

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

**MINUTES**  
**Planning Commission – August 12, 2019 - 8:00 a.m.**

**Present:** Hillerud, Trautman, Frye, Rath, Bensch, Ritter, Paulson

**Absent:** Ostlie, Bayer

**Others:** Steele, Liebig, Hellekson, Blackmore, Laber, Harty

1. Chairman Hillerud called the meeting to order. Commission member Frye made a motion to approve the minutes from the June 10, 2019 Planning Commission meeting. Seconded by Commission member Ritter. Unanimous aye vote. Motion Carried.
2. Public Hearing: The Minor Subdivision, Preliminary/Final plat – CAD Addition  
The Minor Subdivision, Preliminary/Final plat of CAD Addition, Lot 1, Block 1, a re-plat of Lots 15 &16, a vacated alley, and a vacated Portion of 16<sup>th</sup> St SW, Block 7, Mill Hill Second Addition within the SE ¼, Section 35, T140N, R64W, City of Jamestown, ND. The property is located at the 800 block of 16<sup>th</sup> St SW, Jamestown, ND.

Tim Magnusson, SRF Consulting Group, Inc. gave the staff report via video conference. The applicant is seeking to re-plat two lots, a vacated alley and a vacated portion of 16<sup>th</sup> St SW, Block 7, Mill Hill Second Addition into a single .76 acre lot. This combination of lots will allow the applicant to construct a new building on the site which is currently zoned M-1 (Limited Industrial & Manufacturing District). The proposed plat is serviced by the City of Jamestown with sewer and water with a 5' utility easement along the ROW of 16<sup>th</sup> St SW. City ordinance requires a 10' utility easement along the ROW, however; the City Engineer has waived the 10' easement requirement. Traffic impact will need to be revisited when development is proposed. A stormwater permit application has been submitted as required by City ordinance. All requirements of Section 3, Appendix B for a minor subdivision have been submitted and the application is considered complete.

Chairman Hillerud asked about the shaded areas on the plat. Tim explained these are vacated alleyways and there is a portion of 16<sup>th</sup> St SW that is vacated. The document numbers for the vacations are listed on the plat.

Chairman Hillerud opened the public hearing.

Craig Day, 1001 17<sup>th</sup> St SW, owner of the property stated the access for the new building will be from 17<sup>th</sup> St to the south. Chairman Hillerud closed the public hearing.

Commission member Trautman made a motion to accept the findings of staff and approve the Minor Subdivision Preliminary/Final Plat for the CAD Addition to the City Council. Commission member Paulson seconded the motion. Roll Call. Unanimous aye vote. Motion Carried.

3. Public Hearing: The Minor Subdivision, Preliminary/Final plat of Jamestown West Substation Subdivision, Lot 1, Block 1, an unplatted portion of the NE ¼, Section 9, T139N, R64W, Stutsman County, North Dakota. The property is located along 38<sup>th</sup> St SE and 81<sup>st</sup> Ave SE within the one mile extra-territorial area of the City of Jamestown, ND.

Tim Magnusson, SRF Consulting Group, Inc. gave the staff report via video conference. Scott Harmstead, SRF Consulting Group, Inc. joined the video conference relating that the City Planning & Zoning Administrator, Tom Blackmore, heard from the applicant last week and noted there will be a change in the location of the plat due to discussions with the adjoining neighbor. The applicant has since withdrawn the current application and will seek to re-apply once more land to the west is purchased.

Since the application was withdrawn before the public hearing was held, Chairman Hillerud did not open the public hearing as was advertised.

4. Review the draft of the Land Use Matrix as prepared by SRF Consulting Group, Inc. Tim Magnusson, SRF Consulting Group, Inc. reported that this draft is an update to a rough table that was created by City staff previously. The new table takes all allowed uses and arranges them into general categories and subcategories to make it easier to find a specific use. The intent of the Use Table is to provide a single document to determine whether a use is allowed by right, by special use permit or is not allowed in a specific zoning district. This table would eliminate the need for long lists of uses within each of the regulatory sections for zoning districts. The Use Table is for consideration and review. No formal action is required at this time.

Chairman Hillerud asked what the next step should be moving forward, should certain items be eliminated and where special requirements should be added, etc. Scott Harmstead, SRF Consulting Group, Inc. suggested the table be reviewed by City staff and the City Attorney within 1 – 2 months and then SRF Consulting Group, Inc. could provide extra help with the Use Table & Zoning Ordinance change project.

5. Chairman Hillerud called for a motion to adjourn. Commission member Frye made a motion to adjourn, seconded by Commission member Ritter. Meeting adjourned.