

**January 13th, 2026 – MINUTES OF REGULAR MEETING
OF VALLEY CITY PLANNING AND ZONING
COMMISSION**

Chair Mike Schell presided and called the meeting to order at 4:00 on Tuesday January 13th, 2026
Commissioners present: Jeff Erickson, Bill Carlblom, Dave Carlsrud, Tim Durheim, Joe Tykwinski,
Brian Heath
Others: City Attorney Carl Martineck, City Planner Joel Quanbeck, Acting Secretary/ City Assessor
Tina Drabus, Building Inspector Mike Blevins, City Engineer Chad Petersen (KLJ), Asst Fire Chief /
Building Inspector Lance Coit

Commissioner Carlblom moved to approve the minutes from the October 14th, 2025 meeting
seconded by Commissioner Erickson. Motion passed with unanimous approval.

Building Inspector Report

Building Inspector Mike Blevins sent the permit list to the board of the current permits. Blevins
commented Valley City had a good year with increased number of building permits and new growth.
Commissioners had no questions.

Elect a President of Planning and Zoning – One Year Term

Commissioner Erickson nominated Mike Shell for President of planning and zoning, seconded by
Commissioner Carlsrud. Passed with unanimous approval.

Elect a Vice President of Planning and Zoning – One Year Term

Chair Mike Schell nominated Tim Durhem for Vice President of planning and zoning, seconded by
commissioner Erickson. Passed with unanimous approval.

Public Hearing – Plat Econolodge Subdivision

Chair Schell opened the public hearing.

Tina Babler and Christian Clapham representatives for the Econolodge explained the plans for the
business moving forward and the plat and answered any questions by the board

Commissioner Carlblom made a motion to close the public hearing, seconded by Commissioner Erickson
Internal discussion ensued.

Commissioner Carlblom made a motion to approve the Econolodge Subdivision plat with the following
conditions:

1. The planning commission approves the related variance request or the EconoLodge business removes the
laundry from the west edge of the main building
and the property line splitting the parcel into two be modified to meet the required setback.
2. Utility easements be added to the plat as determined by the City Engineer.
3. Sufficient permeable area to meet the maximum impervious area requirement must be created for what is
currently designated as Lot 2. A developer's agreement or another form of guarantee for this improvement
must be established prior to plat approval by the Board of City Commissioners.
4. An appropriate permitting process be completed for building and parking area currently encroaching on
Winter Show Road right-of-way.
5. An agreement be reached that guarantees snow piling will not occur that impedes on sight triangles from
4th Avenue SW looking westward along Wintershow Road.
6. 5th Avenue SW and the triangular parcel of land to the west of 5th Avenue SW be added to the plat.
7. All missing plat details must be included on the final plat.
8. Resolve questions about meeting City of Valley City requirements for a lodging business by providing an
appropriately detailed business plan and/or a zoning application to address any related issues.

Seconded by Commissioner Carlsrud followed by a roll call vote and unanimous approval.

Public Hearing – Condition Use Permit for a Family Daycare – 648 3rd ST SW

Chair Schell opened the public hearing.

Elijah Holter explained his application and answered any questions by the board

Commissioner Erickson made a motion to close the public hearing, seconded by Commissioner Carlblom
Internal discussion ensued.

Commissioner Carlsrud made a motion to approve the conditional use permit for the family daycare
located at 648 3rd ST SW

Seconded by Commissioner Erickson, followed by a roll call vote and unanimous approval.

Public Hearing – Variance to increase Number of Children for a Family Daycare – 648 3rd ST SW

Chair Schell opened the public hearing.

Elijah Holter explained his application and answered any questions by the board

Commissioner Carlblom made a motion to close the public hearing, seconded by Commissioner Erickson
Internal discussion ensued.

Commissioner Carlsrud made a motion to approve the variance allows the applicant to exceed the
number of children at the daycare located at 648 3rd ST SW

Seconded by Commissioner Erickson, followed by a roll call vote and unanimous approval.

Public Hearing – Variance to Allow Home Occupation in Garage Located at 648 3rd ST SW

Chair Schell opened the public hearing.

Elijah Holter explained his application and answered any questions by the board

Commissioner Erickson made a motion to close the public hearing, seconded by Commissioner Carlblom
Internal discussion ensued.

Commissioner Erickson made a motion to approve the variance allows home occupation in garage
located at 648 3rd ST SW

Seconded by Commissioner Tykwinski, followed by a roll call vote and unanimous approval.

**Public Hearing – Condition Use Permit for a Home Occupation in Garage Located at
648 3rd ST SW**

Chair Schell opened the public hearing.

Elijah Holter explained his application and answered any questions by the board

Commissioner Carlblom made a motion to close the public hearing, seconded by Commissioner Durham
Internal discussion ensued.

Commissioner Erickson made a motion to approve the conditional use permit for a home occupation in
garage of a gunsmithing business located at 648 3rd ST SW

Seconded by Commissioner Durham, followed by a roll call vote and unanimous approval.

Discussion – Airport Zoning Updates

City planner Joel Quanbeck presented materials on the airport zoning.

- Airport is currently updating its standard plans in accordance with state and federal requirements
- Now is the appropriate time to update the applicable regulations to be consistent with the updated plan and clarify application of relevant zoning requirements
- The materials were for information only at this tim

Adjourn

With no other items to discuss, Chair Schell called the meeting to close at 5:03pm

Attested to by:

Tina Drabus, Acting Secretary of Planning
and Zoning Commission
City of Valley City

Mike Schell Chairman of Planning
and Zoning Commission
City of Valley City