

CITY OF MINOT
ZONING ORDINANCE STEERING COMMITTEE

Meeting Minutes
March 30, 2022 8:00 am – 10:00 am
Council Chambers, City Hall, 515 2nd Ave., SW

I. ATTENDANCE AND ROLL CALL

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

Brian Billingsley called the meeting to order at 8:02 am.

II. REVIEW AND APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

Motion by Baumann to approve the January 12, 2022 meeting minutes, second by Ross. Passed by the following votes: ayes: all, nays: none.

Motion carries

IV. INTRODUCTION OF GUESTS. None present

V. PROPOSED ORDINANCE AMENDMENTS

- A. Use Table Modifications – Limited “C2” uses in “M1”**
- B. Modifications to standards for the Auto Maintenance, Convenience Stores/Fuel Stations, and Carwashes**
- C. New Definition: Oil Change Facility**

P¹ Definition: Compatible “C2” General Commercial District uses are permitted in industrial zones fronting on major arterials, minor arterials, and collector level streets. For the purpose of this chapter, “compatible” shall mean capable of coexisting in harmony.

Section 4.1-6 Commercial Uses

Motor Vehicle Uses

Auto Repair, Auto Maintenance and Oil Change Facility

Oil Change Facility was added as P (Permitted) in C1 (Neighborhood Commercial District), M1 (Light Industrial District) & M2 (Heavy Industrial District) and as C (Conditional Use) in I1 (Light Industrial Park District) and P (Public District).

The following verbiage was modified and/or added:

f. Auto Repair, Auto Maintenance and Oil Change Facility operations shall be at least three hundred feet (300') from a school, public park, religious assembly use, hospital, or residential use as measured from the closest point on the building to the property boundary or the respective use.

g. An exception to the buffering requirement provided in f. above shall be made for an Auto Maintenance or Oil Change Facility use the is completely screened by an intervening building or across an arterial or major collector roadway from the respective use.

**Zoning Ordinance Steering Committee Minutes
March 30, 2022**

h. An exception to the buffering requirement provided in f. above shall be made for an Oil Change Facility that:

- a. Does not utilize impact drivers or similar noise-producing tools customary in auto maintenance activities such as tire maintenance/replacement facilities; and
- b. Is completely screened by an intervening building or across an arterial, collector, or local roadway from the respective use.

D. Convenience Stores/Fuel Station

Convenience Stores/Fuel Stations were added to the M1 "Light Industrial District" as P¹.

F. Car Wash

Car Wash was added as P¹ in M1 (Light Industrial District).

The following verbiage was modified and/or added:

- b. Neither the car wash nor an accessory vacuum shall be located within three hundred feet (300') of any residential use, as measured from the closest point on the building to the property boundary or the residential use, unless completely screened by an intervening building or across an arterial or major collector roadway from the residential use.

New Definition: Oil Change Facility

Oil Change Facility: Operations that provided lubrication and/or checking, changing, or additions of those fluids and filters necessary to the maintenance of a vehicle; the customer generally waits in the vehicle or nearby while the service is performed.

Auto Maintenance (Use Table Definition): Routine maintenance and minor repairs to passenger vehicles; the customer generally waits in the vehicle or nearby while the service is performed. Excludes Oil Change Facility.

Retail Sales and Services (Small)

General Merchandise has been added to M1 (Light Industrial) as P¹.

Limited Food Sales has been added to M1 (Light Industrial) as P¹.

Liquor Sales has been changed to Liquor Stores in the Use Table and throughout the Zoning Ordinance. Additionally is has been added to M1 (Light Industrial) as P¹.

Motion by Neether to approve suggested updates/changes to the document as stated above for presentation to the Planning Commission on May 03, 2022, second by Ackerman.

Motion by Baumann to approve suggested updates/changes to the document as stated above, with an amendment to remove General Merchandise from M1, for presentation to the Planning Commission on May 03, 2022. Failed by the following votes: ayes: none, nays: all.

Motion fails

Motion by Neether to approve suggested updates/changes to the document as stated above for presentation to the Planning Commission on May 03, 2022, second by Ackerman. Passed by the following votes: ayes: all, nays: none

Motion carries

VI. NEXT STEPS

Zoning Ordinance Steering Committee clean-up meetings will be scheduled every six (6) months and be held at the Public Works building in Conference Room #3.

**Zoning Ordinance Steering Committee Minutes
March 30, 2022**

Suggested topics for discussion:

- Non-conforming Uses
- Wind Energy in the 2-mile ETJ
- Non-traditional lawn options
- Sunset billboard signs in downtown with a grandfather clause to waive fees.

VII. NEXT MEETING – No specific date set but will occur in September/October 2022.

VIII. ADJOURNMENT

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

Motion carries

Meeting adjourned at 9:35 am.

DRAFT