



PLANNING COMMISSION AGENDA

October Agenda – **November 1, 2016**

Heritage Room, City Hall @ 6:00 p.m.

- **Call to Order Public Hearing**

1. Public Hearing to hear comment on Division of Land Application - Simple Lot Split submitted by Jackola Engineering & Architecture for Auto Property Solutions, LLC – Robin Greenhagen, located 1400 4th Ave NE
2. Public Hearing to hear comment on Land Use Application – Zone Change submitted by City of Watford City, Justin Smith, located 1002 Main Street N., 16.51 acres
3. Public Hearing to hear comment on Land Use Application – Zone Change submitted by The Church of Jesus Christ of Latter Day Saints, located Lot 1 of Homestead Subdivision, 3.63 acres

- **Close Public Hearing**

- **Call to Order Regular Meeting**

- **Approve Minutes:** September 26, 2016

- **Old Business:**

- **Final Plat Applications:**

- **New Business:**

- **Review Permits:** Attached

- **Adjournment:**

Mildred Williams, Principal Planner

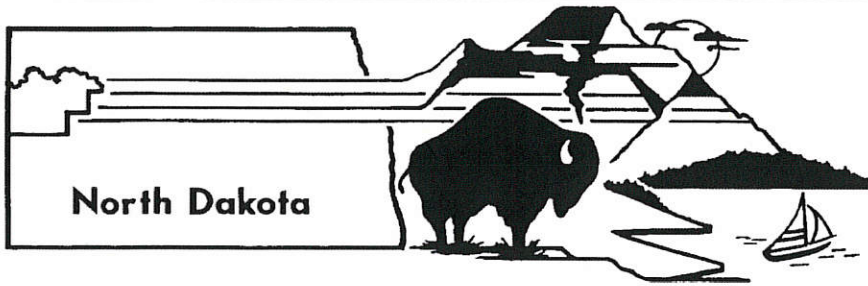
1.

Division of Land Application

Simple Lot Split

*Jackola Engineering & Architecture for
Auto Property Solutions, LLC./ Robin Greenhagen*

1400 4th Ave NE



North Dakota

City of Watford City

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

Celebrating 100 Years - 2014
watford.mckenziecounty.net

Division of Land: *Simple Lot Split (parcel map)*

\$675

Applicant Information

REQUEST:

Applicant(s) Name: Jackola Engineering and Architecture

Mailing Address: PO Box 2268, Watford City, ND, 58854

Phone Number: 701 842 2567 Email Address: ryoung@jackola.com

Property Information

Parcel Numbers: IT 823 & 967 Sec. 17 Twn. 150N Rg. 98W Zoning: C-1 General Commercial

Legal Description: _____

Existing Acreage/Sq. Ft.: _____ New Acreage/Sq. Ft.: _____

New Legal Description: Watford Auto Plaza Subdivision

Address of Parcel(s): 1400 4th Ave NE, Watford City, ND, 58854

Landowner(s) Name: Auto Property Solutions, LLC (Robin Greenhagen)

Mailing Address: PO BOX 2603, Watford City, ND, 58854

Phone Number & Email: 913-481-1127 robin@bluelube.net

Required Documents

- Attached Exhibit(s) - Drawn, Stamped & Signed by licensed ND Professional Engineer or Land Surveyor
- Deed(s)
- Division of Land Affidavit
- PDF and or DWG provided with application
- Title Report < 60 days
- Copies: (1) 11 x 17 paper



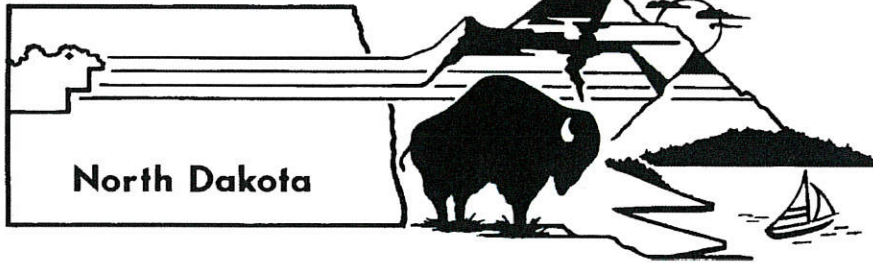
Compliance with Division of Land Simple Lot Split (Parcel Map) Requirements:

(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.

Landowner(s) Signature(s): *Robin Greenhagen* Date: 10/12/16

Landowner(s) Signature(s): _____ Date: _____



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

Division of Land - Affidavit

AP#: (assessor parcel number) 821503050

Application/Owner: Auto Property Solutions, LLC

In the State of North Dakota, County of McKenzie

I/We Robin Greenhagen

I/We will make provisions to ensure compliance with the disclosure and recording requirements of McKenzie County / Watford City including but not limited to tax debt related to the applicable map application type as follows:

(Check Appropriate Map Type):

- Subdivision of Land Preliminary Map
- Subdivision of Land Final Map
- Simple Lot Split (Parcel Map)
- Reversionary Map
- Boundary Line Adjustment

Robin Greenhagen
 (Signature)

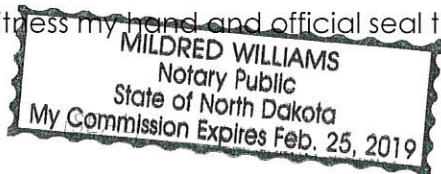
 (Signature)

Robin Greenhagen
 (Printed name & title)

 (Printed name & title)

I, *Mildred Williams*, a Notary Public of the County and State aforesaid, hereby certify that Robin Greenhagen personally known to me to be the affiant in the foregoing affidavit, personally appeared before me this day and having been by me duly sworn deposes and says that the facts set forth in the above affidavit are true and correct.

Witness my hand and official seal this the 12 day of October, 2016.



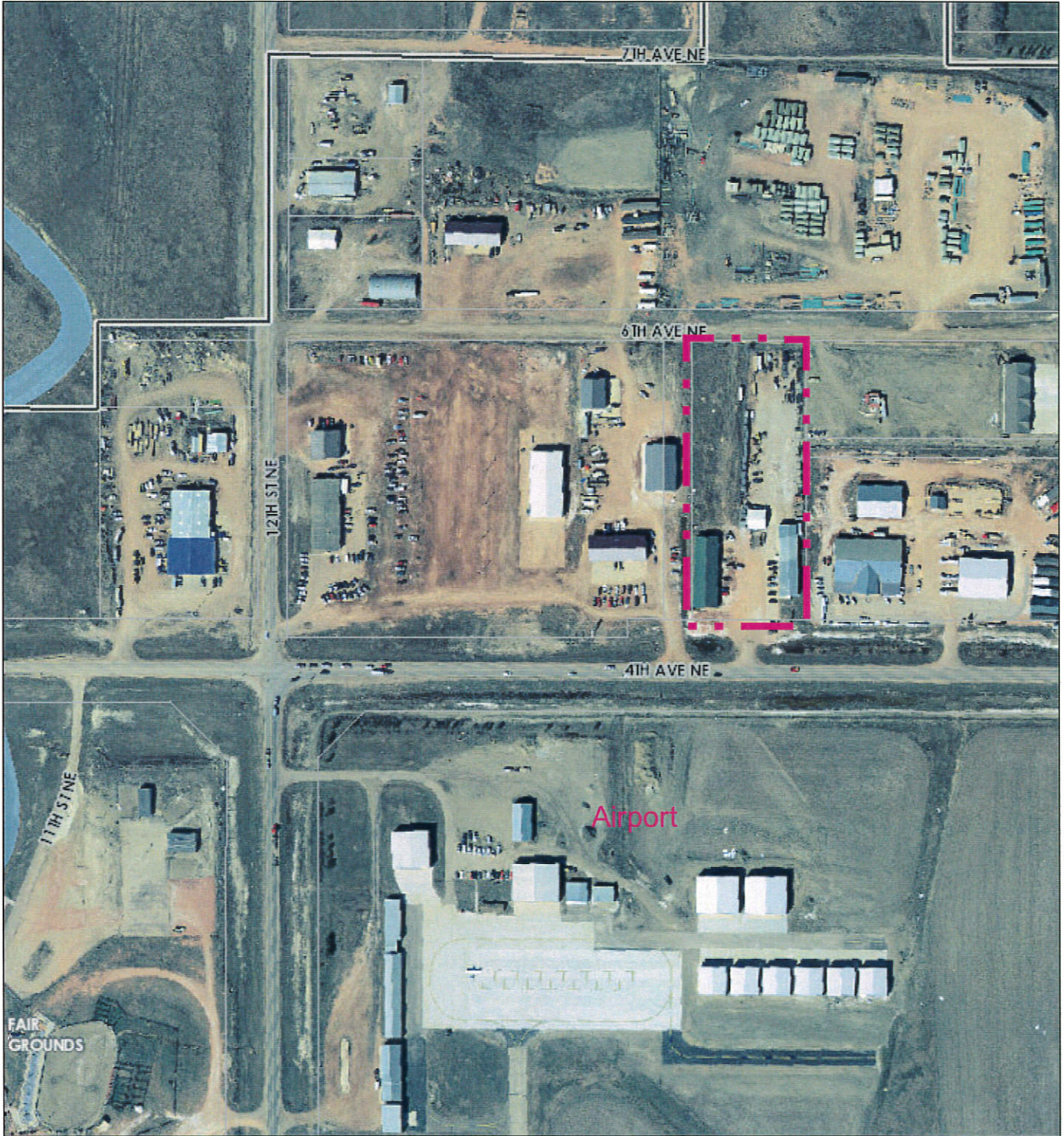
Mildred Williams
 Notary Public

My Commission expires:
2 / 25 / 2019

State of: North Dakota

County of: McKenzie

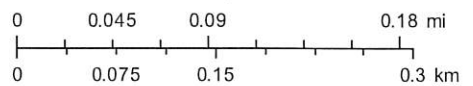
Frontier-Greenhagen Property



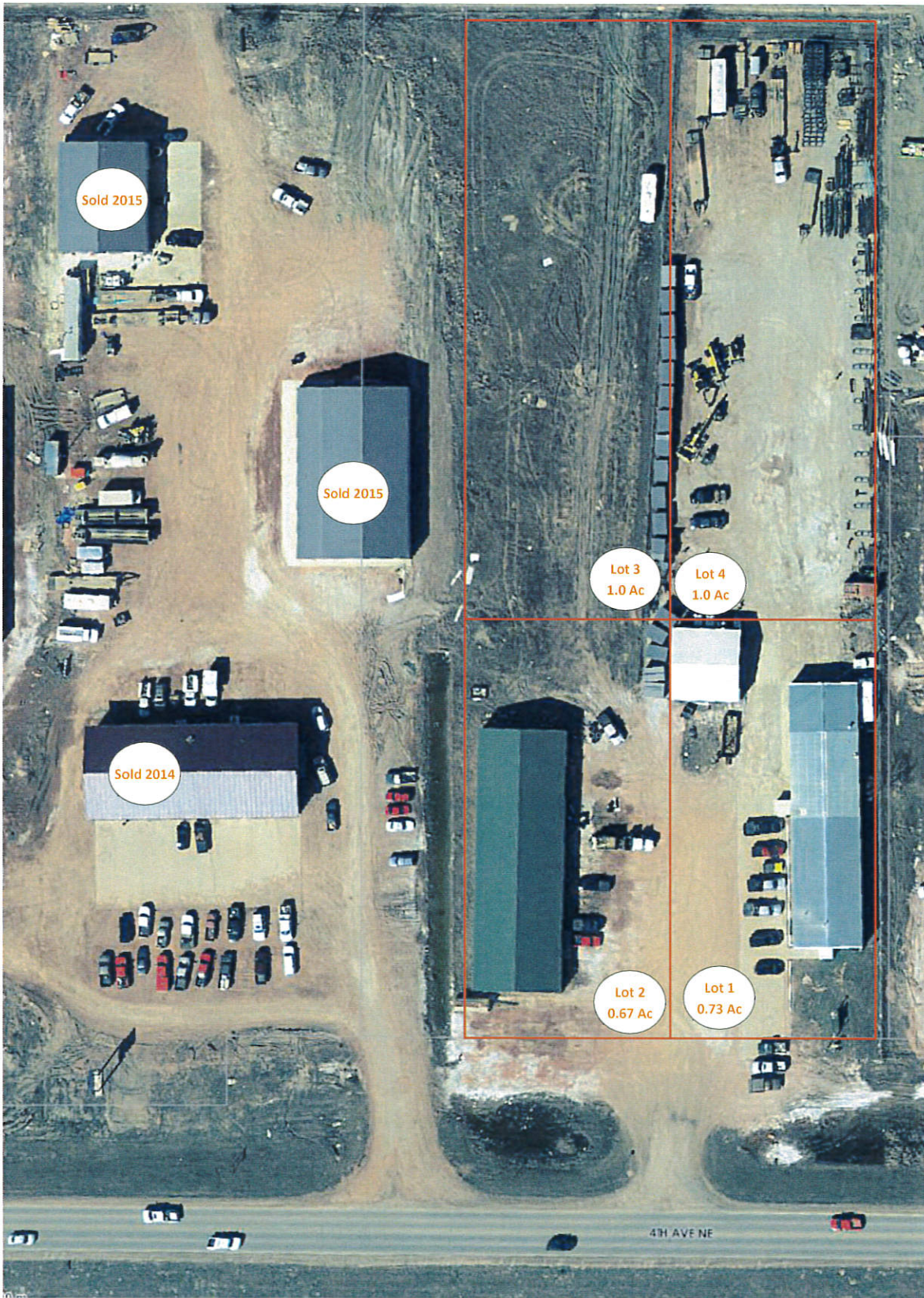
October 12, 2016

1:5,470

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



GIS, Watford City, AE2S
Furgo Geospatial Inc.





PREPARED BY:
JACKOLA ENGINEERING & ARCHITECTURE, P.C.
 2250 HWY 93 SOUTH
 P.O. BOX 1134
 KALISPELL, MT 59903
 406-755-3208

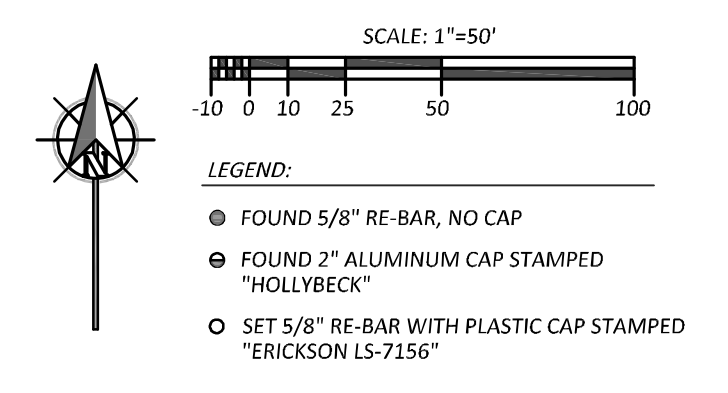
PREPARED FOR:
ROBIN GREENHAGEN

OWNERS:
AUTO PROPERTY SOLUTIONS, LLC.

DATE:
OCTOBER 2016

WATFORD AUTO PLAZA SUBDIVISION

BEING IRREGULAR TRACT No's. 823 and 967
 LOCATED IN THE SW 1/4 SW 1/4 OF SECTION 17, T150N, R98W, 5th P.M., MCKENZIE COUNTY, NORTH DAKOTA



DESCRIPTION

A PARCEL OF LAND LOCATED IN THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 17, TOWNSHIP 150 NORTH, RANGE 98 WEST, 5TH PRINCIPAL MERIDIAN, MCKENZIE COUNTY, NORTH DAKOTA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT 33 FEET EASTERLY AND 60 FEET NORTHERLY OF THE SOUTHWEST CORNER OF SAID SECTION 17 AND BEING THE SOUTHWEST CORNER OF IT 1765 INDICATED BY A FOUND 2" ALUMINUM CAP, THENCE S87°33'12"E ON AND ALONG THE NORTHERLY RIGHT-OF-WAY OF NORTH DAKOTA HIGHWAY No. 23, A DISTANCE OF 825.03 FEET TO THE SOUTHEAST CORNER OF LOT 3 OF SHAUN SIMONSON SUBDIVISION; THENCE NORTH ALONG THE EAST LINE OF SHAUN SIMONSON SUBDIVISION, A DISTANCE OF 590.60 FEET; THENCE S87°36'01"E ALONG THE NORTH LINE OF IT No. 967, A DISTANCE OF 249.85 FEET; THENCE S01°56'38"W, A DISTANCE OF 590.81 FEET TO A POINT ON THE NORTHERLY RIGHT-OF-WAY OF NORTH DAKOTA HIGHWAY No. 23; THENCE ON AND ALONG SAID RIGHT-OF-WAY N87°33'12"W, A DISTANCE OF 249.84 FEET TO THE TRUE POINT OF BEGINNING.

THIS PARCEL CONTAINS 3.388 ACRES, MORE OR LESS, AND SUBJECT TO THOSE EASEMENTS SHOWN HEREON AND ALSO SUBJECT TO AND TOGETHER WITH ALL APPURTENANT EASEMENTS, AGREEMENTS, CONVEYANCES AND SURVEYS OF RECORD.

OWNERS CONSENT

WE, THE UNDERSIGNED, BEING ALL THE OWNERS AND MORTGAGE HOLDERS OF THE LANDS PLATTED HEREIN, DO HEREBY VOLUNTARILY CONSENT TO THE EXECUTION OF SAID PLAT, AND DO CERTIFY THAT NO NEW EXTENSION OF PUBLIC STREETS, SEWERS, AND/OR WATER DISTRIBUTION LINES ARE REQUIRED TO SERVICE SAID LANDS.

WATFORD PROPERTIES, LLC.
 BY: _____
 TITLE: _____

STATE OF _____)
) SS
 COUNTY OF _____)

BE IT KNOWN THAT ON THIS _____ DAY OF _____, 2016, BEFORE ME PERSONALLY APPEARED ROBIN GREENHAGEN AND ACKNOWLEDGED THE EXECUTION AND SIGNING OF THE ABOVE TO BE HIS VOLUNTARY ACT AND DEED.

 NOTARY PUBLIC FOR THE STATE OF _____

SURVEYORS CERTIFICATE

I, ROBERT A. ERICKSON, A REGISTERED NORTH DAKOTA LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE PLATTED AND DESCRIBED PARCEL OF LAND, AND THAT THIS PLAT AND DESCRIPTION ACCURATELY REPRESENTS SAID SURVEY, TO THE BEST OF MY KNOWLEDGE AND BELIEF.

STATE OF MONTANA)
) SS
 COUNTY OF FLATHEAD)

BE IT KNOWN THAT ON THIS _____ DAY OF _____, 2016, BEFORE ME PERSONALLY APPEARED ROBERT A. ERICKSON AND ACKNOWLEDGED THE EXECUTION AND SIGNING OF THE ABOVE CERTIFICATE OF REGISTERED LAND SURVEYOR TO BE HIS VOLUNTARY ACT AND DEED.

 NOTARY PUBLIC FOR THE STATE OF MONTANA

CITY COUNCIL APPROVAL

THE SUBDIVISION OF LAND SHOWN HEREON HAS BEEN APPROVED BY THE CITY COUNCIL OF THE CITY OF WATFORD CITY ON _____.

 BRENT SANFORD, MAYOR

STATE OF NORTH DAKOTA)
) SS
 COUNTY OF MCKENZIE)

BE IT KNOWN THAT ON THIS _____ DAY OF _____, 2016, BEFORE ME PERSONALLY APPEARED BRENT SANFORD KNOWN TO ME TO BE THE PERSON DESCRIBED HEREIN AND WHO EXECUTED THE SAME AS HIS VOLUNTARY ACT AND DEED.

 NOTARY PUBLIC FOR THE STATE OF NORTH DAKOTA
 RESIDING AT _____
 MY COMMISSION EXPIRES _____

AUDITOR'S CERTIFICATE OF TAXES

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

CERTIFIED THIS _____ DAY OF _____, 2016

 LINDA SVHOVEC

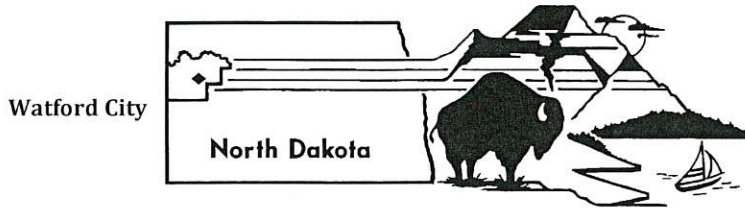
CERTIFICATE OF MCKENZIE COUNTY RECORDER

THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF MCKENZIE COUNTY RECORDER IN THE STATE OF NORTH DAKOTA AT _____ O'CLOCK _____ ON THIS _____ DAY OF _____, 2016 AND WAS RECORDED AS DOCUMENT NUMBER _____.

 ANN JOHNSRUD, RECORDER

18 | 17
 19 | 20

ND STATE HWY. No. 23
 NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
 PROJECT No. SDIA-7-02(038)00 PCN. 19839



City of Watford City

213 2nd St., NE / PO Box 494

Watford City, ND 58854

Ph. 701- 444- 2533

Fax 701- 444- 3004

watford.mckenziecounty.net

October 18, 2016

STAFF REPORT

SLS 14-2016 Simple Lot Split

Applicant

Jackola Engineering & Architecture
PO Box 2268
Watford City, ND 58854

Property Owners

Robin Greenhagen
PO Box 2603
Watford City, ND 58854

Property Address: 1400 4th Ave NE,
15-2nd Annexation IT # 823 Part of SW ¼ SW ¼ Section 15 Ex .06 ROW 2.18 acres
Parcel ID # 82-15-03050

Zone: C, Commercial

Use: Commercial Oilfield business (Frontier Wellhead) East building now home to Cascade Glass.

Reference: Watford City City Code Sec. XV – Article XXX, Section 13 Simple Lot Split

Request: Application to create 4 lots from parent parcel.

Discussion: Robin Greenhagen purchased property with intent to operate commercial business from building on property. Applicant requests separate lots for business purposes.

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 Simple Lot Split request. None of the noticed property owners contacted the city regarding the application.

Article XXX, Section 13 of the Watford City Code of Ordinance states that “A simple lot split shall be allowed when street improvements, water or sewer line improvements or other public improvements are not required, and no more than four (4) lots are created. Upon approval by the City Council, a simple lot split may be recorded. Notwithstanding the foregoing, all lot design standards and zoning requirements are required to be met.”

Surrounding Land Use Inventory:

West: Zoning -	C, Commercial
Use -	Commercial Business
South: Zoning -	C, Commercial
Use -	Watford City Airport & Hwy 23/4 th Ave NE
North: Zoning -	C, Commercial
Uses -	Undeveloped commercial land & 6 th Ave NE
East: Zoning -	C, Commercial
Uses -	McKenzie Building Center

Site Development:

Access: Access to site is off 4th Ave NE/Hwy 23 W. Parking lot is not paved-parking lot will require impervious surface prior to occupancy
Water: City Services are available at location.
Sewer: City Services are available at location.

Recommendation:

It is recommended to Watford City Planning Commission **approval** of the requested **Simple Lot Split** with the following conditions:

1. Submitted Simple Lot Split Plat meets all requirements per the Watford City Ordinance, Chapter XV, Article XXX – Subdivision Regulations. .
2. Any future development(s) must submit Site Development Plan Application for further approval.

Contact:

Mildred Williams, Assistant City Planner
miwilliams@nd.gov
701/444.8406

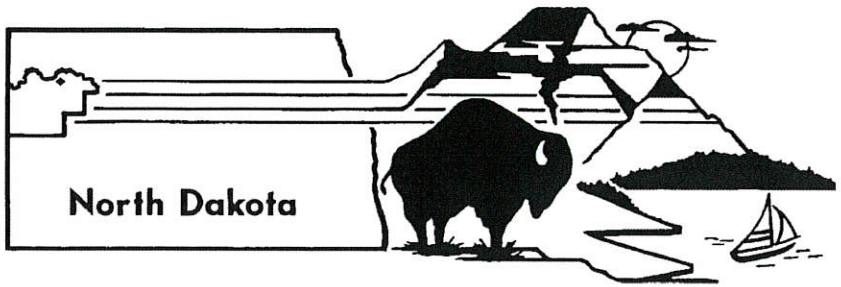
2.

Land Use Application

Zone Change

City of Watford City - Justin Smith

1002 Main St. N



North Dakota

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

Land Use Application: *Zone Change*

\$300

Applicant Information

Name: City of Watford City - Justin Smith, Public Works Superintendent

Mailing Address: PO BOX 494 Watford City, ND 58854

Phone Number: 701/444.2533 Email Address: jusmith@nd.gov

Property Information **Current Zoning:** AG **Requested Zoning:** CF-community facilities

Detail Summary of Request: request zoning change of property from AG to CF to facilitate Public Works new City Shop location. Property will be used as base of operations, equipment/dry storage.

Assessor Parcel Number(s): 20-00-12300

Sec. 18 Twn. 150 Rg. 98 Legal Description: Lot 3 including IT's 904, 1134 except .51 ROW, Ex IT# 2242 & Ex 150'

Acreage: 16.51 acres Address of Parcel: 1002 Main Street North

Landowner(s) Name: City of Watford City & Rick Holm

Mailing Address: PO BOX 494 Watford City, ND 58854

Phone Number: 701/44.2533 Email Address: jusmith@nd.gov

Required Documents – Refer to Application Matrix to ensure all required documents are submitted.

- Attached Exhibit(s) - Drawn, Stamped & Signed by licensed ND Professional Engineer or Land Surveyor
- Deed(s)
- PDF and or DWG provided with application
- Title Report < 60 days
- Copies: (1) 11 x 17 paper

Compliance with Land Use Application-Zone Change Requirements:

(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

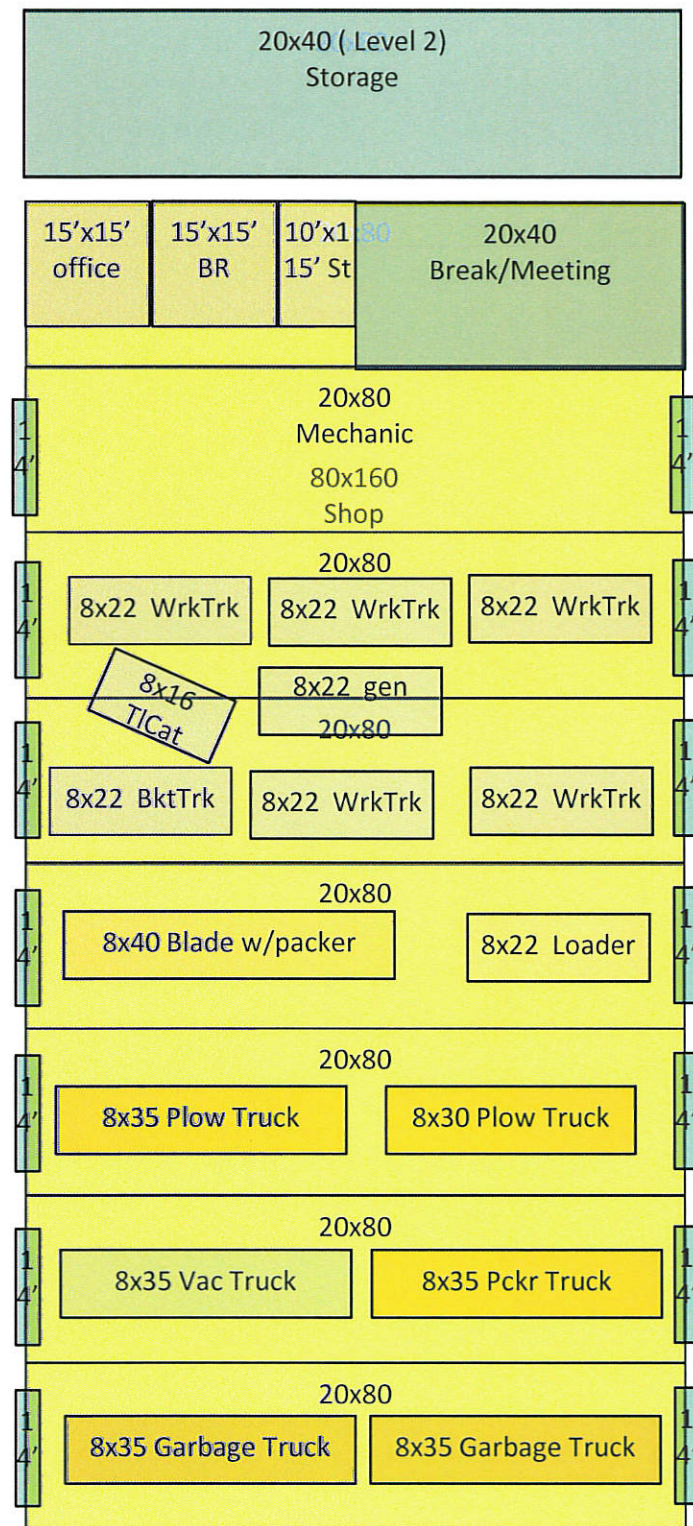
Landowner(s) Signature(s): *Justin Smith* Date: 10-13-16

Landowner(s) Signature(s): _____ Date: _____

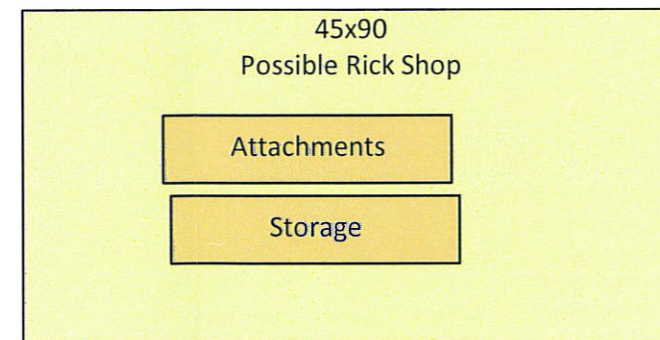
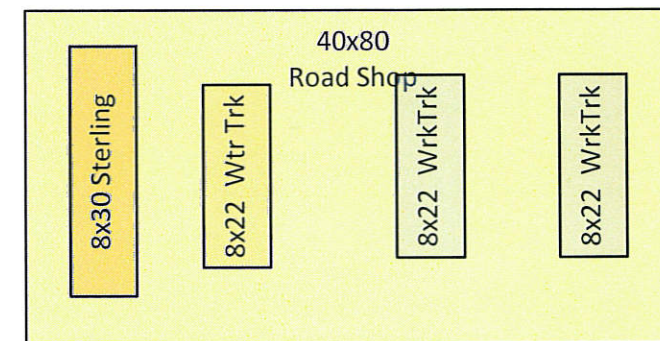
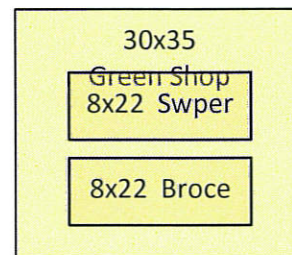
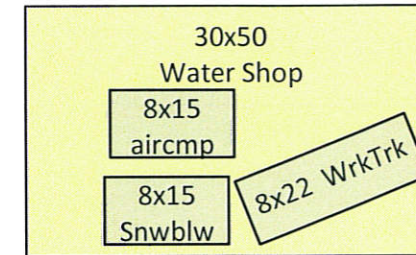
Rick Holm Land Layout



100 m
400 ft



Rick Holm Land Layout



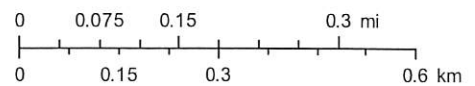
Future City Shop Zoning Exhibit



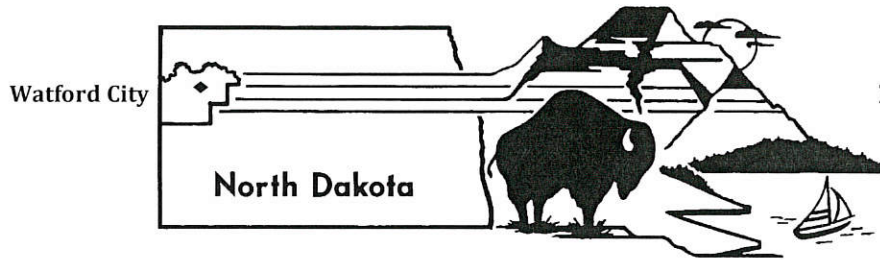
October 12, 2016

1:10,940

-  Street Centerlines
-  Cherry Creek
-  Watford City Limits
-  Extra-Territorial Area (ETA)
-  Lot Lines
-  Parcels from McKenzie County



GIS, Watford City, AE2S
Furgo Geospatial Inc.



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

October 17, 2016

STAFF REPORT
ZC 11-2016 Zone Change

Applicant

City of Watford City
PO Box 494
Watford City, ND 58854

Property Owners

Rick Holm
1002 N. Main St
Watford City, ND 58854

Property Address: Lot 3 including IT's 904, 1134 except .51 ROW, Ex IT# 2242 & Ex. 150'
Parcel ID# 20-00-12300
1002 Main Street North, 16.51 acres

Zone: AG, Agriculture

Use: Farm Residence

Request: Applicant request zone change from AG, Agriculture to CF, Community Facilities.

Reference: Watford City Code Chapter XV – Article XXVI, Amendments

Discussion: Applicant requests a change in zoning from AG to CF for development/construction of City Shop for Public Works. Property will be used at equipment/dry storage and base operations for Public Works Department.

Article XXVI, Section 1 of the Watford City Zoning Ordinance states, "a proposal for an amendment or change in zoning may be initiated by City Council, by the Planning Commission, or upon application by the owner of the property affected."

The site is within the jurisdiction of Watford City, therefore falls under the authority of the Watford City Planning and Zoning Commission.

The City of Watford City mailed the adjoining property owners notice regarding the Zone Change Application, none of the noticed property owners contacted the city regarding the application.

Surrounding Land Use Inventory:

West: Zoning - CB, Central Business District
Use - Wolf Creek Business Center-strip mall
South: Zoning - R1, Single Family Dwelling
Use - Veeder Estates Subdivision
North: Zoning - R3, Medium Density Residential

Use - Pheasant Ridge Apartments & Madison Heights Apartments
East: Zoning - AG, Agriculture & CF, Community Facilities
Use - undeveloped AG land & Sewer Treatment Facility & Lagoons

Site Development:

Access: 10th Ave NE-not hard surfaced.

Sewer: City service are available at site in question for connection.

Water: City Services are available at site in question for connection.

Recommendation:

Planning Staff recommend approving this ***zone change*** from AG, Agriculture to CF, Community Facilities with the following conditions:

1. Project will be managed by CMAR.
2. Building Permit, Site Plan Application submitted to Department for approval prior to construction.

Contact:

Mildred Williams, Principal Planner

miwilliams@nd.gov

701/444-8406

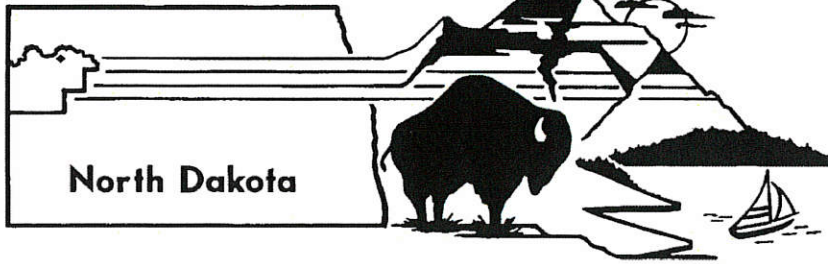
3.

Land Use Application

Zone Change

Church of Jesus Christ of Latter Day Saints

Lot 1 of Homestead Subdivision



North Dakota

City of Watford City

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

Celebrating 100 Years - 2014
watford.mckenziecounty.net

Land Use Application: *Zone Change*

\$300

Applicant Information

Name: The Church of Jesus Christ of Latter Day Saints
Mailing Address: 50 East North Temple Street 4WW Salt Lake City, Ut 84150
Phone Number: 8012403174 Email Address: HowellEK@ldschurch.org / allspodv@ldschurch.org

Property Information **Current Zoning:** R4 **Requested Zoning:** C1

Detail Summary of Request: commercial zoning requested as permitted use not conditional

Assessor Parcel Number(s): 82-73-04650 portion of original PID # not created

Sec. 13 Twn. 150N Rg. R98W Legal Description: Lot 1 of Homestead Subdivision

Acreage: 3.63 Address of Parcel: _____

Landowner(s) Name: same as above

Mailing Address: same

Phone Number: same Email Address: _____

Required Documents – Refer to Application Matrix to ensure all required documents are submitted.

- Attached Exhibit(s) - Drawn, Stamped & Signed by licensed ND Professional Engineer or Land Surveyor
- Deed(s)
- PDF and or DWG provided with application
- Title Report < 60 days
- Copies: (1) 11 x 17 paper

Compliance with Land Use Application-Zone Change Requirements:

(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

Landowner(s) Signature(s):  Date: 9-19-2016

Landowner(s) Signature(s): _____ Date: _____

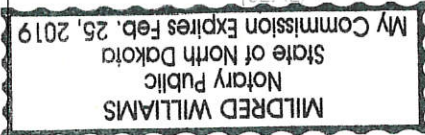
I, Mildred Williams, a **Notary Public** of the County and State aforesaid, hereby certify that Dennis Allsop personally known to me to be the affiant in the foregoing affidavit, personally appeared before me this day and having been by me duly sworn deposes and says that the facts set forth in the above affidavit are true and correct. Witness my hand and official seal this the 19 day of September, 2016.

Mildred Williams

Notary Public

State of: North Dakota
County of: McKenzie

My Commission expires: 2/25/19



Surveyor / Engineer Information:

Name: _____
Company: _____
License: _____
Address: _____
City: _____
State & Zip: _____
Phone: _____
Email: _____

(SEAL)

OFFICE USE ONLY - Required Approvals/Signatures/Dates

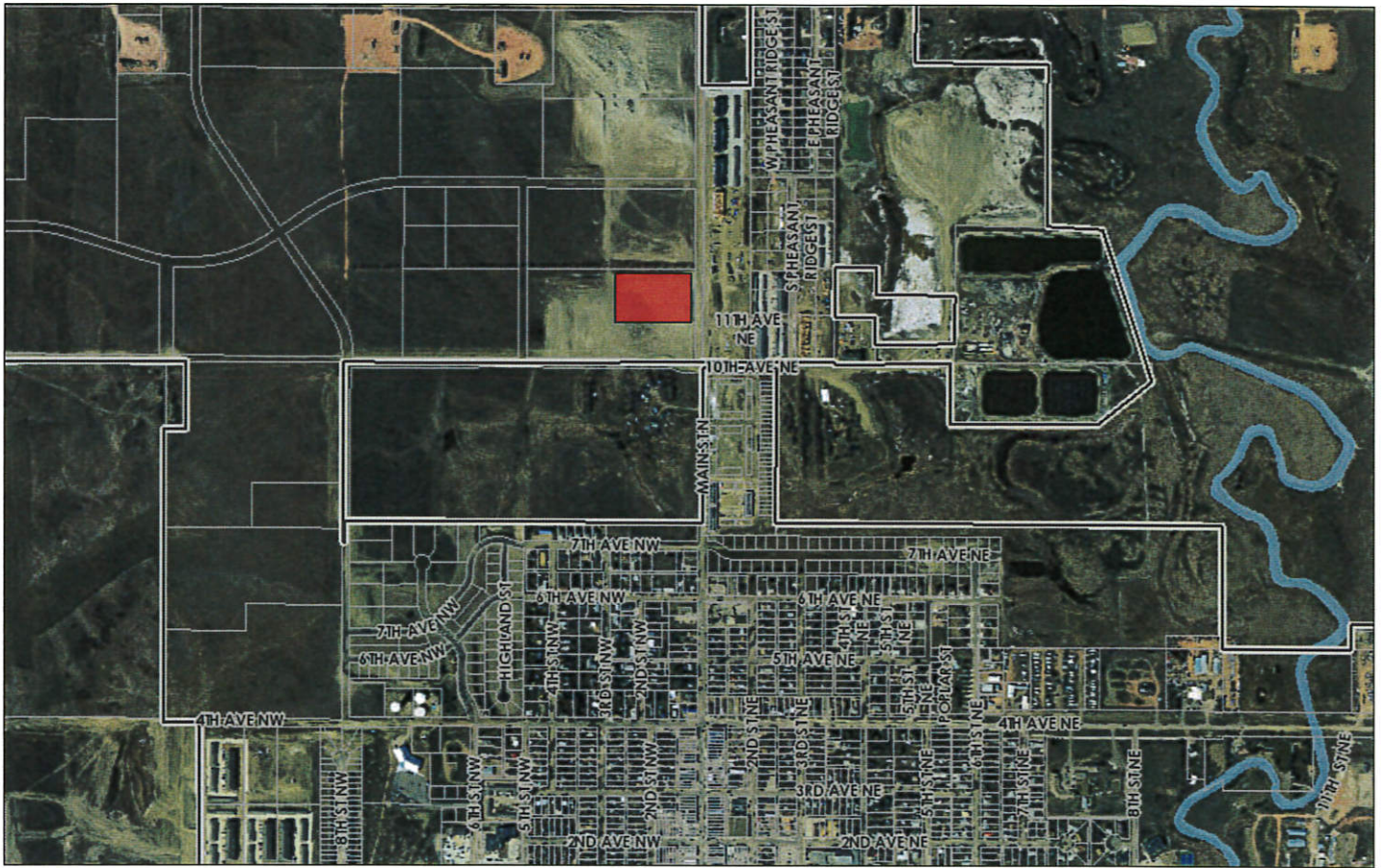
Planning & Zoning: October Agenda
City Council: _____
Advertise Date(s): 10-19 + 10-26
Property Owners Noticed: Y

Agenda Date: Nov. 1 2016
Final Action Letter Sent: ___/___/___
staff initials: _____

Payment: Cash _____ Credit/Debit Card _____ Check # 1316 Amount: \$ 300-
Receipt # 2824
Schutty Foss Architects

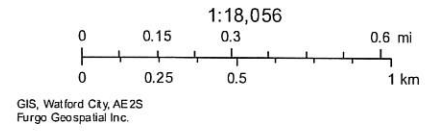
Sent to Recorders – Date: _____ for Preliminary Review
Sent to Recorders – Date: _____ for Recording

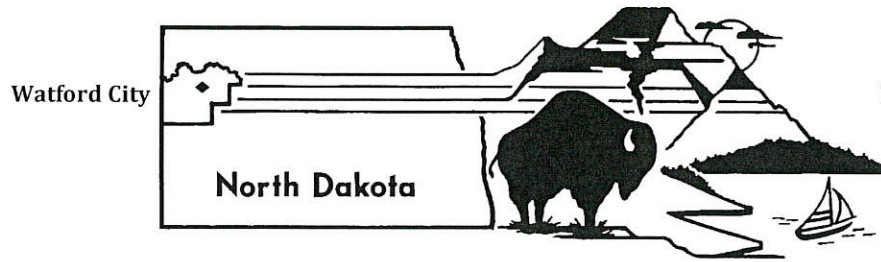
LDS Zone Change



October 24, 2016

- | | | | |
|---|------------------------------|---|------------------------------|
|  | Street Centerlines |  | Lot Lines |
|  | Watford City Limits |  | Cherry Creek |
|  | Extra-Territorial Area (ETA) |  | Parcels from McKenzie County |





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October 17, 2016

STAFF REPORT
ZC 10-2016 Zone Change

Applicant

The Church of Jesus Christ Latter Day Saints
50 East north Temple Street 4WW
Salt Lake City, UT 84150

Property Owners

SAME

Property Address: Lot 1 Homestead Subdivision
Parcel # tbd
Portion of 82-73-04650, Section 13, T150N, R98W

Zone: R4, High Density Residential Dwelling

Use: undeveloped land

Request: Applicant request zone change from R4 High Density Residential to General Commercial District.

Reference: Watford City Code Chapter XV – Article XXVI, Amendments

Discussion: Applicant requests a change in zoning from R4 to develop lot into meeting house for church, current zoning allows for church only as conditional. This application would create zoning where use is permitted.

Article XXVI, Section 1 of the Watford City Zoning Ordinance states, “a proposal for an amendment or change in zoning may be initiated by City Council, by the Planning Commission, or upon application by the owner of the property affected.”

The site is within the corporate limits of Watford City, therefore falls within the jurisdiction of the Watford City Planning and Zoning Commission.

The City of Watford City mailed the adjoining property owners notice regarding the Zone Change Application, none of the noticed property owners contacted the city regarding the application.

Surrounding Land Use Inventory:

West: Zoning - R4, Medium & High Density Residential.
Use - undeveloped potential residential neighborhood.
South: Zoning - AG, single family dwelling
Use - Arnold Holm Farm Residence

North: Zoning - R3, undeveloped proposed residential
Use - Vacant land with conditional zoning for residential units
East: Zoning - R3, Medium Density Dwelling
Use - Madison Heights Apartment Buildings. Multi-Family dwelling units.

Site Development:

Access: Temporary access to property at intersection of 11th Ave W and Main St N.
Developer is responsible for building site access to City Standard.
Sewer: City service are available at site in question for connection.
Water: City Services are available at site in question for connection.

Recommendation:

Planning Staff recommend approving this ***zone change*** from R4 to C1General Commercial District with the following notation of responsibility:

1. Applicant will construct to city standard 11th Ave NW across frontage of said property ½ width, Site Development Plan Application will be submitted for approval prior to construction of building, for construction of building applicant will obtain a building permit, satisfy all necessary requirements put in place by the Planning Department and meet the State Building Code.

Contact:

Mildred Williams, Principal Planner

miwilliams@nd.gov

701/444-8406

Minutes

PLANNING & ZONING COMMISSION MEETING MINUTES

September 26, 2016

The regularly scheduled monthly meeting of the Watford City Planning & Zoning Commission was held on Monday September 26, 2016 at 6:00 p.m. in the Heritage Room at City Hall. In attendance: Chairman Glen Beard, Commission Members: William (Billy) Carlson, Rick Holm, Cory Johnson, Jesse Lawrence, Gregg Schuetze, and Jason Taylor. Also present: City Principal Planner Mildred (Milli) Williams, Planning Assistant Becky Smith, Building Inspector Steven Williams, and City Attorney Wyatt Voll.

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. Public Hearing to hear comment on Division of Land Application - Simple Lot Split submitted by J & O Real Estate, located 802 24th Ave SW.

Principal Planner, Milli Williams, mentioned that item #1 within the Staff Report's recommendations has been taken care of -the outstanding invoice has been paid.

MOTION by J. Taylor, SECOND by G. Schuetze to recommend APPROVAL to City Council of the Division of Land Application for Simple Lot Split. Approval is contingent upon the following conditions set forth in the Planning Department Staff Report:

1. Payment of outstanding invoice from October 2014 for 24th Ave South Apartments
2. Right of Way (ROW) dedication on this plat increased to reflect future need of the City for improvement.
3. Submitted Simple Lot Split Plat meets ALL requirements per the Watford City Ordinance:
Chapter XV, Article XXX- Subdivision Regulations
4. Any future development on this parcel require Site Development Plan Application along with Building Permit and plans submitted to the Planning Department for further approval.

Roll Call Vote: Ayes; G. Beard, W. Carlson, R. Holm, C. Johnson, J. Lawrence, G. Schuetze, J. Taylor, Nays; None.

MOTION Carried.

2. Public Hearing to hear comment on Division of Land Application – Simple Lot Split submitted by TD&H Engineering on behalf of Linda Kalberer, located 404 17th Ave NE.

Principal Planner, Milli Williams, explained that the Owner had the property surveyed and the surveyor discovered a 33' gap as shown in the pink area on the map. This SLS will eliminate the gap -it will be dissolved into Lot 1.

MOTION by R. Holm, SECOND by J. Taylor to recommend APPROVAL to City Council of the Division of Land Application for Simple Lot Split. Approval is contingent upon the following conditions set forth in the Planning Department Staff Report:

1. Submitted Simple Lot Split meets all requirements of Watford City Ordinance:
Chapter XV, Article XXX –Subdivision Regulations.

Roll Call Vote: Ayes; G. Beard, W. Carlson, R. Holm, C. Johnson, J. Lawrence, G. Schuetze, J. Taylor, Nays; None.

MOTION Carried.

3. Public Hearing to hear comment on Division of Land – Simple Lot Split Submitted by Will Yin of Lawc Holdings, located 1515 6th Ave NE.

Principal Planner, Milli Williams explained that the property owners had somehow created 3 IT's and recorded it with the county. They want to continue to develop the property therefore the City is requiring them to make proper corrections by doing a SLS.

MOTION by C. Johnson, SECOND by J. Lawrence to recommend APPROVAL to City Council of the Division of Land Application for Simple Lot Split. Approval is contingent upon the following conditions set forth in the Planning Department Staff Report:

1. Simple Lot Split Plat meets all requirements per the Watford City Ordinance:
Chapter XV, Article XXX –Subdivision Regulations.

2. Any future development(s) must submit Site Development Plan Application for further approval.

Roll Call Vote: Ayes; G. Beard, W. Carlson, R. Holm, C. Johnson, J. Lawrence, G. Schuetze, J. Taylor,
Nays; None.
MOTION Carried.

CLOSE PUBLIC HEARING: 6:06 PM

CALL TO ORDER REGULAR MEETING: 6:07 PM

MINUTES: August 29, 2016

No Comments from Commission.

MOTION by W. Carlson, SECOND by C. Johnson to APPROVE the August Minutes as presented.
Roll Call Vote: Ayes; G. Beard, W. Carlson, R. Holm, C. Johnson, J. Lawrence, G. Schuetze, J. Taylor,
Nays; None.
MOTION Carried.

REVIEW PERMITS:

Permits were reviewed as presented. No discussion from Commission.

New/Old Business:

1. Standing water/ponding issues near new Fox Hills 1st Intl Bank.
2. Fox Hills- not all storm drains open & operational yet
3. Bike path in Fox Hills still messy from construction with rumble strips, chunks of concrete, overspray of seeding.
4. Sidewalk/bike path near the Good Shepherd Home- has water traveling off construction site
5. 3rd St between 4th Ave- the sidewalk is torn up- need repair before winter
6. Updates to City's Comprehensive Plan. Considering renewing Renaissance Zone which will require Plan.
7. Due to next month's regularly scheduled Planning & Zoning Commission meeting falling on Halloween, October 31st, the meeting will be moved to Tuesday November 1, 2016 at 6:00PM

Adjournment at 6:18 PM

MOTION by R. Holm, SECOND by J. Taylor

The next regularly scheduled Planning & Zoning Commission Meeting will be held on
TUESDAY, November 1, 2016 at 6:00 p.m.

Glen Beard
Planning Commission Chairman

Becky Smith
Planning & Zoning Assistant

Permits

2016 PERMITS

3757	Building	September	9/26/2016	Antigun	Watford Glass and Door	301 Main St S			Remove & replace shingles on roof	\$	4,097.50	\$	94.37	Card
3758	Building	September	9/26/2016	Auto Property Solutions LLC	Self	1400 4th Ave NE			Interior Remodel:office & workshop + steel panels	\$	25,000.00	\$	387.50	Card
3759	Building	September	9/27/2016	Williston Council on Aging	Bergy Construction LLC	100 4th Ave NW			Interior steel sheeting in office area; electrical outlets & fan and flooring.	\$	46,000.00	\$	600.00	Card
3760	Fence	September	9/28/2016	Patrick Sansom	Bakken Fence	3409 11th Ave NE			Privacy Fence in back & side yard	\$	-	\$	25.00	Card
3761	Other	September	9/28/2016	Mike & Sharon Endrud	SanJar Construction	104 7th St SE			Repairs to siding, shutters, & 1 window on west side of house due to hail damage	\$	-	\$	20.00	Cash
3762	Building	September	9/28/2016	Karo Housing LLC	24/7 365 Leasing LLC	12248 26F St NW		ETA	Construct 33'x20' pump house/storage/laundry bldg	\$	28,597.80	\$	425.98	Check #1008
3763	Building	September	9/30/2016	Steven Williams	Self	208 6th St NW			8' x 12.5' addition to existing garage	\$	2,500.00	\$	72.00	Check #2027
3764	Other	September	9/30/2016	Bakken Management	Admire LLC	404 8th St NW			Repairs to siding and window due to hail damage	\$	-	\$	20.00	Check #1001
3765	Building	September	9/30/2016	Matthew Beard	Self	204 6th St NE			Install 2 egress windows & window wells in basement	\$	1,500.00	\$	55.00	Check #3115
3766	Building	September	9/30/2016	Doug & Sandi Sharp	Self	120 3rd St SW			Rebuild/replace walls, roof trusses, shingles, siding	\$	40,000.00	\$	540.00	Credit
3767	Building	October	10/3/2016	Auto Property Solutions LLC	Self	1202 30th Ave NW			Modular Single Family Home on walk-out basement with 2-bay stick built garage	\$	448,627.48	\$	32,810.08	Check #012172
3768	Building	October	10/3/2016	Phil Riely	SW Williams & Son Construction	309 5th St NE			Construct roof over porch attached to home	\$	9,000.00	\$	163.00	Check #1046
3769	Excavation	October	10/4/2016	Watford City Park District	Lupine Construction Inc	7th St SE (Kent Pelton Nature Park)			installing water and sewer	\$	5,000.00	\$	25.00	Check #2037
3515	RENEW	October	10/5/2016	Mark Campbell	St Joseph Building	2801 Sage Court			Single family home	\$	-	\$	20.00	Check #1261
3770	Building	October	10/7/2016	Eickhof Development Group LLC	Construction Engineers	501 8th ST NW			new footings for deck support and adding steps	\$	800.00	\$	34.00	Check #12167
3771	Building	October	10/10/2016	McKenzie County -Eagle Scouts	Self	1100 2nd Ave SE		Fairgrounds	32x28 Picnic Shelter for Eagle Scout Project	\$	20,000.00	\$	-	Fee Waived
3731-B	Building & W/S	October	10/11/2016	McKenzie County HealthCare Systems	JE Dunn Construction Company	709 4th Ave NE			Construction of New Hospital	\$	29,226,153.76	\$	99,994.15	Check #1325107
3731-C	Building & W/S	October	10/11/2016	McKenzie County HealthCare Systems	JE Dunn Construction Company	709 4th Ave NE			Remodel & Expansion of Nursing Home	\$	-	\$	63,504.99	Check #1325107
3772	Excavation	October	10/11/2016	Auto Property Solutions LLC	DW Excavating Inc	1400 4th Ave NE			Install new curb stop for existing water line	\$	2,500.00	\$	25.00	Card
2798	RENEW	October	10/14/2016	Mike & Cheryll Butalon	Self	412 N Main St			home addition, deck, and adding installation of new windows to existing permit	\$	800.00	\$	54.00	Check #3009
3773	Building	October	10/17/2016	Jim & Judy Renbarger	Josh Mandler Builders LLC	109 4th St SW			20x24 Garage	\$	20,798.40	\$	328.18	Check #1238
3774	Building	October	10/17/2016	Troy Haut	Self	509 2nd Ave SE			New metal roof	\$	9,500.00	\$	170.00	Card
3775	Building	October	10/17/2016	Marilyn Wurgler	Charles Evans Contracting	324 4th St NW			Roof & Siding	\$	18,000.00	\$	289.00	
3776	Fence	October	10/18/2016	Curtis & Charlene Samuelson	Self	104 6th St SE			Fence Backyard	\$	-	\$	25.00	Check #2072
3777*	Building	October	10/18/2016	Glory of the Lord Ministries	Jeffrey Kindel	118 4th Ave NE			Install new windows, front door, and repair siding around windows	\$	6,000.00	\$	121.00	Card
3778	Building	October	10/18/2016	Jesse Wellen	Self	616 Sunset Drive			16x20 Deck	\$	6,000.00	\$	121.00	Card
3779	Excavation	October	10/20/2016	City of Watford City	Lupine Construction Inc	Park Ave E			Change out curbstop	\$	1,500.00	\$	25.00	
3780-A	At Risk	October	10/20/2016	McKenzie County / Lutheran Social Services Housing LLC	Consolidated Construction Co. Inc	1008 4th Ave SE		Cherry Creek	Footings/Foundation for Apartment building	\$	-	\$	-	Fee Waived
3781	Building	October	10/21/2016	Michael Lee	Self	2521 2nd St NE			13x16 deck & install door to access deck	\$	3,000.00	\$	79.00	Card

2015 - 2016 PERMIT COMPARISONS

2015	
Month	# of Permits Issued
January	14
February	10
March	20
April	40
May	31
June	76
July	52
August	35
September	25
October	25
November	14
December	19
YEAR TOTAL	361
<i>Sept. 2015 YTD</i>	328

2015	
Month	Value
January	\$585,000.00
February	\$14,071,200.00
March	\$6,886,622.00
April	\$4,734,086.61
May	\$1,164,739.41
June	\$55,468,577.00
July	\$15,749,439.94
August	\$1,303,339.48
September	\$35,375,541.45
October	\$3,653,756.00
November	\$732,874.88
December	\$401,310.98
YEAR TOTAL	\$ 140,126,487.75
<i>Sept. 2015 YTD</i>	\$138,992,301.89

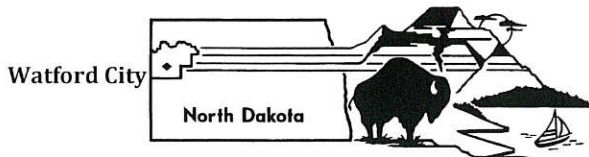
2015 Residential Permits			
Type	# of Units	# of Buildings	Value
Single Family Home	44	44	\$ 7,845,551.00
Duplex	20	10	\$ 2,260,000.00
Apartment 3-4 Units	40	10	\$ 4,000,000.00
Apartment 5+ Units	173	7	\$ 10,250,577.50
YEAR TOTAL	277	71	\$ 24,356,128.50
	Units	Buildings	Value

2016	
Month	# of Permits Issued
January	38
February	17
March	31
April	33
May	37
June	43
July	13
August	19
September	34
October	15
November	
December	
2016 YTD	280

2016	
Month	Value
January	\$ 2,043,696.31
February	\$ 24,216.18
March	\$ 393,345.30
April	\$ 1,294,386.40
May	\$ 96,183,199.57
June	\$ 485,682.59
July	\$44,700.00
August	\$ 4,272,617.00
September	\$ 1,477,103.50
October	\$ 29,777,679.64
November	
December	
2016 YTD	\$ 135,996,626.49

2016 Residential Permits			
Type	# of Units	# of Buildings	Value
Single Family Home	10	10	\$ 3,261,948.49
Duplex	0	0	\$ -
Apartment 3-4 Units	0	0	\$ -
Apartment 5+ Units	0	0	\$ -
2016 YTD	10	10	\$ 3,261,948.49
	Units	Buildings	Value
October Total	1	1	\$ -
	Units	Buildings	Value

YTD: Year To Date



City of Watford City

213 2nd St. NE
 Po Box 494
 Watford City, ND 58854
 Ph. 701-444-2533
 Fax 701-444-3004

watford.mckenziecounty.net

2016

MEETING DATES AND DEADLINES

The regularly scheduled Planning and Zoning Commission Meetings are held on the LAST MONDAY of each month at 6:00 PM at City Hall in the Heritage Room. The regularly scheduled City Council Meetings are held the FIRST MONDAY of each month at 6:00 PM at City Hall in the Heritage Room.

The Planning and Zoning submittal deadline dates allow Planning Staff time to process applications prior to submitting Public Hearing Advertisements (Legal Notices) to the *McKenzie County Farmer* newspaper the following day by noon. The Public Hearing items will appear in the Legal section of the *McKenzie County Farmer* on the following Wednesday. These deadline dates are subject to change as the newspaper may require the notices to be submitted earlier due to holidays.

* All of the following dates may be subject to change due to holidays or other circumstances:

PLANNING & ZONING SUBMITTAL DEADLINE	PLANNING & ZONING COMMISSION MEETING	CITY COUNCIL MEETING
Wednesday December 9, 2015	Tuesday December 29, 2015	Monday January 4, 2016
Wednesday January 6, 2016	Monday January 25, 2016	Monday February 1, 2016
Wednesday February 10, 2016	Monday February 29, 2016 Thursday March 3, 2016	Monday March 7, 2016
Wednesday March 9, 2016	Tuesday March 29, 2016*	Monday April 4, 2016
Wednesday April 6, 2016	Monday April 25, 2016	Monday May 2, 2016
Wednesday May 11, 2016	Monday May 30, 2016 * Tuesday May 31, 2016	Monday June 6, 2016
Wednesday June 8, 2016	Monday June 27, 2016	Monday July 4, 2016 * Tuesday July 5, 2016
Wednesday July 6, 2016	Monday July 25, 2016	Monday August 1, 2016
Wednesday August 10, 2016	Monday August 29, 2016	Monday September 5, 2016 * Tuesday September 6, 2016
Wednesday September 7, 2016	Monday September 26, 2016	Monday October 3, 2016
Wednesday October 12, 2016	Monday October 31, 2016 * Tuesday November 1, 2016	Monday November 7, 2016
Wednesday November 9, 2016	Monday November 28, 2016	Monday December 5, 2016
Wednesday December 7, 2016	Monday December 26, 2016 * Tuesday December 27, 2016	Monday January 2, 2017 * Tuesday January 3, 2017

*Possible changes due to Holidays:

Monday May 30, 2016-Memorial Day, Monday July 4, 2016-Independence Day, Monday September 5, 2016-Labor Day, Monday October 31, 2016-Halloween