



AGENDA
CITY COMMISSION
APRIL 15, 2025
ED "BOSH" FROEHLICH MEETING ROOM
MANDAN CITY HALL
5:30 PM
WWW.CITYOFMANDAN.COM

The public may access the LIVE meeting at:

Watch & Listen

Government Access (Midcontinent) cable channels 2 &
602 HD Streaming LIVE at: tinyURL.com/FreeTV-602 and
on Roku or Apple TV

Dial: +1 312 626 6799

Webinar ID: 863 4671 1021

Listen

Radio Access 102.5 FM

RadioAccess.org

Web: <https://us02web.zoom.us/j/86346711021>

A. ROLL CALL

1. Roll call of all City Commissioners

B. THE PLEDGE OF ALLEGIANCE

C. ANNOUNCEMENTS

1. Proclaiming May as Welcome Month
2. Proclaiming May 2, 2025 as Arbor Day in the City of Mandan

D. APPROVAL OF AGENDA

E. MINUTES

1. Consider approval of the following Board of City Commission meeting minutes:
 - a. Apr. 1, 2025 Regular Meeting
 - b. Apr. 1, 2025 Board of Equalization
 - c. Apr. 8, 2025 Special Meeting

F. PUBLIC HEARING

1. Consider a zone change from CA - Commercial to R7 - Residential for Lot 9, Block 1, Developers West Acres 2nd Addition
2. Consider Final Plat and Zone Change for Lot 1 from A - Agriculture to CB -

Commercial for MDU Addition

3. Consider a variance for Lot 2, Block 1, North Prairie Subdivision Replat

G. BIDS

H. CONSENT AGENDA

1. Consider approval of monthly bills
2. Consider the following Abatements:
 - a. Ripplinger Veterans Credit Abatement
 - b. Reimer Veterans Credit Abatement
 - c. Mertz Veterans Credit Abatements
 - d. Dittus Veterans Credit Abatements
 - e. Ereth Veterans Credit Abatement
 - f. Smith & Evans Veterans Credit Abatements
3. Consider the correction of Civil Service Commission Member's term date
4. Consider Mandan Progress Organization Event Grant Applications
5. *Consider extension of protest period for Street Improvement District 236*
6. *Consider reappointing Jason Arenz to the Dakota Media Access Board of Directors for a four-year term expiring July 1, 2029*

I. OLD BUSINESS

1. *Consider driveway width variance request for 1207 1st Street SW*

J. NEW BUSINESS

1. Growth Fund recommendation on business assistance for Memorial Highway during construction
2. Consider Building Blocks Action Plan (Third Street SE Study)
3. Legislative Update
4. *Discovery Properties LLC Application for Property Tax Exemption for Improvements to Commercial & Residential Buildings North Dakota Century*

Code 57-02.2

K. RESOLUTIONS AND ORDINANCES

1. First Consideration of Ordinance 1464, a zone change from CA - Commercial to R7 - Residential for Lot 9, Block1, Developers West Acres 2nd Addition
2. First Consideration of Ordinance 1465, a zone change from Ag - Agriculture to CB - Commercial for Lot 1, Block1, MDU Addition

L. OTHER BUSINESS

M. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS

- - April 22, 2025 at 5:30 p.m., Special Meeting, Long Range Financial Planning
 - May 6, 2025 at 5:30 p.m., Regular Meeting
 - May 20, 2025 at 5:30 p.m., Regular Meeting
 - June 3, 2025 at 5:30 p.m., Regular Meeting

N. ADJOURN



PROCLAMATION

WHEREAS, the cities of Mandan and Bismarck have long been recognized for their strong sense of community, rich heritage, vibrant culture, and fostering an environment where residents and businesses thrive together; and

WHEREAS, the municipal government for the City of Mandan and City of Bismarck, are important components to this growth, providing critical services each day and ensuring the Capital Metro flourishes with new residents, businesses and opportunities; and

WHEREAS, the importance of welcoming people to our communities is recognized as important aspects of strengthening our workforce, expanding the local economy and tax base, increasing the pool of volunteers and contributing vitality to our communities.

WHEREAS, the foundation of a welcoming and inclusive community begins with a simple gesture: saying “hello,” which serves as the first step in building meaningful connections, fostering sense of belonging, and strengthening our social fabric; and

WHEREAS, participating in the “**Where Home Means More Than Hello**” initiative seeks to create opportunities to welcome new residents by engaging residents and business owners to take an extra step to integrate them into the fabric of our community.

THEREFORE, BE IT RESOLVED that I, James Froelich, Mayor of the City of Mandan, on behalf of this Commission, do hereby proclaim May 2025, as **WELCOME MONTH** in Mandan-Bismarck. I urge all citizens of our community to learn more about how they can contribute to a more welcoming community, take action to join this effort, and let every individual who arrives in our community know they are truly home.

Signed this fifteenth day of April 2025.

James Froelich, Mayor
Mandan Board of City Commissioners



City Commission

Agenda Documentation

MEETING DATE: April 15, 2025
PREPARATION DATE: April 7, 2025
SUBMITTING DEPARTMENT: Public Works (Forestry)
DEPARTMENT DIRECTOR: Shane O'Keefe
PRESENTER: Shane O'Keefe, Public Works Director
SUBJECT: Proclaiming May 2nd, 2025 as Arbor Day in the City of Mandan.

STATEMENT/PURPOSE:

Consider proclaiming May 2nd, 2025 as Arbor Day in the City of Mandan.

BACKGROUND/ALTERNATIVES:

Each year, the Forestry Department (Public Works), in collaboration with the North Dakota Forest Service, partners with a class at a local elementary school to enhance students' understanding of trees and to plant a new tree on the school's grounds. This year, Custer Elementary has been selected for this initiative. This activity helps fulfill one of the requirements necessary to maintain our Tree City USA designation. Therefore, we officially proclaim this day as Arbor Day in the City of Mandan.

ATTACHMENTS:

1. Arbor Day Official Proclamation 2025

FISCAL IMPACT:

The purchase of the tree to be planted, in the amount of less than \$500.

STAFF IMPACT:

The forestry staff, in collaboration with the North Dakota Forest Service, will meet with the designated class of students, plant the tree on the school grounds, and document the entire process.

LEGAL REVIEW:

Attorney Oster's office has reviewed this document.

RECOMMENDATION:

To proclaim May 2nd, 2025 as Arbor Day in the City of Mandan.

SUGGESTED MOTION:

I move to proclaim May 2nd, 2025 as Arbor Day in the City of Mandan.



OFFICIAL PROCLAMATION

WHEREAS in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

WHEREAS this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

WHEREAS Arbor Day is now observed throughout the nation and the world, *and*

WHEREAS trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

WHEREAS trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

WHEREAS trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

WHEREAS trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, I, _____, Mayor of the City of _____, do hereby proclaim _____ as **ARBOR DAY**

In the City of _____, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS _____ day of _____, _____

Mayor _____

The Mandan City Commission met in regular session at 5:30 PM on April 1, 2025 in the Ed “Bosh” Froehlich Meeting Room at City Hall, Mandan, North Dakota. Mayor Froelich called the meeting to order.

A. ROLL CALL

1. *Roll call of all City Commissioners.* Those present were Dennis Rohr, Mike Braun, James Froelich, Craig Sjoberg (Commissioner Ryan Heinsohn was absent). Department heads present were City Administrator Neubauer, Assistant Finance Director Schulz, Assessor Markley, Human Resource Director Berger, City Engineer Wigness, Assistant City Engineer McAdoo-Roesler, Police Chief Ziegler, Building Official Singer, Fire Chief Bitz, Public Works Director O'Keefe, Business Development & Communications Director Cermak, Planner Stromme, Communications Specialist Schmidt, CIS Manager Mischel, and Attorney Oster.

B. THE PLEDGE OF ALLEGIANCE

C. ANNOUNCEMENTS

1. *Bicycle Friendly Workshop May 21-22, 2025.* Planner Stromme presented the Bicycle Friendly Workshop taking place May 21-22.

2. *Wear Blue Day Proclamation.* Mayor Froelich signed the Wear Blue Day proclamation.

3. *Child Abuse Prevention Month Proclamation.* Mayor Froelich signed the proclamation for Child Abuse Prevention month in April.

4. *Consider proclaiming April 13-19, 2025 as National Public Safety Telecommunications Week.* Mayor Froelich signed the National Public Safety Telecommunications Week proclamation.

5. *Spring Clean Up Week April 19-26.* Public Works Director O'Keefe shared information on Spring Clean-Up Week.

6. *Consider launch of 2025 Neighborhood Revitalization Initiative with Gate City Bank and Capital Credit Union.* Planner Stromme announced that applications are being accepted for the 2025 Neighborhood Revitalization Initiative with Gate City Bank and Capital Credit Union. Additional information is available at cityofmandan.com/neighborhoodrevitalization.

D. APPROVAL OF AGENDA Commissioner Sjoberg moved and Commissioner Rohr seconded to approve as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.

E. MINUTES

1. *Consider approval of the following Board of City Commissioners meeting minutes:.*

a. *March 18, 2025 regular meeting.* Commissioner Sjoberg moved and Commissioner Rohr seconded to approve. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.

b. *March 25, 2025 special meeting.* Commissioner Braun moved and Commissioner Sjoberg seconded to approve. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.

F. PUBLIC HEARING

1. *Public Hearing for Street Improvement District 236, 1st Street Improvements Phase I.*

Assistant City Engineer McAdoo-Roesler presented the item. The protest period has been extended to April 22 and will be brought back to commission on May 6. Mayor Froelich opened the public hearing and invited the public to come forward to comment. Business owner Melanie Lennie came forward to speak on the proposed parking changes and issues with the planned detour route. Business owners Steve Mott, Brady Zittleman, Building owners Josh Carter and Harvey Schneider came forward to speak on the proposed parking changes. Business Owner Brandon Charvat spoke against the proposed parking changes, the curbing of his parking lot, and the concrete flower planters. Resident Aaron Axvig came forward to speak in favor of the project. A second and third invitation for comment was given. Hearing none, the public hearing closed.

G. BIDS

1. *Consider Municipal Concrete Contract Bids.* Commissioner Braun moved and Commissioner Sjoberg seconded to move to award the Municipal Concrete project contract to Nuss Construction, as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.

2. *Consider bids for Water Sewer District 65, Monte Drive.* Engineer Wigness presented the item. Commissioner Braun moved and Commissioner Sjoberg seconded to award the construction contract to Strata Corporation for the 2025 Street and Water Reconstruction Project as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.

3. *Consider award of the Rapid Rectangular Flashing Beacon Project.* Engineer Wigness presented the item. Commissioner Sjoberg moved and Commissioner Rohr seconded to award the bid for the Rapid Rectangular Flashing Beacon Project to Knife River, as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.

4. *Consider bids for the Water Treatment Plant Phase III Optimization Project.* Engineer Wigness presented the item. Commissioner Rohr moved and Commissioner Sjoberg seconded to approve that award of the project to Swanberg Construction, Central Mechanical and Rafter Electric as presented, contingent on approval from the Department of Environmental Quality and approval of the cost-share construction funding application. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.

H. CONSENT AGENDA

1. *Consider approval of the following raffle permits: .*

a. *Central Dakota Forensic Nurse Examiners.*

b. *Mandan's Monday Night Cruise Night.*

2. *Consider the following special event permits: .*

a. *Silver Dollar 3rd of July Street Dance.*

b. *Mandan Progress Organization's Touch a Truck, May 17.*

3. *Consider Flex PACE letter of support for financing of real estate purchase and construction for Vision Source Mandan.* Commissioner Sjoberg moved and Commissioner Rohr seconded to approve consent agenda items 1-3 including all sub items, as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.

I. OLD BUSINESS

J. NEW BUSINESS

1. *Consider driveway width variance request for 1207 1st Street SW.* Assistant City Engineer McAdoo-Roesler and City Engineer Wigness presented the variance request. The applicant was not in attendance. Commissioner Rohr moved and Commissioner Sjoberg seconded to table the item until the next City Commission meeting. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.
2. *Consider Task Order for Construction Oversight of the Rapid Rectangular Flashing Beacon Project.* City Engineer Wigness presented the item. Commissioner Sjoberg moved and Commissioner Braun seconded to approve Task Order No. 4 Amendment 2 with Moore Engineering for construction engineering services for the 2024 RRFB Installations project. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.
3. *Consider a Task Order Amendment to include construction oversight of the 2025 Reconstruction Project - Monte Drive.* Engineer Wigness presented the item. Commissioner Braun moved and Commissioner Sjoberg seconded to approve the amendment to Task Order 5, as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.
4. *Consider a 2025 budget amendment for the Tree Inventory project.* Public Works Director O'Keefe presented the item. Commissioner Sjoberg moved and Commissioner Rohr seconded to authorize a 2025 budget amendment of \$60,000 out of the City's sales tax fund to complete a tree inventory. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.
5. *Consider Amendment to add construction oversight of the Water Treatment Plant Phase III Optimization project.* City Engineer Wigness presented the item. Commissioner Rohr moved and Commissioner Braun seconded to approve Amendment No. 3 with AE2S for construction oversight, as presented, contingent on the approval of the construction cost-share funding. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.
6. *Request for Memorial Highway Improvements Project - West Half Pre-Construction Cost-Share.* Engineer Wigness presented the item. Commissioner Sjoberg moved and Commissioner Rohr seconded to approve the request for Memorial Highway Improvements Project - West Half Pre-Construction Cost-Share. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed. In regard to Memorial Highway, Engineer Wigness shared that 19th Street SE is closed as of today and construction on the Memorial Highway project is beginning. There will be a public information meeting on the project on April 9 at Midway Lanes from 4-7 p.m.
7. *Legislative Update.* Administrator Neubauer presented the update. This was just an update, no action was taken.

K. RESOLUTIONS AND ORDINANCES

1. *Second consideration of Ordinance 1460, a zone change from A - Agriculture and MC - Industrial to A - Agriculture for HRWTC Addition.* Planner Stromme presented the ordinance. There have been no changes or comments received since the first consideration. The entity has changed its name to Heart River Corrections Center. Commissioner Sjoberg moved and Commissioner Braun seconded to approve the second consideration of Ordinance 1460 as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.
2. *Consider a Resolution establishing rates and charges for water meters.* Public Works Director O'Keefe presented the resolution, reflecting the sales tax change. Commissioner Rohr moved and Commissioner Braun seconded to approve the resolution establishing rates and charges for water meters for new construction from the Utility Maintenance department. Roll Call vote: Aye 4, Nay 0,

Absent Commissioner Heinsohn. The motion passed.

L. OTHER BUSINESS

M. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS

- *April 8, 2025 at 5:30 p.m. Special Meeting, Working Session Long Range Financial Planning*
- *April 15, 2025 at 5:30 p.m.*
- *May 6, 2025 at 5:30 p.m.*
- *May 20, 2025 at 5:30 p.m.*

.

N. ADJOURN There being no further business to come before the board, the meeting adjourned at 6:44 p.m.

James Neubauer
City Administrator

James Froelich
Board of City Commissioners

The Mandan City Commission met in regular session at 7:00 PM on April 1, 2025 in the Ed “Bosh” Froehlich Meeting Room at City Hall, Mandan, North Dakota. Mayor Froelich called the meeting to order.

A. ROLL CALL

1. *Roll call of all City Commissioners.* Those present were Dennis Rohr, Mike Braun, James Froelich, Craig Sjoberg. Commissioner Heinsohn was absent. Also, present were City Administrator Neubauer, Assessor Markley, Police Chief Ziegler, Business Development & Communications Director Cermak, Senior Real Property Appraiser Johnson, Real Property Appraiser Fleischer, Attorney Oster, Morton County Tax Director LaFleur, Morton County Commissioner Zachmeier, and resident Bill Pfau.

B. CITY BOARD OF EQUALIZATION SUMMARY

1. *Presentation of the City Board of Equalization documentation by the Mandan City Assessor.* Updated. Assessor Markley presented the 2025 Annual Board of Equalization report: [2025 Presentation of Assessment Rolls.pdf](#)

2. *Consider Approval of 2025 Annual Report- updated.* Commissioner Braun moved and Commissioner Sjoberg seconded to approve the recommendation of the 2025 Assessment Roll as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.

C. OPEN FORUM

1. *The public is invited to express any questions, comments or concerns regarding annual report and 2025 property valuations at this time.* Mayor Froelich opened the public hearing and invited the public to come forward to comment. A second and third invitation for comment was given. Hearing none, the public hearing closed.

D. NEW BUSINESS

1. *Recommendations for Appeals submitted to City Board of Equalization..* Assessor Markely presented the [appeal list](#) recommendations (see [Appeal List for BOE updated 4-1-25.pdf](#)). Commissioner Rohr asked to recuse himself from voting on item 1 on the appeals list due to a conflict of interest. Commissioner Sjoberg moved and Commissioner Braun seconded to approve items 2-15 on the appeals list as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed. Commissioner Sjoberg moved and Commissioner Braun seconded to approve item 1 on the appeals list. Roll call vote: Aye 3, Nay 0 (Abstain Commissioner Rohr), Absent Commissioner Heinsohn. The motion passed. Assessor Markley stated anyone that missed or disagrees with City of Mandan Board of Equalization may appeal to Morton County Board of Equalization which will be June 10, 2025.

E. ADJOURN There being no further business to come before the board, the meeting adjourned at 7:19 p.m.

James Neubauer
City Administrator

James Froelich
Board of City Commissioners

The Mandan City Commission met in regular session at 5:30 PM on April 8, 2025 in the Ed “Bosh” Froehlich Meeting Room at City Hall, Mandan, North Dakota. Mayor Froelich called the meeting to order.

A. ROLL CALL

1. *Roll call of all City Commissioners.* Those present were Dennis Rohr, Mike Braun, James Froelich, Craig Sjoberg, Ryan Heinsohn. Department heads present were City Administrator Neubauer, Finance Director Welch, Assistant Finance Director Schulz, City Engineer Wigness, Assistant City Engineer McAdoo-Roesler, Police Chief Ziegler, Fire Chief Bitz, Public Works Director O’Keefe, Assessor Markley, Planner Stromme, Business Development & Communications Director Cermak, Communications Specialist Schmidt and Waste Water Superintendent Malsam.

B. THE PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA Commissioner Sjoberg moved and Commissioner Heinsohn seconded to approve as presented. Roll Call vote: Aye 5, Nay 0. The motion passed.

D. NEW BUSINESS

1. *Long Term Financial Planning.* Engineer Wigness presented project priorities for the next five years. The finance department is looking from consensus from the City Commission for the project priorities for the next five years.

E. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS

F. ADJOURN There being no further business, the meeting adjourned at 7:30 p.m.

James Neubauer
City Administrator

James Froelich
Board of City Commissioners



City Commission

Agenda Documentation

MEETING DATE: April 15, 2025
PREPARATION DATE: April 7, 2025
SUBMITTING DEPARTMENT: Planning
DEPARTMENT DIRECTOR: Andrew Stromme
PRESENTER: Andrew Stromme, City Planner
SUBJECT: Consider a zone change from CA - Commercial to R7 - Residential for Lot 9, Block 1, Developers West Acres 2nd Addition

STATEMENT/PURPOSE:

Consider a zone change from CA - Commercial to R7 - Residential for Lot 9, Block 1, Developers West Acres 2nd Addition

BACKGROUND/ALTERNATIVES:

Delton and Terrie Stein are requesting a zoning change from CA - Commercial to R7 - Residential for the property at 3801 43rd Street NW. Their plans include converting the existing commercial building into a residential structure and, at some point in the future, constructing an expansion of the shop/garage to the west.

Property History

Developer's West Acres was originally platted in 1976, with the shop constructed in 1990. The lot was re-platted in 1996 as part of Developer's West Acres 2nd Addition, which reconfigured the lots between 42nd Street NW and 43rd Street NW. Since the lot was already developed, its configuration remained unchanged. Ordinance 901 later modified the area's development plan by rezoning most neighboring lots from CA - Commercial to R7 - Residential or RM - Residential. Previously used as a commercial warehouse, the property was acquired by the Steins in 2024.

The property is roughly 32,000sf in size, and the existing building on this property is roughly 3,600sf in size. The proposed addition would extend the building further west.

Zone Change

The requested zone change would place the property in the R7 - Residential district which is similar to the zoning of properties to the south and west. It would permit the residential use of the property and associated accessory uses.

Adjacent Properties Zoning, Land Use, and Future Land Use

Adjacent properties to the west and south are zoned R7 - Residential and are used as single-unit detached residences. The adjacent properties to the east and north are zoned RM - Residential and are similarly used as single-unit detached residences. The proposed re-zoning to R7 - Residential aligns with the future land use plan recommendation of low-density residential land use on this property.

Additional Information and Public Outreach

- The application and fee of \$600.00 was received on February 21, 2025.
- This item was published in the Mandan News as required. Thirty-six letters were sent to adjacent property owners on March 27, 2025.
- As of the drafting of this agenda document, no comments have been received by the City.

Staff Comments

Although the Land Use Plan initially designates residential use for this property in broad terms, Goal 1 of the City's Future Land Use Plan emphasizes promoting a well-planned community that balances land uses and expands services. This goal includes a policy to establish neighborhood commercial centers that offer goods and services to the surrounding area. Given its location, this property has the potential to eventually serve as a convenient hub for such services in the neighborhood.

Planning and Zoning Commission Public Hearing

The Planning and Zoning Commission considered this request at their March 2025 meeting and recommends approval.

Findings of Fact

Zone Change

1. The City of Mandan and other agencies would be able to provide necessary public services, facilities and programs to serve the development allowed by this zone change;
2. The proposed zoning change is consistent with the general intent and purpose of the zoning ordinance;
3. The proposed zoning change is consistent with the Future Land Use Plan/Map, other adopted plans and policies, and accepted planning practice;
4. The proposed zoning change would not adversely affect public health, safety and general welfare.

ATTACHMENTS:

1. Application
2. Ordinance No. 1464
3. Images
4. Location Map

FISCAL IMPACT:

N/a

STAFF IMPACT:

Minimal

LEGAL REVIEW:

This item has been reviewed as part of the agenda packet.

RECOMMENDATION:

Staff recommends conducting a public hearing for the zone change. Approval of the first consideration of the zone change may be made under Resolutions and Ordinances No. 1.

SUGGESTED MOTION:

| CITY OF MANDAN | | |
|---|--|---|
| Development Review Application | | |
| <input type="checkbox"/> | Minor Plat (\$300) | <input checked="" type="checkbox"/> Zone Change (\$600) |
| <input type="checkbox"/> | Preliminary Plat up to 20 acres (\$400) | <input type="checkbox"/> Planned Unit Development (\$700) |
| <input type="checkbox"/> | Preliminary Plat more than 20 acres (\$450) | <input type="checkbox"/> Land Use and Transportation Plan Amendment (\$1,000) |
| <input type="checkbox"/> | Final Plat up to 20 lots (\$400) | <input type="checkbox"/> Vacation (\$500) |
| <input type="checkbox"/> | Final Plat 21 to 40 lots (\$550) | <input type="checkbox"/> Variance (\$400) |
| <input type="checkbox"/> | Final Plat more than 40 lots (\$700) | <input type="checkbox"/> Special Use Permit (\$450) |
| <input type="checkbox"/> | Annexation (\$450) | <input type="checkbox"/> Stormwater submittal (\$300) |
| <input type="checkbox"/> | Masterplanned Subdivision (not accepted without preliminary plat) (\$250) | <input type="checkbox"/> Stormwater 2 nd & subsequent resubmittal (\$50) |
| <input type="checkbox"/> | Appeals to Administrative Denials (Variance to Non-zoning/Non-subdivision regulations) (\$250) | |
| Summary of Request (Add separate sheet(s) as necessary) | | |
| Change zoning from CA-Neighborhood Commercial to R-7. | | |

| Engineer/Surveyor | | | Property Owner or Applicant | | |
|---|-------------|--------------|-------------------------------------|-------------|--------------|
| Name Mark R. Isaacs, RLS - ILSE, Inc. | | | Name Delton D. & Terrie L. Stein | | |
| Address 4215 Old Red Trail NW | | | Address 712 16th Avenue NW | | |
| City Mandan | State ND | Zip 58554 | City Mandan | State ND | Zip 58554 |
| email mark@ilsurveynd.com | | | email delton@csdoors.net | | |
| Phone 701-595-2079 | | Fax | Phone 701-527-4527 | | Fax |
| If the applicant is not the current owner, the current owner must submit a notarized statement authorizing the applicant to proceed with the request. | | | | | |

| Location | | Type | | Existing Zone | Proposed Zone | Project Name |
|---|------------------------------|------------------------------|--|--|---------------|----------------------------------|
| <input checked="" type="checkbox"/> City | <input type="checkbox"/> ETA | <input type="checkbox"/> New | <input checked="" type="checkbox"/> Addition | CA | R7 | Developers West Acres 2nd Zoning |
| Property Address 3801 43rd Street NW, Mandan, ND 58554 | | | | Legal Description Lot 9, Block 1 in | | |
| Current Use Shop | | | | Developers West Acres 2nd Addition | | |
| Proposed Use Shop with living quarters. | | | | Section 17 Township 139 Range 81 | | |
| Parcel Size 0.74 Acres | Building Footprint | Stories | Building SF | Required Parking | | Provided Parking |

| | | |
|---|----------------------------------|-----------------|
| Print Name Delton Stein Terrie Stein | Signature <i>Delton Stein</i> | Date 2-21-25 |
|---|----------------------------------|-----------------|

| Office Use Only | | | |
|-----------------------------------|---------------------------|-------------------|----------------|
| Date Received: | Initials: <i>nm</i> | Fees Paid: \$ 600 | Date 2-21-2025 |
| Notice in paper | Mailed to neighbors | P&Z meeting | |
| <input type="checkbox"/> Approved | Approved with conditions: | | |
| <input type="checkbox"/> Denied | | | |

ORDINANCE NO. 1464

AN ORDINANCE TO AMEND AND REENACT SECTION 105-2-2 OF THE MANDAN CODE OF ORDINANCES RELATING TO DISTRICT BOUNDARIES AND ZONING MAP OF THE CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA.

WHEREAS, The Mandan Land Use and Transportation Plan designates the subject property as public land use; and

WHEREAS, Adjacent properties are zoned R7 - Residential and RM - Residential. The proposed use aligns with the future land use plan recommendation of residential use would be appropriate; and

BE IT ORDAINED By the Board of City Commissioners of the City of Mandan, Morton County, North Dakota, as follows:

SECTION 1. ZONING AMENDMENT. Section 105-2-2 of the Mandan Code of Ordinances is amended to read as follows:

LOT 9, BLOCK 1, DEVELOPERS WEST ACRES 2ND ADDITION OF SECTION 17, TOWNSHIP 139N, RANGE 81W, CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA:

SAID TRACT OF LAND CONTAINING .74 ACRES, MORE OR LESS.

- SHALL BE REMOVED FROM THE CA - COMMERCIAL DISTRICT AND SHALL BE INCLUDED IN THE R7 – RESIDENTIAL DISTRICT.

SECTION 2. RE-ENACTMENT. Section 105-2-2 of the Mandan Code of Ordinances is hereby re-enacted as amended. The city planner is authorized and directed to make the necessary changes upon the official zoning map of the city in accordance with this section.

James Froelich, President
Board of City Commissioners

Attest:

Jim Neubauer
City Administrator

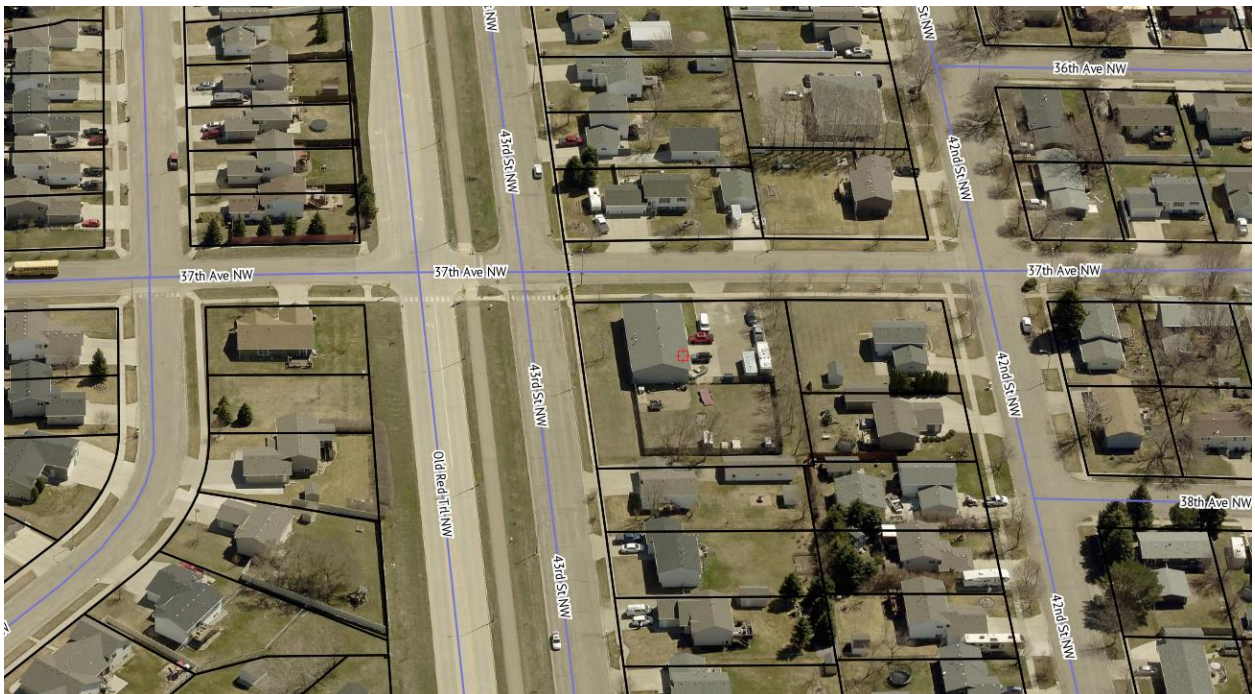
Planning and Zoning Commission:
First Consideration:
Second Consideration and Final Passage:

March 24, 2025
April 15, 2025
May 6, 2025

IMAGES



Oblique view of subject property from east



Oblique view of subject property from west

IMAGES



View of subject property from northeast, looking southwest



View of subject property from south, looking northwest



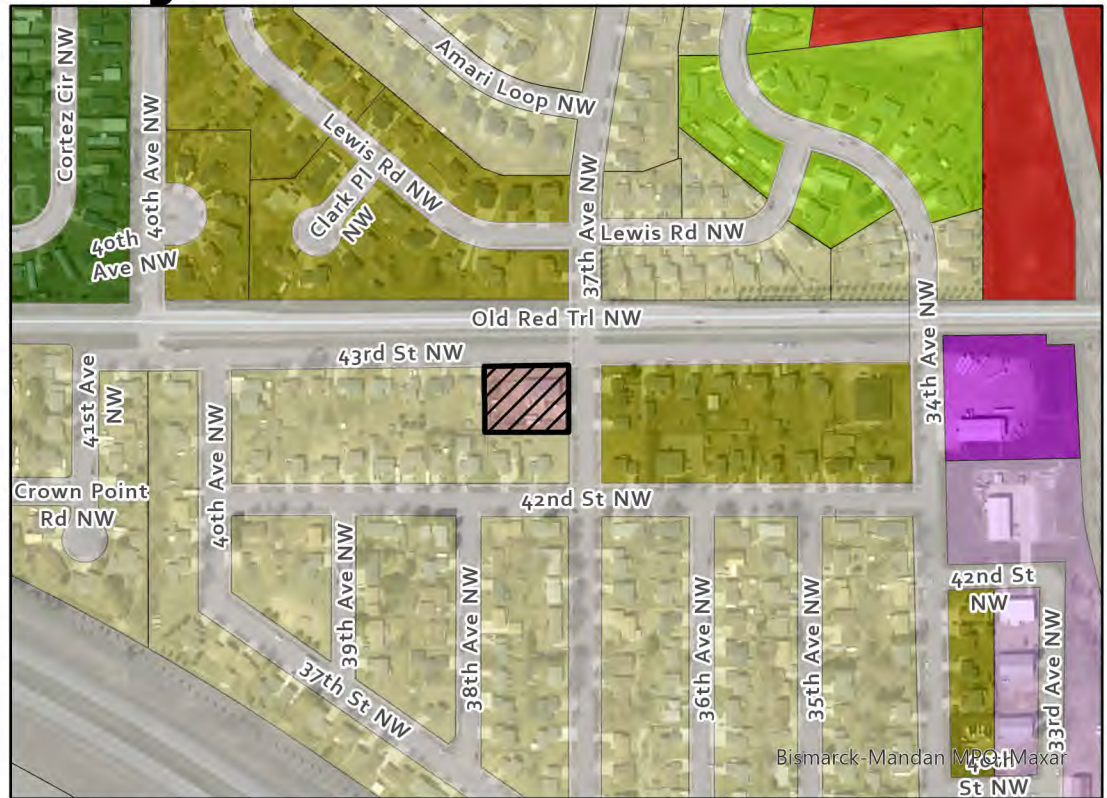
Zoning and Future Land Use Reference Map

Lot 9, Block 1, Developers West

Zoning

Zoning Map Key

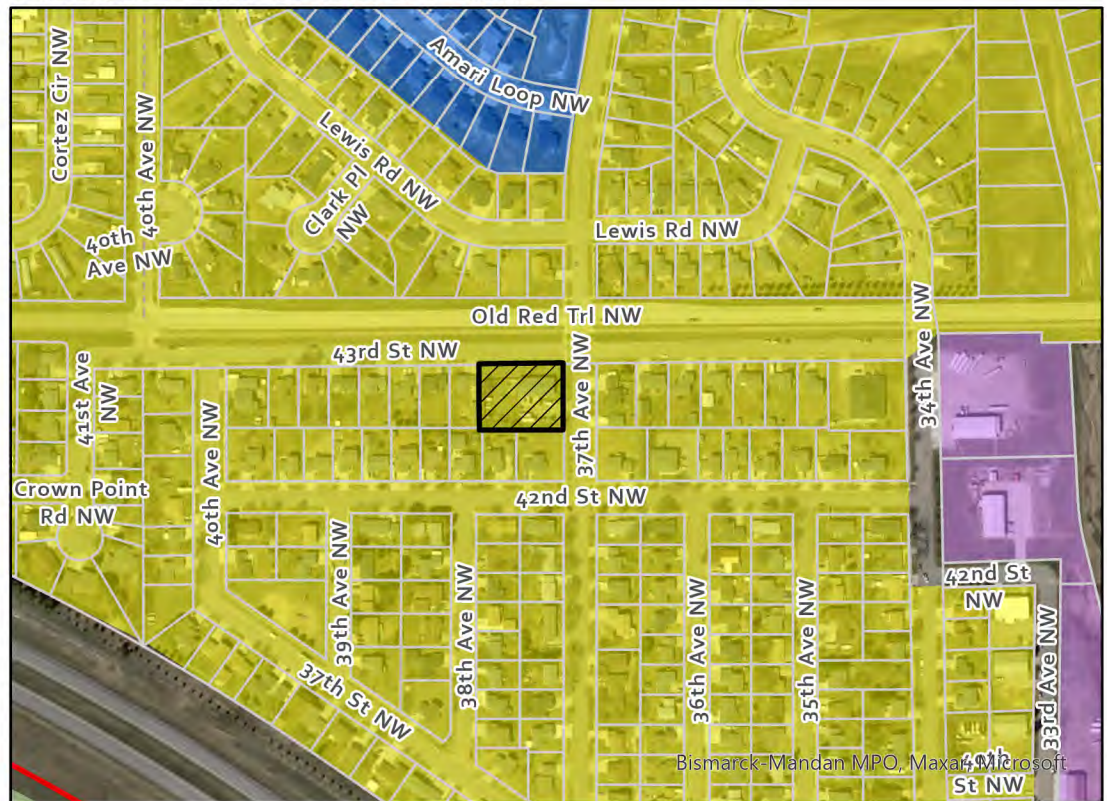
- Agriculture - City of Mandan
- Agriculture - Morton County
- CA - Neighborhood Commercial
- CB - Business Commercial
- CC - Commercial/Light Industrial Transition
- DC - Downtown Core
- DF - Downtown Fringe
- Industrial - Morton County
- LSMHS - Trailer Park Subdivision
- MA - Heavy Commercial/Light Industrial
- MB - Heavy Commercial/Heavy Industrial
- MC - Heavy Commercial/Light Industrial Restricted
- MD - Heavy Commercial/Heavy Industrial Restricted
- MHS - Trailer Park
- PUD - Planned Unit Development
- R3.2 - Residential Single & Two Family
- R7 - Residential Single Family
- RH - Residential Mobile Home Park
- RM - Residential Multi-family Dwellings
- RMH - Residential Mobile Home Subdivision
- Residential - County Residential Zoning
- ROW - Right-of-Way
- March '25 Planning Activities



Future Land Use Plan Key

- Rural Residential
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Commercial
- Industrial
- Public/Semi-Public
- Public Land
- Park
- Greenways
- Open Space
- Open Water
- Parcels
- City Limits
- ETA Line
- Planning Activities

Future Land Use Plan





City Commission

Agenda Documentation

MEETING DATE: April 15, 2025
PREPARATION DATE: April 7, 2025
SUBMITTING DEPARTMENT: Planning
DEPARTMENT DIRECTOR: Andrew Stromme
PRESENTER: Andrew Stromme, City Planner
SUBJECT: Consider Final Plat and Zone Change for Lot 1 from A - Agriculture to CB - Commercial for MDU Addition.

STATEMENT/PURPOSE:

Consider Final Plat and Zone Change for Lot 1 from A - Agriculture to CB - Commercial for MDU Addition.

BACKGROUND/ALTERNATIVES:

Montana-Dakota Utilities (MDU) requests approval of a final plat and a zone change from A – Agriculture to CB – Commercial for the MDU Addition. The property is located in the northernmost section of Mandan’s Extraterritorial Area (ETA), east of Highway 1806 and south of County 37th Street.

Request Overview

The request aims to finalize the platting of the MDU Addition by consolidating multiple auditor’s lots into two platted lots. Lot 1, an 11.28-acre parcel, will be designated for the MDU Lineman Training Center and rezoned to CB – Commercial, which permits educational and workforce training uses. Lot 2, encompassing 100.22 acres, includes multiple easements and a major electrical substation. Lot 2 will retain its A – Agriculture zoning, with no further development planned at this time. Following approval and completion of the development review process, MDU will commence construction of the Lineman Training Facility. Attachments provide renderings of the proposed structure which is proposed for the west side of Lot 1 and will be 13,584 sf in size.

Property History

The property has historically hosted electrical transmission facilities related to the RM Heskett Station, located south of the site. Prior to 2009, the land was used as a tilled agricultural field with major electrical transmission lines crossing it.

In 2010, a substation was built in the center of the property, spanning multiple lots. In

2021, MDU developed an outdoor linemen training facility on the northern portion of the property, adjacent to 37th Street.

Staff understands that the City's Land Use Plan recommendation for open space is largely influenced by the significant presence of electrical transmission infrastructure on the site, which restricts conventional development. The proposed training facility aligns with the existing land use, and the planned buildings will incorporate materials similar to those found in the surrounding area.

Final Plat Details

The final plat encompasses 113.57 acres and includes two lots within a single block:

- Lot 1: 11.28 acres designated for the lineman training center, which will be zoned CB – Commercial.
- Lot 2: 100.22 acres that will remain zoned A – Agriculture, containing multiple utility easements and a major electrical substation.

The plat dedicates 2.07 acres of right-of-way (ROW), including a 50-foot ROW dedication from the centerline of 37th Street, aligning with ROW dedications for neighboring subdivisions to the west. It also identifies major and minor utility transmission easements for various electrical utilities and includes a Morton County Water Resource District easement. Utility lines and easements affecting Lot 1 are for the existing training center.

Zone Change Request

The property is currently zoned A – Agriculture. Following a thorough evaluation, staff has determined that the CB – Commercial zoning district is the most appropriate classification for the proposed training facility. The CB district provides the necessary entitlements for the training center while avoiding industrial uses that could negatively affect nearby residential areas. Additionally, the CB zoning serves as a logical extension of the existing commercial zoning immediately to the west.

Adjacent Properties Zoning, Land Use, and Future Land Use

The property is zoned Ag - Agriculture. Adjacent properties to the west are zoned Ag - Agriculture and CB - Commercial. Properties to the north are zoned Ag - Agriculture and County Residential. Properties to the north are County Industrial and property to the south are zoned Ag - Agriculture and County Industrial.

Additional Information and Public Outreach

- The final plat application and fee of \$400.00 was received on February 21, 2025.
- The zone change application and fee of \$600.00 was received on December 26,

2024.

- This item was published in the Mandan News as required. Twenty-seven letters were sent to adjacent property owners on March 27, 2025.

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;
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 generally 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.

Zone Change

1. The City of Mandan and other agencies would be able to provide necessary public services, facilities and programs to serve the development allowed by this zone change;
2. The proposed zoning change is consistent with the general intent and purpose of the zoning ordinance;
3. The proposed zoning change is consistent with the Future Land Use Plan, other adopted plans and policies, and accepted planning practice;
4. The proposed zoning change would not adversely affect public health, safety and general welfare.

ATTACHMENTS:

1. Final Plat Application
2. Zone Change Application
3. Ordinance No. 1465
4. MDU Addition Final Plat
5. MDU Training Facility

6. Location Map

FISCAL IMPACT:

N/A

STAFF IMPACT:

A considerable amount of staff time has been put in to the review of this request.

LEGAL REVIEW:

This item has been reviewed as part of the agenda packet.

RECOMMENDATION:

Planning Staff and the Planning and Zoning Commission recommend a public hearing for the Final Plat and Zone Change and to approve these items. A motion to approve the final plat may be made while on this item, and a motion regarding the first consideration of the zone change (Ord. 1465) may be made under Resolutions and Ordinances #3.

SUGGESTED MOTION:

I move to approve the final plat for MDU Addition.

| CITY OF MANDAN | |
|---|---|
| Development Review Application | |
| <input type="checkbox"/> Minor Plat (\$300) | <input type="checkbox"/> Zone Change (\$600) |
| <input type="checkbox"/> Preliminary Plat up to 20 acres (\$400) | <input type="checkbox"/> Planned Unit Development (\$700) |
| <input type="checkbox"/> Preliminary Plat more than 20 acres (\$450) | <input type="checkbox"/> Land Use and Transportation Plan Amendment (\$1,000) |
| <input checked="" type="checkbox"/> Final Plat up to 20 lots (\$400) | <input type="checkbox"/> Vacation (\$500) |
| <input type="checkbox"/> Final Plat 21 to 40 lots (\$550) | <input type="checkbox"/> Variance (\$400) |
| <input type="checkbox"/> Final Plat more than 40 lots (\$700) | <input type="checkbox"/> Special Use Permit (\$450) |
| <input type="checkbox"/> Annexation (\$450) | <input type="checkbox"/> Stormwater submittal (\$300) |
| <input type="checkbox"/> Masterplanned Subdivision (not accepted without preliminary plat) (\$250) | <input type="checkbox"/> Stormwater 2 nd & subsequent resubmittal (\$50) |
| <input type="checkbox"/> Appeals to Administrative Denials (Variance to Non-zoning/Non-subdivision regulations) (\$250) | |
| Summary of Request (Add separate sheet(s) as necessary) | |
| Create 2 lots for construction of MDU Training Facility | |

| Engineer/Surveyor | | | Property Owner or Applicant | | |
|---|-------------|--------------|--|-------------|--------------|
| Name Mark R. Isaacs, RLS - ILSE, Inc. | | | Name Montana Dakota Utilities, Inc. | | |
| Address 4215 Old Red Trail NW | | | Address PO Box 5650 | | |
| City Mandan | State ND | Zip 58554 | City Bismarck | State ND | Zip 58506 |
| email 255-7727 mark@ilsurveynd.com | | | email (nathan@northwestcontracting.com) | | |
| Phone 701-595-2079 | | Fax | Phone | | Fax |
| If the applicant is not the current owner, the current owner must submit a notarized statement authorizing the applicant to proceed with the request. | | | | | |

| Location | | Type | | Existing Zone | Proposed Zone | Project Name |
|-------------------------------|---|------------------------------|--|--|---------------|------------------|
| <input type="checkbox"/> City | <input checked="" type="checkbox"/> ETA | <input type="checkbox"/> New | <input checked="" type="checkbox"/> Addition | AG | | MDU Addition |
| Property Address | | | | Legal Description | | |
| 2806 37th Street, Mandan, ND | | | | Auditor Lot "H" in the Northwest Quarter and | | |
| Current Use | | | | | | |
| Agriculture | | | | Part of the Northwest Quarter of | | |
| Proposed Use | | | | | | |
| Training Facility | | | | Section 10 | Township 139 | Range 81 |
| Parcel Size | Building Footprint | Stories | Building SF | Required Parking | | Provided Parking |
| 113.57 Acres | | | | | | |

| | | |
|------------------------------|---------------------------------------|--------------------|
| Print Name Scott Obritsch | Signature <i>Scott M. Obritsch</i> | Date 02/20/2025 |
|------------------------------|---------------------------------------|--------------------|

| Office Use Only | | | |
|-----------------------------------|---------------------------|--------------------------|-----------------------|
| Date Received: | Initials: <i>YM</i> | Fees Paid: \$ <i>400</i> | Date <i>2-21-2025</i> |
| Notice in paper | Mailed to neighbors | P&Z meeting | |
| <input type="checkbox"/> Approved | Approved with conditions: | | |
| <input type="checkbox"/> Denied | | | |

| CITY OF MANDAN | | |
|---|--|---|
| Development Review Application | | |
| <input type="checkbox"/> | Minor Plat (\$300) | <input checked="" type="checkbox"/> Zone Change (\$600) |
| <input type="checkbox"/> | Preliminary Plat up to 20 acres (\$400) | <input type="checkbox"/> Planned Unit Development (\$700) |
| <input checked="" type="checkbox"/> | Preliminary Plat more than 20 acres (\$450) | <input type="checkbox"/> Land Use and Transportation Plan Amendment (\$1,000) |
| <input type="checkbox"/> | Final Plat up to 20 lots (\$400) | <input type="checkbox"/> Vacation (\$500) |
| <input type="checkbox"/> | Final Plat 21 to 40 lots (\$550) | <input type="checkbox"/> Variance (\$400) |
| <input type="checkbox"/> | Final Plat more than 40 lots (\$700) | <input type="checkbox"/> Special Use Permit (\$450) |
| <input type="checkbox"/> | Annexation (\$450) | <input type="checkbox"/> Stormwater submittal (\$300) |
| <input type="checkbox"/> | Masterplanned Subdivision (not accepted without preliminary plat) (\$250) | <input type="checkbox"/> Stormwater 2 nd & subsequent resubmittal (\$50) |
| <input type="checkbox"/> | Appeals to Administrative Denials (Variance to Non-zoning/Non-subdivision regulations) (\$250) | |
| Summary of Request (Add separate sheet(s) as necessary) | | |
| Create 2 lots for construction of MDU Training Facility | | |

| Engineer/Surveyor | | | Property Owner or Applicant | | |
|---|-------------|--------------|--|-------------|--------------|
| Name Mark R. Isaacs, RLS - ILSE, Inc. | | | Name Montana Dakota Utilities, Inc. | | |
| Address 4215 Old Red Trail NW | | | Address PO Box 5650 | | |
| City Mandan | State ND | Zip 58554 | City Bismarck | State ND | Zip 58506 |
| email mark@ilsurveynd.com | | | email | | |
| Phone 701-595-2079 | | Fax | Phone | | Fax |
| If the applicant is not the current owner, the current owner must submit a notarized statement authorizing the applicant to proceed with the request. | | | | | |

| Location | | Type | | Existing Zone | Proposed Zone | Project Name | |
|-------------------------------|---|------------------------------|--|--|---------------|------------------|--|
| <input type="checkbox"/> City | <input checked="" type="checkbox"/> ETA | <input type="checkbox"/> New | <input checked="" type="checkbox"/> Addition | AG | | MDU Addition | |
| Property Address | | | | Legal Description | | | |
| 2806 37th Street, Mandan, ND | | | | Auditor Lot "H" in the Northwest Quarter and | | | |
| Current Use | | | | | | | |
| Agriculture | | | | Part of the Northwest Quarter of | | | |
| Proposed Use | | | | | | | |
| Training Facility | | | | Section 10 | Township 139 | Range 81 | |
| Parcel Size 113.57 Acres | Building Footprint | Stories | Building SF | Required Parking | | Provided Parking | |

| | | |
|------------------------------|---------------------------------------|--------------------|
| Print Name Scott Obritsch | Signature <i>Scott M. Obritsch</i> | Date 12/19/2024 |
|------------------------------|---------------------------------------|--------------------|

| Office Use Only | | | |
|-----------------------------------|---------------------------|---------------------|----------------|
| Date Received: 12-26-24 | Initials: AS | Fees Paid: \$ 1,050 | Date: 12-26-24 |
| Notice in paper | Mailed to neighbors | P&Z meeting | |
| <input type="checkbox"/> Approved | Approved with conditions: | | |
| <input type="checkbox"/> Denied | | | |

ORDINANCE NO. 1465

AN ORDINANCE TO AMEND AND REENACT SECTION 105-2-2 OF THE MANDAN CODE OF ORDINANCES RELATING TO DISTRICT BOUNDARIES AND ZONING MAP OF THE CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA.

WHEREAS, The Mandan Land Use and Transportation Plan designates the subject property as open space; and

WHEREAS, the open space designation reflects existing site constraints that limit the intensity of potential development on the property; and

WHEREAS, the proposed CB zoning is complimentary with adjacent land uses and zoning districts;

BE IT ORDAINED By the Board of City Commissioners of the City of Mandan, Morton County, North Dakota, as follows:

SECTION 1. ZONING AMENDMENT. Section 105-2-2 of the Mandan Code of Ordinances is amended to read as follows:

LOT 1, BLOCK 1, MDU ADDITION OF SECTION 10, TOWNSHIP 139N, RANGE 81W, MORTON COUNTY, NORTH DAKOTA:

SAID TRACT OF LAND CONTAINING 11.28 ACRES, MORE OR LESS.

- SHALL BE REMOVED FROM THE AG – AGRICULTURE DISTRICT AND SHALL BE INCLUDED IN THE CB - COMMERCIAL DISTRICT.

SECTION 2. RE-ENACTMENT. Section 105-2-2 of the Mandan Code of Ordinances is hereby re-enacted as amended. The city planner is authorized and directed to make the necessary changes upon the official zoning map of the city in accordance with this section.

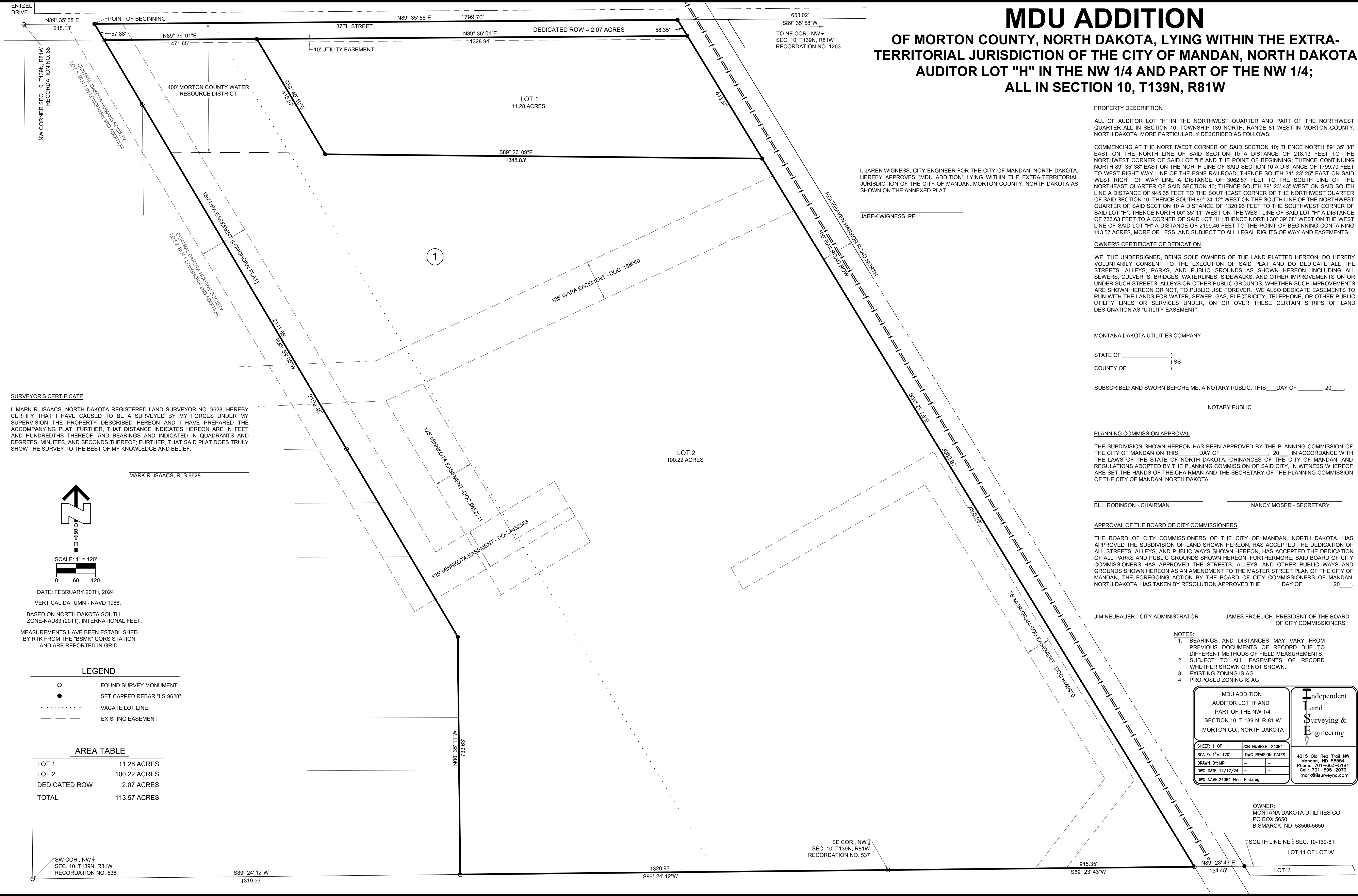
James Froelich, President
Board of City Commissioners

Attest:

Jim Neubauer
City Administrator

Planning and Zoning Commission:
First Consideration:
Second Consideration and Final Passage:

March 24, 2025
April 15, 2025
May 6, 2025



MDU ADDITION

OF MORTON COUNTY, NORTH DAKOTA, LYING WITHIN THE EXTRA-TERRITORIAL JURISDICTION OF THE CITY OF MANDAN, NORTH DAKOTA

AUDITOR LOT "H" IN THE NW 1/4 AND PART OF THE NW 1/4; ALL IN SECTION 10, T139N, R81W

PROPERTY DESCRIPTION

ALL OF AUDITOR LOT "H" IN THE NORTHWEST QUARTER AND PART OF THE NORTHWEST QUARTER ALL IN SECTION 10, TOWNSHIP 139 NORTH, RANGE 81 WEST IN MORTON COUNTY, NORTH DAKOTA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 10; THENCE NORTH 89° 35' 38" EAST ON THE NORTH LINE OF SAID SECTION 10 A DISTANCE OF 218.13 FEET TO THE NORTHWEST CORNER OF SAID LOT "H" AND THE POINT OF BEGINNING; THENCE CONTINUING NORTH 89° 35' 38" EAST ON THE NORTH LINE OF SAID SECTION 10 A DISTANCE OF 1799.70 FEET TO WEST RIGHT WAY LINE OF THE BSNF RAILROAD; THENCE SOUTH 31° 23' 25" EAST ON SAID WEST RIGHT OF WAY LINE A DISTANCE OF 3062.87 FEET TO THE SOUTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 10; THENCE SOUTH 89° 23' 43" WEST ON SAID SOUTH LINE A DISTANCE OF 945.35 FEET TO THE SOUTHEAST CORNER OF THE NORTHWEST QUARTER OF SAID SECTION 10; THENCE SOUTH 89° 24' 12" WEST ON THE SOUTH LINE OF THE NORTHWEST QUARTER OF SAID SECTION 10 A DISTANCE OF 1320.93 FEET TO THE SOUTHWEST CORNER OF SAID LOT "H"; THENCE NORTH 00° 35' 11" WEST ON THE WEST LINE OF SAID LOT "H" A DISTANCE OF 733.63 FEET TO A CORNER OF SAID LOT "H"; THENCE NORTH 30° 39' 08" WEST ON THE WEST LINE OF SAID LOT "H" A DISTANCE OF 2199.46 FEET TO THE POINT OF BEGINNING CONTAINING 113.57 ACRES, MORE OR LESS, AND SUBJECT TO ALL LEGAL RIGHTS OF WAY AND EASEMENTS.

OWNER'S CERTIFICATE OF DEDICATION

WE, THE UNDERSIGNED, BEING SOLE OWNERS OF THE LAND PLATTED HEREON, DO HEREBY VOLUNTARILY CONSENT TO THE EXECUTION OF SAID PLAT AND DO DEDICATE ALL THE STREETS, ALLEYS, PARKS, AND PUBLIC GROUNDS AS SHOWN HEREON, INCLUDING ALL SEWERS, CULVERTS, BRIDGES, WATERLINES, SIDEWALKS, AND OTHER IMPROVEMENTS ON OR UNDER SUCH STREETS, ALLEYS OR OTHER PUBLIC GROUNDS, WHETHER SUCH IMPROVEMENTS ARE SHOWN HEREON OR NOT, TO PUBLIC USE FOREVER. WE ALSO DEDICATE EASEMENTS TO RUN WITH THE LANDS FOR WATER, SEWER, GAS, ELECTRICITY, TELEPHONE, OR OTHER PUBLIC UTILITY LINES OR SERVICES UNDER, ON OR OVER THESE CERTAIN STRIPS OF LAND DESIGNATION AS "UTILITY EASEMENT".

MONTANA DAKOTA UTILITIES COMPANY

STATE OF _____)
COUNTY OF _____) SS

SUBSCRIBED AND SWORN BEFORE ME, A NOTARY PUBLIC, THIS ____ DAY OF _____, 20____.

NOTARY PUBLIC _____

PLANNING COMMISSION APPROVAL

THE SUBDIVISION SHOWN HEREON HAS BEEN APPROVED BY THE PLANNING COMMISSION OF THE CITY OF MANDAN ON THIS ____ DAY OF _____, 20____, IN ACCORDANCE WITH THE LAWS OF THE STATE OF NORTH DAKOTA, ORINANCES OF THE CITY OF MANDAN, AND REGULATIONS ADOPTED BY THE PLANNING COMMISSION OF SAID CITY, IN WITNESS WHEREOF ARE SET THE HANDS OF THE CHAIRMAN AND THE SECRETARY OF THE PLANNING COMMISSION OF THE CITY OF MANDAN, NORTH DAKOTA.

BILL ROBINSON - CHAIRMAN NANCY MOSER - SECRETARY

APPROVAL OF THE BOARD OF CITY COMMISSIONERS

THE BOARD OF CITY COMMISSIONERS OF THE CITY OF MANDAN, NORTH DAKOTA, HAS APPROVED THE SUBDIVISION OF LAND SHOWN HEREON, HAS ACCEPTED THE DEDICATION OF ALL STREETS, ALLEYS, AND PUBLIC WAYS SHOWN HEREON, HAS ACCEPTED THE DEDICATION OF ALL PARKS AND PUBLIC GROUNDS SHOWN HEREON, FURTHERMORE, SAID BOARD OF CITY COMMISSIONERS HAS APPROVED THE STREETS, ALLEYS, AND OTHER PUBLIC WAYS AND GROUNDS SHOWN HEREON AS AN AMENDMENT TO THE MASTER STREET PLAN OF THE CITY OF MANDAN, THE FOREGOING ACTION BY THE BOARD OF CITY COMMISSIONERS OF MANDAN, NORTH DAKOTA, HAS TAKEN BY RESOLUTION APPROVED THE ____ DAY OF _____, 20____.

JIM NEUBAUER - CITY ADMINISTRATOR JAMES FROELICH- PRESIDENT OF THE BOARD OF CITY COMMISSIONERS

NOTES:

1. BEARINGS AND DISTANCES MAY VARY FROM PREVIOUS DOCUMENTS OF RECORD DUE TO DIFFERENT METHODS OF FIELD MEASUREMENTS.
2. SUBJECT TO ALL EASEMENTS OF RECORD WHETHER SHOWN OR NOT SHOWN.
3. EXISTING ZONING IS AG
4. PROPOSED ZONING IS AG

MDU ADDITION
AUDITOR LOT 'H' AND
PART OF THE NW 1/4
SECTION 10, T-139-N, R-81-W
MORTON CO., NORTH DAKOTA

SHEET: 1 OF 1
SCALE: 1"= 120'
DRAWN BY: MRI
DWG DATE: 12/17/24
DWG NAME: 24084 Final Plat.dwg

JOB NUMBER: 24084
DWG REVISION DATES
- -
- -
- -

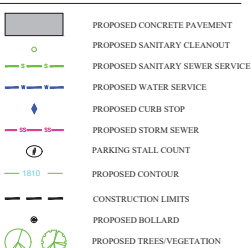
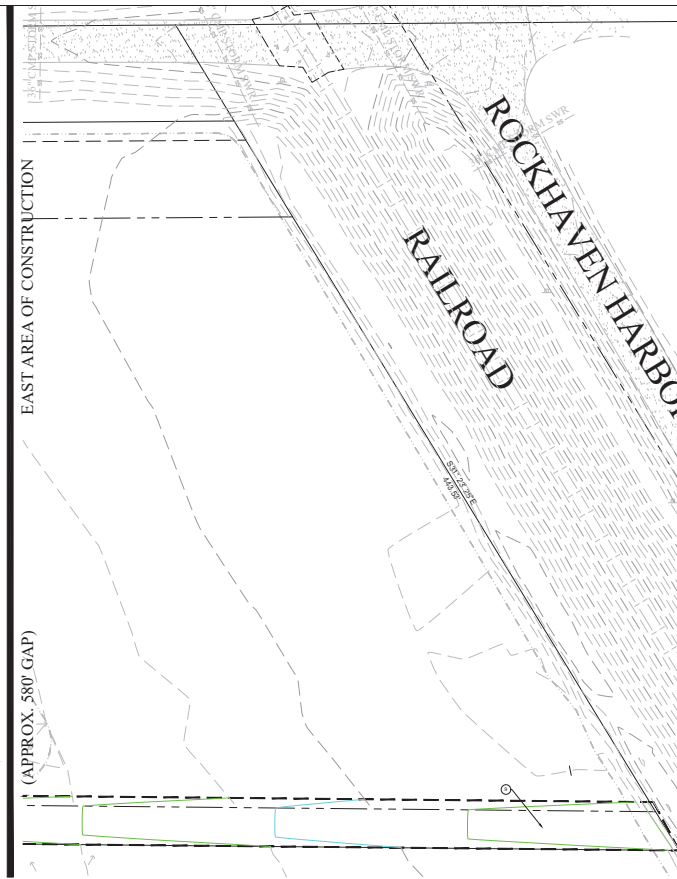
Independent
Land
Surveying &
Engineering

4215 Old Red Trail NW
Mandan, ND 58554
Phone: 701-663-5184
Cell: 701-595-2079
mark@isurveynd.com

OWNER:
MONTANA DAKOTA UTILITIES CO.
PO BOX 5650
BISMARCK, ND 58506-5650

SOUTH LINE NE ¼ SEC. 10-139-81
LOT 11 OF LOT 'A'

LOT 'I'



Page 33 of 117



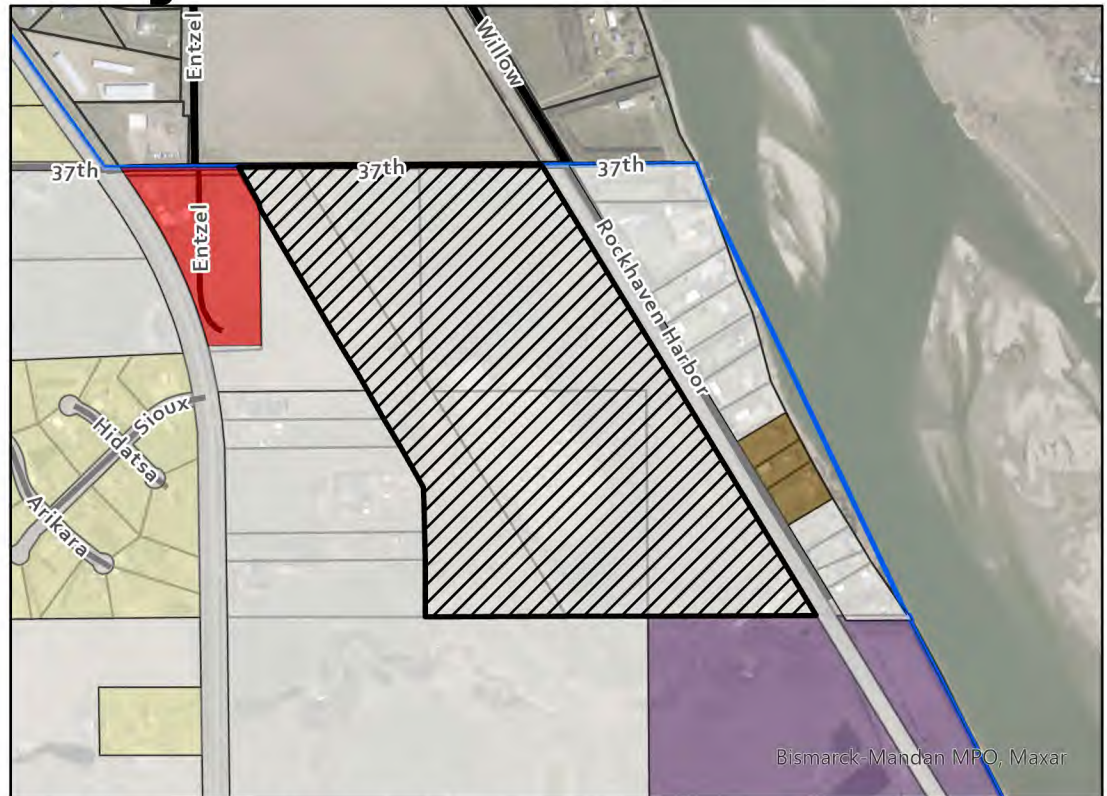
Zoning and Future Land Use Reference Map

MDU Addition

Zoning Map Key

- | | |
|---|---|
| Agriculture - City of Mandan | MD - Heavy Commercial/Heavy Industrial Restricted |
| Agriculture - Morton County | MHS - Trailer Park |
| CA - Neighborhood Commercial | PUD - Planned Unit Development |
| CB - Business Commercial | R3.2 - Residential Single & Two Family |
| CC - Commercial/Light Industrial Transition | R7 - Residential Single Family |
| DC - Downtown Core | RH - Residential Mobile Home Park |
| DF - Downtown Fringe | RM - Residential Multi-family Dwellings |
| Industrial - Morton County | RMH - Residential Mobile Home Subdivision |
| LSMHS - Trailer Park Subdivision | Residential - County Residential Zoning |
| MA - Heavy Commercial/Light Industrial | ROW - Right-of-Way |
| MB - Heavy Commercial/Heavy Industrial | City Limits |
| MC - Heavy Commercial/Light Industrial Restricted | ETA Line |
| | January '25 Planning Activities |

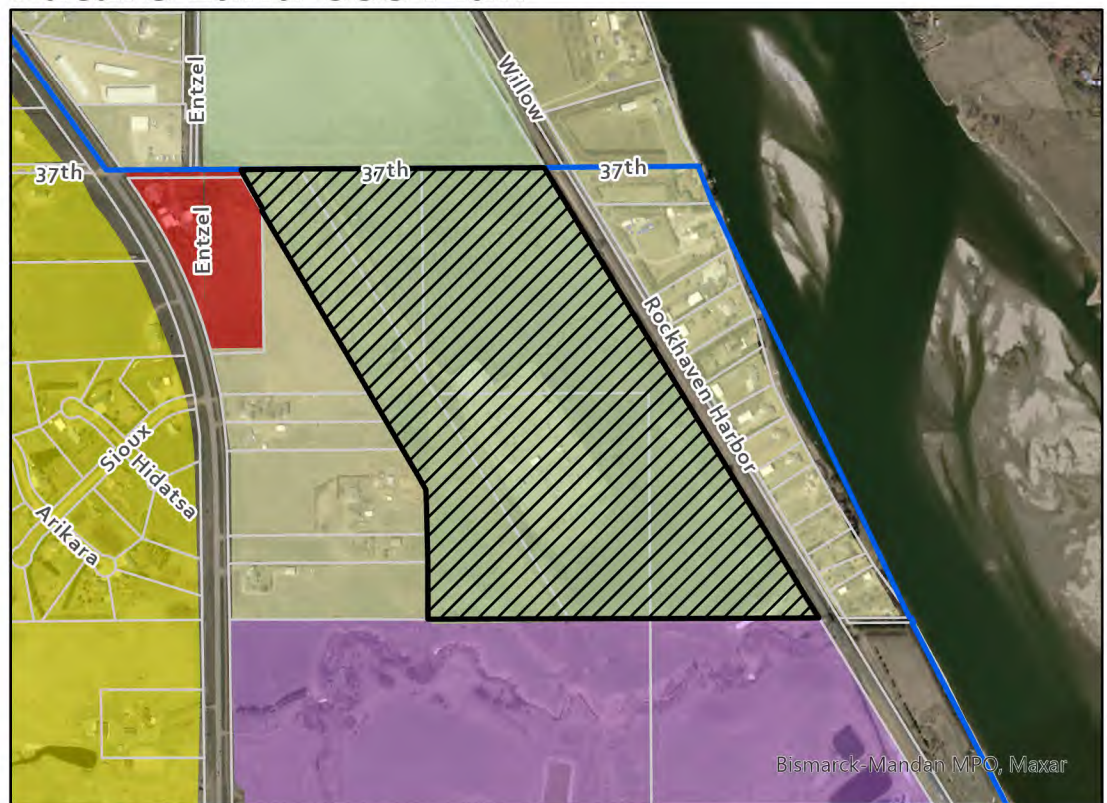
Zoning



Future Land Use Plan Key

- | |
|---------------------------------|
| Rural Residential |
| Low Density Residential |
| Medium Density Residential |
| High Density Residential |
| Commercial |
| Industrial |
| Public/Semi-Public |
| Public Land |
| Park |
| Greenways |
| Open Space |
| Open Water |
| Parcels |
| City Limits |
| ETA Line |
| January '25 Planning Activities |

Future Land Use Plan





City Commission

Agenda Documentation

MEETING DATE: April 15, 2025
PREPARATION DATE: April 8, 2025
SUBMITTING DEPARTMENT: Planning
DEPARTMENT DIRECTOR: Andrew Stromme
PRESENTER: Andrew Stromme, City Planner
SUBJECT: Consider a variance for Lot 2, Block 1, North Prairie Subdivision Replat

STATEMENT/PURPOSE:

Consider a variance for Lot 2, Block 1, North Prairie Subdivision Replat

BACKGROUND/ALTERNATIVES:

Cheydan Gordon requests consideration of a variance to Section 105-1-3 (4) of the City Code of Ordinances related to the size of accessory buildings in the R7 – Residential zoning district. The property is located in the extraterritorial area north of Mandan, south of 37th Street NW, west of Highland Rd.

History and Request Overview:

In 2023, the Planning & Zoning Commission recommended approval of a variance request allowing the applicant to construct an 8,000 square foot accessory building, exceeding the maximum allowed size for accessory buildings in the R7 – Residential zoning district, which is based on the size of the home it is accessory to.

The home on the property is ~6,200sf in size. The applicant now seeks permission to increase the square footage of accessory buildings on the property to 11,000 to permit both the 8,000sf shop and a newly-desired 3,000sf cold storage building.

At its March 2025 meeting, Mandan's Planning and Zoning Commission considered this request and recommends approval of the variance to allow up to 11,000 square feet of accessory buildings on the property, configured as two structures—an 8,000 square foot building and a 3,000 square foot building. The recommendation is based on the applicant's statement of hardship and the finding that special circumstances exist on the property, coupled with the fact that the zoning ordinance does not currently provide a mechanism to accommodate the request.

Requested Variance:

The applicant's current request would substantially increase the total accessory building space on the property. While the original request sought an increase from the previously-allowable ~4,800 square feet to 8,000 square feet, the updated request would result in a cumulative accessory building total of 11,000 square feet — which is ~6,380sf larger than what is allowed by zoning (pending final finished square footage of the home).

Adjustment of Site Planning/Ghost Plat

The original variance allowed the 8,000-square-foot structure, which would have been placed along the northern property line. The applicant now proposes to locate both the 8,000 square foot accessory building and the 3,000-square-foot cold storage building on the south side of the property, adjacent to the existing 3,000-square-foot shop.

The "ghost plat", which is intended to reserve areas for future development, includes both a five-acre tract of land west of the building/home site and a 100' corridor reservation for an eventual public road connecting development to the south with the future Beltway to the north. It would be supplemented by an updated development agreement if the Commission chooses to grant the variance.

Relevant Plans and Studies

The property remains in a key growth area, as identified in the following plans:

- Mandan Land Use and Transportation Plan
- Mandan Morton Fringe Area Road Masterplan
- Regional Beltway Study

These studies prioritize urban single-family residential development in this area, with a preferred minimum density of three dwelling units per acre. Additionally, this area is part of the future alignment for a collector roadway, intended to connect Old Red Trail to the planned Beltway/Northern Bridge Corridor. The applicants' existing and proposed land uses are significant departures from what the City has planned for this area and may disrupt orderly growth and development in this part of Mandan.

Impact on Growth and Development

Permitting the construction of multiple large accessory structures of this scale in a prime urban growth area introduces the risk of disorderly urban development by encouraging rural-style land use patterns. Such low-density, rural-style development can contribute to fragmented infrastructure, increased service costs, and inefficient land use. The City is going to continue growing to the northwest, and this area will not be rural in nature.

Adjacent Properties Zoning, Land Use and Future Land Use

The properties surrounding this property are zoned R7 – Residential and MA – Industrial. The future land use plan identifies this area for low-density residential and for

commercial uses along the beltway corridor. Existing land uses are rural residential, vacant, a laydown yard and a shop. The property is roughly 1/3 mile from Red Trail Elementary School.

Additional Information and Public Outreach

- Application and fee of \$400 was received on February 21, 2025.
- Letters were sent to 6 adjacent property owners.

Findings of Fact Zoning Variance

1. The need for a variance **is based on special circumstances or conditions unique to the specific parcel of land** involved that are not generally applicable to other properties in this area or within the R7 - Residential District
2. The hardship **is caused by** the provisions of the Zoning Ordinance.
3. Strict application of the provisions of the Zoning Ordinance **would not deprive** the property owner of the reasonable use of the property.
4. The requested variance **is not the minimum variance** that would accomplish the relief sought by the applicant.
5. The granting of the variance **is not in harmony** with the general purposes and intent of the Zoning Ordinance.

ATTACHMENTS:

1. Application
2. Additional Submittal
3. Ghost Plat
4. Applicable Ordinance
5. Relevant Plans and Studies
6. FARMP Alignment
7. Images
8. Location Map
9. Variance Process Overview

FISCAL IMPACT:

N/A

STAFF IMPACT:

Significant staff time has gone into the review of this project between previous and current requests.

LEGAL REVIEW:

This item has been reviewed as part of the agenda packet

RECOMMENDATION:

The Planning and Zoning Commission considered this request at their March 2025 meeting and recommends approval, contingent upon a development agreement, which will be presented at the May 6, 2025 City Commission meeting.

SUGGESTED MOTION:

I move to approve the request, contingent upon a development agreement.

Due: 2/21/25

| CITY OF MANDAN | |
|--|--|
| Development Review Application | |
| Minor Plat (\$300) | Zone Change (\$600) |
| Preliminary Plat up to 20 acres (\$450) | Planned Unit Development (\$700) |
| Preliminary Plat more than 20 acres (\$500) | Land Use and Transportation Plan Amendment (\$1,000) |
| Final Plat up to 20 lots (\$450) | Vacation (\$500) |
| Final Plat 21 to 40 lots (\$600) | <input checked="" type="checkbox"/> Variance (\$400) |
| Final Plat more than 40 lots (\$750) | Special Use Permit (\$450) |
| Annexation (\$450) | Stormwater submittal (\$300) |
| Masterplanned Subdivision (not accepted without preliminary plat) (\$250) | Stormwater 2 nd & subsequent resubmittal (\$50) |
| Appeals to Administrative Denials (Variance to Non-zoning/Non-subdivision regulations) (\$250) | Document Recording (\$30) |
| Summary of Request (Add separate sheet(s) as necessary) 50 x 60 x 16 post frame building not heated | |

| Engineer/Surveyor | | | Property Owner or Applicant | | |
|---|--------------------|---------------------|-----------------------------------|--------------------|---------------------|
| Name Independent Land Surveying Mark Isaacs | | | Name Cheydan Gordon | | |
| Address 4215 Old Red Trail | | | Address 5721 Highland Rd | | |
| City Mandan | State ND | Zip 58554 | City Mandan | State ND | Zip 58554 |
| email mark@isurveynd.com | | | email kiotinc@yahoo.com | | |
| Phone 701 595 2079 | | Fax | Phone 701 425 9915 | | Fax |
| If the applicant is not the current owner, the current owner must submit a notarized statement authorizing the applicant to proceed with the request. | | | | | |

| Location | | Type | | Existing Zone | Proposed Zone | Project Name | |
|--|---|---|-----------------------------------|--|---------------|----------------------------|--|
| City | ETA | <input checked="" type="checkbox"/> New | <input type="checkbox"/> Addition | | | Gordon out Building | |
| Property Address | | | | Legal Description | | | |
| 5721 Highland Rd Mandan, ND 58554 | | | | Lot 2 Block 1 North Prairie Sub division replat | | | |
| Current Use | | | | | | | |
| Proposed Use | | | | | | | |
| Section 8 | | Township 139 | | Range 81 | | | |
| Parcel Size 10 acres | Building Footprint 50 x 60 x 16 | Stories 1 | Building SF 3000 | Required Parking | | Provided Parking | |

| | | |
|-------------------------------------|---|------------------------|
| Print Name Cheydan Gordon | Signature  | Date 2/21/25 |
|-------------------------------------|---|------------------------|

| Office Use Only | | | |
|-----------------|---------------------------|--------------------------|-----------------------|
| Date Received: | Initials: Ym | Fees Paid: \$ 400 | Date 2-21-2025 |
| Notice in paper | | Mailed to neighbors | |
| P&Z meeting | | | |
| Approved | Approved with conditions: | | |
| Denied | | | |

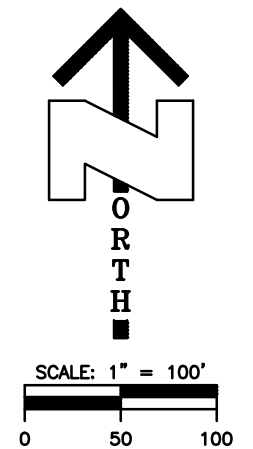
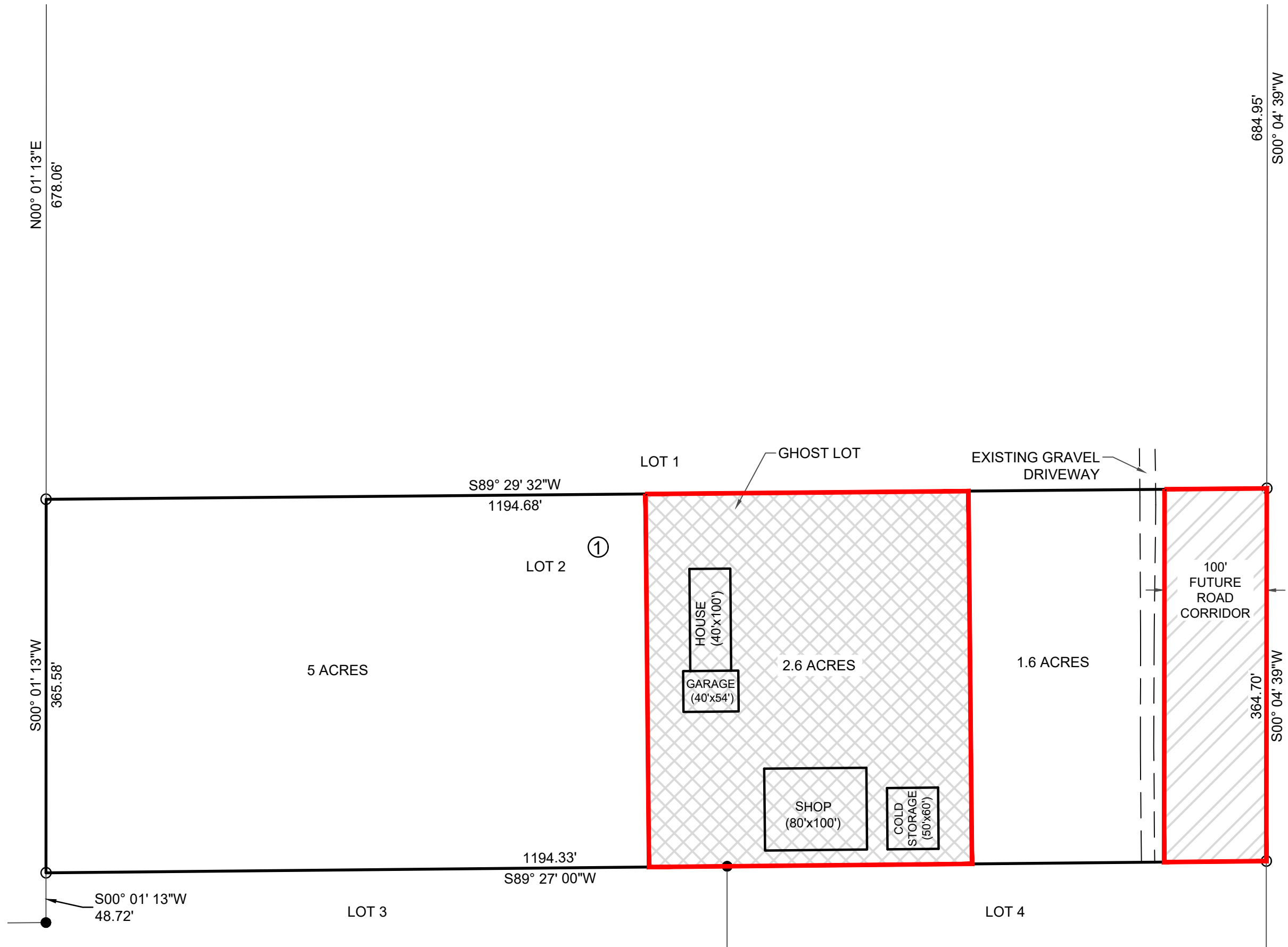
Additional Submittals

Variance

A zoning variance application shall include a detailed statement with the following information:

1. The circumstances or conditions applying to the land or buildings for which the variance is sought *Zoned R7 Even though we have 50 acres*
2. How the applicant is deprived of a reasonable use of said land or building;
we own over 100 acres in the adjoining or relative areas of the property. Several adjacent property's have multiple said building in the area or more than two.
3. How the grant of a variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare; and *we have a private rd not maintained by city or county you have to access private property in order to get to current property*
4. The minimum variance that will accomplish the relief sought. *50 x 10 x 16 Post frame*

The zoning map may be used to view the subject property and surrounding property's zoning and view property lines overlaid on an aerial. The zoning map may be found on the City's website at CityofMandan.com and selecting Departments → Engineering and Planning → Maps → Zoning Map or by clicking [here](#) if viewing this document digitally.



BASED ON NORTH DAKOTA SOUTH ZONE-NAD83, INTERNATIONAL FEET.

MEASUREMENTS HAVE BEEN ESTABLISHED BY RTK FROM THE "BSMK" CORS STATION AND ARE REPORTED IN GRID.

| | | |
|----------------------------------|--------------------|---|
| CHEYDAN GORDON LOT SURVEY | | I ndependent L and S urveying & E ngineering |
| LOT 2, BLOCK 1 | | |
| NORTH PRAIRIE SUBDIVISION | | |
| MANDAN, ND | | |
| | | |
| SHEET: 1 OF 1 | JOB NUMBER: 23057 | 4215 Old Red Trail NW Mandan, ND 58554 Phone: 701-863-5184 Cell: 701-595-2079 mark@ilsurveynd.com |
| SCALE: 1"=100' | DWG REVISION DATES | |
| DRAWN BY: MRI | 2/20/25 - | |
| DWG DATE: 6/9/23 | - | |
| DWG NAME: 23057 Ghost Plat.dwg | | |

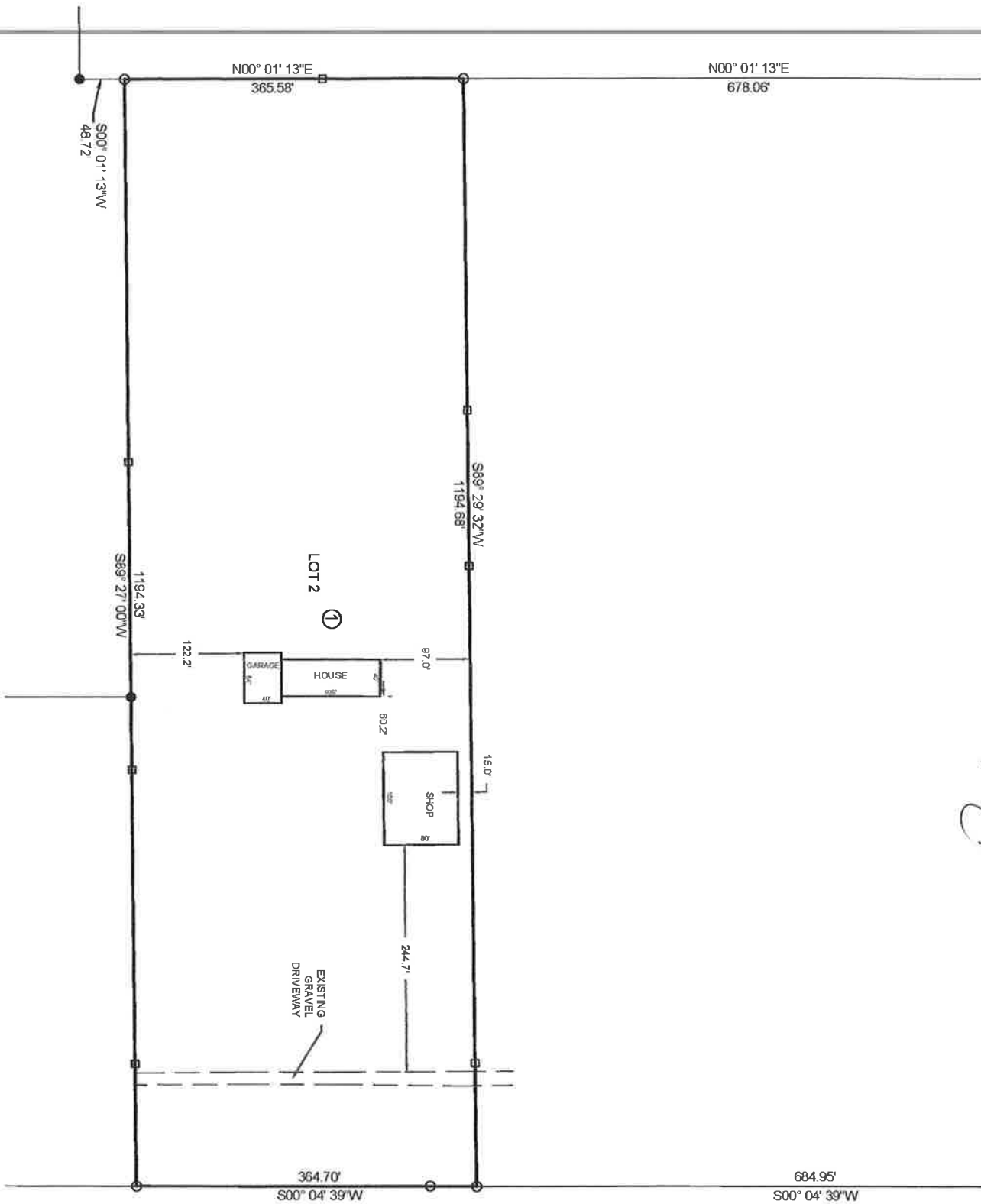
Sec. 105-1-3. Incidental uses.

The uses of land and buildings permitted in the several districts established by this chapter are designed by listing the principal uses permitted. In addition to such principal uses, it is the intent of this chapter and this section to permit, in each district, those uses customarily incidental to any principal use permitted in the district. Such permitted incidental uses are specifically listed as follows, and any listed use is permitted on the same lot with the principal use to which it is incidental:

(4) *Accessory structures.*

- g. *Size.* For R3.2, R4, R7, RH and RMH districts, the total square footage of all accessory buildings may not exceed ten percent of the lot area and the maximum size of any accessory building shall be no greater than 75 percent the size of the primary structure on the lot. For RM, CA, and CB and CC districts, the total square footage of all accessory buildings may not exceed 20 percent of the lot area.

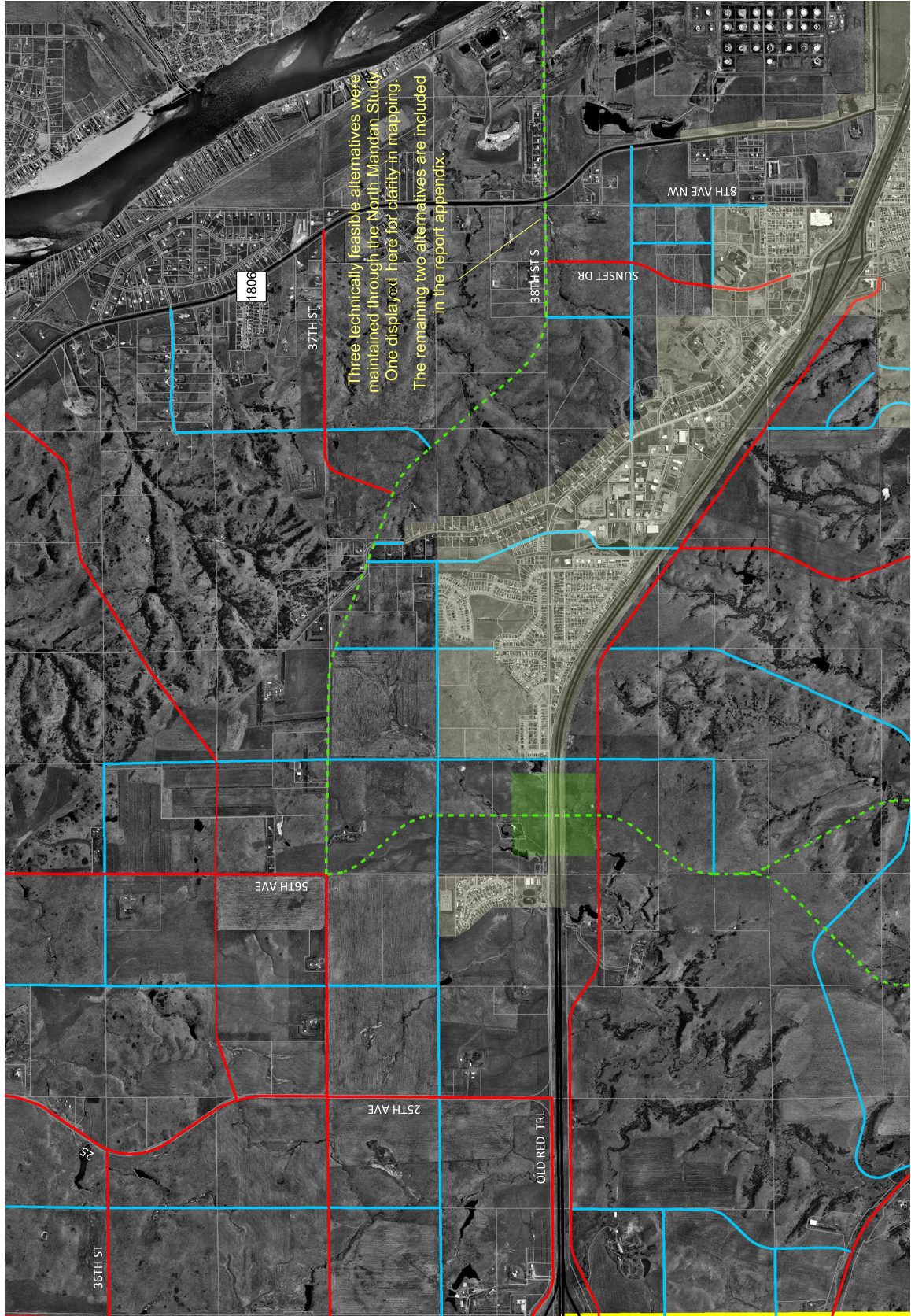
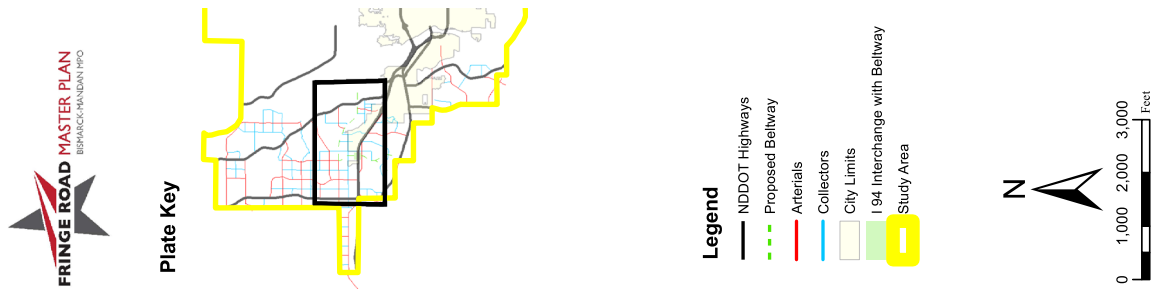
Highland Rd



LEGEND

- FOUND SURVEY MONUMENT
- SET 1/2" CAPPED REBAR "LS-9628"
- ✕ EXISTING FENCE
- (R) RECORD DEED MEASUREMENT
- SET WOOD STAKE

| | | |
|---|--|--|
| CERTAIN GORDON LOT ESTATE LOT 2, BLOCK 1 NORTH PALMAR SUBDIVISION MANDAN, ND | | Independent Surveying & Engineering |
| SHEET 1 OF 1 SCALE 1"=100' DRAWN BY: JMS DATE: 11/13/23 JOB NO: 22087 | JOB NUMBER: 22087 DATE: 11/13/23 JOB NO: 22087 | 4115 Old Hwy 100 NE PO Box 201-202-203 Mandan, ND 58541 701-662-2019 info@jmsurvey.com |



Images





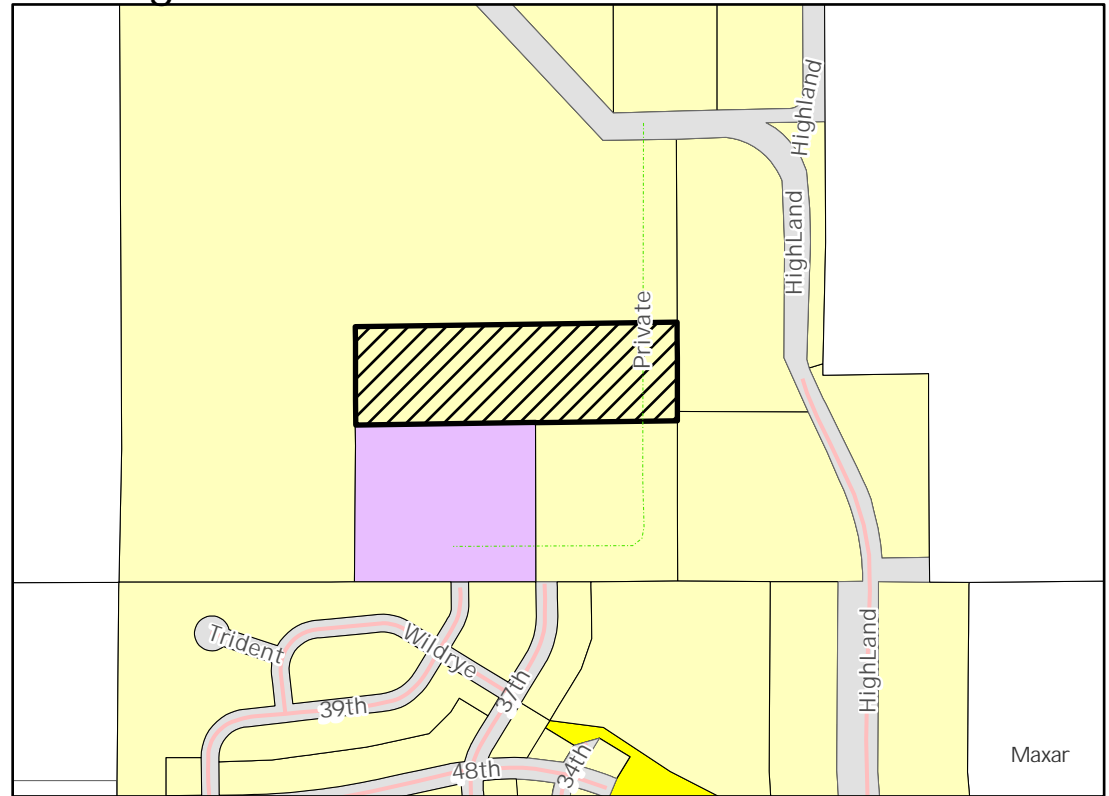
Zoning and Future Land Use Reference Map

Lot 2, Block 1, North Prairie Subdivision Replat

Zoning

Zoning Map Key

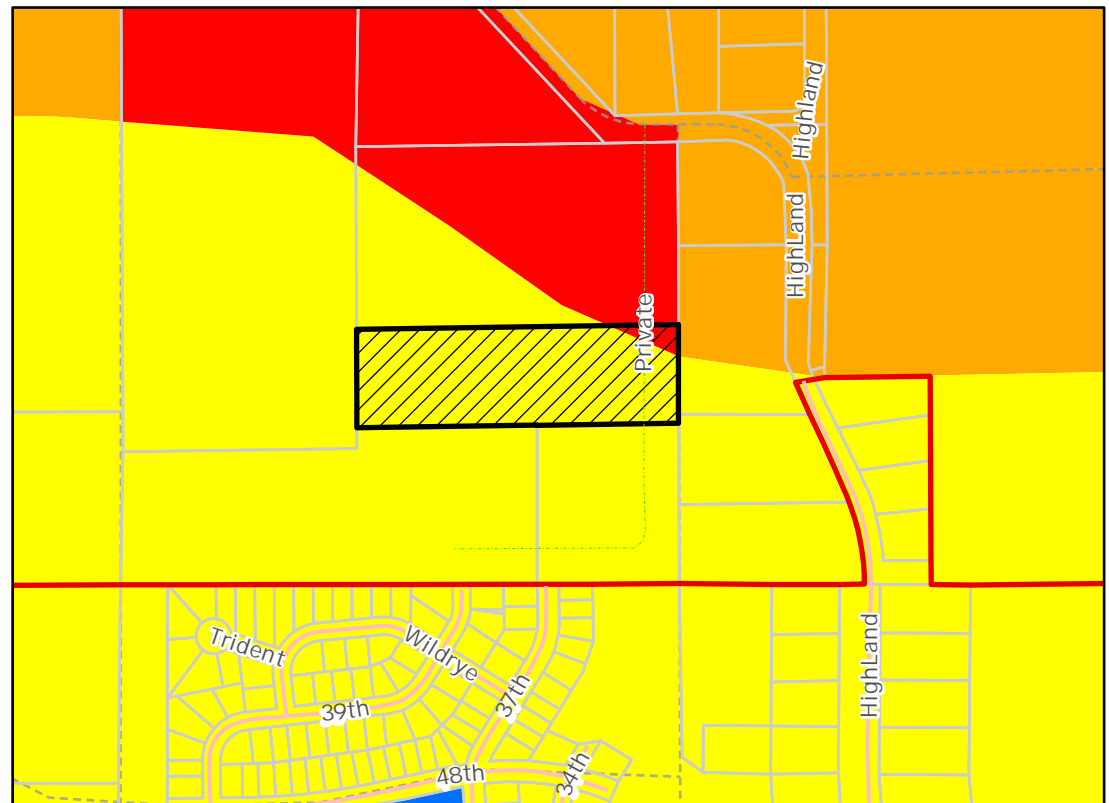
- | | |
|---|---|
| Agriculture - City of Mandan | MD - Heavy Commercial/Heavy Industrial Restricted |
| Agriculture - Morton County | MHS - Trailer Park |
| CA - Neighborhood Commercial | PUD - Planned Unit Development |
| CB - Business Commercial | R3.2 - Residential Single & Two Family |
| CC - Commercial/Light Industrial Transition | R7 - Residential Single Family |
| DC - Downtown Core | RH - Residential Mobile Home Park |
| DF - Downtown Fringe | RM - Residential Multi-family Dwellings |
| Industrial - Morton County | RMH - Residential Mobile Home Subdivision |
| LSMHS - Trailer Park Subdivision | Residential - County Residential Zoning |
| MA - Heavy Commercial/Light Industrial | ROW - Right-of-Way |
| MB - Heavy Commercial/Heavy Industrial | 06-Township Gravel |
| MC - Heavy Commercial/Light Industrial Restricted | 09-City Secondary Streets |
| | 13-Private Rd |



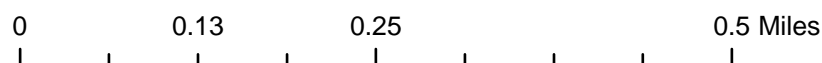
Future Land Use Plan Key

- | |
|----------------------------|
| Rural Residential |
| Low Density Residential |
| Medium Density Residential |
| High Density Residential |
| Commercial |
| Industrial |
| Public/Semi-Public |
| Public Land |
| Park |
| Greenways |
| Open Space |
| Open Water |
| Parcels |
| Future Roadway Alignment |
| City Limits |
| ETA Line |
| August Planning Activities |
| 06-Township Gravel |
| 09-City Secondary Streets |
| 13-Private Rd |

Future Land Use Plan



City of Mandan
Planning Department
8/9/23





Planning & Zoning

Variance Overview and Review Process

Overview:

The Planning and Zoning Commission considers requests to vary from regulations outlined in the zoning ordinance, and makes a recommendation to the Board of City Commissioners to deny, approve, or approve with conditions. A variance is permission granted by the Board of City Commissioners to waive or alter a requirement in the zoning ordinance. The Board of City Commissioners then chooses to deny, approve, or approve with conditions all requests received.

The intent of zoning regulations is to preserve and protect property use and value, promoting health and general welfare. Zoning regulations are laws, and staff review applications for compliance with these laws. If a project does not meet regulations outlined in the zoning ordinance, it cannot be administratively approved by staff. Property owners may apply to the Planning and Zoning Commission for a variance. The Planning and Zoning Commission and City Commission may find a hardship unique to the property and may grant a variance after findings of fact to support the Board's decision are made.

Hardships can be proven when a special circumstance exists within a property that does not generally apply to other properties. Special circumstances **MUST** involve: "exceptionally irregular, narrow, shallow or steep lot or other exceptional physical or topographical condition by reason which the strict application of the provisions of the chapter would result in unnecessary hardship that would deprive the owner of a reasonable use of the land or building involved, but in no other case."

Review Process

Staff Reports and Staff Review

Staff Reports for variance requests outline the applicants request, identify sections of the zoning ordinance the applicant is requesting to vary from, and will include a standard list of five findings of fact outlined in the zoning ordinance and a recommendation. A statement of hardship is submitted by the applicant, and supplements the staff report.

The findings of fact included in a staff report are modeled from the zoning ordinance, and are written assuming that none of the findings of fact needed to approve the request can be met. They are written this way because the project cannot be administratively approved by staff, as it does not meet the regulations outlined in the zoning ordinance.

The recommendation included is not specific to an approval or denial of the request, staff has previously determined that the request cannot be administratively approved for failure to meet regulations outlined in

the zoning ordinance. The recommendation is for commissioners to review the staff report, identify a hardship, and to modify the findings of fact as necessary to support the board's motion.

Planning and Zoning Commission Review

For each request for a variance, the Planning and Zoning Commission reviews the request, findings of fact, identifies a hardship and modifies the findings of fact as necessary to support the decision. This should involve amending all the findings of fact.

Findings: Any Variance

To grant a variance, the commission must find that:

1. There are special circumstances or conditions applying to the land or buildings for which the variance is sought, which circumstances or conditions are peculiar to such land or building, and do not apply generally to land or buildings in the neighborhood or zoning district.
 - a. **Examples**
 - i. Exceptionally irregular lot
 - ii. Exceptionally narrow lot
 - iii. Exceptionally shallow lot
 - iv. Exceptionally steep lot
 - v. Other exceptional physical condition or
 - vi. Other exceptional topographical condition.
2. By reason of item #1 above, strict application of the zoning ordinance would result in an unnecessary hardship that would deprive the owner of a reasonable use of the land or structure.
3. If #1 and #2 are found, then the Board must also make all of the following additional findings:
 - a. The variance is necessary for the reasonable use of the land or building
 - b. It is the minimum variance that will accomplish the relief for the applicant
 - c. This variance is in harmony with the general purposes and intents of the zoning ordinances, and
 - d. This variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

Motion:

Staff includes two proposed motions, one recommending approval of the variance request and another recommending denial of the variance request.

- Motion to recommend approval of a variance request:
 - This must include an identification of hardship, and modification to the findings of fact.
 - Example: I move to *approve* this variance request from [section of the ordinance] to [applicant's request] **due to the hardship being** [insert unique circumstance of the property].
 - Staff will prompt commissioners to modify the findings of fact.
- Motion to recommend denial of a variance request:
 - Example: I move to deny this variance request from [section of ordinance] to [insert applicant request] on [lot/property] **due to no hardship being identified**.
 - This would accept the findings of fact staff presented.



City Commission

Agenda Documentation

MEETING DATE: April 15, 2025
PREPARATION DATE: March 27, 2025
SUBMITTING DEPARTMENT: Assessing Department
DEPARTMENT DIRECTOR: Kimberly Markley
PRESENTER: Kimberly Markley, City Assessor
SUBJECT: Veterans Credit Abatement for Lawrence Ripplinger

STATEMENT/PURPOSE:

To consider the 2024 Abatement Application for Disabled Veterans Property Tax Credit for property located at 510 8th Ave SW.

BACKGROUND/ALTERNATIVES:

This parcel is also known as parcel #65-4875000 with a legal description of Lot 19 & 20 Block 21 Mandan Land & Improvement Co's South Side Addition.

Reason for Abatement: I have reviewed the Disabled Veterans Property Tax Credit Applications and documentation, which are on file in my office. This applicant qualifies for the Disabled Veterans Property Tax Credit for 2024.

ATTACHMENTS:

1. RIPPLINGER VETERANS CREDIT ABATEMENT
2. VETERANS CREDIT FLYER

FISCAL IMPACT:

No fiscal impact on the City since the Tax Credit is reimbursed by the State of ND.

STAFF IMPACT:

N/A

LEGAL REVIEW:

Submitted to City Attorney Amy Oster

RECOMMENDATION:

I recommend a motion to recommend approval to the Morton County Commission of the

2024 Abatement Application for Lawrence Ripplinger at 510 8th Ave SW as presented.

SUGGESTED MOTION:

I move to recommend approval to the Morton County Commission of the 2024 Abatement Application for Lawrence Ripplinger at 510 8th Ave SW as presented.

Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota

Assessment District CITY OF MANDAN

County of COUNTY OF MORTON

Property I.D. No. 65-4875000

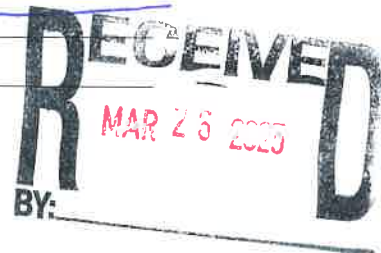
Name RIPPLINGER/LAWRENCE & M R

Telephone No. _____

Address 510 8TH AVE SW, MANDAN, ND 58554-0000

Legal description of the property involved in this application:

LOTS 19 & 20 BLOCK 21 MANDAN LAND & IMPROVEMENT CO'S SOUTHSIDE ADD



Total true and full value of the property described above for the year 2024 is:

Land \$ 30,000
Improvements \$ 140,100
Total \$ 170,100
(1)

Total true and full value of the property described above for the year 2024 should be:

Land \$ 30,000
Improvements \$ 140,100
Total \$ 170,100
(2)

The difference of \$ 0.00 true and full value between (1) and (2) above is due to the following reason(s):

- ☐ 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- ☐ 2. Residential or commercial property's true and full value exceeds the market value
- ☐ 3. Error in property description, entering the description, or extending the tax
- ☐ 4. Nonexisting improvement assessed
- ☐ 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- ☐ 6. Duplicate assessment
- ☐ 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- ☐ 8. Error in noting payment of taxes, taxes erroneously paid
- ☒ 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
- ☐ 10. Other (explain) _____

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ _____ Date of purchase: _____
Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
Was there personal property involved in the purchase price? _____ Estimated value: \$ _____
yes/no

2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
yes/no
Asking price: \$ _____ Terms of sale: _____

3. The property was independently appraised: _____ Purpose of appraisal: _____
yes/no
Market value estimate: \$ _____
Appraisal was made by whom? _____

4. The applicant's estimate of market value of the property involved in this application is \$ _____

5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

Applicant asks that 2024 Veteran's Credit be approved.

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant) _____

Date _____

Signature of Applicant Larry Ripplinger

Date 3-26-25

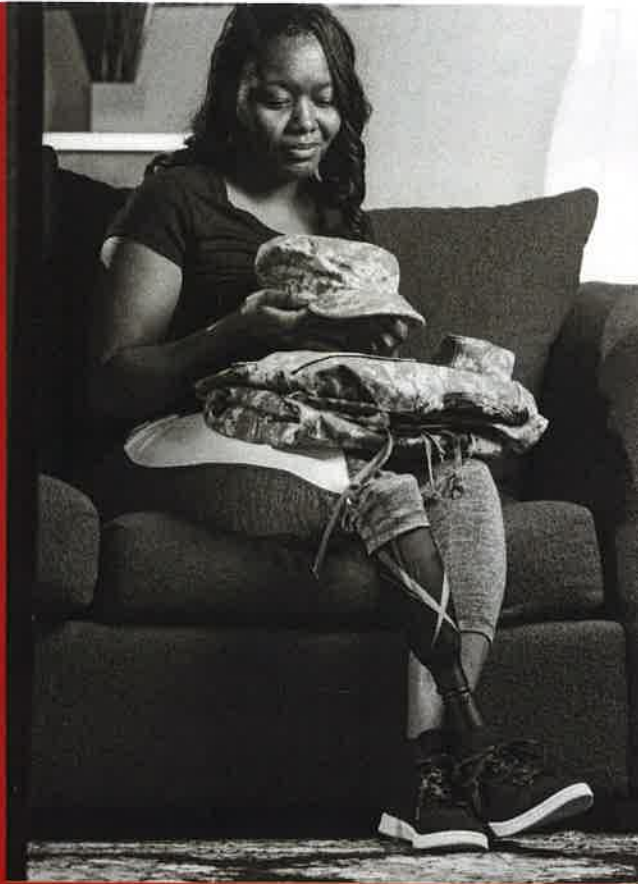
Additional Information

To qualify, veterans must meet all eligibility requirements and file an application with the local assessor or county director of tax equalization, by March 31 in the year that the property is assessed and credit is requested.

To obtain disability and honorable discharge documentation, please contact the North Dakota Department of Veterans Affairs at 866-634-8387.

The following table shows how taxable values may be reduced with the credit.

| Disability % | Maximum Reduction |
|--------------|-------------------|
| 100% | \$8,100 |
| 90% | \$7,290 |
| 80% | \$6,480 |
| 70% | \$5,670 |
| 60% | \$4,860 |
| 50% | \$4,050 |



Disabled Veterans

PROPERTY TAX CREDIT

OFFICE OF STATE TAX COMMISSIONER



Office of State Tax Commissioner
Brian Kroshus
Tax Commissioner

600 E. Boulevard Ave., Dept. 127
Bismarck, ND 58505-0599
propertytax@nd.gov

701-328-3127 or 877-328-7088
800-366-6888 (TTD)



Visit tax.nd.gov for more information.



The Program

The Disabled Veterans Credit is a property tax credit program that is available to veterans of the United States Armed Forces with a service-connected disability.

This credit may help reduce the taxable value of a residence and associated taxes due.

Eligibility Details

1. You must be a disabled veteran of the United States Armed Forces with a service-connected disability of 50% or greater in the year for which your application is made.
2. You must have received an honorable discharge or be retired from the United States Armed Forces.
3. You must reside on and have an ownership interest in the property, as of the assessment date.



Applicants will need to provide their Certificate of Release or Discharge from Active Duty (DD214) provided by the U.S. Department of Defense and the determination of disability by the U.S. Department of Veterans Affairs to your local assessor or county director of tax equalization.

To apply, please submit the Application for Disabled Veterans Property Tax Credit to your local assessor.

Download the application at **tax.nd.gov/veterans** or via the QR code.



Visit the North Dakota Office of State Tax Commissioner's website for more information at **tax.nd.gov**.



City Commission

Agenda Documentation

MEETING DATE: April 15, 2025
PREPARATION DATE: April 3, 2025
SUBMITTING DEPARTMENT: Assessing Department
DEPARTMENT DIRECTOR: Kimberly Markley
PRESENTER: Kimberly Markley, City Assessor
SUBJECT: Veterans Credit Abatement for Jared J Reimer

STATEMENT/PURPOSE:

To consider the 2024 Abatement Application for Disabled Veterans Property Tax Credit for property located at 2513 34th Ave SE.

BACKGROUND/ALTERNATIVES:

This parcel is also known as parcel #65-6110665 with a legal description of Lot 8 Block 1 Lakewood 7th.

Reason for Abatement: I have reviewed the Disabled Veterans Property Tax Credit Applications and documentation, which are on file in my office. This applicant qualifies for the Disabled Veterans Property Tax Credit for 2024.

ATTACHMENTS:

1. Reimer 2024 Abatement form
2. Veterans Credit Flyer

FISCAL IMPACT:

No fiscal impact on the City since the Tax Credit is reimbursed by the State of ND.

STAFF IMPACT:

N/A

LEGAL REVIEW:

Submitted to City Attorney Amy Oster

RECOMMENDATION:

I recommend a motion to recommend approval to the Morton County Commission of the

2024 Abatement Application for Jared J Reimer at 2513 34th Ave SE as presented.

SUGGESTED MOTION:

I move to recommend approval to the Morton County Commission of the 2024 Abatement Application for Jared J Reimer at 2513 34th Ave SE as presented.

Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota

Assessment District CITY OF MANDAN

County of COUNTY OF MORTON

Property I.D. No. 65-6110665

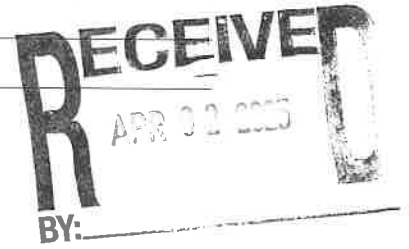
Name REIMER/NICOLE E & JARED J REIMER

Telephone No. _____

Address 2513 34TH AVE SE, MANDAN, ND 58554-0000

Legal description of the property involved in this application:

LOT18 BLOCK 1 LAKEWOOD 7TH



Total true and full value of the property described above for the year 2024 is:

Land \$ 150,000
Improvements \$ 299,100
Total \$ 449,100
(1)

Total true and full value of the property described above for the year 2024 should be:

Land \$ 150,000
Improvements \$ 299,100
Total \$ 449,100
(2)

The difference of \$ 0.00 true and full value between (1) and (2) above is due to the following reason(s):

- ☐ 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27,2
- ☐ 2. Residential or commercial property's true and full value exceeds the market value
- ☐ 3. Error in property description, entering the description, or extending the tax
- ☐ 4. Nonexisting improvement assessed
- ☐ 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- ☐ 6. Duplicate assessment
- ☐ 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- ☐ 8. Error in noting payment of taxes, taxes erroneously paid
- ☒ 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08,1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08,8). Attach a copy of the application.
- ☐ 10. Other (explain) _____

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ _____ Date of purchase: _____
Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
Was there personal property involved in the purchase price? _____ Estimated value: \$ _____
yes/no
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
yes/no
Asking price: \$ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
yes/no
Market value estimate: \$ _____
Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is \$ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

Applicant asks that 2024 Veterans Credit be approved.

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05,1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant) _____

Date _____

Signature of Applicant [Signature]

Date 2 APR 25

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of _____

On _____, _____, the governing board of this municipality, after examination of this application and the facts, passed a resolution recommending to the Board of County Commissioners that the application be _____

Dated this _____ day of _____,

City Auditor or Township Clerk

Action by the Board of County Commissioners

Application was _____ by action of _____ County Board of Commissioners.
Approved/Rejected

Based upon an examination of the facts and the provisions of North Dakota Century Code § 57-23-04, we approve this application. The taxable valuation is reduced from \$ _____ to \$ _____ and the taxes are reduced accordingly. The taxes, if paid, will be refunded to the extent of \$ _____. The Board accepts \$ _____ in full settlement of taxes for the tax year _____.

We reject this application in whole or in part for the following reason(s). Written explanation of the rationale for the decision must be attached. _____

Dated _____,

County Auditor

Chairperson

Certification of County Auditor

I certify that the Board of County Commissioners took the action stated above and the records of my office and the office of the County Treasurer show the following facts as to the assessment and the payment of taxes on the property described in this application.

| Year | Taxable Value | Tax | Date Paid (if paid) | Payment Made Under Written Protest? |
|------|---------------|-----|------------------------|--|
| | | | | yes/no |

I further certify that the taxable valuation and the taxes ordered abated or refunded by the Board of County Commissioner are as follows:

| Year | Reduction in Taxable Valuation | Reduction in Taxes |
|------|--------------------------------|--------------------|
| | | |

County Auditor

Date

**Application For Abatement
Or Refund Of Taxes**

Name of Applicant

County Auditor's File No.

Date Application Was Filed
With The County Auditor

Date County Auditor Mailed
Application to Township
Clerk or City Auditor

(must be within five business days of filing date)

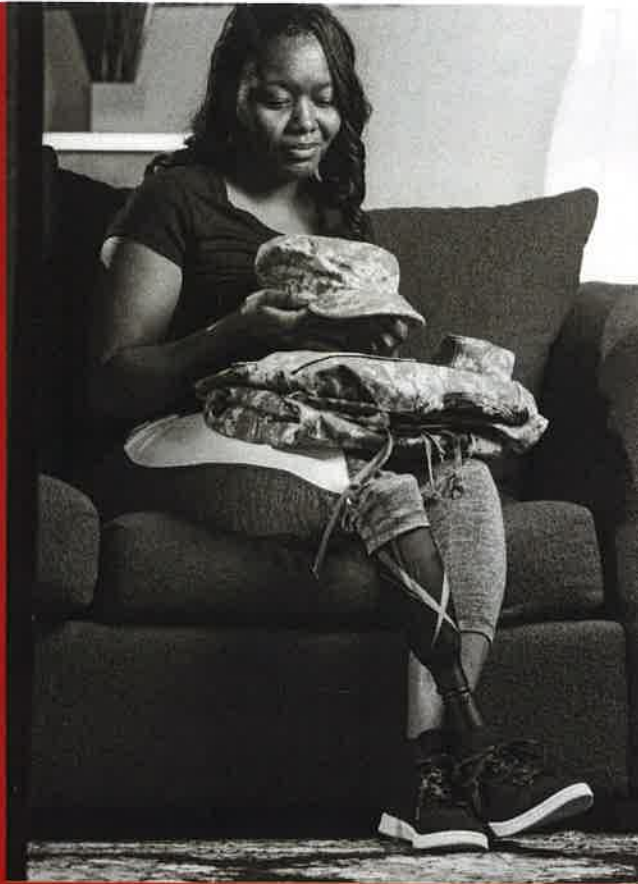
Additional Information

To qualify, veterans must meet all eligibility requirements and file an application with the local assessor or county director of tax equalization, by March 31 in the year that the property is assessed and credit is requested.

To obtain disability and honorable discharge documentation, please contact the North Dakota Department of Veterans Affairs at 866-634-8387.

The following table shows how taxable values may be reduced with the credit.

| Disability % | Maximum Reduction |
|--------------|-------------------|
| 100% | \$8,100 |
| 90% | \$7,290 |
| 80% | \$6,480 |
| 70% | \$5,670 |
| 60% | \$4,860 |
| 50% | \$4,050 |



Disabled Veterans

PROPERTY TAX CREDIT

OFFICE OF STATE TAX COMMISSIONER



Office of State Tax Commissioner
Brian Kroshus
Tax Commissioner

600 E. Boulevard Ave., Dept. 127
Bismarck, ND 58505-0599
propertytax@nd.gov

701-328-3127 or 877-328-7088
800-366-6888 (TTD)



Visit tax.nd.gov for more information.



The Program

The Disabled Veterans Credit is a property tax credit program that is available to veterans of the United States Armed Forces with a service-connected disability.

This credit may help reduce the taxable value of a residence and associated taxes due.

Eligibility Details

1. You must be a disabled veteran of the United States Armed Forces with a service-connected disability of 50% or greater in the year for which your application is made.
2. You must have received an honorable discharge or be retired from the United States Armed Forces.
3. You must reside on and have an ownership interest in the property, as of the assessment date.



Applicants will need to provide their Certificate of Release or Discharge from Active Duty (DD214) provided by the U.S. Department of Defense and the determination of disability by the U.S. Department of Veterans Affairs to your local assessor or county director of tax equalization.

To apply, please submit the Application for Disabled Veterans Property Tax Credit to your local assessor.

Download the application at **tax.nd.gov/veterans** or via the QR code.



Visit the North Dakota Office of State Tax Commissioner's website for more information at **tax.nd.gov**.



City Commission

Agenda Documentation

MEETING DATE: April 15, 2025
PREPARATION DATE: April 4, 2025
SUBMITTING DEPARTMENT: Assessing Department
DEPARTMENT DIRECTOR: Kimberly Markley
PRESENTER: Kimberly Markley, City Assessor
SUBJECT: Veterans Credit Abatements for Betty Mertz

STATEMENT/PURPOSE:

To consider the 2023 & 2024 Abatement Applications for Disabled Veterans Property Tax Credit for property located at 2904 Bay Shore Bend SE Unit 4.

BACKGROUND/ALTERNATIVES:

This parcel is also known as parcel #65-1804465 with a legal description of Lot 4 & N 18' Lot 5 Unit 4 Block 2 Lakewood 1st.

Reason for Abatement: I have reviewed the Disabled Veterans Property Tax Credit Applications and documentation, which are on file in my office. This applicant qualifies for the Disabled Veterans Property Tax Credit for 2023 & 2024.

ATTACHMENTS:

1. Mertz 2023 & 2024 Abatement Applications
2. Veterans Credit Flyer

FISCAL IMPACT:

No fiscal impact on the City since the Tax Credit is reimbursed by the State of ND.

STAFF IMPACT:

N/A

LEGAL REVIEW:

Submitted to City Attorney Amy Oster

RECOMMENDATION:

I recommend a motion to recommend approval to the Morton County Commission of the

2023 & 2024 Abatement Applications for Betty Mertz at 2904 Bay Shore Bend SE Unit 4 as presented.

SUGGESTED MOTION:

I move to recommend approval to the Morton County Commission of the 2023 & 2024 Abatement Applications for Betty Mertz at 2904 Bay Shore Bend SE Unit 4 as presented.

Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota Assessment District CITY OF MANDAN
County of COUNTY OF MORTON Property I.D. No. 65-1804465
Name MERTZ/BETTY L/E Telephone No. _____
Address 2904 BAY SHORE BND SE UNIT 4, MANDAN, ND 58554-6247

Legal description of the property involved in this application:

LOT 4 & N 18' LOT 5 UNIT 4 BLOCK 2 LAKEWOOD 1ST

Total true and full value of the property described above for the year 2023 is:

Land \$ 35,000
Improvements \$ 198,400
Total \$ 233,400
(1)

Total true and full value of the property described above for the year 2023 should be:

Land \$ 35,000
Improvements \$ 198,400
Total \$ 233,400
(2)

The difference of \$ 0.00 true and full value between (1) and (2) above is due to the following reason(s):

- ☐ 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
☐ 2. Residential or commercial property's true and full value exceeds the market value
☐ 3. Error in property description, entering the description, or extending the tax
☐ 4. Nonexisting improvement assessed
☐ 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
☐ 6. Duplicate assessment
☐ 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
☐ 8. Error in noting payment of taxes, taxes erroneously paid
☒ 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
☐ 10. Other (explain) _____

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ _____ Date of purchase: _____
Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
Was there personal property involved in the purchase price? _____ Estimated value: \$ _____
yes/no
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
yes/no
Asking price: \$ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
yes/no
Market value estimate: \$ _____
Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is \$ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

Applicant asks that 2023 Veterans Credit be approved.

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant)

Date

Betty H. Mertz
Signature of Applicant

Date

4-3-25

Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota Assessment District CITY OF MANDAN
County of COUNTY OF MORTON Property I.D. No. 65-1804465
Name MERTZ/BETTY L/E Telephone No. _____
Address 2904 BAY SHORE BND SE UNIT 4, MANDAN, ND 58554-6247

Legal description of the property involved in this application:

LOT 4 & N 18' LOT 5 UNIT 4 BLOCK 2 LAKEWOOD 1ST

Total true and full value of the property described
above for the year 2024 is:

Land \$ 35,000
Improvements \$ 218,600
Total \$ 253,600
(1)

Total true and full value of the property described
above for the year 2024 should be:

Land \$ 35,000
Improvements \$ 218,600
Total \$ 253,600
(2)

The difference of \$ 0.00 true and full value between (1) and (2) above is due to the following reason(s):

- ☐ 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
☐ 2. Residential or commercial property's true and full value exceeds the market value
☐ 3. Error in property description, entering the description, or extending the tax
☐ 4. Nonexisting improvement assessed
☐ 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
☐ 6. Duplicate assessment
☐ 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
☐ 8. Error in noting payment of taxes, taxes erroneously paid
☒ 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
☐ 10. Other (explain) _____

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ _____ Date of purchase: _____
Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
Was there personal property involved in the purchase price? _____ yes/no Estimated value: \$ _____
2. Has the property been offered for sale on the open market? _____ yes/no If yes, how long? _____
Asking price: \$ _____ Terms of sale: _____
3. The property was independently appraised: _____ yes/no Purpose of appraisal: _____
_____ Market value estimate: \$ _____
Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is \$ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

Applicant asks that 2024 Veterans Credit be approved.

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant) _____

Date _____

Signature of Applicant Betty L Mertz

Date 4-3-25

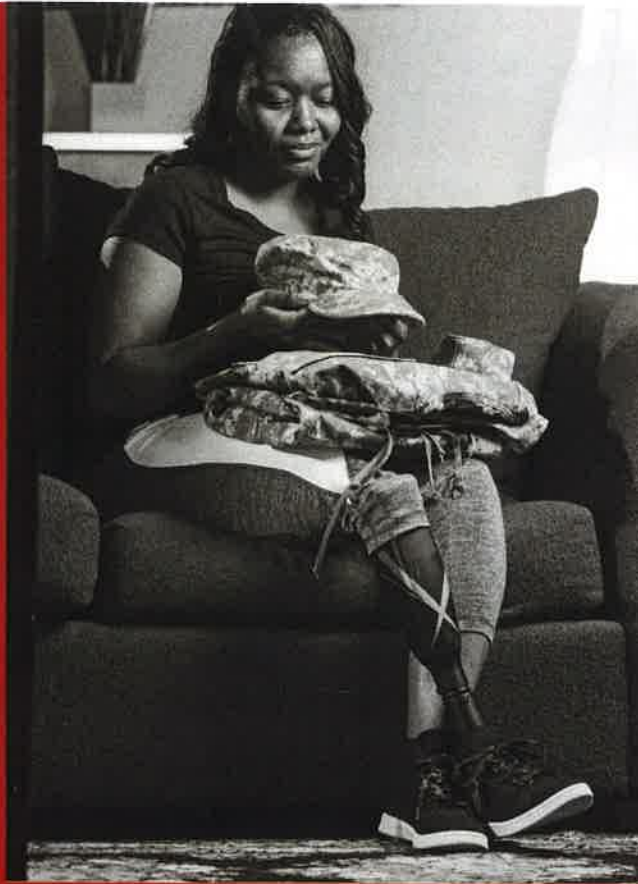
Additional Information

To qualify, veterans must meet all eligibility requirements and file an application with the local assessor or county director of tax equalization, by March 31 in the year that the property is assessed and credit is requested.

To obtain disability and honorable discharge documentation, please contact the North Dakota Department of Veterans Affairs at 866-634-8387.

The following table shows how taxable values may be reduced with the credit.

| Disability % | Maximum Reduction |
|--------------|-------------------|
| 100% | \$8,100 |
| 90% | \$7,290 |
| 80% | \$6,480 |
| 70% | \$5,670 |
| 60% | \$4,860 |
| 50% | \$4,050 |



Disabled Veterans

PROPERTY TAX CREDIT

OFFICE OF STATE TAX COMMISSIONER



Office of State Tax Commissioner
Brian Kroshus
Tax Commissioner

600 E. Boulevard Ave., Dept. 127
Bismarck, ND 58505-0599
propertytax@nd.gov

701-328-3127 or 877-328-7088
800-366-6888 (TTD)



Visit tax.nd.gov for more information.



The Program

The Disabled Veterans Credit is a property tax credit program that is available to veterans of the United States Armed Forces with a service-connected disability.

This credit may help reduce the taxable value of a residence and associated taxes due.

Eligibility Details

1. You must be a disabled veteran of the United States Armed Forces with a service-connected disability of 50% or greater in the year for which your application is made.
2. You must have received an honorable discharge or be retired from the United States Armed Forces.
3. You must reside on and have an ownership interest in the property, as of the assessment date.



Applicants will need to provide their Certificate of Release or Discharge from Active Duty (DD214) provided by the U.S. Department of Defense and the determination of disability by the U.S. Department of Veterans Affairs to your local assessor or county director of tax equalization.

To apply, please submit the Application for Disabled Veterans Property Tax Credit to your local assessor.

Download the application at **tax.nd.gov/veterans** or via the QR code.



Visit the North Dakota Office of State Tax Commissioner's website for more information at **tax.nd.gov**.



City Commission

Agenda Documentation

MEETING DATE: April 15, 2025
PREPARATION DATE: April 4, 2025
SUBMITTING DEPARTMENT: Assessing Department
DEPARTMENT DIRECTOR: Kimberly Markley
PRESENTER: Kimberly Markley, City Assessor
SUBJECT: Veterans Credit Abatement for Jason Dittus JR

STATEMENT/PURPOSE:

To consider the 2023 & 2024 Abatement Applications for Disabled Veterans Property Tax Credit for property located at 812 Keidel Trail SW.

BACKGROUND/ALTERNATIVES:

This parcel is also known as parcel #65-6111655 with a legal description of Lot 23 Block 3 Keidel's South Heart Terrace 2nd.

Reason for Abatement: I have reviewed the Disabled Veterans Property Tax Credit Applications and documentation, which are on file in my office. This applicant qualifies for the Disabled Veterans Property Tax Credit for 2023 & 2024.

ATTACHMENTS:

1. DITTUS 2023 & 2024 ABATEMENT APPLICATIONS
2. VETERANS CREDIT FLYER

FISCAL IMPACT:

No fiscal impact on the City since the Tax Credit is reimbursed by the State of ND.

STAFF IMPACT:

N/A

LEGAL REVIEW:

Submitted to City Attorney Amy Oster

RECOMMENDATION:

I recommend a motion to recommend approval to the Morton County Commission of the

2023 & 2024 Abatement Applications for Jason Dittus JR at 812 Keidel Trail SW as presented.

SUGGESTED MOTION:

I move to recommend approval to the Morton County Commission of the 2024 Abatement Application for Jason Dittus JR at 812 Keidel Trail as presented.

Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota

Assessment District CITY OF MANDAN

County of COUNTY OF MORTON

Property I.D. No. 65-6111655

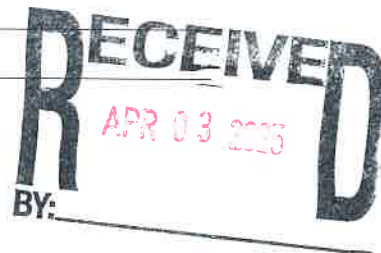
Name DITTUS/JASON JR

Telephone No. _____

Address 812 KEIDEL TRL SW, MANDAN, ND 58554-0000

Legal description of the property involved in this application:

LOT 23 BLOCK 3 KEIDEL'S SOUTH HEART TERRACE 2ND



Total true and full value of the property described above for the year 2023 is:

Land \$ 60.000
Improvements \$ 248.500
Total \$ 308.500
(1)

Total true and full value of the property described above for the year 2023 should be:

Land \$ 60.000
Improvements \$ 248.500
Total \$ 308.500
(2)

The difference of \$ 0.00 true and full value between (1) and (2) above is due to the following reason(s):

- ☐ 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- ☐ 2. Residential or commercial property's true and full value exceeds the market value
- ☐ 3. Error in property description, entering the description, or extending the tax
- ☐ 4. Nonexisting improvement assessed
- ☐ 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- ☐ 6. Duplicate assessment
- ☐ 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- ☐ 8. Error in noting payment of taxes, taxes erroneously paid
- ☒ 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
- ☐ 10. Other (explain) _____

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ _____ Date of purchase: _____
Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
Was there personal property involved in the purchase price? _____ yes/no Estimated value: \$ _____
2. Has the property been offered for sale on the open market? _____ yes/no If yes, how long? _____
Asking price: \$ _____ Terms of sale: _____
3. The property was independently appraised: _____ yes/no Purpose of appraisal: _____
Market value estimate: \$ _____
Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is \$ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

Applicant asks that 2023 Veterans Credit be approved.

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant) _____

Date _____

Signature of Applicant [Signature]

Date 3 Apr 2015

Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota

Assessment District CITY OF MANDAN

County of COUNTY OF MORTON

Property I.D. No. 65-6111655

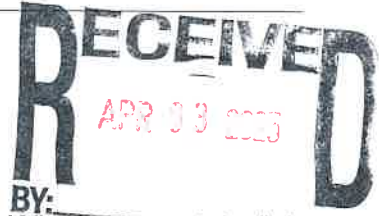
Name DITTUS/JASON JR

Telephone No. _____

Address 812 KEIDEL TRL SW, MANDAN, ND 58554-0000

Legal description of the property involved in this application:

LOT 23 BLOCK 3 KEIDEL'S SOUTH HEART TERRACE 2ND



Total true and full value of the property described above for the year 2024 is:

Land \$ 60.000
Improvements \$ 256.800
Total \$ 316.800
(1)

Total true and full value of the property described above for the year 2024 should be:

Land \$ 60.000
Improvements \$ 256.800
Total \$ 316.800
(2)

The difference of \$ 0.00 true and full value between (1) and (2) above is due to the following reason(s):

- ☐ 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- ☐ 2. Residential or commercial property's true and full value exceeds the market value
- ☐ 3. Error in property description, entering the description, or extending the tax
- ☐ 4. Nonexisting improvement assessed
- ☐ 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- ☐ 6. Duplicate assessment
- ☐ 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- ☐ 8. Error in noting payment of taxes, taxes erroneously paid
- ☒ 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
- ☐ 10. Other (explain) _____

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ _____ Date of purchase: _____
Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
Was there personal property involved in the purchase price? _____ yes/no Estimated value: \$ _____
2. Has the property been offered for sale on the open market? _____ yes/no If yes, how long? _____
Asking price: \$ _____ Terms of sale: _____
3. The property was independently appraised: _____ yes/no Purpose of appraisal: _____
Market value estimate: \$ _____
Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is \$ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

Applicant asks that 2024 Veterans Credit be approved.

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant) _____

Date _____

Signature of Applicant [Signature]

Date 3 Apr 2025

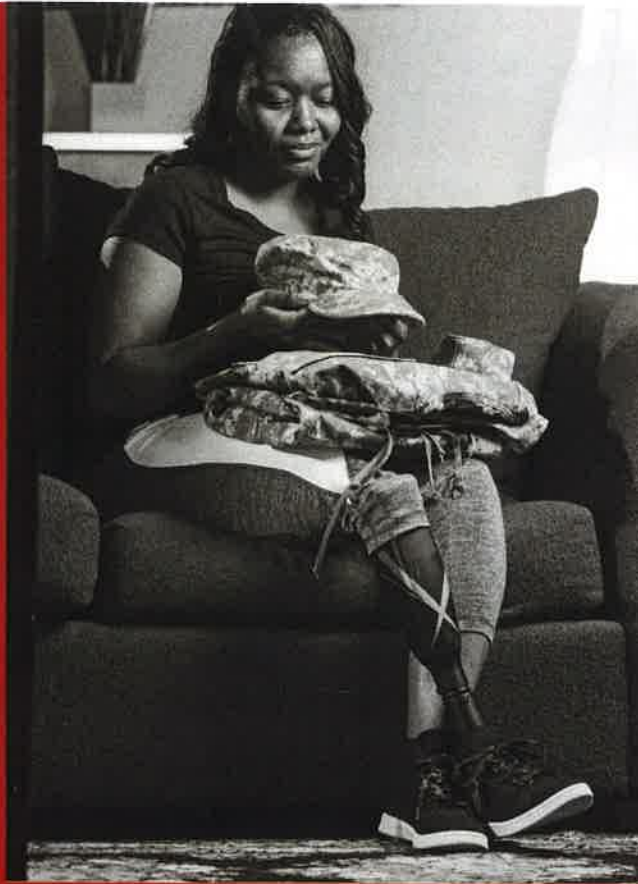
Additional Information

To qualify, veterans must meet all eligibility requirements and file an application with the local assessor or county director of tax equalization, by March 31 in the year that the property is assessed and credit is requested.

To obtain disability and honorable discharge documentation, please contact the North Dakota Department of Veterans Affairs at 866-634-8387.

The following table shows how taxable values may be reduced with the credit.

| Disability % | Maximum Reduction |
|--------------|-------------------|
| 100% | \$8,100 |
| 90% | \$7,290 |
| 80% | \$6,480 |
| 70% | \$5,670 |
| 60% | \$4,860 |
| 50% | \$4,050 |



Disabled Veterans

PROPERTY TAX CREDIT

OFFICE OF STATE TAX COMMISSIONER



Office of State Tax Commissioner
Brian Kroshus
Tax Commissioner

600 E. Boulevard Ave., Dept. 127
Bismarck, ND 58505-0599
propertytax@nd.gov

701-328-3127 or 877-328-7088
800-366-6888 (TTD)



Visit tax.nd.gov for more information.



The Program

The Disabled Veterans Credit is a property tax credit program that is available to veterans of the United States Armed Forces with a service-connected disability.

This credit may help reduce the taxable value of a residence and associated taxes due.

Eligibility Details

1. You must be a disabled veteran of the United States Armed Forces with a service-connected disability of 50% or greater in the year for which your application is made.
2. You must have received an honorable discharge or be retired from the United States Armed Forces.
3. You must reside on and have an ownership interest in the property, as of the assessment date.



Applicants will need to provide their Certificate of Release or Discharge from Active Duty (DD214) provided by the U.S. Department of Defense and the determination of disability by the U.S. Department of Veterans Affairs to your local assessor or county director of tax equalization.

To apply, please submit the Application for Disabled Veterans Property Tax Credit to your local assessor.

Download the application at **tax.nd.gov/veterans** or via the QR code.



Visit the North Dakota Office of State Tax Commissioner's website for more information at **tax.nd.gov**.



City Commission

Agenda Documentation

MEETING DATE: April 15, 2025
PREPARATION DATE: April 8, 2025
SUBMITTING DEPARTMENT: Assessing Department
DEPARTMENT DIRECTOR: Kimberly Markley
PRESENTER: Kimberly Markley, City Assessor
SUBJECT: Veterans Credit Abatement for Clyde A Ereth

STATEMENT/PURPOSE:

To consider the 2024 Abatement Application for Disabled Veterans Property Tax Credit for property located at 4520 Sundancer Loop SE Unit 5.

BACKGROUND/ALTERNATIVES:

This parcel is also known as parcel #65-6100490 with a legal description of Lot 4 Block 1 Lakewood Commercial Park 3rd Bldg 25 Unit 5.

Reason for Abatement: I have reviewed the Disabled Veterans Property Tax Credit Applications and documentation, which are on file in my office. This applicant qualifies for the Disabled Veterans Property Tax Credit for 2024.

ATTACHMENTS:

1. Ereth 2024 Abatement Application
2. VETERANS CREDIT FLYER

FISCAL IMPACT:

No fiscal impact on the City since the Tax Credit is reimbursed by the State of ND.

STAFF IMPACT:

N/A

LEGAL REVIEW:

Submitted to City Attorney Amy Oster

RECOMMENDATION:

I recommend a motion to recommend approval to the Morton County Commission of the

2024 Abatement Application for Clyde A Ereth at 4520 Sundancer Loop SE Unit 5 as presented.

SUGGESTED MOTION:

I move to recommend approval to the Morton County Commission of the 2024 Abatement Application for Clyde A Ereth at 4520 Sundancer Loop SE Unit 5 as presented.

Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota

Assessment District CITY OF MANDAN

County of COUNTY OF MORTON

Property I.D. No. 65-6100490

Name ERETH/CLYDE A

Telephone No. _____

Address 4520 SUNDANCER LOOP SE #5, MANDAN, ND 58554-0000

Legal description of the property involved in this application:

LOT 4 BLOCK 1 LAKEWOOD COMMERCIAL PARK 3RD BLDG 25 UNIT 5

Total true and full value of the property described above for the year 2024 is:

Land \$ 35,000
Improvements \$ 192,500
Total \$ 227,500
(1)

Total true and full value of the property described above for the year 2024 should be:

Land \$ 35,000
Improvements \$ 192,500
Total \$ 227,500
(2)

The difference of \$ 0 true and full value between (1) and (2) above is due to the following reason(s):

- ☐ 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- ☐ 2. Residential or commercial property's true and full value exceeds the market value
- ☐ 3. Error in property description, entering the description, or extending the tax
- ☐ 4. Nonexisting improvement assessed
- ☐ 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- ☐ 6. Duplicate assessment
- ☐ 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- ☐ 8. Error in noting payment of taxes, taxes erroneously paid
- ☒ 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
- ☐ 10. Other (explain) _____

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ _____ Date of purchase: _____
Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
Was there personal property involved in the purchase price? _____ Estimated value: \$ _____
yes/no
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
yes/no
Asking price: \$ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
yes/no
Market value estimate: \$ _____
Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is \$ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

Applicant asks that Veterans Credit percentage change.

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant) _____

Date _____

Signature of Applicant [Signature]

Date 4-3-25

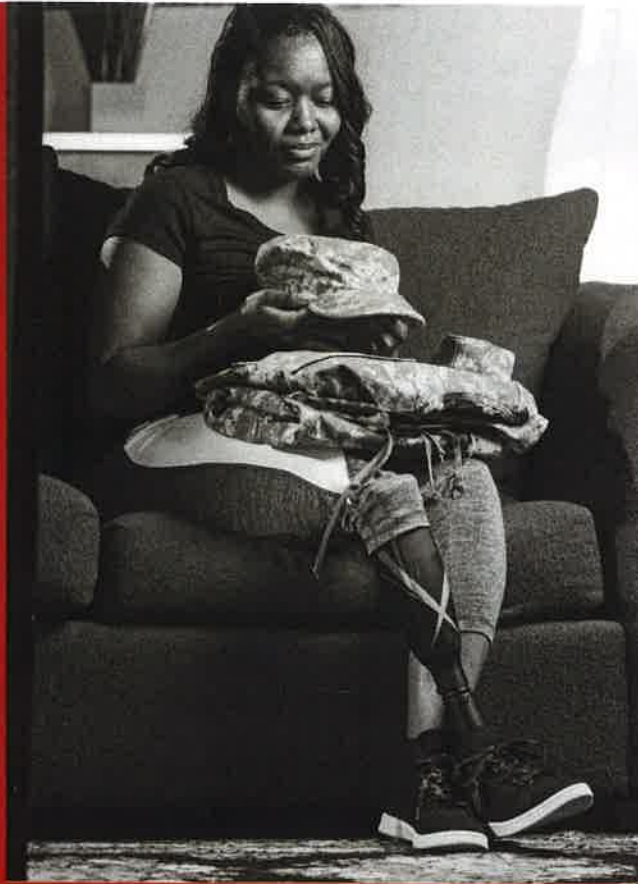
Additional Information

To qualify, veterans must meet all eligibility requirements and file an application with the local assessor or county director of tax equalization, by March 31 in the year that the property is assessed and credit is requested.

To obtain disability and honorable discharge documentation, please contact the North Dakota Department of Veterans Affairs at 866-634-8387.

The following table shows how taxable values may be reduced with the credit.

| Disability % | Maximum Reduction |
|--------------|-------------------|
| 100% | \$8,100 |
| 90% | \$7,290 |
| 80% | \$6,480 |
| 70% | \$5,670 |
| 60% | \$4,860 |
| 50% | \$4,050 |



Disabled Veterans

PROPERTY TAX CREDIT

OFFICE OF STATE TAX COMMISSIONER



Office of State Tax Commissioner
Brian Kroshus
Tax Commissioner

600 E. Boulevard Ave., Dept. 127
Bismarck, ND 58505-0599
propertytax@nd.gov

701-328-3127 or 877-328-7088
800-366-6888 (TTD)



Visit tax.nd.gov for more information.



The Program

The Disabled Veterans Credit is a property tax credit program that is available to veterans of the United States Armed Forces with a service-connected disability.

This credit may help reduce the taxable value of a residence and associated taxes due.

Eligibility Details

1. You must be a disabled veteran of the United States Armed Forces with a service-connected disability of 50% or greater in the year for which your application is made.
2. You must have received an honorable discharge or be retired from the United States Armed Forces.
3. You must reside on and have an ownership interest in the property, as of the assessment date.



Applicants will need to provide their Certificate of Release or Discharge from Active Duty (DD214) provided by the U.S. Department of Defense and the determination of disability by the U.S. Department of Veterans Affairs to your local assessor or county director of tax equalization.

To apply, please submit the Application for Disabled Veterans Property Tax Credit to your local assessor.

Download the application at **tax.nd.gov/veterans** or via the QR code.



Visit the North Dakota Office of State Tax Commissioner's website for more information at **tax.nd.gov**.



City Commission

Agenda Documentation

MEETING DATE: April 15, 2025
PREPARATION DATE: April 9, 2025
SUBMITTING DEPARTMENT: Assessing Department
DEPARTMENT DIRECTOR: Kimberly Markley
PRESENTER: Kimberly Markley, City Assessor
SUBJECT: Veterans Credit Abatement for Devon P Smith SR & Angelica M Evans

STATEMENT/PURPOSE:

To consider the 2024 Abatement Application for Disabled Veterans Property Tax Credit for property located at 3611 Woodbend DR SE.

BACKGROUND/ALTERNATIVES:

This parcel is also known as parcel #65-1811790 with a legal description of Lot 12 Block 3 Lakewood Harbor 4th.

Reason for Abatement: I have reviewed the Disabled Veterans Property Tax Credit Applications and documentation, which are on file in my office. This applicant qualifies for the Disabled Veterans Property Tax Credit for a 9-month proration in 2024.

ATTACHMENTS:

1. SMITH & EVANS 2024 ABATEMENT APPLICATION
2. VETERANS CREDIT FLYER

FISCAL IMPACT:

No fiscal impact on the City since the Tax Credit is reimbursed by the State of ND.

STAFF IMPACT:

N/A

LEGAL REVIEW:

Submitted to City Attorney Amy Oster

RECOMMENDATION:

I recommend a motion to recommend approval to the Morton County Commission of the 2024 Abatement Application for Devon P Smith SR & Angelica M Evans at 3611 Woodbend DR SE as presented.

SUGGESTED MOTION:

I move to recommend approval to the Morton County Commission of the 2024 Abatement Application for Devon P Smith SR & Angelica M Evans at 3611 Woodbend DR SE as presented.

Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota

Assessment District CITY OF MANDAN

County of MORTON

Property I.D. No. 65-1811790

Name SMITH SR/DEVON P SR & ANGELICA M EVANS

Telephone No. 401-808-9068

Address 3611 WOODBEND DR SE, MANDAN, ND 58554-0000

Legal description of the property involved in this application:

LOT 12 BLOCK 3 LAKEWOOD HARBOR 4TH

Total true and full value of the property described above for the year 2024 is:

Land \$ 99,000
Improvements \$ 262,000
Total \$ 361,000
(1)

Total true and full value of the property described above for the year 2024 should be:

Land \$ 99,000
Improvements \$ 262,000
Total \$ 361,000
(2)

The difference of \$ 0.00 true and full value between (1) and (2) above is due to the following reason(s):

- ☐ 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- ☐ 2. Residential or commercial property's true and full value exceeds the market value
- ☐ 3. Error in property description, entering the description, or extending the tax
- ☐ 4. Nonexisting improvement assessed
- ☐ 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- ☐ 6. Duplicate assessment
- ☐ 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- ☐ 8. Error in noting payment of taxes, taxes erroneously paid
- ☒ 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
- ☐ 10. Other (explain) _____

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ _____ Date of purchase: _____
Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
Was there personal property involved in the purchase price? _____ Estimated value: \$ _____
yes/no
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
yes/no
Asking price: \$ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
yes/no
Market value estimate: \$ _____
Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is \$ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

Applicant asks that PRORATION OF 2024 VETERANS CREDIT

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant) _____

Date _____

Signature of Applicant _____

Date 3/28/25

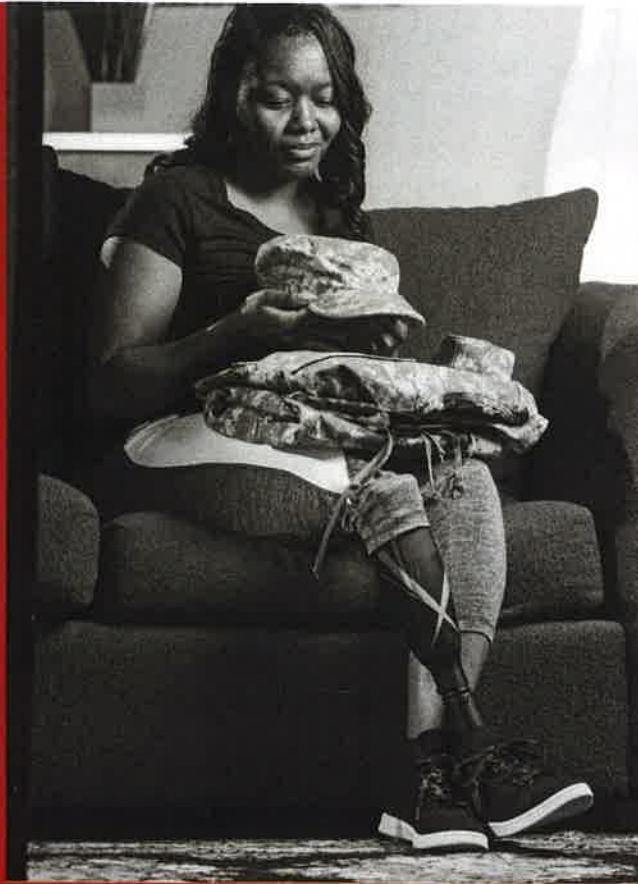
Additional Information

To qualify, veterans must meet all eligibility requirements and file an application with the local assessor or county director of tax equalization, by March 31 in the year that the property is assessed and credit is requested.

To obtain disability and honorable discharge documentation, please contact the North Dakota Department of Veterans Affairs at 866-634-8387.

The following table shows how taxable values may be reduced with the credit.

| Disability % | Maximum Reduction |
|--------------|-------------------|
| 100% | \$8,100 |
| 90% | \$7,290 |
| 80% | \$6,480 |
| 70% | \$5,670 |
| 60% | \$4,860 |
| 50% | \$4,050 |



Disabled Veterans

PROPERTY TAX CREDIT

OFFICE OF STATE TAX COMMISSIONER



Office of State Tax Commissioner
Brian Kroshus
Tax Commissioner

600 E. Boulevard Ave., Dept. 127
Bismarck, ND 58505-0599
propertytax@nd.gov

701-328-3127 or 877-328-7088
800-366-6888 (TTD)



Visit tax.nd.gov for more information.



The Program

The Disabled Veterans Credit is a property tax credit program that is available to veterans of the United States Armed Forces with a service-connected disability.

This credit may help reduce the taxable value of a residence and associated taxes due.

Eligibility Details

1. You must be a disabled veteran of the United States Armed Forces with a service-connected disability of 50% or greater in the year for which your application is made.
2. You must have received an honorable discharge or be retired from the United States Armed Forces.
3. You must reside on and have an ownership interest in the property, as of the assessment date.



Applicants will need to provide their Certificate of Release or Discharge from Active Duty (DD214) provided by the U.S. Department of Defense and the determination of disability by the U.S. Department of Veterans Affairs to your local assessor or county director of tax equalization.

To apply, please submit the Application for Disabled Veterans Property Tax Credit to your local assessor.

Download the application at **tax.nd.gov/veterans** or via the QR code.



Visit the North Dakota Office of State Tax Commissioner's website for more information at **tax.nd.gov**.



City Commission

Agenda Documentation

MEETING DATE: April 15, 2025
PREPARATION DATE: April 4, 2025
SUBMITTING DEPARTMENT: HR
DEPARTMENT DIRECTOR: Amy Berger
PRESENTER: Amy Berger, HR Director
SUBJECT: Consider the correction of a Civil Service Commission Member's term date

STATEMENT/PURPOSE:

Consider the correction of a Civil Service Commission Member's term date

BACKGROUND/ALTERNATIVES:

At the City Commission meeting held on December 17, 2024, an item listed on the consent agenda to appoint Jennifer Gosch to the Civil Service Commission for a three-year term had the wrong date listed for her term length.

The request stated:

I move to appoint Jennifer Gosch to the vacant term of the Civil Service Commission for a 3-year term from Jan. 1, 2025 to December 31, 2027.

The correct request should have stated:

I move to appoint Jennifer Gosch to the vacant term of the Civil Service Commission for a 3-year term from Jan. 1, 2025 to December 31, 2028.

The three-year term will create a staggered term schedule to avoid multiple openings occurring in the same year. This will provide continuity within the Civil Service Commission.

ATTACHMENTS:

None

FISCAL IMPACT:

NA

STAFF IMPACT:

NA

LEGAL REVIEW:

NA

RECOMMENDATION:

I recommend approving the correction of the term date for Civil Service Commission Member, Jennifer Gosch, for a term from January 1, 2025–December 31, 2028.

SUGGESTED MOTION:

I move to approve the correction of the term date for Civil Service Commission Member, Jennifer Gosch, for a term from Jan. 1, 2025 to December 31, 2028.



City Commission

Agenda Documentation

MEETING DATE: April 15, 2025
PREPARATION DATE: April 10, 2025
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: Mandan Progress Organization Event Grants

STATEMENT/PURPOSE:

To consider approval of the Mandan Progress Organization Event Grant recommendations.

BACKGROUND/ALTERNATIVES:

City of Mandan has continuously provided \$20,000 to the Mandan Progress Organization (MPO) to be utilized to assist funding events. The MPO has an application and ranking process whereby they make a recommendation to the City regarding the organizations to receive a portion of the \$20,000.

ATTACHMENTS:

1. MPO Grant Funding Request 2025

FISCAL IMPACT:

\$20,000 budgeted via Sales Tax Fund

STAFF IMPACT:

n/a

LEGAL REVIEW:

n/a

RECOMMENDATION:

I recommend approval of the funding recommendations as submitted by the MPO.

SUGGESTED MOTION:

I move to approve the funding recommendations as submitted by the MPO.



*Mandan Progress Organization
Executive Director: Matt Schanandore
Office: 701-751-2983
Email: info@mandanprogress.org*

Jim Neubauer
City Administrator
205 2nd Ave NW
Mandan, ND 58554

Dear Mr. Neubauer,

The Mandan Progress Organization is the community leader for executing great experiences and events that benefit the Mandan community. The City of Mandan provides the MPO funds each year to bring new events to the community and assist in keeping established events a continued growth, which allows for the betterment to the citizens of Mandan and its visitors. Provides a basis for an economic impact on the business community and for citizens and its visitors a quality of life. Grant monies are awarded divided between 50% in Mandan Bucks and 50% in a check. Money is derived from the 1% city sales tax fund and it is budgeted at \$20,000 for the year.

I request the opportunity to come before the Mandan City Commission on April 15th, 2025, to request the \$20,000 grant monies budgeted for 2025. Please see attached Agenda Documentation. The 2025 grant cycle received 15 applications with a combined request of \$43,770.00

The 2025 event grant review committee recommended the following grant applications with the recommended funding amount for each awardee.

- Dacotah Speedway - \$1,000
- ND Railroad Museum Watermelon Days - \$500
- Dacotah Lions "Come See What We Do" - \$540
- Friends of Fort Lincoln - \$500
- Mandan Touch -a-Truck - \$2,360
- Musicians Association – Summer Band Series - \$1,000
- Mandan Horse and Saddle Summer Events - \$1,000
- ND Santa Run - \$1,000
- Mandan Independence Day - \$3,100
- Mandan Holiday Lights on Main - \$3,000
- Mandan Buggies N Blues - \$3,020
- Bismarck Cancer Center "4th of July Road Race" – \$400
- Morton Mandan Public Library – "Summer Reading" - \$1,000
- Mandan Rodeo Ned Ledoux Concert - \$800
- Mandan Airport "Planes and Pancakes" - \$780

Total amount awarded - \$20,000

Thanks for your time.

Sincerely,

Matt Schanandore

Executive Director

Mandan Progress Organization.



City Commission

Agenda Documentation

MEETING DATE: April 15, 2025
PREPARATION DATE: April 15, 2025
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Consider extension of protest period for Street Improvement District 236

STATEMENT/PURPOSE:

Consider approving the extension of the deadline for protests for Street Improvement District 236 to 4:30 p.m. on April 22, 2025.

BACKGROUND/ALTERNATIVES:

On February 18, 2025, the Board of City Commissioners approved the resolutions necessary to set up an assessment district for the local cost share of Street Improvement District 236. Written protests were originally due no later than 4:30 p.m. on March 24, 2025, with a public hearing held at 5:30 p.m. on April 1, 2025. Above and beyond our state requirements, we sent letters to all of the district's participants. However, the advertisement in the Mandan News did not run as planned on February 21 or February 28, 2025. Therefore, the publication was run on March 21 and 28, 2025, with an extended deadline of April 22, 2025 for protests.

ATTACHMENTS:

1. SID 236 - Resolution of Necessity (Updated Dates)

FISCAL IMPACT:

None.

STAFF IMPACT:

Minimal.

LEGAL REVIEW:

This item has been reviewed as part of the agenda packet.

RECOMMENDATION:

We recommend approving the extension of protests to April 22, 2025, with another public hearing at the May 6th Commission Meeting, followed by a determination of sufficiency of protests at that time

SUGGESTED MOTION:

I move to approve the extension of the deadline for protests for Street Improvement District 236 to 4:30 p.m. on April 22, 2025, with another public hearing at the May 6th Commission Meeting, followed by a determination of sufficiency of protests.

**RESOLUTION DECLARING THE NECESSITY OF
AN IMPROVEMENT PROJECT IN AND FOR
STREET IMPROVEMENT DISTRICT NO. 236 OF THE CITY OF MANDAN
TO BE PAID BY THE LEVY OF SPECIAL ASSESSMENTS
ON PROPERTY BENEFITTED THEREBY**
Project No. 2019-08

BE IT RESOLVED By the Board of City Commissioners of the City of Mandan, North Dakota, as follows:

1. It is hereby found, determined and declared that it is necessary for the City of Mandan to construct a street improvement project of the type specified in North Dakota Century Code §40-22-01(2), in and for Street Improvement District No. 236 (Project No. 2019-08) of said City. Said improvement project shall include, but not be limited to the improvements of streets, as well as all other work and materials which are necessary or reasonably incidental to the completion of the project; all in accordance with and as described in the resolution creating said district adopted February 18th, 2025; which is on file in the offices of the City Engineer and open for public inspection by anyone interested therein. The project may be more commonly known as First Street Improvements. The improvement to said streets within this improvement district shall include, but not be limited to, 1st Street NW from 4th Avenue NW to 6th Avenue NW and adjacent side streets 4th Avenue NW from Main Street to 2nd Street NW; and 5th Avenue NW from 1st Street NW to 2nd Street NW, and includes roadway reconstruction and concrete pavement with curb and gutter, sidewalks, lighting, streetscaping and landscaping, underground utilities including storm sewer, water main, sanitary sewer and associated services, and related work.
2. The cost of said improvement project shall be paid for by special assessments to be levied against the respective lots, tracts and parcels of land within said improvement district benefitted by the improvement in amounts proportionate to and not exceeding such benefits and the Board of City Commissioners reserves the right to provide for the payment of a portion of the costs of such improvement from such other funds as may be properly available for such purpose.
3. The City Administrator is authorized and directed to cause this resolution, together with a map of the City showing the improvement district, which is attached hereto, to be published once each week for two (2) consecutive weeks in the official newspaper of the City.
4. The owners of property within said improvement district and liable to be specially assessed for said improvement shall be afforded the opportunity to file written protest with the City Administrator at any time within thirty (30) days after the first publication of this resolution. The City requires written protests only and must clearly contain the property that protests along with the name and signature of the owner of record. Written protests must be submitted to the City Administrator no later than 4:30 pm, local time, April 22th, 2025. The Board of City Commissioners shall, at its next meeting after the expiration of said period, to wit May 6th, 2025 at 5:30 p.m., meet at the City Hall, 205 2nd Avenue N.W., Mandan, ND, to hear and determine the sufficiency of any of the protests so filed and to take such other and further action with reference to said improvement district as may then be deemed necessary and expedient.
5. This resolution shall be in full force and effect from and after its passage.
Dated this 18th day of February, 2025.

President, Board of City Commissioners

ATTEST:

City Administrator

Publication Dates: March 21st and March 28th, 2025

Map of District must also be published



City Commission

Agenda Documentation

MEETING DATE: April 15, 2025
PREPARATION DATE: April 15, 2025
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: Reappointment of Jason Arenz to DMA Board of Directors

STATEMENT/PURPOSE:

To consider reappointing Jason Arenze to a four-year term on the DMA Board of Directors as a Mandan representative

BACKGROUND/ALTERNATIVES:

City staff received the request from Dakota Media Access on Apr. 14 to consider reappointing Mandan resident Jason Arenz to their Board of Directors as a Mandan representative for a four-year term ending July 1, 2029.

ATTACHMENTS:

1. DMA Board Member Mandan Appointee

FISCAL IMPACT:

n/a

STAFF IMPACT:

n/a

LEGAL REVIEW:

n/a

RECOMMENDATION:

Approve

SUGGESTED MOTION:

I move to approve reappointing Jason Arenz to the Dakota Media Access Board of

City Commission

Agenda Documentation

April 15, 2025

Subject: *Consider reappointing Jason Arenz to the Dakota Media Access Board of Directors for a four-year term expiring July 1, 2029*

Page 2 of 2

Directors for a four-year term expiring July 1, 2029.



April 10, 2025

Honorable Mayor James Froelich
Mandan City Commissioners
Mandan City Hall
205 2nd Avenue NW
Mandan, ND 58554

Dear Mayor Froelich and Mandan City Commissioners:

Dakota Media Access (DMA) requests Mandan resident, Jason Arenz be considered for reappointment to serve on the DMA Board of Directors for a four-year term expiring July 1, 2029.

Current DMA Board Members include:

Mandan Appointees (terms expire):

Renée Murrish, Signature Events, Mandan Cares, ND Aviation Association
Craig Sjoberg, Mandan City Commission Liaison
Kari Schmidt - Communications Specialist, City of Mandan (Advisory)

Bismarck Appointees (terms expire):

Jack McDonald, Wheeler Wolf Attorneys (2026)
Rebecca Thiem, (2026)
Robin Thorstenson, ND Dept. of Human Services (2028)
Rick Collin, (2028)
Dave Diebel, D&N Cinematics (2027)
Greg Wheeler, Basin Electric (2027)
Steve Koontz, Bismarck Public Schools (2027)
Mark Connelly, Bismarck City Commission Liaison
Kalen Ost, Communications Strategist, City of Bismarck (Advisory)

Thank you for your consideration.

Sincerely,

Jack McDonald, President
Tom Gerhardt, Executive Director



City Commission

Agenda Documentation

MEETING DATE: April 15, 2025
PREPARATION DATE: April 15, 2025
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Consider driveway width variance request for 1207 1st Street SW

STATEMENT/PURPOSE:

To consider a variance to allow a wider than 36 foot driveway

BACKGROUND/ALTERNATIVES:

Scott Wiese recently completed the construction of a house in South West Mandan. This house has many garage doors. Scott requested that the engineering department grant a variance on the need for a "wider apron for navigating turns in with long-wheel base vintage vehicles that are low to the ground and will need to traverse the entrance at wide angle to avoid scraping." The engineering department denied the initial request of 96 feet. Scott is now asking for 72 feet. The north apron would be 22 feet wide and the west apron would be 50 feet wide. The max allowable driveway width for a residential property is currently one or two driveways totaling 36 feet.

Below are the variance requirements that we consider for such requests under section 105-1-12 of city code.

1. Variances.

- a. On appeal from an order, requirement, decision or determination made by an administrative official, the board of adjustment may vary or adjust the strict application of any of the requirements of this chapter in the case of an exceptionally irregular, narrow, shallow or steep lot or other exceptional physical or topographical condition, by reason of which the strict application of the provisions of the chapter would result in unnecessary hardship that would deprive the owner of a reasonable use of the land or building involved, but in no other case.
- b. No adjustment in the strict application of any provisions of this chapter shall be granted by the board of adjustment unless it finds that:

1. There are special circumstances or conditions, fully described in the findings of the board, applying to the land or buildings for which the variance is sought, which circumstances or conditions are peculiar to such land or building, and do not apply generally to land or buildings in the neighborhood, and have not resulted from any act of the applicant taken subsequent to the adoption of this chapter, whether in violation of the provisions of the chapter, or not;
2. For reasons fully set forth in the findings of the board, the circumstances or conditions so found are such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of said land or building, and the granting of the variance is necessary for the reasonable use of the land or building, and that the variance as granted by the board is the minimum variance that will accomplish the relief sought by the applicant;
3. The grant of the variance will be in harmony with the general purposes and intent of this chapter, and not be injurious to the neighborhood or otherwise detrimental to the public welfare.

ATTACHMENTS:

1. Application
2. Image

FISCAL IMPACT:

There is no fiscal impact associated with this agenda item.

STAFF IMPACT:

Minimal.

LEGAL REVIEW:

All items have been made available to the city attorney for review.

RECOMMENDATION:

To review the variance request and consider the applicant's statement of hardship.

SUGGESTED MOTION:

I move to:

- Approve the request, finding the statement of hardship to be justifiable

- Deny the request as submitted
- Approve a reduced form of the request, contingent on the Engineering Department's approval

| CITY OF MANDAN | |
|---|---|
| Development Review Application | |
| <input type="checkbox"/> Minor Plat (\$300) | <input type="checkbox"/> Zone Change (\$600) |
| <input type="checkbox"/> Preliminary Plat up to 20 acres (\$450) | <input type="checkbox"/> Planned Unit Development (\$700) |
| <input type="checkbox"/> Preliminary Plat more than 20 acres (\$500) | <input type="checkbox"/> Land Use and Transportation Plan Amendment (\$1,000) |
| <input type="checkbox"/> Final Plat up to 20 lots (\$450) | <input type="checkbox"/> Vacation (\$500) |
| <input type="checkbox"/> Final Plat 21 to 40 lots (\$600) | <input type="checkbox"/> Variance (\$400) |
| <input type="checkbox"/> Final Plat more than 40 lots (\$750) | <input type="checkbox"/> Special Use Permit (\$450) |
| <input type="checkbox"/> Annexation (\$450) | <input type="checkbox"/> Stormwater submittal (\$300) |
| <input type="checkbox"/> Masterplanned Subdivision (not accepted without preliminary plat) (\$250) | <input type="checkbox"/> Stormwater 2 nd & subsequent resubmittal (\$50) |
| <input checked="" type="checkbox"/> Appeals to Administrative Denials (Variance to Non-zoning/Non-subdivision regulations) (\$250) | <input type="checkbox"/> Document Recording (\$30) |
| Summary of Request (Add separate sheet(s) as necessary) <i>totaling 72' I would like IN Lieu of 2 36' Foot aprons totaling 72' to do one 28' and one 50'</i> | |

| Engineer/Surveyor | | | Property Owner or Applicant | | |
|---|-------|-----|---|-----------|--------------|
| Name | | | Name <i>Scott Wiese</i> | | |
| Address | | | Address <i>1207 1st St. S.W.</i> | | |
| City | State | Zip | City | State | Zip |
| | | | <i>MANDAN</i> | <i>ND</i> | <i>58554</i> |
| email | | | email | | |
| Phone | | | Phone | | |
| | | | <i>701-220-0509</i> | | |
| Fax | | | Fax | | |
| | | | | | |
| If the applicant is not the current owner, the current owner must submit a notarized statement authorizing the applicant to proceed with the request. | | | | | |

| Location | | Type | | Existing Zone | Proposed Zone | Project Name |
|-------------------------------------|--------------------|---------------------|-------------|--|---------------|------------------|
| City | ETA | New | Addition | | | |
| Property Address | | | | Legal Description | | |
| <i>1207 1st St. S.W.</i> | | | | <i>Riverside 2nd Addition</i> | | |
| Current Use | | | | <i>Lot 1 Block 1</i> | | |
| Proposed Use | | | | | | |
| Section <i>28</i> | | Township <i>139</i> | | Range <i>81</i> | | |
| Parcel Size | Building Footprint | Stories | Building SF | Required Parking | | Provided Parking |
| | | | | | | |

| | | |
|-------------------------------|------------------------------|---------------------|
| Print Name <i>Scott Wiese</i> | Signature <i>[Signature]</i> | Date <i>3-14-25</i> |
|-------------------------------|------------------------------|---------------------|

| Office Use Only | | | |
|-----------------------------------|---------------------|---------------------------|------------------------|
| Date Received: <i>3-14-2025</i> | Initials: <i>nm</i> | Fees Paid: \$ <i>250</i> | Date: <i>3-14-2025</i> |
| Notice in paper | | Mailed to neighbors | P&Z meeting |
| <input type="checkbox"/> Approved | | Approved with conditions: | |
| <input type="checkbox"/> Denied | | | |





City Commission

Agenda Documentation

MEETING DATE: April 15, 2025
PREPARATION DATE: April 7, 2025
SUBMITTING DEPARTMENT: Business Development & Communications
DEPARTMENT DIRECTOR: Madison Cermak
PRESENTER: Madison Cermak, Business Development & Communications Director
SUBJECT: Growth Fund recommendation on business assistance for Memorial Highway during construction

STATEMENT/PURPOSE:

To consider a Growth Fund recommendation to allocate dollars to the Mandan Progress Organization (MPO) for business assistance for Memorial Highway during construction.

BACKGROUND/ALTERNATIVES:

The Mandan Growth Fund (MGF) Committee met Jan. 21, 2025, expressing interest in supporting businesses on Memorial Highway during construction. The MPO presented a proposal for business assistance to the MGF at its Feb. 22, 2025 meeting. The proposal included a rewards gift card program that would allow locals to purchase a digital gift card for face value and have 25% of that purchase matched by funds allocated from the MGF. The program's funding structure includes \$40,000 in the gift card incentive program and \$10,000 dedicated to marketing and outreach efforts.

The MPO surveyed businesses to see interest in the gift card incentive program and shared the results at the MGF March 27, 2025 meeting. The survey was sent to 130 businesses in the special assessment district for the Memorial Highway reconstruction project. There were 36 responses for a 28% return rate. Of the 36 responses, over 80% were in favor of the program.

The benefits for businesses include increased consumer spending during road construction, a seamless digital gift card system with no added technology requirements, no cost to participate and no administrative fees for businesses, and a stronger local economy by keeping dollars circulating in Mandan.

ATTACHMENTS:

None

FISCAL IMPACT:

The Growth Fund has an uncommitted balance of \$133,712.12 for economic development as of March 31, 2025. The request is for \$50,000.

STAFF IMPACT:

Minimal

LEGAL REVIEW:

N/A

RECOMMENDATION:

The MGF voted 8-0 (1 absent) to recommend approval of \$50,000 be allocated to the MPO for a gift card incentive program, set as they see fit, for businesses in the Memorial Highway construction area.

SUGGESTED MOTION:

I move to approve of \$50,000 be allocated to the MPO for a gift card incentive program, set as they see fit, for businesses in the Memorial Highway construction area.



City Commission

Agenda Documentation

MEETING DATE: April 15, 2025
PREPARATION DATE: April 10, 2025
SUBMITTING DEPARTMENT: Planning
DEPARTMENT DIRECTOR: Andrew Stromme
PRESENTER: Andrew Stromme, City Planner
SUBJECT: Consider Building Blocks Action Plan (Third Street SE Study)

STATEMENT/PURPOSE:

Consider Building Blocks Action Plan (Third Street SE Study)

BACKGROUND/ALTERNATIVES:

in 2024 and 2025 the City of Mandan leveraged EPA's Building Blocks for Sustainable Communities technical assistance to develop a strategic plan for the 3rd Street Southeast corridor. The planning process—centered around the “Supporting Equitable Development Tool”— facilitated community engagement and planning to address longstanding issues and opportunities in south-central Mandan.

A link to the action plan may be found at CityofMandan.com/brownfieldsgrant

The outcomes of this process may help local governments, planners, community organizations, and funders:

- Align future investments with community-identified priorities.
- Support grant applications with clear goals and data-driven needs.
- Guide zoning updates and policy changes that reflect long-term community vision.
- Coordinate efforts across departments and with external partners to improve housing, transportation, and public health outcomes.

Key Goals Identified for the 3rd Street SE Corridor:

- Attainable Housing: Ensure a sustainable mix of high-quality, affordable housing options.

- **Safe Multi-Modal Transportation:** Improve safety and access for walking, biking, transit, and reduce impacts from cut-through traffic.
- **Community Development & Character:** Promote compact, walkable development that maintains Mandan's unique small-town identity.
- **Community Health:** Foster healthy living environments through infrastructure, food access, programs, and environmental quality.

Why It Matters: The process was grounded in local knowledge, driven by a steering committee of residents and stakeholders, and built through a series of structured workshops, meetings, and site visits. The final plan reflects a shared vision that can now guide investment, policy, and partnerships for years to come.

Next Steps for Mandan and Other Communities:

- Use the plan to prioritize public investments—in housing, infrastructure, parks, and transportation.
- Apply for state and federal funding using the plan to demonstrate need and community support.
- Engage additional partners—from nonprofits to developers—to implement shared goals.
- Incorporate the plan into broader comprehensive planning efforts to ensure long-term consistency and accountability.

The City is grateful to its partners at EPA Region 8 and the Office for Sustainable Communities for its support in this project.

ATTACHMENTS:

None

FISCAL IMPACT:

This technical assistance was provided to the City at no cost.

STAFF IMPACT:

Considerable staff time went into this effort.

LEGAL REVIEW:

This item has been reviewed by the City Attorney as part of the agenda packet.

RECOMMENDATION:

Staff recommends acceptance of the action plan.

SUGGESTED MOTION:

I move to accept the Building Blocks Action Plan.



City Commission

Agenda Documentation

MEETING DATE: April 15, 2025
PREPARATION DATE: April 8, 2025
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: Legislative Update

STATEMENT/PURPOSE:

To update the City Commission related to legislative items.

BACKGROUND/ALTERNATIVES:

Information will be provided prior to the Commission Meeting.

ATTACHMENTS:

None

FISCAL IMPACT:

STAFF IMPACT:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:



City Commission

Agenda Documentation

MEETING DATE: April 15, 2025
PREPARATION DATE: April 14, 2025
SUBMITTING DEPARTMENT: Assessing
DEPARTMENT DIRECTOR: Kimberly Markley
PRESENTER: Kimberly Markley, City Assessor
SUBJECT: Discovery Properties LLC Application for Tax Exemption

STATEMENT/PURPOSE:

To consider a three-year exemption for remodeling and upgrades to the existing structure pursuant to North Dakota Century Code 57-02.2.

BACKGROUND/ALTERNATIVES:

Discovery Properties LLC is applying for the three-year property exemption for remodeling the structure located at 1702 E Main Street in Mandan. The exemption will be applied to the value added due to the remodeling, which includes the installation of a fire suppression system, fire panel, alarm and fence. This parcel is also known as Lot 5 Block 1 Eastwood Acres Fourth Addition, parcel #65-0915000. The building was built in 1977. The new owners are planning to open a new daycare facility. The special use permit and the fire sprinkler assistance were approved at the January 7, 2025 City of Mandan Commission meeting.

ATTACHMENTS:

1. Discovery Properties LLC 65-0915000
2. Property Tax Exemption of Improvements to Commercial & Residential Buildings Guidelines

FISCAL IMPACT:

The value of the remodeling is estimated to have a value of \$27,500. Based on that amount, with the 2024 mill levy of 280 mills, the estimated annual exemption \$385.65 for all entities and \$88.12 for the City of Mandan. The actual exemption will be subject to prevailing market values and actual mill rates during the three-year exemption period.

STAFF IMPACT:

N/A

LEGAL REVIEW:

City of Mandan Municipal Code 111-2-9 requires: "Every building open to public use that has received the benefit of public funds from the city shall provide for the installation of an automatic door for at least one main entrance to the building." This section does not apply to the grant or award of public funds to a recipient of less than \$5,000.

RECOMMENDATION:

Approval of the Application for Property Tax Exemption for Improvements to Commercial & Residential Buildings North Dakota Century Code 57-02.2 located at 1702 E Main Street.

SUGGESTED MOTION:

I move to approve the Application for Property Tax Exemption for Improvements to Commercial & Residential Buildings North Dakota Century Code 57-02.2 located at 1702 E Main Street.

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**

N.D.C.C. ch. 57-02.2

(File with the city assessor or county director of tax equalization)

Property Identification

1. Legal description of the property for which exemption is claimed Lot 5, Block 1 Eastwood Acres Fourth
Addition to the city of Mandan, Morton County, North Dakota
2. Address of Property 1702 E Main Street Mandan, ND 58554
3. Parcel Number 65-0915000
4. Name of Property Owner Discovery Properties LLC Phone No. 7019341258
5. Mailing Address of Property Owner 3279 Bethany Loop Bismarck ND 58503

Description Of Improvements For Exemption

6. Describe type of renovating, remodeling, alteration or addition made to the building for which exemption is claimed (attach additional sheets if necessary). Installation of fire suppression system, fire panel/alarm, fence
7. Building permit No. _____ 8. Year built (residential property) _____
9. Date of commencement of making the improvements 04/16/2025
10. Estimated market value of property before the improvements \$ 929,900.00
11. Cost of making the improvement (all labor, material and overhead) \$ 100,000.00
12. Estimated market value of property after the improvements \$ 945,400.00

Applicant's Certification And Signature

13. I certify that the information contained in this application is correct to the best of my knowledge.
- Applicant Army Flatherson Date 4/13/2025

Assessor's Determination And Signature

14. The assessor/county director of tax equalization finds that the improvements described in this application do ☒ do not ☐ meet the qualifications for exemption for the following reason(s): installation of fire suppression system qualifies for exemption
- Assessor/Director of Tax Equalization Kimberly Munkley Date 4-14-2025

Action Of Governing Body

15. Action taken on this application by the governing board of the county or city: Approved ☐ Denied ☐
- Approval is subject to the following conditions: _____
- Exemption is allowed for years 20____, 20____, 20____, 20____, 20____
- Chairperson _____ Date _____



City of Mandan
Assessing Department
205 2nd Ave. NW
Mandan, ND 58554
701-667-3232

CITY OF MANDAN GUIDELINES FOR PROPERTY TAX EXEMPTION OF IMPROVEMENTS TO COMMERCIAL & RESIDENTIAL BUILDINGS

State Guideline Requirements: N.D.C.C. 57-02.2

1. The governing body of the county, for property outside city limits, or the governing body of the city, for property within city limits, must pass a resolution to allow the exemption.
2. The governing body may limit or impose conditions upon exemptions, including limitations on the length of time during which an exemption is allowed, not exceeding five years. The requirements must be applied equitably to all applicants.
3. The exemption is valid for the prescribed period and does not terminate upon the sale or exchange of the property. It is transferable to subsequent owners.
4. The resolution may be rescinded or amended at any time by the governing body of the county or city.

Improvements that Qualify:

5. Improvements to commercial or residential buildings or structures by renovation, remodeling, alteration or an addition to residential may qualify for exemption:
 - a. Renovation- Restoring to a previous condition or to a good state of repair.
 - b. Remodeling- Changing the plan, form or style of a building, to correct functional deficiencies.
 - c. Alteration- Changing, modifying or varying; changing materially.
 - d. Addition- A structure attached to an existing building to increase its size.
6. A residential building must be 25 years old or older on the assessment date to qualify for the exemption. This provision does not apply to commercial buildings.
7. The renovation, remodeling or alteration of an apartment or residential building into a commercial building or structure is eligible for exemption, whether or not the apartment or residential building is 25 years old. However, if a commercial building is renovated, remodeled, or altered into an apartment or residential building, the commercial building must be 25 years old or older to qualify for the exemption.

Improvements that Do Not Qualify:

8. Improvements begun before the governing body passed the resolution do not qualify for exemption.
9. The complete replacement of one building with another building does not qualify for exemption.

10. A separate structure that is not attached to the existing building does not qualify for exemption.

Procedures:

11. The property owner files an application with the assessor of the assessment district where the property is located.
12. The assessor determines if the improvements qualify for exemption. The governing body of the county or city must approve the exemption before it becomes effective.
13. If the renovation, remodeling, or alteration or addition qualifies, the last assessment on the building prior to the start of making the improvement remains for the prescribed period unless equalization or reevaluation of building values is necessary.
14. The exemption is effective beginning with the first assessment date following the date of commencement of making the improvements.
15. Land values may be changed on any assessment date when justified.

City of Mandan Policy:

1. The exemption will be for a maximum of 3 years.
2. Additions to commercial properties could qualify for the exemption upon approval by the city commissioners if the project qualifies or meets the criteria requirements.
3. The property owner must apply for the exemption and be approved with the Assessor's office once a complete reassessment is done and final approval made by city commissioners prior to the commencement of the improvement. Commencement of the improvement means the start of any remodeling, pouring of footings or foundations. The moving of dirt is not considered the commencement of improvement.
4. A permit must be issued prior to commencement of the improvement.
5. The exemption will not be allowed for repairs due to flood, fire, or tornado damages, or other insurable events.
6. A property may be allowed one exemption per property per assessment year. The first remodeling exemption must be complete and expired prior to the approval of the 2nd application for the remodeling exemption. This would include Renaissance, store front improvement matching funds, or new business exemptions.
7. Every building open to the public that has received the benefit of public funds from the city shall provide for the installation of an automatic door for at least one main entrance to the building. City of Mandan Municipal Code 111-2-9

*Approved by the Mandan City Commission
January 20, 2015*



City Commission

Agenda Documentation

MEETING DATE: April 15, 2025
PREPARATION DATE: April 7, 2025
SUBMITTING DEPARTMENT: Planning
DEPARTMENT DIRECTOR: Andrew Stromme
PRESENTER: Andrew Stromme, City Planner
SUBJECT: First Consideration of Ordinance 1458, a zone change from CA - Commercial to R7 - Residential for Lot 9, Block 1, Developers West Acres 2nd Addition

STATEMENT/PURPOSE:

Zone Change from CA - Commercial to R7 - Residential related to Lot 9, Block 1, Developers West Acres 2nd Addition.

BACKGROUND/ALTERNATIVES:

Detailed background on this request can be found under Public Hearing No. 1.

ATTACHMENTS:

1. Ordinance No. 1464

FISCAL IMPACT:

N/a

STAFF IMPACT:

Minor

LEGAL REVIEW:

This item has been reviewed as part of the agenda packet.

RECOMMENDATION:

Staff and the Planning and Zoning Commission recommend approval of the first consideration of Ordinance 1464.

SUGGESTED MOTION:

I move to approve the first consideration of Ordinance 1464.

City Commission

Agenda Documentation

April 15, 2025

Subject: First Consideration of Ordinance 1464, a zone change from CA - Commercial to R7 - Residential for Lot 9, Block1, Developers West Acres 2nd Addition

Page 2 of 2

ORDINANCE NO. 1464

AN ORDINANCE TO AMEND AND REENACT SECTION 105-2-2 OF THE MANDAN CODE OF ORDINANCES RELATING TO DISTRICT BOUNDARIES AND ZONING MAP OF THE CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA.

WHEREAS, The Mandan Land Use and Transportation Plan designates the subject property as public land use; and

WHEREAS, Adjacent properties are zoned R7 - Residential and RM - Residential. The proposed use aligns with the future land use plan recommendation of residential use would be appropriate; and

BE IT ORDAINED By the Board of City Commissioners of the City of Mandan, Morton County, North Dakota, as follows:

SECTION 1. ZONING AMENDMENT. Section 105-2-2 of the Mandan Code of Ordinances is amended to read as follows:

LOT 9, BLOCK 1, DEVELOPERS WEST ACRES 2ND ADDITION OF SECTION 17, TOWNSHIP 139N, RANGE 81W, CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA:

SAID TRACT OF LAND CONTAINING .74 ACRES, MORE OR LESS.

- SHALL BE REMOVED FROM THE CA - COMMERCIAL DISTRICT AND SHALL BE INCLUDED IN THE R7 – RESIDENTIAL DISTRICT.

SECTION 2. RE-ENACTMENT. Section 105-2-2 of the Mandan Code of Ordinances is hereby re-enacted as amended. The city planner is authorized and directed to make the necessary changes upon the official zoning map of the city in accordance with this section.

James Froelich, President
Board of City Commissioners

Attest:

Jim Neubauer
City Administrator

Planning and Zoning Commission:
First Consideration:
Second Consideration and Final Passage:

March 24, 2025
April 15, 2025
May 6, 2025



City Commission

Agenda Documentation

MEETING DATE: April 15, 2025
PREPARATION DATE: April 8, 2025
SUBMITTING DEPARTMENT: Planning
DEPARTMENT DIRECTOR: Andrew Stromme
PRESENTER: Andrew Stromme, City Planner
SUBJECT: First Consideration of Ordinance 1465, a zone change from Ag - Agriculture to CB - Commercial for Lot 1, Block 1, MDU Addition

STATEMENT/PURPOSE:

Zone Change from Ag - Agriculture to CB - Commercial for Lot 1, Block 1, MDU Addition.

BACKGROUND/ALTERNATIVES:

Detailed background on this request can be found under Public Hearing No. 2.

ATTACHMENTS:

1. Ordinance No. 1465

FISCAL IMPACT:

N/a

STAFF IMPACT:

Minor

LEGAL REVIEW:

This item has been reviewed as part of the agenda packet.

RECOMMENDATION:

Staff and the Planning and Zoning Commission recommend approval of the first consideration of Ordinance 1465.

SUGGESTED MOTION:

I move to approve the first consideration of Ordinance 1465.

City Commission

Agenda Documentation

April 15, 2025

Subject: First Consideration of Ordinance 1465, a zone change from Ag - Agriculture to CB - Commercial for Lot 1, Block1, MDU Addition

Page 2 of 2

ORDINANCE NO. 1465

AN ORDINANCE TO AMEND AND REENACT SECTION 105-2-2 OF THE MANDAN CODE OF ORDINANCES RELATING TO DISTRICT BOUNDARIES AND ZONING MAP OF THE CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA.

WHEREAS, The Mandan Land Use and Transportation Plan designates the subject property as open space; and

WHEREAS, the open space designation reflects existing site constraints that limit the intensity of potential development on the property; and

WHEREAS, the proposed CB zoning is complimentary with adjacent land uses and zoning districts;

BE IT ORDAINED By the Board of City Commissioners of the City of Mandan, Morton County, North Dakota, as follows:

SECTION 1. ZONING AMENDMENT. Section 105-2-2 of the Mandan Code of Ordinances is amended to read as follows:

LOT 1, BLOCK 1, MDU ADDITION OF SECTION 10, TOWNSHIP 139N, RANGE 81W, MORTON COUNTY, NORTH DAKOTA:

SAID TRACT OF LAND CONTAINING 11.28 ACRES, MORE OR LESS.

- SHALL BE REMOVED FROM THE AG – AGRICULTURE DISTRICT AND SHALL BE INCLUDED IN THE CB - COMMERCIAL DISTRICT.

SECTION 2. RE-ENACTMENT. Section 105-2-2 of the Mandan Code of Ordinances is hereby re-enacted as amended. The city planner is authorized and directed to make the necessary changes upon the official zoning map of the city in accordance with this section.

James Froelich, President
Board of City Commissioners

Attest:

Jim Neubauer
City Administrator

Planning and Zoning Commission:
First Consideration:
Second Consideration and Final Passage:

March 24, 2025
April 15, 2025
May 6, 2025