



CITY OF WATFORD CITY

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

PLANNING AND ZONING COMMISSION MEETING AGENDA

Monday, February 26th, 2024

6:00 PM City Hall, Heritage Room

- **CALL TO ORDER REGULAR MEETING**
- **APPROVE AGENDA**
- **APPROVE MINUTES**
January 29th, 2024 – Regular Meeting
- **PERMIT RECORDS**
January 2024 - February 2024 Permits
- **OLD BUSINESS**
- **NEW BUSINESS**
- **ADJOURNMENT**

Minutes

January 29th 2024



**PLANNING AND ZONING COMMISSION
MEETING MINUTES
Monday, January 29th, 2024**

The Watford City Planning & Zoning Commission meeting was held on Monday, January 29th, 2024, at City Hall in the Heritage Room. In attendance: Chairman Jesse Lawrence and Commission Members: Troy Knutson, Lance Renville, Ross Sundeen, Sam Huebner, Warren Hovland, and Marco Pelton. Also in attendance: City Planner Jake Walters, Planning Administrative Assistant Chelsa Bixby, City Building Inspector Steve Williams, and City Attorney Wyatt Voll. Absent: Commission Member Jacob Jellesed.

With those noted as present above, the Regular Meeting was called to order at 6:00 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: Pelton SECOND: Renville

VOICE VOTE:

AYES: all in favor

NAYS: none

1. Call to approve December 18th, 2023, Meeting Minutes.

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

MOTION: Sundeen SECOND: Pelton

VOICE VOTE:

AYES: all in favor

NAYS: none

Call to order Public Hearing at 6:01 P.M. by Chairman Lawrence

Under consideration was the following Agenda item:

1. Land Use Application – Conditional Use Permit – 1316 W Pheasant Ridge Dr., submitted by Tina Kostad dba Snapping Turtle Photography

Walters discussed the reasoning for the CUP application and gave a brief description of what Snapping Turtle Photography is proposing. Walters explained that owners of the business and property are looking to buildout a small section of their basement into an in-home studio. Walters clarified that the additional traffic from the photography studio would be minimal and the hours of operation would typically be during “normal business hours”. Excessive noise, lighting, or traffic was not anticipated, but would be handled through a review process if anything became a concern. Commission member Pelton asked about parking; if it would be on street or if they would be required to provide on-site parking. Walters explained that Pheasant Ridge prohibits on-street parking, but that the owner has sufficient driveway space for up-to four vehicles as well as use of their garage. No further discussion.

MOTION: Sundeen SECOND: Huebner

Approval shall be contingent upon the following recommendations and conditions:

1. The conditional use will not be detrimental to or endanger the public health, safety or general welfare of community.
2. The existing permitted uses in the neighborhood will not in any manner be substantially impaired or diminished by the establishment of the conditional use;
3. The conditional use will not impede the normal and orderly development of the surrounding property for uses permitted in the district;
4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided;
5. Adequate measures have or will be taken to provide access and exit so designed as to minimize traffic congestion in the public streets;
6. The conditional use shall conform to all special provisions of the district in which it is located;
7. No violations of City ordinances occur, including those related to noise, fugitive dust, and track-out of materials; and
8. The application fee shall be paid in full before the CUP is granted.

ROLL CALL VOTE:

AYES: Pelton, Knutson, Sundeen, Lawrence, Hovland, Huebner, Renville

NAYS: none

MOTION: CARRIED

Close Public Hearing at 6:04 by Chairman Lawrence

Continuation of Regular Meeting:

PERMIT RECORDS:

Permits were briefly discussed. Williams touched base on the new home progress within Tara Estates.

OLD BUSINESS:

Walters spoke about the ongoing P&Z Chapter XV ordinance overhaul, informing the commissioners about the anticipated review schedule over the coming months.

NEW BUSINESS:

The upcoming February P&Z meeting date was discussed due to staff conflicts. It was decided to keep the current date and revise if the agenda warranted on or before the 9th of February.

ADJOURNMENT: 6:11 PM **MOTION:** Chairman Lawrence

The next regularly scheduled Planning and Zoning Commission Meeting will be held on Monday, February 26th, 2024, at 6:00 PM

Jesse Lawrence, Chairman

Jake Walters, City Planner

Permit Records

January-February

5657	RESIDENTIAL BUILDING	01/25/2024	Anderson Kay	Self	324 3rd Ave NE	Lot14, Block 1	2nd Addition	82-03-01700	Bathroom insulation, shower and vanity drywall, living room insulation and drywall	\$ 15,000.00	\$ 126.00	6045		
5658	EXCAVATION	1/25/2024	City OF Watford City	BEK Consulting, LLC	200 3rd AVE NE	N/A	N/A	N/A	Repair curbbox and replace curb stop due to flooding	N/A	Waived	N/A		
5659	FENCE	1/29/2024	Alejandro Udave Maria R. Udave	SELF	301 25th Ave NE	Lot 7, Block 3	Little Bison Subdivision First Addition	83-40-03200	Building a fence, 6ft tall, with pipe and 2x4	N/A	\$ 25.00	6052		
5660	MOVING	1/31/2024	West Lake Properties	Self	1903 4th St SE	N/A	N/A	20-00-21500	Move in used mobile home on existing lot	N/A	\$ 150.00	6065		
5661	RESIDENTIAL BUILDING	01/31/2024	Keith and Dawn Tschetter	Fogle Consulting LLC	716 2nd Ave SE	Lot 8, Block 2	Cherry Creek Addition to WC	82-19-01200	Remodel bathroom, new tubs and surrounds	\$ 3,000.00	\$ 42.00	6066		
5662	GENERAL	2/6/2024	Troy Knutson	701 Clean LLC	220 7th St NE	Lot 1, Block 5	1st Addition- Wolds to Watford City	82-78-02400	Basement cleanup, city sewer main back up	N/A	\$ 20.00	6068		
5663	RESIDENTIAL BUILDING	2/7/2024	Troy Dockter	Groundworks of MN	2001 Granite Road	Lot 38, Block 1	Stepping Stone	83-25-13800	Putting in 39 LNFT of basement gutter and a sump pump and back up pump	\$ 6,904.44	\$ 69.33	6069		
5664	WATER SEWER ACCESS	2/12/2024	McKenzie Health	Titanium Plumbing	112 8th St NE	N/A	2nd annexation 150-98 to Watford City	82-15-17000	Titanium will connect water and sewer to existing lines when the modular building is set	\$ 2,051.91	\$ 2,051.91	6072		
5665	RESIDENTIAL BUILDING	2/15/2024	Lorain Baye	701 Clean LLC	501 6th Ave NE	Lot 1, Block 4	1st Addition - Holmes to Watford City	82-38-02800	Build ramp off cement steps. ADA compliant	\$ 3,000.00	\$ 42.00	2076		
5578	Renewal	2/20/2024	Southpark Extended Stay, LLC	ArrowCleaning & Restoration Company, INC	113 9th Ave SE	Lot 1, Block 3	South Park Addition	82-72-01100	Lounge renovation to include: replacing carpet, replacing tile with LVT, wall paper, paint, back splash, new light fixtures	\$ 100,000.00	\$ 20.00	6079		
5667	EXCAVATION	2/20/2024	City OF Watford City	BEK Consulting, LLC	622 10th Ave NE	N/A	N/A	N/A	Excavate and repair broken water service near entrance to sewer treatment plant	\$ 5,000.00	Waived	N/A	2/21/2024	
5668	COMMERCIAL BUILDING	2/22/2024	Josh Breitbach	Mountrail Builders INC	509 16th St NE	Lot 3, Block 0	Watford City LAWC Addition	83-35-00300	Medical office buildout to existing building	\$ 500,000.00	\$ 2,531.90	6082		

January	16
February	8
March	18
April	14
May	34
June	26
July	19
August	14
September	17
October	14
November	13
December	8

2022 TOTAL	201
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2024		
Month	# of Permits Issued	Comparison
January	7	44%
February	12	150%
March		0%
April		0%
May		0%
June		0%
July		0%
August		0%
September		0%
October		0%
November		0%
December		0%
2023 YTD	19	9%

January	\$ 491,582.95
February	\$ 11,338,344.00
March	\$ 14,254,248.00
April	\$ 249,348.22
May	\$ 385,659.00
June	\$ 195,460.00
July	\$ 500,810.00
August	\$ 4,869,914.89
September	\$ 1,213,964.94
October	\$ 1,933,896.00
November	\$ 716,950.00
December	\$ 44,505.00

2022 TOTAL	\$ 36,194,683.00
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2024		
Month	Value	Comparison
January	\$ 656,800.00	134%
February	\$ 534,956.35	5%
March		0%
April		0%
May		0%
June		0%
July		0%
August		0%
September		0%
October		0%
November		0%
December		0%
2023 YTD	\$ 1,191,756.35	3%

Single-Family Home	4	4	\$ 1,870,000
Duplex	0	0	\$ -
Apartment 3-4 Units	0	0	\$ -
Apartment 5+ Units	0	0	\$ -

2022 TOTAL	4	4	\$ 1,870,000.00
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2024 Residential Permits				
Type	# of Units	# of Buildings	Value	Comparison
Single-Family Home	4	4	640,000	34%
Duplex	0	0	0	0%
Apartment 3-4 Units	0	0	0	0%
Apartment 5+ Units	0	0	0	0%
2023 TOTAL YTD	4	4	\$ 640,000.00	34%