MINUTES

**Mountrail County Planning & Zoning Commission**

**January 23, 2023**

The meeting of the Mountrail County Planning & Zoning Commission was called to order at 8:30 a.m. by Chairman Charlie Sorenson with Commissioners Roger Hovda, Douglas Bratvold, Trudy Ruland, Joan Hollekim, Megan Fritel, Lauren Frost and Zachary Gaaskjolen present. Also present were Planning & Zoning Administrator Melissa Vachal, Planning & Zoning Assistant Malinda Gunderson, Mountrail County Tax Equalization Director Lori Hanson, and Mountrail County Property Assessor Kim Savage. Commissioner Arlo Borud and Mountrail County State’s Attorney Wade Enget joined the meeting at 8:40 a.m.

**APPROVAL OF AGENDA**

Moved by Commissioner Ruland, seconded by Commissioner Hovda, to approve the agenda. All present voted yes. Motion carried.

**APPROVAL OF MINUTES**

Moved by Commissioner Hovda, seconded by Commissioner Fritel, to approve the Planning & Zoning Commission minutes of the December 27, 2022 meeting. All present voted yes. Motion carried.

**Welcome Lauren Frost from the Stanley City Council to the Planning & Zoning Board**

Commissioner Frost’s term on the Mountrail County Planning & Zoning Board will be from 1/1/2023-12/31/2025 as a representative of the Stanley City Council to fill the vacant seat left by Commissioner Weisenberger’s departure from the board.

**Mountrail County Planning & Zoning Elections (Chairman, Vice Chairman, Secretary)**

Chairman Sorenson began by opening the floor to nominations for Chairman. Moved by Commissioner Hovda to nominate Charlie Sorenson as Chairman, seconded by Commissioner Ruland. An unanimous ballot was casted by Commissioner Hollekim, motion to cease nominations seconded by Commissioner Hovda. All present voted yes. Motion carried.

Chairman Sorenson then opened the floor to nominations for Vice Chairman. Moved by Commissioner Hollekim to nominate Zack Gaaskjolen as Vice Chairman, seconded by Commissioner Hovda. No further nominations were made. Hearing no other nominations, nominations ceased. All present voted yes. Motion carried.

Chairman Sorenson then opened the floor to nominations for Secretary. Moved by Commissioner Ruland to nominate the Planning & Zoning Office as Secretary, seconded by Commissioner Hollekim. No further nominations were made. All present voted yes. Motion carried.

**Temporary Water Permits – Non-Transferable Renewals – For Board Information Only**

Craig & Jeannette Anderson – State Water Permit #ND2022-21320 / PZ-2022-0315. Craig & Jeannette Anderson – Applicants. Roger & Michelle Harstad - Landowners. E1/2SE1/4 of Section 29, Township 155 North, Range 90 West (Burke Township). Period of Authorized usage: 1/1/2023 through 12/31/2023. Parcel #24-0012700. Approved by P&Z Administrator.

Craig & Jeannette Anderson – State Water Permit #ND2022-21321 / PZ-2022-0316. Craig & Jeannette Anderson – Applicants. Roger & Michelle Harstad - Landowners. W1/2SW1/4 of Section 29, Township 155 North, Range 90 West (Burke Township). Period of Authorized usage: 1/1/2023 through 12/31/2023. Parcel #24-0013100. Approved by P&Z Administrator.

Penelope L Berry – State Water Permit #ND2022-21340 / PZ-2022-0317. Penelope L Berry Trustee – Applicant. Arnold E & Marjorie Postovit Trust - Landowner. SE1/4 of Section 6, Township 157 North, Range 93 West (Sorkness Township). Period of Authorized usage: 12/10/2022 through 12/9/2023. Parcel #13-0003200. Approved by P&Z Administrator.

Gary Krieger – State Water Permit #ND2022-21332 / PZ-2022-0318. Gary Krieger Trustee – Applicant. Edward S Krieger Estate - Landowner. SW1/4NW1/4 of Section 10, Township 154 North, Range 94 West (Unorganized Township). Period of Authorized usage: 2/1/2023 through 11/30/2023. Parcel #35-0004600. Approved by P&Z Administrator.

**Building Permit 2286**

2286 – PZ-2023-0004 – Andeavor Field Services LLC – Applicant/Landowner. Parcel #40-0016605. Outlot 2 of the NE1/4SE1/4 of Section 36, Township 153 North, Range 92 West (Knife River Township) 40’x60’ Warehouse.

Moved by Commissioner Hollekim, seconded by Commissioner Hovda, to approve building permit 2286. All present voted yes. Motion carried.

**ONGOING BUSINESS**

Gravel Pits- Remains ongoing Administration working on Report

Green Acres Subdivision – No new activity; still no Letter of Credit

Subdivision Letter of Credit-State’s Attorney Enget is researching this

-The examples presented at the last meeting will be given to Administration to upload to the board’s cloud so that all members of the board can review them and discuss later either as a board or as a subcommittee. Commissioner Ruland feels there needs to be an exit and sign-off procedure once the subdivision is complete to discharge the Letter of Credit. Commissioner Hollekim suggested having Administration draft a form for this and also thinks the board or Administration should maybe look into possible Development Agreements.

**STAFF UPDATES**

State’s Attorney Enget gave a brief update on some of the bills going through legislation this session.

**BOARD CONCERNS**

Commissioner Hollekim mentioned that Jim Hennessy has the password to access Vision West if Administration would like to see some of the examples they have for Planning & Zoning forms.

The Board adjourned at 9:15 a.m. Next regular meeting of the Mountrail County Planning & Zoning Commission is **Monday, February 27, 2023,** at 8:30 am via GOTOMEETING or in the Commissioners room at the courthouse.

Accepted and approved this 27th day of February, 2023.

Charlie Sorenson, Chairman Melissa Vachal, Administrator

Mountrail County Mountrail County

Planning & Zoning Commission Planning & Zoning

**\*Electronic recordings of full meetings are kept in the office per NDCC 44-04\***