

BEMIDJI PLANNING COMMISSION REGULAR MEETING AGENDA

Thursday, May 28, 2026

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



- 1. CALL MEETING TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE TO THE FLAG**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF MEETING MINUTES**
 - a. April 23, 2026 Planning Commission Meeting Minutes
- 6. VISITORS WITH BUSINESS NOT ON THE AGENDA**
- 7. NEW BUSINESS**
 - b. Public Hearing: Minor Subdivision Plat Request for Parcel 80.03901.00 - Murray Surveying representing Northwoods Habitat for Humanity Inc
- 8. UPCOMING COMMISSION MEETINGS**
 - c. June 25, 2026 Planning Commission Meeting
- 9. ADJOURN**

**PLANNING COMMISSION
BEMIDJI, MINNESOTA
Regular Meeting – April 23, 2026**

CALL TO ORDER: Chair Michael Meehlhause called the regular meeting of the City of Bemidji Planning Commission to order at **5:30 p.m.** Roll call was taken, and the pledge of allegiance was recited.

Members present: Faver, Heinonen, Lemmer, McCoy, Meehlhause, Olderman, Peterson (via WebEx due to personal reasons).

Members excused: None

Staff Present: Assistant Planning Director Melissa Fahrenbruch, Compliance Inspector & Site Analyst David Wielenberg, Administrative Assistant Ainslee Krause

Others Present: Troy Gilchrist (via WebEx), Corey Bailey, Kristine Lacey, Jason Vogel

AGENDA

Chair Meehlhause called for any amendments to the agenda. Motion by **Heinonen**, seconded by **Lemmer**, to approve the agenda. Motion carried by unanimous roll call vote.

MINUTES

The minutes for the **March 26, 2026**, Planning Commission meeting were presented for approval. Motion by **Heinonen**, seconded by **Lemmer**, approving minutes as presented. Motion carried by unanimous roll call vote.

VISITORS WITH BUSINESS NOT ON AGENDA: No appearance.

NEW BUSINESS

Public Hearings:

PLANNING CASE: REZONE REQUEST – COREY BAILEY REPRESENTING BAILEY VISTA, INC.:

Fahrenbruch presented the planning case request: Corey Bailey representing Bailey Vista, Inc. is requesting a (Rezone) Land Use Map Amendment from B-2 General Commercial Zoning District to R-4 Moderate Density Residential Zoning District to build a single-family home. The subject property is located at 810 1st St E (PIN: 800428300) in the City of Bemidji.

Conclusions based on the Ordinance and Comprehensive Plan were presented in the packet including conditions and findings of fact.

Commission members made the following comments:

- No comments

Public Hearing

Pursuant to published notice, a public hearing was held regarding input on the request. Chair Meehlhause opened the Public Hearing at **5:35 PM**, hearing the following comments:

- Corey Bailey addressed the Commission regarding his project.

Hearing no further comments Chair Meehlhause closed the Public Hearing at **5:37 PM**.

Motion by **Heinonen**, seconded by **Peterson**, to recommend approval of the rezone request for parcel 800428300, with the conditions and findings of fact as presented in the packet. Motion carried by the following roll call vote: Ayes: **Peterson, Olderman, Meehlhause, McCoy, Lemmer, Heinonen, Faver**. Nays: **None**.

Chair Meehlhause addressed that the request would go before the Planning Board at their next meeting on **May 12, 2025**, at 5:30 PM for the final decision.

PLANNING CASE: REZONE REQUEST – ETHAN HAUSE:

Wielenberg presented the planning case request: Ethan Hause is requesting a (Rezone) Land Use Map Amendment from R-3 Suburban Residential Zoning District to R-4 Moderate Density Residential Zoning District to build a single-family home on a property abutting Lincoln Elementary School. The subject property is located at 615 Lake Ave NE (PIN: 800239500) in the City of Bemidji.

Conclusions based on the Ordinance and Comprehensive Plan were presented in the packet including conditions and findings of fact.

Commission members made the following comments:

- No comments

Public Hearing

Pursuant to published notice, a public hearing was held regarding input on the request. Chair Meehlhause opened the Public Hearing at **5:40 PM**, hearing the following comments:

- Kristine Lacey addressed the Commission regarding the project on behalf of Hause.

Hearing no further comments Chair Meehlhause closed the Public Hearing at **5:41 PM**.

Commission members made the following comments:

- Heinonen inquired about the location of the existing garage as it appeared to be very close to the property line. Fahrenbruch responded.

Motion by **Faver**, seconded by **Lemmer**, to recommend approval of the rezone request for parcel 800239500, with the conditions and findings of fact as presented in the packet. Motion carried by the following roll call vote: Ayes: **Faver, Heinonen, Lemmer, McCoy, Meehlhause, Olderman, Peterson**. Nays: **None**.

Chair Meehlhause addressed that the request would go before the Planning Board at their next meeting on **May 11, 2025**, at 5:30 PM for the final decision.

PLANNING CASE: REZONE REQUEST – JASON VOGEL REPRESENTING NORTH CENTRAL GARAGE DOOR COMPANY, INC.:

Fahrenbruch presented the planning case request: Jason Vogel representing North Central Garage Door Company, Inc. is requesting a Conditional Use Permit for Heavy Manufacturing/Processing with an addition to their building in the Light Industrial (I-1) Zoning District. The subject property is located at 900 Carr Lake Rd SE (PIN 800528900) in the City of Bemidji.

Conclusions based on the Ordinance and Comprehensive Plan were presented in the packet including conditions and findings of fact.

Commission members made the following comments:

- Heinonen inquired as to what type of construction is being used. Fahrenbruch responded that the applicant could better answer that.
- Heinonen inquired if the MPCA had been informed of the project. Fahrenbruch replied that they had.
- Olderman inquired about the Commission approving two tanks when the applicant was creating room for four. Fahrenbruch replied that the future tank installations would require an amendment to the CUP.
- Peterson inquired if requiring an amendment resulted in extra leg work for the applicant at a later date. Fahrenbruch replied it was being done on the recommendation of the land use attorney and state agencies.
- Gilchrist clarified his recommendation.

DRAFT

- Peterson inquired as to the length of time North Central Door (NCD) had been in operation in Bemidji. Fahrenbruch replied.
- Lemmer stated that NCD had been in operation for a long time, but inquired if they were currently under new ownership. Fahrenbruch responded.
- Peterson inquired about the possibility of adding conditions related to approval of two vs. four tanks. Fahrenbruch and Peterson discussed.
- Lemmer suggested hearing from the applicant before the Commission made any determinations on the number of tanks approved. Peterson agreed.

Public Hearing

Pursuant to published notice, a public hearing was held regarding input on the request. Chair Meehlhause opened the Public Hearing at **5:54 PM**, hearing the following comments:

- Jason Vogel addressed the Commission regarding the history of the company and the benefit of producing the doors locally rather than bringing them in from elsewhere.
- McCoy inquired if the project would add jobs to the region. Vogel replied that it could add some higher end jobs due to the chemical management aspect.
- Peterson inquired if the company has any state or local safety inspections related to the production process. Vogel replied that OSHA has oversight.
- Peterson inquired about the reason for future expansion to four tanks. Vogel replied that that it would be due to future expansion of production, but also inventory management, but that new ownership (Garaga) would also have say over what is done at the local level.
- Heinonen inquired about the building construction. Vogel replied that the base will be poured concrete and the walls/ceiling will be steel construction.
- Lemmer inquired about the timeframe for the possible addition of more tanks. Vogel stated that it was unknown, possibly years.
- Olderman inquired about the expense of the project related to investment vs. risk. Vogel replied the project had a budget of around \$20 million and was a large investment for the company.
- Olderman stated that if the Commission is willing to approve two tanks, they should approve four, and if they are unwilling to approve any, then whether it is two or four does not matter.
- Meehlhause inquired if there was any Minnesota Pollution Control Agency or Minnesota Department of Health approvals that the company needed to obtain for the project. Vogel confirmed there were some state level permits required and they had contracted an engineering firm to assist with the permitting process.
- Lemmer inquired about the possible emission of air pollution. Vogel replied that it is minimal given the relatively small amounts of chemicals used.

Hearing no further comments Chair Meehlhause closed the Public Hearing at **6:04 PM**.

Commission members made the following comments:

- Regarding the two tanks vs. four tanks issue, Faver stated that he didn't think it was advisable to approve more than what the applicant was asking for as the public notice only referenced two tanks. Also, this amendment allowed for further Commission and Board review of the operation before expansion.
- Lemmer agreed and added that the applicant does not have a timeline set for this expansion.
- Olderman asked for clarification that the applicant is building a space for four tanks but only asking for two. Meehlhause confirmed.

DRAFT

Motion by **Heinonen**, seconded by **Lemmer**, to recommend approval of the Conditional Use Permit request for parcel 800528900, with the conditions and findings of fact as presented in the packet.

Chair Meehlhause addressed the Commission that he understood wanting to make the process easier for the applicant in the future, but that retaining public oversight was a good thing.

Motion carried by the following roll call vote: Ayes: **Peterson, Olderman, Meehlhause, McCoy, Lemmer, Heinonen, Faver**. Nays: **None**.

Chair Meehlhause addressed that the request would go before the Planning Board at their next meeting on **May 12, 2025**, at 5:30 PM for the final decision.

UPCOMING COMMISSION MEETINGS

- Thursday, May 28, 2026 5:30 p.m. Planning Commission Meeting

ADJOURN

There being no further business, motion by **Lemmer**, seconded by **Heinonen**, to adjourn the meeting. Motion carried by unanimous roll call vote. Meeting adjourned at **6:10 p.m.**

Respectfully submitted,

David Wielenberg
Compliance Inspector & Site Analyst

PC Minutes approved and attested by: _____
Planning Commission Representative

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

PLANNING CASE: SUB-2026-0001	MEETING DATE: May 28, 2026
APPLICANT: Northwoods Habitat for Humanity (Matt Murray of Murray Surveying)	60-DAY RULE DATE: June 29, 2026
PROCEEDING: Subdivision Plat	ZONING DISTRICT: R-4 Moderate Density Residential Zoning District
PREPARED BY: Jamin Carlson Planning Director	EXHIBITS: Zoning Map, Aerial Map, Application, Site Plans, Supporting Documentation

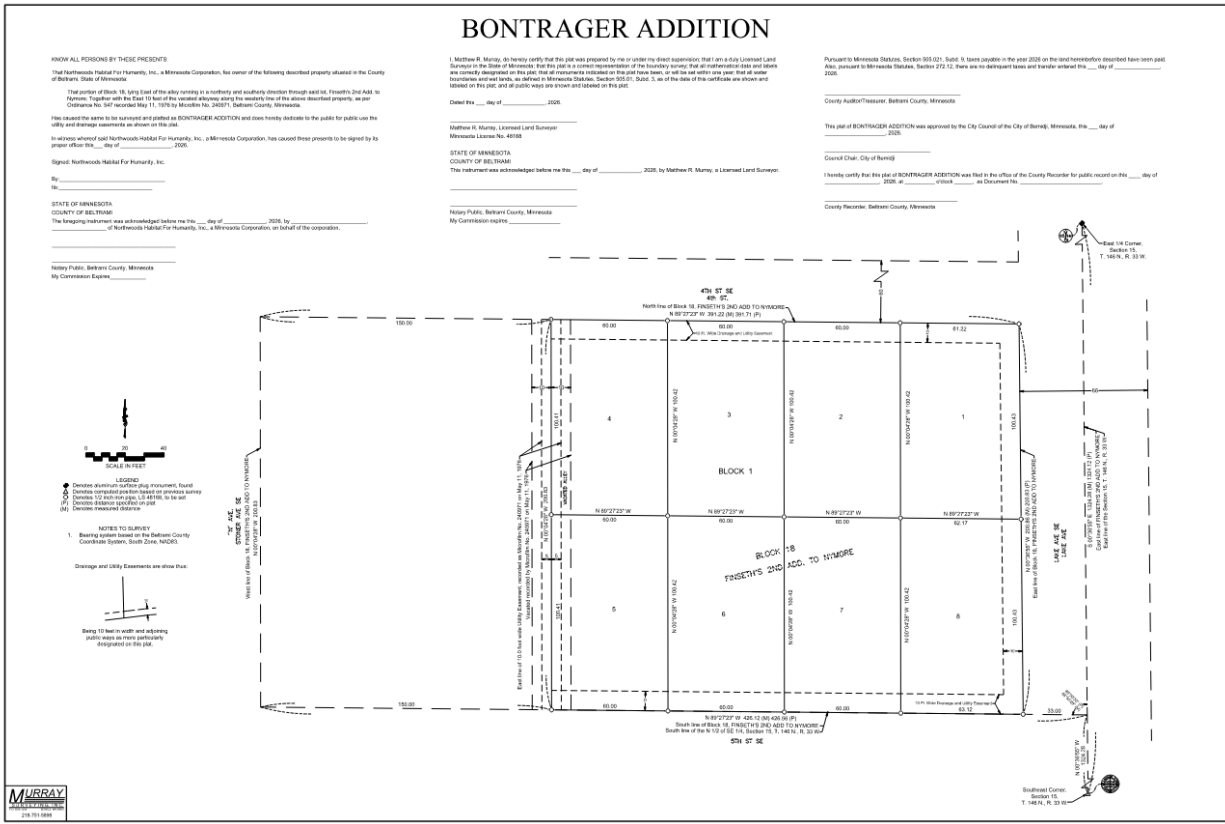
PLANNING REPORT

SUMMARY OF REQUEST

Matt Murray of Murray Surveying, representing Northwoods Habitat for Humanity, is requesting a Minor Subdivision Plat to replat Finseth’s 2nd Addition to Nymore part of block 18 east of the vacated alleyway creating seven (7) additional parcels. The subject property is located between 4th St SE and 5th St SE off Lake Ave SE (PIN: 800390100) in the City of Bemidji. The property is in the R-4 Moderate Density Residential Zoning District.

BACKGROUND

Staff met with a board member from Habitat for Humanity on several occasions to discuss possibilities for the property on Lake Ave. After looking at the measurements for the lot it was discovered that with a minor subdivision eight conforming lots could be created meeting the requirements of the R-4 Single-Family Zoning District which abuts the property to the north, south, and west. The organization tries to build a couple houses a year based on funding and the number of available volunteers. With this subdivision, it could potentially give Northwoods Habitat for Humanity enough lots for at least a few years to build their single-family homes. This subdivision would not require any utility or road improvements as the lot is surrounded on three sides by existing infrastructure. It is also worth noting that this is what is considered “infill” within the city and is encouraged by our Comprehensive Plan and Ordinance.



DISCUSSION/DEVELOPMENT ANALYSIS

Planning Considerations

Per Section 28-471 Subdivisions of Land in the City of Bemidji Ordinance.

(b) Minor subdivisions. Real estate parcels that are platted in accordance with Minn. Stat. 505. A minor subdivision plat does not create more than eight parcels. Roadways created under the minor subdivision process will be constructed as public roads; adhering to all requirements of the road authority of the local government unit in which it is created. Minor subdivisions shall comply with the requirements for platting and obtain approval through the city council. A minor subdivision may be approved by the council without the need for a prior preliminary plat, subject to the following standards:

- (1) The plat delineates existing parcels or complies with the simple or minor subdivision procedures outlined herein.*
- (2) The plat does not include the dedication or donation of any new public ways; however, existing public streets or utilities shall dedicate easements and right-of-way on said plat in accordance with the appropriate road standards of this development code, the council transportation plan, and applicable LGU or road authority requirements.*
- (3) New drainage and utility easements shall be created if the review engineer deems needed.*

- (4) *The land shall be properly zoned and suitable in its natural state for the intended purpose.*
- (5) *Lot areas and dimensions shall conform to the requirements of this development code, except as may otherwise be approved by a variance.*
- (6) *Lot layouts shall be compatible with the existing layout of adjoining properties, and/or shall not constrain the future development of any remainder parcel or adjacent properties.*
- (7) *All lots to be created shall have legal access to a public road or be in full conformity with the provisions of section 28-121(A) of this development code.*
- (8) *The road authority reviews the plat for consideration of access and active transportation connections to the public way or trails and provides written comments regarding accessibility of each proposed lot to the public way within 30 days of the request by the planning director.*
- (9) *The plat shall be reviewed and approved by the Beltrami County Surveyor or another independent licensed land survey in accordance with Minn. Stat. 505.021, Subd. 9(c) for compliance with Minn. Stat. 505.*

(d) *Replat of an existing subdivision/conversion of existing development to a CIC/condo. In certain cases, including but not limited to, historical errors, additional land purchases, rerouting of a road and other similar situations arise. An applicant can apply for a replat of an existing platted area through a simplified process. A replat application includes minor changes and is reviewed by the planning director and approved by consent of the council.*



Lot Size Requirements

E. Moderate Density Residential - (R-4)	
Lot Size:	
Minimum lot area:	6,000 square feet,
Minimum lot width:	60 feet
Minimum lot depth:	100feet
Setbacks, Height, Impervious:	
Front yard	30 feet
Side yard, principal structure	7.5 feet*
Side and rear yard, accessory structures	5 feet*
Rear yard	25% of lot depth up to 25 feet
Corner lot, exterior side yard	20 feet**
Alley	20 feet, except as may be permitted***
Riparian lots	10 feet reduction in rear yard setback****
Height of Structures	35 feet
Maximum Impervious Surface Coverage	40%*****

*Not applicable in shoreland

** Minimum thirty (30) feet where driveway access exists or is proposed.

*** When an alley exists, the accessory structure setback may be reduced to five (5) feet with a side loaded garage.

**** Local city streets only

*****Sixty percent (60%) for permitted non-residential uses with an approved CUP

Traffic

The existing parcel is served on three sides by 4th St SE to the north, a busy local road; Lake Ave SE to the east, a county road and connector street; and 5th St SE to the south, a dead-end local road.

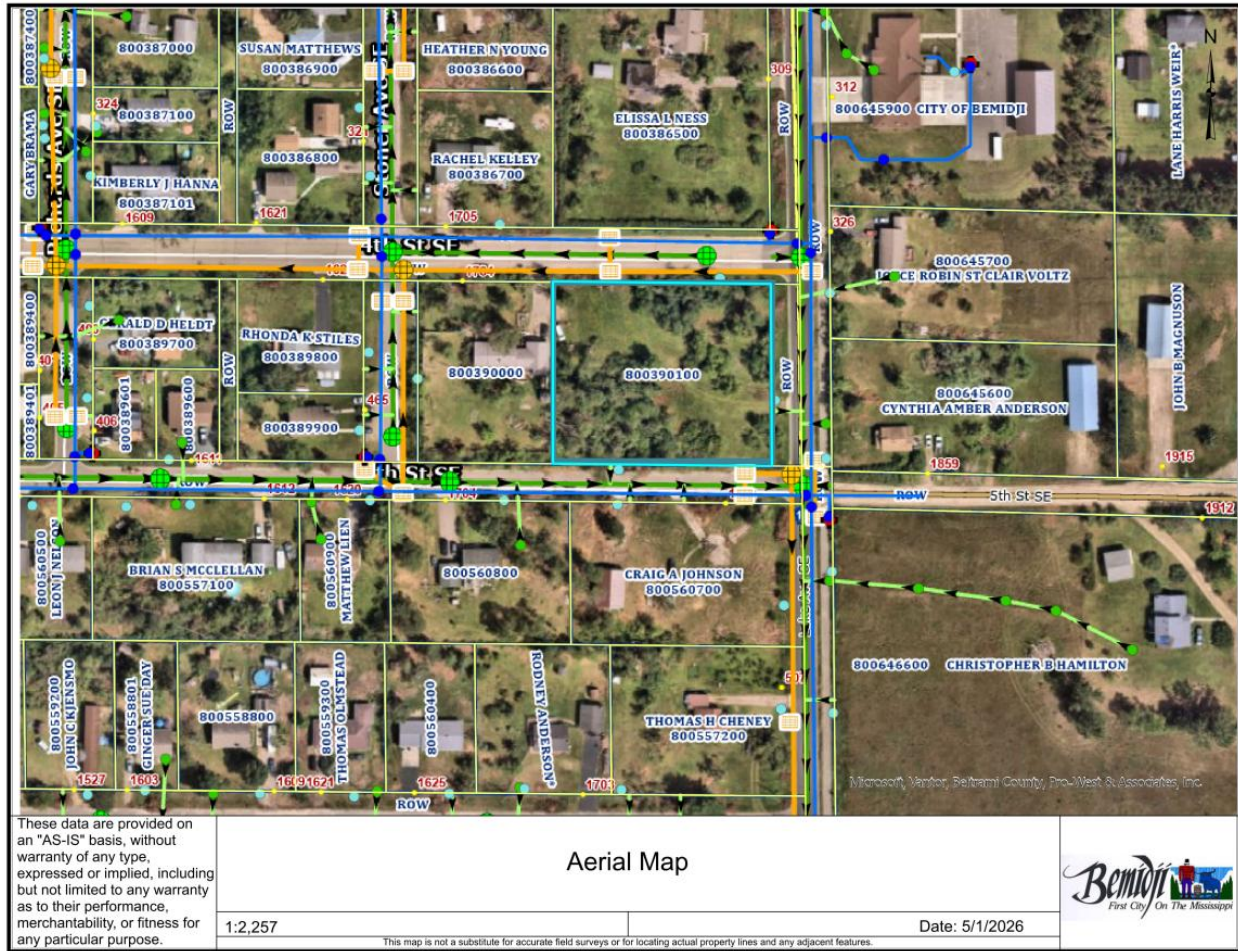
There is a city trail on the east side of Lake Ave running north to south.

City Utilities

This property has three (3) water connections and two (2) sewer connections stubbed at the street. The owners will request service connections for the other parcels once split and as they develop.

Public notice and hearing requirements

In addition to the procedures described in preceding sections of this development code, all conditional use permit requests, variance requests, requests for amendments, and preliminary plat approval shall be reviewed at a public hearing conducted at least ten days following official public notification including publication in the official newspaper of the council and mailed notice to all property owners within the following distances from affected property when such notice is applicable: in the case of variances, conditional use permits and preliminary plats, all property owners within 350 feet of the property must be notified; in the case of amendments to official controls which involve changes in district boundaries of five acres or less, all owners of property within 350 feet must be notified.



Development Team Comments

Development plans will be reviewed for compliance with City of Bemidji regulations.

Leon Anderson, City of Bemidji City Engineer, and Public Works Director, Comments:
I don't have major engineering related concerns with this proposal.

The property is bordered on multiple sides with existing municipal water & sanitary sewer which will provide opportunities for water & sewer services if not already available to the future parcels. Future access to the properties is anticipated to come from the immediate adjacent city streets of 4th Street SE & 5th Street SE, but those will be reviewed as each individual property is developed.

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 Division
Beltrami County Highway does not have any issues with the replat.

Please relay to the owner/developer that no additional accesses to the property will be granted from Lake Ave. We will require the access for lot 1 to be from 4th St SE. We also recommend the existing access to lot 8 be relocated from Lake Ave to 5th St SE.

Bruce Hasbargen
County Engineer

Neighboring Property Owner input

Staff received an email from a neighbor opposed to the replat and building more housing. Please see the attached email.

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.

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

When reviewing increases of land uses through subdivisions or large-scale commercial developments, resource conservation measures and sustainable land use practices will be reviewed.

3. Promote in-fill development with access to public infrastructure. *Supporting projects that can use existing public infrastructure as well as increase density and intensification of land use when appropriate can help limit urban sprawl. However, supporting proposals at a density that strain existing public transportation or utilities is not sustainable and can negatively impact the public.*

5. Allow flexibility for developments that use alternative energy sources or land use practices that conserve energy. *Increased flexibility from zoning ordinances for demonstrating an exemplary effort for energy conservation will be an incentive for developers to be more energy conscious. Alternative energy sources can reduce the overall carbon footprint of the community.*

Objective 8.1 Preserve and Enhance the Quality of Housing that is Affordable, Safe, and Energy Efficient

Having affordable and safe housing options available for all residents is imperative to improving quality of life, and for successful community growth. Energy efficient homes can improve affordability for the occupant and reduce the overall carbon footprint of the community.

2. Improve the quality of housing with energy efficient building upgrades and through using renewable energy resources. *Ensuring that residents know what resources are potentially available to them to make energy efficient building upgrades or to convert to using renewable resources can decrease the community's overall energy needs, ultimately reducing environmental impact.*

Objective 8.2 Promote and Encourage Diversity with New Housing Developments

Housing developments that include a diverse amount of housing options can help ensure all residents have housing, diverse housing can and should provide market rate and affordable opportunities.

Objective 8.3 Promote Opportunities for Successful Homeownership.

- 1. Promote the development of smaller affordable single-family homes in compact developments.** *Developers will be encouraged to include affordable housing units, when creating new compact housing developments. Density bonuses could incentivize the inclusion of affordable housing units within the development, to increase opportunities for homeownership.*

ZONING ORDINANCE REFERENCES

- Section 28-9 – Definitions.
- Section 28-41 – Zoning districts.
- Section 28-122 – Lot Size and Bulk Regulations by Zoning Districts.
- Section 28-471 - Subdivisions of Land.
- Section 28-485 - Dedication of parks, open spaces, trails and public sites.
- Section 28-527 - Public notice and hearing requirements.

RECOMMENDATION & FINDINGS

The planning commission must decide if a Minor Subdivision Plat to replat Finseth’s 2nd Addition to Nymore part of block 18 east of the vacated alleyway creating seven (7) additional parcels meets the ordinance and comprehensive plan. The subject property is located between 4th St SE and 5th St SE off Lake Ave SE (PIN: 800390100). The property is in the R-4 Moderate Density Residential Zoning District. The following are the proposed conditions and findings of fact:

Conditions

- 1. The approved final plat shall be known as “Bontrager Addition”, and the subdivider shall record it with the county recorder within six (6) months after the date of approval; otherwise, the approval of the final plat shall be considered void.
- 2. The subdivider shall, immediately upon recording, furnish the city engineer, building official, and planning director with an electronic copy of the final plat showing evidence of the recording;
- 3. All utilities and driveways shall be constructed to City specifications, as required by the City Engineer. They may be built in phases as the parcels are developed.
- 4. Each parcel will need to obtain all applicable permits and reviews through the City of Bemidji.

Findings of Fact

- 1. The property is approximately 1.12 acres or 48,604.68 square feet in size.
- 2. The development is permitted in the R-4 Moderate Density Residential Zoning District.
- 3. The proposed replatted lot meets the minimum lot requirements of the R-4 Moderate Density Residential Zoning District.
- 4. An increase of seven (7) residential lots will occur, going from one (1) lot to eight (8) residential lots.
- 5. A slight increase in traffic will occur; however, no adverse impacts to traffic are anticipated in this immediate vicinity.
- 6. The final replat is in conformity with the Comprehensive Plan and the city ordinance.

BONTRAGER ADDITION

KNOW ALL PERSONS BY THESE PRESENTS:

That Northwoods Habitat For Humanity, Inc., a Minnesota Corporation, fee owner of the following described property situated in the County of Beltrami, State of Minnesota:

That portion of Block 18, lying East of the alley running in a northerly and southerly direction through said lot, Finseth's 2nd Add. to Nymore; Together with the East 10 feet of the vacated alleyway along the westerly line of the above described property, as per Ordinance No. 547 recorded May 11, 1976 by Microfilm No. 240971, Beltrami County, Minnesota.

Has caused the same to be surveyed and platted as BONTRAGER ADDITION and does hereby dedicate to the public for public use the utility and drainage easements as shown on this plat.

In witness whereof said Northwoods Habitat For Humanity, Inc., a Minnesota Corporation, has caused these presents to be signed by its proper officer this ___ day of _____, 2026.

Signed: Northwoods Habitat For Humanity, Inc.

By: _____
Its: _____

STATE OF MINNESOTA
COUNTY OF BELTRAMI

The foregoing instrument was acknowledged before me this ___ day of _____, 2026, by _____ of Northwoods Habitat For Humanity, Inc., a Minnesota Corporation, on behalf of the corporation.

Notary Public, Beltrami County, Minnesota
My Commission Expires: _____

I, Matthew R. Murray, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments indicated on this plat have been, or will be set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ___ day of _____, 2026.

Matthew R. Murray, Licensed Land Surveyor
Minnesota License No. 48168

STATE OF MINNESOTA
COUNTY OF BELTRAMI

This instrument was acknowledged before me this ___ day of _____, 2026, by Matthew R. Murray, a Licensed Land Surveyor.

Notary Public, Beltrami County, Minnesota
My Commission expires: _____

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 2026 on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this ___ day of _____, 2026.

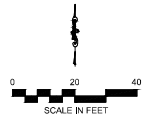
County Auditor/Treasurer, Beltrami County, Minnesota

This plat of BONTRAGER ADDITION was approved by the City Council of the City of Bemidji, Minnesota, this ___ day of _____, 2026.

Council Chair, City of Bemidji

I hereby certify that this plat of BONTRAGER ADDITION was filed in the office of the County Recorder for public record on this ___ day of _____, 2026, at _____ o'clock, as Document No. _____.

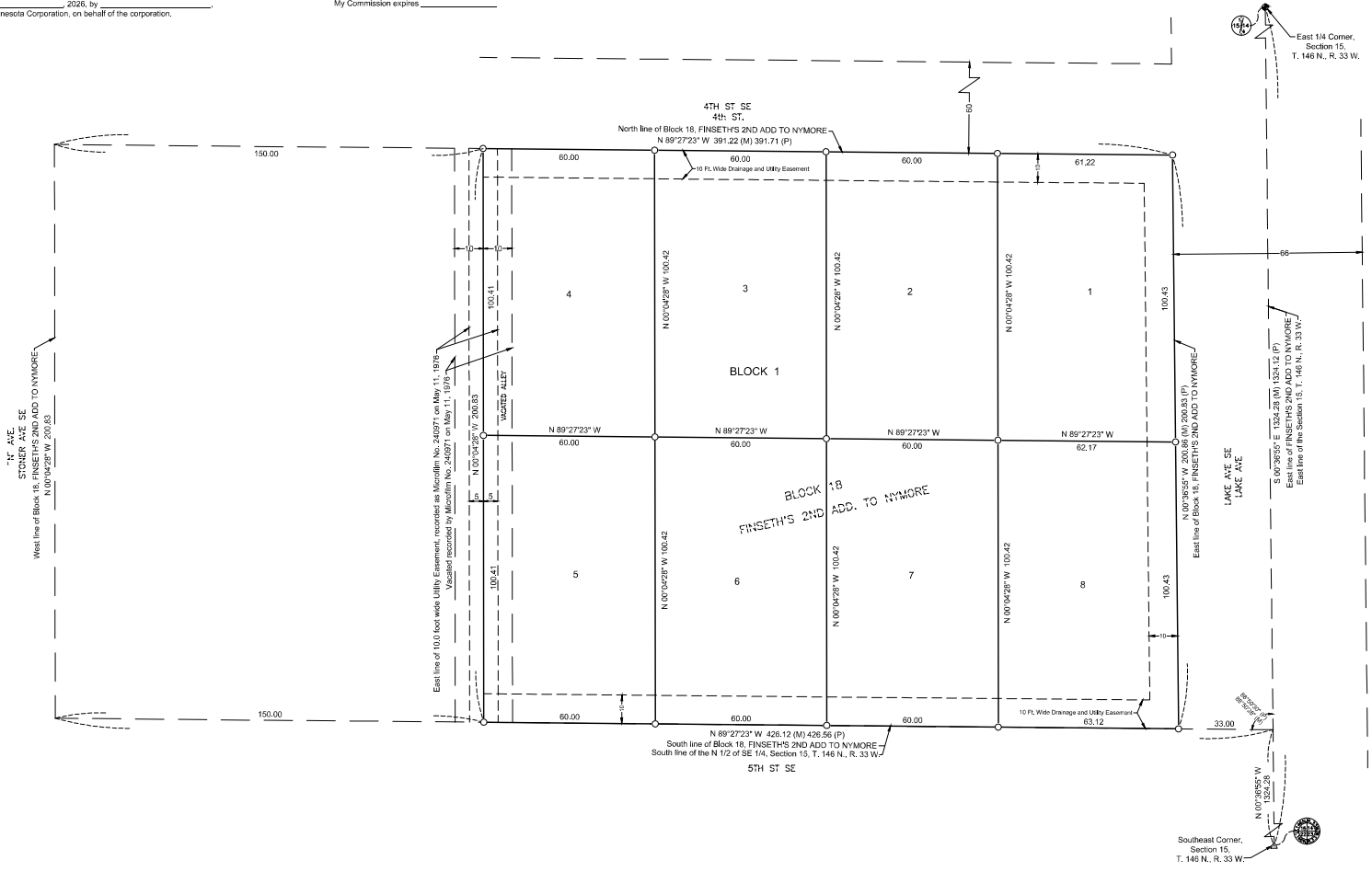
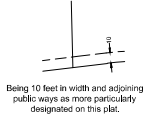
County Recorder, Beltrami County, Minnesota



- LEGEND**
- Denotes aluminum surface plug monument, found
 - ▲ Denotes computed position based on previous survey
 - Denotes 1/2 inch iron pipe, LS 48168, to be set
 - (P) Denotes distance specified on plat
 - (M) Denotes measured distance

- NOTES TO SURVEY**
1. Bearing system based on the Beltrami County Coordinate System, South Zone, NAD83.

Drainage and Utility Easements are show thus:





Application

SUB-2026-0001

SUBDIVISION PLAT/CIC/PUD

SITE ADDRESS: UNKNOWN UNKNOWN
PRIMARY PARCEL: 800390100
PROJECT NAME: BONTRAGER ADDITION

ISSUED:
EXPIRES:

APPLICANT: Matt Murray
304 Third Street NW
Bemidji, MN 56601
218-368-4647

OWNER: Geri Hickerson
PO BOX 1067
BEMIDJI, MN 56619

Detail Name	Detail Value
Number of Lots or Acres Numeric (Need for Fee)	7.00
Escrow Deposit	500.00
Number of Lots/Units or Acres	7 new lots
Is there one acre of contiguous land on the property?	Yes
Have there been any Variances/Use Permits granted on this property?	No
Is property within 1000 feet of a public water?	No
Select application type from the list:	Minor Subdivision 4-8 Parcels
Describe the existing use of your property including number of existing buildings:	The property is currently vacant land
Describe the proposed use of your property including number of existing and proposed buildings:	To construct eight single family homes.
How many total acres/sq. feet are included in the plat?	1.12 Acres
How many existing parcels are part of this proposal?	One
How many proposed parcels are suggested?	8.00
Does this require a rezone of the zoning district of all or part of the property?	No
Will this proposal include mixed uses (Commercial/Residential)?	No
How many Residential units are proposed? (Enter N/A if not applicable)	8
How many Commercial units are proposed? (Enter N/A if not applicable)	N/A
How many people will occupy your premises on an average day? Please provide numbers for employees, customers, and residents.	28 +/-
Will your proposal generate an increased amount of traffic?	Yes - please explain
If your proposal will generate an increase in traffic, please describe:	Yes; traffic will increase marginally as each lot is completed and sold as a single family home.



Total Number of Off Street Parking Spaces N/A

Total Number of PROPOSED Off Street Parking Spaces 16-32 depending on individual lot design

What is the distance to the nearest public water & sewer utilities? Public Water and Sewer serves the property

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

How many gallons per day? 2,400 +/-

Will your proposal generate additional waste? Yes

Describe your disposal method . Contracted waste pickup or drop off at transfer station.

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

If including additional lighting, please explain here. The project will include lighting typical with single family homes.

Does your proposal include signs? No

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?) Northwoods Habitat for Humanity, Inc

Escrow Payer Mailing Address PO Box 1067, Bemidji, MN 56619

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

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

CONDITIONS

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

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

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



www.habitatbemidji.org
1357 Exchange Ave SE
PO Box 1067
Bemidji, MN 56619
218-751-4649

Building simple, decent, affordable homes in partnership with God's people in need in Beltrami and Clearwater Counties.

May 6, 2026

Jamin Carlson, Planning Director
City of Bemidji
317 4th Street NW
Bemidji, MN 56601

Dear Jamin,

Northwoods Habitat for Humanity is respectfully requesting approval of a minor subdivision for parcel 80.00390.10 to help create additional affordable housing opportunities in Bemidji.

This project carries special meaning for our organization. Al Bontrager was one of the founding members of Habitat for Humanity in Bemidji in 1990 and remained actively involved until his untimely passing in 2011. Al donated the first property on Roosevelt Road, allowing Habitat to build a home for its very first partner family. When asked to consider a plat name, honoring Al was an immediate and meaningful choice for us. We are hopeful this subdivision will be approved so we can continue Al's legacy by building safe, affordable homes for local families while also contributing to the City's long-term property tax base and community stability.

We understand the subdivision process includes parkland dedication fees or payment in lieu of parkland of \$5,600. We appreciate the purpose and importance of these fees; however, we respectfully request consideration of a waiver.

There are currently two parks located within six blocks of the property, as well as a recreational trail directly across Lake Avenue. As a nonprofit organization focused on affordable housing, we work diligently to ensure every dollar possible goes directly into building homes for families in our community. Reducing this cost would allow us to invest more resources into construction and affordability for future homeowners. Affordable homeownership strengthens Bemidji in many ways:

- Expands the local tax base
- Supports workforce stability
- Increases neighborhood investment
- Creates long-term community roots for families

Northwoods Habitat for Humanity will attend the Planning and Zoning Commission meeting on May 28 to answer any questions or address any concerns regarding the proposed subdivision. Thank you for your consideration and continued support of affordable housing in Bemidji.

Sincerely,

A handwritten signature in blue ink, appearing to read "Geri Hickerson", is written over a light blue circular stamp.

Geri Hickerson,
Executive Director

Packet Distribution List

Application # SUB-2026-0001

	<u>CONTACT</u>	<u>E-MAILED</u>
<input checked="" type="checkbox"/>	Applicant / Representative	5/5/26
<input checked="" type="checkbox"/>	City Building Department	5/5/26
<input checked="" type="checkbox"/>	City Attorney (Planning & Zoning)	5/5/26
<input checked="" type="checkbox"/>	City Engineer	5/5/26
<input checked="" type="checkbox"/>	City Manager	5/5/26
<input type="checkbox"/>	City Community Development (Vacant)	_____
<input checked="" type="checkbox"/>	City GIS Department	5/5/26
<input checked="" type="checkbox"/>	City Police Department	5/5/26
<input checked="" type="checkbox"/>	City Fire Department	5/5/26
<input checked="" type="checkbox"/>	City Parks Department	5/5/26
<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 checked="" type="checkbox"/>	Bemidji School District	5/5/26
<input type="checkbox"/>	MPCA Closed Landfill Program	_____
<input type="checkbox"/>	U.S. Army Corps of Engineers	_____
<input type="checkbox"/>	Minnesota Chippewa Tribe	_____
<input type="checkbox"/>	Red Lake Nation DNR	_____
<input type="checkbox"/>	White Earth Nation DNR	_____
<input type="checkbox"/>	Leech Lake Band DRM	_____
<input checked="" type="checkbox"/>	Bemidji Sustainability Commission	5/5/26
<input type="checkbox"/>	Bemidji Area Chamber of Commerce	_____
<input type="checkbox"/>	Bemidji Downtown Alliance	_____
<input type="checkbox"/>	Other: _____.	_____



Planning and Zoning Department
City of Bemidji
317 4th Street NW Bemidji, MN 56601
Office (218) 759-3579
Email SGAdmin@ci.bemidji.mn.us.

May 5, 2026

SUB-2026-0001: - Matt Murray of Murray Surveying, representing Northwoods Habitat for Humanity, is requesting a Minor Subdivision Plat to replat Finseth's 2nd Addition to Nymore part of block 18 east of the vacated alleyway creating seven (7) additional parcels. The subject property is located between 4th St SE and 5th St SE off Lake Ave SE (PIN: 800390100) in the City of Bemidji. The property is in the R-4 Moderate Density Residential Zoning District.

The City of Bemidji Planning and Zoning Commission will consider this proposal at its meeting on **Thursday, May 28, 2026, at 5:30 p.m.** in the Council Chambers at Bemidji City Hall or may be viewed on Local Channel 2.

If you have any comments, you may present them to the Commission at that time. It would be encouraged to direct your comments in writing to the Planning and Zoning Planner assigned to the Case, **Melissa Fahrenbruch's** attention at the Planning office at 317 4th Street NW, or by email to SGAdmin@ci.bemidji.mn.us. If possible, your comments should be submitted by **Friday, May 22, 2025**, so they may be incorporated into our report to the Planning and Zoning Commission. The report, along with any other pertinent information regarding this planning case will be available prior to the meeting on our website ([City of Bemidji/Boards, Commissions, and Committees/Planning Commission](#)) and at city hall. Attached is a copy of the application and other supporting documentation.

If you have any questions or need further information, please feel free to contact our office at 218-759-3579 or email the planner assigned to the case (see email address above). City departments may access through SmartGov application **SUB-2026-0001**.

Respectfully,

Planning and Zoning Staff
City of Bemidji



Planning and Zoning Department
City of Bemidji
317 4th Street NW Bemidji, MN 56601
Office (218) 759-3579
Email SGAdmin@ci.bemidji.mn.us.

May 5, 2026

Dear Property Owner:

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

Matt Murray of Murray Surveying, representing Northwoods Habitat for Humanity, is requesting a Minor Subdivision Plat to replat Finseth's 2nd Addition to Nymore part of block 18 east of the vacated alleyway creating seven (7) additional parcels. The subject property is located between 4th St SE and 5th St SE off Lake Ave SE (PIN: 800390100) in the City of Bemidji. The property is in the R-4 Moderate Density Residential Zoning District.

Please see the reference map on the back of this letter.

This public hearing will be held on **Thursday, May 28, 2026, at 5:30 p.m.** The meeting will be held in the Council Chambers of the Bemidji City Hall located at 317 4th Street NW. 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, May 22, 2026**, so they may be incorporated into our report to the Planning Commission. **Our report, along with any other pertinent information regarding this planning case will be available prior to the meeting on our website ([City of Bemidji/Boards, Commissions, and Committees/Planning Commission](#)) and at city hall.**

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

Respectfully,

Planning & Zoning Department
City of Bemidji

JACLYN L RYDER TRUSTEE
JACLYN L RYDER LIVING TRUST
1625 6TH ST SE
BEMIDJI, MN 56601

BRIAN S MCCLELLAN
JODIE M MCCLELLAN
1612 5TH ST SE
BEMIDJI, MN 56601

NORTHWOODS HAB FOR HUMANITY INC
PO BOX 1067
BEMIDJI, MN 56619

JOYCE ROBIN ST CLAIR VOLTZ
LARS ANDREW VOLTZ
326 LAKE AVE SE
BEMIDJI, MN 56601

HEATHER N YOUNG
ATTICUS YOUNG
1704 3RD ST SE
BEMIDJI, MN 56601

CHAD G REBISCHKE
465 STONER AVE SE
BEMIDJI, MN 56601

HOUSING & REDEVELOPMENT
AUTHORITY OF BEMIDJI
619 AMERICA AVE NW
BEMIDJI, MN 56601

ELISSA L NESS
LUKE J C WILKOWSKI
309 LAKE AVE SE
BEMIDJI, MN 56601

MATTHEW LIEN
ALEXIS F LIEN
1620 5TH ST SE
BEMIDJI, MN 56601

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

CRAIG A JOHNSON
SHARI L JOHNSON
615 20TH ST NW
EAST GRAND FORKS, MN 56721

CHRISTOPHER B HAMILTON
47761 COUNTY ROAD 3
BECIDA, MN 56678

REVERSE OREO INVESTMENTS LLC
DBA ROI
1900 DIVISION ST W UNIT 6
BEMIDJI, MN 56601

THOMAS OLMSTEAD
1621 6TH ST SE
BEMIDJI, MN 56601

NICOLE M BRAMA-NELSON
1609 6TH ST SE
BEMIDJI, MN 56601

THOMAS H CHENEY
507 LAKE AVE SE
BEMIDJI, MN 56601

RACHEL KELLEY
BRANDON KELLEY
1705 4TH ST SE
BEMIDJI, MN 56601

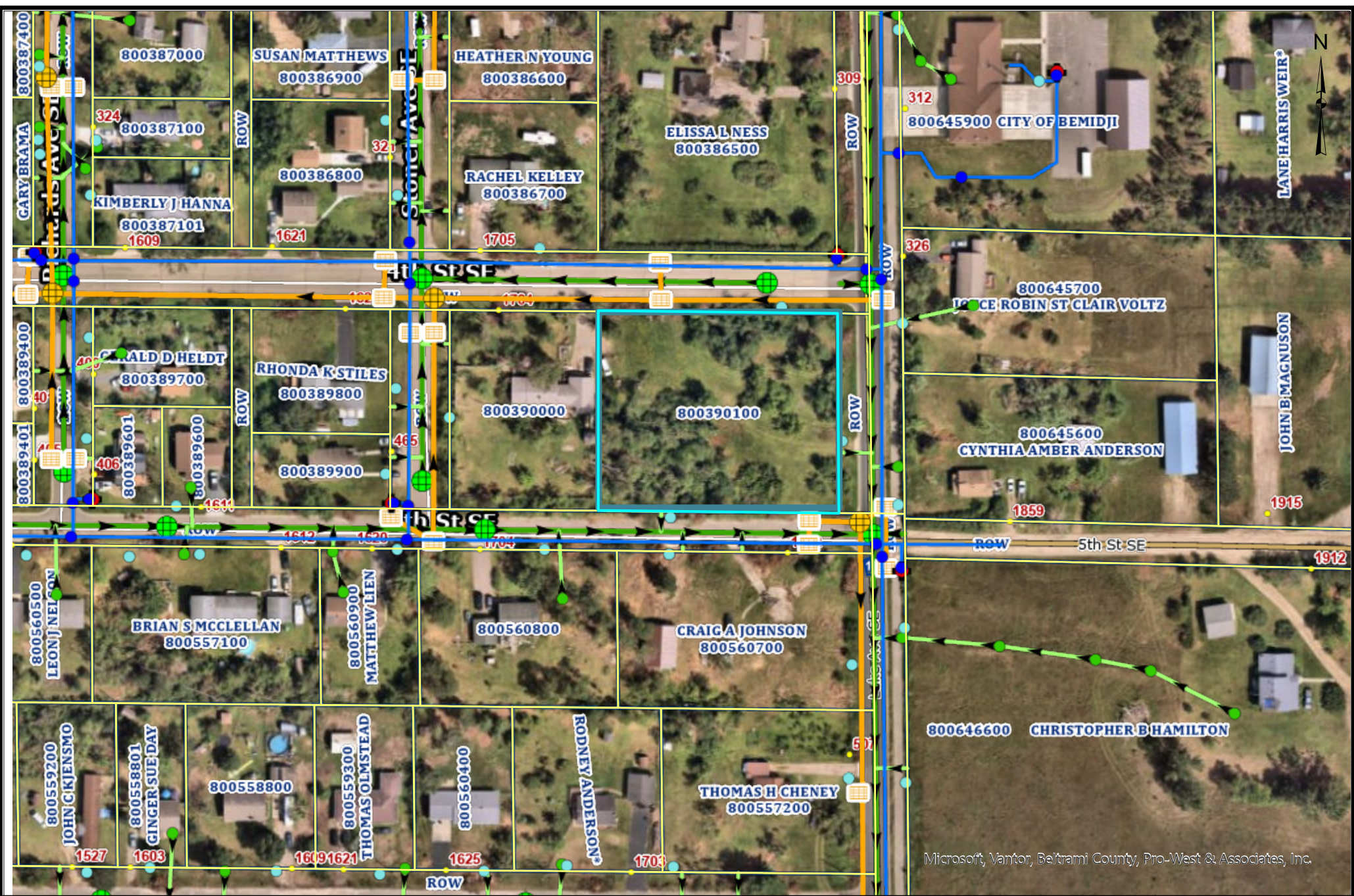
RODNEY ANDERSON*
MARY ANN ANDERSON
1703 6TH ST SE
BEMIDJI, MN 56601

CYNTHIA AMBER ANDERSON
PO BOX 3086
BEMIDJI, MN 56601

FRANK CHARLES FAIRBANKS
1704 5TH ST SE
BEMIDJI, MN 56601

RHONDA K STILES
1624 4TH ST SE
BEMIDJI, MN 56601

SUSAN MATTHEWS
1618 3RD ST SE
BEMIDJI, MN 56601



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

Aerial Map

1:2,257

Date: 5/1/2026

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



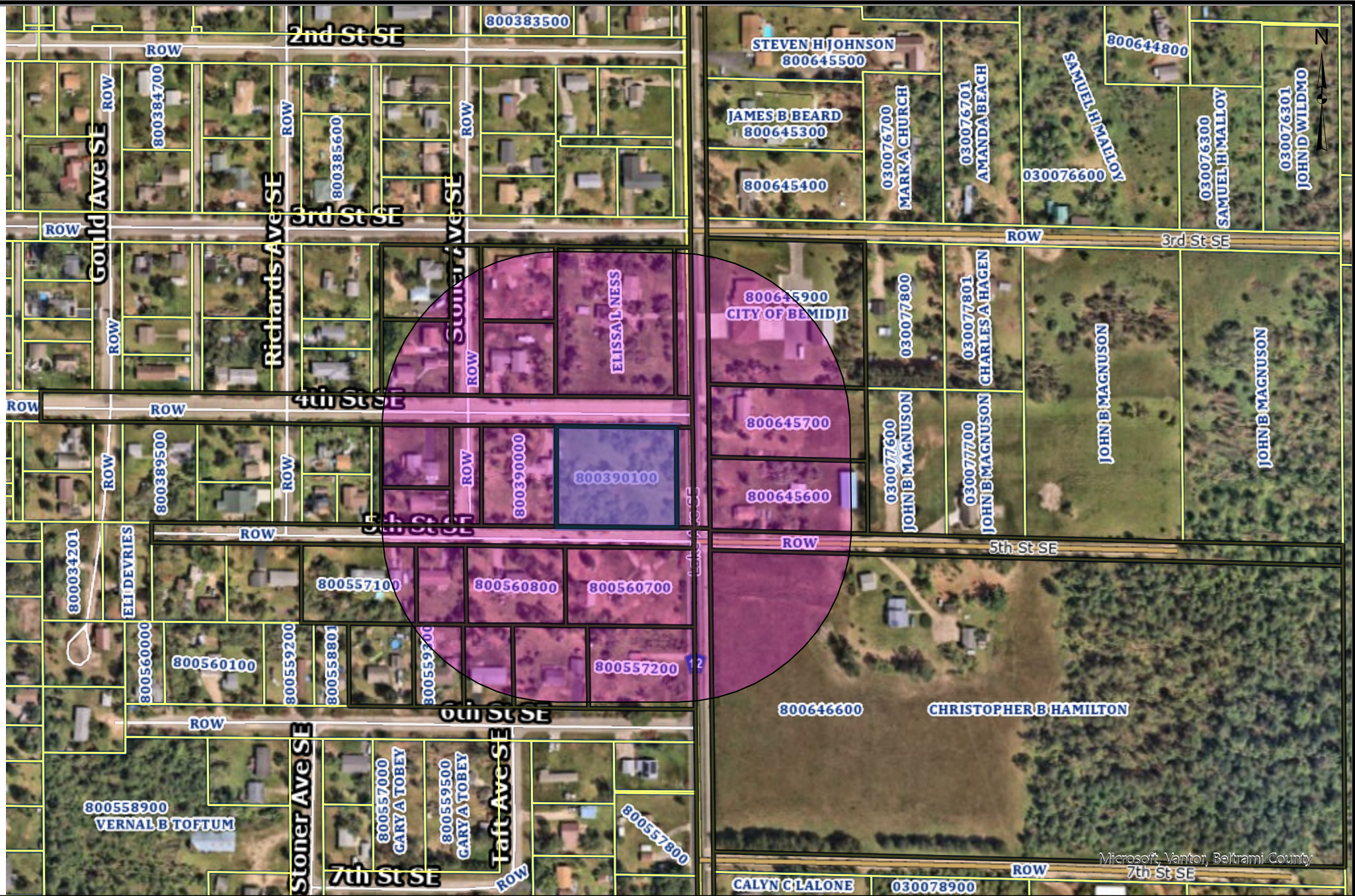
These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Zoning Map

1:2,257

Date: 5/1/2026

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

1:4,514

Date: 5/1/2026

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 New Jersey, County of Camden, ss:

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

1. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and the day of the week upon which the public notice attached/copied below was published in the newspaper are as follows: Saturday, May 16, 2026
4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to §331A.06, is as follows: \$13.00 per column inch.
5. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in BELTRAMI County. The newspaper complies with conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

Edmar Corachia

(Signed)

VERIFICATION

State of New Jersey
County of Camden

<p>SHARONN E THOMAS-POPE NOTARY PUBLIC STATE OF NEW JERSEY My Commission Expires January 23, 2027</p>

Subscribed in my presence and sworn to before me on this: 05/18/2026

Sharon E. Thomas-Pope

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, May 28, 2026, 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):

Minor Subdivision Plat Request: Murray Surveying, representing Northwoods Habitat for Humanity, is requesting a Minor Subdivision Plat to replat Finseth's 2nd Addition to Nymore part of block 18 east of the vacated alleyway creating seven (7) additional parcels. The subject property is located between 4th St SE and 5th St SE off Lake Ave SE (PIN: 800390100) in the City of Bemidji and is zoned R-4 Moderate Density Residential.

All interested parties are invited to attend the public hearing(s) and comment on the proposal(s). If you are unable to attend in person, comments can be submitted by email to SGAdmin@ci.bemidji.mn.us (preferred method), letter, or phone call to the Planning and Zoning Department. Call 218-759-3579 or visit our website at www.ci.bemidji.mn.us for more information. If possible, your written comments should be submitted by **Friday, May 22, 2026**, so they may be incorporated into the staff report to the Planning Commission. (May. 16, 2026)

Jamin Carlson

From: Rachel Kelley <[REDACTED]>
Sent: Monday, May 11, 2026 4:10 PM
To: SGAdmin
Subject: Replat to add additional parcels in SE Nymore

[EXTERNAL]

Regarding Matt Murray's representation of Habitat for Humanity's request to replat and add 7 parcels near our home.

Dear Planning and Zoning Department of Bemidji,

My husband Brandon Kelley and I live very close to the proposed parcel change and DO NOT want this area replatted. There is already an exuberant amount of traffic on 4th St and adding 7 parcels and advertently 7 new houses on this property would cause more traffic and there is already issues with people driving way too fast down 4th St. This would also cause construction traffic and congestion and construction noise for a very long time given that Habitat for Humanity will be building houses here. My Husband and I have very young children, as do all of our surrounding neighbors, we do not want to live in a congested area of Nymore. That is why we bought our specific home last year, it is a lower density of housing and in turn has less people and neighbors, adding 7 parcels in this location would ruin that. Not to mention that lot is full of beautiful trees and greenery and after the devastating storm that hit Nymore and Bemidji last summer, that is no longer a common occurrence in our neighborhood. I truly hope more of our neighbors also write their discern for this or speak up at the Public hearing. Please consider our opinions in your decision.

Thank you for your time,

Brandon and Rachel Kelley
1705 4th St SE Bemidji MN 56601
[REDACTED]