



PLANNING AND ZONING MEETING MINUTES

Wednesday, June 10, 2026 at 7:10 AM MT
City Hall – 38 1st Street West Dickinson, ND 58601

Commissioners:

Chairman: Jason Fridrich

Vice Chairman: Scott Bullinger

Dean Franchuk

Zach Keller

Val Decker

Rick Haugen

Aaron Johansen

Mike Schwab

Mathew Rothstein

CALL TO ORDER

ROLL CALL

PRESENT

Vice Chairman Scott Bullinger

Commissioner Dean Franchuk

Commissioner Richard Haugen

Commissioner Mike Schwab

Commissioner Val Decker

Commissioner Mathew Rothstein

ABSENT

Chairman Jason Fridrich

Commissioner Aaron Johansen

Commissioner Zach Keller

OPENING CEREMONIES: PLEDGE OF ALLEGIANCE

1. ORDER OF BUSINESS:

Motion to approve as presented.

Motion made by Commissioner Franchuk, Seconded by Commissioner Schwab.

Voting Yea: Vice Chairman Bullinger, Commissioner Franchuk, Commissioner Haugen,
Commissioner Schwab, Commissioner Decker, Commissioner Rothstein

2. MINUTES

A. MAY 13TH, 2026 MINUTES

Motion to approve as presented.

Motion made by Commissioner Decker, Seconded by Commissioner Haugen.

Voting Yea: Vice Chairman Bullinger, Commissioner Franchuk, Commissioner Haugen, Commissioner Schwab, Commissioner Decker, Commissioner Rothstein

3. REGULAR AGENDA

A. FINAL MAJOR PLAT (FLP-003-2026) - Presented by City Planner, Natalie Birchak

To consider a Final Major Subdivision Plat for the Eagles Point Second Subdivision, being the replat of Lot 2 of Block 1 of the Eagles Point Subdivision, located in the SE $\frac{1}{4}$ of Section 18, Township 140 North, Range 96 West, of the 5th Principal Meridian, Stark County, North Dakota, in the City of Dickinson's Extra-Territorial Zone (ETZ). The site is zoned Agriculture (AG). The site consists of +/- 40.01 acres.

Ms. Birchak presents the final plat request. She explains that the purpose of this plat is to divide the lot for future residential development. An associated rezone from AG to RR was approved at the April P&Z meeting to bring the five-acre lots into compliance with municipal code. Staff has not received any comments and recommends approval contingent on the rezone being approved by the City Commission.

Andrew Schrank, Highlands Engineering is representing the applicant is present for any questions.

Vice Chair Bullinger opens the public hearing. There being no comments, the hearing is closed.

Motion to approve made by Commissioner Decker, Seconded by Commissioner Haugen.

Voting Yea: Vice Chairman Bullinger, Commissioner Franchuk, Commissioner Haugen, Commissioner Schwab, Commissioner Decker, Commissioner Rothstein

B. SPECIAL USE PERMIT (SUP-002-2026) - Presented by City Planner, Natalie Birchak

To consider a Special Use Permit for a home-based sewing business located at 10679 35P Street SW on a property legally described as Lots 5 & 6, Block 1 of the Hafele Subdivision, located in the NW $\frac{1}{4}$ of the SW $\frac{1}{4}$ of Section 32, Township 140 North, Range 95 West, in the City of Dickinson's Extra-Territorial Zone. The lot is zoned Rural Residential (RR). The site consists of +/- 2.28 acres.

Ms. Birchak presents the SUP request. She states the purpose of this SUP is to allow a home based sewing business in an RR zoned lot. Staff has not received any comments and recommends approval subject to the conditions on the staff report.

- Hours of operation shall be limited to 8:00 a.m. to 5:00 p.m. Mondays through Friday.
- Operation of the home-based business/home occupation shall be as described in this staff report as well as in the material found in Attachment A.
- The SUP approval shall expire with any change in ownership. All subsequent owners of the property shall be required to reapply for SUP approval.
- Operation of the home-based business/home occupation shall comply with all applicable City, County, State and Federal regulations.

John and Kie Lie Mosbrucker are present for any questions. They are agreeable to all the conditions listed on the staff report.

Vice Chair Bullinger opens the public hearing. There being no comments, the hearing is closed.

Motion to approve made by Commissioner Schwab, Seconded by Commissioner Franchuk.

Voting Yea: Vice Chairman Bullinger, Commissioner Franchuk, Commissioner Haugen, Commissioner Schwab, Commissioner Decker, Commissioner Rothstein

C. REZONING (REZ-003-2026) - Presented by City Planner, Natalie Birchak

To consider a Zoning Map Amendment from Agricultural (AG) to Public (P) for All of Blocks 1 through 8 of the Dickinson South Cemetery Subdivision, and All of Blocks 1 through 24 of the Dickinson South Cemetery Second Subdivision, located in the S $\frac{1}{2}$ of the SW $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Section 16, Township 139 North, Range 96 West, of the 5th Principal Meridian, Stark County, North Dakota, in the City of Dickinson's Extra-Territorial Zone. The site consists of +/- 11.39 acres.

Ms. Birchak presents the rezone request. She explains the purpose of the subdivision of the property to sell as cemetery lots. The plat request was approved two years ago but never recorded. Changes to the municipal code since that time necessitated this action in order to meet minimum lot size requirements. Staff has not received any comments and recommends approval subject to the approval of the final major plat and special use permit.

Vice Chair Bullinger opens the public hearing. There being no comments, the hearing is closed.

Motion to approve made by Commissioner Franchuk, Seconded by Commissioner Decker.

Voting Yea: Vice Chairman Bullinger, Commissioner Franchuk, Commissioner Haugen, Commissioner Schwab, Commissioner Decker, Commissioner Rothstein

D. FINAL MAJOR PLAT (FLP-004-2026) - Presented by City Planner, Natalie Birchak

To consider a Final Major Subdivision Plat for the Dickinson South Cemetery Second Subdivision, being a parcel of land located in the S $\frac{1}{2}$ of the SW $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Section 16, Township 139 North, Range 96 West, of the 5th Principal Meridian, Stark County, North Dakota, in the City of Dickinson's Extra-Territorial Zone. The site is zoned Agriculture (AG). The site consists of +/- 7.59 acres.

Ms. Birchak presents the final plat request. She explains that this was approved approximately two years ago, but the plat was never recorded, so it needed to be brought back for approval again. Staff has not received any comments and recommends approval subject to the approval of the rezone and special use permit.

Vice Chair Bullinger opens the public hearing. There being no comments, the hearing is closed.

Motion to approve made by Commissioner Schwab, Seconded by Commissioner Rothstein.

Voting Yea: Vice Chairman Bullinger, Commissioner Franchuk, Commissioner Haugen, Commissioner Schwab, Commissioner Decker, Commissioner Rothstein

E. SPECIAL USE PERMIT (SUP-003-2026) - Presented by City Planner, Natalie Birchak

To consider a Special Use Permit for a cemetery on a property legally described as All of Blocks 1 through 8 of the Dickinson South Cemetery Subdivision, and All of Blocks 1 through 24 of the Dickinson South Cemetery Second Subdivision, located in the S $\frac{1}{2}$ of the SW $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Section 16, Township 139 North, Range 96 West, of the 5th Principal Meridian, Stark County, North Dakota, in the City of Dickinson's Extra-Territorial Zone. The site is zoned Agriculture (AG). The site consists of +/- 11.39 acres.

Ms. Birchak presents the special use permit request. She explains that this SUP is needed because changes to the municipal code now require a special use permit for cemeteries within the Public (P) zoning district. Staff has not received any comments and recommends approval subject to the approval of the final plat and rezone.

Vice Chair Bullinger opens the public hearing. There being no comments, the hearing is closed.

Motion to approve made by Commissioner Decker, Seconded by Commissioner Haugen.

Voting Yea: Vice Chairman Bullinger, Commissioner Franchuk, Commissioner Haugen, Commissioner Schwab, Commissioner Decker, Commissioner Rothstein

4. PUBLIC COMMENTS

5. ITEMS NOT ON AGENDA

6. WORK SESSION

A. HOUSING DISCUSSION - Presented by City Planner, Natalie Birchak

Ms. Birchak presents the housing discussion as part of the Comprehensive Plan update. The purpose is to consider policy changes to encourage housing development and gather direction from the Commission on next steps.

Ms. Birchak presents a slide deck covering Demographic Information, Future Housing Statistics, Acreage by Housing Type, Changes in Residential Units, Projected Housing Demand, Projected Homeowner Demand, and Projected Rental Unit Demand. Dickinson's population is projected to grow from 25,679 in 2020 to 36,449 by 2050. Based on current housing starts, homeowner demand is expected to exceed supply by 547 units by 2030 and 1,421 units by 2050, with rental demand exceeding supply by 439 and 635 units over the same period.

Ms. Birchak reviews the recommendations included in the Comprehensive Plan, noting that the City does not wish to act as a private developer. Recommendations address rehabilitation of vacant homes, infill development, and financing and affordability strategies, including continued partnership with Gate City Bank and pursuit of gap financing through HUD Section 108 loan authority.

Ms. Birchak then presents information on how minimum lot sizes and widths impact single-family housing costs, along with potential construction savings from reduced lot minimums. She shares examples of residential zoning standards in Fargo, Grand Forks, Jamestown, Mandan, Watford City, and Williston.

Ms. Birchak asks whether the Commission wishes to see text amendments to lot sizes or other incentives. Mr. Skluzacek adds that these are minimums, and developers remain free to build larger if they choose. The Commission indicates the minimums could be adjusted, and staff will begin preparing those amendments.

B. STORMWATER ORDINANCE UPDATE - Presented by City Engineer/Community Development Director, Josh Skluzacek

Mr. Skluzacek presents the stormwater ordinance update, which reflects revisions based on comments from two local engineering firms. The update modernizes the City's ordinance to better align with state and industry standards and moves engineering standards into a separate Stormwater Design Standards Manual, which allows for updates as federal requirements change and prevents conflicts between documents. Mr. Skluzacek reviews the key attributes section by section.

Leah Upchurch, MS4 Coordinator, speaks to several changes, including clarified definitions of unlawful and illicit discharges. A single permit is being proposed to simplify the process, and an inspection report will be added to the City's permitting software to improve efficiency. Enforcement and penalties have also been added to the update, and staff would like Commission feedback on fees and penalties. City Attorney Wenko suggests using the statute.

Apex Engineering and Highlands Engineering have provided comments, which have been addressed. Once all comments and the engineering manual are finalized, staff will send the documents to other engineering firms for feedback.

Mr. Franchuk asks about holding ponds. Mr. Skluzacek responds that those provisions have been moved to the engineering manual, and staff has been working with developers to make the ponds more maintainable. Discussion continues on stormwater detention ponds.

The timeline is discussed, with August identified as the most likely month to bring the item back for consideration.

7. ADJOURNMENT

Motion made by Commissioner Schwab, Seconded by Commissioner Decker.

Voting Yea: Vice Chairman Bullinger, Commissioner Franchuk, Commissioner Haugen, Commissioner Schwab, Commissioner Decker, Commissioner Rothstein

Link for viewing Planning and Zoning Commission Meeting:

<https://youtube.com/live/wioB8rxtnR0>