CITY OF JAMESTOWN
102 3rd Ave SE
Jamestown, ND 58401
Phone: 701-252-5900
DRAFT MINUTES- Planning Commission
JULY 11, 2016 - 8:00 a.m.

Present: Rhinehart, Trautman, Frye, Hillerud, Rath, Bensch, Ritter
Others present: Gumke, Phillips, Klundt, Fuchs, Reuther, Wollan, Harty
Absent: Bayer, Paulson

1. Chairman Hillerud called the meeting to order and asked for a motion to approve the minutes from the June 13, 2016 Planning Commission meeting. Commission member Trautman made a motion to approve the minutes. Seconded by Commission member Ritter. Motion Carried.

2. Public Hearing: Land Use Plan Amendment

   MIDWAY TOWNSHIP, Part of Auditors Plat 2 of GL 7 part of 4.47 acres in the NW ¼ of Section 26 & NE ¼, of the NE1/4 of Section 27, Township 140, Range 64, within the One Mile Extraterritorial Area of the City of Jamestown, Stutsman County, North Dakota from Agricultural to Industrial Land Use.

   Property address: 3420 82ND AVE SE

   Chris Clanahan, SRF Consulting Group, Inc. reviewed the staff report recommending approval of the land use amendment.

   Chairman Hillerud opened the public hearing. No one appeared. Chairman Hillerud closed the public hearing.

   Commission member Frye made a motion to accept the findings of staff and recommend approval of the land use plan amendment from Agriculture and Industrial to Industrial for a 4.47 acre parcel within Auditor's Lot 2 within the NW ¼ of Section 26 and the NE ¼ of Section 27, Township 140N, Range 64 W to the City Council. Commission member Bensch seconded. Roll Call. 6 ayes, 1 abstain. Motion Carried.

3. Public Hearing: Zone Change

   MIDWAY TOWNSHIP, Part of Auditors Plat 2 of GL 7 part of 4.47 acres in the NW ¼ of Section 26 & NE ¼, of the NE ¼ of Section 27, Township 140, Range 64, within the One Mile Extraterritorial Area of the City of Jamestown, Stutsman County, North Dakota from A-1 (Agricultural District) to M-1 (Limited Industrial and Manufacturing District).

   Property address: 3420 82ND AVE SE

   Chris Clanahan, SRF Consulting Group, Inc. reviewed the staff report by explaining the zone change, related that no protests have been received, and that all setbacks have been met; therefore, staff recommended approval of the zone change request.

   Chairman Hillerud opened the public hearing. No one appeared. Chairman Hillerud closed the public hearing.

Commission member Frye made a motion to accept the findings of staff and recommend approval of the zone change from A-1, Agricultural District to M-1, Limited Industrial and Manufacturing District for a 4.47 acre parcel within Auditor's Lot 2 within the NW ¼ of Section 26 and the NE ¼ of Section 27, Township 140N, Range 64 W to the City Council. Commission member Ritter seconded. Roll Call. 6 ayes, 1 abstain. Motion Carried.

4. Other business.
   a. Work Session Outcomes (Priority Action List)

Chairman Hillerud and the Commission members had no changes to the list at this time.

   b. Further discussion relating to Traffic Impact Study Survey

Cindy Gray, SRF Consulting, Inc. addressed the summary questions and explained the requirements of five other jurisdictions in North Dakota relating to traffic impact studies. Included in the discussion was the nature of the requirement for traffic impact studies, the cost of the study, who hires the consultant, if cost sharing of the study has been done, financial responsibility for roadway improvements if needed and, if recommended, are the improvements required to be completed before the development is occupied.

Chairman Hillerud stated he was surprised that traffic studies are not always required by an ordinance. Discussion among members included Commission member Ritter asking if trip generation could be used in place of a study. Commission member Frye commented that there should be some type of vehicle inventory in place to make sure these items are looked at.

Chairman Hillerud asked if an ordinance should be in place; Commission member Frye agreed that an ordinance should be developed as policies can be overlooked while ordinances are not.

Cindy Gray discussed the fact that larger developers are not opposed to providing the traffic impact study since they are common practice in other communities. Commission member Frye related that most developers prefer that studies are done ahead of time and that we should be consistent with other communities. Chairman Hillerud questioned how far out the traffic improvements go, and if special assessment districts are then utilized.

Ramon Gumke, City Council member, stated the Council is not opposed to a traffic study ordinance but is concerned about how financing for studies and improvements transpire. He stated that developers do not always want to pay up front; however, special assessment districts could be a viable option.

Chairman Hillerud asked about trip generation numbers; Cindy Gray stated most communities do look at those, but they are at the City Engineer's discretion.

Council member Gumke discussed traffic impact study related provisions could also be put in place as a policy.

Commission member Bensch related past development history and recognized that housing development is very low at this time; however, he feels the developer or development should be responsible for improvements required for the development.

Pam Phillips, 507 1st Ave N, new member of the City Council, spoke of her appreciation of the Planning Commission and the work that is being done. She stated she agrees with the concept of addressing the impacts of development up front.

Commission member Ritter feels that we need an ordinance in place and Commission member Bensch feels we need to see how the cost provisions can be worked into the ordinance. He mentioned a development on the north side of Jamestown that generated special assessments to residents who already lived in the area, and was concerned about that.

Chairman Hillerud feels we need to review this item again, and asked SRF Consulting to email the Council the traffic impact study ordinance as it was most recently presented to the City Council and these recent findings regarding traffic impact studies.

Commission member Trautman asked how much a traffic study typically costs; Cindy Gray, SRF Consulting gave examples of simply calculating trip generation, which could be a very low cost effort of a few hundred dollars that could even be done at the staff level and is done by staff in some jurisdictions, to a study for a larger development which may cost around $10,000 to $15,000 while a smaller scale study may cost around $4,000 to $7,500. The cost also depends upon how far out the study needs to go. She also described how a larger subarea study could be completed with the City and property owner / applicant sharing the cost.

Council member Gumke stated studies that meet the threshold will not encompass a small area, but rather a larger area in order to prevent future problems.

Commission member Rhinehart agreed that requiring traffic studies and following the Land Use & Transportation plan will be beneficial to the community.

Chairman Hillerud asked SRF Consulting, Inc. to revise the ordinance language that was previously proposed and to re-visit this item at the next meeting.

c. Senior and Assisted Living Text Amendment

Chris Clanahan, SRF Consulting, Inc. explained the purpose of the text amendment, the definitions, allowed zoning districts, and parking requirements. Chris suggested giving the city attorney more time to review the amendments to the ordinance since they are quite lengthy and involve several sections of the ordinance. Chairman Hillerud agreed and requested continuation of this item at the next month's meeting.

d. Other

Denise Steele, 3573 81 Ave SE, asked which Section number is correct in item 2 as the agenda reads Sec 26 in the legal description. It was noted that one of them was in error. After further research, it was noted that Sec 26 is correct and the staff report was incorrect. The agenda and legal notice were correct.

5. Adjournment.

Chairman Hillerud asked for a motion to adjourn. All members agreed to adjourn.