



ENGINEERING & COMMUNITY DEVELOPMENT

April 27, 2023

Bubble and Paw
Attn: Lattice Smith
3936 6th Ave E
Dickinson, ND 58601
bubbleandpaw@gmail.com

RE: Bubble and Paw Home-Based Business/Home Occupation Pre-Application Meeting

Dear Ms. Smith,

This letter addresses the proposed home-based business/home occupation to be located at 3936 6th Avenue East in the City of Dickinson's Extra-Territorial Zone (ETZ). The lot is currently zoned Rural Residential (RR), and the lot has been developed with a single-family residential structure. The pre-application meeting for the proposed development took place on Tuesday April 11, 2023. You met in person with City staff on that day. Since that meeting you provided more details regarding the proposed operation. This letter assumes no other significant changes from what is included in the background information and request to the City of Dickinson. If significant changes from what is included in this letter occur, the City of Dickinson recommendations and requirements will likely change.

Project Description/Background information:

A work from home dog grooming operation is proposed at this location. A portion of the existing attached garage would be converted into the grooming area. There is a concrete slab in the back yard you plan to utilize for your business, and the day to day operations are to be a cage free facility. A follow up phone call on April 19, 2023 provided these additional details:

- The business would be operating from Monday through Friday each week;
- The number of dogs groomed per day would be limited to three (3); and
- No dogs heavier than 100 pounds would be groomed on the site.

Documents provided to the City of Dickinson at the time of the pre-application meeting:

- Aerial Photos

Requests from the applicant:

The project due diligence questions are addressed below. Please let us know if you have additional questions.



Listed below are the comments related to your submittal request:

- Floodplain
 - N/A
- Engineering
 - N/A
- Planning and Zoning
 - The property is zoned Rural Residential (RR) and the property is located in the City's Extra Territorial Zone (ETZ).
 - According to Section 39.03.007 of the City Zoning Ordinance pet grooming is considered a pet service use. Although pet services are not allowed in the RR zoning district, the applicant could apply for a Special Use Permit (SUP) for a home based businesses/home occupation.
 - According to Section 39.02.011 of the City's zoning ordinance a home based business/home occupation is defined as follows:
 - An accessory occupational use is conducted within a dwelling unit by a family member residing in the premises;
 - The use is clearly incidental to the residential use of the dwelling or residential structure; and
 - The use does not change the residential character of the site.
 - Approval of a home occupation SUP requires a public hearing before the Planning and Zoning Commission and final approval from the City Commission.
 - The SUP would limit operations of the proposed dog grooming operation.
 - Section 39.06.008 of the Zoning Ordinance outlines the restrictions on a home based business/home occupations. Those restrictions include, but are not limited to, the following:
 - A maximum percent floor area of 30% of the dwelling may be devoted to the home occupation;
 - There shall be no change to exterior appearance of the building;
 - The home occupation shall be carried on entirely within the principal structure;
 - No outdoor storage used in the home occupation shall be permitted; and
 - Outdoor signs shall be limited by the requirements listed in Section 39.10.40 3 of the City zoning ordinance.
 - Special use permits procedures are found in Section 39.12.003 of the City zoning ordinance. Please review the criteria listed in Table 12-1 of that section and please include the applicable information from the table in your application.
 - Completed special use permit applications received by the City no later than the first Monday of the month are typically scheduled for the following month's Planning and Zoning Commission meeting. For example, if a completed application is received by City staff on the first Friday of May the application is



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would normally be scheduled for the June Planning and Zoning Commission meeting.

- Assessor
 - N/A

- Fire Marshal
 - N/A
- Public Works
 - N/A
- Building Official
 - N/A

Sincerely,

A handwritten signature in blue ink that reads "Joshua M. Skluzacek".

Joshua M. Skluzacek
Engineering and Community Development