



Regular Planning Commission Meeting

Tuesday, April 14, 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 MARCH 10, 2026 REGULAR MEETING MINUTES
5. PUBLIC HEARING
 - 5.1. CASE #2026-18 - 55TH CROSSING 3RD ADDITION LOT 5A BLOCK 2 - VARIANCE

Public hearing request by Mike Burckhard, representing Mindt Construction, owner for a request of a Variance for reduction of rear yard setback from twenty (20') to sixteen (16') feet and an increase in maximum lot coverage from forty percent (40%) to forty-five percent (45%). The legal description for the property is Lots 5A, 5B, 6A, 6B, 7A, 7B, 8A, 8B, 9A, 9B, 10A, 10B, 11A and 11B Block 2 of 55th Crossing 3rd Addition to the City of Minot, Ward County, North Dakota

The subject property address is 1516 through 1568 47th Loop SE.
 - 5.2. CASE #2026-19 - NORTHRIDGE VILLAS 2ND ADDITION - ZONE CHANGE

Public hearing request by John Zimmerman, Managing Member, representing Northridge Villas, LLC owner for a request of a zoning map amendment from "R2" Two-Family Residential District with Planned Unit Development to "R2" Two-Family Residential District. The legal description for the property is Northridge Villas 2nd Addition to the City of Minot, Ward County, North Dakota

The subject property address is unassigned.
 - 5.3. CASE #2026-20 - SOUTHGATE 3RD ADDITION LOT 3 - CONDITIONAL USE PERMIT

Public hearing request by Wade Vogel, Premier Homes representing Co. Jo. LLC., owner for a request of a conditional use permit for commercial self-storage units on a property zoned "C2" General Commercial. The legal description for the property is Lot 3 Southgate 3rd Addition to the City of Minot, Ward County, North Dakota
The subject property address is unassigned.

6. PERSONAL APPEARANCES

7. MISCELLANEOUS AND DISCUSSION ITEMS

7.1. THANK YOU TO PLANNING COMMISSIONER ANNETTE MENNUM AND HER SERVICE.

8. 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 March 10, 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: Tim Baumann, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Tanner Dockter, Kasper Ziegler, Roger Reich

Members Absent: Kayla Johnson, Robert Kibler, Bradly Wolff, Robert Amick, Erin Parker

City Staff Present: Tom Joyce, Nick Schmitz, Brian Billingsley, Hannah Hornberger, Dan Falconer, Doug Diedrichsen, Emily Huettl(virtual), Luke Tillema, Jennifer Kleen, Alderman Hayes

Others Present:

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS AND DECORUM

3.1. INTRODUCTIONS AND DECORUM HANDOUT

4. PLANNING COMMISSION

4.1. APPROVE THE FEBRUARY 10, 2026 REGULAR MEETING MINUTES

The motion to approve February 10, 2026 regular meeting minutes was initiated by Planning Commission Representative Mennem seconded by Ziegler and carried by the following roll call vote: ayes: Tim Baumann, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Tanner Dockter, Kasper Ziegler, Roger Reich; nays: None.

5. PUBLIC HEARING

5.1. CASE #2026-07 - 2701 30TH AVE NW - ZONING MAP AMENDMENT, ANNEXATION, CONDITIONAL USE PERMIT

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.

Brian Sullivan, applicant, gave a background to the Planning Commissioners.

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 Baumann seconded by Planning Commission Representative Mennem and carried by the following roll call vote: ayes: Tim Baumann, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Tanner Dockter, Kasper Ziegler, Roger Reich; nays: None.

5.2. CASE #2026-09 - PW SEWER WATER BUILDING - PUBLIC ZONE MASTER

PLAN

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 Ziegler seconded by Planning Commission Representative Dockter and carried by the following roll call vote: ayes: Tim Baumann, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Tanner Dockter, Kasper Ziegler, Roger Reich; nays: None.

5.3. CASE #2026-10 - SUNRISE GARDENS - PRELIMINARY PLAT

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 Trudell seconded by Planning Commission Representative Baumann and carried by the following roll call vote: ayes: Tim Baumann, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Tanner Dockter, Kasper Ziegler, Roger Reich; nays: None.

5.4. CASE #2026-11 - STONEBRIDGE FARMS 7TH ADDITION - ZONING MAP AMENDMENT, ANNEXATION, PRELIMINARY PLAT, EASEMENT VACATION

Mr. Diedrichsen reviewed the staff report.

It is noted that the applicant pulled the portion to be zoned "P" for Public and request that lot be included in the R-1S zoning.

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 Baumann seconded by Ziegler and carried by the following roll call vote: ayes: Tim Baumann, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Tanner Dockter, Kasper Ziegler, Roger Reich; nays: None.

5.5. CASE #2026-12 - SEEDS OF EDEN - CONDITIONAL USE PERMIT FOR CAUSE HEARING

Mr. Falconer reviewed the staff report.

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

Barbara Skogstad, resident, asked questions regarding the "dangerous building" aspects.

Becky Brodell, resident, had questions about condition #12.

Chairman Offerdahl closed the public hearing.

Vice Chair Baumann discussed his disappointment in the situation.
The motion to approve the revocation of the Conditional Use Permit 2023-11-01 was initiated by Planning Commission Representative Baumann seconded by Planning Commission Representative Dockter and carried by the following roll call vote: ayes: Tim Baumann, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Tanner Dockter, Kasper Ziegler, Roger Reich; nays: None.

5.6. CASE #2026-16 - SPRING CLEAN UP - ZONING ORDINANCE TEXT AMENDMENT

The Commissioners had a discussion. Mr. Diedrichsen reviewed the following:

- Section 4.1-6 Commercial Uses - Section D: Convenience Stores/Fuel Station
- Table 2.2 updated to allow gas stations in CBD by right
- Section 6.1-7 Residential Districts - Parking and Related Outdoor Storage Requirements. B. Parking Location Requirements
- Section 6.1-5 Parking Lot Design Standards - Section C: Conventional Paving

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 amendment to Section 4.1-6 - Section D; Table 2.2; Section 6.1-7; & Section 6.1-5 - Section C was initiated by Planning Commission Representative Baumann seconded by Planning Commission Representative Mennem and carried by the following roll call vote: ayes: Tim Baumann, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Tanner Dockter, Kasper Ziegler, Roger Reich; nays: None.

Mr. Diedrichsen reviewed Section 7.1-4 Screening Requirements: Section C: Buffer Yards & Section D: Reduced Width Allowances.

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 amendment to Section 7.1-4 - Section C & Section D was initiated by Ziegler seconded by Trudell and carried by the following roll call vote: ayes: Tim Baumann, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Tanner Dockter, Kasper Ziegler, Roger Reich; nays: None.

Mr. Diedrichsen reviewed the amendments to Article 11.

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 amendment to Article 11: Floodplain Management was initiated by Dockter seconded by Trudell and carried by the following roll call vote: ayes: Tim Baumann, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Tanner Dockter, Kasper Ziegler, Roger Reich; nays: None.

6. PERSONAL APPEARANCES

7. MISCELLANEOUS AND DISCUSSION ITEMS

Vice Chair Baumann discussed how he just did a ride along with the Transit Department and informed the board of the Transit Development Program that is currently happening.

Commissioner Mennem discussed how for MSU transit is highly needed.

8. ADJOURNMENT

With no further business, Chairman Offerdahl adjourned the meeting at 6:52 pm.



Planning Commission Staff Report

Application Date: 03/05/2026
Date of Staff Report: 03/25/2026
Date of Planning Commission Meeting: 04/14/2026

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

Case Number: 2026-18

Project Name: 55th Crossing 3rd Addition -
Variance

Current Legal Description: See project
description below.

The subject property's addresses: 1516, 1518,
1520, 1522, 1550, 1552, 1554, 1556, 1558, 1560,
1562, 1564, 1566, 1568 47th Loop SE.

Owners: Mindt Construction

Representative: N/A

Entitlements Requested: Variance to the rear setback
from twenty feet (20') to sixteen feet (16'). Also, an
increase in maximum lot coverage from 40% to 45%.

Present Zone(s): "R2" Two-Family Residential
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:
Suburban 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 Mike Burckhard, representing Mindt Construction, owner for a request of a Variance for reduction of rear yard setback from twenty (20') to sixteen (16') feet and an increase in maximum lot coverage from forty percent (40%) to forty-five percent (45%). The legal description for the property is Lots 5A, 5B, 6A, 6B, 7A, 7B, 8A, 8B, 9A, 9B, 10A, 10B, 11A and 11B Block 2 of 55th Crossing 3rd Addition to the City of Minot, Ward County, North Dakota

The subject property's addresses are 1516, 1518, 1520, 1522, 1550, 1552, 1554, 1556, 1558, 1560, 1562, 1564, 1566, 1568 47th Loop SE.

An aerial view of the property and 300-foot notification area 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 determined that approvals to reinvigorate the development of 55th Crossing cannot surmount a change in regulations surrounding twin and town homes that took place in 2013 during the platting of this subdivision. The problems created on these lots were brought to the attention of the Planning Commission last year with application 2025-14 where a variance with the same request for relief was granted for other lots within this same subdivision.

Proposed Floor plan provided in **Exhibit 3**

The zoning and future land use map 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 not applicable.

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. The subject properties were platted under an older set of regulations in 2013, and the evolution of the R2 district since then is preventing the reasonable use of these outdated lots. At the current square footage of the affected lots, they cannot fit a modest 1048 sqft house. Denser housing styles such as townhomes are not permitted in the current R2 district, whereas townhomes were allowed in the 2013 R2 district Zoning Ordinance. It should be noted that in the 2013 Zoning Ordinance there was no distinction between twinhomes and townhomes, whereas under our modern Ordinance twin home is defined as two attached units and town home is 3+ attached units. This issue was created by subsequent Ordinance revisions which more strictly defined twinhomes and townhomes.

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. Staff finds Section 9.1-3. G. 1. is satisfied.

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.

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 home to be constructed, aligns with others in the neighborhood. In addition, the variance will not be contrary to the comprehensive plan. Section 9.1-3. G. 2. is satisfied.

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 "R2" Two-Family Residential on the Official Zoning Map and is designated as Suburban Residential on the 2040 Comprehensive Plan Future Land Use Map.
- 3) The requested relief is for setbacks to accommodate construction of fourteen (14) twin homes in one of the City's "Arrested Developments."
- 4) The subsequent Ordinance revisions which more strictly defined twinhomes and townhomes created a unique hardship as outlined in the Staff Analysis section of the written report. Section 9.1-3. G. 1. is satisfied.
- 5) Granting a variance will not affect the rights of neighboring property owners, as the result of a granting of the variance will allow the subject properties to develop in character with the surrounding development. Further, a granting of the variance will not be in conflict with the Comprehensive Plan. Therefore, Section 9.1-3. G. 2. is satisfied.
- 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.

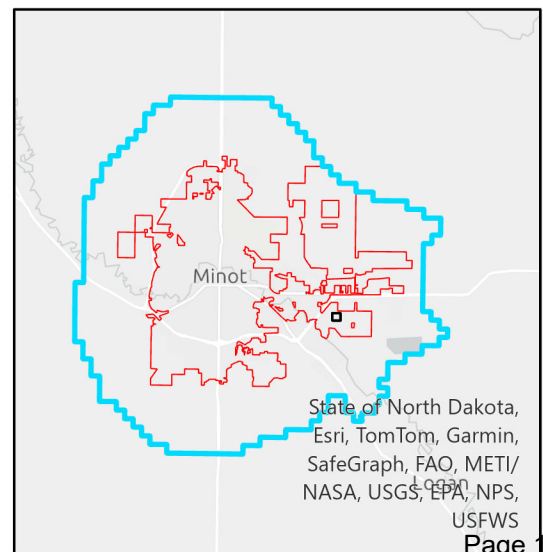
RECOMMENDATION:

Staff recommends the Planning Commission adopt staff findings of fact and approve a variance to the rear setback of the reduction from twenty feet (20') to sixteen feet (16') and the increase of maximum lot coverage from 40% to 45% for Lots 5A, 5B, 6A, 6B, 7A, 7B, 8A, 8B, 9A, 9B, 10A, 10B, 11A and 11B Block 2 of 55th Crossing 3rd Addition.



0 125 250 500 Feet

- ▬ City Limits
- ▬ Two Mile Boundary
- ▬ Case # 2026-18
- ▬ Case 2026-18 Notification Area



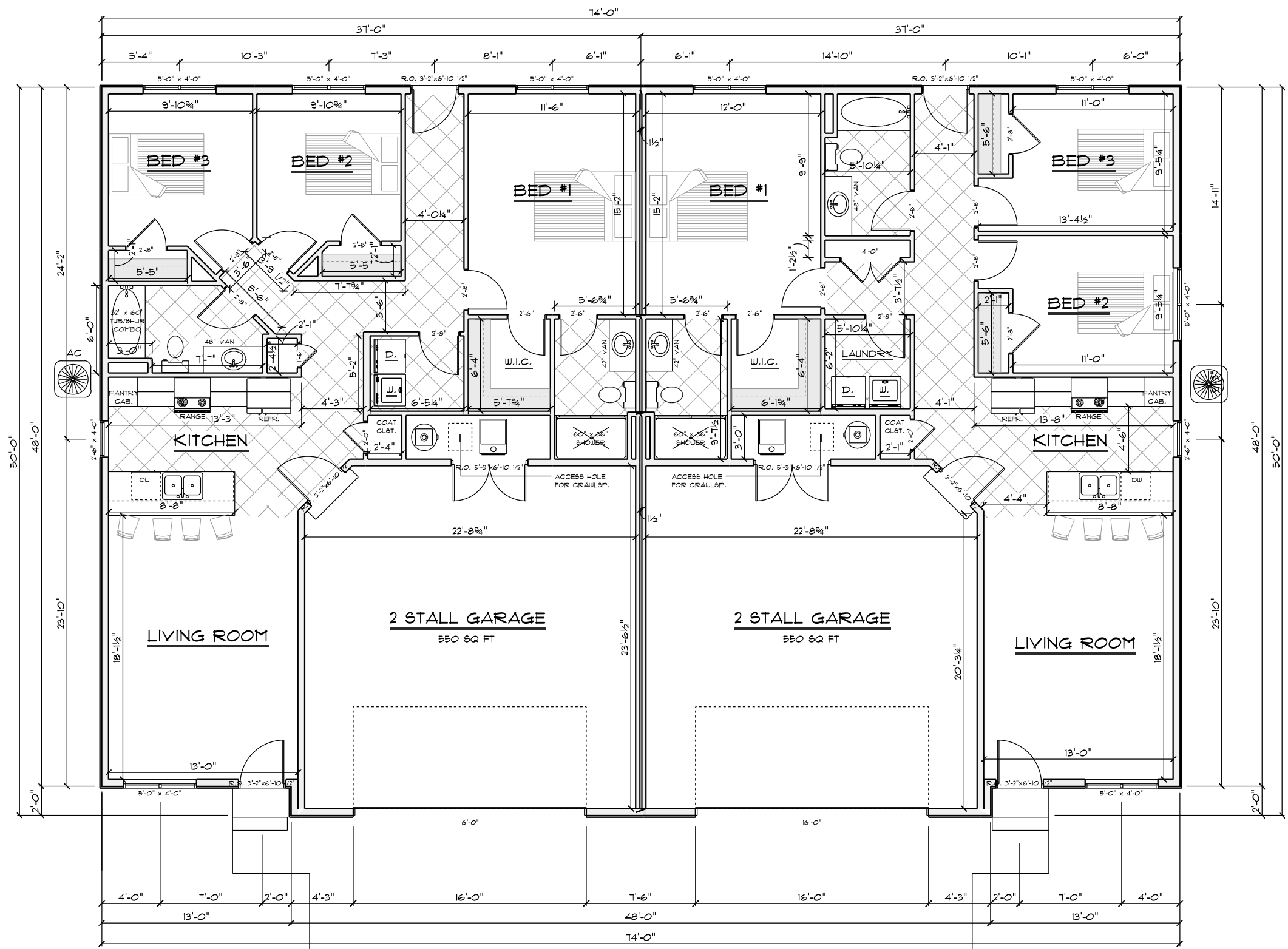
Dan,

Exhibit 2

We are applying for an easement on the 40% lot coverage rule on lots 5A - 11B on the East and West sides of the center loop of 47th Loop SE. Current one-story plan we are building in the area would require a 4-5% increase in the 40% rule on those lots. Also we are requesting a reduction in the rear setback requirement from 18' to 16'

Thanks,

Mike Burckhard, Project Manager
Mindt Construction, Inc.
11 54th Avenue SE
Minot, ND 58701
phone: 701-839-1624
cell # 701-340-2727



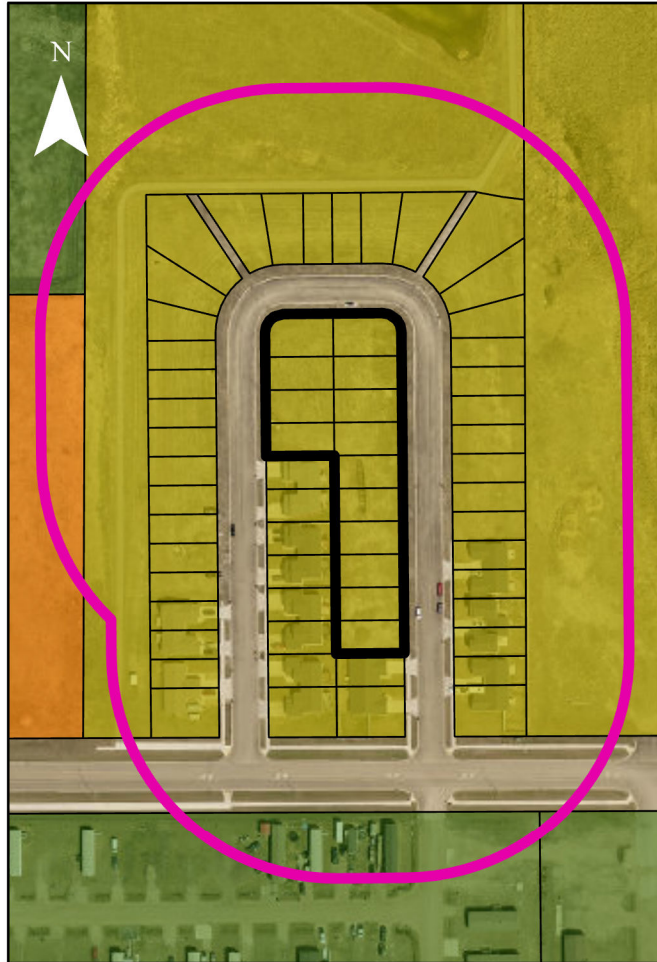
MAIN FLOOR

1/8" = 1'-0" 3 BED, 2 BATH
1273 SQ FT

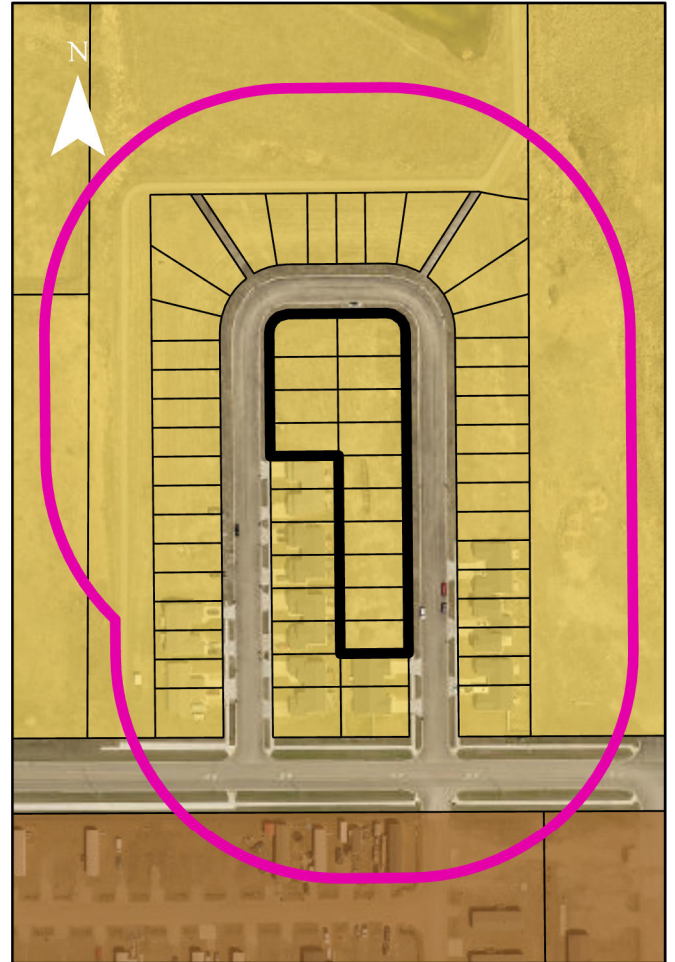
MAIN FLOOR

1/8" = 1'-0" 3 BED, 2 BATH
1273 SQ FT

ZONING



FUTURE LAND USE

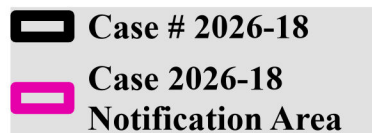


0 125 250 500 Feet

Zoning



Both Maps



Land Use Type

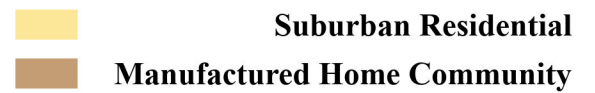


Exhibit 5 – Site Photos









Planning Commission Staff Report

Application Date: 03/07/2026
Date of Staff Report: 03/26/2026
Planning Commission Meeting: 04/14/2026

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

Case Number: 2026-19

Project Name: Northridge Villas 2nd Addition –
Zone Change

Current Legal Description: See Project
Description

Proposed Legal Description: Lots 1 through 35,
Block 1, Northridge Villas 2nd Addition

Present Address: Unaddressed

Representative: Ray Cook

Owner: Northridge Villas LLC.

Entitlements Requested: Zoning Map Amendment
from “R2” Two-Family Residential District with a “PUD”
Planned Unit Development overlay to “R2” Two-Family
Residential District.

Present Zone(s): “R2” Two-Family Residential
District with a “PUD” Planned Unit Development
overlay

Present Use(s): Vacant

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): “R2” Two-Family Residential District.

Proposed Use(s): Residential Subdivision

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 John Zimmerman, Managing Member, representing Northridge Villas, LLC owner for a request of a zoning map amendment from “R2” Two-Family Residential District with Planned Unit

Development to “R2” Two-Family Residential District. The legal description for the property is Northridge Villas 2nd Addition to the City of Minot, 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 remove the “PUD” overlay and develop a suburban residential subdivision that meets the current LDO design standards for the “R2” Two-Family Residential District requirements. This PUD meets all requirements for revocation outlined in Section 2.23 of the LDO, however staff recommends that the process be handled through a zoning map amendment since the owner has willingly applied for the change to be made through this process.

The letter of intent is provided in **Exhibit 2**.

The zoning and future land use map are 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 Suburban Residential, which aligns with the proposed zone change to “R2” Two-Family Residential 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 remove an overlay while allowing the underlying zoning district to remain the same, as the “R2” Two-Family Residential District is already in place and is a complimentary zone to the

Suburban Residential designation on the FLU map and the underlying zoning district will not be changed, 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 “R2” Two-Family Residential District will diminish the condition or value of property within the vicinity. The adjacent properties have primary been developed with suburban residential 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 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:

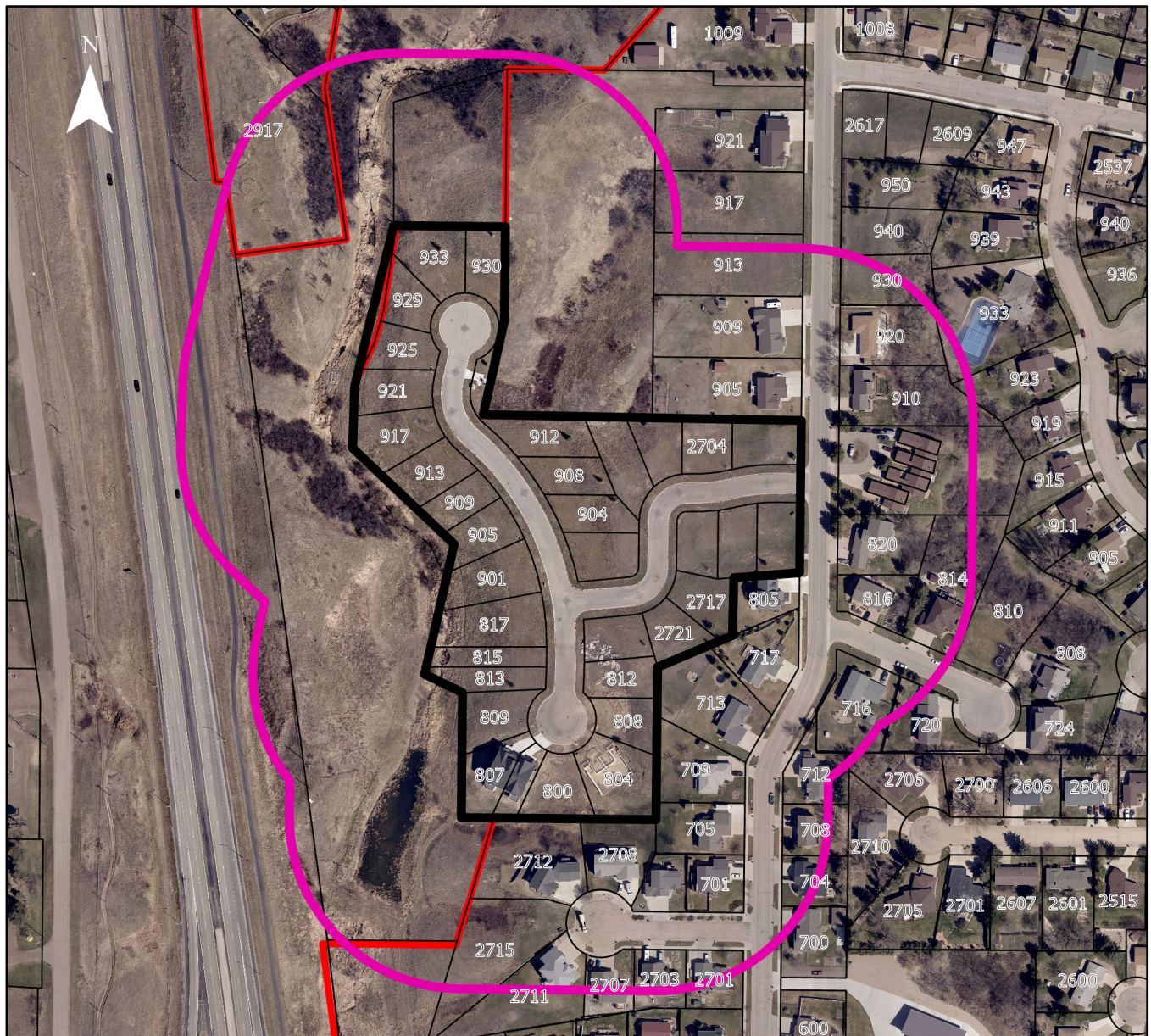
The Minot Planning Commission should accept the following findings of facts:

- 1) The applicants have submitted a complete application for a zoning map amendment.
- 2) The applicant’s request is consistent with the bulk requirements of Chapter 2.8 – “R2” Two-Family Residential District of the Land Development Ordinance of the City of Minot (LDO).
- 3) The present zoning is “R2” Two-Family Residential District with a “PUD” Planned Unit Development overlay.
- 4) The City of Minot 2040 Comprehensive Plan Future Land Use Map designates this area as Suburban Residential.
- 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 “R2” Two-Family Residential 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.

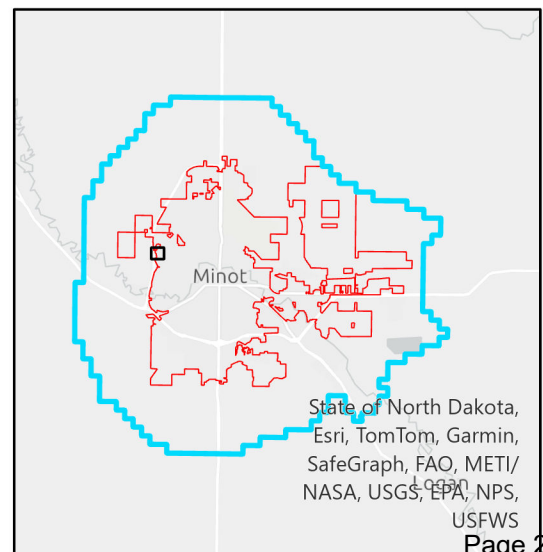
RECOMMENDATION:

Staff recommends the Planning Commission adopt the staff findings of fact and recommend approval to City Council for a zoning map amendment of Lots 1 through 35, Block 1, Northridge Villas 2nd Addition from "R2" Two-Family Residential District with a "PUD" Planned Unit Development overlay to "R2" Two-Family Residential District.



0 195 390 780 Feet

- ▬ City Limits
- ▬ Two Mile Boundary
- ▬ Case # 2026-19
- ▬ Case 2026-19 Notification Area



Letter of Intent for Northridge Villas re-zoning

The owners of Northridge Villas, LLC (NRV) are kindly asking the Minot Planning Committee to receive this “Letter of Intent” as part of the formal procedure for a zoning change request, in relation to the residential development located off 28th St NW, also known as Northridge Villas.

Per the “Zoning Map Amendment Checklist,” this letter will explain the existing and proposed zoning designations, the reason for the requested zoning change, and a list of proposed uses.

A. Existing and proposed zoning designations:

Northridge Villas carries the existing zoning designation of R2PUD.
Northridge Villas proposes a change to a R2 zoning designation.

B. The reason for the requested zoning change:

The primary reason for the request is due to the fact that the NRV owners do not have any future construction plans, nor future intentions, to further develop the property.
Therefore, they believe that, by removing the current, restrictive zoning, it will make the property more salable, and therefore, more desirable to contractors or private buyers, for future residential construction and development.

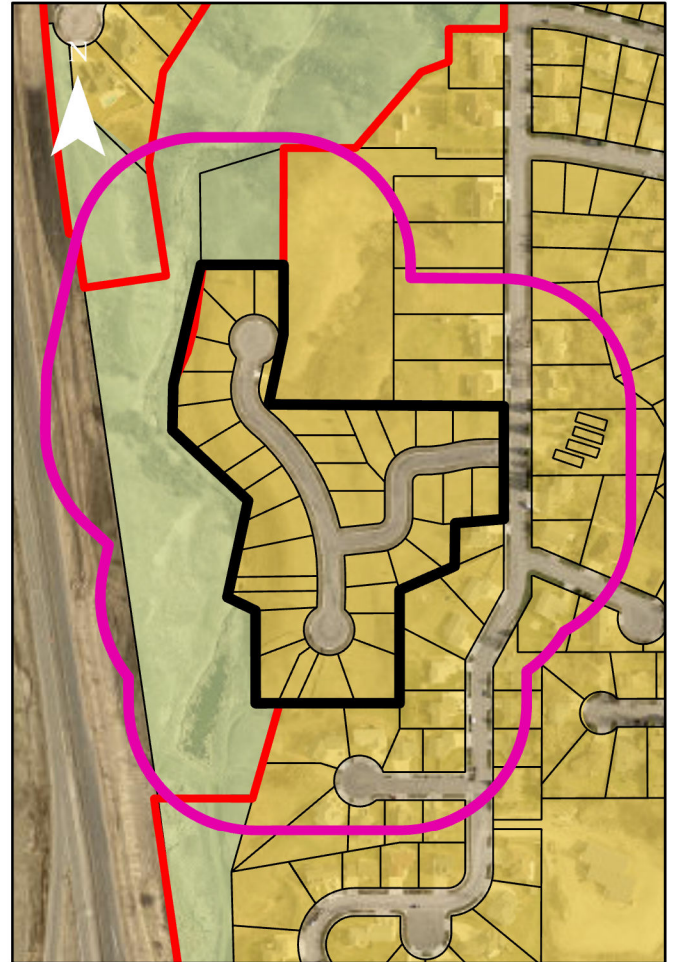
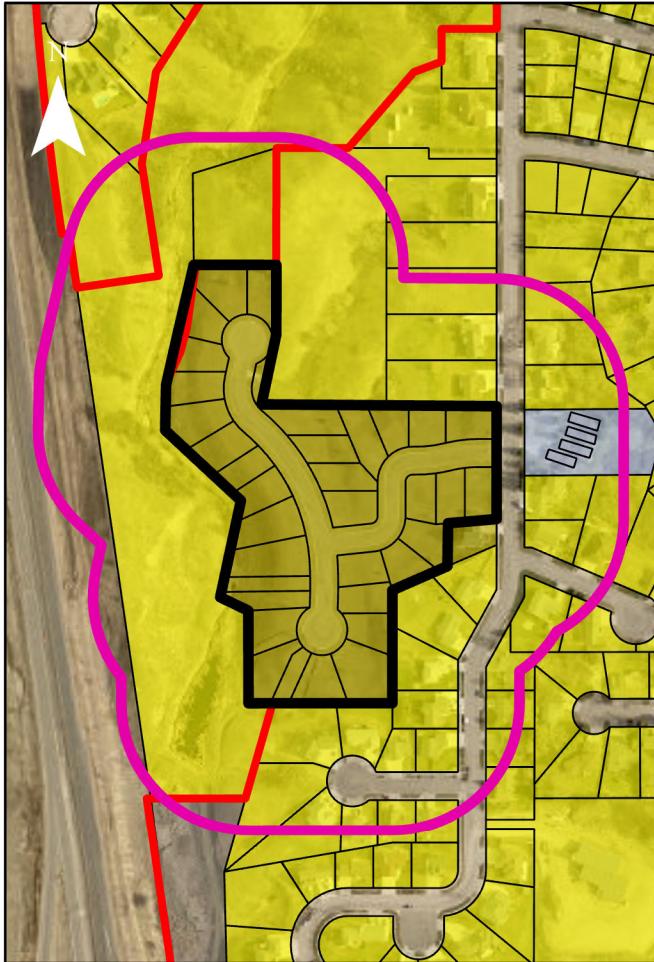
C. Proposed use types:

As the NRV owners understand, an R2 zoning designation limits new construction designs to single-family homes and townhomes.

The Northridge Villas owners thank you for your consideration.

ZONING

FUTURE LAND USE



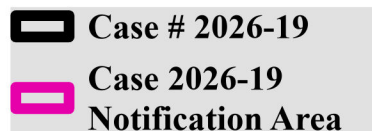
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Zoning



P
R1
R2
R4

Both Maps



Land Use Type



Suburban Residential
Ag And Open Space



Planning Commission Staff Report

Application Date: 03/09/2026

Date of Staff Report: 03/26/2026

Date of Planning Commission Meeting: 04/14/2026

Staff Contact: Doug Diedrichsen AICP, Principal Planner

Staff Recommendation: Approval

Case Number: 2026-20

Project Name: Southgate 3rd Addition Lot 3 – CUP

Current Legal Description: Lot 3 Southgate 3rd Addition

Proposed Legal Description: No Change

Present Address: Unassigned

Owners: Co. Jo. LLC

Representative: Wade Vogel, Premier Homes

Entitlements Requested: Conditional Use Permit - Commercial Self Storage

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

Proposed Zone(s): No Change

Proposed Use(s): 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 Wade Vogel, Premier Homes representing Co. Jo. LLC., owner for a request of a conditional use permit for commercial self-storage units on a property zoned “C2” General Commercial. The

legal description for the property is Lot 3 Southgate 3rd Addition to the City of Minot, Ward County, North Dakota

The subject property address is unassigned.

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

BACKGROUND INFORMATION:

The subject property is a vacant lot located in a commercial subdivision off of 35th Ave SW and the developer would like to construct two large commercial buildings each containing three (3) office condos, ten (10) shop condos and ten (10) commercial self-storage units in each structure. The offices and shops are a permitted by right uses and the CUP is focused on the accessory self-storage use. Uses and businesses locating in the office and shop condos must be uses allowed by right or CUP in the "C2" General Commercial district.

A site plan can be found in **Exhibit 2**.

A letter of intent 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 and floor plans can be found in **Exhibit 6**.

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 a vacant commercial lot in a commercial subdivision. 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 west and 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 35th Ave SW, 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:

FINDINGS OF FACT:

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

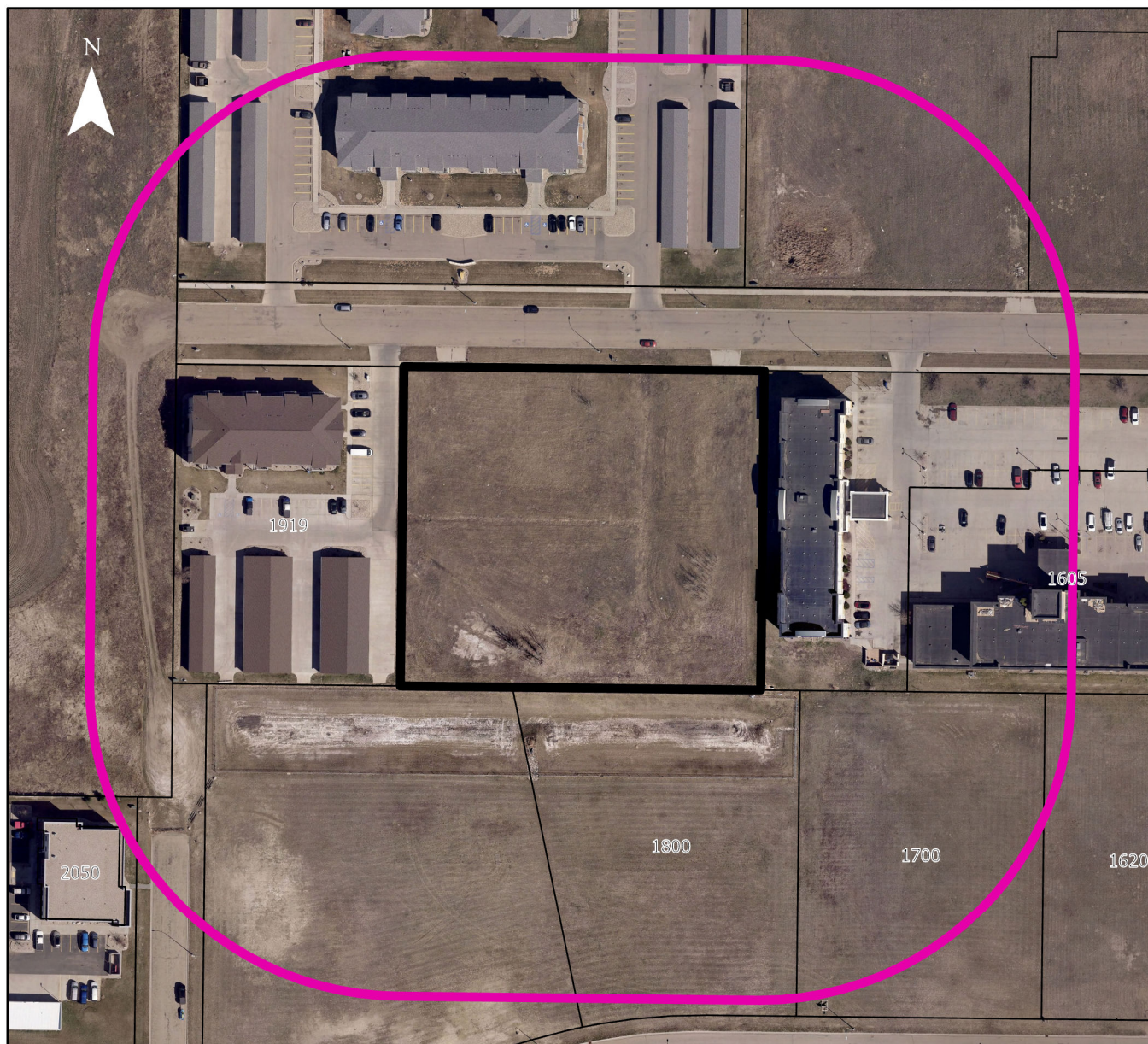
- 1) The applicant has submitted a complete application.
- 2) The property is zoned "C2" General Commercial District
- 3) The City of Minot 2040 Comprehensive Plan Future Land Use Map designates this area as General Commercial.
- 4) With conditions the proposal satisfies the evaluative criteria per Section 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.

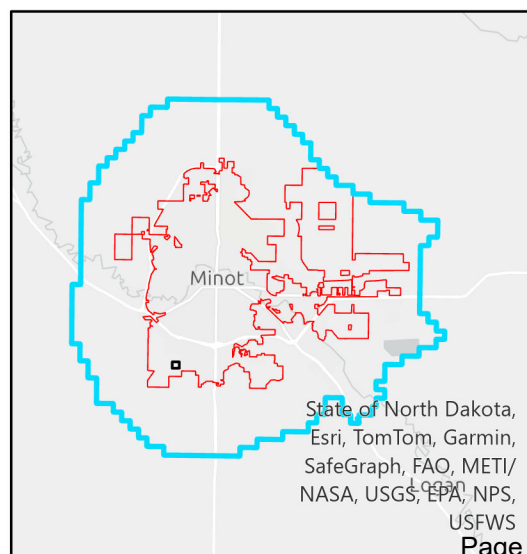
RECOMMENDED CONDITIONS:

- 1) This Conditional use permit is issued to allow construction of self-storage units on site.
- 2) A storm water management plan is required for development.
- 3) All outdoor storage of materials and items must be fully screened from all residential lots and public right-of-way.
- 4) A final site plan that meets all conditions of this permit is required before a building permit will be issued.
- 5) The final site plan and development must generally comply with the site plan provided in Exhibit 2 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.
- 6) 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.

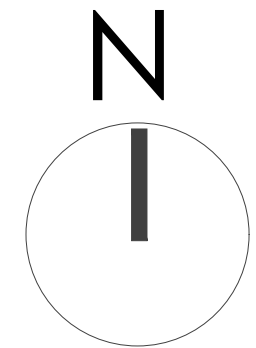
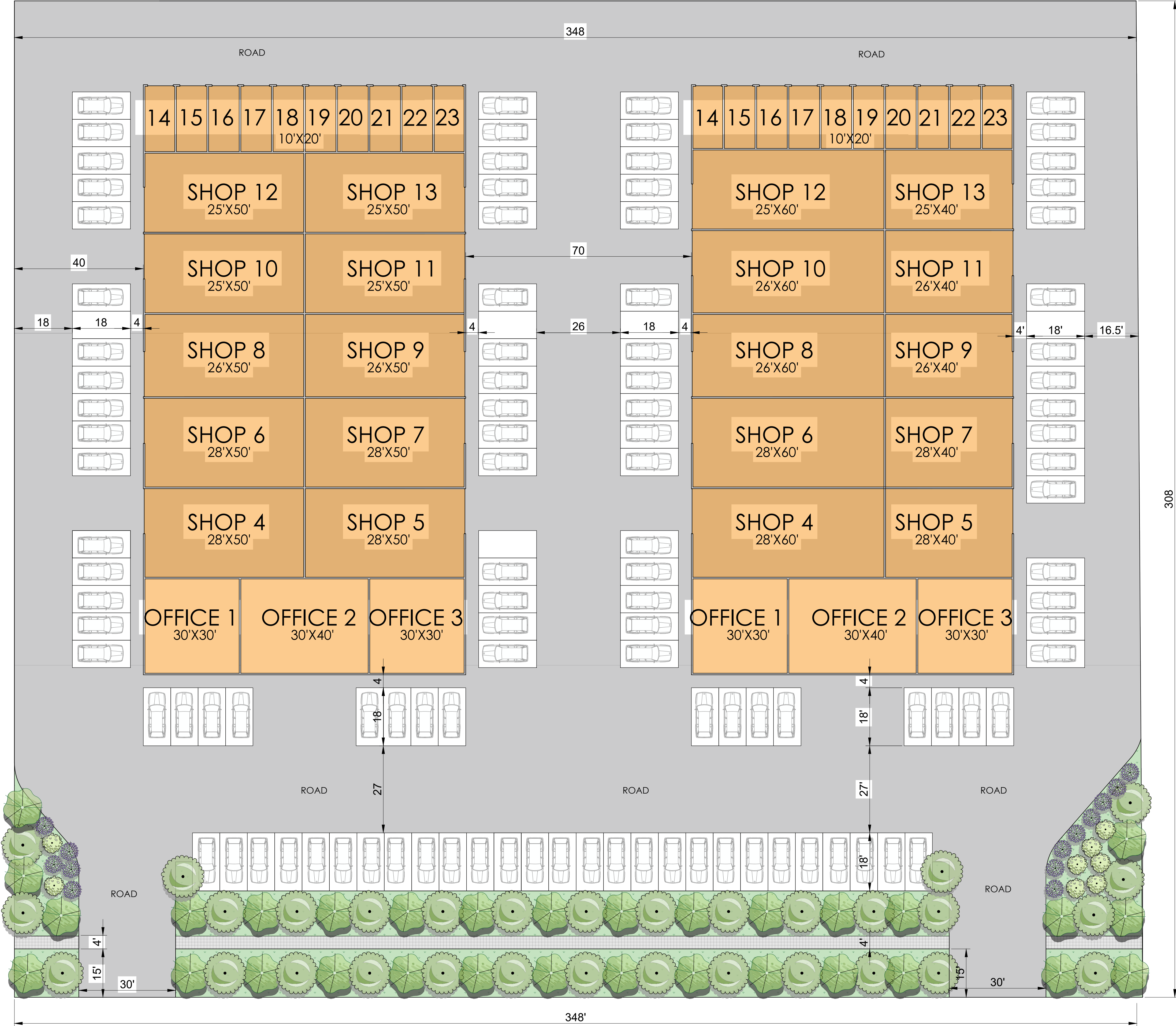


0 110 220 440 Feet

- ▬ City Limits
- ▬ Two Mile Boundary
- ▬ Case # 2026-20
- ▬ Case-2026-20 Notification Area



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



Minot Mixed Use Commercial/Storage
SITE PLAN

Date: 09 March, 2026

City of Minot Planning Department

1025 31st St SE
Minot, ND 58702

RE: Letter of Intent – Conditional Use Permit Request

Property: TBD 35th Ave SW, Minot, ND

Parcel ID: MI34.D33.000.0030

Legal Description: Southgate Third Addition Lot 3

To Whom It May Concern,

This letter is submitted on behalf of **Co. Jo. LLC** in support of a Conditional Use Permit application for property located at **TBD 35th Avenue SW, Minot, North Dakota**, legally described as **Southgate Third Addition Lot 3**, consisting of approximately **2.461 acres** and currently zoned **C2 – General Commercial**.

The applicant representative for this project is **Wade Vogel**, who may be contacted at 2041 40th Ave SE, Mandan, ND 58554, by phone at 701-226-1809, or by email at wade@premierhomesnd.com.

The proposed project is a **mixed-use commercial development** that will include commercial shop space, small office units, associated parking, and internal drive aisles as illustrated on the submitted site plan. As part of the overall development, the applicant respectfully requests approval to include **10' × 20' storage units** as a supporting component of the project.

The storage units are intended to provide convenient storage for nearby residents, contractors, and small businesses. Their limited size and supporting role within the development ensure that the use remains compatible with the surrounding commercial area along the 35th Avenue SW corridor.

The project represents an appropriate use of the property under the **C2 commercial zoning designation** and is consistent with the goals of the City's Comprehensive Plan, which encourages well-planned commercial development that supports orderly growth and provides services to surrounding neighborhoods.

The site has been designed to function safely and efficiently with adequate internal circulation, parking, and access to adjacent roadways. Public utilities, including water, sewer, and storm drainage, will be available to serve the development.

Because of the small size and nature of the proposed storage units, traffic generation is expected to be minimal and easily accommodated by the site's internal drive aisles. The units are intended for personal storage and will not be used for commercial manufacturing, retail activity, or vehicle repair. Appropriate site lighting and security measures will be incorporated to ensure the development remains orderly and compatible with surrounding properties.

Overall, the proposed development will provide flexible commercial space and small-scale storage that serves the needs of the surrounding community while maintaining an organized and attractive commercial site.

For these reasons, we respectfully request approval of the Conditional Use Permit to allow the **10' × 20' storage units as part of the mixed-use commercial development.**

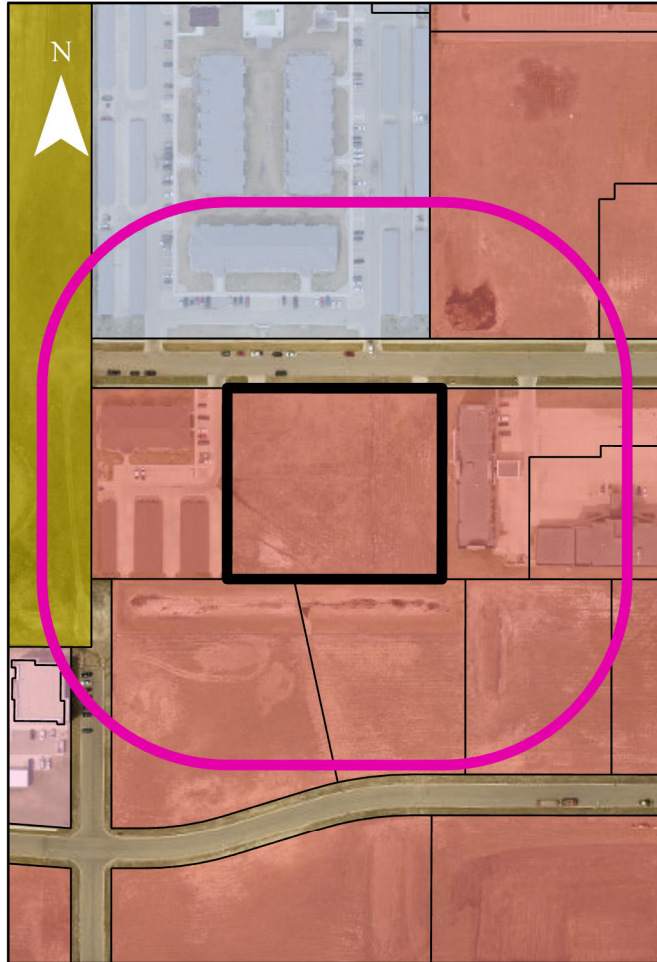
Thank you for your time and consideration. Please feel free to contact me if additional information is needed during the review process.

Sincerely,

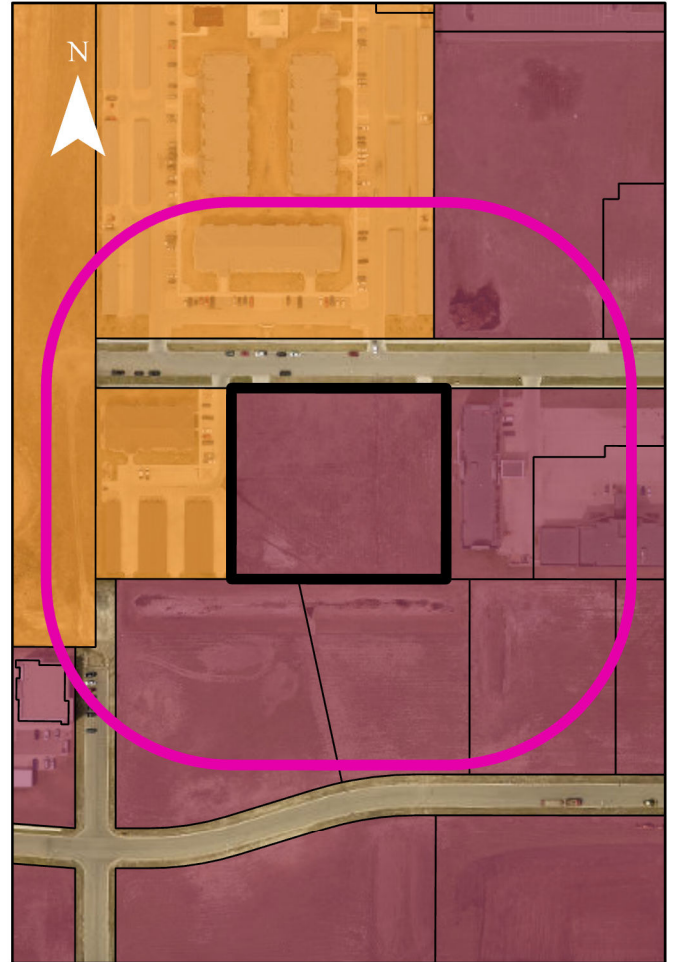
A handwritten signature in black ink, appearing to read 'Wade Vogel'.

Wade Vogel
Applicant Representative
Co. Jo. LLC
2041 40th Ave SE
Mandan, ND 58554
701-226-1809
wade@premierhomesnd.com

ZONING



FUTURE LAND USE



0 150 300 600 Feet

Zoning

	C1
	C2
	R2
	R4

Both Maps

	Case # 2026-20
	Case-2026-20 Notification Area

Land Use Type

	Urban Residential
	General Commercial

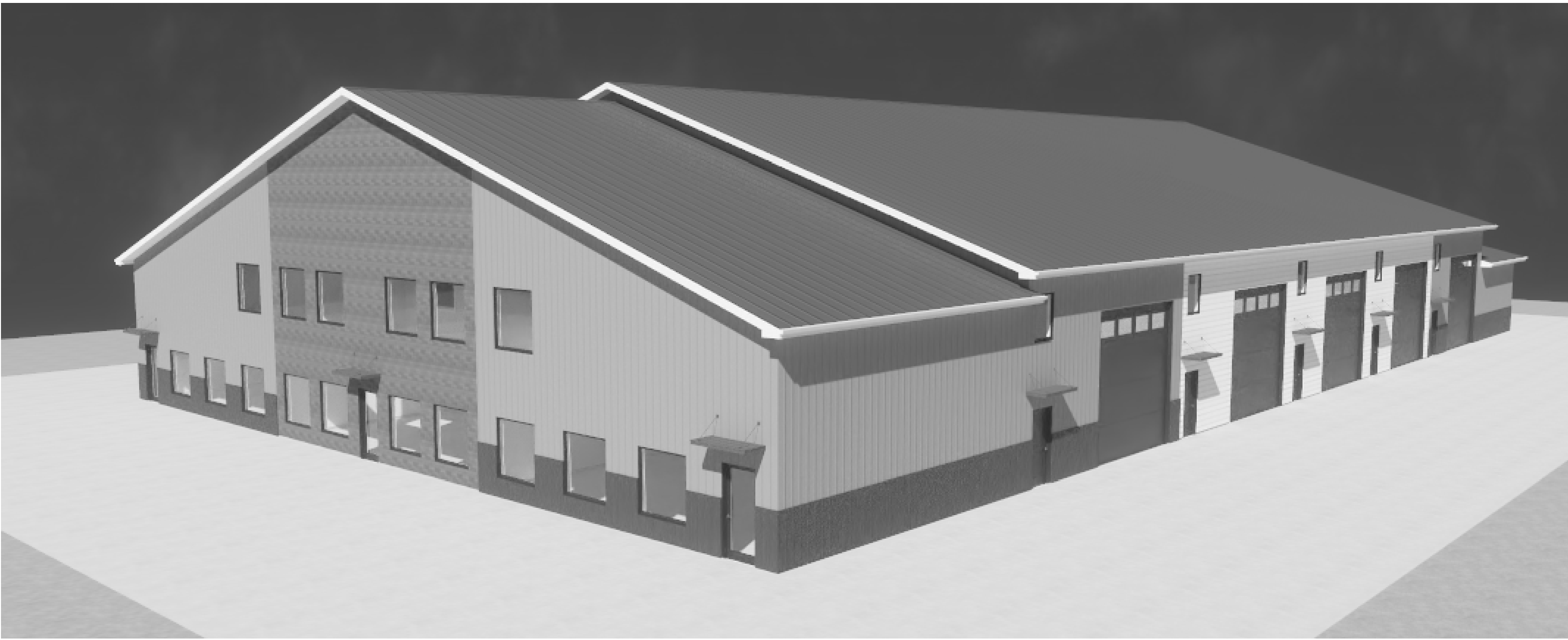
Exhibit 5 – Site Photos





Exhibit 6

Minot Shop Condo's

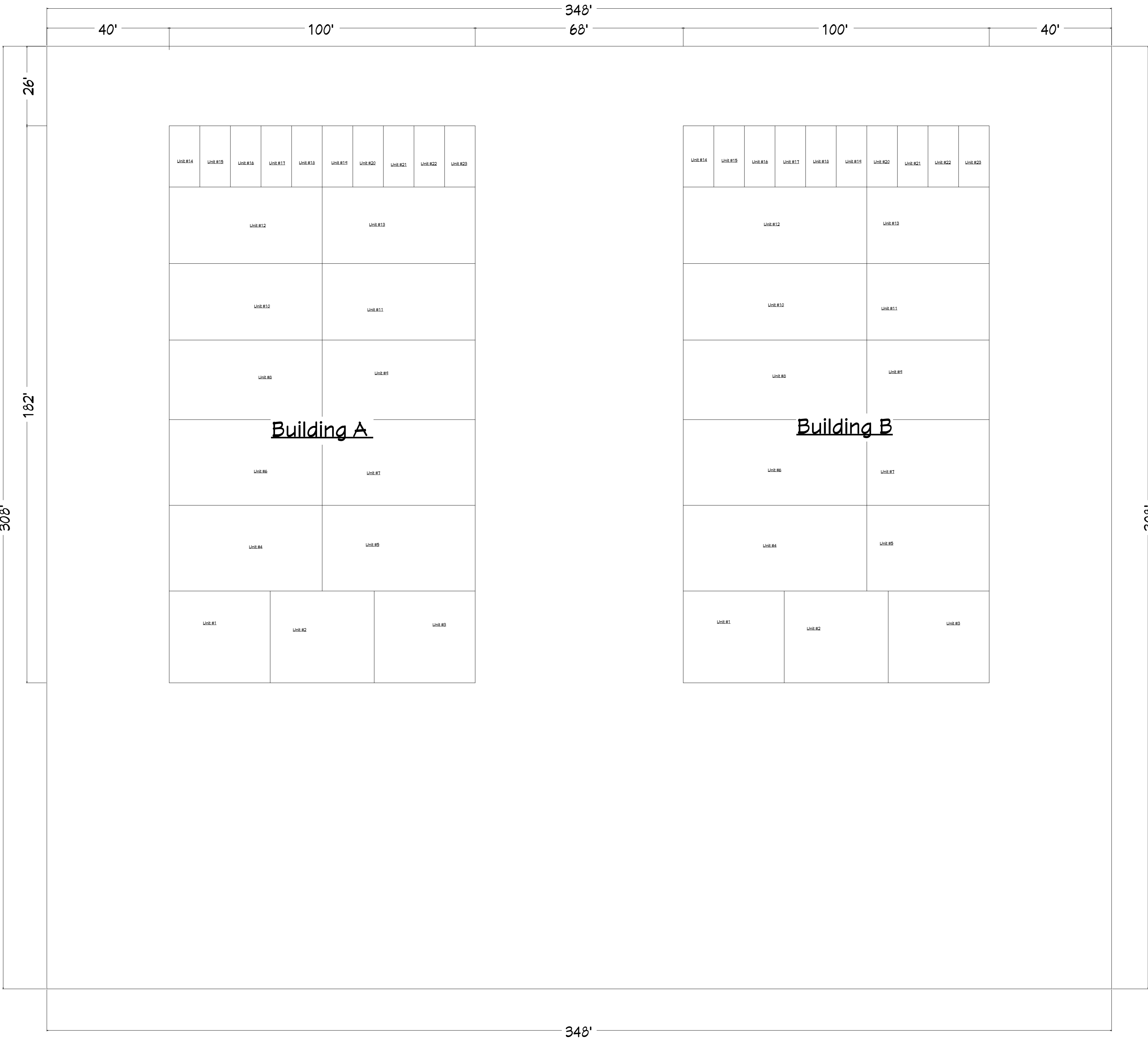


Cover Page

The Plans and elevations are only conceptual & give the client and example of what is to be built. A contractor or an Architect is responsible for verifying the dimensions & other information on these plans. Midwest Drafting & Design can not be held responsible for inaccurate information that may lead to additional cost for the owner or a delay in the project.

PROJECT: Minot Shop Condo's
ADDRESS: Minot, ND
OWNER: Premier Homes Inc.

Drawn By: Dave Anderson
Date: 2-9-26
Scale: No Scale



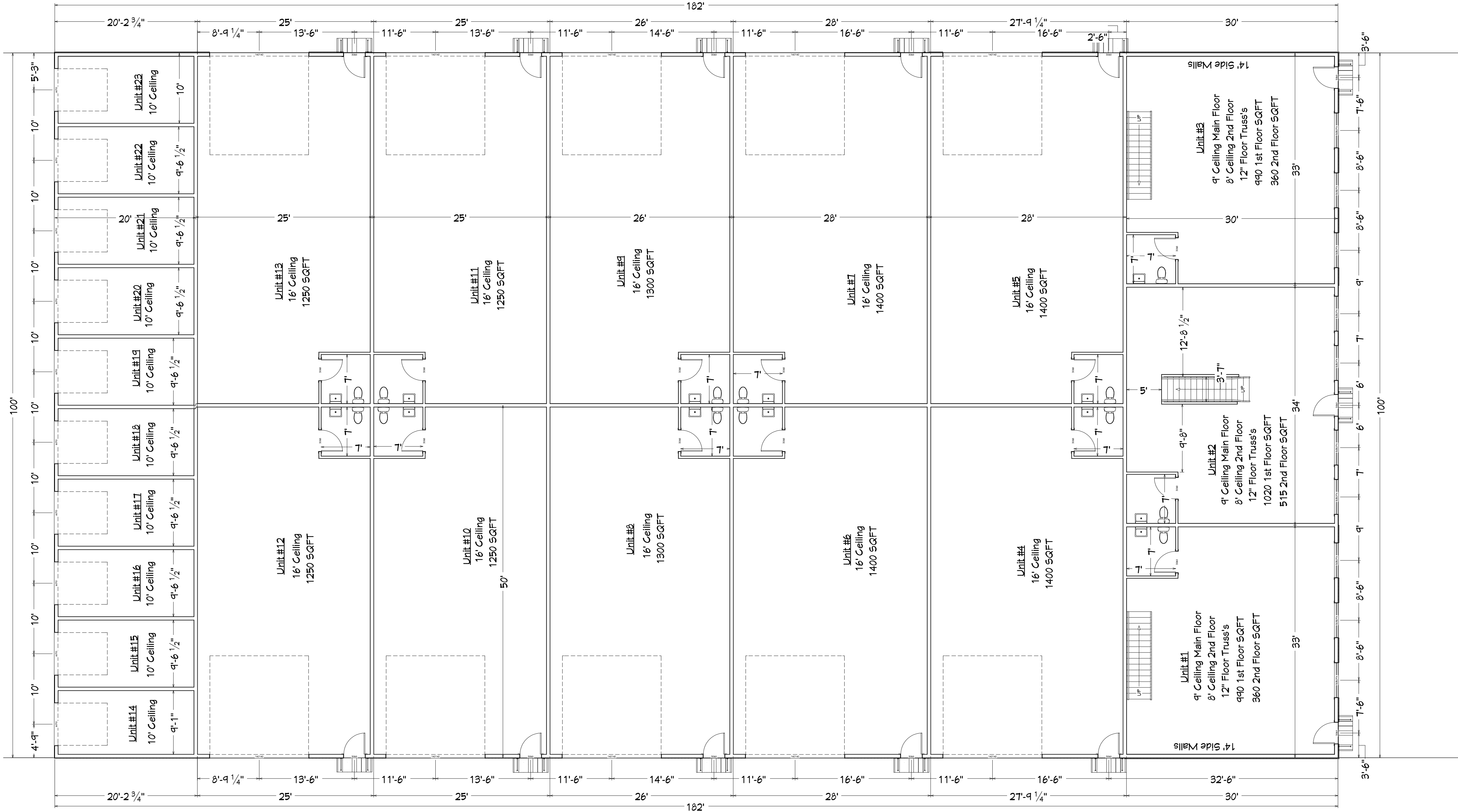
Lot Layout
1"=20'-0"



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Date: 2-9-26
Scale: 1"=20'-0"

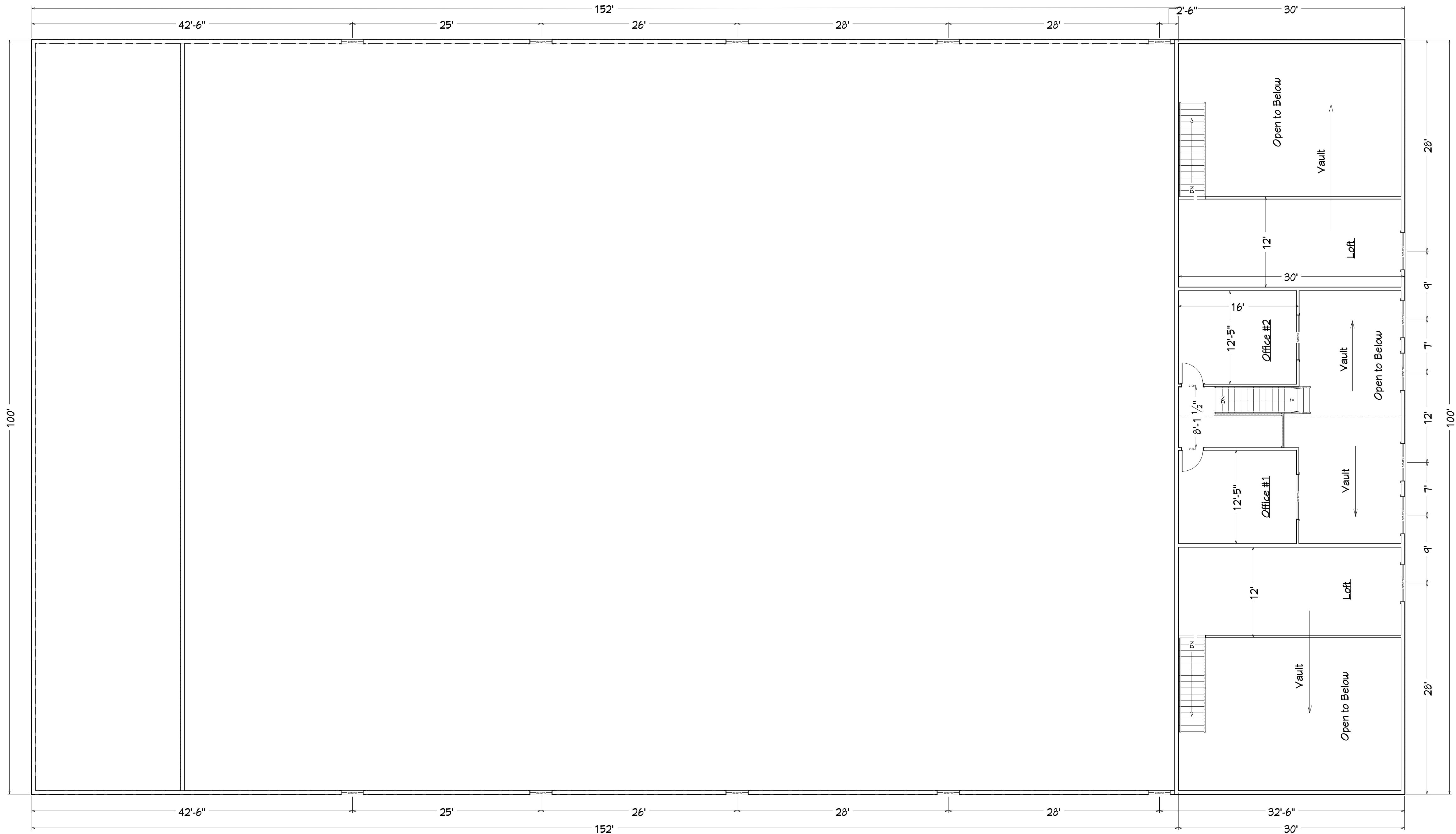


Floor Plan Building A
1/8"=1'-0"

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Drawn By: Dave Anderson
Date: 2-9-26
Scale: 1/8"=1'-0"



2nd Floor Plan Building A
1/8"=1'-0"



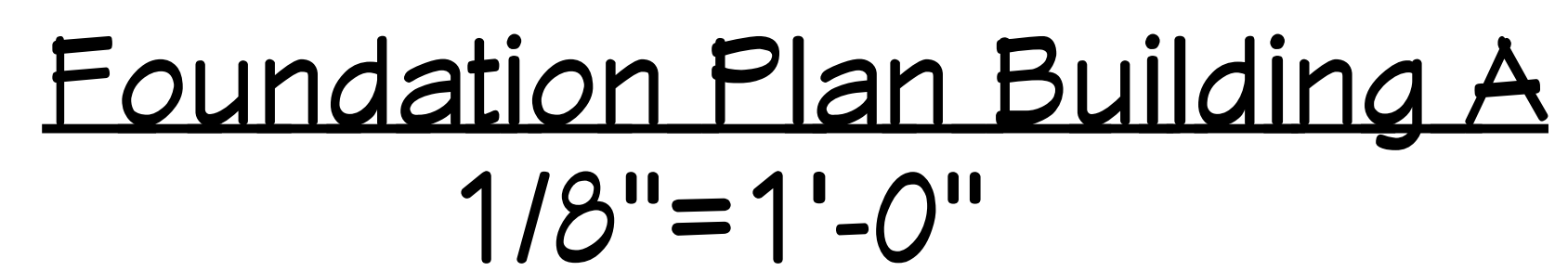
Midwest Drafting
& Design
1204 Johns Drive
Mandan ND
Cell # 400-5081

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ADDRESS: Minot, ND
OWNER: Premier Homes Inc.

Drawn By: Dave Anderson
Date: 2-9-26
Scale: 1/8"=1'-0"

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OF 4
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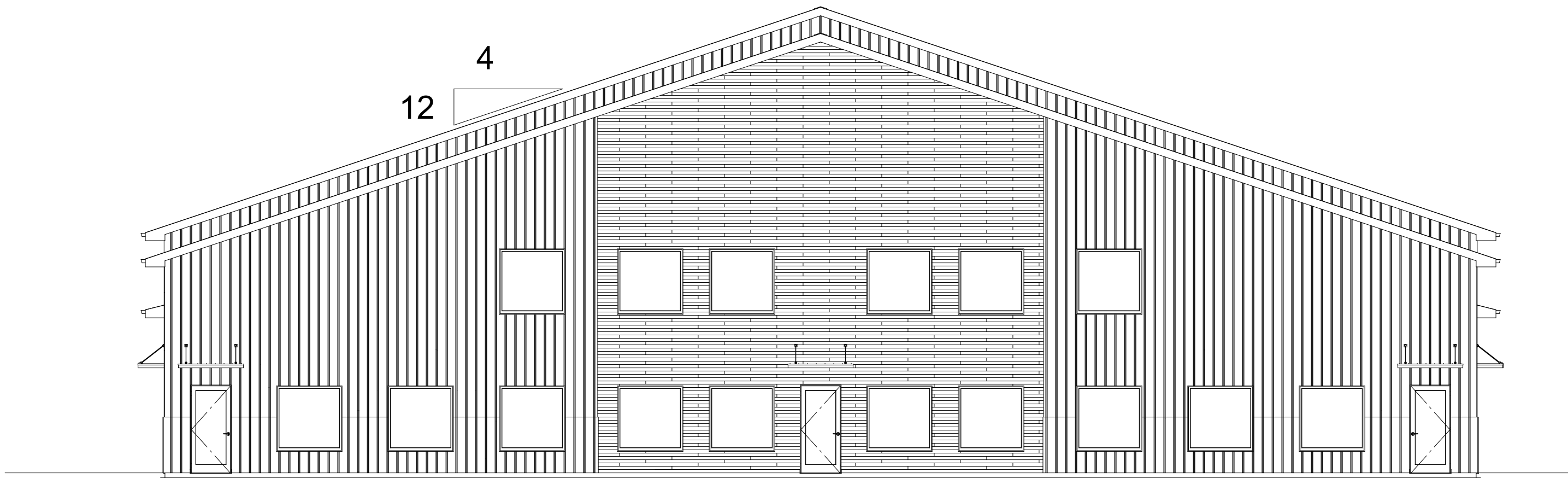


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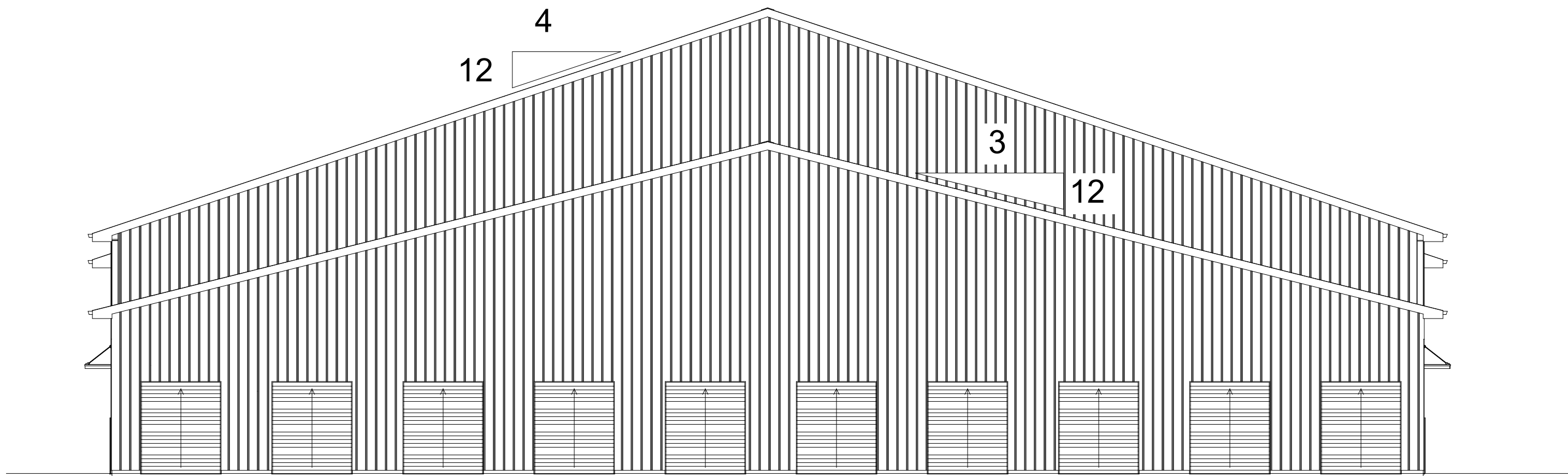
OWNER: Premier Homes Inc.

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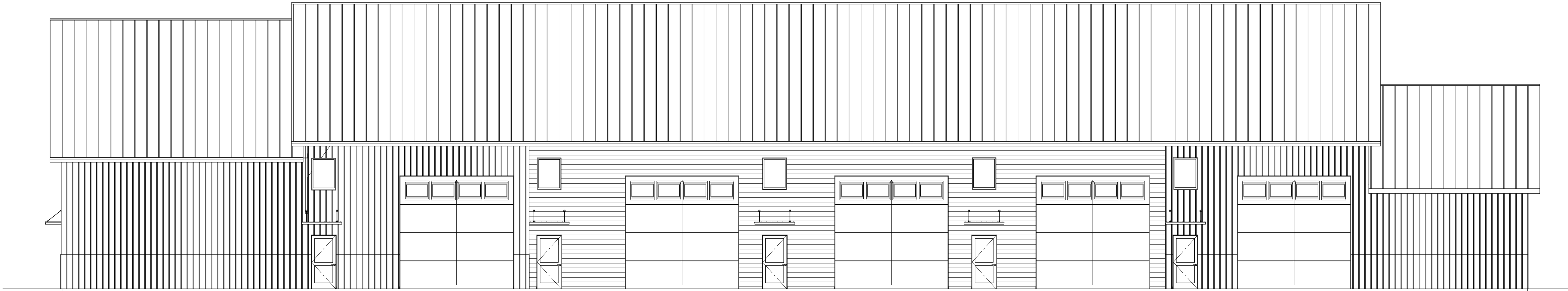
1204 Johns Drive
Mandan ND
Cell # 400-5081



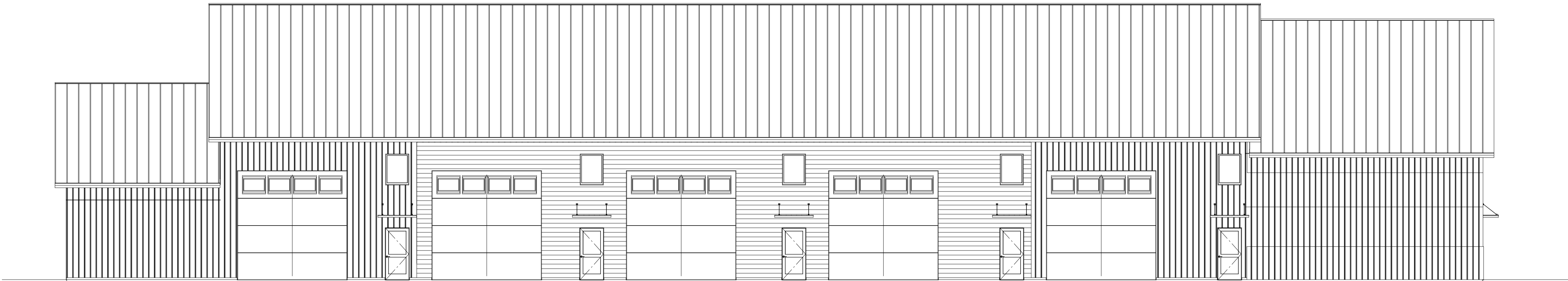
Front Elevation Building A
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Back Elevation Building A
1/8"=1'-0"



Side Elevation Building A
1/8"=1'-0"



Side Elevation Building A
1/8"=1'-0"



1204 Johns Drive
Mandan ND
Cell # 400-5081

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ADDRESS: Minot, ND

OWNER: Premier Homes Inc.

Drawn By: Dave Anderson

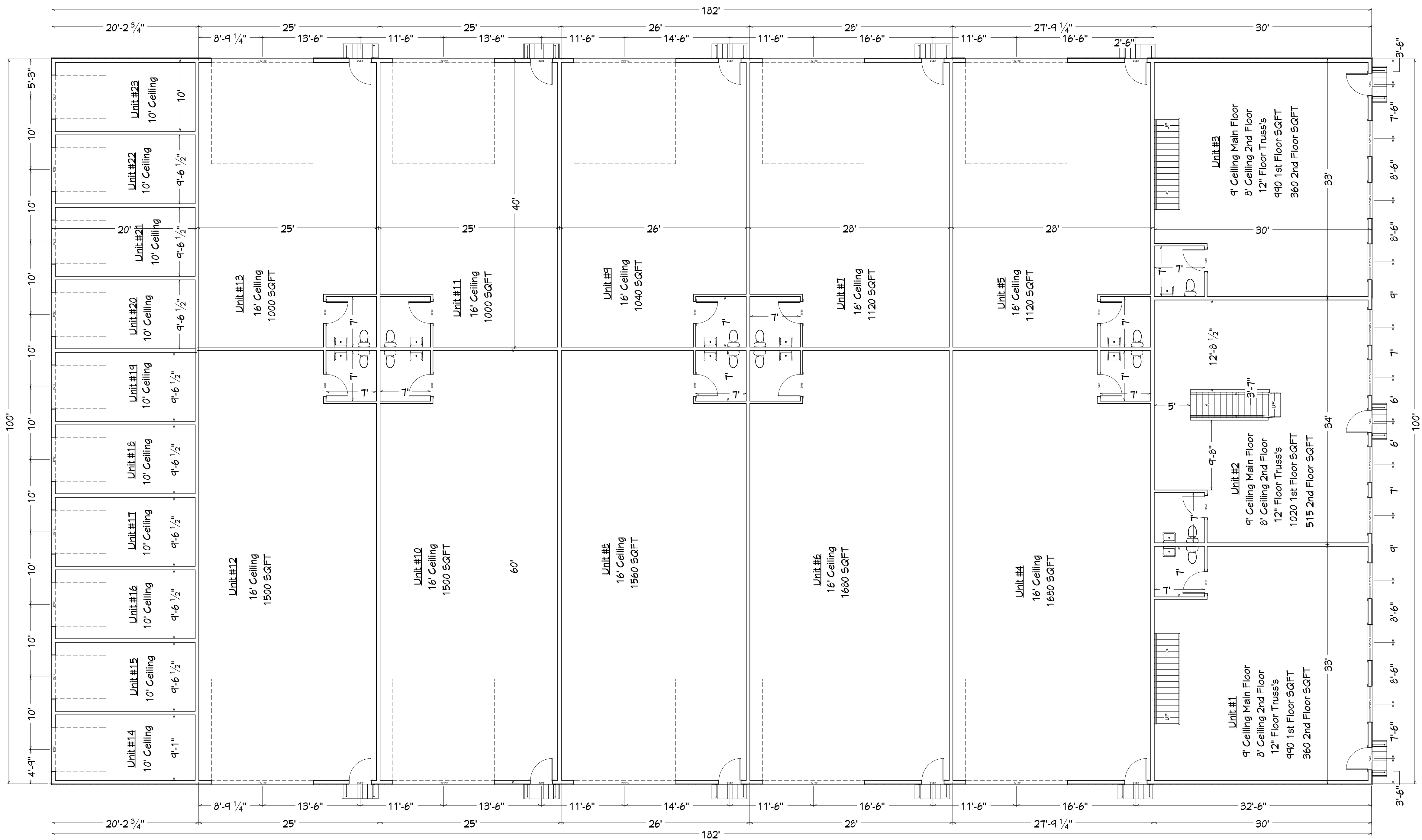
Date: 2-9-26

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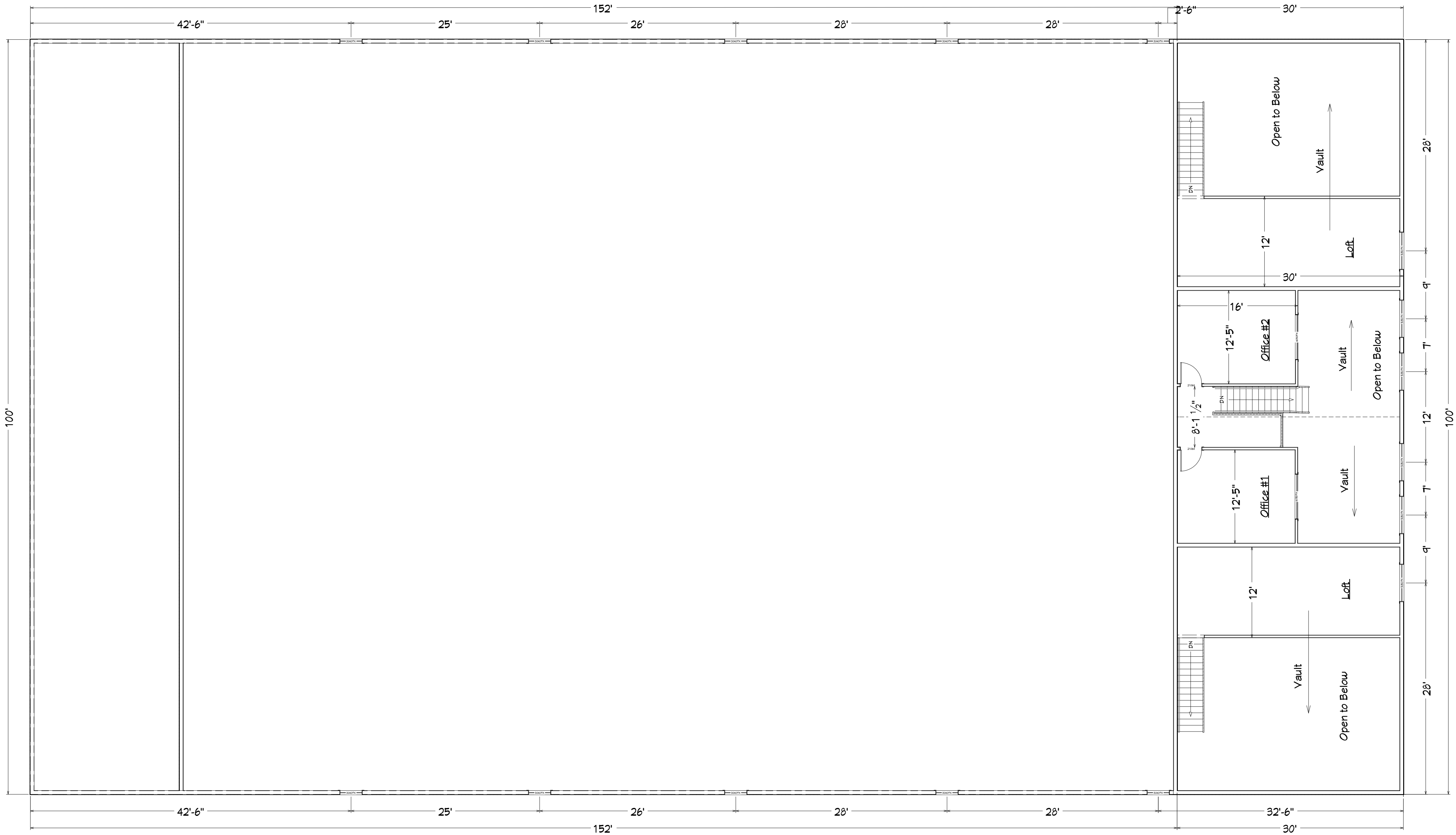


Floor Plan Building B
1/8"=1'-0"

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ADDRESS: Minot, ND
OWNER: Premier Homes Inc.

Drawn By: Dave Anderson
Date: 2-9-26
Scale: 1/8"=1'-0"



2nd Floor Plan Building B
1/8"=1'-0"

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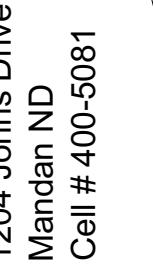
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ADDRESS: Minot, ND

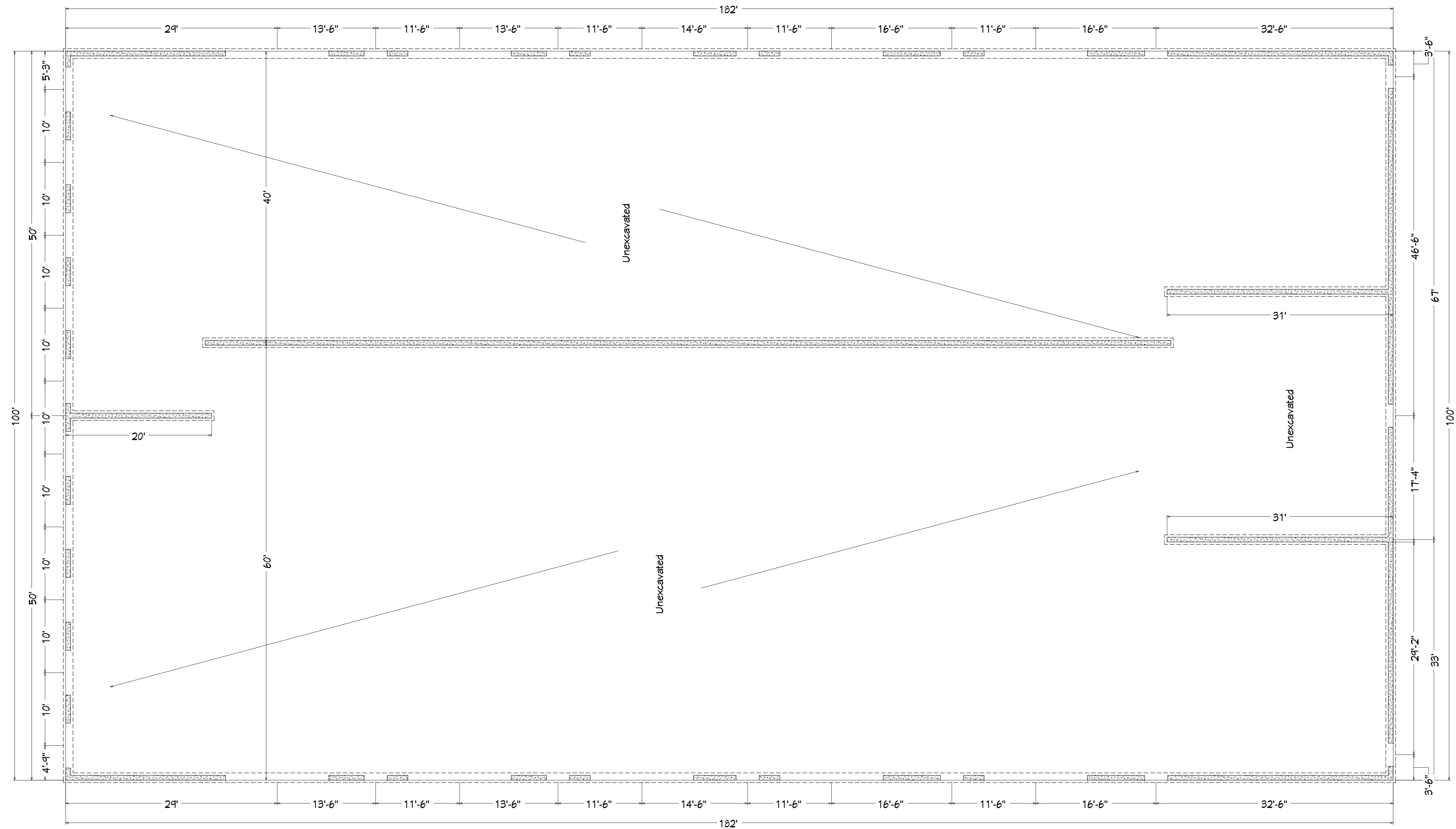
OWNER: Premier Homes Inc.

Drawn By: Dave Anderson

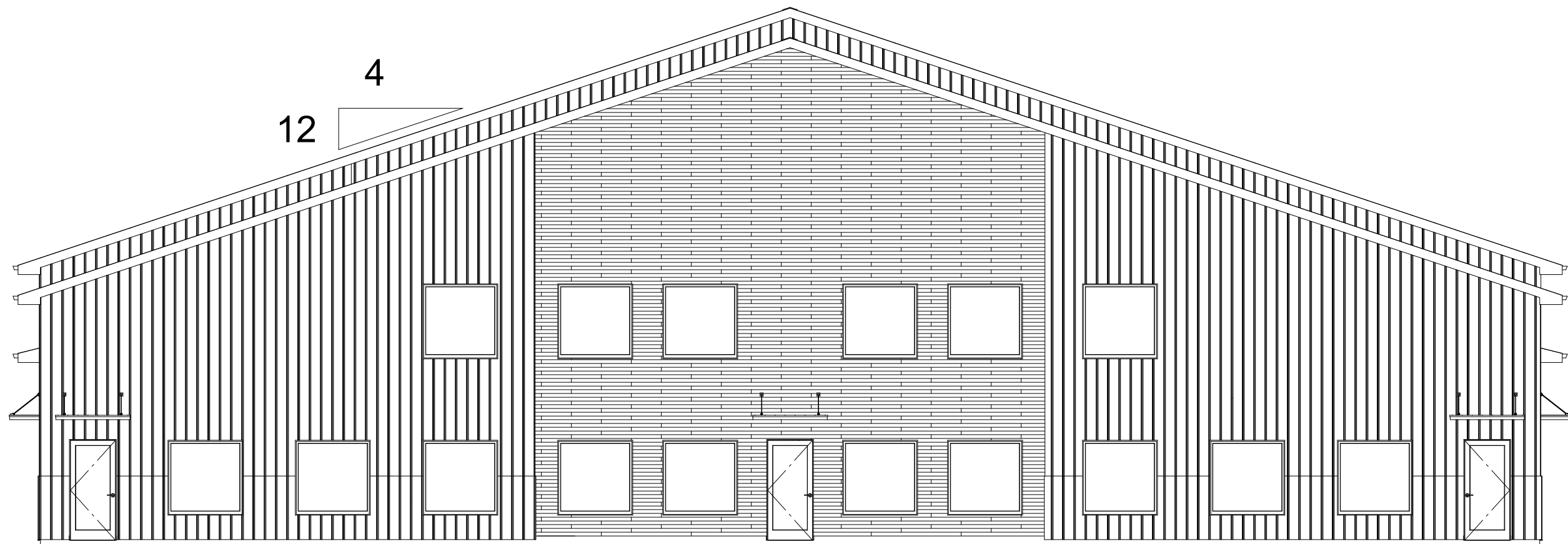
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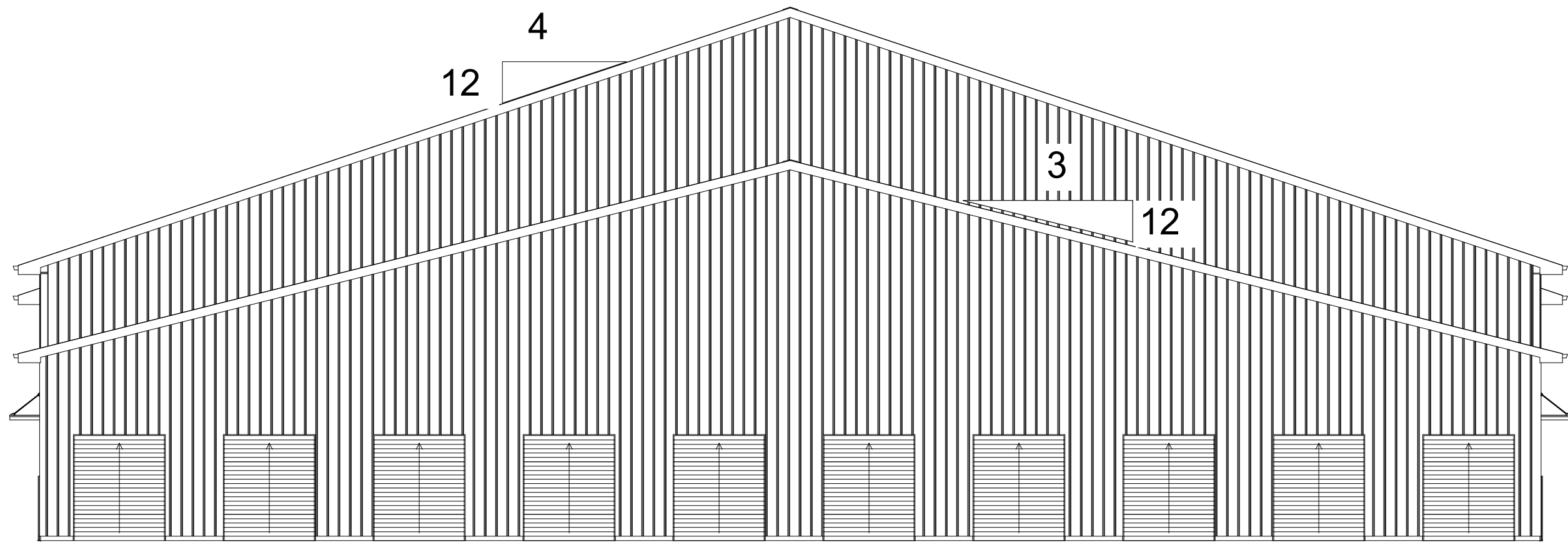
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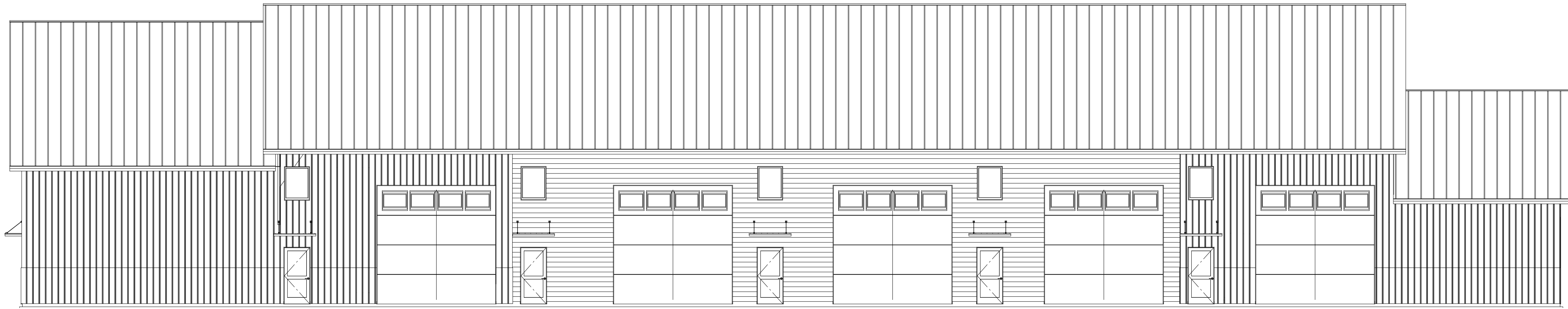
Foundation Plan Building B
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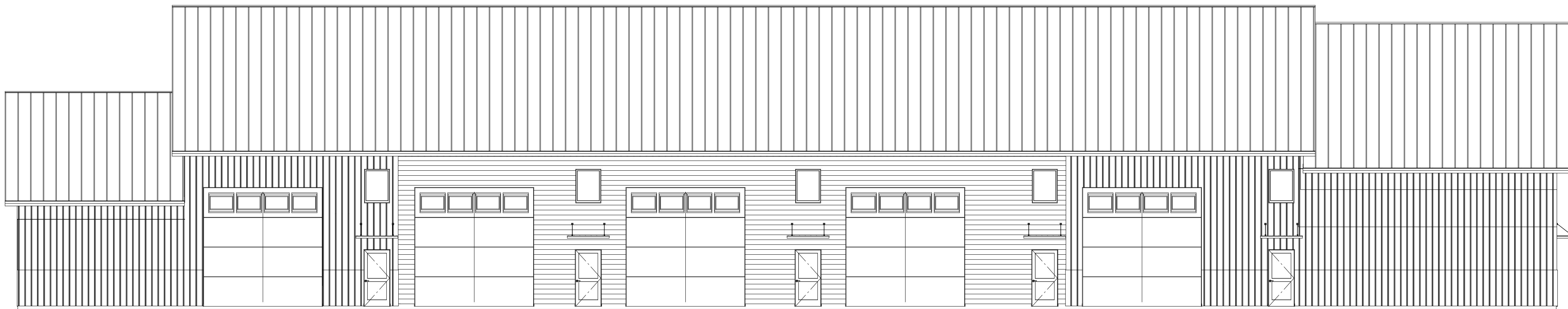
Front Elevation Building B
1/8"=1'-0"



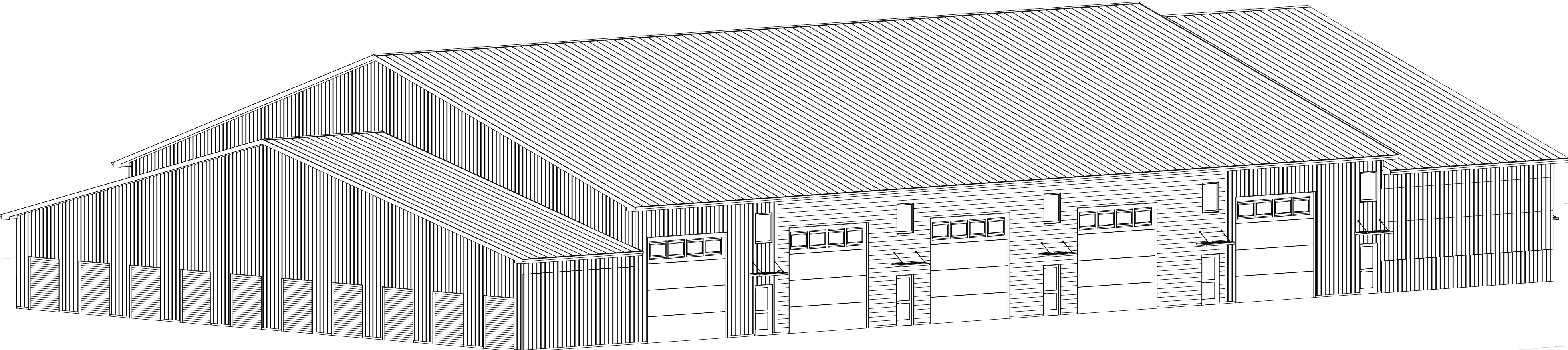
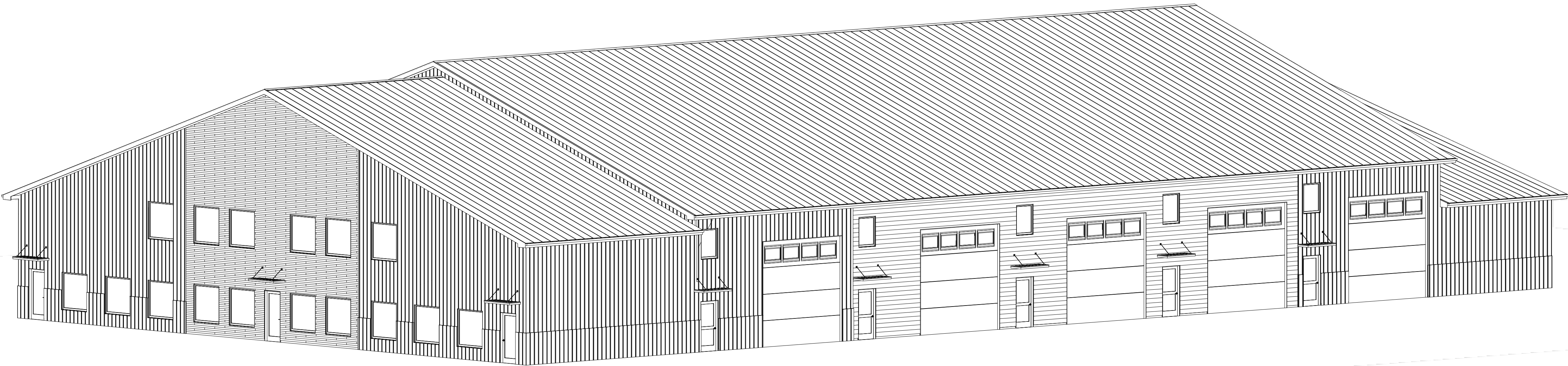
Back Elevation Building B
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Side Elevation Building B
1/8"=1'-0"



Side Elevation Building B
1/8"=1'-0"



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Drawn By: Dave Anderson
Date: 2-9-26
Scale: No Scale

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OF 13
13