

BEMIDJI PLANNING BOARD REGULAR MEETING AGENDA

Monday, August 10, 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) July 13, 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.

BUSINESS

- 2) Consider Ordinance Amending the Zoning Map Adopted in Chapter 28 of the Bemidji City Code (Rezone) and a Concept Planned Unit Development (PUD) Requests for Parcel 80.01191.00 - Sacred Bundle Inc
- 3) Consider Resolution for Conditional Use Permit Requests for Parcel 80.03026.00 - National Bank of Commerce
- 4) Discussion on Data Centers
- 5) Discussion on Development Code

STAFF REPORTS

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

UPCOMING MEETINGS

- 8) September 14, 2026 Planning Board Meeting

ADJOURN

PLANNING BOARD PROCEEDINGS

BEMIDJI, MINNESOTA

Regular Meeting – Monday, July 13, 2026

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

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

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

Others Present: **Troy Gilchrist, Town Law Center PLLP (via Webex), Amy DeLap, Matthew Korpela, Matt Murray, Scott Turn.**

AMENDMENTS TO AGENDA

Chair Eaton called for any amendments to the agenda.

Motion by **Peterson** to approve the agenda as presented.

Dickinson requested to add a topic for discussion to the agenda regarding the letter received from the Chamber of Commerce.

Fiskevold Gould called a point of information and clarified that the original motion would need to be rescinded and a new motion made.

Peterson rescinded his motion to approve the agenda as presented.

Motion by **Dickinson**, second by **Fiskevold Gould**, to approve the agenda with an amendment to include a discussion of the letter provided. Motion carried by unanimous voice vote.

MINUTES

The following minutes were presented for approval:

Planning Board Meeting: **June 8, 2026**

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

CITIZENS WITH BUSINESS NOT ON AGENDA

- Charles Biberg, 1109 Beltrami Ave NW, addressed the board on behalf of the Sustainability Commission. Biberg expressed that at the most recent Sustainability Commission meeting, they discussed the predicted decline in national home ownership rates and noted that Bemidji's current rate is 40% home ownership versus 60% rentals, significantly below the national average of 60-70% home ownership. Biberg noted the Sustainability Commission discussed zoning restrictions, such as R4 zoning, which discourages diverse housing development, including tiny houses and multifamily units. Biberg cited Houston, Texas, as a case study where the lack of zoning laws has fostered economic growth. Biberg expressed that the Sustainability Commission proposed lifting zoning restrictions to encourage varied housing types and increase home ownership to in turn promote community health and vibrancy.

NEW BUSINESS

CONSIDER RESOLUTION FOR INTERIM USE PERMIT – 80.04537.00 – AMY DELAP REPRESENTING JUST FOR KIX

Fahrenbruch presented the planning case 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.

The Planning Commission and staff recommend approval of the Interim Use Permit, with the conditions and findings of fact presented in the packet.

Board members made the following comments regarding the request:

- Dickinson had no comments.
- Prince inquired if applicant had any conversations with staff regarding the ordinances when they submitted their application. Fahrenbruch stated that the applicant had no concerns.
- Rivera had no questions.
- Thayer had no questions.
- Peterson had no questions.
- Fiskevold Gould had no questions.
- Eaton had no questions.

Motion by **Prince**, second by **Thayer**, to approve **Resolution 2026-13** for an Interim Use Permit, with the conditions and findings of fact as presented. Motion carried by unanimous voice vote: Ayes: **Prince, Fiskevold Gould, Peterson, Dickinson, Rivera, Eaton, Thayer**. Nays: **None**.

CONSIDER RESOLUTION FOR FINAL PLAT – 80.00344.99, 80.00505.04, 80.00505.05, 80.01166.02, 80.01166.04, 80.01166.00 – GREATER BEMIDJI

Carlson presented the planning case 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).

The Planning Commission and staff recommend approval of the Final Plat request, with the conditions and findings of fact presented in the packet.

Board members made the following comments regarding the request:

- Fiskevold Gould had no questions.
- Peterson expressed support and had no questions.
- Thayer had no questions.
- Rivera inquired if any changes to the plat are expected. Carlson addressed that this is the final plat. Rivera requested clarification on the subdivider or who would be recording the final plat. Carlson confirmed that the City as the owner is responsible for recording the final plat and the document will be recorded with the County.
- Prince expressed support and had no questions.
- Dickinson inquired about the size of the cul-de-sac. Applicant and staff addressed that the pavement area is 95 feet and the right-of-way is 120 feet as required by the ordinance.
- Eaton expressed support.

Motion by **Thayer**, second by **Peterson**, to approve **Resolution 2026-14** for the Final Plat, with the conditions and findings of fact as presented. Motion carried by unanimous voice vote: Ayes: **Prince, Fiskevold Gould, Peterson, Dickinson, Rivera, Eaton, Thayer**. Nays: **None**.

CONSIDER RESOLUTION FOR CONDITIONAL USE PERMIT – 80.04221.00 – MATTHEW KORPELA REPRESENTING LEECH LAKE BAND OF OJIBWE BEHAVIORAL HEALTH

Fahrenbruch presented the planning case 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.

The Planning Commission and staff recommend approval of the Conditional Use Permit request, with the conditions and findings of fact presented in the packet.

Board members made the following comments regarding the request:

- Dickinson had no questions.
- Prince addressed that this use is allowed in the B2 zoning district and noted that the letter received stated that it is an illegal use which is incorrect. Prince requested clarification that no medications would be dispensed at this location. Fahrenbruch confirmed.
- Thayer inquired if the request would need to be amended to include the two additional neighboring properties if they were purchased by the applicant. Fahrenbruch addressed that they would not.
- Peterson had no questions.
- Fiskevold Gould had no questions.
- Eaton had no questions and expressed support.

Motion by **Thayer**, second by **Rivera**, to approve **Resolution 2026-15** for the Conditional Use Permit, with the conditions and findings of fact as presented. Motion carried by unanimous voice vote: Ayes: **Prince, Fiskevold Gould, Peterson, Dickinson, Rivera, Eaton, Thayer**. Nays: **None**.

CONSIDER RESOLUTION FOR CONDITIONAL USE PERMIT – 80.05524.00 – DENNIS BATTY REPRESENTING CROSSROADS CHURCH

Carlson presented the planning case request: Dennis Batty of The Dennis Batty & Associates Group, Inc., Architects & Planners Inc., 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.

The Planning Commission and staff recommend approval of the Conditional Use Permit request, with the conditions and findings of fact presented in the packet.

Board members made the following comments regarding the request:

- Fiskevold Gould had no questions.
- Peterson had no questions.
- Thayer inquired about the response from the church on the recommendation from the Sustainability Commission regarding providing publicly available EV. Fahrenbruch addressed no response had been received from the church on that recommendation.
- Rivera inquired about the applicant's response to required conditions. Carlson addressed that the applicant shared no concerns.
- Prince had no questions.
- Dickinson had no questions.
- Eaton had no questions and expressed support.

Motion by **Peterson**, second by **Thayer**, to approve **Resolution 2026-16** for the Conditional Use Permit, with the conditions and findings of fact as presented. Motion carried by unanimous voice vote: Ayes: **Prince, Fiskevold Gould, Peterson, Dickinson, Rivera, Eaton, Thayer**. Nays: **None**.

Discussion Regarding Submitted Letter:

- Dickinson requested to initiate a conversation regarding a moratorium on enforcement of some of the zoning requirements in the industrial park.
- Gilchrist discussed the board's ability to adopt an interim ordinance that could put in place temporary regulations/suspension of regulations for up to 12 months while the city conducts a study.

- Members discussed, highlighting the comprehensive plan update, finding the “why” behind regulations, with consensus leaning towards a broader citywide approach as opposed to focus on specific zoning districts for the moratorium to ensure fairness and equity.
- The consensus was to continue the conversation.

STAFF REPORTS

Director’s Report

Carlson presented the Director’s Report.

Board members had the following comments:

- No comments.

Site Analyst & Enforcement Report

Wielenberg presented the Site Analyst & Enforcement Report.

Board members had the following comments:

- Board members discussed.

UPCOMING BOARD MEETINGS

- August 10, 2026 5:30 p.m. Planning Board Meeting

ADJOURN

There being no further business, motion by **Fiskevold Gould**, second by **Peterson**, to adjourn the meeting. Motion carried. Meeting adjourned at **6:38 p.m.**

Respectfully submitted,

Ainslee Krause
Planning Administrative Assistant

PB Minutes approved and attested by: _____
Planning Board Representative

The City of Bemidji Planning and Zoning Department

PLANNING CASE: ZOA-2026-0004 & SUB-2026-0003	PC MEETING DATE: July 23, 2026
APPLICANT: Sacred Bundle Inc. (Erika Bailey-Johnson)	60-DAY RULE DATE: August 29, 2026
PROCEEDING: Land Use Map Amendment (Rezone) & Planned Unit Development (PUD) – (CONCEPT)	ZONING DISTRICT: (R-4) Moderate Density Residential Zoning District
PREPARED BY: Melissa Fahrenbruch Assistant Planning Director	EXHIBITS: Zoning Map, Aerial Map, Application, Concept Drawings, Civil Design Drawings, Supporting Documentation.

PLANNING MEMORANDUM

SUMMARY OF 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.

PUBLIC HEARING & DISCUSSION

Commission members had no comments.

Public Hearing for both Rezone and Concept PUD opened at 5:42 p.m.

- Mary Miller, 717 Beltrami Ave NW, addressed the commission and expressed full support for the project.
- Linne Lindquist, 812 Beltrami Ave NW, inquired about the source of funding for the project and the need for ongoing funding.
- Erika Bailey-Johnson, 8636 Cranberry Ct NE, addressed the commission and expressed appreciation for the support from the city and community. Bailey-Johnson addressed the funding sources for the project and noted that they applied for funding through the Minnesota Department of Education through the US Department of Treasury for leftover COVID money. Bailey-Johnson specified that the COVID dollars were for the renovation, construction or purchase of a community facility with the goal of increasing access to broadband internet. Bailey-Johnson identified that they received \$500,000 of this COVID money and that this went towards the purchase of the property and will go towards the first phase of the project for a computer lab to address needs for education, employment and telehealth. Bailey-Johnson noted that they have received donations and some smaller grants and they are a tribal non-profit.

- John Lindquist inquired about who can utilize the facility. Fahrenbruch addressed that there are no restrictions on who can access according to the applicant.
- Charles Biberg, 1109 Beltrami Ave NW, expressed support for the project. Biberg discussed requests such as CUPs, variances or rezones being barriers for projects like these due to the associated fees, time, and staff time.

Public Hearing closed at 5:52 p.m.

Commission members made additional comments:

- Olderman commented that taxpayer dollars have paid for the upkeep of this building for the past five years while it sat vacant. Olderman addressed concern about the use of the property falling into a traditional school category.
- Meehlhause addressed that the uses specified would not fall under a traditional K-12 education system and noted similarities to a community center.

RECOMMENDATION & FINDINGS

Conclusion based on the Ordinance and the Comprehensive Plan.

The Planning Commission decided the conditions are sufficient for approval of the Land Use Map Amendment (Rezone) from R-4 Moderate Density Residential to R-6 Multiple Family Zoning District.

RECOMMENDATION FOR APPROVAL

Approval is recommended with the following findings of fact:

Findings of Fact - Rezone

- 1. Whether the change in classification would be consistent with the intent and purpose of this Ordinance.**
Yes. The proposed change would be consistent with intent and purpose of the Ordinance. The proposed project abuts R-6 properties to the east. The change in classification would be consistent with commercial/residential mixed-use infill within the city.
- 2. Whether every use that would be permitted on the property if it were reclassified would be compatible with the uses permitted on other property in the immediate vicinity.**
Yes. This parcel is seeking a Planned Unit Development (PUD) that has listed uses allowed/permitted in the PUD.
- 3. Whether adequate sewer and water facilities, and all other needed public services exist or can be provided to serve the uses that would be permitted on the property if it were reclassified.**
Yes. This parcel has existing City services.
- 4. Whether the proposed amendment would correct an error in the application of this Ordinance.**
No, this is not a correction. The property was a retired elementary school which was a permitted use with a Conditional Use permit in the R-4 zone. The proposed R-6 zoning would allow mixed-use through a Conditional Use permit with a PUD.
- 5. Whether the proposed amendment is made necessary because of changed or changing conditions in the area affected, and, if so, the nature of such changed or changing conditions.**

Yes. This proposed amendment is made necessary due to the purchase of the parcel for the Minwaadizi Center, the ISD-31 included a restriction that the property cannot be used as a traditional pre-K through 12th grade school. The proposed rezoning would open the parcel to reuse the existing building for mixed uses.

Motion by **Heinonen**, seconded by **Faver**, to recommend approval of the Land Use Map Amendment (Rezone) from R-4 Moderate Density Residential to R-6 Multiple Family Zoning District request for parcel 80.01191.00, with the findings of fact as presented in the packet.

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

Nays: **None.**

Abstentions: **None.**

Motion carried unanimously.

FINDINGS CONCEPT PUD

Conclusion based on the Ordinance and the Comprehensive Plan.

The Planning Commission decided the conditions are sufficient for approval of a Concept Planned Unit Development for Parcel 80.01191.00 located in the (R-4) Moderate Density Residential Zoning District, or if approved (R-6) Moderate Density Residential Zoning District.

RECOMMENDATION FOR APPROVAL

Approval is recommended with the following findings of fact:

Concept Planned Unit Development Findings

1. Does this project sample layout work within the confines of its location?

The proposed layout appears to use the confines of the area in an orderly fashion. The uses would utilize an existing building and parking areas.

2. What pieces of information would we require in order to make a final recommendation to the applicant?

Staff have placed some initial requirements into this finding; this finding should be further developed by PC/PB during the concept meetings.

1. Applicant shall provide all deliverables required by the City of Bemidji Engineering Department/Public Works.
2. A development agreement shall be entered into between the City and Applicant to ensure all site construction is completed to a satisfactory condition.
3. There should be a reasonable timeframe shown for the phases of the project.
4. A landscaping plan shall be designed and submitted along with final PUD approval.
5. If an increase in parking is needed, a planning site plan review will need to be approved by the city.
6. A building permit and all other necessary permits shall be obtained from the City of Bemidji

prior to construction.

7. All dumpsters on-site shall be fully enclosed complying with Section 28-402 of the Development Code.
8. All existing and proposed exterior lighting on the property shall be in full conformity with Section 28-408 of the development code.

Motion by **Heinonen**, seconded by **Faver**, to recommend approval of a Concept Planned Unit Development request for parcel 80.01191.00, with the findings of fact as presented in the packet.

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

Nays: **Olderman.**

Abstentions: **None.**

Motion carried 5 to 1.

CITY OF BEMIDJI

ORDINANCE NO. _____, 3RD SERIES

AN ORDINANCE AMENDING THE ZONING MAP ADOPTED IN CHAPTER 28, ARTICLE II, SECTION 43, ARTICLE XII, SECTION 526 OF THE BEMIDJI CITY CODE AND THE COMPREHENSIVE PLAN OF THE CITY OF BEMIDJI

(Pertaining to Planning Case # ZOA-2026-0004)

THE CITY OF BEMIDJI DOES ORDAIN:

SECTION 1: The Following property located at 815 Beltrami Ave NW (PIN 800119100) is hereby Rezoned from R-4 Moderate Density Residential Zoning District to R-6 Multiple Family Zoning District.

Beltrami County, Minnesota, legally described as follows:

Block Four (4), First Addition to Bemidji

SECTION 2: The Zoning Map referred to in Chapter 28, Article II, Section 28-43 of the Bemidji City Code, and the City of Bemidji Comprehensive Plan is hereby deemed to have been redrawn to portray the reclassification of the property described in Section 1 of this Ordinance.

SECTION 3: This ordinance shall become effective immediately after its passage and publication according to law.

Yeas:

Nays:

Absent:

First Reading: July 23, 2026

Final Reading: August 10, 2026

Attest:

Approved:

Ainslee Krause, Administrative Assistant

Lynn Eaton, Planning Board Chair

The City of Bemidji Planning and Zoning Department

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PREPARED BY: Melissa Fahrenbruch Assistant Planning Director	EXHIBITS: Zoning Map, Aerial Map, Application, Concept Drawings, Civil Design Drawings, Stormwater Management Plan, Supporting Documentation.

PLANNING REPORT

SUMMARY OF REQUEST

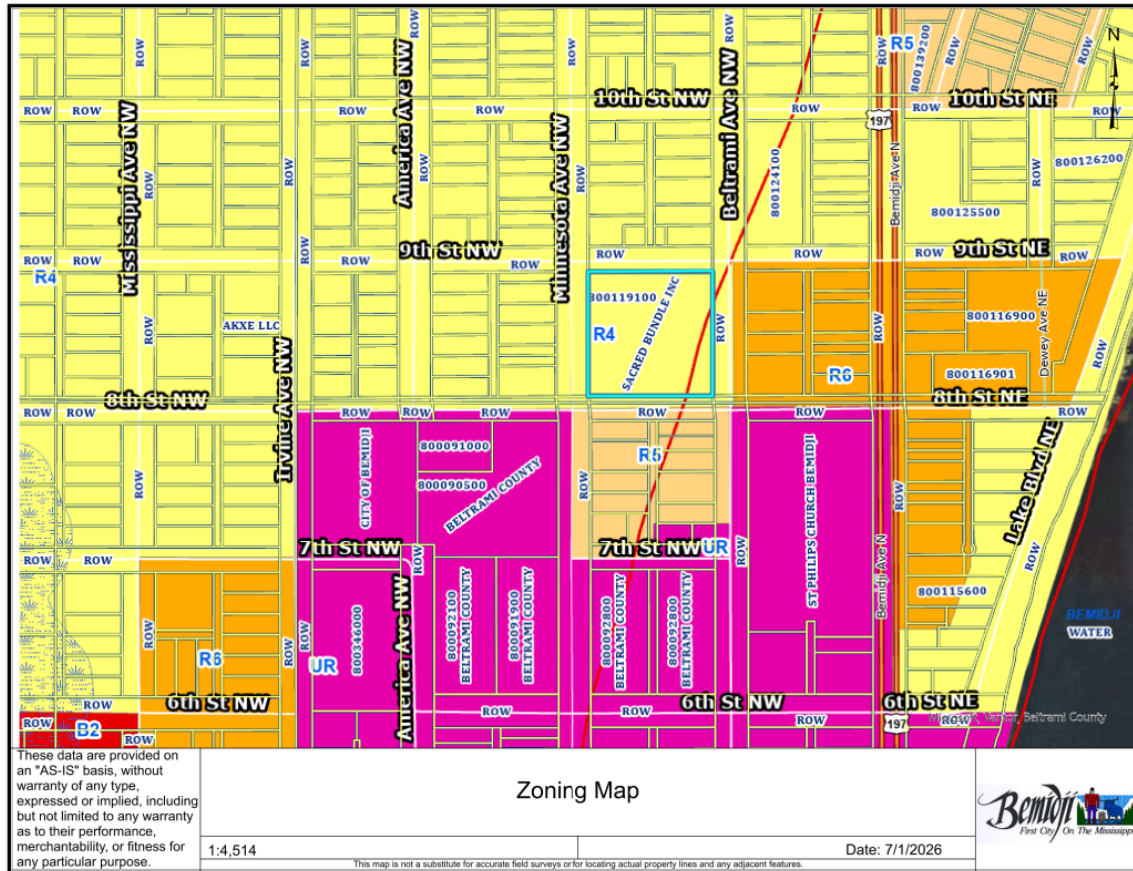
Erika Bailey-Johnson representing Sacred Bundle Inc., is requesting a Land Use Map Amendment (Rezone) from R-4 Moderate Density Residential to R-6 Multiple Family Zoning District and a Concept Planned Unit Development (PUD) to develop a multi-phase mixed use project to include in the first phase on the 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.

BACKGROUND

This property is the retired Pre-K to 3rd grade, Central Elementary School. ISD 31 closed the school in 2021 as a cost-saving measure. The district put a restriction on the sale that no formal school be allowed (this is Pre-K through 12th grades). Sacred Bundle Inc. a tribal non-profit visited the school in 2024 and purchased the property June of 2026. They plan to call the property, the Minwaadizi Center, an Ojibwe-centered multi-purpose, community facility. The applicant has met with staff several times to discuss options for the retired school building and property.

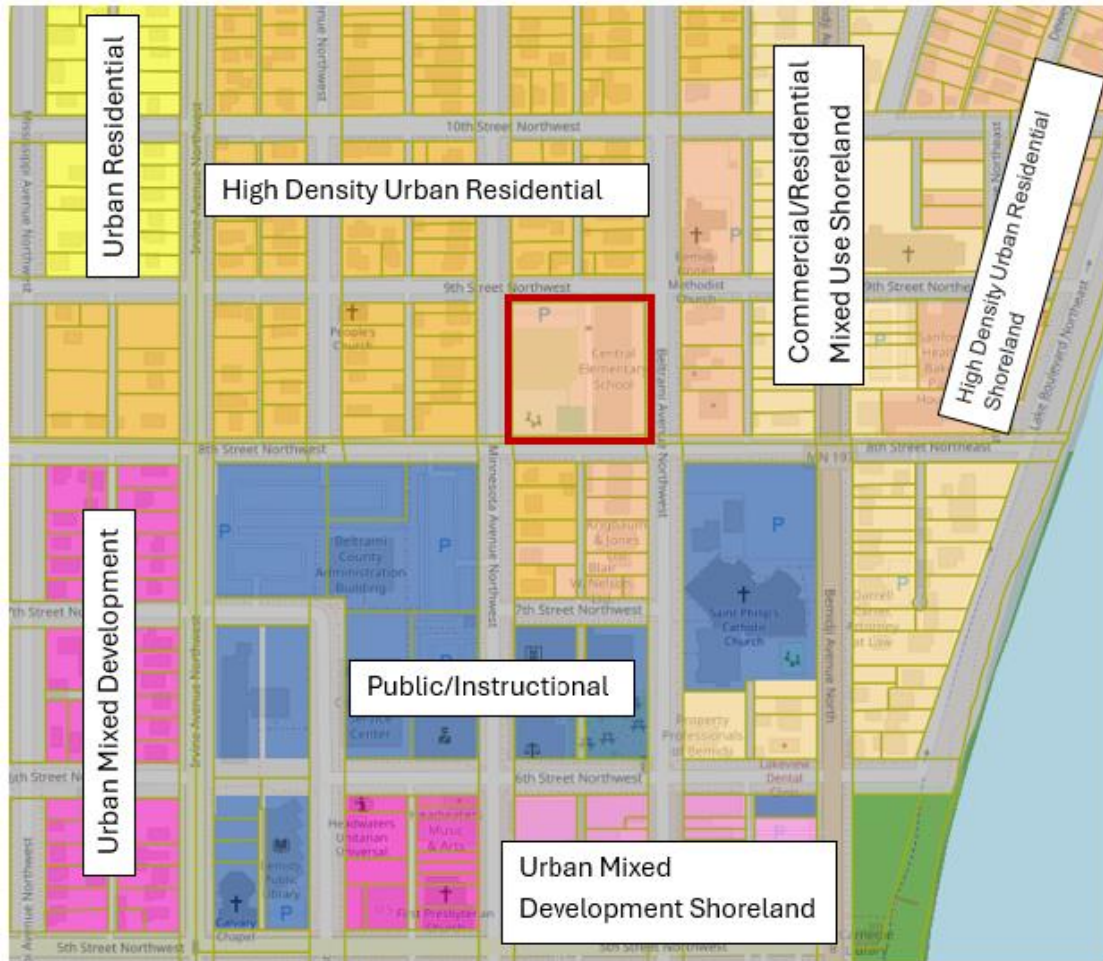
Existing Conditions

The subject property has been vacant since the summer of 2021 and will be redeveloped. This parcel is in the R-4 Moderate Density Residential zoning district as is the abutting properties to the north and west. It abuts R-5 High Density Residential to the south, R-6 Multiple Family to the east, and at the corners of the southwest and southeast the UR Urban Renaissance (Downtown).



Future Land-Use Map

The future land-use map shows this area as High Density Urban Residential Shoreland.



Future Land Use Map

DISCUSSION/DEVELOPMENT ANALYSIS

Planning Considerations for Zoning

When reviewing zoning requests, it is imperative to ensure that “spot zones” are not created. Spot zoning allows for a particular parcel of land to have land uses differing from land uses allowed in adjacent and small regional areas and is likely a deviation from the land use plan. This rezone would be a continuation of the R-6 Multiple Family Zoning District from the east. Commercial, Public institution (County buildings), and religious institutions are abutting towards the south and southeast, with varying residential uses to the north, south, east, and west.

Zoning/ Land Use Type

The subject property is zoned as (R-4) Moderate Density Residential Zoning District which is defined as:

Provide areas for residential development and other compatible uses at a moderate density served by centralized sewer and water.

The proposed zoning district is (R-6) Multiple Family Zoning District is defined as:

Provide areas for multiple family residential development and compatible uses in both urban and suburban settings.

Planning Considerations for PUD

A Planned Unit Development (PUD) is a type of development that allows for increased flexibility from certain areas of a land use ordinance. A PUD can be made up of different land use types including residential, mixed-use, and/or commercial developments. In this case the applicant is proposing a mixed-use development. The definition of PUD in the City of Bemidji Planning & Zoning Ordinance (hereafter referred as "Ordinance") is as follows:

MIXED-USE PLANNED UNIT DEVELOPMENT (PUD): *Planned unit development, mixed use means a planned unit development which includes a mixture of residential and commercial uses. In addition, it may be a single structure developed or converted under the statutory requirements of a common interest community.*

(R-6) Multiple Family Zoning District Mixed - Use is approved through the PUD process outlined in the Ordinance, and no PUD can be approved without issuance of a Conditional Use Permit (CUP) by the planning board.

The PUD review process consists of three (3) phases. The three-phase process was created as applicants expressed interest in gaining a clear vision of the planning board expectations during the concept phase to ensure expectations can be met.

Summary of Three (3) Phase Process

1. Concept Review
 - a. Does this project's density and sample layout work within the confines of its location?
 - b. What pieces of information would we require to make a final recommendation to the applicant?
 - c. **The approval of a concept in no way approves any elements of this project.**
2. Preliminary Review
 - a. This should show the applicant has made an effort to address all of the concerns that were brought to their attention at the concept meeting.
 - b. If commission/staff considers all concerns have been met and significant issues have been addressed, preliminary and final review can be combined for approval.
 - c. Finalized plans need to be presented at this time for approval.
3. Final Approval
 - a. Finalized plans are required to be presented at this time if approval is to be recommended. The planning board makes the final decision on approval or denial.

Phasing of the Project

The project is proposed to be completed in a total of three (3) phases. Refer to site plan and the Concept narrative letter for the layout of each phase.

- Phase one (first year) will be a remodel of the main level to create the public computer lab space with private rooms, reservable meeting rooms plus gym space.

- Phase two (2-5 years) will be remodeling the basement and upper floor, adding an elevator, and exploring adding childcare on site. Basement level would create a commercial kitchen space for food/cooking classes or to rent. Upper Level would provide five preliminary residential designs for the second-floor classrooms. During this phase they will explore creating the Mishko Wisitoon Wilderness Academy, a project to create an Indigenous environmental education program.
- Phase three (5-10 years) would continue to build out services and programs for the site. Consider adding energy efficiency and renewable energy options to the building and site.

The timing and duration of each phase will be entirely dependent on market forces and funding. The Applicant seeks approval for the three-phase project with the flexibility prior to the start of each phase of the project. If something within a subsequent phase would like to be moved to an earlier or current phase, this can be approved via Staff administratively. No plat is being requested. Anything from a current phase being delayed or pushed back to another phase will require approval through a PUD amendment. Below is a layout of the three (3) proposed floors.





Amenities

A PUD is given greater flexibility from the Ordinance for providing a selection of amenities. These amenities are listed in the Ordinance as Section 28-475. Flexibility can be granted when the Applicant provides a selection of amenities from the list but is not limited to it.

Uses

The potential uses that would need Board approval that could be included for the PUD are the following:

- Athletic Complex / Community Center – CUP*
- Multi-Family/ Mixed-Use - CUP*
- Multi-Family or Townhome Development (5 Units or Greater) – CUP*
- Assisted Living Facility or Nursing Home - CUP*
- Park, Athletic Fields and Active Outdoor Recreation – CUP*
- Religious Institution - CUP*
- Indoor Fitness, Health Club or Spa - IUP*
- Bed and Breakfast – CUP*
- Daycare Facility (Licensed Commercial Care) – IUP*
- Public Library - CUP*
- Grocery Store, Small (Less than 15,000 SF) – CUP*

If these uses are included in the PUD, then they would be permitted and not need additional approvals from the Planning Commission or Planning Board later. This would be the same concept as the South Shore Planned Unit Development (SSPUD) and the Greater Bemidji Rail Corridor.

Greater flexibility is allowed with a PUD than otherwise allowed under the Ordinance, if it is a coordinated development providing public benefits not otherwise required. Flexibility can only be granted to the extent allowed by the Ordinance and flexibility will only be given to items approved during the approval process. All other items not granted flexibility shall meet the Ordinance and all regulations and requirements. Flexibility can be granted for setbacks, lot size, density, and off-street parking and loading areas.

[illegible]

SITE DEVELOPMENT	EXISTING	REQUIRED/ALLOWED
Section 28-122 Lot Size	90,000.59 sq. ft.	18,000 sq. ft. (R-6)
Section 28-122 Lot Width	300 ft. est.	60 ft. (R-6)
Section 28-122 Impervious Surface	54.6% est.	Max 70% (R-6)
Section 28-122 Greenspace	45.4% est.	Min 30% (R-6)
Section 28-409 Interior Greenspace	40,850 sq. ft.	27,000 sq. ft.
Section 28-407 Total Trees	5	25
Section 28-407 Frontage Trees	5	24
Section 28-402 Trash Enclosure	no	Yes
Section 28-409 Parking	27	TBD or Proof of Parking

Parking

Per Section 28-409 of the Ordinance, A legal parking space shall be at least eight-and-a-half feet by nineteen feet (8.5' x 19'). Twenty-seven (27) existing off-street parking spaces are available for the phase one uses and may need to be expanded in the future based on the second and third phases. A parking and traffic plan will either need to be submitted with the final approved plans or will need to be explained or incorporated into the phasing plan when construction occurs.

Landscaping/ Tree Preservation

Per Section 28-406 of the Ordinance, if approved rezone to R-6 multi-family, minimum required green space is 30% of the parcel, a total of 24 frontage trees with a minimum of 25 site trees. Five (5) existing trees are on the parcel, a landscaping/tree plan will need to be submitted and approved by the second phase.

- (5) *Non-residential uses in residential zoning districts. Developments shall preserve existing, or plant at least one tree per 50 lineal feet of street frontage between the front property line and the minimum front yard setback line. As part of the development site plan submitted for approval, the landscape plan shall also include a minimum total tree count according to required minimum green space as follows:*
- a. <1 acre = 1 tree per 800s.f. of minimum required pervious site surface.*
 - b. 1—3 acres = 1 tree per 1,100s.f. of minimum required pervious site surface.***
 - c. 3 acres = 1 tree per 1,400s.f. of minimum required pervious site surface.*

Lighting

All exterior lighting shall be in conformity with Section 28-408 of the Ordinance and be downward facing. All private exterior lighting on the building shall be hooded or otherwise shielded in order to deflect from adjoining properties and the public right-of-way, as well as protect the night sky.

Signage

The Applicant has not indicated any signage yet for the development. Signage is something that flexibility towards standards can be granted for with an approved PUD, no signage plan has been given to city staff. A sign permit will need to be applied for and approved before installation.

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.

Comments:

City Engineer/Director of Public Works, Sam Anderson

This doesn't look to impact much outside of the current facility. No major engineering related concerns.

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:

At the time of writing this report, Staff received 2 calls from neighbors inquiring about the rezone and PUD however, no comments to pass on.

Project Narrative from Applicant

Please see the letter in the packet.

Comprehensive Plan References for Rezone

Land Use Objectives and Strategies

Objective 4.1: Preserve the Quality Residential Neighborhoods

- 2. 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.*

Comprehensive Plan References for PUD

The City of Bemidji's Comprehensive Plan has identified this area within its future land use map as High Density Urban Residential Shoreland: *High-density residential that allows for alternative housing options to increase density without providing a negative impact on aquatic resources.*

Current land use under the Comprehensive Plan talks about Commercial/Residential Mixed-Use as:

Commercial/Residential Mixed-Use only makes up a small amount of the City of Bemidji total land area. The mixed-use category represents a variety of lower intensity land uses. Appropriate uses within the mixed-use category may include retail establishments, food establishments, office space, and service uses with residential quarters. Mixed-use is primarily located in downtown Bemidji.

This parcel is just outside of the Downtown and would be a reuse of an existing site.

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

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

- 3. Promote in-fill development with access to public infrastructure. Supporting projects that can use existing public infrastructure as well as increase density and intensification of land use when appropriate can help limit urban sprawl. However, supporting proposals at a density that strain existing public transportation or utilities is not sustainable and can negatively impact the public.*
- 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.*
- 5. Allow flexibility for developments that use alternative energy sources or land use practices that conserve energy. Increased flexibility from zoning ordinances for demonstrating an exemplary effort for energy conservation will be an incentive for developers to be more energy conscious. Alternative energy sources can reduce the overall carbon footprint of the community.*

Zoning Ordinance References

Section 28-9: Definitions
Section 28-201: Zoning Districts
Section 28-82: Land Use Matrix
Section 28-121: Lot Size and Bulk Regulations by Zoning Districts
Section 28-201 - Zoning Districts
Section 28-402: Exterior Storage and Outdoor Display of Merchandise
Section 28-406: Landscaping Requirements
Section 28-408: Lighting
Section 28-409: Off-Street Parking, Loading & Surfacing Standards
Section 28-472: Land Suitability
Section 28-475: General Provisions for PUDs
Section 28-476: Design and Maintenance Standards and Criteria for PUDs
Section 28-478: Procedures for Approval of Subdivisions and PUDs
Section 28-479: Minimum Subdivision Design Standards
Section 28-524: Conditional Use or Interim Permits
Section 28-526 - Amendments; Text or Zoning District

RECOMMENDATION & FINDINGS

Conclusion based on the Ordinance and the Comprehensive Plan.

The Planning Commission must decide if a (Rezone) Land Use Map Amendment from (R-4) Moderate Density Residential Zoning District to (R-6) Moderate Density Residential Zoning District for parcel 80.01191.00 meets the ordinance and comprehensive plan. The following are the findings of fact:

Findings of Fact - Rezone

1. Whether the change in classification would be consistent with the intent and purpose of this Ordinance.

Yes. The proposed change would be consistent with intent and purpose of the Ordinance. The proposed project abuts R-6 properties to the east. The change in classification would be consistent with commercial/residential mixed-use infill within the city.

2. Whether every use that would be permitted on the property if it were reclassified would be compatible with the uses permitted on other property in the immediate vicinity.

Yes. This parcel is seeking a Planned Unit Development (PUD) that has listed uses allowed/permitted in the PUD.

3. Whether adequate sewer and water facilities, and all other needed public services exist or can be provided to serve the uses that would be permitted on the property if it were reclassified.

Yes. This parcel has existing City services.

4. Whether the proposed amendment would correct an error in the application of this Ordinance.

No, this is not a correction. The property was a retired elementary school which was a permitted use with a Conditional Use permit in the R-4 zone. The proposed R-6 zoning would allow mixed-use through a Conditional Use permit with a PUD.

5. Whether the proposed amendment is made necessary because of changed or changing conditions in the area affected, and, if so, the nature of such changed or changing conditions.

Yes. This proposed amendment is made necessary due to the purchase of the parcel for the Minwaadizi Center, the ISD-31 included a restriction that the property can not be used as a traditional pre-K through 12th grade school. The proposed rezoning would open the parcel to reuse the existing building for mixed uses.

FINDINGS CONCEPT PUD

Conclusion based on the Ordinance and the Comprehensive Plan.

The Planning Commission must decide whether the findings are sufficient for approval of a Concept Planned Unit Development for Parcel 80.01191.00 located in the (R-4) Moderate Density Residential Zoning District, if approved (R-6) Moderate Density Residential Zoning District, with the following findings:

Concept Planned Unit Development Findings

1. Does this project sample layout work within the confines of its location?

The proposed layout appears to use the confines of the area in an orderly fashion. The uses would utilize an existing building and parking areas.

2. What pieces of information would we require in order to make a final recommendation to the applicant?

Staff have placed some initial requirements into this finding; this finding should be further developed by PC/PB during the concept meetings.

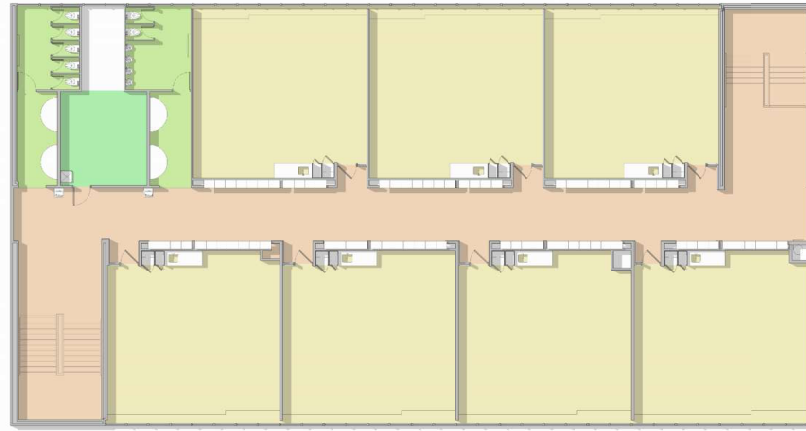
1. Applicant shall provide all deliverables required by the City of Bemidji Engineering Department/Public Works.
2. A development agreement shall be entered into between the City and Applicant to ensure all site construction is completed to a satisfactory condition.
3. There should be a reasonable timeframe shown for the phases of the project.
4. A landscaping plan shall be designed and submitted along with final PUD approval.
5. If an increase in parking is needed, a planning site plan review will need to be approved by the city.
6. A building permit and all other necessary permits shall be obtained from the City of Bemidji prior to construction.
7. All dumpsters on-site shall be fully enclosed complying with Section 28-402 of the Development Code.
8. All existing and proposed exterior lighting on the property shall be in full conformity with Section 28-408 of the development code.

DEPARTMENT LEGEND

- CIRCULATION
- FUTURE APARTMENTS
- MECHANICAL / STORAGE
- RESTROOM

DEPARTMENT LEGEND

- CIRCULATION
- FUTURE CHILD CARE
- MECHANICAL / STORAGE
- OFFICE / FUTURE RETAIL
- OFFICE RENTABLE
- PUBLIC COMPUTER LAB
- RENTABLE COMMUNITY SPACE
- RENTABLE GYMNASIUM
- RESTROOM
- TELEHEALTH



LEVEL 2 CONCEPT
1" = 10'-0"



OUTDOOR FARMERS MARKET

LEVEL 1 CONCEPT
1" = 10'-0"

SPACE USES ARE SHOWN FOR PLANNING AND DISCUSSION PURPOSES ONLY. FUTURE USES DEPENDENT ON COMMUNITY NEEDS, AVAILABLE FUNDING, AND CODE ANALYSIS ASSOCIATED WITH MIXED USES.

DEPARTMENT LEGEND

- CIRCULATION
- CLASSROOM
- KITCHEN / FOOD PROCESSING
- MECHANICAL / STORAGE
- OFFICE / FUTURE RETAIL
- RESTAURANT / CAFETERIA
- RESTROOM



1
A1 BASEMENT CONCEPT
1" = 10'-0"



City of Bemidji, MN

City of Bemidji

317 4th Street NW

Bemidji, MN 56601

218-759-3560

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

Application

ZOA-2026-0004

REZONING/ZONING ORDINANCE AMENDMENT

SITE ADDRESS: 815 BELTRAMI AVE NW BEMIDJI

PRIMARY PARCEL: 800119100

PROJECT NAME: MINWAADIZI CENTER

ISSUED:

EXPIRES:

APPLICANT: Bailey-Johnson, Erika
8636 Cranberry Court Northeast
Bemidji, MN 56601
2187668487

OWNER: SACRED BUNDLE INC
PO BOX 741
CASS LAKE, MN 56633

PRIMARY CONTRACTOR: Rautio, Mitch
51080 county 29
Bemidji, MN 56601
218-760-0099

Detail Name

Select the type of amendment request from the list

Zoning District Change: Please indicate the current district and indicate the district you are requesting a change to. (If this does not apply, enter N/A)

Zoning Text Change: Please describe the proposed text amendment. (If this does not apply, enter N/A)

Zoning District Change: Describe the proposed use of your property after the amendment.

Zoning District Change: Describe the existing use of your property.

Zoning District Change: Describe what changes you feel have led to the request being sought.

Zoning District Change: How will the change affect the use of the property?

Describe how the change will benefit the surrounding area and the City of Bemidji over time.

Detail Value

Zoning District Change

Current - R4; Request to change to - R6

N/A

Multi-purpose community center which may include a public computer lab, community space rental, childcare, residential apartments, short-term rental, community programming/entertainment, Farmer's Market, healthcare, retail space, restaurant, grocery store, hair salon, pawn or trade shop, food processing or production, office space

former Central Elementary School; vacant since May 2021

The facility can no longer be a school, as dictated in the purchase agreement by ISD31

The property has sat vacant since May of 2021, so it will come back to life. There will be people and vehicles frequenting the property.

This zoning change will allow us to reach our goals of providing needed community services and space.



City of Bemidji, MN

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Zoning District Change: What are the zoning districts of the properties (adjacent/included) by this request? R5 and R6

Zoning District Change: Are there any easements that may be impacted by this zoning change? No

Zoning District Change: Do adequate sewer and water facilities exist or can they be provided for the proposed changes that may occur should this amendment be approved? Yes

Zoning Text Change: If the proposed amendment will correct an error in the application of the Zoning Ordinance, describe that error (or "N/A") N/A

Zoning Text Change: Are there any other considerations, not addressed above, that would help the City of Bemidji Planning & Zoning Board determine whether the amendment should be made? Please describe (or "N/A") N/A

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

Escrow Payer Mailing Address PO Box 741, Cass Lake, MN 56633

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

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

CONDITIONS

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

FEES:	<u>Paid</u>	<u>Due</u>
Planning Escrow Deposit	\$500.00	\$0.00
Zoning Map/Text Amendment Fee	\$600.00	\$0.00
Totals :	\$1,100.00	\$0.00

Zoning Request, Minwaadizi Center
815 Beltrami Ave. SW
Bemidji, MN

The goal of our Sacred Bundle team is to transform the former Central Elementary School in Bemidji, MN, into the Minwaadizi Center, an Ojibwe-centered multi-purpose, community facility. In order to begin to utilize the facility, rezoning from an R4 to an R6 is necessary.

Sacred Bundle

The establishment of the Minwaadizi Center is an initiative of Sacred Bundle, Inc., a tribally chartered IRC 7871 nonprofit organization in accordance with the Leech Lake Band of Ojibwe.

The board, staff, volunteers and partners of Sacred Bundle, Inc., bring years of dedication, experience, and leadership in designing and implementing community and culturally-based programs. Sacred Bundle is a culturally-structured organization based on historic clan systems. In all aspects of our efforts Sacred Bundle is guided by four critical Ojibwe developmental principles:

- Gakina-awiiya – We are all related
- Gikinoo’amaadiwin – The way to continuing knowledge
- Biimaadiziiwin – Our Way of Life
- Gwayakochigewin – Doing the right thing, doing the thing right

Intertwined in these principles are two key concepts that are foundational and underpin Indigenous worldview: “*All my Relations*” and the “*Sacred*”.

Background

In the spring of 2021, the Central Elementary School in the heart of Bemidji, Minnesota, closed due to budget constraints. The Sacred Bundle team visited the school in the fall of 2024 and decided the place has the capacity to be something special. We are excited to revitalize an important historic building in central Bemidji and provide some of the services needed in our community. Bemidji is centrally located among the three largest Tribal Nations in Minnesota making it positioned to help build cultural bridges.

Projects are currently in the development phase to create a public computer lab, a childcare space, and community meeting rooms. We have secured \$500,000 through a Minnesota Department of Education (MDE) grant to purchase the building and create the public computer lab space. Another immediate focus is to lease space to community groups. We have also started conversations around the creation of affordable apartments on the second floor and a local food hub in the basement kitchen/cafeteria space.

We already are in conversation with several national and statewide organizations that have goals to Indigenize their programming and services and are looking forward to partnering with Sacred Bundle. We are optimistic this will provide some of the sustained funding

needed to continue our work. The goal of this specific part of our work is to create an Indigenous environmental education program called the Mishko Wisitooon Wilderness Academy which seeks to connect community to nature by offering a year-round schedule of Ojibwe-themed programs, workshops, camps, and training.

Plan, Phase 1

The first phase of our plan to create the Minwaadizi Center is to capitalize on the MDE funding: purchase the building and create the public computer lab space with private rooms to provide access to telehealth, employment, and education goals in our community. In order to begin to utilize the building, we need to rezone the space from an R4 to an R6 which allows the opportunity to meet our goals.

Our Sacred Bundle team has a vision to create a better future; to support individuals as they work towards a better life; to bring families together in a safe, supportive space; to build cultural bridges and continue the healing process that many are so desperately seeking. We want the Minwaadizi Center to bring a building back to life, create pride in our community, and encourage other communities to do a similar project. We hope to be the pebble that is thrown into the pond, with multiple ripple effects that positively impact our community and others for generations. We have a lot of work to do to upgrade utilities, improve the facility for our specific goals, and make the building ADA compliant.



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-2026-0003

SUBDIVISION PLAT/CIC/PUD

SITE ADDRESS: 815 BELTRAMI AVE NW BEMIDJI

PRIMARY PARCEL: 800119100

PROJECT NAME: MINWAADIZI CENTER, PUD

ISSUED:

EXPIRES:

APPLICANT: Bailey-Johnson, Erika
8636 Cranberry Court Northeast
Bemidji, MN 56601
2187668487

OWNER: SACRED BUNDLE INC
PO BOX 741
CASS LAKE, MN 56633

PRIMARY CONTRACTOR: Rautio, Mitch
51080 county 29
Bemidji, MN 56601
218-760-0099

PERMIT DETAILS

Detail Name

Select application type from the list:

Describe the existing use of your property including number of existing buildings:

Describe the proposed use of your property including number of existing and proposed buildings:

Detail Value

PUD (no public improvements)

former Central Elementary School;
vacant since May 2021; one school
building and playground

Multi-purpose community center
which may include a public computer
lab, community space rental,
childcare, residential apartments,
short-term rental, community
programming/entertainment, Farmer's
Market, healthcare, retail space,
restaurant, grocery store, hair salon,
pawn or trade shop, food processing
or production, office space

How many total acres/sq. feet are included in the plat?

2.07

How many existing parcels are part of this proposal?

1

How many proposed parcels are suggested?

1.00

Does this require a rezone of the zoning district of all or part of the property?

Yes

Will this proposal include mixed uses (Commercial/Residential)?

Yes

How many Residential units are proposed? (Enter N/A if not applicable)

12

How many Commercial units are proposed? (Enter N/A if not applicable)

15



City of Bemidji, MN

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

~100; 15 employees, 65 customers, 20 residents

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

Yes, we expect an increase in traffic since the building was vacant

Total Number of Off Street Parking Spaces

28

Total Number of PROPOSED Off Street Parking Spaces

48

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

N/A

Does your proposal include increased water usage?

Yes - please enter the number of gallons per day

How many gallons per day?

~300

Will your proposal generate additional waste?

Yes

Describe your disposal method .

higher a private contractor to haul waste

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

Yes - please explain

If including additional lighting, please explain here.

Since the building was vacant, there will be more lighting in the future; if any additional external lighting is required, we will make sure it complies with the dark skies requirement

Does your proposal include signs?

Yes - please describe

If your proposal does include signs, please describe here.

Identifying signage on the outside of the building

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

No

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

Sacred Bundle

Escrow Payer Mailing Address

PO Box 741, Cass Lake, MN 56633

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

I Certify

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

I Authorize

CONDITIONS

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



City of Bemidji, MN

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

FEES:

Paid

Due

CIC/PUD Concept Approval

\$250.00

\$0.00

Planning Escrow Deposit

\$500.00

\$0.00

Totals :

\$750.00

\$0.00

REQUIRED INSPECTIONS

Planning Initial Site Visit

Planning Case Inspection Follow Up (11 months from Approval)



Sacred Bundle

An Indigenous IRC Section 7871 Non-profit

UEI#: G827JUEGEXM6

EIN: 81-2358243

Minwaadizi Center

minwaadizi

s/he is a good person (leads a good life, has a good character, is honest)



**FOR THE PURCHASE, PLANNING, and RENOVATION
of Central Elementary School in Bemidji, Minnesota**

PUD Concept Package

Goal

The goal of our Sacred Bundle team is to transform the former Central Elementary School in Bemidji, MN, into the Minwaadizi Center, an Ojibwe-centered multi-purpose, community facility.

Background

The Sacred Bundle team visited the school in the fall of 2024 and decided the place has the capacity to be something special. We are excited to revitalize an important historic building in central Bemidji and provide some of the services needed in our community.

Projects are currently in the development phase to create a public computer lab and community meeting rooms. We have secured \$500,000 through a U.S. Dept of Treasury/Minnesota Department of Education (MDE) grant to purchase the building and create the public computer lab space. Another immediate focus is to lease space to community groups. We have also started conversations around the creation of a childcare center on the main floor, affordable apartments on the second floor, and a local food hub in the basement kitchen/cafeteria space.

Phase 1, first year

The first phase of our plan to create the Minwaadizi Center is to capitalize on the MDE funding: purchase the building and create the public computer lab space with private rooms to provide access to telehealth, employment, and education goals in our community. We have partnered with Paul Bunyan Communications to create the computer lab space. The public computer lab space must be open by the end of 2026 to satisfy the terms of the grant. We have three goals with this space:

1. Provide an open, public computer lab space with access to two private rooms;
2. Provide a reservable meeting space for community groups; and
3. Create a reservable teaching and learning space for community.

During Phase 1 we will focus our efforts on the main floor of the building. We plan to work on lease agreements with organizations to rent space in the building and short-term rental agreements for the use of

the gym. So far, we have received inquiries from three non-profit groups and one retail entity to potentially lease space in the building. There have also already been several requests to rent the gym.

We will continually need to prioritize building repairs and improvements. So far, we have applied for funding to upgrade the lighting on the main floor, update the bathrooms, and fix the broken windows. We received two energy audits to help us prioritize energy efficiency improvements now and for the future.

Phase 2, 2-5 years

It is difficult to determine what will happen next in this large space, but we imagine we will open up the second and bottom floors of the building to development during Phase 2. In order to open up the second and bottom floors of the Center, we would need to secure funding to install a 3-stop elevator.

Conversations regarding the commercial kitchen space in the basement are active as we hope to offer food/cooking classes and work with the NATIFs organization to potentially package Indigenous food for the community.

Phase 2 will also include more focused efforts to determine whether childcare or residential spaces make sense for the building. They are both in high demand in our community. Since the Minwaadizi Center was a former elementary school, it is perfectly situated for childcare programming. We know that we will have a lot to consider if we decide to include childcare in the building. We started very preliminary apartment design concepts with Bemidji State University students this past spring. They provided five preliminary residential designs for the second-floor classrooms:

- a one-bedroom apartment;
- a two-bedroom apartment;
- two studio apartments;
- a suite-style room with four bedrooms and a shared kitchen/bathroom space; and
- bunk-style rooms with two rooms with two bunks each and a shared kitchen/bathroom space.

During this phase we also plan to put some energy behind the Mishko Wisitoon Wilderness Academy, a project to create an Indigenous environmental education program. This work would seek to connect community to nature by offering a year-round schedule of Ojibwe-themed programs, workshops, camps, and training.

Phase 3, 5-10 years

It is even harder to plan this far out, but we imagine we will be working to improve our community offerings and working on large-scale building improvements during this phase. We will be further considering energy efficiency and renewable energy options.

Packet Distribution List

Application # ZOA-2026-0004 & SUB-2026-0003

	<u>CONTACT</u>	<u>E-MAILED</u>
☒	Applicant / Representative	7/6/26
☒	City Building Department	7/6/26
☒	City Attorney (Planning & Zoning)	7/6/26
☒	City Engineer	7/6/26
☒	City Manager	7/6/26
☐	City Community Development (Vacant)	_____
☒	City GIS Department	7/6/26
☒	City Police Department	7/6/26
☒	City Fire Department	7/6/26
☒	City Parks Department	7/6/26
☐	Beltrami County ESD/SWCD	_____
☐	Beltrami County Recorder	_____
☐	Beltrami County GIS Department	_____
☐	Beltrami County Sheriff	_____
☐	Beltrami County Engineer / Highway	_____
☐	Beltrami County Natural Resources	_____
☐	MnDNR Trails	_____
☐	MnDNR Waters	_____
☐	MnDNR District	_____
☐	MnDOT	_____
☐	Airport	_____
☒	Bemidji School District	7/6/26
☐	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	7/6/26
☒	Bemidji Area Chamber of Commerce	7/6/26
☐	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.

July 6, 2026

ZOA-2026-0004 & SUB-2026-0003: - 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.

The City of Bemidji Planning and Zoning Commission will consider this proposal at its meeting on **Thursday, July 23, 2026, at 5:30 p.m.** in the Council Chambers at Bemidji City Hall or may be viewed on Local Channel 2.

If you have any comments, you may present them to the Commission at that time. It would be encouraged to direct your comments in writing to the Planning and Zoning Planner assigned to the Case, **Melissa Fahrenbruch's** attention at the Planning office at 317 4th Street NW, or by email to **SGAdmin@ci.bemidji.mn.us**. If possible, your comments should be submitted by **Friday, July 17th, 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 **ZOA-2026-0004 & SUB-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.

July 6, 2026

Dear Property Owner:

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

ZOA-2026-0004 & SUB-2026-0003: - 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.

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

This public hearing will be held on **Thursday, July 23, 2026, at 5:30 p.m.** The meeting will be held in the Council Chambers of the Bemidji City Hall located at 317 4th Street NW. You are invited to attend this public hearing, express your opinions on the proposal at the hearing, if not able to attend, by email (preferred method), letter, or phone call to the Planning and Zoning Department. If possible, your written comments should be submitted by **Friday, July 17, 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

REBECCA J LUEBEN
823 MINNESOTA AVE NW
BEMIDJI, MN 56601

MCR RENTALS LLC
48832 THUNDERBOLT DR
BEMIDJI, MN 56601

PEOPLES CHURCH, ELCA
PO BOX 2050
BEMIDJI, MN 56619

JD PROPERTIES OF MINNESOTA INC
5007 BULL ELK CT SW
BEMIDJI, MN 56601

ST PHILIPS CHURCH BEMIDJI
702 BELTRAMI AVE NW
BEMIDJI, MN 56601

JAMES MICHAEL FLETCHER
KIMBERLY ANN FLETCHER
PO BOX 3600
CHINO VALLEY, AZ 86323

JOHN O LINDQUIST
LINNE L LINDQUIST
812 BELTRAMI AVE NW
BEMIDJI, MN 56601

HAROLD R AYLESWORTH
NOEMI M AYLESWORTH
1719 S LAKE IRVING DR SW
BEMIDJI, MN 56601

ROBERT EKSTROM
TETYANA EKSTROM
10235 FAITH DR NW
BEMIDJI, MN 56601

VANESSA ANDERSON
313 8TH ST NW
BEMIDJI, MN 56601

KSJ PROPERTIES LLC
PO BOX 904
BEMIDJI, MN 56619

SACRED BUNDLE INC
PO BOX 741
CASS LAKE, MN 56633

ROBERT K PFREMMER
STACEY M PFREMMER
5228 BIRCHMONT DR NE
BEMIDJI, MN 56601

KEITH KRANTZ
RUTH KRANTZ
901 MINNESOTA AVE NW
BEMIDJI, MN 56601

NATHANAEL W ALLEN
CALANDRA L ALLEN
16255 ALLAN CT NW
BEMIDJI, MN 56601

SCOTT ALAN MERSCHMAN
913 BEMIDJI AVE N
BEMIDJI, MN 56601

STEPHEN NIMIS
MAUREEN NIMIS
1225 TOLLGATE DR
OXFORD, OH 45056

FEARLESS PROPERTIES LLC
8911 TARTAN RIDGE DR
HUNTERSVILLE, NC 28078

JOHN O LINDQUIST
LINNE L LINDQUIST
803 BEMIDJI AVE N
BEMIDJI, MN 56601

KNOCKS GROUP LLC
4798 S FLORIDA AVE # 193
LAKELAND, FL 33813

DAVID M REYNOLDS
RHONDA S REYNOLDS
715 LAKE BLVD NE
BEMIDJI, MN 56601

BARBARA J MCGREGOR
904 AMERICA AVE NW
BEMIDJI, MN 56601

DAVID M REYNOLDS
RHONDA J REYNOLDS
715 LAKE BLVD NE
BEMIDJI, MN 56601

RILEY COLLEY
DANIELLE M COLLEY
1400 RODEO DR NW
BEMIDJI, MN 56601

MICAH JOSEPH FRIEZ
KATIE ANN FRIEZ
700 MINNESOTA AVE NW
BEMIDJI, MN 56601

MILDRED L SMITH TRUSTEE
MILDRED SMITH RVC LVG TRUST
PO BOX 63
BEMIDJI, MN 56619

LARISSA A DONOVAN
719 BELTRAMI AVE NW
BEMIDJI, MN 56601

THOMAS J DOWNS SR TRUSTEE
TOM & JULIE DOWNS TRUST
2717 BIRCHMONT DR SE
BEMIDJI, MN 56601

MCLANE L C JACOBSEN
KATRIN E JACOBSEN
3009 RAINIER CT
BURNSVILLE, MN 55337

DOUGLAS A FULLER
JERI L FULLER
2004 GROTTA AVE NE
BEMIDJI, MN 56601

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

PRIME REALTY & PROPERTY MANAGEMENT
17970 366TH ST
BAGLEY, MN 56621

KIMBERLEE DEVANNA NELSON
WILLIAM DONALD NELSON-SPLICAL
7002 BEMIDJI AVE N
BEMIDJI, MN 56601

BOX RUSH LLC
3754 E MENLO ST
MESA, AZ 85215

BELTRAMI COUNTY
701 MINNESOTA AVE NW
BEMIDJI, MN 56601

TANYA HERVEY
907 BEMIDJI AVE N
BEMIDJI, MN 56601

ROBERT J BOYER
CHARLYNN M BOYER
707 BELTRAMI AVE NW
BEMIDJI, MN 56601

PATRICK R MILLER
MARY L MILLER
717 BELTRAMI AVE NW
BEMIDJI, MN 56601

SUSAN K CUTLER
907 MINNESOTA AVE NW
BEMIDJI, MN 56601

SYDNEY A BURNS
807 MINNESOTA AVE NW
BEMIDJI, MN 56601

THOMAS E GENNES
940 LAKEWOOD CIR NW
WARROAD, MN 56763

PROPERTY GUYS LLC
5432 SAILOR LANE
BROOKLYN PARK, MN 55429

UNITED METHODIST CHURCH
PO BOX 607
BEMIDJI, MN 56619

DARWIN D WIEBOLT
DEBRA K WIEBOLT
5317 SWAN LN NE
BEMIDJI, MN 56601

SUSAN LYNN DUPAY HUDSON
921 MINNESOTA AVE NW
BEMIDJI, MN 56601

BEMIDJI STATE RENTALS LLC
10035 RUSSELL AVE N APT 9
BROOKLYN PARK, MN 55444

ARIANNA R HADY
809 MINNESOTA AVE NW
BEMIDJI, MN 56601

MARIE C LAMERE TRUSTEE
MARIE C LAMERE LIVING TRUST
914 AMERICA AVE
BEMIDJI, MN 56601

STANLEY LINDAHL
BREANNE K LINDAHL
915 BEMIDJI AVE N
BEMIDJI, MN 56601

PROPERTIES NORTH LLC
18664 FREDENBURG RD SW
SOLWAY, MN 56678

SUNDEM PROPERTIES LLC
10035 RUSSELL AVE N # 9
BROOKLYN PARK, MN 55444

STATE - IN TRUST

GINA MARIE BERNARD
817 MINNESOTA AVE NW
BEMIDJI, MN 56601

MARLA J MORRIS
915 BELTRAMI AVE NW
BEMIDJI, MN 56601

DANIELLE THORWARDSON
917 MINNESOTA AVE NW
BEMIDJI, MN 56601

IAN PAUL TROSEN
919 BELTRAMI AVE NW
BEMIDJI, MN 56601

LOST KEYS BEMIDJI LLC
23395 COUNTY 9
BEMIDJI, MN 56601

PATRICK W KNAPP
716 MINNESOTA AVE NW
BEMIDJI, MN 56601

MANDY FALDET
BENJAMIN FALDET
263 CRANE LAKE VW NW
BEMIDJI, MN 56601

KOLENE CELESTE LOESCH
812 AMERICA AVE NW
BEMIDJI, MN 56601

MARY SMERUD
311 8TH ST NW
BEMIDJI, MN 56601

HMK HOMES, LLC
2868 E LISMORE RD
DULUTH, MN 55804

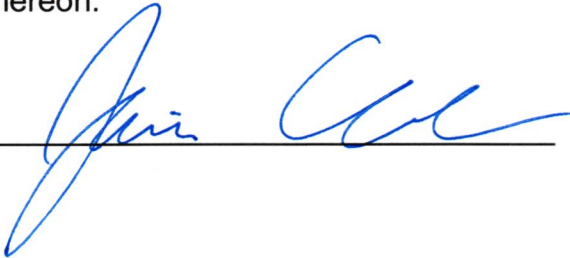
CRYSTAL ARMS 2.1 LLC
KEVIN R CRYSTAL
940 SADDLEBROOK CURV
CHANHASSEN, MN 55317

BEMIDJI PROFESSIONAL BLDG INC
205 7TH ST NW
BEMIDJI, MN 56601

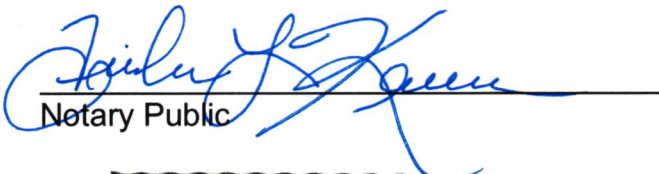
AFFIDAVIT OF SERVICE BY MAIL

STATE OF MINNESOTA)
) SS
COUNTY OF BELTRAMI)

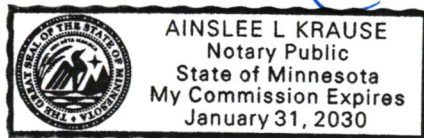
Jamin Carlson, being first duly sworn, on oath deposes and states that on the 6th of July, 2026, he/she served the attached Hearing Notice upon each of the following parties on the attached list by depositing in the U.S. Mail, envelopes properly sealed with postage prepaid thereon.



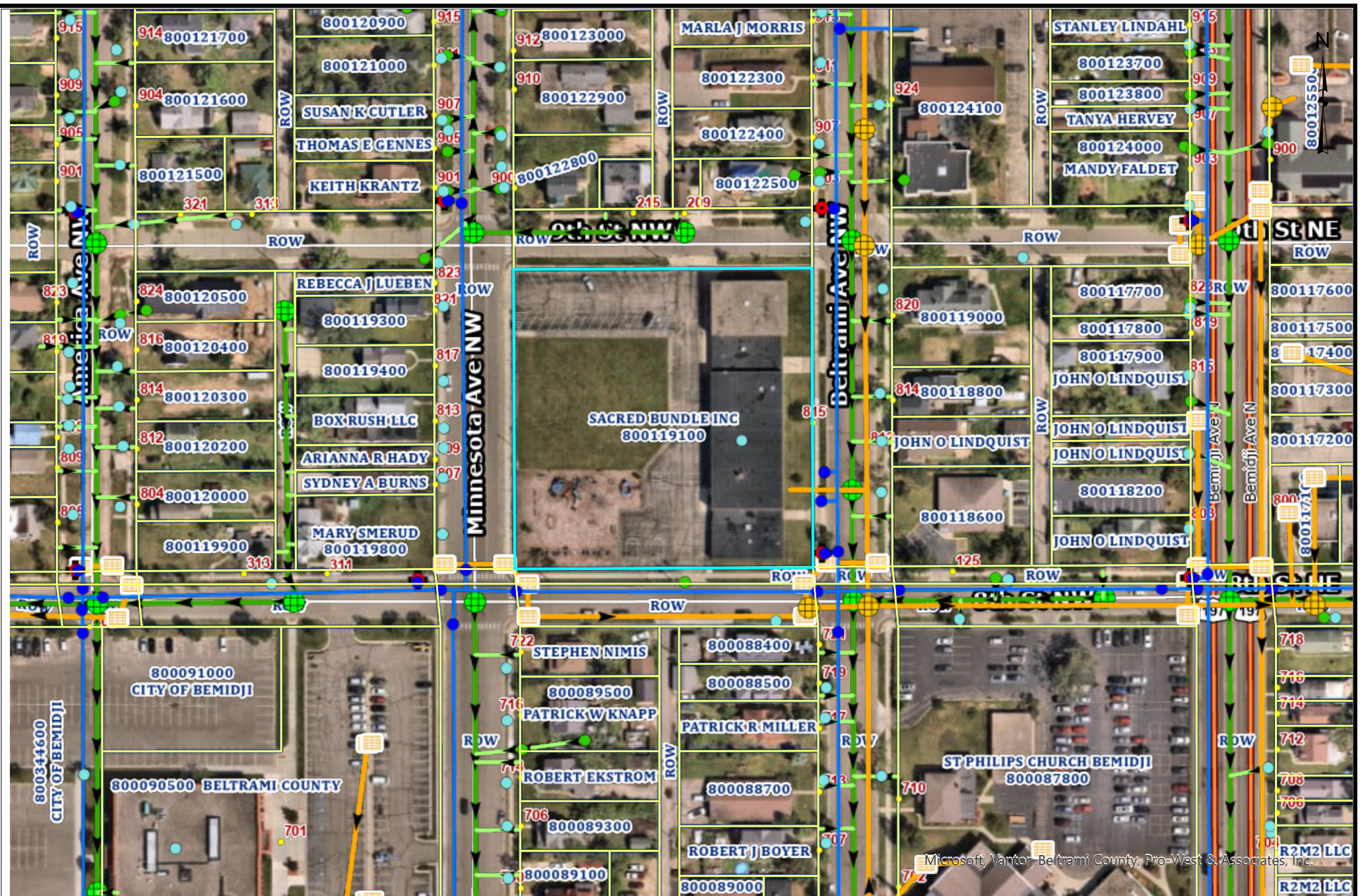
Subscribed and sworn to before me
this 6th day of July 2026.



Notary Public



Planning Case: **Land Use Map Amendment (Rezone) and Concept Planned Unit Development (PUD) Requests for 80.01191.00 – ZOA-2026-0004 and SUB-2026-0003**



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.

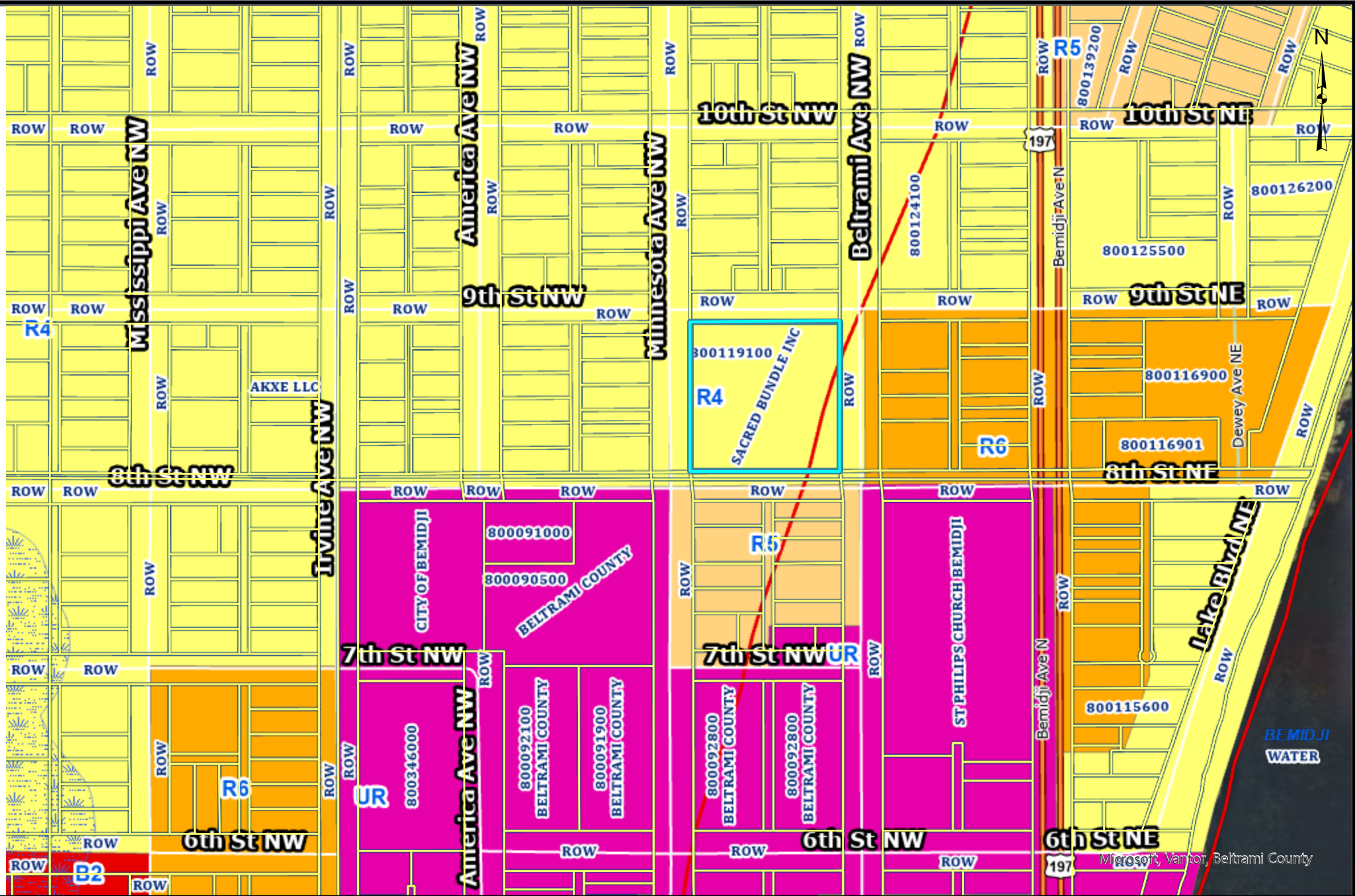
Aerial Map

1:2,257

Date: 7/1/2026

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





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

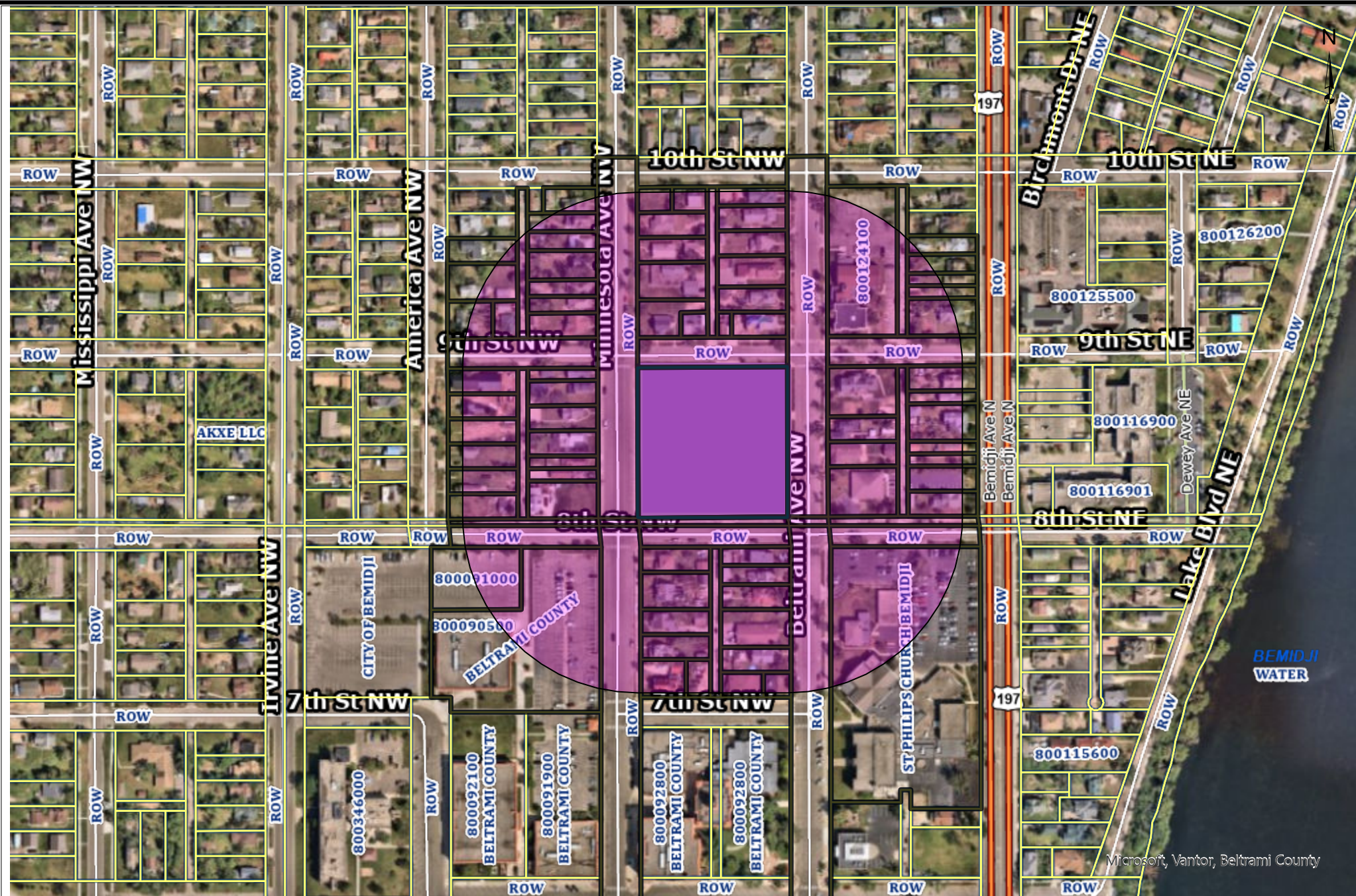
Zoning Map

1:4,514

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

Date: 7/1/2026





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

1:4,514

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

Date: 7/1/2026





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.

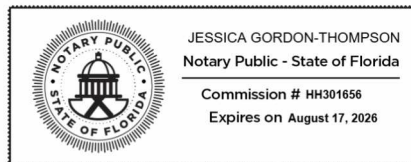
1. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
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, July 11, 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: **07/13/2026**

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, July 23, 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):

Rezoning Request & Concept Planned Unit Development Request: - Erika Bailey-Johnson representing Sacred Bundle Inc., is requesting a Land Use Map Amendment (Rezoning) 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 80019100) 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.

All interested parties are invited to attend the public hearing(s) and comment on the proposal(s). If you are unable to attend in person, comments can be submitted by email to SGAdmin@ci.bemidji.mn.us (preferred method), letter, or phone call to the Planning and Zoning Department. Call 218-759-3579 or visit our website at www.ci.bemidji.mn.us for more information. If possible, your written comments should be submitted by **Friday, July 17, 2026**, so they may be incorporated into the staff report to the Planning Commission. (Jul. 11, 2026)

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

PLANNING CASE: SUP-2026-0005	PC MEETING DATE: July 23, 2026
APPLICANT: Russ Schramm for National Bank of Commerce	60-DAY RULE DATE: August 31st, 2026
PROCEEDING: Conditional Use Permit – Bank & Tree Removal Greater Than 40%	ZONING DISTRICT: General Commercial Zoning District (B-2) & Hwy 197 Overlay
PREPARED BY: Jamin Carlson Planning Director	EXHIBITS: Zoning Map, Aerial Map, Application, Site Plan, Supporting Documentation

PLANNING MEMORANDUM

SUMMARY OF REQUEST

SUP-2026-0005: - 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.

PUBLIC HEARING & DISCUSSION

Commission members had no comments.

Public Hearing opened at 6:02 p.m.

- Russ Schramm, HTG Architects, addressed the commission.
- McCoy inquired if the access issue has been resolved. Fahrenbruch addressed that it is still being looked at it.
- Meehlhouse requested if the access issue is something the commission should be concerned about. Fahrenbruch confirmed it is not.
- Charles Biberg, 1109 Beltrami Ave NW, expressed opposition to the removal of more than 60% of trees and discussed last year's storm. Biberg inquired about the purpose of the expansion of the bank.

Public Hearing closed at 6:04 p.m.

Commission members had additional comments:

- Faver inquired about including a condition regarding the easement. Fahrenbruch noted that there is a condition included in the report.
- Peterson inquired about the easement. Fahrenbruch addressed that the applicant and neighboring property owner are in discussion. Peterson inquired about delaying until the easement issue has been resolved. Fahrenbruch addressed that staff had given the applicant the option of postponing and the applicant chose to continue with the process. Peterson and Fahrenbruch discussed.

Public Hearing reopened at 6:08 p.m.

Additional comments were made:

- Schramm addressed that the applicant has no issue with MnDOT's request to close one of their accesses and noted that they would be coordinating with MnDOT on that. Schramm addressed that they have been in contact with the neighboring property, First National Bank, regarding the easements showing their proposed amendments to the existing easement with the intent to satisfy all parties.
- Peterson inquired about the applicant's appetite to postpone their request until the easement issue is resolved. Schramm addressed that the applicant would like to start construction this year.

Public Hearing closed at 6:11 p.m.

Commission members had additional comments:

- Commissioner Olderman addressed that as a former employee of National Bank of Commerce, he will recuse himself from the request.

Additional comments:

- Heinonen inquired if trees would be replaced. Fahrenbruch addressed that a landscape plan was included in the packet and pointed out proposed trees on the plan.
- Meehlhause inquired if there was additional greenspace proposed in front. Fahrenbruch confirmed

RECOMMENDATION & FINDINGS

The Planning Commission decided the conditions are sufficient for approval of the Conditional Use Permit requests for parcel 800302600.

RECOMMENDATION FOR APPROVAL

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

Conditions

1. The Applicant shall work with MNDOT to address access to Hwy 197.
2. The Applicant will work with the abutting neighbor to the south on existing easement access to Hwy 197.
3. 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.
4. All exterior lighting on-site shall comply with Section 28-408 of the Ordinance; a lighting plan shall be submitted with final building plans for Planning Department review.
5. All signage needs to meet Sections 28-252; 28-257 & 28-258 of the Ordinance and a permit must be obtained prior to any signage being placed on site.
6. All dumpsters on-site shall be fully enclosed complying with Section 28-402 of the Ordinance.
7. The developer/owner shall enter into a development agreement with the City of Bemidji prior to construction.
8. 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.
9. A landscaping plan with a total of 12 trees planted throughout the site including four trees in the front yard setback shall be submitted for final approval to Planning staff.
10. 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. A bank conforms to the zoning regulations as permitted CUP use in the (B-2) General Commercial Zoning District & 197 Overlay. The proposed use as an addition/expansion is not anticipated to adversely affect, nor create an unreasonable level of disruption or interference upon the surrounding commercial and multi-family 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 as this business will be located off Hwy 197. The site will have adequate off-street parking and the ingress and egress to and from the site.

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 bank 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 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 will be served by City services.

Motion by **Meehlhause**, seconded by **Heinonen** to recommend approval of the Conditional Use Permit request for parcel 80.03026.00, with the conditions and findings of fact as presented in the packet.

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

Nays: **None.**

Abstentions: **Olderman**

Motion carried unanimously.

CITY OF BEMIDJI PLANNING BOARD

Resolution No. 2026-17

RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR PARCEL 80.03026.00

WHEREAS, Russ Schramm of HTG Architects, representing the National Bank of Commerce, ("Applicant"), submitted an application to the City of Bemidji Planning Board on July 2, 2026 requesting approval of a conditional use permit ("CUP") to remodel and build an addition to the existing Bank or Financial Institution and the removal of more than 40% of the existing high-quality significant trees on parcel 80.03026.00 located at 1260 Paul Bunyan Dr NW within the City of Bemidji;

WHEREAS, the requested Conditional Use Permit is for parcel 80.03026.00, legally described as:

Lot Four (4), Block Five (5), Pine Ridge Addition to Bemidji, less the South 250 feet thereof, Beltrami County, Minnesota

Together with that certain 30-foot ingress and egress over and across the South 250 feet of Lot Four (4), Block Five (5), as described in that certain Declaration of Easements Covenants, and Restrictions, dated September 14, 2009, filed September 15, 2009, as Document No. 496645. Abstract property; and

WHEREAS, the Property is zoned and located within the B-2 General Commercial District with Highway 197 Overlay District; and

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

DRAFT

WHEREAS, the Planning Commission held a public hearing on July 23, 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. A bank conforms to the zoning regulations as permitted CUP use in the (B-2) General Commercial Zoning District & 197 Overlay. The proposed use as an addition/expansion is not anticipated to adversely affect, nor create an unreasonable level of disruption or interference upon the surrounding commercial and multi-family 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 as this business will be located off Hwy 197. The site will have adequate off-street parking and the ingress and egress to and from the site.

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 bank 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 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 will be 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) for a remodel/expansion of an existing bank and for removal of more than 40% of the high-quality significant trees to be located at 1260 Paul Bunyan Dr. NW within the City of Bemidji, with the following conditions:

1. The Applicant shall work with MNDOT to address access to Hwy 197.
2. The Applicant will work with the abutting neighbor to the south on existing easement access to Hwy 197.

DRAFT

3. 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.
4. All exterior lighting on-site shall comply with Section 28-408 of the Ordinance; a lighting plan shall be submitted with final building plans for Planning Department review.
5. All signage needs to meet Sections 28-252; 28-257 & 28-258 of the Ordinance and a permit must be obtained prior to any signage being placed on site.
6. All dumpsters on-site shall be fully enclosed complying with Section 28-402 of the Ordinance.
7. The developer/owner shall enter into a development agreement with the City of Bemidji prior to construction.
8. 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.
9. A landscaping plan with a total of 12 trees planted throughout the site including four trees in the front yard setback shall be submitted for final approval to Planning staff.
10. 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 10th day of August, 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 10th day of August 2026.

Notary Public

Drafted by City of Bemidji Planning Board
Bank of Commerce – Resolution 2026-17
August 10, 2026

DRAFT

Applicant Signature

Date

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

PLANNING CASE: SUP-2026-0005	MEETING DATE: October 28 th , 2021
APPLICANT: Russ Schramm for National Bank of Commerce	60-DAY RULE DATE: August 31st, 2026
PROCEEDING: Conditional Use Permit – Bank & Tree Removal Greater Than 40%	ZONING DISTRICT: General Commercial Zoning District (B-2) & Hwy 197 Overlay
PREPARED BY: Jamin Carlson Planning Director	EXHIBITS: Zoning Map, Aerial Map, Application, Site Plans, Supporting Documentation

PLANNING REPORT

SUMMARY OF REQUEST

SUP-2026-0005: - 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.

BACKGROUND

Russ Schramm from HTG Architects representing National Bank of Commerce (Applicant) reached out to staff earlier this spring to discuss expansion/remodel plans for the property. It was noted to the Applicant that any expansion or intensification would require a conditional -use permit (CUP). The Applicant plans to add onto the existing building and redesign the drive-thru along with removing all the existing high-quality significant trees on site. Currently, the business exists as a bank with a drive through and was formerly Deerwood Bank. It was brought to planning staff and the Applicant's attention that the adjoining property to the south (1st National Bank) has private access easements in place on the Applicant's property to access Paul Bunyan Drive from the south lot. 1st National Bank owned the Applicant's property in the past and added the private easements when the property was sold to the previous owner(s).

Planning staff were present at a MNDOT meeting on July 16th with Mr. Schramm to discuss access onto Paul Bunyan Drive. It was discussed between the Applicant & MNDOT how MNDOT would like to reduce the access from presently two down to one, citing safety concerns along with the access management plan.

It is the intent of the Code that all legally established nonconformities existing as of the date of the Code are allowed to continue, but will be restricted as to any expansion, additions, or intensification of a use unless they come closer to compliance; and in this case a CUP is required per the Code.



Figure 1 A rendering of the proposed addition/remodel.

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. 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.

Parking and Traffic

Section 409 of the Ordinance does not define banks/financial institutions within the parking requirements; however, business and professional offices are required to have one (1) space for each three hundred (300) square feet of gross-floor area, plus one (1) additional space for each employee on max shift. Based on the maximum design capacity, this building is required to have a total of 34 parking spaces and the site plans show 34 parking spaces.

Landscaping/trees

The Applicant is proposing to removal all the existing high-quality trees on the site. The plans show that they will meet the base minimum landscaping standards for replacement of the trees, however, this will not replace the caliper inches lost due to removal of mature trees.

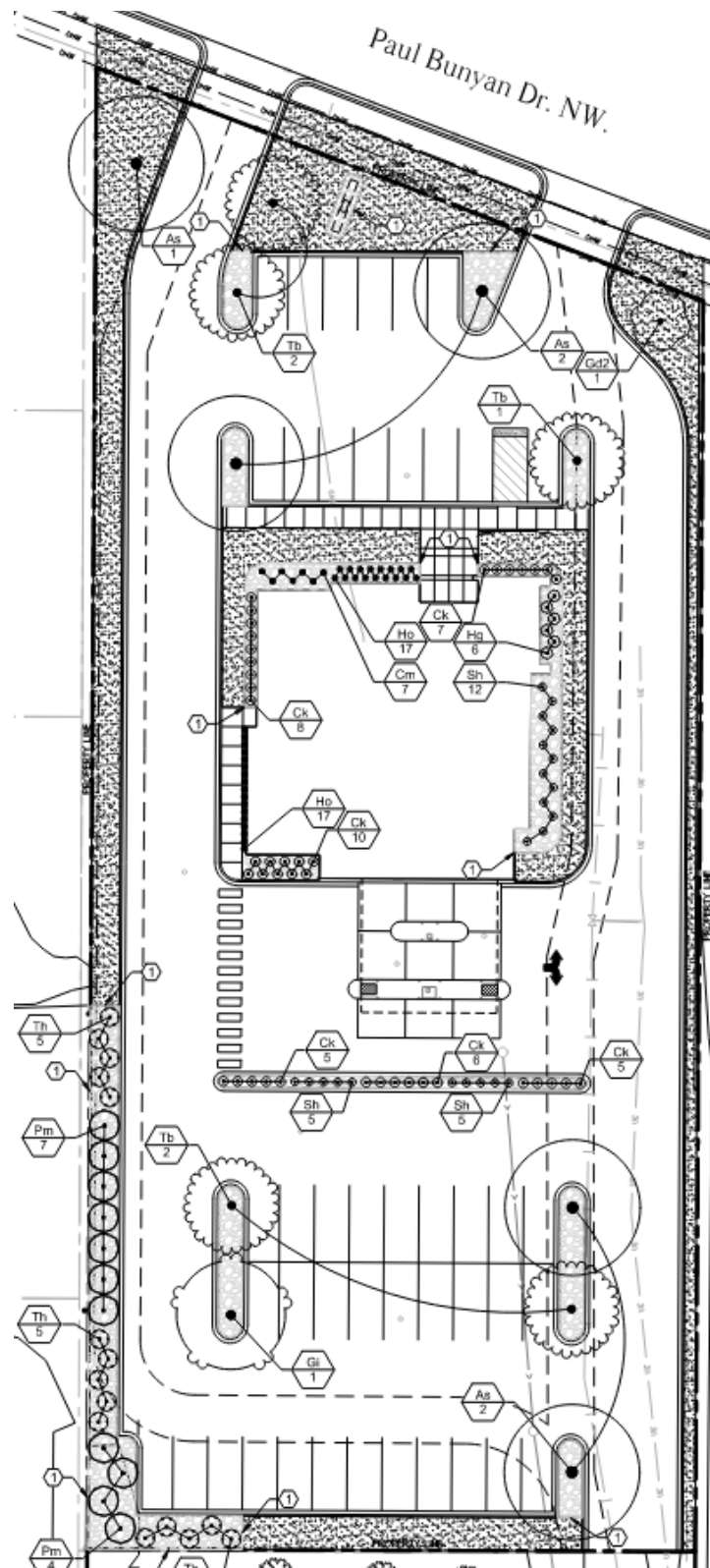


Figure 2 Landscaping plan showing tree locations.

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.

Signage

All signage must comply with Sections 28-252, 28-257 & 28-258 of the Ordinance.

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. The submitted site plans have not indicated a trash enclosure at this time.

COMMENTS

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

Good afternoon,

I have no major engineering related concerns with this proposed CUP.

The development itself will be required to submit plans completed by a licensed civil engineer with the State of Minnesota for approval prior to construction. These engineering plans will include, but not limited to, grading & drainage, erosion control, utility plan, and site plan sheets. Stormwater calculations will need to accompany these engineering plans meeting the pre- and post- stormwater calculations and water quality thresholds provided in the City of Bemidji's Stormwater Design Guide for redevelopment.

Thank you,

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

[MNDOT | Troy Schroeder, Senior Planner, MnDOT District 2](#)

Letter attached on access off Hwy 197.

Neighboring Property Owner Comments:

A letter was submitted by the neighboring property owner regarding private access easements (attached).

COMPREHENSIVE PLAN REFERENCES

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

- 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.*

Objective 9.1 Design and Construct Transportation Facilities with Livability in Mind

Livable streets can be accomplished through improving multimodal transportation, including walkability through urban corridors. Corridors can be enhanced with arts and culture that match the character of the community. Livable street corridors can accomplish many other objectives, including interconnectivity of other land uses, increasing safety for users, promoting healthy lifestyles, and improving aesthetics.

5. Develop traffic safety policy and guidelines to protect the transportation system.

Development can impact the transportation system in positive and negative ways. It is imperative that traffic impacts are properly studied in coordination with development requests, and whenever possible development should improve the transportation system. Negative impacts such as increased vehicular traffic congestion can in turn create barriers for multi-modal transportation, when roadways become unsafe to share with vehicle traffic. Continue to develop a transportation grid system that connects all forms of multi-modal transportation.

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 a conditional use permit (CUP) for a remodel/expansion of an existing bank and for removal of more than 40% of the high-quality significant trees on parcel 80.03026.00, located at 1260 Paul Bunyan Dr. NW within the City of Bemidji.

The following conditions and findings of fact:

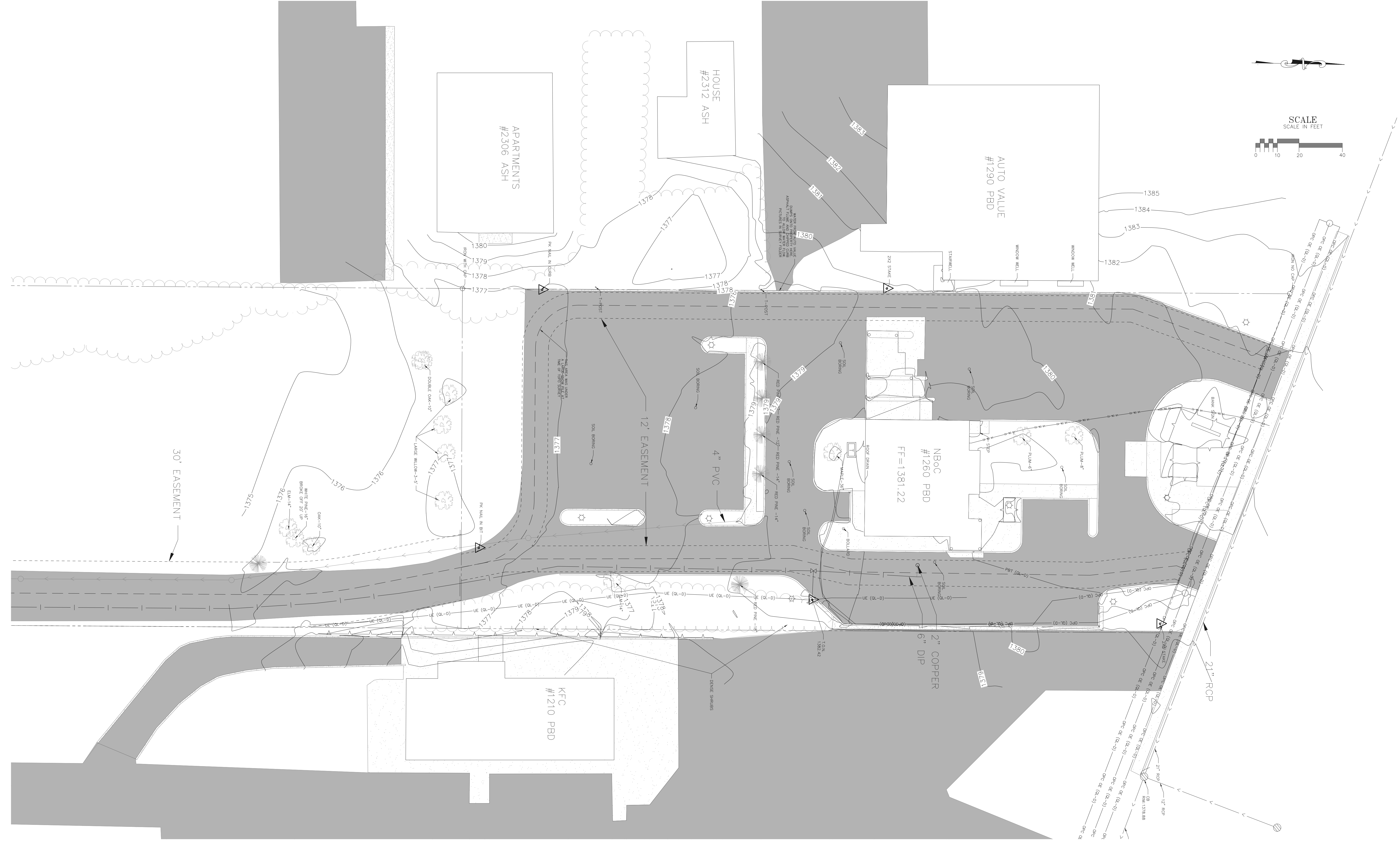
Conditions

1. The Applicant shall work with MNDOT to address access to Hwy 197.
2. The Applicant will work with the abutting neighbor to the south on existing easement access to Hwy 197.
3. 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.
4. All exterior lighting on-site shall comply with Section 28-408 of the Ordinance; a lighting plan shall be submitted with final building plans for Planning Department review.

5. All signage needs to meet Sections 28-252; 28-257 & 28-258 of the Ordinance and a permit must be obtained prior to any signage being placed on site.
6. All dumpsters on-site shall be fully enclosed complying with Section 28-402 of the Ordinance.
7. The developer/owner shall enter into a development agreement with the City of Bemidji prior to construction.
8. 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.
9. A landscaping plan with a total of 12 trees planted throughout the site including four trees in the front yard setback shall be submitted for final approval to Planning staff.
10. 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. A bank conforms to the zoning regulations as permitted CUP use in the (B-2) General Commercial Zoning District & 197 Overlay. The proposed use as an addition/expansion is not anticipated to adversely affect, nor create an unreasonable level of disruption or interference upon the surrounding commercial and multi-family 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 as this business will be located off Hwy 197. The site will have adequate off-street parking and the ingress and egress to and from the site.
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 bank 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 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 will be served by City services.



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 J. FULLER
REG. NO. 59392

FG

FREEBERG & GRUND

DESIGNED	MJF	
DRAWN	BRC	
CHECKED	MJF	
APPROVED		
	BY	DATE

NATIONAL BANK OF COMMERCE
1260 PAUL BUNYAN DRIVE NW
BEMIDJI, MINNESOTA

SITE OVERVIEW

PROJECT NO.
25021

C - 1

SITE PLAN NOTES:	
LOT ZONING: B2 - GENERAL COMMERCIAL	
MAIN LEVEL:	5,315 S.F.
LOWER LEVEL:	1,610 S.F.
TOTAL:	6,943 S.F.
PARKING REQUIRED:	34 STALLS (1/300 SF. + 1 PER EMPLOYEE)
PARKING SHOWN:	34 STALLS
PARKING STALL SIZE:	9'-0" x 20'-0"
TOTAL LOT AREA:	55,321 S.F.
BUILDING FOOTPRINT:	6,433 S.F.
LANDSCAPE SHOWN:	10,874 S.F. (20%)
IMPERVIOUS SURFACE COVERAGE:	44,453 S.F. (80%)
BUILDING SETBACKS:	FRONT- 30' REAR- 20' SIDE- 10'-0"
PARKING SETBACKS:	FRONT- 5' REAR- 5' SIDE- 5'-0"

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Minneapolis Bismarck

PROJECT

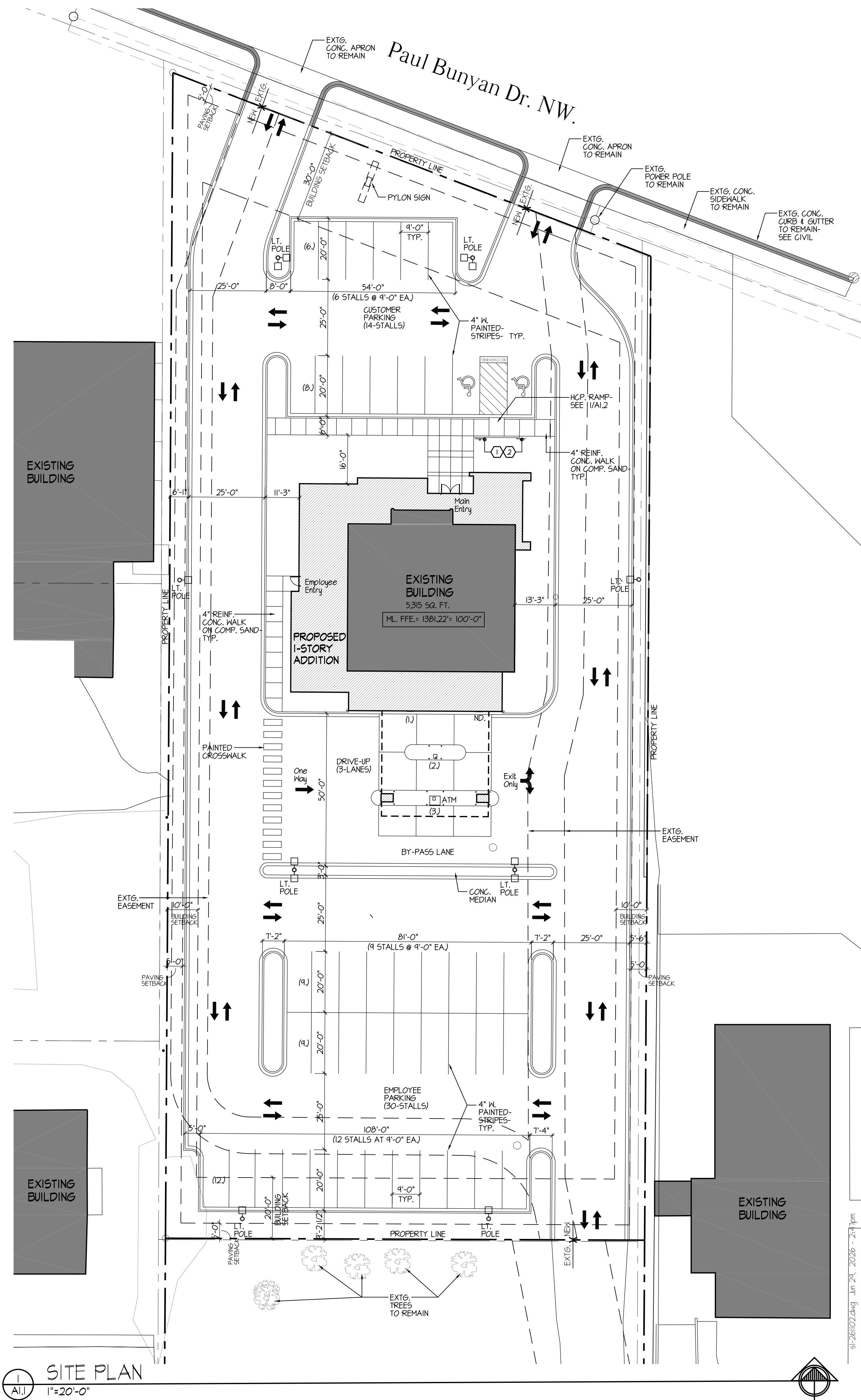
ADDITION / REMODELING

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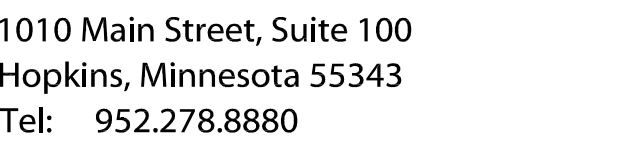
REG. NO. _____ DATE _____

DRAWN BY: HLH. CHECKED BY: RES.

261102 SI-261102
COPYRIGHT © BY HTG ARCHITECTS




 SITE PLAN
 1"=20'-0"



NATIONAL BANK OF COMMERCE

ADDITION / REMODELING

**1260 PAUL BUNYAN DR. NW.
BEMIDJI, MINNESOTA**

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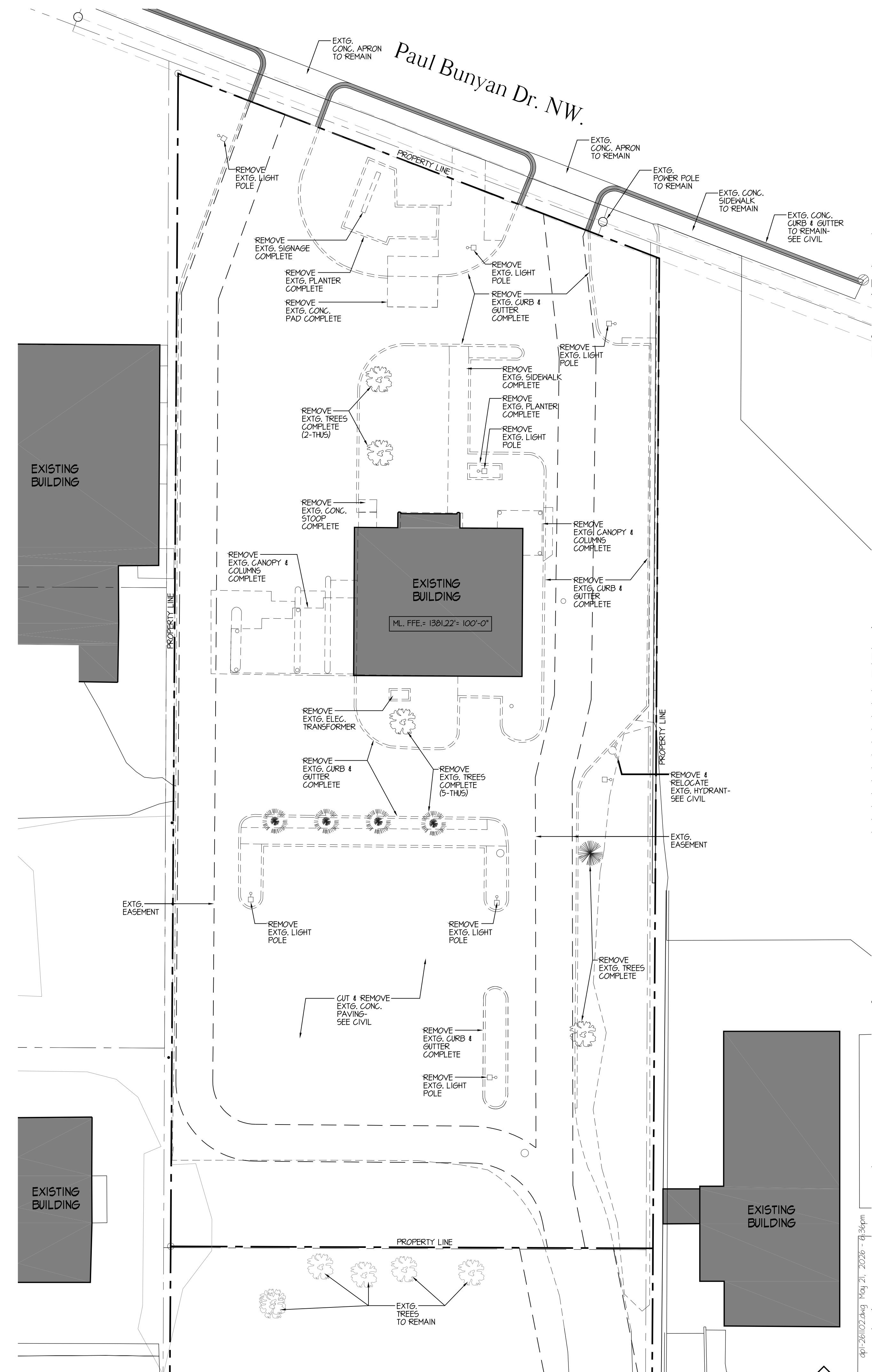
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION
OR REPORT WAS PREPARED BY ME OR UNDER MY
DIRECT SUPERVISION, AND THAT I AM A DULY
LICENSED ARCHITECT UNDER THE LAWS OF THE
STATE OF MINNESOTA

REG. NO. _____ DATE _____

SITE DEMOLITION PLAN

DRAWN BY: HLH. CHECKED BY: RES.

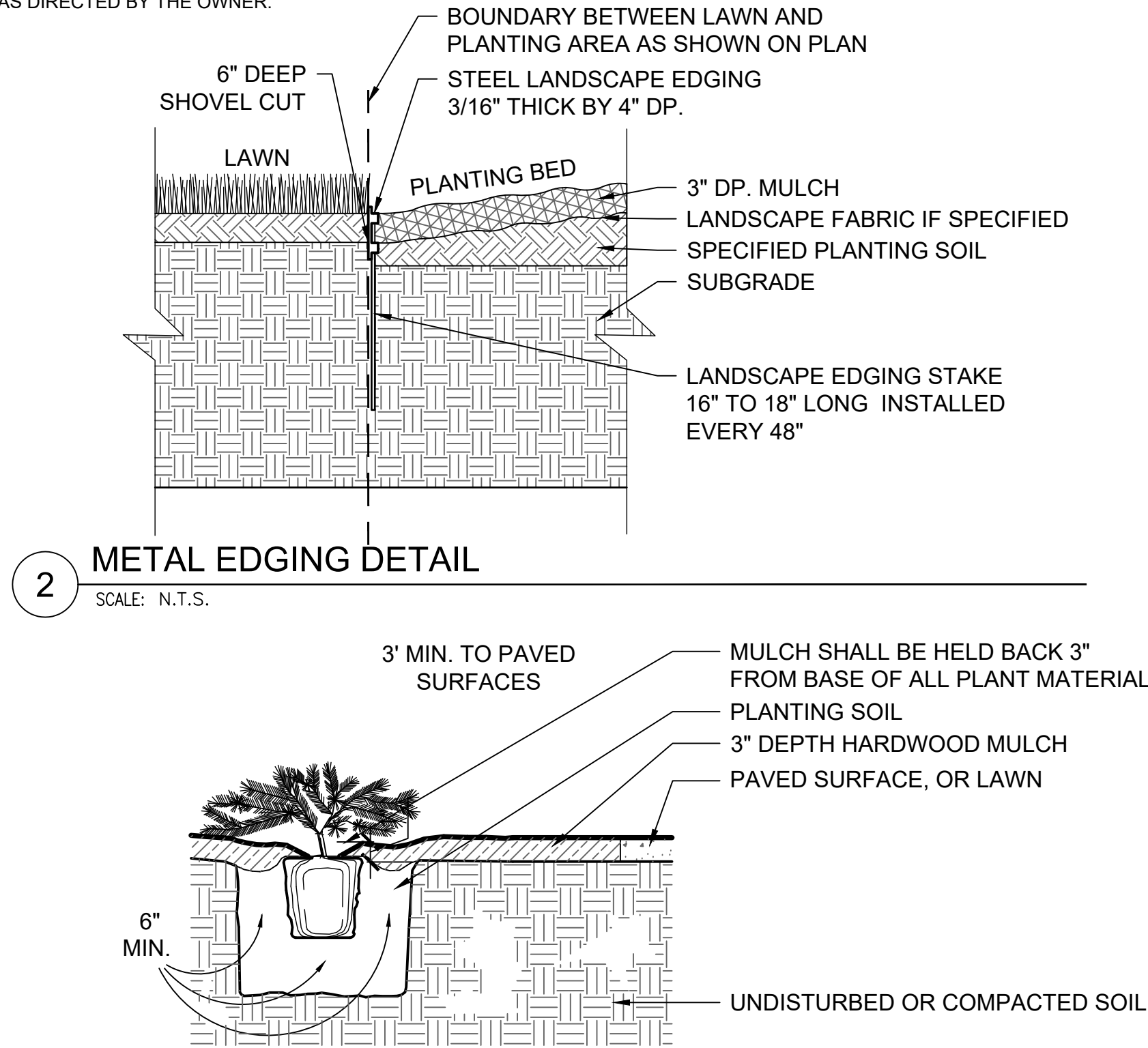
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SITE DEMOLITION PLAN
 1"=20'-0"

GENERAL LANDSCAPE NOTES

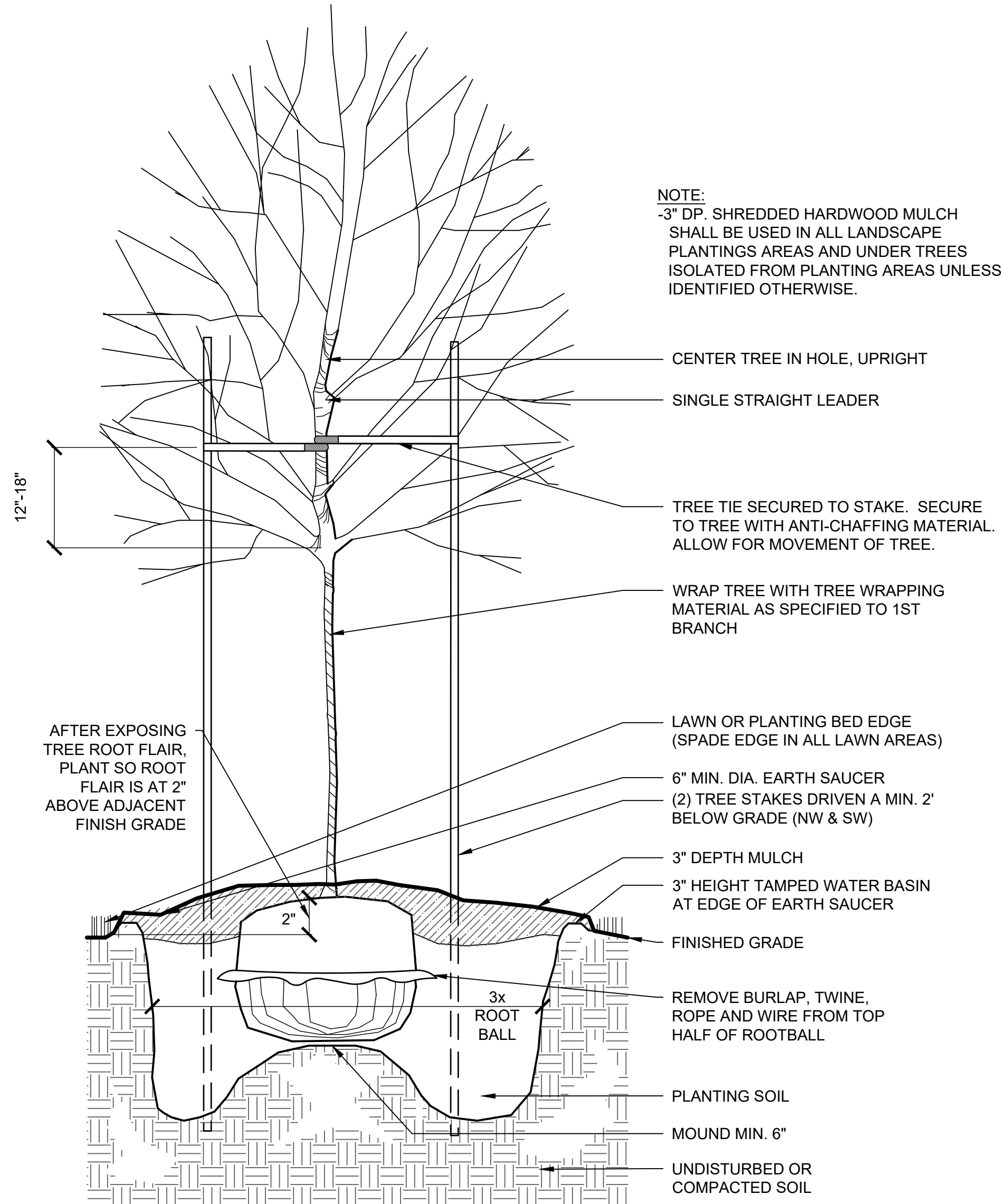
1. LANDSCAPE CONTRACTOR SHALL VISIT THE PROJECT SITE PRIOR TO SUBMITTING A BID TO BECOME COMPLETELY FAMILIAR WITH SITE CONDITIONS.
2. ALL ROUGH AND FINISH GRADING TO BE DONE BY OTHERS.
3. NO PLANTING SHALL BE INSTALLED UNTIL ALL GRADING, BUILDING, CONSTRUCTION, UTILITY WORK & IRRIGATION (IF APPLICABLE) HAS BEEN COMPLETED IN THE AREAS TO BE PLANTED.
4. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO IDENTIFY ALL UNDERGROUND CABLES, CONDUITS, WIRES, ETC., ON THE PROPERTY.
5. IF THERE IS A DISCREPANCY BETWEEN THE NUMBER OF PLANTS SHOWN ON THE PLAN AND THE NUMBER OF PLANTS SHOWN IN THE PLANT LIST, THE NUMBER OF PLANTS SHOWN ON THE PLAN WILL TAKE PRECEDENCE.
6. ALL PROPOSED PLANT MATERIAL SHALL BE LOCATED CAREFULLY AS SHOWN ON THE PLAN. IF THE CONTRACTOR BELIEVES AN ERROR HAS BEEN MADE REGARDING SPACING OR LOCATION OF THE PLANT MATERIAL INDICATED ON THE PLAN, NOTIFY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
7. THE CONTRACTOR IS RESPONSIBLE FOR COMPLETE MAINTENANCE OF THE PLANT MATERIAL (WATERING, SPRAYING, FERTILIZING, MOWING, ETC.) UNTIL THE WORK HAS BEEN ACCEPTED, BY THE OWNER.
8. THE CONTRACTOR IS RESPONSIBLE FOR ALL REPAIRS TO PROPERTY DAMAGE FROM PLANTING OPERATIONS AT NO COST TO THE OWNER.
9. ALL NEWLY PLANTED PLANT MATERIAL SHALL BE GUARANTEED THROUGH ONE CALENDAR YEAR STARTING FROM THE DATE OF ACCEPTANCE ESTABLISHED BY THE OWNER.
10. THE CONTRACTOR SHALL MEET WITH THE OWNER OR OWNERS REPRESENTATIVE ON SITE WHEN THEY FEEL THE PROJECT IS COMPLETE ACCORDING TO THE CONTRACT DOCUMENTS. IF ALL WORK IS SATISFACTORY AND COMPLETE ACCORDING TO THE CONDITIONS OF THE CONTRACT DOCUMENTS, THEN THE OWNER MUST DECLARE THE PROJECT COMPLETE. THIS DECLARATION WILL CONSTITUTE AS THE BEGINNING OF THE ONE (1) YEAR WARRANTY PERIOD FOR ALL PLANT MATERIAL. THE OWNER SHALL PROVIDE A LETTER WITH SIGNATURE STATING THE DATE OF ACCEPTANCE.
11. WIND BURN OR OTHERWISE DAMAGED PLANT MATERIAL WILL NOT BE ACCEPTED.
12. CONTRACTOR CAN SUBSTITUTE MACHINE MOVED MATERIAL USING APPROPRIATE SIZE TREE SPADE FOR B & B WITH OWNER APPROVAL.
13. THE PRACTICE OF STAKING SHOULD NOT ALLOW NAILS, SCREWS, WIRES, ETC. TO PENETRATE THE OUTER SURFACE OF THE TREES.
14. THE CONTRACTOR WILL BE RESPONSIBLE FOR THE REMOVAL OF ALL TREE STAKES, GUYS, STRAPS AND TRUNK PROTECTION MEASURES FOLLOWING THE COMPLETION OF THE WARRANTY PERIOD OR AS DIRECTED BY THE OWNER.
15. LANDSCAPE CONTRACTOR IS REQUIRED TO PROVIDE THE OWNER WITH MAINTENANCE INFORMATION DURING THE GUARANTEE PERIOD RELATING TO WATERING, FERTILIZING, PRUNING, PEST CONTROL, AND RELATED ITEMS. THIS WILL BE PREPARED AND DELIVERED TO THE OWNER AFTER PROVISIONAL INSPECTION APPROVAL HAS BEEN GIVEN BY THE OWNER AND/OR LANDSCAPE ARCHITECT.
16. INSTALL CORRUGATED PLASTIC TREE GUARDS, WHITE IN COLOR, WITH THE SIZE OF TUBE 1" DIA. (MIN.) LARGER THAN THE CALIPER OF THE TREE TO BE PROTECTED.
17. CONTRACTOR TO FURNISH & INSTALL METAL EDGING AS SHOWN ON THE PLANS & DETAILS. METAL EDGING SHALL BE ALUMINUM OR STEEL, BLACK IN COLOR, WITH A MINIMUM THICKNESS OF 1/8" AND 4" DEEP. INSTALL 1 METAL STAKE EVERY 3-1/2 FEET OF EDGING.
18. LANDSCAPE FABRIC (FILTER MAT) TO HAVE A COMBINED WEIGHT OF 4.5-5.5 OZ. PER S.Y. FABRIC SHOULD BE U.V. STABILIZED AND HAVE A FIVE YEAR MINIMUM WEATHERABILITY FACTOR IN FULL SUNLIGHT. FABRIC TO BE PHILLIPS DUON R OR EQUIVALENT. SAMPLE REQUIRED FOR APPROVAL.
19. 3" DEPTH SHREDDED HARDWOOD MULCH SHALL BE INSTALLED UNDER ALL TREES AND SHRUBS THAT ARE ISOLATED FROM GROUNDCOVER AREAS AND GENERAL SHRUB MASSES.
20. 3" DEPTH 1"TO 1-1/2" GREY TRAP ROCK SHALL BE INSTALLED OVER LANDSCAPED FABRIC AS INDICATED ON THE PANS & DETAILS.
21. CALIPER OF TREES UP TO AND INCLUDING 4" SHALL BE MEASURED AT 6" ABOVE GROUND LEVEL, AND 12" ABOVE GROUND LEVEL FOR LARGER SIZES.
22. FOR BALLED & BURLAP PLANT MATERIAL, REMOVE THE TOP HALF OF THE BURLAP FROM THE ROOT BALL. WIRE CAGES, STRAPS, ETC. SHALL BE REMOVED FROM THE TOP HALF OF THE ROOTBALL BEFORE INSTALLATION.
23. ALL CONTAINER MATERIAL SHALL HAVE BEEN GROWN IN CONTAINER FOR A MINIMUM OF 6 MONTHS PRIOR TO INSTALLATION.
24. SHRUBS AND GROUNDCOVER SHALL BE PLANTED A MINIMUM OF ONE HALF THEIR ON-CENTER SPACING FROM PAVING EDGE UNLESS OTHERWISE NOTED.
25. DECIDUOUS SHRUBS SHALL HAVE MINIMUM OF FIVE (5) CANES AT SPECIFIED HEIGHT UNLESS OTHERWISE NOTED IN PLANT SCHEDULE.
26. ALL PERENNIAL BEDS TO RECEIVE ROCK MULCH SHALL HAVE LANDSCAPE FABRIC INSTALLED WITH HOLES FOR PLANTS CUT 2.5 TIMES THE DIAMETER OF THE CONTAINER.
27. LANDSCAPE CONTRACTOR SHALL PROVIDE AND INSTALL NURSERY GROWN PLANT MATERIAL CONFORMING TO THE REQUIREMENTS AND RECOMMENDATIONS OF THE LATEST EDITION OF ANSI Z60.1 STANDARDS UNLESS OTHERWISE NOTED IN THE PLANS OR SPECIFICATIONS.



3 EVERGREEN SHRUB PLANTING (TYP.)
SCALE: N.T.S.

IRRIGATION NOTES

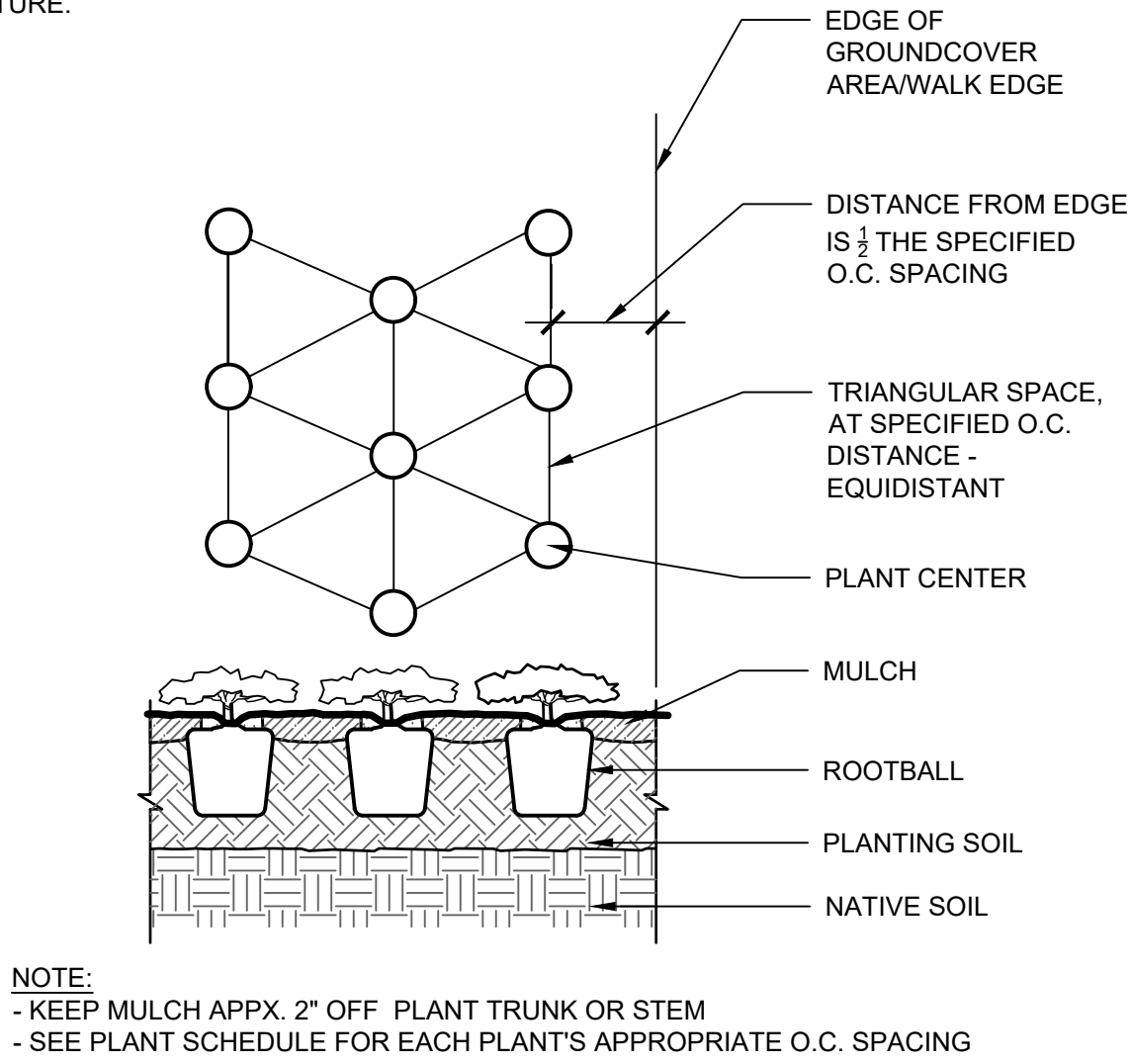
1. PRIOR TO CONSTRUCTION, VERIFY WITH THE GENERAL CONTRACTOR AND ALL LOCAL UTILITY COMPANIES TO LOCATE EXACT LOCATIONS OF UNDERGROUND UTILITIES.
2. THE IRRIGATION SHALL BE DESIGN/BUILD SYSTEM BY THE CONTRACTOR. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AN IRRIGATION LAYOUT PLAN AND SPECIFICATIONS AS PART OF THE SCOPE OF WORK WHEN BIDDING. THESE SHALL BE APPROVED BY THE OWNER PRIOR TO ORDER AND/OR INSTALLATION.
3. VALVE AND CIRCUITS SHALL BE SEPARATED BASED ON WATER USE, SO THAT TURF AREAS ARE WATERED SEPARATELY FROM SHRUB AND GROUND COVER AREAS. IRRIGATION HEADS IN TURF AREAS SHALL BE VALVED SEPARATELY FROM SHRUB AND GROUND COVER AREAS. IT IS RECOMMENDED THAT FULL SUN AND SHADY AREAS TO BE VALVED SEPARATELY AS WELL AS HIGH RUN-OFF AND LOW RUN-OFF AREAS TO BE VALVED SEPARATELY.
4. CONFIRM LIMITS OF IRRIGATION, EXISTING AND FUTURE HARDSCAPE AND BUILDING LOCATIONS PRIOR TO THE DESIGN OF THE IRRIGATION SYSTEM.
5. CONTRACTOR SHALL VERIFY WATER SOURCE LOCATION AND PRESSURE AND SUPPLY A SYSTEM THAT PROVIDES FULL AND COMPLETE COVERAGE TO ALL AREAS TO BE IRRIGATED.
6. SYSTEM SHOULD BE DESIGNED TO COMPLETE WATER SCHEDULES WITHIN 12-HOURS MAXIMUM.
7. RAIN SENSORS AND OTHER WATER SAVING TECHNOLOGIES SHALL BE INCLUDED WITHIN THE IRRIGATION DESIGN.
8. PROVIDE THE OWNER WITH AN OPERATING SCHEDULE THAT WORKS WITH THE APPROVED LAYOUT PLAN AND IDENTIFY ANY FIELD ADJUSTMENTS PRIOR TO PROJECT COMPLETION.
9. AVOID OVER-SPRAY ONTO ROADS, SIDEWALKS, SIGNS AND PARKING AREAS. SPRINKLER ARCS SHALL BE DETERMINED ON SITE BY THE IRRIGATION INSTALLER TO PROVIDE THE MAXIMUM COVERAGE POSSIBLE. CAREFULLY ADJUST THE ARCS AND RADIUS OF EACH SPRINKLER TO PROVIDE HEAD-TO-HEAD COVERAGE.
10. WITHIN EXTREME SLOPED AREAS:
10.1. INSTALL STATIONS SEPARATELY FOR TOP AND BOTTOM OF SLOPED AREAS
10.2. INSTALL LATERAL PIPES PARALLEL TO SLOPE
10.3. IF SLOPE IS TOO EXTREME FOR MACHINERY, INSTALL LATERAL PIPES SAFELY AND TEE-FEED INDIVIDUAL SPRINKLERS VIA DOWNHILL PIPING PERPENDICULAR TO FEED LINE
11. LOCATE VALVE BOXES AWAY FROM ROAD/CURB SO THEY ARE LESS VISUAL WHERE APPLICABLE.
12. DO NOT TRENCH THROUGH THE ROOT BALLS OF NEW PLANTINGS.
13. MAINLINE PIPING BENEATH TRAFFIC AREAS SHALL BE INSTALLED WITH A MINIMUM EARTH COVER OF 30-INCHES FROM BOTTOM OF ROAD SUB-GRADE AND CONTAIN SLEEVES NOT LESS THAN TWO NOMINAL DIMENSIONS GREATER THAT THE PIPE PASSING THROUGH.
14. IRRIGATION INSTALLER SHALL FURNISH AND INSTALL SLEEVE MATERIAL UNDER ALL ROADWAYS, WALKS AND DRIVEWAYS WHERE NECESSARY.
15. TOP OF MAINLINES SHALL BE AT LEAST 30-INCHES BELOW GRADE IN TURF AREAS.
16. TOP OF LATERAL LINES SHALL BE AT LEAST 18-INCHES BELOW GRADE.
17. MAINLINE PRESSURE PIPE FITTINGS 3-INCHES AND LARGER SHALL BE PUSH ON GASKET JOINED AND SHALL HAVE MECHANICAL JOINT RESTRAINTS, MAINLINE PRESSURE PIPE FITTINGS 2.5-INCHES AND SMALLER SHALL BE GLUED AND SHALL HAVE CONCRETE THRUST BLOCKS AT FITTINGS THAT COMPRISE CHANGE IN DIRECTION.
18. OTHERS SHALL FURNISH, INSTALL AND BRING 24-INCHES ABOVE GRADE A MUNICIPAL POTABLE STUB FOR IRRIGATION, COORDINATE WITH GENERAL CONTRACTOR.
19. INSTALLER IS RESPONSIBLE FOR FURNISHING AND INSTALLING THE BACKFLOW PREVENTOR, WATER METER AND BOOSTER PUMP, IF APPLICABLE.
20. IRRIGATION CONTROL WIRE SHALL BE DIGITAL TWO-WIRE, UL LISTED FOR DIRECT BURIAL.
21. CONNECT ALL ELECTRICAL WIRING IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE AND ALL APPLICABLE LOCAL ELECTRIC UTILITY CODES INCLUDING:
21.1. ALL LOW VOLTAGE IRRIGATION CONTROL WIRE SHALL BE INSTALLED WITH THE MAINLINE PIPE WHERE POSSIBLE
21.2. DO NOT LOOP THE LOW VOLTAGE IRRIGATION CONTROL WIRE PATH.
21.3. SNAKE WIRE AT BOTTOM OF TRENCH BENEATH MAINLINE.
21.4. PROVIDE 18-INCH OF SLACK CONTROL WIRE AT ALL CHANGES IN DIRECTION.
21.5. PROVIDE 24-INCH OF SLACK CONTROL WIRE AT EACH REMOTE CONTROL VALVE COILED INSIDE VALVE BOX.
21.6. ALL WIRE SPLICES SHALL BE WATERTIGHT CONNECTORS AND CONTAINED IN VALVE BOX.
21.7. ALL WIRING BENEATH HARDSCAPES SHALL BE CONTAINED IN SLEEVING, SEPARATE FROM PIPING. ELECTRICAL SLEEVES ARE TO BE SIZED APPROPRIATELY FOR EASE OF WIRE INSTALLATION AND REPAIR.
21.8. ALL WIRING SHALL BE IDENTIFIED AT EACH END TO PROVIDE INDICATION AS TO WHICH LOCATION THE WIRE IS CONNECTED.
21.9. GROUNDING PER MANUFACTURER'S RECOMMENDATION OR LOCAL ELECTRICAL CODE.
22. SCHEDULE AND PROGRAM CONTROLLER AND VALVES FOR APPROPRIATE LANDSCAPE WATER REQUIREMENTS.



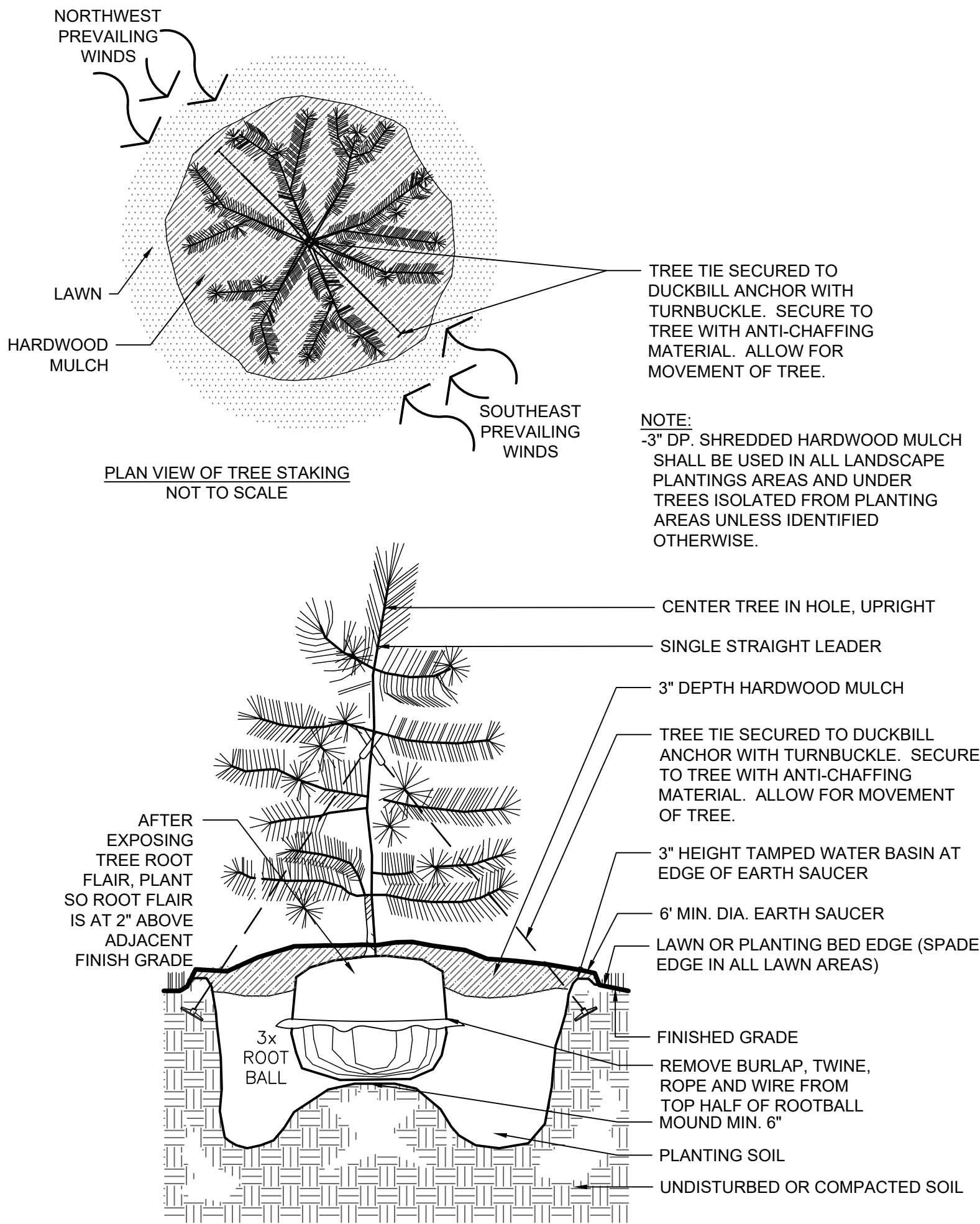
4 DECIDUOUS TREE PLANTING (TYP.)
SCALE: N.T.S.

GENERAL SODDING, SEEDING & TOPSOIL NOTES

1. SOD SHALL BE HIGHLAND SOD, 30" X 100' ROLLS PREFERRED WHERE APPLICABLE. TO BE LAID PARALLEL TO THE CONTOURS AND HAVE STAGGERED JOINTS. ON SLOPES STEEPER THAN 3:1 OR DRAINAGE SWALES, THE SOD SHALL BE STAKED INTO THE GROUND. SCARIFY THE EXISTING GRADES WITH FIELD CULTIVATOR TO A MIN. DEPTH OF 12" PRIOR TO PLACING OF TOPSOIL AND FINISH GRADING FOR SOD. IMMEDIATELY PRIOR TO PLACING SOD, CONTRACTOR SHALL APPLY 10-8-4 FERTILIZER AT THE RATE OF 10 POUNDS PER 1000 SQ. FT.
2. PLANTING SOIL REQUIRED: MIXTURE TO INCLUDE 45% TOPSOIL, 45% PEAT OR MANURE AND 10% SAND. ALL TREE, SHRUB AND PERENNIAL PLANTINGS SHALL RECEIVE 8" DEPTH OF PLANTING SOIL MIXTURE. ALL SODDED AREAS TO RECEIVE 4" DEPTH OF PLANTING SOIL MIXTURE. ALL SEEDD AREAS TO RECEIVE 2" DEPTH OF PLANTING SOIL MIXTURE.



1 SHRUB BED SPACING (TYP.)
SCALE: N.T.S.



5 EVERGREEN TREE PLANTING (TYP.)
SCALE: N.T.S.



www.htg-architects.com

Minneapolis
Bismarck

1010 Main Street, Suite 100
Hopkins, Minnesota 55343
Tel: 952.278.8880

PROJECT

NATIONAL BANK OF COMMERCE

ADDITION / REMODELING

1260 PAUL BUNYAN DR. NW.
BEMIDJI, MINNESOTA

ISSUED SET	
REVISIONS	
DATE	NO.

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 LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

NOT FOR CONSTRUCTION

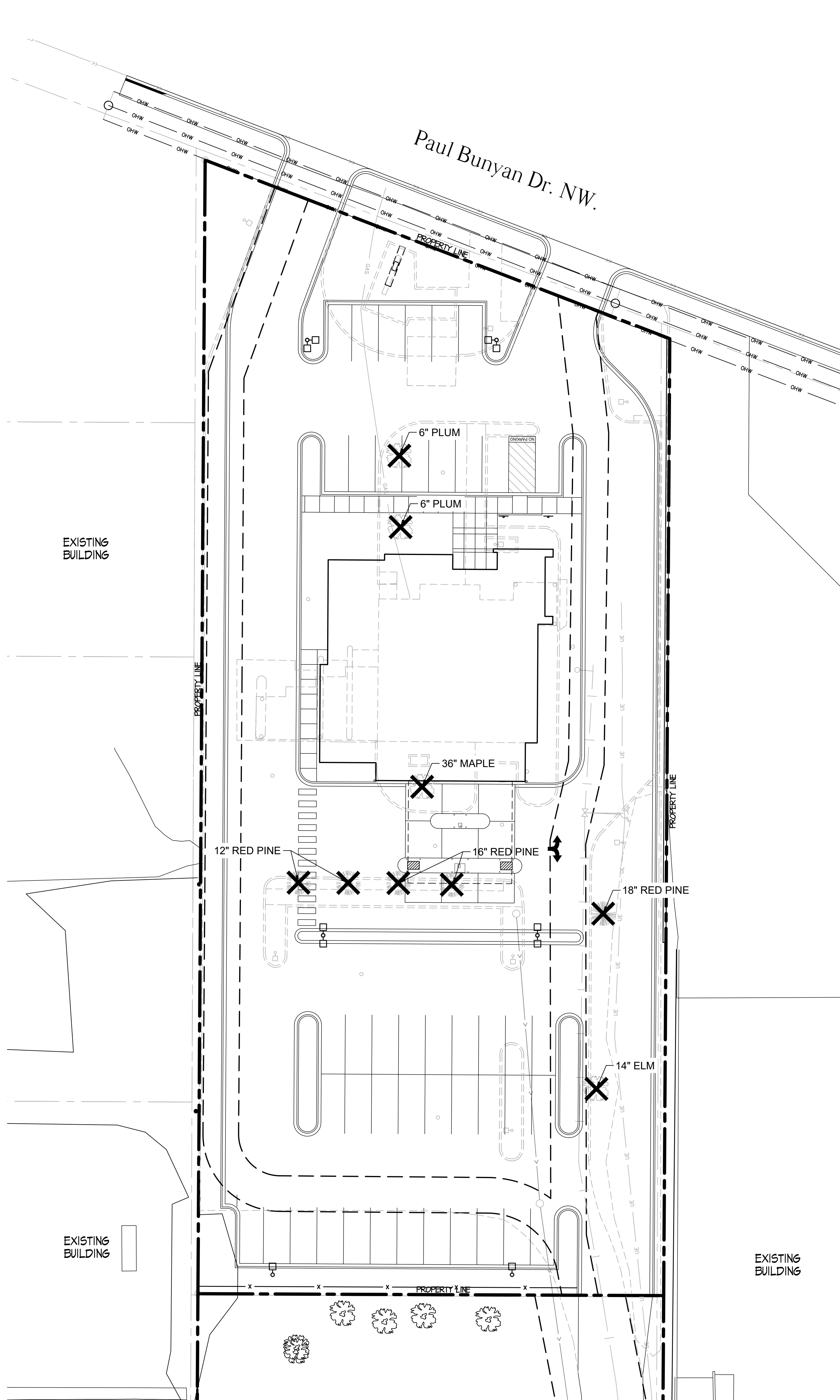
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45613 REG. NO.	6/16/2026 DATE



LANDSCAPE
DETAILS

DRAWN BY: AW CHECKED BY: CC

L2



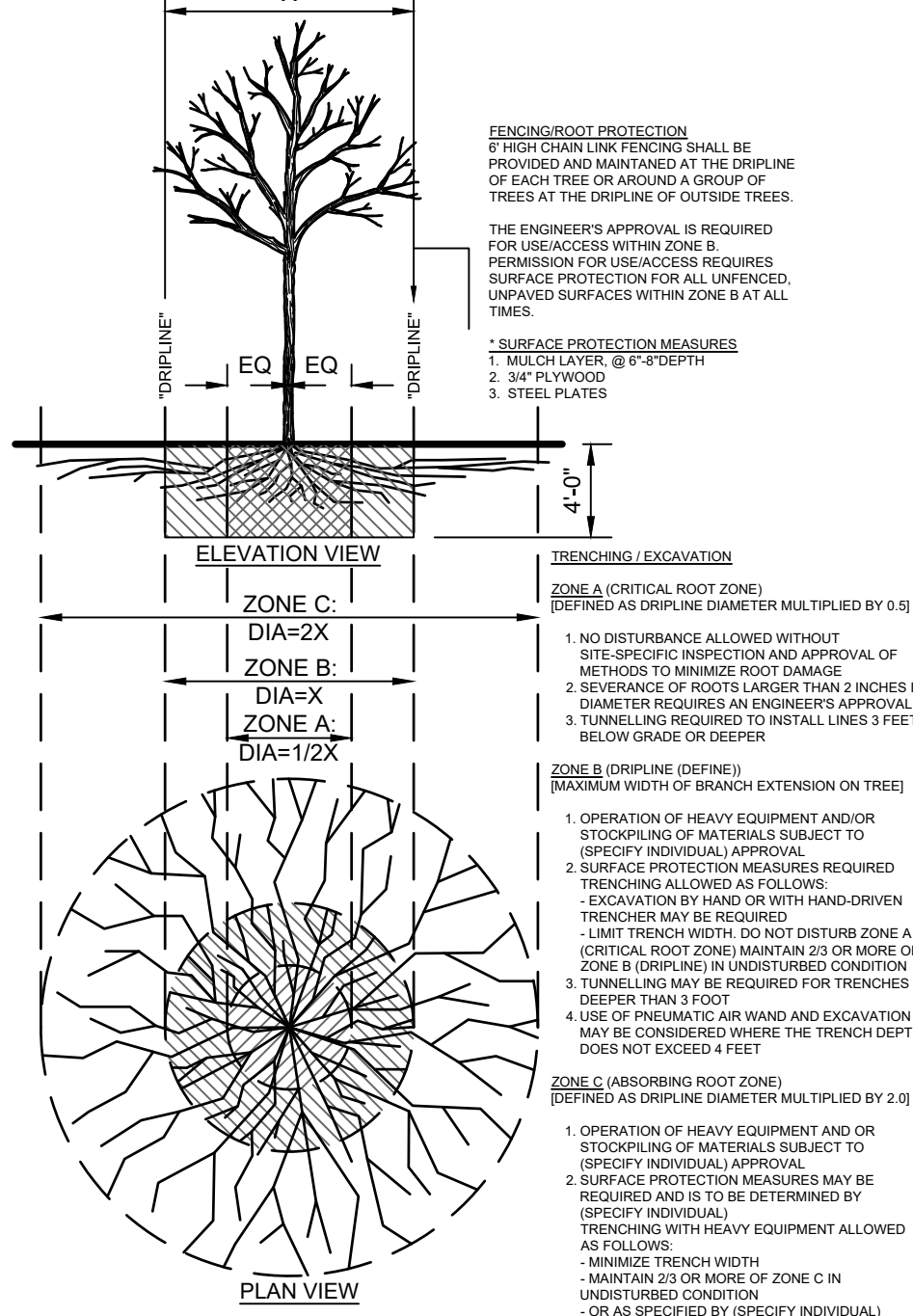
1 TREE PRESERVATION DETAIL
SCALE: N.T.S.

- A. PURPOSE. THE CITY DESIRES TO PRESERVE SIGNIFICANT TREES IN URBAN, RURAL AND OTHER AREAS IDENTIFIED AS CONTAINING SUBSTANTIAL FORESTED AREAS WITH HIGH QUALITY MATURE TREE COVER. WHEN SIGNIFICANT TREES ARE LOST THROUGH REMOVAL, GRADING, OR OTHER ACTION, THE CITY, PROPERTY INTERESTS AND THE GENERAL WELFARE MAY BE IMPACTED BY SUCH TREE LOSS. MORE SPECIFICALLY, THE PURPOSE OF THIS SECTION IS TO:
- A.A. PROMOTE PROTECTION OF SIGNIFICANT TREES AND OVERALL TREE COVER FOR THE BENEFITS WHICH THEY PROVIDE INCLUDING: AESTHETIC VALUE AND CONTRIBUTION TO THE COMMUNITY'S IMAGE, SHADING AND COOLING, AIR QUALITY, ENERGY USE REDUCTION, BUFFERING, ENHANCEMENT TO PROPERTY VALUES, TOURISM, EROSION CONTROL, NOISE REDUCTION, AND SUPPORT OF WILDLIFE AND NATURAL HABITATS.
- A.B. PRESERVE STANDING TREES ON UNDEVELOPED LAND UNTIL DEVELOPMENT OCCURS.
- A.C. RECOGNIZE AND PROTECT THE NATURAL ENVIRONMENT CONSISTENT WITH THE COMMUNITY'S GOALS AND THE CITY COMPREHENSIVE PLAN BY PRESERVING "OLD GROWTH" AND PROTECTION OF SIGNIFICANT HIGH QUALITY MATURE TREE COVER AREAS.
- A.D. ESTABLISH REQUIREMENTS ON CUTTING, REMOVAL OR DESTRUCTION OF HIGH QUALITY SIGNIFICANT TREES AND IDENTIFIED HIGH QUALITY TREE COVER AREAS.
- A.E. ESTABLISH REASONABLE REQUIREMENTS FOR THE PRESERVATION AND OF HIGH QUALITY SIGNIFICANT TREES AND OVERALL CANOPY COVERAGE IN AN EFFECTIVE MANNER.
- A.F. ENSURE FAIR AND REASONABLE DEVELOPMENT OPPORTUNITIES FOR THE CITY IN A MANNER WHICH DOES NOT CREATE OVER BURDENSOME REGULATIONS.
- A.G. ENSURES THAT TREE REPLACEMENT WILL OCCUR WHEN HIGH QUALITY SIGNIFICANT TREES ARE DAMAGED DURING SITE DEVELOPMENT AND GRADING ACTIVITIES.
- A.H. PROVIDES FAIR, UNDERSTANDABLE, COST EFFECTIVE ADMINISTRATION, AND ENFORCEMENT OF TREE PRESERVATION REGULATIONS.
- B. APPLICABILITY
- B.A. THE PROVISIONS OF THIS SECTION SHALL APPLY TO ALL LAND USE ACTIVITY IN THE CITY, EXCEPT AS MAY OTHERWISE BE REGULATED UNDER SECTION 28-474C OF THIS DEVELOPMENT CODE. FOR DEVELOPMENTS WHICH ONLY INVOLVE STREET, UTILITY, DRAINAGE OR OTHER SITE IMPROVEMENTS WHICH RESULT IN A LOSS OF HIGH QUALITY SIGNIFICANT TREES, THE REQUIREMENTS UNDER THIS SECTION SHALL APPLY ONLY TO THE DISTURBED AREAS OF THE PROPERTY.
- C. APPLICATION FOR TREE REMOVAL. AN APPLICATION FOR A PERMIT FOR TREE REMOVAL SHALL BE MADE IN WRITING USING THE FORM PROVIDED BY THE COUNCIL. THE APPLICATION SHALL INCLUDE:
- C.A. APPLICANT INFORMATION
- C.B. OWNER INFORMATION
- C.C. TREE PRESERVATION PLAN INCLUDING EXISTING AND PROPOSED BUILDINGS, ROADS, UTILITIES AND EASEMENTS, PUBLIC PARKS AND OPEN SPACES, LOTS AND BLOCKS, WATER BODIES AND WETLANDS, PROPOSED BUILDING PADS, EQUIPMENT AND MATERIAL STORAGE AREAS, THE TREE INVENTORY, AND TREE PROTECTION. SCHEDULE FOR COMPLETION OF TREE REMOVAL.
- C.D. TOPOGRAPHIC MAP OF SITE (THE COUNCIL MAY WAIVE THIS REQUIREMENT IF SITE GRADING OR DISTURBANCE WILL NOT RESULT IN CHANGES TO FINISHED SITE CONTOURS OR ELEVATIONS.
- C.F. PROPOSED USE OF SITE.
- D. TREE INVENTORY. THE APPLICANT SHALL HAVE A TREE INVENTORY PREPARED TO INCLUDE:
- D.A. THE QUANTITY, SPECIES BY TYPE, CONDITION INCLUDING ANY EXISTING TREE HAZARD CONDITIONS AS A RESULT OF DISEASE OR DAMAGE, AND LOCATION OF ALL SIGNIFICANT HIGH QUALITY TREES ON A PARCEL OR DEVELOPMENT SITE. ON HEAVILY WOODED SITES WHICH CONTAIN TWO ACRES OR GREATER OF MATURE TREE COVER, FOREST MENSURATION METHODS MAY BE USED TO DETERMINE THE TOTAL TREE QUANTITY. ON SUCH PARCELS, THE INVENTORY SHALL ALSO INCLUDE AN AREA CALCULATION OF THE HIGH QUALITY SIGNIFICANT TREE CANOPY COVERAGE DURING FULL LEAF ON CONDITIONS AND A DETAILED SPECIES ASSESSMENT.
- D.B. SIGNIFICANT HIGH QUALITY TREES WHICH WILL BE LOST DUE TO THE PROPOSED ACTIVITIES. SUCH TREES SHALL BE CONSIDERED LOST AS A RESULT OF GRADE CHANGE, INCLUDING GRADING OR FILLING, WHETHER TEMPORARY OR PERMANENT, AFFECTING 45 PERCENT OR MORE OF THE TREE'S CRITICAL ROOT ZONE, UTILITY CONSTRUCTION (E.G. SEWER, WATER, STORM SEWER, GAS, ELECTRIC, TELEPHONE, CABLE TELEVISION, FIBER OPTICS OR SIMILAR FACILITIES) RESULTING IN THE CUTTING OF 45 PERCENT OR MORE OF THE TREE'S ROOTS WITHIN THE CRITICAL ROOT ZONE.
- D.C. THE LOCATION, NUMBER, TYPE AND SIZE OF TREES REQUIRED TO BE PRESERVED PURSUANT TO THIS SECTION.

- G. TREE PRESERVATION AND TREE PROTECTION FOR ALL EXCEPT SINGLE AND TWO-FAMILY DWELLING USES:
- G.A. HIGH QUALITY SIGNIFICANT TREES DESIGNATED FOR PRESERVATION SHALL BE PROTECTED BY A SNOW FENCE OR OTHER MEANS ACCEPTABLE TO THE COUNCIL. THE PROTECTIVE MEASURES MUST PROTECT THE ENTIRE CRITICAL ROOT ZONE OF THE TREES. UNLESS MORE PROTECTION IS WARRANTED DUE TO THE PROXIMITY OF A STRUCTURE, ROAD OR SIMILAR OBSTRUCTION TO BE PART OF THE DEVELOPMENT IN WHICH CASE AT LEAST 55 PERCENT OF THE CRITICAL ROOT ZONE OF THE TREE MUST BE PROTECTED. THE PROTECTION MEASURES SHALL BE CLEARLY IDENTIFIED ON THE SITE DISTURBANCE, DEMOLITION, AND/OR GRADING PLANS.
- G.B. THE APPLICANT SHALL PRESERVE HIGH QUALITY SIGNIFICANT TREES ON A DEVELOPMENT SITE. EXISTING SIGNIFICANT TREES IDENTIFIED IN THE TREE INVENTORY WITH HAZARD CONDITIONS AS A RESULT OF DISEASE OR DAMAGE SHOULD BE CONSIDERED FOR REMOVAL. THEY SHALL BE CLEARLY IDENTIFIED IN THE SITE TREE INVENTORY. THESE HAZARD TREES SHALL BE EXCLUDED FROM THE HIGH QUALITY SIGNIFICANT TREE PRESERVATION REQUIREMENTS.
- G.C. THE SIGNIFICANT HIGH QUALITY TREE PRESERVATION TABLE ESTABLISHES PERFORMANCE CRITERIA FOR TREE PRESERVATION ON A DEVELOPMENT SITE THAT HAS OVER AND ABOVE THE BASE MINIMUM LANDSCAPING STANDARD DETERMINED IN ACCORDANCE WITH THE MAXIMUM IMPERVIOUS SURFACE ALLOWED IN THE UNDERLYING ZONING DISTRICT, ACCORDING TO SECTION 28-406 OF THIS DEVELOPMENT CODE. THIS STANDARD SHALL ONLY APPLY TO PARCELS OR DEVELOPMENTS WHICH CONTAIN MORE EXISTING HIGH QUALITY SIGNIFICANT TREES THAN THE MINIMUM BASE LANDSCAPING STANDARD.
- G.D. REMOVAL OF HIGH QUALITY SIGNIFICANT TREES IDENTIFIED BY THE TREE INVENTORY WHICH ARE EQUAL TO OR LESS THAN THE BASE MINIMUM LANDSCAPE STANDARD SHALL BE PROHIBITED EXCEPT BY CUP.
- G.E. REMOVAL OF UP TO 60 PERCENT OF THE HIGH QUALITY SIGNIFICANT TREES OVER AND ABOVE THE BASE MINIMUM LANDSCAPE STANDARD MAY BE PERMITTED. ANY REMOVAL OF HIGH QUALITY SIGNIFICANT TREES BEYOND THIS STANDARD MAY ONLY BE APPROVED BY CUP.
- G.F. IF SIGNIFICANT HIGH QUALITY TREES EXIST ON THE PROPERTY AND ARE COMPETING WITH DEVELOPMENT REQUIREMENTS, THEN THE TREES AUTHORIZED FOR REMOVAL SHALL BE ACCORDING TO AN APPROVED PLAN. THE FINAL DETERMINATION OF THE TREE REMOVAL AND REPLACEMENT LOCATION(S) SHALL BE MADE BY THE COUNCIL. NOTWITHSTANDING THE TREE PRESERVATION REQUIREMENTS, NEW BOULEVARD TREE PLANTING IN THE REQUIRED FRONT SETBACK AREA ACCORDING TO SECTION 28-406 SHALL BE REQUIRED.
- G.H. TREE REMOVAL PERMITS AND INVENTORY EVALUATION FOR A DEVELOPMENT PROJECT INVOLVING MORE THAN ONE PARCEL OF LAND WILL INCLUDE ALL PARCELS OF LAND AS ONE DEVELOPMENT PROJECT.
- G.I. TREES SHALL NOT BE REMOVED UNTIL A DEVELOPMENT PROJECT HAS BEEN APPROVED AND PERMITTED.
- G.J. IF THE REQUIRED INVENTORY OF ALL HIGH QUALITY SIGNIFICANT TREES RESULTS IN A NUMBER GREATER THAN THE BASE MINIMUM LANDSCAPE STANDARD REQUIRED IN SECTION 28-406, THEN THE NUMBER OF TREES TO BE PRESERVED SHALL BE IN ACCORDANCE WITH THE FOLLOWING TREE PRESERVATION TABLE:

Number of Development Sites	# Existing High Quality Trees Retained Over Base Landscaping Standard	# Existing High Quality Trees Retained Over Base Landscaping Standard	# Existing High Quality Trees Retained Over Base Landscaping Standard
1-1,000	400.00	400.00	400.00
11,000	400.00	400.00	400.00

28-407 HIGHLY SIGNIFICANT TREE REPLACEMENT
HIGHLY SIGNIFICANT TREES REMOVED:
1 - 36" MAPLE - UNKNOWN HEALTH
2 - 12" RED PINE - POOR HEALTH
2 - 14" RED PINE - POOR HEALTH
1 - 18" RED PINE - POOR HEALTH
1 - 14" ELM - UNKNOWN HEALTH
NON-SIGNIFICANT TREES REMOVED
2 - 6" PLUM - UNKNOWN HEALTH
TOTAL REPLACEMENT TREES PROVIDED: 38



LEGEND

PROPERTY LIMITS

NEW SOD w/IRRIGATION

3" DEEP, 1-1/2" GREY TRAP
ROCK MULCH OVER FABRIC

TREES TO BE REMOVED

TREE PROTECTION FENCE



www.htg-architects.com
Minneapolis
Bismarck

1010 Main Street, Suite 100
Hopkins, Minnesota 55343
Tel: 952.278.8880

PROJECT

NATIONAL BANK OF COMMERCE

ADDITION / REMODELING

1260 PAUL BUNYAN DR. NW,
BEMIDJI, MINNESOTA

ISSUED SET	REVISIONS
DATE	NO.

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 LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

NOT FOR CONSTRUCTION

CURT CLAEYS

45613
REG. NO.

6/16/2026
DATE

ANDERSON

13805 1st Avenue N. #100
Plymouth, MN 55441 | ae-mn.com
P 763.412.4000 | F 763.412.4090
Anderson Engineering of MN, LLC

TREE
PRESERVATION
PLAN

DRAWN BY: AW CHECKED BY: CC

L3











PROJECT

NATIONAL BANK OF COMMERCE

ADDITION / REMODELING

1260 PAUL BUNYAN DR. NW.
BEMIDJI, MINNESOTA

ISSUED SET	
REVISIONS	
DATE	NO.

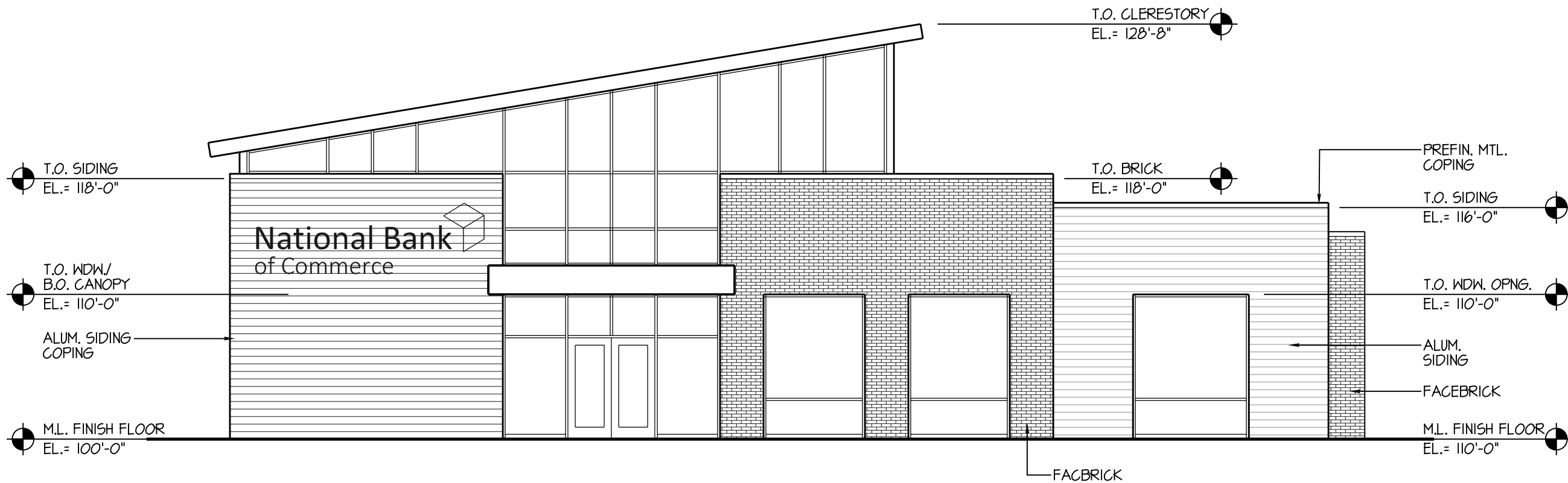
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION
OR REPORT WAS PREPARED BY ME OR UNDER MY
DIRECT SUPERVISION, AND THAT I AM A DULY
LICENSED ARCHITECT UNDER THE LAWS OF THE
STATE OF MINNESOTA

REG. NO. DATE

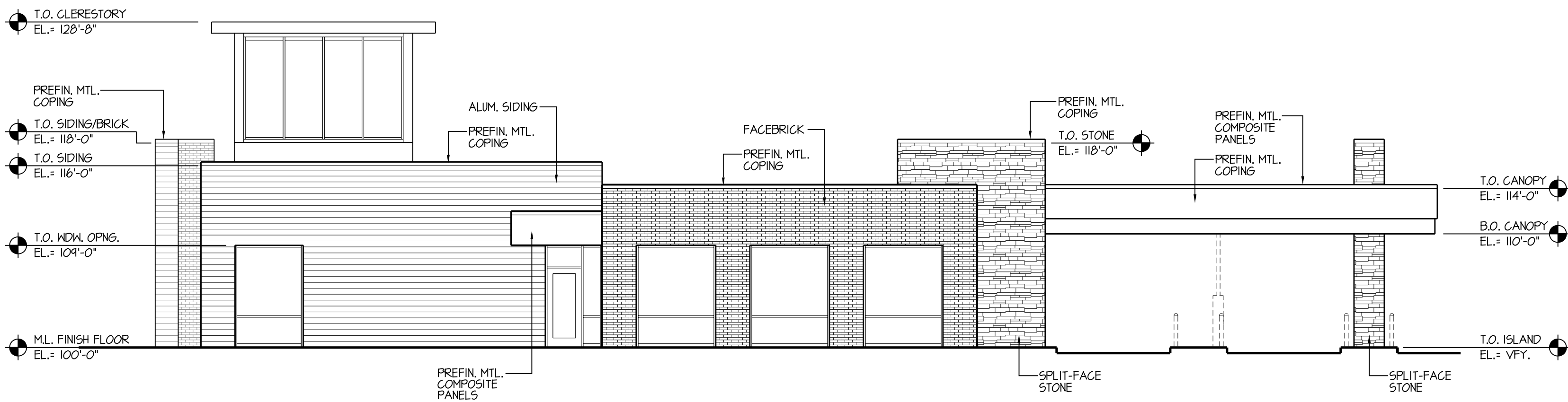
EXTERIOR ELEVATIONS

DRAWN BY: HLH. CHECKED BY: RES.

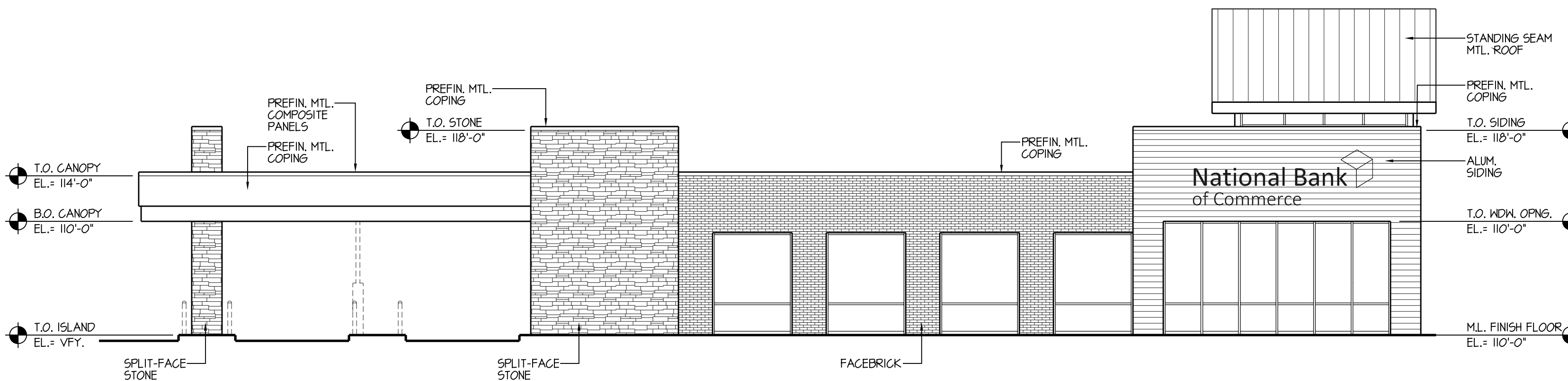
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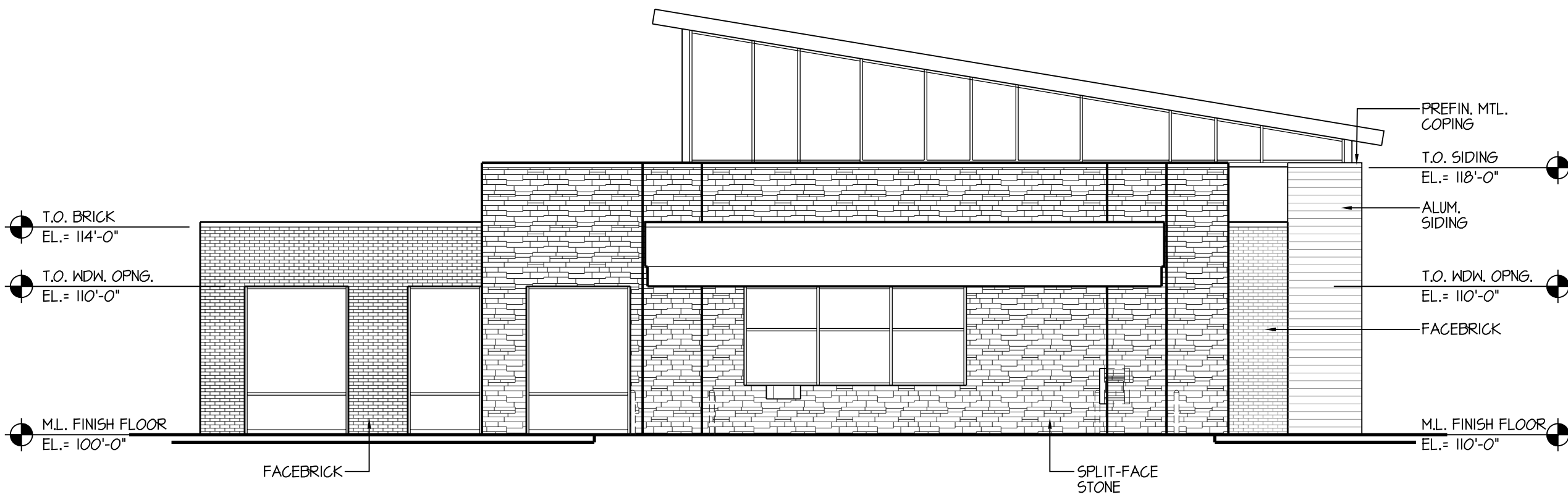
1 NORTH ELEVATION
1/8"=1'-0"



4 WEST ELEVATION
1/8"=1'-0"



2 EAST ELEVATION
1/8"=1'-0"



4 SOUTH ELEVATION
1/8"=1'-0"

PROJECT

NATIONAL BANK OF COMMERCE

ADDITION / REMODELING

1260 PAUL BUNYAN DR. NW.
BEMIDJI, MINNESOTA

ISSUED SET	
REVISIONS	
DATE	NO.

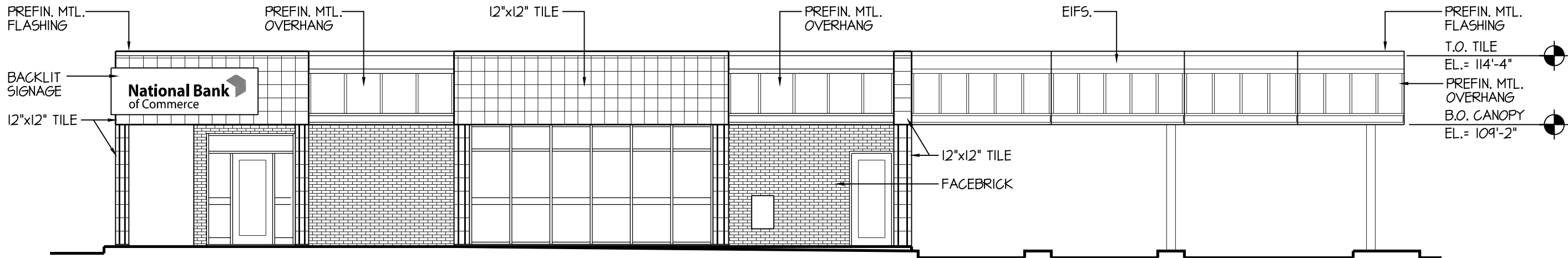
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OR REPORT WAS PREPARED BY ME OR UNDER MY
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LICENSED ARCHITECT UNDER THE LAWS OF THE
STATE OF MINNESOTA

REG. NO.	DATE

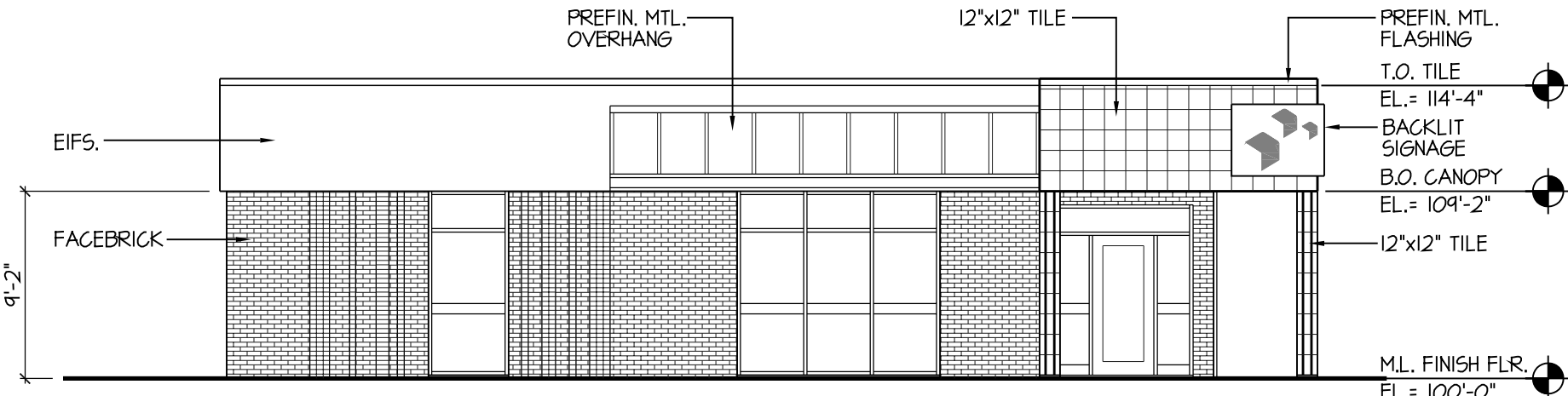
EXISTING
EXTERIOR ELEVATIONS

DRAWN BY: HJH. CHECKED BY: RES.

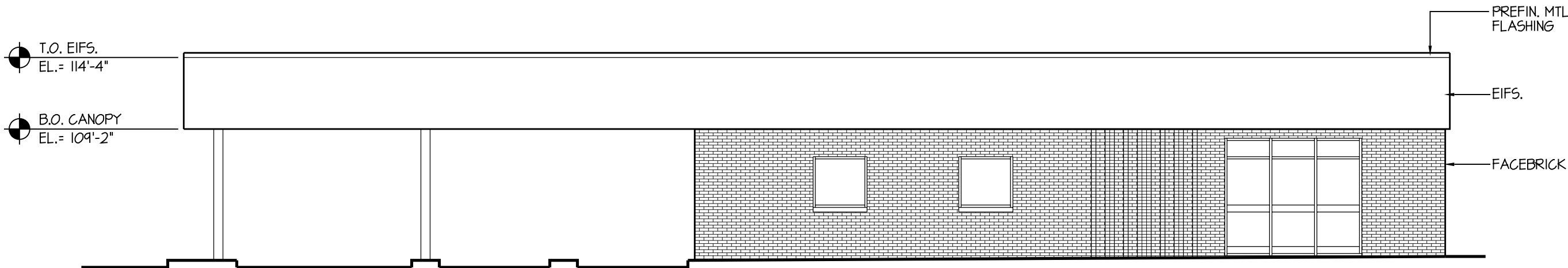
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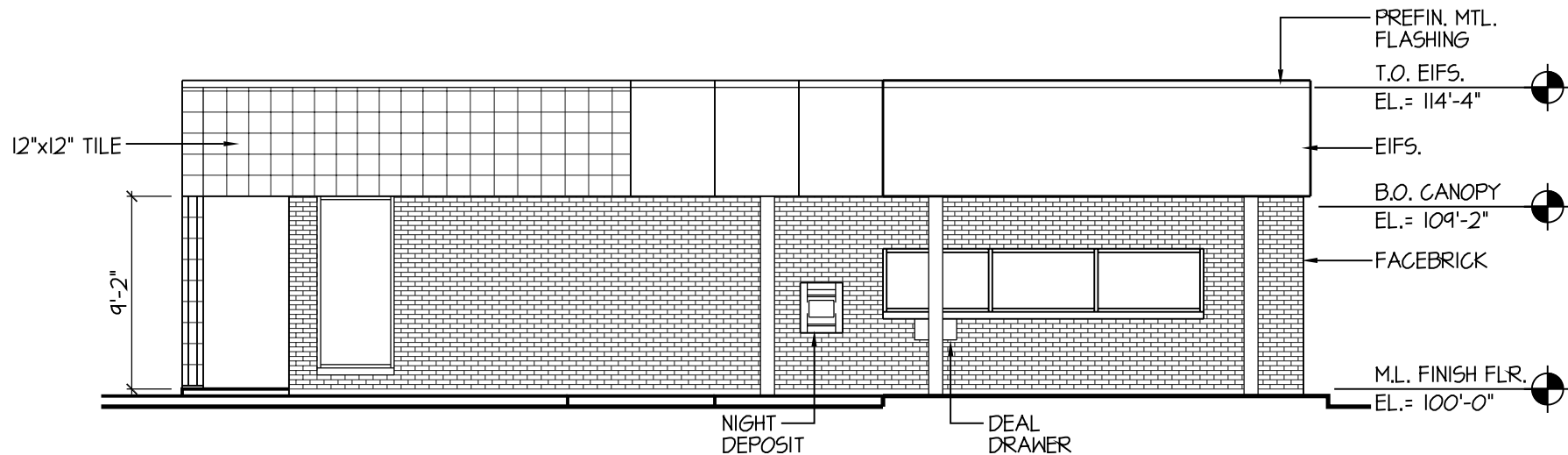
1
A3.1
EXISTING NORTH ELEVATION
1/8"=1'-0"



2
A3.1
EXISTING EAST ELEVATION
1/8"=1'-0"



3
A3.1
EXISTING SOUTH ELEVATION
1/8"=1'-0"



4
A3.1
EXISTING WEST ELEVATION
1/8"=1'-0"



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-2026-0005

CONDITIONAL OR INTERIM USE PERMIT

SITE ADDRESS: 1260 PAUL BUNYAN DR NW BEMIDJI

PRIMARY PARCEL: 800302600

PROJECT NAME: NATIONAL BANK OF COMMERCE

ISSUED:

EXPIRES:

APPLICANT: Schramm, Russ
1010 Mainstreet, Suite 100
Hopkins, MN 55343
952-204-3251

OWNER: NATIONAL BANK OF COMMERCE #14109
1127 TOWER AVE PO BOX 99
SUPERIOR, WI 54880

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?

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?

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

Conditional Use

Proposed use is the same as the existing use: Bank

The existing use is a Bank

I don't know

No

Yes

17 employees

No

Yes

The building will dispose of trash/recycling will be the same as (today) via trash bins

No

N/A

National Bank of Commerce

1260 Paul Bunyan Dr NW



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

Conditional Use / Site Plan Review Application

June 29, 2026

National Bank of Commerce – Bemidji, MN

City of Bemidji

Attn.: Jamin Carlson – Planning Director
317 4th Street NW
Bemidji, MN 56601
(218) 759-3582
jamin.carlson@ci.bemidji.mn.us

Re: **National Bank of Commerce**
Proposed Addition & Remodeling
1260 Paul Bunyan Dr. NW
Bemidji, Minnesota

PROJECT NARRATIVE

General.

National Bank of Commerce is proposing to construct a new 1-story addition on the north, west, and south sides of their existing building at 1260 Paul Bunyan Dr. NW.

The existing property is zoned B-2 General Commercial. A financial institution is allowed under this zoning.

The existing 3-lane drive-up canopy will be removed & replaced with a new 3-lane drive-up canopy (with wider drive isles) on the south side of the building. The existing main level is approximately 2,740 sf. The existing partial lower level is approximately 1,618 s.f. The proposed building addition is approximately 2,575 s.f. The proposed main level will be a total of 5,315 s.f.

Building.

The proposed building project will contain the following:

Lower Level

The existing partial lower level is approximately 1,618 s.f.

The Lower Level will consist of the following:

- Mechanical / Electrical Room (existing)
- Storage (existing)
- Employee Restroom (existing)

Main Level

The proposed Main Level will be approximately 5,315 s.f.

- Existing: 2,740 s.f.
- Proposed Addition: 2,575 s.f.

The Main Level will consist of the following uses:

- Customer Waiting Area
- Offices

- Conference Room
- Transaction Area (Teller Pod / Drive-up Tellers)
- Safe Deposit Vault
- Work Stations
- Employee Break Room
- Cash Work Room
- Restrooms

Site Plan.

The existing building will remain as it is today on their existing property.

The building will be expanded on the north, west, and south sides of the existing facility.

The existing drive-up canopy will be removed; a new 3-lane drive-up canopy will be located on the south side of the existing building. A by-pass lane will be provided to minimize potential traffic congestion.

Customer parking will be located on the north side of the existing building. Employee parking will be located on the south side of the existing building.

Site ingress/egress will remain as it is today. There are (2) existing curb cuts on the north side of the property along Paul Bunyan Drive. The existing site access from the south side of the property will also remain.

Parking.

Below is a parking count breakdown:

- Total Parking Shown: 34-stalls
- Parking Required: 17-stalls @ 1/300 + 17-stalls (1-stall per employee)
1/300 + 1-stall per employee @ max shift

Parking Stall Size: 9'-0"W x 20'-0"D

Signage.

A signage permit will be submitted at a later date by the Owner's sign vendor.

Preliminary signage locations:

- Exterior backlit wall mounted signage is proposed on the north, west, and south facades
- Site directional signage will be installed for customer wayfinding
- A new pylon sign will be located on the north side of the property

Image.

The proposed design will provide an image that is consumer friendly, warm, and elegant. (refer also to the submitted exterior 3d rendering).

The proposed materials will be natural stone, brick, prefinished metal panels, prefinished wood grain metal panels, and glass/glazing.

Materials.

Building Façade	Natural stone / prefinished composite metal panels / prefinished wood grain metal panels / glass
Drive-up Canopy	Prefinished composite metal panels (25-year fade warranty)
Roof	EPDM
Roof Structure	Wood trusses
Floor Structure	4" reinforced concrete slab-on-grade
Wall Structure	2x6 wood stud framing

We believe the proposed project and use:

- Is not in conflict with the Comprehensive Plan

- Is not in conflict with any Regulating Maps or other adopted plans
- Is not in conflict with any City Code requirements
- Will not create excessive burden on parks, streets, and other public facilities
- Will not be injurious to the surrounding neighborhood
- Will not negatively impact traffic or property values
- Will not harm the public health, safety, and welfare

The preliminary schedule is for construction to begin in the Fall of 2026 with an anticipated completion in Spring of 2027.

Enclosed you will find the proposed architectural site plan and exterior 3d rendering.

Please call me with any questions.

Sincerely,



Russ Schramm
Sr. Project Manager

Enclosures

Packet Distribution List

Application # SUP-2026-0005

	<u>CONTACT</u>	<u>E-MAILED</u>
☒	Applicant / Representative	7/6/26
☒	City Building Department	7/6/26
☒	City Attorney (Planning & Zoning)	7/6/26
☒	City Engineer	7/6/26
☒	City Manager	7/6/26
☐	City Community Development (Vacant)	_____
☒	City GIS Department	7/6/26
☒	City Police Department	7/6/26
☒	City Fire Department	7/6/26
☐	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	7/6/26
☐	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	7/6/26
☒	Bemidji Area Chamber of Commerce	7/6/26
☐	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.

July 6, 2026

SUP-2026-0005: - 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.

The City of Bemidji Planning and Zoning Commission will consider this proposal at its meeting on **Thursday, July 23, 2026, at 5:30 p.m.** in the Council Chambers at Bemidji City Hall or may be viewed on Local Channel 2.

If you have any comments, you may present them to the Commission at that time. It would be encouraged to direct your comments in writing to the Planning and Zoning Planner assigned to the Case, **Melissa Fahrenbruch's** attention at the Planning office at 317 4th Street NW, or by email to **SGAdmin@ci.bemidji.mn.us**. If possible, your comments should be submitted by **Friday, July 17, 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-2026-0005**.

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.

July 6, 2026

Dear Property Owner:

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

SUP-2026-0005: - 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.

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

This public hearing will be held on **Thursday, July 23, 2026, at 5:30 p.m.** The meeting will be held in the Council Chambers of the Bemidji City Hall located at 317 4th Street NW. You are invited to attend this public hearing, express your opinions on the proposal at the hearing, if not able to attend, by email (preferred method), letter, or phone call to the Planning and Zoning Department. If possible, your written comments should be submitted by **Friday, July 17th, 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

JOHN D FLAWS
NANCY FLAWS
2309 ASH AVE NW
BEMIDJI, MN 56601

BEMIDJI HOLDINGS LLC
ATTN: GABRIEL JEIDEL
2361 NOSTRAND AVE STE 602
BROOKLYN, NY 11210

JMD INVESTMENTS LLC
15668 SLEEPY OAK RD
CHINO HILLS, CA 91709

VICKI R BAHL TRUSTEE
VICKI R BAHL RVC TRUST
20244 BALSAM DR
SAUK CENTRE, MN 56378

JAMES J VOGT TRUSTEE
JAMES J VOGT LIVING TRUST
PO BOX 2650
KLAMATH FALLS, OR 97601

KRAIG R JOHNSON
AUBREY D JOHNSON
2301 ASH AVE NW
BEMIDJI, MN 56601

ALDI INC
4201 BAGLEY AVE N
FARIBAULT, MN 55021

MCDONALD'S USA LLC
1440 E 40TH ST
HIBBING, MN 55746

ROBERT E EVENMO
2302 ASH AVE NW
BEMIDJI, MN 56601

FIRST NATIONAL BANK OF BEMIDJI
PO BOX 670
BEMIDJI, MN 56619

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

FIRST NATIONAL BANK DEERWOOD
PO BOX 628
BRAINERD, MN 56401

NATIONAL BANK OF COMMERCE #14109
1127 TOWER AVE PO BOX 99
SUPERIOR, WI 54880

NORTHCOTT COMPANY
ATTN: JULIE ROETTER
600 MARKET ST STE 200
CHANHASSEN, MN 55317

SIMPLE JOY PROPERTIES LLC
42102 433RD ST SE
BAGLEY, MN 56621

PHILIP L BAHL TRUSTEE
PHILIP L BAHL RVC TRUST
20244 BALSAM DR
SAUK CENTRE, MN 56378

AMERICAN NATIONAL BANK OF MN
1920 SOUTH 6TH ST
BRAINERD, MN 56401

KANGAS LAND STEWARDSHIP LLC
14096 NASH TRL NW
BEMIDJI, MN 56601

TREK NORTH ABC
2400 PINE RIDGE AVE NW
BEMIDJI, MN 56601

K-LEE LLC
4661 EVERGREEN LN NE
BEMIDJI, MN 56601

MARCOS D GOMEZ
7500 180TH ST E
PRIOR LAKE, MN 55372

DAWN L HEISLER
4110 WAGNER CT NW
BEMIDJI, MN 56601

ANTHONY E ERICKSON TRUSTEE
A E & M S ERICKSON TRUST
910 POKEGAMA AVE S
GRAND RAPIDS, MN 55744

AFFIDAVIT OF SERVICE BY MAIL

STATE OF MINNESOTA)
) SS
COUNTY OF BELTRAMI)

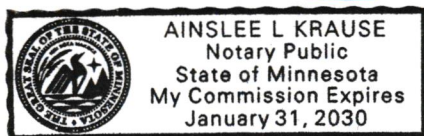
Jamin Carlson, being first duly sworn, on oath deposes and states that on the 6th of July, 2026, he/she served the attached Hearing Notice upon each of the following parties on the attached list by depositing in the U.S. Mail, envelopes properly sealed with postage prepaid thereon.



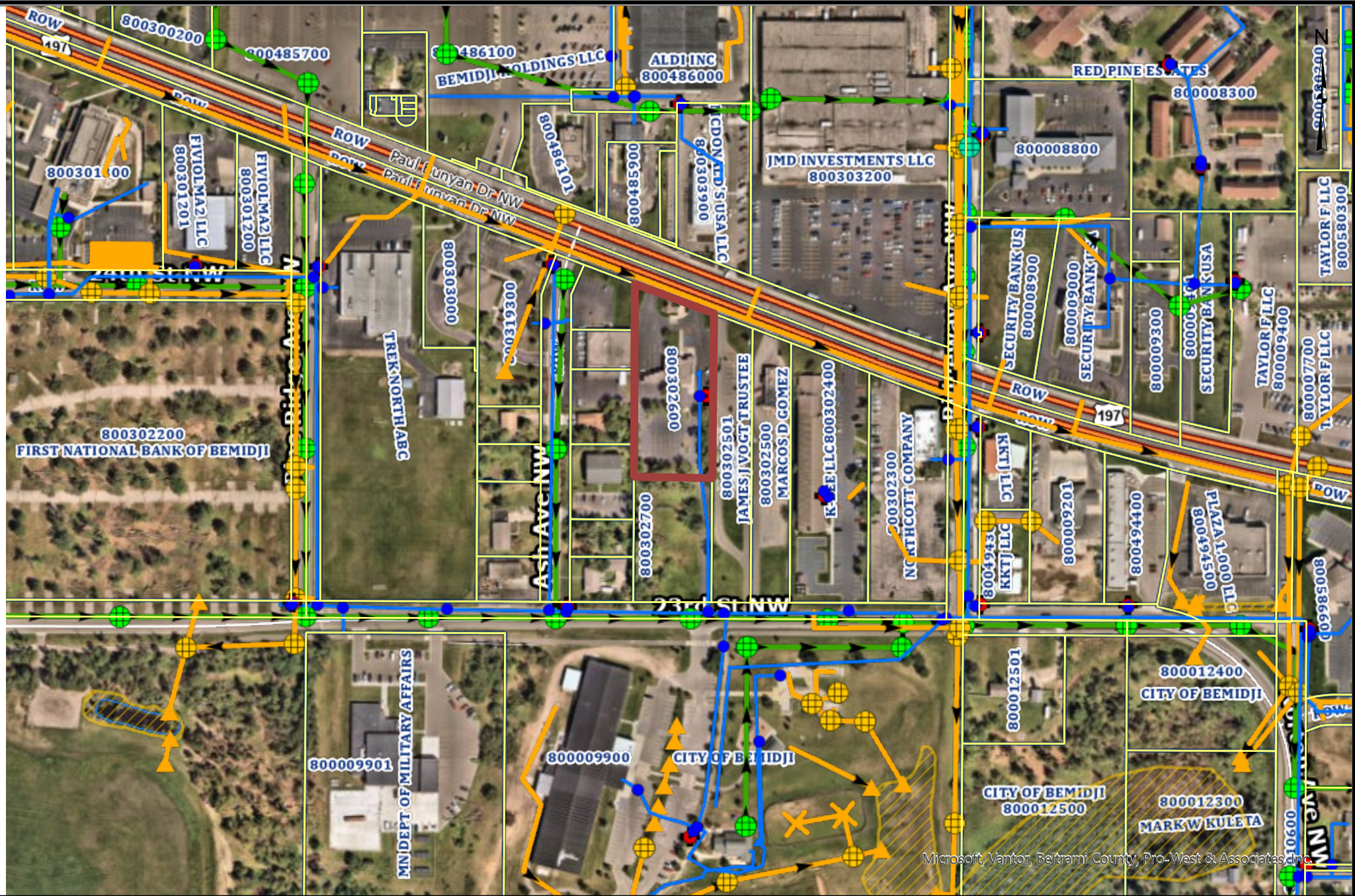
Subscribed and sworn to before me
this 6th day of July 2026.



Notary Public

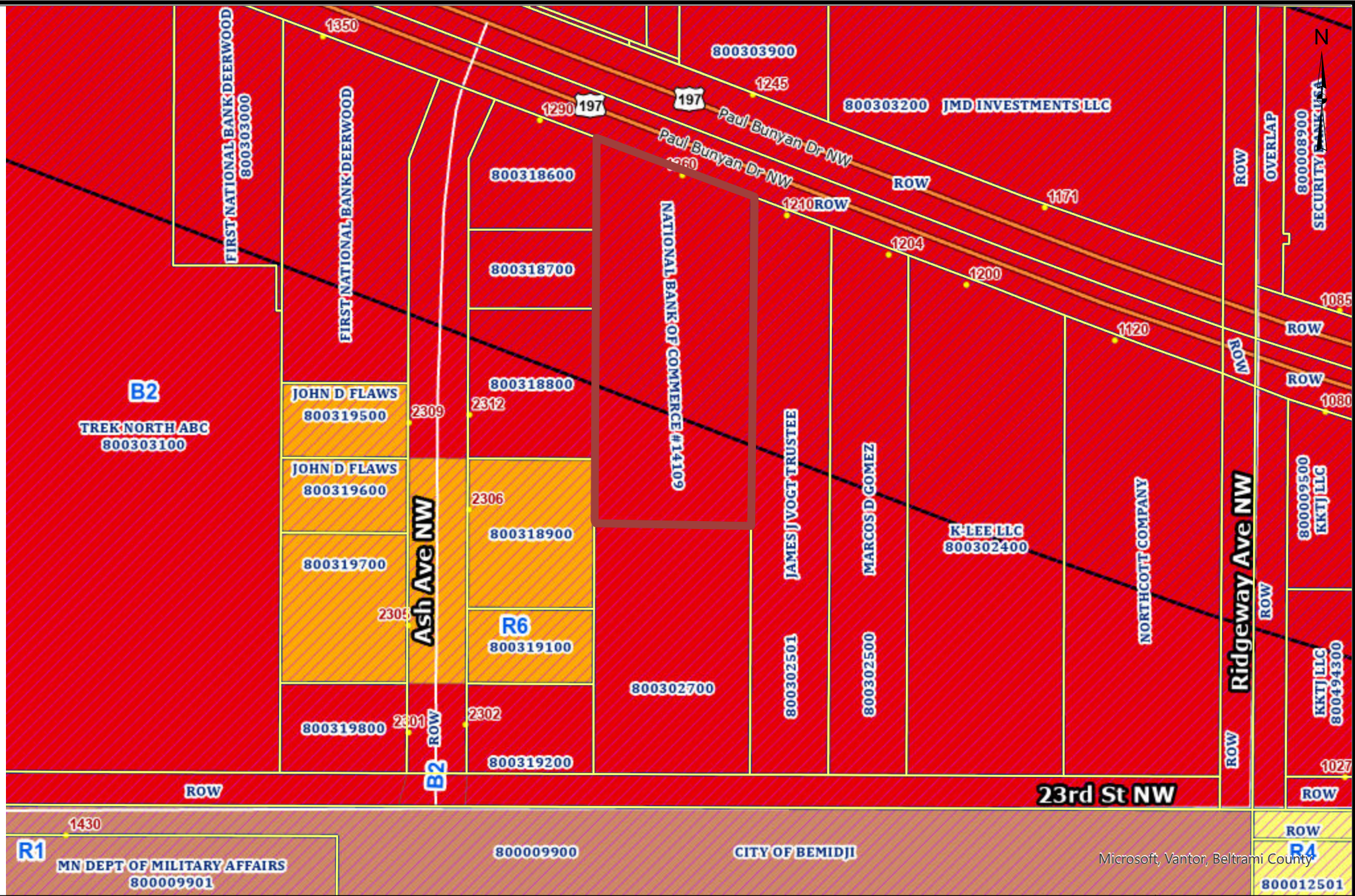


Planning Case: **Conditional Use Permit Requests for 80.03026.00 –SUP-2026-0005**



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: 7/2/2026
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	
1:2,257	Date: 7/2/2026
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.

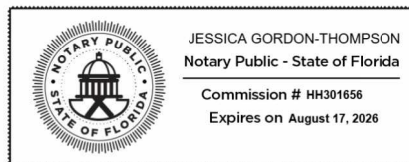
1. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
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, July 11, 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: **07/13/2026**

J. Ra

Notary Public
Notarized remotely online using communication technology via Proof.

CITY OF BEMIDJI PLANNING AND ZONING COMMISSION

NOTICE OF PUBLIC HEARINGS & MEETINGS

NOTICE IS HEREBY GIVEN, that on **Thursday, July 23, 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):

Rezoning Request & Concept Planned Unit Development Request: - Erika Bailey-Johnson representing Sacred Bundle Inc., is requesting a Land Use Map Amendment (Rezoning) 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.

All interested parties are invited to attend the public hearing(s) and comment on the proposal(s). If you are unable to attend in person, comments can be submitted by email to SGAdmin@ci.bemidji.mn.us (preferred method), letter, or phone call to the Planning and Zoning Department. Call 218-759-3579 or visit our website at www.ci.bemidji.mn.us for more information. If possible, your written comments should be submitted by **Friday, July 17, 2026**, so they may be incorporated into the staff report to the Planning Commission. (Jul. 11, 2026)

July 10, 2026

Melissa Fahrenbruch
Assistant Planning Director
City of Bemidji
317 4th St. NW
Bemidji, MN 56601

RE: C.S. 0416, RP 05.300, TH 197
National Bank of Commerce CUP
Bemidji, Minnesota

Dear Ms. Fahrenbruch,

Thank you for the opportunity to review and provide comments on the plans for National Bank of Commerce Conditional Use Permit (CUP) located at (PIN 800302600) abutting State Highway 197 in Bemidji. The Minnesota Department of Transportation (MnDOT) has reviewed the above referenced (CUP) and would like to offer the following comments:

1. MnDOT recommends that the site plan be re-developed so the property is served by a single ingress/egress access to State Highway 197, and that the second access be removed.
 - a. This is consistent with the corridor study completed in January 2022, [Hwy 197 Bemidji - MnDOT](#). As demonstrated during the State Highway 197 corridor study plans, consolidating access points and aligning them across from each other will improve traffic flow, traffic safety, as well as non-motorized user safety and comfort for those traveling the corridor.
 - b. This segment of State Highway 197 is tentatively scheduled for construction in the 2033 timeframe of MnDOT's 10-year plan.
2. Any proposed signage for this property cannot be located below, at, or above ground level within State Highway 197 right of way.
3. A permit is required to perform any work with-in the State Highway 197 right of way. The property owner shall contact Shawn Carlson, MnDOT District 2 Permits, at 218-755-6578 or by email at shawn.carlson@state.mn.us to initiate a permit request.
4. MnDOT would appreciate the city scheduling a meeting with First National Bank, HTG Architects, National Bank of Commerce, and MnDOT to discuss this project.

If you have any further questions or comments, please call me at 218/553-3790 or email me at troy.schroeder@state.mn.us

Sincerely,

Troy Schroeder
District 2 Senior Planner

ECC: Michelle Rognerud, MnDOT District 2 Traffic Engineer
Matt Upgren, MnDOT District 2 Project Manager
Jon Mason, MnDOT District 2 Planning Director
Shawn Carlson, MnDOT District 2 Permits
Josh Dickerson, MnDOT District 2 Land Management
Jamin Carlson, Planning Director, City of Bemidji
Sam Anderson, Bemidji City Engineer/Public Works Director

Jamin Carlson

From: Ryan Welle <RWelle@fnbbemidji.com>
Sent: Tuesday, July 7, 2026 2:56 PM
To: rschramm@htg-architects.com
Cc: Hugh Welle; Jamin Carlson; Melissa Fahrenbruch; Ryan Welle
Subject: 1260 Paul Bunyan Dr, Bemidji MN
Attachments: SKM_C65826070715320.pdf; Document A000496645.pdf

[EXTERNAL]

Dear Mr. Schramm:

Please find the attached letter and supporting documentation regarding your Conditional Use Permit application, SUP-2026-0005.

I look forward to your response.

Ryan Welle
President
First National Bank Bemidji
218.333.4314

July 7, 2026

Russ Schramm, Sr. Project Manager
HTG Architects
1010 Mainstreet, Suite 100
Hopkins, MN 55343

Re: 1260 Paul Bunyan Dr NW, Bemidji, MN (SUP-2026-0005) – Recorded Ingress/Egress Easement in Favor of First National Bank of Bemidji

Dear Mr. Schramm:

It has come to our attention that HTG Architects, on behalf of National Bank of Commerce (“NBC”) has submitted an application to the City of Bemidji (SUP-2026-0005) proposing to remodel and construct an addition to the bank facility at 1260 Paul Bunyan Dr NW, and that this matter is scheduled for a Planning and Zoning Commission hearing on July 23, 2026.

First National Bank of Bemidji (“FNB Bemidji”) previously conveyed this property to Riverwood Bank in 2009. In connection with that conveyance, FNB Bemidji retained, and continues to hold, a recorded easement for ingress and egress over portions of the property (recorded as Document No. A000496645, Beltrami County Recorder), for the benefit of FNB Bemidji's adjoining property. We are frankly surprised that neither NBC nor HTG Architects has contacted FNB Bemidji regarding this recorded interest before submitting a site plan that directly affects it.

We have reviewed the site plan and related civil and landscape drawings submitted with the application. As currently designed, the proposed improvements interfere with FNB Bemidji's easement in multiple respects, including along the west easement and curb line, through encroachment of parking stalls to the south, through the proposed islands, and curb line to the east. The site plan cannot be implemented as drawn without infringing on FNB Bemidji's recorded property interest.

This letter is intended to place NBC and HTG Architects on notice of FNB Bemidji's recorded property interest. It is not intended as, and should not be construed as, a waiver of any right or remedy available to FNB Bemidji. If we are unable to reach a mutually acceptable resolution, FNB Bemidji intends to preserve and, if necessary, fully enforce its easement rights permitted by law, including through objection to the pending application and, if necessary, legal action. We would very much prefer to avoid that outcome.

We are copying the City of Bemidji Planning Department on our comments in response to its July 6, 2026 notice, and are requesting that any approval of SUP-2026-0005 be conditioned on resolution of this matter prior to construction. We would welcome a call this week to discuss a path forward, given the July 23, 2026 hearing date.

Respectfully,



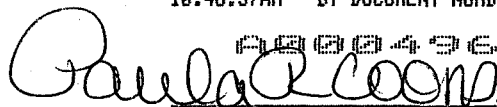
Ryan Welle
President
First National Bank of Bemidji
218.333.4314

cc: Jamin Carlson, Planning Director, City of Bemidji
Melissa Fahrenbruch, Planner, City of Bemidji
Hugh Welle, CEO, First National Bank of Bemidji

DK4C

OFFICE OF COUNTY RECORDER
COUNTY OF BELTRAMI, MINNESOTA

THIS IS TO CERTIFY
THAT THIS INSTRUMENT
WAS FILED IN THIS
OFFICE ON 09/15/2009 AT
10:48:37AM BY DOCUMENT NUMBER

 0909496645
DEPUTY

CHARLENE D. STURK
COUNTY RECORDER

PAGES: 9

DECLARATION OF EASEMENTS, COVENANTS, AND RESTRICTIONS

This Declaration of Easements, Covenants, and Restrictions (the "Declaration") is made and entered into this 14th day of September, 2009, by and between The First National Bank of Bemidji, a national banking association organized and existing under the laws of the United States (herein "First National Bank"), and RiverWood Bank, a federal savings bank (herein "RiverWood").

RECITALS

A. First National Bank is the owner of that certain real property located in Beltrami County, Minnesota, legally described as follows:

The South 250 feet of Lot Four (4), Block Five (5), Pine Ridge Addition to Bemidji;
(herein the "South Parcel").

B. RiverWood Bank is the owner of that certain property located in Beltrami County, Minnesota, legally described as follows:

Lot Four (4), Block Five (5), Pine Ridge Addition to Bemidji, less the South 250 feet thereof;
(herein the "North Parcel").

C. Declarants desire to impose certain easements upon the Parcels and to establish certain covenants, and restrictions with respect to the Parcels, for the mutual and reciprocal benefit and complement of the Parcels and the present and future owners and occupants thereof, on the terms and conditions herein set forth.

NOW, THEREFORE, in consideration of the above premises and of the covenants herein contained, the Declarants do hereby declare that the Parcels and all present and future owners and occupants of the Parcels shall be and hereby are subject to the terms, covenants, easements, and restrictions hereinafter set forth in this Declaration, so that said Parcels shall be maintained, kept, sold, and used in full compliance with and subject to this Declaration and, in connection therewith, Declarants covenant and agree as follows:

AGREEMENTS

1. Definitions. For purposes hereof:

A. The "Declarant" or "Declarants" shall mean The First National Bank of Bemidji, a national banking association organized and existing under the laws of the United States, and RiverWood Bank, a federal savings bank.

B. The term "Parcels" shall mean both the North Parcel and South Parcel, as described above.

C. The term "Survey" shall mean the survey of the Parcels attached hereto as Exhibit A and by reference made a part hereof. Except as may be otherwise provided in this Declaration, the survey is for identification purposes only.

D. The term "Owner" or "Owners" shall mean the Declarants and any and all successors or assigns of such entities as the owner or owners of fee simple title to all or any portion of the real property conveyed hereby, whether by sale, assignment, inheritance, operation of law, trustee's sale, foreclosure, or otherwise, but not including the holder of any lien or encumbrance on such real property.

E. The term "Permitees" shall mean the tenant(s) or occupant(s) of a Parcel, and the respective employees, agents, contractors, customers, invitees, and licensees of (i) the owner of such parcel and/or (ii) such tenant(s) or occupant(s).

2. Easements.

2.1 Grant of Reciprocal Easements.

A. 30-foot Wide Easement for Benefit of North Parcel.
First National Bank hereby grants to RiverWood Bank, for the benefit of the North Parcel, a perpetual, non-exclusive easement for ingress to and egress from the North Parcel, and for utilities, over and across the following described property:

A 30.00 foot wide easement for ingress and egress over and across the South 250 feet of Lot Four (4), Block Five (5), Pine Ridge Addition to Bemidji, the centerline of said easement is described as follows: Commencing at the southeast corner of said Lot 4, Block 5; thence North 89°45'42" West, bearing assumed, along the south line of said Lot 4, Block 5, a distance of 15.00 feet to the point of beginning of the centerline to be described; thence North 0°21'54" East a distance of 164.75 feet; thence northerly along a tangential curve concave to the west, radius of 200.00 feet, central angle

of 11°26'45" a distance of 39.95 feet; thence North 11°04'51" West tangent to said curve, a distance of 46.46 feet, more or less, to the intersection with the north line of the South 250 feet of said Lot 4, Block 5, and said centerline there terminating.

B. 12-foot Wide Ingress Easement for Benefit of South Parcel. RiverWood Bank hereby grants to First National Bank, for the benefit of the South Parcel, a perpetual, non-exclusive easement for ingress only, over and across the following described property:

A 12.00 foot wide easement for ingress over and across Lot Four (4), Block Five (5), Pine Ridge Addition to Bemidji, less the South 250 feet thereof, the centerline of said easement is described as follows: Commencing at the southeast corner of said Lot 4, Block 5; thence North 89°45'42" West, bearing assumed, along the south line of said Lot 4, Block 5, a distance of 15.00 feet; thence North 0°21'54" East a distance of 164.75 feet; thence northerly along a tangential curve concave to the west, radius of 200.00 feet, central angle of 11°26'45" a distance of 39.95 feet; thence North 11°04'51" West tangent to said curve, a distance of 46.46 feet, more or less, to the intersection with the north line of the South 250 feet of said Lot 4, Block 5, and the point of beginning of the centerline to be described; thence continuing North 11°04'51" West a distance of 9.65 feet; thence northerly and westerly along a tangential curve concave to the southwest, radius 30.00 feet, central angle of 78°26'44" a distance of 41.07 feet; thence North 89°31'35" West tangent to said curve, a distance of 70.26 feet; thence westerly and northerly along a tangential curve concave to the northeast, radius of 20.00 feet, central angle of 89°57'44" a distance of 31.40 feet; thence North 00°26'09" East tangent to said curve, a distance of 152.60 feet; thence North 00°22'30" East a distance of 103.22 feet; thence North 19°51'02" East a distance of 65.03 feet, more or less, to the intersection with the north line of said Lot 4, Block 5, and said centerline there terminating.

C. 12-foot Wide Egress Easement for Benefit of South Parcel. RiverWood Bank hereby grants to First National Bank, for the benefit of the South Parcel, a perpetual, non-exclusive easement, for egress only, over and across the following described property:

A 12.00 foot wide easement for egress over and across Lot Four (4), Block Five (5), Pine Ridge Addition to Bemidji, less the South 250 feet thereof, the centerline of said easement is described as follows: Commencing at the southeast corner of said Lot 4, Block 5; thence North 89°45'42" West, bearing assumed, along the south line of said Lot 4, Block 5, a distance of 15.00 feet; thence North 0°21'54" East a distance of 164.75 feet; thence northerly along a tangential curve concave to the west, radius of 200.00 feet, central angle of 11°26'45" a distance of 39.95 feet; thence North 11°04'51" West tangent to said curve, a distance of 46.46 feet, more or less, to the intersection with the north line of the South 250 feet of said Lot 4, Block 5, and the point of beginning of the centerline to be described; thence continue North 11°04'51" West a distance of 20.21 feet; thence North 00°05'56" West a distance of 132.87 feet; thence North 13°04'52" East a distance of 27.40 feet; thence North 00°48'20" East a distance of 111.01 feet; thence North 6°15'33" West a distance of 40.22 feet; thence North 21°37'43" East a distance of 3.70 feet, more or less, to the intersection with the north line of said Lot 4, Block 5, and said centerline there terminating.

2.2 Indemnification. Each Owner, having rights with respect to an easement granted hereunder, shall indemnify and hold each other Owner whose parcel is subject to the easement harmless from and against all claims, liabilities, and expenses (including reasonable attorney's fees) relating to accidents, injuries, loss, or damage of or to any person or property arising from the negligence, intentional, or willful acts or omissions of such Owner, its contractors, employees, agents, or others acting on behalf of such Owner.

2.3 Reasonable Use of Easements.

A. The easements herein above granted shall be used and enjoyed by each Owner and its Permittees in such a manner so as not to unreasonably interfere with, obstruct, or delay the conduct and operations of the business of any other Owner or its Permittees at any time conducted on its Parcel, including, without limitation, public access to and from said business.

3. Maintenance.

3.1 Easements. Except as more specifically set forth below, until such time as First National Bank, its successors or assigns, substantially uses any portion of the South Parcel, the Owner of the North Parcel shall maintain the easement areas as set forth in paragraph 2 hereof, which

maintenance shall include maintaining the easement in good order, condition, and repair, including snow removal. Maintenance of the easement areas, as set forth in paragraph 2 shall also include, without limitation, maintaining and repairing all sidewalks and the surface of the parking and roadway areas, removing all papers, debris, and other refuse from and periodically sweeping all parking and road areas to the extent necessary to maintain the same in a clean, safe, and orderly condition, maintaining marking, directional signs, lines and striping, as needed, maintaining landscaping, maintaining signage in good condition and repair, and performing any and all such other duties as are necessary to maintain the easement areas in a clean, safe, and orderly condition. At such time as First National Bank, its successors or assigns, substantially use the easement areas as set forth in paragraph 2 herein, the maintenance responsibilities as set forth above for the easement areas shall revert to the Owner of each respective parcel. Further, any damage to or destruction of all or a portion of the easement area on any parcel resulting from an Owner's use of said easement areas, shall be repaired, restored and rebuilt to its condition prior to such damage or destruction at the sole cost and expense of the Owner who caused the damage or created the need for repairs.

4. Restrictive Covenants.

A. First National Bank agrees that for a period of thirty (30) years from the date hereof, it, or its successors in interest or assigns, will not use the South Parcel for a banking facility that is regularly engaged in direct on-site contact with customers. Said restrictive covenant shall run with the land to the benefit of the owner of the North Parcel. Said restrictive covenant shall lapse if RiverWood's successor in interest is not a financial services institution.

B. First National Bank agrees that as long as it is the owner of the South Parcel, it will not place any signage on the South Parcel advertising First National Bank's other business locations or directing customers to one of First National Bank's other locations.

5. Sign Easement. First National Bank, as owner of the South Parcel, hereby grants, for the benefit of the North Parcel, a perpetual, non-exclusive easement for the installation, operation, maintenance, repair, and replacement of a sign on the southerly portion of the South Parcel, which sign shall be located within the easement area, as more specifically set forth in paragraph 2.1(a) herein. If the sign cannot be located within said easement area due to any requirements of the City of Bemidji, First National Bank agrees to expand the sign easement area, only so such as is needed, to meet the minimum area required by the City of Bemidji or any other governmental authority. The easement and covenant contemplated hereby shall include a non-exclusive easement and covenant burdening the South Parcel and benefitting the North Parcel for access to, and for the installation, maintenance, replacement, repair, and use of any pipes, electrical wires, lines, or other equipment used in the operation of the signage erected within the signage area. The construction, installation, maintenance, repair, or replacement of any signage utilities to be constructed, installed, maintained, repaired, or replaced pursuant to the provisions of this Agreement must be in compliance with any requirements of the City of Bemidji, and all pipes, wires, lines, conduits, and related equipment will be installed underground and will be installed, operated, and maintained in a manner which will not unreasonably interfere with the use of the South Parcel.

6. No Rights in Public; No Implied Easements. Nothing contained herein shall be construed as creating any rights in the general public, or as dedicating for public use, any portion of the Parcels. No easements, except those expressly set forth in paragraph 2, shall be implied by this Declaration.

7. Remedies and Enforcement.

7.1 All Legal and Equitable Remedies Available. In the event of a breach, or threatened breach, by any Owner or its Permittees of any of the terms, covenants, or restrictions hereof, the other Owner shall be entitled forthwith to full and adequate relief by injunction and/or all such other available legal and equitable remedies for the consequences of such breach, including, but not limited to, specific performance.

7.2. Remedies Cumulative. The remedies specified herein shall be in addition to all other remedies permitted at law or in equity.

8. Term. The easements, covenants, and restrictions contained in this Declaration shall be effective commencing on the date of recordation of this Declaration in the office of the Beltrami County recorder, and shall remain in full force and effect thereafter in perpetuity, unless this Declaration is modified, amended, canceled, or terminated by the written consent of all then record owners of the Parcels in accordance with paragraph 9.2 hereof.

9. Miscellaneous.

9.1 Attorney's Fees. In the event a party institutes any legal action or proceeding for the enforcement of any right or obligation herein contained, the prevailing party, after a final adjudication, shall be entitled to recover its costs and reasonable attorney's fees incurred in the preparation and prosecution of such action or proceeding.

9.2. Amendment. Declarants agree that the provisions of this Declaration may be modified or amended, in whole or in part, or terminated, only by the written consent of all record Owners of the Parcels, evidenced by a document that has been fully executed and acknowledged by all such record Owners and recorded in the official records of the county recorder of Beltrami County, Minnesota.

9.3 No Waiver. No waiver of any default of any obligation by any Owner or other party bound hereunder shall be implied from any omission by the other Owner or other party with rights hereunder to take any action with respect to such default.

9.4 No Agency Nothing in this Declaration shall be deemed or construed to create the relationship of principal and agent or of limited or general partners or of joint ventures or of any other association between the Owners or Declarants.

9.5 Covenants to Run with Land. It is intended that each of the easements, covenants, restrictions, rights, and obligations set forth herein shall run with the land and create equitable servitudes in favor of the real property benefitted thereby, shall bind every Owner and/or every other person or entity now or hereafter having any fee, leasehold, or other interest therein, and

shall inure to the benefit of the respective parties and their successors, assigns, heirs, and personal representatives.

9.6 Grantee's Acceptance. The grantee of any Parcel or any portion thereof, by acceptance of a deed conveying title thereto or the execution of a contract for the purchase thereof, whether from an original Owner or from a subsequent owner of such Parcel, shall accept such deed or contract upon and subject to each and all of the easements, covenants, restrictions, and obligations contained herein. By such acceptance, any such grantee shall for himself and his successors, assigns, heirs, and personal representatives, covenant, consent, and agree to and with the other Owner, to keep, observe, comply with, and perform the obligations and agreements set forth herein with respect to the property so acquired by such grantee.

9.7 Severability. Each provision of this Declaration and the application thereof to each Parcel are hereby declared to be independent of and severable from the remainder of this Declaration, if any provision contained herein shall be held to be invalid or to be unenforceable or not to run with the land, such holding shall not affect the validity or enforceability of the remainder of this Declaration. In the event the validity or enforceability of any provision of this Declaration is held to be dependent upon the existence of a specific legal description, the parties agree to promptly cause such legal description to be prepared. Ownership of both Parcels by the same person or entity shall not terminate this Declaration nor in any manner affect or impair the validity or enforceability of this Declaration.

9.8 Entire Agreement. This Declaration contains the complete understanding and agreement of the parties hereto with respect to all matters referred to herein, and all prior representations, negotiations, and understanding are superseded hereby.

9.9 Governing Law. The laws of the state in which the Parcels are located shall govern the interpretation, validity, performance, and enforcement of this Declaration.

IN WITNESS WHEREOF, Declarants have executed this Declaration as of the date first written above.

THE FIRST NATIONAL BANK OF BEMIDJI

By Thomas E. Welle
Thomas E. Welle, President

By Hugh Welle
Hugh Welle, Vice President

RIVERWOOD BANK

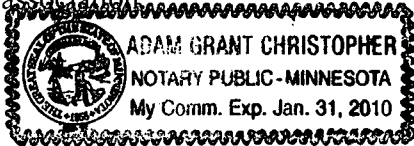
By David Landgrebe
David Landgrebe, President

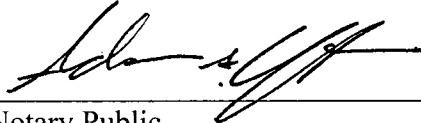
STATE OF MINNESOTA

SS.

COUNTY OF BELTRAMI

The foregoing instrument was acknowledged before me this 14th day of September, 2009, by Thomas E. Welle and Hugh Welle, the President and Vice President of The First National Bank of Bemidji, a national banking association organized and existing under the laws of the United States, on behalf of the association.



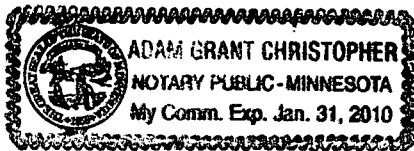

Notary Public

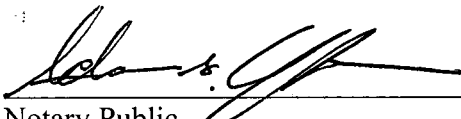
STATE OF MINNESOTA

SS.

COUNTY OF BELTRAMI

The foregoing instrument was acknowledged before me this 14th day of September, 2009, by David Landgrebe, the President of RiverWood Bank, a federal savings bank, on behalf of the bank.



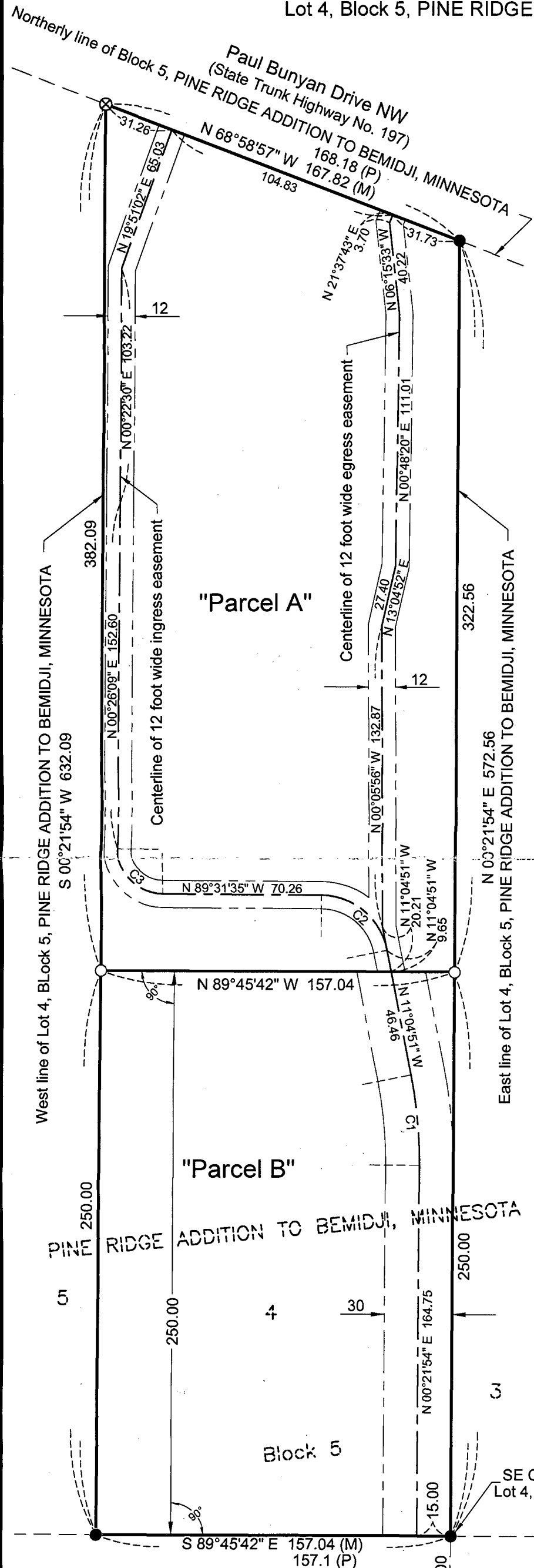

Notary Public

THIS INSTRUMENT DRAFTED BY:
DRAHOS KIESON & CHRISTOPHER, P.A.
Attorneys at Law
502 - 24th Street NW
Bemidji, MN 56601
(218) 444-1750

F:\ADKC\SAVEDOCS\rec09\FNB-RB-FRA.wpd (ajp)

CERTIFICATE OF SURVEY

Lot 4, Block 5, PINE RIDGE ADDITION TO BEMIDJI, MINNESOTA



30 foot wide easement for benefit of Parcel A:

A 30.00 foot wide easement for ingress and egress, over and across the South 250 feet of Lot 4, Block 5, Pine Ridge Addition to Bemidji, Minnesota, according to the recorded plat thereof, the centerline of said easement is described as follows: Commencing at the southeast corner of said Lot 4, Block 5; thence North 89°45'42" West, bearing assumed, along the south line of said Lot 4, Block 5 a distance of 15.00 feet to the point of beginning of the centerline to be described; thence North 0°21'54" East a distance of 164.75 feet; thence northerly along a tangential curve concave to the west, radius of 200.00 feet, central angle of 11°26'45" a distance of 39.95 feet; thence North 11°04'51" West, tangent to said curve, a distance of 46.46 feet, more or less, to the intersection with the north line of the south 250 feet of said Lot 4, Block 5 and said centerline there terminating.

12 Foot wide ingress easement for benefit of Parcel B:

A 12.00 foot wide easement for ingress over and across Lot 4, Block 5, Pine Ridge Addition to Bemidji, Minnesota, according to the recorded plat thereof, less the South 250 feet thereof, the centerline of said easement is described as follows: Commencing at the southeast corner of said Lot 4, Block 5; thence North 89°45'42" West, bearing assumed, along the south line of said Lot 4, Block 5 a distance of 15.00 feet; thence North 0°21'54" East a distance of 164.75 feet; thence northerly along a tangential curve concave to the west, radius of 200.00 feet, central angle of 11°26'45" a distance of 39.95 feet; thence North 11°04'51" West, tangent to said curve, a distance of 46.46 feet, more or less, to the intersection with the north line of the south 250 feet of said Lot 4, Block 5 and the point of beginning of the centerline to be described; thence continuing North 11°04'51" West a distance of 9.65 feet; thence northerly and westerly along a tangential curve concave to the southwest, radius 30.00 feet, central angle of 78°26'44" a distance of 41.07 feet; thence North 89°31'35" West, tangent to said curve, a distance of 70.26 feet; thence westerly and northerly along a tangential curve concave to the northeast, radius of 20.00 feet, central angle of 89°57'44" a distance of 31.40 feet; thence North 00°26'09" East, tangent to said curve, a distance of 152.60 feet; thence North 00°22'30" East a distance of 103.22 feet; thence North 19°51'02" East a distance of 65.03 feet, more or less, to the intersection with the north line of said Lot 4, Block 5 and said centerline there terminating.

12 Foot wide egress easement for benefit of Parcel B:

A 12.00 foot wide easement for egress over and across Lot 4, Block 5, Pine Ridge Addition to Bemidji, Minnesota, according to the recorded plat thereof, less the South 250 feet thereof, the centerline of said easement is described as follows: Commencing at the southeast corner of said Lot 4, Block 5; thence North 89°45'42" West, bearing assumed, along the south line of said Lot 4, Block 5 a distance of 15.00 feet; thence North 0°21'54" East a distance of 164.75 feet; thence northerly along a tangential curve concave to the west, radius of 200.00 feet, central angle of 11°26'45" a distance of 39.95 feet; thence North 11°04'51" West, tangent to said curve, a distance of 46.46 feet, more or less, to the intersection with the north line of the south 250 feet of said Lot 4, Block 5 and the point of beginning of the centerline to be described; thence continue North 11°04'51" West a distance of 20.21 feet; thence North 00°05'56" West a distance of 132.87 feet; thence North 13°04'52" East a distance of 27.40 feet; thence North 00°48'20" East a distance of 111.01 feet; thence North 6°15'33" West a distance of 40.22 feet; thence North 21°37'43" East a distance of 3.70 feet, more or less, to the intersection with the north line of said Lot 4, Block 5 and said centerline there terminating.

"Parcel A" Property Description (Microfilm No. 287113):

Lot 4, Block 5, Pine Ridge Addition to Bemidji, Minnesota, less the South 250 feet thereof; subject to easements, restrictions and reservations of record.

"Parcel B" Property Description (Microfilm No. 287113):

The South 250 feet of Lot 4, Block 5, Pine Ridge Addition to Bemidji, Minnesota. Subject to easements, restrictions and reservations of record.

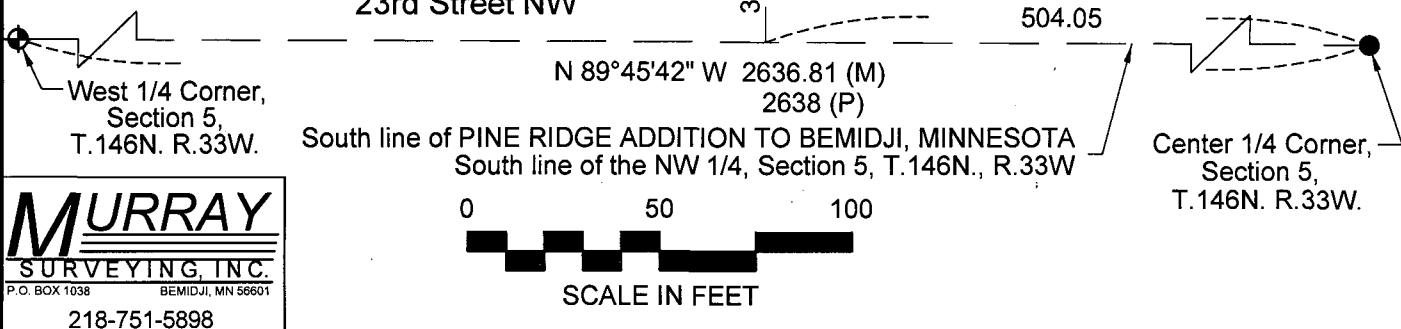
CURVE TABLE

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	200.00	39.95	39.89	S 05°21'29" E	11°26'45"
C2	30.00	41.07	37.94	S 50°18'13" E	78°26'44"
C3	20.00	31.40	28.27	S 44°32'43" E	89°57'44"

LEGEND

- Denotes 1/2 inch capped iron pipe marked 15483, set
- Denotes 1/2 inch capped iron pipe marked 15483, found
- ⊕ Denotes cast iron monument, found
- ⊗ Denotes 3/4 inch iron monument, found

Bearing system based on the south line of Lot 4, Block 5, having an assumed bearing of South 89°45'42" East.



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

Robert W. Murray
ROBERT W. MURRAY REGISTRATION NO. 15483
DATE: 08-30-09 FILE NO. 09-81

MURRAY
SURVEYING, INC.
P.O. BOX 1038 BEMIDJI, MN 56601
218-751-5898



PLANNING BOARD AGENDA ITEM

Meeting Date: Monday, August 10, 2026

**Action Requested: Discussion for Moratorium on Data Center Development
(all sizes) and Currency/Data Mining Facilities**

Prepared By: Melissa Fahrenbruch, Assistant Planning Director

Reviewed By: Jamin Carlson, Planning Director

The City of Bemidji was mentioned as a potential site of a data center according to several media news articles in early 2026, though no discussions had occurred with the city. Staff have been receiving comments and concerns from the community and City commissions asking that we investigate the issue. The City is home to a local data facility at Paul Bunyan Communications providing off-site backup, storage, and primary or multi-site colocation space for regional businesses according to their website. This is not the data center type that has been in the news.

This discussion would direct staff to draft a temporary Moratorium on Data Center Development of all sizes and Currency/Data Mining Facilities for one (1) year, to research this subject and provide suggested code regulations.

Recommendation:

Direct staff to draft a temporary Moratorium on Data Center Development (all sizes) and Currency/Data Mining Facilities for one year and study how these uses would affect Bemidji's economy, water, energy, health and safety.



PLANNING BOARD AGENDA ITEM

Meeting Date: Monday, August 10, 2026

Action Requested: Discussion Process for updating the Development Ordinance

Prepared By: Melissa Fahrenbruch, Assistant Planning Director

Reviewed By: Jamin Carlson, Planning Director

The City of Bemidji adopted the current Planning & Zoning Ordinance, and it requires much needed updating. The Ordinance was transferred from the old JPB into the City without any changes due to time constraints. The last full Ordinance update was performed in 2018 and took approximately nine (9) months to complete under the JPB entity. The Ordinance only had minimal changes like replacing JPB language with board or council and other needed changes to accomplish the JPB dissolution. Since then, however, there have been updates to the Ordinance such as the cannabis section and map changes to name a few. This Ordinance was created with other jurisdictions and requirements involved. Planning staff and other stakeholders see the need for a full update of the Ordinance that reflects the current and future needs of the City of Bemidji. The Planning Commission is tasked with gathering public input and making recommendations to the Planning Board for any updating/changes to the Ordinance.

The City Council in 2024 guided city staff to update the Comprehensive Plan before updating the full Development Code. This timeline has left those issues with the Ordinance in place. During a planning case in July of 2026, a late letter was sent to the Planning Board, and it was discussed to possibly update the development code. It was requested to have further discussions on the matter at the next board meeting.

The planning attorney expressed concerns about the potential for significant, unintended consequences if the proposed interim regulations are not targeted at specific standards the Planning Board desires to temporarily relax.

Recommendation:

Authorize planning staff and Planning Commission to start the Ordinance update.



The new Les Schwab Tire Center located at 750 Paul Bunyan Dr. Photo Credit: Planning Dept.

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



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

Planning & Zoning News

Update The solar project that was made possible through the State of Minnesota's Solar on Public Buildings Grant on the five city building locations is nearing completion. Currently the Water Treatment Plant (3115 Gillett Dr. NW [not available to the public]), Warming House (1224 23rd St. NW), Fire Station 2 (312 Lake Ave SE), and the Sanford Center (1111 Event Center Dr. NE) solar arrays are currently online and producing power. The Nielson Riese Building for the Curling Club (1230 23rd St NE) is waiting on a back ordered transformer that is the last part to be able to get the solar array completed. The final portion of the project will be the fencing that will be placed around all the ground mount systems, excluding the Water Plant as that system is on the roof of the main building.

Upcoming Planning Cases (No submissions for August/September)

Since there were no planning cases submitted at the end of July, planning staff will be preparing for a planning commission meeting. The planning board will be potentially giving direction on Ordinance updates/changes so staff can research for subjects like data centers.

At the last planning board meeting (7/13/26) an item was added to the agenda to have a discussion on parts of the Ordinance (performance standards) at an upcoming planning board meeting. The Planning Board may give planning staff direction on the areas they would like to see researched and sent on to the Planning Commission for public input and review. This process usually involves recommended changes/additions that are then sent to the commission and then to the board. The board may want additional changes that are then sent back to the planning commission for more research and public input.

The following is from Article one of Chapter 28 of the Development Code for reference to the reasoning for an Ordinance within the City of Bemidji:

Sec. 28-3. - Intent and purpose.

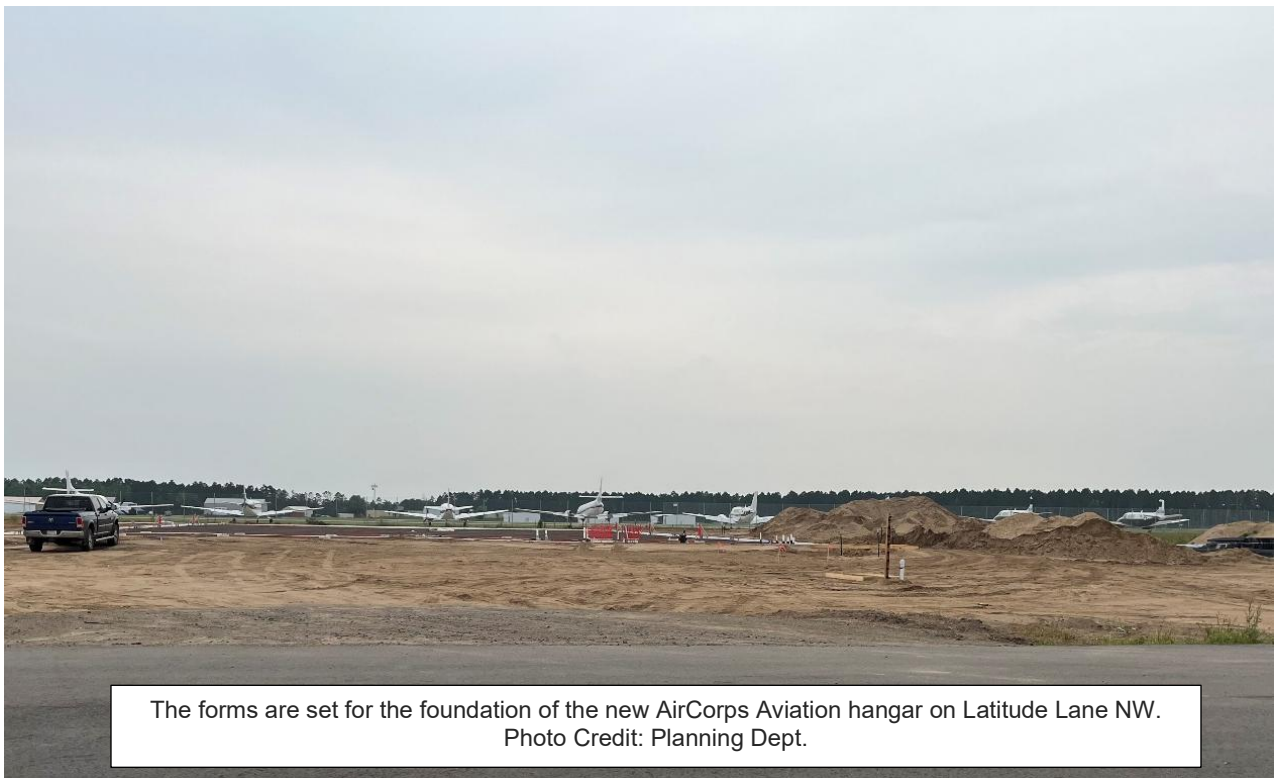
This development code is intended to serve the following purposes:

Protecting the public health, safety, comfort, convenience and general welfare of the city;

- (b) To guide the future growth and development of the city in accordance with the comprehensive plan, including various elements and/or other plans adopted by the city council;*
- (c) Protecting and preserving the natural environment of the city;*
- (d) To promote and maintain the Northwoods Character of the community;*
- (e) To protect and conserve the value of land throughout the city, and the value of buildings appropriate to the various districts established by this development code; To provide adequate light, air, and privacy, to secure safety from fire, flood and other danger, and to prevent overcrowding and undue congestion of land and population;*
- (g) To bring about the gradual conformity of the uses of land and buildings throughout the city through the zoning regulations set forth in this development code, and to minimize the conflicts among the uses of land and buildings;*
- (h) To promote the beneficial and safe interaction between the use of land, buildings, and people for the circulation of vehicular, bicycles, and pedestrian traffic, including active transportation and complete streets, throughout the city;*
- (i) To provide a guide for public policy and action in the efficient provision of public facilities and services and for private enterprises in building development, investment and other economic activity relating to uses of land, buildings, and active transportation throughout the city; and,*
- (j) For the purpose of preserving and enhancing the quality of surface waters, preserving the economic and natural environmental values of shore lands, and providing for the wise utilization of waters and related land resources.*
- (k) To improve and promote the delivery of aviation and airport passenger services by prevention of airport hazards through regulation of adjacent land use, height of structures and trees, and the density of population on lands within airport hazard areas adjacent to the Bemidji Regional Airport.*



The backside of Les Schwab Tire Center off Delton Ave NW. Photo Credit: Planning Dept.



The forms are set for the foundation of the new AirCorps Aviation hangar on Latitude Lane NW.
Photo Credit: Planning Dept.

Permit/License Activity Items	Totals (Issued since 1/1/2026)
Planning Cases (Variances, CUPs, IUPs, Rezones, PUDs, & Plats)	16
Sign Permits	35
Lot Combinations/Realignments/Divisions Permits	11
Environmental Alteration Permits (Tree/Shoreland)	5
Temporary Storage Containers/Semi-Trailer Permits	13
Animals/Home Occupation/Fence/Land Use Permits	31
Site Plans Reviews/ Zoning Verification Letters	61
PERMIT/LICENSE ACTIVITY * As of August 4 th , 2026	172

IMPORTANT NOTICE

- The Planning Board meeting scheduled for Monday, August 10th, 2026, at 5:30 p.m. will be held at City Hall Council Chambers.
- The Planning Commission meeting scheduled for Thursday, August 27th, 2026, at 5:30 p.m. will be held at City Hall Council Chambers

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	11	12	13	14	15
Board						
16	17	18	19	20	21	22
23	24	25	26	27	28	29
				Commission		
30	31	1	2	3	4	5

September 2026

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



Planning & Zoning Department

Site Analyst & Enforcement Activities for July 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 underway.
- **AT&T Tower (Bardwell Dr NW)** Site plan review completed. Construction appears complete. Landscape survivability reviewed 8/4/2026. One required tree is dead, and ground cover has not been adequately established. DA review will be issued.
- **Battery Warehouse Inc. (Gillette Dr)** Construction complete and the businesses are open. Landscape survivability was reviewed 8/4/2026. All required trees look good. Vegetative ground cover has not been established. DA review will be issued.
- **Beltrami County Adult Corrections Center (Pioneer St SE)** The development agreement has been completed and signed. Under construction.
- **Bemidji Marine (Laurel Dr NW)** Site plan review submitted for new storage building. Construction completed. Paving and landscaping still need to be completed.
- **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 review started 4/13/2026.
- **Border States (Cooperative Ct)** Construction completed, business open. Landscape survivability reviewed 8/4/2026. **CLOSED**
- **Chipotle (Paul Bunyan Dr NW)** Property has been purchased, and the developers have been working with MNDOT regarding the shared access.
- **Dale Schmidt Agency (Washington Ave S)** Project reviewed on 8/4/2026. Landscaping is complete and will be reviewed on or after October 15, 2026 for survivability.
- **Glass Doctor (24th St NW)** Construction complete, business open with a temporary CO. Landscaping remains to be completed. Paving and striping complete but agreed upon curbing was not installed.
- **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)** Project reviewed 7/17/2026. Paving, striping, and required curbing complete. Trees look good. Vegetative cover lacking on a portion of the lot. DA review issued and landscaping will be reviewed again on or after 10/1/2026.
- **Les Schwab Tire Centers (Paul Bunyan Dr)** Site Plan Review complete. Development Agreement signed and construction is underway.



Planning & Zoning Department

Site Analyst & Enforcement Activities for July 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 and construction is underway.
- **Peterson Sheet Metal (Bemidji Ave N)** Contractor shop. Site Plan Review completed. Construction underway.
- **People's Church (America Ave NW)** – Planning action and DA reviewed 7/22/2026. The DA was extended following owner's request to allow more time to complete landscaping and trash enclosure.
- **Pizza Ranch (Paul Bunyan Dr)** Landscape survivability reviewed 8/4/2026. Vegetative cover has come in to meet the minimum coverage requirements. Four of the trees required are dead, though. A planning action review will be issued.
- **Rohde Feed & Garden (Washington Ave S)** Plan review complete, DA signed. Construction underway.
- **Security Bank Parking Lot Redevelopment (Paul Bunyan Dr)** Project complete. Landscape survivability was reviewed 8/4/2026. **CLOSED**
- **Skips (Paul Bunyan Dr)** Settlement agreement finalized and will be forwarded to City Council for approval. Trees were noted to have been planted on 8/5/2026. Twelve-month survival is required and will be reviewed in August 2027.
- **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.



Les Schwab construction site, August 4, 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 completed. Will review landscaping in coming weeks.
- **Beberg (Bemidji Ave N)** Site plan review for new duplex completed 6/9/2026, construction to begin soon.
- **Carlson (Fern St NW)** Site plan review was completed 12/6/2024 – owners have placed project on hold.
- **Fletcher (Birchmont Dr NE)** Site plan review completed for new house construction 10/9/2024. Construction is ongoing.
- **Fredrick (White Birch Ave NE)** Site plan review submitted 8/5/2026.
- **Guest (15th St NW)** Site plan for single family home approved 6/22/2026, construction underway.
- **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.
- **Habitat for Humanity (Lincoln Ave SE)** Site plan for single family home approved 6/17/2026, construction is underway.
- **Habitat for Humanity (Lake Ave SE)** site plan for single family home approved 7/22/2026, 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 for single family home 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 for single family home completed 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. **CLOSED**
- **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 completed, landscape survivability to be reviewed Summer 2026.

Significant Enforcement Issues

- There have been multiple properties that staff conducted significant research on in July.
- The day after a fire in a camper at a residence on Wood Ave SE, Fire Chief Sherwood inquired what we could do with the property. Staff were already aware of violations at the property and multiple notices had been sent to that location.
 - Prior violations had to do with exterior storage of bagged trash, debris, and other items. While direct response was negligible, the violations ebbed and flowed.
 - The presence of the camper was noted previously, but the length and location met storage requirements for the zoning district.
 - Staff spoke with the Police Department and learned that no one present the night of the fire claimed to be responsible for the property, and that the owner of the property was deceased.



Wood Ave residence, May 18, 2026

- Following additional research, the deceased owner's son was contacted. He stated that there was a lien on the property from a mortgage company, and that the amount of the lien made it impractical to do anything with it. He had informed the mortgage company that they could have the property, and that there were people living in it that had no right to. According to him the mortgage company told him they would take care of it.
- Staff attempted to contact the mortgage company, but messages left were not returned.
- Beltrami County confirmed that there were several years of unpaid taxes and that the property would fall into forfeiture in a few weeks' time. This information was passed along to the police and fire departments.



Backyard, Wood Ave residence showing bagged trash and debris violations, Aug. 4, 2026.

- The day prior, an officer of the Police Department inquired if staff had contact information for the owner of the old pizza restaurant in Nymore due to an issue at the property.
 - The City Manager stated that he had a phone number for the owner, but that no one ever answered when he called nor returned messages. The tax address is the old paper warehouse building at 101 Minnesota Ave SW that was torn down last fall.
 - No successful contact information for the owner of record was found; however, it was determined that a bank in Wisconsin held a mortgage on the property. Multiple attempts were made to contact a member of that organization to determine if it could assist with the issue, but no messages were returned.



Property on Minnesota Ave NW, June 3, 2026.

- On August 6, Chief Sherwood inquired about a property on Minnesota Ave NW that still has a tree on it from last year's storm. Staff were already aware of the property and had reached out to representatives due to the owner being deceased. No response has been received.
 - Tax statements are being sent to an address in Burnsville, and further research has been conducted in an attempt to obtain direct contact. It is suspected that the individual in Burnsville is a child of the deceased but is unconfirmed as there has been no response to the messages left.
 - Due to the direct impact of the tree on the structure and the threat to emergency responders raised by it, enforcement is being pursued as a Section 28-528 – Nuisance.
- One new human activity site was brought to staff's attention. The site, on undeveloped City ROW, was posted on July 24, 2026 and cleaned on July 31. There are currently five remaining that we are aware of, with three of them being on BNSF property.



Site Analyst & Enforcement Activities for July 2026

Summary of Enforcement Actions

Enforcement - Total Open Cases - July 2026			
By Ward	Residential Districts	Non-Residential	Totals
Ward 1	10	5	15
Ward 2	1	14	15
Ward 3	7	3	10
Ward 4	9	26	35
Ward 5	17	5	22
Total	44	53	97

As of 8/6/2026

Totals for July 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	6
July Non-Residential	1
August Residential	0
August Non-Residential	0
September Residential	0
September Non-Resident	0
October Residential	0
October Non-Residential	0
November Residential	0
November Non-Residenti	0
December Residential	0
December Non-Residenti	0
Total Closed Cases 2026	80
As of 8/6/2026	

Site Analyst & Enforcement Activities for July 2026

Enforcement Totals by Code - July 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	2
28-403 - Sight Visibility Triangle	0	0
28-404 - Fences	4	0
28-406 - Landscaping Requirements	1	0
28-408 - Lighting	0	0
28-409 - Off-Street Parking, Loading & Surfacing Standards	3	2
28-411 - Temporary Uses or Structures	4	0
28-421 - Farm Animals	0	2
28-523 - Land Use, Building & Admin Permits	1	0
28-524 - CUP Violation	1	0
28-528 - Nuisance	1	0
Total Residential Cases	44	6
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	0
28-403 - Sight Visibility Triangle	0	0
28-404 - Fences	1	1
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	0
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	53	1
Total Cases	97	7

As of 8/6/2026