

REFERENCES:

City Watford City Municipal Code of Ordinances, Chapter XV, Zoning Ordinances, Article XXX, Section 13- Simple Lot Split

DISCUSSION:

The School District has submitted the Division of Land Application for a Reversionary Parcel Map for the consideration of combining three lots. The purpose for submitting this application is because the School District is pursuing a project to convert the lots into a playground area to be used by the students from the adjacent Intermediate School.

The lots are currently vacant but had previously contained an old coal building and house. The structures were both demolished in the fall of 2017. The lot previously containing the coal building consists of two combined lots: Lots 7 and 8, and the lot previously containing the house is one lot: Lot 6. The application is proposing a reversion in order to combine all three lots: Lot 6, 7, and 8, into one large lot amounting to a combined total of 0.515 acres.

A Site Development Plan for this playground is currently being reviewed administratively by City Staff. Once the Site Development Plan review has been completed and comments have been addressed, construction is planned to be starting right away due to the deadline of needing the playground area finished and ready for the new school year starting this fall.

The City of Watford City mailed the property owners whom hold an interest in the property, as well as the adjacent property owners, a notice regarding the Land Use Application received for Reversionary Map. At the time of this report, none of the above mentioned noticed property owners have contacted The City regarding this Application.

SITE DEVELOPMENT:

- Access: The property is currently accessed off of Park Ave. E
- Sewer: City Sanitary Sewer Services are available within this area.
- Water: City Water Services are available within this area.

SURROUNDING LAND USE:

- North: Zoning – CF: Community Facility District
Use - Intermediate School
- East: Zoning – R3- Medium Residential District
Use - Single Family Homes
- South: Zoning – R3- Medium Density Residential District
Use - McKenzie County School District Old Bus Parking Lot
- West: Zoning – R3- Medium Density Residential District
Use - Single Family Homes

RECOMMENDATION:

It is the recommendation of City Planning Department Staff to **Approve** the Land Use Application for Revisionary Map to allow McKenzie County School District to combine 3 City lots with the end result being one lot of consisting of 0.515 acres.

PLANNING DEPARTMENT STAFF CONTACT:

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

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

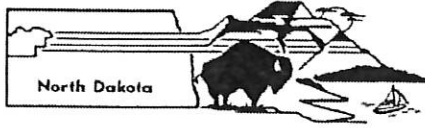
3.

Land Use Application

Zone Change

McKenzie County School District

PID: 82-05-04300; 82-05-04200; 82-01-15200



LAND USE

ZONE CHANGE

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

APPLICATION FEE:

Fee ~~\$300.00~~
 Waived

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 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 XXVI: AMENDMENTS.*

PROPERTY OWNER INFORMATION

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

APPLICANT INFORMATION

Same as Owner

APPLICANT NAME: Steven Holen	PHONE NUMBER: (701) 444-3626	EMAIL: sholen@watford-city.k12.nd.us
MAILING ADDRESS: P.O. Box 589, Watford City, ND 58854		

DEVELOPER INFORMATION

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

PROPERTY INFORMATION

PROPERTY ADDRESS: 329 East Park Avenue	CURRENT ZONING DISTRICT: R3	PROPOSED ZONING DISTRICT: CF
PARCEL NUMBER(S):	LEGAL DESCRIPTION: (SECTION, TOWNSHIP, RANGE)	
CURRENT USE OF PROPERTY: Former coal plant - demolished in 2017.	PROPOSED USE OF PROPERTY: Intermediate school playground	

DESCRIPTION

Please give a brief description of the proposed Zone Change.

The MCPSD #1 is pursuing a renovation of this property to serve as a playground for the Intermediate school beginning the 2018-2019 school year. The property was formerly used for a coal plant of which the school district has not used coal since 2007.

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:
[Signature]

DATE:
7, 12, 2018

PROPERTY OWNER SIGNATURE:

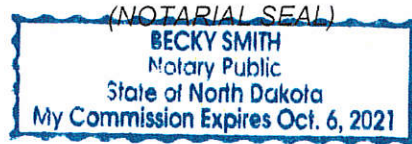
DATE:
____/____/____

PROPERTY OWNER NOTARY

On this 12th day of July, 2018 before me, the undersigned, a notary public for the state of North Dakota, personally appeared, Steve Holen 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.

[Signature]
Notary Public

Notary Public for the state of North Dakota
Residing at Watford City
My Commission Expires Oct. 6, 2021



OFFICE USE ONLY

- COPY OF PROPERTY DEED
- COPY OF TITLE REPORT
- 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:
7, 31, 18

MEETING DATES:
PLANNING COMMISSION:
7, 30, 18

ADJACENT PROPERTY OWNER NOTICES MAILED

CITY COUNCIL:
8, 6, 18

INVOICE:
INVOICE NUMBER: _____
DATE CREATED: ____/____/____ BY: _____

PAYMENT: **\$300.00**
DATE RECEIVED: ____/____/____ AMOUNT: \$ _____
 CARD CASH CHECK # _____



PO Box 589 - 100 Third Street NE
Watford City, North Dakota 58854
Ph: (701) 444-3626 Fax: (701) 444-6345
sholen@watford-city.k12.nd.us
Steven Holen, Superintendent

McKenzie County School District #1

July 20th, 2018

Re: Zone change and reversionary map parcel letter of justification

Planning and Zoning committee members,

The McKenzie County Public School District #1 is requesting a zone change and reversionary map proposal for the purpose of coming into compliance with city code for these properties and to reflect the correct zoning based on the current and planned used of these school district owned parcels. These applications reflect a change from the current R-3 zoning to the current CF zoning used for community facilities. The school district is currently using CF zoning on its other owned parcels and this change request would align with the zoning of other school district parcels at this time. Please consider these two requests for proposed changes at the upcoming planning and zoning committee meeting. If you have any further questions on these applications, please contact me at your convenience.

Thank you.

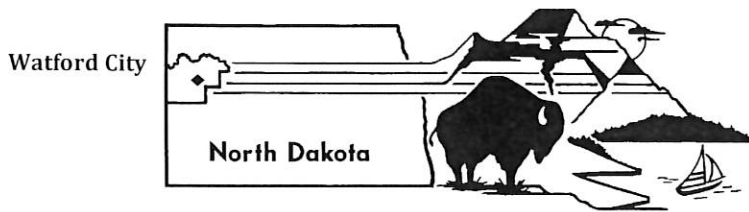
Sincerely,

A handwritten signature in blue ink, appearing to read "Dr. Steven Holen", with a long horizontal flourish extending to the right.

Dr. Steven Holen
Superintendent of Schools
McKenzie County Public School District #1 - Watford City
(701) 444-3626

"Making the Challenges of Proficiency and Student Development #1"

"The McKenzie County Public School District #1 will empower every student with the knowledge and skills necessary to succeed today and in the future."



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 6, 2018

STAFF REPORT

Land Use Application – Zone Change

APPLICANT:

Steve Holen
P.O. Box 589
Watford City, ND 58854

PROPERTY OWNERS:

McKenzie County School District
P.O. Box 589
Watford City ND, 58854

PROPERTY LOCATION:

PID: 82-05-04200,82-05-04300, & 82-01-15200; 321 Park Ave. E & 329 Park Ave. E in Section 19, Township 150 Range 98W of Watford City, McKenzie County, North Dakota.

REQUEST:

A Land Use Application for Zone Change has been submitted in consideration of changing the zoning from R3-Medium Density Residential District to CF-Community Facilities.

ZONING:

R3- Medium Density Residential District

CURRENT USE:

PID: 82-01-15200 is currently used as a parking lot for the adjacent school and 321 & 329 Park Ave E. had previously contained the school's old coal building and a house but both structures have since been demolished. These properties are currently vacant.

REFERENCES:

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

City of Watford City Municipal Code of Ordinances, Chapter XV Zoning Ordinances, Article XCIII (B) CF Community Facilities

City of Watford City Municipal Code of Ordinances, Chapter XV Zoning Ordinances, Article XIII, R3-Medium Density Residential District

SITE DEVELOPMENT:

- Access: The property is currently accessed off of Park Ave. E
- Sewer: City Sanitary Sewer Services are available within this area.
- Water: City Water Services are available within this area.

SURROUNDING LAND USE:

- North: Zoning – CF: Community Facility District
Use - Intermediate School
- East: Zoning – R3- Medium Residential District
Use - Single Family Homes
- South: Zoning – R3- Medium Density Residential District
Use - McKenzie County School District Old Bus Parking Lot
- West: Zoning – R3- Medium Density Residential District
Use - Single Family Homes

DISCUSSION:

This zone change request encompasses three properties, all of which are located within City limits. The two properties addressed as 321 Park Ave. E & 329 Park Ave. E. are both currently vacant lots. The lots had previously contained an old coal building and house but the structures were both demolished in the fall of 2017. The property is currently vacant but the School District is planning for the site to be the location of a new playground which will be utilized by the students from the adjacent Intermediate School. The third parcel, PID: 82-01-15200 is located across the street, to the west, of the Intermediate School and is currently used as a parking lot for school staff.

All three parcels are currently zoned R3- Medium Density Residential District. The parcels are all currently owned by the School District and at this time, the R3 zoning district does not reflect the current or potential future uses of these properties. The application is requesting a zone change to CF, Community Facilities. The uses listed within the Municipal Code of Ordinances for CF Zoning District are more appropriate for these particular public school related properties rather than their current residential zoning:



School Zone Change

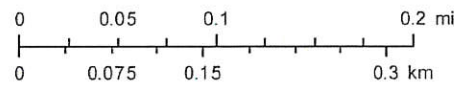


July 18, 2018

1:5,968

-  StreetCenterlines
-  Place Names
-  Watford City Limits
-  Extra-Territorial Area (ETA)

-  Cherry Creek
-  Parcels from McKenzie County



GIS, Watford City, AE2S









4.

Land Use Application

Zone Change

City of Watford City Cemetery

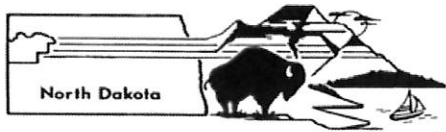
PID: 200010100

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 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 XXVI: AMENDMENTS.*

PROPERTY OWNER INFORMATION

OWNER NAME(S):
CITY OF WATFORD CITY

PHONE NUMBER:
701-444-2533

EMAIL:

MAILING ADDRESS:
213 2ND ST. NE WATFORD CITY ND 58854

APPLICANT INFORMATION

Same as Owner

APPLICANT NAME:
CITY OF WATFORD CITY

PHONE NUMBER:
701-444-2533

EMAIL:

MAILING ADDRESS:
213 2ND ST. NE WATFORD CITY ND 58854

DEVELOPER INFORMATION

DEVELOPER NAME:

PHONE NUMBER:

EMAIL:

MAILING ADDRESS:

PROPERTY INFORMATION

PROPERTY ADDRESS:
420 HWY 1806

CURRENT ZONING DISTRICT:
AG- AGRICUTURAL DISTRICT

PROPOSED ZONING DISTRICT:
CF- COMMUNITY FACILITY

PARCEL NUMBER(s):
200010100

LEGAL DESCRIPTION: (SECTION, TOWNSHIP, RANGE)
SEC. 15, TS. 150N , R. 98W

CURRENT USE OF PROPERTY:
SHAFFER CEMETERY

PROPOSED USE OF PROPERTY:
CONTINUE PAST USE

DESCRIPTION Please give a brief description of the proposed Zone Change.

THE CITY OF WATFORD CITY WOULD LIKE TO CHANGE THE ZONE FOR THIS PROPERTY TO THE PROPOSED USE OF COMMUNITY FACILITY.

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 / 11 / 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: [Signature] DATE: 7, 11, 18

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.

(NOTARIAL SEAL)

Notary Public

Notary Public for the state of _____

Residing at _____

My Commission Expires _____

▼ OFFICE USE ONLY ▼

- COPY OF PROPERTY DEED
- COPY OF TITLE REPORT
- 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:

7, 12, 18

1 / 1

ADJACENT PROPERTY OWNER NOTICES MAILED

MEETING DATES:

PLANNING COMMISSION:

9, 30, 18

CITY COUNCIL:

8, 16, 18

INVOICE:

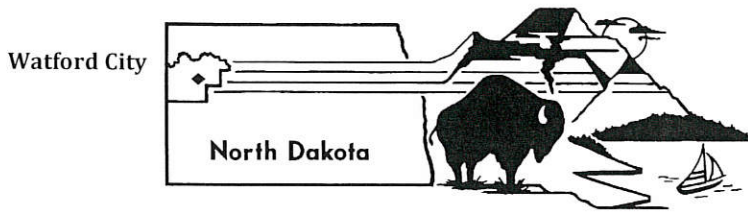
INVOICE NUMBER: N/A

DATE CREATED: ____/____/____ BY: _____

PAYMENT: \$300.00

DATE RECEIVED: N/A 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 6, 2018

STAFF REPORT

Land Use Application – Zone Change

APPLICANT:

City of Watford City
213 2nd St. NE
Watford City, ND 58854

PROPERTY OWNERS:

City of Watford City

PROPERTY LOCATION:

Section 15, Township 150, Range 98, PID: 200010100; 420 Hwy 1806 in of Watford City, McKenzie County, North Dakota.

REQUEST:

A Land Use Application has been submitted for a Zone Change to CF- Community Facility.

ZONING:

AG- Agricultural District

CURRENT USE:

Shaffer Cemetery

REFERENCES:

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

SITE DEVELOPMENT:

Access: The property is currently accessed off Highway 1806

Sewer: City Sanitary Sewer Services are available within this area.

Water: City Water Services are available within this area.

SURROUNDING LAND USE:

North: Zoning – AG: Agricultural District
Use - Agricultural Land

East: Zoning – R1- Single Family Homes/ AG- Agricultural District
Use - Single Family Homes/ Agricultural Land

South: Zoning – C-1 General Commercial District
Use - No Development at this time

West: Zoning – C-2- Commercial Service District
Use - No Development at this time

DISCUSSION:

This property is owned by the City and located within our ETA (Extra Territorial Area). The property is currently zoned AG- Agricultural District. The City is currently working on adding a second addition plot to the Cemetery and felt this was the appropriate time to bring the property into compliance with the appropriate zoning. The proposed zone will be CF- Community Facility, which according to City ordinance will be a better fit the property's use.

According to The City of Watford City Municipal Code of Ordinances Chapter XV Zoning Ordinance ARTICLE XVIII(B) - CF COMMUNITY FACILITIES,

"The following regulations shall apply to the CF Community Facilities Zone. No new building or structure shall be erected, or parcel development in a CF Community Facilities Zone unless full public services are available and in conformance with the provisions identified herein. The CF Community Facilities Zone is established in order to provide for the location and development of site suitable for necessary public buildings, structures, uses and accessory uses, and related private buildings, structures, uses, and accessory uses, open space and community recreational facilities. The development standards shall be specified in the conditional use permit process and within a development agreement."

SECTION 3. - CONDITIONAL USES:

1. Accessory Uses and Structures.
2. Airport/Airstrip.
3. Cemetery
4. College or University.
5. Communication Building, Antennas and Towers.
6. Concert Hall and Convention Center.
7. Electric sub-Sub-Stations.
8. Emergency Care Facility.
9. Exposition Halls.
10. Fairground.

11. *Gravel Pit, Temporary during construction.*
12. *Heliport.*
13. *Place of worship.*
14. *Public or Private Utility Facilities and Structures.*
15. *Storm Water Retention/Detention Facilities.*
16. *Temporary Government Facilities.*
17. *Water Supply and Treatment Facility.*

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.

The City of Watford City mailed the property owners whom hold an interest in the property, as well as the adjacent property owners, a notice regarding the Land Use Application received for Zone Change. At the time of this report, none of the above mentioned noticed property owners have contacted The City regarding this Application.

RECOMMENDATION:

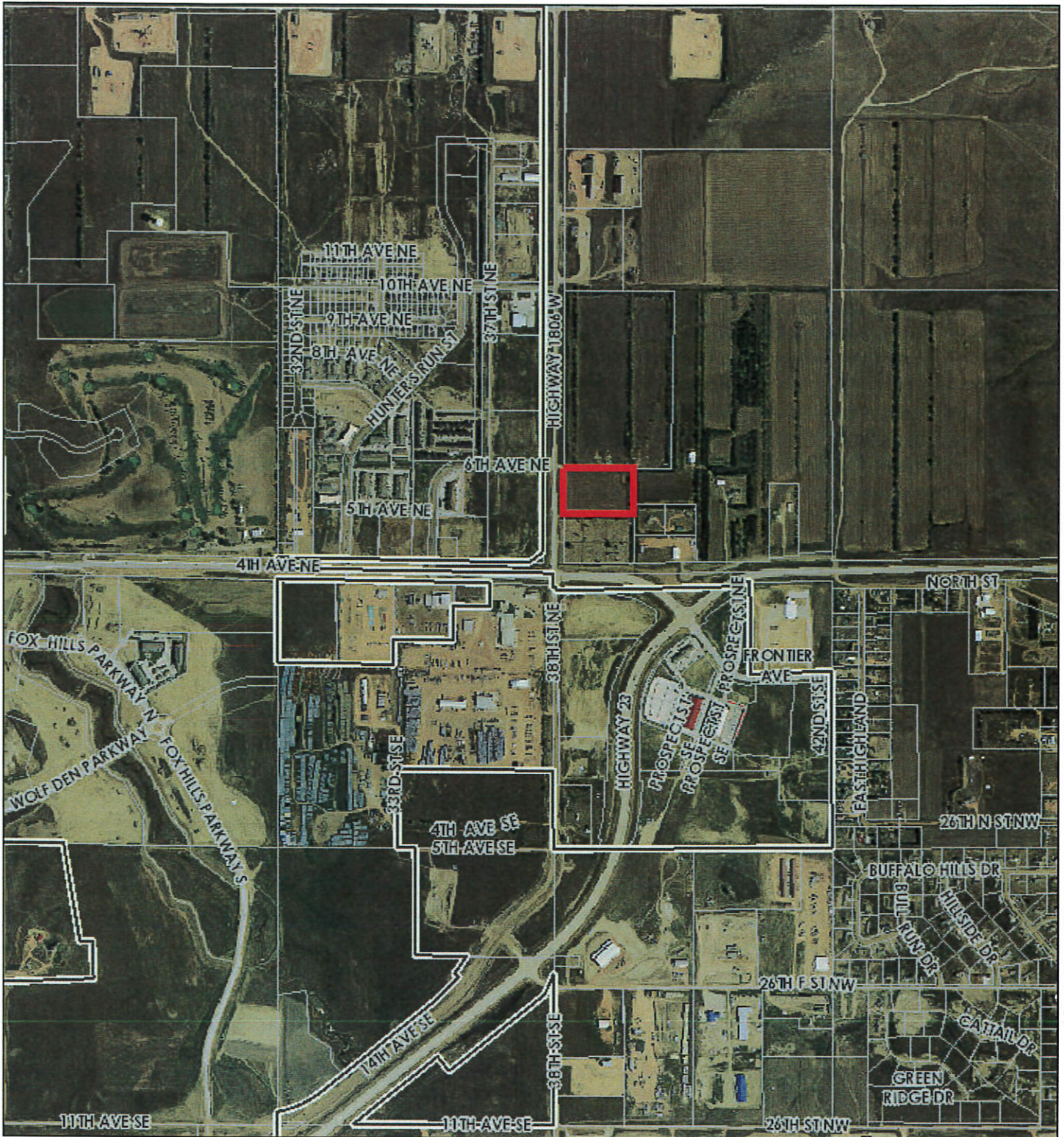
It is the recommendation of City Planning Department Staff to Approve the Land Use Application for Zone Change of Shaffer Cemetery to be Zoned CF- Community Facility.

PLANNING DEPARTMENT STAFF CONTACT:

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



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

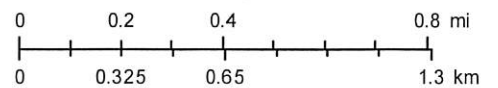
Shaffer Cemetary



July 18, 2018

1:23,874

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



GIS, Watford City, AE2S







5.

Land Use Application

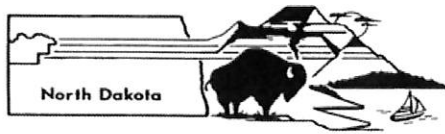
Conditional Use Permit

City of Watford City Cemetery

PID: 200010100

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): CITY OF WATFORD CITY	PHONE NUMBER: 701-444-2533	EMAIL:
MAILING ADDRESS: 213 2ND ST. NE WATFORD CITY ND 58854		

APPLICANT INFORMATION

Same as Owner

APPLICANT NAME: CITY OF WATFORD CITY	PHONE NUMBER: 701-444-2533	EMAIL:
MAILING ADDRESS: 213 2ND ST. NE WATFORD CITY ND 58854		

DEVELOPER INFORMATION

DEVELOPER NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		

PROPERTY INFORMATION

PROPERTY ADDRESS: 420 HWY 1806 W	ZONING DISTRICT: CF- COMMUNITY FACILITY
PARCEL NUMBER(s): 200010100	LEGAL DESCRIPTION: (SECTION, TOWNSHIP, RANGE) SEC. 15, TS. 150N, R. 98W
CURRENT USE OF PROPERTY: SHAFFER CEMETERY	PROPOSED USE OF PROPERTY: CEMETERY

DESCRIPTION Please give a brief description of the proposed Conditional Use.

PER THE WATFORD CITY MUNICIPAL CODE OF ORDINANCES THIS ZONE REQUIRES A CONDITIONAL USE PERMIT FOR A CEMETERY.

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: 7/11/18
--------------------------	------------------

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:


DATE:
7 / 11 / 18

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.

(NOTARIAL SEAL)

Notary Public

Notary Public for the state of _____

Residing at _____

My Commission Expires _____

▼ OFFICE USE ONLY ▼

- COPY OF PROPERTY DEED
- COPY OF TITLE REPORT
- 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:

7, 18, 18
7, 25, 18

ADJACENT PROPERTY OWNER NOTICES MAILED

MEETING DATES:

PLANNING COMMISSION:

7, 30, 18

CITY COUNCIL:

8, 6, 18

INVOICE:

INVOICE NUMBER: _____ **NA**

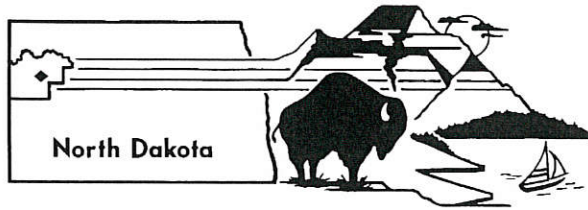
DATE CREATED: ____ / ____ / ____ BY: _____

PAYMENT: \$525.00

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

CARD CASH CHECK # _____

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 6, 2018

STAFF REPORT

Land Use Application – Conditional Use Permit

APPLICANT:

City of Watford City
213 2nd St. NE
Watford City, ND 58854

PROPERTY OWNERS:

City of Watford City

PROPERTY LOCATION:

Section 15, Township 150 Range 98 PID: 200010100; 420 Hwy 1806 in of Watford City, McKenzie County, North Dakota.

REQUEST:

A Land Use Application has been submitted for a Zone Change to CF- Community Facility

ZONING:

CF- Community Facility

CURRENT USE:

Shaffer Cemetery

REFERENCES:

Watford City Municipal Code of Ordinances Chapter XV Zoning Ordinances, Article XXV, Conditional Uses; Article XXVII(B)- CF- Community Facility.

SITE DEVELOPMENT:

Access: The property is currently accessed off Highway 1806

Sewer: City Sanitary Sewer Services are available within this area.

Water: City Water Services are available within this area.

SURROUNDING LAND USE:

North: Zoning – AG: Agricultural District
Use - Agricultural Land

East: Zoning – R1- Single Family Homes/ AG- Agricultural District
Use - Single Family Homes/ Agricultural Land

South: Zoning – C-1 General Commercial District
Use - No Development at this time

West: Zoning – C-2- Commercial Service District
Use - No Development at this time

DISCUSSION:

This property is located within our ETA (Extra Territorial Area) and is currently zoned CF-Community Facility. The City is currently working on a second addition to Plat the current Cemetery and felt this was the appropriate time to bring the property into compliance with appropriate zoning. Following the Zone Change, per Watford City Municipal Cod of ordinances, a cemetery is within the CF-Community Facility Zone.

A cemetery is not a permitted use within CF Zones. Therefore, the City of Watford City is applying for a Conditional Use Permit. As part of platting a second addition to Shaffer Cemetery a Zone Change and Conditional Use Permit are requirements.

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.

The City of Watford City mailed the property owners whom hold an interest in the property, as well as the adjacent property owners, a notice regarding the Land Use Application received for Conditional Use Permit. At the time of this report, none of the above mentioned noticed property owners have contacted The City regarding this Application.

RECOMMENDATION:

It is the recommendation of City Planning Department Staff to Approve the Land Use Application for Conditional Use Permit for The City of Watford City's Shaffer Cemetery.

PLANNING DEPARTMENT STAFF CONTACT:

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

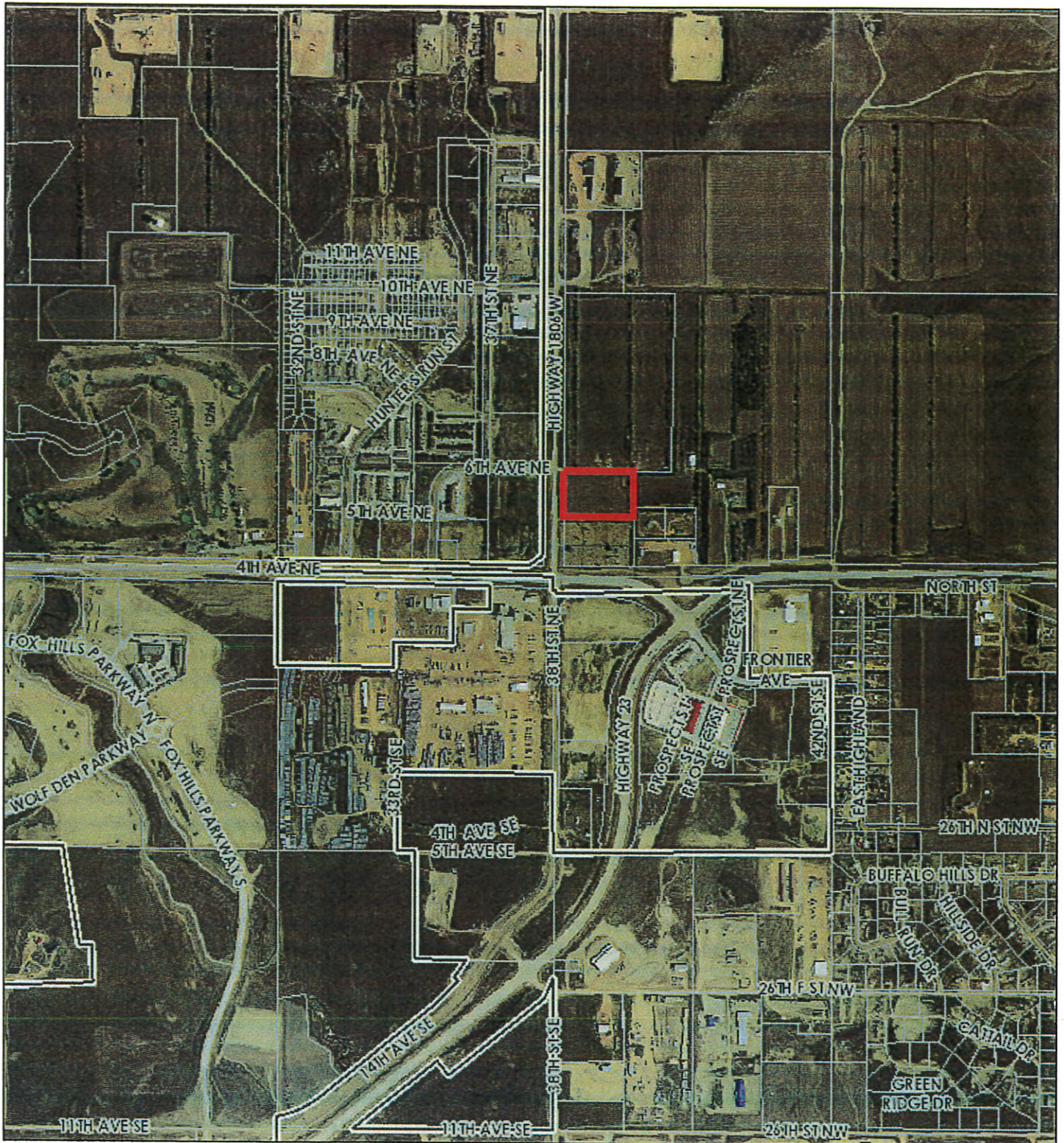
LaRissa Bertram
lbertram@nd.gov
(701)444-8406











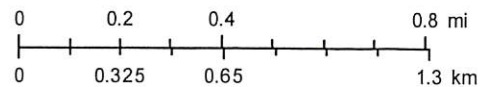
Shaffer Cemetary



July 18, 2018

1:23,874

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



GIS, Watford City, AE2S

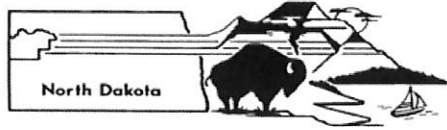
6.

Division of Land Application

Preliminary Plat

City of Watford City Cemetery

PID: 200010100



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 copy of current property deed(s) and/or title report. Once approved by City Council, a Final Subdivision Plat must be submitted for additional review and approval before Subdivision Plat 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): CITY OF WATFORD CITY	PHONE NUMBER: 701-444-2533	EMAIL:
MAILING ADDRESS: 213 2ND ST NE WATFORD CITY ND 58854		

APPLICANT INFORMATION

Same as Owner

APPLICANT NAME: CITY OF WATFORD CITY	PHONE NUMBER: 701-444-2533	EMAIL:
MAILING ADDRESS: 213 2ND ST NE WATFORD CITY ND		

DEVELOPER INFORMATION

DEVELOPER NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		

PROPERTY INFORMATION

PROPERTY ADDRESS/LOCATION: 420 HWY 1806 W	ZONING DISTRICT: CF- COMMUNITY FACILITY	
PARCEL NUMBER(s): 20-00-0100	PROPOSED SUBDIVISION NAME: SHAFFER CEMETERY 2ND ADDITION	
LEGAL DESCRIPTION: (SECTION, TOWNSHIP, RANGE) SEC. 15, TS. 150N, R. 98W		
EXISTING ACREAGE/SQ.FT.: 6.55 ACRES	NEW ACREAGE/SQ.FT.: 7.14	PROPOSED # OF LOTS: 1
CURRENT USE OF PROPERTY: SHAFFER CEMETERY	PROPOSED USE OF PROPERTY: CONTINUE PAST USE	

DESCRIPTION

Please give a brief description of the Preliminary Subdivision Plat.

THE CITY OF WATFORD CITY WOULD LIKE TO HAVE AN ADDITION TO OUR CURRENT CEMETERY DO TO THE LIMITED SPACE AVAILABLE FOR FUTURE USE.