

**jwood@nplainseng.com**

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**From:** Joshua Skluzacek <Joshua.Skluzacek@dickinsongov.com>  
**Sent:** Thursday, April 4, 2024 5:13 PM  
**To:** 'baklot5@gmail.com'  
**Cc:** Steven Josephson; jwood@nplainseng.com; Sylvia Miller; Leonard W. Schwindt  
**Subject:** RE: Irregular Plat Application

Good afternoon Mr. Sullivan,

Thank you for taking the time to meeting this morning with Leonard Schwindt, Jeremy Wood, and me. We discussed the desire to re-plot Lot 2B, Block 1, Country Oak Estates 2<sup>nd</sup> Addition. Please utilize this email as your pre-application letter.

As discussed, please submit your minor plat application to the City of Dickinson at your earliest convenience, preferably by the end of business Tuesday April 9, 2024 to be included on the May 2024 Planning and Zoning Commission meeting agenda. We will work diligently, as we do for every application, to ensure the review is completed in a timely way. Our goal will be to include the minor plat on the May 21 City Commission agenda assuming it is approved at the May 8 Planning and Zoning Commission meeting. Please plan to submit the mylar copies of the plat to City Hall with the Proprietor's and Surveyor's certificates fully signed and notarized. We will route the plat for signatures as soon as possible to then be filed at the Stark County Courthouse. We can send you a notification when the plat is filed, and what the document number is.

If you have any questions or need additional information, please let me know.

Thank you,

**JOSHUA SKLUZACEK**  
**ENGINEER - COMMUNITY DEVELOPMENT DIRECTOR**

**Tel: 701.456.7744**



**From:** Joshua Skluzacek  
**Sent:** Wednesday, April 3, 2024 1:19 PM  
**To:** 'baklot5@gmail.com' <baklot5@gmail.com>  
**Cc:** Steven Josephson <Steven.Josephson@dickinsongov.com>  
**Subject:** Irregular Plat Application

Good afternoon Mr. Sullivan,

Thank you for your submittal of the irregular plat to split Lot 2B, Block 1, Country Oak Estates 2<sup>nd</sup> Addition. Unfortunately, we cannot process this application because it does not meet the City of Dickinson Municipal Code as an irregular plat. This will need to be a Minor Plat application.

The current lot is legally described as Lot 2B Block 4 of Country Oaks Estates it must have been created through the Lot Split process defined in Section 34.030 of the City's Subdivision requirements. One of the criteria of a Lot Split is:

*5) The property has not previously been divided through the lot split provisions of this ordinance.*

Therefore, it is not eligible for another lot split.

**Additional comments:**

If the intent is to create three townhomes, Section 39.06.003 of the Zoning Ordinance states the following:

Townhouse Residential

*Where permitted, townhouse residential is subject to the following regulations:*

- 1. The site area per unit must be 3,000 square feet in all districts where permitted.*
- 2. The minimum width for any townhouse lot sold individually shall be 25 feet, except within an approved creative subdivision.*
- 3. Coverage percentages are computed for the site of the entire townhouse common development.*

The size and width of the proposed lots meet the minimum requirements for Townhouse Residential Supplemental Use Regulations.

If you have any questions or need additional information, please let me know.

Thank you,

**JOSHUA SKLUZACEK**  
**ENGINEER - COMMUNITY DEVELOPMENT DIRECTOR**

**Tel: 701.456.7744**

