



**CITY OF WATFORD CITY**

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

**PLANNING AND ZONING COMMISSION  
MEETING AGENDA**

**Monday, March 25<sup>th</sup>, 2024**

**6:00 PM City Hall, Heritage Room**

- **CALL TO ORDER REGULAR MEETING**
- **APPROVE AGENDA**
- **APPROVE MINUTES**  
February 26<sup>th</sup>, 2024 – Regular Meeting
- **PERMIT RECORDS**  
February 2024 - March 2024 Permits
- **OLD BUSINESS**
- **NEW BUSINESS**
- **ADJOURNMENT**

# Minutes

*February 26<sup>th</sup> 2024*



**PLANNING AND ZONING COMMISSION  
MEETING MINUTES  
Monday, February 26<sup>th</sup>, 2024**

The Watford City Planning & Zoning Commission meeting was held on Monday, February 26<sup>th</sup>, 2024, at City Hall in the Heritage Room. In attendance: Chairman Jesse Lawrence and Commission Members: Troy Knutson, Lance Renville, Ross Sundeen, Marco Pelton and Jacob Jellesed (via phone). Also in attendance: City Planner Jake Walters, Planning Administrative Assistant Chelsa Bixby. Absent: Commission Members Warren Hovland and Sam Huebner, City Building Inspector Steve Williams, and City Attorney Wyatt Voll.

With those noted as present above, the Regular Meeting was called to order at 6:02 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: Knutson**

**VOICE VOTE:**

**AYES: all in favor**

**NAYS: none**

1. Call to approve January 29<sup>th</sup>, 2024, Meeting Minutes.

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

**MOTION: Renville SECOND: Pelton**

**VOICE VOTE:**

**AYES: all in favor**

**NAYS: none**

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

**PERMIT RECORDS:**

Brief discussion on permit records as presented. There were no comments or discussion.

**OLD BUSINESS:**

Walters gave a brief update on the permitting software progress and P&Z zoning ordinance efforts currently underway.

**NEW BUSINESS:**

There was no new business discussed.

**ADJOURNMENT: 6:07    **MOTION: Sundeen****

The next regularly scheduled Planning and Zoning Commission Meeting will be held on Monday, March 25<sup>th</sup>, 2024, at 6:00 PM

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Jesse Lawrence, Chairman

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Jake Walters, City Planner

# Permit Records

*February-March*

5669	EXCAVATION	2/26/2024	Circle K	JCR Excavating, LLC	4004 FrontierAve				Install 12' RCP Pipe between CB & MH	\$ 1,200.00	\$ 32.20	6084
5670	COMMERCIAL BUILDING	2/28/2024	McKenzie Health	Moore Engineering, INC	709 4th Ave NE	N/A	Good Sheperd Home Addition	B2-34-00100	Parking lot improvements	\$ 200,000.00	\$ 1,166.90	6087
5671	EXCAVATION	3/1/2024	City OF Watford City	BEK Consulting, LLC	622 10th Ave NE	N/A	N/A	N/A	Install new service line	\$ 10,000.00	Waived	N/A
5672	GENERAL	3/4/2024	Debra Hopkins	Blusky RestorationContractors	3617 6th Ave NE	N/A	Hunters Run	82-42-15300	Rebuild of an exterior wall at the Inn at Hunters Run	\$ 15,000.00	\$ 20.00	6088
5673	RESIDENTIAL BUILDING	3/5/2024	Dustin Jordan	Self	324 3rd St NE	Lot 3/Blk 1	2nd Addition	82-03-00300	New kitchen cabs, flooring, windows, drywall work	\$ 37,000.00	\$ 256.00	6089
5674	RESIDENTIAL BUILDING	3/5/2024	Jose Urbina	Self	3101 11th St NE	N/A	IT #1183	20-00-03600	Upstairs only: remodel: flooring, kitchen cabs, door for window swap, shingles.	\$ 25,000.00	\$ 196.00	6090
5675	RESIDENTIAL BUILDING	3/5/2024	Johnathon Vanieperen	Self	301 Park Ave East	Lot 1. Blk 3	4th Addition	82-05-03700	Cold storage shed 12x24	\$ 3,515.00	\$ 45.60	6091
5676	DEMOLITION	3/6/2024	Ephiphany Catholic Church	Picard Excavating Inc	516 Main St N	Blk 3	Aarhus Addition	82-10-03175	Demo of old hospital	N/A	\$ 25.00	6092
5677	FENCE	3/7/2024	Jessica Jimenez	Self	29 25th Ave NE	Lot 3, Block 3	Bison Run	83-40-02800	Put up a wooden fence in backyard and extend cement retaining wall	N/A	\$ 25.00	6093
5678	SIGN	3/7/2024	Circle K	TBD	4004 FrontierAve	Lot 1, Block 4	The Crossings	82-23-00300	1-31.7 Wall sign	N/A	\$ 100.00	6095
5679	COMMERCIAL BUILDING	3/7/2024	City OF Watford City	Dube Construction	100 2nd Ave SW	Lot 19, Blk 1	Sax Addition	82-57-19000	Renovation of main and basement	\$ 198,000.00	Waived	N/A
5680	COMMERCIAL BUILDING	3/8/2024	WP North Dakota A, LLC	J Flores Construction LLC	722 N Main St Suit 1	Lot 5, Block 1	Dry Creek Business Community	82-30-00500	Remodeling and refurbishing restaurant with paint, textures, light fixtures, and equipment	\$ 15,000.00	\$ 176.40	6097
5681	COMMERCIAL BUILDING	3/11/2024	McKenzie Health	Self	112 8th St NE	N/A	2nd annexation 150-98 to Watford City	82-15-17000	New siding, windows, decks, soffit, skirting, cement slab	\$ 40,200.00	\$ 380.80	6100
5682	RESIDENTIAL BUILDING	3/11/2024	Matthew Nelson	701 Clean LLC	1420 Eagle View Ct	Lot 16, Block 1	Stepping Stone	83-25-11600	Finish living room, frame, cement wall, hang ceiling, dry wall, texture, prime and paint	\$ 12,000.00	\$ 105.00	6101
5683	RESIDENTIAL BUILDING	3/13/2024	Daniel Thomas	Self	512 3rd St NE	N/A	1st Addition - Holmes to Watford City	82-38-00300	Two bathroom remodels. Hall bath has new tube w/ vanity & shower. Master bath walk in shower, vanity, tile floor. Reworked plumbing.	\$ 28,000.00	\$ 210.00	6102
5684	COMMERCIAL BUILDING	3/18/2024	McKenzie County Ambulance	Tooz Construction Inc	221 3rd St NE	Lot 11, Blk 8	Original Townsite	82-01-1440	Ambulance housing	\$ 1,858,180.00	\$ 6,859.80	6107
5468	RENEWAL	3/19/2024	Jim Holloway	SELF	116 3rd St SW	Lot 14, Block 2	Sax Addition to Watford City	82-57-03600	Convert existing garage into bedroom		\$ 20.00	6108

2023	
Month	# of Permits Issued
January	16
February	8
March	18
April	14
May	34
June	26
July	19
August	14
September	17
October	14
November	13
December	8
<b>2023 TOTAL</b>	<b>201</b>

2024		
Month	# of Permits Issued	Comparison
January	7	44%
February	12	150%
March	17	94%
April		0%
May		0%
June		0%
July		0%
August		0%
September		0%
October		0%
November		0%
December		0%
<b>2024 YTD</b>	<b>36</b>	<b>18%</b>

2023	
Month	Value
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
<b>2023 TOTAL</b>	<b>\$ 36,194,683.00</b>

2024		
Month	Value	Comparison
January	\$ 656,800.00	134%
February	\$ 534,956.35	5%
March	\$ 2,443,095.00	17%
April		0%
May		0%
June		0%
July		0%
August		0%
September		0%
October		0%
November		0%
December		0%
<b>2024 YTD</b>	<b>\$ 3,634,851.35</b>	<b>10%</b>

2023 Residential Permits			
Type	# of Units	# of Buildings	Value
Single-Family Home	4	4	\$ 1,870,000
Duplex	0	0	\$ -
Apartment 3-4 Units	0	0	\$ -
Apartment 5+ Units	0	0	\$ -
<b>2023 TOTAL</b>	<b>4</b>	<b>4</b>	<b>\$ 1,870,000.00</b>

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%
<b>2024 TOTAL YTD</b>	<b>4</b>	<b>4</b>	<b>\$ 640,000.00</b>	<b>34%</b>