

CITY OF JAMESTOWN
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Phone: 701-252-5900

MINUTES

Planning Commission – AUGUST 13, 2018 – 8:00 a.m.

Present: Hillerud, Frye, Bayer, Bensch, Trautman, Ritter, Paulson

Absent: Rath, Rhinehart

Others: Hellekson, Liebig, Reuther, Blackmore, Harty

1. Chairman Hillerud called the meeting to order. Commission member Ritter made a motion to approve the minutes from the June 11, 2018, Planning Commission meeting. Seconded by Commission member Bensch. Unanimous aye vote. Motion carried.

2. Public Hearing: First Community Addition Preliminary Plat
The preliminary plat of First Community Addition, Lot 1, Block 1, a replat of Lots 1-6 and a vacated portion of the alley of Block 2 of Curtin's Second Addition within the SW ¼ of Section 36, T140N, R64W, Midway Township, Stutsman County, North Dakota. The property is located at 1021 3rd Ave SE.

Tim Magnusson, SRF Consulting Group, Inc. gave the staff report. He explained the property is zoned C-2, General Commercial District and is approximately 1.04 acres. The intent is to remove the residential structure and construct an addition to the First Community Credit building. The utilities are serviced by the City of Jamestown and a ten foot utility easement has been provided around the perimeter of the proposed lot as required by City ordinance. No additional right of way is required and there will be minimal to no impact on the established traffic pattern in the area. The final plat recommendations have been resolved, and the application is considered complete.

Discussion was held relating to easements that provide utilities and are on the public right of way, but are not shown on the plat. Commission member Bensch checked with the abstract company to make sure the east half of the alley is vacated, this may have been deeded to First Community Credit Union.

Chairman Hillerud asked the Commission if he should be allowed to vote since he has an interest in this project. All agreed there would be no objection to include Chairman Hillerud's vote in this matter.

Commission member Bensch asked about the East ½ of the vacated alley, as it may be deeded to First Community Credit Union.

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

Commission member Bensch made a motion to accept the findings of staff and approve the Preliminary Plat for First Community Addition with the condition that the East ½ of the vacated alley be added to the plat (if it is owned by First Community Credit Union). Motion seconded by Commission member Frye. Roll Call. Motion Carried.

3. Discussion relating to possible text amendment of Sections 7, Parking and Loading, Appendix C.
Scott Harmstead, SRF Consulting Group, Inc. gave a staff report giving recommendations to this topic. He reviewed the current regulations and the downside of current approach with an overview of downtown planning area. Scott noted that guidance from the Building, Planning & Zoning Committee, the Land Use & Transportation, and the Main Street initiative will be used.
Four possible text amendment options were explained.

1. Eliminate the off-street parking requirement
2. Reduce/eliminate the minimum requirement in specific contexts
3. Replace parking minimums with parking maximums
4. Shared parking

The recommendation is to determine the area to be included in the Downtown overlay district and to eliminate off street parking requirements in that district.

Commission Member Bayer questioned parking situations that may be linked to City parking lots. Chairman Hillerud's opinion was that the parking situation should be market driven. Commission member Frye stated that if a change is made we need additional signage relating to parking, and that any future building additions could cause the need for additional parking.

Commission member Paulson asked what type of guidance will be available in the future, there is currently no reference point. Commission member Bayer is concerned about existing lots being used by businesses' that do not have any spaces already downtown. Commission member Frye suggested that parking lot areas be designated for particular use and allowable parkers could use some sort of parking permit system.

City Administrator Hellekson stated that the City currently has lease agreements for parking spaces in City owned lots.

Tom Blackmore, City Building Inspector, stated that the City Board of Adjustment has a means of providing a parking variance to developers, etc.

Commission member Ritter suggested the downtown overlay area be reviewed with SRF and City staff and return next month with a more definitive recommendation that would go to City Council. Scott, SRF Consulting Group, Inc. agreed and will work with staff to adjust the downtown overlay district map and come back with a recommendation for public hearing.

4. Discussion relating to possible text amendment of Subdivision Regulations, Appendix B.

Tim Magnusson, SRF Consulting Group, Inc. presented some easy fixes such as:

- Correct reference to extraterritorial area (1 mile not 6)
- Remove requirement to put building setbacks on final plat (not allowed by Century Code)
- Consider changing hearing timeline from "not more than 30 days from filing" to a more reasonable 45 to 60 days
- Consider removing requirement that restrictive covenants accompany the final plat
- The need to clarify who does what as the ordinance spells out the responsibilities of the Zoning Administrator and City Engineer but in actuality things don't always happen the way the ordinance states. For example: Sketches/Applications for plats are supposed to be submitted to the City Engineer but they are actually submitted to the Zoning Administrator.

Commission member Trautman recommended changing the easy fixes as shown above and changing the titles of City Engineer, etc. to city staff. She would like to see samples of developers' agreements. It was noted that the City attorney is reviewing this item.

Commission member Trautman made a motion to recommend SRF to start the process of the text amendment of Subdivision Regulations, Appendix B for the first five items as suggested. Commission member Bayer seconded the motion. No roll call. Unanimous voice vote. Motion Carried.

5. Commission member Frye made a motion to adjourn, seconded by Commission member Trautman. Meeting adjourned.