

CITY OF JAMESTOWN
102 3rd Ave SE
Jamestown, ND 58401
701-252-5900
DRAFT Minutes - Planning Commission
Monday, July 9, 2012 - 8:00 a.m.

Present: Trefz, Trautman, Bensch, Ritter, Johnson, Tressler

Others present: Fuchs, Kourajian, Reuther, Klundt, Wollan, Schwartzkopf, Harty

1. Chairman Trefz called the meeting to order. A motion was made by Trautman to approve the minutes from the June 11, 2012 regular Planning Commission meeting, the June 21, 2012 Long Range Planning Meeting, and the June 25, 2012 Special Planning Commission meeting. Seconded by Tressler. Unanimous aye voice vote. Motion Carried.
2. Chairman Trefz opened the Public Hearing:
 - The preliminary plat of Urdahl Addition, A Replat of Lots 11, 12, 13 and 14, Block 2, Mill Hill Second Addition, City of Jamestown, Stutsman County, North Dakota.

Greg Rich of Interstate Engineering explained the reason for the plat at the request of Ken Urdahl who is looking to sell some of the property. The plat will clean up the area into more manageable lots. The public hearing was closed. A motion was made by Bensch to waive the preliminary plat step and approve the plat as the final plat. The motion was seconded by Commission member Ritter. Roll call showed unanimous aye vote. Motion carried.

3. Chairman Trefz led the discussion relating to a variance on the Titan Addition plat. The Planning Commission wanted an agreement relating to the frontage roadway. City Engineer Schwartzkopf stated that he is waiting for the written ok and that a letter has been sent to the NDDOT.
4. Chairman Trefz stated that the Long Range Planning meetings are being suspended at this time. It is the Mayors' wish to pull together the new Council and the Planning Commission into one group to do an abbreviated strategic goal writing meeting. This meeting will not occur until the end of the month or the first of August. Dan Buchanan, new City Council member, is the new liaison to the Planning Commission.

Chairman Trefz spoke of the request to the City Administrator for detail around job responsibilities with the staff duties relating to building, planning and zoning that have changed in City Hall.

Chairman Trefz related that there are two addendums to the city ordinances along with the related state code that apply to the Planning Commission and requested members to read through these and add notes for modifications. He requested that the marked copies be forwarded to him before the 20th of July so that he can include them in the recommendations to Mayor on the last Monday of the month at the ordinance/code review meeting.

Planning Commission member Ritter asked if there has been any progress on filing the empty seat on the Commission. Chairman Trefz said that Jody Rasmussen has agreed to fill the position, but will not be available until August, and that the Mayor will have to appoint her.

City Engineer Schwartzkopf spoke of the addressing issues that will be discussed at the next Planning Commission meeting. Commission member Bensch requested the handouts be sent to him again.

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