

BEMIDJI PLANNING BOARD REGULAR MEETING AGENDA

Monday, July 13, 2026

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



CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

APPROVAL OF AGENDA

MINUTES

- 1) June 8, 2026 Planning Board Meeting Minutes

VISITORS WITH BUSINESS BEFORE THIS BOARD – NOT ON AGENDA

Public Comment – Please give your name, address, and state your concern/comment. Visitors may share their concerns with the Planning Board on any issue, which is not already on the agenda. Each person will have 3 minutes to speak. The Chair reserves the right to limit an individual's presentation if it becomes redundant, repetitive, irrelevant, or overly argumentative. The Chair may also limit the number of individual presentations on any issue to accommodate the scheduled agenda items. COMMENTS WILL BE TAKEN UNDER ADVISEMENT BY THE PLANNING BOARD.

NEW BUSINESS

- 2) Consider Resolution for Interim Use Permit for Parcel 80.04537.00 — Amy DeLap representing Just for Kix
- 3) Consider Resolution for 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
- 4) Consider Resolution for Conditional Use Permit for Parcel 80.04221.00 — Matthew Korpela representing Leech Lake Band of Ojibwe
- 5) Consider Resolution for Conditional Use Permit for Parcel 80.05524.00 — Dennis Batty representing Crossroads Church

STAFF REPORTS

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

UPCOMING MEETINGS

- 8) August 10, 2026 Planning Board Meeting

ADJOURN

**PLANNING BOARD PROCEEDINGS
BEMIDJI, MINNESOTA
Regular Meeting – Monday, June 8, 2026**

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

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

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

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

AMENDMENTS TO AGENDA

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

MINUTES

The following minutes were presented for approval:

Planning Board Meeting: **May 11, 2026**

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

CONSENT AGENDA

Consider Approval of a Resolution Revoking a Conditional Use Permit for a Planned Unit Development on Parcel 80.05971.00 - Sandy Hennum representing Beltrami County Housing & Redevelopment Authority (BHRA).

Consider Approval of a Resolution Revoking an Interim Use Permit for Parcels 80.04218.00 and 80.04218.01 - Torque Machinery.

Motion by **Thayer**, second by **Dickinson**, approving Consent Agenda as presented. Motion carried by unanimous voice vote.

CITIZENS WITH BUSINESS NOT ON AGENDA

No appearance.

NEW BUSINESS

CONSIDER RESOLUTION FOR A MINOR SUBDIVISION PLAT REQUEST FOR PARCEL 80.03901.00 – MURRAY SURVEYING REPRESENTING NORTHWOODS HABITAT FOR HUMANITY INC.

Carlson presented the first 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.

The Planning Commission decided that the conditions are sufficient for approval of a Minor Subdivision Plat for parcel 80.03901.00 with the conditions and findings of fact presented in the packet.

Chair Eaton inquired about the process of passing the resolution and discussing the waiver of the parkland dedication fee after. Carlson and Gilchrist responded that the parkland dedication fee waiver could be added to the resolution prior to the vote.

Board members made the following comments regarding the request:

- **Peterson** stated he was in favor of waiving the parkland dedication fee.
- **Thayer** stated she hoped the trees on the lots in question could be preserved.
- **Prince** inquired about Beltrami County's recommendation to move and/or prevent access to these lots from coming off Lake Ave. Carlson replied.
- **Prince** stated he was in favor of waiving the parkland dedication fee for any development project that increased residential housing in the City.
- **Dickinson** stated he was in favor of waiving the parkland dedication fee.
- **Eaton** stated he was in favor of the project overall and of waiving the parkland dedication fee for the project.

Motion by **Prince**, second by **Thayer**, to approve the resolution approving 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 for parcel 80.03901.00 with the findings of fact and conditions as presented and including a waiver for any fees related to parkland dedication. Motion carried by the following voice vote: Ayes: **Prince, Fiskevold Gould, Peterson, Dickinson, Eaton, Thayer**. Nays: **None**.

STAFF REPORTS

Director's Report

Carlson presented the Director's Report.

Board members had the following comments:

- **Thayer** inquired if there had been any cost savings related to previous solar projects. Carlson responded that the Visitor's Center had a net gain for the day, but he did not have long term numbers available.
- **Thayer** thanked Council and staff for the work toward completing the solar projects.

Site Analyst & Enforcement Report

Wielenberg presented the Site Analyst & Enforcement Report.

Board members had the following comments:

- **Prince** inquired about the increase of violations in Ward 5 and whether those were storm related. Wielenberg replied that he was unsure without looking at the actual violations.
- **Prince** inquired if historical trends within the wards were tracked. Carlson responded that the reports are generated month-to-month and that no historical trend data are generated. Prince and Wielenberg discussed.
- **Thayer** inquired on clean-up timelines relating to human activity sites on railroad property. Wielenberg responded.
- **Thayer** addressed Board and staff to consider options to reduce the costs of activity site clean-ups as they have been increasing.
- **Fiskevold Gould** inquired if staff could provide additional data showing code violations as a percentage of the total for each ward. Wielenberg replied that it could be looked into.
- **Prince** inquired about the number of clean-up contractors in Bemidji. Wielenberg and Prince discussed.
- **Thayer** inquired if the activity sites on the trail below Lake Boulevard had been cleaned up. Wielenberg and Thayer discussed.
- **Fiskevold Gould** inquired about the old gas station building along Paul Bunyan Drive and the possibility for condemnation. Wielenberg and Fiskevold Gould discussed.
- **Fiskevold Gould** inquired if condemnation had been done before. Wielenberg replied that it may have been done in the past, but not in the time he had been with the City. Carlson added

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that there are many aspects that go into the removal of buildings, and that most of them originate from the Building and Fire Departments from a fire and building code standpoint.

- **Eaton** inquired if it was possible for a lien to be imposed on such properties. Carlson asked Gilchrist to respond. Gilchrist stated that it was not, but that there were other legal options that could be used.
- **Thayer** stated frustration with the long enforcement timelines on several of the structures mentioned and that the impact of those structures on the City was disappointing.
- **Fiskevold Gould** stated that failure to enforce ordinances related to condition of property increases other costs due to the possible increase in crime and other issues.
- **Prince** stated that the topics discussed were complicated and that it would be a good idea to add a discussion topic to either a City Council or Planning Board meeting to discuss the issue in greater depth rather than add additional information to the end of an enforcement report. Carlson replied that it would be best done by the Council as the issues raised are beyond the scope of the zoning ordinance.

UPCOMING BOARD MEETINGS

- July 13, 2026 5:30 p.m. Planning Board Meeting

ADJOURN

There being no further business, motion by **Peterson**, second by **Thayer**, to adjourn the meeting. Motion carried. Meeting adjourned at **6:09 p.m.**

Respectfully submitted,

David Wielenberg
Compliance Inspector & Site Analyst

PB Minutes approved and attested by: _____
Planning Board Representative

The City of Bemidji Planning and Zoning Department

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

PLANNING MEMORANDUM

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.

PUBLIC HEARING & DISCUSSION

- Heinonen inquired about parking. Fahrenbruch clarified.

Public Hearing opened at 5:34 p.m.

- Amy DeLap, director of the Bemidji Just for Kix program, addressed the commission noting that their program serves over 230 students age 3 up to seniors in high school and the company, which is based out of Brainerd, MN, has been in business for 45 years. DeLap added that they have outgrown their current leased spaces.

Public Hearing closed at 5:37 p.m.

Commission members had no additional comments.

RECOMMENDATION & FINDINGS

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

RECOMMENDATION FOR APPROVAL

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

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.

Motion by **Heinonen**, seconded by **Lemmer**, to recommend approval of the Interim Use Permit request for parcel 800453700, with the conditions and findings of fact as presented in the packet.

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

Nays: **None.**

Abstentions: **None.**

Motion carried unanimously.

CITY OF BEMIDJI PLANNING BOARD

Resolution No. 2026-13

**RESOLUTION APPROVING
AN INTERIM USE PERMIT
FOR PARCEL 80.04537.00**

WHEREAS, an application was made on May 29, 2026, by Just for Kix, requesting an Interim Use Permit (IUP) to remodel and operate a Dance Studio (Indoor Fitness, Health Club or Spa) on their property located at 1407 Naylor Dr SE, within the City of Bemidji; and

WHEREAS, the proposed requested Interim Use Permit will be located on parcel 80.04537.00 legally described as Section Twenty-Two (22), Township one-forty-six (146) North, Range 33 West, First Addition To Industrial Park, Block 5, Lot 1, Inc Vacated Portion Of Bunyan Ave SE; and

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

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

WHEREAS, the Planning Commission held a public hearing on June 25, 2026, to review the application for an Interim Use Permit following mailed and published notice as required by law; and

WHEREAS, the Planning Board has reviewed all materials submitted by the Applicant; considered the oral and written testimony offered by the applicant and all interested parties; and

Page 1

has now concluded that the application is in compliance with all applicable standards and can be considered for approval; and

WHEREAS, the Planning Board has made the following findings regarding the Interim Use Permit application request:

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

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 events 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 of 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.

NOW, THEREFORE BE IT RESOLVED that the Planning Board hereby grants the approval of an Interim Use Permit (IUP) to allow Just for Kix to remodel and operate a Dance Studio (Indoor Fitness, Health Club or Spa), on their property located at 1407 Naylor Dr SE, within the City of Bemidji, with the following 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.

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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.

CITY OF BEMIDJI PLANNING BOARD
State of Minnesota
County of Beltrami

This instrument was acknowledged before me on this 13th day of July 2026 by Lynn Eaton, Planning Board Chair.

Lynn Eaton, Planning Board Chair

Subscribed and sworn to before me
this 13th day of July 2026.

Notary Public

Applicant Signature

Date

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

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

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.
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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.

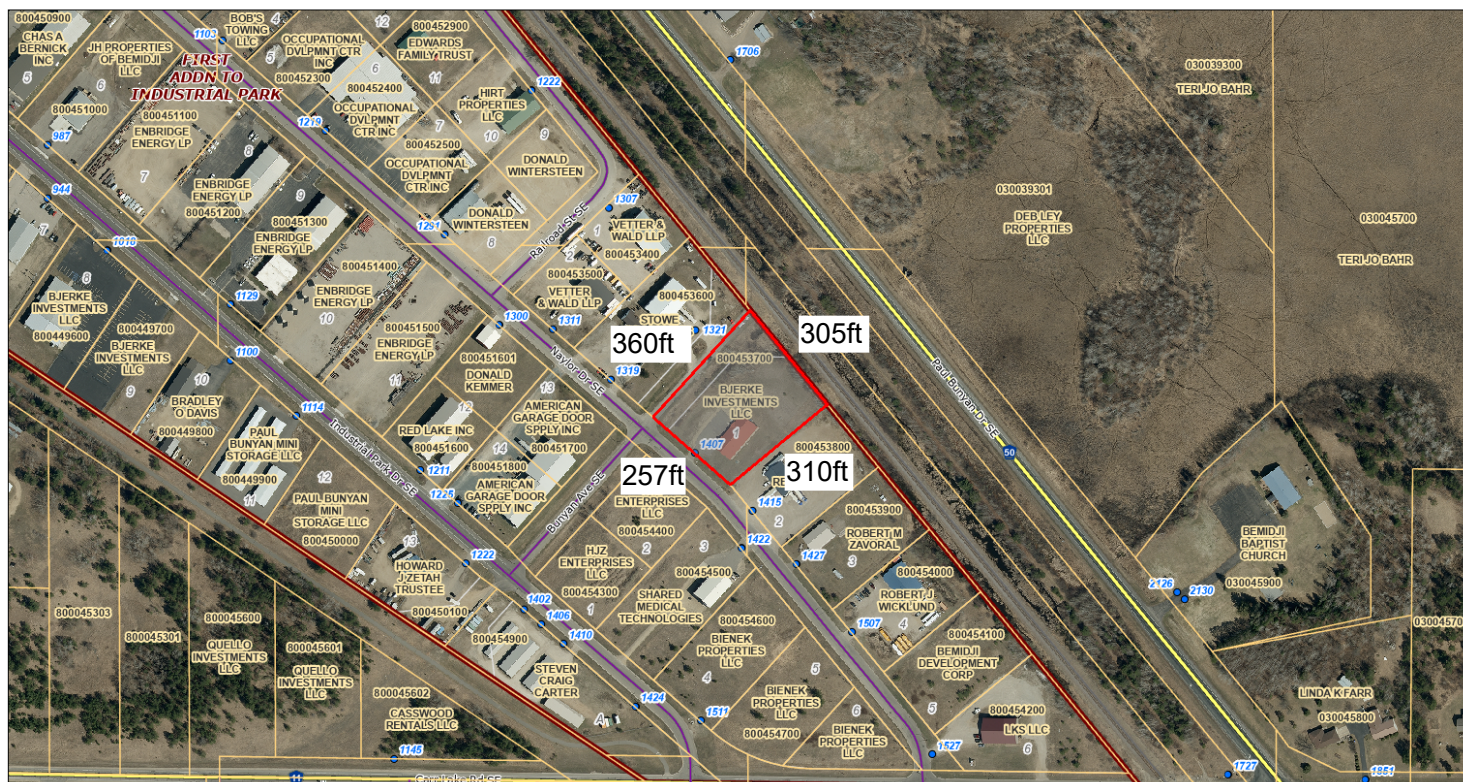
4. Whether the proposed use is in conformance with the community's Comprehensive Plan or Land Use Plan.

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.

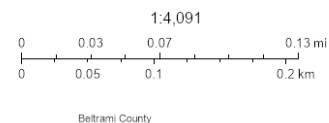
5. Whether adequate utility, drainage and other such necessary facilities have been or can be provided.

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

800453700 1407 NAYLOR DR, BEMIDJI, MN, 56601



May 28, 2026



Scott County Property Information



City of Bemidji, MN

City of Bemidji

317 4th Street NW

Bemidji, MN 56601

218-759-3560

<https://www.ci.bemidji.mn.us/>

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

Select the type of use permit application from the list:

Describe the proposed use of your property:

Describe the existing use of your property:

Are you aware of any existing Use Permits or Variances for this property?

Will the proposal generate increased traffic over existing conditions?

If yes, an increase amount of traffic, please explain.

Will the proposal require additional parking spaces?

How many people will occupy your premises on an average day? Please provide numbers for employees, customers, and residents.

Will your proposal increase water usage or sewage generation over the existing use?

If yes, increase in water usage or sewage generation please provide, how many gallon per day.

Will your proposal generate additional waste?

Describe your disposal method .

Does your property contain low areas, wetlands, or areas with standing water?

Please explain if you intend to drain, fill or otherwise alter this area for any reason (If this does not apply, enter N/A)

Escrow Payer Name (Who should the check for the escrow funds be made out to when the project is complete?)

Escrow Payer Mailing Address

Detail Value

Interim Use

Dance Studio

Vacant

No

Yes

Holding dance classes in the building

Yes

Classes primarily in the evenings.
Class sizes vary from 10-25 kids per class. 4-5 employees at a time.

Yes

Approximately 10 toilet flushes per day?

Yes

Will haul waste to city site

Yes - Please explain below if you intend to drain, fill or otherwise alter this area for any reason

N/A

Amy DeLap

7665 Loon Lodge Ln NE, Bemidji, MN
56601



City of Bemidji, MN

City of Bemidji

317 4th Street NW
Bemidji, MN 56601

218-759-3560

<https://www.ci.bemidji.mn.us/>

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

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.

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

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

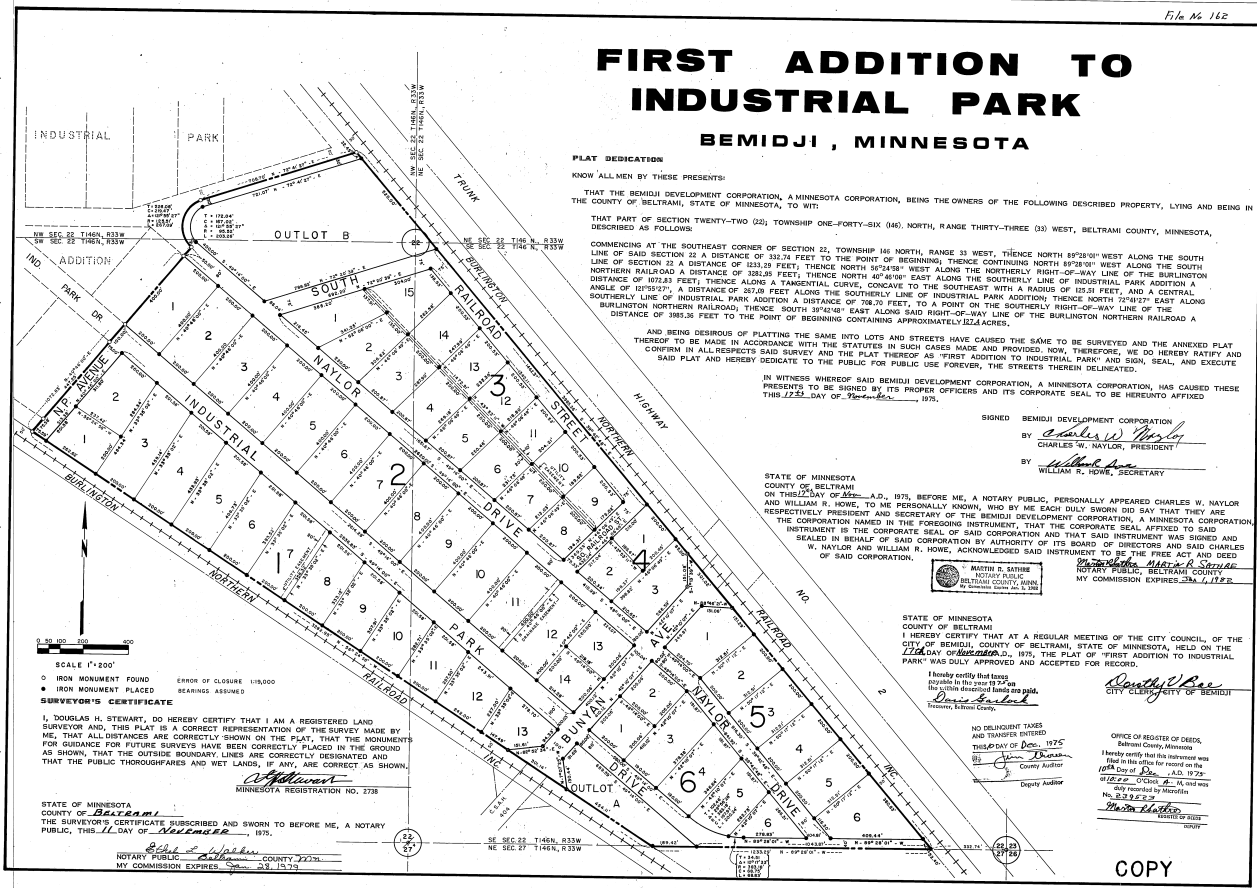
Facility will have two dance studios that could potentially hold around a max of 50 students at a given time. There would be up to 4-5 employees in the building at a time. Parents do sometimes wait in the lobby areas, which can be up to 10-15 parents at a time. Classes are generally an hour long each,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



File No 162

COPY



Planning & Zoning Dept. • 317 4th 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 31st 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
<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>
☒	Applicant / Representative	6/3/26
☒	City Building Department	6/3/26
☒	City Attorney (Planning & Zoning)	6/3/26
☒	City Engineer	6/3/26
☒	City Manager	6/3/26
☐	City Community Development (Vacant)	_____
☒	City GIS Department	6/3/26
☒	City Police Department	6/3/26
☒	City Fire Department	6/3/26
☐	City Parks Department	_____
☐	Beltrami County ESD/SWCD	_____
☐	Beltrami County Recorder	_____
☐	Beltrami County GIS Department	_____
☐	Beltrami County Sheriff	_____
☐	Beltrami County Engineer / Highway	_____
☐	Beltrami County Natural Resources	_____
☐	MnDNR Trails	_____
☐	MnDNR Waters	_____
☐	MnDNR District	_____
☐	MnDOT	_____
☐	Airport	_____
☐	Bemidji School District	_____
☐	MPCA Closed Landfill Program	_____
☐	U.S. Army Corps of Engineers	_____
☐	Minnesota Chippewa Tribe	_____
☐	Red Lake Nation DNR	_____
☐	White Earth Nation DNR	_____
☐	Leech Lake Band DRM	_____
☒	Bemidji Sustainability Commission	6/3/26
☒	Bemidji Area Chamber of Commerce	6/3/26
☐	Bemidji Downtown Alliance	_____
☐	Other: _____.	_____



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

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 4th 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 4th Street NW Bemidji, MN 56601
Office (218) 759-3579
Email 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-2026-0002: - 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 4th Street NW. You are invited to attend this public hearing, express your opinions on the proposal at the hearing, if not able to attend, by email (preferred method), letter, or phone call to the Planning and Zoning Department. If possible, your written comments should be submitted by **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.

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

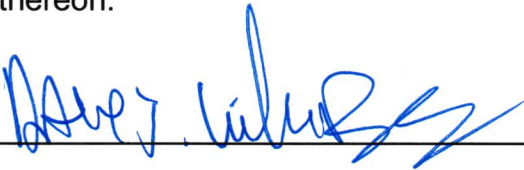
HUNKE REALTY LLC
PO BOX 229
WADENA, MN 56482

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

AFFIDAVIT OF SERVICE BY MAIL

STATE OF MINNESOTA)
) SS
COUNTY OF BELTRAMI)

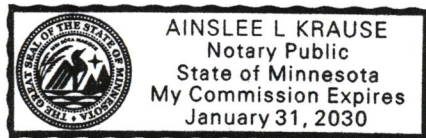
David Wielenberg, being first duly sworn, on oath deposes and states that on the 5th of February, 2026, he/she served the attached Hearing Notice upon each of the following parties on the attached list by depositing in the U.S. Mail, envelopes properly sealed with postage prepaid thereon.



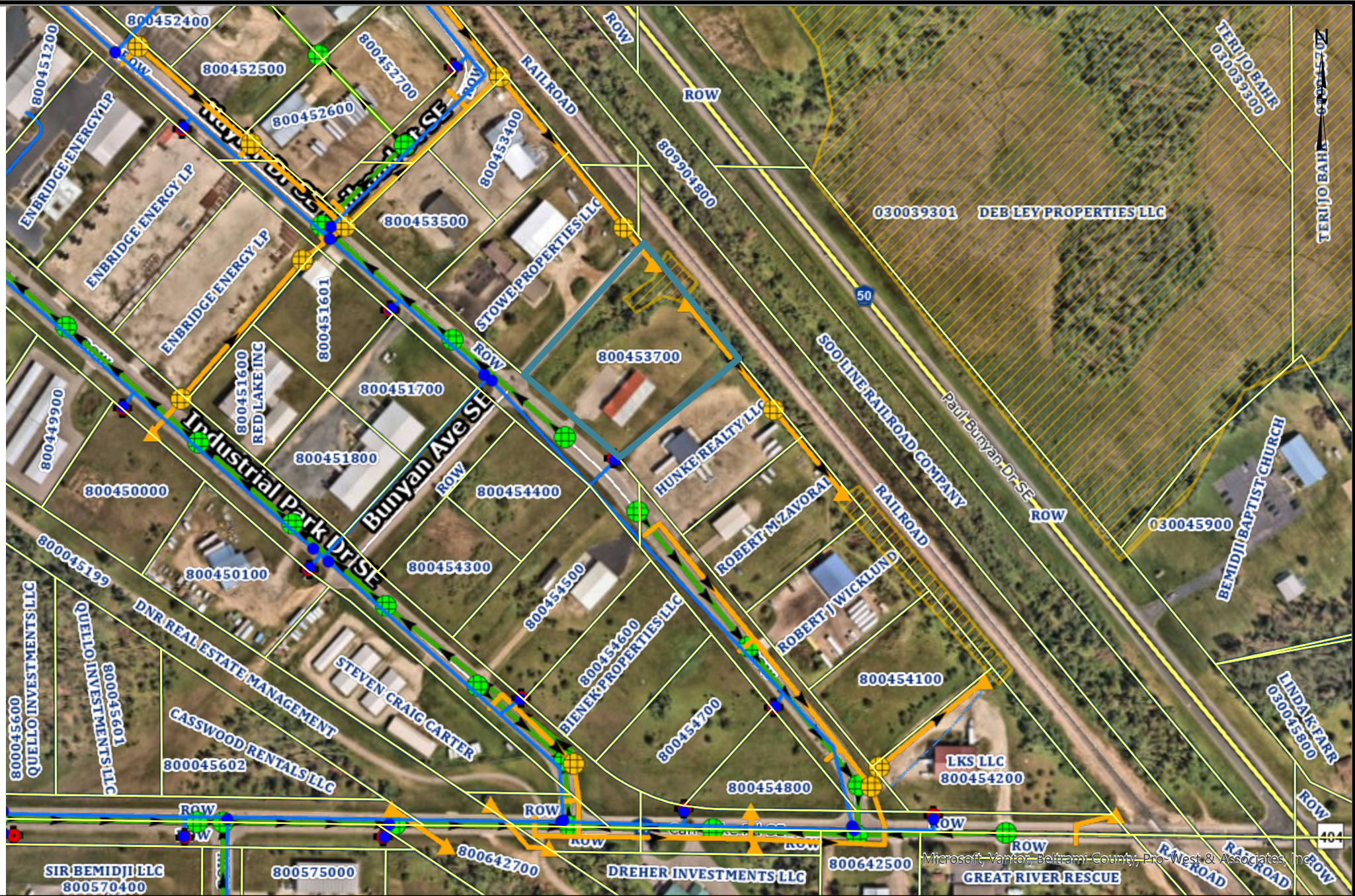
Subscribed and sworn to before me
this 3rd day of June 2026.



Notary Public



Planning Case: **Interim Use Permit Request for 80.04537.00 – SUP-2026-0002**

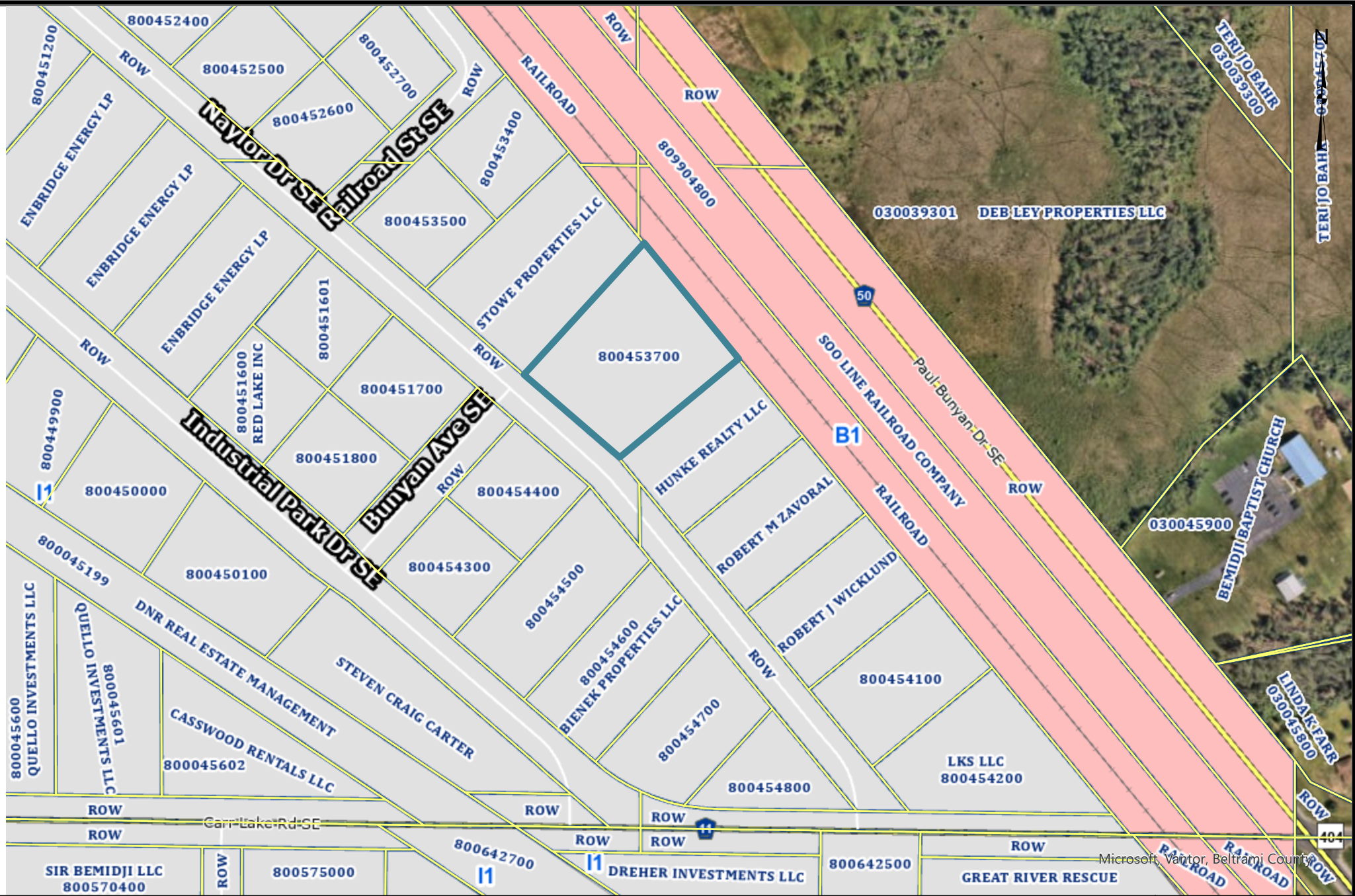


These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

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.	

Bemidji
First City On The Mississippi

Page 33 of 154

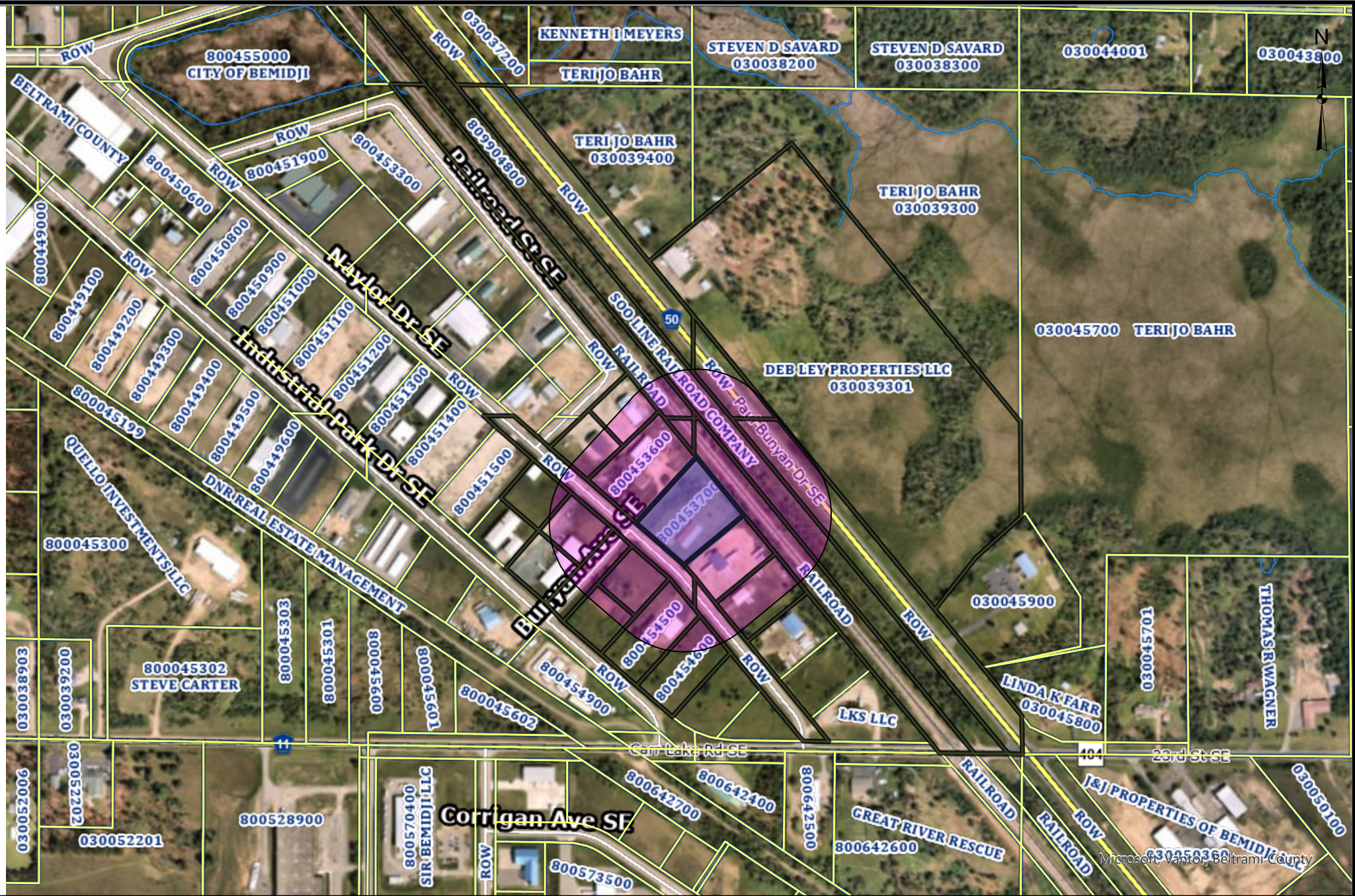


These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

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.	

Zoning Map





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.	



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.

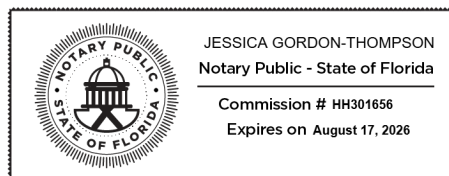
1. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
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. R. A.

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 (I1) 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 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

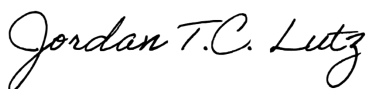
The Bemidji Sustainability Commission reviewed the conditional use permit request for the proposed remodeling to accommodate a dance studio and submits the following recommendations for consideration.

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



July 8th, 2026

Planning Board Members:

This letter is in regard to Planning Case SUP-2026-0002. The applicant is Amy Delap and her business is Just for Kix. This property is in the industrial park at 1407 Naylor Dr SE.

There are plenty of ordinances in the industrial park that need changes. These have been previously communicated to the city council, as far back as 2022. The Business Community has been told repeatedly that review of these Ordinances will be occur when the Comprehensive Plan will be completed. The comprehensive plan was originally slated to be completed in December of 2025. We are now 7 months beyond that without an anticipated completion date. Meanwhile, new businesses and expanding businesses are required to follow ordinances, specifically in our industrial park, that are continual barriers to development and redevelopment.

In addition, in this planning case, the fees total almost \$5000 for this business to locate in our city. About 10 times higher than this business locating outside the city limits.

The Bemidji Area Chamber of Commerce asks the City of Bemidji Planning Board to put a moratorium on the below ordinances for Planning Case USP-2026-0002 for a period of 3 years to allow enough time for the Comprehensive plan and Ordinance reviews to be completed.

Ordinance 1004 – Fencing, shielding, and garbage enclosure requirements
Ordinance 1006- Greenspace requirements
Ordinance 1006.B.4 - Tree requirement
Ordinance 1008- Outdoor Lighting restrictions
Ordinance 1009- A.3.a - Prohibition on gravel/crushed concrete parking lots
Ordinance 1009.A.8.a - Requirement for interior parking lot green space
Ordinance 1011.G - job and storage trailer restrictions

These ordinance changes are extremely critical for the city become competitive, not only in the industrial park, but all other areas of our city, for future development. Putting a moratorium on these ordinances in the industrial park is a reasonable first step to removing some of these barriers.

We look forward to the completion of the comprehensive plan and the opportunity to engage in future discussions regarding ordinances and fees that support a strong, competitive and growing business environment in the City of Bemidji.

Sincerely,

Scott Turn
President
Bemidji Area Chamber of Commerce
scott@bemidji.org 218-444-3541

cc: Bemidji Development Corporation

Bemidji Area Chamber of Commerce

102 1st Street West, Bemidji, MN 56601 | (218) 444-3541 | (800) 458-2223 | bemidji.org | chamber@bemidji.org

The City of Bemidji Planning and Zoning Department

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

PLANNING MEMORANDUM

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).

PUBLIC HEARING & DISCUSSION

Commission members had no comments.

Public Hearing opened at 5:41 p.m.

- No comments.

Public Hearing closed at 5:42 p.m.

Commission members had no additional comments.

RECOMMENDATION & FINDINGS

The Planning Commission decided the conditions are sufficient for approval of the Final Plat.

RECOMMENDATION FOR APPROVAL

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

Conditions

1. The approved final plat shall be known as “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.

Motion by **Faver**, seconded by **Heinonen**, to recommend approval of the Final Plat request for parcels 800034499, 800050504, 800050505, 800116602, 800116604, and 800116600, with the conditions and findings of fact as presented in the packet.

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

Nays: **None.**

Abstentions: **None.**

Motion carried unanimously.

CITY OF BEMIDJI PLANNING BOARD

Resolution No. 2026-14

**RESOLUTION APPROVING
A FINAL PLAT OF GREATER BEMIDJI RAIL CORRIDOR
FOR PARCELS 800034499, 800050504, 800050505, 800116602, 800116604, AND
800116600**

WHEREAS, Tim Marco (Marco McLane Development) representing Greater Bemidji (“Applicant”), submitted an application to the City of Bemidji Planning Board on May 29, 2026, requesting approval of a Final Plat of Greater Bemidji Rail Corridor to develop a multi- phase project and 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. on parcels 800034499, 800050504, 800050505, 800116602, 800116604, and 800116600 located at multiple addresses off Minnesota Ave NW and Midway Dr. S within the City of Bemidji;

WHEREAS, the proposed requested final plat will be located on the parcels legally described as; (See attached plat); and

WHEREAS, the Property is zoned and located within Urban Renaissance (UR) and the Shoreland Overlay Zoning District; and

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

Page 1

WHEREAS, the Planning Commission held a public hearing on June 25, 2026, to review the application following mailed and published notice as required by law; and

WHEREAS, the City of Bemidji Planning Board has reviewed all materials submitted by the Applicant; considered the oral and written testimony offered by the Applicant and all interested parties; and has now concluded that the application is in compliance with all applicable standards and can be considered for approval; and

WHEREAS, the Planning Board has made the following findings regarding the final plat of the Greater Bemidji Rail Corridor application request:

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.

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

1. The approved final plat shall be known as "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.

CITY OF BEMIDJI PLANNING BOARD
State of Minnesota
County of Beltrami

This instrument was acknowledged before me on this 13th day of July 2026 by Lynn Eaton, City of Bemidji Planning Board Chair.

Lynn Eaton, City of Bemidji Planning Board Chair

Subscribed and sworn to before me this 13th day of July 2026.

Notary Public

Applicant Signature

Date

The City of Bemidji Planning and Zoning Department

PLANNING CASE: SUB-2026-0002	MEETING DATE: June 25 th , 2026
APPLICANT: Greater Bemidji	60-DAY RULE DATE: July 28 th , 2026
PROCEEDING: Final Plat	ZONING DISTRICT: (UR) Urban Renaissance & Shoreland Overlay
PREPARED BY: Jamin Carlson Planning Director	EXHIBITS: 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 9th, 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 9th, 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).

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 & 2nd 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*

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

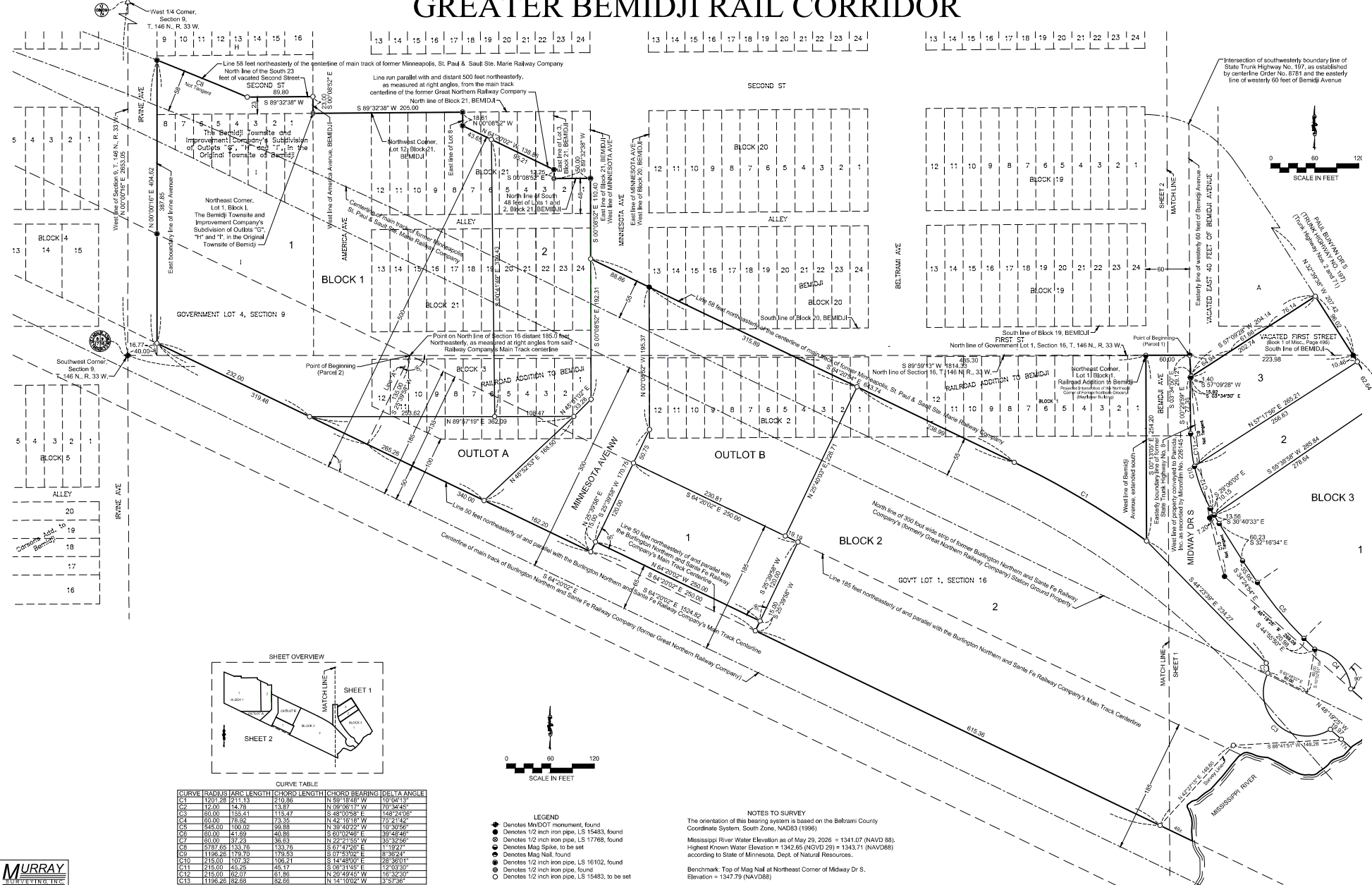
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3. All utilities and ingresses & egresses shall be constructed to City specifications, as required by the City Engineer.
4. Each parcel will need to obtain all applicable permits and reviews through the City of Bemidji.
5. Before sale of any of the 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





City of Bemidji, MN

City of Bemidji

317 4th Street NW

Bemidji, MN 56601

218-759-3560

<https://www.ci.bemidji.mn.us/>

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



City of Bemidji, MN

City of Bemidji

317 4th Street NW
Bemidji, MN 56601
218-759-3560

<https://www.ci.bemidji.mn.us/>

If your proposal will generate an increase in traffic, please describe:

Total Number of Off Street Parking Spaces

Total Number of PROPOSED Off Street Parking Spaces

What is the distance to the nearest public water & sewer utilities?

Does your proposal include increased water usage?

How many gallons per day?

Will your proposal generate additional waste?

Describe your disposal method .

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

If including additional lighting, please explain here.

Does your proposal include signs?

If your proposal does include signs, please describe here.

Does your property contain low areas, wetlands, or areas with standing water?

Escrow Payer Name (Who should the check for the escrow funds be made out to when the project is complete?)

Escrow Payer Mailing Address

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 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.

vacant land will be have commercial uses

TBD with development Site Plan Reviews

TBD with development Site Plan Reviews

Less than 100ft

Yes - please enter the number of gallons per day

TBD

Yes

Commercial hauler

Yes - please explain

Yes, will be determined during Site Plan Reviews

Yes - please describe

Will follow UR standards and Variance for Hotel

No

City of Bemidji

317 4th St NW

I Certify

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 shall 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 31st 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)

Dave Hengel

Local Contact & Authorized Agent Signature

Date

03/31/25

Date

Packet Distribution List

Application # SUB-2026-0002

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



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

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 4th 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 **SUB-2026-0002**.

Respectfully,

Planning and Zoning Staff
City of Bemidji



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

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 4th Street NW. You are invited to attend this public hearing, express your opinions on the proposal at the hearing, if not able to attend, by email (preferred method), letter, or phone call to the Planning and Zoning Department. If possible, your written comments should be submitted by **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.

Respectfully,

Planning & Zoning Department
City of Bemidji

AFFIDAVIT OF SERVICE BY MAIL

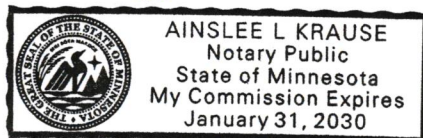
STATE OF MINNESOTA)
) SS
COUNTY OF BELTRAMI)

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.

David Wielenberg

Subscribed and sworn to before me
this 3rd day of June 2026.

Ainslee L Krause
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

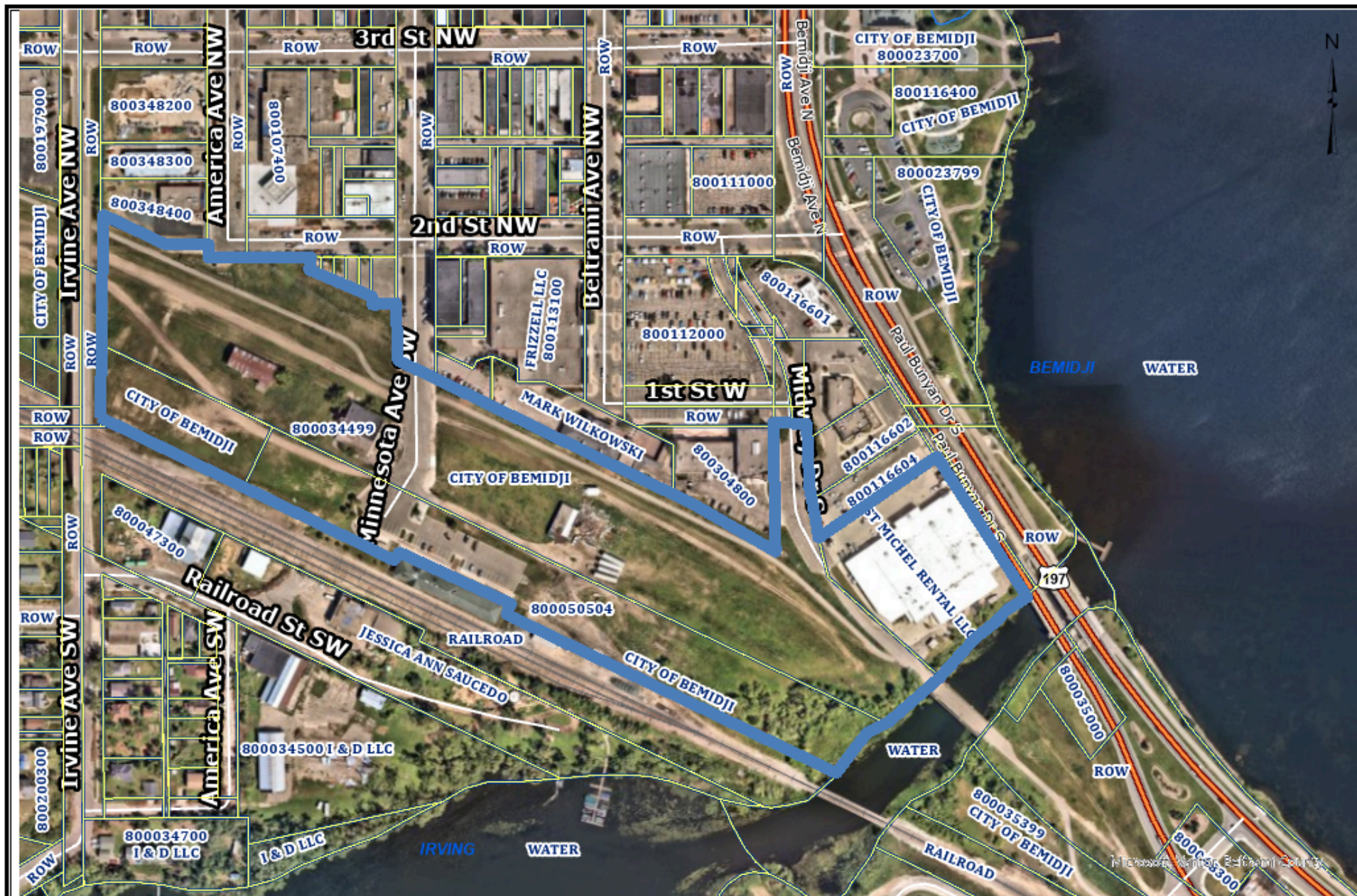
GREATER BEMIDJI INC
102 1ST ST W
BEMIDJI, MN 56601

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.

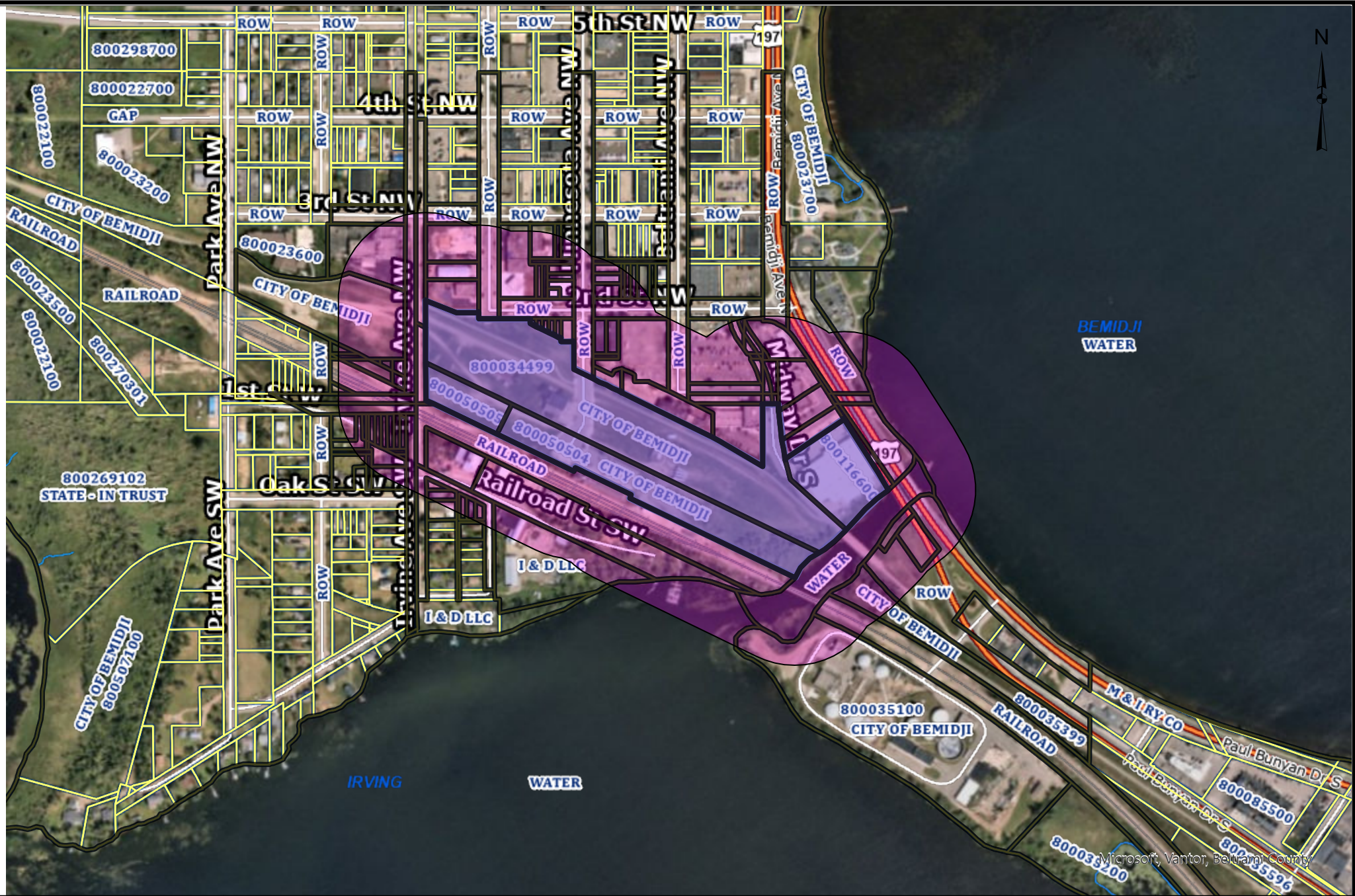
Aerial Map

1:4,514

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

Date: 6/2/2026





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.

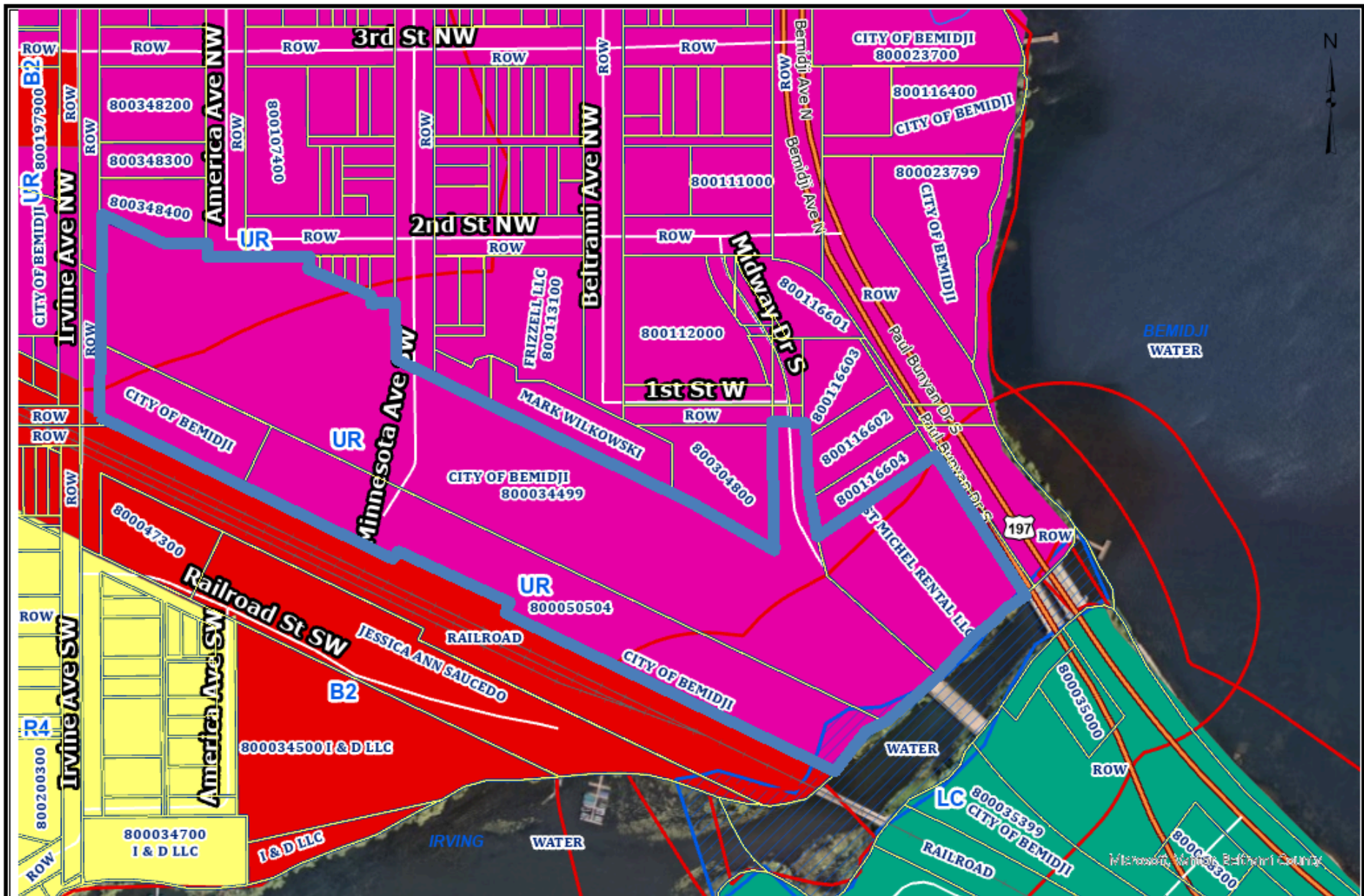
Buffer Map

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

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

Date: 6/2/2026





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.

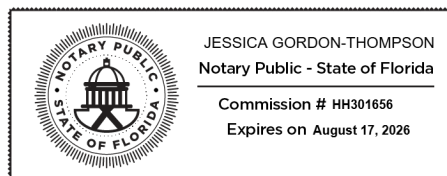
1. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
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. R.

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 (I1) 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: #800034499, #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 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

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

PLANNING MEMORANDUM

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.

PUBLIC HEARING & DISCUSSION

Commission members had no comments.

Public Hearing opened at 5:46 p.m.

- Matthew Korpela, Leech Lake Band of Ojibwe Behavioral Health, addressed the commission. Korpela clarified there will be no medications distributed at this site and no services provided for alcohol or other dependencies. Korpela addressed the easement and stated that he met with the neighbor who made the complaint, Richard Tobey, the prior morning onsite.
- Olderman inquired if the applicant owns or rents the building. Korpela specified that they own the building.
- Ann Dietman, clinical director of Leech Lake Behavioral Health, addressed the commission and noted no distribution of medications.

Public Hearing closed at 5:52 p.m.

Commission members had no additional comments.

RECOMMENDATION & FINDINGS

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

RECOMMENDATION FOR APPROVAL

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

Conditions

1. 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.

Motion by **Heinonen**, seconded by **Lemmer**, to recommend approval of the Conditional Use Permit request for parcel 800422100, with the conditions and findings of fact as presented in the packet.

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

Nays: **None.**

Abstentions: **None.**

Motion carried unanimously.

CITY OF BEMIDJI PLANNING BOARD

Resolution No. 2026-15

**RESOLUTION APPROVING
A CONDITIONAL USE PERMIT
FOR PARCEL 80.04221.00**

WHEREAS, Matthew Korpela representing Leech Lake Band of Ojibwe Behavioral Health (“Applicant”), submitted an application to the City of Bemidji Planning Board on May 29, 2026 requesting approval of a conditional use permit (“CUP”) to allow Counseling Services (Behavioral, Mental Health, Drug & Alcohol Abuse) on parcel 80.04221.00 at 614 Railroad St SE within the City of Bemidji;

WHEREAS, the requested Conditional Use Permit is for parcel 80.04221.00, legally described as SECT-22 TWP-146 RANGE-033 RIDGWAYS SUBDIVISION LOT-008 BLOCK - 004 LESS S575'; and

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

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

WHEREAS, the Planning Commission held a public hearing on June 25, 2026, to review the application for a Conditional Use Permit following mailed and published notice as required by law; and

WHEREAS, the City of Bemidji Planning Board has reviewed all materials submitted by the Applicant; considered the oral and written testimony offered by the Applicant and all interested

Page 1

parties; and has now concluded that the application is in compliance with all applicable standards and can be considered for approval; and

WHEREAS, the City of Bemidji Planning Board has made the following findings regarding the Conditional Use Permit application request:

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

No. 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.

NOW, THEREFORE BE IT RESOLVED that the City of Bemidji Planning Board hereby grants the approval of a Conditional Use Permit (CUP) to perform Counseling Service (Behavioral, Mental Health, Drug & Alcohol Abuse) to be located at 614 Railroad St SE the City of Bemidji, with the following 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.

DRAFT

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.

CITY OF BEMIDJI PLANNING BOARD

State of Minnesota

County of Beltrami

This instrument was acknowledged before me on this 13th day of July 2026 by Lynn Eaton, City of Bemidji Planning Board Chair.

Lynn Eaton, City of Bemidji Planning Board Chair

Subscribed and sworn to before me
this 13th day of July 2026.

Notary Public

Applicant Signature

Date

The City of Bemidji Planning and Zoning Department

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

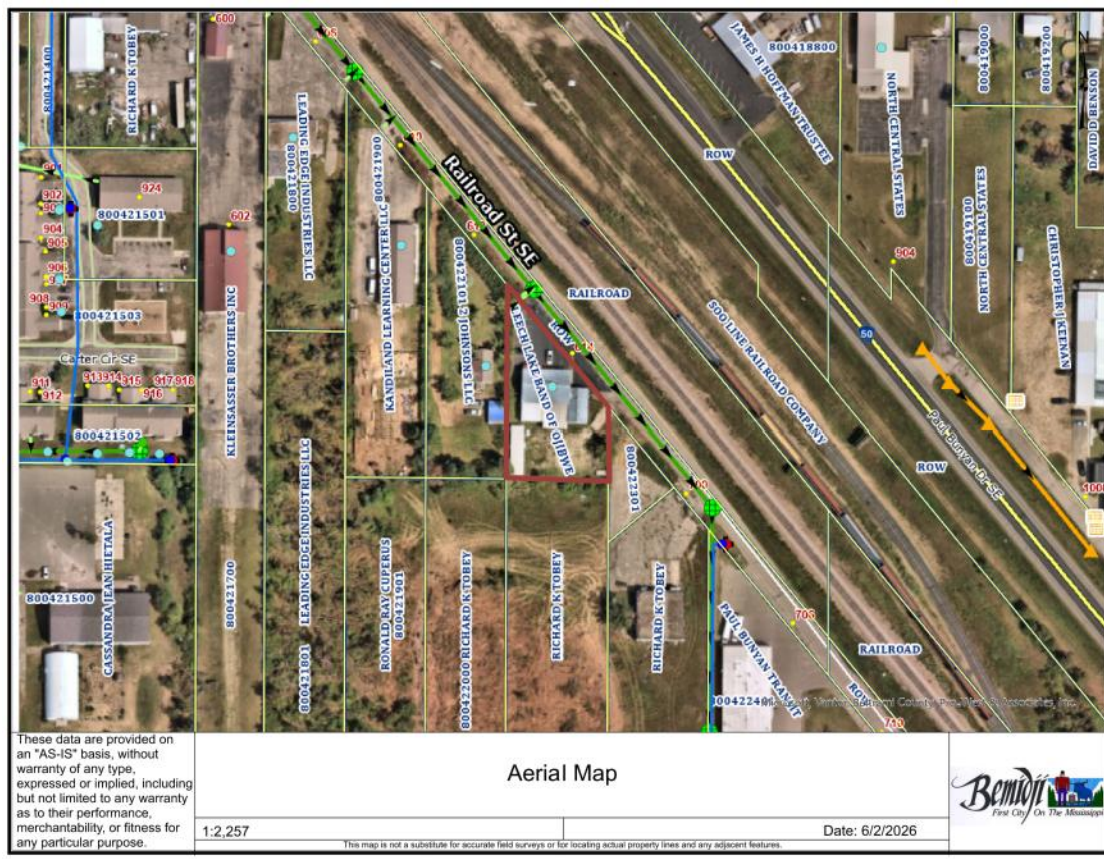
Each therapist and Medication Management Provider ~ 6 clients per day (approx. 1-hour sessions)

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: $3 \times 6 = 18$ 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

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

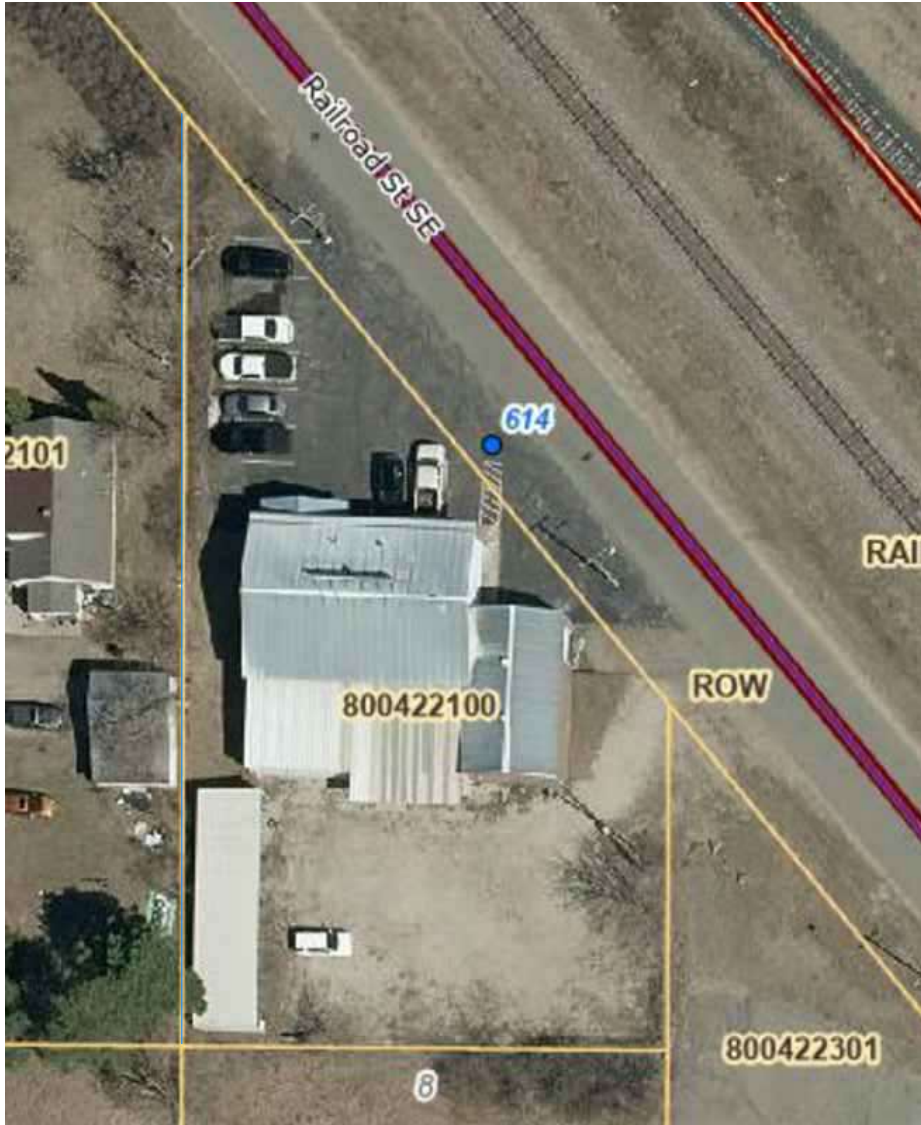
The following site plan is an overview of the site with a few suggested changes made by current LLBO Administration Members. This should be considered a tentative site plan. LLBO is in the process of onboarding an Architect to review the full site plan requirements and proposed changes. The schedule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

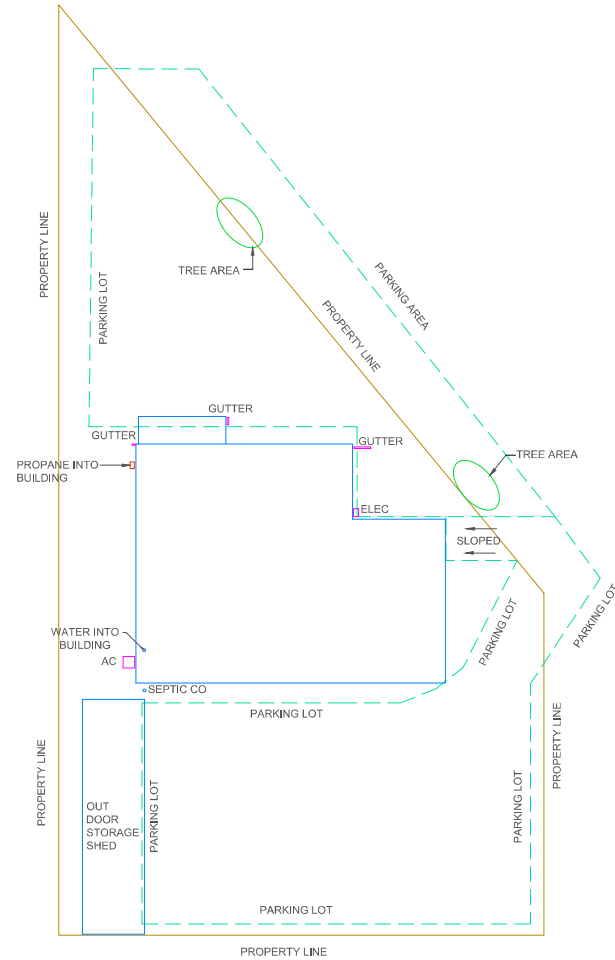
A handwritten signature in dark ink, appearing to read 'Matthew Korpela', with a stylized, sweeping flourish extending to the right.

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



City of Bemidji, MN

City of Bemidji

317 4th Street NW

Bemidji, MN 56601

218-759-3560

<https://www.ci.bemidji.mn.us/>

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 vendors (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



City of Bemidji, MN

City of Bemidji

317 4th Street NW
Bemidji, MN 56601

218-759-3560

<https://www.ci.bemidji.mn.us/>

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

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.

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

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.

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**

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: $3 \times 6 = 18$ **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>
☒	Applicant / Representative	6/3/26
☒	City Building Department	6/3/26
☒	City Attorney (Planning & Zoning)	6/3/26
☒	City Engineer	6/3/26
☒	City Manager	6/3/26
☐	City Community Development (Vacant)	_____
☒	City GIS Department	6/3/26
☒	City Police Department	6/3/26
☒	City Fire Department	6/3/26
☐	City Parks Department	_____
☐	Beltrami County ESD/SWCD	_____
☐	Beltrami County Recorder	_____
☐	Beltrami County GIS Department	_____
☐	Beltrami County Sheriff	_____
☐	Beltrami County Engineer / Highway	_____
☐	Beltrami County Natural Resources	_____
☐	MnDNR Trails	_____
☐	MnDNR Waters	_____
☐	MnDNR District	_____
☐	MnDOT	_____
☐	Airport	_____
☐	Bemidji School District	_____
☐	MPCA Closed Landfill Program	_____
☐	U.S. Army Corps of Engineers	_____
☐	Minnesota Chippewa Tribe	_____
☐	Red Lake Nation DNR	_____
☐	White Earth Nation DNR	_____
☐	Leech Lake Band DRM	_____
☒	Bemidji Sustainability Commission	6/3/26
☒	Bemidji Area Chamber of Commerce	6/3/26
☐	Bemidji Downtown Alliance	_____
☐	Other: _____.	_____



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

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 4th 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-2026-0004**.

Respectfully,

Planning and Zoning Staff
City of Bemidji



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

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 4th Street NW. You are invited to attend this public hearing, express your opinions on the proposal at the hearing, if not able to attend, by email (preferred method), letter, or phone call to the Planning and Zoning Department. If possible, your written comments should be submitted by **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.

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

AFFIDAVIT OF SERVICE BY MAIL

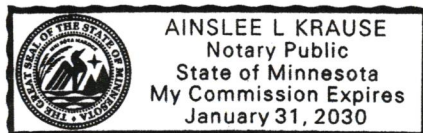
STATE OF MINNESOTA)
) SS
COUNTY OF BELTRAMI)

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: **Conditional Use Permit Request for 80.04221.00 – SUP-2026-0004**



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.

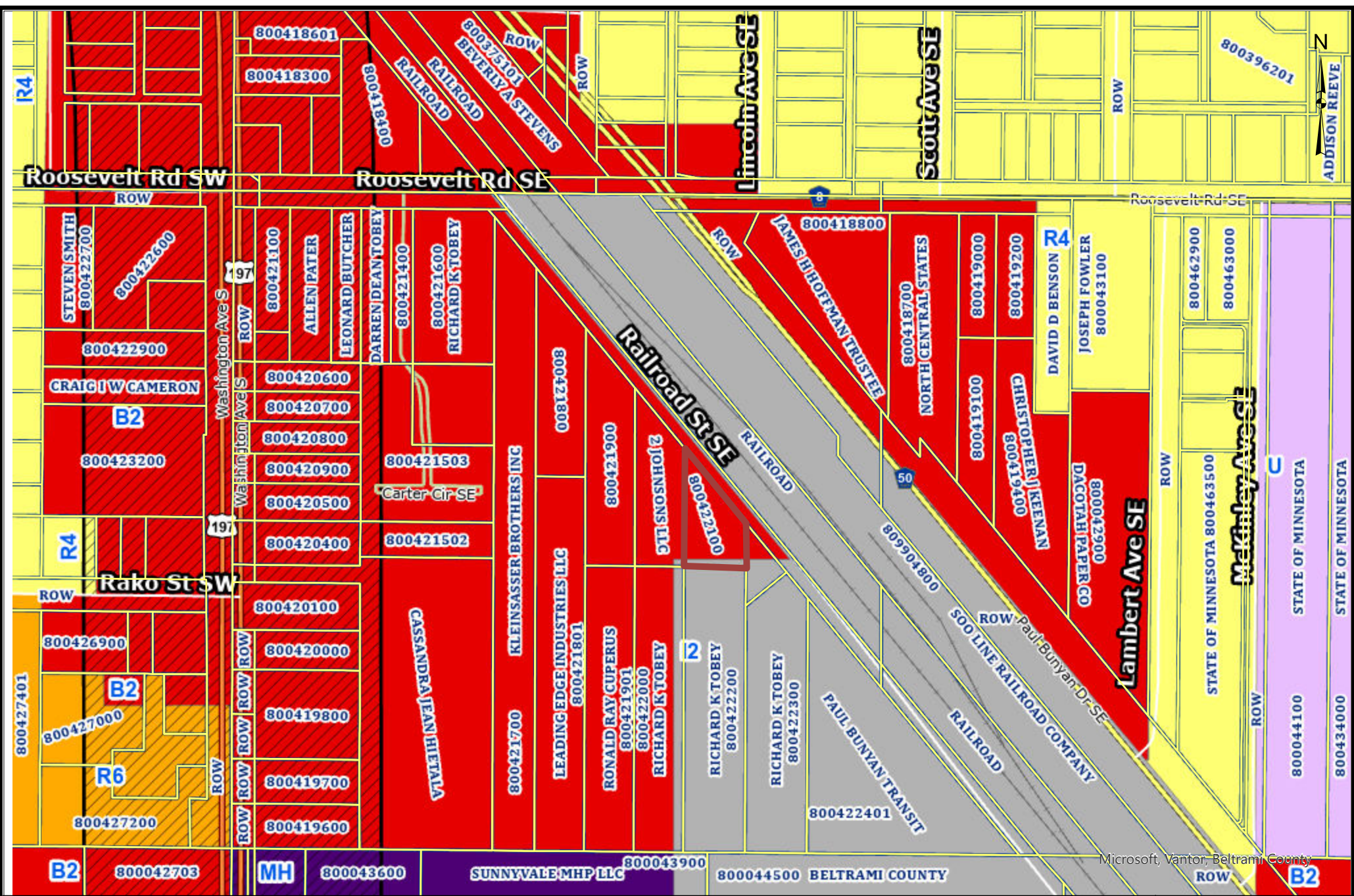
Aerial Map

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.





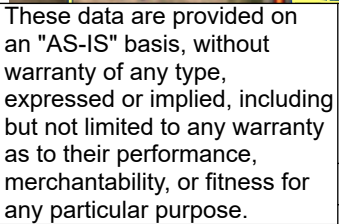
These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

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.



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.	

Bemidji
First City On The Mississippi



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.

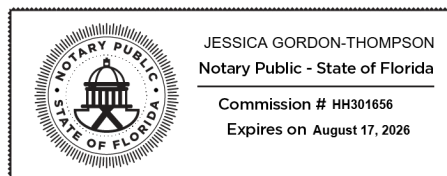
1. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
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. R.

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 (I1) 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 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

7MB

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

Minnesota Uniform Conveyancing Blanks (1978)

OSWALD PUBLISHING CO., NEW ULF, MINN.

No delinquent taxes and transfer entered: Certificate
of Real Estate Value () filed () not required
Certificate of Real Estate Value No. 1370
0-7, 19 88

JILL E. THOMPSON
County Auditor
by Ann F. Allen Deputy

STATE DEED TAX DUE HEREON: \$132.00

Date: September 7, 19 88

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

(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. 16273

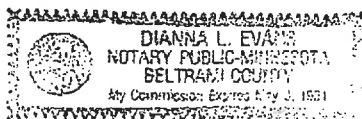
STATE OF MINNESOTA

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

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

HUE THOMPSON

County Auditor

by

86-04321-00

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

Ann E. Allen

COUNTY RECORDER

DEPUTY

(reserved for recording data)

FOR VALUABLE CONSIDERATION, THE FIRST NATIONAL BANK OF BEMIDJI
, a National Banking 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 regulations, 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

Its Chairman of the Board

By

Its President

STATE OF MINNESOTA

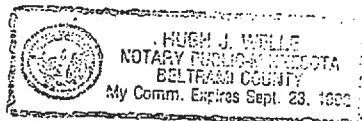
COUNTY OF

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)



THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS):

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

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 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 3 of the second part;

Witnesseth, That the said parties of the first part in consideration of the covenants and agreements of said part 3 of the second part, hereinafter contained, hereby sell and agree to convey unto said part 3 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 3 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 3 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 3 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 3 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 fail to pay any item to be paid by said part 3 under the terms hereof, same may be paid by first part and shall be forthwith payable, with interest thereon, as an additional amount due first part under this contract.

Send tax statements to: Steven Hill

612 Railroad St. So. Bemidji

But should default be made in the payment of principal or interest due hereunder, or of any part thereof, to be by second part Y paid, or should HE fail to pay the taxes or assessments upon said land, premiums upon said insurance, or to perform any or either of the covenants, agreements, terms or conditions herein contained, to be by said second part Y kept or performed, the said part IES of the first part may, at their option, by written notice declare this contract cancelled and terminated, and all rights, title and interest acquired thereunder by said second part Y shall thereupon cease and terminate, and all improvements made upon the premises, and all payments made hereunder shall belong to said part IES of the first part as liquidated damages for breach of this contract by said second part Y, said notice to be in accordance with the statute in such case made and provided.

Neither the extension of the time of payment of any sum or sums of money to be paid hereunder, nor any waiver by the part IES of the first part of their rights to declare this contract forfeited by reason of any breach thereof, shall in any manner affect the right of said part IES to cancel this contract because of defaults subsequently maturing, and no extension of time shall be valid unless evidenced by duly signed instrument. Further, after service of notice and failure to remove, within the period allowed by law, the default therein specified, said part Y of the second part hereby specifically agree S upon demand of said part IES of the first part, quietly and peaceably to surrender to them possession of said premises, and every part thereof, it being understood that until such default, said part Y of the second part IS to have possession of said premises.

Second party shall have sixty (60) days to cure any default in payment without fee or penalty.

For purposes of default, this contract for deed, a contract for deed for Lot 7, a promissory note, a financing statement and a security agreement of even date between the parties hereto shall be construed together. Default in payment of any one instrument shall constitute default on all.

THIS INSTRUMENT WAS on the date hereof executed by the parties hereto in duplicate originals.

It is Mutually Agreed, By and between the parties hereto, that the time of payment shall be on essential part of this contract; and that all the covenants and agreements herein contained shall run with the land and bind the heirs, executors, administrators, successors and assigns of the respective parties hereto.

In Testimony Whereof, Both parties have hereunto set their hands the day and year first above written.

Certificate of Real Estate
Value received this 30
day of May, 19 79
JIM THOREN, County Auditor
C. Johnson
Deputy Auditor

Victor S. Berglund
Evelyn Berglund
Steven W. Hill

State of Minnesota, } ss.
County of Beltrami

On this 2nd day of January, 19 79, before me,
notary public
Victor S. Berglund and Evelyn Berglund, within and for said County, personally appeared
Steven W. Hill, a single person

to me known to be the person S described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

THIS INSTRUMENT WAS DRAFTED BY

Eugene R. Ouradnik

(Name)

Attorney at Law

Eugene R. Ouradnik
Notary Public

County, Minn.

Bemidji, Minnesota 56601

(Address)

My commission expires 19
EUGENE R. OURADNIK
NOTARY PUBLIC-MINNESOTA
MY COMMISSION EXPIRES FEB 28 1980

Doc No
256309

CONTRACT FOR DEED

Indiv. in Vendor	Indexed
Tracted	<u>NO</u>
Margined	<u>NO</u>
Copied	<u>NO</u>
Compared	<u>NO</u>

Office of RECORDS & CLERK, COUNTY
STATE OF MINNESOTA, RECORDER
County of BELTRAMI

I hereby certify that the within instru-
ment was filed in this office for record on
30th of May, 19 79.

at 3:40 o'clock P. M. and was duly
recorded as instrument No. 256309
XXXXXX

was duly recorded as instrument No. 256309
Martin R. Sathre
COUNTY RECORDER, BELTRAMI COUNTY
By Eugene R. Ouradnik Deputy.

No delinquent taxes and transfer entered.

Dated May 30, 19 79

By Jim Thoren County Auditor.

By C. Johnson Deputy.

May 30, 19 79 No 020062

Registration tax hereon of 47.40

Dollars Paid.

TONY C. PAXTON, County Treasurer

Countersigned: Eugene R. Ouradnik Deputy.

By C. Johnson County Auditor.

By C. Johnson Deputy.

OSWALD PUBLISHING CO., NEW ILL., ILL.

3-V

The City of Bemidji Planning and Zoning Department

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

PLANNING MEMORANDUM

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.

PUBLIC HEARING & DISCUSSION

Commission members made the following comments:

- No comments.

Public Hearing opened at 5:56 p.m.

- Dennis Batty, architect and representative of Crossroads Church, addressed the commission.

Public Hearing closed at 5:58p.m.

Commission members had the no additional comments.

RECOMMENDATION & FINDINGS

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

RECOMMENDATION FOR APPROVAL

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

Conditions

1. Final building plans will need to be approved by the City of Bemidji Building Department and Bemidji Fire Department, with a building permit obtained prior to construction.
2. All exterior lighting on-site shall comply with Section 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.

Motion by **Heinonen**, seconded by **Lemmer**, to recommend approval of the Conditional Use Permit request for parcel 800552400, with the conditions and findings of fact as presented in the packet.

Ayes: **Olderman, Meehlhause, Lemmer, Heinonen, Faver.**
Nays: **None.**
Abstentions: **None.**

Motion carried unanimously.

CITY OF BEMIDJI PLANNING BOARD

Resolution No. 2026-16

**RESOLUTION APPROVING
A CONDITIONAL USE PERMIT
FOR PARCEL 80.05524.00**

WHEREAS, Dennis Batty of The Dennis Batty & Associates Group, Inc., Architects & Planners Enc., representing Crossroads Church (“Applicant”), submitted an application to the City of Bemidji Planning Board on May 29, 2026, requesting approval of a conditional use permit (“CUP”) for an existing church to be able to expand the sanctuary and parking lot along with other outside improvements on parcel 800552400 at 3354 Laurel Dr. NW within the City of Bemidji;

WHEREAS, the requested Conditional Use Permit is for parcel 800552400, legally described as Section 31, Township 147, Range 33, 5.31 Acre of Bardwell Park, Lot 15, Block 1, OLD # 31.01916.00; and

WHEREAS, the Property is zoned and located within the B-2 General Commercial Zoning District and the Airport Zones 3 & H Overlays Districts; and

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

WHEREAS, the Planning Commission held a public hearing on June 25, 2026, to review the application for a Conditional Use Permit following mailed and published notice as required by law; and

WHEREAS, the City of Bemidji Planning Board has reviewed all materials submitted by the Applicant; considered the oral and written testimony offered by the Applicant and all interested parties; and has now concluded that the application is in compliance with all applicable standards and can be considered for approval; and

WHEREAS, the City of Bemidji Planning Board has made the following findings regarding the Conditional Use Permit application request:

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

No. 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.

NOW, THEREFORE BE IT RESOLVED that the City of Bemidji Planning Board hereby grants the approval of a Conditional Use Permit (CUP) to operate and expand/remodel a religious institution located at 3354 Laurel Dr. NW within the City of Bemidji, with the following 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.

CITY OF BEMIDJI PLANNING BOARD
State of Minnesota
County of Beltrami

This instrument was acknowledged before me on this 13th day of July 2026 by Lynn Eaton, City of Bemidji Planning Board Chair.

Lynn Eaton, City of Bemidji Planning Board Chair

Subscribed and sworn to before me
this 13th day of July 2026.

Notary Public

Applicant Signature

Date

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

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

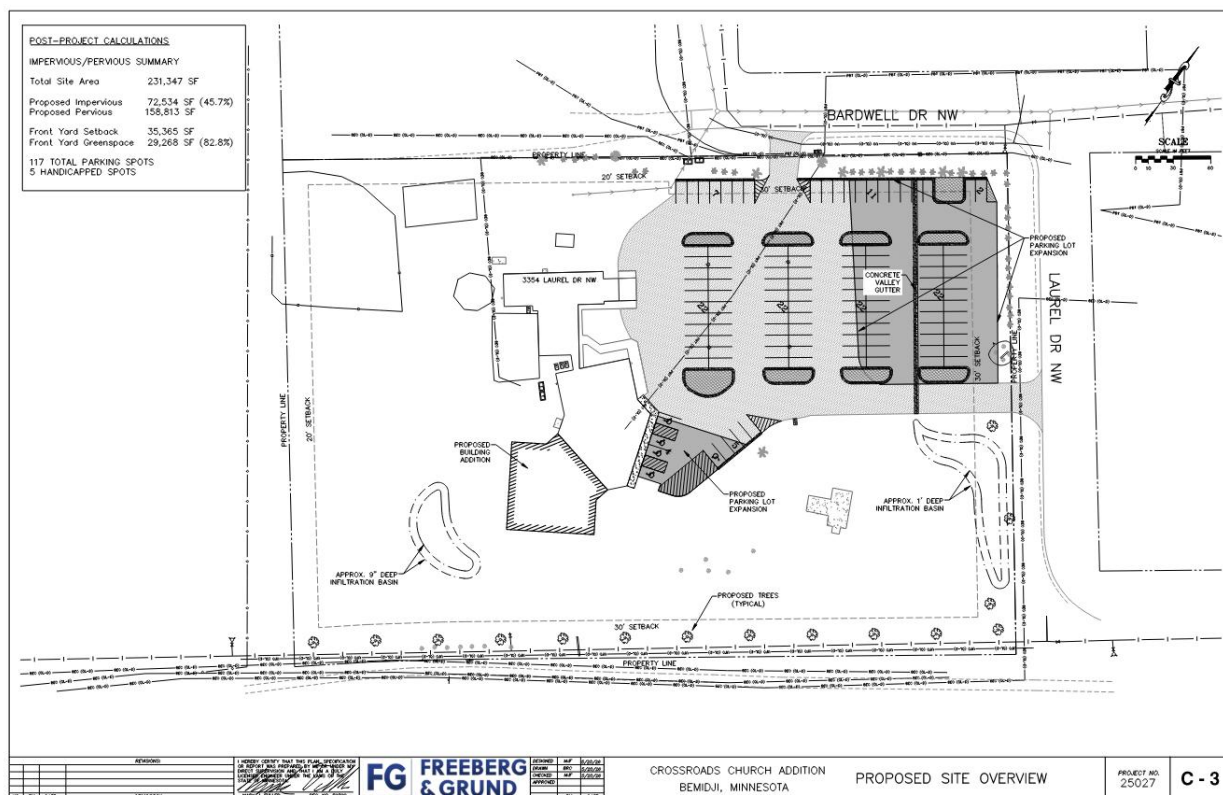
Per City of Bemidji Code:

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*

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.

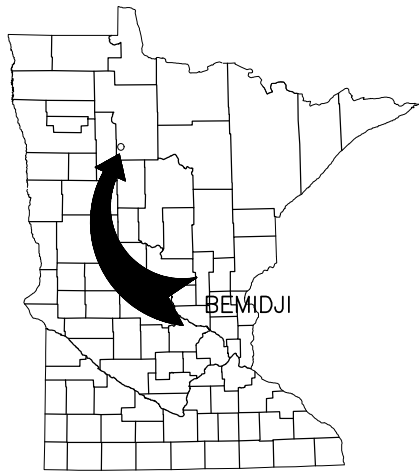
4. **Whether the proposed use is in conformance with the community's Comprehensive Plan or Land Use Plan.**

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

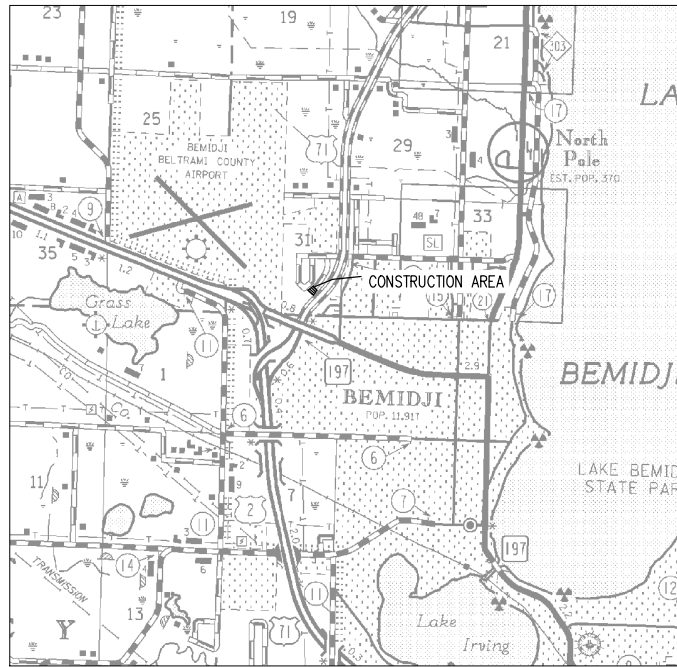
NOT TO SCALE

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 PLAN
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.

REVISIONS:			
NO.	BY	DATE	DESCRIPTION

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

FG FREEBERG & GRUND

DESIGNED	M.F.	5/20/26
DRAWN	BRC	5/20/26
CHECKED	M.F.	5/20/26
APPROVED		
BY	DATE	

CROSSROADS CHURCH ADDITION
BEMIDJI, MINNESOTA

TITLE

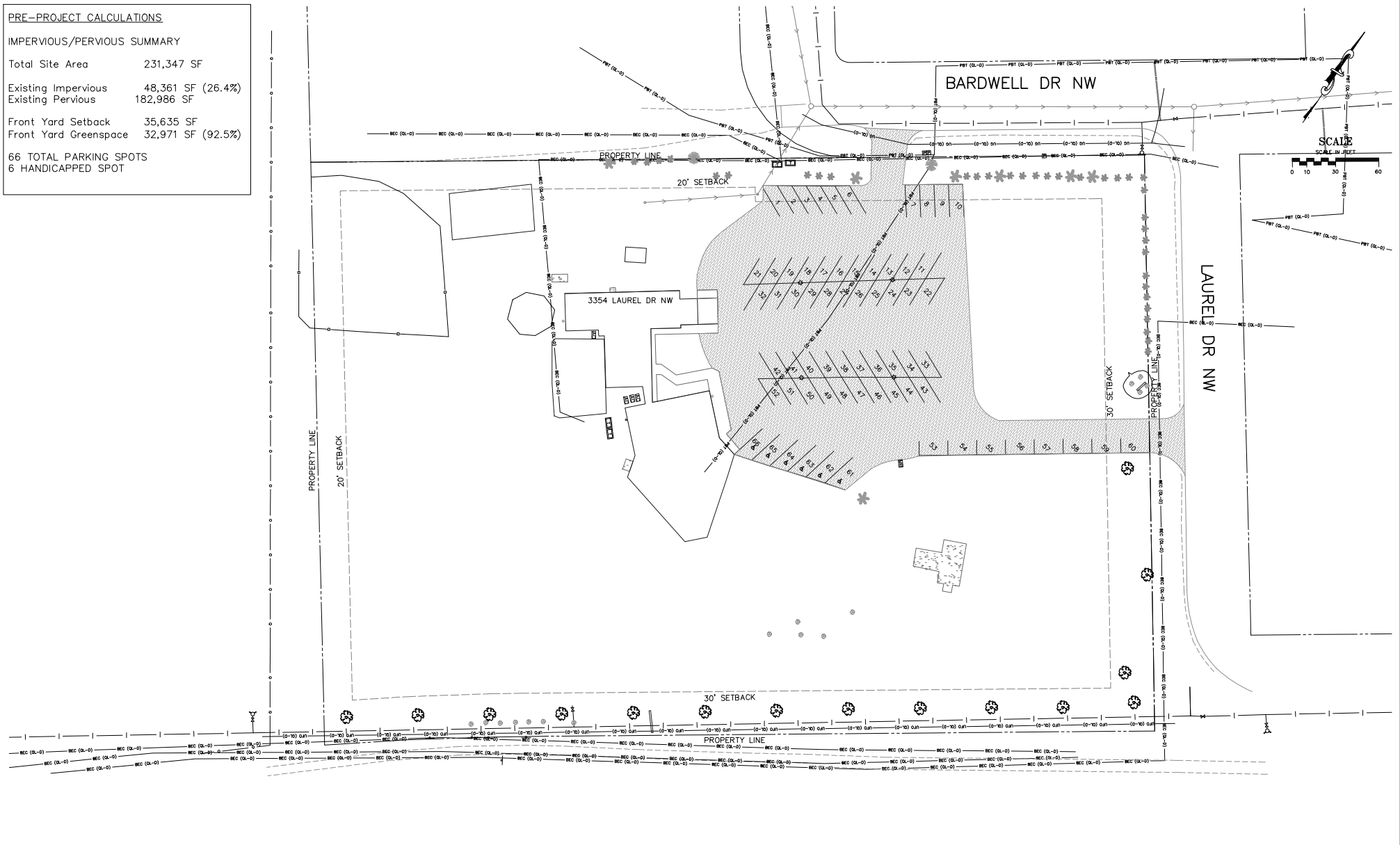
PROJECT NO.
25027

C-1

PRE-PROJECT CALCULATIONS

IMPERVIOUS/PERVIOUS 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	



REVISIONS:

NO.	BY	DATE	DESCRIPTION

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

MARK S. FULLER REG. NO. 59392



DESIGNED	MUF	5/29/26
DRAWN	BPC	5/29/26
CHECKED	MUF	5/29/26
APPROVED		
BY	DATE	

CROSSROADS CHURCH ADDITION
BEMIDJI, MINNESOTA

EXISTING SITE OVERVIEW

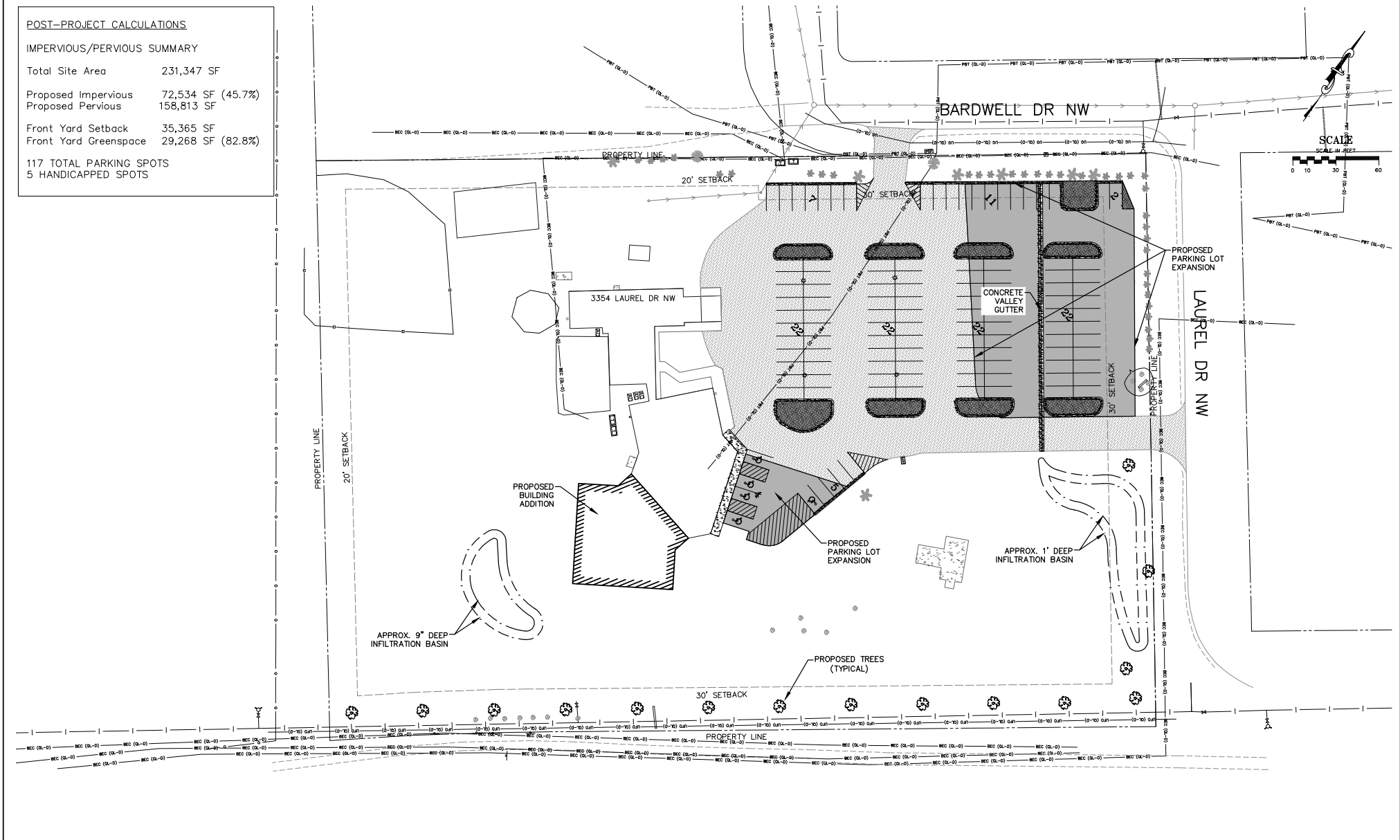
PROJECT NO.
25027

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



REVISIONS:

NO.	BY	DATE	DESCRIPTION

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

MARK A. FULLER REG. NO. 59392



DESIGNED	MUF	5/29/26
DRAWN	BPC	5/29/26
CHECKED	MUF	5/29/26
APPROVED		
BY		
DATE		

CROSSROADS CHURCH ADDITION
 BEMIDJI, MINNESOTA

PROPOSED SITE OVERVIEW

PROJECT NO.
 25027

C - 3



City of Bemidji, MN

City of Bemidji

317 4th Street NW

Bemidji, MN 56601

218-759-3560

<https://www.ci.bemidji.mn.us/>

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

Select the type of use permit application from the list:

Describe the proposed use of your property:

Describe the existing use of your property:

Are you aware of any existing Use Permits or Variances for this property?

Will the proposal generate increased traffic over existing conditions?

If yes, an increase amount of traffic, please explain.

Will the proposal require additional parking spaces?

How many people will occupy your premises on an average day? Please provide numbers for employees, customers, and residents.

Will your proposal increase water usage or sewage generation over the existing use?

If yes, increase in water usage or sewage generation please provide, how many gallon per day.

Will your proposal generate additional waste?

Describe your disposal method .

Does your property contain low areas, wetlands, or areas with standing water?

Please explain if you intend to drain, fill or otherwise alter this area for any reason (If this does not apply, enter N/A)

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.

Detail Value

Conditional Use

church

church

No

Yes

Adding a larger sanctuary to and existing church building.

Yes

5-6 M-S, 400 on Sunday

Yes

Don't know yet

Yes

Existing building is connected to city sewer.

No

NA

I certify



City of Bemidji, MN

City of Bemidji

317 4th Street NW

Bemidji, MN 56601

218-759-3560

<https://www.ci.bemidji.mn.us/>

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.

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



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

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

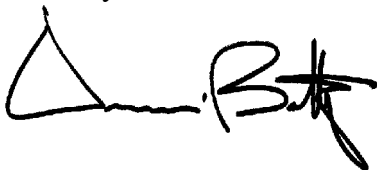
Proposed Construction Schedule for Church Project

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

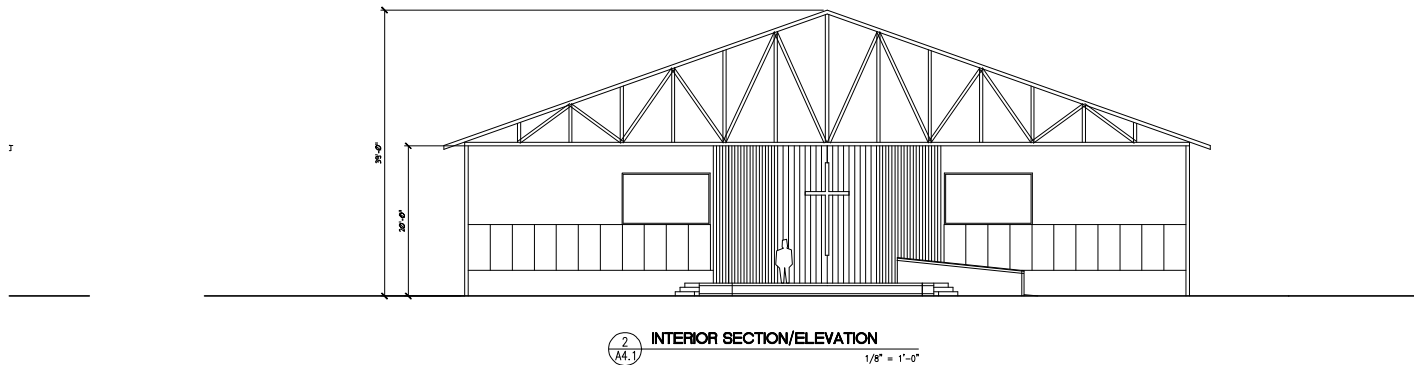
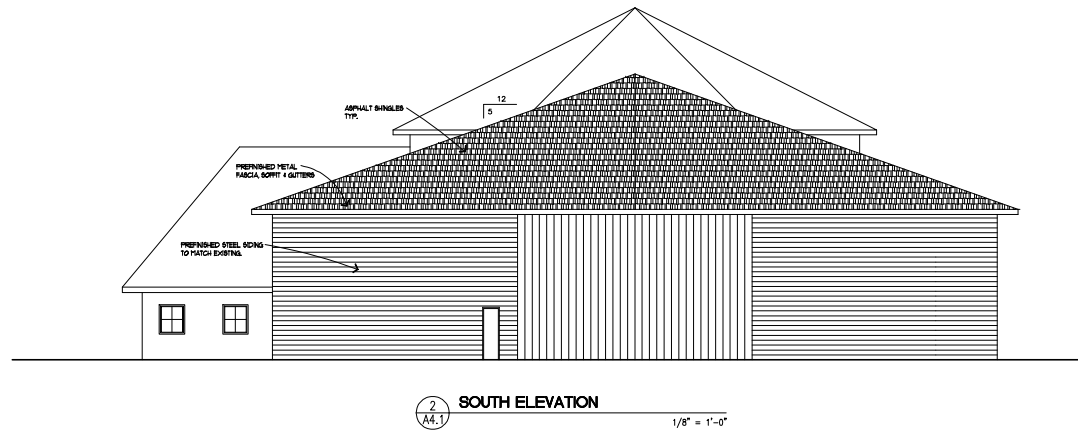
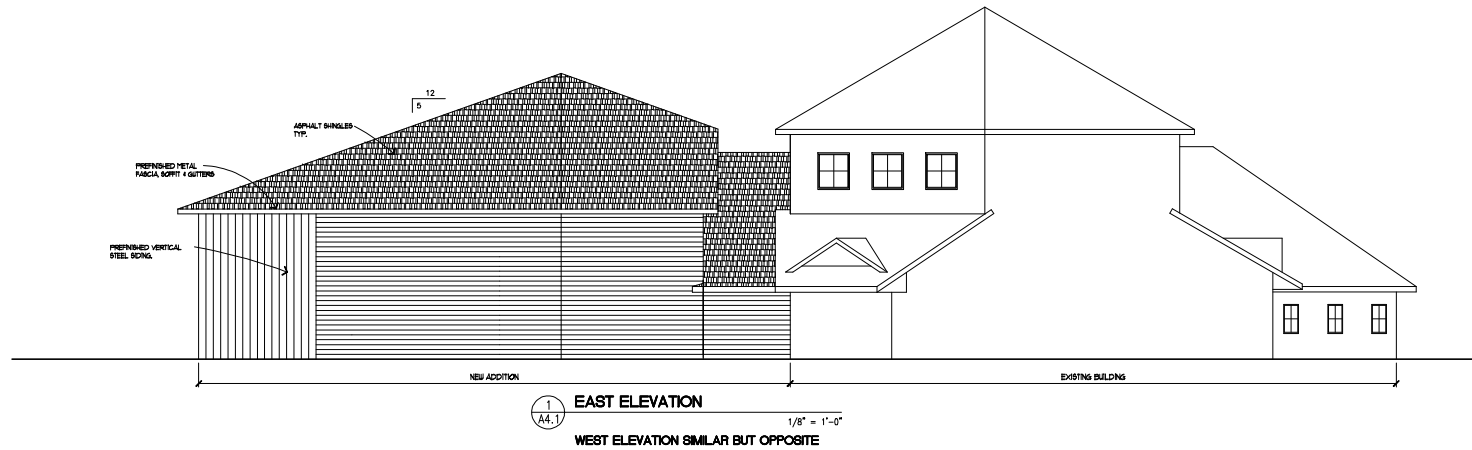
(End of Narrative.)

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Dennis Batty', with a stylized flourish at the end.

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



D E A

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

MINNESOTA

22770 MARSHAL AVENUE
FARMINGTON, MN 55025
PHONE: 651-464-3756
FAX: 651-464-3754

DRAWN BY:

CHECKED BY:

DATE:

PROJECT NAME:

PROJECT NO.:

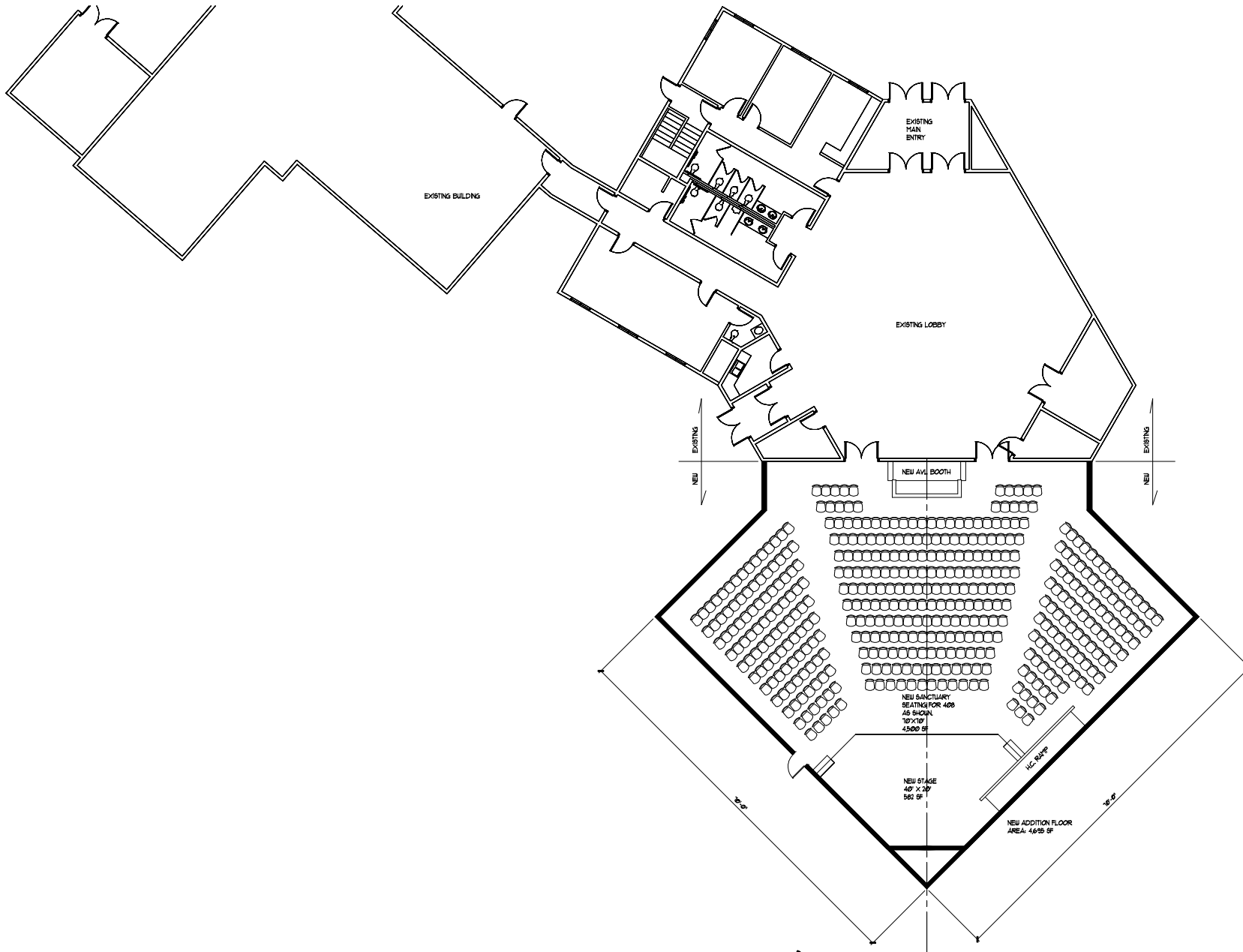
REVISIONS:

**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

22770 MARSHAL AVENUE

FOXBURY LAKE, MN 55005

PHONE: 612-464-3755

FAX: 612-464-3754

DRAWN BY:

CORRECTION/REVISION:

DATE:

REVISION:

PROJECT:

REVISION:

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



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

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 4th 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 SmartGov application **SUP-2026-0003**.

Respectfully,

Planning and Zoning Staff
City of Bemidji



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

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 4th Street NW. You are invited to attend this public hearing, express your opinions on the proposal at the hearing, if not able to attend, by email (preferred method), letter, or phone call to the Planning and Zoning Department. If possible, your written comments should be submitted by **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.

Respectfully,

Planning & Zoning Department
City of Bemidji

AFFIDAVIT OF SERVICE BY MAIL

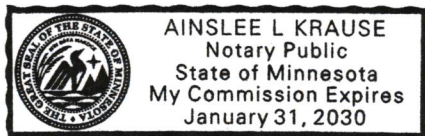
STATE OF MINNESOTA)
) **SS**
COUNTY OF BELTRAMI)

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.

Davet uluöz

Subscribed and sworn to before me
this 3rd day of June 2026.


Notary Public



Planning Case: Conditional Use Permit Request for 80.05524.00 – SUP-2026-0003

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

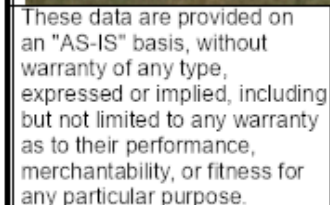
CROSSROADS CHURCH
3354 LAUREL DR NW
BEMIDJI, MN 56601

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

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

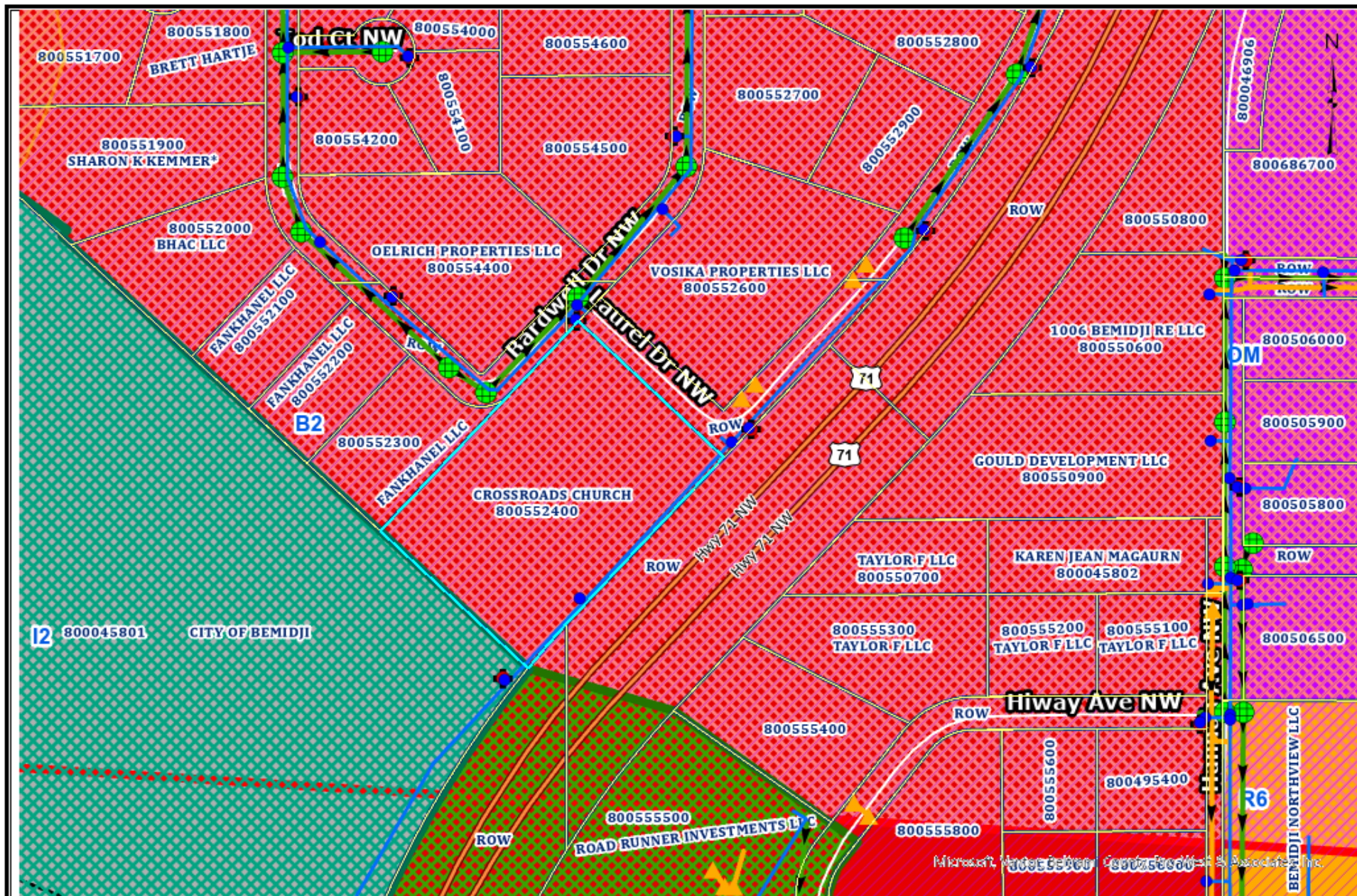
ROAD RUNNER INVESTMENTS LLC
1603 12TH AVE N
GRAND FORKS, ND 58203

GOULD DEVELOPMENT LLC
PO BOX 1565
ABERDEEN, SD 57401



1:2,257

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.

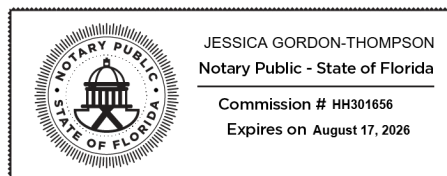
1. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
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**

J. R.

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 (I1) 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: #800034499, #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 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.

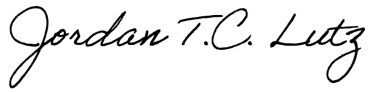
One of the goals for the Sustainability Commission relates to natural landscapes. This goal aligns with **GreenStep Best Practice 16.5 Enact an ordinance that preserves/replaces trees and soils and encourages resilient, non-invasive landscaping.** Accordingly, the Commission recommends planting of native 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.

A handwritten signature in black ink that reads "Jordan T.C. Lutz". The script is fluid and cursive, with the first letters of each word being capitalized and prominent.

Jordan Lutz
Chair, Bemidji Sustainability Commission



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



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

The newly installed 39.28-kW solar array at the Sanfor Center. Photo Credit: Planning Dept.

Planning & Zoning News

New commercial projects that were part of approvals by the planning board have begun construction. The new development of the airport (previously known as Planning Area 3, approved through a Planned Unit Development [PUD]) on Latitude Lane NW (off County Road 9/Cardinal Road) is for AirCorp Aviation, a new specialized hangar for vintage type World War II aircraft has begun building. Also, North Central Door (Garaga), located off Carr Lake Road in the industrial park, has begun their construction project on their insulation tanks for their overhead door operation expansion. Another project that needed only administrative approvals is Les Schwab Tire. This project is currently under construction on the southwest corner of Paul Bunyan Drive NW and Delton Ave NW across the street from County Kitchen.

Update Another exciting project that was made possible through the State of Minnesota's Solar on Public Buildings Grant are the five city building locations that will have anywhere from 29kW-40kW of solar power capacity. Fire Station 2, the Warming House, and the Sanford Center are scheduled for commissioning with Ottertail Power on July 15th and should be online and producing power after that commissioning. The Water Treatment Plant solar array is currently online and producing power. The Nielson Riese Building will be the last of the five projects that will be completed by the end of the month.



Sanford Center 39.28-kW solar array looking northeast. Photo Credit: Planning Dept.



The back of the 39.28-kW solar array at the Sanford Center. Photo Credit: Planning Dept.



The newly installed 39.28 kW solar array for the warming house next to the rink. Photo Credit: Planning Dept.



Nielson Reise new 25.62 kW solar array under construction. Photo Credit: Planning Dept.



Nielson Reise looking at the back of the 25.62 kW solar array looking west. Photo Credit: Planning Dept.



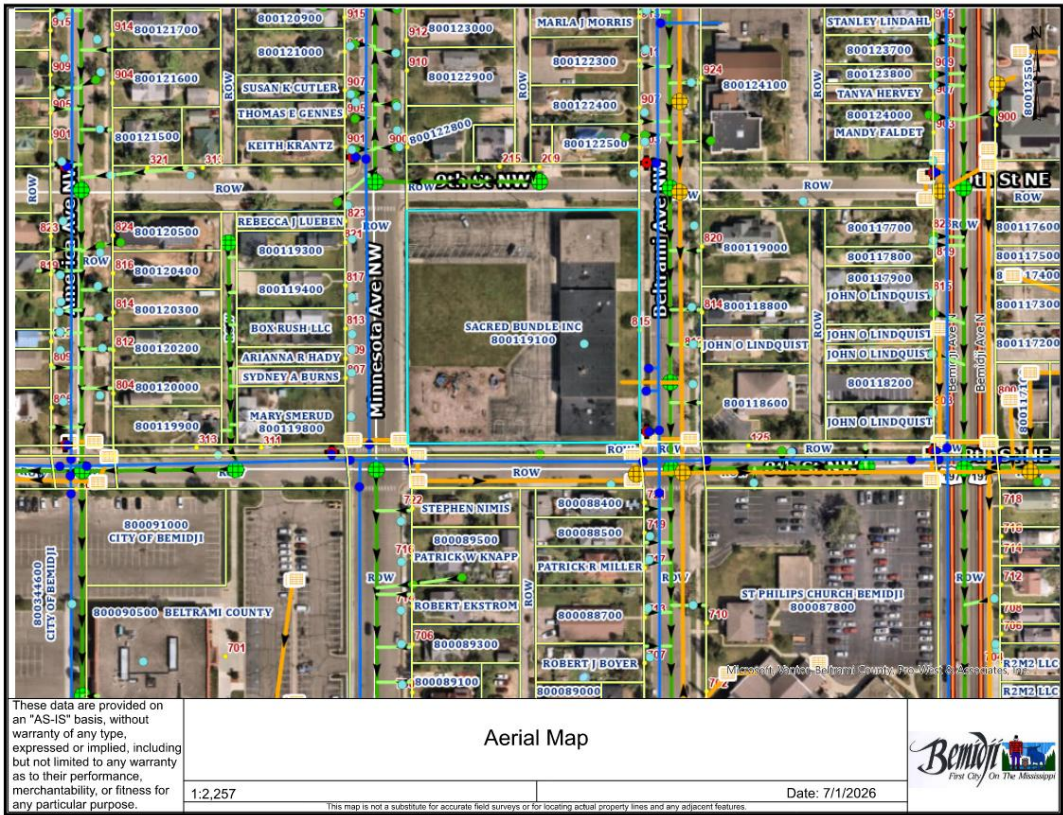
Nielson Reise with half row of the array installed. Photo Credit: Planning Dept.

Permit/License Activity Items		Totals (Issued since 1/1/2026)
Planning Cases (Variances, CUPs, IUPs, Rezones, PUDs, & Plats)		17
Sign Permits		34
Lot Combinations/Realignments/Divisions Permits		10
Environmental Alteration Permits (Tree/Shoreland)		3
Temporary Storage Containers/Semi-Trailer Permits		13
Animals/Home Occupation/Fence/Land Use Permits		28
Site Plans Reviews/ Zoning Verification Letters		60
PERMIT/LICENSE ACTIVITY		165

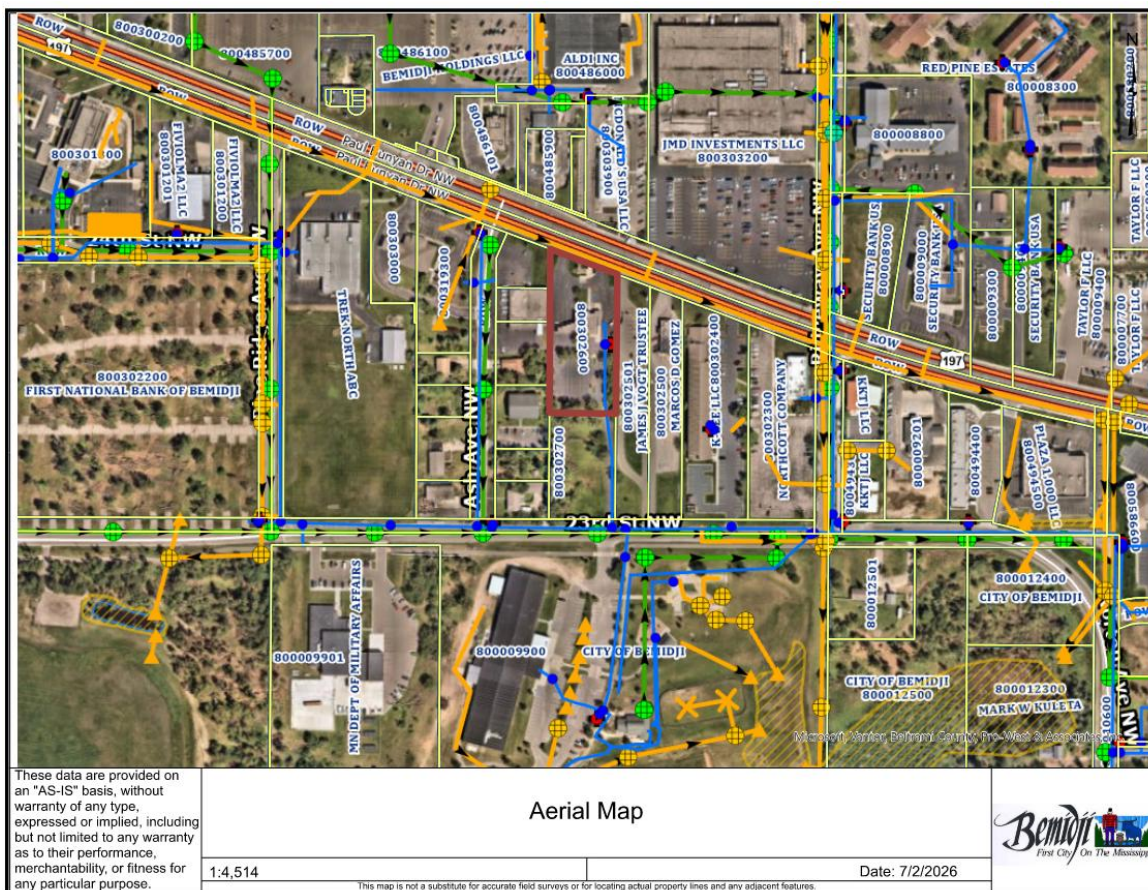
* As of July 8th, 2026

Upcoming Planning Cases

Rezone Request & Concept Planned Unit Development Request: - Erika Bailey-Johnson representing Sacred Bundle Inc., is requesting a Land Use Map Amendment (Rezone) from R-4 Moderate Density Residential to R-6 Multiple Family Zoning District and a Concept Planned Unit Development (PUD) to develop a multi-phase mixed use project to include in the first phase on the main level public computer lab, meeting spaces, community space, and offices. In the second phase, the basement level may have a commercial kitchen and workshops. On the second floor, they will convert old classrooms into apartments. The subject property is located at 815 Beltrami Ave NW (PIN 800119100) in the City of Bemidji.



Conditional Use Permit Request: - Russ Schramm of HTG Architects, representing the National Bank of Commerce, is requesting Conditional Use Permits to remodel and build an addition to the existing Bank or Financial Institution and to remove more than 40% of the existing high-quality significant trees on the site. The subject property is located at 1260 Paul Bunyan Dr NW (PIN: 800302600) in the City of Bemidji. The property is in the B-2 General Commercial District and the HWY 197 Overlay.



IMPORTANT NOTICE

- The Planning Board meeting scheduled for Monday, July 13th, 2026, at 5:30 p.m. will be held at City Hall Council Chambers.
- The Planning Commission meeting scheduled for Thursday, July 23rd, 2026, at 5:30 p.m. will be held at City Hall Council Chambers

July 2026

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

August 2026

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



Planning & Zoning Department

Site Analyst & Enforcement Activities for June 2026

Development Projects City Commercial

- **7 Brew Bemidji (Paul Bunyan Dr NW)** – Landscape survivability will be reviewed Spring 2026. Utility As-Builts and final wrap up remain. Additional paving is being planned for 2026.
- **AirCorps Aviation (Mahnomen Dr)** Building addition, site plan review is complete, and exterior construction complete.
- **AirCorps Aviation (Airport Lot G)** All plans have been approved, and the Development Agreement was signed July 6, 2026. Construction is going to begin as soon as possible.
- **AT&T Tower (Bardwell Dr NW)** Site plan review completed. Construction appears complete. Landscape survivability will be reviewed in 2026.
- **Battery Warehouse Inc. (Gillette Dr)** Construction complete and the businesses are open. Landscape survivability will be reviewed Summer/Fall 2026.
- **Beltrami County Adult Corrections Center (Pioneer St SE)** The development agreement has been completed and signed. Under construction.
- **Bemidji Airport Planning Area 3 (Hangar Dr)** PUD approved; road install appears to be complete.
- **Bemidji Marine (Laurel Dr NW)** Site plan review submitted for new storage building. Construction underway.
- **Bemidji Storage (Carr Lake Rd)** Reopened; DA is signed, waiting on developer to start.
- **Blue Ox Moving (Washington Ave S)** Parking lot redevelopment. Site plan approved 4/13/2026.
- **Border States (Cooperative Ct)** Construction completed, business open. Landscape survivability will be reviewed Summer/Fall 2026.
- **Chipotle (Paul Bunyan Dr NW)** Property has been purchased, and the developers have been working with MNDOT regarding the shared access.
- **Dairy Queen (Paul Bunyan Dr NW)** Developer is currently looking for a new location in the city. The sale of the property was completed in June. **CLOSED**
- **Dale Schmidt Agency (Washington Ave S)** Building expansion. Site plan approved; construction appears complete. Landscaping remains to be established and will be reviewed in late summer or fall 2026.
- **Glass Doctor (24th St NW)** Construction complete, business open with a temporary CO. Paving, striping, and landscaping remains to be completed.
- **Gracewin Cooperative** – Developer granted a 12-month extension to achieve the required pre-sales before starting construction. If the necessary pre-sales are not achieved in a reasonable time, they will explore other options with the site.
- **Hanson Contracting Shop (Irvine Ave NW)** Paving complete, needs striping. Stormwater retention is seeded. Trees planted, two need to be replaced. Greenspace survivability will be reviewed Summer/Fall 2026.
- **Les Schwab Tire Centers (Paul Bunyan Dr)** Site Plan Review complete. Development Agreement signed and construction is underway.
- **Motor Works Auto Repair (Washington Ave)** Striping has been completed, and vegetation has met the required coverage. **CLOSED**



Planning & Zoning Department

Site Analyst & Enforcement Activities for June 2026

- **North Central Door (Re-branded Garaga) (Carr Lake Rd)** Construction of the warehouse expansion project has been completed, with landscape survivability reviewed Summer/Fall 2026. The polystyrene expansion project has been permitted with the development agreement signed July 1, 2026.
- **Peterson Sheet Metal (Bemidji Ave N)** Contractor shop. Site Plan Review completed. Construction underway.
- **People's Church (America Ave NW)** – Construction complete. Landscaping will be reviewed in Fall 2026. A dumpster has been brought on site to handle the larger trash volume. May need a second. Trash enclosure is required but not yet constructed.
- **Pizza Ranch (Paul Bunyan Dr)** Landscape survivability Spring 2026.
- **Rohde Feed & Garden (Washington Ave S)** Plan review complete, DA signed. Construction has been delayed due to contractor issues but will be starting on July 13, 2026.
- **Security Bank Parking Lot Redevelopment (Paul Bunyan Dr)** Project complete. Landscape survivability will be reviewed 2026.
- **Skips (Paul Bunyan Dr)** Needs grass re-seeded, and trees planted by July 18, 2025. Did not meet deadline, next steps underway.
- **Tamarack Woods (Ridgeway Ave)** Site Plan Review underway. Demolition of existing structure to begin later this summer.
- **Voyageur Expeditionary High School (Bemidji Ave)** Site plan review is completed. Requires a State Building Permit.
- **Westridge Redevelopment (Paul Bunyan Dr)** Construction is complete, and all of the businesses are now open. Site plan for the parking lot compliance has been completed and work is underway.



Completed Motor Works Parking Lot, July 9, 2026

Development Projects City Residential

- **Amundson (Sherman Dr)** Site plan review approved 5/30/2025. Exterior construction complete, needs landscaping.
- **Beyond Builders (2nd St SE)** Construction complete, needs landscaping.
- **BI-CAP (Scott Ave)** Site plan approved 5/28/2025, construction underway.
- **Bader-Dickson (Birchmont Dr)** Site plan review completed 6/9/2025, construction is underway.
- **Carlson (Fern St NW)** Site plan review is underway. SSTS compliance inspection results received, and plan approved.
- **Fletcher (Birchmont Dr NE)** Site plan review completed for new house construction 10/9/2024. Construction is ongoing.
- **Habitat for Humanity (26th St NW)** Site plan approved 5/30/2025. Construction is complete, needs landscaping.
- **Habitat for Humanity (19th St NW)** Site plan approved 5/29/2025. Construction underway.
- **Hill Crest Manor (Irving Ave NW) Garage/Shop** – Site Plan Review complete 6/4/2024. Slab is in place; construction has not started. There was no movement on this project in 2025.
- **Jasko (S Lake Irving Dr SW)** Site Plan Review complete. Construction of foundation slab complete. No above ground construction has been completed. There has been no movement on this project thus far in 2026.
- **JCD Property LLC (Lake Ave NE)** New home build. Site plan approved 4/1/2026.
- **Kimble (Scott Ave SE)** Site plan review done 6/21/2022. Building Permit issued. Construction is ongoing.
- **Kopang (Moonlight Ln)** Site plan approved 6/4/2025. Construction completed, needs landscaping.
- **Motz (Balsam Rd)** Site plan approved 1/12/2026
- **Mountain View Meadows 6 Plex #2 (Moonlight Lane SW)** Site plan review complete 4/30/2025, exterior construction complete, interior work is ongoing. Landscaping will be reviewed Summer/Fall 2026.
- **Mrazek (Jefferson Ave SW)** Site plan review approved 10/2/2025
- **Puddle Duck Properties – Lot 10, Block 2 (Moonlight Ln SW)** Construction complete, needs landscaping.
- **Puddle Duck Properties, Block 2, Lot 8 (Beartooth Ave SW)** Exterior construction complete, needs landscaping.
- **Puddle Duck Properties, Block 3, Lot 1 (Beartooth Ave SW)** Exterior construction complete, needs landscaping.
- **Puddle Duck Properties (Shaw), Block 3, Lot 8 (Beartooth Ave SW)** Construction complete, needs landscaping.
- **R2M2 LLC (Florence Ln NW)** New home build, site plan review approved 7/7/2025. Construction underway.
- **Ricke (Elliot Rd NE)** Site plan review completed 10/16/2024. Construction completed. Landscape survivability to be reviewed Summer 2026.
- **Tesch (Lake Ave NE)** New home build. Site plan approved 2/19/2026, construction underway.
- **Weiher (Irvine Ave NW)** Site plan review complete, construction underway.
- **Wiebolt (Elliot Rd NE)** Site plan review completed 10/9/2024. Exterior construction complete, landscape survivability to be reviewed Summer 2026.

Significant Enforcement Issues

- The primary issue related to human activity sites was closing off access to the Federal Building through a vent in one of the basement doors. Previous attempts to close off access were undone within days. This time the patch was welded on.
- Some cleaning of this area was conducted to eliminate fire hazards during the welding process.



Basement door access to the Federal Building patched , June 22, 2026

- No new human activity sites have been brought to staff's attention. There are currently five that we are aware of, with three of them being on BNSF property.
- Average activity site clean-up costs are:
 - 2024: \$510.39 for 28 sites
 - 2025: \$486.73 for 10 sites
 - 2026 (YTD): 662.77 for 4 sites (\$517.50 for 3 sites subtracting Federal Building work which will be billed to owner)
- Long grass complaints were steady throughout June, with fifty (50) notices mailed on July 2.

Site Analyst & Enforcement Activities for June 2026



- Staff have been working to resolve a long-term and continually evolving violation, with the issue having been brought to district court. A judgement was issued for the violations to be corrected within thirty (30) days, or the City could arrange to have them corrected. The timeline was not met, and staff have arranged for the violations to be removed on July 10.



Site Analyst & Enforcement Activities for June 2026

Summary of Enforcement Actions

Enforcement - Total Open Cases - June 2026			
By Ward	Residential Districts	Non-Residential	Totals
Ward 1	8	5	13
Ward 2	1	14	15
Ward 3	8	3	11
Ward 4	8	26	34
Ward 5	21	6	27
Total	46	54	100

As of 7/9/2026

Totals for June 2026 Enforcement	
Closed 2026 YTD	City
January Residential	3
January Non-Residential	7
February Residential	2
February Non-Residential	8
March Residential	5
March Non-Residential	7
April Residential	8
April Non-Residential	4
May Residential	14
May Non-Residential	4
June Residential	9
June Non-Residential	2
July Residential	0
July Non-Residential	0
August Residential	0
August Non-Residential	0
September Residential	0
September Non-Residential	0
October Residential	0
October Non-Residential	0
November Residential	0
November Non-Residential	0
December Residential	0
December Non-Residential	0
Total Closed Cases 2026	73
As of 7/9/2026	

Site Analyst & Enforcement Activities for June 2026

Enforcement Totals by Code - June 2026		
Enforcement Items by Code	Open	Closed
Residential R-1 through R-6		
28-81 - Allowed, Permitted, Conditional, and Interim Uses	2	0
28-355 - Non-Conforming Structures in Shoreland	0	0
28-359 - Vegetative Alterations	1	0
28-360 - Topographic Alterations - Shoreland	0	0
28-402 - Exterior Storage & Outdoor Display of Merchandise	26	6
28-403 - Sight Visibility Triangle	0	0
28-404 - Fences	4	1
28-406 - Landscaping Requirements	1	0
28-408 - Lighting	0	0
28-409 - Off-Street Parking, Loading & Surfacing Standards	5	1
28-411 - Temporary Uses or Structures	4	1
28-421 - Farm Animals	1	0
28-523 - Land Use, Building & Admin Permits	1	0
28-524 - CUP Violation	1	0
28-528 - Nuisance	0	0
Total Residential Cases	46	9
Commercial, Industrial, U, UR, OM, LC, LD, & MH		
28-81 - Allowed, Permitted, Conditional, and Interim Uses	1	0
28-244 - Prohibited Signs	2	0
28-245 - Nonconforming Signs	1	0
28-246 - Sign Permit Required	1	0
28-251 - Signs Permitted in LC & LD Districts	1	0
28-253 - Signs Permitted in the (UR) Urban Renaissance	0	0
28-252 - Sign Allowed in B-1 & B-2 Commercial Districts	0	0
28-258 - Dynamic Displays	5	0
28-402 - Exterior Storage & Outdoor Display of Merchandise	14	1
28-403 - Sight Visibility Triangle	0	0
28-404 - Fences	2	0
28-405 - Screening	1	0
28-406 - Landscaping Requirements	4	0
28-407 - Tree Preservation	1	0
28-408 - Lighting	1	0
28-409 - Off-Street Parking, Loading & Surfacing Standards	6	1
28-411 - Temporary Uses or Structures	11	0
28-413 - Manufactured Home Park Standards	1	0
28-523 - Land Use, Building, & Other Administrative Permits	1	0
28-524 - Conditional Use or Interim Permits	1	0
28-528 - General Nuisance	0	0
Total Non- Residential Cases	54	2
Total Cases	100	11

As of 7/9/2026