

**CITY OF MINOT
ZONING ORDINANCE STEERING COMMITTEE**

Meeting Minutes
June 19, 2019
8:00am – 10:00 am
City Council Chambers
City Hall

I. ATTENDANCE AND ROLL CALL

Committee: Rolly Ackerman, Josh Wolsky, Pat Graner, Rusten Roteliuk,

Absent: Tim Baumann, Gloria Larsgaard, Tyler Neether

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), Tim Magnusson (SRF Consulting)

Guests: Cindy Snay, Coughlin Construction

Chairman Ackerman called the meeting to order at 8:05 am.

II. APPROVAL OF MINUTES

Motion by Ackerman to approve the June 05, 2019 minutes at the next meeting, July 10, 2019.

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 Wolsky to approve the agenda, seconded by Graner. Ayes: all, nays: none

Motion passes

V. CHAPTER 30 – ADMINISTRATIVE PROCEDURES

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

Section 30-4, E. Revocation

Under "Effect of Revocation", "Conditional" was stricken from the verbiage and replaced with "Interim".

Harmstead introduced the discussion of the notification letter area, which was deemed as insufficient. Lang noted that there is a discrepancy between 20% and 20 individuals.

"Notification Area" verbiage being added to "Definitions" was introduced.

Chairman Ackerman noted that there was confusion and lawsuits over who should and/or did receive notification letter regarding the landfill.

Assistant City Attorney Stefanie Stalheim noted that once decided, the notification area and the appeals notification area should be the same.

Section 30-6, Zoning Ordinance Text Amendment

It was decided that this section will be left as is.

Chairman Rolly Ackerman inquired if DRT (Development Review Team) was in the Definitions Chapter, and noted that if it is not, it should be.

Lance Lang, Principal Planner, noted that he stated the DRT committee in 2017, but was not sure it needed to be in the Zoning Ordinance code.

Brian Billingsley, Community & Economic Development Director, wanted text amendments to be handled by the Zoning Ordinance Steering Committee (ZOSC) prior to going to the Planning Commission.

Rusten Roteliuk asked if the ZOSC Committee would be a permanent committee, and it was decided that it would, however, once the Ordinance revision was completed that the committee would only meet as necessary.

Section 30-7, Appeal of Administrative Decisions

The appeal process for sign permits, CUPs (Conditional Use Permits), will be handled at the staff level.

The appellate body is the Planning Commission.

Josh Wolsky asked if there would be a fee for the appeals process, and if there was, it was suggested that the fee be reasonable.

Tim Magnussen noted going before the City Council is a grievance, not an appeal. Stefanie Stalheim agreed.

Applicant can appeal decisions made by the PC Committee to the City Council.

Section 30-8, Annexation

Scott Harmstead noted referenced the Century Code, in that the extra-territorial be notified.

Josh Wolsky introduced that the verbiage in paragraph (b) should read "a majority" of the City Council, and not "4 votes, which can be confusing.

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Section 30-9, Notice Requirements

The 300' buffer was introduced again and needed to be expanded.

Scott Harmstead advised that he had tested in buffer zones in Mandan and that depending on the density we area might need to be expanded significantly, and that the number of addresses is not the determining factor, rather the expansion of the buffer zone.

Section 30-10, Review & Decision Making Bodies

The notification buffer was again introduced. The example given was once the committee has completed the revision of the Zoning Ordinance, would the city council be able to waive public hearing notice requirements?

Pat Graner suggested a public hearing, and not use mailings.

Billingsley asked that the verbiage be "unanimous" and not "super majority".

Under By-Laws, change January to June.

No Motion

VI. NEXT MEETING

The committee unanimously agreed to re-schedule the meeting scheduled on July 3rd to July 10th. It was also unanimously agreed to move the meeting to 9:00am – 11:00am due to several committee member's time conflicts. Meeting will remain scheduled in Council Chambers.

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.

VII. ADJOURNMENT

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

Meeting adjourned at 9:50am.