



Regular Planning Commission Meeting
Tuesday, December 2, 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. APPROVAL OF MINUTES
 - 4.1. APPROVAL OF THE NOVEMBER 2025 REGULAR MEETING MINUTES
5. PUBLIC HEARING
 - 5.1. CASE #2025-50 - LAKEVIEW 5TH ADDITION - PRELIMINARY PLAT, ZONING MAP AMENDMENT

Public hearing request by Matt Watne representing Five Star Holdings, LLC, owner for a preliminary plat on a property zoned "C1" Neighborhood Commercial District and "R3B" Multiple Residence District. The applicant is also requesting a zoning map amendment from "R3B" Multiple Residence District to "C1" Neighborhood Commercial District. The legal description for the property is Lakeview Addition S44' & Adjacent N10' of Vacated Alley of Lot 1 Block 22, Lakeview Addition N59' of E120' Lot 2 & Adjacent S10' of Vacated Alley Block 22, Lakeview Addition N38' of S91' of E120' of Lot 2 Block 22 Lakeview Addition Oen's S/D Port LT2 BLK 22 LT3 & Port of Vacated Alley & E2' of N30' & E10' of S20' LT3 Block 22 Lakeview Less Parcel F4, Ward County, North Dakota.

The subject property address is 505, 507, 509, 513 and 515 3rd St. NE & 213 4th Ave NE

- 5.2. CASE #2025-52 - 1920 VALLEY ST - ZONING MAP AMENDMENT

Public hearing request by Taylor Picard, representing Picard Excavation INC., owner for a zoning map amendment from "C2" General Commercial District to "M1" Light Industrial District. The legal description for the property is Outlot 48

of NE ¼ NW ¼ Section 30, Township 155 North, Range 82 West, Ward County, North Dakota.

The subject property address is 1920 Valley St.

5.3. CASE #2025-53 - ALMY 2ND ADDITION - PRELIMINARY PLAT, ZONING MAP AMENDMENT

Public hearing request by Cory & Tracy Almy owner for a preliminary plat on a property zoned "AG" Agricultural District. The applicant is also requesting a zoning map amendment from "AG" Agricultural District to "R1" Single Family Residential District. The legal description for the property is NW ¼ SW ¼ Outlots 3 & 10, Lot 1 Almy Addition to the City of Minot Section 32, Township 155 North, Range 82 West, Ward County, North Dakota.

The subject property address is unassigned.

6. MISCELLANEOUS AND DISCUSSION ITEMS

6.1. PUBLIC COMMENT DISCUSSION

7. ADJOURNMENT

INTRO

The Planning Commission evaluates land use applications for compliance with the standards and procedural requirements outlined within the Zoning Supplement to the City of Minot (Zoning Code) and North Dakota Century Code. Further, the Planning Commission is tasked to ensure development within the City of Minot aligns with the City of Minot 2012 Comprehensive Plan (Comprehensive Plan).¹

Planning Department staff are assigned to support the Planning Commission by reviewing applications for compliance with the Zoning Code and alignment with the Comprehensive Plan. Staff summarizes this information to the Planning Commission in the form of written staff reports, which include a recommendation. Oral presentations summarizing a staff report and any additional information obtained since the date said staff report was written is provided as determined necessary by the Planning Commission.

Planning Commission is not required to follow City staff recommendation. However, a deviation from staff's recommendation may require clarification to the findings of fact along with clearly stated reasoning for any alternative recommendation.

Finally, staff is not able to anticipate all information entered into the record via Planning Commissioner discussion or provided by the public during the open public comment period. Staff is available to answer any questions which may arise through discussion.

The Planning Commission renders a decision for variances, interim use permits, and conditional use permits that may be appealed to City Council. The Planning Commission provides recommendations to City Council for all other land use applications.

DECORUM

Persons attending public hearings are expected to conduct themselves with decorum to assure fairness and equity in the proceedings. Participants must:

- Step to the podium/microphone each time you wish to be recognized by the Planning Commission to offer a comment, or to ask or answer a question, and state your name for the record. To ensure minutes of the meeting accurately reflect the individual for which statements are made a sign-in sheet is provided at the podium for those wishing to speak.
- Address all testimony, comments and questions to the Chair of the Commission and not the other participants, the applicant, or the staff. The Chair of the Commission will determine the appropriateness of all questions and when and where to direct them.
- Allow others in attendance an opportunity to present their testimony. Do not interrupt the proceedings with applause, heckling, outbursts or other disruptive behavior.
- Address the issues and application that are before the Commission. These proceedings are not the forum to discuss the appropriateness of particular land use policies, regulations, or alternatives.
- Please silence your phones or set them to vibrate at this time.

¹ Per N.D.C.C 40-48-09, the basic purpose of the plan:

...The plan shall be made with the general purpose of guiding and accomplishing a coordinated, adjusted, and harmonious development of the municipality and its environs, which, in accordance with present and future needs, best will promote the amenities of life, health, safety, morals, order, convenience, prosperity, and general welfare as well as efficiency and economy in the process of development, including adequate provision for light and air, distribution of population, good civic design and arrangement, wise and efficient expenditure of public funds, the adequate provision of public utilities and other public requirements, the improvement and control of architecture, and the general embellishment of the area under its jurisdiction.

On November 4, 2025, 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

Members Present: Tim Baumann, Robert Kibler, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Bradly Wolff, Robert Amick, Tanner Dockter, Kasper Ziegler

Members Absent: Erin Iverson, Kayla Johnson, Darrik Trudell, Casey Erickson

City Staff Present: Tom Joyce (City Manager), Corbin Dickerson (Assistant City Attorney), Lance Meyer (City Engineer), Jennifer Kleen (Public Information Officer), Brian Billingsley (Community & Economic Development Director), Doug Diedrichsen (Principal Planner), Dan Falconer (Assistant Planner), Hannah Hornberger (Planning Admin)

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS AND DECORUM

3.1. INTRODUCTIONS AND DECORUM HANDOUT

4. PLANNING COMMISSION

4.1. APPROVAL OF THE OCTOBER 2025 REGULAR MEETING MINUTES

The motion to approve the October 2025 Regular Meeting Minutes was initiated by Planning Commission Representative Baumann seconded by Planning Commission Representative Mennem and carried by the following roll call vote: ayes: Tim Baumann, Robert Kibler, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Bradly Wolff, Robert Amick, Tanner Dockter, Kasper Ziegler; nays: None.

5. PUBLIC HEARING

5.1. CASE #2025-47 - ROWAN'S 2ND ADDITION - PRELIMINARY PLAT

Mr. Diedrichsen reviewed the staff report.

The Commissioners had a discussion.

Staff answered Commissioners questions.

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

No one appeared to testify.

Chairman Offerdahl closed the public hearing.

The motion to approve based on staff findings of fact and recommendation was initiated by Planning Commission Representative Baumann seconded by Planning Commission Representative Kibler and carried by the following roll call vote: ayes: Tim Baumann, Robert Kibler, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Bradly Wolff, Robert Amick, Tanner Dockter, Kasper Ziegler; nays: None.

5.2. CASE #2025-48 - WHITETAIL RIDGE 3RD ADDITION - ZONE CHANGE,

PRELIMINARY PLAT

Mr. Diedrichsen reviewed the staff report.

The Commissioners had a discussion.

Staff answered Commissioners questions.

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

No one appeared to testify.

Chairman Offerdahl closed the public hearing.

The motion to approve based on staff findings of fact and recommendation was initiated by Ziegler seconded by Wolff and carried by the following roll call vote: ayes: Tim Baumann, Robert Kibler, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Bradly Wolff, Robert Amick, Tanner Dockter, Kasper Ziegler; nays: None.

6. MISCELLANEOUS AND DISCUSSION ITEMS

6.1. COMMERCIAL DAYCARES IN RESIDENTIAL AREAS

Mr. Diedrichsen reviewed the Childcare Committee's request.

The Commissioners and staff had a discussion.

Areas of concern: Traffic Impact, Noise Impact, Housing Impact

If Commissioners deemed this appropriate, each daycare would need a conditional use permit.

6.2. 2040 COMPREHENSIVE PLAN UPDATE

Mr. Falconer gave the Commissioners an update.

The Commissioners and staff had a discussion.

6.3. PARKING MINIMUMS

Mr. Falconer gave an update.

The Commissioners and staff had a discussion.

7. ADJOURNMENT

With no further business, Chairman Offerdahl adjourned the meeting at 6:37 pm.



**Planning Commission
Staff Report**

Application Date: 10/09/2025
Date of Staff Report: 11/19/2025
Planning Commission Meeting: 12/02/2025

Staff Contact: Doug Diedrichsen, Principal Planner
Staff Recommendation: Approval

Case Number: 2025-50

Project Name: Lakeview 5th Addition – Prelim Plat, Zone Change

Current Legal Description: See Project Description

Proposed Legal Description: Lots 1 & 2 of Lakeview Addition to the City of Minot

Present Address: 505, 507, 509, 513 and 515 3rd St. NE & 213 5th Ave NE

Representative: Matt Watne

Owner: Five Star Holdings, LLC

Entitlements Requested: Preliminary Plat approval, Zoning Map Amendment from “R3B” Multiple Residence District to “C1” Neighborhood Commercial District on Lot 1. Lot 2 Will remain “R3B” Multiple Residence District.

Present Zone(s): “R3B” Multiple Residence District, and “C1” Neighborhood Commercial District

Present Use(s): Vacant lot, Single family home

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: General Commercial and Suburban Residential

Proposed Zone(s): “C1” Neighborhood Commercial District lot 1, and “R3B” Multiple Residence District on lot 2

Proposed Use(s): Neighborhood commercial on Lot 1, multi-family residence on lot 2

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 Matt Watne representing Five Star Holdings, LLC, owner for a preliminary plat on a property zoned “C1” Neighborhood Commercial District and “R3B” Multiple Residence District. The applicant is

also requesting a zoning map amendment from “R3B” Multiple Residence District to “C1” Neighborhood Commercial District. The legal description for the property is Lakeview Addition S44' & Adjacent N10' of Vacated Alley of Lot 1 Block 22, Lakeview Addition N59' of E120' Lot 2 & Adjacent S10' of Vacated Alley Block 22, Lakeview Addition N38' of S91' of E120' of Lot 2 Block 22 Lakeview Addition Oen’s S/D Port LT2 BLK 22 LT3 & Port of Vacated Alley & E2' of N30' & E10' of S20' LT3 Block 22 Lakeview Less Parcel F4, Ward County, North Dakota.

The subject property address is 505, 507, 509, 513 and 515 3rd St. NE & 213 4th Ave NE

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

BACKGROUND INFORMATION:

The property owner seeks to rearrange the lot boundaries and zoning designations of the neighborhood commercial lot. This will be an expansion of the neighborhood commercial district with the multifamily district remaining on the lot with the multi family structure.

The preliminary plat can be found in **Exhibit 2**.

The zoning and future land use map are provided in **Exhibit 3**.

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

STAFF ANALYSIS:

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 Lakeview 5th 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 not applicable, as there are no additional streets proposed via this subdivision.

The requirements of Section 10.3-11. relating to the design of the individual lots has been satisfied.

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.

Sections 10.3-14 relates to sidewalks, Section 10.3-14 is satisfied.

Section 10.3-15 related to public utilities is satisfied. Any expansion or connection to public utilities would be at the expense of the developer. Connection fees would apply at the rate set for this district, to be collected at the time of building permit application.

Section 10.3-21 related to financial security for necessary infrastructure improvements is not applicable.

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

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 General Commercial, which aligns with the proposed zone change to "C1" Neighborhood Commercial District for the realignment of Lot 1 and Suburban Residential for the Lot 2 realignment. 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 effort to realign lots that currently align zoning with the Future Land Use Map, as the “C1” Neighborhood Commercial District is a complimentary zone to the General Commercial designation on the FLU map and with the change being a realignment of the property boundaries. 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.

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 “C1” Neighborhood Commercial District will diminish the condition or value of property within the vicinity. The adjacent properties have primary been developed with single family homes or commercial uses. 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 General Commercial in the City of Minot 2040 Comprehensive Plan. Therefore, Section 9.1-7.H 4. is satisfied.

Comments:

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

FINDINGS OF FACT:

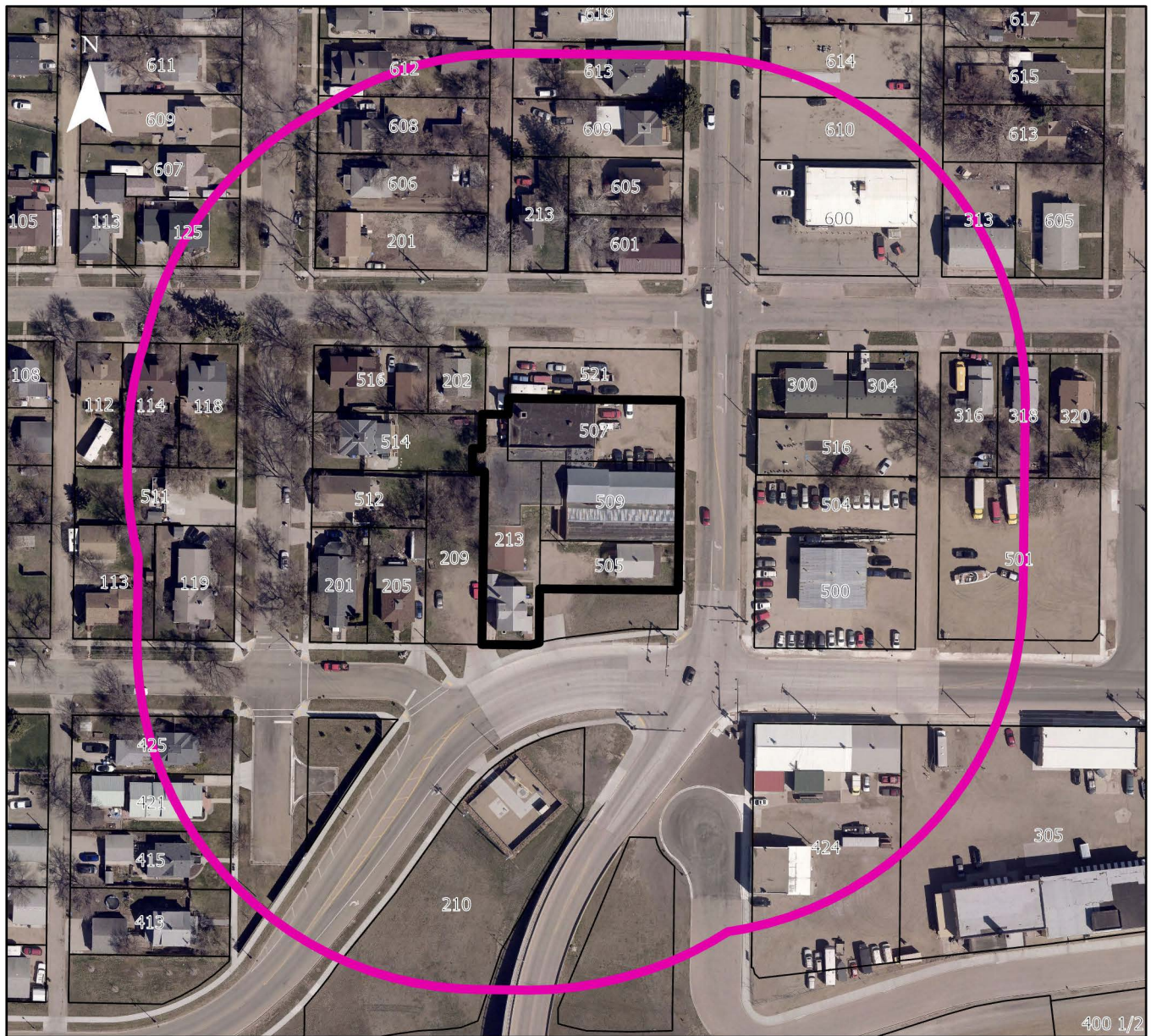
The Minot Planning Commission should accept the following findings of facts:

- 1) The applicants have submitted a complete application for preliminary plat and zoning map amendment.
- 2) The applicant’s request is consistent with the bulk requirements of Chapter 2.13 – “C1” Neighborhood Commercial District and “RM” Medium Density Residential District of the Land Development Ordinance of the City of Minot (LDO).
- 3) The applicable sections of Chapter 10.3 related to subdivision design are satisfied.
- 4) The present zoning is “C1” Neighborhood Commercial District & “R3B” Multiple Residence District (Zoning equivalency to “RM” Medium Density Residential District).
- 5) The City of Minot 2040 Comprehensive Plan Future Land Use Map designates this area as General Commercial and Suburban Residential.

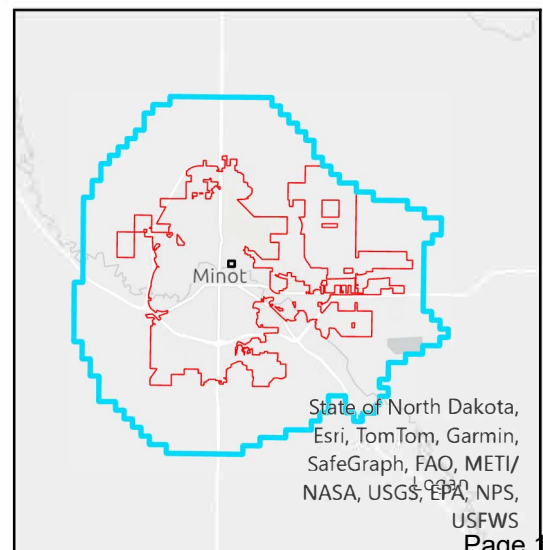
- 6) Section 9.1-7 H. 1. is satisfied, as the FLU map denotes this area as General Commercial and Suburban Residential and the proposal is to zone the property as “C1” Neighborhood Commercial District and “R3B” Multiple Residence District is in alignment with the FLU map designation.
- 7) Section 9.1-7 H. 2 is satisfied, as the City and other public agencies will be able to provide services to support the request.
- 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.

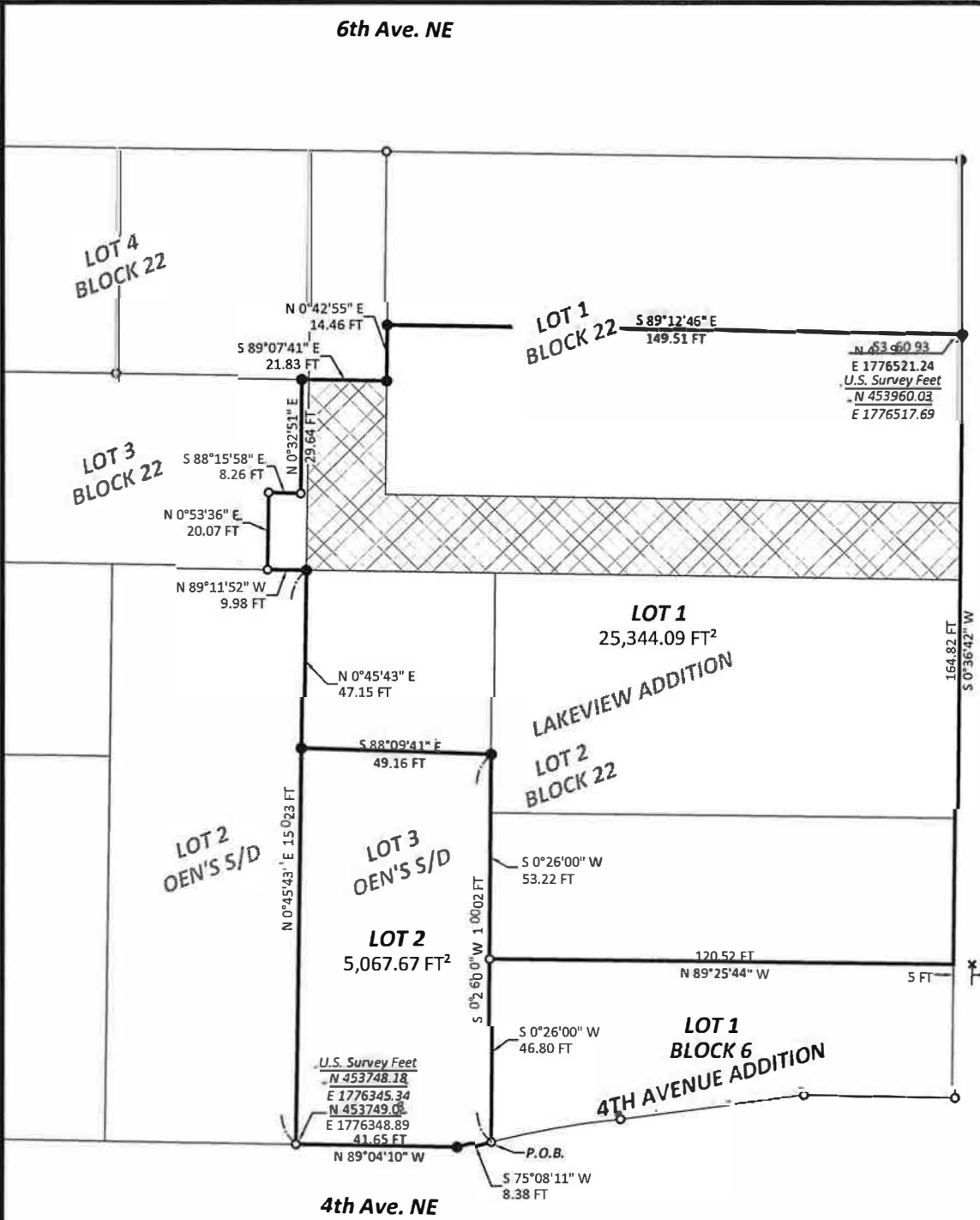
RECOMMENDATION:

Staff recommends the Planning Commission adopt the staff findings of fact and recommend approval to City Council for a zoning map amendment from “R3B” Multiple Residence District to “C1” Neighborhood Commercial District and Planning Commission recommend approval of the preliminary plat for Lakeview 5th Addition without conditions.



- ▬ City Limits
- ▬ Two Mile Boundary
- ▬ Case # 2025-50
- ▬ Case # 2025-50 Notification Area





NOTES:
Plat is subject to all prior Easements of Record.
Bearings and Distances may vary from previous plats due to different methods of measurement.
A 10' Utility Easement is on the streetside of every Lot.
State Plane Coordinates shown are North Dakota (North Zone) NAD83 Int. Feet (unless otherwise noted). NGS OPUS Solution was used to establish coordinates.

• Denotes Property Corner Set
18" - #5 Rebar w/ RLS Cap #6134
○ Denotes Property Corner Found
x Denotes Property Corner Offsets Found
▨ Denotes Vacated Alley

25 12.5 0 25
1" = 25'

LAKEVIEW 5TH ADDITION

to the City of Minot, ND

Being the South 44' of Lot 1, a Portion of Lot 2, a Portion of Lot 3, and Vacated Alley, of Block 22, of Lakeview Addition, and Lot 3 of Oen's Subdivision of Lot 2, of Block 22, of Lakeview Addition, to the City of Minot, North Dakota

DESCRIPTION:
Know all men by these presents that Five Star Holdings, LLC, being Owner and Proprietor, of the South 44' of Lot 1, a Portion of Lot 2, a Portion of Lot 3, and Vacated Alley, of Block 22, of Lakeview Addition Addition, to The City of Minot, North Dakota, being more particularly described as follows:
Beginning at the Southwest Property Corner, of Lot 1, of Block 6, of 4th Avenue Addition, to the City of Minot, a Plat being on File at the Ward County Recorder's Office; Thence S 75°08'11" W, a distance of 8.38 FT, to a Point being on the South Line, of Lot 2, of Block 22, of Lakeview Addition, to the City of Minot, a Plat being on File at the Ward County Recorder's Office; Thence N 89°04'10" W, on the South Line, of said Lot 2, a distance of 41.65 FT; Thence N 0°45'43" E, a distance of 150.23 FT, to the Southeast Corner, Lot 3, of said Block 22; Thence N 89°11'52" W, on the South Line, of said Lot 3, a distance of 9.98 FT; Thence N 0°53'36" E, a distance of 20.07 FT; Thence S 88°15'58" E, a distance of 8.26 FT; Thence N 0°32'51" E, a distance of 29.64 FT, to a Point being on the South Line of Lot 4, of said Block 22; Thence S 89°07'41" E, a distance of 21.83 FT, to a Point being on the West Line of Lot 1, of said Block 22; Thence N 0°42'55" E, on the West Line of Lot 1, of said Block 22, a distance of 14.46 FT; Thence S 89°12'46" E, a distance of 149.51 FT, to a Point being on the East Line of Lot 1, of said Block 22; Thence S 0°36'42" W, on the East Line, of said Lot 1, a distance of 164.82 FT, to the Northeast Corner of Lot 1, of said Block 6; Thence N 89°25'44" W, on the North Line of Lot 1, of said Block 6, a distance of 120.52 FT, to the Northwest Corner of Lot 1, of said Block 6; Thence S 0°26'00" W, on the West Line of Lot 1, of said Block 6, a distance of 46.80 FT, to the Point of Beginning.
Said described tract, of land contains 0.70 Acres more or less. Have caused the same to be surveyed and platted as shown hereon, to be known as Lakeview 5th Addition, to the City of Minot, the owners hereunto affixed their signatures.

Matthew Watne
President - Five Star Holdings, LLC

On this ____ Day of _____, 2025, before me, a Notary Public in and for said State, Appeared Matthew Watne, well known to be the person described in the foregoing description and acknowledged to me that he executed the same on his own free act and deed.

My commission expires

Notary Public, State of North Dakota

SURVEYOR'S CERTIFICATE
I, Thomas R. Leshovsky, a duly Registered Professional Land Surveyor, do hereby certify that I have Surveyed and Platted, the Foregoing described land. That Lots, Distances, Areas and Locations as shown on the foregoing Plat and in the Description Thereof, are true and correct to the best of my Knowledge and Belief.

Thomas R. Leshovsky P.L.S. #6134

STATE OF NORTH DAKOTA, COUNTY OF _____

On this ____ Day of _____, 2025, before me, a Notary Public in and for said State, Appeared Thomas R. Leshovsky, Registered Professional Land Surveyor, well known to be such, and acknowledged to me that he executed the foregoing Surveyor's Certificate as his own free act and deed.

My commission expires

Notary Public, State of North Dakota

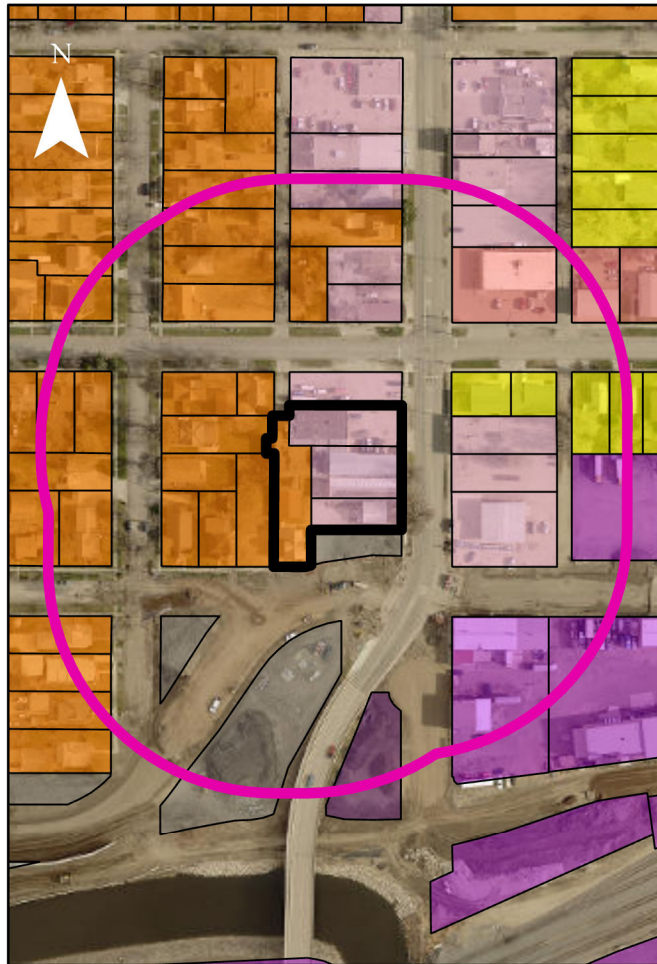
APPROVAL
I hereby certify that the Plat shown hereon has been approved by the Minot Planning Commission and the Minot City Council.

Approved: _____, 2025
Minot City Engineer

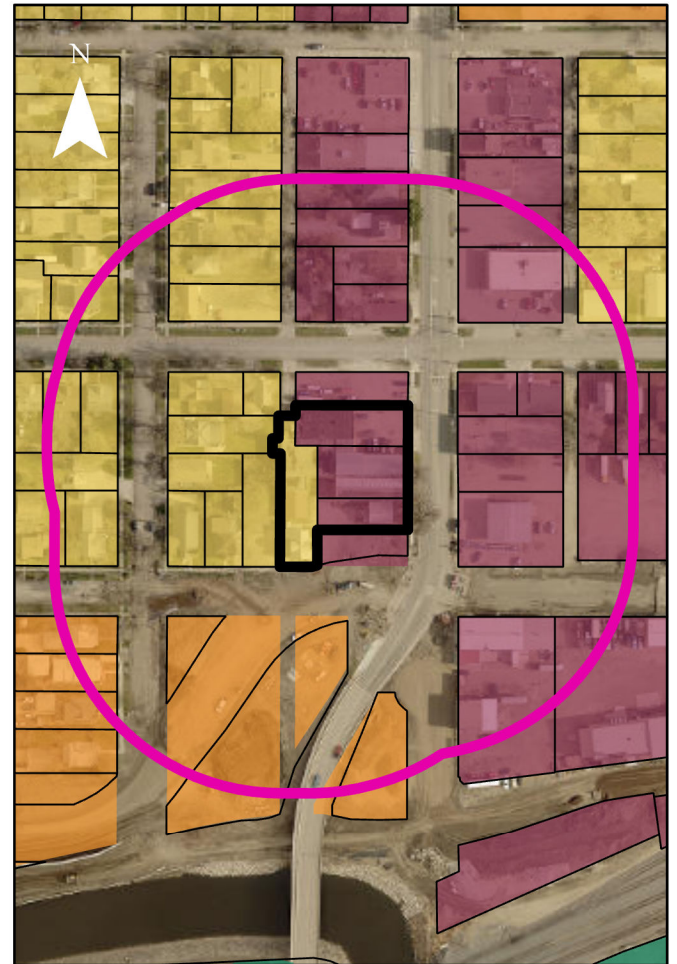
WOLD
ENGINEERING, P.C.

915 East 11th Street - PO Box 237 - Bottineau, ND 58318
110 8th Avenue Southwest - Minot, ND 58701
316 Eastdale Drive - PO Box 1277 - Bismarck, ND 58502

ZONING



FUTURE LAND USE



0 125 250 500 Feet

Zoning

	C1
	C2
	M1
	M2
	P
	R1
	R3
	R3B
	RM

Both Maps

	Case # 2025-50
	Case # 2025-50 Notification Area

Land Use Type

	Suburban Residential
	Urban Residential
	General Commercial
	Riverfront Activation
	Riverfront Activation

Exhibit 4 – Site Photos



Aerial View 1



Aerial View 2



**Planning Commission
Staff Report**

Application Date: 10/22/2025 Date of Staff Report: 11/19/2025 Planning Commission Meeting: 12/02/2025		Staff Contact: Doug Diedrichsen, Principal Planner Staff Recommendation: Approval	
Case Number: 2025-52 Project Name: 1920 Valley Street –Zone Change Current Legal Description: See Project Description Proposed Legal Description: Outlot 48 of NE ¼ NW ¼ Section 30, Township 155 North, Range 82 West, Ward County, North Dakota Present Address: 1920 Valley St.		Representative: Taylor Picard Owner: Picard Excavation INC. Entitlements Requested: Zoning Map Amendment from “C2” General Commercial District to “M1” Light Industrial District	
Present Zone(s): “C2” General Commercial District Present Use(s): Commercial Building 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): “M1” Light Industrial District Proposed Use(s): Construction Shop 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 Taylor Picard, representing Picard Excavation INC., owner for a zoning map amendment from “C2” General Commercial District to “M1” Light Industrial District. The legal description for

the property is Outlot 48 of NE ¼ NW ¼ Section 30, Township 155 North, Range 82 West, Ward County, North Dakota.

The subject property address is 1920 Valley St.

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

BACKGROUND INFORMATION:

The property owner seeks to Build an Industrial construction shop building. Zoning map amendment will allow for construction of an industrial use by right.

The zoning and future land use map are provided in **Exhibit 2**.

Site photos are provided in **Exhibit 3**.

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 Light Industrial, which aligns with the proposed zone change to “M1” Light Industrial 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 effort to align lots with the Future Land Use Map, as the “M1” Light Industrial District is a complimentary zone to the Light Industrial designation on the FLU 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. 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 to “M1”

Light Industrial District will diminish the condition or value of property within the vicinity. The adjacent properties have primary been developed with industrial uses or large lot single family homes. 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 Light Industrial in the City of Minot 2040 Comprehensive Plan. Therefore, Section 9.1-7. H. 4. is satisfied.

Comments:

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

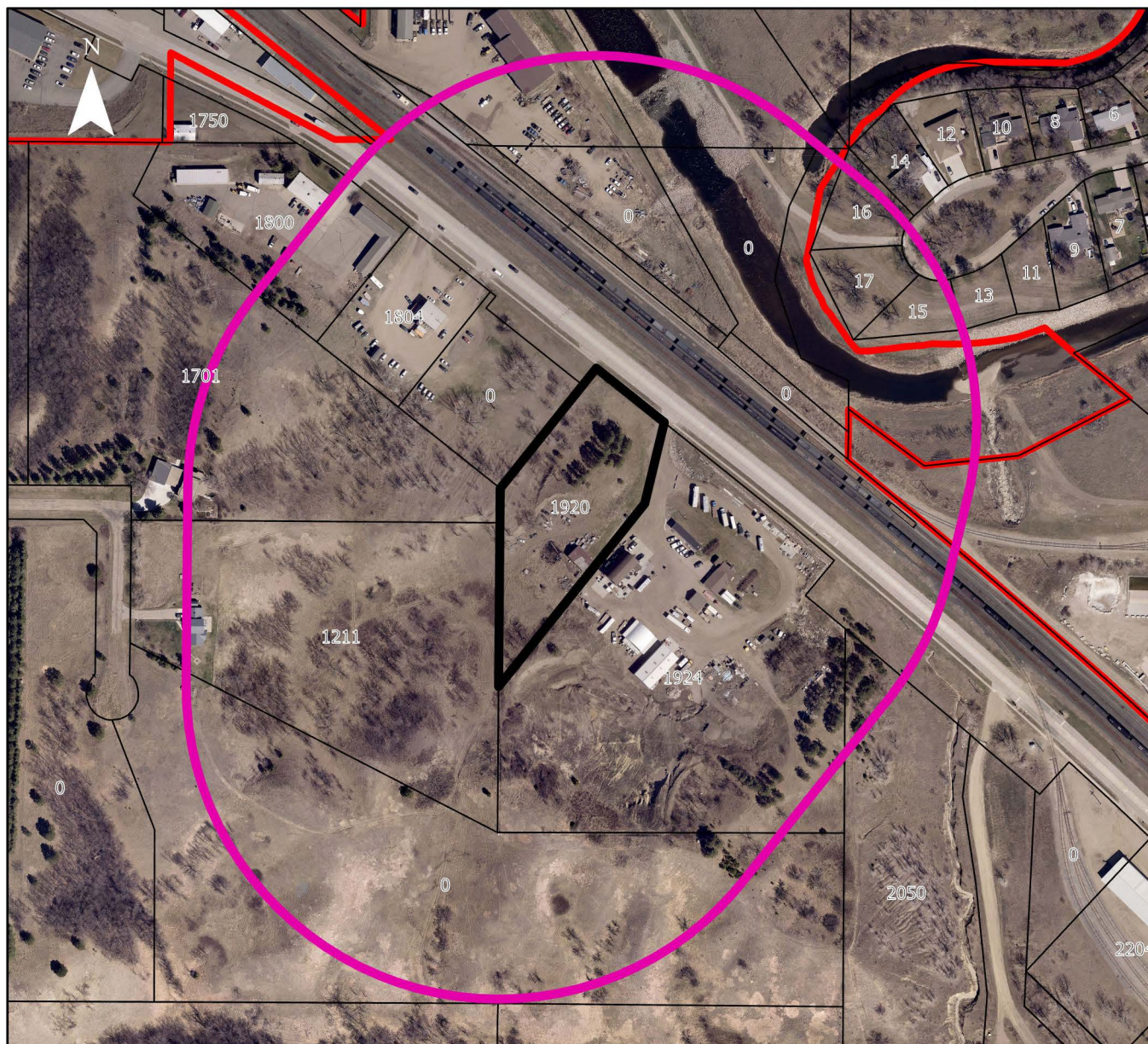
FINDINGS OF FACT:

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

- 1) The applicants have submitted a complete application for a zoning map amendment.
- 2) The applicant's request is consistent with the bulk requirements of Chapter 2.18 – "M1" Light Industrial District of the Land Development Ordinance of the City of Minot (LDO).
- 3) The present zoning is "C2" General Commercial
- 4) The City of Minot 2040 Comprehensive Plan Future Land Use Map designates this area as Light Industrial.
- 5) 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 "M1" Light Industrial District is in alignment with the FLU map designation.
- 6) 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.
- 7) 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.
- 8) 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.
- 9) 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.

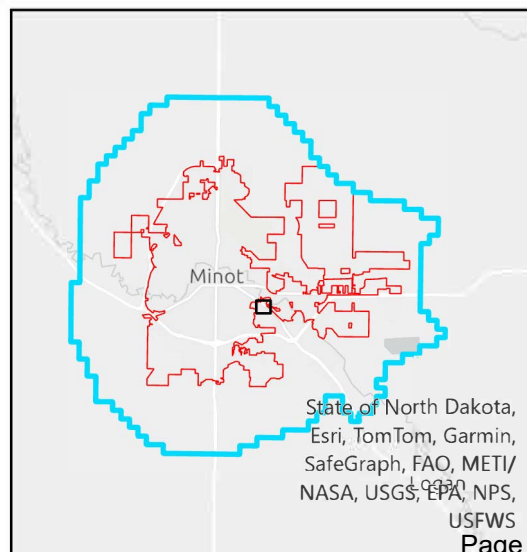
RECOMMENDATION:

Staff recommends the Planning Commission adopt the staff findings of fact and recommend approval to City Council for a zoning map amendment of 1920 Valley St. from “C2” General Commercial to “M1” Light Industrial District.

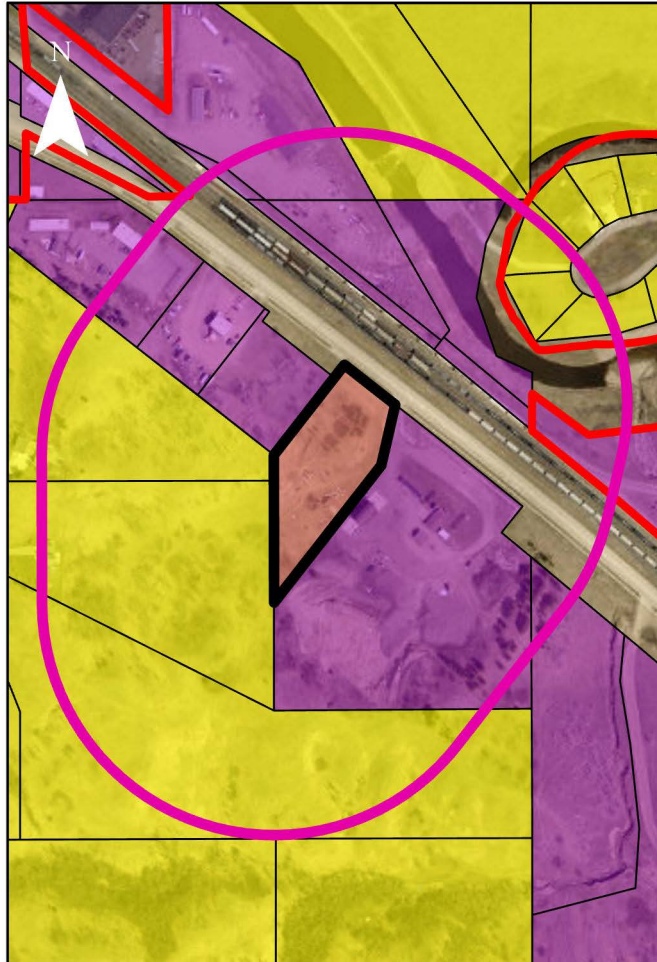


0 220 440 880 Feet

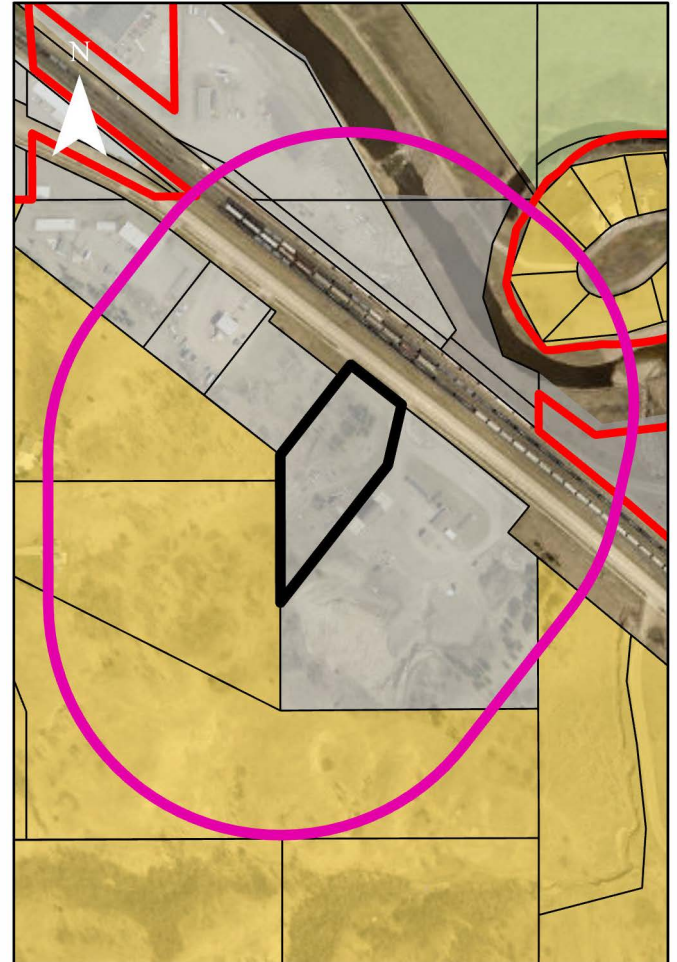
- City Limits
- Two Mile Boundary
- Case # 2025-52
- Case # 2025- 52 Notification Area



ZONING



FUTURE LAND USE



0 230 460 920 Feet

Zoning

- C2
- M1
- M2
- R1
- Case # 2025-52
- Case # 2025- 52 Notification Area
- Case # 2025- 52 Notification Area

Both Maps

- Case # 2025-52
- Case # 2025- 52 Notification Area

Land Use Type

- Suburban Residential
- Light Industrial
- Heavy Industrial
- Agricultural and Open Space
- Suburban Residential
- Light Industrial

Exhibit 3 – Site Photos



Aerial View 1



Aerial View 2



**Planning Commission
Staff Report**

Application Date: 10/24/2025 Date of Staff Report: 11/19/2025 Planning Commission Meeting: 12/02/2025		Staff Contact: Doug Diedrichsen, Principal Planner Staff Recommendation: Approval	
Case Number: 2025-53 Project Name: Almy Second Addition – Prelim Plat, Zone Change Current Legal Description: See Project Description Proposed Legal Description: Lots 1 & 2 of Almy Second Addition to the City of Minot Present Address: Unassigned		Representative: Rob Berard, Ackerman Surveying Owner: Cory & Tracy Almy Entitlements Requested: Preliminary Plat approval, Zoning Map Amendment from “AG” Agricultural District to “R1” Single Family Residential District on Lot 1. Lot 2 will remain “AG” Agricultural District.	
Present Zone(s): “AG” Agricultural District Present Use(s): Agricultural lot, Single family home 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: Suburban Residential		Proposed Zone(s): “R1” Single Family Residential District lot 1, and “AG” Agricultural District on lot 2 Proposed Use(s): Single family home on Lot 1, Agricultural use on lot 2 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 Cory & Tracy Almy owner for a preliminary plat on a property zoned “AG” Agricultural District. The applicant is also requesting a zoning map amendment from “AG” Agricultural District to “R1” Single

Family Residential District. The legal description for the property is NW ¼ SW ¼ Outlots 3 & 10, Lot 1 Almy Addition to the City of Minot Section 32, Township 155 North, Range 82 West, Ward County, North Dakota.

The subject property address is unassigned.

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

BACKGROUND INFORMATION:

The property owner seeks to subdivide a residential lot from agricultural lot.

The preliminary plat can be found in **Exhibit 2**.

The zoning and future land use map are provided in **Exhibit 3**.

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

STAFF ANALYSIS:

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 Almy Second 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 not applicable, as there are no additional streets proposed via this subdivision.

The requirements of Section 10.3-11. relating to the design of the individual lots has been satisfied.

Section 10.3-12 relating to block design is not applicable.

The requirements of Section 10.3-13. A. relating to the dedication of right-of-way, easements, and street widths is satisfied.

Sections 10.3-14 relates to sidewalks, Section 10.3-14 is not applicable.

Section 10.3-15 related to public utilities is satisfied. Any expansion or connection to public utilities would be at the expense of the developer. Connection fees would apply at the rate set for this district, to be collected at the time of building permit application.

Section 10.3-21 related to financial security for necessary infrastructure improvements is not applicable.

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

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 Suburban Residential, which aligns with the proposed zone change to “R1” Single Family Residential District for the realignment of Lot 1. 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 effort to realign lots that currently align zoning with the Future Land Use Map, as the “R1” Single Family Residential District is a complimentary zone to the Suburban Residential designation on the FLU map and with the change being a realignment of the property boundaries. 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.

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 “R1” Single Family Residential District will diminish the condition or value of property within the vicinity. The adjacent properties have primary been developed with single family homes or agricultural uses. 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 Suburban Residential in the City of Minot 2040 Comprehensive Plan. Therefore, Section 9.1-7. H 4. is satisfied.

Comments:

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

FINDINGS OF FACT:

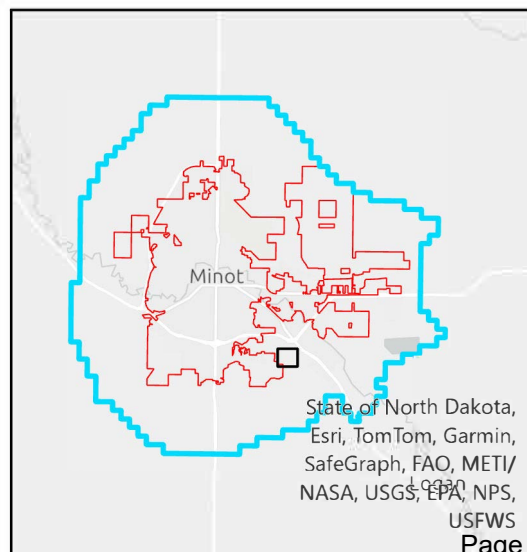
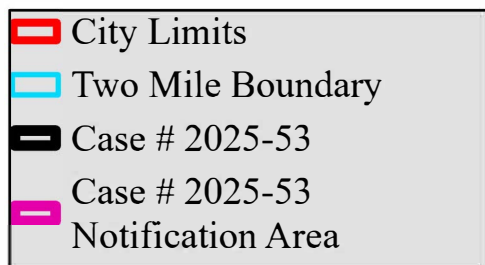
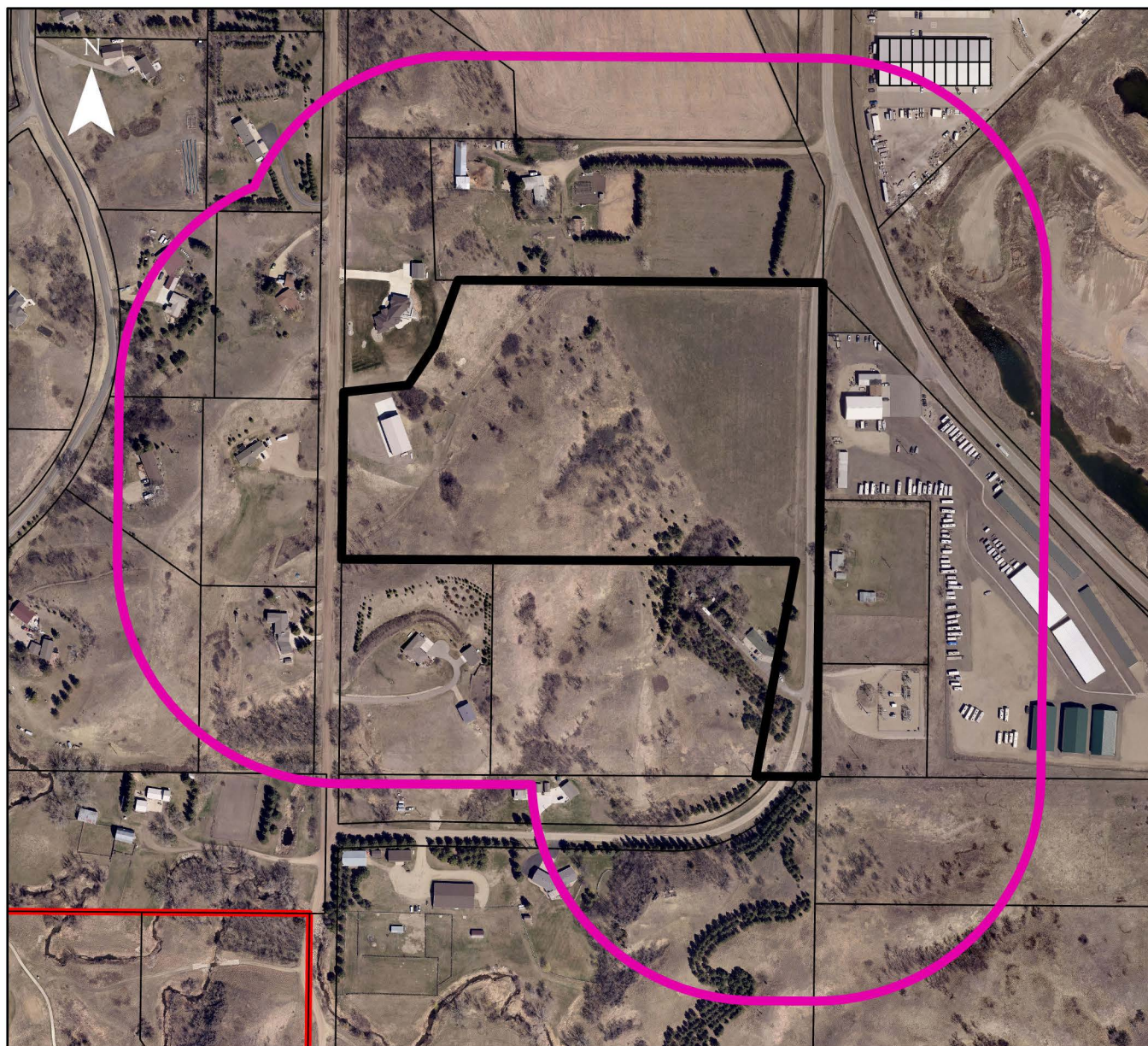
The Minot Planning Commission should accept the following findings of facts:

- 1) The applicants have submitted a complete application for preliminary plat and zoning map amendment.
- 2) The applicant’s request is consistent with the bulk requirements of Chapter 2.6 – “R1” Single Family Residential District of the Land Development Ordinance of the City of Minot (LDO).
- 3) The applicable sections of Chapter 10.3 related to subdivision design are satisfied.
- 4) The present zoning is “AG” Agricultural District.
- 5) The City of Minot 2040 Comprehensive Plan Future Land Use Map designates this area as Suburban Residential.
- 6) Section 9.1-7 H. 1. is satisfied, as the FLU map denotes this area as Suburban Residential and the proposal is to zone the property as “R1” Single Family Residential District is in alignment with 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.

- 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.

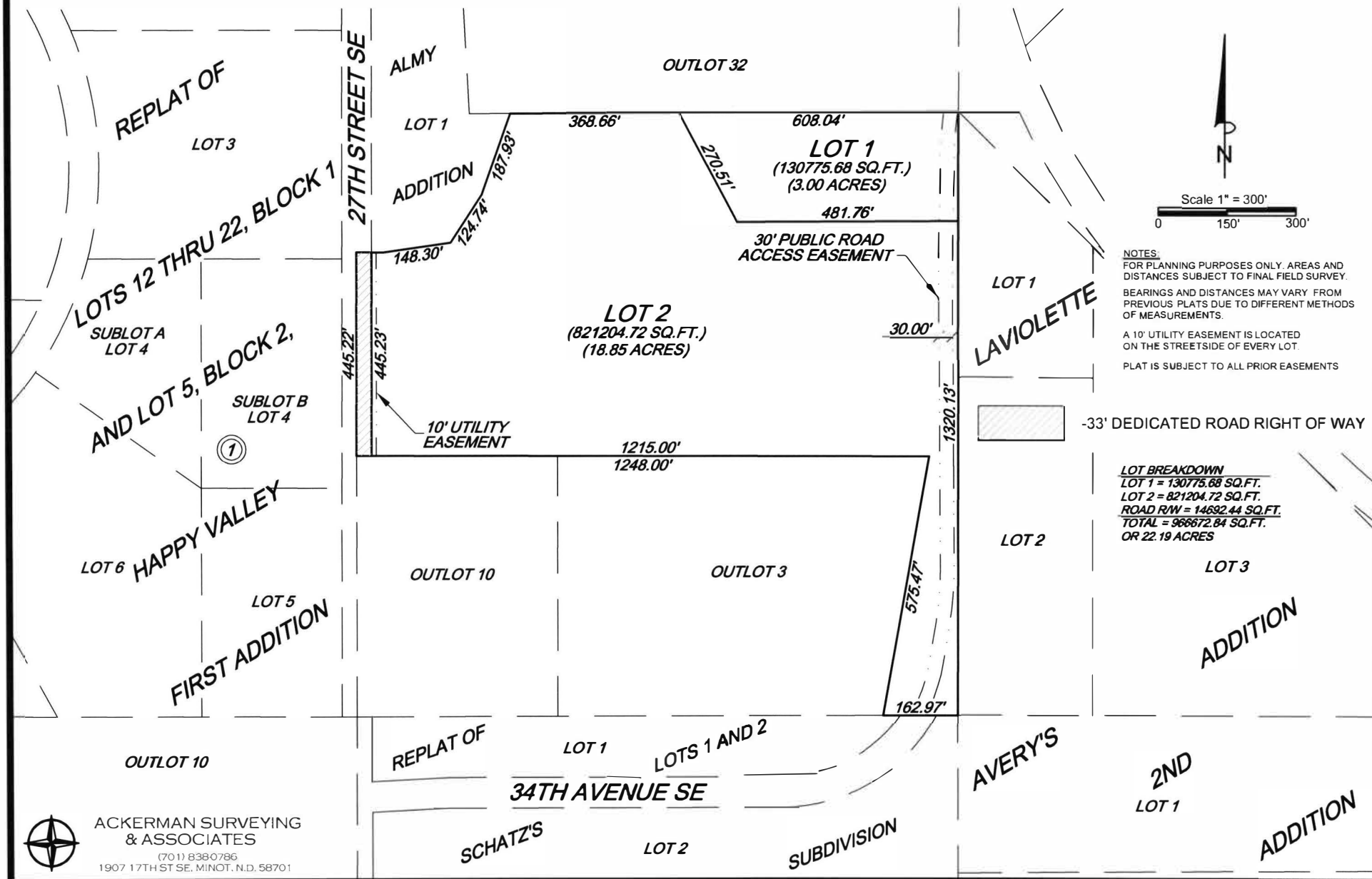
RECOMMENDATION:

Staff recommends the Planning Commission adopt the staff findings of fact and recommend approval to City Council for a zoning map amendment from "AG" Agricultural District to "R1" Single Family Residential District and Planning Commission recommend approval of the preliminary plat for Almy Second Addition without conditions.



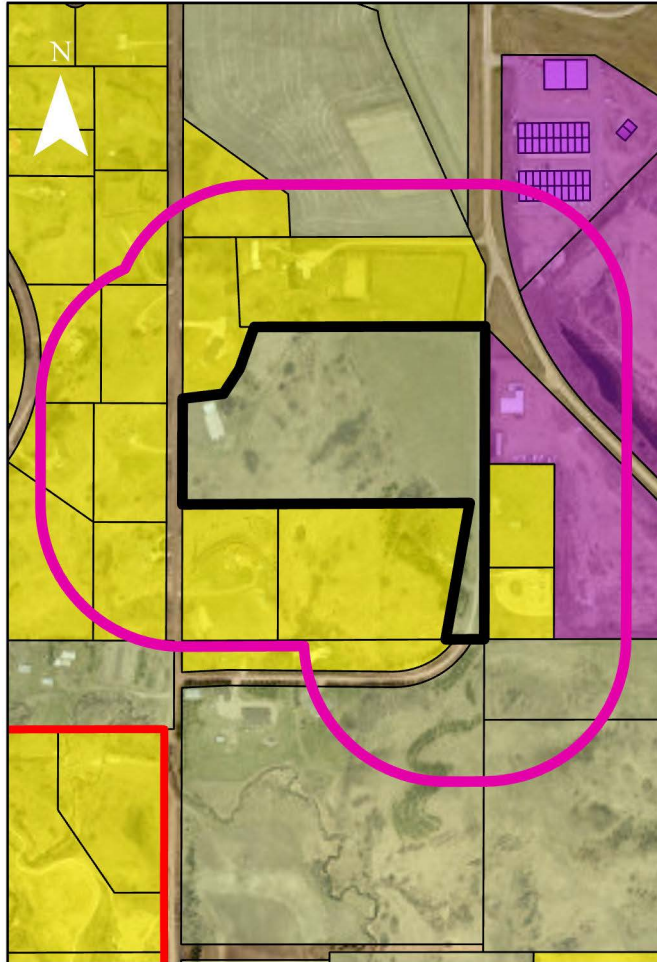
PRELIMINARY PLAT OF ALMY SECOND ADDITION

TO THE CITY OF MINOT, NORTH DAKOTA
(BEING A UNPLATTED PORTION OF THE NW1/4SW1/4, SECTION 32,
TOWNSHIP 155 NORTH, RANGE 82 WEST, WARD COUNTY, NORTH DAKOTA)

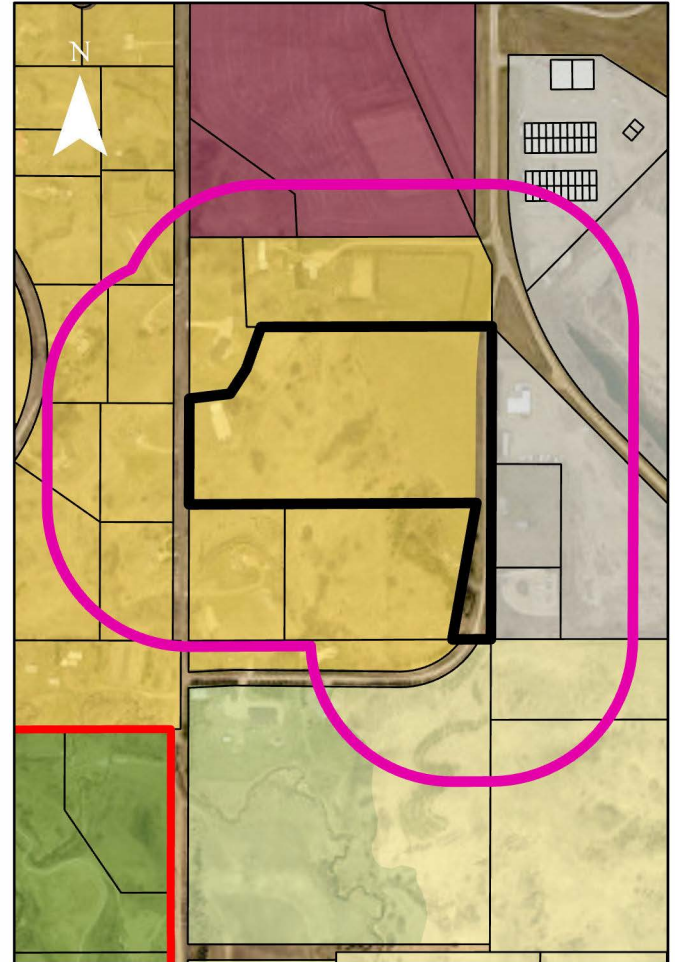


ACKERMAN SURVEYING
& ASSOCIATES
(701) 838-0786
1907 17TH ST SE, MINOT, N.D. 58701

ZONING



FUTURE LAND USE



0 380 760 1,520 Feet

Zoning

	AG
	M1
	MH
	R1

Both Maps

	Case # 2025-53
	Case # 2025-53 Notification Area

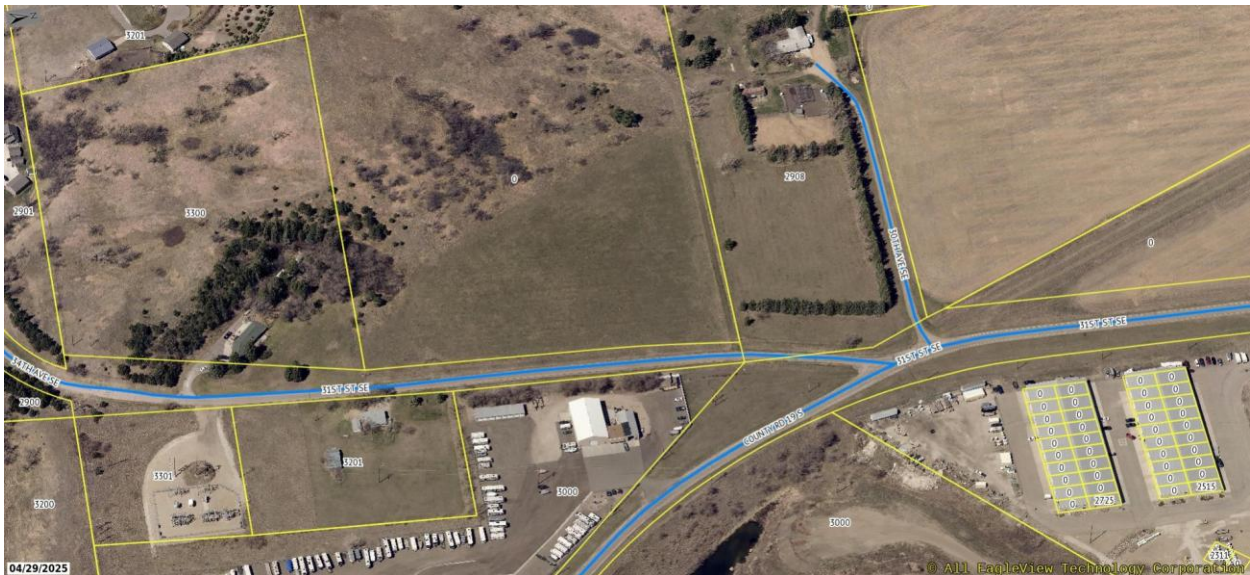
Land Use Type

	Agricultural and Open Space
	Rural Residential
	Suburban Residential
	General Commercial
	Light Industrial
	Parks and Recreation

Exhibit 4 – Site Photos



Aerial View 1



Aerial View 2