

CITY OF WATFORD CITY

P.O. BOX 494

WATFORD CITY, NORTH DAKOTA 58854

AGENDA

December, 29 2015

PLANNING COMMISSION

Heritage Room in City Hall @ 6:00 P.M.

- **Call to Order Public Hearing**

1. Public Hearing to hear comment on considering a Renewal of Conditional Use Permit application submitted by Sand Draw LLC on property located Section 29, T150W, and R98W, Lot 2 / 2004 12th St SE Watford City, ND. In consideration of an application renewal for a Conditional Use Permit to allow for employee housing located at the described property.
2. Public Hearing to hear comment on considering a Renewal of Conditional Use Permit application submitted by Tomahawk Pipeline Construction SE ¼ Section 8, T150N, R98W / 1920 17th Ave NW. In consideration of an application renewal for a Conditional Use Permit to allow for employee housing located at the described property.
3. Public Hearing to hear comment on considering a Renewal of Conditional Use Permit application submitted by SSID, LLC / Robert Trupe for property located 118 11th Ave SW (formerly 1005 Main St South) Watford City, ND. In consideration of an application renewal for a Conditional Use Permit to allow for employee & manager housing located at the described property.
4. Public Hearing to hear comment on considering a Renewal of Conditional Use Permit application submitted by Shawn McKinney for Watford Express Laundry for property located 302 11th St SE / Section 19, T150N, R98W, Lot 1 & 2. In consideration of an application renewal for a Conditional Use Permit to allow for employee & or manager housing located at the described property.
5. Public Hearing to hear comment on considering a Renewal of Conditional Use Permit application submitted by Heggen Equipment for property located 805 Main St South / Section 24, T150N, R99. In consideration of an application renewal for a Conditional Use Permit to allow for employee housing located at the described property.
6. Public Hearing to hear comment on considering a Renewal of Conditional Use Permit application submitted by McKenzie Building Center for property located 1504 4th Ave NE / Section 17, T150n, R98W IT # 845. In consideration of an application renewal for a Conditional Use Permit to allow for employee housing located at the described property.
7. Public Hearing to hear comment on considering a Renewal of Conditional Use Permit application submitted by JDM Development Group, LLC / Michael Jelsing for property located 324 3rd St NW. In consideration of an application renewal for a Conditional Use Permit to allow for temporary dental office in home located at the described property.

8. Public Hearing to hear comment on considering a Renewal of Conditional Use Permit application submitted by Joseph & Margaret Girard Family Trust and US Forest Service for property located 1901 Main St South / Section 25, T150, R99 IT# 827. In consideration of an application renewal for a Conditional Use Permit to allow for employee housing located at the described property.

9. Public Hearing to hear comment on considering a Renewal of Conditional Use Permit application submitted by Precision Well Service, Inc. for property located 2000 2nd Ave SW / Lot 1 Block 8 Watford City Courtyard Addition. In consideration of an application renewal for a Conditional Use Permit to allow for 10,000 gallon bulk fuel storage located at the described property.

10. Public Hearing to hear comment on considering a Renewal of Conditional Use Permit application submitted by Craig & Julie Nelson for property located 1112 11th Ave SE / Section 19, T150, R98 IT # 1320. In consideration of an application renewal for a Conditional Use Permit to allow for managers quarters located at the above described property.

~~11. Public Hearing to hear comment on considering a Renewal of Conditional Use Permit application submitted by Badlands Cellular of ND, d/b/a Verizon Wireless & Fraternal Order of the Eagles #3543 for property located 1904 Main St South / Section 30, T150, R98 IT# 860, Lot 3 In consideration of an application renewal for a Conditional Use Permit to allow for temporary cell site trailer on wheels to provide additional wireless capacity for up to two years until a permanent facility can be installed at the above described property.~~

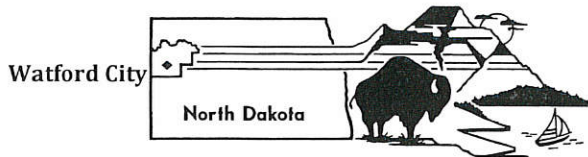
- **Close Public Hearing**
- **Call to Order Regular Meeting**
- **Approve Minutes:** November 30, 2015 Meeting
- **Old Business:**
- **Final Plat Applications:**
- **New Business:**
- **Review Permits:** Attached
- **Adjournment**

Mildred Williams, Asst. City Planner

1.

Conditional Use Permit Annual Renewal

Sand Draw, LLC.



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

December 15, 2015

STAFF REPORT

CU 21-2015 Annual Review of Conditional Use Permit (Original CUP # CU 24-2011)

Applicant

Sunland Field Offices
2004 12th St SE
Watford City, ND 58854

Property Owners

Sand Draw LLC.

Property Address: 2004 12th Street SE

Conditional Use Requested: Employee Housing in the C-1 District in the ETA

Reference: Watford City City Code Sec. XV – Article XXV, Conditional Uses

Discussion: The original application was filed in conjunction with a Zone Change application for the development of a commercial “shop” and for Employee Housing in the C-1 district. Since original applicaton Sand Draw has leased the property to Sunland Field Services. Planning Staff spoke with Devin Kepharet of Sunland Field Services regarding the CUP; At this time there is one single wide mobile home on the property being utilized as employee housing for Sunland Field Services. Sunland’s lease is up in April, until that time they require housing for their employees.

The property is located South of Highway 85 Bypass on 12th St. SE. The subject property contains 3.58 acres.

The site is in the newly created Extra Territorial Area (ETA) and therefore falls within the jurisdiction of the Watford City Planning and Zoning Commission. The intent of the ETA is to regulate growth and development within one mile of the City but to not be restrictive in nature.

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

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.” At the CU permit’s annual review, if it is determined that there is a long-term need, the P&Z commission can recommend to the city council that the permittee pave the parking areas. However, the P&Z Commission cannot waive the requirement to provide paved parking and driving surfaces. They can only make a recommendation to the City Council to do so. Should the use become long-term the requirement to pave should be implemented. In the interim, a dust palliative such as magnesium chloride can be applied.

Surrounding Land Use Inventory:

West: Zoning -	AG, McKenzie County	(Watford City Land Use Jurisdiction)
Use -	Agricultural	
South: Zoning -	AG McKenzie County	(Watford City Land Use Jurisdiction)
Use -	Agricultural	
North: Zoning -	AG, McKenzie County	(Watford City Land Use Jurisdiction)
Uses -	Agricultural	
East: Zoning -	I, McKenzie County	(Watford City Land Use Jurisdiction)
Uses -	GT Industrial Park	

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

- 1. The conditional use will not be detrimental to or endanger the public health, safety or general welfare;*
- 2. The existing permitted uses in the neighborhood will not in any manner be substantially impaired or diminished by the establishment of the conditional use;*
- 3. The conditional use will not impede the normal and orderly development of the surrounding property for uses permitted in the district;*
- 4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided;*
- 5. Adequate measures have or will be taken to provide access and exit so designed as to minimize traffic congestion in the public streets; and*
- 6. The conditional use shall conform to all special provisions of the district in which it is located.*

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

Site Development:

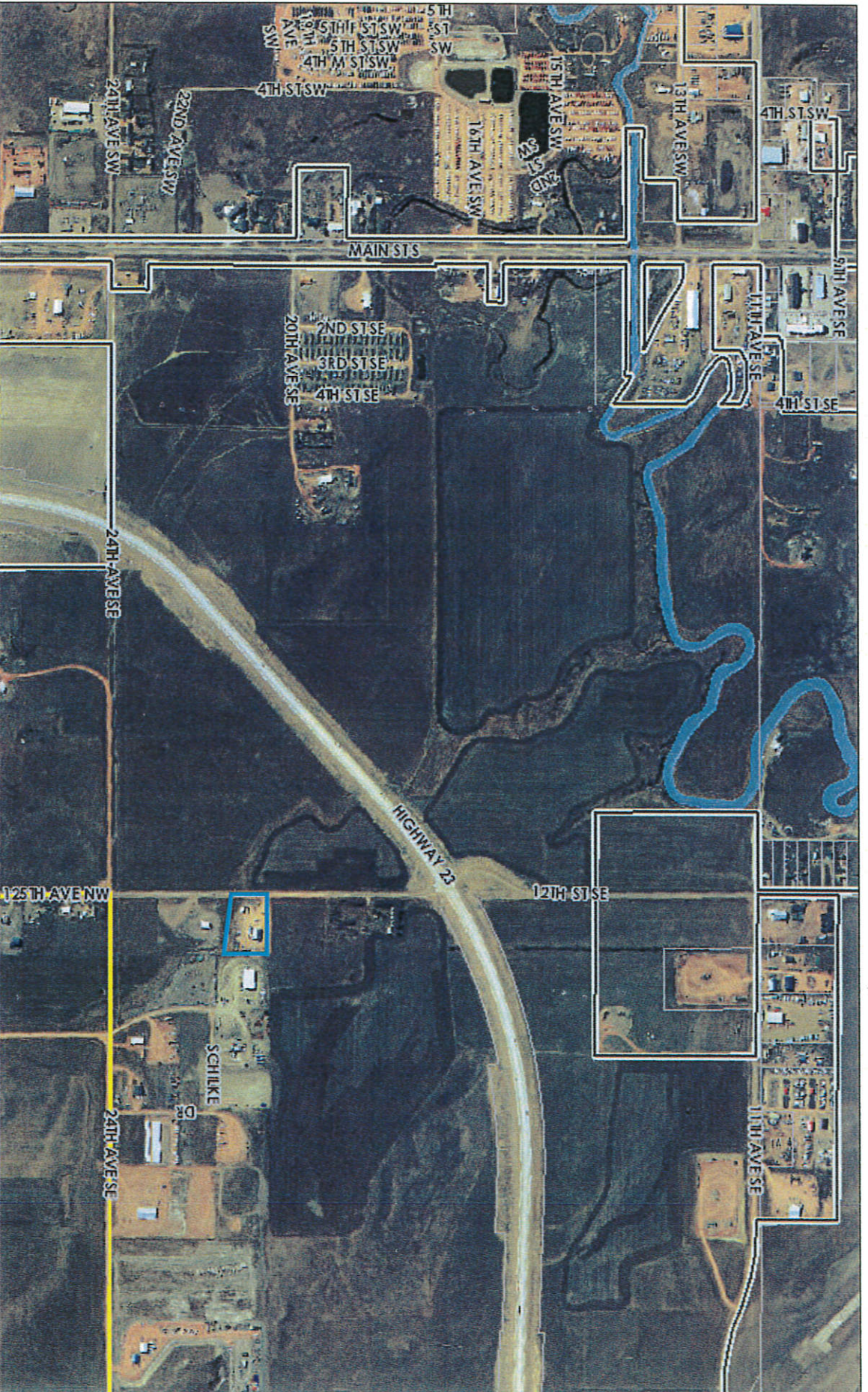
- Access:** The property is accessible from 12th St SE off of Hwy 85 E bypass. 12th St SE is unpaved.
- Sewer:** There are no existing city sanitary sewer mains within the property. The property is serviced by an individual sewage disposal system.
- Water:** There are no existing city water mains within the property. The property is serviced by either rural water or private well.

Recommendation:

Staff recommends **DENY / TERMINATE / APPROVE** renewal of CUP allowing for employee housing on C1 zoned property, subject to the following conditions:

1. The conditional use permit will allow only factory manufactured campers and DOT approved recreational vehicles or Housing and Urban Development (HUD) approved manufactured housing are permitted. No non-factory housing shall be permitted.
2. The conditional use permit allows for one (1) single wide mobile home.
3. The conditional use permit shall be specific as to number of parking spaces to be provided. A minimum of 2 off-street parking spaces per site shall be provided.
4. A dust palliative should be required to be applied to parking areas from May through October.
5. Parking areas shall be surfaced with a minimum of 6" of crushed aggregate, not scoria. Scoria may be used as a base course for the final surfacing.
6. Conditional Use Permit will expire after 6 months if no action is taken.
7. Conditional Use Permit shall be reevaluated after 1 year.

Sunland Field Services



December 16, 2015

Street Centerlines

Watford City Limits

Territorial Area (ETA)

Lot Lines

Cherry Creek

Parcels from McKenzie County

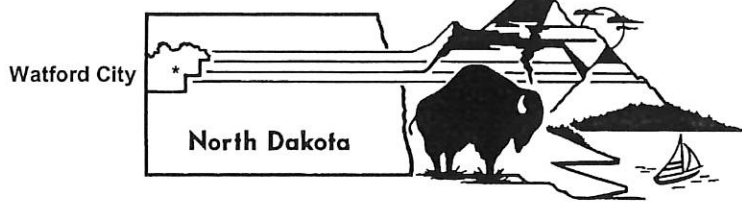


GIS: Watford City, AE2S
Furgo: Geospatial Inc.

2.

Conditional Use Permit Annual Renewal

Tomahawk Pipeline Construction



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

December 22, 2015

STAFF REPORT

CU-31-2015 (*Renewal*) Conditional Use (Original CUP CU-10-2012)

<u>Applicant</u> Tomahawk Pipeline Construction C/o Jim LaClair Box 312 Watford City, ND 58854	<u>Property Owners</u> Same
--	--------------------------------

Property Address: 1920 17th Ave NE

Conditional Use Requested: Employee Housing

Reference: Watford City City Code Sec. XV – Article XXV, Conditional Uses

Discussion: The original application requested a permit to develop employee housing on the same lot where the business is located. The business owner never built the employee housing, but did develop the property for conducting its pipeline construction business.

The property is located ½ mile east of Co. 36 on 17th Ave. NE. The subject property contains 20± acres.

The property is developed and in compliance with the City's C-1 General Commercial District.

The City of Watford City mailed the property owners that hold an interest in the property and the adjoining property owners a notice regarding this Conditional Use Permit renewal.

Surrounding Land Use Inventory:

West:	Zoning -	C-12, Watford City
	Use -	Residential
South:	Zoning -	R-4, Watford City
	Use -	Undeveloped
North:	Zoning -	C-1, Watford City
	Uses -	Commercial
East:	Zoning -	C-1, Watford City
	Uses -	Commercial

Site Development

Access: The property is accessible from 17th Ave. NE.

Sewer: There are no existing city sanitary sewer mains within the property. The property is serviced by an individual sewage disposal system.

Water: There are no existing city water mains within the property. The property is serviced by either rural water or a private well.

Analysis: The existing development are ripe for supporting a CUP for employee housing at this location.

Recommendation:

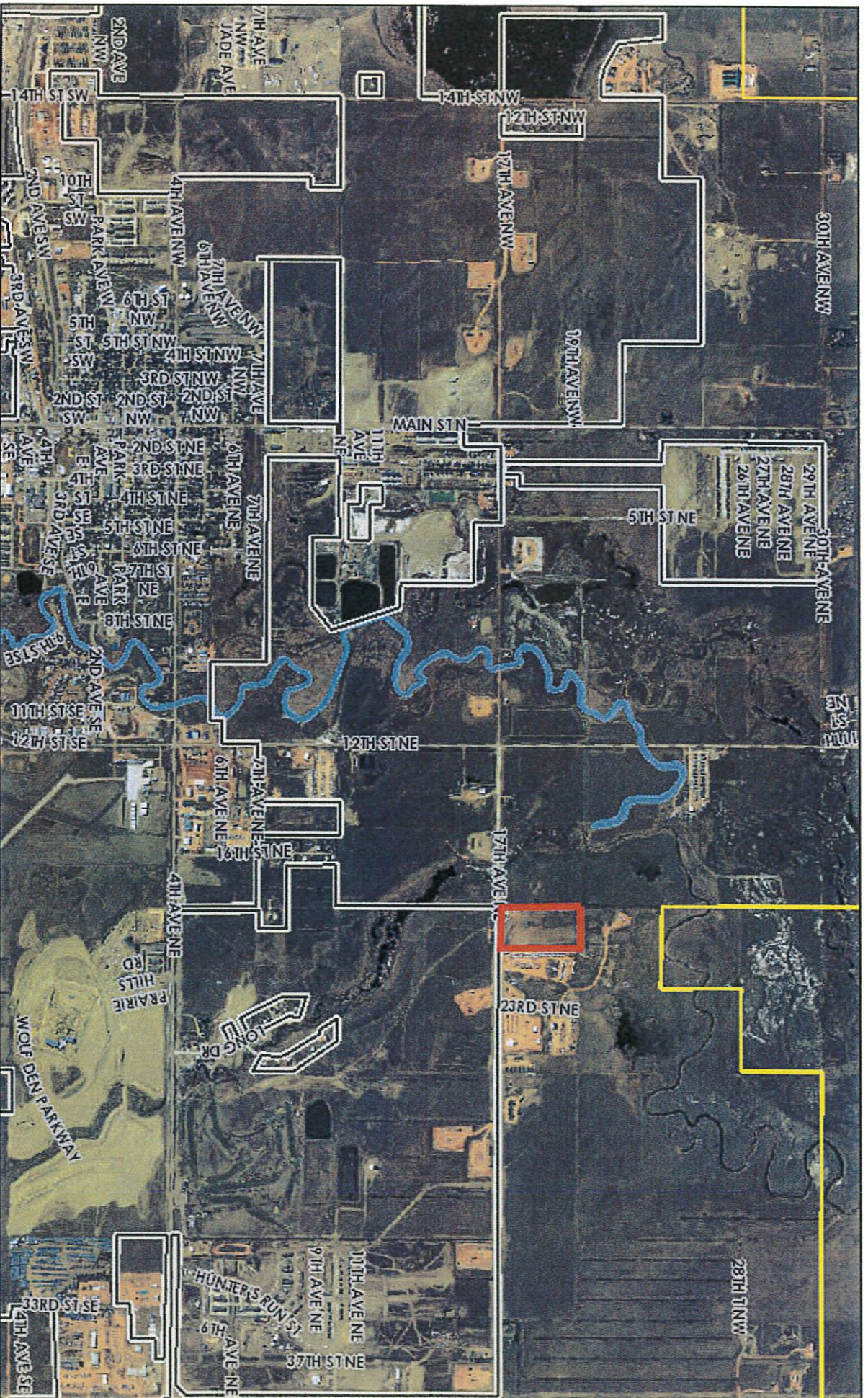
Staff recommends **terminating** of the conditional use permit based on the following:

1. The business never developed employee housing at this site.
2. The initial CUP expired after 6 months if there was no action to develop employee housing.
3. Staff discussed with the applicant the need for a CUP for employee housing via telephone. There is no plan to build employee housing at this site; their business has slowed over the past year, and most of their employees have returned to their permanent homes.
4. Applicant stated that if the need for employee housing arises in the future the company would apply for a new CUP.

Contact:

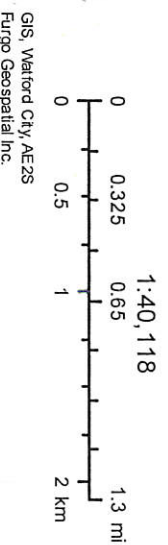
Chris York
Assistant City Planner
City of Watford City
(701) 444-2533

1920 17th Ave NE



December 22, 2015

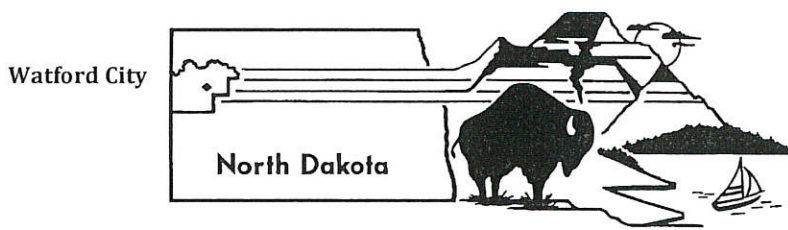
- Street Centerlines
- Watford City Limits
- Cherry Creek
- Parcels from McKenzie County
- Extiritorial Area (ETA)



3.

Conditional Use Permit Annual Renewal

SSID, LLC. /Robert Trupe



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

December 15, 2015

STAFF REPORT

CU 23-2015 Annual Review of Conditional Use Permit (Original CUP # CU 16-2012)

Applicant
SSID, LLC
3213 W Main St # 119
Rapid City, SD 57702

Property Owners
Robert Trupe

Property Address: 1005 Main Street South, Watford City ND.

Conditional Use Requested: Employee Housing on Commercial Zoned property

Zone: C-1, General Commercial District

Reference: Watford City City Code Sec. XV – Article XVII, Conditional Uses, General Commercial District, Watford City Code Sec. XV – Article XXV, Conditional Uses

Discussion: The original application was filed in conjunction with a Zone Change application for the development of a commercial laundry service and is for Temporary Employee Housing in the C-1 district. The property is located at intersection of Main St. South (Hwy 85 South) and 11th Ave SW, subject property contains .50 acres.

The site is in the newly created Extra Territorial Area (ETA) and therefore falls within the jurisdiction of the Watford City Planning and Zoning Commission. The intent of the ETA is to regulate growth and development within one mile of the City but to not be restrictive in nature.

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

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." At the CU permit's annual review, if it is determined that there is a long-term need, the P&Z commission can recommend to the city council that the permittee pave the parking areas. However, the P&Z Commission cannot waive the requirement to provide paved parking and driving surfaces. They can only make a recommendation to the City Council to do so. Should the use become long-term the requirement to pave should be implemented. In the interim, a dust palliative such as magnesium chloride can be applied.

Surrounding Land Use Inventory:

West: Zoning -	AG, McKenzie County	(Watford City Land Use Jurisdiction)
Use -	Agricultural	
South: Zoning -	AG McKenzie County	(Watford City Land Use Jurisdiction)
Use -	Agricultural	
North: Zoning -	AG, McKenzie County	(Watford City Land Use Jurisdiction)
Uses -	Agricultural	
East: Zoning -	I, McKenzie County	(Watford City Land Use Jurisdiction)
Uses -	GT Industrial Park	

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

1. *The conditional use will not be detrimental to or endanger the public health, safety or general welfare;*
2. *The existing permitted uses in the neighborhood will not in any manner be substantially impaired or diminished by the establishment of the conditional use;*
3. *The conditional use will not impede the normal and orderly development of the surrounding property for uses permitted in the district;*
4. *Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided;*
5. *Adequate measures have or will be taken to provide access and exit so designed as to minimize traffic congestion in the public streets; and*
6. *The conditional use shall conform to all special provisions of the district in which it is located.*

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

Site Development:

Access: The property is accessible from 11th Ave. SW which is in poor condition.
Sewer: There are existing city sanitary sewer mains within the property.
Water: There are existing city water mains within the property.

Analysis: The proposed conditional use provides temporary employee housing for the commercial laundry business.

Recommendation:

Staff recommends **DENY / TERMINATE / RENEWAL** of Conditional Use Permit to allow Manager's Qtrs on C1 zoned property, subject to the original re-stated conditions:

1. The conditional use permit will allow only factory manufactured campers and DOT approved recreational vehicles or Housing and Urban Development (HUD) approved manufactured housing or commercial coaches (skid units) are permitted. No non-factory housing shall be permitted.
2. The conditional use permit is based on the number of spaces shown on the submitted site plan and shall not be expanded nor the intensity increased unless by conditional use permit.
3. The conditional use permit shall be specific as to number of parking spaces to be provided. A minimum of 2 off-street parking spaces per site shall be provided.
4. A dust palliative should be required to be applied to parking areas from May through October.
5. Parking areas shall be surfaced with a minimum of 6" of crushed aggregate, not scoria. Scoria may be used as a base course for the final surfacing.
6. Conditional Use Permit will expire after 6 months if no action is taken.
7. Conditional Use Permit shall be reevaluated after 1 year.
8. Williams County standards for temporary housing will be required.

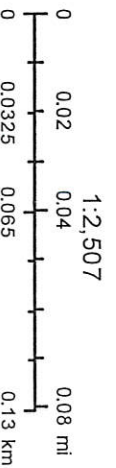
Contact: Mildred Williams, Assistant City Planner, miwilliams@nd.gov 701-444-2533

Suds Laundry



December 16, 2015

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



GIS: Watford City, AEZS
Furgo Geospatial Inc.

4.

Conditional Use Permit Annual Renewal

Shawn McKinney
for Watford Express Laundry



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

December 17, 2015

STAFF REPORT

CU 24-2015 Annual Review of Conditional Use Permit (Original CUP # CU 3-2013)

Applicant

Watford City Express Laundry
1101 2nd Ave SE
Watford City, ND 58854

Property Owners

Shane McKinney
1717 Main St
Miles City, MT 59301

Property Address: 1101 2nd Ave SE

Conditional Use Requested: 14'x48' mobile home for Management Quarters

Reference: Watford City City Code Sec. XV – Article XXV, Conditional Uses

Discussion: The original application was filed for the purpose of Employee Housing with in C1 Commercial Zoned property. The property is being operated as a commercial laundry service on approximately 1.2 acres.

The property is located west of 12th St SE, accessible off of 2nd Ave SE. Since the original application, Shane McKinney has paved the parking lot and drive isle between the business and garage & single wide to the south of the laundry.

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

Surrounding Land Use Inventory:

West: Zoning -	R2M, Mobile Home, 2Family Residentail District, Watford City
Use -	Single Family Dwellings
South: Zoning -	R2M, Mobile Hom, 2-Family Residential District, Watford City
Use -	Single Family Dwellings
North: Zoning -	C-F Community Facilities, Watford City
Uses -	McKenzie County Fairgrounds, Hockey Building & Arena
East: Zoning -	C-1, Commercial District, Watford City
Uses -	Annova Family Health Clinic, E&M Services, General Commercial Businesses

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

1. The conditional use will not be detrimental to or endanger the public health, safety or general welfare;
2. The existing permitted uses in the neighborhood will not in any manner be substantially impaired or diminished by the establishment of the conditional use;
3. The conditional use will not impede the normal and orderly development of the surrounding property for uses permitted in the district;
4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided;
5. Adequate measures have or will be taken to provide access and exit so designed as to minimize traffic congestion in the public streets; and
6. The conditional use shall conform to all special provisions of the district in which it is located.

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

Site Development:

Access: The property is accessible from 12th St SE (old hwy 85 e bypass).
Sewer: There is access to city sanitary sewer mains from the property.
Water: There is access to city water mains from the property.

Analysis: The property is currently being used as a Laundromat and the application for temporary employee/management housing is an allowed use with a Conditional Use Permit in the C-1 District. The site consists of 1 acre and per the ordinance will be allowed one (1) mobile unit (HUD) or two (2) RV units (DMV) per acre.

Recommendation:

Staff recommends **DENY / TERMINATE / RENEWAL** of Conditional Use Permit to allow for Employee/Management Housing on C1 Commercial Zone property, subject to the former conditional recommendations as stated in original staff report and restated below:

1. The conditional use permit will allow only factory manufactured housing-HUD approved. No non-factory housing shall be permitted. RV's on site currently will be removed.
2. The conditional use permit is for ONE (1) Mobile Home based on the lot size and shall not be expanded nor the intensity increased.
3. The conditional use permit shall be specific as to number of parking spaces to be provided. A minimum of 2 off-street parking spaces per site shall be provided.
4. A dust palliative should be required to be applied to parking areas from May through October.
5. Parking areas shall be surfaced with a minimum of 6" of crushed aggregate, not scoria. Scoria may be used as a base course for the final surfacing with clearly marked spaces in accordance with ordinance; handicap and regular.
6. Conditional Use Permit will expire after 6 months if no action is taken.
7. Conditional Use Permit shall be reevaluated after 1 year.

Contact:

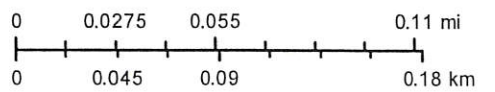
Mildred Williams
Assistant City Planner
miwilliams@nd.gov
701-444-2533

Watford Express Laundry



December 18, 2015

1:3,343



Street Centerlines

Lot Lines

Place Names

Cherry Creek

Watford City Limits

Parcels from McKenzie County

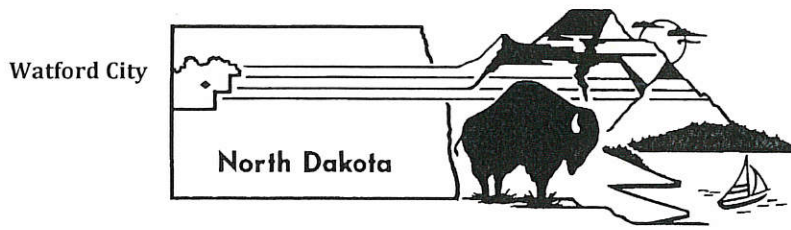
Extra-Territorial Area (ETA)

GIS, Watford City, AE2S
Furgo Geospatial Inc.

5.

Conditional Use Permit Annual Renewal

Heggen Equipment



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

December 15, 2015

STAFF REPORT

CU 25-2015 Annual Review of Conditional Use Permit (Original CUP # CU 2-2013)

Applicant

Heggen Equipment Inc.

Po Box 1408; 805 South Main St.

Watford City ND, 58854

Property Owners

Sarah Heggen-Lewis

E. Ingrid McKay Heggen

Property Address: 805 South Main St., 11.38 Acres

Conditional Use Requested: Temporary employee housing

Reference: Watford City City Code Sec. XV – Article XXV, Conditional Uses

Discussion: The original application was filed requesting temporary employee housing within C-1 Commercial Zoning District. Planning Staff spoke with Cori @ Heggen Equipment; at this time they have 2 units and would like to renew existing CUP for another year to provide employee housing.

The property is located at 805 South Main St., 11.38 acres. The existing property is currently developed as a commercial site. The site has access to city water and sewer service and is accessed from Hwy. 85 S..

The site is in the newly created Extra Territorial Area (ETA) and therefore falls within the jurisdiction of the Watford City Planning and Zoning Commission. The intent of the ETA is to regulate growth and development within one mile of the City but to not be restrictive in nature.

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

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." At the CU permit's annual review, if it is determined that there is a long-term need, the P&Z commission can recommend to the city council that the permittee pave the parking areas. However, the P&Z Commission cannot waive the requirement to provide paved parking and driving surfaces. They can only make a recommendation to the City Council to do so. Should the use become long-term the requirement to pave should be implemented. In the interim, a dust palliative such as magnesium chloride can be applied.

Surrounding Land Use Inventory:

West: Zoning - A-2, McKenzie County
Use - Agricultural
South: Zoning - C-1, McKenzie County
Use - Commercial
North: Zoning - C-1, Watford City
Uses - Commercial
East: Zoning - C-1, Watford City
Uses - Commercial

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

- 1. The conditional use will not be detrimental to or endanger the public health, safety or general welfare of community.*
- 2. The existing permitted uses in the neighborhood will not in any manner be substantially impaired or diminished by the establishment of the conditional use;*
- 3. The conditional use will not impede the normal and orderly development of the surrounding property for uses permitted in the district;*
- 4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided;*
- 5. Adequate measures have or will be taken to provide access and exit so designed as to minimize traffic congestion in the public streets; and*
- 6. The conditional use shall conform to all special provisions of the district in which it is located.*

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

Site Development:

Access: The property is accessible from Hwy 85/Main Street South.
Sewer: There is access to city sanitary sewer mains from the property.
Water: There is access to city water mains from the property.

Analysis: The property is currently being used as an Agriculture Retail Business/Shop and the application for employee housing is a allowed use with a Conditional Use Permit in the C-1 District. The site consists of 11.38 acres and per the ordinance will be allowed one (1) mobile unit (HUD) or two (2) RV units (DMV) per acre.

Recommendation:

Staff recommends **DENY / TERMINATE / RENEWAL** of Conditional Use Permit allowing Employee Housing on C1 property with the following conditions as stated in original recommendation:

1. The conditional use permit will allow only factory manufactured campers and DOT approved recreational vehicles. No non-factory housing shall be permitted.
2. The conditional use permit is based on the number of spaces allowed per the lot size and shall not be expanded nor the intensity increased.
3. The conditional use permit shall be specific as to number of parking spaces to be provided. A minimum of 2 off-street parking spaces per site shall be provided.
4. A dust palliative should be required to be applied to parking areas from May through October.
5. Parking areas shall be surfaced with a minimum of 6" of crushed aggregate, not scoria. Scoria may be used as a base course.
6. Conditional Use Permit will expire after 6 months if no action is taken.
7. Conditional Use Permit shall be reevaluated after 1 year.
8. A site plan must be submitted showing the lot orientation and placement of the proposed units as well as parking, drive aisles and utility connections as per the ordinance.

Contact: Mildred Williams, Assistant City Planner, miwilliams@nd.gov 701-444-2533

Heggen Equipment



December 16, 2015

- StreetCenterlines
- Place Names
- Blo
- umber
- House Numbers
- Wattford City Limits
- Extra-Territorial Area (ETA)
- Subdivision
- Lot Lines

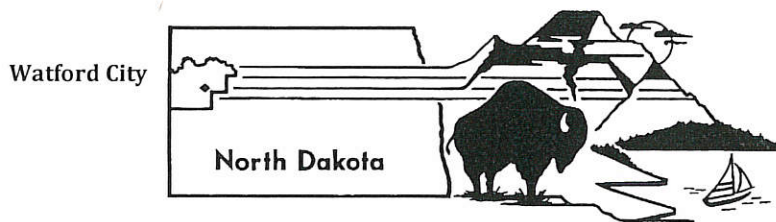


GIS, Wattford City, AEZS
Furgo Geospatial Inc.

6.

Conditional Use Permit Annual Renewal

McKenzie Building Center



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

December 16, 2015

STAFF REPORT

CU 26-2015 Annual Review of Conditional Use Permit (Original CUP # CU5-2013)

<u>Applicant</u>	<u>Property Owners</u>
McKenzie Building Center 1504 4 th Ave NE Watford City, ND 58854	same

Property Address: 1504 4th Ave NE, 5.44 acres

Conditional Use Requested: Employee Housing in the C-1 District in the ETA

Reference: Watford City City Code Sec. XV – Article XXV, Conditional Uses

Discussion: The original application requested Employee housing on Commercial zoned property. The CUP was not utilized as applied for. Planning Staff spoke with Landon Bramlett regarding the CUP; whether to renew or terminate the CUP, McKenzie Building Centers secured Employee housing off site within McKenzie County. At this time the CUP for employee housing on this property is not necessary.

The property is located Hwy 23/4th Ave NE, within Watford City city limits and therefore under jurisdiction of Watford City Planning & Zoning.

Surrounding Land Use Inventory:

West: Zoning -	C-1, McKenzie County
Use -	General Commercial
South: Zoning -	Watford City Airport
Use -	Airport
North: Zoning -	C-1, McKenzie County
Uses -	General Commercial
East: Zoning -	AG, McKenzie County
Uses -	Agriculture

Site Development:

Access: The property is accessible from 4th Ave NE, recently improved by NDDOT. Secondary access off 16th St. NE remains unpaved at this time.

Sewer: There is access to city sanitary sewer mains from the property.

Water: There is access to city water main from property.

Analysis: The property is currently being used as retail Building Supply and the application for temporary employee housing is an allowed use with a Conditional Use Permit in the C-1 District. The site consists of 5.44 acres and per the ordinance will be allowed one (1) mobile unit (HUD) or two (2) RV units (DMV) per acre.

Recommendation:

Staff recommends **DENY / TERMINATATION / APPROVE** of conditional use permit to allow for employee housing on site.

Contact:

Mildred Williams
Assistant City Planner
miwilliams@nd.gov
701-444-2533

McKenzie Building Center



December 16, 2015

- Street Centerlines
- Extra-Territorial Area (ETA)
- Place Names
- Lot Lines
- City Limits
- Cherry Creek

Parcels from McKenzie County

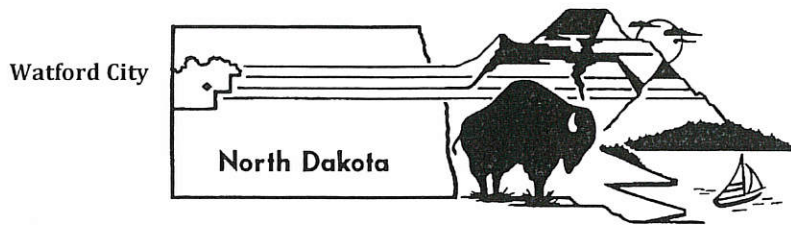


GIS, Watford City, AEZS
Furgo Geospatial Inc.

7.

Conditional Use Permit Annual Renewal

JDM Development Group, LLC
/Michael Jelsing



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

December 15, 2015

STAFF REPORT

CU 27-2015 Annual Review of Conditional Use Permit (Original CUP # CU 01-2014)

Applicant
Michael Jelsing
PO Box 642
Hazen, ND 58545

Property Owners
JDM Development Group LLC

Property Address: 324 3rd St NW, Lot 4 Block 5 2nd Additon to Original Township

Conditional Use Requested: Operate Dentist Office on R1 Single Family Home.

Reference: Watford City City Code Sec. XV – Article XXV, Conditional Uses

Discussion: The existing property is currently developed as single family residential structure. The site is accessed from 3rd St. NW which is paved and has access to city water and sewer. Joy Dental has secured permant residence on Main St in renovated Commercial property previously Monjores.

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

Surrounding Land Use Inventory:

West: Zoning -	R1, Watford City
Use -	Residential
South: Zoning -	R1, Watford City
Use -	Residential
North: Zoning -	R1, Watford City
Uses -	Residential
East: Zoning -	R1, Watford City
Uses -	Residential

Site Development:

Access: The property is accessible from 3rd St NW.
Sewer: There are existing city sanitary sewer mains within the property.
Water: There are existing city water mains within the property.

Analysis: The original conditional use renewal in Jan of 2014 was appropriate at that time, since JOY Dental has secured permanent property within appropriate zoning for

Dental Office. Previous CUP recommendation stated "when a new location is found the city suggests termination of this conditional use."

Recommendation:

Staff recommends DENY / **TERMINATE** / APPROVE conditional use permit allowing Dental Office from an R1 Residential home.

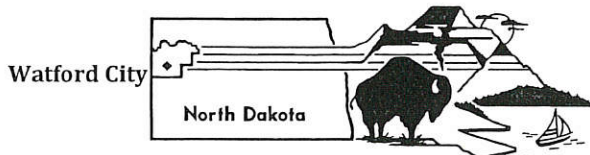
Contact:

Mildred Williams
Assistant City Planner
miwilliams@nd.gov
701-444-2533

8.

Conditional Use Permit Annual Renewal

Joseph and Margaret Girard Family Trust
/ U.S. Forest Service



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

December 22, 2015

STAFF REPORT

CU 28-2015 (Renewal)

(Original CUP CU-17-2012)

Applicant

U.S. Forest Service
1901 S. Main St.
Watford City, ND 58854

Property Owners

Joseph & Margaret Ann Girard Family Trust

Property Address: 1901 S. Main Street

Conditional Use Requested: Employee Housing on same lot as business.

Zone: C-1 General Commercial District

Reference: Watford City City Code Sec. XV – Article XXV, Conditional Uses; Article XVII – General Commercial District

Discussion: This application asked for Employee Housing in a zoned C-1 district.

The property is located on Main St, and is within the City's corporate boundary. The subject property contains 4.9 acres.

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 applicant's CUP renewal. None of the noticed property owners contacted the city regarding the application.

Surrounding Land Use Inventory:

West: Zoning -	AG, McKenzie County	(Watford City Land Use Jurisdiction)
Use -	Agricultural	
South: Zoning -	AG McKenzie County	(Watford City Land Use Jurisdiction)
Use -	Agricultural	
North: Zoning -	AG, McKenzie County	(Watford City Land Use Jurisdiction)
Uses -	Agricultural	
East: Zoning -	AG/C-1 - McKenzie Cnty/Watford City	(Watford City Land Use Jurisdiction)
Uses -	Restaurant/Lounge	

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

1. The conditional use will not be detrimental to or endanger the public health, safety or general welfare;
2. The existing permitted uses in the neighborhood will not in any manner be substantially impaired or diminished by the establishment of the conditional use;
3. The conditional use will not impede the normal and orderly development of the surrounding property for uses permitted in the district;
4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided;
5. Adequate measures have or will be taken to provide access and exit so designed as to minimize traffic congestion in the public streets; and
6. The conditional use shall conform to all special provisions of the district in which it is located.

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

Site Development

Access: The property is accessible from Main St SE. 12th St.
Sewer: The property has City sanitary sewer service.
Water: The property has City water service.

Analysis: The site development will support developing employee housing.

Recommendation:

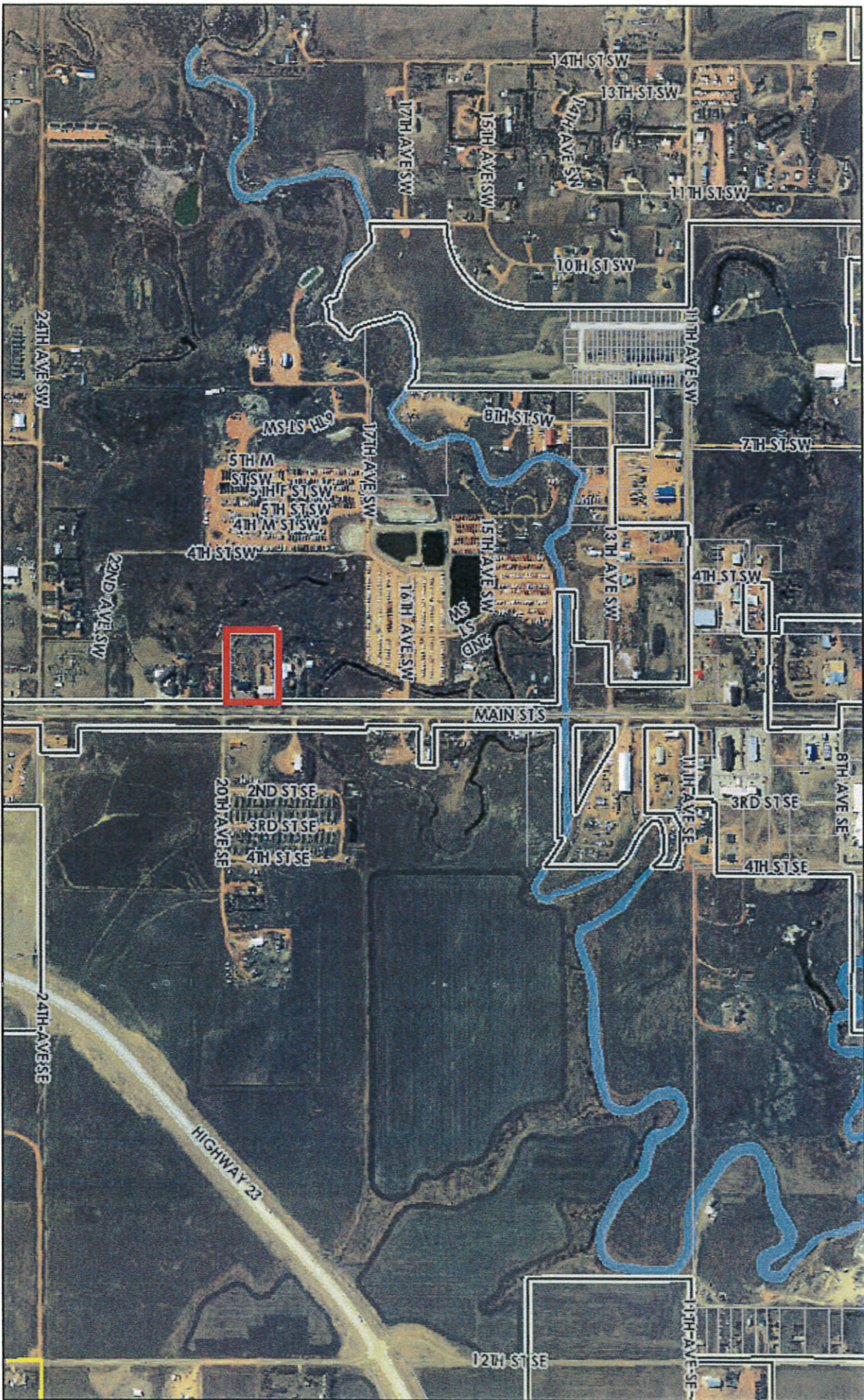
Staff recommends **Approval** of the conditional use subject to the following conditions:

- 1) Employee housing at this site is limited to the old Ranger office was been renovaded for employee housing, and the three mobile homes that are currently being used for employee housing.
- 2) Two parking spaces shall be provided per dwelling unit.
- 3) A dust palliative shall be required on unpaved parking areas and drive aisles May through October.
- 4) Parking areas shall be surfaced with a minimum of 6" of crushed aggregate, not scoria. Scoria may be used as a base course for the final surfacing.
- 5) The CUP shall be reviewed after one year.

Contact:

Chris York
Assistant City Planner
701.444.8421

1901 Main St S



December 22, 2015

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



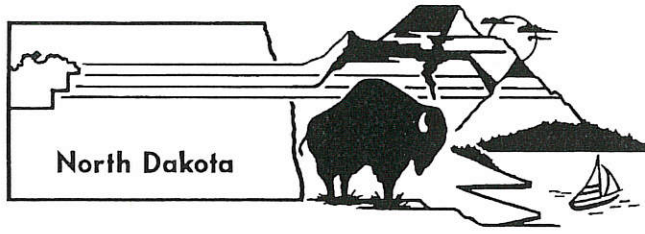
GIS, Watford City AEZS
Furgo Geospatial Inc.

9.

Conditional Use Permit Annual Renewal

Precision Well Service, Inc.

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
Celebrating 100 Years - 2014
watford.mckenziecounty.net

December 15, 2015

STAFF REPORT

CU 29-2015 Annual Review of Conditional Use Permit (Original CUP # CU 02-2012)

Applicant
 Precision Well Service
 PO Box 1140
 Watford City, ND 58854

Property Owners
 Danny & Darcy Lass

Property Address: 2000 2nd Ave. SW, Watford City ND

Conditional Use Requested: Above ground fuel storage tank within a commercial development.

Reference: Watford City Code Sec. XV – Article XXV, Conditional Uses

Discussion: The property is located at the intersection off 2nd Ave, accessible by frontage road Grant Ave. Since original application Lincoln St, Washington Ave, and Grant have been improved to a city standard. The subject property contains 2± acres.

The existing property is currently developed as commercial oil field service yard. There are City utilities within the subject property.

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

The commission should carefully consider all of the possible implications associated with approving this Conditional Use. An approved Conditional Use Permit is required in the C-1 Commercial Zoning District for “Liquid, Gas Bulk, Explosives, and Other Hazardous Material Storage”.

Surrounding Land Use Inventory:

- West: Zoning - C-1, Watford City
- Use - Commercial
- South: Zoning - A-2, McKenzie County
- Use - Commercial
- North: Zoning - A-2, McKenzie County
- Uses - Commercial
- East: Zoning - C-1, Watford City
- Uses - Commercial

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

1. The conditional use will not be detrimental to or endanger the public health, safety or general welfare of community
2. The existing permitted uses in the neighborhood will not in any manner be substantially impaired or diminished by the establishment of the conditional use;
3. The conditional use will not impede the normal and orderly development of the surrounding property for uses permitted in the district;
4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided;
5. Adequate measures have or will be taken to provide access and exit so designed as to minimize traffic congestion in the public streets; and
6. The conditional use shall conform to all special provisions of the district in which it is located.

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

Site Development:

Access: The property is accessible from frontage road Grant Avenue, which is improved.
Sewer: There are existing city sanitary sewer mains within the property.
Water: There are existing city water mains within the property.

Analysis: The proposed placement of an on-site fuel storage tank is an allowed use with an approved Conditional Use Permit application. Approval of the method installation of the tank will be required by the local Fire Chief and done to North Dakota State Standards.

Recommendation:

Staff recommends **DENY / TERMINATE / RENEWAL** of the conditional use subject to the original conditions as follows:

1. Conditional Use Permit will expire after 6 months if no action is taken.
2. Conditional Use Permit shall be reevaluated after 1 year.
3. The method of installation of the tank must meet all state requirements and approval must be granted by the local Fire Chief for its use.

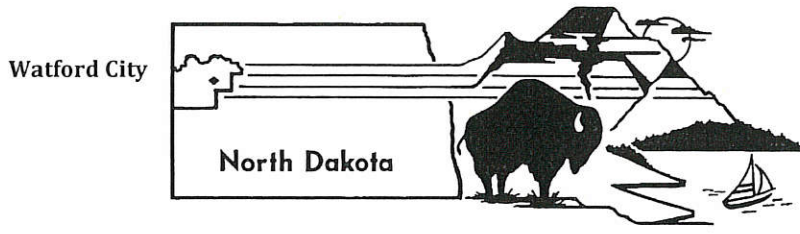
Contact:

Mildred Williams
Assistant City Planner
miwilliams@nd.gov
701-444-2533

10.

Conditional Use Permit Annual Renewal

Craig and Julie Nelson



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

December 15, 2015

STAFF REPORT
CU 30-2015 Annual Review of Conditional Use Permit (Original CUP # CU 29-2014)

Applicant
Craig Nelson
1404 12th St NE
Watford City, ND 58854

Property Owners
Craig & Julie Nelson

Property Address: 1112 11th Ave SE – Nelson Contracting Gravel Pit

Conditional Use Requested: Managers Quarters on C1 property in the ETA

Reference: Watford City City Code Sec. XV – Article XXV, Conditional Uses

Discussion: The applicant filed an application to permit a managers quarters be placed on their commercially zoned property, currently being used as a gravel pit. The property contains 40 acres.

The site is in the newly created Extra Territorial Area (ETA) and therefore falls within the jurisdiction of the Watford City Planning and Zoning Commission. The intent of the ETA is to regulate growth and development within one mile of the City but to not be restrictive in nature.

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

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." At the CU permit's annual review, if it is determined that there is a long-term need, the P&Z commission can recommend to the city council that the permittee pave the parking areas. However, the P&Z Commission cannot waive the requirement to provide paved parking and driving surfaces. They can only make a recommendation to the City Council to do so. Should the use become long-term the requirement to pave should be implemented. In the interim, a dust palliative such as magnesium chloride can be applied.

Surrounding Land Use Inventory:

West: Zoning - AG, McKenzie County
Use - Agricultural
South: Zoning - AG McKenzie County
Use - Agricultural

North: Zoning - AG, McKenzie County
Uses - Agricultural
East: Zoning - I, McKenzie County
Uses - GT Industrial Park

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

- 1. The conditional use will not be detrimental to or endanger the public health, safety or general welfare;*
- 2. The existing permitted uses in the neighborhood will not in any manner be substantially impaired or diminished by the establishment of the conditional use;*
- 3. The conditional use will not impede the normal and orderly development of the surrounding property for uses permitted in the district;*
- 4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided;*
- 5. Adequate measures have or will be taken to provide access and exit so designed as to minimize traffic congestion in the public streets; and*
- 6. The conditional use shall conform to all special provisions of the district in which it is located.*

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

Site Development:

Access: The property is accessible from 6th Ave SE (old hwy 23 bypass).
Sewer: There are no existing city sanitary sewer mains within the property. The property is serviced by an individual sewage disposal system.
Water: There are no existing city water mains within the property. The property is serviced by either rural water or private well.
Analysis: Manager's Quarters are permitted by Conditional Use Permt on Commercial Zoned property.

Recommendation:

Staff recommends **DENY / TERMINATE / RENEWAL** of Conditional Use Permit to allow for manager's quarters on Commercial property, with the following stated conditions:

1. The conditional use permit will allow only factory manufactured housing-HUD approved No non-factory housing shall be permitted; permitted for this application 1 HUD approved mobile unit or Park Model.
2. The conditional use permit is based on the number of spaces allowed per the lot size and shall not be expanded nor the intensity increased.
3. The conditional use permit shall be specific as to number of parking spaces to be provided. A minimum of 2 off-street parking spaces per unit shall be provided.
4. A dust palliative is required to be applied to parking areas from May through October.
5. Parking areas, drive isles and aprons within commercial area of site shall be surfaced with asphalt, concrete or similar dust free surface with clearly marked spaces in accordance with ordinance; handicap and regular.
6. Conditional Use Permit will expire after 6 months if no action is taken.
7. Conditional Use Permit shall be reevaluated after 1 year.

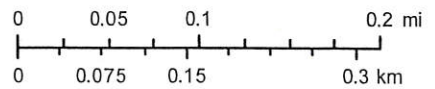
Craig Nelson



December 16, 2015

1:6,686

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



GIS, Watford City, AE2S
Furgo Geospatial Inc.

Minutes

PLANNING & ZONING COMMISSION MEETING MINUTES

November 30, 2015

The regular monthly meeting of the Watford City Planning & Zoning Commission was held on Monday November 30, 2015 at 6:00 p.m. at City Hall in the Heritage Room. In attendance: Chairman Glen Beard, Commission Members: William Carlson, Rick Holm, Shane Homiston, Jesse Lawrence, and Jason Taylor. Also present: Assistant City Planner Mildred (Mili) Williams, Assistant City Planner Chris York, Planning Assistant Becky Smith, Building Inspector Steven Williams and City Attorney Wyatt Voll. Absent: Commission Member: Cory Johnson and City Planner Curtis Moen.

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 Conditional Use Permit Annual Renewal issued to BBR RV Park, Ray Morken Jr., on the following described properties: 1000 5th Ave SE, 1004 5th Ave SE, 1008 5th Ave SE, 1012 5th Ave SE, 1016 5th Ave SE, 317 10th St SE, 321 10th St SE, 304 10th St SE, 909 2nd Ave SE, 911 2nd Ave SE, 1025 2nd Ave SE, 1029 2nd Ave SE, 1033 2nd Ave SE, 1037 2nd Ave SE, 301 11th St SE, and 1025 4th Ave SE for Temporary Workforce Housing.

Assistant City Planner Chris York explained that this Conditional Use Permit is up for renewal. Property owners have met with the City and are aware that in order to be compliant with their current R2M zoning, once an RV leaves the property a mobile home will have to replace it. No additional RVs may be moved onto the property. By renewing this permit, this will give property owners time to bring the property into compliance before the sunset date of December 1, 2016. Property owners Ray and Billie Jo Morken commented that they have since moved 6 RVs off of the property and moved in a mobile home. Commission members questioned whether they followed correct RV spacing of 10 feet apart. Assistant Planners Chris York and Mili Williams replied that the spacing regulation comes from the ND Health Department and the reports had no indication of violations for this issue. Commission members also questioned the building standards and foundations of the mobile homes. Building Inspector Steven Williams confirmed that the mobile homes have passed all necessary ND Mobile Home Standards and are sitting on permanent foundations.

MOTION by S. Homiston, SECOND by J. Taylor to recommend APPROVAL to City Council to Renew the Conditional Use Permit for Temporary Workforce Housing until the Sunset date of December 1, 2016.
Roll Call Vote: Ayes; W. Carlson, R. Holm, S. Homiston, J. Lawrence, J. Taylor
Nays; None.
MOTION Carried.
2. Public Hearing to hear comment on Conditional Use Permit Annual Renewal issued to Marty & Crystal Mulder on property at 205 2nd Ave SW, Lot 2 Block 8, Sax Addition to Watford City, 612 2nd Ave SW Lots 33-34 Block 1 Schell & Jarland Addition to WC for Temporary Workforce Housing.

Assistant City Planner Chris York explained this is another Conditional Use Permit up for renewal. The property owners are aware of Planning Staff's recommendations to bring the property into compliance with its current C1 zoning by the sunset date. Property representative in attendance commented that they have discussed their plan with City Planner, Curt Moen. Property owners' plan is to remove the south side cabins by June 1st. Commission members questioned the construction and foundation of the cabins. Building Inspector Steven Williams confirmed he has been to the cabins that are located next to the hotel and they are ok and sitting on permanent foundations.

MOTION by W. Carlson, SECOND by J. Lawrence to recommend APPROVAL to City Council to Renew the Conditional Use Permit for Temporary Workforce Housing until the Sunset date of December 1, 2016.
Roll Call Vote: Ayes; W. Carlson, R. Holm, S. Homiston, J. Lawrence, J. Taylor
Nays; None.
MOTION Carried.
3. Public Hearing to hear comment on Conditional Use Permit Annual Renewal issued to Cody & Tonya Barent on the following described property; 501 2nd Ave SW for Temporary Workforce Housing.

Assistant City Planner Chris York explained that this is another CUP renewal. Planning staff have been in contact with the property owners to bring the property into compliance by the sunset date. This property will allow C1 business such as hotel, motel, B&B, etc. The City also has a few additional concerns with the site that will also need addressed.

MOTION by J. Taylor, SECOND by R. Holm to recommend APPROVAL to City Council to Renew the Conditional Use Permit for Temporary Workforce Housing until the Sunset date of December 1, 2016.
Roll Call Vote: Ayes; W. Carlson, R. Holm, S. Homiston, J. Lawrence, J. Taylor
Nays; None.
MOTION Carried.

4. Public Hearing to hear comment on Conditional Use Permit Annual Renewal issued to Steve Sanford on property located 1500 6th Ave NE for Temporary Workforce Housing.
Assistant City Planner Chris York explained that this property is zoned C1 and currently has RVs and mobile homes. Renewing this permit should ok until the sunset date; City staff has discussed compliance options with Mr. Sanford.
MOTION by J. Taylor, SECOND by S. Homiston to recommend APPROVAL to City Council to Renew the Conditional Use Permit for Temporary Workforce Housing until the Sunset date of December 1, 2016.
Roll Call Vote: Ayes; W. Carlson, R. Holm, S. Homiston, J. Lawrence, J. Taylor
Nays; None.
MOTION Carried.
5. Public Hearing to hear comment on Conditional Use Permit Annual Renewal issued to Warren Hovland on the following described property; 401 10th St SE Lots 7-9 Block 1 2nd Addition-Cherry Creek to WC for Temporary Workforce Housing.
Assistant City Planner Chris York explained this permit is for temporary housing on R2M zoned property. City Staff has discussed recommendations for compliance and is ok with renewing the CUP until the sunset date. Kathy, a representative for property owner, Warren Hovland, explained that the property currently has 2 skid shacks owned by Nabors Oil, a bus, and 2 RVs. The owner has decided to replat the lots and plans to have all existing housing removed and will move in 4 new mobile homes for rentals. The mobile homes will comply with the existing zoning. By renewing the Conditional Use Permit until the sunset date, this will give the owner time to make these upgrades to the property. Owner did not want to force the current renters off the property or start on any changes now that it is colder winter weather. Commission members discussed the existing skid shacks being left on the property with this renewal as being an issue. Kathy explained they haven't moved and have been on the property since 2009, over 5 years now. Owner has plans to remove them but it will not happen overnight.
MOTION by S. Homiston, SECOND by J. Lawrence to recommend APPROVAL to City Council to Renew the Conditional Use Permit for Temporary Workforce Housing until the Sunset date of December 1, 2016.
Roll Call Vote: Ayes; W. Carlson, S. Homiston, J. Lawrence
Nays; R. Holm, J. Taylor
MOTION Carried.
6. Public Hearing to hear comment on Conditional Use Permit Annual Renewal issued to Kyle Hartel on the following described property: 1020 4th Ave SE, Lot 16 & S 8' Lot 15 of Block 2, 2nd Addition-Cherry Creek to WC for Temporary Workforce Housing.
Assistant City Planner Chris York explained that the property owner had originally applied for this Conditional Use Permit to allow temporary workforce housing but instead installed mobile homes. The existing mobile homes are fully compliant with the property's existing zoning therefore, a Conditional Use Permit is not needed. It is City Staff's recommendation to terminate this CUP since it is not necessary.
MOTION by J. Taylor, SECOND by R. Holm to recommend TERMINATION to City Council of the Conditional Use Permit for Temporary Workforce Housing.
Roll Call Vote: Ayes; W. Carlson, R. Holm, S. Homiston, J. Lawrence, J. Taylor
Nays; None.
MOTION Carried.
7. Public Hearing to hear comment on Conditional Use Permit Annual Renewal issued to JW Enterprises on the following described property; 1105 5th St SW, S ½ SE ¼, Section 24, T150N, R99W, for Employee Housing.
Assistant City Planner Chris York explained this Conditional Use Permit is not used for temporary workforce housing but for the company's employees only. They currently have mobile homes on the property set at a density of 1 unit per acre each with access to City utilities. It is City Staff's recommendation to renew this CUP with no sunset date. Assistant City Planner Mili Williams also noted that the property is currently in compliance and could recommend extending the renewal period for longer than one year, such as 3-5 years. Commission Members discussed the renewal length, deciding since this was among all of the other CUPs with sunset dates it would be best to review again next year.
MOTION by W. Carlson, SECOND by J. Taylor to recommend APPROVAL to City Council to Renew the Conditional Use Permit for Employee Housing with the following conditions:
 - a. Renewal of the Conditional Use Permit shall be exempt from the December 1, 2016 sunset date.
 - b. Renewal of the Conditional Use Permit shall be for a period of one year and reviewed yearly thereafter.
 - c. Conditional Use Permit shall be approved for Employee Housing only.**Roll Call Vote: Ayes; W. Carlson, R. Holm, S. Homiston, J. Lawrence, J. Taylor**
Nays; None.
MOTION Carried.

8. Public Hearing to hear comment on Conditional Use Permit Annual Renewal issued to Darwin Krabbenhoft on the following described property; 501 10th Ave SE & 509 10th Ave SE Lots 11 & 12 2nd Addition-Cherry Creek to WC, for Employee Housing.

Assistant City Planner Chris York explained that this Conditional Use Permit since it is no longer necessary since the property is compliant its existing R2M zoning. It is City Staff's recommendation to terminate this CUP.

MOTION by J. Taylor, SECOND by R. Holm to recommend TERMINATION to City Council of the Conditional Use Permit for Temporary Workforce Housing.

Roll Call Vote: Ayes; W. Carlson, R. Holm, S. Homiston, J. Lawrence, J. Taylor

Nays; None.

MOTION Carried.

9. Public Hearing to hear comment Conditional Use Permit Annual Renewal issued to CCS Midstream, LLC on the following described property, 504 13th Ave SW, Lots 7 & 8 Block 2 Old West Subdivision in Ideal Township.

Assistant City Planner Chris York explained that this Conditional Use Permit is being used for employee only housing instead of temporary workforce housing. It is City Staff's recommendation to renew this CUP without a sunset date.

MOTION by J. Taylor, SECOND by S. Homiston to recommend APPROVAL to City Council to Renew the Conditional Use Permit for Employee Housing with the following conditions:

- a. **Renewal of the Conditional Use Permit shall be exempt from the December 1, 2016 sunset date.**
- b. **Renewal of the Conditional Use Permit shall be for a period of one year and reviewed yearly thereafter.**
- c. **Conditional Use Permit shall be approved for Employee Housing only.**

Roll Call Vote: Ayes; W. Carlson, R. Holm, S. Homiston, J. Lawrence, J. Taylor

Nays; None.

MOTION Carried.

10. Public Hearing to hear comment on Division of Land Use Application for Boundary Line Adjustment submitted by CKW Properties and Cass Oil, Inc. for Lots 1 & 4 Block 2 South Park Addition, parcel # 82-72-00700 & 82-72-01000, 107 8th Ave SE, Watford City, ND.

MOTION by S. Homiston, SECOND by R. Holm to recommend APPROVAL to City Council of the Division of Land Use Application for Boundary Line Adjustment with the following conditions set forth in the Planning Department Staff Report:

- a. **Any further development at this site requires the approval of the City Planning Department.**

Roll Call Vote: Ayes; W. Carlson, R. Holm, S. Homiston, J. Lawrence, J. Taylor

Nays; None.

MOTION Carried.

CLOSE PUBLIC HEARING: 6:37 PM

CALL TO ORDER REGULAR MEETING: 6:37PM

MINUTES: October 26, 2015

No Comments from Commission.

MOTION by S. Homiston, SECOND by J. Lawrence to APPROVE the Minutes as presented.

Roll Call Vote: Ayes; W. Carlson, S. Homiston, J. Lawrence, J. Taylor, G. Beard

Nays; None.

MOTION Carried.

REVIEW PERMITS:

Permits were reviewed as presented. No discussion from Commission.

Adjournment at 7:28 PM

MOTION by S. Homiston, SECOND by J. Lawrence.

The next regularly scheduled Planning & Zoning Commission Meeting has been changed to be held **TUESDAY DECEMBER 29, 2015** at 6:00 p.m.

Glen Beard
Chairman

Becky Smith
Planning Assistant

Permits

Permit #	Type	Month	Issue Date	Property Owner	Contractor	Project Address	Lot / Block	Parcel # / Subdivision	Description of Work	Value	Permit Fee	Payment
3559	Building	December	12/22/2015	Rick Holm	Estes Construction	817 17th Ave NE			Construct 16' x 24' detached pole garage	\$ 133,310.88	\$ 223.35	Check #3027
3560	Sign	December	12/22/2015	Black Gold Sales III LLP	Trial Development Corp	3817 6th Ave NE	Lot 137	Hunters Run	Install 8' x 8' sign to front of building	\$ -	\$ 100.00	Check #0184
3561	Sign	December	12/3/2015	JL Beers	Indigo Signworks	101 Main St N			Install flag mounted illuminated wall sign	\$ -	\$ 100.00	Card
3562	Sign	December	12/3/2015	Roger Winkelman/The Winked Head	Indigo Signworks	810 3rd Ave SW			Install 35' double sided pole sign with 3x7 LED double sided sign	\$ -	\$ 100.00	Card
3563	Sign	December	12/10/2015	Beth Veeder	Self / John Skogland	204 Main St N			Interior construction for coffee bar	\$ 15,000.00	\$ 247.00	Check #5952
3564	Sign	December	12/14/2015	BNC Bank	Missouri River Contracting Inc	205 Main St N			Interior remodel	\$ 230,000.00	\$ 1,880.00	Check #58892
3393	RENEW	December	12/14/2015	RLH LLC	MSR Prite Company	104 Prosper St	Lot B Block 1		Mixed use bldg, commercial / 55 units appts	\$ -	\$ 29.00	Card
3565	Blgd	December	12/15/2015	Walford Center LLC	M&R Architects & Builders	1005 Main St S Suite 202			Interior Construction for Office Spaces	\$ 99,000.00	\$ 1,936.94	Card
3566	Excavation	December	12/16/2015	City of Walford City	DW Excavating Inc	1300 4th Ave NE			Repair curb box at Blue Libe	\$ 5,000.00	\$ 25.00	
3567	Excavation	December	12/16/2015	City of Walford City	DW Excavating Inc	505 5th Ave NE			Replace hydrant at Jacobson Park	\$ 5,000.00	\$ 25.00	
3568	Excavation	December	12/16/2015	City of Walford City	DW Excavating Inc	505 5th Ave NE			Beelive stormdrain inlet at Jacobson Park	\$ 5,000.00	\$ 25.00	
3569	Excavation	December	12/16/2015	City of Walford City	DW Excavating Inc	near 617 11th St SE	Hydrant #187		Old water depot fire hydrant bolards	\$ 5,000.00	\$ 25.00	
3570	Excavation	December	12/16/2015	City of Walford City	DW Excavating Inc	301 12th St SE	Hydrant #191		Arroya fire hydrant bolards	\$ 5,000.00	\$ 25.00	
3571	Excavation	December	12/16/2015	City of Walford City	DW Excavating Inc	near 509 Long Drive	Hydrant #444	Rolling Hills	Fire hydrant leak on Long Dr.	\$ 5,000.00	\$ 25.00	
3572	Excavation	December	12/16/2015	City of Walford City	DW Excavating Inc	212 3rd St NW			Dig up and turn off comp at First Lutheran Church	\$ 5,000.00	\$ 25.00	
3573	Excavation	December	12/16/2015	City of Walford City	DW Excavating Inc	1509 4th Ave NE		Hunters Run	2' Mt extension near Brookledge Apartments	\$ 5,000.00	\$ 25.00	
3574	Excavation	December	12/16/2015	City of Walford City	DW Excavating Inc	505 12th St NE			3 Valve box repairs near U-Haul	\$ 5,000.00	\$ 25.00	
3575	Demolition	December	12/17/2015	WIC100 Main LLC	Great Northern Concrete Co	100 Main St S			Demo old elevated standard station	\$ -	\$ 25.00	Cash

2015 Permit Comparisons

2014	
Month	# of Permits Issued
January	32
February	4
March	15
April	58
May	17
June	57
July	45
August	69
September	48
October	113
November	30
December	25
YEAR TOTAL	513

2014	
Month	Value
January	\$ 11,496,850.00
February	\$ 356,500.00
March	\$ 571,600.00
April	\$ 31,273,167.16
May	\$ 1,786,230.00
June	\$ 6,897,100.00
July	\$ 28,301,552.15
August	\$ 17,667,259.00
September	\$ 57,892,817.00
October	\$ 38,570,860.25
November	\$ 11,167,100.00
December	\$ 28,226,284.01
YEAR TOTAL \$	234,207,319.57

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	18
YEAR TOTAL	360

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	\$ 521,310.98
YEAR TOTAL \$	140,246,487.75

2014 Residential Permits			
Type	# of Units	# of Buildings	Value
Single Family Home	47	47	\$ 9,175,000.00
Duplex	178	89	\$ 20,618,000.00
Apartment 3-4 Units	72	18	\$ 7,200,000.00
Apartment 5+ Units	1,363	59	\$ 122,777,399.17
YEAR TOTAL	1,660	213	\$ 159,770,399.17

Units	1,660	213	\$ 159,770,399.17
Buildings			Value

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 TO DATE TOTAL	277	71	\$ 24,356,128.50

Units	277	71	\$ 24,356,128.50
Buildings			Value