



Regular Planning Commission Meeting

Tuesday, August 11, 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 JULY 14TH, 2026 REGULAR MEETING MINUTES
5. PUBLIC HEARING
 - 5.1. CASE #2026-58 - AASEN ADDITION - PRELIMINARY PLAT, ZONING MAP AMENDMENT, FUTURE LAND USE MAP

Public hearing request by Rob Berard, representing Don Aasen, owner, for a request for a preliminary plat, Future Land Use Map amendment from General Commercial to Light Industrial and Zoning Map amendment from "C2" General Commercial to "M1" Light Industrial. The legal description for the property is Outlot 7, Outlot 8 less the northernly 50 feet, Outlot 9 less the southernly 25 feet and Sublot "A" of Outlot 34, all less Highway, Section 30, Township 155 North, Range 82 West, Ward County, North Dakota.

The subject property addresses are 2600, 2608 & 2616 Valley St. and two (2) properties with unassigned addresses.

5.2. CASE #2026-62 - ROSEHILL CEMETERY - MASTER PLAN UPDATE

Public Hearing request by Kelly Brandt, Property Maintenance Superintendent, representing the City of Minot for a public zone plan review to add a storage building to the cemetery complex. The legal description of the property is lot 1 Rosehill Cemetery Fourth Addition to the City of Minot, Ward County, North Dakota.

The subject property address is 700 11th Ave SE.

5.3. CASE #2026-61 - FALL TEXT AMENDMENT - LDO UPDATES

Public hearing request by Brian Billingsley, Community Development Director, Representing the City of Minot for a request of a zoning text amendment the Land Development Ordinance addressing energy conversion facilities, accessory buildings, stockpiling of aggregate and landfills. The tabled item from the July 14 meeting addressing data centers will be reconsidered.

5.4. CASE #2026-49 - TABLED DATA CENTER - TEXT AMENDMENT

6. PERSONAL APPEARANCES

6.1. PERSONAL APPEARANCES

7. MISCELLANEOUS AND DISCUSSION ITEMS

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 July 14, 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, Robert Amick, Tanner Dockter, Kasper Ziegler, Roger Reich, Erin Parker, Melinda Goodman

Members Absent: Darrik Trudell

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

Others Present: Justin Ahmann, Mike Hayes, Rusten Roteliuk

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS AND DECORUM

3.1. INTRODUCTIONS AND DECORUM HANDOUT

4. APPROVAL OF MINUTES

4.1. APPROVE THE JUNE 25, 2026 REGULAR MEETING MINUTES

The motion to approve the June 25, 2026 regular meeting minutes was initiated by Goodman seconded by Ziegler and carried by the following roll call vote: ayes: Tim Baumann, Dustin Offerdahl, Serena Pontenila, Robert Amick, Tanner Dockter, Kasper Ziegler, Roger Reich, Erin Parker, Melinda Goodman; nays: None.

5. PUBLIC HEARING

5.1. CASE #2026-44 - MINOT LEGENDS SOCCER - ZONING MAP AMENDMENT

Mr. Diedrichsen reviewed the staff report.

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

Justin Ahman, Soccer Association President, gave an overview of the application.

Mike Hayes, resident, raised concerns about the possible bypass that would go through.

28th St Neighbors, concerns about traffic and noise.

Nancy Farhart, resident, spoke about traffic concerns.

Chairman Offerdahl closed the public hearing.

Chairman Offerdahl asked Assistant City Engineer Emily Huettl about road concerns. She informed the board and residents of current and future road projects.

Commissioner Parker was curious about how many people they expect at the facility at one time. Justin Ahman estimated roughly 60 people at one time.

The motion to reopen the public hearing was initiated by Parker seconded by Ziegler and carried by the following roll call vote: ayes: Tim Baumann, Dustin Offerdahl, Serena Pontenila, Robert Amick, Tanner Dockter, Kasper Ziegler, Roger Reich, Erin Parker,

Melinda Goodman; nays: None.

Commissioners and applicant had a discussion.

The motion to approve based on staff's recommendation and findings of fact was initiated by Planning Commission Representative Dockter seconded by Planning Commission Representative Baumann and carried by the following roll call vote: ayes: Tim Baumann, Dustin Offerdahl, Serena Pontenila, Robert Amick, Tanner Dockter, Kasper Ziegler, Roger Reich, Erin Parker, Melinda Goodman; nays: None.

5.2. CASE #2026-47 - TOLLBERG SHORES 3RD ADDITION - PRELIMINARY PLAT, EASEMENT VACATION

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, owner, spoke on behalf of the property.

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

5.3. CASE #2026-49 - LOTS 1 & 2 SOUTHEAST RIDGE BUSINESS PARK 4TH 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.

Rustin Roteliuk, representative, informed the board he was available for any questions.

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

5.4. CASE #2026-40 - SUMMER TEXT AMENDMENT - LDO CLEANUP

1. Data Center Definition:

Mr. Falconer reviewed the section.

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 table additions to Table 2.2, Chapter 2.3 - Definitions & Section 4.1-7 - Industrial Uses to add "Data Centers" was initiated by Planning Commission Representative Baumann seconded by Goodman and carried by the following roll call vote: ayes: Tim Baumann, Dustin Offerdahl, Serena Pontenila, Robert Amick, Tanner Dockter, Kasper Ziegler, Roger Reich, Erin Parker, Melinda Goodman; nays: None.

2. Setback Reduction:

Mr. Falconer reviewed the changes.

The Commissioners and City Staff had a discussion.

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

Mike Hayes, spoke in favor as a builder/developer

Chairman Offerdahl closed the public hearing.

The motion to approve changes to Sections 2.6-3, 2.7-3, 2.8-3, 2.9-3, 2.11-3 - Lot, Height, Area & Yard Setback Requirements & Section 3.1-2 - Special District-Specific Development Regulations to reduce setbacks was initiated by Parker seconded by Ziegler and carried by the following roll call vote: ayes: Tim Baumann, Dustin Offerdahl, Serena Pontenila, Robert Amick, Tanner Dockter, Kasper Ziegler, Roger Reich, Erin Parker, Melinda Goodman; nays: None.

3. Removal of Foundation Plantings:

Mr. Diedrichsen reviewed the changes.

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 changes to Section 7.1-3 - Minimum Landscaping Required to remove foundation plantings was initiated by Goodman seconded by Amick and carried by the following roll call vote: ayes: Tim Baumann, Dustin Offerdahl, Serena Pontenila, Robert Amick, Tanner Dockter, Kasper Ziegler, Roger Reich, Erin Parker, Melinda Goodman; nays: None.

4. Removal of Most Parking Minimums and Maximums:

Mr. Diedrichsen reviewed the changes.

The Commissioners and City Staff had a discussion.

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

Emily Huettl, Assistant City Engineer, spoke about the Engineering Department's concerns.

Chairman Offerdahl closed the public hearing.

The motion to approve the removal of Chapter 6.2 - Parking Table was initiated by Baumann seconded by Reich and carried by the following roll call vote: ayes: Tim Baumann, Dustin Offerdahl, Tanner Dockter, Kasper Ziegler, Roger Reich, Erin Parker; nays: Serena Pontenila, Robert Amick, Melinda Goodman.

5. Accessory Dwelling Unit:

Mr. Diedrichsen reviewed the changes

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 changes to Table 2.2, Section 4.1-4 Housing - E. Accessory Dwelling Units was initiated by Zeigler seconded by Goodman and carried by the following roll call vote: ayes: Tim Baumann, Dustin Offerdahl, Serena Pontenila, Robert Amick, Tanner Dockter, Kasper Ziegler, Roger Reich, Erin Parker, Melinda Goodman; nays: None.

6. Proposed Subdivision Regulation Changes

Mr. Diedrichsen reviewed the changes.

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 changes to Section 10.2-1 Methods of Subdivision was initiated by Goodman seconded by Parker and carried by the following roll call vote: ayes: Tim Baumann, Dustin Offerdahl, Serena Pontenila, Tanner Dockter, Kasper Ziegler, Roger Reich, Erin Parker, Melinda Goodman; nays: Robert Amick.

7. "R3D" Row Home District:

Mr. Diedrichsen reviewed the changes.

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 adding Chapter 2.10 -"R3D" Detached Row Home Residential District was initiated by Baumann seconded by Goodman and carried by the following roll call vote: ayes: Tim Baumann, Dustin Offerdahl, Serena Pontenila, Robert Amick, Tanner Dockter, Kasper Ziegler, Roger Reich, Erin Parker, Melinda Goodman; nays: None.

8. Removal of Park Fees:

Mr. Diedrichsen reviewed the changes.

The Commissioners and City Staff had a discussion.

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

Elly Deslauriers, Executive Director of Minot Parks District, spoke about the Park District.

Mike Hayes, spoke on the developer/builder aspect.

Emily Huettl, Assistant City Engineer, spoke about other options that have been used in the past.

Chairman Offerdahl closed the public hearing.

The motion to deny the removal of portions of Chapter 10.4 - Public Land Dedication, pertaining to Park Fees was initiated by Goodman seconded by Amick and carried by the following roll call vote: ayes: Tim Baumann, Dustin Offerdahl, Serena Pontenila, Robert Amick, Kasper Ziegler, Roger Reich, Erin Parker, Melinda Goodman; nays: Tanner Dockter.

6. PERSONAL APPEARANCES

6.1. PERSONAL APPEARANCES

No one appeared.

7. MISCELLANEOUS AND DISCUSSION ITEMS

No miscellaneous or discussion items.

8. ADJOURNMENT

With no further business, Chairman Offerdahl adjourned the meeting at 8:08 pm.



Planning Commission Staff Report

Application Date: 07/02/2026
Date of Staff Report: 07/23/2026
Planning Commission Meeting: 08/11/2026

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

Case Number: 2026-58
Project Name: Aasen Addition – FLU Amendment, Zone Change, Prelim Plat

Current Legal Description: See Project Description

Proposed Legal Description: Lots 1, 2 & 3 of Aasen Addition to the City of Minot

Present Address: 2600, 2608 & 2616 Valley St. and two (2) properties with unassigned addresses.

Representative: Rob Berard, Ackerman Surveying

Owner: Don Aasen

Entitlements Requested: Preliminary Plat approval, Future Land Use Map Amendment from General Commercial to Light Industrial and Zoning Map Amendment from “C2” General Commercial District to “M1” Light Industrial District

Present Zone(s): “C2” General Commercial District & “M1” Light Industrial District

Present Use(s): Residential, Vacant & Industrial

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

Present Future Land Use Map Designation: General Commercial, Light Industrial

Proposed Zone(s): “M1” Light Industrial District

Proposed Use(s): Residential & Industrial

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: Light Industrial

PROJECT DESCRIPTION:

Public hearing request by Rob Berard, representing Don Aasen, owner, for a request for a preliminary plat, Future Land Use Map amendment from General Commercial to Light Industrial and Zoning Map amendment

from “C2” General Commercial to “M1” Light Industrial. The legal description for the property is Outlot 7, Outlot 8 less the northernly 50 feet, Outlot 9 less the southernly 25 feet and Sublot “A” of Outlot 34, all less Highway, Section 30, Township 155 North, Range 82 West, Ward County, North Dakota.

The subject property addresses are 2600, 2608 & 2616 Valley St. and two (2) properties with unassigned addresses.

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

BACKGROUND INFORMATION:

The property owner seeks to realign and rezone the rearranged lots. This is a lot realignment plat that includes zone changes for the exchange of land between two lots with different zoning classifications. Aasen Addition Lots 1, 2 & 3 seek to be rezoned to “M1” Light Industrial.

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

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

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

STAFF ANALYSIS:

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

Chapter 10. Implementation of the 2040 Comprehensive Plan of the City of Minot (LDO) provides the following guidance for making amendments to the Comprehensive Plan: The Plan can be amended if new development opportunities arise that were not foreseen in the Plan or if there is a significant shift in public sentiment. If, for example, a property needs to be rezoned but the rezoning is inconsistent with the future land use map, the City can revise the Plan following a review process involving staff review, Planning Commission review, and a final decision made by the City Council. If conditions in the City change significantly or major revisions are needed, the Plan should be updated in its entirety. Staff may wish to perform a “soft update” in 5-10 years to ensure the Plan remains on track. This could assess progress toward implementation and allow for minor revisions to the Future Land Use Map, if needed, but would not involve the same level of undertaking as a full-scale update.

Staff provides the following guidance:

Staff finds that the requested changes are pertaining to “new development opportunities that were not foreseen” in the plan and the evolving development potential in the neighborhood due to the fact that the FLU designation was placed based on the existing zoning from Ward County and was mistakenly not further assessed as it was assigned a FLU designation. New development opportunities that are focused on a wide range of industrial uses catering to the agricultural and railroad industries continue to be the primary land use

development opportunity in this area. The lack of any existing or planned infrastructure for sewer and water also limit the possibilities of residential development.

Subdivision Design Standards:

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

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

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

Section 10.3-2 prohibits the approval of the subdivision of land that is unsuitable for development due to a variety of reasons. Staff finds the proposed preliminary layout, which proposes three (3) lots, each with adequate terrain and access to be suitable for development. Staff finds Section 10.3-2 is satisfied.

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

Section 10.3-4. A-F. relating to Street Names and Numbering is not applicable, as there are no additional streets proposed via this subdivision.

The requirements of Section 10.3-11. relating to the design of the individual lots has been satisfied as they all meet the dimensional standards of the proposed zoning district.

Section 10.3-12 relating to block design is not applicable, as there are no changes to block design proposed via this subdivision.

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

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

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

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

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

Zoning Map Amendment Analysis:

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

The subject property future land use designation is being proposed to change to light industrial, which aligns with the proposed zone change to “M1” Light Industrial District. Staff finds a future land use map amendment is necessary.

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

Section 9.1-7 H. relates to whether or not the proposed zoning map amendment is justified due to a change in conditions, error in the zoning map, or by in order to fulfill the future land use map of the Comprehensive Plan. The request stems from an effort to align zoning with the Future Land Use Map amendment, as the “M1” Light Industrial District is a complimentary zone to the Light Industrial designation on the FLU map. Section 9.1-7 H. 1 is satisfied.

The City and other agencies will be able to provide necessary public services and facilities to serve the proposed development. Section 9.1-7 H. 2 is satisfied.

Section 9.1-7 H. 3 requires that the proposed zoning map amendment will not substantially diminish the condition or value of property in the vicinity. Staff finds no evidence that the zoning map amendment to “M1” Light Industrial will diminish the condition or value of property within the vicinity. The adjacent properties have primary been developed with similar residential and industrial uses. Section 9.1-7. H. 3. is satisfied.

Section 9.1-7. H. 4. requires the zoning change to be consistent with the purpose of the Land Development Ordinance of the City of Minot, the Comprehensive Plan, and other adopted plans and policies of the City. The proposed development must comply with all development standards within the Land Development Ordinance

of the City of Minot and the zoning map amendment aligns with the proposed future land use designation of Light Industrial in the City of Minot 2040 Comprehensive Plan. Therefore, Section 9.1-7. 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.

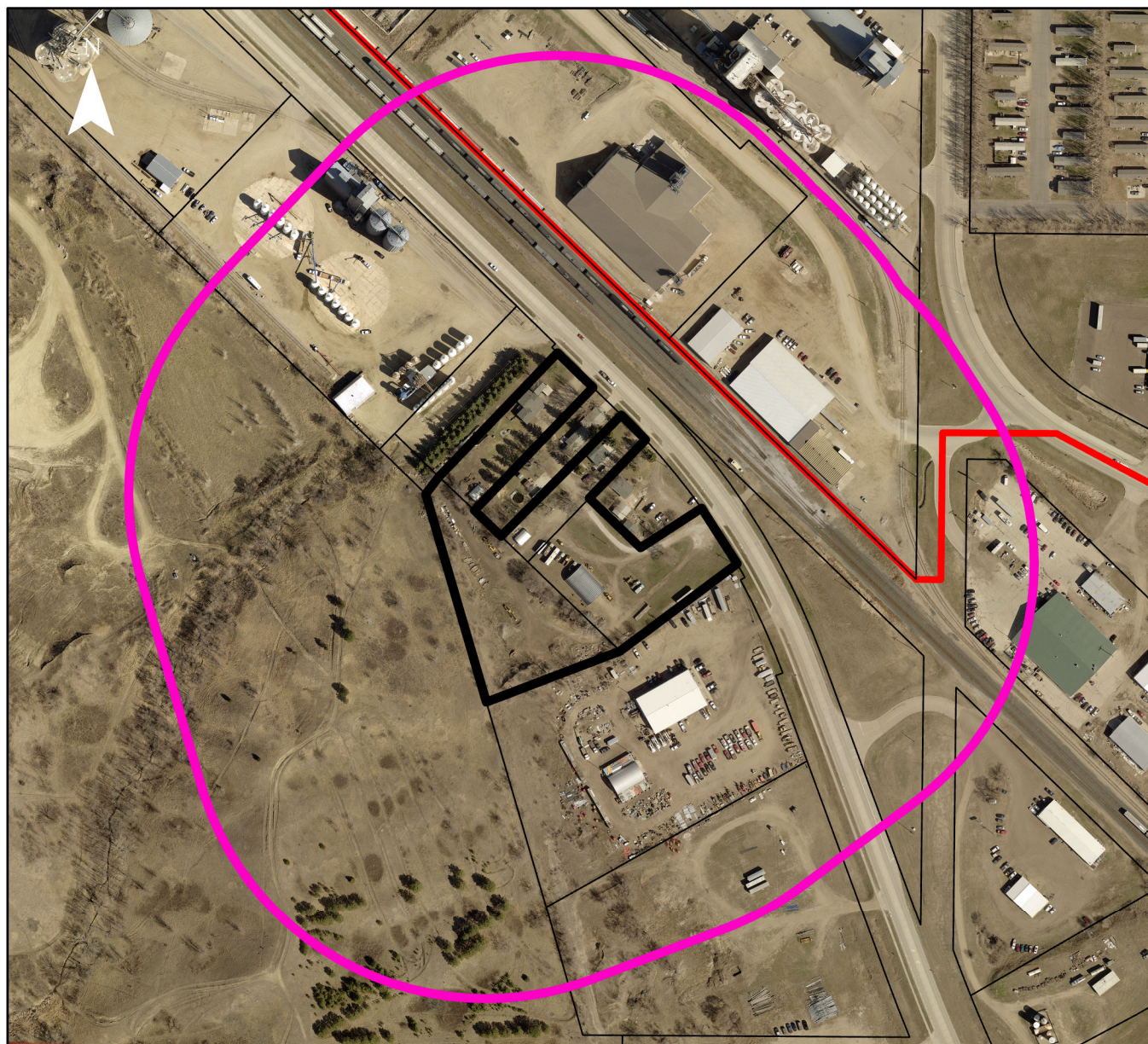
FINDINGS OF FACT:

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

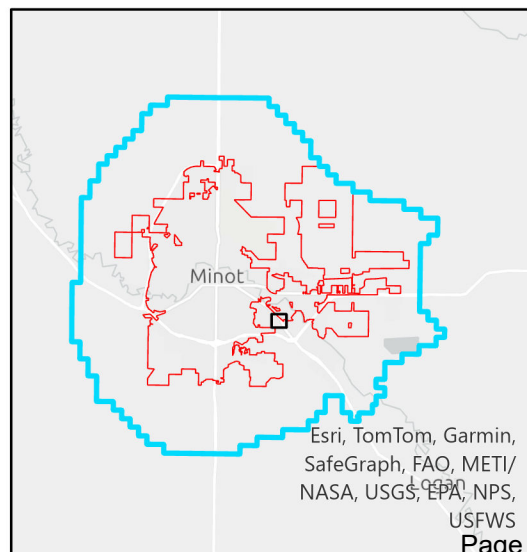
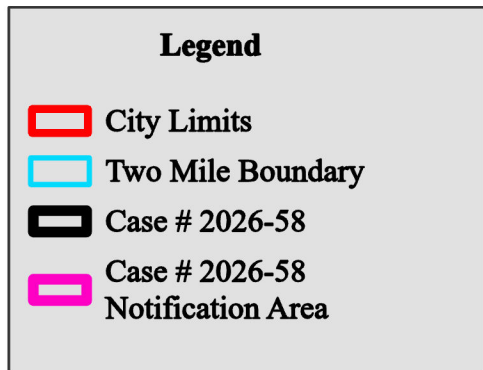
- 1) The applicants have submitted a complete application for a Future Land Use Map amendment, preliminary plat and Zoning Map Amendment.
- 2) The applicant's request is consistent with the bulk requirements of Chapter 2.18 – "M1" Light Industrial District of the Land Development Ordinance of the City of Minot (LDO).
- 3) The applicable sections of Chapter 10.3 related to subdivision design are satisfied.
- 4) The present zoning is "C2" General Commercial & "M1" Light Industrial District
- 5) The City of Minot 2040 Comprehensive Plan Future Land Use Map designates this area as General Commercial & Light Industrial.
- 6) Section 9.1-7 H. 1. is satisfied, as the proposed FLU map denotes this area as Light Industrial and the proposal is to zone the property as "M1" Light Industrial District.
- 7) Section 9.1-7 H. 2 is satisfied, as the City and other public agencies will be able to provide services to support the request.
- 8) Section 9.1-7 H. 3 is satisfied, as there exists no evidence that the proposed development will substantially diminish the condition or value of property in the vicinity.
- 9) The zoning map amendment is consistent with the purpose of the Minot Land Development Ordinance and other adopted policies of the City per Section 9.1-7 H. 4.
- 10) The Minot Planning Commission has the authority to hear this case and provide a recommendation to City Council whether it be approved or denied. The public notice requirements were met, the hearing was legally noticed and posted, and the hearing was held and conducted under the requirements of North Dakota Century Code and Minot City ordinances.

RECOMMENDATION:

Staff recommends the Planning Commission adopt the staff findings of fact and recommend approval to City Council for a preliminary plat, Future Land Use Map amendment to change its designation from General commercial to Light Industrial and a zoning map amendment to rezone Aasen Addition Lots 1, 2 & 3 to "M1" Light Industrial District.

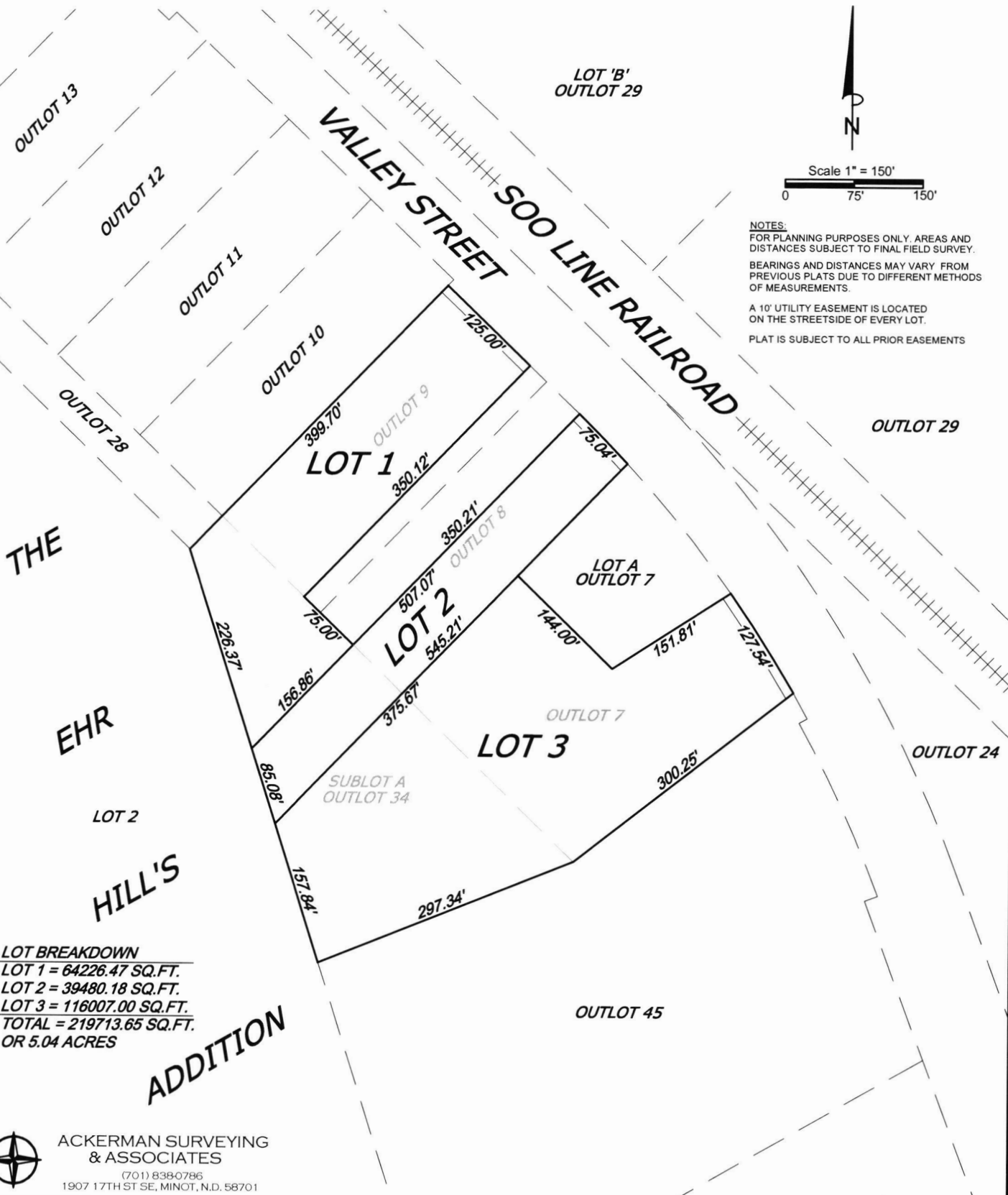


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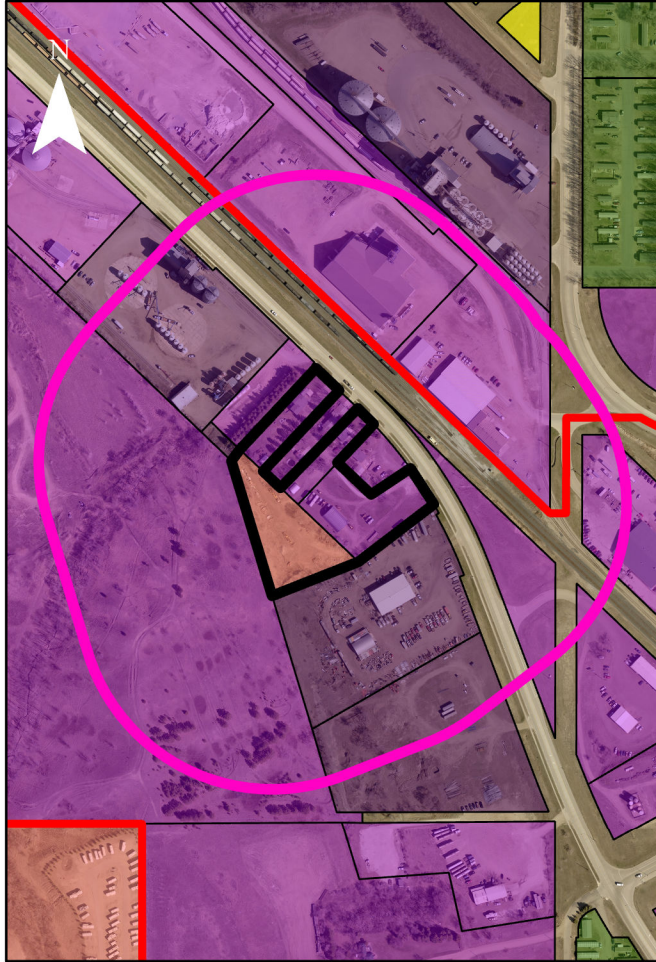


PRELIMINARY PLAT OF ASSEN ADDITION

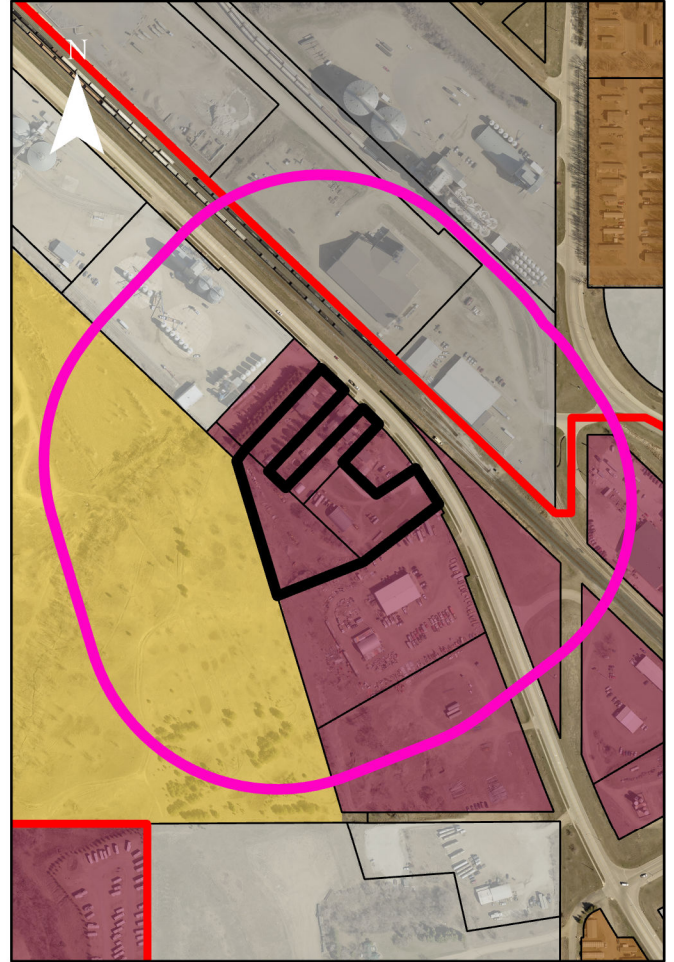
TO THE CITY OF MINOT, NORTH DAKOTA
(BEING OUTLOT 7, OUTLOT 8 LESS THE NORTHERLY 50 FEET, OUTLOT 9 LESS
THE SOUTHERLY 25 FEET AND SUBLOT "A" OF OUTLOT 34, ALL LESS HIGHWAY,
SECTION 30, TOWNSHIP 155 NORTH, RANGE 82 WEST, WARD COUNTY, NORTH DAKOTA)



ZONING



FUTURE LAND USE



0 280 560 1,120 Feet

Zoning

	C2
	M1
	M2
	MH
	R1

Both Maps

	City Limits
	Two Mile Boundary

Land Use Type

	Suburban Residential
	General Commercial
	Heavy Industrial
	Manufactured Home Community
	Suburban Residential
	Manufactured Home Community
	General Commercial
	Light Industrial

Exhibit 4 – Site Photos



Aerial View 1



Aerial View 2



Aerial View 3



Planning Commission Staff Report

Application Date: 07/06/2026

Date of Staff Report: 07/28/2026

Date of Planning Commission Meeting: 08/11/2026

Staff Contact: Doug Diedrichsen, Principal Planner

Staff Recommendation: Approval

Case Number: 2026-62

Project Name: Rosehill Cemetery – Public Zone
Plan Review

Current Legal Description: Lot 1 Rosehill
Cemetery Fourth Addition

Proposed Legal Description: No Change

Present Address: 700 11th Ave SE.

Owners: City of Minot

Representative: Kelly Brandt

Entitlements Requested: Approval of site master plan
so an accessory structure can be constructed within the
cemetery.

Present Zone(s): “P” Public District

Present Use(s): Cemetery

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:
Public Institutional

Proposed Zone(s): No Change

Proposed Use(s): Storage Accessory Building

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 Kelly Brandt, Property Maintenance Superintendent, representing the City of Minot for a public zone plan review to add a storage building to the cemetery complex. The legal description of the property is lot 1 Rosehill Cemetery Fourth Addition to the City of Minot, Ward County, North Dakota.

The address for the property is 700 11th Ave SE.

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

BACKGROUND INFORMATION:

The subject property is located in central Minot within a residential neighborhood. The property is owned by the City of Minot, and is utilized as the public cemetery. Applicant is seeking a recommendation of approval for a site master plan as required by the LDO.

A map of the area zoning and future land use can be found in **Exhibit 2**.

A copy of a site plan may be found in **Exhibit 3**.

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

STAFF ANALYSIS:

Public Zoned Property Development Master Plan Analysis:

Section 2.22-4 of the Minot Land Development Ordinance (Zoning Ordinance) recognizes that lands zoned “P” Public District require an additional level of review for properties held in public trust. The review of the Public District Master Plan application and any special conditions imposed by either the Zoning Ordinance, the City of Minot Planning Commission, or Development Review Team 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 2.22-4. A & C. and Section 2.22-6 states that the Planning Commission shall find that the application meets all of the following, as applicable:

Section 2.22-4. A. The pre-application meeting with the Development Review Team (DRT) shall be held prior to submittal to Planning Commission. For projects in the “P” zones the composition of the DRT members shall include one (1) member of the Planning Commission and one (1) member of the City Council as appointed by the Mayor. Section 2.22-4. A. is satisfied with the completion of a development review team meeting on July 15, 2026 attended by Mayor Mark Janzer and Planning Commissioner Roger Reich.

Section 2.22-4. C. The use or change of use of land or building on land zoned “P” District. Any such change by any public agency, or other on public land shall require submittal of a conceptual master plan depicting the

general layout of uses on the property, access points, traffic flow, general drainage patterns, sensitive environmental feature and any other additional information as requested by the Development Review Team. Staff finds this section to be satisfied with the submitted site plan.

Section 2.22-6. As with other land development projects, any building constructed or remodeled in the Public Zoning District shall meet specified development requirements. Projects in the “P” zones shall meet the building construction materials and design standards set forth in the C2 zoning district as required in Section 4.2-6 of this ordinance is satisfied.

Comments:

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

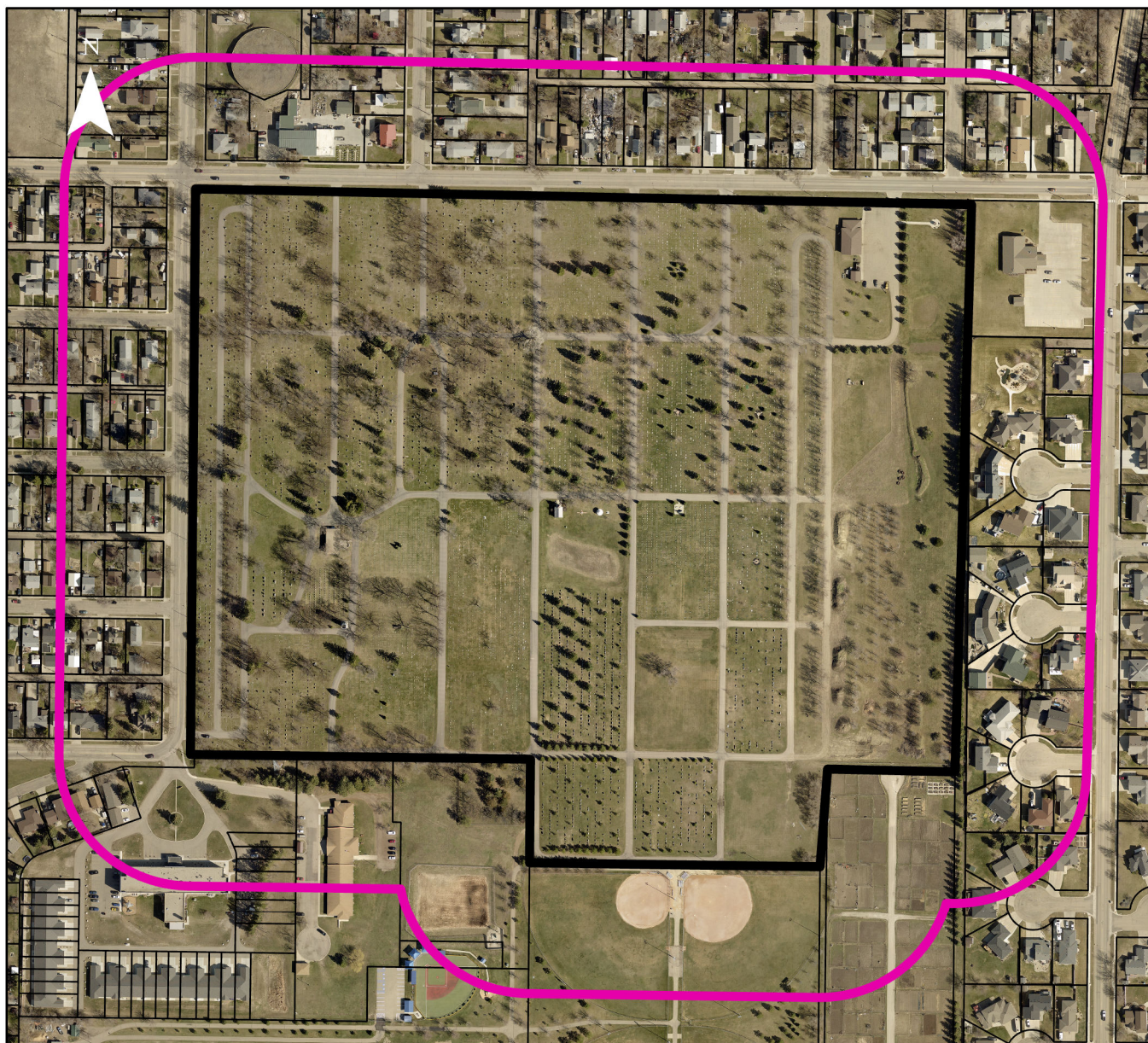
FINDINGS OF FACT:

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

- 1) The applicant has submitted a complete application.
- 2) The property is zoned “P” Public District
- 3) The City of Minot 2040 Comprehensive Plan Future Land Use Map designation is “Public Institutional”.
- 4) The proposal satisfies the evaluative criteria per Section 2.22-4. A & C. & Section 2.22-6 as outlined in the Staff Analysis section of staff’s written report.
- 5) The Minot Planning Commission has the authority to recommend approval, with or without conditions, or recommend denial of the Public Land Site Master Plan. 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:

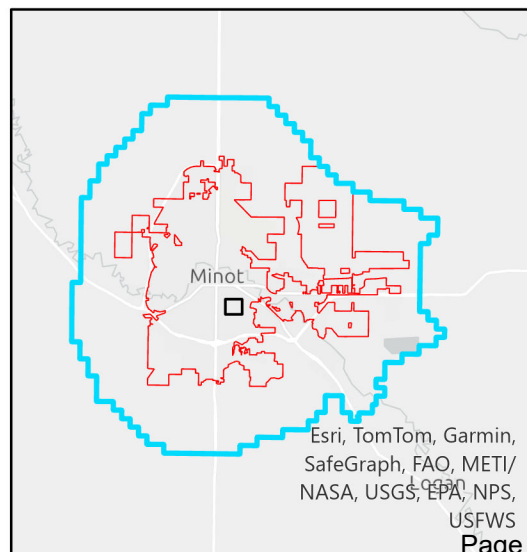
Staff recommends the Planning Commission adopt the staff findings of fact and recommend approval of the Public Land Development Master Plan for the storage building on the Cemetery property.



0 255 510 1,020 Feet

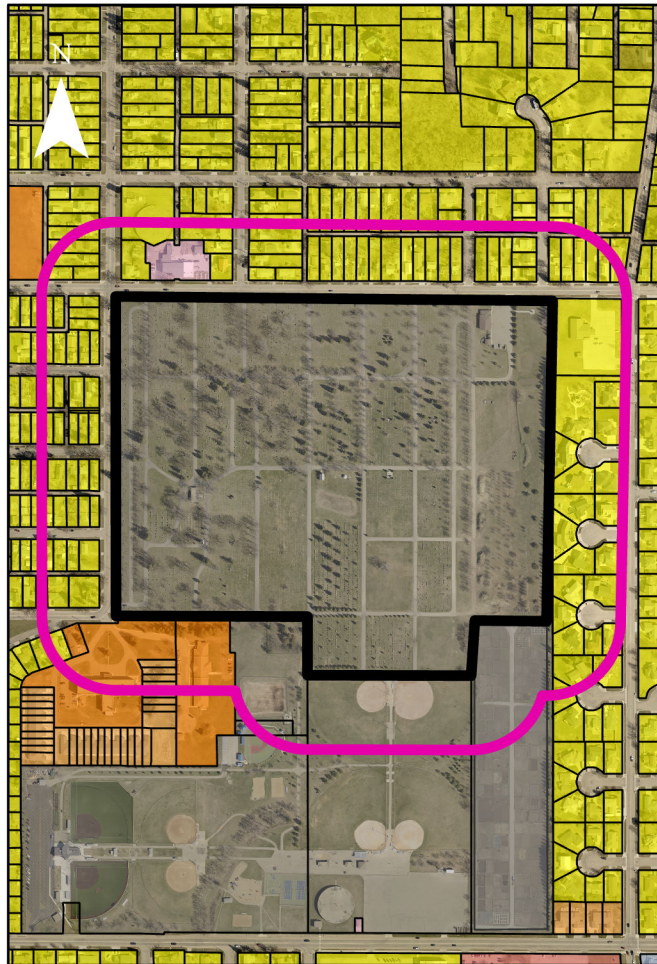
Legend

- City Limits
- Two Mile Boundary
- Case # 2026-62
- Case # 2026-62 Notification Area

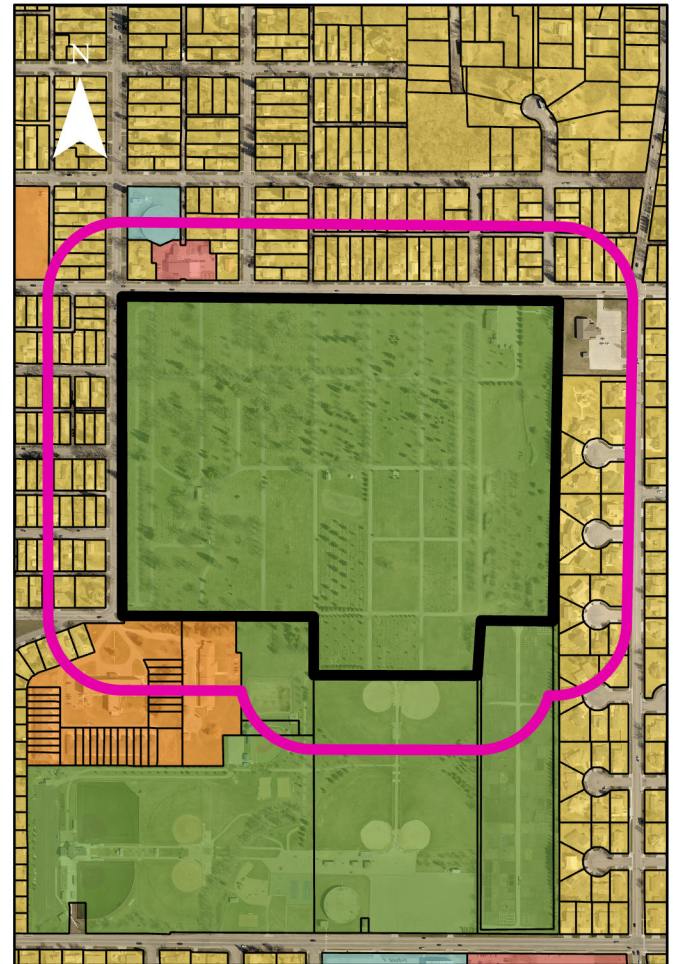


Esri, TomTom, Garmin,
SafeGraph, FAO, METI/
NASA, USGS, EPA, NPS,
USFWS

ZONING



FUTURE LAND USE



0 362.5725 1,450 Feet

Zoning

	C1
	C2
	P
	R1
	R2
	R3
	R3B
	RM
	R3C
	R4

Both Maps

	City Limits
	Two Mile Boundary

Land Use Type

	Public Institutional
	Suburban Residential
	Neighborhood Commercial
	Parks And Recreation
	Urban Residential



Exhibit 3

This document is preliminary and not for construction or implementation purposes.

This document is preliminary and not for construction or implementation purposes.

[illegible]

Exhibit 4 – Site Photos



Aerial View 1



Aerial View 2



Aerial View 3



Planning Commission Staff Report

Application Date: 07/06/2026
Date of Staff Report: 07/28/2026
Planning Commission Meeting: 08/11/2026

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

Case Number: 2026-61

Project Name: Text Amendment – Fall 2026

Current Legal Description: N/a

Proposed Legal Description: N/a

Present Address: N/a

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

Owners: N/a

Representative: Brian Billingsley,
Community and Economic
Development Director, City of Minot

Present Zone(s): N/a

Present Use(s): N/a

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

Present Future Land Use Map Designation: N/a

Proposed Zone(s): N/a

Proposed Use(s): N/a

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

Proposed Future Land Use Map Designation: N/a

PROJECT DESCRIPTION:

Public hearing request by Brian Billingsley, Community Development Director, Representing the City of Minot for a request of a zoning text amendment the Land Development Ordinance addressing energy conversion facilities, accessory buildings, stockpiling of aggregate and landfills. The tabled item from the July 14 meeting addressing data centers will be reconsidered.

BACKGROUND INFORMATION:

The proposed text amendments are part of a “clean-up” ordinance that is performed, at a minimum, twice annually.

The text amendments, for each of the respective four (4) changes, may be found in **Exhibit 1**.

STAFF ANALYSIS:

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

Section 9.1-8 of the Land Development Ordinance of the City of Minot (LDO) provides the procedures for amending the LDO. Section 9.2 provides the noticing requirements for public hearings held by the Planning Commission. The applicant has submitted the necessary application documents required per Section 9.1-8 D and noticing has been conducted as required per Section 9.2.

Section 9.1-8 I. requires the Planning Commission and City Council to find the following, as applicable:

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

Staff provides the following guidance:

Staff finds Section 9.1-8 I. 1. is applicable and satisfied, as the proposed changes aim to address concerns that have been brought to the attention of staff over time, providing paths forward for new uses and/or reducing requirements for redevelopment when certain site characteristics exist. The changes will not adversely affect the public health, safety, and/or welfare in each instance.

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

Section 9.1-8. I. 3. is applicable, and satisfied. The proposed changes make development and economic development easier for potential builders and developers within the zoning jurisdiction of the City of Minot.

Section 9.1-8. I. 4. is applicable and satisfied, as the proposed changes are an effort to ensure that known potential inhibitors to development are not replicated the subsequent building season. The proposed changes will make the code easier to understand and use by the public.

Comments:

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

FINDINGS OF FACT:

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

- 1) The applicant has submitted a complete application.
- 2) Section 9.1-8 I. 1- 4. are applicable and satisfied as noted in the Staff Analysis section of staff's written report.
- 3) The Minot Planning Commission has the authority to hear this case and recommend that it be approved or denied. The public notice requirements were met, the hearing was legally noticed and posted and the hearing was held and conducted under the requirements of North Dakota Century Code and Minot City ordinances.

STAFF RECOMMENDATION TO THE PLANNING COMMISSION:

Staff recommends the Planning Commission adopt staff findings of fact and recommend approval to City Council of the zoning text amendments as provided in Exhibit 1.

SECTION 4.1-8. MISCELLANEOUS USES

A. Accessory Buildings – Barns, Stables, Storage, Garage, and Related Buildings (Excluding Accessory Dwelling Units)

1. Applicable Zoning Districts

Section 4.1-8 applies to all residential districts (RR, R1, R1S, R2, R3C, RM, and RH).

2. Principal Structure Required

No accessory building shall be permitted on any lot, in any zoning district, prior to the erection of the principal structure thereon except as provided in Table 2.2. Table of Uses and meeting the use standards outlines in Section 4.1-8. B. By definition, any accessory building is subordinate to the principal building/use.

3. What is an Accessory Building?

- a. An accessory building is any structure which is subordinate in scale and use to the principal structure (i.e., the home). In residential districts, the most common example is an accessory garage.
- b. An accessory building may be attached to or detached from the principal structure. All subordinate detached structures are accessory buildings. Standard attached single-room additions are generally not considered accessory uses, but larger additions may constitute accessory uses (see requirements in Section 4.1-4.E.1.d).
- c. An accessory building may be used for most purposes which are permitted within the zoning district, so long as operation is subordinate to the primary use of the property.
- d. Table of Accessory Building Requirements

Table 4.1-8. Accessory Building Requirements

Accessory Building Use Restrictions	<u><i>R1 and R1S Districts</i></u> Accessory buildings shall be for private use of the site owner(s) only. Accessory buildings, including those collectively managed by a homeowner association, but must be maintained by the property owner(s), and cannot be rented.
Limit to Number of Accessory Buildings	<u><i>RR, R1, R1S, R2, and R3C Districts</i></u> No more than five (5) accessory buildings are allowed per lot <u><i>RM and RH Districts</i></u> No limit to the number of accessory buildings per lot

Table 4.1-8. Accessory Building Requirements

Accessory Building Area	<u>All Residential Districts</u>	
	Lot Size (Acres)	Allowable Lot Coverage
	0-0.1	50%
	0.1-0.2	40%
	0.2-0.3	30%
	0.3-0.4	26%
	0.4-0.5	24%
	0.5-0.6	22%
	0.6-0.7	20%
	0.7-0.8	18%
	0.8-0.9	16%
	0.9-1.0	14%
	1.0-1.1	13%
	1.1-1.2	12%
	1.2-1.3	11%
	1.3+	10%
	<u>R3C, RM, and RH Districts</u>	
	All Multifamily dwellings (5+ units) accessory structures fall under the specific districts lot coverage and not this table.	
	Accessory buildings for the above computation shall include temporary real estate offices as part of new development and managed community buildings associated with homeowner associations.	
Accessory Building Setbacks	For buildings 600 square feet and larger, the accessory building must meet yard setback requirements for the applicable zoning district. Accessory buildings under 600 square feet must be a minimum three feet (3') from side and rear property lines. All accessory buildings must be a minimum six feet (6') from other buildings on the lot. <u>Unless construction is entirely of noncombustible materials.</u> The setback for all accessory buildings may not be less than the front setback for the primary structure. Garage setback: Minimum eighteen feet (18') from any lot line to walls which include vehicle door(s), in any case the strictest setback requirement shall still apply. No accessory building shall be located in the required front yard setback.	
Accessory Building Height Limit	16 8 feet (sidewall height)	
Accessory Building Eaves	May not extend within two feet (2') of any property line or building.	
Accessory Building Design Requirement	Accessory buildings in all single-family and multifamily residential districts shall be constructed with a complementary design to the principal dwelling(s) (i.e., similar wall materials and colors).	

B. Accessory Buildings, No Primary Dwelling or Use

1. All Residential Zoning Districts

In **extremely** rare instances, it may be appropriate to provide a mechanism to allow an accessory structure where no dwelling or use is established. All other entitlement procedures afforded to a property owner shall be explored prior to approving an accessory structure where no primary dwelling or use is established and include the following:

- a. Subdivision Major Plat or Subdivision Minor Plat consolidating lots where one of the lots maintains a primary dwelling or use.
- b. Zoning Map Amendment aligning with the Comprehensive Plan Future Land Use Map to a zone that permits or conditionally permits the use of Warehousing, Enclosed.
- c. The lot in question is:
 - Immediately adjacent and under common ownership; and
 - A legal lot of record; and
 - The structure being proposed will not have a permanent foundation

Further, the Planning Commission shall find that all of the following characteristics exist prior to approval:

- d.—The property is a legal lot of record; and
- e.—The property is located in the Special Flood Hazard Area or maintains other hazardous development characteristics such as steep slopes, unstable soils, or in an area that is difficult to locate or access in the event of an emergency; and
- f.—The presence of a home would be considered a detriment to orderly development, health and safety, or interfere with the accomplishment of goals, objectives, or policies as outlines in the Comprehensive Plan or other plans or policies of the City.

Chapter 2.3. – Definitions

Energy Conversion Facility – Any plant, addition, or combination of plant and addition, designed for or capable of generation, by any means other than wind energy conversion, exceeding forty (40) megawatts of electricity; manufacture or refinement of fifty million cubic feet or more of gas per day, regardless of the end use of the gas; manufacture or refinement of twenty thousand barrels or more of liquid hydrocarbon products per calendar day; or enrichment of uranium minerals.

Section 4.1-7 Industrial Uses

L. Energy Conversion Facility

1. The applicant must disclose all planned units of a facility at the time of initial application for the facility.
2. The applicant shall provide the summary portion of any application for an energy conversion facility certificate of site compatibility submitted to the North Dakota Public Service Commission for said facility as required under NDCC Chapter 49-22. If no application is required by the Public Service Commission, the conditional use permit application shall substantially conform to the requirements of NDAC Chapter 69-06-04.
3. The applicant shall submit any and all materials which constitute a ruling by the North Dakota Public Service Commission on the proposed energy conversion facility.

Table 2.2. Table of Uses

Use Category	Example Use Types	AG	RR	R1	R1S	R2	RM	R3C	RH	MH	C1	C2	CBD	M1	M2	OP	I1	I2	P	GMU	Standards Specific to Uses and Districts	
General Industry	Construction Yards											C		P	P							4.1-7.C.
	Manufacturing, fabrication, processing, assembly, and packaging facilities											C		P	P		P	P				
	Research Park											C				P	P	P				
	Sales or service of industrial, agricultural, and construction equipment and semi-trucks											C		P	P	P	C	P				4.1-7.A.
Heavy Industry	Construction Batch Plant (Permanent)														C		C	P				4.1-7.B.
	Construction Batch Plant (Temporary)	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	
	Grain Elevators														P		C	P				
	Manufacture or storage fertilizer, petroleum, and similar hazardous materials and compounds											C		C	C			C				4.1-7.G.
	Mining or extraction of oil, mineral, or aggregate resources	I												I	I		I	I				4.1-7.D. ; 4.1-7.E.
	Stockpiling of aggregate or dirt fill not associated with active development project											C		C	C		P	P				
	Energy Conversion Facility																C	C				
Warehousing and Freight	Cargo Container Yards											C		P	P			P				4.1-7.F.
	Commercial Self Storage											C		P	P	P						
	Warehousing (Enclosed)											C		P	P	P	P	P	C			4.1-7.J.
	Warehousing (Open)											C		C	P	C	C	P	C			4.1-7.H.
	Railroad Terminals and Truck Terminals													P	P		P	P				4.1-7.I.
Waste Related Uses	Salvage Yards														C		C	C				4.1-7.K.
	Landfill														C			C	C			
	Recycling Collection and Processing (Hazardous)													C	C		C	C				
	Recycling Collection and Processing (Non-hazardous)													P	P		P		P			
	Sewer or Flood Protection Pumps																		P			
	Sewage Treatment Plant/Lagoons														C			C	C			

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.