

**CITY OF MINOT
ZONING ORDINANCE STEERING COMMITTEE**

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

I. ATTENDANCE AND ROLL CALL

Committee: Rolly Ackerman (Chairman), Tim Baumann, Rusten Roteliuk, Alderman Tom Ross

Absent: Gloria Larsgaard, Pat Bailey, Tyler Neether (Vice-Chair)

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
Jamison Baier, Zoning Code Enforcement

Guests: None

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

II. APPROVAL OF AGENDA

Motion made by Roteliuk to approve the agenda for the meeting, second by Alderman Ross. Passed by the following votes: ayes: all: nays: none.

III. APPROVAL OF MINUTES

Motion by Baumann to approve the July 09, 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 Van Dyke presented the following:

Chapter 10.2 – Process

Section 10-2.1 METHODS OF SUBDIVISION

A. Intent – No changes or additions

Section 10-2.2 – (RESERVED)

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Section 10.2-3 MASTER PLAN REQUIRED

A. Intent

3. A development that is, by the professional opinion of the Planning Division, unlikely to develop eighty percent (80%) of the number of proposed lots with a primary use present after three (3) years;

- Referring to the above section of proposed code, Chairman Ackerman voiced some concerns that he had on how this would be determined and recommended that staff revisit this portion of the code at a later date. Principal Planner Van Dyke said that he would talk to Building Official Tillema about how many homes are being built on an annual basis.

- **Section 10.2-4 B-E:** 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

- 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

- It was decided that Section 10.2-9 B. 1-2, relating to the conformation from the City Engineer on approved plans, bonds, stormwater management plans, and specifications would be revisited during the review of Chapter 10.3 after the specifics of those requirements are ironed out.

C. Application Review

- No changes and/or additions

D. City Council, Approval Required.

- No changes and/or additions

E. Appeal

- No changes and/or additions

F. Expiration

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- No changes and/or additions

SECTION 10.2-10 RESERVED

SECTION 10.2-11 – MINOR SUBDIVISION PLAT

- No changes and/or additions

SECTION 10.2-12 – RESERVED

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

- No Changes or additions

Subdivision Plat (Current Process)

- No changes and/or additions

Preliminary Plat (Proposed) – First App (Master & Major)

- No changes and/or additions

Subdivision Engineering (Proposed) – (Master)

- Ackerman commented the “Applicant’s Engineer Develops SWMP and Infrastructure Plans” time frame being more or less depending on the client.

Final Plat/Minor Plat

- Ackerman questioned why there’s a need for the 2nd application after the Preliminary Plat application, Roteliuk seconded that, and wondered about the potential extra cost/time added to the process.
 - o Van Dyke responded that it would be a separate application and that the preliminary plat would have the lion’s share of fees
- Ackerman had mentioned adding the timeline and any flowchart to the files to show clients the process visually.

Definitions to be included in Chapter 10.5

- No changes and/or additions

VI. NEXT STEPS

VII. NEXT MEETING

June 28, 2021 @ 8:00am – 10:00-am – Council Chambers – City Hall

VIII. ADJOURNMENT

Motion to adjourn the meeting by Roetliuk, second by Baumann, the meeting was adjourned at 9:30 am.