

REGULAR MEETING OF THE PLANNING AND ZONING COMMISSION WAS HELD ON January 16, 2018, AT WILLISTON CITY HALL, 22 E. BROADWAY, WILLISTON, ND.

Second-Vice Chairman Hansen called the meeting to order at 5:30pm. Roll Call was taken. A quorum was present.

MEMBERS PRESENT: Eynon, Bauer, Christensen, Gjovig, Hansen

MEMBERS ABSENT: Long, Aafedt

OTHERS PRESENT: Kent Jarcik, Planning Director; Rachel Laqua, Principal Planner; Jeremy Miller, Staff Planner; Kelly Aberle, Building Dept.; Bob Hanson, City Engineer; Christine Edwards, PZ Office Manager.

COMMUNICATIONS:

A. Introduction of new Commissioner, Luke Gjovig.

B. Report of 2017 cases

Laqua stated that in 2017, the Planning Department took in 28 total cases and recorded 4 updates to the Zoning Ordinance and City Ordinance.

Staff reviewed two subdivision plats in 2017. Of these, both have gone through the preliminary plat process and are entering the final plat process. One was a subdivision and zone change.

There were 6 short plat applications that were submitted in 2017. Five were recorded. One is pending response from the applicant, but has been approved by the Planning and Zoning Commission.

Two zone change applications were submitted this year. Both were denied. Forty-nine properties were rezoned to Highway Corridor Commercial as the last part of the rezoning of the ETJ.

Laqua said that fourteen special use permits were applied for in 2017. One was denied. One other was withdrawn. One was put on hold by the applicant and has not been resumed. The other 11 permits applied for were granted by Planning and Zoning, and findings of the commission were filed appropriately.

There was one parking reduction application for a gym which was approved by the Planning and Zoning Commission.

There were three vacations of rights of way or properties. Three of these have been recorded.

There were 5 Downtown Design Review Board applications. Of these, two went to the Downtown Design Review Board. The other three were approved by Planning and Building Staff.

Updates to the zoning ordinance included:

- Ordinance 1058, which addressed small cell and DAS systems, modifying the macro and micro cell tower regulations.
- Ordinance 1060, which created the Highway Corridor Commercial District
- Ordinance 1061, which added Temporary Uses and Structures to the Highway Corridor Commercial District
- Ordinance 1062, which added the Highway Corridor Commercial District to the sign ordinance

*(**NOTE: it was discovered that audio recording of this meeting had not started at the beginning of the meeting. Recording was started at this point.)*

Laqua reminded the Commission that in 2017, the Planning Department also began work on multiple new ordinances, including:

- An ordinance to update beverage kiosk regulations
- An updated subdivision ordinance
- An ordinance to regulate medical marijuana

There were seven temporary use permits application that were submitted and approved in 2017.

Laqua stated that the Planning Department also held final public and committee meetings on the update to the Comprehensive Plan, Transportation Plan, and Corridor Plans throughout 2017, culminating in a public hearing at a joint City/County Planning and Zoning Commission meeting in February 2017. Final adoption of this plan occurred on March 16, 2017.

The Planning Department worked on implementation of the new signage ordinance passed in 2016, working with business owners and the Chamber of Commerce.

The Planning Department also participated in work on the municipal airport project and on committees for the redevelopment of the current Sloulin Field site.

The Planning Department also worked with the Renaissance Zone Board to approve one project, the Cooks on Main renovation and to complete a 2016 project, the remodel of the Western Credit Cooperative Union.

PUBLIC HEARINGS:

A. NONE

UNFINISHED BUSINESS:

A. NONE

NEW BUSINESS:

A. Special Permitted Use request for a restaurant in an M-1: Light Industrial zone located at 1300 E Broadway, sharing half of the Expert Auto Glass building – Maria Sandoval

Second-Vice Chairman Hansen introduced this item of New Business (as above) and asked Miller to present. Miller explained that the applicant, Maria Sandoval, requests a special permitted use (SPU) to operate a restaurant in an M-1: Light Industrial zoned property on Lot 2R, Block 1 of the Cook subdivision.

The operation of a restaurant in an M-1 zones is allowed by a special permitted use (SPU) pursuant to Section 22(E)(4)(7) of the Williston Zoning Ordinance.

Miller said this restaurant will be operated as a dine-in style restaurant with no drive thru availability. The applicant is planning to have the capacity to serve 20 people. This will require the installation of 5 striped parking spaces on the already existing concrete because the parking requirement is 1 space per 4 seats.

The applicant will need to ensure that all health, building, and fire department requirements are met for this use

At the January 2, 2018, there were some questions regarding the potential for truck traffic at that location and parking availability. There will be no parking available for trucks, which is generally not required. However, the lot does have truck parking on it for Expert Auto Glass, which may be able to be used in the event of truck parking needs.

Laqua added that staff is in the process of a possible zone change for both sides of Hwy. 1804 from University to East Dakota Parkway and on the north side of the highway to Bean Drive which would include the property at issue in this case. The proposed zone change would change this area to the HCC: Highway Corridor Commercial which would make the restaurant a permitted use but the zone change process could still take several months and the applicants have opted not to wait. Kelly Aberle of the building department also added that the current address on the building is incorrect and will need to be changed; she said she would be taking care of that issue.

With no other questions or comments Hansen asked for the wishes of the Commission.

MOTION BY EYNON, SECOND BY CHRISTENSEN to approve the special use permit to operate a restaurant located on Lot 2R, Block 1 of the Cook Subdivision, as presented, contingent on recordation of the suggested findings. **AYES:** Eynon, Bauer, Christensen, Gjovig, Hansen. **NAYS:** None **ABSENT/NOT VOTING:** Long, Aafedt **ABSTAINED:** None.

COMMITTEE REPORT:

Second –Vice Chairman asked if the nominating committee was ready to make nominations for 2018 Commission seats. Commissioner Eynon said that the nominating committee had not yet met.

MOTION BY EYNON, SECOND BY CHRISTENSEN, to table the 2018 seat appointments until the February, 2018, Planning and Zoning Commission. CARRIED ON VOICE CALL

DATE OF NEXT REGULAR MEETING: Tuesday, February 20, 2018.

Commission was reminded that the February meeting will be on the third Tuesday of the month due to the regular third Monday being a holiday which the City will be closed for.

MEETING ADJOURNED.



Kent Jarcik, Williston Planning Director

APPENDIX

TO THE JANUARY 16, 2018 PLANNING & ZONING COMMISSION MEETING MINUTES

- A. Special Permitted Use request for a restaurant in an M-1: Light Industrial zone located at 1300 E Broadway, sharing half of the Expert Auto Glass building – Maria Sandoval