MINUTES

**Mountrail County Planning & Zoning Commission**

**September 25, 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, Joan Hollekim, Arlo Borud, Trudy Ruland and Lauren Frost 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, and Mountrail County Auditor Steph Pappa. Absent were Commissioners Cameron Tomjack, Doug Bratvold and Zack Gaaskjolen.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

Moved by Commissioner Hollekim, seconded by Commissioner Frost, to approve the Planning and Zoning Commission minutes of the August 28, 2023 meeting as corrected. All present voted yes. Motion carried.

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

PZ-2023-0282 – Travis Sauber – Applicant. Jacob Estvold – Landowner. State Water Permit #7064. Period of Authorized usage: 9/01/2023 through 9/01/2024. Pump placement on a tract of land 160.00 acres more or less located in the SW1/4 of Section 25, Township 153 North, Range 92 West (Knife River Township) (12 out of 12) CERTIFIED RECEIPTS RECEIVED Approved by P&Z Administrator on 9/01/2023.

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

Headwaters Inc. – State Water Permit #ND2023-21807 / PZ-2023-0289. Headwaters Inc. – Applicant. Steven Rhodes – Landowner. SW1/4 of Section 10, Township 155 North, Range 94 West (Unorganized Township). Period of Authorized usage: 8/01/2023 through 12/15/2024. Parcel #28-0004800. Approved by P&Z Administrator

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

Highline Water LLC – Permit Number – State Water Permit #ND2023-21410 / PZ-2023-0294. Pumping of industrial water by lay flat hose: Highline Water LLC – Applicant. Derrick & Shayla Erie – Landowner. SE1/4SE1/4 (Gov’t Lot 8) of Section 7, Township 157 North, Range 92 West (Cottonwood Township) ending in the S1/2SE1/4 of Section 10, Township 157 North, Range 93 West (Sorkness Township). Period of Authorized usage: 8/23/2023 through 11/30/2023. Approved by P&Z Administrator

**Building Permits 2334-2338**

2334 – PZ-2023-0278 – Jeffery Ware – Applicant/Landowner. Parcel #57-0013500 & 57-0013600. Lot 1 and a portion of the N1/2 of Lot 2, Block 10 of the Original Townsite of Palermo located in the N1/2NE1/4 of Section 15, Township 156 North, Range 90 West (Palermo Township) 32’x40’ Pole barn storage.

2335 – PZ-2023-0286 – Mike Reid – Applicant. Home on the Range - Landowner. Parcel #02-0000300. NE1/4NE1/4 (Gov’t Lot 1) of Section 1, Township 158 North, Range 89 West (Crowfoot Township) 30’x60’ mobile home.

2336 – PZ-2023-0287 – Roger Fyllesvold – Applicant. Mountrail County Park Commission – Landowner. Parcel #45-0014101. Lot 11, Block 2 of Traynor Park aka as Lot 2, Block 2 of Olsen’s Second Addition of the Original Townsite of Van Hook located in the SW1/4 of Section 29, Township 152 North, Range 91 West (Van Hook Township) 16’x76’mobile home with 8’x10’ or a little larger deck.

2337 – PZ-2023-0290 – Thomas Haustveit – Applicant/Landowner. Parcel #35-0014000. Lot 25 of White Earth Cottage Site located on the S1/2 of Section 26 and the N1/2 of Section 35, Township 154 North, Range 94 West (Unorganized Township) 40’x50’ Shouse.

2338 – PZ-2023-0295 – Crystal Hysjulien – Applicant. Harley Rath – Landowner. Parcel #51-0000801. Outlot 1 of the NW1/4 of Section 11, Township 151, Range 91 West (Liberty Township) 48’x25’ lake home with enclosed porch. Previous Application PZ-2022-0169.

Moved by Commissioner Borud, seconded by Commissioner Ruland, to approve building permits 2334-2338. 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**

* Planning & Zoning Fees were presented by Administrator Vachal and approved at the September 5, 2023 meeting of the Mountrail County Board of Commissioners to be effective October 1, 2023 to October 1, 2024. These fees will continue to be presented each year to the Mountrail County Planning & Zoning Board and given to Mountrail County Board of Commissioners for approval.
* Administrator Vachal presented the board with an email from Mr. Ron Stromstad of White Earth Bay. Mr. Stromstad initially wanted to be put on the agenda but did change his mind following a conversation with Administration.
* Administration made a correction to the approval of minutes of the June meeting in the July meeting minutes. The approval had an incorrect date of May 22, 2023 and it should have been June 26, 2023. Administrator Vachal is wondering if the board needs to make a new motion because of the correction. The board members felt this was a minor correction that it didn’t need a new motion.
* Administration was approached by a township board regarding zoning of top soil and pipelines. The township wanted Administration to ask the board if this is something they will do in the future or not. Commissioner Hollekim stated the county does regulate them somewhat through Mountrail County Road & Bridge if they cross any county roads but not on private land. Commissioner Borud states the townships would be the ones to regulate them within their right of ways. Chairman Sorenson questioned if the selling of top soil would fall under the same guidelines as aggregate but Administrator Vachal stated the Land Development Code doesn’t specify top soil. Commissioner Hollekim feels this may need to be addressed when the Land Development Code is due to be reviewed.

**BOARD CONCERNS**

None.

The Board adjourned at 8:50 a.m. Next regular meeting of the Mountrail County Planning & Zoning Commission is **Monday, October 23rd, 2023,** at 8:30 am via GOTOMEETING and in the Commissioners Room at the Mountrail County Courthouse.

Accepted and approved this 23rd day of October, 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\***