

**CITY OF MINOT
ZONING ORDINANCE STEERING COMMITTEE**

Meeting Minutes
June 09, 2021
8:00 am – 10:30 am
Council Chambers, City Hall, 515 2nd Ave., SW

I. ATTENDANCE AND ROLL CALL

Committee: Rolly Chairman Ackerman (Chairman), Tyler Neether (Vice-Chair), Pat Bailey, Tim Baumann, Rusten Roteliuk
Absent: Tom Ross, Gloria Larsgaard
City Staff: Brian Billingsley, Community & Economic Development Director
John Principal Planner Van Dyke, Principal Planner
Lance Meyer (City Engineer)
Stefanie Stalheim (Assistant City Attorney)
Peter Baumgartner, Assistant City Planner
Glenda Sorensen, Administrative Clerk
Guests: None

Rolly Chairman Ackerman called the meeting to order at 8:03 am.

II. APPROVAL OF AGENDA

There was no motion to approve the agenda.

III. APPROVAL OF MINUTES

Motion by Baumann to approve the January 27, 2021 meeting minutes, second by Roteliuk. ayes: all, nays: none.

Motion carries

IV. INTRODUCTION OF GUESTS.

No guests were present.

V. STAFF COMMENTS ON PROPOSED ZONING ORDINANCE

A. First Review of Proposed Subdivision Ordinance

Billingsley gave a short introduction and overview to the committee of the proposed ordinance, and thanked the committee members for their dedication and hard work thus far.

Principal Planner Principal Planner Van Dyke presented the following:

Note: Page numbers will be added to the revised document for ease of following along. Old chapter and section numbers will also be added for the same purpose.

Chapter 10.2 – Process

Section 10-2.1 METHODS OF SUBDIVISION

- Definition of “Major Subdivision” and “Minor Subdivision” will be included in this section.
- First paragraph – replace “Ward County” with “political subdivision” – this will encompass agreements between cities also.

Section 10-2.2 – (RESERVED)

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- Principal Planner Van Dyke noted that adding “Reserved” sections will eliminate adding extra sections, i.e. 2-2.1.-1.

Section 10.2-3 MASTER PLAN REQUIRED

A. Intent

- Committee would like the DRT meetings to be required.
- #4 – added verbiage highlighted. A development less than ten (10) acres of a contiguous parcel **to property**, or
- #5 – in this sentence, and throughout the document, **Planning Division** will replace Planning Department.

B. Application Submittal **for Master Plan (highlighted text added)**

- Clarification needed for “as required” – Planning Division? DRT?
- Chairman Ackerman requested that title number be added for clarification.
- #1 – 600’ is subject to Engineering Department and will determined at DRT meeting.
- a – h is information that is necessary, but not actual requirements.
- g – Chairman Ackerman requested that “based on available information” be added

C. Application Review

- Committee requested that after Section designation, that the title be added.

D. Planning Commission and City Council

- No changes and/or additions.

E. Appeal

- Strike in it’s entirely.

F. Expiration

- No changes and/or additions.

SECTION 10.2-4 – (RESERVED)

SECTION 10.2-5 CONSIDERATION GOVERNING SUBDIVISION DESIGN APPROVAL, CONDITIONS IMPOSED THEREON

- No changes and/or additions.

SECTION 10.2-6 – (RESERVED)

SECTION 10.2-7 MAJOR SUBDIVISION PRELIMINARY PLAT

A. Intent

- Chairman Ackerman questioned that two (2) applications and two (2) fees creates a time issue. It was determined that this process is for Major Subdivisions and not Minor Subdivisions.
- Billingsley requested that a flow chart be added to this section for clarification. Principal Planner Van Dyke committed to sending the flow chart to the committee members and adding it to this section.

B. Pre-application Meeting Required

- DRT meeting will be a requirement for all major subdivisions.
- Chairman Ackerman would like the last sentence reworded to be less offensive. Principal Planner Van Dyke will modify.

C. Application Submittal

- #2(f) – Chairman Ackerman would like to see this reworded as it is a broad stroke. Meyers and Principal Planner Van Dyke will modify.

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- #3 – Strike in its entirety.

D. Application Review

- No changes and/or additions.

E. Planning Commission Hearing and Recommendation

- #1 – Hearing Notice. The following verbiage is stricken from this paragraph, “Provided sufficient notice of the hearing has been given and there has been sufficient time for staff to review the proposal.”
- Consent agenda items was clarified discussed and clarified to the committee by Principal Planner Van Dyke.

F. City Council, Ratification Required.

- No changes and/or additions.

G. Appeal

- No changes and/or additions.

H. Expiration

- No changes and/or additions.

SECTION 10.2-8 – (RESERVED)

SECTION 10.2-9 MAJOR SUBDIVISION FINAL PLAT

A. Intent

- No changes and/or additions

B. Application Submittal

- #1 – Sewage Disposal will be changed to term that is more current.
- #2 – Drainage Plan will be changed to a term that is more current.
- #3 – Sentence reworded as follows: A Development Agreement **will be required** by the City Engineer or Planning Division.
- #4(a) – “points of the compass” is stricken from the sentence.
- Principal Planner Principal Planner Van Dyke will add the definition of Development Agreement to this section.
- #4(i) – Chairman Ackerman raised a concern about encumbering property with a preliminary document that has not been approved yet.
- #5 – Stricken in it’s entirety.

C. Application Review

- No changes and/or additions.

D. City Council, Approval Required.

- No changes and/or additions.

E. Appeals

- No changes and/or additions.

F. Expiration

- Paragraph has been modified to state that the city (not applicant) must record the Major Subdivision (the applicant will pay).

SECTION 10.2-10 RESERVED

SECTION 10.2-11 – MINOR SUBDIVISION PLAT

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A. Intent

- No changes and/or additions.

B. Pre-application Meeting Required

- No changes and/or additions.

C. Application Submittal

- No changes and/or additions.

D. Application Review

- #8 – Question from the committee – only within corporate boundaries? ET zone?

E. City Council, Approval Required

- Vice-chair Neether requested an option for the applicant to send this to the Planning Commission if they want a recommendation from the commission first.

F. N/A

G. Appeal

- No changes and/or additions.

H. Expiration

- Paragraph modified to state that the City (not applicant) must record the Minor Subdivision Plat meeting the requirements provided in this article.

SECTION 10.2-12 – RESERVED

SECTION 10.2-13 – VACATION OF RIGHT-OF-WAY

A. Intent

- No changes and/or additions.

B. Entire Segment of Right-of-Way Required.

- No changes and/or additions.

C. Property Owner's Signatures Required on Applications

- No changes and/or additions.

D. Property Owner's Property and Signature Required on Plat

- Committee Chair Chairman Ackerman said to reference Century Code for required signatures, maybe "all signature required by state law" or "execute in conformance with NDCC ____". Assistant City Attorney Stalheim will look into this.

VI. NEXT STEPS

VII. NEXT MEETING

June 30, 2021 @ 8:00am – 10:00am – Council Chambers – City Hall

VIII. ADJOURNMENT

Billingsley adjourned the meeting at 10:30 am.