

CITY OF MINOT
ZONING ORDINANCE STEERING COMMITTEE

Meeting Minutes
July 28
8:00 am – 10:00
Council Chambers, City Hall, 515 2nd Ave., SW

I. ATTENDANCE AND ROLL CALL

Committee: Rolly Ackerman (Chairman), Rusten Roteliuk, Alderman Tom Ross, Pat Bailey

Absent: Gloria Larsgaard, Tyler Neether (Vice-Chair), Tim Baumann

City Staff: Brian Billingsley, Community & Economic Development Director
John Van Dyke, Principal Planner
Lance Meyer (City Engineer)
Stefanie Stalheim (Assistant City Attorney)
Peter Baumgartner (Assistant City Planner)
Glenda Sorensen (Administrative Assistant)

Guests: None

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

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

Motion by Roteliuk to approve the June 30, 2021 meeting minutes, second by Bailey. Passed by the following votes: ayes: all, nays: none.

Motion carries

IV. INTRODUCTION OF GUESTS.

No guests were present.

V. PROPOSED ORDINANCE AMENDMENTS

A. Minor Changes to Article 5 (Sign Code)

Principal Planner Van Dyke gave an overview of the updates to the committee of the Article 5 Sign code. He presented to two documents to the committee:

- Table 5.1-6(b)
- Table 5.1-6(c)

Table 5.1-6(b) District Requirements for Detached On-Premise Permanent Signs

- Pole & Pylon signs are treated the same in other cities.
- Pole signs are up to the right-of-way. Pylon signs are set back to the building. Example: Gate City Bank
- Sign area may be allocated as-desired between multiple tenants so long as the total sign area does not exceed the maximum allowed for both the primary and secondary tenants.

Table 5.1-6(c) District Requirements for Attached On-Premise Permanent Signs

- Total sign area allowed may be divided into multiple signs.

Zoning Ordinance Steering Committee Minutes July 28, 2021

- Business allowed 200 sq. ft.
- Corner business – one side.
- Placement outside of the minimum and maximum height subject to review and approval by the Economic Development Administrator or their designee.

Motion by Roteliuk to approve the minor changes to the Sign Code, second by Ackerman. Passed by the following votes: ayes: all, nays: none.

B. First Review of Chapter 10.3 (Subdivision Design Standards)

Lance Myer gave an overview of this chapter to the committee.

Section 10.3-2 Land Unsuitable for Development.

- Ackerman led the discussion on this topic, specifically questioning if this section should be included in the chapter.
- No changes or omissions made.

Section 10.3-13 Dedication of Right Of Way, Easements and Street Widths.

- The discussion was lengthy, with several ideas on how to alleviate half-streets; however, no changes made.
- Billingsley read, for the record, a text from committee member Baumann, who stated that he is in favor of smaller roads and slower speeds.
- City Engineer Meyer noted that residential street widths are 36'.

Section 10.3-14 Sidewalks

- Engineering has been working on a policy document from 1996.
- #5 paragraph added
- #6 paragraph added

Section 10.3-21 Subdivision Financial Security

- The initial financial security shall be an amount equal to one hundred ten percent (110%) of the estimated cost for all subdivision grading and infrastructure work and shall include inflation, city bidding disadvantage and city project management. Currently the percentage amount is 120%.

Section 10.3-22 Requirements for Building Permits and Certificate of Occupancy

- Billingsley questioned the use of semi-colons and requested clarification in the next revision.

C. Discussion on Certified Mailing Public Hearing Notices

Van Dyke presented statistics supporting the change from certified letters to traditional mail for the 300' and 600' notification letters.

Motion by Ross to change certified letters mailings to traditional mailings, second by Ackerman. Passed by the following votes: ayes: all, nays: none.

VI. NEXT STEPS

VII. NEXT MEETING - TBD

VIII. ADJOURNMENT

Motion to adjourn the meeting by Ackerman, second by Bailey, the meeting was adjourned at 10:05 am.