

**Beltrami County Planning Commission/Board of Adjustment Meeting  
Minutes for Monday, September 30, 2024  
County Administration Building – County Board Room  
701 Minnesota Avenue NW  
Bemidji, Minnesota 56601**

**General Business**

Members present: Don Hazeman  
Bill Best  
Todd Stanley  
Doug Underthun  
Craig Gaasvig

Members absent: Bruce Poppel  
Ed Fussy

Others Present: Brent Rud, Director, Beltrami County Environmental Services Department  
Tony Merschman, 496 Bootleg Lake RD SW, Bemidji, MN 56601  
Brian Merschman, 407 Meadow CT NE, Bemidji, MN 56601

Co-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 26, 2024, were brought forward for approval. **Bill Best moved to approve the meeting minutes of August 26, 2024. Motion seconded by Doug Underthun.**

**Motion carried and approved.**

**Planning Commission**

**New Business**

**Conditional Use Request of:**            **Anthony P Merschman**  
496 Bootleg Lake Rd SW  
Bemidji, MN 56601

Township:                                    Grant Valley  
Body of Water:                            Bootleg Lake (4-211) SP

**The Purpose of:**

Applicant is requesting a Conditional Use Permit to construct a private boat ramp located on Bootleg Lake in Grant Valley Township. Bootleg Lake is a private lake with no public access

and is classified as a Special Protection Lake. The Beltrami County Shoreland Management Ordinance # 6 requires a Conditional Use Permit for private boat ramps on Special Protection Lakes. The proposed private boat ramp will be approximately 12' x 24' and constructed with concrete planks.

**Legal Description:**

Tax Parcel: 15.00331.00

Government Lot Three (3), Section Sixteen (16), Township One Hundred Forty-six (146), Range Thirty-four (34), Beltrami County, Minnesota, being described as follows: The full legal description is on file in the Beltrami County Environmental Services Department.

Brent Rud gave a staff presentation regarding the conditional use permit request. Presentation included details of the application as well as shoreland ordinance requirements and MN DNR boat ramp standards. Planning Commission (PC) reviewed topography of site and existing vegetation on the site via staff photos, aerial photos, and the county online mapping. There was discussion regarding proposed use, erosion control, construction and stabilization methods, and a time frame for construction. The engineered plans were reviewed and discussed. Staff recommendation is approval with several conditions.

Tony Merschman spoke about the need for a boat ramp and plan for construction. PC asked questions about the plan, the geocell product, and plans for slope stabilization. There was a discussion about side slope stabilization and restoration.

The Board opened the floor for public comment. Emailed comments received from the MN DNR and GERAL MAERTENS were read aloud by Brent Rud.

Finding no further public comment, the Co-Chairman closed the floor for public comment on the conditional use request.

Brent Rud reviewed the Shoreland Management Ordinance factors for consideration for Conditional Use approval and the PC agreed that all of the factors have been satisfied.

**Motion by Todd Stanley to approve the conditional use request of Tony Merschman, with the following conditions: 1.)all exposed soils must be seeded and mulched within 48 hours of completing the earthwork portion of the project, 2)floating silt fence is required to be in place until project area is stabilized, 3)all MN DNR specifications for boat ramp construction must be adhered to, 4)vegetation (tree & shrub) removal is only allowed within a 25' wide path for this private boat ramp construction and owner is encouraged to replace trees and shrubs where possible and practical on disturbed areas once project is completed, 5)access must not be allowed to become an erosion problem once completed, owner is responsible to maintain access area as a non-contributing erosion area, 6) access is not approved for commercial use, and 7) access must have AIS sign installed. Doug Underthun seconded the motion.**

**Motion unanimously carried and approved.**

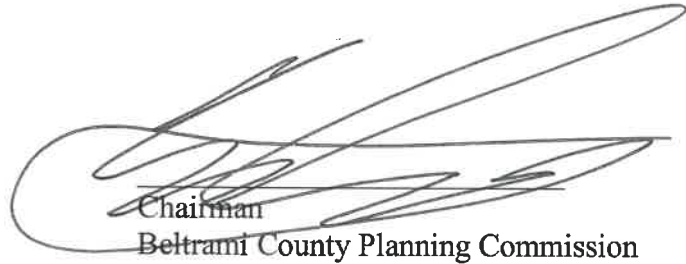
Co-Chairman then closed the Planning Commission Public Hearing on the proposed Variance request of Tony Merschman.

**Motion by Doug Underthun to adjourn the Planning Commission/Board of Adjustment Public Hearing for September 30, 2024. Motion was seconded by Bill Best. Motion carried and approved. Co-Chair called the meeting for September 30, 2024, officially adjourned. The next meeting will be held on Monday, October 28, 2024, at 6:00 PM.**

Respectfully submitted,



Brent Rud  
Beltrami County ESD Director



Chairman  
Beltrami County Planning Commission