



City Newsletter  
December 15, 2023

## Citizen Engagement

### **CITY PLANNING COMMISSION**

The Bemidji City Council is accepting applications for City residents to be appointed to the Re-Established City of Bemidji Planning Commission. The Planning Commission will consist of seven members who reside within Bemidji city limits.

Applications and additional information are available at City Hall, 317 4<sup>th</sup> Street NW, or on the City's website at [www.ci.bemidji.mn.us](http://www.ci.bemidji.mn.us). For more information contact the City Clerk at 218.759.3570 or the Planning Director at 218.759.3582. Applications will be accepted until 4:30 p.m. on Friday, January 5, 2024.

### **COMMUNITY AND POLICE ADVISORY BOARD**

The Bemidji City Council is accepting applications for the Community and Police Advisory Board. The Community and Police Advisory Board was created to enhance the lines of communication between the Bemidji Community, Bemidji Police Department and the Bemidji City Council. The Board focuses on public safety issues and collaborate with community leaders, community organizations and stakeholders by creating conversations and developing solutions to multi-faceted community concerns. The Board provides recommendations to the Chief of Police related to police-community relations, planning, police training, and public education. Members shall include city residents, representatives from the business community, spiritual community, faith organizations, service organizations and educational groups in the City of Bemidji.

Applications are available at City Hall, 317 4<sup>th</sup> Street NW, or on the City's website at [www.ci.bemidji.mn.us](http://www.ci.bemidji.mn.us). For more information contact the City Clerk at 218.759.3570. Application should be submitted no later than 4:30 p.m. Friday, December 22, 2023.



# City of Bemidji & GBAJPB PRESS RELEASE



December 16, 2023

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Greater Bemidji Area Joint Planning Board (JPB) will be dissolving as of **December 31st, 2023, at 11:59 pm**. All planning and zoning requests after that date and time will go to the local government where the property is located for service (either the City of Bemidji or Northern Township).

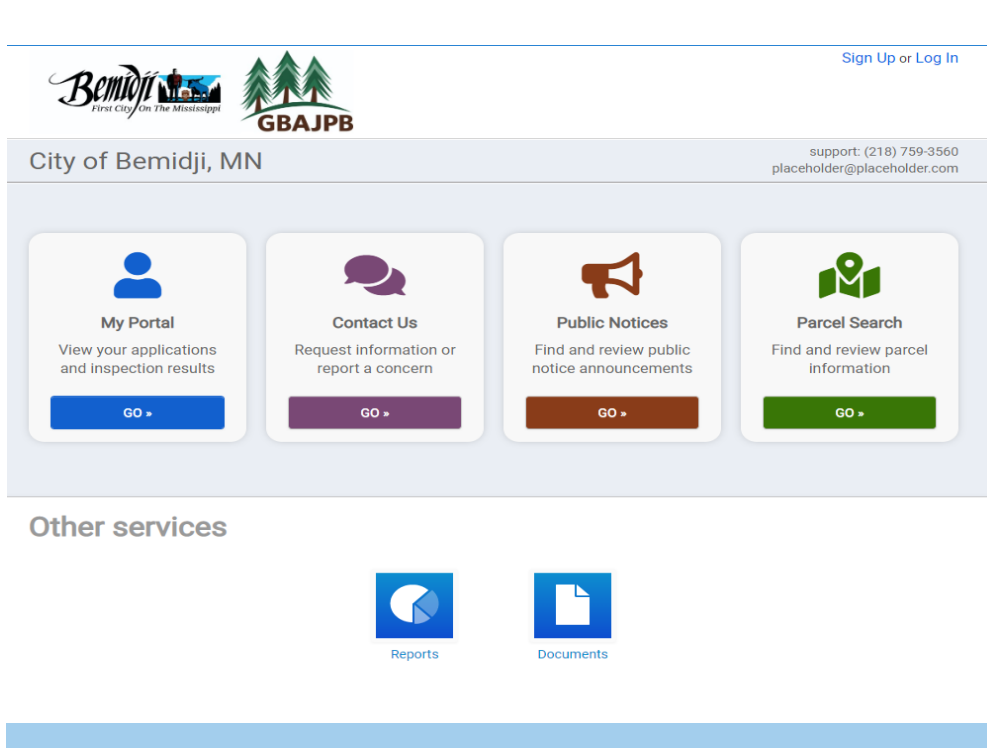
**JPB Staff will be the new Planning and Zoning Department for the City of Bemidji.** City Planning and Zoning Staff will continue to be located in City Hall. Northern Township Planning & Zoning will be located in the Town Hall 445 Town Hall Rd NW Bemidji, MN 56601.

With these transitions, the JPB website will be retired after all documents have been archived to the city files in 2024. The new [Planning and Zoning Department webpage](#) is coming soon!

There are a few important timelines that interested parties will want to consider going forward to help ensure a smooth transition, please review the following information:

- **Northern Township** - Last day to accept and process applications - **Friday, December 29<sup>th</sup>, 2023 4:30pm**
- **Northern Township** – Will receive all historical and current applications – **Monday, January 15<sup>th</sup>, 2024 4:30 pm**
- **Any Northern Township applications applied for after December 29<sup>th</sup>, 2023 will be canceled and the applicant will be notified to reach out to [Northern Township Home page](#).**
- All **City of Bemidji** applications will be processed accordingly. Please apply for City of Bemidji applications at [City of Bemidji Application Page](#).
- City of Bemidji Planning Case timelines have slightly changed for the new year, please see the City's Planning and Zoning Webpage for Deadline and Meeting dates.

The JPB Staff want to thank all the citizens of both Northern Township and the City of Bemidji for sixteen (16) years of collaboration and both City and Township staff look forward to working with you on your future projects in the new year.



The screenshot shows the website header with the Bemidji logo and GBAJPB logo. Below the header is a navigation bar with "City of Bemidji, MN" and contact information. The main content area features four service tiles: "My Portal", "Contact Us", "Public Notices", and "Parcel Search", each with a "GO" button. Below this is a section for "Other services" with icons for "Reports" and "Documents".

Greater Bemidji Area  
Joint Planning Board  
Submitted by Jamin  
Carlson, JPB Planning  
Director



City of Bemidji &  
Northern Township  
317 4<sup>th</sup> St NW  
Bemidji, MN 56601  
(218) 759-3582

\*\*\*JPB staff will still have delayed timelines as staff shortages across the city have affected all departments. \*\*\*  
Please be advised that correspondence will be delayed, permit review times lengthened, along with meeting availability and times will need to be scheduled. Expect a two-week timeline for permitting requests/review, two-week timeline for enforcement calls/emails, three-week timeline for development meetings. We are doing our best to provide the services everyone expects.

## JPB News

The **JPB will be dissolved as of December 31<sup>st</sup>, 2023, at 11:59 p.m.** and all planning and zoning requests will then go to their perspective local governments for service (City of Bemidji or Northern Township). JPB staff will be transitioning to City of Bemidji [Bemidji, MN](#) planning & zoning staff only starting January 1<sup>st</sup>, 2024. Northern Township residents and developers will need to reach out to their LGU [Home - Northern Township](#) for their processes. Staff will be happy to answer any questions or concerns any citizen or developer may have about processes going forward.

Other news from the JPB:

- Blue Ox Coffee & Ice Cream entered into a development agreement for their project on Townhall Rd. in Northern Township.
- Please congratulate our administrative assistant on receiving her Minnesota Certified Municipal Clerk (MCMC) Program of the Municipal Clerks and Finance Officers Association of Minnesota (MCFOA) certification. Ainslee has worked hard over the past three years to achieve this accreditation.

Activity Items	2023 Totals
Planning Cases (variances, CUPs, IUPs, Rezones, PUDs, & Plats)	25
Sign Permits	37
Land Use Permits	41
Lot Combinations/Realignments/Divisions Permits	13
Environmental Alteration Permits	14
Temporary Storage Containers/Semi-Trailer Permits	2
Animals Permits/Home Occupation Permits	3
Fence Permits	29
Septic Permits	37
Site Plans Reviews	61
Short-Term Rentals/Renewals	8
Zoning Verification Letters	6
<b>TOTAL ACTIVITY</b>	<b>276*</b>

\* As of December 5th, 2023

	SUN	MON	TUE	WED	THU	FRI	SAT
<b>December</b>						1	2
	3	4	5	6	7	8	9
	10	11 JPB Training	12	13 JPB	14	15	16
	17	18	19	20 JPB	21	22	23
	24	25 Christmas CLOSED	26	27	28	29 Last day to take NT applications.	30
	<b>2023</b>	31					

**IMPORTANT NOTICE**

- The Joint Planning Board (JPB) wrap-up meeting is scheduled for Wednesday December 20<sup>th</sup>, 2023 at 3:30 p.m. will be held in a hybrid form at City Hall Council Chambers and via Telephone or Cisco WebEx, a Web Based Electronic mean.
- The Joint Planning Commission (JPC) will not have a meeting in December as there were no applications submitted. This was the last scheduled meeting for the JPC if it was needed.



## Development Projects City Commercial

- **Ameriprise Financial (22<sup>nd</sup> St)** Parking expansion approved. Site visit completed. Will conduct landscape survivability visit Spring/Summer 2024.
- **Bemidji Storage (Carr Lake Rd)** Routed for review.
- **Capitol Hill Studios, Whelan (Bemidji Ave N)** Exterior work is wrapping up. Parking lot is paved, and greenspace sodded. Monitoring parking lot fence construction.
- **Green Legacy Investments (Anne St)** In progress.
- **Hanson Contracting Shop (Irvine Ave NW)** Construction complete, small part of paving done. Will complete Spring 2024. Held up due to Irvine Ave roadwork.
- **Hirt Properties LLC (Railroad St SE)** parking lot is now paved and striped with trees planted. Will follow up with landscape survivability Spring/Summer 2024.
- **Holiday Station (Highway 2 & Moberg)** Awaiting site plan review.
- **North Central Door (Carr Lake Rd)** Building addition and parking lot. JPB site plan review complete, construction ongoing.
- **Northridge Cottages 2nd Phase (30th St)** Complete.
- **Pizza Ranch (Paul Bunyan Dr)** open, waiting on landscape survivability Spring 2024.
- **Sintec Audio (Irvine)** Grass is in, parking lot is paved but needs striping. Will plant trees Spring 2024. Overdue, JPB Board extension ended 6/30/23.
- **Skips (Paul Bunyan Dr)** Needs grass re-seeded and trees planted, did not meet 9/12/2023 deadline.
- **Splash Express (Paul Bunyan Dr)** DA signed. Permit issued. Construction is ongoing.
- **Starbucks South (Shevlin Ave)** Awaiting site plan review.
- **St. Michel Furniture (Paul Bunyan Dr)** Application approved for parking lot entrance reconstruction.
- **St. Phillips (Beltrami Ave)** Remodel in progress.
- **The Boardwalk (South Shore)** Waiting for trash and ash enclosure.
- **Veterans Home (Anne St NW)** Exterior work appears complete, grass is in, trees planted, parking lot and trash enclosures complete.

## Development Projects City Residential

- **Bessler (Larch St NE)** JPB site plan review done 5/23/2023.
- **BI-CAP (Gould Ave NE)** JPB site plan review done 10/19/2022. Building permit issued. Building in progress.
- **Cogswell (Sherman Dr NE)** SSTS Compliance Agreement expired 10/17/2023. Compliance inspection completed, permit application process begun.
- **Greenstar Resources (Birchmont Dr. NE)** Variance 2019-32, extended to Fall 2021. **Needs follow up**
- **Habitat for Humanity - Heveron (3<sup>rd</sup> St SE)** JPB site plan review done 6/4/2021. No landscaping done. Owners have taken possession. Letter of Violation sent. **Needs Follow up.**
- **Habitat for Humanity - Hynes (Wilson Ave SE)** JPB site plan review done 6/4/2021. Grass was seeded in Summer 2023, tree planted Fall 2023. **CLOSED**
- **Habitat for Humanity (Mississippi Ave NW)** JPB Site Plan Review done 5/24/2023.
- **Hause (2<sup>nd</sup> St SE)** JPB site plan review done 7/13/2022.
- **Hensley (Irvine Ave NW)** Staff will be monitoring this site for continued compliance. **Is in violation 5/9/2023**



## Joint Planning Board

## Site Analyst & Enforcement Activities for November 2023

- **Jasko (S Lake Irving Dr SW)** JPB Site Plan Review complete. Construction of foundation slab complete. Above ground construction planned for 2024.
- **Karsnia (Brinkman Dr NE)** JPB site plan review done 8/23/2021. House & garage built, well installed, septic installed, waiting on landscaping.
- **Kimble (Scott Ave SE)** JPB site plan review done 6/21/2022. Building Permit issued. Construction ongoing.
- **Mostad Properties LLC (Irvine Ave NW)** JPB site plan review done 4/15/22.
- **Paulson (Queens Ln NW)** JPB site plan review done 6/21/22.
- **Puddle Duck Properties (Beartooth Ave SW)** JPB site plan review complete 9/19/2023.
- **Puddle Duck Properties (Shedhorn St SW)** JPB site plan review complete, issued 9/28/2023
- **Puddle Duck Properties (Moonlight Ln SW)** JPB site plan review complete, payment pending,
- **Rebischke (Highland Dr NE)** JPB site plan review done 5/31/2022. Construction complete, awaiting landscaping.
- **Smith (Whispering Ridge Dr NE)** JPB site plan review done 9/15/2022.
- **Teig (Whispering Ridge Dr NE)** JPB site plan review done 10/24/2022. Building Permit issued.
- **Thorson (Thorson Blvd NE)** JPB site plan review done 7/20/2022. Building Permit issued, construction ongoing.
- **Tobey (Lake Ave NE)** Variance 2019-29 Reopened 5/11/2021. Needs follow up.
- **Toftum (d.) (Stoner Ave SE)** Stipulation Agreement Amendment, two parcels cleared and closed, one still open.
- **Weiher (Shortcut Ln SW)** JPB site plan review done. 5/2/2023.
- **Yezhikov (Gould Ave NE)** JPB site plan review done. 5/19/2023.

## Development Projects Northern Township Commercial

- **Blue Ox Coffee and Ice Cream (Irvine Ave NW)** Waiting for DA and stormwater review.
- **Dollar General (Irvine Ave NW)** A few trees need to be replaced did not survive. Working with the DG District Manager to resolve tree issue as of 12/7/2023.
- **Hoover Storage Phase 2 & 3 (Irvine Ave NW)** Plans revised and DA in process of being updated.
- **Northdale Storage (Louise Ln NW)** Gravel was placed and erosion on stormwater ponds fixed. Reviewing CUP.
- **Northern Rides (Centerpoint Ct NW)** Working with owner. Parking lot has been striped.

## Development Projects Northern Township Residential

- **Austad (Birchmont Beach Rd NE)** LUA Expires 10/7/2023. Construction complete, stormwater retention not completed, will need to follow-up Spring 2024.
- **Beck (Bemidji Rd N)** Land Use Permit Expires 10/3/2023. **CLOSED**
- **Bowman (Werner Rd NW)** Land Use Permit Expires 5/30/2024.
- **Chambard (Fall Ct NW)** Land Use Permit Expires 6/16/2024. **CLOSED**
- **Cuperus (Waville Rd NE)** Land Use Permit Expires 6/1/2023, construction completed. **CLOSED**
- **Eck (Autumn Dr NW)** Land Use Permit Expires 6/6/2024. **CLOSED**
- **Fitzgerald (Maple Ave NE)** Land Use Permit Expires 4/18/2024. **CLOSED**
- **Fredrickson (Hans Ct NW)** Land Use Permit Expires 6/29/2023. Construction complete; stormwater retention may not be completed until 2024 due to weather. Compliance agreement in place.
- **Graser (Whiting Rd NW)** Land Use Permit Expires 5/24/2024. **CLOSED**





- **Haberman (Waville Rd NE)** Approved, Land Use Permit Expires 9/25/2024. Setbacks confirmed, construction started.
- **Hein (Lake Beltrami Rd NE)** Land Use Permit Routed for Review
- **Hensley (Rodeo Dr NW)** Land Use Permit Expires 10/27/2023. **CLOSED**
- **Jacobson (Alder St NE)** Land Use Permit Expires 4/18/2024. **CLOSED**
- **Johnson (Foxcroft Rd)** Land Use Permit, expires 7/24/2023, setbacks verified **CLOSED**
- **Johnson (Red Pine Ln NE)** Land Use Permit Expires 8/28/2023, setbacks verified 2022, slab poured, no construction started Fall 2023.
- **Jonckowski (Rodeo Dr NW)** Land Use Permit Expires 5/24/2024. Setbacks confirmed, construction ongoing.
- **Kovach (Acorn Ridge Dr NW)** Land Use Permit Expires 8/8/2023. Construction complete, need to verify landscaping before closing Spring / Summer 2024.
- **Lokken (Deer Path Ct NE)** Land Use Permit Expires 5/10/2024. **CLOSED**
- **Mack (Hickory Dr NE)** LUA expires 8/24/2024. Setbacks confirmed, construction ongoing.
- **McDermott (Whitetail Rd NE)** LU Permit Expires 8/8/2024. Setbacks confirmed, construction ongoing.
- **Medecke (S Movil Lake Rd NW)** Land Use Permit Expires 4/18/2024. Construction ongoing. Check landscaping Spring 2024.
- **Metcalf (Waville Rd NE)** Land Use Permit Expires 6/30/2024. Extended. Construction ongoing.
- **Miskavige (Swan Ln NE)** Land Use Permit Expires 4/7/2024. Construction is ongoing.
- **Moran (Rodeo Dr NW)** Land Use Permit Expires 9/7/2023, exterior construction complete, will check back for landscape stabilization before winter. **CLOSED**
- **Nordquist (Birchmont Beach Rd NE)** Approved, Land Use Permit Expires 9/19/2024. Setbacks confirmed, construction started.
- **Olderman (Lake Ave NE)** Land Use Permit Expires 3/30/2023, construction completed. Lot division has been completed. **CLOSED**
- **Oelrich (Whiting Rd NW)** Land Use Permit Expires 10/23/2024, setbacks confirmed. Construction started.
- **Peterson (Elliot Rd NE)** Land Use Permit Expires 8/5/2023. No work started on garage lean-to.
- **Schoenfelder (E Movil Lake Rd NE)** Land Use Permit Expires 11/29/2023. **CLOSED**
- **Shull (Lavinia Rd NE)** LUA extended 2/24/2024, setbacks verified, construction ongoing, needs landscaping.
- **Simonson (Birchmont Beach Rd NE)** Land Use Permit Expires 7/3/2024, setbacks verified, construction ongoing.
- **S & J Development (Whiting Rd NW #19)** LUA expires 11/14/2024. Setbacks confirmed, construction started.
- **S & J Development (Whiting Rd NW #32)** LUA expires 11/14/2024. Setbacks confirmed, construction started.
- **S & J Development (Whiting Rd NW #52)** Approved, LU Permit expires 8/11/2024. Setbacks confirmed, slab poured.
- **S & J Development (Whiting Rd NW #53)** Approved, LU Permit expires 8/11/2024. Setbacks confirmed, slab poured.
- **S & J Development (Whiting Rd NW #86)** Land Use Permit expires 8/10/2023. Exterior construction complete, SSTS installed, though septic permit is not yet approved nor paid for.
- **S & J Development (Whiting Rd NW #102)** LU Permit expires 8/14/2024. Setbacks confirmed, slab poured.
- **Snustad (Waville Rd NE)** Approved, Land Use Permit Expires 9/22/2024. Setbacks confirmed. Exterior construction completed, will need landscaping follow-up Spring/Summer 2024.
- **Theisen (Acorn Ridge Rd NW)** Approved, LU Permit expires 8/2/2024. Setbacks confirmed, SSTS installed.
- **T&J Group LLC (Sumac Rd NE)** Approved, LU Permit expires 7/25/2024. Construction ongoing.
- **Ufford (Hamilton Park NW #9 & #10)** Land Use Permit Expires 5/30/2024.



**Joint Planning Board**

**Site Analyst & Enforcement Activities for November 2023**

- **Waskul (N Country Circle NE)** Land Use Permit Expires 10/10/2024. Setbacks confirmed, construction started.
- **Watson (Elliot Rd NE)** Need SSTS Permit by May of 2023 – Working with owner to obtain permit Fall 2023.
- **Wavra (Birchmont Beach Rd)** Approved, Land Use Permit Expires 9/28/2024. Setbacks confirmed, construction started.
- **Williams (Peace Ln NW)** Land Use Permit expires 7/12/2024, setbacks confirmed, construction ongoing.

**Significant Enforcement Actions**

- In November, staff worked with property owners and landlords on coming into compliance for excessive trash, camping, vehicles parking on grass, abandoned household items, fences and non-compliant SSTS. Closed cases consisted of exterior storage issues, homeless camps / day use sites and conditional or interim use permit requirements. Several new cases were investigated and added to the list.

**Summary of Enforcement Actions**

<b>Totals for November 2023 Enforcement</b>			
<b>Closed 2023 YTD</b>	<b>City</b>	<b>Township</b>	<b>Total</b>
November Residential	11	4	15
November Non-Residential	4	0	4
October Residential	6	2	8
October Non-Residential	7	2	9
September Residential	4	0	4
September Non-Residential	1	0	1
August Residential	1	0	1
August Non-Residential	3	0	3
July Residential	3	0	3
July Non-Residential	0	0	0
June Residential	0	0	0
June Non-Residential	0	0	0
May Residential	0	0	0
May Non-Residential	0	0	0
April Residential	1	0	1
April Non-Residential	0	0	0
March Residential	3	0	3
March Non-Residential	1	0	1
February Residential	0	0	0
February Non-Residential	0	0	0
January Residential	0	0	0
January Non-Residential	0	0	53
<b>Total Closed Cases 2023</b>	<b>45</b>	<b>8</b>	<b>87</b>

As of 12/7/2023

<b>Totals for November 2023 Enforcement</b>		
<b>By Ward/Township</b>	<b>Residential Districts</b>	<b>Non-Residential Districts</b>
Northern Township	5	5
Ward 1	11	1
Ward 2	1	23
Ward 3	8	5
Ward 4	12	33
Ward 5	14	8
<b>Total</b>	<b>51</b>	<b>75</b>

As of 12/7/2023





<b>Totals for November 2023 Enforcement</b>			
<b>Enforcement Items by Code</b>	<b>City</b>	<b>Township</b>	<b>Total</b>
Residential R-1 through R-6			
301 - Allowed, Permitted, Conditional, and Interim Uses	2	0	2
710 - Signs Permitted in the Residential & MH Districts	1	0	1
801 - Sewage Treatment Standards	0	2	2
803 - Noncompliant Sewage Treatment Systems	2	0	2
804 - Nonconforming Sewage Treatment System	0	1	1
1002 - Exterior Storage & Outdoor Display of Merchandise	29	0	29
1004 - Fences	1	0	1
1006 - Landscaping Requirements	1	0	1
1009 - Off-Street Parking, Loading & Surfacing Standards	8	0	8
1011 - Temporary Uses or Structures	1	0	1
1020 - Short-Term Rentals	0	1	1
1021 - Farm Animals	1	1	2
<b>Total Residential Open Cases</b>	<b>46</b>	<b>5</b>	<b>51</b>
Commercial, Industrial, U, UR, OM, LC, LD, & MH	City	Township	Total
301 - Allowed, Permitted, Conditional, and Interim Uses	1	0	1
705 - Nonconforming Signs	1	0	1
718 - Dynamic Displays	22	0	22
803 - Noncompliant Sewage Treatment Systems	0	1	1
804 - Nonconforming Sewage Treatment System	0	0	0
1002 - Exterior Storage & Outdoor Display of Merchandise	9	0	9
1006 - Landscaping Requirements	0	1	1
1008 - Lighting	1	0	1
1009 - Off-Street Parking, Loading & Surfacing Standards	4	0	4
1011 - Temporary Uses or Structures	31	0	31
1013 - Manufactured Home Park Standards	1	2	3
1205 - Conditional Use or Interim Permits	0	1	1
<b>Total Non- Residential Open Cases</b>	<b>70</b>	<b>5</b>	<b>75</b>
<b>Total Open Cases</b>	<b>116</b>	<b>10</b>	<b>126</b>

As of 12/7/2023