

CITY OF WATFORD CITY
P.O. BOX 494 WATFORD CITY, NORTH DAKOTA 58854

**PLANNING AND ZONING COMMISSION
MEETING AGENDA
Monday, June 26, 2023
6:00 PM City Hall, Heritage Room**

- **CALL TO ORDER REGULAR MEETING**
- **APPROVE AGENDA**
- **APPROVE MINUTES**

May 30, 2023 - Meeting

- **CALL TO ORDER PUBLIC HEARING**

The Public Hearing will be held for comments on the following:

1. Land Use Application for Zone Change, submitted by Manuel Gomez Alonso for property located at 304 17th Ave NE, Watford City. An application has been submitted to rezone from A-2 (Agricultural District) to R-4 (High Density Residential District).

- **CLOSE PUBLIC HEARING**
- **CONTINUE REGULAR MEETING**
- **PERMIT RECORDS**

May 2023 - June 2023 Permits

- **OLD BUSINESS**
- **NEW BUSINESS**

Discuss moving the July meeting date (Wednesday July 26th, Thursday July 27th)

- **ADJOURNMENT**

Minutes

May 30th 2023



**PLANNING AND ZONING COMMISSION
MEETING MINUTES
Tuesday, May 30th, 2023**

The Watford City Planning & Zoning Commission meeting was held on Tuesday, May 30th, 2023, at City Hall in the Heritage Room. In attendance: Chairman Jesse Lawrence and Commission Members Troy Knutson, Ross Sundeen, and Lance Renville. Vice Chairman Marco Pelton and commissioner Jacob Jellesed attended via phone. Commissioners Warren Hovland and Sam Huebner were unable to attend the meeting. Also in attendance: City Planner Jake Walters and City Attorney Wyatt Voll.

With the above-mentioned present, the regular meeting hearing was called to order at 6:03 P.M. by Chairman Lawrence.

1. Call for new or old business.
2. Call to approve agenda.

Agenda was reviewed as presented. There were no comments or changes.

MOTION: Renville SECOND: Knutson

VOICE VOTE:

AYES: all in favor

NAYS: none

1. Call to approve April 24th, 2023, Meeting Minutes.

Minutes were reviewed as presented. There were no comments or changes.

MOTION: Knutson SECOND: Pelton

VOICE VOTE:

AYES: all in favor

NAYS: none

Chairman Lawrence noted there were no public hearing items on the Agenda.

PERMIT RECORDS:

Reviewed permit records as presented. Walters stated there was nothing significant to report. There were no additional comments or discussion.

NEW BUSINESS:

There was no new business.

OLD BUSINESS:

There was no old business.

ADJOURNMENT: 6:13 P.M. **MOTION:** Sundeen

The next regularly scheduled Planning and Zoning Commission Meeting will be held on
Monday, June 26th, 2023, at 6:00 PM

Jesse Lawrence, Chairman

Jake Walters, City Planner

1.

Land Use Application
Change of Zone

Manuel Gomez Alonso and Gladys Perez JT
304 17th Ave NE, Watford City



City of Watford City

213 2nd St. NE / PO Box 494
Watford City, ND 58854
Ph. 701-444-2533
Fax 701-444-3004
Celebrating 100 Years - 2014
cityofwatfordcity.com

June 12, 2023

STAFF REPORT **Land Use Application: Zone Change**

PROPERTY OWNER:

Manuel Gómez Alonso & Gladys Perez
304 17th Ave NE
Watford City, ND 58854

APPLICANT:

Manuel Gómez Alonso
304 17th Ave NE
Watford City, ND 58854

PROPERTY LOCATION:

304 17th Ave NE, Watford City, ND (PID 20-00-05450)

REQUEST:

A Land Use Application: Zone Change, redistricting from A-2 (Agricultural District) into R-4 (High Density Residential District).

CURRENT ZONING:

A-2

CURRENT USE:

Multi-Family Dwelling

SITE DEVELOPMENT:

Access: *The property is accessible from 17th Ave NE.*

Sewer: *The property does not have access to City sanitary sewer.*

Water: *The property does not have access to City water services.*

SURROUNDING LAND USE:

North: Zoning – R-2 (Two-family Dwelling District)
Use – Vacant land

East: Zoning – A-2 (Agricultural District - ETA)
Use – Single-family Home

South: Zoning – R-1 (Single-Family Dwelling District)
Use – Pheasant Ridge Subdivision

West: Zoning – A-1 (Agricultural District - City)
Use – Single-family Home

REFERENCES:

Chapter XV Zoning Ordinance, Article XXVI, Section 1

SECTION 1. - AMENDMENTS:

The City Council may from time to time amend, supplement, or change the district boundaries or regulations contained in this zoning ordinance. A proposal for an amendment or a change in zoning may be initiated by the City Council, by the Planning Commission, or upon application of the owner of the property affected. All such proposed changes shall be submitted to the Planning Commission for recommendation and report. The Planning Commission shall prepare final written findings which shall be submitted to the City Council within 90 days after the time of referral of the proposed amendment to the Planning Commission.

Chapter XV Zoning Ordinance, Article IX(A) - A-2 AGRICULTURAL DISTRICT,
SECTION 1. – INTENT:

The purpose of this district is to allow for continued use of land for agricultural activities adjacent to City lands, while discouraging uses that would be detrimental to supporting or facilitating agricultural practices. This district designation may be used to provide an interim zoning classification for lands pending determination of an appropriate, permanent zoning designation. This district is only to be used for areas outside of the corporate limits of the City, and within the City's extraterritorial zoning jurisdiction.

Chapter XV Zoning Ordinance, Article XVII – R-4 HIGH DENSITY RESIDENTIAL DISTRICT, **SECTION 1. – INTENT AND PURPOSE OF THE DISTRICT:**

The "R-4" High Density Residential District is intended for the purpose of allowing high- and low-density multi-family dwellings along with compatible two-family and single-family dwelling units and some community facilities.

DISCUSSION:

An application for change of zone has been submitted to rezone from A-2 (Agricultural District) to R-4 (High Density Residential District) to bring the property into alignment with its current use as a multi-family dwelling.

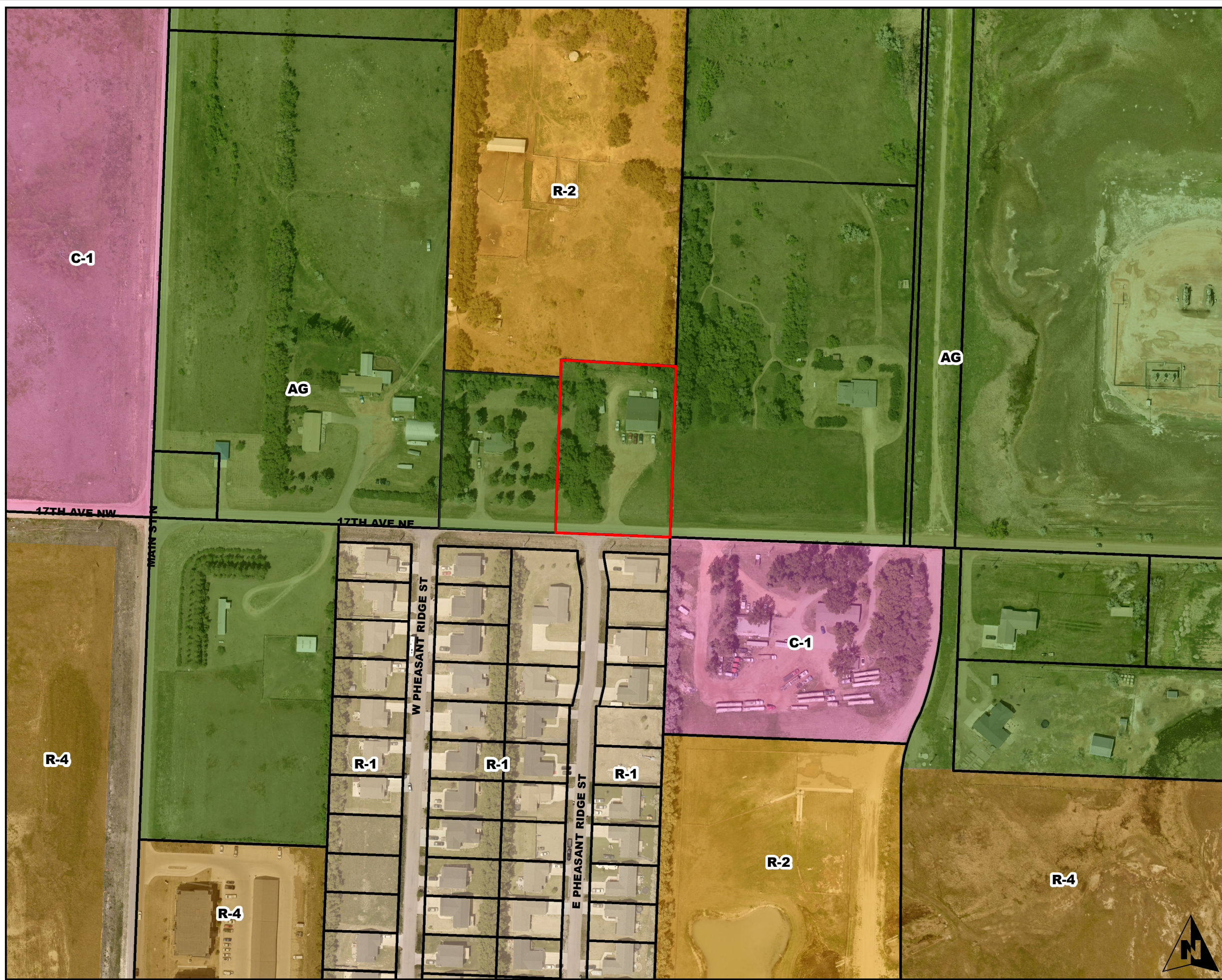
RECOMMENDATION:

It is the recommendation of City Planning Department staff to **APPROVE** the Land Use Application for Zone Change from A-2 Agricultural District to R-4 High Density Residential District.

PLANNING DEPARTMENT STAFF CONTACTS:

Jake Walters
jwalters@nd.gov
(701) 444-8402

Kayla Grace
kagrace@nd.gov
(701) 444-8406



Legend

- Subject Property
- Parcel
- Existing Zoning**
- AG
- C-1
- R-1
- R-2
- R-4

FOR INFORMATIONAL PURPOSES ONLY

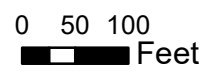
Planning Department - GIS

Watford City, North Dakota

Existing Zoning Exhibit

DRAFTED
Jake Walters

DATE
6/23/2023



Note: Any reliance upon this map is at user's own risk. Watford City does not warrant the map or its features are either spatially or temporally accurate or fit for a particular use.



THE CITY OF WATFORD CITY
213 2ND ST NE / PO BOX 494
WATFORD CITY, NORTH DAKOTA

LAND USE APPLICATION ZONE CHANGE

REQUIREMENTS

APPLICATION FEE:
\$300.00

All applications must be legible, printed in ink or typed, and suitable for reproduction. *Original application with original signature is required.* A *Zone Change Application* may be submitted in order to consider a changing the zoning district of property. Zoning Districts are set as specific areas within the City and/or ETA in order to govern the use of the property as well as such regulations pertaining to the height, area, size, and intensity of buildings, land, and open spaces. Along with this application, please submit the following: N.D. Professional survey of the property in both .PDF format and 11"x17" size paper for review, a brief justification letter explaining the request for *Zone Change* and a current copy of a title report/title commitment for the property. For specific details regarding this process, please refer to the *City of Watford City Municipal Code of Ordinances: CHAPTER XV, ARTICLE XXVI: AMENDMENTS.*

PROPERTY OWNER INFORMATION

OWNER NAME(S): Manuel Gómez Alonso - Gladys Perez	PHONE NUMBER: 210-632-1198	EMAIL: www.modasmanolos@hotmail.com
MAILING ADDRESS: PO. Box 2533 Watford City, ND		

APPLICANT INFORMATION

Same as Owner

APPLICANT NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		

DEVELOPER INFORMATION

DEVELOPER NAME: N/A	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		

PROPERTY INFORMATION

PROPERTY ADDRESS: 304 17th Ave NE	CURRENT ZONING: A-2 Agricultural	PROPOSED ZONING: R-4 High density
PARCEL NUMBER(s): 20-00-05450	LEGAL DESCRIPTION: (SECTION, TOWNSHIP, RANGE) Block (7) (150) (98) (0)	

DESCRIPTION

Please give a brief description of the proposed variance.

Building operating as a multifamily (Looking to regularize it to R-4)

APPLICANT SIGNATURE: (IF DIFFERENT THAN OWNER)

As the applicant, I certify that all City Ordinances will be complied with and that the information given within this application as well as the plans submitted are in all respects true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE: Manuel Gómez Alonso - Gladys Perez	DATE: Jun 108 / 2023
APPLICANT PRINT NAME: Manuel Gomez Alonso - Gladys Perez	APPLICANT TITLE:

PROPERTY OWNER(S) AFFIDAVIT

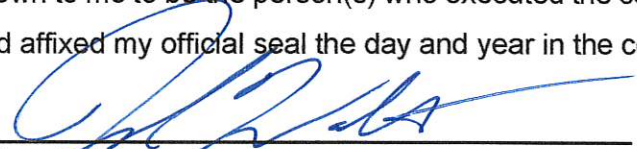
I/We, the undersigned, swear that I am / we are, the owner(s) and/or Mortgage holders of the property described within this application. I/We will make provisions to ensure compliance with the disclosure and recording requirements of McKenzie County and the City of Watford City. I/We certify that all information contained within this application are in all respects true and correct to the best of my/our knowledge and belief. I/We also hereby authorize City of Watford City Staff and/or its designee to access my property or premise for the purpose of gathering and verifying information in relation to this application and submitted plans.

PROPERTY OWNER SIGNATURE: <u>Manuel Gomez Alonso</u>	DATE: <u>Jun / 08 / 2023</u>
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PROPERTY OWNER SIGNATURE: <u>GLADYS PEREZ</u>	DATE: <u>JUN 108 / 2023</u>
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PROPERTY OWNER NOTARY

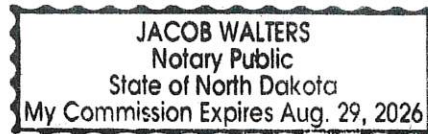
On this 8th day of June, 2023 before me, the undersigned, a notary public for the state of North Dakota, personally appeared, Manuel Gomez Alonso & Gladys Perez known to me to be the person(s) who executed the certificate in witness whereof, I have hereunto set my hand and affixed my official seal the day and year in the certificate first written above.



Notary Public

(NOTARIAL SEAL)

Notary Public for the state of North Dakota
Residing at McKenzie County, ND
My Commission Expires 8/29/26



▼ OFFICE USE ONLY ▼

- .PDF & LEDGER SIZE REVIEW COPY OF SITE PLAN
- VICINITY MAP
- LEGAL DESCRIPTION
- JUSTIFICATION LETTER
-

LEGAL NOTICE DATES:

____/____/____
____/____/____

MAILED ADJACENT PROPERTY OWNER NOTICES

MEETING DATES:

PLANNING COMMISSION: ____/____/____
CITY COUNCIL: ____/____/____

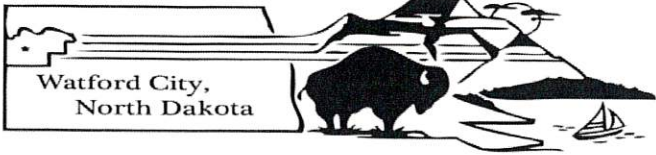
INVOICE:

INVOICE NUMBER: _____
DATE CREATED: ____/____/____ BY: _____

PAYMENT: \$300.00

DATE RECEIVED: ____/____/____ AMOUNT: \$ _____

CARD CASH CHECK # _____



City of Watford City
PO Box 494
213 2nd St NE
Watford City, ND 58854

CUSTOMER INVOICE

PAID
6/12/23
Check print

MANUEL GOMEZ ALONSO
304 17TH AVE NE
PO BOX 2533
WATFORD CITY ND 58854

Customer # 1590

INVOICE NUMBER: 5811
INVOICE DATE: June 09, 2023
DETAILS: Land Use Application for Change of Zone - A-2 to R-4
17th Ave NE (PID 20-00-05450)

CHARGES

PRODUCTS AND SERVICES:

PZ01-PLANNING & ZONING REIMBURSEMENT - 06/09/2023	300.00
Land Use App - Zone Change	
Total	300.00

Permit Records

April-May

5519	FENCE	5/23/2023	Ivan Berry	Self	1133 9th St SW	Lot 9, blk 2	Tara Estates	82-64-02090	6' wooden fence in rear yard	\$ -	\$ 25.00	5792	6/1/2023	
5520	CONSTRUCT/REPAIR	5/23/2023	City of Wafford City	J&DG Concrete LLC	Various Locations, WC					\$ -	Waived	Waived		
5521	RESIDENTIAL BUILDING	5/25/2023	Gene Fedorenko	Travce Burwell Construction	109 3rd St SW	Lot 2		82-02-02300	Roof replacement	\$ 20,000.00	\$ 158.50	5796		
5522	RESIDENTIAL BUILDING	5/26/2023	Brindin Kostad	Self	516 5th St NE	Lot 2, Blk 4		82-38-02900	Egress windows, finish 2 bedrooms, closets	\$ 10,000.00	\$ 88.50	5797		
5523	SIGN	5/26/2023	April Crupi	Cascade Glass & Signs	1008 4th Ave SE			83-36-00100	Non-lit ground sign - apartments	\$ -	\$ 100.00	5798		
5524	SIGN	5/26/2023	Mountain Plains	Cascade Glass & Signs	4019 Frontier Ave			82-23-11500	Non-lit dimensional lettering - offices	\$ -	\$ 100.00	5798		
5525	SIGN	5/26/2023	April Crupi	Cascade Glass & Signs	405 10th St SW			83-53-00100	Non-lit in-ground sign - apartments	\$ -	\$ 100.00	5798		
5526	FENCE	6/1/2023	Hugh Stevenson	Self	516 6th Ave NE	Lot 5, Blk 1		82-41-00700	6' wooden fence in rear yard	\$ -	\$ 25.00	5799		
5527	RESIDENTIAL BUILDING	6/1/2023	McKenzie County Healthcare	Self	105 6th Ave NW	Lot 15		82-51-00800	Replacing front deck	\$ 3,000.00	\$ 39.50	5800		
5528	RESIDENTIAL BUILDING	6/1/2023	McKenzie County Healthcare	Self	301 5th St NW	Lot 5, Blk 1		82-06-00400	Replacing front deck	\$ 3,000.00	\$ 39.50	5801		
5529	FENCE	6/1/2023	Ray and Billie Jo Morken	KD Custom	1000 5th Ave SE	Lot 15, Blk 3		82-20-31500	3' wood fence	\$ -	\$ 25.00	5802		
5530	FENCE	6/1/2023	Ray and Billie Jo Morken	KD Custom	305 11 St. SE	Lot 21, Blk 2		82-20-22100	3' wood fence	\$ -	\$ 25.00	5803		
5531	RESIDENTIAL BUILDING	6/1/2023	Kyle and Samantha Kienholz	Self	617 Sunset Dr	Lot 27, Blk 1		82-61-03200	12' x 16' shed	\$ 4,800.00	\$ 52.10	5804		
5532	CONSTRUCT/REPAIR	6/5/2023	City of Wafford City	Baker Energy Services	2nd Ave SW				Erosion control and reseeding	\$ 25,000.00	Waived	Waived		
5533	FENCE	6/5/2023	Hector Zendejas	Wutke, LLC dba Montana Fence	313 26th Ave NE	Lot 7, Blk 8		82-32-08700	6' white vinyl fence, rear and side yards	\$ -	\$ 25.00	5805		
5534	RESIDENTIAL BUILDING	6/5/2023	Jazminne Candido	M Squared Contracting	2405 2nd St NE	Lot 8, Blk 1		83-41-00400	Replace shingles, add gutters	\$ 10,000.00	\$ 88.50	5806		
5535	RESIDENTIAL BUILDING	6/5/2023	Gabriella Perez	M Squared Contracting	2409 2nd St NE	Lot 7, Blk 1		83-41-00300	Replace shingles, add gutters	\$ 10,000.00	\$ 88.50	5807	6/16/2023	
5536	COMMERCIAL BUILDING	6/6/2023	Lund Oil Inc.	Josh Mandler	3605 4th Ave NE			20-00-14700	entry way addition 8x24	\$ 30,000.00	\$ 308.00	5808		
5537	FENCE	6/8/2023	Vanessa Clemmensen	Barclay Construction	508 2nd Ave SE	Lot 9, Blk 1		82-81-00900	5 foot fence	\$ -	\$ 25.00	5809		
5538	CONSTRUCT/REPAIR	6/8/2023	Sonja Johnson	Garcia Brothers Concrete LLC	108 6th St SE	Lot 4, Blk 2		82-82-01100	curb and drive aisle		Waived	Waived		contractor unlicensed with state and city - work done with limited inspections. Permit # assigned for tracking purposes ONLY
5539	WATER SEWER ACCESS	6/14/2023	Colby 2022, LLC - Tyler Oliver	Copeland Development and Construction/Ferguson Brothers Excavating	406 Hunters Run St	Lot 155, Blk 0		82-42-15555	connect to water and sanitary service for new commercial retail store. 1" Poly CL 200 water service line & 1" meter, 4" schedule 40 sanitary service line	\$ 9,839.06		5810		conditionally approved - plumber license still needed as of 6/14
5540	CONSTRUCT/REPAIR	6/14/2023	Colby 2022, LLC - Tyler Oliver	Copeland Development and Construction/BGT Contractors, LLC	406 Hunters Run St	Lot 155, Blk 0		82-42-15555	construction of new commercial approach. Sidewalk and curbing shall be repaired and replaced as necessary for the installation of the approach and service utilities	\$ 15,000.00	\$ 172.90	5810		design & concrete/asphalt mix still needed as of 6/14
5541	EXCAVATION	6/14/2023	Colby 2022, LLC - Tyler Oliver	Copeland Development and Construction/Ferguson Brothers Excavating	406 Hunters Run St	Lot 155, Blk 0		82-42-15555	boring within Hunter's Run St r/w to install sanitary service line	\$ 37,660.00	\$ 361.62	5810		one call number & WSI needed along with names and credentials of civil inspectors
5542	RESIDENTIAL BUILDING	6/14/2023	Steven Williams	Self	309 4th Ave NE	Lot 15, Blk 1		82-03-01900	build a 400 sq ft deck in backyard	\$ 5,000.00	\$ 53.50	5812		
4989	RENEWAL	6/21/2023	Randy and Misty Gasper	Self	1910 Winterhawk Trail	Lot 50, Blk 4		83-25-15000	basement work needs to be inspected, bathroom fixtures installed, and fence needs to be completed	-	\$ 20.00	5814		only charged one renewal fee per Steve - valid through 12/21/2023
4990	RENEWAL	6/21/2023	Randy and Misty Gasper	Self	1910 Winterhawk Trail	Lot 50, Blk 5		83-25-15000	basement work needs to be inspected, bathroom fixtures installed, and fence needs to be completed	-	\$ 20.00	5814		only charged one renewal fee per Steve - valid through 12/21/2023
5543	RESIDENTIAL BUILDING	6/21/2023	Gerald Transtrom/Carolyn Levang	Self	220 3rd St NW	Lot 12, Blk 5		82-01-08500	new roof & new siding - metal	\$ 22,000.00	\$ 172.50	5815		
4849	RENEWAL	6/22/2022	George Hayden	Badger Oilfield Construction	204 4th Ave NW	Lot 9		82-50-03100	Renewal - C&R Permit	\$ -	\$ 20.00	5816		

2022	
Month	# of Permits Issued
January	7
February	9
March	14
April	33
May	29
June	42
July	23
August	37
September	24
October	30
November	13
December	6
2022 TOTAL	267

2022	
Month	Value
January	\$ 379,000.00
February	\$ 42,500.00
March	\$ 505,002.10
April	\$ 1,912,410.00
May	\$ 199,639.62
June	\$ 746,840.00
July	\$ 607,158.74
August	\$ 604,697.89
September	\$ 260,173.25
October	\$ 2,871,987.42
November	\$ 927,538.60
December	\$ 1,038,802.55
2022 TOTAL	\$ 10,095,750.17

2022 Residential Permits			
Type	# of Units	# of Buildings	Value
Single Family Home	6	6	\$ 2,292,630.00
Duplex	4	2	\$ 608,000.00
Apartment 3-4 Units	0	0	\$ -
Apartment 5+ Units	0	0	\$ -
2022 TOTAL	10	8	\$ 2,900,630.00

2023		
Month	# of Permits Issued	Comparison
January	16	229%
February	8	89%
March	18	129%
April	14	42%
May	34	117%
June	24	57%
July		
August		
September		
October		
November		
December		
2023 YTD	114	43%

2023		
Month	Value	Comparison
January	\$ 491,582.95	130%
February	\$ 11,338,344.00	26678%
March	\$ 14,254,248.00	2823%
April	\$ 249,348.22	13%
May	\$ 385,659.00	193%
June	\$ 195,460.00	26%
July		
August		
September		
October		
November		
December		
2023 YTD	\$ 26,914,642.17	267%

2023 Residential Permits				
Type	# of Units	# of Buildings	Value	Comparison
Single Family Home	0	0	0	0%
Duplex	0	0	0	0%
Apartment 3-4 Units	0	0	0	0%
Apartment 5+ Units	0	0	0	0%
2023 TOTAL YTD	0	0	\$ -	0%

Old Business

New Business

Upcoming July meeting:
Rescheduled