
City of Minot



TO: Mayor Chuck Barney
Members of the City Council

FROM: Mitch Flanagan, John Zakian

DATE: May 7, 2018

SUBJECT: Building relocation request to 110 4th Ave NW

I. RECOMMENDED ACTION

It is recommended the Committee and Council approve the relocation of the single family residence, from 103 4th Ave NW, Minot ND, 58703 also known as Oakland Park Addition Lot 8, Block 2, to 110 4th Ave NW, Minot, ND 58703, also known as Ramstad's Third Addition Lot 3, Block 1, subject to the following conditions:

1. A ten-thousand dollar completion bond must be posted with the City of Minot prior to issuance of any permits for this work.
2. Application and approval of building permits for all proposed construction.
3. An approved foundation design in compliance with City of Minot building codes.
4. If required: plumbing, electrical and HVAC systems must be brought into compliance with current code requirements of the City of Minot.
5. All work at the new location must be in compliance with City of Minot building codes and zoning ordinances.
6. The exterior of the structure must be one consistent color arrangement of colors after relocation.
7. Applicant must obtain all necessary permits, and coordinate all relocation activities with public utilities and traffic authorities.
8. The property must be provided with proper site drainage, and must be landscaped in a manner similar to surrounding properties.

II. DEPARTMENT CONTACT PERSONS

Mitch Flanagan, Building Official	857-4102
Mike Murphy, Residential Inspector	857-4102
Damon Druse, Assistant Property Appraiser	857-4160

III. DESCRIPTION

- A. Background:

The structure to be moved is a 2 story with a partial basement residential style building with stairway access to a 3rd story over a portion of the structure for approximately 2,608 square feet above ground with an approximate year built in 1899. The structure has 3 bedrooms, ½ bathroom, living room, family room, kitchen with dining area. The structure has a wood shingled roof which appears to be in below average condition and masonry veneer siding and wood lap siding which needs paint/general maintenance and is considered in below average condition. The structure has a boiler for hot water radiant heat. The exterior and interior of the structure is in below average overall condition. According to information provided to this office, the structure will be placed on a basement foundation at the proposed relocation site. The 12' x 18' garage will also be moved to the new location. The proposed moving location is a level vacant lot zoned R3B located across the street from its current location.

IV. IMPACT:

This structure was purchased by the City and is located in the flood buyout area. With the property acquired through HUD CDBG-DR funds, HUD requirements included an environmental assessment which also involved providing opportunity for review and clearance by the State Housing Preservation Officer (SHPO). In the case of this structure, SHPO found it to have historic significance and would not provide necessary clearance to permit the city to acquire necessary properties and structures for flood control measures. SHPO insisted on the preservation of this structure through a Memorandum of Understanding (MOU) stipulating that the city would move the structure outside the flood construction zone placed on a new foundation. The city had to sign the MOU and agree to its terms to secure SHPO clearance to use the CDBG-DR and CDBG-NDR funds to acquire properties needed for the flood mitigation projects.

V. TIME CONSTRAINTS

All work must begin within 30 days of issuance of moving and building permits and completed within ten months of start date and generally in accordance with the following schedule:

1. Foundation complete within two months.
2. Structure relocated within four months
3. Work required for code compliance completed within six months
4. All proposed construction and final clean up completed within ten months.
5. City of Minot Zoning Ordinance, Section 23-1 states:

“All off-street parking spaces and all driveways on private property leading to such parking areas shall be all-weather hard surface material. Acceptable surfacing materials include asphalt, concrete, brick, cement pavers or similar materials installed and maintained according to industry standards.”

VI. LIST OF ATTACHMENTS

- A. Application for Moving a Residential Building, pictures, and site plan.
- B. Letter to homeowners within 150 feet.
- C. Letter to applicant.
- D. Map showing properties affected
- E. Inspectors reports
- F. Assessors report

Approved for Council Agenda: _____

Date: _____