MINUTES

**Mountrail County Planning & Zoning Commission**

**October 23rd, 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 Megan Fritel, Trudy Ruland, Arlo Borud, Joan Hollekim, Cameron Tomjack and Lauren Frost present. Also present were Planning & Zoning Administrator Melissa Vachal, Planning & Zoning Assistant Malinda Gunderson, Mountrail County Property Assessor Kim Savage, Mountrail County State’s Attorney Wade Enget, and Mountrail County Auditor Steph Pappa. Absent were Commissioner Doug Bratvold and Mountrail County Tax Equalization Director Lori Hanson.

**APPROVAL OF AGENDA**

Moved by Commissioner Borud, seconded by Commissioner Frost, to approve the Planning and Zoning Commission agenda. All present voted yes. Motion carried.

**APPROVAL OF MINUTES**

Moved by Commissioner Frost, seconded by Commissioner Tomjack, to approve the Planning and Zoning Commission minutes of the September 25, 2023 meeting as corrected. All present voted yes. Motion carried.

1. **8:35 a.m. Bartlett & West Inc.-Applicant; Lakeview Properties LLC-Landowner (PZ-2023-0283) Subdivision Plat Review**

Subdivision Plat Review Application for the following described property: a tract of land described as Lot 2, Block 2 of Tollefson’s First Addition to be known as Lots 1 through 11, Block 1 of Clayton Subdivision located in the SE1/4 of Section 17, Township 152 North, Range 91 West. (Van Hook Township) (Parcel# 45-0008904)

The applicant (represented by Terry Clayton) is seeking to replat a portion of the platted area of Tollefson’s First Addition for the future sale for residential and commercial lots. Mr. Clayton states roughly 6-7 lots will be used as residential lots and 4-5 lots will be used as commercial lots. Commissioner Hollekim asked how it is currently zoned and Administrator Vachal stated that Mr. Clayton will meet with Administration and States Attorney Enget at a later time to show exactly which lots will be zoned Residential and which lots will be zoned Commercial. Commissioner Ruland questioned where the access to the subdivision will be and Administrator Vachal explained where the existing access easement is located based on the original plat of Tollefson’s First Addition. Applicant has met all requirements of the Planning & Zoning Board.

Moved by Commissioner Frost, seconded by Commissioner Hollekim to approve the zoning request of platting a subdivision filed by Bartlett & West Inc. with concurrence from Lakeview Properties LLC-landowner, for a tract of land described as Lot 2, Block 2 of Tollefson’s First Addition to be known as Lots 1 through 11, Block 1 of Clayton Subdivision located in the SE1/4 of Section 17, Township 152 North, Range 91 West. (Van Hook Township). Bartlett & West Inc. with concurrence from Lakeview Properties LLC-landowner, has met all criteria as set forth in Mountrail County Land Development Code. All present voted yes. Motion carried.

**Temporary Water Permits – New – For Board Information Only**

PZ-2023-0320 – Headwaters Inc – Applicant. Curt & Summer Meyer – Landowner. State Water Permit #ND2023-21903. Period of Authorized usage: 10/01/2023 through 3/01/2024. Pump placement on a tract of land 160.00 acres more or less located in the NE1/4 of Section 21, Township 155 North, Range 94 West (Unorganized Township) (12 out of 12) CERTIFIED RECEIPTS RECEIVED Approved by P&Z Administrator on 10/17/2023

PZ-2023-0322 – Highline Water LLC – Applicant. Catherine Wangsness – Landowner. State Water Permit #ND2023-21823. Period of Authorized usage: 8/02/2023 through 8/01/2024. Pump placement on a tract of land 40.00 acres more or less located in the SW1/4NE1/4 (Gov’t Lot 3) of Section 17, Township 157 North, Range 92 West (Cottonwood Township) (10 out of 10) CERTIFIED RECEIPTS RECEIVED to be Approved by P&Z Administrator on 10/20/2023

PZ-2023-0323 – H2O Connections LLC – Applicant. Grace M. Johnson – Landowner. State Water Permit #ND2023-21899. Period of Authorized usage: 10/06/2023 through 9/29/2024. Pump placement on a tract of land 40.00 acres more or less located in the NW1/4NW1/4 (Gov’t Lot 4) of Section 3, Township 156 North, Range 91 West (Idaho Township) (17 out of 17) CERTIFIED RECEIPTS RECEIVED to be Approved by P&Z Administrator on 10/23/2023

PZ-2023-0342 – Quality Water Systems – Applicant. James & Peggy Stewart Family Trust, James & Peggy Stewart Trustees – Landowner. State Water Permit #ND2023-21554. Period of Authorized usage: 4/07/2023 through 01/15/2024. Pump placement on a tract of land 6.72 acres more or less located in the NE1/4NW1/4SW1/4 of Section 15, Township 156 North, Range 93 West (Manitou Township) (19 out of 19) CERTIFIED RECEIPTS RECEIVED to be Approved by P&Z Administrator on 10/25/2023

PZ-2023-0344 – Martin Construction Inc – Applicant. Michael Sorenson, Sara Sorenson, Charles Sorenson & William Sorenson – Landowners. State Water Permit #ND2023-21557. Period of Authorized usage: 8/07/2023 through 12/29/2023. Pump placement in right of way on a tract of land 00.11 acres more or less located in the SW1/4NW1/4 of Section 3, Township 154 North, Range 94 West (Unorganized Township) Permit to replace PZ-2023-0239 to correct the landowner.

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

Claude & Patricia Sem – State Water Permit #ND2023-21861 / PZ-2023-0315. Claude & Patricia Sem – Applicant/Landowner. NE1/4 of Section 7, Township 158 North, Range 92 West (Powers Township). Period of Authorized usage: 12/01/2023 through 12/01/2024. Parcel #05-0004100. Approved by P&Z Administrator

PZ-2023-0343 – Quality Water Systems – Applicant. Gerald Neset – Landowner. State Water Permit #ND2023-21918. Period of Authorized usage: 10/16/2023 through 11/30/2023. Parcel #28-0007400. Pump placement on a tract of land 40.00 acres more or less located in the SE1/4NE1/4 of Section 15, Township 155 North, Range 94 West (Unorganized Township). Approved by P&Z Administrator

**Lay Flat Hose Permits – For Board Information Only**

EOG Resources Inc – Permit Number – State Water Permit #ND2023-21791 / PZ-2023-0302. Pumping of industrial water by lay flat hose: EOG Resources Inc – Applicant. Bryon Zacker – Landowner. SW1/4NW1/4 (Gov’t Lot 2) of Section 19, Township 153 North, Range 90 West (Wayzetta Township) ending in the SW1/4NW1/4 (Gov’t Lot 2) of Section 19, Township 153 North, Range 90 West (Wayzetta Township). Period of Authorized usage: 9/20/2023 through 11/31/2023. Approved by P&Z Administrator

Highline Water LLC – Permit Number – State Water Permit #ND2023-21397 / PZ-2023-0321. Pumping of industrial water by lay flat hose: Highline Water LLC – Applicant. Charles Sorenson, Michael Sorenson, Sara Sorenson, William Sorenson – Landowners. NE1/4NW1/4 (Gov’t Lot 3) of Section 3, Township 154 North, Range 94 West (Unorganized Township) ending in the SE1/4SW1/4 of Section 7, Township 154 North, Range 94 West (Unorganized Township). Period of Authorized usage: 10/04/2023 through 11/30/2023. Approved by P&Z Administrator

**Building Permits 2339-2343**

2339 – PZ-2023-0301 – Duane Thelen – Applicant. Mountrail County Park Commission – Landowner. Parcel #45-0014101. Lot 7, Block 16 of Traynor Park aka Lot 7, Block 13 of the Original Townsite of Van Hook located in the NW1/4 of Section 32, Township 152 North, Range 91 West (Van Hook Township) 28’x44’ Mobile Home with 10’ Deck.

2340 – PZ-2023-0305 – Wayne & Daleen Johnson – Applicant. Mountrail County Park Commission – Landowner. Parcel #45-0014101. Lot 9, Block 14 of Traynor Park aka Lot 8, Block 11 of the Original Townsite of Van Hook located in the NW1/4 of Section 32, Township 152 North, Range 91 West (Van Hook Township) 18’x37’ Carport.

2341 – PZ-2023-0306 – Duane & Carmen Haugen – Applicant/Landowner. Parcel #51-0000631. Lot 12 of Brendle’s Second Subdivision located in the S1/2NE1/4 of Section 10, Township 151 North, Range 91 West (Liberty Township) 40’x60’ Garage.

2342 – PZ-2023-0314 – Darian Scherr – Applicant/Landowner. Parcel #51-0000612. Lot 12 of Brendle’s Subdivision located in the S1/2NE1/4 of Section 10, Township 151 North, Range 91 West (Liberty Township) 2000sq ft Lake Home.

2343 – PZ-2023-0316 – Eldren Darger – Applicant/Landowner. Parcel #21-0007905. Sublot B of Outlot 1 of the S1/2SW1/4 of Section 15, Township 156, Range 94 West (Myrtle Township) 7200 sq ft Home.

Moved by Commissioner Hollekim, seconded by Commissioner Borud, to approve building permits 2339-2343. All present voted yes. Motion carried.

**Demolition Permit**

PZ-2023-0303 – Travis Stave – Applicant/Landowner. Parcel #08-0014400 – N1/2SE1/4 less Outlot 1 of Section 27, Township 157 North, Range 88 West (Stave Township) Demolish house.

Moved by Commissioner Hollekim, seconded by Commissioner Frost, to approve demolition permit PZ-2023-0303. 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-no activity happening

Subdivision Letter of Credit

**STAFF UPDATES**

* Administration drove through Brendle’s Subdivision and there are several lots that still have campers on them. Final notice non-compliance letters have been sent out to the lot holders that have campers still on them those that do not comply will be turned over to States Attorney Enget and fines will date back to the date of the first letter that was given to them.
* Lenore Pausig (Parcel #32-0003000) is still non-compliant. Administration drove by this parcel and the landowner has 9 campers on it, there are buildings being built without building permits, and they have goats on the property. The landowner did come to Administration last year to discuss subdividing the property but they have not been back in to complete the process. A final notice was sent out to them and if Administration does not hear back from them, this will be turned over to States Attorney Enget along with the fines.
* Administration has sent out an informational letter to the landowners in Holsinger Estates to inform them of the zoning in their subdivision and the requirements and restrictions of lots zoned as Residential due to several landowners not using their lots as they are zoned. Administration feels this is the best approach to not anger the residents but also to let them know the rules and regulations of the Land Development Code.

**BOARD CONCERNS**

None.

The Board adjourned at 8:57 a.m. Next regular meeting of the Mountrail County Planning & Zoning Commission is **Monday, November 27th, 2023,** at 8:30 am via GOTOMEETING and in the Commissioners Room at the Mountrail County Courthouse.

Accepted and approved this 27th day of November, 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\***