

**Committee Members:**

**Chairperson**

Huettl, Damian; Citizen  
Term, 2013-2016

**Vice Chairperson**

Leingang, Laurie; Citizen  
Term, 2013-2016

Mousel, Thomas; Citizen  
Term, 2013 -

Sager, Lori; Citizen  
Term, 2013 -

Steffenhagen, Jason; Citizen  
Term, 2013 -

Garman, Cole Citizen;  
Youth Commission  
Term, 2013 - 2014

Neubauer, Jim;  
Administration

Lalim, Doug; Assessing &  
Building Inspection

Huber, Ellen; Business  
Development &  
Communications

Johnson, Keith; Custer  
Health

Nardello, Steve; Fire

Froseth, Justin; Planning &  
Engineering

Mills, Dave; Police

Bullinger, Dennis; Police

Wright, Jeff; Public Works

**Mandan Community Beautification Committee**

**Thursday, April 10, 2014**

**7:30 a.m.**

**Mandan City Hall**

**205 Second Avenue NW**

**Mandan, ND**

**Minutes**

**A. Roll Call:**

*Vice Chair Laurie Leingang called the meeting to order. Members in attendance are indicated by a . Susan Beehler was in attendance between 8:10 and 8:30 a.m.*

**B. March 13, 2014 minutes**

*In the March 13 minutes, Leingang requested that the following be added under the discussion of New Business.*

- *Keith Johnson had inquired whether there should be discussion of the "look" wanted, whether historic or new. Ellen Huber noted the topic is in the purview of the Architectural Review Commission and part of its focus in 2006 and since.*
- *City Planner Bob Decker had explained that zoning needs to be reviewed. CB zoning allows building to a lot line. This is alright in the downtown core, but can be problematic in other areas zoned CB where setbacks would be more appropriate.*

*Johnson moved to approve the minutes. Bullinger seconded. Motion passed unanimously.*

*Leingang changed the order of agenda items.*

**C. New Business No. 2 - Beautification Committee Attendance Expectations**

*There was discussion that some of the other public boards and commissions have a limit of no more than three consecutive unexplained absences. Johnson said he thought this would be a reasonable expectation for the Community Beautification Committee. Huber is to find language to this effect from other boards and provide ahead of the next meeting. Leingang suggested consideration for unexpected or emergency reasons*

*as unexcused and possibly the committee could vote on whether or not an explanation for absence may be excused. It was also suggested that it may be best to replace the Youth Commission representative with another citizen appointee since it is challenging for a student to attend early morning meetings on school days. There is still the potential to collaborate with the Youth Commission on a future project.*

*Members who have frequently been absent should be asked for an expression of interest on whether they wish to continue serving on the committee.*

*Johnson asked if there are any bylaws for the committee and if there should be concern about the lack of a quorum of members at the meeting. Huber explained that there are no bylaws to date. She explained that because the committee is of an advisory nature only, as compared to the Planning and Zoning Commission which had decision-making authority, that it may not be a requirement. It's also somewhat unclear as to whether all staff are voting members or whether some or all are non-voting liaisons and resource people.*

*Leingang asked for discussion about a reasonable amount of time for receipt of materials for meetings, noting that a day prior is not enough to allow for review. The City Commission receives agenda information the Friday prior to a Tuesday meeting. A similar four-day advance was suggested with other items of follow-up provided sooner if possible. For example, information about a possible landscaping ordinance was assembled soon after the last meeting, but the e-mail wasn't forwarded to the full committee. Leingang said she understands staff time constraints with keeping up with a growing community and limited staffing, but asked that participants strive for more advance preparation.*

*There was some confusion regarding what was meant by seeking a "definition of a yard" at the last meeting. The discussion pertained to establishing minimal requirements for residential yard cover to prevent wind and water erosion. Huber noted that it would still be helpful for the committee to have some examples from other cities of requirements for reasonable, minimal expectations for ground cover or vegetation in residential yards.*

#### D. New Business No. 1 - Update on possible landscaping ordinance

*Justin Froseth had provided the City of Minot's landscaping ordinance. Ellen Huber indicated that the draft appeared to be in line with what Mandan needs and workable, but it would be helpful to study it in more detail. Asked about whether it has been enforceable in Minot, Froseth was uncertain to what degree it was being enforced. Laurie asked that the committee be provided with a listing of the zoning codes referenced so she and other citizens can understand it more easily. Froseth and Huber can help in providing this information for the next meeting. Perhaps City Planner Bob Decker can be invited to attend the next meeting as well.*

#### E. Old Business:

##### 1. Property Maintenance Code

- i. Discuss possible amendments to Mandan Code of Ordinances related to property maintenance and nuisances. Begin with Section 17-05-15 of Overland Park, KS, example.

*Leingang noted that she has been making changes to draft property maintenance code to reflect recommendations made at each meeting. It may be helpful to include this version in the packets for the next meeting.*

- *17-05-15 Animal Sanitation — Bullinger believes this may already be addressed in Mandan's ordinances. This should be reviewed ahead of the next meeting to determine if this section would be redundant and to identify if Mandan's ordinance is lacking in any way. Bullinger indicated he would research regulations that may currently be in place and provide information to committee. Some questions if there should be any guidance on where to bury an animal. It was noted that it would be important to use the one-call number to*

*identify any utilities. Johnson didn't think yard burial is a problem as disease potential is minimal and citizens may view it as a right. If this section is retained, change the last sentence to read "Animal waste shall be disposed of in an approved manner so as not to create a nuisance."*

- *17-05-16 Pools of Water. Change "effluvia" to "runoff."*
- *17-05-17 Shed, Garages, or Other Out-Buildings — Change to "Detached Buildings" and move so this section is after 17-05-13 regarding attached structures.*
- *17-05-18. Private Sewer Systems. Should be noted must be properly licensed upon installation.*
- *It is noted that 17-05-15 and 17-05-18 are not finalized by committee.*

*Leingang indicated that as we move further into draft review document, her input given includes consideration of certain sections from the International Property Maintenance Code and Mandan's Title 17 Code. She recommends availability of these documents on screen at upcoming meetings.*

#### F. Other Business

*Susan Beehler asked for time to speak. She is concerned about the condition of Mandan's mobile home parks, particularly a trailer northwest of the Stage Stop. She was uncertain of the address, but thought it may be the El Rancho court. She mentioned a camper wrapped in Styrofoam. Doug Lalim noted that the State Health Department and HUD regulate mobile home courts. The N.D. Department of Health Food and Lodging Division does yearly inspection of mobile home courts. Bullinger noted that he had been a mobile home court resident for 36 years. He said occupants do need to report problems to the mobile home court owners.*

#### G. Follow-up for May meeting

1. *Continue discussion of proposed additions to Title 17, starting with completion of 17-05-18.*
  - i. *Review existing code about animal sanitation in comparison to 17-05-15 (Bullinger)*
  - ii. *Have International Property Maintenance Code and Mandan Title 17 available on-screen*
2. *Committee attendance expectation or policy examples from other boards such as Planning and Zoning and Architectural Review Commission.*
3. *Review of Minot landscaping ordinance*
  - i. *Provide a reference to the zoning codes listed in the ordinance and Mandan's zoning codes for ease of understanding by citizen members*
4. *Assemble and provide in advance for review examples from other cities of minimum residential yard requirements*

#### H. Future meetings: (2<sup>nd</sup> Thursday of Month, 7:30 a.m. – 9:00 a.m.)

5. *Thursday, May 8, 2014 (Later changed to May 22 due to scheduling conflicts)*
6. *Thursday, June 12, 2014*

#### I. Adjourn