

FINAL ACTION

Public Hearing to hear comment on Land Use Application for Conditional Use Permit submitted by Robert McCree for Alissa Christensen on property located Section 7, T150N, R98W, Lot 10, Block 7, Dakota Ridge Subdivision, 318 26th Ave NE, Watford City, McKenzie County, North Dakota.

PLANNING & ZONING COMMISSION:

The regularly scheduled monthly meeting of the Watford City Planning & Zoning Commission was held on Monday October 30, 2017 at 6:00 p.m. in the Heritage Room at City Hall. In attendance: Chairman Glen Beard, Commission Members: Thomas Dwyer, Rick Holm, Gregg Schuetze, and Jason Taylor. Also present: Principal Planner Mildred (Milli) Williams, Assistant Planner Becky Smith, Building Official Steven Williams, and City Attorney Wyatt Voll. Absent: William (Billy) Carlson and Jesse Lawrence.

Public Hearing to hear comment on Land Use Application for Conditional Use Permit submitted by Lindsay Wall on property located Section 24, T150N, R99W, Lots 12 & 13 of Original Townsite, 308 Park Ave W., Watford City, McKenzie County, North Dakota.

Principal Planner Milli Williams explained that this is another Conditional Use Permit application for home based occupation to operate a childcare business. The City will be asking for the same the requirements with this CUP. And also, at this time the City has not heard from any of the noticed adjacent property owners. Chairman Glen Beard raised concern about the failing retaining wall in the yard being unsafe for children to be playing near. Milli stated that this issue is something most likely to be addressed with the County's compliance check but she will make a note to contact Hillary with McKenzie County Social Services to make sure the safety of the retaining wall is addressed.

MOTION by T. Dwyer, SECOND by J. Taylor to recommend APPROVAL to City Council of the Land Use Application for Conditional Use Permit for Home Occupation. Approval is contingent upon the following recommendations as set forth within the Planning Department Staff Report:

1. Conditional Use Permit shall be for a term of one (1) year and reviewed every 12 months thereafter.
2. Ms. Wall will maintain compliance with McKenzie County Social Services requirements of Family Child Care Homes as listed on North Dakota Department of Human Services (NDDHS) Compliance Checklist.
3. Along with NDDHS compliance checklist, Ms. Wall will provide fenced, monitored play area for children in her care. She will also provide safe pick-up/drop-off procedures to clients and City Staff.

Roll Call Vote:

Ayes: G. Beard, T. Dwyer, R. Holm, G.

Schuetze, J. Taylor Nays: None.

MOTION Carried.

CITY COUNCIL:

Council Member Gravos moved to approve the recommendations from the Planning Commission from their October 30, 2017 meeting with item #3 (Division of Land Application – Amend Final Plat Badlands Development II, LLC) to be voted on separately. Approved the Land Use Application – Conditional Use Permit submitted by Robert McCree and Alissa Christensen allowing for a Home Occupation (daycare) and approved the Land Use Application – Conditional Use Permit submitted by Lindsay Wall allowing for a Home Occupation (daycare). Motion seconded by Council Member Liebel and carried by the following roll call vote: ayes: Sanford, Liebel, Devlin, Beard, Riely, and Gravos; nays: none.

Council Member Gravos moved to approve the Division of Land Application – Amend Final Plat submitted by Badlands Development II, LLC contingent on the correction of the plat and that appropriate bonding is in place before the plat can be recorded. Motion seconded by Council Member Beard and carried by the following roll call vote: ayes: Gravos, Beard, Riely, Sanford, Devlin, and Liebel; nays: none.

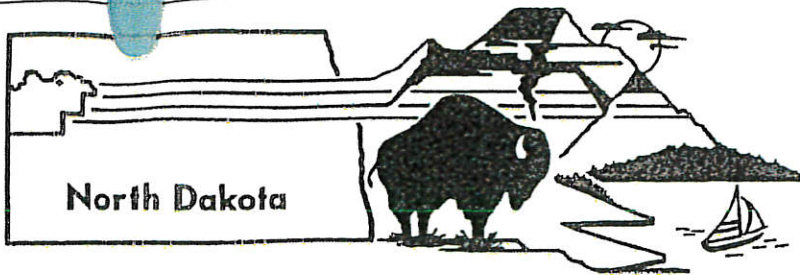
5.

Land Use Application

Conditional Use Permit

Submitted by Lindsay Wall

Home Occupation: 308 Park Ave W



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: *Conditional Use Permit*

\$525 + publishing costs

Applicant Information

Name: Lindsay Wall
Mailing Address: 308 Park Ave W.
Phone Number: 701-609-9890 Email Address: Lindsayslitterascats@gmail.com

Property Information Current Zoning: _____

Detail Summary of Request: I would like to open up a daycare in my home.

Assessor Parcel Number(s): 82-04-02700
Sec. 24 Twn. 150N Rg. 99W Legal Description: 3rd Addition to Original Township lots 12+13 of Blk 2
Acreage: Address of Parcel: 308 Park Ave W

RECEIVED
OCT 11 2017
BY: MW

Landowner(s) Name: Michelle Meadows
Mailing Address: 103 NE 13th st Hermiston OR, 97838
Phone Number: 541-561-7119 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
 - Site Development Plan Application – required for all conditional use permit applications.
 - Deed(s)
 - PDF and or DWG provided with application
 - Title Report < 60 days
 - Copies: (1) 11 x 17 paper

Compliance with Land Use Application-Conditional Use Permit 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): Juday Wall (Renter) Date: 10-11-17

Landowner(s) Signature(s): _____

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

Mildred Williams 10-11-17

Michele M Vaughn-Meadows

308 Park Ave W

Watford City, ND 58854

September 20th, 2017

To Whom This May Concern,

I am the owner of this property located at 308 Park Ave W, Watford City, ND 58854. I give permission for Lindsay Walls to have a Daycare in my home. I will not be held responsible for any accident or anything to do with this Daycare. I have been informed that she will be a Licensed Daycare provider and all that entails.

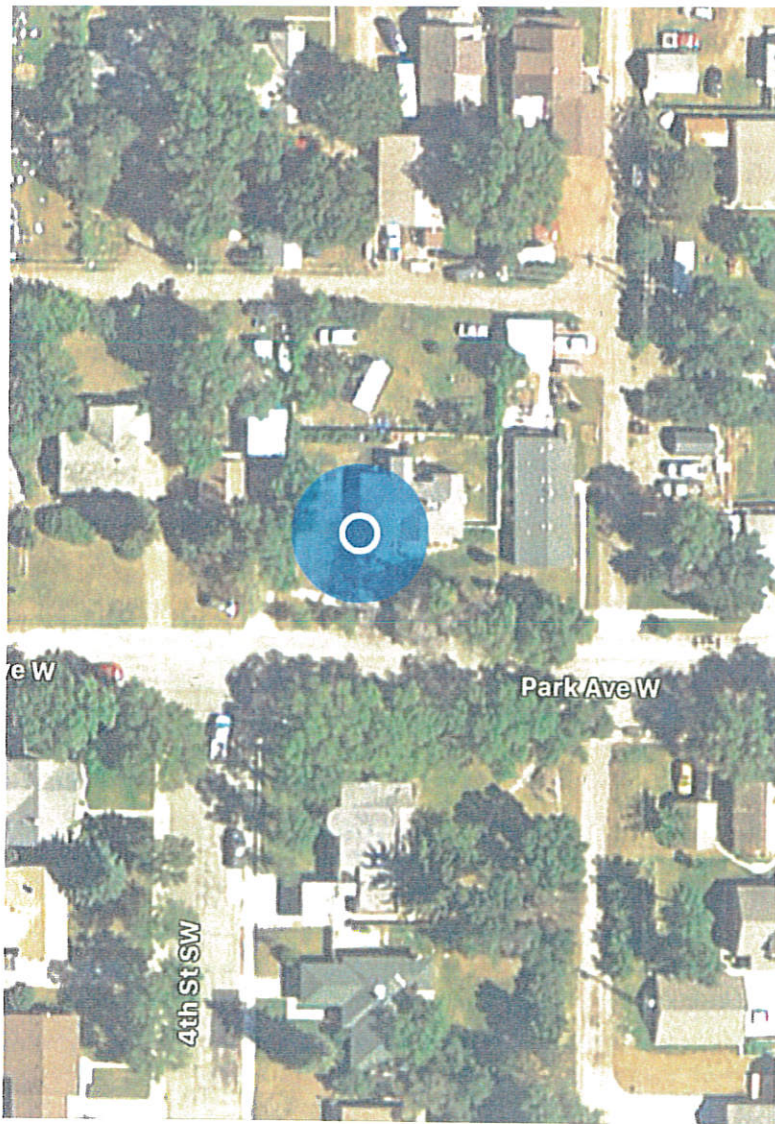
Thank you,



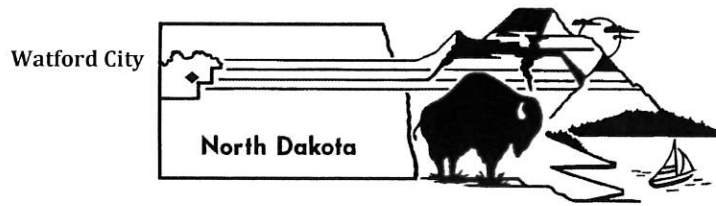
Michele M Vaughn-Meadows

541-561-7119





RECEIVED
OCT 11 2017
BY: *MW*



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

October 17, 2017

STAFF REPORT
CU-16-2017 Conditional Use Permit Application

Applicant

Lindsay Wall
308 Park Ave W.
Watford City, ND 58854

Property Owner

Michelle Vaughn-Meadows
103 NE 13th St.
Hermiston, OR 97383

Property Address: 308 Park Ave W. Watford City, ND
Section 24, T150N, R99W, 3rd Add to OT, Lots 12 & 13 Block 2

Zone: R-1, Single Family Dwelling District

Conditional Use Requested: Home Occupation-Child Care

Reference: Watford City Code Chapter XV – Article X, Single Family Dwelling District, and Article XXV, Conditional Uses

Discussion: Ms. Wall has applied for a Conditional Use Permit to operate a home occupation – child care from her home. In accordance with this application Ms. Wall is in process of applying with McKenzie County Social Services as licensed Family Day Care.

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 annual review of CUP application. None of the noticed property owners contacted the city regarding the application.

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.”

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: Home is located on Park Ave West, Park Ave W. is a paved street in fair condition.

Sewer: City services available and connected to property. .

Water: City services available and connected to property.

Recommendation:

Staff recommends **approval** of the Conditional Use Permit to operate Home Occupation – Child Care in her home with the following requirements:

1. Conditional Use Permit shall be for a term of one year and reviewed every 12 months thereafter.
2. Ms. Wall will maintain compliance with McKenzie County Social Services requirements of Family Child Care Homes as listed on ND. Dept. of Human Services Compliance Checklist. (attached)
3. Along with NDDHS compliance checklist Ms. Wall will provide fenced monitored play area for children in her care. She will also provide safe pick-up/drop-off procedure to clients and City Staff.

Contact:

Mildred Williams

Principal Planner

miwilliams@nd.gov

701-444-8406



MCKENZIE COUNTY
201 5TH ST NW SE

121 3RD ST NW

117 3RD ST NW

109 3RD ST NW

105 3RD ST NW

300 PARK AVE W

120 3RD ST NW

108 3RD ST NW

212 PARK AVE W

101 3RD ST SW

100 3RD ST SW

PARK AVE W

3RD ST NW

3RD ST SW

©IS, Walford City, AE2S

7.

Division of Land Use
Application:

Variance

Curtis Anderson

401 2nd St. NW

LAND USE



VARIANCE

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 Variance Application may be submitted to consider reducing yard setbacks in order to accommodate a structure due to exceptional conditions or existing circumstances of the property. Along with this application, please submit the following: N.D. Professionally Engineered/ Survey or drawing of the property in both .PDF format and 11"x17" size paper for review, a brief justification letter explaining the request for Variance 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 XXVII: VARIANCES, SECTION 1-6.*

PROPERTY OWNER INFORMATION

OWNER NAME(S): Curtis Anderson PHONE NUMBER: 701-570-1855 EMAIL: SKSHOR@restel.net
MAILING ADDRESS: 2281 110th Ave N.W. Watford City, N.D. 58854

APPLICANT INFORMATION

Same as Owner

APPLICANT NAME: same PHONE NUMBER: EMAIL:
MAILING ADDRESS: (401 2nd St. NW)

DEVELOPER INFORMATION

DEVELOPER NAME: Charles Evans PHONE NUMBER: 701-340-9530 EMAIL: charles.evansd@yahoo.com
MAILING ADDRESS: MINOT, ND

PROPERTY INFORMATION

PROPERTY ADDRESS: 401 2nd St N.W. ZONING DISTRICT: R1
PARCEL NUMBER(S): 825002800 LEGAL DESCRIPTION: (SECTION, TOWNSHIP, RANGE)
CURRENT USE OF PROPERTY: Single family home PROPOSED USE OF PROPERTY: Adding Garage

DESCRIPTION

Please give a brief description of the proposed Variance.

1 - 2 car garage in N.W. corner of property
12 1/2 ft setback on the west side

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: Curtis Anderson DATE: 4/9/18

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:
Curtis Anderson

DATE:
4/9/18

PROPERTY OWNER SIGNATURE:

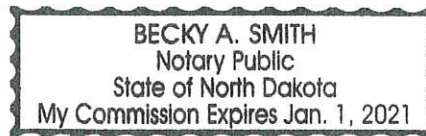
DATE:
____/____/____

PROPERTY OWNER NOTARY

On this 9th day of April, 2018 before me, the undersigned, a notary public for the state of North Dakota, personally appeared, Curtis Anderson 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.

Becky A. Smith
Notary Public

(NOTARIAL SEAL)



Notary Public for the state of ND
Residing at Watford City
My Commission Expires 1-1-21

OFFICE USE ONLY

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

LEGAL NOTICE DATES:

____/____/____

____/____/____

ADJACENT PROPERTY OWNER NOTICES MAILED

MEETING DATES:

PLANNING COMMISSION:

4.30.18

CITY COUNCIL:

5.7.18

INVOICE:

INVOICE NUMBER: 3385

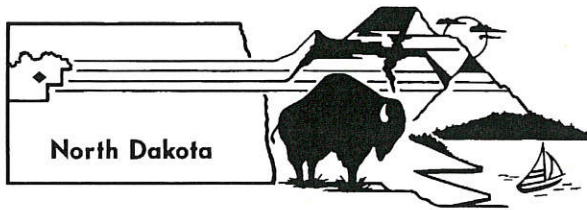
DATE CREATED: 4.9.18 BY: UJB

PAYMENT: \$300.00

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

CARD CASH CHECK # _____

Watford City
494
58854
2533



City of Watford City
213 2nd St., NE / PO Box
Watford City, ND
Ph. 701- 444-
Fax 701- 444- 30
cityofwatfordcity.com

April 17, 2018

STAFF REPORT Variance

APPLICANT:

Curtis Anderson
2281 110th Ave. NW
Watford City, ND 58854

PROPERTY OWNER:

Curtis Anderson
2281 110th Ave. NW
Watford City, ND 58854

PROPERTY LOCATION:

401 2nd St. NW Watford City, ND

REQUEST:

Applicant requests 12.5 Ft. variance into back yard setback requirements of 25 Ft.

ZONING:

R-1, Single Family Dwelling District

CURRENT USE:

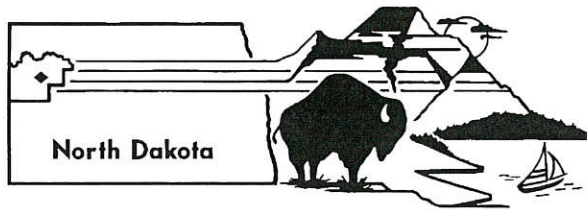
Single Family Home

REFERENCES:

Watford City Code Chapter XV – Article XXVII Variances

Article XXVII, Section 1 of the Watford City Zoning Ordinance states the requirements that must be shown in order to grant a variance; *“the applicant must show that his property was acquired in good faith and where by reason of exceptional narrowness, shallowness or shape of his*

Watford City
494
58854
2533



City of Watford City

213 2nd St., NE / PO Box
Watford City, ND
Ph. 701- 444-
Fax 701- 444- 30
cityofwatfordcity.com

April 17, 2018

STAFF REPORT Variance

APPLICANT:

Curtis Anderson
2281 110th Ave. NW
Watford City, ND 58854

PROPERTY OWNER:

Curtis Anderson
2281 110th Ave. NW
Watford City, ND 58854

PROPERTY LOCATION:

401 2nd St. NW Watford City, ND

REQUEST:

Applicant requests 12.5 Ft. variance into back yard setback requirements of 25 Ft.

ZONING:

R-1, Single Family Dwelling District

CURRENT USE:

Single Family Home

REFERENCES:

Watford City Code Chapter XV – Article XXVII Variances

Article XXVII, Section 1 of the Watford City Zoning Ordinance states the requirements that must be shown in order to grant a variance; *“the applicant must show that his property was acquired in good faith and where by reason of exceptional narrowness, shallowness or shape of his*

specific piece of property at the time of the effective date of this zoning ordinance or where, by reason of exceptional topographical conditions or other extraordinary or exceptional circumstances, the strict application of the terms of this zoning ordinance actually prohibits the use of his property in the manner similar to that of other property in the zoning district where it is located. A yard regulation variance may not be more than one-half (50%) the required yard and shall not encroach upon the required setback for adjacent buildings."

In granting a variance, the Planning Commission must satisfy itself, from the evidence heard before it that the granting of the variance will alleviate a clearly demonstrable hardship approaching confiscation as distinguished from a special privilege or convenience sought by the owner. The planning Commission shall also find that the variance, if granted, is in harmony with the intended spirit and purpose of the zoning ordinance and does not constitute a direct and obvious amendment to the district regulations or district boundaries. Under no circumstances shall the Planning Commission grant a variance allowing a use within a district not permissible under the terms of this ordinance

The site is in 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 Preliminary Subdivision Application, none of the noticed property owners contacted the city regarding the application.

DISCUSSION:

Applicant is requesting to add a 1-2 car garage in the North West corner of his property. Property is located in the R1 zoning district with a back yard setback of 25 ft. The structure requested will be 12.5ft. from the property line. The application for a variance from the existing 25 ft. setback to 12.5 ft., is a reduction of 12.5 ft. Upon site visit the proposed addition to the existing foundation does not create an issue other than there is a building on the adjacent property that will need to be at least 10ft away per fire code regulations.

SITE DEVELOPMENT:

Access: Home is located on 401 2nd St. NW
Sewer: City services available and connected to property. .
Water: City services available and connected to property.

SURROUNDING LAND USE:

West: Zoning - R1, Single Family Dwelling
Use - Residential Neighborhood

South: Zoning - R1, Single Family Dwelling
Use - Residential Neighborhood

North: Zoning - R1, Single Family Dwelling
Use - Residential Neighborhood

East: Zoning - R1, Single Family Dwelling
Use - Residential Neighborhood

RECOMMENDATION:

Planning Staff recommend denial of this **variance** reducing the backyard setback from the existing 25' ft. to 12.5' ft. a variance of 12.5' ft. Based on the request being a self-imposed hardship. We find no unique circumstance to validate this request.

PLANNING DEPARTMENT STAFF CONTACT:

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

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



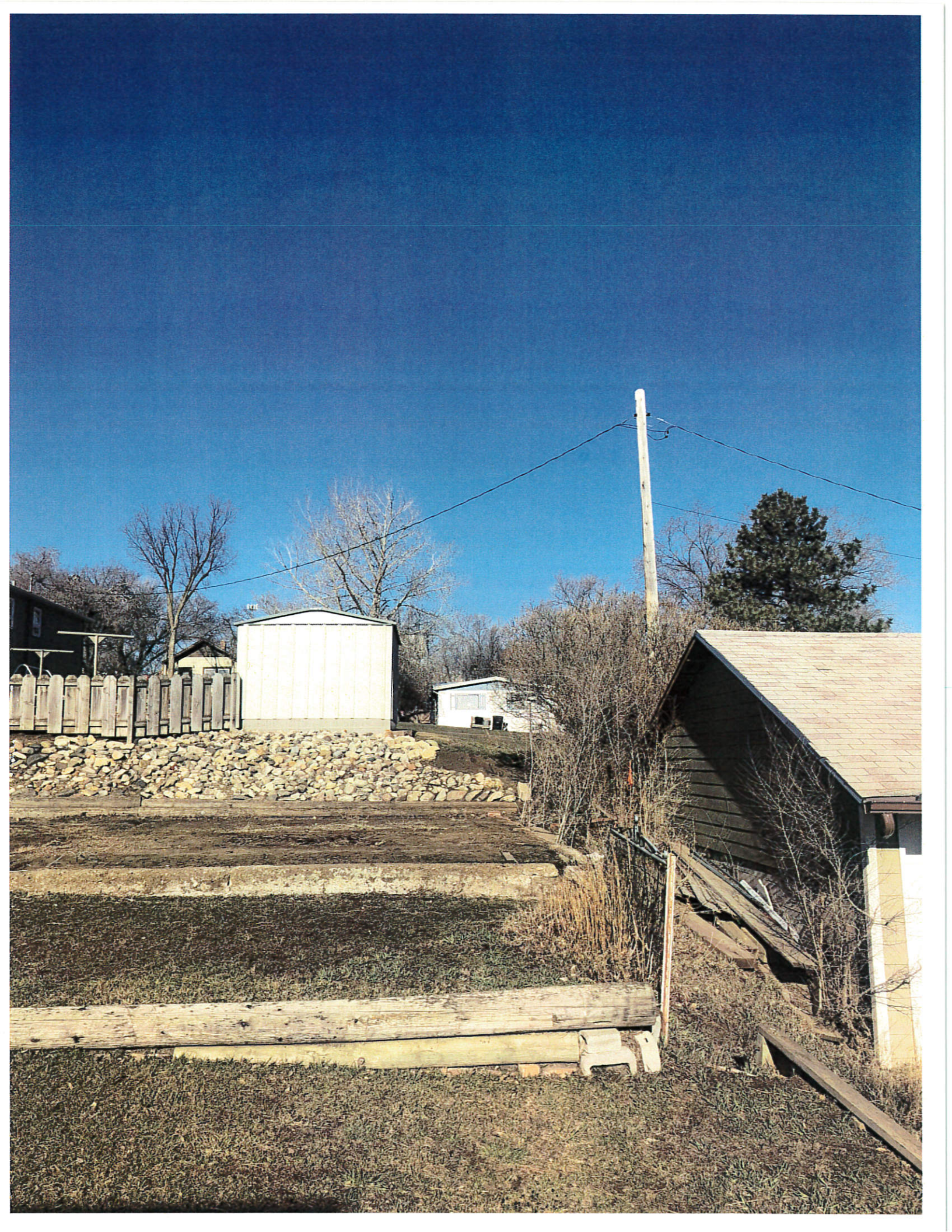








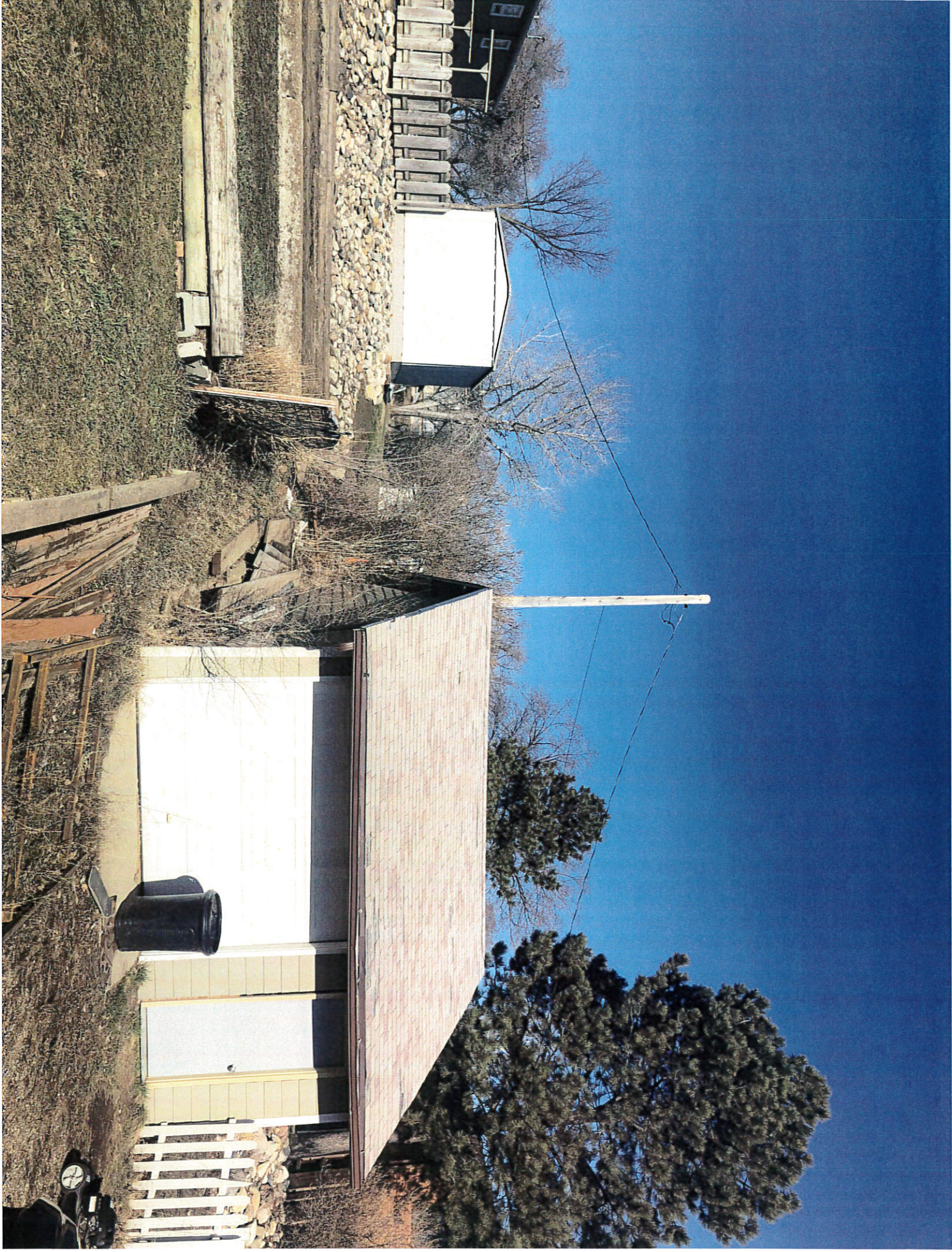


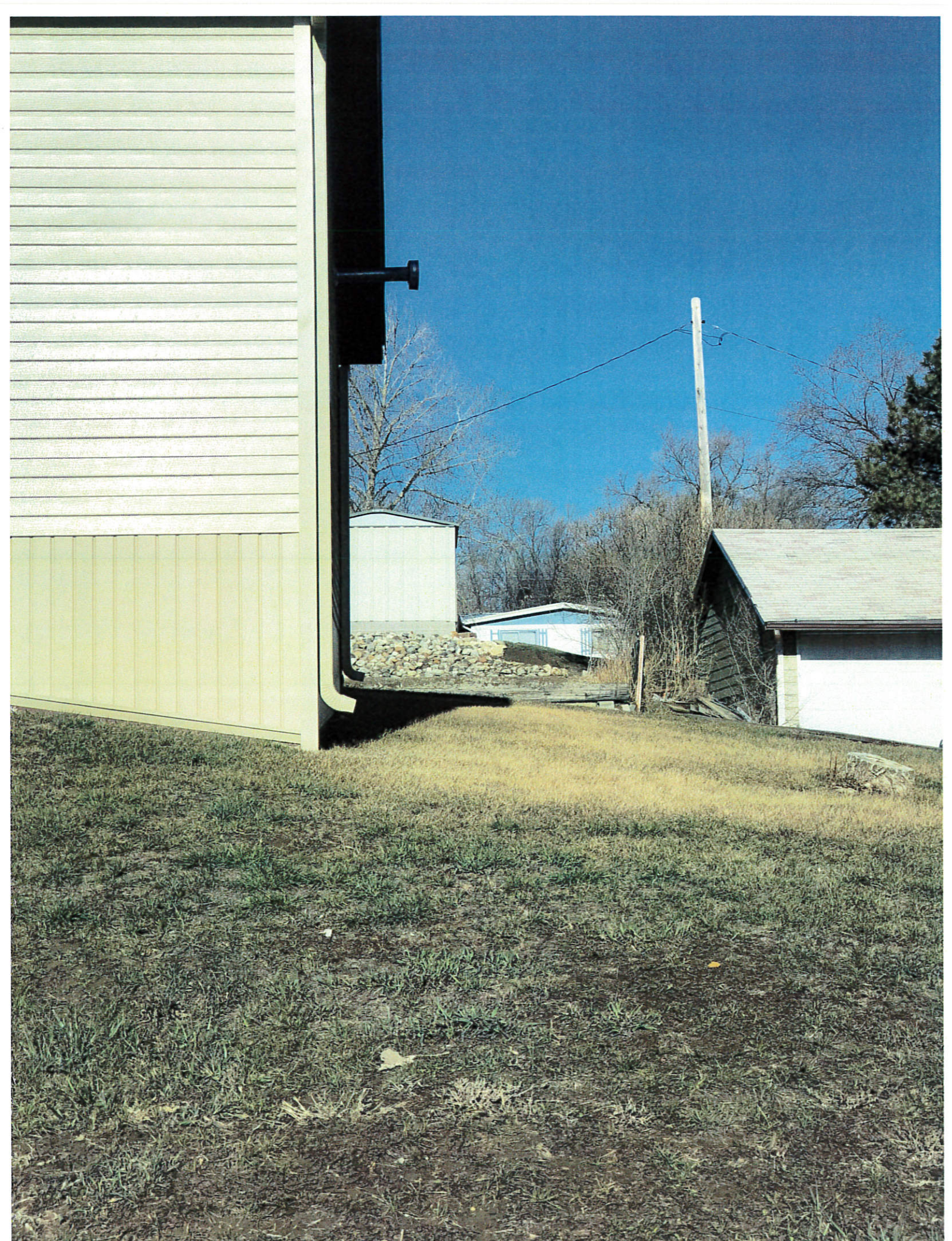










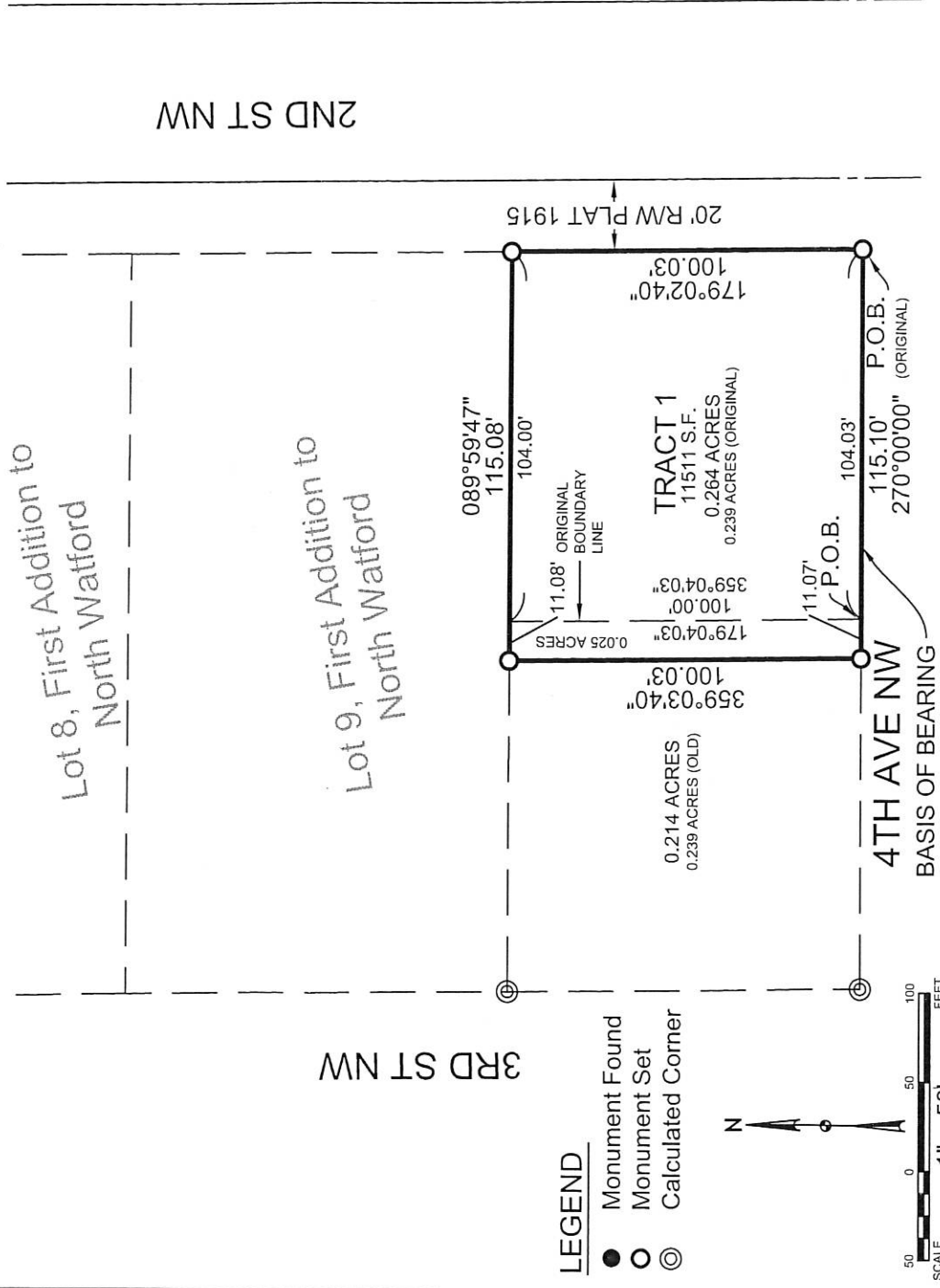




CERTIFICATE OF SURVEY

BOUNDARY LINE ADJUSTMENT

Being a tract of land lying in Lot 9, First Addition to North Watford, Southeast Quarter of Section 13, Township 150 North, Range 99 West of the Fifth Principal Meridian, McKenzie County, North Dakota



LEGAL DESCRIPTION

TRACT 1
A tract of land located in Lot 9, First Addition to North Watford in the Southeast Quarter of Section 13, Township 150 North, Range 99 West of the Fifth Principal Meridian, McKenzie County, North Dakota, being more particularly described as follows:

BEGINNING at the southeast corner of said Lot 9, First Addition to North Watford; thence on an azimuth of 270°00'00" along the south line of said Lot 9 a distance of 104.03 feet; thence on an azimuth of 359°04'03" a distance of 100.00 feet; thence on an azimuth of 089°59'47" a distance of 104.00 feet to the east line of said Lot 9; thence on an azimuth of 179°02'40" along said east line of Lot 9 a distance of 100.03 feet to the **POINT OF BEGINNING (ORIGINAL)**.

Parcel of Transfer

COMMENCING at the southeast corner of said Lot 9, First Addition to North Watford; thence on an azimuth of 270°00'00" along the south line of said Lot 9 a distance of 104.03 feet to the **POINT OF BEGINNING**; thence continuing on an azimuth of 270°00'00" along the south line of said Lot 9 a distance of 11.07 feet; thence on an azimuth of 359°03'40" a distance of 100.03 feet; thence on an azimuth of 089°59'47" a distance of 11.08 feet; thence on an azimuth 179°04'03" a distance of 100.00 feet to the **POINT OF BEGINNING**.

Said tract contains 11,511 square feet or 0.264 acres.

I, Eric L. Hearon, Professional Land Surveyor, N.D. PLS No. 9654, do hereby certify that the tract survey shown hereon was made by me, or under my direction, from notes made in the field, and the same is true and correct to the best of my knowledge and belief.



NOTE:

Basis of Bearing - South line of First Addition to North Watford.

Said tract of land is subject to any easement restrictions or reservations, either existing or of record.

Bearings and distances may vary from previous plats due to different methods of measurement.

Minutes

March 26, 2018

PLANNING & ZONING COMMISSION
MEETING MINUTES
March 26, 2018

The regularly scheduled monthly meeting of the Watford City Planning & Zoning Commission was held on Monday March 26, 2018 at 6:00 p.m. in the Heritage Room at City Hall. In attendance: Chairman Glen Beard, Vice Chairman Gregg Schuetze, and Commission Members: Jesse Lawrence, Thomas Dwyer, Rick Holm, and Jason Taylor. Also in attendance: Assistant City Planners Becky Smith and LaRissa Bertram, and City Building Official Steven Williams. Absent: Marco Pelton 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 Amended Land Use Application for Conditional Use Permit submitted by Knife River- North Central for property owned by Warren Hovland located 401 14th St SW. Application is submitted for consideration of amending the time frame set within the original Conditional Use Permit to allow crushing concrete and asphalt..

Assistant City Planner LaRissa Bertram stated that Knife River was requesting an amendment to the existing Conditional Use Permit requesting that they are allowed to crush concrete or asphalt year round with the contingency of it only be a two week period once they started due to equipment availability. Also that they planning staff recommended Knife River to improve the site to Heavy Industrial Standards according to Watford City Ordinance. Knife River has been operating business off of this property since 2015 leading the Planning Department to Recommend Denial for the Amendment until there are permanent improvements to the Industrial Park the property is currently zoned as.

Land Owner Warren Hovland was in attendance and commented that he had already required Knife River to pave a hard surface drive in their lease agreement, and that it has been covered by dust and dirt from 14th ST SW. traffic. Commission member Rick Holm commented that it was Warren's responsibility to maintain that hard surface drive.

Assistant City Planner LaRissa Bertram clarified that the existing Conditional Use Permit was not being pulled and Knife River could operate their crushing of concrete and asphalt during the months of January 1 through March 31 stated in the original Conditional Use Permit and that the Denial of the Permit was strictly for the Amendment being requested by Knife River.

MOTION by J. Taylor, SECOND by G. Schuetze to recommend DENIAL to City Council of the Land Use Application for Amended Conditional Use Permit for the additional time frame requested by Knife River for crushing Concrete and Asphalt year round.

Roll Call Vote:

Ayes: G. Beard, T. Dwyer, R. Holm, J. Lawrence, G. Schuetze, J. Taylor

Nays: None.

MOTION Carried.

2. Public Hearing to hear comment on the termination of Land Use Application for Conditional Use Permit originally submitted by Robert McCree on behalf of Alissa Christensen for property located 318 26th Ave NE to operate a home occupation for child care.

Assistant City Planner Becky Smith stated that this is a Conditional Use Permit approved in October for the location of 318 26th Ave. NE Watford City. According to McKenzie County Social Services Licensing Records updated on March 3, 2018 Ms. Christensen's location of business has been moved out of city limited therefore the Planning Department's recommendation to the Planning and Zoning Commission would be to terminate the existing Conditional Use Permit.

MOTION by R. Holm, SECOND by J. Lawrence to recommend TERMINATION to City Council of the Land Use Application for Conditional Use Permit submitted by Mr. Robert McCree on behalf of Alyssa Christenson for the property located at 318 26th Ave. NE to operate a home occupation for child care.

Roll Call Vote:

Ayes: G. Beard, T. Dwyer, R. Holm, J. Lawrence, G. Schuetze, J. Taylor

Nays: None.

MOTION Carried.

3. Public Hearing to hear comment on Division of Land Application for Map of Reversion submitted by Brosz Engineering, Inc. on behalf of Robert D. Nelson Living Trust for property located IT#743, #744, #748, and #1614 in government lots 3 & 4 in Section 7, Township 150 North, Range 98 West, 31.01 acres, Watford City, McKenzie County, North Dakota. Application is submitted for consideration of combining multiple Irregular Tracts (IT) into two lots: Lot 1= 20.00 acres, Lot 2= 11.01 acres.

Assistant City Planner LaRissa Bertram stated that the Robert D. Nelson Living Trust would like to combine four separate Irregular Tracts as well as two government lots into two lots creating a North and a South lot for future sale of the property. Chris Pacheco was in attendance on behalf of the Trust and stated the reason for combining the IT's and government lots is to clean up the property for future sale of the land.

MOTION by G. Schuetze, SECOND by J. Lawrence to recommend APPROVAL to City Council of the Land Use Application for Map of Reversion to combine four separate Irregular Tracts and two government Lots into two lots.

Roll Call Vote:

Ayes: G. Beard, T. Dwyer, R. Holm, J. Lawrence, G. Schuetze, J. Taylor

Nays: None.

MOTION Carried.

CLOSE PUBLIC HEARING: 6:20 PM

CALL TO ORDER REGULAR MEETING: 6:21 PM

MINUTES: February 26, 2018

Reviewed minutes as presented, no further comments.

MOTION by J. Lawrence, SECOND by G. Schuetze to APPROVE the February 26, 2018 Planning & Zoning Commission Meeting Minutes as presented.

Roll Call Vote:

Ayes: G. Beard, T. Dwyer, R. Holm, J. Lawrence, G. Schuetze, J. Taylor

Nays: None.

MOTION Carried.

REVIEW PERMITS:

Permit Records reviewed as presented. No further comments.

New Business:

- **Medical Marijuana Ordinance**

Assistant City Planner Becky Smith stated that her and Assistant City Planner LaRissa Bertram were in attendance of the March 15, 2018 Ordinance meeting. The discussion of moving forward with the ordinance will be contingent upon Planning and Zoning Commissions recommendation for appropriate zones within Watford City for future facilities relating to the Compassionate Care Act. Commission discussion had led towards designating Industrial or Commercial areas for these uses. Commission Chairman Glen Beard asked if the Planning Department would prepare a map of Watford City with zoning and locations showing distances from a restricted area in which a Companionate Care establishment could not be located.

ADJOURNMENT: 6:55 PM

MOTION by R. Holm, SECOND by J. Lawrence.

The next regularly scheduled Planning & Zoning Commission Meeting will be held on Monday April 30, 2018 at 6:00 p.m.

Glen Beard
Planning & Zoning Commission Chairman

Becky Smith
Assistant City Planner

LaRissa Bertram
Assistant City Planner

Permits

March 2018

2018
Permit Records

Permit #	Type	Month	Issue Date	Property Owner	Contractor	Project Address	Lot / Block	Parcel # / Subdivision	Description of Work	Value	Permit Fee	Payment
4023	Building	January	1/3/2018	Hal Swearson	RTP Operations Inc	124 2nd St SW			Interior remodel: sheetrock upstairs & downstairs bedroom, kitchen cabinets, flooring, replace egress window, and paint exterior	\$ 15,000.00	\$ 247.00	Check #1376
3901	RENEWAL	January	1/5/2018	Jeff & Brenda Berquist	Self	205 3rd St NW			Repair roof, gutters, & siding on west side of garage & house due to weather damage (Weather Damage Permit)	\$ -	\$ -	Renewal fee waived per Steve W
4024	Building	January	1/8/2018	CJ Anderson	K&M Cabinetry	401 2nd St NW			Kitchen remodel- install new cabinetry	\$ 14,000.00	\$ 233.00	Check #12120
4025	Building	January	1/8/2018	Larry Lundeen	Self	325 3rd St NE			Kitchen Remodel, install new interior doors & baseboards	\$ 25,000.00	\$ 387.00	Check #750
3908	RENEW	January	1/10/2018	Steven & Valerie Williams	Self	309 4th Ave NE			Home Addition (added additional value for work on 2nd floor)	\$ 4,300.00	\$ 80.40	Check #1702
4026	Sign	January	1/10/2018	Lund Oil Inc	Rose City Sign	3408 4th Ave NE		Hunters Run	Install signage on canopy	\$ -	\$ 100.00	Check #13009
4027	Sign	January	1/24/2018	SUSO 3 Watford LP /Stella Nails & Spa	Cascade/Renovare	113 6th Ave SE Ste 5600			Install signage to exterior of building for nail salon	\$ -	\$ 100.00	Card
4028	Building	January	1/25/2018	Wolf Creek Development, LLC	Tomate Mexican Grill, Corp.	701 Main St. N			Tenant interior improvements	\$ 5,863.78	\$ 119.09	Card
4029	Moving	January	1/29/2018	Warren Hovland	One Way Service Inc	405 -A 10th St SE			Moving manufactured home onto property	\$ -	\$ 150.00	Check #2108
4030	Moving	January	1/29/2018	Warren Hovland	One Way Service Inc	405 -B 10th St SE			Moving manufactured home onto property	\$ -	\$ 150.00	Check #2108
4031	Moving	January	1/29/2018	Warren Hovland	One Way Service Inc	407 -A 10th St SE			Moving manufactured home onto property	\$ -	\$ 150.00	Check #2108
4032	Moving	January	1/29/2018	Warren Hovland	One Way Service Inc	407 -B 10th St SE			Moving manufactured home onto property	\$ -	\$ 150.00	Check #2108
4033	Building	January	1/31/2018	Jesse Wellen	Sanford Construction	613 Sunset Drive			Bathroom remodel	\$ 8,000.00	\$ 149.00	Card
4034	Building	February	2/6/2018	North States Fishing Tool Co., Inc.	Macgrady Construction	1004 4th St SW			Office and bathroom remodel	\$ 20,000.00	\$ 212.00	Check #028222
4035	Building	February	2/6/2018	Nevin Dahl	Self	721 2nd Ave NE			Replace windows, cabinets, exterior door, flooring	\$ 20,000.00	\$ 317.00	Check #1662 & 1022
4036	Excavation	February	2/9/2018	City of Watford City	Lupine Construction	214 42nd St SE			Repair curb stop	\$ 3,500.00	\$ 86.00	Card
4037	Excavation	February	2/9/2018	City of Watford City	Lupine Construction	124 Main St S			Repair curb stop	\$ 3,500.00	\$ 86.00	Card
4038	Excavation	February	2/9/2018	City of Watford City	Lupine Construction	125 4th Ave SE			Repair curb stop	\$ 3,500.00	\$ 86.00	Card
4039	Demolition	February	2/12/2018	Russell Archer	Josh Mandler Builders LLC	1504 4th Ave NE			Demo interior: walls & flooring	\$ -	\$ 25.00	Check #1047
3934	RENEW	February	2/20/2018	Ross and Tricia Sundeen	Sutton Homes	713 16th St NE			Siding, Windows, Shingles, 16x20 Shed, Paver Patio, Replace Pergula	\$ -	\$ 20.00	Check #2478
3924	RENEW	February	2/26/2018	Barry Schmahl	self	509 5th st NE			6' ft. fence	\$ -	\$ 20.00	Card
3945	RENEW	February	2/26/2018	Barry Schmahl	Self	509 5th st NE			Construct 28''28' Detached garage	\$ -	\$ 20.00	Card
3767	Building	February	2/27/2018	Auto Property Solutions LLC	Self	1202 30th Ave NW			New Modular Single Family Home: insulate & sheet rock garage, install garage doors, construct back deck, finish basement	\$ -	\$ 20.00	Card
4040	Building	March	3/1/2018	Brandon Raymond	Self	305 4th St NE			Interior remodel: sheetrock, kitchen cabinets, flooring	\$ 25,000.00	\$ 387.00	Card
4041	Excavation	March	3/2/2018	City of Watford City	Lupine Construction	4th Ave SE			Excavation to repair water valve box	\$ 2,500.00	\$ 72.00	Card
4042	Fence	March	3/7/2018	John Scott Dodge	Dakota Fence	105 5th St SE			Fence backyard	\$ -	\$ 25.00	Card
4043	Building	March	3/9/2018	City of Watford City & Badlands Cellular of ND	Vinco Inc.	280 11th Ave NE			Install 12 x 22 equipment shelter near base of City water tower and install six 8' panel antennas on top of water tower for wireless base station/macro site	\$ 142,293.00	\$ 1,289.90	Card
4044	Sign	March	3/14/2018	SS Properties	Self	2699 122nd Ave NW		20-00-15385	Existing sign fastened to rig mat will be mounted to posts and poured in concrete	\$ -	\$ 100.00	Card
4045	Excavation	March	3/27/2018	City of Watford City	Lupine Construction	129 2nd St SW			Excavation to repair curb stop water valve	\$ 2,000.00	\$ 70.00	Card
4046	Building	March	3/28/2018	Kotana Communications and LCC Telecom for Sprint/Nextel	Vinco Inc.	1108 13th Ave SW			Install additional equipment/antenna to existing cellular tower	\$ 45,000.00	\$ 590.00	Check #3454
4047	Excavation	April	4/2/2018	City of Watford City	Lupine Construction	324 4th Ave NE			Excavation to repair curb stop water valve	\$ 2,500.00	\$ 72.00	Card
4048	Building	April	4/4/2018	Tyla Gates	Self	308 4th St NW			Interior remodel, basement bathroom, egress window	\$ 5,000.00	\$ 107.00	Card
4049	Building	April	4/9/2018	Eugene & Sharian Turnquist	ABC Seamless	405 Main St N			Remove asphalt shingles and install seamless steel roofing	\$ 35,070.00	\$ 490.70	Card
4050	Demolition	April	4/10/2018	Lyle Bruins	Self	329 4th St NW			Demo existing house	\$ -	\$ 25.00	Check #3500
4051	Building	April	4/10/2018	Lyle Bruins	FTH General LLC	329 4th St NW			1,296 SqFt modular single family home on basement foundation	\$ 138,500.00	\$ 1,265.25	Check #3500
4052	Demolition	April	4/16/2018	Bakken Communities LLC	Catalyst Construction	3414 7th Ave NE	124	Hunters Run	Interior demo due to water damage: drywall, insulation, flooring	\$ -	\$ 25.00	Card
4053	Building	April	4/16/2018	Eugene & Sharian Turnquist	ABC Seamless	405 Main St N			Install new siding on house	\$ 27,932.00	\$ 419.32	Card
3731 B	RENEW	April	4/16/2018	McKenzie County Healthcare Systems	JE Dunn Construction	709 4th Ave NE			New Hospital construction	\$ -	\$ 20.00	Card
3731 C	RENEW	April	4/16/2018	McKenzie County Healthcare Systems	JE Dunn Construction	709 4th Ave NE			Remodel the long term care facility	\$ -	\$ 20.00	Card
2949	RENEW	April	4/25/2018	11th Ave Partners LLC	Self	1117 9th St SW	Lot 5 Block 2	Tara Estates	Finish interior/exterior construction of duplex unit for final /C of O	\$ -	\$ 20.00	Card
2950	RENEW	April	4/25/2018	11th Ave Partners LLC	Self	1121 9th St SW	Lot 6 Block 2	Tara Estates	Finish interior/exterior construction of duplex unit for final /C of O	\$ -	\$ 20.00	Card
3977	RENEW	April	4/25/2018	City Bar /Legion	Hanson Masonry	117 Main St N			Construct dumpster enclosure in back parking lot/alley	\$ -	\$ 20.00	Cash

2017-2018
PERMIT REVIEW

April
04/26/2018

2017		
Month	Value	
January	\$ 25,400.00	
February	\$ 25,000.00	
March	\$ 128,770.00	
April	\$ 331,740.91	
May	\$ 2,441,145.00	
June	\$ 3,746,176.06	
July	\$ 95,552.00	
August	\$ 2,879,158.50	
September	\$ 94,825.25	
October	\$ 12,181,098.00	
November	\$ 185,320.00	
December	\$ 2,704,572.54	
2017 YTD	\$ 24,838,758.26	
APRIL YTD	\$ 510,910.91	

2017	269
APRIL YTD	53

2018		
Month	Value	
January	\$ 72,163.78	
February	\$ 50,500.00	
March	\$ 216,793.00	
April	\$ 209,002.00	
May		
June		
July		
August		
September		
October		
November		
December		
2018 YTD	\$ 548,458.78	

2018 YTD	40
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2017 Residential Permits			
Type	# of Units	# of Buildings	Value
Single Family Home	0	0	\$ -
Duplex	0	0	\$ -
Apartment 3-4 Units	0	0	\$ -
Apartment 5+ Units	103	3	\$ 10,800,000.00
2017 TOTAL	103	3	\$ 10,800,000.00

Units Buildings Value

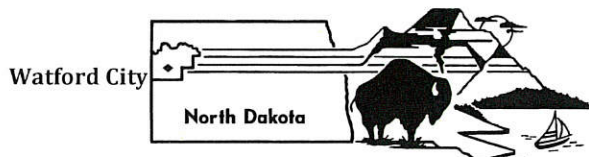
2018 Residential Permits			
Type	# of Units	# of Buildings	Value
Single Family Home	1	1	\$ 138,500.00
Duplex	0	0	\$ -
Apartment 3-4 Units	0	0	\$ -
Apartment 5+ Units	0	0	\$ -
2018 YTD	1	1	\$ 138,500.00

Units Buildings Value

APRIL	1	1	\$ 138,500.00
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Units Buildings Value

YTD: Year To Date



City of Watford City

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 Po Box 494
 Watford City, ND 58854
 Ph. 701-444-2533
 Fax 701-444-3004
www.cityofwatfordcity.com

2018

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 2 Wednesdays. 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 6, 2017	Tuesday December 26, 2017*	Tuesday January 2, 2018*
Wednesday January 10, 2018	Monday January 29, 2018	Monday February 5, 2018
Wednesday February 7, 2018	Monday February 26, 2018	Monday March 5, 2018
Wednesday March 7, 2018	Monday March 26, 2018	Monday April 2, 2018
Wednesday April 11, 2018	Monday April 30, 2018	Monday May 7, 2018
Wednesday May 9, 2018	Tuesday May 29, 2017*	Monday June 4, 2018
Wednesday June 6, 2018	Monday June 25, 2018	Monday July 2, 2018
Wednesday July 11, 2018	Monday July 30, 2018	Monday August 6, 2018
Wednesday August 8, 2018	Monday August 27, 2018	Tuesday September 4, 2018*
Wednesday September 5, 2018	Monday September 24, 2018	Monday October 1, 2018
Wednesday October 10, 2018	Monday October, 29 2018	Monday November 5, 2018
Wednesday November 7, 2018	Monday November 26, 2018	Monday December 3, 2018
Wednesday December 12, 2018	Monday December 31, 2018	Monday January 7, 2019

*Possible changes due to Holidays