

CITY OF MINOT
ZONING ORDINANCE STEERING COMMITTEE

Meeting Minutes
September 30, 2020
8:00 am
Council Chambers, City Hall, 515 2nd Ave., SW

I. ATTENDANCE AND ROLL CALL

Committee: Rolly Ackerman (by phone), Tim Baumann (by phone), Gloria Larsgaard (by phone),
Tyler Neether, Tom Ross (by phone), Rustin Roteliuk (by phone)
Absent: Pat Graner
City Staff: Brian Billingsley, Community & Economic Development Director
Peter Baumgartner, Assistant City Planner
Deanna Stoddard, Airport Operations Manager
Glenda Sorensen, Planning Assistant
Guests: Bree Carroll, Minot AFB Community Planning

Rolly Ackerman called the meeting to order at 8:00 am.

II. APPROVAL OF AGENDA

Motion by Neether to approve September 30, 2020 meeting agenda, second by Roteliuk. ayes: all, nays: none

Motion carries

III. APPROVAL OF MINUTES

Motion by Neether to approve the September 16, 2020 meeting minutes with the correction of Neether's last name, second by Larsgaard. ayes: all, nays: none.

Motion carries

IV. INTRODUCTION OF GUESTS.

Bree Carroll, MAFB Community Planning, attended the meeting (by phone)

V. CHAPTER 20.1 (WELLHEAD PROTECTION)

- Lance Meyer, City Engineer, gave a presentation on Wellhead Protection.
- Meyer made the distinction between the Sundre Aquifer, near Bell School and the Minot Aquifer, which is under Oak Park and the Arrowhead Shopping Center.
- The Wellhead Protection Overlay was adopted in 2001 and updated in 2004 or 2005.
- The Sundre Aquifer is the main source in Minot, although **Minot Aquifer** is the new overall name, which will include Sundre Aquifer.
- Meyer noted for the committee that there is a link on the GIS page.
- Engineering is updated the grandfather clause, i.e. underground tanks.

VI. CHAPTER 31 (WIRELESS COMMUNICATION TOWERS)

- Deanna Stoddard, Airport Operations Manager, had submitted comments to Brian Billingsley prior to the meeting.

Chapter 31-2. Definitions:

- Section T – Billingsley noted that this section would be cleaned up for clearer understanding.

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Section 31-3. Approvals Required for Wireless Facilities and Wireless Support Structures:

- a) #2 – Concealed wireless facilities – example: ham radios
- #4 – Stoddard requested Airspace Analysis, FAA Form 7460, be added to paragraph.

Section 31-4. Administrative Review and Approval Process

- a) #4 – Ackerman added North Dakota to licensed professional engineer.
- b) #3 – Ackerman added North Dakota to licensed professional engineer and Stoddard added FAA Form 7460 to section.
- c) #1c. – Stoddard noted this should account for FAA Form 7460 and requested a box should be added to “check off”.

Section 31-6. Antennas Mounted on Roofs, Walls, and Existing Towers:

- Correction (type) licenses to read licensed.
- Take out “conducted” in second sentence.

Section 31-9. General Standards and Design Requirements:

- d) #1 – Stoddard noted that there are two parts to lighting aesthetics, which are lighting & additional lighting. A good example of this is the lighting of the ballpark across from the Minot Airport.

VII. NEXT MEETING

- A. Wednesday, October 14, 2020 at City Hall Chambers @ 8:00am – 10:00am.
- B. Topics:
 - a. Floodplain and/or Subdivision Ordinances & Stormwater
 - b. Billingsley is planning a workshop with the community. Details will follow when finalized.

VIII. ADJOURNMENT

Billingsley adjourned the meeting at 9:11am.