

10. Implementation



EXECUTING THE PLAN

The chapter contains a list of priority action items to guide implementation of the Comprehensive Plan. Action items are organized by topic (Land Use, Transportation, etc.). Actions are based on the objectives and policies listed in Chapter 2, with a focus on activities that can or should be completed in the short term.

Who Executes the Plan?

The Community Development Department is primarily responsible for carrying out the Plan. However, it takes all City staff and officials to carry out the Plan.

Staff

Each City Department has a different role. For example, the City Engineering Department plays a significant role in working with the Community Development Department to carry out the Transportation goals, objectives, and policies.

Planning Commission

The Planning Commission works with Community Development staff to ensure that development applications follow the

Plan and applicable goals, objectives, and policies are met.

After adoption of the Plan, the Planning Commission should meet on a regular basis and focus on closely monitoring 3-5 Plan implementation issues at a time. The Commission needs to work with staff in selecting individuals or groups to take on each action item.

City Council

When it comes to implementing the Plan, the buck stops with the City Council. The City Council is ultimately responsible for ensuring local government decisions are consistent with the Plan.

Comprehensive Plan Steering Committee

In Minot, Council-appointed committees help the City Council vet various City initiatives and projects. The Comprehensive Plan Steering Committee was instrumental working with the project consultant and staff to develop this Plan.

Can the Plan be Changed?

Yes, the Plan can be amended if new development opportunities arise that were not foreseen in the Plan or if there is a significant shift in public sentiment. If,

for example, a property needs to be rezoned but the rezoning is inconsistent with the future land use map, the City can revise the Plan following a review process involving staff review, Planning Commission review, and a final decision made by the City Council. If conditions in the City change significantly or major revisions are needed, the Plan should be updated in its entirety. Staff may wish to perform a “soft update” in 5-10 years to ensure the Plan remains on track. This could assess progress toward implementation and allow for minor revisions to the Future Land Use Map, if needed, but would not involve the same level of undertaking as a full-scale update.

Implementation actions are organized utilizing the following format. Note that the timeline and cost specified are additive and not all of the items denoted as one-year can happen within the same year. Staff will work with the Planning Commission to further prioritize tasks based on City staff and funding availability.

[Action Name]. Specific implementation action (either an objective or policy in the Plan)

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$ (minimal; up to 40 hrs or \$2,000)	Department that will lead the action	Departments or other organizations (within or outside of the City) that may support the lead department	Objective/Policy stated here from Chapter 2
1 YEAR	\$\$ (41-100 hrs or \$2,001 - \$5,000)			
2 YEARS	\$\$\$ (101-500 hrs or \$5,001 - \$25,000)			
3+ YEARS	\$\$\$\$ (501+ hrs or \$25,001+)			

LAND USE ACTIONS

Action Items

The below action items will build momentum in the initial years of Plan implementation. They provide constructive focus to aid the Community Development Department in implementing the Plan.

LU-1. Define and promote “community activity areas” where a mix of housing and employment uses should be encouraged at higher densities.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	MINOT AREA CHAMBER EDC	LU GOAL 1, POLICY A
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

LU-2. Establish a new joint powers agreement with Ward County to define new extraterritorial boundaries and clearly defined areas where the City intends to provide services as reflected in growth areas identified on the Future Land Use Map.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	ENGINEERING PUBLIC WORKS	LU GOAL 2, OBJECTIVES A & B
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

LU-3. Work towards annexation of priority areas, including islands of unincorporated area within city limits and checkerboard properties along the east side of the city.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	MINOT AREA CHAMBER EDC	COMMUNITY DEVELOPMENT ENGINEERING PUBLIC WORKS	PS GOAL 3
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

LU-4. In the master planning and subdivision processes, incorporate and protect natural features and amenities, and promote public access to these areas.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	ENGINEERING PUBLIC WORKS	LU GOAL 3, POLICIES A, B, & C
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

LU-5. Identify a long-term maintenance and use plan for storm water ponds.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	PUBLIC WORKS	ENGINEERING COMMUNITY DEVELOPMENT	LU GOAL 3, OBJECTIVE B
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

LU-6. Develop a list of potential properties and redevelopment uses; study site alternatives, costs, and development capacity.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	MINOT AREA CHAMBER EDC SOURIS BASIN PLANNING COUNCIL	LU GOAL 4, OBJECTIVE C
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

LU-7. Continue to evaluate the need for zoning regulation changes that will benefit infill opportunities. Considerations include, but are not limited to: context-based zoning regulations, limited form-based zoning regulations, or modifications to Planned Unit Development zoning.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	STATE AGENCIES ENGINEERING	LU GOAL 4, OBJECTIVE D
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

TRANSPORTATION ACTIONS

Transportation Plan Update

The City plans to update its Transportation Plan starting in 2023. Many, if not all, of the Comprehensive Plan's goals, objectives, and policies concerning transportation should be considered and integrated into the new Transportation Plan. The Comprehensive Plan was built on significant stakeholder and public input, providing a strong basis for the new Transportation Plan.

Action Items

Many of the transportation objectives and policies are closely tied to planning and development-related issues. In other words, there is a direct land use connection. The items below have a direct connection to planning and development issues often handled by the Community Development Department.

TR-1. During subdivision review and master planning, consider opportunities to eliminate roadway system gaps and/or increase pedestrian connections to reduce walk times.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	ENGINEERING PUBLIC WORKS	TR GOAL 2, POLICY B
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

TR-2. Require sidewalk installation with all new urban residential and commercial development prior to building permit approval.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	ENGINEERING	PUBLIC WORKS	TR GOAL 3, OBJECTIVE A
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

TR-3. Complete a corridor study and alternatives evaluation for an arterial connection from the US 83 NW Bypass and Burdick Expressway south toward the new Trinity Health campus.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	ENGINEERING	ND DEPARTMENT OF TRANSPORTATION	ED GOAL 3, OBJECTIVE D
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

HOUSING ACTIONS

Housing Needs Study

Completing a comprehensive housing needs study is a critical next step in achieving the housing-related goals identified in this Plan. A housing needs study evaluates current and future housing needs among all economic segments of the community, for different household sizes and types, to assess gaps between the current housing supply and identified needs. The study will conclude with recommendations for the City and its partners to act on. Simply put, more needs to be understood about specific housing problems/needs before issues can be tackled in an appropriate and efficient way.

Action Items

This section focuses on housing-related action items that must be pursued outside of the housing needs study and recommendations resulting from the study.

H-1. Collect, maintain, and monitor a robust housing database (price, age, vacancies, housing types, etc.).

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	HOUSING AUTHORITY	H GOAL 1, OBJECTIVE A
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

H-2. Promote existing grant and loan programs that assist with rehabilitation of existing housing stock to broaden accessibility for residents with disabilities, the elderly, and first-time homebuyers. Develop a targeted outreach campaign.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	HOUSING AUTHORITY SOURIS BASIN PLANNING COUNCIL	H GOAL 2, OBJECTIVES A & E
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

H-3. Promote existing grant and loan programs that assist with housing upgrades that improve energy efficiency and create long-term savings for homeowners and residents. Develop a targeted outreach campaign.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	HOUSING AUTHORITY SOURIS BASIN PLANNING COUNCIL	H GOAL 2, OBJECTIVES B & E
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

H-4. Explore opportunities to convert underutilized or underperforming commercial properties into residential by engaging with partners.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	HOUSING AUTHORITY SOURIS BASIN PLANNING COUNCIL MINOT AREA CHAMBER EDC	H GOAL 2, OBJECTIVE C
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

PUBLIC SERVICES, FACILITIES, & UTILITIES ACTIONS

Existing Plans and Studies

The Engineering and Public Works Departments have worked together to develop studies and plans to progress city infrastructure systems, including water, sanitary sewer, storm sewer, and solid waste. It is critical that these departments continue to work together to update studies related to these infrastructure systems as growth occurs, and that the City continues to update its Capital Improvement Plan on an annual basis.

Action Items

This section includes more tangible action items borne from related objectives and policies.

PS-1. Preserve property for a future sewage treatment plant and protect it from incompatible land uses.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	ENGINEERING	PUBLIC WORKS COMMUNITY DEVELOPMENT	PS GOAL 1, OBJECTIVE E
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

PS-2. Continue to identify opportunities for zoning flexibility to allow for xeriscaping and other low-water/sod alternatives to help build resiliency during drought events.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	PUBLIC WORKS ENGINEERING	PS GOAL 2, OBJECTIVE B
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

PS-3. Evaluate public infrastructure costs for various development types. Incorporate an exercise into the development review process and document relevant information in planning application staff reports.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	PUBLIC WORKS ENGINEERING	PS GOAL 3, OBJECTIVE A
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

PS-4. Utilize incentives to promote infill development opportunities throughout the city, such as reduced off-street parking requirements and the Renaissance Zone program.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	ENGINEERING	PS GOAL 3, OBJECTIVE C
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

PARKS, TRAILS, & OPEN SPACE ACTIONS

Park District Planning

The Park District prepares its own studies and planning documents to help guide improvements to park and recreation facilities across the community. The City supports the Park District's efforts in planning for the sustainability and improvement of its system, which includes trails, parks, indoor facilities and a variety of other amenities. The Community Development, Engineering, and Public Works Departments will work with and support the Park District as it prepares studies and updates its own planning documents.

Valuable Information for the Benefit of the Park District

Valuable park, trail, and open space-related input was received from stakeholders and the public throughout development of the Comprehensive Plan. The City encourages the Park District to leverage this input and resulting goals, objectives, and policies in its own studies, plans, and projects.

Action Items

The below action items are game-changing projects that benefit from significant City involvement with the Park District, and potentially City leadership.

PTOS-1. Provide and enhance public access from Downtown to the riverfront trail, ensuring a connection is available through the flood wall.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	PARK DISTRICT PUBLIC WORKS	PTOS GOAL 2, OBJECTIVE C
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

PTOS-2. Work with partners to provide public restrooms within downtown and in other public spaces.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	PARK DISTRICT PUBLIC WORKS	PTOS GOAL 2, OBJECTIVE E
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

PTOS-3. Expand wayfinding signage to identify public water access, trails, and amenities.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	PARK DISTRICT PUBLIC WORKS	PTOS GOAL 3, OBJECTIVE B
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

PTOS-4. Identify and implement ways to restore the “dead loops” in the river. Engage the community in the process.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	PARK DISTRICT PUBLIC WORKS	PTOS GOAL 3, OBJECTIVE D
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

ECONOMIC DEVELOPMENT ACTIONS

Role of the Minot Area Chamber EDC

The Minot Area Chamber EDC is a critical partner for the City when it comes to furthering several economic development goals, objectives, and policies contained within this Plan. The Chamber EDC was a key player in the development of this Plan. Goals that focus on quality of life amenities (ED Goal 1), developing workforce (ED Goal 4), fostering local businesses (ED Goal 5), and supporting core industries (ED Goal 6) are all critical not only to the City, but also to the mission of the Chamber EDC, and will require their consistent involvement.

Economic Development Must be a Collaborative Effort

The City is committed to increasing efforts in pursuit of the economic development goals identified in this Plan. The Economic Development Division of the Community Development Department has a key role to play in this effort, working together with the Chamber EDC and other partners, such as the Souris Basin Planning Council.

Action Items

These action items are key areas where the City can and should can take on a significant role in tackling game-changing projects and other efforts that will benefit from government leadership.

ED-1. Implement the community satisfaction survey on a periodic basis.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	ADMINISTRATION	COMMUNITY DEVELOPMENT MINOT AREA CHAMBER EDC	ED GOAL 1, OBJECTIVE A
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

ED-2. Work with the Park District to expand the City's tree planting program.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	PARK DISTRICT PUBLIC WORKS	ED GOAL 1, OBJECTIVE E ED GOAL 2, OBJECTIVE E
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

ED-3. Develop or restore 500 housing units in downtown by 2040. Ensure zoning flexibility to promote residential reuse of commercial, industrial, and medical structures.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	HOUSING AUTHORITY MINOT AREA CHAMBER EDC DEVELOPMENT COMMUNITY	ED GOAL 2, OBJECTIVE A
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

ED-4. Provide an outdoor plaza within Downtown.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	PUBLIC WORKS DEVELOPMENT COMMUNITY	ED GOAL 2, OBJECTIVE D
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

ED-5. Improve bicycle/pedestrian connections between Downtown and Minot State University.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	ENGINEERING	PUBLIC WORKS COMMUNITY DEVELOPMENT	ED GOAL 2, OBJECTIVE G
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

ED-6. Conduct a cluster analysis to identify regional opportunities and challenges for businesses and firms.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	MINOT AREA CHAMBER EDC	ED GOAL 6, OBJECTIVE A
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

COMMUNITY CHARACTER, AESTHETICS, & DESIGN ACTIONS

Action Items

Community character, aesthetic, and design-related pursuits led by the City can be challenging as the economic benefit may not be realized in the short term for developers or businesses, and the aesthetic benefit, while very real, can be difficult to quantify. The below action items are the most critical as understood through not only development of the Comprehensive Plan, but the prior major update to the Land Development Ordinance.

CC-1. Develop a unique, coordinated highway aesthetic that welcomes visitors and conveys a sense of arrival. Adopt a corresponding standard in coordination with NDDOT.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	ENGINEERING	ND DEPARTMENT OF TRANSPORTATION	CC GOAL 1, OBJECTIVE A POLICY A
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

CC-2. Create a gateway corridor overlay zone that applies to development fronting the City's US highway entryways, arterials, and collectors that applies heightened landscaping and building standards to new development.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	ENGINEERING	CC GOAL 1, POLICY B
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			

CC-3. Use existing zoning tools, such as the planned unit development process, to ensure the character and scale of infill development are compatible with the existing neighborhood.

TIMELINE	COST	PRIMARY DEPARTMENT	SUPPORTING ENTITIES	RELATED OBJECTIVE/POLICY
ONGOING	\$	COMMUNITY DEVELOPMENT	ENGINEERING	CC GOAL 2, OBJECTIVE C POLICY A
1 YEAR	\$\$			
2 YEARS	\$\$\$			
3+ YEARS	\$\$\$\$			