

**CITY OF JAMESTOWN**  
**102 3<sup>rd</sup> Ave SE**  
**Jamestown, ND 58401**  
**701-252-5900**  
**MINUTES – Final**  
**Planning Commission**  
**Monday, October 8, 2012 - 8:00 a.m.**

Members Present: Trefz, Purdy, Hillerud, Johnson, Ritter, Bergquist, Trautman, Tressler  
Others: Reuther, Klundt, Kourajian, Fuchs, Wollan, Harty

1. Chairman Trefz called the meeting to order. A motion was made by Bergquist to approve the minutes from the September 10, 2012 regular Planning Commission meeting. Seconded by Ritter. Unanimous aye voice vote. Motion Carried.
2. Consider the final plat of Andersen's Country View Estates, a replat of the south half of Lot 5 and all of Lot 6 of Country View Subdivision together with part of the southeast quarter of Section 9, T139N, R63W, Fifth Principal Meridian, Stutsman County, North Dakota.

Chairman Trefz asked if the required paperwork had been submitted to and approved by City staff. Secretary Wollan informed the Commission that it had not been received at City Hall. Therefore, the Planning Commission could not address the plat as final. There was a lengthy discussion by Chairman Trefz regarding plat requirements. The City Engineering, Planning & Zoning staff must review the plat before the Planning Commission approves the plat as final.

Greg Rich, of Interstate Engineering spoke relative to the Andersen's Country View Estates plat. There was again lengthy discussion relating to plat requirements.

3. Consider the final plat of Western View, a replat of Lots 18, 19, and 20, Block 1, Ratunil Acres within the NW ¼ of Section 23, T140N, R64W, Midway Township, Extraterritorial Lands of the City of Jamestown, Stutsman County, North Dakota.

Greg Rich of Interstate Engineering spoke relative to the Western View plat. Chairman Trefz stated that the plat has not been reviewed by City staff. Therefore, the commission will not approve the plat as final at this time. More discussion relating to plat requirements and the need for a report from City staff as to the finality of the plats. Commission member Hillerud asked if there has been a change in policy and if there is a time period for the City staff to review. Chairman Trefz responded that the ordinances have not changed for many years.

Commission member Bergquist spoke of the disconnect in procedure and where it is. Greg Rich related that he is familiar with the ordinance and check list, but interpretation is one of the disconnect areas and that timing is one of the details that needs to be addressed.

Darin Peterka, of Interstate Engineering, spoke of the need to meet with Chairman Trefz, the City staff and Engineering department. He is familiar with the preliminary check list requirements and stated that some of the items take lots of time and are costly. Chairman Trefz referenced review of Sec. 9 of Appendix B. Peterka stated that some of the items the City requires do not follow the ND Century Code. Peterka encouraged the Planning Commission members to call him with further questions.

4. Discuss the Berndt Addition plat.

In the discussion, Chairman Trefz related the concerns of the Mayor and City Council regarding the need to follow ordinance requirements for plats. Commission member Johnson stated if they are concerned then our City Council liaison, Dan Buchanan, should be present at the Planning Commission meetings.

Chairman Trefz discussed concern that there needs to be right of way's identified on the plat. Greg Rich related that the City Council referred the Berndt Addition plat back to the Building, Planning & Zoning committee which will meet October 23, 2012 at 4:00 pm. Commission member Hillerud spoke relative to the checklist and red flagging those items of concern and making the commission members aware of those. Commission member Ritter suggested that Interstate Engineering attend the Building, Planning & Zoning Committee meeting.

5. Discuss plat requirements.

Platting & Zoning Administrator Wollan spoke about the handout emailed from Morton County relating to their platting and zoning application procedures and requested the Planning Commission to review this handout for ideas relating to ordinance/format change. He also stated that Mayor Andersen may have other procedures to review at a later date. Chairman Trefz suggested that City staff needs to put together a draft document for review. Wollan responded that they will work on the document.

6. Other business.

The next month's meeting is scheduled on the Veterans' Day Holiday, November 12; it was decided that the Planning Commission will meet on Tuesday, November 13, 2012 at 8:00 a.m.

7. Commission member Ritter motioned to adjourn. Seconded by Bergquist. Meeting adjourned.