

# 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 1<sup>st</sup> 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

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.
- **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:

  
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Planning Board Representative