

**Committee Members:**

**Chairperson**

Huettl, Damian; Citizen  
Term, 2013-2016

**Vice Chairperson**

Leingang, Laurie; Citizen  
Term, 2013-2016

Vacant, Citizen, Term,  
2013-2015

Vacant; Citizen  
Term, 2013-2014

Steffenhagen, Jason; Citizen  
Term, 2013-2015

Vacant, Citizen;  
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

Bullinger, Dennis; Police

Wright, Jeff; Public Works

**Mandan Community Beautification Committee**

**Thursday, August 14, 2014**

**7:30 a.m.**

**Mandan City Hall**

**205 Second Avenue NW**

**Mandan, ND**

**Agenda**

**A. Roll Call:**

1. Roll call of committee members.

*Chairman Damian Huettl called the meeting to order. Members present are indicated with a  at left. City Planner Bob Decker and Program Coordinator Krista Harju were also in attendance. Guests were Tammy Lapp-Harris and Dale Schwindt.*

**B. Minutes:**

1. Consider approval of July 10, 2014 minutes.

*Laurie Leingang moved to approve the minutes as presented. Damian Huettl seconded. Motion carried unanimously.*

**C. Old Business:**

1. Review draft landscaping ordinance ô Justin F.; Bob D.; Doug L.

*Planner Bob Decker introduced the draft landscaping ordinance. The proposed ordinance defines landscaping and outlines landowner requirements and city enforcement.*

*There were several discussions regarding the language of the ordinance. Consensus was reached on the following:*

- *Removing the extraterritorial zone from the landscaping ordinance*
- *Changing the time limit for landscaping from 3 years "to within 2 years of issuance of a building permit if a certificate of occupancy has not been issued.*
- *Changing the language in subsection 2 to include, "Landscaping includes, **but is not limited to,**"*
- *Removing subsection 4, which addresses fencing and paving, from the ordinance*

- *Decker needs to research whether there are any existing restrictions on fencing of*

*a front yard.*

- *Changing language included in subsection 5d to, "...the city commission shall **approve** the number, type and location of trees or shrubs that must be included in the landscaped area"*
- *As background for eventual presentation of the proposed landscaping ordinance to the City Commission, it will be helpful to have comparisons to minimum requirements in some other cities.*

- *Approval of commercial landscaping plans would the responsibility of the Mandan Architectural Review Commission.*
- *Changing language included in subsection 6a to “Any authorized city employee or **agent of the city** may issue a notice of violation to a property owner.”*
- *Clarifying that 6b and 6c would only pertain in situations of non-compliance.*
- *Changing language included in subsection 6c to “The city will issue a written **notice** when **in compliance.**”*
- *Removing subsection 6e, which makes noncompliance a repeated violation, from the ordinance, or indicate a 30-day period.*
- *The entire draft ordinance will need to be provided to City Attorney Malcolm Brown for review, particularly the enforcement section.*

D. New Business:

1. Interviews and consideration of applicants for open committee positions:

*Huettl introduced applicants and explained the roles of committee members. Leingang provided background information on the committee, and Neubauer explained meeting times and absentee policy.*

i. Amy Schmidt

*Amy Schmidt could not attend due to a prior engagement. Schmidt had previously attended a meeting to request assistance with organizing a community litter clean-up day.*

ii. Tammy Lapp-Harris

*Tammy Lapp-Harris introduced herself to the committee. She recently opened a real estate office in Bismarck and is the former Morton County emergency manager. She applied for the committee after noticing a weed issue in the community. She wants to see changes and help clean up Mandan.*

iii. Dale Schwindt

*Dale Schwindt introduced himself to the committee. Formerly of Dickinson, he has been a resident of Mandan since 2002. He lives in the Lakewood development and works as an engineer. He is interested in helping clean up the community.*

*Neubauer mentioned additional candidates expressed interest after the deadline, but did not submit a letter of interest. Huettl suggested if the committee didn't fill the positions with existing applications, the other applicants could be considered. Others concurred.*

*Ellen Huber moved to recommend to the City Commission appointment of all three applicants. Dennis Bullinger seconded. Motion passed. Huettl welcomed the new committee members.*

*The committee did not discuss other agenda topics due to lack of time.*

2. Property Maintenance Code – Discuss possible amendments to Mandan Code of Ordinances related to property maintenance and nuisances.

- i. Begin with completion of MCO § 17-05-18 from Overland Park, KS example  
(Note: Information needed from Keith Johnson)

E. Other Business:

F. Agenda for Sept. 11, 2014 Meeting

G. Future Meetings: (2<sup>nd</sup> Thursday of Month, 7:30 a.m. ó 9:00 a.m.)

1. Thursday, September 11, 2014
2. Thursday, October 9, 2014

H. Adjourn

*Leingang moved to adjourn. Damian seconded. Motion carried unanimously.*

*FOLLOW-UP FOR NEXT MEETING*

1. *Review changes to proposed landscaping ordinance*

*FUTURE 2014-15 AGENDA ITEMS:*

1. *Review to-date suggested changes to proposed property maintenance code*
2. *Consider signage to discourage littering*
3. *Plan for 2015 Community Cleanup Event*