



CITY OF WATFORD CITY
P.O. BOX 494 WATFORD CITY, NORTH DAKOTA 58854

**PLANNING AND ZONING COMMISSION
MEETING AGENDA
Monday, April 24, 2023
6:00 PM City Hall, Heritage Room**

- **CALL TO ORDER REGULAR MEETING**
- **APPROVE AGENDA**
- **APPROVE MINUTES**
March 27, 2023 - Meeting
- **PERMIT RECORDS**
March 2023- April 2023 Permits
- **OLD BUSINESS**
- **NEW BUSINESS**
- **ADJOURNMENT**

Minutes

March 27th 2023



**PLANNING AND ZONING COMMISSION
MEETING MINUTES
Monday, March 27, 2023**

The Watford City Planning & Zoning Commission meeting was held on Monday, March 27, 2023, at City Hall in the Heritage Room. In attendance: Chairman Jesse Lawrence and Commission Members, Troy Knutson, Ross Sundeen, Warren Hovland, and Lance Renville. Also in attendance: Principal Planner Jake Walters, Planning Administrative Assistant Kayla Grace, City Building Inspector Steve Williams, and City Attorney Wyatt Voll. Not in attendance was Vice Chairman Marco Pelton, and Commission Members Jacob Jellesed and Sam Huebner.

With the above-mentioned present, the regular meeting hearing was called to order at 6:06 P.M. by Chairman Lawrence.

1. Call for new or old business.
2. Call to approve agenda.

Agenda was reviewed as presented. There were no comments or changes.

MOTION: Sundeen SECOND: Renville
VOICE VOTE:
AYES: all in favor
NAYS: none

1. Call to approve February 27th, 2023, Meeting Minutes.

Minutes were reviewed as presented. There were no comments or changes.

MOTION: Knutson SECOND: Sundeen
VOICE VOTE:
AYES: all in favor
NAYS: none

Call to order Public Hearing at 6:08 P.M. by Chairman Lawrence.

Under consideration were the following Agenda items:

A. Land Use Application – Change of Zone 601 Main Street South, Submitted by Ryan Hansen

Walters discussed the reason for the application, gave a brief history of the property, and explained why a zone change approval is being recommended at this time. The staff report explains, in detail, how this property is currently being used by Hansen Diesel & Automotive and how they intend to utilize the property in the near future.

The Agricultural zoning district had carried over from when the site was in the County and the current use was similar enough to past uses to allow the zone to remain in place. However, with the newly proposed retail space, which will be open to the general public, a rezone to C-1 General Commercial is appropriate and, in staff's opinion, required. Steve Williams is working with both the building owner and prospective tenant to improve the space, addressing any code concerns that may arise.

There was brief discussion amongst members regarding the use of the water supply that is located at the property and Walters explained that if at a point they do intend to use the property for a water depo or similar use that it will require additional applications, permitting, and likely additional site improvements.

There was no further discussion.

MOTION: Sundeen SECOND: Knutson to recommend Approval

There were no recommended conditions.

ROLL CALL VOTE:

AYES: Knutson, Lawrence, Renville, Sundeen, Hovland

NAYS: none

MOTION: CARRIED

B. Division of Land Application: Minor Plat – Simple Lot Split - 1306,1324, & 1406 Main Street North – Lot 5 of Madison Heights, Submitted by WC16LLC

Walters gave a brief history of the property and explained what brings this Simple Lot Split before the Commission with a recommendation of approval. He reminded the Commissioners that the property was rezoned to R-C in the late fall of 2022 to allow for the sale of condominium units and explained that, since the zone change, the property owners have become aware of additional rules and regulations pertaining to lending on condo units.

It was further explained that the Simple Lot Split would be to replat lot 5 into three

separate lots, each including a single condominium building and their associated/required covered and uncovered parking spaces. Walters noted that this is the in-between step from the previous zone change to the condo plat and that he had spoken at length with the County Recorder on how best to proceed. If this application is approved at City Council, the condo map will come before the Commission during the May cycle.

There was no further discussion.

MOTION: Knutson SECOND: Hovland to recommend Approval

There were no recommended conditions.

ROLL CALL VOTE:

AYES: Knutson, Lawrence, Renville, Sundeen, Hovland

NAYS: none

MOTION: CARRIED

CLOSE PUBLIC HEARING: 6:16 P.M. by Chairman Lawrence

CONTINUATION OF REGULAR MEETING:

PERMIT RECORDS:

Reviewed permit records as presented. Building Inspector Steve Williams stated there was nothing significant to note at this time. There were no additional comments or discussion.

NEW BUSINESS:

There was no new business.

OLD BUSINESS:

There was no old business.

ADJOURNMENT: 6:17 P.M. **MOTION:** Sundeen

The next regularly scheduled Planning and Zoning Commission Meeting will be held on
Monday, April 24, 2023, at 6:00 PM

Jesse Lawrence, Chairman

Jake Walters, City Planner

Permit Records

March-April

5105	RENEWAL	3/28/2023	Conoco Phillips		105 Prospect St NE	Lot 4, Blk 2	The Crossings	82-23-02300	commercial building permit #5105	-	\$ 20.00	5718		
5471	DEMOLITION	3/28/2023	Charlene Samuelson	Branch Construction Services LLC	1208 10th St SW	Lot 3, Blk 2	Terrace Subdivision in Ideal TWP	11-20-01575	demo upstairs kitchen	-	\$ 25.00	5719		demo permit for work being done via building permit #5470
5472	RESIDENTIAL BUILDING	3/31/2023	Alfredo Alonso	Self	517 3rd St NE	Lot 3, Blk 4	Aarhus Addition	82-10-04200	Install new windows upstairs	\$ 3,560.00	\$ 45.52	5720		
5473	GENERAL	4/4/2023	Watford City Hold Co LLC	Beckel Group dba S3B Construction, LLC	509 Hunters Run Street	Lot 125	Hunters Run Subdivision	82-42-12500	Insurance repairs	\$ 100,000.00	\$ 20.00	5721		
5474	COMMERCIAL BUILDING	4/5/2023	McKenzie County School District #1	Construction Engineers Inc	100 3rd St NE		4th Addition	82-05-01700	Phse 1B Renovations to Middle School	\$ -	Waived	Waived		\$10,730.69 waived
5475	WATER SEWER ACCESS	4/11/2023	McKenzie County School District #1	Cordova Construction	100 3rd St NE		4th Addition	82-05-01700	Middle Sch Renovations: 6" WL connection, fire suppression sys	\$ -	Waived	Waived		\$6000 waived
5370	RENEWAL	4/12/2023	Rachel Carlisle	Your Home Improvement Co	116 East Highland	Lot 7, Blk 2	East Highland Acres	20-10-02800	Replace four windows	\$ -	\$ 20.00	5728		Expires 9/27/23, 6 months from last expiration
5476	EXCAVATION	4/12/2023	City of Watford City	BEK Consulting LLC	Various Locations, WC			Misc	Per Public Works	\$ -	Waived	Waived		
5477	FENCE	4/12/2023	Joshua Peret	Self	12204 26F St NW	Lot 17	Buffalo Hills	20-04-01700	Wood and field wire fencing, rear and side yard	\$ -	\$ 25.00	5729		
5478	RESIDENTIAL BUILDING	4/12/2023	SD Rentals LLC	Garden State Constructors	313 5th St	Lot 2, Blk 1	5th Addition	82-06-00200	Replacing siding, fascia, soffit	\$ 30,000.00	\$ 220.00	5730		
5479	WATER SEWER ACCESS	4/13/2023	McKenzie County School District #1	Construction Engineers Inc	2112 Wolves Den Pkwy	Lot 6, Blk 1	Fox Hills Village	82-31-05100	Connections for BASC	\$ 67,288.22	\$ 16,979.90	5731		Connection fees waived. Meter and Payback Zone fees apply.
5480	FENCE	4/14/2023	Melody Schuetzke	Self	208 4th Ave NE	Lot 4, Blk 1	Aarhus Addition	82-10-00550	4' 6" Metal fence in front yard	\$ -	\$ 25.00	5732		Allowed within 6 ft north of sidewalk
5481	COMMERCIAL BUILDING	4/14/2023	Elle's Boutique, LLC	Self	232 Main St N		Original Townsite of Watford	82-01-11600	Demo, dressing rooms, vinyl flooring	\$ 8,500.00	\$ 134.20	5733		
5482	COMMERCIAL BUILDING	4/19/2023	Lund Oil Inc.	Woodrock Inc	3605 4th Ave NE			20-00-14700	Two new offices	\$ 40,000.00	\$ 378.00	5734		
5483	FENCE	4/18/2023	David Morris	Fencing Constuction Great Wall LLC	1412 Redtail Rd	Lot 7, Blk 3	Stepping Stone	83-25-33700	6' white vinyl fence, rear yard, two gates	\$ -	\$ 25.00	5735		WC Contractor's Lic Renewal as well
5484	EXCAVATION	4/20/2023	City of Watford City	BEK Consulting LLC	905 4th Ave NE			82-15-20000	Curb stop repair	\$ -	Waived	Waived		

2022	
Month	# of Permits Issued
January	7
February	9
March	14
April	33
May	29
June	42
July	23
August	37
September	24
October	30
November	13
December	6
2022 TOTAL	267

2022	
Month	Value
January	\$ 379,000.00
February	\$ 42,500.00
March	\$ 505,002.10
April	\$ 1,912,410.00
May	\$ 199,639.62
June	\$ 746,840.00
July	\$ 607,158.74
August	\$ 604,697.89
September	\$ 260,173.25
October	\$ 2,871,987.42
November	\$ 927,538.60
December	\$ 1,038,802.55
2022 TOTAL	\$ 10,095,750.17

2022 Residential Permits			
Type	# of Units	# of Buildings	Value
Single Family Home	6	6	\$ 2,292,630.00
Duplex	4	2	\$ 608,000.00
Apartment 3-4 Units	0	0	\$ -
Apartment 5+ Units	0	0	\$ -
2022 TOTAL	10	8	\$ 2,900,630.00

2023		
Month	# of Permits Issued	Comparison
January	16	229%
February	8	89%
March	18	129%
April	14	42%
May		
June		
July		
August		
September		
October		
November		
December		
2023 YTD	56	21%

2023		
Month	Value	Comparison
January	\$ 491,582.95	130%
February	\$ 11,338,344.00	26678%
March	\$ 14,254,248.00	2823%
April	\$ 249,348.22	13%
May		
June		
July		
August		
September		
October		
November		
December		
2023 YTD	\$ 26,333,523.17	261%

2023 Residential Permits				
Type	# of Units	# of Buildings	Value	Comparison
Single Family Home	0	0	0	0%
Duplex	0	0	0	0%
Apartment 3-4 Units	0	0	0	0%
Apartment 5+ Units	0	0	0	0%
2023 TOTAL YTD	0	0	\$ -	0%

Old Business

New Business