

City of Bemidji, MN

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Reports Documents

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



City of Bemidji &  
Northern Township

315 5<sup>th</sup> Street NW, Suite 2  
Bemidji, MN 56601  
(218) 759-3582

## Memorandum

**To:** City Building Department / City Engineering / Fire Department / City Manager / City Attorney / GIS / JPB Board / JPC/ GBAJPB Residents

**From:** Jamin Carlson, Planning Director

**Date:** April 26, 2023

**RE:** Staffing Shortage

This memorandum is to inform the JPB Board, City departments along with the public that JPB staff will be limited on timely services. Please be advised that correspondence, permit review times, and meeting availability will be restricted till further notice.

We are doing our best to provide the services everyone expects.

## JPB News

The Assistant Planner for the JPB, Nickolaus Phillips, had submitted his two-week notice for departure from the City of Bemidji employment which took effect 4/21/2023. Nick was first hired on for the Compliance Inspector Site Analyst position in February of 2021 then was promoted to the Assistant Planner role in May of 2021. Nick brought a plethora of experience and knowledge to the JPB over the last two years. He spearheaded many development projects along with some notable updates to the Ordinance. Nick is respected by his peers in other departments, agencies, and the constituents he served. The JPB will surely miss his hard work, dedication, expertise, and attention to detail to name a few. We wish him the best of luck on his future endeavors.

In the meantime, Melissa Fahrenbruch will be the Assistant Planner in the interim and started April 24<sup>th</sup>, 2023. Due to these recent events, the JPB department will be short-staffed for the foreseeable future.

JPB staff have been inundated with permitting requests, enforcement calls/emails, development meetings both residential and commercial.

Capital Hills Studios development was issued to Whelan Properties LLC for the 52-unit apartment on the corner of Bemidji Ave N. and 24<sup>th</sup> St. on May 1<sup>st</sup>, 2023.

JPB & Building administrative staff is attending the MCFOA Clerks Institute (3<sup>rd</sup> year) in St. Cloud over the week of May 8<sup>th</sup> – 12<sup>th</sup>.

Activity Items	2023 Totals
Planning Cases (variances, CUPs, IUPs, Rezones, PUDs, & Plats)	18
Sign Permits	17
Land Use Permits	1
Lot Combinations/Realignments/Divisions Permits	3
Environmental Alteration Permits	3
Temporary Storage Containers/Semi-Trailer Permits	2
Animals Permits/Home Occupation Permits	6
Fence Permits	3
Septic Permits	0
Site Plans Reviews	12
Short-Term Rentals/Renewals	5
Zoning Verification Letters	3
<b>TOTAL ACTIVITY</b>	<b>73*</b>

\* As of May 5<sup>th</sup>, 2023

## Planning Cases for April/May

**City of Bemidji:** SUP-2023-0005– New Singular Wireless PCS, LLC is requesting approval of an interim use permit (IUP) for an 89 ft. tall telecommunications tower (over 75 feet requires an IUP) to increase the capacity of wireless data transmission in the area; located at 2201 Bardwell Dr. NW and on parcel 80.05544.00 in the B-2 General Commercial Zoning District and the Airport Protection Overlay Conical Zone C. **Note:** this case was extended with the 60-day rule per the request of the applicant to gather more information.



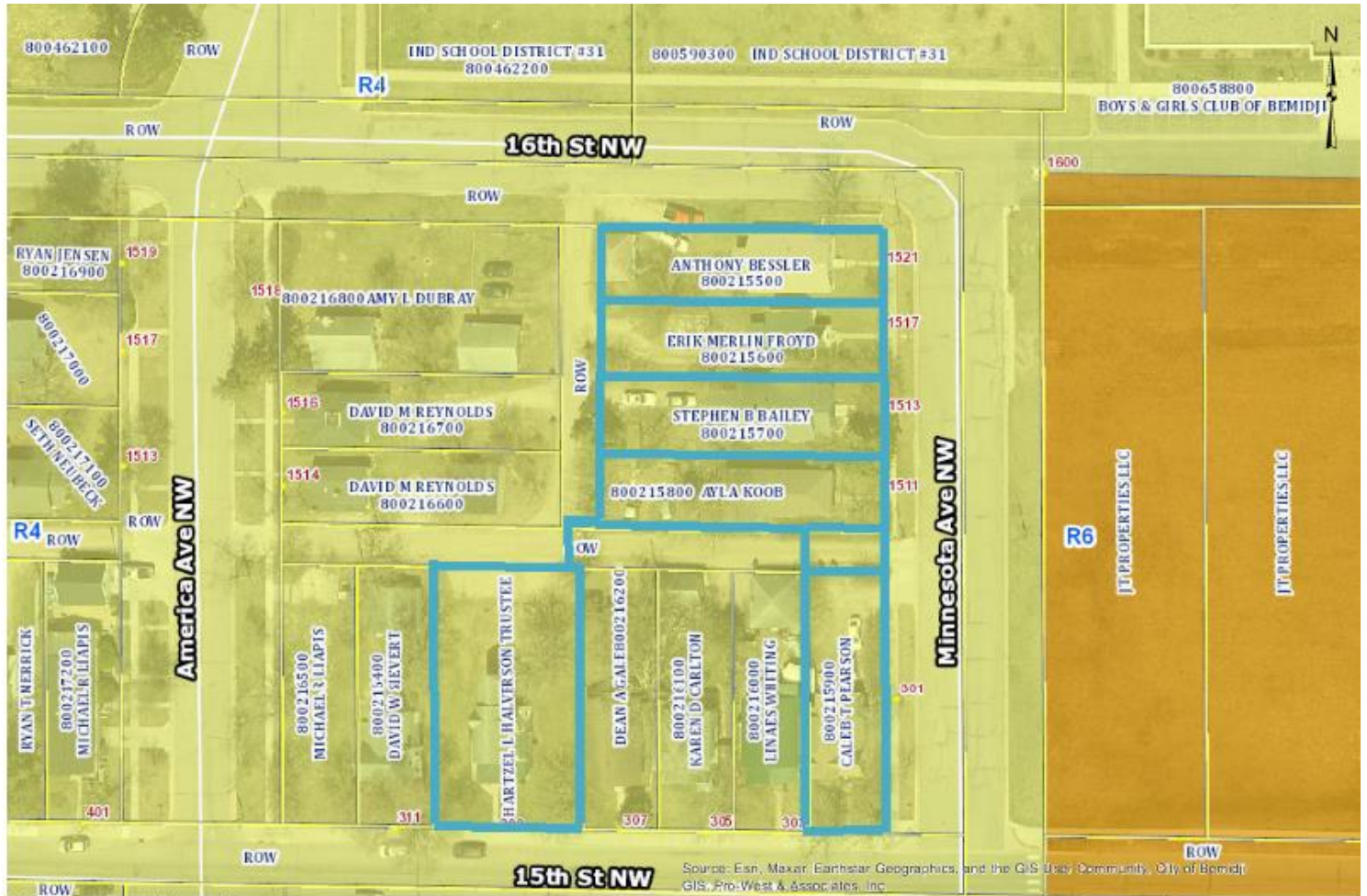
These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

<b>Zoning Map</b>	
1:4,514	Date: 4/4/2023
<small>This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.</small>	





**City of Bemidji:** ZOA-2023-0004 – Parcels: 800215500, 800215600, 800215700, 800215800, 800215900, and 800216300. Anthony Bessler (representing himself and Neighbors) are requesting to rezone properties from (R-4) Moderate Density Residential to (R-6) Multiple Family zoning district. The current uses of the properties are single-family homes and rentals (parcel 800216300 is currently legal non-conforming use multi-unit rental). The properties are located at 1521, 1517, 1513, & 1511 Minnesota Ave NW and 301 & 309 15<sup>th</sup> St NW in the City of Bemidji.



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community, City of Bemidji, GIS, Pro-West & Associates, Inc.

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Zoning Map

1:1,128

Date: 5/2/2023



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



May	SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5	6
	7	8	9	10	11	12	13
				JPB			
	14	15	16	17	18	19	20
	Mother's Day	JLGU					
	21	22	23	24	25	26	27
				JPC			
28	29	30	31				
	Memorial Day CLOSED						
2023							

June	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2	3
	4	5	6	7	8	9	10
				JPB			
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
Father's Day	Juneteenth CLOSED			JPC			
25	26	27	28	29	30		


July	SUN	MON	TUE	WED	THU	FRI	SAT	
								1
	2	3	4 Independence Day CLOSED	5	6	7	8	
	9	10	11	12	13	14	15	
				<b>JPB</b>				
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
					<b>JPC</b>			
2023	30	31	All meetings will be held at 5PM					

**IMPORTANT NOTICE**

- The Joint Planning Board (JPB) scheduled meeting for Wednesday, May 10<sup>th</sup>, 2023 at 6:00 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.
- JLGU will be held on May 15<sup>th</sup>, 2023 from 2 p.m. to 3:30
- The Joint Planning Commission (JPC) scheduled meeting for Thursday, May 25<sup>th</sup>, 2023 at 6:00 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.