



PRE-APPLICATION RESPONSE

COMMUNITY DEVELOPMENT

May 16, 2024

Neveah Baranko
Plum Creek Canines
644 4th St W
Dickinson, ND 58601

RE: May 7, 2024 Pre-application Meeting Response Letter Regarding: Dog Daycare @ 644 4th Street West

Dear Ms. Baranko:

Thank you for meeting with City staff on May 7th for a discussion regarding your development request. This letter serves as an outline of the request, a summary of the pre-application meeting discussion, and responses from the following City of Dickinson departments: Planning, Building, Engineering, Fire, Assessing, and/or Public Works. Please carefully review all information provided within this letter. Staff will remain available to answer any further questions before, during, and after development applications. Links to resources regarding development application processes are located at the end of this document.

In Attendance:

Neveah Baranko - Owner

Aaron Praus, Public Works Director
Dustin Dassinger, City Administrator
Joe Hirschfield, City Assessor
Josh Skluzacek, City Engineer/Community Development Director
Leonard Schwindt, City Building Official
Mark Selle, Deputy Fire Chief
Steve Josephson, City/County Planner
Matt Hanson, Deputy Police Chief
Sylvia Miller, Executive Assistant - Community Development

Executive Summary:

The applicant desires to operate a pet daycare named "Plum Creek Canines" at 644 4th Street West. The property is stated to be owned by the applicant although the City of Dickinson GIS records indicate the Deed Holder to be Kristena M. Meidinger. The legal description for the



property is the West 50-feet of Lots 11 and 12, Block 6, Young's 2nd Addition containing approximately 5,050 square feet or 0.12 acres. The property is zoned R-3, High Density Residential. It was stated the existing garage will be utilized for training and the pet daycare. There is an existing fence in the back yard which will be utilized to contain the dogs. The primary focus will be on obedience and behavior work for the dogs. Daily attendance of up to eight dogs is requested, but most likely four to six dogs per day will be typical. No dogs are anticipated to stay overnight, and the days of business will be Monday through Friday from 8 am through 6 pm.

Requests/Questions from the applicant:

"None"

Project Description:

"Dog Daycare and training"

Documents provided to the City of Dickinson at the time of the development meeting:

- Pre-Application Request Form
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**LISTED BELOW ARE THE CITY OF DICKINSON'S COMMENTS RELATED TO YOUR
PRE-SUBMITTAL REQUEST:**

Planning:

The subject property is zoned High Density Residential (R-3). Pet day care is allowed in R-3 zoning subject to approval of a special use permit by the City Commission. A public hearing before the Planning and Zoning Commission is required prior to final action by the Commission.

Special use permit (SUP) applications are noticed in The Dickinson Press two weeks prior to the Planning and Zoning Commission. The City also sends written notices of the public hearing to adjacent property owners located within 300 feet of the proposed SUP. Staff recommends discussing a proposed pet day care project with neighbors prior to submitting a SUP application.

Section 39.12.003 of the City Zoning Code describes the application requirements and approval process for special use permits. Additional requirements for a pet day care are found in both Section 39.03.019 and Section 39.06.005 of the City Zoning Ordinance. On May 7, 2024, Community Development staff forwarded Section 39.03.019 to Ms. Baranko.

According to Section 39.03. 019 of the Zoning Ordinance, the play area for pets shall provide for a minimum of 75 square feet per pet, provided that the maximum number of pets allowed at



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any one facility shall be ten, including animals owned by the permit holder. Requests for a reduction of this minimum square footage requirement would require approval of a variance by the City's Board of Adjustment prior to submittal of the SUP application.

Community Development staff recommends meeting with staff of both the City Building Department and the City Fire Department prior to SUP application submittal.

Engineering:

No comments.

Assessing:

No comments.

Fire Department:

No comments.

Parks & Recreation:

No comments.

Public Works:

No comments.

Buildings:

No comments.

Thank you once again for discussing this development concept with City of Dickinson staff and please do not hesitate to contact staff further:

Community Development Administration: 701.456.7020 / sylvia.miller@dickinsongov.com

Sincerely,

A handwritten signature in blue ink, appearing to read "Joshua M. Skluzacek".

Joshua M. Skluzacek
Engineering and Community Development
Director

Upon submission to the City of Dickinson, it is assumed that the application is specific to only property owned and operated by Neveah Baranko, or represented by Neveah Baranko, and the individuals listed and underlined above. By submitting this application, the applicant is acknowledging that no significant changes have occurred since the application and background information has been submitted to the City of Dickinson. If significant changes have occurred since the date of this letter, the



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City of Dickinson recommendations and requirements will likely change. The City of Dickinson assumes no liability regarding financial loss if denial or withdrawal of any development applications results in negative impacts to capital investments or third-party financial agreements entered into by the applicant.

City GIS maps:

<https://cityofdickinson.maps.arcgis.com/home/index.html>

Municipal codes directory:

<https://www.dickinsongov.com/government/page/municipal-code>

Upcoming Planning & Zoning / City Commission meetings:

<https://www.dickinsongov.com/meetings>

Applications Portal:

<https://www.dickinsongov.com/government/page/application-portal>

Appendices:

- A) Completed Application Requirements and Associated Fees.** All applications must be complete and submitted by the first Friday of the month prior to the desired public hearing date. The special use permit process requires a public hearing before the Planning Commission which meets on the second Wednesday of each month, and then final approval by the City Commission which meets the first and third Tuesday's of each month.