CITY OF MINOT
ZONING ORDINANCE STEERING COMMITTEE

Meeting Minutes
March 4, 2020
8:00 am – 11:00 am
1025 31st Street SE., Public Works Building, Conference Room #3

I. ATTENDANCE AND ROLL CALL

Committee: Rolly Ackerman, Josh Wolsky, Gloria Larsgaard
Absent: Rusten Roteliuk, Tim Baumann, Pat Graner, Tyler Neether
City Staff: Brian Billingsley, Community & Economic Development Director
Lance Lang, Principal Planner
Stefanie Stalheim, Assistant City Attorney
Peter Baumgartner, Planner I
Emily Huettl, Assistant City Engineer
Glenda Sorensen, Planning Assistant
Consultant: Scott Harmstead, SRF
Guests: No external guests present

Rolly Ackerman called the meeting to order at 8:02 am.

II. APPROVAL OF MINUTES

February 19, 2020 Zoning Ordinance Steering Committee Meeting minutes were not approved. No quorum present.

Motion passes

III. REVIEW AND APPROVAL OF AGENDA

Agenda was not approved – no quorum present.

Motion passes

IV. INTRODUCTION OF GUESTS

No external guests present.

V. CHAPTER 23 (PARKING AND LOADING)

Use Category – Civic
Convention Center/Civic Center
Library
Museum
Religious/Public Assembly
  • Proposed Minimum & Proposed Maximum will use Occupancy Load. Consultant, SRF Consulting, will determine final calculation.

Use Category – Office

Drive-thru Bank
  • Proposed Minimum – modified to 3 spaces per 1,000 SF
  • Discussion of separate category (line)

Use Category – Retail Sales and Services (Small)
Greenhouse/Nursery
- Proposed Minimum modified to 2 spaces per 1,000 SF
- Proposed Maximum modified to 4 spaces per 1,000 SF

Limited Food Sales
- Proposed Minimum modified to 2 spaces per 1,000 SF
- Proposed Maximum modified to 4 spaces per 1,000 SF

Liquor Sales
- Proposed Minimum modified to 2 spaces per 1,000 SF
- Proposed Maximum modified to 3 spaces per 1,000 SF

Salons
- Proposed Maximum modified to 4 spaces per 1,000 SF

Use Category – Retail Sales and Services (Large)

Furniture Stores and Showrooms
- Proposed Minimum modified to .5 space per 1,000 SF
- Proposed Maximum modified to 1 space per 1,000 SF

Hotels and Motels
- Proposed Minimum modified to read 0.75 space per room or suite, plus 1 space per 4 persons to the maximum occupancy load of each public meeting and/or assembly room. Omitted: plus 50 percent of the spaces otherwise required for accessory uses (e.g. restaurants and bars)
- Proposed Maximum modified to omit: plus 50 percent of the spaces otherwise required for accessory uses (e.g. restaurants and bars)

Supermarket
- Proposed Minimum modified to read 3 spaces per 1,000 SF

Truck Stops
- Proposed Maximum – Consultant Harmstead will add language for accessory uses.

Use Category – Specialty Businesses

Funeral Homes
- Proposed Minimum will use Occupancy Load. Consultant, SRF Consulting, will determine final calculation.

Crematories (stand-alone)
- Proposed Minimum modified to 1 space for each employee. Omitted: at peak shift.
- Proposed Maximum modified to 2 spaces for each employee. Omitted: at peak shift.

Use Category – General Industry

Manufacturing, fabrication, processing, assembly and packaging facilities
- Proposed Minimum modified to .75 spaces per employee per peak shift

Research Park
- Proposed Minimum modified to .75 spaces per employee

Sales or service of industrial, agricultural, and construction equipment and semi-trucks
- Proposed Minimum modified to 1 space per 1,000 SF for retail
- Proposed Minimum modified to .75 spaces per employee
- Proposed Maximum modified to 2 spaces per 1,000 SF for retail
- Proposed Maximum modified to .75 spaces for employee

Use Category – Heavy Industry

Construction Batch Plant (Permanent)
Construction Batch Plant (Temporary)
Grain Elevators
Manufacture or storage of fertilizer, petroleum, and similar hazardous materials and compounds
  • Proposed Minimum modified to .75 spaces per employee

Use Category – Warehousing and Freight
Cargo Container Yards
Warehousing (Enclosed)
Warehousing (Open)
Railroad Terminals and Truck Terminals
  • Proposed Minimum modified to .75 spaces per employee

Use Category – Waste Related Uses
Salvage Yards
Landfill
Recycling Collection and Processing
Sewage Treatment Plant/Lagoons
  • Proposed Minimum modified to .75 spaces per employee
  • Recycling Collection and Processing (duplicate line omitted)

Use Category – Accessory Uses
Bed and Breakfast
  • Proposed Minimum modified to: 2 spaces for principal swelling unit, plus .75 spaces for each rental room (see Section 26-4 C)
Outdoor Seating (Restaurant)
  • Proposed Minimum modified to add: Does not add to requirement
Medical Marijuana Production Facility
  • Proposed Minimum modified to .75 spaces per employee

Use Category – Community Infrastructure
Airport and Associated Facilities
  • Proposed Minimum modified to Per Site Plan
  • Proposed Maximum modified to Per Site Plan

Use Category – Temporary Uses
Farmers Market
  • Proposed Minimum modified to read: Per Site Plan
  • Proposed Maximum modified to read: Per Site Plan
Temporary Sales (e.g. Outdoor)
  • Proposed Minimum modified to read: Per Site Plan
  • Proposed Maximum modified to read: Per Site Plan

VI. Next meeting to be held on March 18, 2020 at City Hall, Council Chambers at 8:00am – 10:00am.

VII. Adjournment 10:25am.