

CITY OF JAMESTOWN
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MINUTES
Planning Commission – March 12, 2018 - 8:00 a.m.

PRESENT: Hillerud, Ritter, Paulson, Frye, Trautman

OTHERS: Phillips, Liebig, Fuchs, Blackmore, Veil, Hellekson

ABSENT: Rath, Bensch, Bayer, Rhinehart

1. Chairman Hillerud opened the meeting. Commission member Ritter made a motion to approve the minutes from the February 12, 2018 Planning Commission meeting, seconded by Commission member Paulson. Unanimous aye vote. Motion Carried.

2. Continuation of discussion relating to ordinance language to create a streamlined pathway for review and consideration of minor subdivisions and related ordinance changes.

Scott Harmstead, SRF Consulting Group, Inc. gave the staff report and explained the proposed text amendment which would create a streamlined pathway for review and consideration of minor subdivisions. Harmstead explained that the current two-step preliminary and final plat procedure can be excessive for minor subdivisions. Many plats considered by the Planning Commission have been straightforward and would benefit from a more streamlined process. With minor subdivisions, staff would address any issues prior to consideration by the Planning Commission. The minor subdivision process involves a qualifying plat only going to the Planning Commission once versus the current two-step process. Criteria that would need to be met would be: the subdivision does not require the dedication of rights-of-way, the subdivision does not land-lock or otherwise impair convenient ingress and egress to or from the rear or side of the subject tract or any adjacent property, and the subdivision does not fall within the corridors of any planned or proposed street as shown in the adopted Land Use and Transportation Plan.

The process would be as follows: application submittal, staff review, consideration by Planning Commission at a public hearing, consideration by the city council and then the plat is recorded if approved. Harmstead further noted that the previously discussed lot merger text amendment was withdrawn from the proposed amendment as a result of the city attorney's review over the past few months, citing legal concerns. The attorney has recommended that lot mergers be formally processed through the city's platting process.

Chairman Hillerud opened the floor for discussion. No one appeared for discussion on this item.

Commission member Frye asked if the latest proposed ordinance language has been reviewed by the city attorney. The city attorney has been sent the current staff report prepared by SRF Consulting however has not replied as of yet.

Commission member Trautman made a motion to accept the findings of staff and recommend approval of the text amendment to Section 3 and Section 7, and the creation of Section 6.1 of Appendix B pertaining to minor subdivisions to the City Council. Seconded by Commission member Ritter. Roll Call. Unanimous aye vote. Motion Carried.

3. Consideration of Planning Commission Action Items for 2018, including discussion of consistency between zoning districts and the Jamestown Land Use and Transportation Plan.

Scott Harmstead, SRF Consulting Group, Inc. explained the relationship between the current zoning ordinances and the Land Use and Transportation Plan in regards to residential districts found in the zoning ordinance and land use categories found in the Land Use and Transportation Plan. Harmstead noted the need to update the residential zoning districts to be consistent with the Land Use and Transportation Plan. Harmstead also gave a recap of the 2017 action items and discussion was held on the 2018 action items.

The Planning Commission decided to move the downtown parking requirements to action priority number 1; zoning district use allowance formatting will remain at priority number 2; and, will be combined with the residential zoning district updates. Parking lot pavement requirements will fall to number 3 and all other items on the list will fall in sequence.

4. Adjournment - Commission member Frye made a motion to adjourn. Seconded by Commission member Trautman. Meeting adjourned.