

CITY OF MINOT
ZONING ORDINANCE STEERING COMMITTEE

Meeting Minutes
January 12, 2022 8:00 am – 10:00 am
Council Chambers, City Hall, 515 2nd Ave., SW

I. ATTENDANCE AND ROLL CALL

Committee: Rolly Ackerman, Chairman (by phone), Tim Baumann, Rusten Roteliuk, Alderman Tom Ross (by phone)
Absent: Tyler Neether (Vice-Chair), Gloria Larsgaard
City Staff: Brian Billingsley, Community & Economic Development Director
John Van Dyke, Principal Planner
Emily Huettl (Assistant City Engineer)
Peter Baumgartner (Associate Planner)
Glenda Sorensen (Administrative Clerk Senior)
Guests: None

Brian Billingsley called the meeting to order at 8:19 am.

II. REVIEW AND APPROVAL OF AGENDA

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

Motion carries

III. APPROVAL OF MINUTES

Motion by Baumann to approve the December 08, 2021 meeting minutes, second by Roteliuk. Passed by the following votes: ayes: all, nays: none.

Motion carries

IV. INTRODUCTION OF GUESTS. None present

V. PROPOSED ORDINANCE AMENDMENTS

A. Numerous Clean-up Items Provided in Document Titled “2021 LDO Clean-up: Round 2”.

Principal Planner Van Dyke walked the committee through the 11 items as follows:

1. MOVING Section 6.1-2 F. 7. Parking Space Requirements for Use Changes, Enlargements, or Modifications

Purpose: To make Section 6.1-2 F. 7. Its own letter under 6.1-2 rather than have it be under F. Alternative Parking Strategies and Reductions.

- Discussion on parking requirements, shared parking, and the option of the applicant to request a variance.
- No changes.

2. MODIFYING Section 5.1-4 B. 6. Exempt Signs

Purpose: To specify that project identification signs are for recognized subdivision, condo complexes, apartment complexes, or other similar development.

- No changes.

3. Section 5.1-6 G. 7.1-1 B. G. District Requirements for Attached On-Premise Permanent Signs

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Purpose: (f) is being added to the table to address an issue that staff has identified with wall signage for strip malls and regional shopping malls in which the calculated sign budget for their master sign plan has been completely take up on the site, but there are still vacant tenant bays with room on the wall for a new sign. An example of this is the Metro Center, which still has vacant tenant bays, but has already maxed out their calculated sign budget.

- Clarification requested on c. (Notes section). Associate Planner Baumgartner clarified that for a sign with two faces, staff would only take the area of one side into consideration when calculating the of said sign for signs with two sides.
- No changes.

4. ADDING to Section 9.1-2. B. Master Sign Plan Evaluation Criteria

Purpose: To codify the calculations that staff had adopted from the Kearney, NE ordinance. For context, existing master sign plan text mentions the Calculated Permitted Sign Budget and the Maximum Permitted Sign Budget, but doesn't define them. When the rest of master sign code was adopted from Kearney code, this portion was left out.

- No changes.

5. ADDING Definition for "Alteration" to Section 5.2-1 Sign-Related Terminology

Purpose: To clarify what constitutes the alternation of an existing sign vs the erection of a new sign for the permitting process. In the past, staff has interpreted what is a new sign vs what is an alteration by internal policy.

- No changes.

6. Section 4.2-3. Requirements Applicable in All Districts (Except I1, I2, M1 and M2)

Purpose: To clear up a contradiction between this section and Section 7.1-4 B. 1. Trash Handling and Recycling Screening Requirements which specifies that trash and recyclable materials do not have to be screened in the M2 District.

- No changes.

7. MODIFYING Section 2.12-6. L Streets

Purpose: To allow for flexibility in the width of private streets in manufactured home parks, at the discretion of the City Engineer, and without needing a variance.

No changes.

8. Section 3.1-5 C. Location of Off-Street Parking

Purpose: To allow for parking to be in the front yard setback of a residential lot that doesn't have a garage.

- Discussion on limitations of number of parking spots, which is determined by lot coverage, landscaping requirements and maximum width without a garage.
- Principal Planner Van Dyke will look into clarifying language and additional language.

9. Section 6.1-5 Conventional Paving

Purpose: The exception to the paving requirements for everything within the "R1" and "R2" is proposed to be struck, along with those for non-housing and non-rural/agricultural uses in AG and RR, as denoted in Table 2.2, to remove the conflict that this section had with some of the other parking requirements of Article 6. This change will allow staff to require paved parking lots for a myriad of uses such as schools, churches, private golf courses, commercial stables and college campuses, while still allowing the agricultural and residential uses to be exempt.

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- Discussion on terms “non-rural” and “commercial stables”.
- Term “commercial stables” stricken from the paragraph.

10. Chapter 5.2 – Definitions: Sign Area:

Purpose: Part A. addresses an issue that staff has had with the consistency of how the area of a sign is determined, in which a wall or pylon sign can be measured by the area of an individual cabinet or a row of text, but a pylon sign is measured by the entire structure save for the concrete base. This change would bring how the area of a pylon sign into conformity with how other sign types are measured and could result in more pylon signs being erected in the place of pole signs. Additionally, as things are measured now, pylon signs are limited by the 150 SF area being allotted to the entire pylon versus just the advertising area, which will most likely push them toward erecting a pole sign instead, which has not such limitation.

Part B. and C. are borrowed from the code that Principal Planner Van dyke had written for Mandan and further reinforces the change made to Part A, by more specifically defining what isn't considered to be part of the sign.

- Strike “concrete base” from “Purpose” paragraph.

11. Table 2.2 – Educational Facilities (Primary and Secondary)

Purpose: To accommodate the introduction of requirements for schools specifically from the previous meeting, all of the district in which Primary and Secondary Educational Facilities are allowed, with the exception of “C1’ and “C2”, have been changed to permitted by right to permitted conditionally.

- No changes.

Motion by Baumann to approve suggested updates/changes to the document as stated above for presentation to the Planning Commission on March 01, 2022, second by Roteliuk. Passed by the following votes: ayes: all, nays: none

Motion carries

Additional Discussion

In addition to the agenda items, Principal Planner Van Dyke presented the following items for discussion:

- Definition of “architectural metal”.
- Other aspects of code that staff needs to look at.
- Sunset of downtown billboards.
- Request by committee member Roteliuk for planning staff to keep a list of anomalies the rest of the committee may not be privy to.
- Benefits of annual reviews of Zoning Ordinance.
- 2040 Comprehensive Plan focus groups. (Billingsley)

VI. NEXT STEPS – None determined.

VII. NEXT MEETING – No meeting date determined.

VIII. ADJOURNMENT

Motion by Roteliuk to adjourn meeting, second by Baumann. Passed by the following votes: ayes: all, nays: none

Motion carries

Meeting adjourned at 9:50am.

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