

CITY OF JAMESTOWN
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MINUTES
Planning Commission – April 13, 2020 - 8:00 a.m.

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

Absent: Rath

Others: Hellekson, Steele, Blackmore,

1. Chairman Hillerud opened the meeting. Commission member Paulson made a motion to approve the minutes from the February 10, 2020 Planning Commission meeting. Seconded by Commission member Ritter. The March meeting was cancelled. Unanimous aye vote. Motion carried.

2. Public Hearing: The Minor Subdivision, Preliminary/Final plat of Hollaar Addition, Lot 1, Block 1, being within the City of Jamestown, Midway Township, Stutsman County, North Dakota, a replat of Lot 20 and south half of Lot 21, Block 6 of Residence Park Addition within the NW 1/4 of Section 25, T140N, R64W, City of Jamestown, North Dakota. The property is located at 1012 2nd Ave NW.

Tim Magnussen, SRF Consulting Group, Inc. gave the staff report via video conference. (see staff report)

Commission member Bayer made a motion to approve, Bensch seconded the motion. Roll call vote was taken, 8 ayes 1 absent. Motion carried.

3. Zoning Administrator Blackmore presented an amendment to City Zoning Ordinance Appendix C. Blackmore explained that the amendment would authorize the Zoning Administrator to issue building permits and exempt set back requirements for interior lot lines of multiple lots as long as the property met 4 requirements set forth in the amendment.
4. Zoning Administrator Blackmore presented an amendment to City Zoning Ordinance Appendix B. Blackmore explained how the amendment would affect the current Ordinance Appendix B. Blackmore also explained the requirements for a property to qualify for this process.

The Planning Commission discussed Section 5.1 – Lot Combinations (3) and saw there needed to be some wording corrections to reflect was the definition stated. Bensch posed questioned the recording requirements for all neighbors in event of a sale. Discussion about Lot Splits and Lot Line Adjustments and how the City will be handling these. Tim Magnuson stated if someone is proposing a new Lot split that would split would fall under the definition of Subdivision of the North Dakota Century Code. Tim Magnuson stated that if the split lot was not already split then the property owner would have to go through a subdivision process. Tim Magnuson sated that the City could do a Lot Combination administratively, but a Lot Split would have to go through a subdivision process. The Planning Commission discussed on how to not have an unbuildable lot that may potentially go back to the County due to nonpayment of taxes. Chairman Hillerud stated that the Planning Commission may want to look at how to achieve a lot split or lot line adjustment with a process other than a subdivision process. Bensch said that the Planning Commission may want to investigate how new plats are currently named. Bensch feels the minor subdivisions should carry the original plat name instead of a completely different name. The consensus was that working with the original name on the plat would help people locate that subdivision easier. City Administrator Hellekson stated that if the City could proceed with a policy that may be better than amending an ordinance when it comes to naming a plat. Chairman Hillerud asked if everyone felt comfortable moving the amendments forward to the City Council. Bensch wanted to move the amendments forward as long as the corrections were made in the wording as long as Chairman Hillerud and Zoning Administrator Blackmore worked together to make the language correction. The

Commission discussed the affidavit for Lot Combinations. Much discussion went into if one person were moving through the Lot Combination process and if the neighbor should have to required to move through the Lot Combination process as well. Chairman Hillerud asked again if everyone felt comfortable moving these amendments forward and asked Blackmore if he had the items that needed to be changed in the amendment. No changes were identified within the amendment for Appendix C.

Harold Bensch made a motion to move the Ordinances with the changes to the City Attorney's to make the changes and then to the Building, Planning, and Zoning Committee. Ritter wanted to make sure Chairman Hillerud was working with the Zoning Administrator on the changes and that he be present for the Building, Planning, and Zoning Committee. Roll call vote ensued 8 ayes and 1 absent.

Chairman Hillerud wanted to thank Nancy Harty for her 26 years of service to the City of Jamestown and welcome Kirsten Domek.

Motion to adjourn made by Frye. Unanimous vote.