



**Mississippi Headwaters Board
Meeting Agenda
Cass County Courthouse
Walker, MN**

<https://us02web.zoom.us/j/81398778404>

November 21, 2025

9:00 am

9:00 AM

- **Call to Order/Pledge of Allegiance**

9:05 AM Approve/Amend

- Agenda
- Consent Agenda – September 2025 Expenses & Minutes

Correspondence

- Pictures of Biennial Conference
- Brainerd Dispatch Article
- Press Release

Planning and Zoning (Actions)

- B11a25 Wayne Coulthart
- NT11a25 Mikkelson
- NT11b25 Borgenson

Action / Discussion Items:

- Minnesota Traditions social media bids- action
- Legislative effort to raise MHB base- discussion
- Resource retention structure
- Executive Directors report-discussion

Misc: Legislature Update (if any), County Updates

Meeting Adjourned - Thank you

Mtgs: December 19, 2025 9:00 AM- MHB BOARD MEETING- Cass County MN.

Mississippi Headwaters Board
September 26, 2025
Cass County Courthouse, Walker, MN
Optional interactive technology: <https://us02web.zoom.us/j/89730243253>

MEETING
MINUTES

Members present: Ted Van Kempen (Hubbard), Scott Bruns (Cass), Craig Gaasvig (Beltrami), Bobby Kasper (Morrison), Cory Smith (Itasca), Bryan Ramsrud (Clearwater) Michael Kearney (Aitkin), and Tim Terrill (Executive Director).

Video Interactive Reasons: None

Others Present: Matt Murray (Murray surveying)

Pledge of Allegiance

Chair Ted VanKempen asked if there were any additions to the agenda. **M/S (Kasper/ Ramsrud) to approve of the agenda. Motion carried unanimously.**

M/S (Kearney/Kasper) to approve of the Consent agenda. Motion carried unanimously.

Correspondence/Outreach

1. October Press Release- Tim presented the board with the press release about the Aitkin AIS lake conference.
2. Letter of Support to Klobuchar and Smith- Tim provided the board with a copy of the letter of support sent to the two senators requesting the land exchange be passed in the Senate Committee. Comm. Smith said that he drafted one for Itasca county as well.

Planning and Zoning

NT8a25- Rowekamp- Tim introduced Matt Murray to the board and Matt provided them with an overview of the variance. Matt stated that the lot had never been built on and the landowner requested a variance of 80 feet from the OHWM, but the township granted a 85 foot variance. Discussion ensued and Comm. Gaasvig asked if the landowner was able to build the home like they originally wanted too. Matt answered in the affirmative, but there were limitations. Comm. VanKempen asked if the county had to approve of the townships decision, and Comm. Gaasvig said that they didn't because townships have their own planning and zoning in Beltrami county. Comm. VanKempen followed up and asked if there is a secondary site available on the property if the first site doesn't pass inspection or fails, and Matt answered that they have room for an alternative site in case that were to happen. Comm. Kasper asked where the well was located and Matt

showed him on the map that it was in the front of the house. **M/S (Kasper/ Ramsrud) to approve of the variance. Motion carried unanimously.**

1.

Action/Discussion:

1. Biennial Conference- Tim discussed the logistics of the conference which is today with the board.

Executive Directors Report

1. Tim said he is still in discussion with the DNR for a Litter on the Ice video social media campaign and they held a meeting last month to review the scripts. Tim said he added his own thoughts into the scripts and will be working with the them to finalize them.
2. Tim said he is working with a landowner named Karl Ludeman who is looking at doing research on hay ground to increase the soil organic matter to a level to sustain a crop in one year. He said it normally takes three to five years, but this is an experiment he believes may have large implications if it works. Tim said because it is research based and experimental that he is working with Karl to find him a grant that will support his efforts.

County Updates

M/S (Kasper/Bryan) to adjourn. Motion carried unanimously.

Ted Van Kempen, Chair

Executive Director Tim Terrill

October SFY'26 Budget Summary		YTD spending/rei mbursement	Projected Budget	% of budget spent	
<u>Revenues:</u>	Monthly Amount				Notes
Governor's DNR grant (53290)		\$ 39,439.40	\$ 124,000.00	31.81%	non competitive quarterly reimbursement
LSOHC grant (53290)	\$ 2,864.64	\$ 4,692.48	\$ 7,800.00	60.16%	LSOHC reimbursement
Guidebook sales (58400)		\$ 242.84	\$ 100.00	242.84%	reimbursment for Guidebook sales
Enbridge program (58300)			\$ 8,000.00	0.00%	enbridge reimbursement
Miscell. Other revenue (58300)		\$ 1,000.00	\$ 6,000.00	16.67%	Visit Grand Rapids payment
MCIT Dividend (58300)			\$ 200.00	0.00%	MCIT refund
County Support (52990)			\$ 12,000.00	0.00%	8 county support
Total	\$ 2,864.64	\$ 45,374.72	\$ 34,100.00		
<u>Expenses:</u>	Monthly Amount				Notes
Salaries/Benefits FICA/Med/PERA/LIFE/LTD/Hlth/ WC(61000)	\$ 13,130.10	\$ 41,355.04	\$ 123,307.00	33.54%	reimbursed by Gov. DNR grant
MCIT insurance/work comp/liability (61500)			\$ 3,000.00	0.00%	reimbursed by Gov. DNR grant
MHB board Per Diem (62680)		\$ 400.00	\$ 3,000.00	13.33%	reimbursed by Gov. DNR grant
Hotel/Meals/travel exp. (63340)	\$ 41.20	165,23	\$ 500.00	#VALUE!	reimbursed by Gov. DNR grant
Commissioner Mileage (62720)		\$ 402.60	\$ 3,500.00	11.50%	reimbursed by Gov. DNR grant
Employee Mileage (63320)	\$ 675.50	\$ 2,146.06	\$ 5,500.00	39.02%	reimbursed by Gov. DNR grant
Professional Services (62990)	\$ 14,467.00	\$ 16,042.00	\$ 35,000.00	45.83%	CW financial services, Bowen Lodge Archaeology reimbursement
Office supplies/operations (64090)	\$ 168.10	\$ 1,111.81	\$ 3,000.00	37.06%	telephone, LCCMR flyers
Training & Registration Fees (63380)	\$ 450.00	\$ 450.00	\$ 800.00	56.25%	
Total	\$ 28,931.90	\$ 61,907.51	\$ 177,607.00		

Governor's DNR grant is always \$124K every year

LSOHC grant is around \$6K to \$8K every year

*The total under revenue does not reflect the \$124K because it is a non-competitive grant, and amounts are in the fiscal year.

ACCOUNT DETAIL HISTORY FOR 2025 10 TO 2025 10

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74830	53290			Natural Resources							
								REVISED BUDGET			.00
								PER 01	-31,013.04	-31,013.04	
								PER 04	-8,051.74	-39,064.78	
								PER 05	-33,595.97	-72,660.75	
								PER 07	-39,439.40	-112,100.15	
								PER 08	-8,802.84	-120,902.99	
									-9,609.64	-130,512.63	
25/10	1580	10/27/25	GNI								
	ST OF MN			HABITAT CORRIDOR PROJECT							
								LEDGER BALANCES --- DEBITS:	.00	CREDITS:	-130,512.63
								NET:		-130,512.63	
74830	58300			Miscellaneous Other Revenue							
								REVISED BUDGET			.00
								PER 01	-17,750.00	-17,750.00	
								PER 02	-32,700.00	-50,450.00	
								PER 03	-13,000.00	-63,450.00	
								PER 04	-350.00	-63,800.00	
								PER 05	-1,000.00	-64,800.00	
								PER 07	-1,000.00	-65,800.00	
									-2,500.00	-68,300.00	
25/10	380	10/02/25	GNI	837607 Britny.McC 60571							
	iNovah			COTTONWOOD AIS							
25/10	1083	10/20/25	GNI	855280 Britny.McC 60826					-1,000.00	-69,300.00	
	iNovah			CHIPPEWA AIS							
								LEDGER BALANCES --- DEBITS:	.00	CREDITS:	-69,300.00
								NET:		-69,300.00	
74830	61000			Salaries & Wages - Regular							
								REVISED BUDGET			.00
								PER 01	6,215.61	6,215.61	
								PER 02	6,625.85	12,841.46	
								PER 03	6,464.23	19,305.69	
								PER 04	6,464.23	25,769.92	
								PER 05	11,312.42	37,082.34	
								PER 06	6,464.24	43,546.58	
								PER 07	6,464.24	50,010.82	
								PER 08	6,464.24	56,475.06	
								PER 09	6,464.24	62,939.30	
25/10	363	10/03/25	PRJ	PR1003 1251003 1251003			1251		3,232.12	66,171.42	
	PAY100325			WARRANT=251003 RUN=1 BI-WEEKL							
25/10	898	10/17/25	PRJ	PR1017 1251017 1251017			1251		3,232.12	69,403.54	
	PAY101725			WARRANT=251017 RUN=1 BI-WEEKL							
25/10	1725	10/31/25	PRJ	PR1031 1251031 1251031			1251		3,232.12	72,635.66	
	PAY103125			WARRANT=251031 RUN=1 BI-WEEKL							

ACCOUNT DETAIL HISTORY FOR 2025 10 TO 2025 10

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
LEDGER BALANCES --- DEBITS:					72,635.66	CREDITS:			.00	NET:	72,635.66
74830	61200	Active Insurance									
REVISED BUDGET											.00
PER 01									2,034.70	2,034.70	
PER 02									2,034.70	4,069.40	
PER 03									2,034.70	6,104.10	
PER 04									2,037.30	8,141.40	
PER 05									2,035.35	10,176.75	
PER 06									2,035.35	12,212.10	
PER 07									2,035.35	14,247.45	
PER 08									2,035.35	16,282.80	
PER 09									2,035.35	18,318.15	
25/10	363	10/03/25	PRJ	PR1003	1251003	1251003	1251		1,006.02		19,324.17
PAY100325 WARRANT=251003 RUN=1 BI-WEEKL											
25/10	898	10/17/25	PRJ	PR1017	1251017	1251017	1251		1,029.33		20,353.50
PAY101725 WARRANT=251017 RUN=1 BI-WEEKL											
LEDGER BALANCES --- DEBITS:					20,353.50	CREDITS:			.00	NET:	20,353.50
74830	61300	Employee Pension & FICA									
REVISED BUDGET											.00
PER 01									871.06	871.06	
PER 02									933.21	1,804.27	
PER 03									908.73	2,713.00	
PER 04									908.73	3,621.73	
PER 05									1,522.02	5,143.75	
PER 06									908.73	6,052.48	
PER 07									908.72	6,961.20	
PER 08									908.73	7,869.93	
PER 09									908.72	8,778.65	
25/10	363	10/03/25	PRJ	PR1003	1251003	1251003	1251		454.37		9,233.02
PAY100325 WARRANT=251003 RUN=1 BI-WEEKL											
25/10	898	10/17/25	PRJ	PR1017	1251017	1251017	1251		454.36		9,687.38
PAY101725 WARRANT=251017 RUN=1 BI-WEEKL											
25/10	1725	10/31/25	PRJ	PR1031	1251031	1251031	1251		489.66		10,177.04
PAY103125 WARRANT=251031 RUN=1 BI-WEEKL											
LEDGER BALANCES --- DEBITS:					10,177.04	CREDITS:			.00	NET:	10,177.04

ACCOUNT DETAIL HISTORY FOR 2025 10 TO 2025 10

ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74830	62100	Telephone							
						REVISED BUDGET			.00
						PER 01	61.53	61.53	
						PER 02	61.80	123.33	
						PER 03	61.46	184.79	
						PER 04	61.66	246.45	
						PER 05	61.30	307.75	
						PER 06	61.23	368.98	
						PER 07	61.21	430.19	
						PER 08	60.85	491.04	
						PER 09	60.87	551.91	
25/10	898 10/17/25	PRJ PR1017	1251017	1251017	1251		55.00	606.91	
	PAY101725	WARRANT=251017	RUN=1	BI-WEEKL					
25/10	911 10/21/25	API 006205		246484		42631	7.08	613.99	
	W C102125	COUNTY WIDE BILL		CONSOLIDATED TELECOM					
		LEDGER BALANCES --- DEBITS:		613.99		CREDITS:	.00	NET:	613.99
74830	62990	Prof. & Tech. Fee - Other							
						REVISED BUDGET			6,300.00
						PER 01	9,735.32	9,735.32	
						PER 02	525.00	10,260.32	
						PER 03	525.00	10,785.32	
						PER 04	66,827.50	77,612.82	
						PER 05	525.00	78,137.82	
						PER 06	17,825.00	95,962.82	
						PER 07	7,375.00	103,337.82	
						PER 08	525.00	103,862.82	
						PER 09	525.00	104,387.82	
25/10	464 10/07/25	API 101649		245968		1967211	6,745.00	111,132.82	
	W A100725	MLS4 WEST INVOICE #1		WEST COMMUNICATIONS					
25/10	464 10/07/25	API 009999		245969		42557	13,942.00	125,074.82	
	W A100725	BIG WINNIE LAND & TIMBER		Unknown					
25/10	1901 10/31/25	GEN					525.00	125,599.82	
	RECURRING	FINANCIAL SERVICE							
		LEDGER BALANCES --- DEBITS:		125,599.82		CREDITS:	.00	NET:	125,599.82
74830	63320	Employee Mileage							
						REVISED BUDGET			.00
						PER 01	248.97	248.97	
						PER 02	408.10	657.07	
						PER 03	159.11	816.18	
						PER 04	246.82	1,063.00	

ORG YR/PR	OBJECT JNL EFF DATE	PROJ SRC REF1 REF2 REF3	CHECK # OB AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
			PER 05 238.07	1,301.07	
			PER 06 264.46	1,565.53	
			PER 07 461.09	2,026.62	
			PER 08 455.70	2,482.32	
			PER 09 553.77	3,036.09	
25/10	1366 10/23/25 API 007742 W OOP0925 September Mileage	247421 TERRILL,TIM	1967718 675.50	3,711.59	
	LEDGER BALANCES --- DEBITS:	3,711.59 CREDITS:	.00 NET:	3,711.59	
74830	63340 Hotel & Meals Travel Expense		REVISED BUDGET		.00
			PER 01 170.56	170.56	
			PER 02 20.45	191.01	
			PER 07 26.47	217.48	
			PER 08 27.10	244.58	
			PER 09 34.02	278.60	
25/10	1355 10/22/25 GNI BREM PCARD meal signage drop off	TIM TERRILL - CULVERS GRAND RAPIDS - meal signage drop off	8.12	286.72	
25/10	1355 10/22/25 GNI BREM PCARD meal Bemidji High School	TIM TERRILL - CULVERS OF BEMIDJI2 - meal Bemidji High School	12.03	298.75	
25/10	1355 10/22/25 GNI BREM PCARD meal Northern lights HS	TIM TERRILL - SUBWAY 34750 - meal Northern lights HS	6.71	305.46	
25/10	1355 10/22/25 GNI BREM PCARD meal lwlP Sartel	TIM TERRILL - SUBWAY 6983 - meal lwlP Sartel	14.34	319.80	
	LEDGER BALANCES --- DEBITS:	319.80 CREDITS:	.00 NET:	319.80	
74830	63380 Training & Registration Fees		REVISED BUDGET		.00
25/10	464 10/07/25 API 102987 W A100725 2025 AMC ANNUAL CONFERENCE	246007 ASSOCIATION OF MN	42552 450.00	450.00	
	LEDGER BALANCES --- DEBITS:	450.00 CREDITS:	.00 NET:	450.00	
74830	64090 Office Supplies		REVISED BUDGET		.00
			PER 02 50.61	50.61	
			PER 04 15.10	65.71	
			PER 05 34.30	100.01	
			PER 06 16.37	116.38	
			PER 07 100.30	216.68	

ACCOUNT DETAIL HISTORY FOR 2025 10 TO 2025 10

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
							PER 08		583.79	800.47	
							PER 09		76.69	877.16	
25/10	1355	10/22/25	GNI						51.01	928.17	
	BREM	PCARD	LCCMR	flyer							
				TIM TERRILL - FIRST IMPRESSION PRINTING - LCCMR flyer							
25/10	1355	10/22/25	GNI						55.01	983.18	
	BREM	PCARD	LCCMR	flyer extra							
				TIM TERRILL - FIRST IMPRESSION PRINTING - LCCMR flyer extra							
LEDGER BALANCES --- DEBITS:					983.18	CREDITS:			.00	NET:	983.18
GRAND TOTAL --- DEBITS:					234,844.58	CREDITS:			-199,812.63	NET:	35,031.95

24 Records printed

** END OF REPORT - Generated by Matthew Donley **



Touchdown Baby!



Check Presentation.

Protecting the Mississippi



Darcy Dwyer
Public Information Officer

1 min read

Commissioner Jon Lubke, Land Services Director Gary Griffin and Environmental Services Supervisor Tom Strack attended the Biennial Mississippi Headwaters Board (MHB) meeting on Friday. The meeting, held in Breezy Point, discussed the work MHB has been involved in protecting the first 400 miles of the Mississippi River in Aitkin, Beltrami, Cass, Clearwater, Crow Wing, Hubbard, Itasca, and Morrison Counties.

Formed in 1980 as an alternative to designation of the river into the National Wild and Scenic River System, the Mississippi Headwaters Board (MHB) works to protect and preserve Mississippi River in 8 counties.

The MHB is mandated by Minnesota Statutes 103F.361-377 to enhance and protect the natural, cultural, historic, scientific and recreational values of the headwaters region. MHB achieves its goal of river protection through cooperative land use planning in the eight counties, in conjunction with the Chippewa National Forest and the Leech Lake Indian Reservation.

MHB promotes water quality monitoring, education and stewardship activities for shoreland property owners, and embraces the efforts of local citizens, students and government groups who work together to protect the river in their community and preserve the splendor of this national treasure. mississippiheadwaters.org





IMMEDIATE PRESS RELEASE 11/3//25

Media Contact

Tim Terrill

218-824-1189

timt@mississippiheadwaters.org

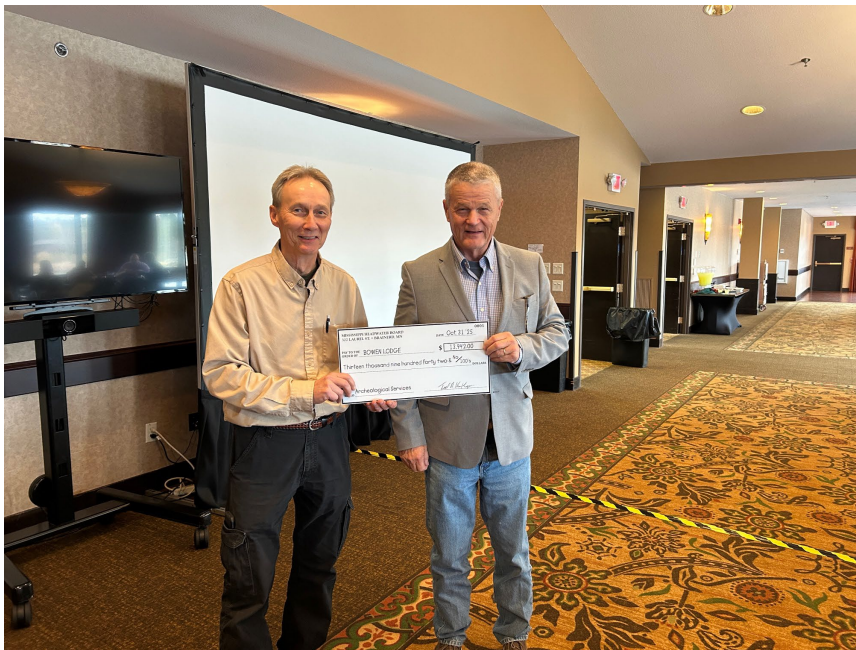
www.mississippiheadwaters.org

322 Laurel St.

Brainerd, MN 56401

Bowen Lodge Receives Funding from the Mississippi Headwaters Board

Located on the beautiful shores of Lake Winnibigoshish is the family-owned Bowen Lodge resort. Owner Jens Heig, son of former owner Bill Heig attended the September Mississippi Headwaters Board (MHB) board meeting to request \$13,942 of funding for an archaeological survey to be completed on land owned by the Chippewa National Forest (CNF). Jens explained that an archaeological study needed to be completed on 15 acres of existing CNF land so they can exchange it with approximately 35 acres of ecologically rich land that they own. Bowen Lodge explained that they are expected to pay out-of-pocket expenses for the study and were requesting assistance from the Board. The board reviewed the request and voted unanimously to provide them with the full amount requested and presented them with a check at the October 31st MHB biennial conference.



MHB Hubbard County Commissioner Ted Van Kempen presents check to Bowen Lodge owner Bill Heig for an archaeological study

WAYNE COULTHART

VARIANCE REQUEST

Cass Lake (GD* 4-030)

27450 Chippewa Paws Ln. SE

PN 08.00175.00

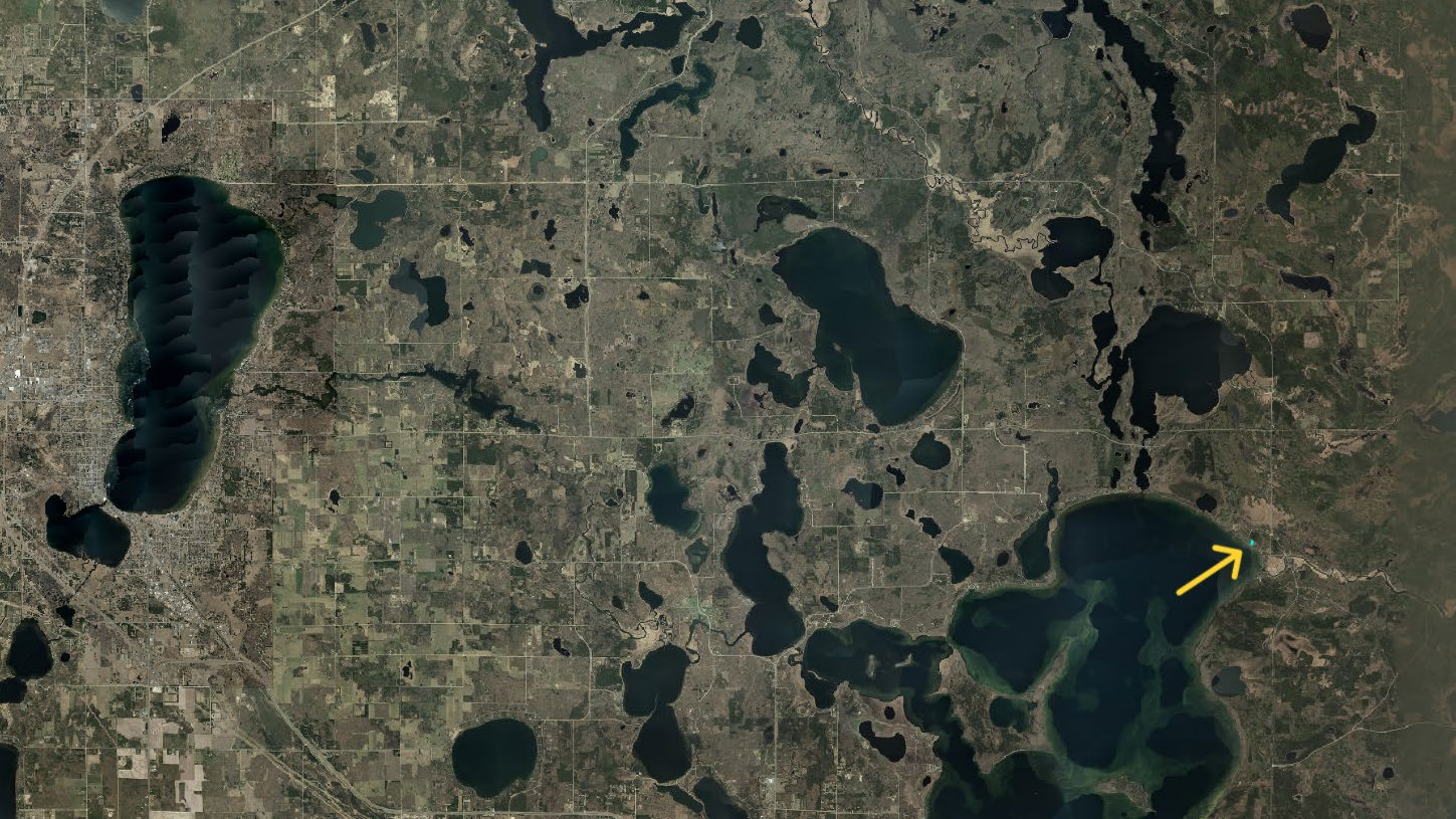
October 27, 2025

COULTHART VARIANCE REQUEST

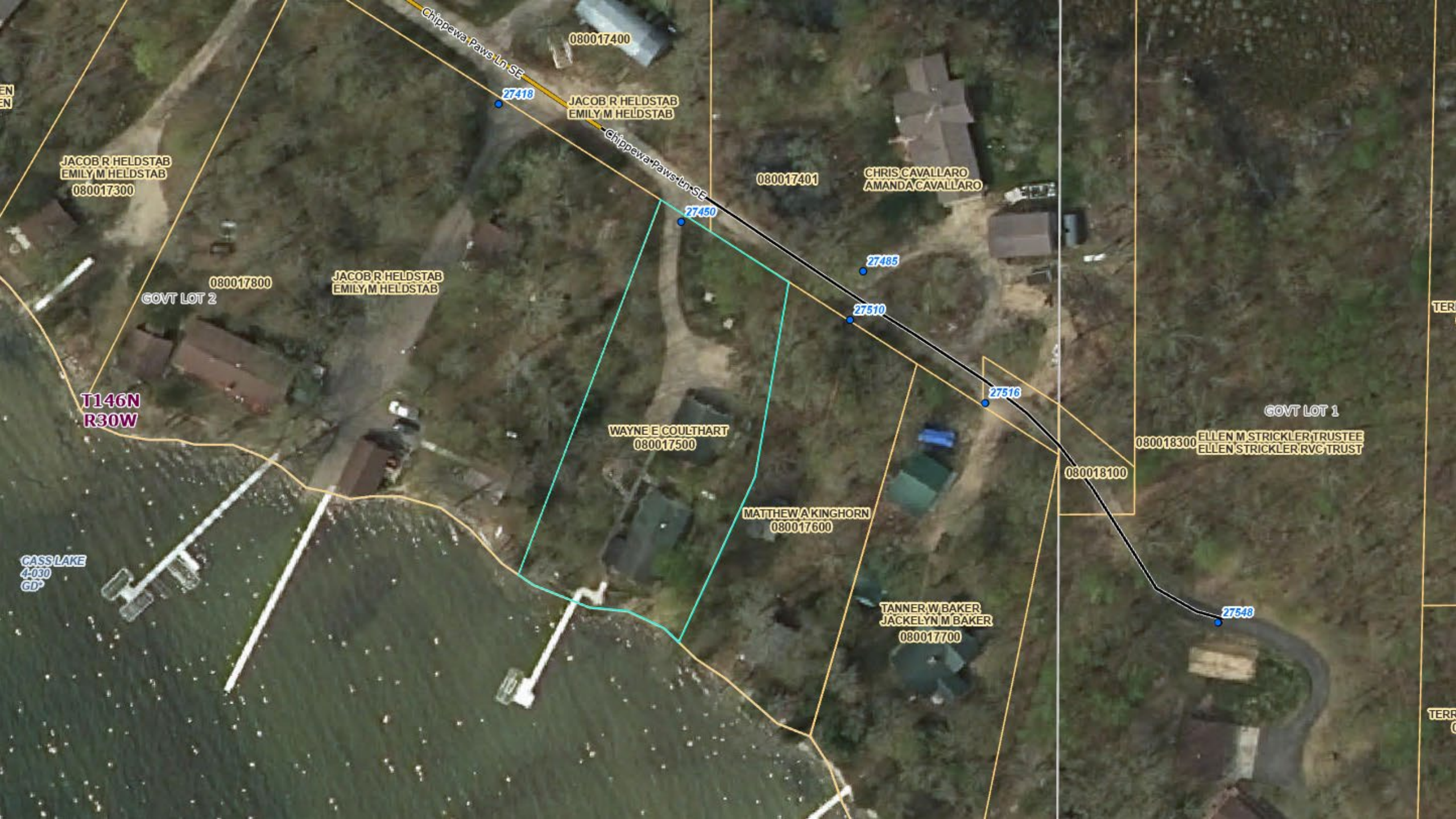
- Variance request to tear down original 26'x28' (728 sq. ft.) house built in 1958 with a height of 14' and 28' from the OHWL. To be re-built in same location, no closer to the OHWL, at a height of 19' and 44 sq. ft. larger in size (772 sq. ft.)
- Proposed additional 44 sq. ft. in size is due to changing the existing screen room from 10'x16' to 14'x14' and adding a fireplace chimney to side of house.
- Cass Lake (GD* 4-030) is classified as a General Development/Mississippi Headwaters Lake with a structure setback of 100'

PROPERTY BACKGROUND INFORMATION

- Brook Lake Township
- .66 acres in size
- Lot is currently at 24% impervious surface coverage
- Received variances in 2005 and 2020 for home additions to non-lakeside of the house
- Original structure built in 1958 (pre-dating any shoreland rules)
- Lot created in 1901







JACOB R HELDSTAB
EMILY M HELDSTAB
080017300

080017400

JACOB R HELDSTAB
EMILY M HELDSTAB

080017401

CHRIS CAVALLARO
AMANDA CAVALLARO

080017800

GOVT LOT 2

JACOB R HELDSTAB
EMILY M HELDSTAB

T146N
R30W

WAYNE E COULTHART
080017500

MATTHEW A KINGHORN
080017600

TANNER W BAKER
JACKELYN M BAKER
080017700

GOVT LOT 1

080018300 ELLEN M STRICKLER, TRUSTEE
ELLEN STRICKLER RVC TRUST

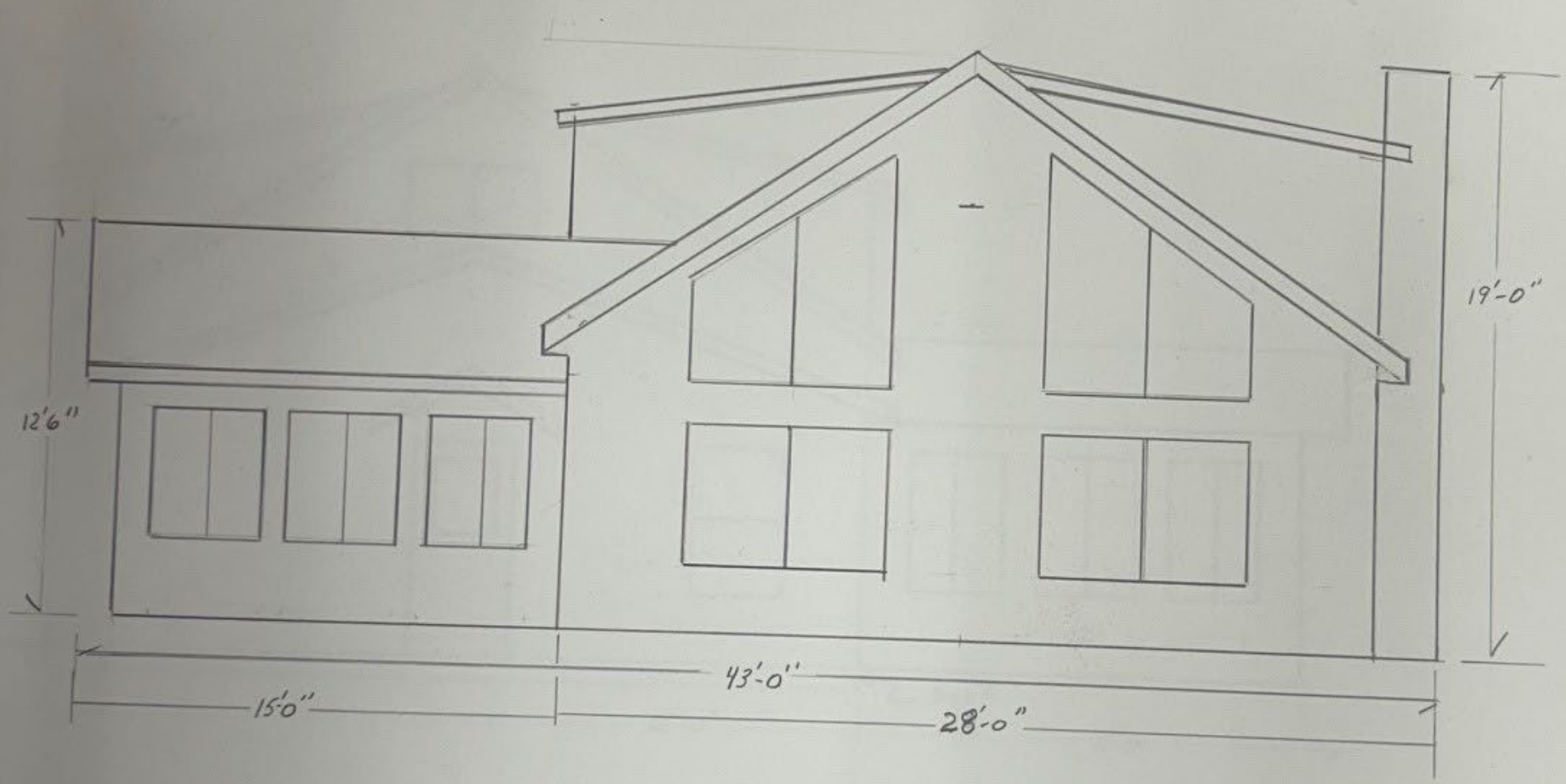
080018100

CASS LAKE
4-030
GD*













STAFF RECOMMENDATION TO BOA

- **Approve proposed new roof height of 19' on 26'x28' of existing structure and additional 44 sq. ft. in size**
 - **With submittal of a storm water management plan**



BELTRAMI
county *est. 1866*

Environmental Services Department
Soil & Water Conservation District
701 Minnesota Ave NW, Suite 113
Bemidji, MN 56601
Brent Rud, Director/District Manager
Brent.rud@co.beltrami.mn.us
Telephone: 218-333-4158

October 7, 2025

You are being officially notified:

The Beltrami County Planning Commission/Board of Adjustment will conduct a public hearing on Monday, October 27, 2025, at 6:00 PM for the purpose of receiving and hearing public comments on the variance request of Wayne and Becky Coulthart, 27450 Chippewa Paws Ln SE, Pennington, MN 56663.

The Purpose of:

The applicants are requesting a variance from the Beltrami County Shoreland Ordinance to remove an existing 1,456 square foot cabin built in 1958 located 28' from Cass Lake to be replaced with a new structure to be built at the same setback of 28' with a 44 square foot addition, no closer to the lake. The applicant is also proposing to increase the maximum height of the structure from 14' to 19'. Cass Lake (4-030) is classified as a general development/Mississippi headwaters lake which requires a 100' structure setback.

Legal Description:

Tax Parcel 08.00175.00

That part of Government Lot Two (2), Section Sixteen (16), Township One Hundred Forty-six (146), Range Thirty (30), described as follows: A complete legal description is on file in the Beltrami County Environmental Services Department.

Anyone who would like to comment on the variance request may submit his or her comments in writing no later than 4:00 PM, Friday, October 24, 2025, by email to esd@co.beltrami.mn.us or mail to the address above. Should you wish to attend the public hearing, you are more than welcome to do so. Please note the time and place for the hearing above. Note: There is a work session which starts at 5:30 PM prior to the official public hearing. **The Planning Commission/Board of Adjustment takes no official action at this work session.** The work session affords the opportunity for Planning Commission/Board of Adjustment members to ask staff questions about agenda items. Please share this notice of the proposed variance request with your immediate neighbor. Should you have any questions or would like to discuss this variance request, please feel free to contact us at (218) 333-4158.

Environmental Services Department

**-LEGAL ADVERTISEMENT-
PUBLIC HEARING**

You are hereby officially notified as required by M.S. 394.26, Sub (2), the Beltrami County Planning Commission/Board of Adjustment will conduct a Public Hearing on Monday, October 27, 2025, at 6:00 PM at the Beltrami County Administrative Building, Beltrami County Board Room, located at 701 Minnesota Avenue NW, Suite 102, Bemidji, Minnesota for the purpose of hearing and receiving public comments on the following proposed requests. The September 22, 2025, meeting had to be cancelled and those same two requests have been rescheduled for the October 27, 2025 meeting:

Board of Adjustment

Variance Request of:

Carol L Helmsloth
7210 Ferguson Ct NE
Bemidji, MN 56601

Township: Turtle River

Body of Water:

Big Bass Lake (4-132) RD

The Purpose of:

The applicant is requesting a variance from the Beltrami County Shoreland Ordinance to place a 168 square foot addition onto an existing 1,040 square foot cabin built in 1959 located within the bluff setback and bluff impact zone of Big Bass Lake, 115' from the OHWL. The proposed addition is on the west and south sides of the house going 6' closer to the bluff than the current structure. Big Bass Lake (4-132) is classified as a recreational development lake which requires a 100' structure setback from the OHWL and a 30' setback from the top of the bluff.

Legal Description:

Tax Parcel 48.00602.00

Lot Two (2), Block Seven (7), Bass Lake Vineyards; Section Nineteen (19), Township One Hundred Forty-Seven (147), Range Thirty-Two (032), Beltrami County, Minnesota.

Variance Request of:

Wayne E Coulthart
27450 Chippewa Paws Ln SE
Pennington, MN 56663

Township: Brook Lake

Body of Water:

Cass Lake (4-030) GD

The Purpose of:

The applicant is requesting a variance from the Beltrami County Shoreland Ordinance to remove an existing 1,456 square foot cabin built in 1958 located 28' from Cass Lake to be replaced with a new structure to be built at the same setback of 28' with a 44 square-foot addition, no closer to the lake. The applicant is also proposing to increase the maximum height of the structure from 14' to 19'. Cass Lake (4-030) is classified as a general development / Mississippi headwaters lake which requires a 100' structure setback.

Legal Description:

Tax Parcel 08.00175.00

That part of Government Lot Two (2), Section Sixteen (16), Township One Hundred Forty-six (146), Range Thirty (30), described as follows: A complete legal description is on file in the Beltrami County Environmental Services Department.

NOTE: Beltrami County Planning Commission/Board of Adjustment Work Session begins at 5:30 pm; Public Hearing begins at 6:00 pm.

Brent Rud

Beltrami County Environmental Services Director
(Oct. 11, 2025)

RECEIVED
BY: SUS

RE-SCHEDULED!

**-LEGAL ADVERTISEMENT-
PUBLIC HEARING**

You are hereby officially notified as required by M.S. 394.26, Sub (2), the Beltrami County Planning Commission/Board of Adjustment will conduct a Public Hearing on Monday, September 22, 2025, at 6:00 PM at the Beltrami County Administrative Building, Beltrami County Board Room, located at 701 Minnesota Ave NW, Suite 102, Bemidji, Minnesota for the purpose of hearing and receiving public comments on the following proposed requests:

Board of Adjustment

Variance Request of:

Carol L Helmsloth
7210 Ferguson Ct NE
Bemidji, MN 56601

Township: Turtle River

Body of Water:

Big Bass Lake (4-132) RD

The Purpose of:

The applicant is requesting a variance from the Beltrami County Shoreland Ordinance to place a 168 square foot addition onto an existing 1,040 square foot cabin built in 1959 located within the bluff setback and bluff impact zone of Big Bass Lake, 115' from the OHWL. The proposed addition is on the west and south sides of the house going 6' closer to the bluff than the current structure. Big Bass Lake (4-132) is classified as a recreational development lake which requires a 100' structure setback from the OHWL and a 30' setback from the top of the bluff.

Legal Description:

Tax Parcel 48.00602.00

Lot Two (2), Block Seven (7), Bass Lake Vineyards; Section Nineteen (19), Township One Hundred Forty-Seven (147), Range Thirty-Two (032), Beltrami County, Minnesota.

Variance Request of:

Wayne E Coulthart
27450 Chippewa Paws Ln SE
Pennington, MN 56663

Township: Brook Lake

Body of Water:

Cass Lake (4-030) GD

The Purpose of:

The applicant is requesting a variance from the Beltrami County Shoreland Ordinance to remove an existing 1,456 square foot cabin built in 1958 located 28' from Cass Lake to be replaced with a new structure to be built at the same setback of 28' with a 44 square foot addition, no closer to the lake. The applicant is also proposing to increase the maximum height of the structure from 14' to 19'. Cass Lake (4-030) is classified as a general development/Mississippi headwaters lake which requires a 100' structure setback.

Legal Description:

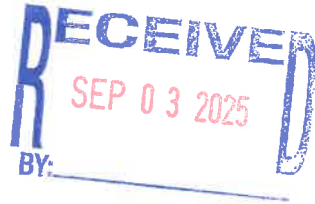
Tax Parcel 08.00175.00

That part of Government Lot Two (2), Section Sixteen (16), Township One Hundred Forty-six (146), Range Thirty (30), described as follows: A complete legal description is on file in the Beltrami County Environmental Services Department.

NOTE: Beltrami County Planning Commission/Board of Adjustment Work Session begins at 5:30 pm; Public Hearing begins at 6:00 pm.

Brent Rud

Beltrami County Environmental Services Director
(Sep. 6, 2025)





BELTRAMI COUNTY
ENVIRONMENTAL SERVICES

Phone: 218-333-4158

<http://www.co.beltrami.mn.us>

esd@co.beltrami.mn.us

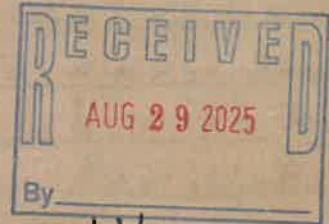
Date submitted: 08/29/2025

Date of requested hearing:

09/22/2025

VARIANCE APPLICATION

PLEASE PRINT



1. NAME OF APPLICANT(s): Wayne & Becky Coulthart
PROPERTY ADDRESS: 27450 Chippewa Paws Lane S.E
MAILING ADDRESS: 125 Manuel Circle
MAILING ADDRESS CITY: Grafton STATE: ND ZIP: 58237
DAYTIME PHONE: 701-520-0250 CELL: 701-520-0250
E-MAIL: Wayne.Coulthart@gmail.com
PARCEL(s): 080017500
ACREAGE: _____ TOWNSHIP: Brooke Lake

LEGAL DESCRIPTION OF PROPERTY AFFECTED:

CHECK WHAT ORDINANCE THE VARIANCE PERMIT IS BEING APPLIED FOR:

1. SHORELAND _____
LAKE NAME/#: Cass Lake RIVER NAME/#: _____
2. SUBDIVISION _____
3. OTHER _____

DOES APPLICANT OWN LAND ADJACENT TO THE PARCEL(s)? Yes ☐ No ☒

If Yes list parcel(s): _____

ok

Explain your requested Variance need(s). You must provide details of type, size and purpose of proposed changes. State what section your Variance is being sought for from the Ordinance:

We want To remove The 26x28 1958 structure and Concrete Slab that has no footing under it. We want To replace it With a new slab With an 18"x18" footing and new slab with hot water floor heat and insulation under slab. Ceiling height now is 7'-9" and want to change it To 8' and add a loft. The 2 bedrooms now will be removed for more floor space and 1 bedroom will be in loft. existing height now is 14' and want To change it To 19'. Screen in room

Easements or covenants that could affect this property and its proposed changes? Yes ☒ No ☐ ←
If so, what are they?

will change from 10x16 to 14x14 so roof line will work out better. Replace wood floor with concrete and put glass in windows.

Is the Variance request an After-the-Fact (the work already been done)? Yes ☒ No ☐

If Yes After-the-Fact penalties required per county approved fee schedule: \$ _____

Please place an X by each item below that applies to your Variance request and fill out only the following applicable section(s) which apply as directed. If a section does not apply request then place N/A in that section. What is the reason(s) that you are applying for a Variance?

☒ Setback from the Ordinary High Water Mark (OWHM) including roof overhang

☒ Property boundary setback

☒ Top-of-Bluff setback

☒ Road Right-of-Way (ROW) setback

☒ Subsurface Treatment Sewage System (SSTS) setback

☒ Removal of a nonconforming structure with the construction of a new structure at the same setback but outside the existing structures dimensions.

☐ Remodeling or construction of an addition onto a nonconforming structure.

☒ Increase to roof height

☐ Impervious surface coverage limits

Section 1

Check the item(s) for which you are requesting a Variance. Measurements in feet.

☒ OHWM	Proposed setback <u>28' same as now</u>
☒ NA Property boundary	Proposed setback _____
☒ NA Top-of-Bluff setback	Proposed setback _____
☒ NA Road ROW	Proposed setback _____
☒ NA SSTS	Proposed setback _____
☒ Roof height	Proposed new roof height <u>19'</u>

Section 2

Indicate the type of Shoreland Alteration activity proposed? (If applicable)

☒ NA Grading ☒ NA Vegetation ☒ NA Filling ☒ NA Other

Section 3

When (date) was your lot initially created/recorded? 1901 (A copy of the first deed or a copy of the portion of your abstract must be submitted with your application.)

Was the lot recorded prior to January, 1971? ☒ Yes ☐ No

Was your lot created after May 5, 1992? Yes ☒ No

Will this be a new parcel? Yes ☒ No

Section 4

A scaled site layout of your lot with the following items shown on it shall be required. North direction must be indicated on the site layout.

1. All existing buildings.
2. The height, width and length of all existing buildings to include roof overhang and decks.
3. All existing buildings labeled. (i.e. garage, cabin, house, storage)
4. All proposed new buildings or additions with their height, width and length.
5. Answer the following questions. All measurements in feet. If not applicable mark N/A.

- Proposed setback from the OHWM? 28' same as now.
- Proposed setback from nearest property line? 23'
- Proposed setback from the road ROW? 200'
- What is the structure footprint in square feet (L x W = sq. ft.) 1456 existing
- Have there been other additions added since January 1972? ☒ Yes ☐ No want to add
- Does the existing structure have a basement? Yes ☒ No 44 sq. ft.
- Will the newly revised structure have a basement? Yes ☒ No

- Is there a second story on the existing structure? Yes No (1)
- What is the current number of bedrooms in the existing structure? 3 now - Removing
- Will the current number of bedrooms change with the new addition? Yes No
- What is the roof height of the existing structure? 14'
- Will there be a change to the existing roof height? Yes No
- What is the proposed change to the roof height? 19'
- Will there be a change in the square footage of living space? Yes No
If so what is the proposed square footage? adding 44 sq. ft.

6. Submit digital pictures of all structures on the lot.
7. Location of existing and/or proposed septic systems, if applicable.
8. Significant topographic features, if applicable
9. All impervious surfaces including buildings, driveways, sidewalks, etc.

Reference the attached application check-list. When complete submit this application plus all supporting documents to the Environmental Services Department (ESD). You will be notified whether the application was deemed complete and what must be addressed to make it complete. When complete it be placed before the county Board of Adjustment for a public hearing and you will be notified of the date/time.

If approved you are required to obtain all required permits prior to doing the work.

Wayne Cerubert
Signature

8-27-25
Date

Beltrami County Environmental Services Department Use only

VARIANCE FEE: <u>600.00</u> (payable to Beltrami County Treasurer)		PAID? <u>Yes</u> or No
CHECK #: <u>783452</u>	CASH: _____	RECEIPT #: <u>315791</u>
RECORDING FEE: <u>46.00</u> (payable to Beltrami County Recorder)		PAID? <u>Yes</u> or No
CHECK #: _____	CASH: _____	RECEIPT #: _____
DATE REVIEWED BY BOARD OF ADJUSTMENT: _____		
COMMENTS: _____		

will bill!

OK

Beltrami County Environmental Services Department
Variance Application Check List
(complete and submit with the application)

1. Completed variance application: Yes ☒ No ☐
2. Copy of the property deed or purchase agreement: Yes ☐ No ☐ *ESD has copy on file*
3. Site layout to scale, no smaller than 11" x 17" as required by Section 4, showing all structures and setbacks: Yes ☒ No ☐
4. Sewer design if new SSTS to be installed: Yes ☐ No ☒
5. Current SSTS compliance inspection: Yes ☐ No ☐ *waiting for Dave Larson To come out.*
 - 5 years for new systems
 - 3 years for existing systems
6. Digital photos emailed to the Environmental Services Department of all structures located on the property: Yes ☒ No ☐
7. New structures & additions, area corners must be staked out with north, south, east & west directions labeled. A stake must be placed at the distance being requested on a setback variance from either the ordinary high water mark, road right of way or side yard setback: Yes ☒ No ☐

NOTE: Failure to stake out your proposed structures as in #7 will result in your application being tabled until the next meeting.

***Upon Variance approval you MUST obtain and properly display the approved building permit before any work is started.**

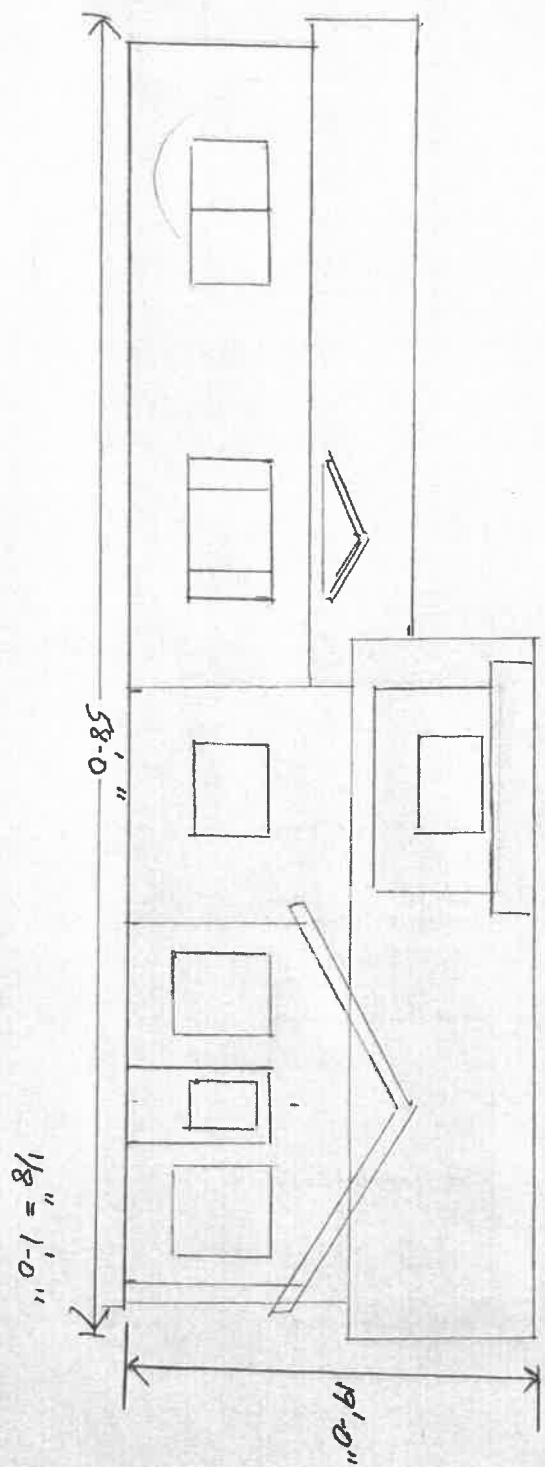
OK

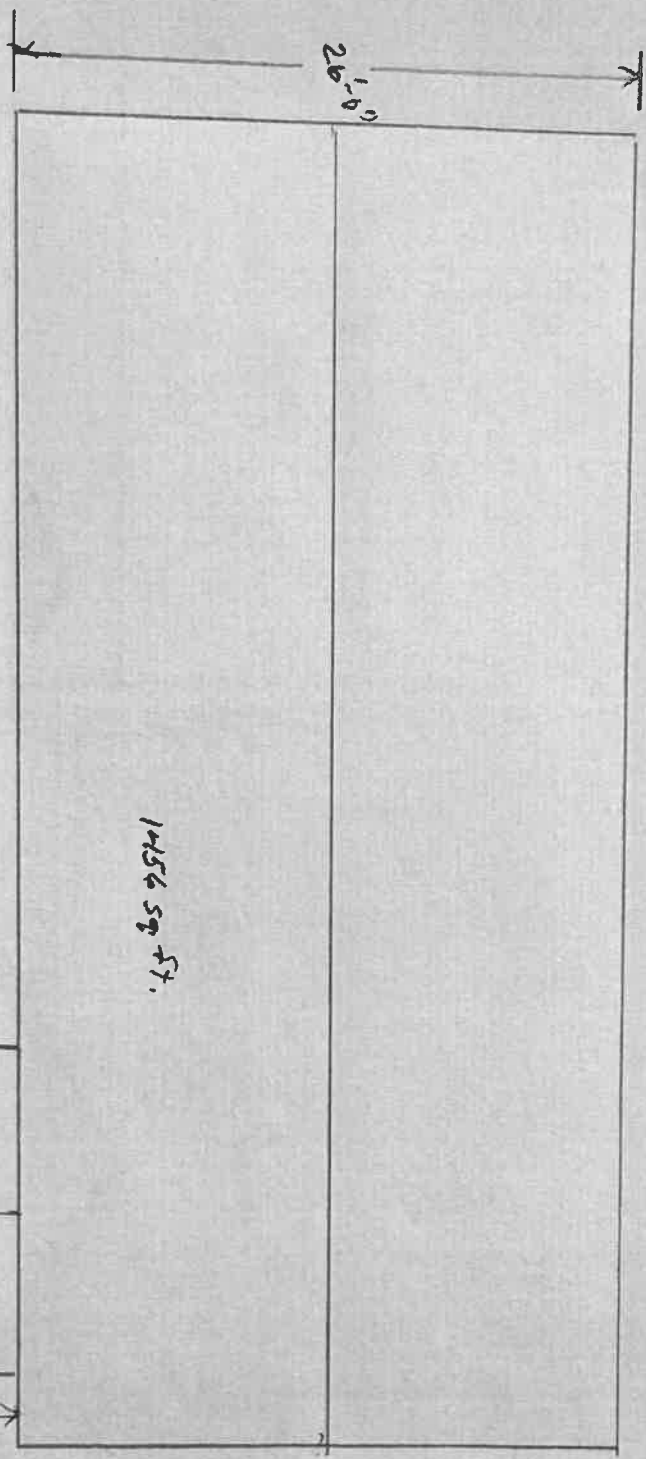








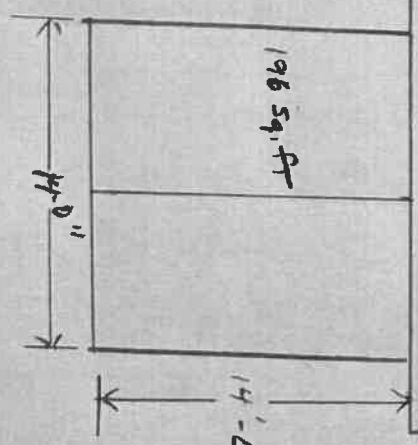




1456 sq. ft.

26'-0"

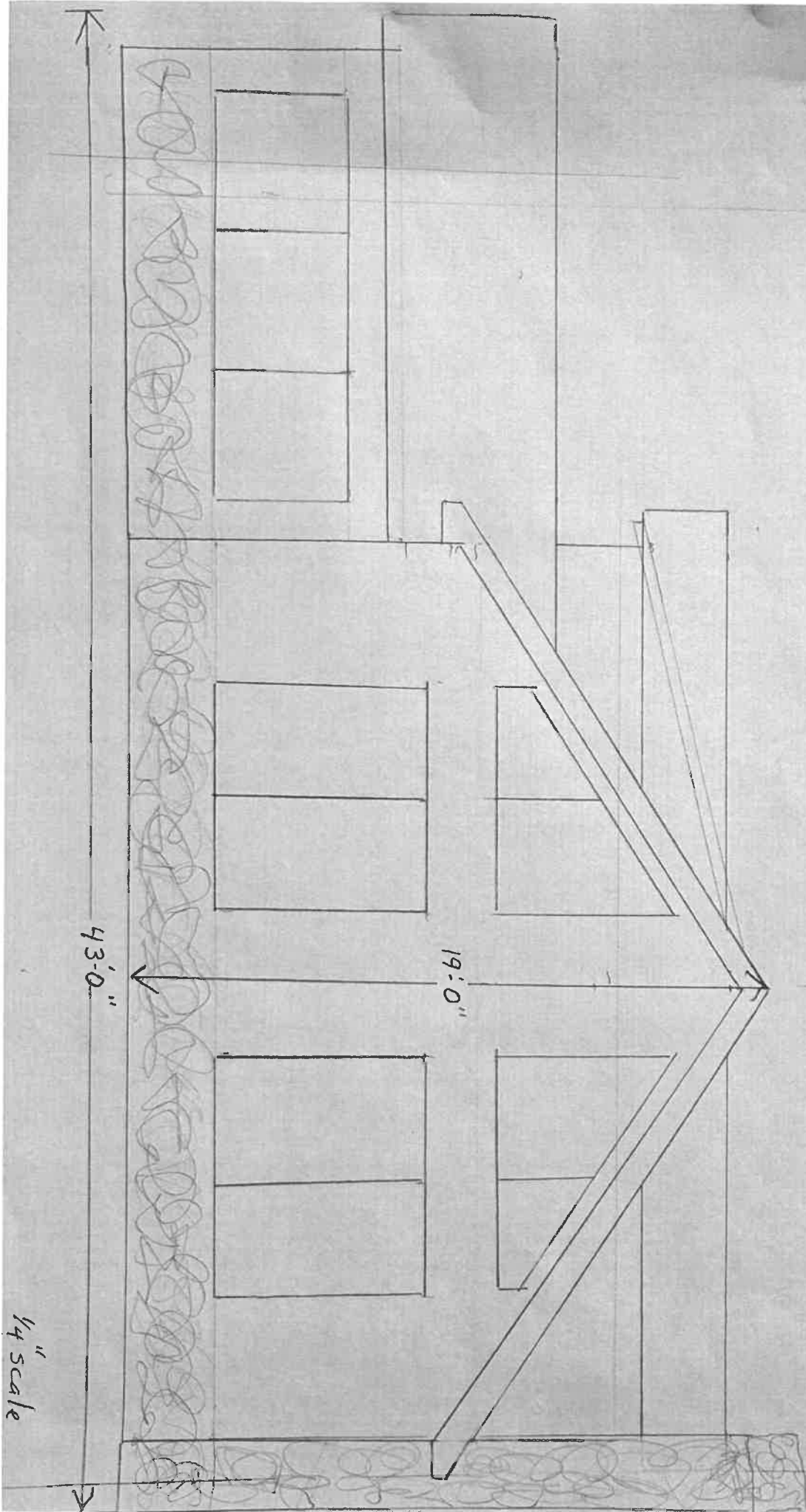
14'-0"

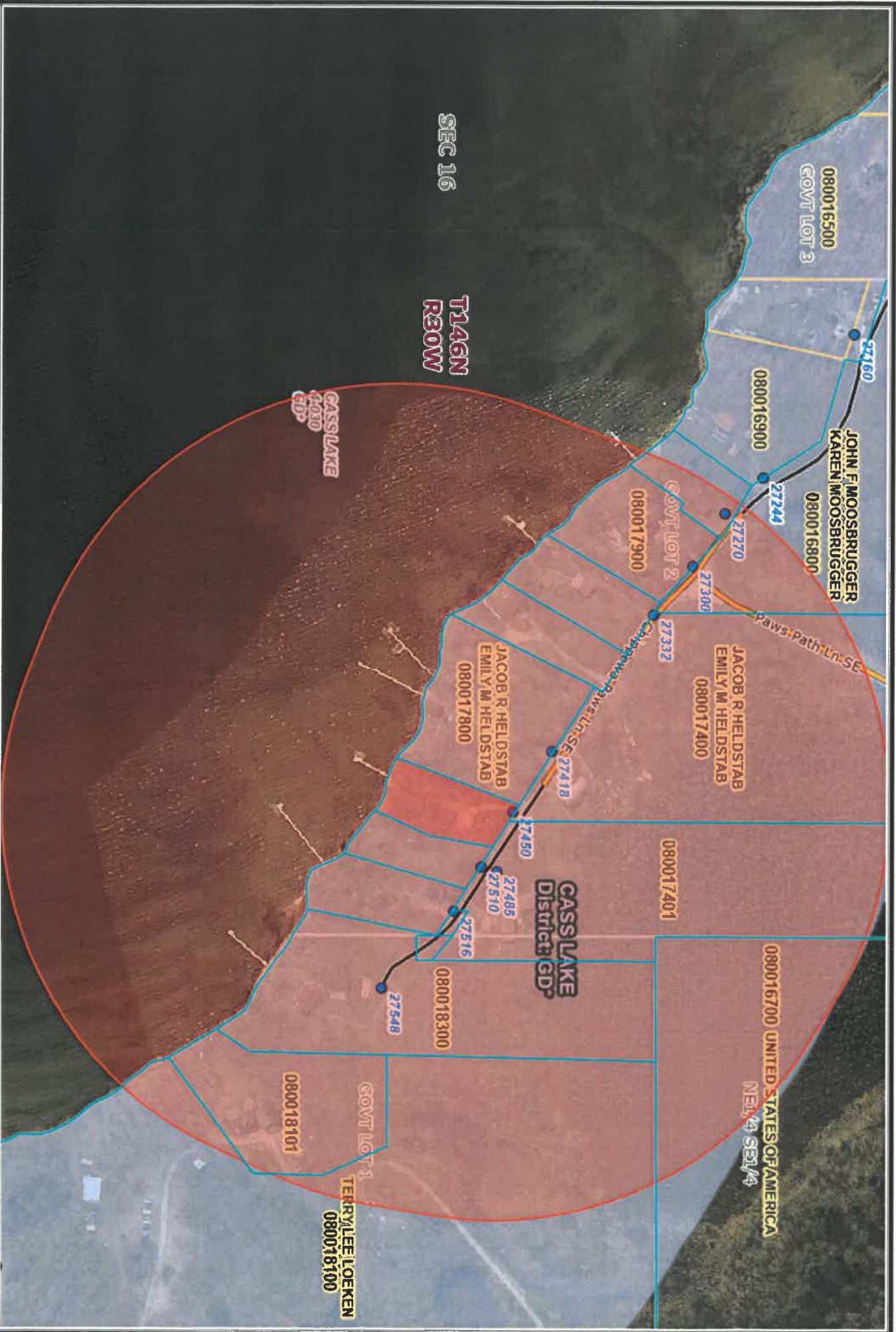


196 sq. ft.

14'-0"

$\frac{1}{8}'' = 1'-0''$





The information on this map is provided on an "as-is" basis without warranty of any type, expressed or implied, including but not limited to any warranty as to its accuracy, currency, suitability, or reliability for any purpose.

08.00175.00 (750 feet)

Coulthart Variance

Scale 1:4,514

Date: 8/29/2025

This map is not a substitute for a land survey and should not be used for locating property lines or other boundaries. Lines on this map are approximate.

BRADLEY DUMONCEAUX
JODI DUMONCEAUX
27300 CHIPPEWA PAWS LN SE
PENNINGTON MN 56663

ELLEN M STRICKLER TRUSTEE
ELLEN STRICKLER RVC TRUST
10333 280TH AVE NW
EUCLID MN 56722

MATTHEW A KINGHORN

3506 LAUREL LANE
MINNETONKA MN 55305-5375

WARREN C JENSEN
CYNTHIA L JENSEN
27332 CHIPPEWA PAWS LN SE
PENNINGTON MN 56663

CHARLES R SAVAGE
CINDY R SAVAGE
3802 CHERRY ST APT A1
GRAND FORKS ND 58201-7698

JACOB R HELDSTAB
EMILY M HELDSTAB
27418 CHIPPEWA PAWS LN SE
PENNINGTON MN 56663

TANNER W BAKER
JACKELYN M BAKER
163 QUIET MAJESTIC LN NW
BEMIDJI MN 56601

WAYNE E COULTHART

125 MANVEL CIR
GRAFTON ND 58237

CHRIS CAVALLARO
AMANDA CAVALLARO
27485 CHIPPEWA PAWS LN SE
PENNINGTON MN 56663

JOHN F MOOSBRUGGER
KAREN MOOSBRUGGER
521 LINDEN ST SE
SLEEPY EYE MN 56085

TERRY LEE LOEKEN

645 HOMONY LN SE
PENNINGTON MN 56663

Bruce Poppel
Planning Commission
PO Box 235
Blackduck MN 56630

Doug Underthun
Planning Commission
312 29th Street
Bemidji MN 56601

Todd Stanley
Planning Commission
72552 Hwy 89 NW
Grygla MN 56727

William A Best
Planning Commission
4210 Connelly Cir NE
Bemidji MN 56601

Don Hazeman
Planning Commission
6615 Jackpine Rd NW
Bemidji MN 56601-7236

Commissioner Craig Gaasvig
District 1
13375 Gull Lake Loop Rd NE
Bemidji MN 56601

Bruce Hasbargen
Highway Dept
2491 Adams Ave NW
Bemidji MN 56601

Plats only

Kevin Trappe-GIS
County Administration Bldg
701 Minnesota Ave NW
Bemidji MN 56601

Plats only

Bob Murray
Surveyor
Bemidji MN 56601

David Hanson
County Attorney
Beltrami County Judicial Center
600 Minnesota Ave NW Ste 400
Bemidji MN 56601

Ed Fussy
Planning Commission
7810 Pimushe Trl NE
Bemidji MN 56601

Charlene Sturk
Recorders Office
701 Minnesota Ave NW Ste 120
Bemidji MN 56601

Tom Barry
Beltrami County Administrator
701 Minnesota Ave NW Suite 200
Bemidji MN 56601

Plats Only

Chris Muller
LEC/Emergency Management
613 Minnesota Ave NW
Bemidji MN 56601

Plats and Towers

Bemidji Fire Department
ATTN: Fire Chief
316 5th Street NW
Bemidji MN 56601

Plats only

Todd Johnson
MN Dept of Health
705 5th Street NW Suite A
Bemidji MN 56601

Plats only

Mississippi Headwaters Board
ATTN: TIM TERRELL
322 Laurel St Ste 11
Brainerd MN 56401

USPS - Postmaster
401 Irvine Ave NW
Bemidji MN 56601

Plats only

US Army Corps of Engineers
4111 Technology Dr Ste 295
Bemidji MN 56601

Wetland only

Arne Wick, Area Hydrologist
MN Department of Natural Resources
2532 Hannah Ave NW
Bemidji MN 56601

Lakeshore only

BROOK LAKE

**Beltrami County Planning Commission/Board of Adjustment Meeting
Minutes for Monday, October 27, 2025
County Administration Building – County Board Room
701 Minnesota Avenue NW
Bemidji, Minnesota 56601**

General Business

Members present: Todd Stanley
 Don Hazeman
 Ed Fussy
 Bill Best
 Bruce Poppel
 Doug Underthun
 Craig Gaasvig

Members absent: None

Others Present: Brent Rud, Director, Beltrami County Environmental Services Department
 Greg Larson, Beltrami County Environmental Services Department
 Shannon Schmidt, Beltrami County Environmental Services Department
 Wayne Coulthart, 27450 Chippewa Paws Ln SE, Pennington, MN 56663
 Becky Coulthart, 27450 Chippewa Paws Ln SE, Pennington, MN 56663
 Carol Heimsoth, 7210 Fergeson Ct NE, Bemidji, MN 56601

Chairman called the Planning Commission/Board of Adjustment Meeting to order at 6:00 PM.
Board and staff introduced themselves to members of the audience. Brent reviewed the meeting procedures and process, as well as the agenda, for those in attendance. The meeting minutes for August 25, 2025, were brought forward for approval. **Bill Best moved to approve the meeting minutes of August 25, 2025. Motion seconded by Bruce Poppel.**

Motion carried and approved.

Board of Adjustment

New Business

Variance Request of: **Carol L Heimsoth**
 7210 Fergeson Ct NE
 Bemidji, MN 56601

Township: Turtle River
Body of Water: Big Bass Lake (4-132) RD

The Purpose of:

The applicant is requesting a variance from the Beltrami County Shoreland Ordinance to place a 168 square foot addition onto an existing 1,040 square foot cabin built in 1959 located within the bluff setback and bluff impact zone of Big Bass Lake, 115' from the OHWL. The proposed addition is on the west and south sides of the house going 6' closer to the bluff than the current structure. Big Bass Lake (4-132) is classified as a recreational development lake which requires a 100' structure setback from the OHWL and a 30' setback from the top of the bluff.

Legal Description:

Tax Parcel 48.00602.00

Lot Two (2), Block Seven (7), Bass Lake Vineyards; Section Nineteen (19), Township One Hundred Forty-Seven (147), Range Thirty-Two (032), Beltrami County, Minnesota.

Greg Larson gave the staff report, discussing lot information and details of the application. The cabin is located 115' from the OHWL, exceeding the required Big Bass Lake structure setback of 100'. Beltrami County Shoreland Management Ordinance also requires a 30' structure setback from the top of the bluff. Greg explained how to determine if something is a bluff and where the top of bluff lies. The entire cabin lies in the 30' bluff structure setback. Maps showing the location of the parcel on GIS mapping and the parcel's topography were viewed. Photos of the lot and cabin from all angles were also viewed. Proposed building plans were reviewed. Parcel is 0.83 acres in size and cabin was built in 1959. No additions to the cabin have been made since it was built. The existing septic system was installed in 2003 and is compliant. There is an existing 10' X 18' covered patio on the front of the house that will be extended sideways to make the new addition. A 6' X 6' area of this new addition will extend beyond the existing west wall of the cabin. Staff recommends approval of the proposed 168 square foot addition with the submittal and approval of a Storm Water Management Plan.

Carol Heimsoth approached the podium. The Board asked what sort of roof would be put over the addition and if the new roof would also cover the existing covered patio area. Carol explained that Howie Zetah is her contractor and that they haven't gone over all the details of construction just yet. She thought that Howie had mentioned a gable type roof for the new addition. Either way, water will be directed away from the lake. The structure will be coming no closer to the lake. A small patio on the front of the cabin may still be possible. Current impervious surface is well under 25%. Shoreland vegetation is good, the bluff is stable, and the contractor will be responsible for managing erosion.

The Board opened the floor for public comment. Emailed comments received were read aloud by Greg Larson.

- Email – **Beltrami County Highway Department:** no issues nor concerns with this variance request.

Finding no further public comment, the Chairman closed the floor for public comment on the Carol Heimsoth variance request.

Findings of Fact

1. Is the variance in harmony with the intent of the comprehensive plan, zoning ordinance and State Shoreline Management Ordinance rules?
Yes (x) No ()
Why? This cabin was built in 1959, prior to the Shoreland Management Ordinance, and has not changed since that date.
2. Without the variance is the owner deprived of a reasonable use of the property?
Yes (x) No ()
Why? Cabin has limited living space and needs more room to add modern amenities.
3. Is the alleged hardship due to circumstances unique to this property?
Yes (x) No ()
Why? Old lot, old cabin – all predates Shoreland Management Ordinance.
4. Were the circumstances causing the hardship created by someone or something other than the landowner or previous landowners?
Yes (x) No ()
Why? The lot and cabin were created prior to the Shoreland Management Ordinance. Rules for building at that time were not the same as current rules.
5. Will the issuance of the variance maintain the essential character of the locality?
Yes(x) No ()
Why? The structure will be no closer to the lake. Cabin not easily seen from the lake and the new addition is small. Neighboring lots have very similar development.
6. Does the alleged hardship involve more than economic consideration?
Yes (x) No ()
Why? Cabin modernization and more living space were considered.

If all answers are "yes" the criteria for granting the variance request have been met.

Motion by Doug Underthun to approve the variance request of Carol Heimsoth with the following conditions: 1.) Storm Water Management Plan must be submitted and approved by Environmental Services prior to any work starting. Todd Stanley seconded the motion.

Motion unanimously carried and approved.

Chairman then closed the Board of Adjustment Public Hearing on the proposed Variance request of Carol Heimsoth.

Variance Request of:

Wayne E Coulthart
27450 Chippewa Paws Ln SE
Pennington, MN 56663

Township:
Body of Water:

Brook Lake
Cass Lake (4-030) GD

The Purpose of:

The applicants are requesting a variance from the Beltrami County Shoreland Ordinance to remove an existing 1,456 square foot cabin built in 1958 located 28' from Cass Lake to be replaced with a new structure to be built at the same setback of 28' with a 44 square foot addition, no closer to the lake. The applicant is also proposing to increase the maximum height of the structure from 14' to 19'. Cass Lake (4-030) is classified as a general development/Mississippi headwaters lake which requires a 100' structure setback.

Legal Description:

Tax Parcel 08.00175.00

That part of Government Lot Two (2), Section Sixteen (16), Township One Hundred Forty-six (146), Range Thirty (30), described as follows: Commencing at a point on the East line of said Lot Two (2), 440.8 feet South of the NW corner of Lot One (1) said Section Sixteen (16); thence North 57 degrees 28 minutes West 310.82 feet to point of beginning; thence South 57 degrees 28 minutes East 100 feet; thence South 9 feet 58 minutes West 129.68 feet; thence South 24 degrees 57 minutes West 130 feet to the shore of Cass Lake, thence northwesterly along the shoreline to a point which is South 20 degree 58 minutes West from point of beginning; thence North 20 degrees 58 minutes East 267 feet to the point of beginning.

Greg Larson gave the staff report, discussing details of the application. The cabin is located 28' from the OHWL of Cass Lake, which is also classified as a Mississippi Headwaters Lake. Maps showing the location of the parcel on GIS mapping were viewed. Photos of the lot and cabin from all angles were also viewed. Proposed addition of 44 square feet results from changing existing 10' X 16' screen room to a 14' X 14' screen room and moving the fireplace chimney from inside the cabin to the outside. There will be no changes to the structure behind the break in the roof line. Parcel is 0.66 acres in size and cabin was built in 1958. The lot was created in 1901. Variances for home additions to the non-lake side of the cabin were received in 2005 and 2020. The existing septic system is compliant. Lot is currently at 24% impervious surface coverage. Staff recommends approval of the proposed new roof height of 19' on the existing 26' X 28' structure and addition of 44 square feet with the submittal and approval of a Storm Water Management Plan.

Wayne Coulthart approached the podium and explained how these changes will make the cabin more user-friendly. Overall, they will be losing one bedroom, but the remaining bedrooms will be larger. Currently, there is little to no insulation in the original part of the cabin. This cabin used to be part of a resort and never had enough room for a dining room. Parents slept on the couch so each child could have their own 9' X 9' bedroom. Since 2001, owners have been spending five nights a week at the cabin and 2 nights a week with their aging parents in North Dakota. Owners would like to install floor heat. Currently, the cabin sits on a slab with no

footings. The homemade rafters in the old cabin are starting to sag and heave. The new taller structure would include two gable ends for more room and possible loft sleeping area. 38' of the 44 square foot increase is the screen porch. The remaining 6 square feet is for the chimney addition. There would be one tree, or a large part of that same tree, that would have to be removed for this project to proceed. There is a low spot in the back yard where all the neighborhood water runoff collects. Gutters and a Storm Water Management Plan were required for the 2020 variance at this location.

The Board opened the floor for public comment. There were no emailed or mailed comments received.

Finding no public comment, the Chairman closed the floor for public comment on the Wayne Coulthart variance request.

Findings of Fact

1. Is the variance in harmony with the intent of the comprehensive plan, zoning ordinance and State Shoreline Management Ordinance rules?
Yes (x) No ()
Why? This cabin was built in 1958, prior to the Shoreland Management Ordinance. Very minimal changes are being requested, the existing footprint will be used for the rebuild.
2. Without the variance is the owner deprived of a reasonable use of the property?
Yes (x) No ()
Why? The condition of the original cabin requires action in order to continue use.
3. Is the alleged hardship due to circumstances unique to this property?
Yes (x) No ()
Why? The age of the old original resort cabin requires upgrades.
4. Were the circumstances causing the hardship created by someone or something other than the landowner or previous landowners?
Yes (x) No ()
Why? The original structure was a resort cabin and not intended for year-round use. The cabin is now being used year-round and needs insulation and heat.
5. Will the issuance of the variance maintain the essential character of the locality?
Yes (x) No ()
Why? Structures on nearby lots are at about the same setbacks and of similar size.
6. Does the alleged hardship involve more than economic consideration?
Yes (x) No ()
Why? Cabin modernization and more living space were considerations, not economics.

If all answers are "yes" the criteria for granting the variance request have been met.

Motion by Bruce Poppel to approve the variance request of Wayne Coulthart with the following conditions: 1.) Storm Water Management Plan must be submitted and approved by Environmental Services prior to any work starting. Doug Underthun seconded the motion.

Motion unanimously carried and approved.

Chairman then closed the Board of Adjustment Public Hearing on the proposed Variance request of Wayne Coulthart.

Motion by Bruce Poppel to adjourn the Planning Commission/Board of Adjustment Public Hearing for October 27, 2025. Motion was seconded by Doug Underthun. Motion carried and approved. Chair called the meeting for October 27, 2025, officially adjourned.

Respectfully submitted,

Brent Rud
Beltrami County ESD Director

Chairman
Beltrami County Planning Commission

NORTHERN TOWNSHIP

PLANNING COMMISSION & BOARD OF ADJUSTEMENT

PLANNING CASE: V-20250065

NPC MEETING DATE: October 20, 2025

NTB MEETING DATE: October 27, 2025

APPLICANT: Gregory and LaRae Mikkelson

60-DAY RULE DATE: December 19, 2025

PROCEEDING: Variance – Structure Setback from Ordinary High Water Level (OHWL)

ZONING DISTRICT: R-2 Residential / Shoreland Overlay

EXHIBITS: Variance Application; Site Plan & Overlay; Stormwater Mitigation Plan; Property Deed

I. SUMMARY OF REQUEST

Gregory and LaRae Mikkelson request a variance from **Section 901 D** of the Northern Township Zoning Ordinance to allow a single-family dwelling **32 feet closer to the OHWL** of Lake Bemidji than the required 100 feet.

The subject property—**Lot 1, Block 1, Shady Cove**, located at **6645 Lavinia Road NE**—is a 0.55-acre platted lot of record with an existing cabin and porch built prior to current shoreland standards. The owners intend to reconstruct the cabin and covered porch while improving its position relative to the shoreline. The proposed structure will be approximately 68 feet from the OHWL compared to the 46 feet the current structure is set back from the OHWL.

The **Stormwater Mitigation Plan** prepared by Murray Surveying demonstrates compliance with Township standards for up to **31.25 percent impervious coverage** through the use of a grass infiltration basin and dry-well system sized to capture a 1-inch rainfall event over the impervious area exceeding 25 percent.

II. SITE INFORMATION

Property Address	6645 Lavinia Road NE
Legal Description	Lot 1, Block 1, Shady Cove (Sect 24-T147N-R33W)
Lot Area	≈ 23,384 sq ft (0.55 acres)
Current Setback OHWM	46 ft
Proposed Setback OHWM	68 ft
Variance Request	Required 100' / Variance of 32 ft requested

III. BACKGROUND

The lot was established prior to shoreland regulations and cannot satisfy the current 100-foot OHWL setback due to its depth and existing development pattern.

The applicants propose to remove and rebuild the existing dwelling, placing it farther from the lake than the current footprint while achieving conformity with impervious-area limits through engineered stormwater controls.

The project requires a 32-foot variance solely for the OHWL setback. No other variances are requested. The stormwater infiltration basin (≈ 460 sq ft, 0.3 ft deep) provides ≈ 138 cubic feet of storage—exceeding the 104 cubic feet required for compliance with MPCA standards.

IV. RECOMMENDATION & FINDINGS

Conditions

1. The Variance shall expire and become void if the project is not substantially started within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the project are mostly complete. The NTB may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.
2. Total impervious surface coverage shall not exceed 31.25 percent of the lot area and the approved stormwater mitigation plan must be installed and maintained for the life of the structure.

Criteria for Granting Variances

Per Minnesota Statute § 462.357 Subd. 6, *practical difficulties*, as used in connection with the criteria for granting a variance, means:

- a. The property owner proposes to use the property in a reasonable manner not permitted by the Zoning and Subdivision Ordinance;
- b. The plight of the landowner is due to circumstances unique to the property not created by the landowner;
- c. The variance, if granted, will not alter the essential character of the locality; and
- d. Economic considerations alone do not constitute practical difficulties.

Findings of Fact for Variances

1. Has the applicant demonstrated a practical difficulty? Yes.
2. Are there exceptional circumstances, unique to this property, which have not been created by the landowner? No. Other properties in this area are all small and have houses inside the setback area.
3. Can the variance be granted and such action be in keeping with the spirit, purpose, and intent of the Zoning Ordinance? Yes.
4. Can the variance be granted without altering the essential character of the surrounding area? Yes.

Motion: To approve the variance with proposed conditions and findings of fact.

Planning Commission (10-20-25)

ayes 5

nayes 0

Results: Pass

Board of Adjustments (10-27-25)

ayes 4

nayes 0

Results: Pass

Northern Township

Application for Variance

Please complete this application carefully and completely. PLEASE PRINT. Failure to fill in all of the required information may result in a delay of processing your application.

OFFICE USE ONLY

Complete App. Rec'd _____

Zoning District _____

Comments _____

A fee of \$ _____ made payable to **Northern Township** must accompany this application. Additional escrow or verification fees may apply for approved projects.

An escrow of \$ _____ made payable to **Northern Township** must accompany this application. Additional escrow or verification fees may apply for approved projects.

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

APPLICANT DATA

NAME OF APPLICANT: Gregory and LaRae Mikkelson PHONE: 701-740-3750

MAILING ADDRESS: 6645 Lavinia Rd NE, Bemidji

SITE ADDRESS: 6645 Lavinia Rd NE PARCEL: 310144100

EMAIL ADDRESS: gmikkels740@gmail.com

Does your property contain low areas, wetlands, or areas with standing water? ☐ Yes ☒ No If Yes, do you intend to drain, fill or otherwise alter this area for any reason?

Explain N/A

REQUEST FOR VARIANCE

Are multiple variances being requested? ☐ Yes ☒ No

What specific standard(s) are you requesting variance(s) from? (ex. §402C Front Yard Setback)

Section 901D - Structure Setback from ordinary high water level

What standard(s) or measurement(s) are you requesting? (ex. 10 ft. relief from required 50 ft. Front yard setback)

Display on site plan.

32 foot relief from required 100 foot setback from ordinary high water level

Describe the existing use of your property: _____

Single family residential

Will the use of your property change with the variance? ☐ Yes ☒ No

Will the granting of a variance impact the character of the surrounding properties? ☐ Yes ☒ No ☐ Unknown

Explain The proposed setback is consistent with (or further back) than other setbacks in neighborhood.

Are there unavoidable physical or topographical features (wetlands, buildings, roads, etc.) on your property that severely limit your construction site options? ☒ Yes ☐ No Explain

The overall depth of the lot (lake to road), irregular shape, and total area of the lot limit construction options; especially with uncertainty on planning for septic system.

Does the design or floor plan of your building severely limit your construction options? ☐ Yes ☒ No

Are there construction options or alternatives that may eliminate the need for a variance? ☐ Yes ☒ No

Explain None that would maintain the character of neighborhood. Stretching out structure and pushing it back would place home behind neighboring homes and eliminate back yard (road side) greenspace/openess consistent in neighborhood.

Explain the practical difficulty that exists with your request (see definition in attached documents):

The proposal to construct a home 68 feet from OHW line is reasonable; especially given it is simliar to or further back than other homes in the neighborhood. Pushing the structure furhter back would crowd the road, elminate the rear yard (road side) greenspace common throughout neighborhood, require removal of more of the remaining trees, and cause the structure to be well behind all other structures in the neighborhood, all impacting the overall character of the neighborhood.

Assuming that a practical difficulty is demonstrated, and a variance justified, what measures are you willing to take to mitigate the impact of development on your property (remove other buildings, vegetative screens, etc.)?

The proposed structure overhang is moving back 9 feet from the existing structure. The patio is moving back 22 feet from the existing patio. These are substantial improvements. A stormwater mitigation plan is proposed.

(Use additional sheets if necessary)

Submit a complete site plan of your property drawn to scale with this application showing all buildings, proposed and existing, setbacks, wells, septic and accesses.

ALL APPLICANTS MUST SIGN BELOW

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 Northern Township Zoning and Subdivision Regulations. 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 Northern Township Planning staff to inspect the property during review of this application and subsequent construction during reasonable times of the day.

Applicant: _____

Date: _____

OFFICE USE ONLY

Reviewed by _____ Date _____ Complete Application ☐ Yes ☐ No

COMPLETED FORMS CAN BE SUBMITTED AT 445 Town Hall Rd NW Bemidji, MN 56601, BEMIDJI, MN 56601

SITE OVERLAY

MIKKELSON APPLICATION FOR VARIANCE

Part of
Lot 1, Block 1, SHADY COVE, Beltrami County, Minnesota.

PROPERTY DESCRIPTION:
Lot 1, Block 1, SHADY COVE, according to the recorded plat thereof,
Beltrami County, Minnesota.

SITE INFORMATION

	Minimum	Proposed	Variance
Lot Size (S.F.)	30,000	23,384 ±	
Setback (OHW)	100	68	32
Setback (Rear - Road)	20	20.0	
Setback (Side - North)	10	24.0	
Setback (Side - South)	10	20.2	
Impervious Surface	5,846 (25%)	7,093 (30.3%)	***
Impervious Surface with Stormwater Mitigation	7,307± (31.25%)	7,093 (30.3%)	

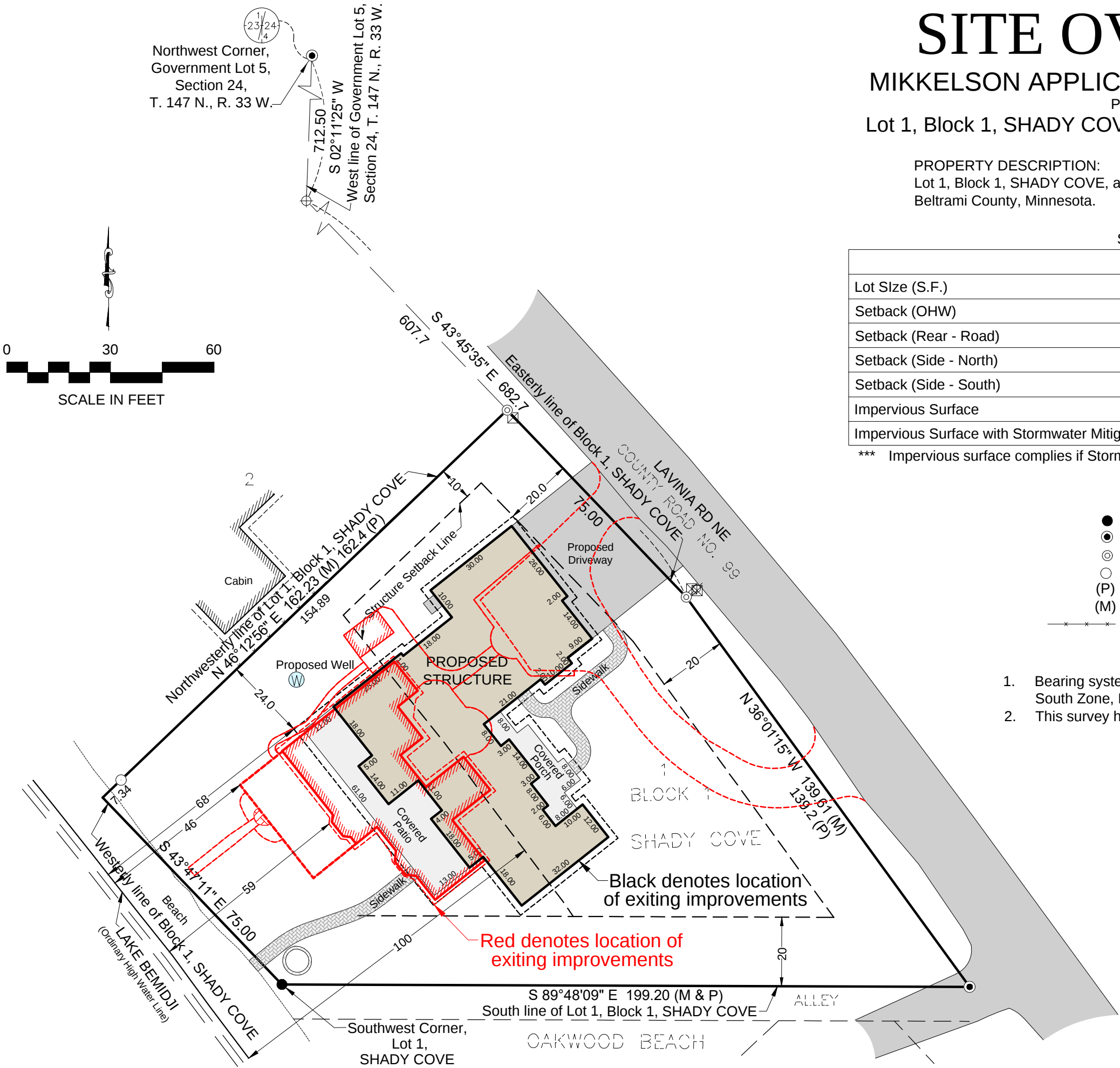
*** Impervious surface complies if Stormwater Mitigation is incorporated

LEGEND

- Denotes 2 inch iron pipe, found
- ⊙ Denotes 1/2 iron pipe, LS 23668
- ⊗ Denotes 1/2 iron pipe inside 1 1/2 inch iron pipe
- Denotes 1/2 inch iron pipe, LS 15483, set
- (P) Denotes distance specified on plat
- (M) Denotes measured distance
- * — * — * — Denotes fence line

NOTES TO SURVEY

- Bearing system based on the Beltrami County Coordinate System, South Zone, NAD83.
- This survey has not been performed with the benefit of a title search.



MURRAY
SURVEYING, INC.
P.O. BOX 1038 BEMIDJI, MN 56601
218-751-5898
MMURRAY@PAULBUNYAN.NET
MURRAYSURVEYING.COM

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.

MATTHEW R. MURRAY LICENSE NO. 48168
DATE: 09-18-25 FILE NO. 24-253C

SITE PLAN
MIKKELSON APPLICATION FOR VARIANCE
Part of
Lot 1, Block 1, SHADY COVE, Beltrami County, Minnesota.

PROPERTY DESCRIPTION:
Lot 1, Block 1, SHADY COVE, according to the recorded plat thereof,
Beltrami County, Minnesota.

SITE INFORMATION

	Minimum	Proposed	Variance
Lot Size (S.F.)	30,000	23,384 ±	
Setback (OHW)	100	68	32
Setback (Rear - Road)	20	20.0	
Setback (Side - North)	10	24.0	
Setback (Side - South)	10	20.2	
Impervious Surface	5,846 (25%)	7,093 (30.3%)	***
Impervious Surface with Stormwater Mitigation	7,307± (31.25%)	7,093 (30.3%)	

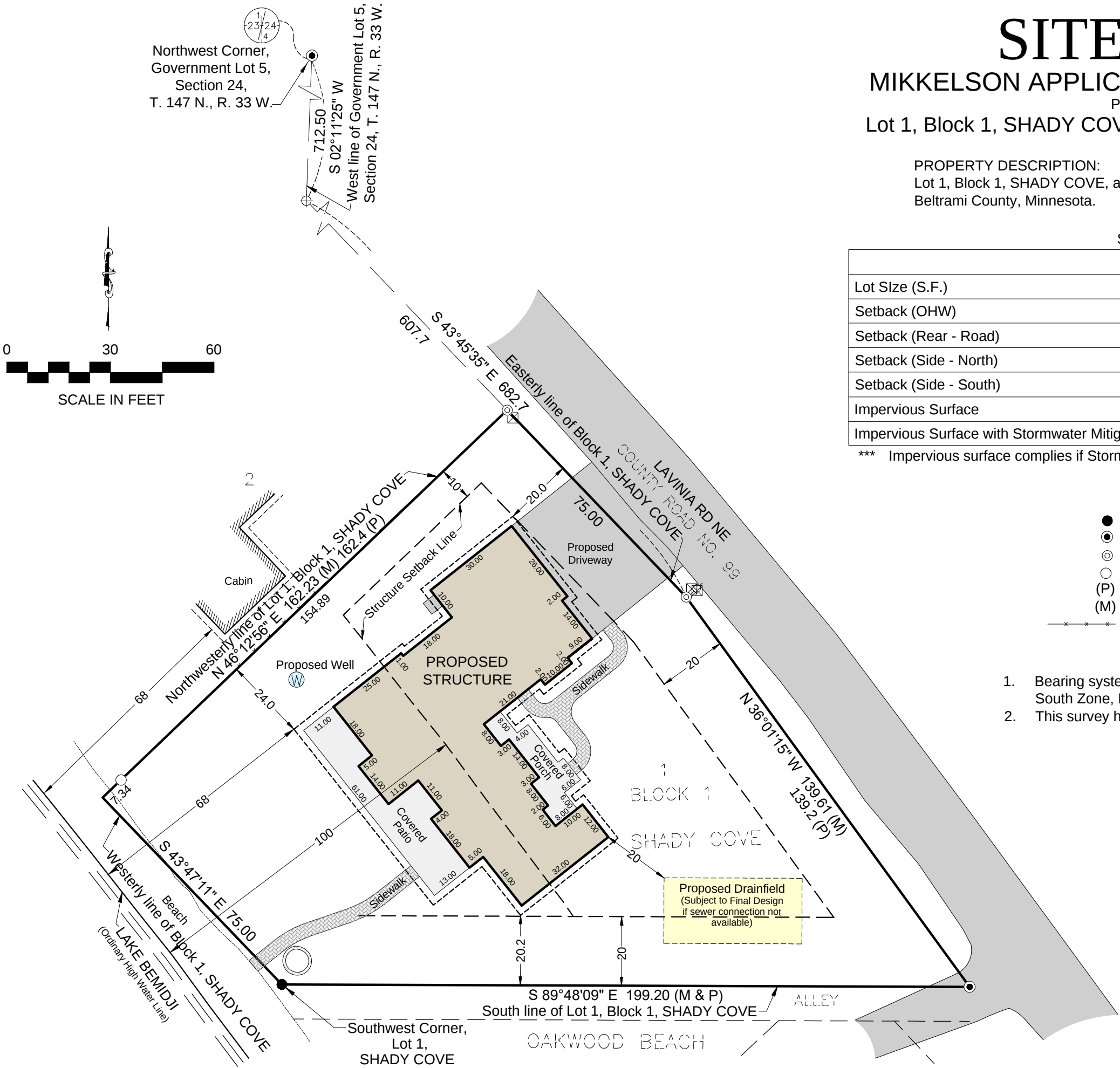
*** Impervious surface complies if Stormwater Mitigation is incorporated

LEGEND

- Denotes 2 inch iron pipe, found
- ⊙ Denotes 1/2 iron pipe, LS 23668
- ⊗ Denotes 1/2 iron pipe inside 1 1/2 inch iron pipe
- Denotes 1/2 inch iron pipe, LS 15483, set
- (P) Denotes distance specified on plat
- (M) Denotes measured distance
- * — * — * — Denotes fence line

NOTES TO SURVEY

- Bearing system based on the Beltrami County Coordinate System, South Zone, NAD83.
- This survey has not been performed with the benefit of a title search.



MURRAY
SURVEYING, INC.
P.O. BOX 1038 BEMIDJI, MN 56601
218-751-5898
MMURRAY@PAULBUNYAN.NET
MURRAYSURVEYING.COM

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.

Matthew R. Murray
MATTHEW R. MURRAY LICENSE NO. 48168
DATE: 09-18-25 FILE NO. 24-253C

STORMWATER MITIGATION PLAN

MIKKELSON APPLICATION FOR VARIANCE

Part of
Lot 1, Block 1, SHADY COVE, Beltrami County, Minnesota.

PROPERTY DESCRIPTION:
Lot 1, Block 1, SHADY COVE, according to the recorded plat thereof,
Beltrami County, Minnesota.

SITE CALCULATIONS
The increase in post development site runoff, above and beyond 25% of lot coverage, will be directed into a grass infiltration area with an overall storage volume sized to store a one inch rainfall event (calculated as an instantaneous event (no runoff coefficient)) over the amount of increase in impervious surface above 25% of lot coverage. Storage volume will be created by grass basin/swale. The one inch calculation results in an infiltration area sized for the additional impervious surface (1,247 sq. ft.) to meet or exceed a water quality volume specified by the Minnesota Pollution Control Agency Construction Stormwater General Permit No: MNR100001, being a one (1) inch event (calculated as an instantaneous volume).

PROPOSED STORMWATER TREATMENT
The post development increase (above and beyond 25%) in impervious surface is documented as follows:
Net increase in Impervious Surface above and beyond 25% of the parcel area: 1,247 sq. ft. (7,093 sq. ft. - 5,846 sq. ft. = 1,247 sq. ft).
Proposed Retention Volume: One inch (calculated as an instantaneous volume) over the increase in impervious surface exceeding 25%.
Calculations: One inch/12 inches per foot = 0.083 ft. x 1,247 sq. ft. = 104 cubic feet of storage volume.
Proposed Basin Size: 460 Sq. Ft ± x 0.30 feet depth = 138 cubic feet

LEGEND

- Denotes 2 inch iron pipe, found
- ⊙ Denotes 1/2 iron pipe, LS 23668
- ⊙ Denotes 1/2 iron pipe inside 1 1/2 inch iron pipe
- Denotes 1/2 inch iron pipe, LS 15483, set
- (P) Denotes distance specified on plat
- (M) Denotes measured distance
- Denotes fence line
- 1361.7' X Existing spot elevation
- 1377.40' X Proposed spot elevation
- 1.0% Proposed slope
- Proposed direction of runoff
- Existing tree likely affected by infiltration area

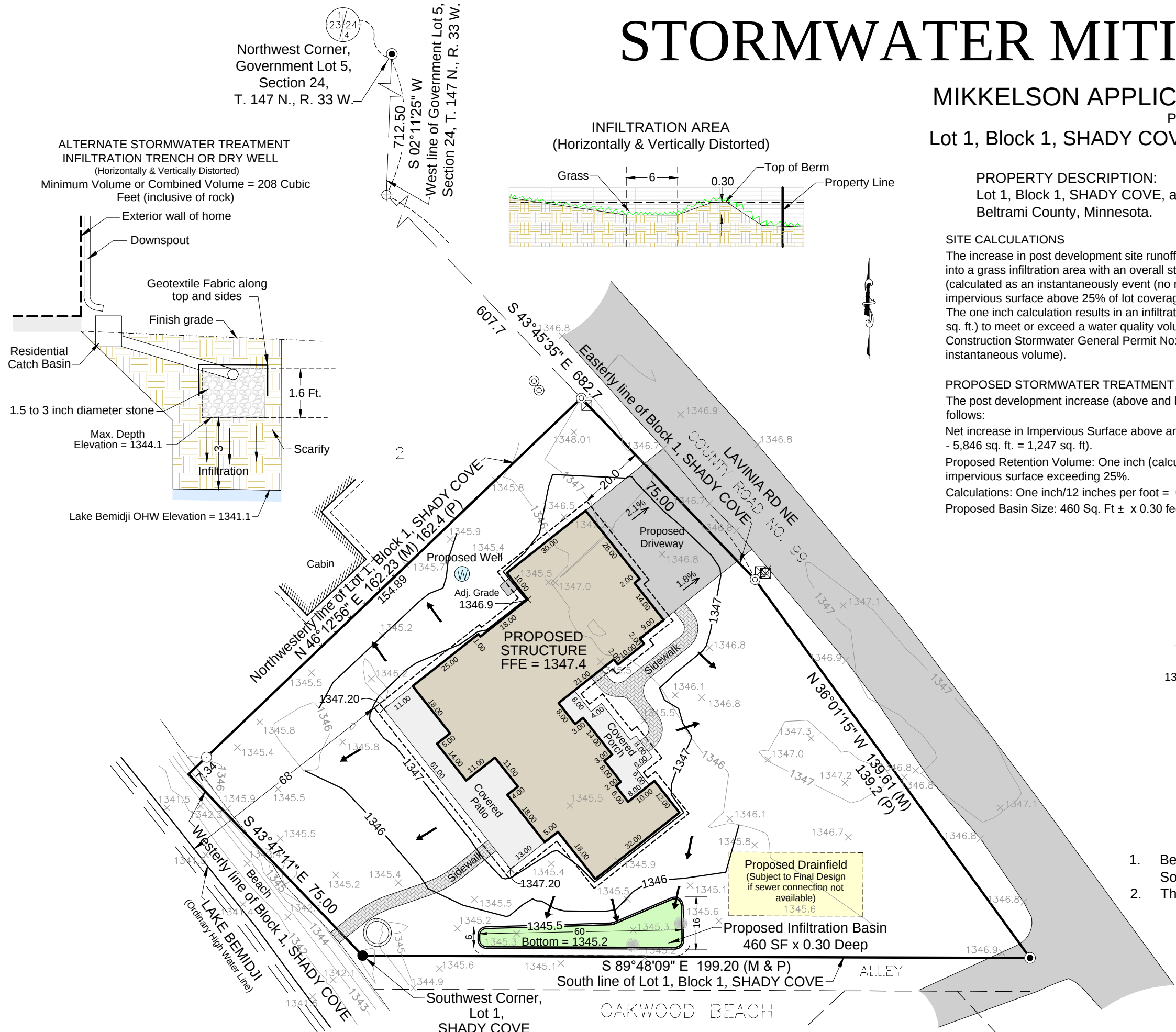
0 30 60
SCALE IN FEET

- NOTES TO SURVEY**
- Bearing system based on the Beltrami County Coordinate System, South Zone, NAD83.
 - This survey has not been performed with the benefit of a title search.

MURRAY
SURVEYING, INC.
P.O. BOX 1038 BEMIDJI, MN 56601
218-751-5898
MMURRAY@PAULBUNYAN.NET
MURRAYSURVEYING.COM

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.

Matthew R. Murray
MATTHEW R. MURRAY LICENSE NO. 48168
DATE: 09-18-25 FILE NO. 24-253C



Beltrami County, MN

No Delinquent Taxes and Transfer Entered: 05/07/2024

Certificate of Real Estate Value (X) Filed () Not Required

Certificate of Real Estate Value: 33383 5/8/2024

JoDee Treat by EF

County Auditor/Treasurer Deputy

Parcel: 31.01441.00

OFFICE OF COUNTY RECORDER
COUNTY OF BELTRAMI, MINNESOTA

THIS IS TO CERTIFY
THAT THIS INSTRUMENT
WAS FILED IN THIS

OFFICE ON 05/08/2024 AT
08:44 AM BY DOCUMENT NUMBER
A000622175

By: ER

CHARLENE D. STURK
COUNTY RECORDER

WELL CERT RECEIVED: N

WELL CERT NOT REQUIRED: Y

PAGES: 3

Electronically Recorded Document

M/D
1894 Miller/Davis Company - millerdavis.com

(Top 3 inches reserved for recording data)

WARRANTY DEED

Individual(s) to Individual(s)

Minnesota Uniform Conveyancing Blanks
Form 10.1.1 (2016)

eCRV number: 1645847

DEED TAX DUE: \$2,475.00

DATE: May 7, 2024

FOR VALUABLE CONSIDERATION, Stephen A. Folsen and Gretchen V. Folsen, spouses married
to each other

("Grantor"), hereby conveys and warrants to Gregory L. Mikkelsen and LaRae D. Mikkelsen
("Grantee"), as

(Check only one box) ☐ Tenants in Common ☒ Joint Tenants (If more than one Grantee is named above and
either no box is checked or both boxes are checked, this conveyance is made to the named Grantees as tenants in common.)

real property in BELTRAMI County, Minnesota, legally described as follows:

Lot 1,
Block 1,
Shady Cove

Check here if all or part of the described real property is Registered (Torrens) ☐

NORTHERN TOWNSHIP PLANNING COMMISSION- Monday, Oct 20, 2025,
Northern Town Hall. 445 Town Hall Road NW, Bemidji, MN 6:00pm

PRESENT: Clark Chambers, Mark Arndt, Ron Cuperus, Wayne Coombs, Jim Naylor,
Administrator: Chris Lahn.

VISITORS: See guest book.

PLEDGE OF ALLEGIANCE

MINUTES: Chambers moved to accept the agenda as presented. Seconded by Coombs. All in favor. Motion carried. Arndt moved to approve the minutes of the September 16, 2025, PC meeting as presented. Seconded by Naylor. All in favor. Motion carried.

PUBLIC HEARINGS:

PUD 20250064 and CUP 20250075: Siegel Properties, LLC. Parcel # 31.03233.00/
Outlot H. Purpose of the hearing is to review and approve the preliminary plan for the proposed development of Outlot H. Approximately 6.45 acres will be divided from the existing parcel for the purpose of constructing a single family home, while the remaining property will be developed into duplex units. While the roadway will be constructed to township ordinance standards, at this time it will remain a privately owned and maintained road. After addressing neighbor and commissioner inquiries regarding increased traffic and construction materials on the roadway, Naylor moved to recommend that the Town Board approve the preliminary plat, PUD and CUP with appropriate conditions attached. Seconded by Chambers. All in favor. Motion carried.

Variance Hearings: V 20250065: Gregory and LaRae Mikkelson. 6645 Lavinia Rd NE. Parcel #31.01441.00. This variance request is for relief of 32' from the 100' setback from the ordinary highwater mark. The applicants propose to remove and rebuild the existing home, placing it farther from the lake than the current footprint, while achieving conformity with impervious area limits through engineered stormwater controls. After Findings of Facts were completed, Arndt moved to recommend to the Town Board of Supervisors that approval be granted. Seconded by Naylor. All in favor. Motion carried.

V 20250076: Terril and Elsie Borgeson, 4111 Waville Rd NE. Parcel #31.01362.00. The variance request is two-fold. The first being relief of 50' from the ordinary high-water mark, the second is to allow the construction of an accessory structure (14' x 28') on a vacant lot without a principal structure as required by Township Ordinance, Section 601. While the applicants reside on the adjacent lot, they prefer not to combine the lots as it would inhibit future development of the vacant parcel. It was noted that the proposed structure would not be permanent to the lot. It would also not have power or water, but simply be placed on a slab and moveable if warranted. Storage being the sole purpose. Naylor moved to recommend approval of this request. Findings of Facts were completed. Arndt seconded the motion. All in favor. Motion carried.

NORTHERN TOWNSHIP BOARD OF SUPERVISORS – Monday, October 27, 2025,
6:00 p.m. Northern Town Hall, 445 Town Hall Road NW, Bemidji, MN.

PRESENT: Supervisors Jess Frenzel, Gary Barnard, Curt Blumhagen, and Rhonda Dockendorf. Administrator Chris Lahn, Road Supervisor Tim Vigen, and Clerk Mary

Israelson. Absent; Supervisor Mike Kelly. See guest book for visitors.

5:00 P.M. - CLOSED SESSION.

The Board met in closed session to recap the recent trial related to the Township's incorporation and the City of Bemidji's annexation case, pursuant to attorney-client privilege under Minn. Stat. §13D.05, Subd. 3(b), with Attorneys Mike Couri and Jason Kubousheck (virtually).

The closed session adjourned at 5:42 p.m.

6:00 P.M. - BOARD OF ADJUSTMENT:

Variance Hearings:

V-20250065: Gregory and LaRae Mikkelson. 6645 Lavinia Rd NE. Parcel #31.01441.00. This variance request is for relief of 32' from the 100' setback from the ordinary highwater mark. The applicants propose to remove and rebuild the existing home, placing it farther from the lake than the current footprint, while achieving conformity with impervious area limits through engineered stormwater controls. A Public Hearing was held on October 20th, a finding-of-fact completed, and the planning commission recommended approval of the setback request. Dockendorf offered a motion to approve the request with Barnard seconding. All in favor. Motion carried.

V-20250076: Terril and Elsie Borgeson, 4111 Waville Rd NE. Parcel #31.01362.00. The variance request is two-fold. The first being relief of 50' from the ordinary high-water mark, the second is to allow the construction of an accessory structure (14' x 28') on a vacant lot without a principal structure as required by Township Zoning Ordinance, Section 601. While the applicants have a home on the adjacent lot, they prefer not to combine the lots as it would inhibit possible future development of the vacant parcel. It was noted that the proposed structure would not be permanent to the lot. It would also not have power or water but simply be placed on a slab and moveable if warranted. Storage being the sole purpose. A Public Hearing was held October 20th, a finding-of-fact completed, and the planning commission recommended approval. Blumhagen offered a motion for approval, with Barnard seconding. All in favor. Motion carried.

The Board of Adjustment adjourned at 6:12 p.m.

**Northern Township
Commercial/Residential
Application for Land Use Permit**

Please complete this application carefully and completely.
PLEASE PRINT. Failure to fill in all of the required information may
result in a delay of processing your application.

*I have been informed that the
Fee is waived because of Wind Storm damages Thank You!*

A fee of \$_____ made payable to **Northern Township** must accompany this application.

Commercial \$500 + \$0.25 sq. ft. Parking Lot \$250

Residential \$200 + \$0.20 sq. ft. Entrance \$25

OFFICE USE ONLY

Complete App. Rec'd _____

Date Permitted _____

Permit Number _____

Comments _____

APPLICANT DATA

NAME OF APPLICANT:

Terril - Elsie Borgeson

PHONE:

*761-331-0520
761-331-0864*

MAILING ADDRESS:

6307 Hwy 32 Park River N. Dak 58270

SITE ADDRESS:

4111 Waville Rd NE Bemidji, Mn

PARCEL:

31.01362.00

EMAIL ADDRESS:

borgfarm@polarcomm.com

CONTRACTOR NAME:

Northland Sheds

PHONE:

866-568-7174

Does your property contain low areas, wetlands, or areas with standing water? ☐ Yes ☒ No If Yes, do you intend to
drain, fill or otherwise alter this area for any reason?

Explain _____

OFFICE USE ONLY

Property Dimensions: Width _____ ft Depth _____ ft Total area _____ sq ft/acres

Is there one acre of contiguous land on the property? ☐ Yes ☐ No

Have there been any Variances/Use Permits granted on this property? ☐ Yes ☐ No ☐ Don't Know ☐ Attach copies

Is property within 1000 feet of a public water? ☐ Yes ☐ No Is property in an airport zone? ☐ Yes ☐ No

Septic Data: Year Installed: _____ Last Compliance Inspection: _____

☐ Pass Compliance ☐ Fail Compliance ☐ Notarized Stipulation ☐ Other _____

Municipal Services: Water ☐ Yes ☐ No Sewer: ☐ Yes ☐ No If no, is hook up possible? ☐ Yes ☐ No

STRUCTURAL/CONSTRUCTION DATA (if applicable)

Proposed Structure/Use:	New Single Family Residence	☐	Building Alteration	☐
	Garage (Attached)	☐	Detached Garage	☐
	Accessory Building	☒	Temporary Structure	☐
	Commercial Building	☐	Parking Lot	☐
	Multi Family Dwelling	☐	Other (Explain*)	☐

*Note! Storage shed only, no well or sewer required.

Submit a complete sketch of your property drawn to scale with this application showing all buildings, proposed and existing, setbacks, wells, septic and accesses.

ACCESS/DRIVEWAY DATA

Existing Driveway: ☒ Yes ☐ No

New Driveway: ☐ Yes ☒ No

If new driveway, please specify road authority: Northern Township ☐ Beltrami County ☐ Private ☐

* Please note that new driveway's may require a new E911 address. Please contact County GIS for a new address.

ALL APPLICANTS MUST SIGN BELOW

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 Northern Township Zoning and Subdivision Regulations. 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 Northern Township staff to inspect the property during review of this application and subsequent construction during reasonable times of the day.

Applicant:

Tim H. Borgeson

Applicant

Elsie M. Borgeson

Date:

9-5-25

9-5-25

OFFICE USE ONLY

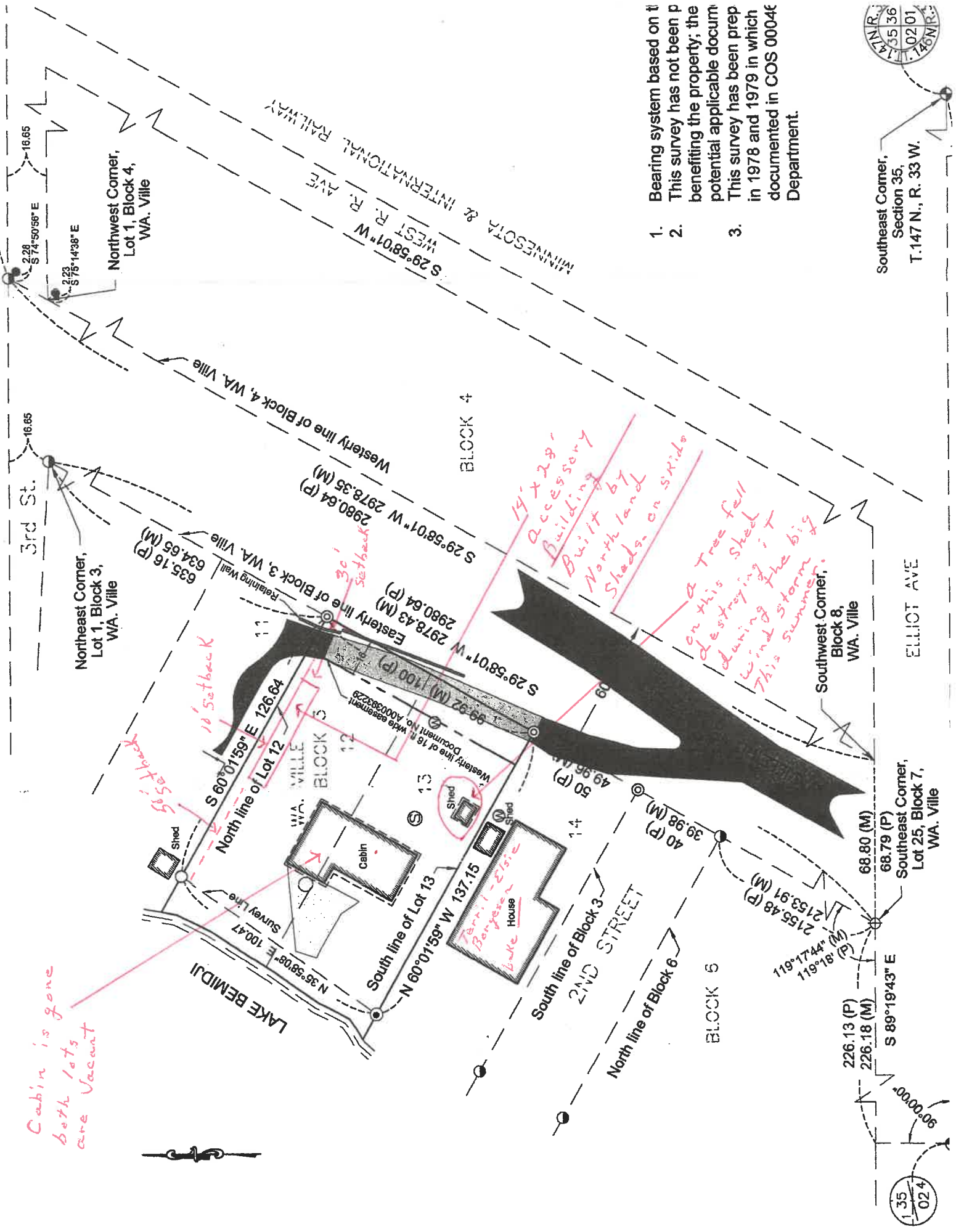
Reviewed by _____

Date _____

Complete Application ☐ Yes ☐ No

COMPLETED FORMS CAN BE SUBMITTED AT 445 Town Hall Rd NW Bemidji, MN 56601, BEMIDJI, MN 56601

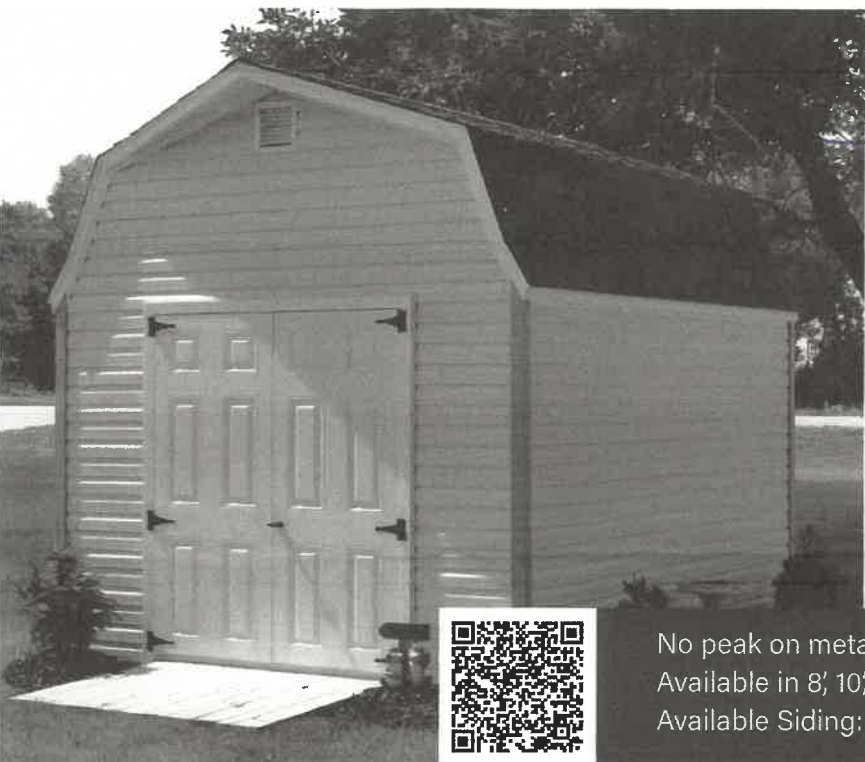
N 89°17'58" W 883.8



1. Bearing system based on t
 2. This survey has not been p
 3. benefiting the property; the potential applicable docum
- This survey has been prep
in 1978 and 1979 in which
documented in COS 00046
Department.

Southeast Corner,
Section 35,
T.147 N., R. 33 W.

135
024



HIGH BARN SHED

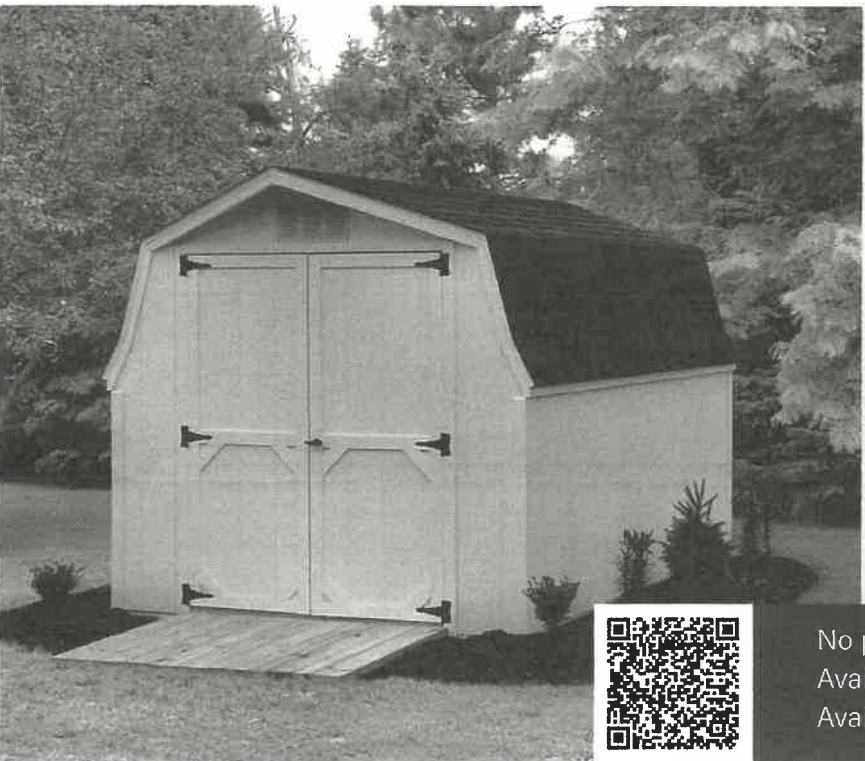
Our High Barn Shed line captures the timeless Dutch Barn look. At 75" of wall height, The barn-style roof not only looks good, but it is also incredibly practical with the large amounts of space it provides. These sheds have the most interior space of any of our sheds. Adding a loft to the High Barn shed is a common choice of many customers. With the High Barn you can add long-lasting space and beauty to your property.



No peak on metal roof

Available in 8', 10', 12', 14' and 16' wide

Available Siding: Wood Panel, Wood Lap, Vinyl, and Metal



THE LOW BARN SHED

The Low Barn Shed maintains the same traditional barn look of the High Barn Shed with lower walls at 45". These barns are great economical options for lawn and garden sheds or for storing household valuables. The Low Barn Shed is built to our highest standards and enhance the value and visual appeal of your property for many years. Available in 13 sizes ranging from 8x8 to 12x28.



No peak on metal roof

Available in 8', 10', and 12' wide

Available Siding: Wood Panel and Vinyl

" I would highly recommend these buildings. A product you will be proud to own. -Jim

Subject: Re: Land Use Permit Application Clarification

Date: Tuesday, September 16, 2025 at 9:59:56 AM Central Daylight Time

From: Terril Borgeson

To: Chris Lahn

Chris,

Regarding our phone conversation this morning, I would like to make an application for a variance to replace my destroyed storage shed with a larger storage shed.

Terril Borgeson

On 2025-09-15 3:44 pm, Chris Lahn wrote:

> Hi Terril and Elsie,

>

> I just want to clarify what the application that came in the mail is
> for.

>

> Is it for replacing the damaged shed only? Or, is it an application
> for replacement of that shed plus adding a second 14x28 accessory
> building?

>

> If the former, I will go ahead and process the application.

>

> If the latter, we will have to have you fill out the variance request
> form we previously discussed on the phone to put just an accessory
> structure on a vacant lot. I attached a variance application here,
> too, if you need it.

>

> Let me know what your plans are and I will help get everything set
> up.

>

> Thank you,

> --

> Chris Lahn

> Northern Township Administrator

> (O) 218-444-1857

> (C) 612-296-9072

NORTHERN TOWNSHIP

PLANNING COMMISSION & BOARD OF ADJUSTMENTS

PLANNING CASE: V-20250076

NPC MEETING DATE: October 20, 2025

NTB MEETING DATE: October 27, 2025

APPLICANT: Terril and Elsie Borgeson

60-DAY RULE DATE: December 19, 2025

PROCEEDING: Variance – Lakeshore Setback & Accessory Structure on Vacant Lot

ZONING DISTRICT: R-2 Residential / Shoreland Overlay

EXHIBITS: Variance Request Email; Land Use Permit Application; Site Plan; Parcel Map Image

I. SUMMARY OF REQUEST

Terril and Elsie Borgeson requests two variances for **Lot 13, Block 3, Waville Subdivision** on Lake Bemidji:

1. A **50-foot variance** from the required **100-foot OHWL setback** under **Section 901(D)** of the Northern Township Zoning Ordinance (unsewered shoreland lot).
2. A variance from **Section 601 (Accessory Uses and Structures)** to allow construction of an accessory structure on a **vacant lot without a principal structure**.

The proposal is to construct a **14 × 28 ft (392 sq ft)** storage building approximately **50 ft from the OHWL**. The structure would replace a previously damaged shed and provide enclosed storage for personal property. No principal dwelling currently exists on this parcel. Previously, a cabin was located on the property but was taken down many years ago. Its current use has been a single small accessory structure that was damaged in the recent June 21, 2025 storm.

II. SITE INFORMATION

Property Address	4111 Waville Rd NE
Legal Description	Lot 13, Block 3, Wa Ville Subdivision (Sect 35 – T147N – R33W)
Lot Area	≈ 7,800 sq ft (0.18 acres)
Current Setback OHWL	85 ft.
Proposed Setback OHWL	50 ft from the Ordinary High Water Level
Variance Request 1	Required 100 ft / Variance of 50 ft requested (to allow a 14' × 28' accessory structure on a vacant lot)
Variance Request 2	Allow accessory structure on parcel w/o primary residential structure (section 601)

III. BACKGROUND

The applicant originally submitted a **Land Use Permit application** to replace a destroyed storage shed. Upon review, staff determined the parcel lacks a principal structure and that the proposed setback encroaches into the required **100-ft shoreline buffer**. The applicant did not want to pursue a lot combination, which could have helped with the accessory building variance need.

Following clarification with staff on **September 16, 2025**, the applicant chose to pursue the appropriate **variance process** for the setback and accessory structure.

The lot is small and platted prior to current shoreland standards. With only about 144 ft of depth, conforming to the 100-ft setback would preclude reasonable use of the parcel. The proposed 50-ft location aligns generally with adjacent structures along this segment of Lake Bemidji and would maintain visual and spatial consistency with neighboring development.

The proposed structure will be placed on blocks rather than a permanent foundation, making it more temporary in nature. This approach provides the applicant flexibility to relocate or remove the structure in the future should they choose to construct a residence on the lot similar to the former home that once existed there.

IV. RECOMMENDATION & FINDINGS

Conditions

1. The Variance shall expire and become void if the project is not substantially started within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the project are mostly complete. The NTB may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.
2. Any structure approved under this variance shall not be used as habitable space and shall remain an accessory structure only unless a principal dwelling is lawfully established on the parcel.
3. Remains on skids and will not be a permanent foundation.

Criteria for Granting Variances

Per Minnesota Statute § 462.357 Subd. 6, *practical difficulties*, as used in connection with the criteria for granting a variance, means:

- a. The property owner proposes to use the property in a reasonable manner not permitted by the Zoning and Subdivision Ordinance;
- b. The plight of the landowner is due to circumstances unique to the property not created by the landowner;
- c. The variance, if granted, will not alter the essential character of the locality; and
- d. Economic considerations alone do not constitute practical difficulties.

Findings of Fact for Variances

1. Has the applicant demonstrated a practical difficulty? Yes. Small lot.
2. Are there exceptional circumstances, unique to this property, which have not been created by the landowner? No. small lots are the norm in this neighborhood.
3. Can the variance be granted and such action be in keeping with the spirit, purpose, and intent of the Zoning Ordinance? Yes.

4. Can the variance be granted without altering the essential character of the surrounding area? Yes.

Motion: To approve variance with conditions and findings of facts as presented.

Planning Commission (10-20-25)

ayes 5

nayes 0

Results: Pass

Board of Adjustments (10-27-25)

ayes 4

nayes 0

Results: Pass



NORTHERN TOWNSHIP PLANNING COMMISSION- Monday, Oct 20, 2025,
Northern Town Hall. 445 Town Hall Road NW, Bemidji, MN 6:00pm

PRESENT: Clark Chambers, Mark Arndt, Ron Cuperus, Wayne Coombs, Jim Naylor,
Administrator: Chris Lahn.

VISITORS: See guest book.

PLEDGE OF ALLEGIANCE

MINUTES: Chambers moved to accept the agenda as presented. Seconded by Coombs. All in favor. Motion carried. Arndt moved to approve the minutes of the September 16, 2025, PC meeting as presented. Seconded by Naylor. All in favor. Motion carried.

PUBLIC HEARINGS:

PUD 20250064 and CUP 20250075: Siegel Properties, LLC. Parcel # 31.03233.00/
Outlot H. Purpose of the hearing is to review and approve the preliminary plan for the proposed development of Outlot H. Approximately 6.45 acres will be divided from the existing parcel for the purpose of constructing a single family home, while the remaining property will be developed into duplex units. While the roadway will be constructed to township ordinance standards, at this time it will remain a privately owned and maintained road. After addressing neighbor and commissioner inquiries regarding increased traffic and construction materials on the roadway, Naylor moved to recommend that the Town Board approve the preliminary plat, PUD and CUP with appropriate conditions attached. Seconded by Chambers. All in favor. Motion carried.

Variance Hearings: V 20250065: Gregory and LaRae Mikkelson. 6645 Lavinia Rd NE. Parcel #31.01441.00. This variance request is for relief of 32' from the 100' setback from the ordinary highwater mark. The applicants propose to remove and rebuild the existing home, placing it farther from the lake than the current footprint, while achieving conformity with impervious area limits through engineered stormwater controls. After Findings of Facts were completed, Arndt moved to recommend to the Town Board of Supervisors that approval be granted. Seconded by Naylor. All in favor. Motion carried.

V 20250076: Terril and Elsie Borgeson, 4111 Waville Rd NE. Parcel #31.01362.00. The variance request is two-fold. The first being relief of 50' from the ordinary high-water mark, the second is to allow the construction of an accessory structure (14' x 28') on a vacant lot without a principal structure as required by Township Ordinance, Section 601. While the applicants reside on the adjacent lot, they prefer not to combine the lots as it would inhibit future development of the vacant parcel. It was noted that the proposed structure would not be permanent to the lot. It would also not have power or water, but simply be placed on a slab and moveable if warranted. Storage being the sole purpose. Naylor moved to recommend approval of this request. Findings of Facts were completed. Arndt seconded the motion. All in favor. Motion carried.

NORTHERN TOWNSHIP BOARD OF SUPERVISORS – Monday, October 27, 2025,
6:00 p.m. Northern Town Hall, 445 Town Hall Road NW, Bemidji, MN.

PRESENT: Supervisors Jess Frenzel, Gary Barnard, Curt Blumhagen, and Rhonda Dockendorf. Administrator Chris Lahn, Road Supervisor Tim Vigen, and Clerk Mary

Israelson. Absent; Supervisor Mike Kelly. See guest book for visitors.

5:00 P.M. - CLOSED SESSION.

The Board met in closed session to recap the recent trial related to the Township's incorporation and the City of Bemidji's annexation case, pursuant to attorney-client privilege under Minn. Stat. §13D.05, Subd. 3(b), with Attorneys Mike Couri and Jason Kubousheck (virtually).

The closed session adjourned at 5:42 p.m.

6:00 P.M. - BOARD OF ADJUSTMENT:

Variance Hearings:

V-20250065: Gregory and LaRae Mikkelson. 6645 Lavinia Rd NE. Parcel #31.01441.00. This variance request is for relief of 32' from the 100' setback from the ordinary highwater mark. The applicants propose to remove and rebuild the existing home, placing it farther from the lake than the current footprint, while achieving conformity with impervious area limits through engineered stormwater controls. A Public Hearing was held on October 20th, a finding-of-fact completed, and the planning commission recommended approval of the setback request. Dockendorf offered a motion to approve the request with Barnard seconding. All in favor. Motion carried.

V-20250076: Terril and Elsie Borgeson, 4111 Waville Rd NE. Parcel #31.01362.00. The variance request is two-fold. The first being relief of 50' from the ordinary high-water mark, the second is to allow the construction of an accessory structure (14' x 28') on a vacant lot without a principal structure as required by Township Zoning Ordinance, Section 601. While the applicants have a home on the adjacent lot, they prefer not to combine the lots as it would inhibit possible future development of the vacant parcel. It was noted that the proposed structure would not be permanent to the lot. It would also not have power or water but simply be placed on a slab and moveable if warranted. Storage being the sole purpose. A Public Hearing was held October 20th, a finding-of-fact completed, and the planning commission recommended approval. Blumhagen offered a motion for approval, with Barnard seconding. All in favor. Motion carried.

The Board of Adjustment adjourned at 6:12 p.m.

Request for Proposals

The purpose of this RFP is to gain information on the estimated cost it would take your organization to run the Minnesota Traditions aquatic invasive species social media campaign. Below are some line items for you to estimate your budget:

1. Social Media Campaign Implementation \$ _____
 - a. Implement a paid ad campaign on Minnesota Traditions Facebook and Instagram social media site. Monthly content planning, creating posts, Updating and maintaining content and layout changes using META. TIMELINE: Run project from May 1 to October 31st, 2026 with 3 posts/week on Facebook and 3 post per week on Instagram. From November 1, 2026 to March 31, 2027; 1 post/week on Facebook and 1 post/week on Instagram. All posts will be focused on aquatic invasive species and take a positive approach to help influence behavior. Project will target people in Minnesota based on these interest group campaign categories: Boating/sailing, Fishing, watersports, canoeing/kayaking, and waterfowl.
 - b. Campaign implementation-
2. Coordination/Admin \$ _____
 - a. 1 upfront meeting. Monthly project coordination & direction input from April to November to make sure budget numbers are met. Monthly reports will be due the 15th of each month from May to November 2026 with an Annual Summary report due December 15, 2026.

For budgeting purposes, assume a boosting budget of \$6,400. To get a sense of the campaign that is running now, go to www.facebook.com/MinnesotaTraditions. Also attached is an example of a monthly report that can be replicated if contract is accepted. All RFP's are due by **October 30, 2025**.

Will your firm be able to sign a government contract? _____

Request for Proposals

The purpose of this RFP is to gain information on the estimated cost it would take your organization to run the Minnesota Traditions aquatic invasive species social media campaign. Below are some line items for you to estimate your budget:

1. Social Media Campaign Implementation: see below
 - a. Implement a paid ad campaign on Minnesota Traditions Facebook and Instagram social media site. Monthly content planning, creating posts, Updating and maintaining content and layout changes using META. TIMELINE: Run project from May 1 to October 31st, 2026 with 3 posts/week on Facebook and 3 post per week on Instagram. From November 1, 2026 to March 31, 2027; 1 post/week on Facebook and 1 post/week on Instagram. All posts will be focused on aquatic invasive species and take a positive approach to help influence behavior. Project will target people in Minnesota based on these interest group campaign categories: Boating/sailing, Fishing, watersports, canoeing/kayaking, and waterfowl.
 - b. Campaign implementation-

May 1st-October 31st

12-14 posts per month

Agency Estimate: \$2,800 per month + \$700 boosting per month

November 1st- April 30th

4-6 posts per month

Agency Estimate: \$1,200 per month + \$366 boosting per month

2. Coordination/Admin - 1 Upfront Meeting: \$640 Monthly Ongoing: \$480 per month
 - a. 1 upfront meeting. Monthly project coordination & direction input from April to November to make sure budget numbers are met. Monthly reports will be due the 15th of each month from May to November 2026 with an Annual Summary report due December 15, 2026.

For budgeting purposes, assume a boosting budget of \$6,400. To get a sense of the campaign that is running now, go to www.facebook.com/MinnesotaTraditions. Also attached is an example of a monthly report that can be replicated if contract is accepted. All RFP's are due by **October 30, 2025**.

Will your firm be able to sign a government contract? **Yes**

Upfront meeting: $\$640 + 7\text{months} \times \$480 = \$3360$

TOTAL: \$4,000

May-Oct.: $6\text{ months} \times \$2,800 = \$16,800$ Boosting: $6\text{ months} \times \$700 = \4200 TOTAL: \$21,000

Nov-April: $6\text{ months} \times \$1200 = \$7,200$ Boosting: $6\text{ months} \times \$366 = \2196 TOTAL: \$9,396

Grand TOTAL: **\$34,396**

Executive Director Report

October - November 2025

Personnel, Budget, Administration, Information & Education, Correspondence

1. Reviewed monthly budget.
2. Prepared monthly agenda packet.
3. Sent in monthly expense report.
4. Sent press release to newspapers.
5. Reviewed monthly variances as they are brought forward by counties.
6. Reviewed Litter on the Ice scripts for meeting with DNR.

Meetings & Networking

10/27 Wrote BWSR Keep It Clean grant to produce 7 videos about keeping trash and poo off the ice. The amount is only \$6,000 and the minimum application amount is \$10K. So I called Beltrami, Cass, and LOTW to see if I could insert my proposal into theirs. LOTW SWCD was the only one who said they would take a look at it, so hopefully this will be a good starting point.

10/30 In an effort to make sure the MN Traditions AIS social media program is cost effective; I sent out a bid packet to four marketing agencies to see what they would charge for a given scenario. Two bids were made and the bids will be brought before the MHB board for a decision.

10/31 Held biennial conference at Breezy Point. Around 65 people attended the conference.

11/7 Set up high school meeting with Cass Lake ALC for January 8th.

11/7 Bill Heig talked with me about the biennial conference and all the land conservation contacts he met there. He is interested after the land exchange to hold meetings to discuss what he can do with the 15 acres. It could go to all conservation, full development, or a mixture of both, or a Planned Unit Development. I told him that whenever he is ready to start discussing options for those 15 acres, I will have all the conservation people there to talk to him about their programs. That will ensure he can make an informed decision. Also, I will have Planning and Zoning there so he can see if there are any P&Z hurdles he has to go through once he decides a path to pursue.

11/13 Attended Miss. River Sartel 1W1P as a technical advisory committee member. We talked about land and water resources section and there is a newly formed citizen advisory committee that evaluates and reviews recommendations to the policy committee.