

## **CITY OF WATFORD CITY**

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

### **PLANNING AND ZONING COMMISSION MEETING AGENDA**

**Monday, December 30<sup>th</sup>, 2024**

6:00 PM City Hall, Virtual meeting via Microsoft Teams

<https://teams.microsoft.com>

Meeting ID: 243 584 414 12

Passcode: nz9Ze6oJ

- **CALL TO ORDER REGULAR MEETING**
- **APPROVE AGENDA**
- **APPROVE MINUTES**  
November 25<sup>th</sup>, 2024 Meeting
- **PERMIT RECORDS**  
November 2024 - December 2024 Permits
- **OLD BUSINESS**
- **NEW BUSINESS**
- **ADJOURNMENT**

# Minutes

*November 25<sup>th</sup> 2024*



## **PLANNING AND ZONING COMMISSION MEETING MINUTES Monday, November 25<sup>th</sup>, 2024**

The Watford City Planning & Zoning Commission meeting was held on Monday, November 25<sup>th</sup>, 2024, at City Hall in the Heritage Room. In attendance: Chairman Jesse Lawrence and Commission Members: Marco Pelton, Sam Huebner, Jacob Jellesed and Lance Renville. Also in attendance: City Planner Jake Walters, Planning Administrative Assistant Kaitlyn Swearson, and City Attorney Wyatt Voll. Absent: City Building Inspector Steve Williams, Commission Members Ross Sundeen, Troy Knutson, and Warren Hovland.

With those noted as present above, the Regular Meeting was called to order at 6:09 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: Pelton SECOND: Huebner**  
**VOICE VOTE:**  
**AYES: all in favor**  
**NAYS: none**

1. Call to approve October 28<sup>th</sup>, 2024, Meeting Minutes.

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

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

Call to order Public Hearing at 6:11 P.M. by Chairman Lawrence

Under consideration were the following Agenda items:

**1. Land Use Application – Zone Change – 4022 Frontier Ave (PID 20-00-15250)  
Submitted by Frontier Ave LLC**

*Walters gave a brief history on the property and the reasons behind the application. The applicant is requesting a zone change from Agricultural (A-2) to Industrial (ID). Walters explained the property is under new ownership and is looking to come into compliance with the zoning ordinance. The Industrial district would allow for the existing and desired use of shop space and storage/lay down yard.*

*A motion was made to recommend approval of the Zone Change from A-2 to ID as well as the corresponding revision to the Future Land Use Map from General Commercial to Industrial.*

*There was no further discussion.*

**MOTION: Pelton SECOND: Huebner**

**ROLL CALL VOTE:**

**AYES: Pelton, Lawrence, Huebner, Jellesed, Renville**

**NAYS: none**

**MOTION: CARRIED**

**2. Land Use Application – Conditional Use Permit for Asphalt and Concrete  
Crushing – 315 14<sup>th</sup> St SW, submitted by Knife River North Central**

*Walters gave a brief description of what Knife River is proposing and what had been granted in recent years. He outlined the steps taken by the operators to help combat dust, noise, and general nuisances to the public and how City staff monitors the site periodically. Walters explained that Knife River will be conducting the crushing activities for a total of three (3) weeks over the course of the three (3) month period described in the application and that no complaints had been received during the past year for similar activities.*

*A motion was made to recommend approval of the CUP for Asphalt and Concrete Crushing, for the period outlined in the application, and with the contingencies recommended by staff.*

*There was no further discussion.*

**MOTION: Pelton SECOND: Huebner**

Approval will be contingent upon the following items:

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;
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; and
7. The Conditional Use Permit shall be approved for a period of no more than three (3) months running from December 1st, 2024, through April 15th, 2025.

**ROLL CALL VOTE:**

**AYES: Huebner, Pelton, Renville, Lawrence, Jellesed**

**NAYS: none**

**MOTION: CARRIED**

**3. Land Use Application– Conditional Use Permit for Batch Plant Operations, Asphalt and Concrete – 315 14<sup>th</sup> St SW, submitted by Knife River North Central**

*Walters briefed the commission on the application request and past history of the batch plant operations.*

*A motion was made to recommend approval of the CUP for Batch Plant Operations, Asphalt and Concrete with the contingencies recommended by staff.*

*There was no further discussion.*

**MOTION: Renville SECOND: Jellesed**

Approval will be contingent upon the following items:

1. Requirements for Conditional Uses, under Article XXV – Conditional Uses, Section 1, will be applicable and enforced.

2. All City Ordinances and regulations must be strictly followed especially, but not limited to, the following: fugitive dust, material track-out, and noise disturbances. The specific fines set within the Ordinances may be imposed for any violations, which could lead to early review of this Conditional Use Permit, with a possible recommendation for denial.

**ROLL CALL VOTE:**

**AYES: Renville, Jellesed, Pelton, Lawrence, Huebner**

**NAYS: none**

**MOTION: CARRIED**

**4. Division of Land Application – Minor Plat for Simple Lot Split – Lot 1, Block 7 of Watford City Courtyard Addition Submitted by Watford City Enterprises LLC**

*Walters explained that the applicant wishes to divide the existing Lot 1 Block 7 into two new parcels, to be known as Lot 2, Block 7 and Lot 3, Block 7 of the Watford City Court Yard Addition Subdivision. The current zoning is C-1 (General Commercial) and upon splitting into two parcels each would retain the zoning district assigned.*

*A motion was made to recommend approval of the division of land application; minor plat for simple lot split.*

*There was no further discussion.*

**MOTION: Pelton SECOND: Huebner**

**ROLL CALL VOTE:**

**AYES: Lawrence, Jellesed, Renville, Huebner, Pelton**

**NAYS: none**

**MOTION: CARRIED**

Close Public Hearing at 6:23 by Chairman Lawrence

Continuation of Regular Meeting.

**PERMIT RECORDS:**

*October 2024 - November 2024*

**OLD BUSINESS:**

*Final Plat- Iron Fox, update.*

**NEW BUSINESS:**

*There was no new business.*

**ADJOURNMENT: TIME: 6:26    MOTION: Renville**

The next regularly scheduled Planning and Zoning Commission Meeting will be held on  
Monday, December 30<sup>th</sup> 2024, at 6:00 PM

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Jesse Lawrence, Chairman

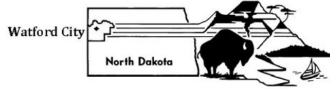
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Jake Walters, City Planner

# Permit Records

*November-December*



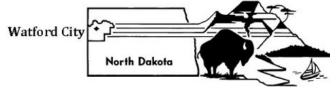


# Permit Statistics by Application Type

From 11/15/2023 through 12/15/2023

Report run on: 12-13-2024 18:12:33

Application Type		This Period			Same Period Previous Year		
		# Permits Issued	Valuation	Fees Collected	# Permits Issued	Valuation	Fees Collected
COMMERCIAL CONSTRUCTION	Commercial Construction	0			2		\$0.00
CONSTRUCT/REPAIR COMMERCIAL	Construct/Repair Commercial	1		\$0.00	0		
DEMOLITION PERMIT	Demolition Permit	3		\$0.00	0		
EXCAVATION	Excavation	0			1		\$0.00
INSURANCE CLAIM REPAIR PERMIT	Insurance Claim Repair Permit	0			1		\$0.00
MOVING PERMIT	Moving/Move In Permit	3		\$0.00	0		
RESIDENTIAL CONSTRUCTION	Residential Construction	5		\$0.00	2		\$0.00
SIGN PERMIT APPLICATION	Sign Permit Application	0			1		\$0.00
WATER & SEWER ACCESS COMMERCIAL	Water & Sewer Access Commercial	0			1		\$0.00
<b>Totals:</b>		<b>12</b>		<b>\$0.00</b>	<b>8</b>		<b>\$0.00</b>



# Permit Statistics by Application Type

From 11/15/2024 through 12/15/2024

Report run on: 12-13-2024 18:12:22

Application Type		This Period			Same Period Previous Year		
		# Permits Issued	Valuation	Fees Collected	# Permits Issued	Valuation	Fees Collected
COMMERCIAL CONSTRUCTION	Commercial Construction	2		\$147.00	0		
CONSTRUCT/REPAIR COMMERCIAL	Construct/Repair Commercial	0			1		\$0.00
DEMOLITION PERMIT	Demolition Permit	0			3		\$0.00
EXCAVATION	Excavation	1		\$91.00	0		
MOVING PERMIT	Moving/Move In Permit	2		\$300.00	3		\$0.00
RESIDENTIAL CONSTRUCTION	Residential Construction	6		\$2,486.50	5		\$0.00
SEPTIC PERMIT APPLICATION	Septic Permit Application	1		\$25.00	0		
SIGN PERMIT APPLICATION	Sign Permit Application	1		\$100.00	0		
<b>Totals:</b>		<b>13</b>		<b>\$3,149.50</b>	<b>12</b>		<b>\$0.00</b>

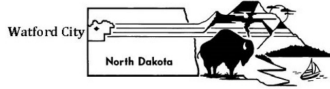


# Permit Statistics by Application Type

From 01/01/2023 through 12/15/2023

Report run on: 12-13-2024 18:12:42

Application Type		This Period			Same Period Previous Year		
		# Permits Issued	Valuation	Fees Collected	# Permits Issued	Valuation	Fees Collected
COMMERCIAL CONSTRUCTION	Commercial Construction	21		\$0.00	29		\$0.00
CONSTRUCT/REPAIR COMMERCIAL	Construct/Repair Commercial	13		\$0.00	19		\$0.00
DEMOLITION PERMIT	Demolition Permit	9		\$0.00	4		\$0.00
EXCAVATION	Excavation	13		\$0.00	11		\$0.00
FENCE PERMIT	Fence Permit	32		\$0.00	27		\$0.00
INSURANCE CLAIM REPAIR PERMIT	Insurance Claim Repair Permit	8		\$0.00	11		\$0.00
MOVING PERMIT	Moving/Move In Permit	9		\$0.00	4		\$0.00
RESIDENTIAL CONSTRUCTION	Residential Construction	66		\$0.00	94		\$0.00
SIGN PERMIT APPLICATION	Sign Permit Application	15		\$0.00	15		\$0.00
STORAGE PERMIT APPLICATION	Storage Permit Application	1		\$0.00	0		
WATER & SEWER ACCESS COMMERCIAL	Water & Sewer Access Commercial	8		\$0.00	20		\$0.00
<b>Totals:</b>		<b>195</b>		<b>\$0.00</b>	<b>234</b>		<b>\$0.00</b>

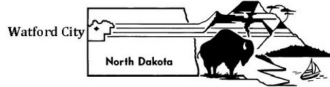


# Permit Statistics by Application Type

From 01/01/2024 through 12/15/2024

Report run on: 12-13-2024 18:13:00

Application Type		This Period			Same Period Previous Year		
		# Permits Issued	Valuation	Fees Collected	# Permits Issued	Valuation	Fees Collected
COMMERCIAL CONSTRUCTION	Commercial Construction	33		\$25,846.90	21		\$0.00
CONDITIONAL USE PERMIT	Conditional Use Permit	1		\$525.00	0		
CONSTRUCT/REPAIR COMMERCIAL	Construct/Repair Commercial	17		\$851.20	13		\$0.00
CONSTRUCT/REPAIR RESIDENTIAL	Construct/Repair Residential	5		\$392.00	0		
DEMOLITION PERMIT	Demolition Permit	9		\$150.00	9		\$0.00
EXCAVATION	Excavation	15		\$428.40	13		\$0.00
FENCE PERMIT	Fence Permit	23		\$300.00	32		\$0.00
INSURANCE CLAIM REPAIR PERMIT	Insurance Claim Repair Permit	5		\$60.00	8		\$0.00
MINOR PLAT	Minor Plat	1		\$675.00	0		
MOVING PERMIT	Moving/Move In Permit	13		\$600.00	9		\$0.00
PERMIT RENEWAL APPLICATION	Permit Renewal Application	2		\$20.00	0		
PROPERTY REPORT APPLICATION	Property Report Application	1		\$75.00	0		
RESIDENTIAL CONSTRUCTION	Residential Construction	88		\$26,038.57	66		\$0.00
SEPTIC PERMIT APPLICATION	Septic Permit Application	2		\$50.00	0		
SIGN PERMIT APPLICATION	Sign Permit Application	11		\$600.00	15		\$0.00
STORAGE PERMIT APPLICATION	Storage Permit Application	0			1		\$0.00
SUBDIVISION PRELIMINARY PLAT	Subdivision Preliminary Plat	2		\$2,820.00	0		
UTILITY OCCUPANCY	Utility Occupancy (Private Utilities in Right of Way)	6		\$0.00	0		



# Permit Statistics by Application Type

From 01/01/2024 through 12/15/2024

Report run on: 12-13-2024 18:13:00

Application Type		# Permits Issued	Valuation	Fees Collected	# Permits Issued	Valuation	Fees Collected
WATER & SEWER ACCESS COMMERCIAL	Water & Sewer Access Commercial	6		\$1,466.41	8		\$0.00
WATER & SEWER ACCESS RESIDENTIAL	Water & Sewer Access Residential	9		\$30,291.64	0		
<b>Totals:</b>		<b>249</b>		<b>\$91,190.12</b>	<b>195</b>		<b>\$0.00</b>