

**CITY OF MINOT  
ZONING ORDINANCE STEERING COMMITTEE**

Meeting Minutes  
March 4, 2020  
8:00 am – 11:00 am  
1025 31<sup>st</sup> Street SE., Public Works Building, Conference Room #3

**I. ATTENDANCE AND ROLL CALL**

Committee: Rolly Ackerman, Josh Wolsky, Gloria Larsgaard  
Absent: Rusten Roteliuk, Tim Baumann, Pat Graner, Tyler Neether  
City Staff: Brian Billingsley, Community & Economic Development Director  
Lance Lang, Principal Planner  
Stefanie Stalheim, Assistant City Attorney  
Peter Baumgartner, Planner I  
Emily Huettl, Assistant City Engineer  
Glenda Sorensen, Planning Assistant  
Consultant: Scott Harmstead, SRF  
Guests: No external guests present

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

**II. APPROVAL OF MINUTES**

February 19, 2020 Zoning Ordinance Steering Committee Meeting minutes were not approved. No quorum present.

**Motion passes**

**III. REVIEW AND APPROVAL OF AGENDA**

Agenda was not approved – no quorum present.

**Motion passes**

**IV. INTRODUCTION OF GUESTS**

No external guests present.

**V. CHAPTER 23 (PARKING AND LOADING)**

**Use Category – Civic**  
**Convention Center/Civic Center**  
**Library**  
**Museum**

**Religious/Public Assembly**

- Proposed Minimum & Proposed Maximum will use Occupancy Load. Consultant, SRF Consulting, will determine final calculation.

**Use Category – Office**

**Drive-thru Bank**

- Proposed Minimum – modified to 3 spaces per 1,000 SF
- Discussion of separate category (line)

**Use Category – Retail Sales and Services (Small)**

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**Greenhouse/Nursery**

- Proposed Minimum modified to 2 spaces per 1,000 SF
- Proposed Maximum modified to 4 spaces per 1,000 SF

**Limited Food Sales**

- Proposed Minimum modified to 2 spaces per 1,000 SF
- Proposed Maximum modified to 4 spaces per 1,000 SF

**Liquor Sales**

- Proposed Minimum modified to 2 spaces per 1,000 SF
- Proposed Maximum modified to 3 spaces per 1,000 SF

**Salons**

- Proposed Maximum modified to 4 spaces per 1,000 SF

**Use Category – Retail Sales and Services (Large)**

**Furniture Stores and Showrooms**

- Proposed Minimum modified to .5 space per 1,000 SF
- Proposed Maximum modified to 1 space per 1,000 SF

**Hotels and Motels**

- Proposed Minimum modified to read 0.75 space per room or suite, plus 1 space per 4 persons to the maximum occupancy load of each public meeting and/or assembly room. Omitted: plus 50 percent of the spaces otherwise required for accessory uses (e.g. restaurants and bars)
- Proposed Maximum modified to omit: plus 50 percent of the spaces otherwise required for accessory uses (e.g. restaurants and bars)

**Supermarket**

- Proposed Minimum modified to read 3 spaces per 1,000 SF

**Truck Stops**

- Proposed Maximum – Consultant Harmstead will add language for accessory uses.

**Use Category – Specialty Businesses**

**Funeral Homes**

- Proposed Minimum will use Occupancy Load. Consultant, SRF Consulting, will determine final calculation.

**Crematories (stand-alone)**

- Proposed Minimum modified to 1 space for each employee. Omitted: at peak shift.
- Proposed Maximum modified to 2 spaces for each employee. Omitted: at peak shift.

**Use Category – General Industry**

**Manufacturing, fabrication, processing, assembly and packaging facilities**

- Proposed Minimum modified to .75 spaces per employee per peak shift

**Research Park**

- Proposed Minimum modified to .75 spaces per employee

**Sales or service of industrial, agricultural, and construction equipment and semi-trucks**

- Proposed Minimum modified to 1 space per 1,000 SF for retail
- Proposed Minimum modified to .75 spaces per employee
- Proposed Maximum modified to 2 spaces per 1,000 SF for retail
- Proposed Maximum modified to .75 spaces for employee

**Use Category – Heavy Industry**

**Construction Batch Plant (Permanent)**

**Construction Batch Plant (Temporary)**

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**Grain Elevators**

**Manufacture or storage of fertilizer, petroleum, and similar hazardous materials and compounds**

- Proposed Minimum modified to .75 spaces per employee

**Use Category – Warehousing and Freight**

**Cargo Container Yards**

**Warehousing (Enclosed)**

**Warehousing (Open)**

**Railroad Terminals and Truck Terminals**

- Proposed Minimum modified to .75 spaces per employee

**Use Category – Waste Related Uses**

**Salvage Yards**

**Landfill**

**Recycling Collection and Processing**

**Sewage Treatment Plant/Lagoons**

- Proposed Minimum modified to .75 spaces per employee
- Recycling Collection and Processing (duplicate line omitted)

**Use Category – Accessory Uses**

**Bed and Breakfast**

- Proposed Minimum modified to: 2 spaces for principal dwelling unit, plus .75 spaces for each rental room (see Section 26-4 C)

**Outdoor Seating (Restaurant)**

- Proposed Minimum modified to add: Does not add to requirement

**Medical Marijuana Production Facility**

- Proposed Minimum modified to .75 spaces per employee

**Use Category – Community Infrastructure**

**Airport and Associated Facilities**

- Proposed Minimum modified to Per Site Plan
- Proposed Maximum modified to Per Site Plan

**Use Category – Temporary Uses**

**Farmers Market**

- Proposed Minimum modified to read: Per Site Plan
- Proposed Maximum modified to read: Per Site Plan

**Temporary Sales (e.g. Outdoor)**

- Proposed Minimum modified to read: Per Site Plan
- Proposed Maximum modified to read: Per Site Plan

VI. Next meeting to be held on March 18, 2020 at City Hall, Council Chambers at 8:00am – 10:00am.

VII. Adjournment 10:25am.