

SECTION 1 INTENT AND PUPOSE OF DISTRICT:

“The "C-1" General Commercial District is intended for the purpose of allowing basic retail, service and office uses. This district is also intended to provide locations for commercial activity that do not require a central location downtown. Also included are business uses needing large floor areas, particularly those of a service nature and certain industrial uses that do not create obnoxious sounds, glare, dust, or odor. The District is not intended for heavy commercial uses, uses that would be considered industrial in nature, or those businesses that may not be considered compatible with adjacent traditional General Commercial uses.”

SECTION 3 CONDITIONAL USES:

“15. Temporary Workforce Housing”

- Watford City Municipal Code of Ordinances Chapter XV, Article XX- Parking and Loading Regulations:

The commission should carefully consider all of the possible implications associated with approving this Conditional Use. Chapter XV, Article XX of the City of Watford City ordinances require that “All required off-street parking areas, including access drives, shall be improved with asphalt, concrete or similar dust-free surface and all parking spaces shall be clearly marked.”

- Watford City Municipal Code of Ordinances Chapter XV, Article XXV- Conditional Uses, Section 1- Requirements for Conditional Uses:

“A Conditional Use Permit may be granted following compliance with the procedure set forth in this section if the conditional use is one set forth in the District Regulations, provided that no application for a conditional use shall be granted unless all of the following conditions are found to be present:

- 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; and*
- 6. The conditional use shall conform to all special provisions of the district in which it is located.*

The Conditional Use Permit may be issued for a specified period of time, with automatic cancellation at the end of that time unless it is renewed, or conditions may be applied to the issuance of the Permit and periodic review may be required to determine if the conditional use has any detrimental effects on neighboring uses or districts. The Permit shall be granted for a particular use and not for a particular person or firm.”

SITE DEVELOPMENT:

Access: The property is accessible from 13th Ave. SW & 4th St SW

Sewer: There is no access currently available for City sanitary sewer from the property.

Water: There is no access currently available for City water from the property.

SURROUNDING LAND USE:

North: Zoning – AG- Agricultural District
Use - DOT Work Yard

East: Zoning – C-1 General Commercial
Use – Commercial Business

South: Zoning – C-1 General Commercial
Use - Commercial Business

West: Zoning – C-1 General Commercial
Use - Commercial Business yard

DISCUSSION:

The Land Use Application for Conditional Use Permit has been filed for the consideration of allowing temporary workforce housing within C-1 General Commercial Zoned property. Planning Department Staff spoke with Richard Kaster, Manager representative of the property owner, Main Street Connection LLC. and he explained that these mobile homes were already placed on the property and have been continuously utilized since the property was purchased by Main Street Connection in July of 2013.

Back in 2011, a Land Use Application for Zone Change was received from a previous property owner, T&L Dirt Work, Inc. The application had requested to re-zone the property from AG- Agricultural District to C-1- General Commercial. The Planning Department Staff Report dated November 23, 2011 specifically stated that the property owner must apply for a Conditional Use Permit for employee housing on site. At this time, no housing units were located on the property. The Zone Change was approved by City Council on December 6, 2011 with the contingency that the applicant must apply for a Conditional Use Permit for the temporary work-force housing.

After staff did a site visit the property showed to be overgrown and there had been minimal to no traffic on the property for quite some time. City Staff then contacted the current owner Richard Kaster and inquired on the current state of the property and if the need for a Conditional Use for Temporary workforce housing was still needed. Mr. Kaster informed staff that he was in the process of selling the property without the trailer houses. The trailer houses he is intending to sell individually and move off site. The planning departments recommendation is to Terminate the Conditional Use Permit for the property located at 408 13th Ave SW.

The City of Watford City mailed the property owners who hold an interest in the property as well as the adjoining property owners a notice regarding the Conditional Use Permit request. At the time of this report, none of the noticed property owners have contacted the city regarding the application.

RECOMMENDATION:

It is the recommendation of City Planning Department Staff to **Terminate** the Land Use Application for the Conditional Use Permit for the use of Temporary Workforce Housing on C-1 General Commercial Zoned Property.

PLANNING DEPARTMENT STAFF CONTACT:

Becky Smith
basmith@nd.gov
(701)444-8402

LaRissa Bertram
lbertram@nd.gov
(701) 444-8406



Tax Director



Rounds



Planning/Zoning



Emergency



Auditor



Clerk



Disaster



Wildlife

Log In

Help

About

Layers

Basemap

150 99W

200100



Search Address, Owner, PID, STR, GIS Layers





8.

Land Use Application

Conditional Use Permit

Kathleen Tretter (Sew Fine Embroidery)

2601 2nd ST NE

LAND USE APPLICATION pg. 1 of 2
Watford City Planning Department

ORIGINAL

AREA BETWEEN DOUBLE LINES FOR STAFF USE ONLY

APPLICATION TYPE	DATE FILED: 7-30-14	APPLICATION NUMBER: CU 25-2014
ZONE CHANGE	PROCESSES BY: MW	MEETING DATES: P&Z: 8.15.14 CC: 9.8.14
CONDITIONAL USE PERMIT	FEE: \$575.00	ADVERTISE DATE: 8.13.2014 + 8.20.2014
VARIANCE	RECEIPT #:	PROPERTY OWNERS NOTIFIED:
VACATION & ABANDONMENT	SECTION/TOWNSHIP/RANGE:	
STREET NAME	RELATED CASE #:	
	FINAL ACTION MEMORANDUM MAILED:	DOES THIS USE CONFORM TO THE MASTER PLAN?

(CLEARLY PRINT ALL INFORMATION USING INK OR TYPE)

PROPERTY OWNER: Duane & Kathleen Tretter
 APPLICANT: Kathy Tretter

ALL MAIL FOR THIS APPLICATION SHOULD BE ADDRESSED TO

NAME: Kathy Tretter / Sew Fine Embroidery
 ADDRESS: PO Box 1155
 CITY: Watford City STATE: ND ZIP CODE: 58854
 TELEPHONE: 701-364-8274 EMAIL: SewFineWC@gmail.com
 ASSESSOR'S PARCEL NUMBER(S): _____

LEGAL DESCRIPTION: Lot 15, Block 1, Dakota Ridge Subdivision, McKenzie County, North Dakota
 PROPERTY ADDRESS AND NEAREST CROSS STREETS: 2101 - 22nd St, NE, Watford City, ND 58854
 GROSS/NET ACREAGE: 80' x 89' PRESENT ZONE CLASSIFICATION: Multi Family Development
 DESIRED ZONE CLASSIFICATION: _____ CURRENT LAST USE: Single Family Home

DESCRIBE YOUR REQUEST IN DETAIL. YOU MUST CITE ANY RELEVANT CODE SECTIONS, WAIVERS, OR CONDITIONAL USE PERMITS (USE ADDITIONAL PAGES IF NEEDED)

Home Base Small Business: Sew Fine Embroidery
Custom Embroidery for Clients (individual, e-businesses)
Capability of alterations on custom sewing.

DESCRIBE THE SOURCE OF WATER/SEWER: Not in office space Do you have a will serve letter YES NO

LAND USE APPLICATION pg. 2
Watford City Planning Department

ORIGINAL

(I, We), the undersigned swear and say that (I am, We are) the owner(s) of record on the tax rolls of the property involved in this application, or (am, are) otherwise qualified to initiate this application under Watford City Code; that the information on the plans and drawings attached hereto, and all of the statements and answers contained herein are in all respects true and correct to the best of my knowledge and belief, and the undersigned understands that this application must be complete and accurate before a hearing can be conducted. (I, We) also authorize the Watford City Planning Department and its designee, to enter the premises of the property subject to this application for the purposes of gathering information for the purpose of advising the public of the proposed application.

Kathleen J. Trotter
Property Owner Signature

Kathleen Trotter
Print of Type Owner Name

NOTARY

State of North Dakota
County of McKenzie

This instrument was acknowledged before me on 29 July 2014 by Kathleen Trotter
Date Name of Person

MILDRED WILLIAMS
Notary Public
State of North Dakota
My Commission Expires Feb. 25, 2019

Mildred Williams
Signature of Notarial Officer

Documents Required for Submitting Land Use Applications

APPLICATION TYPE	Application	Conceptual Site Plan	Site Plans	Deed	Legal Description	Justification Letter	Traffic Impact Analysis	PDF	Supplemental Info.	Application Fees
Conditional Use Permit	I ⁶	I ⁷	I ³	I ⁹	I ⁸	I ¹¹	I ¹² N/A	I ¹⁰ I sent plan	I ¹⁴ N/A	\$525 + publishing costs
Zone Change	I	I	I	I ⁹	I ⁸	I ¹¹	I ¹²	I	I ¹⁴	\$300
Variance	I	I	I		I ⁸	I ¹¹		I		\$300
Vacation and Abandonment	I		I	I ⁹	I ⁸	I ¹¹		I		Refer to Fee Schedule
Street Name Change*	I	I	I			I ¹¹		I		Refer to Fee Schedule

Superscript notes on this table refer to the same item number on the Explanation of the Document Submittal Requirements for Planning Applications
*Plus all sign costs

Procedures for Filing Land Use Applications:

- After assembling the required materials as outlined above, only completed applications shall be accepted for filing.
- Review the Summary of Required Reviews or Hearings for your application type. ATTENDANCE AT ALL SCHEDULED MEETINGS IS MANDATORY, you may assign an agent to speak on your behalf. Failure to appear at any meeting may result in delays.
- Staff Report: To discuss a report or recommendation, contact the Planning Department to resolve concerns prior to the hearing.
- A letter indicating the Commission's decision and all conditions of approval is sent to the correspondent address on the application. All conditions must be met before an occupancy permit or a business license will be issued. In many cases, the Planning Commission is considered to be final action unless appealed, refer to the Summary or Required Reviews or Hearings.
- Any person may appeal, in writing, to the board within 30 calendar days from the date the Notice of Final Action was sent. The Office of the Zoning Administrator must physically receive the appeal by 4:00 pm. on the 30th calendar day.
- The Planning Commission has the authority to impose conditions, restrictions, safeguards and date of expiration on any land use application that is granted to ensure the health, safety and welfare of the neighborhood. Failure to comply with such conditions shall be deemed as a violation. Any such person who knowingly continues the violation after receiving written notification of the violation is guilty of misdemeanor.
- Site Development Plan Application is required on all Conditional Use Applications.

ORIGINAL



Kathy Tretter
P.O. Box 1155 2601-2nd Street NE
Watford City, ND 58854
701-361-8274
E-mail: SewFineWC@gmail.com

July 29, 2014

To the City of Watford City, North Dakota,

I am requesting a relocation of my Home Based Business. With our move to Watford City from 31 years in the East Grand Forks, MN area. I have had a Custom Sewing business since 2004 as a Home Based Business. Two years ago I invested in a Brother PR1000 Embroidery machine to expand my business & reach out to clients that had been requesting this service. 1 year ago, my husband was offered a job with OneOK, with the need to live in Watford City area. We have built our home with the shop attached to our garage. This gives clients outside access to my Office. The client traffic is very minimal along with delivery of products. Everything is done inside my office, so it is not a disturbance to the neighborhood. I have off street parking for my clients.

I would like to focus on Embroidery business with capabilities of Alterations & Custom Sewing.

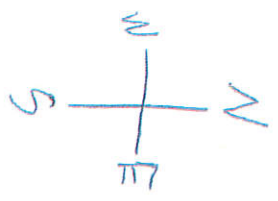
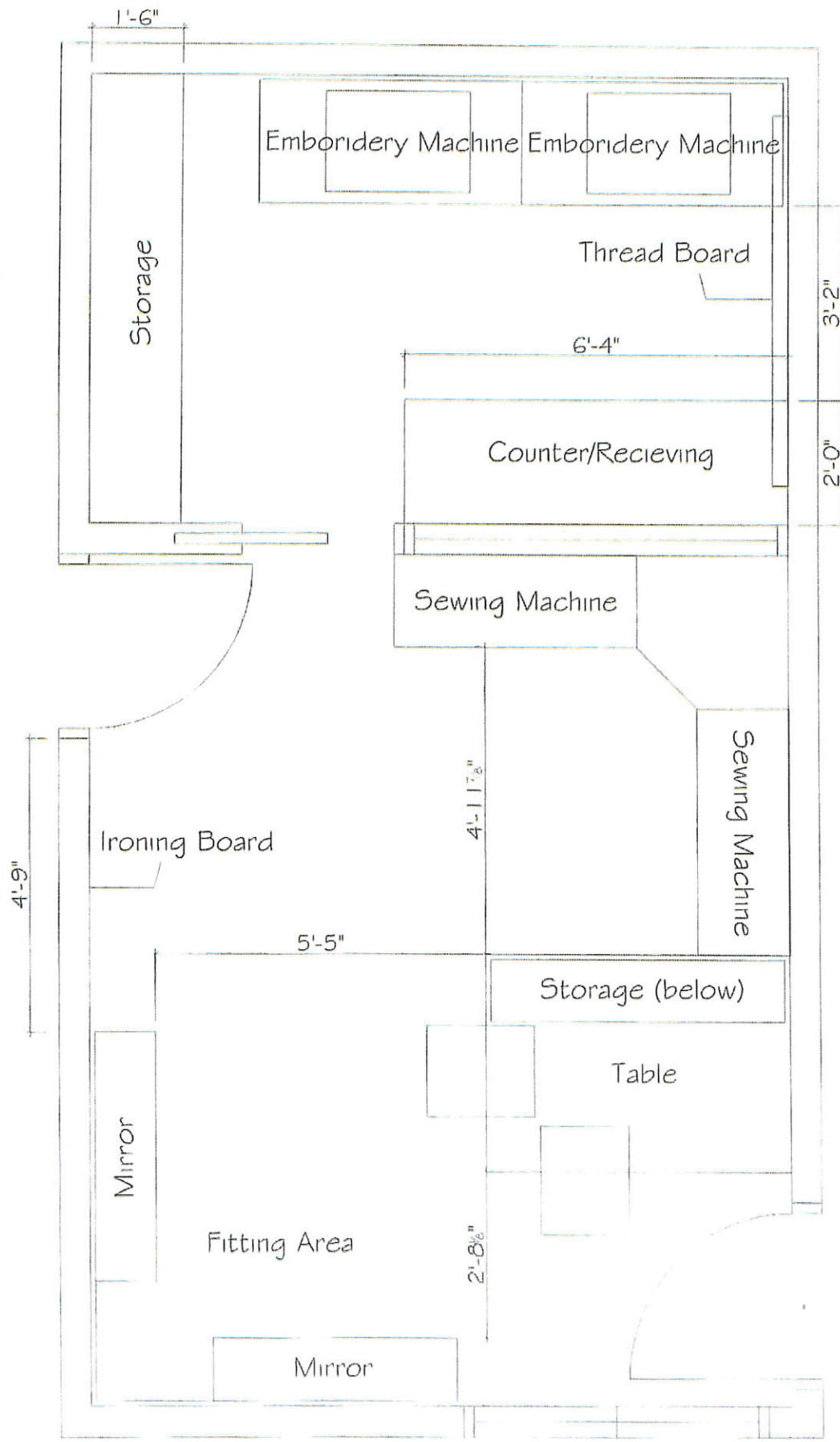
I understand that the city has a 1% sales tax and with my business, it would be supporting income to the city. I'm very excited to be part of the Watford City community and look forward in doing business in the area.

I look forward in hearing from you thru the process of Land Use Application.

Sincerely,

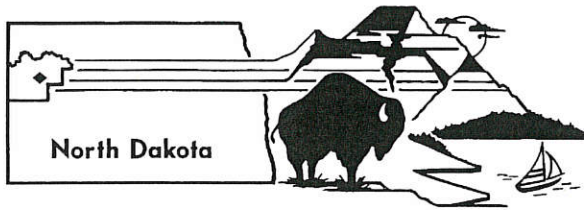
A handwritten signature in cursive script that reads "Kathy Tretter". The signature is fluid and matches the printed name below it.

Kathy Tretter
Sew Fine Embroidery



ORIGINAL

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

cityofwatfordcity.com

July 2020

STAFF REPORT **Conditional Use Permit: ANNUAL REVIEW**

APPLICANT:

Kathy Tretter
P.O. Box 1155
Watford City, ND 58854

PROPERTY OWNERS:

Duane and Kathleen Tretter

PROPERTY LOCATION:

Parcel ID: 82-26-01700, Section 7, Township 150N, Range 98W, Lot 15, Block 1, Dakota Ridge Subdivision, 2601 2nd St. NE, Watford City, McKenzie County, North Dakota.

REQUEST:

A Land Use Application for Conditional Use Permit was originally submitted to allow a Home Occupation, embroidery shop, in R1 – Single Family Residential District zoning.

ZONING:

Current zoning is R1- Single Family Residential.

CURRENT USE:

Single family home with embroidery shop

REFERENCES:

Watford City Municipal Code of Ordinances Chapter XV Zoning Ordinances, Article X- Single Family Residential District, Section 3-Conditional Uses, #7: Home Occupation.

Watford City Municipal Code of Ordinances Chapter XV Zoning Ordinances, Article XXV, Conditional Uses, Section 1-Requirements for Conditional Uses:

A conditional Use Permit may be granted following compliance with the procedure set forth in this section if the conditional use is one set forth in the District Regulations, provided that no application for a conditional use shall be granted unless all of the following conditions are found to be present:

- 1. The conditional use will not be detrimental to or endanger the public health, safety or general welfare;*
- 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; and*
- 6. The conditional use shall conform to all special provisions of the district in which it is located. The Conditional Use Permit may be issued for a specified period of time, with automatic cancellation at the end of that time unless it is renewed, or conditions may be applied to the issuance of the Permit and periodic review may be required to determine if the conditional use has any detrimental affects on neighboring uses or districts. The Permit shall be granted for a particular use and not for a particular person or firm.*

SITE DEVELOPMENT:

Access: The property is accessible from 2nd St NE

Sewer: The property has access to City sanitary sewer service.

Water: The property has access to City water service.

SURROUNDING LAND USE:

North: Zoning – R-1 Single Family Residential
Use - Single Family Home

East: Zoning – R-1 Single Family Residential
Use – Single Family Home

South: Zoning – R-1 Single Family Residential
Use - Single Family Home

West: Zoning – R-1 Single Family Residential
Use - Single Family Home

DISCUSSION:

The original Land Use Application for Conditional Use Permit was submitted in 2014 for the consideration of allowing a home-based embroidery business named “Sew Fine Embroidery”.

The business does custom embroidery for clients (individual, clubs, or business), and is capable of alterations, and custom sewing. The business is located in a separate shop area

which is attached to the home's garage. The client traffic is very minimal and does not seem to cause a disturbance to neighbors. The original application was approved by City Council on August 20, 2014. The application has been continuously reviewed each year since this time.

The conditional use does not seem to detract from the current neighborhood development. After a recent site visit from City Staff, the site appears to be in compliance with requirements set forth in the preceding staff reports, zoning ordinances, and standards of site maintenance. The City has not been notified of any complaints regarding this home-based business.

The City of Watford City mailed the property owners that hold an interest in the subject property and the adjacent property owners a notice regarding the property's Conditional Use Permit renewal. At the time of this report, none of the noticed property owners contacted the city regarding the application.

RECOMMENDATION:

It is the recommendation of City Planning Department Staff to **APPROVE** the Land Use Application for Conditional Use Permit Annual Review for Home Occupation.

Approval will be contingent upon the following items:

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; and
6. The conditional use shall conform to all special provisions of the district in which it is located.
7. The Conditional Use Permit shall be approved for a period of 1 year (12 months) after which time, the permit will be reviewed for renewal/non-renewal.

PLANNING DEPARTMENT STAFF CONTACT:

Becky Smith
basmith@nd.gov
(701)444-8402

LaRissa Bertram
lbertram@nd.gov
(701) 444-8406



Tax Director



Assessments



Planning/Zoning



Emergency



Auditor



Clerk



Divs



Wards

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Help

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Search Address, Owner, PID, STR, GIS Layers

Layers
Basemap

Results





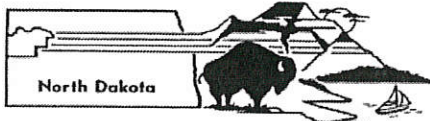
9.

Land Use Application

Conditional Use Permit

Tractor Supply

105 6th Ave SE



LAND USE CONDITIONAL USE PERMIT

ORIGINAL

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

APPLICATION FEE:
\$525.00

REQUIREMENTS: All applications must be legible, printed in ink or typed, and suitable for reproduction. *Original application with original signature is required.* A Conditional Use Permit Application may be submitted in order to consider a particular use of property not permitted within the property's current zoning district. A Conditional Use Permit may be granted for the property and not to a particular person or firm. Conditional Use Permits must still conform to the regulations as set within the City of Watford City Municipal Code of Ordinances. Along with this application, please submit the following: N.D. Professionally Engineered/ Surveyed Site Development Plan of the property in both .PDF format and 11"x17" size paper for review, a brief justification letter explaining the request for Conditional Use Permit, and a current copy of a title report/title commitment. For specific details regarding this process, please refer to the City of Watford City Municipal Code of Ordinances: **CHAPTER XV ARTICLE XXV: CONDITIONAL USES, SECTION 1-6.**

PROPERTY OWNER INFORMATION

OWNER NAME(S): Ben Rezwit
Watford HD Property, LLC PHONE NUMBER: 310-201-3572 EMAIL: bmre@jmbm.com
MAILING ADDRESS:
1900 Ave of the Stars, 7th Floor - Los Angeles, CA 90067

APPLICANT INFORMATION

Same as Owner

APPLICANT NAME: Seese Construction and Management LLC PHONE NUMBER: 765-847-2866 EMAIL: tlouse.seem@gmail.com
MAILING ADDRESS:
P.O. Box 122 - 35 W Main St - Monrovia, IN 46157

DEVELOPER INFORMATION

DEVELOPER NAME: _____ PHONE NUMBER: _____ EMAIL: _____
MAILING ADDRESS: _____

PROPERTY INFORMATION

PROPERTY ADDRESS: 105 6th Ave Southeast - Watford City ZONING DISTRICT: C1-General Commercial
PARCEL NUMBER(S): 82-74-00300 LEGAL DESCRIPTION: (SECTION, TOWNSHIP, RANGE) Lot 3, Blk 006, South Park 1st Addition
CURRENT USE OF PROPERTY: Commercial PROPOSED USE OF PROPERTY: Commercial

DESCRIPTION

Please give a brief description of the proposed Conditional Use.

Install a 1000 gallon propane dispenser. Use will be a refill service for small cylinders.

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: Tonnie Clouse DATE: 5/28/19

APPLICANT PRINT NAME: Tonnie Clouse APPLICANT TITLE: Project Coordinator

ORIGINAL

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:

[Handwritten Signature]

DATE:

5, 31, 19

PROPERTY OWNER SIGNATURE:

DATE:

1 / 1

PROPERTY OWNER NOTARY

On this 31 day of may, 2019 before me, the undersigned, a notary public for the state of _____, personally appeared, _____ 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 _____

Residing at _____

My Commission Expires _____

OFFICE USE ONLY

- COPY OF TITLE REPORT -OR-
- COPY OF TITLE MEMORANDUM
- .PDF & LEDGER SIZE REVIEW COPY OF SITE PLAN
- VICINITY MAP
- LEGAL DESCRIPTION
- JUSTIFICATION LETTER
- ORIGINAL SURVEYOR STAMP & SIGNATURE ON PLAN

LEGAL NOTICE DATES:

6, 17, 19

10, 19, 19

ADJACENT PROPERTY OWNER NOTICES MAILED

MEETING DATES:

PLANNING COMMISSION:

6, 24, 2019

CITY COUNCIL:

7, 1, 2019

INVOICE:

INVOICE NUMBER: 3901

DATE CREATED: 6, 5, 2019 BY: *[Signature]*

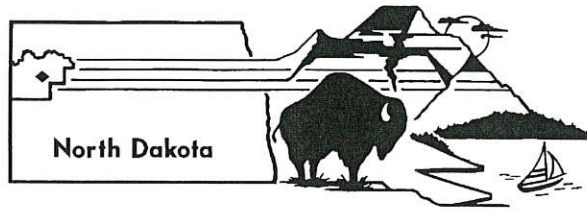
PAYMENT: **\$525.00**

DATE RECEIVED: 10, 10, 19 AMOUNT: \$ 525.00

CARD CASH CHECK # 00576

RECEIVED
6-4-19

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

cityofwatfordcity.com

July 2020

STAFF REPORT

Conditional Use Permit: ANNUAL REVIEW

APPLICANT:

Seese Construction and Management LLC
P.O. Box 112-35
Monrovia, IN 46157

PROPERTY OWNERS:

Watford HD Property, LLC
C/O Ben Rezuik
1900 Ave. of the Stars 7th Floor
Los Angeles, CA 90067

PROPERTY LOCATION:

Section 19, Township 150, Range 98 West, 2.51 acres, Parcel ID: 82-74-003000, 105 6th Ave. SE, Watford City, McKenzie County, North Dakota.

REQUEST:

A Land Use Application for Conditional Use Permit has been submitted for the consideration of bulk propane gas storage on C-1, Commercial zoned property.

ZONING:

C-1, General Business Zoning District

CURRENT USE:

The property currently used as a commercial retail store for Tractor Supply.

REFERENCES:

City of Watford City Municipal Code of Ordinances Chapter XV Zoning Ordinance, Article XVII C-1 Commercial Business District, Section 3- Conditional Uses, #8 Liquid, Gas Bulk, Explosives, and Other Hazardous Material Storage.

City of Watford City Municipal Code of Ordinances Chapter XV Zoning Ordinance, Article XXV- Conditional Uses, Section 1-Requirements for Conditional Uses:

"A Conditional Use Permit may be granted following compliance with the procedure set forth in this section if the conditional use is one set forth in the District Regulations, provided that no application for a conditional use shall be granted unless all of the following conditions are found to be present:

- 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; and*
- 6. The conditional use shall conform to all special provisions of the district in which it is located.*

The Conditional Use Permit may be issued for a specified period of time, with automatic cancellation at the end of that time unless it is renewed, or conditions may be applied to the issuance of the Permit and periodic review may be required to determine if the conditional use has any detrimental effects on neighboring uses or districts. The Permit shall be granted for a particular use and not for a particular person or firm."

SITE DEVELOPMENT:

Access: The property is located off of 6th Ave. SE.

Sewer: City Sanitary Sewer services are being used in this area.

Water: City Water Services are available are being used in this area.

SURROUNDING LAND USE:

North: Zoning – C1- General Commercial
Use - Commercial shop buildings, Cheetah Properties LLC

East: Zoning – C1- General Commercial
Use – Commercial retail/restaurants, SUSO 3 Watford LP

South: Zoning – C1- General Commercial
Use - Commercial retail, SUSO 3 Watford LP (Cashwise)

West: Zoning – C1- General Commercial
Use - Vacant land, CKW properties LLP

DISCUSSION:

This Land Use Application for Conditional Use Permit was originally submitted in 2019 for the consideration of allowing Tractor Supply Store to install and store a 1000-gallon propane dispenser. The purpose of this bulk propane tank is for the store to be able to refill smaller cylinders for sale. The application was approved by City Council on July 1, 2019.

City Planning Department Staff performed a recent site visit and were not able to visually locate the storage tank on the property. Upon speaking to representatives of the retail store, it was discovered that the tank has not been installed yet, but Tractor Supply still has plans to install the tank in the near future.

According to Watford City Municipal Code of Ordinances, the storage of bulk fuel requires a Conditional Use Permit within C1 Commercial Zoning District. However, after further research, it has been determined that this conditional use permit is not required for this specific use and the permit should be recommended to be terminated.

This particular 1,000-gallon propane tank is not intended be used for the storage of bulk fuel. This particular tank will be used to hold propane fuel which will be continuously used, metered and sold through refillable individual tanks (i.e. 20# tanks) as an implement of the retail business. Staff also took into consideration several surrounding commercial retail businesses with similar pre-existing uses of propane tanks which are used for the re-sale of propane. The City does not have record of any previous Conditional Use Permits in place specifically for retail propane tanks. Through this research, it has presented a need for Planning Staff to propose a new definition for "Bulk Fuel Storage" to Watford City's Zoning Ordinances for future clarification.

The City of Watford City mailed a notice to the property owners who hold an interest in the property as well as the adjacent property owners regarding the annual review of this Conditional Use Permit. At the time of this report, none of the noticed property owners have contacted the City.

RECOMMENDATION:

It is the recommendation of City Planning Department Staff to ***TERMINATE*** the Land Use Application for Conditional Use Permit Annual Review to allow for Bulk Propane Gas Storage.

PLANNING DEPARTMENT STAFF CONTACT:

Becky Smith
basmith@nd.gov
(701)444-8402

LaRissa Bertram
lbertram@nd.gov
(701)444-8406

Tractor Supply
105 6th Ave SE



10.

Land Use Application

Conditional Use Permit

White Owl

12271 26th F ST. NW

11.

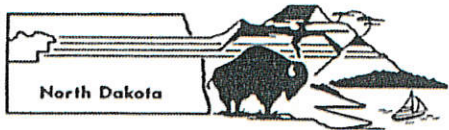
Land Use Application

Conditional Use Permit

McKenzie County School District #1

300 3rd St SE

LAND USE CONDITIONAL USE PERMIT



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

APPLICATION FEE:
\$525.00

REQUIREMENTS: All applications must be legible, printed in ink or typed, and suitable for reproduction. *Original application with original signature is required. A Conditional Use Permit Application may be submitted in order to consider a particular use of property not permitted within the property's current zoning district. A Conditional Use Permit may be granted for the property and not to a particular person or firm. Conditional Use Permits must still conform to the regulations as set within the City of Watford City Municipal Code of Ordinances. Along with this application, please submit the following: N.D. Professionally Engineered/ Surveyed Site Development Plan of the property in both .PDF format and 11"x17" size paper for review, a brief justification letter explaining the request for Conditional Use Permit and a copy of current property deed(s) and/or title report. For specific details regarding this process, please refer to the City of Watford City Municipal Code of Ordinances: CHAPTER XV ARTICLE XXV: CONDITIONAL USES, SECTION 1-6.*

PROPERTY OWNER INFORMATION

OWNER NAME(S): <i>McKenzie County Public School District #1</i>	PHONE NUMBER: <i>701-444-3626</i>	EMAIL: <i>sholen@watford-city.k12.nd.us</i>
MAILING ADDRESS: <i>PO Box 589 Watford City ND 58854</i>		

APPLICANT INFORMATION

Same as Owner

APPLICANT NAME: <i>McKenzie County Public School District #1</i>	PHONE NUMBER: <i>701-444-3626</i>	EMAIL: <i>sholen@watford-city.k12.nd.us</i>
MAILING ADDRESS: <i>PO Box 589 Watford City ND 58854</i>		

DEVELOPER INFORMATION

DEVELOPER NAME: <i>N/A</i>	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		

PROPERTY INFORMATION

PROPERTY ADDRESS: <i>300 3RD St. SE Watford City ND 58854</i>	ZONING DISTRICT:
PARCEL NUMBER(S): <i>82-25-01260</i>	LEGAL DESCRIPTION: (SECTION, TOWNSHIP, RANGE) <i>Lot 11 BLK 2 plus street</i>
CURRENT USE OF PROPERTY: <i>Elementary School</i>	PROPOSED USE OF PROPERTY: <i>Additional Classrooms for Elementary School</i>

DESCRIPTION

Please give a brief description of the proposed Conditional Use.

We are moving a 4plex portable classroom onto current Elementary School Site.

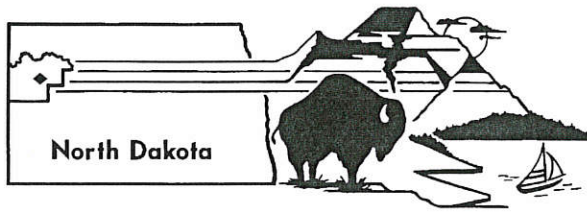
APPLICANT SIGNATURE: (IF DIFFERENT THAN OWNER)

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: 	DATE: <i>6/21/19</i>
---	-------------------------

APPLICANT PRINT NAME: <i>Steven Holen</i>	APPLICANT TITLE: <i>Superintendent</i>
--	---

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

cityofwatfordcity.com

July 2020

STAFF REPORT

Conditional Use Permit : ANNUAL REVIEW

APPLICANT:

McKenzie County School District No. 1
PO Box 589
Watford City, ND 58854

PROPERTY OWNERS:

McKenzie County School District No. 1
PO Box 589
Watford City, ND 58854

PROPERTY LOCATION:

Section 19, Township 150, Range 98 West, Parcel ID: 82-25-01200, 300 3rd St. SE, Watford City, McKenzie County, North Dakota.

REQUEST:

A Land Use Application for Conditional Use Permit has been submitted for the consideration of allowing Temporary Classroom Units.

ZONING:

CF- Community Facility District

CURRENT USE:

The property currently used for the Watford City McKenzie County Elementary School

REFERENCES:

City of Watford City Municipal Code of Ordinances Chapter XV Zoning Ordinance, Article XXV, Conditional Uses; Article XVIII(B)- CF Community Facilities

SECTION 3. - CONDITIONAL USES:

Public/Quasi-Public Buildings, Facilities and Uses Not Listed as Conditional. In those instances where a requested use is not listed above, the Zoning Administrator may determine whether the requested use meets the purpose and intent of the district and is similar to other uses allowed in the district, as permitted uses, or conditional uses. In those instances where the applicant disagrees with the director's determination, the applicant may appeal the decision to the Planning Commission.

(Ord. No. 248, 10-12-2011; Ord. No. 449, 11-21-2017)

The commission should carefully consider all of the possible implications associated with approving this Conditional Use.

A Conditional Use Permit may be granted following compliance with the procedure set forth in this section if the conditional use is one set forth in the District Regulations, provided that no application for a conditional use shall be granted unless all of the following conditions are found to be present:

1. The conditional use will not be detrimental to or endanger the public health, safety or general welfare;
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; and
6. The conditional use shall conform to all special provisions of the district in which it is located. The Conditional Use Permit may be issued for a specified period of time, with automatic cancellation at the end of that time unless it is renewed, or conditions may be applied to the issuance of the Permit and periodic review may be required to determine if the conditional use has any detrimental effects on neighboring uses or districts. The Permit shall be granted for a particular use and not for a particular person or firm.
7. There will need to be appropriate construction of fire exits on the temporary building per the inspection of City Building Inspector Steven Williams.

SITE DEVELOPMENT:

Access: The property is located off of 3rd St.

Sewer: City Sanitary Sewer services are being used in this area.

Water: City Water Services are available are being used in this area.

SURROUNDING LAND USE:

North: Zoning – CF- Community Facilities
Use - Old Bus Barn

East: Zoning – CF- Community Facilities
Use – Track and Field

South: Zoning – C1- General Commercial
Use - Old Public Works Building

West: Zoning – CF- Community Facilities/ R4- High Density Residential
Use - Wolf Pup Daycare/ Wolf Run Village Apartments

DISCUSSION:

This Land Use Application for Conditional Use Permit was originally approved by City Council in 2019 to allow for the placement of two temporary classroom units on the Elementary School property.

At this time, the temporary classroom units are no longer needed by the School District and the temporary units have been removed from the property. It is the Planning Departments recommendation to terminate this Conditional Use Permit.

The City of Watford City mailed a notice to the property owners who hold an interest in the property as well as the adjacent property owners regarding the annual review of this Conditional Use Permit. At the time of this report, none of the noticed property owners have contacted the city regarding the application.

RECOMMENDATION:

It is the recommendation of City Planning Department Staff to **TERMINATE** the Land Use Application for Conditional Use Permit allowing Temporary Classrooms for McKenzie County School District.

PLANNING DEPARTMENT STAFF CONTACT:

Becky Smith
basmith@nd.gov
(701)444-8402

LaRissa Bertram
lbertram@nd.gov
(701) 444-8406

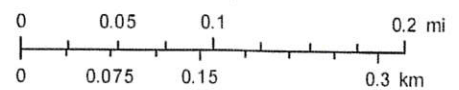
CUP McKenzie Co. School



July 24, 2019

1:6,019

- StreetCenterlines
- Place Names
- Watford City Limits
- Extra-Territorial Area (ETA)
- Cherry Creek
- Parcels from McKenzie County



GIS, Watford City, AE2S

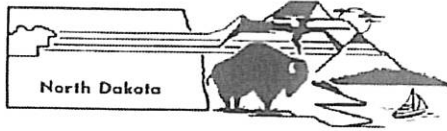
12.

Land Use Application

Zone Change

Stenehjem Development LLP

Lots 15 and 16 of Fox Hills Village Subdivision



LAND USE

ZONE CHANGE

APPLICATION

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

APPLICATION FEE:

\$300.00

REQUIREMENTS: 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): Stenehjem Development LLP	PHONE NUMBER: (701) 240-0036	EMAIL:
MAILING ADDRESS: PO Box 607, Watford City, ND 58854		

APPLICANT INFORMATION

Same as Owner

APPLICANT NAME:	PHONE NUMBER:	EMAIL: dpankow@fibt.com
MAILING ADDRESS:		

DEVELOPER INFORMATION

DEVELOPER NAME: Stenehjem Development LLP	PHONE NUMBER: (701) 240-0036	EMAIL: dpankow@fibt.com
MAILING ADDRESS: PO Box 607, Watford City, ND 58854		

PROPERTY INFORMATION

PROPERTY ADDRESS:	CURRENT ZONING DISTRICT: Commercial	PROPOSED ZONING DISTRICT: R3
PARCEL NUMBER(S): 823106300, 823106400	LEGAL DESCRIPTION: (SECTION, TOWNSHIP, RANGE) Lot 15 & 16 of Block 3, Fox Hills Subdivision	
CURRENT USE OF PROPERTY: N/A	PROPOSED USE OF PROPERTY: R3	

DESCRIPTION

Please give a brief description of the proposed Zone Change.

Applicant is proposing to rezone the two referenced lots from commercial to R3. Future development will be residential housing.

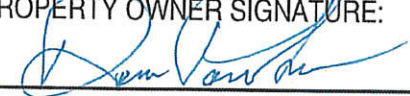
APPLICANT SIGNATURE: (IF DIFFERENT THAN OWNER)

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.

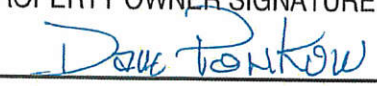
APPLICANT SIGNATURE:	DATE: ____/____/____
APPLICANT PRINT NAME:	APPLICANT TITLE:

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:


DATE:
 7 / 8 / 2020

PROPERTY OWNER SIGNATURE:


DATE:
 7 / 8 / 2020

PROPERTY OWNER NOTARY

On this _____ day of _____, 20____ before me, the undersigned, a notary public for the state of _____, personally appeared, _____ 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 _____

Residing at _____

My Commission Expires _____

▼ OFFICE USE ONLY ▼

- COPY OF TITLE REPORT -or-
- COPY OF TITLE MEMORANDUM
- .PDF & LEDGER SIZE REVIEW COPY OF SITE PLAN/SURVEY
- VICINITY MAP
- LEGAL DESCRIPTION
- JUSTIFICATION LETTER
- ORIGINAL SURVEYOR STAMP & SIGNATURE ON PLAN

LEGAL NOTICE DATES:

____ / ____ / ____
 ____ / ____ / ____

ADJACENT PROPERTY OWNER NOTICES MAILED

MEETING DATES:

PLANNING COMMISSION:

____ / ____ / ____

CITY COUNCIL:

____ / ____ / ____

INVOICE:

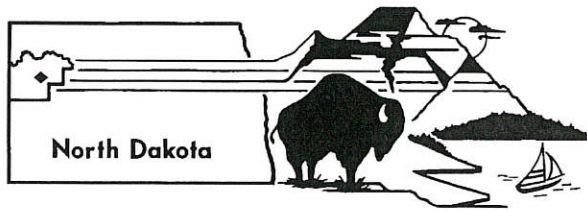
INVOICE NUMBER: _____

DATE CREATED: ____ / ____ / ____ BY: _____

PAYMENT: \$300.00

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

CARD CASH CHECK #



July 2020

STAFF REPORT

Zone Change

APPLICANT:

Stenehjem Development LLP
PO Box 607
Watford City ND, 58854

PROPERTY OWNERS:

Stenehjem Development LLP
PO Box 607
Watford City ND 58854

PROPERTY LOCATION:

Section 21, Township 150 Range 98W, PID: 82-31-06300, 82-31-03400, Lots 15 & 16 of Block 3 of the Fox Hills Village now Known as Lots 114-139 of Block 3 of the Fox Hills Village, Watford City, McKenzie County, North Dakota.

REQUEST:

Re Zone to R3- Medium Residential for Fox Hills Village.

ZONING:

C1- General Commercial District

CURRENT USE:

Undeveloped

SITE DEVELOPMENT:

Access: *The property is accessible from Fox Hills Parkway.*

Sewer: *The property does have access to City sanitary sewer.*

Water: *The property does have access to City water.*

SURROUNDING LAND USE:

North: Zoning – CF- Community Facility
Use - Linear Park

East: Zoning – R4- High Density Residential
Use -Apartment Buildings

South: Zoning – R3 Rt, - Medium Density with a Townhome Overlay
Use - Undeveloped

West: Zoning – CF- Community Facility
Use – Linear Park

REFERENCES:

Chapter XV Zoning Ordinance, Article XXVI, Section 1

DISCUSSION:

This Zone Change is to rezone the current property to R3- Medium Density Residential from the current zone C1- General Commercial District. This zone Change will permit the property to be used for a new housing subdivision within Fox Hills Village. This subdivision will be creating 25 lots total with 20 lots that are planned for twin home type of housing.

The City of Watford City mailed the property owners that hold an interest in the property and the adjoining property owners a notice regarding the Preliminary Subdivision Plat request. None of the noticed property owners contacted the City regarding the application.

RECOMMENDATION:

It is the recommendation of City Planning Department Staff to **Approve** the Land Use Application for Zone Change for Fox Hills Village to R3- Medium Density Residential.

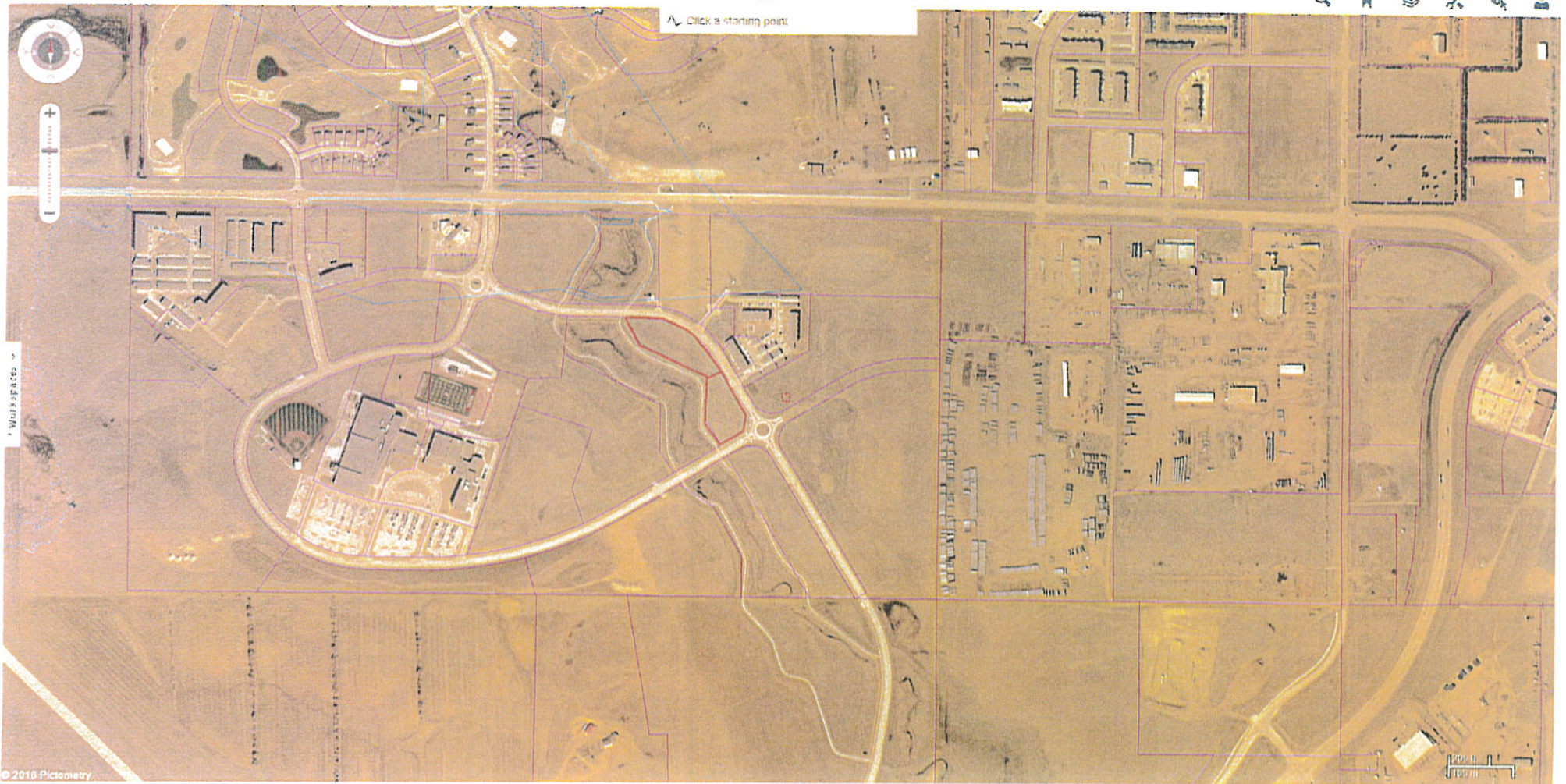
Approval shall be contingent upon the following conditions:

1. If no action is taken indicating R3- Medium Density Residential use within one (1) year of approval of the zone change, the change shall be nullified, and the land will revert to its original C1- General Commercial Zoning.

PLANNING DEPARTMENT STAFF CONTACT:

LaRissa Bertram
Assistant City Planner
lbertram@nd.gov
701-444-8406

CONNECTEXPLORER

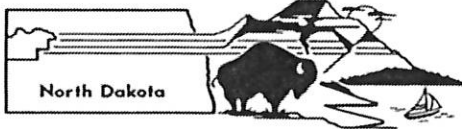


13.

Division of Land
Application
Preliminary Subdivision Plat
Emerald Ridge Phase 2
PID: 82-73-05230

DIVISION OF LAND

SUBDIVISION PRELIMINARY PLAT



APPLICATION

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

APPLICATION FEE:

\$1,125.00 + \$15.00 PER LOT

REQUIREMENTS: All applications must be legible, printed in ink or typed, and suitable for reproduction. *Original application with original signature is required. A Subdivision Preliminary Plat Application may be submitted in order to begin the Subdivision process to plat parcels within the Corporate City limits and the designated Extra Territorial Area (ETA). All Preliminary Subdivision Plats shall be subject to conform to the regulations as set within the City of Watford City Municipal Code of Ordinances and Chapter 40-48 of the North Dakota Century Code. Along with this application, please submit the following: N.D. Professionally Engineered/ Surveyed map of subdivision parcels in both .PDF format and 11"x17" size paper for review, a brief justification letter explaining the request for Preliminary Subdivision Plat, and a current copy of a title report/title commitment for the property. Once approved by City Council, a Final Subdivision Plat must be submitted for additional review and City Council approval within 12 months. Subdivisions may be subject to Development Agreements (DA) and Subdivision Improvement, Warranty and Maintenance Agreements (SIA). For specific details regarding this process, please refer to the City of Watford City Municipal Code of Ordinances: **CHAPTER XV ARTICLE XXX: SUBDIVISION REGULATIONS.***

PROPERTY OWNER INFORMATION

OWNER NAME(S): Emerald Ridge Phase II LLC	PHONE NUMBER: 734 717 6360	EMAIL: VINODC@gmail.com
MAILING ADDRESS: 1521 Emerald Ridge Rd #110 Watford City, ND 58854		

APPLICANT INFORMATION

Same as Owner

APPLICANT NAME: Vinoz Chazarova	PHONE NUMBER: 734 717 6360	EMAIL: VINODC@gmail.com
MAILING ADDRESS: 1521 Emerald Ridge Rd #110 Watford City, ND 58854		

DEVELOPER INFORMATION

DEVELOPER NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		

PROPERTY INFORMATION

PROPERTY ADDRESS/LOCATION:	ZONING DISTRICT:	
PARCEL NUMBER(s):	PROPOSED SUBDIVISION NAME:	
LEGAL DESCRIPTION: (SECTION, TOWNSHIP, RANGE)		
EXISTING ACREAGE/SQ.FT.:	NEW ACREAGE/SQ.FT.:	PROPOSED # OF LOTS:
CURRENT USE OF PROPERTY:	PROPOSED USE OF PROPERTY:	

DESCRIPTION Please give a brief description of the Preliminary Subdivision Plat.

Section 2 map creating 9 lots out of one parcel

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:

DATE:

7 / 8 / 2020

APPLICANT PRINT NAME:

Vinod Chadalavada

APPLICANT TITLE:

V.P. Sherebey Development

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:

DATE:

7 / 8 / 2020

PROPERTY OWNER SIGNATURE:

DATE:

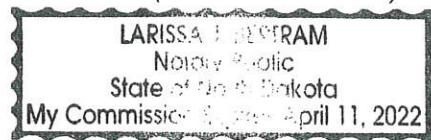
/ /

PROPERTY OWNER NOTARY

On this 8 day of July, 2020 before me, the undersigned, a notary public for the state of North Dakota, personally appeared, Vinod Chadalavada 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.

Larissa J. Bertram
Notary Public

(NOTARIAL SEAL)



Notary Public for the state of ND
Residing at Watford City
My Commission Expires 4.11.2022

▼ OFFICE USE ONLY ▼

- COPY OF TITLE REPORT -OR-
- COPY OF TITLE MEMORANDUM
- .PDF & LEDGER SIZE REVIEW COPY OF PLAT
- VICINITY MAP
- LEGAL DESCRIPTION
- JUSTIFICATION LETTER
- ORIGINAL SURVEYOR STAMP & SIGNATURE

LEGAL NOTICE DATES:

7/15/2020

7/20/2020

ADJACENT PROPERTY OWNER NOTICES MAILED

MEETING DATES:

PLANNING COMMISSION:

7/27/2020

CITY COUNCIL:

8/3/2020

INVOICE:

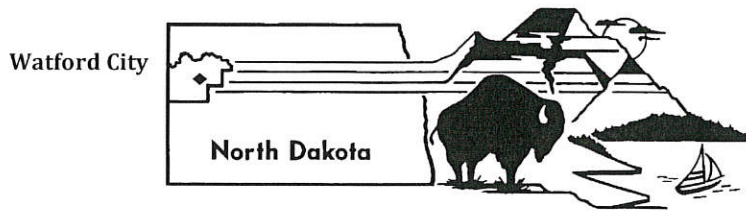
INVOICE NUMBER: _____

DATE CREATED: 7/9/2020 BY: Yjs

PAYMENT: **\$1,125.00 + \$15.00 PER LOT**

DATE RECEIVED: 7/9/2020 AMOUNT: \$ _____

CARD CASH CHECK # _____



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

July 2020

STAFF REPORT
Subdivision Preliminary Plat

APPLICANT:

Shangcheng Development, LLC.
Vinod Chadalavada
PO Box 2895
Watford City, ND 58854

PROPERTY OWNERS:

Shangcheng Development, LLC

PROPERTY LOCATION:

Parcel # 82-73-05230, NW ¼ SE ¼ Section 14, Township 150 North, Range 99 West, 502 14th St. NW, Watford City, McKenzie County, North Dakota. The property has been Annexed into Corporate City Limits and is therefore within the City of Watford City's jurisdiction.

REQUEST:

Preliminary review of the subdivision plat for Emerald Ridge.

ZONING:

R4- High Density Residential

CURRENT USE:

Apartments, Multi-Family Use

REFERENCES:

City of Watford City Municipal Code of Ordinances: *CHAPTER XV- ZONING ORDINANCE, ARTICLE XXX- SUBDIVISION REGULATIONS, SECTION 5- APPROVAL OF PLATS AND SECTION 6- PROCEDURE FOR APPROVAL OF PLATS: "Plat approval as required herein and in conformity with statutory authority within the Planning Commission's territorial jurisdiction, shall be by the Planning Commission, with confirmation approval by the City Council. In all cases where land is offered for dedication for streets, utilities, or other public purposes, the governing body affected shall act to accept or reject the offer of dedication and the deed for the fee to such lands. The approval of other jurisdictional Planning Commissions shall be required on all plats of land situated within the unincorporated jurisdiction of the City of Watford City, North Dakota."*

DISCUSSION:

Emerald Ridge is a mixed-use development containing multi-family units of apartment buildings and townhomes. The property is currently zoned for high density residential.

Shangcheng has been working at risk in Developing Phase 2 and have submitted a Preliminary Plat map to be reviewed. At this time City staff feels that the map gives a good concept of what they are proposing to construct but, they do not intend to bond for all of the roads and infrastructure shows on the Plat Map provided. The map that is provided with the application does not show the line configurations for what will be recorded and constructed or bonded for. City Staff is recommending to Table this preliminary plat until we are provided with a Plat Map that will show what they are intending to record with appropriate utility and access easements and roads that will be constructed.

The City of Watford City mailed the property owners that hold an interest in the property and the adjoining property owners a notice regarding the city’s zone change request. None of the noticed property owners contacted the city regarding the application.

SITE DEVELOPMENT:

Access: *The property is accessible from County Road 35.*

Sewer: *The property has access to City sanitary sewer.*

Water: *The property has access to City water.*

SURROUNDING LAND USE:

North: Zoning – AG: Agriculture
Use - Undeveloped.

East: Zoning – AG: Agriculture
Use - Undeveloped

South: Zoning – AG: Agriculture
Use - Undeveloped

West: Zoning – AG: Agriculture
Use - Undeveloped

RECOMMENDATION:

It is the recommendation of the Planning Department Staff to Table the Emerald Ridge Preliminary Subdivision Map Phase 2.

PLANNING DEPARTMENT STAFF CONTACT:

Becky Smith
basmith@nd.gov
(701)444-8402

LaRissa Bertram
lbertram@nd.gov
(701)444-8406



Tax Director



Roads



Planning/Zoning



Emergency



Auditor



Clerk



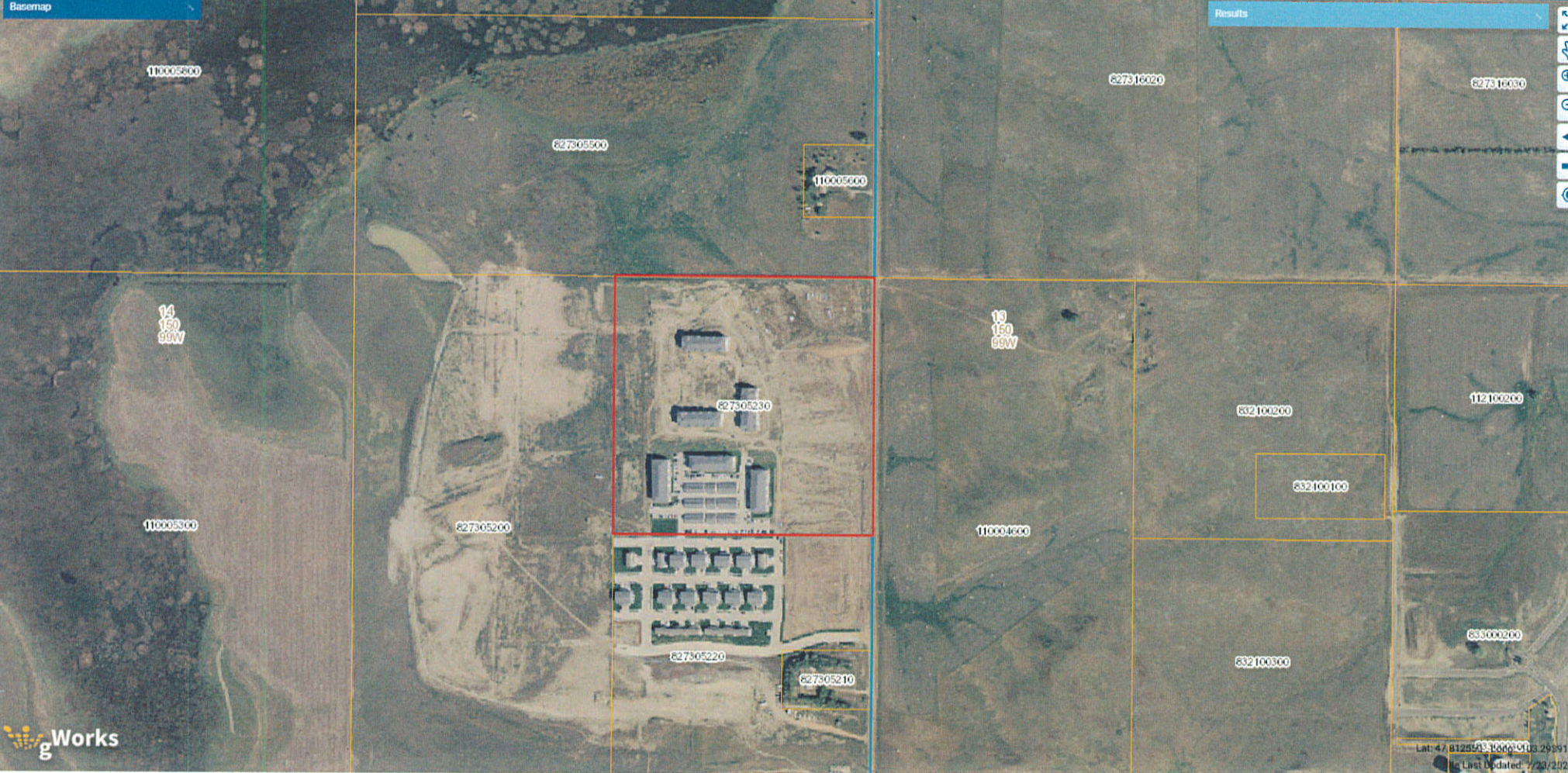
Deeds



Weeds

- Layers
- Basemap

Search Address, Owner, PID, STR, GIS Layers



1.

Division of Land
Application

Final Subdivision Plat

Fox Hills Village

Lots 15 & 16

DIVISION OF LAND

SUBDIVISION FINAL PLAT



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

APPLICATION FEE:
\$15.00 PER LOT

REQUIREMENTS: All applications must be legible, printed in ink or typed, and suitable for reproduction. *Original application with original signature is required. A Subdivision Final Plat Application may be submitted after a Preliminary Subdivision Plat is approved by City Council. The Subdivision process allows to plat parcels within the Corporate City limits and the designated Extra Territorial Area (ETA). All Subdivision Final Plats shall be subject to conform to the regulations as set within the City of Watford City Municipal Code of Ordinances and Chapter 40-48 of the North Dakota Century Code. Along with this original application, please submit the following: N.D. Professionally Engineered/ Surveyed map of subdivision parcels in both .PDF format and 11"x17" size paper for review, a brief justification letter explaining the request for Subdivision Final Plat, and a current copy of a title report/title commitment for the property. Once approved by City Council, the Final Subdivision Plat must be submitted to the City on a mylar plat in the size 24" x 36". Subdivisions may be subject to additional Development Agreements (DA) and Subdivision Improvement, Warranty and Maintenance Agreements (SIA) prior to recordation. For specific details regarding this process, please refer to the City of Watford City Municipal Code of Ordinances: **CHAPTER XV ARTICLE XXX: SUBDIVISION REGULATIONS.***

PROPERTY OWNER INFORMATION

OWNER NAME(S): Stenehjem Development LLP	PHONE NUMBER: (701) 240-0036	EMAIL: dpankow@fibt.com
MAILING ADDRESS: PO Box 607, Watford City, ND 58854		

APPLICANT INFORMATION

Same as Owner

APPLICANT NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		

DEVELOPER INFORMATION

DEVELOPER NAME: Stenehjem Development LLP	PHONE NUMBER: (701) 240-0036	EMAIL: dpankow@fibt.com
MAILING ADDRESS: PO Box 607, Watford City, ND 58854		

PROPERTY INFORMATION

PROPERTY ADDRESS/LOCATION:	ZONING DISTRICT:	
PARCEL NUMBER(s): 823106300, 823106400	PROPOSED SUBDIVISION NAME:	
LEGAL DESCRIPTION: (SECTION, TOWNSHIP, RANGE) Lot 15 & 16 of Block 3, Fox Hills Subdivision		
EXISTING ACREAGE/SQ.FT.: 4.78 acres	NEW ACREAGE/SQ.FT.: 4.78 acres	PROPOSED # OF LOTS: 25
CURRENT USE OF PROPERTY: R3	PROPOSED USE OF PROPERTY: R3	

DESCRIPTION Please give a brief description of the Final Subdivision Plat.

This subdivision will add 25 lots, 20 of which are planned for twin home type housing. +

The replat of Lot 13 will require a land transfer between Stenehjem Development and City of +

Watford City. +

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:

[Handwritten Signature]

DATE:

2 17 2020

APPLICANT-PRINT NAME:

Dore Fontana

APPLICANT TITLE:

CONSTRUCTION MANAGER

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:

DATE:

____/____/____

PROPERTY OWNER SIGNATURE:

DATE:

____/____/____

PROPERTY OWNER NOTARY

On this _____ day of _____, 20____ before me, the undersigned, a notary public for the state of _____, personally appeared, _____ 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 _____

Residing at _____

My Commission Expires _____

OFFICE USE ONLY

- COPY OF TITLE REPORT -OR-
- COPY OF TITLE MEMORANDUM
- .PDF & LEDGER SIZE REVIEW COPY OF PLAT
- VICINITY MAP
- LEGAL DESCRIPTION
- JUSTIFICATION LETTER
- ORIGINAL SURVEYOR STAMP & SIGNATURE ON 24"X36" MYLAR PLAT (AFTER APPROVAL)

LEGAL NOTICE DATES:

____/____/____

____/____/____

ADJACENT PROPERTY OWNER NOTICES MAILED

MEETING DATES:

PLANNING COMMISSION:

____/____/____

CITY COUNCIL:

____/____/____

INVOICE:

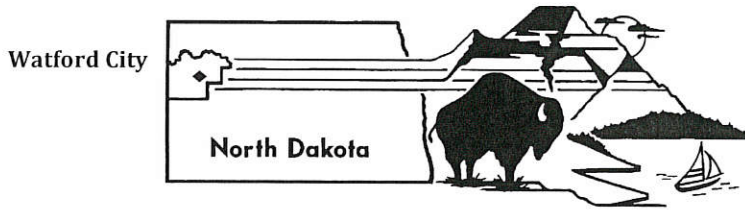
INVOICE NUMBER: _____

DATE CREATED: ____/____/____ BY: _____

PAYMENT: **\$15.00 PER LOT**

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

CARD CASH CHECK # _____



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

July 2020

STAFF REPORT
Subdivision Final Re-plat

APPLICANT:

Stenehjem Development LLP
PO Box 607
Watford City ND, 58854

PROPERTY OWNERS:

Stenehjem Development LLP
PO Box 607
Watford City ND 58854

PROPERTY LOCATION:

Section 21, Township 150 Range 98W, PID: 82-31-06300, 82-31-03400, Lots 15 & 16 of Block 3 of the Fox Hills Village now Known as Lots 114-139 of Block 3 of the Fox Hills Village, Watford City, McKenzie County, North Dakota.

REQUEST:

Final Re-plat review of the subdivision plat for Fox Hills Village.

ZONING:

C1- General Commercial District

CURRENT USE:

Undeveloped

SITE DEVELOPMENT:

Access: *The property is accessible from Fox Hills Parkway.*

Sewer: *The property does have access to City sanitary sewer.*

Water: *The property does have access to City water.*

SURROUNDING LAND USE:

North: Zoning – CF- Community Facility
Use - Linear Park

East: Zoning – R4- High Density Residential
Use -Apartment Buildings

South: Zoning – R3 Rt, - Medium Density with a Townhome Overlay
Use - Undeveloped

West: Zoning – CF- Community Facility
Use – Linear Park

REFERENCES:

City of Watford City Municipal Code of Ordinances: *CHAPTER XV- ZONING ORDINANCE, ARTICLE XXX- SUBDIVISION REGULATIONS, SECTION 5- APPROVAL OF PLATS AND SECTION 6- PROCEDURE FOR APPROVAL OF PLATS:* "Plat approval as required herein and in conformity with statutory authority within the Planning Commission's territorial jurisdiction, shall be by the Planning Commission, with confirmation approval by the City Council. In all cases where land is offered for dedication for streets, utilities, or other public purposes, the governing body affected shall act to accept or reject the offer of dedication and the deed for the fee to such lands. The approval of other jurisdictional Planning Commissions shall be required on all plats of land situated within the unincorporated jurisdiction of the City of Watford City, North Dakota."

DISCUSSION:

This re-plat is to create a new housing subdivision within Fox Hills Village. This subdivision will be creating 25 lots total with 20 lots that are planned for twin home type of housing.

At the time of Preliminary Plat this property was not zoned appropriately. Since that the Developer has moved forward with Rezoning to R3- Medium Density Residential.

The City of Watford City mailed the property owners that hold an interest in the property and the adjoining property owners a notice regarding the Preliminary Subdivision Plat request. None of the noticed property owners contacted the City regarding the application.

RECOMMENDATION:

It is the recommendation of the Planning Department Staff to Approve Fox Hills Village Replat for Subdivision Final Plat. Contingent upon the following items.

1. According to the City of Watford City Municipal Code of Ordinances: *Chapter XV, Article XXX, Section 6-5:* Approval of the Preliminary Subdivision Plat shall be effective for a maximum period of twelve (12) months. A Final Subdivision Plat must be submitted for approval by City Council within the time limit.
2. The Subdivision Plat must follow all regulations as set forth within the City of Watford City Municipal Code of Ordinances pertaining to Subdivision Regulations and the Approval of Plats: *Chapter XV, Article XXX, Sections 5 & 6.*

3. All bonding for infrastructure must be received before the Final Subdivision Plat is recorded and prior to any construction.
4. A Development Agreement (DA) must be finalized and agreed upon between the City of Watford City and Developer before Final Subdivision Plat recordation as well as prior to any start of construction.
5. A Subdivision Improvement and Warranty Agreement (SIA) must be finalized and agreed upon between the City of Watford City and Developer before Final Subdivision Plat recordation as well as prior to any start of construction.

PLANNING DEPARTMENT STAFF CONTACT:

LaRissa Bertram
Assistant City Planner
lbertram@nd.gov
701-444-8406

REPLAT OF
LOTS 15, 16, AND 108 OF BLOCK 3 OF THE FOX HILLS VILLAGE
NOW KNOWN AS
LOTS 114 - 139 OF BLOCK 3 OF THE FOX HILLS VILLAGE
AS LOCATED IN THE NW1/4 OF SECTION 21
TOWNSHIP 150 NORTH - RANGE 98 WEST - 5TH P.M.
MCKENZIE COUNTY, NORTH DAKOTA

OWNER'S CERTIFICATE

I, (WE) THE UNDERSIGNED, BEING THE SOLE OWNER(S) AND MORTGAGE HOLDER(S) OF THE LAND PLATTED HEREIN, DO HEREBY CONSENT TO THE EXECUTION OF THIS PLAT AND AGREE TO NOT VACATE ANY PORTION OF THIS PLAT WITHOUT THE CONSENT OF THE CITY OF WATFORD CITY. I (WE) DEDICATE EASEMENTS TO RUN WITH THE LAND FOR WATER, SEWER, GAS, ELECTRIC, TELEPHONE, OR OTHER PUBLIC UTILITY LINES OR SERVICES UNDER, ON, OR OVER THE LAND DEDICATED HEREON AS "UTILITY EASEMENTS" WHETHER SHOWN OR EXISTING. DATED THIS ____ DAY OF _____, 2020

STENEHJEM HOLDINGS, LLC DATE

CITY OF WATFORD CITY DATE

STATE OF _____ COUNTY OF _____

ON THIS ____ DAY OF _____, 2020 BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC FOR THE STATE OF _____, PERSONALLY APPEARED, _____ FOR STENEHJEM HOLDINGS, LLC, 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 FOR THE STATE OF _____ RESIDING AT _____ MY COMMISSION EXPIRES _____

STATE OF _____ COUNTY OF _____

ON THIS ____ DAY OF _____, 2020 BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC FOR THE STATE OF _____, PERSONALLY APPEARED, _____ FOR THE CITY OF WATFORD CITY, 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 FOR THE STATE OF _____ RESIDING AT _____ MY COMMISSION EXPIRES _____

SURVEYOR'S CERTIFICATE

I, DUSTIN JORDAN, REGISTERED LAND SURVEYOR NO. 10478, IN THE STATE OF NORTH DAKOTA ON THE BASIS OF MY KNOWLEDGE, INFORMATION, AND BELIEF, DO HEREBY CERTIFY THAT AT THE REQUEST OF SAID OWNER(S), THE SURVEY REPRESENTED BY THIS DRAWING IS IN ALL RESPECTS CORRECT, AND WAS MADE BY ME OR UNDER MY DIRECT SUPERVISION, ON THE GROUND, TO THE NORMAL STANDARD CARE OF PROFESSIONAL LAND SURVEYORS PRACTICING IN THE STATE OF NORTH DAKOTA. THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH TO DETERMINE OWNERSHIP OR EASEMENTS OF RECORD AS PERFORMED BY MYSELF OR BY BROSZ ENGINEERING.

DUSTIN JORDAN DATE REGISTERED LAND SURVEYOR NO. 10478

STATE OF _____ COUNTY OF _____

ON THIS ____ DAY OF _____, 2020 BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC FOR THE STATE OF _____, PERSONALLY APPEARED, DUSTIN JORDAN, 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 FOR THE STATE OF _____ RESIDING AT _____ MY COMMISSION EXPIRES _____

PROPERTY DESCRIPTION

LOTS 114 - 139 OF BLOCK 3 OF THE FOX HILLS VILLAGE AS LOCATED IN THE NW1/4 OF SECTION 21, T150N, R98W, 5TH P.M., MCKENZIE COUNTY, NORTH DAKOTA.

PLANNING AND ZONING COMMISSION APPROVAL

THIS PLAT IN THE CITY OF WATFORD CITY IS HEREBY APPROVED IN ACCORDANCE WITH THE LAWS OF THE STATE OF NORTH DAKOTA, ORDINANCES OF THE CITY OF WATFORD CITY, NORTH DAKOTA, AND REGULATIONS OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF WATFORD CITY, NORTH DAKOTA.

GLEN BEARD, CHAIRMAN DATE

STATE OF NORTH DAKOTA COUNTY OF MCKENZIE

ON THIS ____ DAY OF _____, 2020, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC FOR THE STATE OF NORTH DAKOTA, PERSONALLY APPEARED, GLEN BEARD, CHAIRMAN, 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 FOR THE STATE OF NORTH DAKOTA RESIDING AT _____ MY COMMISSION EXPIRES _____

WATFORD CITY APPROVAL

THE CITY OF WATFORD CITY, NORTH DAKOTA HAS APPROVED THE ATTACHED PLAT AS SHOWN HEREIN, AND LYING WITHIN THE JURISDICTION OF THE CITY OF WATFORD CITY, HAS APPROVED THE STREETS, ALLEYS, AND OTHER PUBLIC WAYS AND GROUNDS OF THE ATTACHED PLAT, SHOWN HERE AS AN AMENDMENT TO THE COMPREHENSIVE STREET AND HIGHWAY PLAN AND OTHER APPROPRIATE PORTIONS OF THE COMPREHENSIVE PLAN OF THE CITY OF WATFORD CITY, NORTH DAKOTA. ALL STREETS, ALLEYS, AND OTHER PUBLIC WAYS AND GROUNDS OF THE ATTACHED PLAT ARE DEDICATED, BUT NOT ACCEPTED AT THIS TIME WITH THE OFFER TO REMAIN OPEN.

PHILIP RIELY, MAYOR DATE

PENI PETERSON, CITY AUDITOR DATE

STATE OF NORTH DAKOTA COUNTY OF MCKENZIE

ON THIS ____ DAY OF _____, 2020, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC FOR THE STATE OF NORTH DAKOTA, PERSONALLY APPEARED, PHILIP RIELY, MAYOR AND PENI PETERSON, CITY AUDITOR, 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 FOR THE STATE OF NORTH DAKOTA RESIDING AT _____ MY COMMISSION EXPIRES _____

AUDITOR'S CERTIFICATE OF TAXES

TAXES, DELINQUENT TAXES, DELINQUENT SPECIAL ASSESSMENT OR INSTALLMENT OF SPECIAL ASSESSMENT OR TAX ESTIMATES FOR THE PROPERTY DESCRIBED ON THE ATTACHED INSTRUMENT ARE UNPAID IN THE THE AMOUNT OF \$ _____ PLUS PENALTY AND INTEREST.

CERTIFIED THIS ____ DAY OF _____, 2020.

ERICA JOHNSRUD, MCKENZIE COUNTY AUDITOR

CERTIFICATE OF MCKENZIE COUNTY RECORDER

I HEREBY CERTIFY THAT THE ABOVE INSTRUMENT WAS FILED IN THE OFFICE OF THE MCKENZIE COUNTY RECORDER IN THE STATE OF NORTH DAKOTA AT ____ O'CLOCK A.M. / P.M. ON THE ____ DAY OF _____, A.D., 2020 AND WAS RECORDED AS DOCUMENT NO. _____.

KATIE PAULSON, MCKENZIE COUNTY RECORDER

RESERVATION TELEPHONE COOPERATIVE

WE HEREBY APPROVE OF THE UTILITY EASEMENTS WHICH MAY RUN UNDER, ON, OR OVER THE LAND AS DEDICATED HEREON AS "UTILITY EASEMENTS" WHETHER SHOWN ON THE PLAT AS PRESENTED OR EXISTING.

DATED ON THIS ____ DAY OF _____, 2020.

RESERVATION TELEPHONE COOPERATIVE, AUTHORIZED AGENT PRINTED NAME: _____

STATE OF NORTH DAKOTA COUNTY OF MCKENZIE

ON THIS ____ DAY OF _____, 2020, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC FOR THE STATE OF NORTH DAKOTA, PERSONALLY APPEARED, _____ 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 FOR THE STATE OF NORTH DAKOTA RESIDING AT _____ MY COMMISSION EXPIRES _____

MONTANA DAKOTA UTILITIES COMPANY

WE HEREBY APPROVE OF THE UTILITY EASEMENTS WHICH MAY RUN UNDER, ON, OR OVER THE LAND AS DEDICATED HEREON AS "UTILITY EASEMENTS" WHETHER SHOWN ON THE PLAT AS PRESENTED OR EXISTING.

DATED ON THIS ____ DAY OF _____, 2020.

MONTANA DAKOTA UTILITIES COMPANY, AUTHORIZED AGENT PRINTED NAME: _____

STATE OF NORTH DAKOTA COUNTY OF MCKENZIE

ON THIS ____ DAY OF _____, 2020, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC FOR THE STATE OF NORTH DAKOTA, PERSONALLY APPEARED, _____ 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 FOR THE STATE OF NORTH DAKOTA RESIDING AT _____ MY COMMISSION EXPIRES _____

MCKENZIE ELECTRIC COOPERATIVE, INC.

WE HEREBY APPROVE OF THE UTILITY EASEMENTS WHICH MAY RUN UNDER, ON, OR OVER THE LAND AS DEDICATED HEREON AS "UTILITY EASEMENTS" WHETHER SHOWN ON THE PLAT AS PRESENTED OR EXISTING.

DATED ON THIS ____ DAY OF _____, 2020.

MCKENZIE ELECTRIC COOPERATIVE, INC., AUTHORIZED AGENT PRINTED NAME: _____

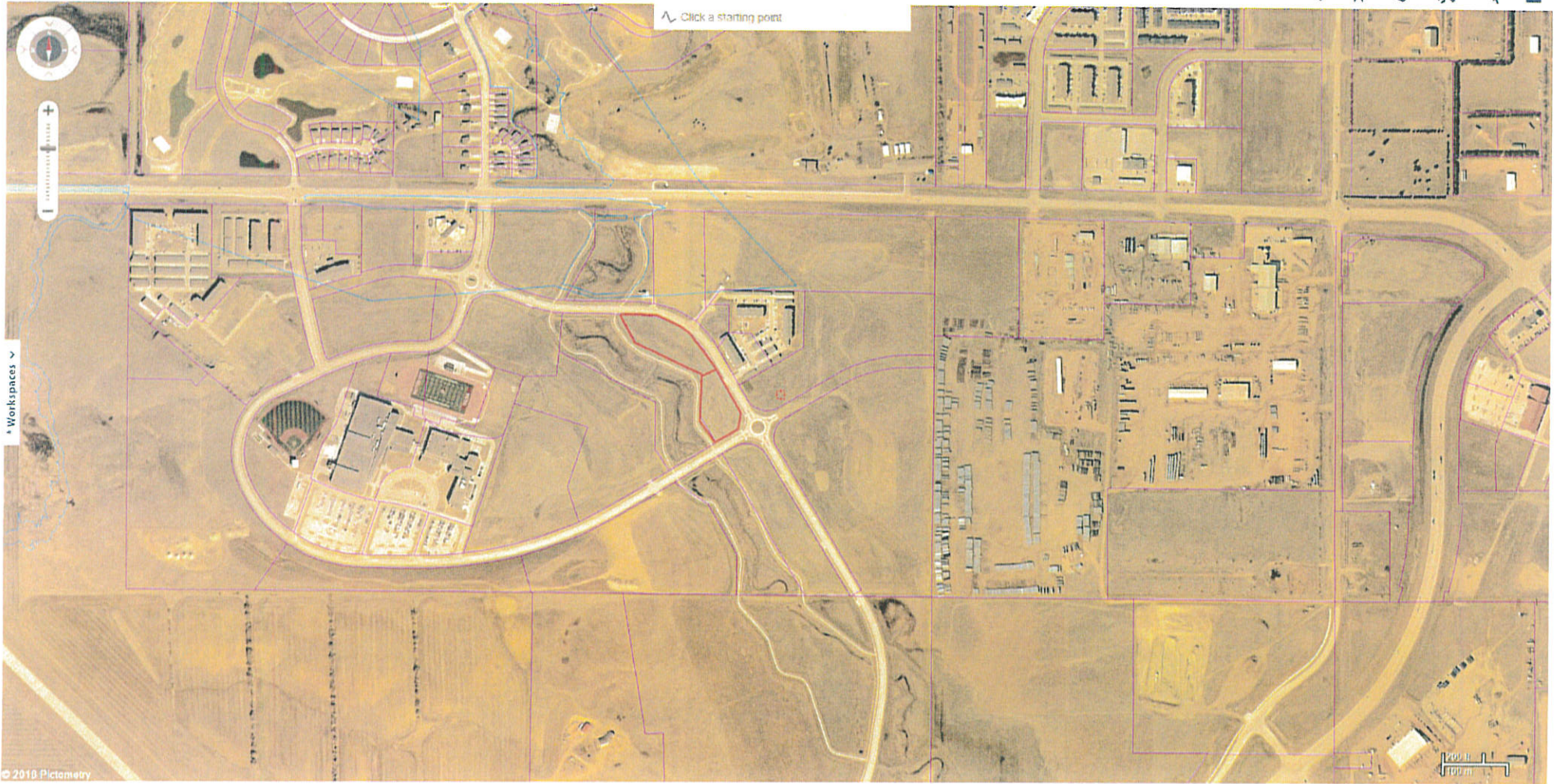
STATE OF NORTH DAKOTA COUNTY OF MCKENZIE

ON THIS ____ DAY OF _____, 2020, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC FOR THE STATE OF NORTH DAKOTA, PERSONALLY APPEARED, _____ 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 FOR THE STATE OF NORTH DAKOTA RESIDING AT _____ MY COMMISSION EXPIRES _____



Click a starting point



Workspaces



Minutes

June 29, 2020

PLANNING & ZONING COMMISSION
MEETING MINUTES
June 29, 2020

The regularly scheduled May meeting of the Watford City Planning & Zoning Commission was held on Monday June 29, 2020 at 6:00 P.M. at City Hall in the Heritage Room. In attendance: Chairman Glen Beard, Vice Chairman Gregg Schuetze and Commission Members: Jesse Lawrence, Marco Pelton, and Jake Walters. Also, in attendance: Assistant City Planners LaRissa Bertram and Becky Smith, City Building Inspector Steven Williams, City Attorney Wyatt Voll, and City Mayor Phil Riely. Absent: Thomas Dwyer, Rick Holm.

With the above-mentioned present, the Public Hearing was called to order at 6:00 P.M. by Chairman Glen Beard.

Under consideration were the following:

1. Division of Land Application for Simple Lot Split on property located 1202 30th Ave NW for the consideration of creating 1-3 lots of the original 14 acres.

Assistant Planner LaRissa Bertram explained that the property owners are trying to split this property into 3 lots in order to separate their house, an outbuilding, and vacant AG land. The property owners have also applied for a zone change for these parcels. Commission Member Jake Walters questioned if each lot will have access to separate utilities: water and septic. LaRissa mentioned that the properties would have private wells and septic at this location, but the owners will also need to come to the City for permits before any future development and the utilities can be verified at that time.

MOTION by M. Pelton SECOND by G. Schuetze to recommend APPROVAL to City Council of the Division of Land Application for Simple Lot Split. Approval will be contingent upon the following conditions:

1. Prior to any future development of this property, generalized building plans and permit applications must be submitted to The City for further review and approval.

Roll Call Vote:

Ayes: G. Beard, J. Lawrence, M. Pelton, G. Schuetze, J. Walters

Nays: None.

MOTION Carried.

2. Land Use Application for Zone Change on property located Lots 1-3 of the Sjakovs Subdivision for the consideration of rezoning lots one and two to Rural Residential with the remainder of the property to stay as Agricultural zoning.

Assistant Planner LaRissa Bertram explained that the property owners intend to use the outbuilding on lot 2 for a daycare and use the vacant land for future seasonal pumpkin patch/Christmas tree farm/greenhouse. The owners intend to keep the vacant property on Lot 3 zoned as AG, Agricultural. It was originally considered to change Lot 2 to commercial, however, it was decided that RR1-Rural Residential zoning would be a better fit in order to avoid spot-zoning. According to the City's Future Land Use plan, lots 1 & 2 are near an area designated as low density residential and lot 3 near Agricultural. Rural Residential zoning will allow for the permitted use of a single-family home on Lot 1 and a daycare (depending on type) as a permitted use on Lot 2. Commission Member Jake Walters questioned if the existing buildings on the lots will still meet setback requirements with the new zoning. LaRissa explained that each lot has plenty of property to meet setbacks since the smallest lot, Lot 2 is still a about an acre. Commission Member Marco Pelton questioned the access to each lot. LaRissa explained that the Simple Lot Split plat indicates a 20' access easement which will be used by all 3 lots.

MOTION by M. Pelton SECOND by J. Lawrence to recommend APPROVAL to City Council of the Land Use Application for Zone Change to rezone Lots 1 & 2 of the Sjakovs Subdivision to RR-1 Rural Residential Dwelling Zoning District. Approval will be contingent upon the

following conditions:

1. If no action is taken indicating RR1-Rural Residential Dwelling District use within one (1) year of City Council approval of the zone change, the change shall be nullified, and the land will revert back to its original AG-Agricultural Zoning.

Roll Call Vote:

Ayes: G. Beard, J. Lawrence, M. Pelton, G. Schuetze, J. Walters

Nays: None.

MOTION Carried.

3. Division of Land Application for Simple Lot Split on property located 504 30th Ave NE for the consideration of creating 2 lots from 1.

Assistant Planner LaRissa Bertram explained that this property is currently owned by 2 individuals. They are applying to split the property so that each owner will have a separate lot. The lots will have a 30' access easement in between however, the property owners will need to go to McKenzie County and apply for an Approach Permit. Commission Member Jake Walters questioned if the zoning of these lots will be staying the same, as example to allow 1 house per lot. LaRissa confirmed that yes, at this time the current AG-agricultural zoning will stay and single-family homes are permitted in AG.

MOTION by J. Walters SECOND by J. Lawrence to recommend APPROVAL to City Council of the Division of Land Application for Simple Lot Split. Approval will be contingent upon the following conditions:

1. Prior to recordation, the property owners will need to apply for an approach permit through McKenzie County in order to abandon their existing approach and create a new one as proposed on the plat.
2. Prior to any future development on this property, generalized building plans and permit applications must be submitted to The City for future review and approval.

Roll Call Vote:

Ayes: G. Beard, J. Lawrence, M. Pelton, G. Schuetze, J. Walters

Nays: None.

MOTION Carried.

4. Division of Land Application for Amended Final Plat for property located in Fox Hills Golf Estates Subdivision for the consideration of extending the right-of-way from 50' to 60' to allow for road and utilities.

Assistant Planner LaRissa Bertram explained that this plat's purpose is basically to just extend the right-of-way from 50' to 60' since the City requires a minimum a 60'. This will help so that the road will be able to be considered for acceptance by the City in the future (currently private).

MOTION by J. Lawrence SECOND by G. Schuetze to recommend APPROVAL to City Council of the Division of Land Application for Amended Final for Fox Hills Golf Estates Subdivision Lots 39-52 of Block 2 and Lots 53-64 of Block 3. Approval will be contingent upon the following conditions:

1. The subdivision plat must follow all regulations as set forth within the City of Watford City Municipal Code of Ordinances pertaining to Subdivision Regulations and the Approval of Plats: Chapter XC, Article XXX, Sections 5 & 6.

2. All bonding for infrastructure must be received before the Amended Final Subdivision Plat is recorded.

Roll Call Vote:

Ayes: G. Beard, J. Lawrence, M. Pelton, G. Schuetze, J. Walters

Nays: None.

MOTION Carried.

5. Land Use Application for Conditional Use Permit for temporary workforce housing at Heggen Equipment located 805 Main St S. for the consideration of terminating the permit.

Assistant Planner LaRissa Bertram explained that Clayton from Heggen Equipment had notified her that they will no longer be using their housing units and are currently working on removing them from the property. Building Inspector Steven Williams mentioned that he visited the site and said when he was there, it looked like they were in the process of cleaning up and had removed the stairs and skirting in what looked like preparation to move. Since the housing will no longer be needed, Planning staff is recommending terminating the CUP.

MOTION by J. Walters SECOND by G. Schuetze to recommend TERMINATION to City Council of the Land Use Application for Conditional Use Permit allowing temporary workforce housing within C1 Commercial zoned property located at Heggen Equipment 805 Main St S.

Roll Call Vote:

Ayes: G. Beard, J. Lawrence, M. Pelton, G. Schuetze, J. Walters

Nays: None.

MOTION Carried.

CLOSE PUBLIC HEARING: 6:15 PM

CALL TO ORDER REGULAR MEETING: 6:15 PM

1. Division of Land Application for Final Subdivision Plat submitted by Stepping Stone, LLC. for Phase 6 of Stepping Stone Subdivision.

Assistant Planner LaRissa Bertram explained that Stepping Stone is participating in the "Shovel-Ready" program and this plat will help prepare for an additional 23 residential lots. The plat was also recently amended to include a 10' access easement to Lot 1. Commission Member Jake Walters mentioned that he will recuse himself from voting on this on this application due to his involvement.

MOTION by J. Lawrence SECOND by G. Schuetze to recommend APPROVAL to City Council of the Division of Land Application for Final Subdivision Plat.

Roll Call Vote:

Ayes: G. Beard, J. Lawrence, M. Pelton, G. Schuetze

Recuse: J. Walters

Nays: None.

MOTION Carried.

REVIEW PERMITS:

May-June Permits

MISCELLANEOUS

- *Mayor Phil Riely presented Chairman Glen Beard with a plaque after his 26 years of service to the community with his position on Watford City's Planning & Zoning Commission.*

NEW BUSINESS:

- *Chairman Glen Beard inquired if there has been any further discussion or plans for "Welcome to Watford" signage along the highway.*
- *Chairman Glen Beard noted that there are dead trees behind the Senior apartment building, McKenzie County Housing Authority in Cherry Creek. Building Inspector Steven Williams said he & Code Enforcement Rita Olson will investigate the issue.*
- *Tonight is Chairman Glen Beard's last meeting. Holly Riggins is set to be appointed by City Council to replace his vacancy. Additionally, Commission Member Rick Holm's last meeting will be next month (July). Rick's position is appointed by McKenzie County and have not heard who will be replacing his vacancy yet. (County or ETA resident)*

ELECTIONS:

1. **MOTION** by Chairman Glen Beard to nominate Jake Walters as Chairman of the Planning & Zoning Commission.

There were no additional nominations or discussion from commission members.

Roll Call Vote:

Ayes: G. Beard, J. Lawrence, M. Pelton, G. Schuetze

Recuse: J. Walters

Nays: None.

2. **MOTION** by Chairman Glen Beard to nominate Gregg Schuetze as Vice Chairman of the Planning & Zoning Commission.

There were no additional nominations or discussion from commission members.

Roll Call Vote:

Ayes: G. Beard, J. Lawrence, M. Pelton, J. Walters

Recuse: G. Schuetze

Nays: None.

ADJOURNMENT: 6:28 PM

MOTION by J. Lawrence, SECOND by M. Pelton

The next regularly scheduled Planning & Zoning Commission Meeting
will be held Monday July 27, 2020 at 6:00 P.M.

Jacob Walters
Commission Chairman

LaRissa Bertram
Assistant City Planner

Becky Smith
Assistant City Planner

Permit Records

June-July 2020

2020 PERMIT RECORDS
City of Watford City

Permit	Type	Month	Issue Date	Property Owner	Contractor	Project Address	Lot / Block	Subdivision	Parcel #	Description of Work	Value	Permit Fee
4718	Residential Building	June	6/29/2020	Nevin & Laura Daul	Steve Dube	305 2nd ST NW	Lot 5 Block 4	Original Townsite to WC		Replace all windows, add 4 egress windows in basement	\$ 12,000.00	\$ 205.00
4719	Residential Building	June	6/30/2020	Danny Nearezq	Josac Concrete	408 2nd Ave. Ne				12x23 garage	\$ 105,000.00	\$ 184.00
4720	Fence Permit	June	6/30/2020	Nevin Dahl	Steve Dube	305 2nd st Nw				6' Fence	\$ -	\$ 25.00
4721	Residential Building	June	6/30/2020	Steven & Valarie Williams	Self	309 4th Ave NE				pour partial foundation for kitchen addition and garage partial addition to tie into ex	\$ 12,000.00	\$ 205.00
4722	Residential Building	July	7/7/2020	Homestead At Watford City LLC	Badger Oilfield Construction llc	Lot 3 Block 1 of Homestead at Watford	Lot 3 Block 1	Homestead at WC		Single Family Car with attached 3 car garage	\$ 305,000.00	\$ 4,847.50
4723	W/S Access	July	7/7/2020	Homestead At Watford City LLC	Badger Oilfield Construction llc	Lot 3 Block 1 of Homestead at Watford	Lot 3 Block	Homestead at WC		1" Water Line with 3/4 meter and sewer access	\$ -	\$ 3,832.53
4724	Residential Building	July	7/7/2020	Braden Staal	Self	2653 128th Ave NW				Modular Single Family Home	\$ 300,000.00	\$ 2,315.00
4725	Commercial Building	July	7/10/2020	Everit Mitchel	Northland Shed	109 10th St. SW				16x40 shed	\$ 25,000.00	\$ 387.00
4726	Moving	July	7/13/2020	Ray Morken Jr	Oneil Company Inc	1000 5th Ave SE	Lot 15 Block 3	Cherry Creek 2nd Add	82-20-31500	Move mobile home onto lot	\$ -	\$ 150.00
4727	W/S Access	July	7/13/2020	Ray Morken Jr	Oneil Company Inc	1000 5th Ave SE	Lot 15 Block 3	Cherry Creek 2nd Add	82-20-31500	New 3/4" water meter	\$ -	\$ 375.94
4728	Fence	July	7/13/2020	Kevin Junso	Fencing Construction The Great Wall	405 8th St NW	Lot 17 Block 1	Badlands Patio Homes	82-08-01700	Install 6" wood fence in back yard	\$ -	\$ 25.00
4729	Fence	July	7/13/2020	Nicholas Miller	Fencing Construction The Great Wall	409 8th St NW	Lot 18 Block 1	Badlands Patio Homes	82-08-01800	Install 6" wood fence in back yard	\$ -	\$ 25.00
4730	Excavation	July	7/20/2020	Munaf Surani	Glasor Construction	404 2nd Ave SW	Lot 9 Block 4	Sax Addition	82-57-05700	Install Sewer Service Line	\$ -	\$ 107.00
4731	Residential Building	July	7/21/2020	John Tenant	Ascend Buliding LLC	2nd St NE	lot 18 Block 4	Wolf Creek		Foundadion on Preconstructed twin homes with garage built onsite	\$ 190,000.00	\$ 4,190.00
4732	W/S Access	July	7/21/2020	John Tenant	Ascend Buliding LLC	2nd St NE	lot 18 Block 4	Wolf Creek		1" Water Line with 3/4 meter and sewer access	\$ -	\$ 3,132.53
4733	Residential Building	July	7/21/2020	John Tenant	Ascend Buliding LLC	2nd St NE	Lot 19 Block 4	Wolf Creek		Foundadion on Preconstructed twin homes with garage built onsite	\$ 190,000.00	\$ 4,190.00
4734	W/S Access	July	7/21/2020	John Tenant	Ascend Buliding LLC	2nd St NE	Lot 19 Block 4	Wolf Creek		1" Water Line with 3/4 meter and sewer access	\$ -	\$ 3,132.53
4735	Residential Building	July	7/21/2020	John Tenant	Ascend Buliding LLC	2nd St NE	Lot 20 Block 4	Wolf Creek		Foundadion on Preconstructed twin homes with garage built onsite	\$ 190,000.00	\$ 4,190.00
4736	W/S Access	July	7/21/2020	John Tenant	Ascend Buliding LLC	2nd St NE	Lot 20 Block 4	Wolf Creek		1" Water Line with 3/4 meter and sewer access	\$ -	\$ 3,132.53
4737	Residential Building	July	7/21/2020	John Tenant	Ascend Buliding LLC	2ND St NE	Lot 21 Block 4	Wolf Creek		Foundadion on Preconstructed twin homes with garage built onsite	\$ 190,000.00	\$ 4,190.00
4738	W/S Access	July	7/21/2020	John Tenant	Ascend Buliding LLC	2nd St Ne	Lot 21 Block 4	Wolf Creek		1" Water Line with 3/4 meter and sewer access	\$ -	\$ 3,132.53
4739	W/S Access	July	7/21/2020	Mckenzie Countny School District #1	Construction Engineers	2610 Wolf Den Parkway	Lot 8 Block 1	Fox Hills Village	82-31-05300	Additional Water Meter to Permit 4589 for irrigation	\$ -	\$ 2,177.16

2020 PERMIT RECORDS

May

City of Watford City

2019	
Month	# of Permits Issued
January	34
February	5
March	24
April	29
May	31
June	35
July	38
August	35
September	31
October	33
November	13
December	12

2019 TOTAL	320
JUNE YTD	158

2019	
Month	Value
January	\$ 1,374,610.00
February	\$ 33,513.60
March	\$ 2,098,938.64
April	\$ 619,691.00
May	\$ 1,304,903.25
June	\$ 1,556,973.00
July	\$ 3,067,664.76
August	\$ 1,915,693.79
September	\$ 1,977,556.78
October	\$ 2,142,397.80
November	\$ 197,700.00
December	\$ 93,399.00

2019 TOTAL	\$ 16,383,041.62
JUNE YTD	\$ 6,988,629.74

2019 Residential Permits			
Type	# of Units	# of Buildings	Value
Single Family Home	25	25	\$ 1,455,675.00
Duplex	0	0	\$ -
Apartment 3-4 Units	0	0	\$ -
Apartment 5+ Units	0	0	\$ -

2019 TOTAL	25	25	\$ 7,263,603.81
	Units	Buildings	Value

2020	
Month	# of Permits Issued
January	6
February	18
March	24
April	25
May	48
June	34
July	
August	
September	
October	
November	
December	

2020 YTD	121
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2020	
Month	Value
January	\$ 567,130.00
February	\$ 17,667,125.94
March	\$ 2,508,300.00
April	\$ 1,647,500.00
May	\$ 2,050,256.75
June	\$3,071,085.99
July	
August	
September	
October	
November	
December	

2020 YTD	\$ 27,511,398.69
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2020 Residential Permits			
Type	# of Units	# of Buildings	Value
Single Family Home	11	11	\$ 2,836,934.94
Duplex	4	1	\$ 378,300.00
Apartment 3-4 Units	0	0	\$ -
Apartment 5+ Units	0	0	\$ -

2020 YTD	15	12	\$ 3,215,234.94
	Units	Buildings	Value

May Total	0	0	\$ -
	Units	Buildings	Value

YTD: Year To Date