



West Fargo Planning and Zoning Meeting
West Fargo City Hall Commission Chambers
800 4th Ave E, West Fargo, 58078
Tuesday, January 11, 2022 5:30 PM

1. Call to Order
2. Approval of Minutes – December 14, 2021
3. Planning and Zoning elections for Chair and Vice-Chair
4. Public Hearing – A22-1 Planned Unit Development (PUD) Amendment to permit a conversion of a townhome unit from residential use to daycare use to allow for expansion of a daycare facility at 2360 7th Avenue East (Lot 3, Block 1 of Meadow Ridge 15th Addition), City of West Fargo, North Dakota – Perry Center
5. Planning and Zoning Commissioner Training - John Schockley
6. Non-Agenda Items - Discussion on Planning and Zoning Commission Meeting dates and time.
7. Adjourn



*Aaron Nelson, Director of Planning and Zoning
Lisa Sankey, Planner
Malachi Petersen, Planner
Chanda Erickson, Office Manager*

West Fargo Planning & Zoning Commission
Tuesday, December 14, 2021 at 5:30pm
West Fargo City Hall

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

Members Absent: April Walker

Others Present: Aaron Nelson, Tim Solberg, Lisa Sankey, Chanda Erickson, Malachi Petersen

Minutes Submitted by: Chanda Erickson, Office Manager

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

Commissioner Gust moved and Commissioner Lebahn seconded to approve the November 9, 2021 meeting minutes as printed and mailed. No opposition, Motion carried.

Introduction of Aaron Nelson, Planning and Zoning Director

3FM Metro COG West Fargo Traffic Calming Study Final Report Presentation – Luke Champa

- This project started 3/2021 and is open for public comment until January 3, 2021
- Paid for by 80% federal funds and 20% local funding.

Commissioner Gust moved and Commissioner Lebahn seconded to forward the Traffic Calming Study to the city commission, with the recommendation to limit the use of mini roundabouts. No opposition, motion carried.

There were non agenda items:

- Planning and Zoning elections for Chair and Vice-Chair will be held in January
- Request for information and comment regarding potential environmental impacts along proposed project route.
- Malachi Petersen gave an update on A21-42 Gensler Subdivision.

Commissioner Thorstad and Commissioner Dodds seconded to adjourn. No opposition. Meeting adjourned.

STAFF REPORT

A22-1 PLANNED UNIT DEVELOPMENT AMENDMENT	
2360 7 th Avenue East (Lot 3, Block 1 of Meadow Ridge 15 th Addition), City of West Fargo, North Dakota	
Applicant: Nathaniel Douglas, Executive Director Owner: The Perry Center, Inc.	Staff Contact: Lisa Sankey
Planning & Zoning Commission Public Hearing:	01-11-2022
City Commission:	

PURPOSE:

Allow conversion of a townhome unit from residential use to daycare use to allow for expansion of a daycare facility within an approved Planned Unit Development.

STATEMENTS OF FACT:

Land Use Classification:	G-2: Sub-Urban – Growth Sector
Existing Land Use:	Residential Condominium
Current Zoning District(s):	PUD: Planned Unit Development
Zoning Overlay District(s):	CO-R: Redevelopment Corridor Overlay District
Total area size:	16,517 Square Feet
Adjacent Zoning Districts:	North – PUD: Planned Unit Development (Commercial) South – City of Fargo Jurisdiction (Commercial) East – City of Fargo Jurisdiction (Residential) West – R-2: Limited Dwellings
Adjacent street(s):	7 th Ave E (Collector); 45 th Street (Arterial)
Adjacent Bike/Pedestrian Facilities:	Existing Sidewalk on 7 th Avenue East; Multiuse Path along 45 th Street
Available Parks/Trail Facilities:	Meadow Ridge Park within ¼ of a mile via sidewalk
Park Dedication Requirements:	Provided with previous subdivision

DISCUSSION AND OBSERVATIONS:

- Applicant proposes expanding an existing daycare program by converting an adjacent condominium unit from a residential use to a daycare use within a Planned Unit Development.
- The property was platted and zoned in 1995 for a 4-unit condominium. A Planned Unit Development (PUD) was approved for a property to the north in April 2005 for a group home and credit services office. A minor PUD Modification was approved in March 2013 for Unit #3 to allow for a group child care facility.
- In 2014 an amendment to the PUD was approved to allow a change in the development allowing for conversion of one of the residential units to office space for the Perry Center and expansion of the daycare facility to allow for additional children and a helper. The office use in recent years has since been converted back to a residential use.
- The applicant is the administrator for the Perry Center to the north, which also owns most of the condominium units.
- The specific proposal for each unit is as follows:

STAFF REPORT

- o Unit #1 currently owned by the Perry Center. The unit is residential for people who graduate from the maternity home program.
 - o Unit #2 currently owned privately and they have given verbal agreement to the Perry Center that they would have the first opportunity to purchase when they agree to sell. The daycare expansion was presented to the owners, who have no concerns
 - o Unit #3 currently owned by The Perry Center and currently houses a licensed 18 child daycare for Tenderhearts Daycare for ages 0-6.
 - o Unit #4 currently owned by The Perry Center and is currently vacant with the plan for the Tenderhearts Daycare to expand to increase the current license to 30.
- The applicant does not intend to expand the footprint of the property in any way; however, will relocate the fenced in playground to the east portion of the lot to allow for additional paved parking.
 - Applicant will need to provide adequate parking for each specific use which may require agreements be in place with the adjacent property. The daycare should have 1 space per 10 students for drop off and pick up and one space per employee.
 - The Building Administrator should review the application and proposed uses of the residential condo structure for building code compliance.
 - If the applicant were to convert Unit #2 in the future, another amendment would need to be submitted or possibly consider rezoning the property to C: Light Commercial.

NOTICES:

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

Comments Received:

- A phone call was received in support of the project.

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

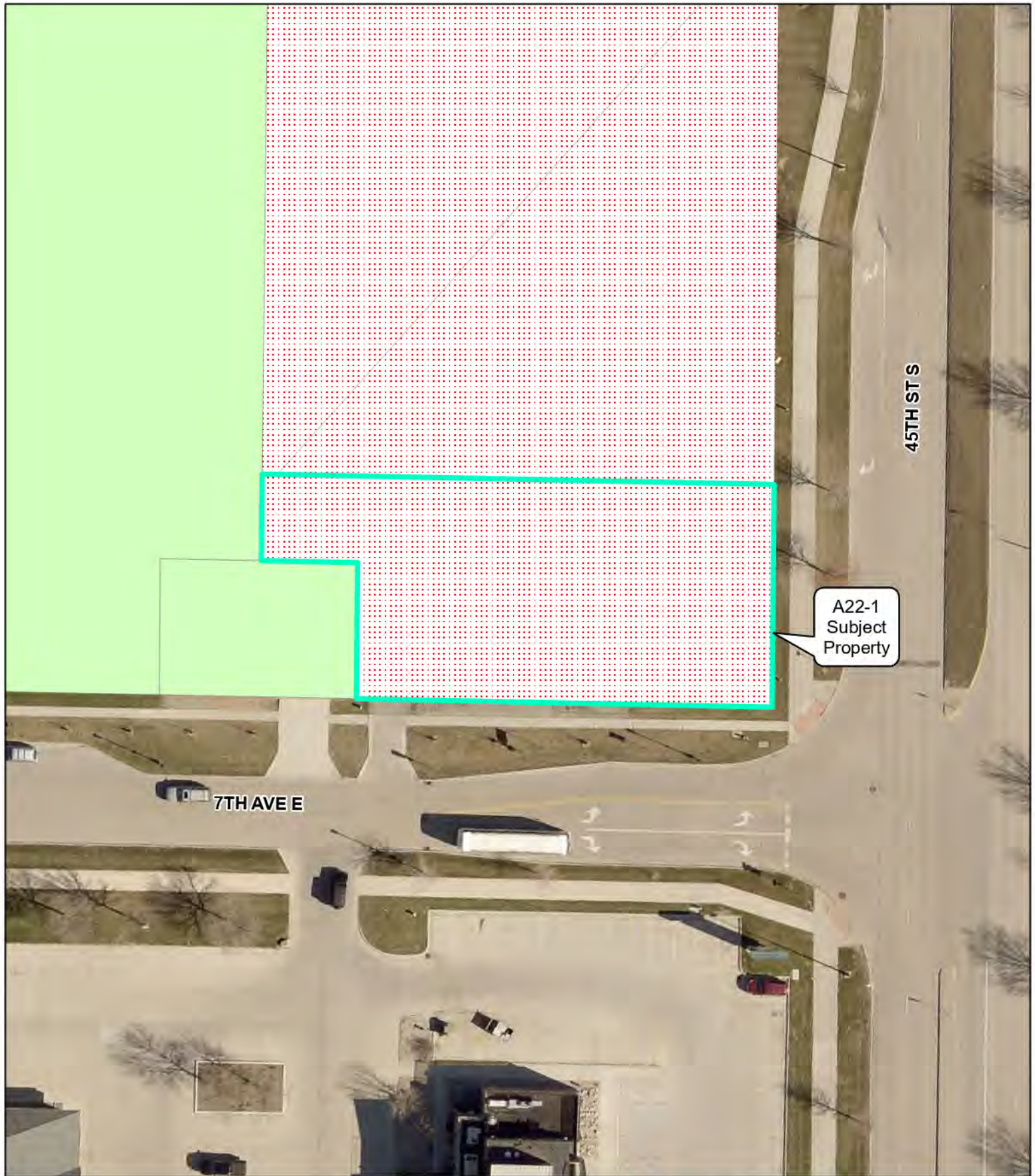
- Maintaining compatibility with surrounding uses will provide consistency with City Plans and Ordinances.

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. Development will be subject, but not limited 4-431-B Redevelopment Corridor Overlay District, 4-440 Supplementary District Regulations, 4-450 Off-Street Parking and Loading Requirements, and 4-460 Sign Regulations.
2. A signed PUD Agreement is received if necessary.





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
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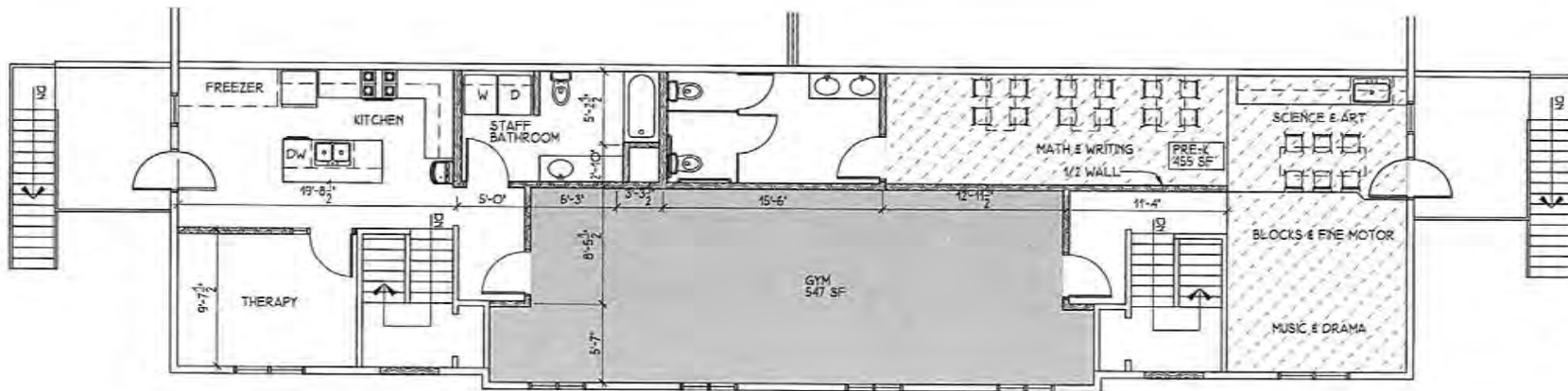
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1. See attached aerial photo of the property.
 - a. Unit # 1 – Owned by The Perry Center, Inc. The unit is used for residential. Residents that graduate from the maternity home program has an option to transition into unit 1 if they are waiting on apartment approval or need assistance with more independence.
 - b. Unit #2 – Owned by Rose Landsem. She and her son, Brian, have given verbal agreement that the Perry Center would have the first opportunity to purchase when Rose decides to sell. The Tender Hearts Daycare expansion was presented to Rose and Brian and was approved.
 - c. Unit #3 – Owned by The Perry Center, Inc. The unit is used for the Tender Hearts Daycare program (a program of The Perry Center). This program is licensed to serve 18 children between the ages of 0 to 6.
 - d. Unit #4 – Owned by The Perry Center, Inc. The unit is currently vacant with the plan that the Tender Hearts Daycare program will expand in January 2022. This expansion would increase the current license to 30 which would impact our residents and community in a positive way.
 - e. The Perry Center – The Perry Center is a maternity home that has served our region since 1986 and works with women between the ages of 12 to 30 that are experiencing an unexpected pregnancy. The Perry Center provides shelter, education, counseling, life-skills training, budgeting, childcare, and more. The Perry Center has been located at 2355 Meadow Ridge Pkwy in West Fargo since 2005 and is licensed by the state of North Dakota.
 - f. The Tender Hearts Daycare has a fenced-in playground that will be removed during the expansion and paved to offer ample parking for our families that utilize the daycare and employees.
 - g. Additional parking will be in front of Tender Hearts daycare.
 - h. A new fenced-in playground will be on the east side of the complex.
2. See attachment from Mutchler Bartram Architects. In addition to the expansion, the entire complex will be getting a facelift with new siding, deck, windows, doors, and basic landscaping. The building itself will not be expanded.
3. Drainage is established in the original building.
4. Upon approval.
 - a. The daycare will temporarily move to Unit #1 in January. This has been approved by the state licensing department and will be inspected by the local fire department prior to use.
 - b. Construction will begin in January on the external improvements with the interior demolition and construction following. The construction process will be handled by the general contractor, Neil Legatt of Neil Legatt LLC. The general contractor is licensed and insured.
 - c. The improvements and expansion are anticipated to be completed by the fall of 2022.
5. The Perry Center Inc. will comply with all provisions of the detailed development plan.
6. Read and understood.
7. Read and understood.
8. Read and understood.

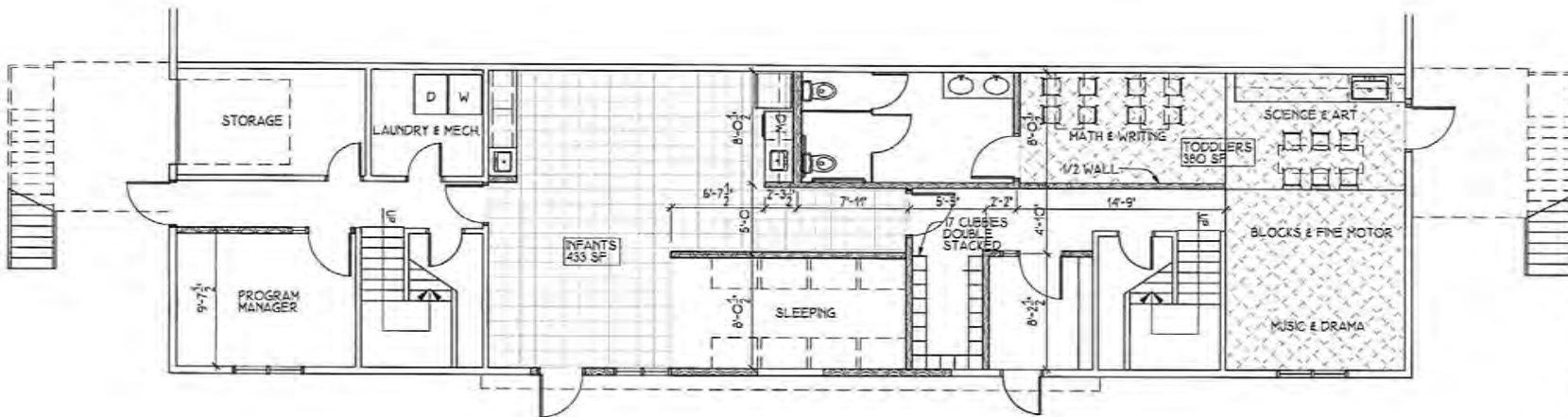


These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their





2 SECOND FLOOR
1/8" = 1'-0" NORTH



1 FIRST FLOOR
1/8" = 1'-0" NORTH

PERRY CENTER DAYCARE REMODEL

WEST FARGO, NORTH DAKOTA

M | B | A

MUTCHLER BARTRAM ARCHITECTS, P.C.
505 N. Broadway, Suite 201, Fargo, North Dakota, 58102
Phone: 701-235-6561 | info@mbapc.com | Fax: 701-235-6616

FLOOR PLANS

Rev: 5/25/21 Project Number: 23022

A3.1