



# PLANNING AND ZONING COMMISSION MEETING AGENDA

Wednesday, December 20, 2023 at 7:10 AM  
City Hall – 38 1st Street West Dickinson, ND 58601

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## Commissioners:

**Chairman:** Jason Fridrich

**Vice Chairman:** Scott Bullinger

Dean Franchuk

Jo Marie Kadrmas

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.](#) November 15th, 2023 Minutes presented for approval.

### 3. REGULAR AGENDA:

[A.](#) **REZONE (REZ-006-2023)** - Presented by: City Planner, Matthew Galibert

To consider a Zoning Map Amendment from Community Commercial to Public for a property legally described as Block 1 of the of the Highway Department Addition, The City of Dickinson, Stark County, North Dakota. This property is located in the City of Dickinson.

[B.](#) **SPECIAL USE PERMIT (SUP-005-2023)** - Presented by: City Planner Matthew Galibert

To consider a Special Use Permit to allow for a maintenance facility in the Public (P) zoning district. The property is legally described as Block 1 of the Highway Department Addition, The City of Dickinson, Stark County, North Dakota. This property is located in the City of Dickinson.

**C. RENAISSANCE ZONE DEVELOPMENT PLAN AMENDMENTS** - Presented by:

*City/County Planner, Steve Josephson*

A public hearing to consider amendments to Chapter VI of the City of Dickinson Renaissance Development Plan regarding the exemption period for residential rehabilitation projects and commercial projects, the percentage of investment for commercial projects, and ability of properties that previously received Renaissance Zone benefits to become eligible for additional benefits.

**4. PUBLIC ISSUES OF CONCERN NOT ON AGENDA**

**5. ITEMS NOT ON AGENDA**

**6. WORK SESSION**

**A. ENTRANCE SIGNS** - Presented by: Assistant City Engineer, Loretta Marshik

**B. PLANNING DEPARTMENT MONTHLY REPORT** - Presented by: City Planner,  
*Matthew Galibert*

**7. ADJOURNMENT**

**Link for viewing Planning & Zoning Meeting:**

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

**Teams Meeting:** <https://tinyurl.com/PZ-12-20-2023-Teams>

**Meeting ID:** 219 198 129 652

**Meeting Passcode:** WZq8Dv

**Teams Phone #:** +1 701-506-0320

**Phone Conference ID:** 712 074 399#

**Local Phone #:** 701-456-7006



# PLANNING AND ZONING COMMISSION MEETING MINUTES

Wednesday, November 15, 2023 at 7:10 AM  
City Hall – 38 1st Street West Dickinson, ND 58601

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## Commissioners:

**Chairman:** Jason Fridrich

**Vice Chairman:** Scott Bullinger

Dean Franchuk

Jo Marie Kadrmas

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 Mike Schwab

Commissioner Troy Bosch

Commissioner Val Decker

### **ABSENT**

Commissioner Jo Marie Kadrmas

## **OPENING CEREMONIES: PLEDGE OF ALLEGIANCE**

### **1. ORDER OF BUSINESS:**

VOTES WERE NOT TAKEN FOR THIS ITEM

### **2. MINUTES**

#### **A. OCTOBER 18TH, 2023 MINUTES**

*Motion to approve minutes as presented.*

**Motion made by Commissioner Johansen, Seconded by Commissioner Decker.**

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

**3. REGULAR AGENDA:**

**A. REZONE (REZ-007-2023) - Presented by: City Planner, Matthew Galibert**

To consider a Zoning Map Amendment from General Industrial to Public for a property legally described as the north, northwest and center portions of Lot 1, Block 1 of Energy Center Third Addition, in the Southeast Quarter of Section 1, Township 139 North, Range 96 West of the 5th P.M., City of Dickinson, Stark County, North Dakota. These two tracts have the Parcel Numbers of 41-1575-01000-101 and 41-1575-01000-102. This property is located in the City of Dickinson.

City Planner Matthew Galibert spoke on the application. The ND National Guard is being currently constructed where the city stores equipment. The city has been in contact with the National Guard to build a Public Safety Training Facility. Staff has reviewed the area and the rezone will have no impact on the area. Staff has not received public comment and recommends approval. Chairman Fridrich asks if it will just be moved from GI to Public, Mr. Galibert confirms this and explains what has taken place as of now.

Mr. Fridrich opens the meeting to the public, no one from the public is present.

*I move the City of Dickinson Planning and Zoning Commission recommend approval of REZ-007-2023 as meeting all the requirements of the Dickinson Municipal Code and also being in the interest of the public health, safety and welfare.*

**Motion made by Commissioner Johansen, Seconded by Commissioner Decker.**

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

**B. FUTURE LAND USE MAP AMENDMENT (FLM-002-2023) - City Planner, Matthew Galibert**

To consider a Future Land Use Map Amendment from Industrial to Public/Civic for a property legally described as the north, northwest and center portions of Lot 1, Block 1 of Energy Center Third Addition, in the Southeast Quarter of Section 1, Township 139 North, Range 96 West of the 5th P.M., City of Dickinson, Stark County, North Dakota. These two tracts have the Parcel Numbers of 41-1575-01000-101 and 41-1575-01000-102. This property is located in the City of Dickinson.

City Planner Matthew Galibert speaks on the application. Staff has received no public comment and recommend approval. Mr. Fridrich asks if this is to just update the FLUM. Mr. Galibert confirms.

Mr. Fridrich opens the meeting to the public, no one from the public steps forward public hearing closed.

*I move the City of Dickinson Planning and Zoning Commission recommend approval of FLM-002-2023 as meeting all the requirements of the Dickinson Municipal Code and also being in the interest of the public health, safety and welfare.*

**Motion made by Commissioner Haugen, Seconded by Commissioner Johansen.**

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

- 4. **PUBLIC ISSUES OF CONCERN NOT ON AGENDA**
- 5. **ITEMS NOT ON AGENDA**
- 6. **WORK SESSION**

**A. HOMELESS SHELTER ZONING CODE AMENDMENT - Presented by City/County Planner, Steve Josephson**

City/County Planner Steven Josephson presents a power point presentation that will allow for the city to approve homeless shelters. Commissioner Odermann had

approached staff last year to look into this. Mr. Josephson explains that there are people in the audience that work with the homeless and would like to provide information in regards to that.

Susan Josephson steps forward and explains she is president of the Homeless Collation and they work to prevent homelessness. Ms. Josephson explains that she has been here since 2013 and has worked and volunteered for various organization that address this issue. Ms. Josephson explains that since coming here in 2013 the number of homeless people have continued to increase. She explains that the only place to help homelessness is the DVRCC which is mostly for domestic violence victims. She goes on to say that CHI has received a planning grant to help with homelessness. There is an effort in Dickinson to establish a place to safely house homeless families until they can get permanent housing. The local municipal code does not allow for this kind of facility. The Homeless Coalition is asking the commission to amend this code to give people the opportunity to establish these facilities. Mr. Fridrich asks if they have identified specific properties. Ms. Josephson explains they have looked at areas and empty buildings, the members are traveling to different areas in the state to look at other homeless shelters. Mr. Fridrich asks how many beds they would needs. Heather with the DVRCC states they have 28 beds now and they are at capacity and more; the homeless numbers far exceed what they have. She suggests they would need 30 beds. Ms. Josephson states they are aware that there would be concerned citizens with a homeless shelter in their area.

Mr. Josephson steps forward to present the changes to the code that would have to be amended. Shelters would be allowed in certain zoning districts with a special use permit. Mr. Haugen explains from his past experience that for what is needed there would need to be a somewhat accurate number to provide that for the law enforcement and CHI. Heather steps forward to explains there are two main databases that function across ND, one is for domestic violence and the other is for homeless. Mr. Fridrich asks if they would direct staff to put together a draft ordinance to bring forward. Mr. Josephson thanks the board and explains that they will continue to work with the Coalition and CHI.

**B. DEPARTMENT UPDATES** - Presented by City Planner, Matthew Galibert

City Planner Matthew Galibert steps forward to present the department updates and what the board can expect in the future from the Community Development department. Chairman Fridrich states that the feedback he has heard is that the process is better and moving in the right direction from years past. He looks forward to seeing what the department comes up with as a final process.

**7. ADJOURNMENT**

Motion to adjourn.

**Motion made by Commissioner Bosch, Seconded by Commissioner Johansen.**

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

## Unified Development Application

Have you met with Planning Staff regarding your application? Yes

Please upload the letter or counseling form you received following your pre-application meeting: [Pre-Application Letter NDDOT 6.16.2023.pdf](#)

|  |                          |
|--|--------------------------|
| Name                                     | Rob Rayhorn              |
| Company                                  | NDDOT                    |
| Applicant Email                          | rrayhorn@nd.gov          |
| Applicant Phone #                        | (701) 227-6511           |
| Applicant Representative (if applicable) | Andrew Schrank           |
| Applicant Representative Company         | Highlands Engineering    |
| Applicant Representative Email           | schrack@highlandseng.com |



Applicant Representative Phone # (701) 483-2444

Type of Development Rezoning - Zoning Map Amendment

Owner Name State of North Dakota Department of Transportation

Owner Address 1700 3rd Ave W, Suite 101, Dickinson, ND, 58601

Owner Email rrayhorn@nd.gov

Owner Phone # (701) 227-6511

Is the owner present to Sign No

Owner Signature Upload [231195\\_Owner Signature.pdf](#)

Will this application require any other action to complete the development? Yes

Metes and Bounds Description Block 1 of Highway Department Addition to the City of Dickinson, Stark County, ND.

|             | 1/4 Section      | Township | Range |
|-------------|------------------|----------|-------|
| Description | NW1/4 Section 34 | T140N    | R96W  |

| Legal - Lot/Block/Addition | Lot | Block | Addition                    |
|----------------------------|-----|-------|-----------------------------|
| Description                | 1   | 1     | Highway Department Addition |

Property Address / General Project Location The property address is 1700 3rd Ave W, Dickinson, ND 58601, and it is generally located east of 3rd Ave W and south of 21st Street W.

Total Square Footage or Acreage of Subject Property ±17.7 acres

Existing Zoning CC - Community Commercial

Proposed Zoning P- Public

Rezone Calc Multiplier 1

Overlay District Description Highway 22 Corridor Overlay District

Minor Platting Multiplier 0

Prelim Platting Multiplier 0

Major Platting Multiplier 0

Application Calc 250

Required Documentation Upload [231195\\_Site Sketch\\_2023-10-04.pdf](#)  
[231195\\_Transmittal-REZONE\\_City.pdf](#)  
[231195\\_Zoning Map\\_2023-10-04.pdf](#)

Deed for Property [231195\\_Quit Claim Deed.pdf](#)  
[Highway Department Addition.pdf](#)

Application Fees Applicable Fees 250.00 USD

Total: \$250.00

Transaction ID: n1shq4dx

==Payer Info==  
First Name Andrew  
Last Name Schrank

Applicant Signature



Date 10-06-2023

You can [edit this submission](#) and [view all your submissions](#) easily.





## Transmittal Letter

**To:** Matthew Galibert – City Planner  
City of Dickinson  
38 1<sup>st</sup> Street West  
Dickinson, ND 58601

**From:** Andrew Schrank, PE  
Highlands Engineering  
319 24<sup>th</sup> Street East  
Dickinson, ND 58601  
701.483.2444  
schrank@highlandseng.com

**Date:** October 23, 2023

**Re:** Rezone Application – Block 1, Highway Department Addition

**Message:** Enclosed you will find the following Rezone application documents for the above referenced project being submitted for consideration at the November 15<sup>th</sup> Planning and Zoning Meeting:

- Presubmittal meeting letter
- Narrative (included, below) of the Purpose Statement for the zone change
- Legal Description (included, below) for the proposed zone change
- Quit Claim Deed for the property
- Current plat of Highway Department Addition
- Current Zoning Map of the property
- Site Sketch showing notable existing and proposed site features

### **Application Request**

- Rezone from CC to Public (to allow for proposed above-ground fuel tanks)

### **Legal Description**

- Block 1 of Highway Department Addition to the City of Dickinson, Stark County, ND.

**office** 701 483 2444  
**fax** 701 483 2610

**email** info@highlandseng.com  
**web** www.highlandseng.com

Highlands Engineering & Surveying, PLLC  
319 24th Street East | Dickinson, ND 58601

**Purpose Statement**

The property being rezoned is currently owned by the NDDOT and is used for the Dickinson District offices for the NDDOT as well as by the ND Highway Patrol. The primary use of the property by the NDDOT is a district office and maintenance facility. The NDDOT intends to remove underground storage tanks used for fueling the Dickinson District fleet vehicles and equipment. The underground storage tanks are intended to be replaced with ±12,000 gallons of diesel fuel storage and ±12,000 gallons of unleaded gasoline above ground storage tanks. The approximate locations of these features are shown on the site sketch submitted with this application. The intent of transitioning to above ground storage tanks is due to the regulation and costs associated with underground storage tanks. There is also a plan to construct a new equipment maintenance building as early as 2024. The property is currently zoned Community Commercial (CC).

Per Chapter 13 of the City of Dickinson Fire Prevention ordinance, Section 13.08.060, Establishment of limits of districts in which storage of flammable or combustible liquids in outside above-ground tanks is prohibited, the note at the end of this section reads: "A 500 gallon max shall be required per commercial site." Due to this requirement, rezoning to a Public zoning district is being requested by this application. According to Table 39.4-1 of the City's zoning code, the Public Zoning District "... accommodates substantial public institutions or uses. It sets aside areas for conservation, public recreation, and full access public facilities". According to this definition, we feel that this zoning district is appropriate for the use of this property as this site is occupied by public institutions. This zoning district is also consistent with the City of Dickinson Future Land Use Map located in the City of Dickinson Comprehensive Plan, which shows the subject property as Public/Civil.

Per Table 39.4-2 Permitted Uses by Zoning Districts, Maintenance Facilities require a "Special Use Permit" in the Public zoning district. However, there are no restrictions in City of Dickinson ordinances for above ground storage tanks in the Public zoning district. Therefore, a separate Special Use Permit application is also planned to be submitted to allow for the existing maintenance facility on this site. We would request that this Special Use Permit be a condition of the approval of the zone change to Public as these two changes will need to be approved together to meet the City's codes.

### Proposed Fuel Storage

As previously indicated, the reason for this zone change is to allow for the replacement of the existing below-ground fuel tanks with above ground fuel tanks. The proposed tanks at the Dickinson facility would include two (2) ±12,000-gallon Fireguard AST's, UL-2085 (or similar depending on product costs and availability) which are ±8.5-feet in diameter by ±33.5-feet long. One tank would store gasoline and the other would store diesel fuel. The above ground tanks are being proposed since they allow for easier monitoring since the tanks are visible, and since the EPA regulations in the U.S. Code, Title 42, Chapter 82, Subchapter IX for underground storage tanks would not need to be met. They are also more economical since the cost of burying the tanks is not necessary.

The following images depict the NDDOT Bismarck District's recent fuel island upgrade showing what these tanks would generally look like at the Dickinson facility.





Existing tree rows are currently present to buffer these tanks from view of the adjacent public right-of-way of 3<sup>rd</sup> Ave W. The following images show the existing tree rows from 3<sup>rd</sup> Ave W in the general vicinity of where these tanks would be placed. We feel that this vegetation provides a sufficient buffer for these proposed fuel tanks. However, if the City finds that additional screening is necessary and required by code, the required screening can be worked out in the permitting process for the installation of these tanks.



Your consideration of this request is greatly appreciated. Feel free to contact me for any additional information or questions regarding this submittal. Thank You!

**Andrew Schrank, PE, CFM - Highlands Engineering**

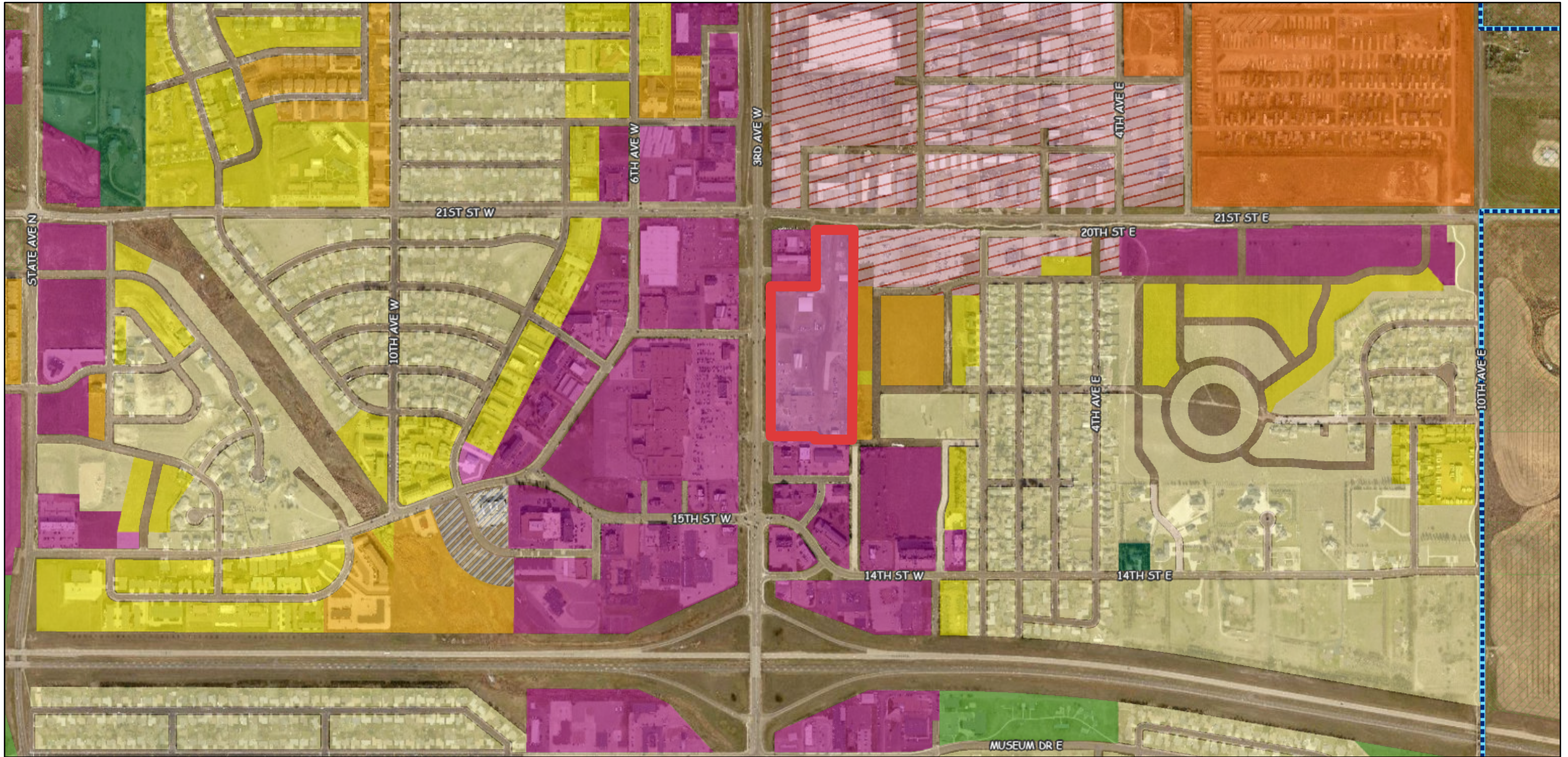
**office** 701 483 2444  
**fax** 701 483 2610

**email** info@highlandseng.com  
**web** www.highlandseng.com

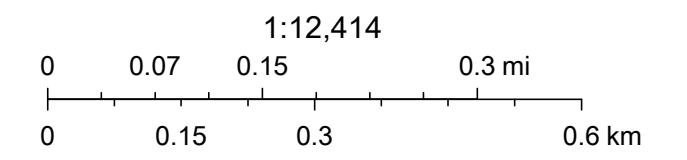
Highlands Engineering & Surveying, PLLC  
319 24th Street East | Dickinson, ND 58601



# Dickinson Zoning Information Map



10/4/2023



Dickinson Engineering Department, Engineering & Planning, Maxar





# STAFF REPORT

**To:** Planning and Zoning Commission  
**From:** City of Dickinson Planning  
**Date:** December 11, 2023  
**Re:** **REZ-006-2023 Highway Department Addition Rezone**

**OWNER/APPLICANT**

State of North Dakota Department of Transportation  
 1700 3<sup>rd</sup> Ave W Suite 101  
 Dickinson ND 58601  
 rrayhorn@nd.gov  
 701 483-2444

**APPLICANT’S REPRESENTATIVE**

Andrew Schrank  
 Highlands Engineering  
 319 24<sup>th</sup> Street East  
 schrank@highlandseng.com  
 701 483 2444

|                            |                   |                                |
|----------------------------|-------------------|--------------------------------|
| <b>Public Hearing</b>      | December 20, 2023 | Planning and Zoning Commission |
| <b>Public Hearing</b>      | January 2, 2023   | City Commission                |
| <b>Final Consideration</b> | January 16, 2023  | City Commission                |

**EXECUTIVE SUMMARY**

Legal Description: To consider a petition to rezone Block 1, Highway Department Addition located in the northwest quarter of Section 34, Township 140 North, Range 96 West, 5<sup>th</sup> Principal Meridian, City of Dickinson, Stark County, North Dakota, from Community Commercial (CC) to Public (P). The site consists of +/- 17.71 acres. This property is located within the City of Dickinson.

Request: The subject parcel is currently zoned CC, which does not permit maintenance facilities or equipment repair. Approval of a rezone to the P zoning district allows this land use upon approval of a Special Use Permit. The applicant concurrently seeks approval of a companion Special Use Permit (SUP) for this purpose.

Public Comments: None.

Staff Recommendation: Approval.

**LOCATION**

The property proposed for this rezone is legally described as Block 1 of the Highway Department Addition, and is located within the SW ¼ Section 2, Township 139N, Range 96W of the 5<sup>th</sup> Principal Meridian, City of Dickinson, Stark County, North Dakota. The subject parcel is generally located on 3<sup>rd</sup> Avenue W / Highway 22, opposite from Prairie Hills Mall.

|  |                     |
|--|---------------------|
| <b>CURRENT ZONING</b>                  | <b>GC</b>           |
| <b>FUTURE LAND USE MAP DESIGNATION</b> | <b>Public/Civic</b> |
| <b>GROSS SITE ACREAGE</b>              | <b>17.71 acres</b>  |
| <b>LOTS PROPOSED</b>                   | <b>N/A</b>          |

| <b>NEARBY ZONING &amp; LAND USE</b> |   |  |
|-------------------------------------|---|--|
| <b>Direction</b>                    | <b>Zoning</b>                             | <b>Land Use</b>  |
| <b>North</b>                        | <b>GC and CC</b>                          | <b>Varied large-lot commercial and office services</b>   |
| <b>East</b>                         | <b>R-3, R-1, R-2</b>                      | <b>Undeveloped residential</b>   |
| <b>South</b>                        | <b>CC</b>                                 | <b>Retail, hospitality, commercial services</b>  |
| <b>West</b>                         | <b>CC, 3<sup>rd</sup> Avenue corridor</b> | <b>Prairie Hills Mall, retail, restaurants (drive-through &amp; general), financial services</b> |

**STAFF ANALYSIS**

The Public zoning district typically includes land uses which serve the community at large and are generally beneficial to all residents. The majority of publicly zoned lands in Dickinson are designated for recreation use and daily access by the community. However, in some cases, such as with the wastewater treatment plant on Broadway Street and the bus barn located on 40<sup>th</sup> Street E, Public zoning is used to enable relatively industrial land uses when it is in service to the entire community.

The NDDOT operations at the subject parcel are demonstrably non-commercial in nature and serve the public good. The applicant seeks relief from the Community Commercial development requirements being the city developed around the subject property over time and the property owner has stated no intentions to relocate operations in the future. While the proposed uses will retain an industrial aspect, city staff is confident that the applicant is willing and capable of satisfying both the Public zoning requirements and the Corridor Overlay Requirements promulgated along 3<sup>rd</sup> Avenue W.

Staff’s review of the applicant's intentions for this petition and the associated Special Use Permit request suggests that approval of the applicant’s petitions and future operations are unlikely to change current community development conditions. Those current conditions are described below in **Compatibility with Local Uses**.

(Regarding the companion SUP request for a maintenance facility)

A proposed maintenance facility will be located near the geometric center of the property (Appendix A). According to the applicant's Transmittal Letter, "[t]he proposed storage building [(maintenance facility)] will allow a space to park some trucks indoors where they will not be visible," "[t]he proposed project will not affect existing traffic patterns." Additional details are provided within the staff report for the adjoining Special Use Permit, SUP-005-2023.


**STAFF REVIEW AND RECOMMENDATIONS**

**Compatibility with Local Uses:** The uses on this parcel appear to be in mild but long-term conflict with adjacent local uses. Most notably, the development to the east of the property is undeveloped residential. A combination of the industrial appearance of the NDDOT property and a lack of street connections from the east side of the property to 14<sup>th</sup> Street E may be contributing to a lack of residential development interest in this area (see Appendix B). With this in consideration, staff is recommending the applicant screens the rear lot according to Corridor Overlay District design standards and of the property as a condition for approval of the associated Special Use Permit, SUP-005-2023.

**Compliance with Zoning and Subdivision Regulations:** If approved, the subject parcel will comply with requirements as set forth by Articles 39 Zoning and 34 Subdivision.

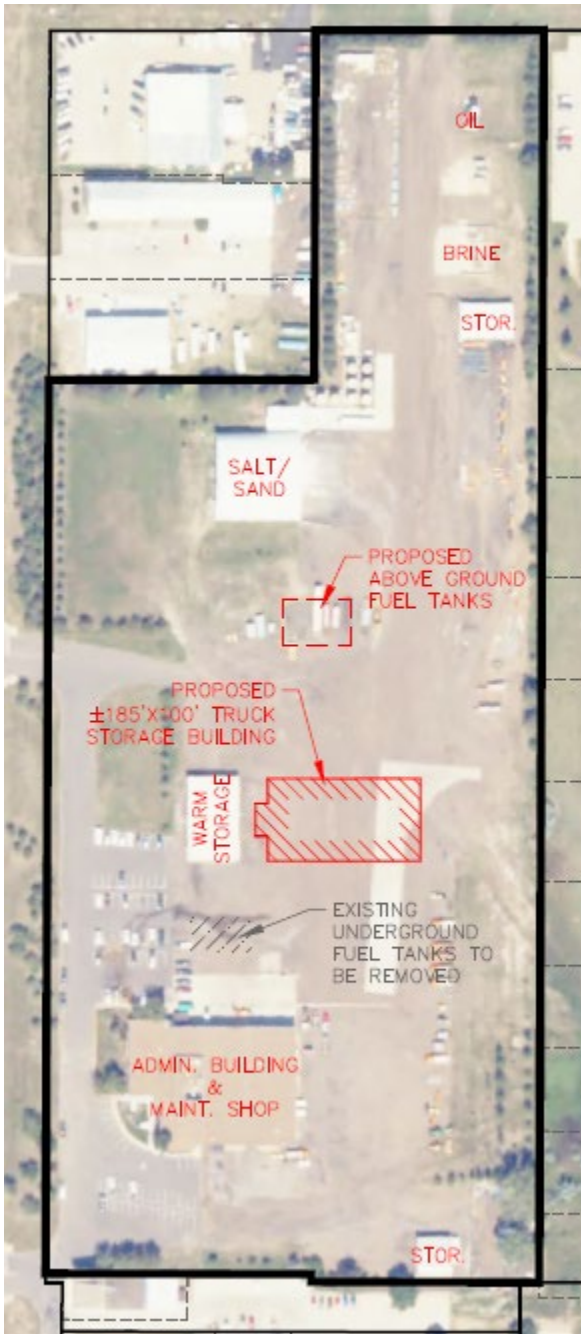
**Public Input:** As of the date of this report, City staff has not received any public comments.

**Staff Recommendation:** The City Development Team staff recommends **approval** of this rezone petition.



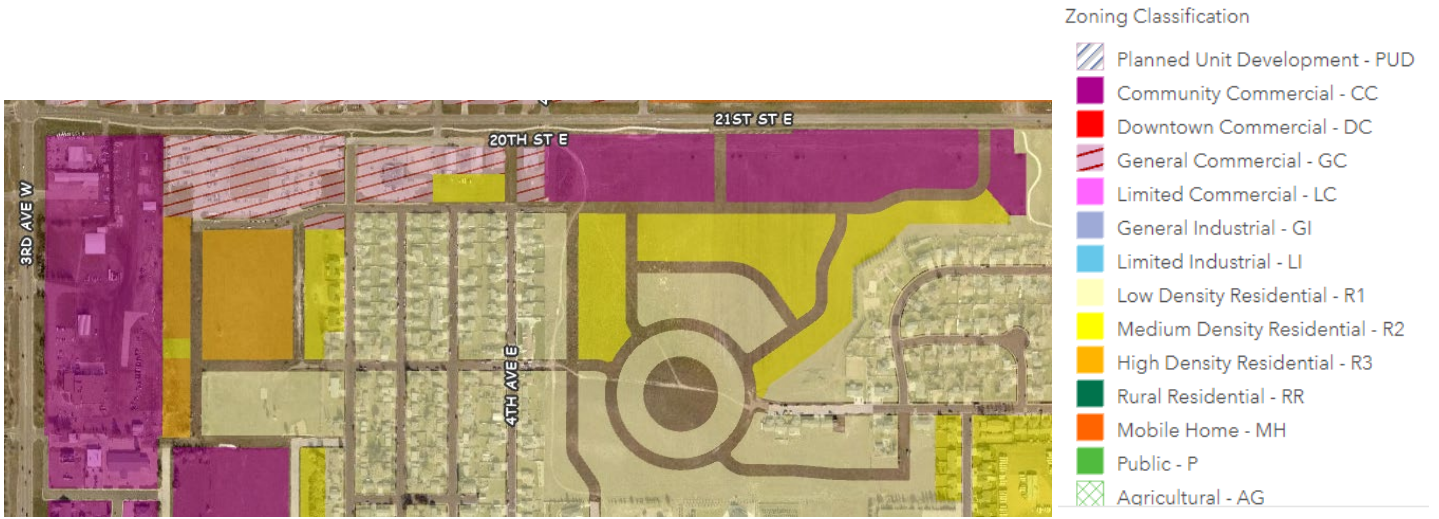
Matthew Galibert, City Planner

**Appendix A.**



A) Site plan submitted by applicant (cropped).

**Appendix B.**



*B) Current zoning map including the subject property and undeveloped residential land.*

**ATTACHMENTS**

A – Application Materials

B – Current Zoning Map

**MOTIONS:**

**\*\*\*Approval\*\*\***

*“I move the City of Dickinson Planning and Zoning Commission recommend approval of **REZ-006-2023 Block 1 of Highway Department Addition Rezone** from GC to P as meeting all the requirements of the Dickinson Municipal Code and also being in the interest of the public health, safety and welfare “*

*(AND) the following additional requirements (IF THE PLANNING AND ZONING COMMISSION RECOMMENDS ANY ADDITIONS AND/OR DELETIONS TO THE PROPOSED MOTION LANGUAGE):*

1. \_\_\_\_\_;
2. \_\_\_\_\_.

**\*\*\*Denial\*\*\***

*“I move the Dickinson Planning and Zoning Commission recommend Denial of **REZ-006-2023 Block 1 of Highway Department Addition Rezone** from GC to P as NOT meeting all the requirements of the Dickinson Municipal Code and as being contrary to interest of the public health, safety and welfare.”*



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## Unified Development Application

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Have you met with Planning Staff regarding your application? Yes

Please upload the letter or counseling form you received following your pre-application meeting: [Pre-Application Letter NDDOT 6.16.2023.pdf](#)

|  |                          |
|--|--------------------------|
| Name                                     | Rob Rayhorn              |
| Company                                  | NDDOT                    |
| Applicant Email                          | rrayhorn@nd.gov          |
| Applicant Phone #                        | (701) 227-6511           |
| Applicant Representative (if applicable) | Andrew Schrank           |
| Applicant Representative Company         | Highlands Engineeering   |
| Applicant Representative Email           | schrack@highlandseng.com |

Applicant Representative Phone # (701) 483-2444

Type of Development **Special Use Permit**

Owner Name State of North Dakota Department of Transportation

Owner Address 1700 3rd Ave W, Suite 101, Dickinson, ND, 58601

Owner Email rrayhorn@nd.gov

Owner Phone # (701) 227-6511

Is the owner present to Sign **No**

Owner Signature Upload [231195\\_Owner Signature.pdf](#)

Will this application require any other action to complete the development? **Yes**

Metes and Bounds Description Block 1 of Highway Department Addition to the City of Dickinson, Stark County, ND

|             | 1/4 Section      | Township | Range |
|-------------|------------------|----------|-------|
| Description | NW1/4 Section 34 | T140N    | R96W  |

Legal - Lot/Block/Addition

|             | Lot | Block | Addition                    |
|-------------|-----|-------|-----------------------------|
| Description | 1   | 1     | Highway Department Addition |

Property Address / General Project Location The property address is 1700 3rd Ave W, Dickinson, ND 58601, and it is generally located east of 3rd Ave W and south of 21st Street W.

Total Square Footage or Acreage of Subject Property ±17.7 acres

Existing Future Land Use Map Category **Public/Civic**



|   |  |            |
|---|--|------------|
| Existing Zoning                           | CC - Community Commercial  |            |
| Existing Use                              | Other  |            |
| Other Use                                 | NDDOT Dickinson District Office and ND Highway Patrol Offices  |            |
| Overlay District Description              | Highway 22 Corridor Overlay District   |            |
| Special Use Permit for the following Use: | Existing NDDOT Maintenance Facility  |            |
| Rezone Calc Multiplier                    | 0  |            |
| Minor Platting Multiplier                 | 0  |            |
| Prelim Platting Multiplier                | 0  |            |
| Major Platting Multiplier                 | 0  |            |
| Application Calc                          | 350  |            |
| Required Documentation Upload             | <a href="#">231195_Site Sketch_2023-10-04.pdf</a><br><a href="#">231195_Transmittal-SUP_City.pdf</a><br><a href="#">231195_Zoning Map_2023-10-04.pdf</a> |            |
| Deed for Property                         | <a href="#">231195_Quit Claim Deed.pdf</a><br><a href="#">Highway Department Addition.pdf</a>  |            |
| Application Fees                          | Applicable Fees  | 350.00 USD |
|   | Total:   | \$350.00   |
|   | Transaction ID:  | jv08kn54   |
|   | ==Payer Info==   |            |
|   | First Name   | Andrew     |
|   | Last Name  | Schrank    |

Applicant Signature

A handwritten signature in black ink, consisting of several overlapping loops and lines, positioned to the right of the 'Applicant Signature' label.

Date

10-06-2023

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You can [edit this submission](#) and [view all your submissions](#) easily.



## Transmittal Letter

**To:** Matthew Galibert – City Planner  
City of Dickinson  
38 1<sup>st</sup> Street West  
Dickinson, ND 58601

**From:** Andrew Schrank, PE  
Highlands Engineering  
319 24<sup>th</sup> Street East  
Dickinson, ND 58601  
701.483.2444  
schrank@highlandseng.com

**Date:** October 23, 2023

**Re:** Special Use Permit (SUP) Application – Block 1, Highway Department Addition

**Message:** Enclosed you will find the following SUP application documents for the above referenced project being submitted for consideration at the November 15<sup>th</sup> Planning and Zoning Meeting:

- Presubmittal meeting letter
- Narrative (included, below) of the description of the proposal as well as how the project addresses the criteria listed in Table 12-1, Section 39.12.003 of the Zoning Ordinance
- Legal Description (included, below) for the property
- Quit Claim Deed for the property
- Current plat of Highway Department Addition
- Current Zoning Map of the property
- Site Sketch showing notable existing and proposed site features

### **Application Request**

- SUP to allow for the existing maintenance facility in the proposed Public zoning district (This request is only applicable if zone change to Public is approved)

**office** 701 483 2444  
**fax** 701 483 2610

**email** info@highlandseng.com  
**web** www.highlandseng.com

Highlands Engineering & Surveying, PLLC  
319 24th Street East | Dickinson, ND 58601

## Legal Description

Block 1 of Highway Department Addition to the City of Dickinson, Stark County, ND.

## Project Narrative

The property being rezoned is currently owned by the NDDOT and is used for the Dickinson District offices for the NDDOT as well as by the ND Highway Patrol. The primary use of the property by the NDDOT is a district office and maintenance facility. The NDDOT intends to remove underground storage tanks used for fueling the Dickinson District fleet vehicles and equipment. The underground storage tanks are intended to be replaced with ±12,000 gallons of diesel fuel storage and ±12,000 gallons of unleaded gasoline above ground storage tanks. The approximate locations of these features are shown on the site sketch submitted with this application. The intent of transitioning to above ground storage tanks is due to the regulation and costs associated with underground storage tanks. There is also a plan to construct a new equipment maintenance building as early as 2024. The property is currently zoned Community Commercial (CC).

Per Chapter 13 of the City of Dickinson Fire Prevention ordinance, Section 13.08.060, Establishment of limits of districts in which storage of flammable or combustible liquids in outside above-ground tanks is prohibited, the note at the end of this section reads: "A 500 gallon max shall be required per commercial site." Due to this requirement, rezoning to a Public zoning district is being requested by this application. According to Table 39.4-1 of the City's zoning code, the Public Zoning District "... accommodates substantial public institutions or uses. It sets aside areas for conservation, public recreation, and full access public facilities". According to this definition, we feel that this zoning district is appropriate for the use of this property as this site is occupied by public institutions. This zoning district is also consistent with the City of Dickinson Future Land Use Map located in the City of Dickinson Comprehensive Plan, which shows the subject property as Public/Civil.

Per Table 39.4-2 Permitted Uses by Zoning Districts, Maintenance Facilities require a "Special Use Permit" in the Public zoning district. However, there are no restrictions in City of Dickinson ordinances for above ground storage tanks in the Public zoning district. Therefore, this Special Use Permit application is being submitted in conjunction with the rezone application to allow for the existing maintenance facility use on this site.

The operations within this property are not intended to change if this rezone and SUP are approved. This will simply allow for the above ground fuel storage to replace the existing underground fuel storage as indicated.

**Narrative of How Criteria in Table 12-1 is Being Met**

Land Use Compatibility Requirements

- *Site area per unit or floor area ratio should be similar to surrounding uses if not separated by natural or artificial features*
- *Development should minimize differences in height and building size from surrounding structures. Differences should be justified by urban design considerations*
- *Development should respect pre-existing setbacks in surrounding area. Variations should be justified by site or operating characteristics.*
- *Building coverage should be similar to that of surrounding development of possible. Higher coverage should be mitigated by landscaping or site amenities.*

As shown by the enclosed site sketch, the building sizes within this site are consistent with the surrounding buildings. The building setbacks and heights do not contradict the surrounding uses or city codes. Furthermore, this site is separated from adjacent properties by well-established tree rows which provide an additional buffer from the uses within this site to the surrounding properties.

Site Development Requirements

- *Project frontage along a street should be similar to lot width.*
- *Parking should serve all structures with minimal conflicts. Circulation between pedestrians and vehicles as well as lighting.*
- *All structures must be accessible to public safety vehicles.*
- *Development must have access to adjacent public streets and ways. Internal circulation should minimize conflicts and congestion at public access points.*
- *Lighting plan*

Parking facilities are already in-place near the administration building within this site. This parking facility has direct access to a frontage road along 3<sup>rd</sup> Ave W with two approaches where traffic can enter 3<sup>rd</sup> Ave W. This existing design has worked well to control the flow of traffic in and out of this site. Existing lighting is provided within this parking lot.

The maintenance yard is located along the eastern portions of this property that are set back further from the high-volume corridor of 3<sup>rd</sup> Ave W so they are less visible. The proposed storage building will allow a space to park some trucks indoors where they will not be visible which will also add to the site aesthetics. The existing tree rows provide an excellent buffer for this maintenance yard and make it difficult to see from the adjacent roadway.

Landscaping/Street Tree Requirements

- Landscaping should be integral to the development, providing street landscaping, breaks in uninterrupted paved areas, and buffering where required by surrounding land uses. Parts of site with sensitive environmental features or natural drainage ways should be preserved.

As shown by the enclosed site sketch, this site is separated from adjacent properties by well-established tree rows which provide a buffer from the uses within this site to the surrounding properties. This landscaping also adds to the aesthetic of this site. Environmental features and drainage patterns will not be altered as part of this proposal.

Operating Characteristic Requirements

- Project should not reduce the existing level of traffic service on adjacent streets. Compensating improvements will be required to mitigate impact on street system operations.
- Project design should direct non-residential traffic away from residential areas.
- Projects with long operating hours must minimize effects on surrounding residential areas.
- Outside storage areas must be screened from surrounding streets and less intensive land uses.
- Developments within 200 feet of a public sanitary sewer must connect to sewer system. Individual disposal systems, if permitted, shall not adversely affect public health, safety, or welfare.
- Sanitary sewer must have adequate capacity to serve development.
- Development should handle storm water adequately to prevent overloading of storm water management system.
- Development should not inhibit development of other properties.
- Development should not increase probability of erosion, flooding, landslides, or other run-off related effects
- Project must be served by utilities
- Rural estate subdivisions should be located in designated areas which can accommodate utility and infrastructure installation consistent with the need to protect the environment and public health.
- Projects should be consistent with the City of Dickinson’s Comprehensive Plan.

The proposed project will not affect existing traffic patterns as this site already exists. No significant changes to traffic volumes or patterns are anticipated. Traffic from this site has direct access to 3<sup>rd</sup> Ave W and 21<sup>st</sup> St W, which are both arterial roadways, so it has limited impact on neighboring properties.

Although not typical, there are times when operating hours of this facility extend into the night, such as during snow emergencies. These operations are buffered from the surrounding properties by the previously mentioned tree rows, and the direct access to adjacent roadways prevents traffic impacts to neighboring properties during these late hours. Furthermore, there are no existing residential properties in the immediate vicinity of this facility that would be affected by these operations.

This facility is already connected to City water and sanitary sewer. No changes to this service are proposed at this time.

No changes are proposed to the current site drainage, and the current site drainage patterns will be maintained throughout the future as required by City ordinance. Since no changes are proposed, there will not be an increase probability of erosion, flooding, landslides, or other run-off related effects.

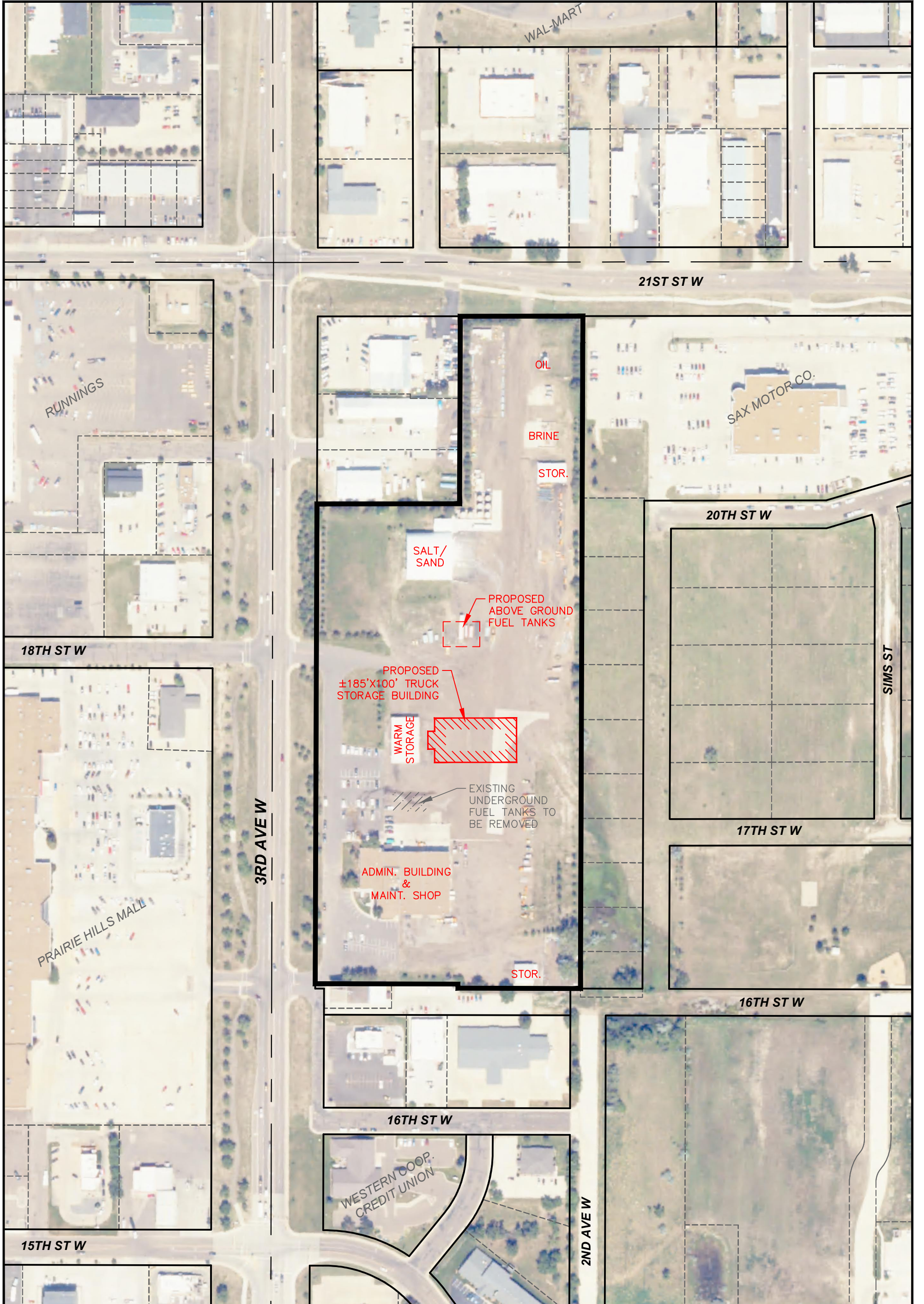
Since this is an existing facility, the approval of this variance request will not inhibit the development of other properties. To the best of our knowledge, this site meets the requirements of the City of Dickinson Comprehensive Plan. It is understood that a portion of this property lies within the corridor overlay district for Highway 22 and that special development regulations existing within 400-feet of the right-of-way of this roadway to ensure this corridor remains an aesthetically pleasing gateway for the City. Existing improvements within this site pre-date this ordinance and are not intended to be updated at this time. Future improvements made to this site will comply with the regulations of this corridor overlay district as necessary.

Your consideration of this request is greatly appreciated. Feel free to contact me for any additional information or questions regarding this submittal. Thank You!



**Andrew Schrank, PE, CFM - Highlands Engineering**





PROJECT NUMBER: 231195

**HIGHLANDS ENGINEERING**

319 24TH STREET EAST  
 DICKINSON, ND 58601  
 OFFICE: 701.483.2444  
 WWW.HIGHLANDSENG.COM

# NDDOT DICKINSON DISTRICT

## SITE SKETCH

1700 33RD AVE W, DICKINSON, ND

SHEET TITLE: SITE SKETCH

SCALE: 1"=200'

DATE: 10/04/23

DRAWN BY: AWS

SHEET NUMBER:

**SS-01**

01 of 01





# STAFF REPORT

**To:** Planning and Zoning Commission  
**From:** City of Dickinson Planning  
**Date:** December 11, 2023  
**Re:** SUP-005-2023 Highway Department Addition Rezone

## OWNER/APPLICANT

State of North Dakota Department of  
 Transportation  
 1700 3<sup>rd</sup> Ave W Suite 101  
 Dickinson ND 58601  
 rrayhorn@nd.gov  
 701-483-2444

## APPLICANT'S REPRESENTATIVE

Andrew Schrank  
 Highlands Engineering  
 319 24<sup>th</sup> Street East  
 schrank@highlandseng.com  
 701 483 2444

|                            |                   |                                |
|----------------------------|-------------------|--------------------------------|
| <b>Public Hearing</b>      | December 20, 2023 | Planning and Zoning Commission |
| <b>Final Consideration</b> | January 16, 2023  | City Commission                |

## EXECUTIVE SUMMARY

**Description:** To consider a request to issue a Special Use Permit to allow construction of a maintenance facility on a property legally described as Block 1, Highway Department Addition located in the northwest quarter of Section 34, Township 140 North, Range 96 West, 5<sup>th</sup> Principal Meridian, City of Dickinson, Stark County, North Dakota. The site consists of +/- 17.71 acres. This property is located within the City of Dickinson.

**Public Comments:** None

**Staff Recommendation:** Approval. No recommended conditions.

## LOCATION

The property proposed for this Special Use Permit is legally described as Block 1 of the Highway Department Addition located in the northwest quarter of Section 34, Township 140 North, Range 96 West, 5<sup>th</sup> Principal Meridian, City of Dickinson, Stark County, North Dakota. The subject parcel is generally located on 3<sup>rd</sup> Avenue W/ Highway 22, east of Prairie Hills Mall.

|  |              |
|--|--------------|
| <b>CURRENT ZONING</b>                  | CC           |
| <b>FUTURE LAND USE MAP DESIGNATION</b> | Public/Civic |

|                           |                    |
|---------------------------|--------------------|
| <b>GROSS SITE ACREAGE</b> | <b>17.71 acres</b> |
| <b>LOTS PROPOSED</b>      | <b>N/A</b>         |

| <b>NEARBY ZONING &amp; LAND USE</b> |   |  |
|-------------------------------------|---|--|
| <b>Direction</b>                    | <b>Zoning</b>                             | <b>Land Use</b>  |
| <b>North</b>                        | <b>GC and CC</b>                          | <b>Varied large-lot commercial and office services</b>   |
| <b>East</b>                         | <b>R-3, R-1, R-2</b>                      | <b>Undeveloped residential</b>   |
| <b>South</b>                        | <b>CC</b>                                 | <b>Retail, hospitality, commercial services</b>  |
| <b>West</b>                         | <b>CC, 3<sup>rd</sup> Avenue corridor</b> | <b>Prairie Hills Mall, retail, restaurants (drive-through &amp; general), financial services</b> |

**STAFF ANALYSIS & RECOMMENDATION**

The primary use of this property is well established as a NDDOT district office and maintenance facility. The applicant’s development plans include the construction of a new maintenance building and to transition from below-ground to above-ground fuel storage. According to the applicant, the storage tanks will accommodate ±10,000 gallons of diesel fuel storage and ±10,000 gallons of unleaded gasoline on site and are considered outdoor equipment, ancillary to primary operations. Images of the fuel tanks are shown in Appendix B.

The proposed maintenance facility will be located near the geometric center of the property (Appendix A). According to the applicant’s Transmittal Letter, “the proposed storage building [(maintenance facility)] will allow a space to park some trucks indoors where they will not be visible,” “the proposed project will not affect existing traffic patterns.”

Review of this development proposal has concluded that future operations are unlikely to change the current community development conditions. Those current conditions are described below in *Compatibility with Local Uses*.

**Compatibility with Local Uses**

The uses on this parcel appear to be in mild and long-term conflict with adjacent local uses. Most notably, the development to the east of the property is “undeveloped residential”. A combination of the industrial appearance of the NDDOT property and a lack of street connections from the east side of the property to 14<sup>th</sup> Street E may contribute to the lack of residential development interest in this area (see Appendix B). With this consideration, staff is recommending the applicant screens the rear lot according to Corridor Overlay design standards as a condition for approval.

**Compliance with Zoning and Subdivision Regulations**

If approved, the subject parcel will comply with requirements as set forth by Articles 39 Zoning and 34 Subdivision.

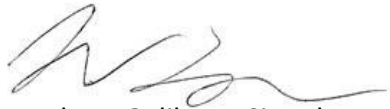
**Public Input**

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

**Staff Recommendation**

City staff recommends approval of SUP-005-2023, subject to the following conditions:

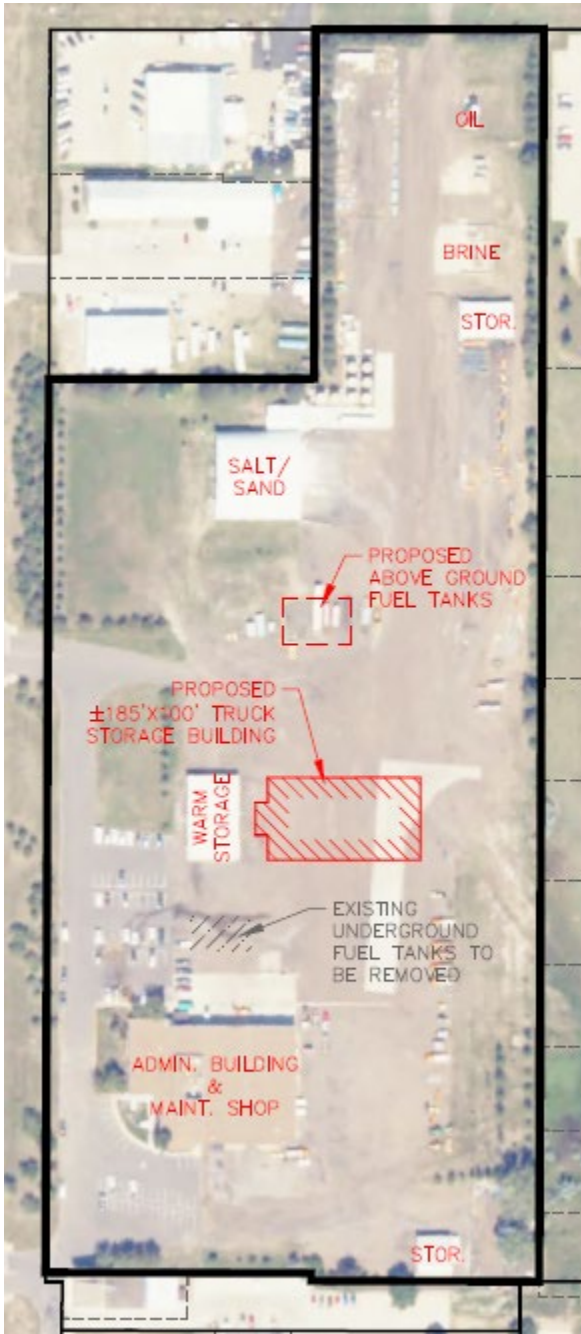
- 1. The maintenance facility shall be as described in the application materials found in Attachment A; and**
- 2. Operation of the maintenance facility shall comply with all applicable City, County, State and Federal regulations.**



Matthew Galibert, City Planner

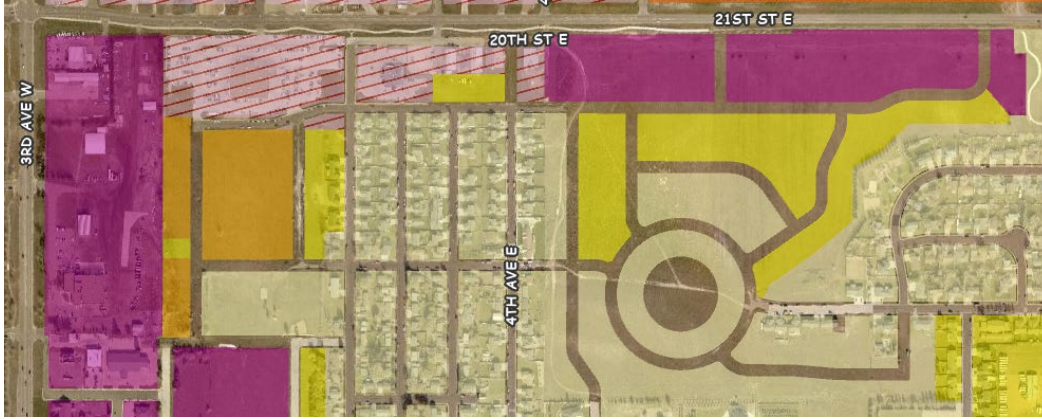
**APPENDICES**

**Appendix A.**



A) Site plan submitted by applicant (cropped).

**Appendix B.**



Zoning Classification

-  Planned Unit Development - PUD
-  Community Commercial - CC
-  Downtown Commercial - DC
-  General Commercial - GC
-  Limited Commercial - LC
-  General Industrial - GI
-  Limited Industrial - LI
-  Low Density Residential - R1
-  Medium Density Residential - R2
-  High Density Residential - R3
-  Rural Residential - RR
-  Mobile Home - MH
-  Public - P
-  Agricultural - AG

B) Current zoning map including the subject property and undeveloped residential land.

**Appendix C.**



NDDOT Bismarck District's recent fuel island upgrade. The storage tanks would look generally similar. Image and explanation supplied by the applicant.

**Appendix D.**

Section 39.05.034 Corridor Overlay District – Standards

"All outdoor storage shall be fully screened from view through the use of an opaque decorative fencing material or architectural screen walls."

If the applicant deems it more practical and cost-effective, vegetation may substitute decorative fencing for this project. The tree species would be recommended and approved by the City Forester.

**ATTACHMENTS**

A – Transmittal letter

B – Site sketch supplied by applicant

C – Staff report



**MOTIONS:**

**\*\*\*Approval\*\*\***

*“I move the City of Dickinson Planning and Zoning Commission recommend approval of **SUP-005-2023** as meeting all the requirements of the Dickinson Municipal Code and also being in the interest of the public health, safety and welfare “*

**(AND) the following additional requirements (IF THE PLANNING AND ZONING COMMISSION RECOMMENDS ANY ADDITIONS AND/OR DELETIONS TO THE PROPOSED MOTION LANGUAGE):**

1. \_\_\_\_\_;
2. \_\_\_\_\_.

**\*\*\*Denial\*\*\***

*“I move the Dickinson Planning and Zoning Commission recommend Denial of **SUP-005-2023** as NOT meeting all the requirements of the Dickinson Municipal Code and as being contrary to interest of the public health, safety and welfare.”*



# Staff Report

**To:** Planning and Zoning Commission  
**From:** City of Dickinson Development Team  
**Date:** December 13, 2023  
**Re:** Renaissance Zone Development Plan Amendments

**APPLICANT**

Name: City of Dickinson Development Services  
 Address: 38 1<sup>st</sup> Street West  
 City: Dickinson ND 58601

|                            |                   |                                |
|----------------------------|-------------------|--------------------------------|
| <b>Public Hearing:</b>     | December 20, 2023 | Planning and Zoning Commission |
| <b>Final Consideration</b> | January 2, 2023   | City Commission                |

**EXECUTIVE SUMMARY**

City Development Services staff recommends approval of the following changes to the Renaissance Development Plan:

- Increasing the tax exemption period for residential rehabilitation projects from five years to eight years;
- Increasing the benefit period for commercial projects to eight years if the investment amount is least 75% of the current true and full value;
- Allowing properties that had previously received Renaissance Zone benefits additional benefits after 30 years have lapsed from the completion of the initial project; and
- Allowing for two exceptions, or “islands”, to the primary contiguous zone.

**CONTEXT**

**A. Background** – During the 2023 session of the North Dakota State Legislature approved several amendments to Chapter 40-63 Renaissance Zone of the North Dakota Century Code. Among those changes are the following:

- Increasing the tax exemption period for residential rehabilitation projects from five years to eight years;
- Increasing the benefit period for commercial projects to eight years if the investment amount is least 75% of the current true and full value;
- Allowing properties that had previously received Renaissance Zone benefits additional benefits after 30 years have lapsed from the completion of the initial project; and
- Allowing for two exceptions, or “islands”, to the primary contiguous zone.



Those changes were signed into law by the governor.

Staff of the North Dakota Division of Community Services advised City Development Services staff that cities need to amend their local Renaissance Zone Development plans before impending the recent changes to Chapter 40-63 of the N.D.C.C.

On October 18, 2023, Development Services staff briefed the Planning and Zoning Commission on the State Renaissance Zone program changes. Staff was directed by the Planning and Zoning Commission to go forward with amendments

**B. Major Issues** – According to State Community Services staff the changes Chapter 40-63 N.D.C.C. were based upon input the State received from cities participating in the Renaissance Zone program.

Increasing the tax exemption period for residential rehabilitation projects from five years to eight years could serve to increase the number of residential rehabilitation projects.

Approval of the proposed amendments could potentially expand the number of Renaissance Zone projects within the City, and, in some instances, the amount of investment in commercial projects.

Approval of the proposed amendments would allow the redevelopment or expansion of completed Renaissance Zone projects 30 years after completion. This could allow for those properties to become commercially competitive in an economy that has changed since the original project has been completed.

Approval of the proposed amendments would also allow the City to amend its current Renaissance Zone to designate a second noncontiguous “island”.

## **PUBLIC INPUT**

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

## **ANALYSIS AND DISCUSSION**

**Development Team staff recommends approval of the amendments to the City of Dickinson Renaissance Zone Development based upon the following findings:**

The proposed amendments are consistent with the following policies found in **Chapter 3 –Local Economy and Economic Dickinson 2035: Roadmap to the Future Comprehensive Plan:**

- Policy 1.3-The City shall actively promote the Renaissance Zone, and determine if the city and investment community are interested in establishing a Renaissance Fund Organization (RFO). The purpose of a RFO is to raise funds to be used to make investments (e.g. equity investments, loans, guarantees, commitments for funding, etc.) in Renaissance Zone properties; and
- Policy 1.3. – The City should consider providing financial (fee waivers, revolving loan, grants, etc.) and/or regulatory incentives to increase participation in the Renaissance Zone program.

The proposed amendments are consistent with the following Renaissance Zone Mission as found in the **Renaissance Zone Development Plan:**

*The mission of the zone is to create opportunity, encouragement, and support to property owners and leases of properties in the Dickinson Renaissance Zone with the anticipation that business climate and the attractiveness of zone buildings is greatly improved.*

**Attachments:**

- A - Proposed Text Amendments

**MOTIONS:**

**\*\*\*Approval\*\*\***

I move the City of Dickinson Planning and Zoning Commission recommend Approval of the amendments to the City of Dickinson Renaissance Zone as being compliant with the City of Dickinson Comprehensive Plan and also being in the interest of the public health, safety and welfare. (AND) the following additional requirements (**IF THE PLANNING AND ZONING COMMISSION RECOMMENDS ANY ADDITIONS AND/OR DELETIONS TO THE PROPOSED MOTION LANGUAGE**):

1. \_\_\_\_\_;

2. \_\_\_\_\_.

**\*\*\*Denial\*\*\***

I move the Dickinson Planning and Zoning Commission recommend Denial of the City Renaissance Zone Development Plan amendments as NOT being compliant with the City of Dickinson Comprehensive Plan and as being contrary to interest of the public health, safety and welfare.

**ATTACHMENT A – PROPOSED TEXT AMENDMENTS**

**VI. RENAISSANCE ZONE PROJECT SELECTION MINIMUM CRITERIA**

As part of the 2004 Renaissance Zone Development Plan minimum criteria were established for assessing the appropriateness of proposed zone projects. Listed below are those criteria.

- The project meets one of the objectives listed in the Goals and Objectives of the **Renaissance Zone Development Plan**.
- To be considered an eligible zone rehabilitation project, a **residential property owner** must invest at least 20% of the full and true value of the property. The City may grant an exemption of up to eight years for residential rehabilitation projects.
- To be considered an eligible zone rehabilitation project, a **commercial property owner** must invest at least 50% of the full and true value of the property. The City may grant an exemption of up to five years if the investment is at least 50% of the full and true value of the property. To receive a benefit exceeding five years, a rehabilitation project must exceed 75% of the current true and full value of a commercial or commercial residential project. The maximum number of years of an exemption is eight years.
- Any property within the zone, which is in good condition may qualify for an exemption if they improve the property value by at least 20%, unless the project involves restoring the original front by removing a modern false front of a building. In that case, the project may be considered eligible for an exemption as it may meet one the objectives of the Zone.
- Properties that have received previous Renaissance Zone benefits may be eligible for additional benefits after 30 years have elapsed from the completion of the initial project.
- 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.
- Leased business space may qualify as a Renaissance Zone project if the lease meets the Goals and Objectives of **the Renaissance Zone Plan**.

**VII. ADDITIONS TO THE RENAISSANCE ZONE**

Section 40-63-03 of the North Dakota Century Code states that a renaissance zone shall not be more than thirty-four square blocks, except in a city with a population of greater than five thousand the renaissance zone may exceed thirty-four square blocks at the rate of one additional block for each additional five thousand population to a maximum size of forty-nine blocks. Population is based upon the most recent federal decennial census or federal census estimate. Additionally, Section 40-63-03 of the North Dakota Century Code allows for two exceptions, or “islands”, to the primary contiguous zone. Each island can be up to three contiguous blocks. The total blocks contained in these exemptions is counted in the City’s total block number.

# RENAISSANCE ZONE DEVELOPMENT PLAN TEXT AMENDMENTS

---

CITY OF DICKINSON PLANNING AND ZONING  
COMMISSION MEETING

DECEMBER 20, 2023

# PROPOSED TEXT AMENDMENTS

---

- **INCREASE THE TAX EXEMPTION PERIOD FOR RESIDENTIAL REHABILITATION PROJECTS FROM FIVE YEARS TO EIGHT YEARS**
- **INCREASE THE BENEFIT PERIOD FOR COMMERCIAL PROJECTS TO EIGHT YEARS IF THE INVESTMENT AMOUNT IS LEAST 75% OF THE CURRENT TRUE AND FULL VALUE;**
- **ALLOWING PROPERTIES THAT HAD PREVIOUSLY RECEIVED RENAISSANCE ZONE BENEFITS ADDITIONAL BENEFITS AFTER 30 YEARS HAVE LAPSED FROM THE COMPLETION OF THE INITIAL PROJECT**
- **ALLOWING FOR TWO EXCEPTIONS, OR “ISLANDS”, TO THE PRIMARY CONTIGUOUS ZONE**

# Entrance Signs

Presented by: Loretta A. Marshik, Assistant City Engineer  
Wednesday, December 20, 2023

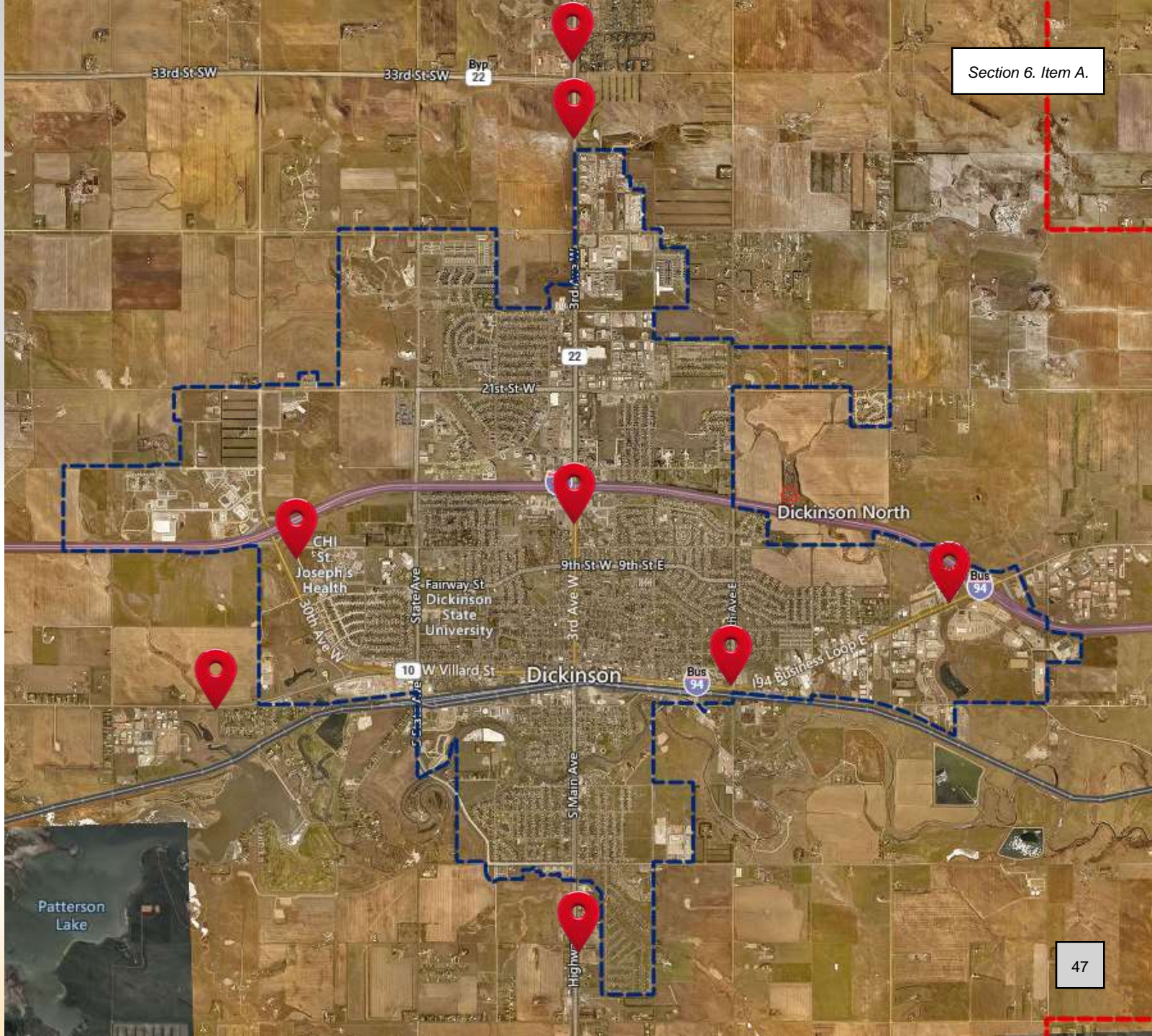
## Traditional Gateway Marker





# Potential Entrance Sign Locations

- Natural entry points create a welcoming sense of arrival
- Optimal positioning for maximum visibility without causing distractions
- Clear line of sight for approaching motorists



Section 6. Item A.





Section 6. Item A.





# North Entrance Sign Location





# South Entrance Sign Location





# West Hwy 10 Entrance Sign Location

Section 6. Item A.





# West Business Loop Entrance Sign Location

Section 6. Item A.





# 10<sup>th</sup> Ave E & Villard Sign Location



Section 6. Item A.



# Financial Information

Project Estimate: \$500,000, Class 5 estimate class

|                     |          |           |
|---------------------|----------|-----------|
| Anticipated Outlay: | 2023     | 2024      |
|                     | \$30,000 | \$470,000 |

Funding Options: Sales tax (30% of the 1%)



# Project Analysis

**Pros:** Enhances city aesthetics & visual identity  
Improves wayfinding  
Boosts civic pride & community branding

**Cons:** High initial investment  
Ongoing maintenance costs

**Wants:** Eye-catching design elements  
Innovative lighting features  
Landscaping around the sign

**Needs:** Clear wayfinding information  
Sustainable materials & installation



## RISKS of Project Delay

- Increased Project Costs
- Missed Touristic Appeal



*Thank you!*

**QUESTIONS AND COMMENTS ARE WELCOME**



[www.DickinsonGov.com](http://www.DickinsonGov.com)





# Monthly Report

Presented by: Matthew Galibert  
Wednesday November 20, 2023

Application Submittal Deadline / Meeting Dates



# Monthly Report

## Application Submittal Deadline

Section 6. Item B.

Current Ordinance: Petitions to Planning & Zoning must be submitted by the first Friday of the month prior to the desired Planning & Zoning meeting date

# Monthly Report

## Application Submittal Deadline

Current Ordinance: Petitions to Planning & Zoning must be submittal by the first Friday of the month prior to the desired Planning & Zoning meeting date

- Resume observing this official deadline, beginning February 2024. Apply 2023 solutions to the planning process, observe outcomes, adjust in 2025 as needed.
- Move Planning & Zoning meetings from the 3<sup>rd</sup> to the 2<sup>nd</sup> Wednesday of the month
  - Shortens waiting period for applicant
  - Creates a small buffer period between P&Z and City Commission meetings

# Monthly Report Application Submittal Deadline

Days to review entire batch of applications if uniformly applying this recommendation:

Approximately 23 business days

# Monthly Report

## Application Submittal Deadline

- Review all submitted documents. Ensure application is complete.
- Cross-reference application against municipal codes.
- Site visit to understand geography, traffic, surrounding property, accessibility, character.
- Coordinate / negotiate with applicant as needed.
- Technical review of proposed plat elements, existing easements & approval of preliminary plat submittal by City Engineer.
- Preparation of notice to the public.
- Creation of staff reports and recommendations.
  - Follow-up with applicant for feedback
  - Potential further negotiation

# Monthly Report Application Submittal Deadline

## Desired Outcomes

- Eliminate administrative errors.
- Allow time to conduct complete field visits respective to all applications.
- Establish adequate time to coordinate with applicant (especially important regarding SUPs and plats).
- Promote even, fair, and consistent application of the zoning code

# Monthly Report

## Application Submittal Deadline

### Complete Application Submittal Requirements

To be posted on dickinsongov.com for applicants to reference, along with the application calendar.

Robust and readable process map for each application type to be published online by June, 2024



### 2024 PLANNING AND ZONING

#### Dates and Submittal Deadlines

Meetings are held at 7:10 am in the Commission Room at City Hall

| <u>Meeting Dates</u> | <u>Submittal Deadline</u> |
|----------------------|---------------------------|
| January 10           | December 1(2023)          |
| February 14          | January 5                 |
| March 13             | February 2                |
| April 10             | March 1                   |
| May 8                | April 5                   |
| June 12              | May 3                     |
| July 10              | June 7                    |
| August 14            | July 5                    |
| September 11         | August 2                  |
| October 9            | September 6               |
| November 13          | October 4                 |
| December 11          | November 1                |



# Monthly Report

## Comprehensive Plan & Transportation Master Plan Update

12/21 Kick-off meeting with KLJ and City staff.

Monthly reports will include progress updates and preliminary findings.

The project timeline may need adjustment due to contract approval delays. An updated gantt chart will be provided as soon as possible.

A review committee will be established, featuring key stakeholders and representation of varied perspectives within our community. Planning & Zoning Commission will be represented on this committee. More information to come.

*Thank you!*

**QUESTIONS AND COMMENTS ARE WELCOME**



[www.DickinsonGov.com](http://www.DickinsonGov.com)

