



PLANNING AND ZONING COMMISSION MEETING AGENDA

Wednesday, January 08, 2025 at 7:10 AM
City Hall – 38 1st Street West Dickinson, ND 58601

Commissioners:

Chairman: Jason Fridrich

Vice Chairman: Scott Bullinger

Dean Franchuk

Zach Keller

Troy Bosch

Val Decker

Rick Haugen

Aaron Johansen

Mike Schwab

CALL TO ORDER

ROLL CALL

OPENING CEREMONIES: PLEDGE OF ALLEGIANCE

1. ORDER OF BUSINESS:

2. MINUTES

A. DECEMBER 11, 2024 MINUTES

3. REGULAR AGENDA:

A. RENAISSANCE ZONE APPLICATION (REN-001-2025)- *Presented by City/County Planner, Steve Josephson*

To consider a request for a Renaissance Zone Project at a property with the address of 257 1st Street East, legally described as Lots 10, 11, and 12, Block 9, Original Plat.

4. PUBLIC ISSUES OF CONCERN NOT ON AGENDA

5. ITEMS NOT ON AGENDA

6. WORK SESSION

7. ADJOURNMENT

Link for viewing Planning and Zoning Commission Meeting:

<https://www.dickinsongov.com/meetings>

This link will not be live until approximately 7:05 a.m. on January 8, 2025.

Teams Meeting: <https://tinyurl.com/PZ-01-08-2025-Teams>

Meeting ID: 278 121 576 840 | **Meeting Passcode:** Rm2Di2Gs

Teams Phone #: +1 701-506-0320 | **Local Phone #:** 701-456-7006

Phone Conference ID: 825 410 314#

Persons desiring to attend the meeting who require special accommodations are asked to contact the City Administrator by the Friday preceding the meeting.



PLANNING AND ZONING COMMISSION MEETING MINUTES

Wednesday, December 11, 2024 at 7:10 AM
City Hall – 38 1st Street West Dickinson, ND 58601

Commissioners:

Chairman: Jason Fridrich
Vice Chairman: Scott Bullinger
Dean Franchuk
Zack Keller
Troy Bosch
Val Decker
Rick Haugen
Aaron Johansen
Mike Schwab

CALL TO ORDER

ROLL CALL

PRESENT

Chairman Jason Fridrich
Vice Chairman Scott Bullinger
Commissioner Dean Franchuk
Commissioner Aaron Johansen
Commissioner Richard Haugen
Commissioner Val Decker

ABSENT

Commissioner Mike Schwab
Commissioner Troy Bosch
Commissioner Zach Keller

OPENING CEREMONIES: PLEDGE OF ALLEGIANCE

1. ORDER OF BUSINESS:

Motion to approve order of business as presented.

Motion made by Vice Chairman Bullinger, Seconded by Commissioner Decker.

Voting Yea: Chairman Fridrich, Vice Chairman Bullinger, Commissioner Franchuk, Commissioner Johansen, Commissioner Haugen, Commissioner Decker

2. MINUTES

A. NOVEMBER 13TH, 2024 MINUTES

Motion to approve minutes as presented.

Motion made by Commissioner Haugen, Seconded by Commissioner Johansen.

Voting Yea: Chairman Fridrich, Vice Chairman Bullinger, Commissioner Franchuk,

Commissioner Johansen, Commissioner Haugen, Commissioner Decker

3. REGULAR AGENDA:

A. REZONING (REZ-007-2024) - Presented by City Planner, Natalie Birchak

To consider a Zoning Map Amendment from Rural Residential (RR) to Low-Density Residential (R-1) for the South 207.04 feet of a property legally described as Lot 9 in Block 1 of the Southfork Acres 2nd Subdivision in the SW $\frac{1}{4}$ of the SE $\frac{1}{4}$ of Section 16, Township 139 North, Range 96 West, located in the City of Dickinson's ETZ. The site consists of +/- 1.30 acres.

City Planner, Natalie Birchak presents the zoning request. She explains this rezone is to match the zoning district to the west. There is an accompanying minor subdivision request that will follow this. Staff recommends approval. She says the applicant will be building a garage on the back lot.

Andrew Schrank, Highlands Engineering, is representing the applicant. He states the owner to the west has purchased lot 9 for the purpose of building a shop, but due to city code, he will need to combine the lots first. He adds that the reason they selected R1 rather than RR is that the current residence is too close to 7th Ave to meet the RR setback requirements. He says the applicant will be selling the other two lots.

Chairman Fridrich opens the public hearing. There being no comment the hearing is closed.

Motion to recommend approval made by Commissioner Decker, Seconded by Commissioner Franchuk.

Voting Yea: Chairman Fridrich, Vice Chairman Bullinger, Commissioner Franchuk, Commissioner Johansen, Commissioner Haugen, Commissioner Decker

B. FINAL MINOR PLAT (FLP-020-2024) - Presented by City Planner, Natalie Birchak

To consider a Minor Subdivision Plat for the Meduna 1st Subdivision located in the SW $\frac{1}{4}$ of the SE $\frac{1}{4}$ of Section 16, Township 139 North, Range 96 West, located in the City of Dickinson's ETZ. The site consists of +/- 6.08 acres.

Ms. Birchak presents the minor plat request. This is the accompanying plat to the prior rezone request. She states that the purpose is to combine the lots to build a detached shop. Staff recommends approval.

Chairman Fridrich opens the public hearing. There being no comment the hearing is closed.

Motion to recommend approval made by Commissioner Johansen, Seconded by Vice Chairman Bullinger.

Voting Yea: Chairman Fridrich, Vice Chairman Bullinger, Commissioner Franchuk, Commissioner Johansen, Commissioner Haugen, Commissioner Decker

4. PUBLIC ISSUES OF CONCERN NOT ON AGENDA
5. ITEMS NOT ON AGENDA
6. WORK SESSION
7. ADJOURNMENT

Motion made by Commissioner Decker, Seconded by Commissioner Haugen.

Voting Yea: Chairman Fridrich, Vice Chairman Bullinger, Commissioner Franchuk,
Commissioner Johansen, Commissioner Haugen, Commissioner Decker



RENAISSANCE ZONE PROJECT APPLICATION

Section 3. Item A.

CITY OF DICKINSON, NORTH DAKOTA
COMMUNITY DEVELOPMENT DEPARTMENT

To receive City of Dickinson approval on zone projects, the following information must be submitted .

1. Type of project
 Business Residential Utility Infrastructure Project (UIP)

2. If this is a UIP, project is the applicant a Renaissance Zone project? Yes No

a. To be considered a Renaissance Zone project, the project would need to take place in the Renaissance Zone and be a utility company.

b. If this is a property owner affected by a UIP not participating in a Renaissance Zone project, is the property owner in the Renaissance Zone? Yes No

3. Applicant Information

Name of applicant(s) or business name
 Jessica Landis

If business, type of entity (Provide a copy of the Certificate of Good Standing from Tax Department)
 requested 11/2/24

Address and renaissance zone block number as it appears in the development plan property listings.

Address 257 1st ST E	City Dickinson	Renaissance Zone Block 3
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4. For residential projects provide evidence that the home purchased is the taxpayer's primary residence.

5. Project Type

a. Purchase (to include new construction)

b. Purchase with major improvements

c. Lease

i. What type of lease?
 New Expansion Continuation of a Lease Leasehold Improvement

If this an expansion, what is the additional square feet of the expansion? _____

ii. If it is a lease project, does it involve the relocation of a business from one location in the city to the Renaissance Zone or from one zone property to another zone property? Yes No

d. Rehabilitation

i. Commercial 50% or more of the true and full value
 Or

ii. Commercial 75% or more of the true and full value
 Or

iii. Residential 20% of the true and full value

iv. Current true and full value \$ 366,900

v. For **rehabilitation** projects, provide a narrative of the work and the estimated costs.

	Narrative of Work to be done	Estimated Cost
	exterior painting, replacement of siding	\$47,320
	exterior overhang	\$2,175
	exterior signage	\$15, 975.44
	interior remodel- addition of 7 offices	\$103,143

vi. What is the term (in months) sought for benefits related to this project? 60 months

7. For projects other than the purchase (includes new construction) or rehabilitation of a single-family home and historical preservation and renovation, describe how the overall benefit(s) of the project to the community meets or exceeds the financial and tax benefit to the businesses or investor. Any impact of the project on historic properties, anticipated tenant mix, the current building valuation, the estimated building valuation upon completion of project. Midwest Therapy Center is dedicated to providing essential mental health services to our community and the surrounding local counties. As we strive to meet the increasing demand for our services, we have encountered significant challenges related to our current operational capacity. With a growing list of individuals seeking assistance, it has become clear that we need to increase our operational footprint to better serve our community. By remodeling a current existing property, we are able to focus on expanding our services to lessen overall mental health waitlists and improve our variety of services offered.

8. Provide the estimated state and local tax benefit to the taxpayer for five years (applies to all projects).

Total State tax benefit for five years \$ _____

Total Property tax benefit for five years \$ _____

Total Non-participating owner tax credit \$ _____

9. Zone Authority and City Documentation:

Date of approval or conditional approval _____

Provide a copy of minutes or other supporting documentation that indicates the formal approval by the approving entity.

10. Identify from the Development Plan the specific criteria used to approve the project remodel with purchase agreement in place.

11. Evidence that the taxpayer is current on state taxes. **(Taxpayers can contact the Office of State Tax Commissioner to receive a Certificate of Good Standing. This request must indicate that it is for a Renaissance Zone Project.)** See Appendix E.

Letter of Good Standing Attached? Yes No

12. Expected date of occupancy or project completion 4/1/25

ADDITIONAL DOCUMENTATION:

- For rehabilitation or new construction please include building plans or renderings.
- Narrative discussing why the applicant wants to participate in this program and what is expected from such participation.
- List of project funding sources, both public and private.

Printed Name Jessica Landis	Title 11/2/24
Signature 	Date 11/2/24

Please email completed application to: sylvia.miller@dickinsongov.com

Renaissance Program
12/5/24

Hello! My name is Jessica Landis. I am the owner of Midwest Therapy Center, located in Dickinson, North Dakota. I am applying to the renaissance program offered in Stark County for a rehabilitation project of 257 1st ST E, Dickinson ND.

Midwest Therapy Center is dedicated to providing essential mental health services to our community and the surrounding local counties. As we strive to meet the increasing demand for our services, we have encountered significant challenges related to our current operational capacity.

At present, we are limited by the constraints of our small rental space, which does not allow for any additional growth. This lack of space is critically hindering our ability to hire additional staff and expand our services, ultimately leading to prolonged wait times for those in need of mental health support. With a growing list of individuals seeking assistance, it has become clear that we need to increase our operational footprint to better serve our community.

To directly address the limits to our space and need for additional services, I am reaching out to seek additional funding to support this endeavor in acquiring a more suitable building that would provide the necessary space to enhance our behavioral health services. With adequate funding, we could not only relieve our current situation but also implement a wider array of services to better support those struggling with mental health challenges. The demand for behavioral health services continues to rise, and we are committed to meeting this need in the most effective way possible. By investing in this project, we can ensure more individuals receive the care they need, when they need it, without the burden of lengthy wait times.

I have attached the itemized list of bids I have received to remodel the current space I am in contract to purchase in January 2025. The building in total is 5,200 square feet and 3 units. 2,600 square feet (1 unit) of the building would be remodeled from 2 offices and an open space to 8 offices, a conference, and lobby. With the new offices, doors, walls, tape, texture, paint, flooring, electric and HVAC would need to be re-established. There are 2 bathrooms in the space that will remain in their current location. The other half of the building will remain as is with the current renters. One of the tenants has been there around 20 years in a salon. The middle unit is a Mel's Attic that currently serves as a thrift store. On the exterior, the east side of the building would become the main entrance due to the bathrooms being located near this door. There is a small area on the east side that would have updated siding. The top metal portion would be replaced and updated, along with updated signage. The stone would remain but would be painted or lime-washed.

- Cost estimate attached: \$152,638
- Building current evaluation per Dickinson City Assessor: \$366,900
- Estimated Valuation per my bank loan: \$719,000
- Property is not a designated historical property and was built in 1978.

- Annual Property Tax: 5,473.91
- Potential tax savings over a 5 year period: \$27,369.55

I have applied to the Stark County Development corporation revitalization grant program seeking half of the interior bid, totaling \$50,000 approved. The exterior portion is broken up into two halves per street facing side; I have currently been approved for \$25,000; in total \$75,000 upon approved items once complete.

I am currently under contract to purchase a building in Dickinson North Dakota with a tentative closing date of January 31. The renovation project would take place in February and is estimated to be completed in 60-90 days. The property will be purchased under my new LLC, JT Holdings. Midwest Therapy Center will rent a portion of the building.

This project has been important to my goal of improving mental health services and accessibility in rural areas. This will take private and public investment due to the increase need for mental health services. The revitalization of downtown will provide accessibility and convenience for all individuals seeking services for mental health. The zone goals of redevelopment and investment are met by providing additional community mental health services which will contribute to the overall revitalization efforts.

Thank you for your time and consideration. If you have any further questions, don't hesitate to reach out!

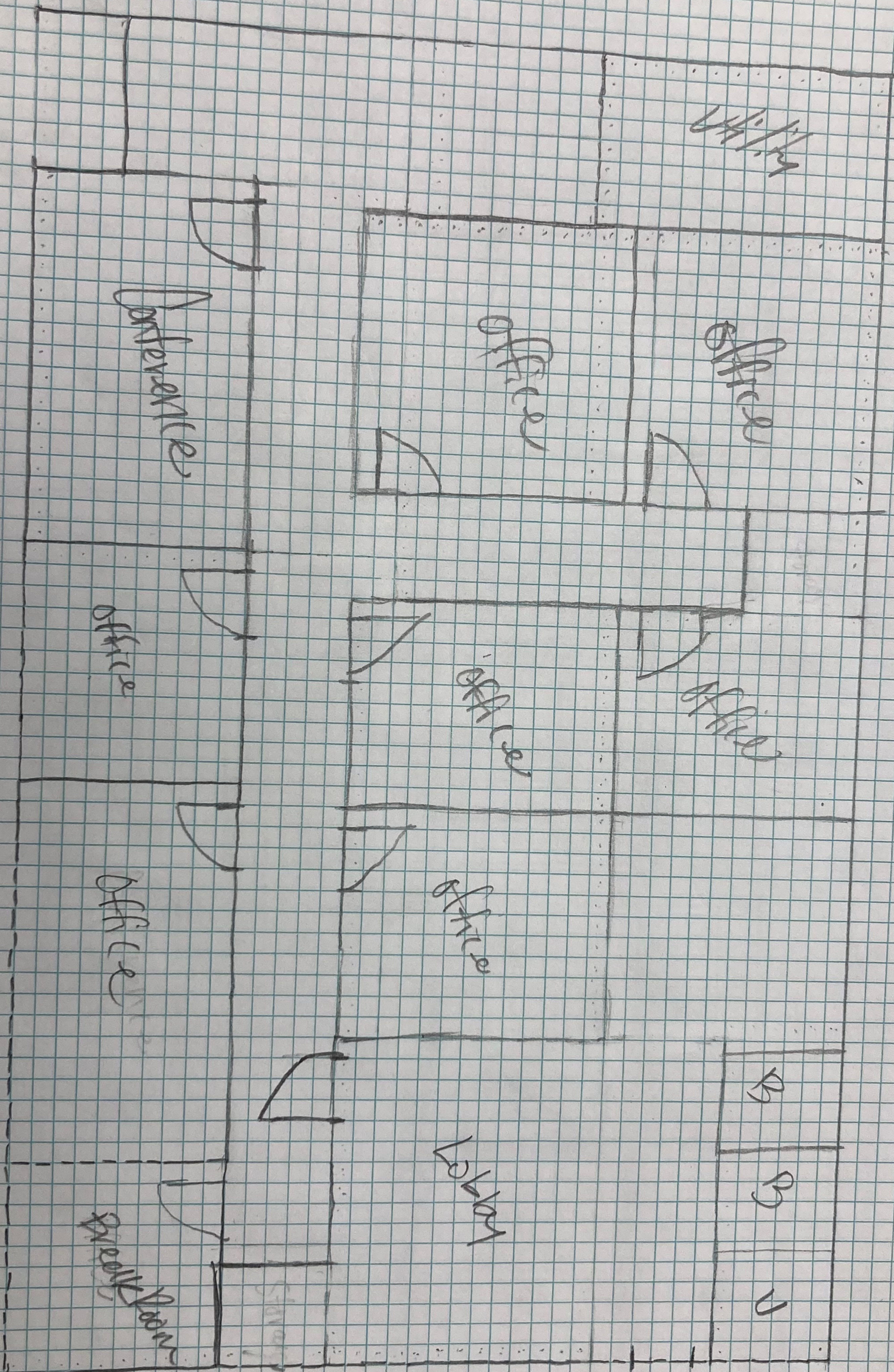
Jessica Landis

Additional Information

 *Rattle
and Roll*
BABY BOUTIQUE

 *Rattle
and Roll*
BABY BOUTIQUE

STEFFAN'S
SAW - BIKE
SALES & SERVICE





STATE OF NORTH DAKOTA
OFFICE OF STATE TAX COMMISSIONER
BRIAN KROSHUS, COMMISSIONER

Ref: L0369933440

December 27, 2024

JESSICA M. LANDIS
11988 35TH ST SW
DICKINSON ND 58601-9755

RE: Renaissance Zone Certificate Of Good Standing, State Income And Sales Taxes Only
JT HOLDINGS LLC

This letter is evidence of good standing as required by the North Dakota Division of Community Services for purposes of obtaining final approval of a renaissance zone project.

As of the date of this letter, the records in the North Dakota Office of State Tax Commissioner do not show probable cause to believe that any income taxes (including income tax withheld from wages) or sales and use taxes are due and owing to the State of North Dakota by the following taxpayer:

Taxpayer's Name: JESSICA M. LANDIS
SSN or FEIN: ***-**-0094
JT HOLDINGS LLC

This letter must be submitted (as part of the zone project application) to the local zone authority for the renaissance zone in which the proposed zone project will be located. Please keep a copy of this letter for your records.

Liliya Montgomery

Liliya Montgomery
Supervisor, Individual Income Tax and Passthrough Entities
Phone: 701-328-1296
Email: lmontgomery@nd.gov



**PIZZA HUT RENAISSANCE
ZONE staff report**

To: City of Dickinson Planning and Zoning Commission
From: City of Dickinson Community Services Department
Date: December 31, 2025
Re: **REN-001-2025 Jessica Landis Purchase with Rehabilitation Renaissance Zone Project**

APPLICANT

Jessica Landis
 257 1st Street East
 Dickinson ND 58601
 Phone: 701-260-77598
jesslandis.21@gmail.com

Public Hearing	January 8, 2025	Planning and Zoning Commission
Final Consideration	January 14, 2025	City Commission

EXECUTIVE SUMMARY

Location

The subject property is located at 257 1st Street East in the City of Dickinson, and it is legally described as Lots 10, 11, and 12, Block 9, Original Plat.

Request

The applicant is requesting a five-year real estate tax exemption and a five-year income tax exemption for a purchase with new construction project on Block 3 of the City of Dickinson’s Renaissance Zone. The applicant describes her project as follows:

- purchase a property with a 5,200 square foot building;
- convert 2,600 square feet of the existing building into office space;
- update the existing electrical HVAC systems; and
- relocate her existing business to that location.

The applicant has submitted a completed application and is compliant with application requirements.

The applicant estimates the project investment amount is \$710,000. The anticipated cost of improvements is approximately \$170,000

The City of Dickinson City Assessor indicates the current true and full value of the property is \$366,900.

The applicant estimates the total property tax benefit for five years would be \$27,400.

Community Development Staff recommends APPROVAL.

LOCATION

The subject property has an address of 257 1st Street East and it is legally described as Lots 10, 11, and 12, Block 9, Original Plat. The subject lot is zoned General Commercial (GC). The proposed office is a permitted use in the GC zoning district. The subject lot is also located in the Corridor Overlay District.

CURRENT ZONING	General Commercial
FUTURE LAND USE MAP DESIGNATION	COMMERCIAL
GROSS SITE ACREAGE	0.24
LOTS PROPOSED	n/a

NEARBY ZONING & LAND USE		
Direction	Zoning	Land Use
North	General Commercial	Retail use
East	General Commercial	Retail use
South	General Commercial	Retail use
West	General Commercial	Retail use

STAFF ANALYSIS

Staff of the North Dakota Department of Commerce have reviewed this project and have confirmed this is considered an allowable Renaissance Zone project.

According to the City of Dickinson's Renaissance Zone Development Plan, as amended effective January 2024, the site of the project is located within the City's Renaissance Zone, and it is listed in the Plan's Property Inventory.

The proposed project is consistent with the following goals of the City's Renaissance Zone Plan:

To gain at least 3 improved structures or new businesses in the Renaissance Zone a year.

This is the third Renaissance Zone project submitted to the City in 2024.

The proposed project is consistent with the following objective of the City Renaissance Zone Plan:

Foster a culture of progressiveness and change while recognizing the traditions and history of the area.

Chapter VI of the Development Plan "Renaissance Zone Project Selection Minimum Criteria" contains the following :

- To be eligible for a purchase exemption as defined by State law, a property purchased within the Zone must need rehabilitation as identified by the City and the new owner must commit to improving the property.

According to the Property Inventory found in Attachment D of the City's Renaissance Zone Development Plan, the property is identified as a potential project site. Additionally, the applicant has committed to spend approximately \$170,000 to renovate the existing building.

Consistency with the Comprehensive Plan

The proposed project is consistent with Policy 1.1. of Chapter 3 of the City of Dickinson Comprehensive Plan, which states the City shall actively promote the Renaissance Zone. The project is also consistent with Comprehensive Plan Policy 1.4 of Chapter 3, which states the City shall provide technical assistance with Renaissance Zone applications.

PUBLIC COMMENT AND STAFF RECOMMENDATION

Public Input: As of the date of this report, City staff has not received any public comments.

Staff Recommendation: The City Development Team staff recommends **approval** of this renaissance zone project petition.

MOTIONS:

*****Approval*****

*"I move the City of Dickinson Planning and Zoning Commission recommend Approval of **REN-001-2025 The Jessica Landis Purchase with Rehabilitation** project as being consistent with City of Dickinson Renaissance Zone Development Plan, as well as being the compliant with the City of Dickinson Comprehensive Plan and also being in the interest of the public health, safety and welfare."*

*****Denial*****

*"I move the Dickinson Planning and Zoning Commission recommend Denial of **REN-001-2025 The Jessica Landis Purchase with Rehabilitation** project as NOT being consistent with City of Dickinson Renaissance Zone Development Plan, as Not being compliant with the City of Dickinson Comprehensive Plan and as being contrary to interest of the public health, safety and welfare."*