



*Aaron Nelson, AICP Director of Planning and Zoning
Leslie McGillivray-Rivas, Sr. Planner
Lisa Sankey, Planner
Breanna Siegler, Office Manager*

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West Fargo Planning & Zoning Commission Agenda
Tuesday, November 14, 2023 - 5:30 p.m.

- A. Call to Order
- B. Approval of Order of Agenda
- C. Approval of Minutes- October 10, 2023
- D. Regular Agenda
 - 1. Public Hearing-A23-28 Steffes 10th Addition, a request for a replat of Lot 4, Block 1 Steffes 8th Addition (445 7th Street NW), City of West Fargo, North Dakota- Sankey
 - 2. Review and approve 2024 Planning and Zoning Commission meeting dates
- E. Non-Agenda Items
- F. Adjourn from Regular Agenda
- G. Discussion Agenda
 - 1. Downtown Master Plan
 - 2. Title IV Zoning Text Amendments
- H. Adjourn from Discussion Agenda



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**West Fargo Planning & Zoning Commission Agenda
Tuesday, November 14, 2023 - 5:30 p.m.**

Members Present: Joe Kolb, Eric Dodds, Mike Thorstad, Kathi Schwan

Members Absent: Aleyna Leibfried, David Gust

Others Present: Aaron Nelson, Lisa Sankey, Kat McNamara, Leslie McGillivray-Rivas, Breanna Siegler

Minutes Submitted by: Breanna Siegler, Office Manager

Meeting was called to order by Chair Kolb at 5:30pm. Chair Kolb referenced change in agenda structure to include discussion portion moving forward. Commissioner Dodds motioned to approve the order of the agenda, Commissioner Schwan seconded. No opposition. Motion passed.

Commissioner Dodds moved and Commissioner Thorstad seconded a motion to approve the minutes from September 12, 2023. No opposition. Motion passed.

Chair Kolb opened a public hearing on A23-26 Wehri Residence Subdivision, a request for a Subdivision and Conditional Use Permit for non-farm single family dwelling in an A: Agricultural District at 1215 9th Street NW (parcels in the NW¹/₄ SE ¹/₄ of Section 31, T140N, R49W [Reed Township]), Cass County, North Dakota. Staff recommended approval of application with listed conditions. Applicant Chris Wehri provided some background on how they came to request this subdivision and CUP. Chair Kolb confirmed applicant recognizes possibility for significant future special assessments as well as potential for flooding creating access issues. Assistant City Engineer Jerry Wallace acknowledged this is a future growth area and that there will be regional improvements made (lift stations, streets), that can create issues as city infills around them. Commissioner Dodds spoke of lot having a heavy burden of specials and waiving rights to appeal those decisions. No public comment. Chair Kolb closed the public hearing. Commissioner Thorstad motions to approve with conditions outlined, Commissioner Schwan seconded. No opposition. Motion passed.

Chair Kolb opened Public Hearing- A23-27 Oak Ridge 19th Addition, a request for major subdivision and replat of Lots 31-33, Block 1 of Oak Ridge 18th Addition, Cass County, North Dakota. No public comment. Chair Kolb closed public hearing. Commissioner Dodds moved to approve with recommendations. Commissioner Schwan seconded. No opposition. Motion passed.

Chair Kolb opened the floor for non-agenda items. None were brought forth.

Chair Kolb opened floor to Planning Director Aaron Nelson for discussion agenda. Director Nelson provided update on the growth area master plan and clarified that future discussion topics would be added to agenda when regular agenda items are in short supply.

Commissioner Dodds moved to adjourn meeting. Commissioner Thorstad seconded. No opposition. Motion passed. Meeting adjourned at 6:45pm.

CITY OF WEST FARGO PLANNING & COMMUNITY DEVELOPMENT

STAFF REPORT

A23-28 REPLAT	
Steffes 10 th Addition	
445 7 th Street NW (Lot 4, Block 1 of Steffes 8 th Addition), City of West Fargo, North Dakota	
Owner/Applicant: Kim Alberty (Agassiz Seeds)	Staff Contact: Lisa Sankey
Planning & Zoning Commission Public Hearing:	11-14-2023
City Commission Final Plat Approval:	

PURPOSE:

Vacate a portion of a permanent storm sewer easement along the north property line for development purposes.

STATEMENTS OF FACT:

Land Use Classification:	G-4A Core Retrofit Growth Area
Existing Land Use:	Light Industrial
Current Zoning District(s):	LI: Light Industrial
Zoning Overlay District(s):	None
Proposed Zoning District(s):	Unchanged
Proposed Lot size(s) or range:	217,069 ft ²
Total area size:	4.98 acres
Adjacent Zoning Districts:	LI: Light Industrial
Adjacent street(s):	6 th & 7 th Streets NW (Local)
Adjacent Bike/Pedestrian Facilities:	None
Available Parks/Trail Facilities:	None
Land Dedication Requirements:	Provided with previous subdivision

DISCUSSION AND OBSERVATIONS:

- The applicant is proposing to replat a lot, to vacate a portion of a permanent storm sewer easement along the north property line from 25 to 10 feet to allow building an addition onto the existing warehouse.
- The site is developed with light industrial uses.
- City staff reviewed and has no concerns. Engineering indicated drainage issues have been addressed and there are no future plans to add City infrastructure into the footprint of the vacation.

NOTICES:

Sent to:	Applicable agencies and departments
Comments Received:	
	• None to date.

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

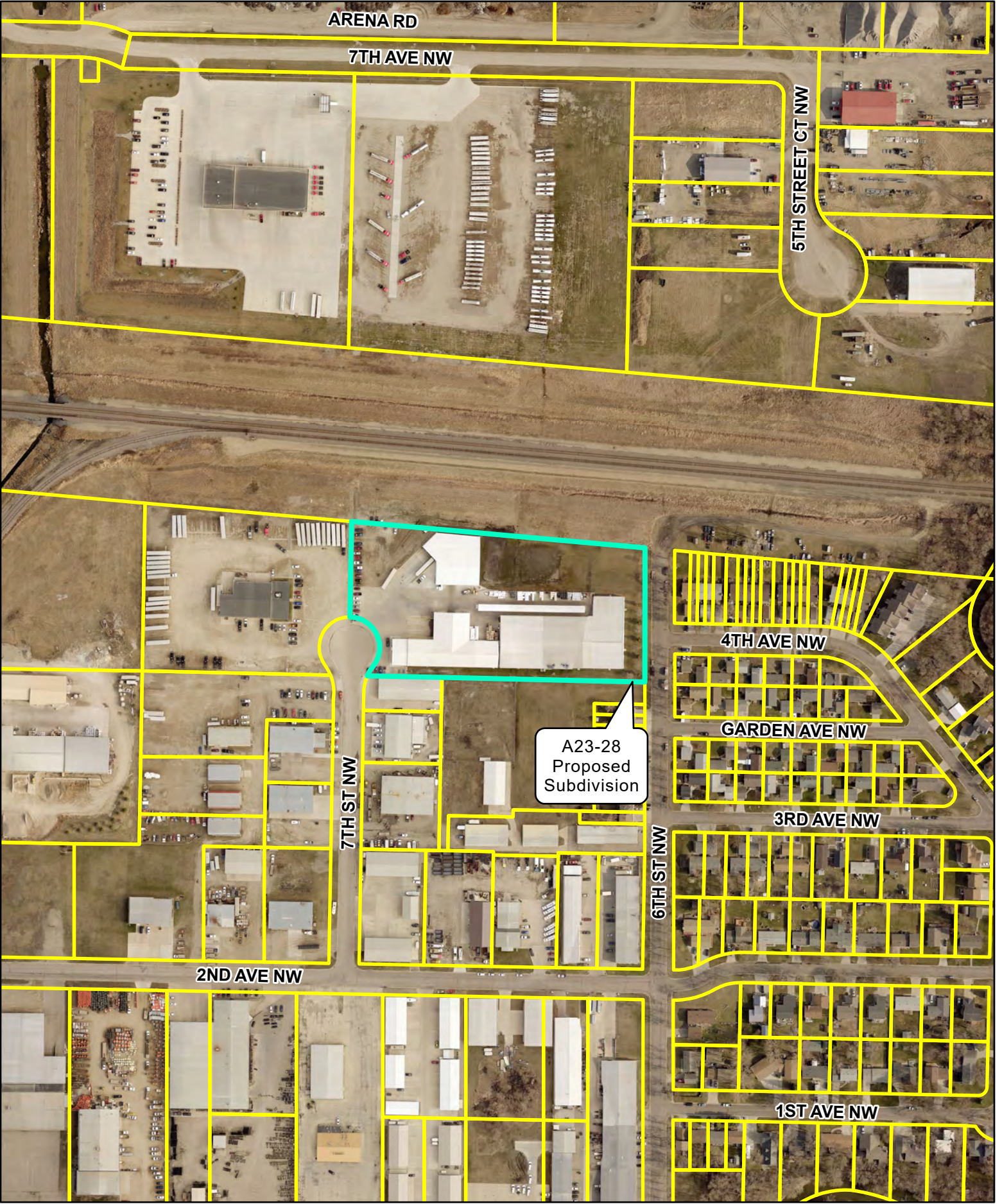
- The proposed application is consistent with the City plans and ordinances.

STAFF REPORT

RECOMMENDATIONS:

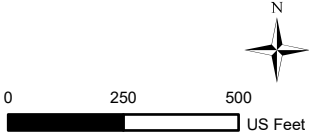
It is recommended that the City approve the proposed application on the basis it is consistent with City plans and ordinances.

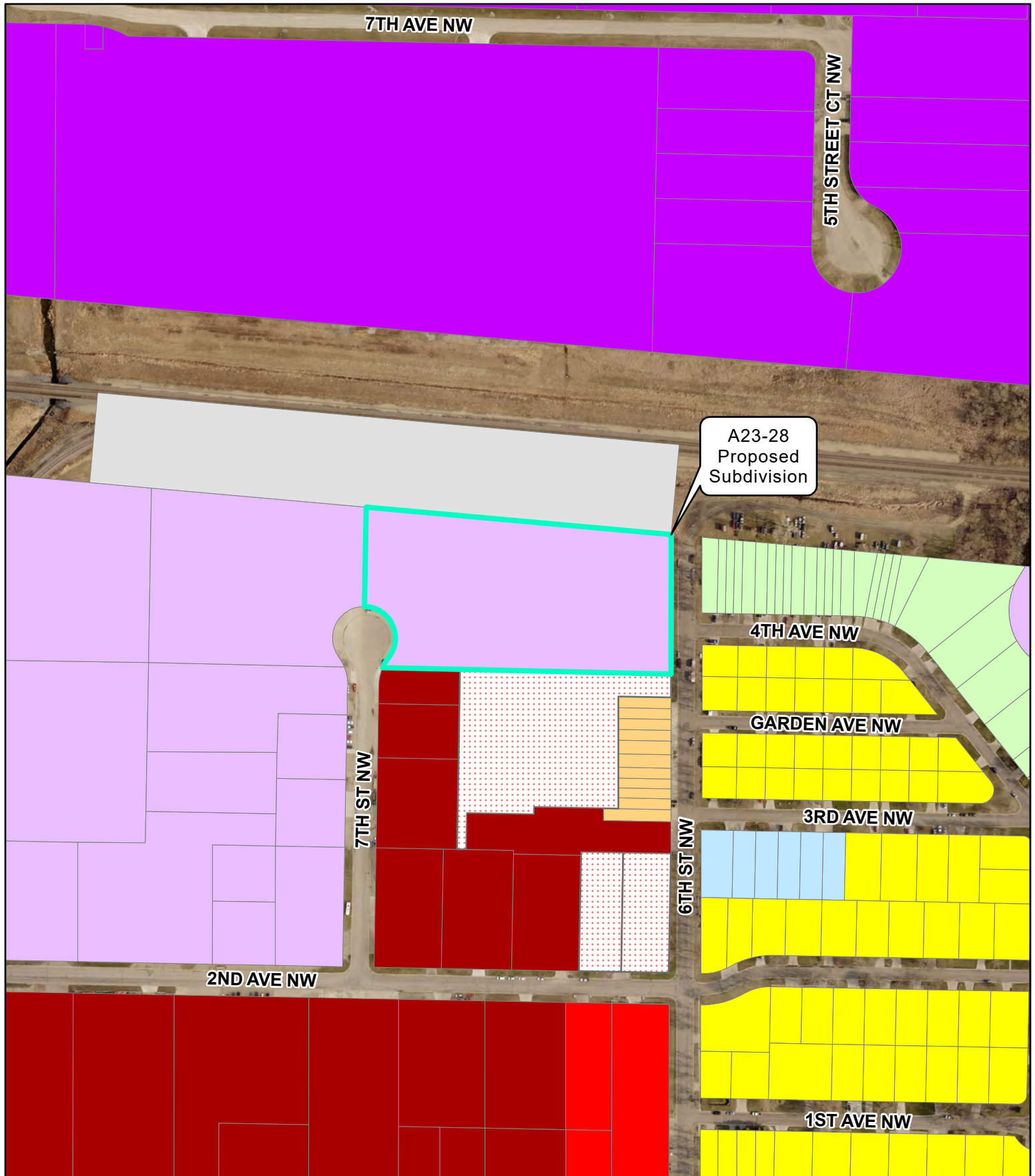
- Aerial map
- Zoning map
- Site Plan
- Preliminary Plat



Features

 Agenda Zone  Lots





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



0 250 500 US Feet



CIVIL
AGASSIZ SEED PHASE 2
445 7TH STREET NORTHWEST
WEST FARGO, NORTH DAKOTA
SITE AND LANDSCAPE PLAN

DATE:	10.10.23
REV DATE:	----
REV NUM:	----
RECORD:	----
PROJECT No.	23540
MANAGER:	----
DESIGNER:	EAG
DRAFTER:	DLM
REVIEWER:	----

C-602

A PROPERTY LINE.
B EXISTING EASEMENT.
C PROPOSED EASEMENT.
W FUTURE IMPROVEMENTS.

7	VA-12 SAWCUT EXISTING CONCRETE PAVEMENT FULL DEPTH.
9	VA-13 REMOVE EXISTING CONCRETE PAVEMENT.
10	VA-28 REMOVE EXISTING GRANULAR SURFACE.
14	VA-2 CONNECT TO EXISTING CONCRETE PAVEMENT.
17	VA-8 CONCRETE PAVEMENT SECTION - REGULAR.
25	OFF-STREET LOADING AREA.

- 57 REMOVE AND RESET EXISTING FENCE.
(PER OWNER)
- 83 STORMWATER RETENTION AREA.
- 89 PROTECT EXISTING.
- 95 RETAINING WALL (SEE STRUCTURAL PLANS).

⑨1 SI-5 SIGN ASSEMBLY - ACCESSIBLE PARKING.

⑨4 SI-3 MOUNT IN CONCRETE BASE.

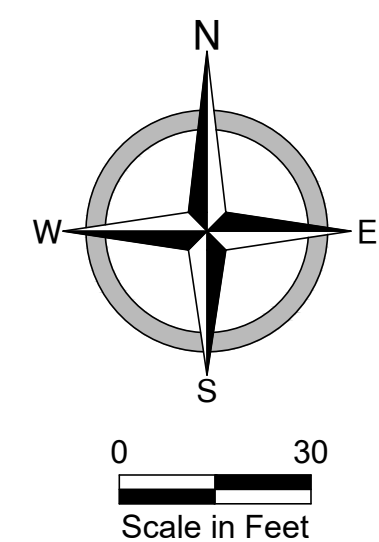
99 STRIPE = 4" BLUE.

108 STRIPE = 4" BLUE ADJACENT TO 4" YELLOW.

109 MESSAGE - BLUE (INTERNATIONAL SYMBOL OF ACCESSIBILITY).

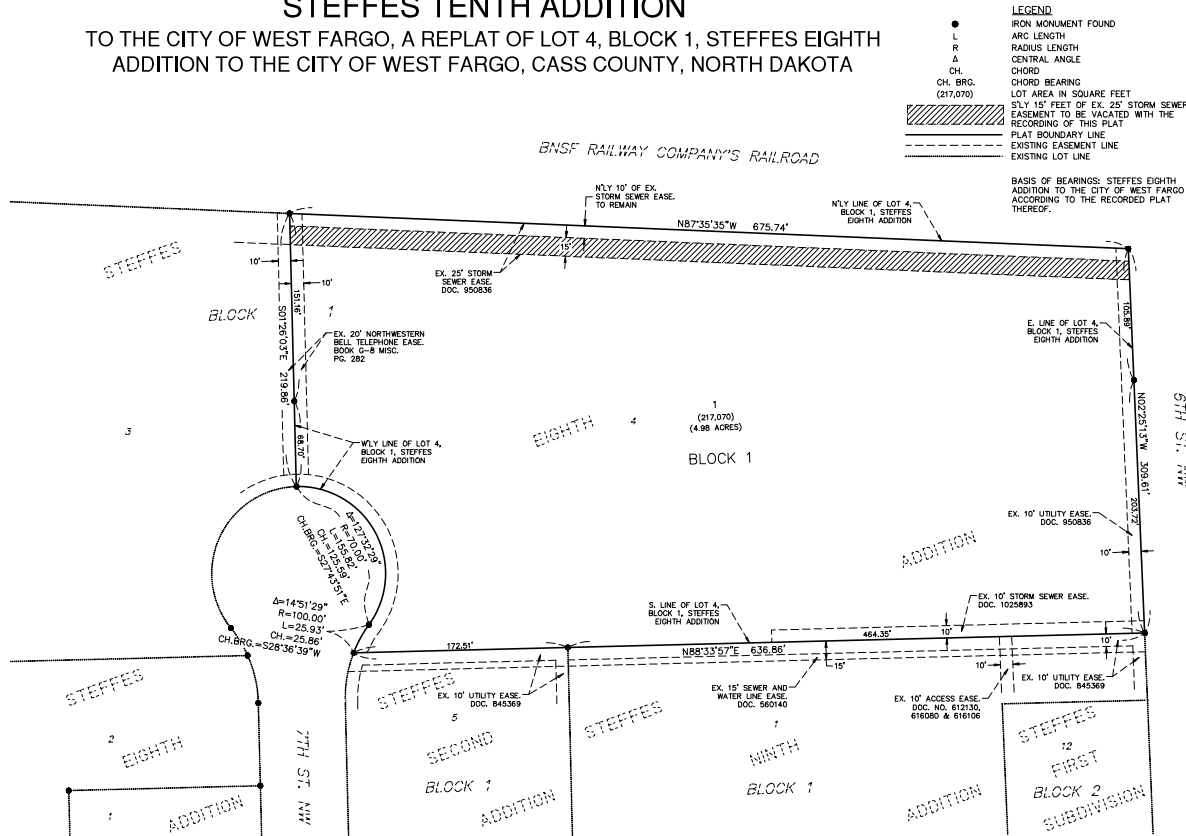
2 EXISTING TREE TO REMAIN.

12 EXISTING RESIDENTIAL PROTECTION BUFFER PLANTING.



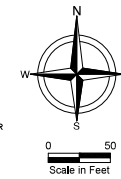
BENCHMARK LIST			
VERTICAL DATUM: WF 29			
NO.	DESCRIPTION	LOCATION	ELEV.
1	TOP NUT ON HYDRANT	195'± NORTH OF 6TH STREET NORTHWEST & 4TH AVENUE NORTHWEST	900.90

PLAT OF
STEFFES TENTH ADDITION
TO THE CITY OF WEST FARGO, A REPLAT OF LOT 4, BLOCK 1, STEFFES EIGHTH
ADDITION TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA



LEGEND
● IRON MONUMENT FOUND
L ARC LENGTH
R RADIUS LENGTH
Δ CENTRAL ANGLE
CH. CHORD BEARING
CH. BRG. (217.070)
S'LY 15' FEET OF EX. 25' STORM SEWER EASEMENT TO BE VACATED WITH THE RECORDING OF THIS PLAT
PLAT BOUNDARY LINE
--- EXISTING EASEMENT LINE
--- EXISTING LOT LINE

BASIS OF BEARINGS: STEFFES EIGHTH ADDITION TO THE CITY OF WEST FARGO ACCORDING TO THE RECORDED PLAT THEREOF.



CERTIFICATE

STEVEN W. HOLM, BEING DULY SWORN, DEPOSES AND SAYS THAT HE IS THE REGISTERED LAND SURVEYOR WHO PREPARED AND MADE THE ATTACHED PLAT OF "STEFFES TENTH ADDITION" TO THE CITY OF WEST FARGO, A REPLAT OF LOT 4, BLOCK 1, STEFFES EIGHTH ADDITION TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA, THAT SAID PLAT IS A TRUE AND CORRECT REPRESENTATION OF THE BOUNDARY SURVEY; THAT ALL DISTANCES ARE CORRECTLY SHOWN ON SAID PLAT; THAT MONUMENTS HAVE BEEN PLACED IN THE GROUND AS INDICATED FOR THE GUIDANCE OF FUTURE SURVEYS AND THAT SAID ADDITION IS DESCRIBED AS FOLLOWS, TO WIT:

LOT 4, BLOCK 1, STEFFES EIGHTH ADDITION, ACCORDING TO THE RECORDED PLAT THEREOF, ON FILE AND OF RECORD IN THE OFFICE OF THE RECORDER, CASS COUNTY, NORTH DAKOTA.

SAID TRACT CONTAINS 4.98 ACRES, MORE OR LESS, AND IS SUBJECT TO ALL EASEMENTS, RESTRICTIONS, RESERVATIONS AND RIGHTS OF WAY OF RECORD, IF ANY.

STEVEN W. HOLM
REGISTERED LAND SURVEYOR
REG. NO. LS-6571

STATE OF NORTH DAKOTA
COUNTY OF CASS

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED STEVEN W. HOLM, REGISTERED LAND SURVEYOR, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS HIS FREE ACT AND DEED.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

DEDICATION

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE LAND DESCRIBED IN THE PLAT OF "STEFFES TENTH ADDITION" TO THE CITY OF WEST FARGO, A REPLAT OF LOT 4, BLOCK 1, STEFFES EIGHTH ADDITION TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA, THAT WE HAVE CAUSED IT TO BE PLATTED INTO LOTS AND BLOCKS AS SHOWN BY SAID PLAT AND CERTIFICATE OF STEVEN W. HOLM, REGISTERED LAND SURVEYOR, AND THAT THE DESCRIPTION AS SHOWN IN THE CERTIFICATE OF THE REGISTERED LAND SURVEYOR IS CORRECT.

OWNER: AGASSIZ SEEDS ASSOCIATES LLC

KIM D. ALBERTY, CHIEF MANAGER

STATE OF NORTH DAKOTA
COUNTY OF CASS

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED KIM D. ALBERTY, KNOWN TO ME TO BE THE CHIEF MANAGER OF AGASSIZ SEEDS ASSOCIATES LLC, THAT IS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME IN THE NAME OF AGASSIZ SEEDS ASSOCIATES LLC.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

WEST FARGO CITY ATTORNEY APPROVAL

I HEREBY CERTIFY THAT PROPER EVIDENCE OF TITLE HAS BEEN EXAMINED BY ME AND I APPROVE THE PLAT AS TO FORM AND EXECUTION THIS _____ DAY OF _____, 20____.

JOHN T. SHOCKLEY, CITY ATTORNEY

STATE OF NORTH DAKOTA
COUNTY OF CASS

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED JOHN T. SHOCKLEY, CITY ATTORNEY, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS THE CITY ATTORNEY.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

WEST FARGO PLANNING COMMISSION APPROVAL

THIS PLAT IN THE CITY OF WEST FARGO IS HEREBY APPROVED THIS _____ DAY OF _____, 20____.

JOSEPH F. KOLB, CHAIRMAN

STATE OF NORTH DAKOTA
COUNTY OF CASS

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED JOSEPH F. KOLB, CHAIRMAN OF THE WEST FARGO PLANNING COMMISSION, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME IN THE NAME OF THE WEST FARGO PLANNING COMMISSION.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

WEST FARGO CITY COMMISSION APPROVAL

THIS PLAT IN THE CITY OF WEST FARGO IS HEREBY APPROVED THIS _____ DAY OF _____, 20____.

BERNIE L. DARDIS, PRESIDENT OF THE WEST FARGO CITY COMMISSION

STATE OF NORTH DAKOTA
COUNTY OF CASS

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED BERNIE L. DARDIS, PRESIDENT OF THE WEST FARGO CITY COMMISSION, AND DUSTIN T. SCOTT, CITY AUDITOR, KNOWN TO ME TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME IN THE NAME OF THE CITY OF WEST FARGO.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

DUSTIN T. SCOTT, CITY AUDITOR

CITY ENGINEER'S APPROVAL

THIS PLAT IN THE CITY OF WEST FARGO IS HEREBY APPROVED THIS _____ DAY OF _____, 20____.

DANIEL R. HANSON, CITY ENGINEER

STATE OF NORTH DAKOTA
COUNTY OF CASS

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED DANIEL R. HANSON, CITY ENGINEER, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS THE CITY ENGINEER.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

<u>2024 PZ Commission Meeting Dates</u>
January 9, 2024
February 13
March 12
Monday, April 8- Board of Equalization on Tues
May 14
June 11
July 9
August 13
September 10
October 8
November 12
December 10
January 14, 2025

<u>Application Deadlines</u>
December 15, 2023
January 19
February 16
March 15
April 19
May 17
June 14
July 19
August 16
September 13
October 18
November 15
December 20, 2024