

**Beltrami County Planning Commission/Board of Adjustment Meeting
Minutes for Monday, April 27, 2026
County Administration Building – County Board Room
701 Minnesota Ave NW
Bemidji, Minnesota 56601**

General Business

Members present: Don Hazeman
 Ed Fussy
 Bill Best
 Bruce Poppel
 Doug Underthun

Members absent: Paul Nordby
 Craig Gaasvig

Others Present: Brent Rud, Director, Beltrami County Environmental Services Department
 Greg Larson, Beltrami County Environmental Services Department
 Alec Wilcox, Beltrami County Environmental Services Department
 Shannon Schmidt, Beltrami County Environmental Services Department
 Nancy Jean, 13187 Starfish Ln NE, Bemidji, MN 56601
 Roger Miller, 13187 Starfish Ln NE, Bemidji, MN 56601
 Matt Murray, 304 3rd St NW, Bemidji, MN 56601
 Eric Nelson, 23395 County 9, 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 March 23 and March 31, 2026, were brought forward for approval. **Bruce Poppel moved to approve the meeting minutes of March 23 and March 31, 2026, after we correct the spelling of his last name. Motion seconded by Don Hazeman.**

Motion carried and approved.

Planning Commission

New Business

Final Plat Request of:

South Gull Lake Bay -
Lost Keys Bemidji LLC and Eric Nelson
TBD S Gull Lake Rd NE
Tenstrike, MN 56683

Township:
Body of Water:

Port Hope
Gull Lake (4-120) RD

The Purpose of:

Applicant is seeking approval for a proposed plat located on S Gull Lake Rd NE, to subdivide approximately 34.13 acres into 6 residential lots on Gull Lake (RD 4-120) in Port Hope Township. The proposed lots meet the requirements of the Beltrami County Subdivision Controls Ordinance #5.

Legal Description:

Tax Parcel: 34.00031.00

All the real property, together with improvements, if any, situated, lying and being in the County of Beltrami, and State of Minnesota, described as follows: Government Lot Seven (7), Section Four (4), Township One Hundred Forty-eight (148), Range Thirty-two (32).

Greg Larson gave the staff report for South Gull Lake Bay which will cover 34.13 acres of undeveloped/vacant land and be divided into 6 single-family lots which will all be accessed from S Gull Lake Rd NE. GIS maps of the parcel were viewed, maps of the land contours were viewed, photos of the undeveloped land were viewed, and survey maps were reviewed. Lost Keys Bemidji LLC purchased this parcel in 2025. Individual lots will be developed over time, depending on market conditions. Each lot will consist of a driveway, house, septic, and well.

Minor changes to how each lot will be accessed were made to this final plat. Lots 1 and 2 of Block 1 will share a single approach for access. Lots 3 and 4 of Block 1 will also share a single approach for access. Lot 1 of Block 2 will have one approach for access. Lot 2 of Block 2 will also have one approach for access. Culverts will be installed at the time the approach is constructed.

Lots must be at least 150' wide and contain a minimum of 45,000 square feet of contiguous land that is not a Type 1-8 wetland. All the plotted lots meet these ordinance requirements. Staff recommend approval as proposed to the County Board.

Matt Murray, surveyor, and Eric Nelson, applicant, approached the Board. Matt Murray explained that a 15' drainage/utility easement has been added. One of the lot lines has been angled slightly to move access further away from road intersection. Eric Nelson attended the April 1, 2026, Town of Port Hope meeting and agreed to all the conditions and limitations they set forth in their April 1, 2026, letter regarding access to the lots.

Chairman opened the Planning Commission Public Hearing for public comments on the Final Plat Request of South Gull Lake Bay.

🚩 **Town of Port Hope** - sent a copy of April 1, 2026, letter. The Board of Supervisors of the Town of Port Hope reviewed the proposed plat of South Gull Lake Bay at its regular meeting on Wednesday, April 1, 2026. The Board does not have any objections to the plat. However, access to the proposed lots shall be subject to the following conditions and limitations:

- Lots 1 and 2, Block 1 shall share a single approach for access
- Lots 3 and 4, Block 1 shall share a single approach for access
- Lot 1, Block 2 shall be permitted one approach for access
- Lot 2, Block 2 shall be permitted one approach for access
- Culverts shall be required at the time of installation of an approach when necessary to maintain existing ditch drainage patterns

🚩 **Beltrami County Highway Department** – does not have any comments or concerns with this final plat request.

🚩 **Robert Murray, Beltrami County Surveyor** – sent a letter stating, “The boundary of the final plat of South Gull Lake Bay has been checked and found to meet the mathematical closure tolerance as defined in Beltrami County Subdivision Controls Ordinance No. 5, Section 5, Subd. 5.01, Subsection 3.”

Motion by Doug Underthun to recommend the approval of the final plat request of South Gull Lake Bay on to the Beltrami County Board. Motion seconded by Bruce Poppel.

Motion unanimously carried and approved.

Chairman then closed the Planning Commission Public Hearing on the final plat request of South Gull Lake Bay.

Old Business – None

Board of Adjustment

New Business

Variance Request of:

Roger S Miller and Nancy Jean
13187 Starfish Ln NE
Bemidji, MN 56601

Township:

Turtle Lake

Body of Water:

Movil Lake (4-152) RD

The Purpose of:

Applicants are requesting a variance from the Beltrami County Shoreland Ordinance to replace an upper level 30’x9’ deck with a 16’x9’ enclosed entryway with crawlspace, 6’x9’ covered

deck, and an 8'x9' covered entryway to an existing house that is approximately 80' from the Ordinary High-Water Level (OHWL) of Movil Lake (RD 4-152). The upper-level deck is located on the south side of the house approximately 97' from the OHWL. Movil Lake is classified as a recreational development lake which requires a 100' structure setback.

Legal Description:

Tax Parcel: 47.00954.00

Lot Seven (7), Arcadia Estates; Beltrami County, Minnesota;

AND

A portion of Arcadia Lane, plat of Arcadia Estates, lying southwesterly of a line run between the northeast corner of Lot Seven (7), and the angle point on the north line of Lot Ten (10), which is 35.41 feet northerly of the corner dividing Lots Nine (9) and Ten (10), Arcadia Estates which portion is more specifically described as follows: Commencing at the northeast corner of Lot Seven (7), thence continuing in a southerly direction along the boundary line of the cul-de-sac which is designated as part of Arcadia Lane to the southeast corner of Lot Seven (7), thence northeasterly 55 feet along a line which is an extension of the property line dividing Lots Seven (7) and Eight (8), thence northerly to a point on the line run between the northeast corner of Lot Seven (7), and the angle point on the north line of Lot Ten (10) which is 43 feet distant from the point of beginning, thence northwesterly to the point of beginning and there terminating;

AND

That part of Lot Eight (8), Arcadia Estates, Beltrami County, Minnesota; lying westerly of the following described line: Commencing at the most northerly corner of said Lot Eight (8); thence southwesterly along the line common between Lots Seven (7) and Eight (8); a distance of 243.05 feet to the beginning of the line to be described; thence southerly, angle to right, 145°33'43", a distance of 75 feet, more or less, to the intersection with the shore line of Movil Lake, and said line there terminating.

Alec Wilcox gave the staff report, discussing the 2024 variance and details of the current variance application. No proposed additions to exceed current roofline height. 2024 variance approved for a 24' X 15' enclosed covered porch. GIS maps showing parcel location were viewed, survey and site plans viewed, and photos of the residence were viewed. There was a condition on the 2024 variance that the octagon-shaped deck be removed. All previous conditions would still apply. Applicants are proposing a 9' x 16' enclosed mudroom with a crawl space below in the center of the existing 9' deep deck. A 9' x 6' covered porch will be added to one side of the mudroom and a 9' x 8' covered entrance will be added to the other side of the mudroom. All additions meet the setback from the OHWL, but the house itself does not, making this a non-conforming structure. Staff recommend approval as proposed after a current septic compliance inspection has been completed and a Stormwater Management Plan and Vegetation Management Plan has been submitted to, and approved by, the Environmental Services Department.

Roger Miller approached the podium. One continuous "shed roof" will be built over all additions and line up with existing roofline. Applicants will be reroofing everything and adding all new gutter systems. Lucachick Architecture Inc will design; BOD Construction Inc will build. The octagonal corner deck will be gone and that corner squared off.

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

- **Beltrami County Highway Department email:** no concerns nor comments regarding this variance request.
- **Roger Miller:** applicant sent an email to Alec Wilcox, letting him know that Murray Surveying will be assisting with the Vegetation and Storm Water Management Plans; Larson Environmental will be completing the septic inspection.

Finding no further public comment, the Chairman closed the floor for public comment on the Roger S Miller and Nancy Jean 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? Applicants are working with Environmental Services to meet all ordinance requirements.
2. Without the variance is the owner deprived of a reasonable use of the property?
Yes (x) No ()
Why? Applicants are requesting reasonable updates to provide an entryway out of the elements and additional storage area.
3. Is the alleged hardship due to circumstances unique to this property?
Yes (x) No ()
Why? The original structure was built in 1977.
4. Were the circumstances causing the hardship created by someone or something other than the landowner or previous landowners?
Yes (x) No ()
Why? Difficulty is due to the age of the original structure.
5. Will the issuance of the variance maintain the essential character of the locality?
Yes(x) No ()
Why? The additions are utilizing the current roofline, the existing deck, and removing the octagonal portion of the deck which protruded further into the lake setback.
6. Does the alleged hardship involve more than economic consideration?
Yes (x) No ()
Why? Economics was not a consideration.

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

Motion by Don Hazeman to approve the variance request of Roger S Miller and Nancy Jean with the following conditions: 1.) A current septic compliance inspection must be completed, 2.) Storm Water Management Plan must be submitted and approved by Environmental Services prior to any work starting, and 3.) Vegetation Management Plan must be submitted and approved by Environmental Services. Bruce Poppel seconded the motion.

Motion unanimously carried and approved.

Chairman then closed the Board of Adjustment Public Hearing on the proposed Variance request of Roger S Miller and Nancy Jean.

Motion by Bill Best to adjourn the Planning Commission/Board of Adjustment Public Hearing for April 27, 2026. Motion was seconded by Doug Underthun. Motion carried and approved. Chair called the meeting for April 27, 2026, officially adjourned.

Respectfully submitted,

A blue ink signature, appearing to read "B. Rud", written over a horizontal line.

Brent Rud
Beltrami County ESD Director

A blue ink signature, appearing to read "Doug Underthun", written over a horizontal line.

Chairman
Beltrami County Planning Commission