



Regular Planning Commission Meeting

Tuesday, January 7, 2025, at 5:30 PM

City Council Chambers, City Hall (10 3rd Ave SW)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. INTRODUCTIONS AND DECORUM
 - 3.1. INTRODUCTIONS AND DECORUM HANDOUT
4. PLANNING COMMISSION
 - 4.1. APPROVAL OF THE DECEMBER 2024 REGULAR MEETING MINUTES
5. PUBLIC HEARING
 - 5.1. CASE #2024-11-02 - HOMES ACRES 3RD ADDITION - CONDITIONAL USE PERMIT

Public hearing request by Devashri Rathod, representing Amerco Real Estate Company, owner for a request of a conditional use permit on a property zoned "C2" General Commercial District to construct additional commercial self-storage on a property currently used for commercial self-storage and general merchandise retail sales. The legal description for the property is an unplatted portion of the S 1/2 SW 1/4 SW1/4, Section 25, Township 155, Range 83 including Home Acres 3rd Addition to the City of Minot and Outlot 11 Less Outlots 2, 3, 4, 6 and 7 Ward County, North Dakota.

The subject property address is 1 20th Ave SE.

- 5.2. CASE #2024-11-03 - EHC MINOT ADDITION - FUTURE LAND USE MAP AMENDMENT, ZONING MAP AMENDMENT, PRELIMINARY PLAT, AND ANNEXATION

Public hearing request by Daniel Stewart of Development Engineering Consultants LLC, representing Jared Lochthowe, owner for a request of a future land use map amendment, zoning map amendment, preliminary plat and annexation on a property zoned "AG" Agricultural District with the

requested rezoning to “C2” General Commercial District with a future land use map amendment from “Light Industrial” to “Gateway Commercial”. The legal description for the property is the SE ¼, Section 35, Township 156, Range 83 less Highway and Don’s Addition to the City of Minot, Ward County, North Dakota.

The subject property’s address is unassigned.

5.3. CASE #2024-11-05 - OUR LADY GRACE ADDITION - ZONING MAP AMENDMENT, AND PRELIMINARY PLAT

Public hearing request by Sean Weeks of Ackerman-Esvtold, representing Our Lady of Grace Catholic Church, owner for a request of a zoning map amendment and preliminary plat on a property zoned “R1” Single Family Residential District with the requested rezoning to “P” Public District. The legal description for the property is Subdivision Lot 17 of Blocks 10 & 11 Amended Roosevelt Heights Addition Blocks 3-13 Inclusive Lots 1-7 to the City of Minot, Ward County, North Dakota.

The subject property address is 707 16th Ave SW.

5.4. CASE #2024-11-06 - RAMSTADS FIRST ADDITION - ZONING MAP AMENDMENT

Public hearing request by Jonathan Layne, representing Providence Holdings Minot, LLC, owner for a request of a zoning map amendment on a property zoned “C1” Neighborhood Commercial District with the requested rezoning to “CBD” Central Business District. The legal description for the property is Lots 13, 14 and 15, Block 2 Ramstads First Addition to the City of Minot, Ward County, North Dakota.

The subject property address is 423 Main St. S.

6. MISCELLANEOUS AND DISCUSSION ITEMS

7. ADJOURNMENT

On December 3, 2024, a Regular Planning Commission Meeting of the Minot Planning Commission was held in the City Council Chambers, City Hall (10 3rd Ave SW). Chairman Offerdahl called the meeting to order at 05:30 PM.

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS AND DECORUM

3.1. INTRODUCTIONS AND DECORUM HANDOUT

4. PLANNING COMMISSION

4.1. APPROVAL OF NOVEMBER 2024 REGULAR MEETING MINUTES

The motion to Approve the November 2024 regular meeting minutes was initiated by Planning Commission Representative Iverson seconded by Planning Commission Representative Mennem and carried by the following roll call vote: ayes: Tim Baumann, Erin Iverson, Robert Kibler, Logan Longtin, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Bradly Wolff, Robert Amick; nays: None.

5. PUBLIC HEARING

5.1. CASE# 2024-10-02 MEADOWVIEW ADDITION - CONDITIONAL USE PERMIT

Mr. Diedrichsen presented the Staff Report.

Commissioners had a discussion.

Mr. Diedrichsen answered questions from Commissioners.

Mr. Dickerson answered questions from Commissioners.

Mr. Diedrichsen answered questions from Commissioners.

Chairman Offerdahl opened the public hearing to the public for testimony.

Julie Wondrasek appeared to testify.

Nathan Faa appeared to testify.

Chairman Offerdahl closed the public hearing.

The motion to Approve based on Staff recommendations and findings of fact was initiated by Planning Commission Representative Baumann. The recommendation was added as follows: "That on street parking shall be limited to the area of the street directly adjacent to the group home." The motion was seconded by Planning Commission Representative Kibler and carried by the following roll call vote: ayes: Tim Baumann, Erin Iverson, Robert Kibler, Logan Longtin, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Bradly Wolff, Robert Amick; nays: None.

6. MISCELLANEOUS AND DISCUSSION ITEMS

Elections were held for Chairperson and Vice-Chairperson.

Commissioner Baumann asked Staff for an update on next year's projects.

6.1. ELECTION OF COMMISSION OFFICERS

Commissioners discussed the election of a new Chairperson and Vice-Chairperson. Commissioner Kibler nominated Chairman Offerdahl and Vice-Chair Baumann to retain their offices. Seconded by Commissioner Mennem. The motion to elect Commissioner Offerdahl as Chairperson and to elect Commissioner Baumann as Vice-Chairperson was initiated by Planning Commission Representative Kibler seconded by Planning Commission Representative Mennem and carried by the following roll call vote: ayes: Tim Baumann, Erin Iverson, Robert Kibler, Logan Longtin, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Bradly Wolff, Robert Amick; nays: None.

7. ADJOURNMENT

With no further business, Chairman Offerdahl adjourned the meeting at 5:59 pm.



Planning Commission Staff Report

Application Date: 11/26/2024

Staff Contact: Doug Diedrichsen, AICP Candidate,
Principal Planner

Date of Staff Report: 12/17/2024

Staff Recommendation: Approval

Date of Planning Commission Meeting: 01/07/2025

Case Number: 2024-11-02

Project Name: UHaul 2024 – CUP

Current Legal Description: unplatted portion of the S 1/2 SW ¼ SW1/4, Section 25, Township 155, Range 83 including Home Acres 3rd Addition to the City of Minot and Outlot 11 Less Outlots 2, 3, 4, 6 and 7 Ward County, North Dakota.

Proposed Legal Description: No Change

Present Address: 1 20th Ave SE

Owners: Amerco Real Estate Company

Representative: Devashri Rathod

Entitlements Requested: Conditional Use Permit -
Commercial Self Storage

Present Zone(s): “C2” General Commercial
District

Present Use(s): Commercial Self Storage

Uses Allowed in Present Zone(s): See Table 2.2
for allowed and conditionally permitted uses
within each district.

Present Future Land Use Map Designation:
General Commercial

Proposed Zone(s): No Change

Proposed Use(s): Expansion of Commercial Self Storage

Uses Allowed in Proposed Zone(s): See Table 2.2 for
allowed and conditionally permitted uses within each
district.

Proposed Future Land Use Map Designation: No
Change

PROJECT DESCRIPTION:

Public hearing request by Devashri Rathod, representing Amerco Real Estate Company, owner for a request of a conditional use permit on a property zoned “C2” General Commercial District to construct additional

commercial self-storage on a property currently used for commercial self-storage and general merchandise retail sales. The legal description for the property is an unplatted portion of the S 1/2 SW ¼ SW1/4, Section 25, Township 155, Range 83 including Home Acres 3rd Addition to the City of Minot and Outlot 11 Less Outlots 2, 3, 4, 6 and 7 Ward County, North Dakota.

The address for the property is 1 20th Ave SE

An aerial photo of the subject property can be found in **Exhibit 1**.

BACKGROUND INFORMATION:

The subject property is located in the building that formally housed the K-Mart store. The property is operated by Amerco Real Estate Company, and is utilized as leasable storage unit space, which is categorized as commercial self-storage under the Land Development Ordinance of the City of Minot (LDO). Currently this use is operating under an existing CUP from 2019 (Resolution No. 3644) in a “C2” General Commercial district. The applicant seeks a new conditional use permit in order to expand their operation as required by requirement 6 of their existing CUP.

A letter of intent can be found in **Exhibit 2**.

A site plan can be found in **Exhibit 3**.

A map of the area zoning and future land use can be found in **Exhibit 4**.

Site photos can be found in **Exhibit 5**.

Building Elevations can be found in **Exhibit 6**.

Resolution No. 3644 can be found in **Exhibit 7**.

STAFF ANALYSIS:

Conditional Use Permit Analysis:

Section 9.1-4 of the Minot Land Development Ordinance (Zoning Ordinance) recognizes that certain land uses, when under special conditions and review can be compatible with uses that are permitted by right in a zoning district. The review of the conditional use permit (CUP) application and any special conditions imposed by either the Zoning Ordinance or City Staff should occur via a thorough public process as prescribed by Section 9.2-1 including a public hearing, direct noticing to neighboring property owners, and general public noticing within the Minot Daily News. Per Section 9.1-4 I., an amendment to a CUP follows the same process as a new application. The applicant has submitted the necessary application documents required per Section 9.1-4 C. and noticing has been conducted as required per Section 9.2-1.

Section 9.1-4 F. states that the Planning Commission shall find that the application meets all of the following, as applicable:

1. The request will be harmonious with the general and applicable specific objectives of the City's Comprehensive Plan and this Ordinance.
2. The proposed conditional use at the specified location will not be detrimental to or endanger the health, safety, welfare, comfort, or convenience of the public.
3. The proposed conditional use will not cause substantial injury to the value of other properties within the area in which it is located.
4. The location, size, design, and operating intensity of the proposed conditional use will not prevent the development and use of neighboring property in accordance with the applicable zoning district. In making this determination, the Planning Commission will consider the siting, nature, and height of existing and proposed buildings and structures, and the extent and effectiveness of proposed buffering or landscaping.
5. Adequate public services and facilities exist or will be provided by the developer at the time of development, including adequate utilities, water and sewer systems, drainage structures, and other such facilities and services which are necessary to serve the development.
6. The request will not create excessive additional requirements for public facilities and services at public cost and will not be detrimental to the economic welfare of the community.
7. Adequate access roads or entrance and exit drives exist or will be provided by the developer to prevent traffic safety hazards and minimize traffic congestion on public streets.
8. The request will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.

Staff finds the proposed use to be harmonious with the comprehensive plan future land use map designation of General Commercial and the LDO. Section 9.1-4 F. 1. is satisfied.

Related to Section 9.1-4. F. 2 thru 4 generally relate to the overall impact of a proposal on property within the vicinity. The property is currently being utilized as a commercial self-storage facility so staff has no concerns about its continued use for this purpose. Since the project will change the intensity and density of the operation the CUP needs to be updated to consider any additional effects the increased intensity may cause. The updated site plan includes the addition of a new storage building to be constructed. Landscaping and buffering adjacent to all new construction must be addressed in the final site plan and conform to Article 7 of the LDO. Outdoor display of items for sale or rent can have an effect on the aesthetic of a neighborhood so it is important that conditions be included to mitigate these possible visual nuisances for adjacent property owners particularly the residential development to the north of the subject property. It is important that any leased space for outdoor storage of private property on site be fully screened to the standards outlined in Section 4.1-7. H. Warehousing (open). The preliminary site plan submitted with this application appears to address these issues, therefore staff finds that Section 9.1-4. F. 2 thru 4 is satisfied if the stated issues are addressed in the conditions of approval.

Staff finds Section 9.1-4. F. 5. related to the provision of appropriate public services such as utilities and drainage systems is satisfied, as no new public utilities are being sought and existing public utilities are adequate to support the proposed use.

Staff finds that Sections 9.1-4. F. 6. and 7. related to maintaining community economic welfare and providing adequate road access, respectively, are satisfied. There is currently adequate access onto 20th Ave. SE & 2nd St. SE, and improvements, if any were required, would be at the expense of the developer to satisfy these two evaluative criteria going forward.

Finally, Section 9.1-4. F. 8. is satisfied, as Staff does not have any evidence that the request will result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.

Comments:

- a) There were no public comments at the time of writing this staff report.
- b) The application was distributed to city departments and external public agencies within the City for review and the following comments were received.
 - a. City of Minot Engineering Department:
 - i. A storm water management plan is required for development.
 - ii. A site plan is required for development.

FINDINGS OF FACT:

The Minot Planning Commission should accept the following findings of facts:

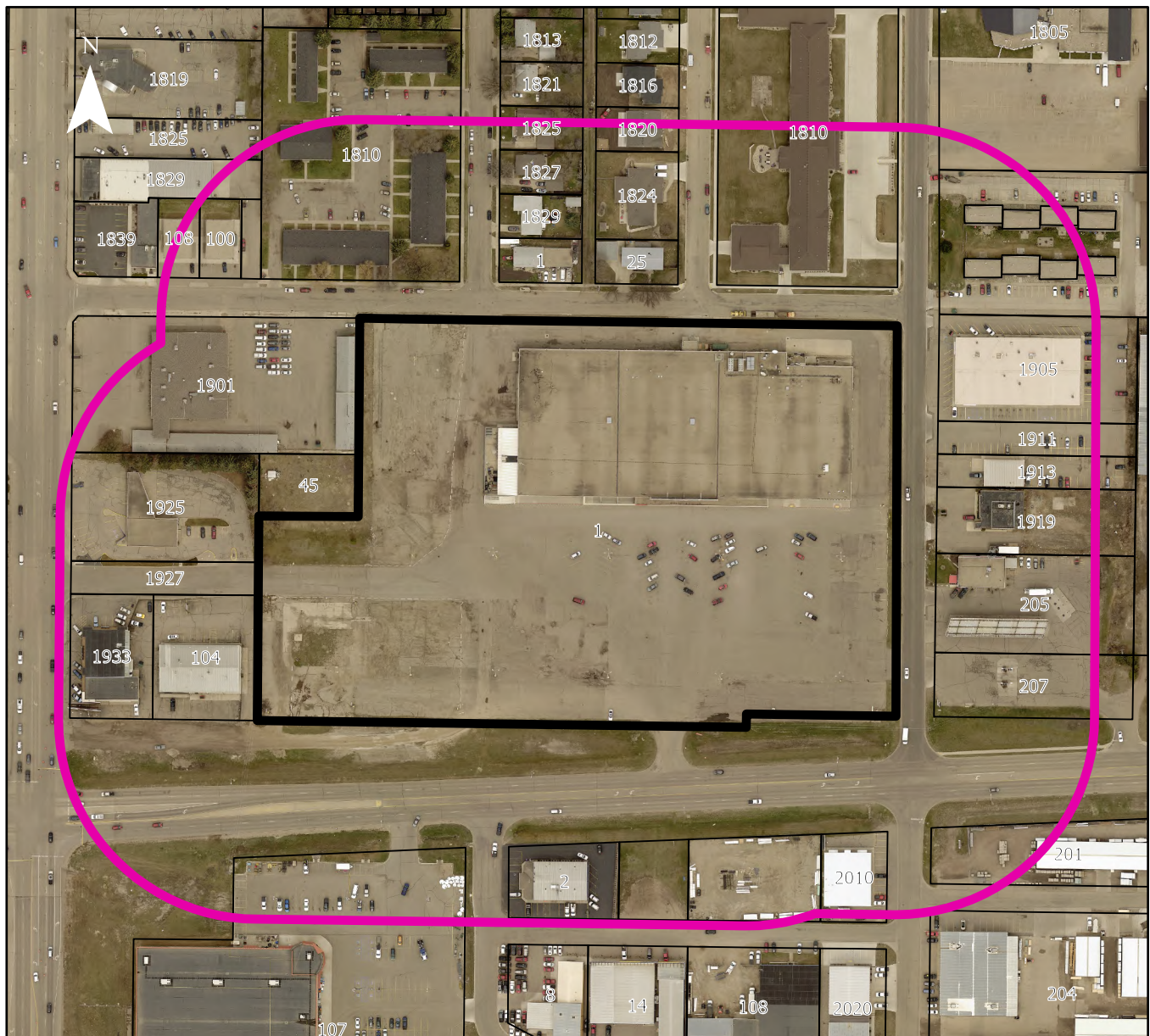
- 1) The applicant has submitted a complete application.
- 2) The property is zoned "C2" General Commercial District
- 3) The City of Minot 2040 Comprehensive Plan Future Land Use Map designates this area as General Commercial.
- 4) With conditions the proposal satisfies the evaluative criteria per Section 9.1-4. F. 1. thru 8. as outlined in the Staff Analysis section of staff's written report.
- 5) The Minot Planning Commission has the authority to hear this case and decide whether it should be approved or denied, with or without conditions. The public notice requirements were met, the hearing was legally noticed and posted and the hearing was held and conducted under the requirements of North Dakota Century Code and Minot City ordinances.

RECOMMENDATION:

Staff recommends the Planning Commission adopt the staff findings of fact and approve the conditional use permit for a commercial self-storage with the inclusion of existing conditions from Resolution No. 3544 (2019) and additional conditions to address new construction and increased intensity.

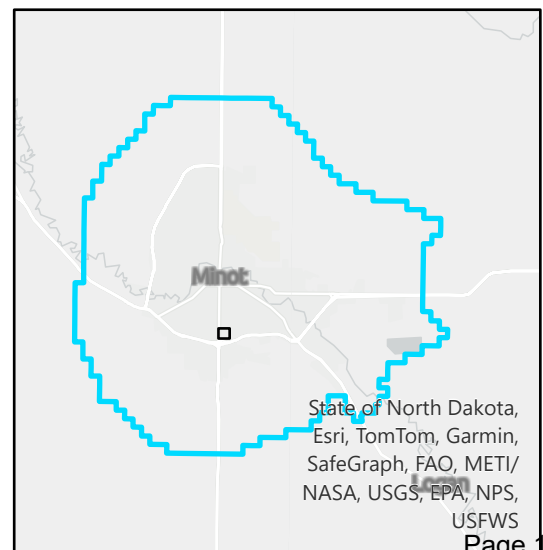
RECOMMENDED CONDITIONS:

- 1) This Conditional use permit is issued to allow climate-controlled storage units at this location within the existing building and new building being constructed and additional self-storage units on site.
- 2) This permit also allows for outdoor display of items for sale or rent.
- 3) A storm water management plan is required for development.
- 4) Display items for sale or rent are not to be parked or stored on grass or in any landscaped areas or rights-of-way.
- 5) All outdoor storage of materials and items not on display for sale or rent must be fully screened from all residential lots and public right-of-way.
- 6) A final site plan that meets all conditions of this permit is required before a building permit will be issued.
- 7) No inventory, equipment or materials shall be stored or parked outside of the building across from the residential lots across 19th Ave. SE north of the subject property.
- 8) The final site plan and development must generally comply with the site plan provided in Exhibit 3 of the staff report provided to the Planning Commission and is further subject to all necessary modifications stemming from other required conditions of approval and the Land Development Ordinance of the City of Minot.
- 9) If substantial construction has not taken place within one (1) year of the date on which the conditional use permit was granted, the permit is void.



0 170 340 680 Feet

- Two Mile Boundary
- City Limits
- Case # 2024-11-02
- Case # 2024-11-02 Notification Area



AMERCO[®]

REAL ESTATE COMPANY

2727 North Central Avenue, 5-N • Phoenix, Arizona 85004

Phone : 602.263.6555 • Fax: 602.277.5824 • Email: devashri_rathod@uhaul.com

Conditional Use Permit Application

DATE: November 25th , 2024

PROPERTY OWNER: AMERCO Real Estate Company

APPLICANT: AMERCO Real Estate Company

PROJECT NAME: U- Haul Moving and Storage of South Hill

REQUEST: Request to allow a U-Box storage (17,000 GSF) and Minis/Drive ups (21,503 GSF) on the existing U-Haul property.

PROJECT ADDRESS: 1 20th Ave SE, Minot, ND 58701

PARCEL ID: MI25.953.030.0340

EXISTING ZONING: C-2 (General Commercial)

BRIEF PROJECT DESCRIPTION

U-Haul is proposing to build U-Box and Minis to an existing U-Haul development located at 1 20th Ave SE. The site is 13.69 acres and has an existing access from 20th Ave SE and 2nd St SE. The built-up coverage for the proposed structures is approximately 38,500 GSF.

JUSTIFICATION:

1. The request will be harmonious with the general and applicable specific objectives of the City's Comprehensive Plan and Land Development Ordinance.

Response: Our uses are consistent with the policy and purpose of the Comprehensive Plan, as the intent of the C-2 district is to "provide an area of service facilities to the motoring public."

2. The proposed conditional use at the specified location will not be detrimental to or endanger the health, safety, welfare, comfort, or convenience of the public.

Response: The existing uses of self-storage and truck and trailer rental in the current location did not alter the character of the locality but did benefit the neighborhood and U-Haul strives to offer wide range of self-storage options to choose from. Our continued uses of self-storage and vehicle rental service will offer a valuable resource to the community.

3. The proposed conditional use will not cause substantial injury to the value of other property within the area in which it is located.

Response: The proposed conditional use will not cause substantial harm to the value of other property in the area. In fact, the retrofitting of this existing property is expected to enhance both its own value and the value of the surrounding properties.

4. The location, size, design and operating intensity of the proposed conditional use will not prevent the development and use of neighboring property in accordance with the applicable zoning district. In making this determination, the Planning Commission will consider the sitting, nature and height of the existing and proposed buildings and structures, and the extent and effectiveness of proposed buffering or landscaping.

Response: The proposed conditional use has been thoughtfully designed to ensure that its location, size, and operational intensity do not hinder the development or use of neighboring properties in line with the zoning district. U-Haul is committed to create a site plan that incorporates appropriate measures to minimize visual impact and maintain a pleasant environment.

5. Adequate public services and facilities exist or will be provided by the developer at the time of development, including adequate utilizes, water and sewer systems, drainage structures, and other such facilities and services which are necessary to serve the development.

Response: Adequate public services and facilities currently exist on the site to support the addition of U-Haul storage which includes utilities, water and sewer systems, and drainage structures, all of which are fully operational and adequately serve existing structures.

6. The request will not create excessive additional requirements for public facilities and services at public cost and will not be detrimental to the economic welfare of the community.

Response: The proposed conditional use will not impose excessive additional requirements on public facilities or services, nor will it result in costs for the public. The site is already supported by existing infrastructure, and the

additional structures will be efficiently integrated without significant demand on public resources.

7. Adequate access roads or entrance and exit drives exist or will be provided by the developer to prevent traffic safety hazards and minimize traffic congestion on public streets.

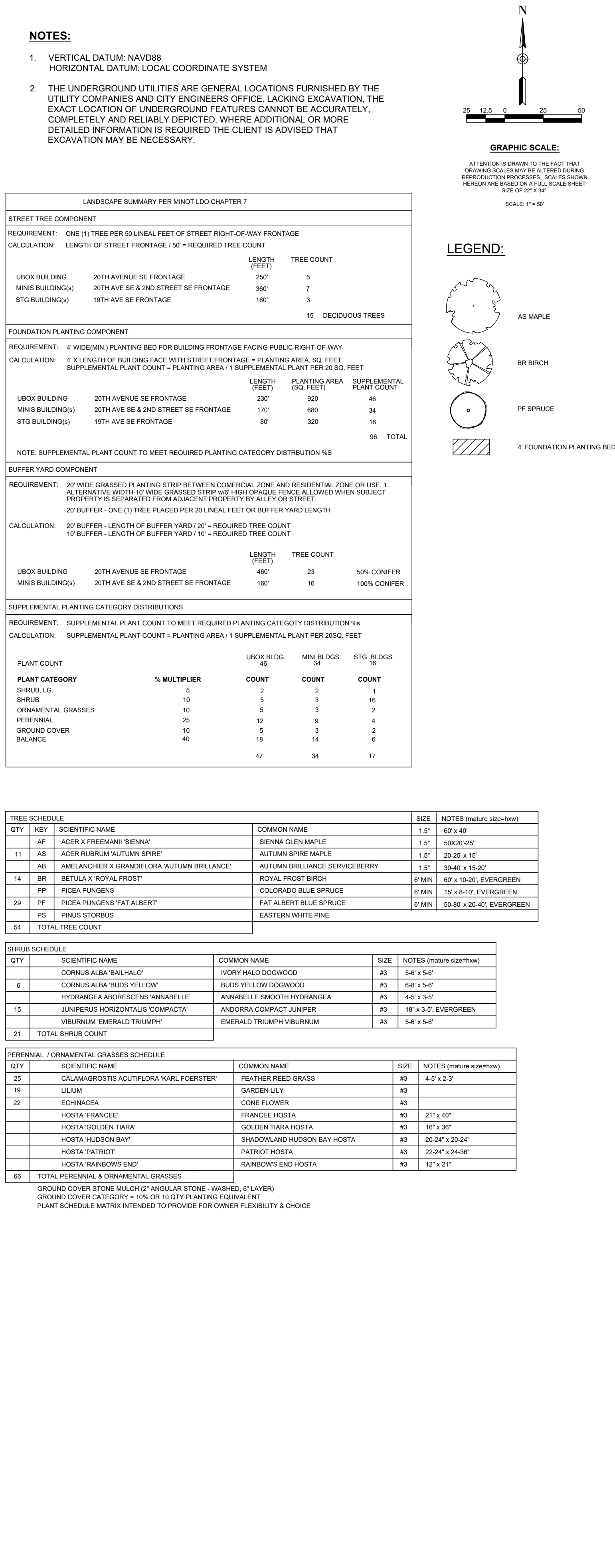
Response: The existing property has well-established access points along its southern and eastern part. These existing access roads are adequate for the current and proposed structures and are designed to prevent traffic safety hazards and minimize congestion on surrounding public streets.

8. The request will not result in the destruction, loss, damage of a natural, scenic, or historic feature of major importance.

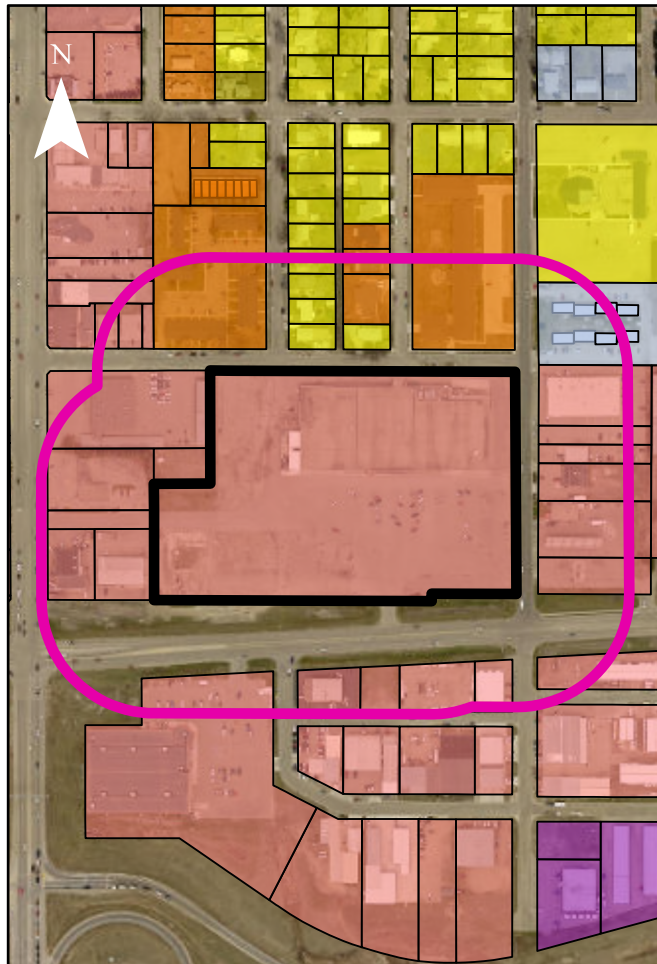
Response: The proposed development will not lead to the destruction, loss, or damage of any natural, scenic, or historic features of significance. The site has been carefully evaluated to ensure that the additional structures will be constructed in a way that preserves the integrity of the surrounding environment.

9. How you plan to mitigate any potential nuisances produced by the proposed conditional use? Examples included restricted hours of operation, considerations for noise mitigation, lighting and health and safety.

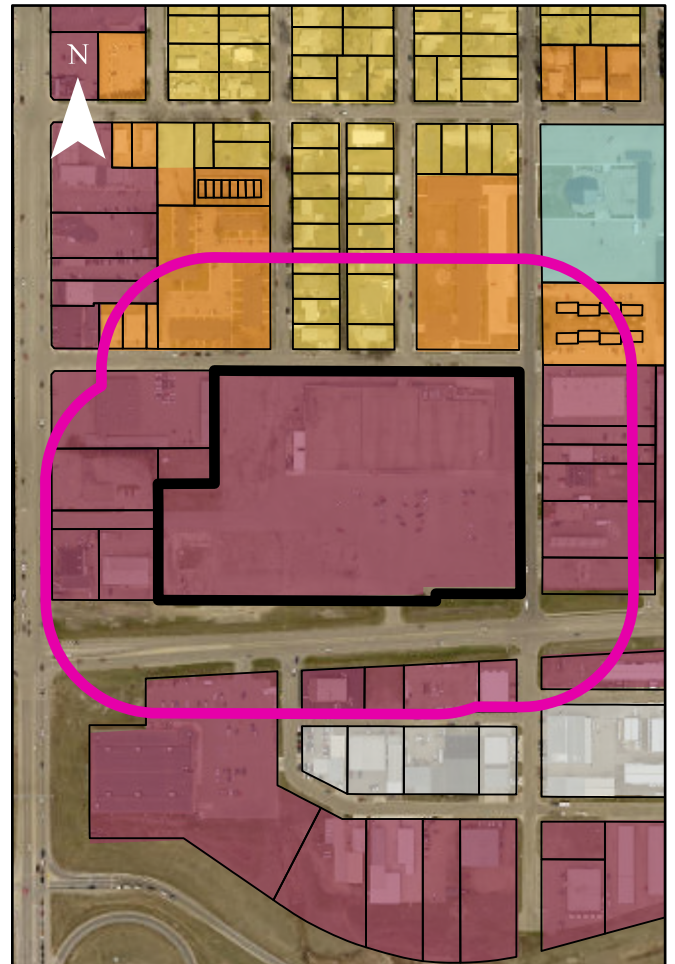
Response: Our operations will generally occur during typical business hours, which is 7:00 am and 7:00 pm (as mentioned in the narrative attached) and the uses of self-storage and truck and trailer generates minimal noise. Also, we will ensure that the lighting is well designed to be energy efficient and shield it to direct light away from neighboring properties. Additionally U-Haul is well-equipped with surveillance cameras for safety purposes.



ZONING



FUTURE LAND USE



0 237.5475 950 Feet

Zoning

	C2
	M1
	R1
	R2
	R3B
	RM
	R4

Both Maps

	Case # 2024-11-02
	Case # 2024-11-02 Notification Area

Land Use Type

	Public Institutional
	Suburban Residential
	General Commercial
	Urban Residential
	Light Industrial

Exhibit 5 – Site Photos



Facing West



Facing East - New Storage Location



Facing Northwest – New Storage Location

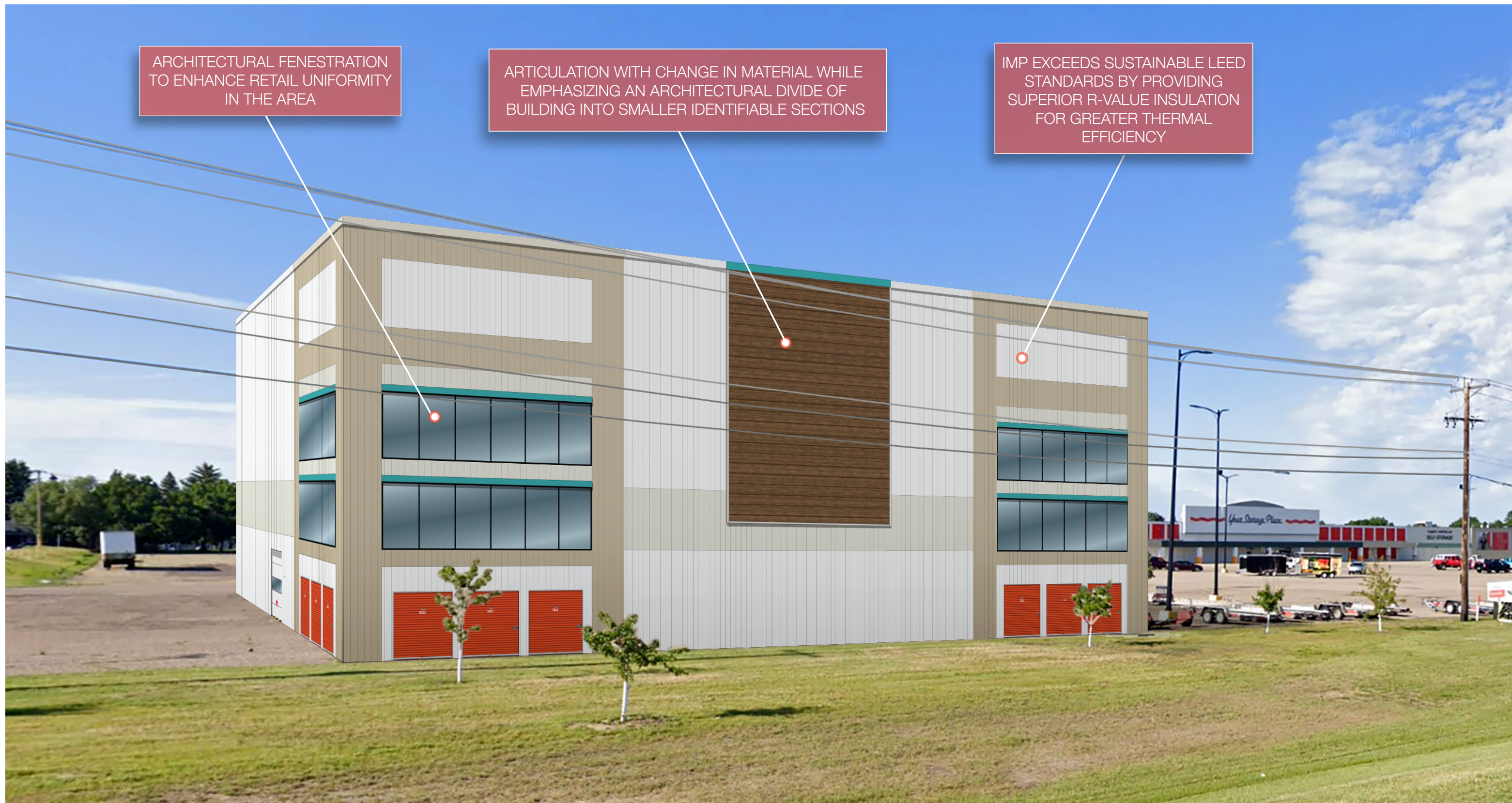


Facing South – Proposed Building Location



Outdoor Storage of Misc. Vehicles/Trailers

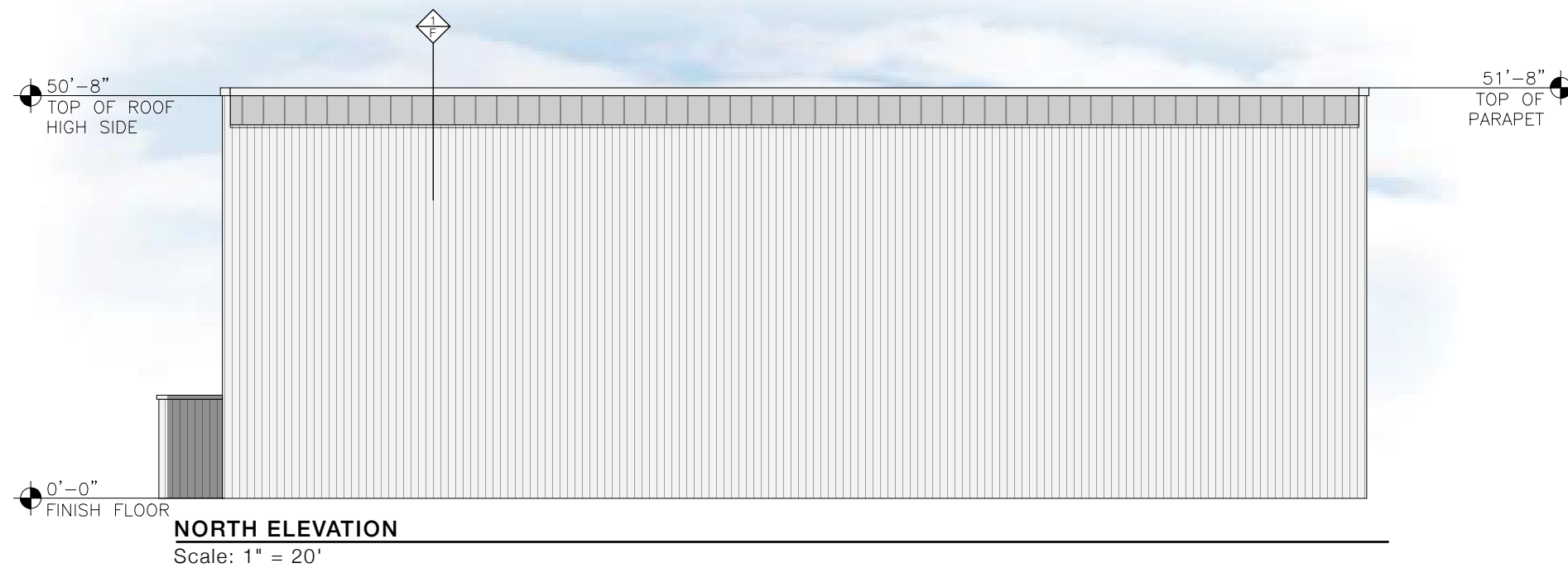
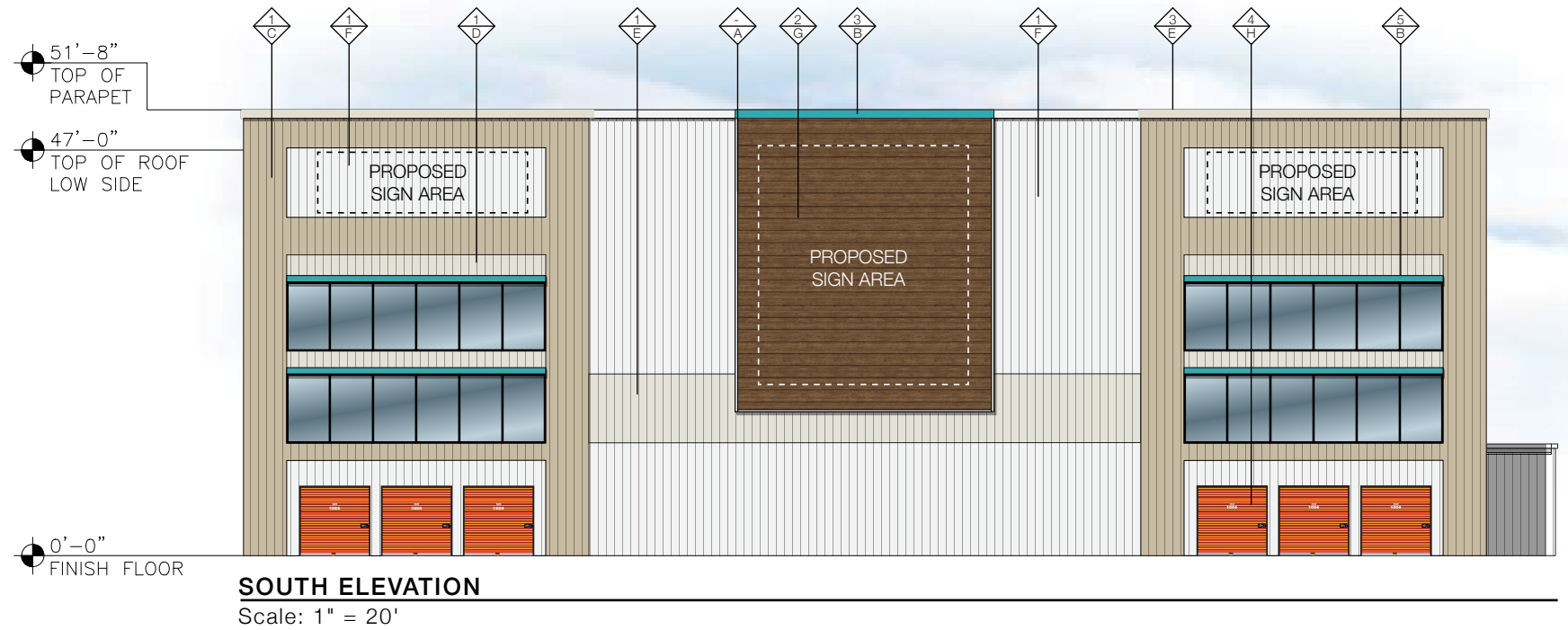






STRUCTURAL EMPHASIS ON THE MAIN CORNER
CREATING ARTICULATION TO THE BUILDING

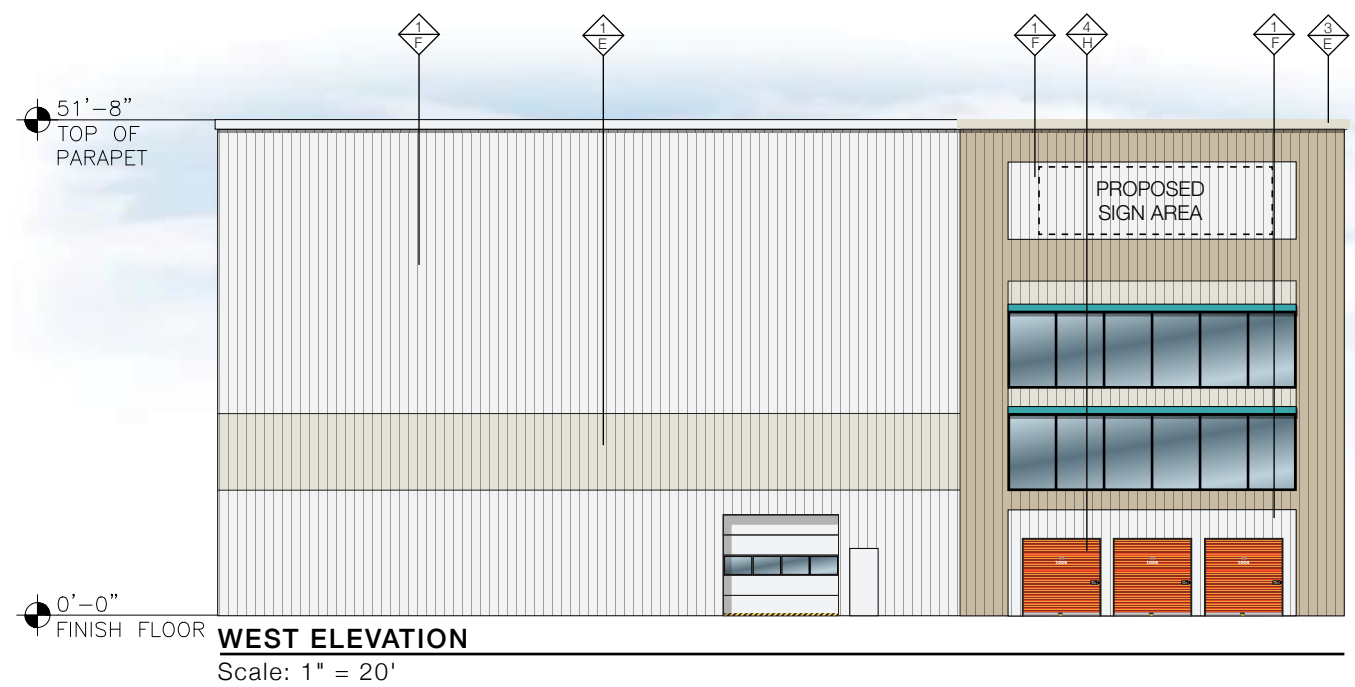
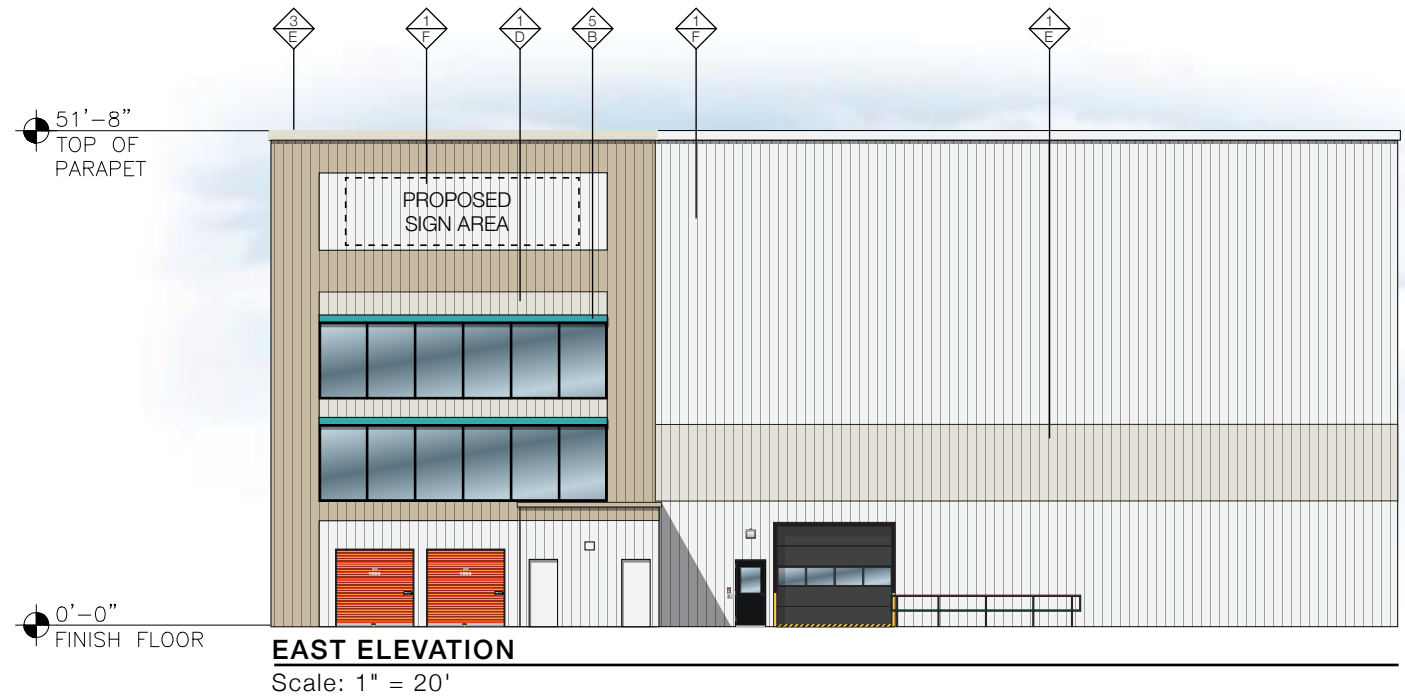
IMP EXCEEDS SUSTAINABLE LEED
STANDARDS BY PROVIDING
SUPERIOR R-VALUE INSULATION
FOR GREATER THERMAL
EFFICIENCY



GENERAL NOTES:
D1 - THE PROPOSED IMP USES FULL-WIDTH PANELS. DO NOT CUT PANELS DUE TO PAINT VARIATIONS. CONSULT WITH UHI CONSTRUCTION DEPT. OR A&M ASSOCIATES BEFORE CUTTING IMP.

COLORS		
A		GALVALUME
B		SW 6767 AQUARIUM
C		6149 RELAXED KHAKI
D		SW 6182 ETHEREAL WHITE
E		SW 7011 NATURAL CHOICE
F		POLAR WHITE
G		WALNUT
H		SIERRA SUNSET

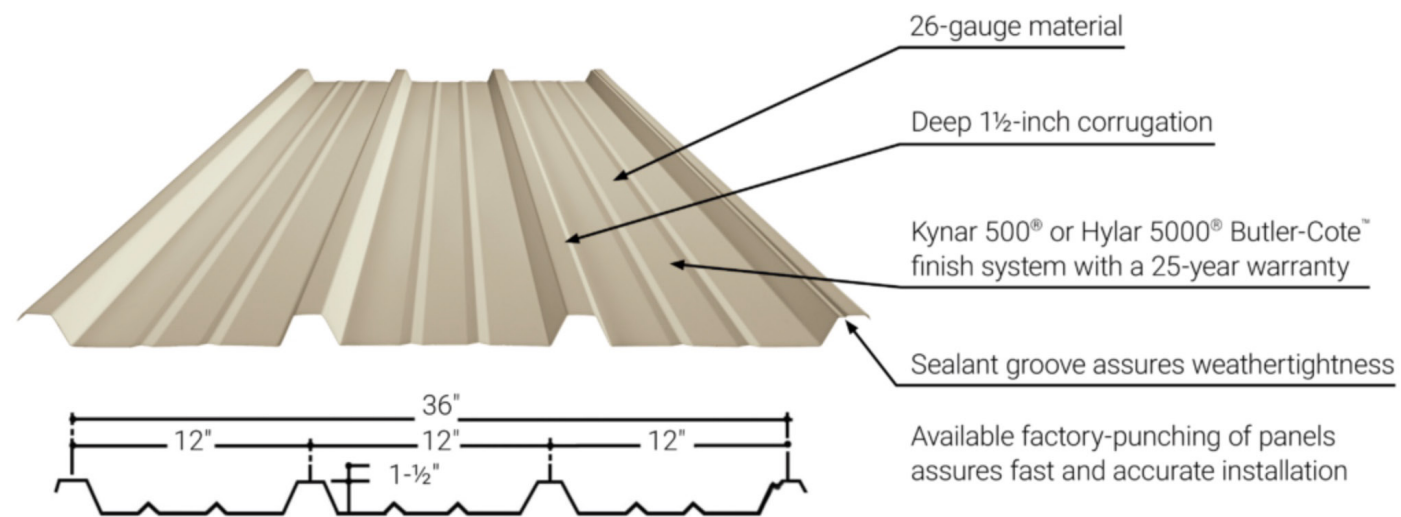
MATERIALS	
1	BUTLERIB II WALL SYSTEM
2	FAUX WOOD PANELS W/ 2" GALVALUME TRIM
3	12"H TRIM TYP.
4	ARCHITECTURAL DETAILS
5	9"H x 3"D ARCHITECTURAL DETAILS



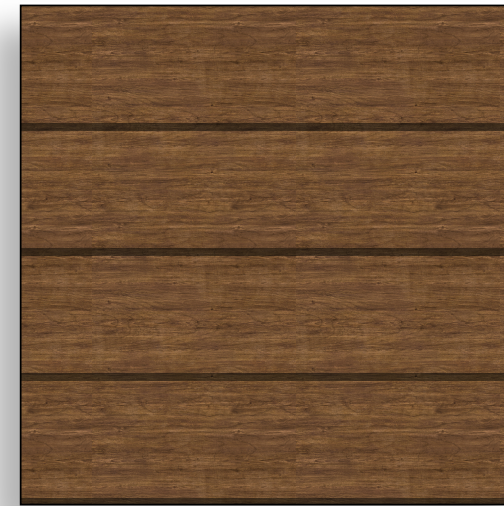
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F		POLAR WHITE
G		WALNUT
H		SIERRA SUNSET

MATERIALS		
1		BUTLERIB II WALL SYSTEM
2		FAUX WOOD PANELS W/ 2" GALVALUME TRIM
3		12"H TRIM TYP.
4		ARCHITECTURAL DETAILS
5		9"H x 3"D ARCHITECTURAL DETAILS



Butlerrib Wall System (or equivalent)



Horizontal Faux Wood Panels

EMBOSSED WALNUT
EXAMPLE

December 2, 2019 Regular City Council Meeting

RESOLUTION NO. 3644 – CONDITIONAL USE PERMIT -UNPLATTED SEC 25 155 83 S1/2 SW1/4 SW1/4 INCL HOME ACRES 3rd ADDITION AND OUTLOT 11 LESS OUTLOTS 2,3,4,6,7 – APPROVED

Alderman Jantzer moved the City Council adopt resolution no. 3644 for a Conditional Use Permit to allow for remodeling of an existing building for climate controlled self-storage and also outdoor display of U-Haul trucks and equipment for sale or rent on Unplatted Sec 25-155-83 S1/2 SW1/4 SW1/4 Incl Home Acres 3rd Addition and Outlot 11 Less Outlots 2,3,4,6,7. Motion seconded by Alderman Pitner and carried.

Alderman Wolsky commented that we are lucky to find a tenant to repurpose the big box store but he brought up challenges regarding the buffer zone. He requested a compromise be made for the landscaping requirements.

Alderman Wolsky moved to amend the motion to require trees where feasible and at the direction of the Park District's Forestry Service, add boulevard trees in the grass strip on 19th Avenue. Motion seconded by Alderman Straight.

Alderman Straight said, the community is losing a lot of trees as a result of the Flood Control project and it couldn't hurt to have trees planted here.

Mayor Sipma asked Principal Planner, Lance Lang, if he had any concerns with the request. Mr. Lang said, the area along 19th Avenue is only five feet wide. New development would require buffering to go on private property on the backside of the curb and sidewalk but in this case, it is the street. His concern would be because of the limited area, he recommends finding trees that will grow columnar rather than wide. He said Planning staff can work with the Park Department. One of the recommendations for the site is to develop the entire landscape plan prior to issuing building permits.

Mayor Sipma asked about utilities in the strip of land, to which Mr. Lang responded by saying, it is possible there are utilities located there in which case, there would not be room for trees.

A vote was taken on the amendment by Alderman Wolsky, seconded by Alderman Straight and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

Whereupon a vote was taken on the above motion by Alderman Jantzer, seconded by Alderman Pitner as amended and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

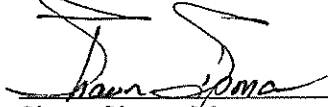
RESOLUTION NO. 3644

BE IT, HEREBY, RESOLVED BY THE CITY COUNCIL of the City of Minot, North Dakota, that a conditional use permit is granted to AMERCO Real Estate Company, Owner, for a Conditional Use Permit to allow for remodeling of an existing building for climate controlled self-storage and also outdoor display of U-Haul trucks and equipment for sale or rent on the same lot; property described as; an unplatted portion of Section 25, Township 155, Range 83 in the S Half of the SW Quarter of the SW Quarter including Home Acres 3rd Addition and Outlot 11, less Outlots 2, 3, 4, 6, and 7, subject to the following conditions:

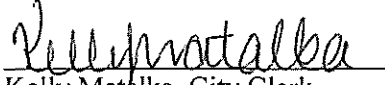
- 1) This conditional use permit is issued to allow climate-controlled storage units at this location inside the existing building and also to allow outdoor display of items for sale or rent on the same lot.
- 2) Items for sale or rent shall not be parked on the grass or in landscaped areas nor on any part of the public right-of-way.
- 3) No inventory, equipment, or materials shall be stored or parked outside the building across from the residential lots along the north side of 19th Avenue SE.
- 4) A revised Landscape Plan shall be submitted to the Planning Department and approved before any Building Permits are issued.
- 5) If substantial construction has not taken place within one (1) year of the date on which the conditional use permit was granted, the permit is void except that, on application, the council, after receiving recommendation from the Planning Commission, may extend the permit for such additional period as it deems appropriate. If the conditional use is discontinued for six (6) months, the conditional use permit shall become void. This provision shall apply to conditional use permits issued prior to the effective date of this title, but the six (6) month period shall not be deemed to commence until the effective date of this title.
- 6) An amended conditional use permit may be applied for and administered in a manner similar to that required for a new conditional use permit. Amended conditional use permits shall include reapplications for permits that have expired or have been denied, requests for substantial changes in conditions or expansions of use, and as otherwise described in this Ordinance. Applications for conditionally permitted uses which consist of multiple structures to be developed on the property shall include a conceptual development plan showing the structures proposed. The conditional use permit is approved for the use of the property which does not require an amendment each time a structure is proposed; however, once proposed development exceeds the approved conceptual development plan or if the characteristics of use change, an amended application shall be submitted for consideration.

Passed and adopted this 2nd day of December, 2019.

APPROVED:


Shaun Sipma, Mayor

ATTEST:


Kelly Matalka, City Clerk



Planning Commission Staff Report

Application Date: 12/02/2024

Staff Contact: Doug Diedrichsen, AICP Candidate,
Principal Planner

Date of Staff Report: 12/26/2024

Staff Recommendation: Approval

Planning Commission Meeting: 01/07/2025

Case Number: 2024-11-03

Project Name: ECH – Annex, FLU Change, Zone
Change, Prelim Plat

Current Legal Description: See Project
Description

Proposed Legal Description: Lots 1 & 2 EHC
Minot Addition

Present Address: Unaddressed

Representative: Daniel Stewart
DEC

Owner: Jared Lochthowe

Entitlements Requested: Zoning Map Amendment
from “Ag” Agricultural District to “C2” General
Commercial District, Future Land Use map amendment
from “Light Industrial” to “Gateway Commercial”, a
Preliminary Plat for EHC Minot Addition and
Annexation

Present Zone(s): “Ag” Agricultural District

Present Use(s): Agricultural Production Land

Uses Allowed in Present Zone(s): See Chapter 2.2
for allowed and conditionally permitted uses
within each district.

Present Future Land Use Map Designation: Light
Industrial

Proposed Zone(s): “C2” General Commercial District

Proposed Use(s): Hospital

Uses Allowed in Proposed Zone(s): See Chapter 2.2 for
allowed and conditionally permitted uses within each
district

Proposed Future Land Use Map Designation: Gateway
Commercial

PROJECT DESCRIPTION:

Public hearing request by Daniel Stewart of Development Engineering Consultants LLC, representing Jared Lochthowe, owner for a request of a future land use map amendment, zoning map amendment, preliminary

plat and annexation on a property zoned “AG” Agricultural District with the requested rezoning to “C2” General Commercial District with a future land use map amendment from “Light Industrial” to “Gateway Commercial”. The legal description for the property is the SE ¼, Section 35, Township 156, Range 83 less Highway and Don’s Addition to the City of Minot, Ward County, North Dakota.

An aerial map of the subject property may be found in **Exhibit 1**

BACKGROUND INFORMATION:

The property owner seeks to annex, plat, amend the FLU map and rezone the property from “AG” Agricultural District (AG) to “C2” General Commercial District (C2). The subject property was designated light industrial in the 2040 Comprehensive Plan. Annexation will address its position adjacent to city limits and will be evaluated by City Council along with the recommendation from Planning Commission on the preliminary plat, future land use map amendment and zoning map amendment request.

The Location Map and Vicinity Map **Exhibit 2**.

The Letter of Intent **Exhibit 3**.

The Preliminary Plat **Exhibit 4**.

The Site & Utility Plan **Exhibit 5**.

The zoning and future land use map are provided in **Exhibit 6**.

Site photos are provided in **Exhibit 7**.

STAFF ANALYSIS:

Annexation:

The City of Minot follows North Dakota Century Code (NDCC) Chapter 40-51.2 procedures involving annexation requests. NDCC 40-51.2-03 provides for owners of property to request annexation and City Council may approve such requests by ordinance. Staff is supportive of the annexation request.

Amendment to the Comprehensive Plan of the City of Minot Analysis:

Chapter 10. Implementation of the 2040 Comprehensive Plan of the City of Minot (LDO) provides the following guidance for making amendments to the Comprehensive Plan: The Plan can be amended if new development opportunities arise that were not foreseen in the Plan or if there is a significant shift in public sentiment. If, for example, a property needs to be rezoned but the rezoning is inconsistent with the future land use map, the City can revise the Plan following a review process involving staff review, Planning Commission review, and a final decision made by the City Council. If conditions in the City change significantly or major revisions are needed,

the Plan should be updated in its entirety. Staff may wish to perform a “soft update” in 5-10 years to ensure the Plan remains on track. This could assess progress toward implementation and allow for minor revisions to the Future Land Use Map, if needed, but would not involve the same level of undertaking as a full-scale update.

Staff provides the following guidance:

Staff finds that the requested changes are pertaining to “new development opportunities that were not foreseen” in the plan and the evolving development potential in the neighborhood. New development opportunities that are focused on a wide range of commercial uses continue to be the primary land use development opportunity in this area. The amendment would apply only to proposed Lot 1 of EHC Minot Addition. Hospitals are more suited to a commercial district and are not permitted in any of the industrial zoning districts within the LDO. This project presents an opportunity to help spur development along a designated gateway corridor as identified in the 2040 Comprehensive Plan. The expansion of the needed utilities for this project across the bypass could result in additional projects becoming more attractive on the adjacent properties.

Zoning Map Amendment Analysis:

Section 9.1-7 of the Minot Land Development Code provides the procedures for amending the official zoning map of the City of Minot. Section 9.2 provides the noticing requirements for public hearings held by the Planning Commission. Section 9.1-7 D. recognizes that the future land use map may need to be amended to support any rezoning request. The applicant has submitted the necessary application documents required per Section 9.1-7 C. and noticing has been conducted as required per Section 9.2.

Section 9.1-7 E. 2. requires the Planning Commission to provide findings of fact to ensure the criteria included in Section 9.1-7 H. has been satisfied in order to support any recommendation regarding any proposed changes to the zoning map or Future Land Use Map. Staff provides the following guidance:

Staff finds a change is necessary to resolve a discrepancy between the zoning and Future Land Use (FLU) Map of the 2040 Comprehensive Plan. The FLU Map denotes this area as light industrial whereas the existing zoning is “AG”. The area was denoted as Light Industrial on the FLU for a proposed project that was ultimately located in a different area with this project presenting a new potential development that would be harmonious with surrounding development, future land use and zoning. With an amendment to the FLU Section 9.1-7 H. 1. is satisfied.

Staff finds that the City and other public agencies will be able to provide services to support the request and Section 9.1-7 H. 2 is satisfied with the condition that the developer construct all required infrastructure to city standards as outlined in the Land Development Ordinance (LDO) and city code of ordinances.

Given the commercial nature of the uses and zoning of the adjacent properties the change in zoning should not affect the uses or property values of the adjacent properties. With that, staff finds no evidence that the proposed development will substantially diminish the condition or value of property in the vicinity per Section 9.1-7 H. 3.

Staff finds the zoning change is consistent with the purpose of the Zoning Ordinance and other adopted policies of the City. Section 9.1-7 H. 4. is satisfied.

Subdivision Design Standards:

Section 10.2-7 C. of the Land Development Ordinance of the City of Minot (LDO) covers the process of application and submittal for a major subdivision preliminary plat. The applicant has submitted the necessary application documents required per Section 10.2-7 C. 2. and noticing has been conducted as required per 9.2-1 (B) and (C).

Section 10.2-7. D. requires that staff's report consider the nature of the proposed development as prescribed within Section 10.2-5 relating to whether or not it meets the technical requirements of Article 10, and if not, whether any such requirements should be waived. To that end, staff provides the following guidance based on the various requirements of Chapter 10.3 – Design Standards:

Section 10.3-1, requiring the proposed subdivision to be designed in accordance with the standards of Chapter 10.3, the Land Development Ordinance as a whole, and a list of various other plans and codes, is satisfied.

Section 10.3-2 prohibits the approval of the subdivision of land that is unsuitable for development due to a variety of reasons. Staff finds the proposed preliminary layout, which proposes two lots, each with adequate terrain and access to be suitable for development. Staff finds Section 10.3-2 is satisfied.

Section 10.3-3. requires that a subdivision name not already be utilized elsewhere and spelled correctly. The name EHC Minot Addition has not yet been taken and is spelled correctly. Section 10.3-3. is satisfied.

Section 10.3-4. A-F. relating to Street Names and Numbering is applicable and satisfied, as the proposed road addition (8th Street) is an extension of an existing named road. Addressing will be assigned to each lot following completion of the final plat process, if approved.

The requirements of Section 10.3-11. relating to the design of the individual lots has been satisfied as the proposed properties to be created will meet the minimum lot sizes of the respective district for which they will be zoned, if approved. In short, the lots meet the dimensional standards per Section 10.3-11.

Section 10.3-12 relating to block design is satisfied.

The requirements of Section 10.3-13. A. relating to the dedication of right-of-way, easements, and street widths is satisfied with the dedication of eighty-foot (80') road right-of-way along the center property line between lot 1 and 2 and dedication of all required easements on the final plat. Section 10.3-13. A. is satisfied.

Sections 10.3-14 relates to sidewalks, which are required in the "C2" General Commercial zone when designed with urban section right-of-way. Sidewalks will be required with this section of 8th Street being improved to an urban road and therefore Section 10.3-14 is satisfied with the inclusion of required sidewalks in the final site plan and included in developer responsibilities in the required Development Agreement.

Section 10.3-15 related to public utilities is satisfied. All extension of public utilities will be at the expense of the developer and these responsibilities will be outlined in the future Development Agreement.

Section 10.3-21 related to financial security for necessary infrastructure improvements is applicable and will be outlined in the future Development Agreement and all connection fees due at the time the building permit is issued.

Section 10.3-22 is satisfied, as the applicant is required to follow all City permitting processes for construction.

Comments:

- a) There were no public comments at the time of writing this staff report.
- b) The application was distributed to city departments and external public agencies within the City for review and the following comments were received:
 - a. Engineering
A Developers Agreement is required prior to recording the plat. It shall include but not be limited to:
 - a) Construction of 3 lane roadway section
 - b) Storm Water Management Plan
 - c) Water Model review and future sizing study
 - d) Sewer Model review and future sizing study
 - e) Traffic study with City/NDDOT approval required
 - f) A site plan is required for development.
 - g) Connection fees are required for future development.
 - Right of Way Requirements
 - a) 80' ROW 8th Street

The comments from Engineering are either explained in detail within the staff analysis section of the report or follow standard general and/or commercial development policy and will be memorialized as conditions of approval.

FINDINGS OF FACT:

The Minot Planning Commission should accept the following findings of facts:

- 1) The applicants have submitted a complete application for a preliminary plat, future land use map amendment, annexation, and zoning map amendment.
- 2) The present zoning is “AG” Agricultural District.
- 3) Annexation falls under the purview of the City Council and will be supported by staff at the time that application is presented to Council.
- 4) The applicable sections of Chapter 10.3 related to subdivision design are satisfied.
- 5) The City of Minot 2040 Comprehensive Plan Future Land Use Map designates this area as Light Industrial, however this was associated with a past project that was sited in another location so an amendment to Gateway Commercial for one of the newly created lots associated with this project is proposed.
- 6) Section 9.1-7 H. 1. is satisfied, as the FLU map denotes this area as Light Industrial and the proposal is to zone the property as “C2” General Commercial in alignment with the proposed amendment to the FLU map designation.
- 7) Section 9.1-7 H. 2 is satisfied, as the City and other public agencies will be able to provide services to support the request. A Development Agreement will be required and service extensions will be at the developer’s expense.
- 8) Section 9.1-7 H. 3 is satisfied, as there exists no evidence that the proposed development will substantially diminish the condition or value of property in the vicinity.
- 9) The zoning map amendment is consistent with the purpose of the Minot Land Development Ordinance and other adopted policies of the City per Section 9.1-7 H. 4.
- 10) The Minot Planning Commission has the authority to hear this case and provide a recommendation to City Council whether it be approved or denied. The public notice requirements were met, the hearing was legally noticed and posted, and the hearing was held and conducted under the requirements of North Dakota Century Code and Minot City ordinances.

RECOMMENDATION:

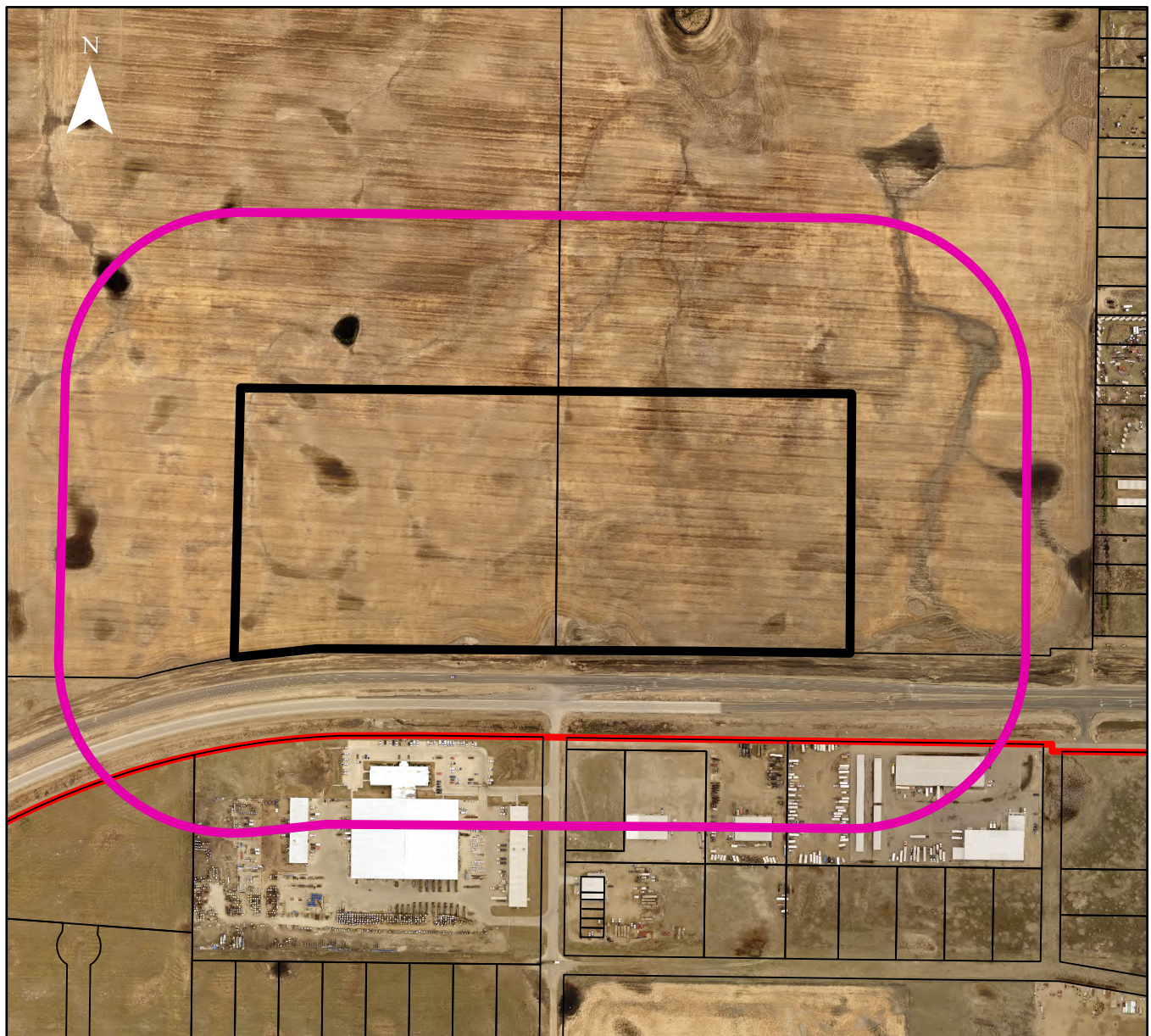
Staff recommends the Planning Commission adopt the staff findings of fact and recommend approval to City Council for the preliminary plat of EHC Minot Addition, an amendment to the Future Land use map from Light Industrial to Gateway Commercial on proposed Lot 1 of EHC Minot Addition and a zoning map amendment from “Ag” Agricultural District to “C2” General Commercial District with the following conditions:

A Developers Agreement is required prior to recording the plat. It shall include but not be limited to:

- a) Construction of 3 lane roadway section
- b) Storm Water Management Plan
- c) Water Model review and future sizing study
- d) Sewer Model review and future sizing study
- e) Traffic study with City/NDDOT approval required
- f) A site plan is required for development.
- g) Connection fees are required for future development.

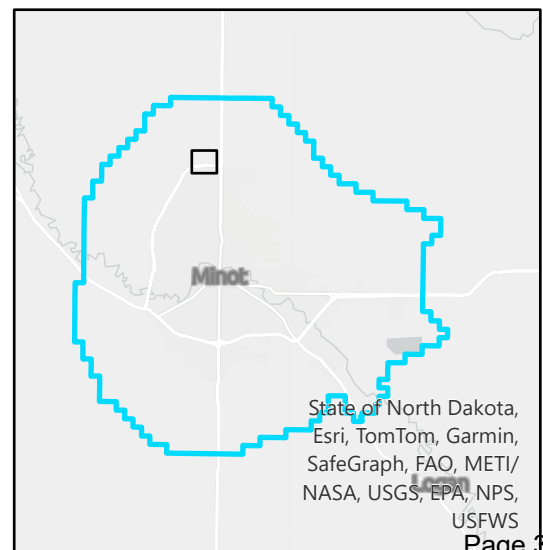
Right of Way Requirements

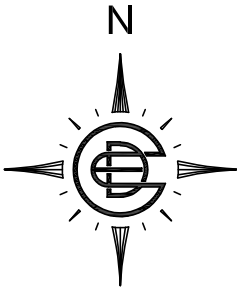
- a) 80' ROW 8th Street



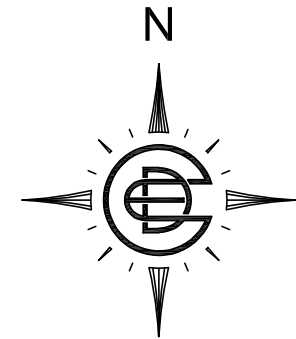
0 380 760 1,520 Feet

- Two Mile Boundary
- City Limits
- Case # 2024-11-03
- Case # 2024-11-03 Notification Area





LOCATION MAP	
EXCEPTIONAL HEALTHCARE	
CITY OF MINOT, NORTH DAKOTA	
DATE 12/02/24	SHEET NO. 1 OF 1



VICINITY MAP	
EXCEPTIONAL HEALTHCARE	
CITY OF MINOT, NORTH DAKOTA	
DATE 12/02/24	SHEET NO. 1 OF 1



December 2, 2024

City of Minot
1025 31st Street SE
Minot, North Dakota 58702

Re: Zoning Narrative
Exceptional Healthcare
NEC 46th Street and 8th Street
DEC No. 10875

Dear Staff:

It's my pleasure to submit this Zoning and Annexation package for Exceptional Healthcare at the northeast corner of 46th Street (US 83 Bypass) and 8th Street. Exceptional Healthcare is a proposed 24,800 square-foot hospital with emergency rooms, in-patient services, and a surgery center. The facility contains nineteen beds and will provide high quality healthcare access to residents of the city and the surrounding regions/communities. It will employ approximately 60 professional and operations staff.

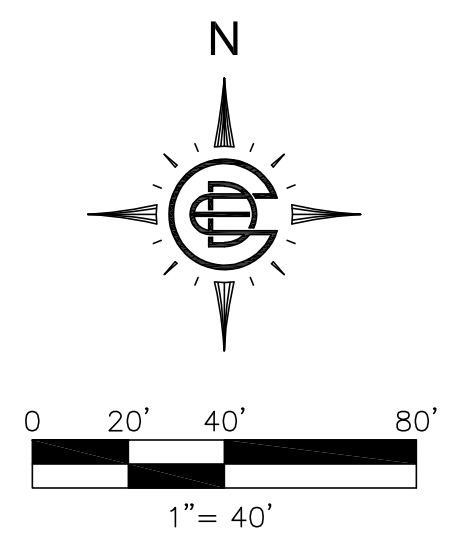
The facility also includes a helistop as an accessory use that is needed for this type of critical care. Not only serving as a destination for emergency care to the City and surrounding regions, the helistop will also provide a critical pickup location for patients that are stabilized, but need acute specialty care at a large hospital elsewhere in the state. It will be used only for emergency pickup and dropoff. There will not be any aircraft on site full-time. The duration of stay is limited only to the amount of time it takes staff to load or unload.

The property is currently with the City's Extra-Territorial Jurisdiction (ETJ) and therefore is not zoned. We are requesting a zoning designation of C2 which allows for a hospital use.

I look forward to working with you on this application. Please contact me with any questions you may have.

Sincerely,

Daniel Stewart
Project Manager
Development Engineering Consultants, LLC

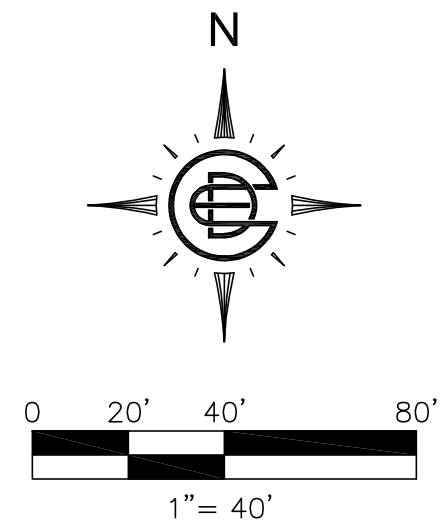


PRELIMINARY PLAT
EHC MINOT ADDITION
CITY OF MINOT, WARD COUNTY, NORTH DAKOTA

ENGINEER
DEC
5300 TOWN & COUNTRY BOULEVARD, SUITE 150
FRISCO, TEXAS 75034
469-850-0860 | dec-en.com

BEING AN UNPLATTED PORTION
OF THE SE ¼ OF THE SW ¼
AND THE SW ¼ OF THE SE ¼
OF SECTION 35, TOWNSHIP
156 N, RANGE 83 W

ISSUE DATE 12/02/24	DEC FILE NO. 108710
CITY FILE NO. -	SHEET NO. PPA



SE/4, SW/4
S35, T 156N, R83W

LOT 2
5.31 AC.

8th STREET

LOT 1
4.68 AC.

SE/4, SW/4
S35, T 156N, R83W

46th STREET (SH 83 BYPASS)

PLAT AERIAL EXHIBIT

EHC MINOT ADDITION

NEC 46th STREET & 8th STREET

CITY OF MINOT, WARD COUNTY, NORTH DAKOTA



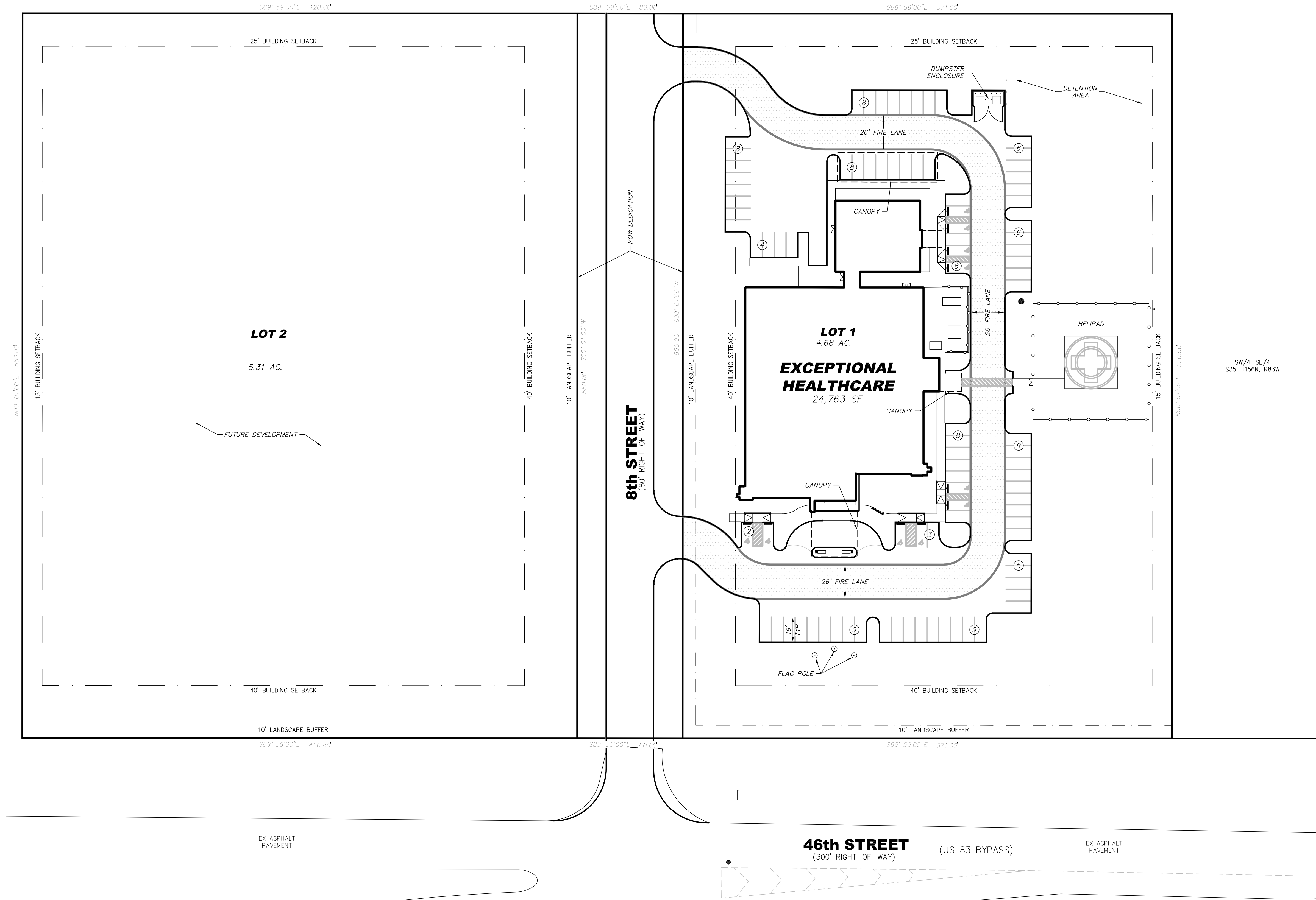
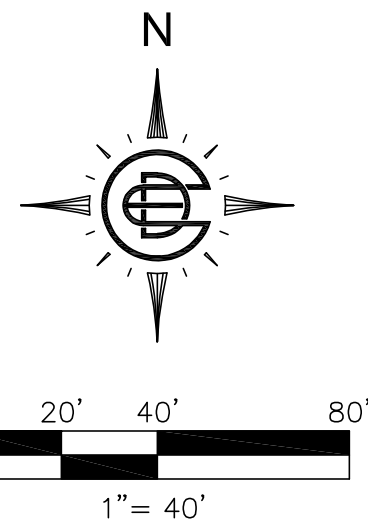
ENGINEER
5300 TOWN & COUNTRY BOULEVARD, SUITE 150
FRISCO, TEXAS 75034
469-850-0060 | dec-enr.com

ISSUE DATE
12/02/24

DEC FILE NO.
108710

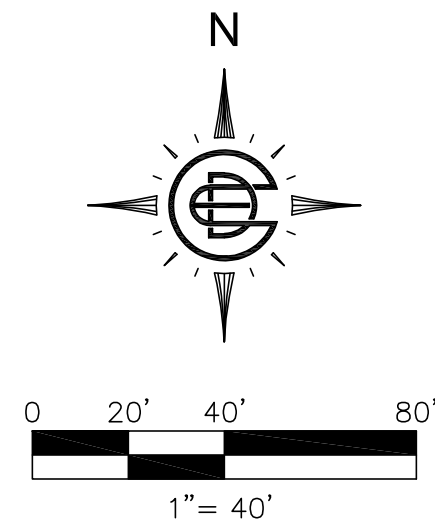
CITY FILE NO.
-

SHEET NO.
PPA



SITE DATA	
LOT AREA:	4.68 ACRES
PROPOSED ZONING:	C2
CURRENT USE:	UNDEVELOPED
PROPOSED USE:	HOSPITAL
BUILDING AREA:	24,763 SQ. FT. (19 BEDS)
PARKING REQUIRED:	67 SPACES (3.5/BED)
PARKING PROVIDED:	91 SPACES (4.8/BED)

SITE PLAN	
EXCEPTIONAL HEALTHCARE	
NEC 46th STREET & 8th STREET	
CITY OF MINOT, WARD COUNTY, NORTH DAKOTA	
	ENGINEER  5300 TOWN & COUNTRY BOULEVARD, SUITE 150 FRISCO, TEXAS 75034 469-850-0060 dec-enr.com
	ISSUE DATE 12/02/24
	DEC FILE NO. 108710
	CITY FILE NO. -
SHEET NO. SP	



SE/4, SW/4
S35, T156N, R83W

LOT 2

LOT 1
EXCEPTIONAL
HEALTHCARE

SW/4, SE/4
S35, T156N, R83W

46th STREET
(300' RIGHT-OF-WAY) (US 83 BYPASS)

EX ASPHALT
PAVEMENT

EX ASPHALT
PAVEMENT

EX ASPHALT
PAVEMENT

EX 16" WTR

EX 8" SS



PRELIMINARY UTILITY PLAN

EXCEPTIONAL HEALTHCARE

NEC 46th STREET & 8th STREET

CITY OF MINOT, WARD COUNTY, NORTH DAKOTA

ENGINEER



5300 TOWN & COUNTRY BOULEVARD, SUITE 150
FRISCO, TEXAS 75034
469-850-0060 | dec-enr.com

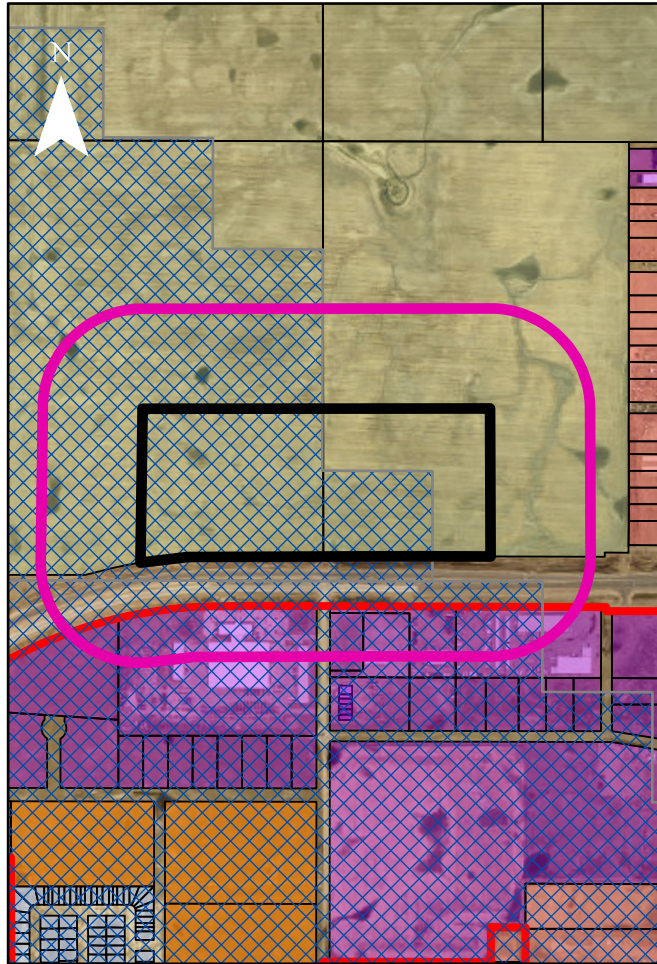
ISSUE DATE
12/02/24

CITY FILE NO.
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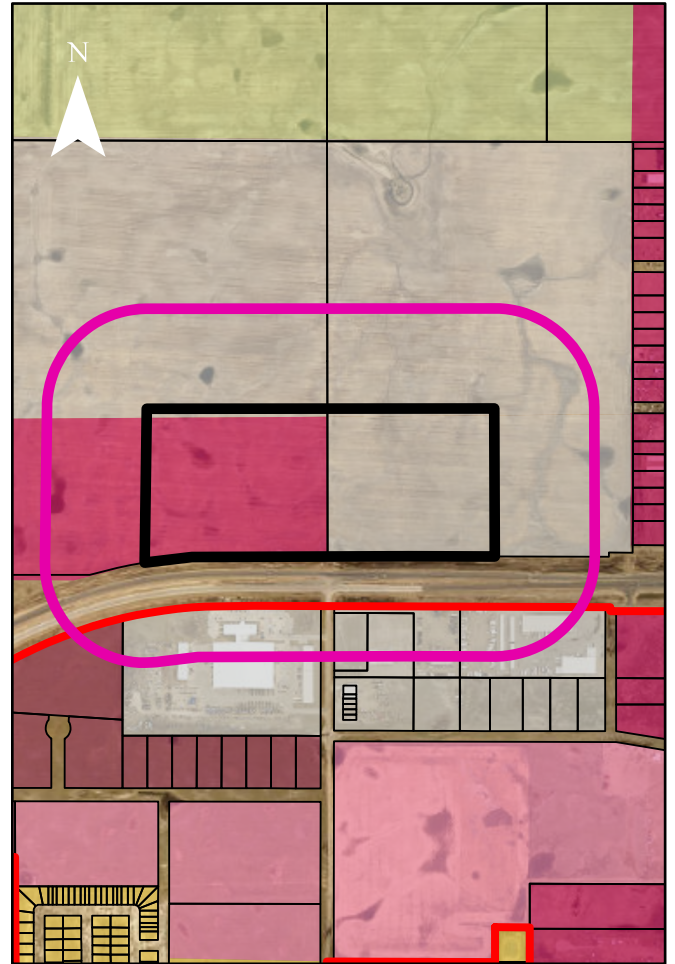
DEC FILE NO.
108710

SHEET NO.
PUP

ZONING



FUTURE LAND USE



0 500 1,000 2,000 Feet

Zoning

	AG
	C2
	M1
	R3
	R4

Both Maps

	Case # 2024-11-03
	Case # 2024-11-03 Notification Area

Land Use Type

	Agricultural and Open Space
	Suburban Residential
	General Commercial
	Gateway Commercial
	Mixed Use Center
	Light Industrial

Exhibit 7 – Site Photos



Facing West



Facing North



Facing East



Facing South



Planning Commission Staff Report

Application Date: 11/26/2024

Staff Contact: Doug Diedrichsen, AICP Candidate,
Principal Planner

Date of Staff Report: 12/26/2024

Staff Recommendation: Approval

Date of Planning Commission Meeting: 01/07/2025

Case Number: 2024-11-05

Project Name: Our Lady of Grace - Zone Change,
Prelim Plat

Current Legal Description: Subdivision Lot 17 of
Blocks 10 & 11 Amended Roosevelt Heights
Addition Blocks 3-13 Inclusive Lots 1-7 to the City
of Minot, Ward County, North Dakota

Proposed Legal Description: Lot 1 & 2 Our Lady
of Grace Addition

Present Address: 707 16th Ave SW

Owners: Our Lady of Grace Catholic Church

Representative: Sean Weeks, Ackerman-Estvold

Entitlements Requested: Preliminary Plat and Zoning
Map Amendment

Present Zone(s): "R1" Single-Family Residential
District

Present Use(s): Church

Uses Allowed in Present Zone(s): See Chapter 2.2
for allowed and conditionally permitted uses
within each district.

Present Future Land Use Map Designation:
Public Institutional

Proposed Zone(s): "P" Public District

Proposed Use(s): Church

Uses Allowed in Proposed Zone(s): See Chapter 2.2 for
allowed and conditionally permitted uses within each
district

Proposed Future Land Use Map Designation: No
Change Requested

PROJECT DESCRIPTION:

Public hearing request by Sean Weeks of Ackerman-Estvold, representing Our Lady of Grace Catholic Church, owner for a request of a zoning map amendment and preliminary plat on a property zoned "R1" Single Family

Residential District with the requested rezoning to “P” Public District. The legal description for the property is Subdivision Lot 17 of Blocks 10 & 11 Amended Roosevelt Heights Addition Blocks 3-13 Inclusive Lots 1-7 to the City of Minot, Ward County, North Dakota.

An aerial, including the notification boundary, is provided in **Exhibit 1**.

BACKGROUND INFORMATION:

This site is developed with a church constructed in 1974. The Church is now looking to expand the primary church building and add additional accessory structures to meet their ministry goals.

The application includes a preliminary plat that is intended to vacate and realign the existing easements on the property.

The preliminary plat is provided in **Exhibit 2**.

The zoning and future land use map of the subject property is provided in **Exhibit 3**.

Site photos are provided in **Exhibit 4**.

The Letter of Intent can be found in **Exhibit 5**.

STAFF ANALYSIS:

Zoning Map Amendment Analysis:

Section 9.1-7 of the Minot Land Development Code provides the procedures for amending the official zoning map of the City of Minot. Section 9.2 provides the noticing requirements for public hearings held by the Planning Commission. Section 9.1-7 D. recognizes that the future land use map may need to be amended to support any rezoning request. The applicant has submitted the necessary application documents required per Section 9.1-7 C. and noticing has been conducted as required per Section 9.2.

The subject property maintains the future land use designation of Public Institutional on the 2040 Future Land Use Map (2040 FLU Map).

Section 9.1-7 E. 2. requires the Planning Commission to provide findings of fact to ensure the criteria included in Section 9.1-7 H. has been satisfied in order to support any recommendation regarding any proposed changes to the zoning map or Future Land Use Map. Staff provides the following guidance:

Section 9.1-7 H. 1. relates to whether or not the proposed zoning map amendment is justified due to a change in conditions, error in the zoning map, or by in order to fulfill the future land use map of the Comprehensive

Plan. The request stems from a desired rezone that would bring current zoning designation into alignment with the Future Land Use map. Section 9.1-7 H. 1 is satisfied.

The City and other agencies will be able to provide necessary public services and facilities to serve the proposed development. All expansions of service would be completed at the expense of the developer. Section 9.1-7 H. 2 is satisfied.

Section 9.1-7 H. 3 requires that the proposed zoning map amendment will not substantially diminish the condition or value of property in the vicinity. Staff finds no evidence that the zoning map amendment will diminish the condition or value of property within the vicinity. Section 9.1-7. H. 3. is satisfied.

Section 9.1-7. H. 4. requires the zoning change to be consistent with the purpose of the Land Development Ordinance of the City of Minot, the Comprehensive Plan, and other adopted plans and policies of the City. The proposed development must comply with all development standards within the Land Development Ordinance of the City of Minot and the proposed zoning map amendment will align with the future land use designations of Public Institutional within the 2040 Comprehensive Plan. Therefore, Section 9.1-7. 4. Is satisfied.

Subdivision Design Standards:

Section 10.2-7 C. of the Land Development Ordinance of the City of Minot (LDO) covers the process of application and submittal for a major subdivision preliminary plat. The applicant has submitted the necessary application documents required per Section 10.2-7 C. 2. and noticing has been conducted as required per 9.2-1 (B) and (C).

Section 10.2-7. D. requires that staff's report consider the nature of the proposed development as prescribed within Section 10.2-5 relating to whether or not it meets the technical requirements of Article 10, and if not, whether any such requirements should be waived. To that end, staff provides the following guidance based on the various requirements of Chapter 10.3 – Design Standards:

Section 10.3-1, requiring the proposed subdivision to be designed in accordance with the standards of Chapter 10.3, the Land Development Ordinance as a whole, and a list of various other plans and codes, is satisfied with conditions as further elaborated within this section of the written report.

Section 10.3-2 prohibits the approval of the subdivision of land that is unsuitable for development due to a variety of reasons. Staff finds the proposed preliminary layout will not create a lot that is unsuitable for development. Therefore, Section 10.3-2 is satisfied.

Section 10.3-3. requires that a subdivision name not already be utilized elsewhere and spelled correctly. The name Our Lady of Grace Addition has not yet been taken and is spelled correctly. Section 10.3-3 is satisfied.

Section 10.3-4. A-F. relating to Street Names and Numbering is applicable and satisfied, as there are no additional streets proposed via this subdivision. Addressing will be assigned to each lot following completion of the final plat process, if approved.

The requirements of Section 10.3-11. relating to the design of the individual lots has been satisfied as the proposed properties to be created will meet the minimum lot sizes of the respective district for which they will be zoned, if approved. In short, the lots meet the dimensional standards per Section 10.3-11.

Section 10.3-12 relating to block design is satisfied.

The requirements of Section 10.3-13 relating to the dedication of right-of-way, easements, and street widths is satisfied with no conditions, as no new rights-of-way are proposed.

Sections 10.3-14 related to sidewalks is not applicable.

Section 10.3-15 related to public utilities is satisfied with any improvements to utilities being at the developer's expense.

Section 10.3-21 relates to financial security provided to the City when infrastructure is being installed. This helps ensure that infrastructure is not left in a half-constructed state by requiring proof the costs associated with construction are available prior to beginning work. Section 10.3-21 is satisfied.

Section 10.3-22 is satisfied, as the applicant is required to follow all City permitting processes for construction. This includes a storm water master plan (SWMP), payment of sewer connection fees, and meeting all floodplain development requirements.

- A storm water management plan is required for development.
- A site plan is required for development.

The comments from Engineering and Ward County WRD have been incorporated into the recommended conditions of approval and are further outlined in the staff analysis section surrounding compliance with Chapter 10.3 of the Land Development Ordinance.

FINDINGS OF FACT:

The Minot Planning Commission should accept the following findings of facts:

- 1) The applicants have submitted a complete application.
- 2) The requested zoning map amendment to "P" Public District aligns with the 2040 Comprehensive Plan

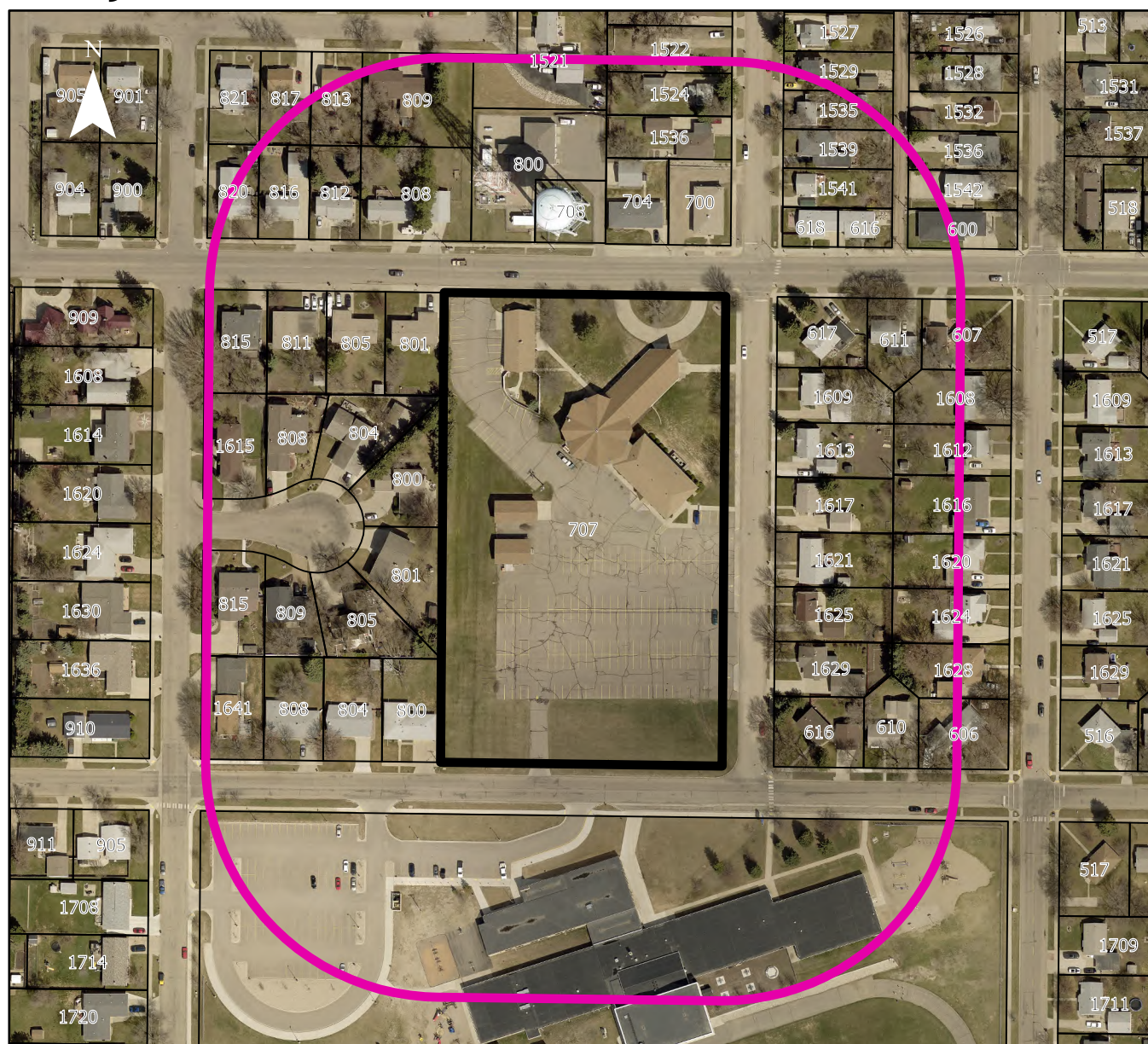
Future Land Use Map designation of Public Institutional.

- 3) The proposed zoning amendment satisfies the evaluative criteria of Section 9.1-7. H. 1. thru 4. of the Land Development Ordinance as explained in the Staff's Analysis section of the written report.
- 4) The proposed preliminary plat meets the subdivision design requirements of Chapter 10.3, as applicable, subject to conditions as explained in the Staff Analysis section of the written report.
- 5) The Minot Planning Commission has the authority to hear this case and provide a recommendation to City Council whether the zoning amendment, and preliminary plat be approved, with or without conditions, or denied. The public notice requirements were met, the hearing was legally noticed and posted, and the hearing was held and conducted under the requirements of North Dakota Century Code and Minot City ordinances.

RECOMMENDATION:

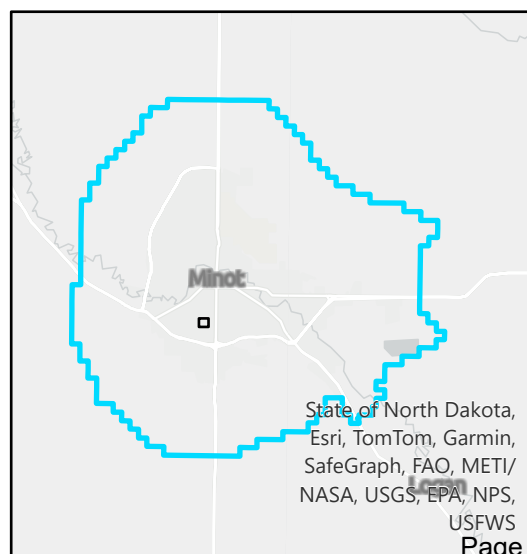
Staff recommends the Planning Commission adopt staff's findings of fact and recommend approval to City Council for a preliminary plat of Our Lady of Grace Addition and a zoning map amendment from "R1" Single-Family Residential District to "P" Public District with the following conditions:

- A storm water management plan is required for development.
- A site plan is required for development.



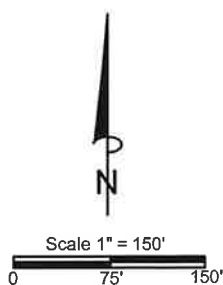
0 145 290 580 Feet

- Two Mile Boundary
- City Limits
- Case # 20244-11-05
- Case # 2024-11-05 Notification Area

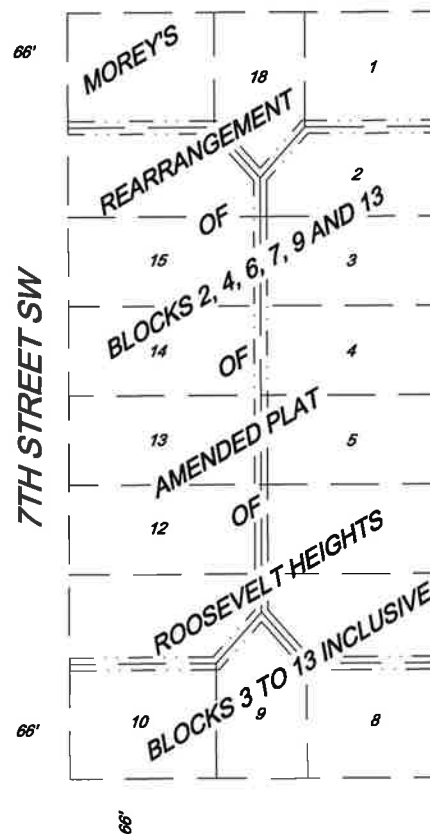
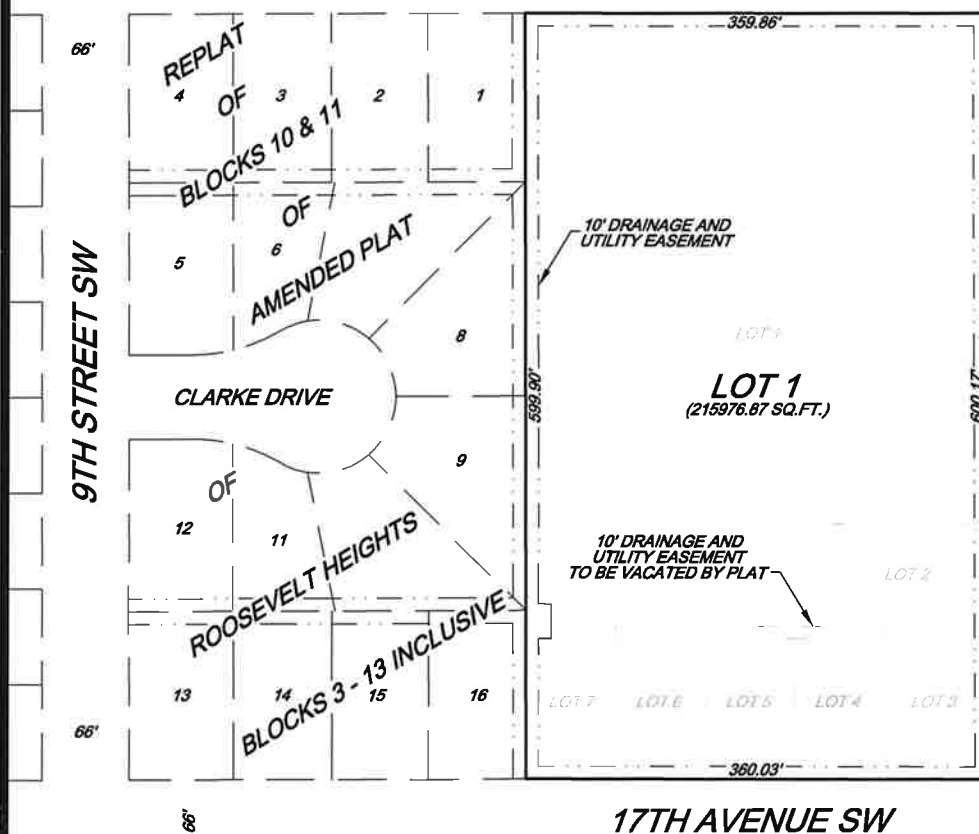
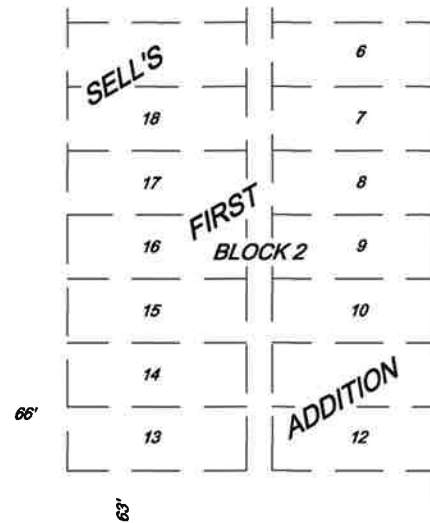
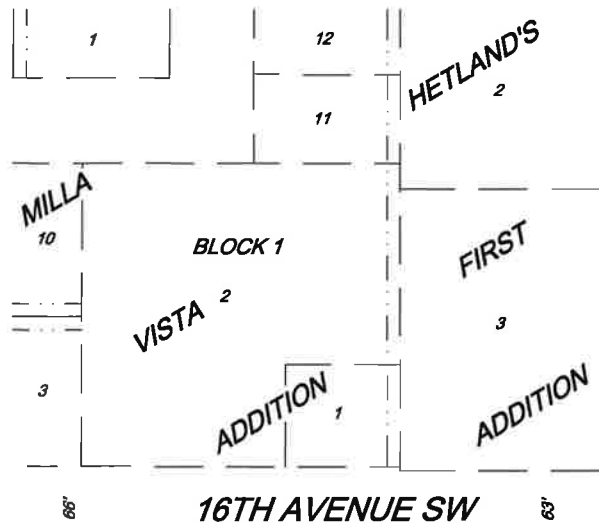


State of North Dakota,
Esri, TomTom, Garmin,
SafeGraph, FAO, METI/
NASA, USGS, EPA, NPS,
USFWS

**PRELIMINARY PLAT OF
OUR LADY OF GRACE ADDITION**
TO THE CITY OF MINOT, NORTH DAKOTA
(BEING LOTS 1 THRU 7 SUBDIVISION OF LOT 17, PLAT OF ROOSEVELT
HEIGHTS, BLOCKS 3 - 13, INCLUSIVE, MINOT, NORTH DAKOTA)



NOTES:
FOR PLANNING PURPOSES ONLY. AREAS AND DISTANCES SUBJECT TO FINAL FIELD SURVEY.
BEARINGS AND DISTANCES MAY VARY FROM PREVIOUS PLATS DUE TO DIFFERENT METHODS OF MEASUREMENTS.
A 10' UTILITY EASEMENT IS LOCATED ON THE STREETSIDE OF EVERY LOT.
PLAT IS SUBJECT TO ALL PRIOR EASEMENTS



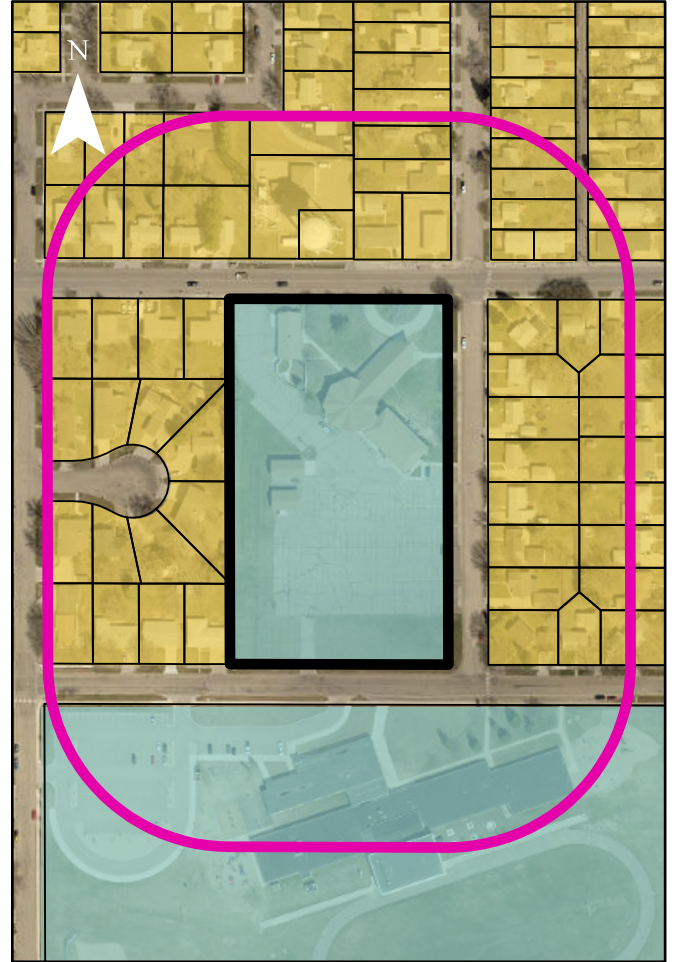
**ACKERMAN SURVEYING
& ASSOCIATES**
(701) 898-0786
1907 17TH ST SE, MINOT, N.D. 58701

AMENDED PLAT
OF
ROOSEVELT HEIGHTS
BLOCK 8
- BLOCKS 3 TO 13
INCLUSIVE

ZONING



FUTURE LAND USE

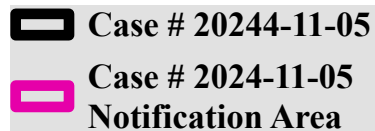


0 155 310 620 Feet

Zoning



Both Maps



Land Use Type

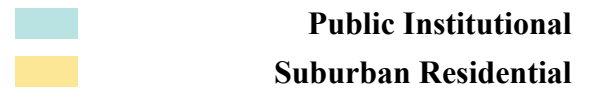


Exhibit 4 – Site Photos



Facing South 2 – Rectory addition



Facing Northwest – Building addition area



Facing Northwest – New Food pantry area



Facing South



WWW.ACKERMAN-ESTVOLD.COM

Our Lady of Grace Zoning Map Amendment Letter of Intent

The existing Church of Our Lady of Grace located at 707 16th Ave SW is currently zoned R1. The Church intends to construct Building additions to the existing Rectory and Parish Center buildings initially and add a new Food Pantry Building in the future. In a preliminary review of the proposed project, Minot Planning and Engineering Staff requested that the Zoning be changed from R1 to Public (P). The proposed building addition uses are Religious / Public Assembly.

HEADQUARTERS
1907 17TH ST SE
MINOT, ND 58701
701.837.8737

3315 45TH ST S
SUITE 100
FARGO, ND 58104
701.551.1250

3210 27TH ST W
SUITE 200
WILLISTON, ND 58801
701.577.4127

7661 W RIVERSIDE DR
SUITE 102
GARDEN CITY, ID 83714
208.853.6470

CHURCH OF OUR LADY OF GRACE PROPERTY

LOCATION MAP



↑
NORTH
NTS



R1 ZONING
(RES. USES)

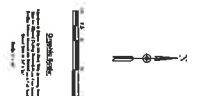
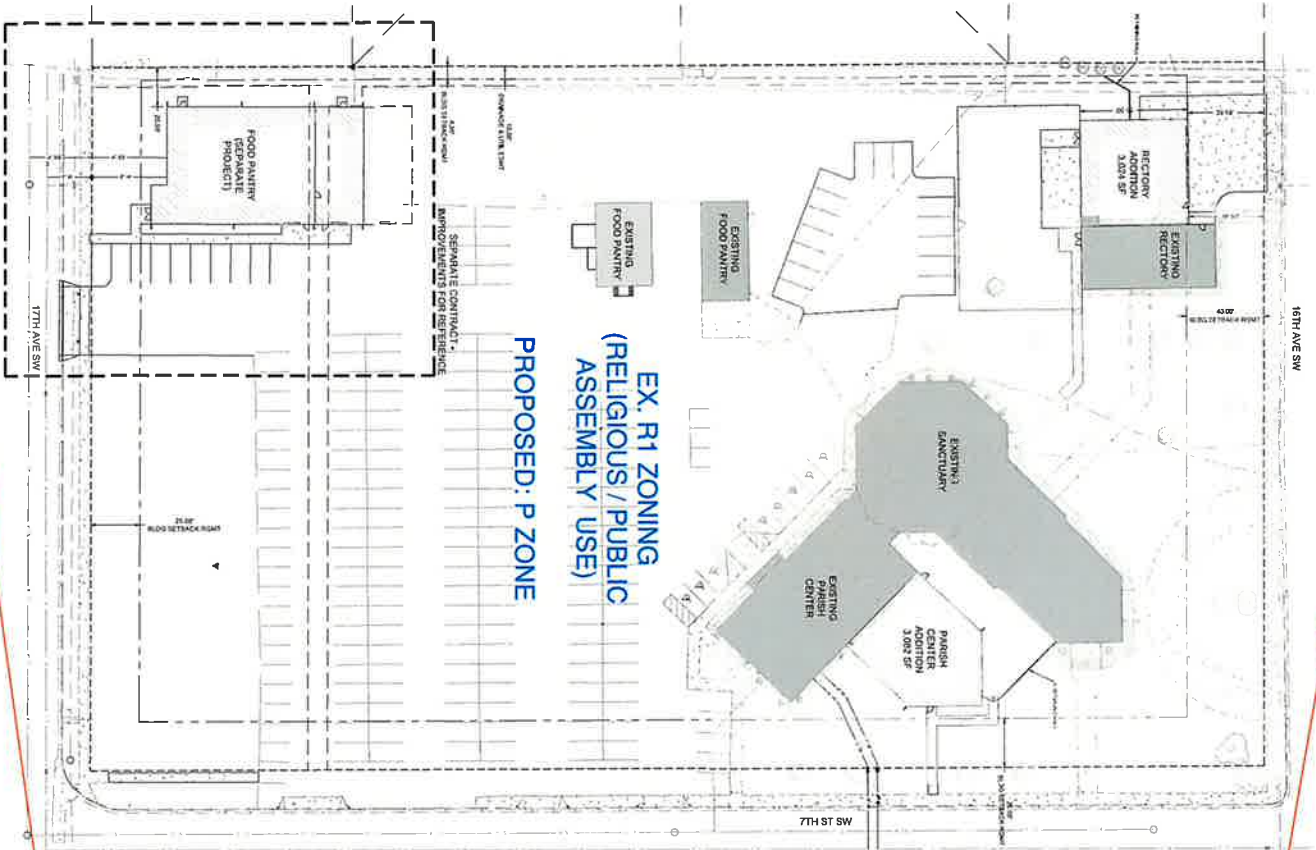
R1 ZONING
(RES. & INF. USES)

R1 ZONING
(RES. USES)

P ZONING
(ELEM SCHOOL USE)

EX. R1 ZONING
(RELIGIOUS / PUBLIC
ASSEMBLY USE)

PROPOSED: P ZONE



ACKERMAN ESTVOLD
 1907 17th St SE - Minot, ND 58701
 701.837.8737 www.ackerman-estvold.com
 Minot, ND | Fargo, ND | W. River ND | Bismarck, ND

OUR LADY OF GRACE CATHOLIC CHURCH
PLANNING & PHASE 1
 707 16TH AVE SW
 MINOT, ND 58701



DRAWN BY: JJA
 CHECKED BY: SRW
 11/20/24

REVISION

PROJECT #:
 PRELIMINARY
 SITE PLAN

C300



**Planning Commission
Staff Report**

Application Date: 12/03/2024

Staff Contact: Doug Diedrichsen, AICP Candidate,
Principal Planner

Date of Staff Report: 12/26/2024

Staff Recommendation: Approval

Date of Planning Commission Meeting: 01/07/2025

Case Number: 2024-11-06

Project Name: Ramstad's First Addition – Zone
Change

Current Legal Description: Lots 13, 14 and 15,
Block 2 Ramstad's First Addition to the City of Minot,
Ward County, North Dakota

Proposed Legal Description: No Change

Present Address: 423 Main St. S.

Owners: Providence Holding Minot, LLC

Representative: Jonathan Layne

Entitlements Requested: Zoning Map Amendment
from "C1" Neighborhood Commercial District to "CBD"
Central Business District

Present Zone(s): "C1" Neighborhood Commercial
District

Present Use(s): Commercial Building under
construction

Uses Allowed in Present Zone(s): See Chapter 2.2
for allowed and conditionally permitted uses
within each district.

Present Future Land Use Map Designation:
Downtown Fringe

Proposed Zone(s): "CBD" Central Business District

Proposed Use(s): Commercial office building

Uses Allowed in Proposed Zone(s): See Chapter 2.2 for
allowed and conditionally permitted uses within each
district

Proposed Future Land Use Map Designation: No
Change

PROJECT DESCRIPTION:

Public hearing request by Jonathan Layne, representing Providence Holdings Minot, LLC, owner for a request of a zoning map amendment on a property zoned "C1" Neighborhood Commercial District with the requested

rezoning to “CBD” Central Business District. The legal description for the property is Lots 13, 14 and 15, Block 2 Ramstad’s First Addition to the City of Minot, Ward County, North Dakota

The address for the property is 423 Main St S.

An aerial map including the notification boundary, is provided in **Exhibit 1**.

BACKGROUND INFORMATION:

The applicant desires to rezone the property from “C1” Neighborhood Commercial District to “CBD” Central Business District in order to complete construction of a commercial office building. The requested zone change will expand the permitted activities Providence House can locate within their new building.

The “CBD” Central Business District allows for uses that complement the adjacent downtown uses that have been developed nearby.

“CBD” Central Business District is a complimentary zoning district for properties falling in the Downtown Fringe future land use category as outlined in chapter 3 of the 2040 Comprehensive Plan.

The applicant’s letter of intent is provided in **Exhibit 2**.

The zoning and future land use map of the subject property and immediate vicinity is provided in **Exhibit 3**.

Site photos are provided in **Exhibit 4**.

STAFF ANALYSIS:

Zoning Map Amendment Analysis:

Section 9.1-7 of the Minot Land Development Code provides the procedures for amending the official zoning map of the City of Minot. Section 9.2 provides the noticing requirements for public hearings held by the Planning Commission. Section 9.1-7 D. recognizes that the future land use map may need to be amended to support any rezoning request. The applicant has submitted the necessary application documents required per Section 9.1-7 C. and noticing has been conducted as required per Section 9.2.

The subject property future land use designation is Downtown Fringe, which aligns with the proposed zone change to “CBD” Central Business District. Staff finds no future land use map amendment is necessary.

Section 9.1-7 E. 2. requires the Planning Commission to provide findings of fact to ensure the criteria included in Section 9.1-7 H. has been satisfied in order to support any recommendation regarding any proposed changes to the zoning map or Future Land Use Map. Staff provides the following guidance:

Section 9.1-7 H. relates to whether or not the proposed zoning map amendment is justified due to a change in conditions, error in the zoning map, or by in order to fulfill the future land use map of the Comprehensive Plan. The request stems from an application that would fulfill the future land use map of the Comprehensive Plan, as the existing zoning designation, “C1”, is not a complementary zone for the Downtown Fringe designation as outlined in chapter 3 of the Comprehensive Plan. Section 9.1-7 H. 1 is satisfied.

The City and other agencies will be able to provide necessary public services and facilities to serve the proposed development. Section 9.1-7 H. 2 is satisfied as no new public infrastructure is requested and any additions or changes to the on-site infrastructure would be at the developer’s expense.

Section 9.1-7 H. 3 requires that the proposed zoning map amendment will not substantially diminish the condition or value of property in the vicinity. Staff finds no evidence that the zoning map amendment to “CBD” Central Business District will diminish the condition or value of property within the vicinity. Section 9.1-7. H. 3. is satisfied.

Section 9.1-7. H. 4. requires the zoning change to be consistent with the purpose of the Land Development Ordinance of the City of Minot, the Comprehensive Plan, and other adopted plans and policies of the City. The proposed development must comply with all development standards within the Land Development Ordinance of the City of Minot and the zoning map amendment aligns with the future land use designation of Downtown Fringe in the City of Minot 2040 Comprehensive Plan. Therefore, Section 9.1-7. 4. is satisfied.

Comments:

- a) There were no public comments at the time of writing this staff report.
- b) The application was distributed to city departments and external public agencies within the City for review and no comments were received.

FINDINGS OF FACT:

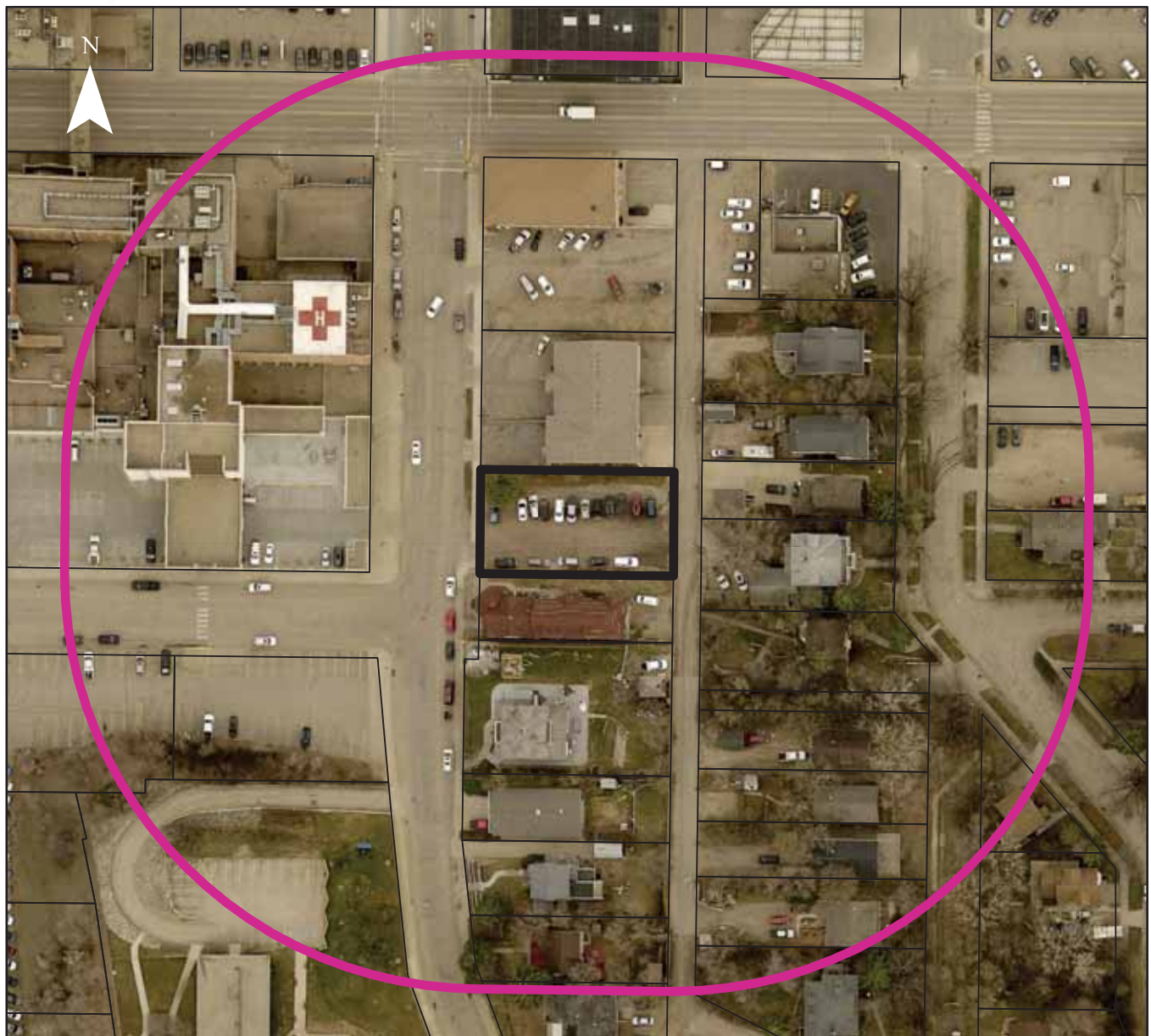
The Minot Planning Commission should accept the following findings of facts:

- 1) The applicants have submitted a complete application.
- 2) The present zoning is “C1” Neighborhood Commercial District.
- 3) The City of Minot 2040 Comprehensive Plan Future Land Use Map designates this area as Downtown Fringe.

- 4) The proposed zoning map amendment satisfies the evaluative criteria of Section 9.1-7. H. 1. thru 4. of the Land Development Ordinance as outlined in the Staff Analysis section of staff's written report.
- 5) The Minot Planning Commission has the authority to hear this case and provide a recommendation to City Council whether the zoning map amendment be approved, with or without conditions, or denied. The public notice requirements were met, the hearing was legally noticed and posted, and the hearing was held and conducted under the requirements of North Dakota Century Code and Minot City ordinances.

RECOMMENDATION:

Staff recommends the Planning Commission adopt staff's findings of fact and recommend approval to City Council for a zoning map amendment from "C1" Neighborhood Commercial District to "CBD" Central Business District with no conditions.



- Two Mile Boundary
- City Limits
- Case # 2024-11-06
- Case # 2024-11-06 Notification Area

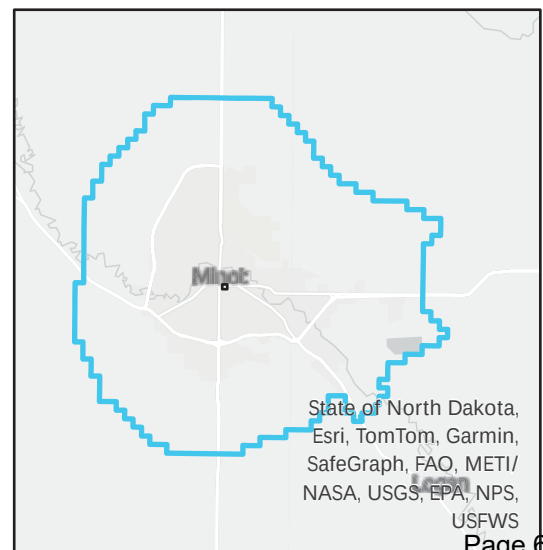


Exhibit 2



12/11/2024

RE: City of Minot Planning and Zoning Commission

To Whom It May Concern,

Subject: Request for Rezoning from C1 to CBD for 423 Main St S

I am writing to formally request a rezoning of the property located at 423 Main St S from its current zoning designation of C1 to CBD. This request is intended to align the zoning of this property with that of our adjacent property at 415 Main St S, which is currently designated as CBD.

We believe this change supports the goals and initiatives of our organization, as well as aligns with the broader objectives of the city. The new building, which is currently under construction, will be utilized as office space and a general meeting area to address the operational needs of Providence House.

We are confident this rezoning will contribute to the continued development of the area and enhance our ability to serve the community effectively.

Thank you for your time and consideration of this request. Please do not hesitate to contact me at or Jlayne@trinitygroupnd.net (303) 587-8606 if you require additional information or documentation

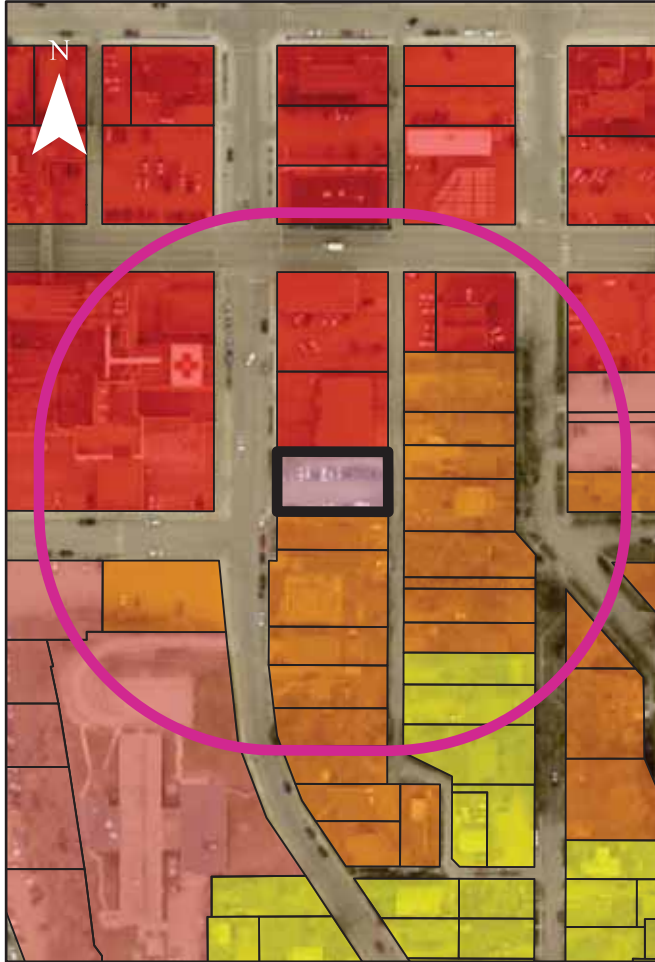
Kind Regards,
Jonathan Layne
Owner/Founder
Providence House
(303) 587-8606
Jlayne@trinitygroupnd.net

PO Box 1286
Watford City, ND 58854

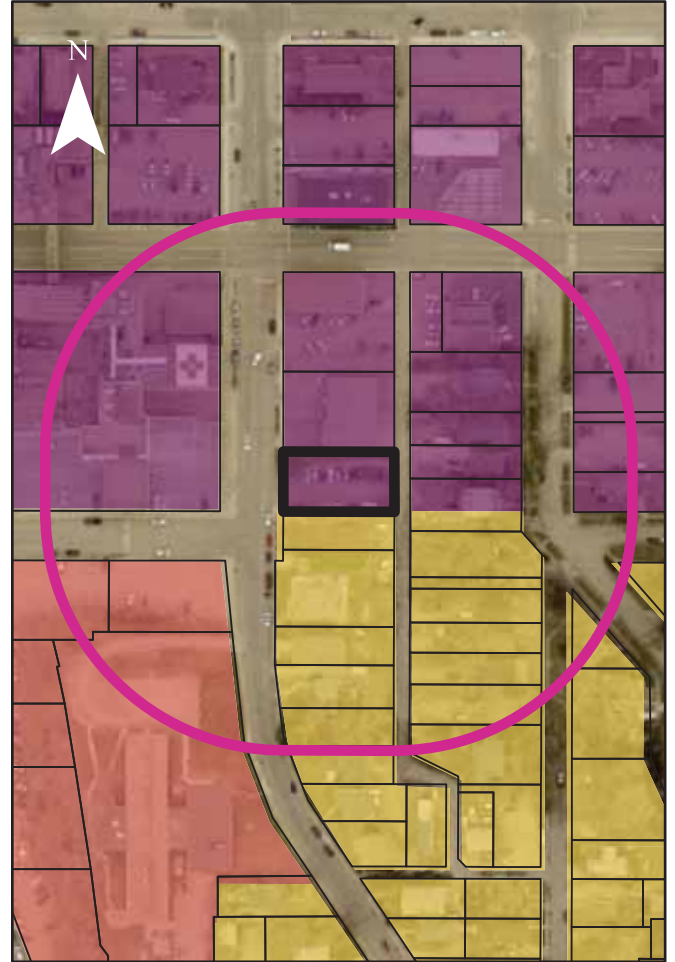
2132 Vista Ave
Arnegard, ND 58835

(701) 586-3300
jlayne@trinitygroupnd.net

ZONING



FUTURE LAND USE



0 115 230 460 Feet

Zoning

	C1
	C2
	CBD
	R1
	R3B

Both Maps

	Case # 2024-11-06
	Case # 2024-11-06 Notification Area

Land Use Type

	Suburban Residential
	Neighborhood Commercial
	Downtown Fringe

Exhibit 4 – Site Photos



Facing East



Facing West



Facing North

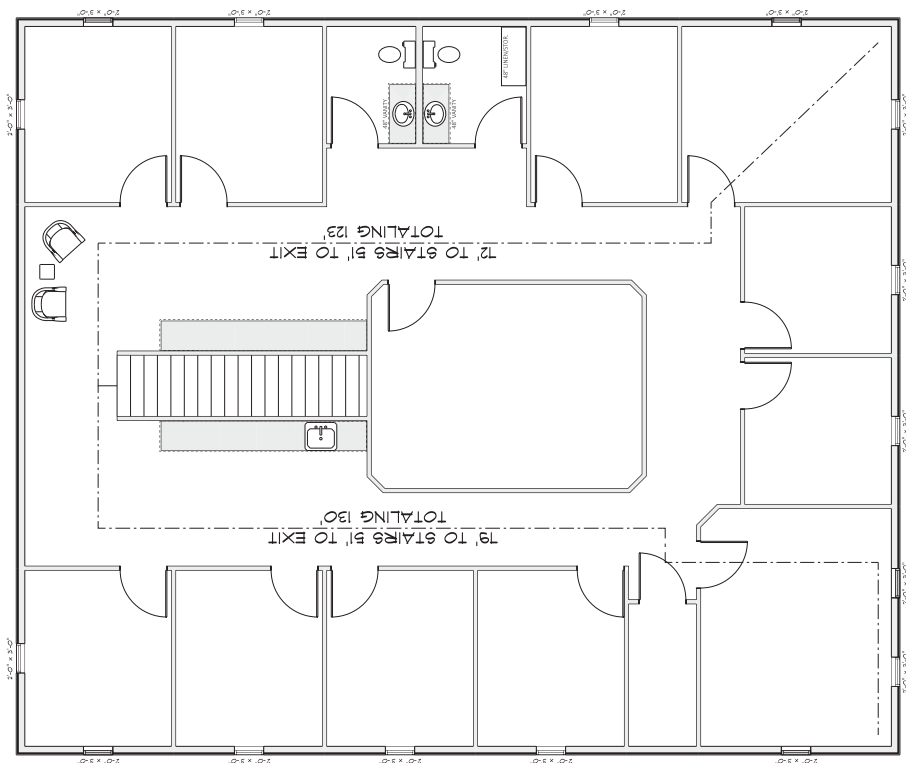


Facing South

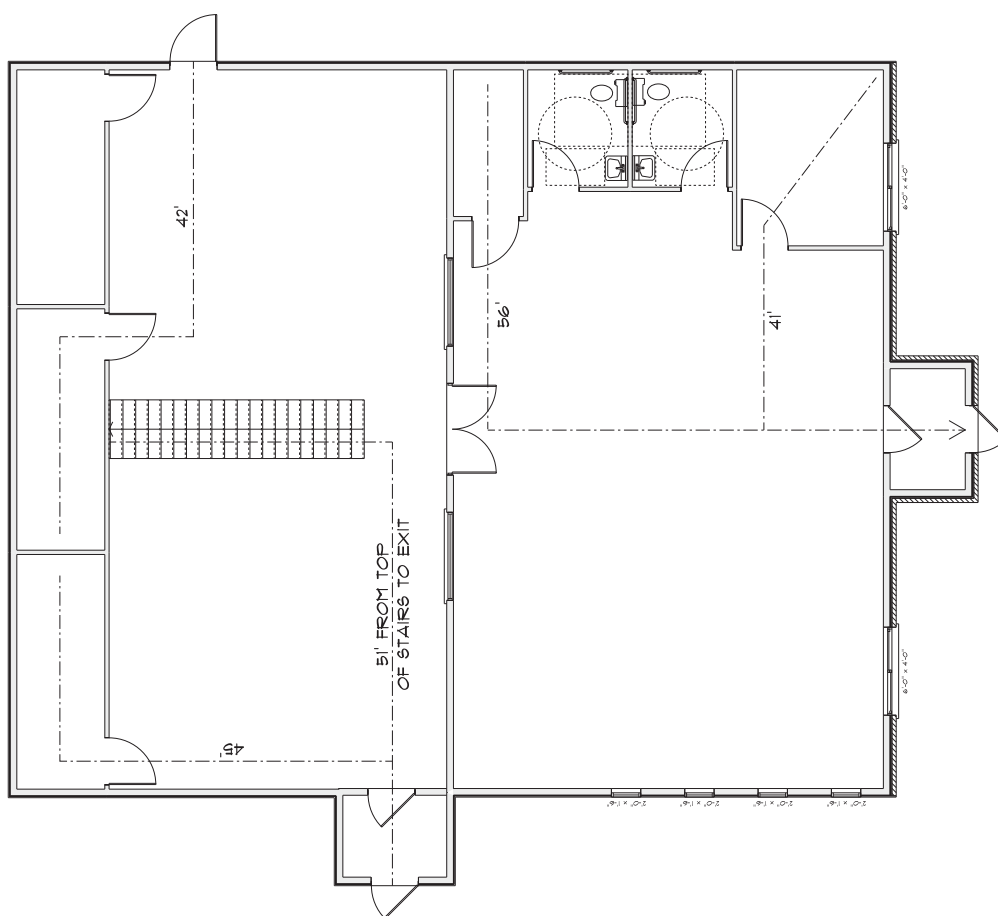
Exhibit 5

PROVIDENCE HOLDINGS LLC WATFORD CITY, ND DESIGN PROJECT PROVIDENCE HOUSE MINOT MINOT, ND





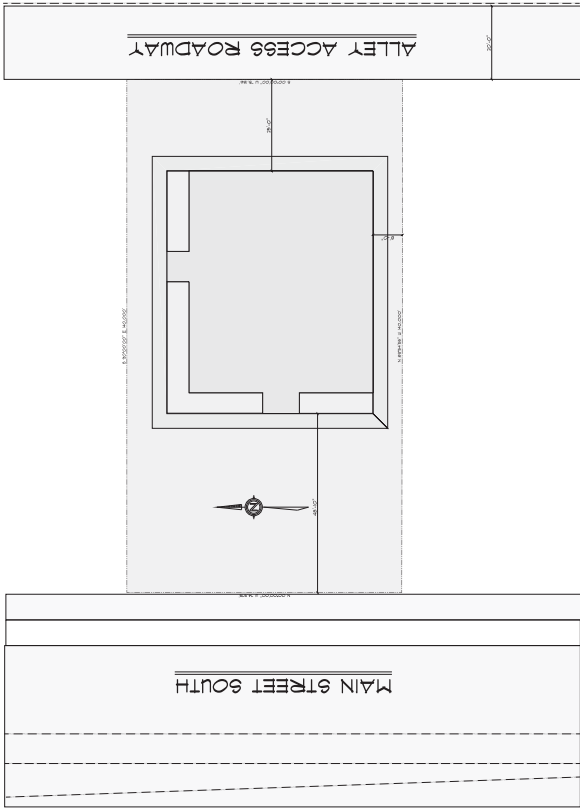
SECOND FLOOR CODE COMPLIANCE PLAN



FIRST FLOOR CODE COMPLIANCE PLAN
SCALE: 1/4" = 1'-0"

MINOT OVERALL VIEW

N.T.S.



SITE PLAN
SCALE 1/8" = 1'-0"

