



Regular Planning Commission Meeting

Thursday, June 25, 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 MAY 12, 2026 REGULAR MEETING MINUTES
5. PUBLIC HEARING
 - 5.1. CASE #2026-32 - EKREM'S ADDITION, LOT 4, BLOCK 2 - VARIANCE

2026-32

RECOMMENDED ACTION

Public hearing request by Jason Sorenson, Public Works Director, Representing the City of Minot, owners for a request of a variance to relocate an electrical equipment box for the 6th St. SW pump. The legal description for the property is Block 2, Lot 4 Ekrem's Addition to the City of Minot, Ward County, North Dakota

The subject property address is unassigned.

- 5.2. CASE #2026-33 - LOT 1 MASTER BLOCK 3RD ADDITION - INTERIM USE PERMIT

2026-33

RECOMMENDED ACTION

Public hearing request by Levi Kraft, representing LGK Holdings LLC., owner, for a request for an Interim Use Permit for temporary worker

housing. The legal description for the property is Lot 1, Master Block 3rd Addition to the City of Minot, Ward County, North Dakota

The subject property address is 2625 14th Ave SW

5.3. CASE #2026-37 - 5309 ZAHARIA DR - APPEAL

2026-37

RECOMMENDED ACTION

Public hearing request by Tom Erie, representing Liechty International LLC., owners, for a request for a hearing of appeal of an administrative decision. The legal description for the property is Lot 3, Block 1 Kopper Sunrise 2nd Additions to the City of Minot, Ward County, North Dakota

The subject property address is 5309 Zaharia Dr.

5.4. CASE #2026-39 - 110 4TH AVE NW - CONDITIONAL USE PERMIT

2026-39

RECOMMENDED ACTION

Public hearing request by Amy Jenkins, owner, for a request for a Conditional Use Permit for a bed and breakfast. The legal description for the property is Lot 2, Block 2 4th Avenue Addition to the City of Minot, Ward County, North Dakota

The subject property address is 110 4th Ave NW

6. PERSONAL APPEARANCES

6.1. PERSONAL APPEARANCES

7. ACTION ITEMS

8. MISCELLANEOUS AND DISCUSSION ITEMS

8.1. ETJ DISCUSSION

8.2. THANK YOU TO COMMISSIONER KIBLER - FINAL MEETING

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 May 12, 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, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Robert Amick, Kasper Ziegler, Roger Reich, Erin Parker, Melinda Goodman

Members Absent: Robert Kibler, Bradly Wolff, Tanner Dockter

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. PLANNING COMMISSION

4.1. APPROVE THE APRIL 14, 2026 REGULAR MEETING MINUTES

The motion to approve April 14, 2026 regular meeting minutes was initiated by Planning Commission Representative Baumann seconded by Ziegler and carried by the following roll call vote: ayes: Tim Baumann, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Robert Amick, Kasper Ziegler, Roger Reich, Erin Parker, Melinda Goodman; nays: None.

5. PUBLIC HEARING

5.1. CASE #2026-21 - ALMY THIRD ADDITION - PRELIMINARY PLAT, 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 Baumann seconded by Planning Commission Representative Amick and carried by the following roll call vote: ayes: Tim Baumann, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Robert Amick, Kasper Ziegler, Roger Reich, Erin Parker, Melinda Goodman; nays: None.

5.2. CASE #2026-24 - LOTS 1-4, BLOCK 1, URIJAH'S FOURTH ADDITION - PRELIMINARY PLAT

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 Ziegler seconded by Trudell and carried by the following roll call vote: ayes: Tim Baumann, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Robert Amick, Kasper Ziegler, Roger Reich, Erin Parker, Melinda Goodman; nays: None.

5.3. CASE #2026-27 - POST ONE PROPERTIES 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 Amick seconded by Goodman and carried by the following roll call vote: ayes: Tim Baumann, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Robert Amick, Kasper Ziegler, Roger Reich, Erin Parker, Melinda Goodman; nays: None.

5.4. CASE #2026-29 - STONEBRIDGE FARMS 8TH ADDITION - PUD, ZONING MAP AMENDMENT, PRELIMINARY PLAT

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.
Mike Hayes, developer, spoke about the homes that are planned for this area.
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 Pontenila seconded by Trudell and carried by the following roll call vote: ayes: Tim Baumann, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Robert Amick, Kasper Ziegler, Roger Reich, Erin Parker, Melinda Goodman; nays: None.

6. PERSONAL APPEARANCES

6.1. PERSONAL APPEARANCES

No one appeared.

7. MISCELLANEOUS AND DISCUSSION ITEMS

There is a conflict with the June Planning Commission date due to the election.
We are recommending moving the meeting to Monday, June 8th or Wednesday, June 10th.

The motion to move the June Planning Commission Meeting to Monday, June 8th, 2026 at 5:30pm in Council Chambers was initiated by Planning Commission Representative Baumann seconded by Parker and carried by the following roll call vote: ayes: Tim Baumann, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Robert Amick, Kasper Ziegler, Roger Reich, Erin Parker, Melinda Goodman; nays: None.

8. ADJOURNMENT

With no further business, Chairman Offerdahl adjourned the meeting at 6:09 pm.



Planning Commission Staff Report

Application Date: 04/10/2026
Date of Staff Report: 05/19/2026
Date of Planning Commission Meeting: 06/10/2026

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

Case Number: 2026-32

Project Name: Ekrem's Addition - Variance

Current Legal Description: Ekrem's Addition Bloc 2, Lot 4

The subject property's addresses: Unaddressed

Owners: City of Minot

Representative: Jason Sorenson, Public Works Director

Entitlements Requested: Variance to reduce the front setback to 25ft from 40ft in an exceptionally small lot with topological conditions that make the majority of the lot unsuitable for development.

Present Zone(s): "M1" Light Industrial

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: Light Industrial

Proposed Zone(s): No Change

Proposed Use(s): Public Infrastructure

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 Jason Sorenson, Public Works Director, Representing the City of Minot, owners for a request of a variance to relocate an electrical equipment box for the 6th St. SW pump. The legal description for the property is Block 2, Lot 4 Ekrem's Addition to the City of Minot, Ward County, North Dakota

The subject property address is unassigned.

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

BACKGROUND INFORMATION:

Through conversations with Public Works a need to relocate critical stormwater pumping infrastructure from the flood zone was identified. The City of Minot owns property up the hill along 6th St. NW however the majority of the property has a very steep grade hill leaving only a small portion for the property as developable.

A Site Plan is provided in **Exhibit 2**.

The zoning and future land use map is provided in **Exhibits 3**.

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

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 50ft wide, 120ft deep, however only an area approximately 30ft by 60ft of the lot is developable due to the steep grade hill encompassing the rest of the property. making the developable area only an approximate total of 1,800 SF.

Staff finds that the variance criteria provided in Section 9.1-3. G. 1. b. relating to exceptional topographical conditions on the property is applicable. Approximately 70% of the property has a grade steep enough to make development impractical.

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 area of this lot that is developable as seen in the explanation for Sections 9.1-3. G. 1. A & b.

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 "M1" Light Industrial District on the Official Zoning Map and is designated as Light Industrial on the 2040 Comprehensive Plan Future Land Use Map.
- 3) The requested relief is for the required structural setbacks: front setback reduction to 25ft from the front property line.
- 4) Section 9.1-3. G. 1. is satisfied. The property currently has a exceptionally small developable area due to the

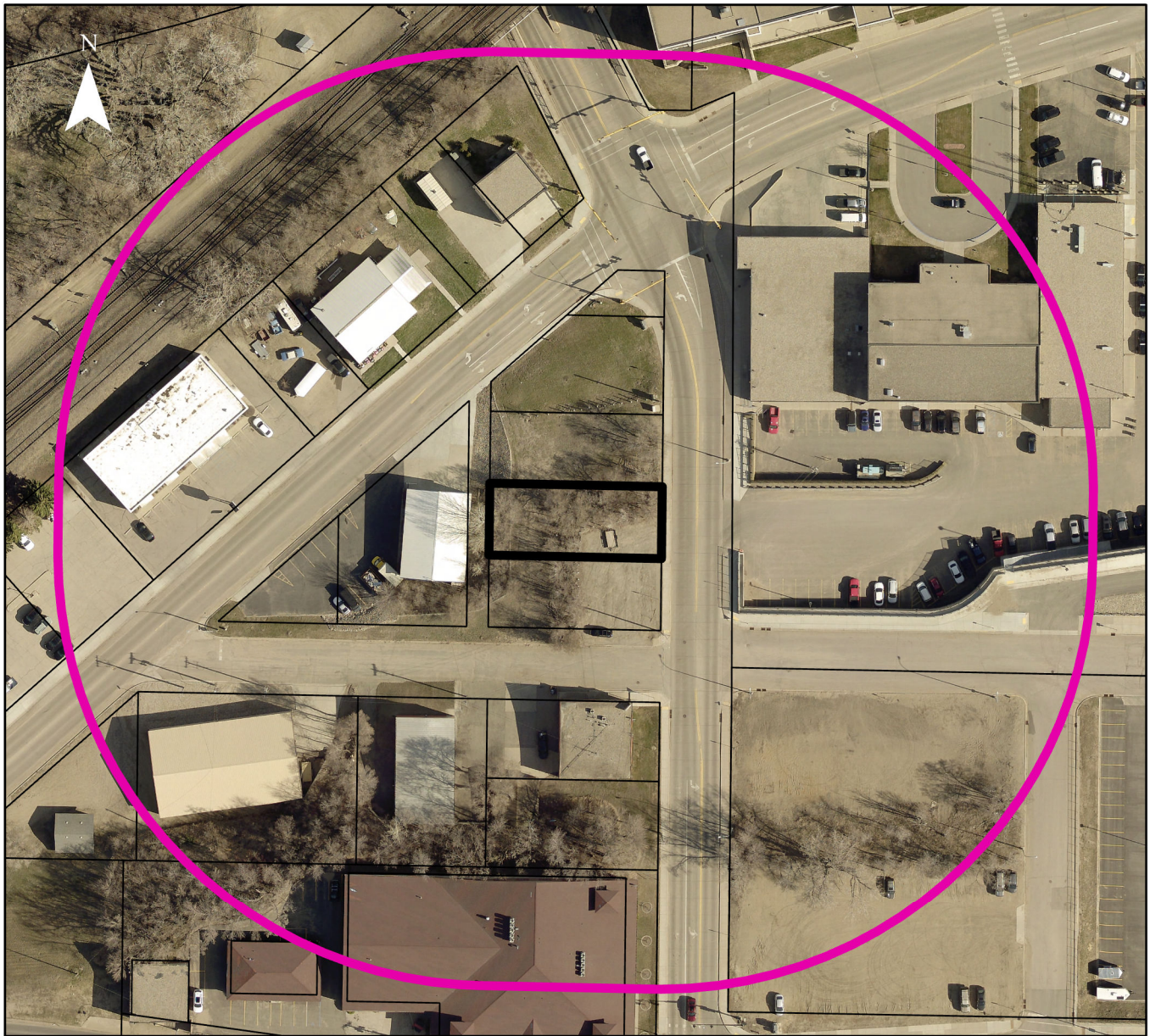
steep grades present on the rest of the property, which created a unique hardship as outlined in the Staff Analysis section of the written report.

- 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 setbacks on Ekrem's Addition Bloc 2, Lot 4 with the following conditions.

1. The property be developed with the reduced setback of 25ft accommodating the proposed stormwater infrastructure construction as described in Exhibit 3.
2. Development must closely conform to the site plan attached in Exhibit 3.



0 75 150 300 Feet

Legend

- | | |
|--|--|
|  City Limits |  Case # 2026-32 Notification Area |
|  Two Mile Boundary |  Case # 2026-32 Notification Area |
|  Case # 2026-32 | |

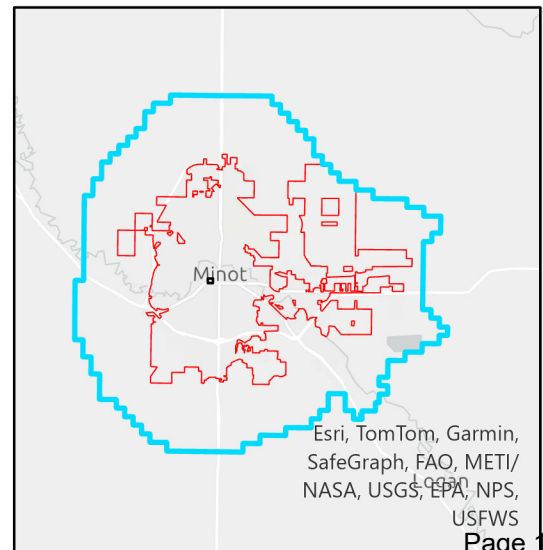
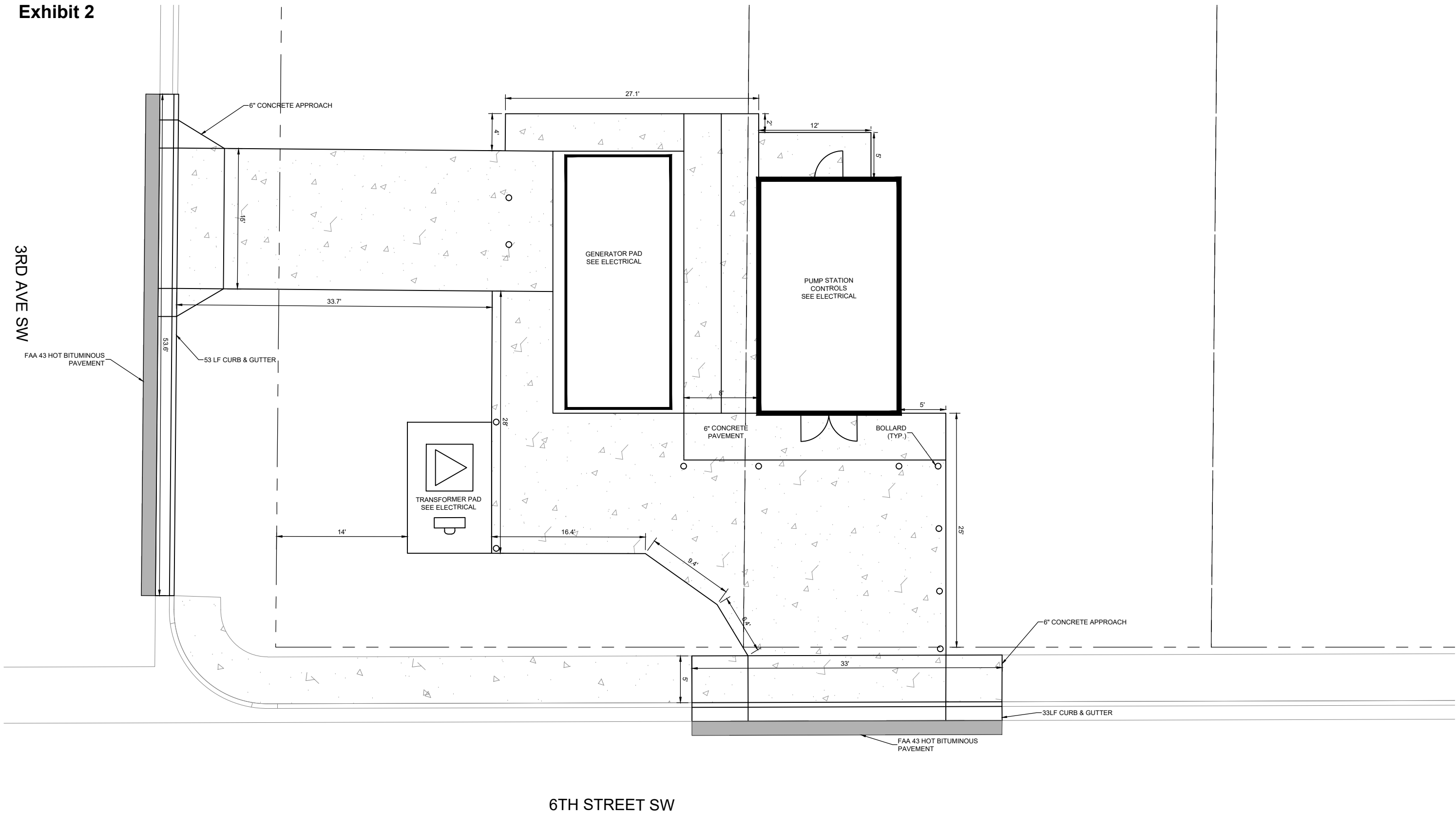


Exhibit 2



6TH STREET SW

MREFP PROJECT DATUM:
HORIZONTAL: NORTH DAKOTA STATE PLANE (NAD 83), NORTH, US FT; VERTICAL: NAVD 88

1 PLAN: 6TH STREET PUMP STATION PLAN VIEW



8	-	-
7	-	-
6	-	-
5	-	-
4	-	-
3	-	-
2	-	-
B	ISSUED FOR REVIEW - 90%	-
MARK	DESCRIPTION	DATE



ENHANCED FLOOD PROTECTION PROJECT
MOUSE RIVER - PHASE MI-4 MAPLE DIVERSION
SOURIS RIVER JOINT WATER RESOURCES BOARD
MINOT, ND

6TH STREET PUMP STATION
SITE PLAN

U.S. ARMY CORPS OF ENGINEERS
ST. PAUL DISTRICT
332 MINNESOTA STREET, SUITE E1500
ST. PAUL, MN 55101



DESIGNED BY: HEI/BARR/AE	ISSUE DATE: 03-02-2026
DRAWN BY: R. MARX	SOLICITATION NO.: TBD
CHECKED BY: P. SAMSON	CONTRACT NO.: TBD
SUBMITTED BY: P. SAMSON	AS-BUILT NO.: TDB
SIZE: 22"x34"	FILE NAME: R18062C-PL-C-403.dwg

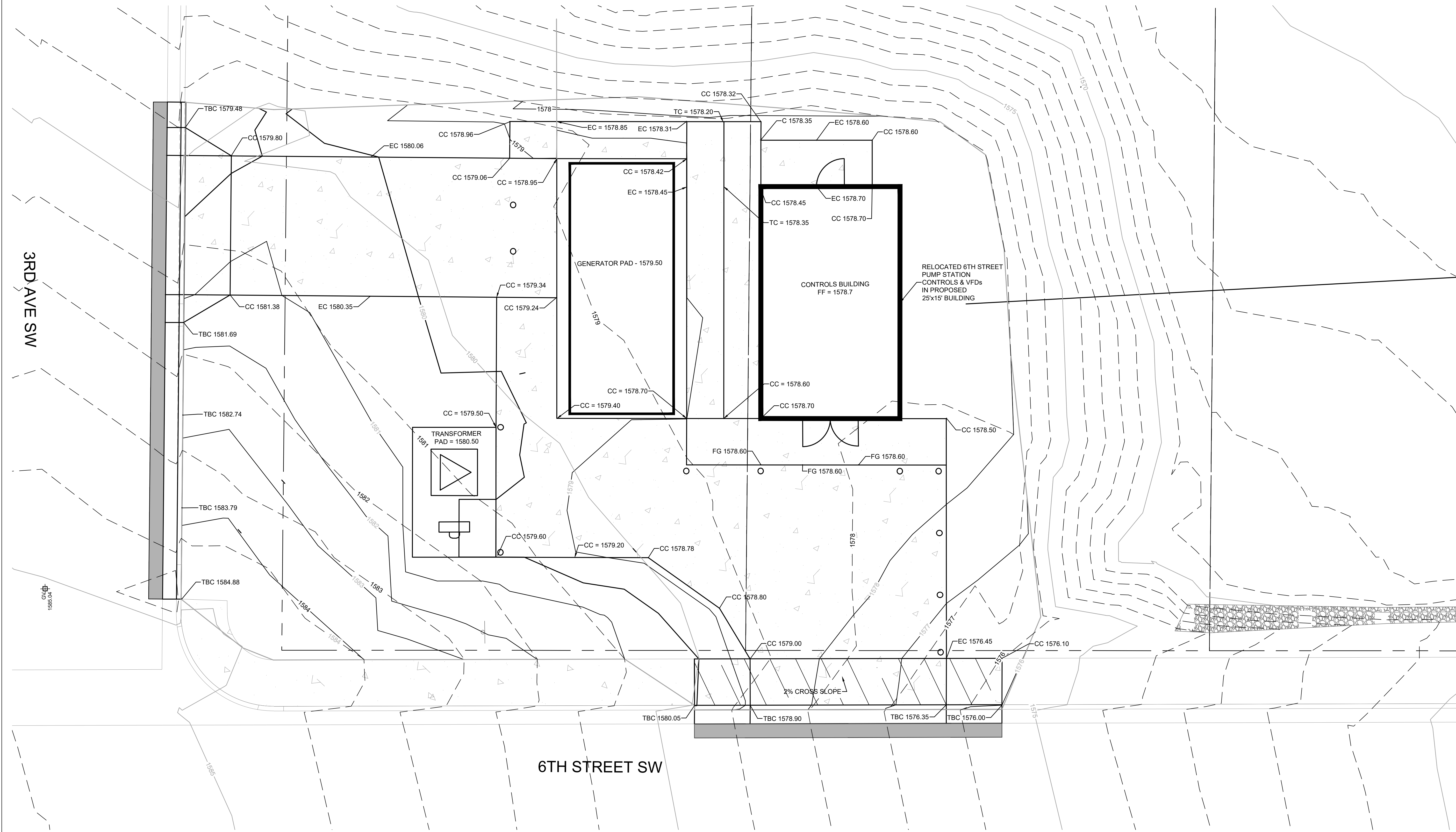
SHEET ID

C-403

90% SUBMITTAL

CADD USER: Patrick Samson FILE: G:\R18062_MREFPP_WICOMAP\EDIVERSION\IN\DRAIN\DWG\PLANS\R18062C-PL-C-403.DWG PLOT SCALE: 1/2"=1' PLOT DATE: 4/15/2026 10:13 AM

CADD USER: Ron Marx FILE: G:\R18062_MREFFP_WIC\MAPLEVERSION\DRAIN\DWG\PLANS\R18062C-PL-C-402.DWG PLOT SCALE: 1:2 PLOT DATE: 3/9/2026 2:14 PM



MREFF PROJECT DATUM:
HORIZONTAL: NORTH DAKOTA STATE PLANE (NAD 83), NORTH, US FT; VERTICAL: NAVD 88

1 PLAN: 6TH STREET PUMP STATION PLAN VIEW

0 5 10
SCALE IN FEET



8	-	-
7	-	-
6	-	-
5	-	-
4	-	-
3	-	-
2	-	-
B	ISSUED FOR REVIEW - 90%	-
MARK	DESCRIPTION	DATE



US Army Corps
of Engineers®

ENHANCED FLOOD PROTECTION PROJECT
MOUSE RIVER - PHASE MI-4 MAPLE DIVERSION
SOURIS RIVER JOINT WATER RESOURCES BOARD
MINOT, ND

6TH STREET PUMP STATION
GRADING PLAN



U.S. ARMY CORPS OF ENGINEERS
ST. PAUL DISTRICT
332 MINNESOTA STREET, SUITE E1500
ST. PAUL, MN 55101

DESIGNED BY:
HEI/BARR/AE
DRAWN BY:
R. MARX
CHECKED BY:
P. SAMSON
SUBMITTED BY:
P. SAMSON
SIZE:
22"x34"

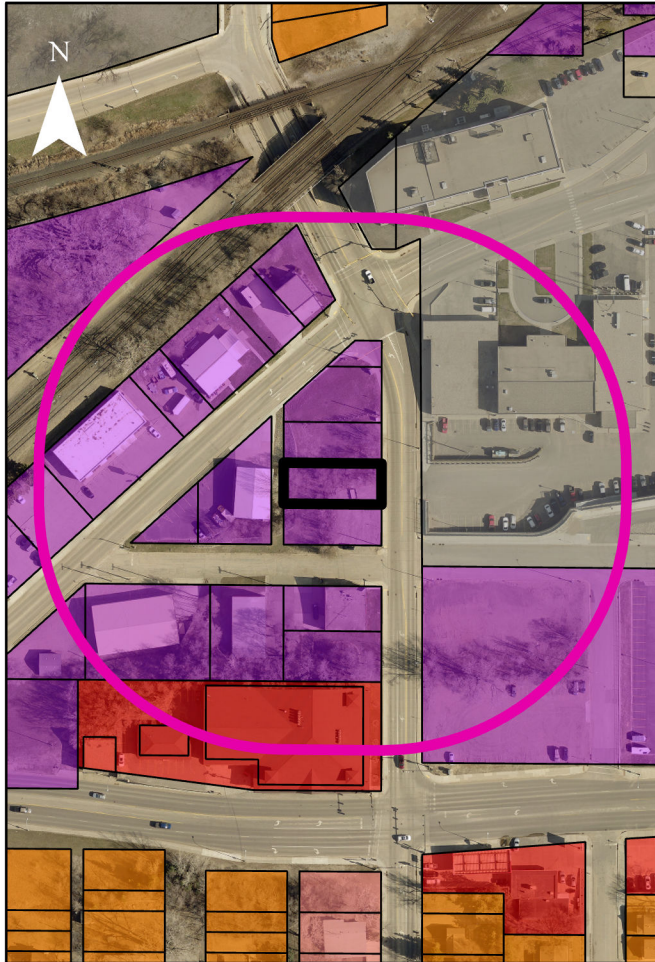
ISSUE DATE:
03-02-2026
SOLICITATION NO.:
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CONTRACT NO.:
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AS-BUILT NO.:
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FILE NAME:
R18062C-PL-C-402.dwg

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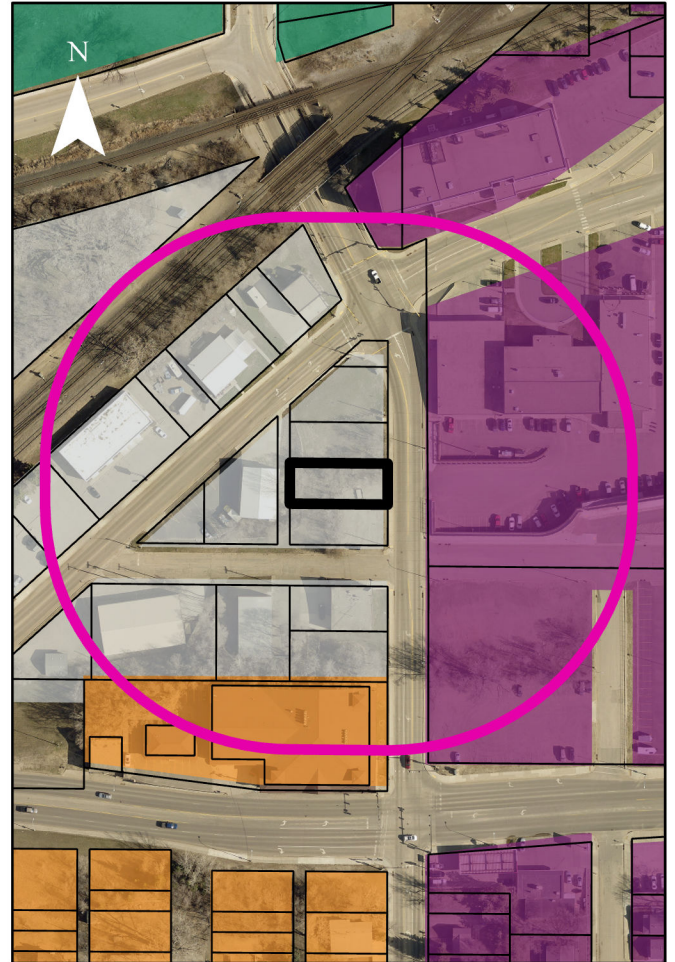
C-402

90% SUBMITTAL

ZONING



FUTURE LAND USE



0 115 230 460 Feet

Zoning

	C2
	CBD
	M1
	P
	R3B

Both Maps

	City Limits
	Two Mile Boundary

Land Use Type

	Urban Residential
	Light Industrial
	Riverfront Activation
	Downtown Fringe

Exhibit 4 – Site Photos



Aerial View



Facing North



Facing East



Facing South



Facing West



Facing the proposed site



Planning Commission Staff Report

Application Date: 04/13/2026
Date of Staff Report: 05/19/2026
Date of Planning Commission Meeting: 06/10/2026

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

Case Number: 2026-33
Project Name: Master Block 3rd Addition – IUP

Current Legal Description: Lot 1, Master Block 3rd Addition

Proposed Legal Description: No Change.

Present Address: 2625 14th Ave SW

Owners: LGK Holdings LLC

Representative: Levi Kraft

Entitlements Requested: Interim Use Permit (IUP) for temporary worker housing

Present Zone(s): “M1” Light Industrial District.

Present Use(s): Industrial

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: Light Industrial

Proposed Zone(s): No Change.

Proposed Use(s): Temporary worker housing

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 Levi Kraft, representing LGK Holdings LLC., owner, for a request for an Interim Use Permit for temporary worker housing. The legal description for the property is Lot 1, Master Block 3rd Addition to the City of Minot, Ward County, North Dakota.

The subject property address is 2625 14th Ave SW

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

BACKGROUND INFORMATION:

The applicant has requested an IUP to place portable workhouse trailers for temporary residential use. This housing will be used seasonally for construction workers while they are working in the City of Minot area.

Applicants Letter of Intent can be found in **Exhibit 2**.

A zoning and future land use map can be found in **Exhibit 3**.

Site pictures can be found in **Exhibit 4**.

STAFF ANALYSIS:

Interim Use Permit Analysis:

Section 9.1-5. of the Minot Land Development Code provides the procedures for permitting of interim uses within the City of Minot. Section 9.1-5. B. states that the application, public hearing, noticing, and procedural requirement for an interim use permit (IUP) are the same as those for a conditional use permit (CUP). 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 9.1-4 C. and noticing has been conducted as required per Section 9.2.

Section 9.1-5 C. states that the Planning Commission shall authorize an interim use permit only if they find that the following criteria are met:

1. An Interim Use Permit is the preferred method for authorizing the specified use, as defined by the zoning use matrix.
2. The date or event that will terminate the use can be identified with certainty.
3. The interim use will not impose additional costs on the public if it is necessary for the public to take the property in the future.
4. The interim use will be subjected to, by agreement with the owner, any conditions that the Planning Commission has deemed appropriate for permission of the use, including a condition that the owner will provide an appropriate financial surety to cover the cost of removing the interim use and any interim structures upon the expiration of the Interim Use Permit.

To that end, staff provides the following guidance:

Staff finds an interim use permit is the preferred method for authorizing temporary housing, as noted in Table 2.2 Table of Uses – Temporary Uses from the Land Development Ordinance (LDO) of the City of Minot, satisfying Section 9.1-5. C. 1.

Section 9.1-5. C. 2. relates to the identification of a certain date or event that will terminate the use. The applicant proposes a termination date November 30th. Staff finds this timeline reasonable and recommends that to further delineate the date and/or event, as required by Section 9.1-5. C. 2., the following condition be added to satisfy said criteria:

The effective date of the permit will be April 1st of each year starting April 1st 2026 and the termination date shall be November 30th of each year thereafter.

Section 9.1-5. C. 3., relating to the interim use not imposing additional costs on the public if it is necessary for the public to take the property in the future. Staff finds this criterion satisfied and does not recommend additional conditions of approval. If temporary housing is present on the property after the permit expires it would become illegal non-conforming and would be referred to our standard code enforcement process. The cost to remove the temporary housing would be assessed to the property if necessary.

Section 9.1-5. C. 4. relates to additional conditions of approval that the Planning Commission deems appropriate, which may include a financial surety to remove the interim use from the property. Staff finds this criterion satisfied and does not recommend additional conditions of approval as described in the analysis of Section 9.1-5. C. 3.

Overall, staff finds that the Sections 9.1-5 C. 1. through 4. are met, subject to the conditions previously noted.

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 “M1” Light Industrial District on the Official Zoning Map and has a “Light Industrial” designation on the Future Land Use Map of the 2040 Comprehensive Plan.
- 3) Section 9.1-5. C. 1. is satisfied as the preferred method of permitting temporary worker housing is via interim use permits per Table. 2.2 Table of Uses of the Land Development Ordinance of the City of Minot (LDO).

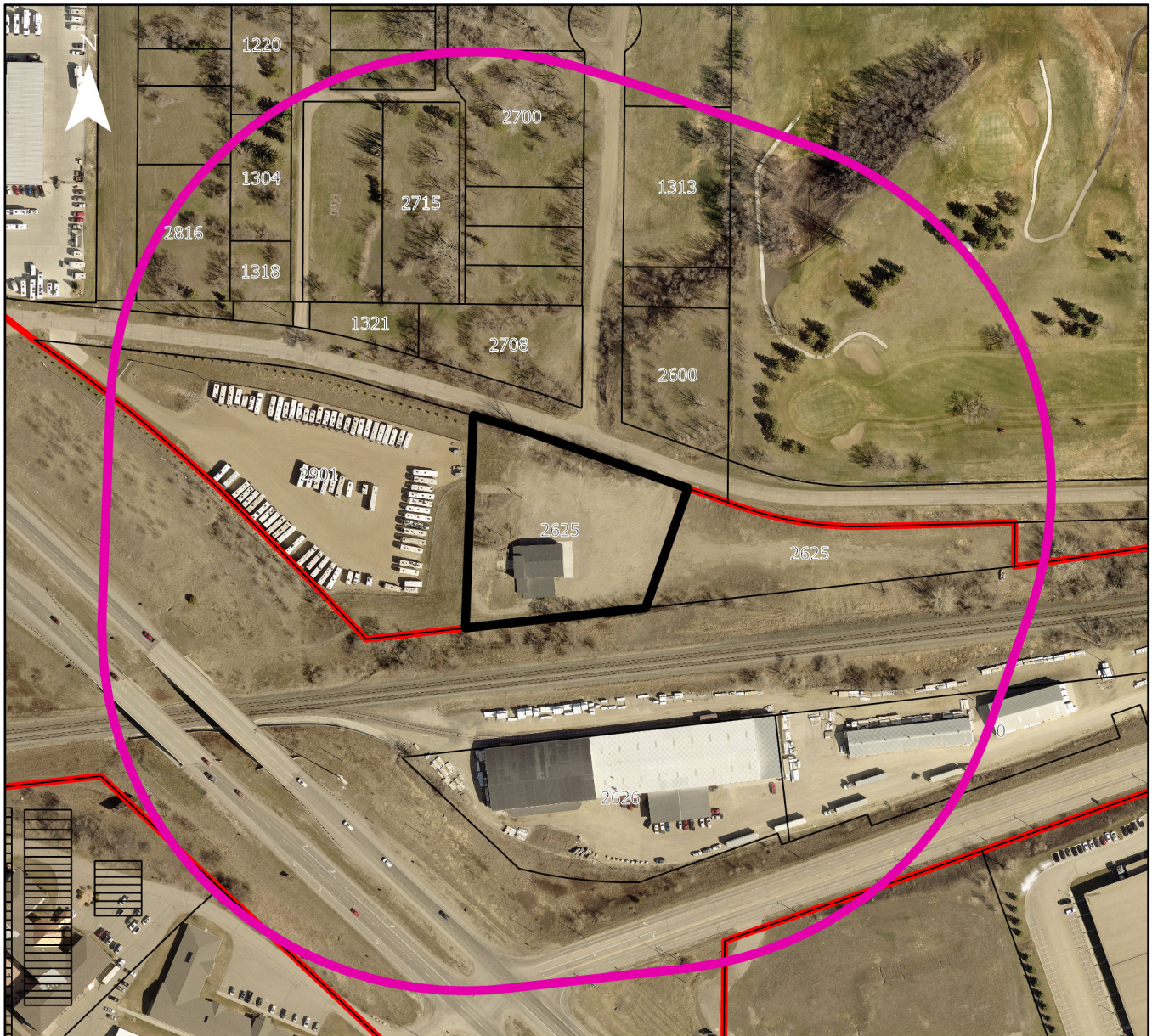
- 4) Section 9.1-5. C. 2. is satisfied with the inclusion of the condition memorializing the termination date as November 30th of each calendar year.
- 5) Section 9.1-5. C. 3 & 4. are satisfied, as no further conditions are warranted due to other enforcement mechanisms currently in place.
- 6) The Minot Planning Commission has the authority to hear the Interim Use Permit 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 TO THE PLANNING COMMISSION:

Staff recommends the Planning Commission adopt the staff findings of fact and approve the Interim Use Permit for temporary worker housing with the following recommended conditions.

RECOMMENDED IUP CONDITIONS:

- 1) The effective date of the permit will be April 1st of each year starting April 1st 2026 and the termination date shall be November 30th of each year thereafter.



0 187.5 375 750 Feet

Legend

- | | |
|--|--|
|  City Limits |  Case # 2026-33 Notification Area |
|  Two Mile Boundary |  Case # 2026-33 Notification Area |
|  Case # 2026-33 | |

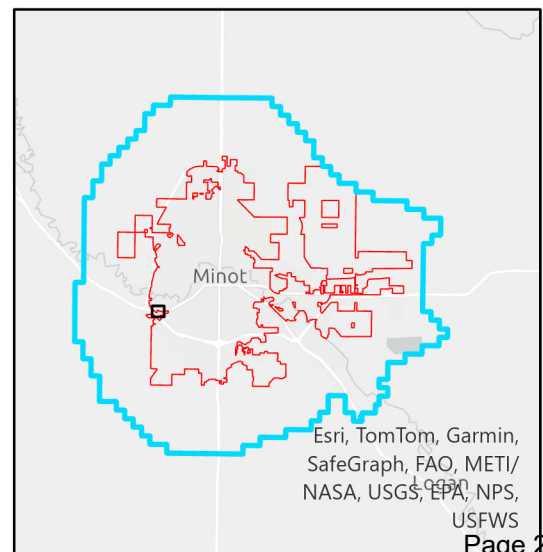


Exhibit 2

Planning and Zoning-

I am requesting a use permit for seasonal housing on our property. The property is located in an area where this couldn't possibly cause any problems for neighbors, as there aren't any!

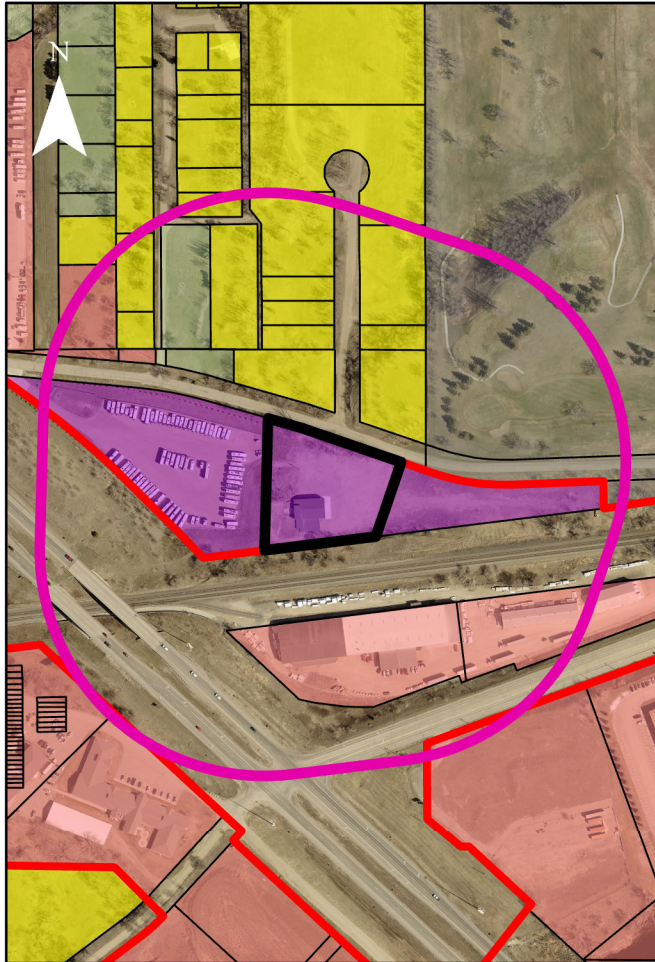
We have a crew that works the main construction season from 4/15 through October, typically.

I will manage this situation personally and will keep an orderly, clean and safe operation.

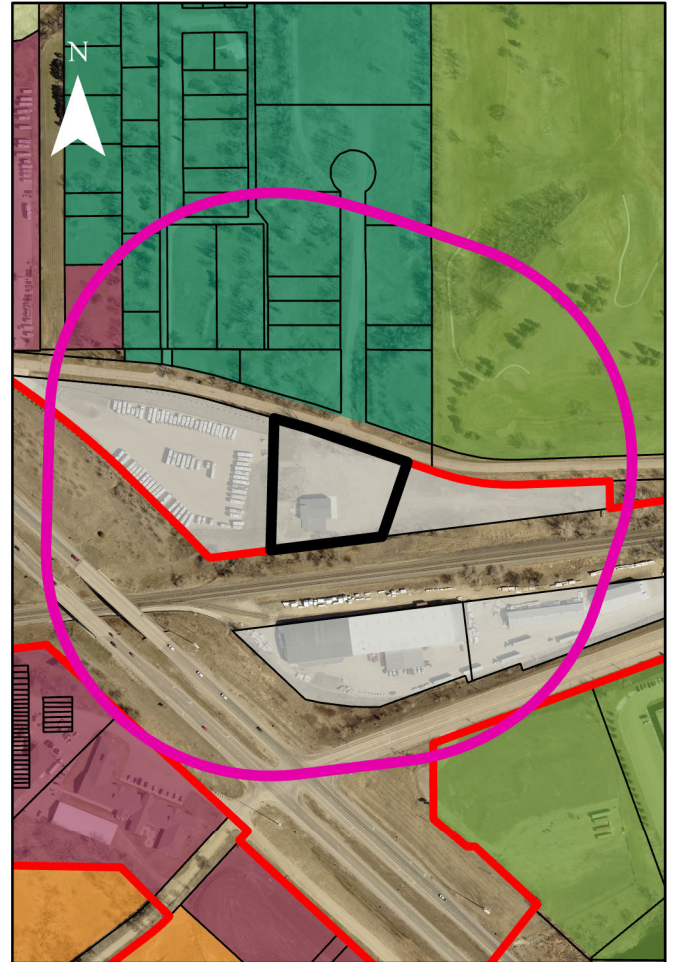
Thank you

Levi Kraft
48° north concrete construction Inc.

ZONING



FUTURE LAND USE



0 240 480 960 Feet

Zoning

	AG
	C2
	M1
	P
	R1

Both Maps

	City Limits
	Two Mile Boundary

Land Use Type

	General Commercial
	Parks And Recreation
	Urban Residential
	Ag And Open Space
	Light Industrial
	Riverfront Activation

Exhibit 4 – Site Photos



Aerial View 1



Aerial View 2



Aerial View 3



Planning Commission Staff Report

Application Date: 04/24/2026
Date of Staff Report: 05/19/2026
Date of Planning Commission Meeting: 06/09/2026

Staff Contact: Dan Falconer, Associate Planner
Staff Recommendation: Uphold Staff's Analysis

Case Number: 2026-37

Project Name: Liechty Homes 5309 Zaharia Dr
Appeal

Current Legal Description: KOPPER SUNRISE 2ND
ADDN LOT 3 BLK 1 S4-154-82 SUNDRE-S10

The subject property's addresses: 5309 Zaharia
Dr

Owners: LIECHTY INTERNATIONAL, LLC

Representative: Tom Erie

Entitlements in question: Interpretation of front
setbacks and how MH zoning is administered

Present Zone(s): "MH" Manufactured Home
District

Present Use(s): Single Family Residence

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: Rural
Residential

Proposed Zone(s): No Change

Proposed Use(s): N/A

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 Tom Erie, representing Liechty International LLC., owners, for a request for a hearing of appeal of an administrative decision. The legal description for the property is Lot 3, Block 1 Kopper Sunrise 2nd Additions to the City of Minot, Ward County, North Dakota

The subject property address is 5309 Zaharia Dr.

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

BACKGROUND INFORMATION:

The administrative decision is in reference to permits R25-00219 and R25-00294 which are for a manufactured home and a detached garage respectively. The manufactured home was placed in such a way that now there is no space available for the detached garage if the 25ft front setback is applied. This triggered staff to put a stop work order on the garage foundation as it can no longer meet front setback. After discussion with the property owner there is some confusion about how the front setback is calculated and what the setback should be given the nature of the development as a manufactured home district. This confusion is compounded by other lots being developed at seemingly different standards.

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

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

STAFF ANALYSIS:

SECTION 9.1-9. APPEAL OF ADMINISTRATIVE DECISIONS

A. Intent

This section describes the procedure for the appeal of any order, requirement, decision, or determination made by an administrative official of the City, in the following instances:

1. Relief from decisions made by administrative officials approving, approving with conditions or denying site plans, sign permits, or building permit applications for development approval.
2. Relief from administrative interpretations involving the meaning and implementation of this Ordinance.

B. Right to Appeal

Appeals of administrative decisions may be filed by any person aggrieved or by any officer, department, board, or agency affected by any decision of the administrative official.

C. Appeal Submittal

A written appeal shall be submitted stating the decision intended for appeal and the reasoning for the appeal, along with a non-refundable fee that has been established by resolution of the City Council. The appeal shall not be processed until the appeal is submitted in writing and the required fee has been paid.

D. Timing of Appeal Submittal

Appeals of administrative decisions and associated required submittal material shall be submitted to the Planning Division within ten (10) business days after the decision was made by an administrative official of the

City. The applicant was notified of Staff's decision on 4/17/2026 and completed the appeal paperwork by 4/24/2026 therefore the required submittal period has been met.

E. Effect of Appeal Submittal

The submission of an appeal stays all proceedings in furtherance of the action appealed, unless the official whose decision is being appealed certifies to the Planning Commission, after the appeal is filed, that, because of facts stated in the certification, a stay would cause immediate peril to life or property. In such case, proceedings shall not be stayed other than by a restraining order which may be granted by the Planning Commission or by a court of record. Staff finds no immediate peril to life or property; therefore no action is required to restrain activity.

F. Appeal Review

The Planning Division must prepare a report that provides applicable documents relating to the administrative decision and a response to the appeal outlining the issue from the City's perspective.

The site plan for permit R25-00219 can be found in **Exhibit 4**.

The site plan for permit R25-00294 and the addendum can be found in **Exhibit 5**.

Appeal analysis:

Staff approved the related permit R25-00219 which had adequate space for the detached garage to meet current setback regulations, exhibit 4 shows this site plan. After receiving an anonymous complaint, it was brought to staff's attention that the detached garage in permit R25-00294 was going to be too close to the road. After investigating the site, it was found the house was not sited where the plan had indicated (Exhibit 4). The detached garage is not sited correctly either, as the site plan for R25-00294 is the same as for R25-00219. There was an addendum added that shifted the structure to the north but didn't impact the front setback. Staff did notice that in the addendum the front setback is now labeled "street", but it must be stressed the right-of-way is still technically the street. Ultimately, this new home location does not have enough space to allow for a detached garage. A stop work order was placed on the concrete form on 4/17/2026. The front setback for this subdivision is set by Table 2.6-3. Table 2.6-3 is used here due to the subdivision meeting Section 2.12-6 K. which allows for MH districts to develop as single family homes if platted appropriately, which Kopper Sunrise 2nd Addition is platted to support this type of development and not standard manufactured home park standards. Standards for measuring the front setback can be found in Sections 3.1-4 and 3.1-5 which state that front yard setbacks must be measured from the ultimate street right-of-way line.

Staff have had issues with this subdivision in the past with how front yard setbacks are interpreted. It has been erroneously circulated that Zaharia Drive is a private road, when it is in fact platted public right of way that is 66ft wide. While the subdivision does have a homeowner's association that covers road maintenance, this does not make it a private road. Several residents have built closer to the front property line than would be allowed normally. Most have been measuring their setback from the back of curb instead of the front property line as

required per ordinance. Most of these constructions happened in 2014 with setbacks ranging from 8ft-11ft off the front property line. A few have been as late as 2021. This has led to further confusion for future owners. There have been two properties that have been built since 2025 that have adhered to the 25ft front setback requirements taking that measurement from the front property line. Staff assert that going forward, setback rules must be adhered to, prior mistakes do not condone ignoring zoning code.

As for a path forward for the developer staff offers the following guidance: Option #1 would be to abandon the garage option for this site and pave a driveway. Option #2 would be to vacate Zaharia Dr so it becomes a private road, then front setbacks would no longer apply. A variance is not an option here because staff assert that it would fail to meet variance criteria described in Section 9.1-3. G.

G. Planning Commission Public Hearing

1. *Transmittal of Appeal.* The appeal of an administrative decision is directly transmitted from the Planning Division to the Planning Commission as soon as the application is deemed complete.
2. *Hearing Notice.* Once the applicant has furnished all information as requested by the Planning Division, the Planning Commission shall consider the appeal at its next meeting, provided sufficient notice of the meeting has been given and there has been sufficient time for staff to review the appeal. Written and published notice of the meeting must be provided in compliance with Sections 9.2-1(B) and (C).
3. *Hearing.* The Planning Commission shall hold a public hearing to affirm or amend the administrative decision. The public hearing may be continued by the Planning Commission without again complying with the notice requirements, provided that the continuance is set for a date and time certain and announced at the original public hearing. The Planning Commission will use the criteria located in this section as guidance to determine if an appeal of an administrative decision should be approved.

H. Review Criteria

An appeal shall be sustained only if the Planning Commission finds that the administrative official erred. Every decision of the Planning Commission shall be accompanied by written findings of fact specifying the reason for the decision. These findings shall be filed in the office of the Planning Division within fifteen (15) days after the date of the final action.

I. Further Appeal

A decision of the Planning Commission on an administrative appeal may be appealed to the City Council within ten (10) business days of the Planning Commission's final decision. A decision of the City Council may be appealed to the District Court.

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 the following comments were received.

- a. City of Minot Engineering Department: Engineering concurs with staff's determination. KOPPER SUNRISE 2ND ADDN plat shows this is public right of way and the appropriate setbacks from public right of way are being applied.

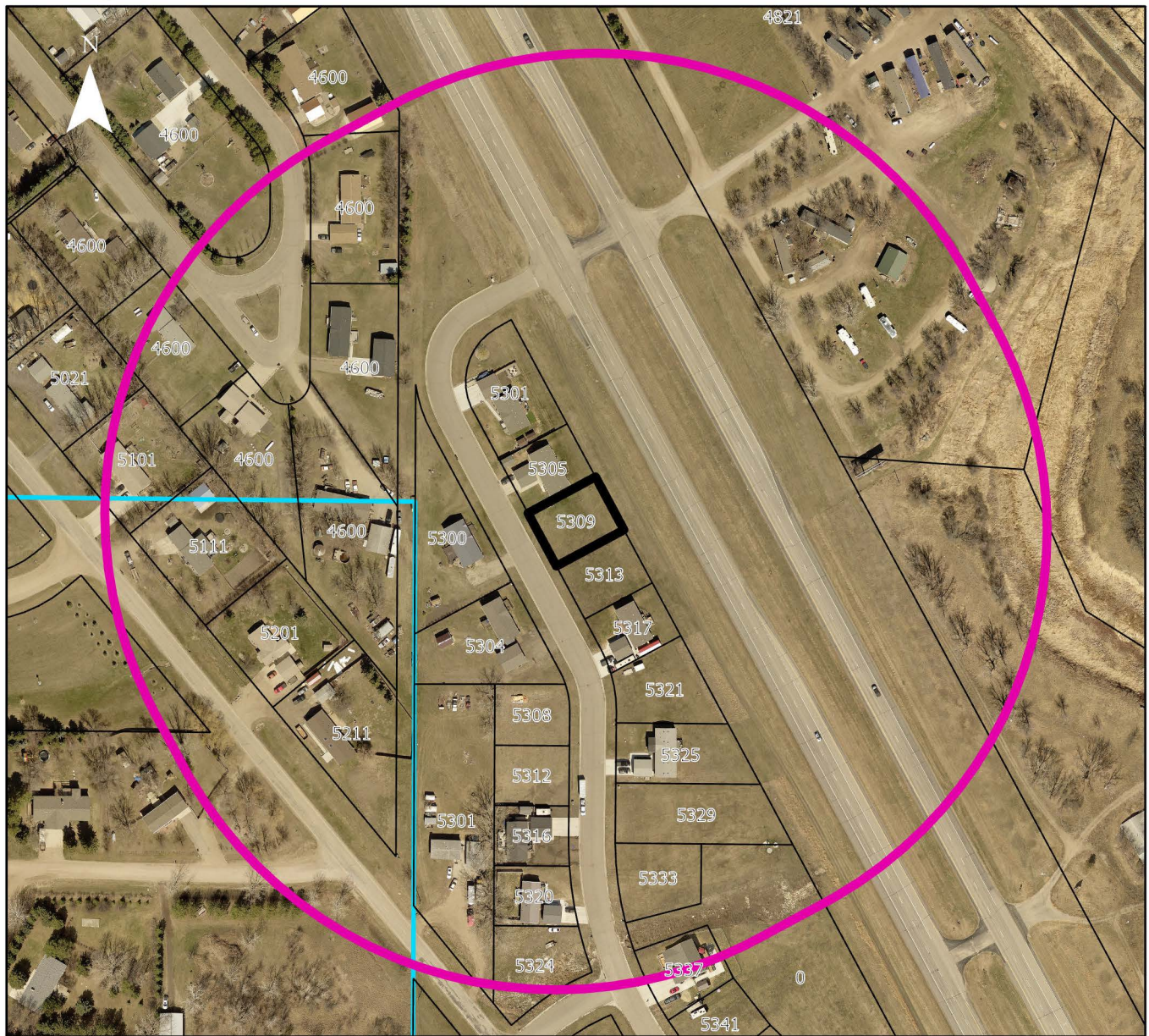
FINDINGS OF FACT:

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

- 1) The property is zoned "MH" Manufactured Home District on the Official Zoning Map and is designated as Rural Residential on the 2040 Comprehensive Plan Future Land Use Map.
- 2) An appeal for an administration decision was filed against permit R25-00294 for interpretation of front setback regulations.
- 3) The requested action is to uphold staff's interpretation and deny the location of the detached garage at 5309 Zaharia Dr.
- 4) Section 9.1-9. G. 2. is satisfied. A hearing has been scheduled, noticed, and the specifics of the appeal are outlined in the Staff Analysis section of the written report.
- 5) The Minot Planning Commission has the authority to approve, approve with conditions, or deny the revocation. 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:

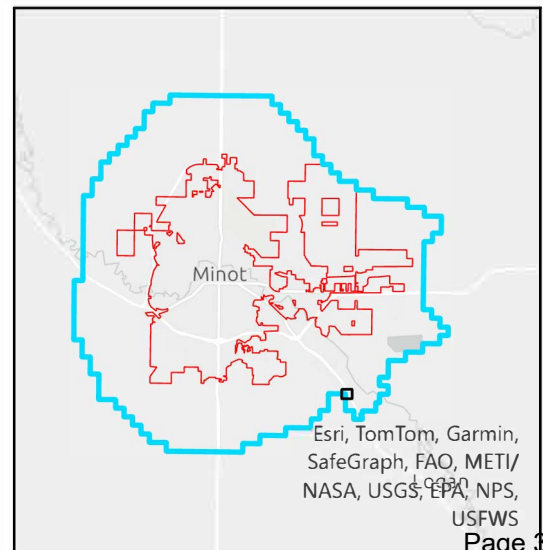
Staff recommends the Planning Commission adopt staff findings of fact and uphold staff's interpretation of front setback requirements regarding permit R25-00294. This will deny the placement of the detached garage in its current location.



0 160 320 640 Feet

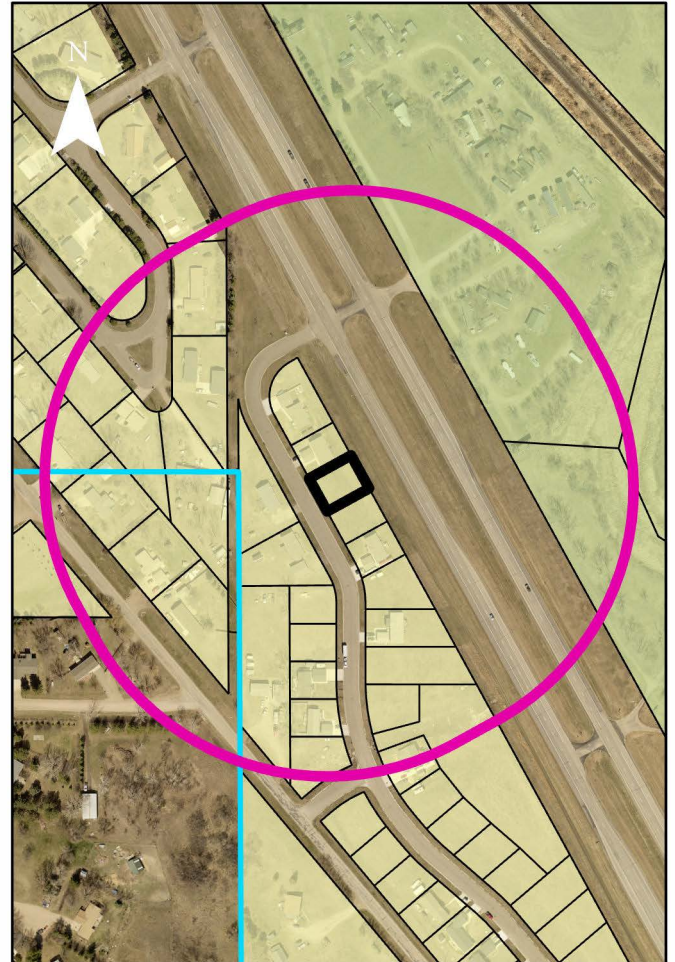
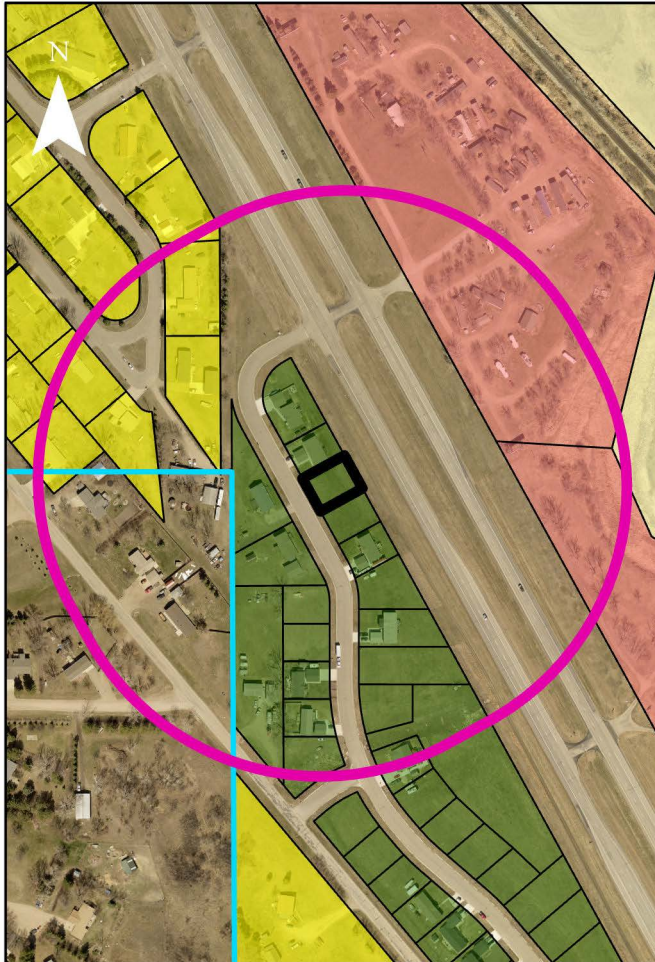
Legend

- | | |
|--|--|
|  City Limits |  Case # 2026-37 Notification Area |
|  Two Mile Boundary |  Case # 2026-37 Notification Area |
|  Case # 2026-37 | |



ZONING

FUTURE LAND USE



0 212.5 425 850 Feet

Zoning

	C2
	MH
	R1
	RR

Both Maps

	City Limits
	Two Mile Boundary

Land Use Type

	Agricultural and Open Space
	Rural Residential

Exhibit 3 – Site Photos



Back view of place home – in line with neighboring houses



Back view #2 – showing alignment with other adjacent home



Approximate location of front property line based off of GIS maps
it is 14ft off the back of curb



Measuring from front lot line 25 ft into property – shows that garage is within the front setback.



Stop Work order placed on foundation form

	City of Minot 1025 31 st Street SE Minot, ND 58701 701-857-4102
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Permit Number: R25-00291

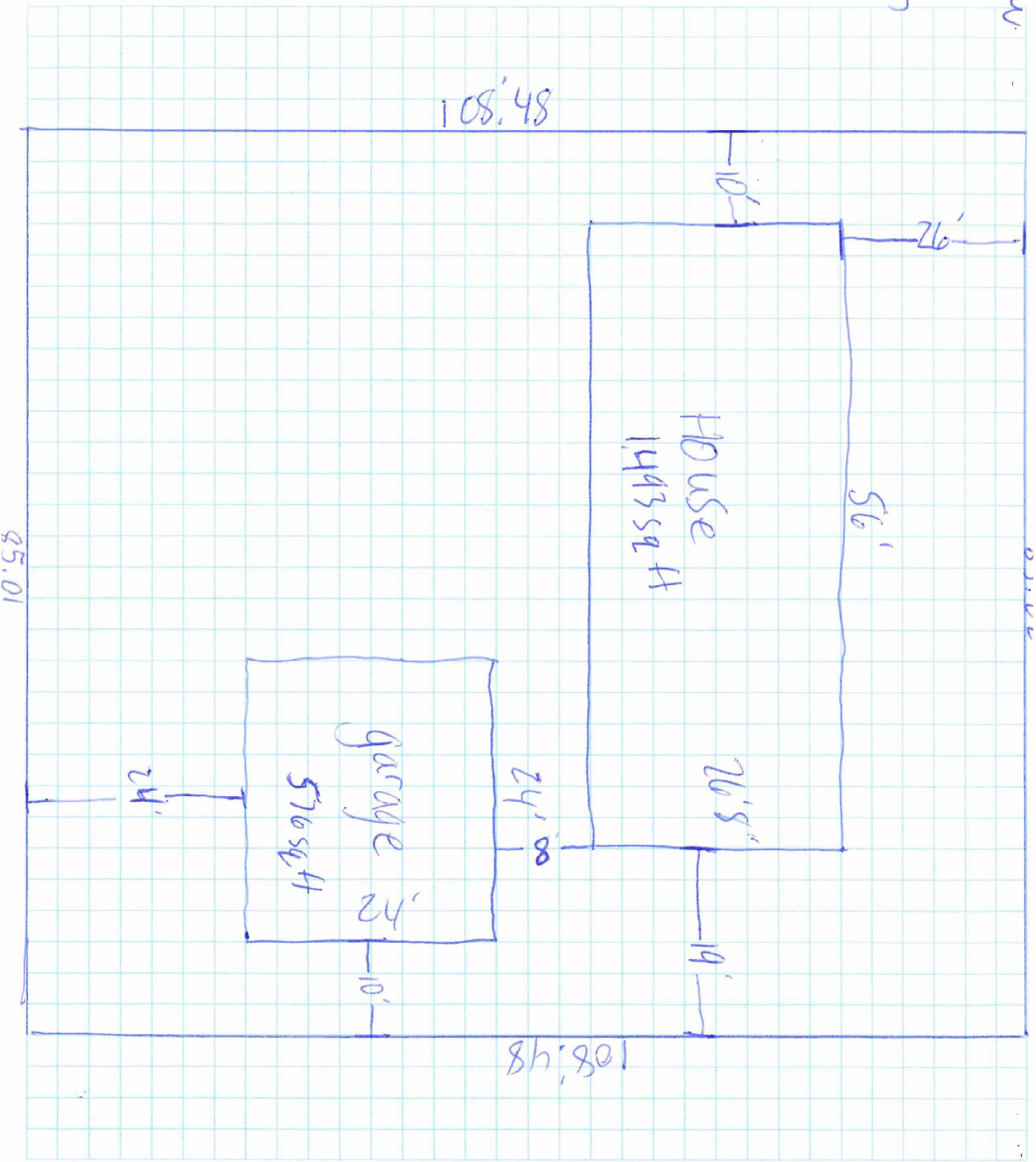
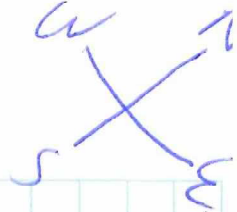
Project Description: Spec Home

Comments and Feedback

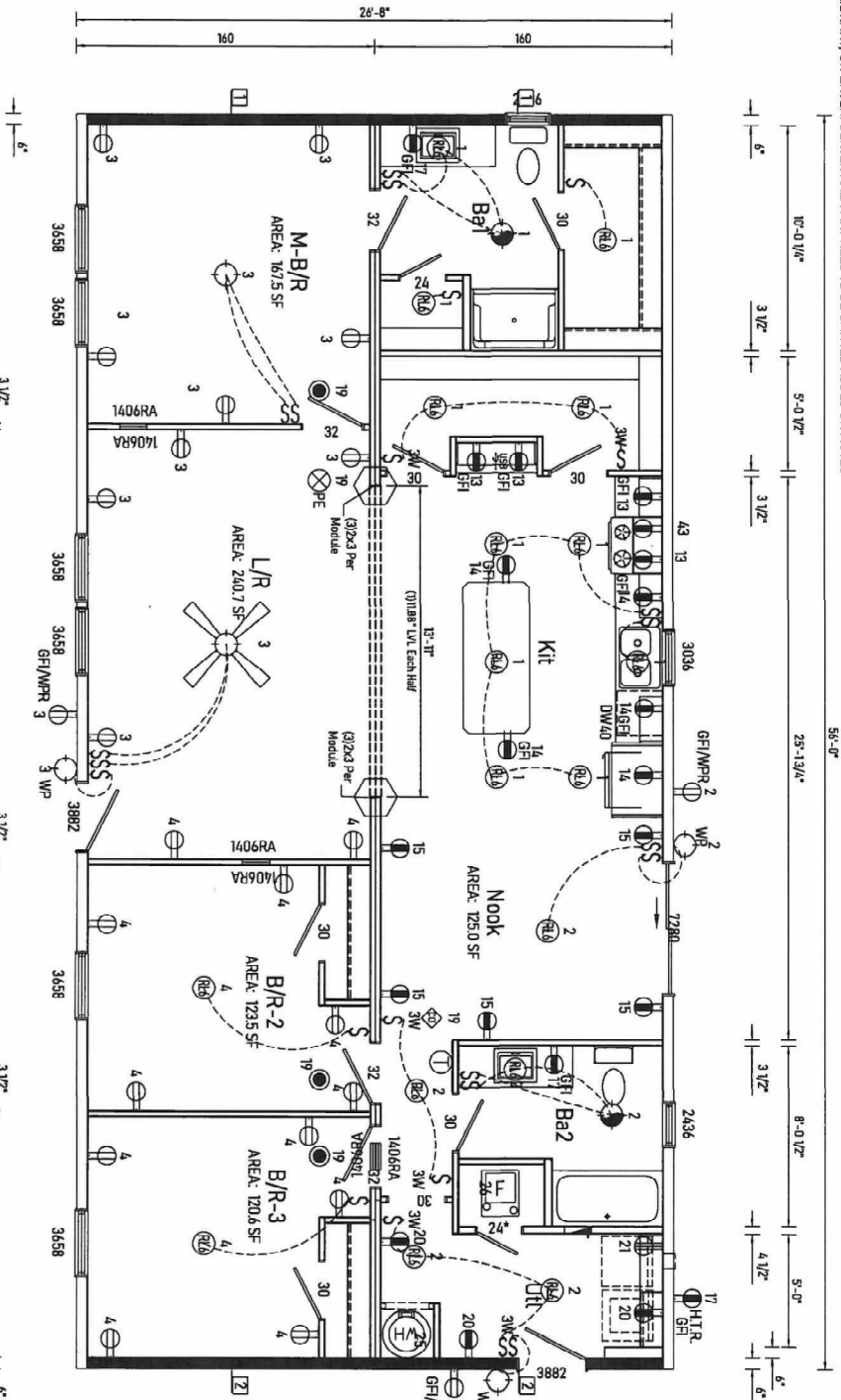
Project comments have been collected from plan reviewers and compiled for your reference below. Additional markups may be found in the Approved Plan Set under the Attachments tab of your portal page. Please review this information prior to construction.

All construction will comply to IRC 2021 codes.
Scope of permit: Piers for manufactured home.
Footings, and final inspections required.

Building permit Hard Card must be picked up at 1025 31st St SE, Minot ND, and displayed on site. Permit will not be valid until payment has been received and hard card picked up. Inspections must be scheduled through portal.



NOTE: RECEIPTS, IN OPT. F.P., LIBRARY, OR ENTER CENTER AREA MAY NEED TO BE OMMITTED ADDED OR MOVED



Braced Wall P.L.F. Chart		
B.W. No.	B.W. Length	Zone 1
1	283.5	72
2	270	75

Ceiling Height 8'-0"

7280 PATIO DOOR R.H.O. = 40.0 SQ. FT. LITE=32.88 VENT=16.06 MAX. ROOM=401.5 SQ. FT.									
WINDOW SCHEDULE Total Sld. Window R.H.O. = 109.13 Opt. = 0									
S SUFFIX DENOTES SAFETY GLAZING / E SUFFIX DENOTES EGRESS									
Label	Width	Height	R/O SF	Light	Vent	Room SF	U Value	Egress	Design Load
2A36	24.5	36.5	6.21	4.29	2.06	51.50	0.49	No	58 PSF
3036	30.5	36.5	7.73	5.50	2.44	66.00	0.34	No	58 PSF
3658	36.5	58.5	14.83	11.76	5.76	144.00	0.34	Yes	58 PSF

HEAT LOSS (Energy Star)	
Floor R (U)	22 (0.049)
Wall R (U)	19 (0.049)
Roof R (U)	38 (0.033)
Door Area (U Avg)	83.28 (0.23)
Max Window Area (U)	119.42 (0.49)
Duct Area (U)	437.046 (0.178)
Overall U	0.045
Heat Loss	3577
Furn. BTU Gas / Elec	(44K / 53K)
Cert. / Design Temp	-46 / -11

Builder: midcountry Homes

Title: Code

Address: 337 Liberty Street, Dorchester, WI 54605

Revisions: 3/18 - 1-07

Scale: 1/8" = 1'-0"

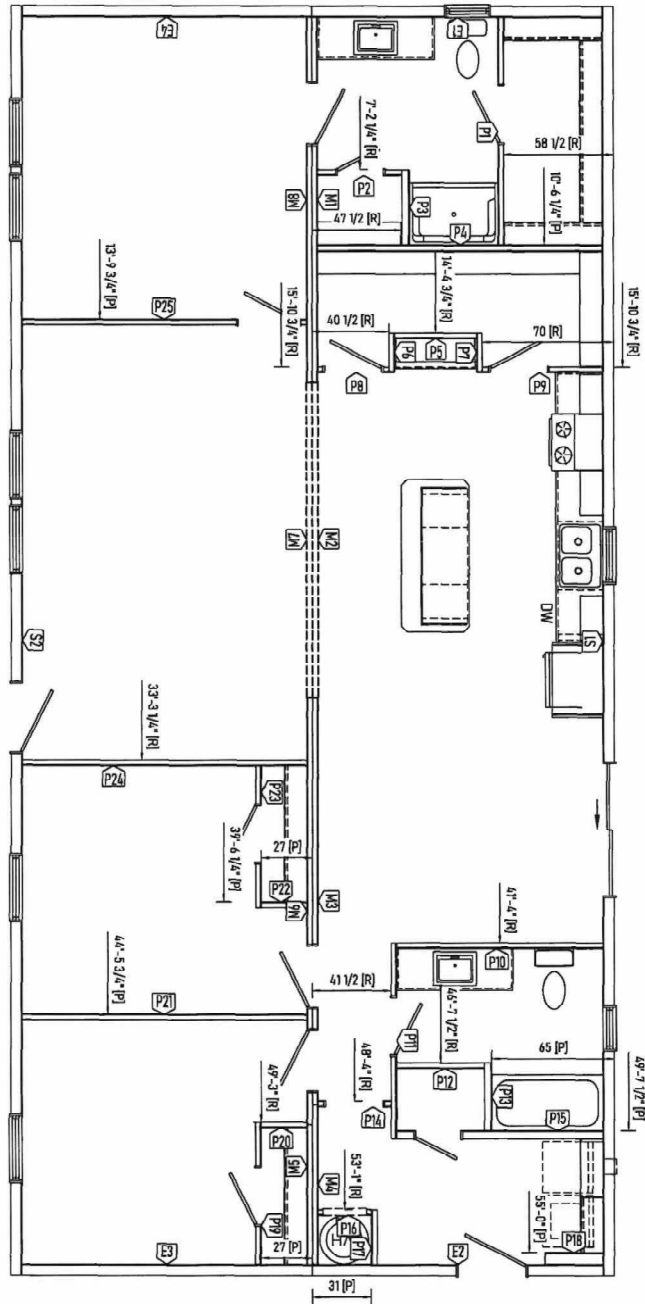
Drawn By: N/A

Rev: 3/18

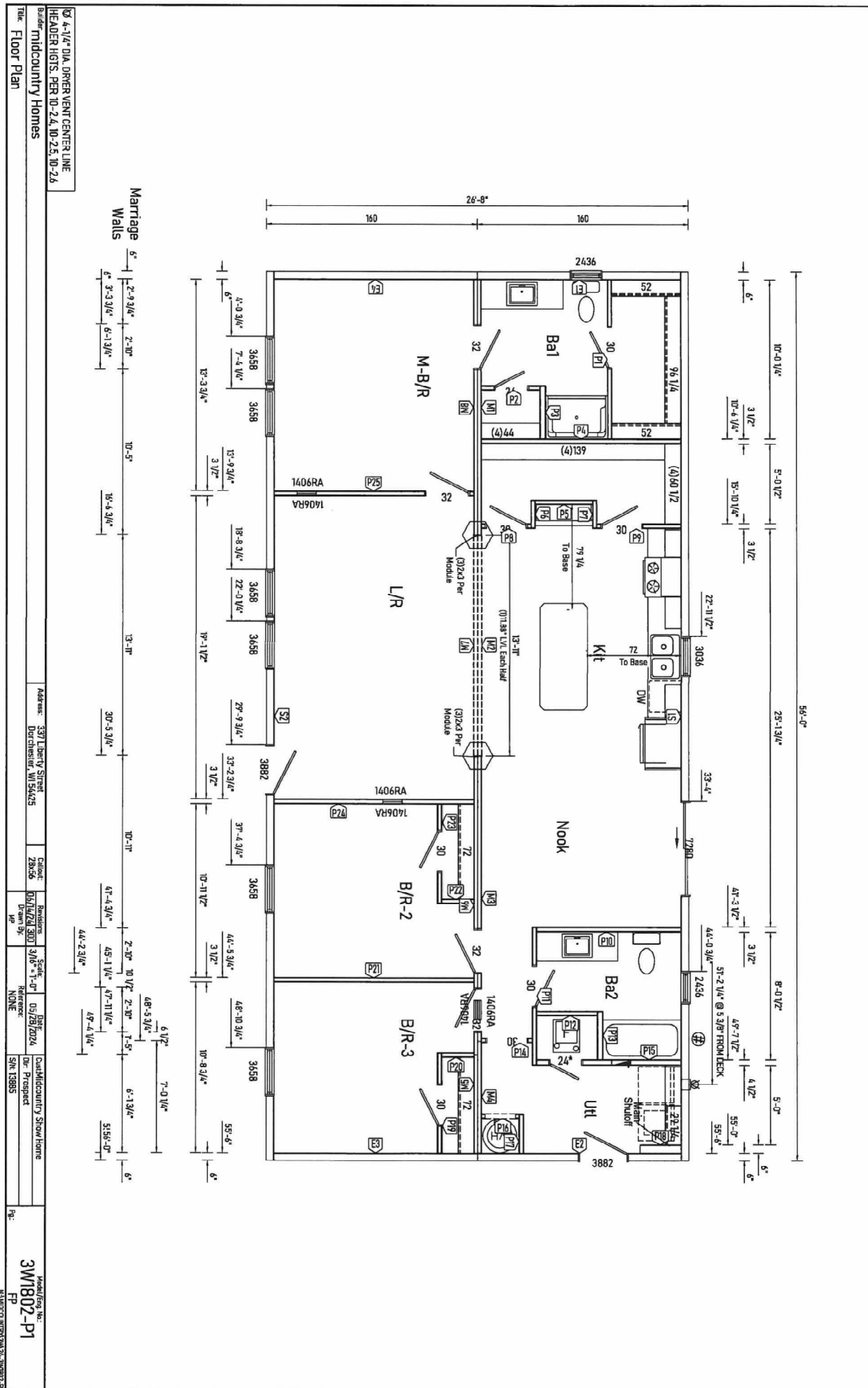
Model/Eng. No.: 3W1802-P1

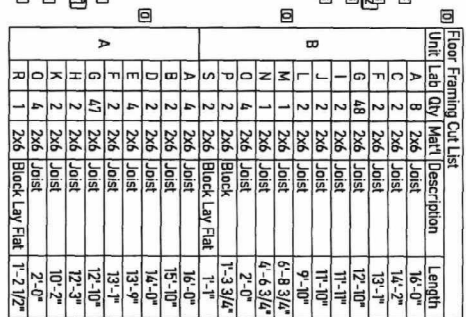
Model/Eng. No.: 3W1802-P1

[P] = DIMENSION TO PANEL
 [R] = DIMENSION TO ROUGH FRAMING



Builder: midcountry Homes		Address: 337 Liberty Street Dorchester, WI 54425		Callout: Z8056		Revisions: 3/16 - 1-0"		Field: 05/28/2024		Cauldcountry Shaw Home		Model/Eng. No.: 3W1802-P1	
Title: Wall Set						Drawn By: [Signature]		Reference: NONE		S/N: 18865		Pc: [Signature]	

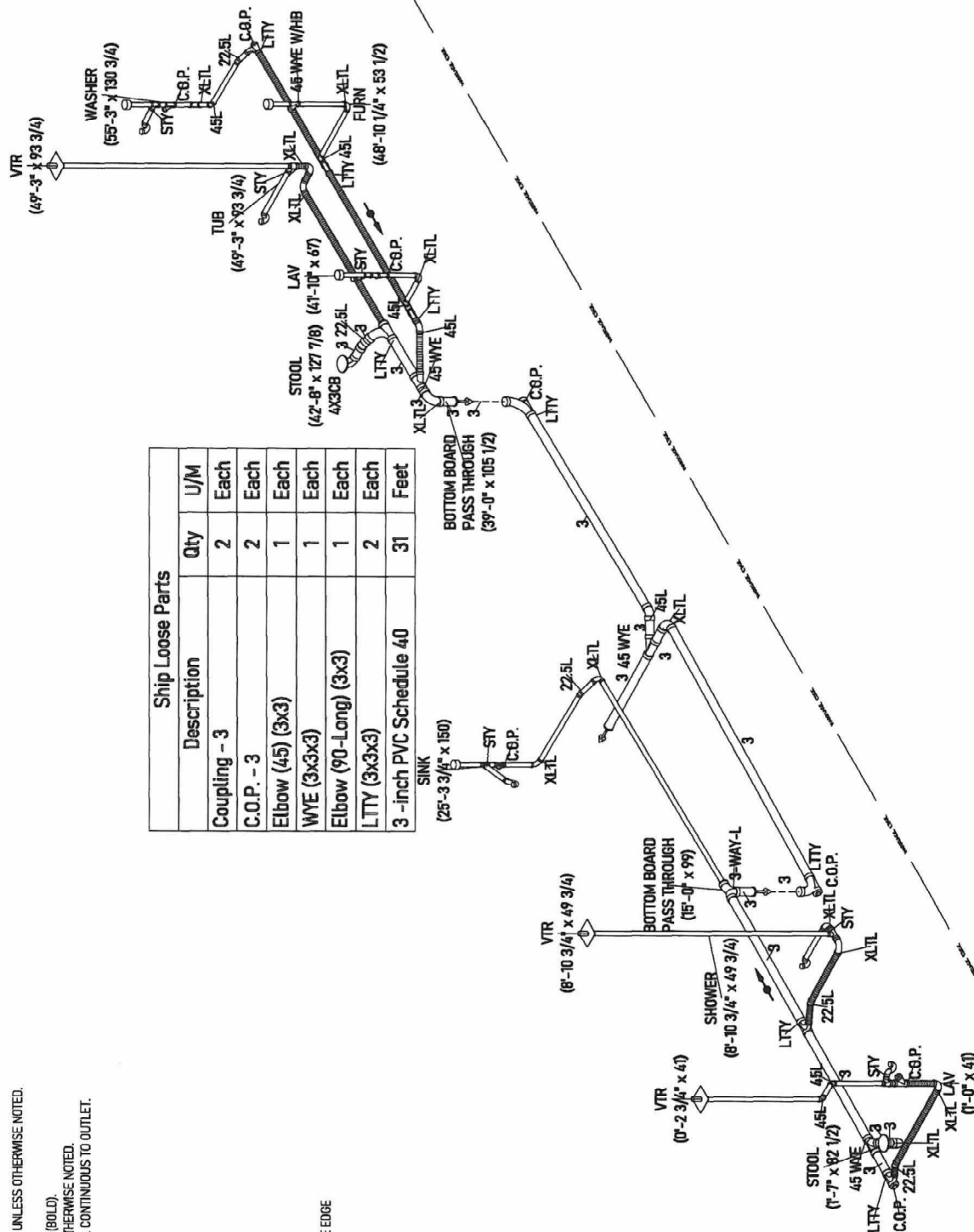


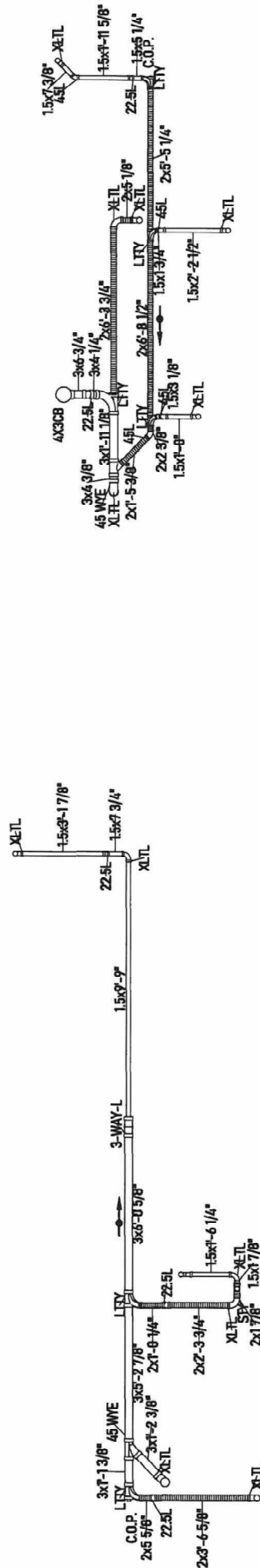


- NOTE:
1. ALL LINES 1/4" SLOPE/FOOT MIN. UNLESS OTHERWISE NOTED.
 2. $\leftrightarrow$ DENOTES 1/8" SLOPE/FOOT.
 3. ALL 2" DIA. LINES SHOWN FILLED (BOLD).
 4. ALL LINES 1-1/2" DIA. MINIMUM OTHERWISE NOTED.
 5. LINES SERVING STOOL ARE 3" DIA. CONTINUOUS TO OUTLET.

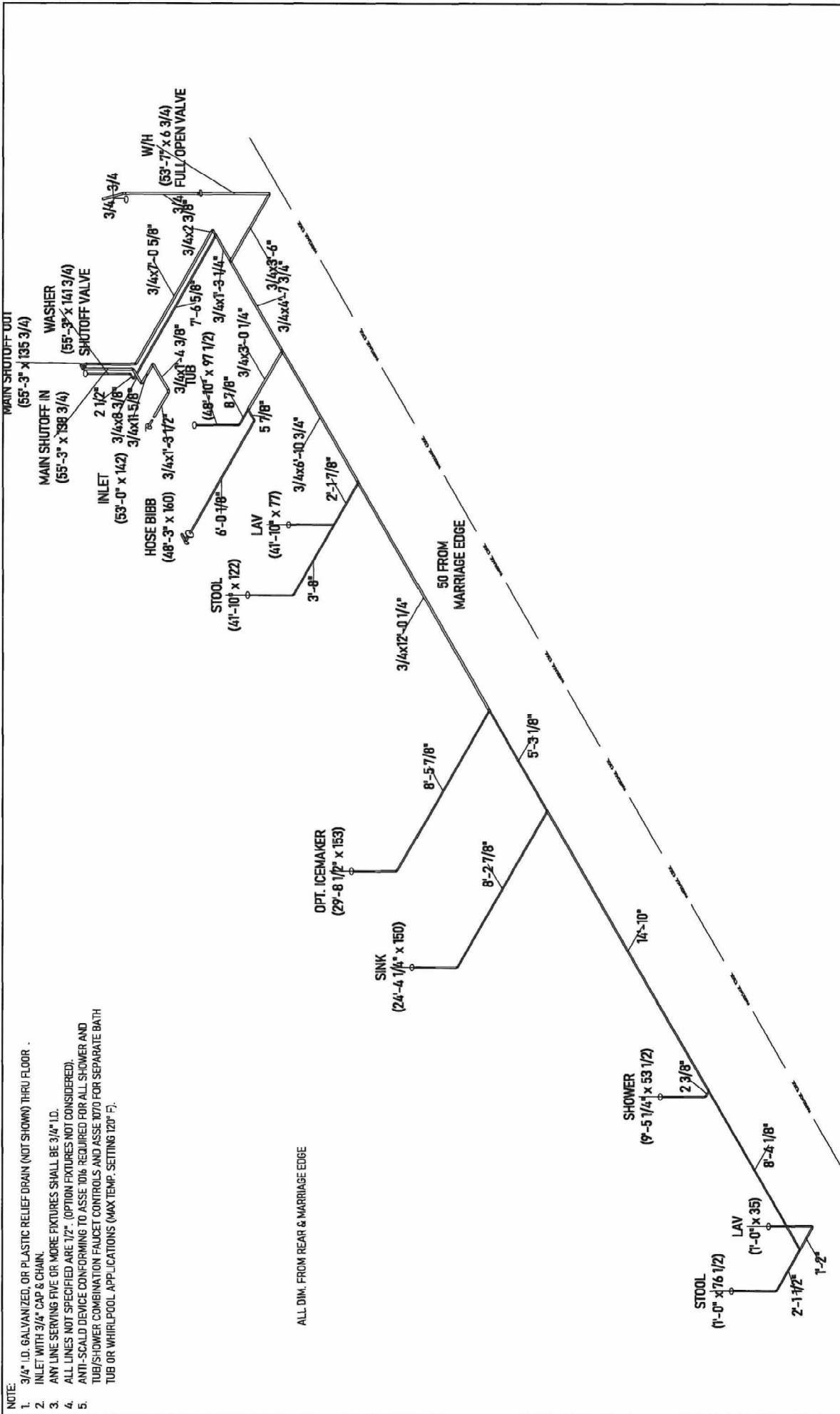
ALL DIM. FROM REAR & MARRIAGE EDGE

Ship Loose Parts		
Description	Qty	U/M
Coupling - 3	2	Each
C.O.P. - 3	2	Each
Elbow (45) (3x3)	1	Each
WYE (3x3x3)	1	Each
Elbow (90-Long) (3x3)	1	Each
LTTY (3x3x3)	2	Each
3 - inch PVC Schedule 40	31	Feet

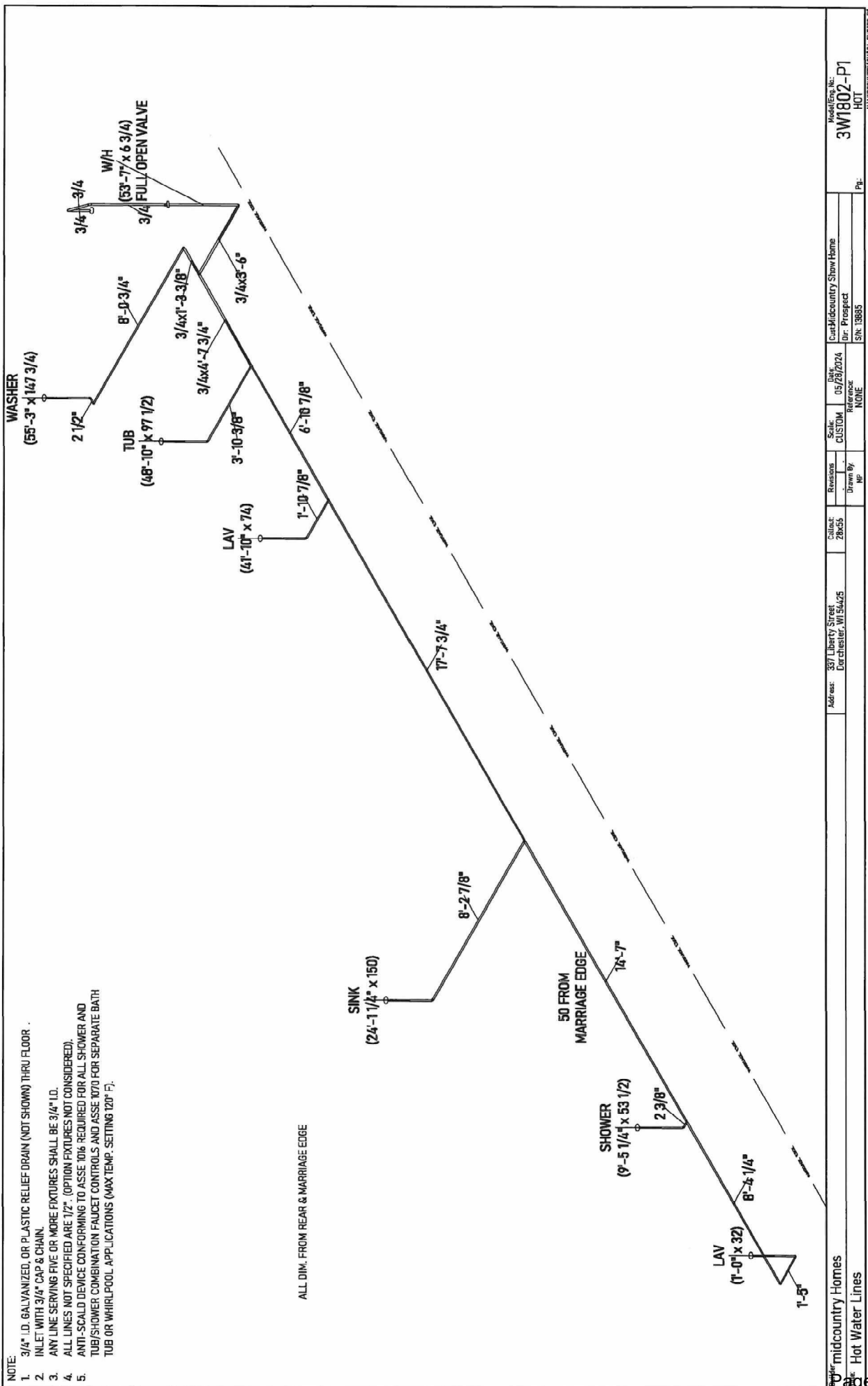




Customer: Midcountry Homes		Address: 337 Liberty Street Dorchester, WI 54425		Callout: 28x56		Revisions: -		Scale: CUSTOM		Date: 05/28/2024		Cost: Midcountry Show Home		Model/Eng. No.: 3W1302-P1			
Job: Drain Waste and Vent (Below Floor)												Dr.: Prospect		DWV (BF)		Pg.: 1	
												Reference: NONE		S/N: 138865		IN-HOOD COUNTRY 3W1302-P1	

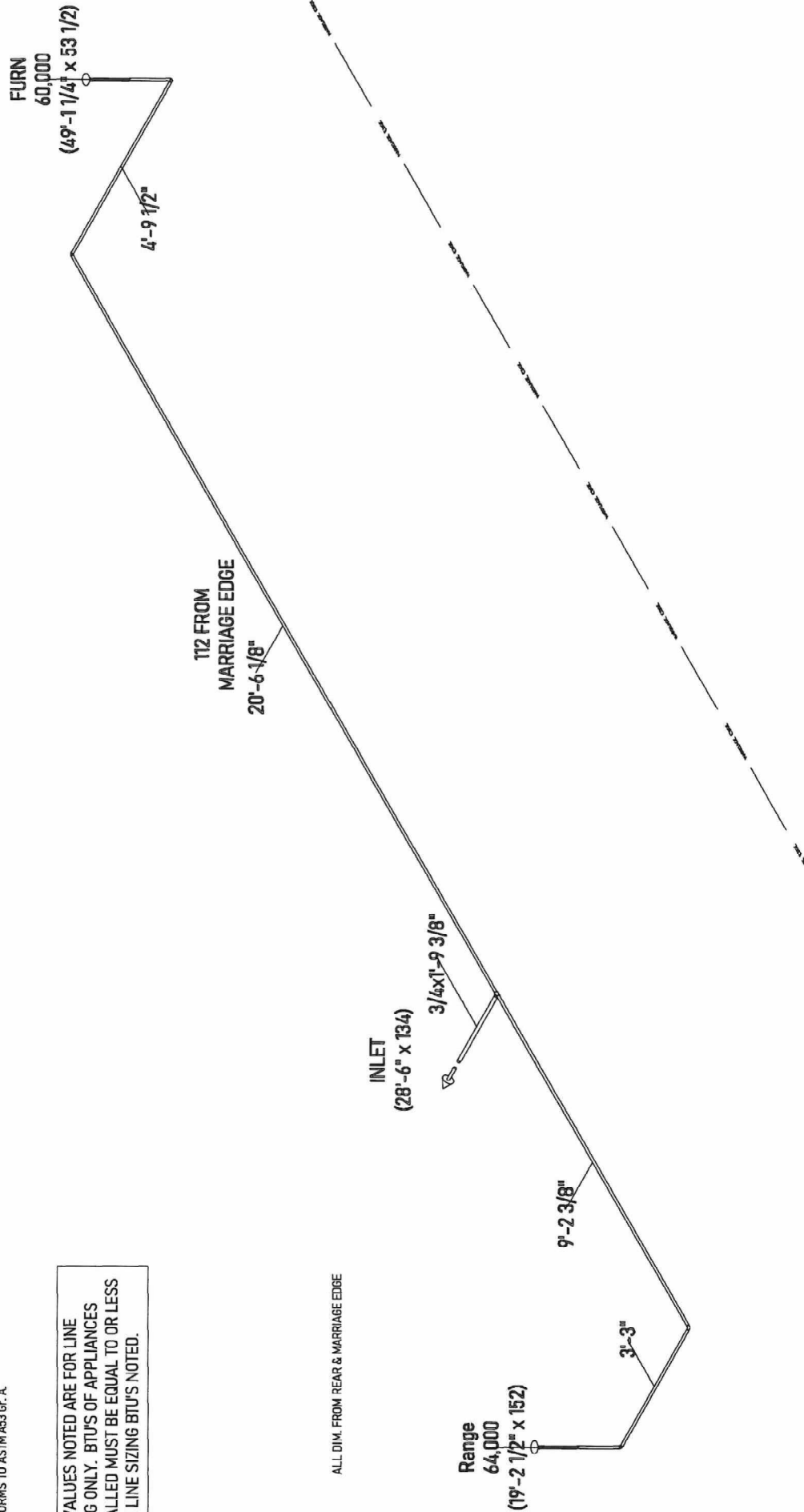


midcountry Homes		Address: 337 Liberty Street Dorchester, WI 54425	Callout: 2805	Revisions: 1	Scale: CUSTOM	Date: 05/29/2024	Customer: midcountry Show Home	Modeling: 3W1802-P1
Cold Water Lines				Drawn By: JF	Reviewed: NONE		Dir: Prospect	COLD
							SN: 13895	PL:

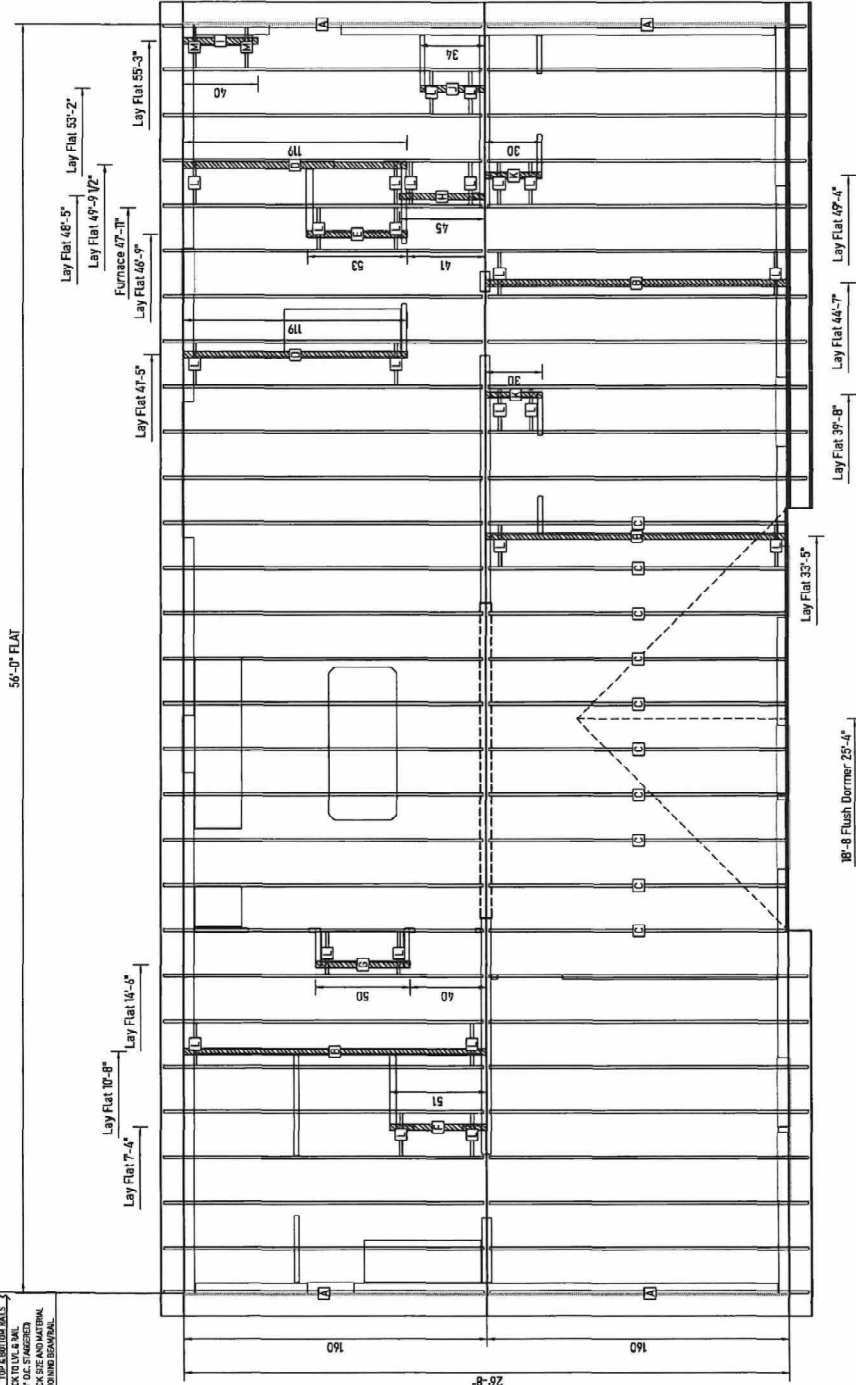
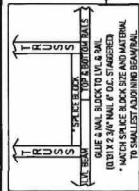


- NOTE:
1. TOTAL BTU'S = 124,000
 2. MAX. COLUMN LENGTH = 30'
 3. SHUT-OFF VALVE REQ'D. FOR EACH APPLIANCE.
 4. ONLY ONE F.P. AVAILABLE.
 5. ALL LINES NOT SPECIFIED ARE 1/2" (OPTION FIXTURES NOT CONSIDERED)
 6. GAS LINE MATERIAL IS BLACK STEEL PIPE AND CONFORMS TO ASTM A53 Gr. A.

BTU VALUES NOTED ARE FOR LINE SIZING ONLY. BTU'S OF APPLIANCES INSTALLED MUST BE EQUAL TO OR LESS THAN LINE SIZING BTU'S NOTED.



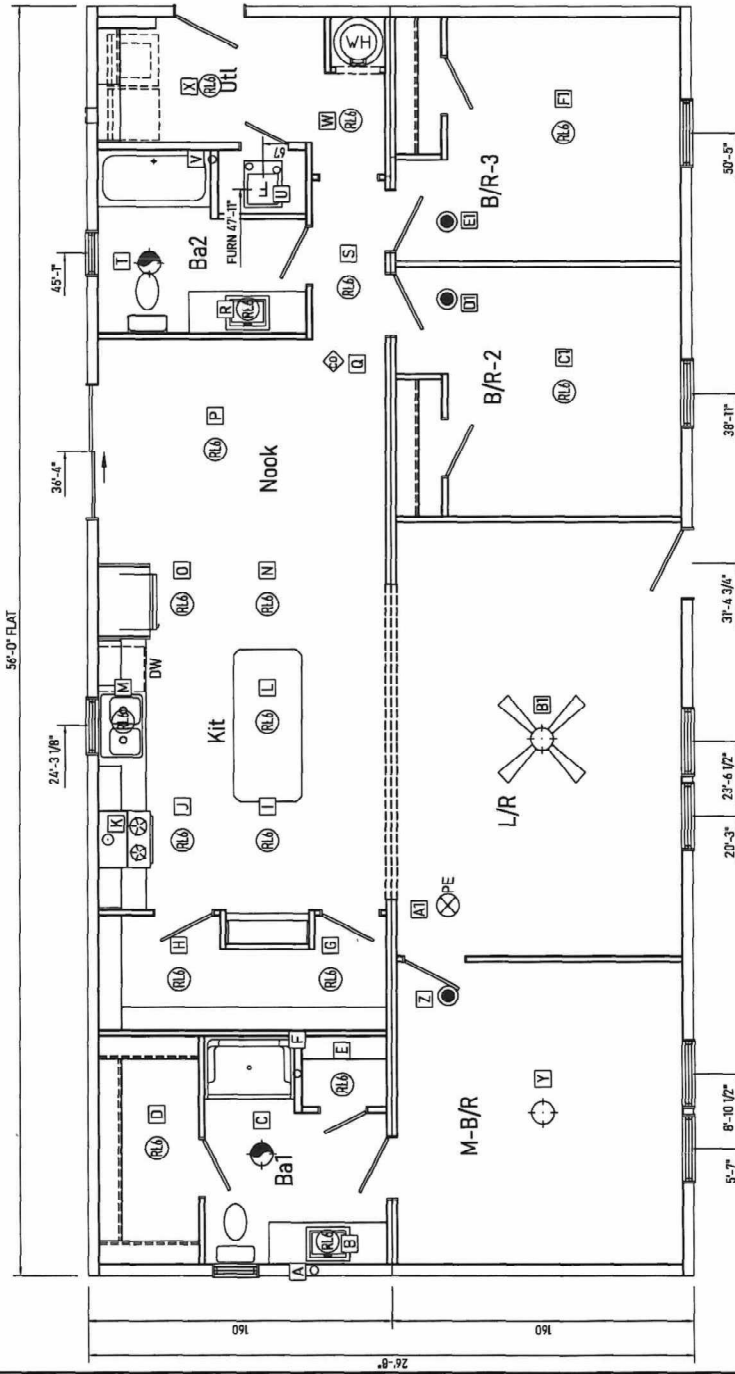
midcountry Homes		337 Liberty Street Dorchester, WI 53425		Callout: 28655	Revisions: 1	Scale: CUSTOM	Date: 05/28/2024	Cus:Midcountry Show Home		Model Eng. Inc.:
Gas Lines					Drawn By: PP			Dr. Prospect		3WT1802-P1
								SIN 13585		GAS
								NONE		3WT1802-P1
										Page 56 of 78



Roof Framing Cut List
 *MBCT = Match Bottom Chord Thickness

Unit	Lab	Qty	Mat't	Description	Length
B	A	29	Truss	Truss	-
	B	1	2x4	Lay Flat	13'-4"
	D	2	2x4	Lay Flat	9'-11"
	E	1	2x4	Lay Flat	4'-5"
	F	1	2x4	Lay Flat	4'-3"
	G	1	2x4	Lay Flat	4'-2"
	H	1	2x4	Lay Flat	3'-9"
	I	1	2x4	Lay Flat	3'-4"
	J	1	2x4	Lay Flat	2'-10"
	L	16	2x2	Blocking	1'-10 1/2"
A	M	2	2x2	Blocking	1'-9 3/4"
	A	19	Truss	Truss	-
	B	2	2x4	Lay Flat	13'-4"
	C	10	Truss	Truss	-
	K	2	2x4	Lay Flat	2'-6"
	L	8	2x2	Blocking	1'-10 1/2"

3W1802-P1 RF 26 N:\MIDCOUNTRY\3W1802-P1		Model/Eng. No. 3W1802-P1 RF 26
Customer: Midcountry Homes 100 Prospect S/N: 15865	Date: 05/28/2024 Drawn By: JP Revisions: 0	Scale: 3/8" = 1'-0" Reference: NONE
Address: 337 Liberty Street Dorchester, WI 54425	Calculated: 25x56	Project: 337 Liberty Street Dorchester, WI 54425



Hole Data

Note: Y dimensions in table start 1-1/2" from mateline.

Unit	Sym	Description	X	Y	Size
A	VTR		23'-4"	39'-1/2"	2
B	LIGHT - CAN - LED - 6		1'-6"	32'-1/2"	6 1/2
C	LIGHT - LIGHT WITH VENT		5'-4"	66'-7/8"	3 1/2
D	LIGHT - CAN - LED - 6		5'-7 1/4"	122'-1/4"	6 1/2
E	LIGHT - CAN - LED - 6		8'-5"	24'-1/2"	6 1/2
F	VTR		8'-10 3/4"	48'-1/4"	2 1/2
G	LIGHT - CAN - LED - 6		13'-0 3/4"	30'-1/2"	6 1/2
H	LIGHT - CAN - LED - 6		13'-0 3/4"	110'-1/2"	6 1/2
I	LIGHT - CAN - LED - 6		19'-2"	63'-1/2"	6 1/2
J	LIGHT - CAN - LED - 6		19'-2"	108'-1/2"	6 1/2
K	MICRO		19'-2 1/2"	147'-1/2"	6
L	LIGHT - CAN - LED - 6		24'-5"	63'-1/2"	6 1/2
M	LIGHT - CAN - LED - 6		24'-5"	139'-1/2"	6 1/2
N	LIGHT - CAN - LED - 6		29'-7"	63'-1/2"	6 1/2
O	LIGHT - CAN - LED - 6		29'-7"	108'-1/2"	6 1/2
P	LIGHT - CAN - LED - 6		36'-5 1/4"	91'-1/8"	6 1/2
Q	ALARM - CO		40'-4"	28'-1/2"	3 1/2
R	LIGHT - CAN - LED - 6		42'-7 1/2"	73'-1/2"	6 1/2
S	LIGHT - CAN - LED - 6		43'-7"	20'-1/2"	6 1/2
T	LIGHT - LIGHT WITH VENT		44'-8"	125'-1/2"	3 1/2
U	FURN		See Print	See Print	See Print
V	VTR		49'-3"	92'-1/4"	2 1/2
W	LIGHT - CAN - LED - 6		50'-11 3/4"	19'-1/8"	6 1/2
X	LIGHT - CAN - LED - 6		52'-6"	93'-1/2"	6 1/2
Y	LIGHT - CEILING		7'-2"	78'-1/2"	3 1/2
Z	ALARM - SMOKE		12'-4"	28'-1/2"	3 1/2
A1	ALARM - PHOTOELECTRIC SMOKE CO		16'-4"	28'-1/2"	3 1/2
B1	FAN - CEILING WITH LIGHT		23'-8"	78'-1/2"	3 1/2
C1	LIGHT - CAN - LED - 6		39'-0"	90'-1/2"	6 1/2
D1	ALARM - SMOKE		43'-3"	28'-1/2"	3 1/2
E1	ALARM - SMOKE		44'-6"	28'-1/2"	3 1/2
F1	LIGHT - CAN - LED - 6		50'-5"	90'-1/2"	6 1/2

midcountry Homes
Title: Ceiling Cut-Outs

Address: 337 Liberty Street
Dorchester, WI 54425

Callout: 28056

Revisions: 3/16" x 1'-0"

Scale: 3/16" = 1'-0"

Date: 05/28/2024

Drawn By: JH

Checked By: JH

Project: 3W1802-P1

Model/Eng. No.: 3W1802-P1

Sheet: 000

Page: 58 of 78

	City of Minot 1025 31 st Street SE Minot, ND 58701 701-857-4102
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Permit Number: R25-00294

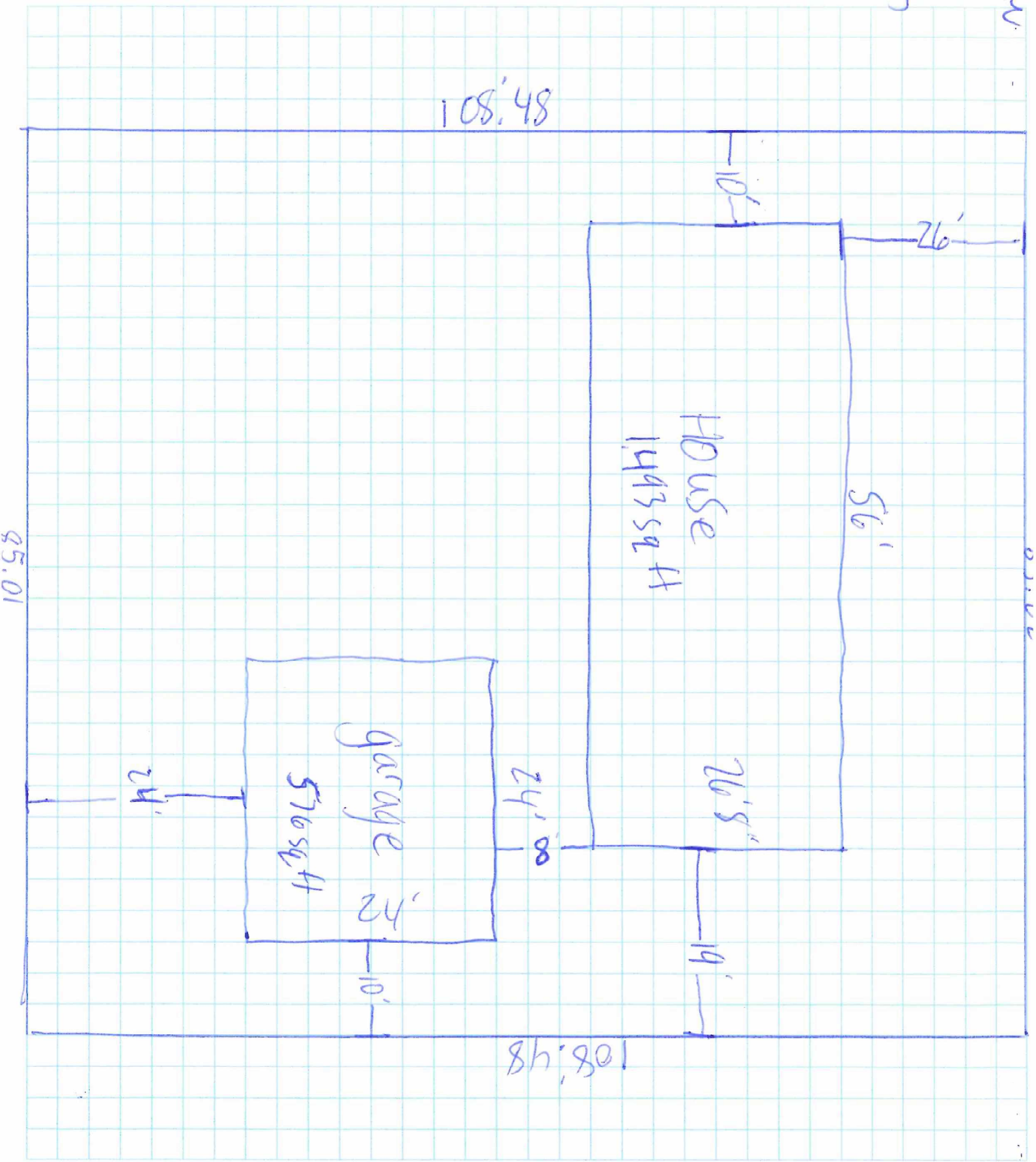
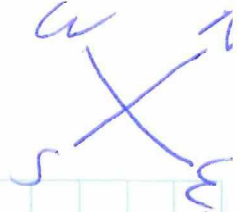
Project Description: Detached garage spec home

Comments and Feedback

Project comments have been collected from plan reviewers and compiled for your reference below. Additional markups may be found in the Approved Plan Set under the Attachments tab of your portal page. Please review this information prior to construction.

All construction will comply to IRC 2021 codes.
Scope of permit: 24' x 24' detached garage.
See attachments for garage slab detail
Provide roof truss design specs before framing inspection
Footing, framing, and final inspections required.

**Building permit Hard Card must be picked up at 1025 31st St SE, Minot ND, and displayed on site.
Permit will not be valid until payment has been received and hard card picked up. Inspections must be scheduled through portal.**





Lupe Jim

10-8-20

WALL SECTION

Identify the type, size or rating of the material to be used for each of the required items for your project. If it is a yes or no answer, choose the applicable one. If it does not apply to your project put N/A (Not Applicable).

INTERIOR

ROOF STRUCTURE

5/12

PROPER VENTS

N/A YES OR NO

WALL CONSTRUCTION

2x6

(2X4, 2X6 OR OTHER)

WALL INSULATION R-VALUE

None is installed

WALL COVERING

None

VAPOR BARRIER

None

FLOOR DECKING

None

BASEMENT INSULATION R-VALUE

FLOOR SLAB

VAPOR BARRIER

BASE COURSE

SOG, CRAWL SPACE, OR
BASEMENT

GRADE

ROOF VENTS

Ridge

ATTIC INSULATION R-VALUE

None

SHINGLES

asphalt

SHINGLE UNDERLAYMENT

standard paper

ICE & WATER BARRIER

N/A YES OR NO

SOFFIT VENTS

ridge vent with soffit vent

SIDING

Up to match house

HOUSE WRAP

N/A YES OR NO

WALL SHEATHING

osb

FLOOR STRUCTURE

concrete

ANCHOR BOLTS

yes

FOUNDATION WALL

floating slab with triple edge

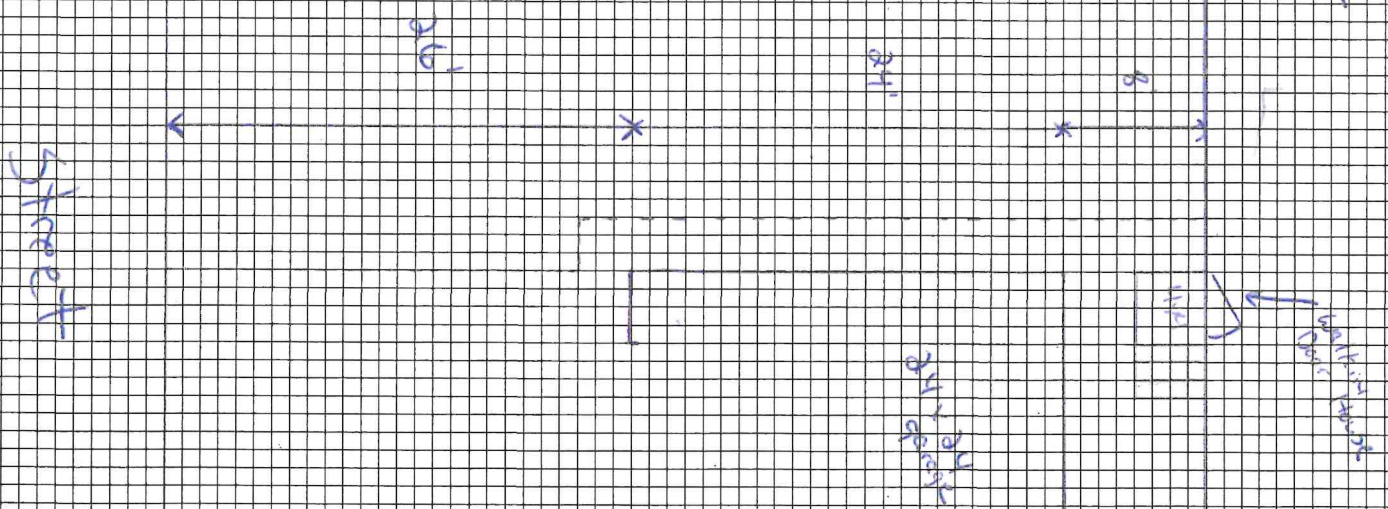
MOISTURE TREATMENT

green treat base plate + sill seal

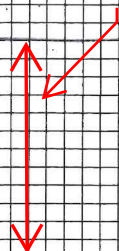
DRAIN TILE

None

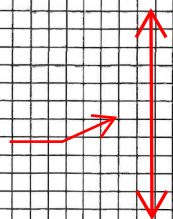




This distance is
changing from 10' to
19'



19ft



BUILDING PERMIT

PERMITS 10.14.2025

Permit #

R25-00294

To Be used for:

24'x24' Detached Garage

THIS CARD MUST BE POSTED WHERE IT CAN BE SEEN AND ACCESSED BY THE INSPECTOR BEFORE ANY INSPECTIONS WILL BE MADE.

DATE **10-15-2025**

CONTRACTOR'S LICENSE #

416853

PERMITTEE

Liechty International LLC

BUILDING ADDRESS

5309 Zaharia Dr SE

INSPECTIONS SHALL BE SCHEDULED THROUGH CITY OF MINOT PERMITTING PORTAL PRIOR TO:

This permit does not cover
mechanical, plumbing, or
electrical work being done

STAGE 1 - PLACEMENT OF FOOTINGS

STAGE 2 - BACKFILLING FOUNDATION WALLS

STAGE 3 - COVERING ANY FRAMING ON INSIDE

FINAL INSPECTION REQUIRED PRIOR TO OCCUPANCY.
PERMITTEE/PROPERTY OWNER IS RESPONSIBLE FOR DRAINAGE OF LOT
TO PUBLIC R-O-W AND SETBACKS REQUIRED BY ZONING ORDINANCE.

**PROPERTY LINES MUST
BE IDENTIFIED**



An asbestos inspection is required
before demolition or renovation.

Please call the
ND Dept. of Health at 701-328-5188

VALID FOR 18 MONTHS FROM DATE OF ISSUANCE OR 6 MONTHS OF INACTIVITY.

SEPARATE EXCAVATION PERMITS MUST BE TAKEN OUT FOR WORK DONE IN THE RIGHT OF WAY

CALL BEFORE YOU DIG 1-800-795-0555

857141
102



Planning Commission Staff Report

Application Date: 01/12/2026

Date of Staff Report: 05/19/2026

Date of Planning Commission Meeting: 06/10/2026

Staff Contact: Doug Diedrichsen AICP, Principal Planner

Staff Recommendation: Approval

Case Number: 2026-39

Project Name: 110 4th Ave NW – CUP

Current Legal Description: Lot 2, Block 2, 4th
Avenue Addition

Proposed Legal Description: No Change

Present Address: 110 4th Ave NW

Owners: Amy Jenkins

Representative: Amy Jenkins

Entitlements Requested: Conditional Use Permit -Bed
and Breakfast

Present Zone(s): "RM" Medium Density
Residential District

Present Use(s): Vacant Home

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): Bed and Breakfast

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 Amy Jenkins, owner, for a request for a Conditional Use Permit for a bed and breakfast. The legal description for the property is Lot 2, Block 2 4th Avenue Addition to the City of Minot, Ward County, North Dakota

The subject property address is 110 4th Ave NW.

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

BACKGROUND INFORMATION:

The subject property is a vacant home with historical significance that the applicant wants to convert to a bed and breakfast. The home will have an addition constructed and will include a tearoom that is open to the public.

Site and building plans 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**.

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 home and redevelopment will add to the aesthetic of this historic neighborhood. Section 9.1-4. F. 2 thru 4 are satisfied.

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 4th Ave. NW, 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: A site plan identifying the parking spaces, sidewalk connections, etc. is necessary for approval. If parking is being provided on a separate parcel, a parking agreement recorded on both properties is required.

FINDINGS OF FACT:

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

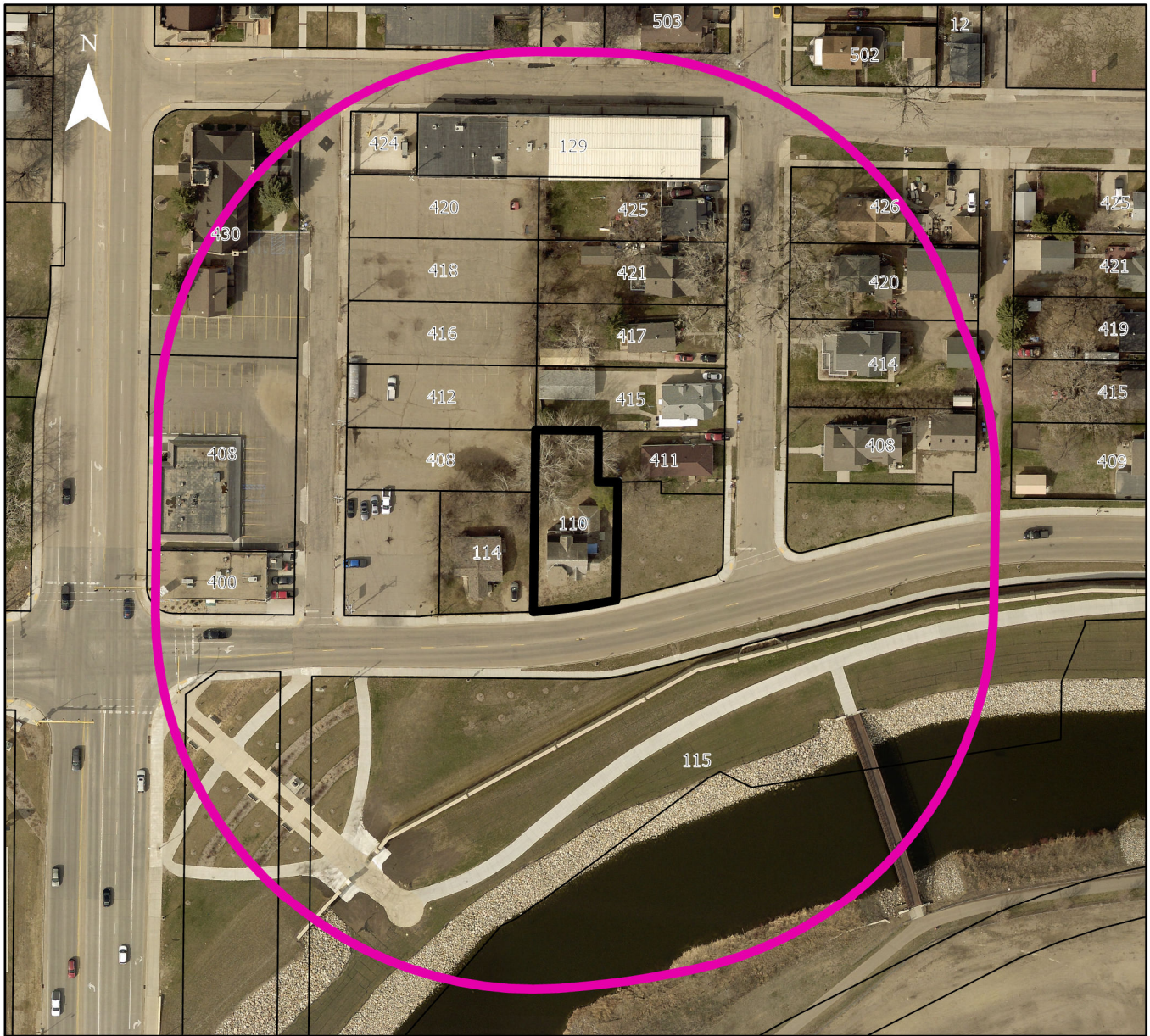
- 1) The applicant has submitted a complete application.
- 2) The property is zoned "RM" Medium Density Residential District
- 3) The City of Minot 2040 Comprehensive Plan Future Land Use Map designates this area as Urban Residential.
- 4) With conditions the proposal satisfies the evaluative criteria 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 bed and breakfast.

RECOMMENDED CONDITIONS:

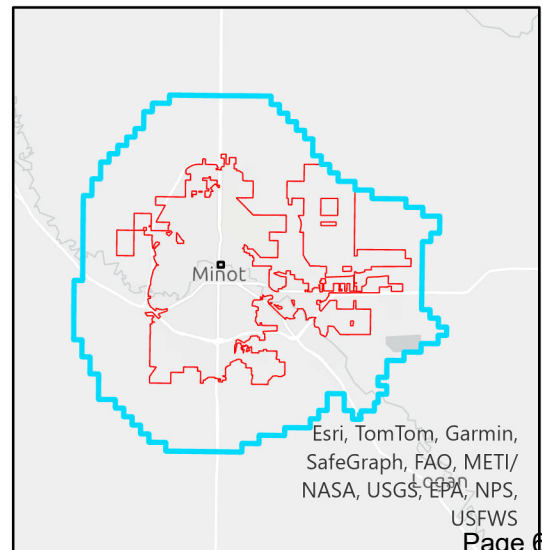
- 1) This Conditional use permit is issued to allow construction and operation of a Bed and Breakfast.
- 2) All outdoor storage of materials and items must be fully screened from all residential lots and public right-of-way.
- 3) A final site plan that meets all conditions of this permit is required before a building permit will be issued must be submitted.
- 4) The site must conform to all use specific requirements of the primary and secondary uses as outlined in the LDO.
- 5) If substantial construction has not taken place within one (1) year of the date on which the conditional use permit was granted, the permit is void.



0 90 180 360 Feet

Legend

- | | |
|--|--|
|  City Limits |  Case # 2026-39 Notification Area |
|  Two Mile Boundary |  Case # 2026-39 Notification Area |
|  Case # 2026-39 | |



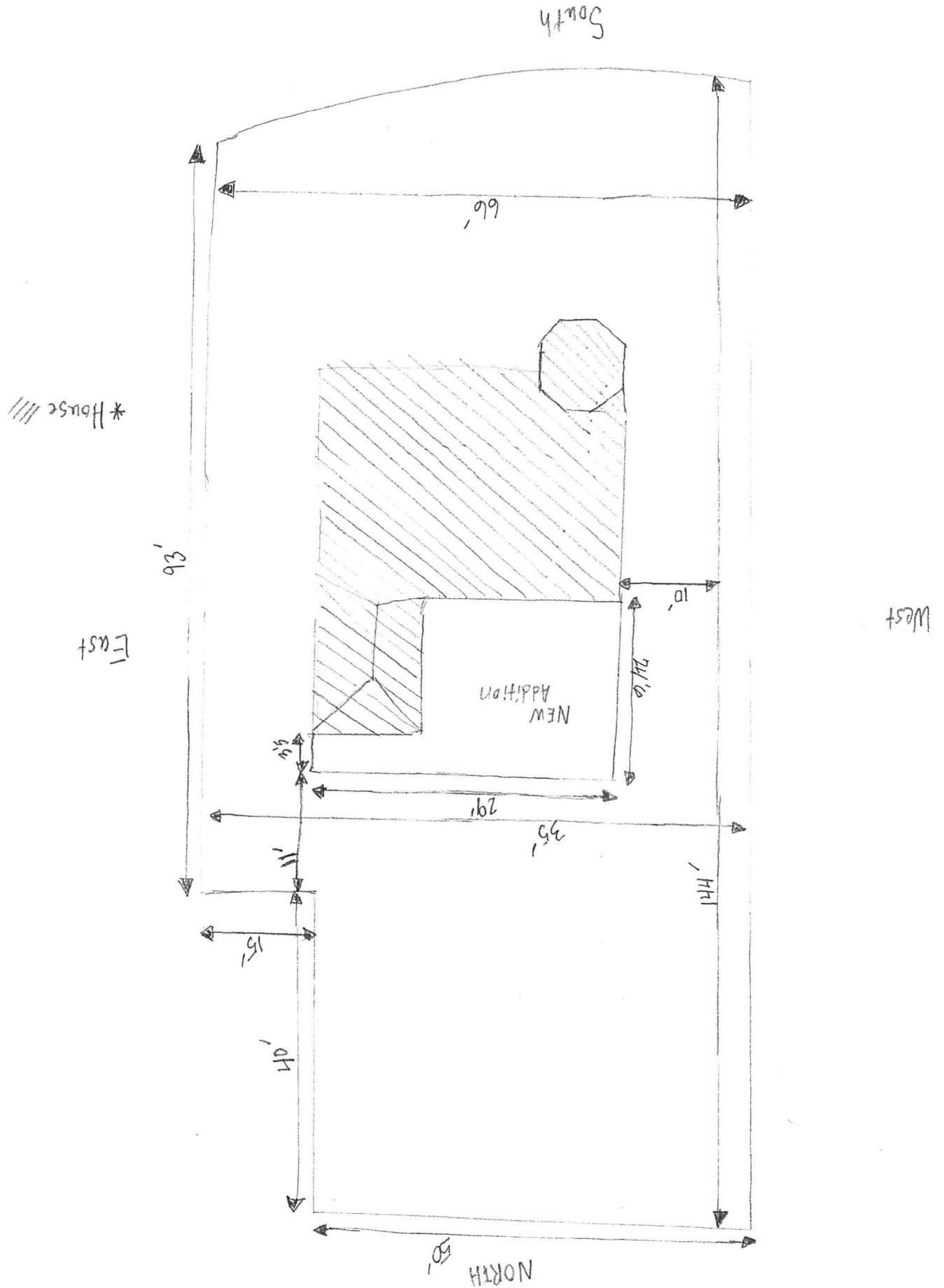
Parcel Detail: MI13.F95.020.0020

Parcel Number: MI13.F95.020.0020
Deed Holder: JENKINS, AMY
Property Address: 110 4TH AVE NW
MINOT, ND 58703-3169
[Map This Address](#)
Mailing Address: 834 UNIVERSITY AVE W
MINOT, ND 58703-2250 USA
Zoning: RM/Residential Medium Density
Sec-Twp-Rng: 13F95--
Lot-Block: 0020-020
Legal Description: 4TH AVENUE ADDITION LOT 2 BLOCK 2
Lot Dimensions: 61.23' X 0' Ren Zone Block 8D Ord #5753 ORD#5774 to change zoning to RM
Land Use: Renaissance Zone Evac 5
Property Report: [Property Report \(PDF file\)](#) 



From: Brian Billingsley brian.billingsley@minotnd.gov
Subject: Measurements
Date: Jan 13, 2026 at 10:00:25 AM
To: Amy Jenkins Amy.jenkins@midco.net





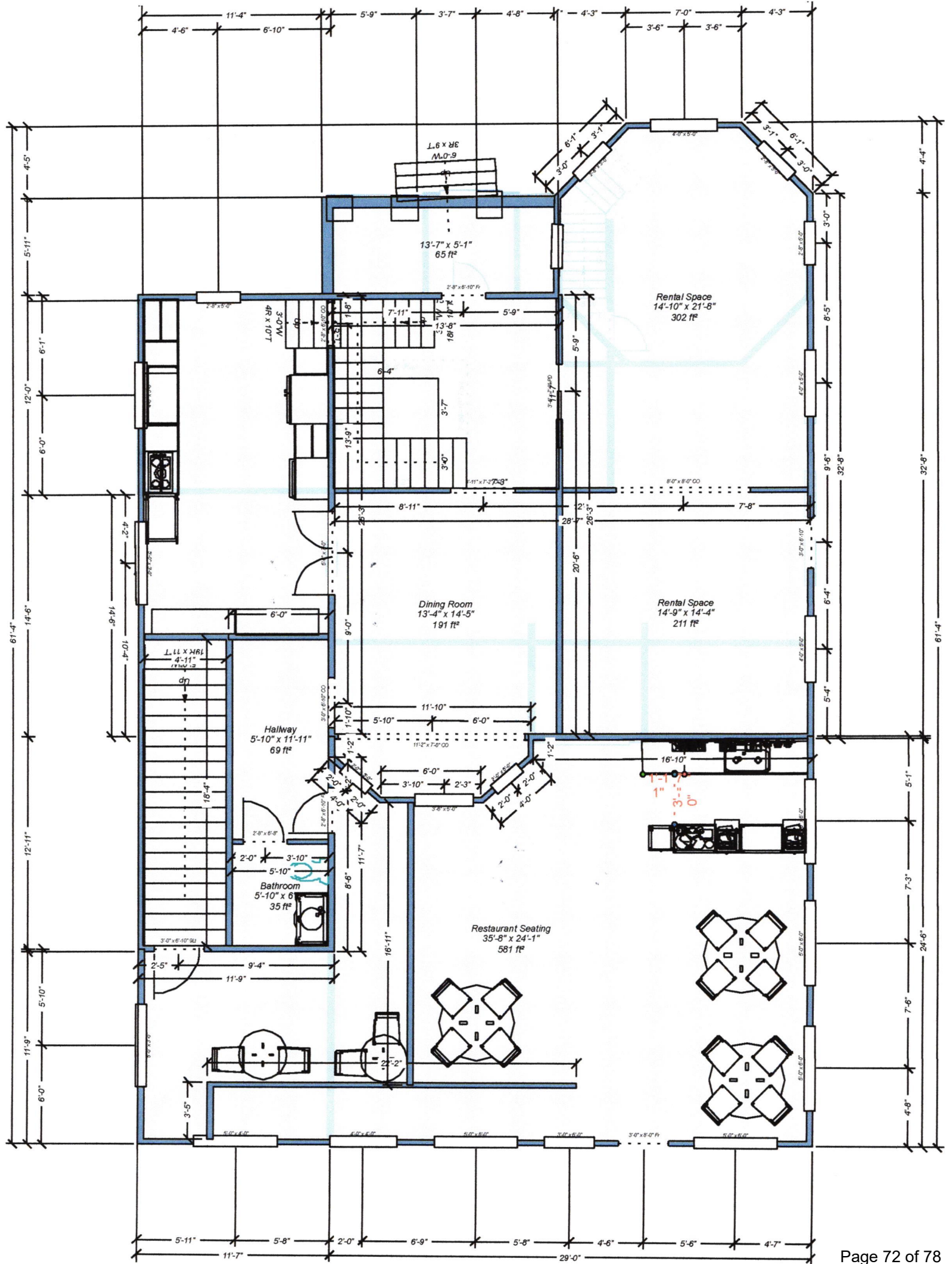


Exhibit 3

Amy Jenkins
834 University Avenue
Minot, ND 58703
Amy.jenkins@midco.net

1/14/2026

City of Minot
Planning Department
P.O. Box 5006
Minot ND, 58702
Planner@minotnd.gov

Dear Brian and Dan,

I am submitting this letter with the intent to have a Bed and Breakfast/TeaHouse/Boutique at 110 4th Ave. NW Minot, ND 58703. The request is in general harmonious with the general plan and objectives of the city's comprehensive Plan and land Development Ordinance. The location, size, design and operating intensity proposed with the conditional use permit will not prevent the development and use of the neighboring property in accordance with the applicable zoning district.

There will be adequate public services provided and it will not create any excessive additional requirements that would be detrimental to the economic welfare of the community the property is located in.

I have been working with and have been getting designs approved with state historic preservation and no loss, damage, or destruction of natural, scenic or historic feature of importance will effected with regards to the structure on the property.

The proposed conditional use will not cause any substantial injury to property value. Rather it will increase property value by cleaning thing up and having the structure on the property be used and brought back to life. Note: Only healthy and safe trees will be kept on the property and many will be taken down as they are a safety hazards to property and neighbors yards and will be replaced with decorative trees and plants that are of appropriate size and will add to the look of the property.

The new addition is where the teahouse will be functioning 80% of the time. This space will be an area to buy tea, coffee, and treats. The addition will allow for ADA requirements to be met with a ramp going from it to the basement and a small chair lift in the entryway area to the main part of the house. The main part of the house will partially be open to the public off and on, while the 2nd floor is the bed and breakfast rental and the 3 floor is office and storage only.

The structure will have a full sprinkler system as required-this will help make sure patrons and neighbors are safe.

I am purchasing the parking lot that directly connects with the property and patrons will enter through the back entrance of the property. This will eliminate any issues with parking in the front on a busy street and with any neighbors that enter that way onto their property.

Privacy fencing will be put into place to help contain patrons from going on neighbor yards, driveways or front sidewalks.

Current hours of operation that are planned are Wednesday, Thursday, and Friday from 8-5, Saturdays from 9-4 and Sundays from 10-4. Noise, lighting, and health and safety will be kept in mind moving forward with design as to not cause undo stress or inconvenience to neighbors.

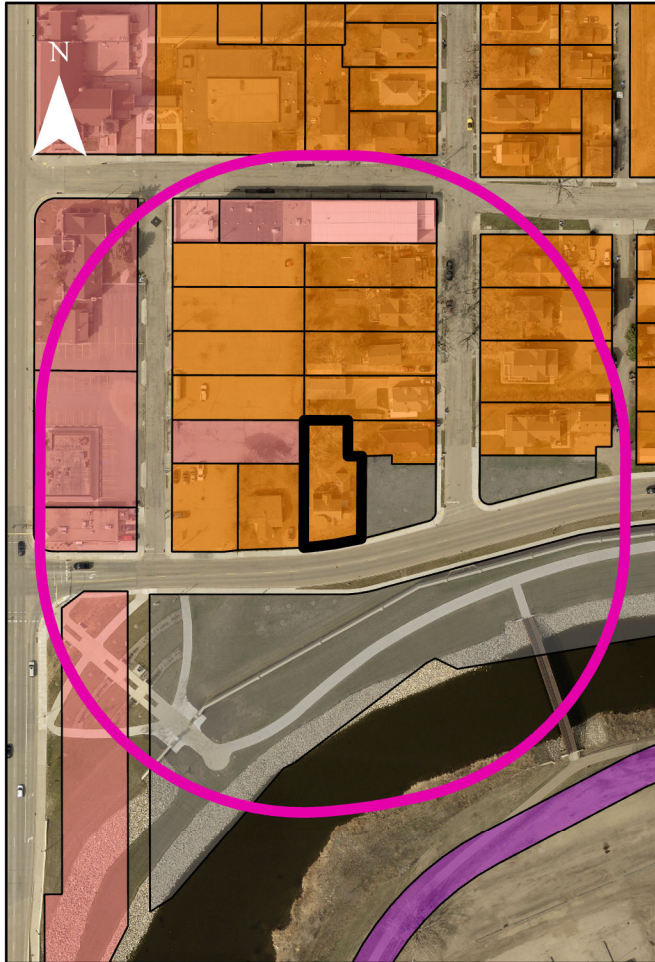
If there is any other information needed, do let me know and feel free to call me at 701-721-9068.

Thank you for all your help and assistance with this project!

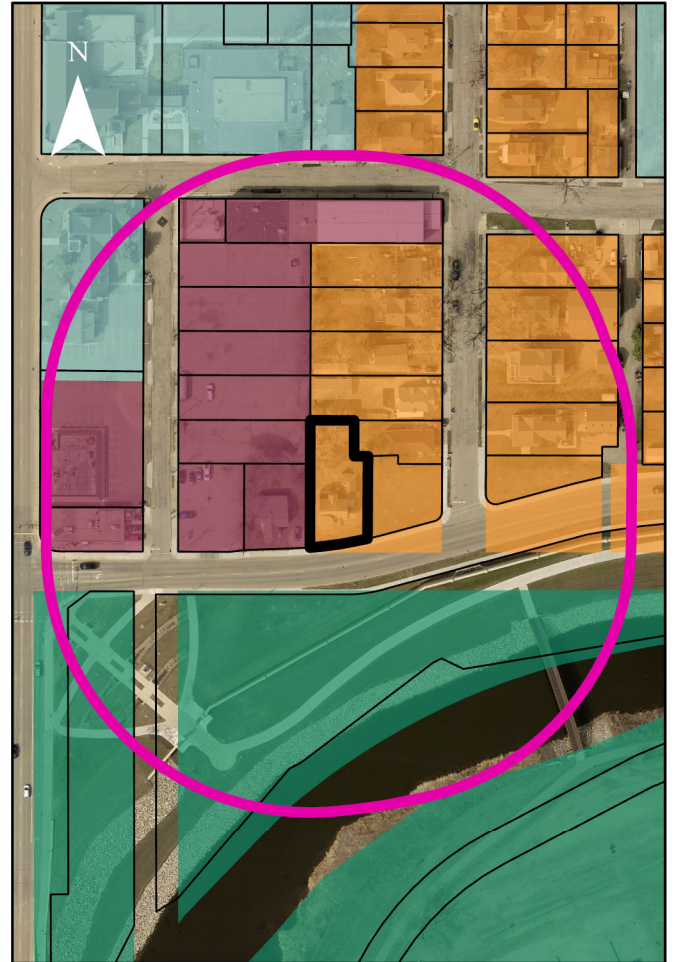
Sincerely,

Amy Jenkins

ZONING



FUTURE LAND USE



0 105 210 420 Feet

Zoning

	C2
	M1
	P
	R3B
	RM

Both Maps

	City Limits
	Two Mile Boundary

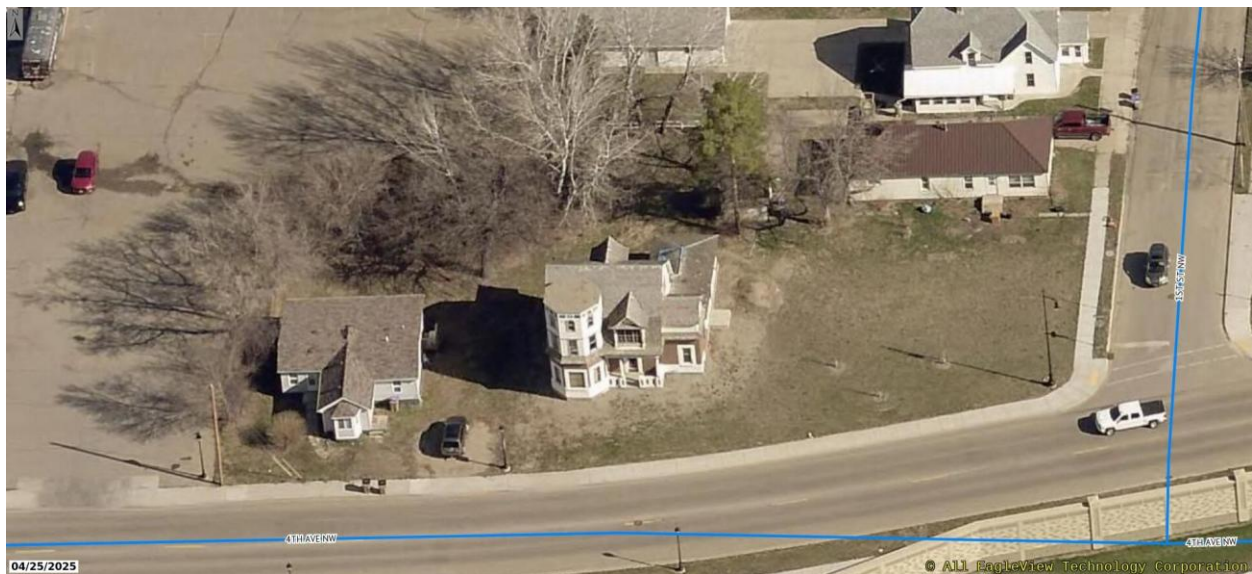
Land Use Type

	Urban Residential
	General Commercial
	Public Institutional
	Riverfront Activation
	Riverfront Activation

Exhibit 5 – Site Photos



Aerial View 1



Aerial View 2



Aerial View 3

Personal Appearances:

1. Speaker Cards Required. If someone would like to provide public comment during Planning Commission meeting under personal appearances, each individual must submit a speaker card that includes the individual's name, address, and the topic.

Individuals must submit speaker card information to the Planning Clerk prior to speaking to the Planning Commission. A speaker card may be submitted to the Planning Commission in advance to the meeting.

2. Missing information from the speaker card disqualifies the individual from speaking at the meeting.

3. Each individual is allotted five (5) minutes to make comments. The individual will be notified when their five (5) minutes have expired. The five-limit may be extended by a majority vote of the Planning Commission.

4. All comments must:

- a. Address the topic identified on the speaker card.
- b. Be pertinent to the City of Minot and fall under the authority of the Planning Commission.
- c. Be directed to the Commission as a whole.

5. Comments may not:

- a. Be defamatory, abusive, harassing, or unlawful.
- b. Include information that is exempt or confidential under North Dakota open records law.
- c. Interfere with the orderly conduct of the meeting.

6. Individuals will not have access to the City's audio/visual technology.

7. Individuals may not yield their allotted time to another individual.