

BEMIDJI PLANNING BOARD REGULAR MEETING AGENDA

Monday, June 8, 2026

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



ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

APPROVAL OF AGENDA

MINUTES

- 1) May 11, 2026 Planning Board Meeting Minutes

CONSENT AGENDA

Items in the Consent Agenda are approved with one motion without discussion/debate. The Chair will ask if any board member wishes to remove an item. If no items are to be removed, the Chair will then ask for a motion to approve the Consent Agenda.

- 2) Consider Approval of a Resolution Revoking a Conditional Use Permit for a Planned Unit Development on Parcel 80.05971.00 - Sandy Hennum representing Beltrami County Housing & Redevelopment Authority (BHRA)
- 3) Consider Approval of a Resolution Revoking an Interim Use Permit for Parcels 80.04218.00 and 80.04218.01 - Torque Machinery

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

- 4) Consider Resolution for a Minor Subdivision Plat Request for Parcel 80.03901.00 - Murray Surveying representing Northwoods Habitat for Humanity Inc

STAFF REPORTS

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

UPCOMING MEETINGS

- 7) July 13, 2026 Planning Board Meeting

ADJOURN

**PLANNING BOARD PROCEEDINGS
BEMIDJI, MINNESOTA
Regular Meeting – Monday, May 11, 2026**

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

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

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

Others Present: **Troy Gilchrist, Town Law Center PLLP (via WebEx), Jason Vogel, North Central Door**

AMENDMENTS TO AGENDA

Chair Eaton called for any amendments to the agenda. None made. Motion by **Thayer**, second by **Peterson**, to approve the agenda. Motion carried by unanimous voice vote.

MINUTES

The following minutes were presented for approval:

Planning Board Meeting: **April 13, 2026**

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

CONSENT AGENDA

CONSIDER EXTENSION FOR VARIANCE AND CONDITIONAL USE PERMIT FOR PARCEL 80.00361.00 – GRACEWIN COOPERATIVE

Chair Eaton called for a motion to approve the twelve-month extension of the Variance and Conditional Use Permit granted to Gracewin Cooperative at parcel 80.00361.00.

Motion by **Rivera**, second by **Thayer**, to approve the twelve-month extension of the Variance and Conditional Use Permit granted for parcel 80.00361.00. Motion carried by the following voice vote: Ayes: **Prince, Fiskevold Gould, Peterson, Dickinson, Rivera, Eaton, Thayer.** Nays: **None.**

CITIZENS WITH BUSINESS NOT ON AGENDA

No appearance.

NEW BUSINESS

CONSIDER ORDINANCE FOR REZONE REQUEST – 80.04283.00 – COREY BAILEY

Fahrenbruch presented the first 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.

The Planning Commission decided that the conditions are sufficient for approval of a Rezone from B-2 General Commercial to (R-4) Moderate Density Residential Zoning District for parcel 80.04283.00 with the conditions and findings of fact presented in the packet.

Board members made the following comments regarding the request:

- No comments

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Motion by **Thayer**, second by **Prince**, to approve the Ordinance authorizing a (Rezone) Land Use Map Amendment from B-2 General Commercial to R-4 Moderate Density Zoning District for parcel 80.04283.00 with the findings of fact and conditions as presented. Motion carried by the following voice vote: Ayes: **Prince, Fiskevold Gould, Peterson, Dickinson, Rivera, Eaton, Thayer**. Nays: **None**.

CONSIDER ORDINANCE FOR REZONE REQUEST – 80.02395.00 – ETHAN HAUSE

Fahrenbruch presented the second 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.

The Planning Commission decided that the conditions are sufficient for approval of a Rezone from R-3 Suburban Residential Zoning District to R-4 Moderate Density Residential Zoning District for parcel 80.02395.00 with the conditions and findings of fact presented in the packet.

Board members made the following comments regarding the request:

- No comments

Motion by **Peterson**, second by **Thayer**, to approve the Ordinance authorizing a (Rezone) Land Use Map Amendment from R-3 Suburban Residential to R-4 Moderate Density Zoning District for parcel 80.02395.00 with the findings of fact and conditions as presented. Motion carried by the following voice vote: Ayes: **Prince, Fiskevold Gould, Peterson, Dickinson, Rivera, Eaton, Thayer**. Nays: **None**.

CONSIDER CONDITIONAL USE PERMIT REQUEST – 80.05289.00 – NORTH CENTRAL GARAGE DOOR COMPANY INC.

Carlson presented the final planning case request: North Central Garage Door Company Inc. (NCD) represented by Jason Vogel 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.

The Planning Commission decided that the conditions are sufficient for approval of a Conditional Use Permit for parcel 80.05289.00 with the conditions and findings of fact presented in the packet.

Board members made the following comments regarding the request:

- **Prince** inquired about North Central Door being bought by Garaga. Carlson replied.
- **Prince** asked for clarification that the Planning Commission had discussed authorizing four tanks and that the applicant was only asking for two. Carlson confirmed.
- **Rivera** inquired about the high-end temperatures the chemicals could be kept at being close to summer-time high temperatures and if this would affect the process or storage. Carlson deferred to applicant representative Vogel who stated it would not.

Motion by **Peterson**, second by **Thayer**, to approve the Ordinance authorizing a Conditional Use Permit (CUP) for parcel 80.05289.00 with the findings of fact and conditions as presented. Motion carried by the following voice vote: Ayes: **Prince, Fiskevold Gould, Peterson, Dickinson, Rivera, Eaton, Thayer**. Nays: **None**.

DISCUSSION OF NOTIFICATION/DISTRIBUTION PROCESS.

Carlson presented to the Board information relating to the distribution list and notification process relating to planning cases.

Board members made the following comments:

- **Prince** inquired about how an individual or organization would be added or removed from the distribution list. Carlson replied that staff would make that happen.
- **Prince** inquired if everyone on the distribution list is allowed to make comments on planning cases and if they are aware of that. Carlson replied that they may, but that not every organization or individual is notified for every case.
- **Prince** clarified his question, stating that based on a recent work session not every organization understood this process and stated that a reminder may need to be sent. Prince also stated that he has noted new organizations being added to the list in recent years and wants to make sure that who is added is done in a fair and equitable manner.
- **Rivera** asked for clarification that the process allows all people regardless of where they live and work to view the Planning Commission packet and attend the meeting to voice their opinion. Fahrenbruch confirmed this and added that the Sustainability Commission has been added because it was only recently elevated to formal commission status within the city.
- **Rivera** stated that it is good the distribution list is being expanded to include pertinent groups and that making sure it is done in an equal and fair manner is important.
- **Prince** inquired about either the Planning Commission or Board adding conditions to a case during the approval process and whether that has legal standing. Gilchrist responded that they may and they do, so long as they are reasonable.
- **Prince** asked for clarification of what the legal definition of reasonable is. Gilchrist replied that any condition can be challenged and that reasonable conditions would be supported by findings of fact. Prince and Gilchrist discussed.
- **Peterson** asked for clarification regarding if City commissions or other entities are being emailed a packet or having a case presented to them during meetings. Fahrenbruch and Peterson discussed.
- **Eaton** summarized the information provided to the Board. Carlson replied, adding that individuals outside the city limits can also have input, as all comments are part of the record.
- **Thayer** stated that she was grateful for the information and that it is important to make sure that all individuals and organizations who want to be involved are, as that it is better for the community.

STAFF REPORTS

Director's Report

Carlson presented the Director's Report.

Board members had the following comments:

- **Rivera** inquired how fence, shed, tree removal, etc. requirements are enforced beyond people turning in their neighbors. Carlson responded that it is a variety of ways and that staff will assist people in any way possible in correcting their violations including referring them to available resources to resolve the issue.
- **Thayer** inquired about what resources are available. Carlson responded.
- **Thayer** mentioned neglected properties, trees being on houses, and the possibility of condemnation. Carlson and Thayer discussed.

Site Analyst & Enforcement Report

Wielenberg presented the Site Analyst & Enforcement Report.

Board members had the following comments:

- **Rivera** spoke of the possibility of interagency partnerships through the City and County relating to clean-up of activity sites based on recent discussions she had with the Beltrami County Soil and Water Conservation District, as well as the lack of knowledge regarding the jurisdictional issues related to these sites.

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- **Thayer** mentioned a resident complaint regarding trees down along Railroad St SE, which are on Soo Line property and the need to bring this to the company's attention.
- **Thayer** inquired about an activity site located along Lake Boulevard and whether it had been posted. Carlson replied that it had been posted on Thursday and could have been cleaned after noon on Saturday.
- **Thayer** presented the idea of opening up smaller clean-up jobs to individuals with the necessary equipment due to the limited number of businesses that do such work in the Bemidji area. It was left to the Board for future discussion.

UPCOMING BOARD MEETINGS

- June 8, 2026 5:30 p.m. Planning Board Meeting

ADJOURN

There being no further business, motion by **Peterson**, second by **Dickinson**, to adjourn the meeting. Motion carried. Meeting adjourned at **6:13 p.m.**

Respectfully submitted,

David Wielenberg
Compliance Inspector & Site Analyst

PB Minutes approved and attested by: _____
Planning Board Representative



PLANNING BOARD AGENDA ITEM

Meeting Date: Monday, June 8, 2026

Action Requested: Consider Approval of Resolution to Revoke Conditional Use Permit and Planned Unit Development

Prepared By: David Wielenberg, Site Analyst & Compliance Inspector

Reviewed By: Jamin Carlson, Planning Director

On April 29, 2024, the City of Bemidji Planning Board passed Resolution 2024-04 approving a Conditional Use Permit (CUP) for a Planned Unit Development (PUD) for the development of a work force housing project. Following an applicant request in March 2025, the Planning Board extended the CUP for another twelve-month period on April 14, 2025. Condition #9 of the CUP states that, "This 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."

Multiple notifications were sent to the applicant informing them of the April 14, 2026 expiration of the CUP due to the lack of substantial start. Staff spoke with the Director of HRDC at an unrelated meeting and informed them of the need for a written request to extend the CUP, staff received an email on April 28, 2026, that BHRA and HRDC will not be seeking an extension. A Notice of Revocation was sent to the applicant on April 30, 2026.

Recommendation:

Approve a Resolution to Revoke a Conditional Use Permit and Planned Unit Development for Parcel 80.05917.00 – Sandy Hennem representing Beltrami County Housing & Redevelopment Authority (BHRA).

CITY OF BEMIDJI PLANNING BOARD

Resolution No. 2026-09

**RESOLUTION REVOKING
A CONDITIONAL USE PERMIT FOR A PLANNED UNIT DEVELOPMENT APPROVED BY
RESOLUTION 2024-04 AND EXTENDED BY RESOLUTION 2025-09
FOR PARCEL 80.05971.00**

WHEREAS, Sandy Hennum (Applicant), on behalf of Beltrami Housing & Redevelopment Authority (BHRA), was approved for a conditional use permit (CUP) authorizing a planned unit development (PUD) on April 29, 2024 by the City of Bemidji Planning Board; and

WHEREAS, the requested Conditional Use Permit is for parcel 800597100, legally described as SECT-32 TWP-147 RANGE-033 NORTH COUNTRY SENIOR LIVING CIC NO 58 UNIT 4; and

WHEREAS, the Property is zoned and located within the OM Office Medical District within the Airport Safety Zone 3; and

WHEREAS, Resolution 2024-04 included conditions relating to the construction of a planned unit development including work force housing; and

WHEREAS, Condition #9 of the resolution states that if the project was not substantially started then the CUP becomes void as of April 29, 2025; and

WHEREAS, the Applicant asked for and was granted a 12-month extension by Resolution 2025-09 on April 14, 2025; and

WHEREAS, no work has begun on the project, and the Applicant does not request another extension; and

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THEREFORE, BE IT RESOLVED THAT the Planning Board hereby revokes the Conditional Use Permit (CUP) authorized by Resolution 2024-04 and extended by Resolution 2025-09 on the property for inaction within the 24 months given to substantially start the project.

CITY OF BEMIDJI PLANNING BOARD
State of Minnesota
County of Beltrami

This instrument was acknowledged before me on this 8th day of June 2026 by Lynn Eaton, City of Bemidji Planning Board Chair.

Lynn Eaton, City of Bemidji Planning Board Chair

Subscribed and sworn to before me
this ____th day of _____, 2026.

Notary Public



PLANNING BOARD AGENDA ITEM

Meeting Date: Monday, June 8, 2026

Action Requested: Consider Approval of Resolution to Revoke Interim Use Permit

Prepared By: David Wielenberg, Site Analyst & Compliance Inspector

Reviewed By: Jamin Carlson, Planning Director

The City of Bemidji Planning Board passed Resolution 2025-11 on April 14, 2025, approving an Interim Use Permit (IUP) for Torque Machinery to operate an ATV, Boat, Recreational Vehicle, Snowmobile, Trailer, and Small Engine Sales & Service at 606 Railroad St SE, PIN# 80.04218.00 and 80.04218.01. Condition #9 of the IUP states that the project must be substantially started within twelve (12) months of issuance or the permit will expire and become void. It also states that an extension not exceeding twelve (12) months may be granted upon written request of the owner.

Multiple notifications were sent to the applicant informing them of the April 14, 2026, expiration of the IUP due to the lack of substantial start. Staff spoke with the applicant on the phone and informed them of the need for a written request to extend the IUP, but no request was submitted. A Notice of Revocation was sent to the applicant on April 30, 2026, with no response received.

Recommendation:

Approve a Resolution to Revoke an Interim Use Permit for Parcels 80.04218.00 and 80.04218.01 – Torque Machinery.

CITY OF BEMIDJI PLANNING BOARD

Resolution No. 2026-11

**RESOLUTION REVOKING
AN INTERIM USE PERMIT APPROVED BY RESOLUTION 2025-11
FOR PARCEL 800421800 & 800421801**

WHEREAS, Dylan Bremseth (Applicant), on behalf of Torque Machinery, was approved for an Interim Use Permit (IUP) authorizing the operation of an ATV, Boat, Recreational Vehicle, Snowmobile, Trailer, and Small Engine Sales and Service on April 14, 2025, by the City of Bemidji Planning Board; and

WHEREAS, the requested Interim Use Permit is for parcels 800421800 & 800421801, legally described as SECT-22 TWP-146 RANGE-033 RIDGWAYS SUBDIVISION LOT-005 BLOCK-004 LESS S 753.94' THEREOF and SECT-22 TWP-146 RANGE-033 RIDGWAYS SUBDIVISION LOT-005 BLOCK-004 S 753.94'; and

WHEREAS, the Property is zoned and located within the B-2 General Commercial District; and

WHEREAS, Resolution 2025-11 included conditions relating to the operation of an ATV, Boat, Recreational Vehicle, Snowmobile, Trailer, and Small Engine Sales and Service; and

WHEREAS, Condition #9 of the resolution states that if the project was not substantially started then the IUP becomes void as of April 14, 2026; and

WHEREAS, no substantial work has begun on the project, and the Applicant has not requested an extension in writing; and

THEREFORE, BE IT RESOLVED that the Planning Board hereby revokes the Interim Use Permit (IUP) authorized by Resolution 2025-11 for inaction within the 13 months given to substantially start the project.

CITY OF BEMIDJI PLANNING BOARD
State of Minnesota
County of Beltrami

This instrument was acknowledged before me on this 8th day of June, 2026 by Lynn Eaton, City of Bemidji Planning Board Chair.

Lynn Eaton, City of Bemidji Planning Board Chair

Subscribed and sworn to before me
this ____th day of _____, 2026.

Notary Public

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

PLANNING CASE: SUB-2026-0001	PC 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 Plan, Supporting Documentation

PLANNING & ZONING MEMORANDUM

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.

PUBLIC HEARING & DISCUSSION

Commission members made the following comments:

- Lemmer inquired about the quantity of comments received. Carlson replied.
- Olderman inquired what the comment was. Carlson replied.
- McCoy inquired about past use of the lot. Carlson replied.

Public Hearing opened at 5:38 p.m.

- Geri Hickerson addressed the Commission regarding how Habitat came to possess the property.
- Olderman inquired what type of housing would be built on the lots. Hickerson replied that it would be single-family owner-occupied housing.
- Lemmer inquired about the timeframe of Habitat building on all eight lots. Hickerson replied that no timeframe has been established and it depends upon demand.
- Peterson asked about homeowner applicant investment requirements for such projects. Hickerson replied that it was 300 hours.
- Olderman asked for clarification of the 300-hour requirement. Hickerson responded.
- Chris Hamilton addressed the Commission, asking for waiver of the City’s Parkland Dedication Fee.

Public Hearing closed at 5:43 p.m.

Commission members had the following comments:

- Lemmer expressed support of Habitat for Humanity homes based on having two in her neighborhood.

- Peterson commented on the appreciation of the Habitat program by many people in the community.

Motion by **Heinonen**, seconded by **Peterson**, to recommend approval of the Minor Subdivision Plat request for parcel 800390100, with the conditions and findings of fact as presented in the packet.

- In the process of seconding the motion, Peterson also inquired about how the process of Parkland Dedication Fee waiver would work.
- Carlson and Gilchrist replied that it is a matter for Planning Board/City Council discussion.
- Gilchrist stated the Commission could add informal comments to the Board regarding the waiver.
- Chair Meehlhause inquired if Peterson’s second of the motion stood. Peterson confirmed it did.

Additional comments after the vote passed:

- Meehlhause inquired if the Commission wished to provide an informal recommendation regarding the Parkland Dedication Fee.
- Peterson inquired as to the dollar amount being waived. Carlson replied. Peterson suggested it be open to discussion.
- Chair Meehlhause asked Gilchrist for clarification of process. Gilchrist stated the Commission could add an informal recommendation either way, but that it was the Planning Board/City Council’s decision to make.
- Meehlhause stated the Commission generally seemed in favor of waiving the fee and asked Hickerson if they had been waived in the past. Hickerson replied they had not had the fee waived in the past.
- Peterson stated he felt it was a good idea.
- Krause stated to the Commission that the Planning Board would be informed of the Commission’s views through the minutes of the meeting.

RECOMMENDATION & FINDINGS

Conclusion based on the Ordinance and the Comprehensive Plan.

The Planning Commission decided that the conditions are sufficient for approval of Minor Subdivision Plat

RECOMMENDATION FOR APPROVAL

Approval is recommended with the following conditions based on the 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.

Motion by **Heinonen**, seconded by **Peterson**, to recommend approval of the Minor Subdivision Plat request for parcel 800390100, with the conditions and findings of fact as presented in the packet.

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

Nays: **None.**

Abstentions: **None.**

Motion carried 7-0.

CITY OF BEMIDJI PLANNING BOARD

Resolution No. 2026-12

**RESOLUTION APPROVING
A RE-PLAT OF THE FINSETH'S 2ND ADDITION TO NYMORE
FOR PARCEL 80.03901.00**

WHEREAS, Matt Murray of Murray Surveying, representing Northwoods Habitat for Humanity (“Applicant”), submitted an application to the City of Bemidji Planning Board on April 30, 2026, requesting approval of a Minor Subdivision Re-Plat of Finseth’s 2nd Addition to Nymore part of block 18 east of the vacated alleyway creating seven (7) additional parcels to build a total of eight (8) single-family houses on parcel 80.03901.00 located between 4th St SE and 5th St SE off Lake Ave SE within the City of Bemidji;

WHEREAS, the proposed requested re-plat will be located on the parcel legally described as; 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 (See attached plat); and

WHEREAS, the Property is zoned and located within the R-4 Single-Family Zoning District; and

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WHEREAS, the requested Minor Subdivision Re-Plat meets all requirements, standards and specifications of the City of Bemidji Subdivision Ordinance; and

WHEREAS, the Planning Commission held a public hearing on May 28, 2026, to review the application 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 Planning Board has made the following findings regarding the re-plat of the Finseth's 2nd Addition to Nymore part of block 18 east of the vacated alleyway application request:

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 re-platted 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.

NOW, THEREFORE BE IT RESOLVED that the City of Bemidji Planning Board hereby grants the re-plat, with the following 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.

CITY OF BEMIDJI PLANNING BOARD
State of Minnesota
County of Beltrami

This instrument was acknowledged before me on this ____ day of June ____, 2026 by Lynn Eaton,
City of Bemidji Planning Board Chair.

Lynn Eaton, City of Bemidji Planning Board Chair

Subscribed and sworn to before me this ____ day of _____, 2026.

Notary Public

Applicant Signature

Date

**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

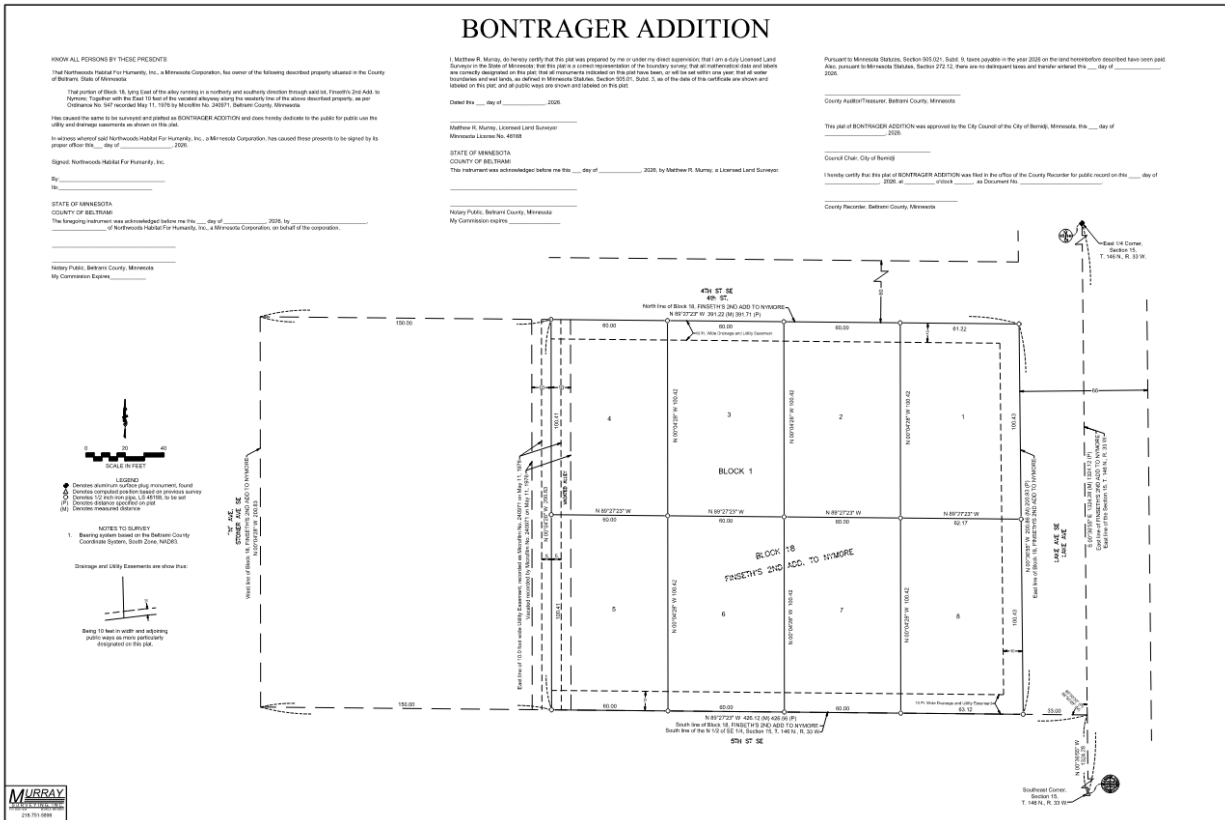
PLANNING REPORT

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.

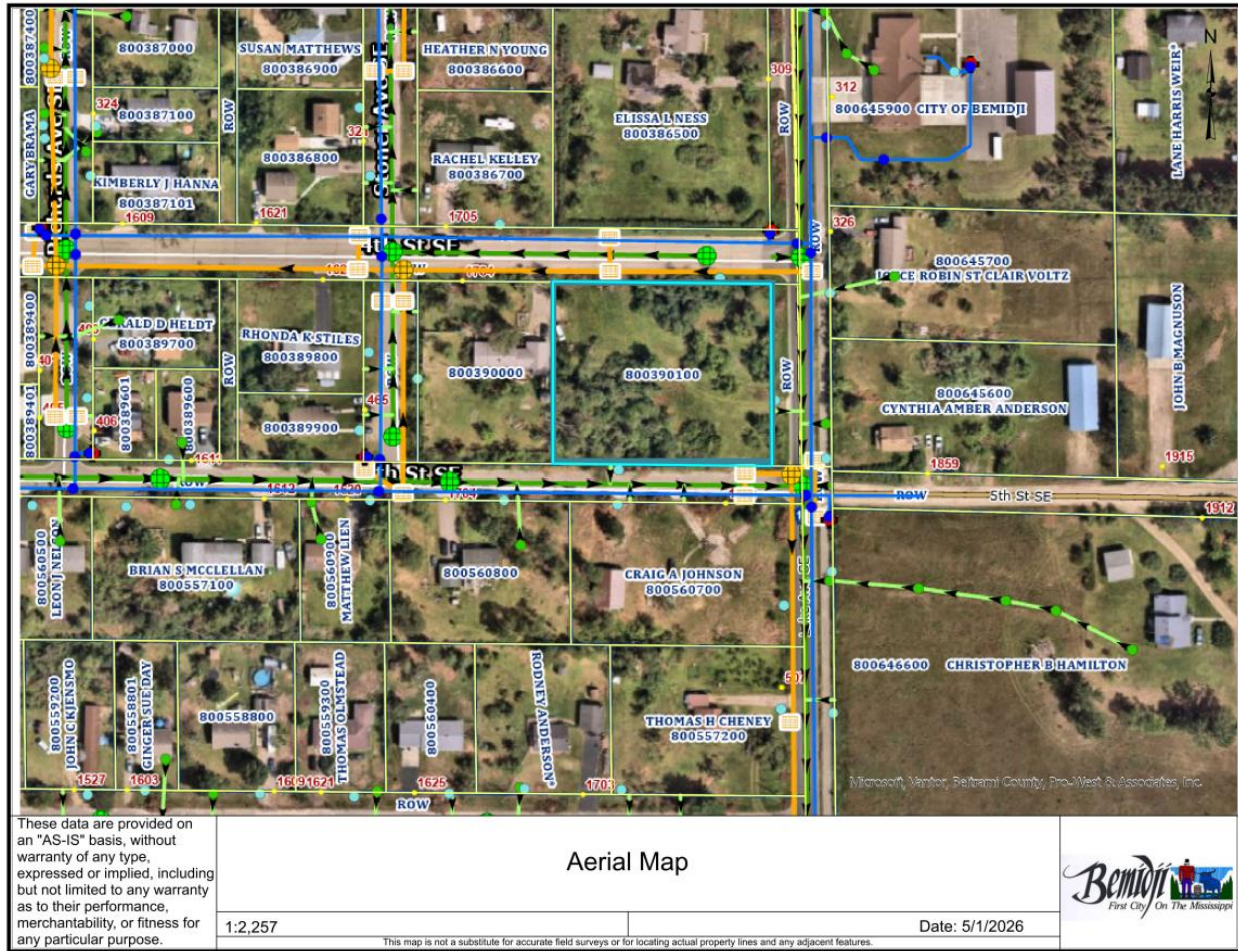
There is a city trail on the east side of Lake Ave running north to south.

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: _____

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.

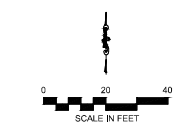
County Auditor/Treasurer, Beltrami County, Minnesota

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

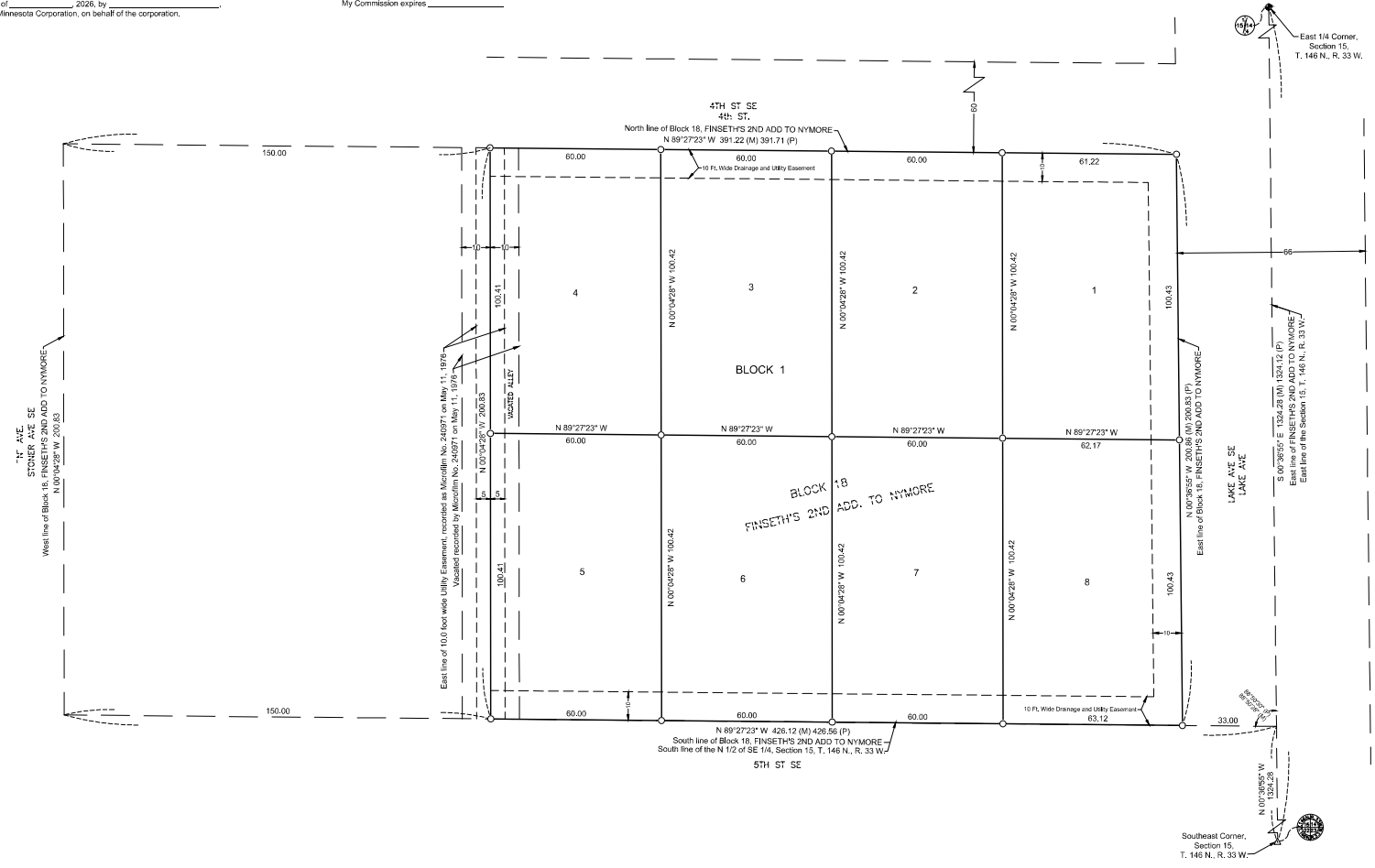
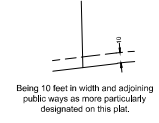


- LEGEND**
- Denotes aluminum surface plug monument, found
 - ▲ Denotes computed position based on previous survey
 - Denotes 1/2 inch iron pipe, LS 48168, to be set
 - (P) Denotes distance specified on plat
 - (M) Denotes measured distance

NOTES TO SURVEY

- 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 faint, larger version of the signature.

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

AFFIDAVIT OF SERVICE BY MAIL

STATE OF MINNESOTA)
) SS
COUNTY OF BELTRAMI)

Jamin Carlson, being first duly sworn, on oath deposes and states that on the 5th of May 2026, 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.



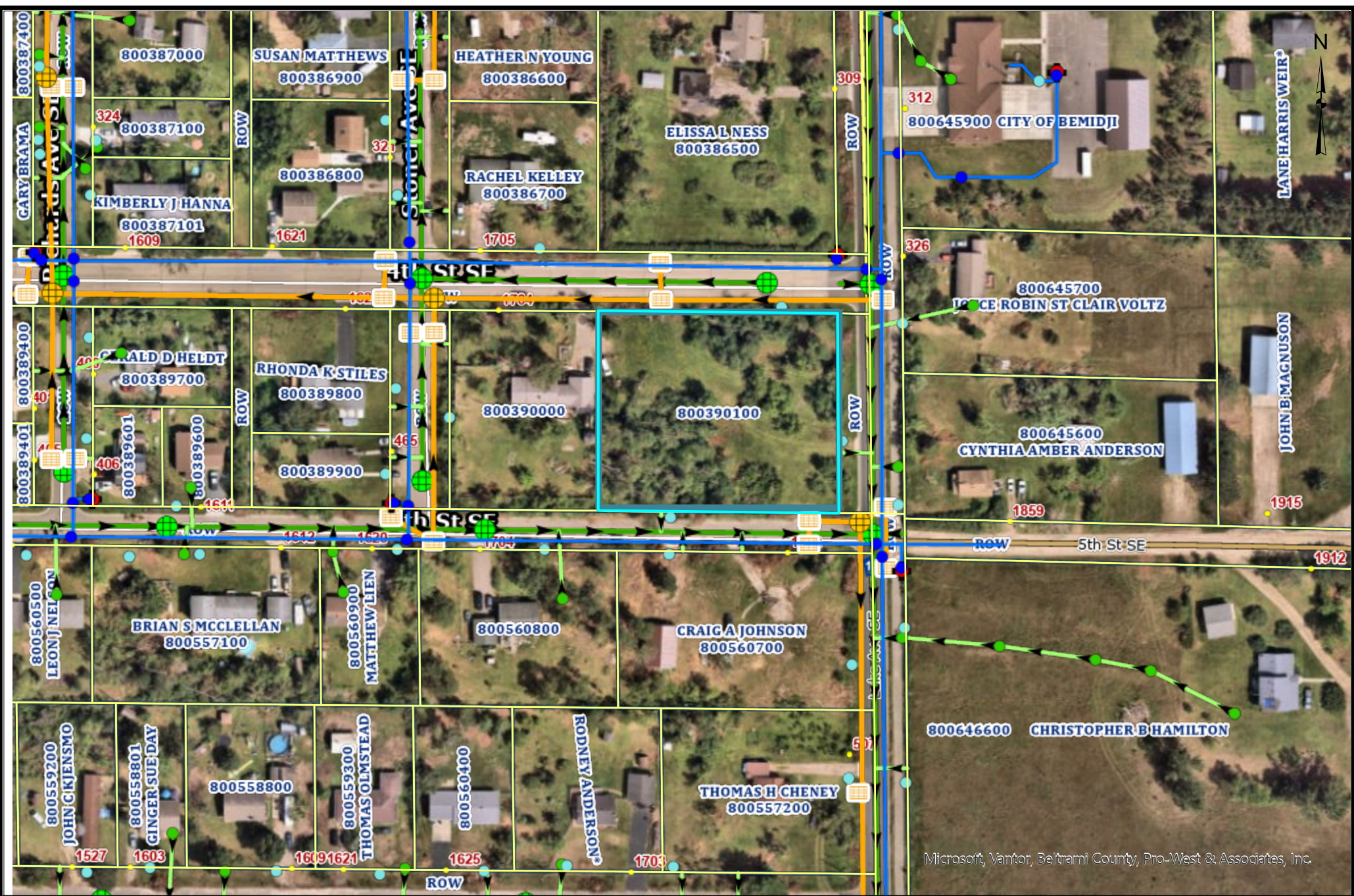
Subscribed and sworn to before me
this 5th day of May 2026.



Notary Public



Planning Case: Subdivision Plat/CIC/PUD Requests for 80.03901.00 – SUB-2026-0001



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: 5/1/2026
<small>This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.</small>	



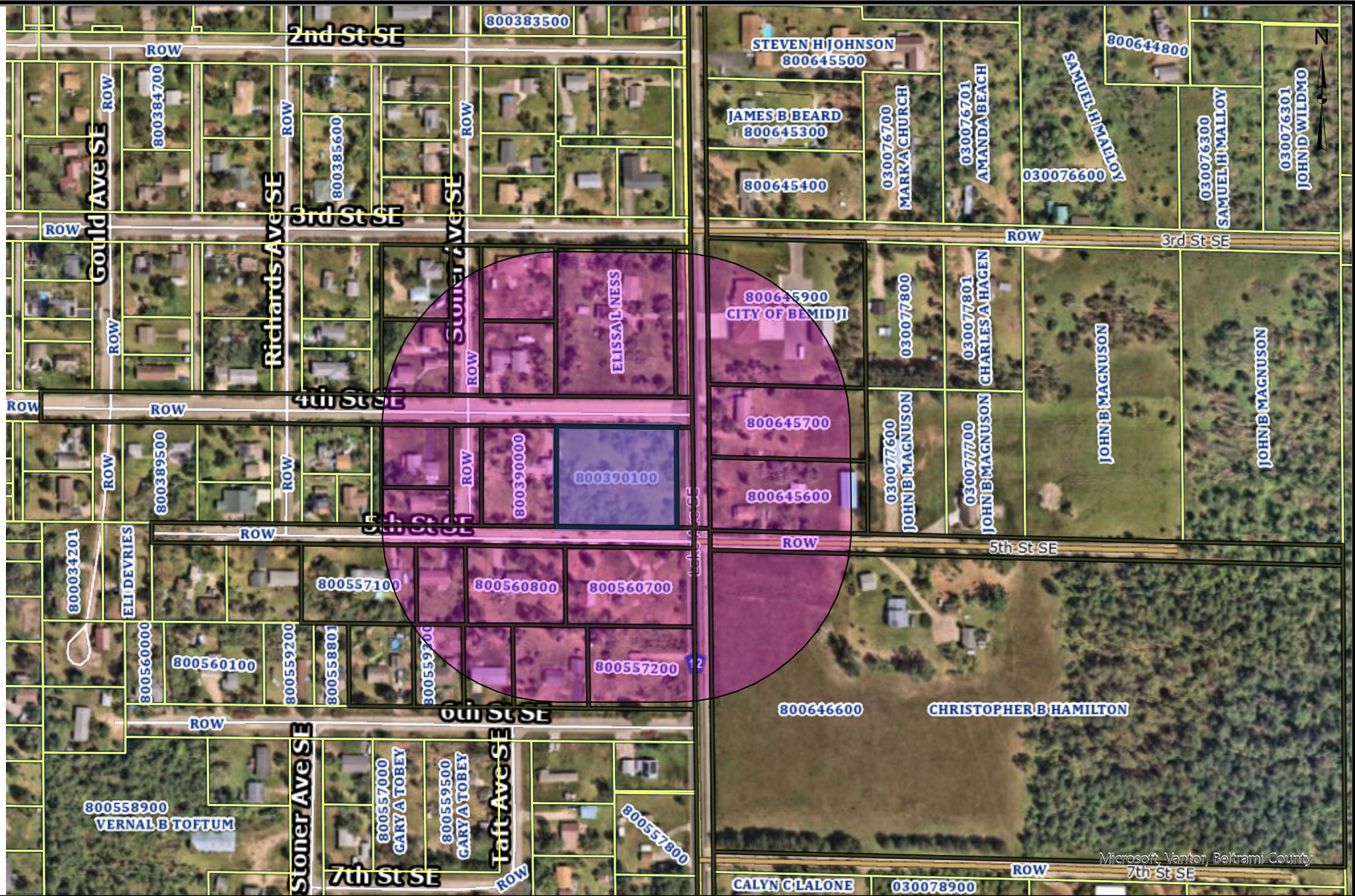
These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Zoning Map

1:2,257

Date: 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

SM S. R. Poe

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]



Drone shot of the newly installed solar array on Fire Station 2. Photo Credit: Planning Dept.

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



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

Planning & Zoning News

There are lots of projects happening around the city, local and state road projects to new commercial development along with residential. Be aware that most projects require permitting within the city and if unsure please reach out to staff for any guidance as they can help you. Fences, sheds, garages, decks, tree removal, driveways, patios, roofs, and additions/remodels to any building all require review and/or permits. The City of Bemidji also has tree preservation as part of its Ordinance/Code to protect the Northwoods Character along with many other beneficial aspects for a healthy tree canopy. Most tree removal requires a permit or review by the city.

Another exciting project that was made possible through the State of Minnesota's Solar on Public Buildings Grant are the five city building locations that will have anywhere from 29kW-40kW of solar power capacity. The water treatment plant was the first building to get their array earlier this spring as it was mounted on the roof and is nearly complete. The next that was installed was Fire Station 2 with pictures below (a drone shot above as well). The Warming House at City Park is in the process and the Nielson Riese Building and the Sanford Center will be starting the second week of June.



The pile-driving machine installing the metal pilings for the solar array on Fire Station 2. Photo



The pile-driving machine installing the metal pilings for the solar array on Fire Station 2. Photo





Crews getting set up to start work for the solar array at Fire Station 2. Photo Credit: Planning



Horizontal boring in the electrical and communications conduit from the array to the building for the solar array at Fire Station 2. Photo Credit: Planning Dept.



Rear view of the solar array at Fire Station 2. Photo Credit: Planning Dept.



Pilings going in at City Park with one more half row to be installed. Photo Credit: Planning Dept.

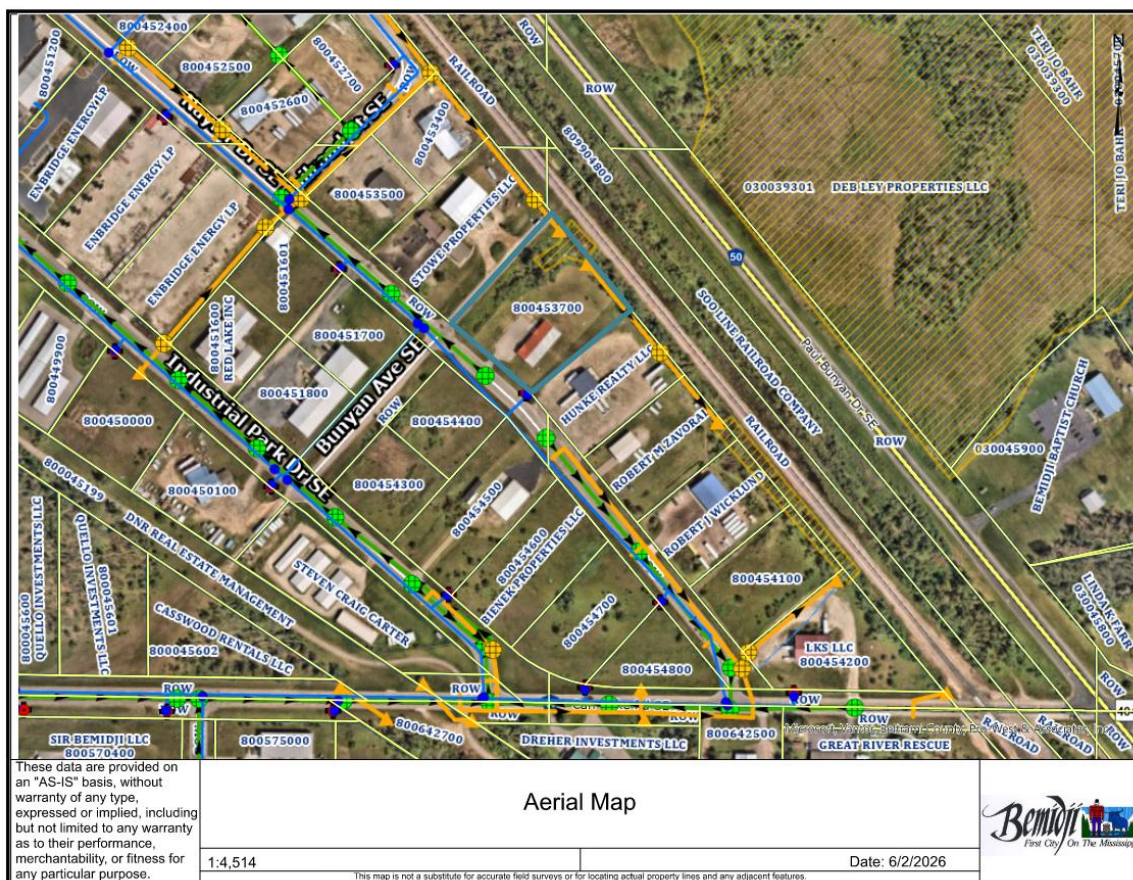


Piling crew at City Park on a beautiful day. Photo Credit: Planning Dept.

Permit/License Activity Items	Totals (Issued since 1/1/2026)
Planning Cases (Variances, CUPs, IUPs, Rezones, PUDs, & Plats)	13
Sign Permits	30
Lot Combinations/Realignments/Divisions Permits	9
Environmental Alteration Permits (Tree/Shoreland)	2
Temporary Storage Containers/Semi-Trailer Permits	13
Animals/Home Occupation/Fence/Land Use Permits	18
Site Plans Reviews/ Zoning Verification Letters	41
PERMIT/LICENSE ACTIVITY * As of June 2nd, 2026	123

Upcoming Planning Cases

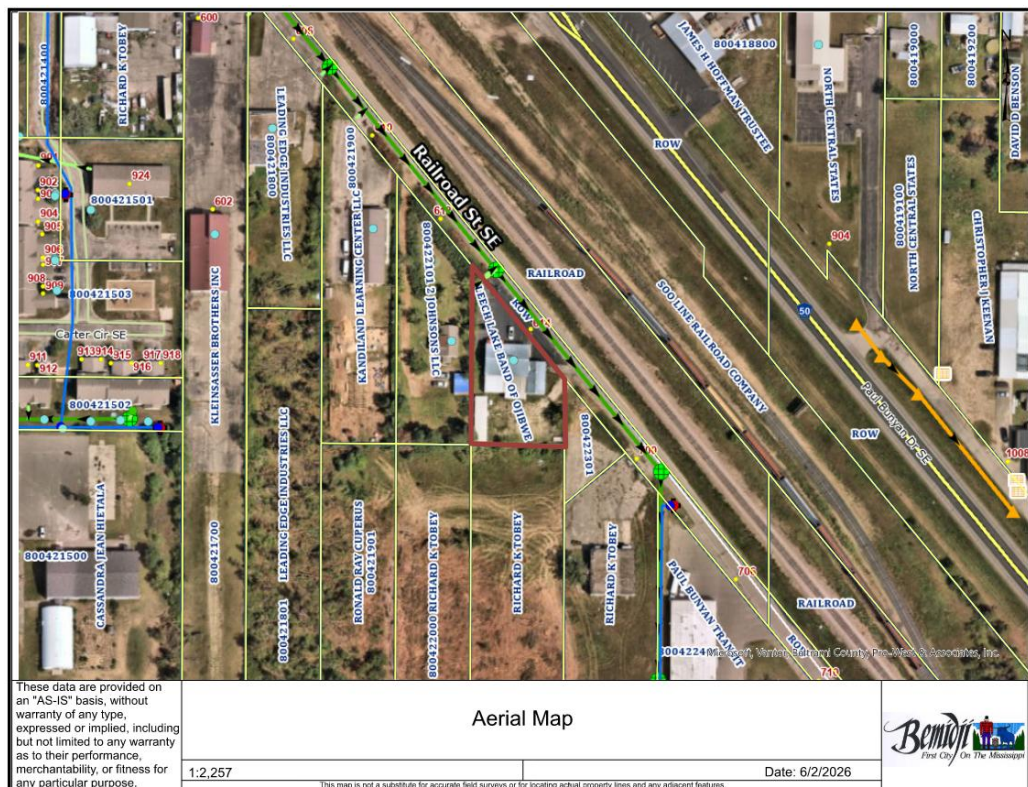
SUP-2026-0002: - Amy DeLap representing Just for Kix is requesting an Interim Use Permit (IUP) to remodel and operate a Dance Studio (Indoor Fitness, Health Club or Spa) in the (I1) Industrial Park/Light Industrial Zoning District. The subject property is located at 1407 Naylor Dr SE (PIN 800453700) in the City of Bemidji.



SUB-2026-0002: - Tim Marco (Marco McLane Development) representing Greater Bemidji is requesting approval for a Final Plat to develop a multi-phase project which would include a YMCA Community Wellness Center and a hotel and convention center along with other future developments. The St. Michel parcel has been added to the final plat request to accommodate a future cul-de-sac and road improvements at the end of Midway Dr. S. The whole plat lies within the Urban Renaissance (UR) zoning district and the Shoreland Overlay. The subject property is located at multiple addresses off Minnesota Ave NW and Midway Dr. S (PINS #80.00344.99, 80.00505.04, 80.00505.05, and 80.01166.00) in the City of Bemidji (also known as the railroad corridor).



SUP-2026-0004: - Matthew Korpela representing Leech Lake Band of Ojibwe Behavioral Health, is requesting a Conditional Use Permit (CUP) to allow Counseling Services (Behavioral, Mental Health, Drug & Alcohol Abuse) at 614 Railroad St SE (PIN: 800422100) in the City of Bemidji. The property is in the B-2 General Commercial Zoning District.



SUP-2026-0003: - Dennis Batty of The Dennis Batty & Associates Group, Inc., Architects & Planners Enc., representing Crossroads Church, is requesting a conditional use permit (CUP) for an existing church to be able to expand the sanctuary along with the parking lot and other outside improvements. The subject property is located at 3354 Laurel Dr. NW (PIN: 80.5524.00) in the City of Bemidji. The parcel is in the B-2 General Commercial District and the Airport Zones 3 & H Overlays.



IMPORTANT NOTICE

- The Planning Board meeting scheduled for Monday, June 8th, 2026, at 5:30 p.m. will be held at City Hall Council Chambers.
- The Planning Commission meeting scheduled for Thursday, June 25th, 2026, at 5:30 p.m. will be held at City Hall Council Chambers

June 2026						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
	Board					
7	8	9	10	11	12	13
14	15	16	17	18	19 Juneteenth Office Closed	20
Father's Day 21	22	23	24	25 Commission	26	27
28	29	30	1	2	3	4

July 2026						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3 Independence Day Holiday Observed Office Closed	4 Independence Day
5	6	7	8	9	10	11
12	Board	14	15	16	17	18
19	20	21	22	23 Commission	24	25
26	27	28	29	30	31	1



Planning & Zoning Department Site Analyst & Enforcement Activities for May 2026

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.
- **Air Corps Aviation (Mahnomen Dr)** Building addition, site plan review is complete, and exterior construction complete.
- **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)** Construction complete and the businesses are open. Landscape survivability will be reviewed Summer/Fall 2026.
- **Beltrami County Adult Corrections Center (Pioneer St SE)** The development agreement has been completed and signed. Under construction.
- **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.
- **Blue Ox Moving (Washington Ave S)** Parking lot redevelopment. Site plan approved 4/13/2026.
- **Border States (Cooperative Ct)** Construction completed, business open. Landscape survivability will be reviewed Summer/Fall 2026.
- **Dairy Queen (Paul Bunyan Dr NW)** Developer is currently looking for a new location in the city, and the sale of the property is pending for a new restaurant.
- **Dale Schmidt Agency (Washington Ave S)** Building expansion. Site plan approved; construction appears complete. Landscaping remains to be established and will be reviewed in late summer or fall 2026.
- **Glass Doctor (24th St NW)** Construction complete, business open with a temporary CO. Paving, striping, and landscaping remains to be completed.
- **Gracewin Cooperative** – Developer granted a 12-month extension to achieve the required pre-sales before starting construction. If the necessary pre-sales are not achieved in a reasonable time, they will explore other options with the site.
- **Hanson Contracting Shop (Irvine Ave NW)** Paving complete, needs striping. Stormwater retention is seeded. Trees planted, two need to be replaced. Greenspace survivability will be reviewed Summer/Fall 2026.
- **Les Schwab Tire Centers (Paul Bunyan Dr)** Site Plan Review complete. Waiting for Development Agreement signatures. Demolition has been completed.
- **MotorWorks Auto Repair (Washington Ave)** Paving is complete, striping remains to be done. Landscape stabilization to be reviewed Spring/Summer 2026.
- **North Central Door (Re-branded Garaga) (Carr Lake Rd)** Project completed. Landscape survivability will be reviewed Summer/Fall 2026. Currently working through permitting for their polystyrene expansion project.
- **Peterson Sheet Metal (Bemidji Ave N)** Contractor shop. Site Plan Review completed. Construction underway.



Planning & Zoning Department Site Analyst & Enforcement Activities for May 2026

- **People's Church (America Ave NW)** – Construction complete. Landscaping will be reviewed in 2026. A dumpster has been brought on site to handle the larger trash volume. May need a second. Trash enclosure is required but not yet constructed.
- **Pizza Ranch (Paul Bunyan Dr)** Landscape survivability Spring 2026.
- **Rohde Feed & Garden (Washington Ave S)** Plan review complete, DA signed. Construction will begin as soon as possible.
- **Security Bank Parking Lot Redevelopment (Paul Bunyan Dr)** Project complete. Landscape survivability will be reviewed 2026.
- **Skips (Paul Bunyan Dr)** Needs grass re-seeded, and trees planted by July 18, 2025. Did not meet deadline, next steps underway.
- **Tamarack Woods (Ridgeway Ave)** Site Plan Review underway.
- **Voyageur Expeditionary High School (Bemidji Ave)** Site plan review is completed. Requires a State Building Permit.
- **Westridge Redevelopment (Paul Bunyan Dr)** Construction is nearing completion as several of the businesses are now open. Site plan review for parking lot redevelopment is yet to be completed after comments to the owners were sent back to them. They will need approved plans to be able to start the parking lot construction.



Parking Lot completed Glass Doctor site, June 4, 2026



Site Analyst & Enforcement Activities for May 2026

Development Projects City Residential

- **Amundson (Sherman Dr)** Site plan review approved 5/30/2025. Exterior construction complete, needs landscaping.
- **Beyond Builders (2nd St SE)** Construction complete, needs landscaping.
- **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 is 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 is ongoing.
- **Habitat for Humanity (26th St NW)** Site plan approved 5/30/2025. Construction is complete, needs landscaping.
- **Habitat for Humanity (19th St NW)** Site plan approved 5/29/2025. Construction underway.
- **Hill Crest Manor (Irving Ave NW) Garage/Shop** – Site Plan Review complete 6/4/2024. Slab is in place; construction has not started. There was 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 was no movement on this project in 2025.
- **JCD Property LLC (Lake Ave NE)** New home build. Site plan approved 4/1/2026.
- **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 completed, needs landscaping.
- **Motz (Balsam Rd)** Site plan approved 1/12/2026
- **Mountain View Meadows 6 Plex #2 (Moonlight Lane SW)** Site plan review complete 4/30/2025, exterior construction complete, interior work is ongoing. Landscaping will be reviewed Summer/Fall 2026.
- **Mrazek (Jefferson Ave SW)** Site plan review approved 10/2/2025
- **Puddle Duck Properties – Lot 10, Block 2 (Moonlight Ln SW)** Construction complete, needs landscaping.
- **Puddle Duck Properties, Block 2, Lot 8 (Beartooth Ave SW)** Exterior construction complete, needs landscaping.
- **Puddle Duck Properties, Block 3, Lot 1 (Beartooth Ave SW)** Exterior construction complete, needs landscaping.
- **Puddle Duck Properties (Shaw), Block 3, Lot 8 (Beartooth Ave SW)** Construction complete, needs landscaping.
- **R2M2 LLC (Florence Ln NW)** New home build, site plan review approved 7/7/2025. Construction underway.
- **Ricke (Elliot Rd NE)** Site plan review completed 10/16/2024. Construction completed. Landscape survivability to be reviewed Summer 2026.
- **Tesch (Lake Ave NE)** New home build. Site plan approved 2/19/2026, construction underway.
- **Weiherr (Irvine Ave NW)** Site plan review complete, construction underway.
- **Wiebolt (Elliot Rd NE)** Site plan review completed 10/9/2024. Exterior construction complete, landscape survivability to be reviewed Summer 2026.

Significant Enforcement Issues

- One occupied site remains along the Adams Avenue trail but is the responsibility of BNSF. Some areas of loose trash have been noted in the area and clean-up of those sites will be coordinated with the City's contractor.



Human activity site on BNSF ROW, May 3, 2026

- Another occupied site has been identified on BNSF property along the tracks between Park Ave and 5th St. The railroad has been notified.
- Time was spent coordinating with multiple City departments and the owner of the old Federal Building as reports were received that people had gained access to the building. The Fire Department secured access to the structure following a Police Department search to confirm the building was not occupied.
 - Due to the amount of trash and large number of needles in the basement access area, clean-up will be coordinated by the City if not corrected by the end of the current timeline.
 - The City Manager and Building Official will also be contacting the owner regarding current conditions in and outside of the structure.

Site Analyst & Enforcement Activities for May 2026



Photo showing exterior storage violations - June 2, 2026

- Several of the properties in question have been recurring violators. A second violation does not require the same notification process if the violation is similar.
- Recurring violations increases the amount of the citation issued (double for a second offense, triple for third, etc.) but a reasonable timeline must always be provided.
- The City may immediately remedy any issue that threatens public health or safety.
- The City has the ability to correct the violations but oftentimes do not have recourse to prevent re-occurrences.

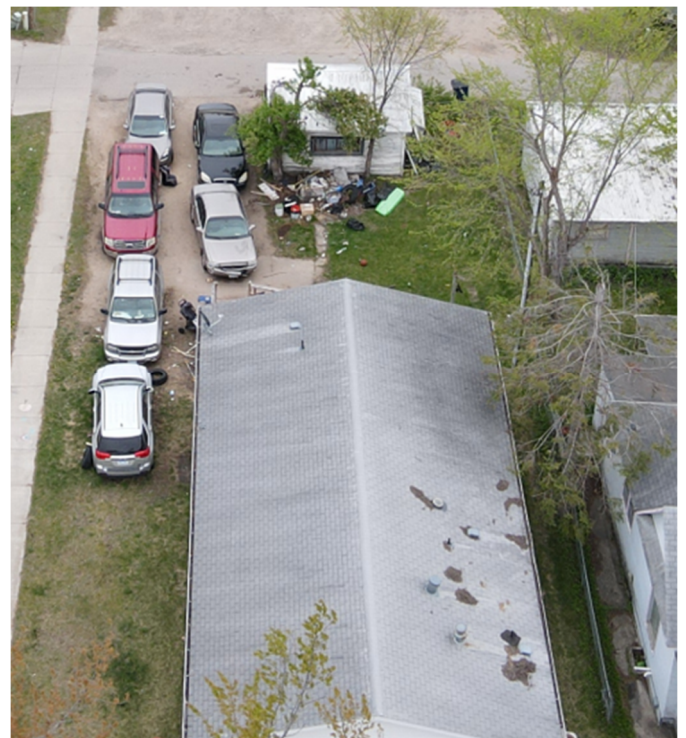


Photo showing exterior storage and parking violations - May 22, 2026

- Staff have continued to work with residents regarding properties with nuisance violations.
- Issues include vehicle parking, bagged and loose trash, home furnishings, and other debris.
- Handling nuisance violations through the zoning ordinance increases the response time due to the process required.
- Multiple notices must be sent allowing property owners the opportunity to correct the violation.
- Partial resolution of violations can slow City response as property owners are granted time to fix the violations before the City can step in.



Site Analyst & Enforcement Activities for May 2026

Summary of Enforcement Actions

Enforcement - Total Open Cases - May 2026			
By Ward	Residential Districts	Non-Residential	Totals
Ward 1	11	5	16
Ward 2	2	14	16
Ward 3	8	3	11
Ward 4	9	27	36
Ward 5	22	7	29
Total	52	56	108

As of 6/3/2026

Totals for May 2026 Enforcement	
Closed 2026 YTD	City
January Residential	3
January Non-Residential	7
February Residential	2
February Non-Residential	8
March Residential	5
March Non-Residential	7
April Residential	8
April Non-Residential	4
May Residential	14
May Non-Residential	4
June Residential	0
June Non-Residential	0
July Residential	0
July Non-Residential	0
August Residential	0
August Non-Residential	0
September Residential	0
September Non-Residential	0
October Residential	0
October Non-Residential	0
November Residential	0
November Non-Residential	0
December Residential	0
December Non-Residential	0
Total Closed Cases 2026	62

As of 6/3/2026



Site Analyst & Enforcement Activities for May 2026

Enforcement Totals by Code - May 2026		
Enforcement Items by Code	Open	Closed
Residential R-1 through R-6		
28-81 - Allowed, Permitted, Conditional, and Interim Uses	2	0
28-355 - Non-Conforming Structures in Shoreland	0	0
28-359 - Vegetative Alterations	1	0
28-360 - Topographic Alterations - Shoreland	0	0
28-402 - Exterior Storage & Outdoor Display of Merchandise	29	11
28-403 - Sight Visibility Triangle	0	1
28-404 - Fences	5	0
28-406 - Landscaping Requirements	1	0
28-408 - Lighting	0	1
28-409 - Off-Street Parking, Loading & Surfacing Standards	6	1
28-411 - Temporary Uses or Structures	5	0
28-421 - Farm Animals	1	0
28-523 - Land Use, Building & Admin Permits	1	0
28-524 - CUP Violation	1	0
28-528 - Nuisance	0	0
Total Residential Cases	52	14
Commercial, Industrial, U, UR, OM, LC, LD, & MH		
28-81 - Allowed, Permitted, Conditional, and Interim Uses	1	0
28-244 - Prohibited Signs	2	1
28-245 - Nonconforming Signs	1	0
28-246 - Sign Permit Required	1	0
28-251 - Signs Permitted in LC & LD Districts	1	0
28-253 - Signs Permitted in the (UR) Urban Renaissance	0	0
28-252 - Sign Allowed in B-1 & B-2 Commercial Districts	0	0
28-258 - Dynamic Displays	5	0
28-402 - Exterior Storage & Outdoor Display of Merchandise	15	1
28-403 - Sight Visibility Triangle	0	0
28-404 - Fences	2	
28-405 - Screening	1	0
28-406 - Landscaping Requirements	4	0
28-407 - Tree Preservation	1	0
28-408 - Lighting	1	1
28-409 - Off-Street Parking, Loading & Surfacing Standards	7	0
28-411 - Temporary Uses or Structures	11	1
28-413 - Manufactured Home Park Standards	1	0
28-523 - Land Use, Building, & Other Administrative Permits	1	0
28-524 - Conditional Use or Interim Permits	1	0
28-528 - General Nuisance	0	0
Total Non- Residential Cases	56	4
Total Cases	108	18

As of 6/3/2026