



BOARD OF ADJUSTMENT MEETING MINUTES

Monday, November 10, 2025 at 7:30 AM MT
City Hall – 38 1st Street West Dickinson, ND 58601

Commissioners:

Chairman: Shawn Soehren
Vice Chairman: Trevor Ernst
Troy Bosch
Pat Bren
Bruce Burke

CALL TO ORDER

Meeting called to order at 7:30 AM.

ROLL CALL

PRESENT

Trevor Ernst
Pat Bren
Bruce Burke
Shawn Soehren

ABSENT

Troy Bosch

OPENING CEREMONIES: PLEDGE OF ALLEGIANCE

1. STANDARD MOTIONS

A. AUGUST 2025 MINUTES

Motion to approve minutes as presented.

Motion made by Bren, Seconded by Ernst.

Voting Yea: Ernst, Bren, Burke, Soehren

2. REGULAR AGENDA:

A. 725 12TH STREET W - REQUEST TO EXCEED THE MAXIMUM HEIGHT OF A STRUCTURE ON A R1 ZONED LOT

Variance request to exceed the maximum height of a structure on a R1 zoned lot from 40 feet to 63 feet. The property of this structure is located at 725 12th Street W - 400' X 577.5' LESS N33' LOTS 2 & 3, AUDITOR'S PLAT #3.

Chairman Shawn Soehren presented the request for variance and asked if there were any comments from the City. Building Official Leonard Schwindt responded that there were no comments.

Applicant Monsignor Thomas Richter presented the request for a bell tower structure at the Queen of Peace Catholic Church. He explained that the bell tower is intended to have high visibility from the street and will be located in the northwest corner of the property. The structure will feature three brass bells stacked vertically, similar to the

design at St. Patrick's Church. Richter noted that construction is anticipated within the next 12–18 months, contingent upon fundraising.

Board Member Pat Bren inquired about the reason for the requested height. The applicant responded that the height is necessary for aesthetic purposes and sound projection. Richter stated that the bell will only be rung a few times daily and during specific events such as Mass and weddings. The applicant also addressed the decibel levels and frequency of the bell.

Board Member Trevor Ernst noted that one phone call had been received regarding potential sound levels in relation to the City of Dickinson's Municipal Code. Schwindt confirmed that the predicted sound levels would comply with municipal code requirements and would not exceed established decibel limits.

Board Member Bruce Burke asked whether any calls or letters had been received from neighboring properties expressing opposition. Schwindt reported that one phone call had been received requesting details about the variance but expressed no opposition.

Chairman Soehren and the applicant discussed the height and materials of the proposed bell tower. The applicant confirmed that the tower's height is projected to be twice that of the church. Richter provided detailed measurements of each section of the tower and explained that the materials will match those of the existing church.

Board Member Trevor Ernst confirmed with Schwindt that there were no additional comments from the City. Schwindt stated that the only additional note concerned the elevation of the adjacent park, which was included in the provided packet. Richter confirmed that the top of the tower will be approximately eight feet below the base of the water tank at the park.

Bren commented that the proposed project appears visually appealing based on the submitted plans. Richter then presented posters displaying renderings of the final design to the board members.

Motion to approve the variance request to exceed the maximum height of a structure on a R1 zoned lot, subject to the conditions above, as meeting all the requirements of the Dickinson Municipal Code and also being in the interest of the public health, safety and welfare.

Motion made by Bren, Seconded by Burke.

Voting Yea: Ernst, Bren, Burke, Soehren

3. PUBLIC ISSUES OF CONCERN NOT ON AGENDA

4. OTHER BUSINESS

5. ADJOURNMENT

Motion to adjourn at 7:46 AM.

Motion made by Ernst, Seconded by Bren.

Voting Yea: Ernst, Bren, Burke, Soehren

Link for viewing Board of Adjustment Meeting:

<https://youtube.com/live/6vJ0cNUEgO8>

This link will not be live until approximately 7:25 am on November 10, 2025.

Teams Meeting: <https://tinyurl.com/yz6kj44z>

Teams Meeting ID: 276 639 912 538

Teams Phone #: 1-701-506-0320

Local Phone #: 701-456-7006

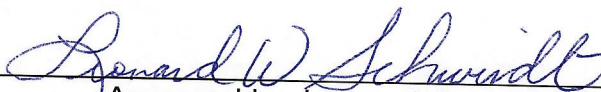
Meeting Passcode: TE3xQ3pG

Phone Conference ID: 812 828 224#

Persons desiring to attend the meeting who require special accommodations are asked to contact the City Administrator by the Friday preceding the meeting.



Prepared by: Kylee Zastoupil, Administrative Assistant
Community Development & Engineering



Approved by: Leonard Schwindt, Building Official