

**CITY OF MINOT  
ZONING ORDINANCE STEERING COMMITTEE**

Meeting Minutes  
January 13, 2021  
8:00 am  
Council Chambers, City Hall, 515 2<sup>nd</sup> Ave., SW

**I. ATTENDANCE AND ROLL CALL**

Committee: Rolly Ackerman (by phone), Tim Baumann (by phone), Rustin Roteliuk, Gloria Larsgaard (by phone), Tom Ross  
Absent: Tyler Neether, Pat Graner  
City Staff: Brian Billingsley, Community & Economic Development Director  
John Van Dyke, Principal Planner  
Harold Stewart, City Manager  
Emily Huettl, Assistant City Engineer  
Peter Baumgartner, Assistant City Planner  
Glenda Sorensen, Administrative Clerk  
Guests: Megan Laudenschlager, Executive Director, Strengthen ND  
Josh Wolsky

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

**II. APPROVAL OF AGENDA**

Motion by Baumann to approve January 13, 2021 meeting agenda, second by Roteliuk. ayes: all, nays: none

**Motion carries**

**III. APPROVAL OF MINUTES**

Motion by Larsgaard to approve the November 12, 2020 meeting minutes, second by Roteliuk. ayes: all, nays: none.

**Motion carries**

**IV. INTRODUCTION OF GUESTS.**

Mr. Billingsley introduced staff that was present, Megan Laudenschlager, and Josh Wolsky.

**V. PUBLIC COMMENTS ON PROPOSED ZONING ORDINANCE**

Comment #1 – 12/18/2020 Laura Pikka – Lack of pedestrian infrastructure on North Hill

Mr. Billingsley read Ms. Pikka's comments and recommended that the Committee delay taking action until the Committee addresses on the Subdivision Ordinance.

Motion by Baumann to delay action until Subdivision Ordinance, second by Roteliuk. ayes: all, nays: none

**Motion carries**

Comment #2 – 12/18/2020 Carla Newgard – Noise buffers

Mr. Billingsley read Ms. Newgard's comments and informed the committee that the ordinance already contains landscape buffering requirements, but no noise buffering requirements. He asked the committee if they wanted to development noise buffering requirements.

Motion by Baumann to take to no action, second by Ackerman. ayes: all, nays: none

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**Motion carries**

Comment #3 – 12/23/2020 Megan Laudenschlager – Business Incubators in Downtown Minot

Megan Laudenschlager came forward to comment. She stated that she is working with a group that wants to develop a downtown business incubator. Upon reviewing the new ordinance, she discovered that business incubators are not listed in the proposed ordinance.

Mr. Billingsley recommended that the Committee add Business Incubators to the Land Use Table and make them a permitted use in the M1 (Light Industrial) and OP (Office Park) Districts and a conditional use in the Central Business District (CBD).

City Manager Stewart strongly encouraged the committee to approve the amendment. He gave examples of how successful incubators have been in the other cities he has worked in.

Principal Planner Van Dyke suggested adding business incubators as a conditional use in the C2 (General Commercial) District.

Motion by Ackerman to add Business Incubators to the Land Use Table as a permitted use in M1 (Light Industrial District) and OP (Office Park) Districts and as a Conditional Use Permit in C2 (General Commercial District) and CBD (Central Business District), second by Ross. ayes: all, nays: none

**Motion passes**

**VI. STAFF COMMENTS ON PROPOSED ZONING ORDINANCE**

Principal Planner Van Dyke presented the following staff comments.

***Staff Recommendation #1 (A): Amend Land Use Table***

Motion by Ross to add “Recycling Collection and Processing (Non-hazardous)” as permitted use in P (Public District), second by Baumann. ayes: all, nays: none

**Motion passes**

***Staff Recommendation #2 (B): Residential District Fencing Standards***

Ackerman suggested fencing standards be sent to fence companies and a hand-out should be provided at the Home and Garden Show in Minot.

Motion by Ackerman to defer to Engineering, second by Ross. ayes: all, nays: none

**Motion passes**

***Staff Recommendation #3 (C): Setbacks in C1 District***

Motion by Baumann to amend minimum yard setbacks in both front facing platted or proposed arterial/collector street and side facing platted or proposed arterial/collector street to 40 feet, second by Ackerman. ayes: all, nays: none

**Motion passes**

***Staff Recommendation #4 (D): Parking, Landscaping, and Building Design Triggers***

Motion by Ackerman to approve staff recommendation including secondary/accessory structure with the same thresholds to trigger compliance with the existing requirements, second by Roteliuk. ayes: all, nays: none

**Motion passes**

***Staff Recommendation #5 (E): Neighboring Property Owner Notifications***

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Mr. Van Dyke presented a staff alternative to the Committee's recommendation. Discussion was held on the merits of the both proposals.

Motion by Ross to approve staff's recommendation, but delay action with sign and posting requirements, second by Baumann. ayes: all, nays: none

**Motion passes**

**VII. COMMITTEE COMMENTS ON PROPOSED ORDINANCE**

- Co-Chairman Ackerman
  - Staff look at term "average setback".
  - Access drives for truck stops at 80'.
  - Flag lots - Confusion on the language.
  - Detail on the setbacks on the arterials is somewhat confusing.
- Alderman Ross
  - No comments.
- Commissioner Baumann
  - Thanked the staff for all the work. He thinks the ordinance is a great step forward.
- Mr. Graner
  - Not present.
- Ms. Larsgaard
  - Found several formatting issues and typos; will send an e-mail to Brian.
  - CBD district; no reference to parking.
  - Definitions on last article; most code books provide these upfront.
- Mr. Roteliuk
  - Stated his appreciation for the work conducted by staff.
  - Maximum parking required concerns; not suggesting changes at this time.
  - Landscaping.
- Mr. Neether
  - Not present.

**VIII. NEXT STEPS**

Mr. Billingsley asked the committee to have their comments to him by Friday, January 22. He will attached all comments to the next meeting agenda.

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**IX. NEXT MEETING**

The next meeting will be held on January 27, 2021 in Council Chambers at 8:00am.

**X. ADJOURNMENT**

Motion by Alderman Ross to adjourn the meeting, second my Larsgaard. ayes: all, nays: none

**Motion passes**

Meeting adjourned at 10:10am.