



Economic Development Advisory Committee  
West Fargo City Hall, West Fargo Room  
Thursday, March 6<sup>th</sup>, 2025  
8:00 -9:30 am

**Voting Members**

Eddie Sheeley Chair  
Banking  
Choice Financial  
Marshall McCullough  
Service V.Chair  
Ohnstad Twitchell  
Vacant  
Retail  
Jaysen Schock  
Past Chair  
Manufacturing  
Cargill  
Chad Brousseau  
Utilities  
Cass County Electric  
Tom McDougall  
Technology  
High Point Networks  
Nick Killoran  
Small Business Owner  
Great North Insurance  
Jeffrey Volk  
Const./ Engineering  
Moore Engineering  
Cairn Reisch  
Member at Large  
Marvin

**Ex-Officio Members**

Shannon Full  
FMWF Chamber of  
Joe Raso  
GFMEDC  
Levi Bachmeier  
WFPS  
Robert Wilson  
Cass County

**City Commissioners**

Brad Olson  
Amy Zundel

**City Staff**

Dan Hanson  
Senior Director of Com. Srv.  
Nick Lee  
Senior Director of Admin.  
Casey Sanders- Berglund  
Economic Development  
Aaron Nelson  
Planning Director  
Paul Fracassi  
City Assessor

The Economic Development Advisory Committee (EDAC) meets regularly on the first Thursday of every month to review incentive applications and other items pertaining to the Economic Development within the City of West Fargo. The committee provides recommendations to the City Commission for final review. All Committee meetings are open to the public and any Executive Sessions abide by North Dakota Century Code. The Committee reserves the right to hold special meetings at its discretion facilitate efficient development within the City of West Fargo.

**AGENDA:**

1. Call to order
2. Attendance roll call
3. Approval of last meetings minutes
4. Approve order of Agenda
5. Review Terms and By Laws
6. Review & Discuss Renaissance Zone
  - Extension
  - City Guidelines
7. Non-Agenda Items
8. Adjournment

**Future Meeting Dates (1<sup>st</sup> Thursdays of each month)**

Thursday, April 3, 2025

Thursday, May 1, 2025

Thursday, June 5, 2025



**West Fargo Economic Development  
Advisory Committee  
Thursday, February 6th, 2025  
8:00 am**

The City of West Fargo Economic Development Advisory Committee met on Thursday, February 6th, 2025, at 8:00 am.

Voting Members Present: Eddie Sheeley (Chair), Chad Brosseau, Marshall McCullough, Tom McDougall, & Carin Reisch.

City Staff: Casey Sanders-Berglund (Economic Development Manager), Paul Fracassi (City Assessor), & Dan Hanson (Senior Director of Community Development).

Ex-Officio Members: N/A

Commissioners: Brad Olson and Amy Zundel

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Eddie called the meeting to order.

Marshall moved and Chad seconded to approve the minutes for January 16<sup>th</sup>, 2025 as presented. No opposition. Motion carried.

Chad moved and Marshall seconded to approve the Order of Agenda. No opposition. Motion carried.

Casey Sanders-Berglund reviewed the terms and bylaws and introduced the known terms for the existing committee members. Discussed known facts such as vacant seat in retail for on this committee. Discussion indicated that a recommendation for future terms would be welcomed for discussion at the next months meeting. No action was taken.

Eddie Sheely shared the need for the election of a Chair and Vice Chair for the calendar year of 2025. Tom motioned to nominate Eddie to continue service as Chair, Marshall seconded. No opposition motion carried. Chad nominated Marshall to serve as Vice Chair. Tom seconded, no opposition, motion carried.

Casey Sanders-Berglund shared that the city is beginning the process of hiring an Economic Development Coordinator.

Chad motioned and Tom seconded to adjourn the meeting. No opposition. Meeting was adjourned.

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Chair, Eddie Sheeley

# **The City of West Fargo Renaissance Zone Guidelines for Project Approval**

The City of West Fargo wants to encourage significant investment within the Renaissance Zone to reach one or all of the goals outlined in the Renaissance Zone development plan (increase housing units, improve overall appearances, create high-quality jobs, enhance entrances to the community, encourage new development, change existing property to meet zoning, increase business visibility, and comprehensive redevelopment) to ultimately strengthen the tax base. Property owners of buildings that are dilapidated would be provided incentives to allow for removal of structures and rebuilding of usable buildings. Owners of properties that are occupied by nonconforming uses would receive incentives to make structural changes to provide for a change in use that will conform to the City's plans and ordinance.

In order to qualify for consideration as a Renaissance Zone or lease project, a proposal must meet the following criteria. In the West Fargo Renaissance Zone, transfers of property ownership or making of improvements do not automatically qualify properties as approved zone projects. The intent of these criteria is to encourage and reward significant levels of investment in zone properties. However, each project is based on its own merits. The City of West Fargo may consider relaxing a local requirement or enhancing a local benefit if it is deemed that the project benefit outweighs the existing criteria.

**Applications must be submitted to the City and State and approved prior to purchase, lease, or improvements being made.**

## **Residential Property**

### **Current Residential Property**

- Property may not have been part of a previous zone project.
- Property must be zoned as residential.
- Property must be of a conforming use.
- Property owner must make all necessary improvements to eliminate any and all deteriorated conditions that are visible on the exterior of the building.
- Property owner must make capital improvements equal to the greatest of the following:
  - 20% of the true and full value of the property prior to improvements or \$10,000
- Proposed capital improvements must substantially improve the life expectancy of the property. Capital improvements include, but are not limited to replacement or updating of roof, foundation, structure, siding, windows, doors, and plumbing, heating, and cooling systems. Capital improvements do not include new floor covering, window treatments, wall coverings, or furnishings. Cabinetry may be included if basis for improving life expectancy can be determined.
- Additions or garages may only be included if it is determined that all other necessary improvements have been made to the existing principal structure.

### **New Residential Construction**

- Property must be of conforming use.
- Property must be consistent with visions and goals of the City of West Fargo

**The City of West Fargo  
Renaissance Zone  
Guidelines for Project Approval**

**Commercial Property**

**Current Commercial Property**

- Property may not have benefited from a previous approved zone project.
- Property must be zoned as commercial.
- Property must be of a conforming use.
- Property owner must make all necessary improvements to eliminate any and all deteriorated conditions that are visible on the exterior of the building, as directed by the Zone Authority.
- Properties in the Renaissance Zone must give consideration to landscaping and streetscaping where directed by the Zone Authority.
- **Land is not exempt from property taxes. The existing building valuation is not taken off the tax roles. Property owner must make capital improvements based on the following table:**

<b>% of Improvements (based on Current True &amp; Full)</b>	<b>% Exemption (based on increased value)</b>
100% + of True and Full Building Value	100% exemption for 5 years
75-99% of True and Full Building Value	75% exemption for 5 years
50-74% of True and Full Building Value	50% exemption for 5 years
Below 50%	0% exemption

- Warehousing and storage facilities will not receive exemptions unless the owner proves need or provides other substantiation information to justify granting the exemption.
- Proposed capital improvements must substantially improve the life expectancy of the property. Capital improvements include but are not limited to replacement or updating of roof, foundation, structure, siding, windows, doors, plumbing, heating and cooling systems. Each project will be judged on its own merits and will be approved or denied at the discretion of the Zone Authority. Capital improvements do not include new floor covering, window treatments, wall coverings, cabinets, or furnishings. **All applications will have to delineate between capital expenditures and non-capital items.**
- **Verification of construction costs will be required at project closeout time.**

**New Commercial Construction or Additions**

- Property must be of conforming use.
- Property must be consistent with visions and goals of the City of West Fargo.
- Warehousing would not receive exemptions unless the owner proves need or provides other substantiation information to justify granting the exemption.

**Commercial Leases**

- Tenant must have lease approved by the City and State prior to executing the lease for current or new commercial property.
- Building has been determined by Zone Authority to have been restored or rehabilitated and meets all required criteria and now the tenant is pursuing incentives which will result in building occupancy.

**The City of West Fargo  
Renaissance Zone  
Guidelines for Project Approval**

**Commercial Vacant Properties**

- All properties vacant for more than 1 year may be considered for Renaissance Zone approval but property tax exemption will vary depending on amount of improvements. Property tax exemption will be based on the following table:

<b>% of Improvements (based on Current True &amp; Full)</b>	<b>% Exemption on total property value</b>
100% + of True and Full Building Value	100% exemption for 5 years
75-99% of True and Full Building Value	75% exemption for 5 years
50-74% of True and Full Building Value	50% exemption for 5 years
25-49% of True and Full Building Value	25% exemption for 5 years
Below 25%	0% exemption

- Proposed capital improvements must substantially improve the life expectancy of the property. Capital improvements include but are not limited to replacement or updating of roof, foundation, structure, siding, windows, doors, and plumbing, heating and cooling systems. Capital improvements do not include new floor covering, window treatments, wall coverings, cabinets or furnishings. **All applications will have to delineate between capital expenditures and non-capital items.**
- Warehousing and storage facilities will not receive exemptions unless the owner proves need or provides other substantiation information to justify granting the exemption.
- **Verification of construction costs will be required at project closeout time.**
- Properties with a history of long term vacancies may be given special consideration by waiving some of the above mentioned requirements, at the discretion of the Zone Authority.

**Relocation of Commercial Businesses**

- Commercial tenants that are relocating from one area within the zone to another area, must demonstrate that there is a real need for the relocation and show the benefits derived to obtain City approval.
- Commercial tenants that are relocating from another ND community to West Fargo are not eligible for tax incentives without special approval from the Zone Authority.

**Percentage of Exemption**

- Property that is targeted for demolition in the Renaissance Zone plan shall be eligible for 100% exemption from property taxes if the existing property is demolished and replaced by a new structure. **Note: Property taxes on land are not exempt.**
- Property owners are eligible for income tax exemptions from the State for zone projects.
- Property owners that choose to remove the existing structure could be eligible for 100% exemption, upon approval from the Zone Authority.
- Tenants leasing space in approved projects are eligible for income tax exemptions from the State.