



West Fargo Planning and Zoning Meeting
West Fargo City Hall Commission Chambers
800 4th Ave E, West Fargo, 58078
Monday, April 10, 2023 5:30 PM

1. Call to Order
2. Approval of Order of Agenda
3. Approval of Minutes – March 7, 2023
4. Continued – A23-4 Sandhills 6th Addition, a Replat and Rezoning from A: Agricultural to LI: Light Industrial and P: Public Facilities of Auditor's Lot 3 and a Replat of all of Block 2, Lots 6-16 of Block 3, Lots 2-7 and 10-22 of Block 4, Lots 10 and 13 of Block 8, Lots 3-10 and 13-22 of Block 9, all of Blocks 10 and 11, all in Meadow Brook Park Subdivision; a Vacation Plat of part of Gress Avenue, all of Second Avenue North, part of First Avenue North, all of Northern Pacific Avenue and part of Park Boulevard all in Meadow Brook Park Subdivision, all in the SE¼ of Section 2, T139N, R50W, City of West Fargo, North Dakota - Ocho Indy, LLC. (Continued to May 9, 2023)
5. Public Hearing – A23-10 Variance to Decrease setbacks from 60' to 20 feet for a private, non-commercial recreational facility in an R-1E: Rural Estate District located on Proposed Lot 2, Block 1 of Saucke Subdivision (Lots 10, 11, 14 & 15, Block 1 of Quam's Subdivision and vacated Short Street), Cass County, North Dakota– Saucke
6. Public Hearing A23-11 Zoning Ordinance Amendments to Title IV of the City Ordinances relating to site and building plan review within overlay zoning districts and general clerical corrections
7. Detailed Development Plans for PUD Amendment for Multiple Dwellings at 1018 17th St E (Lot 1, Block 1 of Dakota Territory 14th Addition), City of West Fargo, North Dakota – Mission Homes
8. Downtown Master Plan Project Update
9. Non-Agenda Items
10. Adjourn

West Fargo Planning & Zoning Commission
Tuesday, March 7, 2023 at 5:30pm
West Fargo City Hall

Members Present: Joe Kolb, David Gust, Lana Rakow, Eric Dodds, Mike Thorstad, Brady Woodard, Aleya Leibfried

Members Absent:

Others Present: Aaron Nelson, Lisa Sankey, John Shockley, Chanda Erickson

Minutes Submitted by: Chanda Erickson, Office Manager

Meeting was called to order by Chair Kolb at 5:30pm.

Commissioner Gust moved and Commissioner Thorstad seconded to approve the February 14, 2023 meeting minutes as distributed. No opposition, Motion carried.

Continued – A23-4 Sandhills 6th Addition, a Replat and Rezoning from A: Agricultural to LI: Light Industrial and P: Public Facilities of Auditor's Lot 3 and a Replat of all of Block 2, Lots 6-16 of Block 3, Lots 2-7 and 10-22 of Block 4, Lots 10 and 13 of Block 8, Lots 3-10 and 13-22 of Block 9, all of Blocks 10 and 11, all in Meadow Brook Park Subdivision; a Vacation Plat of part of Gress Avenue, all of Second Avenue North, part of First Avenue North, all of Northern Pacific Avenue and part of Park Boulevard all in Meadow Brook Park Subdivision, all in the SE $\frac{1}{4}$ of Section 2, T139N, R50W, City of West Fargo, North Dakota - Ocho Indy, LLC. (Continued to April 10, 2023)

Commissioner Kolb opened a Public Hearing - A23-7 Sukut's 6th Addition, replat of Lots 15-20, Block 26 and part of vacated alley in Block 26 of Sukut's 3rd Subdivision (409 Sheyenne Street), City of West Fargo, North Dakota – Kramera (Enclave). There was no public comment. The Public Hearing was closed. After continued discussion, Commissioner Gust moved and Commissioner Leibfried seconded to approve the application with the two conditions listed in the staff report. No opposition. Motion carried.

Commissioner Kolb opened a Public Hearing - A23-9 Brooks Harbor 10th Addition, a replat of Lot 1, Block 2 of Brooks Harbor 1st Addition, City of West Fargo, North Dakota. The Public Hearing was closed. After discussion, Commissioner Dodds moved and Commissioner Woodard seconded to approve the application with the conditions listed in the staff report. No opposition. Motion carried.

A23-8 Kost 4th Addition, a retracement plat (lot combine) of Lots 1-4, Block 1 of Kost 2nd, City of West Fargo, North Dakota - RR Refrigeration. There was no public comment. The Public Hearing was closed. After discussion, Commissioner Dodds moved and Commissioner Gust seconded to approve the application with the conditions listed in the staff report. No opposition. Motion carried.



Final presentation of the Planning Needs Assessment Action Plan

Non agenda items.

We would publically like to thank Lana Rakow for her service on the Planning and Zoning Commission. Lana's term is expiring April 1, 2023.

Commissioner Gust and Commissioner Rakow seconded to adjourn. No opposition. Meeting adjourned.

Planning and Zoning Commission meetings are published on YouTube City of West Fargo Channel; and are also included in our video archive at <https://www.westfargond.gov/1202/Agendas-Minutes>

People with disabilities who plan to attend the meeting and need special accommodations should contact the Planning Office at 701.515.5370. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

Minutes are available on the City of West Fargo Web site at <https://www.westfargond.gov/1202/Agendas-Minutes>

STAFF REPORT

A23-10		Variance
Saucke Subdivision		
Proposed Lot 2, Block 1 of Saucke Subdivision (Lots 10, 11, 14 & 15, Block 1 of Quam's Subdivision and vacated Short Street), Cass County, North Dakota		
Owner/Applicant: Ben Saucke		Staff Contact: Lisa Sankey
Planning & Zoning Commission Public Hearing:		04/10/2023
Board of Adjustments:		

PURPOSE:

Request for a variance from provision 4-421-B.4.1.b. in the R-1E: Rural Estate District regarding decreased setbacks for a private, non-commercial recreational facility.

STATEMENTS OF FACT:

Land Use Classification:	G-1 – Sub Urban – Restricted Growth Sector (ETJ)
Existing Land Use:	Vacant
Current Zoning District:	R-1E: Rural Estate District
Zoning Overlay District(s):	CO: Corridor Overlay District (County Hwy 17N)
Lot size(s) or range:	1.26 Acres
Adjacent Zoning Districts:	R-1E: Rural Estate District
Adjacent street(s):	19 th Avenue NW (Township Road); Short Street (Township); Hyde Street (Township)
Adjacent Bike/Pedestrian Facilities:	None
Available Parks/Trail Facilities:	No parks within ½ mile

DISCUSSION AND OBSERVATIONS:

- Earlier this year, the applicant submitted an application for a subdivision replat and conditional use permit for a 4,000 square foot, private, non-commercial recreational facility.
- The applicant is now requesting a variance with a decrease of the required side yard setbacks from 60 to 20 feet.
- The submitted site plan shows the building location with both the 60 foot and 20 foot setbacks.

CRITERIA FOR GRANTING A VARIANCE

With regard to the applicant's request for a variance from the required front yard setback, the Planning Commission is required to hold a public hearing and forward their findings and recommendations to the Board of Adjustment. The following criteria are required to be met in order to grant a variance:

1. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures or buildings in the same district.

STAFF REPORT

2. That literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance;
3. That the special conditions and circumstances do not result from the actions of the applicant;
4. That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to other lands, structures, or buildings in the same district.

Response from applicant:

- o *"Site is approved for a conditional use permit. It borders county owned land that is restricted from development and has no immediate neighbors"*
- o *"Literal interpretation of the 60' setback requirement has a dramatic affect on the orientation, access and use of the natural attributes the land offers"*
- o *"Access to the site is only allowed from the south via a private access easement"*
- o *"No special privilege will be provided by granting this variance. It simply allows for a more efficient use of land while providing a larger buffer zone"*

Staff Analysis:

- o It does not appear the variance can be justified as none of the criteria listed above are met. There are no special conditions and circumstances that exist with the property or buildings that are not applicable to other lands or buildings in the same zoning district.
- o The property owner is not being deprived of rights being enjoyed by others because of the ordinance provisions.
- o If the variance would be granted, the applicant would benefit from a special privilege that would not be provided to other lands, structures, or buildings in the same district.
- o The applicant could construct a structure within the setback requirements.
- o It appears that the building can be accommodated on this property without the granting of a variance.

NOTICES:

Sent to: Property Owners within 150' and Applicable agencies and departments

Comments Received:

- A call was received asking for more information.

CONSISTENCY WITH COMPREHENSIVE PLAN AND OTHER APPLICABLE CITY PLANS AND ORDINANCES:

- Proposal is not consistent with city ordinances dictating a 60' setback requirement for a private, non-commercial recreational facility.

RECOMMENDATIONS AND PROPOSED FINDINGS :

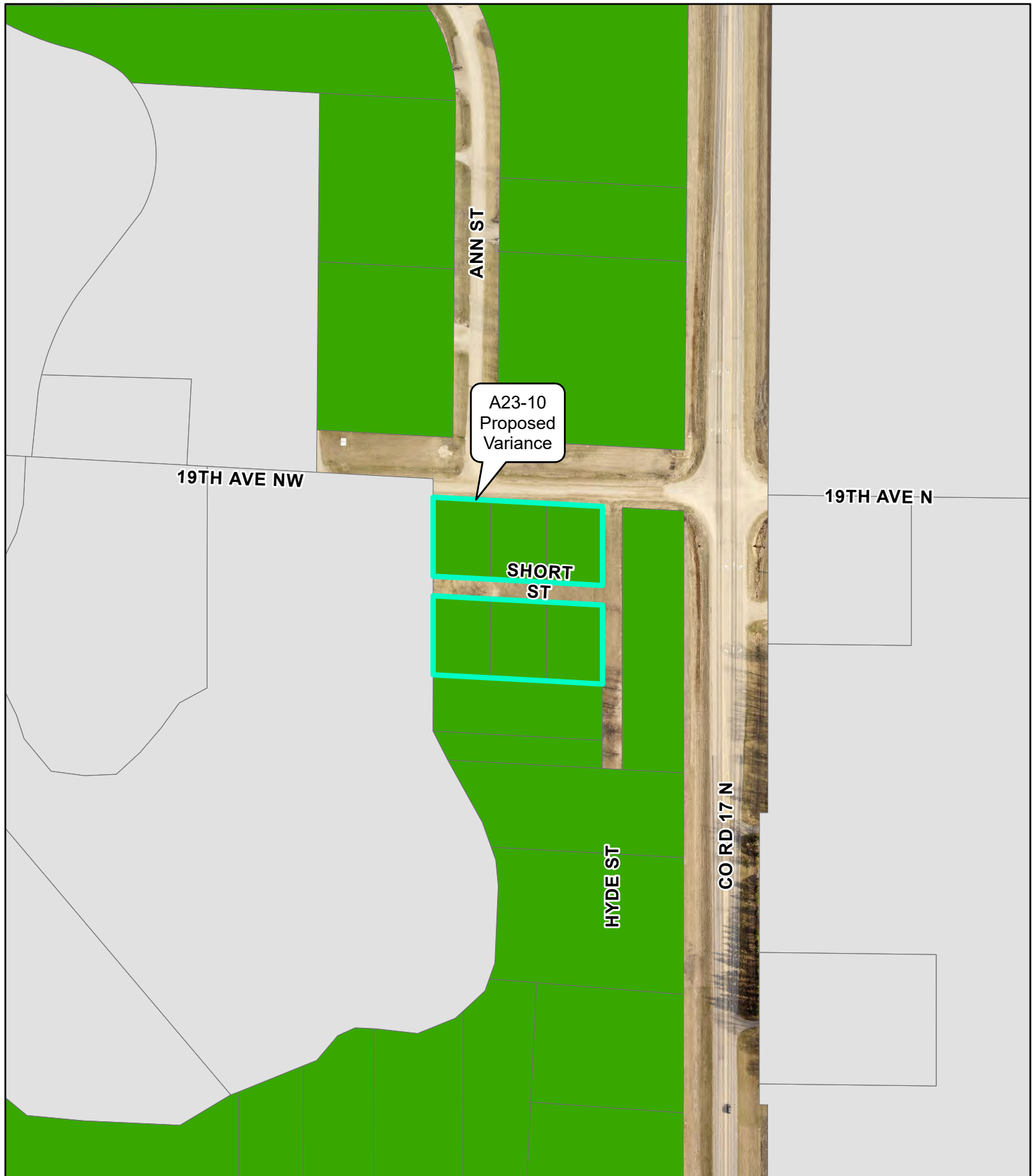
It is recommended that City deny the variance on the basis that the application does not meet the criteria for granting a variance.

STAFF REPORT

Attachments:

- Aerial map
- Zoning map
- Site Plan
- Response from applicant addressing variance criteria.





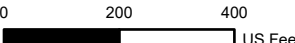


West Fargo Zoning

- A: Agricultural
- C: Light Commercial
- C-OP: Commercial Office Park
- DMU: Downtown Mixed Use
- EMU: Entertainment Mixed Use
- HC: Heavy Commercial

- LI: Light Industrial
- M: Heavy Industrial
- P: Public
- PUD: Planned Unit Development
- R-L1A: Large Lot Single Family Dwelling
- R-1A: Single Family Dwelling
- R-1: One and Two Family Dwelling

- R-1SM: Mixed One and Two Family Dwelling
- R-2: Limited Multiple Dwelling
- R-3: Multiple Dwelling
- R-4: Mobile Home
- R-5: Manufactured Home Subdivision
- R-1E: Rural Estate
- R-R: Rural Residential





From: [Ben Saucke](#)
To: [Lisa A. Sankey](#)
Cc: [Aaron M. Nelson](#)
Subject: Re: follow up
Date: Tuesday, March 21, 2023 8:54:35 AM
Attachments: [SAUCKE-Layout_PLOT OPT.pdf](#)

Site plan PDF attached. It shows two building locations using both 60' and 20' setbacks.

The 20' allows it to be set back more in the corner and provides easier access and improvements to service the building. The 60' setback does not allow the full 80' building and makes it unnecessarily more difficult for access and services.

Please let me know any questions.

Thx.

On Mon, Mar 20, 2023 at 2:59 PM Lisa A. Sankey <Lisa.Sankey@westfargond.gov> wrote:

Ben,

Could we get a pdf of the site plan for your variance? Thank you. Lisa



Lisa Sankey

Planner, City of West Fargo

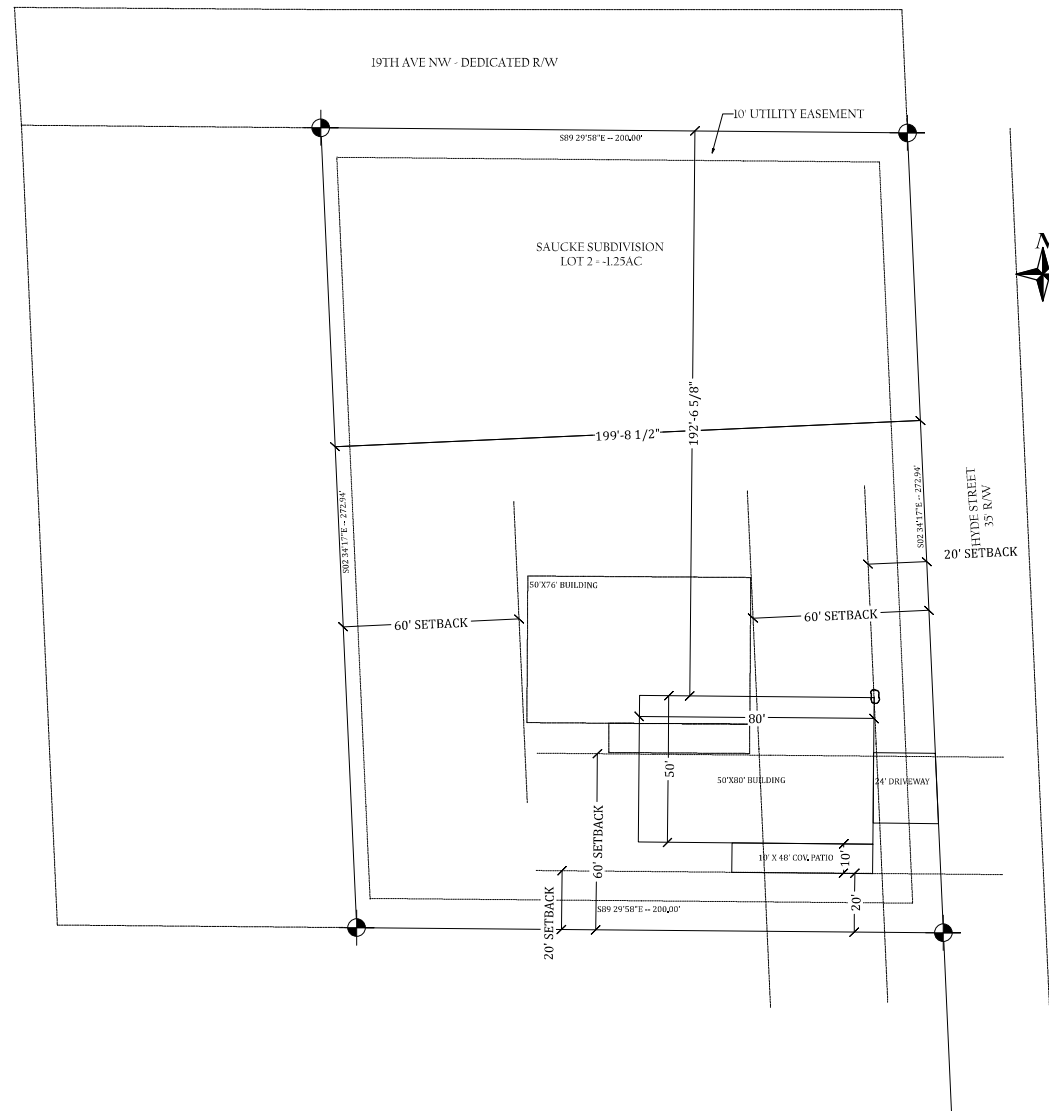
800 Fourth Ave. E., Suite #1

West Fargo, ND 58078

(701) 515-5376

Visit our website at:

westfargond.gov





Planning and Zoning Department
800 4th Avenue E., Suite 1
West Fargo, ND 58078
Office: 701.515.5370
Email: planning@westfargond.gov

WestFargoND.gov

Requirements for Variance – Please explain how your request meets the following criteria for variance approval.
(Attach separate sheet if needed)

- 1) That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures or buildings in the same district: Site is approved for a CUP. It borders county owned land that is restricted from development and has no immediate neighbors. ~~and is not a~~
- 2) That literal interpretation of the provisions of the zoning ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the zoning ordinance: Literal ~~interpretation~~ interpretation of the 60' setback requirement has a dramatic affect on the orientation, access and the use of the natural attributes the land offers.
- 3) That the special conditions and circumstances do not result from the actions of the applicant: Access to the site is only allowed from the south via a private access easement
- 4) That granting the variance requested will not confer on the applicant any special privilege that is denied by the zoning ordinance to other lands, structures, or buildings in the same district: No special privilege will be provided by granting this variance. It simply allows for a more efficient use of land while providing a larger buffer zone.

Acknowledgement – We hereby acknowledge that we have familiarized ourselves with the rules and regulations to the preparation of this submittal and that the foregoing information is true and complete to the best of our knowledge and that correspondence regarding this application will be submitted to the application representative named above.

[Signature]

Owner Signature

(Attach separate sheet for multiple owners)

Representative Signature

For City Use Only

Date filed: _____

Case Number: _____

Payment Information: _____

STAFF REPORT

A23-11 ZONING ORDINANCE AMENDMENTS	
Zoning Ordinance Amendment to Title IV of the City Ordinances (Zoning Regulations)	
Applicant: City of West Fargo	Staff Contact: Lisa Sankey
Planning and Zoning Commission Public Hearing:	04-10-2023
City Commission Public Hearing & 1 st Reading:	
2 nd Reading:	

PURPOSE:

The purpose of the proposed amendments is to modify and clarify zoning regulations relating to site and building plan review within overlay zoning districts and general clerical corrections.

DISCUSSION AND OBSERVATIONS:

- In 2015, the CM: Heavy Commercial/Light Industrial Zoning District was eliminated and divided into two separate zoning districts, HC: Heavy Commercial and LI: Light Industrial. Within Title IV, there are still some references to the CM District. This text amendment would clean up that language.
- Within the CO: Corridor Overlay and CO-I Interstate Corridor Overlay District, there is a requirement for additional site and building plan review and approval by the Planning & Zoning and City Commissions, prior to obtaining a building permit. Being there are already specific development requirements regarding setbacks, lot coverage, building construction standards; staff is recommending eliminating that section of the ordinance.
- The proposed text amendment also eliminates a couple of typos.
- Specific text amendments are attached to this staff report.

NOTICES:

Sent to: Notice in the newspaper and to City Departments.

Comments Received:

- None to date.

CONSISTENCY WITH COMPREHENSIVE PLAN AND OTHER APPLICABLE CITY PLANS AND ORDINANCES:

- The proposed amendments do not make major substantive changes to the existing ordinances and are consistent with the Comprehensive Plan. The proposed amendments are consistent with the Comprehensive Plan.

RECOMMENDATION:

It is recommended that the City approve the proposed amendments on the basis that they are consistent with City plans and ordinances.

Attachments

- Proposed text amendments

- 4-431-B.3. Conditionally Permitted Uses.
- 4-431-B.4. Yard Requirements for the CO-R District.
- 4-431-B.5. Lot Design Standards.
- 4-431-B.6. Other Applicable Regulations.
- 4-431-C. "CO-SR" District or Sheyenne River Corridor Overlay District. (Source: Ord. 916, Sec. 65 (2012))
 - 4-431-C.1. Statement of Intent.
 - 4-431-C.2. Building Control Line and Use Restrictions.
 - 4-431-C.3. Relaxation of Use Restrictions.
 - 4-431-C.4. Existing Nonconforming Uses and Structures.
 - 4-431-C.5. Landscape Standards.
- 4-432. "PUD" District for Planned Unit Development Project.
 - 4-432.1. Statement of Intent.
 - 4-432.2. Permitted Uses.
 - 4-432.3. Who May Apply -- Ownership Requirements.
 - 4-432.4. Minimum Areas Generally Required.
 - 4-432.5. Coordination with Subdivision Regulations.
 - 4-432.6. Administrative Procedure.
- 4-433. "P" District or Public Facilities District
 - 4-433.1. Statement of Intent.
 - 4-433.2. Permitted Uses.
 - 4-433.3. Conditionally Permitted Uses.
 - 4-433.4. Yard Requirements.
- 4-434. "DMU" DOWNTOWN MIXED USE DISTRICT
 - Source: Ord. 1148, Sec. 3 (2020)
 - 4-434.1. Statement of Intent.
 - 4-434.2. Uses.
 - 4-434.3. Site Design Standards.
 - 4-434.4. Lot Design Standards.
 - 4-434.5. Other Applicable Regulations.
- 4-435. "EMU" ENTERTAINMENT MIXED USE DISTRICT
 - Source: Ord. 1148, Sec. 4 (2020)
 - 4-435.1. Statement of Intent.
 - 4-435.2. Uses.
 - 4-435.3. Site Design Standards.
 - 4-435.4. Lot Design Standards.
 - 4-435.5. Other Applicable Regulations.
- 4-436. RESERVED FOR FUTURE USE.
- 4-437. RESERVED FOR FUTURE USE.
- 4-438. RESERVED FOR FUTURE USE.
- 4-439. RESERVED FOR FUTURE USE.

Commented [LAS1]: Typo

4-428. "HC" DISTRICT OR HEAVY COMMERCIAL DISTRICT.

(Source: Ord. 1045, Sec. 2 [2015])

4-428.4. Yard Requirements for the HC District. None required except where a lot in the HC District abuts a yard in any residential district, in which case there shall be a side yard the same as would be required in the residential district.

4-428.5. Other Applicable Regulations.

Section 4-440 Supplementary District Regulations

Section 4-450 Off-Street Parking and Loading Requirements

Section 4-460 Sign Regulations

~~4-428.3. Yard Requirements for the CM District. None required except where a lot in the CM district abuts yard in any residential district, in which case, there shall be a side yard the same as would be required in the residential district.~~

Commented [LAS2]: Duplicate. Plus no longer a CM district. HC and LI

~~4-428.4. Other Applicable Regulations.~~

~~Section 4-440 Supplementary District Regulations~~

~~Section 4-450 Off-Street Parking and Loading Requirements~~

~~Section 4-460 Sign Regulations~~

4-431. "CO" DISTRICT OR CORRIDOR OVERLAY DISTRICT.

4-431.1. Statement of Intent. The provisions of the CO District are intended to promote orderly development and safe, attractive and desirable spatial patterns and locations for urban and suburban land uses adjacent to the Cass County 17/Sheyenne Street, 32nd Avenue, 40th Avenue, 52nd Avenue, 9th Street East, Veteran's Boulevard and 13th Avenue corridors. Full regard is given for the importance of these corridors as major growth areas for West Fargo and as landscaped gateways to the City. In some areas of the district as identified in the Yard Requirements and Lot Design Standards, full regard is given to the context of the street and adjacent land uses for their urban appeal, which would include such things as streetscape, lighting, and other amenities that encourage interaction beyond vehicular traffic. The CO District shall extend along Cass County 17 (Sheyenne Street) from 13th Avenue East to 52nd Avenue and from 12th Avenue North to 40th Avenue North, 52nd Avenue from Cass County 17 to the west, 40th Avenue, 32nd Avenue, Veteran's Boulevard, 9th Street East from Interstate 94 to 13th Avenue, and 13th Avenue from Sheyenne Street to the east City limits hereinafter referenced to as "the designated streets," and be a depth of six hundred (600) feet on each side of the centerline of Cass County 17 (Sheyenne Street), 32nd Avenue, 40th Avenue, 52nd Avenue, 9th Street East, Veteran's Boulevard, and 13th Avenue.

Source: Ord. 1049, Sec. 24 (2015); Ord. 1111, Sec. 1 (2018)

4-431.2. Permitted Uses. All uses permitted in any underlying district as designated on the City Zoning Map.

4-431.3. Conditionally Permitted Uses. Any use conditionally permitted in any underlying district as designated on the City Zoning Map and subject to the specific provisions relating to each use.

4-431.4. Yard Requirements for the CO District.

(Source: Ord. 1111, Sec. 1 [2018])

1. Side Yard Minimum. For commercially zoned lots, the minimum side yard shall be 10 feet. Residentially zoned property in the Corridor Overlay District shall maintain the side yard required in the underlying Residential District.
2. Rear Yard Minimum. For commercially zoned lots abutting the designated streets, the minimum rear yard shall be 20 feet. For commercially zoned lots not abutting the designated streets, the minimum rear yard shall be 10 feet. Residentially zoned property in the CO District shall maintain the same rear yard as required in the underlying residential district.
3. Front Yard Minimum. For the purpose of this ordinance, all front yards for properties abutting the designated streets shall be facing those streets. All front yards abutting a designated arterial or collector roadway, as approved by the City Commission, shall be considered facing that roadway. A minimum front yard depth of

45 feet shall be required for all properties abutting the designated street rights-of-way, ~~with the exception of Sheyenne Street between Interstate 94 and 40th Avenue, 32nd Avenue west of Sheyenne Street and 13th Avenue East where all development shall be subject to site and building plan review by the Planning and Zoning Commission and City Commission~~. Minimum front yard depths for commercially zoned property not abutting the designated streets shall be 15 feet, except where frontage is on a designated arterial or collector roadway, as approved by the City Commission, where the minimum front yard depth shall be 30 feet. Depths for residentially zoned property not abutting the designated streets shall be the same as required for the underlying Residential Zoning District. For corner properties abutting the designated streets and an arterial or collector roadway, the secondary front yard which does not face the designated streets shall have a minimum front yard depth of 30 feet.

Commented [LAS3]: Suggest removal of site plan review before commissions provided development meets the setback and building materials within this ordinance

4. Lot Coverage. For commercial uses, lot coverage by buildings shall not exceed 40%; for residential uses, lot coverage shall be the same as in the underlying district.

4-431.5. Lot Design Standards.

1. Open Space Landscaping:

- a. All yard areas not covered by buildings, sidewalks or paved parking areas shall be landscaped. A minimum of 10% of the lot area shall be landscaped.
- b. For properties abutting the designated streets, ~~with the exception of Sheyenne Street between Interstate 94 and 40th Avenue, 32nd Avenue west of Sheyenne Street and 13th Avenue East where all development shall be subject to site and building plan review by the Planning and Zoning Commission and City Commission~~, a minimum of 20 feet of landscaped open space shall be required to separate parking areas or access drives and front lot lines. For properties not abutting the designated streets or an arterial or collector roadway, a minimum of 5 feet of landscaped open space shall be required to separate parking areas or access drives and front lot lines. For properties abutting a designated collector or arterial roadway, as approved by the City Commission, a minimum of 10 feet of landscaped open space shall be required to separate parking areas or access drives and front lot lines.

Commented [LAS4]: Suggest removal of site plan review by commissions

Source: Ord. 1111, Sec. 2 (2018)

- c. A minimum of 5 feet of landscaped open space shall be required to separate parking areas from side and

rear lot lines and a minimum of 5 feet of open space shall be required to separate parking areas and building setback lines.

- d. A minimum of 3 feet of landscaped open space shall be required to separate access driveways and side or rear lot lines unless said driveway is used as a common access to two adjacent properties.
- e. Ponds for management of storm water shall not count toward the minimum landscaped standard.

2. Building Construction:

- a. A higher construction standard is required in the Corridor Overlay District. In areas of the Corridor Overlay District, which is zoned Light Commercial, any exposed metal or fiberglass on all buildings shall be limited to no more than thirty (30) percent of any wall which fronts on a public street, provided that it is coordinated into the architectural design. Seventy percent (70%) of any wall (facade area) which fronts on a public street shall be constructed of glass, brick, wood, stone, architectural concrete cast in place or precast concrete panels, or, as approved by the Commission(s), other integrated materials per the architectural design. In areas of the Corridor Overlay District which are also zoned Heavy Commercial, Light Industrial District and Heavy Industrial District, all buildings constructed of curtain wall panels of finished steel, aluminum or fiberglass shall be required to be faced with brick, wood, stone, architectural concrete cast in place or pre-cast concrete panels on all wall surfaces with frontage on a public street. The required wall surface treatment may allow a maximum of seventy (70) percent of the metal or fiberglass wall to remain exposed if it is coordinated into the architectural design.

Commented [LAS5]: Typo HC, LI not HC/LI

- (1) Additions, Alterations, and Accessory Buildings. All subsequent additions, exterior alterations and accessory buildings, constructed after the erection of an original building or buildings shall be of the same materials as those used in the original building and shall be designed in a manner conforming to the original architectural concept and general appearance. These provisions shall not prevent the upgrading of the quality of materials used in a remodeling or expansion program.

4-431-A. "CO-I" DISTRICT OR INTERSTATE CORRIDOR OVERLAY DISTRICT

Source: Ord. 748, Sec. 14 (2005)

4-431-A.1. Statement of Intent. The provisions of the "CO-I" District are intended to promote orderly development and safe, attractive and desirable spatial patterns and locations for urban land uses adjacent to the Interstate 94 Corridor. Full regard is given for the importance of this corridor as a major growth area for West Fargo and as a highly visible gateway through the City. The "CO-I" District shall extend along the entire I-94 section within the City Limits and Extraterritorial Area and shall be an approximate depth of 600 feet on each side of the interstate right-of-way.

4-431-A.2. Permitted Uses. All uses permitted in any underlying district as designated on the City Zoning Map.

4-431-A.3. Conditionally Permitted Uses. Any use conditionally permitted in any underlying district as designated on the City Zoning Map and subject to the specific provisions relating to each use.

4-431-A.4. Plan Review and Approval. ~~All development shall be subject to site and building plan review and approval by the Planning and Zoning Commission and City Commission.~~

Commented [LAS6]: Suggested Edit remove PZC & CC Site plan review

4-431-A.5. Site Development Standards.

1. Yard Setbacks. Structures adjacent to I-94 shall be set back a minimum of 100 feet from the interstate right-of-way for single and two-family uses. Principal structures for multiple family uses shall be set back a minimum of 100 feet from the interstate right-of-way with accessory structures set back a minimum of 50 feet. All other structures shall maintain a minimum setback of 50 feet from the interstate right-of-way, except for structures adjacent to interstate on and off-ramps, which shall maintain a minimum setback of 30 feet. All other yard setbacks shall be according to requirements of the underlying district.
2. Lot Coverage. For commercial and other non-residential uses, lot coverage by buildings shall not exceed 40%; for residential uses, lot coverage shall be the same as in the underlying district.
3. Open Space Landscaping and Buffers.
 - a. All yards adjacent to I-94 shall be landscaped open space. At least one tree shall be installed along the Interstate frontage for every 50 feet of interstate frontage. Trees may be grouped to create the desired effect. All yard areas not covered by buildings, sidewalks or paved parking areas shall be landscaped. A minimum of 10% of the

lot area shall be landscaped. In addition to landscaped open space requirements along I-94, properties shall comply with the Open Landscaping requirements found in Section 4-431.5. pertaining to front, side and rear yards.

- b. Residential properties shall be buffered to minimize noise impacts from interstate traffic. Berming and vegetative buffers shall be created prior to development. For single family and two family uses berms shall be developed within an easement no less than 100 feet deep along I-94 and 30 feet deep along the on/off ramps and have a slope no greater than 3:1. Berms shall be required to be elevated six feet above the elevation of the driving lanes on I-94 with a lower elevation and more flexibility in design along the on/off ramps. The berms shall also have several rows of coniferous trees (evergreens) planted to provide year-round vegetative buffering. Berm easements should be placed so that there is minimal affect on utility easements. For multiple family residential uses, more flexibility is allowed in the design of berms and vegetative buffers.

4. Building Construction:

- a. A higher construction standard is required in the Interstate Corridor Overlay District. In areas of the Interstate Corridor Overlay District, which are zoned Light Commercial, Commercial Office Park, or Planned Unit Development and intended for light commercial uses, any exposed metal or fiberglass on all buildings shall be limited to no more than thirty (30) percent of any wall which fronts on a public street, provided that it is coordinated into the architectural design. Seventy percent (70%) of any wall (facade area) which fronts on a public street shall be constructed of glass, brick, wood, stone, architectural concrete cast in place or precast concrete panels, or, as approved by the Commission(s), other integrated materials per the architectural design. In areas of the Interstate Corridor Overlay District which are also zoned Heavy Commercial, ~~Light Industrial~~, Heavy Industrial, or Planned Unit Development and intended for heavy commercial and industrial uses all buildings constructed of curtain wall panels of finished steel, aluminum or fiberglass shall be required to be faced with brick, wood, stone, architectural concrete cast in place or pre-cast concrete panels on all wall surfaces with frontage on a public street. The required wall surface treatment may allow a maximum of seventy (70) percent of the metal or fiberglass wall to remain

Commented [LAS7]: Typo HC, LI not /

4-431-B.5. Lot Design Standards.

4-431-B.5. Lot Design Standards.

1. Open Space Landscaping:

- A. All yard areas not covered by buildings, sidewalks or paved parking areas (or fenced storage yards in industrial districts) shall be landscaped with grass, trees and other landscaping as approved by the City.
- B. All required front yards and secondary front yards (side yards on corner lots fronting on a public street) shall be landscaped as open space.
- C. A minimum of 5 feet of landscaped open space shall be required to separate parking areas from side and rear lot lines and a minimum of 5 feet of open space shall be required to separate parking areas and building setback.
- D. A minimum of 3 feet of landscaped open space shall be required to separate access driveways and side or rear lot lines, unless side driveway is used as a common access to two adjacent properties.
- E. Ponds for management of storm water shall not count toward the minimum landscaped standard.

2. Building Construction: A higher construction standard is required in the Redevelopment Corridor Overlay District. In areas of the Redevelopment Corridor Overlay District, which is zoned Light Commercial, any exposed metal or fiberglass on all fronting buildings shall be limited to no more than thirty (30) percent of any wall which fronts on a public street, provided that it is coordinated into the architectural design. Seventy percent (70%) of any wall (facade area) which fronts on a public street shall be constructed of glass, brick, wood, stone, architectural concrete cast in place or precast concrete panels, or, as approved by the Commission(s), other integrated materials per the architectural design. In areas of the Redevelopment Corridor Overlay District which are also zoned Heavy Commercial, ~~Light Industrial~~ District and Heavy Industrial District, all fronting buildings constructed of curtain wall panels of finished steel, aluminum or fiberglass shall be required to be faced with brick, wood, stone, architectural concrete

Commented [LAS8]: Typo hc, li not /

4-449-A. LANDSCAPING STANDARD.

Abutted Existing District					
Developers or Selected District	R1, R-1A, R-1B, R-1E, R-L1A, R-R	R-2, R-3, R-4, R-5	A	C, C-OP, CM , HC, LI, P	M
R1, R-1A, R-1B, R-1E, R-L1A, R-R	N/A	A	B	C	D
R-2, R-3, R-4, R-5	A	N/A	A	B	C
A	B	A	N/A	A	B
C, C-OP, CM , HC, LI, P	C	B	A	N/A	A
M	D	C	B	A	N/A

Commented [LAS9]: Remove CM, add HC, LI

Commented [LAS10]: Remove CM, add HC, LI

Source: Ord. 1049, Sec. 33 (2015)

any such person is a full-time employee. The largest shift may be a particular day of the week or a lunch or dinner period in the case of a restaurant.

The term "capacity," as used herein, means the maximum number of persons which may be accommodated by the use as determined by its design or by building or fire code regulations, whichever is greater.

Any use not specifically mentioned below shall meet the requirements for uses most clearly related as determined by the Zoning Enforcement official.

The number of off-street parking spaces which shall be required are as follows:

1. Agricultural Support Uses - One space per employee on the largest shift, plus one space per 200 square feet of gross floor area provided for customer sales and service operations.
2. Residential Uses:
 - a. Single-Family - Two spaces per dwelling.
 - b. Multiple Family Units - One space per efficiency dwelling unit and two spaces per dwelling unit for one or more bedroom units or the floor area divided by 440, whichever is greater.
3. Institutional, Recreational and Special Residential Uses:
 - a. Camps (Day or Youth) - One space per employee on the largest shift, plus one space per camp vehicle normally stored on the premises.
 - b. Church - One space per three seats of maximum capacity.
 - c. Community and Recreation Center - One space per 250 square feet of gross floor area, or one space per four patrons to the maximum capacity, plus one space per employee on the largest shift.
 - d. Day or Nursery School, Child Care Facility - One space per teacher/employee on the largest shift, plus one per space per ten students for loading and unloading.
 - e. Group Dwellings, Fraternity or Sorority, Boarding or Lodging Houses - One space per bedroom or sleeping room, unless it can be demonstrated that the occupants will not be driving.
 - f. Libraries and Museums - One space per 350 square feet of floor area or one space per four seats to the maximum capacity, whichever is greater, plus one space per employee on the largest shift.

Commented [LAS11]: Typo Units not unites

STAFF REPORT

A23-5 PLANNED UNIT DEVELOPMENT AMENDMENT	
Dakota Territory 14 th Addition	
1018 17 th Street East (Lot 1, Block 1 of Dakota Territory 14 th Addition), City of West Fargo, North Dakota	
Owner: Menard Inc.	Staff Contact: Lisa Sankey
Applicant: Smart Building Construction LLC	
Planning & Zoning Commission Public Hearing:	02-14-2023 – Concept Development Plans
Detailed Development Plans:	04-10-2023
City Commission:	

PURPOSE:

Development of residential townhomes within a Planned Unit Development.

STATEMENTS OF FACT:

Land Use Classification:	G-2: Sub-Urban Growth Sector
Existing Land Use:	Vacant
Current Zoning District(s):	PUD: Planned Unit Development
Zoning Overlay District(s):	n/a
Total area size:	3 Acres
Adjacent Zoning Districts:	North – R-1: One and Two Family Dwellings South – PUD: Planned Unit Development (Commercial) East – City of Fargo West – PUD: Planned Unit Development (Residential)
Adjacent street(s):	10 th Avenue East (Local); 17 th Street East (Collector)
Adjacent Bike/Pedestrian Facilities:	Existing along 10 th Ave E and 17 th St E
Available Parks/Trail Facilities:	The development is near West Fargo High School fields and Veterans Memorial arena and within ½ mile from the Meadowridge Park facility accessible by sidewalks.
Park Dedication Requirements:	n/a

DISCUSSION AND OBSERVATIONS:

- The applicant has submitted an application and concept plans for proposed townhouses for a PUD: Planned Unit Development.
- A similar development was approved for the property to the west in 2016.
- Concept plans with setbacks, show seven, four-unit, four three-unit and one two unit townhomes. The units will be 1,916 square foot, 4 bedroom, 3 bath units, with attached two stall garages for a total of 42 units within 12 separate structures.
- The applicant indicated they intend to have balconies without staircases for all of the units.
- Concept plans also include 82 garage and 82 parking spaces for a total of 164 spaces, which exceeds the requirements of City Off-Street Parking regulations found in 4-450 of the City Ordinances.
- The property would access 10th Avenue East in two locations which allows for multiple access points and the ability to loop utility services, as well as a 40' access/utility easement along 17th Street East.

STAFF REPORT

- There is a shared access easement on the north property line adjacent to 10th Avenue East on the lot to the west, which may not be necessary for this development.
- At the time it was platted, 10th Avenue East was considered a collector roadway with access control shown on the recorded plat along 10th Avenue East and 17th Street East, as per an agreement between Menards, City of Fargo and West Fargo. Tenth Avenue East, has since been removed as a collector from the functional classification and would no longer require such access control; however, the access control is still shown on the recorded plat.
- The developer has submitted a construction schedule noting that they would likely start construction in summer of 2023 with expected completion by late winters/early spring 2024. Landscaping would be completed prior to certificate of occupancy in spring of 2024, weather permitting and would meet the City's landscaping provisions.

NOTICES:

Sent to: Property owners within 150' and applicable agencies and departments

Comments Received:

- Engineering recommends not installing the east access onto 10th Avenue East, but will allow it.
- The City Attorney commented on the controlled access on the recorded plat.
- As of the writing of the staff report, the Public Works Department is working with the applicant regarding trash collection in terms of individual collection vs. dumpsters.

CONSISTENCY WITH COMPREHENSIVE PLAN AND OTHER APPLICABLE CITY PLANS AND ORDINANCES:

- The mix of housing types and increased densities will increase the diversity of the neighborhood housing stock consistent with goals of the Comprehensive Plan's Action Plan Big Idea to "Strengthen Neighborhoods and Expand Housing Choice".
- The proposed application is consistent with the City plans and ordinances.

PLANNING & ZONING ACTION – 2/14/23

At their February 14, 2023 meeting, the West Fargo Planning and Zoning Commission voted to approve the Concept Development Plans, subject to the seven conditions listed below:

1. Site shall conform to R-3: Multiple Dwellings District regulations as the underlying district standards, unless otherwise indicated and approved with the Detailed Development Plan.
2. A 6-foot tall opaque fence shall be installed along the east lot line to screen the public right-of-way from the rear of the proposed buildings.
3. A landscape buffer shall be planted between the north property line and the rear of the building fronting 10th Avenue E.
4. Balconies/Decks shall be shown on the Detailed Development Plan with setbacks delineated.
5. A drainage and utility plan is approved by the City Engineer.
6. A signed PUD agreement is received and approved in conjunction with the Detailed Development Plan.
7. Detailed Development Plans will be subject, but not limited to provisions to require but not limited to 4-440 Supplementary District Regulations, Section 4-449-A Landscaping Standards, 4-450 Off-Street Parking and Loading Requirements, and 4-460 Sign Regulations.

STAFF REPORT

DETAILED DEVELOPMENT PLANS – 4/10/23

The applicant has submitted detailed development plans for the development that includes 11, three and four unit townhouse structures for a total of 39 units, as well as a private storm water pond. The applicant has further provided proposed elevations, landscaping, fencing and site plan information which is provided in the attachment and below.

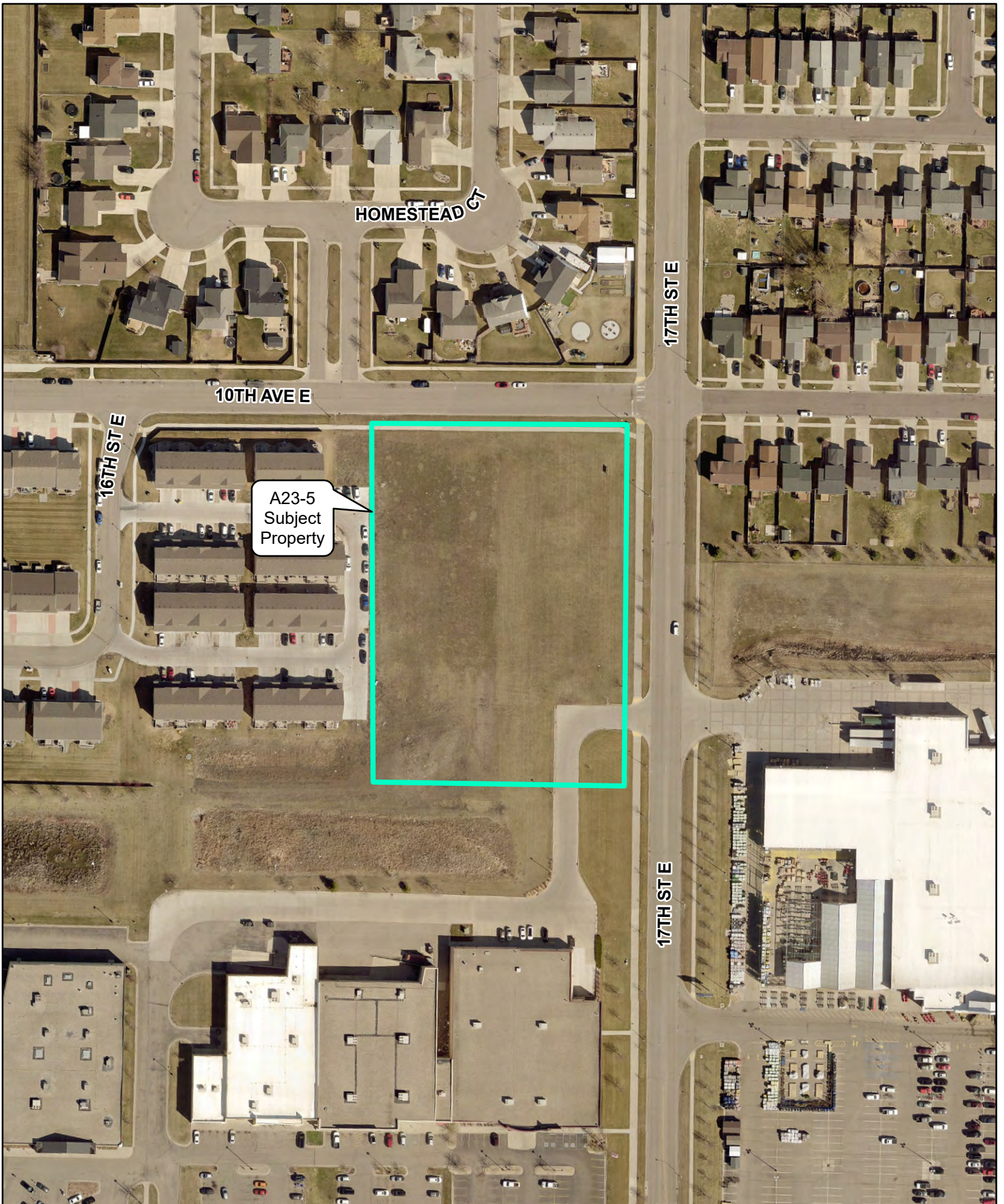
RECOMMENDATIONS:

It is recommended that the City approve the proposed Detailed Development Plans on the basis that it is consistent with City plans and ordinances with recommended conditions as follows:

1. A signed PUD agreement is received and approved in conjunction with the Detailed Development Plan.
2. Detailed Development Plans will be subject, but not limited to provisions of Sections 4-425 R-3: Multiple Dwelling District, 4-440 Supplementary District Regulations, 4-449-A Landscaping Standards, 4-450 Off-Street Parking and Loading Requirements, and 4-460 Sign Regulations.

Attachments

1. Aerial map
2. Zoning map
3. Narrative with proposed schedule
4. Detailed Development Plans (Site, Landscaping and Elevations)
5. Auto turn analysis of garbage and emergency vehicle verifying turning movements



HOMESTEAD CT

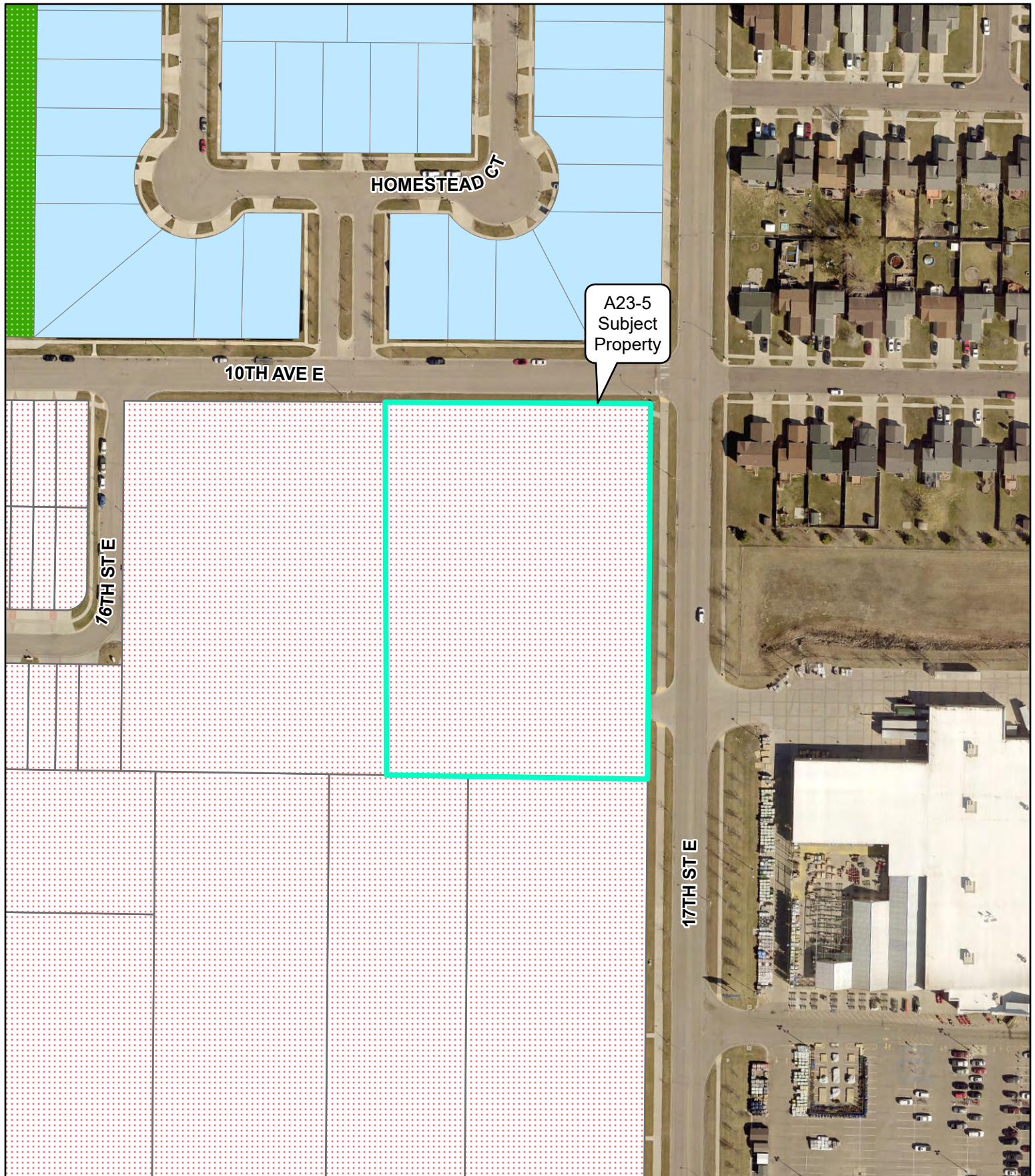
17TH STE

10TH AVE E

16TH STE

A23-5
Subject
Property

17TH STE



A23-5
Subject
Property

HOMESTEAD CT

10TH AVE E

16TH ST E

17TH ST E



West Fargo Zoning

- A: Agricultural
- C: Light Commercial
- C-OP: Commercial Office Park
- DMU: Downtown Mixed Use
- EMU: Entertainment Mixed Use
- HC: Heavy Commercial

- LI: Light Industrial
- M: Heavy Industrial
- P: Public
- PUD: Planned Unit Development
- R-L1A: Large Lot Single Family Dwelling
- R-1A: Single Family Dwelling
- R-1: One and Two Family Dwelling

- R-1SM: Mixed One and Two Family Dwelling
- R-2: Limited Multiple Dwelling
- R-3: Multiple Dwelling
- R-4: Mobile Home
- R-5: Manufactured Home Subdivision
- R-1E: Rural Estate
- R-R: Rural Residential

0 100 200 US Feet

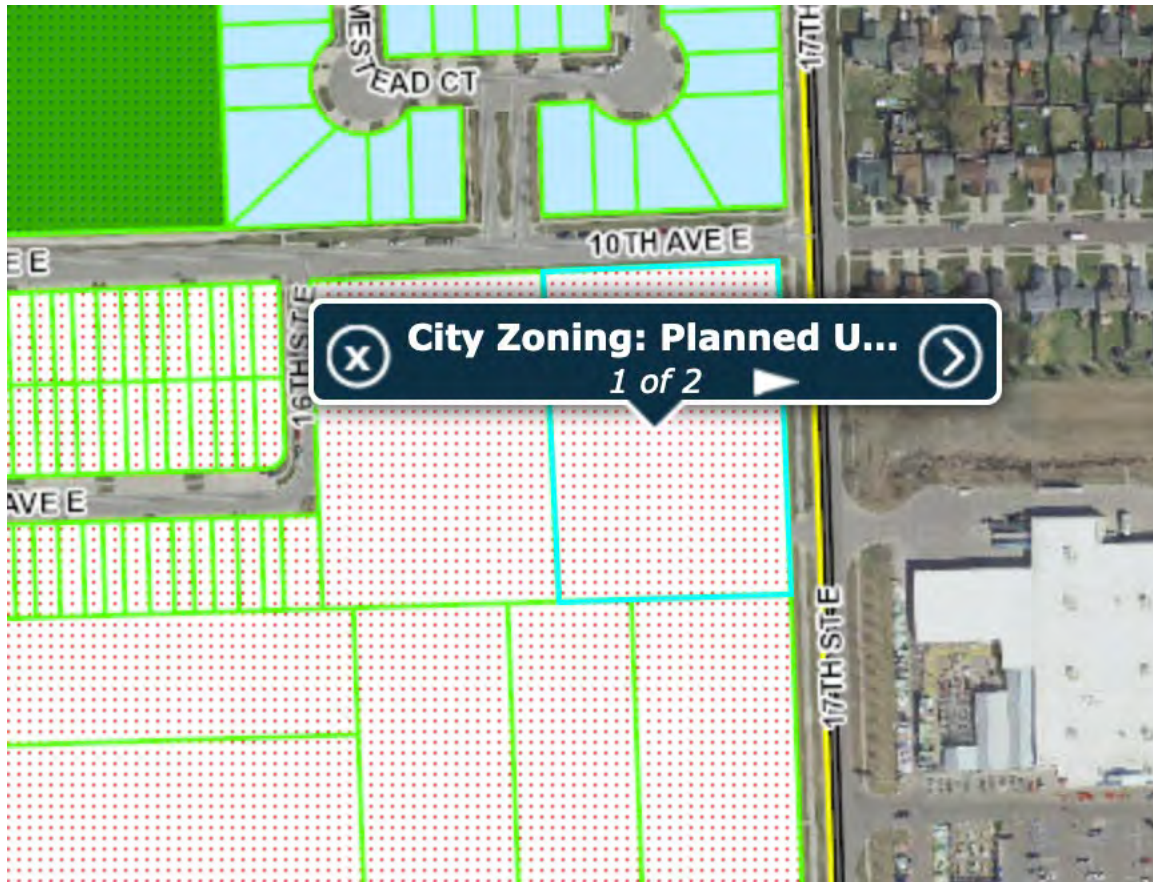


Concept Development Plans for a PUD Amendment located at 1018 17 St E, West Fargo, ND

LEGAL DESCRIPTION: Lot 1 Block 1 Dakota Territory 14th Addition

GENERAL CHARACTER: Our company intends to develop this site into residential townhomes. The site will have 11 buildings, each consisting of either three or four dwelling units per building, utilizing shared walls. This medium-density residential development would be a logical buffer between the lower-density residential uses to the north, and the commercial uses to the south. Our project will be similar in nature to the townhome projects to the west. A private road will provide egress onto 10th Ave E, and the land would not be subdivided.

LAND USES: To the north of the site, there is low-density residential land use. To the northeast, there is low-density residential land use in the City of Fargo. To the east, there is commercial land use in the City of Fargo. To the south, there is commercial land use. To the west, there is residential land use.



SITE PLAN: Please find attached site plan indicating proposed locations of buildings, private roads, detention pond(s), and lawns.

The site would consist of several buildings in one of two formats:

- Several buildings would contain 4 dwelling units each. These buildings would measure approximately 104' wide by 46' deep. Each individual dwelling would be split-level design with 4 bedrooms, 3 bathrooms, and an attached 2-stall garage with approximately 1,916 sq ft of interior space. A preliminary drawing of this structure is attached.
- Several buildings would consist of 3 units. These buildings would measure approximately 78' wide by 46' deep. Each dwelling would be split-level design with 4 bedrooms, 3 bathrooms, and an attached 2-stall garage with approximately 1,916 sq ft of interior space.

SCHEDULE: Construction would commence by summer 2023. The first months of construction would see installation of all underground utility infrastructure; stormwater drainage, sanitary sewer, municipal water, electric, natural gas, and telecommunication. Construction of the private roads would commence in the summer as well. By fall 2023, we would be ready to pour foundations for all eleven buildings. The units would be framed and finished throughout fall and winter 2023, with all buildings completed and certified for occupancy by late winter/early spring 2024. Landscape work would be completed in spring 2024, weather permitting.

Thank you for your consideration of this site proposal.

Sincerely,

Kevin Torgerson
Director of Land Development
Smart Building Construction LLC

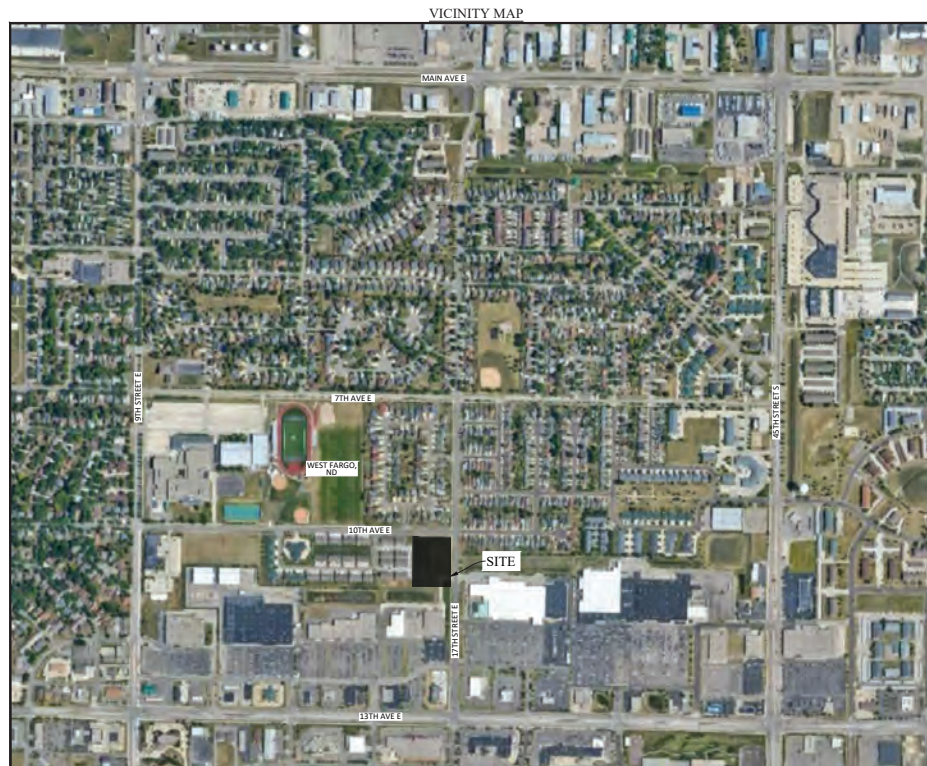
MISSION HOMES
1018 17TH ST E
WEST FARGO, ND

OWNER
MISSION HOMES
KEVIN TORGERSO
3247 48TH ST S SUITE B
FARGO, ND 58104
PH: 701-205-3030
EMAIL: kevin@missionhomesnd.com

CIVIL ENGINEER
LOWRY ENGINEERING
ANDREW THILL, P.E.
5306 51ST AVENUE SOUTH, SUITE A
FARGO, ND 58104
PH: 701-235-0199
EMAIL: athill@lowryeng.com

LOWRY
ENGINEERING
5306 51ST AVENUE SOUTH, SUITE A
FARGO, NORTH DAKOTA 58104

SITE INFORMATION		
SITE COVERAGE		
ITEM	AREA (SF)	AREA (%)
BUILDING	46,644	34.8
PARKING & DRIVES	39,740	29.7
SIDEWALKS/PATIOS/STEPS	1,120	0.8
TOTAL IMPERVIOUS	87,504	65.3
GREEN SPACE	46,392	34.7
TOTAL AREA	133,896	100
PARKING		
STALL TYPE		NUMBER
9X18 STALLS		156
TOTAL REQUIRED		78 (2 PER UNIT)
ZONING INFORMATION		
CURRENT ZONE:	PLANNED UNIT DEVELOPMENT	
DIMENSIONAL STANDARDS		
BUILDING SETBACKS		
FRONT YARD	25' MINIMUM	
INTERIOR SIDE YARD	8' MINIMUM	
STREET SIDE YARD	12' MINIMUM	
REAR YARD	8' MINIMUM	
SURVEY INFORMATION		
DATE OF SURVEY	01/19/23	
COORDINATE SYSTEM	NAVD29 - US SURVEY FOOT	
DATUM	NAVD29	



BENCHMARK 1: TOP NUT OF FIRE HYDRANT LOCATED 150' SOUTH OF NORTHEAST CORNER OF PROPERTY
ELEVATION: 903.36' (NAVD29)

BENCHMARK 2: TOP NUT OF FIRE HYDRANT LOCATED 200' NORTH OF SOUTHWEST CORNER OF PROPERTY
ELEVATION: 904.40' (NAVD29)

BENCHMARK 3: TOP NUT OF FIRE HYDRANT LOCATED 10' SOUTH OF SOUTHEAST CORNER OF PROPERTY
ELEVATION: 902.61' (NAVD29)

BASIS OF BEARING: CITY OF FARGO COORDINATE SYSTEM

SHEET INDEX	
C-1	COVER SHEET
C-2	GENERAL NOTES & LEGEND
C-3	SURVEY OVERLAY & DEMOLITION PLAN
C-4	OVERALL SITE PLAN
C-5	WATER MAIN & SERVICE UTILITY PLAN
C-6	SANITARY SEWER MAIN & SERVICE UTILITY PLAN
C-7	STORM SEWER UTILITY PLAN
C-8	GRADING PLAN
C-9	EROSION & SEDIMENT CONTROL PLAN
C-10	DETAILS
C-11	DETAILS
C-12	DETAILS

REVISIONS

MISSION HOMES
1018 17TH ST E
WEST FARGO, ND

PRELIMINARY
NOT FOR
CONSTRUCTION

LE JOB # 23006
PROJECT DATE: 3/22/2023
CHECKED BY: AJT
DRAWN BY: DCN
APPROVED BY: AJT

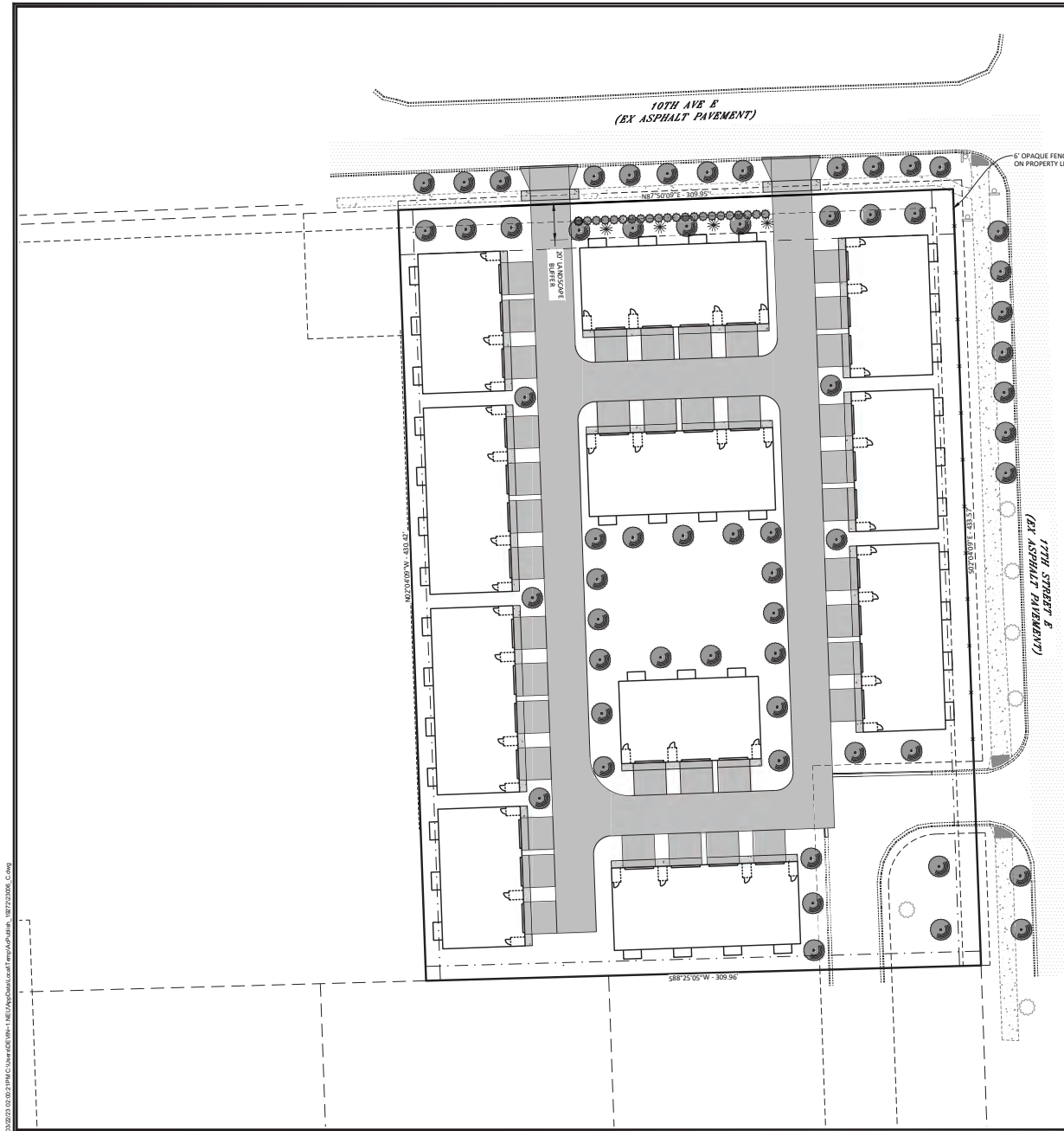
COVER
SHEET

C-1

CALL BEFORE YOU DIG
NORTH DAKOTA
UTILITIES UNDERGROUND LOCATION SERVICE
1-800-795-6555

LOWRY
ENGINEERING
5306 51ST AVENUE SOUTH - SUITE A
FARGO, NORTH DAKOTA 58104

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LANDSCAPING LEGEND				
SYMBOL	TYPE OF PLANT MATERIAL	PLANTING SIZE	PLANT UNITS PER EACH	#PLANTS EACH
	LARGE DECIDUOUS TREE	1.5 TO 3-INCH CALIPER - >30 FOOT MATURE HEIGHT	10	60
	SMALL EVERGREEN TREE	3 TO 4 FOOT HEIGHT - 12 TO 30 FOOT MATURE HEIGHT	7	4
	MATURE SHRUB	2 GALLON	5	22

LANDSCAPING REQUIREMENTS		
OPEN SPACE REQUIREMENTS		
CITY REQUIREMENTS	SITE REQUIREMENTS	PROVIDED
4 PLANT UNITS PER 1,000 SF	10,000 SF ± = 536 - 178 (FROM BUFFER YARD REQUIREMENTS) = 358 PLANT UNITS	35 LARGE DECIDUOUS TREES + 360 PLANT UNITS (INCLUDING 1 EXISTING TREE)
STREET TREE REQUIREMENTS		
CITY REQUIREMENTS	SITE REQUIREMENTS	PROVIDED
1 TREE PER 30 LF	744' / 30' = 25 STREET TREES	25 STREET TREES (INCLUDING 4 EXISTING TREES)
PARKING LOT PERIMETER LANDSCAPING REQUIREMENTS (NORTH)		
CITY REQUIREMENTS	SITE REQUIREMENTS	PROVIDED
20' BUFFER YARD SMALL EVERGREEN TREES, ALTERNATED WITH DECIDUOUS TREES, AND ONE ROW EVERGREEN OR OTHER SHRUBS		4 SMALL EVERGREEN TREES 4 LARGE DECIDUOUS TREES 22 SHRUBS (178 PLANT UNITS)
PARKING LOT PERIMETER LANDSCAPING REQUIREMENTS (EAST)		
CITY REQUIREMENTS	SITE REQUIREMENTS	PROVIDED
6' OPAQUE FENCE		6' OPAQUE FENCE ALONG EAST PROPERTY LINE

- LANDSCAPING NOTES:
1. AT THE TIME OF PLANTING TREES SHALL HAVE A MIN. OF 2" CALIPER TRUNK.
 2. ALL STREET TREES SHALL HAVE A MINIMUM 3' RADIUS MULCH RINGS INSTALLED AT THE TIME OF PLANTING. THIS SHALL NOT APPLY TO TREES WITHIN THE SITE.
 3. CONTRACTOR SHALL PROVIDE A 1 YEAR WARRANTY ON ALL LANDSCAPE MATERIAL TO INCLUDE WORKMANSHIP FOR INSTALLATION FROM DATE OF FINAL ACCEPTANCE.
 4. CONTRACTOR TO COORDINATE WITH MECHANICAL REGARDING LANDSCAPING IN AND AROUND AIR INTAKE OR EXHAUST UNITS.
 5. CONTRACTOR TO ALLOW 5' CLEARANCE FROM UNDERGROUND UTILITY PIPING TO PLANTINGS.
 6. ALL OTHER PLANTING / LANDSCAPE REQUIREMENTS PER FRANCHISE REQUIREMENTS.
 7. ALL TREES SHALL BE APPROVED BY CITY FORESTER.

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REVISIONS

MISSION HOMES
1018 17TH ST E
WEST FARGO, ND

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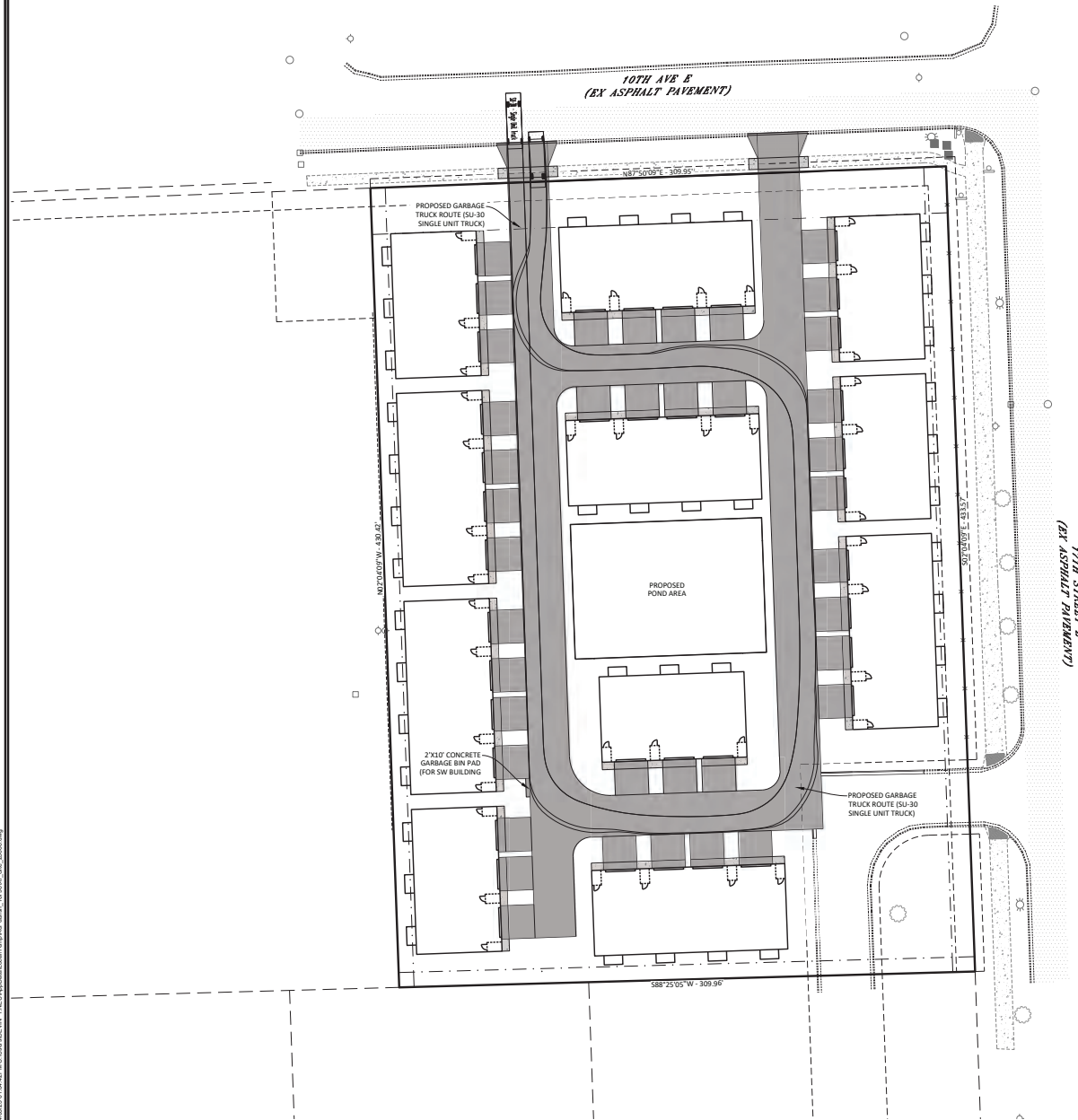
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PROJECT DATE: 3/22/2023
CHECKED BY: AJT
DRAWN BY: DCN
APPROVED BY: AJT

LANDSCAPING
PLAN

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LOWRY
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5008 51ST AVENUE SOUTH, SUITE A
FARGO, NORTH DAKOTA 58104

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FARGO, NORTH DAKOTA 58104

REVISIONS	

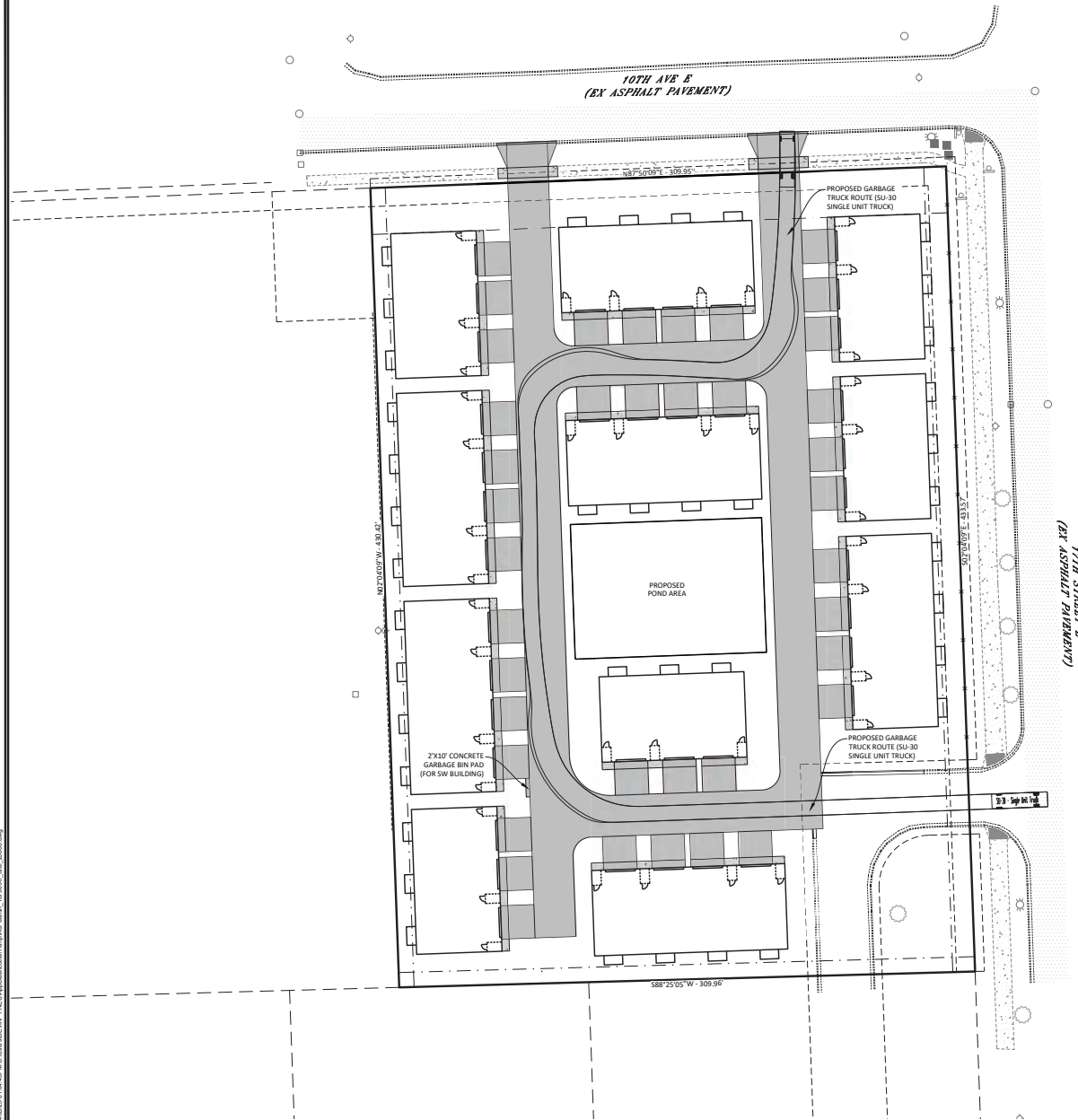
MISSION HOMES
1018 17TH ST E
WEST FARGO, ND

**PRELIMINARY
NOT FOR
CONSTRUCTION**

LE JOB #	23006
PROJECT DATE:	3/22/2023
CHECKED BY:	AJT
DRAWN BY:	DCN
APPROVED BY:	AJT

GARBAGE TRUCK
ROUTING
LOOP 1

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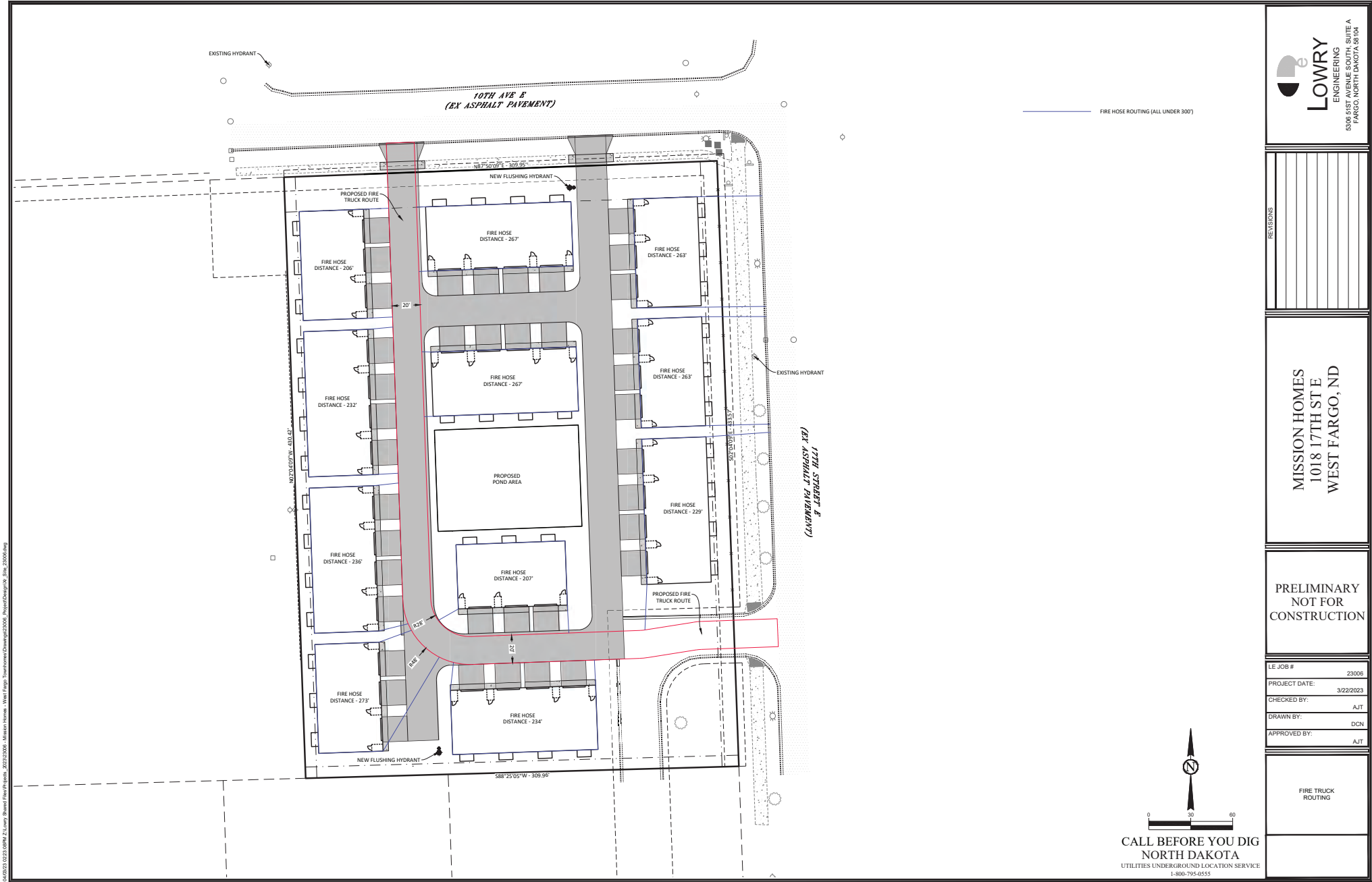


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UTILITIES UNDERGROUND LOCATION SERVICE
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 Lowry ENGINEERING 5006 51ST AVENUE SOUTH, SUITE A FARGO, NORTH DAKOTA 58104	
REVISIONS	
MISSION HOMES 1018 17TH ST E WEST FARGO, ND	
PRELIMINARY NOT FOR CONSTRUCTION	
LE JOB #	23006
PROJECT DATE:	3/22/2023
CHECKED BY:	AJT
DRAWN BY:	DCN
APPROVED BY:	AJT
GARBAGE TRUCK ROUTING LOOP 2	

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LOWRY
ENGINEERING
5006 51ST AVENUE SOUTH, SUITE A
FARGO, NORTH DAKOTA 58104

MEMORANDUM

TO: West Fargo Planning & Zoning Commission
FROM: Aaron Nelson, Planning Director *AN*
DATE: April 6, 2023
SUBJECT: Downtown Master Plan Project Update

At their April 3, 2023 meeting, the City Commission approved a project contract with Bolton & Menk to assist the City with the development of a Downtown Master Plan. The Scope of Work for the project is attached, along with a general project timeline. It is anticipated that the project will kick-off in May, with substantial project completion by Fall 2023. This project update is for informational purposes and no action is being requested.

Background:

In October of 2022, the City of West Fargo was awarded a \$100,000 placemaking planning grant from the State of North Dakota in order to undertake a downtown placemaking plan with the assistance of a 3rd party consultant in 2023. At the December 13, 2022 meeting, the Planning & Zoning Commission recommended that the City Commission direct staff to draft and publish a request for proposals (RFP) for the development of a downtown master plan and to otherwise initiate this project. Upon approval of the City Commission, an RFP was posted in January of 2023.

The competitive RFP process garnered a total of 13 project proposals from across the country and Canada. A selection committee was assembled to recommend a preferred project team to the City Commission. The selection committee included:

- Roben Anderson, City Commission
- Mandy George, City Commission
- Joe Kolb, Chair, Planning & Zoning Commission
- Eric Dodds, Vice Chair, Planning & Zoning Commission
- Eddie Sheeley, Chair, Economic Development Advisory Committee
- Dustin Scott, Assistant City Administrator
- Aaron Nelson, Planning Director

The City's consultant selection committee recommended Bolton & Menk as the preferred team to lead this effort upon review of responses to the RFP.

The project will take place through the remainder of 2023; includes robust public/stakeholder engagement; and will focus on placemaking, business development, parking, and future growth of the downtown area. A project website will soon be published, where anyone interested will be able to follow the progression of the project, find additional information, and provide input at various points throughout the process. Additional information will be forthcoming.

Attachments

Exhibit A

EXHIBIT A: SCOPE OF WORK

Task 1: Project Management

Bolton & Menk will manage its staff, subconsultants, tasks, resources, budget, and related activities to ensure the project objectives are met. We will work closely with city staff throughout the project and collaboratively review draft deliverables for acceptance. We will further work together to facilitate interactions with city staff, the Public Art Committee, steering committee, the Downtown Yards Business Association, and other project stakeholders.

Monthly Check-Ins: We will work with city staff to provide project updates via virtual meetings. In between the two in person working sessions, BMI will lead monthly virtual meetings with city staff/steering committee members to provide project updates, discussion, and direction

Task #1 Deliverables:

- Monthly coordination meetings and check-ins with city staff
- General coordination and quality control checks
- Regular check-ins with subconsultant Group Creatives
- Detailed & Itemized Invoices

Task 2: Public and Stakeholder Participation

Public Communications and Engagement Plan

We will develop a communication and community engagement plan that will detail all public engagement efforts and activities. We will confirm the strategies and key stakeholder groups with city staff before beginning public engagement activities. Special public engagement effort will be directed toward developing an overall vision, creating an implementable placemaking and wayfinding plan, and gaining input and support for a comprehensive parking approach. It is anticipated that city staff, including city communication staff, will provide input and assist with project communication decisions and activities.

Steering Committee

Our team will work with city staff to select a project steering committee that represents the breadth of the community's voices. We will facilitate discussions with them to provide guidance on engagement activities, project direction, drafts, and placemaking recommendations. There will be two working sessions to guide this project and virtual check-in meetings every 2 months with the Steering Committee:

Working Session #1—Kickoff Meeting and Visioning Session: The first steering committee meeting will be a half day event held in-person to kick off the project and jump start the visioning process. The team will:

- Give a presentation on **existing conditions** in the district. Depending on feasibility, this may be partially supplemented with a **walking tour**.
- Conduct a **group visioning exercise** to inform the development of guiding principles
- Establish **downtown-specific goals** and **outcomes**
- Guide an **assets and opportunities exercise** including underappreciated or underutilized areas, future assets, areas of change, and preservation
- Conduct a **lay of the land exercise** that allows people to identify areas on a map that they want to share comments about with our team and the community

After the meeting is completed, the team will provide the following:

- Provide a **summary of findings** from city-provided reports and studies to capitalize on the valuable work West Fargo has already conducted and to inspire the committee
- Review **previously proposed implementation strategies** to confirm successful actions and identify those that should be reworked.

Working Session #2—Concept Review Session: The second steering committee meeting will take place upon completion of the public engagement period, but prior to the finalization of the draft plan. As the draft plan is being constructed, all input and data will be reviewed to ensure the overall Downtown Master Plan vision has been captured. Discussion will center around implementation and financing sources to check what strategies are viable and further refine priorities with next steps. See Task 7 for a summary of the components which will be reviewed during this stage.

Communication Strategies

Communicating events to the public will be essential to engagement success. With a cohesive project brand and consistent messaging, our team will develop materials to advertise events using social media content, project newsletters, door hangers for resident stakeholders, and downtown business flyers.

Project Webpage: BMI will create a Story Map webpage and provide a link to the city to post on any platform of their liking. This is a project page will be key to providing information, communicating activities, and providing links to input opportunities. Our team will provide at least two regular content updates to include on the webpage, corresponding with project phases.

Social Media: We will prepare at least three rounds of posts for West Fargo’s existing social media (Facebook, Twitter, and Next Door) channels to inform and educate the community about the downtown master planning process, community opportunities for engagement and input, and to share concepts and final plans.

Articles and E-Newsletter: We will work with the city’s communication staff to prepare up to three articles or news briefs for the city’s website and to share with local papers and newsletters to keep the community informed of the project.

Engagement Strategies

Our team will engage the community through a variety of strategies, aligned with other project work to provide meaningful feedback.

Online Survey: We will develop a digital survey to be distributed via the project website, email, and via a QR code as part of the issue identification process and visual preference input. Results will be summarized as part of the public input summary.

INPUTiD™ Comment Map: Bolton & Menk’s custom web-based comment mapping tool will gather feedback on the Downtown Master Plan as well as opportunities and issues in the project area. We will develop a comment map for the project website and summarize results as part of the public input summary.

Placemaking Contest: We propose holding an all-ages placemaking contest for people to draw or share their vision and what they'd like to see in downtown West Fargo. We will reach out to the property managers of vacant storefronts and ask if we can display submissions to attract people downtown and inspire them to participate in the process. We will add a QR code that leads to the online survey on the drawing sheets. A selection of results will be included as part of the public input summary.

Arts-Based Engagement Events: Our subconsultant will partner with us to engage the community through a variety to include public artist concept development for future implementation along the downtown corridor and explore other public placemaking options such as wayfinding signage, parking graphics, entry monument, and culturally significant design elements. We've included two pop up style events and may include activities such as:

- **Portrait studio** where an artist quick-draws five-minute portraits and people give input as they wait and watch; the results provide a character-defining collection of art
- **Collaborative mural** where people draw or write their hopes for downtown on a temporary canvas
- **Kids art project** that represents their perceptions of the downtown, such as a DIY button station, flag-making, or drawings
- Collect **resident stories** about the community through voice messages via a dedicated phone number (advertised on flyers around the district); these can be edited into video or other artistic creations
- A **story walk through downtown**, where visitors follow art and signs posted throughout the downtown to follow an engaging story from start to finish
- A **vintage mailbox or secret door** where people can leave notes with their hopes and dreams (and possibly receive an anonymous response from a fictional character)

Focus Groups: We will **hold two (2) focus group meetings** to provide a forum for study area residents, business community, developers, and interested parties to offer ideas and feedback on plan elements. We propose two workshops to discuss the issues and opportunities related to wayfinding, placemaking, economic development and parking. This forum will be a facilitated discussion aimed at reaching a consensus on a placemaking and parking approach that meets diverse stakeholders' needs.

Supplementary Engagement Support: We can provide digital copies of materials from other events if the City or Art Committee would like to hold additional events.

Public Input Summary: We will provide a summary of the public engagement process, demonstrating the impact engagement had on the plan.

Task #2 Deliverables:

- Steering committee meetings and summary report from the walking tour
- Virtual Check ins with Steering Committee: Every 2 months or email summaries
- Public engagement plan
- Project website (Story Map) launched with up-to-date information on the project
- INPUTiD™ Comment map
- Online survey and summarized results (issues identification and visual preference)
- Communication materials and content such as social media posts and articles
- Placemaking contest results
- Engagement materials for community pop-ups and arts-based engagement events
- Two (2) Focus Groups
- Public input and Focus Groups summary

Task 3: Existing Conditions and Data Analysis

Informed by steering committee input gathered at the project kickoff meeting, our team will initiate an existing community analysis. We will collect and examine demographic and market data, the existing zoning & applicable development regulations, prior plans, and applicable GIS data as well as **physical, social, natural, and cultural conditions**. We will also provide an inventory map identifying existing buildings, their uses, and their condition, including vacant lots or blighted structures.

An important aspect of keeping the downtown thriving—rather than being a stage for the boom and bust of various businesses—is to calibrate its supply and demand for retail businesses. We will gather and analyze data regarding demographics, retail trends and purchasing habits to identify how much retail is needed, what type, and ideal locations, including opportunities for adaptive reuse that the downtown can realistically sustain. We will identify business categories missing downtown, what makes up the mixed-use areas, and what percentage of each mix type exists.

Task #3 Deliverables:

- Inventory maps of existing uses, businesses, vacant lots, blighted structures, and parking
- Summary of existing physical, social, natural, and cultural conditions, including demographics
- Summary of retail trends and purchasing habits identifying how much retail is needed, what type, and ideal locations, including opportunities for adaptive reuse that the downtown can realistically sustain
- Audit Plan: Summary of key findings from previous city-provided reports and studies

Task 4: Vision and Goal Setting

We will reaffirm (and update if needed) the community vision for West Fargo to be “a complete, sustainable, and prosperous city that plays a pivotal role in the metro by providing a high quality of life for its citizens and a thriving economy.”

As described in the engagement strategies section of our proposed work program, we will set the stage visually by creating interactive exercises to establish goals, future assets, areas of change, and preservation. We will plan an **assets and opportunities exercise**, including underappreciated or underutilized areas, and a lay of the land exercise for people to identify areas on the map that they want to affirm as important, or to improve.

We will affirm and possibly refine West Fargo’s **guiding principles** to reflect the community’s current priorities. Our approach will use these guiding principles to check our decisions throughout the process, especially in moments of conflicting opinions or friction.

This task will be based on the input gathered through early engagement, especially with the Steering Committee as part of their first workshop (see Task 2). As described in that section, we will conduct a group visioning exercise to affirm the West Fargo guiding principles, which will guide us to establish downtown-specific goals and desired outcomes. The assets and opportunities exercise will include blighted or detracting areas, future assets, areas of change, and preservation, while the lay of the land exercise will allow people to map areas that need focus.

Task #4 Deliverables:

- Community vision summary in a paper and a highly visual and useable digital format

Task 5: Plan Focus Areas

Placemaking (Including Urban Design, Activity, and Public Art)

Downtown West Fargo Placemaking Plan: We will create a unique placemaking-focused Downtown Master Plan that develops a style, aesthetic, or theme based on community input and is unique to downtown. Our team of artists, graphic designers, landscape architects, and urban designers—together Group Creative —will create placemaking design elements that draw people into West Fargo and supports downtown West Fargo’s aesthetic.

The Downtown Master Plan will provide a blueprint on how to make the West Fargo Downtown Yards a multigenerational and cross-cultural place. We will identify ways to activate creative placemaking through public art and urban planning that explores options for temporary and permanent installations, which will be accessible, and reflect the spectrum of the community.

We will review the Downtown Yards downtown brand standard and engage the public at pop ups or through surveys regarding **visual preferences** for wayfinding, streetscaping, awnings, façade designs, and overall aesthetic to strengthen the West Fargo brand with a unique style. Sheyenne street reconstruction already identified landscaping and lighting improvements, so we will review this work to integrate those efforts and not duplicate them.

A major focal point will be the use of community-driven conceptualization of placemaking to enhance attraction of businesses, promotion of economic activity, and the retention of talented workers, strengthening the economic resiliency of the city.

Public Art Plan: Together with our subconsultant, Group Creatives, we will engage the community and stakeholders to identify three (3) prominent locations that could be activated with public art. They will use their expertise to create a mini-RFP and invite artists, with a focus on local artists, for each location to develop a concept plan and provide them with a stipend to complete the concepts. The steering committee and advisory public art committee will then select the preferred artist to finalize their concept, complete with budget and design sheets which will be incorporated into the implementation plan for the city to seek funding and program them into its capital improvement plan. We will keep this group involved in the plan activities, digitally through the Story Map and virtual check-in.

Business and Economic Development

A series of economic development tools will be implemented to support downtown West Fargo's economic vitality. Tools will include policy recommendations to foster growth and entrepreneurship.

We will review available retail and economic development data as well as the city's current Economic Development Incentive Program and identify incentives that need to be updated based on new goals (set during the visioning exercise), as well as some that may need a more creative approach.

We also propose completing a **tax isometric to visually portray the sales and property tax revenues** for each parcel to aid the fiscal conversation.

Parking and Access

Determining how many parking spaces are required to facilitate the mix of land uses in downtown West Fargo is not a difficult task, but understanding what type of parking best serves the city—and where it should be located—is the primary goal of this task. By reviewing different parking styles, dissecting existing parking ratios, considering options for shared parking, and using placemaking concepts, we will identify opportunities to potentially rethink the city’s approach to parking and access that supports events, business traffic, and mitigates truck impacts with different options.

We will engage the community on this issue through the public engagement process. Our goal is to develop a recommendation on how parking can better serve businesses, downtown residents, and visitors alike through placemaking design solutions. Parking will be addressed holistically as a system and re-considered beyond the parking space/stall approach. We will explore the viability of alternative options to mitigate parking issues.

Infill, Redevelopment, and Land Use

The placemaking grant application indicated that zoning district or land use changes were not anticipated. We will review the land use plan and zoning code and make recommendations and make recommendation for transitional areas between downtown and nearby housings neighborhood.

Our team can provide the insights needed to reinvigorate those properties that have stalled and lingered. We can assess existing infrastructure and provide the retail types and intensity that can realistically be supported and sustained in the short- and long-term. We will explore options such as incubator, lab, and shared office space opportunities and identify co-tenant or associated stores that existing business owners prefer.

Areas for improvement include empty lots, rundown buildings, blank/boring walls, and a lack of signage directing travelers and residents to discover the Downtown Yards. We will work with the local business association and city staff to provide options to reactivate areas downtown that need attention.

Task #5 Deliverables:

- Draft placemaking and public art plans
- Visual preference results
- Three (3) Ready-to-be-implemented public art concepts including design sheets and budget
- Concepts for parking, access, and alternative transportation options
- 3D isometric map showing tax and sales tax revenues by property
- Downtown future land use map or related development management framework for transitional areas

Task 6: Strategy Development and Analysis

We will use all the tools proposed above to lead our efforts and iteratively check in with the community on strategies and placemaking ideas to adjust potential solutions and strategies for achieving study goals and project objectives. As covered in Task 2, we will use our interactive online survey, INPUTiD™, to test draft strategies with the community.

Task #6 Deliverables:

- Checkpoint of recommendation against guiding principles and goals

- Develop and test strategies for economic development, parking, access, redevelopment, public art, public spaces, and public engagement materials
- Identify potential funding sources for placemaking, wayfinding, signage and public art

Task 7: Plan Development

Draft Plan Development

Bolton & Menk will document the planning process and outcomes within a highly illustrative final report. If there is consensus, we can style the report to the West Fargo 2.0 Comprehensive Plan—perhaps this could be West Fargo 3.0. The project team will prepare content for the draft master plan to review at this stage, including:

- Summary of public feedback and how it is being integrated into proposed placemaking suggestions
- Review of art concepts for three (3) sites and rough estimates
- Diagrams, charts, and/or analysis that will illustrate potential development and redevelopment sites
- Identification of potential funding sources for implementation

The final report will include a summary of community engagement, a concise overview of the planning process, placemaking plans, and detailed findings and justifications, in addition to all other relevant deliverables and information necessary to document the planning process and outcomes.

Story Map Development

We will develop a digital story map version of the plan that allows for online, interactive viewing and commenting on draft content.

Task #7 Deliverables:

- Draft Downtown Master Plan content
- Story Map—a digital interactive version of the draft Downtown Master Plan

Task 8: Action Plan/Detailed Implementation Strategy

Implementation Plan

All previous tasks will lead to this phase. The outcome of this project will combine landscape architecture, urban design, wayfinding, signage, public art, and transportation in a way that strikes an appropriate balance of functionality, beautification, and fiscal feasibility. An identified strategy of actions and improvements is necessary to chart a course forward to reach the vision. The implementation strategy will provide actionable steps with identified priority levels, time phasing, and ideas for relevant funding sources where applicable.

Action Matrix: To ensure the great ideas and work to date are captured cohesively and set up for actionable steps, we propose a matrix that identifies short- versus long-term strategies. This will provide a snapshot of implementation actions and will include a timeline, roles and responsibilities, resources needed, and funding options.

Draft Plan

Draft Plan Document: The draft plan will summarize all project activities, provide an aspirational vision for the future of downtown West Fargo, and outline an implementation plan. We will propose a format for the final plan that reflects the community and is also engaging and easy to read.

Downtown Development Story Map: Our GIS professionals will facilitate the creation of a web GIS application (Story Map) hosted by West Fargo that will depict the downtown opportunities, background, findings, and final draft of the Downtown Master Plan.

Task #8 Deliverables:

- Updated Downtown Master Plan
- Updated Story Map
- Action Matrix- for implementation of plan with action steps, roles, timeline, phases and budget

Task 9: Final Plan, Presentations, and Communications

We will finalize the plan and present it to the steering committee and city council for approval. Any comments from the council will be addressed and the final plan will be produced.

Task #9 Deliverables:

- Final plan
- In person joint presentation to West Fargo City Council, Planning and Zoning Commission, Economic Development Advisory Committee, City Commission, and other applicable stakeholder groups

END

Exhibit B

Client: City of West Fargo Project: Downtown Master Plan		Bolton & Menk, Inc.															
Task No.	Work Task Description	Project Manager	Project Advisor	Engagement Lead	Principal-in-Charge; Transportation	Urban Designer	Parking Strategies and Engagement	Planner	Funding Specialist	GIS Specialist	Communication Specialist	Planner	Visualization/Videographer	Group Creative	Clerical	Total Hours	Total Cost
1.0	Project Management	34	6	30	4	0	4	4	0	0	0	0	0	20	0	102	\$16,488
2.0	Public and Stakeholder Participation	16	0	39	0	0	14	18	0	12	20	0	0	30	0	149	\$21,105
3.0	Market Analysis, Existing Conditions, and Data Analysis	12	0	12	0	0	0	24	0	4	4	0	0	10	0	66	\$9,436
4.0	Vision and Goal Setting	18	0	18	8	0	0	0	0	0	4	0	0	18	0	66	\$10,332
5.0	Plan Focus Areas	62	0	14	8	10	0	40	0	0	0	0	0	122	0	256	\$34,694
6.0	Strategy Development and Analysis	12	4	4	4	0	3	12	14	0	0	0	0	8	0	61	\$9,203
7.0	Plan Development/action plan/detailed implementation	32	4	15	8	10	8	30	2	18	9	8	0	121	0	265	\$34,888
8.0	Action Plan/Detailed Implementation Strategy	20	0	4	0	5	0	15	0	0	12	0	0	3	0	59	\$8,909
9.0	Presentations and Communications	8	0	8	4	0	0	0	0	0	4	0	0	8	0	32	\$4,940
Total Hours		214	14	144	36	25	29	143	16	34	53	8	0	340	0	1056	
Average Hourly Rate		\$185.00	\$178.00	\$175.00	\$198.00	\$183.00	\$143.00	\$129.00	\$143.00	\$138.00	\$117.00	\$160.00	\$103.00	\$100.00	\$0.00		
Subtotal		\$39,590	\$2,492	\$25,155	\$7,128	\$4,575	\$4,147	\$18,447	\$2,288	\$4,692	\$6,201	\$1,280	\$0	\$34,000	\$0		
Bolton & Menk Subtotal																	\$149,995
Group Creative Services: Art-Based Placemaking																	
Total Fee																	\$149,995

As requested in the RFP, we have **not** including any task related to infrastructure planning, plan implementation activities, or architectural/engineering design. Even though the project scope doesn't cover this, our expertise in these areas means the resulting plan will do a great job of setting the City of West Fargo up for these next-stage activities.

Exhibit C

Project Schedule

We have developed a draft schedule detailing the anticipated project milestones, public engagement events, and deliverable dates. This schedule is based on our review of the project background, description, and scope of services included in the Request for Proposals and our experience on other similar projects. Upon selection, Bolton & Menk will work with city staff and other project partners to revise and update this schedule as needed to ensure successful delivery of this project.

