



Horace Planning & Zoning Commission Meeting Agenda

Tuesday, January 10, 2023 – 6:00 pm

Fire Hall Event Center – 413 Main Street, Horace, North Dakota

1. Declare Quorum
2. Regular Agenda
3. Approve the November 8, 2022, Planning & Zoning Commission Meeting Minutes
4. Elect Planning and Zoning Commission Chair and Vice Chair
 - a. Discussion & Action
5. Community Development Department Update | Jace Hellman, Community Development Director
 - a. Land Use Ordinance
 - i. Discussion
 - b. Application Updates
 - i. Discussion
 - c. General Updates
 - i. Discussion
6. Adjournment



HORACE PLANNING and ZONING COMMISSION MEETING MINUTES

November 8, 2022 | 6 p.m.

Horace City Hall | 413 Main Street, Horace ND 58047

Present: Russell Sahr, Amy Beaton, Julie Hochhalter, Doug Wendel, Jace Hellman, Jim Dahlman (Via Microsoft Teams) and Stephen Hayton

Chair Sahr called the meeting to order at 6:00 p.m.

Agenda Item 1: Declare Quorum

Agenda Item 2: Regular Agenda

Commissioner Hochhalter moved to approve the Regular Agenda. Seconded by Commissioner Beaton. All in favor, none opposed. Motion carried.

Agenda Item 3: Approve the October 25, 2022 Planning and Zoning Commission Meeting Minutes

Commissioner Beaton moved to approve the minutes from October 25, 2022. Seconded by Commissioner Hochhalter. All in favor, none opposed. Motion carried.

Agenda Item 4: 1030 5th St E Design Review | Jace Hellman, Community Development Director

Mr. Hellman presented the updated Design Review for 1030 5th St E. Mr. Hellman explained that the applicant had provided updated building plans based on the Commission's recommendations from their meeting on October 25, 2022. The applicant provided a ledgestone product base around the base of the building and larger windows. Mr. Hellman noted that the fence material had not been made known by the applicant. Commissioner Wendel noted that the north elevation was okay to have two-toned steal without a ledgestone product. The Commission discussed the proposed landscape plan and made a recommendation to replace a series of trees along the northeastern property line and southwestern property line with a coniferous tree to provide more effective screening of the proposed parking area. Commissioner Hochhalter recommended white spruce. The applicant asked what type of fencing would be required. The Commission stated that no chain-link would be allowed in areas visible from the public view and that a vinyl or composite material would be required for the southern and western fence lines. Horace Fire Protection District Chief Stephen Hayton requested that the dumpster be a minimum of five feet away from the building.

Chairman Sahr moved to approve the Design Review for 1030 5th St E with recommended changes and the condition that all materials and equipment be stored within the shop portion of the building. Seconded by Commissioner Wendel. All in favor, none opposed. Motion carried.

Agenda Item 5: 1005 5th St E Design Review | Jace Hellman, Community Development Director

Mr. Hellman presented the Design Review for 1005 5th St E. Commissioner Wendel asked to what extent the drive aisle would be completed with phase one construction. The applicant, Shane Cullen, stated he did not want to pave the parking lot in entirety in order to not constrain the future building plans. Commissioner Wendel discussed paving enough to allow for a complete drive aisle. Commissioner Wendel suggested paving the parking lot 41 ½ feet in width. Chairman Sahr noted that the roof line exceeded City ordinance without a breakup. Mr. Cullen suggested three cupolas to break up the roof line. The Commission agreed.



Commissioner Beaton moved to approve the Design Review for 1005 5th St E with the condition that a width of 41 ½ feet of concrete be poured for the parking lot with the construction of phase 1 and that the roof line be broken up. Seconded by Commissioner Hochhalter. All in favor, none opposed. Motion carried.

Agenda Item 6: Horace City Code 17.8.7 – Drainage Way Easement / Watercourse Setback Zone | Jace Hellman, Community Development Director

Mr. Hellman discussed a recent increase in calls related to properties wanting to either build or expanded within the watercourse setback. Mr. Hellman explained that City staff had meet the week prior to begin discussing if any possible policy amendments needed to occur regarding the watercourse setback. Mr. Hellman explained a couple options that Staff has looked at and that he wanted to Commissioners feedback prior to taking any further action. The Commission noted that if any changes were to occur, the City attorney would need to ensure that the City was protected from any liability.

No action was required or taken.

Agenda Item 5: Adjournment at 7:34 p.m.