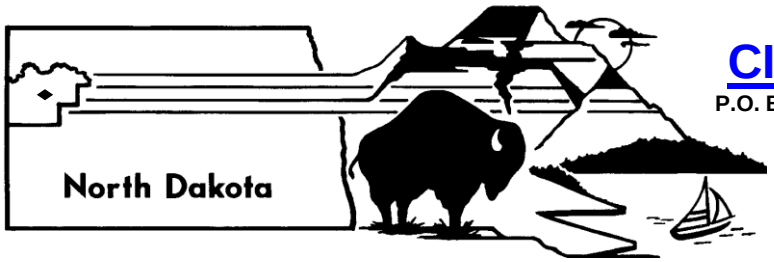


CITY OF WATFORD CITY
P.O. BOX 494 WATFORD CITY, NORTH DAKOTA 58854

PLANNING & ZONING COMMISSION AGENDA

Monday October 30, 2017
Heritage Room, City Hall @ 6:00 p.m.

- **Call to Order Public Hearing:**

1. Public Hearing to hear comment on Amending Sections 2 and 3 of various Articles XI of Chapter XV of City Ordinances relating to uses in A-1, A-2, RR1, RR2.5, RR5, R-1, R-2, R2M, R-3, R-4, CB, C-2, CF, and Section 2, Article XI, Chptr. XV, C1 Commercial District.
   Add Places of Worship to Permitted Uses

2. Public Hearing to hear comment on Amending Section 14 of Article XXX of Chapter XV of the City of Watford City Ordinances relating to exceptions to the Subdivision Requirements.
   Adjustments within existing platted parcels due to an error made in good faith in either surveying or construction may be exempt from these regulations only to the extent necessary to fix such an error. This exception must be approved in the same manner as a simple lot split.

3. Public Hearing to hear comment on Division of Land Application – Amended Final Plat submitted by Badlands Development II, LLC for property located N½ NW ¼ Section 24, T150N, R99W, Including IT# 926 less IT 2133, (912 Park Ave W) Watford City, McKenzie County, ND
   Creating two lots from multiple IT's. Parcel # 11-00-08400, 82-09-00100 - 82-09-00700

4. Public Hearing to hear comment on Land Use Application – Conditional Use Permit submitted by Robert McCree for Alissa Christensen on property located Section 7, T150N, R98W, Lot 10 Block 7 Dakota Ridge Subdivision, 318 26th Ave NE, Watford City, McKenzie County, ND.
   Home Occupation – Child Care

5. Public Hearing to hear comment on Land Use Application – Conditional Use Permit submitted by Lindsay Wall on property located Section 24, T10N, R99W, Lots 12 & 13 of Original Townsite, Watford City, McKenzie County, ND (308 Park Ave West)
   Home Occupation – Child Care

- **Close Public Hearing**

- **Call to Order Regular Meeting**

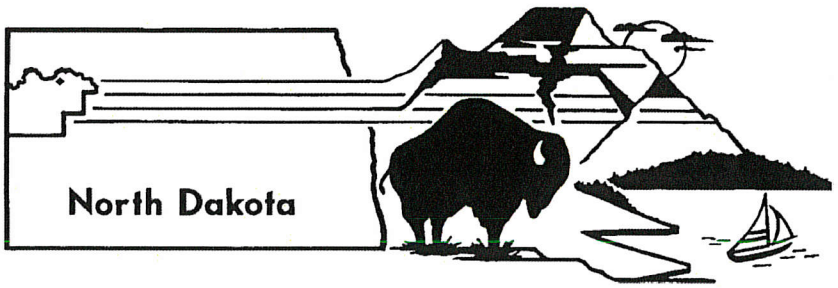
- **Approve Minutes**
- **Old Business:**
- **Final Plat Applications:**
- **New Business:**
- **Review Permits**
- **Adjournment**

1.

Ordinance Amendment

Section 2 & 3 of Article XI of Chapter XV

Amend to add Places of Worship to Permitted Uses



City of Watford City
213 2nd St. NE / PO Box 494
Watford City, ND 58854
Ph. 701-444-2533
Fax 701-444-3004
Celebrating 100 Years - 2014
watford.mckenziecounty.net

Land Use Application: *Zone Change*

$300

Applicant Information

Name: City of Watford City

Mailing Address: PO Box 494 Watford City, ND 58854

Phone Number: 701-444-2533 Email Address: miwilliams@nd.gov

Property Information ***Current Zoning:*** various ***Requested Zoning:*** n/a

Detail Summary of Request: Amend Section 2&3 of Article XI, Ch. XV of City Ordinances as they pertain to permitted uses: add Places of Worship to all zoned except Industrial

Assessor Parcel Number(s): N/A

Sec. N/A Twn. N/A Rg. N/A Legal Description: N/A

N/A

Acreage: N/A Address of Parcel: N/A

Landowner(s) Name: N/A

Mailing Address: N/A

Phone Number: N/A Email Address: N/A

Required Documents – Refer to Application Matrix to ensure all required documents are submitted.

- ☐ Attached Exhibit(s) - Drawn, Stamped & Signed by licensed ND Professional Engineer or Land Surveyor
- ☐ Deed(s)
- ☐ PDF and or DWG provided with application
- ☐ Title Report < 60 days
- ☐ Copies: (1) 11 x 17 paper

Compliance with Land Use Application-Zone Change Requirements:

(I, We), the undersigned swear and say that (I am, We are) the owner(s) of record on the tax rolls of the property involved in this application, or (am, are) otherwise qualified to initiate this application under Watford City Code; that the information on the plans and drawings attached hereto, and all of the statements and answers contained herein are in all respects true and correct to the best of my knowledge and belief, and the undersigned understands that this application must be complete and accurate before a hearing can be conducted.

(I, We) also authorize the ***Watford City Planning Department*** *and its designee*, to enter the premises of the property subject to this application for the purposes of gathering information for the purpose of advising the public of the proposed application

Landowner(s) Signature(s): _____ Date: _____

Landowner(s) Signature(s): _____ Curtis Moen, City Administrator/Planner Date: 10/11/2017

I, Mildred E. Williams, a **Notary Public** of the County and State aforesaid, hereby certify that Curtis Moen personally known to me to be the affiant in the foregoing affidavit, personally appeared before me this day and having been by me duly sworn deposes and says that the facts set forth in the above affidavit are true and correct. Witness my hand and official seal this the 11 day of October, 2017.

(SEAL)

Notary Public

My Commission expires:
02 / 19 / 2025

State of: North Dakota

County of: McKenzie

Surveyor / Engineer Information:

Name: N/A

Company: _____

License: _____

Address: _____ (S E A L)

City: _____

State & Zip: _____

Phone: _____

Email: _____

OFFICE USE ONLY - *Required Approvals/Signatures/Dates*

Agenda Date: _____

Planning & Zoning: _____

City Council: _____ **Final Action Letter Sent:** ____/____/____

Advertise Date(s): _____ **staff initials:** _____

Property Owners Noticed: _____

Payment: Cash ____ Credit/Debit Card ____ Check # _____ Amount: $_____

Receipt # _____

Sent to Recorders – Date: _____ for Preliminary Review

Sent to Recorders – Date: _____ for Recording

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE, the Watford City Planning Commission will hold a Public Hearing on Monday, October 30, 2017 @ 6:00 p.m. in the Heritage Room of City Hall to hear comment on Amending Section 2 and 3 of Article XI of Chapter XV of Watford City Ordinances relating to Uses in A-1 A-2, RR1, RR2.5, RR5, R-1, R-2, R2M, R-3, R-4, C-1, CB, C-2, CF Zoning Districts.

The application is submitted in consideration of adding Places of Worship to Permitted Uses in Zoning Districts of Watford City.

This application is available for public viewing and or copying at City Hall in the Planning Department Monday – Friday 830-430 p.m.

Dated this 10th day of October 2017

M. Williams

Mildred Williams, Principal Planner

RUN: 2 times

PUBLISHED: McKenzie County Farmer, 10/18/2017 & 10/25/2017

ORDINANCE NO.

AN ORDINANCE AMENDING SECTIONS 2 and 3 OF ARTICLE XI OF CHAPTER XV OF THE CITY OF WATFORD CITY ORDINANCES RELATING TO USES IN A-1

Be it ordained by the City Council of the City of Watford City, North Dakota:

...

SECTION 2. - PERMITTED USES

1. Farm Residence
2. General Farm Operations
3. Parks and Gardens
4. Fair Grounds and associated activities.
5. Engineered Post-Framed Buildings.
6. Places of Worship

SECTION 3. - CONDITIONAL USES
1. Airports
2. Cemetery
~~3. Churches~~
~~4~~3. Funeral Homes
~~5~~4. Oil, Gas, Mineral Extractions
~~6~~5. Schools
~~7~~6. Seismographic Exploration, subject to the Regulations in Article XXII, Sect.8.
~~8~~7. Temporary Workforce Housing
~~9~~8. Transmission Facilities

_____ moved the adoption of the foregoing Ordinance. The motion was seconded by _____. On roll call vote of the Council members, the following Council members voted "AYE": _____, and the following Council members voted "NAY": _____ Absent and not voting: _____.

WHEREUPON, the motion was passed and the Ordinance declared adopted this day of _____, 2017.

_____
Mayor Justin Voll
City of Watford City

ATTEST:

_____
Peni Peterson, City Auditor

First Reading:
Second Reading:
Published:

ORDINANCE NO.

AN ORDINANCE AMENDING SECTIONS 2 and 3 OF ARTICLE IX(A) OF CHAPTER XV OF THE CITY OF WATFORD CITY ORDINANCES RELATING TO USES IN A-2

Be it ordained by the City Council of the City of Watford City, North Dakota:

...

SECTION 2. PERMITTED USES

1. Single-Family Dwellings
2. Farm Residence
3. General Farm Operations
4. Parks and Gardens
5. Fair Grounds and associated activities.
6. Engineered Post-Framed Buildings.
7. Places of Worship

SECTION 3. CONDITIONAL USES

1. Airports
2. Cemetery
3. ~~Churches~~
4. Funeral Homes
5. Municipal Lagoons
6. Schools
7. Seismographic Exploration, subject to the Regulations in Article XXII, Sect.8.
8. Temporary Workforce Housing
9. Transmission Facilities

_____ moved the adoption of the foregoing Ordinance. The motion was seconded by _____. On roll call vote of the Council members, the following Council

members voted "AYE": _____, and the following Council members voted "NAY": _____ Absent and not voting: _____.

WHEREUPON, the motion was passed and the Ordinance declared adopted this day of _____, 2017.

_____
Mayor Justin Voll
City of Watford City

ATTEST:

_____
Peni Peterson, City Auditor

First Reading:
Second Reading:
Published:

ORDINANCE NO.

AN ORDINANCE AMENDING SECTIONS 2 and 3 OF ARTICLE IX(B) OF CHAPTER XV OF THE CITY OF WATFORD CITY ORDINANCES RELATING TO USES IN RR 1

Be it ordained by the City Council of the City of Watford City, North Dakota:

...

SECTION 2. - PERMITTED USES:

- Accessory buildings not to be used for residential purposes, provided that the floor area of any single accessory building, or combined floor area of multiple accessory buildings, shall not exceed ten thousand (10,000) feet.
- ~~Churches, temples, mosques and related facilities and accessory uses~~Places of Worship.
- Home occupations and home-based businesses.
- One single family-residence per lot.
- Public, quasi-public and institutional uses.

SECTION 3. - CONDITIONAL USES:

- Daycare facilities.
- Bed and breakfast inns.
- Cemeteries.
- Intermediate care facilities.
- Public or private schools.

_____ moved the adoption of the foregoing Ordinance. The motion was seconded by _____. On roll call vote of the Council members, the following Council members voted "AYE": _____, and the following Council members voted "NAY": _____ Absent and not voting: _____.

WHEREUPON, the motion was passed and the Ordinance declared adopted this day of _____, 2017.

_____

Mayor Justin Voll
City of Watford City

ATTEST:

Peni Peterson, City Auditor

First Reading:
Second Reading:
Published:

ORDINANCE NO.

AN ORDINANCE AMENDING SECTION 2 and 3 OF ARTICLE IX(C) OF CHAPTER XV OF THE CITY OF WATFORD CITY ORDINANCES RELATING TO USES IN RR 2.5

Be it ordained by the City Council of the City of Watford City, North Dakota:

...

SECTION 2. - PERMITTED USES:

- Accessory buildings not to be used for residential purposes, provided that the floor area of any single accessory building, or combined floor area of multiple accessory buildings, shall not exceed ten thousand (10,000) feet.
- ~~Churches, temples, mosques and related facilities and accessory uses~~Places of Worship.
- Home occupations and home-based businesses.
- One single family-residence per lot.
- Public, quasi-public and institutional uses.

SECTION 3. - CONDITIONAL USES:

- Daycare facilities.
- Bed and breakfast inns.
- Cemeteries.
- Intermediate care facilities.
- Public or private schools.
- Noncommercial typical Ag animals.
- Chicken coops, small corrals or other accessory structures of similar nature.

_____ moved the adoption of the foregoing Ordinance. The motion was seconded by _____. On roll call vote of the Council members, the following Council members voted "AYE": _____, and the following Council members voted "NAY": _____ Absent and not voting: _____.

WHEREUPON, the motion was passed and the Ordinance declared adopted this day of _____, 2017.

Mayor Justin Voll
City of Watford City

ATTEST:

Peni Peterson, City Auditor

First Reading:
Second Reading:
Published:

ORDINANCE NO.

AN ORDINANCE AMENDING SECTIONS 2 and 3 OF ARTICLE IX(D) OF CHAPTER XV OF THE CITY OF WATFORD CITY ORDINANCES RELATING TO USES IN RR 5

Be it ordained by the City Council of the City of Watford City, North Dakota:

...

SECTION 2. - PERMITTED USES:

- Accessory buildings not to be used for residential purposes, provided that the floor area of any single accessory building, or combined floor area of multiple accessory buildings, shall not exceed ten thousand (10,000) feet.
- ~~Churches, temples, mosques and related facilities and accessory uses~~Places of Worship.
- Home occupations and home-based businesses.
- One single family-residence per lot.
- Public, quasi-public and institutional uses.

SECTION 3. - CONDITIONAL USES:

- Daycare facilities.
- Bed and breakfast inns.
- Cemeteries.
- Intermediate care facilities.
- Public or private schools.
- Noncommercial typical Ag animals.
- Chicken coops, small corrals or other accessory structures of similar nature.

_____ moved the adoption of the foregoing Ordinance. The motion was seconded by _____. On roll call vote of the Council members, the following Council members voted "AYE": _____, and the following Council members voted "NAY": _____ Absent and not voting: _____.

WHEREUPON, the motion was passed and the Ordinance declared adopted this day of _____, 2017.

Mayor Justin Voll
City of Watford City

ATTEST:

Peni Peterson, City Auditor

First Reading:
Second Reading:
Published:

ORDINANCE NO.

AN ORDINANCE AMENDING SECTIONS 2 and 3 OF ARTICLE X OF CHAPTER XV OF THE CITY OF WATFORD CITY ORDINANCES RELATING TO USES IN R-1

Be it ordained by the City Council of the City of Watford City, North Dakota:

…

SECTION 2. PERMITTED USES

1. Accessory Structures

   a) Accessory structure under 120 square feet shall be allowed without permit.

   b) Accessory structures 120 square feet to 1000 square feet:

      i) Will be allowed without a residence on the lot;

      ii) Must be floating slab or footing foundation construction;

      iii) Must be colored to match the neighborhood, no galvanized metal;

      iv) Must have an overhang and covered eves

      v) Large doors must be overhead or roll-up.

2. Dwelling, Single-Family

3. Parks or Gardens

4. Places of Worship

~~4~~5. Private Garage - 1000 square feet and up

   a) Must be accessory to residence;

   b) Must be floating slab or footing foundation construction;

   c) Must be colored to match neighborhood, no galvanized metal;

   d) Must have overhang and covered eves;

e) Must have overhead doors, not sliding;

f) Total building footprints cannot exceed 25% of the lot.

SECTION 3. CONDITIONAL USES

1. Beauty and Barber Shops

2 Cemetery

~~3. Churches~~

~~4~~3. Day Care Center

~~5~~4. Fire Stations

~~6~~5. Funeral Homes

~~7~~6. Group Dwelling

~~8~~7. Home Occupation

~~9~~8. Hospital, Medical Clinic

~~10~~9. In-Home Apartment

~~11~~10. Nursing Home

~~12~~11. Private Garages Over 1000 Square Feet - Not accessory to existing residence - Conditions that must be met in addition to public hearing and approval process:

a) Must be floating slab or footing foundation construction.

b) Must be colored to match neighborhood, no galvanized metal.

c) Must have overhang and covered edges.

d) Must have overhead doors, not sliding.

e) Total foot prints of buildings cannot exceed 25% of the lot.

f) Must be located such that a 2000 square foot residence could be located on the property and still comply with the intensity of use regulations for the property.

~~13~~12. Schools

~~14~~13. Transmission Facility

~~15~~14. Office Buildings (renovation of existing building only, no new office buildings shall be permitted.)

~~16~~15. Engineered Post-Framed Buildings.

~~17~~16. Bed and Breakfast Inns

(a) Signage must be followed pursuant to Article XXI of this Ordinance.

(b) The facility shall have the appropriate off-street parking such that there will be at least two off-street parking places for each single family dwelling plus one parking space for each guest unit.

_____ moved the adoption of the foregoing Ordinance. The motion was seconded by _____. On roll call vote of the Council members, the following Council members voted "AYE": _____, and the following Council members voted "NAY": _____ Absent and not voting: _____.

WHEREUPON, the motion was passed and the Ordinance declared adopted this day of _____, 2017.

_____
Mayor Justin Voll
City of Watford City

ATTEST:

_____
Peni Peterson, City Auditor

First Reading:
Second Reading:
Published:

ORDINANCE NO.

AN ORDINANCE AMENDING SECTIONS 2 and 3 OF ARTICLE XI OF CHAPTER XV OF THE CITY OF WATFORD CITY ORDINANCES RELATING TO USES IN R-2

Be it ordained by the City Council of the City of Watford City, North Dakota:

…

SECTION 2. PERMITTED USES:

1. Accessory Structures

   a) Accessory structure under 120 square feet shall be allowed without a permit.

   b) Accessory structures 120 square feet to 1000 square feet:

      i) Will be allowed without a residence on the lot;

      ii) Must be floating slab or footing foundation construction;

      iii) Must be colored to match the neighborhood, no galvanized metal;

      iv) Must have an overhang and covered eves

      v) Large doors must be overhead or roll-up.

2. Dwelling, Single-Family

3. Dwelling, Two-Family

4. Park or Garden

5. Places of Worship

~~5~~6. Private Garage - 1000 square feet and up

   a) Must be accessory to residence

   b) Must be floating slab or footing foundation construction;

   c) Must be colored to match neighborhood, no galvanized metal

   d) Must have overhang and covered eves

   e) Must have overhead doors, not sliding

f) Total building footprints cannot exceed 25% of the lot

SECTION 3. CONDITIONAL USES:

1. Cemetery

~~2. Churches~~

~~3~~4. Day Care Center

~~4~~5. Funeral Homes

~~5~~6. Group Dwelling

~~6~~7. Home Occupation

~~7~~8. Hospital, Medical Clinic

~~8~~9. Nursing Home

~~9~~10. Schools

~~10~~11. Transmission Facility

~~11~~12. Office Buildings (renovation of existing buildings only, no new office buildings shall be permitted.

~~12~~13. Private Garages Over 1000 Square Feet - Not accessory to existing residence - Conditions that must be met in addition to public hearing and approval process:

a) Must be floating slab or footing foundation construction.

b) Must be colored to match neighborhood, no galvanized metal.

c) Must have overhang and covered edges.

d) Must have overhead doors, not sliding.

e) Total foot prints of buildings cannot exceed 25% of the lot.

f) Must be located such that a 2000 square foot residence could be located on the property and still comply with the intensity of use regulations for the property.

~~13~~14. Engineered Post-Framed Buildings.

~~14~~15. Bed and Breakfast Inns:

(a) Signage must be followed pursuant to Article XXI of this Ordinance.

(b) The facility shall have the appropriate off-street parking such that there will be at least two off-street parking places for each single-family dwelling plus one parking space for each guest unit.

_____ moved the adoption of the foregoing Ordinance. The motion was seconded by _____. On roll call vote of the Council members, the following Council members voted "AYE": _____, and the following Council members voted "NAY": _____ Absent and not voting: _____.

WHEREUPON, the motion was passed and the Ordinance declared adopted this day of _____, 2017.

_____
Mayor Justin Voll
City of Watford City

ATTEST:

_____
Peni Peterson, City Auditor

First Reading:
Second Reading:
Published:

ORDINANCE NO.

AN ORDINANCE AMENDING SECTIONS 2 and 3 OF ARTICLE XII OF CHAPTER XV OF THE CITY OF WATFORD CITY ORDINANCES RELATING TO USES IN R-2M

Be it ordained by the City Council of the City of Watford City, North Dakota:

...

SECTION 2. PERMITTED USES:

1. Accessory Structures

   a) Accessory structure under 120 square feet shall be allowed without a permit.

   b) Accessory structures 120 square feet to 1000 square feet:

      i) Will be allowed without a residence on the lot;

      ii) Must be floating slab or footing foundation construction;

      iii) Must be colored to match the neighborhood, no galvanized metal;

      iv) Must have an overhang and covered eves

      v) Large doors must be overhead or roll-up.

2. Dwelling, Single-Family

3. Dwelling, Two-Family

4. Mobile Home

5. Park or Garden

6. Places of Worship

~~6~~7. Private Garage - 1000 square feet and up

   a) Will be allowed without a residence on the lot;

   b) Must be floating slab or footing foundation construction;

   c) Must be colored to match neighborhood, no galvanized metal;

   d) Must have overhang and covered eves;

e) Large doors shall be overhead or roll-up;

f) Total building footprints cannot exceed 25% of the lot.

SECTION 3. CONDITIONAL USES:

1. Cemetery

~~2. Churches~~

~~3~~2. Day Care Center

~~4~~3. Funeral Homes

~~5~~4. Group Dwelling

~~6~~5. Home Occupation

~~7~~6. Hospital

~~8~~7. Medical Clinic

~~9~~8. Nursing Home

~~10~~9. Schools

~~11~~10. Temporary Construction Workforce Housing

~~12~~11. Transmission Facility

~~13~~12. Office Buildings (renovation of existing building only, no new office buildings shall be permitted.)

~~14~~13. Engineered Post-Framed Buildings.

~~15~~14. Bed and Breakfast Inns:

(a) Signage must be followed pursuant to Article XXI of this Ordinance.

(b) The facility shall have the appropriate off-street parking such that there will be at least two off-street parking places for each single family dwelling plus one parking space for each guest unit.

_____ moved the adoption of the foregoing Ordinance. The motion was seconded by _____. On roll call vote of the Council members, the following Council members voted "AYE": _____, and the following Council members voted "NAY": _____ Absent and not voting: _____.

WHEREUPON, the motion was passed and the Ordinance declared adopted this day of _____, 2017.

Mayor Justin Voll
City of Watford City

ATTEST:

Peni Peterson, City Auditor

First Reading:
Second Reading:
Published:

ORDINANCE NO.

AN ORDINANCE AMENDING SECTIONS 2 and 3 OF ARTICLE XIII OF CHAPTER XV OF THE CITY OF WATFORD CITY ORDINANCES RELATING TO USES IN R-3

Be it ordained by the City Council of the City of Watford City, North Dakota:

...

SECTION 2. PERMITTED USES:

1. Accessory Structures

    a) Accessory structure under 120 square feet shall be allowed without a permit.

    b) Accessory structures 120 square feet to 1000 square feet:

        i) Will be allowed without a residence on the lot;

        ii) Must be floating slab or footing foundation construction;

        iii) Must be colored to match the neighborhood, no galvanized metal;

        iv) Must have an overhang and covered eves

        v) Large doors must be overhead or roll-up.

2. Dwelling, Multi-Family, Up to 6 Dwelling Units per Structure
3. Dwelling, Single-Family

4. Dwelling, Townhouse

5. Dwelling, Two-Family

6. Group Dwelling

7. Park or Garden

8. Places of Worship

~~8~~9. Private Garage - 1000 square feet and up

    a) Must be accessory to a residence on the lot;

b) Must be floating slab or footing foundation construction;

c) Must be colored to match neighborhood, no galvanized metal;

d) Must have overhang and covered eves;

e) Large doors shall be overhead or roll-up;

SECTION 3. CONDITIONAL USES:

1. Cemetery

~~2. Churches~~

~~3~~2. Day Care Center

~~4~~3. Funeral Homes

~~5~~4. Home Occupation

~~6~~5. Hospital

~~7~~6. Medical Clinic

~~8~~7. Nursing Home

~~9~~8. Schools

~~10~~9. Transmission Facility

~~11~~10. Office Buildings (renovation of existing buildings only, no new office buildings shall be permitted.

~~12~~11. Private Garages Over 1000 Square Feet - Not accessory to existing residence - Conditions that must be met in addition to public hearing and approval process:

a) Must be floating slab or footing foundation construction.

b) Must be colored to match neighborhood, no galvanized metal.

c) Must have overhang and covered edges.

d) Must have overhead doors, not sliding.

e) Total foot prints of buildings cannot exceed 25% of the lot.

~~13~~12. Engineered Post-Framed Buildings

~~14~~13. Bed and Breakfast Inns:

(a) Signage must be followed pursuant to Article XXI of this Ordinance.

(b) The facility shall have the appropriate off-street parking such that there will be at least two off-street parking places for each single family dwelling plus one parking space for each guest unit.

_____ moved the adoption of the foregoing Ordinance. The motion was seconded by _____. On roll call vote of the Council members, the following Council members voted "AYE": _____, and the following Council members voted "NAY": _____ Absent and not voting: _____.

WHEREUPON, the motion was passed and the Ordinance declared adopted this day of _____, 2017.

_____
Mayor Justin Voll
City of Watford City

ATTEST:

_____
Peni Peterson, City Auditor

First Reading:
Second Reading:
Published:

ORDINANCE NO.

AN ORDINANCE AMENDING SECTIONS 2 and 3 OF ARTICLE XIV OF CHAPTER XV OF THE CITY OF WATFORD CITY ORDINANCES RELATING TO USES IN R-4

Be it ordained by the City Council of the City of Watford City, North Dakota:

_____ moved the adoption of the foregoing Ordinance. The motion was seconded by _____. On roll call vote of the Council members, the following Council members voted "AYE": _____, and the following Council members voted "NAY": _____ Absent and not voting: _____.

…

SECTION 2. PERMITTED USES:

1. Accessory Structure
2. Dwelling, Multi-Family
3. Dwelling, Single-Family
4. Dwelling, Townhouse
5. Dwelling, Two-Family
6. Group Dwelling
7. Park or Garden
8. Places of Worship
9. Private Garage

SECTION 3. CONDITIONAL USES:

1. Cemetery
2. ~~Churches~~
3. Day Care Center
4. Funeral Homes
5. Home Occupation
6. Hospital

~~7~~6. Medical Clinic

~~8~~7. Nursing Home

~~9~~8. Schools

~~10~~9. Commercial Storage Buildings and Garages

~~11~~10. Transmission Facility

~~12~~11. Office Buildings (renovation of existing building only, no new office buildings shall be permitted.)

~~13~~12. Engineered Post-Framed Buildings

~~14~~13. Bed and Breakfast Inns:

(a) Signage must be followed pursuant to Article XXI of this Ordinance.

(b) The facility shall have the appropriate off-street parking such that there will be at least two off-street parking places for each single family dwelling plus one parking space for each guest unit.

WHEREUPON, the motion was passed and the Ordinance declared adopted this day of _____, 2017.

_____
Mayor Justin Voll
City of Watford City

ATTEST:

_____
Peni Peterson, City Auditor

First Reading:
Second Reading:
Published:

ORDINANCE NO.

AN ORDINANCE AMENDING SECTIONS 2 and 3 OF ARTICLE XVIII OF CHAPTER XV OF THE CITY OF WATFORD CITY ORDINANCES RELATING TO USES IN C-B

Be it ordained by the City Council of the City of Watford City, North Dakota:

…

SECTION 2. - PERMITTED USES:

1. Adding Machine and Other Small Business Machine Repair, Sales and Service.
2. Amusement Places.
3. Antique Shops and Stores, providing all merchandise is displayed and sold inside a building.
4. Apparel and Accessory Stores.
5. Apartments.
6. Appliance Stores.
7. Art and Art Supply Stores.
8. Artist Studios.
9. Auditoriums and Similar Places of Public Assembly.
10. Automobile Accessory and Supply Stores.
11. Automobile Sales and Service.
12. Automobile Parking Lots and Garages.
13. Bakery and Pastry Shops (Retail Only).
14. Banks and Other Saving and Lending Institutions.
15. Barber shops, Beauty Shops and Chiropody, Massage or Similar Personal Services.
16. Bicycle Shops.

17. Books and Stationery Shops.

18. Bowling Alleys and Recreational Buildings.

19. Business and Technical Schools, including Schools for Photography, Dancing and Music.

20. Condominiums or other multi-family units

21. Cigar and Tobacco Shops.

22. Clothing Stores.

23. Clothing and Costume Rental.

24. Commercial Recreational Uses.

25. Custom Dressmaking, Millinery, Tailoring and Similar Trades.

26. Daycare centers.

27. Delicatessens and Catering Establishments.

28. Department Stores.

29. Drug Stores and Prescription Shops.

30. Dry Goods and Notion Shops (including Coin and Fabric Shops).

31. Electric Appliance Sales and Repair Shops.

32. Fire Stations, Police Stations and Jails.

33. Fix-It Shops (Radio, Television and Small Household Appliances).

34. Florists and Gift Shops.

35. Furniture and Home Furnishing Shops.

36. Garage and Automobile Repair Shops, but not including Automobile Body and Fender Work and Automobile Painting.

37. Government Buildings.

38. Grocery, Fruit and Vegetable Stores (Retail Only).

39. Hardware Stores.

40. Heating and Air Conditioning Shops, providing all merchandise is located in a building.

41. Hobby, Stamp and Coin Shops.

42. Hotels and Motels.

43. Household Appliance Stores.

44. Interior Decorator's Shops.

45. Jewelry and Metal Craft Stores and Shops.

46. Leather Goods and Luggage Stores.

47. Libraries and Museums (Public).

48. Lock and Key Shops.

49. Mail Order Catalog Stores.

50. Medical, Dental and Health Clinics.

51. Medical and Orthopedic Appliance Stores.

52. Meeting Halls and Auditoriums.

53. Messenger and Telegraph Service Stations.

54. Music Instrument Sales and Repair Shops.

55. Music Stores and Studios.

56. Newspaper Offices.

57. Printing Shops and Printing Supply Stores.

58. Newsstands.

59. Offices and Office Buildings.

60. Office Supply and Office Equipment Sales and Service Stores.

61. Optician and Optometrist Shops.

62. Liquor Stores.

63. Paint and Glass Stores.

64. Parking Lots and Garages.

65. Parks and Open Spaces.

66. Pawn Shops.

67. Pet Shops.

68. Photographic Equipment Sales and Supply Stores.

69. Photographic Studios.

70. Pharmacies.

71. Public Buildings.

72. Radio and Television Studios.

73. Picture Framing Shops.

74. Places of Worship

~~74~~75. Railway, Taxi and Bus Passenger Stations.

~~75~~76. Restaurants and Tea Rooms.

~~76~~77. Single Family Homes.

~~77~~78. Service Stations.

~~78~~79. Self-Service Laundries.

~~79~~80. Sewing Machine Shops and Stores.

~~80~~81. Shoe Stores.

~~81~~82. Shoe Repair and Shoeshine Shops.

~~82~~83. Sporting and Athletic Goods Shops.

~~83~~84. Stores and Shops for the conduct of Retail Businesses similar to the uses listed in this section.

~~84~~85. Tailor Shops.

~~85~~86. Taverns.

~~86~~87. Television and Radio Sales and Service Establishments.

~~87~~88. Theaters.

~~88~~89. Toy Stores.

~~89~~90. Travel Bureaus.

~~90~~91. Used Car Lots.

~~91~~92. Utility Company Offices.

~~92~~93. Variety Stores.

SECTION 3. - CONDITIONAL USES:

~~1. Churches~~

~~2~~1. Engineered Post-Framed Buildings.

~~3~~2. Bed and Breakfast Inns:

(a) Signage must be followed pursuant to Article XXI of this Ordinance.

(b)The facility shall have the appropriate off-street parking such that there will be at least two off-street parking places for each single family dwelling plus one parking space for each guest unit.

_____ moved the adoption of the foregoing Ordinance. The motion was seconded by _____. On roll call vote of the Council members, the following Council members voted "AYE": _____, and the following Council members voted "NAY": _____ Absent and not voting: _____.

WHEREUPON, the motion was passed and the Ordinance declared adopted this day of _____, 2017.

_____
Mayor Justin Voll
City of Watford City

ATTEST:

_____
Peni Peterson, City Auditor

First Reading:
Second Reading:
Published:

ORDINANCE NO.

AN ORDINANCE AMENDING SECTIONS 2 and 3 OF ARTICLE XVII(A) OF CHAPTER XV OF THE CITY OF WATFORD CITY ORDINANCES RELATING TO USES IN C-2

Be it ordained by the City Council of the City of Watford City, North Dakota:

…

SECTION 2. PERMITTED USES:

1. Adding Machine and Other Small Business Machine Repair, Sales and Service.
2. Amusement Places.
3. Antique Shops and Stores, providing all merchandise is displayed and sold inside a building.
4. Apparel and Accessory Stores.
5. Apartments.
6. Appliance Stores.
7. Art and Art Supply Stores.
8. Artist Studios.
9. Auditoriums and Similar Places of Public Assembly.
10. Automobile Accessory and Supply Stores (Outdoor storage prohibited).
11. Bakery and Pastry Shops (Retail Only, on-site cooking facilities permitted).
12. Banks and Other Saving and Lending Institutions.
13. Barber shops, Beauty Shops and Chiropody, Massage or Similar Personal Services.
14. Bicycle Shops.
15. Books and Stationery Shops.
16. Bowling Alleys and Recreational Buildings.
17. Business and Technical Schools, including Schools for Photography, Dancing and Music.
18. Condominiums or other multi-family units.

19. Cigar and Tobacco Shops.

20. Clothing Stores.

21. Clothing and Costume Rental.

22. Commercial Recreational Uses.

23. Custom Dressmaking, Millinery, Tailoring and Similar Trades.

24. Daycare Centers.

25. Delicatessens and Catering Establishments.

26. Department Stores.

27. Drug Stores and Prescription Shops.

28. Dry Goods and Notion Shops (including Coin and Fabric Shops).

29. Electric Appliance Sales and Repair Shops.

30. Fire Stations and Police Stations.

31. Fix-It Shops (Radio, Televisions, and Small Household Appliances).

32. Florists and Gift Shops.

33. Furniture and Home Furnishing Shops.

34. Government Buildings.

35. Grocery, Fruit, and Vegetable Stores (Retail Only).

36. Hardware Stores.

37. Heating and Air Conditioning Shops, providing all merchandise is located in a building.

38. Hobby, Stamp, and Coin Shops.

39. Household Appliance Stores.

40. Interior Decorator’s Shops.

41. Jewelry and Metal Craft Stores and Shops.

42. Leather Goods and Luggage Stores.

43. Libraries and Museums (Public).

44. Lock and Key Shops.

45. Mail Order Catalog Stores.

46. Medical, Dental, Chiropractic, and Health Offices and Clinics.

47. Meeting Halls and Auditoriums.

48. Messenger and Telegraph Service Stations.

49. Music Instrument Sales and Repair Shops.

50. Music Stores and Studios.

51. Newspaper Offices.

52. Newsstands.

53. Offices and Office Buildings.

54. Office Supply and Office Equipment Sales and Service Stores.

55. Optician and Optometrist Shops.

56. Paint and Glass Stores.

57. Parks and Open Spaces.

58. Pet Shops (All indoors, no outdoor kennels)

59. Pharmacies.

60. Photographic Equipment Sales and Supply Stores.

61. Photographic Studios.

62. Picture Framing Shops.

63. Places of Worship

~~63~~64. Printing Shops and Printing Supply Stores.

~~64~~65. Public Buildings.

~~65~~66. Restaurants and Tea Rooms.

~~66~~67. Single Family Detached Homes, Duplexes, Townhomes, and Multifamily Dwellings.

~~67~~68. Sewing Machine Shops and Stores.

~~68~~69. Shoe Stores.

~~69~~70. Shoe Repair and Shoeshine Shops.

~~70~~71. Sporting and Athletic Goods Shops.

~~71~~72. Stores and Shops for the conduct of Retail Businesses similar to the uses listed in this section.

~~72~~73. Tailor Shops.

~~73~~74. Television and Radio Sales and Service Establishments.

~~74~~75. Theaters.

~~75~~76. Toy Stores.

~~76~~77. Travel Bureaus.

~~77~~78. Utility Company Offices.

~~78~~79. Variety Stores.

SECTION 3. CONDITIONAL USES:

~~1. Churches~~

~~2~~1. Engineered Post-Framed Buildings.

~~3~~2. Bed and Breakfast Inns:

(a) Signage must be followed pursuant to Article XXI of this Ordinance.

(b) The facility shall have the appropriate off-street parking such that there will be at least two off-street parking places for each single family dwelling plus one parking space for each guest unit.

_____ moved the adoption of the foregoing Ordinance. The motion was seconded by _____. On roll call vote of the Council members, the following Council members voted "AYE": _____, and the following Council members voted "NAY": _____ Absent and not voting: _____.

WHEREUPON, the motion was passed and the Ordinance declared adopted this day of _____, 2017.

Mayor Justin Voll
City of Watford City

ATTEST:

Peni Peterson, City Auditor

First Reading:
Second Reading:
Published:

ORDINANCE NO.

AN ORDINANCE AMENDING SECTIONS 2 and 3 OF ARTICLE XVIII(B) OF CHAPTER XV OF THE CITY OF WATFORD CITY ORDINANCES RELATING TO USES IN CF

Be it ordained by the City Council of the City of Watford City, North Dakota:

…

SECTION 2. PERMITTED USES:

1. Animal Shelter
2. Farmer's Market
3. Golf course
4. Government Offices
5. Hospital
6. Jail (city, town or county facility)
7. Juvenile Detention Facility (city, town or county facility)
8. Library
9. Museum
10. Parks and Open space
11. Recreational Facility
12. School, Primary & Secondary
13. Places of Worship

SECTION 3. CONDITIONAL USES

1. Accessory Uses and Structures
2. Airport/Airstrip
3. Cemetery
4. College or University
5. Communication Building, Antennas and Towers
6. Concert Hall and Convention Center
7. Electric sub-Sub-Stations
8. Emergency Care Facility
9. Exposition Halls
10. Fairground
11. Gravel Pit, Temporary during construction
12. Heliport
13. ~~Place of worship~~

14. Public or Private Utility Facilities and Structures
15. Storm Water Retention/Detention Facilities
16. Temporary Government Facilities
17. Water Supply and Treatment Facility

Public/Quasi-Public Buildings, Facilities and Uses Not Listed as Conditional. In those instances where a requested use is not listed above, the Zoning Administrator may determine whether the requested use meets the purpose and intent of the district, and is similar to other uses allowed in the district, as permitted uses, or conditional uses. In those instances where the applicant disagrees with the director's determination, the applicant may appeal the decision to the Planning Commission.

_____ moved the adoption of the foregoing Ordinance. The motion was seconded by _____. On roll call vote of the Council members, the following Council members voted "AYE": _____, and the following Council members voted "NAY": _____ Absent and not voting: _____.

WHEREUPON, the motion was passed and the Ordinance declared adopted this day of _____, 2017.

_____
Mayor Justin Voll
City of Watford City

ATTEST:

_____
Peni Peterson, City Auditor

First Reading:
Second Reading:
Published:

ORDINANCE NO.

AN ORDINANCE AMENDING SECTION 2 OF ARTICLE XVII OF CHAPTER XV OF THE CITY OF WATFORD CITY ORDINANCES RELATING TO USES IN C-1

Be it ordained by the City Council of the City of Watford City, North Dakota:

...

SECTION 2. PERMITTED USES:

1. Agricultural Equipment and automobile service/sales business
2. Animal Hospitals, Clinics and Kennels, providing the establishment and runs are completely enclosed in a building
3. Automobile Parking Lots and Garages (Public and Private)
4. Banks and Other Savings and Lending Institutions
5. Bar, Poolroom, Tavern, Taproom, etc.
6. Convenience Stores with or without fuel/alcohol sales
7. Fire Stations, Police Stations, and Jail
8. General Retail and Service Shops and Stores, i.e. food stores, car washes (not truck washes), convenience stores, mechanic shops, etc.
9. Grocery Stores
10. Hotels, Motels, and Bed & Breakfasts
11. Laundromat/Dry Cleaner
12. Libraries and Museums
13. Meeting Halls and Auditoriums
14. Medical, Dental, and Office Buildings
15. Places of Worship
~~15~~16. Recreational Buildings
~~16~~17. Restaurants with or without Drive-through and with or without on-premise alcohol sales
~~17~~18. Retail, Service and Sales Shops and Stores

~~18~~19. Schools

~~19~~20. Trucking and Freight Handling Centers

~~20~~21. Warehouses

~~21~~22. Accessory Uses Customarily Incident to the Above Uses

_____ moved the adoption of the foregoing Ordinance. The motion was seconded by _____. On roll call vote of the Council members, the following Council members voted "AYE": _____, and the following Council members voted "NAY": _____ Absent and not voting: _____.

WHEREUPON, the motion was passed and the Ordinance declared adopted this day of _____, 2017.

_____
Mayor Justin Voll
City of Watford City

ATTEST:

_____
Peni Peterson, City Auditor

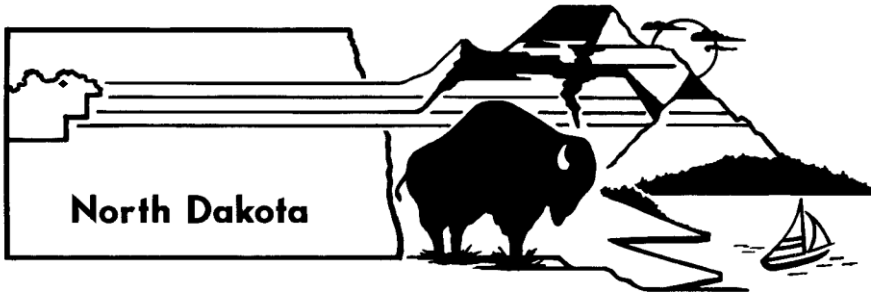
First Reading:
Second Reading:
Published:

2.

Ordinance Amendment

Section 14 of Article XXX of Chapter XV

Amendment relating to exceptions to the Subdivision Requirements



City of Watford City
213 2nd St. NE / PO Box 494
Watford City, ND 58854
Ph. 701-444-2533
Fax 701-444-3004
Celebrating 100 Years - 2014
watford.mckenziecounty.net

Land Use Application: *Zone Change*

$300

Applicant Information

Name: City of Watford City

Mailing Address: PO Box 494 Watford City, ND 58854

Phone Number: 701-444-2533 Email Address: miwilliams@nd.gov

Property Information ***Current Zoning:*** various ***Requested Zoning:*** n/a

Detail Summary of Request: Amend Section 14 of Article XXX, Ch. XV of City Ordinances relating to exceptions to the Subdivision Requirements.

(singular lot line adjustments to existing platted parcels due to an error made in good faith in either surveying or construction may be exempt from these regulations only to the extent necessary to fix such an error)

Sec. N/A Twn. N/A Rg. N/A Legal Description: N/A

Acreage: N/A Address of Parcel: N/A

Landowner(s) Name: N/A

Mailing Address: N/A

Phone Number: N/A Email Address: N/A

Required Documents – Refer to Application Matrix to ensure all required documents are submitted.

- ☐ Attached Exhibit(s) - Drawn, Stamped & Signed by licensed ND Professional Engineer or Land Surveyor
- ☐ Deed(s)
- ☐ PDF and or DWG provided with application
- ☐ Title Report < 60 days
- ☐ Copies: (1) 11 x 17 paper

Compliance with Land Use Application-Zone Change Requirements:

(I, We), the undersigned swear and say that (I am, We are) the owner(s) of record on the tax rolls of the property involved in this application, or (am, are) otherwise qualified to initiate this application under Watford City Code; that the information on the plans and drawings attached hereto, and all of the statements and answers contained herein are in all respects true and correct to the best of my knowledge and belief, and the undersigned understands that this application must be complete and accurate before a hearing can be conducted.

(I, We) also authorize the ***Watford City Planning Department*** *and its designee*, to enter the premises of the property subject to this application for the purposes of gathering information for the purpose of advising the public of the proposed application

Landowner(s) Signature(s): _____ Date: _____

Landowner(s) Signature(s): Curtis Moen, City Administrator/Planner Date: 10/11/2017

I, Mildred E. Williams, a **Notary Public** of the County and State aforesaid, hereby certify that Curtis Moen personally known to me to be the affiant in the foregoing affidavit, personally appeared before me this day and having been by me duly sworn deposes and says that the facts set forth in the above affidavit are true and correct. Witness my hand and official seal this the 11 day of October, 2017.

(SEAL)

Notary Public

My Commission expires: 02 / 19 / 2025

State of: North Dakota

County of: McKenzie

Surveyor / Engineer Information:

Name: N/A

Company: _____

License: _____

Address: _____ *(S E A L)*

City: _____

State & Zip: _____

Phone: _____

Email: _____

OFFICE USE ONLY - *Required Approvals/Signatures/Dates*

Agenda Date: _____

Planning & Zoning: _____

City Council: _____ **Final Action Letter Sent: ____ /_____ /_____**

Advertise Date(s): _____ **staff initials: _____**

Property Owners Noticed: _____

Payment: Cash ____ Credit/Debit Card ____ Check # _____ Amount: $_____

Receipt # _____

Sent to Recorders – Date: _____ for Preliminary Review

Sent to Recorders – Date: _____ for Recording

ORDINANCE NO.

AN ORDINANCE AMENDING SECTION 14 OF ARTICLE XXX OF CHAPTER XV OF THE CITY OF WATFORD CITY ORDINANCES RELATING TO EXCEPTIONS TO SUBDIVISION REQUIREMENTS

Be it ordained by the City Council of the City of Watford City, North Dakota:

Lands transferred to governmental entities such as the City of Watford City, McKenzie County, State of North Dakota, United States government, McKenzie County Water Resource District, Western Area Water Supply Authority, and Watford City Park District; public utilities including power companies, telephone companies, cable companies and railroads may be exempt from these regulations provided the transfers are for the purpose of public roadway and/or utility expansion, and provided the parcels do not to exceed four hundred (400) feet in width.

Adjustments within ~~Singular lot line adjustments to~~ existing platted parcels due to an error made in good faith in either surveying or construction may be exempt from these regulations only to the extent necessary to fix such an error. This exception must be approved in the same manner as a Simple Lot Split.

Any and all exceptions from these regulations must have approval from the City Planner or designee prior to the transfer of land. Surveys creating the parcel must include a statement signed by the City Planner or designee that includes the following statement: "This parcel is not subject to the subdivision regulations found in Article XXX of Chapter XV of the Code of Ordinances for the City of Watford City." This exception shall be retroactive and include parcels previously created in violation of said subdivision regulations at such time as the City Planner or designee records an affidavit against the offending parcels that states that they are not subject to the subdivision regulations of the City of Watford City.

_____ moved the adoption of the foregoing Ordinance. The motion was seconded by _____. On roll call vote of the Council members, the following Council members voted "AYE": _____, and the following Council members voted "NAY": _____ Absent and not voting: _____.

WHEREUPON, the motion was passed and the Ordinance declared adopted this day of _____, 2017.

_____
Mayor Justin Voll
City of Watford City

ATTEST:

Peni Peterson, City Auditor

First Reading:
Second Reading:
Published:

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE, the Watford City Planning Commission will hold a Public Hearing on Monday, October 30, 2017 @ 6:00 p.m. in the Heritage Room of City Hall to hear comment on Amending Section 14 of Article XXX of Chapter XV of the City of Watford City Ordinances relating to exceptions to the Subdivision Requirements.

The application is submitted in consideration of Singular lot line adjustments to existing platted parcels due to an error made in good faith in either surveying or construction may be exempt from these regulations only to the extent necessary to fix such an error.

This application is available for public viewing and or copying at City Hall in the Planning Department Monday – Friday 830-430 p.m.

Dated this 10th day of October 2017

M Williams

Mildred Williams, Principal Planner

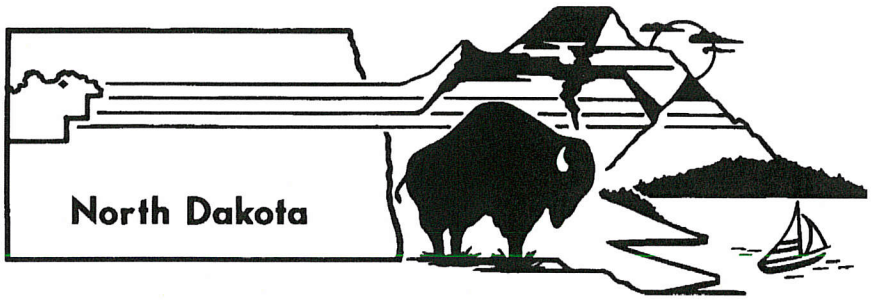
RUN: 2 times

PUBLISHED: McKenzie County Farmer, 10/18/2017 & 10/25/2017

3.
Division of Land Application

Amended Final Plat

Badlands Development II, LLC.
912 Park Ave W.



City of Watford City
213 2nd St. NE / PO Box 494
Watford City, ND 58854
Ph. 701-444-2533
Fax 701-444-3004
Celebrating 100 Years - 2014
watford.mckenziecounty.net

Division of Land: *Amended Final Plat* $525

Applicant Information

Name: Badlands Development II, LLC

Mailing Address: 4711 4TH AVE NE, Watford City ND 58854

Phone Number: 913-221-8691 Email Address: pthorson@badlandscapital.com

Property Information *Proposed Subdivision Name:* Replat of Watford Badlands Apartment Addition

Assessor Parcel Numbers: 110008400, 820900100-820900700

Sec. 24 Twn. 150N Rg. 99W Legal Description: N1/2NW1/4, INCLUDING IT 929, LESS IT 926, LESS IT 2133. PARCEL No. 11-00-08400

Acreage: 33.07 Address of Parcel: 912 Park Ave W

Landowner(s) Name: Badlands Development II, LLC

Mailing Address: 4711 4TH AVE NE, Watford City ND 58854

Phone Number: 913-221-8691 Email Address: pthorson@badlandscapital.com

Required Documents - **Refer to Application Matrix**

- ☐ Attached Exhibit(s) - Drawn, Stamped & Signed by licensed ND Professional Engineer or Land Surveyor
- ☐ Deed(s)
- ☐ Division of Land Affidavit
- ☐ .PDF and/or .DWG provided with application
- ☐ Title Report < 60 days
- ☐ Copies: (1) 11 x 17 paper

RECEIVED
OCT 09 2017
BY:

Compliance with Division of Land Amended Final Plat Requirements:

(I, We), the undersigned swear and say that (I am, We are) the owner(s) of record on the tax rolls of the property involved in this application, or (am, are) otherwise qualified to initiate this application under Watford City Code; that the information on the plans and drawings attached hereto, and all of the statements and answers contained herein are in all respects true and correct to the best of my knowledge and belief, and the undersigned understands that this application must be complete and accurate before a hearing can be conducted.

(I, We) also authorize the ***Watford City Planning Department and its designee***, to enter the premises of the property subject to this application for the purposes of gathering information for the purpose of advising the public of the proposed application.

Landowner(s) Signature(s): Pamela Thorson Date: 10/9/17

Landowner(s) Signature(s): _____ Date: _____

I, Brianna Allex, a **Notary Public** of the County and State aforesaid, hereby certify that Pamela Thorson personally known to me to be the affiant in the foregoing affidavit, personally appeared before me this day and having been by me duly sworn deposes and says that the facts set forth in the above affidavit are true and correct. Witness my hand and official seal this the 9th day of October, 2017.

BRIANNA ALLEX
Notary Public
State of North Dakota
My Commission Expires May 10, 2022

Brianna Allex
Notary Public

My Commission Expires:
5 / 10 / 2022

State of: North Dakota
County of: McKenzie

Surveyor / Engineer Information:

Name: Lee S. Hurst
Company: Erickson Contract Surveying, Inc
License: LS-9208
Address: 333 10th Ave. SE
City: Sidney
State & Zip: MT
Phone: 406-480-5263
Email: lee.hurst@ecs-gps.com

REGISTERED PROFESSIONAL LAND SURVEYOR
LEE S. HURST
LS-9208
DATE 10-06-2017
NORTH DAKOTA

OFFICE USE ONLY - *Required Approvals/Signatures/Dates*

Agenda Date: October 30, 2017

Planning & Zoning: _____
City Council: _____
Advertise Date(s): _____
Property Owners Noticed: _____

Payment: Cash ____ Credit/Debit Card ____ Check # _____ Amount: $_____
Receipt # _____ invoice #3243 10-18-17 sent via email to Pamela.

◯ Final Subdivision-Development Agreement Fee $6500 Date Rcvd: _____ by: _____

Sent to Recorders – Date: _____ for Preliminary Review
Sent to Recorders – Date: _____ for Recording

City of Watford City
213 2nd St. NE / PO Box 494
Watford City, ND 58854
Ph. 701-444-2533
Fax 701-444-3004
Celebrating 100 Years - 2014
watford.mckenziecounty.net

Division of Land - *Affidavit*

AP#: (assessor parcel number) 110008400,820900100-820900700

Application/Owner: Badlands Development II, LLC

In the State of North Dakota, County of McKenzie,

I/We Badlands Development II, LLC

I/We will make provisions to ensure compliance with the disclosure and recording requirements of McKenzie County / Watford City including but not limited to tax debt related to the applicable map application type as follows:

(Check Appropriate Map Type):

- [x] Subdivision of Land Preliminary Map
- [ ] Subdivision of Land Final Map
- [ ] Simple Lot Split (Parcel Map)
- [ ] Reversionary Map
- [ ] Boundary Line Adjustment

Pamela Thorson
(Signature)

(Signature)

Pamela Thorson Manager
(Printed name & title)

(Printed name & title)

I, Brianna Allex, a Notary Public of the County and State aforesaid, hereby certify that Pamela Thorson personally known to me to be the affiant in the foregoing affidavit, personally appeared before me this day and having been by me duly sworn deposes and says that the facts set forth in the above affidavit are true and correct.

Witness my hand and official seal this the 9th day of October, 2017.

(SEAL) BRIANNA ALLEX
Notary Public
State of North Dakota
My Commission Expires May 10, 2022

Brianna Allex
Notary Public

My Commission expires:
5 / 10 / 2022

State of: North Dakota

County of: McKenzie

Watford City

City of Watford City

213 2nd St., NE / PO Box 494
Watford City, ND 58854
Ph. 701- 444- 2533
Fax 701- 444- 3004
cityofwatfordcity.com

October 20, 2017

STAFF REPORT
Amended Final Plat Badlands Development II

Applicant
P. Thorson

Property Owners
Badlands Development II
4711 4th Ave NE
Watford City, ND 58854

Property Address: 912 Park Ave West
Parcel # 11-00-08400, 82-09-00100, 82-09-00700
Section 24, T150N, R99W, 33.07

Zone: Developed land is zoned R4, Undeveloped land to the west is AG
Use: East property is multi-unit apartment complex, west property is undeveloped at this time
Reference: Watford City Code Chapter XV – Article XXX, Subdivision Regulations

Surrounding Land Use Inventory*:*

West: Zoning - R3, Medium Density Residential
Use - Duplex Residential Homes known as Jordahl Custom Homes 8th St NW
South: Zoning - AG, Agriculture and C-1 General Commercial District
Use - Hovland Crew Camp, MDU and ND DOT
North: Zoning - AG, Agriculture and R4 High Density Residential
Uses - Undeveloped
East: Zoning - AG, Agriculture
Use - Undeveloped

Site Development

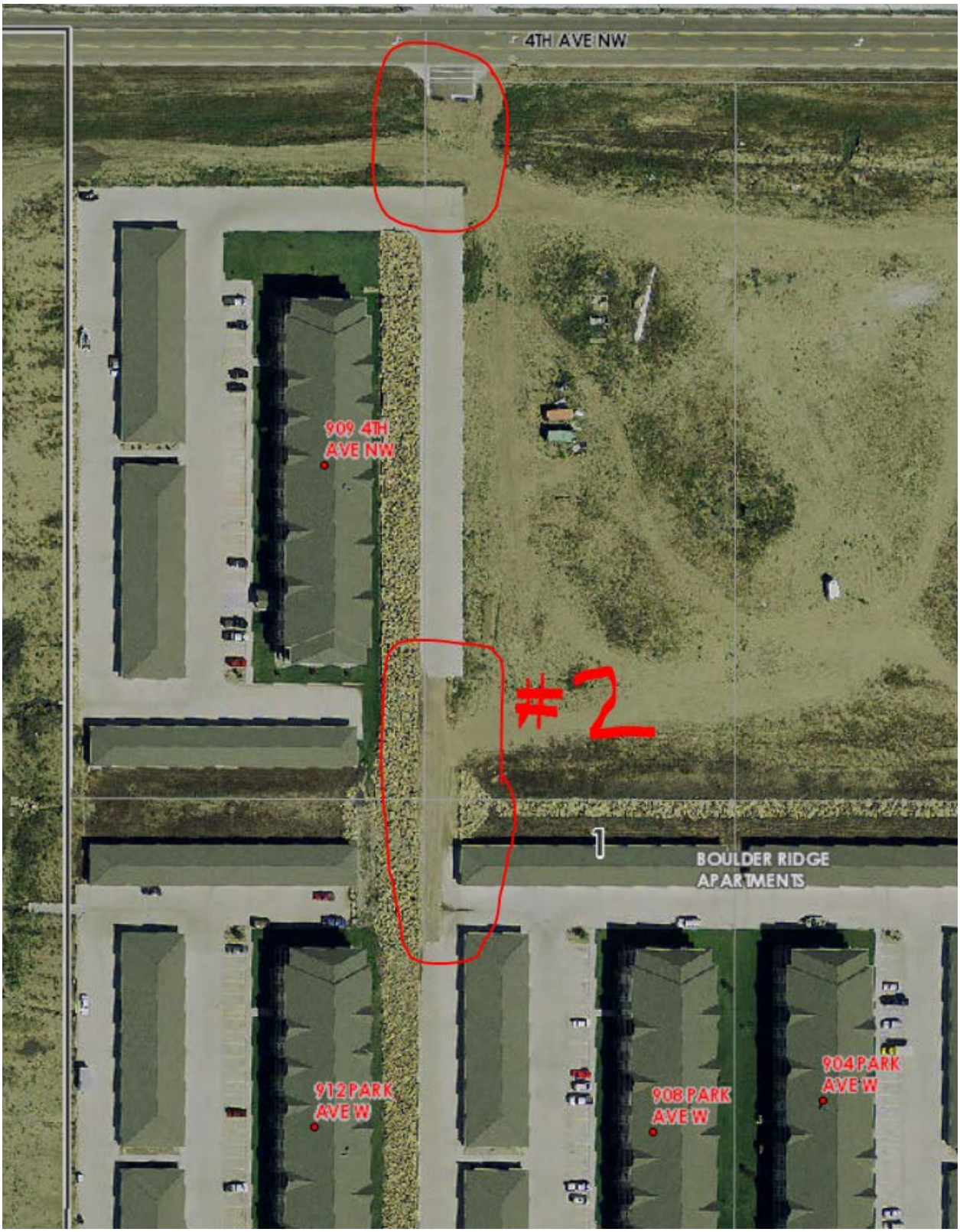
Access: *The property is accessible from 4th Ave NW and Park Ave West. .*
Sewer: *City services are available in area.*
Water: *City services are available in area.*

Recommendation:
It is recommended that the Watford City Planning Commission ***approve*** the ***Amended Final Plat Application*** with the following contingencies:

1. Corrections as noted on preliminary plat are made and presented to Staff within 30 days of City Council recommendation.

2. Access approach on 4th Ave NW to be construction and or completed prior to re-construction of Park Ave West begins. This approach will ease the traffic on Park Ave W during and after reconstruction, the secondary approach will also provide a better suited access to north units for residents and emergency services. Completion of interior surface as noted in exhibit below marked #2.

3. Prior to recordation of Amended Final Plat, a Bond, Cash, or Letter of Credit equaling the Engineer's Estimate of access/approach and interior surfacing will be provided to the City to be held until the project is completed, inspected and accepted by Staff.



Contact:
Mildred Williams
Principal Planner
miwilliams@nd.gov 701/444.8406

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE, the Watford City Planning Commission will hold a Public Hearing on Monday, October 30, 2017 @ 6:00 p.m. in the Heritage Room of City Hall to hear comment on Division of Land Application – Amended Final Plat submitted by Badlands Development II, LLC / P. Thorson for property located N1/2NW1/4 Section 24, T 150N, R99W, including IT# 926 less IT# 2133, Watford City, McKenzie County, ND. (912 Park Ave W)

The application is submitted in consideration of creating two parcels from multiple Irregular Tracts. Parcel # 11-00-08400, 82-09-00100 - 82-09-00700

This application is available for public viewing and or copying at City Hall in the Planning Department Monday – Friday 830-430 p.m.

Dated this 10th day of October 2017

MWilliams

Mildred Williams, Principal Planner

RUN: 2 times

PUBLISHED: McKenzie County Farmer, 10/18/2017 & 10/25/2017

MAILED TO: (15)

Mitchell's Oilfield Service, Inc.
PO Box 1185
Sidney, MT 59270

MW 10-12-17

Warren Hovland
909 12th St SE
Watford City, ND 58854

ICON KMP, LLC
4000 Garden View Dr. Suite 100
Grand Forks, ND 58201

Colt & Erica Bohn
PO Box 976
Watford City, ND 58854

Oneok Rockies Midstream, LLC
100 West Fifth St.
Tulsa, OK 74103

Patio Homes of Watford, LLC
PO BOX 25
West Fargo, ND 58078

Mark Carlson, Construction Engineers
PO Box 2529
Watford City, ND 58854

Nathanael & Meghan Carlson
PO Box 3010
Watford City, ND 58854

Coburn's Incorporated
1921 Coburn Blvd
St. Cloud, MN 56302

First International Bank & Trust
PO Box 607
Watford City, ND 58854

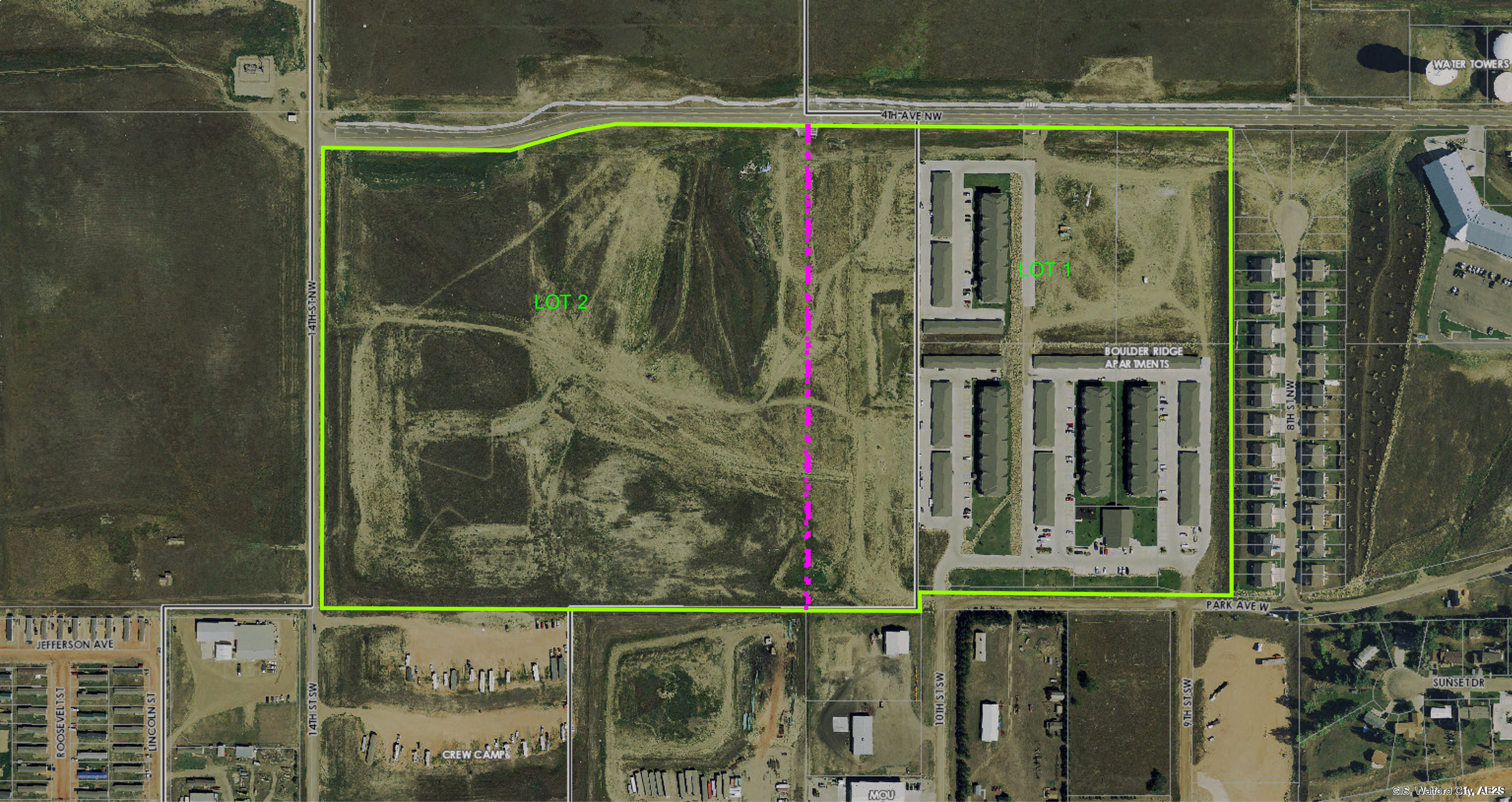
4 Nuts, LLC
PO Box 25
West Fargo, ND 58078

Eli Jacob Berg
PO Box 2846
Watford City, ND 58854

Michael & Lillian Wilson
3503 Coffman Ave
Casper, WY 82604

Cornerstone Bank
PO Box 1410
Watford City, ND 58854

Badlands Development
3711 4th Ave NE
Watford City, ND 58854


LOT 2
LOT 1
4TH AVE NW
14TH ST NW
BOULDER RIDGE
APARTMENTS
8TH ST NW
PARK AVE W
WATER TOWERS
JEFFERSON AVE
ROOSEVELT ST
LINCOLN ST
14TH ST SW
CREW CAMPS
MOU
10TH ST SW
9TH ST SW
SUNSET DR
GIS, Watford City, AE2S

4.

Land Use Application

Conditional Use Permit

Submitted by Robert McCree for Alissa Christensen

Home Occupation: 318 26th Ave NE

City of Watford City
213 2nd St. NE / PO Box 494
Watford City, ND 58854
Ph. 701-444-2533
Fax 701-444-3004
Celebrating 100 Years - 2014
watford.mckenziecounty.net

Land Use Application: *Conditional Use Permit*

$525 + publishing costs

Applicant Information

Name: Robert A McCree

Mailing Address: PO Box 2648 Watford City, ND 58854

Phone Number: 701-580-2529 Email Address: rob@watfordaeroservice.com

Property Information ***Current Zoning:*** R1

Detail Summary of Request: Approval for my in home Licensed Day Care. (Alissa Christensen 701-580-9191 alissaann2010@gmail)

Assessor Parcel Number(s): 82-32-07100

Sec. 7 Twn. 150N Rg. 98W Legal Description: Lot - 10 BLK - 007

Dakota Ridge Subdivison 1st Addition

Acreage: .22 Address of Parcel: 318 26th Ave NE

Landowner(s) Name: Robert A McCree

Mailing Address: PO Box 2648, Watford City, ND 58854

Phone Number: 701-580-2529 Email Address: rob@watfordaeroservice.com

Required Documents – Refer to Application Matrix to ensure all required documents are submitted.

- ☐ Attached Exhibit(s) - Drawn, Stamped & Signed by licensed ND Professional Engineer or Land Surveyor
- ☐ Site Development Plan Application – required for all conditional use permit applications.
- ☐ Deed(s)
- ☐ PDF and or DWG provided with application
- ☐ Title Report < 60 days
- ☐ Copies: (1) 11 x 17 paper

Compliance with Land Use Application-Conditional Use Permit Requirements:

(I, We), the undersigned swear and say that (I am, We are) the owner(s) of record on the tax rolls of the property involved in this application, or (am, are) otherwise qualified to initiate this application under Watford City Code; that the information on the plans and drawings attached hereto, and all of the statements and answers contained herein are in all respects true and correct to the best of my knowledge and belief, and the undersigned understands that this application must be complete and accurate before a hearing can be conducted.

(I, We) also authorize the ***Watford City Planning Department and its designee***, to enter the premises of the property subject to this application for the purposes of gathering information for the purpose of advising the public of the proposed application

Landowner(s) Signature(s): _____ Date: 9/22/17

Landowner(s) Signature(s): _____ Date: _____

I, Becky A. Smith, a **Notary Public** of the County and State aforesaid, hereby certify that Robert McCree personally known to me to be the affiant in the foregoing affidavit, personally appeared before me this day and having been by me duly sworn deposes and says that the facts set forth in the above affidavit are true and correct. Witness my hand and official seal this the 27th day of September, 2017.

(SEAL)

Becky A. Smith
Notary Public

My Commission expires: 1/1/2021

State of: North Dakota
County of: McKenzie

BECKY A. SMITH
Notary Public
State of North Dakota
My Commission Expires Jan. 1, 2021

(SEAL)

Surveyor / Engineer Information:

Name: _____
Company: _____
License: _____
Address: _____
City: _____
State & Zip: _____
Phone: _____
Email: _____

OFFICE USE ONLY - *Required Approvals/Signatures/Dates*

Agenda Date: October 30, 2017

Planning & Zoning: _____
City Council: _____
Advertise Date(s): _____
Property Owners Noticed: _____

Final Action Letter Sent: ____/____/____
staff initials: _____

Payment: Cash ____ Credit/Debit Card ____ Check # 1410 Amount: $ 525.00
Receipt # _____ INVOICE # 3212 9-27-17

Sent to Recorders – Date: _____ for Preliminary Review
Sent to Recorders – Date: _____ for Recording

9/21/17

City of Watford City,

Hello, my name is Alissa Christensen, I live at 318 26th Ave NE, and I am requesting your approval to have an in-home family daycare at this residence. I am licensed through the state of North Dakota to have up to 7 children under the age of 5 and 2 school aged children.

Thank you,

Alissa Christensen

Watford City

City of Watford City
213 2nd St., NE / P.O. Box 494
Watford City, ND 58854
Ph. 701- 444- 2533
Fax 701- 444- 3004
cityofwatfordcity.com

October 17, 2017

STAFF REPORT
CU-15-2017 Conditional Use Permit Application

Applicant
Alissa Christensen
318 26th Ave NE
Watford City, ND 58854

Property Owner
Robert McCree

Property Address: 318 26th Ave NE, Lot 10 Block 7 Dakota Ridge Subdivision, Section 7, T150N, R98W

Zone: R-1, Single Family Dwelling District

Conditional Use Requested: Home Occupation for child care

Reference: Watford City Code Chapter XV – Article X, Single Family Dwelling District, and Article XXV, Conditional Uses

Discussion: Mr. McCree made application for Alissa Christensen to operate a home occupations – child care in their home. Ms. Christensen is licensed as Family Daycare with McKenzie County Social Services.

The City of Watford City mailed the property owners that hold an interest in the property and the adjoining property owners a notice regarding the annual review of CUP application. None of the noticed property owners contacted the city regarding the application.

The commission should carefully consider all of the possible implications associated with approving this Conditional Use. Chapter XV, Article XX of the City of Watford City ordinances require that "All required off-street parking areas, including access drives, shall be improved with asphalt, concrete or similar dust-free surface and all parking spaces shall be clearly marked."

A Conditional Use Permit may be granted following compliance with the procedure set forth in this section if the conditional use is one set forth in the District Regulations, provided that no application for a conditional use shall be granted unless all of the following conditions are found to be present:

1. *The conditional use will not be detrimental to or endanger the public health, safety or general welfare of community.*
2. *The existing permitted uses in the neighborhood will not in any manner be substantially impaired or diminished by the establishment of the conditional use;*
3. *The conditional use will not impede the normal and orderly development of the surrounding property for uses permitted in the district;*
4. *Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided;*
5. *Adequate measures have or will be taken to provide access and exit so designed as to minimize traffic congestion in the public streets; and*

6. *The conditional use shall conform to all special provisions of the district in which it is located.*

The Conditional Use Permit may be issued for a specified period of time, with automatic cancellation at the end of that time unless it is renewed, or conditions may be applied to the issuance of the Permit and periodic review may be required to determine if the conditional use has any detrimental effects on neighboring uses or districts. The Permit shall be granted for a particular use and not for a particular person or firm.

Site Development:

Access: *Home is located in Dakota Ridge Subdivision, off 26th Ave NE, which is newly improved street with curb and gutter.*

Sewer: *City services available and connected to property. .*

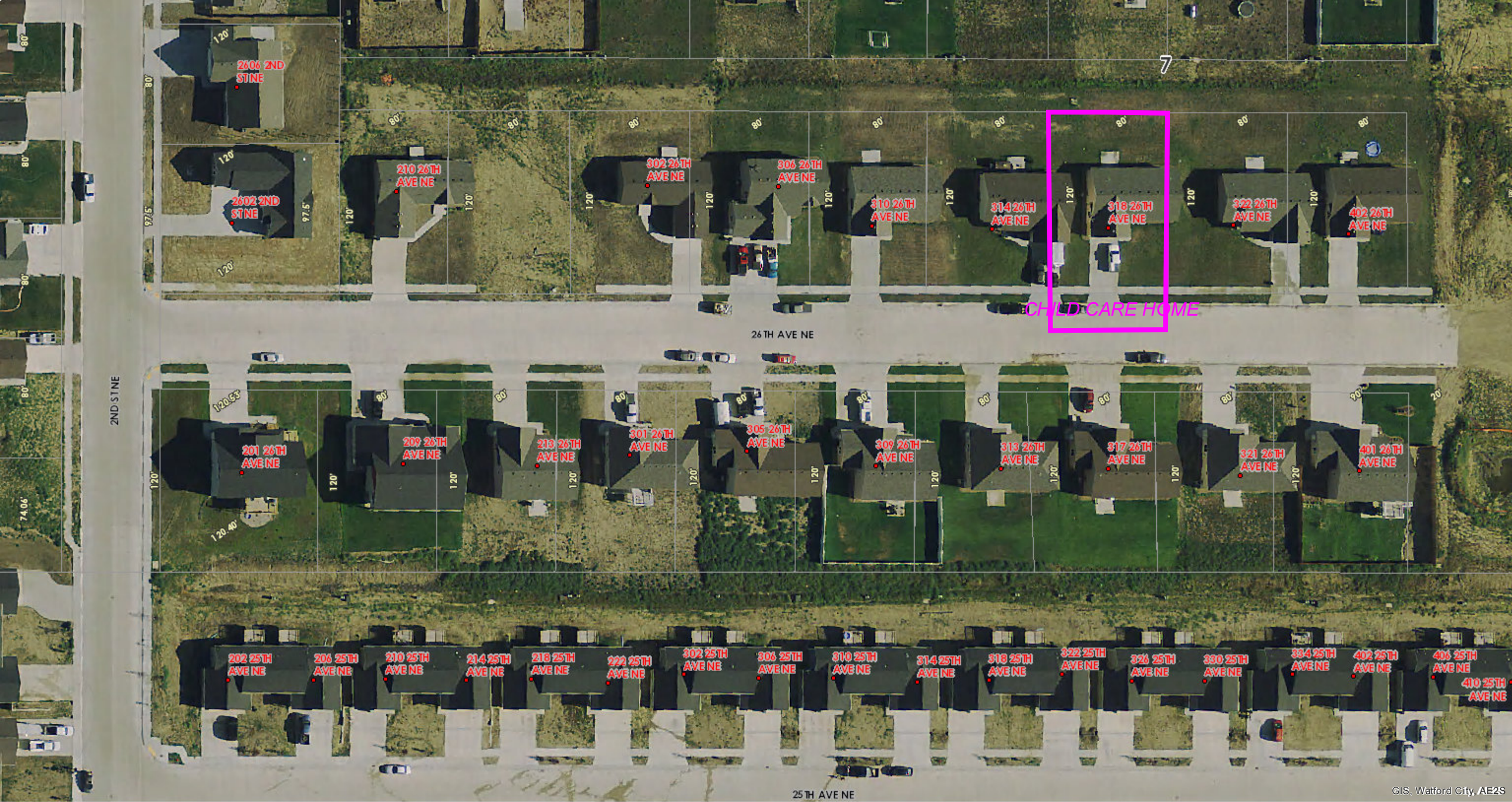
Water: *City services available and connected to property.*

Recommendation:

Staff recommends **approval** of the Conditional Use Permit to operate Home Occupation – Child Care in her home with the following requirements:

1. Conditional Use Permit shall be for a term of one year and reviewed every 12 months thereafter.
2. Ms. Christensen will maintain compliance with McKenzie County Social Services requirements of Family Child Care Homes as listed on ND. Dept. of Human Services Compliance Checklist. (attached)
3. Along with NDDHS compliance checklist Ms. Christensen will provide fenced monitored play area for children in her care. She will also provide safe pick-up/drop-off procedure to clients and City Staff.

Contact:
Mildred Williams
Principal Planner
miwilliams@nd.gov
701-444-8406


2606 2ND ST NE
2602 2ND ST NE
210 26TH AVE NE
302 26TH AVE NE
306 26TH AVE NE
310 26TH AVE NE
314 26TH AVE NE
318 26TH AVE NE
322 26TH AVE NE
402 26TH AVE NE
CHILD CARE HOME
26TH AVE NE
2ND ST NE
201 26TH AVE NE
209 26TH AVE NE
213 26TH AVE NE
301 26TH AVE NE
305 26TH AVE NE
309 26TH AVE NE
313 26TH AVE NE
317 26TH AVE NE
321 26TH AVE NE
401 26TH AVE NE
202 25TH AVE NE
206 25TH AVE NE
210 25TH AVE NE
214 25TH AVE NE
218 25TH AVE NE
222 25TH AVE NE
302 25TH AVE NE
306 25TH AVE NE
310 25TH AVE NE
314 25TH AVE NE
318 25TH AVE NE
322 25TH AVE NE
326 25TH AVE NE
330 25TH AVE NE
334 25TH AVE NE
402 25TH AVE NE
406 25TH AVE NE
410 25TH AVE NE
25TH AVE NE
GIS, Watford City, AE2S

COMPLIANCE CHECK LIST/FAMILY CHILD CARE HOMES

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES/CFS

SFN 1422 (Rev. 10-2016)

Clear Fields

		Date Orientation Completed with Authorized Agent (For new licenses only):	
Full Legal Name of Program: City of Watford City		Provider License Number:	License Expiration Date:
Owner/Operator Full Legal Name: N/A		Date of Licensing Study:	
Address: miwilliams@nd.gov		EIN if available:	
City:	ZIP Code:	Ages of Children:	Maximum Number of Children:
Mailing Address if Different:		Provider's Telephone Number:	

I. LICENSE APPLICATION/DISPLAY

Licensing Fee Submitted with Application

☐ One Year Application

☐ Two Year Application

☐ Yes ☐ No ☐ N/A		
☐ Yes ☐ No	75-03-08-04(2)	License displayed
☐ Yes ☐ No ☐ N/A		License denied/revoked in the last 12 months

II. DUTIES OF PROVIDER

☐ Yes ☐ No	75-03-08.08.1(2)	Provider has an adult present at all times to supervise staff under age 18 and children in care
☐ Yes ☐ No	75-03-08-08.1(3)	Provides an environment which is free from harm and danger to a child's physical and emotional health.
☐ Yes ☐ No ☐ N/A	75-03-08-08.1(4)(a-e)	Report to county director or designee within 24 hours. A death/serious accident/illness requiring medical treatment or other situation specified in this section.
☐ Yes ☐ No	75-03-08-08.1(5)	Provider is present at least 60% of the time.
☐ Yes ☐ No	75-03-08-08.1(6)	Report suspected child abuse/neglect as required per NDCC 50-25.1.
☐ Yes ☐ No	75-03-08-08.1(9)	Provider is of good physical, cognitive, social, and emotional health and uses mature judgment.
☐ Yes ☐ No	75-03-08-08.1(10)	Provider ensures safe care for children under supervision.
☐ Yes ☐ No	75-03-08-08.1(11)	Ensure that each child is released only to the child's parent, legal custodian or guardian or an individual who has been authorized by the child's parent, legal custodian or guardian.

III. STAFFING REQUIREMENTS

☐ Yes ☐ No	75-03-08-09	Meets staffing requirements by the number of children physically in care at the child care home at a given time.
☐ Yes ☐ No ☐ N/A	NDCC 50-11.1-02(8)	Provides care for no more than a total of 4 children (with the exception of 2 school age children) if all are under age 24 months or provides care for no more than 9 children of which 2 must be at least 5 years, and no more than 3 children may be under the age of 24 months.
☐ Yes ☐ No ☐ N/A	75-03-08-09(2)	Child's developmental age used in determining number of children that can be in care at any given time when child has special needs.
☐ Yes ☐ No ☐ N/A	75-03-08-09(3)	Child care home is a licensed facility for McGruff safe house, blockhouse or certified safe house.

IV. MINIMUM QUALIFICATIONS OF PROVIDER

☐ Yes ☐ No		75-03-08-10(1)	Provider is at least 18 years of age.
☐ Yes ☐ No		75-03-08-10(2)	Completed basic child care course during first three months of licensure.
☐ Yes ☐ No		75-03-08-10(3)	Completes 9 hours of department-approved training annually. At least three years has passed since the last completion date of that training course.
☐ Yes ☐ No		75-03-08-10(4)	Certified annual completion of 1 hour of sudden infant death prevention if care is provided to infants.
☐ Yes ☐ No		75-03-08(27) 75-03-08(28) NDCC 50-11.1-04	Provider has completed SFN 508, Authorization for Background Checks.

V. MINIMUM QUALIFICATION FOR ALL STAFF MEMBERS

☐ Yes ☐ No ☐ N/A		75-03-08-12(1)	Any staff member between 14 and 16 years of age has written parental permission, provider is in compliance with NDCC 34-07.
☐ Yes ☐ No ☐ N/A		75-03-08-12(1)	Has immediate family member age 12 or older as caregiver.
☐ Yes ☐ No ☐ N/A		75-03-08-12(2)	Staff member is of good physical, cognitive, social and emotional health and uses mature judgment.
☐ Yes ☐ No ☐ N/A		75-03-08-12(3)	Completed basic child care course during the first three months of employment with the exception of substitutes or emergency designee.
☐ Yes ☐ No ☐ N/A		75-03-08-12(4)	Certified annual completion of 1 hour of sudden infant death prevention if care provided to infants.
☐ Yes ☐ No ☐ N/A		75-03-08-12(5)	Staff member has received orientation first week of employment.
☐ Yes ☐ No ☐ N/A		75-03-08-12.1	Volunteers providing care meet qualifications of staff member and receive orientation.
☐ Yes ☐ No ☐ N/A		75-03-08(27) 75-03-08(28) NDCC 50-11.1-04	Staff member has completed SFN 508, Authorization for Background Checks.

VI. SPACE

☐ Yes ☐ No		75-03-08-14(1)	Provides minimum of 35 square feet per child of indoor space. Square footage allows for _____ (number) of children.
☐ Yes ☐ No		75-03-08-14(1)	Provides minimum of 75 square feet per child of outdoor space or provides 75 square feet per child of indoor recreation space.

VII. PHYSICAL FACILITIES

☐ Yes ☐ No		75-03-08-14(2)	Home cleaned and maintained in sanitary condition.
☐ Yes ☐ No		75-03-08-14(2)	Rubbish and garbage regularly removed.
☐ Yes ☐ No		75-03-08-14(3)	Adequate heating, ventilation, humidity, and lighting.
☐ Yes ☐ No		75-03-08-14(4)	One working smoke detector located in each sleeping area used by children.
☐ Yes ☐ No		75-03-08-14(4)	One fire extinguisher and one working smoke detector per level of home.
☐ Yes ☐ No ☐ N/A		75-03-08-14(5)	Railings or safety gates where necessary to prevent falls.
☐ Yes ☐ No		75-03-08-14(6)	Drinking water from approved source or from a source tested and approved by the state Health Department.
☐ Yes ☐ No		75-03-08-14(7)	Each child has comfortable/clean place to sleep, individual blanket, floor carpeted or padded, warm free of draft.
☐ Yes ☐ No ☐ N/A		75-03-08-14(8)	Contained play area if near busy street or unsafe area.
☐ Yes ☐ No		75-03-08-14(9)	Potential hazards inaccessible to children (chemicals,electrical outlets, medicines, sharp knives, etc.)
☐ Yes ☐ No ☐ N/A		75-03-08-14(9)	Guns are kept in locked storage, separate from ammunition or trigger lock use - separate from ammunition.

VII. PHYSICAL FACILITIES (CONT)

☐ Yes ☐ No	75-03-08-14(10)	Indoor and outdoor equipment, toys and supplies are safe and in good repair, cleaned, and sanitized routinely.
☐ Yes ☐ No	75-03-08-14(11)	Exit doorways and pathways are usable, free from blockage.
☐ Yes ☐ No	75-03-08-14(12)	Home has working telephone, emergency numbers of parents and first responders are accessible.
☐ Yes ☐ No	75-03-08-14(13)	Indoor bathroom, minimum 1 lavatory, and one flush toilet.
☐ Yes ☐ No	75-03-08-14(14)	Home has hot/cold running water.
☐ Yes ☐ No	75-03-08-14(14)	Hot water is 120 degrees Fahrenheit or less (Tested Temp _____)
☐ Yes ☐ No	75-03-08-14(15)	Fire/safety does not appear questionable.
☐ Yes ☐ No	75-03-08-14(15)	Initial and annual fire/safety inspection.
☐ Yes ☐ No	75-03-08-14(16)	Step and walkways free from water, ice, snow, or debris.
☐ Yes ☐ No	75-03-08-14(17)	Combustible materials are kept away from light bulb and other heat sources.

VIII. TRANSPORTATION

☐ Yes ☐ No	75-03-08-15(1)	Provider has written transportation policy, if transportation is provided who will provide/how parental permission is obtained, inform parent of insurance coverage.
☐ Yes ☐ No ☐ N/A	75-03-08-15(1)	Provider ensures all vehicles used to transport children are in safe operating condition and in compliance state/local laws.
☐ Yes ☐ No ☐ N/A	75-03-08-15(2)	Children are protected by adequate staff and safety precautions.
☐ Yes ☐ No ☐ N/A	75-03-08-15(2)(B)	Children are attended to in a vehicle.
☐ Yes ☐ No ☐ N/A	75-03-08-15(3)	Children instructed in safe transportation conduct, appropriate to their age.
☐ Yes ☐ No ☐ N/A	75-03-08-15(4)	Driver complies with all relevant federal, state/local laws, including child restraint laws.

IX. EMERGENCY EVACUATION/DISASTER PLAN

☐ Yes ☐ No	75-03-08-16(1)	Establish and post emergency disaster plan.
☐ Yes ☐ No	75-03-08-16(1) (a-c)	Has emergency procedures including emergency food, water, first aid supplies and plans for what will be done if parents are unable to pick up their child or child care has to be relocated as a result of emergency.
☐ Yes ☐ No	75-03-08-16(2)	Fire and emergency drills performed monthly.

X. ADMISSION PROCEDURES

☐ Yes ☐ No	75-03-08-19(1)	Provider requests preadmission visit with child/parent.
☐ Yes ☐ No	75-03-08-19(2)(a-g)	Provider informs parents about the child care program, places and times of special activities outside the family child care, policies, and emergency procedures, and shall discuss information concerning the child to identify and accommodate the child's needs.
☐ Yes ☐ No	75-03-08-19(3)	Provider notifies parents of payment rates/time of payment.
☐ Yes ☐ No	75-03-08-19(4)	Provider provides parents unlimited access and opportunities to observe their children in care.
☐ Yes ☐ No	75-03-08-19(5)	Provider verifies identity of each child and documents verification.

XI. PROGRAM

☐ Yes ☐ No	75-03-08-20(1)	Daily individual/group activities age appropriate.
☐ Yes ☐ No	75-03-08-20(1)	Program activities must foster social, intellectual, emotional, and physical growth, developed with parental input.
☐ Yes ☐ No	75-03-08-20(1)	Written daily routine is made available to parents.
☐ Yes ☐ No	75-03-08-20(2)	Intervals of stimulation/relaxation/active/quiet/rest time.
☐ Yes ☐ No	75-03-08-20(3)	Adequate supply of safe play equipment, toys, and materials for indoor/ outdoor activity so that each child may be involved individually or as a group.
☐ Yes ☐ No	75-03-08-20(4)	Napping areas provide opportunity for undisturbed rest with schedules set according to age and needs.

XII. FOOD & NUTRITION

☐ Yes ☐ No ☐ N/A	75-03-08-21(1)	Food supplied meets USDA standards. Properly prepared, sufficient in amount, nutritious varied diets according to children enrolled, and served at appropriate hours in a safe and sanitary manner.
☐ Yes ☐ No ☐ N/A	75-03-08-21(3)	Children in care for more than 3 hours shall receive a snack or meal.
☐ Yes ☐ No ☐ N/A	75-03-08-21(5)	Children in care after school served snacks.
☐ Yes ☐ No ☐ N/A	75-03-08-21(6)	Menu planning and feeding schedules include information from parents to tailor a child's needs.
☐ Yes ☐ No	75-03-08-21(8)	Children are encouraged to eat, no coercion or force feeding.
☐ Yes ☐ No	75-03-08-21(9)	Daily or weekly menus are posted.

XII. SANITATION AND SAFETY REQUIREMENTS

☐ Yes ☐ No	75-03-08-21.1(2)	Caregivers wash and dry hands as recommended by federal centers of disease control.
☐ Yes ☐ No	75-03-08-21.1(2)	Hand soap, sanitary hand-drying equipment, individual cloth towels or paper towels available at each sink.
☐ Yes ☐ No	75-03-08-21.1(4)	Approved first aid kit readily accessible to staff.
☐ Yes ☐ No	75-03-08-21.1(5)	Caregiver has plans to respond to illness, emergencies including fire, serious injury, and ingestion of poison.
☐ Yes ☐ No ☐ N/A	75-03-08-21.1(6)	Provider has secured and followed proper instruction to administer medication.
☐ Yes ☐ No	75-03-08-21.1(6)	Medication properly stored/inaccessible to children.
☐ Yes ☐ No	75-03-08-21.1(6)	Medication stored in refrigerator is stored collectively in a spill proof container.
☐ Yes ☐ No	75-03-08-21.1(6)	Written record of medication (including over the counter) date/time of each administration dosage. Provider/caregiver include record in child's file.
☐ Yes ☐ No	75-03-08-21.1(7)	Child with infectious or communicable conditions are excluded until condition is no longer transmitted.
☐ Yes ☐ No	75-03-08-21.1(8)	Children are released only to parent or individual authorized by parent.
☐ Yes ☐ No	75-03-08-21.1(9)	Children dressed appropriately for climatic conditions.
☐ Yes ☐ No	75-03-08-21.1(10)	Children are directly supervised when bathing or using a pool.
☐ Yes ☐ No	75-03-08-21.1(11)	Children are properly supervised when playing outdoors.
☐ Yes ☐ No	75-03-08-21.1(12)	Children's personal items identified and stored individually.
☐ Yes ☐ No ☐ N/A	75-03-08-21.1(13)	Only cats, dogs, or other approved contained pets are accessible to children. Pets properly immunized, kitchen/eating area are free of pets.

XII. SANITATION AND SAFETY REQUIREMENTS (CONT)

Pet Immunizations

Name	Expiration Date:
Name	Expiration Date:
Name	Expiration Date:
Name	Expiration Date:

☐ Yes ☐ No ☐ N/A	75-03-08-21.1(14)	Wading pool strictly supervised/emptied, cleaned, and sanitized daily.
☐ Yes ☐ No ☐ N/A	75-03-08-21.1(15)	Swimming pool approved annually by local health department.
☐ Yes ☐ No	75-03-08-21.1(16)(a)	Written policy on aquatic activity.
☐ Yes ☐ No ☐ N/A	75-03-08-21.1(16)(b)	Written parental permission with disclosure of child's swimming ability.
☐ Yes ☐ No ☐ N/A	75-03-08-21.1(17)	Garbage containers are covered or inaccessible to children.
☐ Yes ☐ No	50-11.1-02.2	Smoke-free environment, signage is present.

XIV. RECORDS

☐ Yes ☐ No	75-03-08-22(1)	Provider shall keep copy of administrative code on premises of all times.
☐ Yes ☐ No	75-03-08-22(2)(a)	Children's name, birth date, and current home address.
☐ Yes ☐ No	75-03-08-22(2)(b)	Written statement from parent/legal guardian authorizing emergency medical care.
☐ Yes ☐ No	75-03-08-22(2)(c)	Names/telephone numbers of individuals authorized to take child.
☐ Yes ☐ No	75-03-08-22(2)(d)	Verification that child has received all age appropriate immunizations/ unless school age or/drop in.
☐ Yes ☐ No	75-03-08-22(2)(e)	Current health assessment, obtained on enrollment, completed annually thereafter.
☐ Yes ☐ No	75-03-08-22(3)(c)	Release of information form available/signed/prior to the release of information.
☐ Yes ☐ No	75-03-08-22(3)(a-c)	Ensure all records, photos, and information with respect to children receiving child care services are kept confidential, access limited to staff members, parents, authorized agents, etc.

XV. DISCIPLINE

☐ Yes ☐ No	75-03-08-23(1-10)	Discipline is constructive or educational in nature, and items 1-10 are reviewed together by provider and licenser.

XVI. SPECIALIZED TYPES OF CARE

☐ Yes ☐ No ☐ N/A	75-03-08-24(1)(a) (1-8)	Environment protects children 0-12 months from physical harm without restricting physical, intellectual, emotional, and social development. Environment and interactions requirements are complied with and reviewed.
☐ Yes ☐ No ☐ N/A	75-03-08-24(1)(b) (1-7)	Feeding requirements are complied with and reviewed.
☐ Yes ☐ No ☐ N/A	75-03-08-24(1)(c) (1-4)	Diapering requirements are complied with and reviewed.
☐ Yes ☐ No ☐ N/A	75-03-08-24(1)(d) (1-9)	Sleeping requirements are complied with and reviewed.
☐ Yes ☐ No ☐ N/A	75-03-08-24(2)(a-g)	Adequate night care arrangements.
☐ Yes ☐ No ☐ N/A	75-03-08-24(3)(a-e)	Sufficiently staffed to handle admission records and explain policies/ procedures for drop-in child care.

XVII. CARE FOR CHILDREN WITH SPECIAL NEEDS

☐ Yes ☐ No ☐ N/A	75-03-08-25	Appropriate accommodations, including written care plans available for children with special needs. Staff trained and follow care plans.

XVIII. CONVICTION/ABUSE/NEGLECT

☐ Yes ☐ No	75-03-08-27(1)(4)	Written policies on employment.
☐ Yes ☐ No	75-03-08-27	Fingerprint-based background check completed initially and every 5 years.

LIST NAMES OF ALL EMPLOYEES/VOLUNTEERS ON SITE

FAMILY:

9 Children under age 12 - counting provider's own children - not to exceed 3 children under 24 months of age, and 2 of the 9 children are school-aged

OR

No more than 4 children 24 months and under - counting provider's own children, with the exception that there may be 2 additional school-age children

SUMMARY OF LICENSING STUDY

ENCLOSURES	YES	NO	N/A	COMMENT
1. Application to be Licensed, (SFN 832)		☐	☐	
2. Copy of Fire Inspection Report		☐	☐	
3. Copy of Health/Sanitation Report		☐	☐	
4. Copies of training, transcripts, certificates or (SFN 343) for all employees		☐	☐	
5. Authorization for Background Check Form (SFN 508) for all Staff/Volunteers/Emergency Designee/Household Members		☐	☐	
6. Copy of Written Policies/Procedures		☐	☐	
7. Documentation to Verify Qualifications of Staff		☐	☐	
8. Programming Schedule		☐	☐	
9. Floor Plan with Square Footage/Fire Escape Plan		☐	☐	
10. Pet Immunization Record		☐	☐	
11. Map of Outdoor Area with Square Footage		☐	☐	

Provider:	Number of Children Enrolled:
Date:	Number of Children Present:

Include Providers Own Children Ages 0 - 12

NAME/AGE/SCHEDULE OF CHILD (Days/Time) Full\Part time\Drop-in	CHILD'S DATE OF BIRTH	PARENT/GUARDIAN NAME, ADDRESS, TELEPHONE NUMBER	NAME OF EMERGENCY CONTACT PERSON AND TELEPHONE NUMBER	CHILD INFORMATION SHEET	IMMUNIZATION RECORD ON FILE	PARENT STATEMENT ON HEALTH OF CHILD
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Authorized Agent/Licenser Signature	Date

Provider:	Number of Children Enrolled:
Date:	Number of Children Present:

Include Providers Own Children Ages 0 - 12

NAME/AGE/SCHEDULE OF CHILD (Days/Time) Full\Part time\Drop-in	CHILD'S DATE OF BIRTH	PARENT/GUARDIAN NAME, ADDRESS, TELEPHONE NUMBER	NAME OF EMERGENCY CONTACT PERSON AND TELEPHONE NUMBER	CHILD INFORMATION SHEET	IMMUNIZATION RECORD ON FILE	PARENT STATEMENT ON HEALTH OF CHILD
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Authorized Agent/Licenser Signature	Date

Provider's Name:

Provider's Address:

COUNTY LICENSER USE ONLY

County Licenser Comment:
Explain all NOs and N/As on Licensing Study:

Other Comment: (Name of Food Program)

County Licenser Requests **Provisional** License: ☐ Yes ☐ No

If Yes, Document Reason/Solution:

County Licenser Recommends **Denial**: ☐ Yes ☐ No

If Yes, Explain:

Report of Abuse/Neglect: ☐ Yes ☐ No

County Licenser Recommendation for Licensure:
☐ Yes ☐ No **If Yes, complete 5 lines listed below:**

If Yes, Log Number of Report:

County:

☐ New License ☐ Fiscal Sanction Fees Collected
☐ Renewal

Health/Sanitation Inspection: ☐ Yes ☐ No ☐ N/A

License Number:

Fire Inspection: ☐ Yes ☐ No ☐ N/A

Change License Type:
From: To:

Submitted by County Licenser (Signature):

Maximum Number of Children:

Date Application Packet Complete

Age Range of Children:
From: to:

Recommended License Effective Date:
From: through:

REGIONAL OFFICE USE ONLY

Date Application/Licensing Study Received:

Date County Licenser Signed Off:

Date Regional Office Reviews Study:

Maximum Number of Children:

Age Range of Children:
From: to:

Child Abuse/Neglect Index

Sexual Offender List

Restricted License: ☐ Yes ☐ No
If Yes Explain:

License Effective Date:
From: Through:

Date Added to PQWS:

Comments:

Regional Office Signature:

Date:

Date **Provisional** License Request Reviewed with Central Office:

Provisional License Request:
☐ Approved ☐ Denied

Written Agreement Signed by Provider of Provisional License on:

Date Provisional License Issued:

Date Provision License Expires:

Number of Children:

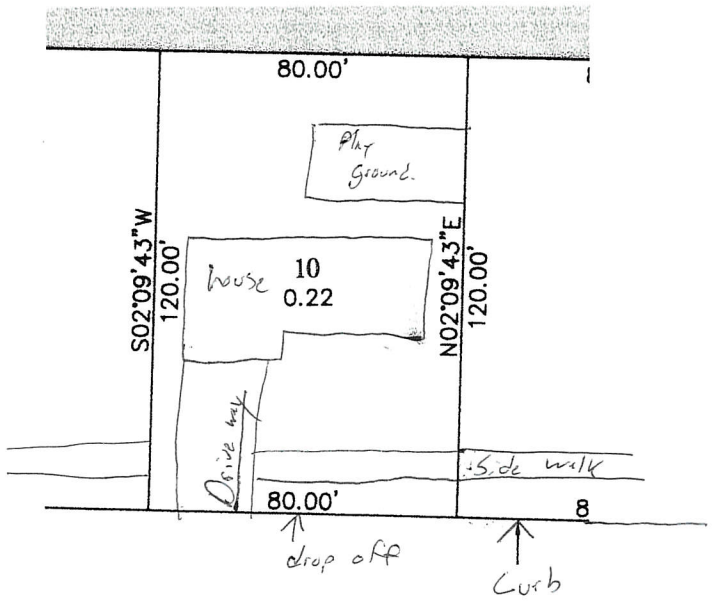
Age Range of Children:
From: to:

If Provisional License Request Denied - Explain:

Denial Request Approved or Denied - Explain:

COUNTY LICENSURER USE ONLY (Additional Information)

REGIONAL OFFICE USE ONLY (Additional Information)


80.00'
Play Ground.
S02°09'43"W
120.00'
House
10
0.22
N02°09'43"E
120.00'
Drive way
Side walk
80.00'
8
drop off
Curb
Road

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE, the Watford City Planning Commission will hold a Public Hearing on Monday, October 30, 2017 @ 6:00 p.m. in the Heritage Room of City Hall to hear comment on Land Use Application – Conditional Use Permit submitted by Robert McCree for Alissa Christensen on property located Section 7, T150N, R98W, Lot 10 Block 7 Dakota Ridge Subdivision, Watford City, McKenzie County, ND. (318 26th Ave NE)

The application is submitted in consideration of a Home Occupation-Child Care.

This application is available for public viewing and or copying at City Hall in the Planning Department Monday – Friday 830-430 p.m.

Dated this 10th day of October 2017

M Williams

Mildred Williams, Principal Planner

RUN: 2 times

PUBLISHED: McKenzie County Farmer, 10/18/2017 & 10/25/2017

MAILED TO: (4)

Robert McCree
PO Box 2648
Watford City, ND 58854

MW 10-12-17

Gayle Cox
322 26th Ave NE
Watford City, ND 58854

KLC of Willmar, INC.
2320 E. Hwy 12
Willmar, MN 56201

Oneok Rockies Midstream
100 West Fifth St.
Tulsa, OK 74103

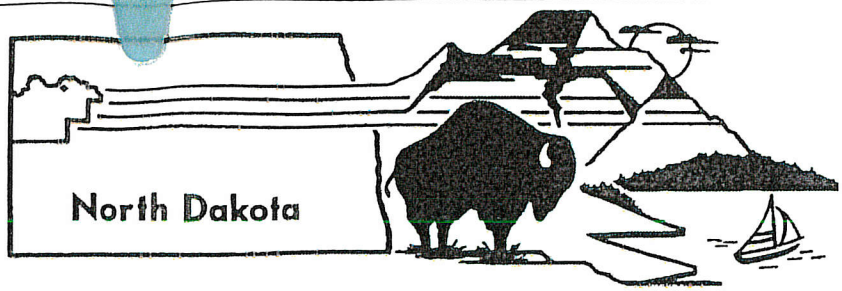
Emailed:
Hillary Whitaker, McKenzie Co. Social Services

5.
Land Use Application

Conditional Use Permit

Submitted by Lindsay Wall

Home Occupation: 308 Park Ave W



City of Watford City
213 2nd St. NE / PO Box 494
Watford City, ND 58854
Ph. 701-444-2533
Fax 701-444-3004
Celebrating 100 Years - 2014
watford.mckenziecounty.net

Land Use Application: *Conditional Use Permit*

$525 + publishing costs

Applicant Information

Name: Lindsay Wall

Mailing Address: 308 Park Ave W.

Phone Number: 701-609-9890 Email Address: Lindsayslittlerascals@gmail.com

Property Information ***Current Zoning:*** _____

Detail Summary of Request: I would like to open up a daycare in my home.

Assessor Parcel Number(s): 82-04-02700

Sec. 24 Twn. 150N Rg. 99W Legal Description: 3rd Addition to Original Townships lots 12+13 of Blk 2

RECEIVED
OCT 11 2017
BY:

Acreage: ✓ Address of Parcel: 308 Park Ave W

Landowner(s) Name: Michelle Meadows

Mailing Address: 103 NE 13th st Hermiston OR, 97838

Phone Number: 541-561-7119 Email Address: _____

Required Documents – Refer to Application Matrix to ensure all required documents are submitted.

- ☐ Attached Exhibit(s) - Drawn, Stamped & Signed by licensed ND Professional Engineer or Land Surveyor
- ☐ Site Development Plan Application – required for all conditional use permit applications.
- ☐ Deed(s)
- ☐ PDF and or DWG provided with application
- ☐ Title Report < 60 days
- ☐ Copies: (1) 11 x 17 paper

Compliance with Land Use Application-Conditional Use Permit Requirements:

(I, We), the undersigned swear and say that (I am, We are) the owner(s) of record on the tax rolls of the property involved in this application, or (am, are) otherwise qualified to initiate this application under Watford City Code; that the information on the plans and drawings attached hereto, and all of the statements and answers contained herein are in all respects true and correct to the best of my knowledge and belief, and the undersigned understands that this application must be complete and accurate before a hearing can be conducted.

(I, We) also authorize the ***Watford City Planning Department*** *and its designee*, to enter the premises of the property subject to this application for the purposes of gathering information for the purpose of advising the public of the proposed application

Landowner(s) Signature(s): Lindsay Wall (Renter) Date: 10-11-17

Landowner(s) Signature(s): _____ Date: _____

MILDRED WILLIAMS
Notary Public
State of North Dakota
My Commission Expires Feb. 25, 2019

Mildred Williams 10-11-17

Michele M Vaughn-Meadows

308 Park Ave W

Watford City, ND 58854

September 20th, 2017

To Whom This May Concern,

I am the owner of this property located at 308 Park Ave W, Watford City, ND 58854. I give permission for Lindsay Walls to have a Daycare in my home. I will not be held responsible for any accident or anything to do with this Daycare. I have been informed that she will be a Licensed Daycare provider and all that entails.

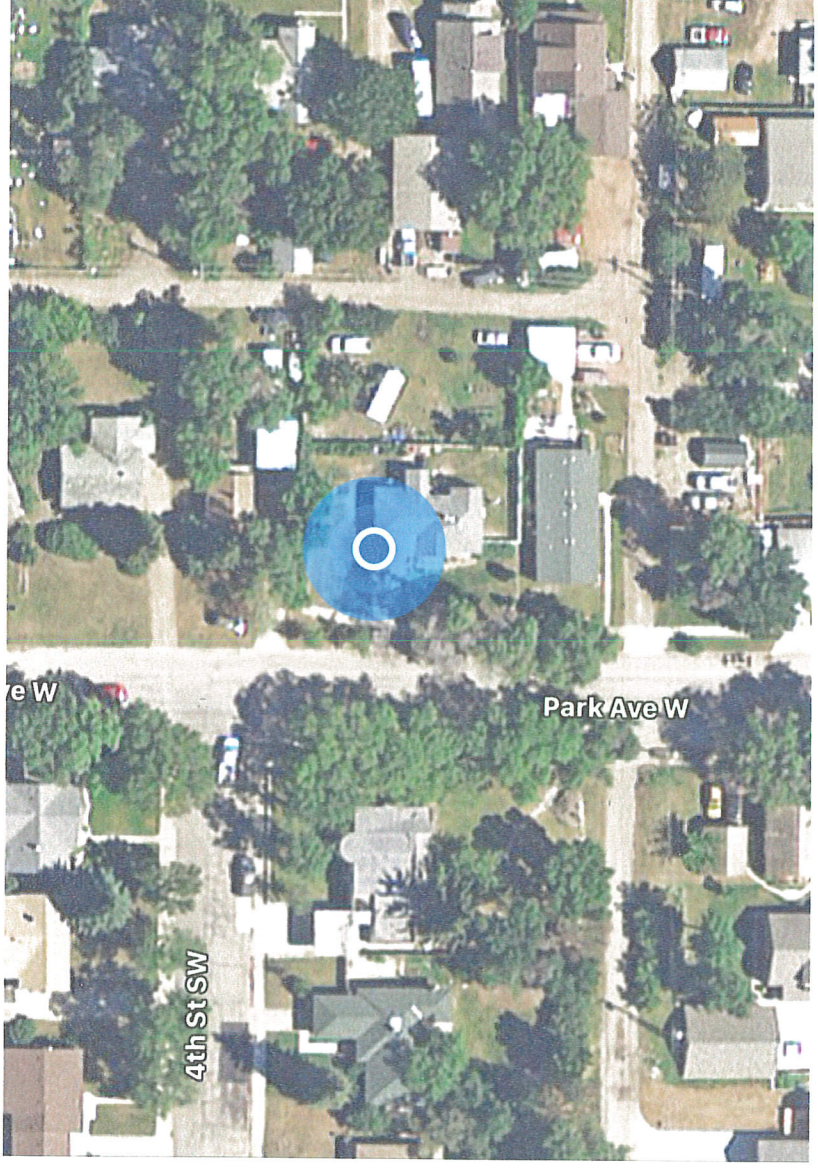
Thank you,

Michele M Meadows

Michele M Vaughn-Meadows

541-561-7119

RECEIVED
OCT 11 2017
BY:



RECEIVED
OCT 11 2017
BY:

Watford City

City of Watford City
213 2nd St., NE / P.O. Box 494
Watford City, ND 58854
Ph. 701- 444- 2533
Fax 701- 444- 3004
cityofwatfordcity.com

October 17, 2017

STAFF REPORT
CU-16-2017 Conditional Use Permit Application

Applicant
Lindsay Wall
308 Park Ave W.
Watford City, ND 58854

Property Owner
Michelle Vaughn-Meadows
103 NE 13th St.
Hermiston, OR 97383

Property Address: 308 Park Ave W. Watford City, ND
Section 24, T150N, R99W, 3rd Add to OT, Lots 12 & 13 Block 2

Zone: R-1, Single Family Dwelling District

Conditional Use Requested: Home Occupation-Child Care

Reference: Watford City Code Chapter XV – Article X, Single Family Dwelling District, and Article XXV, Conditional Uses

Discussion: Ms. Wall has applied for a Conditional Use Permit to operate a home occupation – child care from her home. In accordance with this application Ms. Wall is in process of applying with McKenzie County Social Services as licensed Family Day Care.

The City of Watford City mailed the property owners that hold an interest in the property and the adjoining property owners a notice regarding the annual review of CUP application. None of the noticed property owners contacted the city regarding the application.

The commission should carefully consider all of the possible implications associated with approving this Conditional Use. Chapter XV, Article XX of the City of Watford City ordinances require that "All required off-street parking areas, including access drives, shall be improved with asphalt, concrete or similar dust-free surface and all parking spaces shall be clearly marked."

A Conditional Use Permit may be granted following compliance with the procedure set forth in this section if the conditional use is one set forth in the District Regulations, provided that no application for a conditional use shall be granted unless all of the following conditions are found to be present:

1. *The conditional use will not be detrimental to or endanger the public health, safety or general welfare of community.*
2. *The existing permitted uses in the neighborhood will not in any manner be substantially impaired or diminished by the establishment of the conditional use;*
3. *The conditional use will not impede the normal and orderly development of the surrounding property for uses permitted in the district;*

4. *Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided;*
5. *Adequate measures have or will be taken to provide access and exit so designed as to minimize traffic congestion in the public streets; and*
6. *The conditional use shall conform to all special provisions of the district in which it is located.*

The Conditional Use Permit may be issued for a specified period of time, with automatic cancellation at the end of that time unless it is renewed, or conditions may be applied to the issuance of the Permit and periodic review may be required to determine if the conditional use has any detrimental effects on neighboring uses or districts. The Permit shall be granted for a particular use and not for a particular person or firm.

Site Development:

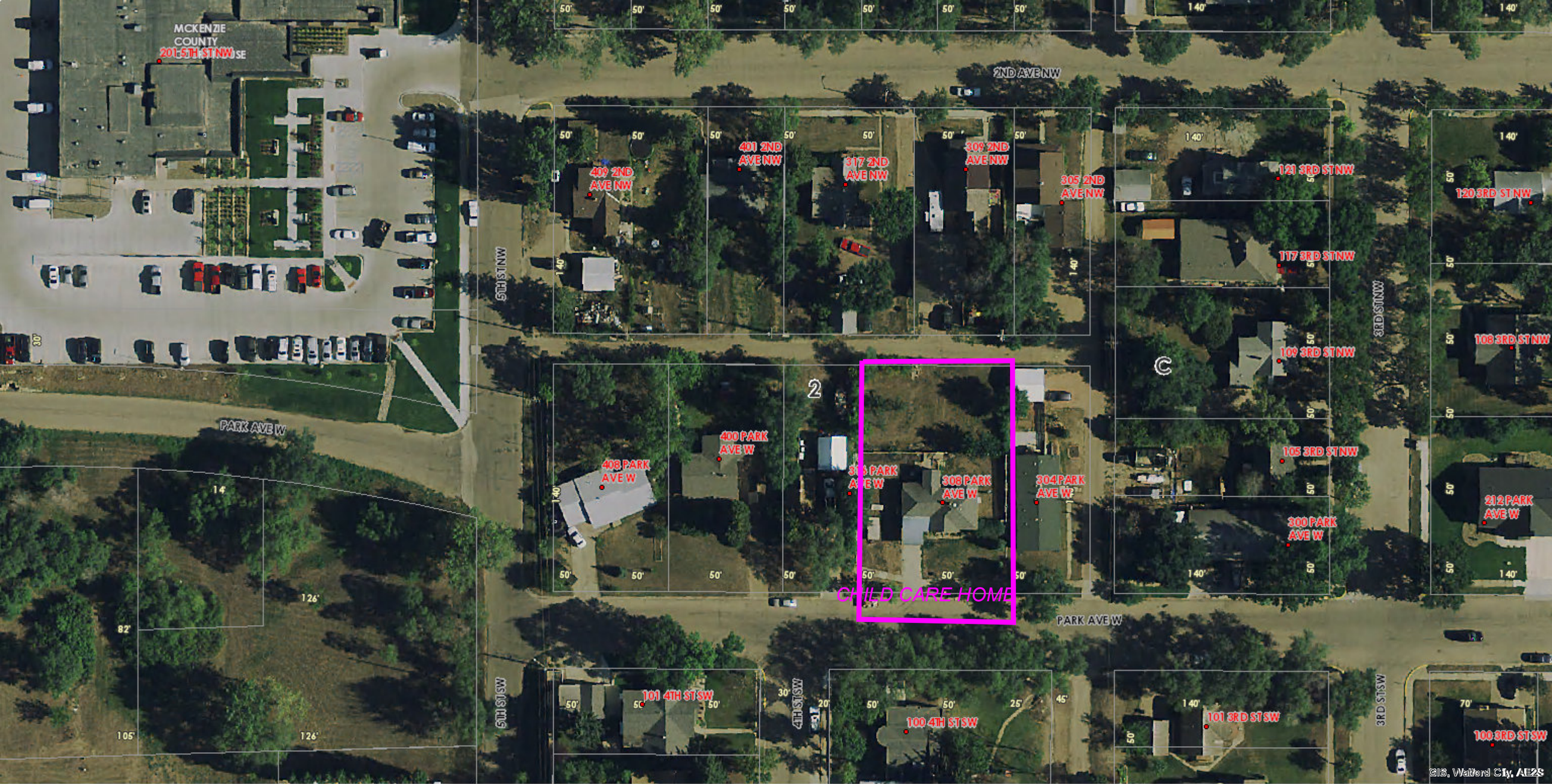
Access: *Home is located on Park Ave West, Park Ave W. is a paved street in fair condition.*
Sewer: *City services available and connected to property. .*
Water: *City services available and connected to property.*

Recommendation:

Staff recommends **approval** of the Conditional Use Permit to operate Home Occupation – Child Care in her home with the following requirements:

1. Conditional Use Permit shall be for a term of one year and reviewed every 12 months thereafter.
2. Ms. Wall will maintain compliance with McKenzie County Social Services requirements of Family Child Care Homes as listed on ND. Dept. of Human Services Compliance Checklist. (attached)
3. Along with NDDHS compliance checklist Ms. Wall will provide fenced monitored play area for children in her care. She will also provide safe pick-up/drop-off procedure to clients and City Staff.

Contact:
Mildred Williams
Principal Planner
miwilliams@nd.gov
701-444-8406


MCKENZIE COUNTY
201 5TH ST NW
SE
2ND AVE NW
409 2ND AVE NW
401 2ND AVE NW
317 2ND AVE NW
309 2ND AVE NW
305 2ND AVE NW
121 3RD ST NW
120 3RD ST NW
117 3RD ST NW
109 3RD ST NW
108 3RD ST NW
105 3RD ST NW
300 PARK AVE W
212 PARK AVE W
5TH ST NW
3RD ST NW
PARK AVE W
408 PARK AVE W
400 PARK AVE W
308 PARK AVE W
304 PARK AVE W
CHILD CARE HOME
2
C
14
126'
82'
105'
126'
101 4TH ST SW
100 4TH ST SW
5TH ST SW
4TH ST SW
101 3RD ST SW
100 3RD ST SW
3RD ST SW
GIS, Watford City, AE2S

COMPLIANCE CHECK LIST/FAMILY CHILD CARE HOMES

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES/CFS

SFN 1422 (Rev. 10-2016)

Clear Fields

		Date Orientation Completed with Authorized Agent (For new licenses only):	
Full Legal Name of Program: City of Watford City		Provider License Number:	License Expiration Date:
Owner/Operator Full Legal Name: N/A		Date of Licensing Study:	
Address: miwilliams@nd.gov		EIN if available:	
City:	ZIP Code:	Ages of Children:	Maximum Number of Children:
Mailing Address if Different:		Provider's Telephone Number:	

I. LICENSE APPLICATION/DISPLAY

☐ Yes ☐ No ☐ N/A		Licensing Fee Submitted with Application ☐ One Year Application ☐ Two Year Application
☐ Yes ☐ No	75-03-08-04(2)	License displayed
☐ Yes ☐ No ☐ N/A		License denied/revoked in the last 12 months

II. DUTIES OF PROVIDER

☐ Yes ☐ No	75-03-08.08.1(2)	Provider has an adult present at all times to supervise staff under age 18 and children in care
☐ Yes ☐ No	75-03-08-08.1(3)	Provides an environment which is free from harm and danger to a child's physical and emotional health.
☐ Yes ☐ No ☐ N/A	75-03-08-08.1(4)(a-e)	Report to county director or designee within 24 hours. A death/serious accident/illness requiring medical treatment or other situation specified in this section.
☐ Yes ☐ No	75-03-08-08.1(5)	Provider is present at least 60% of the time.
☐ Yes ☐ No	75-03-08-08.1(6)	Report suspected child abuse/neglect as required per NDCC 50-25.1.
☐ Yes ☐ No	75-03-08-08.1(9)	Provider is of good physical, cognitive, social, and emotional health and uses mature judgment.
☐ Yes ☐ No	75-03-08-08.1(10)	Provider ensures safe care for children under supervision.
☐ Yes ☐ No	75-03-08-08.1(11)	Ensure that each child is released only to the child's parent, legal custodian or guardian or an individual who has been authorized by the child's parent, legal custodian or guardian.

III. STAFFING REQUIREMENTS

☐ Yes ☐ No	75-03-08-09	Meets staffing requirements by the number of children physically in care at the child care home at a given time.
☐ Yes ☐ No ☐ N/A	NDCC 50-11.1-02(8)	Provides care for no more than a total of 4 children (with the exception of 2 school age children) if all are under age 24 months or provides care for no more than 9 children of which 2 must be at least 5 years, and no more than 3 children may be under the age of 24 months.
☐ Yes ☐ No ☐ N/A	75-03-08-09(2)	Child's developmental age used in determining number of children that can be in care at any given time when child has special needs.
☐ Yes ☐ No ☐ N/A	75-03-08-09(3)	Child care home is a licensed facility for McGruff safe house, blockhouse or certified safe house.

IV. MINIMUM QUALIFICATIONS OF PROVIDER

☐ Yes ☐ No	75-03-08-10(1)	Provider is at least 18 years of age.
☐ Yes ☐ No	75-03-08-10(2)	Completed basic child care course during first three months of licensure.
☐ Yes ☐ No	75-03-08-10(3)	Completes 9 hours of department-approved training annually. At least three years has passed since the last completion date of that training course.
☐ Yes ☐ No	75-03-08-10(4)	Certified annual completion of 1 hour of sudden infant death prevention if care is provided to infants.
☐ Yes ☐ No	75-03-08(27) 75-03-08(28) NDCC 50-11.1-04	Provider has completed SFN 508, Authorization for Background Checks.

V. MINIMUM QUALIFICATION FOR ALL STAFF MEMBERS

☐ Yes ☐ No ☐ N/A	75-03-08-12(1)	Any staff member between 14 and 16 years of age has written parental permission, provider is in compliance with NDCC 34-07.
☐ Yes ☐ No ☐ N/A	75-03-08-12(1)	Has immediate family member age 12 or older as caregiver.
☐ Yes ☐ No ☐ N/A	75-03-08-12(2)	Staff member is of good physical, cognitive, social and emotional health and uses mature judgment.
☐ Yes ☐ No ☐ N/A	75-03-08-12(3)	Completed basic child care course during the first three months of employment with the exception of substitutes or emergency designee.
☐ Yes ☐ No ☐ N/A	75-03-08-12(4)	Certified annual completion of 1 hour of sudden infant death prevention if care provided to infants.
☐ Yes ☐ No ☐ N/A	75-03-08-12(5)	Staff member has received orientation first week of employment.
☐ Yes ☐ No ☐ N/A	75-03-08-12.1	Volunteers providing care meet qualifications of staff member and receive orientation.
☐ Yes ☐ No ☐ N/A	75-03-08(27) 75-03-08(28) NDCC 50-11.1-04	Staff member has completed SFN 508, Authorization for Background Checks.

VI. SPACE

☐ Yes ☐ No	75-03-08-14(1)	Provides minimum of 35 square feet per child of indoor space. Square footage allows for _____ (number) of children.
☐ Yes ☐ No	75-03-08-14(1)	Provides minimum of 75 square feet per child of outdoor space or provides 75 square feet per child of indoor recreation space.

VII. PHYSICAL FACILITIES

☐ Yes ☐ No	75-03-08-14(2)	Home cleaned and maintained in sanitary condition.
☐ Yes ☐ No	75-03-08-14(2)	Rubbish and garbage regularly removed.
☐ Yes ☐ No	75-03-08-14(3)	Adequate heating, ventilation, humidity, and lighting.
☐ Yes ☐ No	75-03-08-14(4)	One working smoke detector located in each sleeping area used by children.
☐ Yes ☐ No	75-03-08-14(4)	One fire extinguisher and one working smoke detector per level of home.
☐ Yes ☐ No ☐ N/A	75-03-08-14(5)	Railings or safety gates where necessary to prevent falls.
☐ Yes ☐ No	75-03-08-14(6)	Drinking water from approved source or from a source tested and approved by the state Health Department.
☐ Yes ☐ No	75-03-08-14(7)	Each child has comfortable/clean place to sleep, individual blanket, floor carpeted or padded, warm free of draft.
☐ Yes ☐ No ☐ N/A	75-03-08-14(8)	Contained play area if near busy street or unsafe area.
☐ Yes ☐ No	75-03-08-14(9)	Potential hazards inaccessible to children (chemicals,electrical outlets, medicines, sharp knives, etc.)
☐ Yes ☐ No ☐ N/A	75-03-08-14(9)	Guns are kept in locked storage, separate from ammunition or trigger lock use - separate from ammunition.

VII. PHYSICAL FACILITIES (CONT)

☐ Yes ☐ No	75-03-08-14(10)	Indoor and outdoor equipment, toys and supplies are safe and in good repair, cleaned, and sanitized routinely.
☐ Yes ☐ No	75-03-08-14(11)	Exit doorways and pathways are usable, free from blockage.
☐ Yes ☐ No	75-03-08-14(12)	Home has working telephone, emergency numbers of parents and first responders are accessible.
☐ Yes ☐ No	75-03-08-14(13)	Indoor bathroom, minimum 1 lavatory, and one flush toilet.
☐ Yes ☐ No	75-03-08-14(14)	Home has hot/cold running water.
☐ Yes ☐ No	75-03-08-14(14)	Hot water is 120 degrees Fahrenheit or less (Tested Temp _____)
☐ Yes ☐ No	75-03-08-14(15)	Fire/safety does not appear questionable.
☐ Yes ☐ No	75-03-08-14(15)	Initial and annual fire/safety inspection.
☐ Yes ☐ No	75-03-08-14(16)	Step and walkways free from water, ice, snow, or debris.
☐ Yes ☐ No	75-03-08-14(17)	Combustible materials are kept away from light bulb and other heat sources.

VIII. TRANSPORTATION

☐ Yes ☐ No	75-03-08-15(1)	Provider has written transportation policy, if transportation is provided who will provide/how parental permission is obtained, inform parent of insurance coverage.
☐ Yes ☐ No ☐ N/A	75-03-08-15(1)	Provider ensures all vehicles used to transport children are in safe operating condition and in compliance state/local laws.
☐ Yes ☐ No ☐ N/A	75-03-08-15(2)	Children are protected by adequate staff and safety precautions.
☐ Yes ☐ No ☐ N/A	75-03-08-15(2)(B)	Children are attended to in a vehicle.
☐ Yes ☐ No ☐ N/A	75-03-08-15(3)	Children instructed in safe transportation conduct, appropriate to their age.
☐ Yes ☐ No ☐ N/A	75-03-08-15(4)	Driver complies with all relevant federal, state/local laws, including child restraint laws.

IX. EMERGENCY EVACUATION/DISASTER PLAN

☐ Yes ☐ No	75-03-08-16(1)	Establish and post emergency disaster plan.
☐ Yes ☐ No	75-03-08-16(1) (a-c)	Has emergency procedures including emergency food, water, first aid supplies and plans for what will be done if parents are unable to pick up their child or child care has to be relocated as a result of emergency.
☐ Yes ☐ No	75-03-08-16(2)	Fire and emergency drills performed monthly.

X. ADMISSION PROCEDURES

☐ Yes ☐ No	75-03-08-19(1)	Provider requests preadmission visit with child/parent.
☐ Yes ☐ No	75-03-08-19(2)(a-g)	Provider informs parents about the child care program, places and times of special activities outside the family child care, policies, and emergency procedures, and shall discuss information concerning the child to identify and accommodate the child's needs.
☐ Yes ☐ No	75-03-08-19(3)	Provider notifies parents of payment rates/time of payment.
☐ Yes ☐ No	75-03-08-19(4)	Provider provides parents unlimited access and opportunities to observe their children in care.
☐ Yes ☐ No	75-03-08-19(5)	Provider verifies identity of each child and documents verification.

XI. PROGRAM

☐ Yes ☐ No	75-03-08-20(1)	Daily individual/group activities age appropriate.
☐ Yes ☐ No	75-03-08-20(1)	Program activities must foster social, intellectual, emotional, and physical growth, developed with parental input.
☐ Yes ☐ No	75-03-08-20(1)	Written daily routine is made available to parents.
☐ Yes ☐ No	75-03-08-20(2)	Intervals of stimulation/relaxation/active/quiet/rest time.
☐ Yes ☐ No	75-03-08-20(3)	Adequate supply of safe play equipment, toys, and materials for indoor/ outdoor activity so that each child may be involved individually or as a group.
☐ Yes ☐ No	75-03-08-20(4)	Napping areas provide opportunity for undisturbed rest with schedules set according to age and needs.

XII. FOOD & NUTRITION

☐ Yes ☐ No ☐ N/A	75-03-08-21(1)	Food supplied meets USDA standards. Properly prepared, sufficient in amount, nutritious varied diets according to children enrolled, and served at appropriate hours in a safe and sanitary manner.
☐ Yes ☐ No ☐ N/A	75-03-08-21(3)	Children in care for more than 3 hours shall receive a snack or meal.
☐ Yes ☐ No ☐ N/A	75-03-08-21(5)	Children in care after school served snacks.
☐ Yes ☐ No ☐ N/A	75-03-08-21(6)	Menu planning and feeding schedules include information from parents to tailor a child's needs.
☐ Yes ☐ No	75-03-08-21(8)	Children are encouraged to eat, no coercion or force feeding.
☐ Yes ☐ No	75-03-08-21(9)	Daily or weekly menus are posted.

XII. SANITATION AND SAFETY REQUIREMENTS

☐ Yes ☐ No	75-03-08-21.1(2)	Caregivers wash and dry hands as recommended by federal centers of disease control.
☐ Yes ☐ No	75-03-08-21.1(2)	Hand soap, sanitary hand-drying equipment, individual cloth towels or paper towels available at each sink.
☐ Yes ☐ No	75-03-08-21.1(4)	Approved first aid kit readily accessible to staff.
☐ Yes ☐ No	75-03-08-21.1(5)	Caregiver has plans to respond to illness, emergencies including fire, serious injury, and ingestion of poison.
☐ Yes ☐ No ☐ N/A	75-03-08-21.1(6)	Provider has secured and followed proper instruction to administer medication.
☐ Yes ☐ No	75-03-08-21.1(6)	Medication properly stored/inaccessible to children.
☐ Yes ☐ No	75-03-08-21.1(6)	Medication stored in refrigerator is stored collectively in a spill proof container.
☐ Yes ☐ No	75-03-08-21.1(6)	Written record of medication (including over the counter) date/time of each administration dosage. Provider/caregiver include record in child's file.
☐ Yes ☐ No	75-03-08-21.1(7)	Child with infectious or communicable conditions are excluded until condition is no longer transmitted.
☐ Yes ☐ No	75-03-08-21.1(8)	Children are released only to parent or individual authorized by parent.
☐ Yes ☐ No	75-03-08-21.1(9)	Children dressed appropriately for climatic conditions.
☐ Yes ☐ No	75-03-08-21.1(10)	Children are directly supervised when bathing or using a pool.
☐ Yes ☐ No	75-03-08-21.1(11)	Children are properly supervised when playing outdoors.
☐ Yes ☐ No	75-03-08-21.1(12)	Children's personal items identified and stored individually.
☐ Yes ☐ No ☐ N/A	75-03-08-21.1(13)	Only cats, dogs, or other approved contained pets are accessible to children. Pets properly immunized, kitchen/eating area are free of pets.

XII. SANITATION AND SAFETY REQUIREMENTS (CONT)

Pet Immunizations

Name	Expiration Date:
Name	Expiration Date:
Name	Expiration Date:
Name	Expiration Date:

☐ Yes ☐ No ☐ N/A	75-03-08-21.1(14)	Wading pool strictly supervised/emptied, cleaned, and sanitized daily.
☐ Yes ☐ No ☐ N/A	75-03-08-21.1(15)	Swimming pool approved annually by local health department.
☐ Yes ☐ No	75-03-08-21.1(16)(a)	Written policy on aquatic activity.
☐ Yes ☐ No ☐ N/A	75-03-08-21.1(16)(b)	Written parental permission with disclosure of child's swimming ability.
☐ Yes ☐ No ☐ N/A	75-03-08-21.1(17)	Garbage containers are covered or inaccessible to children.
☐ Yes ☐ No	50-11.1-02.2	Smoke-free environment, signage is present.

XIV. RECORDS

☐ Yes ☐ No	75-03-08-22(1)	Provider shall keep copy of administrative code on premises of all times.
☐ Yes ☐ No	75-03-08-22(2)(a)	Children's name, birth date, and current home address.
☐ Yes ☐ No	75-03-08-22(2)(b)	Written statement from parent/legal guardian authorizing emergency medical care.
☐ Yes ☐ No	75-03-08-22(2)(c)	Names/telephone numbers of individuals authorized to take child.
☐ Yes ☐ No	75-03-08-22(2)(d)	Verification that child has received all age appropriate immunizations/ unless school age or/drop in.
☐ Yes ☐ No	75-03-08-22(2)(e)	Current health assessment, obtained on enrollment, completed annually thereafter.
☐ Yes ☐ No	75-03-08-22(3)(c)	Release of information form available/signed/prior to the release of information.
☐ Yes ☐ No	75-03-08-22(3)(a-c)	Ensure all records, photos, and information with respect to children receiving child care services are kept confidential, access limited to staff members, parents, authorized agents, etc.

XV. DISCIPLINE

☐ Yes ☐ No	75-03-08-23(1-10)	Discipline is constructive or educational in nature, and items 1-10 are reviewed together by provider and licenser.

XVI. SPECIALIZED TYPES OF CARE

☐ Yes ☐ No ☐ N/A	75-03-08-24(1)(a) (1-8)	Environment protects children 0-12 months from physical harm without restricting physical, intellectual, emotional, and social development. Environment and interactions requirements are complied with and reviewed.
☐ Yes ☐ No ☐ N/A	75-03-08-24(1)(b) (1-7)	Feeding requirements are complied with and reviewed.
☐ Yes ☐ No ☐ N/A	75-03-08-24(1)(c) (1-4)	Diapering requirements are complied with and reviewed.
☐ Yes ☐ No ☐ N/A	75-03-08-24(1)(d) (1-9)	Sleeping requirements are complied with and reviewed.
☐ Yes ☐ No ☐ N/A	75-03-08-24(2)(a-g)	Adequate night care arrangements.
☐ Yes ☐ No ☐ N/A	75-03-08-24(3)(a-e)	Sufficiently staffed to handle admission records and explain policies/ procedures for drop-in child care.

XVII. CARE FOR CHILDREN WITH SPECIAL NEEDS

☐ Yes ☐ No ☐ N/A	75-03-08-25	Appropriate accommodations, including written care plans available for children with special needs. Staff trained and follow care plans.

XVIII. CONVICTION/ABUSE/NEGLECT

☐ Yes ☐ No	75-03-08-27(1)(4)	Written policies on employment.
☐ Yes ☐ No	75-03-08-27	Fingerprint-based background check completed initially and every 5 years.

LIST NAMES OF ALL EMPLOYEES/VOLUNTEERS ON SITE

FAMILY:

9 Children under age 12 - counting provider's own children - not to exceed 3 children under 24 months of age, and 2 of the 9 children are school-aged

OR

No more than 4 children 24 months and under - counting provider's own children, with the exception that there may be 2 additional school-age children

SUMMARY OF LICENSING STUDY

ENCLOSURES	YES	NO	N/A	COMMENT
1. Application to be Licensed, (SFN 832)	☐	☐	☐	
2. Copy of Fire Inspection Report	☐	☐	☐	
3. Copy of Health/Sanitation Report	☐	☐	☐	
4. Copies of training, transcripts, certificates or (SFN 343) for all employees	☐	☐	☐	
5. Authorization for Background Check Form (SFN 508) for all Staff/Volunteers/Emergency Designee/Household Members	☐	☐	☐	
6. Copy of Written Policies/Procedures	☐	☐	☐	
7. Documentation to Verify Qualifications of Staff	☐	☐	☐	
8. Programming Schedule	☐	☐	☐	
9. Floor Plan with Square Footage/Fire Escape Plan	☐	☐	☐	
10. Pet Immunization Record	☐	☐	☐	
11. Map of Outdoor Area with Square Footage	☐	☐	☐	

Provider:	Number of Children Enrolled:
Date:	Number of Children Present:

Include Providers Own Children Ages 0 - 12

NAME/AGE/SCHEDULE OF CHILD (Days/Time) Full\Part time\Drop-in	CHILD'S DATE OF BIRTH	PARENT/GUARDIAN NAME, ADDRESS, TELEPHONE NUMBER	NAME OF EMERGENCY CONTACT PERSON AND TELEPHONE NUMBER	CHILD INFORMATION SHEET	IMMUNIZATION RECORD ON FILE	PARENT STATEMENT ON HEALTH OF CHILD
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Authorized Agent/Licenser Signature	Date

Provider:	Number of Children Enrolled:
Date:	Number of Children Present:

Include Providers Own Children Ages 0 - 12

NAME/AGE/SCHEDULE OF CHILD (Days/Time) Full\Part time\Drop-in	CHILD'S DATE OF BIRTH	PARENT/GUARDIAN NAME, ADDRESS, TELEPHONE NUMBER	NAME OF EMERGENCY CONTACT PERSON AND TELEPHONE NUMBER	CHILD INFORMATION SHEET	IMMUNIZATION RECORD ON FILE	PARENT STATEMENT ON HEALTH OF CHILD
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Authorized Agent/Licenser Signature	Date

Provider's Name:

Provider's Address:

COUNTY LICENSER USE ONLY

County Licenser Comment:
Explain all NOs and N/As on Licensing Study:

Other Comment: (Name of Food Program)

County Licenser Requests **Provisional** License: ☐ Yes ☐ No

If Yes, Document Reason/Solution:

County Licenser Recommends **Denial**: ☐ Yes ☐ No

If Yes, Explain:

Report of Abuse/Neglect: ☐ Yes ☐ No

County Licenser Recommendation for Licensure:
☐ Yes ☐ No **If Yes, complete 5 lines listed below:**

If Yes, Log Number of Report:

County:

☐ New License ☐ Fiscal Sanction Fees Collected
☐ Renewal

Health/Sanitation Inspection: ☐ Yes ☐ No ☐ N/A

License Number:

Fire Inspection: ☐ Yes ☐ No ☐ N/A

Change License Type:
From: To:

Submitted by County Licenser (Signature):

Maximum Number of Children:

Date Application Packet Complete

Age Range of Children:
From: to:

Recommended License Effective Date:
From: through:

REGIONAL OFFICE USE ONLY

Date Application/Licensing Study Received:

Date County Licenser Signed Off:

Date Regional Office Reviews Study:

Maximum Number of Children:

Age Range of Children:
From: to:

Child Abuse/Neglect Index

Sexual Offender List

Restricted License: ☐ Yes ☐ No
If Yes Explain:

License Effective Date:
From: Through:

Date Added to PQWS:

Comments:

Regional Office Signature:

Date:

Date **Provisional** License Request Reviewed with Central Office:

Provisional License Request:
☐ Approved ☐ Denied

Written Agreement Signed by Provider of Provisional License on:

Date Provisional License Issued:

Date Provision License Expires:

Number of Children:

Age Range of Children:
From: to:

If Provisional License Request Denied - Explain:

Denial Request Approved or Denied - Explain:

COUNTY LICENSURER USE ONLY (Additional Information)

REGIONAL OFFICE USE ONLY (Additional Information)

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE, the Watford City Planning Commission will hold a Public Hearing on Monday, October 30, 2017 @ 6:00 p.m. in the Heritage Room of City Hall to hear comment on Land Use Application – Conditional Use Permit submitted by Lindsay Wall on property located Section 24, T150N, R99W, 3rd Addition to Original Townsite, Lots 12 & 13 of Block 2, Watford City, McKenzie County, ND. (308 Park Ave West)

The application is submitted in consideration of a Home Occupation-Child Care.

This application is available for public viewing and or copying at City Hall in the Planning Department Monday – Friday 830-430 p.m.

Dated this 10th day of October 2017

M Williams

Mildred Williams, Principal Planner

RUN: 2 times

PUBLISHED: McKenzie County Farmer, 10/18/2017 & 10/25/2017

MAILED TO: (5)
Lindsay Wall
308 Park Ave W.
Watford City, ND 58854

Michelle Vaughn-Meadows
103 NE 13th St.
Hermiston, OR 97838

MW 10-12-17

Reyburn Johnston
PO Box 1331
Watford City, ND 58854

Colton K. Defoe
11862 31st St NW
Watford City, ND 58854

Lance & Alicia Madsen
PO Box 1161
Watford City, ND 58854

Emailed: Hillary Whitaker, McKenzie Co. Social Services

Minutes

August 28, 2017

PLANNING & ZONING COMMISSION MEETING MINUTES
August 28, 2017

The regularly scheduled monthly meeting of the Watford City Planning & Zoning Commission was held on Monday August 28, 2017 at 6:00 p.m. in the Heritage Room at City Hall. In attendance: Chairman Glen Beard, Commission Members: William (Billy) Carlson, Thomas Dwyer, Rick Holm, and Jesse Lawrence. Also present: Principal Planner Mildred (Milli) Williams, Planning Assistant Becky Smith, Building Inspector Steven Williams, and City Attorney Wyatt Voll. Absent: Gregg Schuetze and Jason Taylor.

With the above mentioned present, the Public Hearing was called to order at 6:00 P.M. by Chairman Glen Beard.

Under consideration were the following:

1. Public Hearing to hear comment on Land Use Application for Conditional Use Permit Annual Review for Rolfson Oil bulk fuel plant located 2414/2418 Schilke Drive, GTI Subdivision.

   Principal Planner, Milli Williams, explained that this is the City has received everything that was asked of Rolfson and recommends continuing with yearly reviews. City Engineer, Rick Jore, reviewed drain-flow and deemed the plans to be satisfactory. Rolfson also submitted an explanation regarding the pit-liner. As of last month, Milli spoke to Howdy Lawler and his agreement has been upheld and was satisfied with the work completed. Chairman Glen Beard added that he had confirmation that the caps are glued.

   MOTION by J. Lawrence, SECOND by R. Holm to recommend <u>APPROVAL</u> to City Council of the Land Use Application for Conditional Use Permit Annual Review. Approval is contingent upon the following recommendations set forth within the Planning Department Staff Report:

   1. The Conditional Use Permit is to be reviewed annually, 12 months from the date of City Council Approval.
   2. The site will be periodically reviewed and inspected to ensure compliance. Reviews and inspections will be at random and without prior notice to be conducted within the 12 month renewal period.

   Roll Call Vote:
   Ayes: G. Beard, W. Carlson, T. Dwyer, R. Holm, J. Lawrence
   Nays: None.
   MOTION Carried.

2. Public Hearing to hear comment on Land Use Application for Conditional Use Permit for Badlands Cellular, dba Verizon Wireless, for equipment shelter and antennas.

   Principal Planner, Milli Williams, explained that the City has entered into a lease agreement for the property.. Chairman Glen Beard questioned Badlands Cellular representative in attendance: 6 antennas will be installed; antennas will be 8' in height; safety rail has had structure analysis done to make sure it can accommodate the changes.

   MOTION by T. Dwyer, SECOND by W. Carlson to recommend <u>APPROVAL</u> to City Council of the Land Use Application for Conditional Use Permit. Approval is contingent upon the following recommendations set forth within the Planning Department Staff Report:

   1. On June 5, 2017 City Council reviewed and approved the lease of the ground and tower space for five (5) years on the first day of the month after installation begins or January 1, 2018 whichever occurs first.

2. A Site Development Plan must be submitted to be reviewed and approved by Planning and Engineering Departments.
3. The Conditional Use Permit shall be for a term of one (1) year and reviewed every 12 months thereafter.

Roll Call Vote:
Ayes: G. Beard, W. Carlson, T. Dwyer, R. Holm, J. Lawrence
Nays: None.
MOTION Carried.

3. Public Hearing to hear comment on Division of Land Application for Boundary Line Adjustment for Christopher & Jennifer Brody: 625 Sunset Drive and David & Lynette Hansen: 629 Sunset Drive.

Principal Planner Milli Williams explained that upon further review, it was discovered that the lot lines within the entire subdivision had been originally recorded with incorrect measurements of the lot lines- approximately off by at least 25 feet. Staff feels at this time, we should recommend postponing this item until we can further determine how to deed this sliver of land without having to replat the entire subdivision. There is a possibility of amending our Ordinances to all the creation of an IT, Irregular Tract, in order to correct a plat.

MOTION by J. Lawrence, SECOND by R. Holm to recommend <u>POSTPONING</u> to City Council of the Division of Land Application for Boundary Line Adjustment.

Roll Call Vote:
Ayes: G. Beard, W. Carlson, T. Dwyer, R. Holm, J. Lawrence
Nays: None.
MOTION Carried.

4. Public Hearing to hear comment on Land Use Application for Variance for Rex and Carrie Westwood: 208 5th St NE.

Principal Planner, Milli Williams, explained that the homeowners would like an 8' variance to allow for a front deck. City ordinances state 30' is required for setback but the house itself currently sits at 25'. The house was built in 1940 before zoning regulations and setback requirements and given the location of the house already being less than required, proves to be a true hardship. Recommend approval to reduce front yard setback from 25' to 17'.

MOTION by T. Dwyer, SECOND by W. Carlson to recommend <u>APPROVAL</u> to City Council of the Land Use Application for Variance.

Roll Call Vote:
Ayes: G. Beard, W. Carlson, T. Dwyer, R. Holm, J. Lawrence
Nays: None.
MOTION Carried.

5. Public Hearing to hear comment on Division of Land Application for Amended Final Plat for Stenehjem Holdings, LLC: Lot 12 of Fox Hills Subdivision.

Principal Planner Milli Williams explained that this amendment will create two (2) lots. One lot is intended to be sold to the Cross-Point Church for their new location.

MOTION by W. Carlson, SECOND by J. Lawrence to recommend <u>APPROVAL</u> to City Council of the Division of Land Application for Amended Final Plat. Approval is contingent upon the following recommendations as set forth within the Planning Department Staff Report:

1. Future development of the property must comply with zoning designation of the property.
2. A Site Development Plan Application must be submitted for approval prior to construction.

Applicant will also obtain a building permit, satisfy all necessary requirements in place by the Planning Department and meet the State Building Code.

Roll Call Vote:
Ayes: G. Beard, W. Carlson, T. Dwyer, R. Holm, J. Lawrence
Nays: None.
MOTION Carried.

CLOSE PUBLIC HEARING: 6:14 PM

CALL TO ORDER REGULAR MEETING: 6:14 PM

MINUTES: July 31, 2017

Minutes were reviewed as presented. No additional comments.

MOTION by J. Lawrence, SECOND by T. Dwyer to APPROVE the Minutes as presented.
Roll Call Vote:
Ayes: G. Beard, W. Carlson, T. Dwyer, R. Holm, J. Lawrence
Nays: None.
MOTION Carried.

REVIEW PERMITS:

July & August Permits were reviewed as presented. No further discussion.

MISCELLANEOUS:

1. *Chairman Glen Beard questioned if the City has had any interest arise in Tiny Homes. Principal Planner, Milli Williams explained that as of date, nobody had presented intent to the City. If/when that time comes, a major issue we will have to discuss is the City's minimum square footage requirements.*

2. *Chairman Glen Beard questioned unlicensed, abandoned vehicles located behind houses, etc. Steven Williams said he and Code Enforcement, Rita Olson are already working on that issue.*

3. *Chairman Glen Beard questioned the City's plan for holding a public input meeting to discuss what residents would like to see happen in the future.*

NEW BUSINESS:

1. *Principal Planner, Milli Williams, explained that City Planner, Curtis Moen, would like to keep the Planning Commission more involved in this process and suggested instating a Development Review Committee. The Committee would consist of three (3) P&Z Commission members to alternate either monthly or quarterly to meet prior to the regularly scheduled P&Z meeting to discuss the agenda items and conduct site visits.*

   First Committee meeting will take place in October. First Volunteered Committee members: Billy Carlson, Glen Beard, and Rick Holm.

ADJOURNMENT: 6:25 PM

MOTION by R. Holm, SECOND by J. Lawrence

The next regularly scheduled Planning & Zoning Commission Meeting
will be held on Monday September 25, 2017 at 6:00 p.m.

Glen Beard
Planning & Zoning Commission Chairman

Becky Smith
Planning & Zoning Assistant

Permits

September-October 2017

2017
PERMIT RECORDS

October
10/25/2017

Permit #	Type	Month	Issue Date	Property Owner	Contractor	Project Address	Lot / Block	Parcel # / Subdivision	Description of Work	Value	Permit Fee	Payment
3918	Building	August	8/1/2017	Mark Entzi	The Woodshop	624 Sunset Drive			Kitchen Remodel- cabinets, countertops, flooring, paint	$ 20,000.00	$ 317.00	Card
3919	Building	August	8/1/2017	Duane Wold	J&C Construction, LLC	7th St SE			New steel roofing & replace door	$ 15,000.00	$ 247.00	Card
3920	Building	August	8/3/2017	Mark Klapper	Self	320 2nd St NW			Remove and replace shingles on roof	$ 2,800.00	$ 67.80	Check #2012
3399	*RENEW*	*August*	*8/4/2017*	*Koosman Construction*	*Koosman Construction*	*2121 5th Ave NE*	*Lot 3 Block 1*	*Fox Hills Golf Estates*	*Single Family Home*	*$ -*	*$ 20.00*	*Card*
3400	*RENEW*	*August*	*8/4/2017*	*Koosman Construction*	*Koosman Construction*	*2118 5th Ave NE*	*Lot 3 Block 1*	*Fox Hills Golf Estates*	*Single Family Home*	*$ -*	*$ 20.00*	*Card*
3401	*RENEW*	*August*	*8/4/2017*	*Koosman Construction*	*Koosman Construction*	*2122 5th Ave NE*	*Lot 3 Block 1*	*Fox Hills Golf Estates*	*Single Family Home*	*$ -*	*$ 20.00*	*Card*
3440	*RENEW*	*August*	*8/4/2017*	*Koosman Construction*	*Koosman Construction*	*2202 5th Ave NE*	*Lot 3 Block 1*	*Fox Hills Golf Estates*	*Single Family Home*	*$ -*	*$ 20.00*	*Card*
3580	*RENEW*	*August*	*8/4/2017*	*Koosman Construction*	*Koosman Construction*	*2221 5th Ave NE*	*Lot 3 Block 1*	*Fox Hills Golf Estates*	*Single Family Home*	*$ -*	*$ 20.00*	*Card*
3582	*RENEW*	*August*	*8/4/2017*	*Koosman Construction*	*Koosman Construction*	*2210 5th Ave NE*	*Lot 3 Block 1*	*Fox Hills Golf Estates*	*Single Family Home*	*$ -*	*$ 20.00*	*Card*
3610	*RENEW*	*August*	*8/4/2017*	*Koosman Construction*	*Koosman Construction*	*2222 5th Ave NE*	*Lot 3 Block 1*	*Fox Hills Golf Estates*	*Single Family Home*	*$ -*	*$ 20.00*	*Card*
3921	Fence	August	8/4/2017	Christian Carter	Self	304 3rd St NW			Fence side and back yard	$ -	$ 25.00	Cash
3922	Building	August	8/9/2017	McKenzie County	Construction Engineers	201 5th St NW			Renovate/convert jail to new courtrooms, office space, and storage	$ 2,434,100.00	$ -	Waived per Curt
3923	Building	August	8/10/2017	Duane and Janice Boots	Self	201 6th St NE			Replace boards & metal on roof, 2 windows & some siding	$ 4,000.00	$ 93.00	Cash
3924	Fence	August	8/10/2017	Barry & Jacquelyne Schmahl	Self	509 5th St NE			Install fence in backyard	$ -	$ 25.00	Card
3925	Building	August	8/14/2017	Diana Wagner	Brysons Neat & Clean Construction	106 11th St SE			Remove & replace shingles on roof	$ 7,687.78	$ 144.63	Card
3926	Excavation	August	8/15/2017	City of Watford City	Northern Improvement Co	*WC*			Chip Seal 2017 project	$ -	$ 25.00	Card
3927	Building	August	8/15/2017	Erica Beard-Douglas	Tammy Reeves- "Hometown Homemade"	512 Main St N			Interior improvements	$ 2,000.00	$ 65.00	Check #4006
3928	Sign	August	8/15/2017	VIA Real Estate LLC	Rosenbaum Signs	3603 6th Ave NE		Hunters Run	Install pole sign and wall signage for Family Dollar	$ -	$ 100.00	Check #62256
3929	Sign	August	8/15/2017	VIA Real Estate LLC	Rosenbaum Signs	609 Main St S			Install pole sign and wall signage for Family Dollar	$ -	$ 100.00	Check #62256
3930	Excavation	August	8/15/2017	City of Watford City	Lupine Construction	125 3rd St SE			Excavation to repair sewer	$ -	$ 25.00	Card
3931	Building	August	8/16/2017	Heritage Park	Ed Estes	904 2nd Ave SW			Addition to pole building	$ 55,000.00	$ -	?
3932	Sign	August	8/16/2017	Erica Beard-Douglas	Tammy Reeves- "Hometown Homemade"	512 Main St N			Install signs on existing sign	$ -	$ 100.00	Check #4009
3933	Building	August	8/16/2017	Rollie and Judy Dahl	Diaz Concrete and Stone LLC	400 5th St NE			Concrete overlay for patio and stairway railing	$ 15,000.00	$ 247.00	Cash
3934	Building	August	8/21/2017	Ross and Tricia Sundeen	Sutton Homes	713 16th St NE			Siding, Windows, Shingles, 16x20 Shed, Paver Patio, Replace Pergula	$ 170,000.00	$ 1,470.00	Check #2420
3935	Fence	August	8/21/2017	Cheryl Renville	Bakken Fence	101 5th St NE			Fence	$ -	$ 25.00	Check #3481
3936	Fence	August	8/23/2017	Kyle Houston	Bakken Fence	3606 9th Ave NE		Hunters Run	Fence side and back yard	$ -	$ 25.00	Card
3937	Fence	August	8/23/2017	Scott Mctaggart	Bakken Fence	3314 10th Ave NE		Hunters Run	Fence side and back yard	$ -	$ 25.00	Card
3938	Fence	August	8/21/2017	Scott Mctaggart	Bakken Fence	3402 10th Ave NE		Hunters Run	Fence side and back yard	$ -	$ 25.00	Card
3939	Fence	August	8/21/2017	Lyman Black	Bakken Fence	3410 10th Ave NE		Hunters Run	Fence side and back yard	$ -	$ 25.00	Card
3940	Fence	August	8/23/2017	Lyman Black	Bakken Fence	3406 10th Ave NE		Hunters Run	Fence side and back yard	$ -	$ 25.00	Card
3941	Building	August	8/23/2017	Pheasant Townhomes /Kenny Dewan	JW Maintenance Services LLC	1121 S Pheasant Ridge Rd		Pheasant Ridge	Concrete driveway	$ 7,500.00	$ 142.00	Card
3942	Building	August	8/24/2017	Tammy Kalberer	Josh Mandler Builders LLC	1109 15th Ave SW			Kitchen Remodel	$ 80,000.00	$ 865.00	Check #1318
3766	*RENEW*	*August*	*8/29/2017*	*Doug & Sandi Sharp*	*Self*	*120 3rd St SW*			*Rebuild/replace walls, roof trusses, shingles, siding*	*$ -*	*$ 20.00*	*Credit*
3943	Building	August	8/31/2017	Watford Main Street Properties LLC	Lees General Contracting	232 & 236 Main St N			Repair roof	$ 27,000.00	$ 410.00	Check #1060 & 1061
3944	Building	August	8/30/2017	Candice Cox	The Woodshop	513 2nd St NE			Re-shingle house and garage with laminate shingles	$ 5,100.00	$ 108.40	Card
3945	Building	August	8/31/2017	Barry & Jacquelyne Schmahl	Vazquez Contracting LLP	509 5th St NE			Construct 28x28 Detached Garage	$ 33,970.72	$ 479.71	Card
3946	W&S Access	September	9/8/2017	McKenzie County Healthcare Systems	NAC Mechanical & Electrical Services	709 4th Ave NE			Install irrigation water line with 1" meter	$ -	$ 395.79	Card
3947	W&S Access	September	9/8/2017	McKenzie County Healthcare Systems	NAC Mechanical & Electrical Services	709 4th Ave NE			Install irrigation water line with 2" meter	$ -	$ 1,595.48	Card
3948	Fence	September	9/12/2017	Watford City Enterprises LLC	Steve Dube	Reagan Street		Watford City Courtyard	Install 1,000' fence along west boundary	$ -	$ 25.00	Cash
3949	Building	September	9/12/2017	WC Park LLC	Handyman Zane	101 Main St S			38'x7' covering over existing front porch entrance	$ 2,400.00	$ 70.60	Cash
3950	Building	September	9/18/2017	Warren Renbarger	Self	305 4th St NE			Re-shingle house with tin roofing	$ 6,000.00	$ 121.00	Cash
3951	Building	September	9/18/2017	Edwin and Beverly Olson	Self	716 Park Ave E			Remove and replace steel siding on garage	$ 6,000.00	$ 121.00	Check #1871
3952	Fence	September	9/19/2017	Michael Lee	Self	2521 2nd St NE		Dakota Ridge	Install 4' fence on north and south side of property	$ -	$ 25.00	Card
3953	Bldg & WS	September	9/19/2017	Ed Schilling - Rick Robinholt	RJR Site Management LLC	700 4th Ave NE			Interior & parking improvements for Giotto's Pizza	$ 30,000.00	$ 2,347.82	Check #1247
3954	Building	September	9/20/2017	Sanford Construction	Kringen Construction Inc	1500 6th Ave NE			Extend concrete parking lot and adding sidewalk	$ 8,000.00	$ 149.00	Card
3955	Fence	September	9/21/2017	Paul and Sandi Wisness	Hanson Masonry	209 3rd St NE			Construct concrete wall/fence along back yard property line	$ -	$ 25.00	Cash
3956	Excavation	September	9/21/2017	City of Watford City	DW Excavating Inc	*near* 202 25th Ave NE			Lower a fire hydrant	$ -	$ -	Fee Waived
3957	Building	September	9/21/2017	Robert and Samantha Kaloustian	Self	712 2nd Ave SE			12'x16' Shed	$ 2,425.25	$ 70.95	Card
3958	Building	September	9/25/2017	Watford City Municipal Airport/ First International Bank & Trust		300 12th St NE			15'x20' covered pass-through between exisiting hangars	$ 15,000.00	$ 247.00	Card
3959	Fence	September	9/25/117	Ryan & Sara Fitzpatrick	Self	2217 5th Ave NE			Install fence in back yard	$ -	$ 25.00	Check
3960	Excavation	September	9/25/2017	VIA Real Estate LLC	KDW Construction	609 Main St S			Excavation to connect water and sewer service	$ 10,000.00	$ 50.00	Cash

2017
PERMIT RECORDS

Permit #	Type	Month	Issue Date	Property Owner	Contractor	Project Address	Lot / Block	Parcel # / Subdivision	Description of Work	Value	Permit Fee	Payment
3961	Excavation	September	9/25/2017	VIA Real Estate LLC	KDW Construction	3603 6th Ave NE	155	Hunters Run	Excavation to install water and sewer service /main	$ 10,000.00	$ 50.00	Cash
3962	Fence	September	9/28/2017	Farmers Union Oil Company	Dakota Fence Company	501 6th Ave SE		Cenex	Install fence along back parking lot	$ -	$ 25.00	Check #32001
3963	Demolition	September	9/28/2017	Watford City Park District	Construction Engineers	Veterans Park			Remove sidewalks, stairs, landscaping, lighting, and old buried pool	$ -	$ -	Fee Waived
3964	Sign	September	9/28/2017	Lund Oil Inc	Rose City Sign	3408 4th Ave NE		Hunters Run	Install new pole sign and signage to exterior of building	$ -	$ 100.00	Check #12673
3965	Building	September	9/29/2017	TREI WCMST Holdings LLC	Watford City Karate & MMA	360 Main St N			Interior Tenant Improvements	$ 5,000.00	$ 107.00	Card
3966	Building	September	9/29/2017	Neal Shipman	SW Williams & Son Construction	512 3rd St NW			Repair shingles on roof due to hail damage	$ -	$ 20.00	Check #13008
3967	Building	October	10/4/2017	John Heggen Family Trust	Tofte Brothers Construction, Inc.	805 Main St. South		11-00-08700	Re-shingle Heggen Equipment Building	$ 258,000.00	$ 2,042.00	Check #26922
3968	Building	October	10/5/2017	Jim & Elva Lou Johnston	Goodon Buildings	3613 17th Ave NE			Construct 42' x 60' pole building	$ 46,500.00	$ 605.00	Check #14704
3969	Building	October	10/6/2017	Alexis Sanford	Sanford Construction	317 Park Ave W			Shingle roof	$ 4,500.00	$ 100.00	Check #2651
3970	Fence	October	10/9/2017	Ray Morken	Self	1008 5th Ave SE			install 6' wooden fence	$ -	$ 25.00	cash
3971	Building	October	10/10/2017	McKenzie County Soil Conservation	Goodon Buildings	624 Hwy 1806 W			Build 120'x80' storage bldg - pole building	$ 415,968.00	$ 3,068.79	Check #10840
3972	Building	October	10/11/2017	Christian Jones	Integrity Construction	1013 5th Ave SE			Building a 10x16 deck	$ 2,600.00	$ 73.40	Check #1699
3973	Building	October	10/11/2017	Wayne & Rita Olson	Goodon Buildings	1213 14th Ave SW			Construct 42' x 72' pole building	$ 53,900.00	$ 669.25	Check #5133
3974	Bldg & WS	October	10/13/2017	Shangchang Development LLC	JW Maintenance Services LLC	1526 Emerald Ridge Rd		Emerald Ridge	36 Unit Modular Apartment Building	$ 3,600,000.00	$ 184,475.00	Invoice #2010 6/2015
3975	Bldg & WS	October	10/13/2017	Shangchang Development LLC	JW Maintenance Services LLC	1510 Emerald Ridge Rd		Emerald Ridge	36 Unit Modular Apartment Building	$ 3,600,000.00	$ 184,475.00	Invoice #2010 6/2015
3976	Bldg & WS	October	10/13/2017	Shangchang Development LLC	JW Maintenance Services LLC	1518 Emerald Ridge Rd		Emerald Ridge	36 Unit Modular Apartment Building	$ 3,600,000.00	$ 184,475.00	Invoice #2010 6/2015
3977	Building	October	10/13/2017	City Bar Steve Brenno	Hanson Masonry	117 Main St N			Construct dumpster enclosure in back parking lot/alley	$ 6,200.00	$ 123.80	Check #2289
3978	Building	October	10/13/2017	Konell & Judy Rhone	Self	609 Park Ave W			Construct 12' x 24' screen enclosure around existing back deck	$ 2,000.00	$ 70.00	Check #14085
3979	Excavation	October	10/13/2017	McKenzie County Healthcare Systems	DW Excavating Inc	705 4th Ave NE			Install new hydrant	$ 5,000.00	$ 25.00	Check #103938
3980	Building	October	10/16/2017	Ed Schilke	Goulet Construction	304 7th St NE			Remove and replace shingles on roof of house	$ 9,000.00	$ 163.00	Check #1393
3981	Building	October	10/16/2017	Lance Madsen	Self	100 4th St SW			Construct 14' x 16' Shed in backyard	$ 2,500.00	$ 72.00	Card
3982	Excavation	October	10/18/2017	McKenzie County Healthcare Systems	DW Excavating Inc	709 4th Ave NE			Excavation to lower fire hydrant lead line and install 8" & 6" gate valves	$ 5,000.00	$ 25.00	Card
3983	Building	October	10/19/2017	Bakken Communities, LLC	Energy Real Estate Solutions	3506 7th Ave NE	Lot 124	Hunters Run	interior improvements to replace insulation, sheet rock, flooring, & appliances	$ 220,000.00	$ 1,795.00	Check #346
3984	Building	October	10/20/2017	Marie Braaten	Vazquez Contracting LLP	104 4th Ave SE			Construct 36' x 41' concrete parking area and driveway	$ 16,000.00	$ 261.00	Card
3985	Moving	October	10/23/2017	RJR Enterprises LLC	NWS Inc	304 16th Ave SW	Lot 1	Prairie View RV Park	Moving SF Single-wide Mobile Home onto lot	$ -	$ 150.00	Card
3986	Moving	October	10/23/2017	RJR Enterprises LLC	NWS Inc	304 16th Ave SW	Lot 2	Prairie View RV Park	Moving SF Single-wide Mobile Home onto lot	$ -	$ 150.00	Card
3987	Moving	October	10/23/2017	RJR Enterprises LLC	NWS Inc	304 16th Ave SW	Lot 3	Prairie View RV Park	Moving SF Single-wide Mobile Home onto lot	$ -	$ 150.00	Card
3988	Moving	October	10/23/2017	RJR Enterprises LLC	NWS Inc	304 16th Ave SW	Lot 19	Prairie View RV Park	Moving SF Single-wide Mobile Home onto lot	$ -	$ 150.00	Card
3989	Moving	October	10/23/2017	RJR Enterprises LLC	NWS Inc	304 16th Ave SW	Lot 20	Prairie View RV Park	Moving SF Single-wide Mobile Home onto lot	$ -	$ 150.00	Card
3990	Moving	October	10/23/2017	RJR Enterprises LLC	NWS Inc	304 16th Ave SW	Lot 21	Prairie View RV Park	Moving SF Single-wide Mobile Home onto lot	$ -	$ 150.00	Card
3991	Building	October	10/23/2017	Noreen Wollan	Michael Normile	216 4th St NE			Install new steel siding, windows, doors, facia, and soffits on house	$ 72,100.00	$ 805.75	Check #1466
3992	Building	October	10/24/2017	Gary Ramage	Sanford Construction	304 6th Ave NE			Replace 4 windows, storm door, refinish front door	$ 5,000.00	$ 107.00	Card
3993	Building	October	10/25/2017	Rich Christensen	Finish Dynamics	305 3rd St NE			Remove and replace shingles on roof of house	$ 9,000.00	$ 163.00	Check #3618
3994	Building	October	10/25/2017	Dale and Debra Bahnmaier	Self	2713 2nd St NE	Lot 8 Block 1	Dakota Ridge	Construct new 12' x 16' deck on back of house	$ 2,400.00	$ 70.60	Check #2270

2016 - 2017
REVIEW

October
10/25/2017

2016	
Month	**# of Permits Issued**
January	38
February	17
March	31
April	33
May	37
June	43
July	13
August	19
September	34
October	33
November	7
December	4
2016 TOTAL	**309**
AUGUST YTD	**231**

2016		
Month	**Value**	
January	$	2,043,696.31
February	$	24,216.18
March	$	393,345.30
April	$	1,294,386.40
May	$	96,183,199.57
June	$	485,682.59
July	$	304,776.56
August	$	4,272,617.00
September	$	1,477,103.50
October	$	30,092,193.91
November	$	2,575,579.84
December	$	9,868,074.02
2016 TOTAL	**$**	**149,014,871.18**
AUGUST YTD	**$**	**105,001,919.91**

2016 Residential Permits			
Type	**# of Units**	**# of Buildings**	**Value**
Single Family Home	11	11	$ 3,496,262.76
Duplex	0	0	$ -
Apartment 3-4 Units	74		*added below*
Apartment 5+ Units	3	1	$ 9,695,074.02
2016 TOTAL	88	12	$ 13,191,336.78
	Units	Buildings	Value

2017	
Month	**# of Permits Issued**
January	9
February	5
March	20
April	19
May	34
June	46
July	17
August	36
September	21
October	28
November	
December	
2017 YTD	**235**

2017		
Month	**Value**	
January	$	25,400.00
February	$	25,000.00
March	$	128,770.00
April	$	331,740.91
May	$	2,441,145.00
June	$	3,746,176.06
July	$	95,552.00
August	$	2,879,158.50
September	$	94,825.25
October	$	11,935,668.00
November		
December		
2017 YTD	**$**	**21,703,435.72**

2017 Residential Permits			
Type	**# of Units**	**# of Buildings**	**Value**
Single Family Home	0	0	$ -
Duplex	0	0	$ -
Apartment 3-4 Units	0	0	$ -
Apartment 5+ Units	103	3	$ 10,800,000.00
2017 YTD	0	0	$ -
	Units	Buildings	Value
SEPTEMBER	0	0	$ -
	Units	Buildings	Value
OCTOBER	103	3	$ 10,800,000.00
	Units	Buildings	Value

YTD: Year To Date

City of Watford City
213 2nd St. NE
Po Box 494
Watford City, ND 58854
Ph. 701-444-2533
Fax 701-444-3004
watford.mckenziecounty.net

2017

MEETING DATES AND DEADLINES

The regularly scheduled Planning and Zoning Commission Meetings are held on the LAST MONDAY of each month at 6:00 PM at City Hall in the Heritage Room. The regularly scheduled City Council Meetings are held the FIRST MONDAY of each month at 6:00 PM at City Hall in the Heritage Room.

The Planning and Zoning submittal deadline dates allow Planning Staff time to process applications prior to submitting Public Hearing Advertisements (Legal Notices) to the *McKenzie County Farmer* newspaper the following day by noon. The Public Hearing items will appear in the Legal section of the *McKenzie County Farmer* on the following 2 Wednesdays. These deadline dates are subject to change as the newspaper may require the notices to be submitted earlier due to holidays.

***** All of the following dates may be subject to change due to holidays or other circumstances:

PLANNING & ZONING SUBMITTAL DEADLINE	PLANNING & ZONING COMMISSION MEETING	CITY COUNCIL MEETING
Wednesday December 7, 2016	Tuesday December 27, 2016	Tuesday January 3, 2017
Wednesday January 11, 2017	Monday January 30, 2017	Monday February 6, 2017
Wednesday February 8, 2017	Monday February 27, 2017	Monday March 6, 2017
Wednesday March 8, 2017	Monday March 27, 2017	Monday April 3, 2017
Wednesday April 5, 2017	Monday April 24, 2017	Monday May 1, 2017
Wednesday May 10, 2017	Tuesday May 30, 2017*	Monday June 5, 2017
Wednesday June 7, 2017	Monday June 26, 2017	Monday July 3, 2017
Wednesday July 12, 2017	Monday July 31, 2017	Monday August 7, 2017
Wednesday August 9, 2017	Monday August 28, 2017	Tuesday September 5, 2017*
Wednesday September 6, 2017	Monday September 25, 2017	Monday October 2, 2017
Wednesday October 11, 2017	Monday October, 30 2017	Monday November 6, 2017
Wednesday November 8, 2017	Monday November 27, 2017	Monday December 4, 2017
Wednesday December 6, 2017	Tuesday December 26, 2017*	Tuesday January 2, 2018*

***Possible changes due to Holidays**

City of Watford City
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2018

MEETING DATES AND DEADLINES

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PLANNING & ZONING SUBMITTAL DEADLINE	PLANNING & ZONING COMMISSION MEETING	CITY COUNCIL MEETING
Wednesday December 6, 2017	Tuesday December 26, 2017*	Tuesday January 2, 2018*
Wednesday January 10, 2018	Monday January 29, 2018	Monday February 5, 2018
Wednesday February 7, 2018	Monday February 26, 2018	Monday March 5, 2018
Wednesday March 7, 2018	Monday March 26, 2018	Monday April 2, 2018
Wednesday April 11, 2018	Monday April 30, 2018	Monday May 7, 2018
Wednesday May 9, 2018	Tuesday May 29, 2017*	Monday June 4, 2018
Wednesday June 6, 2018	Monday June 25, 2018	Monday July 2, 2018
Wednesday July 11, 2018	Monday July 30, 2018	Monday August 6, 2018
Wednesday August 8, 2018	Monday August 27, 2018	Tuesday September 4, 2018*
Wednesday September 5, 2018	Monday September 24, 2018	Monday October 1, 2018
Wednesday October 10, 2018	Monday October, 29 2018	Monday November 5, 2018
Wednesday November 7, 2018	Monday November 26, 2018	Monday December 3, 2018
Wednesday December 12, 2018	Monday December 31, 2018	Monday January 7, 2019

*Possible changes due to Holidays