

### **Horace Planning & Zoning Commission Meeting Agenda**

Tuesday, April 25, 2023 – 6:00 pm Fire Hall Event Center – 413 Main Street, Horace, North Dakota

- 1. Declare Quorum
- 2. Regular Agenda
- 3. Approve the April 11, 2023, Planning & Zoning Commission Meeting Minutes
- 4. 9870 Industrial Drive, J-Tech Mechanical | Jace Hellman, Community Development Director
  - a. Design Review
    - i. Discussion & Action
- 5. Adjournment



#### HORACE PLANNING and ZONING COMMISSION MEETING MINUTES

April 11, 2023 | 6 p.m. Horace Fire Hall Event Center | 413 Main Street, Horace ND 58047

**Present:** Planning and Zoning Commissioners, Amy Beaton, Julie Hochhalter, Russell Sahr and Doug Wendel; Community Development Director Jace Hellman; City Council Member Naomi Burkland; City Attorney Lukas Croaker

Chair Beaton called the meeting to order at 6:00 p.m.

#### Agenda Item 1: Declare Quorum

#### Agenda Item 2: Regular Agenda

Vice-Chair Hochhalter moved to approve the Regular Agenda. Seconded by Commissioner Sahr. All in favor, none opposed. Motion carried 4-0.

#### Agenda Item 3: Approve the March 14, 2023, Planning and Zoning Commission Meeting Minutes

Vice-Chair Hochhalter moved to approve the minutes from March 14, 2023. Seconded by Commissioner Wendel. All in favor, none opposed. Motion carried 4-0.

#### Agenda Item 4: 9815 Industrial Drive, Buildings 2-4 | Jace Hellman, Community Development Director

Mr. Hellman presented the Design Review request for three proposed buildings to be built on the property address 9815 Industrial Drive. Mr. Hellman explained that the first building was approved by the Planning and Zoning Commission on September 13<sup>th</sup> of 2022. Mr. Hellman went on to explain that due to the numerous buildings being approved, we will need to establish at what point in time the landscaping for the site should be completed. The Applicant, Blake Brogen, stated that all three buildings are intended on being completed by the summer of 2024, and that his intention was to complete the landscaping around each building as they were completed. The Commission was agreeable to that timeline. Mr. Brogen went on to explain that there were a series of design modifications depending on the location of the building on the site. Those modifications included removing stone wainscot on the east and west elevations of all four buildings; adding stone wainscot on the north wall of buildings 3 and 4 and no windows on the north or south elevation of buildings 3 and 4. Vice-Chair Hochhalter mentioned that a Quaking Aspen tree does not do well with the soils in this area, and recommended removing that species from the proposed landscape plan and replacing them with one of the other selected trees on the applicants landscape plan.

Commissioner Wendel moved to approve the design review request for 9815 Industrial Drive, Buildings 2-4 with the following modifications:

- Removing stone wainscot on the east and west elevations of all four buildings;
- Adding stone wainscot on the north wall of buildings 3 and 4;
- No windows on the north or south elevation of buildings 3 and 4; and
- Removal of Quaking Aspen Tree from the list of trees to be used.

Seconded by Commissioner Sahr. All in favor, none opposed. Motion carried 4-0.

#### Agenda Item 5: Adjournment at 6:15 p.m.



#### **Community Development Building Permit Review**

**April 17, 2023** 

**Project Name:** J-Tech Mechanical – New Industrial Office/Storage Building

**Location:** 1030 5<sup>th</sup> St E, Horace, ND 58047

Owner: Jundt Properties LLC Applicant/Contact: Thor Buildings LLC

Thad Thorness

Thad@Thorbuildings.com

This review is related to the requirements specified in the City of Horace's Land Use Ordinance (Title 4).

Current Zoning District:	I-1 (Light Industrial)	Property Size:	2.01 acres (87,480 Square Feet)
	Rear: 14 ft	Building Square Footage:	11,880 Square Feet
Proposed Setbacks:	Front: 49 ft	Proposed Building Height:	18' 4" inches Bearing Height, 29' 11" to the peak
	East Side: 10 ft	D 11: M 4 1 1	Dark grey metal siding, with Masonry Veneer, Metal Roof
	West Side: 258 ft	Building Materials:	Panels

The following items must be addressed prior to the application being presented to the Planning and Zoning Commission for Design Review approval.

- Correct Zoning under Site Information to I-1 (Light Industrial) on all sheets.
- Please provide method of trash pickup, and details and location of enclosure if applicable.
- If available, please provide information regarding use of the area that will remain undeveloped.
- Sheet C2: provide a minimum of 9 different tree species per Horace City Code 17.8.8 (7)(a)
- Sheet C-5: Per Horace City Code 17.8.12 (6) (c) (ii) requires all outdoor storage to not be visible from the main public street frontage. Please provide opaque fencing or architectural screen walls.
  - O Additionally, due to the lot's proximity to future developable land the Commission may ask for additional screening or fencing to be provided along the rear of the storage area.
- Sheet C-5: Please provide details of what the gravel area will be used for outside of the designated storage area.
- Sheet C-5, or applicable Sheet: Horace City Code 17.6.5 (4) requires one loading area 12 ft wide by 50 ft long for all industrial buildings over 10,000 square feet. Please identify the location of the designated loading area location. \*\*Reminder, Loading and delivery areas shall not be located along the side of the building that fronts on main public street frontage. \*\*
- Sheet A200: Please provide color descriptions of roof, siding, and veneer materials.
- Sheet A200: Several of the materials appear to be blank on the elevations, please correct with appropriate depiction.
- Sheet A200: Horace City Code 17.8.12 (6) (a) (v) requires sloped roofs over one hundred (100) feet to have a roof plane, gable, dormer, or similar feature to break up the roof line. It appears that the three-tiered proposed roof line should suffice, however, the Planning and Zoning Commission may require a breakup on the shop building roof line.



Once the above-mentioned corrections and questions have been addressed, pending any additional corrections, the Design Review will be presented to the Planning and Zoning Commission for their approval at their next available regularly scheduled meeting.

Following an approval of the Design Review, and all associated departmental signoffs have been received, a building permit may be issued for the proposed project upon your request.

Regards,

Jace Hellman City of Horace

Community Development Director



#### Community Development Building Permit Review

April 17, 2023 (MBN COMMENTS)

Project Name: J—Tech Mechanical— New Industrial Office/Storage Building

Location: 1030 5<sup>th</sup> St E, Horace, ND 58047

Owner: Jundt Properties LLC Applicant/Contact: Thor Buildings LLC

Thad Thorness

This review is related to the requirements specified in the City of Horace's Land Use Ordinance (Title 4).

Current Zoning District:	1-1 (Light Industrial)	Property Size:	2 01 acres (87,480 Square Feet)
Proposed Setbacks:	Rear: 33 ft	Building Square Footage:	11,880 Square Feet
	Front: 49 ft	Proposed Building Height:	18' 4" inches Bearing Height, 29' 11" to the peak
	East Side: 10 ft	Building Materials:	Dark grey metal siding, with Masonry Veneer, Metal Roof Panels
	West Side: 258 ft		

The following items must be addressed prior to the application being presented to the Planning and Zoning Commission for Design Review approval.

• Correct Zoning under Site Information to I-1 (Light Industrial) on all sheets.

#### (All sheets have been updated with I-1 information.)

- Please provide method of trash pickup, and details and location of enclosure if applicable.
- If available, please provide information regarding use of the area that will remain undeveloped.
- Sheet C2: provide a minimum of 9 different tree species per Horace City Code 17.8.8 (7)(a) (Tree species have been updated, See Sheet C2.)
- Sheet C-5: Per Horace City Code 17.8 12 (6) (c) (ii) requires all outdoor storage to not be visible from the main public street frontage. Please provide opaque fencing or architectural screen walls.
  - Additionally, due to the lot's proximity to future developable land the Commission may ask for additional screening or fencing to be provided along the rear of the storage area.

(Privacy screening will be added to all extents of the fence, See Sheet C5.)

• Sheet C-5: Please provide details of what the gravel area will be used for outside of the designated storage area.

#### (All gravel area is now encompassed by the fence line with privacy screen, See Sheet C5.)

- Sheet C-5, or applicable Sheet: Horace City Code 17.6.5 (4) requires one loading area 12 ft wide by 50 ft long for all industrial buildings over 10,000 square feet. Please identify the location of the designated loading area location. \*\*Reminder, Loading and delivery areas shall not be located along the side of the building that fronts on main public street frontage. \*\*
  - (Designated loading area location is updated, See Sheet C5.)
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/"0

Jacé Hellman City of Horace

Community Development Director







**JASON JUNDT** 

9780 INDUSTRIAL DRIVE, HORACE, NORTH DAKOTA

THOR BUILDINGS

KEYNOTES:

GENERAL NOTES

MASONRY VENEER

METAL SIDING

I hereby certify that this drawing, specification or report was prepared by me or under my direct supervision and that I am a duly registered Architect under the laws of the State of North Dakota.

Dated: APRIL 2023

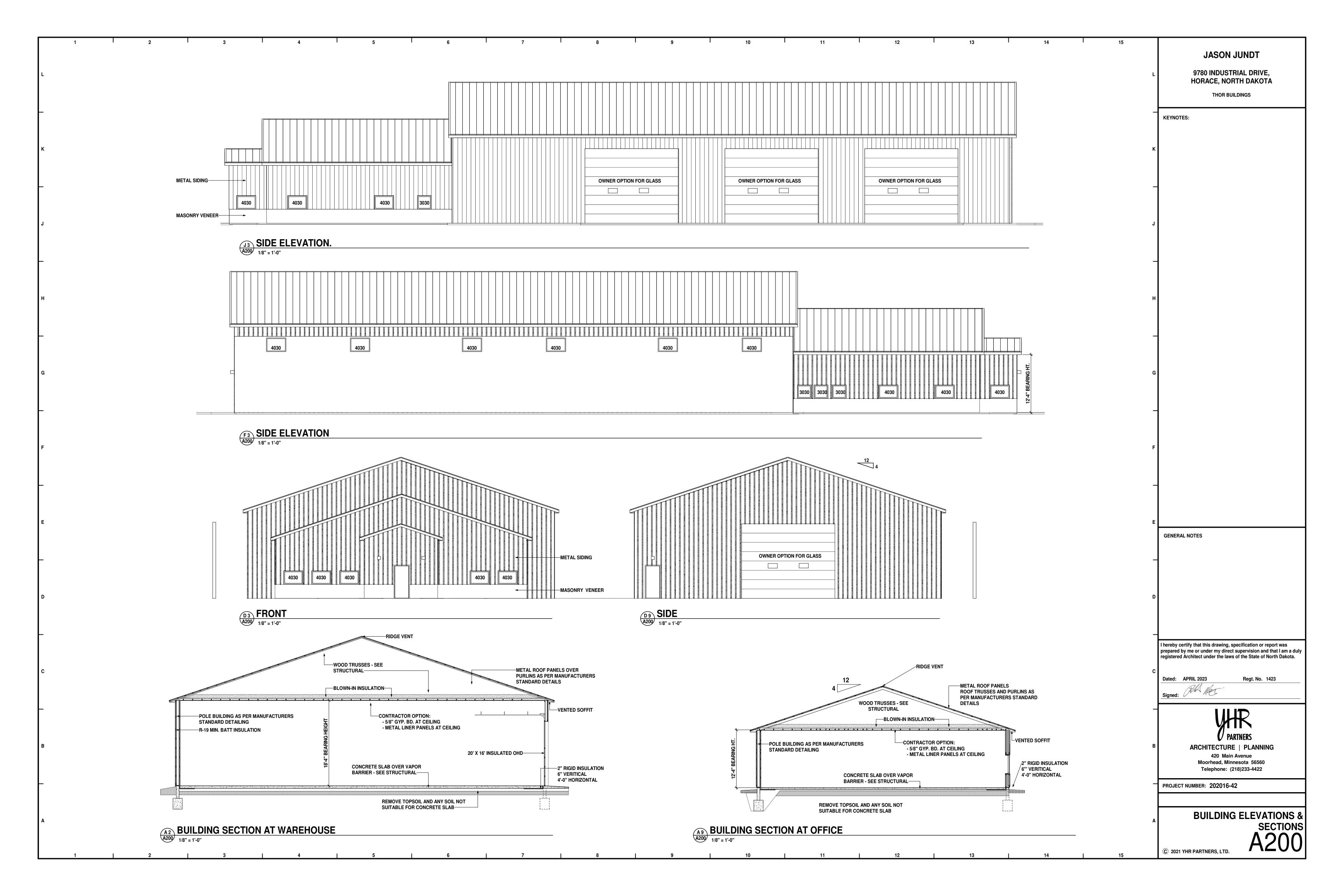
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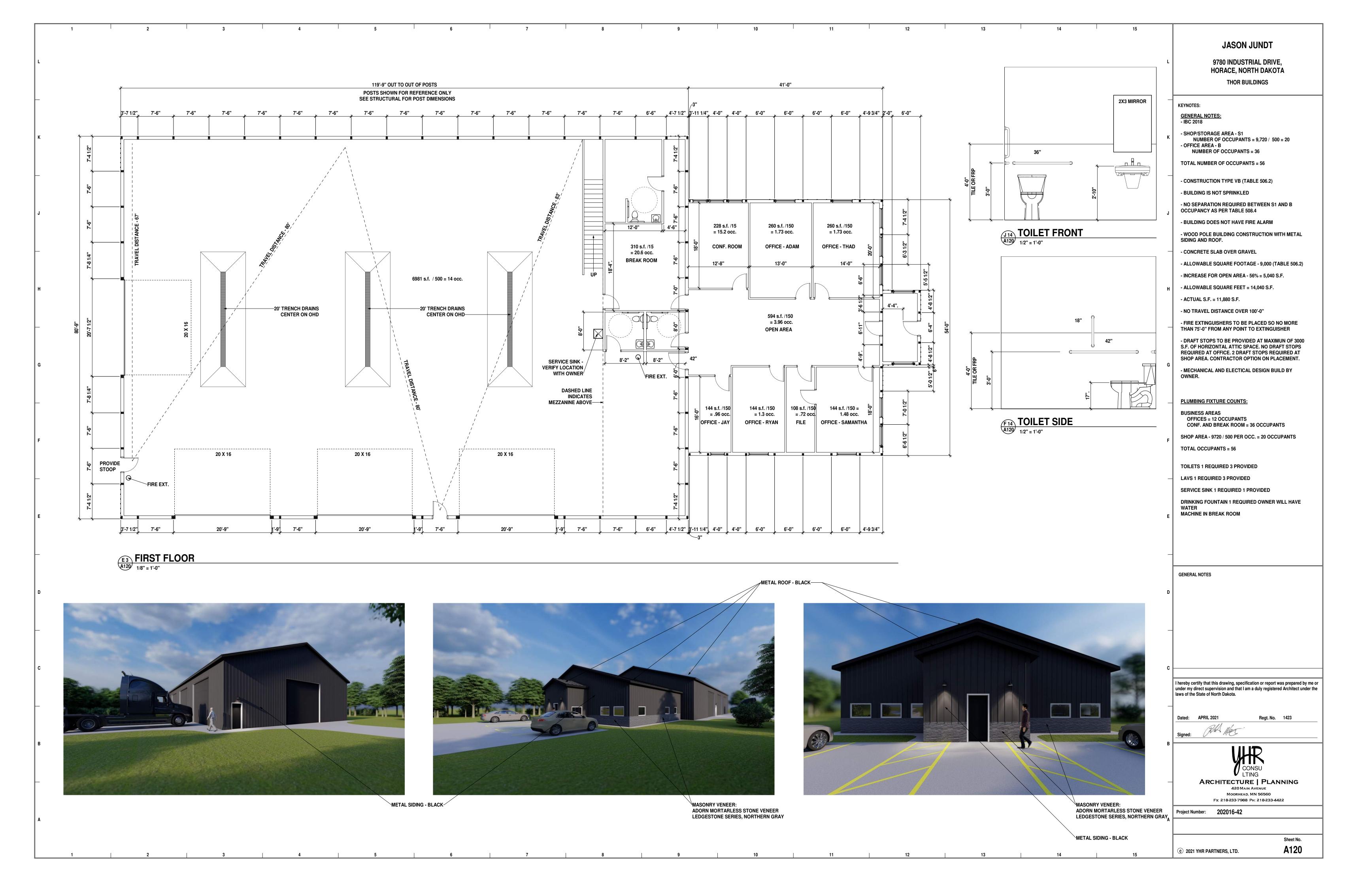
ARCHITECTURE | PLANNING 420 Main Avenue Moorhead, Minnesota 56560 Telephone: (218)233-4422

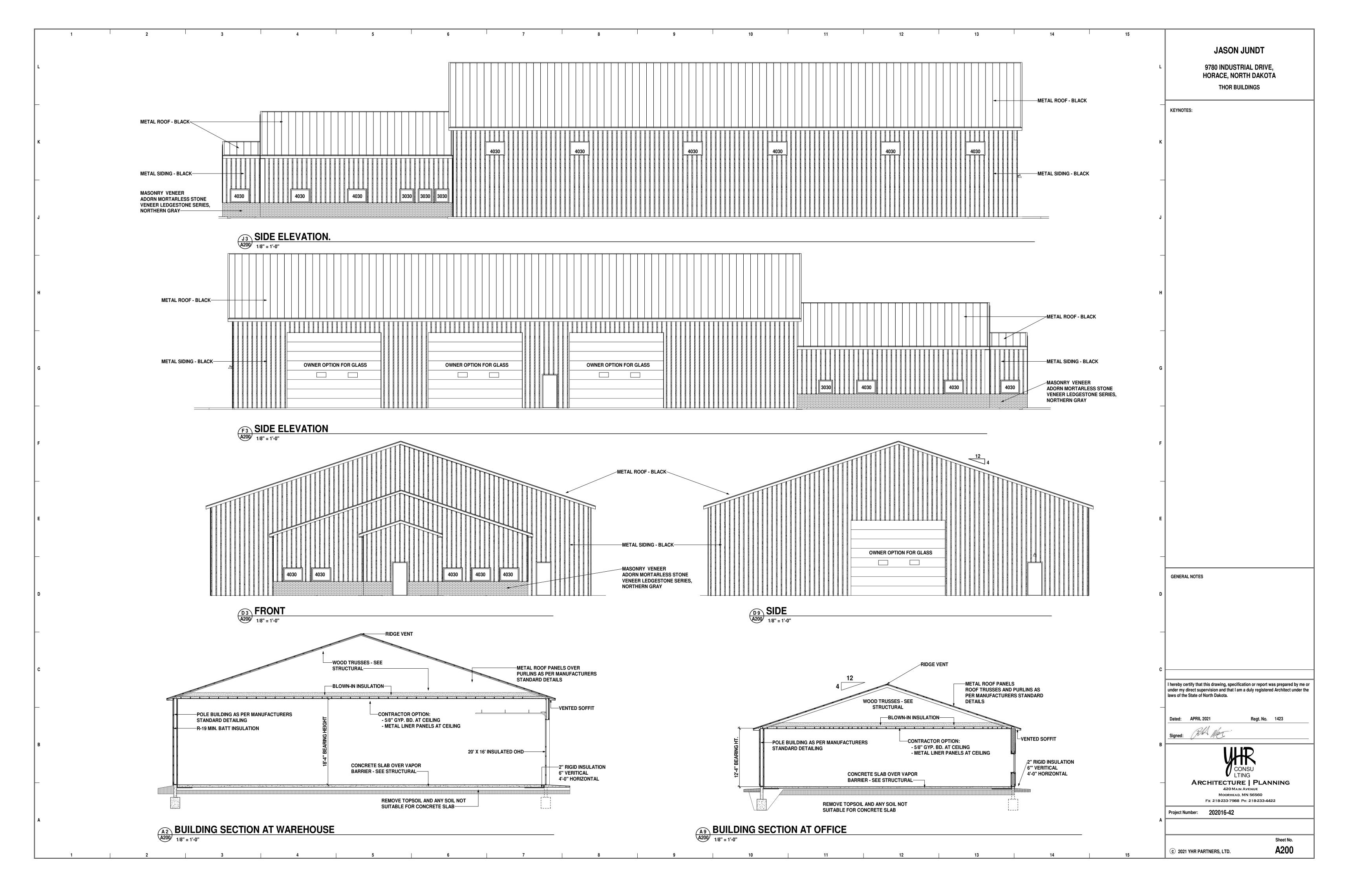
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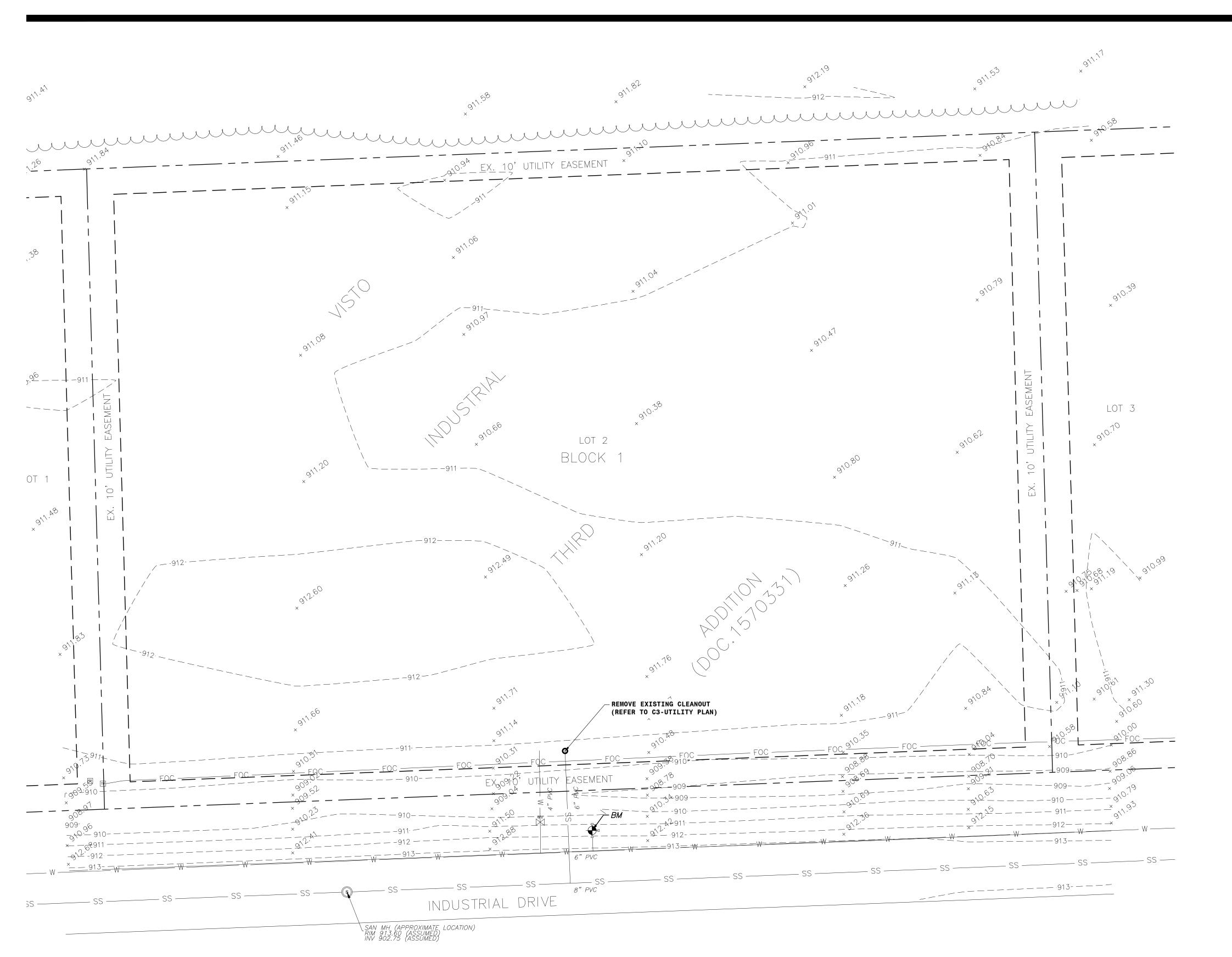
FIRST FLOOR PLAN

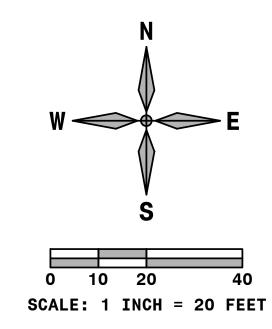
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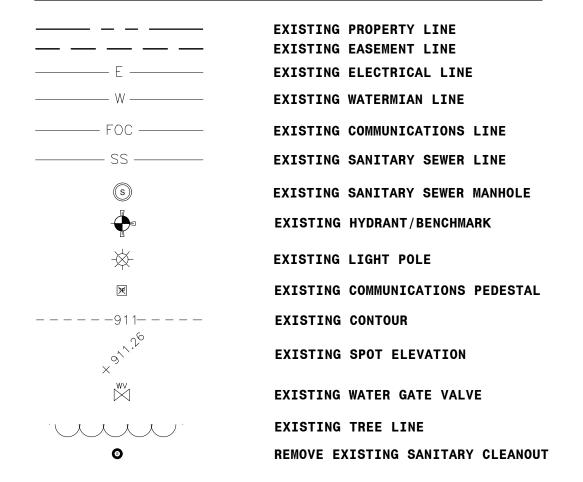












## PLAN NOTES:

- 1. ALL WORK SHALL COMPLY WITH THE MOST RECENT CITY OF HORACE STANDARD SPECIFICATIONS FOR CONSTRUCTION OF PUBLIC UTILITIES.
- 2. CONTRACTOR SHALL NOTIFY UTILITY COMPANIES FOR UNDERGROUND LOCATIONS 48 HOURS PRIOR TO BEGINNING CONSTRUCTION.
  NORTH DAKOTA ONE CALL PHONE NUMBER: 1-800-795-0555.
- 3. CONTRACTOR SHALL PROTECT ALL PROPERTY PINS. PROPERTY PINS DESTROYED OR DISTURBED SHALL BE REPLACED AT CONTRACTORS EXPENSE.
- 4. IF THE LAND BOUNDARY DENOTED ON THE PLANS ENCOMPASSES MORE THAN ONE (1) ACRE OR IS LESS THAN ONE (1) ACRE, BUT IS PART OF A LARGER DEVELOPMENT PLAN, A NOTICE OF INTENT TO OBTAIN A STORM WATER POLLUTION PERMIT SHALL BE ACQUIRED BY THE CONTRACTOR AND OWNER FROM THE NORTH DAKOTA STATE HEALTH DEPARTMENT SEVEN (7) DAYS PRIOR TO CONSTRUCTION.
- 5. CONTRACTOR SHALL MAINTAIN TEMPORARY EROSION CONTROL UNTIL PERMANENT EROSION CONTROL IS ESTABLISHED.
- 6. CONTRACTOR SHALL ACQUIRE AN EROSION SEDIMENT CONTROL (ESC) PERMIT FROM THE CITY OF HORACE PRIOR TO START OF CONSTRUCTION.
- 7. ALL PAVEMENT MARKED FOR DEMOLITION SHALL BE FULL DEPTH SAW CUT PRIOR TO REMOVAL.
- 8. CONTRACTOR SHALL COORDINATE TAPPING OF THE EXISTING WATERMAIN WITH THE CITY OF HORACE MAINS AND HYDRANTS DEPARTMENT. CALL (701)241-1453
- 9. ALL GRASSED AREAS DISTURBED BY CONSTRUCTION SHALL BE TOPSOILED (6" DEPTH), GRADED, SEEDED, AND HYDRO-MULCHED.

## SITE INFORMATION:

SITE SIZE: 2.01 ACRES = 87,480 SF

ZONING: T-1 (LTG

I-1 (LIGHT INDUSTRIAL)

LEGAL DESCRIPTION:
LOT 2, BLOCK 1, VISTO INDUSTRIAL 3RD ADDITION TO THE CITY OF HORACE, CASS COUNTY, NORTH DAKOTA

OWNER CONTACT:
JUNDT PROPERTIES LLC, 5018 PRARIE GREEN CT. W., WEST FARGO,
NORTH DAKOTA 58078

## **BENCHMARKS:**

TOP NUT OF HYDRANT LOCATED SOUTH OF THE PROPERTY ±175' WEST FROM THE SOUTHEAST CORNER OF THE PROPERTY.

ELEVATION = 915.18 (NAVD88)



MECHANICAL \* ELECTRICAL \* CIVIL 503 7TH ST. N , SUITE 200 FARGO, ND 58102 PHONE: 701.478.6336 FAX: 701.478.6340

REVISIONS:

DATE DESCRIPTION

4/20/23 CITY REVIEW

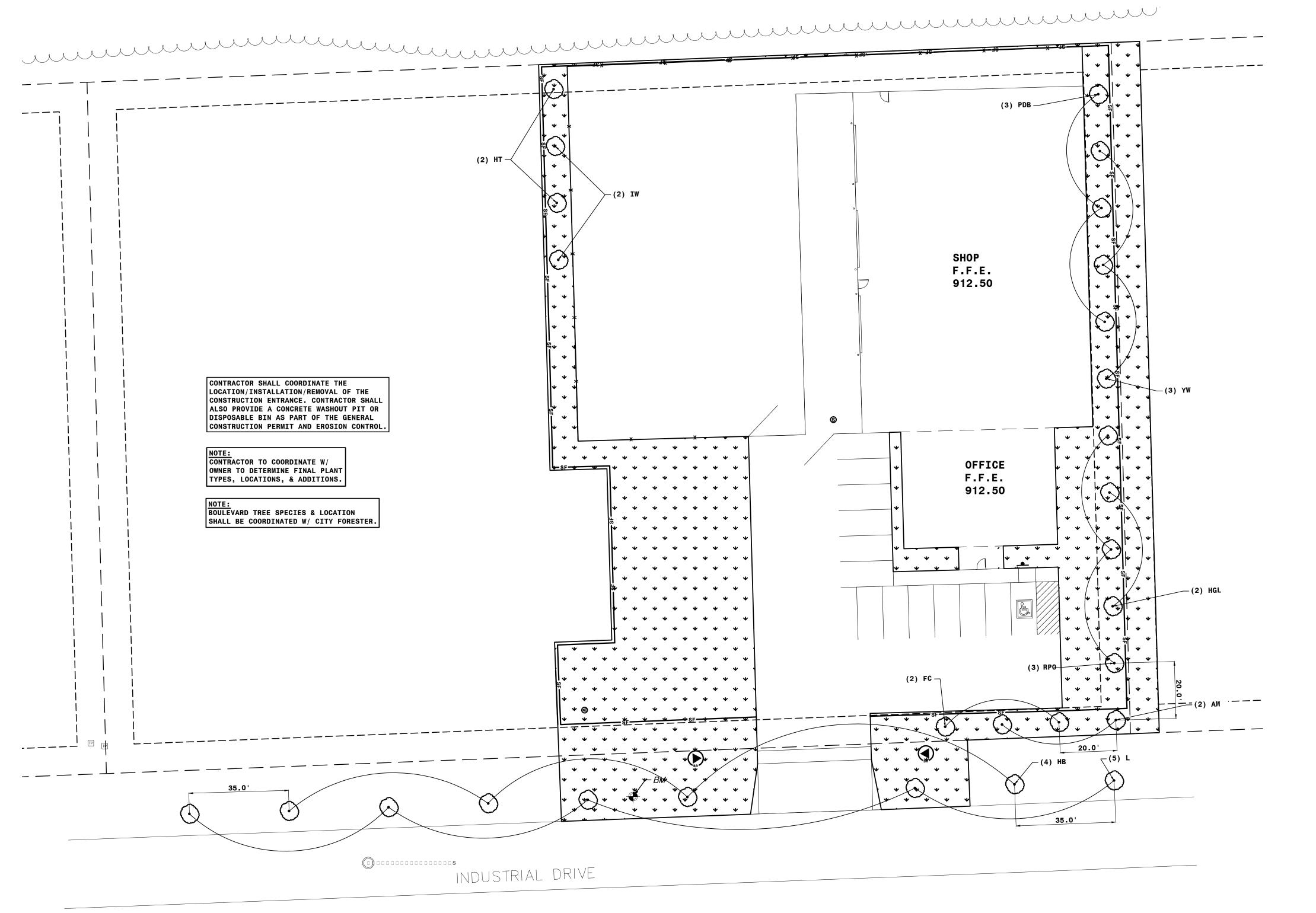
JUNDT PROPERTIES
LLC,
9780 INDUSTRIAL
DRIVE

HORACE, NORTH DAKOTA



MBN JOB #: <u>23-009</u>

DATE: <u>02-08-23</u>



# LANDSCAPE REQUIREMENTS:

BOULEVARD STREET TREES REQUIRED

ONE (1)-14" CALIPER STREET EVERY 35'

PROVIDED BOULEVARD STREET TREES = 9

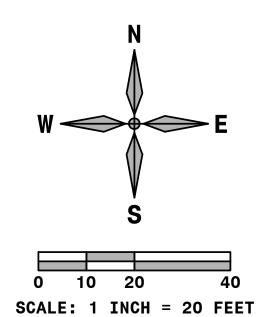
ZONING: I-1 LIGHT INDUSTRIAL

4 PLANT UNITS PER 1,000 SF REQUIRED PLANT UNITS = 189.27 UNITS PROVIDED PLANT UNITS = 190 UNITS

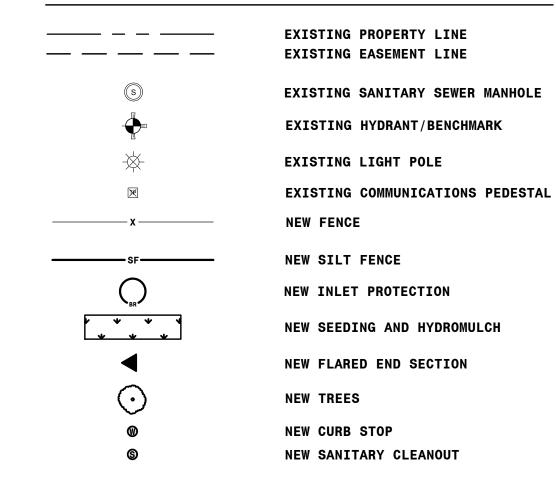
# LANDSCAPING SCHEDULE:

LOCAL STREET TREE UNITS		
CODE	PLANT TYPE	QUANTITY
	LARGE DECIDUOUS TREE, MIN 1½" CALIPER, MIN 30' MATURE HEIGHT	
GSL	GREENSPIRE LINDEN	5
НВ	HACKBERRY	4
	TOTAL	9

OPEN SPA	CE TREE UNITS		
CODE	PLANT TYPE	QUANTITY	UNITS
	LARGE DECIDUOUS TREE (10 UNITS EA), MIN 1½" CALIPER, MIN 30' MATURE HEIGHT		
AM	AMUR MAPLE	2	20
FC	FLOWERING CRABAPPLE	2	20
нт	HAWTHORN	2	20
IW	IRONWOOD	2	20
HGL	HARVEST GOLD LINDEN	2	20
YW	YELLOWWOOD	3	30
RPO	REGAL PRINCE OAK	3	30
PDB	PRAIRIE DREAM BIRCH	3	30
	COMPLETE UNIT TOTAL	19	190



## SYMBOL LEGEND:



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DISTURBED AREA = 47,320 SF

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**MECHANICAL \* ELECTRICAL \* CIVIL** 

**503 7TH ST. N , SUITE 200** FARGO, ND 58102 PHONE: 701.478.6336 FAX: 701.478.6340

**REVISIONS:** 

DESCRIPTION 4/20/23 CITY REVIEW

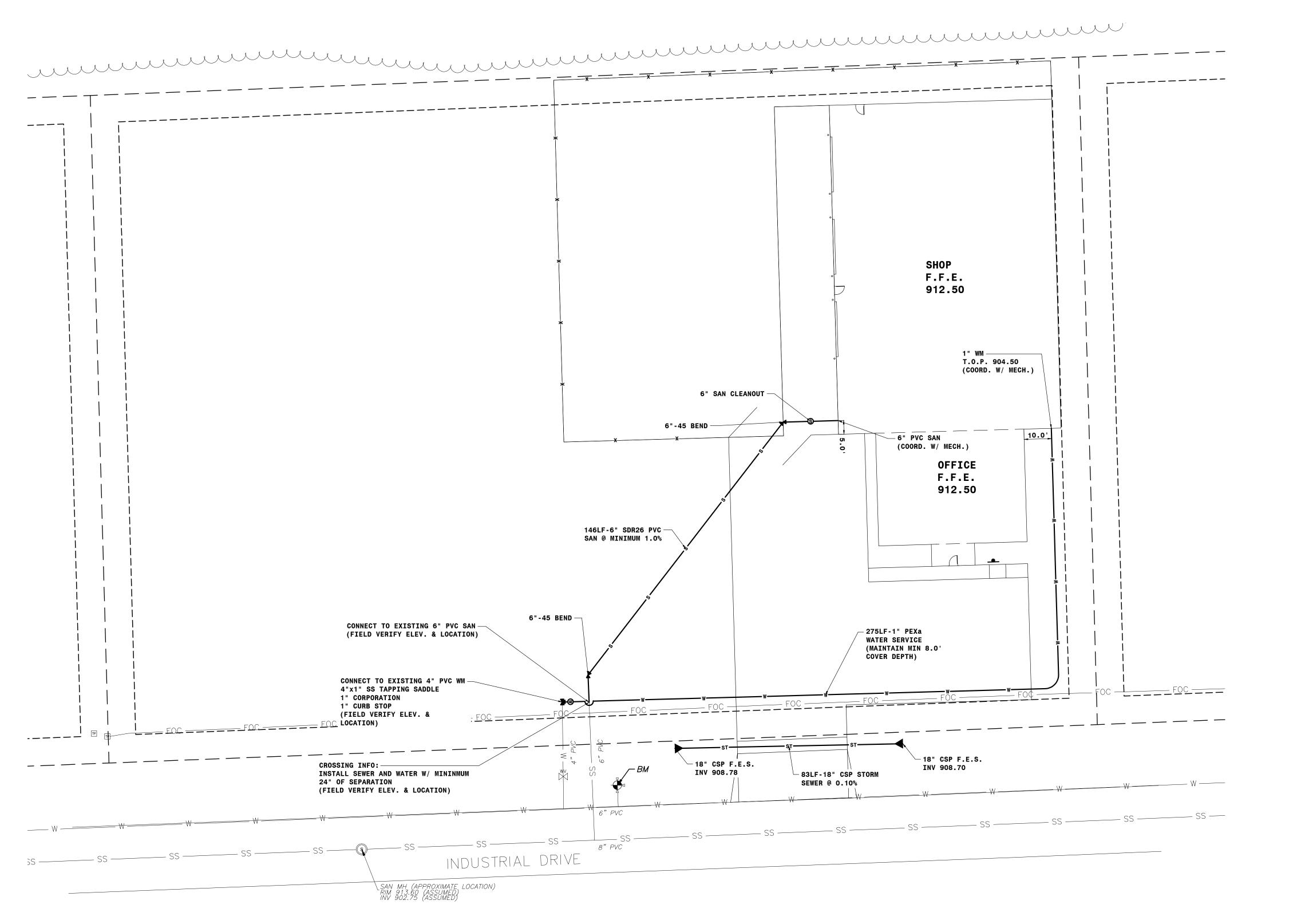
JUNDT PROPERTIES LLC, 9780 INDUSTRIAL **DRIVE** 

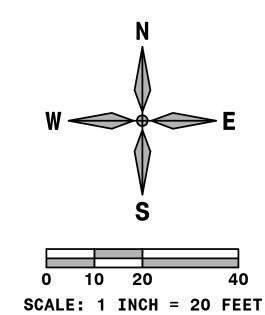
HORACE, NORTH DAKOTA



MBN JOB #: <u>23-009</u>

DATE: <u>02-08-23</u>





	EXISTING PROPERTY LINE
	EXISTING EASEMENT LINE
——— Е ———	EXISTING ELECTRICAL LINE
W	EXISTING WATERMIAN LINE
FOC	EXISTING COMMUNICATIONS LINE
SS	EXISTING SANITARY SEWER LINE
S	EXISTING SANITARY SEWER MANHOLE
	EXISTING HYDRANT/BENCHMARK
<b>-</b> ₩-	EXISTING LIGHT POLE
Œ.	EXISTING COMMUNICATIONS PEDESTAL
wv.	EXISTING WATER GATE VALVE
x	NEW FENCE
<b>A</b>	NEW WATERMAIN FITTING
	NEW WATERMAIN LINE
s	NEW SANITARY SERVICE LINE
<b>w</b>	NEW CURB STOP
<b>©</b>	NEW SANITARY CLEANOUT
<b>◄</b>	NEW FLARED END SECTION
ST	NEW STORM SEWER LINE

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NORTH DAKOTA 58078

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MBN ENGINEERING MECHANICAL \* ELECTRICAL \* CIVIL

> 503 7TH ST. N , SUITE 200 FARGO, ND 58102 PHONE: 701.478.6336 FAX: 701.478.6340

REVISIONS: NO. DATE

4/20/23 CITY REVIEW

DESCRIPTION

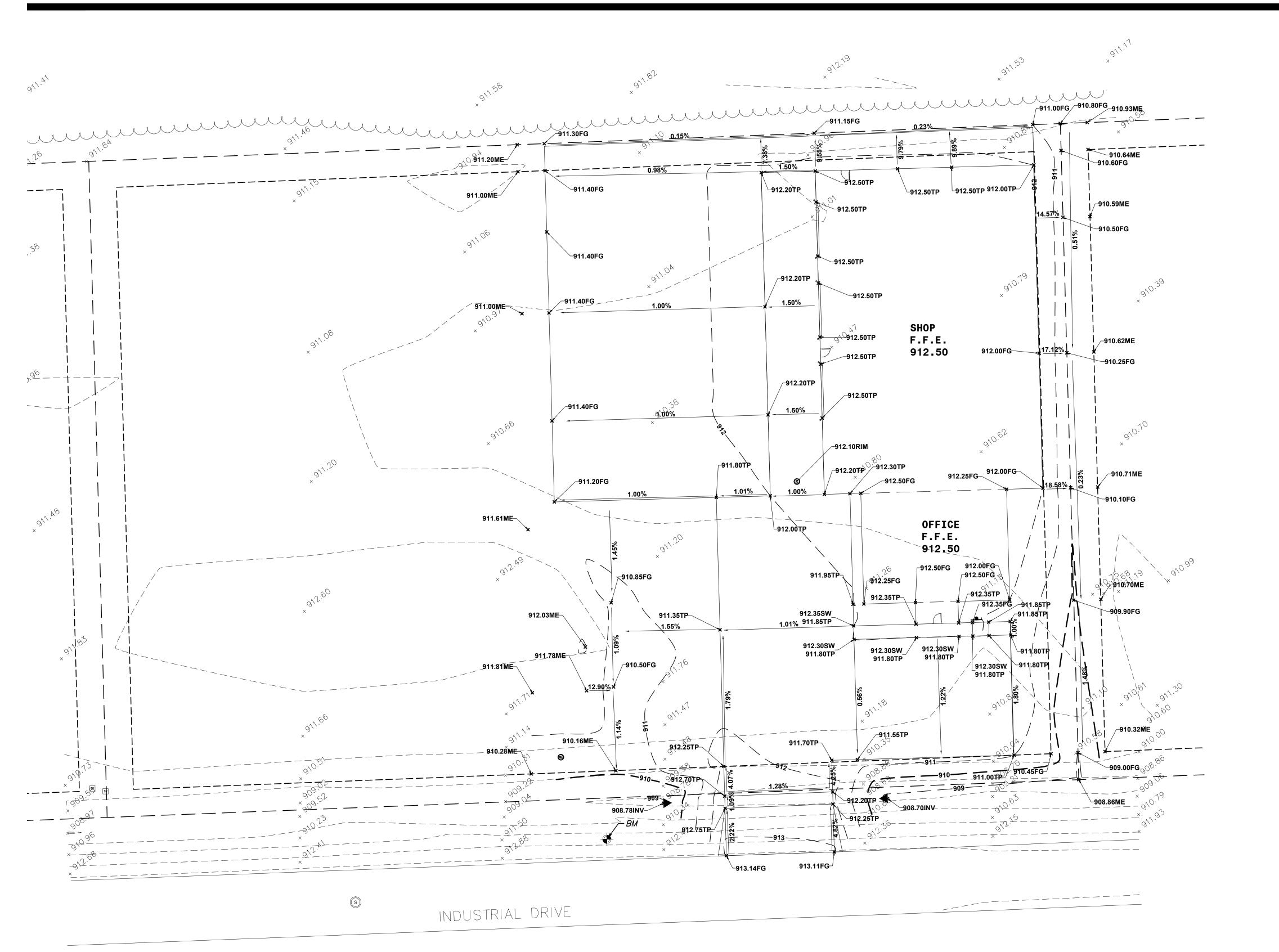
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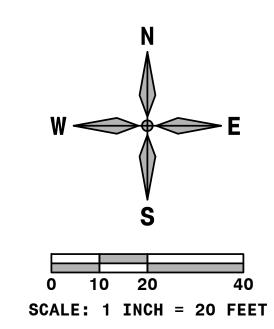
HORACE, NORTH DAKOTA



MBN JOB #: <u>23-009</u>

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	EXISTING PROPERTY LINE
	EXISTING EASEMENT LINE
S	EXISTING SANITARY SEWER MANHOLE
	EXISTING HYDRANT/BENCHMARK
- <del> </del>	EXISTING LIGHT POLE
×	EXISTING COMMUNICATIONS PEDESTA
	EXISTING CONTOUR
× 31,26	EXISTING SPOT ELEVATION
wv	EXISTING WATER GATE VALVE
x	NEW FENCE
<b>W</b>	NEW CURB STOP
<b>©</b>	NEW SANITARY CLEANOUT
912.50RIM	NEW RIM ELEVATION
912.50INV	NEW INVERT ELEVATION
912.50TP	NEW TOP OF PAVMENT ELEVATION
912.50G	NEW GUTTER ELEVATION
912.50TC	NEW TOP OF CURB ELEVATION
912.50FG	NEW FINISHED GRADE ELEVATION
912.50SW	NEW SIDEWALK ELEVATION
912.50ME	MATCH EXISTING ELEVATION
◀	NEW FLARED END SECTION
1.50%	NEW SLOPE & DIRECTION OF FLOW
	NEW CONTOUR LINE

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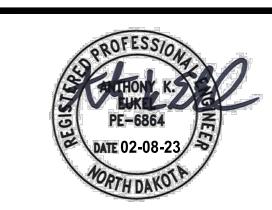
REVISIONS:

NO. DATE DESCRIPTION

1 4/20/23 CITY REVIEW

JUNDT PROPERTIES
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DRIVE

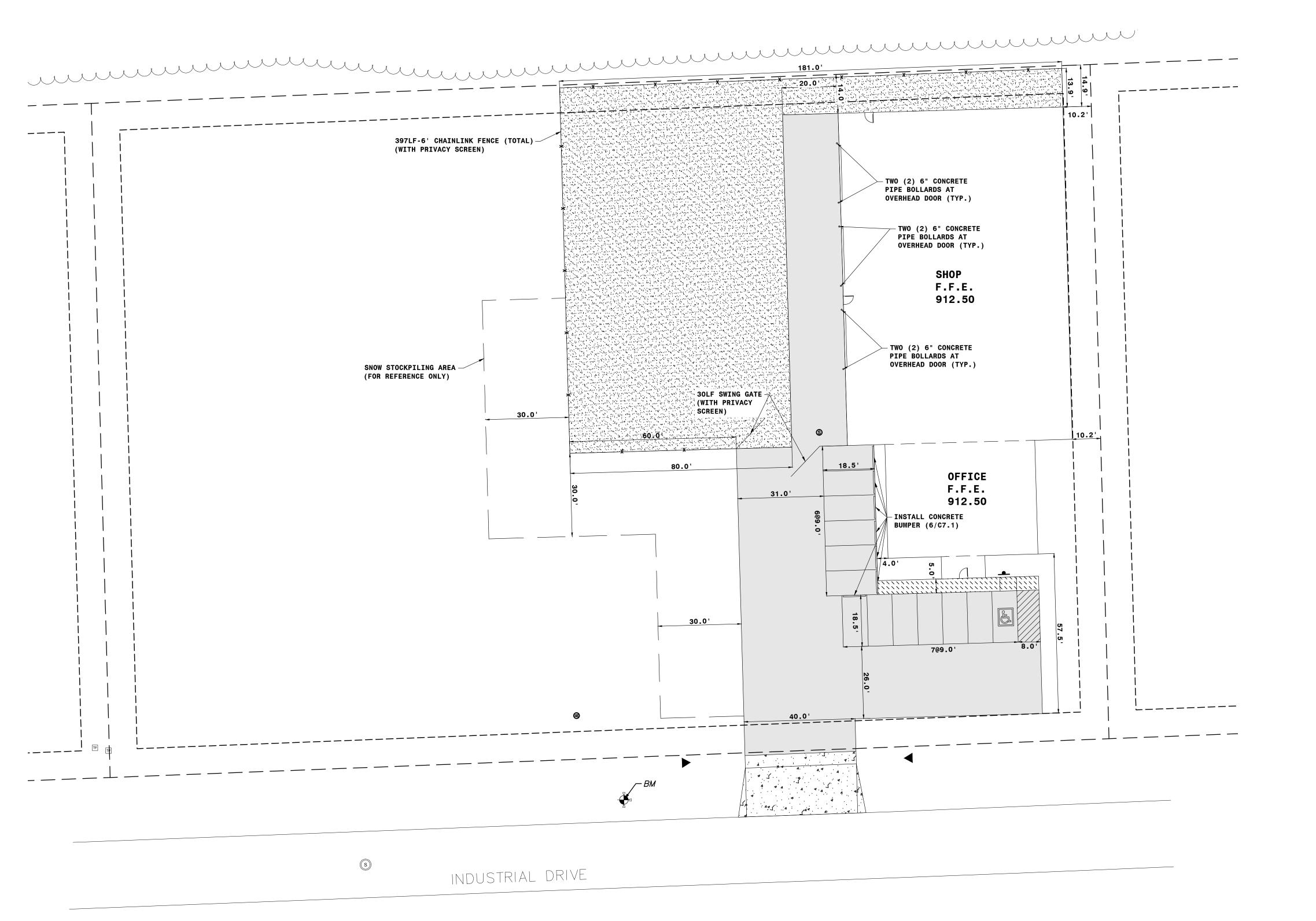
HORACE, NORTH DAKOTA



MBN JOB #: <u>23-009</u>

GR.

DATE: <u>02-08-23</u>



## **PARKING REQUIREMENTS:**

INDOOR STORAGE/WAREHOUSE REQ.

1 PER 2500.00 S.F.

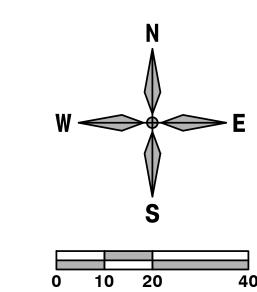
(9700 X \(\frac{1}{2500}\) = 3.88 STALLS = 4 STALLS)

OFFICE REQ.

1 PER 250 S.F. (2214 X  $\frac{1}{250}$ ) = 8.856 = 9 STALLS

REQUIRED PARKING - 13 STALLS (1 ADA)

TOTAL PARKING SHOWN - 13 STALLS (1 ADA)



SCALE: 1 INCH = 20 FEET

## **SYMBOL LEGEND:**

	EXISTING PROPERTY LINE EXISTING EASEMENT LINE
(S)	EXISTING SANITARY SEWER MANHOLE
	EXISTING HYDRANT/BENCHMARK
*	EXISTING LIGHT POLE
×	EXISTING COMMUNICATIONS PEDESTAL
₩v	EXISTING WATER GATE VALVE
x	NEW FENCE
	NEW 6" REINFORCED CONCRETE PAVEMENT
\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	NEW 4" THICKENED REINFORCED CONCRETE SIDEWALK
	NEW 12" GRAVEL SECTION
	NEW 7" REINFORCED CONCRETE PAVEMENT
•	NEW ACCESSIBLE SIGN
◀	NEW FLARED END SECTION
<b>®</b>	NEW CURB STOP
<b>©</b>	NEW SANITARY CLEANOUT

## PLAN NOTES:

- 1. ALL WORK SHALL COMPLY WITH THE MOST RECENT CITY OF HORACE STANDARD SPECIFICATIONS FOR CONSTRUCTION OF PUBLIC UTILITIES.
- 2. CONTRACTOR SHALL NOTIFY UTILITY COMPANIES FOR UNDERGROUND LOCATIONS 48 HOURS PRIOR TO BEGINNING CONSTRUCTION.
  NORTH DAKOTA ONE CALL PHONE NUMBER: 1-800-795-0555.
- 3. CONTRACTOR SHALL PROTECT ALL PROPERTY PINS. PROPERTY PINS DESTROYED OR DISTURBED SHALL BE REPLACED AT CONTRACTORS EXPENSE.
- 4. IF THE LAND BOUNDARY DENOTED ON THE PLANS ENCOMPASSES MORE THAN ONE (1) ACRE OR IS LESS THAN ONE (1) ACRE, BUT IS PART OF A LARGER DEVELOPMENT PLAN, A NOTICE OF INTENT TO OBTAIN A STORM WATER POLLUTION PERMIT SHALL BE ACQUIRED BY THE CONTRACTOR AND OWNER FROM THE NORTH DAKOTA STATE HEALTH DEPARTMENT SEVEN (7) DAYS PRIOR TO CONSTRUCTION.
- 5. CONTRACTOR SHALL MAINTAIN TEMPORARY EROSION CONTROL UNTIL PERMANENT EROSION CONTROL IS ESTABLISHED.
- 6. CONTRACTOR SHALL ACQUIRE AN EROSION SEDIMENT CONTROL (ESC)
  PERMIT FROM THE CITY OF HORACE PRIOR TO START OF
  CONSTRUCTION.
- 7. ALL PAVEMENT MARKED FOR DEMOLITION SHALL BE FULL DEPTH SAW CUT PRIOR TO REMOVAL.
- 8. CONTRACTOR SHALL COORDINATE TAPPING OF THE EXISTING WATERMAIN WITH THE CITY OF HORACE MAINS AND HYDRANTS DEPARTMENT. CALL (701)241-1453
- 9. ALL GRASSED AREAS DISTURBED BY CONSTRUCTION SHALL BE TOPSOILED (6" DEPTH), GRADED, SEEDED, AND HYDRO-MULCHED.

## SITE INFORMATION:

SITE SIZE: 2.01 ACRES = 87,480 SF

ZONING:

I-1 (LIGHT INDUSTRIAL)

LEGAL DESCRIPTION: LOT 2, BLOCK 1, VISTO INDUSTRIAL 3RD ADDITION TO THE CITY OF HORACE, CASS COUNTY, NORTH DAKOTA

OWNER CONTACT:
JUNDT PROPERTIES LLC, 5018 PRARIE GREEN CT. W., WEST FARGO,
NORTH DAKOTA 58078

## **BENCHMARKS:**

BM: TOP NUT OF HYDRANT LOCATED SOUTH OF THE PROPERTY ±175' WEST FROM THE SOUTHEAST CORNER OF THE PROPERTY.
ELEVATION = 915.18 (NAVD88)

ENGINEERING

MECHANICAL \* ELECTRICAL \* CIVIL

503 7TH ST. N, SUITE 200
FARGO, ND 58102
PHONE: 701.478.6336
FAX: 701.478.6340

REVISIONS:

4/20/23 CITY REVIEW

DESCRIPTION

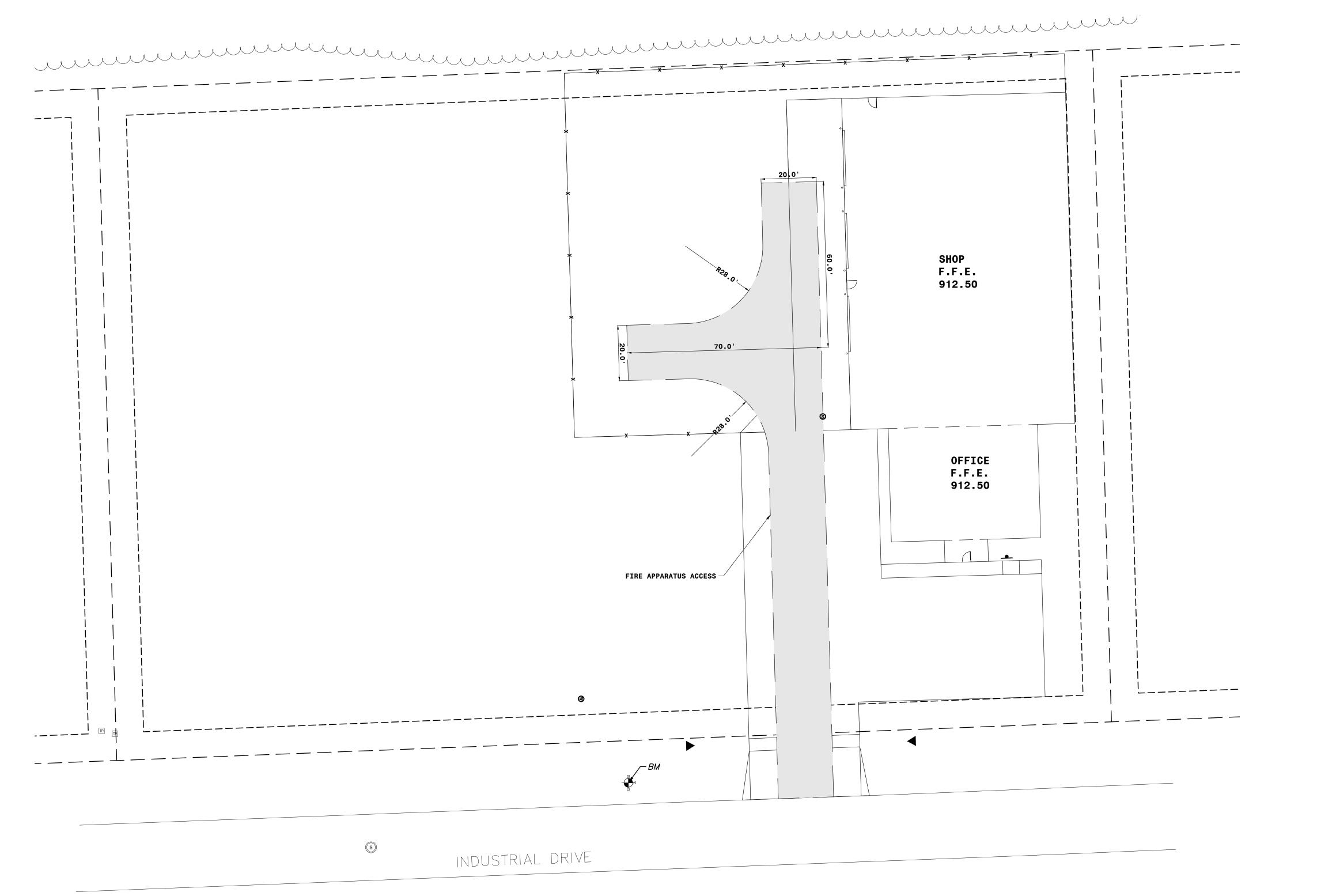
JUNDT PROPERTIES
LLC,
9780 INDUSTRIAL
DRIVE

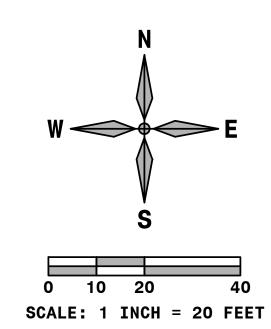
HORACE, NORTH DAKOTA



MBN JOB #: <u>23-009</u>

DATE: <u>02-08-23</u>





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503 7TH ST. N , SUITE 200 FARGO, ND 58102 PHONE: 701.478.6336 FAX: 701.478.6340

**REVISIONS:** 

DESCRIPTION 4/20/23 CITY REVIEW

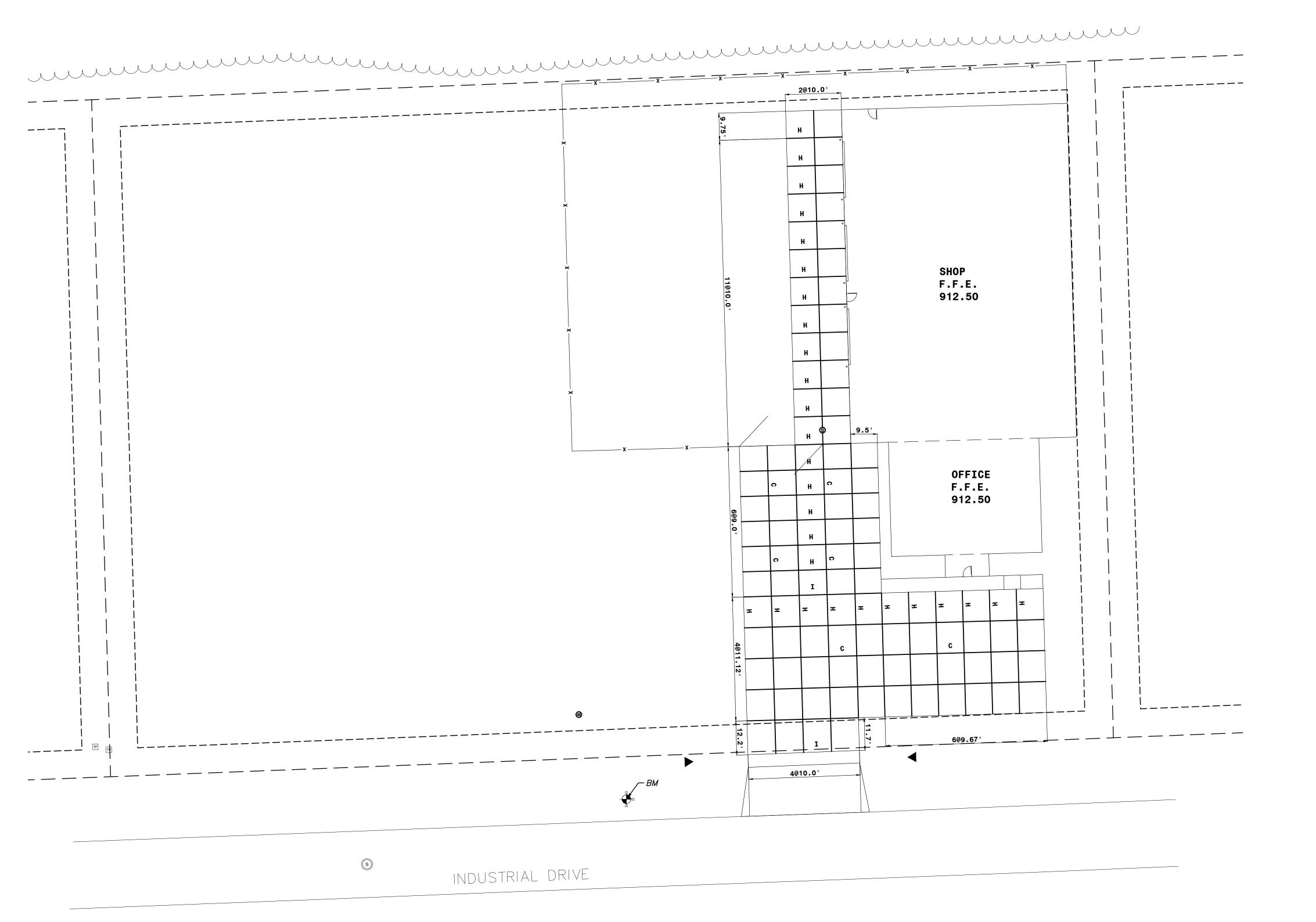
JUNDT PROPERTIES LLC, 9780 INDUSTRIAL **DRIVE** 

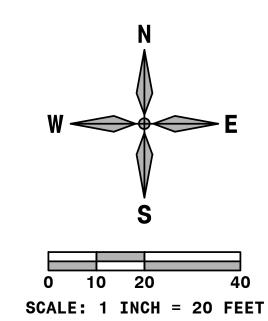
HORACE, NORTH DAKOTA



MBN JOB #: <u>23-009</u>

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REVISIONS:

NO. DATE DESCRIPTION

4/20/23 CITY REVIEW

JUNDT PROPERTIES
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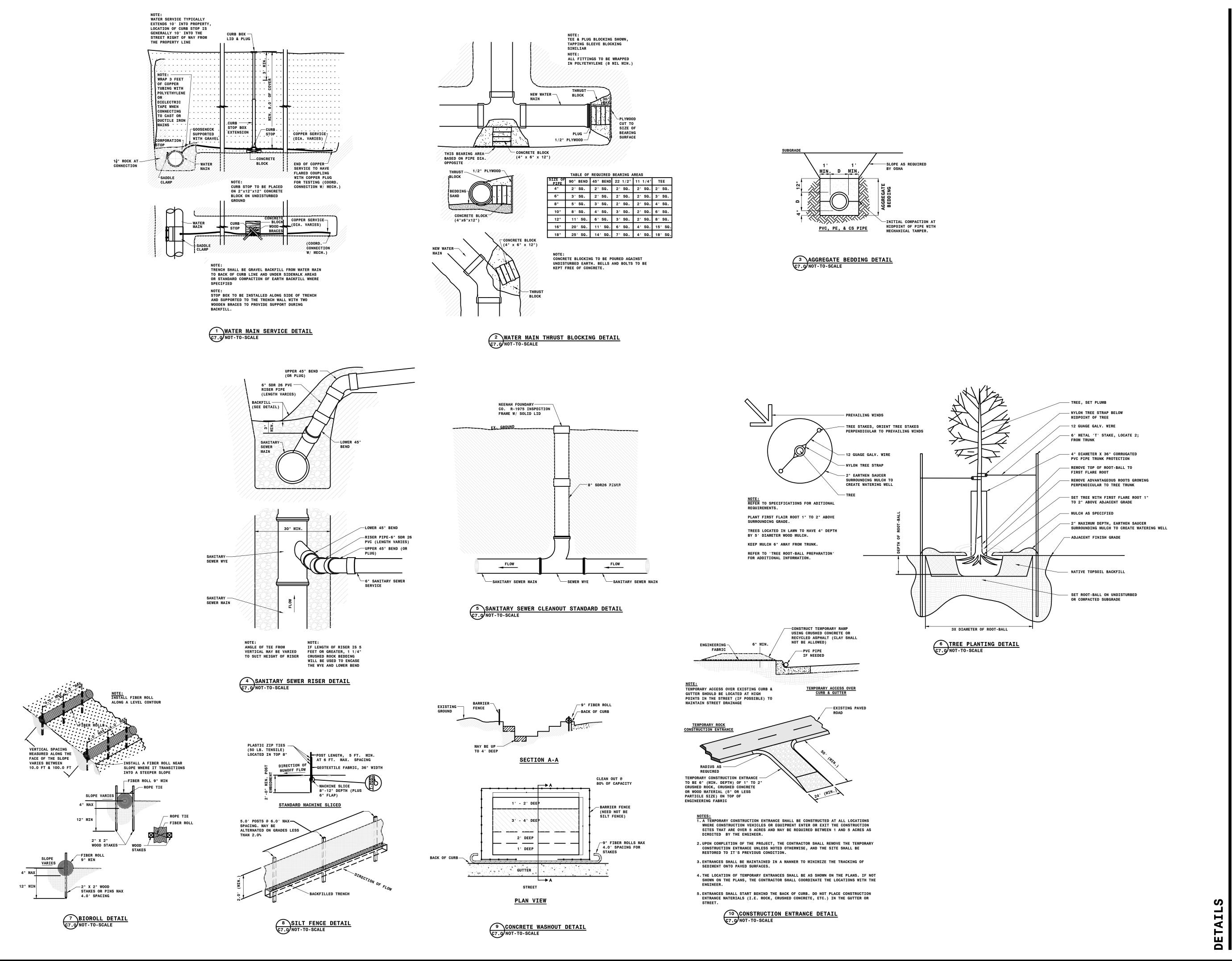
HORACE, NORTH DAKOTA



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ENGINEERING **MECHANICAL \* ELECTRICAL \* CIVIL** 

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DESCRIPTION <u>/1</u> <u>4/20/23</u> <u>CITY REVIEW</u>

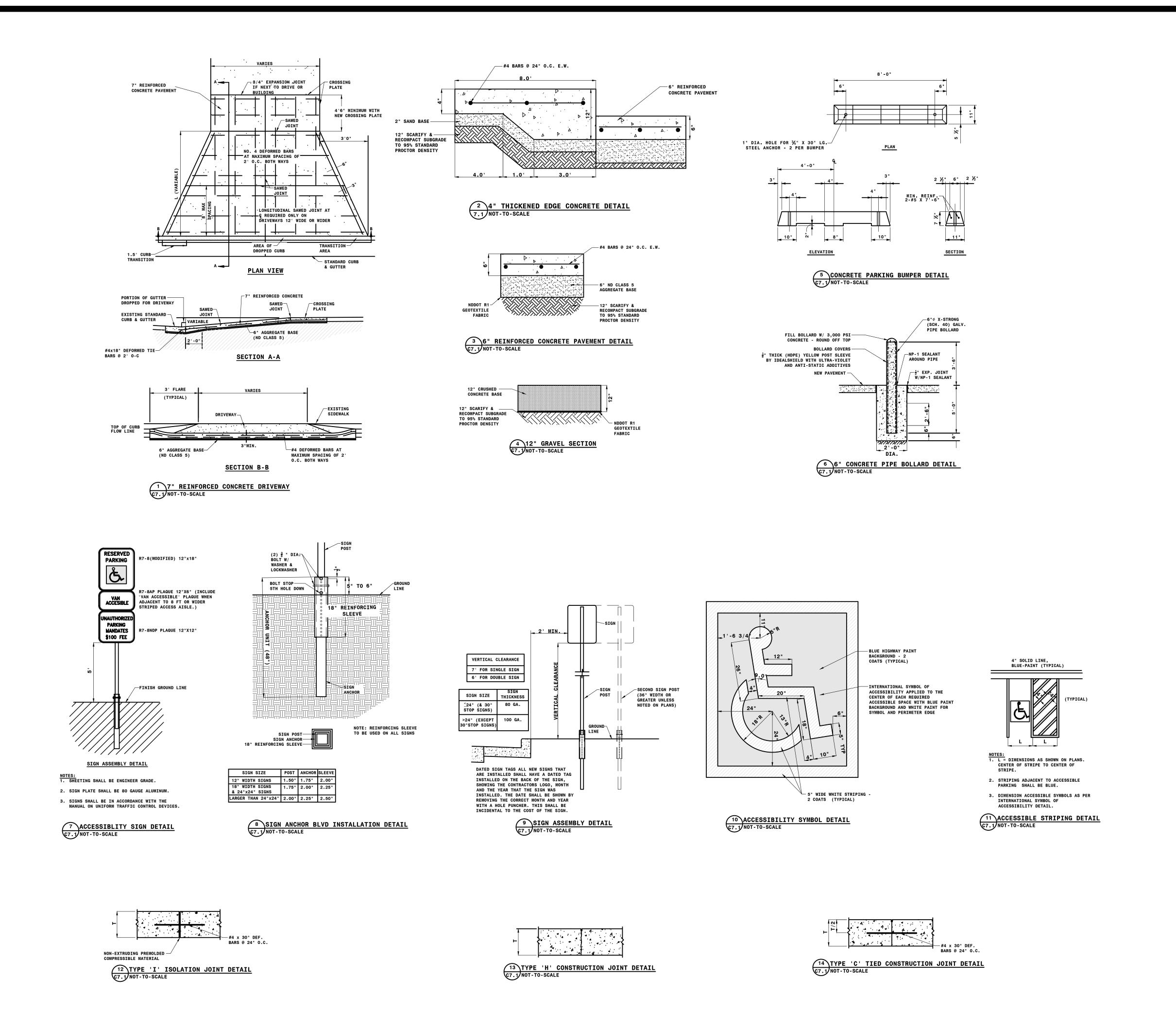
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MBN ENGINEERING MECHANICAL \* ELECTRICAL \* CIVIL 503 7TH ST. N, SUITE 200

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