

# BEMIDJI PLANNING COMMISSION REGULAR MEETING AGENDA

Thursday, June 25, 2026

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



- 1. CALL MEETING TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE TO THE FLAG**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF MEETING MINUTES**
  - a. May 28, 2026 Planning Commission Meeting Minutes
- 6. VISITORS WITH BUSINESS NOT ON THE AGENDA**
- 7. NEW BUSINESS**
  - b. Public Hearing: Interim Use Permit Request for Parcel 80.04537.00 — Amy DeLap representing Just for Kix
  - c. Public Hearing: Final Plat for Parcels 80.00344.99, 80.00505.04, 80.00505.05, 80.01166.00, 80.01166.02, and 80.01166.04 - Greater Bemidji
  - d. Public Hearing: Conditional Use Permit Request for Parcel 80.04221.00 — Matthew Korpela representing Leech Lake Band of Ojibwe
  - e. Public Hearing: Conditional Use Permit Request for Parcel 80.05524.00 — Dennis Batty representing Crossroads Church
- 8. UPCOMING COMMISSION MEETINGS**
  - f. July 23, 2026 Planning Commission Meeting
- 9. ADJOURN**

**PLANNING COMMISSION  
BEMIDJI, MINNESOTA  
Regular Meeting – May 28, 2026**

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

**Members present:** Faver, Heinonen, Lemmer, McCoy, Meehlhause, Olderman (@ 5:31pm), Peterson (via WebEx due to personal reasons).

**Members excused:** None

**Staff Present:** Planning Director Jamin Carlson, Administrative Assistant Ainslee Krause

**Others Present:** Troy Gilchrist (via WebEx), Geri Hickerson, Northwoods Habitat for Humanity, Chris Hamilton, President of Habitat for Humanity Board.

**AGENDA**

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

**MINUTES**

The minutes for the **April 23, 2026**, Planning Commission meeting were presented for approval. Motion by **Heinonen**, seconded by **Lemmer**, approving minutes as presented. Motion carried by unanimous roll call vote.

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

**NEW BUSINESS**

**Public Hearings:**

**PLANNING CASE: MINOR SUBDIVISION PLAT REQUEST – MATT MURRAY REPRESENTING NORTHWOODS HABITAT FOR HUMANITY:**

Carlson presented the planning case 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.

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

Commission members made the following comments:

- 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**

Pursuant to published notice, a public hearing was held regarding input on the request. Chair Meehlhause opened the Public Hearing at **5:38 PM**, hearing the following comments:

- 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.

# DRAFT

- 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.

Hearing no further comments, Chair Meehlhause closed the Public Hearing at **5:43 PM**.

Chair Meehlhause asked for any additional comments from the Commission. Commission members made 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.

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

Chair Meehlhause addressed that the request would go before the Planning Board at their next meeting on **June 8, 2025**, at 5:30 PM for the final decision.

- 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.

## **UPCOMING COMMISSION MEETINGS**

- Thursday, June 25, 2026                      5:30 p.m.                      Planning Commission Meeting

**ADJOURN**

There being no further business, motion by **Lemmer**, seconded by **Olderman**, to adjourn the meeting. Motion carried. Meeting adjourned at **5:50 p.m.**

Respectfully submitted,

David Wielenberg  
Compliance Inspector & Site Analyst

PC Minutes approved and attested by: \_\_\_\_\_  
Planning Commission Representative

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

<b>PLANNING CASE:</b> SUP-2026-0002	<b>MEETING DATE:</b> June 25, 2026
<b>APPLICANT:</b> Just for Kix, Amy DeLap	<b>60-DAY RULE DATE:</b> July 28, 2026
<b>PROCEEDING:</b> Interim Use Permit - (IUP) Indoor Fitness, Health Club or Spa	<b>ZONING DISTRICT:</b> (I-1) Industrial Park/Light Industrial Zoning District
<b>PREPARED BY:</b> Melissa Fahrenbruch Assistant Planning Director	<b>EXHIBITS:</b> Aerial Map, Application, Site Plans, Supporting Documentation

**PLANNING REPORT**

**SUMMARY OF REQUEST**

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.

**BACKGROUND**

Amy DeLap of Just for Kix (Applicant) currently has a purchase agreement in place to acquire this property located at 1407 Naylor Dr SE. The applicant plans to remodel the building to expand and relocate their existing business. Just for Kix is currently in several leased spaces and desires to consolidate to one location.

The subject parcel is 2.13 acres in size and is connected to City services. Per Section 28-82 of the City Development Code, Indoor Fitness, Health Club or Spa is allowed in (I-1) Industrial Park/Light Industrial zoning district through the issuance of an interim use permit (IUP) that will run with the applicant and will cease with the transfer of property or new business.

The Applicant stated that they will have two (2) dance studios and a gathering space primarily for youth dance instruction, community education, and small event rental opportunities intended to support physical activity, wellness, and creativity.

Hours of Operation proposed for the site are:

Monday-Thursday 3:00-9:00 PM

Saturday: Will vary with various special classes/limited events or rental

Sunday: 2:00-9:00 PM

Hours may vary depending on programming and events. Classes are approximately an hour long.

Maximum Occupancy proposed:

Two (2) dance studios are approximately 50 students at a time.

Four (4) to five (5) employees at peak hours.

Lobby areas for parents are approximately ten (10) to fifteen (15) parents.  
- Total at peak time 70 people on average day.



## DISCUSSION/DEVELOPMENT ANALYSIS

### Planning Considerations

All Interim Use Permits must follow the same general requirements of a Conditional Use Permit including process, criteria, and findings. The primary difference between the two permits is that a CUP runs with the land vs. the IUP runs with the applicant/owner and has an ending date or event which terminates the permit.

Per City of Bemidji Code:

***Interim use*** means a temporary use of property until a particular date, until a particular event, or until zoning regulations no longer permit it. Interim use permits are not recorded and do not run with the land upon transfer. All interim uses shall conform to standards listed in Sec. 28-524 of this development code.



**Section 28-255 - Signage for I-1 & I-2 Industrial**

Any new signage must comply with Section 28-255 of the Ordinance. Sign permits will need to be submitted for approval prior to installation.

**Section 28-402 - Trash Handling**

All dumpsters or recycling containers located on-site shall be fully enclosed complying with Section 28-402 of the Ordinance. Such areas shall be completely screened and enclosed on all sides, except the roof, with an enclosure or screening wall with durable and opaque material at a minimum of six (6) feet in height.

**Section 28-406 - Landscaping/Trees**

Road frontage trees will be required per Section 28-406 of the Ordinance along with greenspace. The applicant needs a minimum of nine (9) trees on site of those (multiple trees confirmed at the back of the property that meet the Ordinance requirements), six (6) will need to be planted along the Naylor Dr SE road frontage.



Section 28-408 - Lighting

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

Section 28-409 – Parking and Traffic

Section 28-409 of the Ordinance for “Personal Services” requires One (1) space for each four hundred (400) square feet of gross floor area, plus one (1) space for each employee on max shift. Based on the maximum design capacity, this building is required to have a total of fifteen (15) parking spaces. The applicant wants to increase another twenty (20) spaces for a total of thirty-five (35) spaces. Two (2) of those thirty-five (35) would need to be accessible or (ADA).

**Comments**

Development Team Comments:

[City Engineer/Director of Public Works, Sam Anderson](#)

*I have no major engineering related concerns.*

*The application states more activity anticipated during evening hours for classes and events which should offset well with other existing uses in this area operating more traditional daytime hours from a traffic standpoint. We'd prefer to see needed parking off street, but short-term overflow onto Naylor Drive could be an option for short durations at off peak times being the existing road is wide enough to accommodate parking on both sides.*

*Thank you,*

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

Sustainability Commission Comments:  
*Please see letter in the packet.*

Neighboring Property Owner Comments:  
No surrounding property input was obtained when this report was written.

Project Narrative from Applicant  
*Please see the letter in the packet.*

### **Comprehensive Plan References**

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

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

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

- 1. Promote flexibility for commercial and industrial redevelopment and encourage in-fill development.*** *Allowing for in-fill development and redevelopment of existing commercial areas will ensure the current commercial and industrial areas remain vibrant, full, and diverse. In-fill and redevelopment will be encouraged before resorting to increasing commercial and industrial areas.*
- 4. Support a reduction of off-street parking requirements for appropriate land uses to allow for increased interior green space.*** *Maximize the potential for green space with all development or redevelopment of sites, when possible, as well as for reduced heat island effects of increased temperatures within the high-density urban area of parking lots.*

#### ***Objective 10.2 Promote All Forms of Recreational Activities***

*Recreational activities are a key part of the community. These activities can consist of local, regional, national, and even international events that bring the community and visitors together to participate in a wide array of healthy and active events. Events are a great way to promote recreational activities; however, it is important to maintain and increase opportunities for recreation that are not event related.*

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

### **Zoning Ordinance References**

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

Section 28-82 – Land Use Matrix

Section 28-255 – Signs permitted in the I-1 and I-2 districts.

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

Section 28-406 – Landscaping Requirements

Section 28-408 – Lighting Standards

## RECOMMENDATION & FINDINGS

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

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

### **Conditions**

1. A Planning Site Plan Review shall be submitted and approved prior to remodel and parking lot expansion.
2. Building plans will need to be approved by the City of Bemidji Building Department with a building permit obtained prior to any construction.
3. A sign permit shall be obtained from the City of Bemidji prior to installation.
4. All exterior lighting on-site shall comply with Section 28-408 of the Ordinance.
5. All dumpsters on-site shall be fully enclosed complying with Section 28-402 of the Ordinance.
6. A landscaping plan meeting Section 28-406 of the Ordinance shall be submitted for review and approval. Trees and landscaping must be planted and maintained within 12 months of approval of the IUP.
7. A parking plan meeting Section 28-409 of the Ordinance shall be submitted for review and approval prior to expansion.
8. The IUP shall terminate upon a change in use, a change in the owner/operator (leaseholder), or a change in the lease space as may be determined by the Planning Staff.
9. The IUP shall expire and become void if the use it allows is not substantially started within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the use are mostly complete. The council may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

### **Findings of Fact**

1. **Whether the proposed use adversely affects the public safety, health, morals, convenience and general welfare of the occupants of the surrounding land.**  
No. A dance studio conforms to the zoning regulations as permitted with an IUP use in the (I-1) Light Industrial Zoning District. The proposed use is not anticipated to adversely affect, nor create an unreasonable level of disruption or interference upon the surrounding industrial areas.

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

No. Increases in traffic or other negative impacts are not anticipated for the dance studio as it would mostly be open when the other businesses around them are closed. The site will have adequate off-street parking and the ingress and egress to and from the site has adequate access in the middle of the parcel. The applicant proposes to increase parking on their property and for special event will work with their neighbors to offset impact.

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

No. Adverse impacts upon the surrounding area are not anticipated with this proposal as a dance studio as this is within the zoning regulations. Any future changes shall be reviewed in accordance with all zoning requirements.

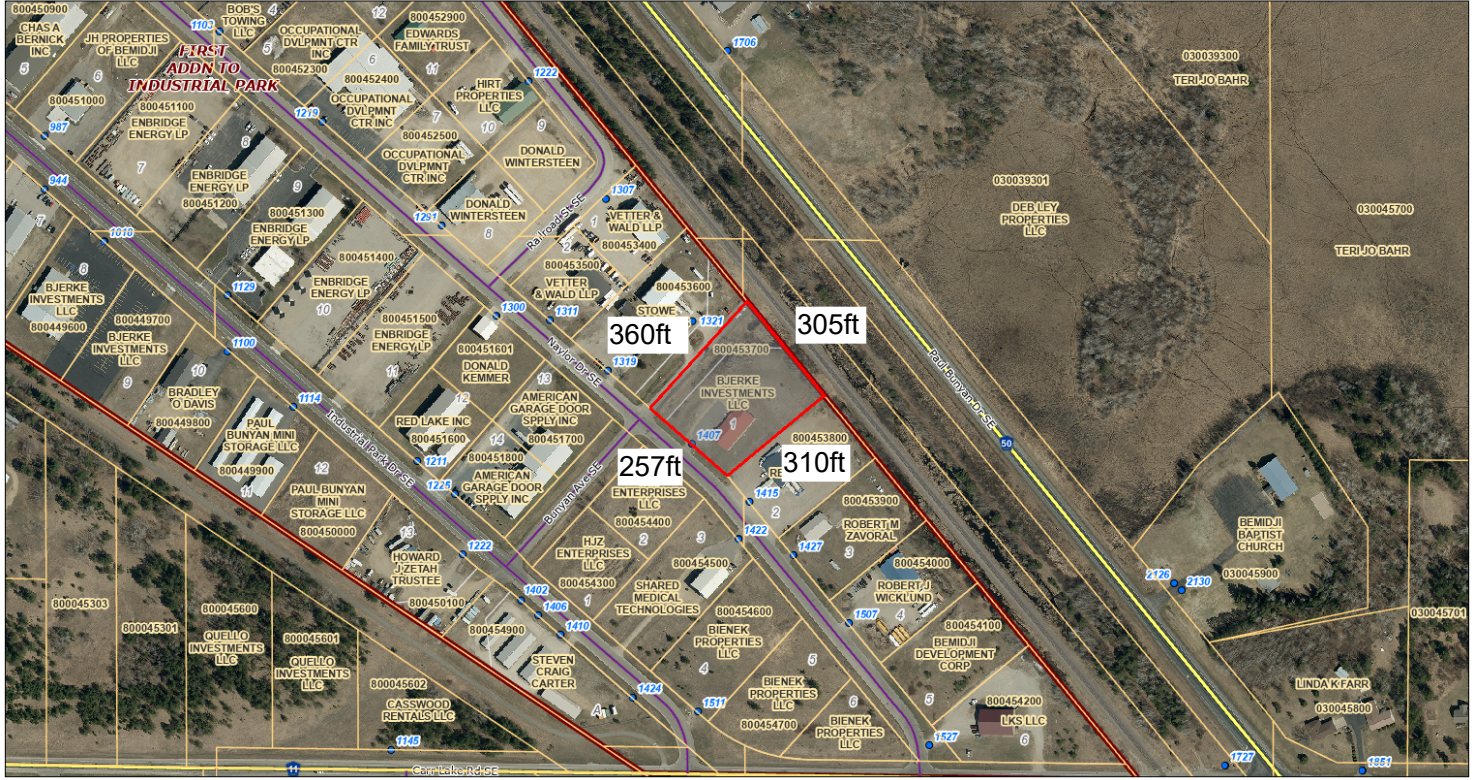
**4. Whether the proposed use is in conformance with the community's Comprehensive Plan or Land Use Plan.**

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

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

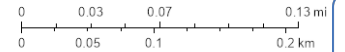
Yes. The property will have adequate infrastructure and will be served by City services.

800453700 1407 NAYLOR DR, BEMIDJI, MN, 56601



May 28, 2026

1:4,091



Beltrami County

Scott County Property Information



Application

**SUP-2026-0002**

**CONDITIONAL OR INTERIM USE PERMIT**

**SITE ADDRESS:** 1407 NAYLOR DR SE BEMIDJI  
**PRIMARY PARCEL:** 800453700  
**PROJECT NAME:** JUST FOR KIX

**ISSUED:**

**EXPIRES:**

**APPLICANT:** DeLap, Amy  
7665 Loon Lodge Ln NE  
Bemidji, MN 56601  
2184074559

**OWNER:** BJERKE INVESTMENTS LLC  
5487 HART LN NW  
BEMIDJI, MN 56601

Detail Name	Detail Value
Select the type of use permit application from the list:	Interim Use
Describe the proposed use of your property:	Dance Studio
Describe the existing use of your property:	Vacant
Are you aware of any existing Use Permits or Variances for this property?	No
Will the proposal generate increased traffic over existing conditions?	Yes
If yes, an increase amount of traffic, please explain.	Holding dance classes in the building
Will the proposal require additional parking spaces?	Yes
How many people will occupy your premises on an average day? Please provide numbers for employees, customers, and residents.	Classes primarily in the evenings. Class sizes vary from 10-25 kids per class. 4-5 employees at a time.
Will your proposal increase water usage or sewage generation over the existing use?	Yes
If yes, increase in water usage or sewage generation please provide, how many gallon per day.	Approximately 10 toilet flushes per day?
Will your proposal generate additional waste?	Yes
Describe your disposal method .	Will haul waste to city site
Does your property contain low areas, wetlands, or areas with standing water?	Yes - Please explain below if you intend to drain, fill or otherwise alter this area for any reason
Please explain if you intend to drain, fill or otherwise alter this area for any reason (If this does not apply, enter N/A)	N/A
Escrow Payer Name (Who should the check for the escrow funds be made out to when the project is complete?)	Amy DeLap
Escrow Payer Mailing Address	7665 Loon Lodge Ln NE, Bemidji, MN 56601



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

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

**CONDITIONS**

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

\* A Conditional Use or Interim Use Permit shall expire and become void if it is not acted upon within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the required work are mostly complete. Bemidji Planning may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

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

PROJECT APPLICANT:

Amy and Cory DeLap

Property Address: 1407 Naylor Dr SE, Bemidji, MN 56601

Date: 5/28/2026

PROJECT OVERVIEW:

This proposal is being submitted in support of an interim use/occupancy permit request for the purchase and operation of a commercial building to serve as the Just for Kix dance studio, and community gathering space.

The proposed business will provide youth dance instruction, possible community education, and small event rental opportunities in a safe, family-oriented environment. The facility is intended to become a positive community space that supports physical activity, wellness, creativity, and connection for individuals and families in the Bemidji area.

PROPOSED USE OF BUILDING

The building will primarily be used for:

- Children's and youth dance classes (Just for Kix)

May also include on an intermittent basis:

- Adult fitness and wellness classes
- Community wellness workshops and educational programming
- Small community events and private rentals

The space will operate as a low-impact commercial use with scheduled class times and organized programming.

## FACILITY IMPROVEMENTS

Planned improvements to the property may include:

- Interior remodeling for dance studio flooring and classroom spaces
- Acoustic and sound control improvements
- Lobby and reception area upgrades
- Parent seating and student cubby/storage areas
- Exterior signage improvements
- Parking lot expansion, organization, and striping
- General building maintenance and aesthetic improvements

All renovations and improvements will comply with applicable city, zoning, safety, and building code requirements.

## PARKING AND TRAFFIC

The proposed use is expected to generate moderate traffic primarily during after-school and evening hours. Traffic patterns are anticipated to be orderly and staggered due to scheduled class times.

Adequate on-site parking is planned to accommodate students, parents, staff and event attendees. Efforts will be made to maintain safe vehicle flow and minimize any neighborhood disruption. We are looking at adding approximately 20 more parking spaces to the existing parking lot.

## COMMUNITY IMPACT

This project is intended to positively contribute to the community by:

- Providing a safe and enriching environment for youth
- Supporting health, wellness, and physical activity
- Creating opportunities for community connection
- Revitalizing and maintaining a commercial property
- Bringing additional economic activity to the area
- Offering event and gathering space for local families and organizations

## HOURS OF OPERATION

Estimated operating hours are:

Monday-Thursday 3:00-9:00 PM

Saturday: Will vary with various special classes/limited events or rental

Sunday: 2:00-9:00 PM

Hours may vary some depending on programming and events

## MAX OCCUPANCY

Facility will have two dance studios that could potentially hold around a max of 50 students at a given time. There would be up to 4-5 employees in the building at a time. Parents do sometimes wait in the lobby areas, which can be up to 10-15 parents at a time. Classes are generally an hour long each, so there would be people coming and going throughout the open business hours.

Thank you for your consideration,

Amy DeLap – Bemidji Just for Kix Director

(218) 407-4559

loonlodg@gmail.com

# FIRST ADDITION TO INDUSTRIAL PARK

## BEMIDJI, MINNESOTA



**PLAT DEDICATION**

KNOW ALL MEN BY THESE PRESENTS:

THAT THE BEMIDJI DEVELOPMENT CORPORATION, A MINNESOTA CORPORATION, BEING THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY, LYING AND BEING IN THE COUNTY OF BELTRAMI, STATE OF MINNESOTA, TO WIT:

THAT PART OF SECTION TWENTY-TWO (22), TOWNSHIP ONE-FORTY-SIX (46) NORTH, RANGE THIRTY-THREE (33) WEST, BELTRAMI COUNTY, MINNESOTA,

COMMENCING AT THE SOUTHWEST CORNER OF SECTION 22, TOWNSHIP 46 NORTH, RANGE 33 WEST, THENCE NORTH 89°20' WEST ALONG THE SOUTH LINE OF SECTION 22 A DISTANCE OF 332.76 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 89°20' WEST ALONG THE SOUTH LINE OF SECTION 22 A DISTANCE OF 133.29 FEET, THENCE NORTH 56°24'58" WEST ALONG THE NORTHERLY RIGHT-OF-WAY LINE OF THE BURLINGTON NORTHERN RAILROAD A DISTANCE OF 328.26 FEET, THENCE NORTH 46°40'00" EAST ALONG THE SOUTHERLY LINE OF INDUSTRIAL PARK ADDITION A DISTANCE OF 1072.33 FEET, THENCE ALONG A TANGENTIAL CURVE, CONCAVE TO THE SOUTHEAST WITH A RADIUS OF 152.21 FEET, AND A CENTRAL ANGLE OF 127°55'27", A DISTANCE OF 37.08 FEET ALONG THE SOUTHERLY LINE OF INDUSTRIAL PARK ADDITION, THENCE NORTH 72°41'17" EAST ALONG BURLINGTON NORTHERN RAILROAD, THENCE SOUTH 87°42'48" EAST ALONG SAID RIGHT-OF-WAY LINE OF THE BURLINGTON NORTHERN RAILROAD A DISTANCE OF 3985.36 FEET TO THE POINT OF BEGINNING CONTAINING APPROXIMATELY 124 ACRES.

AND BEING DESIROUS OF PLATTING THE SAME INTO LOTS AND STREETS HAVE CAUSED THE SAME TO BE SURVEYED AND THE ANNEXED PLAT THEREOF TO BE MADE IN ACCORDANCE WITH THE STATUTES IN SUCH CASES MADE AND PROVIDED, NOW, THEREFORE, WE DO HEREBY RATIFY AND CONFIRM IN ALL RESPECTS SAID SURVEY AND THE PLAT THEREOF AS FIRST ADDITION TO INDUSTRIAL PARK AND SIGN, SEAL, AND EXECUTE SAID PLAT AND HEREBY DEDICATE TO THE PUBLIC FOR PUBLIC USE FOREVER, THE STREETS THEREIN delineated.

IN WITNESS WHEREOF SAID BEMIDJI DEVELOPMENT CORPORATION, A MINNESOTA CORPORATION, HAS CAUSED THESE THIS 22<sup>ND</sup> DAY OF September, 1978,

SIGNED BEMIDJI DEVELOPMENT CORPORATION  
BY Charles W. Naylor  
CHARLES W. NAYLOR, PRESIDENT  
BY William R. Howe  
WILLIAM R. HOWE, SECRETARY

STATE OF MINNESOTA  
COUNTY OF BELTRAMI  
ON THIS 22 DAY OF September, A.D. 1978, BEFORE ME, A NOTARY PUBLIC, PERSONALLY APPEARED CHARLES W. NAYLOR AND WILLIAM R. HOWE, TO ME PERSONALLY KNOWN, WHO BY ME EACH DULY SWORN DID SAY THAT THEY ARE RESPECTIVELY PRESIDENT AND SECRETARY OF THE BEMIDJI DEVELOPMENT CORPORATION, A MINNESOTA CORPORATION THE CORPORATION NAMED IN THE FOREGOING INSTRUMENT, THAT THE CORPORATE SEAL AFFIXED TO SAID INSTRUMENT IS THE CORPORATE SEAL OF SAID CORPORATION AND THAT SAID INSTRUMENT WAS SIGNED AND SEALED IN BEHALF OF SAID CORPORATION BY AUTHORITY OF ITS BOARD OF DIRECTORS AND SAID CHARLES W. NAYLOR AND WILLIAM R. HOWE, ACKNOWLEDGED SAID INSTRUMENT TO BE THE FREE ACT AND DEED OF SAID CORPORATION.

WITNESSE MY HAND AND SEAL OF OFFICE AS A NOTARY PUBLIC, BELTRAMI COUNTY, MINNESOTA, THIS 22<sup>ND</sup> DAY OF September, 1978.



STATE OF MINNESOTA  
COUNTY OF BELTRAMI  
I HEREBY CERTIFY THAT AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF BEMIDJI, COUNTY OF BELTRAMI, STATE OF MINNESOTA, HELD ON THE 22 DAY OF September, A.D. 1978, THE PLAT OF "FIRST ADDITION TO INDUSTRIAL PARK" WAS DULY APPROVED AND ACCEPTED FOR RECORD.

I hereby certify that fees payable in this year \$9.75 on this 20th day of August per year.

W. R. Howe  
County Auditor  
D. J. Schuch  
County Auditor

Charles W. Naylor  
CITY CLERK OF BEMIDJI

OFFICE OF REGISTER OF DEEDS  
Beltrami County, Minnesota  
I hereby certify that this instrument was filed in this office for record on the 22 day of September, 1978.  
BY W. R. Howe  
NOTARY PUBLIC  
NOTARY PUBLIC, BELTRAMI COUNTY, MINNESOTA

SCALE 1"=200'  
O IRON MONUMENT FOUND ERROR OF CLOSURE 1/8"=0.000  
● IRON MONUMENT PLACED BEARINGS ASSUMED  
SURVEYOR'S CERTIFICATE

I, DOUGLAS H. STEWART, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR AND, THIS PLAT IS A CORRECT REPRESENTATION OF THE SURVEY MADE BY SURVEYOR AND, THAT ALL DISTANCES ARE CORRECTLY SHOWN ON THE PLAT, THAT THE MONUMENTS FOR GUIDANCE FOR FUTURE SURVEYS HAVE BEEN CORRECTLY PLACED IN THE GROUND AS SHOWN, THAT THE OUTSIDE BOUNDARY LINES ARE CORRECTLY DESIGNATED AND THAT THE PUBLIC THOROUGHFARES AND WET LANDS, IF ANY, ARE CORRECT AS SHOWN.

Douglas H. Stewart  
MINNESOTA REGISTRATION NO. 2738

STATE OF MINNESOTA  
COUNTY OF Beltrami  
THE SURVEYOR'S CERTIFICATE SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC, THIS 11 DAY OF September, 1978.

Douglas H. Stewart  
NOTARY PUBLIC, BELTRAMI COUNTY, MINNESOTA  
MY COMMISSION EXPIRES September 22, 1982

COPY



Planning & Zoning Dept. • 317 4<sup>th</sup> Street NW  
Bemidji, Minnesota 56601  
Phone 218-759-3579 • Fax 218-759-3590  
www.ci.bemidji.mn.us

### Authorized Agent / Contact Consent Form

#### Section A: Authorized Agent / Contact Information

**Note:**

1. THIS FORM IS FOR USE ALONGSIDE CERTAIN PLANNING REQUESTS. IT CANNOT BE USED FOR OBTAINING CITY BUILDING PERMITS.
2. Form must be legible and completed in ink.
3. Check appropriate box(es). Write any specific restrictions for the checked item(s) in the space provided (e.g. "valid only for permit applications submitted between 06/01/2025 and 08/01/2025") or attach a separate sheet titled "Attachment: Restrictions" and write "see attached" below. If you want your agent to represent you on a plat, interim use permit, conditional use permit or variance application and also be authorized to obtain the related land-use permit, be sure to complete the "application" section as well. If an item's box is checked and the accompanying space is left blank, the authorization granted on that item is valid for a period of one year from the date of signature, or until City staff receive written notification from the property owner(s) stating otherwise, or the property ownership changes.

I (we) BIRKBE INVESTMENTS, LLC hereby authorize AMY DELAP to act  
(Landowner, print) (Agent, print)  
as my (our) agent on the following item(s): *complete the appropriate item(s)*

Application:  Land Use    Fence    Sign    Environmental Alteration    Short-Term Rental  
 Lot Combination/Division/Realignment    Other: \_\_\_\_\_

(Write in restrictions): \_\_\_\_\_

- Plat application: \_\_\_\_\_
- Interim/Conditional Use Permit application: CLP FOR DANCE STUDIO
- Variance application: \_\_\_\_\_
- Development Agreement: \_\_\_\_\_

**on my (our) property located at:**

Tax Parcel Number(s): 80,04537.00  
Physical Site Address: 1407 NAYLOR DRIVE SE

**Agent / Contact Information**

Agent address: 7665 Loon Lodge Ln NE Bemidji MN 56601  
Street City State Zip Code

Agent Name(s): Amy Delap

Agent phone # (218) 407-4559 Agent email address: LOONLODG@GMAIL.COM

**Section B: Short-Term Rentals; Contact Consent Form**

**Note:** This section only applies to short-term rental licenses

Local Contact & Authorized Agent Consent.

As the Authorized Agent and Local Contact, you agree to the following terms as stated in the short-term rental ordinance.

- Authorize the City of Bemidji to contact you and release your contact information to the property owners within the required notification range of the above short-term rental property.
- Consent to be the contact for complaints from said property owners, local government staff, and local law enforcement 24 hours a day.
- Understand that you shall record, report, and rectify the complaints for this short-term rental.
- The property owner and Local Contact & Authorized Agent of the short-term rental must notify City staff within ten (10) days of a change in Local Contact and a new Authorized Agent form must be signed.
- Must reside within 30 minutes of the short-term rental.
- Consent to following and maintaining the short-term rental in accordance with all conditions placed on the license.

This form runs with the length of the short-term rental license and expires on December 31<sup>st</sup> of that year. Reauthorization must be filed within 30 days before end of term.

**Section C: Signatures for all sections**

<u>Kirsten Torgerson</u> Property Owner(s) Signature	<u>BWORK INVESTMENTS, LLC</u> Property Owner Printed Name	<u>05/28/2024</u> Date
---	--	---------------------------

_____ Property Owner(s) Signature	_____ Property Owner Printed Name	_____ Date
--------------------------------------	--------------------------------------	---------------

<u>Amy DeLap</u> Local Contact & Authorized Agent Signature	<u>Amy DeLap</u> Contact Printed Name	<u>5/29/24</u> Date
--	--	------------------------

## Packet Distribution List

**Application #SUP-2026-0002**

	<u>CONTACT</u>	<u>E-MAILED</u>
<input checked="" type="checkbox"/>	Applicant / Representative	6/3/26
<input checked="" type="checkbox"/>	City Building Department	6/3/26
<input checked="" type="checkbox"/>	City Attorney (Planning & Zoning)	6/3/26
<input checked="" type="checkbox"/>	City Engineer	6/3/26
<input checked="" type="checkbox"/>	City Manager	6/3/26
<input type="checkbox"/>	City Community Development (Vacant)	_____
<input checked="" type="checkbox"/>	City GIS Department	6/3/26
<input checked="" type="checkbox"/>	City Police Department	6/3/26
<input checked="" type="checkbox"/>	City Fire Department	6/3/26
<input type="checkbox"/>	City Parks Department	_____
<input type="checkbox"/>	Beltrami County ESD/SWCD	_____
<input type="checkbox"/>	Beltrami County Recorder	_____
<input type="checkbox"/>	Beltrami County GIS Department	_____
<input type="checkbox"/>	Beltrami County Sheriff	_____
<input type="checkbox"/>	Beltrami County Engineer / Highway	_____
<input type="checkbox"/>	Beltrami County Natural Resources	_____
<input type="checkbox"/>	MnDNR Trails	_____
<input type="checkbox"/>	MnDNR Waters	_____
<input type="checkbox"/>	MnDNR District	_____
<input type="checkbox"/>	MnDOT	_____
<input type="checkbox"/>	Airport	_____
<input type="checkbox"/>	Bemidji School District	_____
<input type="checkbox"/>	MPCA Closed Landfill Program	_____
<input type="checkbox"/>	U.S. Army Corps of Engineers	_____
<input type="checkbox"/>	Minnesota Chippewa Tribe	_____
<input type="checkbox"/>	Red Lake Nation DNR	_____
<input type="checkbox"/>	White Earth Nation DNR	_____
<input type="checkbox"/>	Leech Lake Band DRM	_____
<input checked="" type="checkbox"/>	Bemidji Sustainability Commission	6/3/26
<input checked="" type="checkbox"/>	Bemidji Area Chamber of Commerce	6/3/26
<input type="checkbox"/>	Bemidji Downtown Alliance	_____
<input type="checkbox"/>	Other: _____.	_____



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

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**June 3, 2026**

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.

The City of Bemidji Planning and Zoning Commission will consider this proposal at its meeting on **Thursday, June 25, 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 4<sup>th</sup> Street NW, or by email to **SGAdmin@ci.bemidji.mn.us**. If possible, your comments should be submitted by **Thursday, June 18, 2026**, so they may be incorporated into our report to the Planning and Zoning Commission. The report, along with any other pertinent information regarding this planning case will be available prior to the meeting on our website ([City of Bemidji/Boards, Commissions, and Committees/Planning Commission](#)) and at city hall. Attached is a copy of the application and other supporting documentation.

If you have any questions or need further information, please feel free to contact our office at 218-759-3579 or email the planner assigned to the case (see email address above). City departments may access through SmartGov application **SUP-2026-0002**.

Respectfully,

Planning and Zoning Staff  
City of Bemidji



Planning and Zoning Department  
City of Bemidji  
317 4<sup>th</sup> Street NW Bemidji, MN 56601  
Office (218) 759-3579  
Email [SGAdmin@ci.bemidji.mn.us](mailto:SGAdmin@ci.bemidji.mn.us).

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**June 3, 2026**

Dear Property Owner:

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

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.

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

This public hearing will be held on **Thursday, June 25, 2026, at 5:30 p.m.** The meeting will be held in the Council Chambers of the Bemidji City Hall located at 317 4<sup>th</sup> Street NW. 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 **Thursday, June 18, 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](mailto:SGAdmin@ci.bemidji.mn.us).

Respectfully,

Planning & Zoning Department  
City of Bemidji

AMERICAN GARAGE DOOR SPPLY INC  
1225 INDUSTRIAL PARK DR SE  
BEMIDJI, MN 56601

DEB LEY PROPERTIES LLC  
PO BOX 546  
BEMIDJI, MN 56619

SOO LINE RAILROAD COMPANY  
MACKENZIE SHAW  
427 W 12TH ST  
KANSAS CITY, MO 64105

HJZ ENTERPRISES LLC  
1222 INDUSTRIAL PARK DR SE  
BEMIDJI, MN 56601

BJERKE INVESTMENTS LLC  
5487 HART LN NW  
BEMIDJI, MN 56601

DONALD KEMMER  
BETHANY KEMMER  
23183 TREEBARK DR  
BEMIDJI, MN 56601

BIENEK PROPERTIES LLC  
1514 62ND AVE N  
FARGO, ND 58102

VETTER & WALD LLP  
1615 E BISMARCK EXPY  
BISMARCK, ND 58504

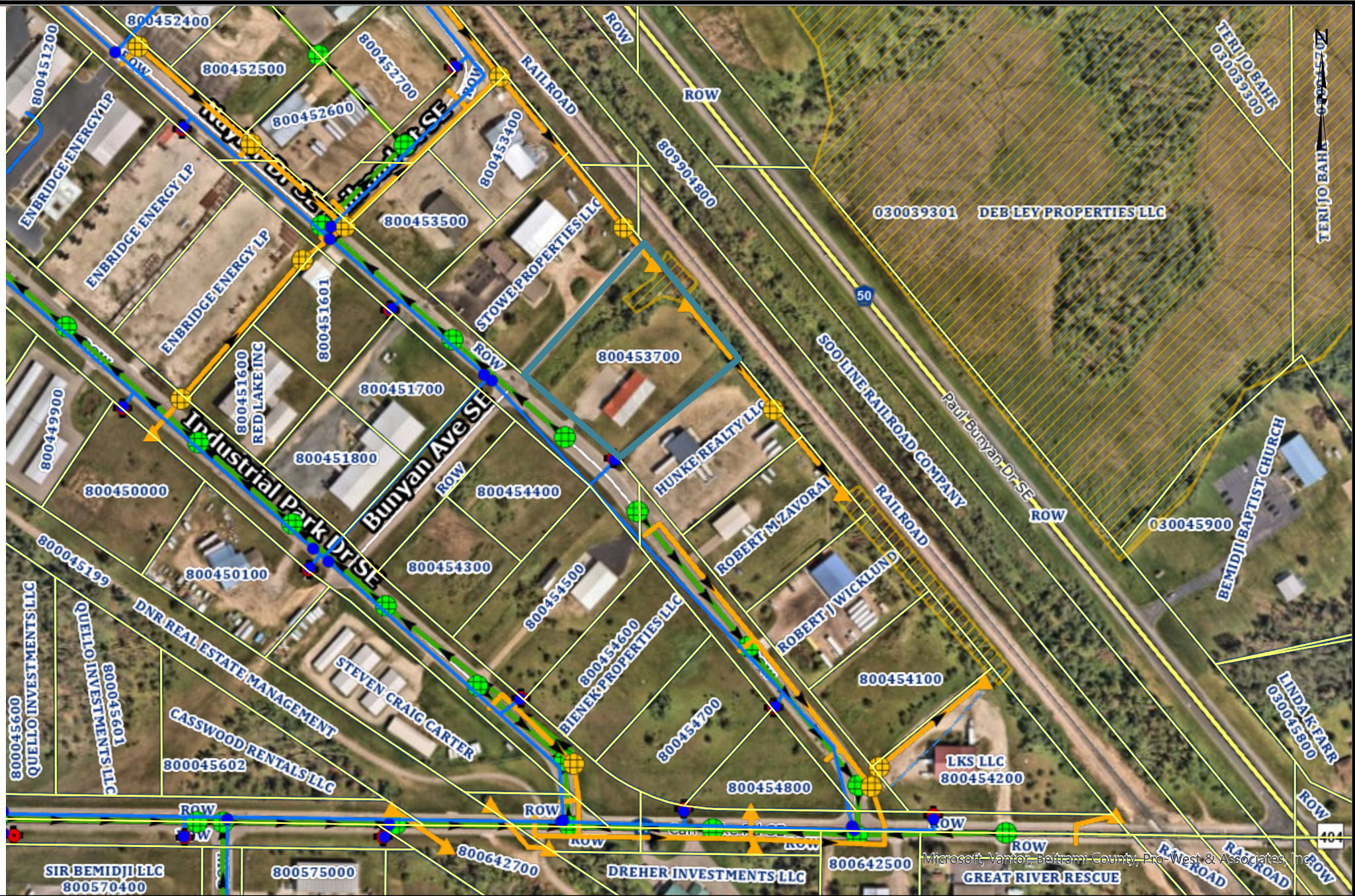
ROBERT M ZAVORAL  
DEANN K ZAVORAL  
3605 WAVILLE RD NE  
BEMIDJI, MN 56601

STOWE PROPERTIES LLC  
2701 MARION DR SE  
BEMIDJI, MN 56601

HUNKE REALTY LLC  
PO BOX 229  
WADENA, MN 56482

SHARED MEDICAL TECHNOLOGIES  
202 WEST NEWTON ST  
RICE LAKE, WI 54868





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

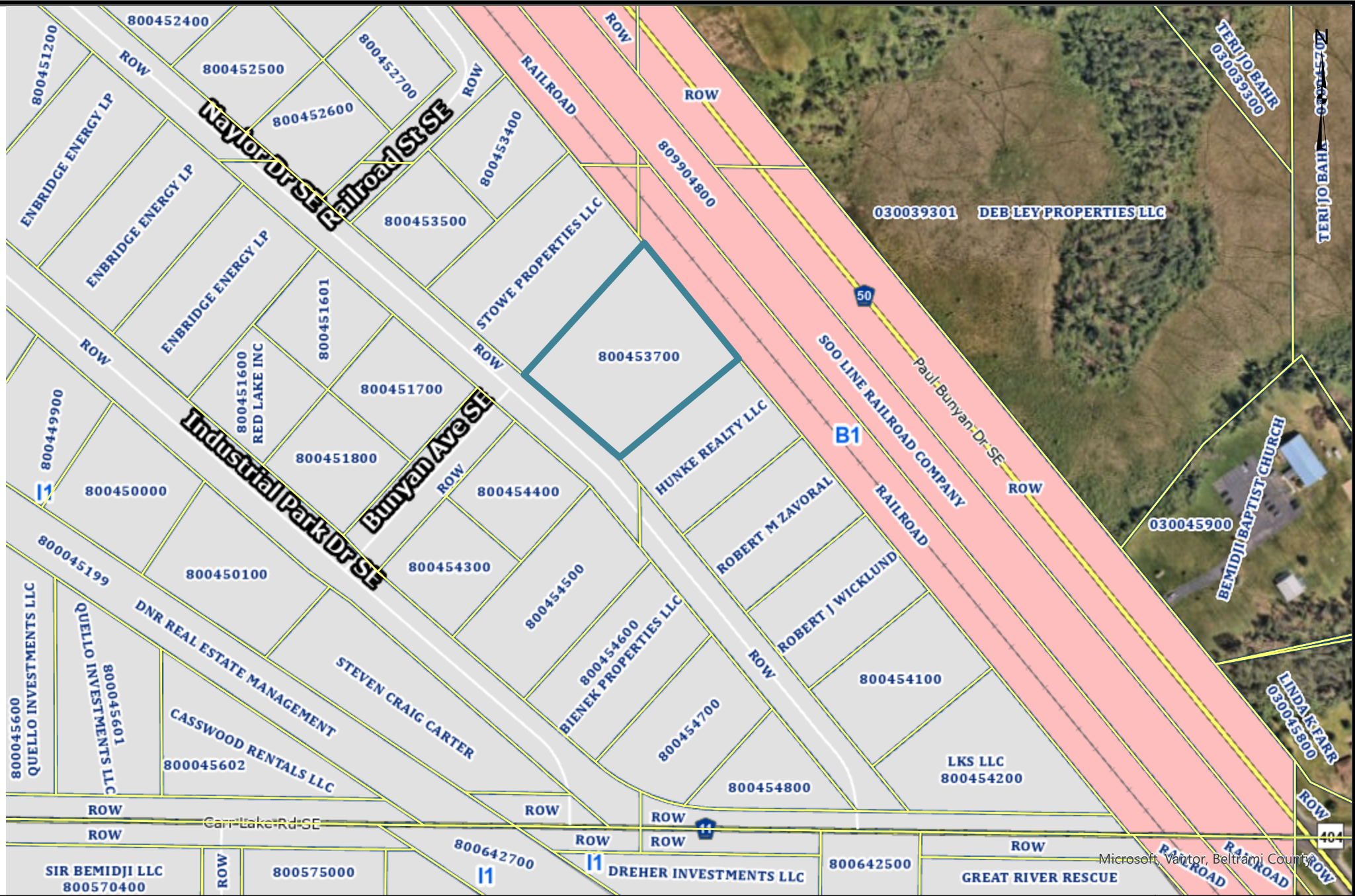
### Aerial Map

1:4,514

Date: 6/2/2026

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





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

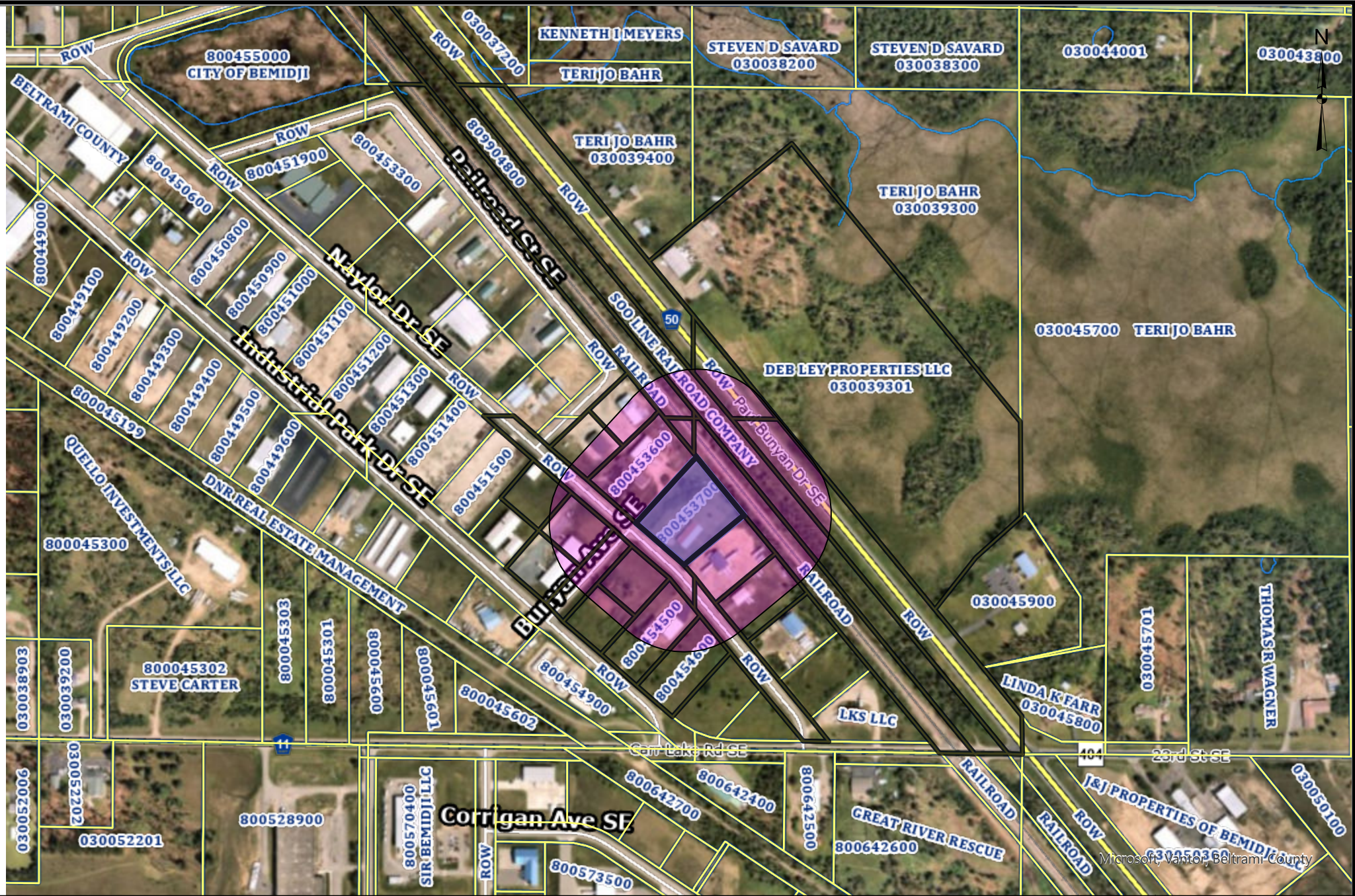
## Zoning Map

1:4,514

Date: 6/2/2026

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

Page 27 of 112



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>Buffer Map</h1>	
1:9,028	Date: 6/2/2026
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 Florida, County of Orange, ss:

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

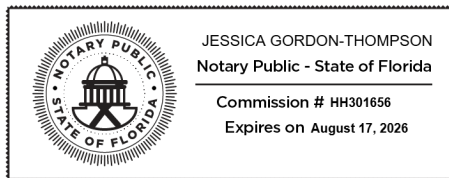
1. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and the day of the week upon which the public notice attached/copied below was published in the newspaper are as follows: Saturday, June 13, 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.

Anjana Bhadoriya

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

## VERIFICATION

State of Florida  
County of Orange



Subscribed in my presence and sworn to before me on this: 06/15/2026

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, June 25, 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):

**Interim Use Permit Request:** - 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 (1) Industrial Park/Light Industrial Zoning District. The subject property is located at 1407 Naylor Dr SE (PIN 800453700) in the City of Bemidji.

**Final Plat Request** - 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: #800034489; 800050504, 800050505, and 800116600) in the City of Bemidji (also known as the railroad corridor).

**Conditional Use Permit Request:** - 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.

**Conditional Use Permit Request:** - Dennis Batty of The Dennis Batty & Associates Group, Inc., Architects & Planners Inc., 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: 80552400) in the City of Bemidji. The parcel is in the B-2 General Commercial District and the Airport Zones 3 & H Overlays.

All interested parties are invited to attend the public hearing(s) and comment on the proposal(s). If you are unable to attend in person, comments can be submitted by email to SGAdmin@ci.bemidji.mn.us (preferred method), letter, or phone call to the Planning and Zoning Department. Call 218-759-3579 or visit our website at [www.ci.bemidji.mn.us](http://www.ci.bemidji.mn.us) for more information. If possible,

your written comments should be submitted by **Thursday, June 18, 2026**, so they may be incorporated into the staff report to the Planning Commission.  
(Jun. 13, 2026)

To: Melissa Fahrenbruch, Assistant Planning Director  
From: Bemidji Sustainability Commission  
Date: June 18, 2026  
Re: SUP-2026-0002 - Just for Kix

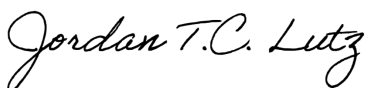
The Bemidji Sustainability Commission reviewed the conditional use permit request for the proposed remodeling to accommodate a dance studio and submits the following recommendations for consideration.

One of the goals for the Sustainability Commission relates to natural landscapes. This goal aligns with **GreenStep Best Practice 16.5 Enact an ordinance that preserves/replaces trees and soils and encourages resilient, non-invasive landscaping**. Accordingly, the Commission recommends planting of native tree species and ecologically beneficial ground-cover consisting of native plant species in accordance with established green infrastructure and stormwater best practices. Landscaping near downspouts should follow guidance of the [Minnesota Stormwater Manual](#), which emphasizes hardy, locally-adapted native species, because they improve infiltration and pollutant removal while reducing long-term maintenance compared with non-native or turfgrass plantings. Native plant palettes can also provide high value habitat and seasonal forage for native pollinators, birds, and other wildlife (see [MPCA's Plants for Stormwater Design](#) and the Minnesota plant lists/[Blue Thumb Plant Finder](#) tools for site-specific selection). In the Bemidji region (Zone 3), planting a diverse mix of species that tolerate both periodic wet conditions in the basin and drier margins can create a resilient, multifunctional landscape. Examples include wet-adapted natives such as swamp milkweed, blue flag iris and cardinal flower; transitional species like Joe-pye weed and asters; and prairie grasses such as little bluestem prairie dropseed on the drier edges — all of which support deep roots, seasonal blooms, and pollinators while helping stabilize soils and manage stormwater runoff .

In areas where stormwater and drainage are less of a concern, consider ecologically-beneficial alternatives to traditional turf lawn applications. According to the [University of Minnesota's Extension](#), species such as dutch white clover, self-heal, and creeping thyme provide resources for pollinators, reduce the need for inputs such as fertilizer and water, require similar or less maintenance, yet allow similar enjoyment by humans as do traditional grass lawns.

Another goal of the Sustainability Commission is to support energy efficiency and electrification throughout the city. This goal aligns with **GreenStep Best Practice 23.5 Install and promote publicly available EV charging infrastructure**. Though multimodal transportation access to the site is limited by the site's location in the industrial park, the Commission encourages accommodations for electric vehicles (EV's) and plug-in hybrid electric vehicles (PHEV's) such as designated parking and Level 2 (240V) charging infrastructure. Reference EV charging best practices such as those drafted November 2025 by the Minnesota Local Road Research Board, accessible through [MnDOT's digital library](#). Estimates suggest the number of EV's driving Minnesota's roadways increased by a factor of approximately 16x between 2018 and 2025. Supporting further adoption of this low-emitting, efficient alternative to conventional internal combustion engines is worth the marginal cost when factoring the many co-benefits of EV's/PHEV's. Charging infrastructure may also encourage use and membership of the community center.

Thank you for considering the Sustainability Commission's input.



Jordan Lutz  
Chair, Bemidji Sustainability Commission

## The City of Bemidji Planning and Zoning Department

<b>PLANNING CASE:</b> SUB-2026-0002	<b>MEETING DATE:</b> June 25 <sup>th</sup> , 2026
<b>APPLICANT:</b> Greater Bemidji	<b>60-DAY RULE DATE:</b> July 28 <sup>th</sup> , 2026
<b>PROCEEDING:</b> Final Plat	<b>ZONING DISTRICT:</b> (UR) Urban Renaissance & Shoreland Overlay
<b>PREPARED BY:</b> Jamin Carlson Planning Director	<b>EXHIBITS:</b> Zoning Map, Aerial Map, Application, Final Plat Drawing, Supporting Documentation.

### PLANNING REPORT

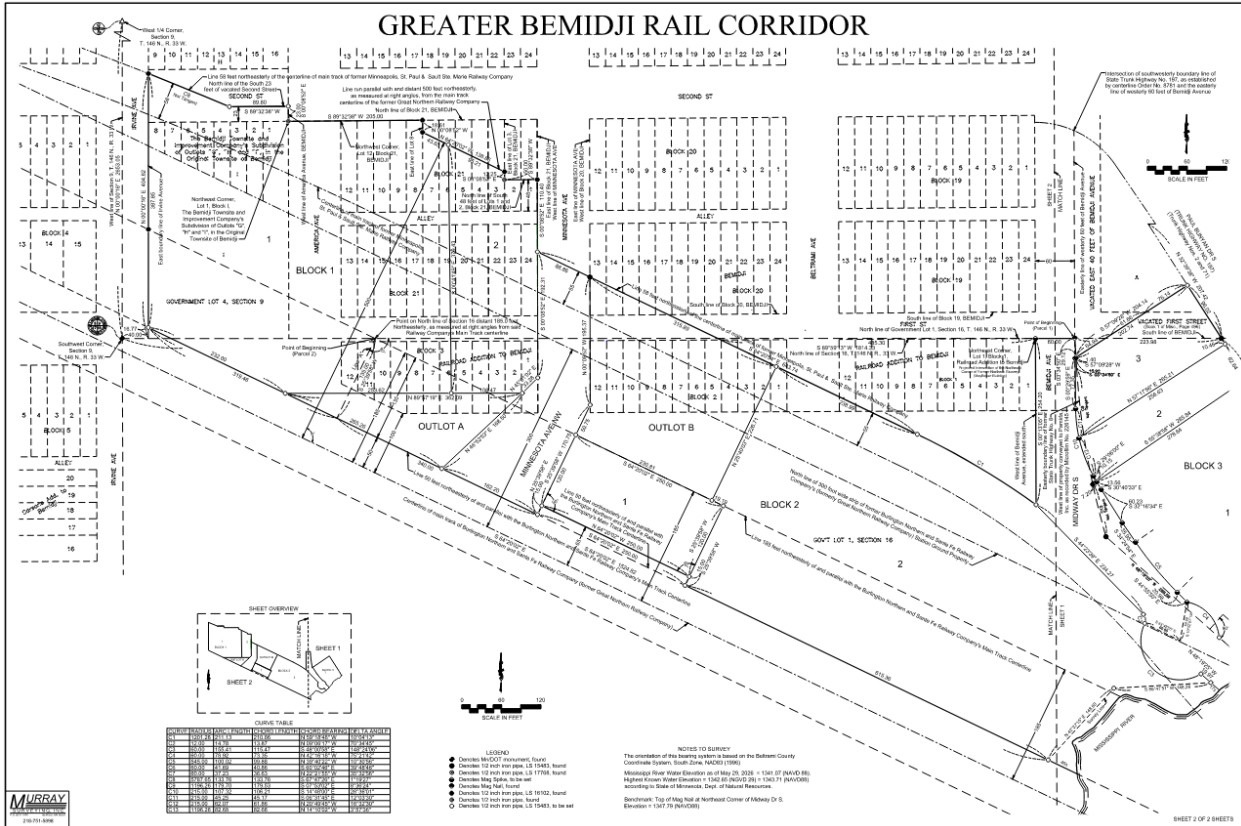
#### SUMMARY OF REQUEST

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 and Hegna parcels have 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 properties are located at multiple addresses off Minnesota Ave NW and Midway Dr. S (Parcels 800034499, 800050504, 800050505, 800116602, 800116604, and 800116600) in the City of Bemidji (also known as the railroad corridor).

#### BACKGROUND

The planning board approved the Final PUD on February 9<sup>th</sup>, 2026. Since that approval the City of Bemidji has been working with Murray Surveying to research the historical records and iron out public rights-of-way (ROWs) for the Greater Bemidji Rail Corridor Plat. The Final Plat approval is required before August 9<sup>th</sup>, 2026, or six months from the PUD approval.

Below are the final plat drawings that show a cul-de-sac at the end of Midway Drive along with changes to the road curves to fix existing issues. There have been additions of the St. Michels and Hegna parcels (three total additional parcels) to the plat to make corrections to the right of way to benefit the city and the adjoining property owners. Adding the St. Michel's parcel was needed to accommodate the future turn-around and fix the ROW along with discrepancies in that area. Other needed changes were the museum parking lot into its own parcel along with Outlot A for the stormwater holding area for both the YMCA lot (lot 1 block 1) and the yet to be developed lot abutting Minnesota Ave (block 1, lot 2). Outlot B is for the future private park and block 2, lot 2 is for the future hotel and convention/restaurant. The remainder of the plat is ROW for Minnesota Ave SW and Midway Dr. S. The utility and trail easements will be added later but before final recording to Beltrami County (must be within six months of approved plat).



## DISCUSSION/DEVELOPMENT ANALYSIS

### Planning Considerations

The definition of a Plat in the City of Bemidji Planning & Zoning Ordinance (hereafter referred as “Ordinance”) is as follows:

*Plat means a map or drawing which graphically delineates the boundary of land parcels for the purpose of identification and record of title. The plat is a recorded legal document and must conform to the law.*

### Final Plat:

#### g) Final Plat.

*(1) The owner or subdivider shall file a minimum of twenty-five (25) copies of the Final Plat to the planning director for the planning commission not later than six months after the date of approval of the preliminary plat by the council, otherwise, the preliminary plat and final plat will be considered void unless an extension is requested in writing by the subdivider and, for good cause, granted by the council. The owner or subdivider shall also submit at this time either an up-to-date certified Abstract of Title or Torrens Certificate of Title and/or evidence of Title Insurance Commitment as the council Attorney may require showing title or control in the property by the applicant;*

*(2) The final plat will have incorporated all changes or modifications approved in the preliminary plat; in all other respects it shall conform to the preliminary plat. It may*

*constitute only that portion of the approved preliminary plat which the subdivider proposed to record and develop at the time, provided that such portion conforms to all of the requirements of this Article;*

*(3) Prior to submitting the final plat to the council, the subdivider shall submit a copy of the final plat to the city or township, the office of the Beltrami County Surveyor and the County planning commission for review and comment;*

*(4) The planning commission shall consider the final plat officially filed after the planning director has examined it and advised the planning commission that it is in proper form;*

*(5) As soon as the final plat is placed on file the planning director shall distribute copies of the final plat to the planning commission, and the remainder of the distribution list as approved by the council. The Abstract of Title or Torrens Certificate of Title and/or Title Insurance Commitment shall be referred to the council Attorney for examination and report. The Attorney's report shall be given to the planning commission within fifteen days. Following preliminary approval the applicant may request final approval by the council, and upon such request the council shall certify final approval within sixty (60) days if the applicant has complied with all conditions and requirements of applicable regulations and all conditions and requirements upon which the preliminary approval is expressly conditioned either through performance or the execution of appropriate agreements assuring performance. If the council fails to certify final approval as so required, and if the applicant has complied with all conditions and requirements, the application shall be deemed finally approved, and upon demand the council shall execute a certificate to that effect;*

*(6) If the final plat is approved by the council, 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;*

*(7) The subdivider shall, immediately upon recording, furnish the council and appropriate Engineer's Office with one transparent reproducible Mylar of the final plat showing evidence of the recording and paper prints of the plat for the planning director, Assessor's Office, and Building Inspector's Office, as applicable;*

*(8) The subdivider shall furnish the required type and number of final plat drawings for review and approval, including the necessary plat data, according to the approved Final Plat Application Checklist provided and approved by the council.*

#### Sec. 28-473. - Necessary Data for Final Plat

*The final plat shall be prepared by a land surveyor who is registered in the State of Minnesota, shall conform to all State and County requirements and shall include the following:*

*(a) Accurate angular and lineal dimensions for all lines, angles, and curvatures used to describe boundaries, streets, alley, easements, area reserved for public use, and other important features. Dimensions of lot lines shall be shown in feet and hundredths of a foot;*

*(b) Names and right-of-way width of each street, highway, easement, or other right-of-way as required by state law;*

- (c) An identification of all lots and blocks, including lot lines and dimensions;*
- (d) Accurate location of all monuments as required by state law;*
- (e) Names and location of adjoining subdivision, streets and unplatted properties;*
- (f) Municipal, townships, county or section lines accurately tied to the lines of the subdivision by distance and angles;*
- (g) Radii, internal angles, points and curvatures, tangent bearings, and lengths of all areas.*
- (h) Certification on plat of title showing that the applicant is the owner and a statement by that owner dedicating streets, rights-of-way and any other sites for public use;*
- (i) Accurate outlines and legal description of any areas to be dedicated or reserved for public use, or for the exclusive use of property owners within the subdivision with the purposes indicated therein;*
- (j) Public drainage and utility easements along the entire internal and external boundary lines of every lot in the plat;*
- (k) Certification by a registered surveyor in the form required by Minnesota Statutes, Section 505.03;*
- (l) Execution by all owners of any interest in the land any holders of a mortgage thereon of the certificate required by Minnesota Statutes, Section 505.03, and which certificate shall include a dedication of the utility easements and any other public areas in such form as shall be approved by the council Attorney;*
- (m) Certification showing that all taxes and special assessments currently due on the property to be subdivided have been paid in full;*
- (n) Location of public waters as required by state law;*
- (o) Letters of approval of highway access points and service roads from the Commissioner of the Department of Transportation and County Engineer, as applicable, shall be submitted with the final plat;*
- (p) Form of approval by local authorities, either by the council and/or the governing body of the jurisdiction(s) where the plat is located, as may be required under Minnesota Statutes Chapter 505, may be worded substantially as follows:*

*Approved by the city  
council, Minnesota  
this 9th day of April, 2014.  
Council Chair*

- (q) Form for approval by County authorities as required by law.*

### **Zoning/ Land Use Type**

The subject property is zoned as (UR) Urban Renaissance (downtown), which is defined as: *Provide areas for retail, recreational, and governmental functions in a high amenity setting, accessible by automobile but conducive to pedestrians and bicyclists.*

As for surrounding uses and zoning, the areas to the north of the subject properties are all within the UR zoning district and comprise of mostly commercial type uses with an apartment to the east on Minnesota Ave. The property to the direct south is the BNSF active railroad line and the Beltrami County History Museum. To the west is city owned property that was used for snow storage (west of the Irvine Ave overpass) but will have an earthen berm from the excavation from the site.

### **Traffic**

A traffic impact study has been completed for this proposed development. One of the findings from the traffic study concluded that a four-way stop should be added to the end of America Ave & 2<sup>nd</sup> Street.

### **Public Streets & Trails**

The existing multimodal trail will still need to have the easement added to the plat. The multimodal trail will still need to be reconstructed in a way to accommodate for snow mobile use (groomer as well) during winter, as this is a designated snow mobile route, and bike and pedestrian use during other seasons.

### **Comments**

#### **Development Team Comments:**

#### **[City Engineer/Director of Public Works, Sam Anderson](#)**

*As a general note, there will be eventual easements being established prior to final sale of property to encompass remaining city items such as, existing water lines, san. sewer lines, and city trails that won't remain within formal city right of way.*

*Thank you,*

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

#### **Neighboring Property Owner Comments:**

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

### **Comprehensive Plan References**

The City of Bemidji's Comprehensive Plan has identified this area within its future land use map as Urban Mixed Development Shoreland: Downtown development including retail, office, and high-density residential. To be developed at a density and with mixed use to not pose a negative impact to aquatic resources.

### **Rail Corridor District**

*The Rail Corridor District is located just south of Downtown Bemidji. The Corridor extends approximately 300 feet north of the existing railroad tracks, east of Park Avenue, and west of the Mississippi River. The City of Bemidji is interested in revitalizing the Corridor into a vital district that completes Downtown by adding new uses and attractions (Central City Plan 2009). The*

proposed use would include mixed use commercial/residential development with high-end retail shopping and a 60-unit residential facility. The site needs to be investigated for potential environmental limitations before such a development can be built.

The Corridor consists of four parcels totaling 20.53 acres (Beltrami County GIS). The area was historically characterized by as many as five different operating railroad companies at one time and their associated tracks, depots, and numerous businesses, such as:

- warehouses,
- feed mills,
- flour mills,
- creameries,
- hardware stores,
- grocery stores,
- bottling companies,
- lumber yards,
- mills,
- auto repair facilities,
- saloons,
- restaurants,
- hotels,
- residential dwellings,
- bulk petroleum facilities, and
- fueling stations.

The “Rail Corridor District” along with surrounding state and city owned properties is a current homeless encampment corridor.

**Objective 5.1: Promote a “Mixed-Use” Downtown Bemidji to Preserve and Encourage Diversity in Business and Housing Opportunities**

1. Support initiatives and redevelopment designed to increase Downtown housing. The community will continue to provide opportunity for housing and commercial uses throughout Downtown Bemidji. When reviewing development projects, it is encouraged to preserve existing housing and explore options for increasing housing. Mixed-use housing can be increased with continued vertical development within Downtown, preserving retail while increasing housing opportunities.
2. Support and encourage long-range master planning for the rail corridor and inner-city river frontage to meet the needs of the community. The Rail Corridor District is currently adjacent to parcels that are contaminated due to past uses. It is encouraged to seek resources to remediate contaminated parcels to reestablish the Rail Corridor District as a valuable asset to the community. The adjacent Rail Corridor District and inner-city river frontage is a positive asset. It is imperative that this area be developed in a driven, community-focused manner.

**Objective 4.1: Preserve the Quality Residential Neighborhoods Promote “mixed-use” areas to improve the transition of residential land use to other land uses.** Mixed-use areas can provide an excellent transition from residential areas to commercial or highly developed areas. Gradually intensifying the uses on the fringe of neighborhoods or along high-traffic corridors that have been traditionally residential will mitigate impact to existing neighborhoods.

4. **Allow flexibility with site design standards to ensure high-quality development.**  
Allowing for greater flexibility of zoning ordinances or density requirements for meeting

*site development criteria, such as increased live landscaping, stormwater retention areas, active recreation amenities, or park area, can provide a benefit to developers while ensuring a high-quality neighborhood is being designed or redeveloped.*

- 5. Promote pedestrian-scale designs to increase sense of place and improve active transportation in new developments or redevelopments.** *It is important to ensure high-density residential areas are designed with active transportation in mind. Pedestrian-scale design of roadways and buildings can allow for a safe and inviting walkable environment.*

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

- 1. Promote flexibility for commercial and industrial redevelopment and encourage in-fill development.**
  - a. Allowing for in-fill development and redevelopment of existing commercial areas will ensure the current commercial and industrial areas remain vibrant, full, and diverse. In-fill and redevelopment will be encouraged before resorting to increasing commercial and industrial areas.
- 2. Identify areas where commercial and industrial uses should be located, specifically adjacent to highways with controlled access where noise, odor, dust, and glare will have minimal impact.** *When reviewing new commercial and industrial land uses, ensuring these areas are appropriate and compatible with opportunity to be successful. Piecemeal development of industrial and commercial land uses can increase urban sprawl and have negative impacts on existing, less intense surrounding land uses.*

#### **Zoning Ordinance References**

Section 28-9: Definitions  
Section 28-82: Land Use Matrix  
Section 28-121: Lot Size and Bulk Regulations by Zoning Districts  
Section 28-201: Zoning Districts  
Section 28-472: Land Suitability  
Section 28-473: Necessary Data for Final Plat  
Section 28-479: Minimum Subdivision Design Standards

#### **RECOMMENDATION & FINDINGS**

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

The Planning Commission must decide whether the conditions and findings are sufficient for approval of a final plat for parcels 800034499, 800050504, 800050505, 800116602, 800116604, and 800116600 located in the (UR) Urban Renaissance & Shoreland Overlay, with the following findings and conditions:

##### **Conditions**

1. The approved final plat shall be known as “Greater Bemidji Rail Corridor”, 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.

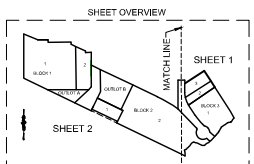
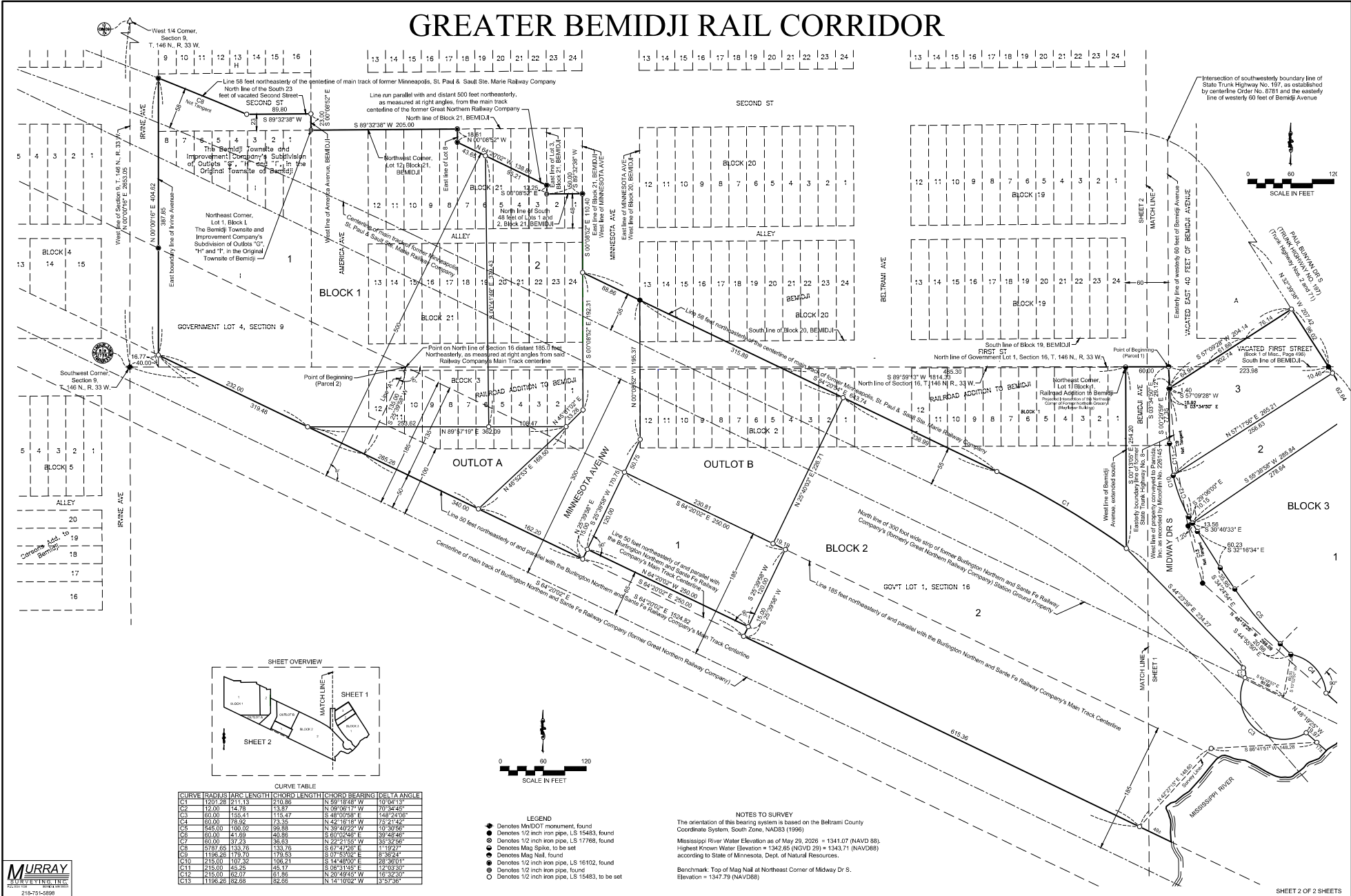
2. The subdivider shall, immediately upon recording, furnish the city engineer, building official, and planning director with an electronic copy of the final plat showing evidence of the recording;
3. All utilities and ingresses & egresses shall be constructed to City specifications, as required by the City Engineer.
4. Each parcel will need to obtain all applicable permits and reviews through the City of Bemidji.
5. Before sale of any of the lots, the proper easements for utilities, trails, and stormwater areas shall be finalized.

### **Findings of Fact**

1. The plat is approximately 20.32 acres or 885,139 square feet in size.
2. The plat is permitted in the (UR) Urban Renaissance Zoning District.
3. The proposed plat design meets the requirements of the City of Bemidji's Ordinance.
4. An increase from four (4) lots to seven (9) lots will occur along with the additions of two (2) rights-of-ways being delineated for the final plat.
5. An increase in traffic will occur; however, no adverse impacts on traffic are anticipated in this immediate vicinity according to the traffic study that was completed.
6. The final plat is in conformity with the Comprehensive Plan and the city ordinance.



# GREATER BEMIDJI RAIL CORRIDOR



**CURVE TABLE**

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	1203.29	1211.13	1210.84	N 59° 16' 00" W	100° 00' 15"
C2	112.00	14.78	13.87	N 09° 06' 17" W	70° 34' 40"
C3	60.00	13.53	11.47	S 48° 02' 58" E	148° 23' 00"
C4	60.00	78.92	73.35	N 42° 16' 18" W	75° 21' 42"
C5	545.00	160.02	89.88	S 39° 40' 22" W	10° 30' 56"
C6	60.00	41.99	40.96	S 60° 02' 58" E	39° 43' 45"
C7	60.00	37.23	36.63	N 22° 21' 55" W	33° 32' 56"
C8	5787.63	133.70	133.70	S 61° 4' 00" E	119° 27'
C9	1196.26	179.70	179.53	S 07° 53' 02" E	8° 38' 24"
C10	215.00	107.32	106.21	S 14° 48' 00" E	78° 30' 11"
C11	215.00	45.25	45.17	S 38° 31' 45" E	12° 03' 30"
C12	215.00	62.87	61.86	N 20° 49' 45" W	16° 32' 30"
C13	1196.26	182.88	182.68	N 14° 10' 02" W	3° 57' 36"

- LEGEND**
- Denotes MinDOT monument, found
  - Denotes 1/2 inch iron pipe, LS 15483, found
  - Denotes 1/2 inch iron pipe, LS 17768, found
  - Denotes Mag Spike, to be set
  - Denotes Mag Nail, found
  - Denotes 1/2 inch iron pipe, LS 16102, found
  - Denotes 1/2 inch iron pipe, found
  - Denotes 1/2 inch iron pipe, LS 15483, to be set

**NOTES TO SURVEY**

The orientation of this bearing system is based on the Beltrami County Coordinate System, South Zone, NAD83 (1996)

Mississippi River Water Elevation as of May 29, 2026 = 1341.07 (NAVD 88), highest known Water Elevation = 1342.85 (NGVD 29) = 1343.71 (NAVD88) according to State of Minnesota, Dept. of Natural Resources.

Benchmark: Top of Mag Nail at Northeast Corner of Midway Dr S. Elevation = 1347.79 (NAVD88)





Application

**SUB-2026-0002**

**SUBDIVISION PLAT/CIC/PUD**

**SITE ADDRESS:** 101 MINNESOTA AVE SW BEMIDJI  
**PRIMARY PARCEL:** 800034499  
**PROJECT NAME:** GREATER BEMIDJI RAILROAD CORRIDOR PLAT

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

**APPLICANT:** Marco, Tim  
102 1st St  
Bemidji, MN 56601  
262-391-5604

**OWNER:** CITY OF BEMIDJI  
317 4TH ST NW  
BEMIDJI, MN 56601

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

**OTHER:** Greater Bemidji Inc  
1021st St W Suite 101  
Bemidji, MN 56601  
(218) 444-5757

Detail Name	Detail Value
Number of Lots or Acres Numeric (Need for Fee)	4.00
Number of Lots/Units or Acres	19.32 ac
Is there one acre of contiguous land on the property?	Yes
Have there been any Variances/Use Permits granted on this property?	Yes (submit copies)
Is property within 1000 feet of a public water?	Yes
Select application type from the list:	PUD
Describe the existing use of your property including number of existing buildings:	vacant
Describe the proposed use of your property including number of existing and proposed buildings:	Multiphase commercial development
How many total acres/sq. feet are included in the plat?	19.32
How many existing parcels are part of this proposal?	4
How many proposed parcels are suggested?	6.00
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)?	Yes
How many Residential units are proposed? (Enter N/A if not applicable)	TBD
How many Commercial units are proposed? (Enter N/A if not applicable)	TBD
How many people will occupy your premises on an average day? Please provide numbers for employees, customers, and residents.	TBD
Will your proposal generate an increased amount of traffic?	Yes - please explain



If your proposal will generate an increase in traffic, please describe:	vacant land will be have commercial uses
Total Number of Off Street Parking Spaces	TBD with development Site Plan Reviews
Total Number of PROPOSED Off Street Parking Spaces	TBD with development Site Plan Reviews
What is the distance to the nearest public water & sewer utilities?	Less than 100ft
Does your proposal include increased water usage?	Yes - please enter the number of gallons per day
How many gallons per day?	TBD
Will your proposal generate additional waste?	Yes
Describe your disposal method .	Commercial hauler
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.	Yes, will be determined during Site Plan Reviews
Does your proposal include signs?	Yes - please describe
If your proposal does include signs, please describe here.	Will follow UR standards and Variance for Hotel
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?)	City of Bemidji
Escrow Payer Mailing Address	317 4th St NW
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.



## Authorized Agent / Contact Consent Form

### Section A: Authorized Agent / Contact Information

**Note:**

1. THIS FORM IS FOR USE ALONGSIDE CERTAIN PLANNING REQUESTS. IT CANNOT BE USED FOR OBTAINING CITY BUILDING PERMITS.
2. Form must be legible and completed in ink.
3. Check appropriate box(es). Write any specific restrictions for the checked item(s) in the space provided (e.g. “valid only for permit applications submitted between 06/01/2024 and 08/01/2024”) or attach a separate sheet titled “Attachment: Restrictions” and write “see attached” below. If you want your agent to represent you on a plat, interim use permit, conditional use permit or variance application and also be authorized to obtain the related land-use and/or septic permit(s), be sure to complete the “permit application” section as well. If an item’s box is checked and the accompanying space is left blank, the authorization granted on that item is valid for a period of one year from the date of signature, or until City staff receive written notification from the property owner(s) stating otherwise, or the property ownership changes.

I (we), \_\_\_\_\_ hereby authorize Greater Bemidji to act  
(Landowner, print) (Agent, print)  
 as my (our) agent on the following item(s): *complete the appropriate item(s)*

Permit application  Land Use  SSTS  Fence  Sign  Environmental Alteration

Short-Term Rental  Other: \_\_\_\_\_

(Write in restrictions): \_\_\_\_\_

Plat application: \_\_\_\_\_

Interim/Conditional Use Permit application: \_\_\_\_\_

Variance application: \_\_\_\_\_

Development Agreement: \_\_\_\_\_

**on my (our) property located at:**

Tax Parcel Number(s): \_\_\_\_\_

Physical Site Address: \_\_\_\_\_

**Agent / Contact Information**

Agent address: 102 1st St W, Bemidji, MN 56601  
Street City State Zip Code

Agent Name(s): Dave Hengel

Agent phone #: (218) 444-5757 Agent email address: dhengel@greaterbemidji.com

## Section B: Short-Term Rentals; Contact Consent Form

**Note:** This section only applies to short-term rental licenses

Local Contact & Authorized Agent Consent.

As the Authorized Agent and Local Contact, you agree to the following terms as stated in the short-term rental ordinance.

- Authorize the City of Bemidji to contact you and release your contact information to the property owners within the required notification range of the above short-term rental property.
- Consent to be the contact for complaints from said property owners, local government staff, and local law enforcement 24 hours a day.
- Understand that you shall record, report, and rectify the complaints for this short-term rental.
- The property owner and Local Contact & Authorized Agent of the short-term rental must notify City staff within ten (10) days of a change in Local Contact and a new Authorized Agent form must be signed.
- Must reside within 30 minutes of the short-term rental.
- Consent to following and maintaining the short-term rental in accordance with all conditions placed on the permit.

This form runs with the length of the short-term rental permit and expires on December 31<sup>st</sup> of that year. Reauthorization must be filed within 30 days before end of term.

## Section C: Signatures for all sections

_____ Property Owner(s) Signature(s)	_____ Date
<i>Dave Hengel</i> _____ Local Contact & Authorized Agent Signature	<i>03/31/25</i> _____ Date

## Packet Distribution List

**Application # SUB-2026-0002**

	<u>CONTACT</u>	<u>E-MAILED</u>
<input checked="" type="checkbox"/>	Applicant / Representative	6/3/26
<input checked="" type="checkbox"/>	City Building Department	6/3/26
<input checked="" type="checkbox"/>	City Attorney (Planning & Zoning)	6/3/26
<input checked="" type="checkbox"/>	City Engineer	6/3/26
<input checked="" type="checkbox"/>	City Manager	6/3/26
<input type="checkbox"/>	City Community Development (Vacant)	_____
<input checked="" type="checkbox"/>	City GIS Department	6/3/26
<input checked="" type="checkbox"/>	City Police Department	6/3/26
<input checked="" type="checkbox"/>	City Fire Department	6/3/26
<input checked="" type="checkbox"/>	City Parks Department	6/3/26
<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 checked="" type="checkbox"/>	MnDNR Trails	6/3/26
<input type="checkbox"/>	MnDNR Waters	_____
<input type="checkbox"/>	MnDNR District	_____
<input type="checkbox"/>	MnDOT	_____
<input type="checkbox"/>	Airport	_____
<input type="checkbox"/>	Bemidji School District	_____
<input type="checkbox"/>	MPCA Closed Landfill Program	_____
<input type="checkbox"/>	U.S. Army Corps of Engineers	_____
<input type="checkbox"/>	Minnesota Chippewa Tribe	_____
<input type="checkbox"/>	Red Lake Nation DNR	_____
<input type="checkbox"/>	White Earth Nation DNR	_____
<input type="checkbox"/>	Leech Lake Band DRM	_____
<input checked="" type="checkbox"/>	Bemidji Sustainability Commission	6/3/26
<input checked="" type="checkbox"/>	Bemidji Area Chamber of Commerce	6/3/26
<input checked="" type="checkbox"/>	Bemidji Downtown Alliance	6/3/26
<input type="checkbox"/>	Other: _____.	_____



Planning and Zoning Department  
City of Bemidji  
317 4<sup>th</sup> Street NW Bemidji, MN 56601  
Office (218) 759-3579  
Email [SGAdmin@ci.bemidji.mn.us](mailto:SGAdmin@ci.bemidji.mn.us).

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**June 3, 2026**

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 #800034499, 800050504, 800050505, and 800116600) in the City of Bemidji (also known as the railroad corridor).

The City of Bemidji Planning and Zoning Commission will consider this proposal at its meeting on **Thursday, June 25, 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, **Jamin Carlson's** attention at the Planning office at 317 4<sup>th</sup> Street NW, or by email to **[SGAdmin@ci.bemidji.mn.us](mailto:SGAdmin@ci.bemidji.mn.us)**. If possible, your comments should be submitted by **Thursday, June 18, 2026**, 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-2026-0002**.

Respectfully,

Planning and Zoning Staff  
City of Bemidji



Planning and Zoning Department  
City of Bemidji  
317 4<sup>th</sup> Street NW Bemidji, MN 56601  
Office (218) 759-3579  
Email [SGAdmin@ci.bemidji.mn.us](mailto:SGAdmin@ci.bemidji.mn.us).

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**June 3, 2026**

Dear Property Owner:

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

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 #800034499, 800050504, 800050505, and 800116600) in the City of Bemidji (also known as the railroad corridor).

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

This public hearing will be held on **Thursday, June 25, 2026, at 5:30 p.m.** The meeting will be held in the Council Chambers of the Bemidji City Hall located at 317 4<sup>th</sup> Street NW. 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 **Thursday, June 18, 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](mailto:SGAdmin@ci.bemidji.mn.us).

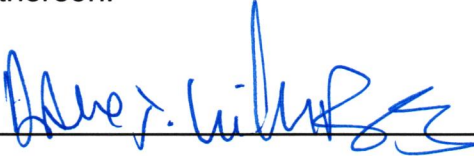
Respectfully,

Planning & Zoning Department  
City of Bemidji

# AFFIDAVIT OF SERVICE BY MAIL

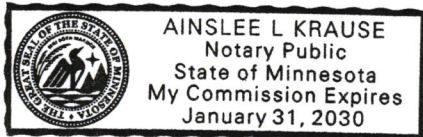
STATE OF MINNESOTA            )  
  )    SS  
COUNTY OF BELTRAMI         )

David Wielenberg, being first duly sworn, on oath deposes and states that on the 5th of February, 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 3rd day of June 2026.

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



Planning Case: **Final Plat Request for 80.00344.99 – SUB-2026-0002**

PATRICK KELLY HARRINGTON JR  
BRENT ALEN MCWITHEY  
2180 WASHINGTON AVE S  
BEMIDJI, MN 56601

BROTHER'S GROUP LLC  
209 MINNESOTA AVE NW  
BEMIDJI, MN 56601

MINNESOTA ENERGY RESOURCES COR  
GREEN BAY, WI 54307

R2M2 LLC  
114 IRVINE AVE SW  
BEMIDJI, MN 56601

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

KRAUS-ANDERSON INCORPORATED  
501 S 8TH ST  
MINNEAPOLIS, MN 55404

BREAK THE CYCLE ESTATES LLC  
207 2ND ST NW  
BEMIDJI, MN 56601

ALAINA LYNN FINLEY  
410 RAILROAD ST SW  
BEMIDJI, MN 56601

BRIDGE CITY INVESTMENTS LLC  
2853 ADAMS AVE NW  
BEMIDJI, MN 56601

ST MICHEL RENTAL LLC  
137 MAIN AVE S  
RUGBY, ND 58368

JESSICA ANN SAUCEDO  
SAUL SAUCEDO-SANCHEZ  
2609 OL WHISPERING PNES SW  
BEMIDJI, MN 56601

ROBERTA SAUVE  
501 OAK ST SW  
BEMIDJI, MN 56601

SPECKLEBELLY PROPERTIES LLC  
51080 COUNTY 29  
BEMIDJI, MN 56601

BEMIDJI COOPERATIVE ASSN  
PO BOX 980  
BEMIDJI, MN 56619

WILTSE FINE ART LLC  
2201 E 10TH ST  
LONG BEACH, CA 90804

ROHDE'S FEED AND GARDEN INC  
405 RAILROAD ST SW  
BEMIDJI, MN 56601

ROBERT KEITH SMITH TRUSTEE  
ROBERT & JANE SMITH FAM TRUST  
3201 SNOWMASS DR NW  
BEMIDJI, MN 56601

BRICKELL & BRICKELL LLC  
10 PONDEROSA  
GLENWOOD SPRINGS, CO 81601

BREW NORTH LLC  
211 AMERICA AVE NW  
BEMIDJI, MN 56601

PROSPER PROPERTIES LLC  
PO BOX 825  
PARK RAPIDS, MN 56570

DAIRYLAND OPERATIONS LLC  
PO BOX 120  
WISCONSIN DELLS, WI 53965

FRIZZELL LLC  
6463 STATE 371 NW  
WALKER, MN 56484

T HEGNA PROPERTIES LLC  
24651 470TH ST  
LAPORTE, MN 56461

MURYIA A DALTON  
107 IRVINE AVE SW  
BEMIDJI, MN 56601

MERSETH PROPERTIES  
207 AMERICA AVE NW  
BEMIDJI, MN 56601

LEILA A BRUNI  
519 OAK ST SW  
BEMIDJI, MN 56601

MATTHEW R MURRAY  
5408 JACKPINE RD NW  
BEMIDJI, MN 56601

BARRY B ANDERSON  
211 MINNESOTA AVE NW  
BEMIDJI, MN 56601

TERRY L DUY  
1532 HAGUE AVE  
SAINT PAUL, MN 55104

ELLMAR PROPERTIES LLC  
3807 VALLEY VIEW DR NE  
BEMIDJI, MN 56601

STATE - IN TRUST

HIRT PROPERTIES LLC  
PO BOX 294  
BEMIDJI, MN 56619

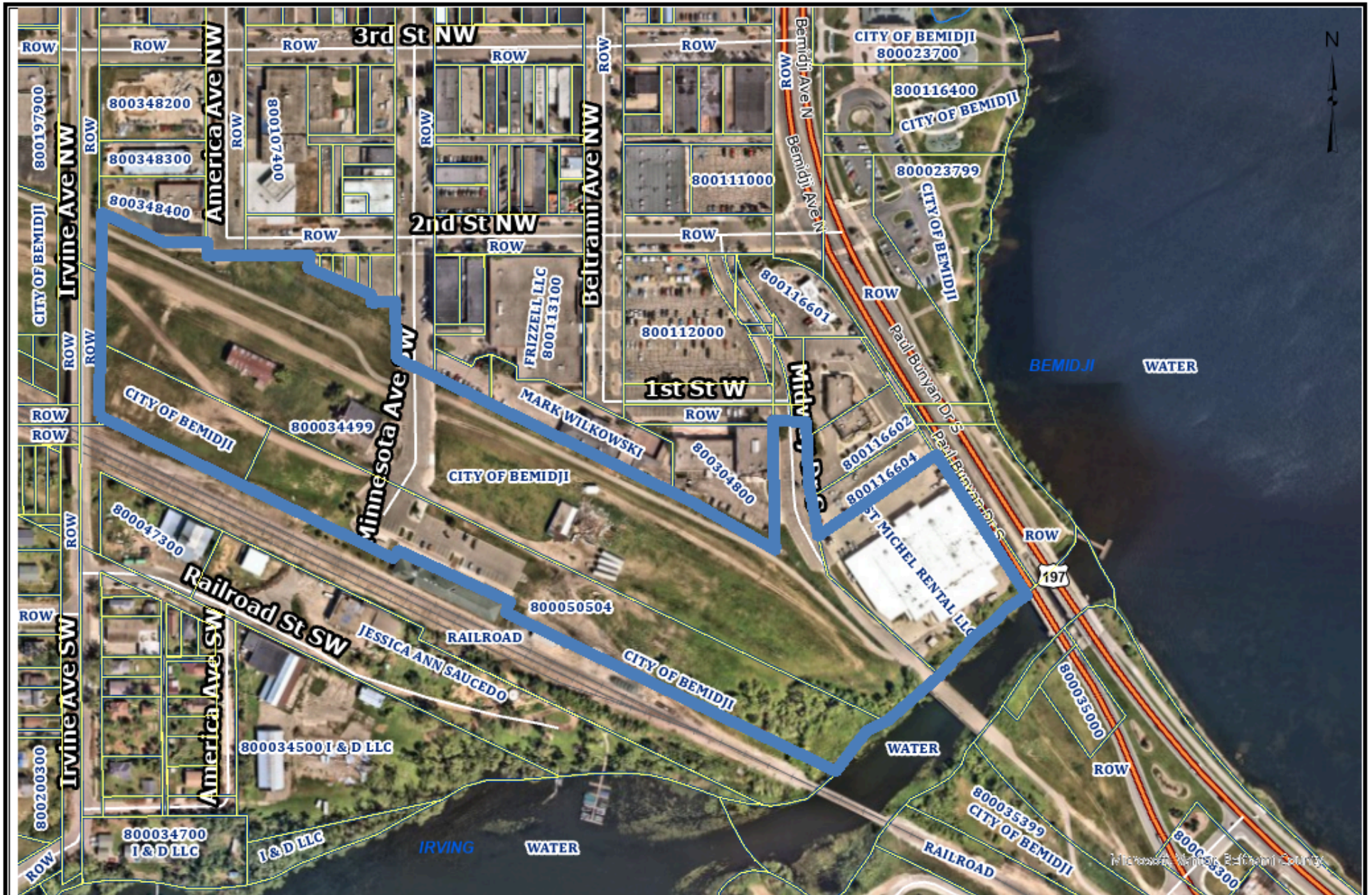
GREATER BEMIDJI INC  
102 1ST ST W  
BEMIDJI, MN 56601

I & D LLC  
310 RAILROAD ST SW  
BEMIDJI, MN 56601

HEGNA PROPERTIES LLC  
23443 TIMBER TRAIL DR  
BEMIDJI, MN 56601

MARK WILKOWSKI  
REBECCA WILKOWSKI  
221 3RD ST NW  
BEMIDJI, MN 56601

MIDCONTINENT COMMUNICATIONS  
PO BOX 5040  
SIOUX FALLS, SD 57117



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

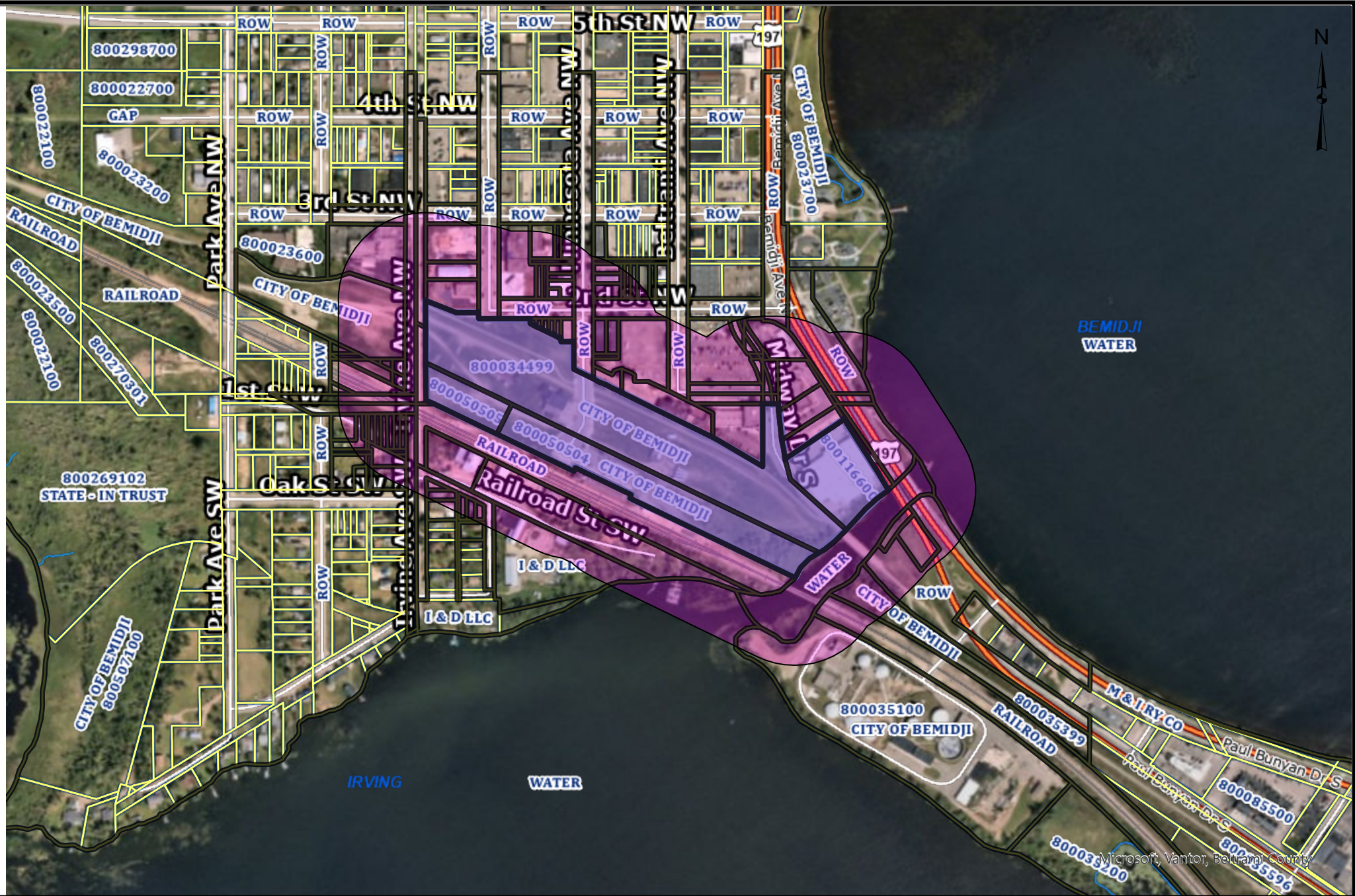
### Aerial Map

1:4,514

Date: 6/2/2026

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.

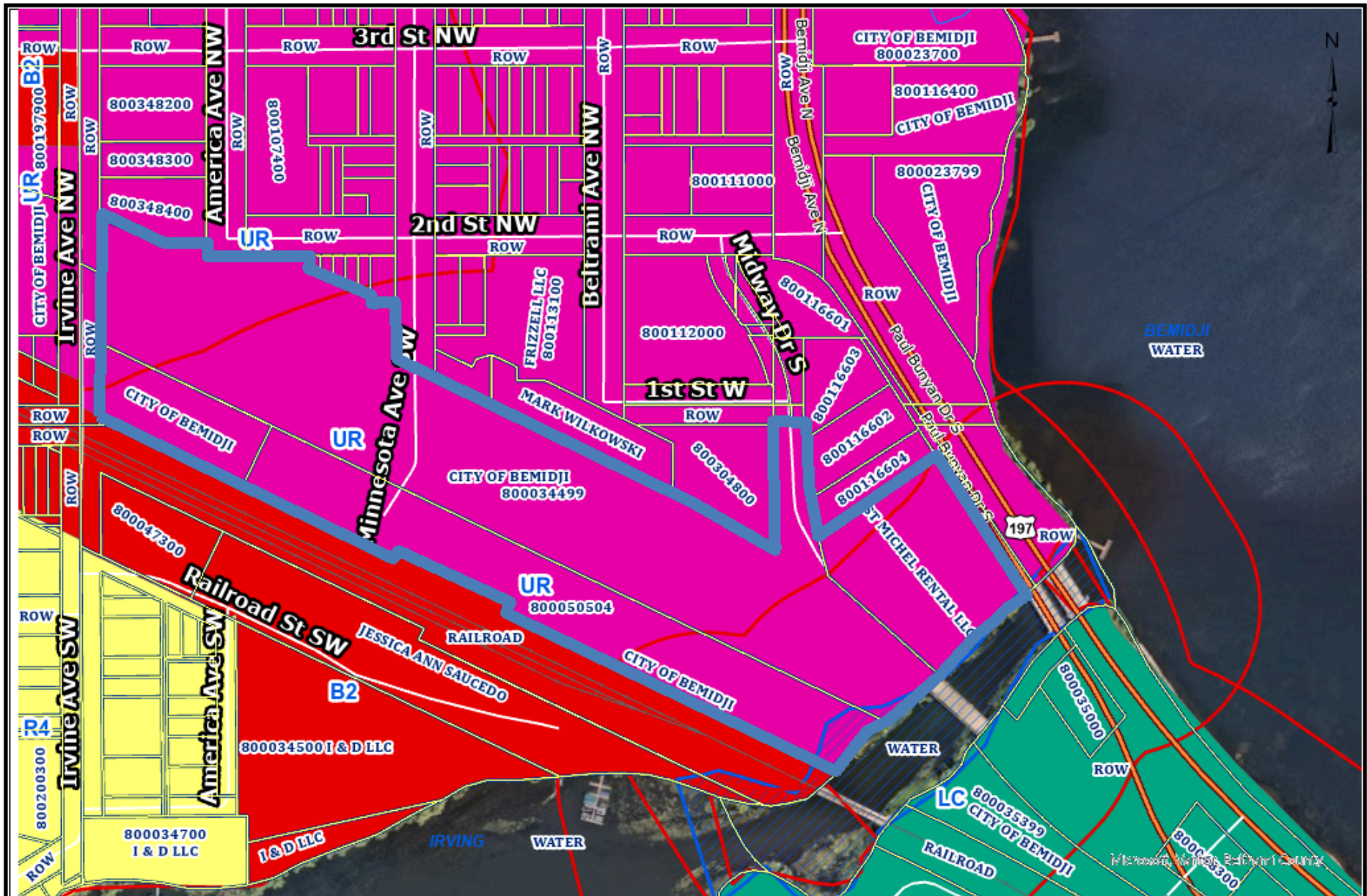
### Buffer Map

1:9,028

Date: 6/2/2026

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





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

## Zoning Map

1:4,514

Date: 6/2/2026

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 Florida, County of Orange, ss:

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

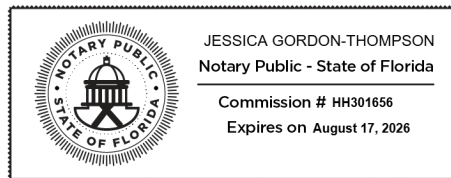
1. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and the day of the week upon which the public notice attached/copied below was published in the newspaper are as follows: Saturday, June 13, 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.

Anjana Bhadoriya

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

## VERIFICATION

State of Florida  
County of Orange



Subscribed in my presence and sworn to before me on this: 06/15/2026

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, June 25, 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):

**Interim Use Permit Request:** - 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 (11) Industrial Park/Light Industrial Zoning District. The subject property is located at 1407 Naylor Dr SE (PIN 800453700) in the City of Bemidji.

**Final Plat Request** - 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: #800034489; 800050504, 800050505, and 800116600) in the City of Bemidji (also known as the railroad corridor).

**Conditional Use Permit Request:** - 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.

**Conditional Use Permit Request:** - Dennis Batty of The Dennis Batty & Associates Group, Inc., Architects & Planners Inc., 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: 80552400) in the City of Bemidji. The parcel is in the B-2 General Commercial District and the Airport Zones 3 & H Overlays.

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 SCAAdmin@ci.bemidji.mn.us (preferred method), letter, or phone call to the Planning and Zoning Department. Call 218-759-3579 or visit our website at [www.ci.bemidji.mn.us](http://www.ci.bemidji.mn.us) for more information. If possible,

your written comments should be submitted by **Thursday, June 18, 2026**, so they may be incorporated into the staff report to the Planning Commission.  
(Jun. 13, 2026)

## The City of Bemidji Planning and Zoning Department

<b>PLANNING CASE:</b> SUP-2026-0004	<b>MEETING DATE:</b> June 25, 2026
<b>APPLICANT:</b> Matthew Korpela representing Leech Lake Band of Ojibwe (LLBO)	<b>60-DAY RULE DATE:</b> July 28, 2026
<b>PROCEEDING:</b> Conditional Use Permit – Counseling Service (Behavioral, Mental Health, Drug & Alcohol Abuse)	<b>ZONING DISTRICT:</b> General Commercial Zoning District (B-2)
<b>PREPARED BY:</b> Melissa Fahrenbruch Assistant Planning Director	<b>EXHIBITS:</b> Aerial Map, Application, Site Plans, Supporting Documentation

### PLANNING REPORT

#### SUMMARY OF REQUEST

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.

#### BACKGROUND

The applicant met with staff about this project several times. Leech Lake’s Behavioral Health is requesting to open an outpatient mental health services facility with the following services; Individual therapy, Family/ Adolescent Therapy, Adult Rehabilitative Mental Health Services (ARMHS), and Targeted case management. Their office provides a broad range of services for all age groups. No medication will be on site.

This requested land use falls under the definition of “Counseling Service (Behavioral, Mental Health, Drug and Alcohol Abuse)” in Section 28-9, and per Section 28-82 of the City of Bemidji Development Code is allowed with an approved conditional use permit (CUP). A CUP allows for the community to review on a case-by-case basis the needs of the surrounding neighborhood to allow a use, with conditions, that may or may not be of a similar nature. The conditions are a way to minimize any potential negative impact the use may have.

#### **Primary Hours of Operation for Bemidji:**

Monday through Friday: **8:00 AM – 4:30 PM**

Services are scheduled by appointment only; no walk-in traffic is expected.

#### **Staffing:**

- 3 Licensed Therapists
- 1 floating PMHNP (Medication Management)
- 1 Targeted Case Manager
- 1 ARMHS Worker

- Intake Staff
- Reception

Total staff on-site on a typical day: **8 employees**

**Client Volume:**

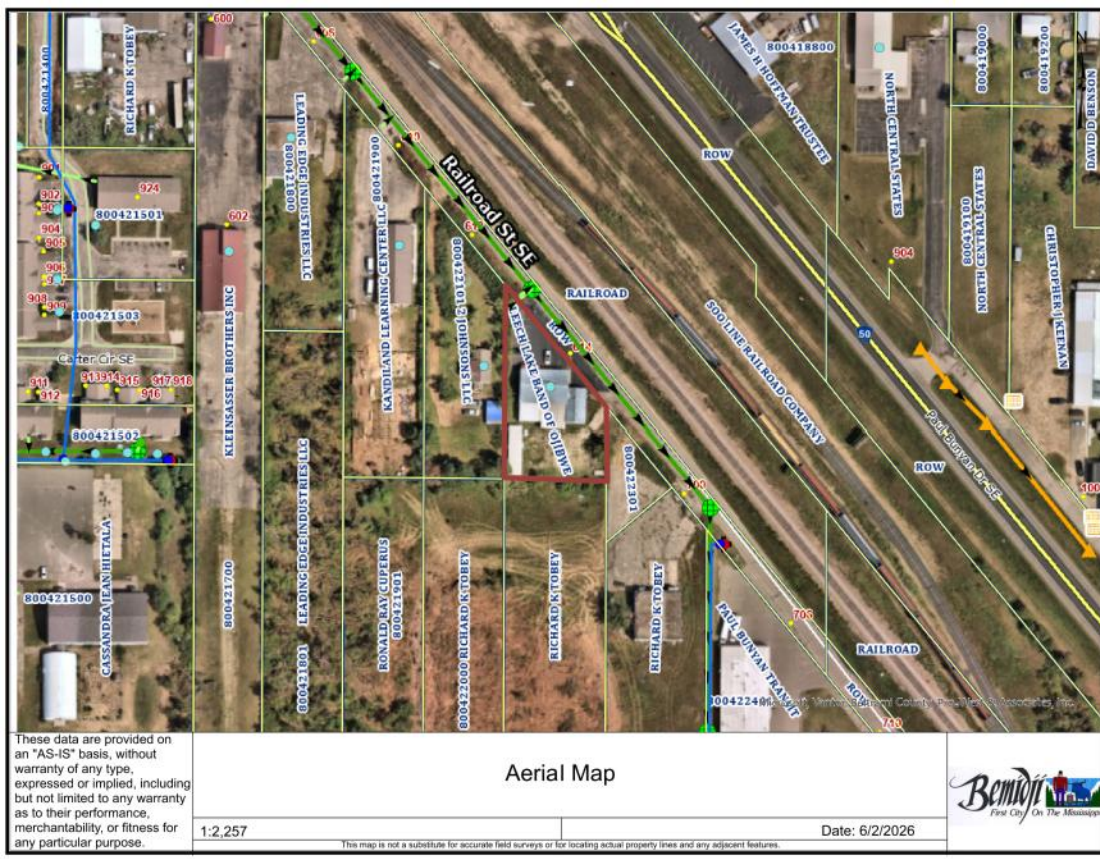
Each therapist and Medication Management Provider ~ 6 clients per day (approx. 1-hour sessions)

Case manager and ARMHS worker may each see ~ 4–5 clients per day (some services may occur in the community)

**Estimated daily client volume:**

- Therapists: 3 × 6 = 18 clients
- Med Management ~ 6 clients
- Case Manager: ~ 4 clients
- ARMHS Worker: ~ 4 clients
- **Total clients served per day: ~ 26-32 clients.**

At any given time, the number of clients in the building is limited due to staggered appointments, typically **6-10 clients maximum on-site at once.**



## DISCUSSION/DEVELOPMENT ANALYSIS

### Planning Considerations

All Conditional Use Permits must follow the general requirements including process, criteria, and findings. A conditional use permit is recorded and runs with the land, not with the owner/applicant. An interim use permit runs with the owner/lease holder and terminates when the property changes hands.

Per City of Bemidji Code:

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



#### Section 28-409 – Parking and Traffic

Section 28-409 of the Ordinance requires that parking be based on three (3) spaces per examination or treatment rooms. The site by ordinance requires thirty (30) spots, nine (9) spots for clients are available in the front parking area, the applicant states they will create a parking area in the rear of the building for staff parking. The front ingress/egress will need to be reduced, and green space and trees will need to be planted and maintained.

#### Section 28-408 - Lighting

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

#### Section 28-252 - Signage in the (B-1) and (B-2) Commercial District

All signage must comply with Sections 28-252. A permit will be required before installation. The current sign on the roof will need to be removed as this is prohibited by ordinance, it was more than 50% damaged in the June 2025 storm.

Section 28-402 - Trash Handling

All dumpsters or recycling containers located on-site shall be fully enclosed complying with Section 28-402 of the Ordinance. Such areas shall be completely screened and enclosed on all sides, except the roof, with an enclosure or screening wall with durable and opaque material at a minimum of six (6) feet in height.

Section 28-406 - Landscaping/Trees

Section 28-406, 28-407, and Section 28-122 states (B2) General Commercial Districts shall have 20% minimum required green space. Four (4) trees will need to be added within the front setback; the interior tree count has already been met.

Utilities

This parcel is served by private water well and city sewer. If the well fails and needs to be replaced or the site undergoes improvements, then the property will connect to City water service.

**Comments**

Development Team Comments:

[City Engineer/Director of Public Works, Sam Anderson](#)

*I don't have any major concerns with the CUP request.*

*Staff did discuss future items related to access management, stormwater, impervious, etc. with the applicant. Nothing seemed insurmountable, but items that will take some consideration as the applicant continues moving forward with design.*

*Thank you,*

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

Neighboring Property Owner Comments:

*An abutting property owner informed planning staff in person and in writing that they were opposed to this use and pointed out a perpetual easement for roadway purposes across the east 20 feet of the applicant's property. (Please see letter in packet)*

Project Narrative from Applicant

*Please see the letter in the packet.*

**Comprehensive Plan References**

The proposed use to provide Counseling and Behavioral healthcare services in the (B2) district is consistent with the City of Bemidji Comprehensive Plan; provided the CUP process is followed, and specific conditions are met in order to assure compatibility with surrounding uses.

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

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

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

- 1. Promote flexibility for commercial and industrial redevelopment and encourage in-fill development.** *Allowing for in-fill development and redevelopment of existing commercial areas will ensure the current commercial and industrial areas remain vibrant, full, and diverse. In-fill and redevelopment will be encouraged before resorting to increasing commercial and industrial areas.*
  
- 4. Support a reduction of off-street parking requirements for appropriate land uses to allow for increased interior green space.** *Maximize the potential for green space with all development or redevelopment of sites, when possible, as well as for reduced heat island effects of increased temperatures within the high-density urban area of parking lots.*

**Zoning Ordinance References**

- Section 28-9 - Definitions
- Section 28-81 – Allowed, Permitted, Conditional, and Interim Uses
- Section 28-82 – Land Use Matrix
- Section 28-122 – Lot Size and Bulk Regulations by Zoning Districts
- Section 28-252 – Signs Permitted in the (B-1) and (B-2) Commercial District
- Section 28-402 – Exterior Storage and Outdoor Display of Merchandise
- Section 28-406 – Landscaping Requirements
- Section 28-407 – Tree Preservation
- Section 28-408 – Lighting Standards
- Section 28-409 – Parking Standards
- Section 28-524 – Conditional Use or Interim Use Permits

**RECOMMENDATION & FINDINGS**

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

The Planning Commission must decide whether the conditions are sufficient for request of the Conditional Use Permit (CUP) to perform Counseling Service (Behavioral, Mental Health, Drug & Alcohol Abuse) in the (B2) General Commercial District located at 614 Railroad St SE (PIN: 800422100) within the City of Bemidji.

The following conditions and findings of fact:

**Conditions**

- 1. A building permit and all other necessary permits shall be obtained from the City of Bemidji prior to construction.
- 2. A landscaping plan with a total of at least Four (4) trees planted within the front yard setback (Railroad St SE) shall be submitted for final approval to planning staff.
- 3. All dumpsters on-site shall be fully enclosed complying with Section 28-402 of the Development Code.

4. All existing and proposed exterior lighting on the property shall be in full conformity with Section 28-408 of the development code.
5. If a change in the type of behavioral health counseling services were to occur or an intensification of services provided such as increased allowable clientele, the city shall be notified. If a change or intensification warrants review it will be brought to the Planning Board for further action.
6. Any redevelopment of the proposed parcel will require final engineering plans to be submitted for approval by City staff before any construction can commence, this includes ingress/egress reduction along the front Railroad ST SE, parking lot in the rear of property, grading, drainage, stormwater, and utility plans from a licensed engineer.
7. An erosion control plan shall be submitted and be in place before any construction commences on the property.
8. A development agreement shall be entered into between the City and Applicant to ensure all site construction is completed to a satisfactory condition.
9. The CUP shall be reviewed for compliance one (1) time upon six (6) months of operation by City Planning Staff. If Planning Staff conclude there is a reason to bring it to the Planning Board, the applicants shall participate in a review of the CUP.
10. The CUP shall expire and become void if the use it allows is not substantially started within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the use are mostly complete. The City of Bemidji may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

### **Findings of Fact**

1. **Whether the proposed use adversely affects the public safety, health, morals, convenience and general welfare of the occupants of the surrounding land.**  
No. The proposed use is not anticipated to adversely affect, nor create an unreasonable level of disruption or interference upon the surrounding area. A behavioral health counseling service is compatible with the current City of Bemidji land-use regulations.
2. **Whether the proposed use adversely affects traffic conditions and parking on adjacent streets and land.**  
No. Increases in traffic or other negative impacts are not anticipated. The subject parcel will use the on-site parking lot for the counseling services and create staff parking in the rear.
3. **Whether the proposed use adversely affects property in the surrounding area.**  
No. The proposed use is not anticipated to adversely affect, nor create an unreasonable level of disruption or interference upon the surrounding area. The subject parcel is appropriately zoned for the proposed use with approval of a CUP.
4. **Whether the proposed use is in conformance with the community's Comprehensive Plan or Land Use Plan.**  
Yes. The proposed use is consistent with the goals and policies of the City of Bemidji Comprehensive Plan as well as the City Code through an approved CUP.

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

Yes. The property has adequate infrastructure and is served by City sewer services along Railroad St SE and a private water well on site. City water is estimated to be located 408 feet from the nearest property line to the northeast or 214 feet from the nearest property line to the southeast.

## **Bemidji Behavioral Health Site Plan Disclaimer**

The following site plan is an overview of the site with a few suggested changes made by current LLBO Administration Members. This should be considered a tentative site plan. LLBO is in the process of onboarding an Architect to review the full site plan requirements and proposed changes. The schedule is set to have the revised site plan completed prior to the June 26<sup>th</sup>, 2026 City Council meeting.

The Bemidji City Planners office shall be notified if the site plan will not be completed in time for the next City Council meeting.

Sincerely,

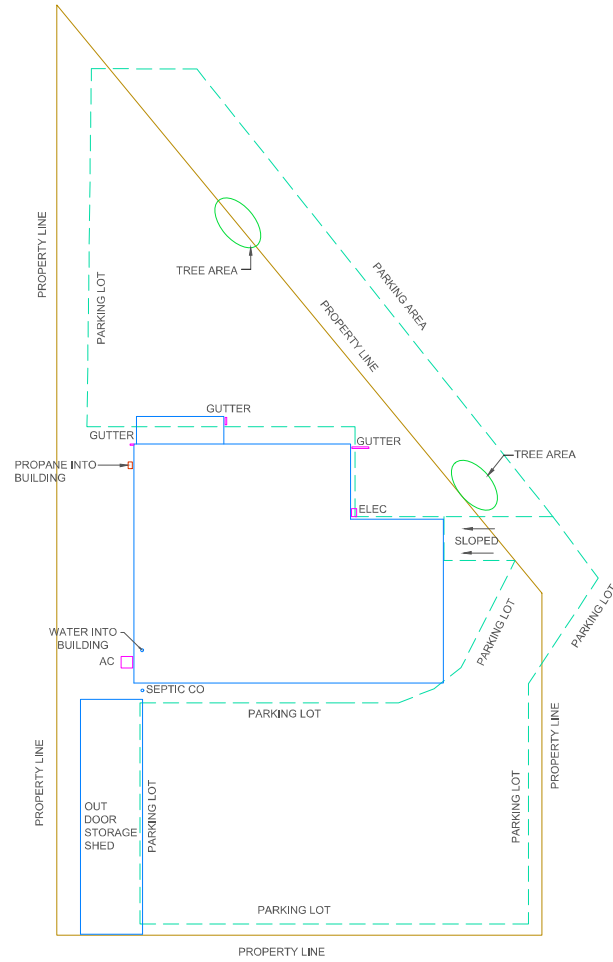
A handwritten signature in black ink, appearing to read 'Matt Korpela', with a long horizontal flourish extending to the right.

Matthew Korpela  
Government Lease Administrator



Current Site Plan  
1/16" = 1'

1  
A1.01



NOTED SITE PLAN  
1/16" = 1'

2  
A1.01



LLBO  
ADMIN.  
OFFICE

190 Sailstar Drive,  
Cass Lake, MN 56633  
PHONE: 218-335-8200

**NEW LIC/BEHAVIORAL  
HEALTH BUILDING**

614 S RAILROAD ST SE  
BEMIDJI MN, 56601

PROJECT #: 26-001  
DRAWN BY: MEK  
DATE: 5/28/2026  
REVISION #: -

THESE PLANS HAVE  
BEEN CREATED BY  
NON-LICENSED  
ARCHITECT/  
ENGINEER AND ARE  
TO BE USED TO  
CONVEY INTENT AND  
POTENTIAL  
SOLUTIONS

**A1.01**



**PERMIT**

**SUP-2026-0004**

**CONDITIONAL OR INTERIM USE  
PERMIT**

**SITE ADDRESS:** 614 RAILROAD ST SE BEMIDJI  
**PRIMARY PARCEL:** 800422100  
**PROJECT NAME:** LLBO BEHAVIORAL HEALTH CLINIC

**ISSUED:**

**EXPIRES:**

**APPLICANT:** Korpela, Matthew  
190 Sailstar Drive NE  
Cass Lake, MN 56633  
2182390197

**OWNER:** LEECH LAKE BAND OF OJIBWE  
190 SAILSTAR DR NE  
CASS LAKE, MN 56633

Detail Name	Detail Value
Select the type of use permit application from the list:	Conditional Use
Describe the proposed use of your property:	Behavioral Health Clinic
Describe the existing use of your property:	Architect/Surveying Company
Are you aware of any existing Use Permits or Variances for this property?	No
Will the proposal generate increased traffic over existing conditions?	Yes
If yes, an increase amount of traffic, please explain.	An estimated use of 30-35 people will be in the area daily.
Will the proposal require additional parking spaces?	Yes
How many people will occupy your premises on an average day? Please provide numbers for employees, customers, and residents.	20-25 clients and 7-8 Employees
Will your proposal increase water usage or sewage generation over the existing use?	Yes
If yes, increase in water usage or sewage generation please provide, how many gallon per day.	We are estimating ~250-350 gallons/day
Will your proposal generate additional waste?	Yes
Describe your disposal method .	Either get a city pick-up contract or look into private venders (American Disposal.. ect.)
Does your property contain low areas, wetlands, or areas with standing water?	No
Please explain if you intend to drain, fill or otherwise alter this area for any reason (If this does not apply, enter N/A)	N/A
Escrow Payer Name (Who should the check for the escrow funds be made out to when the project is complete?)	The Leech Lake Band of Ojibwe
Escrow Payer Mailing Address	190 Sailstar Drive NE, Cass Lake, MN 56633



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

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

**CONDITIONS**

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

\* A Conditional Use or Interim Use Permit shall expire and become void if it is not acted upon within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the required work are mostly complete. Bemidji Planning may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

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

## 1. Overview of Services

The proposed facility will provide outpatient mental health services, including:

- Individual therapy
- Family/ Adolescent Therapy
- Adult Rehabilitative Mental Health Services (ARMHS)
- Targeted case management

Services are delivered in a clinical outpatient setting and are appointment-based.

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## 2. Staffing Model (Baseline Example)

- 3 Licensed Therapists
- 1 floating PMHNP (Medication Management)
- 1 Targeted Case Manager
- 1 ARMHS Worker
- Intake Staff
- Reception

Total staff on-site on a typical day: **8 employees**

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## 3. Hours of Operation

- Monday through Friday: **8:00 AM – 4:30 PM**
  - Services are scheduled by appointment only; no walk-in traffic anticipated.
- 

## 4. Client Volume (Busy Day Estimate)

Assumptions:

- Each therapist and Medication Management Provider ~6 clients per day (approx. 1-hour sessions)
- Case manager and ARMHS worker may each see ~4–5 clients per day (some services may occur in the community)

**Estimated daily client volume:**

- Therapists:  $3 \times 6 = \mathbf{18 \text{ clients}}$
- Med Management 6
- Case Manager: ~4 clients
- ARMHS Worker: ~4 clients

**Total clients served per day: ~ 26-32 clients.**

At any given time, the number of clients in the building is limited due to staggered appointments, typically **6-10 clients maximum on-site at once.**

---

## **5. Building Use & Traffic Flow**

- Services are staggered throughout the day to minimize overlap and congestion.
  - Clients arrive individually for scheduled sessions and leave promptly after appointments.
  - No group sessions or high-volume gatherings are anticipated.
- 

## **6. Scalability Consideration**

Service capacity is directly contingent on the number of licensed providers on staff.

- Additional providers would proportionally increase client volume.
- Fewer providers would reduce daily traffic and building utilization.

## Packet Distribution List

**Application # SUP-2026-0004**

	<u>CONTACT</u>	<u>E-MAILED</u>
<input checked="" type="checkbox"/>	Applicant / Representative	6/3/26
<input checked="" type="checkbox"/>	City Building Department	6/3/26
<input checked="" type="checkbox"/>	City Attorney (Planning & Zoning)	6/3/26
<input checked="" type="checkbox"/>	City Engineer	6/3/26
<input checked="" type="checkbox"/>	City Manager	6/3/26
<input type="checkbox"/>	City Community Development (Vacant)	_____
<input checked="" type="checkbox"/>	City GIS Department	6/3/26
<input checked="" type="checkbox"/>	City Police Department	6/3/26
<input checked="" type="checkbox"/>	City Fire Department	6/3/26
<input type="checkbox"/>	City Parks Department	_____
<input type="checkbox"/>	Beltrami County ESD/SWCD	_____
<input type="checkbox"/>	Beltrami County Recorder	_____
<input type="checkbox"/>	Beltrami County GIS Department	_____
<input type="checkbox"/>	Beltrami County Sheriff	_____
<input type="checkbox"/>	Beltrami County Engineer / Highway	_____
<input type="checkbox"/>	Beltrami County Natural Resources	_____
<input type="checkbox"/>	MnDNR Trails	_____
<input type="checkbox"/>	MnDNR Waters	_____
<input type="checkbox"/>	MnDNR District	_____
<input type="checkbox"/>	MnDOT	_____
<input type="checkbox"/>	Airport	_____
<input type="checkbox"/>	Bemidji School District	_____
<input type="checkbox"/>	MPCA Closed Landfill Program	_____
<input type="checkbox"/>	U.S. Army Corps of Engineers	_____
<input type="checkbox"/>	Minnesota Chippewa Tribe	_____
<input type="checkbox"/>	Red Lake Nation DNR	_____
<input type="checkbox"/>	White Earth Nation DNR	_____
<input type="checkbox"/>	Leech Lake Band DRM	_____
<input checked="" type="checkbox"/>	Bemidji Sustainability Commission	6/3/26
<input checked="" type="checkbox"/>	Bemidji Area Chamber of Commerce	6/3/26
<input type="checkbox"/>	Bemidji Downtown Alliance	_____
<input type="checkbox"/>	Other: _____.	_____



Planning and Zoning Department  
City of Bemidji  
317 4<sup>th</sup> Street NW Bemidji, MN 56601  
Office (218) 759-3579  
Email [SGAdmin@ci.bemidji.mn.us](mailto:SGAdmin@ci.bemidji.mn.us).

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**June 3, 2026**

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.

The City of Bemidji Planning and Zoning Commission will consider this proposal at its meeting on **Thursday, June 25, 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 4<sup>th</sup> Street NW, or by email to **[SGAdmin@ci.bemidji.mn.us](mailto:SGAdmin@ci.bemidji.mn.us)**. If possible, your comments should be submitted by **Thursday, June 18, 2026**, so they may be incorporated into our report to the Planning and Zoning Commission. The report, along with any other pertinent information regarding this planning case will be available prior to the meeting on our website ([City of Bemidji/Boards, Commissions, and Committees/Planning Commission](#)) and at city hall. Attached is a copy of the application and other supporting documentation.

If you have any questions or need further information, please feel free to contact our office at 218-759-3579 or email the planner assigned to the case (see email address above). City departments may access through SmartGov application **SUP-2026-0004**.

Respectfully,

Planning and Zoning Staff  
City of Bemidji



Planning and Zoning Department  
City of Bemidji  
317 4<sup>th</sup> Street NW Bemidji, MN 56601  
Office (218) 759-3579  
Email [SGAdmin@ci.bemidji.mn.us](mailto:SGAdmin@ci.bemidji.mn.us).

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**June 3, 2026**

Dear Property Owner:

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

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.

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

This public hearing will be held on **Thursday, June 25, 2026, at 5:30 p.m.** The meeting will be held in the Council Chambers of the Bemidji City Hall located at 317 4<sup>th</sup> Street NW. 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 **Thursday, June 18, 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](mailto:SGAdmin@ci.bemidji.mn.us).

Respectfully,

Planning & Zoning Department  
City of Bemidji

LEADING EDGE INDUSTRIES LLC  
909 CORMORANT AVE  
DETROIT LAKES, MN 56501

RICHARD K TOBEY  
VICKY J TOBEY  
2412 LAKE AVE NE  
BEMIDJI, MN 56601

SOO LINE RAILROAD COMPANY  
MACKENZIE SHAW  
427 W 12TH ST  
KANSAS CITY, MO 64105

KANDILAND LEARNING CENTER LLC  
1876 STONE LAKE RD SW  
BEMIDJI, MN 56601

RONALD RAY CUPERUS  
4201 WAVILLE RD NE  
BEMIDJI, MN 56601

KLEINSASSER BROTHERS INC  
602 RAILROAD ST SE  
BEMIDJI, MN 56601

2 JOHNSONS LLC  
26433 UPPER NECKTIE RIVER RD  
BEMIDJI, MN 56601

LEECH LAKE BAND OF OJIBWE  
190 SAILSTAR DR NE  
CASS LAKE, MN 56633

PAUL BUNYAN TRANSIT  
706 RAILROAD ST SE  
BEMIDJI, MN 56601





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

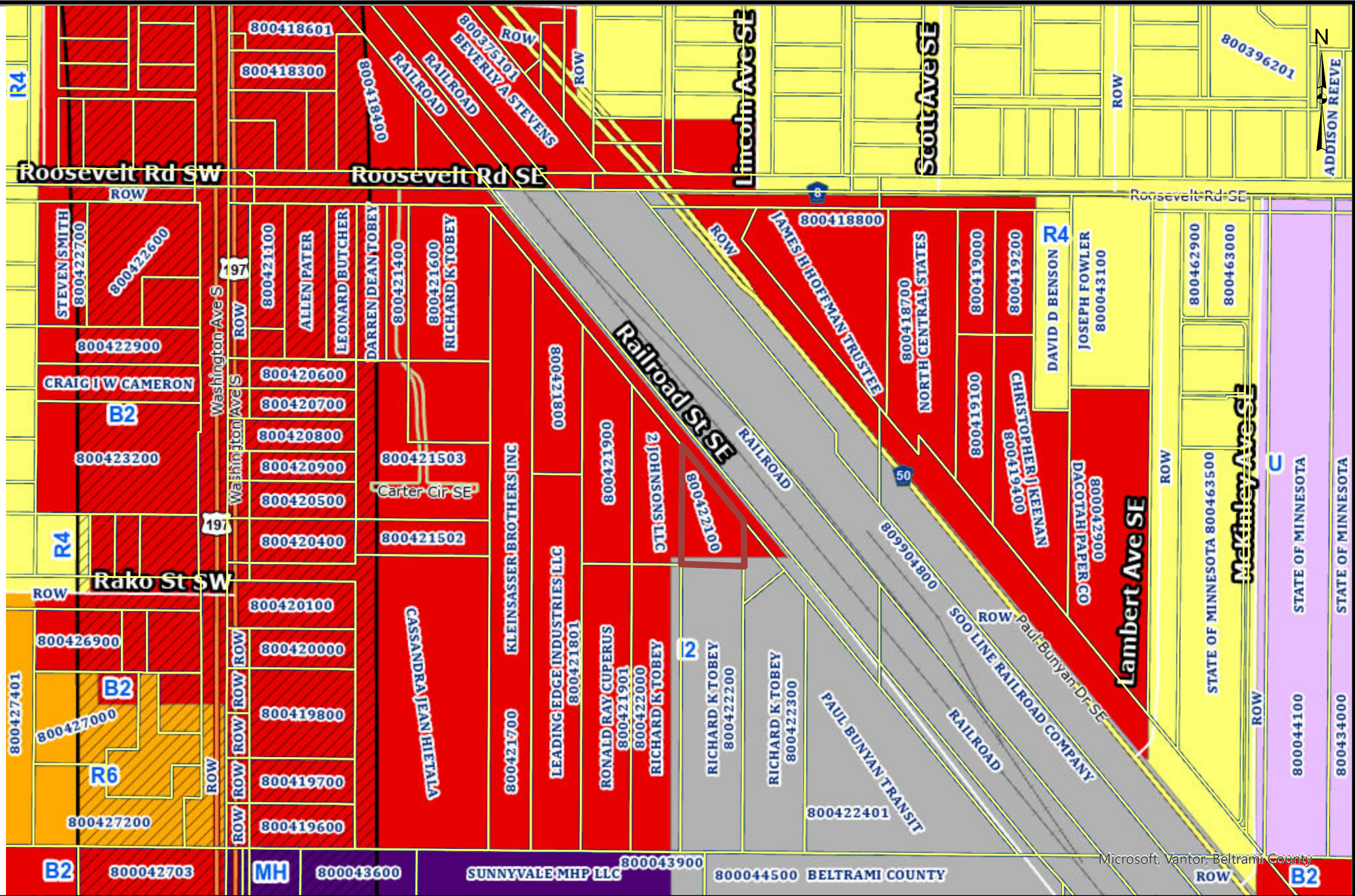
### Aerial Map

1:2,257

Date: 6/2/2026

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





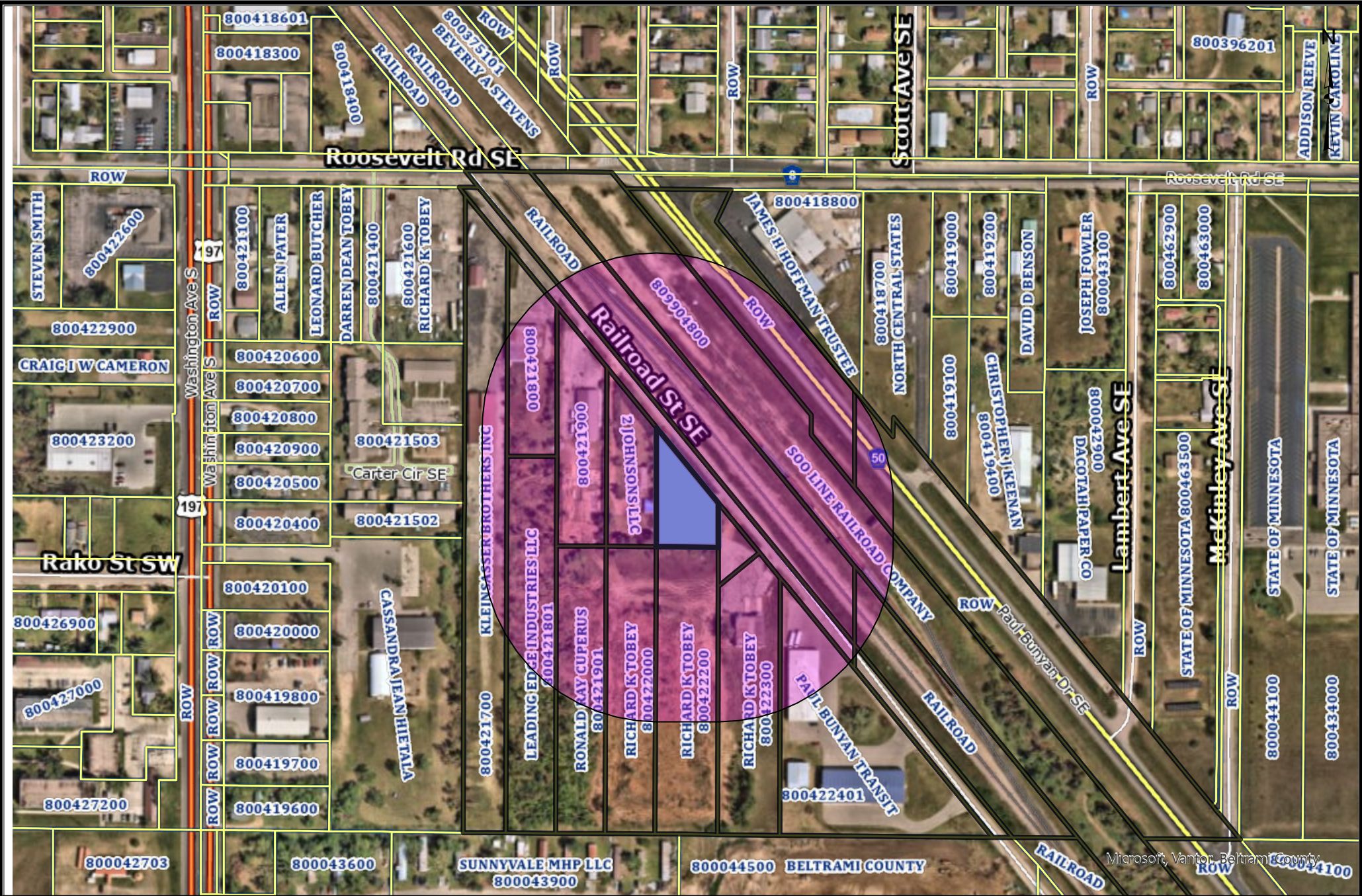
These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

## Zoning Map

1:4,514

Date: 6/2/2026

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: 6/2/2026

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 Florida, County of Orange, ss:

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

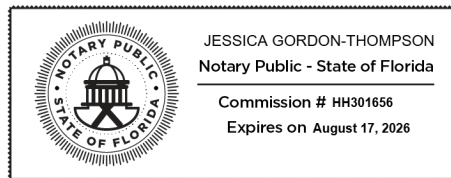
1. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and the day of the week upon which the public notice attached/copied below was published in the newspaper are as follows: Saturday, June 13, 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.

*Anjana Bhadoriya*

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

## VERIFICATION

State of Florida  
County of Orange



Subscribed in my presence and sworn to before me on this: **06/15/2026**

*J. Ra*

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, June 25, 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):

**Interim Use Permit Request:** - 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 (11) Industrial Park/Light Industrial Zoning District. The subject property is located at 1407 Naylor Dr SE (PIN 800453700) in the City of Bemidji.

**Final Plat Request** - 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: #800034489; 800050504, 800050505, and 800116600) in the City of Bemidji (also known as the railroad corridor).

**Conditional Use Permit Request:** - 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.

**Conditional Use Permit Request:** - Dennis Batty of The Dennis Batty & Associates Group, Inc., Architects & Planners Inc., 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: 80552400) in the City of Bemidji. The parcel is in the B-2 General Commercial District and the Airport Zones 3 & H Overlays.

All interested parties are invited to attend the public hearing(s) and comment on the proposal(s). If you are unable to attend in person, comments can be submitted by email to [SGAdmin@ci.bemidji.mn.us](mailto:SGAdmin@ci.bemidji.mn.us) (preferred method), letter, or phone call to the Planning and Zoning Department. Call 218-759-3579 or visit our website at [www.ci.bemidji.mn.us](http://www.ci.bemidji.mn.us) for more information. If possible,

your written comments should be submitted by **Thursday, June 18, 2026**, so they may be incorporated into the staff report to the Planning Commission.  
(Jun. 13, 2026)

To Whom it May Concern:

6/18/26

My Name is RICHARD TOBEY  
I own a large piece of Property - Next to  
614 RAILROAD ST. S.E

I strongly oppose a Permit to the  
Zoning Committee, to allow changes of Zoning  
to allow for a.

(Behavioral, Mental Health, Drug + alcohol)

Counseling Service To Be Located at  
614 Railroad ST. S.E. It is Zoned B-2 Commercial  
Zoning. That does not allow this type of  
Service. So please do not issue this Permit.

Also, is this going to be a Non-Profit.  
so they will get tax exempt status?

The City has already taken too much  
business Property off the Tax Roll for  
non-profits. So the rest of the community  
has to make up the difference.

Please take my concerns into consideration

Sincerely  
Richard Tobey

AMB

7

330

Form No. 5-M - WARRANTY DEED  
Individual (s) to Joint Tenants

Minnesota Uniform Conveyancing Blanks (1978)

OSWALD PUBLISHING CO., MINN.

No delinquent taxes and transfer entered; Certificate of Real Estate Value ( ) filed ( ) not required  
Certificate of Real Estate Value No. 1390  
0-7, 19 88

JILL E. THOMPSON

County Auditor

by

800.4221.00

Deputy

310875  
OFFICE OF COUNTY RECORDER  
Beltrami County, Minnesota

I hereby certify that this instrument was filed in this office for record on the 7th day of October A.D. 19 88 at 3:30 o'clock P. M. and was duly recorded by

Microfilm No. 310875

Ann F. Allen

COUNTY RECORDER

DEPUTY

STATE DEED TAX DUE HEREON: \$132.00

Date: September 7, 19 88

(reserved for recording data)

FOR VALUABLE CONSIDERATION, VICTOR S. BERGLUND and EVELYN BERGLUND, husband and wife  
(marital status), Grantor (s),

hereby convey (s) and warrant (s) to STEVEN W. HILL and JILL E. HILL, Grantees as joint tenants, real property in Beltrami County, Minnesota, described as follows:

Lot 8, Block 4, Ridgway's Subdivision of Sections 15 and 22, Township 146, Range 33 West of the 5th Principal Meridian, less the South 575 feet thereof, subject to any prior reservations, restrictions, easements or rights of way and any use and zoning regulations, and the grantors reserve unto themselves, their heirs, assigns, tenants, visitors or licensees in common with all other persons having a like right, a perpetual easement for roadway purposes across the East 20 feet of the premises described herein.

(if more space is needed, continue on back)

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

This conveyance is given by Grantors and accepted by Grantees in full performance of a Contract for Deed to the described premises previously entered into between the parties hereto dated the 2nd day of January, 1979, and the warrants and covenants of grantors contained herein do not extend to liens or encumbrances caused, or permitted by any person other than the grantors or through the grantors since said date.

Beltrami County, MN

Deed Tax Paid

132.00 tm

Deed Tax Receipt No.

1073

Victor S. Berglund  
Evelyn Berglund

STATE OF MINNESOTA

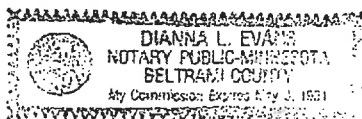
COUNTY OF Beltrami

ss.

The foregoing instrument was acknowledged before me this 19 day of Sept., 19 88, by Victor S. Berglund and Evelyn Berglund, husband and wife

, Grantor (s).

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)



SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT

Tax Statements for the real property described in this instrument should be sent to (Include name and address of Grantee):

Mr. & Mrs. Steven W. Hill  
Bemidji, MN 56601

THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS):

Eugene R. Ouradnik  
Attorney at Law  
Bagley, MN 56621

JTB

5

230

Form No. 7-M-WARRANTY DEED

Minnesota Uniform Conveyancing Blanks (1978)

OSWALD PUBLISHING CO., NEW ULM, MINN.

Corporation or Partnership  
to Individual (s)

No delinquent taxes and transfer entered; Certificate  
of Real Estate Value (✓) filed ( ) not required  
Certificate of Real Estate Value No. 116.3  
11.12.88, 1988

LILIE THOMPSON  
County Auditor

by [Signature]  
80-04321-00 Deputy

STATE DEED TAX DUE HEREON: \$ 188.10

Date: November 17, 1988

311922

OFFICE OF COUNTY RECORDER  
Beltrami County, Minnesota

I hereby certify that this instrument  
was filed in this office for record on the 5th  
day of December A.D. 1988 at 2:30  
o'clock P. M. and was duly recorded by  
Microfilm No. 311922

[Signature] COUNTY RECORDER  
DEPUTY

(reserved for recording data)

FOR VALUABLE CONSIDERATION, THE FIRST NATIONAL BANK OF BEMIDJI  
, a National Banking ~~under the laws of~~  
Association, Grantor, hereby conveys and warrants to  
THOMAS W. SCHWARTZ AND NANCY J. SCHWARTZ, husband and wife, Grantee(s),  
real property in Beltrami County, Minnesota, described as follows:

Lot Eight (8), Block Four (4), Ridgways Subdivision of Section Fifteen (15) and  
Twenty two (22), Township One Hundred Forty-Six (146), Range Thirty-Three (33),  
West of the 5th Principal Meridian, less the South 575 feet thereof, subject to  
any prior reservations, restrictions, easements or rights of way and any use and  
zoning regulatins, and the grantors reserve unto themselves, their heirs, assigns,  
tenants, visitors or licenses in common with all other persons having a like right,  
a perpetual easement for roadway purposes across the East 20 feet of the premises  
described herein.

(if more space is needed, continue on back)

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

Beltrami County, MN

Deed Tax Paid 188.10 Km

Deed Tax Receipt No. 6450

(Affix Deed Tax Stamp Here)

THE FIRST NATIONAL BANK OF BEMIDJI

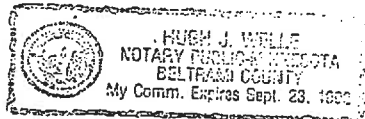
By [Signature]  
Its Chairman of the Board

By Thomas E Welle  
Its President

STATE OF MINNESOTA }  
COUNTY OF Beltrami } ss.

The foregoing was acknowledged before me this 17th day of November, 1988,  
by E. J. Welle and Thomas E. Welle,  
the Chairman of the Board and President  
of THE FIRST NATIONAL BANK OF BEMIDJI, a National Banking  
~~under the laws of~~ Association, on behalf of the corporation

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)



[Signature]  
SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT  
Tax Statements for the real property described in this instrument should  
be sent to (include name and address of Grantee):

Thomas W. Schwartz  
424 Kay Avenue  
Bemidji, MN. 56601

THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS):

The First National Bank of Bemidji  
P. O. Box 670  
Bemidji, MN. 56601

107

Individual Vendor

Minnesota Uniform Conveyancing Blanks

This Agreement, Made and entered into this 2nd day of January, 1979 by and between Victor S. Berglund and Evelyn Berglund, husband and wife

parties of the first part, and Steven W. Hill, a single person

part y of the second part;

Witnesseth, That the said parties of the first part in consideration of the covenants and agreements of said part y of the second part, hereinafter contained, hereby sell and agree to convey unto said part y of the second part his heirs and assigns, by a warranty deed, accompanied by an abstract evidencing good title in parties of the first part at the date hereof, or by an owner's duplicate certificate of title, upon the prompt and full performance by said part y of the second part, of his part of this agreement, the tract of land, lying and being in the County of Beltrami and State of Minnesota; described as follows, to-wit:

Lot 8, Block 4, Ridgway's Subdivision of Sections 15 and 22, Township 146, Range 33 West of the 5th Principal Meridian, less the South 575 feet thereof; subject to any prior reservations, restrictions, easements or rights of way and any use and zoning regulations, and the parties of the first part reserve unto themselves, their heirs, assigns, tenants, visitors or licensees in common with all other persons having a like right, a perpetual easement for roadway purposes across the East 20 feet of the premises to be conveyed.

As a condition of this sale and purchase, parties of the first part agree, for a period of 5 years from the date of this contract for deed, that they will not within a 50 mile radius of the center of Bemidji, Minnesota, engage in the business of heating and sheet metal.

And said parties of the second part, in consideration of the premises, hereby agree to pay said parties of the first part, at Bemidji, Minnesota

as and for the purchase price of said premises, the sum of Forty Thousand and no/100 (\$40,000.00) DOLLARS, in manner and at times following, to-wit:

\$8,400.00 cash downpayment, receipt of which is hereby acknowledged.

\$31,600.00 by this contract for deed payable as follows: Commencing March 1, 1979 and terminating after the December 1, 1979 payment, monthly payments of \$320.00 each. Commencing January 1, 1980 and continuing until the unpaid balance of this contract is fully paid, monthly payments of \$360.00 each. The principal balance remaining unpaid from time to time shall bear interest at the rate of 8% per annum. Each monthly payment when made shall be applied first to payment of accrued interest and the balance to reduction of principal. Interest shall be computed from the date of this contract for deed. Second party cannot prepay any part of this contract for deed until April 1, 1984. Thereafter, second party shall have the privilege of prepaying all or any part of the unpaid principal balance at any time without fee or penalty.

As long as this contract for deed remains unpaid, second party shall not perform any new construction on the premises without the express written consent of parties of the first part.

This contract for deed cannot be sold, transferred or assigned without the express written consent of parties of the first part.

Said part y of the second part further covenant and agree as follows: to pay, before penalty attaches thereto, all taxes due and payable in the year 1979, and in subsequent years, and all special assessments heretofore or hereafter levied,

also that any buildings and improvements now on said land, or which shall hereafter be erected, placed, or made thereon, shall not be removed therefrom, but shall be and remain the property of the parties of the first part until this contract shall be fully performed by the part y of the second part; and at his own expense, to keep the buildings on said premises at all times insured in some reliable insurance company or companies, to be approved by the parties of the first part, against loss by fire for at least the sum of Forty Thousand DOLLARS, and against loss by windstorm for at least the sum of Forty Thousand DOLLARS, payable to said parties of the first part, their heirs or assigns, and, in case of loss, should there be any surplus over and above the amount then owing said parties of the first part, their heirs or assigns, the balance shall be paid over to the said part y of the second part as his interest shall appear, and to deposit with the parties of the first part policies of said insurance. But should the second part y fail to pay any item to be paid by said part y under the terms hereof, same may be paid by first part legnd shall be forthwith payable, with interest thereon, as an additional amount due first part ies under this contract.



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

<b>PLANNING CASE:</b> SUP-2026-0003	<b>MEETING DATE:</b> June 25 <sup>th</sup> , 2026
<b>APPLICANT:</b> Dennis Batty representing Crossroads Church	<b>60-DAY RULE DATE:</b> July 28 <sup>th</sup> , 2026
<b>PROCEEDING:</b> Conditional Use Permit – Religious Institution	<b>ZONING DISTRICT:</b> General Commercial Zoning District (B-2) & Zone 3 & H Airport Overlays
<b>PREPARED BY:</b> Jamin Carlson Planning Director	<b>EXHIBITS:</b> Zoning Map, Aerial Map, Application, Site Plans, Supporting Documentation

**PLANNING REPORT**

**SUMMARY OF REQUEST**

Dennis Batty of The Dennis Batty & Associates Group, Inc., Architects & Planners Enc., representing Crossroads Church (Applicant), 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: 80552400) in the City of Bemidji. The parcel is in the B-2 General Commercial District and the Airport Zones 3 & H Overlays.

**BACKGROUND**

Crossroads Church (Applicant) is proposing to construct an addition to their current structure (sanctuary) for regular assembly of persons for religious worship. Dennis Batty (architect) has been in contact with city staff over the last year or so to discuss expansion of the building (south side of the current sanctuary) and parking area along with landscaping requirements. The current use has been in effect for quite some time, and this request would allow for the legal non-conforming status to a conforming status with an approved CUP. City staff are not aware of any issues with the current use of the property (religious institution). The Religious Land Use and Institutionalized Persons Act (RLUIPA) was passed by Congress in 2000 that allowed for the protection of religious assemblies from being prohibited in many, if not most zoning categories. The Ordinance allows for religious institutions/churches as well as schools to be in most zoning districts with the approval of a CUP. A CUP allows the community to review on a case-by-case basis the needs of the surrounding neighborhood to allow a use, with conditions that may or may not be of a similar nature. The conditions are a method to minimize any potential impact the use may have.





## DISCUSSION/DEVELOPMENT ANALYSIS

### **Planning Considerations**

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

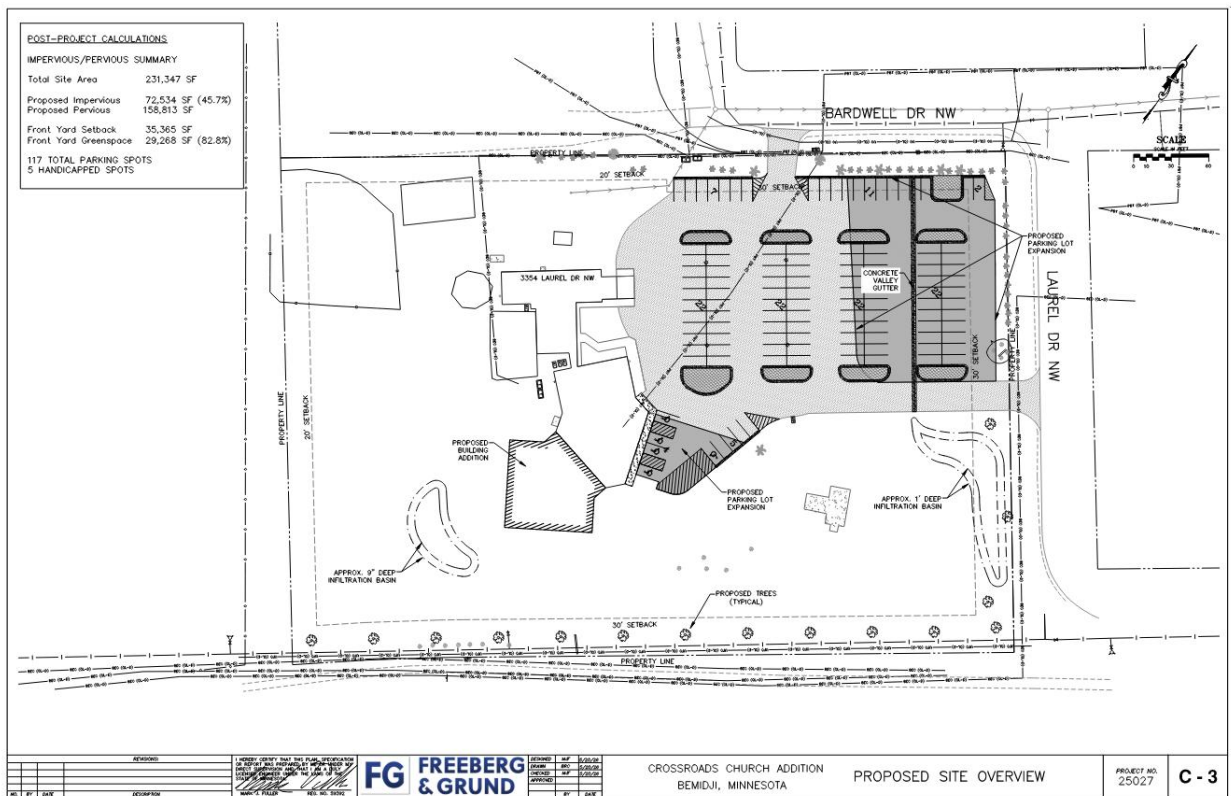
Per City of Bemidji Code:

**Conditional Use:** A land use or development as defined by ordinance that may be allowed only after an in-depth review procedure and with appropriate restrictions or conditions as

provided by this development code upon a finding that standards and criteria stated in this code will be satisfied. A conditional use must conform to the City of Bemidji Land Use Plan and be compatible with the existing neighborhood.

**Section 28-409 – Parking and Traffic**

Ordinance requires that religious institutions have one (1) space for each four (4) seats of design capacity. Based on the maximum design capacity, this religious institution is required to have a total of one hundred and two (102) parking spaces, the proposed addition shows one-hundred seventeen (117) total spaces. There is also a minimum six (6) percent interior green space requirement for parking lots that have over one hundred (100) parking spaces. The islands will need to be reviewed for proper interior greenspace amounts and trees will need to be placed within the curb islands per the Ordinance requirements.



**Section 28-408 - Lighting**

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

**Section 28-252 - Signage in the (B-1) and (B-2) Commercial District**

All signage must comply with Sections 252 Ordinance.

**Section 28-402 - Trash Handling**

All dumpsters or recycling containers located on-site shall be fully enclosed complying with Section 402 of the Ordinance. Such areas shall be completely screened and enclosed on all sides, except the roof, with an enclosure or screening wall with durable and opaque material at a minimum of six (6) feet in height.

## **Comments**

### Development Team Comments:

City Engineer/Director of Public Works, Sam Anderson  
*Good afternoon,*

*No major engineering concerns with this proposal.*

*Thank you,*

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

### Sustainability Commission

Please see attachment in packet.

### Neighboring Property Owner Comments:

No surrounding property input was obtained when this report was written

### Project Narrative from Applicant

*Please see the letter in the packet.*

## **Comprehensive Plan References**

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

## **Zoning Ordinance References**

Section 28-9 – Definitions

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

Section 28-82 – Land Use Matrix

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

Section 28-252 – Signs Permitted in the B-1 & B-2 Zoning District

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

Section 28-408 – Lighting Standards

Section 28-409 – Parking Standards

Section 28-524 – Conditional Use or Interim Use Permits

## **RECOMMENDATION & FINDINGS**

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

The Planning Commission must decide whether the conditions are sufficient for request of the Conditional Use Permit (CUP) to operate and expand/remodel a religious institution located at 3354 Laurel Dr. NW (PIN: 80552400) within the City of Bemidji.

The following conditions and findings of fact:

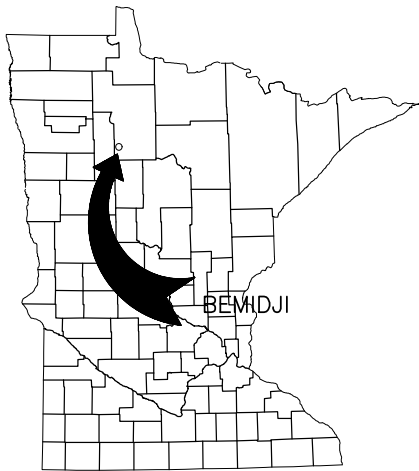
### **Conditions**

1. Final building plans will need to be approved by the City of Bemidji Building Department and Bemidji Fire Department, with a building permit obtained prior to construction.
2. All exterior lighting on-site shall comply with Section 408 of the Ordinance; a lighting plan shall be submitted with final building plans for Planning Department review.
3. All signage needs to meet Section 252 of the Ordinance, and a permit must be obtained prior to any new signage being placed on site.
4. All dumpsters on-site shall be fully enclosed complying with Section 402 of the Ordinance.
5. Final engineering grading, drainage and utility plans will need to be approved for review by Planning staff and Public Works staff before any construction can commence.
6. A landscaping plan showing trees along the road frontages and within the curb islands shall be submitted for final approval to Planning staff.
7. A sign permit shall be obtained prior to installation of any new signage.
8. The CUP shall expire and become void if the use it allows is not substantially started within twelve (12) months of 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, at the written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

### **Findings of Fact**

1. **Whether the proposed use adversely affects the public safety, health, morals, convenience and general welfare of the occupants of the surrounding land.**  
 No. The religious institution use conforms to the zoning regulations as a permitted CUP in the (B-2) General Commercial Zoning District. The expansion of the existing use is not anticipated to adversely affect, nor create an unreasonable level of disruption or interference upon the surrounding residential area.
2. **Whether the proposed use adversely affects traffic conditions and parking on adjacent streets and land.**  
 No. Increases in traffic or other negative impacts are not anticipated. The applicant is providing adequate off-street parking on the property.
3. **Whether the proposed use adversely affects property in the surrounding area.**  
 No. Adverse impacts upon the surrounding area are not anticipated with this proposal as a religious institution already exists on the parcel.
4. **Whether the proposed use is in conformance with the community's Comprehensive Plan or Land Use Plan.**  
 Yes. The proposed use is consistent with the goals and policies of the City of Bemidji Comprehensive Plan as well as the City Code through an approved CUP.
5. **Whether adequate utility, drainage and other such necessary facilities have been or can be provided.**  
**Yes.** The property will have adequate infrastructure and is served by City services.

# CROSSROADS CHURCH ADDITION AND PARKING CUP SUBMITTAL 5/20/26



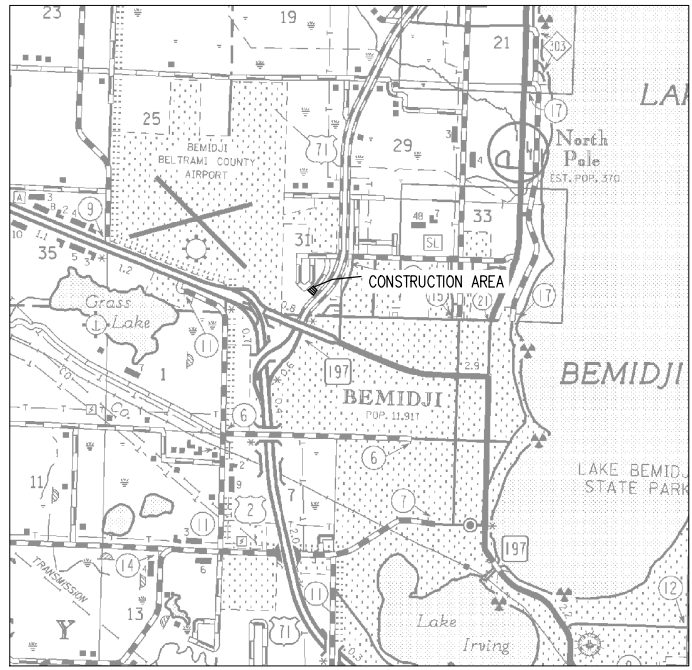
MINNESOTA

NOT TO SCALE

**SURVEY DATUM**  
 HORIZ. BELLTRAMI COUNTY (SOUTH)  
 COORDINATE SYSTEM NAD 83 (2011) ADJ.  
 VERT. NAVD 88

**INDEX TO SHEETS**

C-1 TITLE SHEET  
 C-2 EXISTING SITE  
 C-3 PROPOSED SITE PLAN



CITY OF BEMIDJI

NOT TO SCALE

PROJECT AREA

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

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

THIS PLAN CONTAINS 3 SHEETS.

**LEGEND**

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

NO.	BY	DATE	DESCRIPTION

REVISIONS:

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

**FG FREEBERG & GRUND**

DESIGNED M.F. 5/20/26  
 DRAWN B.R.C. 5/20/26  
 CHECKED M.F. 5/20/26  
 APPROVED

MARK J. FULLER REG. NO. 59392

CROSSROADS CHURCH ADDITION  
 BEMIDJI, MINNESOTA

TITLE

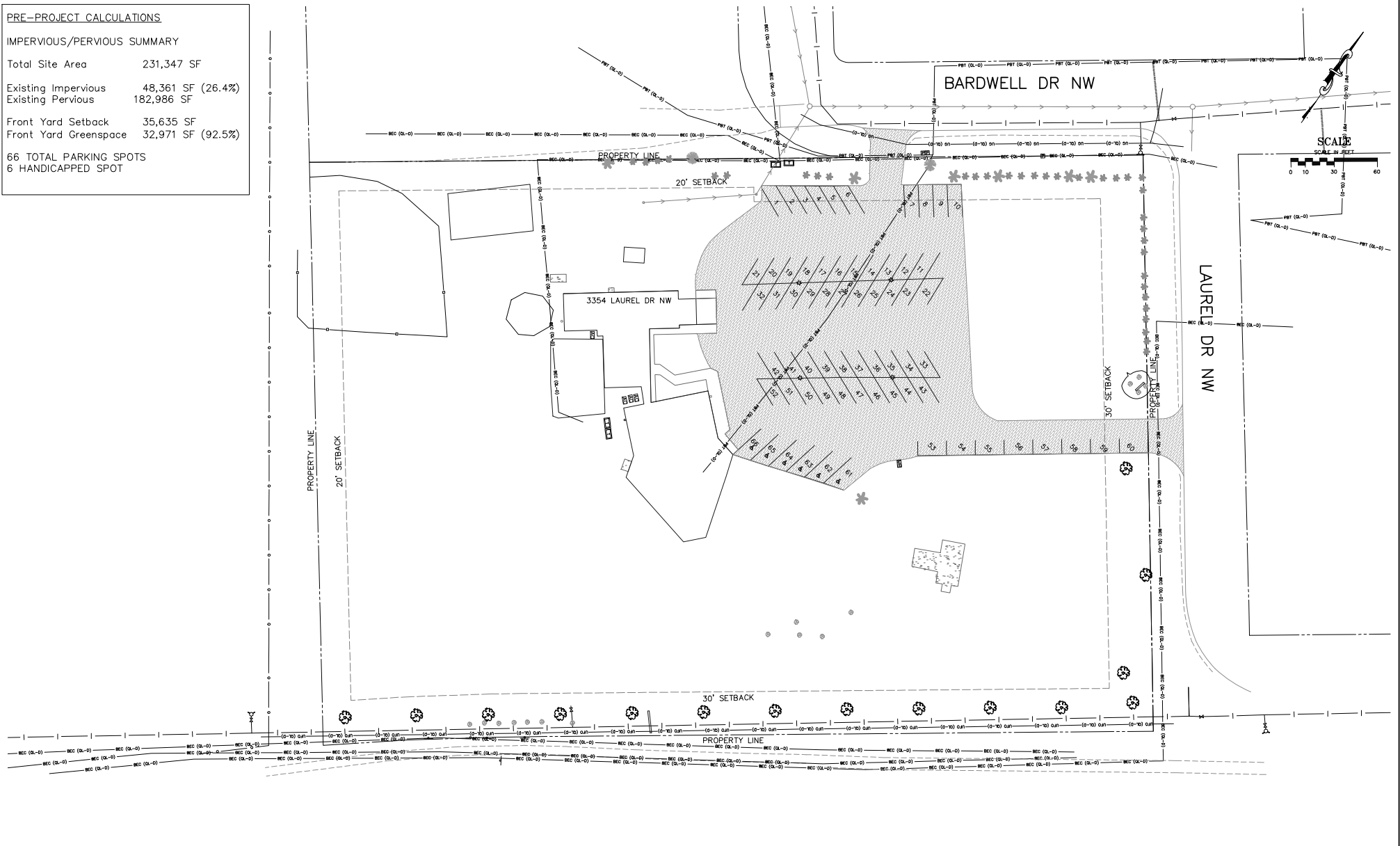
PROJECT NO. 25027

**C-1**

**PRE-PROJECT CALCULATIONS**

**IMPERVIOUS/PVIOUS SUMMARY**

Total Site Area 231,347 SF  
 Existing Impervious 48,361 SF (26.4%)  
 Existing Pervious 182,986 SF  
 Front Yard Setback 35,635 SF  
 Front Yard Greenspace 32,971 SF (92.5%)  
 66 TOTAL PARKING SPOTS  
 6 HANDICAPPED SPOT



NO.	BY	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A FULLY LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
 MARK S. FULLER REG. NO. 59392



DESIGNED	MJF	5/20/26
DRAWN	BPC	5/20/26
CHECKED	MJF	5/20/26
APPROVED		
BY		
DATE		

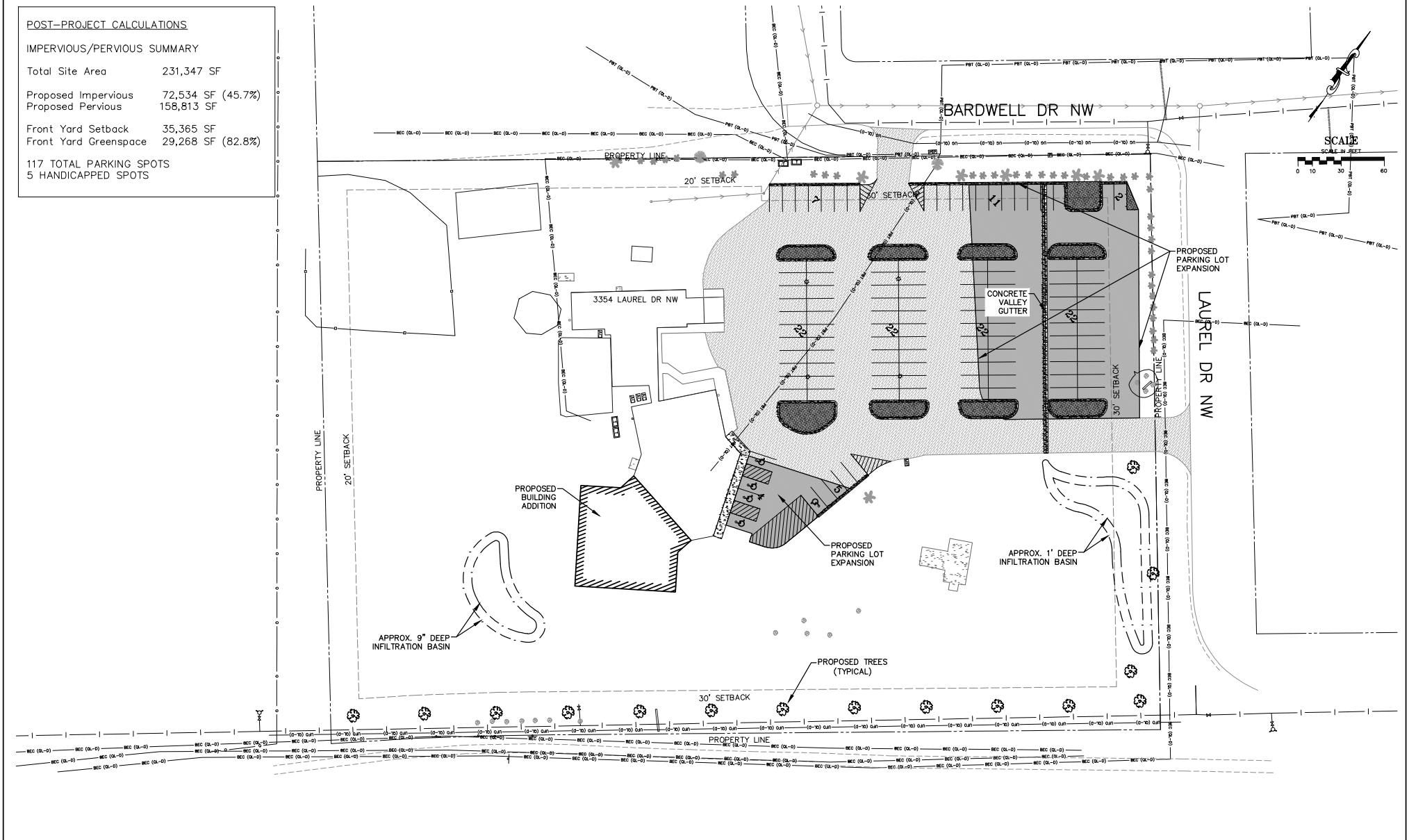
CROSSROADS CHURCH ADDITION  
 BEMIDJI, MINNESOTA  
 EXISTING SITE OVERVIEW

PROJECT NO. 25027  
**C - 2**

POST-PROJECT CALCULATIONS

IMPERVIOUS/PERVIOUS SUMMARY

Total Site Area	231,347 SF
Proposed Impervious	72,534 SF (45.7%)
Proposed Pervious	158,813 SF
Front Yard Setback	35,365 SF
Front Yard Greenspace	29,268 SF (82.8%)
117 TOTAL PARKING SPOTS	
5 HANDICAPPED SPOTS	



NO.	BY	DATE	DESCRIPTION

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

MARK A. FULLER REG. NO. 59392



DESIGNED	MJF	5/20/26
DRAWN	BPC	5/20/26
CHECKED	MJF	5/20/26
APPROVED		
BY		
DATE		

CROSSROADS CHURCH ADDITION  
BEMIDJI, MINNESOTA

PROPOSED SITE OVERVIEW

PROJECT NO. 25027

**C - 3**



Application

**SUP-2026-0003**

**CONDITIONAL OR INTERIM USE PERMIT**

**SITE ADDRESS:** 3354 LAUREL DR NW BEMIDJI  
**PRIMARY PARCEL:** 800552400  
**PROJECT NAME:** ADDITION TO CROSSROADS CHURCH

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

**APPLICANT:** Batty, Dennis  
22770 Imperial Avenue N  
Forest Lake, MN 55025  
6128199711

**OWNER:** CROSSROADS CHURCH  
3354 LAUREL DR NW  
BEMIDJI, MN 56601

Detail Name	Detail Value
Select the type of use permit application from the list:	Conditional Use
Describe the proposed use of your property:	church
Describe the existing use of your property:	church
Are you aware of any existing Use Permits or Variances for this property?	No
Will the proposal generate increased traffic over existing conditions?	Yes
If yes, an increase amount of traffic, please explain.	Adding a larger sanctuary to and existing church building.
Will the proposal require additional parking spaces?	Yes
How many people will occupy your premises on an average day? Please provide numbers for employees, customers, and residents.	5-6 M-S, 400 on Sunday
Will your proposal increase water usage or sewage generation over the existing use?	Yes
If yes, increase in water usage or sewage generation please provide, how many gallon per day.	Don't know yet
Will your proposal generate additional waste?	Yes
Describe your disposal method .	Existing building is connected to city sewer.
Does your property contain low areas, wetlands, or areas with standing water?	No
Please explain if you intend to drain, fill or otherwise alter this area for any reason (If this does not apply, enter N/A)	NA
I hereby certify that I am the owner or authorized agent of the owner of the above described property and that all uses will conform to the provisions of the City of Bemidji Development Code. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid.	I certify



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

I certify

Enter Escrow Payer's Name and Mailing Address (where escrow funds are to be returned when the project is completed)

Crossroads Church, 3354 Laurel Drive NW, Bemidji, MN 56601

**CONDITIONS**

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

\* A Conditional Use or Interim Use Permit shall expire and become void if it is not acted upon within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the required work are mostly complete. Bemidji Planning may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

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



## The Dennis Batty & Associates Group, Inc.

---

architects & planners

22770 Imperial Avenue North Forest Lake, Minnesota 55025

Phone 651-464-3756 Fax 651-464-3794

Email [dennisbatty@dennisbatty.com](mailto:dennisbatty@dennisbatty.com)

May 28, 2006

Jamin Carlson, Head Planner  
Department of Planning & Zoning  
City of Bemidji  
317 Fourth Street NW  
Bemidji, MN 56601

Re: Amendment to Existing Conditional Use Permit for  
Crossroads Church, 3354 Laurel Drive NW

Dear Jamin,

The following is a cover and narrative letter for submittal of an application and related submittal items for the proposed addition of a sanctuary to the existing church building for Crossroads Church. An application and plans are being submitted to the City of Bemidji Planning and Zoning Department for an amendment to the existing Conditional Use Permit (CUP).

For purposes of this cover letter, the term the "Church" shall refer to Crossroads Church. The term "Architect" shall refer to the Dennis Batty & Associates Group, Inc., Architects. The term "City" shall refer to the City of Bemidji. The term "Property Owner" shall refer to Crossroads Church, the property owner, and their representatives. The term "Civil Engineer" shall refer to Freeberg & Grund of Bemidji, MN. The term "CUP" shall refer to Conditional Use Permit application and approval process.

### **SUBMITTALS**

The following items are part this submittal:

1. Conditional Use Permit Application for the review and approval processes uploaded to the City of Bemidji submittal portal.
2. Civil Engineering Drawings
  - C-1 Title Sheet
  - C-2 Existing Site Overview Plan
  - C-3 Proposed Site Overview Plan
3. Architectural Drawings:
  - A3.0 Floor Plan
  - A3.0 Exterior Elevations
  - Exterior aerial perspective drawing

Exterior eye level perspective drawing

4. This Coverletter including a Narrative Description of the Project.

## **SUBMITTAL FEES**

Application fee is being paid as follows:

1. CUP Application Fee and Escrow - \$1,000.
2. A Check For \$1,000 will be hand delivered to city offices.

## **PROJECT DESCRIPTION/NARRATIVE**

### **Scope**

Crossroads Church proposes to build a 4,695 square foot single-story sanctuary addition to the existing church facility on the 5.38 acre parcel identified as Lot 15, Block 1, Bardwell Park Subdivision, Beltrami County. See Sheet C-2 of the submitted civil drawings for further description of the site. The street address is 3354 Laurel Drive NW. The site contains a 9,442 square foot existing building and 39,800 square feet of existing paved parking and drives.

### **Function/Use**

The proposed addition will include a new sanctuary seating 400 persons, stage/platform, and AVL control area. All other church functions and spaces are included in the existing building including lobby, offices, classrooms, fellowship hall, restrooms, and related storage and mechanical equipment space. The proposed sanctuary will be contemporary and multipurpose in nature and function with a flat floor, movable seating and full audio, video and lighting (AVL) systems.

The primary use of the proposed sanctuary addition will be for weekly Sunday worship services along with other incidental uses such as small group classes, weddings, funerals and larger fellowship hall functions/activities during the week. The facilities will also be used for both wedding and funeral receptions.

### **Site Development**

Civil engineering drawings prepared by Freeberg & Grund Engineering of Bemidji, MN are attached to and a part of this CUP application. The drawings show expansion of the existing parking facilities.

### **Building Size and Height**

Total area of the proposed addition will be 4,695 square feet all on one level. Overall building height (to the peak) is 39 feet, with an eave height of 20 feet. See attached sheet of exterior elevations for vertical building dimensions.

### **Exterior Building Materials**

The proposed new building will be a wood framed structure with pitched roof surfaces. The exterior wall materials will be a combination of horizontal and vertical siding that will match or complement the existing building exterior materials.

**Proposed Church Parking**

City of Bemidji Zoning Code requires one parking space for each five seats in the main assembly hall/sanctuary of a church. The proposed plan for the church includes a sanctuary seating 408 persons. At one space per five seats, 82 spaces would be required for the church facility to meet zoning code requirements. The Church proposes to provide 117 spaces for parking which they feel they will need to provide adequate on site parking. The site plan shows 117 parking spaces. Parking stall size is 9’x18.5’. Minimum drive aisle is 25’. Five handicap parking spaces are shown on the attached site plans.

**Church Activity Schedule and Plan of Operation**

The activity schedule and plan of operation for the church is as follows:

Sunday

8:00AM to 1:00AM - Christian Education Classes and Small Groups for all ages  
8:00AM to 1:00PM - Worship Services, Children’s Church.

Monday through Friday

8:00AM to 4:00PM - Regular Office Hours

Evenings - Monday through Wednesday

6:30:00PM to 8:30PM – Miscellaneous Small Group Meetings

Wednesday Evening

6:30:00PM to 8:30PM – Family Night Activities

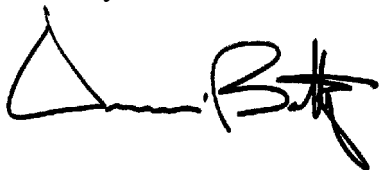
**Proposed Construction Schedule for Church Project**

The Church proposes to start construction on the new facility on or about May1, 2027 and complete the project by January 1, 2028.

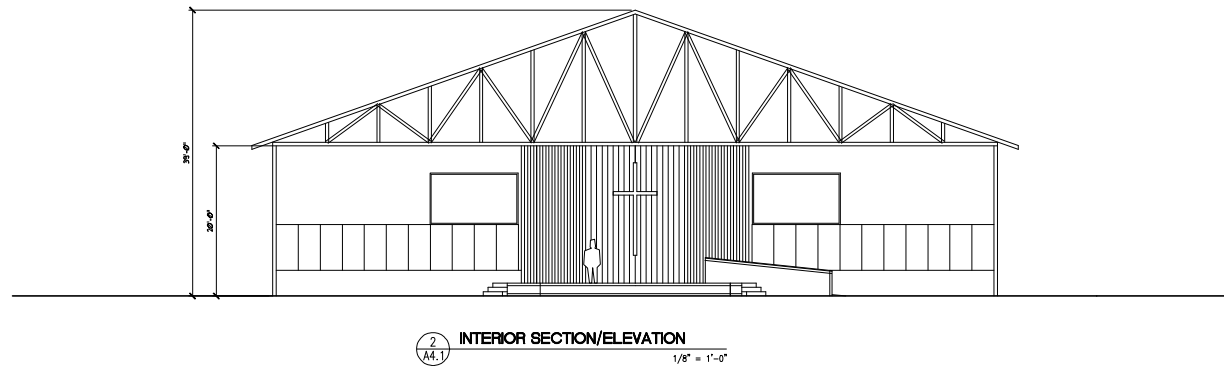
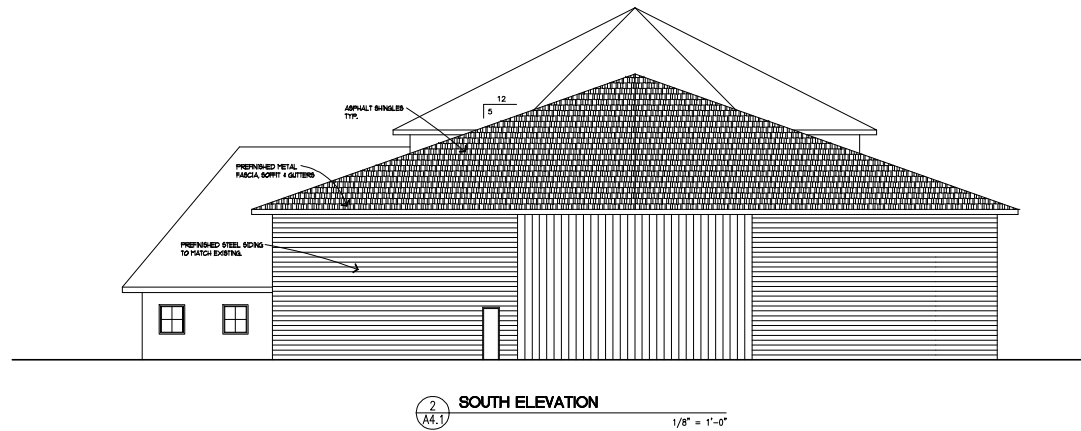
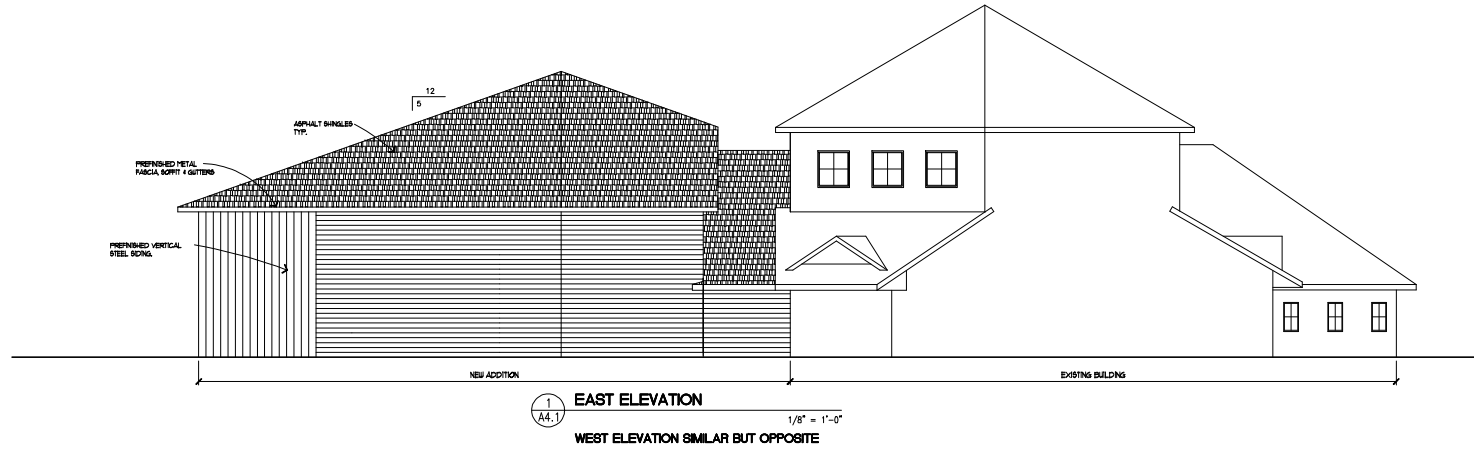
*(End of Narrative.)*

Thank you for opportunity of making this submittal. If you have questions or need further information please contact me.

Sincerely,



Dennis Batty, AIA  
The Dennis Batty & Associates Group, Inc., Architects & Planners  
Enc.



**D B A**

**The Dennis Batty & Associates Group**  
architects & planners  
incorporated.

MINNESOTA

22770 MARSHAL AVENUE  
FORT MYERS LAKE, MN 55005  
KACAN, kate@dennisbatty.com  
PHONE: 651-454-9756  
FAX: 651-454-9794

DRAWN BY:

CHECKED BY:

DATE:

SCALE:

PROJECT:

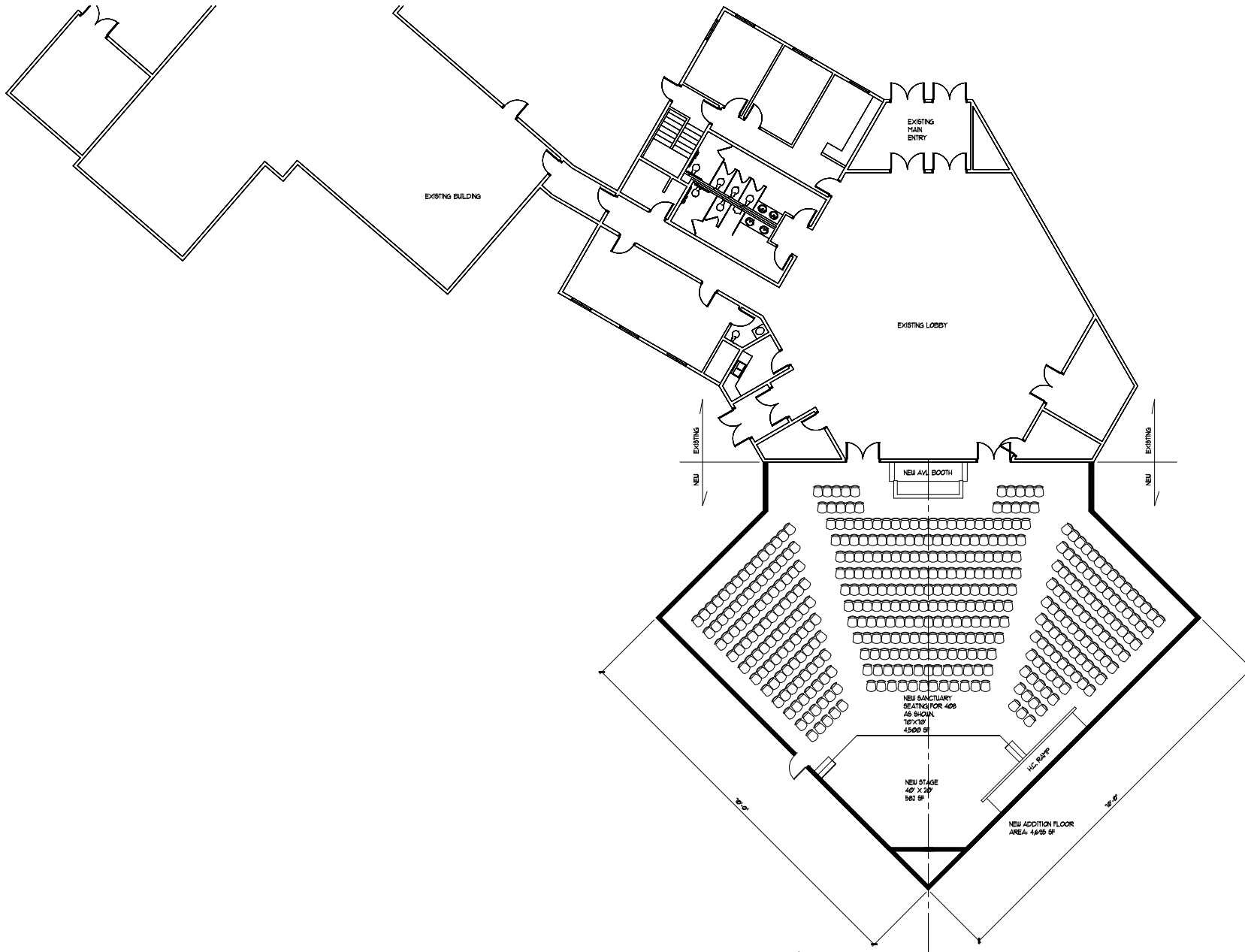
REVISIONS:

**PRELIMINARY  
NOT FOR  
CONSTRUCTION**

MASTERPLAN STUDY FOR  
CROSSROADS CHURCH  
BEMIDJI, MN

**EXTERIOR  
ELEVATIONS**

**A4.0**



1  
A3.0

FLOOR PLAN

1/8" = 1'-0"



**D B A**

**The Dennis Batty & Associates Group**  
architects & planners  
incorporated.

MINNESOTA

2270 MARSHAL AVENUE  
FORTY LAKE, MN 55005  
KACM: info@dennisbatty.com  
PHONE: 651-464-3756  
FAX: 651-464-3794

DRAWN BY:

CHECKED BY:

DATE:

PROJECT:

FLOOR:

REVISIONS:

**PRELIMINARY  
NOT FOR  
CONSTRUCTION**

**SANCTUARY ADDITION TO  
CROSSROADS CHURCH  
BEMIDJI, MN**

**FLOOR PLAN**

**A3.0**

## Packet Distribution List

**Application #SUP-2026-0003**

	<u>CONTACT</u>	<u>E-MAILED</u>
<input checked="" type="checkbox"/>	Applicant / Representative	6/3/26
<input checked="" type="checkbox"/>	City Building Department	6/3/26
<input checked="" type="checkbox"/>	City Attorney (Planning & Zoning)	6/3/26
<input checked="" type="checkbox"/>	City Engineer	6/3/26
<input checked="" type="checkbox"/>	City Manager	6/3/26
<input type="checkbox"/>	City Community Development (Vacant)	_____
<input checked="" type="checkbox"/>	City GIS Department	6/3/26
<input checked="" type="checkbox"/>	City Police Department	6/3/26
<input checked="" type="checkbox"/>	City Fire Department	6/3/26
<input type="checkbox"/>	City Parks Department	_____
<input type="checkbox"/>	Beltrami County ESD/SWCD	_____
<input type="checkbox"/>	Beltrami County Recorder	_____
<input type="checkbox"/>	Beltrami County GIS Department	_____
<input type="checkbox"/>	Beltrami County Sheriff	_____
<input type="checkbox"/>	Beltrami County Engineer / Highway	_____
<input type="checkbox"/>	Beltrami County Natural Resources	_____
<input type="checkbox"/>	MnDNR Trails	_____
<input type="checkbox"/>	MnDNR Waters	_____
<input type="checkbox"/>	MnDNR District	_____
<input type="checkbox"/>	MnDOT	_____
<input checked="" type="checkbox"/>	Airport	6/3/26
<input type="checkbox"/>	Bemidji School District	_____
<input type="checkbox"/>	MPCA Closed Landfill Program	_____
<input type="checkbox"/>	U.S. Army Corps of Engineers	_____
<input type="checkbox"/>	Minnesota Chippewa Tribe	_____
<input type="checkbox"/>	Red Lake Nation DNR	_____
<input type="checkbox"/>	White Earth Nation DNR	_____
<input type="checkbox"/>	Leech Lake Band DRM	_____
<input checked="" type="checkbox"/>	Bemidji Sustainability Commission	6/3/26
<input checked="" type="checkbox"/>	Bemidji Area Chamber of Commerce	6/3/26
<input type="checkbox"/>	Bemidji Downtown Alliance	_____
<input type="checkbox"/>	Other: _____.	_____



Planning and Zoning Department  
City of Bemidji  
317 4<sup>th</sup> Street NW Bemidji, MN 56601  
Office (218) 759-3579  
Email [SGAdmin@ci.bemidji.mn.us](mailto:SGAdmin@ci.bemidji.mn.us).

---

**June 3, 2026**

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: 80552400) in the City of Bemidji. The parcel is in the B-2 General Commercial District and the Airport Zones 3 & H Overlays.

The City of Bemidji Planning and Zoning Commission will consider this proposal at its meeting on **Thursday, June 25, 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, **Jamin Carlson's** attention at the Planning office at 317 4<sup>th</sup> Street NW, or by email to [SGAdmin@ci.bemidji.mn.us](mailto:SGAdmin@ci.bemidji.mn.us). If possible, your comments should be submitted by **Thursday, June 18, 2026**, 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 SmartGov application **SUP-2026-0003**.

Respectfully,

Planning and Zoning Staff  
City of Bemidji



Planning and Zoning Department  
City of Bemidji  
317 4<sup>th</sup> Street NW Bemidji, MN 56601  
Office (218) 759-3579  
Email [SGAdmin@ci.bemidji.mn.us](mailto:SGAdmin@ci.bemidji.mn.us).

---

**June 3, 2026**

Dear Property Owner:

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

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: 80552400) in the City of Bemidji. The parcel is in the B-2 General Commercial District and the Airport Zones 3 & H Overlays.

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

This public hearing will be held on **Thursday, June 25, 2026, at 5:30 p.m.** The meeting will be held in the Council Chambers of the Bemidji City Hall located at 317 4<sup>th</sup> Street NW. 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 **Thursday, June 18, 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](mailto:SGAdmin@ci.bemidji.mn.us).

Respectfully,

Planning & Zoning Department  
City of Bemidji



TAYLOR F LLC  
755 PAUL BUYNAN DR NW  
BEMIDJI, MN 56601

FANKHANEL LLC  
PO BOX 946  
BEMIDJI, MN 56619

VOSIKA PROPERTIES LLC  
3455 LAUREL DR NW  
BEMIDJI, MN 56601

OELRICH PROPERTIES LLC  
15237 GREAT VALLEY RD NW  
SHEVLIN, MN 56676

MILLS & BROWN INVESTMENTS LLC  
3611 LAUREL DR NW  
BEMIDJI, MN 56601

STEELE FAMILY PROPERTIES LLC  
16277 GAVIIDAE CT NW  
BEMIDJI, MN 56601

CROSSROADS CHURCH  
3354 LAUREL DR NW  
BEMIDJI, MN 56601

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

HEADWATERS HOLDING COMPANY LLC  
2216 TOD CT NW  
BEMIDJI, MN 56601

ROAD RUNNER INVESTMENTS LLC  
1603 12TH AVE N  
GRAND FORKS, ND 58203

GOULD DEVELOPMENT LLC  
PO BOX 1565  
ABERDEEN, SD 57401



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

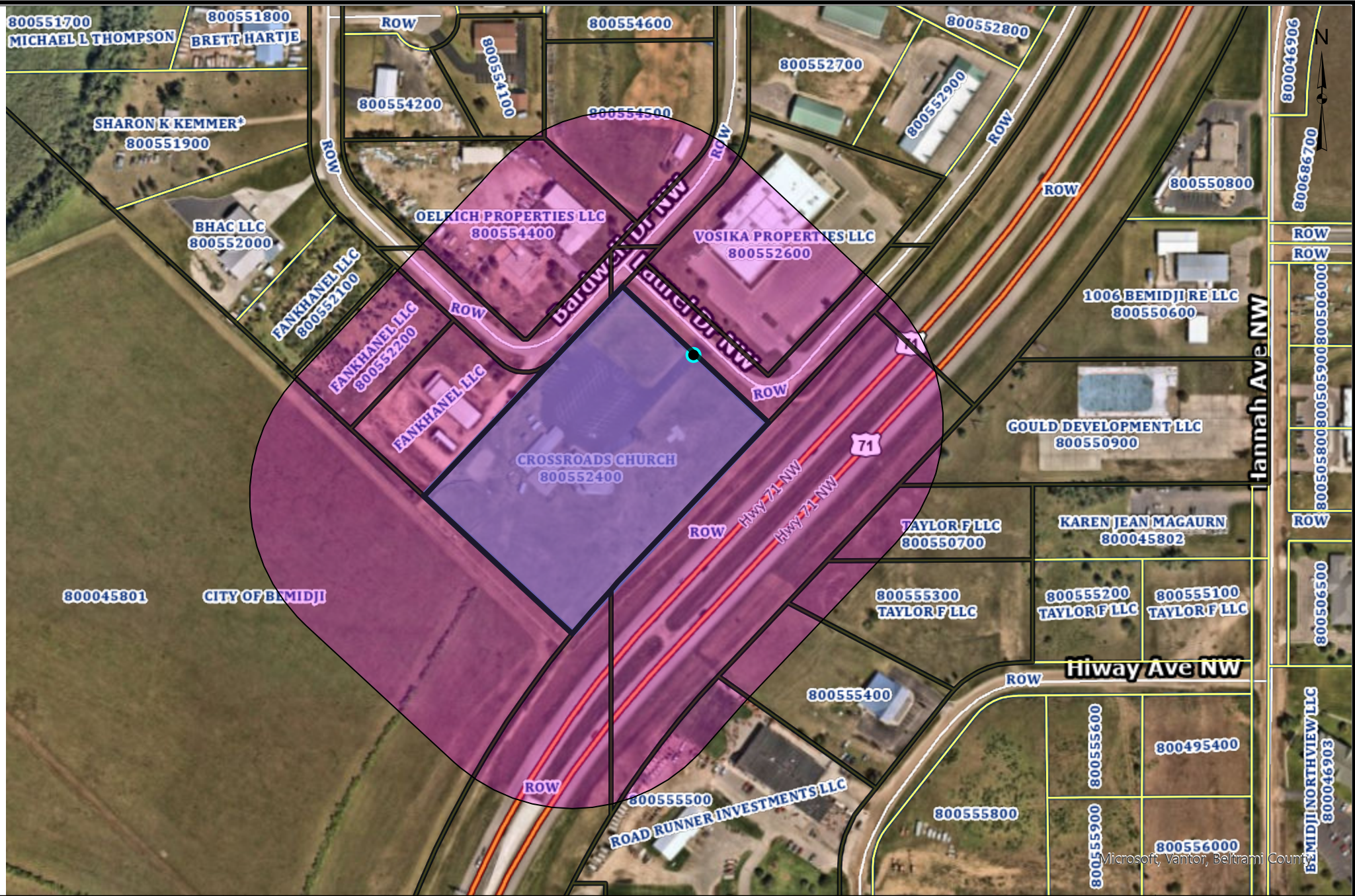
### Aerial Map

1:2,257

Date: 6/2/2026

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.

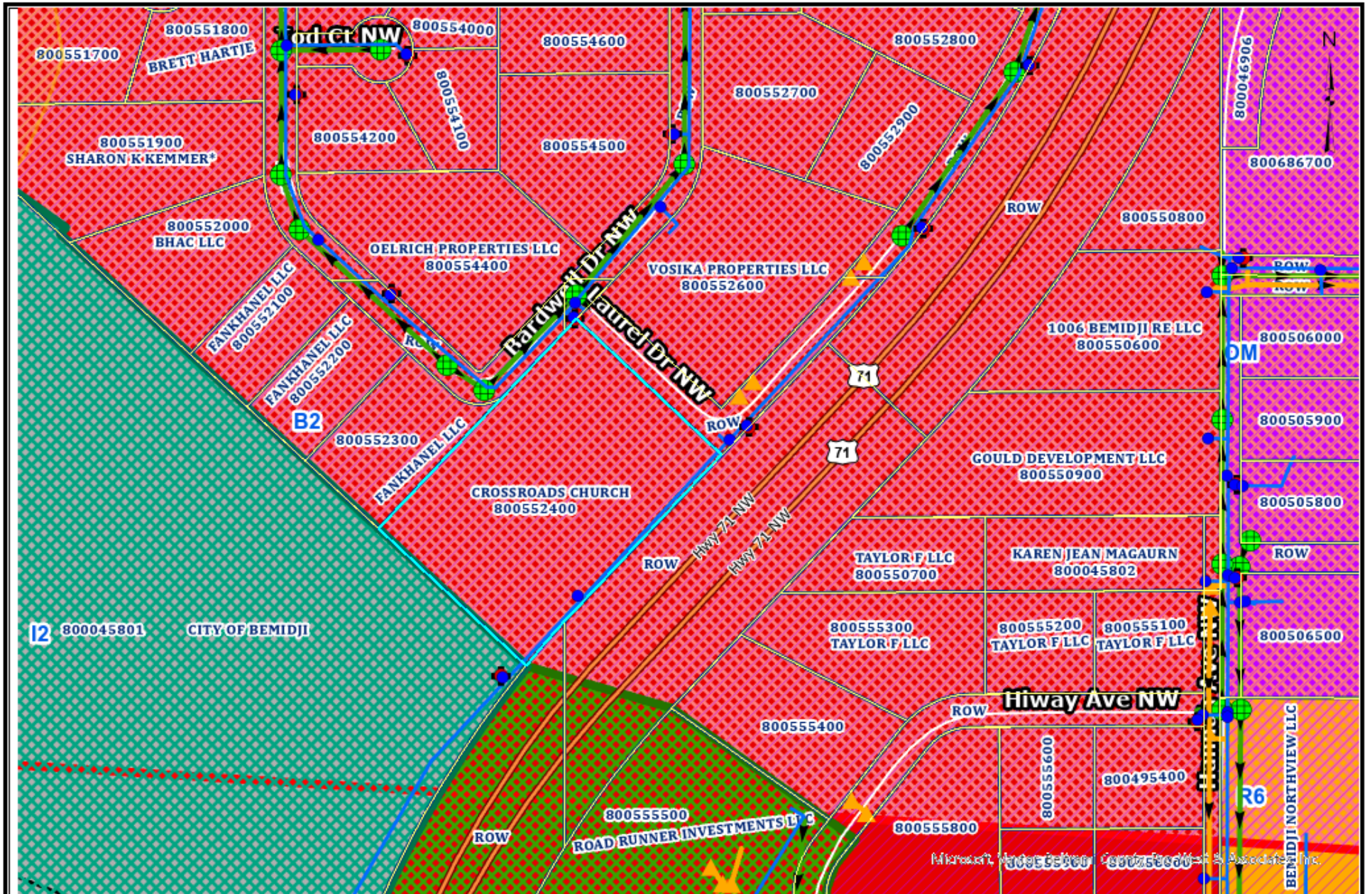
### Buffer Map

1:4,514

Date: 6/2/2026

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





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

### Zoning Map

1:4,514

Date: 6/2/2026

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 Florida, County of Orange, ss:

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

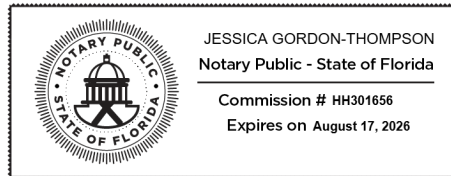
1. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and the day of the week upon which the public notice attached/copied below was published in the newspaper are as follows: Saturday, June 13, 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.

Anjana Bhadoriya

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

## VERIFICATION

State of Florida  
County of Orange



Subscribed in my presence and sworn to before me on this: 06/15/2026

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, June 25, 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):

**Interim Use Permit Request:** - 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 (11) Industrial Park/Light Industrial Zoning District. The subject property is located at 1407 Naylor Dr SE (PIN 800453700) in the City of Bemidji.

**Final Plat Request** - 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: #800034489, 800050504, 800050505, and 800116600) in the City of Bemidji (also known as the railroad corridor).

**Conditional Use Permit Request:** - 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.

**Conditional Use Permit Request:** - Dennis Batty of The Dennis Batty & Associates Group, Inc., Architects & Planners Inc., 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: 80552400) in the City of Bemidji. The parcel is in the B-2 General Commercial District and the Airport Zones 3 & H Overlays.

All interested parties are invited to attend the public hearing(s) and comment on the proposal(s). If you are unable to attend in person, comments can be submitted by email to [SGAdmin@ci.bemidji.mn.us](mailto:SGAdmin@ci.bemidji.mn.us) (preferred method), letter, or phone call to the Planning and Zoning Department. Call 218-759-3579 or visit our website at [www.ci.bemidji.mn.us](http://www.ci.bemidji.mn.us) for more information. If possible,

your written comments should be submitted by **Thursday, June 18, 2026**, so they may be incorporated into the staff report to the Planning Commission.  
(Jun. 13, 2026)

To: Melissa Fahrenbruch, Assistant Planning Director  
From: Bemidji Sustainability Commission  
Date: June 18, 2026  
Re: SUP-2026-0003 - Crossroads Church

The Bemidji Sustainability Commission reviewed the conditional use permit request for the proposed sanctuary expansion of Crossroads Church and submits the following recommendations for consideration.

One of the goals for the Sustainability Commission relates to natural landscapes. This goal aligns with **GreenStep Best Practice 16.5 Enact an ordinance that preserves/replaces trees and soils and encourages resilient, non-invasive landscaping**. Accordingly, the Commission recommends planting of native tree species and ecologically beneficial ground-cover consisting of native plant species in accordance with established green infrastructure and stormwater best practices. Landscaping near downspouts and drainage into the infiltration basins should follow guidance of the [Minnesota Stormwater Manual](#), which emphasizes hardy, locally-adapted native species, because they improve infiltration and pollutant removal while reducing long-term maintenance compared with non-native or turfgrass plantings. Native plant palettes can also provide high value habitat and seasonal forage for native pollinators, birds, and other wildlife (see [MPCA's Plants for Stormwater Design](#) and the Minnesota plant lists/[Blue Thumb Plant Finder](#) tools for site-specific selection). In the Bemidji region (Zone 3), planting a diverse mix of species that tolerate both periodic wet conditions in the basin and drier margins can create a resilient, multifunctional landscape. Examples include wet-adapted natives such as swamp milkweed, blue flag iris and cardinal flower; transitional species like Joe-pye weed and asters; and prairie grasses such as little bluestem prairie dropseed on the drier edges — all of which support deep roots, seasonal blooms, and pollinators while helping stabilize soils and manage stormwater runoff .

In areas where stormwater and drainage are less of a concern, consider ecologically-beneficial alternatives to traditional turf lawn applications. According to the [University of Minnesota's Extension](#), species such as dutch white clover, self-heal, and creeping thyme provide resources for pollinators, reduce the need for inputs such as fertilizer and water, require similar or less maintenance, yet allow similar enjoyment by humans as do traditional grass lawns.

Another goal of the Sustainability Commission is to support energy efficiency and electrification throughout the city. This goal aligns with **GreenStep Best Practice 23.5 Install and promote publicly available EV charging infrastructure**. Though multimodal transportation access to the site is limited by heavy traffic patterns of the adjacent highways, the Commission encourages inclusion of dedicated parking for electric vehicles (EV's) and plug-in hybrid electric vehicles (PHEV's) adjacent to Level 2 (240V) charging infrastructure. Reference EV charging best practices such as those drafted November 2025 by the Minnesota Local Road Research Board, accessible through [MnDOT's digital library](#). Estimates suggest the number of EV's driving Minnesota's roadways increased by a factor of approximately 16x between 2018 and 2025. Supporting further adoption of this low-emitting, efficient alternative to conventional internal combustion engines is worth the marginal cost when factoring the many co-benefits of EV's/PHEV's. Charging infrastructure may also encourage use and membership of the community center.

Finally, the Commission recommends consideration of on-site electricity generation through roof-top solar photovoltaics (PV). New construction provides the opportunity for adapting architectural plans to accommodate solar PV arrays. Generating electricity on-site can help ensure the long-term operational costs and other positive outcomes that benefit the congregation and broader community. Local utilities are generally eager to support the design and installation of PV arrays, so we encourage collaboration, as possible.

Thank you for considering the Sustainability Commission's input.

*Jordan T.C. Lutz*

Jordan Lutz  
Chair, Bemidji Sustainability Commission