

CITY OF JAMESTOWN
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DRAFT MINUTES - Planning Commission
February 13, 2017 - 8:00 a.m.

Members Present: Paulson, Frye, Hillerud, Rath, Ritter, Trautman

Absent: Bensch, Rhinehart, Bayer

Others: Fuchs, Reuther, Liebig, Klundt

1. Chairman Hillerud opened the meeting. Commission member Ritter made a motion to approve the minutes from the November 14, 2016 Planning Commission meeting. Seconded by Rath. Motion carried.

2. Public Hearing: Preliminary Plat – R.H. Rebel Addition
The preliminary plat of R.H. Rebel Addition, Lots 1 through 5, Block 1, a replat of Lots 4, 5 and 7, Block 2 of First Northwest Addition; Lots 1, 4, and 5, Block 2 of Fourth Northwest Addition and Block 3 of Fourth Northwest Addition, City of Jamestown, Stutsman County, North Dakota. The property is located at 1618 Hwy 281 North, Jamestown, ND.

Scott Harmstead, SRF Consulting Group, Inc. reviewed the staff report recommending approval of the preliminary plat contingent upon the addition of 10' utility easements as identified in the staff report in the Final Plat. He explained the purpose of the plat is to reconfigure existing lots to make them more usable for commercial development similar to what is nearby (storage, commercial warehouse structures). The water & sewer utilities are not serviced by the City currently. The preliminary plat shows most of the 10' utility easements along public right-of-way that are required, but are not shown along lots 4 & 5; however, these will be added to the final plat.

Chairman Hillerud opened the public hearing.

Bob Keller, Stutsman Rural Water District (SRWD), spoke that he was notified last week of this plat and that they have an existing pipeline in this area and they do provide water service to the area. He stated they have a current easement and are requesting another easement for a future pipeline on the north and on the east side. Bob provided a map to the Commission members.

Darin Peterka, Interstate Engineering (agent for the applicant) related that SRWD had provided some easement information and this item will be followed up with SRWD before finalization of the plat.

Dean Tracy, owner of some property on the west side is concerned that the roads on the preliminary plat area are not improved at this time and if his properties will be assessed a tax for improvements. Scott Harmstead, spoke that there is no assessment district in this area at this time. Commission member Frye related that if an assessment is formed, then adjacent property owners could be impacted.

Chairman Hillerud closed the public hearing.

Commission member Hillerud made a motion to accept the findings of staff and approve the Preliminary Plat for R.H. Rebel Addition, a replat of Lots 4, 5, and 7, Block 2 of First Northwest Addition; Lots 1, 4 and 5, Block 2 of Fourth Northwest Addition; and Block 3 of Fourth Northwest Addition. The approval is contingent upon the inclusion in the final plat of the additional 20' SRWD utility easements and to identify any other existing easements. Seconded by Commission member Trautman. Roll Call. Unanimous aye vote. Motion Carried.

3. Storm Water Sub Committee Update – Chairman Hillerud notified the planning commission that AE2S, the consultants made their final presentation of the Storm Water Master Plan at a special meeting held on January 26, 2017 at City Hall attended by the Stutsman County Water Resource Board and the Subcommittee on Storm Water Management. Following the final presentation, a vote was taken by the Stutsman County Water Resource Board and the master plan was approved as presented. Chairman Hillerud relayed some of the particulars of the master plan such as, the intent of the master plan, a summary of the projected costs and the fact that the master plan calls for establishing several regional basins throughout the planned area to address the stormwater management needs. A copy of the master plan is available for observation at City Hall.
4. Planning Commission Action Item Workshop – 2017 Update. Scott Harmstead, SRF Consulting Group, Inc. presented action items that were completed in 2016, including ordinance amendments approved and administrative actions achieved. Scott asked the Commission if there were any items on the 2016 list of action items that were no longer needed. Chairman Hillerud commented that items #3 and #3B pertaining to reformatting the dimensional standards may not be as important as other items provided on the list. Commissioner Trautman agreed that items #3 and #3B should be lower on the list and suggested that both items be placed last on the list and that all remaining items be increased one level in priority. The Commission agreed.

The Commission agreed that the proposed priority #1, to create a “minor subdivision” process, was important to make simple plats easier to process through the city. Several commissioners noted the importance of looking at parking requirements to require that parking areas be paved. The concern with unpaved parking areas and impacts to the city storm sewer system was discussed extensively.

Scott Harmstead discussed items that the Commission may be interested in adding to the list. These items included adding an emergency access standard to the zoning ordinance, a policy to request that applicants or their agents be present at meetings, and educational briefings for the Commission and/or Council. The Commission noted that the City Fire Dept and the Rural Fire Dept already review subdivision plats and look for emergency access issues. Scott added that the Commission can also condition subdivision plats with mitigation measures if the size, location, and design of the plat raises emergency access concerns. The Commission agreed that a new standard for emergency access would not be necessary.

The Commission discussed at length concerns related to allowing subdivisions with private roads. Discussion related to the recent Corell subdivision plat that brought up concerns about appropriate construction standards for private roads, especially within commercial areas. Commissioner Trautman noted concern about the standard for roads built within new subdivisions in the city’s extraterritorial area. Commissioner Trautman suggested that road standards of the city or county should be applied to this situation. A member of the public also joined discussion about the need to start implementing the recommendations set forth in the 2015 Land Use and Transportation Plan.

Scott Harmstead noted that the priority of the actions items will be amended as requested by the Commission and two items will be added at the end of the table as discussion items for the consideration of the City Council. These discussion items include a requirement that all new parcels created have access to public right of way and that all roads approved as part of a subdivision in the extraterritorial area meet a certain standard.

Since the Planning Commission Secretary is retiring at the end of the month, the Commission thanked Darrell Wollan for his years of service to the City and to the City Planning Commission and wished him well in the future. Darrell introduced Jamison Veil as the new City Assessor.

5. A motion was made to adjourn. Meeting adjourned.