



Aaron Nelson, AICP Director of Planning and Zoning
Lisa Sankey, Planner
Breanna Siegler, Office Manager

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West Fargo Planning & Zoning Commission Agenda
Tuesday, June 10th, 2025 - 5:30 p.m.

- A. Call to Order
- B. Approval of Order of Agenda
- C. Approval of Minutes- May 13th, 2025
- D. Regular Agenda
 - 1. Public Hearing- A25-8 Greenworks 1st Addition a request for Subdivision and Planned Unit Development at the SE corner of 40th Ave W and 15th St W for a retail nursery and landscaping services (a portion of Section 31, T139N, R49N)- Nelson (*continued from the May 13, 2025 meeting; continued to the August 12, 2025 meeting*)
 - 2. Public Hearing- A25-10 Gateway West Addition, a request for a Conditional Use Permit at 1950 Sheyenne Street to allow for an illuminated sign facing a residential district (Lot 8, Block 1 Gateway West Addition)- Sankey (*continued from the May 13, 2025 meeting*)
 - 3. Public Hearing- A25-12 FMD- Mapleton Subdivision, a request for subdivision in Sections 3,9-11,13-15, 24-25 and 36, T139N, R50W (FMD-Mapleton Subdivision)- Sankey
 - 4. Public Hearing- A25-13 FMD- Warren First Subdivision, a request for subdivision in Section 1, T138N, R50W (FMD-Warren First Subdivision)- Sankey
 - 5. Public Hearing- A25-14 DMF 2nd Addition, a request for replat at 2245 & 2255 Rustad Lane E (Lot 3 and 4, Block 1 DMF Addition)- Sankey
 - 6. Public Hearing- A25-15 Section 26, T140N, R50W- a request for a Conditional Use Permit at 2502 26th St. NW to operate a composting facility in an A: Agricultural Zoning District within the extraterritorial area (Section 26, R140N, R50W)- Sankey
- a. Non-Agenda Items
- b. Adjourn from Regular Agenda
- c. Discussion Agenda
 - 1. Inclusion of public comment section during Planning & Zoning Commission meetings pursuant to Senate Bill 2180.



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West Fargo Planning & Zoning Commission Meeting Minutes
Tuesday, May 13th, 2025 - 5:30 p.m.

Members Present: Mike Thorstad, Dave Gust, Matt Kopp, Kathi Schwan, Chris Wehri, Alyssa Ommen, Eric Dodds-virtual

Members Absent: None

Others Present: Aaron Nelson, Lisa Sankey, Katie Schmidt, Breanna Siegler

Minutes Submitted by: Breanna Siegler, Office Manager

The meeting was called to order by Acting Chair Dodds at 5:30pm. Acting Chair Dodds asked for approval of the order of the agenda. Commissioner Gust motioned to approve; Commissioner Thorstad seconded. No opposition. Motion passed.

Commissioner Kopp moved and Commissioner Schwan seconded the motion to approve the meeting minutes from April 15, 2025. No opposition. Motion passed.

Acting Chair Dodds welcomed Alyssa Ommen as our new Planning & Zoning Commissioner.

Acting Chair Dodds asked for a motion to elect a new Chair to the Commission. Commissioner Schwan nominated Acting Chair Dodds as Chair and Commissioner Thorstad as Vice Chair. Commissioner Kopp seconded. Discussion held. Vote held via roll call. No opposition. The new Chair will be Acting Chair Dodds and Vice-Chair will be Commissioner Thorstad. Vice-Chair Thorstad took over as Acting Chair for the remainder of the meeting since Chair Dodds was participating virtually.

Vice-Chair Thorstad opened a public hearing for A25-5 Brooks Harbor 5th Addition, a request for Planned Unit Development at 2250 5th St W to build townhouse style apartments (Lot 3, Block 3 Brooks Harbor 5th Addition). This item was continued from the March 11, 2025 meeting. This item has been withdrawn from consideration by the applicant. Vice-Chair Thorstad asked for public comments. No public comment was brought forth. Acting Chair Thorstad closed the public hearing. No action taken since applicant has withdrawn from consideration.

Vice-Chair Thorstad opened a Public Hearing for A25-8 Greenworks 1st Addition a request for Subdivision and Planned Unit Development at the SE corner of 40th Ave W and 15th St W for a retail nursery and landscaping services (a portion of Section 31, T139N, R49N). There has been a request for continuation of this item until the June 10, 2025 meeting. Vice-Chair Thorstad asked for public comments. No public comment was brought forth. Vice-Chair Thorstad closed the public hearing and approved continuation until the June 10, 2025 meeting.



Vice-Chair Thorstad opened a Public Hearing for A25-10 Gateway West Addition, a request for a Conditional Use Permit at 1950 Sheyenne Street to allow for an illuminated sign facing a residential district (Lot 8, Block 1 Gateway West Addition). There has been a request for continuation of this item until the June 10, 2025 meeting. Vice-Chair Thorstad opened the floor for public comment. No comment was brought forth. Vice-Chair Thorstad closed the public hearing and approved continuation of this item until the June 10, 2025 meeting.

Vice-Chair Thorstad opened a Public Hearing for A25-9 Halverson's Industrial Park 6th Addition, a request for a Major Subdivision at 1154 3rd Ave NW (Lot 3, Block 1 Halverson's Industrial Park 2nd Addition). Vice-Chair Thorstad opened the floor for public comment. No public comment was brought forth. Vice-Chair Thorstad closed the public hearing. Commissioner Gust moved to approve the application with the staff recommendations. Commissioner Wehri seconded. No opposition. Motion passed.

Vice-Chair Thorstad introduced A25-11 Zoning Ordinance Amendment to Title IV relating to encroachment of the building control line in the CO-SR: Sheyenne River Corridor Overlay District. Vice-Chair Thorstad opened the public hearing. No public comment was brought forth. Discussion held. Commissioner Gust would recommend approval if section 6 of the exceptions about parking lots being able to be within 50ft is struck out of the ordinance draft. Chair Dodds seconded the motion with edits. No opposition. Motion passed.

Vice-Chair Thorstad opened the floor for non-agenda items. Director Nelson announced that a public open house for the West Fargo Growth Area Master Plan will take place 5:00pm-7:00pm in the Commission Chambers at West Fargo City Hall on Wednesday, May 21st.

Vice-Chair Thorstad asked for a motion to adjourn from the regular agenda. Commissioner Schwan moved to adjourn. Commissioner Kopp seconded. No opposition. Motion passed. Vice-Chair Thorstad adjourned from the regular agenda at 6:02pm.

STAFF REPORT

A25-10		CONDITIONAL USE PERMIT	
Gateway West 1 st Addition			
1950 Sheyenne Street (Lot 8, Block 1 Gateway West Addition)			
Owners: Magnifi Financial Credit Union		Staff Contact: Lisa Sankey	
Applicant: Josh Longo, HTG Architects			
Planning & Zoning Commission Public Hearing:		05-13-2025 – Continue to 06-10-2025	
City Commission:			

PURPOSE:

Allow for illuminated sign facing a residential district for commercial development as provided for as a conditional use in 4-460.7.14 of City Ordinances.

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):	CO: Corridor Overlay & CO-I: Interstate Corridor Overlay District
Lot size(s) or range:	81,117 ft ²
Adjacent Zoning Districts:	North –R-1: One & Two Family Dwellings; South, East & West - PUD: Planned Unit Development
Adjacent street(s):	Sheyenne Street (Minor Arterial); Private Drive/Beaton Dr.
Adjacent Bike/Pedestrian Facilities:	East/West Multi-Use Path along north side of development; Multi-Use Path along Sheyenne Street
Available Parks/Trail Facilities:	Elmwood Park Facility accessible within ¼ mile by sidewalks and path
Public Dedication Requirements:	n/a

DISCUSSION AND OBSERVATIONS:

- The applicant applied for a conditional use permit for illuminated signage on the west side of Sheyenne Street at the entrance to the Gateway West (Hornbachers) development.
- The proposed monument sign would be 19 feet high with the upper portion consisting of a 68 square foot internally lit, Magnifi Financial logo and a 65 square foot Electronic Message Center (EMC), along the lower portion of the sign.
- In terms of sign operations, the applicant included a drawing showing an example of the display/operation with the following:
 1. That the operational hours for the digital message center would be limited to 6 am to 10 pm on the north side of the sign facing the residential area. After dusk, the sign would be dimmed significantly, to a maximum brightness of likely between 3%-10%. They would be flexible on coordinating the brightness as long as it stays visible during the intended hours of operation

STAFF REPORT

2. The south facing side of the message center would be controlled separately and would remain on all day and night. Similarly, it would be dimmed significantly at night to avoid being a distraction to the street/ vehicular traffic. The credit union would be flexible on the dimming to ensure public safety.
 3. The credit union would like to keep the upper part of the signage with the fixed logo and lettering illuminated on both sides from dusk to dawn with the photosensor that controls the exterior building lighting. The light output from this sign would be constant and considerably less bright than the message center.
- The proposed sign would be located 195 feet from the north property line.
 - There is a 26-foot wide buffer easement with plantings and a six-foot high fence along the north side of the lot.
 - A 50-foot pipeline easement along the south portion of the lot and a 30-foot water line easement along the east side limits structures being placed within those easements, including signage.
 - An existing internally lit monument sign for the Gateway West development is located at the corner of Sheyenne and the private drive/Beaton Drive and there is an existing monument sign with an EMC for the Circle K convenience store to the south.
 - Under Section 4-460.7.14 of the General Sign Provisions, signs in residential districts and signs facing residential districts shall not be illuminated unless approved as a conditional use.
 - Similar applications were approved for Electronic Message Centers (EMC) at Lutheran Church of the Cross, Meadow Ridge Bible Chapel and Triumph West Church as well as Hulbert arena with the conditions that included limiting the hours of operation of the electronic message center to 6 am to 10 pm.
 - Under the sign regulations, illuminated signs shall be shielded to prevent lights from being directed at oncoming traffic in such brilliance that it impairs the vision of the driver. Nor shall such signs interfere with or obscure an official traffic sign or signal.
 - Standard brightness limits for EMC's located 150 feet from a residential district vary by jurisdiction; however, daytime brightness typically ranges from 5000 to 7000 nits for visibility in direct sunlight with nighttime brightness often capped at 500 nits to reduce light pollution and glare. Automatic dimming is also used to adjust brightness based on ambient lighting conditions.
 - A conditional use permit agreement is required to be signed prior to issuance of a sign permit and may include conditions deemed appropriate by the Commission.

CRITERIA FOR GRANTING CONDITIONAL USE PERMIT:

With reference to the criteria for granting conditional uses, the following is noted:

1. Ingress and egress to property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.
 - No concerns noted.
2. Off-street parking and loading areas where required, with particular attention to the items in (1) above and the economic, noise, glare or odor effects of the special exception on adjoining properties and properties generally in the district.
 - No concerns noted
3. Refuse and service areas, with particular reference to the items in (1) and (2) above.
 - No concerns noted.
4. Utilities, with reference of locations, availability, and compatibility.

STAFF REPORT

- No concerns noted
- 5. Screening and buffering with reference to type, dimensions, and character.
 - No concerns noted
- 6. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district.
 - Illuminated signage is regulated by the sign code as summarized above in the discussion section. As with sign examples listed above, conditions for new signage could include hours of operation, time of day illumination to ensure the intensity of the lighting is reduced during dark, units of luminance (NIT) not to exceed a certain standard, lighting reflect industry standards for LED lighting, etc.
- 7. Required yards and other open space.
 - No concerns noted.
- 8. Soil conditions, as they relate to on-site sewage disposal, water supply, basement excavating, road construction and related land use.
 - No concerns noted.
- 9. General compatibility with adjacent properties and other property in the district.
 - There may be comments during the public hearing.

NOTICES:

Sent to: Property owners within 350' and applicable agencies and departments.

Comments Received:

- Comments received from the manager of the Candle Park West complex to the east regarding concerns with brightness, hours of operation, and animation.
- A call was received from a property owner to the north asking for more information.

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

- The signs are accessory to the surrounding buildings and appears to be appropriately sized for the area.

RECOMMENDATIONS:

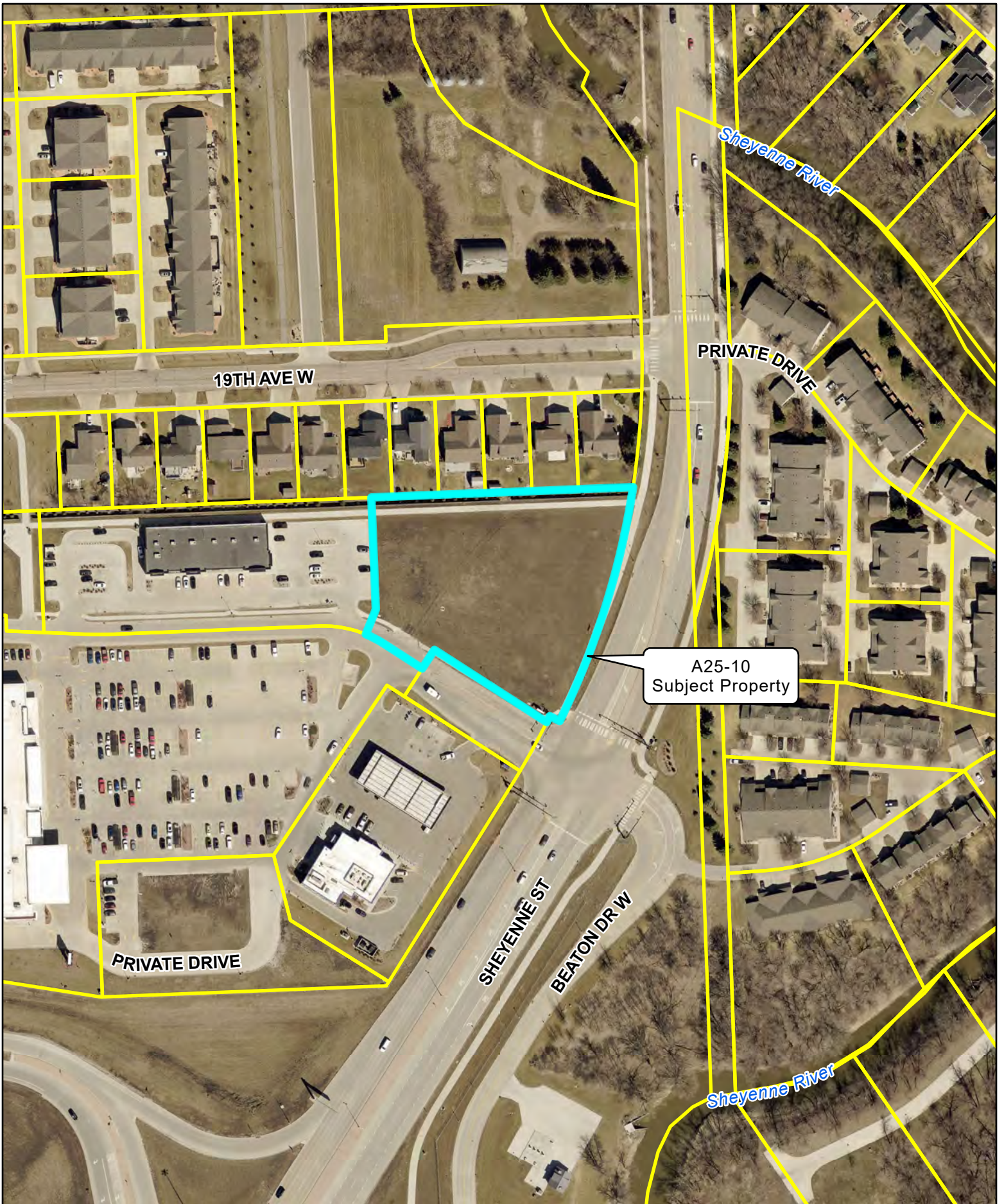
It is recommended that the City approve the proposed application on the basis that it is consistent with City plans and ordinances with recommended conditions of approval as follows:

1. A Signed Conditional Use Permit Agreement be submitted which outlines the following details:
 - a. Use of the north-facing electronic messaging center (EMC) shall be restricted to 6:00 a.m. to 10:00 p.m. only. The EMC shall be off between the hours of 10:00 p.m. and 6:00 a.m.
 - b. The sign shall not exceed 0.3 foot-candles above ambient light, as measured 75 feet from the sign face.
 - c. The sign shall be located at least 150 feet from adjacent residential zoning districts.

STAFF REPORT

Attachments:

1. Location Map
2. Zoning Map
3. Site Plan
4. Sign Information provided by applicant
5. Comments Received

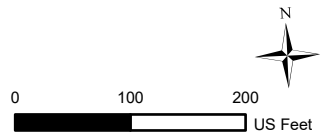


A25-10
Subject Property



Features

- Agenda Zone
- Lots





A25-10
Subject
Property

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

0 150 300

US Feet

KEYED SITE PLAN NOTES

- | | |
|---|---|
| 1 ELEC. TRANSFORMER - SEE ELEC DRAWINGS, COORD. LOC. W/ UTIL PROVIDER | 22 SANITARY SEWER CLEANOUTS - COORDINATE LOCATION W/ CIVIL |
| 2 4" DIA. CONC. BOLLARDS W/ COVERS - COORD. LOCATION W/ SIGNAGE VENDOR / OWNER PRIOR TO INSTALL | 23 HOSE BIB LOCATION - SEE MECH. |
| 3 DIRECTIONAL SIGNAGE, INC. COORD. W/ SIGNAGE VENDOR | 24 CONC. SToop LOCATION - SEE PLANS AND STRUCTURAL FOR ADDITIONAL INFORMATION |
| 4 HANDICAP SYMBOLS ON PAVING, SEE 9(A)2 | 25 DECORATIVE CONCRETE AT PAVING, SEE SPECS. |
| 5 PAINTED CROSSWALK STRIPING, SEE CIVIL DWGS. | 26 SIDEWALK LIGHTED BOLLARDS, TYP. SEE ELEC. FOR ADDITIONAL INFORMATION (SPACE EVENLY) |
| 6 FLAG POLE, COORD. W/ ELEC. | 27 EXPOSED AGGREGATE CONC. |
| 7 GC. TO FURNISH & INSTALL POSTED HANDICAP SIGNS AS REQ'D BY STATE CODE, SEE 12(A)2 | 28 REINF. CONC. SLAB, SEE CIVIL & STRUCT. FOR DETAILS & SLOPE TO EXTERIOR, TO GATE OPENING AS SHOWN. |
| 8 PYLON SIGN BY OWNER, COORD. CONDUITS SERVING WITH ELEC. & CIVIL | 29 PROVIDE UNDERGROUND SLEEVES FOR LAWN IRRIGATION, COORD. SIZE & LOC. W/ SUBCONTRACTOR, NO UNDERGROUND SLEEVES BY REFINISH ELEMENT, COORD. WORK W/ ENERGY TRANSFER |
| 9 TRASH ENCLOSURE, SEE 11(A)2 & 3(A)2 | 30 AREA OF SOIL MULCH, SEE LANDSCAPING PLANS FOR MORE INFO. |
| 10 LT. POLE, SEE ELEC. | 31 FDC CONNECTION, SEE PLUMBING DRAWINGS. |
| 11 4" W/ PAINTED SLOD STRIPING, COORD. COLOR AS REQ'D W/ LOCAL JURISDICTION | 32 MECHANICAL & SPRINKLER RISER ROOM ACCESS DOOR, SEE A2.1 & A4.1 FOR MORE INFO. |
| 12 4" CONC. WALK ON 6" COMP. SAND | 33 CURB TAPER - SEE CIVIL |
| 13 REINF. CONC. ON CLASS A BASE, SEE CIVIL AND GEOTECH | 34 NO PARKING SIGNAGE WITHIN 8' OF HEAD OF ACCESSIBLE SIGN MTD., BETWEEN 60" & 66" ABOVE FASL, MUST BE 60" MOD OR APPROVED EQUAL, SEE 11(A)2 |
| 14 CONCRETE PAVEMENT AS BASE BBL, AT #1 ASPHALT PAVING - SEE CIVIL | 35 EXISTING PETROLEUM PIPELINE, GC & ALL SUBCONTRACTORS TO FOLLOW ADHERENCE TO ENERGY TRANSFER CROSSING OVERLINES PRIOR TO WORK, PRIOR NOTIFICATION IS REQ'D. |
| 15 EXTG. CITY FIRE HYDRANT TO REMAIN. | 36 GC. TO REPLACE EXISTING DAMAGED FENCE ALONG BUFFER TRAIL EASEMENT, NEW FENCE TO MATCH EXTG. - FIELD VERIFY EXTENT OF REPAIR |
| 16 ACCESSIBLE SIDEWALK - TRUNCATED DORIES, SEE CIVIL GRADING PLAN FOR SPOT ELEV. | 37 DOOR CONTROL POST FOR ACCESSIBLE OPERATOR ACTUATOR |
| 17 REINF. CONC. ISLAND - SEE CIVIL | |
| 18 6" DIA. CONC. BOLLARD - W/ COVER | |
| 19 MANHOLE - SEE CIVIL | |
| 20 DIRECTIONAL ARROW - SEE BIA12 | |
| 21 DASHED LINE INDICATED CANOPY ABOVE | |

SITE PLAN SUMMARY

LOT ZONING: PUB-PLANNED UNIT DEVELOPMENT
 LAND CLASSIFICATION: C-2 SUBURBAN GROWTH SECTOR
 ZONING OVERLAY DISTRICTS: CO- CORRIDOR OVERLAY & CO-H INTERSTATE CORRIDOR OVERLAY DISTRICT
 EXISTING LAND USE: VACANT
 LOT SIZE: 81,117 SQ.FT.
 BUILDING COVERAGE PER LOT: 40% MAX.

PERMITTED USE - OFFICE / FINANCIAL SERVICES W/ ATTACHED DRIVE-UP

MAIN LEVEL SQ.FT. - 3,237 SF.
 DRIVE-UP CANOPY - 435 SF.

PARKING REQUIREMENTS - 1 PER 300 SQUARE FEET (BANKS / FINANCIAL INSTITUTIONS)
 PARKING REQUIRED - 3,237 SF / 350 SF = 10 STALLS REQ'D.
 PARKING SHOWN - 14 STALLS
 PARKING STALL SIZE REQUIREMENTS - 9 FT X 18.5 FT (90 DEGREE)
 CROSS WALK ONE WAY - 14' (90 DEGREE)
 CROSS WALK TWO WAY - 24' (90 DEGREE)
 DRIVE ALSE WIDTH, BETWEEN STALLS - 26" (90 DEGREE)
 PARKING STALL SIZE PROVIDED - 10 FT X 18 FT TYP. - REFER TO PLAN FOR ANGLED PARKING DIMS.

STANDARDS FOR ACCESSIBLE DESIGN
 1-25 PARKING SPACES - 1 VAN ACCESSIBLE SPACE REQUIRED.

LANDSCAPE REQUIREMENT - 10% OF LOT

BUILDING SETBACKS (OO & IT) OVERLAYS:
 FRONT - 45' FROM SHEYENNE STREET ROW (DESIGNATED STREET)
 15' NON DESIGNATED STREET
 REAR - 20' ABUTTING DESIGNATED STREET OR 10' IF OTHER
 SIDE - 10'
 INTERNAL - 15'

PARKING PAVEMENT SETBACKS / LANDSCAPE OPEN SPACE
 FRONT SHEYENNE (DESIGNATED STREET) - 25'
 FRONT - 5.0' / 10.0'
 SIDE - 5.0'
 REAR - 5.0'

ALLOWABLE PRIMARY BUILDING HEIGHT - NONE
 PRIMARY BUILDING HEIGHT SHOWN - 25.5'

TRASH ENCLOSURES SHALL ONLY BE PERMITTED IN REAR YARDS AND SHALL BE VISUALLY SCREENED FROM ADJOINING PROPERTIES OR STREETS



ALL TRASH DUMPSTERS OR CONTAINERS USED FOR RECYCLING SHALL BE SCREENED ON THREE SIDES WITH ARCHITECTURAL SCREENING SUPPLEMENTED BY PLANTINGS. 4'-0" HIGH IS ACCEPTABLE IF USING RESIDENTIAL TRASH CONTAINERS

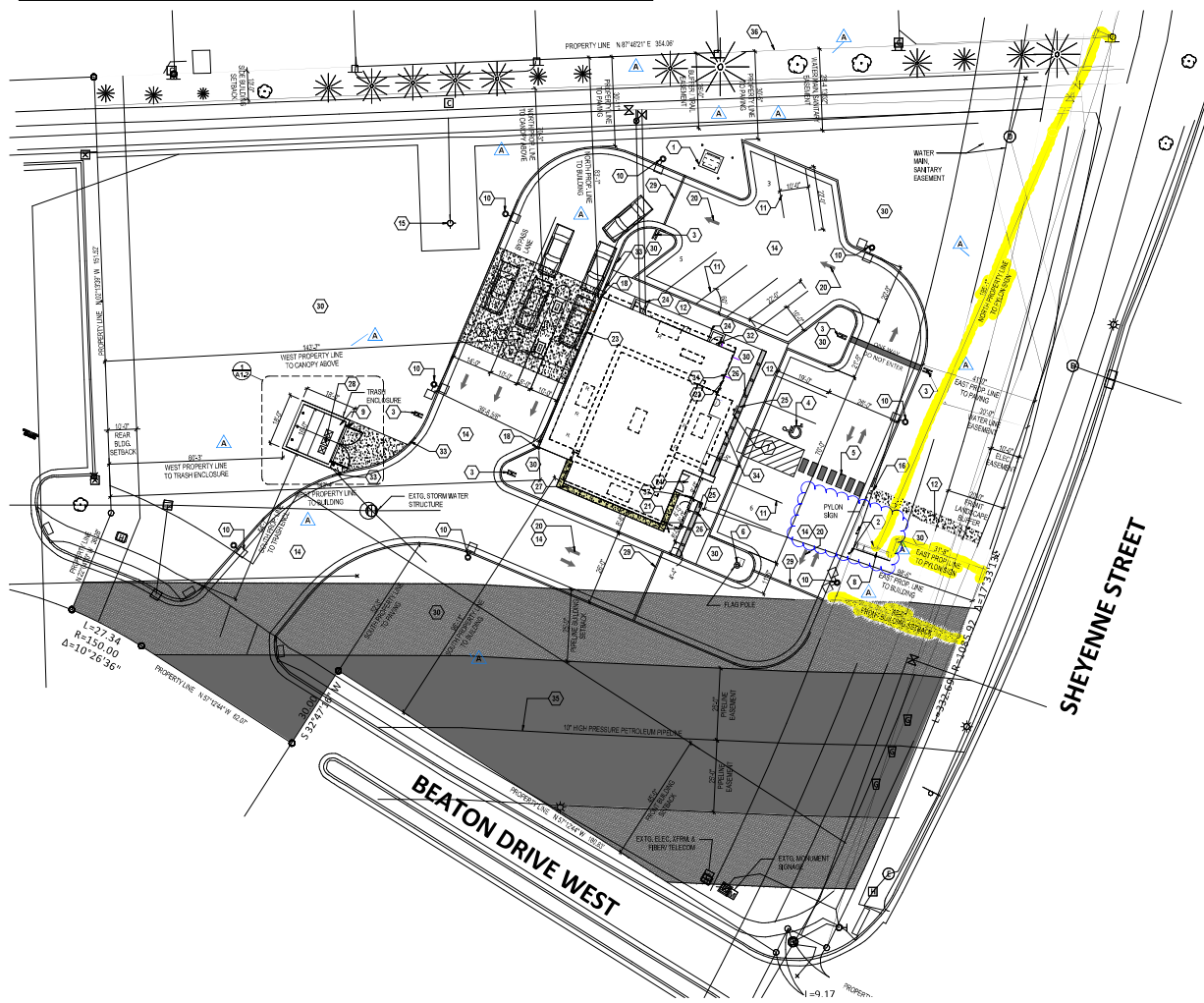
SITE PLAN GENERAL NOTES:

- ALL SITE GRADING TO BE DONE PER CIVIL DRAWINGS.
- VERIFY & LOCATE ALL UNDERGROUND UTILITY LINES PRIOR TO ANY EXCAVATION. UTILIZE GORNER STATE ONE CALL FOR ALL PUBLIC UTILITIES. ALL PRIVATE UTILITY LOCATES ARE THE RESPONSIBILITY OF THE GC AND/OR SUBCONTRACTOR. SEE CIVIL DWGS FOR ADD'L REQUIREMENTS.
- SEE CIVIL & MECH/ELEC. DRAWINGS FOR ADDITIONAL INFORMATION REGARDING SITE UTILITIES INCLUDING BUT NOT LIMITED TO UNDERGROUND CONDUITS, PIPING AND METERS.
- BARRICADE OFF CONSTRUCTION AREA AS REQUIRED KEEP CONSTRUCTION AREA TO MINIMUM.
- SLOPE SIDEWALKS & GRADE AWAY FROM BUILDING TYPICAL 1:20 MAX. SLOPE.
- MATCH NEW CONSTRUCTION WITH EXISTING WHERE NECESSARY (i.e. CONC., CURBS, CONC. WALKS, PAVING, etc.).
- MATCH THE NEW GRADING INTO EXISTING GRADING. SEE CIVIL DRAWINGS FOR ALL GRADING.
- CUT & PATCH EXISTING BITUMINOUS PAVING, CONC., CURBS & SIDEWALKS TO MATCH EXISTING.
- ALL MECHANICAL & ELECTRICAL EXPOSED PIPING, GRILES, CONDUITS, etc. TO BE PAINTED.
- PARKING STRIPES TO BE PAINTED 4" WIDE. SEE PLAN FOR STALL SIZES.
- FURNISH & INSTALL POSTED HANDICAP SIGNS AND IDENTIFICATION AS REQUIRED BY NORTH DAKOTA STATE CODE. SEE DETAIL 12(A)2
- CONC. SIDEWALK WIDTHS TO BE 5'-0" WIDE W/ CONTROLS JOINTS @ 5'-0" UNLESS OTHERWISE NOTED.
- INSTALL CONDUIT PRIOR TO GEOFABRIC/GRAVEL. COORDINATE WITH G.C. & EARTHWORK SUBCONTRACTOR.
- ENERGY TRANSFER SHALL BE NOTIFIED AT LEAST 48 HOURS IN ADVANCE OF ANY CONSTRUCTION OR MAINTENANCE ACTIVITY. YOU MUST CONTACT THE STATE APPROVED NOTIFICATION CENTER AT 811. IF ADDITION TO CONTACTING ENERGY TRANSFER'S FIELD REPRESENTATIVE MR. WESTON BROWN, 218-678-8876, WESTALB@WBIENR.COM BEFORE COMMENCING ANY CROSSING AT OR NEAR ETS PRELIME FACILITIES.

SURVEY DATA WAS TAKEN FROM BOLTON MENA, INC. JOB NUMBER 001131292. DATE: JANUARY 3, 2024. BY SHAWN M. THOMASSON, REG. #S-5503. HTG ARCHITECTS IS NOT RESPONSIBLE FOR ACCURACY OR OMISSIONS, IF ANY, CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS.

DECORATIVE CONCRETE KEY:

	INTEGRALLY COLORED CONCRETE SEE SPECS FOR MORE INFO.
	EXPOSED AGGREGATE CONCRETE WITH CLEAR SEALANT. SEE SPECS. FOR MORE INFO.



1 SITE PLAN
 A1.1 1" = 20'-0"



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 Hopkins, MN 55343
 Tel: 952.278.8880

PROJECT



NEW BRANCH OFFICE
 1950 SHEYENNE ST.
 WEST FARGO, ND
 58078

ISSUED SET	1/31/25
REVISIONS	
DATE NO	
2/24/25 A CITY REVISIONS	

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Architect under the laws of the State of North Dakota

Daniel Schaff
 2596 1/31/25
 Reg No. Date

SITE PLAN

Drawn By: Author Checked By: JAL

A1.1

241157
 COPYRIGHT © HTG ARCHITECTS

P:\PROJECTS\25021511 Magnifi Financial Office - West Fargo\A1.1_Site Plan.dwg 2/24/25 12:02:31

From: [Josh Longo](#)
To: [Lisa Sankey](#)
Cc: [Kelsey Jarrett](#)
Subject: RE: CUP Magnifi Financial Sign
Date: Tuesday, June 3, 2025 9:46:15 PM
Attachments: [image001.png](#)
[image002.png](#)
[15bc65ab-d9e7-437f-99b1-4bcc38858fb2.png](#)
[Magnifi West Fargo - Sign Drawing Illumination Cmmts 20250603.pdf](#)

Lisa,

Sorry last week we had a few members of the Magnifi team that had to go somewhere immediately after the groundbreaking. As a result, I wasn't able to have the final discussions about the sign until this afternoon.

Here's what the credit union determined that they would like to ask for as part of the sign CUP.

1. Operational Hours for the digital message center would be limited to 6a-10p or similar schedule on the north side of the sign facing the residential area. After dusk, the sign would be dimmed significantly, to a maximum brightness of likely between 3%-10%. They would be flexible on coordinating the brightness as long as it stays visible during the intended hours of operation.
2. The south facing side of the message center would be controlled separately and would remain on all day and night. Similarly, it would be dimmed significantly at night to avoid being a distraction to the street/ vehicular traffic. The credit union would be flexible on the dimming to ensure public safety.
3. The credit union would like to keep the upper part of the signage with the fixed logo and lettering illuminated on both sides from dusk to dawn with the photosensor that controls the exterior building lighting. The light output from this sign would be constant and considerably less bright than the message center.

To help clarify, I've marked up the drawing that we submitted to indicate the preference for the sign. Also, to illustrate the accuracy of the rendering on the original document, I included a photo of the same sign we are proposing in West Fargo from the branch recently completed in Fargo. Unfortunately, I don't have a picture of the upper part of the sign illuminated at night, but I will try to request one from the credit union.

Please let me know if you have any questions or need further clarification.

Additionally, I'm excited to share that Kelsey has returned from maternity leave! The plan is for Kelsey to attend next week's meeting unless you feel it's unnecessary. Unfortunately, I'm double booked on the evening of the 10th.

Thank you,
Josh



Josh Longo
Sr. Project Manager

p: 952-278-8880 | d: 952-204-3249 | m: 612-314-3850

htg-architects.com | PARTNERSHIPS BEYOND BUILDINGS

From: Josh Longo
Sent: Wednesday, May 28, 2025 10:23 AM
To: Lisa Sankey <Lisa.Sankey@westfargond.gov>
Subject: RE: CUP Magnifi Financial Sign

Lisa,

Sorry, I don't have any updates - the last couple of weeks we haven't met because of scheduling issues and vacations. We plan on having a meeting today after the groundbreaking ceremony. I'll make sure that we cover the signage CUP and report back!

Thank you,
Josh

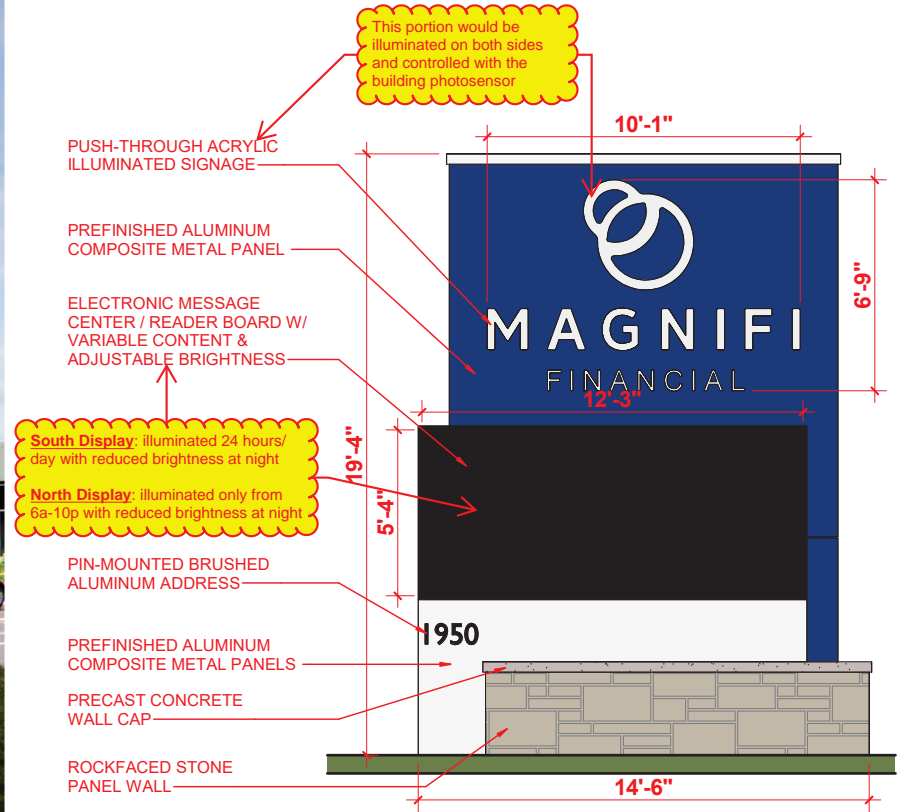


Josh Longo
Sr. Project Manager

p: 952-278-8880 | d: 952-204-3249 | m: 612-314-3850

htg-architects.com | PARTNERSHIPS BEYOND BUILDINGS

Example of Sign Operations/Display



MONUMENT SIGN
1/4" = 1'-0"

PYLON SIGN & ELECTRONIC READER BOARD
ELECTRONIC READER BOARD = 65 SQ. FT.
FINANCIAL LOGO / TEXT SIGNAGE = 68 SQ. FT.
TOTAL PROPOSED AREA = 133 SQ. FT.
QTY. = 1

A1

CUP MONUMENT SIGN - MAGNIFI FINANCIAL

1950 SHEYENNE ST.
WEST FARGO, ND
04/17/25





MAGNIFI FINANCIAL

\$5 membership share required.
Certain restrictions may apply.
ask for details.



Specifications

Line-and-Column Spacing:	10mm
Pixel Configuration:	3-in-1 SMD
Character Height:	2.8" (7 pixel front)
Maximum Brightness:	8,000 nits
Lifetime (.5 brightness):	100,000 hours
Color Capability:	281 trillion colors
Horizontal Viewing Angle:	160 degrees
Vertical Viewing Angle:	70 degrees
Minimum Viewing Distance:	21'
Contrast Enhancement:	Non-reflective black louvers and module face grooves disperse light
Graphic Capability:	Text, graphics, logos, animation, video clips and data integration
Control Software:	Venus® Control Suite
Power:	120/240 VAC single phase
Display Dimming:	64 Levels
Operating Temperature:	-40°F to 122°F with 99% RH non-condensing
Compliance Information:	UL Listed, FCC compliance
Warranty Coverage:	5 years Gold Parts Warranty

From: [Candle Park West](#)
To: [Lisa Sankey](#)
Subject: Re: sign
Date: Wednesday, April 30, 2025 10:51:29 AM
Attachments:

My concerns probably line up with the other near by residents about night time use as 8,000 nits is extremely bright:

Evening/Night Time Requests:

- Dimmed (from Sunset to Sunrise)
 - Potentially off during the City of West Fargo quiet hours
- No flashing animations
- No use of vibrant or emergency colors

We have at least 16 units whose bedroom windows will be facing the new sign.

Please let me know if you have any questions.

Bret

Candle Park Properties

CITY OF WEST FARGO PLANNING & COMMUNITY DEVELOPMENT

STAFF REPORT

A25-12		SUBDIVISION	
FMD-Mapleton Subdivision			
Portions of Sections 3,9-11,13-15, 24-25 and 36, T139N, R50W, Cass County, North Dakota			
Owner: Cass County Joint Water Resource District		Staff Contact: Lisa Sankey	
Applicant: Steve Swanson, AE2S			
Planning & Zoning Commission Public Hearing:		06-10-2025	
City Commission Final Plat Approval:			

PURPOSE:

Subdivide unplatted parcels for a public flood protection project.

STATEMENTS OF FACT:

Land Use Classification:	C-1 Deferred Development Sector; G-1 Sub-Urban – Restricted Growth Sector (ETJ); G-4B -Future Mixed Use Growth Sector
Existing Land Use:	Vacant
Current Zoning District(s):	A: Agricultural; R-1E: Rural Estate & LI: Light Industrial
Zoning Overlay District(s):	CO-I: Interstate Corridor Overlay
Proposed Zoning District(s):	Unchanged
Proposed Lot size(s) or range:	.71 to 264.81 acres
Total area size:	1688.46 acres
Adjacent Zoning Districts:	A: Agricultural
Adjacent street(s):	US Highway 10, Interstate 94, 32 nd Ave W, 40 th Ave W, 52 nd Ave W and various ¼ section township roads
Adjacent Bike/Pedestrian Facilities:	None
Available Parks/Trail Facilities:	None
Land Dedication Requirements:	Public Flood Protection Project – No Public Land Dedication Required.

DISCUSSION AND OBSERVATIONS:

- The applicant is subdividing undeveloped parcels of property acquired as part of the FM Area Diversion Project (the “Diversion”) to further define property that will be permanently used for the Diversion.
- The majority of the proposed subdivision is located within the City’s exclusive extraterritorial jurisdiction. The remainder of the subdivision is located within Cass County’s subdivision jurisdiction. As such, the proposed subdivision requires final approval from both the City and the County.
- The primary purpose of this subdivision is to create formal property boundaries for the Diversion right of way and simplify legal descriptions.
- Once the Diversion is complete, the applicant intends to replat the subject property in order to vacate & dedicate road rights-of-way and easements as necessary, as well as to make any adjustments to the project boundaries that may be needed.

STAFF REPORT

- It is anticipated that the applicant would apply to rezone the subject property to P (Public Facilities), once the final project boundaries are established after completion of the Diversion.
- Because the FM Area Diversion is a public flood protection project, there will be no public land dedication required.
- The FM Area Diversion currently includes public access along the entire 30-mile diversion channel that will support recreational uses, including a gravel maintenance road/trail on both sides of the channel, as well as graded secondary trails on the excavated material berms. There will also be several parking areas and access points constructed as well as bicycle lanes constructed on several bridges that cross the diversion channel. These features may provide opportunities for future expansion of park and recreation facilities outside of the diversion channel.
- Due to the unique nature of the proposed plat, the requested subdivision includes a subdivision variance to allow deviation from some of the City’s typical subdivision standards. This includes:
 - Existing floodplains will not be shown on the plat, due to the nature and flood risk reduction purpose of the Diversion.
 - Additional right-of-way will not be dedicated for section line roads, as right-of-way dedication and vacation will take place at the time of replat after completion of the Diversion.
 - Exemption from public dedication requirements.

NOTICES:

Sent to: Public Notice in Official Newspaper and applicable agencies and departments

Comments Received:

- No comments received to-date.

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

- The proposed application is consistent with the City plans and ordinances as it is clearing up legal descriptions and defining right-of-way in preparation of completion of the FM Area Diversion project and allowing potential for future development as outlined in West Fargo 2.0. The FM Area Diversion project is documented within the West Fargo 2.0 Comprehensive Plan and serves as a delineation between the C-1 Deferred Development Sector and the G-1 Sub-Urban – Restricted Growth Sector of the City’s extraterritorial jurisdiction.
- C-1 Deferred Development Sector - The area where development is deferred includes spaces west of the proposed FM Area Diversion Project, as well as land located in the northern section of the extraterritorial areas. At the time of the comprehensive plan update, plans and specifications for the FM Area Diversion Project were under development and completion of the diversion was not anticipated until the year 2024, at the earliest. It has not been determined what effects the project will have upon properties along the diversion. Therefore, it is recommended that planning and development not take place in these areas until the diversion is operational and revised floodplain maps have been made available. Other areas within this sector might be best kept in reserve until infrastructure can efficiently be provided or innovative conservation methods can be employed to avoid costly upgrades in the future.
- The G-1 Sub-Urban - Restricted Growth Sector includes areas between the current and proposed diversion that may have new development potential with construction of the FM Diversion. The G-1 area identifies significant tracts of land that are currently rural, but where directed and well-

STAFF REPORT

planned new development could occur around the identified potential Future Mixed-Use and Employment Centers.

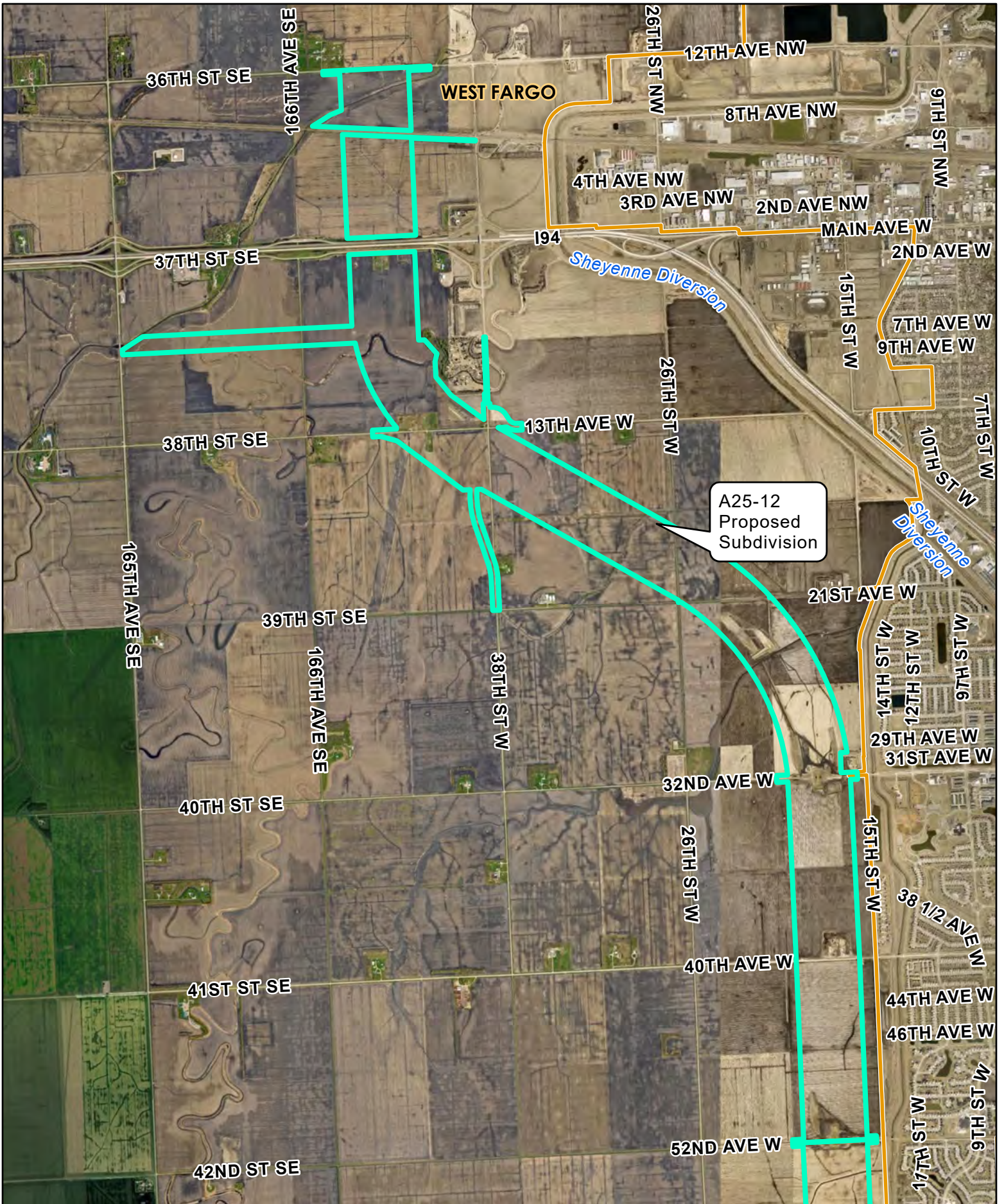
- The G-4B Future Mixed-Use Growth Center Sector is assigned to areas outside of the current Sheyenne Diversion that may support substantial mixed-used development due to proximity to existing or planned regional thoroughfares or transit. Future development should occur as complete communities in the form of activity centers. These sectors are primarily intended for development once the FM Area Diversion Project is built.

RECOMMENDATION:

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

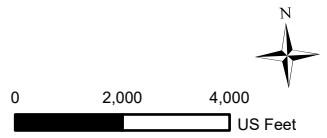
Attachments:

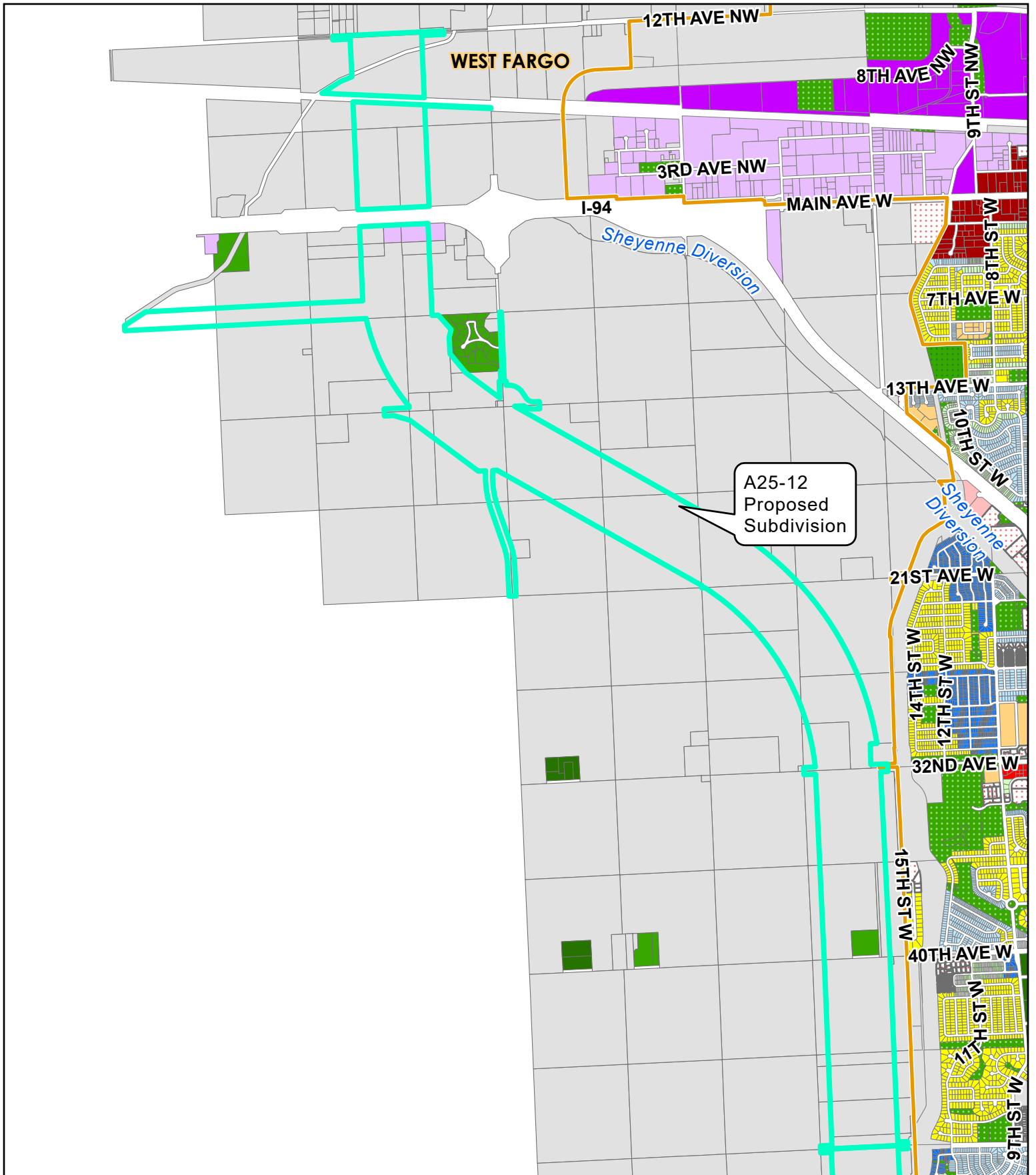
- Aerial map
- Zoning map
- Preliminary Plat
- Project Narrative



Features

- Agenda Zone
- City Limits





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
- ET Zone Parcels
- A: Agricultural
- C: Light Commercial
- C-OP: Commercial Office Park
- HC: Heavy Commercial
- LI: Light Industrial

- M: Heavy Industrial
- P: Public
- PUD: Planned Unit Development
- R-1: One and Two Family Dwelling
- R-1A: Single Family Dwelling
- R-1B: Special Single Family Dwelling
- R-1E: Rural Estate
- R-1S: Special One and Two Family Dwelling
- R-1SM: Mixed One and Two Family Dwelling
- R-2: Limited Multiple Dwelling



150 300

US Feet

PLAT of FMD-MAPLETON RESUBDIVISION

IN SECTIONS 3, 9-11, 13-15, 24-25 & 36,
ALL OF SCHMITZ & BRENNAN SUB. OF THE NW1/4 OF SEC. 10 & LOT 3, BLOCK 1, WILLOW CREEK SECOND SUB. OF SEC. 10 &
ALL OF AUDITOR'S LOTS 1, 2, 3 AND 4 OF THE SE1/4 OF SEC. 10 & PART OF AUDITOR'S LOT 1 OF THE SE1/4 OF SEC. 24 &
ALL OF McDOUGALL FIRST SUB. OF THE SE1/4 OF SECTION 25 & ALL OF AUDITOR'S LOT 1 OF THE SE1/4 OF SEC. 25,
T 139N, R50W, 5th P.M., WEST FARGO, CASS COUNTY, NORTH DAKOTA

CERTIFICATE OF MAPLETON TOWNSHIP

Reviewed by Mapleton Township this _____ day of _____, 2025.

John Rutten
Chairman
Atef: Bruce Bollinger
Clerk/Treasurer

STATE OF NORTH DAKOTA)
COUNTY OF CASS) SS

On this _____ day of _____, 2025, before me personally appeared John Rutten, Chairman, and Bruce Bollinger, Clerk/Treasurer, known to me to be the persons described in the within instrument, and who acknowledged to me that they executed the same on behalf of Mapleton Township.

Notary Public:

CERTIFICATE OF WEST FARGO PLANNING COMMISSION

The West Fargo Planning Commission has reviewed this plat and hereby approves it.

Dated this _____ day of _____, 2025.

Eric Dodds, Chairman
STATE OF NORTH DAKOTA)
COUNTY OF CASS) SS

On this _____ day of _____, 2025, before me personally appeared Eric Dodds, Chairman, known to me to be the person described in the within instrument, and who acknowledged to me that he executed the same on behalf of the West Fargo Planning Commission.

Notary Public:

CERTIFICATE OF WEST FARGO CITY COMMISSION

The West Fargo City Commission reviewed this plat at its meeting on the _____ day of _____, 2025, and, having found it to be in the interest of the public health, safety, and welfare, hereby approves it.

Bernie L. Dardis, President
Dustin T. Scott, City Auditor
STATE OF NORTH DAKOTA)
COUNTY OF CASS) SS

On this _____ day of _____, 2025, before me personally appeared Bernie L. Dardis, President and Dustin T. Scott, City Auditor, known to me to be the persons described in the within instrument, and who acknowledged to me that they executed the same on behalf of the West Fargo City Commission.

Notary Public:

CERTIFICATE OF WEST FARGO CITY ENGINEER

Reviewed by the West Fargo City Engineer this _____ day of _____, 2025.

Daniel R. Hanson, City Engineer
STATE OF NORTH DAKOTA)
COUNTY OF CASS) SS

On this _____ day of _____, 2025, before me personally appeared Daniel R. Hanson, City Engineer, known to me to be the person described in the within instrument, and who acknowledged to me that he executed the same as West Fargo City Engineer.

Notary Public:

CERTIFICATE OF WEST FARGO CITY ATTORNEY

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 _____, 2025.

Katie J. Schmidt, City Attorney
STATE OF NORTH DAKOTA)
COUNTY OF CASS) SS

On this _____ day of _____, 2025, before me personally appeared Katie J. Schmidt, City Attorney, known to me to be the person described in the within instrument, and who acknowledged to me that he executed the same as City Attorney.

Notary Public:

CERTIFICATE OF OWNER

We, Cass County Joint Water Resource District, Cass County, Cass Rural Water District, Daniel Scott Flaten, Steven Loberg, Lisa Loberg, JoAnn Gray and Lonna Danielson, political subdivisions of the State of North Dakota, hereby certify that we are the owners of the lands described above and that: 1) we have caused the same to be platted into lots and blocks as shown hereon and 2) said subdivision shall be known as FMD-Mapleton Resubdivision.

Cass County Joint Water Resource District
Owner, All of Blocks 1-3, Lot 1 and 2, Block 4, All of Block 5, Lot 2, Block 6, All of Block 7, Lot 1, Block 8, Lot 2, Block 9, All of Block 10, Lot 1, Block 11, All of Block 12 and 13

Dated this _____ day of _____, 2025.

Ken Lougheed, Chairman
Melissa Hinkemeyer, Secretary-Treasurer
STATE OF _____)
COUNTY OF _____) SS

On this _____ day of _____, 2025, before me personally appeared Ken Lougheed, CCJWRD Chairman, and Melissa Hinkemeyer, CCJWRD Secretary-Treasurer, known to me to be the persons described in the within instrument, and who acknowledged to me that they executed the same on behalf of Cass County Joint Water Resource District.

Notary Public:

Cass County

Dated this _____ day of _____, 2025.

Chad Peterson, Chairman
Cass County Board of Commissioners
Brandy Madrigga
Cass County Finance Director
STATE OF _____)
COUNTY OF _____) SS

On this _____ day of _____, 2025, before me personally appeared Chad Peterson, Chairman of the Board of County Commissioners, and Brandy Madrigga, Cass County Finance Director, known to me to be the persons described in the within instrument, and who acknowledged to me that they executed the same on behalf of Cass County.

Notary Public:

Cass Rural Water District Owner, Lot 3, Block 4

Dated this _____ day of _____, 2025.

Jon Zuther, Chairman
Barry Bowman, Secretary-Treasurer
STATE OF _____)
COUNTY OF _____) SS

On this _____ day of _____, 2025, before me personally appeared Jon Zuther, CRWD Chairman, and Barry Bowman, CRWD Secretary-Treasurer, known to me to be the persons described in the within instrument, and who acknowledged to me that they executed the same on behalf of Cass Rural Water Users District.

Notary Public:

OWNER, Lot 1, Block 6 - Subject to CCJWRD's ROW Deed, Doc. No. 1697992

Dated this _____ day of _____, 2025.

Daniel Scott Flaten
STATE OF _____)
COUNTY OF _____) SS

On this _____ day of _____, 2025, before me personally appeared Daniel Scott Flaten, known to me to be the person described in the within instrument, and who acknowledged to me that he executed the same.

Notary Public:

OWNER, Lot 3, Block 6 - Subject to CCJWRD's ROW Deed - Doc. No. 1686486

Dated this _____ day of _____, 2025.

Steven Loberg
Lisa Loberg
STATE OF _____)
COUNTY OF _____) SS

On this _____ day of _____, 2025, before me personally appeared Steven Loberg and Lisa Loberg, known to me to be the persons described in the within instrument, and who acknowledged to me that they executed the same.

Notary Public:

OWNER, Lot 2, Block 8 and Lot 1, Block 9 - Subject to CCJWRD's ROW Deed - Doc. No. 1686485

Dated this _____ day of _____, 2025.

Steven Loberg
STATE OF _____)
COUNTY OF _____) SS

On this _____ day of _____, 2025, before me personally appeared Steven Loberg, known to me to be the person described in the within instrument, and who acknowledged to me that he executed the same.

Notary Public:

ESTATE OF NANCY LOBERG - Subject to CCJWRD's ROW Deed - Doc. No. 1693870

OWNER, Lot 2, Block 11

Dated this _____ day of _____, 2025. Dated this _____ day of _____, 2025.

Name: JoAnn Gray
Title: Co-Personal Representative
Name: Lonna Danielson
Title: Co-Personal Representative
STATE OF _____)
COUNTY OF _____) SS

On this _____ day of _____, 2025, before me personally appeared JoAnn Gray known to me to be the person described in the within instrument, and who acknowledged to me that she executed the same as Co-Personal Representative of the Estate of Nancy Loberg.

Notary Public:

STATE OF _____)
COUNTY OF _____) SS

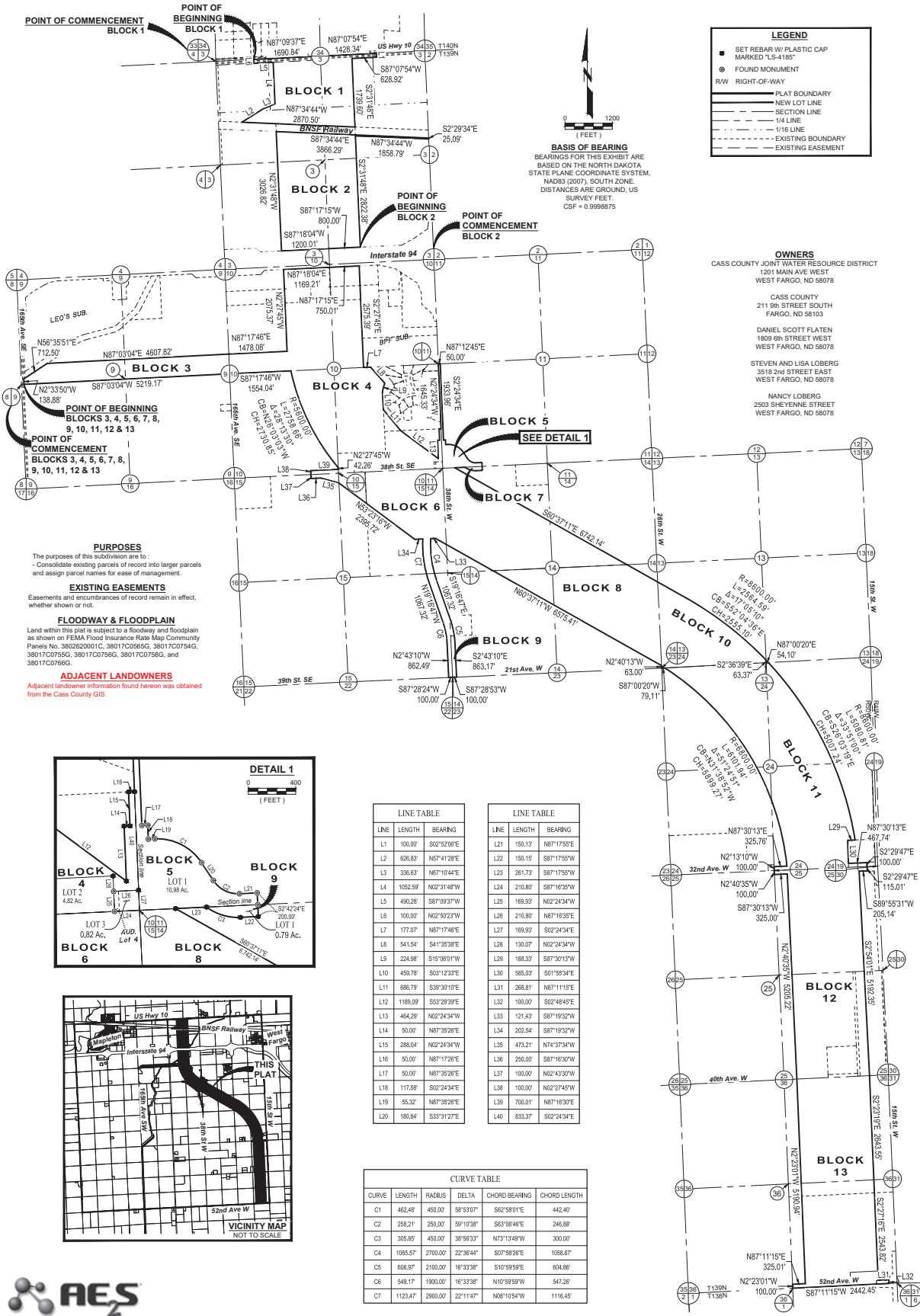
On this _____ day of _____, 2025, before me personally appeared Lonna Danielson known to me to be the person described in the within instrument, and who acknowledged to me that she executed the same as Co-Personal Representative of the Estate of Nancy Loberg.

Notary Public:



PLAT of FMD-MAPLETON RESUBDIVISION

IN SECTIONS 3, 9-11, 13-15, 24-25 & 36,
ALL OF SCHMITZ & BRENNAN SUB. OF THE NW 1/4 OF SEC. 10 & LOT 3, BLOCK 1, WILLOW CREEK SECOND SUB. OF SEC. 10 &
ALL OF AUDITOR'S LOTS 1, 2, 3 AND 4 OF THE SE 1/4 OF SEC. 10 & PART OF AUDITOR'S LOT 1 OF THE SE 1/4 OF SEC. 24 &
ALL OF McDUGALL FIRST SUB. OF THE SE 1/4 OF SECTION 25 & ALL OF AUDITOR'S LOT 1 OF THE SE 1/4 OF SEC. 25,
T139N, R50W, 5th P.M., WEST FARGO, CASS COUNTY, NORTH DAKOTA



PURPOSES
The purposes of this subdivision are to
- Consolidate existing parcels of record into larger parcels and assign parcel names for ease of management.

EXISTING EASEMENTS
Easements and encumbrances of record remain in effect, whether shown or not.

FLOODWAY & FLOODPLAIN
Land within this plat is subject to a floodway and floodplain as shown on FEMA Flood Insurance Rate Map Community Panels No. 3802620001C, 38017C0565G, 38017C0754G, 38017C0755G, 38017C0756G, 38017C0758G, and 38017C0766G.

ADJACENT LANDOWNERS
Adjacent landowner information found hereon was obtained from the Cass County GIS.

LEGEND

- SET REBAR W/ PLASTIC CAP MARKED "LS-4185"
- FOUND MONUMENT
- R/W RIGHT-OF-WAY
- PLAT BOUNDARY
- - - NEW LOT LINE
- - - SECTION LINE
- - - 1/4 LINE
- - - 1/8 LINE
- - - EXISTING BOUNDARY
- - - EXISTING EASEMENT

BASIS OF BEARING
BEARINGS FOR THIS EXHIBIT ARE BASED ON THE NORTH DAKOTA STATE PLANE COORDINATE SYSTEM, NAD83 (2007), SOUTH ZONE. DISTANCES ARE GROUND, US SURVEY FEET.
CSF = 0.9998875

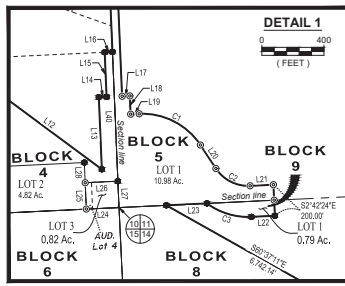
OWNERS
CASS COUNTY JOINT WATER RESOURCE DISTRICT
1201 MAIN AVE WEST
WEST FARGO, ND 58078

CASS COUNTY
211 9th STREET SOUTH
FARGO, ND 58103

DANIEL SCOTT FLATEN
1809 6th STREET WEST
WEST FARGO, ND 58078

STEVEN AND LISA LOBERG
3518 2nd STREET EAST
WEST FARGO, ND 58078

NANCY LOBERG
2503 SHYENNE STREET
WEST FARGO, ND 58078

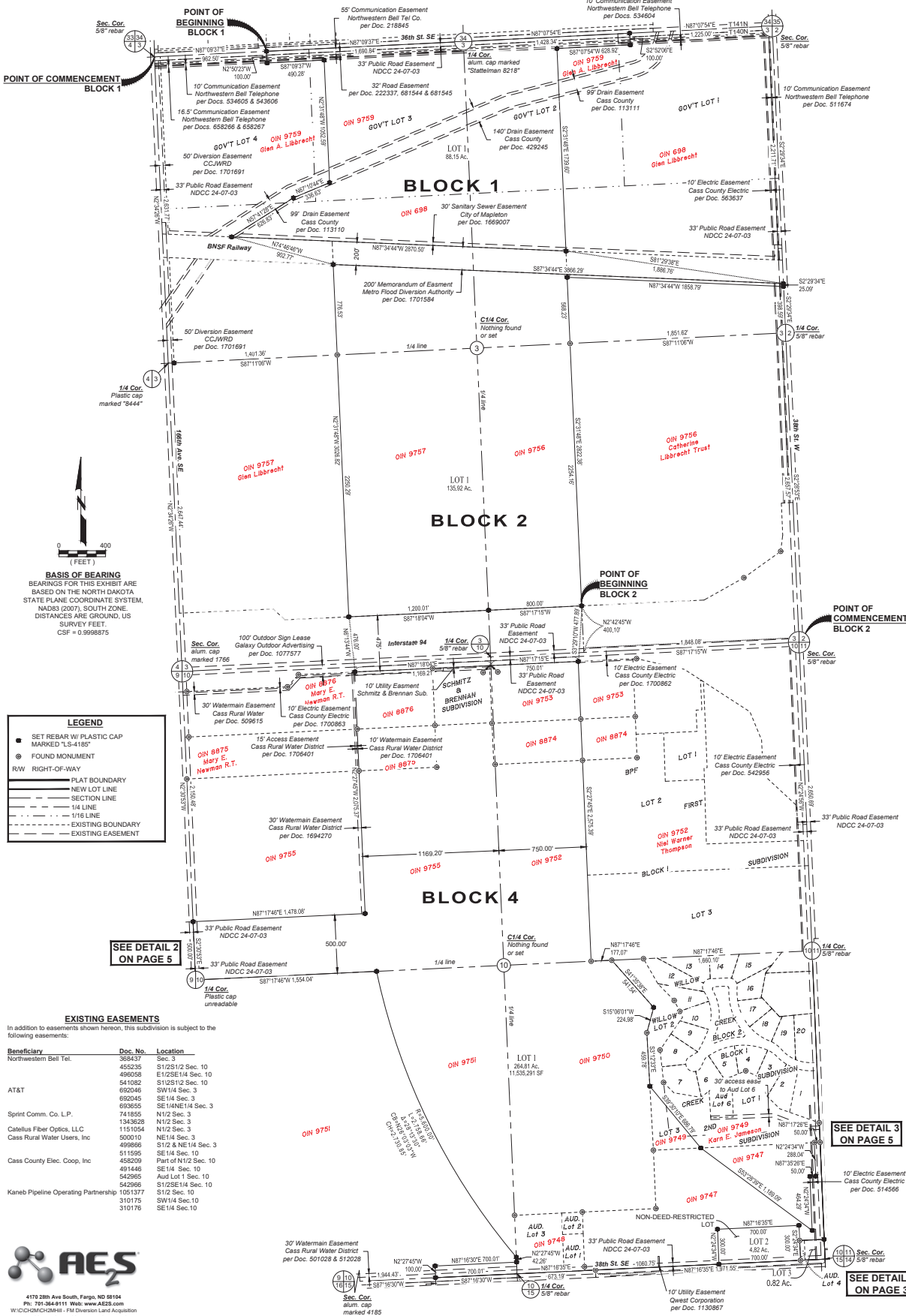


LINE TABLE			LINE TABLE		
LINE	LENGTH	BEARING	LINE	LENGTH	BEARING
L1	100.00	S02°52'08"E	L21	150.13	N87°17'59"E
L2	626.83	N67°41'28"E	L22	150.15	S87°17'59"W
L3	336.63	N67°10'44"E	L23	261.73	S87°17'59"W
L4	1052.59	N02°31'48"W	L24	210.80	S87°16'39"E
L5	490.28	S87°09'37"W	L25	169.93	N02°24'34"W
L6	100.00	N02°50'23"W	L26	210.80	N87°16'39"E
L7	177.07	N87°17'48"E	L27	169.93	S02°24'34"E
L8	541.54	S41°35'38"E	L28	130.07	N02°24'34"W
L9	224.98	S15°00'01"W	L29	188.33	S87°30'13"W
L10	459.78	S03°12'33"E	L30	985.03	S01°59'34"E
L11	686.79	S39°30'10"E	L31	268.81	N87°11'15"E
L12	1188.09	S03°38'39"E	L32	100.00	S02°48'45"E
L13	454.29	N02°24'34"W	L33	121.43	S87°19'52"W
L14	50.00	N87°35'28"E	L34	202.54	S87°19'52"W
L15	288.04	N02°24'34"W	L35	473.21	N74°37'34"W
L16	50.00	N87°17'28"E	L36	250.00	S87°19'30"W
L17	50.00	N87°35'28"E	L37	100.00	N02°43'30"W
L18	117.58	S02°24'34"E	L38	100.00	N02°27'45"W
L19	55.32	N87°35'28"E	L39	700.91	N87°16'39"E
L20	180.84	S33°17'27"E	L40	633.37	S02°24'34"E

CURVE TABLE					
CURVE	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH	
C1	482.48	450.00	59°57'07"	862°59'01"E	442.40
C2	258.21	250.00	59°10'38"	963°09'46"E	248.88
C3	305.85	450.00	38°56'33"	N73°13'49"W	300.00
C4	1985.57	2700.00	22°36'44"	S07°58'26"E	1058.67
C5	606.37	2100.00	18°33'38"	S10°59'59"E	604.88
C6	548.17	1800.00	18°33'38"	N10°59'59"W	547.26
C7	1123.47	2900.00	22°11'47"	N08°10'54"W	1116.45

PLAT of FMD-MAPLETON RESUBDIVISION

IN SECTIONS 3, 9-11, 13-15, 24-25 & 36,
ALL OF SCHMITZ & BRENNAN SUB. OF THE NW1/4 OF SEC. 10 & LOT 3, BLOCK 1, WILLOW CREEK SECOND SUB. OF SEC. 10 &
ALL OF AUDITOR'S LOTS 1, 2, 3 AND 4 OF THE SE1/4 OF SEC. 10 & PART OF AUDITOR'S LOT 1 OF THE SE1/4 OF SEC. 24 &
ALL OF McDOUGALL FIRST SUB. OF THE SE1/4 OF SECTION 25 & ALL OF AUDITOR'S LOT 1 OF THE SE1/4 OF SEC. 25,
T139N, R50W, 5th P.M., WEST FARGO, CASS COUNTY, NORTH DAKOTA



POINT OF BEGINNING BLOCK 1

Sec. Cor. 5/8" rebar

POINT OF COMMENCEMENT BLOCK 1

BASIS OF BEARING

BEARINGS FOR THIS EXHIBIT ARE BASED ON THE NORTH DAKOTA STATE PLANE COORDINATE SYSTEM, NAD83 (2007), SOUTH ZONE. DISTANCES ARE GROUND, US SURVEY FEET. CSF = 0.9998875.

LEGEND

- SET REBAR W/ PLASTIC CAP MARKED "LS-4185"
- FOUND MONUMENT
- RW RIGHT-OF-WAY
- PLAT BOUNDARY
- NEW LOT LINE
- SECTION LINE
- 1/4 LINE
- 1/8 LINE
- EXISTING BOUNDARY
- EXISTING EASEMENT

SEE DETAIL 2 ON PAGE 5

EXISTING EASEMENTS

In addition to easements shown hereon, this subdivision is subject to the following easements:

Beneficiary	Doc. No.	Location
Northwestern Bell Tel.	368437	Sec. 3
	455235	S1/2S1/2 Sec. 10
	496058	E1/2SE1/4 Sec. 10
	541082	S1/2S1/2 Sec. 10
AT&T	692046	SW1/4 Sec. 3
	692045	SE1/4 Sec. 3
	693655	SE1/4NE1/4 Sec. 3
Sprint Comm. Co. L.P.	741855	N1/2 Sec. 3
	1549328	N1/2 Sec. 3
Catellus Fiber Optics, LLC	1151054	N1/2 Sec. 3
Cass Rural Water Users, Inc	590010	N1/4 Sec. 3
	498956	S1/2 & NE1/4 Sec. 3
	511595	SE1/4 Sec. 10
Cass County Elec. Coop. Inc	455209	Part of N1/2 Sec. 10
	491446	SE1/4 Sec. 10
	542965	Aud Lot 1 Sec. 10
	542969	S1/2SE1/4 Sec. 10
Kaneb Pipeline Operating Partnership	1091377	S1/2 Sec. 10
	310175	SW1/4 Sec. 10
	310176	SE1/4 Sec. 10

SEE DETAIL 3 ON PAGE 5

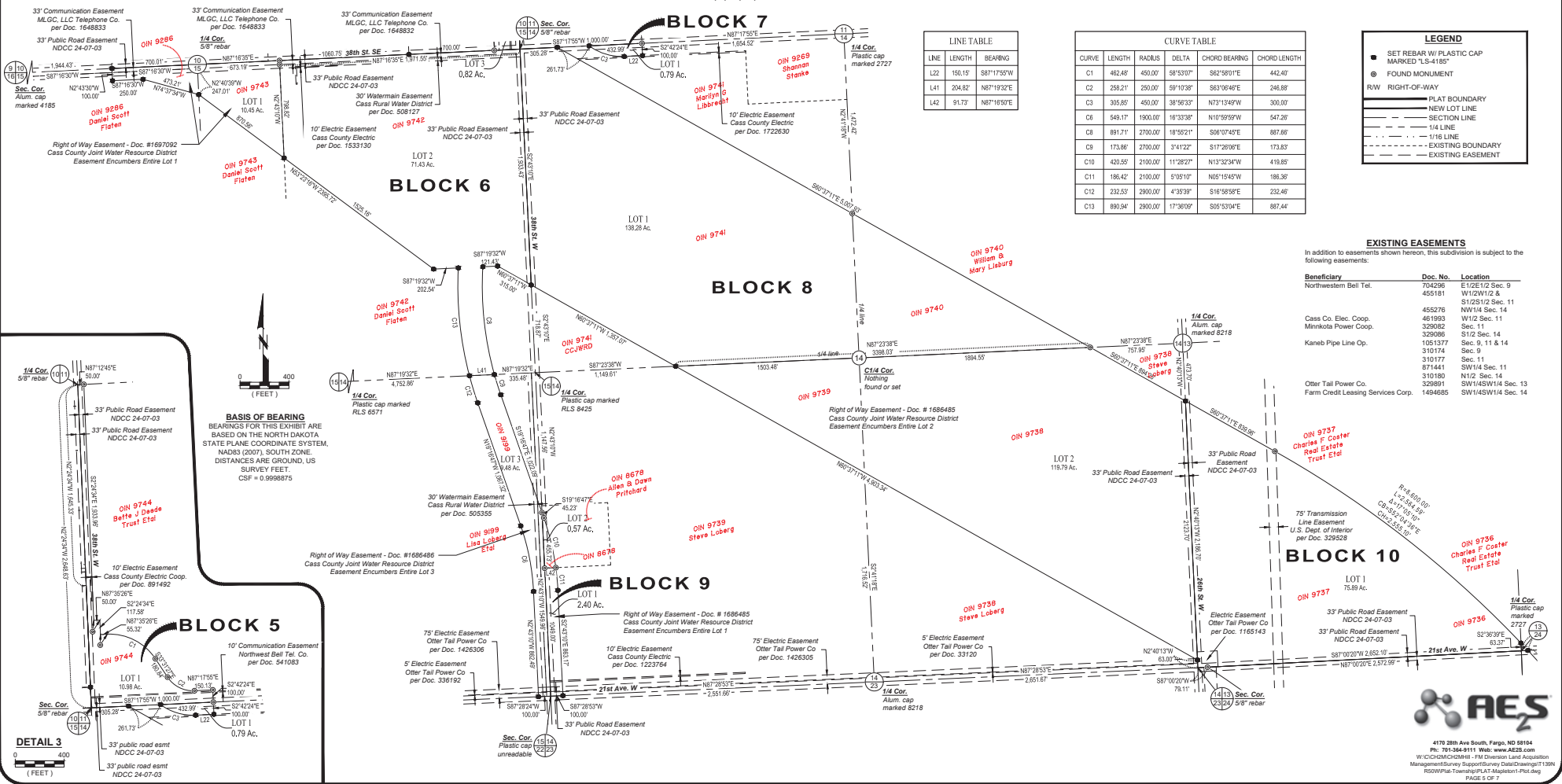
SEE DETAIL 1 ON PAGE 3

PLAT of FMD-MAPLETON RESUBDIVISION

IN SECTIONS 3, 9-11, 13-15, 24-25 & 36,
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POINT OF COMMENCEMENT
 BLOCKS 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 & 13

POINT OF BEGINNING
 BLOCKS 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 & 13



LINE	LENGTH	BEARING
L1	150.19'	S87°17'55"W
L2	204.82'	N87°19'32"E
L4	91.73'	N87°18'50"E

CURVE	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH
C1	462.48'	58°53'07"	S82°58'01"E	442.40'	
C2	258.21'	250.00'	59°10'38"	S83°06'46"E	248.88'
C3	305.89'	450.00'	38°56'33"	N73°13'49"W	300.00'
C6	549.17'	1900.00'	18°33'38"	N10°59'59"W	547.28'
C8	891.71'	2700.00'	18°55'21"	S80°07'45"E	887.89'
C9	173.88'	2700.00'	3°41'22"	S17°28'06"E	173.83'
C10	420.55'	2100.00'	11°28'21"	N13°32'34"W	418.85'
C11	186.42'	2100.00'	6°09'10"	N06°19'45"W	186.38'
C12	232.53'	2900.00'	4°35'39"	S16°59'58"E	232.48'
C13	890.94'	2900.00'	17°36'09"	S06°53'04"E	887.44'

LEGEND	
●	SET REBAR W/ PLASTIC CAP MARKED "LS-4185"
○	FOUND MONUMENT
—	RIGHT-OF-WAY
—	PLAT BOUNDARY
—	NEW LOT LINE
—	SECTION LINE
—	1/4 LINE
—	1/16 LINE
---	EXISTING BOUNDARY
---	EXISTING EASEMENT

EXISTING EASEMENTS

In addition to easements shown herein, this subdivision is subject to the following easements:

Beneficiary	Doc. No.	Location
Northwestern Bell Tel.	704296	E1/2E1/2 Sec. 9
	455181	W1/2W1/2 S.
	S1/2S1/2 Sec. 11	
	NW1/4 Sec. 14	
Cass Co. Elec. Coop.	461963	W1/2 Sec. 11
Minnkota Power Coop.	329082	Sec. 11
	329086	S1/2 Sec. 14
Kanab Pipeline Op.	1051377	Sec. 9, 11 & 14
	310174	Sec. 9
	310177	Sec. 11
	874441	SW1/4 Sec. 11
	310180	N1/2 Sec. 14
Other Tail Power Co.	329891	SW1/4SW1/4 Sec. 13
Farm Credit Leasing Services Corp.	1494855	SW1/4SW1/4 Sec. 14

BASIS OF BEARING
 BEARINGS FOR THIS EXHIBIT ARE BASED ON THE NORTH DAKOTA STATE PLANE COORDINATE SYSTEM, NAD83 (2007), SOUTH ZONE. DISTANCES ARE GROUND, US SURVEY FEET. CSF = 0.9998875



PLAT of FMD-MAPLETON RESUBDIVISION

IN SECTIONS 3, 9-11, 13-15, 24-25 & 36,
ALL OF SCHMITZ & BRENNAN SUB. OF THE NW1/4 OF SEC. 10 & LOT 3, BLOCK1, WILLOW CREEK SECOND SUB. OF SEC. 10 &
ALL OF AUDITOR'S LOTS 1, 2, 3 AND 4 OF THE SE1/4 OF SEC. 10 & PART OF AUDITOR'S LOT 1 OF THE SE1/4 OF SEC. 24 &
ALL OF McDUGALL FIRST SUB. OF THE SE1/4 OF SECTION 25 & ALL OF AUDITOR'S LOT 1 OF THE SE1/4 OF SEC. 25,
T139N, R50W, 5th P.M., WEST FARGO, CASS COUNTY, NORTH DAKOTA

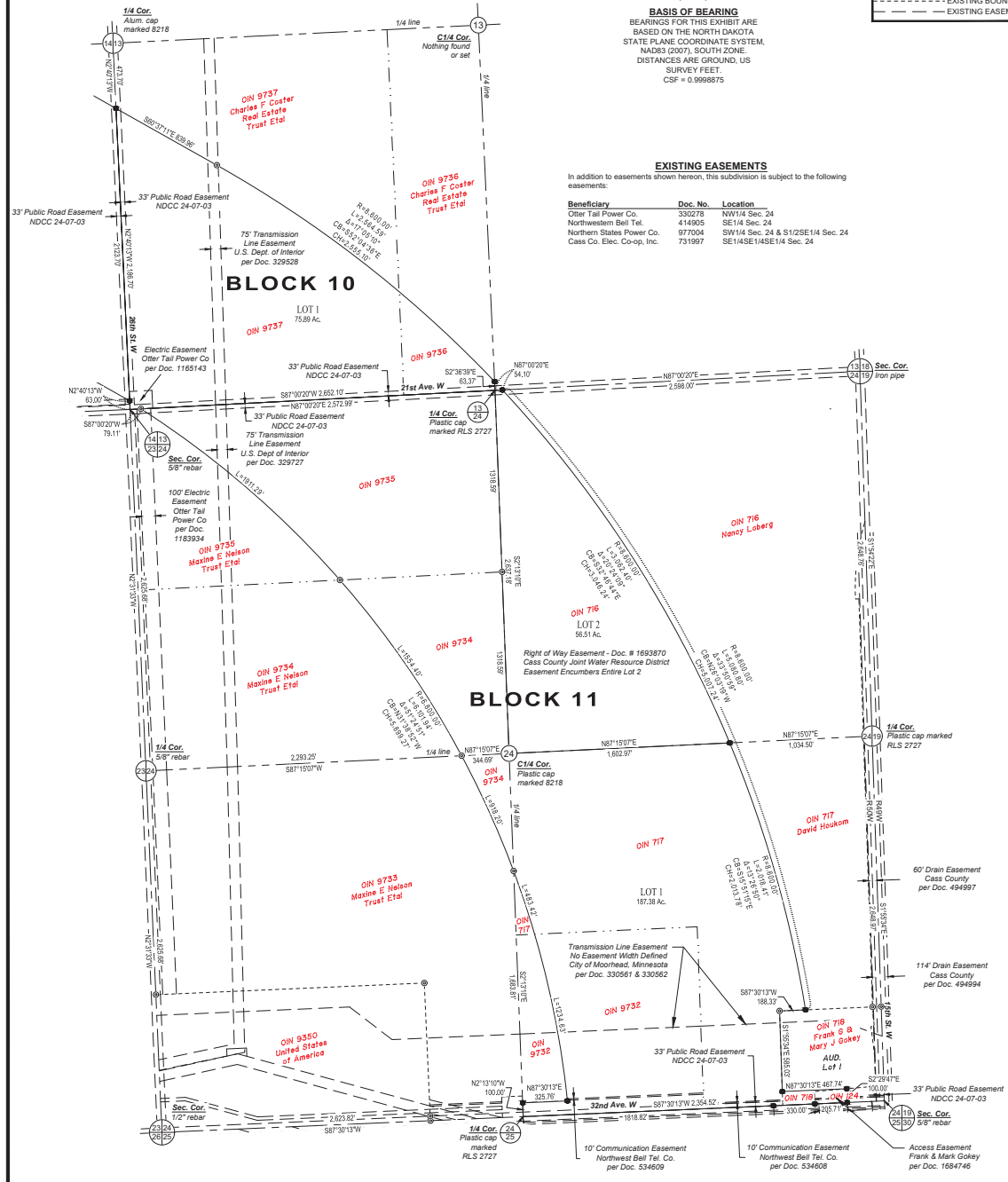


BASIS OF BEARING
BEARINGS FOR THIS EXHIBIT ARE
BASED ON THE NORTH DAKOTA
STATE PLANE COORDINATE SYSTEM,
NAD83 (2011), SOUTH ZONE.
DISTANCES ARE GROUND, US
SURVEY FEET.
CSF = 0.9999875

LEGEND	
■	SET REBAR W/ PLASTIC CAP MARKED 'LS-4185'
●	FOUND MONUMENT
R/W	RIGHT-OF-WAY
—	PLAT BOUNDARY
---	NEW LOT LINE
----	SECTION LINE
-----	1/4 LINE
- - - - -	1/16 LINE
.....	EXISTING BOUNDARY
-----	EXISTING EASEMENT

EXISTING EASEMENTS
In addition to easements shown hereon, this subdivision is subject to the following easements:

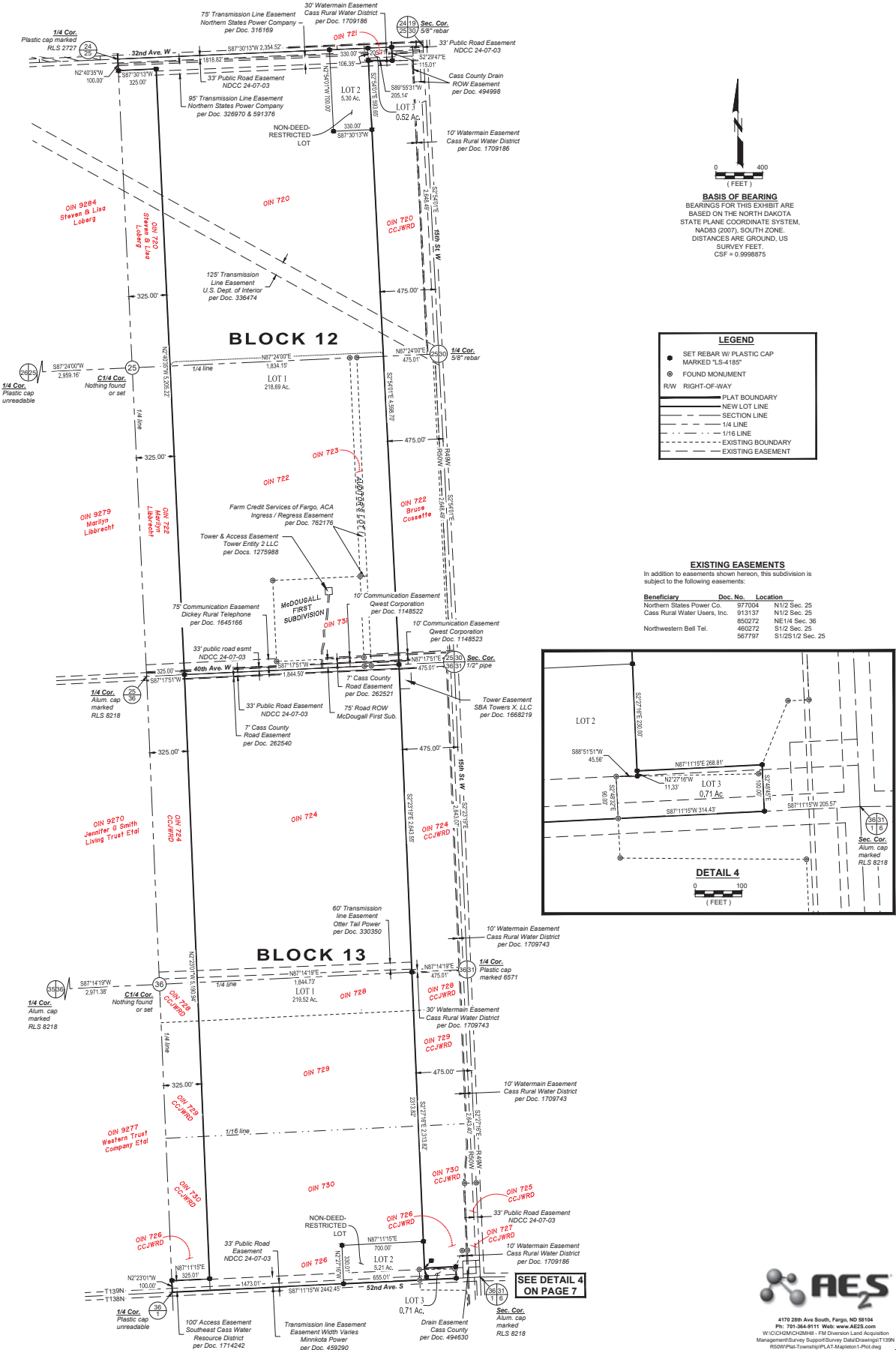
Beneficiary	Doc. No.	Location
Otter Tail Power Co.	330276	NW1/4 Sec. 24
Northwestern Bell Tel.	414005	SE1/4 Sec. 24
Northern States Power Co.	977004	SW1/4 Sec. 24 & S1/2SE1/4 Sec. 24
Cass Co. Elec. Co-op. Inc.	731997	SE1/4SE1/4SE1/4 Sec. 24



4170 28th Ave South, Fargo, ND 58104
Ph: 701.364.9111 Web: www.AES3.com
W:\CDD\MCD\026181 - FM Division Land Acquisition
Management\Survey Support\Survey Data\Drawings\T139N
R50W\Plat\Township\PLAT-Mapleton1-P01.dwg
PAGE 6 OF 7

PLAT of FMD-MAPLETON RESUBDIVISION

IN SECTIONS 3, 9-11, 13-15, 24-25 & 36,
ALL OF SCHMITZ & BRENNAN SUB. OF THE NW 1/4 OF SEC. 10 & LOT 3, BLOCK 1, WILLOW CREEK SECOND SUB. OF SEC. 10 &
ALL OF AUDITOR'S LOTS 1, 2, 3 AND 4 OF THE SE 1/4 OF SEC. 10 & LOT 3 PART OF AUDITOR'S LOT 1 OF THE SE 1/4 OF SEC. 24 &
ALL OF McDUGALL FIRST SUB. OF THE SE 1/4 OF SECTION 25 & ALL OF AUDITOR'S LOT 1 OF THE SE 1/4 OF SEC. 25,
T139N, R50W, 5th P.M., WEST FARGO, CASS COUNTY, NORTH DAKOTA



FMD-Mapleton Resubdivision Plat – Supporting information for Subdivision Application to City of West Fargo, ND

May 1, 2025

FM Area Diversion Platting

The Metro Flood Diversion Authority (MFDA), via the Cass County Joint Water Resource District (CCJWRD) has acquired property for the FM Area Diversion Comprehensive Project. The MFDA, via CCJWRD will plat property that will be permanently used for the Comprehensive Project. This property is called the Comprehensive Project right-of-way (ROW). Reasons for platting the Project ROW include the following:

- creating formal property boundaries for the ROW,
- vacating roads,
- closing section lines,
- dedicating road ROW for newly constructed roads,
- vacating existing easements,
- providing for better planning and zoning decisions by political subdivisions having jurisdiction,
- simplifying legal descriptions, and
- delineating the responsible party for property taxes.

Platting the Diversion Channel

The platting process for the ROW for the Storm Water Diversion Channel and Associated Infrastructure (SWDCAI) is as follows:

- ROW needed for the SWDCAI that is owned by CCJWRD will be platted as Initial Plats.
- The Initial Plats will be prepared for each township in which the SWDCAI will be constructed. The Initial Plats for each township will be designated as follows:
 - FMD-Wiser Subdivision
 - FMD-Harwood Subdivision
 - FMD-Berlin Subdivision
 - FMD-Raymond Subdivision
 - FMD-Mapleton Subdivision
 - FMD-Warren Subdivision
 - FMD-Stanley Subdivision
- The Initial Plats may not vacate existing roads or close existing section lines.

- Determination to vacate existing roads or close section lines will be dependent upon the facts and circumstances of each Initial Plat in coordination with the P3 developer and the MFDA staff.
- In advance of construction, upon requests from the MFDA and CCJWRD, Cass County will take ownership and control of roads via a jurisdictional transfer and will close those roads for construction.
- At a future date, following substantial completion of SWDCAI, and as determined appropriate by the MFDA, replats will be prepared for each township as necessary to vacate roads, close section lines, and re-dedicate any necessary ROW for the newly constructed roadways. Re-zoning of the platted area, if applicable, will also be accomplished at a future date consistent with the replats.
- Replats and any subsequent plats within a township will be named consecutively following the same naming convention as the Initial Plats:
 - e.g., FMD-Mapleton 2nd Subdivision, FMD-Mapleton 3rd Subdivision, etc.
- Preliminary plats of the Initial Plats, Initial Replats, and any subsequent plats will be prepared and routed for review by MFDA representatives before submission to Cass County or West Fargo for the official plat application process.

Additional Comments

Recreation – The FM Area Diversion currently includes public access along features of the entire 30-mile diversion channel that will support recreational uses. These include a gravel maintenance road/trail on both sides of the channel as well as graded secondary trails on the excavated material berms for the entire 30-miles. Also, there will be several parking areas and access points constructed. Bicycle lanes will be constructed on several bridges that cross the diversion channel. These features may provide opportunities for future expansion of park and recreation facilities outside of the diversion channel.

Floodplain – due to the nature and flood risk reduction purpose of the FM Area Diversion, the existing floodplain in and around the platted area will be changed. As such, the floodplain is not shown on the plats.

Grading and Drainage – The FM Area Diversion is a flood risk reduction project for the Fargo-Moorhead-West Fargo metro area that includes a 30-mile stormwater diversion channel that will convey floodwaters around the west side metro. Drainage from the west side of the SWDCAI will be conveyed into the diversion channel. Drainage from the east side of the SWDCAI will be conveyed away from the diversion channel via toe drains, existing ditches, and drains or waterways.

CITY OF WEST FARGO PLANNING & COMMUNITY DEVELOPMENT

STAFF REPORT

A25-13		SUBDIVISION	
FMD-Warren 1 st Subdivision			
Section 1, T138N, R50W, Cass County, North Dakota			
Owner: Cass County Joint Water Resource District		Staff Contact: Lisa Sankey	
Applicant: Steve Swanson, AE2S			
Planning & Zoning Commission Public Hearing:		06-10-2025	
City Commission Final Plat Approval:			

PURPOSE:

Subdivide unplatted parcels for a public flood protection project.

STATEMENTS OF FACT:

Land Use Classification:	C-1 Deferred Development Sector; G-1 Sub-Urban – Restricted Growth Sector (ETJ)
Existing Land Use:	Vacant
Current Zoning District(s):	A: Agricultural
Zoning Overlay District(s):	n/a
Proposed Zoning District(s):	Unchanged
Proposed Lot size(s) or range:	.71 to 220.62 acres
Total area size:	226.54 acres
Adjacent Zoning Districts:	A: Agricultural
Adjacent street(s):	52 nd Ave W, 43 rd St SE (64 th Ave S) and various ¼ section township roads
Adjacent Bike/Pedestrian Facilities:	None
Available Parks/Trail Facilities:	None
Land Dedication Requirements:	Public Flood Protection Project – No Public Land Dedication Required.

DISCUSSION AND OBSERVATIONS:

- The applicant is subdividing undeveloped parcels of property acquired as part of the FM Area Diversion Project (the “Diversion”) to further define property that will be permanently used for the Diversion.
- The proposed subdivision is located within the City’s exclusive extraterritorial jurisdiction.
- The primary purpose of this subdivision is to create formal property boundaries for the Diversion right of way and simplify legal descriptions.
- Once the Diversion is complete, the applicant intends to replat the subject property in order to vacate & dedicate road rights-of-way and easements as necessary, as well as to make any adjustments to the project boundaries that may be needed.
- It is anticipated that the applicant would apply to rezone the subject property to P (Public Facilities), once the final project boundaries are established after completion of the Diversion.
- Because the FM Area Diversion is a public flood protection project, there will be no public land dedication required.

STAFF REPORT

- The FM Area Diversion currently includes public access along the entire 30-mile diversion channel that will support recreational uses, including a gravel maintenance road/trail on both sides of the channel, as well as graded secondary trails on the excavated material berms. There will also be several parking areas and access points constructed as well as bicycle lanes constructed on several bridges that cross the diversion channel. These features may provide opportunities for future expansion of park and recreation facilities outside of the diversion channel.
- Due to the unique nature of the proposed plat, the requested subdivision includes a subdivision variance to allow deviation from some of the City’s typical subdivision standards. This includes:
 - Existing floodplains will not be shown on the plat, due to the nature and flood risk reduction purpose of the Diversion.
 - Additional right-of-way will not be dedicated for section line roads, as right-of-way dedication and vacation will take place at the time of replat after completion of the Diversion.
 - Exemption from public dedication requirements.

NOTICES:

Sent to: Public Notice in Official Newspaper and applicable agencies and departments

Comments Received:

- No comments received to-date.

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

- The proposed application is consistent with the City plans and ordinances as it is clearing up legal descriptions and defining right-of-way in preparation of completion of the FM Area Diversion project and allowing potential for future development as outlined in West Fargo 2.0. The FM Area Diversion project is documented within the West Fargo 2.0 Comprehensive Plan and serves as a delineation between the C-1 Deferred Development Sector and the G-1 Sub-Urban – Restricted Growth Sector of the City’s extraterritorial jurisdiction.
- C-1 Deferred Development Sector - The area where development is deferred includes spaces west of the proposed FM Area Diversion Project, as well as land located in the northern section of the extraterritorial areas. At the time of the comprehensive plan update, plans and specifications for the FM Area Diversion Project were under development and completion of the diversion was not anticipated until the year 2024, at the earliest. It has not been determined what effects the project will have upon properties along the diversion. Therefore, it is recommended that planning and development not take place in these areas until the diversion is operational and revised floodplain maps have been made available. Other areas within this sector might be best kept in reserve until infrastructure can efficiently be provided or innovative conservation methods can be employed to avoid costly upgrades in the future.
- The G-1 Sub-Urban - Restricted Growth Sector includes areas between the current and proposed diversion that may have new development potential with construction of the FM Diversion. The G-1 area identifies significant tracts of land that are currently rural, but where directed and well-planned new development could occur around the identified potential Future Mixed-Use and Employment Centers.

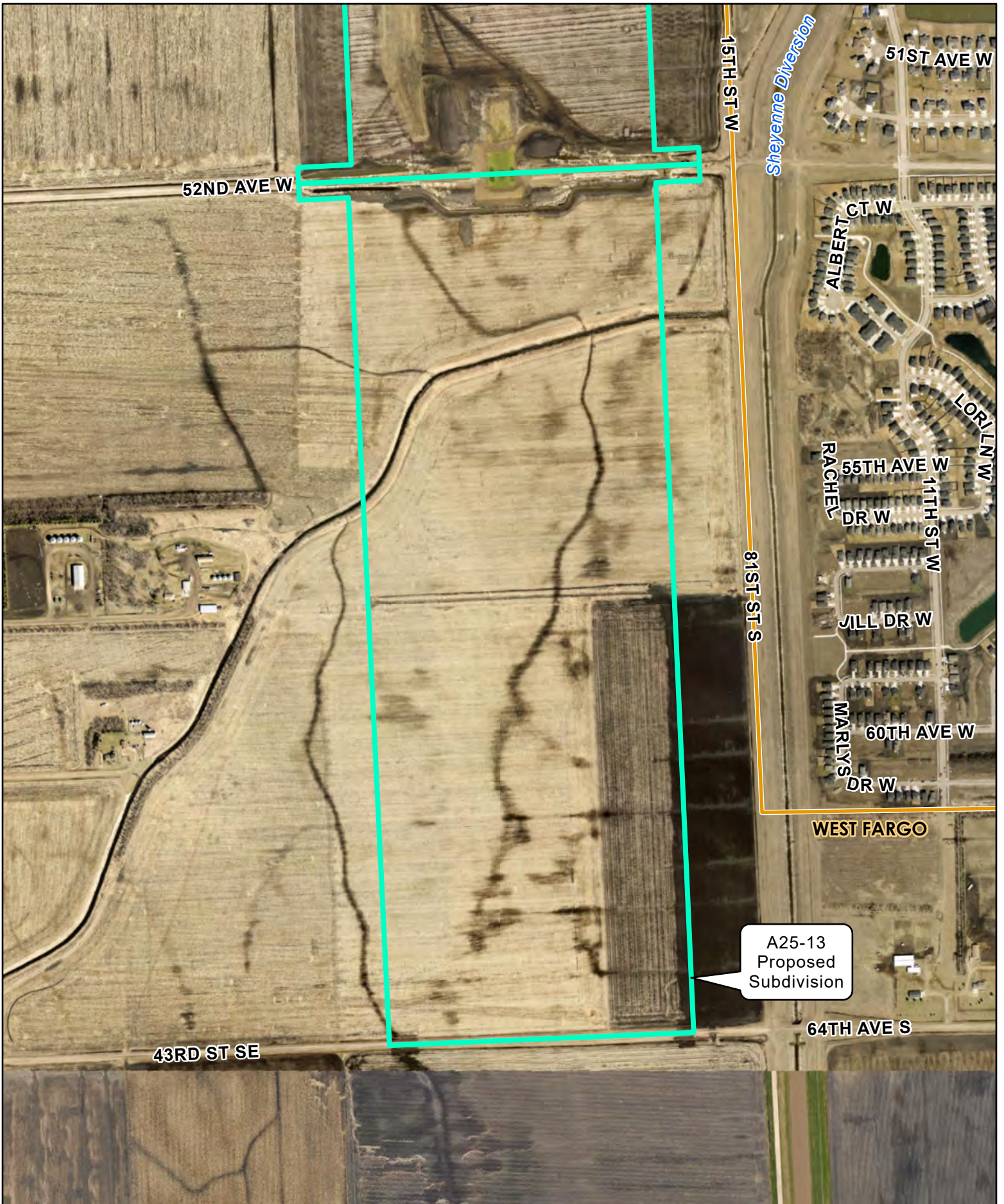
STAFF REPORT

RECOMMENDATION:

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

Attachments:

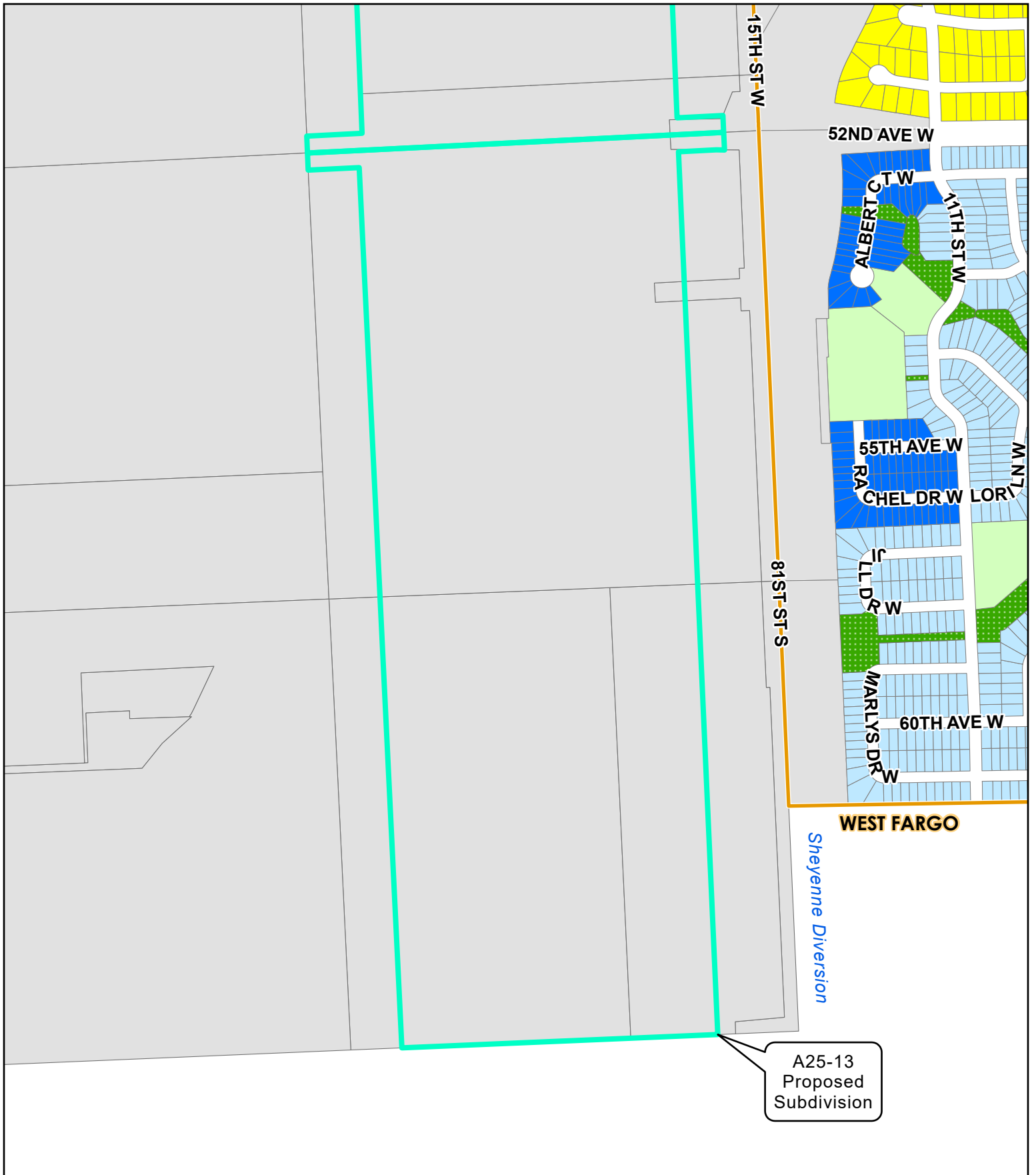
- Aerial map
- Zoning map
- Preliminary Plat
- Project Narrative



Features

- Agenda Zone
- City Limits





A25-13
Proposed
Subdivision

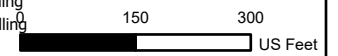
West Fargo Zoning

- 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
- ET Zone Parcels
- A: Agricultural
- C: Light Commercial
- C-OP: Commercial Office Park
- HC: Heavy Commercial
- LI: Light Industrial

- M: Heavy Industrial
- P: Public
- PUD: Planned Unit Development
- R-1: One and Two Family Dwelling
- R-1A: Single Family Dwelling
- R-1B: Special Single Family Dwelling
- R-1E: Rural Estate
- R-1S: Special One and Two Family Dwelling
- R-1SM: Mixed One and Two Family Dwelling
- R-2: Limited Multiple Dwelling



PLAT of FMD-WARREN FIRST SUBDIVISION IN SECTION 1, T138N, R50W, 5th P.M., IN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA

DESCRIPTION OF PLAT BOUNDARY

BLOCK 1

That part of Section 1 in Township 138 North, Range 50 West of the 5th Principal Meridian, Cass County, North Dakota, being further described as follows:

Commencing at the Northeast Corner of the Northeast Quarter (NE1/4) of Section 1; thence S87°11'15"W on the north line of said NE1/4 a distance of 205.57 feet to the Point of Beginning; thence S02°48'45"E a distance of 102.47 feet; thence N60°25'44"W a distance of 47.61 feet; thence S87°11'15"W parallel with, and 100.00 feet south of, the north line of said NE1/4 a distance of 222.40 feet; thence S02°31'26"E parallel with, and 475.00 feet west of, the east line of said NE1/4 a distance of 2,535.56 feet to the south line of said NE1/4; thence S02°33'51"E parallel with, and 475.00 feet west of, the east line of the Southeast Quarter (SE1/4) of said Section 1 a distance of 2,540.69 feet to the south line of said SE1/4; thence S87°36'54"W on said south line a distance of 1,851.92 feet; thence N02°46'25"W parallel with, and 300.00 feet east of, the west line of the E1/2 of said Section 1 a distance of 5,162.38 feet; thence S87°11'15"W parallel with, and 100.00 feet south of, the north line of the NE1/4 of said Section 1 a distance of 300.00 feet to the west line of said NE1/4; thence N02°46'25"W on said west line a distance of 100.00 feet to the Northwest Corner of said NE1/4; thence N87°11'15"E on the north line of said NE1/4 a distance of 2,442.45 feet to the Point of Beginning.

Block 1 contains 228.54 acres and is subject to any existing easements.

CERTIFICATE OF SURVEYOR

I, Steven E. Swanson, a Professional Land Surveyor in the State of North Dakota, hereby certify that this survey of FMD-Warren First Subdivision as shown hereon was conducted by me or under my direct supervision; that the exterior boundary of said subdivision is delineated on the ground by monuments shown hereon; and that, to the best of my knowledge and belief, this plat is a true and correct representation of said survey.

Dated this _____ day of _____, 2025.

Steven E. Swanson, PLS
ND Reg. No. LS-4185
STATE OF NORTH DAKOTA)
COUNTY OF GRAND FORKS) SS

On this _____ day of _____, 2025, before me personally appeared Steven E. Swanson, Professional Land Surveyor, known to me to be the person described in the within instrument, and who acknowledged to me that he executed the same.

Notary Public:
State of North Dakota
My commission expires _____

CERTIFICATE OF WEST FARGO PLANNING COMMISSION

The West Fargo Planning Commission reviewed this plat on the _____ day of _____, 2025, and hereby approves it.

Dated this _____ day of _____, 2025.

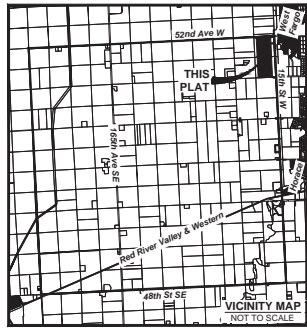
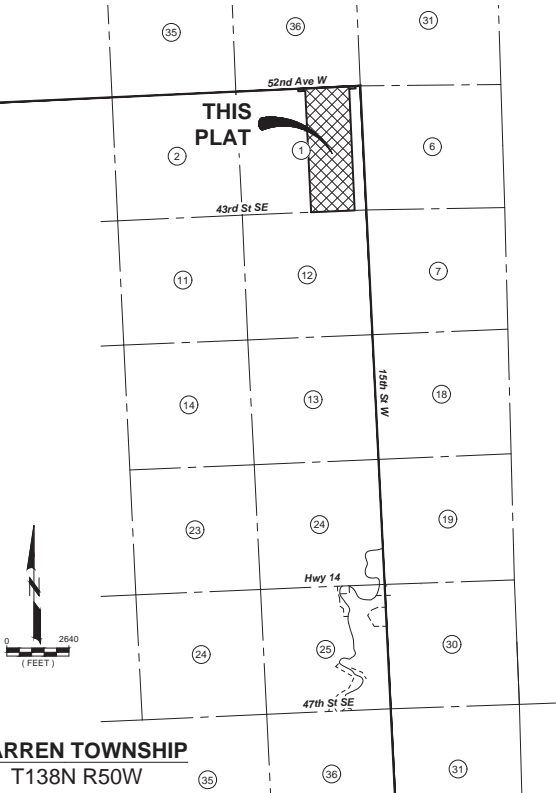
Eric Dodds, Chairman
STATE OF NORTH DAKOTA)
COUNTY OF CASS) SS

On this _____ day of _____, 2025, before me personally appeared Eric Dodds, Chairman, known to me to be the person described in the within instrument, and who acknowledged to me that he executed the same on behalf of the West Fargo Planning Commission.

Notary Public: _____



WARREN TOWNSHIP
T138N R50W



OWNERS
CASS COUNTY JOINT WATER RESOURCE DISTRICT
1201 MAIN AVE WEST
WEST FARGO, ND 58078

SOUTHEAST CASS WATER RESOURCE DISTRICT
1201 MAIN AVE WEST
WEST FARGO, ND 58078

PURPOSES

The purposes of this subdivision are to:
- Consolidate existing parcels of record into larger parcels and assign parcel names for ease of management.

EXISTING EASEMENTS

Easements and encumbrances of record remain in effect, whether shown or not.

CERTIFICATE OF WEST FARGO CITY ENGINEER

Reviewed by the West Fargo City Engineer this _____ day of _____, 2025.

Daniel R. Hanson, City Engineer
STATE OF NORTH DAKOTA)
COUNTY OF CASS) SS

On this _____ day of _____, 2025, before me personally appeared Daniel R. Hanson, City Engineer, known to me to be the person described in the within instrument, and who acknowledged to me that he executed the same as City Engineer.

Notary Public: _____

CERTIFICATE OF OWNER

We, Cass County Joint Water Resource District and Southeast Cass Water Resource District, political subdivisions of the State of North Dakota, hereby certify that we are the owners of the lands described above and that 1) we have caused this same to be platted into lots and blocks as shown hereon; and 2) said subdivision shall be known as FMD-Warren First Subdivision.

Cass County Joint Water Resource District
Owner, Lots 1 and 2, Block 1

Dated this _____ day of _____, 2025.

Ken Loughheed, Chairman
STATE OF _____)
COUNTY OF _____) SS
Melissa Hinkemeyer, Secretary-Treasurer

On this _____ day of _____, 2025, before me personally appeared Ken Loughheed, CCJWRD Chairman, and Melissa Hinkemeyer, CCJWRD Secretary-Treasurer, known to me to be the persons described in the within instrument, and who acknowledged to me that they executed the same on behalf of Cass County Joint Water Resource District.

Notary Public: _____

Southeast Cass Water Resource District
Owner, Lot 3, Block 1

Dated this _____ day of _____, 2025.

Keith Weston, Chairman
STATE OF _____)
COUNTY OF _____) SS
Melissa Hinkemeyer, Secretary-Treasurer

On this _____ day of _____, 2025, before me personally appeared Keith Weston, Chairman, and Melissa Hinkemeyer, Secretary-Treasurer of the Southeast Cass Water Resource District, known to me to be the persons described in the within instrument, and who acknowledged to me that they executed the same on behalf of the Southeast Cass Water Resource District.

Notary Public: _____

CERTIFICATE OF WEST FARGO CITY ATTORNEY

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 _____, 2025.

Katie J. Schmidt, City Attorney
STATE OF NORTH DAKOTA)
COUNTY OF CASS) SS

On this _____ day of _____, 2025, before me personally appeared Katie J. Schmidt, City Attorney, known to me to be the person described in the within instrument, and who acknowledged to me that she executed the same as City Attorney.

Notary Public: _____

COUNTY RECORDER

PRELIMINARY
5/6/25



Advanced Engineering and Environmental Services, Inc.
4170 28th Ave South, Fargo, ND 58104
Ph: 701-364-6111 Web: www.AES.com
W:\C\CHM\CH2M\1 - PM Diversion Land Acquisition
Management\Survey Support\Survey Data\Drawings\T138N
R50W\Plat-Township\WEST_FARGO_PLAT-Warren_1st_Plat.dwg
PAGE 1 OF 1

FMD-Warren 1st Subdivision Plat – Supporting information for Subdivision Application to City of West Fargo, ND

May 1, 2025

FM Area Diversion Platting

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- creating formal property boundaries for the ROW,
- vacating roads,
- closing section lines,
- dedicating road ROW for newly constructed roads,
- vacating existing easements,
- providing for better planning and zoning decisions by political subdivisions having jurisdiction,
- simplifying legal descriptions, and
- delineating the responsible party for property taxes.

Platting the Diversion Channel

The platting process for the ROW for the Storm Water Diversion Channel and Associated Infrastructure (SWDCAI) is as follows:

- ROW needed for the SWDCAI that is owned by CCJWRD will be platted as Initial Plats.
- The Initial Plats will be prepared for each township in which the SWDCAI will be constructed. The Initial Plats for each township will be designated as follows:
 - FMD-Wiser Subdivision
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 - FMD-Berlin Subdivision
 - FMD-Raymond Subdivision
 - FMD-Mapleton Subdivision
 - FMD-Warren Subdivision
 - FMD-Stanley Subdivision
- The Initial Plats may not vacate existing roads or close existing section lines.

- Determination to vacate existing roads or close section lines will be dependent upon the facts and circumstances of each Initial Plat in coordination with the P3 developer and the MFDA staff.
- In advance of construction, upon requests from the MFDA and CCJWRD, Cass County will take ownership and control of roads via a jurisdictional transfer and will close those roads for construction.
- At a future date, following substantial completion of SWDCAI, and as determined appropriate by the MFDA, replats will be prepared for each township as necessary to vacate roads, close section lines, and re-dedicate any necessary ROW for the newly constructed roadways. Re-zoning of the platted area, if applicable, will also be accomplished at a future date consistent with the replats.
- Replats and any subsequent plats within a township will be named consecutively following the same naming convention as the Initial Plats:
 - e.g., FMD-Mapleton 2nd Subdivision, FMD-Mapleton 3rd Subdivision, etc.
- Preliminary plats of the Initial Plats, Initial Replats, and any subsequent plats will be prepared and routed for review by MFDA representatives before submission to Cass County or West Fargo for the official plat application process.

Additional Comments

Recreation – The FM Area Diversion currently includes public access along features of the entire 30-mile diversion channel that will support recreational uses. These include a gravel maintenance road/trail on both sides of the channel as well as graded secondary trails on the excavated material berms for the entire 30-miles. Also, there will be several parking areas and access points constructed. Bicycle lanes will be constructed on several bridges that cross the diversion channel. These features may provide opportunities for future expansion of park and recreation facilities outside of the diversion channel.

Floodplain – due to the nature and flood risk reduction purpose of the FM Area Diversion, the existing floodplain in and around the platted area will be changed. As such, the floodplain is not shown on the plats.

Grading and Drainage – The FM Area Diversion is a flood risk reduction project for the Fargo-Moorhead-West Fargo metro area that includes a 30-mile stormwater diversion channel that will convey floodwaters around the west side metro. Drainage from the west side of the SWDCAI will be conveyed into the diversion channel. Drainage from the east side of the SWDCAI will be conveyed away from the diversion channel via toe drains, existing ditches, and drains or waterways.

STAFF REPORT

A25-14		REPLAT AND SUBDIVISION VARIANCE	
DMF 2 nd Addition			
2245 & 2255 Rustad Lane E (Lot 3 and 4, Block 1 of DMF Addition)			
Owner: Edgewood Properties Management LLC Applicant: Chris Mack, Christianson Companies		Staff Contact: Lisa Sankey	
Planning & Zoning Commission Public Hearing:		06/10/2025	
City Commission Final Plat Approval:			

PURPOSE:
Replat two lots and vacate a public utility easement.

STATEMENTS OF FACT:	
Land Use Classification:	G-2 Sub-Urban – Growth Sector
Existing Land Use:	Vacant
Current Zoning District(s):	C: Light Commercial
Zoning Overlay District(s):	CO-I: Interstate Corridor Overlay
Proposed Lot size(s) or range:	123,665 – 134,865 square feet (2.8 – 3 Acres)
Total area size:	21.14 Acres
Adjacent Zoning Districts:	North – Interstate 94 Corridor & SE Cass Water Resource District Land – A: Agricultural South, East & West – C: Light Commercial
Adjacent street(s):	Rustad Lane (Local)
Adjacent Bike/Pedestrian Facilities:	Path along south side of 23 rd Ave E; Sidewalk along 6 th St E
Available Parks/Trail Facilities:	Rustad Center, River’s Bend at the Preserve Park and North Pond Trail and Pond lookout within ½ mile
Land Dedication Requirements:	n/a

DISCUSSION AND OBSERVATIONS:
<ul style="list-style-type: none"> • The applicant has submitted a request for a subdivision replat to vacate a public utility easement between two lots, west of Duluth Trading Company, along the north side of Rustad Lane East. • The preliminary plat consists of two lots. • A preliminary site plan shows two potential office buildings along the north side of the development with a shared private access running north and south, via Rustad Lane East, as well as two water features (retention ponds) along the south side of the lots. • The plat was sent to local utility providers for review. Staff has no concerns with the vacation of the public utility easement.

STAFF REPORT

NOTICES:

Sent to:	Hearing notice published in official newspaper and information sent to applicable agencies and departments
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Comments Received:

- No comments received to-date.

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

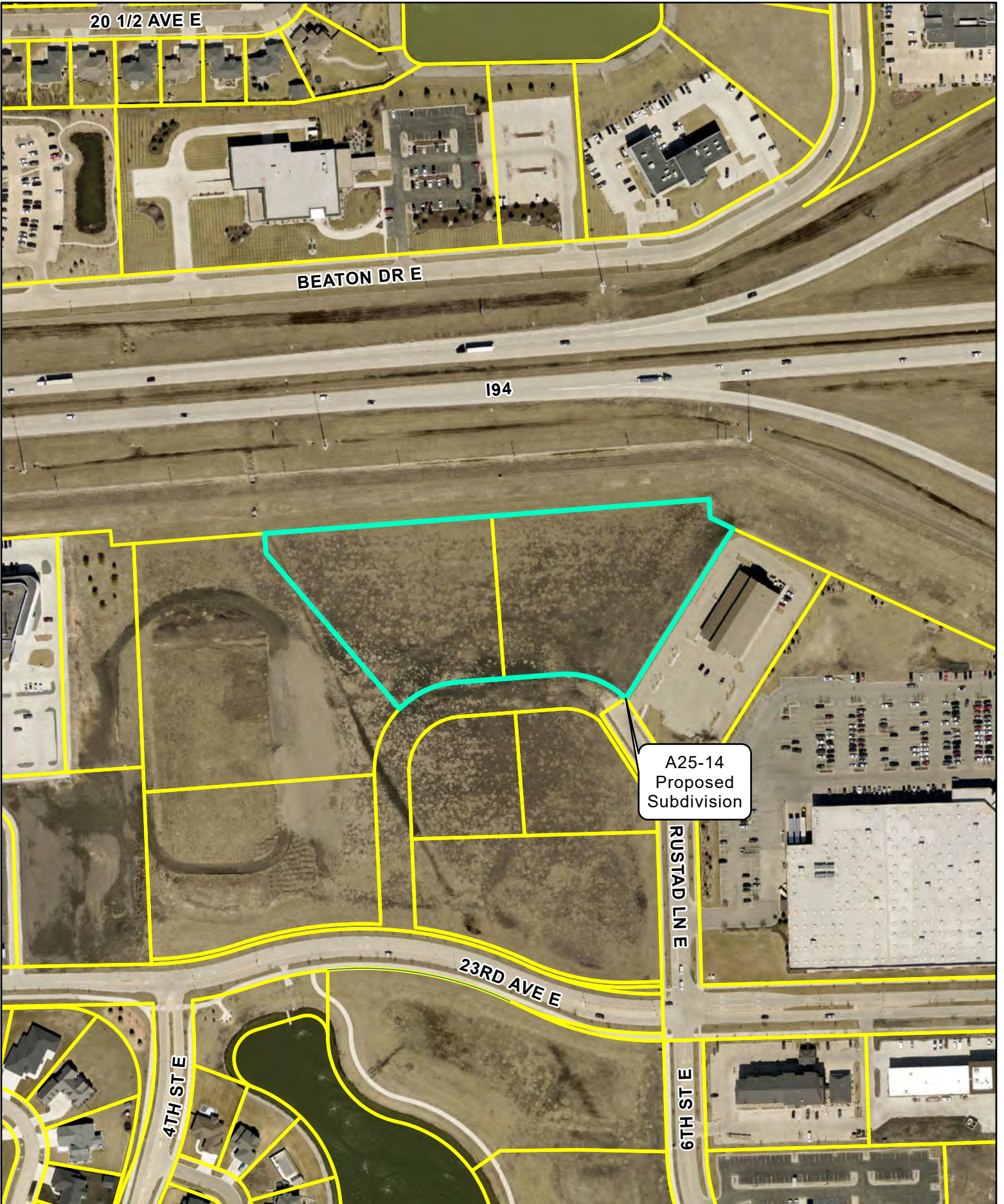
- The proposed application is consistent with the City plans and ordinances.

RECOMMENDATIONS:

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

Attachments:

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



20 1/2 AVE E

BEATON DR E

194

A25-14
Proposed
Subdivision

RUSTAD LN E

23RD AVE E

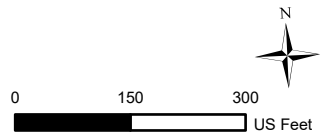
4TH ST E

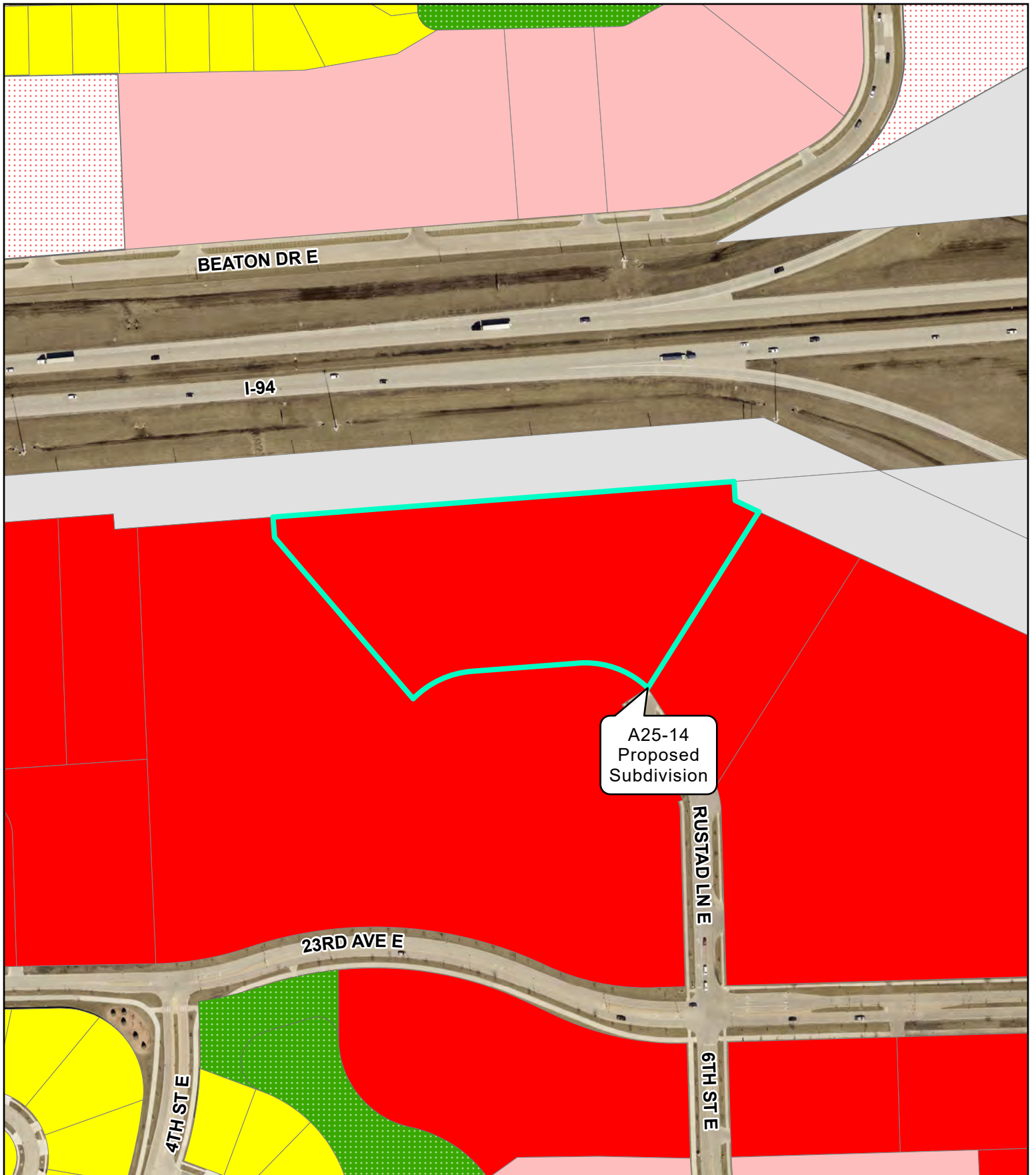
6TH ST E



Features

 Agenda Zone





West Fargo Zoning

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

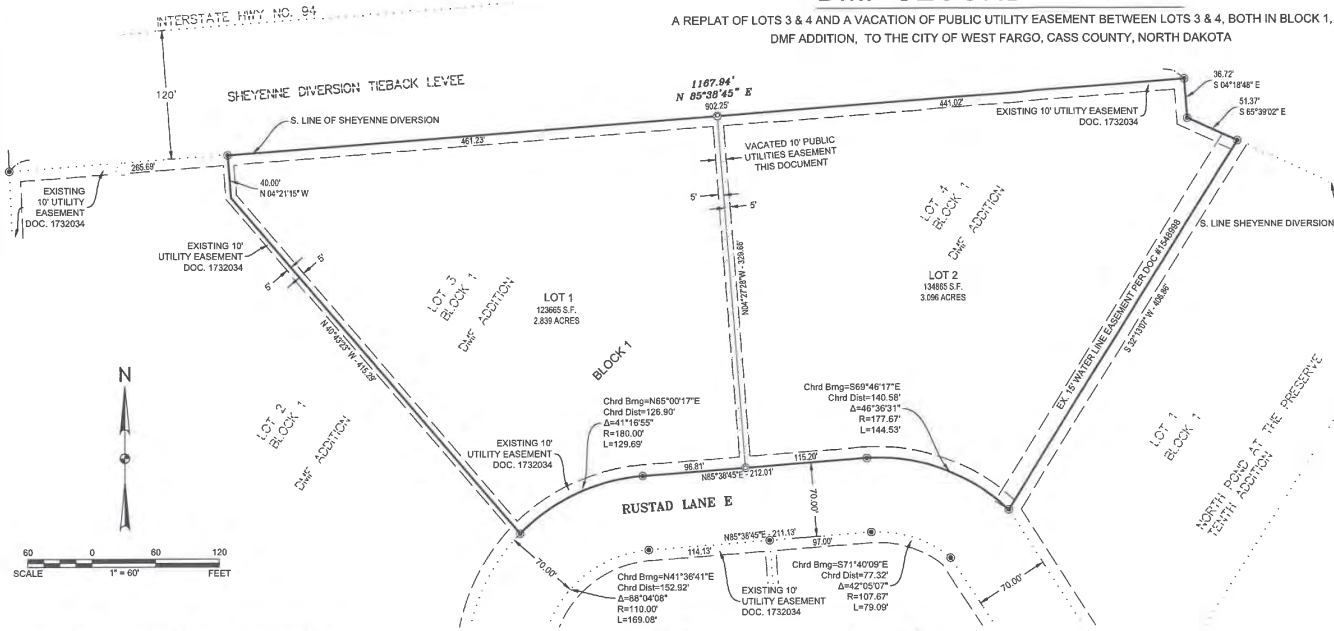
- LI: Light Industrial
- M: Heavy Industrial
- P: Public
- PUD: Planned Unit Development
- R-L1A: Large Lot Single Family Dwelling
- R-1A: Single Family Dwelling
- R-1: One and Two Family Dwelling

- 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
150
300
US Feet

PLAT OF DMF SECOND ADDITION

A REPLAT OF LOTS 3 & 4 AND A VACATION OF PUBLIC UTILITY EASEMENT BETWEEN LOTS 3 & 4, BOTH IN BLOCK 1,
DMF ADDITION, TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA



OWNER'S DESCRIPTION, ACCEPTANCE AND DEDICATION:

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE LAND DESCRIBED IN THE PLAT OF "DMF SECOND ADDITION" TO THE CITY OF WEST FARGO, A REPLAT OF:

LOTS 3 & 4, BLOCK 1 OF DMF ADDITION TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA

AND A VACATION OF THE PUBLIC UTILITY EASEMENT BETWEEN LOTS 3 & 4, BLOCK 1 OF DMF ADDITION

THAT WE HAVE CAUSED IT TO BE PLATTED INTO LOTS AND BLOCKS AS SHOWN ON SAID PLAT. THE EXISTING UTILITY EASEMENTS REMAIN AS SHOWN WITH NO NEW STREET NOR NEW EASEMENT DEDICATIONS WITH SAID PLAT.

SAID PLAT CONTAINS 5.935 ACRES, MORE OR LESS, AND IS SUBJECT TO ALL EASEMENTS AND RIGHTS OF WAY OF RECORD.

OWNER: EWR FARGO HQ, LLC

JOHN STRINDEN, ITS PRESIDENT

STATE OF NORTH DAKOTA)
) SS
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC WITH AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED JOHN STRINDEN, TO ME KNOWN TO BE THE PRESIDENT OF EWR FARGO HQ, LLC THAT IS DESCRIBED IN AND WHO EXECUTED THE SAME ON BEHALF OF EWR FARGO HQ, LLC.

NOTARY PUBLIC

SURVEYOR'S CERTIFICATE AND ACKNOWLEDGEMENT

I, CARL P. OLSON, PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF NORTH DAKOTA DO HEREBY CERTIFY THAT THE ATTACHED PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE SURVEY OF SAID PLAT AND ALL DISTANCES SHOWN ON SAID PLAT ARE CORRECT; AND THAT THE MONUMENTS FOR THE GUIDANCE OF FUTURE SURVEYS HAVE BEEN CORRECTLY PLACED IN THE GROUND AS SHOWN.

CARL P. OLSON, PROFESSIONAL LAND SURVEYOR
NORTH DAKOTA LICENSE # LS-4687

STATE OF NORTH DAKOTA)
) SS
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC WITH AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED CARL P. OLSON, TO ME KNOWN TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE SAME AS A FREE ACT AND DEED.

NOTARY PUBLIC

CITY OF WEST FARGO ENGINEERING DEPARTMENT APPROVAL

APPROVED BY THE CITY ENGINEER THIS _____ DAY OF _____, 20____

DANIEL R. HANSON, CITY ENGINEER

STATE OF NORTH DAKOTA)
) SS
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC WITH AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED DANIEL R. HANSON, TO ME KNOWN TO BE THE CITY ENGINEER FOR THE CITY OF WEST FARGO THAT IS DESCRIBED IN AND WHO EXECUTED THE SAME AS ALLOWED BY HIS TITLE.

NOTARY PUBLIC

OWNER

EWR FARGO HQ, LLC
4141 28TH AVE. S.
FARGO, ND 58104
PH: 701.271.0283

ENGINEER / SURVEYOR

KLI ENGINEERING LLC
300 23RD AVENUE E, SUITE 100
WEST FARGO, ND 58078
PH: 701.232.5353
www.klijeng.com

BASIS OF BEARING:
SURVEY IS BASED ON FARGO GIS HORIZONTAL DATUM, US SURVEY FEET. DISTANCES SHOWN ARE GROUND DISTANCES. SURVEY PERFORMED APRIL 2021.

LEGEND	
	REBAR AND CAP FOUND
	REBAR FOUND
	RECORD DISTANCE
	MEASURED DISTANCE
	RECORD BEARING
	MEASURED BEARING

CITY OF WEST FARGO 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____

KATE J. SCHMIDT, CITY ATTORNEY

STATE OF NORTH DAKOTA)
) SS
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC WITH AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED KATE J. SCHMIDT, CITY ATTORNEY, KNOWN TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE SAME AS ALLOWED BY HER TITLE.

NOTARY PUBLIC

CITY OF WEST FARGO PLANNING COMMISSION APPROVAL

APPROVED BY THE CITY OF WEST FARGO PLANNING COMMISSION THIS _____ DAY OF _____, 20____

JOSEPH F. KOLB, CHAIR

STATE OF NORTH DAKOTA)
) SS
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC WITH AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED JOSEPH F. KOLB, WEST FARGO PLANNING COMMISSION CHAIR, TO ME KNOWN TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE SAME AS ALLOWED BY HIS TITLE.

NOTARY PUBLIC

CITY OF WEST FARGO CITY COMMISSION APPROVAL

APPROVED BY THE BOARD OF CITY COMMISSIONERS AND ORDERED FILED THIS _____ DAY OF _____, 20____

BERNIE L. DARDIS, President of the Board of City Commissioners

ATTEST:

DUSTIN T. SCOTT, CITY AUDITOR

STATE OF NORTH DAKOTA)
) SS
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC WITH AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED BERNIE L. DARDIS, PRESIDENT OF THE BOARD OF CITY COMMISSIONERS, CITY OF WEST FARGO, AND DUSTIN T. SCOTT, CITY AUDITOR, CITY OF WEST FARGO, TO ME KNOWN TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE SAME AS ALLOWED BY THEIR TITLE.

NOTARY PUBLIC



CITY OF WEST FARGO PLANNING & COMMUNITY DEVELOPMENT

STAFF REPORT

A25-15		CONDITIONAL USE PERMIT	
2502 26 th Street NW			
Unplatted parcel located in Section 26, R140N, R50W [Raymond Township]], Cass County, North Dakota			
Owner: Sharon Pettie Applicant: Bridger Scraper & Hayden Thompson, Prairie Compost Services LLC		Staff Contact: Lisa Sankey	
Planning & Zoning Commission Public Hearing:		06-10-2025	
City Commission:			

PURPOSE:

To allow a food waste composting facility in an Agricultural Zoning District in West Fargo’s Extraterritorial jurisdiction.

STATEMENTS OF FACT:

Land Use Classification:	G-5 Future Employment Growth Sector
Existing Land Use:	Non-Farm Single Family Dwelling
Current Zoning District(s):	A: Agricultural District
Zoning Overlay District(s):	n/a
Total area size:	4.21 Acres
Adjacent Zoning Districts:	A: Agricultural District
Adjacent street(s):	26 th Street NW – Section Line Road (Future Collector)
Adjacent Bike/Pedestrian Facilities:	n/a
Available Parks/Trail Facilities:	n/a

DISCUSSION AND OBSERVATIONS:

- The applicant submitted a conditional use permit application for a food waste composting facility in an Agricultural Zoning District in West Fargo’s Extraterritorial jurisdiction (ET) area about a mile and a half north of West Fargo City Limits, along the west side of 26th Street NW, north of 19th Avenue NW.
- The application describes a small scale, private composting facility for food waste, which they believe falls under the horticulture section of the Agricultural zoning district as the compost produced will be used for soil amendments in local gardens, landscapes and agricultural applications. The primary source of waste composted at the site would be food waste collected directly from homes and businesses and potentially wood chips that would be dropped off by tree services in the area.
- According to the applicant, the project is part of a two-year pilot project permit issued by the North Dakota Department of Environmental Quality (NDDEQ). The applicant has indicated NDDEQ’s permit process includes more extensive requirements for odor control, nuisance mitigation, leachate management and site monitoring.
- West Fargo City Ordinances don’t specifically allow for composting anywhere in the zoning code. The closest related use for a large-scale open-air composting facility would be a landfill which is a

STAFF REPORT

conditionally permitted use in the M: Heavy Industrial District provided it is outside the City Limits within the City's extraterritorial jurisdiction.

- However, the proposed small-scale enclosed composting facility is not comparable to a landfill and is more similar to other listed uses, such as landscaping businesses, industrial wood burners, or agricultural services establishments (including, but not limited to hay-baling and threshing; horticultural services; crop dusting; grain cleaning and drying; harvesting and plowing; milling and storage of grain; veterinary services; boarding and training of horses; and roadside stands for the sale of agricultural produce grown on the site). Such uses are conditional uses within the A (Agricultural) zoning district.
- Such uses require approval of a Conditional Use Permit to operate within this district and shall not be one to which the noise, odor, dust, or chemical residues of commercial agriculture or horticulture might result in creation or establishment of a nuisance or trespass. While composting uses are not specifically listed, they are similar in nature to these other conditional uses within the Agricultural zoning district. Additionally, compost is an agricultural/horticultural product used in the production of plants.
- The applicant has submitted a site plan which outlines the proposed area to be used and a narrative describing the business and equipment.
 - A fully enclosed composting system (Actium Resources Grande Composter) which operates at a sustained high temperature to promote rapid decomposition while controlling odors would be placed on a concrete pad to prevent leachate infiltration, and under a temporary arch-style structure to protect equipment from the weather and to minimize potential nuisances for year-round operations.
 - The proposed site plan shows a 600 (20' x 30') square foot concrete pad area for the composting machine along the southwest portion of the property, where there is an existing berm with landscaping to provide a buffer.
- Access to the site is from 26th Street NW via a shared driveway on the subject property.
- The applicant indicated they do not anticipate heavy truck traffic or high volume activity. Vehicle trips would consist of one or two light duty pickup trucks with trailers hauling food waste from homes and businesses. There will also be one or two vehicle trips per day by staff for general site management. A couple of times a month there may be finished compost pick up or delivery and drop off of wood chips.
- While large-scale open-air composting facilities could present a few different challenges relating to such things as odor, traffic, pest control, and stormwater runoff, these issues are much less of a concern for the proposed small-scale, fully enclosed composting operation. As currently proposed, staff has very little concern. However, if the facility were to expand and/or operations were to change, some of these issues may arise. As such, staff recommends that conditions be placed on any approval so as to ensure the composting operation is restricted to the manner and scale communicated by the applicant.
- Additionally, the subject property is located within the City's future growth area. While currently agricultural in nature, this area will likely be incorporated into the City at some point in the future. While the future adjacent land uses are currently unknown, there is a potential for future incompatibility issues to arise as growth occurs. As such, staff further recommends that any approval be temporary in nature and include a defined end-date and/or sufficient sunset provisions.
- No additional permitting would be required from the local environmental health division. Fargo Cass Public Health indicated that their responsibilities would be limited to enforcement of existing

STAFF REPORT

public health and nuisance regulations, such as a situation where a compost pile was not managed and became a nuisance in terms of rodent harborage or something similar

- Although agricultural/farm uses have existed on the subject property historically, staff notes that there is an existing single family dwelling on the subject property. While this may present potential compatibility concerns, the owner of the house is the one applying for the proposed composting use.
- A conditional use permit agreement is required to be signed and may include conditions deemed appropriate by the Commission.
- Ultimately, staff does not support a permanent composting facility at this location long-term, as this area is within the City's future growth area and is identified as a G-5 future employment growth sector within the West Fargo 2.0 Comprehensive Plan. However, as development within this area is unlikely to occur until after completion of the FM Diversion Project and the subsequent remapping of the floodplain, staff has little concern with the proposed use operating temporarily.
- **Due to the "temporary" nature of staff's support for the requested CUP and long-range concerns, staff has included two alternative recommendations for consideration by the Planning & Zoning Commission.**

CRITERIA FOR GRANTING CONDITIONAL USE PERMIT:

With reference to the criteria for granting conditional uses, the following is noted:

1. Ingress and egress to property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.
 - Applicant indicated low volume of traffic consisting of light duty pickup trips a few times a day.
2. Off-street parking and loading areas where required, with particular attention to the items in (1) above and the economic, noise, glare or odor effects of the special exception on adjoining properties and properties generally in the district.
 - Off-street parking and loading facilities are contained within the property.
3. Refuse and service areas, with particular reference to the items in (1) and (2) above.
 - No concerns noted.
4. Utilities, with reference of locations, availability, and compatibility.
 - No concerns noted.
5. Screening and buffering with reference to type, dimensions, and character.
 - Applicant's narrative describes the enclosed composter on a foundation with a berm/buffer along the south side of the property to the west of an existing shop building.
6. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district.
 - No concerns noted
7. Required yards and other open space.
 - No concerns noted.
8. Soil conditions, as they relate to on-site sewage disposal, water supply, basement excavating, road construction and related land use.
 - No concerns noted.
9. General compatibility with adjacent properties and other property in the district.

STAFF REPORT

- Proposed uses are similar to previous and existing agricultural uses on the subject and adjacent properties. The land adjacent to this area is tilled farmland.
- Waste-related nature of the business may not be compatible with future adjacent uses.
- Facility expansion and/or changes in operation could create potential for noise, odors, traffic, etc.

NOTICES:

Sent to:	Property Owners within 350 feet. Applicable Agencies and Departments, including Raymond Township officials, Cass County Planning and the Cass County Sanitarian..
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Comments Received:

- A letter was received from an adjacent property owner with concerns regarding the proposed use and potential negative impacts to future long-term development.
- Comments from West Fargo Sanitation Department and Fargo Cass Public Health are incorporated into the discussions and observations section above.

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

- The G-5 Future Employment Growth Center Sector represents the concept for a self-sustaining, industrial village outside of the current Sheyenne Diversion. The center would promote industrial, office, and retail development; and act as a sustainable, closed-loop industrial center, where businesses feed each other for productivity. These sectors are primarily intended for development after the proposed FM Area Diversion Project is built.
- An interconnected network of major streets provides structure for the growth sectors while distributing traffic. Future development within growth areas will also take into account the provision and cost of infrastructure, finding ways to reduce impact on the taxpayers. The G-5 sector identifies locations that are the most suitable for future mixed-use and employment areas.
- There are no municipal services yet available in the area; however, it is recognized as an important future commercial node in West Fargo 2.0 and increased development outside of that which is consistent with the Comprehensive Plan should be discouraged. The City does not expect to extend infrastructure to the area until the FM Diversion flood mitigation measures have been undertaken.

RECOMMENDATIONS:

It is recommended that the City deny the proposed application on the basis that the proposed use is not consistent with City Plans, Ordinances and surrounding land uses and would be more appropriate in an industrial zoned district.

OR

It is recommended that the City approve the proposed application on the basis that, with conditions, it is consistent with City plans and ordinances, with recommended conditions of approval as follows:

1. A Signed Conditional Use Permit Agreement is received prior to final approval by the City Commission.
2. The composting operation shall be consistent with the submitted application details within the agenda packet.

STAFF REPORT

3. All composting shall take place within an enclosed composter, such as the Actium “Grande” rotating composter or similar type.
4. Composting shall be limited to one (1) enclosed composter with a maximum capacity of 20 cubic yards.
5. There shall be no outdoor storage of waste or compost materials.
6. The composting facility shall be restricted to southwest portion of the subject property and shall be properly screened so as not to be visible from the public right-of-way.
7. All equipment shall be designed and operated in a manner that shall not create a nuisance to adjoining properties.
8. This Conditional Use Permit (CUP) shall automatically expire five (5) years from the date of final approval, or upon annexation of the property into the City, whichever occurs first.
9. The operator of the composting facility shall be Prairie Compost Services LLC. If the operator entity changes, the Conditional Use Permit shall be nullified without further action.
10. Any modifications to these conditions, including extension of the expiration date, shall require review and approval of a new application in accordance with Title IV of the City Ordinances.

Attachments:

1. Aerial map
2. Zoning map
3. Project Narrative with proposed site plan
4. Equipment drawing
5. Email response regarding traffic and vehicle trips
6. Comments from area property owners



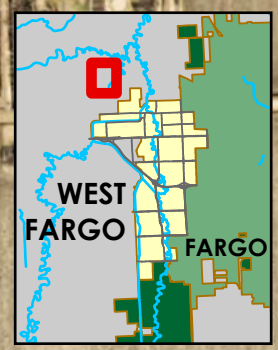
32ND AVE NW

26TH ST NW

19TH AVE NW

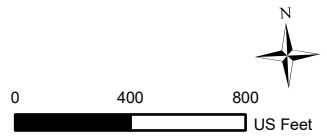
Maple River Tributary

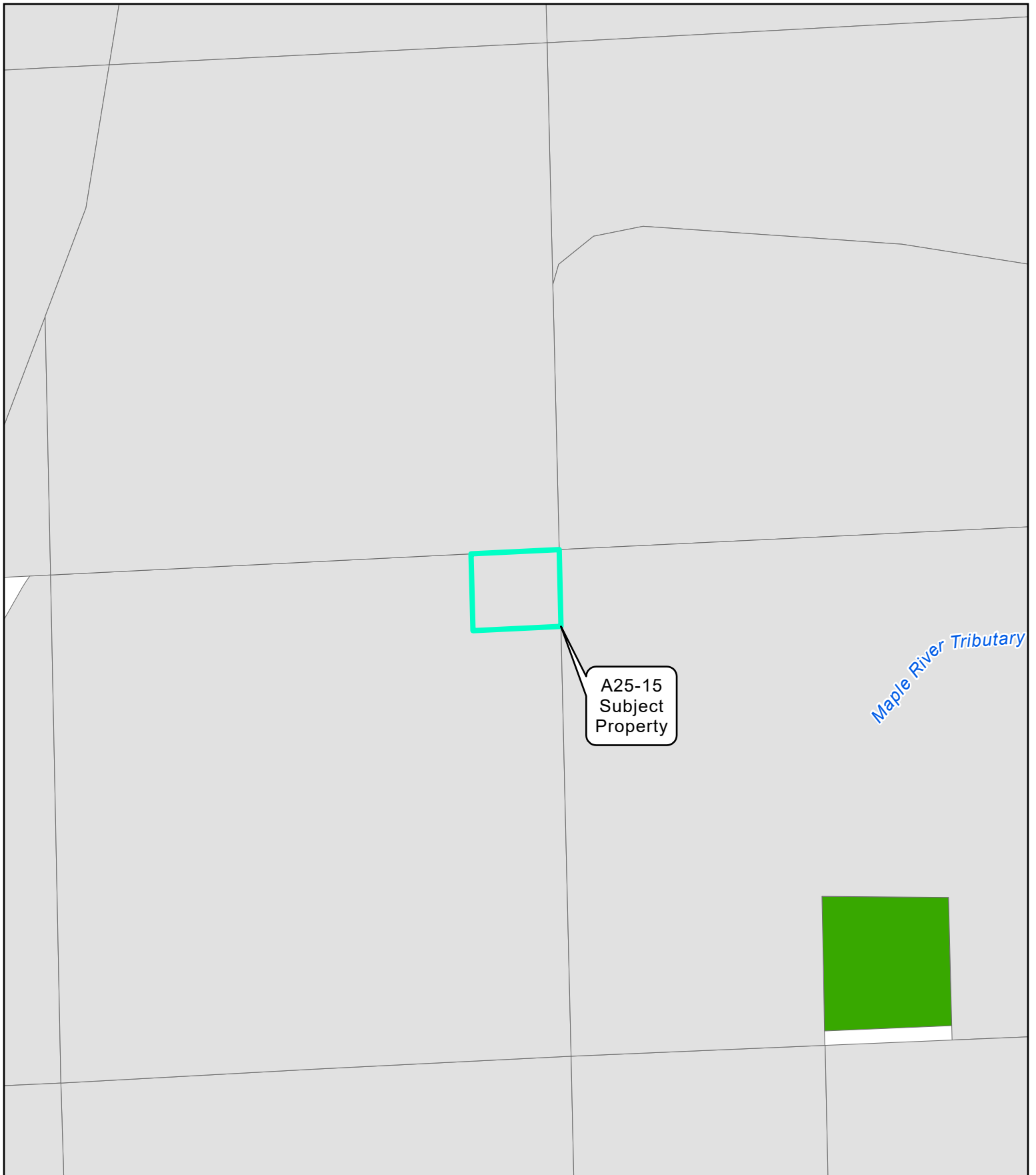
A25-15
Subject
Property



Features

 Agenda Zone

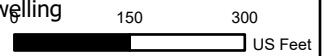




ET Zone Parcels

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- HC: Heavy Commercial
- LI: Light Industrial
- M: Heavy Industrial
- P: Public
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- R-1E: Rural Estate
- R-1S: Special One and Two Family Dwelling

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- R-3: Multiple Dwelling
- R-4: Mobile Home
- R-5: Manufactured Home Subdivision
- R-L1A: Large Lot Single Family Dwelling
- R-R: Rural Residential



Use-Specific Application Materials – Composting Services Description

We are proposing to operate a small-scale food waste composting facility using the Actium Resources Grande Composter (see attached spec sheet), a fully enclosed, in-vessel composting system designed for efficient, sanitary organic waste processing. This system operates at sustained high temperatures, promoting rapid decomposition while controlling odors and preventing issues with pests and vectors. The sealed, automated design ensures that composting takes place in a clean, contained environment.

Link to the composter:

<https://actiumresources.com/rotary-drum-composters/actium-grande-rotating-composter/>

The composting operation will be located beneath a temporary arch-style structure and on a concrete pad. The concrete surface—pending appropriate permitting—will provide a stable, impermeable foundation that prevents leachate infiltration and supports environmental containment. The overhead structure will protect the equipment from weather and aid in minimizing any potential nuisances.

Importantly, this composting facility is designed to operate year-round, including throughout the winter months. The Actium system is thermally insulated and engineered to maintain composting activity even during subfreezing temperatures, ensuring uninterrupted operations regardless of season.

The Actium Resources Grande Composter was originally developed to process poultry and swine mortalities, demonstrating its ability to safely handle materials significantly more biologically sensitive than food waste. This level of engineering offers a strong foundation for processing food scraps in a clean, efficient, and biosecure manner.

Composting is a natural process that transforms organic material, food scraps in our case, into a stable, nutrient-rich soil amendment through microbial decomposition. In-vessel composting systems like the one proposed accelerate this process under controlled conditions, producing a finished product in a matter of weeks. The resulting compost can be used to improve soil structure, retain moisture, and return valuable nutrients to local gardens, landscapes, and farms. This facility will help reduce the volume of food waste sent to landfills, lower greenhouse gas emissions, and support a more sustainable, circular approach to managing organic waste in the West Fargo area.

This project will operate under a 2-year Pilot Project Permit issued by the North Dakota Department of Environmental Quality (NDDEQ). Zoning approval from the City of West Fargo is a required first step in this process. The NDDEQ's permit process includes more extensive requirements for odor control, nuisance mitigation, leachate management, and site monitoring.

These regulatory standards will guide the final site design, operational protocols, and reporting systems to ensure environmental safety and compatibility with nearby land uses.

Our goal is to demonstrate a responsible, locally operated composting model that diverts food waste from landfills and creates high-quality compost for gardens, landscaping, and agriculture in the West Fargo area.

If there are any questions regarding the composting process or the equipment we intend to utilize, please feel free to contact us at prairiecompost@gmail.com. We would be happy to provide additional information or discuss our proposal in more detail.

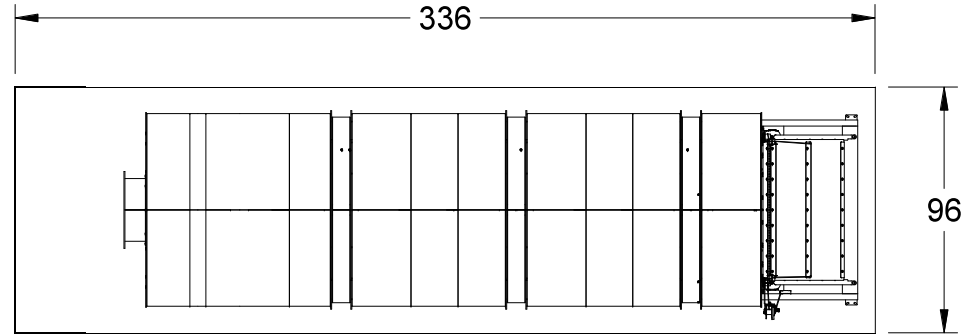
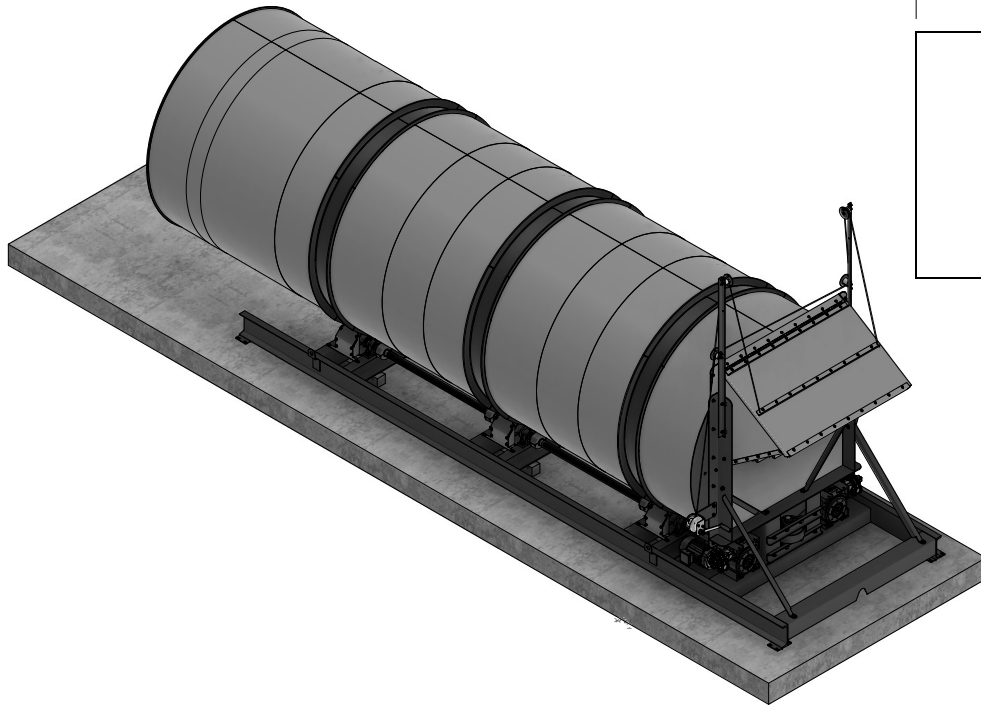
Site Plan

Overall Area: Map showing parcel ID: 593566 (2502 26th St NW West Fargo, ND 58078) and surrounding area. The orange box in the bottom left (approximately 0.3 acres) is where we are proposing to put the composting machine. Greenery to the South and West of the orange box is a berm providing a buffer from the property line.





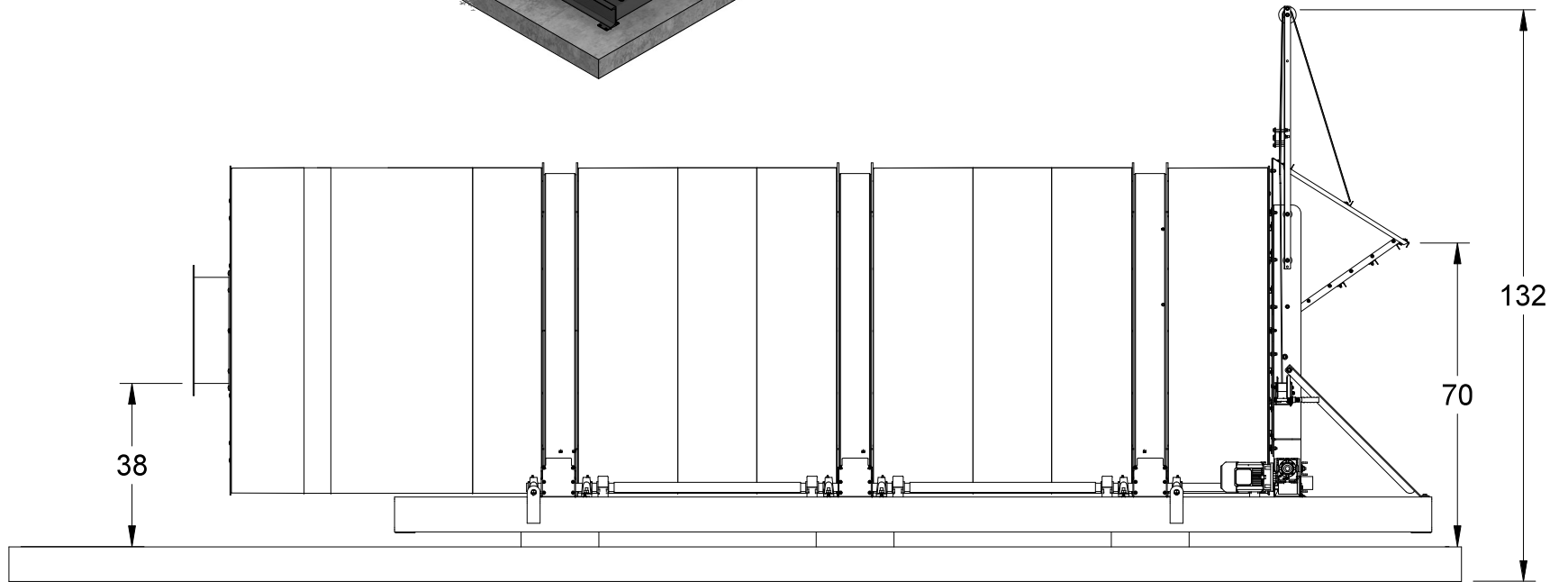
Zoomed in map: The red box within the orange box is the area where we would like to pour a 30" by 20" concrete pad (following permitting for concrete pouring if necessary) and place the composting units. This red box can be moved to any area within the orange box to suit the needs of the zoning requirements, should a larger buffer from the property line be required.



Actium Grande Rotary Compost Drum

Shown with recommended concrete pad

Dimensions are inches



From: [Prairie Compost](#)
To: [Lisa Sankey](#)
Subject: Re: Conditional Use Permit Application Completeness
Date: Wednesday, May 21, 2025 10:12:27 AM
Attachments:

Hello Lisa,

Thanks for the update and for letting me know that our application is considered complete. I appreciate you keeping me in the loop as notifications go out and questions come in.

Regarding your note about traffic and vehicle trips to the site, I'm happy to provide some context. Since this is a small-scale composting operation, we expect a relatively low volume of traffic. Most days, we'll have one or two pickups or trailers coming and going, used to haul food waste collected from local homes and businesses. These are typically light-duty trucks, not large commercial vehicles (F-150 and Tacoma for now, but eventually these will be F-250s).

In addition, there will likely be one or two trips per day by staff for general site management—checking on the compost piles, turning material, and other routine tasks. On occasion, we may have a few extra trips when bringing in carbon materials like wood chips or when finished compost is picked up or delivered. These would usually happen once or twice a month.

At this point, we're not anticipating any heavy truck traffic or high-volume activity. We'll continue to monitor things closely and adjust if needed to stay in line with the scale of the site and the surrounding area.

Best,

Bridger

May 29, 2025

Lisa Sankey
West Fargo Zoning Commission
2515 6th St East
West Fargo, ND

Dear Lisa/ Zoning Commission

I am responding to the Notice of Public Hearing Re: conditional Use Permit for Property located at 2502 26th St NW.

I am the managing partner of 4RB FARMS LLLP. My partners and I own three hundred acres of farmland on the opposite side of 26th St. This land, while currently in agricultural use, has the potential for development upon completion of the Diversion. Development could include residential, commercial, industrial and more. Allowing a composting apparatus/enterprise to set up in the area of future development which has the potential for huge economic impact on the City of West Fargo and beyond is so ill-advised it defies logic. Whatever minimal positive economic impact this would bring in the short-term, it's potential to be detractor to legitimate long-term development is overwhelming.

It does not matter that it is a small operation or that it may be a temporary permit or any other extenuating factors which might seem harmless or reasonable, it is a bad idea!. I think it's reasonable to assume that there are already interested parties scoping the areas suitable for their projects and certainly that traffic will increase. Does a decomposing dump really fit into the marketing of development in the area? This pet project from the state can certainly find a less impactful area to set up.

I would be happy to come up with many more reasons why this should end right here but the decision should be obvious as there is no upside.

Sincerely yours,

Signed//

Robert Larsen, 4RB Farms

MEMORANDUM

TO: Planning & Zoning Commission
FROM: Aaron Nelson, Planning Director *AN*
MEETING DATE: June 10, 2025
SUBJECT: Senate Bill 2180 – Public Comments at Public Meetings

Effective August 1, 2025, Senate Bill 2180 requires governing bodies of political subdivisions—including appointed boards such as planning and zoning commissions—to provide an opportunity for public comment at each regular meeting. The law permits reasonable regulations, such as time limits and policies to ensure order and relevance.

Prior to adding a public comment section to meeting agendas, staff is looking to make commissioners aware of this new requirement. For consistency, staff proposes to utilize the same public comment process as the West Fargo City Commission.

This is a discussion only topic. Staff invites discussion and input from the Planning & Zoning Commission.

Attachment

**Sixty-ninth Legislative Assembly of North Dakota
In Regular Session Commencing Tuesday, January 7, 2025**

SENATE BILL NO. 2180
(Senators Paulson, Luick, Weston)
(Representatives Louser, D. Ruby, D. Johnston)

AN ACT to create and enact a new section to chapter 44-04 of the North Dakota Century Code, relating to the opportunity to provide public comment at a meeting of a public entity.

BE IT ENACTED BY THE LEGISLATIVE ASSEMBLY OF NORTH DAKOTA:

SECTION 1. A new section to chapter 44-04 of the North Dakota Century Code is created and enacted as follows:

Public comment - Regular meetings of a public entity.

1. Every regular meeting of a governing body of a city, county, township, school district, park district, or water resource district must include an opportunity for an individual to provide public comment.
2. An individual providing comment at a meeting shall provide to the governing body in writing the individual's name and address. The individual's address is an exempt record.
3. A governing body of a city, county, township, school district, park district, or water resource district:
 - a. May limit a public comment only as follows, except as provided in subdivision b:
 - (1) By time per speaker, total time for public comment, or both.
 - (2) By agenda topic, to the agendas of the current and at least one preceding meeting.
 - b. Shall develop a policy regarding public comment rules for regular meetings. The policy may provide a public comment:
 - (1) Must be pertinent to the public entity.
 - (2) May not interfere with the orderly conduct of the regular meeting.
 - (3) May not be defamatory, abusive, harassing, or unlawful.
 - (4) May be prohibited if an alternative procedure exists to bring that particular type of public comment before the public entity, the public comment includes confidential or exempt information, or the public comment is otherwise prohibited by law.

President of the Senate

Speaker of the House

Secretary of the Senate

Chief Clerk of the House

This certifies that the within bill originated in the Senate of the Sixty-ninth Legislative Assembly of North Dakota and is known on the records of that body as Senate Bill No. 2180.

Senate Vote: Yeas 43 Nays 4 Absent 0

House Vote: Yeas 93 Nays 0 Absent 1

Secretary of the Senate

Received by the Governor at _____ M. on _____, 2025.

Approved at _____ M. on _____, 2025.

Governor

Filed in this office this _____ day of _____, 2025,

at _____ o'clock _____ M.

Secretary of State