Regular Planning Commission Meeting
Tuesday, February 10, 2026, 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. APPROVE THE JANUARY 13, 2026 REGULAR MEETING MINUTES

5. PUBLIC HEARING

   5.1. CASE #2026-04 - NORTH MINOT ADDITION - VARIANCE

   Public hearing request by Derek DePauw, owner for a request of a variance on a property zoned "R2B" Two-Family Residence District ("R2" Two-Family Residential District). The legal description for the property is East 1/2 Lot 11 Block 4 North Minot Addition to the City of Minot, Ward County, North Dakota

   The subject property address is 313 6th Ave NW.

   5.2. CASE #2026-05 - ENGINEERING TEXT AMENDMENT - TEXT AMENDMENT

   Public hearing request by Lance Meyer, City Engineer, City of Minot for a request of a zoning text amendment to Chapter 11.1 Statutory Authority, Findings of Fact, Purpose, and Objectives, Section 11.1-1 Statutory Authority of the City of Minot Land Development Ordinace.

6. ACTION ITEMS

   6.1. WORKING SESSION: AIRPORT PROTECTION OVERLAY DISTRICT

7. PERSONAL APPEARANCES

8. MISCELLANEOUS AND DISCUSSION ITEMS

9. 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 January 13, 2026, 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: Robert Kibler, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Tanner Dockter, Kasper Ziegler

Members Absent: Tim Baumann, Erin Iverson, Kayla Johnson, Bradly Wolff, Robert Amick, Casey Erickson

City Staff Present: Nick Schmitz, Emily Huettl, Brian Billingsley, Hannah Hornberger, Doug Diedrichsen, Dan Falconer, Jennifer Kleen, Alderman Hayes

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS AND DECORUM

3.1. INTRODUCTIONS AND DECORUM HANDOUT

4. APPROVAL OF MINUTES

4.1. APPROVAL OF THE DECEMBER 2025 REGULAR MEETING MINUTES

The motion to approve December 2025 regular meeting minutes was initiated by Planning Commission Representative Mennem seconded by Planning Commission Representative Pontenila and carried by the following roll call vote: ayes: Robert Kibler, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Tanner Dockter, Kasper Ziegler; nays: None.

5. PUBLIC HEARING

5.1. CASE #2026-01 - RAMSTADS 2ND ADDITION LOTS 10 & 11, BLOCK 2 - ZONING MAP AMENDMENT

Mr. Diedrichsen reviewed the staff report.
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's recommendation and findings of fact was initiated by Planning Commission Representative Kibler seconded by Ziegler and carried by the following roll call vote: ayes: Robert Kibler, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Tanner Dockter, Kasper Ziegler; nays: None.

5.2. CASE #2026-02 - LOTS 1 & 2 KELLERS 2ND ADDITION - PRELIMINARY PLAT, ZONING MAP AMENDMENT

Mr. Diedrichsen reviewed the staff report.
The Commissioners and City Staff had a discussion.

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's recommendation and findings of fact was initiated by Planning Commission Representative Mennem seconded by Planning Commission Representative Dockter and carried by the following roll call vote: ayes: Robert Kibler, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Tanner Dockter, Kasper Ziegler; nays: None.

6. ACTION ITEMS

6.1. CHAIR & VICE CHAIR APPOINTMENTS

The motion to place Commissioner Offerdahl as Chair and Commission Baumann as Vice Chair was initiated by Planning Commission Representative Kibler seconded by Trudell and carried by the following roll call vote: ayes: Robert Kibler, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Tanner Dockter, Kasper Ziegler; nays: None.

7. MISCELLANEOUS AND DISCUSSION ITEMS

Mr. Diedrichsen informed the board that moving forward we will have public comment at the meetings and the topics will have to be relevant to what the Planning Commission governs.

Chairman Offerdahl opened the public comment.
No one appeared to comment.

8. ADJOURNMENT

With no further business, Chairman Offerdahl adjourned the meeting at 5:48 pm.

Planning Commission
Staff Report

Application Date: 01/02/2026
Date of Staff Report: 01/26/2026
Date of Planning Commission Meeting: 02/10/2026

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

Case Number: 2026-04

Project Name: North Minot Addition - Variance

Current Legal Description: East 1/2 Lot 11 Block 4 North Minot Addition

The subject property's addresses: 313 6th Ave NW

Owners: Derek DePauw

Representative: Derek DePauw

Entitlements Requested: Variance to reduce the front setback to 13ft and the rear setback to 15ft to construct a single-family home in an exceptionally small lot.

Present Zone(s): "R2B" Two-Family Residence District

Present Use(s): Vacant

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: Urban Residential

Proposed Zone(s): No Change

Proposed Use(s): Residential

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 Derek DePauw, owner for a request of a variance on a property zoned "R2B" Two-Family Residence District ("R2" Two-Family Residential District). The legal description for the property is East 1/2 Lot 11 Block 4 North Minot Addition to the City of Minot, Ward County, North Dakota.

The subject property address is 313 6th Ave NW.

An aerial view map is provided in **Exhibit 1**.

A letter of intent is included in **Exhibit 2**.

BACKGROUND INFORMATION:

Through conversations with the property owner, the City of Minot identified a unique situation at the current property. The lot at 313 6th Ave NW is 0.096 acres (4200 SF). This lot size is an outlier, with the most common lot size in Minot being 0.1-0.2 acres. This makes this property incredibly difficult to build on within our current setback regulations. Staff attempted to alleviate the issues with setback averaging following Section 3.1-5. For this side of 6th Ave NW, the front setback average is 18ft, however the lot is only 60ft deep so when coupled with a 20ft rear setback it leaves only 22ft for the house. The applicant seeks an additional 5ft for both the front and rear setbacks due to the shallowness of this lot.

A Site Plan is provided in **Exhibit 3**.

The zoning and future land use map is provided in **Exhibits 4**.

Site photos are provided in **Exhibit 5**.

STAFF ANALYSIS:

Variance Request Analysis:
Section 9.1-3 of the Land Development Ordinance of the City of Minot (LDO) provides the application procedures for variances, the types of variances allowed, and criteria necessary for approval by the Planning Commission. The applicant has submitted the necessary application documents required per Section 9.1-3 C. and noticing has been conducted per Section 9.2-1.

Section 9.1-3 A. Grants the Planning Commission the authority to grant variances for only a subset of standards, the proposal would qualify for 1. Zoning district dimensional standards. Therefore Section 9.1-3 A. is satisfied. Section 9.1-3 G. 1. requires the Planning Commission find that a unique hardship exists using one of three qualifying criteria. To that end, staff provides the following guidance:

Staff finds that the variance criteria provided in Sections 9.1-3. G. 1. a. relating to the exceptional shallowness or shape of the property is applicable. The property measures 70ft wide, 60ft deep making the lot a total of 4,255 SF. The property is zoned R2B, which is equivalent to R2, where the current minimum interior lot area for detached single-family homes is 7,500 SF. This demonstrates the lot is far below what would be allowed today in not only the “R2” zone.

Staff finds that the variance criteria provided in Section 9.1-3. G. 1. b. relating to exceptional topographical conditions of the property is not applicable.

Staff finds that the variance criteria provided in Section 9.1-3. G. 1. c. relating to there being exceptional practical difficulties that would prevent the reasonable use of the property is applicable due to how exceptionally small this lot was platted as seen in the explanation for Sections 9.1-3. G. 1. a.

Staff finds Section 9.1-3. G. 1. is satisfied. The totality of the facts provided in the preceding analysis establishes a unique hardship for the subject properties and a variance is necessary to accommodate the proposed reasonable use of the property.

Further, Section 9.1-3. G. 2. requires that a variance may not be approved unless Planning Commission finds both of the following criteria is met:

a. The granting of the variance will not adversely affect the rights of property owners in the surrounding neighborhood, or the character of the surrounding neighborhood.
b. The granting of the variance will not be contrary to the Comprehensive Plan.

Section 9.1-3. G. 2. is satisfied. Staff finds that both of the above are satisfied, as the desire is to ensure that the character of the area, including the size and type of improvement to be constructed, aligns with others in the neighborhood. In addition, the variance will not be contrary to the comprehensive plan.

Staff finds that both Section 9.1-3. G. 1. & 2. are satisfied and therefore the request for a variance should be approved.

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 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 property is zoned “R2B” Two-Family Residence District on the Official Zoning Map and is designated as Urban Residential on the 2040 Comprehensive Plan Future Land Use Map.

3) The requested relief is for the required structural setbacks: front setback reduction to 13ft for the front and a reduction to 15ft for the rear.

4) Section 9.1-3. G. 1. is satisfied. The property currently is below our minimum area requirements for a single-family lot, which created a unique hardship as outlined in the Staff Analysis section of the written report.

5) Section 9.1-3. G. 2. is satisfied. Granting a variance will not affect the rights of neighboring property owners, as the result of granting of the variance will allow the subject property to develop in character with the surrounding development. Further, a granting of the variance will not be in conflict with the Comprehensive Plan.

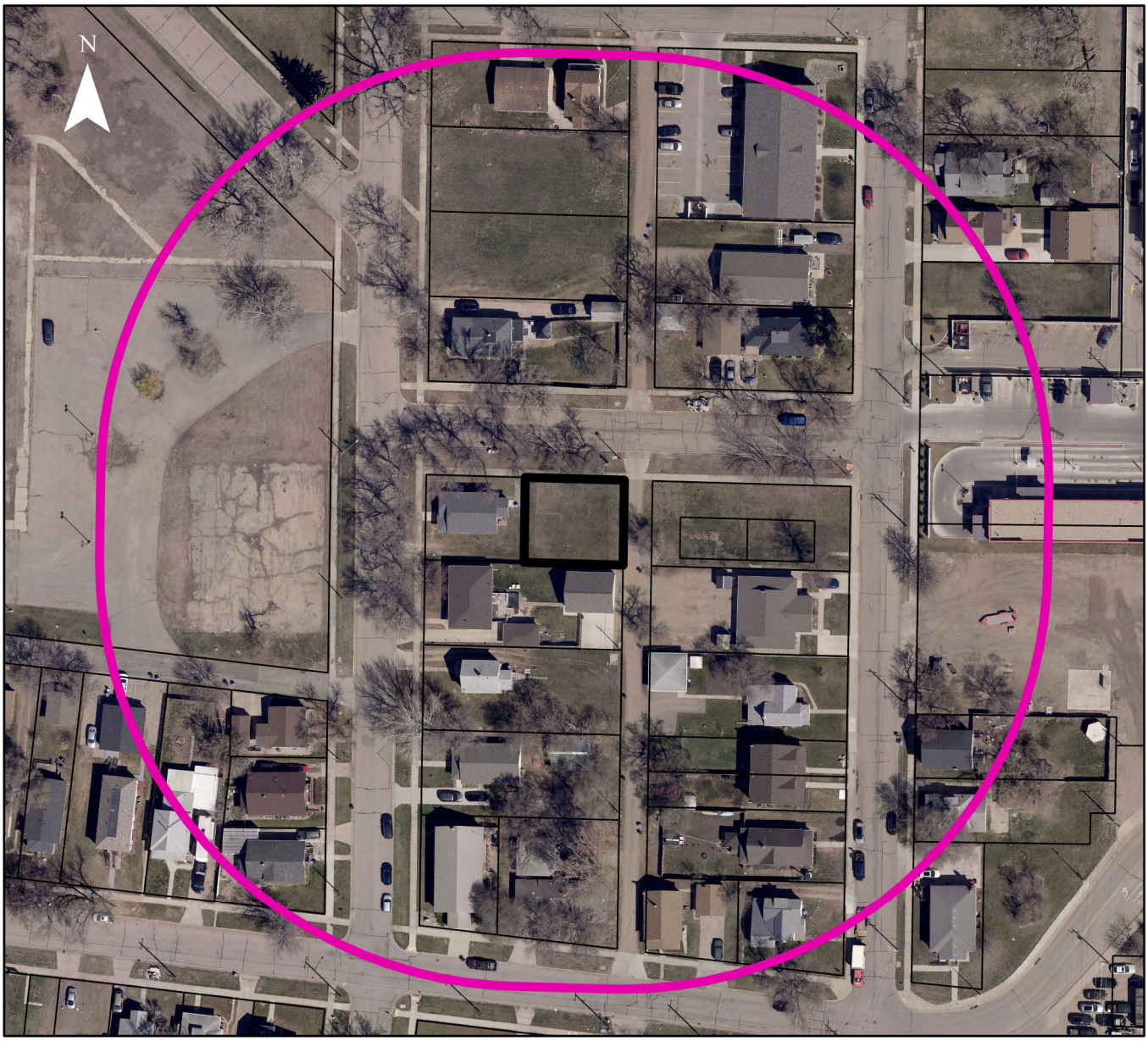
6) The Minot Planning Commission has the authority to approve, approve with conditions, or deny the variance. The public notice requirements were met, the hearing was legally noticed and posted, and the hearing was held and conducted under the requirements of North Dakota Century Code and Minot City ordinances.

RECOMMENDATION:

Staff recommends the Planning Commission adopt staff findings of fact and approve a variance to the front and rear setbacks. The front setback be reduced to 13ft and the rear setback be reduced to 15ft to accommodate the proposed single family home construction as described in Exhibit 3 due to the shallowness of the lot.

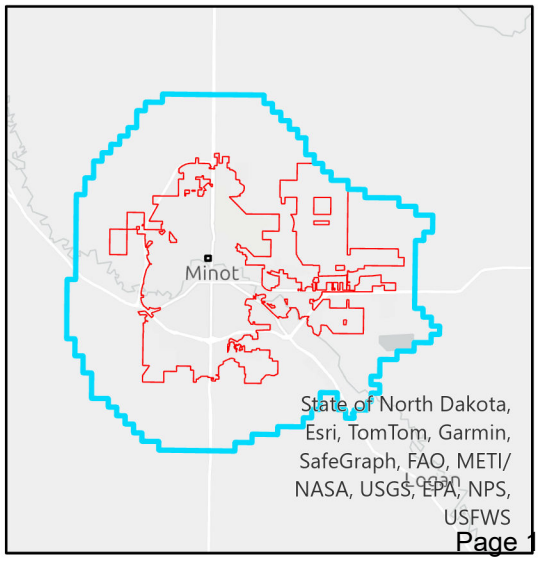
City of Minot

EXHIBIT 1



0 80 160 320 Feet

- City Limits
- Two Mile Boundary
- Case # 2026-04
- Case # 2026- 04 Notification Area



To whom it may concern,

I am seeking variances for the property at 313 6th Ave NW, Minot. The variances I am looking for include the following.

- Set back requirements
- Foundation requirements

For set back requirements, I'd like to request a 5 foot decrease in dimensions to both North and South sides due to exceptional difficulties. Due to the exceptionally small lot dimensions, the current restrictions make it very difficult to develop.

For foundation requirements, I'd like to have a post and beam foundation approved. With the property being located in the 100 year (proposed) flood plain, this request would allow for a 2 to 3 foot water level before breaching the structure. This will secure the structure from potential flood damage, provide access to services with a crawl space area, and also lower insurance costs. The foundation would be skirted with a faux rock/brick style fascia for aesthetic purposes.

Thank you,

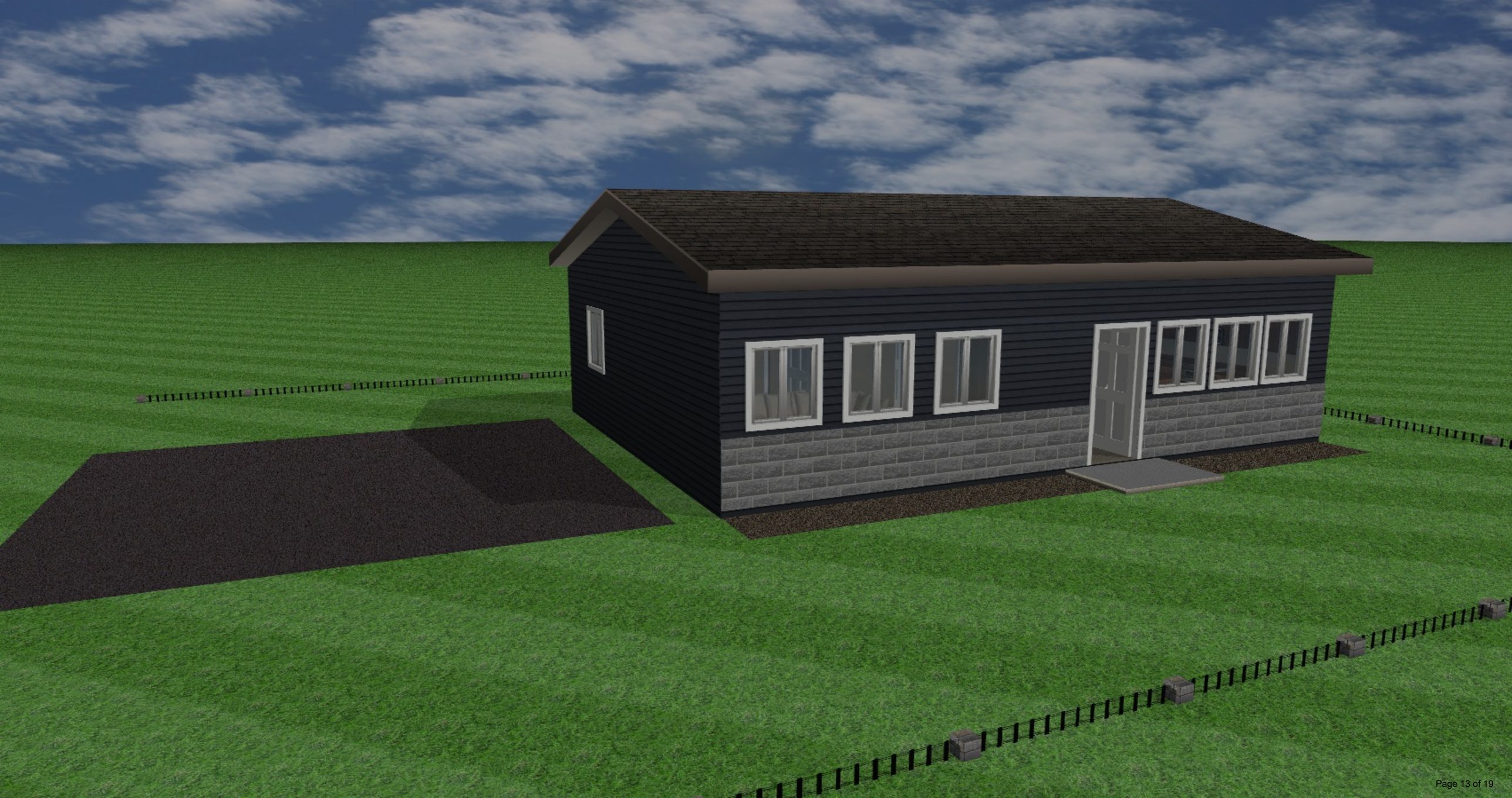
Derek DePauw
701-480-9138
dmdtransport@live.com

70'-0" Fence

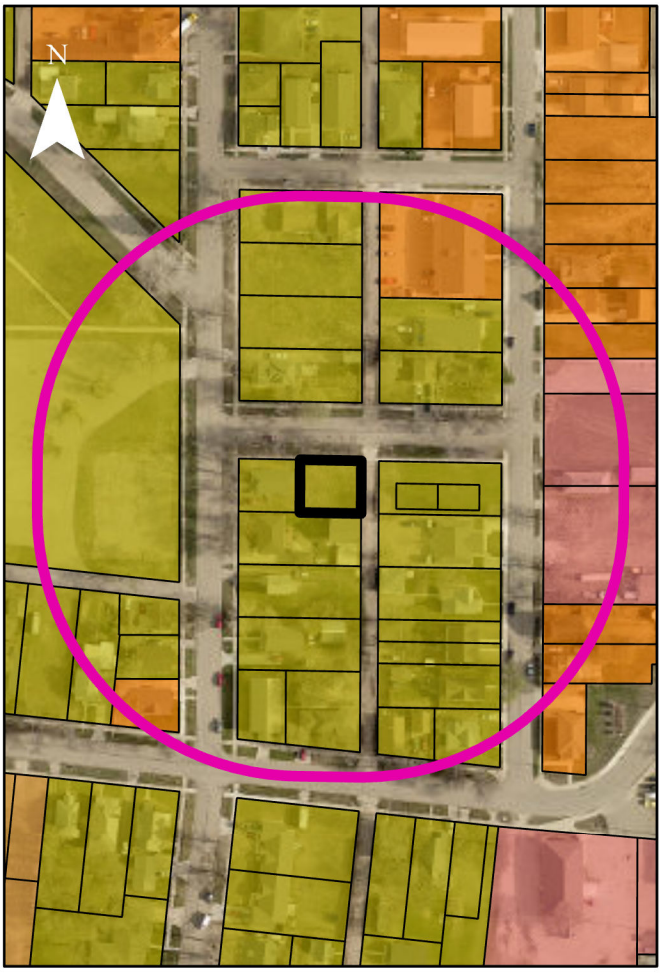
Exhibit 3

15 feet from Rear boundary

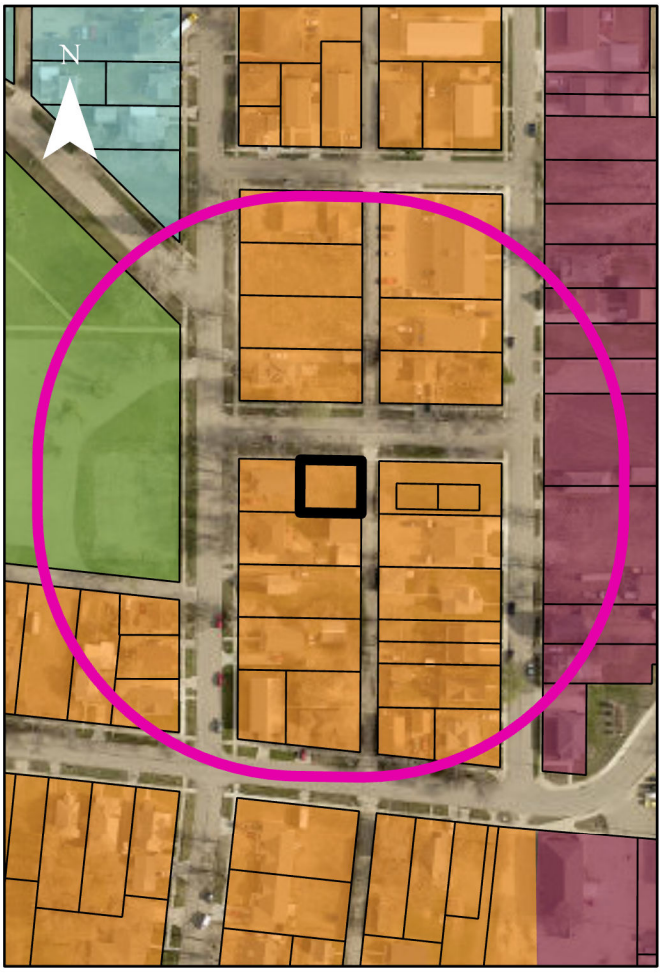
70'-0" Fence



ZONING



FUTURE LAND USE



0 105 210 420 Feet

Zoning

- C2
- R2
- R2B
- R3B
- R3C

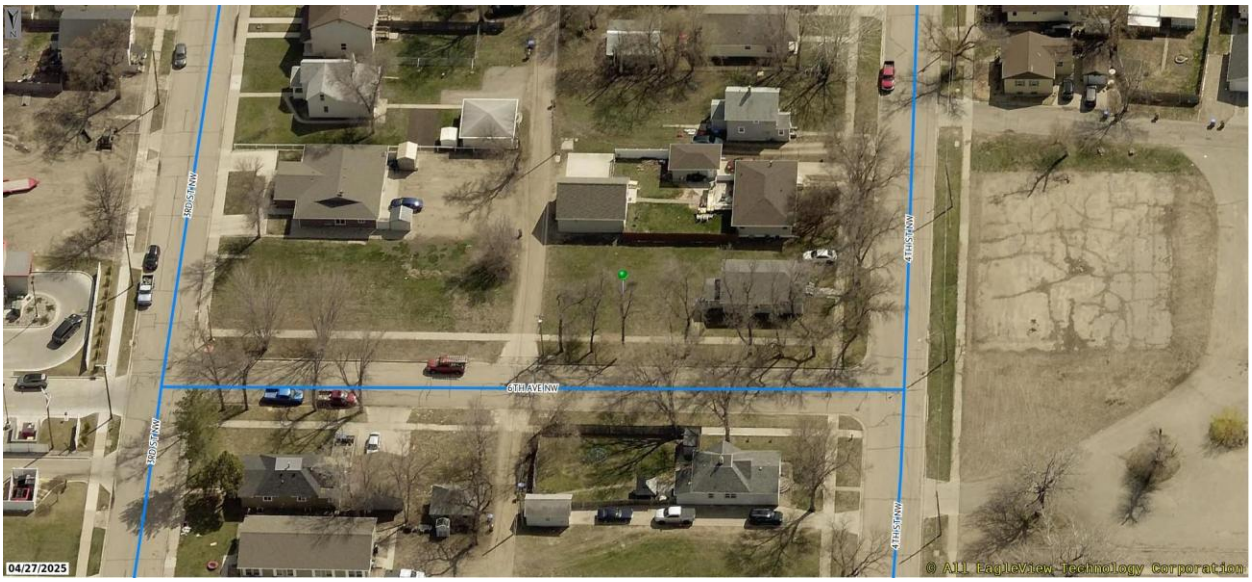
Both Maps

- Case # 2026-04
- Case # 2026- 04 Notification Area

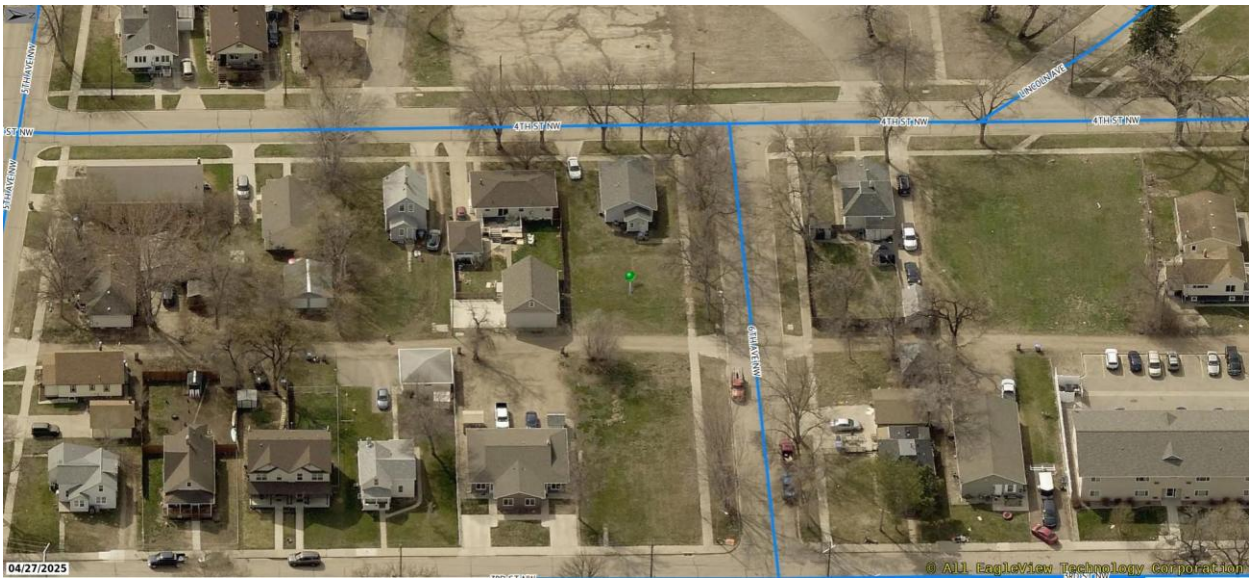
Land Use Type

- Urban Residential
- General Commercial
- Public Institutional
- Parks and Recreation

Exhibit 5 – Site Photos



Aerial View 1



Aerial View 2

Planning Commission
Staff Report

Application Date: 01/05/2026
Date of Staff Report: 01/26/2026
Planning Commission Meeting: 02/10/2026

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

Case Number: 2026-06

Project Name: Text Amendment – 2026 Engineering

Current Legal Description: N/a
Proposed Legal Description: N/a
Present Address: N/a

Entitlements Requested: Amendment to the Land Development Ordinance of the City of Minot

Owners: N/a

Representative: Lance Meyer,
City Engineer, City of Minot

Present Zone(s): N/a

Present Use(s): N/a

Uses Allowed in Present Zone(s): N/a

Present Future Land Use Map Designation: N/a

Proposed Zone(s): N/a

Proposed Use(s): N/a

Uses Allowed in Proposed Zone(s): N/a

Proposed Future Land Use Map Designation: N/a

PROJECT DESCRIPTION:

Public hearing request by Lance Meyer, City Engineer, City of Minot for a request of a zoning text amendment to Chapter 11.1 Statutory Authority, Findings of Fact, Purpose, and Objectives, Section 11.1-1 Statutory Authority of the City of Minot Land Development Ordinace

BACKGROUND INFORMATION:

The proposed text amendment is a part of a "clean-up" ordinance that has been requested by the city Engineering Department

The text amendment, including a brief explanation for the change, may be found in **Exhibit 1**.

STAFF ANALYSIS:

Amendment to the Land Development Ordinance of the City of Minot Analysis:

Section 9.1-8 of the Land Development Ordinance of the City of Minot (LDO) provides the procedures for amending the LDO. Section 9.2 provides the noticing requirements for public hearings held by the Planning Commission. 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 9.1-8 I. requires the Planning Commission and City Council to find the following, as applicable:

1. The amendment must not adversely affect the public health, safety, or welfare.
2. The amendment is supported by a strategy, recommendation, or other concepts from the Comprehensive Plan.
3. The amendment is necessary because of changed social or economic conditions in the areas affected.
4. The amendment is necessary to improve the ordinance by introducing best practices or makes the ordinance easier to understand and use by the public.

Staff provides the following guidance:

Staff finds Section 9.1-8 I. 1. is applicable and satisfied, as the proposed change aims to address and issue with a reference to Century Code in the ordinace. The changes will not adversely affect the public health, safety, and/or welfare in each instance.

Section 9.1-8. I. 2. is not applicable. While the Comprehensive Plan generally speaks to zoning, the proposed change does not specifically fulfill any of the objectives and simultaneously are not deterred by, or interfere with, the fulfillment of the Comprehensive Plan.

Section 9.1-8. I. 3. is applicable, and satisfied. Proposed change ensures a development environment that allows for ease of development within the city.

Section 9.1-8. I. 4. is applicable and satisfied, as the proposed changes will make the code easier to understand and use by staff and the general public.

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 comments were received.

FINDINGS OF FACT:

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

1) The applicant has submitted a complete application.

2) Section 9.1-8 I. 1., 3., and 4. are applicable and satisfied as noted in the Staff Analysis section of staff's written report.

3) Section 9.1-8 I. 2. is not applicable.

4) The Minot Planning Commission has the authority to hear this case and recommend that 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 staff findings of fact and recommend approval to City Council of the zoning text amendment as provided in Exhibit 1.

Exhibit 1

Chapter 11.1. – Statutory Authorization, Findings of Fact, Purpose, and Objectives

SECTION 11.1-1. STATUTORY AUTHORIZATION

The Legislature of the State of North Dakota has in North Dakota Century Code, ~~Chapters 40-47~~Chapters 40-05, ~~11-33~~-11-11 and 58-~~03~~06, delegated responsibility to local governmental units to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry.

Background info:

Senate Bill 2027 (SB 2027) made several changes to North Dakota Century Code related to floodplain management authority. The specific statute authorizing communities to regulate floodplains has changed. As a result, we are required to update our floodplain management ordinance to ensure compliance with State and Federal law.