

**CITY OF MINOT
ZONING ORDINANCE STEERING COMMITTEE**

Meeting Minutes
June 5, 2019
8:00am – 10:00 am
City Council Chambers
City Hall

I. ATTENDANCE AND ROLL CALL

Committee: Rolly Ackerman, Tyler Neether, Pat Graner, Rusten Roteliuk, Gloria Larsgaard

Absent: Tim Baumann, Josh Wolsky

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

Consultant: Scott Harmstead, SRF Consulting

Guests: Cindy Snay, Coughlin Construction

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

II. APPROVAL OF MINUTES

Motion by Ackerman to approve the May 22, 2019 minutes. ayes: all, nays: none

Motion passes

III. INTRODUCTION OF GUESTS

Cindy Snay, Coughlin Construction attended the meeting.

IV. REVIEW AND APPROVAL OF AGENDA

Motion by Ackerman to approve the agenda. Ayes: all, nays: none

Motion passes

V. NON-CONFORMING USES

Scott Harmstead commented on updates and changes that were made since the last meeting.

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Chapter 25-4. Gloria Larsgaard asked for a definition of “design character”. It was determined that this would be addressed when the committee reviews “Dwellings in R1, R2, RM, R3C and RH districts.”

There was discussion regarding replacement criteria is “greater than taxable assessed value.”

Pat Graner raised the issue of adding “fair market value” to the requirement.

The committee agreed that there would need to be a definition of “fair market value”.

Would fair market value be determined by an independent assessor or a Board of Adjustment (which does not currently exist)?

Brian Billingsley stated that the final decision would be determined by the City Council.

Tyler Neether asked if Section B (Manufactured Homes) be taken out or left in? That section will be left in the ordinance.

Section 25-6. It was presented that the sunset dates are an issue.

Lance Lang will check with the City Assessor to see how many letters are involved regarding the sunset dates.

It was decided that further action with this chapter will be held until a future meeting.

No Motion

VI. CHAPTER 30 – ADMINISTRATIVE PROCEDURES

Scott Harmstead (SRF) gave overview comments with updates and changes.

“Community Development” has been changed throughout the ordinance to “Planning Department.”

Sign permit was added to flow chart.

Permit is valid for one (1) year, after that it is voided. One (1) six-month extension can be granted.

Visibility triangle was removed from Variances, 30-2 (a).

Fence standards was added, 30-2 (a).

There was discussion on the 300’ notification area regarding extending it out farther depending on the item and location.

The difference between CUP (Conditional Use Permit) and IUP (Interim Use Permit) was discussed.

Interim is temporary.

CUP is ongoing and is attached to the land, not the owner. CUPs are transferrable to new property owner if the conditional permit remains in effect under the new owner’s operations.

The appeals process was discussed, and the committee agreed on a 30-day appeal process.

Section 30-10 was discussed (Review and Decision Making Rules)

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VII. NEXT MEETING

The next Zoning Ordinance Steering Committee will be June 19th, 2019 from 8:00am – 10:00am in the City Council Chambers at City Hall.

Topics for that meeting are:

- Chapter 30, Administrative Procedures (remainder of chapter)

VIII. ADJOURNMENT

The committee unanimously agreed to re-schedule the meeting scheduled on July 3rd to July 10th.

The committee agreed to discuss building design standards at the July 10th meeting. Staff will invite a representative from the Minot Builders Association to represent concerns of local contractors and design professionals to this meeting.

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

Meeting adjourned at 10:00am.