

**CITY OF JAMESTOWN**  
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**MINUTES**  
**Planning Commission –November 14, 2022 - 8:00 a.m.**

**MEMBERS PRESENT:** Beyer, Cairy, Hillerud, Ritter, Trautman

**MEMBERS ABSENT:** Frye, Paulson, Ostlie, Rath

**OTHERS PRESENT:** Dalugama, Blackmore, Hellekson, Michel, CM Steele, CM Kamlitz, Harmstead (SRF), Tyler Oliver (applicant & Dollar General developer)

1. Chairman Hillerud opened the meeting. Trautman made a motion to approve the minutes from the October 10, 2022, Planning Commission meeting. Seconded by Ritter. Roll Call. 5 ayes, 0 nays, 4 absent. Motion carried.
2. **PUBLIC HEARING:** Dollar General East Parking Lot Special Use Permit - Lots 11 & 12, Block 14, Original Town of Jamestown, Stutsman County, North Dakota

Thushara Dalugama, City Planner, gave the staff report for the Special Use Permit. The applicant is looking to utilize the existing parking lot to remain on the lot (s) in R3 zoning. The intent is to re-stripe existing parking lot to accommodate parking needs for Dollar General in addition to creating a new approach off of 5<sup>th</sup> Ave NE. No zone change is required.

Chairman Hillerud asked if there are any restrictions in the city ordinance for parking lots that aren't in a green space referring to setbacks or if those setbacks are only imposed on buildings. Zoning Administrator Blackmore stated that the setbacks required by ordinance are only imposed on buildings, not parking lots.

Chairman Hillerud questioned whether Lot 9 and Lot 10, two adjacent lots to the South that are green space, are owned by Dollar General. Tyler Oliver, the applicant confirmed that Dollar General owns the two lots in the south. Commission member Trautman asked whether the NDDOT had approved the access from 5th Avenue NE/Hwy 20 and Chairman Hillerud asked if the commission had to approve it understanding that the NDDOT was acceptable with it. Tom Blackmore stated that the Planning Commission will be approving the Special Use Permit for the use of the parking lot and not approving the approach. He mentioned that the applicant must apply for a permit for the approach through the NDDOT and the City of Jamestown Engineering Department. Blackmore stated that the City of Jamestown Engineering Department will ensure that the approach is going to meet all the requirements of the city ordinance prior to issuing a permit. He highlighted that currently we are looking at the use of the parking lot in R3 zoning and this Special Use Permit allows the Planning Commission to make any suggestions or requirements if the Planning Commission feels necessary. He also stated that this is the first time the Planning Commission is seen a Special Use Permit as the reformatting of the Appendix C Zoning Ordinance allowed the planning commission to make recommendations and requirements before going to the City Council. Chairman Hillerud drew attention to the fact that the zoning is different from the proposed Dollar

General site and questioned whether the entire property should have the same zoning. Blackmore stated that the use of the existing parking lot wouldn't necessarily require to be zoned the same. He mentions that it would be a whole new process for a zone change and since it is an existing parking lot in R3 zoning the City has suggested the applicant to apply for a Special Use Permit for slight modifications. Commission member Ritter brought up the point that if the NDDOT denies the request for the approach from the East side, there will only be one approach from the North side of the property for both entering and exiting, and there would be an alley to go out on the south side. Blackmore said that he would envision more vehicles would go more North as it is closer to the street instead of traveling to the south. Chairman Hillerud opened the public hearing. No one was present for the hearing. The public hearing was closed. Chairman Hillerud mentioned that one of the concerns of this process was the access from the East side of the property and he stated that the details would work out with the NDDOT and City of Jamestown Engineering Department. Commission member Trautman inquired how far South the East access from the intersection is. Scott Harmstead, SRF, mentioned that it is between 50 to 60 feet south of the intersection. Commission member Trautman expressed concern about the busy intersection being more congested when a new approach is added. In addition, Chairman Hillerud also asked about the minimum distance the city would require. Tyler Michel Public Works Director stated that City Specifications would require 15 feet for a driveway from the corner of the lot. He also mentioned that the NDDOT might consider factors such as traffic, speed, and other factors when making their decision. There were no further questions or comments. Chairman Hillerud made a motion to accept the findings of the staff and approve the Special Use Permit. Seconded by Ritter. Roll Call. 5 ayes, 0 nays, 4 absent. Motion carried.

3. Chairman Hillerud made a motion to adjourn. All in favor. Meeting adjourned.