

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

**DRAFT MINUTES - Planning Commission
April 13, 2015 - 8:00 a.m.**

Present: Hillerud, Ritter, Bensch, Trautman, Rath, Frye, Rhinehart
Others present: Buchanan, Reuther, Klundt, Wollan, Schwartzkopf, Wiles, Harty
Absent: Bayer

1. Chairman Hillerud called the meeting to order. Commission member Trautman made a motion to approve the minutes from the March 9, 2015 Planning Commission meeting. Seconded by Commission member Rath. No opposition. Motion Carried.
2. Public Hearing: Final Plat Request
Hearing on an application requesting final plat approval of Anne Carlsen Center 2nd Subdivision, a replat of Lot 1, Block 1, Anne Carlsen Center Addition and an unplatted portion of the North ½ of Section 3, Township 139 North, Range 64 West, within the extraterritorial lands of the City of Jamestown, Stutsman County, North Dakota.

Cindy Gray, SRF Consulting Group, Inc. introduced Chris Clanahan, SRF Consulting Group, Inc., Environmental/Community Planner who reviewed the staff report recommending approval of the Final Plat.

Chairman Hillerud opened the public hearing.

Clarice Leichty, of 511 8th St SW requested that the Planning Commission move these meetings to the lower level conference room so that the public can view and relate to the maps that are presented and discussed in the meeting. Chairman Hillerud closed the public hearing.

Commission member Bensch made a motion to recommend approval of the final plat of Anne Carlsen Center 2nd Subdivision, a replat of Lot 1, Block 1, Anne Carlsen Center Addition and an unplatted portion of the North ½ of Section 3, Township 139 North, Range 64 West to the City Council, as it meets the requirements of Section 13 of Appendix B. Commission member Ritter seconded. Roll Call. Unanimous aye voice vote. Motion Carried.

3. Public Hearing: Final Plat Request
Hearing on an application requesting final plat approval of Schumacher Acres Addition, Lots 1 through 4, Block 1 and Lots 1 through 4, Block 2, a replat of Auditor's Lot 30-1 within the NE ¼ of Section 30, Township 140 North, Range 63 West, to the City of Jamestown, North Dakota.

Chris Clanahan of SRF Consulting Group, Inc. reviewed the staff report recommending approval of the Final Plat. Commissioner Trautman asked if the east/west street on the adjacent platted property to the west would be offset from the east/west street being platted with the proposed subdivision. Cindy Gray of SRF Consulting Group responded that the proposed plat ends north of what would be the north edge of the right of way for 10th Street NE. She asked Darrell Wollan and Reed Schwartzkopf if they were aware of any discussion about platting the easterly extension of 10th Street NE with this plat. They indicated that this was not discussed. Gray explained that there is only one tier of lots along the south side of the proposed 11th Street NE, and that since 10th Street NE is not needed to provide access to those lots, it appears it was not discussed. Gray referenced the upcoming rezoning item of the property to the south, and indicated that this should be addressed when that property is platted, since it has not been

addressed with this plat. She indicated that due to the lot depth of over 386 feet south of 11th Street NE, the spacing between 10th Street NE and 11th Street NE is very adequate in terms of intersection spacing.

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

Commission member Trautman made a motion to recommend approval of the final plat of Schumacher Acres Addition, a replat of Auditor's Lot 30-1 within the NE ¼ of Section 30, Twp 140N, R63W, to the City Council as it meets the requirements of Section 13 of Appendix B. Commission member Rhinehart seconded. Roll Call. Unanimous aye vote. Motion Carried.

4. Public Hearing: Final Plat Request

Hearing on an application requesting final plat approval of Edgewood First Addition, Lot 1, Block 1, a part of the NE ¼ of the SW ¼ of Section 2, Township 139 North, Range 64 West of the Fifth Principal Meridian, to the City of Jamestown, and the extraterritorial lands of the City of Jamestown, Stutsman County, North Dakota.

Chris Clanahan reviewed the staff report recommending approval of the Final Plat.

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

Commission member Rhinehart made a motion to recommend approval of the final plat of Edgewood First Addition within the NE ¼ of the SW ¼ of Section 2, Twp 139N, R64W to the City Council, as it meets the requirements of Section 13 of Appendix B. Commission member Trautman seconded. Roll Call. Unanimous aye vote. Motion Carried.

5. Public Hearing: Zone Change

Hearing on a zone change request from R-1, One-Family Residential to R-2, One- to Six-Family Residential for the north 600-feet of Auditor's Lot 30-2 within the NE ¼ of Section 30, Township 140 North, Range 63 West, to the City of Jamestown, North Dakota.

Chris Clanahan, SRF Consulting Group, Inc. reviewed the staff report recommending approval of the zone change. Chairman Hillerud asked for clarification if twin homes in this location essentially extends the medium density residential land use 600-feet to the south. Chris Clanahan confirmed that this could be the result of the proposed zoning change and explained that SRF's interpretation is that this is consistent with the land use plan, because it still provides for the transition from more intensive land use and zoning along 13th Street NE to less intensive land use and zoning to the south.

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 zone change from R-1, One-Family Residential to R-2, One- to Six-Family Residential for the north 600-feet of Auditor's Lot 30-2 within the NE ¼ of Section 30, Township 140 North, Range 63 West to the City Council as it meets the requirements of Appendix C of the Municipal Code. Commission member Ritter seconded. Roll Call. Unanimous aye vote. Motion Carried.

6. Chris Clanahan of SRF Consulting Group, Inc. provided an overview concerning assisted living and memory care facilities regarding definitions and parking requirements.

Discussion and questions among members continued with SRF Consulting Group, Inc. recommending that the City of Jamestown define senior housing use categories that should be identified and differentiated within the City's zoning ordinance to provide for a clear path from definitions, to use regulations, to development standards such as parking

requirements. Once defined, the zoning ordinance (Appendix C) should be revised so these terms are carried out consistently throughout the document.

City Engineer Schwartzkopf spoke of the need for providing a certain amount of adjustment to the zoning ordinance to meet anticipated needs in the future for these varied types of housing facilities that are becoming more common as the baby boomer population ages and has different housing needs and desires. Cindy Gray provided insight into the various needs that may arise.

Beth Dooley, City of Jamestown Engineering Technician, spoke of her experience with the Anne Carlsen Center and of new types of long term care that may be coming in the future.

Harley Trefz, 709 17th St SE, appeared to speak also about new types of care units and that there is a need for the types to be differentiated and to get the proper definitions established.

Chairman Hillerud recommend that SRF Consulting Group, Inc. meet with staff and report back during the May Planning Commission meeting with a staff report that would apply to the City ordinances in order to define the various types of care centers.

7. Utility Easement Discussion

Cindy Gray, SRF Consulting Group, Inc. reviewed a report relating to comparisons of utility easement requirements from other cities. She indicated that other cities that were looked at within North Dakota do not have specific subdivision regulations that require utility easements along public streets, but in these communities, it is standard procedure to require 10-foot utility easements along all public street rights of way and along rear yards in the middle of a block (such as in the West Fargo regulations). Cindy referenced a statement in the report that indicated that efforts to get input from private utility companies in Jamestown during plat review “does not result in the need for additional dedications” and explained that this sentence should probably state that no input is received from the private utility companies, so the plats move forward without any input from the private utilities. She referenced copies of subdivision plats distributed to the Planning Commissioners from the cities of Bismarck, Fargo and West Fargo, asking the Commissioners to make note of the 10-foot easements along all streets. City Engineer Schwartzkopf commented on his experiences in this type of work and noted that there are several areas in the City that utility companies are unable to get to.

Chairman Hillerud recommended that City staff work with SRF Consulting Group, Inc. to develop some options relating to local utilities and to get their input within a certain time limit. Chairman Hillerud recommended that City have a standard 10' utility easement required.

8. Traffic Impact Study Update

Cindy Gray of SRF Consulting Group, Inc. related that they will be back with draft language for the traffic impact study prior or during the May Planning Commission meeting.

9. Jamestown Land Use and Transportation Plan Update – City Engineer Reed Schwartzkopf spoke about the preliminary schedule of bringing the draft Land Use & Transportation Plan forward for Planning Commission review and recommendation. He referenced the involvement of Stephanie Falkers, SRF Consulting Group on the advisory committee for the plan and the need for a presentation of the plan to the Planning Commission. The body of the document is done however; there is still some information to be added. The plan is available electronically, at the location included in the email that Reed sent to Planning Commissioners. Since the document is quite lengthy, he requested that Planning Commissioners ask if they need it in printed form, and that perhaps one copy can be made available for review, rather than printing out a paper document for all commissioners.

Chairman Hillerud made a recommendation to hold a public hearing on May 18th, 2015 at 5pm to review the LUTP.

10. Chairman Hillerud chose to discuss the meeting room location. Clarice Liechty spoke again to discuss whether to meet downstairs or to project the maps, etc. on a screen. Cindy Gray related that they could provide different methods of presenting the maps that are included in the staff reports, and could include more in the way of photographs of subject properties and adjacent properties. It was decided among members and Cindy Gray, that SRF Consulting Group, Inc. prepare power point presentations of the maps included in the staff reports so that they can be projected onto a the screen in the Commission Room for better viewing by those in attendance.
11. Chairman Hillerud said there is still one vacancy on the Planning Commission and hopes that the appointment for another member will be filled soon.
12. Commission member Rath made a motion to adjourn, seconded by Commission member Ritter. No opposition. Meeting adjourned.