

**CITY OF MINOT
ZONING ORDINANCE STEERING COMMITTEE**

Meeting Minutes
May 22, 2019
8:00am – 10:00 am
City Council Chambers
City Hall

I. ATTENDANCE AND ROLL CALL

Committee: Tyler Neether, Josh Wolsky, Pat Graner, Gloria Larsgaard, Tim Baumann

Absent: Rolly Ackerman, Rusten Roteliuk

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
Tim Magnusson (SRF)

Vice Chairman Neether called the meeting to order at 8:05 a.m.

II. APPROVAL OF MINUTES

Motion by Wolsky to approve the May 8, 2019 minutes, seconded by Neether
eyes: all, nays: none

Motion passes

III. INTRODUCTION OF GUESTS

Cindy Snay, Coughlin Construction attended the meeting

IV. REVIEW AND APPROVAL OF AGENDA

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

Motion passes

V. NON-CONFORMING USES

Magnusson addressed changes in Chapter 25.

- Item (c.) was discussed. Stalheim suggested striking “or more”.
- Section 25-2 (Nonconforming Uses of Land). Put on hold until the committee can get to the zoning districts: C1, C2, M1& M2.

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- Section 25-2b, paragraph 2.a – landscaping codes, i.e. trees, was discussed.
- Section 25-3a. – strike “any unlawful use of building”.
- Section 25-6 (Multi-Family Dwellings in R1 Districts). Hold until dates have passed and revisit at that time.
- Replacement criteria. FEMA was introduced by Magnusson. 50% or greater will replace the 60% versus 40% criteria consistently throughout the ordinance.

VI. CHAPTER 30 – ADMINISTRATIVE PROCEDURES

Magnusson gave overview comments.

Items discussed:

- It was noted that the identifying letters of specific paragraphs in this chapter are incorrect and will be amended (beginning with 30-2)
- Minimizing need for public hearings.
- Century Code cited – one (1) public hearing.
- Consent agenda items.
- Public Notice Requirement.
- Chapter 30-9(d) – Waiver of Notice. City Council has to authorize.
- Sign permits would go to Board of Adjustment (not in existence) or Planning Commission, therefore would go to one body of the other.
- Do we need a special area on the sign permit application indicating the need to contact Building Department? Decision was made to have on the application.
- Scrap all of 5 items of variances and replace with existing language.
- There is no section in this chapter for a PUD (Planned Unit Development). PUD District is Chapter 13.
- Verbiage for applications should be Community Development Department, not Planning Department, and should be consistent throughout the code.
- Board of Adjustment will remain in the zoning ordinance in the event we bring that body back.
- Entire application and approval process was discussed.
- Appeal process for City Council is set at 30 days. Appeals can be from applicant or 300' notification area.

VII. NEXT MEETING

The next Zoning Ordinance Steering Committee will be June 5th, 2019 from 8:00am – 10:00am in the City Council Chambers at City Hall.

Topics for that meeting are:

- Chapter 25, Non-Conforming (continued to address changes)
- Chapter 30, Administrative Procedures (remainder of chapter)

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VIII. ADJOURNMENT

With no other topics, Brian Billingsley called the meeting adjourned.

Meeting adjourned at 10:00am.