

November 16, 2025

TO: Three Forks Zoning and Planning Board

FR: Randy Carpenter
Planning Consultant to the City of Three Forks

RE: Conditional Use Permit application

Name of Applicant: Whitney Taylor

Hearing Date: November 20, 2025

Application Request:

Location: HEADWATERS ADD, S35, T02 N, R01 E, BLOCK 10A, Lot 1, ACRES 0.263,
PLAT J-167-E PLUS VACANT PT OF FRONT STREET

Zoning: Residential (R)

Background:

Whitney Taylor has applied for a Conditional Use Permit for a dog training facility at 115 S Kansas Street. She wishes to use the garage, front yard, and side yard for the facility.

The lot is 11,450 square feet and contains an existing single-family home with a detached garage, which is 1,200 square feet in size.

The surrounding zoning and land uses in all directions is Residential (R) and single-family residential.

According to the application, the facility:

- Would have one employee parking space (the only employee would be the owner) and six customer spaces, which would be located in front of the garage.
- Would be open by appointment only Sunday to Saturday, with no appointments or classes scheduled for earlier than 9am and no later than 5pm. Class size would be limited to 5 dogs maximum. All owners would be responsible for picking up after their dog and would not be permitted to use any other area beside the subject property to potty their dogs.
- Might install a “simple metal sign on the outside of the garage”.

Staff Report:

Section 11-12-2 of the City of Three Forks Zoning Ordinance identifies the approval criteria to be used for Conditional Use Permits, as follows:

- A. The use conforms to the objectives of the Growth Policy and the intent of the Zoning Ordinance.

Home occupations are a conditionally permitted use within the R district.

- B. Such use will not adversely affect nearby properties or their occupants.

Based upon statements in the application, staff does not believe that the use, if properly managed, would adversely affect neighboring properties. One concern would be how much noise the facility would make.

- C. Such use meets density, coverage, yard, height, and all other regulations of the district in which it is to be located, unless otherwise provided for in this Title.

Using a reasonable commercial parking factor, the proposed use would require four parking spaces. Those spaces would be in addition to the two that are required of single-family homes, for a total six spaces.

The parking diagram submitted with the application (and confirmed by map measurement) shows 38 linear feet of paved area for parking. The applicant would have to provide two more paved parking spaces.

If the staff recommendation is approved, the proposed project would meet all other zoning requirements of the R district.

- D. Public hearings have been held, after the required legal notice has been given and the public has been given a chance to be heard upon this matter.

Public hearings have been appropriately announced and scheduled for Thursday, November 20, 2025, at 6:30 PM with the Planning and Zoning Board. Public testimony and written comments will be taken and considered at each public hearing.

Conclusion:

Staff recommends approval of this conditional use permit application with three conditions:

- 1) The applicant shall provide six legal, paved parking spaces on the property.
- 2) The outside areas used for the facility must be fenced.
- 3) The facility's operating hours shall be limited to Sunday to Saturday, with no appointments or classes scheduled for earlier than 9am and no later than 5pm. Class size shall be limited to 5 dogs maximum. All customers shall be responsible for picking up after their dog and shall not be permitted to use any other area beside the subject property to potty their dogs.
- 4) Signage shall be limited to six square feet.