

**RESOLUTION # 13-127**

**RESOLUTION ON EXTENDING PERMITS FOR APPROVED WORKFORCE HOUSING FACILITIES**

**POLICY ON EXTENDING PERMITS FOR APPROVED WORKFORCE HOUSING FACILITIES**

All workforce housing is considered temporary. Extension of permits for all approved workforce housing is subject to periodic review and meeting all requirements.

**RESTRICTION ON NEW FACILITIES AND EXPANSION OF EXISTING FACILITIES:**

As of the date that this policy is approved:

1. The City will not take applications for new workforce housing facilities.
2. The City will not consider requests for expansion of existing workforce housing facilities.
3. Workforce housing facilities are limited to the number of beds actually installed and in operation, even if the facility had been originally approved for a larger number of beds.

**REQUIREMENTS FOR A REQUEST FOR PERMIT EXTENSION:**

1. All applicants for a permit extension for approved workforce housing facilities shall submit the following to the Williston City Planning Department:
  - a. *APPLICATION FEE:* An application fee of \$400, payable to City of Williston, is required for any request to extend a workforce housing permit.
  - b. *APPLICATION FORM:* A form providing information required to evaluate the request for permit extension. This form shall be supplied by the Williston City Planning Department.
  - c. *VERIFICATION OF SETTLEMENT OF OUTSTANDING FEES OWED TO WILLIAMS COUNTY:* Documentation that any outstanding fees owed to Williams County by workforce housing facilities formerly under the jurisdiction of that county have been paid in full to that county. No review for permit extension will begin if any fees are outstanding to Williams County.
  - d. *PER BED FEE:* A per-bed fee of \$400 for all workforce housing facilities that are not taxed as real estate or motor vehicles. For workforce housing facilities that came into the city through annexation, this fee is retroactive to the effective date of the annexation. City staff will inspect the workforce housing facility to verify the number of beds.
  - e. *SITE PLAN* A plan of the entire site, drawn to scale, depicting and identifying all existing structures, roadways, access from dedicated public roadways, parking, fire hydrants, surface drainage, connections to water and sewer/septic, propane tanks, and other information the City may require.
  - f. *EMERGENCY RESPONSE AND SECURITY PLAN:* A written plan for fire suppression, emergency vehicle circulation, and on-site security.

- g. *FACILITY RULES AND POLICIES*: A document of rules and policies that all residents of the crew camp must comply with. Emergency contact and response information for residents to be included in this document.
  - h. *VERIFICATION OF STATE HEALTH DEPARTMENT INSPECTION*: If the workforce housing facility is served by a septic system, an inspection of the facility by the North Dakota State Health Department is required to verify compliance with state health regulations prior to extension of the permit. Applicant shall submit documentation that such an inspection has been recently completed.
  - i. *SITE RESTORATION PLAN*: A written plan to reclaim the site, including removal of all housing units and facilities to serve those housing units.
  - j. *SITE RESTORATION BOND*: A bond to guarantee the proposed site restoration plan can be completed. The City will set for the amount of the restoration bond, based on the City's review of the site plan and site restoration plan.
2. All applicants for a permit extension for approved workforce housing facilities shall arrange the following to the Williston Building, Fire, and Planning Departments:
- a. *CODE COMPLIANCE INSPECTIONS*: All inspections necessary to verify compliance with Williston building, zoning, and fire codes.

EFFECTIVE DATE OF PERMIT EXTENSION:

- 1. When the City has verified that the requirements for a permit extension have been met, the permit may be extended from the date that the most recent permit for that workforce housing facility expired. The City will send the crew camp operator a certified letter verifying the dates of the permit extension.

LENGTH OF PERMIT EXTENSION:

- 1. The permit may be extended for up to twenty-four months.

TIMELINES TO ABATE UNSUITABLE TYPES OF WORKFORCE HOUSING:

1. *CAMPERS*

- a. Campers, including recreational vehicles (RV's) as defined in Williston city ordinance 950, that were within the city limits or one-mile extra-territorial jurisdiction at the time that ordinance was passed, were prohibited outside of RV parks by that ordinance as follows:
- b. In the R-1, R-2, R-3, R-4, R-5, R-6, and R-7 Zones: Prohibited after **September 1, 2012**.
- c. In the C-1, C-2, C-3, M-1, M-2, M-3 Zones: Prohibited after **November 1, 2012**.
- d. Campers, including recreational vehicles (RV's) as defined in Williston city ordinance 950, that were not within the city limits or one-mile extra-territorial jurisdiction at the time that ordinance was passed, shall be prohibited outside of RV parks after **October 31, 2013**.

2. *SKID SHACKS:*

- a. Structures used for habitation which do not qualify as real estate, mobile homes, or campers, and are commonly referred to as “skid shacks,” shall be prohibited after **October 31, 2014**.

3. *MOBILE HOMES:*

- a. Mobile homes shall be prohibited for use as workforce housing after **October 31, 2014**. Mobile homes may be placed in mobile home parks, or as single family residences as allowed in certain zones.

Commissioner Cymbaluk moved the adoption of the foregoing resolution. The motion was seconded by Commissioner Klug. On roll call vote of the Commissioners, the following Commissioners voted “AYE”: Klug, Cymbaluk, Brostuen, Bekkedahl and Koeser, the following Commissioners voted “NAY”: None. Absent and not voting: None.

WHEREUPON, the motion was passed and the Resolution declared adopted this 10th day of September, 2013.

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E. WARD KOESER, President  
Board of City Commissioners

ATTEST:

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JOHN KAUTZMAN, City Auditor