

**CITY OF JAMESTOWN**  
**102 3rd Ave SE - Jamestown, ND 58401**  
**Phone: 701-252-5900**

**MINUTES**

**Planning Commission – JUNE 11, 2018 – 8:00 a.m.**

Present: Hillerud, Frye, Bayer, Bensch, Ritter  
Absent: Rhinehart, Rath, Trautman, Paulson  
Others: Liebig, Mohr, Blackmore, Veil, Harty, Hellekson

1. Chairman Hillerud called the meeting to order. Commission member Ritter made a motion to approve the minutes from the May 14, 2018, Planning Commission meeting. Seconded by Commission member Bensch. Unanimous aye vote. Motion carried.
2. Public Hearing: Country Grain Cooperative Subdivision -  
The final plat of Country Grain Cooperative Subdivision, Lot 1, Block 1 being within the Extraterritorial Jurisdiction of the City of Jamestown, a tract of land located within the NW  $\frac{1}{4}$  and the NE  $\frac{1}{4}$  of Section 27, T140, R64W, Midway Township, Stutsman County, North Dakota. The property is located along the south side County Road (CR) 40, approximately 1,000 feet east of its intersection with the US 281 Bypass.

Scott Harmstead, SRF Consulting Group, Inc. gave the staff report and reminded the Commission that the Land Use & Zone Change applications were recommended for approval at last months' Planning Commission meeting. The 10' utility easement along adjacent right of way, as required by city ordinance, is now shown on the final plat. The title opinion has also been completed. As a result of the title opinion and work performed by the applicant, easements for Otter Tail Power, Century Link, and others are also now shown on the plat.

Concerning access, a property approach permit to CR 40 has been approved by the Stutsman County Road Department. The plat does not require creation of a new right of way.

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

Commission member Bayer made a motion to recommend approval of the Country Grain Cooperative Subdivision final plat to the City Council. Seconded by Commission member Bensch. Roll Call. Unanimous aye vote. Motion Carried.

3. Discussion relating to possible text amendment of Sections 7, Parking and Loading, Appendix C.  
Scott Harmstead, SRF Consulting Group, Inc. explained how off-street parking is currently regulated by the city based on peak parking demand, based on research from the Institute of Transportation Engineers. He noted the downside to this current approach is that it often results in an oversupply of parking and a significant cost to developers. Downtown Jamestown off-street parking demand is likely mitigated due to the presence of public parking and on-street parking availability.

Mr. Harmstead described the first step in addressing downtown off-street parking regulations should be through use of a "downtown overlay zoning district" in order to apply unique off-street parking provisions to the downtown area. One existing boundary to consider is the Downtown Planning Area as described in the 2015 Land Use and Transportation Plan, bounded by 4<sup>th</sup> St. NW (north), 4<sup>th</sup> St. SW (south), 3<sup>rd</sup> Ave. NW (west), and 4<sup>th</sup> Ave. NE (east). 1<sup>st</sup> Avenue would be the center of this area. Four amendment options were presented. These included: eliminate the

off-street parking requirement in downtown, reduce/eliminate the minimum requirement with specific criteria, replace parking minimums with parking maximums, and shared parking.

Mr. Harmstead noted that on-street parking downtown is regulated through City Code Chapter 21, Motor Vehicles and Traffic. Currently there is a two hour parking limit along 1<sup>st</sup> Avenue. Current on-street parking provisions seem to work well in downtown at this time.

Commission member Bayer asked what would trigger the existing off-street parking requirement for a property in the downtown area. Mr. Harmstead replied that a change in use of a property would trigger the requirement for off-street parking.

Commission member Frye commented that we need to address this issue before any change of use or any new developments happen downtown. An element that needs to also be considered in the equation is additional signage downtown to notify the public where public parking is available.

Commission member Ritter brought up the fact that there are several parking lots downtown but it is not widely known which lots are to be used for which downtown businesses, or if businesses can use public parking for employee parking.

Scott Harmstead, SRF Consulting Group, Inc. relayed that larger cities have parking structures. Commission member Frye said some cities piecemeal in public parking spaces.

Chairman Hillerud said we already have parking ordinances but they are not being enforced or are not effective. City Building Inspector, Tom Blackmore, said if there were to be a new development looking to develop on a smaller downtown lot, the applicant could request a parking requirement variance.

Chairman Hillerud suggested that a market driven approach is likely the best solution, meaning that to eliminate parking requirements downtown would be the most sensible solution. Commissioner Bayer and Ritter provided similar comments regarding the suggested approach. Chairman Hillerud noted that the downtown parking overlay area should more closely be reviewed and likely reduced to a more limited area than what was shown in the Land Use and Transportation Plan.

Chairman Hillerud would like pass along the staff report on downtown off-street parking to the City Council Building, Planning & Zoning Committee, as well as minutes from this meeting to the Committee in order to gain their input on the issue. There were no motions at this time, but Chairman Hillerud asked that this item be placed on the next City Council Building, Planning & Zoning committee meeting. The other Commissioners agreed to ask for recommendations from the Building, Planning & Zoning committee.

4. Chairman Hillerud asked if there was anything off the agenda to report on from staff. Jamison Veil, Planning & Zoning Administrator, stated he would like to move the requirement of the having the title opinion in place to the preliminary plat checklist, rather than at the time of the final plat. This option may require an ordinance change with the fee being changed from \$200 to \$400. He noted that this item will be on the next Building, Planning & Zoning committee meeting as well.
5. Chairman Hillerud called for a motion to adjourn. Commission member Frye made a motion to adjourn with Commission member Ritter seconding the motion. Meeting adjourned.