



**Planning Commission
Staff Report**

Application Date: 4/5/2023 Date of Staff Report: 4/15/2023 Planning Commission Meeting: 05/15/2023	Staff Contact: Brian Billingsley, Community Dev. Director Staff Recommendation: Approval
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Case Number: 2023-05-05 Project Name: Comprehensive Plan - Adoption Current Legal Description: N/a Proposed Legal Description: N/a Present Address: N/a Entitlements Requested: Adopt the official 2040 Comprehensive Plan for the City of Minot

Owners: N/a Representative: Brian Billingsley Community Development Director City of Minot

Present Zone(s): N/a Present Use(s): N/a Uses Allowed in Present Zone(s): N/a Present Future Land Use Map Designation: N/a

Proposed Zone(s): N/a Proposed Use(s): N/a Uses Allowed in Proposed Zone(s): N/a Proposed Future Land Use Map Designation: N/a

PROJECT DESCRIPTION:

Public hearing request by City of Minot for the adoption of the 2040 Comprehensive Plan for the City of Minot. The proposed document can be reviewed here: <https://www.minot2040.com/plan-materials/>

BACKGROUND INFORMATION:

The new comprehensive plan will replace the 2012 Comprehensive Plan. It is a common practice in the planning industry to adopt a new plan every ten years or so.

The Minot City Council appropriated the necessary funding in the 2021 Community Development Department budget for this project. Staff prepared and posted a Request for Qualifications (RFQ) in the summer of 2021. We received four submittals from qualified firms. In the Fall of 2021, staff selected three firms to interview. The selection committee selected the firm of SFR Consulting, based in Bismarck, ND. They were assisted by Confluence Planning from Des Moines, IA and Odney Communications personnel in Bismarck and Minot.

The project kicked off in November 2021. A Steering Committee representing various community groups, including some members from the Minot Planning Commission, was formed to work with staff and the consultants. Public participation was a critical component to gather data, perceptions, and aspirations from all segments of the community. Staff and consultants went to great lengths to invite property owners from within city limits and the two-mile extra-territorial jurisdiction to participate in the various meetings. Public participation efforts are summarized below:

- Focus Groups (Stakeholders): February 2022
 - Housing and Community Character
 - Public Services, Facilities, Parks and Open Space
 - Land Use and Transportation
 - Economic Development
- Survey Monkey Poll (Open to General Public): March 2022
 - 9 Questions – 1,037 responses
- Public Workshop #1 (Open to the General Public): June 2022
 - Three locations (North Hill, Downtown, and South Hill)
 - Over 60 people attended
 - Purpose was to ask the public their thoughts on the future growth of the city
- Public Workshop #2 (Open to the General Public): August 2022
 - Three locations (North Hill, Downtown, South Hill)
 - Over 50 people attended
 - Purpose was to give the public multiple planning options to choose one or more alternative land use plans
- Public Workshop #3 (Open to the General Public): February 2023
 - One location (Downtown)
 - About 15 people attended
 - Purpose was to give the general public an opportunity to view and comment on the final draft of the 2040 Plan

STAFF ANALYSIS:

Adoption of a Comprehensive Plan:

Chapter 40-48-08 of the North Dakota Century Code gives municipalities the authority to adopt a comprehensive plan. A comprehensive plan is a guiding document for the future physical growth and development of the community. The plan should be comprehensive in nature, long-range, focuses on physical development, and should relate physical design proposals that meets the community's goals, objectives, and policies.

A comprehensive plan essentially is the community's vision for the future. It contains the goals that the community wants to accomplish, an analysis of existing conditions and demographic data, a compilation of trends and market forces, and a summary of public participation efforts. This is the community's plan; not just a plan that was developed by a small group of people behind a closed door.

The Minot 2040 Comprehensive Plan contains seven (7) primary elements:

- Land Use
- Transportation
- Housing
- Public Services, Facilities, and Utilities
- Parks, Open Space, and Trails
- Economic Development
- Community Character

The plan also contains a future land use map that guides staff and the community for how future development patterns will be laid out. It also contains an implementation chapter that gives guidance to staff on future projects it should undertake to put the plan into action, rather than let it sit on a bookshelf and gather dust. In addition, the plan is utilized by staff to formulate recommendations on all land use matters that are submitted to the Planning Commission and City Council. All land use decisions must be consistent with the goals, objectives, and policies of the official comprehensive plan.

Comments:

1. There were no public comments at the time of writing this staff report.
2. The application was distributed to city departments and external public agencies within the City for review and no comments were received.

FINDINGS OF FACT:

The Minot Planning Commission should accept the following findings of facts:

- 1) The applicant has submitted a complete application.

- 2) The proposed plan meets the minimum requirements of the North Dakota Century Code.
- 3) The Minot Planning Commission has the authority to hear this case and recommend that it be approved or denied. The public notice requirements were met, the hearing was legally noticed and posted and the hearing was held and conducted under the requirements of North Dakota Century Code and Minot City ordinances.

RECOMMENDATION:

Staff recommends the Planning Commission adopt staff findings of fact and recommend approval to City Council of the 2040 Comprehensive Plan for the City of Minot.