

CITY OF JAMESTOWN
102 3rd Ave SE
Jamestown, ND 58401
Phone: 701-252-5900
MINUTES- Planning Commission
June 13, 2016 – 8:00 a.m.

Present: Hillerud, Bensch, Frye, Ritter, Trautman, Rath, Rhinehart, Paulson
Others Present: Fuchs, Reuther, Buchanan, Liebig, Dooley, Klundt, Wollan, Harty
Absent: Bayer

1. Chairman Hillerud opened the meeting and Commission member Trautman made a motion to approve the minutes from the May 9, 2016 Planning Commission meeting. Seconded by Commission member Paulson. Motion Carried.

2. Public Hearing: Final Plat

The final plat of Sumac Ridge Addition, a replat of a portion of Lot 1, Block 2 Mill Hill 2nd Addition to the City of Jamestown, Stutsman County, North Dakota. The property is located along the 600 Block of 11th St SW.

Chris Clanahan, SRF Consulting Group, Inc. gave the staff report. This zone change was recommended to be zoned R-4 in order for the developer to build three twin homes. Chris explained the easements for utilities, etc. and stated that the title search is now completed. SRF Consulting Group, Inc. is recommending approval of the final plat as all the items are now complete.

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

Commission member Trautman made a motion to accept the findings of staff and recommend approval of the final plat of Sumac Ridge Addition, a replat of a portion of Lot 1, Block 2, Mill Hill 2nd Addition, to the City of Jamestown, North Dakota to the City Council as it meets the requirements of Section 13 of Appendix B of the Jamestown Municipal Code. Seconded by Commission member Ritter. Roll Call. Unanimous aye vote. Motion Carried.

3. Public Hearing: Text Amendment

Text amendment to Section 7 of Appendix B of the Code of the City of Jamestown to require the dedication of utility easements as part of the subdivision process.

Chris Clanahan, SRF Consulting Group, Inc. gave the staff report and explained the draft utility easement ordinance to amend Section 7 – Design standards, Item 19 .

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

Commission member Ritter made a motion to accept the findings of staff and recommend approval of the text amendment to Section 7 of Appendix B to require utility easements along all public right-of-way for all new subdivisions and replats to the City Council. Seconded by Commission member Rath. Roll Call. Unanimous aye vote. Motion Carried.

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

Chris Clanahan, SRF Consulting Group, Inc. reviewed the action items as listed in the staff report. Chairman Hillerud clarified Item no. 3 relating to Senior Housing and that this item has been forwarded to the City Council. Based on research, SRF will develop language to develop a draft ordinance relating to this issue.

Items relating to the parking, parking lots, downtown parking, etc. were also discussed. Commission member Trautman suggested that item # 9 be moved up to between items # 4 & 5 on the priority action list. Chairman Hillerud said more work will be done on the items next month.

Chris Clanahan made a suggestion to recommend this to the City Council; Chairman Hillerud said the Commission would like to make more changes and then submit it to the City Council. Commission member Frye related that the Commission does need to get this to the City Council as soon as is possible. There was no motion made on this item.

- b. Traffic Impact Study Survey Results

Chris Clanahan, SRF Consulting reported on the preliminary survey findings and gave examples of developments generating over 1,000 trips per day. A chart outlining this information was presented.

Cindy Gray, SRF Consulting Group, Inc. shared some examples of when traffic impact studies are completed, and what items are taken into consideration. Cindy spoke with the District NDDOT engineer, and that they are very supportive of the City establishing a requirement for traffic impact studies, and that the engineer would be willing to come and explain the DOT's point of view.

Cindy explained that many cases are considered on a case by case basis, and that communication is necessary. Commission member Frye stated that most developers' would prefer to understand how the City addresses the traffic issues. Commission member Paulson stated that there should be comparison data available for the development that has already taken place.

A new development may not trigger a traffic study, but because of other developments, partnerships could be developed for several developers so as to work together. Cindy expects to have more information related to other cities, etc. at the next meeting. Chairman Hillerud stated having the DOT 's point of view would be helpful.

Commission member Frye agreed that it would be important to have the NDDOT engineer here to explain how the DOT handles traffic studies, etc. Cindy Gray, SRF Consulting Group, Inc. stated that she will follow up on this matter.

Chairman Hillerud stated that it would be best to have this in order for developers and to have the City Council support this issue. At the next meeting, SRF Consulting Group, Inc. will have more information from other cities, information from the DOT engineer, and there will be new City Council members on board.

5. Adjournment. Commission member Frye made a motion to adjourn, seconded by Rath. Motion Carried.