

City of Minot

Regular Planning Commission Meeting

Tuesday, May 7, 2024 at 5:30 PM

City Council Chambers, City Hall

1. Roll Call
2. Pledge Of Allegiance
3. Intro & Decorum

Documents:

[PLANNING COMMISSION INTRO AND PUBLIC HEARING DECORUM.PDF](#)

4. Approval Of The April 2024 Regular Meeting Minutes

Documents:

[4 \(APR\) RECOMMENDATIONS 2024.PDF](#)

5. Case #2024-02-05 - Duchsherer - CUP

Documents:

[2024-02-05 - DUCHSHERER ADD LOT 1 - CUP W EXHIBITS.PDF](#)

6. Case #2024-03-03 - Pedersen - CUP

Documents:

[2024-03-03 - PEDERSEN - CUP W EXHIBITS.PDF](#)

7. Case #2024-03-04 - Hillcrest Dr. - Zoning Map Amendment

Documents:

[2024-03-04 - 310 HILLCREST DR. - ZONE CHANGE W EXHIBITS.PDF](#)

8. Case #2024-03-01 - Popeye's - Variance

Documents:

[2024-03-01 - POPEYES - VARIANCE W EXHIBITS.PDF](#)

9. Other Business
10. 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.

This document serves two purposes: 1) To provide a summary of the Planning Commission meeting and associated recommendations to City Council; and 2) To act as the Planning Commission minutes of the meeting. The minutes of the Planning Commission meeting are generally adopted at the following Planning Commission with or without changes.

Regular Meeting: Planning Commission.

Location: City Hall, Council Chambers, 10 3rd Avenue SW., City of Minot, N.D.

Meeting Called to Order: Tuesday, April 2, 2024 @ 5:30 pm.

Presiding Official: Chairman Offerdahl.

Members in Attendance: Commissioners Offerdahl, Baumann, Dohms, Iverson, Kibler, Mennem, Pontenila.

Members Absent: Commissioners Gates, Longtin, Johnson

City Staff Present: Brian Billingsley (Community Development Director), Doug Diedrichsen (Principal Planner), Nick Schmitz (Assistant City Attorney), Daniel Falconer (Associate Planner)

Others Present: Ryan Ackerman

The following are the minutes of the Planning Commission meeting. The minutes are in DRAFT form until formally adopted by the Planning Commission:

Meeting Called to Order by Chairman Offerdahl at 5:30 pm

Item #1: Roll Call

Item #2: Pledge of Allegiance

Item #3: Intro & Decorum

Item #4: Approval of Minutes

Motion by Commissioner Baumann to approve the March 5th, 2024 Planning Commission Meeting Minutes. Second by Commissioner Kibler and carried by the following roll call vote: ayes: all, nays: none.

Motion carries.

Item #5: 2024-02-03: Zone Change – CHS

Public hearing request by Scott McClelland representing CHS, Inc., owner for a request of zone change and annexation for a “C2” General Commercial lot. The legal description for the property is Outlots 26 & 27 of the north half of the southwest quarter less highway right-of-way Section 21, Township 155, Range 82 and Outlot 28 and the West half of Outlot 29 lying in the southeast quarter less highway right-of-way Section 21, Township 155 Range 82 to the County of Ward, North Dakota.

The address for the property is 4815 Burdick Expressway East and three (3) unaddressed parcels to the west of that address. Chairman Offerdahl asked for staff report to which Mr. Diedrichsen provided a verbal summary of the written staff report. Mr. Diedrichsen provided an aerial view of the property as well as

the current zoning of the property, C2 General/Commercial. Legal nonconforming. Future Land Use would have to conform to existing underlying zoning. The subject property is designated as "Light Industrial" in our Future Land Use plan. The property is being requested to change to "M1" which would complement the "Light Industrial" that it is given in the Future Land Use map. Mr. Diedrichsen then showed site photos of the current property, which is the existing CHS property facing north and facing south is the Expressway and HWY 52 interchange. Northwest where they are currently parking their semi-trailers. East is the frontage road that is used for access. Mr. Diedrichsen stated staff recommends Planning Commission adopts staff finding facts and recommends approval.

Commissioner Baumann is concerned of the landscaping that will be done as well as asking if there is a burden to the city of Minot for annexation. Mr. Diedrichsen informs that they would have to meet landscaping requirements for M1 Industrial which included Landscapes Boulevard with street trees and that annexation decision would fall under city council and any additional needs would be their decision, however the surrounding properties have already been annexed in and this wouldn't add any greater burden. Mr. Billingsley also informed that to have city water they would need to be annexed in. Commissioner Kibler is questioning if they will be charged for addition road maintenance? Mr. Diedrichsen informs him that the engineers didn't provide a comment, however it will ultimately depend on City Councils decisions.

PUBLIC HEARING:

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

No one appeared to testify.

Chairman Offerdahl closed the public hearing.

FINDINGS OF FACT:

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

- 1) The applicants have submitted a complete application for a zoning map amendment.
- 2) The present zoning is "C2" General Commercial District.
- 3) The City of Minot 2040 Comprehensive Plan Future Land Use Map designates this area as Light Industrial.
- 4) Section 9.1-7 H. 1. is satisfied, as the FLU map denotes this area as Light Industrial and the proposal is to zone the property as "M1" Light Industrial in alignment with the FLU map designation.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) 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.

STAFF RECOMMENDATION:

Staff recommends the Planning Commission adopt the staff findings of fact and recommend approval to City Council for a zoning map amendment from “C2” General Commercial District to “M1” Light Industrial District with the following conditions:

1. Gravel must be removed from the right of way and must be landscaped per zoning ordinance.
2. Parking lots and driveways must be paved.
3. Storm water management plan required.
4. New water connection required and installed by state and city licensed contractor.
5. Annexation is required.
6. Cap existing water service at main.
7. Septic permits are handled by 1st District Health Unit and septic system must comply with their regulations.

FINAL DECISION:

Motion made by Commissioner Kibler based on staff’s finding of fact and recommendation. Second by Commissioner Iverson. The motion was carried by the following vote: ayes: 7, nays: 0. **Motion carries.**

Item #6: 2024-02-04: LDO Text Amendments – Community Development Dept.

Public hearing request by Brian Billingsley, Community Development Director for a text amendment to the Land Development Ordinance of the City of Minot. The proposed code changes pertain to the following sections: Table 9.1-2 to allow additional sign square footage for building with five (5) or more stories in the “CBD” Central Business District and “P” Public District, Section 4.1-6 C clarifying language regarding Sales or Service of Industrial, Agricultural, and Construction Equipment and Semi-Trucks; Section 10.3-13. B. 3. Clarifying language regarding public utilities easements. Chapter 2.3. Adding a definition for Pet Overnight Boarding Facilities (Up to 5) and Pet Overnight Boarding Facilities (6+), use categories will be added to the Use Table in the Minot Land Development Ordinance for both of these new uses; Section 4.1-6. N-O clarifying language concerning Kennels and Veterinary Clinics with Overnight Boarding Facilities and adding language regarding Pet Boarding Facilities;

Chairman Offerdahl asked for staff report to which Mr. Diedrichsen provided a verbal summary of the written staff report. Mr. Diedrichsen discusses the change for altering maximum Mast Sign Plan budgets for buildings taller than 5 stories on properties zoned “Central Business District” and “Public”. The next change is on C2 district specifically where sales and service of industrial, agricultural and construction equipment is performed that they are allowed grass or gravel parking lots. Mr. Diedrichsen also covers the amendment of the Dedication of Right of Way, Easements and Street Widths. The City Engineer may waive this requirement if it may cause a detriment to the public or public improvement in any way. And lastly Mr. Diedrichsen discusses the Pet Boarding Facilities changes. Pet Boarding Facilities (Up to 5) and Pet Boarding Facilities (6+) will be added to the Permitted and Conditional Use table. The City Attorney has added recommendations to Chapter 2.3. The City Attorney also asked we removed the word commercial under Section 4.1-6.N, as well as a proposed addition to Section 4.1-6.O. Commissioner Baumann concerned about dust, mud, dirt and water issues with Proposed Change #2 Section 4.1-7. Mr.

Diedrichsen informs him this will be on the specific use only for the sales or services of industrial, agricultural and commercial equipment. Commissioner Baumann and Commissioner Kibler also questioning the right of way change. Mr. Ryan Ackerman covers the Right of Way questions and outlining that it is mainly in effect with the flood project.

Commissioner Baumann points out a typo on Proposed Change #4 Chapter 2.3 and moves to correct the sentence to say "One being facilities that board up to five (5) pets, sex (6) months or older..."

PUBLIC HEARING:

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

No one appears to testify.

Chairman Offerdahl closed the public hearing.

FINDING OF FACT:

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

1. The applicant has submitted a complete application.
2. Section 9.1-8 I. 1., 3., and 4. are applicable and satisfied as noted in the Staff Analysis section of staff's written report.
3. Section 9.1-8 I. 2. is not applicable.
4. The Minot Planning Commission has the authority to hear this case and recommend that it be approved or denied. The public notice requirements were met, the hearing was legally noticed and posted and the hearing was held and conducted under the requirements of North Dakota Century Code and Minot City ordinances.

STAFF RECOMMENDATION:

Staff recommends the Planning Commission adopt staff findings of fact and recommend approval to City Council of the zoning text amendment

FINAL DECISION:

Motion made by Commissioner Baumann based on staff's finding of fact and recommendation. Second by Commissioner Dohms. The motion was carried by the following vote: ayes: 7, nays: 0. **Motion carries.**

Item #7: Other Business

None

Item #8: Adjournment

With no further business, Chairman Offerdahl adjourned the meeting at 6:02 pm.



Planning Commission Staff Report

Application Date: 02/22/2024

Date of Staff Report: 04/12/2024

Date of Planning Commission Meeting: 05/07/2024

Staff Contact: Doug Diedrichsen, Principal Planner

Staff Recommendation: Approval

Case Number: 2024-05-05

Project Name: Duchsherer – CUP

Current Legal Description: Lot 1 Duchsherer
Addition to the City of Minot, North Dakota Section 27,
Township 155 north, Range 83 west

Proposed Legal Description: No Change

Present Address: 1830 16th Street SW.

Owners: JPW Ventures, Inc.

Representative: Floyd Duchsherer

Entitlements Requested: See Project Description

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

Present Use(s): Commercial Self Storage

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

Present Future Land Use Map Designation:
General Commercial

Proposed Zone(s): No Change

Proposed Use(s): Commercial Self Storage with
requested condition of approval

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 Floyd Duchsherer representing JPW Ventures Inc., owner for a request of a conditional use permit for a “C2” General Commercial District lot

The address for the property is 1830 16th Street SW. An aerial photo of the subject property can be found in **Exhibit 1**.

BACKGROUND INFORMATION:

The subject property is located next to Western Village mobile home community and the KMOT facility. The property is operated by JPW Ventures, and is utilized as leasable storage unit space, which is categorized as commercial self-storage under the Land Development Ordinance of the City of Minot (LDO). Currently this use is operating as a legal non-conforming use in a “C2” General Commercial district. Commercial self-storage is permitted by conditional use permit in the “C2” General commercial district in the current iteration of the LDO. The applicant seeks a conditional use permit for their legal non-conforming use in order to request a condition that would allow for a galvanized chain link to be erected on the property to enhance the security of the storage units. Use of non-powder coated chain link fence in commercial districts is only allowed as a condition approved in a conditional use permit as outlined in Section 3.1-9. C. 2. Commercial and Industrial Fencing Standards. Fence materials allowed in commercial districts shall include maintenance free, wood, PVC vinyl, stone, masonry, black powder-coated chain link, or related materials. Traditional chain link (non-black powder-coated) may be erected in limited circumstances including schools, parks, or other public or semipublic facilities zoned “P” Public District following commercial standards or as noted as a condition of approval for conditionally permitted uses within commercial districts (e.g. Commercial Self Storage). A map of the location the applicant is requesting to install the fence may be found in **Exhibit 2**.

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

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

A letter authorizing the applicant to erect a fence across an easement benefiting the KMOT property 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 being utilized as a legal non-conforming commercial self-storage facility so staff has no concerns about its continued use for this purpose. Since the current use is legal non-conforming this request by the applicant is focused on obtaining this permit in order to seek a specific condition allowing for the use of galvanized chain link fencing as allowed under Section 3.1-9. C. 2. However, as this is a conditionally permitted use, each of the evaluative criteria must be found to be met in order to approve the conditional use permit.

The primary concern related to the excluding traditional chain link fencing as a permitted fencing material in commercial districts is aesthetic so it is important to consider how this permit and the requested condition could alter the character of the neighborhood. Both adjacent properties currently have existing residential or commercial chain link fences. The mobile home community to the south of the subject property has a residential four (4) foot chain link fence along the entire length of the eastern property boundary along 16th St. SW as a by right use in residential districts. The KMOT property to the north has chain link fencing as a security barrier at the foundation of the guy wires as a legal non-conforming use. One of the guy wire foundations is located on a portion subject property and is leased to KMOT by the applicant. Given the existence of

galvanized chain link fence on both neighboring properties and the subject property the additional chain link fencing on the subject property is likely to have little effect on neighborhood aesthetic, therefore staff finds that Section 9.1-4. F. 2 thru 4 is 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 16th St. SW, and improvements, if any were required, would be at the expense of the developer to satisfy these two evaluative criteria going forward.

Finally, Section 9.1-4. F. 8. is satisfied, as Staff does not have any evidence that the request will result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.

Comments:

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

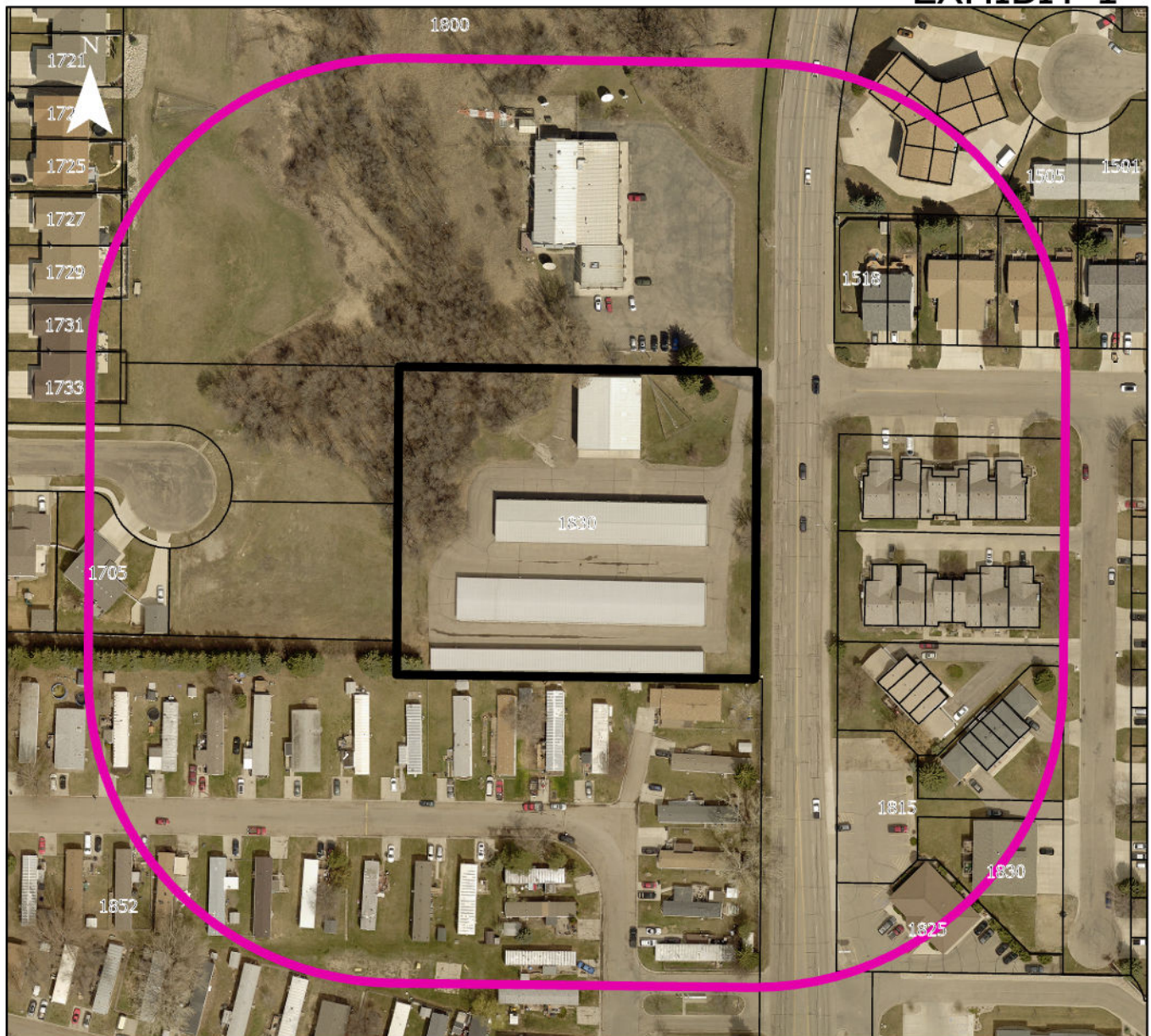
FINDINGS OF FACT:

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

- 1) The applicant has submitted a complete application.
- 2) The property is zoned "C2" General Commercial District
- 3) The City of Minot 2040 Comprehensive Plan Future Land Use Map designates this area as General Commercial.
- 4) The proposal satisfies the evaluative criteria per Section 9.1-4. F. 1. thru 8. as outlined in the Staff Analysis section of staff's written report.
- 5) The Minot Planning Commission has the authority to hear this case and decide whether it should be approved or denied, with or without conditions. The public notice requirements were met, the hearing was legally noticed and posted and the hearing was held and conducted under the requirements of North Dakota Century Code and Minot City ordinances.

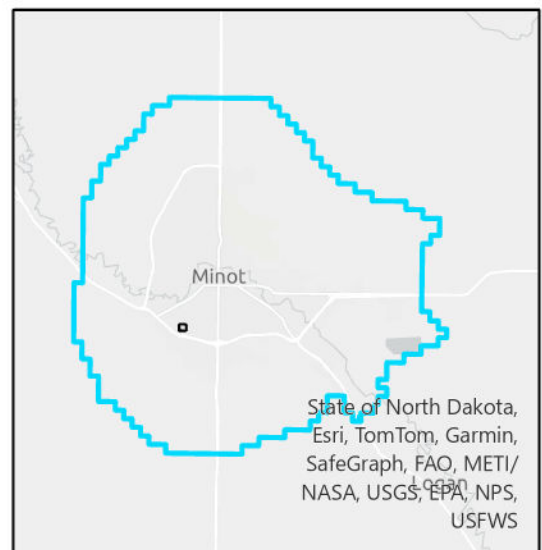
RECOMMENDATION:

Staff recommends the Planning Commission adopt the staff findings of fact and approve the conditional use permit for a commercial self-storage with the condition that galvanized chain link fencing be permitted as a fencing material.



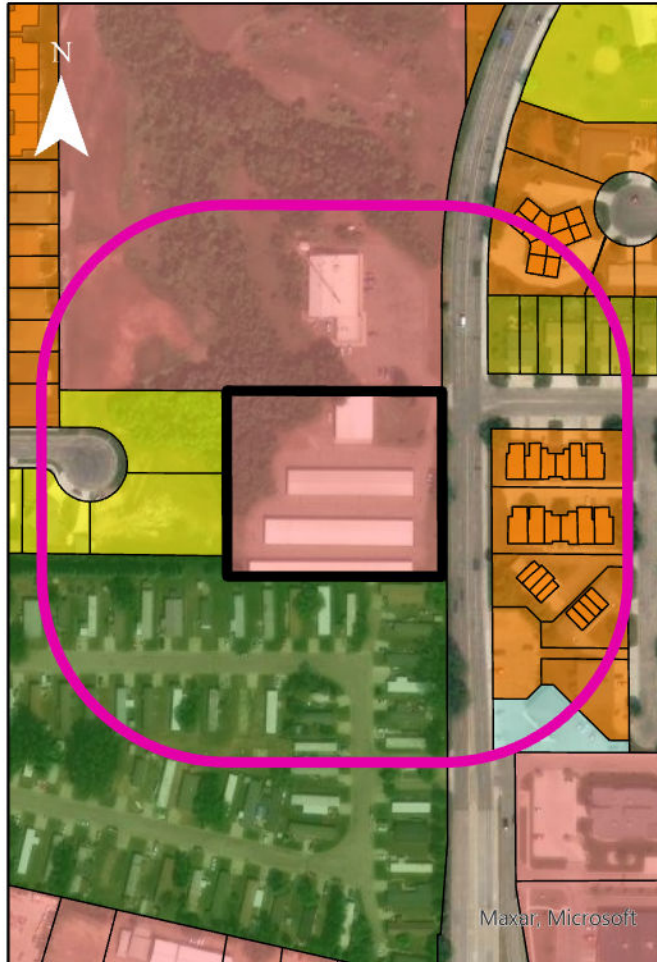
0 110 220 440 Feet

-  Case # 2024-02-05
-  Case # 2024-02-05 Notification Area

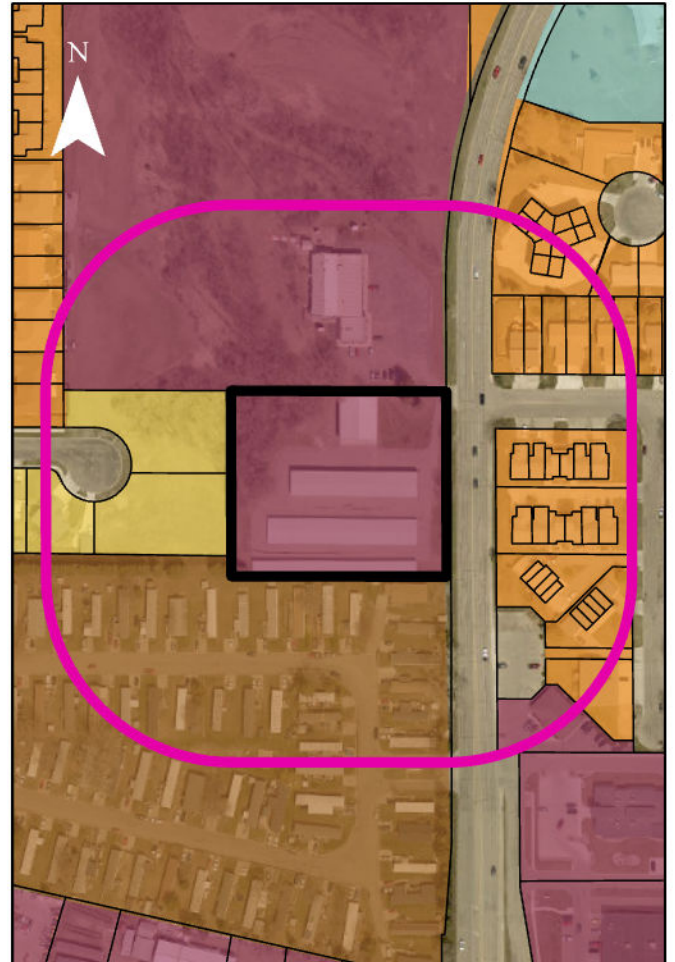




ZONING



FUTURE LAND USE



0 150 300 600 Feet

Zoning

Zoning	
	C2
	MH
	O
	R1
	R2
	R3

Both Maps

	Case # 2024-02-05
	Case # 2024-02-05 Notification Area

Land Use Type

	Public Institutional
	Suburban Residential
	General Commercial
	Urban Residential
	Manufactured Home Community

Exhibit 4 – Site Photos



Facing North



Facing South



Facing Northwest



Facing East



Facing West



To whoever it concerns,

I Todd Telin, station manager of KMOT give permission to JPW Ventures INC. 2716 23rd ST SW to put a gate up using one of our poles attached to the fence on the easement land from KMOT. This is to prevent unwanted individuals from entering JPW Ventures storage sheds.

A handwritten signature in black ink, appearing to read 'Todd Telin'.

Todd Telin
KMOT Station Manager



Planning Commission Staff Report

Application Date: 03/26/2024

Date of Staff Report: 04/12/2024

Date of Planning Commission Meeting: 05/07/2024

Staff Contact: Doug Diedrichsen, Principal Planner

Staff Recommendation: Approval

Case Number: 2024-03-03

Project Name: Pederson – CUP

Current Legal Description: Outlot 18 lying in the southeast 1/4 of the northwest 1/4 Section 24, Township 155 north, Range 83 west

Proposed Legal Description: No Change

Present Address: 425 Main St S

Owners: Anita Lantto & Richard Pederson

Representative: Richard Pederson

Entitlements Requested: Accessory structure to be placed on a residential lot with no primary dwelling

Present Zone(s): “R1” Single-Family Residence District

Present Use(s): Vacant

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

Present Future Land Use Map Designation: Undesignated

Proposed Zone(s): No Change

Proposed Use(s): Accessory Structure (Private Storage)

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

Proposed Future Land Use Map Designation: No Change

PROJECT DESCRIPTION:

Public hearing request by Richard Pederson & Anita Lantto, owners for a request of a conditional use permit for a “R1” Single-Family Residential District lot. The legal description for the property is Outlot 18 lying in the southeast 1/4 of the northwest 1/4 Section 24, Township 155 north, Range 83 west, County of Ward, North Dakota.

The address for the property is 118 5th Street SE.

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

BACKGROUND INFORMATION:

The subject property is located in central Minot in a residential neighborhood west of Roosevelt Park. The property is owned by the applicants, and is utilized as vacant land for storage of private property. An accessory building was moved onto the property without a moving permit and without securing a conditional use permit providing land use entitlements. Applicant is seeking to establish entitlement so that the moving permit can be processed by the Inspections Division. A copy of a site plan may be found in **Exhibit 2**.

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

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

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.

The proposed use must be harmonious with the comprehensive plan future land use map designation of undesignated (adjacent to Suburban Residential) and the LDO. The LDO establishes specific criteria that allow accessory structures to be placed on otherwise vacant residential properties. Section 4.1-8. B. Accessory Buildings, No Primary Dwelling or Use.

Section 4.1-8. B. 1. a-b. outlines the rare instances where it may be appropriate to provide a mechanism to allow accessory structures without a primary dwelling when all other entitlement procedures afforded to the property owner are explored. A subdivision major or minor plat would not clear up this issue due to plated access entitlements of adjacent property owners and a zoning or comprehensive plan map amendment would not make the land better for development due to other physical land issues present, Section 4.1-8. B. 1. A-b is satisfied.

Section 4.1-8. B. 1. c-e. states the Planning Commission shall find the project meets all of the following: the property is a legal lot of record. The property is located in a special flood hazard area or has other hazardous development characteristics. The presence of a home would be considered a detriment to orderly development, health and safety, or interfere with the accomplishment of the goals of the Comprehensive plan. Since the only access to the property is through by way of a road that is constructed to the standards of an alley way, emergency services would be difficult to provide, Section 4.1-8. B. 1. c-e is satisfied.

Staff finds the proposed use to be harmonious with the comprehensive plan future land use map designation of Suburban Residential 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. Since the subject property is located behind, and screen by a row of primary dwellings and the lot is generally undevelopable for the reasons outlined above, staff finds that Section 9.1-4. F. 2 thru 4 is 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 6th St. SE via a platted alley, 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 no comments were received.

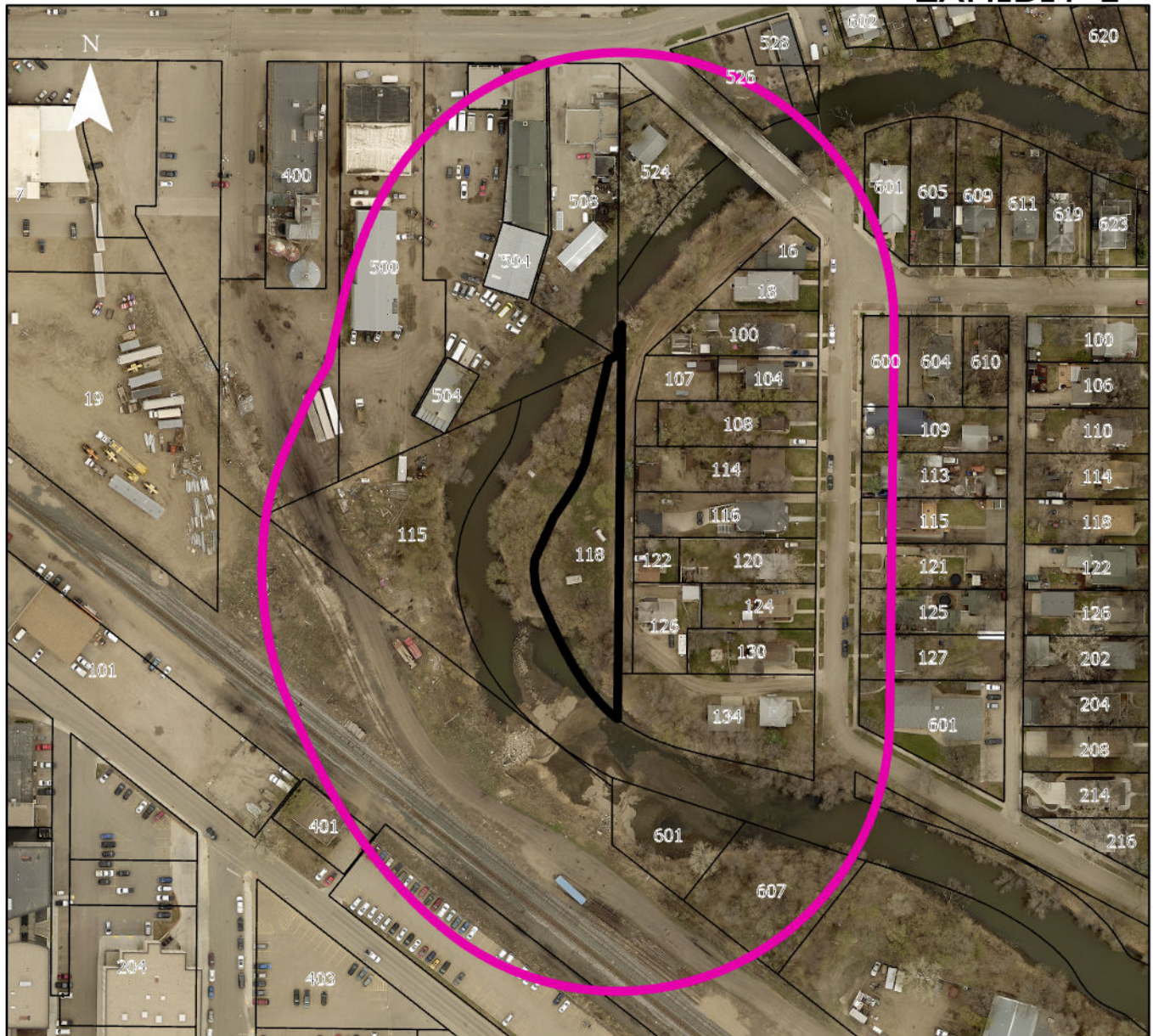
FINDINGS OF FACT:

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

- 1) The applicant has submitted a complete application.
- 2) The property is zoned “R1” Single-Family Residential District
- 3) The City of Minot 2040 Comprehensive Plan Future Land Use Map does not designate this area; however, it is located directly adjacent to, and is part of a neighborhood designated Suburban Residential.
- 4) 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.

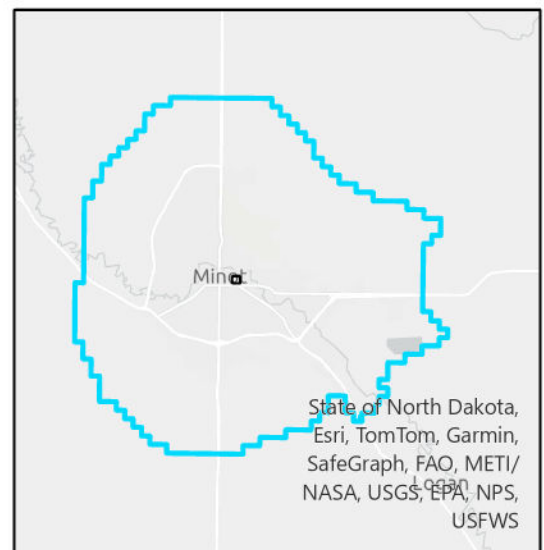
RECOMMENDATION:

Staff recommends the Planning Commission adopt the staff findings of fact and approve the conditional use permit for accessory structure on a lot with no primary dwelling.

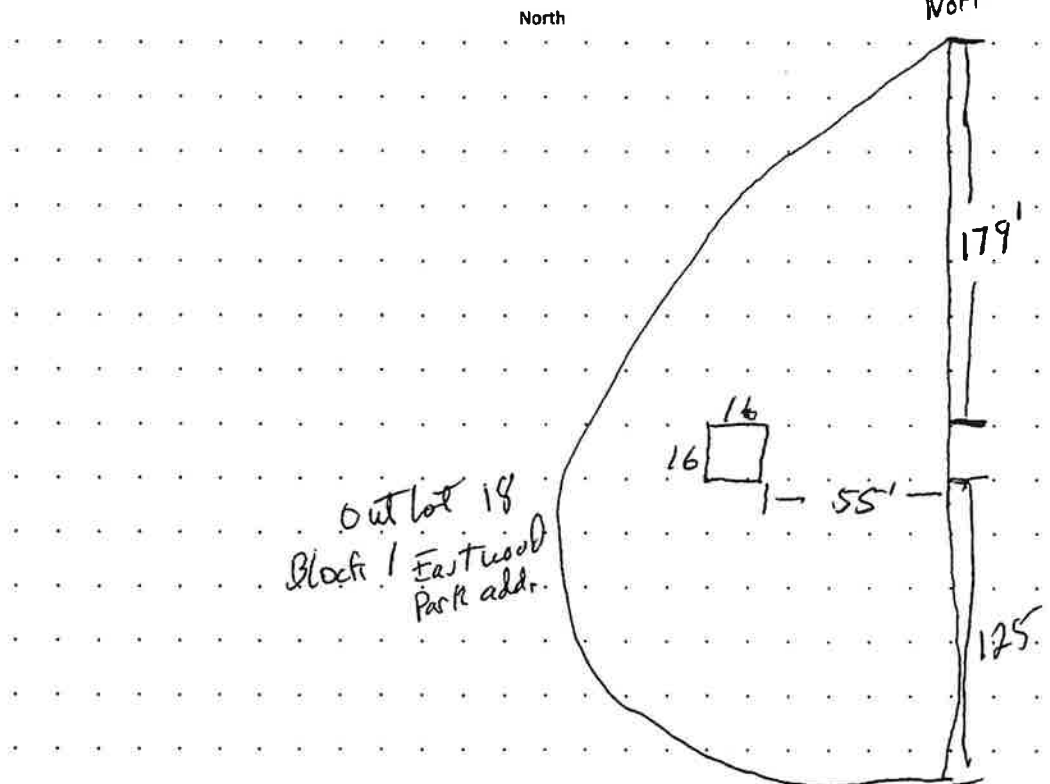


0 125 250 500 Feet

-  Case # 2024-03-03
-  Case 3 2024-03-03 Notification Area



FOR NEW ACCESSORY STRUCTURES AND ADDITIONS SUPPLY PLOT PLAN OF LOT
(Show all distances to new structure from property lines and existing buildings)



*****NO COMMERCIAL OR MULTI FAMILY BUILDING PERMITS WILL BE ISSUED, INCLUDING FOUNDATION PERMITS, WITHOUT WRITTEN CONFIRMATION THAT THE PROJECT SITE AND STORM WATER MANAGEMENT PLANS HAVE BEEN APPROVED BY ENGINEERING.**

This permit creates no warranties with regard to construction or code compliance. Any inspections under this permit are for the benefit of the public and not the permit recipient, and any inspections do not create a duty to the permit recipient, the owner, or to a subsequent purchaser with regard to quality of construction or code compliance. This agreement applies to any such claim brought by any subsequent purchaser or owner of the property. I understand that I am responsible for the information shown hereon. I certify that I have investigated the location of my property lines, any easements or other restrictions on the property and the dimensions shown are accurate to the best of my knowledge.

AS PERMIT APPLICANT, I ACKNOWLEDGE THAT I HAVE BEEN MADE AWARE OF THE ABOVE STATEMENTS AND CONDITIONS.

APPLICANT SIGN

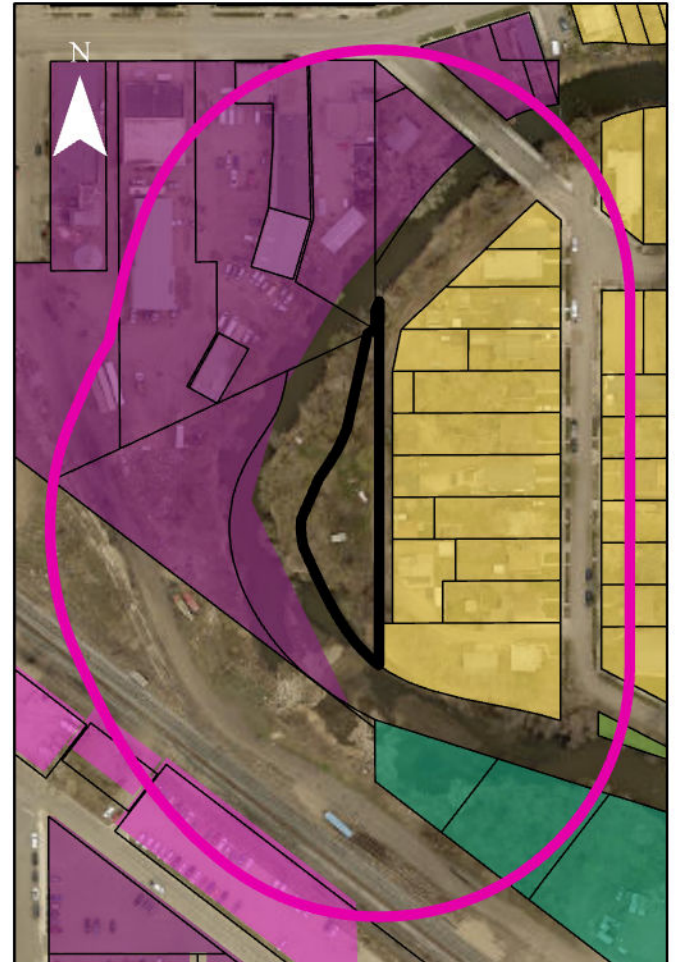
DATE 1-11-2024

Richard Pederson
116 6TH ST SE
701-720-0627

ZONING



FUTURE LAND USE



0 112.5 225 450 Feet

Zoning

Zoning	
	C2
	CBD
	M1
	R1
	R3
	R3B

Both Maps

	Case # 2024-03-03
	Case 3 2024-03-03 Notification Area

Land Use Type

	Suburban Residential
	Parks and Recreation
	Riverfront Activation
	Downtown Mixed Use
	Downtown Fringe
	Riverfront Activation

Exhibit 4 – Site Photos



Facing North



Facing South



Facing Northeast



Facing Southeast



Planning Commission Staff Report

Application Date: 03/28/2024

Date of Staff Report: 04/12/2024

Date of Planning Commission Meeting: 05/07/2024

Staff Contact: Doug Diedrichsen, Principal Planner

Staff Recommendation: Approval

Case Number: 2024-03-04

Project Name: Hillcrest Drive – Zone Change

Current Legal Description: Lots 7 & 8 of
Nordstrom & Hanson Subdivision, Section 13,
Township 155 north, Range 83 west

Proposed Legal Description: No Change

Present Address: 301 Hillcrest Drive

Owners: Marshall Morgan

Representative: N/A

Entitlements Requested: Zoning Map Amendment
from “R1” Single-Family Residential District to “RM”
Medium Density Residential District

Present Zone(s): “R1” Single-Family Residential
District

Present Use(s): Multi-Family Residential – Four
(4) Units

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

Present Future Land Use Map Designation:
Suburban Residential

Proposed Zone(s): “RM” Medium Density Residential
District

Proposed Use(s): Convert existing residential rental
building from four (4) units to three (3) units

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

Proposed Future Land Use Map Designation: No
Change

PROJECT DESCRIPTION:

Public hearing request by Marshall Morgan, owner for a request of zone change for a “R1” Single-Family Residential District lot. The legal description for the property is Lots 7 & 8 of Nordstrom & Hanson Subdivision, Section 13, Township 155 north, Range 83 west, County of Ward, North Dakota.

The address for the property is 301 Hillcrest Drive, an aerial map including the notification boundary, is provided in **Exhibit 1**.

BACKGROUND INFORMATION:

The applicant desires to rezone the property from “R1” Single-Family Residential District to “RM” Medium Density Residential District in order to be able to convert a legal non-conforming four (4) unit rental property to three (3) units. The current quadplex is a legal non-conforming use therefore the subject property owners could renovate the existing structure continuing to operate it as a four (4) unit rental property. Any redevelopment of the subject property other than for the existing use would require the entire property to be brought into compliance with the current single-family home required in the “R1” district.

The “RM” Medium Density Residential District allows for multi family housing including triplexes and is listed as a “complimentary zoning district” in the 2040 Comprehensive Plan document, outlined in the “Suburban Residential” section of the land use chapter.

Though “R1” and “RM” districts are similar in the minimum required dimensions however the “RM” district will grant significantly more options in the way of permitted housing types allowed on the subject property. The footprint of the existing structure will not change with the proposed project and the density of development will decrease on the subject property.

The applicant’s letter of intent is provided in **Exhibit 2**.

The zoning and future land use map of the subject property and immediate vicinity is provided in **Exhibit 3**.

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

STAFF ANALYSIS:

Zoning Map Amendment Analysis:

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

The subject property future land use designation is Suburban Residential, which aligns with the proposed zone change to “RM” Medium Density Residential. Staff finds no future land use map amendment is necessary.

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

Section 9.1-7 H. relates to whether or not the proposed zoning map amendment is justified due to a change in conditions, error in the zoning map, or by in order to fulfill the future land use map of the Comprehensive Plan. The request stems from an error in the zoning map, as the existing non-conforming use of the property does not comply with the zoning designation assigned to it. 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 “RM” Medium Density Residential District will diminish the condition or value of property within the vicinity. As discussed in the Background Information section of this report, the footprint of the building will not change and the density of development will move closer to that of the surrounding “R1” properties. Section 9.1-7. H. 3. is satisfied.

Section 9.1-7. H. 4. requires the zoning change to be consistent with the purpose of the Land Development Ordinance of the City of Minot, the Comprehensive Plan, and other adopted plans and policies of the City. The proposed development must comply with all development standards within the Land Development Ordinance of the City of Minot and the zoning map amendment aligns with the future land use designation of Suburban Residential in the City of Minot 2040 Comprehensive Plan. Therefore, Section 9.1-7. 4. 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:

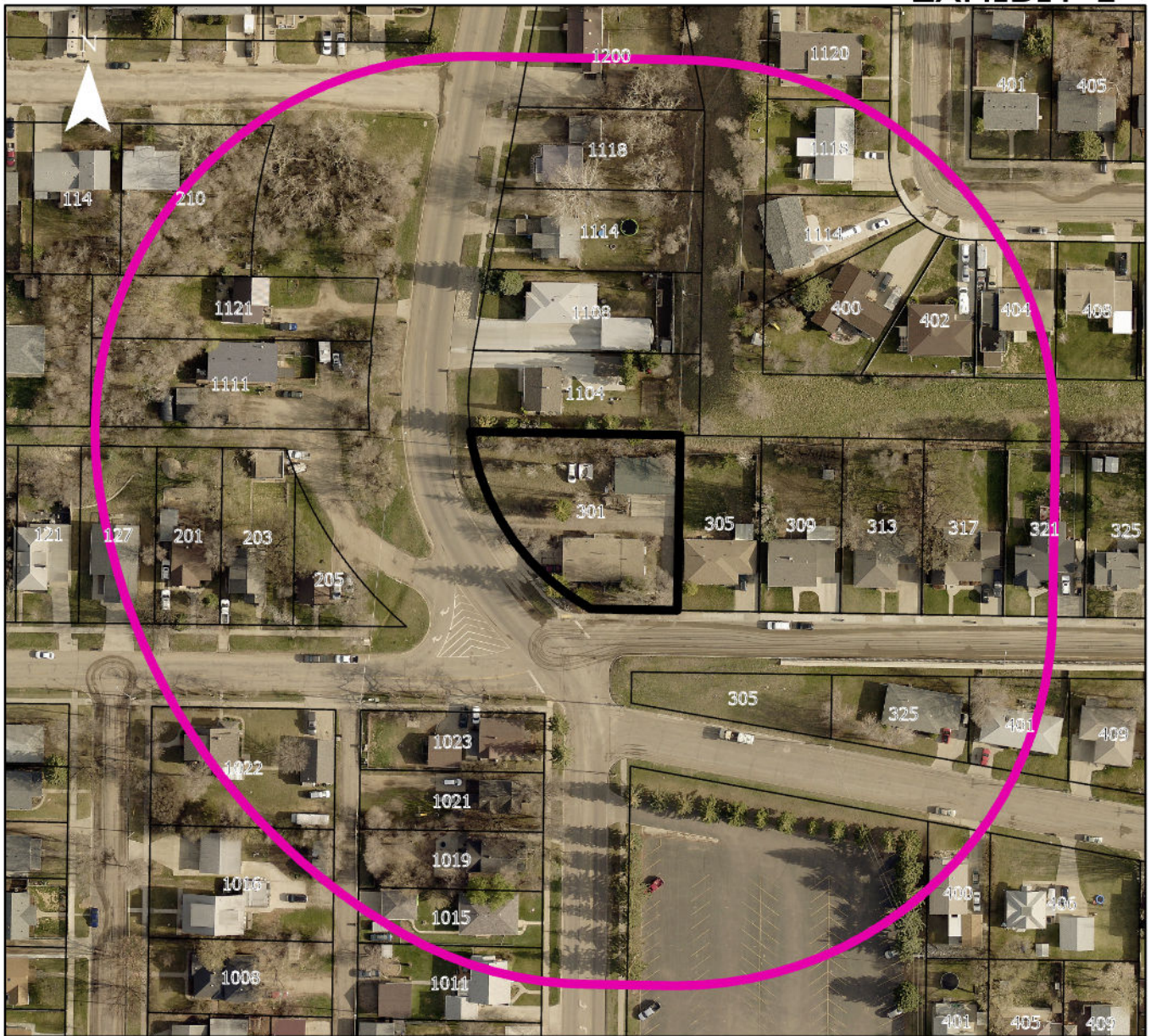
The Minot Planning Commission should accept the following findings of facts:

- 1) The applicants have submitted a complete application.
- 2) The present zoning is “R1” Single-Family Residential District.
- 3) The City of Minot 2040 Comprehensive Plan Future Land Use Map designates this area as Suburban Residential.

- 4) The proposed zoning map amendment satisfies the evaluative criteria of Section 9.1-7. H. 1. thru 4. of the Land Development Ordinance 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 provide a recommendation to City Council whether the zoning map amendment be approved, with or without conditions, or denied. The public notice requirements were met, the hearing was legally noticed and posted, and the hearing was held and conducted under the requirements of North Dakota Century Code and Minot City ordinances.

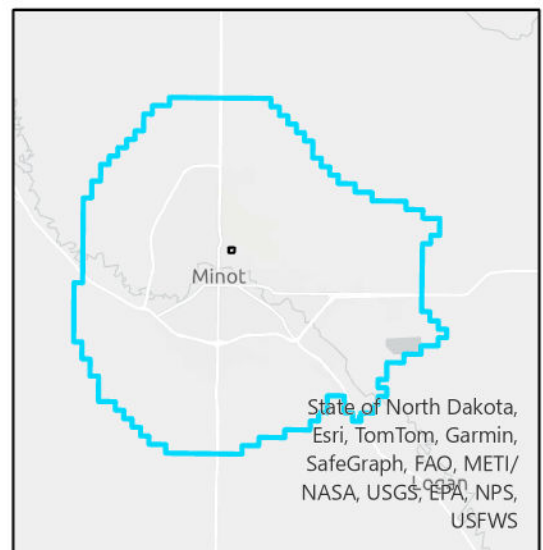
RECOMMENDATION:

Staff recommends the Planning Commission adopt staff's findings of fact and recommend approval to City Council for a zoning map amendment from "R1" Single-Family Residential District to "RM" Medium Residential District with no conditions.



0 90 180 360 Feet

-  Case # 2024-03-04
-  Case # 2024-03-04 Notification Area

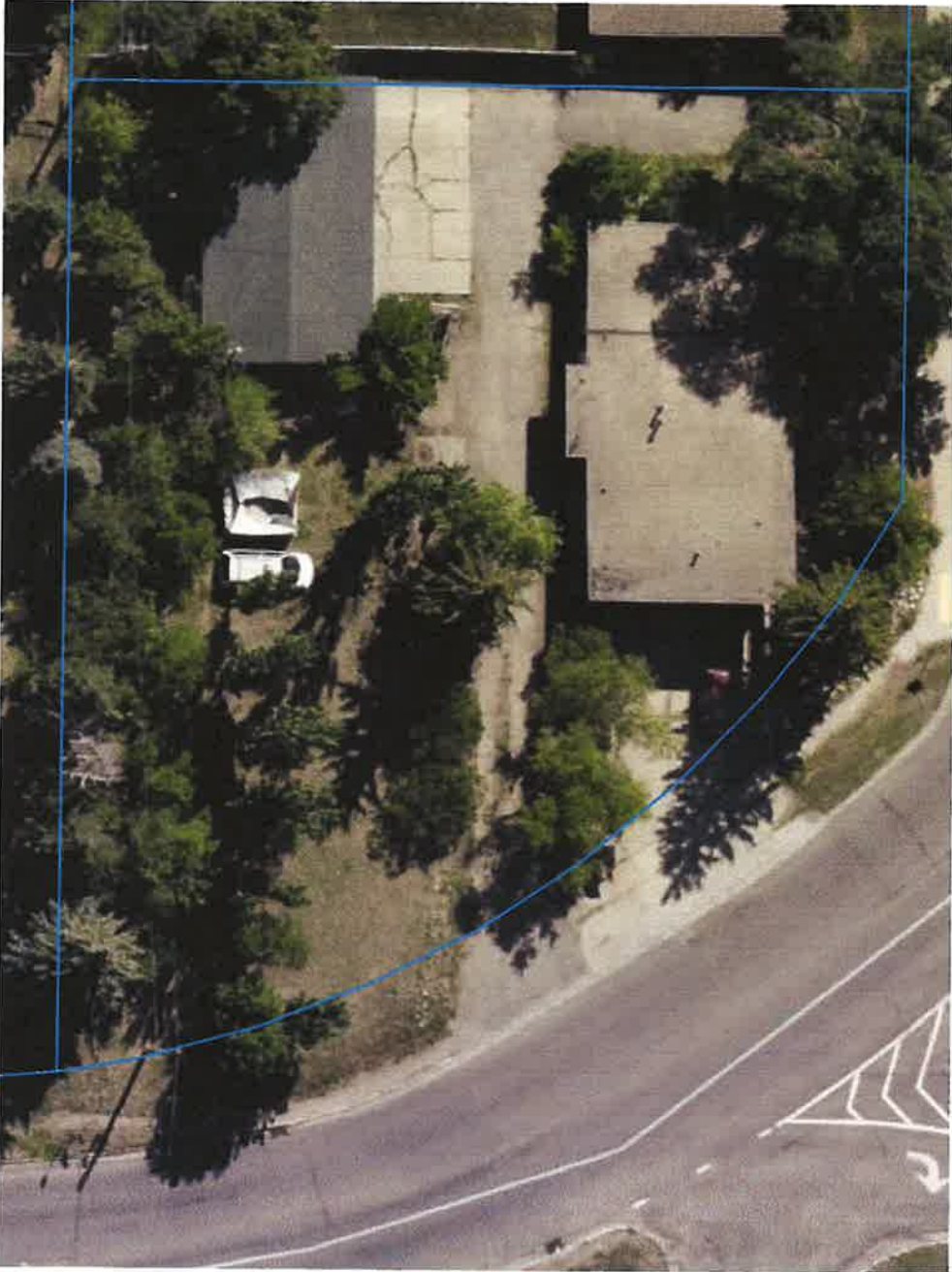


Letter of Intent

We are applying for a zone change, from R1 to RM. We are requesting a change to become compliant with the current zoning codes. The residence is located at 301 Hillcrest Drive in northeast Minot. The residence is currently a four-plex rental unit but will be updated to a three-plex after renovations are complete.

← garages

← apartments



301 Hillcrest Drive
Minot ND 58703



West Bedroom 13'1" x 13'1" East Bedroom 13'1" x 13'1"

Bath room 6'0" x 6'0"

Kitchen 10'7" x 10'7"

Stairway 4'1" x 4'1"

Kitchen 10'7" x 10'7"

Bath room 6'0" x 6'0"

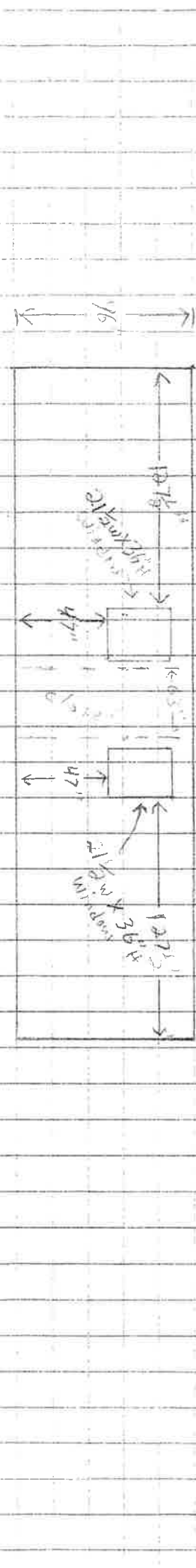
East 13'1" x 13'1"



West Bedroom 13'1" x 13'1" Bath room 6'0" x 6'0" Kitchen 10'7" x 10'7" Stairway 4'1" x 4'1" Kitchen 10'7" x 10'7" Bath room 6'0" x 6'0" East Bedroom 13'1" x 13'1"



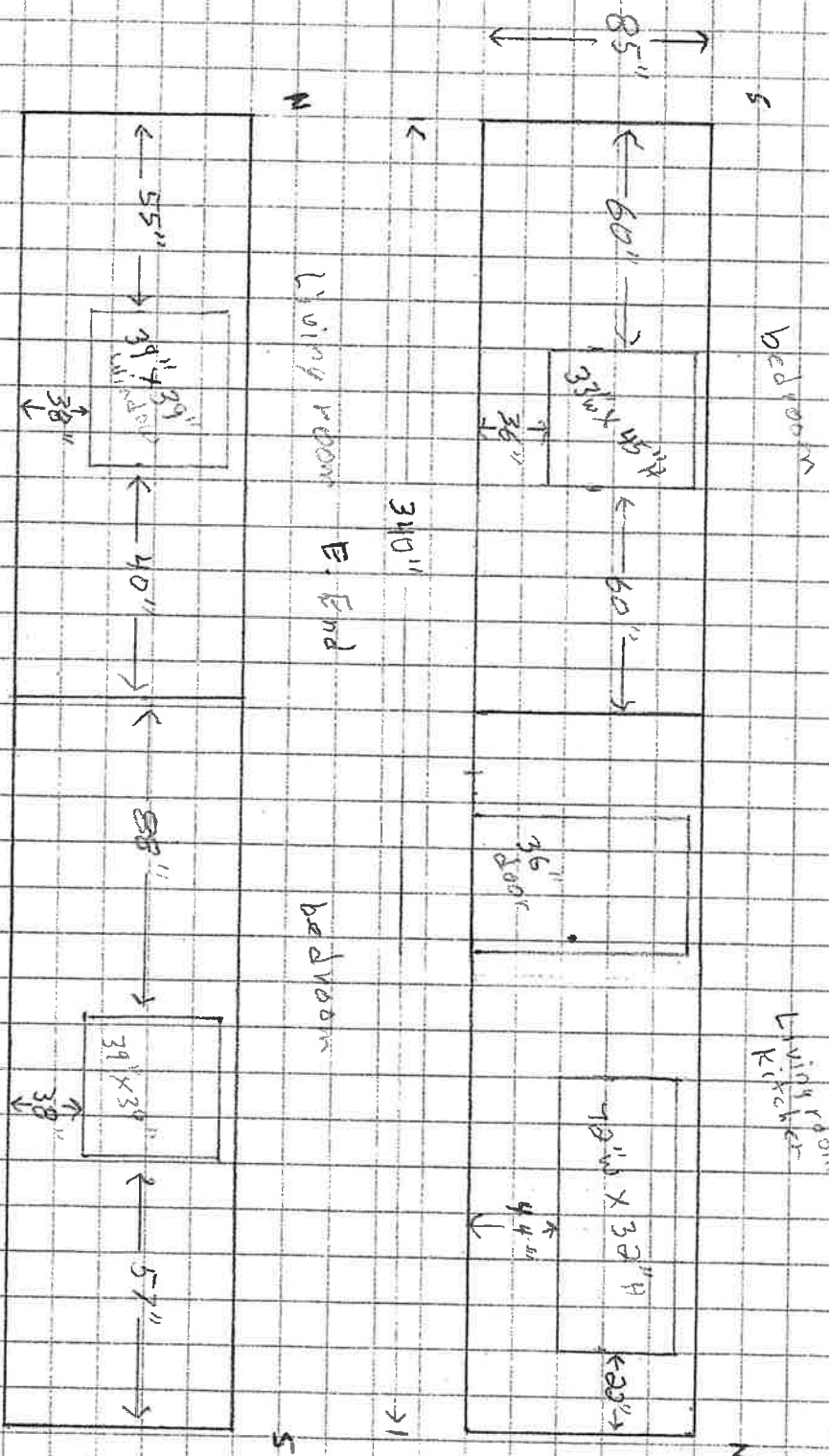
Living room 19'0 1/2" x 19'0 1/2" S. Wall from inside outside Living room 19'0 1/2" x 19'0 1/2"



East and West Bedrooms 15'7" x 15'7" Living room 19'0 1/2" x 19'0 1/2"

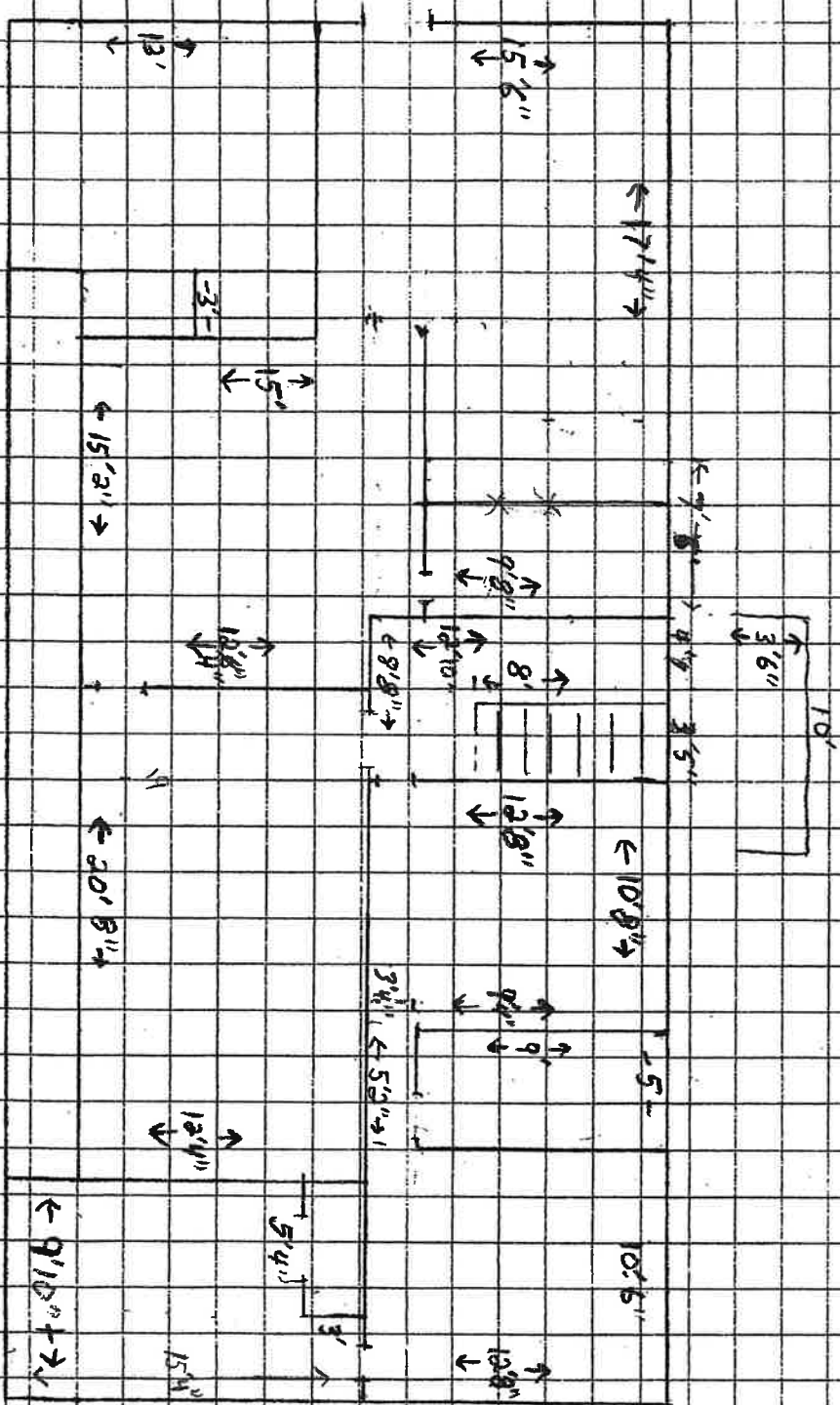


Lower level W. End

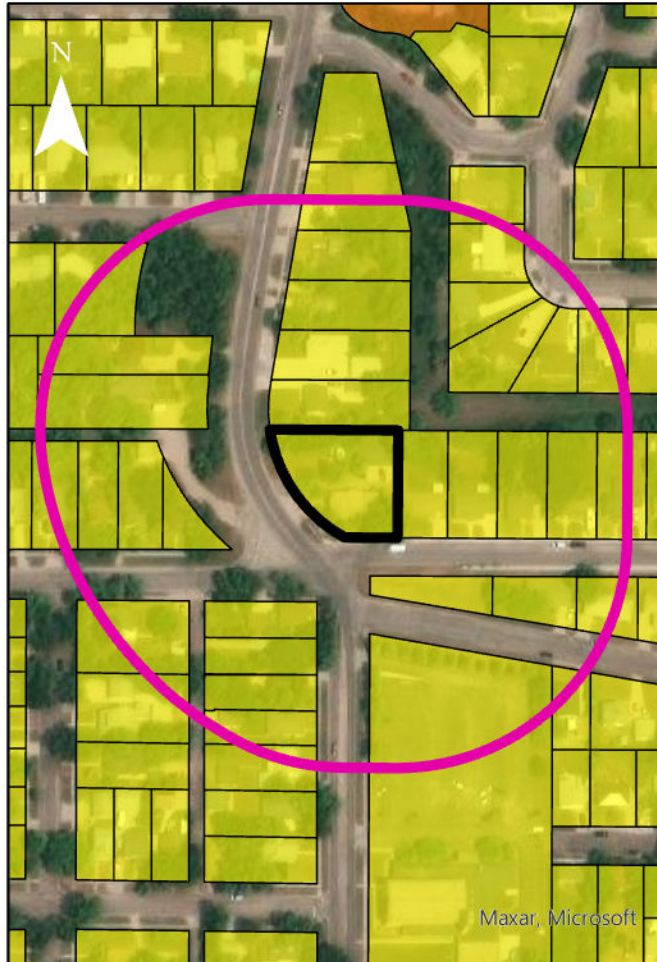


No windows or doors on N. and S. walls

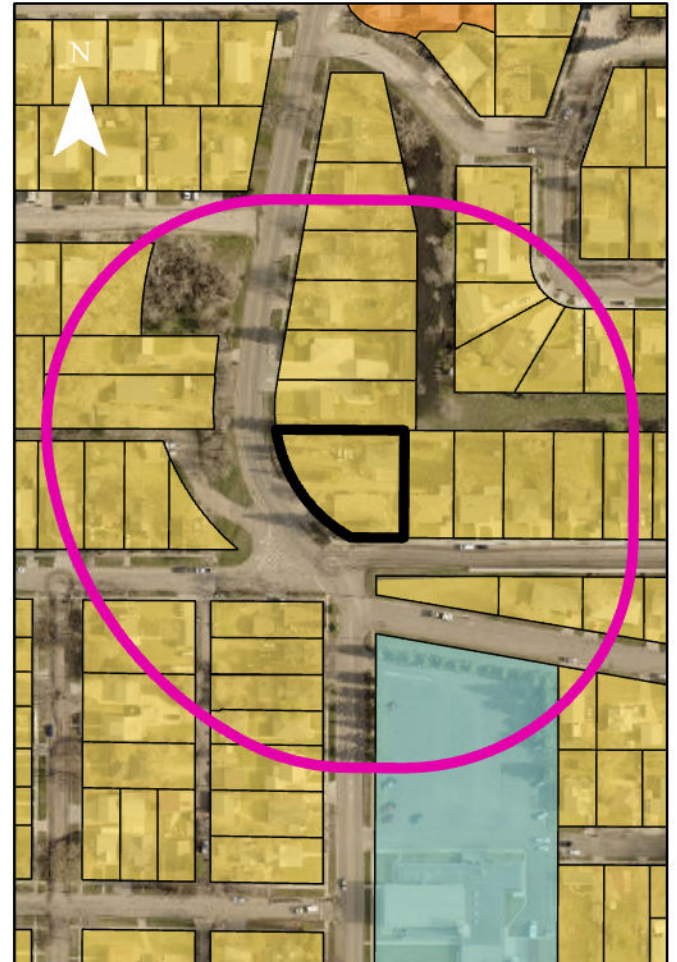
Basement



ZONING



FUTURE LAND USE



0 120 240 480 Feet

Zoning

Zoning	
	R1
	R3B

Both Maps

	Case # 2024-03-04
	Case # 2024-03-04 Notification Area

Land Use Type

	Suburban Residential
	Urban Residential
	Suburban Residential
	Public Institutional

Exhibit 4 – Site Photos



Facing Northeast



Facing Southwest



Facing Northwest



Facing East



Planning Commission Staff Report

Application Date: 03/15/2024
Date of Staff Report: 04/29/2024
Date of Planning Commission Meeting: 05/07/2024

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

Case Number: 2024-03-01
Project Name: Popeyes Restaurant – Variance
Current Legal Description: See the project description below.
Proposed Legal Description: No Change

Present Address: 300 28th Ave SW

Entitlements Requested: Variance Request

Owners: MYLA Properties, LLC

Representative: Harold Rose

Present Zone(s): “C2” General Commercial

Present Use(s): Restaurant (New Build no Final Certificate of Occupancy)

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

Present Future Land Use Map Designation: General Commercial

Proposed Zone(s): No Change

Proposed Use(s): No Change

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 Harold Rose representing MYLA Property, LLC., owner for a variance for a “C2” General Commercial District lot. The legal description for the property is Outlot 9 of the northeast 1/4 less highway right-of-way Section 35, Township 155 north, Range 83 west, County of Ward, North Dakota.

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

BACKGROUND INFORMATION:

The property owner is requesting a variance for relief of buffer yard requirements (Section 7.1-4. C.) and street landscaping and site landscaping requirements (Section 7.1-3. A & C.) as outlined in the City of Minot's Land Development Ordinance (LDO). A development review team (DRT) meeting was held with the applicant on February 15th, 2023 where the applicant was made aware of all of the site design standards required in the LDO and these minutes were provided to the applicant on February 23rd, 2023. A landscaping site plan was submitted as a part of the building permit application process and approved by the Planning Division and is available in Exhibit 3.

At the time of final inspection, it was noted by the City Building Inspector that the building and site as constructed had deviated from the approved plan considerably. The Inspector brought these concerns to the attention of the Principal Planner and Community Development Director. A meeting was scheduled with the applicant on March 15th, 2024 to discuss options moving forward. Requirements for the applicant to be issued a temporary certificate of occupancy were outlined by city staff at that time. The applicant was asked to submit a new proposed site plan, proof the City Forester had been contacted about street tree planning/planting, landscaping bond, variance application and a letter to engineering regarding the need for construction of a retaining wall on the north side of the property that was included in the plan and was not constructed. These items were submitted and the temporary certificate of occupancy was issued to allow for the application process for the variance.

The 2/15/23 Development Review Team meeting minutes are provided in **Exhibit 2**.

The proposed Landscaping Plan (Amendment to 09-25-03 Iteration) is provided in **Exhibit 3**.

The approved Landscaping Plan (09-25-03 Iteration) is provided in **Exhibit 4**.

The zoning and future land use map designation of the subject property and surrounding area is provided in **Exhibits 5**.

Site photos are provided in **Exhibit 6**.

STAFF 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 G. requires the Planning Commission find that the applicable criteria for a unique hardship has been satisfied. To that end, staff provides the following guidance:

1. Sections 9.1-3. G. 1. A variance may not be approved unless the Planning Commission finds that there exists a unique hardship. The strict application of the applicable standards will constitute a unique hardship due to circumstances unique to the property not created by the landowner, not including economic or fiscal hardship. A unique hardship is limited by the LDO to one or more of the following; shape of property, topography or exceptional practical difficulties.
2. Staff finds that the variance criteria provided in Sections 9.1-3. G. 1. a. is not applicable. Requests relating to this provision are relevant on odd shaped lots or lots that are too shallow or narrow to accommodate development when all setbacks and other design requirements are considered. A site plan was submitted by the developer's Licensed Engineer and approved by the City of Minot for this property that met all of the design criteria for a restaurant drive-thru located in a "C2" General Commercial District as outlined in the LDO. If the site had been developed consistent with the site plan that was approved, the site would have met all relevant design standards. However, the Developer did not follow this site plan, which means any criteria arguably in favor of this provision were created by the Developer. Given the same, staff believes the exceptional shallowness or shape of the of a specific piece of property criteria is not satisfied.
3. Staff finds Section 9.1-3. G. 1. b. is not applicable. Requests for a hardship under this criteria are related to the topography of the lot as excessive slope can limit a buildable area so that would it would not accommodate development meeting all design standards. A site plan was submitted by the developer and approved by the City of Minot that included engineered elements (a retaining wall) to allow the site to be developed while mitigating the effects of the topography of the subject property. The Developer has not installed the retaining wall, and built his site in a manner contrary to the approved site plan. Therefore, staff believes the section relating to the topography of the property is not satisfied.
4. Staff finds Section 9.1-3. G. 1. c. relating to there being exceptional practical difficulties that would prevent the reasonable use of the property is not satisfied. A site design was created by a licensed design professional and approved by the City of Minot that showed the development potential of the subject property. Staff believes this section is not satisfied because any exceptional practical difficulties existing at present could have been alleviated had the Developer and his Contractor followed the approved site plan.
5. Staff finds Section 9.1-3. G. 2. a. relating to the granting of the variance and its effect on the rights of property owners in the surrounding neighborhood or the character of the neighborhood is applicable and is not satisfied because the commercial use adjacent to medium density residential could create significant visual and noise nuisances to neighboring property owners without the required mitigating design elements incorporated into the site. As defined in the LDO buffer strip/buffer yard are landscaped areas used to visibly separate incompatible uses or to shield or block noise, light or other nuisances.
6. Staff finds Section 9.1-3. G. 2. b. relating to the variance not being contrary to the comprehensive plan is not satisfied. As discussed in the Development Characteristics section of Chapter 3 of City of Minot 2024 Comprehensive Plan buffing/landscaping should be incorporated to soften the transition between commercial and residential developments. The Landscaping section of Chapter 9 of the City of Minot 2024 Comprehensive Plan outlines the need for properly landscaped development within all commercial

zoning districts and states the “maintenance concerns should not supersede aesthetic considerations”. Chapter 9 also reinforces the need for the LDO to determine setback widths and standards that consider the characteristics of the roadway and the building.

Comments:

1. Several public comments were received at the time of writing this staff report.
 - a. These comments related to noise, light and traffic/parking impacts felt by the adjacent property owners due to the initial operations of the restaurant.
 - b. Those providing comment were encouraged to submit them in writing or to appear at the public hearing in order to have these comments considered by the Planning Commission and entered into the public record.
2. The application was distributed to city departments and external public agencies within the City for review and the comments received were incorporated into this report through an iterative process involving multiple drafts.

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 “C2” General Commercial on the Official Zoning Map requiring compliance with “C2” General Commercial District design standards and has a “General Commercial” designation on the Future Land Use Map of the 2040 Comprehensive Plan.
- 3) The variance does not meet the applicable criteria per 9.1-3 G., as outlined in the Staff Analysis section of the Planning Commission Staff Report.
- 4) The Minot Planning Commission has the authority to hear this case and decide 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.

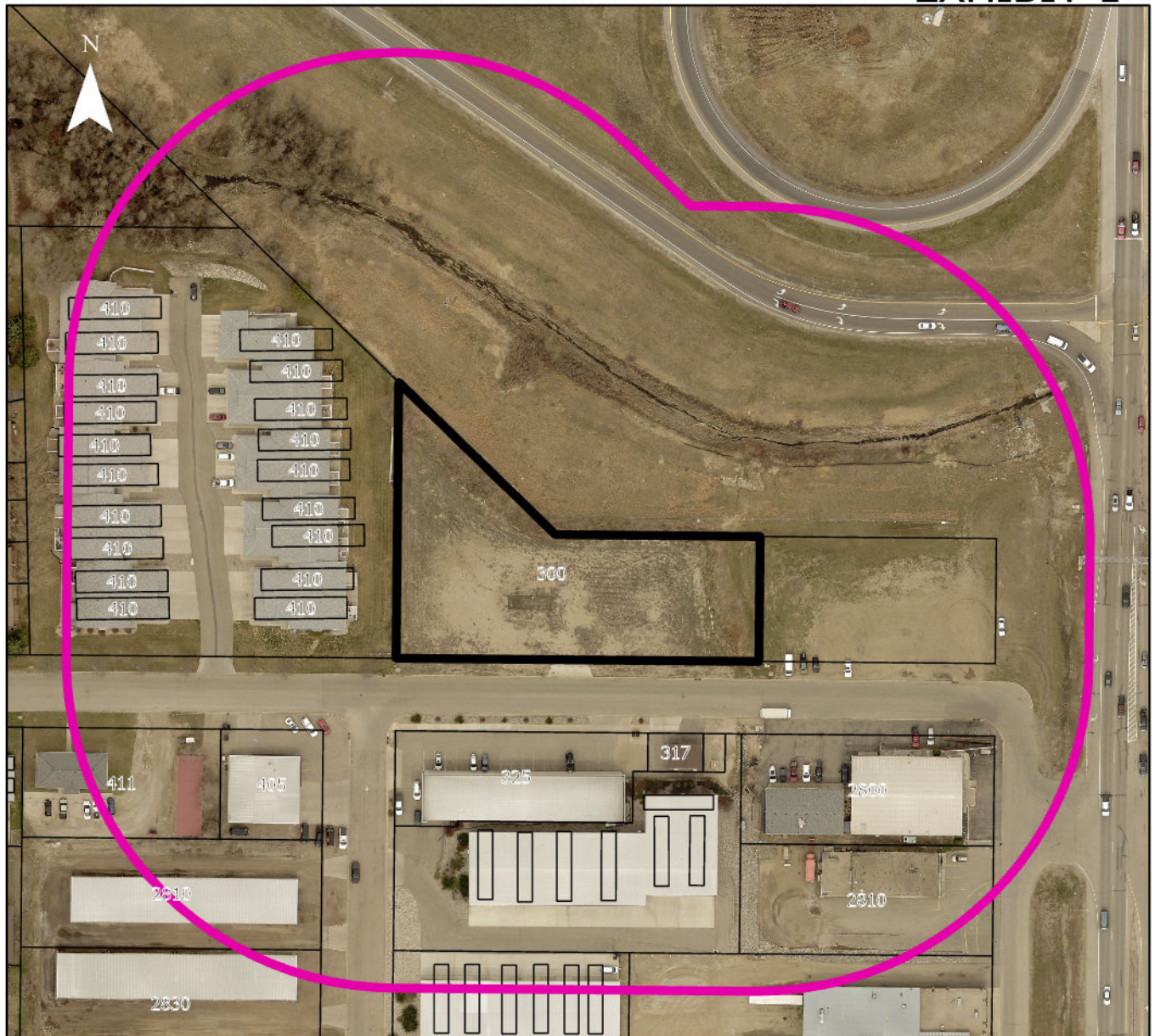
RECOMMENDATION:

Staff recommends the Planning Commission adopt staff findings of fact and:

Deny a variance to the Section 7.1-4. C. & Section 7.1-3. A & C. related to street landscaping, site landscaping and buffer yard standards.

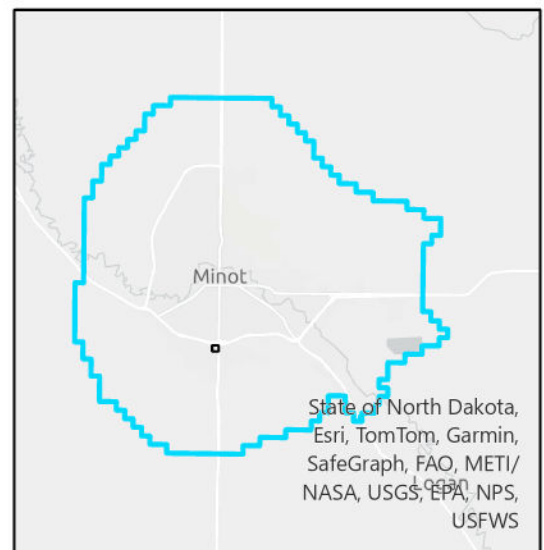
Alternative Recommendation

It may be possible for the applicant to address the concerns outlined in the Staff Analysis section of staff's written report and provide a reasonable strategy to mitigate the possible noise and light nuisances by removing existing built elements to make room for the required landscaping elements and buffers. This could be done by reconfiguring the site and removing some paving. The possibility of land acquisitions from adjacent property could also be explored to achieve the goal of a conforming site. To this end, staff provides the following alternative recommendation to allow the applicant additional time to address its nonconforming conditions and propose an alternate solution in the form of a site plan, created by a licensed design professional, conforming to the LDO design standards.: Table the item until Tuesday, June 4, 2024 at 5:30p.m. in the Council Chambers of City Hall.



0 100 200 400 Feet

-  Case # 2024-03-01
-  Case # 2024-03-01 Notification Area





Development Review Team Meeting Form

Date: 2-15-2023

The intent of the Development Review Team meeting is to provide information in regards to city code, policies, and procedures. This meeting does not constitute approvals of a site plan, access points, street sections, variances, or waivers of policy, etc. Additional requirements may become apparent upon review of an application.

Project Name: Popeye's Chicken	
Site Address: 300 28th Avenue SW	Parcel ID or Legal:
☐ Applicant ☐ Architect ☒ Engineer ☐ Other:	
Name: Lucas Hoover	
Email Address: lucash@helmsengineering.com	Phone #: 605-225-1212
☐ Applicant ☐ Architect ☒ Engineer ☐ Other:	
Name: Bob Kieso	
Email Address: bobk@helmsengineering.com	Phone #: 605-225-1212
☐ Applicant ☐ Architect ☐ Engineer ☐ Other:	
Name:	
Email Address:	Phone #:
☐ Applicant ☐ Architect ☐ Engineer ☐ Other:	
Name:	
Email Address:	Phone #:
City/Park Staff Present: ☐ Lance M. ☐ Brian B. ☐ Kelli K. ☐ Dan J. ☒ Luke T. ☒ John V. ☒ Emily H. ☐ Jason S. ☒ Robby B. ☐ Darren M. ☐ Ron M. ☐ Elly D. ☐ Stephen J. ☐ Stewart H. ☐ ☐ City Alderman ☐ Planning Commissioner	
Project Description: Construct a Popeye's Restaurant on a vacant lot.	

PLANNING DEPARTMENT
☐ **NO REQUIREMENTS**
Type of Application: (check all that apply)

- ☐ Annexation ☐ Rezone ☐ Conditional Use ☐ Planned Development ☐ Preliminary Plat ☐ Variance
☐ Ordinance Amendment ☐ Plat/Street Vacation ☐ Comp. Plan Map Amend. ☐ Building Permit
☐ Other:

City Limits:
☒ Yes

☐ No

Comp. Plan:

Current: Commercial

Proposed: No Change

Zoning:

Current: C2

Proposed: No Change

Surrounding Zoning:

North: C2

South: C2

East: C2

West: C2

General Site Information:

New

Existing

Percentage Increase

 # of existing buildings: 0 Total sq. ft.: 0 Acreage: 0.94 Buildings to be torn down: ☐ Yes ☒ No

 New construction: ☒ Yes ☐ No Total new sq. ft.: Addition: ☐ Yes ☐ No Total Addition sq. ft.:

Parking, Section 6.1-2 F. 7.:

 Parking required: ☐ Yes ☐ No Minimum # of spaces required: 0.5 spaces per seat or 1 spaces per 1,000 s.f., whichever is less.

Other Parking Comments:

Landscape Buffers, Section 7.1-1 D. 1-2:
☐ N/A

Street #1:

Street #2:

 Buffers between land uses: ☒ Yes ☐ No Width:

 Parking lot landscaping required: ☒ Yes ☐ No

Signage:
☐ N/A

 Type signage: ☐ Pole ☐ Wall ☐ Monument ☐ Other: _____ Sign permit required: ☐ Yes ☐ No

Maximum sign square footage: Maximum height:

Design Standards: (choose three of seven):
☐ N/A

☐ Contrasting colors ☐ Horizontal & vertical elements ☐ Accent materials ☐ Enhanced front entry

☐ 25% window coverage facing street ☐ Irregular building shape

☐ Other architectural features:

Exterior Building Finishes: (choose two of nine):
☐ Brick ☐ Natural stone ☐ Split face CMU ☐ Pre-case concrete ☐ Durable wood ☐ Architectural metal

☐ Glass curtain wall panels ☐ Stucco or EFIS ☐ Other material accepted by Director: _____

Setbacks:

Front: 25' (south)

Rear: 40' (north)

Side: 0'

Street Side: N/A

Maximum
Building Height:

60'

Minimum Lot
Width:

100'

Maximum
Density:

N/A

Maximum Lot
Coverage:

100%

Overlay Zone &
Wellhead
Protection:

N/A

Additional Information:

C2 Landscaping Standards are listed on the following page:

Section 7.1-3 A Street Landscaping: 10' deep strip with 1 street tree per 50 lineal feet of lot frontage along each street within

Section 7.1-3. B. 1. Parking Lot Landscaping, Interior: 20 square feet of parking lot landscaping per space, any landscaping islands shall be a minimum of 8' in width and 100sqft.

Section 7.1-3. B. 2. Parking Lot Landscaping, Perimeter: Requires the aforementioned street trees, berms or shrubs abutting the public street if the finished grade is over 2 feet.

Section 7.1-3. C. Foundation Plantings: 4' landscaping strip along any street facing facade

Section 7.1-4. A. Loading and Service Areas: 100% screening of the service area from the public or private street is required. This can be done through a landscaping screen that consists of hedge of evergreen shrubs that will reach a height at maturity of at least 6' in height, evergreen conifers, an earthen berm, or a combination of the three.

Section 7.1-4. B. 6. Trash Handling and Recycling Screening Requirements: Shall be completely screened from eye level view from a public street and adjacent properties.

Landscape Buffer Requirements (west side abutting residential):

All buffer yards must be reasonably free of paved areas, access ways, sidewalks, storage, or other disturbances, excluding intermittent drives. Each required buffer yard must be entirely landscaped with grass or other suitable plant material with a minimum of one (1) tree for each twenty lineal feet (20 ') of buffer yard. At least fifty percent (50%) of the required trees shall be evergreen conifers, five to six feet (5 ' -6 ') minimum in height. The remaining fifty percent (50%) of trees can be ornamental trees, deciduous canopy trees, shrubs (five {5} shrubs equal one {1} tree), or a combination thereof.

Building Design Standards: Must follow all standards under Section 4.2-6. A-F (excerpt provided).

PARK DISTRICT☐ **NO REQUIREMENTS**Park Land Dedication:☐ N/A

% of area to be dedicated as public park:

Minimum acreage:

Private/HOA owned land set aside for open space: ☐ Yes ☐ No If yes, how much:Type of dedication: ☐ Deed ☐ Easement ☐ Other: _____Amenities:☐ N/A

Amenities that will be provided:

☐ Playground equipment☐ Athletic fields☐ Canopy/Gazebo☐ Swimming pool☐ Pond☐ Lighting☐ Benches☐ Picnic tables☐ Bathrooms☐ Public parking☐ Fencing☐ Storage buildings☐ _____☐ _____☐ _____Park Impact Fees:Will this project require a payment of park impact fees to the park district: ☒ Yes ☐ No

If yes, how much (estimated amount): 0.001% of overall project cost.

Pathways:Will the applicant need to construct a shared use path: ☐ Yes ☐ No

General location:

Width:

Length:

Pathway surface: ☐ Asphalt ☐ Concrete ☐ Other: _____Landscaping Requirements:☐ Lawn☐ Trees☐ Shrubs☐ Conifers☐ Rock☐ BarkWill the applicant need to submit a landscaping plan prepared by a state of North Dakota registered landscape architect: ☐ Yes ☐ NoAdditional Information:

INSPECTIONS DEPARTMENT☐ **NO REQUIREMENTS**Application(s) Required:

- | | | |
|---|---|---|
| ☒ New construction/addition | ☐ Change of use/occupancy | ☒ Electrical permit |
| ☒ Plumbing permit | ☒ Mechanical permit | ☒ Sign permit |
| ☐ Demolition permit | ☐ Fence permit | ☐ Other: |

ADA Requirements:☐ N/A

- | | | |
|---|---|--|
| ☒ Entrances | ☒ Ramps | ☒ Bathrooms |
| ☒ Doorways | ☒ Door hardware | ☒ Accessible route to public way |

Building Separation Requirements:Will the building need to be separated: ☐ Yes ☒ NoPlans prepared by State of North Dakota licensed architect: ☒ Yes ☐ NoWill the proposed use require: ☐ Underground grease interceptor ☐ Under-the-sink grease trap ☐ N/APlumbing Information:Water pipe sizing: Drain sizing: Treated building drainage: ☐ Yes ☐ No

When these items are field reviewed, typically the job is already installed and corrections may involve stopping the project from cover and possible removal of the pipe and/or fixtures and days in waiting to hear back from the design professional.

Additional Information:

- Plans designed a submitted shall be in accordance with 2021 IBC, IFGC, IMC, IFC, IEEC, 2018 ND Plumbing Code, 2020 NEC & KC A117.1-2017.
- A grease interceptor will be required.
- Type I hood with ansul system is required.
- Will have more comments when plans are submitted.
- All electrical permitting & inspections are conducted by North Dakota Electrical Board.

Building Permit Process:

1. Complete the appropriate Inspections Department commercial plans/buildings application.
2. Submit completed application to the Inspections Department with two (2) **COMPLETED** set of 24" by 36" plans.
3. The two sets of plans shall have the wet stamp of the architects and/or engineers that prepared the plans. A complete package shall include but not be limited to architectural, structural, plumbing, mechanical and electrical plans. Please include additional documentation such as structural calculations, specification books and energy compliance forms to help speed up the plan review process. The complete package shall also include all storm water calculations and detailed civil plans as prepared and stamped by a licensed civil engineer.
4. Application is processed through the Inspections Department and distributed and distributed to the Planning, Engineering, and Fire Departments for review and approval.
5. Once the Inspections Department receives the approved application from Planning, Engineering, and Fire, it performs its review and issues a plan review letter that typically asks for revisions before a permit may be issued.
6. Once the revisions have been re-submitted to the Inspections Department, as a complete set in all four (4) sets, and the revisions have been reviewed and approved, the Inspections Department will issue a permit.
7. Applicant will receive a phone call letting him/her know the permit is ready to pick up, along with the amount of fees, which are payable at the time of picking up the permit.

Commercial Permit Guide Packet Provided to Applicant(s): ☐ Yes ☒ No

FIRE DEPARTMENT

☐ NO REQUIREMENTS

# of existing fire hydrants: 1	Need upgrade: ☐ Yes ☒ No	# of new fire hydrants:
Sprinkler system required: ☐ Yes ☒ No ☐ Existing Type:		
Fire monitoring system required: ☐ Yes ☐ No ☐ Existing Type:		
Fire alarm system required: ☐ Yes ☐ No ☐ Existing Type: Unknown, dependent on occupant load		
Fire extinguishers must be located within a 75-foot travel distance of each other and must be present during construction.		
<u>Addressing:</u> ☐ N/A Shall be visible from the street. Numbers shall be not less than 4 inches high with a minimum stroke width of 1/2 inches using contrasting colors.		
Knox box required if building is equipped with a sprinkler system and/or fire alarm.		
Islands, medians, traffic calming, roundabouts: ☐ Yes ☒ No ☐ N/A Turnaround required: ☐ Yes ☐ No ☐ N/A		
Fire lanes required: ☐ Yes ☐ No Fire lane width:		
<u>Hazardous or dangerous processes:</u> ☐ Yes ☐ No ☒ N/A Describe: Hazardous Materials: On-site: ☐ Yes ☐ No Stored: ☐ Yes ☐ No Used: ☐ Yes ☐ No Waste: ☐ Yes ☐ No Type: Quantity:		
<u>Additional Information:</u> More information will be available when plans are submitted.		

ENGINEERING AND PUBLIC WORKS DEPARTMENTS

☐ NO REQUIREMENTSRight-of-Way Dedications:☒ N/AStreet #1: ROW required? ☐ Yes ☐ No Feet from centerline:Street #2: ROW required? ☐ Yes ☐ No Feet from centerline:Street #3: ROW required? ☐ Yes ☐ No Feet from centerline:Street #4: ROW required? ☐ Yes ☐ No Feet from centerline:**No encroachments are allowed within the public right-of-way without an approved Encroachment Permit.**Driveways:Developer's Agreement:

of existing: 1 Locations: 28th Ave.

☐ Yes ☒ No

of proposed: 1 Locations: 28th Ave.

Addressing: Change in address: ☐ Yes ☒ No New address: ☐ Yes ☐ NoStreet Improvements:☐ N/AStandard residential street section: ☐ Yes ☐ No Non-standard street section: ☐ Yes ☐ NoSidewalk installation: ☒ Yes ☐ No Lighting: ☐ Yes ☒ No Shared use path installation: ☐ Yes ☒ NoStorm Water Requirements: ☒ Yes, per City Ordinance ☐ Not required ☐ TBDExisting utilities running through property: ☐ Yes ☒ NoEncroachments in existing or right-of-way easements: ☐ Yes ☒ No

Closest sewer main: 28th Ave.

Size of sewer main: 12" PVC

Sewer main extension required: ☐ Yes ☒ No

Size of required sewer main:

Existing water service: ☒ Yes ☐ NoNew water service: ☐ Yes ☐ NoFire service: ☐ Yes ☐ No

Closest water main: 28th Ave.

Size of water main: 6" PVC

Water main extension required: ☐ Yes ☒ No

Size of required water main:

Connection Fees:Traffic Impact Study:Flood Plain:Floodway:☐ Yes ☒ No☒ Yes ☐ No☒ Yes ☐ No☐ Yes ☒ NoAdditional Information:

- Previous sewer/water information is attached.
- NDDOT traffic study information is attached.

DEVELOPMENT REVIEW TEAM INFORMATION FORM

1. Project Name: **POPEYES CHICKEN**

2. Please list the following information for **ALL PERSONS** who will be in attendance:

NAME	EMAIL ADDRESS	PHONE NUMBER	RELATIONSHIP TO PROJECT
Lucas Hoover	lucash@helmsengineering.com	605-225-1212	Project Engineer
Bob Kieso	bobk@helmsengineering.com	605-225-1212	Surveyor

3. Address and/or Property ID Number of the property: **300 28th Ave SW**

4. Current use of the property: **Gravel Storage**

5. Proposed use of the property: **Restaurant**

6. Are you platting a subdivision? ☐ Yes ☒ No If yes, how many lots? How many total units?

7. Are you adding or modifying any water, sewer, or storm sewer utilities? **Water, Sewer services. Storm water**

8. Describe your proposed project.

New construction of a Popeyes restaurant.

9. Do you have any specific questions for us?

Yes, and those will be presented on Monday (2/13/2023).

FOR NEW CONSTRUCTION:

10. What are you building? **Restaurant - Popeyes Chicken**

Total square feet: **Approx. 2,400 SqFt**

of stories: **1**

Basement: ☐ Yes ☒ No

11. Will the new buildings(s) have a completed fire sprinkler system: ☐ Yes ☒ No ☐ Unsure

12. Will the new building(s) be used to store any flammable or hazardous liquids or materials? ☐ Yes ☒ No

FOR EXISTING BUILDINGS OR STRUCTURES:

13. Please list the following information for all stories and basements:

	BASEMENT	1 st STORY	2 nd STORY	3 rd STORY AND ABOVE
CURRENT USE				
PROPOSED USE				
SQUARE FOOTAGE				

14. Will you be constructing any additions? ☐ Yes ☐ No ☐ Unsure

15. Will the building be used for storage of flammable or hazardous liquids or materials? ☐ Yes ☐ No

16. Does the site currently have an installed underground grease interceptor? ☐ Yes ☐ No ☐ Unsure

17. Is the building currently fire sprinkled? ☐ Yes ☐ No ☐ Unsure

18. Is the building currently fire monitored? ☐ Yes ☐ No ☐ Unsure

19. Existing number of bathrooms: ☐ None ☐ One ☐ Two ☐ Three ☐ Four ☐ Five or more

20. Are the bathrooms ADA compliant? ☐ Yes ☐ No ☐ Unsure

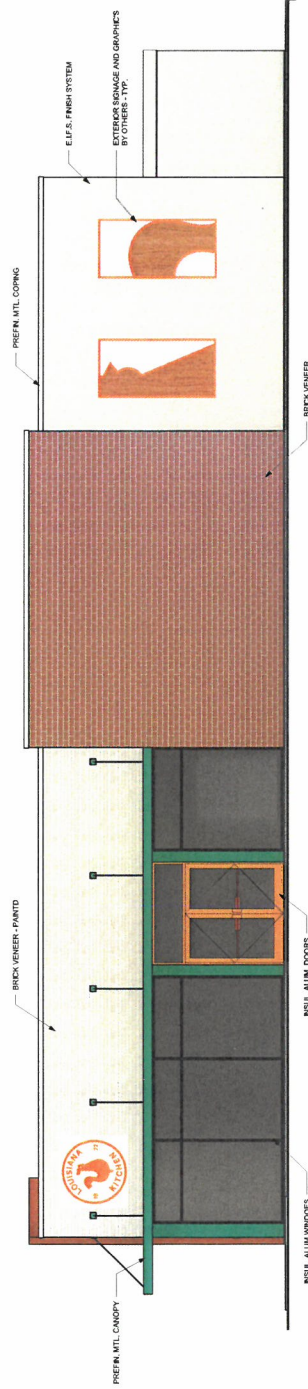
21. Is the main entrance ADA compliant: ☐ Yes ☐ No ☐ Unsure

22. How many parking spaces are currently available?

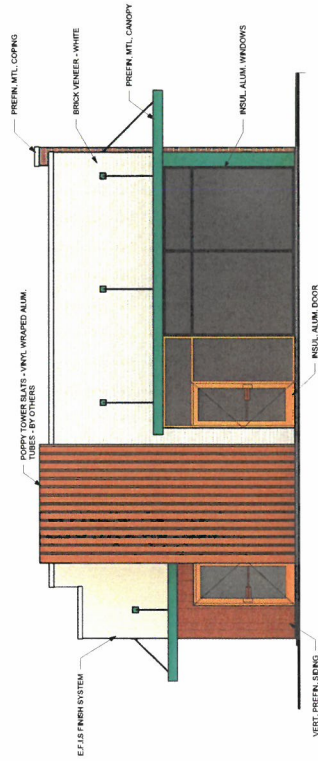
23. How many ADA parking spaces are currently available?

The City of Minot typically holds Development Review Team (DRT) meetings on Wednesdays at 10:00, 11:00 and 1:00. Please submit this form, a site plan, and any other pertinent information to the Planning Division at planner@minotnd.org at least three business days in advance to allow for staff preparation DRT meetings are scheduled on a first-come, first-serve basis. The information transmitted at the DRT meeting is based upon the completeness and accuracy of the information given on this form.

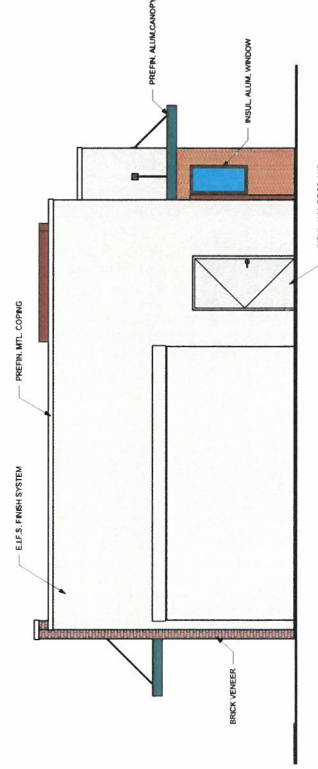
 CONSOLIDATED CONSTRUCTION CO. INC. QUALITY EXPERIENCE 8704642774 10000 W. 10th Ave., Suite 100 Minneapolis, MN 55425-1000 612.338.1111		ADDITION & RENOVATION FOR: POPEYES LOUISIANA KITCHEN, INC. MINOT, ND	
STAGES		ISSUED FOR REVIEW: ISSUED FOR BID: 07/26/2022 SUBMITTED FOR PERMIT: 08/00/00 SUBMITTED FOR CONSTRUCTION: 08/00/00 ISSUED REVISIONS: 08/00/00 Revision Date Description	
DRAWN BY: WAA PROJECT #: 08032025		A200 SHEET TITLE EXTERIOR ELEVATIONS	



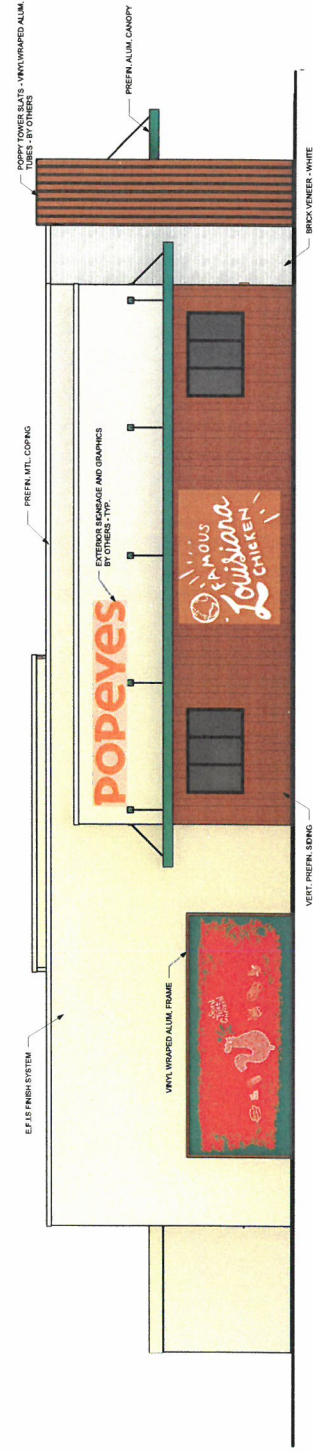
1 EAST ELEVATION
1/4" = 1'-0"



3 SOUTH ELEVATION
1/4" = 1'-0"

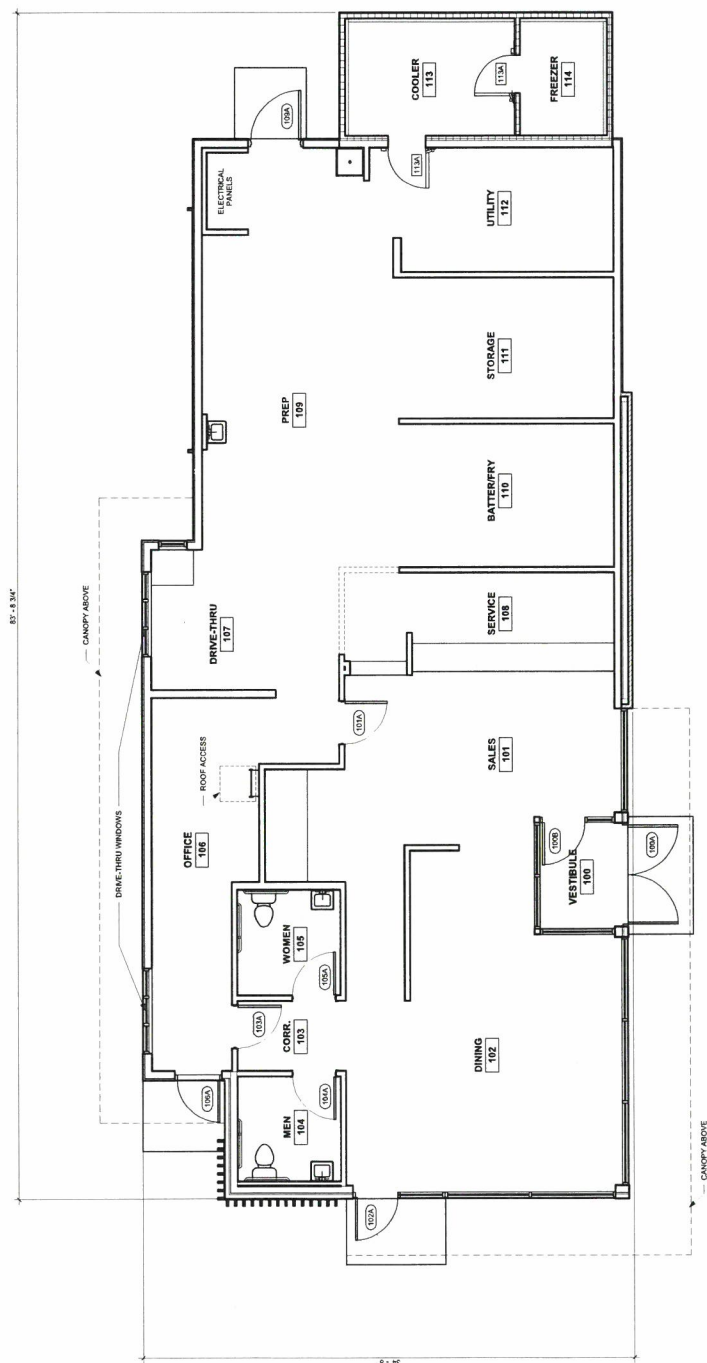


2 NORTH ELEVATION
1/4" = 1'-0"



4 WEST ELEVATION
1/4" = 1'-0"

PRELIMINARY PLANS



GENERAL FLOOR PLAN NOTES:

NOTE: SEE EQUIPMENT PLAN FOR ADDITIONAL INFORMATION

1 FLOOR PLAN
1/4" = 1'-0"



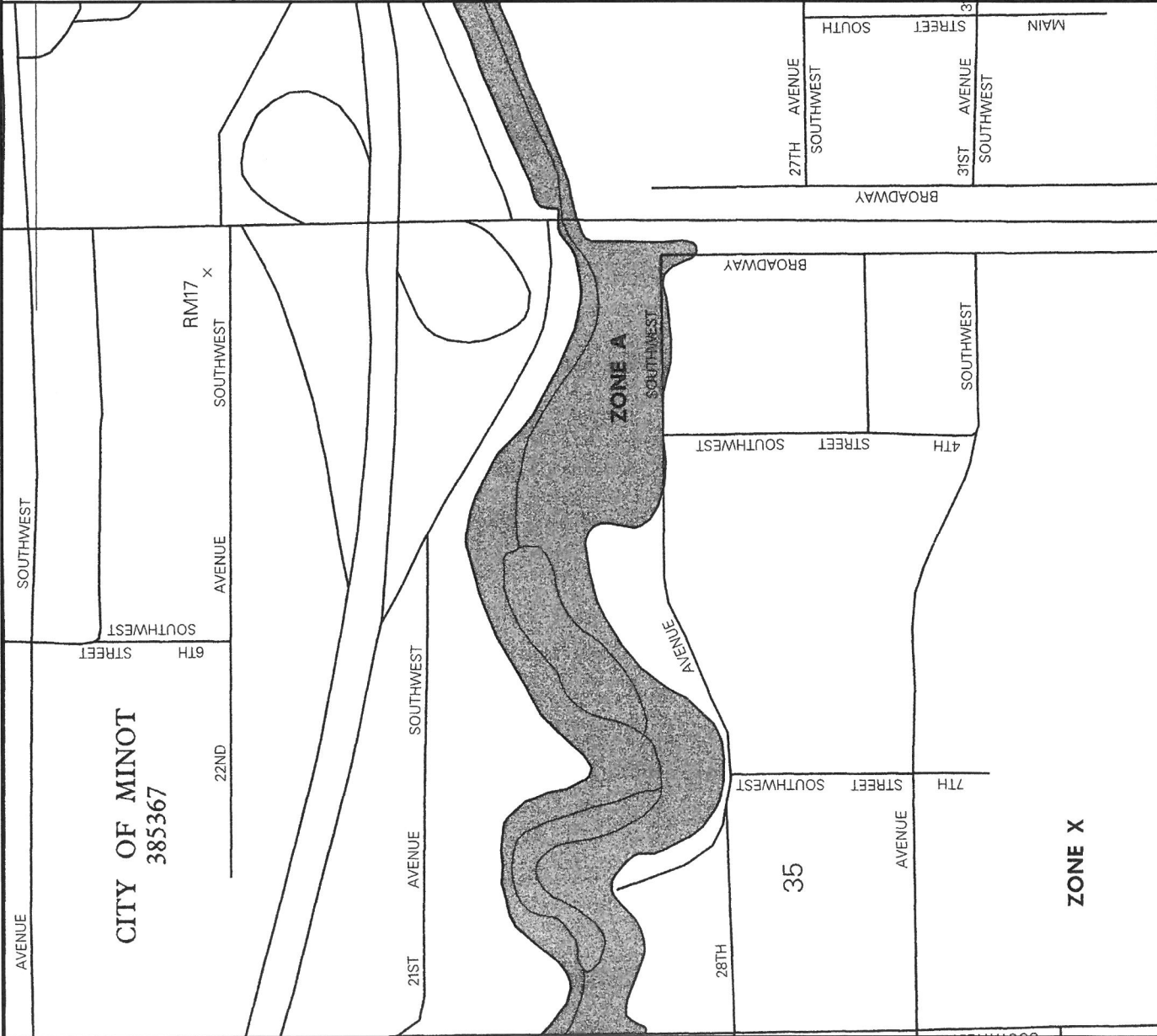
GENERAL FLOOR PLAN NOTES:

- SCALE FROM GIVEN DIMENSIONS. IN GENERAL, LARGE SCALE DETAILS TAKE PRECEDENCE OVER SMALLER SCALE PLANS, ELEVATIONS AND BUILDING SECTIONS. NOTIFY THE ARCHITECT OF ANY DIMENSIONAL DISCREPANCIES, OMISSIONS, CONFLICTS, AND/OR INCONSISTENCIES, AND DO NOT PROCEED UNTIL SUCH DISCREPANCIES ARE RESOLVED BY THE ARCHITECT.
- DIMENSIONAL CONTROL:**
- EXTERIOR DIMENSIONS ARE FROM:
FACE OF MASONRY
FACE OF MASONRY TO FACE OF MASONRY
FACE OF MASONRY TO FACE OF CONCRETE
FACE OF STUD TO FACE OF STUD
- INTERIOR DIMENSIONS ARE FROM:
FACE OF STUD TO FACE OF MASONRY
FACE OF STUD TO FACE OF STUD
FACE OF MASONRY TO FACE OF MASONRY
CENTRILINE COLUMN TO FACE OF STUD OR MASONRY
CENTRILINE COLUMN TO FACE OF STUD OR MASONRY
- NOTES: DIMENSIONS INDICATED AS "CLEAR" SHALL BE MAINTAINED IN CASES OF INTERFERENCE WITH MECHANICAL, ELECTRICAL, OR PLUMBING SYSTEMS. VERIFY ALL EXISTING CONDITIONS, DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE ARCHITECT. PROCEED WITH THE WORK ONLY AFTER DISCREPANCY HAS BEEN RESOLVED WITH THE ARCHITECT. COORDINATE ALL MASONRY OPENINGS TO ROOM OPENINGS WITH WALL, WINDOW, UNIT, DOORFRAME, OR CURTAIN WALL TO ELEVATIONS, SECTIONS AND REQUIREMENTS.
- ALL MASONRY SHALL BE EXISTING OR NEW CONSTRUCTION OF MASONRY OR BE EXISTING OR NEW CONSTRUCTION SHALL BE RECONSTRUCTED TO MATCH EXISTING MASONRY. ALL MASONRY SHALL BE TO THE SAME LEVEL AS THE REFERRED TO ELEVATION. VARIATIONS SHALL BE FOR NUMBER, LOCATION, AND SIZE OF ALL PENETRATIONS.
- FLOORING AND FLOOR FINISHES SHALL BE INSTALLED TO A MAXIMUM DIFFERENTIAL OF 1/8" BETWEEN ADJACENT FLOOR FINISHES. ALL FLOOR FINISHES SHALL BE INSTALLED ON UNFINISHED SUBFLOORS. MATERIALS AS FLOORING AGED AS NOTED ON THE DRAWINGS.
- EQUIPMENT AND FINISHINGS ARE BY OWNER, INCLUDING BUT NOT OTHERWISE INDICATED. PATCHWORKS AND ALL NEW WALLS MUST BE TYPICAL AND MATCH EXISTING EQUIPMENT. ENCASED

PRELIMINARY PLANS

 CONSOLIDATED CONSTRUCTION CO. INC. <i>QUALITY ESTABLISHED</i>	800-645-6771 708-399-0000 1000 N. 10th St., Suite 100 Addison, IL 60101, USA FAX: 708-399-0001 E-MAIL: info@ccinc.com
	PROJECT # : 00000000 DRAWN BY : WAA PROJECT # : 00000000
SHEET TITLE FLOOR PLANS	
A100	
PROJECT # : 00000000 DRAWN BY : WAA PROJECT # : 00000000	
ISSUED REVISIONS	
REASON FOR REVIEW 11/16/22 REASON FOR REVISION 00000000 REASON FOR PERMIT 00000000 REASON FOR CONSTRUCTION 00000000	
ADDITION & RENOVATION FOR: POPEYES LOUISIANA KITCHEN, INC. MINOT, ND	
EXAMPLE	

This is an official FIRMette showing a portion of the above-referenced flood map created from the MSC FIRMette Web tool. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For additional information about how to make sure the map is current, please see the Flood Hazard Mapping Updates Overview Fact Sheet available on the FEMA Flood Map Service Center home page at <https://msc.fema.gov>.





U.S. Fish and Wildlife Service

National Wetlands Inventory

Minot - Popeyes site



U.S. Fish and Wildlife Service, National Standards and Support Team, wetlands_team@fws.gov

February 9, 2023

Wetlands

- Estuarine and Marine Deepwater
- Estuarine and Marine Wetland

- Freshwater Emergent Wetland
- Freshwater Forested/Shrub Wetland
- Freshwater Pond

- Lake
- Other
- Riverine

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

TRAFFIC IMPACT STUDIES FOR NEW DEVELOPMENTS

To obtain NDDOT support for proposed developments having either direct or indirect access to the ND State Highway System, developers should submit the expected number of trips per day to the [NDDOT District Engineer](#) (in writing). This submission should include a short discussion on how this number was estimated (usually based on expected number of employees, customers and/or deliveries, residents etc). If the new traffic generated by the development is proposed to use an existing access point, the current access point volume and build volumes should be submitted. The District Engineer may choose to pass on this information to the Central office for additional support/direction/review. If the District Engineer decides that a traffic engineering analysis is necessary, the developer is responsible for providing a study completed by a professional engineer registered in the state of North Dakota. This decision is typically based on the anticipated number of trips generated by a development. A “study intersection” is defined as an existing or proposed intersection that will introduce new turning traffic—resulting from the development. A trip is defined as a one-direction vehicle movement with either the origin or the destination (exiting or entering) inside the site. Over time, changes in land use within property may create additional trips which may necessitate revisions to the accesses—NDDOT reserves the right to request the developer provide further information about proposed modifications to their property.

Less than 100 trips per day and less than 30% trucks

A traffic engineering study is typically not necessary (except where the district engineer requests one based on issues such as terrain, sight distance or other engineering judgment), turn lanes or other traffic control modifications are typically not necessary. The developer should provide in writing:

- Size of property in acres and a description of how the property will be used
- The number of proposed buildings with square footages
- Number of employees/residents expected when the property is fully developed
- The expected number of trips per day (including number of truck trips, new pedestrian/bicycle trips)
- What hour of the day will generate the highest number of trips and how many trips are expected during that time period.

100 to 1,000 trips per day or truck percentage greater than 30%

A written traffic engineering study should include the items above and also provide the following:

- Verify the expected number of trips per day generated by the development (“Trip Generation” Manual from ITE)
- Discussion and/or diagrams showing site circulation (site plan)
- Sight distance evaluation at study intersections
- Study intersection design
 - Include a recommendation on the need for right and/or left turn lanes.
 - If turn lanes are recommended, the study should use NDDOT design practices to indicate the length of the proposed turn lanes including tapers, etc.

1,000 to 5,000 trips per day

In addition to items listed above, the written traffic study should provide:

- Capacity analysis at study intersections
- Crash data analysis at existing study intersections (NDDOT will provide the crash data per the developer’s request)
- Trip distribution (evaluate number, location, and spacing of access points). Provide expected directional distribution of trips (for example, 30% from the west, 70% from the east) and indicate if the truck directional distribution varies from the vehicle directional distribution.

Greater than 5,000 trips per day

In addition to items listed above, the written traffic study should provide:

- Background traffic growth and evaluation of future traffic
- Traffic signal warrant analysis – with a recommendation for signalization, roundabout or other traffic control devices
- Lighting analysis at study intersections
- Evaluate adjacent intersections that may be impacted by the development (capacity analysis, crash history, etc). The study shall take into consideration any applicable transportation plans in the area.

House Number 300
Street 28 Avenue SW

Street _____ 28 Avenue _____ SW _____

Lot No. _____ Block No. _____

Addition

Plumber
C & S

Plumbing Permit No. 8112

Street Opening Permit No.

Excavator Coughlin

Water Inspection Date 7/12/06

Sewer Inspection Date

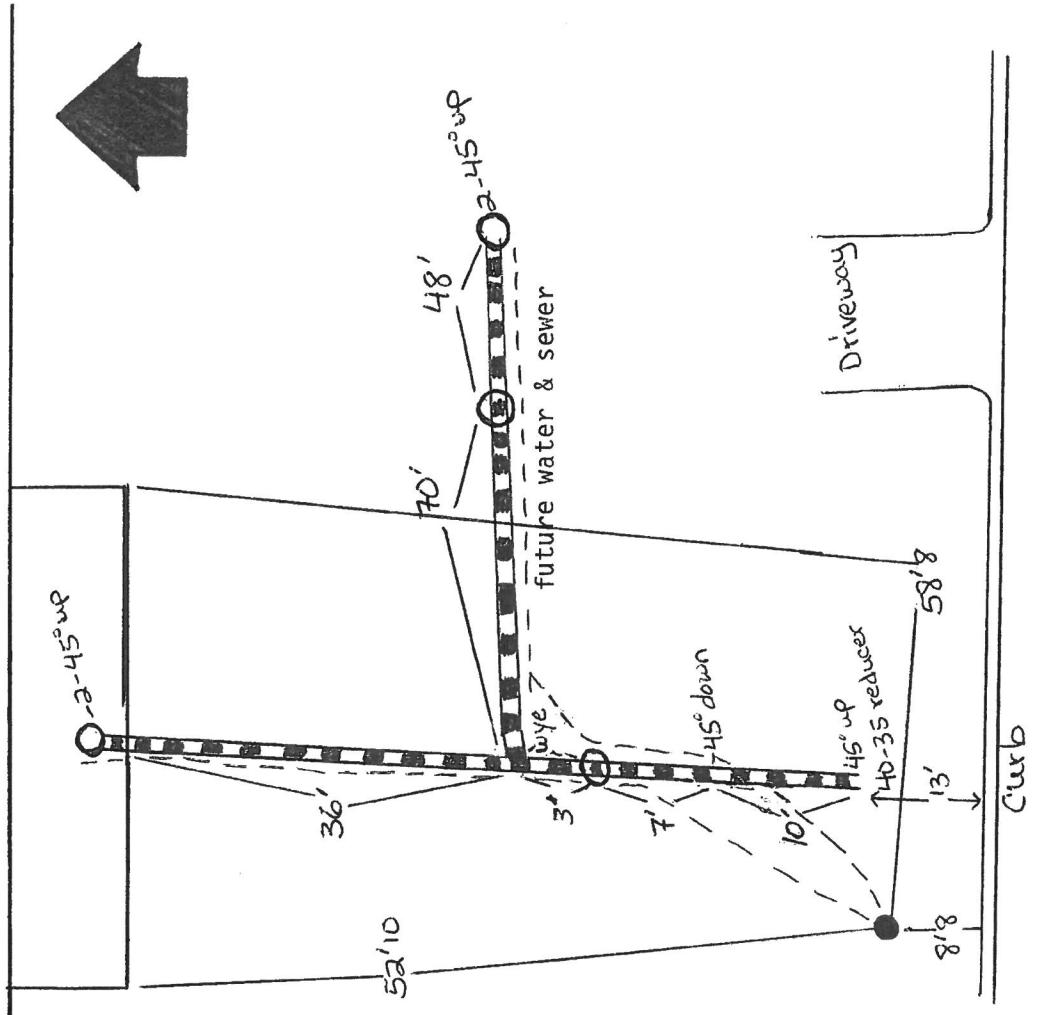
Inspected By Terry Grosz

Owner Deneschuk Homes, LTD

Remarks:	sewer: 4" PVC SDR 35
	water: 1" poly SDR 7

Sewer stub 17' deep - SDR 40

2" C.S. reducer to 1" - no rod on curb stop.



2. Amenities shall only be required when the nearest existing or planned public park or school with a public field and playground amenities is more than one-half ($\frac{1}{2}$) mile away or across a collector or arterial roadway from the development.
3. If a fee in-lieu of park dedication was provided as part of the subject subdivision (Article 10), amenities shall not be required.

SECTION 4.2-6. COMMERCIAL/OFFICE PARK (C1, C2, OP, AND P DISTRICTS)

A. Design Elements

All new building fronts and refacing of existing buildings shall include a minimum of three (3) of the following elements:

1. Accent materials that are different from exterior building finishes;
2. A visually pleasing primary front entrance that, in addition to doors, shall be clearly articulated and obvious from the street;
3. Twenty-five percent (25%) window coverage on each front that faces a street;
4. Contrasting yet complementary colors;
5. A combination of horizontal and vertical design features;
6. Irregular building shapes; or
7. Other architectural features in the overall architectural concept including such things as awnings, eaves, overhangs, various roof lines/profiles, use of columns or posts, enhanced windows or door detail, etc., upon review and approval of the Planning Division.

B. Accent Materials

Accent materials shall be used on any walls that front on a public street or right-of-way. No wall shall exceed one hundred (100) feet in length without visual relief. "Visual relief" is defined as the incorporation of design features such as windows, horizontal and vertical patterns, contrasting colors, or varying wall depths. Accent materials are subject to review and approval by the Planning Division.

C. Exterior Building Finishes

1. The exterior building façade finishes of any façade fronting on a public street or right-of-way or adjoining a parking lot shall consist of materials comparable in grade and quality to the following list. A minimum of two (2) shall be used:
 - a. Brick.
 - b. Natural stone.
 - c. Integral colored split face (rock face) concrete block.
 - d. Cast in place concrete or pre-cast concrete panels (not to include raked or plain finish).

- e. Wood provided the surfaces are finished for exterior use or wood of proven exterior durability is used, such as cedar, redwood, or cypress.
- f. Architectural metal that is factory fabricated and finished with a durable non-fade surface and fasteners which are of a corrosion resistant design. Pre-weathered metal is acceptable.
- g. Glass curtain wall system.
- h. Stucco, EFIS (Exterior Finishing Insulation System).
- i. Other materials determined as acceptable by the Planning Division.
- j. Side and rear elevations not fronting on a public street or right-of-way or adjoining a parking lot shall be permitted to use one material within this façade(s) provided no wall shall exceed one hundred (100) feet in length without visual relief.
- k. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.



Example of appropriate building exterior finish

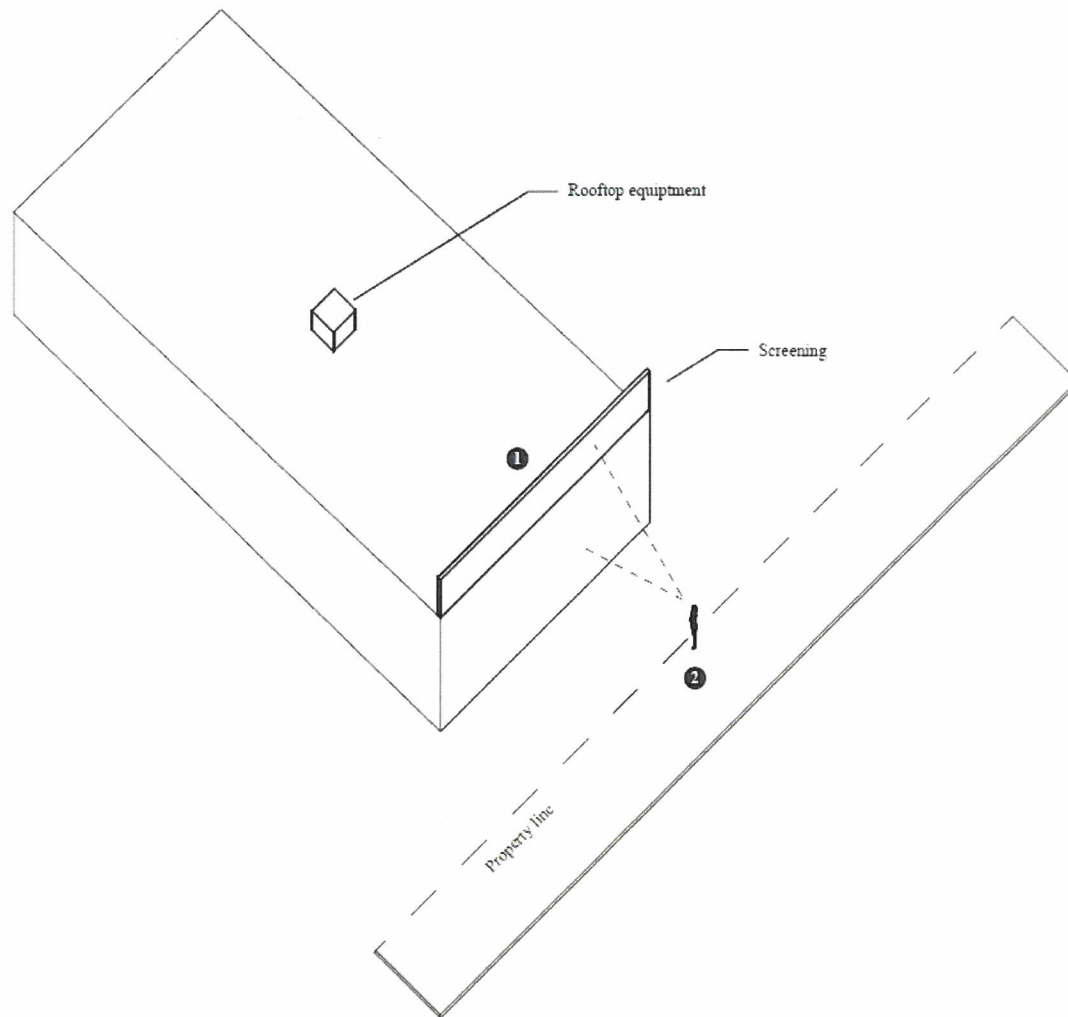
D. Building and Roofing Materials

All building and roofing materials shall meet current accepted industry standards, and tolerances, and shall be subject to review and approval by the Planning Division for quality, durability, and aesthetic appeal.

E. Utilities

1. The view of all rooftop equipment and related piping, ducting, electrical, and mechanical utilities shall be camouflaged through strategic placement or roof screening from the ground level view. Screening may include parapet walls, penthouses, or other architecturally integrated elements. Wood fencing or chain-link with slats shall not be used for screening. Rooftop solar panels and associated equipment are excluded from this requirement.
2. The term "ground level view" is defined as the view of the front entrance of the building from the property line at an elevation equal to the main floor elevation. If abutting perimeter property lines are higher than ten (10) feet above the finished floor elevation of the building, rooftop screening is not required. A ground level view perspective plan shall be provided demonstrating how rooftop units will be screened from view.

Appropriate screening of rooftop equipment



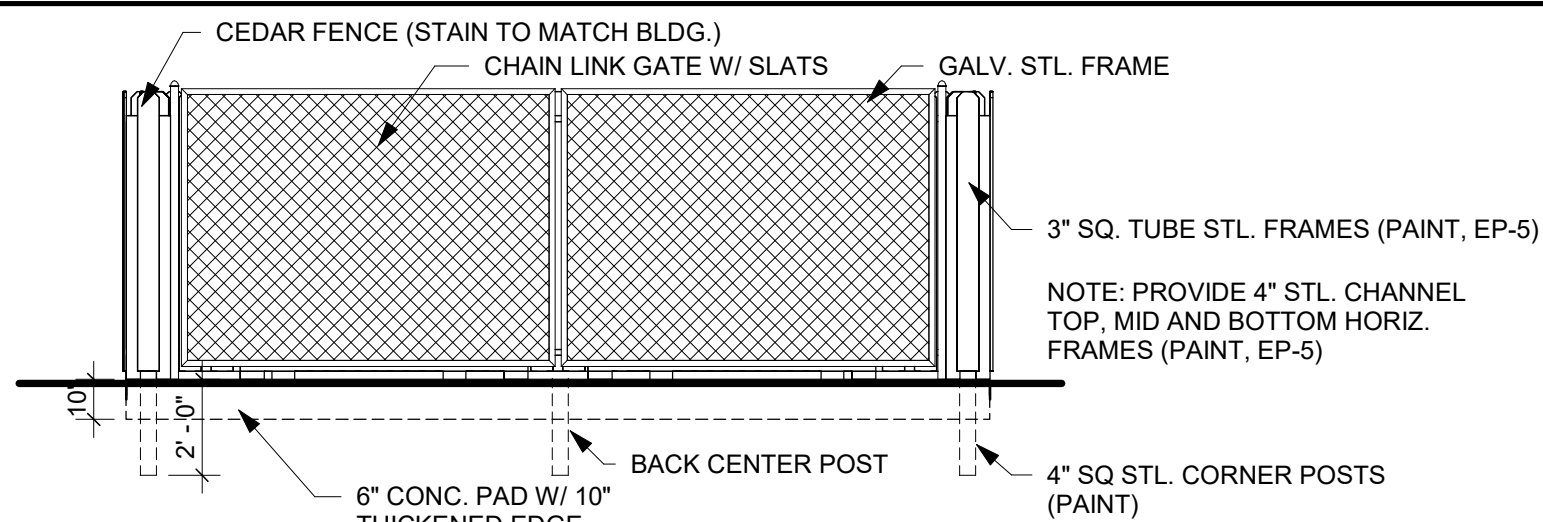
F. External Loading and Service Areas

External loading and service areas must be one hundred percent (100%) screened from the ground level view from contiguous residential properties and adjacent streets, except at access points.

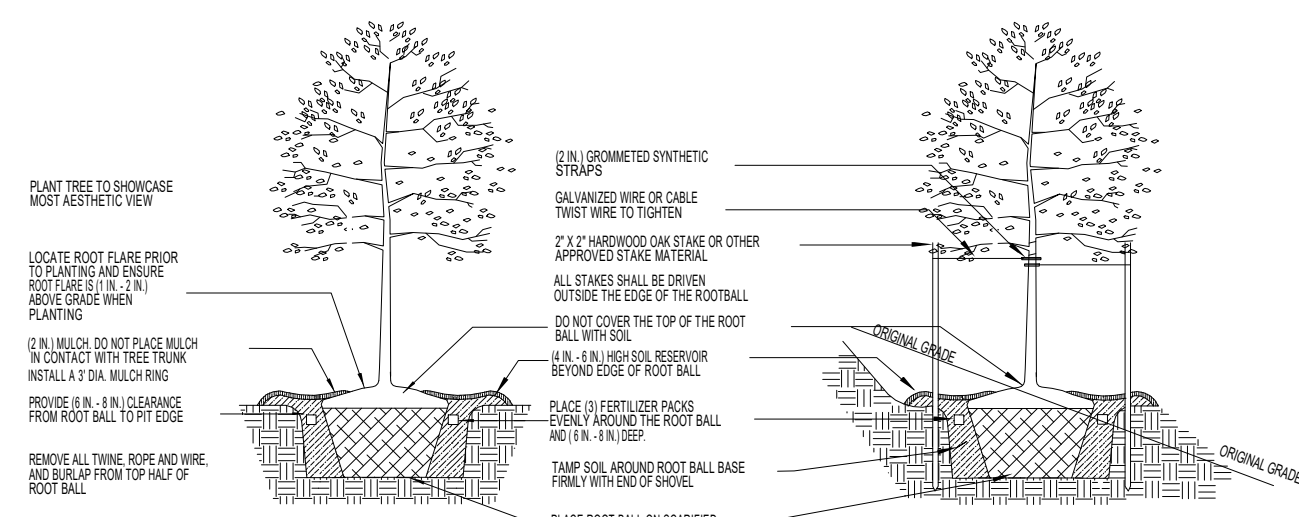
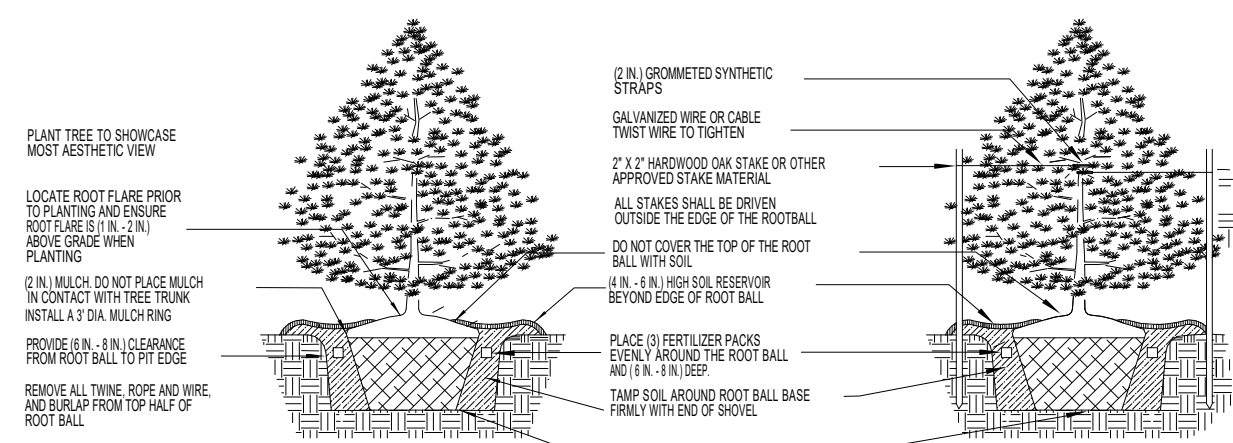
SECTION 4.2-7. DOWNTOWN AND MIXED USE (CBD AND GMU DISTRICTS)

A. Site Design

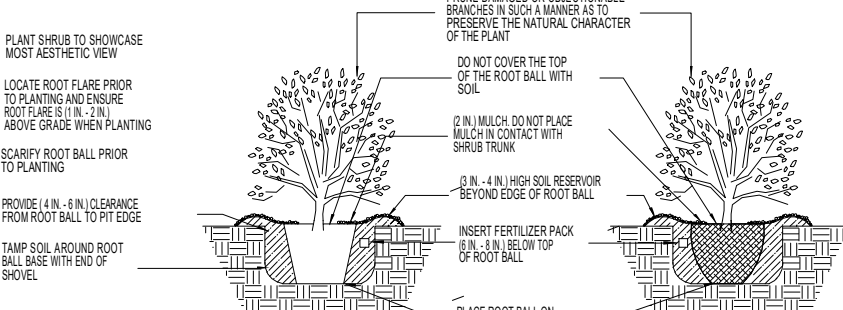
1. Orient and consolidate structures to complement existing, adjacent development to create a coordinated and visually attractive mixed-use setting.



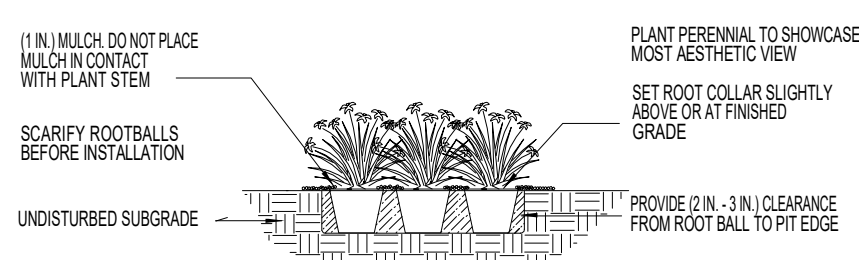
2 DUMPSTER ENCLOSURE
A001 1/4" = 1'-0"

 DECIDUOUS TREE PLANTING DETAIL

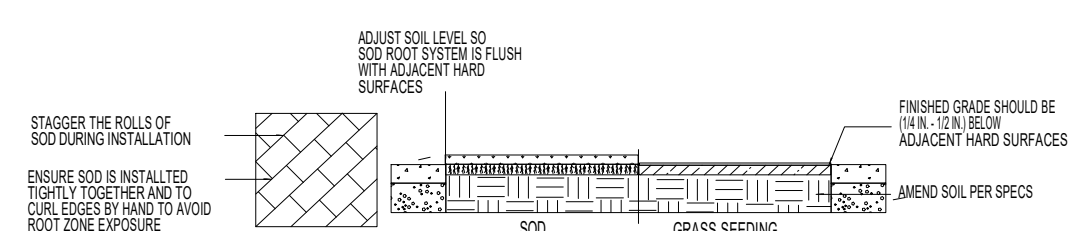
2 CONIFEROUS TREE PLANTING DETAIL



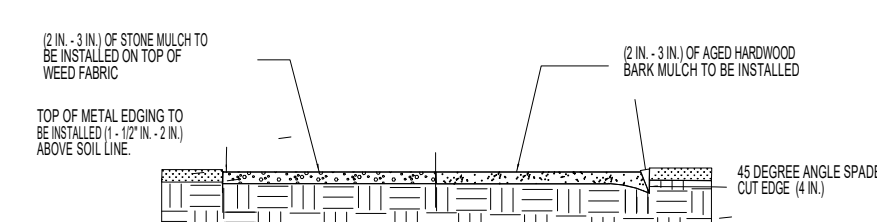
3 SHRUB PLANTING DETAIL
TYPICAL INSTALLATION FOR POTTED AND BAR SHRUBS



4 PERENNIAL INSTALLATION



5 TYPICAL TURF INSTALLATION



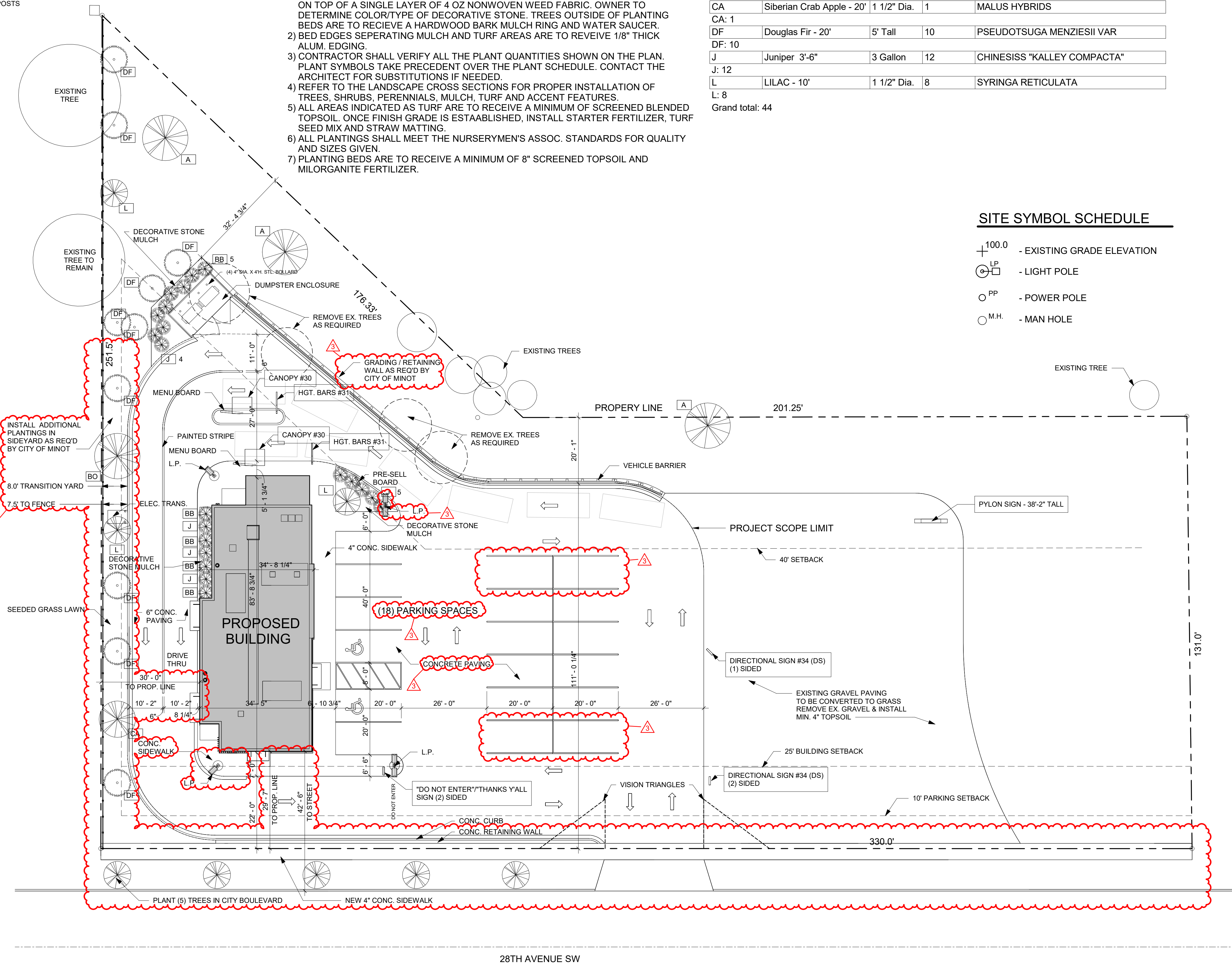
6 TYPICAL MULCH INSTALLATION

- 1) PROPERTY ZONING : C2
- 2) PARKING: 12 FIXED SETS, 12 REQUIRED, 14 PROVIDED
- 3) REFER TO THE CITY OF MINOT LANDSCAPE ORDINANCE FOR MAINTENANCE REQUIREMENTS
- 4) FIELD VERIFY ALL DIMENSIONS AND EXISTING AND NEW UNDERGROUND UTILITIES.

- 1) AREAS DEEMED FOR DECORATIVE STONE MULCH TO RECEIVE 2"-3" OF STONE ON TOP OF A SINGLE LAYER OF 4 OZ NONWOVEN WEED FABRIC. OWNER TO DETERMINE COLOR/TYPE OF DECORATIVE STONE. TREES OUTSIDE OF PLANTING BEDS ARE TO RECEIVE A HARDWOOD BARK MULCH RING AND WATER SAUCER.
- 2) BED EDGES SEPARATING MULCH AND TURF AREAS ARE TO RECEIVE 1/8" THICK ALUM. EDGING.
- 3) CONTRACTOR SHALL VERIFY ALL THE PLANT QUANTITIES SHOWN ON THE PLAN. PLANT SYMBOLS TAKE PRECEDENCE OVER THE PLANT SCHEDULE. CONTACT THE ARCHITECT FOR SUBSTITUTIONS IF NEEDED.
- 4) REFER TO THE LANDSCAPE CROSS SECTIONS FOR PROPER INSTALLATION OF TREES, SHRUBS, PERENNIALS, MULCH, TURF AND ACCENT FEATURES.
- 5) ALL AREAS INDICATED AS TURF ARE TO RECEIVE A MINIMUM OF SCREENED BLENDED TOPSOIL. ONCE FINISH GRADE IS ESTABLISHED, INSTALL STARTER FERTILIZER, TURF SEED MIX AND STRAW MATTING.
- 6) ALL PLANTINGS SHALL MEET THE NURSERYMEN'S ASSOC. STANDARDS FOR QUALITY AND SIZES GIVEN.
- 7) PLANTING BEDS ARE TO RECEIVE A MINIMUM OF 8" SCREENED TOPSOIL AND MILORGANITE FERTILIZER.

PLANTING SCHEDULE				
Type Mark	Type	Description	Count	Comments
A	Aspen Quaking - 25'	1 1/2" Dia.	3	POPULUS TREMULOIDES
A: 3				
BB	Burning Bush 4'-6"	3 Gallon	9	EUONYMUS ALATUS
BB: 9				
BO	Bur Oak - 25'	1 1/2" Dia.	1	QUERCUS MACROCARPA
BO: 1				
CA	Siberian Crab Apple - 20'	1 1/2" Dia.	1	MALUS HYBRIDS
CA: 1				
DF	Douglas Fir - 20'	5' Tall	10	PSEUDOTSUGA MENZIESII VAR
DF: 10				
J	Juniper 3'-6"	3 Gallon	12	CHINESISS "KALLEY COMPACTA"
J: 12				
L	LILAC - 10'	1 1/2" Dia.	8	SYRINGA RETICULATA
L: 8				
Grand total: 44				

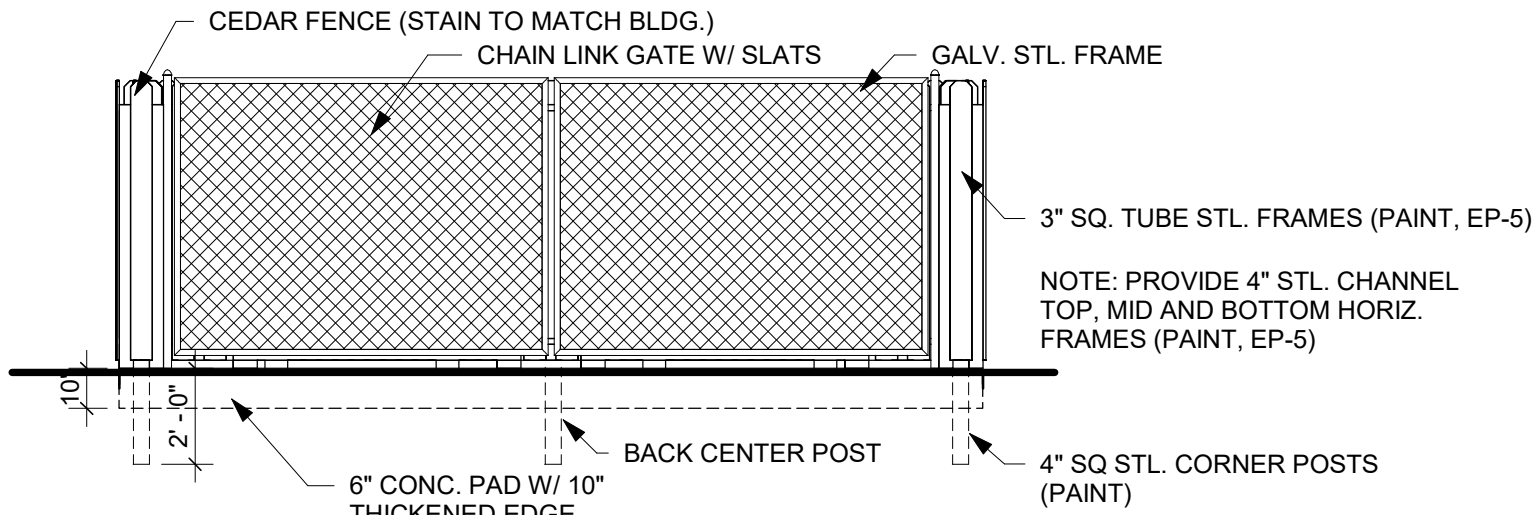
 100.0 - EXISTING GRADE ELEVATION
 LP - LIGHT POLE
 PP - POWER POLE
 M.H. - MAN HOLE



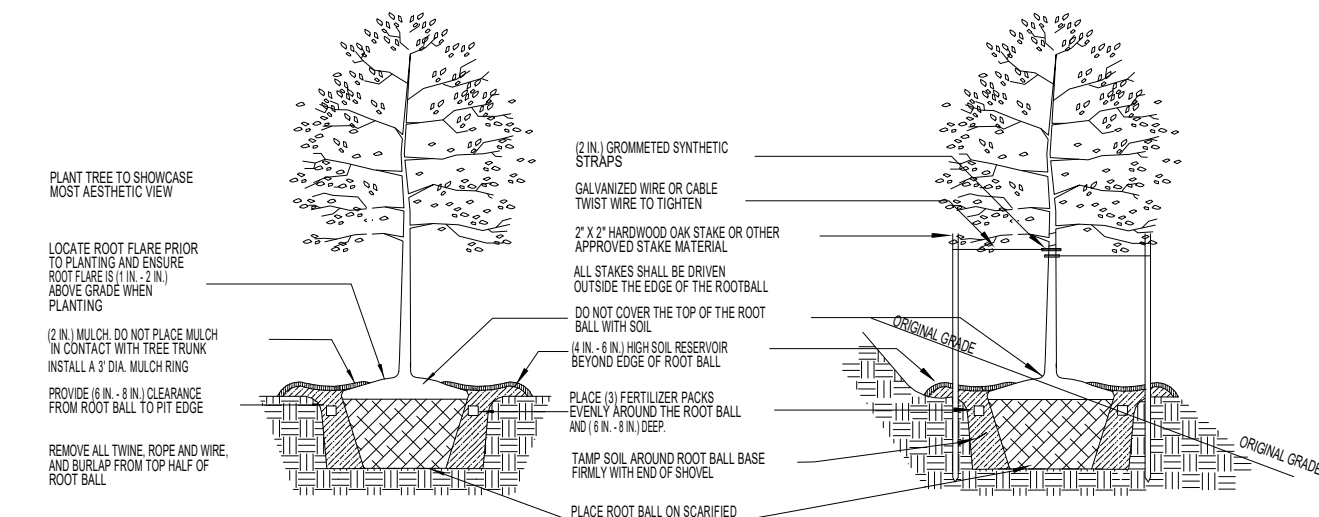
1 LANDSCAPE PLAN
A001 1/16" = 1'-0"



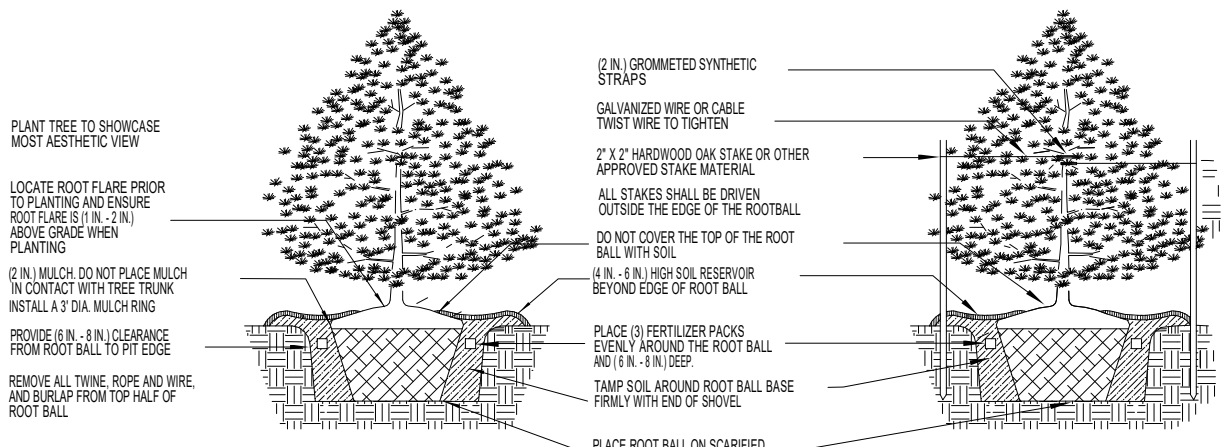
Exhibit 4



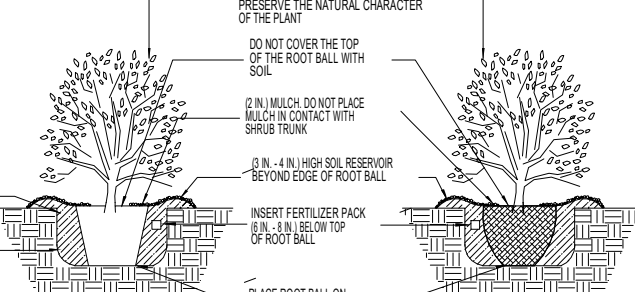
2 DUMPSTER ENCLOSURE
1/4" = 1'-0"



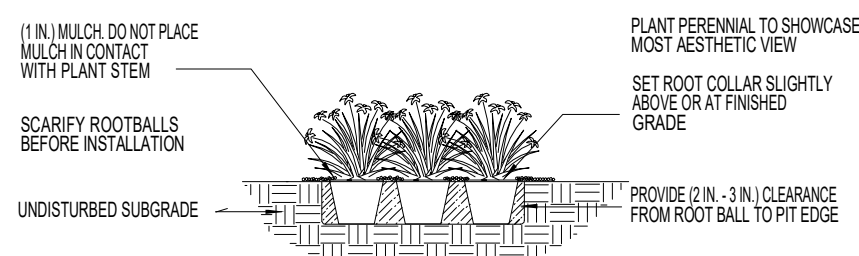
1 DECIDUOUS TREE PLANTING DETAIL



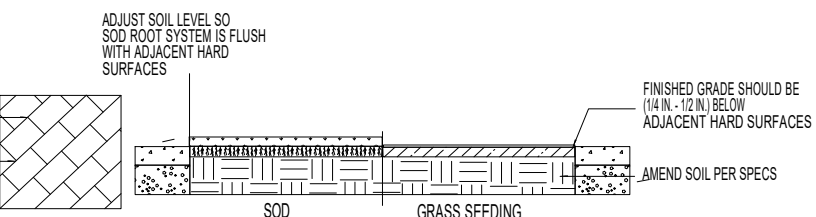
2 CONIFEROUS TREE PLANTING DETAIL



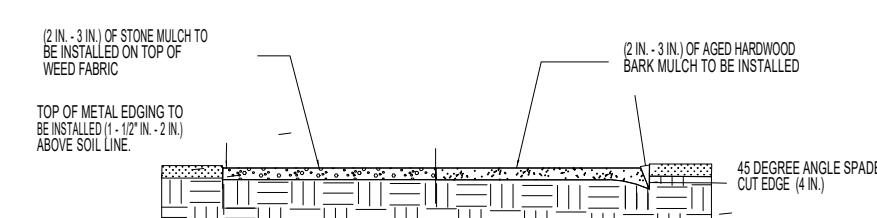
3 SHRUB PLANTING DETAIL



4 PERENNIAL INSTALLATION



5 TYPICAL TURF INSTALLATION



6 TYPICAL MULCH INSTALLATION

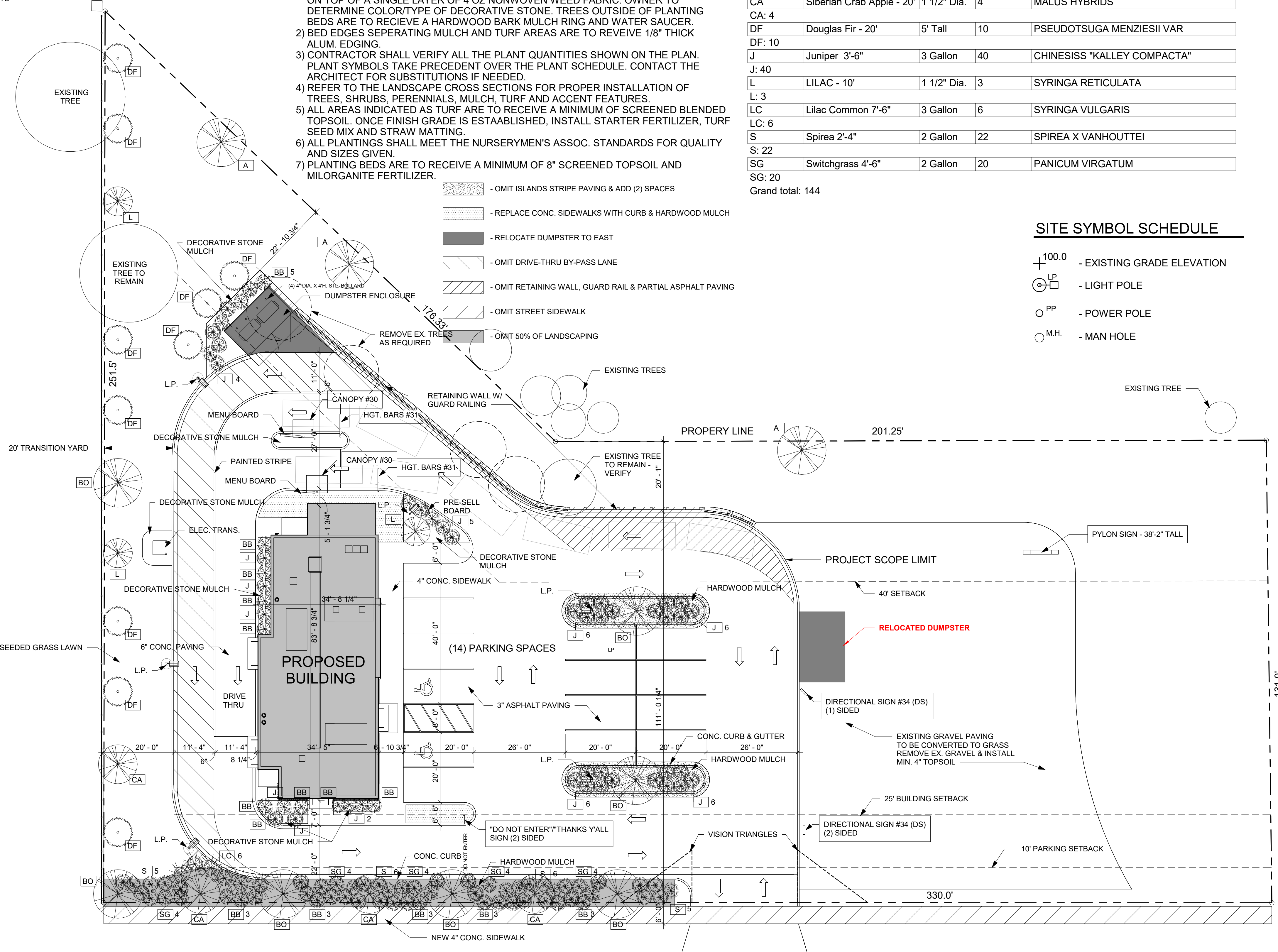
SITE NOTES

- 1) PROPERTY ZONING : C2
- 2) PARKING: 12 FIXED SETS, 12 REQUIRED, 14 PROVIDED
- 3) REFER TO THE CITY OF MINOT LANDSCAPE ORDINANCE FOR MAINTENANCE REQUIREMENTS
- 4) FIELD VERIFY ALL DIMENSIONS AND EXISTING AND NEW UNDERGROUND UTILITIES.

LANDSCAPE NOTES

- 1) AREAS DEEMED FOR DECORATIVE STONE MULCH TO RECEIVE 2"-3" OF STONE ON TOP OF A SINGLE LAYER OF 4 OZ NONWOVEN WEED FABRIC. OWNER TO DETERMINE COLOR/TYPE OF DECORATIVE STONE. TREES OUTSIDE OF PLANTING BEDS ARE TO RECEIVE A HARDWOOD BARK MULCH RING AND WATER SAUCER.
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- 7) PLANTING BEDS ARE TO RECEIVE A MINIMUM OF 8" SCREENED TOPSOIL AND MILORGANITE FERTILIZER.

- OMIT ISLANDS STRIPE PAVING & ADD (2) SPACES
- REPLACE CONC. SIDEWALKS WITH CURB & HARDWOOD MULCH
- RELOCATE DUMPSTER TO EAST
- OMIT DRIVE-THRU BY-PASS LANE
- OMIT RETAINING WALL, GUARD RAIL & PARTIAL ASPHALT PAVING
- OMIT STREET SIDEWALK
- OMIT 50% OF LANDSCAPING



SITE SYMBOL SCHEDULE

- +100.0 - EXISTING GRADE ELEVATION
- LP - LIGHT POLE
- PP - POWER POLE
- M.H. - MAN HOLE

PLANTING SCHEDULE				
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CA: 4				
DF	Douglas Fir - 20'	5' Tall	10	PSEUDOTSUGA MENZIESII VAR
DF: 10				
J	Juniper 3'-6"	3 Gallon	40	CHINESISS "KALLEY COMPACTA"
J: 40				
L	LILAC - 10'	1 1/2" Dia.	3	SYRINGA RETICULATA
L: 3				
LC	Lilac Common 7'-6"	3 Gallon	6	SYRINGA VULGARIS
LC: 6				
S	Spirea 2'-4"	2 Gallon	22	SPIREA X VANHOUTTEI
S: 22				
SG	Switchgrass 4'-6"	2 Gallon	20	PANICUM VIRGATUM
SG: 20				
Grand total: 144				

PROPOSED BUILDING FOR:

POPEYES LOUISIANA KITCHEN, INC.

300 28TH AVENUE SW, MINOT ND

DRAWN BY: RMA
CHECKED BY: RMA

09-25-23

REVISION SCHEDULE

#	DATE
1	4-26-23

PROJECT #:
R23047

LANDSCAPE PLAN

A001

ACKERMAN
ESTVOLD

1907 17th St SE - Minot, ND 58701
701.837.8737 - www.ackerman-estvold.com
Minot, ND | Fargo, ND | Williston, ND

I hereby certify that this plan specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer in the State of North Dakota.
Date: 9/25/23 Ref. No. 1774