



## MEMORANDUM

TO: Whom it May Concern

FROM: Bev Collings  
Zoning & Special Project Manager

DATE: March 19, 2026

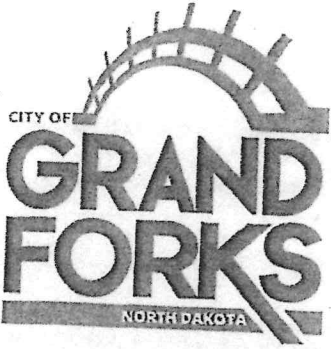
RE: Board of Adjustments Meeting for 2626 4<sup>th</sup> Ave. N.

Please be informed that the meeting date to hear a variance is scheduled for Thursday, April 9 at 10:30 am in person in room 201 City Hall 255 N. 4<sup>th</sup> St., to consider the appeal below.

Bernhardt LLC, 2626 4<sup>th</sup> Ave. N., has made a request for variance to impervious surface area coverage and parking requirements [Section 18-0208(7) 18-0302(5)(B) of the Land Development Code] in order to add parking in the front yard. Legal Description: Lots 13 & 14, Block 3 of Kelsey's 3rd Addition.

Any member of the public seeking to submit comments relating to an Agenda item or public hearing should submit their comments to Bev Collings at [bcollings@grandforksgov.com](mailto:bcollings@grandforksgov.com) or call 701-330-8911 for further information. All comments received before 3:00 PM on the day prior to the meeting day will be considered part of the record of the meeting as if personally presented.

NOTE: Any individual requiring special accommodation to allow access or participation at a City meeting is asked to notify the ADA Coordinator (746-2665) of their needs one week prior to meeting date.



APPLICATION FOR APPROVAL OF  
VARIANCE TO THE ZONING REGULATIONS  
IN CONVENTIONAL ZONING DISTRICTS

City of Grand Forks Inspection Department  
255 North 4<sup>th</sup> Street  
P.O. Box 5200 ☉ Grand Forks, ND 58206-5200  
(701) 746-2631 ☉ (701) 787-3741 FAX

1. APPLICANT:

- a. Application is hereby made to the Zoning Board of Adjustments of the City of Grand Forks, pursuant to the provisions of Article 6 of the Land Development Code, for a Variance from the provisions of the zoning district of the property herein described.
- b. To insure the accurate and efficient processing of this application, and to avoid errors and delays, supply all the required information. Fill out all blank spaces clearly, concisely, and completely, and sign the application.
- c. If you are not the recorded owner of the property, you are considered the authorized agent of the recorded owner. If you are filing as an authorized agent, supply the information for both the recorded owner and yourself.

RECORDED OWNER

AUTHORIZED AGENT

Name: Bernhardt LLC (Print)  
 Mailing Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ e-mail: \_\_\_\_\_

Name: \_\_\_\_\_ (Print)  
 Mailing Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ e-mail: \_\_\_\_\_

2. PROPERTY:

Matter of the request for a variance located at: 2626 4<sup>th</sup> Ave. So  
 Lot(s): 13 & 14, Block(s) 3  
 Addition: Kelsey's 3<sup>rd</sup> to the City of Grand Forks, North Dakota.

REQUESTED VARIANCES:

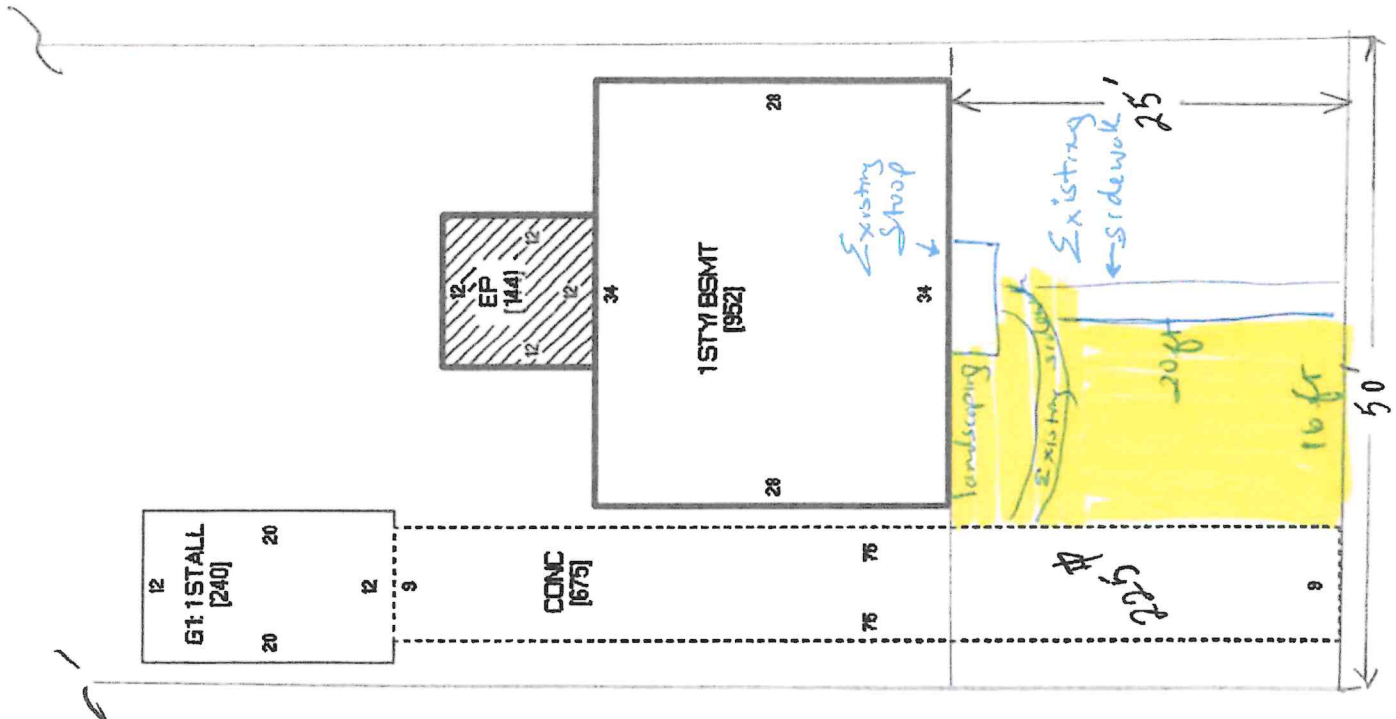
#	Item to be Varied	Code Section	Requirement	Requested
1	<u>Impervious surface</u>	<u>18-0208(7)</u>	<u>35%</u>	
2	<u>area coverage</u>			
3	<u>Parking Regulations</u>	<u>18-0302(5)(B)</u>		
4				

3. PRESENT CONDITIONS OF PROPERTY:

Zoning District: R-1 General Land Use: Single Family Res  
 Use of Property and/or building: \_\_\_\_\_

4. FINAL DECISION OF PLANNING AND/OR ENGINEERING DEPARTMENT BEING APPEALED:

- a. Outline concisely the proposed change(s) and why such an adjustment is necessary: \_\_\_\_\_



$$25' \times 50' = 1,250'$$

$$\times 1.40$$

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$$500$$

$$\approx 225$$

$$275$$

$$9' \times 18.5' = 166.5'$$

$$108.5'$$