT PROPERTIES:

Fahrenbruch and Wielenberg addressed.

Board members made the following comments:

# DRAFT

- Members and staff discussed.
- Wielenberg addressed that concerns regarding specific properties can be directed to him, though the response will include multiple departments.
- Prince inquired about an abandonment fee. Members and staff discussed.
- Thayer expressed support for the abandonment fee.

## **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**

- November 10, 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 **6:14 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. 2025-24**

**RESOLUTION APPROVING  
AN INTERIM USE PERMIT  
FOR PARCEL 800449200**

WHEREAS, an application was made on September 30, 2025, by Northwest Tire, Inc. requesting an Interim Use Permit (IUP) for operating Heavy Truck, Construction Equipment Service Business, on their leased property located at 840 Industrial Park Dr SE within the City of Bemidji; and

WHEREAS, the proposed requested Interim Use Permit will be located on parcel 800449200, legally described as:

Lot 04 Block 01, 1<sup>st</sup> Addition to Industrial Park Section 22, TWP 146, R33; and

WHEREAS, the Property is zoned and located within the I-1 Industrial Park/Light Industrial District; and

WHEREAS, the requested Interim Use Permit meets all requirements, standards and specifications of the City's Development Ordinance; and

. WHEREAS, the Planning Commission held a public hearing on October 23, 2025, to review the application for an Interim Use Permit following mailed and published noticed as required by law; and

# DRAFT

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 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.**

The proposed use is not anticipated to adversely affect, nor create an unreasonable level of disruption or interference upon the surrounding area.

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

This use should not have an impact on the adjacent streets and/or land as the parking for the business is within the parcel.

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

The proposed use is not anticipated to adversely affect, nor create an unreasonable level of disruption or interference upon the surrounding area.

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

The proposed use is consistent with the goals and policies of the City of Bemidji Comprehensive Plan as well as the City Code through an approved IUP.

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

The property is served by City services.

NOW, THEREFORE BE IT RESOLVED that the Planning Board hereby grants the approval of an Interim Use Permit (IUP) to allow Northwest Tire, Inc. to operate Heavy Truck, Construction Equipment Service Business, on their leased property located at 840 Industrial Park Dr SE within the City of Bemidji, with the following conditions:

1. Parking lot/paving and ingress/egress plans will need to be submitted for approval by Planning department and meet Public Works design standards before changes are made and completed within one year of approved.

# DRAFT

2. All existing and proposed exterior lighting on the property shall be in full conformity with Section 28-408 of the development code.
3. An enhanced landscaping plan complying with Section 28-406 & 28-407 of the development code must be submitted and approved within one (1) year of the IUP approval. Green space and trees must be established and maintained within the next growing season after the plan approval.
4. An erosion control plan shall be submitted and be in place before any parking lot construction commences on the property.
5. All dumpsters on-site shall be fully enclosed complying with Section 28-402 of the Ordinance.
6. Screening of the outdoor storage of equipment shall meet Section 28-405 of the Ordinance.
7. All required updates to the parcel must be brought into compliance within one (1) year of the IUP approval or within one (1) year of purchase of the property whichever comes first.
8. 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.

## CITY OF BEMIDJI PLANNING BOARD

State of Minnesota  
County of Beltrami

This instrument was acknowledged before me on this 10th day of November 2025, by Audrey Thayer, Planning Board Chair.

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Audrey Thayer, Planning Board Chair

Subscribed and sworn to before me  
this 10th day of November 2025.

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Notary Public

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Applicant Signature and Date

# The City of Bemidji Planning and Zoning Department

<b>PLANNING CASE:</b> SUP-2025-0010	<b>MEETING DATE:</b> October 23, 2025
<b>APPLICANT:</b> Northwest Tire, Inc (Chad Burchinal)	<b>60-DAY RULE DATE:</b> November 29, 2025
<b>PROCEEDING:</b> Interim Use Permit (IUP) - for operating Heavy Truck, Construction Equipment Service Business.	<b>ZONING DISTRICT:</b> (I-1) Industrial Park/Light Industrial
<b>PREPARED BY:</b> Melissa Fahrenbruch Assistant Planner	<b>EXHIBITS:</b> Aerial Map, Application, Site Plans, Supporting Documentation

## PLANNING MEMORANDUM

### SUMMARY OF REQUEST

Chad Burchinal representing Northwest Tire, Inc 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. This property is in the I-1 Industrial Park/Light Industrial Zoning District.

### PUBLIC HEARING & DISCUSSION

Commission members made no comments.

#### Public Hearing opened at 5:36 p.m.

Hearing the following comments:

- Corey Grossman, president of NorthWest Tire, addressed the commission and noted that they leased the property after the June storm. Grossman expressed a hope for leniency on planting trees on the property. Grossman expressed tentative future plans of purchasing the subject property, tearing down their damaged building at their old location, and building an additional building on this site.

#### Public Hearing closed at 5:39 p.m.

### RECOMMENDATION & FINDINGS

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

The Planning Commission decided that the conditions are sufficient for approval of an interim use permit.

### RECOMMENDATION FOR APPROVAL

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

## Conditions

1. Parking lot/paving and ingress/egress plans will need to be submitted for approval by Planning department and meet Public Works design standards before changes are made and completed within one year of approved.
2. All existing and proposed exterior lighting on the property shall be in full conformity with Section 28-408 of the development code.
3. An enhanced landscaping plan complying with Section 28-406 & 28-407 of the development code must be submitted and approved within one (1) year of the IUP approval. Green space and trees must be established and maintained within the next growing season after the plan approval.
4. An erosion control plan shall be submitted and be in place before any parking lot construction commences on the property.
5. All dumpsters on-site shall be fully enclosed complying with Section 28-402 of the Ordinance.
6. Screening of the outdoor storage of equipment shall meet Section 28-405 of the Ordinance.
7. All required updates to the parcel must be brought into compliance within one (1) year of the IUP approval or within one (1) year of purchase of the property whichever comes first.
8. 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

1. **Whether the proposed use adversely affects the public safety, health, morals, convenience and general welfare of the occupants of the surrounding land.**  
The proposed use is not anticipated to adversely affect, nor create an unreasonable level of disruption or interference upon the surrounding area.
2. **Whether the proposed use adversely affects traffic conditions and parking on adjacent streets and land.**  
This use should not have an impact on the adjacent streets and/or land as the parking for the business is within the parcel.
3. **Whether the proposed use adversely affects property in the surrounding area.**  
The proposed use is not anticipated to adversely affect, nor create an unreasonable level of disruption or interference upon the surrounding area.
4. **Whether the proposed use is in conformance with the community's Comprehensive Plan or Land Use Plan.**  
The proposed use is consistent with the goals and policies of the City of Bemidji Comprehensive Plan as well as the City Code through an approved IUP.
5. **Whether adequate utility, drainage and other such necessary facilities have been or can be**

**provided.**

The property is served by City services.

Motion by **Peterson**, second by **Lemmer** to recommend approval of the Interim Use Permit request for parcel 800449200, with the conditions and findings of fact as presented in the packet.

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

Nays: **None.**

Abstentions: **None.**

**Motion carried unanimously.**

## The City of Bemidji Planning and Zoning Department

<b>PLANNING CASE:</b> SUP-2025-0010	<b>MEETING DATE:</b> October 23, 2025
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### PLANNING REPORT

#### SUMMARY OF REQUEST

Chad Burchinal representing Northwest Tire, Inc 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. This property is in the I-1 Industrial Park/Light Industrial Zoning District.

#### BACKGROUND

Northwest Tire, Inc (Applicant) is seeking an Interim Use Permit (IUP) for operating a Heavy Truck, Construction Equipment Service Business selling and installing commercial tires on the parcel. Northwest Tire was operating at a different location that was heavily damaged in the June 2025 storm and is now in a leased space until they either rebuild their old location or purchase a new location.

This property was home to Otter Tail Corporation, used for storage and maintenance of utility power infrastructure. Otter Tail relocated this use some time ago.



Otter Tail before moving



NW Tire leasing

## DISCUSSION/DEVELOPMENT ANALYSIS

### Planning Considerations

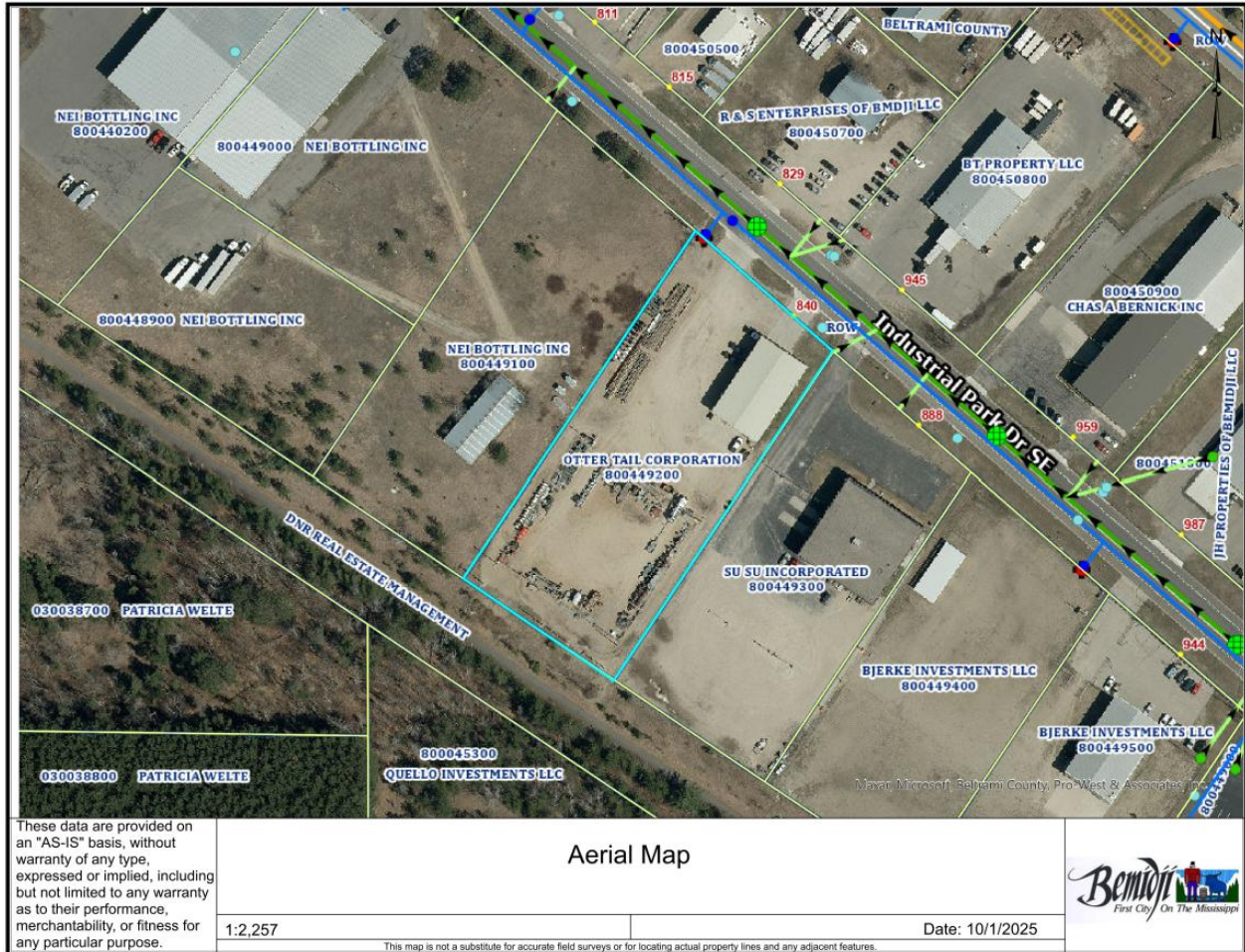
All Interim Use Permits must follow the general requirements including process, criteria, and findings. An interim use permit runs with the owner/lease holder and terminates when the property changes hands or a set amount of time.

*Per City of Bemidji Code Section 28-9:*

***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 Sec. 28-524 of this development code.*

*Section 28-3. - Intent and purpose:*

Per the Ordinance, it's our responsibility to protect and conserve the value of land throughout the city, and the value of buildings appropriate to the various districts established by this development code.



**Section 28-9. – Definitions**

The definition of **Heavy Truck, Farm Implement, Construction Equipment Repair, Rental, Sales, and Service**: A facility offering the sale, service, or repair of heavy trucks, farm implements or construction equipment including, but not limited to; semi-tractor and trailer, farm tractor, dump truck, skid loader, bulldozer, and crane.

The intent is the sale and service of tires for Heavy Truck and Construction Equipment.

**Section 28-402 Exterior Storage and Outdoor Display of Merchandise (c)**

(c) Exterior storage.

(3) Exterior storage accessory to a permitted principle use.

- a. The exterior storage area shall also only be located upon an improved hard surface in accordance with [section 28-409](#) of this development code.
- b. Exterior storage shall not be allowed within the front yard setback.
- c. The exterior storage area shall meet the screening requirements of [section 28-405](#) of this development code. For areas where it may be impractical to fully screen with the exact provisions of [section 28-405](#) the planning director may approve an alternate to allow densely planted evergreen trees.

- d. In LC, LD, UR, OM and U districts, no materials or equipment may be stored outside except those directly related to the principal use or those being used for construction on the premises.

#### *Parking and Traffic*

Section 28-409 of the Development Ordinance requires that Heavy Truck Services have one (1) space for each 400 square feet of enclosed floor area plus one space for each employee on max shift.

Based on the maximum square footage for each, they would need to provide one (1) space per employee and enough based on customer needs. It appears they have twelve (12) spaces on the west side of the building.

#### *Landscaping*

Section 28-406 & 28-407 of the Development Ordinance requires a minimum green space on twenty percent (20%) for this zoning district. This parcel is mostly gravel and will need to have green space installed to meet the green space requirement. Also, will need to plant the required, *...plant at least one tree per 50 lineal feet of street frontage between the front property line and the minimum front yard setback line; or a minimum of four trees, whichever is less. And 1—3 acres = 1 tree per 2,200s.f. of minimum required pervious site surface.* Needed for this parcel are four (4) frontage trees and an addition five (5) trees on site for a total of nine (9) trees.

#### *Lighting*

All exterior lighting existing and proposed for this site must meet Section 28-408 of the Development Ordinance. A lighting plan showing fixtures and placement will need to be approved before any additional or replacement lighting be installed.

#### *Signage*

All signage must comply with Section 28-255 of the Development Ordinance. Sign permits have been approved.

#### *Trash Handling*

All dumpsters or recycling containers located on-site shall be fully enclosed complying with Section 28-402 of the Development Ordinance. 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.

#### Development Team:

Sam Anderson, P.E. City Engineer/Director of Public Works

No major engineering related concerns.

Thanks,

**Sam Anderson, P.E.** | City Engineer/Director of Public Works | City of Bemidji

### Neighboring Property Owner input

No surrounding property input was obtained when this report was written.

### Comprehensive Plan References

The location of Heavy Truck, Construction Equipment Service Business in an industrial area is compatible in the I-1 Industrial Park/Light Industrial Zoning District. The City of Bemidji Comprehensive Plan shows this area as Industrial use.

### **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.*

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

- 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.*
- 4. Support a reduction of off-street parking requirements for appropriate land uses to allow for increased interior green space.** *Maximize the potential for green space with all development or redevelopment of sites, when possible, as well as for reduced heat island effects of increased temperatures within the high-density urban area of parking lots.*

### **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.*

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

Section 28-255 – Signs Permitted in the I-1 and I-2 Districts

Section 28-402 – Exterior Storage and Outdoor Display of Merchandise

Section 28-406 - Landscaping requirements

Section 28-407 - Tree preservation

Section 28-408 – Lighting Standards

## RECOMMENDATION & FINDINGS

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

The Planning Commission must decide whether the conditions are sufficient for approval of 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.

The following are the proposed conditions and findings of fact:

#### Conditions:

1. Parking lot/paving and ingress/egress plans will need to be submitted for approval by Planning department and meet Public Works design standards before changes are made and completed within one year of approved.
2. All existing and proposed exterior lighting on the property shall be in full conformity with Section 28-408 of the development code.
3. An enhanced landscaping plan complying with Section 28-406 & 28-407 of the development code must be submitted and approved within one (1) year of the IUP approval. Green space and trees must be established and maintained within the next growing season after the plan approval.
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8. 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:

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

The proposed use is not anticipated to adversely affect, nor create an unreasonable level of disruption or interference upon the surrounding area.

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

This use should not have an impact on the adjacent streets and/or land as the parking for the business is within the parcel.

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

The proposed use is consistent with the goals and policies of the City of Bemidji Comprehensive Plan as well as the City Code through an approved IUP.

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

The property is served by City services.



Application

**SUP-2025-0010**

**CONDITIONAL OR INTERIM USE PERMIT**

**SITE ADDRESS:** 840 INDUSTRIAL PARK DR SE BEMIDJI  
**PRIMARY PARCEL:** 800449200  
**PROJECT NAME:** NORTHWEST TIRE

**ISSUED:**

**EXPIRES:**

**APPLICANT:** Burchinal, Chad  
PO BOX 6247  
Bismarck, ND 585066247  
701-224-7272

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

Detail Name	Detail Value
Select the type of use permit application from the list:	Interim Use
Describe the proposed use of your property:	Heavy truck Tire sales and service
Describe the existing use of your property:	Tire sales and service
Are you aware of any existing Use Permits or Variances for this property?	No
Will the proposal generate increased traffic over existing conditions?	No
Will the proposal require additional parking spaces?	No
How many people will occupy your premises on an average day? Please provide numbers for employees, customers, and residents.	16
Will your proposal increase water usage or sewage generation over the existing use?	No
Will your proposal generate additional waste?	No
Describe your disposal method .	N/A
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
Escrow Payer Name (Who should the check for the escrow funds be made out to when the project is complete?)	Northwest Tire, Inc.
Escrow Payer Mailing Address	PO Box 6247 Bismarck, ND 58506-6247

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



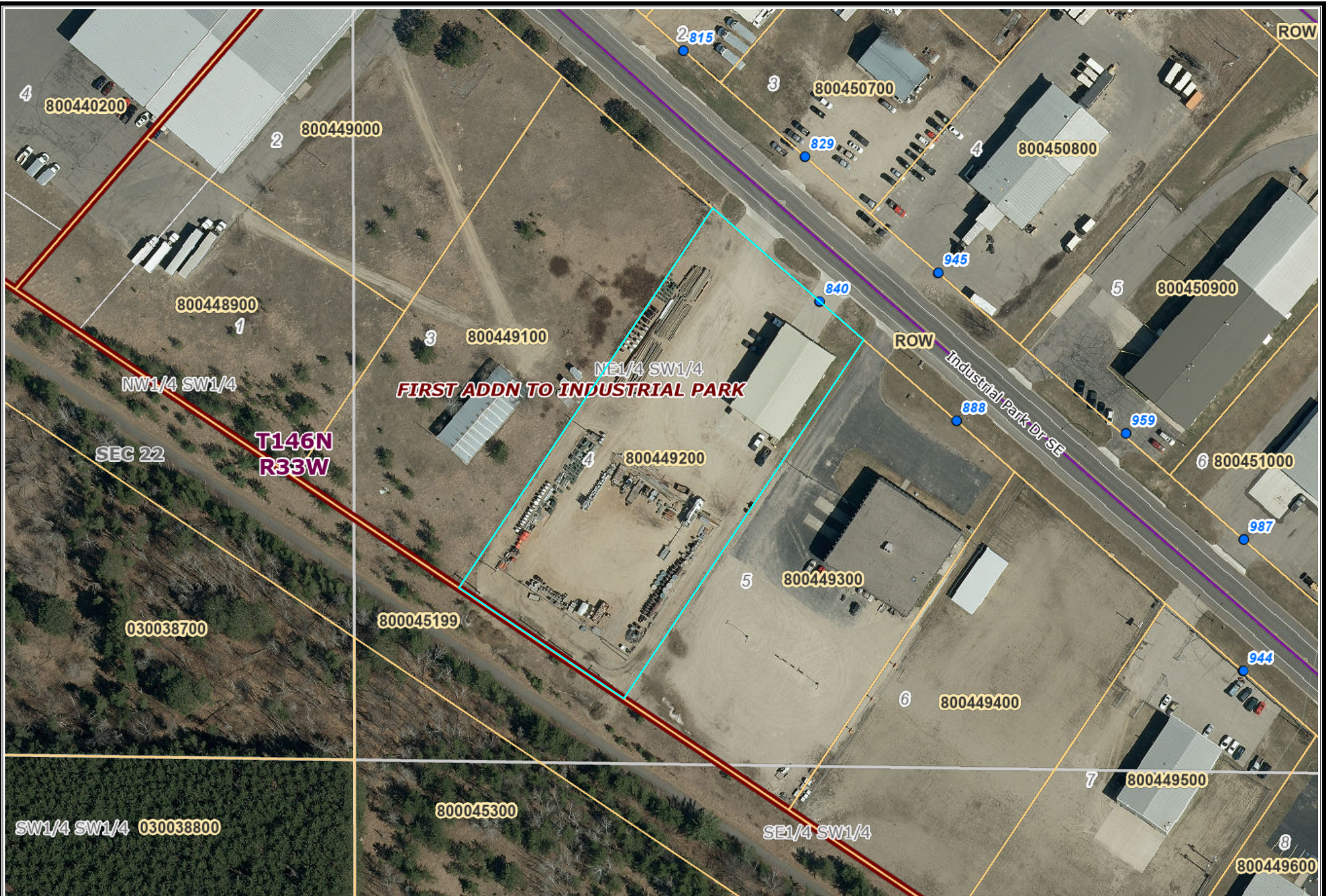
I also authorize City of Bemidji staff to inspect the property during review of this application and subsequent construction during reasonable times of the day. I certify

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

Tire sales and service



The information on this map is provided on an "as-is" basis without warranty of any type, expressed or implied, including but not limited to any warranty as to its accuracy, currency, suitability, or reliability for any purpose.

Scale 1:2,257

Date: 8/29/2025

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.



Facing NE: 80" x 30" = 16.7 sf



Facing SE: 80" x 36" = 20 sf



Facing SE: 80" x 36" = 20 sf











## Packet Distribution List

### City of Bemidji – SUP-2025-0010 NW Tire (Industrial)

	<u>Contact</u>	<u>E-MAILED</u>	<u>US Mailed</u>
<input checked="" type="checkbox"/>	Applicant / Representative	10/3/25	_____
<input checked="" type="checkbox"/>	City Building Department	10/3/25	_____
<input type="checkbox"/>	City Attorney	_____	_____
<input checked="" type="checkbox"/>	City Engineer	10/3/25	_____
<input checked="" type="checkbox"/>	City Manager	10/3/25	_____
<input type="checkbox"/>	City Community Development (Vacant)	_____	_____
<input checked="" type="checkbox"/>	City GIS Department	10/3/25	_____
<input checked="" type="checkbox"/>	City Police Department	10/3/25	_____
<input checked="" type="checkbox"/>	City Fire Department	10/3/25	_____
<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 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	10/3/25	_____



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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**October 3, 2025**

**City of Bemidji** – SUP-2025-0010: - 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. This property is in the I-1 Industrial Park/Light Industrial Zoning District.

The City of Bemidji Planning and Zoning Commission will consider this proposal at its meeting on **Thursday, October 23<sup>rd</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, **Melissa Fahrenbruch's** attention at the Planning office at 317 4<sup>th</sup> Street NW, or by email to **SGAdmin@ci.bemidji.mn.us**. If possible, your comments should be submitted by **Friday, October 17<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-2025-0010**.

Respectfully,

Melissa Fahrenbruch  
Assistant Planner  
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

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**October 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-2025-0010: - 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. This property is in the I-1 Industrial Park/Light Industrial Zoning District.

This public hearing will be held on **Thursday, October 23<sup>rd</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, or 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, October 17<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](http://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

R & S ENTERPRISES OF BMDJI LLC  
PO BOX 773  
BEMIDJI, MN 56619

BELTRAMI COUNTY  
701 MINNESOTA AVE NW  
BEMIDJI, MN 56601

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

NEI BOTTLING INC  
PO BOX 516  
BEMIDJI, MN 56619

SU SU INCORPORATED  
4201 WAVILLE RD NE  
BEMIDJI, MN 56601

CHAS A BERNICK INC  
PO BOX 7008  
ST CLOUD, MN 56302

JH PROPERTIES OF BEMIDJI LLC  
3507 BIRCHMONT DR NE  
BEMIDJI, MN 56601

PATRICIA WELTE  
2030 WASHINGTON AVE S  
BEMIDJI, MN 56601

QUELLO INVESTMENTS LLC  
6415 ELLIOTT RD NE  
BEMIDJI, MN 56601

BJERKE INVESTMENTS LLC  
5487 HART LN NW  
BEMIDJI, MN 56601

DNR REAL ESTATE MANAGEMENT  
TAX SPECIALIST  
500 LAFAYETTE ROAD BOX 3  
ST PAUL, MN 55155

BT PROPERTY LLC  
REAL ESTATE DEPARTMENT  
55 GLENLAKE PKWY  
ATLANTA, GA 30328

# AFFIDAVIT OF SERVICE BY MAIL

STATE OF MINNESOTA            )  
                                                  )    SS  
COUNTY OF BELTRAMI        )

Ainslee Krause being first duly sworn, on oath deposes and states that on the 3rd of October, 2025, he/she served the attached Hearing Notice upon each of the following parties on the attached list by depositing in the U.S. Mail, envelopes properly sealed with postage prepaid thereon.



Subscribed and sworn to before me  
this 3rd day of October 2025.

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



Planning Case: Interim Use Permit Request for 80.04492.00 – SUP-2025-0010



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>Aerial Map</h2>	
1:2,257	Date: 10/1/2025
This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.	



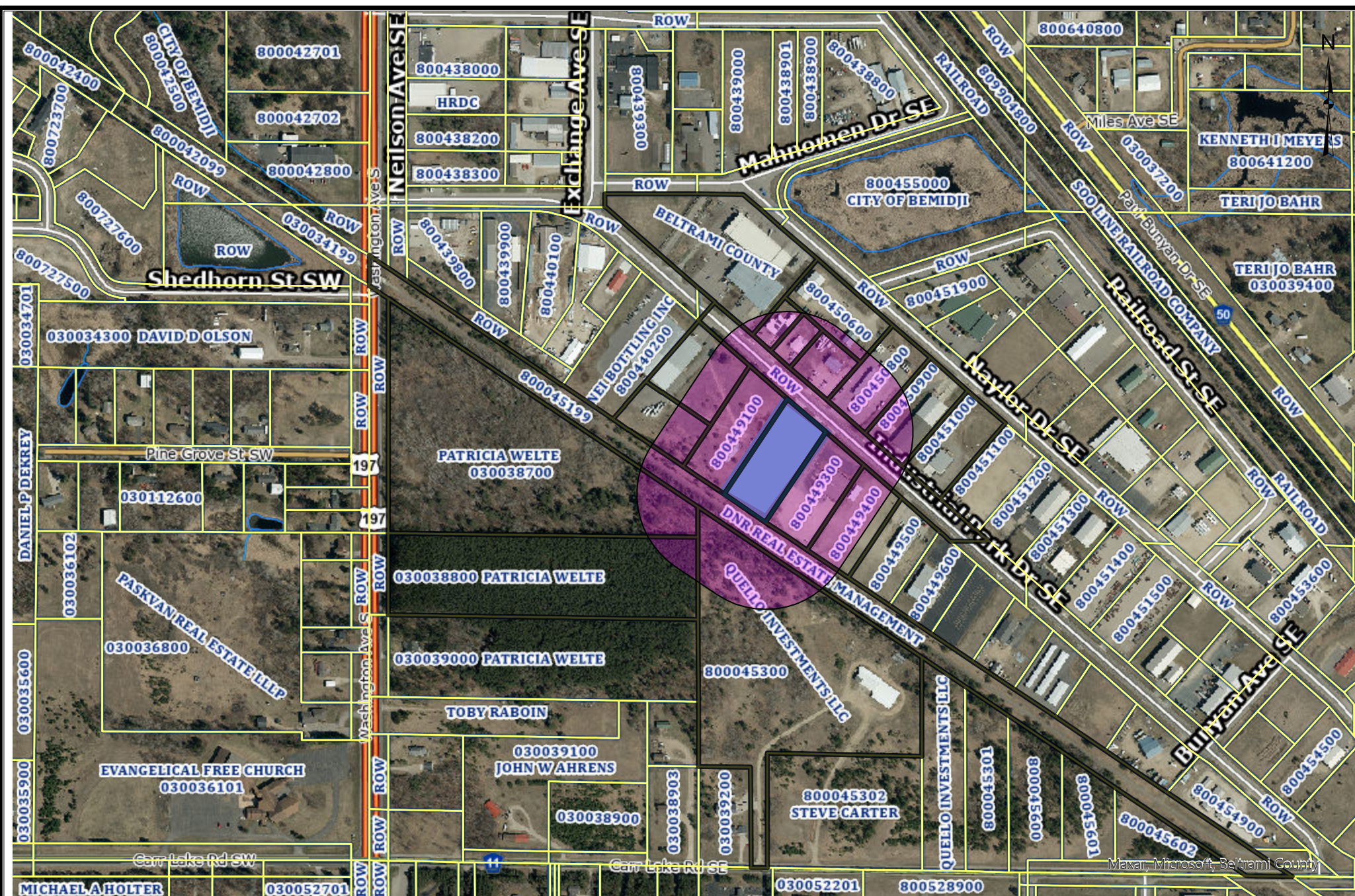
These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

## Zoning Map

1:2,257 Date: 10/1/2025

Page 35 of 118

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

1:9,028

Date: 10/1/2025

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



**AFFIDAVIT OF PUBLICATION**

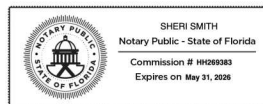
State of Florida, County of Broward, ss:

Ankit Sachdeva, 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, October 11, 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.

*Ankit Sachdeva*

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



**VERIFICATION**

State of Florida  
County of Broward

Subscribed in my presence and sworn to before me on this: 10/13/2025

*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, October 23, 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):

**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.

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](http://www.ci.bemidji.mn.us) for more information. If possible, your written comments should be submitted by **Friday, October 17, 2025**, so they may be incorporated into the staff report to the Planning Commission. (Oct. 11, 2025)

**CITY OF BEMIDJI PLANNING BOARD**

**Resolution No. 2025-25**

**RESOLUTION APPROVING VARIANCE FOR PARCEL  
80.01671.00**

WHEREAS, an application was submitted on October 1, 2025, by Erik Thorson 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. The subject property is located at 2114 Birchmont Dr NE (PIN #80.00537.00) in the City of Bemidji. The requested variances are as follows:

- a. A reduction in lot size of 2,990 square feet per Section 28-352 requirement of 15,000 square feet in lot size for lots served by Municipal Sewer;
- b. A reduction in lot width of 29.18 feet per Section 28-352 requirement of 100 feet in lot width at the ordinary high-water mark and at the building line; and

WHEREAS, the proposed requested variances will be located on parcel 80.00537.00 legally described as:

That part of Lot Five (5), Auditor's Plat Number 3, described as follows: Beginning at a point on the westerly boundary line of said Lot 5, a distance of 500 feet southerly from a point the northwest corner of said Lot 5; thence easterly along a line drawn at right angles to said westerly boundary line extended to the easterly boundary line of said Lot 5, which is the low water mark of Lake Bemidji; thence South along said easterly boundary line of said Lot 5 a distance of 71.12 feet; thence westerly along a straight line to a point on the westerly boundary line of said Lot 5 which is 570.82 feet south of the northwest corner of said lot, measured along the lot line; thence northerly along said westerly boundary line of said lot a distance of 70.82 feet to the point of beginning.

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 October 23, 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?**

This is an existing lot of record; this alteration improves the livability of the house. 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. Both the property and the existing structure are nonconforming and would require a variance for any expansion or intensification of the property.

**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. Expanding the house and adding a new 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 of the area. 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 variances to the Shoreland lot width and lot size minimum standards to build a bedroom addition to the current house on an existing lot of record located at 2114 Birchmont Dr NE (PIN #80.00537.00) in the City of Bemidji, with the following conditions:

1. An erosion control plan/permit shall be submitted and approved before any construction commences on the property.

# DRAFT

2. A stormwater mitigation plan shall be provided by the landowner from a design professional to be reviewed and approved by the City Engineer before a building permit can be issued.
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 10th day of November 2025 by Audrey Thayer, Planning Board Chair.

---

Audrey Thayer, Planning Board Chair

Subscribed and sworn to before me  
this 10th day of November, 2025.

---

Notary Public

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## The City of Bemidji Planning and Zoning Department

<b>PLANNING CASE:</b> V-2025-0008	<b>PC MEETING DATE:</b> October 23, 2025
<b>APPLICANT:</b> Erik Thorson - Owner	<b>60-DAY RULE DATE:</b> November 30, 2025
<b>PROCEEDING:</b> Variance from Shoreland lot width and lot size minimum standards.	<b>ZONING DISTRICT:</b> (R-4) Moderate Density Residential zoning district and the Shoreland Overlay (General Development Lake)
<b>PREPARED BY:</b> Melissa Fahrenbruch Assistant Planner	<b>EXHIBITS:</b> Aerial Map, Application, Supporting Documentation

### PLANNING MEMORANDUM

#### SUMMARY OF 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. The requested variances are as follows:

- a. A reduction in lot size of 2,990 square feet per Section 28-352 requirement of 15,000 square feet in lot size for lots served by Municipal Sewer;
- b. A reduction in lot width of 29.18 feet per Section 28-352 requirement of 100 feet in lot width at the ordinary high-water mark and at the building line;

#### PUBLIC COMMENT/PUBLIC HEARING

Commission members made no comments.

#### Public Hearing opened at 5:42 p.m.

- Erik Thorson, property owner, addressed the commission.

#### Public Hearing closed at 5:44p.m.

#### RECOMMENDATION & FINDINGS

The Planning Commission decided that the conditions are sufficient for approval of a variance from the Shoreland lot width and lot size minimum standards. The subject property is located at 2114 Birchmont Dr NE (PIN #80.00537.00) 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. An erosion control plan/permit shall be submitted and approved before any construction commences on the property.
2. A stormwater mitigation plan shall be provided by the landowner from a design professional to be reviewed and approved by the City Engineer before a building permit can be issued.
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?**

This is an existing lot of record; this alteration improves the livability of the house. 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. Both the property and the existing structure are nonconforming and would require a variance for any expansion or intensification of the property.

**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. Expanding the house and adding a new 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 of the area. Other properties in this area are constructed in a similar manner.

Motion by **Meehlhause**, seconded by **Peterson**, to recommend approval of the variance request for parcel 80.00537.00, with the conditions and findings of fact as presented in the packet. Motion carried by the following roll call vote:

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

**Nays: None**

**Abstentions: None**

**Motion carried unanimously.**

## The City of Bemidji Planning and Zoning Department

<b>PLANNING CASE:</b> V-2025-0008	<b>MEETING DATE:</b> October 23, 2025
<b>APPLICANT:</b> Erik Thorson - Owner	<b>60-DAY RULE DATE:</b> November 30, 2025
<b>PROCEEDING:</b> Variance from Shoreland lot width and lot size minimum standards.	<b>ZONING DISTRICT:</b> (R-4) Moderate Density Residential zoning district and the Shoreland Overlay (General Development Lake)
<b>PREPARED BY:</b> Melissa Fahrenbruch Assistant Planner	<b>EXHIBITS:</b> Aerial Map, Application, Supporting Documentation

### PLANNING REPORT

#### SUMMARY OF 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. The requested variances are as follows:

1. A reduction in lot size of 2,990 square feet per Section 28-352 requirement of 15,000 square feet in lot size for lots served by Municipal Sewer;
2. A reduction in lot width of 29.18 feet per Section 28-352 requirement of 100 feet in lot width at the ordinary high-water mark and at the building line;

#### BACKGROUND

The Applicant spoke with staff several times and staff met the contractor onsite about adding a bedroom over the footprint of the existing deck and adding a new deck or patio on the lakeside of the home. This would make a new bedroom on the main level of the home. A survey was conducted for bluff determination, results are no bluff but steep slope. This is an existing legal non-conforming lot of record.

In the 1990s the single-car garage was reopened for use as a garage, and later additions to the house for a laundry room and bathroom on the main level. In 2000 a small bedroom and the current deck was added on the lakeside of the home. A restoration boardwalk project in 2013 added native landscaping and pollinator gardens along the boardwalk to the lake and gazebo.



**EXISTING CONDITIONS**

The house was built in 1920 and is noted to have been remodeled and added onto in the 1990s and 2000s before the current ordinance and building codes. The property is connected to city water & sewer services. The current "bedroom" on the main level is not to current building code and is not livable for current standards. Adding on to the house over the existing deck to add a legal bedroom to the main level would make the house livable. Adding a new deck or patio would allow outside use of the property.



From Zillow



From Zillow

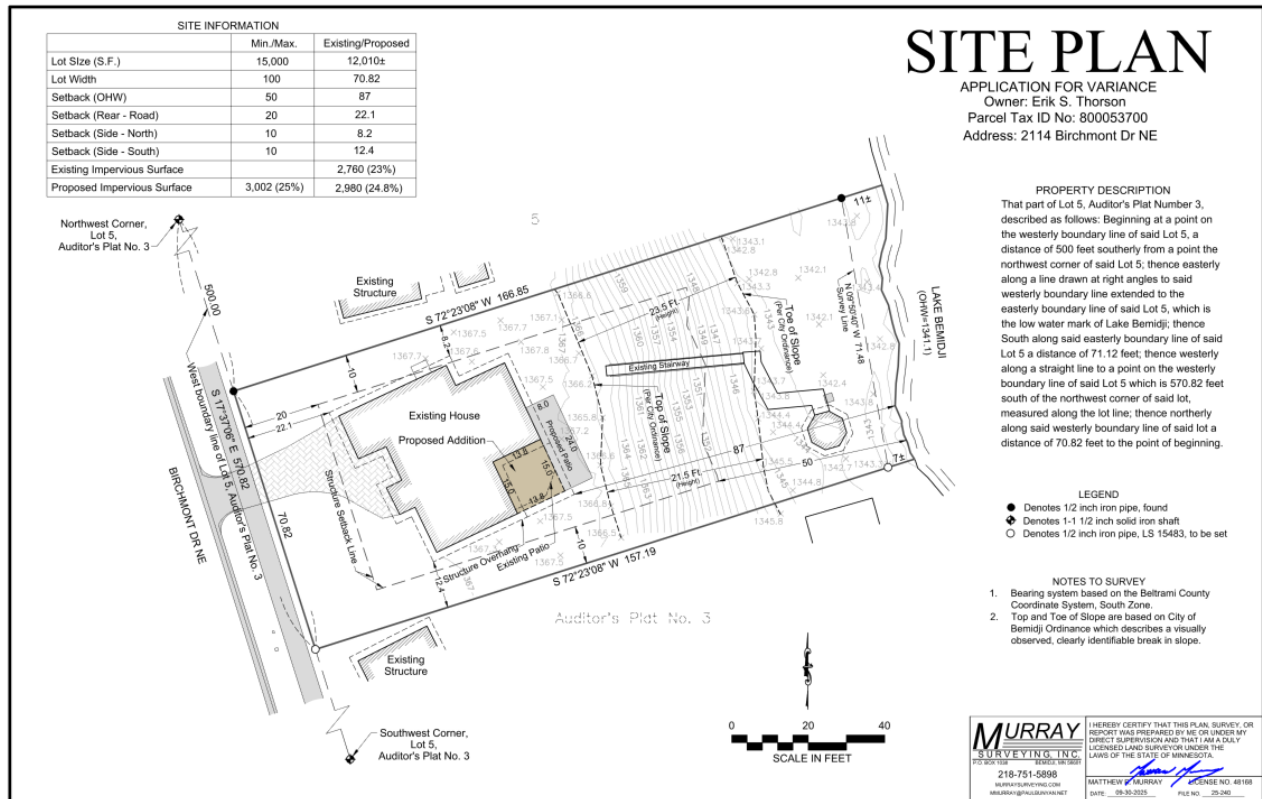
# DISCUSSION/DEVELOPMENT ANALYSIS

## 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 variances. 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.

## Development Summary

### Proposed Project



### SITE INFORMATION

	Min./Max.	Existing/Proposed
Lot Size (S.F.)	15,000	12,010±
Lot Width	100	70.82
Setback (OHW)	50	87
Setback (Rear - Road)	20	22.1
Setback (Side - North)	10	8.2
Setback (Side - South)	10	12.4
Existing Impervious Surface		2,760 (23%)
Proposed Impervious Surface	3,002 (25%)	2,980 (24.8%)

Below are provisions in the Ordinance that allows Nonconforming Structures with a variance and deck additions without a variance if all sections can be met. The applicant can meet the requirements.

**Sec. 28-355. - Nonconforming structures substandard in shoreland overlay district.**

Structures which were legally constructed prior to the adoption of shoreland controls or prior to adoption of this development code, but that do not meet the provisions of this development code may be continued at the size existing upon such date, subject to the following conditions:

- (a) Routine maintenance of a nonconforming structure in the shoreland overlay district is permitted, including any necessary or nonstructural repairs and incidental alterations which do not expand or enlarge the nonconforming structure. Nothing in this section will prevent the placing of a structure into a safe condition after it has been declared unsafe by the building official or planning director.
- (b) The outside dimensions of a nonconforming principal or accessory structure, including the height, bulk or area in the shoreland overlay district, may be expanded or enlarged provided that:
  - (1) The use of the property meets current zoning district regulations;
  - (2) A building permit is obtained;
  - (3) The lot size is a minimum of 15,000 square feet and is at least 100 feet wide at the building line, and, for riparian lots, 100 feet in wide at the ordinary high-water mark. There shall be no expansion or enlargement permitted on the side of the building that faces the water, with the exception of decks as set forth in [section 28-356](#) of this development code; and
  - (4) Shall be subject to all other provisions of [section 28-161](#) above.
- (c) Lots of record in the office of the county recorder as of the date shoreland regulations were adopted by the council that are located within the shoreland overlay district and do not satisfy the requirements of this development code for lot size or lot width is subject to the following:

- (1) A nonconforming single lot of record located within the shoreland overlay district may be allowed as a building site without variances from lot size or lot width requirements, provided that:
    - a. All structure and septic system setback distance requirements can be met;
    - b. A Type 1 sewage treatment system consistent with Minnesota Rules Chapter 7080, can be installed or the lot is connected to a public sewer; and
    - c. The impervious surface coverage does not exceed 25 percent of the lot.
  - (2) In a group of two or more contiguous lots of record under a common ownership, the smaller of the two lots can be considered an individual lot to be considered a separate parcel of land for the purpose of sale or development, if it meets the following requirements:
    - a. The lot must be at least 66 percent of the dimensional standard for lot width and lot size for the shoreland classification consistent with Minnesota Rules Chapter 6120 and Beltrami Co. Shoreland development code;
    - b. The lot must be connected to a public sewer, if available, or must be suitable for the installation of a Type I sewage treatment system consistent with Minnesota Rules Chapter 7080 and local government controls;
    - c. Impervious surface coverage must not exceed 25 percent of each lot; and
    - d. Development of the lot must be consistent with the comprehensive plan.
  - (3) A lot subject to paragraph 2 above not meeting the requirements of paragraph 2 must be combined with one or more contiguous lots so they equal one or more conforming lots as much as possible.
  - (4) Notwithstanding paragraph 2, contiguous nonconforming lots of record in the shoreland overlay district under a common ownership must be able to be sold or purchased individually if each lot contained a habitable residential dwelling at the time the lots came under common ownership and the lots are suitable for, or served by, a sewage treatment system consistent with the requirements of Minnesota Rules Chapter 7080 or connected to a public sewer.
  - (5) In evaluating all variances, zoning and building permit applications or conditional use permit requests, the council shall require the property owner to address, when appropriate, storm water runoff management, reducing impervious surfaces, increasing setback, restoration of wetlands, vegetative buffers, sewage treatment and water supply capabilities and other conservation-designed actions.
  - (6) A portion of a conforming lot may be separated from an existing parcel as long as the remainder of the existing parcel meets the lot size and sewage treatment requirements of the zoning district for a new lot and the newly created parcel is combined with an adjacent parcel.
- (d) An existing resort may maintain and replace its structures and expand to the extent allowed in Minn. Stat., § 103F.227.
- (e) Whenever a nonconforming structure is damaged by fire, collapse, flood, explosion, earthquake, war, riot, act of God or public enemy to the extent of 50 percent or less of its estimated market value as shown on the records of the county assessor at the time of damage, it may be reconstructed. The nonconforming structure shall not be permitted to

be reconstructed if the damage is greater than 50 percent of the estimated market value as shown on the records of the county assessor at the time of damage and no building permit has been applied for within 180 days of when the structure was damaged. When a nonconforming structure in this district with less than 50 percent of the required setback from the water is destroyed by fire or other peril to greater than 50 percent of its estimated market value, as indicated in the records of the county assessor at the time of damage, the structure setback may be increased if practicable and reasonable conditions are placed upon a zoning or building permit to mitigate created impacts on the adjacent property or water body.

- (f) When any lawful nonconforming structure is replaced by another structure, the new structure must conform to the provisions of this development code, and it shall not thereafter be changed to any nonconforming structure.
- (g) If the nonconforming structure is discontinued for a period of 12 months, the subsequent use of the structure shall be in conformity with the provisions of this development code.
- (h) Alterations may be made to a building containing nonconforming residential units when the alteration will improve the livability of such units, provided that such alterations do not increase the number of dwelling units in the building. Such alterations must be approved by the council.
- (i) No repair, replacement, maintenance, improvement, or expansion of a nonconforming use or structure in a floodplain area shall be allowed if such activity would jeopardize the property's continued eligibility in the national flood insurance program, would increase flood damage potential or would increase the degree of obstruction to flood flows in the floodway.

#### **Sec. 28-356. - Deck Additions to Nonconforming Structures in Shoreland**

Deck additions are allowed to a structure 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

Sam Anderson, City Engineer/Director of Public Works

Good afternoon,

No major engineering related concerns.

Thanks,

**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)

Arne Wick, Area Hydrologist, MN DNR

No comments. Thank you for the notice.

**Arne Wick**

Area Hydrologist | Ecological & Water Resources

**Minnesota Department of Natural Resources**

2532 Hannah Ave NW

Bemidji, MN 56601

Phone: 218-407-3351

Email: [Arne.Wick@state.mn.us](mailto:Arne.Wick@state.mn.us)

[mndnr.gov](http://mndnr.gov)

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

RECOMMENDATION & FINDINGS

The Planning Commission must decide whether the conditions are sufficient for approval of a variance from the Shoreland lot width and lot size minimum standards. The subject property is located at 2114 Birchmont Dr NE (PIN #80.00537.00) 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 in lot size of 2,990 square feet per Section 28-352 requirement of 15,000 square feet in lot size for lots served by Municipal Sewer;
2. A reduction in lot width of 29.18 feet per Section 28-352 requirement of 100 feet in lot width at the ordinary high-water mark and at the building line;

The following are the proposed conditions and findings of fact:

#### Conditions

1. An erosion control plan/permit shall be submitted and approved before any construction commences on the property.
2. A stormwater mitigation plan shall be provided by the landowner from a design professional to be reviewed and approved by the City Engineer before a building permit can be issued.
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?**  
This is an existing lot of record; this alteration improves the livability of the house. 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. Both the property and the existing structure are nonconforming and would require a variance for any expansion or intensification of the property.
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. Expanding the house and adding a new 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 of the area. Other properties in this area are constructed in a similar manner.



## APPLICATION

**V-2025-0008**

**VARIANCE**

**SITE ADDRESS:** 2114 BIRCHMONT DR NE BEMIDJI  
**PRIMARY PARCEL:** 800053700  
**PROJECT NAME:** THORSON

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

**APPLICANT:** Thorson, Erik  
515 CENTRAL AVE SE  
BEMIDJI, MN 56601  
218-444-9596

**OWNER:** Erik Thorson  
515 CENTRAL AVE SE  
BEMIDJI, MN 56601

**PRIMARY CONTRACTOR:** Zetah Construction  
1222 Industrial Park Drive SE  
Bemidji, MN 56601  
218-751-2143

**PRIMARY CONTRACTOR:** Zetah Construction  
1222 Industrial Park Drive SE  
Bemidji, MN 56601  
218-751-2143

## 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.	Shoreland Lot Width, minimum lot size,
What specific measurement(s) or standard(s) are you proposing?	Lot of record, width 70.82' & lot sqft total 12,010 sf
Describe the existing use of your property:	Single family residential
Describe the proposed use of your property:	same
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)?	No
Are there design or construction options or alternatives that may eliminate the need for a variance?	No
Please explain the practical difficulty you have encountered that prevents you from meeting the ordinance standard	this is a existing lot of record not able to expand lot size of lot width.
Does your property contain low areas, wetlands, or areas with standing water?	No
Escrow Payer Name (Who should the check for the escrow funds be made out to when the project is complete?)	Erik Thorson
Escrow Payer Mailing Address	515 Central Ave SE 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.

\* 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)

SITE INFORMATION

	Min./Max.	Existing/Proposed
Lot Size (S.F.)	15,000	12,010±
Lot Width	100	70.82
Setback (OHW)	50	87
Setback (Rear - Road)	20	22.1
Setback (Side - North)	10	8.2
Setback (Side - South)	10	12.4
Existing Impervious Surface		2,760 (23%)
Proposed Impervious Surface	3,002 (25%)	2,980 (24.8%)

# SITE PLAN

APPLICATION FOR VARIANCE  
 Owner: Erik S. Thorson  
 Parcel Tax ID No: 800053700  
 Address: 2114 Birchmont Dr NE

PROPERTY DESCRIPTION

That part of Lot 5, Auditor's Plat Number 3, described as follows: Beginning at a point on the westerly boundary line of said Lot 5, a distance of 500 feet southerly from a point the northwest corner of said Lot 5; thence easterly along a line drawn at right angles to said westerly boundary line extended to the easterly boundary line of said Lot 5, which is the low water mark of Lake Bemidji; thence South along said easterly boundary line of said Lot 5 a distance of 71.12 feet; thence westerly along a straight line to a point on the westerly boundary line of said Lot 5 which is 570.82 feet south of the northwest corner of said lot, measured along the lot line; thence northerly along said westerly boundary line of said lot a distance of 70.82 feet to the point of beginning.

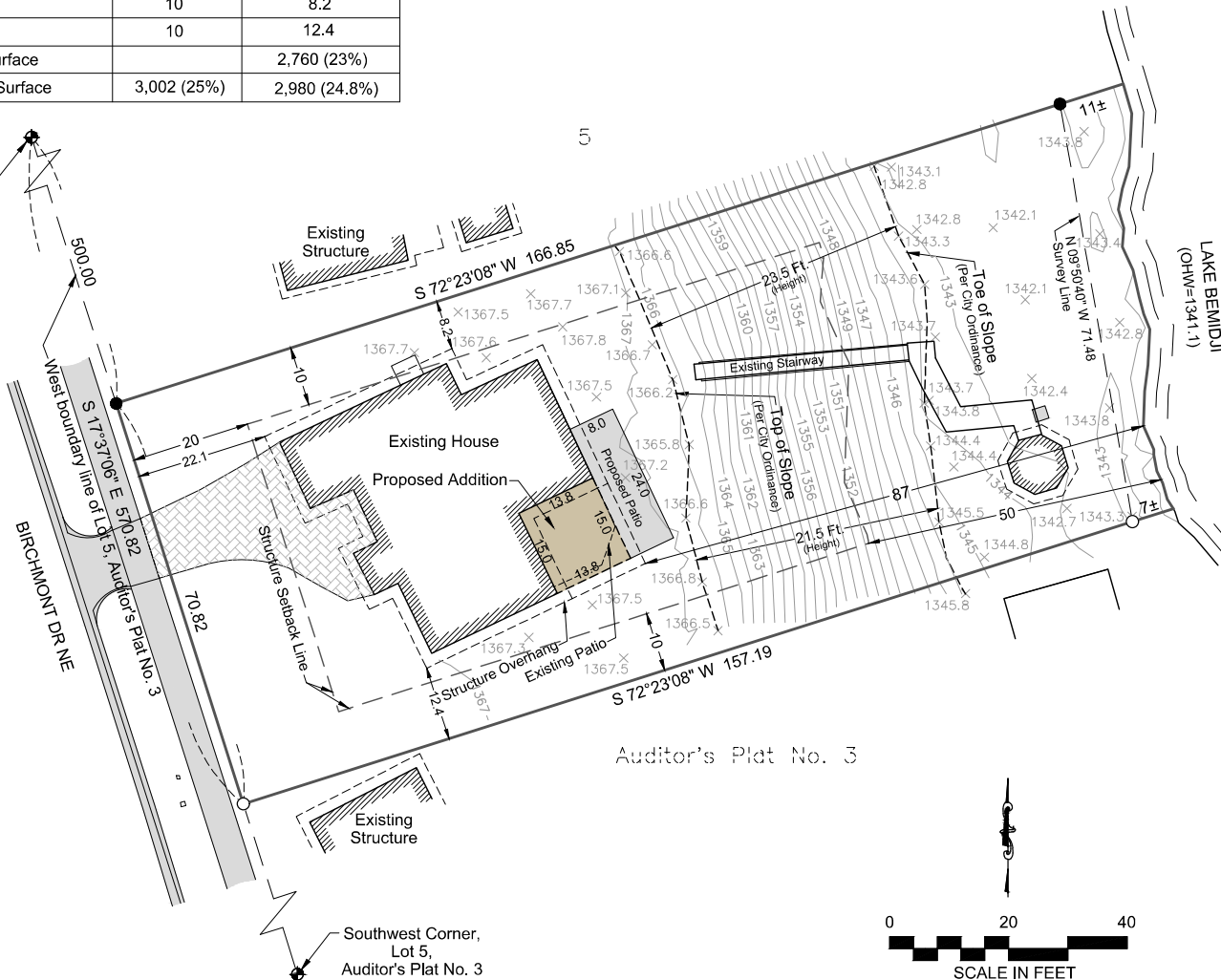
LEGEND

- Denotes 1/2 inch iron pipe, found
- ⊙ Denotes 1-1 1/2 inch solid iron shaft
- Denotes 1/2 inch iron pipe, LS 15483, to be set

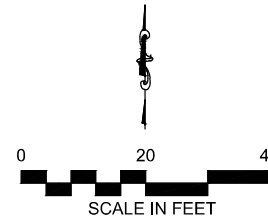
NOTES TO SURVEY

1. Bearing system based on the Beltrami County Coordinate System, South Zone.
2. Top and Toe of Slope are based on City of Bemidji Ordinance which describes a visually observed, clearly identifiable break in slope.

Northwest Corner,  
 Lot 5,  
 Auditor's Plat No. 3



Southwest Corner,  
 Lot 5,  
 Auditor's Plat No. 3



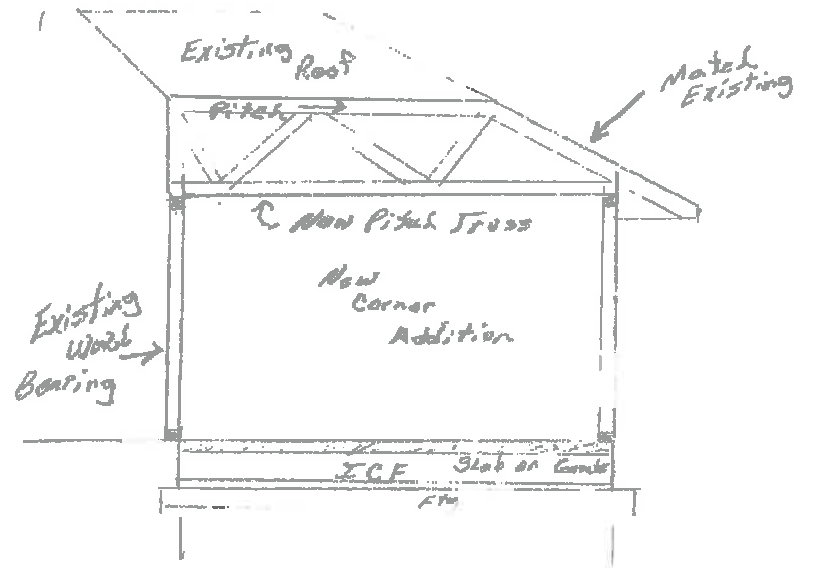
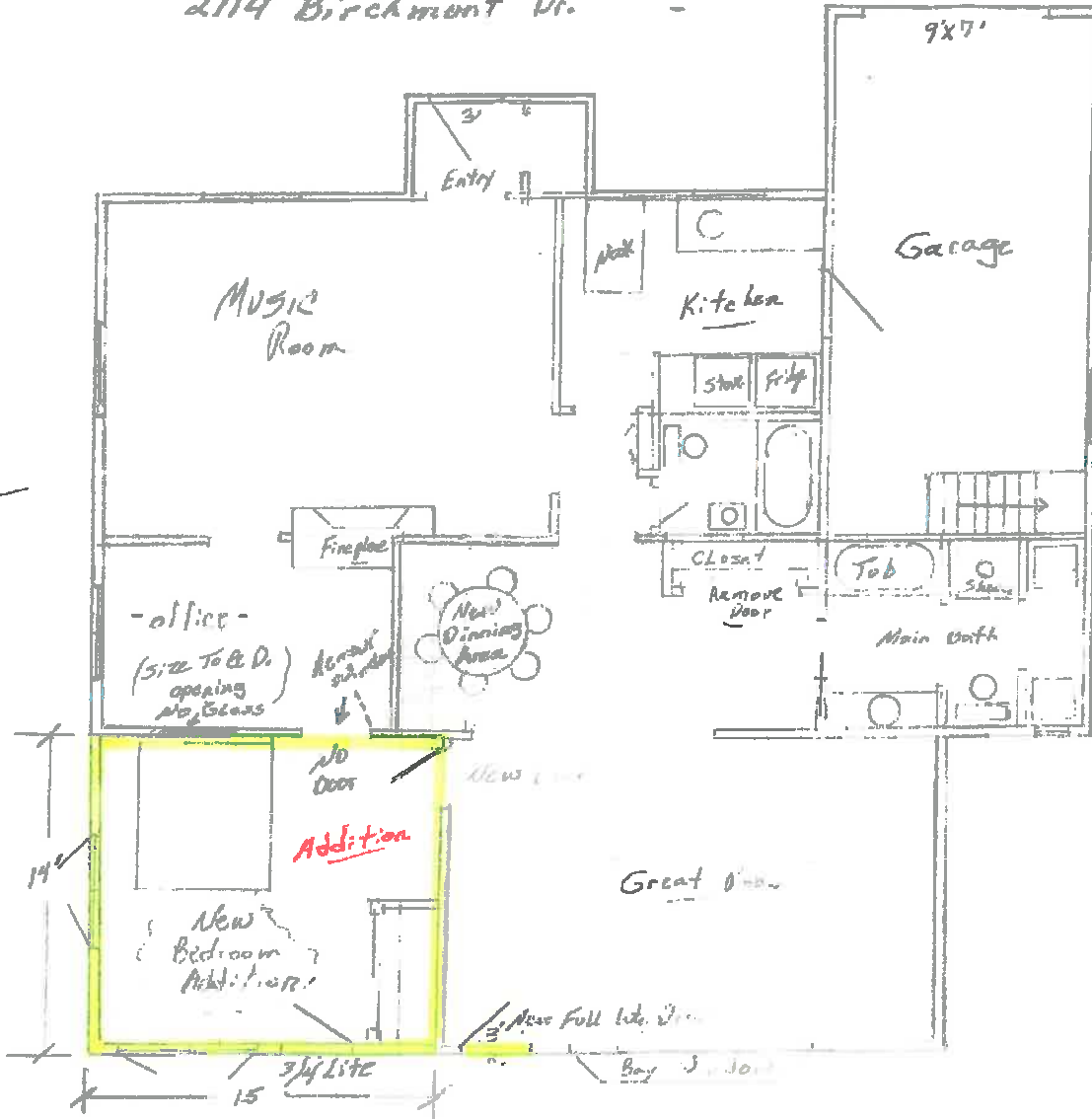
**MURRAY**  
 SURVEYING, INC.  
 P.O. BOX 1038 BEMIDJI, MN 56601  
 218-751-5898  
 MURRAYSURVEYING.COM  
 MMURRAY@PAULBURNAYAN.NET

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 P. Murray*  
 MATTHEW P. MURRAY LICENSE NO. 48168  
 DATE: 09-30-2025 FILE NO.: 25-240

Erik Thorsen Home  
 Lake Bemidji  
 2114 Birchmont Dr.

3/16" Scale





10/17/25

Erik S. Thorson  
515 Central Ave SE  
Bemidji, MN 56601  
(218) 444-9596

City of Bemidji - Planning and Zoning Dept.  
317 4<sup>th</sup> Street NW  
Bemidji, MN 56601

Re: Variance request for 2114 Birchmont Drive NE (PIN 800053700)

Dear Variance Board:

I purchased the home at 2114 Birchmont in February of this year. I plan to move into t next summer after selling my current home in Nymore.

The home has a rather odd layout with no adequate bedroom on the main floor (no upstairs, just an unfinished basement).I'm asking for a variance to build a 14' by 15' bedroom addition on the southeast corner of the house. The addition would basically fill in the corner notch (see diagram) that is currently a smaller outdoor wooden deck.

Please take these things into consideration as you make your decision.

Respectively yours,

Erik S. Thorson

## Packet Distribution List

**City of Bemidji – V-2025-0008 Thorson**

	<u>Contact</u>	<u>E-MAILED</u>	<u>US Mailed</u>
<input checked="" type="checkbox"/>	Applicant / Representative	10/3/25	_____
<input checked="" type="checkbox"/>	City Building Department	10/3/25	_____
<input type="checkbox"/>	City Attorney	_____	_____
<input checked="" type="checkbox"/>	City Engineer	10/3/25	_____
<input checked="" type="checkbox"/>	City Manager	10/3/25	_____
<input type="checkbox"/>	City Community Development (Vacant)	_____	_____
<input checked="" type="checkbox"/>	City GIS Department	10/3/25	_____
<input checked="" type="checkbox"/>	City Police Department	10/3/25	_____
<input checked="" type="checkbox"/>	City Fire Department	10/3/25	_____
<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	10/3/25	_____
<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	10/3/25	_____



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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**October 3, 2025**

**City of Bemidji** – V-2025-0008: - 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.

The City of Bemidji Planning and Zoning Commission will consider this proposal at its meeting on **Thursday, October 23<sup>rd</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, October 17<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-2025-0008**.

Respectfully,

Melissa Fahrenbruch  
Assistant Planner  
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

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**October 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-2025-0008: - 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.

This public hearing will be held on **Thursday, October 23<sup>rd</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, October 17<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

ERIK S THORSON  
515 CENTRAL AVE SE  
BEMIDJI, MN 56601

SHAWN M WHITING  
LINDSEY M WHITING  
2118 BIRCHMONT DR NE  
BEMIDJI, MN 56601

ELIZABETH KURYLA TRUSTEE  
ELIZABETH KURYLA FAMILY TRUST  
2122 BIRCHMONT DR NE  
BEMIDJI, MN 56601

DAVID J ERICKSON  
KERRY ANN HICKS  
2020 BIRCHMONT DR NE  
BEMIDJI, MN 56601

SUSAN JOHNSON SCRIVNER  
3004 SILVER BIRCH CT NW  
BEMIDJI, MN 56601

STATE OF MINNESOTA  
500 LAFAYETTE RD  
ST PAUL, MN 51155

ELIZABETH B HANSON  
2120 BIRCHMONT DR NE  
BEMIDJI, MN 56601

SHELDON D MCRAE  
1928 BIRCHMONT DR NE  
BEMIDJI, MN 56601

MARK ROBERT CHRISTENSEN  
1930 BIRCHMONT DR NE  
BEMIDJI, MN 56601

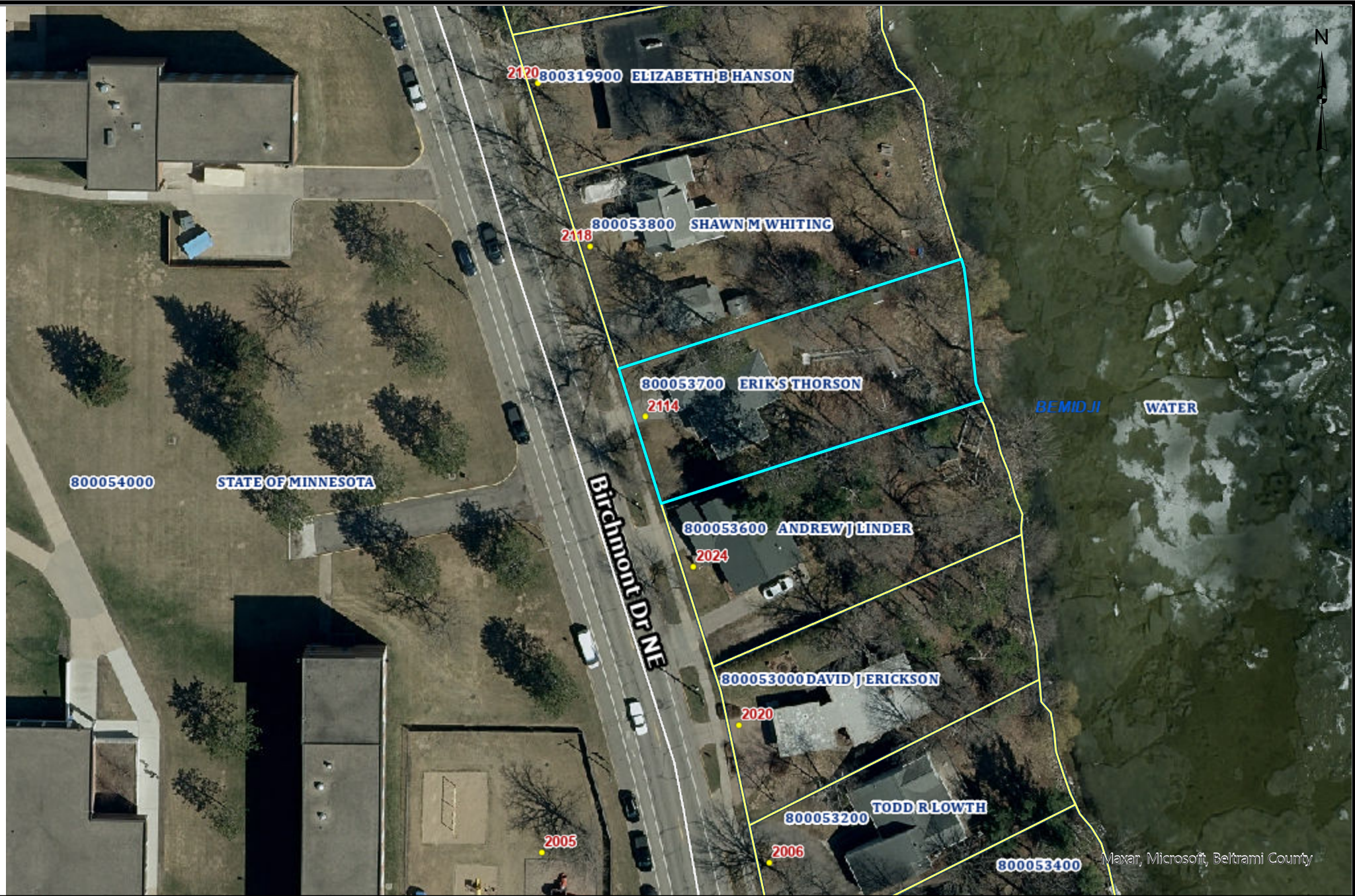
JAMES SCHLICHTING  
MOLLY-JO SCHLICHTING  
12304 AUBURNDALE CT  
VENICE, FL 34293

ANDREW J LINDER  
2024 BIRCHMONT DR NE  
BEMIDJI, MN 56601

TODD R LOWTH  
2006 BIRCHMONT DR NE  
BEMIDJI, MN 56601

WHITNEY L DICKSON  
3402 BIRCHMONT DR 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.

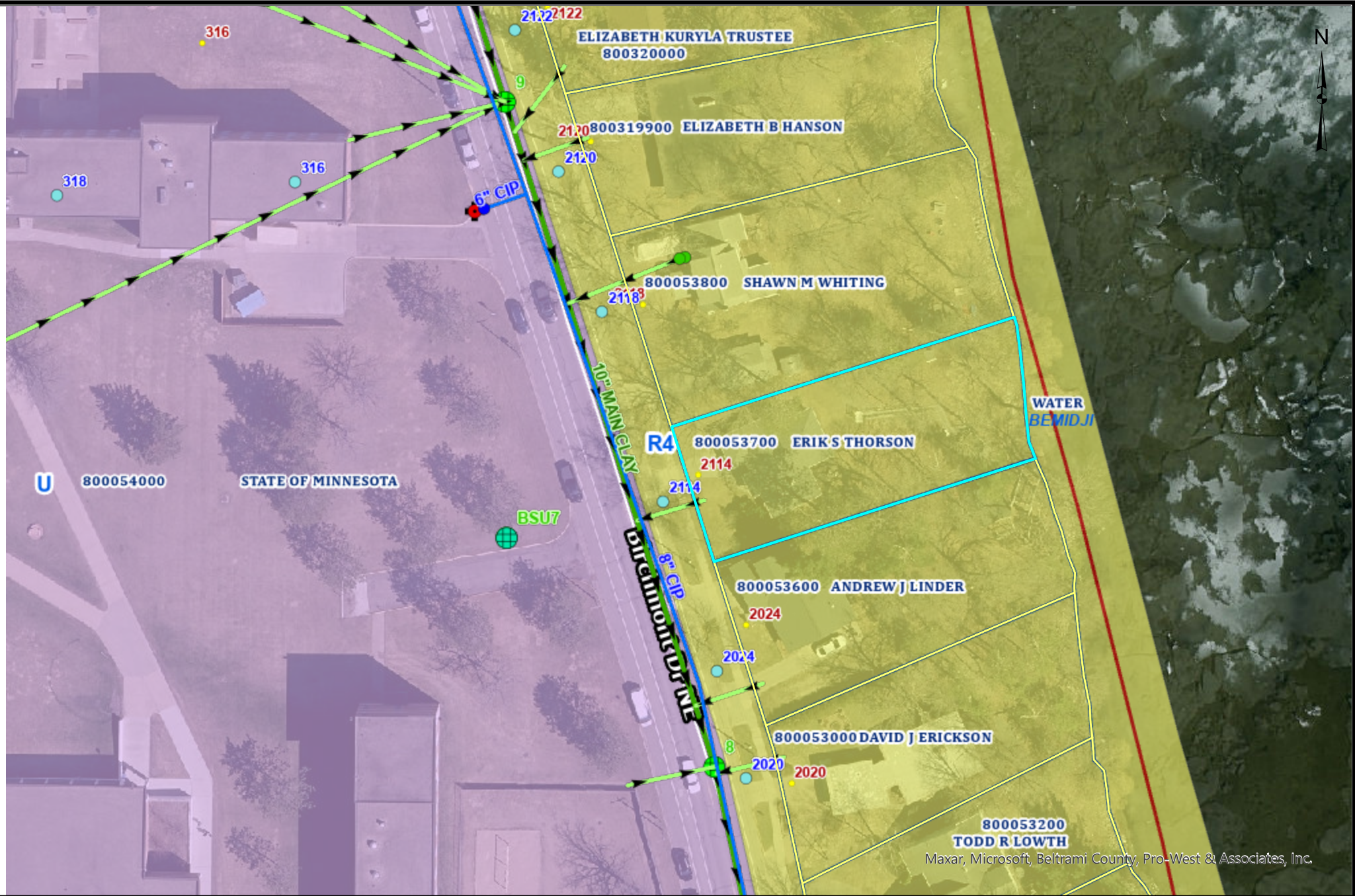
## Aerial Map

1:1,128 Date: 10/1/2025

Maxar, Microsoft, Beltrami County

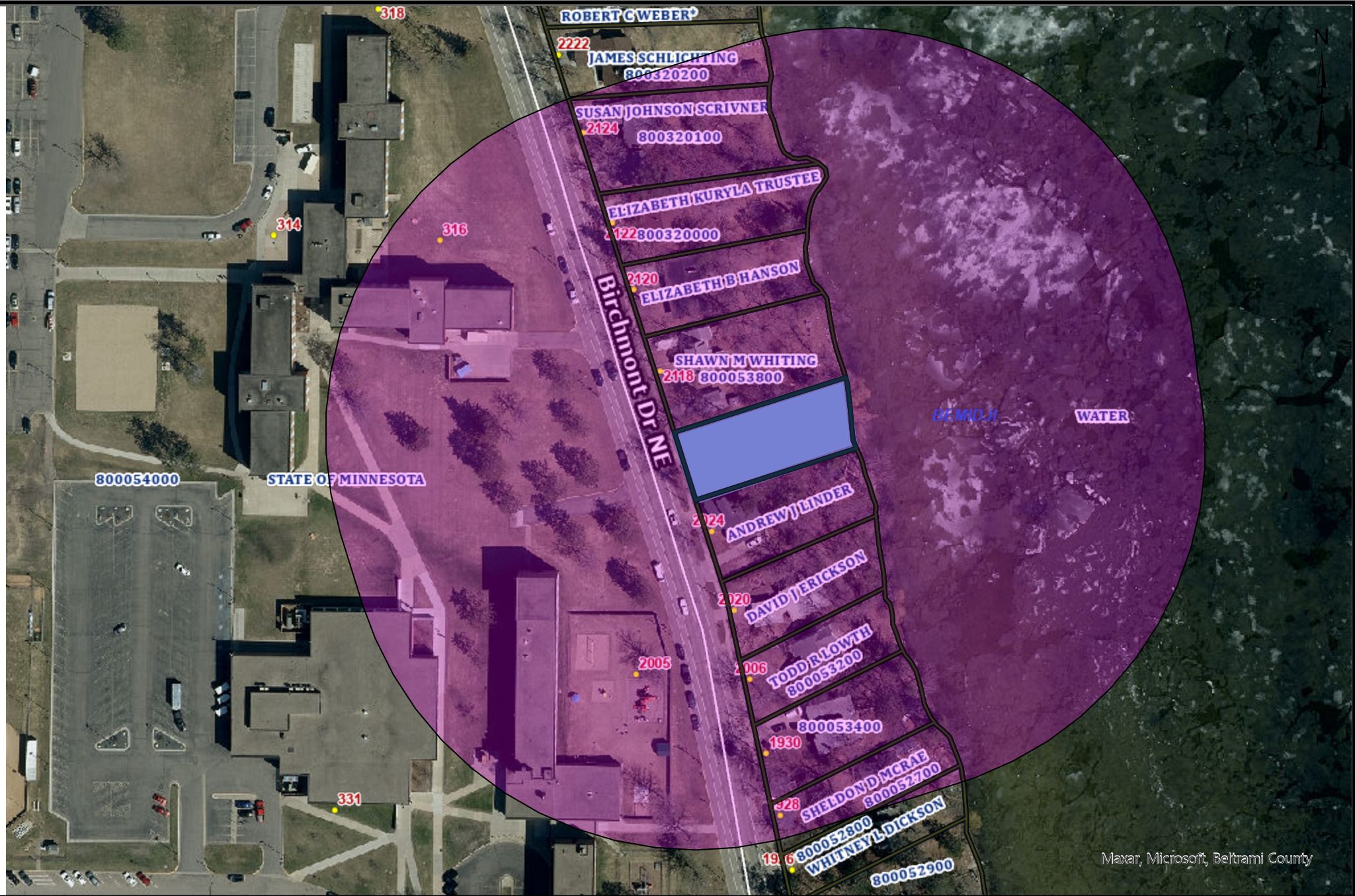
Page 64 of 118

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>Zoning Map</h2>	
1:1,128	Date: 10/1/2025
<small>This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.</small>	



Maxar, Microsoft, Beltrami County

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: 10/1/2025

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





# AFFIDAVIT OF PUBLICATION

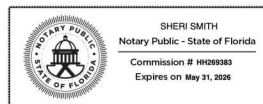
State of Florida, County of Broward, ss:

Ankit Sachdeva, 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, October 11, 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.

*Ankit Sachdeva*

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



## VERIFICATION

State of Florida  
County of Broward

Subscribed in my presence and sworn to before me on this: 10/13/2025

*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, October 23, 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):

**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.

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, October 17, 2025**, so they may be incorporated into the staff report to the Planning Commission. (Oct. 11, 2025)

**Ainslee Krause**

---

**From:** Bess Kuryla <bkuryla@paulbunyan.net>  
**Sent:** Tuesday, October 7, 2025 4:50 PM  
**To:** SGAdmin  
**Subject:** Mr. Thorson;'s Request

[EXTERNAL]

I just received the notification regarding Mr. Erik Thorson requesting approval to build a bedroom addition to his current house located at 2114 Birchmont Drive NE. I live north of him at 2122 Birchmont Drive NE and see no reason his request should not be approved. Please approve his request. I know of several individuals, in the past, that never bothered to get approval and it proves the type of individual he is. Again, please give him approval. Thank you.

Elizabeth (Bess) Kuryla

**CITY OF BEMIDJI PLANNING BOARD**

**Resolution No. 2025-26**

**RESOLUTION APPROVING  
A CONDITIONAL USE PERMIT  
FOR PARCEL 80.06760.00**

WHEREAS, Jaime Quello, representing Peterson Sheet Metal, (“Applicant”), submitted an application to the City of Bemidji Planning Board on October 2, 2025, requesting approval of a conditional use permit (“CUP”) for an existing legal non-conforming Contractor's Shop use to build an additional structure on the property on parcel 80.06760.00 located at 3728 Bemidji Ave N within the City of Bemidji;

WHEREAS, the requested Conditional Use Permit is for parcel 80.06760.00, legally described as:

Lot Seven (7), Auditor's Plat No. 15, less that part thereof described as follows: Beginning at a point on the easterly boundary line of said Lot 7 which point is 10 feet south-westerly of the point of intersection of the common boundary line of Lots Eight (8) and Nine (9) with said Lot 7; thence running north-easterly along the easterly boundary line of said Lot 7 to the intersection with the southerly boundary line of Lot Ten (10), Auditor's Plat No. 15; thence running westerly along the southerly boundary line of said Lot 10 to the southwest corner thereof; thence running northerly along the westerly boundary line of said Lot 10 to the intersection with the southeast corner of Lot Six (6), Auditor's Plat No. 15, which is also the northeast corner of Lot 7, Auditor's Plat No. 15, thence running west along the north boundary line of said Lot 7 for a distance of 25 feet; thence deflect to the left at an angle of 90°43' and run southerly for a distance of 176 feet; thence running southeasterly in a straight line to the point of beginning; and

WHEREAS, the Property is zoned and located within the B-1 Low Density Commercial District and the Shoreland Overlay District; and

# DRAFT

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

WHEREAS, the Planning Commission held a public hearing on October 23, 2025, to review the application for a Conditional Use Permit following mailed and published notice as required by law; and

WHEREAS, the City of Bemidji 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 City of Bemidji Planning Board has made the following findings regarding the Conditional 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.**  
**No.** A contractors' shop use is permitted with a CUP in the (B-1) Low-Density Commercial Zoning District & the Shoreland Overlay. The proposed use is not anticipated to adversely affect, nor create an unreasonable level of disruption or interference upon the surrounding commercial areas.
- 2. Whether the proposed use adversely affects traffic conditions and parking on adjacent streets and land.**  
**No.** Increases in traffic or other negative impacts are not anticipated for this existing business addition of a building. The site has adequate off-street parking and developed ingress and egress locations in multiple locations off Bemidji Ave N. and Anne St. NE.
- 3. Whether the proposed use adversely affects property in the surrounding area.**  
**No.** Adverse impacts upon the surrounding area are not anticipated with this proposal as this business has existed for years in this location. Any future changes shall be reviewed in accordance with all zoning requirements.
- 4. Whether the proposed use is in conformance with the community's Comprehensive Plan or Land Use Plan.**  
**Yes.** The proposed use is consistent with the goals and policies of the City of Bemidji Comprehensive Plan as well as the City Code through an approved CUP.
- 5. Whether adequate utility, drainage and other such necessary facilities have been or can be provided.**  
**Yes.** The property has adequate infrastructure and is served by City services.

NOW, THEREFORE BE IT RESOLVED that the City of Bemidji Planning Board hereby grants the approval of a Conditional Use Permit (CUP) for an existing legal non-conforming Contractor's Shop use to build an additional structure on the property to be located at 3728 Bemidji Ave N within the City of Bemidji, with the following conditions:

# DRAFT

1. Final building plans will need to be approved by the City of Bemidji Building Department and Bemidji Fire Department, with a building permit obtained prior to construction.
2. All exterior lighting on-site shall comply with Section 28-408 of the Ordinance and lighting cut sheets submitted to the planning depart for review.
3. All dumpsters on-site shall be fully enclosed complying with Section 28-402 of the Ordinance.
4. A site plan review along with noted locations for conversion of gravel areas to some type of pavement per Section 28-409 shall be submitted for review and approval.
5. A landscaping plan meeting Section 28-406 of the Ordinance shall be submitted for review and approval.
6. Bring semi-trailers/storage containers into conformity per Section 28-411 of the Ordinance or remove from the property.
7. The CUP 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.

CITY OF BEMIDJI PLANNING BOARD  
State of Minnesota  
County of Beltrami

This instrument was acknowledged before me on this 10th day of November 2025 by Audrey Thayer, City of Bemidji Planning Board Chair.

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Audrey Thayer, City of Bemidji Planning Board Chair

Subscribed and sworn to before me  
this 10th day of November 2025.

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Notary Public

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Applicant Signature and Date

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

<b>PLANNING CASE:</b> SUP-2025-0009	<b>PC MEETING DATE:</b> October 23, 2025
<b>APPLICANT:</b> Peterson Sheet Metal (Jaime Quello)	<b>60-DAY RULE DATE:</b> November 30, 2025
<b>PROCEEDING:</b> Conditional Use Permit – Contractors Shop	<b>ZONING DISTRICT:</b> Low Density Commercial Zoning District (B-1), Shoreland Overlay
<b>PREPARED BY:</b> Jamin Carlson Planning Director	<b>EXHIBITS:</b> Zoning Map, Aerial Map, Application, Site Plan, Supporting Documentation

**PLANNING MEMORANDUM**

**SUMMARY OF REQUEST**

Jaime Quello (Applicant) 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. This property is zoned B-1 Low Density Commercial District and lies within the Shoreland Overlay.

**PUBLIC HEARING & DISCUSSION**

Commission members made the following comments:

- Heinonen inquired about the applicant’s plan for storage trailers stored onsite.

**Public Hearing opened at 5:49p.m.**

- Jaime Quello, representing Peterson Sheet Metal, addressed the commission and noted their growth and plan for an additional building due to their need to expand. Quello addressed that the aerial image in the packet is old, and they have slowly been moving trailers out to their other location on Carr Lake Road. Quello addressed that the goal is not to have trailers stored at the subject location.

**Public Hearing closed at 5:52 p.m.**

**RECOMMENDATION & FINDINGS**

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

The Planning Commission decided the conditions are sufficient for approval of the Conditional Use Permit.

**RECOMMENDATION FOR APPROVAL**

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

### Conditions

1. Final building plans will need to be approved by the City of Bemidji Building Department and Bemidji Fire Department, with a building permit obtained prior to construction.
2. All exterior lighting on-site shall comply with Section 28-408 of the Ordinance and lighting cut sheets submitted to the planning depart for review.
3. All dumpsters on-site shall be fully enclosed complying with Section 28-402 of the Ordinance.
4. A site plan review along with noted locations for conversion of gravel areas to some type of pavement per Section 28-409 shall be submitted for review and approval.
5. A landscaping plan meeting Section 28-406 of the Ordinance shall be submitted for review and approval.
6. Bring semi-trailers/storage containers into conformity per Section 28-411 of the Ordinance or remove from the property.
7. The CUP 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

1. **Whether the proposed use adversely affects the public safety, health, morals, convenience, and general welfare of the occupants of the surrounding land.**  
**No.** A contractors' shop use is permitted with a CUP in the (B-1) Low-Density Commercial Zoning District & the Shoreland Overlay. The proposed use is not anticipated to adversely affect, nor create an unreasonable level of disruption or interference upon the surrounding commercial areas.
2. **Whether the proposed use adversely affects traffic conditions and parking on adjacent streets and land.**  
**No.** Increases in traffic or other negative impacts are not anticipated for this existing business addition of a building. The site has adequate off-street parking and developed ingress and egress locations in multiple locations off Bemidji Ave N. and Anne St. NE.
3. **Whether the proposed use adversely affects property in the surrounding area.**  
**No.** Adverse impacts upon the surrounding area are not anticipated with this proposal as this business has existed for years in this location. Any future changes shall be reviewed in accordance with all zoning requirements.
4. **Whether the proposed use is in conformance with the community's Comprehensive Plan or Land Use Plan.**  
**Yes.** The proposed use is consistent with the goals and policies of the City of Bemidji Comprehensive Plan as well as the City Code through an approved CUP.
5. **Whether adequate utility, drainage and other such necessary facilities have been or can be provided.**  
**Yes.** The property has adequate infrastructure and is served by City services.

Motion by **Peterson**, second by **Lemmer**, to recommend approval of the conditional use permit request for an existing legal non-conforming Contractor's Shop use on the property parcel 80.06760.00, with the conditions and findings of fact as presented in the packet.

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

Nays: **None.**

Abstentions: **None.**

**Motion carried unanimously.**

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

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<b>PLANNING CASE:</b> SUP-2025-0009	<b>MEETING DATE:</b> October 23 <sup>rd</sup> , 2025
<b>APPLICANT:</b> Peterson Sheet Metal (Jaime Quello)	<b>60-DAY RULE DATE:</b> November 30 <sup>th</sup> , 2025
<b>PROCEEDING:</b> Conditional Use Permit – Contractors Shop	<b>ZONING DISTRICT:</b> Low Density Commercial Zoning District (B-1), Shoreland Overlay
<b>PREPARED BY:</b> Jamin Carlson Planning Director	<b>EXHIBITS:</b> Zoning Map, Aerial Map, Application, Site Plans, Supporting Documentation

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**PLANNING REPORT**

**SUMMARY OF REQUEST**

Jaime Quello (Applicant) 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. This property is zoned B-1 Low Density Commercial District and the Shoreland Overlay.

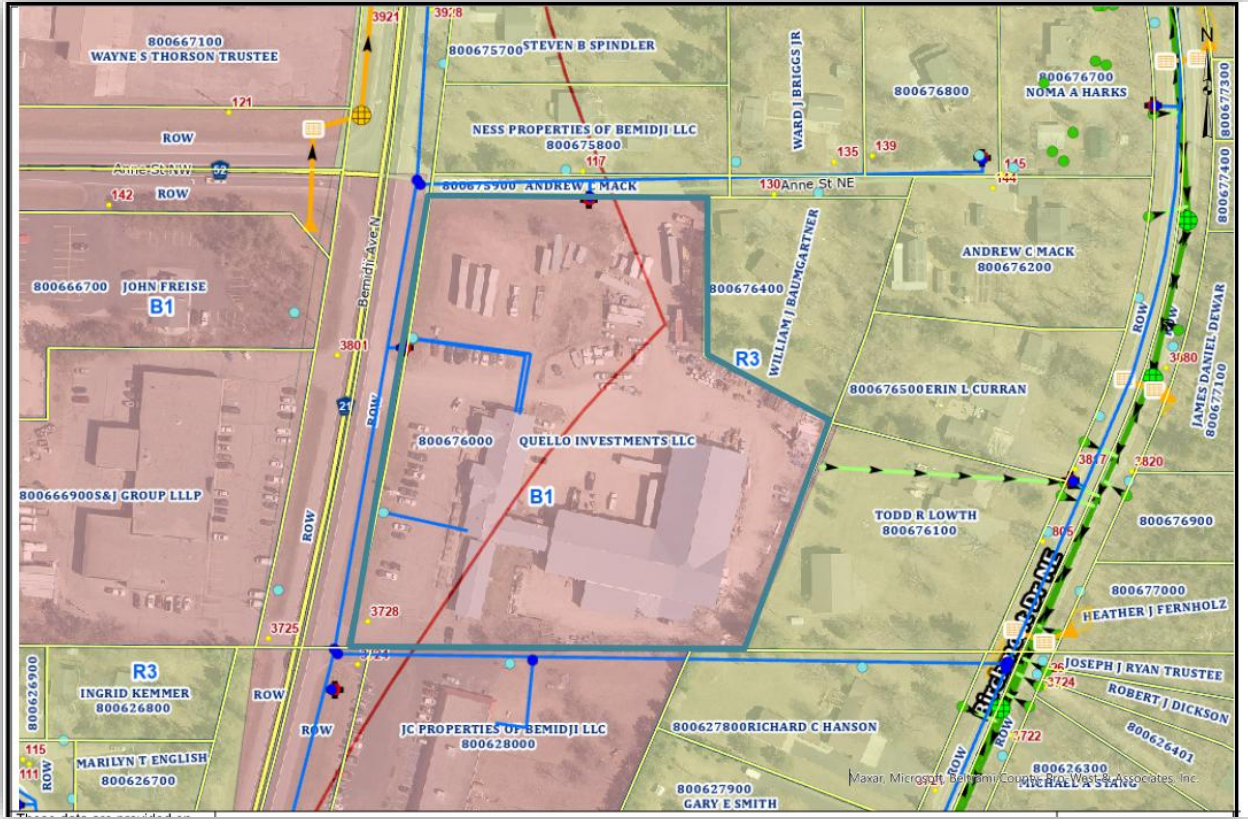
**BACKGROUND**

Jamie Quello (Applicant), representing Peterson Sheet Metal, met with planning staff to discuss adding a new structure for the business to the existing property. It was discussed that the property will need site improvements per the Ordinance along with a conditional use permit (CUP) for the existing use of a contractors' shop. The current business (Peterson Sheet Metal) has been in business in this location for quite some time.

The east side of the subject property lies within the shoreland overlay and the west side does not (denoted on the map). The current use of a contractors' shop is a legal non-conforming use as this property does not have a current CUP for that use.

The subject parcel is 4.65 acres in size and is connected to city services. Per Section 28-82 of the City Development Code, contractors' shop is permitted in (B-1) Low Density Commercial zoning district through the issuance of a conditional use permit (CUP). As this lot is connected to both city services (water & sewer) per Section 28-122J the lot can use the B-2 General Commercial District standards. This use has existing buildings and parking areas; minimal changes will be made to the outside of the existing structure. There are also business offices located on the front of the main building that faces Bemidji Ave N.

It is the intent of the Code that all legally established nonconformities existing as of the date of the Code are allowed to continue, but will be restricted as to any expansion, additions, or intensification of a use unless they come closer to compliance; and in this case is required per the Code.



**DISCUSSION/DEVELOPMENT ANALYSIS**

**Planning Considerations**

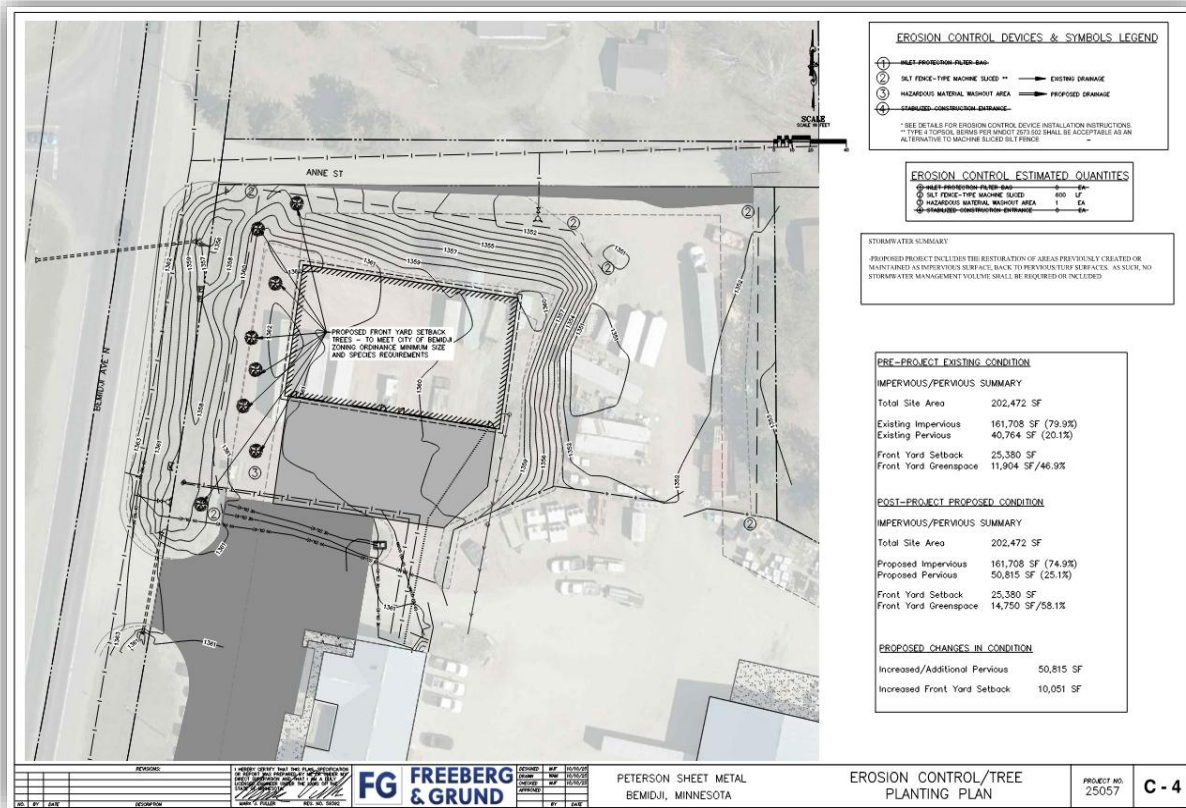
All Conditional Use Permits must follow the general requirements including process, criteria, and findings. A conditional use permit is recorded and runs with the land, not with the owner/applicant.

*Per City of Bemidji Code Section 28-9:*

**CONDITIONAL USE:** *A land use or development as defined by ordinance that may be allowed only after an in-depth review procedure and with appropriate restrictions or conditions as provided by this development code upon a finding that standards and criteria stated in this code will be satisfied. A conditional use must conform to the City of Bemidji Land Use Plan and be compatible with the existing neighborhood.*

*Per City of Bemidji Code Section 28-161:*

*(g) When any lawful nonconforming use of any structure or land is replaced by another use or new structure of different size, the new use or structure must conform to the provisions of this development code, and it shall not thereafter be changed to any nonconforming use or structure.*



Parking and Traffic

As the parking in Section 28-409 of the Development Ordinance does not call out contractors' shop, the closest type of use would be personal services and repair: One (1) space for each four hundred (400) square feet of gross floor area, plus one (1) space for each employee on max shift. This location also has offices in the front of the main structure which will need to meet those parking requirements. Professional offices: One (1) space for each three hundred (300) square feet of gross floor area, plus one (1) space for each employee on max shift.



Trees

Road frontage trees will be required per Section 28-406 of the Ordinance along with greenspace.

Lighting

All exterior lighting proposed for this site must meet Section 28-408 of the Development Ordinance. A lighting plan showing fixtures and placement will need to be submitted for approval prior to building permit being issued.

Signage

Any new signage must comply with Section 28-252 of the Development Ordinance. Sign permits will need to be submitted for approval prior to installation.





### Trash Handling

All dumpsters or recycling containers located on-site shall be fully enclosed complying with Section 28-402 of the Development Ordinance. 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.

### Development Team

Sam Anderson, P.E. City Engineer/Director of Public Works

*I don't see any major issues with this proposal. We may have some more detailed questions related to water/sewer service, stormwater, and/or site grading, but at this point I don't see major concerns on the engineering side.*

*Thank you,*

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

Bruce Hasbargen, County Engineer, Beltrami County Highway Dept.

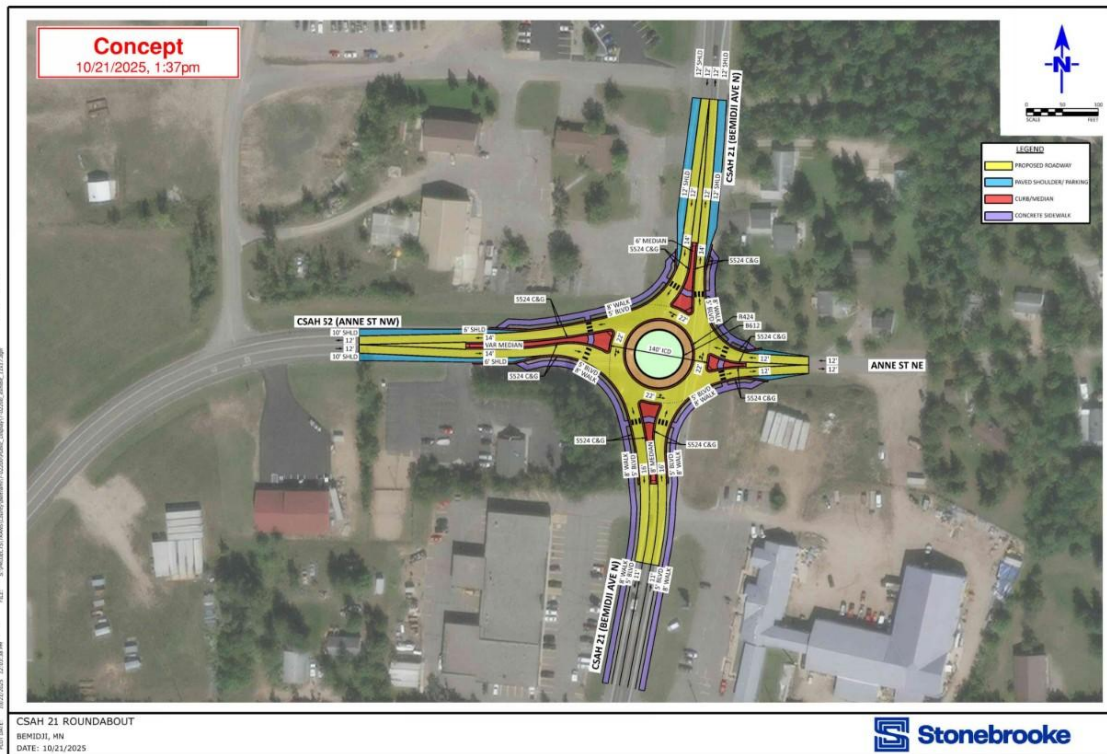
*One issue that will need to be addressed as part of the County's project is Anne Street NE, which is a private road with no public right-of-way. As one leg of the proposed roundabout, this area will experience substantial impacts, including the need to acquire right-of-way. A concept-level layout of the proposed roundabout is included for reference. Please note that this is a preliminary concept only—no design work has been completed. The document contains internal comments and questions for discussion purposes and should not be interpreted as a finalized design.*

Our concern with the proposed development is that it does not appear to leave adequate room for the future roundabout leg on Anne Street NE. The northwest corner of the proposed building is approximately 43 feet from the centerline of Anne Street NE, while the conceptual roundabout layout shows a conflict beginning around 33 feet from centerline at that location. The proposed sidewalk would also be located at approximately 43 feet, further limiting available space.

To accommodate the County's future improvement project, we request that the development provide an increased setback from Anne Street NE. A setback of at least 63 feet from the centerline would align with typical zoning requirements for a public roadway (33 feet of right-of-way plus a 30-foot setback).

We also request that no trees be planted in the northwest corner of the property or north of the proposed building as currently shown. These plantings may conflict with potential right-of-way needs and the footprint of the future roundabout. Avoiding them now would help prevent future disturbance and relocation.

Bruce Hasbargen  
 County Engineer  
 Public Works  
 Beltrami County Highway Dept.



Arne Wick, Area Hydrologist | Ecological & Water Resources, MNDNR

*No comments. Thank you for the notice.*

*Arne Wick  
Area Hydrologist | Ecological & Water Resources*

*Minnesota Department of Natural Resources  
2532 Hannah Ave NW  
Bemidji, MN 56601  
Phone: 218-407-3351  
Email: [Arne.Wick@state.mn.us](mailto:Arne.Wick@state.mn.us)  
[mndnr.gov](http://mndnr.gov)*

Neighboring Property Owner input

No surrounding property input was obtained when this report was written.

Information from the Applicant

See attached.

Comprehensive Plan References

The location of a contractors' shop is compatible in the B-1 Low-Density Commercial Zoning District. The City of Bemidji Comprehensive Plan shows this area as Commercial land use.

**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.*

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

- 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.*
- 4. Support a reduction of off-street parking requirements for appropriate land uses to allow for increased interior green space.** *Maximize the potential for green space with all development or redevelopment of sites, when possible, as well as for reduced heat island effects of increased temperatures within the high-density urban area of parking lots.*

## **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.*

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

### **Zoning Ordinance References**

Section 28-9 – Definitions

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

Section 28-82 – Land Use Matrix

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

Section 28-161 -- Nonconformities and Substandard Lots of Record

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

Section 28-402 – Exterior Storage and Outdoor Display of Merchandise

Section 28-408 – Lighting Standards

Section 28-409 – Parking Standards

Section 28-524 – Conditional Use or Interim Use Permits

### **RECOMMENDATION & FINDINGS**

The planning commission must decide whether the findings are sufficient for approval of a conditional use permit (CUP) for an existing contractors' shop on parcel 80.06760.00, located at 3728 Bemidji Ave. NW within the City of Bemidji with the following conditions and findings of fact:

#### **Conditions for CUP**

1. Final building plans will need to be approved by the City of Bemidji Building Department and Bemidji Fire Department, with a building permit obtained prior to construction.
2. All exterior lighting on-site shall comply with Section 28-408 of the Ordinance and lighting cut sheets submitted to the planning depart for review.
3. All dumpsters on-site shall be fully enclosed complying with Section 28-402 of the Ordinance.
4. A site plan review along with noted locations for conversion of gravel areas to some type of pavement per Section 28-409 shall be submitted for review and approval.
5. A landscaping plan meeting Section 28-406 of the Ordinance shall be submitted for review and approval.
6. Bring semi-trailers/storage containers into conformity per Section 28-411 of the Ordinance or remove from the property.
7. The CUP 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 CUP**

- 1. Whether the proposed use adversely affects the public safety, health, morals, convenience, and general welfare of the occupants of the surrounding land.**  
**No.** A contractors' shop use is permitted with a CUP in the (B-1) Low-Density Commercial Zoning District & the Shoreland Overlay. The proposed use is not anticipated to adversely affect, nor create an unreasonable level of disruption or interference upon the surrounding commercial areas.
- 2. Whether the proposed use adversely affects traffic conditions and parking on adjacent streets and land.**  
**No.** Increases in traffic or other negative impacts are not anticipated for this existing business addition of a building. The site has adequate off-street parking and developed ingress and egress locations in multiple locations off Bemidji Ave N. and Anne St. NE.
- 3. Whether the proposed use adversely affects property in the surrounding area.**  
**No.** Adverse impacts upon the surrounding area are not anticipated with this proposal as this business has existed for years in this location. Any future changes shall be reviewed in accordance with all zoning requirements.
- 4. Whether the proposed use is in conformance with the community's Comprehensive Plan or Land Use Plan.**  
**Yes.** The proposed use is consistent with the goals and policies of the City of Bemidji Comprehensive Plan as well as the City Code through an approved CUP.
- 5. Whether adequate utility, drainage and other such necessary facilities have been or can be provided.**  
**Yes.** The property has adequate infrastructure and is served by City services.



Application

**SUP-2025-0009**

**CONDITIONAL OR INTERIM USE PERMIT**

**SITE ADDRESS:** 3728 BEMIDJI AVE N BEMIDJI  
**PRIMARY PARCEL:** 800676000  
**PROJECT NAME:** PSM TOP HILL CONTRACTOR SHOP

**ISSUED:**

**EXPIRES:**

**APPLICANT:** Quello, Jaime  
6415 Elliot Rd Ne  
Bemidji, MN 56601  
2185563545

**OWNER:** QUELLO INVESTMENTS LLC  
6415 ELLIOTT RD NE  
BEMIDJI, MN 56601

**ENGINEER:** Freeberg & Grund  
2084th St NW  
Bemidji, MN 56601  
(218) 755-9368

**PERMIT DETAILS**

Detail Name	Detail Value
Estimate Project Value	\$450,000
Escrow Deposit	500.00
Select the type of use permit application from the list:	Conditional Use
Describe the proposed use of your property:	New 70' x 120' building
Describe the existing use of your property:	parking lot
Type of Project. If other, please explain	New building
Are you aware of any existing Use Permits or Variances for this property?	Yes (Please submit details)
Will the proposal generate increased traffic over existing conditions?	No
If yes, an increase amount of traffic, please explain.	took over another tenant space and moving people around
Will the proposal require additional parking spaces?	No
How many people will occupy your premises on an average day? Please provide numbers for employees, customers, and residents.	2-6
Will your proposal increase water usage or sewage generation over the existing use?	Yes
If yes, increase in water usage or sewage generation please provide, how many gallon per day.	adding 1 bathroom and roughins for future bathroom location
Will your proposal generate additional waste?	No
Describe your disposal method .	Commercial Hauler



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 certify
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 also authorize City of Bemidji Planning staff to inspect the property during review of this application and subsequent construction during reasonable times of the day.	I certify
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
Is property within 1000 feet of a public water?	Yes
Is property in an airport zone?	No
Escrow Payer Name (Who should the check for the escrow funds be made out to when the project is complete?)	Quello Investments
Escrow Payer Mailing Address	6415 Elliot Rd Ne Bemidji MN 56601
Is there one acre of contiguous land on the property?	Yes
Municipal Services: Water	Yes
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
Municipal Services: Sewer	Yes
Municipal Services: Sewer - If answered No for Sewer, is hookup available?	Yes
Property Dimensions Width in FT	507' est
Property Dimensions Depth in FT	478' est
Property Dimensions Total Area in SQFT/Acres	202,467.19 sf or 4.65 ac

**CONDITIONS**

\* 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.

\* 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.



\* Any changes in design or layout to the reviewed & approved site plans or the overall project will require prior Planning Department approval.

\* Must meet all Code requirements, stated sizes & setbacks as shown on approved site plans.

\* Must follow all MN State Building Codes.

<b>FEES:</b>	<b><u>Paid</u></b>	<b><u>Due</u></b>
PLN Special/Conditional/Interim Use Permit	\$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

Planning Permit Inspection (11 months)

CUP or IUP Inspection Follow Up (11 months from Approval)

3728 Bemidji Ave. N  
Suite 300  
Bemidji, MN 56601

Phone (218) 751-4502  
Fax (218) 444-4505



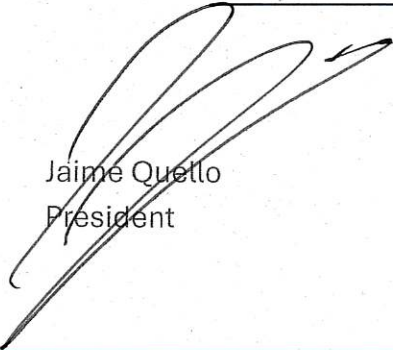
2471 Galpin Court  
Suite 114  
Chanhassen, MN 55317

Phone (952) 855-4830  
Fax (952) 855-4834

October 1, 2025

We are looking to build 70' x 120' a building on the current parking lot in the North West Corner for storage and possible relocation of fabrication equipment. The building will have 4 overhead doors and 4 man doors.

There will be little to no additional employee's or traffic. Just relocation of employees to a bigger facility.

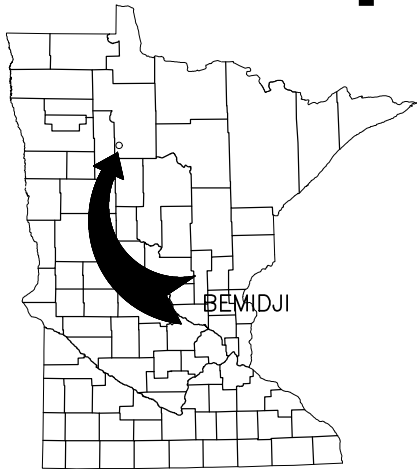


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Jaime Quello  
President

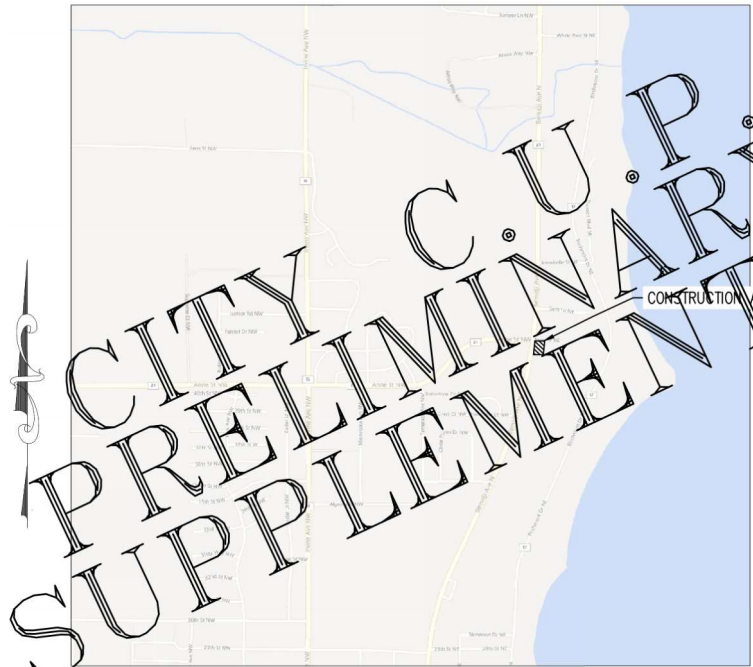
# PETERSON SHEET METAL

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



MINNESOTA  
NOT TO SCALE

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



CITY OF BEMIDJI  
NOT TO SCALE  
PROJECT AREA

**INDEX TO SHEETS**

- C-1 TITLE SHEET
- C-2 EXISTING CONDITIONS
- C-3 PROPOSED CONDITIONS
- C-4 EROSION/TREE PLANTING

THIS PLAN CONTAINS 4 SHEETS.

**WARNING**  
LOCATION OF UNDERGROUND UTILITIES  
TO BE VERIFIED BY CONTRACTOR.  
GOPHER STATE ONE CALL  
CALL BEFORE DIGGING,  
1-800-252-1166  
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.

**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 WITH PEDESTAL
		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
<b>PROPERTY CORNERS</b>		
		IRON MONUMENT SET WITH CAP
		IRON MONUMENT 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

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

MARK J. FULLER  
REG. NO. 59392



DESIGNED	M.F.	10/10/25
DRAWN	WAM	10/10/25
CHECKED	M.F.	10/10/25
APPROVED		
BY	DATE	

PETERSON SHEET METAL  
BEMIDJI, MINNESOTA

TITLE

PROJECT NO.  
25057

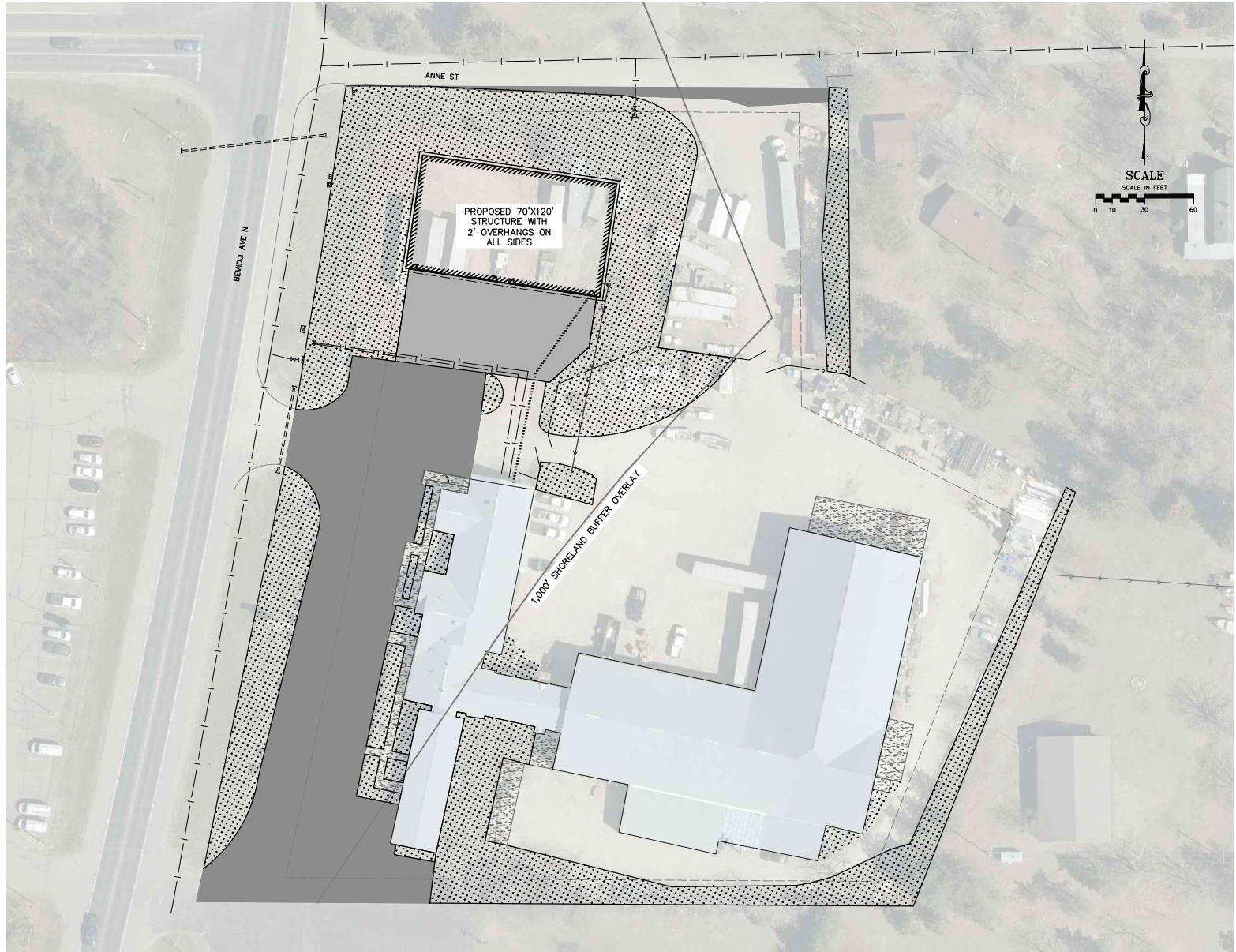
**C-1**



**POST-PROJECT PROPOSED CONDITION**

**IMPERVIOUS/PERVIOUS SUMMARY**

Total Site Area	202,472 SF
Proposed Impervious	161,708 SF (74.9%)
Proposed Pervious	50,815 SF (25.1%)
Front Yard Setback	25,380 SF
Front Yard Greenspace	14,750 SF/58.1%



REVISIONS:		
NO.	BY	DATE

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A FULLY LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

MARK J. FULLER REG. NO. 59392



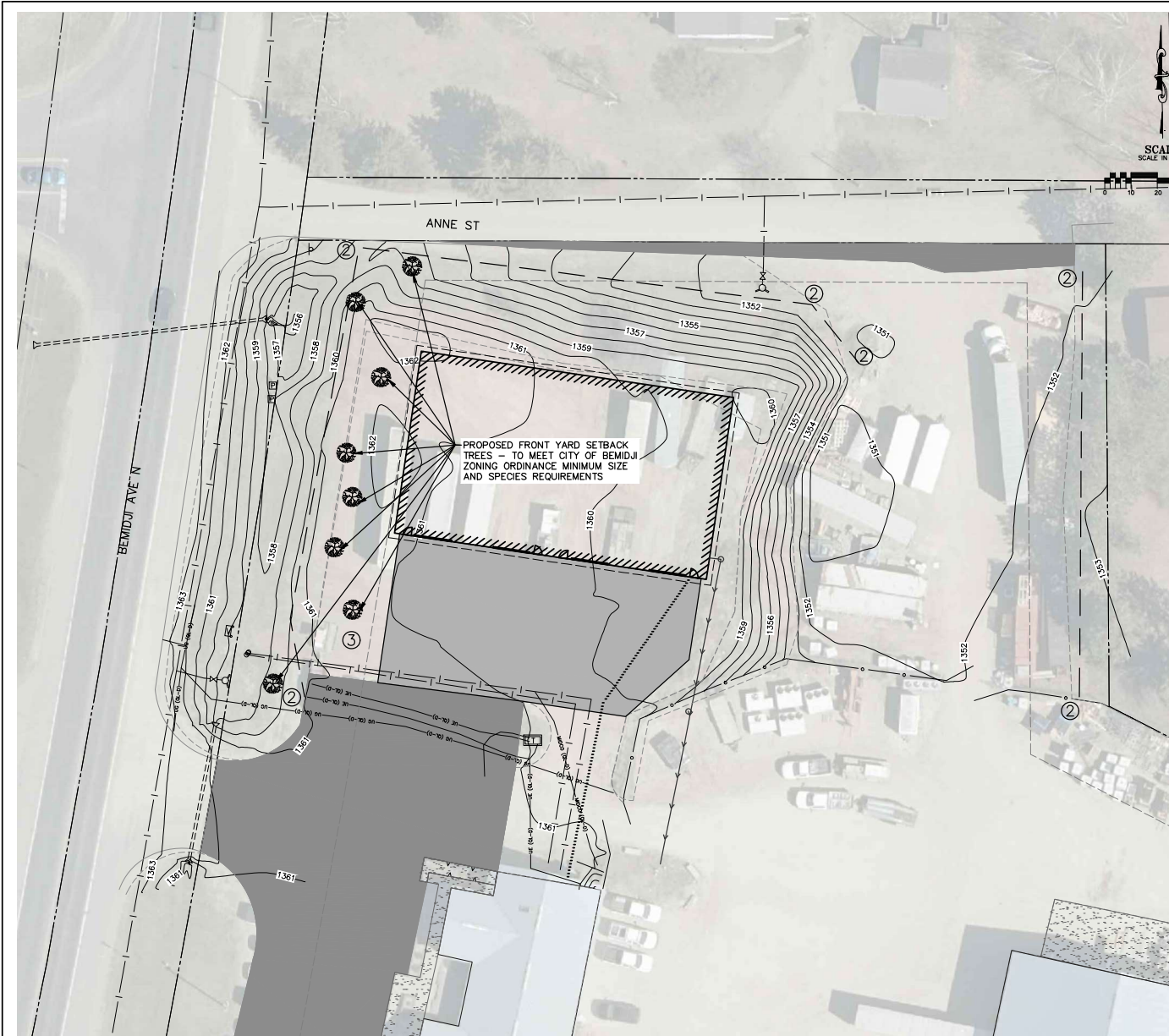
DESIGNED	MJF	10/10/25
DRAWN	MMJ	10/10/25
CHECKED	MJF	10/10/25
APPROVED		
	BY	DATE

PETERSON SHEET METAL  
BEMIDJI, MINNESOTA

SITE OVERVIEW/PROPOSED CONDITIONS

PROJECT NO.  
25057

**C - 3**



**EROSION CONTROL DEVICES & SYMBOLS LEGEND**

①	INLET PROTECTION FILTER BAG	
②	SILT FENCE-TYPE MACHINE SLICED **	→ EXISTING DRAINAGE
③	HAZARDOUS MATERIAL WASHOUT AREA	→ PROPOSED DRAINAGE
④	STABILIZED CONSTRUCTION ENTRANCE	

\* SEE DETAILS FOR EROSION CONTROL DEVICE INSTALLATION INSTRUCTIONS.  
 \*\* TYPE 4 TOPSOIL BERMS PER MNDOT 2573.502 SHALL BE ACCEPTABLE AS AN ALTERNATIVE TO MACHINE SLICED SILT FENCE

**EROSION CONTROL ESTIMATED QUANTITIES**

①	INLET PROTECTION FILTER BAG	0	EA
②	SILT FENCE-TYPE MACHINE SLICED	600	LF
③	HAZARDOUS MATERIAL WASHOUT AREA	1	EA
④	STABILIZED CONSTRUCTION ENTRANCE	0	EA

**STORMWATER SUMMARY**

-PROPOSED PROJECT INCLUDES THE RESTORATION OF AREAS PREVIOUSLY CREATED OR MAINTAINED AS IMPERVIOUS SURFACE, BACK TO PERVIOUS/TURF SURFACES. AS SUCH, NO STORMWATER MANAGEMENT VOLUME SHALL BE REQUIRED OR INCLUDED

**PRE-PROJECT EXISTING CONDITION**

**IMPERVIOUS/PERVIOUS SUMMARY**

Total Site Area	202,472 SF
Existing Impervious	161,708 SF (79.9%)
Existing Pervious	40,764 SF (20.1%)
Front Yard Setback	25,380 SF
Front Yard Greenspace	11,904 SF/46.9%

**POST-PROJECT PROPOSED CONDITION**

**IMPERVIOUS/PERVIOUS SUMMARY**

Total Site Area	202,472 SF
Proposed Impervious	161,708 SF (74.9%)
Proposed Pervious	50,815 SF (25.1%)
Front Yard Setback	25,380 SF
Front Yard Greenspace	14,750 SF/58.1%

**PROPOSED CHANGES IN CONDITION**

Increased/Additional Pervious	50,815 SF
Increased Front Yard Setback	10,051 SF

REVISIONS:

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 S. FULLER REG. NO. 59392



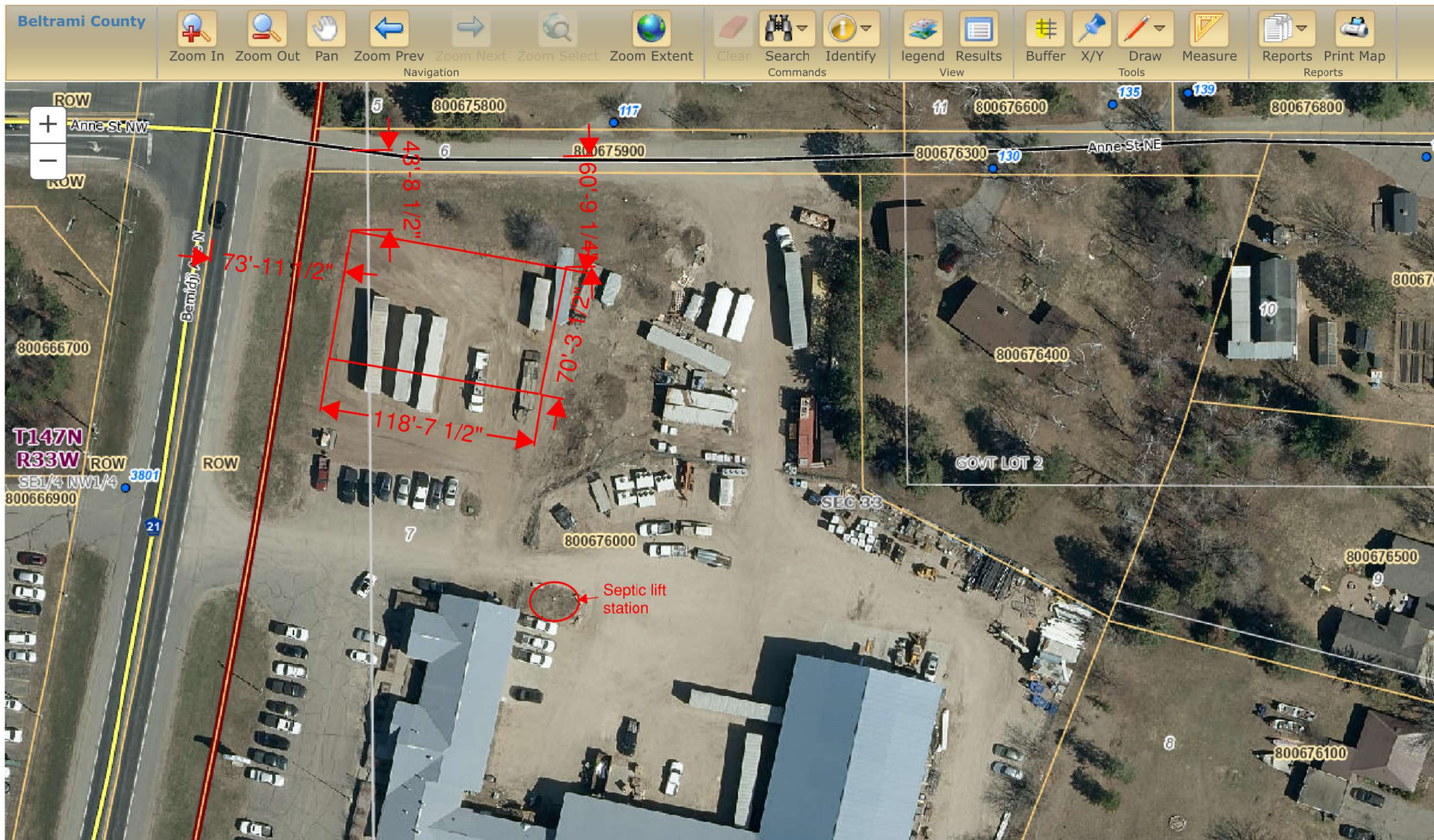
DESIGNED	MJF	10/10/25
DRAWN	WAM	10/10/25
CHECKED	MJF	10/10/25
APPROVED		
	BY	DATE

PETERSON SHEET METAL  
BEMIDJI, MINNESOTA

EROSION CONTROL/TREE  
PLANTING PLAN

PROJECT NO.  
25057

**C - 4**



3728 Bemidji Ave. N  
Suite 300  
Bemidji, MN 56601

Phone (218) 751-4502  
Fax (218) 444-4505



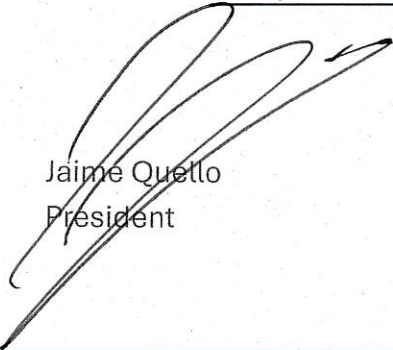
2471 Galpin Court  
Suite 114  
Chanhassen, MN 55317

Phone (952) 855-4830  
Fax (952) 855-4834

October 1, 2025

We are looking to build 70' x 120' a building on the current parking lot in the North West Corner for storage and possible relocation of fabrication equipment. The building will have 4 overhead doors and 4 man doors.

There will be little to no additional employee's or traffic. Just relocation of employees to a bigger facility.



---

Jaime Quello  
President

## Packet Distribution List

### City of Bemidji – SUP-2025-0009 - PSM

	<u>Contact</u>	<u>E-MAILED</u>	<u>US Mailed</u>
<input checked="" type="checkbox"/>	Applicant / Representative	10/3/25	_____
<input checked="" type="checkbox"/>	City Building Department	10/3/25	_____
<input checked="" type="checkbox"/>	City Attorney (Planning)	10/3/25	_____
<input checked="" type="checkbox"/>	City Engineer	10/3/25	_____
<input checked="" type="checkbox"/>	City Manager	10/3/25	_____
<input type="checkbox"/>	City Community Development	_____	_____
<input checked="" type="checkbox"/>	City GIS Department	10/3/25	_____
<input checked="" type="checkbox"/>	City Police Department	10/3/25	_____
<input checked="" type="checkbox"/>	City Fire Department	10/3/25	_____
<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	10/8/25	_____
<input type="checkbox"/>	Beltrami County Natural Resources	_____	_____
<input type="checkbox"/>	MnDNR Trails	_____	_____
<input checked="" type="checkbox"/>	MnDNR Waters	10/3/25	_____
<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 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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**October 3, 2025**

**City of Bemidji** – SUP-2025-0009: - Jaime Quello representing Quelle Investments, LLC 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. This property is zoned B-1 Low Density Commercial District and the Shoreland Overlay.

The City of Bemidji Planning and Zoning Commission will consider this proposal at its meeting on **Thursday, October 23<sup>rd</sup>, 2025, at 5:30 p.m.** in the Council Chambers at Bemidji City Hall and 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 4<sup>th</sup> Street NW, or by email at **SGAdmin@ci.bemidji.mn.us**. If possible, your comments should be submitted by **Friday, October 17<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-2025-0009**.

Respectfully,

Melissa Fahrenbruch  
Assistant Planner  
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

---

**October 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-2025-0009: - Jaime Quello representing Quelle Investments, LLC 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. This property is zoned B-1 Low Density Commercial District and the Shoreland Overlay.

This public hearing will be held on **Thursday, October 23<sup>rd</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 and 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 October 17<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 **SGAdmin@ci.bemidji.mn.us**.

Respectfully,

Planning and Zoning Staff

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

WILLIAM J BAUMGARTNER  
130 ANNE ST NE  
BEMIDJI, MN 56601

ROBERT J DICKSON  
PATRICIA A DICKSON  
3726 BIRCHMONT DR NE  
BEMIDJI, MN 56601

WAYNE S THORSON TRUSTEE  
W S THORSON RVC TRUST AGRMNT  
4260 THORSON BLVD NE  
BEMIDJI, MN 56601

NOMA A HARKS  
9728 MARCUS AVE  
TUJUNGA, CA 91042

QUELLO INVESTMENTS LLC  
6415 ELLIOTT RD NE  
BEMIDJI, MN 56601

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

DANIEL PETERSON  
BETHANY K PETERSON  
9230 CARDINAL RD NW  
BEMIDJI, MN 56601

JAMES DANIEL DEWAR  
JANA MICHELLE DEWAR  
3880 BIRCHMONT DR NE  
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

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

INGRID KEMMER  
111 ROBERTSON DR NW  
BEMIDJI, MN 56601

ERIN L CURRAN  
3817 BIRCHMONT DR NE  
BEMIDJI, MN 56601

DICKSON PROPERTIES OF BDCI LLC  
3726 BIRCHMONT DR NE  
BEMIDJI, MN 56601

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

CLIFFORD J FRANK  
JULIE R FRANK  
3702 BIRCHMONT DR NE  
BEMIDJI, MN 56601

ANDREW C MACK  
MARJORIE A MACK  
144 ANNE ST NE  
BEMIDJI, MN 56601

HEATHER J FERNHOLZ  
3820 BIRCHMONT DR NE  
BEMIDJI, MN 56601

MICHAEL SIMPSON  
ELIZABETH JUDKINS  
4102 BEMIDJI AVE N  
BEMIDJI, MN 56601

MARILYN T ENGLISH  
107 ROBERTSON DR NW  
BEMIDJI, MN 56601

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

MICKEL L SCAMP  
PO BOX 1408  
BEMIDJI, MN 56619

BARBARA K FISHER TRUSTEE  
BARBARA K FISHER TRUST  
139 ANNE ST NE  
BEMIDJI, MN 56601

MICHAEL A STANG  
STACEY L STANG  
3722 BIRCHMONT DR NE  
BEMIDJI, MN 56601

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

RONALD J OTTERSTAD  
TERRI H OTTERSTAD  
8366 PARKSIDE DR  
ENGLEWOOD, FL 34224

WARD J BRIGGS JR  
135 ANNE ST NE  
BEMIDJI, MN 56601

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

JOSEPH J RYAN TRUSTEE  
RYAN FAMILY TRUST  
3728 BIRCHMONT DR NE  
BEMIDJI, MN 56601

STEVEN B SPINDLER  
LINDA M SPINDLER  
3928 BEMIDJI AVE N  
BEMIDJI, MN 56601

NESS PROPERTIES OF BEMIDJI LLC  
24137 498TH ST NW  
BEMIDJI, MN 56601

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

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



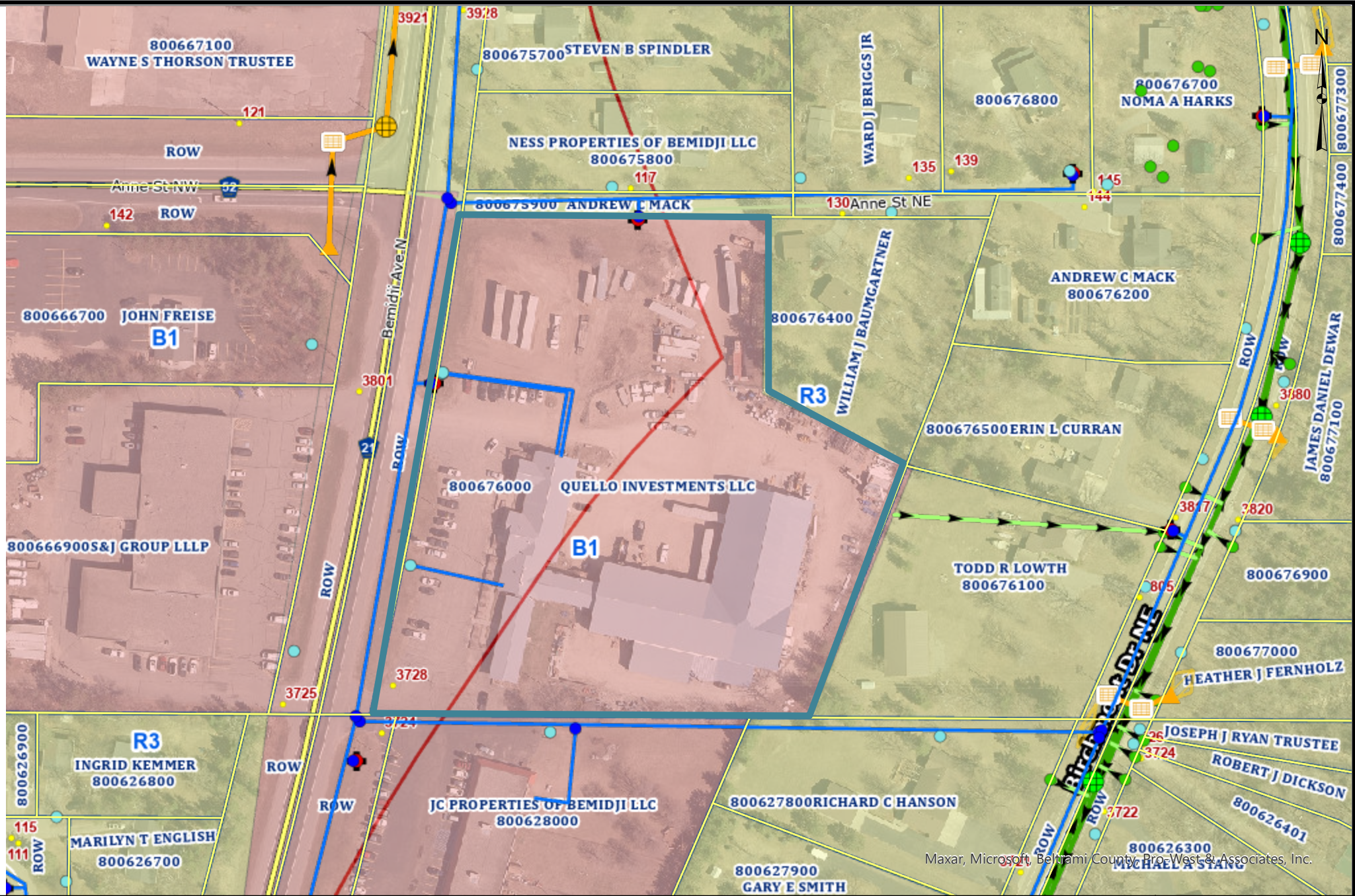


Maxar, Microsoft, Beltrami County, ProWest & Associates, Inc.

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.

<h1>Aerial Map</h1>	
1:2,257	Date: 10/1/2025
<small>This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.</small>	

Page 101 of 118



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.

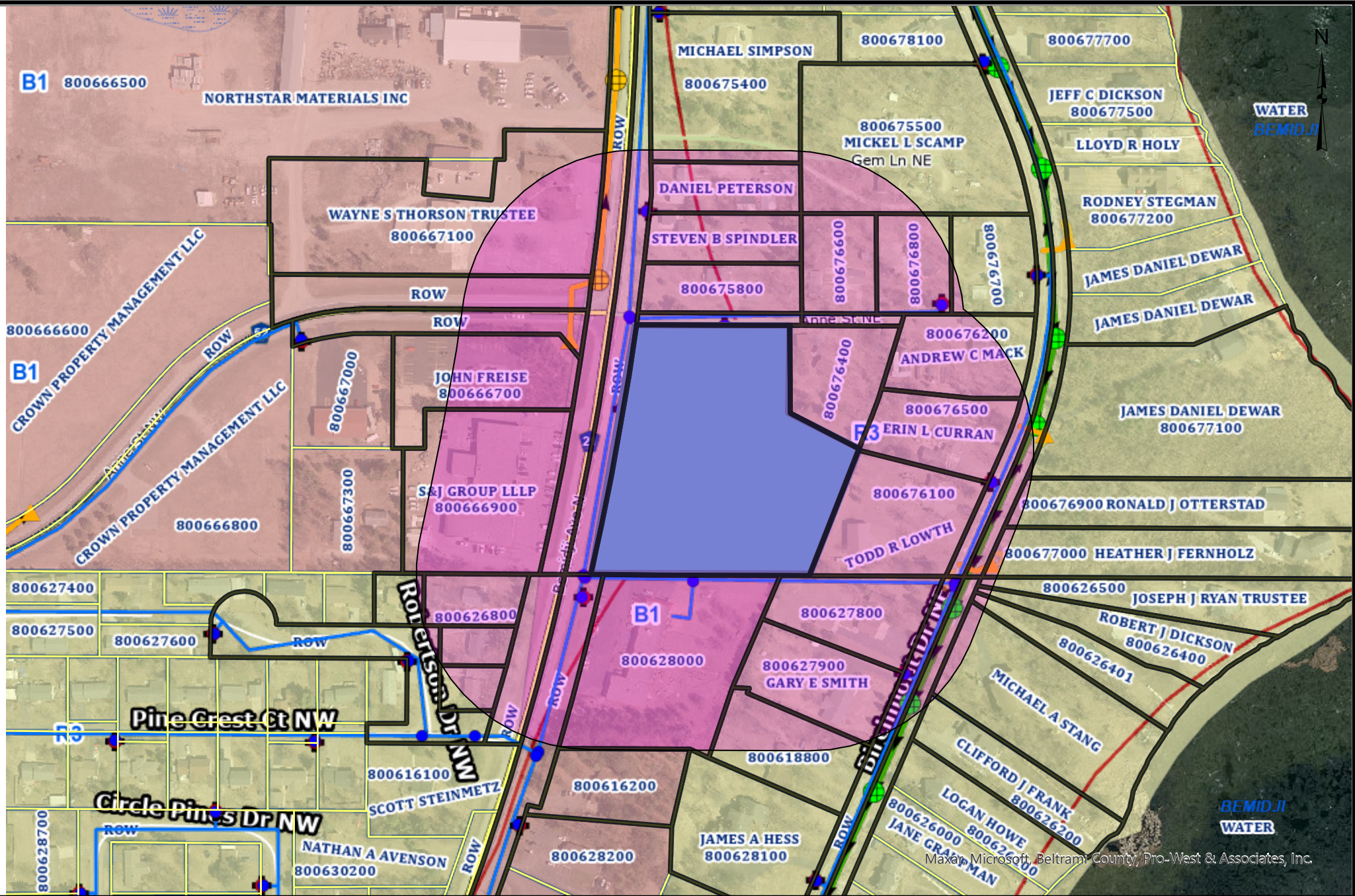
## Zoning Map

1:2,257

Date: 10/1/2025

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.

<h2>Buffer Map</h2>	
1:4,514	Date: 10/1/2025
<small>This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.</small>	





# AFFIDAVIT OF PUBLICATION

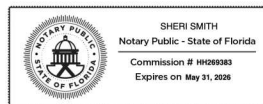
State of Florida, County of Broward, ss:

Ankit Sachdeva, 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, October 11, 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.

*Ankit Sachdeva*

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



## VERIFICATION

State of Florida  
County of Broward

Subscribed in my presence and sworn to before me on this: 10/13/2025

*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, October 23, 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):

**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 80049200) 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.

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](http://www.ci.bemidji.mn.us) for more information. If possible, your written comments should be submitted by **Friday, October 17, 2025**, so they may be incorporated into the staff report to the Planning Commission. (Oct. 11, 2025)

## Ainslee Krause

---

**From:** Bruce Hasbargen  
**Sent:** Friday, October 17, 2025 11:56 AM  
**To:** Melissa Fahrenbruch  
**Subject:** RE: Request for comments updated - PSM Proposed Site Conditions  
**Attachments:** CSAH 21 & CSAH 52 Roundabout Concept\_10\_14\_2025.pdf

Beltrami County Highway has concerns/comments regarding this proposed project and CUP.

The County is planning major improvements to Bemidji Avenue (CSAH 21), currently programmed for 2029 in the County's 5-Year Transportation Improvement Plan. In the draft update, scheduled for County Board approval in December, the project is proposed to move to 2030. The planned improvements include reconstructing CSAH 21 as an urban section with a center left-turn lane, curb and gutter, storm sewer, and trail/sidewalks. In addition, a roundabout is proposed at the intersection of CSAH 21 and Anne Street.

One issue that will need to be addressed as part of the County's project is Anne Street NE, which is a private road with no public right-of-way. As one leg of the proposed roundabout, this area will experience substantial impacts, including the need to acquire right-of-way.

A concept-level layout of the proposed roundabout is included for reference. Please note that this is a preliminary concept only—no design work has been completed. The document contains internal comments and questions for discussion purposes and should not be interpreted as a finalized design.

Our concern with the proposed development is that it does not appear to leave adequate room for the future roundabout leg on Anne Street NE. The northwest corner of the proposed building is approximately 43 feet from the centerline of Anne Street NE, while the conceptual roundabout layout shows a conflict beginning around 33 feet from centerline at that location. The proposed sidewalk would also be located at approximately 43 feet, further limiting available space.

To accommodate the County's future improvement project, we request that the development provide an increased setback from Anne Street NE. A setback of at least 63 feet from the centerline would align with typical zoning requirements for a public roadway (33 feet of right-of-way plus a 30-foot setback).

We also request that no trees be planted in the northwest corner of the property or north of the proposed building as currently shown. These plantings may conflict with potential right-of-way needs and the footprint of the future roundabout. Avoiding them now would help prevent future disturbance and relocation.

Bruce Hasbargen  
County Engineer

---

**From:** Melissa Fahrenbruch <Melissa.Fahrenbruch@ci.bemidji.mn.us>  
**Sent:** Friday, October 10, 2025 2:32 PM  
**To:** Jamin Carlson <Jamin.Carlson@ci.bemidji.mn.us>; Melissa Fahrenbruch <Melissa.Fahrenbruch@ci.bemidji.mn.us>  
**Cc:** David Wielenberg <David.Wielenberg@ci.bemidji.mn.us>; Ainslee Krause <Ainslee.Krause@ci.bemidji.mn.us>  
**Subject:** Request for comments updated - PSM Proposed Site Conditions

Good afternoon everyone,

Attached here is the updated Site plans for the Conditional Use Permit. Please review and send comments to Melissa Fahrenbruch [melissa.fahrenbruch@ci.bemidji.us](mailto:melissa.fahrenbruch@ci.bemidji.us) by October 17<sup>th</sup> to be included in the Planning Commission packet.

Thank you and have a great weekend.

Melissa Fahrenbruch  
Assistant Planner  
City of Bemidji

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**From:** Mark Fuller <[Mark@fgcivil.com](mailto:Mark@fgcivil.com)>  
**Sent:** Friday, October 10, 2025 2:08 PM  
**To:** Jamin Carlson <[Jamin.Carlson@ci.bemidji.mn.us](mailto:Jamin.Carlson@ci.bemidji.mn.us)>; Melissa Fahrenbruch <[Melissa.Fahrenbruch@ci.bemidji.mn.us](mailto:Melissa.Fahrenbruch@ci.bemidji.mn.us)>  
**Cc:** [jaimereg@psmhvac.com](mailto:jaimereg@psmhvac.com); Mark Fuller <[Mark@fgcivil.com](mailto:Mark@fgcivil.com)>; Brett Case <[brett@fgcivil.com](mailto:brett@fgcivil.com)>  
**Subject:** PSM Proposed Site Conditions

[EXTERNAL]

Jamin and Melissa,

Please find attached a site plan (not full Civil).

This should be what you need, as we discussed.

Once approved (hopefully) we will then complete the required civil design for the entire disturbance.

Please confirm receipt and let me know.

Sincerely,

**MARK J FULLER, P.E.**

**FREEBERG & GRUND**

**CONSULTING ENGINEERS**

321 BELTRAMI AVE NW

BEMIDJI, MN 56601

PHONE (218)759-9218





Airport planning area 3's phase I infrastructure completion (Looking west).

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 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](mailto:City.Planning@ci.bemidji.mn.us).

## Building Project Updates



Border States nearing completion and is located behind Sanford Peak Center.



Mountain View Meadows second 6-plex nearing completion (Moonlight Ln SW)



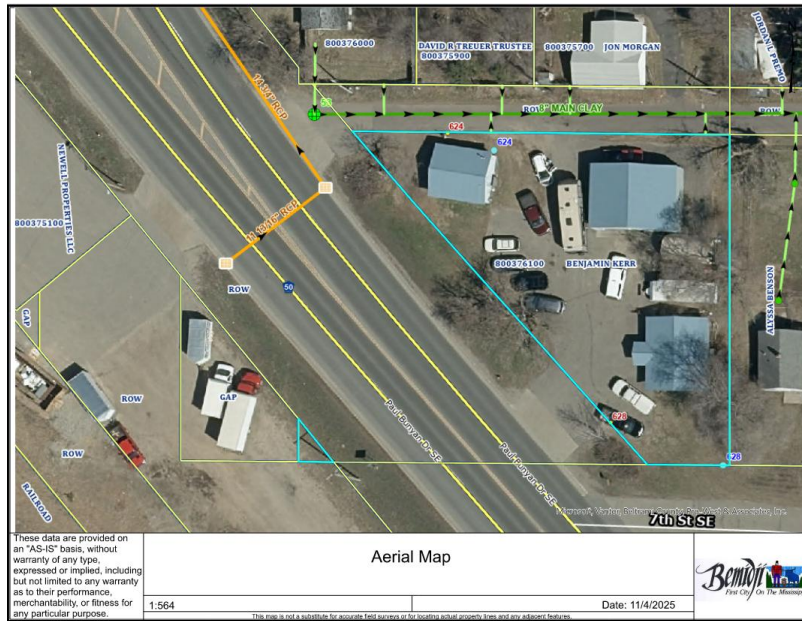
S&D Glass starting foundation (10/9) work at their new location (Park Ave NW & 24<sup>th</sup>)

Permit/License Activity Items	Totals (Issued since 1/1/2025)
Planning Cases (Variances, CUPs, IUPs, Rezones, PUDs, & Plats)	28
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	55
Site Plans Reviews/ Zoning Verification Letters	95
<b>PERMIT/LICENSE ACTIVITY</b>	<b>236</b>

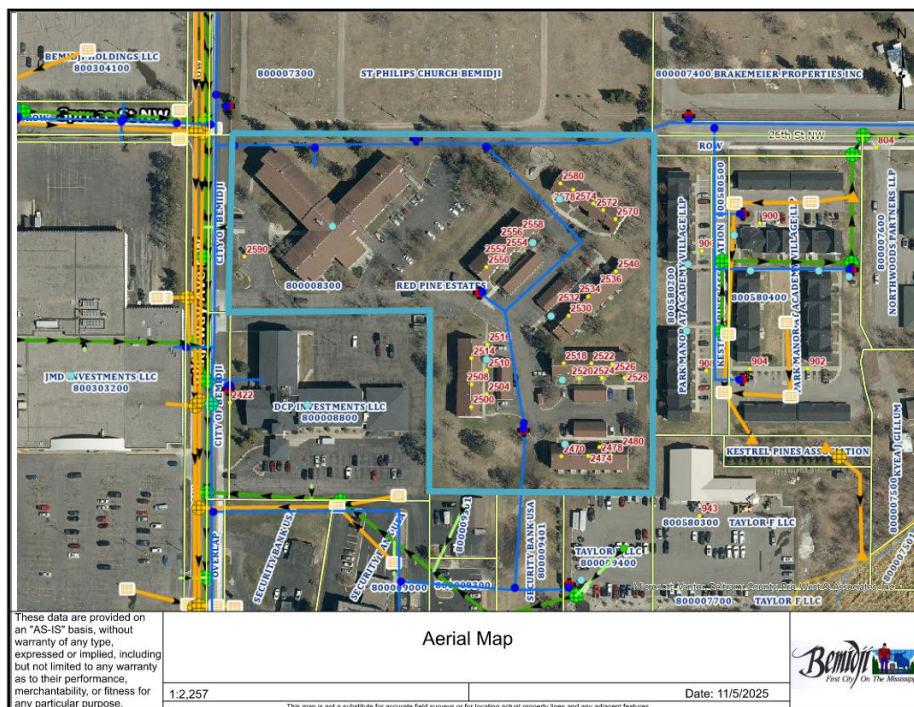
\* As of November 6<sup>th</sup>, 2025

### Upcoming Planning Cases

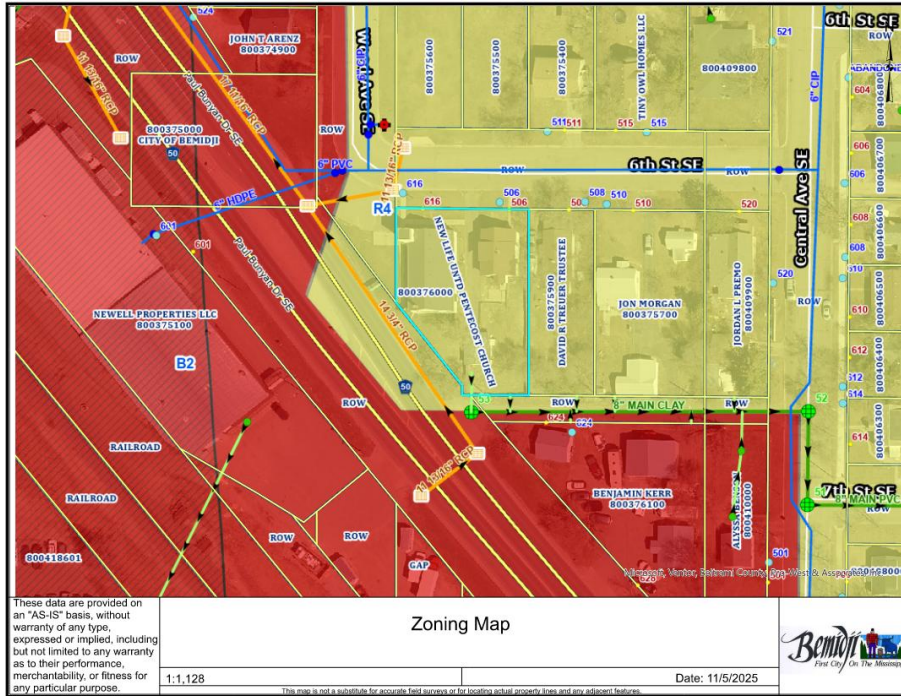
**Conditional Use Permit (CUP) Request:** SUP-2025-0011: - Ben Kerr representing Kodiak Builders, LLC requesting a Conditional Use Permit (CUP) to operate a Contractor's Shop and Storage Facility for their Construction business and Mixed Use (Commercial & Residential) for a rental house on the property. The subject property is located at 628 Paul Bunyan Dr SE (PIN 800376100) in the City of Bemidji and is in the B-2 General Commercial Zoning District.



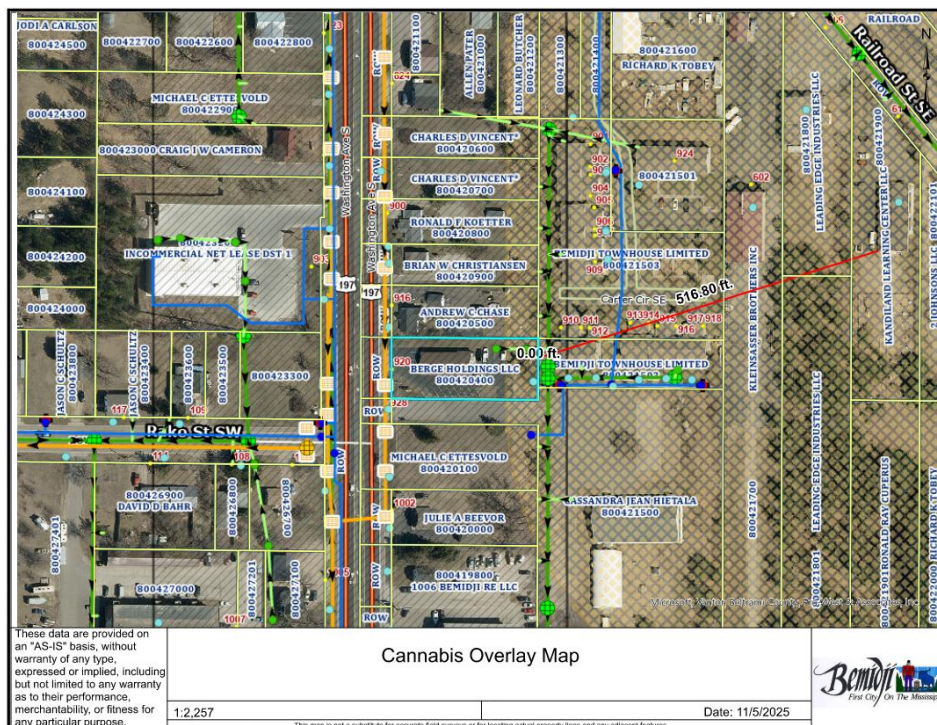
**CUP Request:** SUP-2025-0012: - Greg Johnson representing Tamarack Woods Apartments is requesting a Conditional Use Permit (CUP) for greater than 29 units of high density residential along with removing high quality significant trees beyond the base minimum landscape standard. The subject property is located at 2590 Ridgeway Ave NW (PIN 800008300) in the City of Bemidji. This property is zoned R-6 Multiple Family District.



**Rezone & CUP Request:** ZOA-2025-0004 & SUP-2025-0014: - Andrew Erholtz representing Vision Properties of Bemidji is requesting a Land Use Map Amendment (Rezone) from R-4 Moderate Density Residential to B-2 General Commercial for the parcel and a Conditional Use Permit (CUP) for Mixed Use (Commercial & Residential) to rent the house on the property. The subject property is located at 506 and 616 6th St SE (PIN 80.03760.00) in the City of Bemidji.



**Interim Use Permit (IUP) Request:** SUP-2025-0013: - Julie Canty representing First City Cannabis is requesting an Interim Use Permit (IUP) for operating a Cannabis Retail Business in a leased building. The subject property is located at 920 Washington Ave S (PIN 800420400) in the City of Bemidji and is in the B-2 General Commercial Zoning District within the Highway 197 Overlay and Cannabis (Day Care Center) overlay.



**Ordinance Text Amendment** – City of Bemidji is requesting to amend the text of Chapter 28 of the Bemidji City Code Entitled “Development Code”. Specifically amending Article X Performance Standards, Section 28-429 Cannabis Zoning and Land Use.

**IMPORTANT NOTICE**

- **The Planning Board meeting scheduled for Monday, November 10<sup>th</sup>, 2025, at 5:30 p.m. will be held at City Hall Council Chambers.**
- **The Planning Commission meeting scheduled for Thursday, November 20<sup>th</sup>, 2025, at 5:30 p.m. will be held at City Hall Council Chambers (One week early)**

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 Office Closed	27 Thanksgiving Day Office Closed	28 Friday After Office Closed	29
30	1	2	3	4	5	6

DECEMBER 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2	3	4	5	6
7	8 Board	9	10	11	12	13
14	15	16	17	18 Commission	19	20
21	22	23	24 Christmas Eve	25 Christmas Office Closed	26 Office Closed	27
28	29	30	31 New Year's Eve	1 Office Closed	2	3



## Planning & Zoning Department

### Site Analyst & Enforcement Activities for October 2025

#### Development Projects City Commercial

- **7 Brew Bemidji (Paul Bunyan Dr NW)** – Landscape survivability will be reviewed Spring 2026. Utility As-Builts and final wrap up remain. Additional paving is being planned for 2026.
- **AirCorps Aviation (Mahnomen Dr)** Building addition, site plan review is underway.
- **AT&T Tower (Bardwell Dr NW)** Site plan review completed. Construction appears complete. Landscape survivability will be reviewed in 2026.
- **Battery Warehouse Inc. (Gillette Dr)** Site plan review complete, development agreement signed. Construction on the interior is going.
- **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. **CLOSED**
- **Bemidji Airport Planning Area 3 (Hangar Dr)** PUD approved; road install appears to be 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 nearly complete.
- **Dairy Queen (Paul Bunyan Dr NW)** Project has been approved, waiting for developer to finalize plans/timelines. Owner states the project is out for bid.
- **Dale Schmidt Agency (Washington Ave S)** Building expansion. Site plan approved, construction underway.
- **Glass Doctor (24<sup>th</sup> St NW)** Site plan review for new commercial building submitted, foundation work approved and underway.
- **Gracewin Cooperative** – Developer states that pre-sales slowed following June 21 storm, but they have seen an uptick in the last 1.5 months following renewed advertising. If required numbers are reached, they will begin permitting process in February.
- **Green Legacy Investments (Anne St)** Waiting for completion of lot division.
- **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.
- **Les Schwab Tire Centers (Paul Bunyan Dr)** Site plan under review.
- **MotorWorks Auto Repair (Washington Ave)** Paving is complete, striping remains to be done. Landscape stabilization to be reviewed Spring 2026.
- **North Central Door (Re-branded Garaga) (Carr Lake Rd)** Construction and paving completed, trees and lighting brought into compliance. Sign permit needed.
- **People's Church (America Ave NW)** – Construction is nearly complete. Landscaping will be reviewed in 2026.
- **Pizza Ranch (Paul Bunyan Dr)** Landscape survivability Summer/Fall 2025.
- **Rohde Feed & Garden (Washington Ave S)** Plan review complete, waiting on DA to be signed. Had issues with government shutdown affecting his project.
- **Security Bank Parking Lot Redevelopment (Paul Bunyan Dr)** Project underway. Landscape survivability will be reviewed 2026.



## Planning & Zoning Department

### Site Analyst & Enforcement Activities for October 2025

- **Skips (Paul Bunyan Dr)** Needs grass re-seeded and trees planted by July 18, 2025. Did not meet deadline, next steps underway.
- **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)** Trash enclosure installed 10/24/2025. **CLOSED**
- **Voyageur Expeditionary High School (Bemidji Ave)** Site plan under review.
- **Westridge Redevelopment (Paul Bunyan Dr)** CUP issued, plan review completed, construction underway.



*Road paving complete and landscape stabilization in progress at Bemidji Airport Planning Area 3, November 4, 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 (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. There has been no movement on this project in 2025.
- **Jasko (S Lake Irving Dr SW)** Site Plan Review complete. Construction of foundation slab complete. No above ground construction has been completed. There has been no movement on this project in 2025.
- **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.
- **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 (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 approved.
- **Puddle Duck Properties, Block 3, Lot 1 (Beartooth Ave SW)** Site plan review approved.
- **Puddle Duck Properties (Shaw), Block 3, Lot 8 (Beartooth Ave SW)** Site plan review approved, construction underway.
- **R2M2 LLC (Florence Ln NW)** New home build, site plan review approved 7/7/2025.
- **Ricke (Elliot Rd NE)** Site plan review completed 10/16/2024.
- **Weiher (Irvine Ave NW)** Site plan review complete, construction underway.
- **Wiebolt (Elliot Rd NE)** Site plan review completed 10/9/2024. Construction is ongoing.



*Mountain View Meadows home construction nearing completion, November 4, 2025*

### Significant Enforcement Issues

- Enforcement actions in the last month have been focused on exterior storage and fence issues. There has been an increase in exterior storage violations as the leaves fell and people prepare for winter.
- Fences remain a focal point as tree damage from the storm has created issues among property owners.
- Human Activity Sites: Additional sites have been located along the trail west towards Adams Avenue. Due to their location, we are working with BNSF to determine locations, as they may be in railroad ROW.



*Human Activity Site between City trail and railroad, west towards Adams Ave October 30, 2025*

- Notices to property owners regarding unresolved storm damage have gone out. These are being pursued as General Nuisance under the development code as they are considered a threat to public safety. If not resolved after 3 notices (90 days total), citations and fines may then be issued. If compliance is still not attained, a court injunction may then be pursued.



*Property with unresolved storm damage.*



## Site Analyst & Enforcement Activities for October 2025

### Summary of Enforcement Actions

Enforcement - Total Open Cases - October 2025			
By Ward	Residential Districts	Non-Residential	Totals
Ward 1	13	2	15
Ward 2	3	14	17
Ward 3	7	2	9
Ward 4	11	27	38
Ward 5	16	5	21
<b>Total</b>	<b>50</b>	<b>50</b>	<b>100</b>

As of 11/4/2025

Totals for October 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	11
October Non-Residential	2
November Residential	0
November Non-Residential	0
December Residential	0
December Non-Residential	0
<b>Total Closed Cases 2025</b>	<b>122</b>

As of 11/4/2025

## Site Analyst & Enforcement Activities for October 2025

Enforcement Totals by Code - October 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	30	7
28-403 - Sight Visibility Triangle	1	0
28-404 - Fences	4	2
28-406 - Landscaping Requirements	0	0
28-408 - Lighting	1	0
28-409 - Off-Street Parking, Loading & Surfacing Standards	3	2
28-411 - Temporary Uses or Structures	3	0
28-421 - Farm Animals	1	0
28-523 - Land Use, Building & Admin Permits	1	0
28-524 - CUP Violation	2	0
28-528 - Nuisance	2	0
<b>Total Residential Cases</b>	<b>50</b>	<b>11</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	2	1
28-245 - Nonconforming Signs	1	0
28-246 - Sign Permit Required	3	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	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	6	0
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
<b>Total Non- Residential Cases</b>	<b>50</b>	<b>2</b>
<b>Total Cases</b>	<b>100</b>	<b>13</b>

As of 11/4/2025