

**CITY OF MINOT  
ZONING ORDINANCE STEERING COMMITTEE**

Meeting Minutes  
October 14, 2020  
8:00 am

Council Chambers, City Hall, 515 2<sup>nd</sup> Ave., SW

**I. ATTENDANCE AND ROLL CALL**

Committee: Rolly Ackerman (by phone), Tim Baumann (by phone), Tom Ross, Rustin Roteliuk  
Absent: Pat Graner, Gloria Larsgaard, Tyler Neether  
City Staff: Brian Billingsley, Community & Economic Development Director  
John Van Dyke, Principal Planner  
Peter Baumgartner, Assistant City Planner  
Glenda Sorensen, Planning Assistant  
Guests: None

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

**II. APPROVAL OF AGENDA**

Motion by Baumann to approve October 14, 2020 meeting agenda, second by Roteliuk. ayes: all, nays: none

**Motion carries**

**III. APPROVAL OF MINUTES**

Motion by Roteliuk to approve the September 30, 2020 meeting minutes, second by Baumann. ayes: all, nays: none.

**Motion carries**

**IV. INTRODUCTION OF GUESTS.**

No guests present at meeting.

**V. CHAPTER 20 (FLOOD PROTECTION)**

- Lance Meyer, City Engineer, gave a presentation on Flood Protection.
- Meyer noted that the last version of the ordinance was approved by FEMA. FEMA and State Engineer must approve the new ordinance.

**Article III. General Provisions**

**Section 20-11. Warning and Disclaimer or Liability**

- The Severability Clause added to Article III.

**Article IV. Provision for Flood Hazard Reduction**

**Section 20-16. General Standards**

- Under A. Anchoring – second sentence was added to this
- Under B3. & C3. – Van Dyke added “at least” to one foot above the Base Flood Elevation.
- Under C. Utilities – sentence “All tanks must be watertight and all access openings must be one foot above the Base Flood Elevation” was added.

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**VI. CHAPTER 31 (STORM WATER)**

Lance Meyer, City Engineer, gave a presentation on Storm Water.

**Division 2**

Storm Water Management Plan

**Subdivision A – In General**

**Section 28.1-21. Storm Water Management Plan; When Required; Exceptions:**

- Under A.4 – The date was in question. When did the ordinance start?

**Section 28. 1-24/ Storm Water Management Plan – Components**

- Under C.7 – Committee debated on taking out 10-year and leaving only 100-year floodplains. It was decided to leave only 100-year floodplains.

**Subdivision C – Performance**

**Section 28.1-62. Compliance with Other Requirements**

- Under B – Department of Environmental Quality was added.

**Division 3**

**Storm Water Management Permit**

Meyer, City Engineer, stated that beginning 2021 the Engineering Division would issue permits.

**VII. CHAPTER 28 (LAND SUBDIVISION REGULATIONS) – DISCUSSION**

Billingsley presented his vision for this chapter. There were no documents to review.

- Meyer (City Engineer) acknowledged that this chapter needs to be updated and the objective is to change the method used for subdivisions.
- Billingsley referenced how subdivisions were done in Caldwell, Idaho. Noted was the option of obtaining a Letter of Credit to cover any undone items.
- Van Dyke added that insurance bonds could be required and that to COO would not be issued until final approval of the plat.
- Billingsley cancelled the next scheduled ZOSC meeting due to the large overhaul this chapter needs.

Ackerman (Chairman) asked for a motion to accept changes made to Chapter 20.

Motion by Ross to approve changes to Chapter 20, second by Baumann. ayes: all, nays: none.

**Motion carries**

Ackerman (Chairman) asked for a motion to accept changes made to Chapter 21.

Motion by Ross to approve changes to Chapter 21, second by Roteliuk. ayes: all, nays: none

**Motion carries**

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**VIII. NEXT MEETING**

Thursday, November 12, 2020 at 8:00am, City Hall Chambers.

Topics:

Subdivision Ordinance

**IX. ADJOURNMENT**

Meeting adjourned at 9:19am.