



HIBBING PLANNING COMMISSION
Reorganizational and Regular Meeting
Monday, February 2, 2026
5:00 PM

Chairperson Gordon Smith
Commissioner Joseph Jump
Commissioner Jared Lubben
Commissioner Corey Lubovich
Commissioner Darlene Majkich

Ex. Officio Pat Green
Ex. Officio Tina Glad
City Administrator Greg Pruszinske
Community Development Director Betsy Olivanti

I. CALL TO ORDER:

II. APPROVAL OF THE AGENDA:

1. Acceptance of agenda for recording purposes. Note additions, deletions or changes, if any.

III. APPROVAL OF MINUTES:

1. Approval of the Planning Commission Minutes for December 1, 2025. Note corrections, additions, or deletions, if any.

IV. REORGANIZATION OF HIBBING PLANNING COMMISSION:

1. Nominations and Elections of officers for 2026 (per copy of nomination and vote summary sheet attached to agenda): Incumbents — Chairperson: Gordon Smith, Acting Chairperson: vacant. Zoning Amendment Committee: Incumbents — Gordon Smith, Corey Lubovich. Heritage Preservation Commission: vacant.

V. NEW BUSINESS:

1. Convene the public hearing scheduled for this time to consider an Interim Use Permit request of Kubena Sand & Gravel LLC, 3938 19th Ave. East, Hibbing, MN 55746 to allow for the operation of a gravel pit in the O, Open Space District, and the Hibbing City Code of Ordinances, on the subject properties, PID #'s 141-0050-02035 and 141-0050-02040, NE ¼ of SW ¼ and part of SE ¼ of NW ¼, (Section 15 Township 57 Range 21 Hibbing).

VI. DISCUSSION ITEMS:

VII. ADJOURNMENT:

December 1, 2025

The Hibbing Planning Commission held a meeting on Monday, December 1, 2025 at 5:00 p.m. in the City Hall Council Chambers. Chairperson G. Smith, Commissioners J. Jump, D. Majkich, Ex. Officio Members P. Green, T. Glad and Community Development Director B. Olivanti were present. Commissioners G. Pogachnik and C. Lubovich were absent.

APPROVAL OF MINUTES:

Chairperson G. Smith made a motion to approve the Hibbing Planning Commission Minutes of September 15, 2025. Commissioner J. Jump seconded the motion. The motion carried unanimously.

ACCEPTANCE OF AGENDA:

Commissioner D. Majkich made a motion to accept the agenda as presented. Chairperson G. Smith seconded the motion. The motion carried unanimously.

NEW BUSINESS:

At this time Chairperson G. Smith convened the public hearing scheduled for this time to consider Repealing Section 11.39 Chisholm – Hibbing Airport Zoning Ordinance and Replace with a new Section 11.39 Chisholm – Hibbing Range Regional Airport Zoning Ordinance in the Hibbing City Code of Ordinances. P. Green presented the staff report. Darren Christopher 2030 Gearhart St., Duluth, MN 55811, a Planning Consultant with RS&H was present for the Airport. Mr. Christopher gave a presentation and updated the Commissioners and Residents on meetings that have been held by the Joint Airport Zoning Committee to work on the newly recommended Airport Zoning Ordinance. Jim Clark 11194 South Dixon Rd., Hibbing, MN 55746 wished to speak. Mr. Clark explained that when the previous Ordinance was passed he was told he had to relocate from where he was located at that time. Mr. Clark stated that he did not understand the reasoning for the change in the Ordinance, that he felt the change was unnecessary and that it would be saver to not shorten the Safety Zones. Mr. Clark asked if there are other airports that are updating their Ordinances. Mr. Christopher explained that the State of Minnesota did safety studies and updated the safety standards, which allows for the decrease in the Safety Zones distance. Mr. Christopher also stated that there have been multiple other airports in the State that have updated their Ordinances. Mr. Christopher also explained that the State does not have to provide the Airport with grant funding if there is not a State approved Airport Zoning Ordinance on file. Rhonda Clark 11194 South Dixon Rd., Hibbing, MN 55746 wished to speak. Mrs. Clark stated that she would like to know what the Airport's plan for land that they own near her property are, if they will be shortening the Safety Zones; because she enjoys not having neighbors, that is why they live where they do. Barrett Ziemer, 4045 Saari Rd., Hibbing, MN 55746, Executive Director Range Regional Airport stated that the Airport has no plans to sell any property in the vicinity of the Clarks' property. Mr. Ziemer stated that there is some discussion with the City regarding purchasing the property around the Animal Shelter; currently the City leases that property. Dorothy Sandness 10687 Townline Rd., Hibbing, MN 55746 wished to speak. Ms. Sandness asked specifically what types of funding would the Airport not receive if The Ordinance was not updated; Mr. Ziemer stated all of the State only grants, which generally cover about 70% of a project. Ms. Sandness asked why Safety Zone C was not reduced in size; Mr. Christopher explained that Zones A & B are State Safety Zone and Zone C is an FAA Safety Zone. Ms. Sandness had some additional questions regarding plane clearance and tree height requirement;


Mr. Christopher answered Ms. Sandness' questions. There was no one else in the audience wishing to speak. Chairperson G. Smith closed the Public Hearing. Chairperson G. Smith made a motion, seconded by Commissioner D. Majkich, to approve Repealing Section 11.39 Chisholm – Hibbing Airport Zoning Ordinance and Replace with a new Section 11.39 Chisholm – Hibbing Range Regional Airport Zoning Ordinance in the Hibbing City Code of Ordinances. The motion carried unanimously, and will go to the City Council for final approval on Wednesday, December 17, 2025.

OPEN DISCUSSION:

Community Development Director gave the Commissioners a brief status update regarding the Land Use Chapter Update.

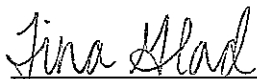
ADJOURNMENT:

Due to no further discussion, it was moved by Commissioner D. Majkich seconded by Commissioner J. Jump to adjourn until the next meeting. The motion carried unanimously.



G. Smith, Chairman
Hibbing Planning Commission

ATTEST:



Tina Glad, Secretary

REORGANIZATION OF HIBBING PLANNING
COMMISSION FOR 2026

A. Planning Commission following call to order and roll call per agenda. Please note, nominations and closing thereof do not require support/second.

1) NOMINATIONS FOR CHAIRPERSON:

Nominee: _____ by: _____ Accepted (yes): ____ (no): ____

Nominee: _____ by: _____ Accepted (yes): ____ (no): ____

Nominee: _____ by: _____ Accepted (yes): ____ (no): ____

Nominations Closed By: _____

2) ELECTION OF CHAIRPERSON:

NOMINEES:

VOTES:

_____	_____
_____	_____
_____	_____

ELECTED: _____

3) NOMINATIONS FOR ACTING CHAIRPERSON:

Nominee: _____ by: _____ Accepted (yes): ____ (no): ____

Nominee: _____ by: _____ Accepted (yes): ____ (no): ____

Nominee: _____ by: _____ Accepted (yes): ____ (no): ____

Nominations Closed By: _____

4) ELECTION OF ACTING CHAIRPERSON:

NOMINEES:	VOTES:
_____	_____
_____	_____
_____	_____

ELECTED: _____

IUP
25-02

APPLICATION FOR CONDITIONAL USE PERMIT (CUP) OR INTERIM USE PERMIT (IUP)

Please carefully read the following and the instructions & information on the reverse side before filling out this application. **NOTICE: APPLICANT IS URGED TO ARRANGE A MEETING WITH ZONING STAFF TO DISCUSS YOUR APPLICATION PRIOR TO SUBMITTING IT FOR ACCEPTANCE. THE APPLICANT IS ALSO URGED TO ATTEND THE PUBLIC HEARING TO AVOID POSSIBLE HEARING DELAYS OR DISAPPROVAL DUE TO YOUR ABSENCE.** Zoning code information may be accessed on the City of Hibbing website, www.hibbing.mn.us, (see City Ordinances, Chapters 11, 13, and 16) - such information is subject to change and may be out-of-date.

1. ADDRESS OF PROPERTY: 141-0050-02035 / 141-0050-02040

2. LEGAL DESCRIPTION OF PROPERTY. ATTACH COPY OF DEED RECORDED FOR SUBJECT PROPERTY AT THE TIME ACQUIRED BY CURRENT PROPERTY OWNERS. **NOTICE:** Application may not be accepted by the City of Hibbing or processed to be heard by the Commission (or approved by said City) until Deed as required is attached. [See Attached: _____]

3. NAME OF OWNER: Drew, Jacki Kubena ADDRESS: 3938 E 19th AVE
CITY: Hibbing STATE & ZIP: MN 55746 PHONE: 218 966 8776

OTHER OWNER(S) [List All]: _____

4. NAME OF APPLICANT: Kubena Sand and Gravel Inc ADDRESS: 3938 E 19th AVE
CITY: Hibbing STATE & ZIP: MN 55746 PHONE: 218 966 8776

5. I, as applicant hereby petition for a CUP: or IUP: [check applicable one] on the above described property for the following use. First, specify your CUP/IUP request as listed in the zoning district, then below that explain "Purpose" (reason) for your request:

Cup for storing materials on our land.
Purpose (I am requesting the CUP OR IUP for the following reason): CUP to allow storage of concrete/asphalt for recycling purposes such as crushing. Also, for storing common excavation on land. No demolition or garbage will be accepted.

IMPORTANT: I, the undersigned hereby attest, the information herein and attachments hereto that I have provided are accurate and true, and that I also understand the City of Hibbing may approve or deny or request revisions to this petition and further upon any such approval may attach conditions to said CUP or IUP that will require my compliance for said use. I further understand it is my responsibility to inform any new property owner that the CUP is transferable if the property changes ownership, provided the original conditions for CUP approval are complied with, or as the case may be the IUP is not transferable and terminates when any change in property ownership takes place:

APPLICATION FEE IS NON-REFUNDABLE. A CUP/IUP is not a substitute where other permit applications are required.

NOTICE: THE PROPERTY OWNER MAY REQUEST THE CITY OF HIBBING TO REVOKE A CONDITIONAL USE PERMIT ISSUED TO HIS/HER PROPERTY FOR ANY CONDITIONAL USE ACTIVITY THAT IS NO LONGER IN USE.

6. Kubena Sand and Gravel Inc Date: Dec 31, 25
Applicant(s) Signature
(Submit application, all attachments and filing fee no less than 3 weeks prior to public hearing)

(OFFICE USE ONLY)
Fee: \$ 250.00
Zoning District: 0

7. Jacki Kubena Date: 12-31-25
Owner(s) Signature (granting applicant permission to apply for above petition)

Date: 12-31-25 Initials: TG
(revised: 10/24/14)

INSTRUCTIONS FOR CONDITIONAL USE PERMIT (CUP)/INTERIM USE PERMIT (IUP) PETITION (Page Two)

APPLICANT: Be sure you have carefully read through both pages of this application before starting. *Print clearly in blue or black ink, or type to complete application; provide required attachments, signatures and appropriate filing fee (Staff may not accept an incomplete application, or process it for public hearing).* **ATTENTION:** *Attachment Of The Deed Recorded For The Subject Property At The Time Acquired By Current Owner/s Is Required – City of Hibbing may not accept your application or process it to be heard without it.* Provide name(s) of all property owners (i.e. spouse, co-owners). **OWNERSHIP:** Applicant *must* have permission of subject property's owner/s to apply and *must* have him/her sign application, or sign (and attach) a letter of permission. Applicant *shall attach* a **SITE PLAN** drawn-to-scale showing all lot dimensions, the proposed use, all existing and proposed buildings/additions, all building dimensions and distances (setbacks) from property lines. **IMPORTANT:** All documents and plans (in triplicate) as required in City Ordinances, Section 11.73, Subd. 3, Procedure (paragraphs) A and B, *shall be attached [Unless otherwise excused in writing by Planning Commission upon a preliminary appearance before the Commission; as per said Subd. 3, A. – NOTE: this will delay scheduling the public hearing and the City Council's final decision – Consult with Zoning Administrator on this matter.]. Complete both pages of this application as instructed! Please feel free to ask Staff for help if you are having difficulties with completing application.*

The completed application in triplicate (include both pages if this form is copied on two separate pages), all required attachments and filing fee must be received by the Zoning Administrator's office no less than (3) three weeks prior to the regular public hearing dates (which are the **SECOND MONDAY** of the month, or **FOURTH MONDAY** if scheduled). The process from acceptance of application to public hearing (before the Planning Commission) and the City Council Meeting for their final approval/disapproval authority may take a minimum of 4 to 6 weeks (see above*). Legal Notices must be published no less than 10 days before the public hearing. Any party aggrieved by the Council's decision may appeal to District Court.

BURDEN OF PROOF RESTS WITH APPLICANT. Applicant is required to provide evidence in support of a CUP or IUP request, as per City of Hibbing Code of Ordinances, Chapter 11, Sec. 11.73, Subd. 2, A., B 1, 2, and 3. IUP's shall meet the standards of said Sec. 11.73 as for CUP's, except an IUP is not transferable (and a termination date may also be added as a condition) – see City Ordinance Sec. 11.78. The City Council has final approval/disapproval authority for all CUP's/IUP's upon finding of fact recommendation from the Planning Commission. The applicant may attach other information (i.e. letters, petitions, appraisals, photos, etc.) relevant to the request. The applicant's evidence is as follows [attach additional pages if needed]:

1. The proposed building or use is specifically listed as a conditional/interim use in the regulations applicable to the district in which it is to be located (Ord. 11.73, Subd. 2, A);

YES: or NO:

2. That the proposed building or use at the particular location requested is necessary or desirable to provide convenience and will contribute to the general welfare of the neighborhood or community (Ord. 11.73, Subd. 2, B 1); Applicant's Evidence:

applying essential materials such as sand + gravel (including storage of materials) for roads, bridges, concrete prep, public works (government) jobs, and residential work for the surrounding community.

3. That the proposed building or use will not have a substantial or undue adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, utility facilities, and other matters affecting the public health, safety and general welfare (Ord. 11.73, Subd. 2, B 2); Applicant's Evidence:

We are working at making our land better in appearance and after than it was before. We are doing this by keeping the area extremely organized, safe by establishing berms, maintaining washouts and most importantly correct stormwater drainage.

4. That the proposed building or use will be designed, arranged, and operated so as to permit development and use of neighboring property in accordance with the applicable district regulations (Ord. 11.73, Subd. 2, B 3). Applicant, explain how proposed building or use will comply with this requirement:

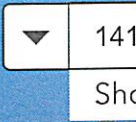
Our location should not hinder neighboring communities as we have a leased, gated road access with the DNR that we also maintain.

Sec. 11.73, Subd. 3, F, stipulates that a CUP for any construction, alteration (i.e. requiring a building permit), or operation shall be valid for a period of one (1) year, after which the same shall be revoked in the event that such construction, alteration, or operation has not been started in accordance with the terms of the CUP (Note: this shall also apply to an IUP as referred to in the above noted standards).

The applicant/owner should be aware that revisions may be required and that certain operating conditions such as but not limited to building appearance and location, site landscaping and screening requirements may be attached to any CUP/IUP for its approval. The owner/applicant should also be aware that failure to comply with a CUP/IUP, including any revisions and/or conditions attached to it may also constitute a violation to Chapter 11 and/or other applicable regulations of the Hibbing City Code of Ordinances, whereby the City of Hibbing has the authority to order compliance, or order such use or construction to stop, or revoke the CUP/IUP.

Applicant's Signature: Whena Sand and Gravel Inc

(revised: 10/24/14)



Parcel ID Number:
141-0050-02035

[Parcel Tax Lookup](#)
[Property Details](#)
[Resource Guide - BETA](#)

Tax Parcel lines are an approximation only, not suitable for legal, engineering, or surveying purposes.

Address:
Owner Name: KUBENA-MCCUE JACKI F
Taxpayer: KUBENA JACKI & DREW
Address: 3938 E 19TH AVE HIBBING MN 55746
Tax District: CITY OF HIBBING
Plat Description: HIBBING
Lot: Block:
Deeded Acres: 30.93

[Zoom to](#)

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Hibbing Planning Commission Meeting Date: February 2, 2026

RE: Conditional Use Permit (CUP) or Interim Use Permit (IUP) Petition of: Kubena Sand & Gravel LLC; Resolution Ref. # _____

Findings of Fact Guide Sheet for Planning Commission to resolve above noted petition.

Per Sec. 11.73, Subd. 1, and applying to Sec. 11.78 of the City Code of Ordinances. The City Council may, after review and recommendation by the Planning Commission grant a conditional use permit/interim use permit, however that, provided for said same permit to be granted, evidence must be presented to establish:

1. The proposed building or use is specifically listed as a conditional or interim use in the regulations applicable to the district in which it is to be located (Ord. 11.73, Subd. 2, A 1).

Affirmed: Yes: ___; No: ___. Finding of Fact Statement (*explain why yes, or no*):

2. That the proposed building or use at the particular location requested is necessary or desirable to provide convenience and will contribute to the general welfare of the neighborhood or community (Ord. 11.73, Subd. 2, B 1).

Affirmed: Yes: ___; No: ___. Finding of Fact Statement (*explain why yes, or no*):

Supplying essential materials such as sand & gravel (including storage of materials) for roads, bridges, concrete prep, public works (government) jobs and residential earthwork for the surrounding community.

3. That the proposed building or use will not have a substantial or undue adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, utility facilities, and other matters affecting the public health, safety, and general welfare (Ord. 11.73, Subd. 2, B 2).

Affirmed: Yes: ___; No: ___. Finding of Fact Statement (*explain why yes, or no*):

We are working at making our land better in appearance and safer than it was before. We are doing this by keeping the area extremely organized, safe by establishing berms, maintaining washouts and most importantly correct stormwater drainage.

4. That the proposed building or use will be designed, arranged, and operated so as to permit development and use of neighboring property in accordance with the applicable district regulations (Ord. 11.73, Subd. 2, B 3).

Affirmed: Yes: ___; No: ___. Finding of Fact Statement (*explain why yes, or no*):

Our location should not hinder neighboring communities as we have a leased, gated road access with the DNR that we also maintain.

Per Subd. 2, C of Sec. 11.73. The City may attach reasonable conditions to any CUP/IUP. Such conditions may be cited as reason to grant such CUP/IUP per above evidence. List conditions for City Council to consider for attaching to the request if it is recommended for approval. A CUP is transferable provided original conditions for said permit shall apply to new owner.

Per Subd. 2, D of Sec. 11.73. Validity (period given to commence use). No CUP/IUP shall be valid for a period longer than one (1) year unless a building permit is issued and construction actually begun within that period and is thereafter diligently pursued to completion, or any zoning compliance permit is obtained and use is commenced within that period. Any violation of the terms and conditions under which such CUP was issued is grounds for revocation of said same permit.

Per Subd. 3, C, and 4 of Sec. 11.78. Termination regulations (applicable only to IUP's, not to CUP's). An interim use permit (IUP) shall terminate upon change of ownership at which such time the new owner may apply for a new IUP, and in any event upon the occurrence of any of the following events whichever occurs first: a) the date or event stated in the permit; b) a violation of conditions under which the permit was issued; c) upon change in the City's zoning regulations that renders the use non-conforming; d) the redevelopment of the use and property which it is located to a permitted or conditional use as allowed with the respective zoning district; e) the use has been discontinued for a minimum of 1 year.

Motion: _____

Moved by: _____ Supported by: _____; YES: ___ NO: ___

DECISION: CUP/IUP – Approved: ___; Disapproved: ___. Condition(s) if any: _____

Per Subd. 3, E. of Sec. 11.73. Any proposed CUP/IUP failing to receive the approval of the majority of the members of the Planning Commission voting upon it shall not be passed except by a favorable vote of two-thirds of ALL of the elected members of the City Council.

Staff Report by Pat Green for the Planning Commission
February 2nd, 2026

Re: Kubena Sand and Gravel 3938 19th Avenue East
Request for Gravel pit at Hibbing MN.

The applicant in this case is requesting an Interim Use Permit for the operation of an existing gravel pit. The gravel pit is considered legally non-conforming at this time since it was in operation before the City of Hibbing annexed this area years ago. The owner would like to make it conforming with the City of Hibbing zoning regulations for a gravel pit and allow for the recycling and crushing of concrete at this gravel pit. The gravel pit will consist of the removal of sand and excavation of the gravel from the pit. It will also consist of a portable crushing plant to make different sizes of the aggregate and crushing concrete.

These types of operation are needed for projects such as road projects and construction projects throughout the area. All the equipment used creates noise, dust and odors to manufacture this material. The objective is to keep these problems to reasonable levels for the neighborhood and still have this type of operation. The location of this gravel pit is not near any residential neighboring property.

The following are suggested questions to be answered by the applicant to allow the Planning Commission to put conditions on this operation if granted approval by the City Council.

1. Reasonable hours of operation and # of days per week? My research has shown that 6am - 8pm or 7am - 7pm are reasonable and Monday through Saturday.
2. What noise, odor and dust control from the portable plants will take place to reduce any complaints?

Notice: Approved Interim Use Permits are for the period of time put on the permit and the applicant is required to apply to the Planning Commission to extend that time period.