MINUTES

**Mountrail County Planning & Zoning Commission**

**March 25, 2024**

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, Joan Hollekim, Cameron Tomjack, Douglas Braatvold and Kirk Johnson present. Also present were Planning & Zoning Administrator Melissa Vachal, Planning & Zoning Assistant Malinda Gunderson, Mountrail County Tax Equalization Director Lori Hanson, Mountrail County Property Assessor Kim Savage, Mountrail County Engineer Jana Hennessy, Mountrail County State’s Attorney Wade Enget and Mountrail County Auditor Stephanie Pappa. Absent were Commissioners Jesse Weyrauch and Arlo Borud.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

Moved by Commissioner Ruland, seconded by Commissioner Tomjack, to approve the Planning & Zoning Commission minutes of the February 26, 2024 meeting as amended. All present voted yes. Motion carried.

1. **8:35 a.m. Select Water-Applicant; H & J Rehak Family Farms LLLP-Landowner (PZ-2024-** **0016) Amendment**

Amendment to Zoning Request for the following described property: a tract of land 40.00 acres more or less, located in the NW1/4NW1/4 (Gov’t Lot 1) of Section 7, Township 155 North, Range 93 (Debing Township) (Parcel# 27-0002700)

Moved by Commissioner Ruland, seconded by Commissioner Hollekim to un-table the discussion. All present voted yes. Motion carried.

The applicant (not present at this hearing) is seeking an Amendment to Zoning to re-zone a tract of land zoned Agricultural to Industrial for the purpose of building water storage ponds to supply fresh water to the oil & gas industry. The applicant contacted Administration after the February Planning & Zoning meeting to request postponing the hearing to the April 22, 2024 meeting so they can finish gathering the paperwork they need from the State.

Moved by Commissioner Ruland, seconded by Commissioner Johnson to table to the call of the chair the zoning request filed by Select Water with concurrence from H & J Rehak Family Farms LLLP-landowner, for an amendment to re-zone a tract of land zoned Agricultural to Industrial for the purpose of building water storage ponds to supply fresh water to the oil & gas industry on a tract of land 40.00 acres more or less located in the NW1/4NW1/4 (Gov’t Lot 1) of Section 7, Township 155 North, Range 93 (Debing Township) so that Select Energy may finish gathering the items required by the Planning & Zoning Board. All present voted yes. Motion carried.

1. **8:38 a.m. Sundre Sand & Gravel Inc.-Applicant; Gerald Uran & Elaine Uran et al-Landowners (PZ-2024-0062) Conditional Use**

Zoning Request/Conditional Use Permit for the following described property: a tract of land 40.00 acres more or less, tract of land described as the NW1/4SW1/4 (Gov’t Lot 3) & NE1/4SW1/4 of Section 30, Township 153 North, Range 92 West (Knife River Township) (Parcel# 40-0014100)

The applicant (represented by Dave Abel with Sundre Sand & Gravel Inc.) is seeking a Conditional Use Permit for the purpose of mining gravel on land zoned Agricultural. Commissioner Hollekim stated the motion to approve should state “west of 89th Ave NW” to make sure the applicant stays to the west of the road. Applicant has met all requirements of the Planning & Zoning Board.

Moved by Commissioner Hollekim, seconded by Commissioner Braatvold, to approve the zoning request filed by Sundre Sand & Gravel Inc. with concurrence from Gerald Uran & Elaine Uran et al-landowners, for a Conditional Use Permit for the purpose of mining gravel on land zoned Agricultural on a tract of land 40.00 acres more or less, tract of land described as the NW1/4SW1/4 (Gov’t Lot 3) & NE1/4SW1/4 of Section 30, Township 153 North, Range 92 West (Knife River Township) for a period of 5 years, expiring on 3-25-2029, subject to the applicant staying west of 89th Ave. NW, as Sundre Sand & Gravel Inc. with concurrence from Gerald Uran & Elaine Uran et al-landowners, has met all other criteria as set forth in the Mountrail County Land Development Code and is further contingent upon Sundre Sand & Gravel Inc. with concurrence from Gerald Uran & Elaine Uran et al-landowners, complying with all other terms and conditions of the Mountrail County Land Development Code. All present voted yes. Motion carried.

1. **8:41 a.m. H2O Connections LLC-Applicant; Michael & Brenda Kok-Landowners (PZ-2024-0042) Temporary Fresh Water Industrial Use Point of Diversion**

Zoning Request/Temporary Fresh Water Industrial Use Point of Diversion for the following described property: a tract of land 80.00 acres more or less located in the S1/2SW1/4 Section 34, Township 154 North, Range 89 West (Oakland Township) (Parcel# 30-0014600)

The applicant (represented by Jaret Wirtz with H2O Connections LLC) is seeking a Temporary Fresh Water Industrial Use Point of Diversion for the purpose of pumping water via lay flat hose for industrial use. John Bartelson, nearby landowner, addressed the board to state his opposition to this project due to the already low water supply in the creek that the applicant is planning to use which him and other landowners need for their livestock. Brian Severance, representing Shell Township, addressed the board with the township’s opposition letter that was sent to the State concerning the monitoring of the water usage, the water level in Shell Creek and the number of existing points of diversion all of which are already a detriment to landowners and their livestock. Winter Kite, who works cattle with John Bartelson, expressed her opposition to this project citing concerns about the downstream water flow to Shell Creek and questioned why the applicant needs a secondary source of water when they already have a primary source upstream. John Edwards, a nearby landowner, expressed concerns to the board and the applicant stating he does not want his access road being used for any part of this project.

Moved by Chairman Sorenson, seconded by Commissioner Johnson, to deny the zoning request filed by H2O Connections LLC with concurrence from Michael & Brenda Kok-landowners, for a temporary conditional use permit for a Temporary Fresh Water Industrial Use Point of Diversion to pump water via lay flat hose for industrial use on a tract of land 80.00 acres more or less located in the S1/2SE1/4 of Section 28, Township 156 North, Range 92 West (Ross Township) due to local interest being negatively impacted and due to lack of access. All present voted yes. Motion carried.

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

PZ-2024-0039 – H2O Connections LLC – Applicant. James Enge – Landowner. State Water Permit #ND2024-22064. Period of Authorized usage: 3/01/2024 through 12/31/2024. Pump placement on a tract of land 40.00 acres more or less located in the NE1/4NE1/4 of Section 7, Township 155 North, Range 90 West (Burke Township) (9) CERTIFIED RECEIPTS RECEIVED. Approved by P&Z Administrator.

PZ-2024-0040 – H2O Connections LLC – Applicant. James Enge – Landowner. State Water Permit #ND2024-22063. Period of Authorized usage: 3/01/2024 through 12/31/2024. Pump placement on a tract of land 80.00 acres more or less located in the N1/2NE1/4 of Section 19, Township 155 North, Range 90 West (Burke Township) (8) CERTIFIED RECEIPTS RECEIVED. Approved by P&Z Administrator.

PZ-2024-0041 – H2O Connections LLC – Applicant. James Enge – Landowner. State Water Permit #ND2024-22062. Period of Authorized usage: 3/01/2024 through 12/31/2024. Pump placement on a tract of land 80.00 acres more or less located in the E1/2SE1/4 of Section 18, Township 155 North, Range 90 West (Burke Township) (8) CERTIFIED RECEIPTS RECEIVED. Approved by P&Z Administrator

PZ-2024-0043 – H2O Connections LLC – Applicant. Curt & Summer Meyer – Landowner. State Water Permit #ND2024-21993. Period of Authorized usage: 3/04/2024 through 5/31/2024. Pump placement on a tract of land 40.00 acres more or less located in the NW1/4SW1/4 of Section 27, Township 155 North, Range 94 West (Unorganized Township) (6) CERTIFIED RECEIPTS RECEIVED. Approved by P&Z Administrator.

PZ-2024-0055 – Headwaters Inc – Applicant. Ernest Baake & Nina Williams et al – Landowners. State Water Permit #ND2023-21967. Period of Authorized usage: 3/12/2024 through 11/20/2024. Pump placement on a tract of land 36.80 acres more or less located in the SE1/4SW1/4 (Gov’t Lot 2) of Section 9, Township 157 North, Range 92 West (Cottonwood Township) (5) CERTIFIED RECEIPTS RECEIVED. Approved by P&Z Administrator.

PZ-2024-0056 – ASWS LLC – Applicant. Donald & Theresa Heinle – Landowner. State Water Permit #ND2024-22102. Period of Authorized usage: 3/13/2024 through 6/30/2024. Pump placement on a tract of land 40.00 acres more or less located in the SE1/4SW1/2 of Section 15, Township 156 North, Range 94 West (Myrtle Township) (16) CERTIFIED RECEIPTS RECEIVED. Approved by P&Z Administrator.

PZ-2024-0064 – Waypoint Water Solutions LLC – Applicant. Gerald Neset – Landowner. State Water Permit #ND2024-22190. Period of Authorized usage: 3/15/2024 through 7/01/2024. 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). (9) CERTIFIED RECEIPTS RECEIVED. Approved by P&Z Administrator.

PZ-2024-0065 – Waypoint Water Solutions LLC – Applicant. Danielle Nelson – Landowner. State Water Permit #ND2024-22175. Period of Authorized usage: 3/19/2024 through 7/01/2024. Pump placement on a tract of land 40.00 acres more or less located in the SE1/4NE1/4 of Section 33, Township 155 North, Range 94 West (Unorganized Township). (5) CERTIFIED RECEIPTS RECEIVED. Pending approval on 3/19/2024 by P&Z Administrator.

PZ-2024-0066 – Waypoint Water Solutions LLC – Applicant. Brandon Rohde – Landowner. State Water Permit #ND2024-22152. Period of Authorized usage: 3/21/2024 through 6/15/2024. Pump placement on a tract of land 40.00 acres more or less located in the NE1/4NE1/4 of Section 30, Township 157 North, Range 93 West (Sorkness Township). (14) CERTIFIED RECEIPTS RECEIVED. Pending approval on 3/21/2024 by P&Z Administrator.

PZ-2024-0069 – H2O Connections LLC – Applicant. Gravel Products Inc – Landowner. State Water Permit #ND2023-21856. Period of Authorized usage: 3/20/2024 through 7/31/2024. Pump placement on a tract of land 80.00 acres more or less located in the N1/2NW1/4 of Section 29, Township 156 North, Range 90 West (Palermo Township). (5) CERTIFIED RECEIPTS RECEIVED. Pending approval on 3/20//2024 by P&Z Administrator.

PZ-2024-0072 – Richard Jorgenson – Applicant/Landowner. State Water Permit #ND2024-22144. Period of Authorized usage: 3/22/2024 through 7/15/2024. Pump placement on a tract of land 40.00 acres more or less located in the NE1/4NW1/4 of Section 18, Township 158 North, Range 93 West (Powers Lake Township). (7) CERTIFIED RECEIPTS RECEIVED. Pending approval on 3/22/2024 by P&Z Administrator.

PZ-2024-0073 – ND Energy Services – Applicant. Robert J Grinolds Family Testamentary Trust – Landowner. State Water Permit #ND2024-22088. Period of Authorized usage: 3/22/2024 through 12/31/2024. Pump placement on a tract of land 40.00 acres more or less located in the SW1/4SE1/4 of Section 12, Township 156 North, Range 90 West (Palermo Township). (10) CERTIFIED RECEIPTS RECEIVED. Pending approval on 3/22/2024 by P&Z Administrator.

PZ-2024-0079 – Maverick Water Resources LLC – Applicant. David Schmitz – Landowner. State Water Permit #ND2024-22035. Period of Authorized usage: 3/23/2024 through 1/14/2025. Pump placement on a tract of land 80.00 acres more or less located in the N1/2SW1/4 of Section 2, Township 155 North, Range 91 West (Purcell Township). (8) CERTIFIED RECEIPTS RECEIVED. Pending approval on 3/23/2024 by P&Z Administrator.

PZ-2024-0080 – Maverick Water Resources LLC – Applicant. David Schmitz – Landowner. State Water Permit #ND2024-22034. Period of Authorized usage: 3/23/2024 through 1/14/2025. Pump placement on a tract of land 40.00 acres more or less located in the NE1/4SW1/4 of Section 2, Township 155 North, Range 91 West (Purcell Township). (8) CERTIFIED RECEIPTS RECEIVED. Pending approval on 3/23/2024 by P&Z Administrator.

PZ-2024-0085 – Travis Sauber – Applicant. Jacob Estvold – Landowner. State Water Permit #7064. Period of Authorized usage: 3/28/2024 through 3/11/2025. Pump placement on a tract of land 40.00 acres more or less located in the NW1/4SW1/4 of Section 25, Township 153 North, Range 92 West (Knife River Township). (11) CERTIFIED RECEIPTS RECEIVED. Pending approval on 3/28/2024 by P&Z Administrator.

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

Sundre Sand & Gravel Inc – State Water Permit #ND2024-22211 / PZ-2024-0086. Sundre Sand & Gravel Inc – Applicant. Jeffrey Ranch Trust – Landowners. NW1/4SW1/4 of Section 22, Township 155 North, Range 94 West (Unorganized Township). Period of Authorized usage: 4/01/2024 through 3/31/2025. Parcel #28-0010100. Approved by P&Z Administrator.

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

Select Water Solutions LLC – Lay Flat Hose Permit only – Permit Number – State Water Permit #ND2023-22017 / PZ-2024-0044. Pumping of industrial water by lay flat hose: Select Water Solutions LLC – Applicant. Nyhus Farm LLP – Landowner. W1/2SW1/4 of Section 20, Township 156 North, Range 90 West (Palermo Township) ending in the SW1/4SE1/4 of Section 24, Township 156 North, Range 91 West (Idaho Township). Period of Authorized usage: 4/09/2024 through 5/15/2024. Approved by P&Z Administrator.

Streamline Water Services – Lay Flat Hose Permit only – Permit Number – State Water Permit #ND2023-21858 / PZ-2024-0049. Pumping of industrial water by lay flat hose: Streamline Water Services – Applicant. James Enge – Landowner. NW1/4 of Section 12, Township 155 North, Range 91 West (Purcell Township) ending in the SE1/4 less Outlots 1 & 2 of Section 12, Township 155 North, Range 91 West (Purcell Township). Period of Authorized usage: 3/15/2024 through 7/31/2024. Approved by P&Z Administrator.

Streamline Water Services – Lay Flat Hose Permit only – Permit Number – State Water Permit #ND2023-21858 / PZ-2024-0050. Pumping of industrial water by lay flat hose: Streamline Water Services – Applicant. James Enge – Landowner. NW1/4 of Section 12, Township 155 North, Range 91 West (Purcell Township) ending in the SW1/4 Section 12, Township 155 North, Range 91 West (Purcell Township). Period of Authorized usage: 3/15/2024 through 7/31/2024. Approved by P&Z Administrator.

Streamline Water Services – Lay Flat Hose Permit only – Permit Number – State Water Permit #ND2023-21658 / PZ-2024-0051. Pumping of industrial water by lay flat hose: Streamline Water Services – Applicant. Kenneth & Mayumi Tenborg – Landowner. NW1/4NW1/4 (Gov’t Lot 1) of Section 19, Township 155 North, Range 90 West (Burke Township) ending in the NE1/4NE1/4 Section 24, Township 155 North, Range 91 West (Purcell Township). Period of Authorized usage: 3/15/2024 through 5/14/2024. Approved by P&Z Administrator.

Streamline Water Services – Lay Flat Hose Permit only – Permit Number – State Water Permit #ND2024-22063 / PZ-2024-0052. Pumping of industrial water by lay flat hose: Streamline Water Services – Applicant. James Enge – Landowner. N1/2NE1/4 of Section 19, Township 155 North, Range 90 West (Burke Township) ending in the NW1/4NW1/4 (Gov’t Lot 1) of Section 19, Township 155 North, Range 90 West (Burke Township). Period of Authorized usage: 3/15/2024 through 7/31/2024. Approved by P&Z Administrator.

Streamline Water Services – Lay Flat Hose Permit only – Permit Number – State Water Permit #ND2020-19990 / PZ-2024-0053. Pumping of industrial water by lay flat hose: Streamline Water Services – Applicant. Kenneth & Mayumi Tenborg – Landowner. NE1/4NE1/4 of Section 24, Township 155 North, Range 91 West (Purcell Township) ending in the ending in the SE1/4 less Outlots 1 & 2 of Section 12, Township 155 North, Range 91 West (Purcell Township). Period of Authorized usage: 3/15/2024 through 5/14/2024. Approved by P&Z Administrator.

West Dakota Water – Lay Flat Hose Permit only – Permit Number – State Water Permit #7015 / PZ-2024-0054. Pumping of industrial water by lay flat hose: West Dakota Water – Applicant. Bartelson Investments LLLP – Landowner. SW1/4 of Section 4, Township 152 North, Range 90 West (Parshall Township) ending in the ending in the SE1/4 of Section 13, Township 152 North, Range 91 West (Van Hook Township). Period of Authorized usage: 3/05/2024 through 6/02/2024. Approved by P&Z Administrator.

ASWS LLC – Lay Flat Hose Permit only – Permit Number – State Water Permit #ND20223-21909 / PZ-2024-0057. Pumping of industrial water by lay flat hose: ASWS LLC – Applicant. Boyd & Connie Anderson – Landowner. NW1/4SE1/4 of Section 16, Township 156 North, Range 94 West (Myrtle Township) ending in the ending in the SW1/4SW1/4 of Section 8, Township 156 North, Range 94 West (Myrtle Township). Period of Authorized usage: 2/27/2024 through 6/01/2024. Approved by P&Z Administrator.

West Dakota Water – Lay Flat Hose Permit only – Permit Number – State Water Permit #ND2023-21962 / PZ-2024-0063. Pumping of industrial water by lay flat hose: West Dakota Water – Applicant. Pronghorn LLC – Landowner. SE1/4 of Section 13, Township 152 North, Range 91 West (Van Hook Township) ending in the ending in the NW1/4SW1/4 of Section 13, Township 152 North, Range 91 West (Van Hook Township). Period of Authorized usage: 3/05/2024 through 6/02/2024. Approved by P&Z Administrator.

Streamline Water Services – Lay Flat Hose Permit only – Permit Number – State Water Permit #ND2023-21993 / PZ-2024-0067. Pumping of industrial water by lay flat hose: Streamline Water Services – Applicant. Curt & Summer Meyer – Landowner. SW1/4 of Section 27, Township 155 North, Range 94 West (Unorganized Township) ending in the ending in the SE1/4 of Section 27, Township 155 North, Range 94 West (Unorganized Township). Period of Authorized usage: 3/07/2024 through 5/15/2024. Approved by P&Z Administrator.

Streamline Water Services – Lay Flat Hose Permit only – Permit Number – State Water Permit #ND2023-21993 / PZ-2024-0068. Pumping of industrial water by lay flat hose: Streamline Water Services – Applicant. Curt & Summer Meyer – Landowner. SW1/4 of Section 27, Township 155 North, Range 94 West (Unorganized Township) ending in the ending in the SE1/4SE1/4 of Section 29, Township 155 North, Range 93 West (Debing Township). Period of Authorized usage: 3/06/2024 through 7/15/2024. Approved by P&Z Administrator.

Streamline Water Services – Lay Flat Hose Permit only – Permit Number – State Water Permit #ND2024-22064 / PZ-2024-0070. Pumping of industrial water by lay flat hose: Streamline Water Services – Applicant. James Enge – Landowner. NE1/4NE1/4 of Section 7, Township 155 North, Range 90 West (Burke Township) ending in the ending in the SW1/4SW1/4 of Section 12, Township 155 North, Range 91 West (Purcell Township). Period of Authorized usage: 3/15/2024 through 7/31/2024. Approved by P&Z Administrator.

West Dakota Water – Lay Flat Hose Permit only – Permit Number – State Water Permit #ND2023-21962 / PZ-2024-0071. Pumping of industrial water by lay flat hose: West Dakota Water – Applicant. Pronghorn LLC – Landowner. SE1/4 of Section 13, Township 152 North, Range 91 West (Van Hook Township) ending in the NW1/4 of Section 9, Township 152 North, Range 91 West (Van Hook Township). Period of Authorized usage: 3/07/2024 through 6/10/2024. Approved by P&Z Administrator.

West Dakota Water – Lay Flat Hose Permit only – Permit Number – State Water Permit #ND2023-21962 / PZ-2024-0074. Pumping of industrial water by lay flat hose: West Dakota Water – Applicant. Pronghorn LLC – Landowner. NE1/4 of Section 8, Township 152 North, Range 91 West (Van Hook Township) ending in the SW1/4SW1/4 (Gov’t Lot 7) of Section 6, Township 152 North, Range 92 West (Osborn Township). Period of Authorized usage: 3/08/2024 through 6/10/2024. Approved by P&Z Administrator.

West Dakota Water – Lay Flat Hose Permit only – Permit Number – State Water Permit #ND2023-21962 / PZ-2024-0075. Pumping of industrial water by lay flat hose: West Dakota Water – Applicant. Pronghorn LLC – Landowner. NW1/4NW1/4 of Section 10, Township 152 North, Range 92 West (Osborn Township) ending in the E1/2SW1/4 of Section 4, Township 152 North, Range 92 West (Osborn Township). Period of Authorized usage: 3/08/2024 through 6/02/2024. Approved by P&Z Administrator.

West Dakota Water – Lay Flat Hose Permit only – Permit Number – State Water Permit #ND2023-21962 / PZ-2024-0076. Pumping of industrial water by lay flat hose: West Dakota Water – Applicant. Pronghorn LLC – Landowner. N1/2SE1/4 of Section 2, Township 152 North, Range 92 West (Osborn Township) ending in the N1/2SW1/4 of Section 2, Township 152 North, Range 92 West (Osborn Township). Period of Authorized usage: 3/08/2024 through 6/02/2024. Approved by P&Z Administrator.

Streamline Water Services – Lay Flat Hose Permit only – Permit Number – State Water Permit #ND2023-21993 / PZ-2024-0077. Pumping of industrial water by lay flat hose: Streamline Water Services – Applicant. Curt & Summer Meyer – Landowner. SE1/4SE1/4 of Section 27, Township 155 North, Range 94 West (Unorganized Township) ending in the SW1/4SW1/4 of Section 25, Township 155 North, Range 94 West (Unorganized Township). Period of Authorized usage: 3/08/2024 through 5/31/2024. Approved by P&Z Administrator.

Streamline Water Services – Lay Flat Hose Permit only – Permit Number – State Water Permit #ND2024-22050 / PZ-2024-0078. Pumping of industrial water by lay flat hose: Streamline Water Services – Applicant. Jack & Judene Cvancara – Landowner. NE1/4NE1/4 of Section 20, Township 155 North, Range 92 West (Alger Township) ending in the SE1/4SE1/4 of Section 29, Township 155 North, Range 93 West (Debing Township). Period of Authorized usage: 3/08/2024 through 5/01/2024. Approved by P&Z Administrator.

ASWS LLC – Lay Flat Hose Permit only – Permit Number – State Water Permit #ND2024-22121 / PZ-2024-0084. Pumping of industrial water by lay flat hose: ASWS LLC – Applicant. Rice Ranch LLLP – Landowner. SE1/4SE1/4 of Section 34, Township 156 North, Range 94 West (Myrtle Township) ending in the SW1/4NW1/4 of Section 2, Township 155 North, Range 94 West (Unorganized Township). Period of Authorized usage: 3/13/2024 through 7/01/2024. Approved by P&Z Administrator.

**Building Permits 2351-2352**

2351 – PZ-2024-0058 – Adam Jarmin – Applicant/Landowner. Parcel #35-0015000. Lot 35 of White Earth Cottage Site located in the SW/14SE1/4 of Section 26, Township 154 North, Range 94 West. (Unorganized Township) 36’x54’ garage.

2352 – PZ-2024-0087 – Logan Kress – Applicant/Landowner. Parcel #01-0000800. Outlot 3 of Gov’t Lot 4 located in the SW1/4NW1/4 of Section 2, Township 158 North, Range 88 West. (Lowland Township) 36’x72’ shop with living quarters.

Moved by Commissioner Hollekim, seconded by Commissioner Ruland, to approve building permits 2351-2352. 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

**STAFF UPDATES**

* Administration has some concerns about running title when it comes to the application process. Right now, the office has been using the GIS to find the 1-mile radius of landowners the applicants need to contact. Administrator Vachal feels it should be the responsibility of the applicants to run the title on their projects. If office staff sees something that doesn’t match between the GIS and the ND Property Tax website, then they’re using the Recorder’s records to do a little more in-depth research into who the landowners are. Administrator Vachal would like to make it so that the office is not responsible for running title on these parcels by adding verbiage to the applications that states the office is not responsible for the accuracy or errors in the research to remove the liability from the Planning & Zoning office. States Attorney Enget and Administrator Vachal will work together to come up with exactly what verbiage will be added to all applications.
	+ Moved by Commissioner Ruland, seconded by Commissioner Tomjack to approve adding verbiage to the Planning & Zoning applications that will remove the responsibility and liability of running title from the Planning & Zoning office. All present voted yes. Motion carried.

**BOARD CONCERNS**

* Commissioner Hollekim is concerned about the automatic renewals on the other Shell Creek applications because there are some that will be coming up for renewal this year and feels they should be reviewed based on the public concern on the H2O Connections/Kok application. Commissioner Ruland agreed with Commissioner Hollekim for the renewals to be reviewed and put up for discussion instead of being approved or denied by Administration.
	+ Moved by Commissioner Ruland, seconded by Commissioner Hollekim to have all renewal applications along Shell Creek to be reviewed and scheduled for public hearing and discussion instead of automatically renewed. All present voted yes. Motion carried.

The Board adjourned at 9:59 a.m. Next regular meeting of the Mountrail County Planning & Zoning Commission is **Monday, April 22, 2024,** at 8:30 am via GOTOMEETING or in the Commissioners Room at the Mountrail County Courthouse.

Accepted and approved this 22nd day of April, 2024.

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\***