

**CITY OF MINOT  
ZONING ORDINANCE STEERING COMMITTEE**

Meeting Minutes  
May 8, 2019  
8:00am – 10:00 am  
Finance Department Conference Room  
City Hall

**I. ATTENDANCE AND ROLL CALL**

Committee: Rolly Ackerman, Tyler Neether, Tim Baumann, Josh Wolsky, Pat Graner, Rusten Roteliuk, Gloria Larsgaard

Absent: none

Staff: Brian Billingsley, Community & Economic Development Director  
Lance Lang, Principal Planner  
Stefanie Stalheim – Assistant City Attorney  
Glenda Sorensen, Planning Assistant

Guests: Cindy Snay, Coughlin Construction  
Scott Harmstead – SRF Consulting

Chairman Ackerman called the meeting to order at 8:00 a.m.

**II. APPROVAL OF APRIL 10, 2019 & APRIL 24, 2019 MINUTES**

Motion by Wolsky to approve the April 10, 2019 minutes, seconded by Graner.  
eyes: all, nays: none

**Motion passes**

Motion by Baumann to approve April 24, 2019 minutes, seconded by Wolsky.  
eyes: all, nays: none

**Motion passes**

**III. INTRODUCTION OF GUESTS**

It was acknowledged that Cindy Snay, Coughlin Construction, will be attending the Zoning Ordinance Steering Committee meetings going forward.

**IV. REVIEW AND APPROVAL OF AGENDA**

Motion by Neether to approve the agenda, seconded by Larsgaard.  
eyes: all, nays: none

**Motion passes**

**V. NON-CONFORMING USES**

Harmstead addressed changes in Chapter 25, both in the basic version and the marked-up version and noted that the content is overall the same, but the look is different.

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There was discussion on the date this ordinance was created. The two (2) years in question are 1958 and 1963. Since there was no agreement on the dates, Harmstead suggested striking out the dates entirely. Billingsley requested that the dates be researched.

Harmstead addressed section 25.1 (c) in regards to repair and maintenance of an existing non-conforming structure that the current percentage of 25% be amended to 0%, which would be easier for the property owners.

Also, in section 25.4 (b) it was addressed that nonconforming manufactured homes may be replaced within 30 days if the replacement is the same size. Roteliuk cited FEMA trailers, and trailers on the east side of Minot Hwy 2 as the reason why this clause is in the ordinance. Lang stated perhaps the idea is to allow older units to be upgraded in nonconforming situations so that the area does not become an eyesore quite as readily. Legal manufactured homes would not have the restriction. Does the committee want to keep this clause in Chapter 25?

Replacement criteria resulting from damage by fire, explosion, etc. was addressed during this section of the meeting. The main question is what percentage of damage is easiest to interpret and enforce? There is a conflict in the ordinance because the floodplain chapter uses a 50% damage threshold and this chapter 60%. Which one, 50% or 60%? The committee settled on 50%.

There was discussion regarding multi-use and overlay districts. Both of which are advantageous in college areas as they provide affordable units and higher density. Billingsley proposed an overlay district around the college campus that would allow up to tri-plexes on single-family lots.

Billingsley suggested to the group that this chapter be saved for final review until other sections of the ordinance are completed, which may take some of the possible conflicts off the table. The group concurred.

**This was a decision, not a motion**

**VI. PROJECT SCHEDULE**

The project schedule was revised by SRF to end in January. Meetings will still be scheduled every other Wednesday.

**VII. NEXT MEETING**

The next Zoning Ordinance Steering Committee will be March 22, 2019 from 8:00am – 10:00am in the Finance Conference Room at City Hall.

Topics for that meeting are:

- Chapter 25, Non-Conforming
- Chapter 30, Administrative Procedures

**VIII. ADJOURNMENT**

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With no other topics, Ackerman made a motion to adjourn meeting, seconded by Rusten Roteliuk.

Ayes: all, nays: none

**Motion passes.**

Meeting adjourned at 10:01am.