

**MANDAN PLANNING AND ZONING COMMISSION**  
**MANDAN CITY HALL**  
**Wednesday, December 27, 2023**

The Planning and Zoning Commission of Mandan met in session in the Commission Meeting Room of the Mandan City Hall on Wednesday, December 27, 2023, at 5:30 p.m. CST. Planning & Zoning Commission members may be attending this meeting remotely.

**ROLL CALL**

Chair Robinson called the meeting to order.

Commissioners Present: Huber, Helbling, Liepitz, McLean, Smith, Hammond, Gardner, Robinson. Commissioners Absent: Leingang, Mehlhoff, Horn, Buchmiller.

**MINUTES**

*Commissioner Smith motioned to approve the November 27, 2023 minutes as presented. Commissioner McLean seconded the motion. Upon vote, the motion passed unanimously.*

**PUBLIC HEARINGS**

***1. A request from JE Properties, LLC, for a final plat to be named Meadows Ridge 5<sup>th</sup> Addition. Said property is Lots 3A & 3B, Block 1, in Meadow Ridge 3<sup>rd</sup> Replat Lot 3, Block 1, of Section 22, Township 139N, Range 81W, City of Mandan, Morton County, North Dakota. The property is located at 2611 & 2615 7<sup>th</sup> Avenue NW.***

**A. Staff Report**

City Principal Planner Stromme presented.

JE Properties, LLC, requests consideration of a final plat for a subdivision to be titled Meadow Ridge 5<sup>th</sup> Addition. The property is in north Mandan, south of 27<sup>th</sup> Street NW and 8<sup>th</sup> Avenue NW on the west side of 7<sup>th</sup> Avenue NW.

**Overview of Request**

This request would divide two existing lots into a total of six lots in order for existing townhome units in the Meadow Ridge Addition to be individually owned rather than rented.

**Proposed Final Plat**

The final plat is 23,672sf (.54 acres) in size and will have six (6) lots in one (1) block. The proposed lots range in size from 2,759sf to 5,525sf. Various access and utility easements are shown on the plat, notably for the shared driveway and utilities.

**Adjacent Properties Zoning, Land Use and Future Land Use**

Adjacent properties are zoned R7 – Residential to the west and RM – Residential to the north, south and east. The future land use plan designates this property to be high density residential.

## **Findings of Fact**

### **Final Plat**

1. All technical requirements for approval of a final plat have been met;
2. The final plat generally conforms to the preliminary plat for the proposed subdivision that was approved by the Planning and Zoning Commission in October 2023 contingent on fire code. Compliance has been vetted by the Building and Fire Departments wherein the building is conformed to fire code for them to be individually owned and split;
3. The proposed subdivision generally demonstrates an ability for the property to align with the Future Land Use Plan and other plans and studies;
4. The proposed subdivision is not located in the Special Flood Hazard Area or an area where the proposed development would adversely impact water quality and/or environmentally sensitive lands, or areas that are topographically unsuited for development;
5. The proposed subdivision is consistent with the general intent and purpose of the zoning ordinance;
6. The proposed subdivision is consistent with the master plan, other adopted plans, policies and accepted planning practice; and
7. The proposed subdivision would not adversely affect the public health, safety, and general welfare.

### **Agency & Other Department Comments**

- As of the publication of the agenda packet, no comments have been received from adjacent property owners. Seventy-six (76) letters were sent to adjacent property owners.
- Morton County Emergency Management will require the units to be numbered conspicuously if not already to their standard.
- A common use agreement is required for shared infrastructure (water, sewer).

### **Engineering & Planning Staff Comments**

- Staff recommends approval of the final plat contingent upon a Shared Use Agreement being drafted and approved by the City of Mandan.

Chair Robinson inquired if there were any questions for Planner Stromme.

## **B. Open Public Hearing**

Chair Robinson opened the public hearing and invited anyone calling in or present, to come forward to speak for or against the request from JE Properties, LLC, for a final plat to be named Meadows Ridge 5<sup>th</sup> Addition. A second invitation was given to come forward at this time to speak for or against this request.

## **C. Close Public Hearing**

Chair Robinson inquired if there were any comments or questions. Hearing none, this portion of the public hearing was closed.

## **D. Commission Action**

Chair Robinson inquired if there were any further comments or questions from members of the Planning and Zoning Commission.

*Commissioner McLean motioned to approve the final plat of Meadows Ridge 5<sup>th</sup> Addition contingent upon the Shared Use Agreement being drafted and approved by the City of Mandan. Commissioner Huber seconded. Upon vote, the motion passed unanimously.*

## **OTHER BUSINESS**

**1. On behalf of the Planning and Zoning Commission, Chair Robinson extended a thank you to Karl Liepitz for serving on the Commission for the last (10) ten years. This will be his last meeting.**

**2. Appointment of 2024 Planning and Zoning Commission Officers for Chair, Vice Chair, and Secretary.**

*Commissioner Smith motioned to nominate Commissioner Robinson as the 2024 Chair. Commissioner McLean seconded. Upon vote, the motion passed unanimously.*

*Commissioner Huber motioned to nominate Commissioner McLean as the 2024 Vice Chair. Commissioner Smith seconded. Upon vote, the motion passed unanimously.*

*Commissioner McLean motioned to nominate Nancy Moser as the 2024 Secretary. Commissioner Smith seconded. Upon vote, the motion passed unanimously.*

**3. Schedule 2024 meetings.**

*Commissioner Smith motioned to accept the suggested monthly meeting dates for 2024 with a change to the December meeting to be held on Wednesday, December 18, 2024. Commissioner McLean seconded. Upon vote, the motion passed unanimously.*

## **ADJOURNMENT**

*There being no further business to discuss or come before the Board, Commissioner Smith motioned to adjourn the meeting. Commissioner McLean seconded the motion. Upon vote, the motion passed unanimously.*

The meeting adjourned at 5:45 p.m.