



West Fargo Planning and Zoning Meeting
West Fargo City Hall Commission Chambers
800 4th Ave E, West Fargo, 58078
Tuesday, September 13, 2022 5:30 PM

1. Call to Order
2. Approval of Minutes – August 9, 2022
3. A22-15 - Maple Ridge at the Preserve 8th Addition, a retracement plat of Lots 7 & 8, Block 1 of Maple Ridge at the Preserve 4th Addition (3060 and 3100 Sheyenne River Way), City of West Fargo, North Dakota - Weir
4. Public Hearing – A22-16 - Zoning Ordinance Amendment to Title IV of the City Ordinances allowing for campgrounds within the A: Agricultural District
5. City of West Fargo Planning Needs Assessment
6. Non-Agenda Items
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, August 9, 2022 at 5:30pm
West Fargo City Hall

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

Members Absent:

Others Present: Aaron Nelson, Lisa Sankey, John Shockley, 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 Liebfried seconded to approve the July 12, 2022 meeting minutes as printed and mailed. No opposition, Motion carried.

Site Plan Review in the CO-I: Interstate Corridor Overlay Site Plan and Building Plan Review for a Medical Facility/Eye Care Clinic at 354 23rd Avenue E – Lot 2, Block 1 North Pond at the Preserve 15th Addition, City of West Fargo North Dakota. After continued discussion, Commissioner Dodds moved and Commissioner Gust seconded to approve the application with the contingent on the approval of the parking reduction by City Commission. No opposition. Motion carried

There were non agenda items.

1. Staff has been directed to draft a text amendment regarding campgrounds.
2. Placemakers: Planning needs assessment should have a rough draft by the end of the month.
3. We will be reviewing the EMU parking regulations in the future.

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

STAFF REPORT

A22-15 RETRACEMENT PLAT	
Maple Ridge at the Preserve 8 th Addition	
Lots 7 and 8, Block 1, of Maple Ridge at the Preserve 4 th Addition (3060 and 3100 Sheyenne River Way), City of West Fargo, Cass County, North Dakota	
Applicant: Jordan Weir Owner: Brooke Ingstad Weir	Staff Contact: Malachi Petersen
Planning & Zoning Commission Review:	09-13-2022
City Commission Final Plat Approval:	

PURPOSE:

Replat to combine two lots under common ownership in order to build a single-family home.

STATEMENTS OF FACT:

Land Use Classification:	G-4A Core Retrofit Growth Sector
Existing Land Use:	Vacant
Current Zoning District(s):	PUD: Planned Unit Development
Zoning Overlay District(s):	CO: Corridor Overlay District
Proposed Lot size(s) or range:	76,072 ft ²
Total area size:	1.75 acres
Adjacent Zoning Districts:	North, South, and West – PUD: Planned Unit Development; East – R-1A: Single Family Dwellings
Adjacent street(s):	Sheyenne River Way (Local); 32 nd Ave E (Arterial)
Adjacent Bike/Pedestrian Facilities:	Multi-Use Path along 32 nd Ave E
Available Parks/Trail Facilities:	Maple Ridge Park within ½ mile.
Park Dedication Requirements:	The area is developed.

DISCUSSION AND OBSERVATIONS:

- The applicant has submitted an application to replat two existing lots under common ownership into one singular lot in order to build a single-family home.
- The proposed single-family home will be located outside of the 100ft Sheyenne Riverbank Setback / Building Control Line as required by City Ordinance.
- No new easements will need to be dedicated for this replat.

NOTICES:

Sent to: Applicable agencies and departments

Comments Received:

- The West Fargo Engineering Department submitted comments regarding minor edits that are needed for the final plat. All edits have since been made by the applicant.

STAFF REPORT

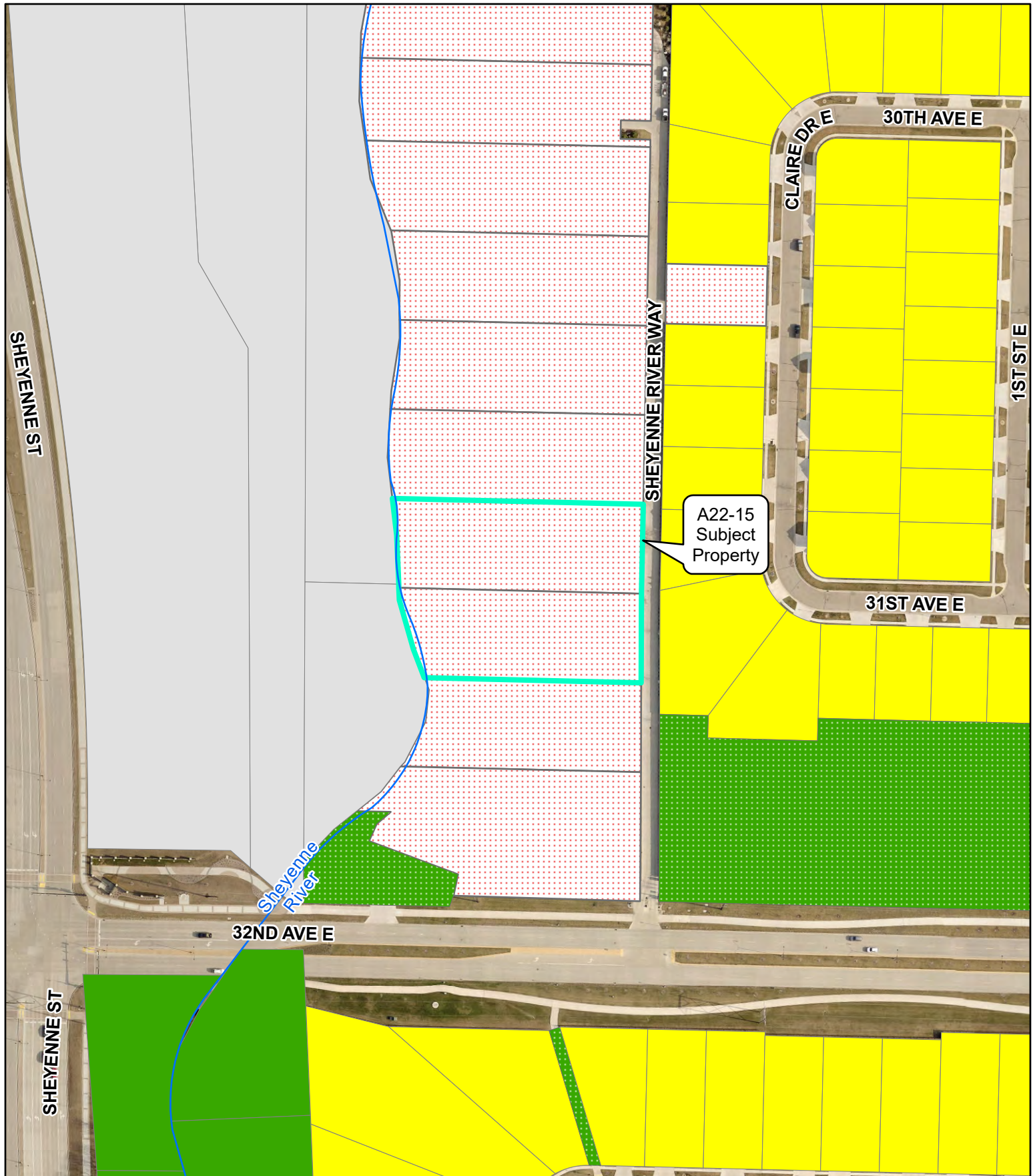
CONSISTENCY WITH COMPREHENSIVE PLAN AND OTHER APPLICABLE CITY PLANS AND ORDINANCES:

- N/A

RECOMMENDATIONS:

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





West Fargo Zoning

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

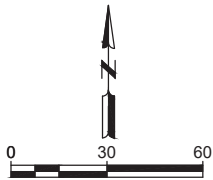
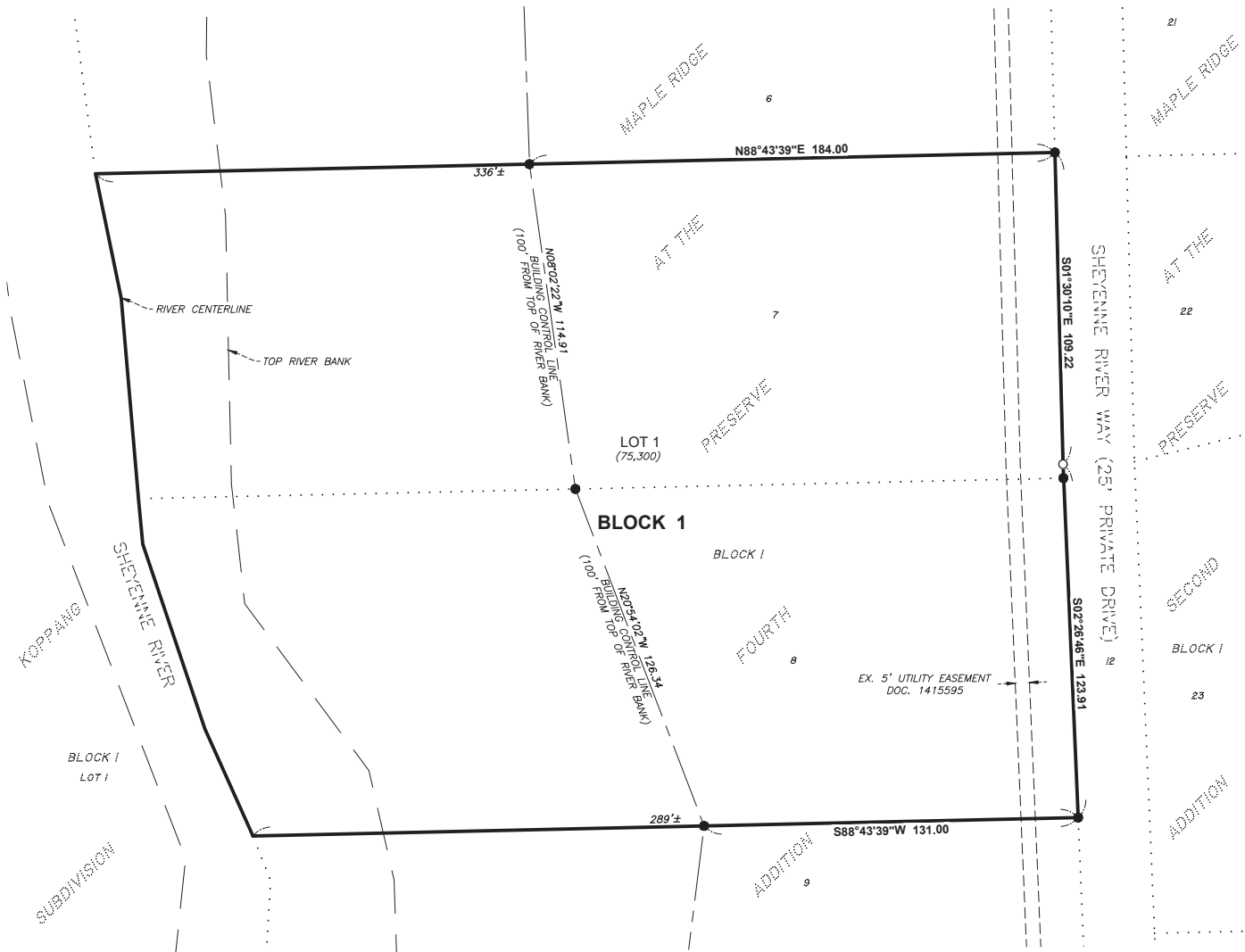
- LI: Light Industrial
- M: Heavy Industrial
- P: Public
- PUD: Planned Unit Development
- R-L1A: Large Lot Single Family Dwelling
- R-1A: Single Family Dwelling
- R-1: One and Two Family Dwelling

- 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



MAPLE RIDGE AT THE PRESERVE EIGHTH ADDITION

TO THE CITY OF WEST FARGO, A REPLAT OF LOTS 7 AND 8, BLOCK 1, MAPLE RIDGE AT THE PRESERVE FOURTH ADDITION
TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA



ORIENTATION OF BEARING IS
THE PLAT OF MAPLE RIDGE AT THE PRESERVE
FOURTH ADDITION TO THE CITY OF WEST FARGO
ACCORDING TO THE RECORDED PLAT THEREOF
GROUND DISTANCES ARE U.S. SURVEY FEET

LEGEND	
	SET MONUMENT 5/8" REBAR W/CAP LS-27292
	FOUND MONUMENT
	PLAT LOT AREAS
	PLAT OVERALL BOUNDARY
	EXISTING PROPERTY LINE
	EXISTING EASEMENT LINE
	BUILDING CONTROL LINE

KPH, INC.
SURVEY
9530 39TH ST. S.
FARGO, ND 58104
701-499-7979

SURVEYOR'S CERTIFICATE

Joshua J. Nelson, being duly sworn, deposes and says that he is the Professional Land Surveyor who prepared and made the attached plat of "MAPLE RIDGE AT THE PRESERVE EIGHTH ADDITION" to the City of West Fargo, a replat of Lots 7 and 8, Block 1 of Maple Ridge at the Preserve Fourth Addition to the City of West Fargo, Cass County, North Dakota; that said plat is a true and correct representation of the boundary survey; that all distances are correctly shown on said plat; that monuments have been placed in the ground as indicated for the guidance of future surveys and that said addition is described as follows, to wit:

All of Lots 7 and 8, Block 1 of Maple Ridge at the Preserve Fourth Addition to the City of West Fargo, according to the recorded plat thereof on file and of record in the office of the recorder, Cass County, North Dakota.

Said tract contains 1.73 acres, more or less, and is subject to Easements, Reservations, Restrictions and Rights-of-Way of record, if any.

Joshua J. Nelson, PLS
Professional Land Surveyor
Registration No. LS-27292

State of North Dakota)
County of Cass) SS

On this ____ day of _____, 20____, before me, a notary public in and for said county and state, personally appeared, Joshua J. Nelson, Professional Land Surveyor, known to me to be the person whose name is subscribed to the above certificate and did acknowledge to me that he executed the same as his own free act and deed.

Notary Public: _____

OWNER'S DEDICATION

We, the undersigned, do hereby certify that we are the owners of the land described in the plat of "MAPLE RIDGE AT THE PRESERVE EIGHTH ADDITION" to the City of West Fargo, a replat of Lots 7 and 8, Block 1 of Maple Ridge at the Preserve Fourth Addition to the City of West Fargo, Cass County, North Dakota; that we have caused it to be platted into lots and blocks as shown by said plat and certificate of Joshua J. Nelson, Professional Land Surveyor, and that the description as shown in the certificate of the Professional Land Surveyor is correct.

Owner: Brooke Ingstad Weir

Brooke Ingstad Weir

State of North Dakota)
County of Cass) SS

On this ____ day of _____, 20____, before me, a notary public in and for said county and state, personally appeared Brooke Ingstad Weir, known to me to be the person described in and who executed the same as a free act and deed.

Notary Public: _____

WEST FARGO PLANNING COMMISSION APPROVAL

Approved by the City of West Fargo Planning Commission this ____ day of _____ 20____.

Joseph F. Kolb
Planning Commission Chair

State of North Dakota)
County of Cass) SS

On this ____ day of _____ 20____, before me, a notary public in and for said county and state, personally appeared Joseph F. Kolb, Planning Commission Chair, known to me to be the person described in and who executed the same as Planning Commission Chair.

Notary Public: _____

WEST FARGO CITY ENGINEER APPROVAL

This plat in the City of West Fargo is hereby approved this ____ day of _____ 20____.

Dan Hanson
City Engineer

State of North Dakota)
County of Cass) SS

On this ____ day of _____ 20____, before me, a notary public in and for said county and state, personally appeared Dan Hanson, City Engineer, known to me to be the person described in and who executed the same as the City Engineer.

Notary Public: _____

WEST FARGO CITY ATTORNEY APPROVAL

I hereby certify that proper evidence of title has been examined by me and I approve this plat as to form and execution this ____ day of _____ 20____.

John T. Shockley
City Attorney

State of North Dakota)
County of Cass) SS

On this ____ day of _____ 20____, before me, a notary public in and for said county and state, personally appeared John T. Shockley, City Attorney, known to me to be the person described in and who executed the same as the City Attorney.

Notary Public: _____

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 West Fargo City Commission

Attest: Tina Fisk
City Auditor

State of North Dakota)
County of Cass) SS

On this ____ day of _____ 20____, before me, a notary public in and for said county and state, personally appeared Bernie L. Dardis, President, and Tina Fisk, City Auditor of the City of West Fargo, known to me to be the persons described in and who executed the same on behalf of the City of West Fargo.

Notary Public: _____

STAFF REPORT

A22-16 ZONING ORDINANCE AMENDMENTS	
Zoning Ordinance Amendment relating to Campgrounds within the Agricultural Zoning District	
Applicant: City of West Fargo	Staff Contact: Aaron Nelson
Planning and Zoning Commission Public Hearing:	09/13/2022
City Commission Public Hearing & 1st Reading:	(tentatively scheduled for 09/19/2022)
City Commission 2 nd Reading:	

PURPOSE:

Amend Title 4 of the City Ordinances (zoning code) to add Campgrounds and RV Parks to the list of Conditional Uses within the A (Agricultural) zoning district, as per direction by the City Commission for staff to draft a proposed amendment to accommodate campgrounds at the Red River Valley Fairgrounds.

DISCUSSION AND OBSERVATIONS:**Background Information:**

- The Red River Valley Fair Association (RRVF Association) would like to expand its existing campground, located outside of City limits within the City's extraterritorial zoning jurisdiction at the fairgrounds.
- According to the RRVF Association, the existing campground was constructed by Cass County in 1971 and was subsequently sold to the RRVF Association.
- Campgrounds are not permitted within any zoning district of the City of West Fargo.
- As the existing campground predates the City exercising its extraterritorial zoning jurisdiction, it is considered to be a "nonconforming use" and is grandfathered as existing, but not allowed to be expanded.
- Cody Cashman, CEO of the RRVF Association, addressed the City Commission on June 6, 2022 to request that the City initiate an ordinance amendment to accommodate campground facilities within the City's zoning regulations. The City Commission voted to have Mr. Cashman host two public meetings regarding his proposed expansion of the campgrounds prior to the City Commission taking any action on his request to initiate an ordinance amendment.
- Mr. Cashman held two open houses on Tuesday, June 21 at 1pm and 5pm at the Red River Valley Fairgrounds, attended by three residents who live adjacent to the fairgrounds. Concerns were raised regarding potential quality of life impacts to neighborhoods adjacent to the fairgrounds. Some of the specific concerns raised related to potential noise, impacts to adjacent property values, transient/temporary housing, and impacts/costs for emergency services. Discussion was had regarding potential alternative locations for the RRVF Association's proposed new campground. Attendees were not necessarily opposed to a new campground in general, but were opposed to a campground adjacent to their existing neighborhood. Following the open house meetings, staff connected two additional residents with Mr. Cashman regarding their concerns with the RRVF Association's plans for campground expansion.
- Mr. Cashman appeared again before the City Commission on August 1, 2022 to report back regarding the open houses and to continue discussion regarding his request to initiate a zoning ordinance amendment. Commissioners shared some of their thoughts and concerns regarding the proposal. Discussion was had regarding potential alternatives to the location/layout proposed by the RRVF Association as well as the potential for transient workers to utilize the campgrounds for temporary housing. Mr. Cashman reported that a large percentage of their current campground is

STAFF REPORT

utilized for temporary housing (such as for traveling nurses) and that they are at capacity and have to turn away 15-20 people per day. Commissioners discussed the potential demand for temporary housing in relation to the FM Diversion project and Cass County's partnership with the RRVF Association in funding the proposed campground expansion. After discussion, the City Commission voted 4-1 to have City staff work with Mr. Cashman on a potential zoning text amendment.

Proposal:

- Based on this direction, staff has drafted the attached amendment. The amendment would add Campgrounds and RV Parks to the list of conditional uses within the A (Agricultural) zoning district, the district within which the Fairgrounds are located.
- Conditional uses are those uses that, because of their nature, may only be suitable in certain locational contexts and/or that may only be suitable when arranged or operated in a particular manner. As such, they are not permitted by-right but rather require review and approval by the City to ensure compatibility at the proposed location. To this end, special conditions may be placed on the approval of a Conditional Use Permit in order to address potential impacts. Such conditions may include (but are not limited to) things like buffering, screening, fencing, limitations on time/manner of operations, etc.
- In addition to requiring a Conditional Use Permit, the proposed text amendment would require the following:
 - Campgrounds and RV parks would be restricted to areas outside of the City within the City's extraterritorial zoning jurisdiction—they would not be allowed within the City's corporate limits.
 - Applicants would be required to provide a plan for managing the noise and any activities at the site as part of the application process.
 - Campgrounds and RV parks must be licensed by the State and meet all State standards prescribed by law (see attached standards).
 - Campgrounds and RV parks would be required to have an onsite manager.
- Within North Dakota, campgrounds and RV parks are licensed and regulated by the State, similar to how mobile home parks are regulated. Specifically, North Dakota Department of Health's Food and Lodging Division is responsible for licensing and inspecting campgrounds and RV parks within West Fargo and Cass County. These regulations cover such items as utility hook-ups (sewer, water, electricity), access roads, lighting, sanitation, toilets, playgrounds, etc. These regulations are attached.
- **It should be noted that the draft amendment, if approved, would not confer the RRVF Association (or anyone) with the right to construct and operate a campground/RV park. The amendment, as written, would only provide the opportunity for the RRVF Association to apply for such approval through the Conditional Use Permit process. If the amendment is approved, the RRVF Association would need to apply for Conditional Use Permit to be reviewed and considered by the Planning & Zoning Commission and City Commission based on the merits of their specific proposal.**
- The draft zoning amendment has been reviewed by City staff as well as staff from Cass County Highway/Engineering, Planning, and Sheriff's offices.

NOTICES:

Sent to:	Notice in the newspaper and to City Departments. Staff also solicited comments from Cass County.
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Comments Received:

STAFF REPORT

- As of the writing of this staff report, no public comments have been received regarding the draft zoning ordinance amendment. (However, as discussed in the section above, there have previously been comments from the public resulting from the RRVF Association's open house meetings in July regarding the RRVF Association's specific proposal for campground expansion.)

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

- The A (Agricultural) zoning district can be viewed as a transitional zoning district, preserving the City's future growth area until such time that areas are ready for urbanized development and the establishment of a more permanent zoning district. The stated intent of the A district is to "establish and preserve areas for agricultural uses, wherein certain recreational, residential, and public activities which do not significantly change the natural character of the land are permitted."
- From a long-range planning perspective, campgrounds and RV parks are low-intensity in nature and generally found in rural areas. These land uses are relatively easy to redevelop into urban land uses as the City grows and as market conditions and demand for alternative land uses change over time.
- The proposed amendment does not make major substantive changes to the existing ordinances. Campgrounds and RV Parks are similar in nature to existing conditional uses allowed within the A (Agricultural) zoning district, such as fairgrounds, airports, archery ranges, gun clubs, above ground petroleum storage tanks, etc.
- While the Comprehensive Plan does not speak to campgrounds and RV parks specifically, these uses may indirectly relate to general economic development goals:
 - Campgrounds and RV parks provide temporary lodging for tourists and visitors to the community, which may help to grow retail sales.
 - In addition to providing recreational opportunities, campgrounds and RV parks can also provide temporary housing (during warmer months) for traveling/temporary workers who contribute to the local economy.

RECOMMENDATIONS:

Staff is recommending approval of the proposed amendment on the basis that it is consistent with City plans and ordinances.

Attachments:

- Draft Zoning Ordinance Amendment
- ND Century Code Chapter 23-10 – Mobile Home Parks, Trailer Parks, and Campgrounds
- ND Administrative Code Chapter 33-33-02 – Trailer Park and Campground Rules

ORDINANCE NO. 1215

AN ORDINANCE TO AMEND AND REENACT CHAPTER 4-200 AND 4-421.3 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO TO DEFINE CAMPGROUND, RECREATIONAL VEHICLE AND RECREATIONAL VEHICLE PARK AND TO ALLOW CAMPGROUNDS AND RECREATIONAL VEHICLE PARKS AS A CONDITIONALLY PERMITTED USE IN THE "A" AGRICULTURAL DISTRICT.

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF WEST FARGO, NORTH DAKOTA:

SECTION 1. Chapter 4-200 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted by adding the definitions of "Campground," "Recreational Vehicle," and "Recreational Vehicle Park" as follows:

CAMPGROUND: Any parcel of land intended for temporary occupancy by Recreational Vehicles or tents, not including mobile homes, and which is licensed by the State of North Dakota in accordance with State law, as amended from time to time.

RECREATIONAL VEHICLE: A motor vehicle or trailer that includes living quarters designed for temporary accommodations, including motorhomes, campervans, coaches, travel trailers, fifth wheel trailers, popup campers and truck campers. The term does not include sleepers attached to commercial vehicles such as semi-tractors or mobile/manufactured homes.

RECREATIONAL VEHICLE PARK: Any parcel of land intended for temporary occupancy by recreational vehicles, not including mobile homes, and which is licensed by the State of North Dakota in accordance with State law, as amended from time to time.

SECTION 2. Section 4-421.3 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-421.3. Conditionally Permitted Uses. Any conditional use located in this district ~~shall be sited on a separately platted parcel in accordance with the subdivision regulations of the City of West Fargo, and the use~~ 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. The following conditional uses maybe located in the A District subject to the provisions and requirements hereinafter imposed for each use and subject further to review and approval by the City as required by Section 4-550 of this Ordinance:

1. Agricultural service establishments primarily engaged in performing agricultural, animal husbandry, or horticultural services on a fee or contract basis 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.
 - a. An agricultural service establishment shall be incidental and necessary to the conduct of agriculture within the district.
 - b. All agricultural service establishments shall be located at least 100 feet from any driveway affecting access to a farm dwelling or field and at least 500 feet from any single-family dwelling.
 - c. All agricultural service establishments shall be screened on the perimeter of the establishment by a solid fence, wall, or natural vegetation not less than six feet in height.
2. Churches, religious institutions and places of worship, cemeteries, airports, fairgrounds, archery ranges, gun clubs, schools, local government buildings and facilities, and government-owned facilities for the maintenance of roads and highways when necessary to serve the immediate vicinity.
3. Non-farm single-family residential dwellings may be permitted on lots or parcels of land for which a deed has been recorded in the office of the Cass County Register of Deeds upon or prior to September 3, 2018, or a lot or parcel of land that would have been a lot of record if the document conveying the lot had been recorded on the date of its execution, provided they meet all applicable standards and requirements of this Ordinance and all other applicable city, township, and county regulations and ordinances, subject to the following:
 - a. The property shall be platted in accordance with the subdivision regulations of the City of West Fargo.
 - b. Each lot developed shall contain no more than one (1) single-family home.
 - c. Each lot developed shall be a minimum of one acre in area. A larger plot size may be required by the City if necessary for the safe operation of individual wells and septic systems.

- d. The driveway serving the property shall meet City access standards.
 - e. All non-farm residential buildings shall be set back a minimum of 300 feet from the nearest farm building.
- 4. Above ground petroleum storage tanks. Such above ground petroleum storage tanks are prohibited in all other districts other than the A and M Districts.
- 5. Non-farm Single-family residential dwellings and accessory structures on lots created or platted after September 3, 2018, under the following conditions:
 - a. The property is platted in accordance with the subdivision regulations of the City of West Fargo.
 - b. The property is developed at a minimum of one (1) acre in area with a larger plot size required by the City if necessary for the safe operation of individual wells and septic systems.
 - c. The property is less than forty (40) acres in size, the property has a deed restriction recorded against it and the surrounding quarter-quarter section of land or legal lot of record to prohibit further development of non-farm single family residential dwellings. The deed restriction shall be in a form as approved by the City Planner, City Attorney, and President of the Board of City Commissioners and will terminate/release only at the time of rezoning, or accompanied by an area plan, annexation by the City of West Fargo, or release of the property from the zoning authority of the City of West Fargo.
- 6. Landscaping businesses, greenhouses, and plant nurseries.
- 7. Temporary or permanent industrial wood burners, including air curtain destructors, subject to the following conditions:
 - a. For a permanent site, the site is fenced with a sight obscuring fence and screened if necessary to keep materials out of sight.
 - b. The site is located a minimum of 2,640 feet from any residential or neighboring business structure.
 - c. The waste wood products may not be stored on the site for more than two (2) months. For a permanent site, all waste wood products on site must be

disposed of within a two (2) month period. At the time the site is completely cleared, another two-month cycle of storage may begin. An extension to the two-month period may be granted by the Fire Chief during the high fire risk times when burning is not allowed.

- d. The use has received State Health Department and local Fire Department approval.
 - e. A permit for a temporary site may not exceed sixty (60) days, and only two (2) temporary permits may be granted for the same site in any year. The 60-day period may be extended by the Fire Chief if during that period burning is not allowed because of high risk conditions.
 - f. Other conditions as deemed necessary.
- 8. Animal kennels and shelters.
 - 9. Seasonal sale of retail goods.
 - 10. Campgrounds and Recreational Vehicle Parks when located outside of City Limits, within the City's extraterritorial jurisdiction under the following conditions:
 - a. Campgrounds and Recreational Vehicle Parks must have an onsite manager.
 - b. The applicant must provide a plan for managing the noise and any activities at the site to the City as part of its application.
 - c. Other conditions as deemed necessary.

SECTION 3. Effective Date. This ordinance shall be in full force and effect from and after the date of its final passage and publication.

President of Board of City
Commissioners of the City of
West Fargo, North Dakota

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:

CHAPTER 23-10

MOBILE HOME PARKS, TRAILER PARKS, AND CAMPGROUNDS

23-10-01. Definitions. (Effective through August 31, 2022)

In this chapter, unless the context or subject matter otherwise requires:

1. "Campground" means any parcel of land containing three or more lots intended for occupancy by recreational vehicles or tents.
2. "Department" means the state department of health.
3. "Lot" means any piece of land of required size intended for occupancy by a mobile home, recreational vehicle, or tent.
4. "Mobile home" means any relocatable manufactured, modular, or prefabricated structure or unit that is designed to be used as residential living quarters. The term does not include a recreational vehicle.
5. "Mobile home park" means any parcel of land containing three or more lots intended for occupancy by mobile homes.
6. "Person" means any individual, firm, trust, partnership, public or private association, corporation, or limited liability company.
7. "Recreational vehicle" means a vehicular-type unit primarily designed as temporary living quarters for recreational, camping, or travel use, which either has its own mode of power or is mounted on or towed by another vehicle. The term includes the following:
 - a. An independent recreational vehicle containing toilet and lavatory facilities.
 - b. A dependent recreational vehicle, which contains either toilet or lavatory facilities or having neither facility.
8. "Recreational vehicle park" means a parcel or tract of land under the control of a person, organization, or government entity where three or more lots are offered for use by members of the public or an organization for rent or lease, including park-owned recreational vehicles held out for rent or lease. A recreational vehicle park is primarily designed to accommodate recreational vehicles.

Definitions. (Effective after August 31, 2022)

In this chapter, unless the context or subject matter otherwise requires:

1. "Campground" means any parcel of land containing three or more lots intended for occupancy by recreational vehicles or tents.
2. "Department" means the department of health and human services.
3. "Lot" means any piece of land of required size intended for occupancy by a mobile home, recreational vehicle, or tent.
4. "Mobile home" means any relocatable manufactured, modular, or prefabricated structure or unit that is designed to be used as residential living quarters. The term does not include a recreational vehicle.
5. "Mobile home park" means any parcel of land containing three or more lots intended for occupancy by mobile homes.
6. "Person" means any individual, firm, trust, partnership, public or private association, corporation, or limited liability company.
7. "Recreational vehicle" means a vehicular-type unit primarily designed as temporary living quarters for recreational, camping, or travel use, which either has its own mode of power or is mounted on or towed by another vehicle. The term includes the following:
 - a. An independent recreational vehicle, containing toilet and lavatory facilities.
 - b. A dependent recreational vehicle, which contains either toilet or lavatory facilities or having neither facility.
8. "Recreational vehicle park" means a parcel or tract of land under the control of a person, organization, or government entity where three or more lots are offered for use by members of the public or an organization for rent or lease, including park-owned recreational vehicles held out for rent or lease. A recreational vehicle park is primarily designed to accommodate recreational vehicles.

23-10-02. Department to make regulations - Compliance.

The department shall have general supervision over the health, safety, sanitary condition, and legal compliance as outlined in this chapter of all mobile home parks, recreational vehicle parks, and campgrounds in this state and may promulgate and enforce appropriate rules and regulations in accordance with chapter 28-32. All mobile home parks, recreational vehicle parks, and campgrounds constructed after July 1, 1977, must be constructed in accordance with the requirements of this chapter and the rules and regulations promulgated at the time of construction. All mobile home parks, recreational vehicle parks, and campgrounds constructed before July 1, 1977, shall meet the requirements of this chapter by July 1, 1985. All mobile home parks, recreational vehicle parks, and campgrounds shall meet rules and regulations duly promulgated after construction of the park or campground within eight years after the effective date of the rule or regulation.

23-10-02.1. Department authorized to accept local enforcement and inspection.

The department shall accept state, federal, city, or county enforcement of local sanitation, safety, zoning, and inspection requirements in lieu of the enforcement of sanitation, safety, and inspection requirements of the department under this chapter if the department determines that the state, federal, city, or county requirements meet or exceed the requirements of this chapter and any rules and regulations promulgated under this chapter. Before accepting state, federal, city, or county enforcement of local requirements, the department shall determine that the state, federal, city, or county requirements meet or exceed the requirements of this chapter and any rules and regulations promulgated under this chapter.

23-10-03. License required - Application.

1. A person may not establish, maintain, change use, mix use, or enlarge a mobile home park, recreational vehicle park, or campground in this state without first obtaining a license from the department.
2. The application for the license must be made in writing to the department and must state the location and type of the mobile home park, recreational vehicle park, or campground, the proposed water supply, the proposed method of sewerage and garbage disposal, and such other information as may be required by the department. Application forms must be prepared by the department and distributed upon request.
3. The department may not issue a license under this section if the proposed mobile home park, recreational vehicle park, or campground would prevent, interfere, or restrict proposed private development that is actively being pursued.
4. The department shall waive the license fee for any mobile home park, recreational vehicle park, or campground owned by the state, a municipality, or a nonprofit organization. The department shall waive all or a portion of the license fee for any mobile home park, recreational vehicle park, or campground that is subject to local sanitation, safety, and inspection requirements accepted by the department under section 23-10-02.1. A prorated annual license fee may be charged for new mobile home parks, recreational vehicle parks, and campgrounds. The health council may adopt rules establishing the amount and the procedures for the collection of annual license fees. The fees must be based on the cost of reviewing construction plans, conducting routine and complaint inspections, reinspection, and necessary enforcement action. License fees collected pursuant to this section must be deposited in the department's operating fund in the state treasury and any expenditure from the fund is subject to appropriation by the legislative assembly.

23-10-04. Inspection.

The department shall inspect the premises as soon as practical after receiving an application for a mobile home park, recreational vehicle park, or campground license. If the department is satisfied from the application and inspection that the mobile home park, recreational vehicle park, or campground will not be a source of danger to the health and safety of the occupants or the general public, the department shall notify the applicant of approval of

the application and of the amount of the license fee. The department must have access to and may inspect mobile home parks, recreational vehicle parks, and campgrounds at reasonable times. The department may inspect each mobile home park, recreational vehicle park, and campground in response to a complaint, violation of state law, or on a routine schedule determined by the department.

23-10-05. License fees.

Repealed by S.L. 2005, ch. 32, § 19.

23-10-06. License issuance - Fee.

An applicant seeking licensure shall apply to the department on forms prescribed by the department. The applicant shall enclose with the application an application fee as determined by rule. The department shall issue a license to an applicant who meets all of the requirements of this chapter and any rules adopted by the health council.

23-10-06.1. License renewal.

1. A license issued under this chapter expires on December thirty-first of each year.
2. A license may be renewed by December thirty-first by submitting a renewal application, a renewal fee established rule, provided the licensee is in compliance with this chapter and any rules established by the health council.
3. If the renewal application and renewal fee are not received by December thirty-first, the license expires and the licensee may not operate.
4. Within sixty days after December thirty-first, an expired license may be renewed by submitting the renewal application, renewal fee, and a late fee. The late fee is equal to fifty percent of the license fee.
5. If the renewal application, renewal fee, and late fee are not received within sixty days after December thirty-first, the department may not renew the license, and the applicant shall apply and meet the requirements for licensure to be granted a license.
6. The department may extend the renewal deadline for applications providing proof of hardship rendering the applicant unable to meet the deadline.
7. The department may not renew a license if the mobile home park, recreational vehicle park, or campground is not actively conducting business at the site, and the applicant shall apply and meet the requirements for licensure to be granted a license.

23-10-06.2. License transferability.

The department shall transfer a license without charge if the proposed new owner applies in writing for a transfer of the license and certifies that the mobile home park, recreational vehicle park, or campground will be operated in accordance with this chapter.

23-10-07. Sanitation and safety.

Every mobile home park, recreational vehicle park, and campground must be operated with strict regard for the health, safety, and comfort of its occupants. The following sanitary and safety regulations must be followed:

1. Location: Every mobile home park must be established and maintained upon dry, well-drained ground. Any natural sinkholes or collection or pool of water must be artificially drained and filled. Recreational vehicle park and campground lots must be established and maintained upon dry, well-drained spaces.
2. Drinking water supply: An adequate supply of potable and safe drinking water must be provided. The operator of a mobile home park, recreational vehicle park, or campground shall supply drinking water at the mobile home park, recreational vehicle park, or campground which is obtained from an approved source that is a public water system or a nonpublic water system that is constructed, maintained, and operated according to law.
3. Towels: The placing of roller cloth towels for public use in any washroom or place within a mobile home park, recreational vehicle park, or campground is prohibited.

Individual cloth towels, cloth towels provided in mechanical dispensers, individual paper towels, or roller paper towels must be placed for use.

4. Toilets: Modern sanitary flush toilets must be provided where a sewer connection is available. If a sewer connection is not available, sanitary flyproof privies must be maintained. All toilets and privies must be kept in a clean, sanitary condition. Separate toilets and privies must be provided for each sex. No privy or cesspool may be located less than one hundred feet [30.48 meters] from any well, kitchen, or sleeping quarters.
5. Garbage: All garbage and refuse must be stored in durable, cleanable, insect- and rodent-resistant containers, and the contents removed and disposed of at a frequency that will minimize the development of objectionable odors and other conditions that attract or harbor insects and rodents. All buildings within the mobile home park, recreational vehicle park, or campground must be screened against flies and kept in a clean and sanitary condition.
6. Plumbing installations: All plumbing installations in a mobile home park, recreational vehicle park, or campground must be made in accordance with the state plumbing code and state laws.
7. Electrical installations: All electrical installations in a mobile home park, recreational vehicle park, or campground must be made in accordance with the state electrical code.
8. Streets and roadways: Each mobile home park, recreational vehicle park, and campground must have roadways or streets wide enough to facilitate the movement of traffic within the park or campground.
9. Lighting: Each mobile home park, recreational vehicle park, and campground must have adequate lighting as set forth in rule.
10. Fire protection: Each mobile home park, recreational vehicle park, and campground must have adequate fire protection in accordance with the state fire code.
11. Playgrounds: Each mobile home park containing twenty-five or more lots shall provide playground space equivalent to one lot for every twenty-five lots in the park.
12. Multiple-story parks: A multiple-story mobile home park or trailer park may not be constructed in this state.

23-10-07.1. Service fees.

Service fees that reasonably reflect the cost of the service provided in a mobile home park, recreational vehicle park, or campground may be charged. Fees may not be charged unless a service is actually provided.

23-10-08. Sickness in motor or trailer courts - Penalty for failure to report.

Repealed by S.L. 1975, ch. 106, § 673.

23-10-09. Occupancy record.

The owner or manager of a mobile home park, recreational vehicle park, or campground shall maintain a current record of the names of the occupants of the park or campground.

23-10-10. Posting rules and regulations.

The owner or manager of a licensed mobile home park, recreational vehicle park, or campground conspicuously shall post or distribute a digital or hard copy of the relevant rules and regulations to each tenant in the park. Material required to be distributed or posted under this section must be provided by the department free of charge.

23-10-10.1. Requirement of emergency response procedures.

The owner of a mobile home park, recreational vehicle park, or campground shall establish a procedure for responding to emergencies and complaints. The procedure must include the ability to reach a person who has the authority to perform, or direct the performance of, duties imposed on the owner under this chapter. The procedure must be posted conspicuously in the

mobile home park, recreational vehicle park, and campground or a copy must be provided to the tenants in writing.

23-10-11. Ejection from premises.

The owner or manager of a mobile home park, recreational vehicle park, or campground may eject any person from the premises for nonpayment of charges or fees for accommodations, for a violation of law, for disorderly conduct, for a violation of any regulation of the department, or for a violation of any reasonable rule of the mobile home park, recreational vehicle park, or campground which is publicly posted within the park or campground.

23-10-12. Revocation of license - Penalty for operating without license.

The department may deny an application or take disciplinary action, up to and including revocation, against any applicant or licensee upon the failure of the applicant or licensee to comply with this chapter or with any of the rules adopted by the health council and regulations promulgated by the department. Before the department takes disciplinary action against a license, the department shall notify the licensee in writing of the reason disciplinary action is being considered and shall provide a reasonable amount of time for correction to be made. Action taken under the authority granted in this section must comply with chapter 28-32. Any person who maintains or operates a mobile home park, recreational vehicle park, or campground without first obtaining a license, or who operates the same after revocation of the license, is guilty of an infraction.

23-10-13. Change in use or closure of mobile home park.

If the owner of a mobile home park applies for the rezoning of a park, the owner shall post a notice of the proposed rezoning in the park at least five days before the public hearing on the rezoning. In addition, the owner of a mobile home park shall notify all tenants in that park in writing of a change in use at least one hundred eighty days before the change in use. A change in use is a change in the park that would alter any portion of the park which is used to lease to mobile home owners so that the portion will no longer be leased to mobile home owners. The owner or manager may not increase rent within ninety days before giving notice of a change in use for the portion of the park to which the change will apply.

23-10-14. Mobile home security deposit.

The amount of a security deposit may not be modified after the initial lease agreement between a mobile home park owner and a tenant has been executed by both parties.

CHAPTER 33-33-02 TRAILER PARK AND CAMPGROUND RULES

Section

33-33-02-01	Definitions
33-33-02-02	Application for License
33-33-02-03	Spacing Requirements
33-33-02-04	Facilities Provided
33-33-02-05	Noxious Plant and Animal Control
33-33-02-06	Maintenance of Service Buildings
33-33-02-07	License Fees

33-33-02-01. Definitions.

As used in this chapter:

1. "Recreational vehicle" means a travel trailer.
2. "Service building" means a structure housing shower, bath, toilet, lavatory, and such other facilities as may be required by the North Dakota state plumbing code.
3. "Tent" means a collapsible shelter of canvas or other fabric stretched and sustained by poles and used for camping outdoors.

History: Effective August 1, 1988.

General Authority: NDCC 23-01-03(3), 23-10-02

Law Implemented: NDCC 23-10-01

33-33-02-02. Application for license.

A complete scaled plan and list of specifications for new construction or for altering or enlarging of an existing trailer park or campground must be submitted to the department for approval. The application must contain the following:

1. A legal description of property and a description of the site location with regard to highways, streets, and landmarks.
2. Name and address of developer.
3. Name and address of architect, engineer, or designer.
4. The area and dimensions of the site.
5. The number, location, and dimensions of all trailer or campground lots and detail of each typical lot for each trailer or tent.
6. The location and width of roadways, automobile parking facilities, and walkways, including whether they are paved, blacktopped, graveled, etc.
7. The location and details of service buildings and any other proposed structures.
8. The location and details of lighting and electrical systems.
9. The location and specifications of the water supply, sewer, and refuse disposal facilities; including approved soil testing results and details of wells, pumping stations, and service riser pipes.

History: Effective August 1, 1988.

General Authority: NDCC 23-01-03(3), 23-10-02

Law Implemented: NDCC 23-10-03

33-33-02-03. Spacing requirements.

1. No tent, recreational vehicle, or other attachment may be located within ten feet [3.05 meters] of any other tent, recreational vehicle, or part thereof. No recreational vehicle or tent in a trailer park or campground may be located as to create a hazard to the recreational vehicle or tent or restrict emergency vehicles and personnel from performing necessary services.
2. Streets must be of adequate widths to accommodate the contemplated parking and traffic load in accordance with the type of street. In all cases, streets must meet the following minimum requirements:

a. Two-way streets with parking on both sides	34 feet	[10.36 meters]
b. Two-way streets with parking on one side only	27 feet	[8.23 meters]
c. Two-way streets without parking	24 feet	[7.32 meters]
d. One-way streets with parking on both sides	27 feet	[8.23 meters]
e. One-way streets with parking on one side only	18 feet	[5.49 meters]
f. One-way streets without parking	14 feet	[4.27 meters]
3. The street system must give an unobstructed access to the public street, highway, or access road.
4. Tenting areas must be designated for tents only.

History: Effective August 1, 1988; amended effective July 1, 2004.

General Authority: NDCC 23-10-02, 23-01-03(3)

Law Implemented: NDCC 23-10-07

33-33-02-04. Facilities provided.

1. Conversion of a mobile home park, trailer park, or campground from one type to another must be approved by the department.
2. Streets must be lighted to provide a minimum of one-tenth foot-candle [1.09 lux] throughout the street system. Potentially hazardous locations, such as major street intersections and steps or stepped ramps, must be individually illuminated with a minimum of three-tenths foot-candles [3.23 lux].
3. Where provided, electrical service outlets must be adequate and approved.
4. Where provided, individual sewer connections must be adequate and approved. Recreational vehicle waste disposal stations, watering stations, and service building facilities must be provided and constructed in accordance with the North Dakota state plumbing code.
5. A certification from the electrical and plumbing installer, stating all installations were made in accordance with state codes, is required before issuance of the trailer park or campground license.

History: Effective August 1, 1988.

General Authority: NDCC 23-01-03(3), 23-10-02

Law Implemented: NDCC 23-10-07

33-33-02-05. Noxious plant and animal control.

1. The grounds, buildings, and structures of a trailer park or campground must be maintained free of harborage for insects, rodents, and other vermin. Extermination methods and other measures to control insects and rodents must conform with the requirements of the department.
2. All areas must be maintained free of accumulations of debris; the growth of brush, weeds, and grass must be controlled to prevent harborage or breeding places for noxious insects and vermin. Trailer parks and campgrounds must be so maintained as to prevent the growth of noxious weeds considered detrimental to health.
3. Storage areas must be maintained so as to prevent rodent harborage; lumber, firewood, pipe, and other building materials must be stored neatly at least one foot [.3 meter] above the ground.

History: Effective August 1, 1988.

General Authority: NDCC 23-01-03(3), 23-10-02

Law Implemented: NDCC 23-10-07

33-33-02-06. Maintenance of service buildings.

1. Service buildings, sinks, toilets, and other equipment must be kept in a clean and sanitary condition and in good repair at all times.
2. Toilet tissue must be provided and conveniently located in each toilet room.

History: Effective August 1, 1988.

General Authority: NDCC 23-01-03(3), 23-10-02

Law Implemented: NDCC 23-10-07

33-33-02-07. License fees.

The department shall charge the following fees for licenses to operate trailer parks or campgrounds in this state:

1. For a trailer park or campground containing at least three but not more than ten lots, ninety dollars.
2. For a trailer park or campground containing at least eleven but not more than twenty-five lots, one hundred thirty-five dollars.
3. For a trailer park or campground containing at least twenty-six but not more than fifty lots, one hundred seventy-five dollars.
4. For a trailer park or campground containing at least fifty-one but not more than one hundred lots, two hundred twenty dollars.
5. For a trailer park or campground containing at least one hundred one but not more than one hundred fifty lots, two hundred seventy dollars.
6. For a trailer park or campground containing at least one hundred fifty-one but not more than two hundred lots, three hundred twenty dollars.
7. For a trailer park or campground containing at least two hundred one but not more than two hundred fifty lots, three hundred seventy dollars.

8. For a trailer park or campground containing more than two hundred fifty lots, four hundred twenty dollars.

The department shall waive the license fee for any trailer park or campground owned by the state, a municipality, or a nonprofit organization.

History: Effective January 1, 2006; amended effective April 1, 2008; January 1, 2014.

General Authority: NDCC 23-01-03

Law Implemented: NDCC 23-10-07

MEMORANDUM

TO: West Fargo Planning & Zoning Commission
FROM: Aaron Nelson, Planning Director *AN*
DATE: September 9, 2022
SUBJECT: Item 5 – City of West Fargo Planning Needs Assessment

The City's consultant, PlaceMakers, has delivered the first draft of the West Fargo Planning Needs Assessment (see attached). This assessment is the synthesis of multiple discussions with City staff & leadership, review of existing City plans & policy, and feedback from an online questionnaire. It is part 1 of a 2-part deliverable (with part 2 being an action plan for addressing the identified needs).

Planning staff will provide a brief overview of the document at the September 13 Planning & Zoning Commission meeting. In the meantime, please take a look at the draft assessment and feel free to bring any initial questions and comments to the meeting for discussion. Following the meeting, staff requests that you please provide any additional thoughts, comments, concerns, etc. to staff within the next week, by Tuesday, September 20.

Thank you all for your participation in this effort so far. Your thoughts and feedback will determine the level of follow-up discussion necessary prior to the assessment being finalized, and prior to the commencement of work on the associated action plan.

As a reminder, the purpose of this overall process is to clarify the City's current planning/development-related issues, to prioritize the areas of greatest future need for the City, and to build consensus around associated action steps. The Planning Department intends to utilize the results of this effort to inform its work plan for 2023 and beyond, contingent upon corresponding resource allocation to support this work as applicable. This effort seeks to advance and build upon the recommendations of the City's Comprehensive Plan, West Fargo 2.0.

Attachment

West Fargo Planning Resources Assessment

Introduction

With significant recent changes in leadership within the City of West Fargo departments, this needs assessment convened management across the city departments and the Planning and Zoning Commission to share information as it relates to current and future planning resources and needs. Several issues identified within the West Fargo 2.0 Comprehensive Plan, and others that have come to light more recently, exceed the capacity and resources available to sufficiently study and to address in the short term. This process seeks to establish consensus as to which of these issues should have priority.

Project Goals

1. Facilitate input, expertise, and discussion from West Fargo City staff and officials.
2. Establish priority and strategy of upcoming planning projects.
3. Assess the City's long-range planning and development-related issues and needs.
4. Create an action plan to guide the City in how to best address identified issues and needs.

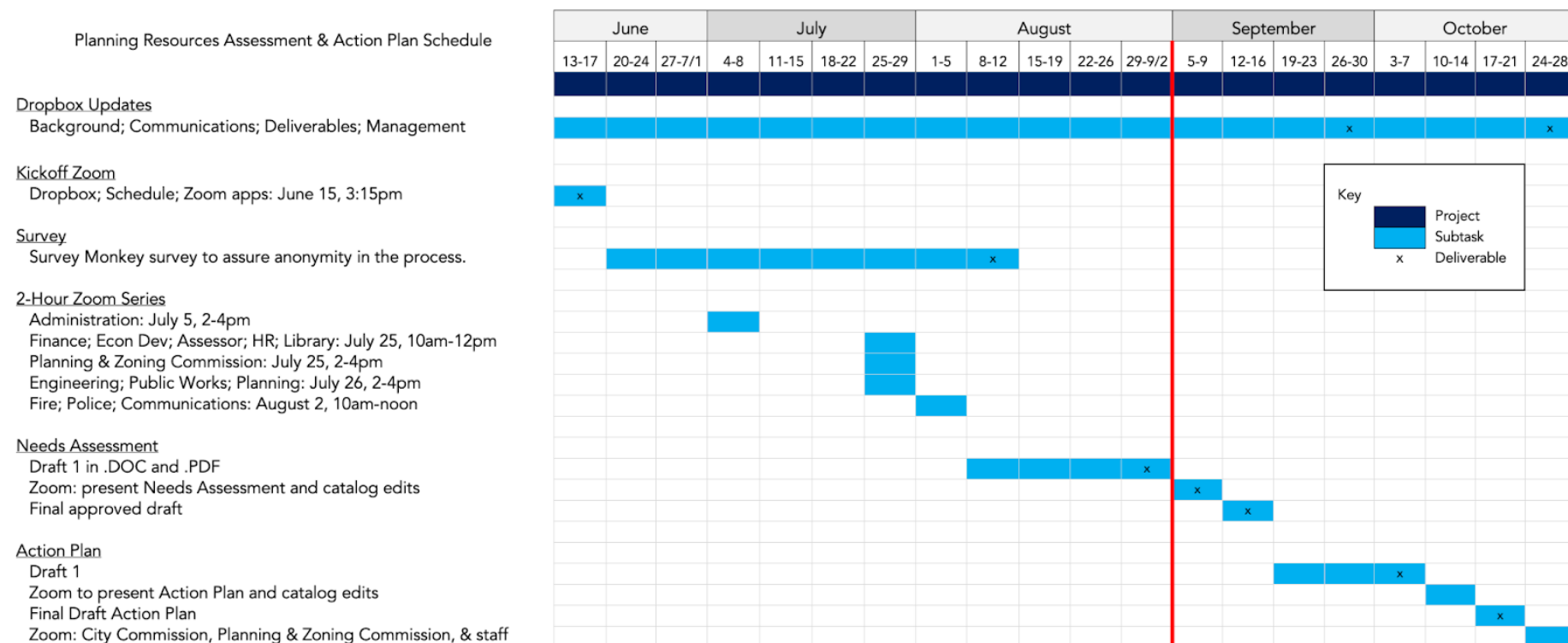
West Fargo Planning Resources Assessment Actions

1. Summarize the process to date.
2. Identify issues and needs, with supporting rationale.
3. Summarize next steps in the development of the West Fargo Action Plan.

While this needs assessment summarizes the process and identifies the planning needs and rationale, it does not establish timelines, roles, responsibilities, resources, and anticipated funding sources, all of which comprise the next step of the West Fargo Action Plan, discussed on pages 11 and 12. Once this needs assessment has been edited and approved by the City of West Fargo, hopefully by mid-September, the drafting of the West Fargo Action Plan will begin. The action plan is expected to be completed this autumn provided speedy input is provided on the resources assessment. The Planning Department intends to utilize the results of this effort to inform its work plan for 2023 and onward, contingent upon corresponding resource allocation. This effort seeks to advance and build upon the recommendations of the City's Comprehensive Plan, West Fargo 2.0.

Process Summary

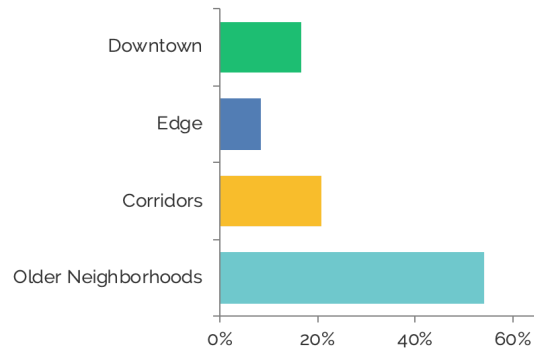
West Fargo Planning Resources Assessment and Action Plan spans five months in summer and autumn of 2022. This process is consistent with the City's Comprehensive Plan, West Fargo 2.0, which calls for "the City's Planning Department to coordinate with other city departments to request funds and schedule special studies consistent with the timeframes presented in the [plan implementation] matrix" (pg. 149). The Plan also notes that, "In order to implement many of the recommendations in this document, revisions need to be made to the local zoning regulations, as well as supporting policies and ordinances. Additional Plans and studies for specific sites will be needed to support their implementation" (pg. 149). The assessment process began with an anonymous online survey made available to department heads, senior staff, appointed officials, and elected officials that ran from mid-June through mid-August 2022. Followup emails were received by a number of participants with additional points and direction. During the summer, a series of in-depth Zoom sessions received input and direction from participants, as detailed in the project schedule below.



Survey Response Overview

An anonymous online questionnaire was answered by 24 West Fargo leaders, giving direction on needs and resources. Answers are edited for brevity and combined to summarize by topics.

Q1: Where does the City need to focus the most attention?



Q2: Why?

To maintain what we already have as well as to be well prepared for future growth and expansion, focus should be placed in areas that will continue to attract new businesses and families. To set strategies and plan so growth is more intentional.

We need to focus on opportunities to grow our non-residential property tax base downtown and along the major corridors. Building the business centers to support the population and deliver a resilient tax base is necessary.

Vibrant, walkable downtowns attract both residents and outsiders alike and are an anchor point for commerce. West Fargo has invested heavily in our downtown area but the work is not done yet. We need to keep our momentum going forward. The downtown area has seemed to stall, and has been the source of several political battles. If it loses too much momentum, it will be harder to take off again.

The oldest infrastructure has not been updated and limits access and growth. Infrastructure needs include new sidewalks and bike lanes, and resurfacing the streets.

Well planned and built corridors will set up the city for long-term success. They serve as the skeleton of the city. Aging and deteriorating infrastructure is a challenge.

Q3: Is there another part of the city that needs more attention (than in Q1)?

The City should complete the redevelopment of downtown. We need

an overall plan for growth to attract commercial to downtown and industrial to our industrial park. Now development is piecemeal, as a developer comes forward, without regard to neighborhoods and what the community needs besides tax dollars.

The 32nd Ave Corridor near the Lights is an up and coming commercial business and entertainment district. A core area study indicates needed storm sewer, curb lines sunk, and infrastructure repair.

There is a great opportunity to plan for the northern growth area with the Fargo-Moorhead Area Diversion becoming a reality in the next 5 years. West Fargo has an opportunity to master plan its future to the north, but we need to start now.

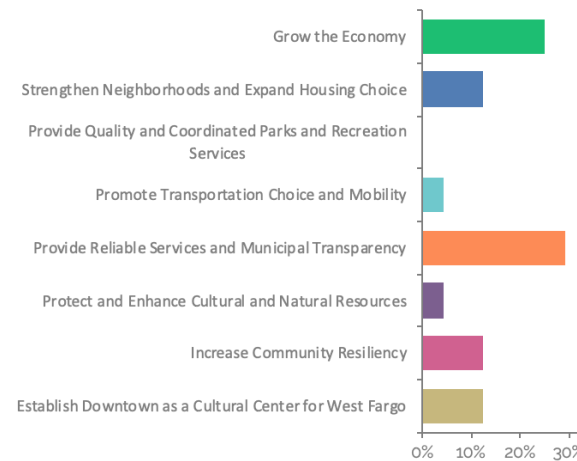
Main Avenue and the connecting roads north to 12th Avenue need sidewalks and multi-use paths that connect these roads to currently isolated neighborhoods north of Main Avenue. This corridor needs to be brought into the 21st

century. Many of the buildings are old and need updating. Old Riverside, the part of the city north of Main, has received little, if any, improvements since it merged with West Fargo. Connections are also needed between the north and south over the interstate and the area of 15th St and 13th Ave.

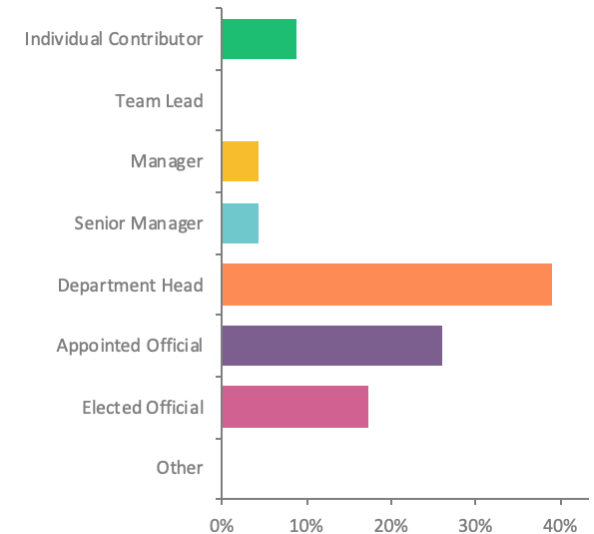
We are 10 years behind in the planning cycle for the library, based on recent population trends. We need adequate library space to attract new workers and residents.

The older neighborhoods' infrastructure is aging and we do not want it to degrade the neighborhoods.

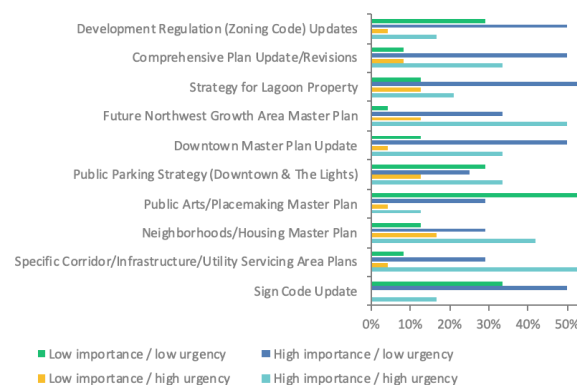
Q4: Which "Big Idea" from the West Fargo 2.0 Comprehensive Plan is the strongest in terms of community need as we prioritize projects and focus attention?



Q6: What is your job role?

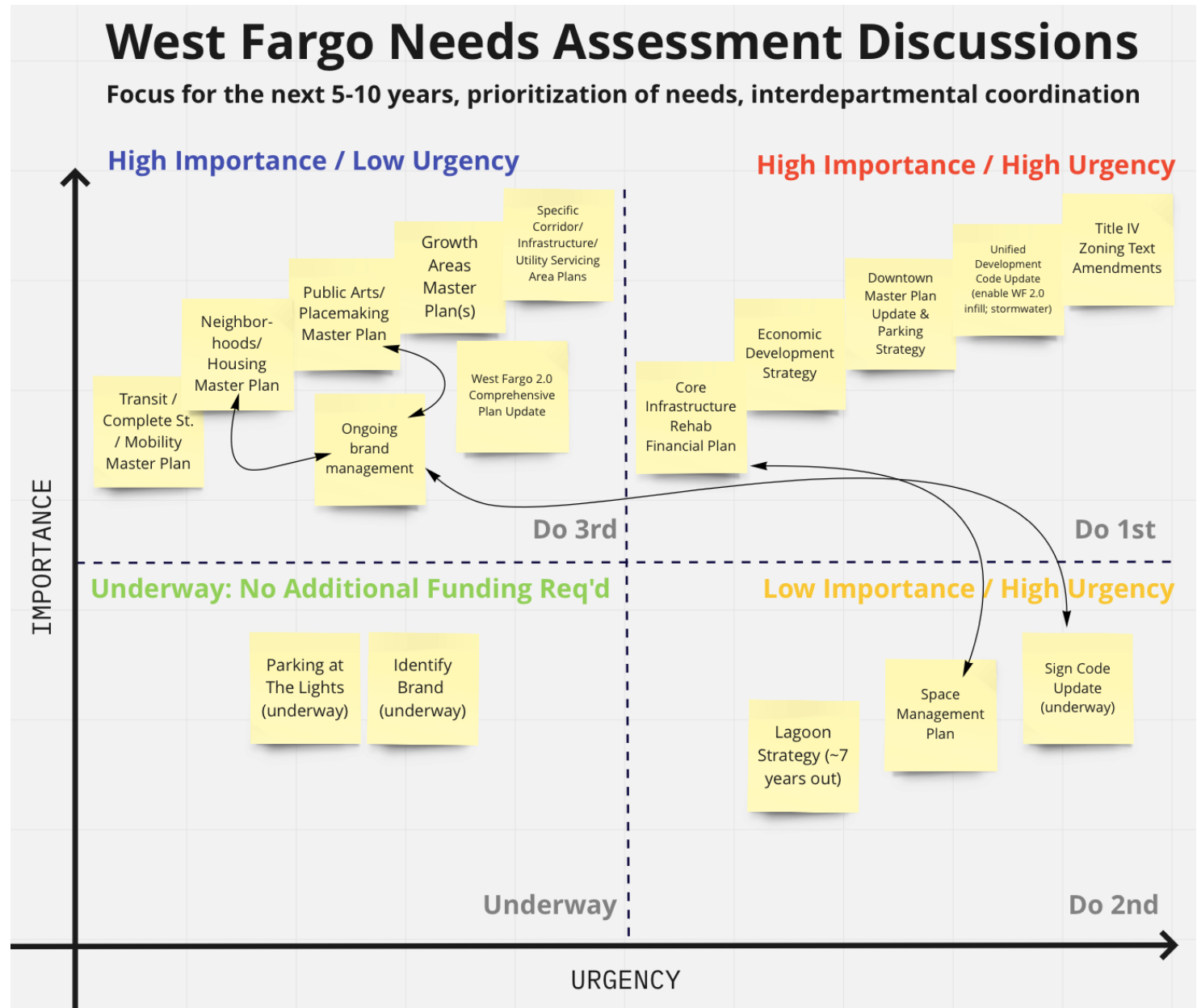


Q5: Rank these projects for importance and urgency



Zoom Sessions Overview

In July and August, Zoom sessions were held with directors and senior managers from city departments including Administration, Finance, Economic Development, Assessor, Human Resources, Library, Engineering, Public Works, Fire, Police, Communications, Planning, as well as the Planning & Zoning Commission. Various perspectives were integrated and the details were nuanced as the conversations progressed. A white board was used to work through community needs to establish project priority, with issues, needs, and rationales in the next section below.



Issues, Needs, and Rationales

Issues, needs, and rationales are identified across multiple departments, the administration, and the planning commission.

Issues

Challenges identified through this needs assessment fall into three categories: funding, infrastructure, and growth. A significant number of studies have been completed in recent years analyzing needs and identifying required infrastructure improvements, but sufficient funding sources are not currently available for all identified needs. The funding challenge stems from West Fargo historically being a bedroom community to Fargo. Because about 70% of the land area is zoned residential and about 30% commercial and industrial, the tax base is not enough to provide needed upgrades to infrastructure. Recent prioritization of downtown and The Lights through the comprehensive plan, West Fargo 2.0, has made significant strides to diversify uses and move away from being a bedroom community, making for a more resilient economy.

This complete community trend needs to continue, both with lands currently available for development and redevelopment as well as when the Fargo-Moorhead Area Diversion and Lagoon Strategy are completed, freeing more land to absorb potential development pressures. To ensure new growth respects these issues, several of the highest priority projects include the Downtown Master Plan, Economic Development Strategy, and Core Infrastructure Rehab Plan. To clear the way for the mixture of compatible uses envisioned by West Fargo 2.0, a Unified Development Code update is also deemed the highest priority.

Needs and Rationale

The current needs identified through this process are organized into three scales of planning:

1. **Vision and policy** includes master plans for essential topics (comprehensive, mobility, housing, and placemaking) as well as the various parts of the city (Downtown, existing corridors, and growth areas).
2. **Implementation** includes the tools to bring the vision and policy to life (zoning, subdivision, and sign regulations).
3. **Administration** applies the vision, policy, and regulations to specific areas and topics within the city (space management, infrastructure and lagoons, economic development, communications, and branding).

Each specific need identified within each of these categories includes current status, priority, and a rationale for the need.

Vision and Policy

These needs address the ongoing refinement of the city's vision and establish the policies that implement the vision, like the comprehensive plan, downtown, and mobility master plans. Priority is given to significant impacts on economic development.

Need	Status	Priority	Rationale
Downtown Master Plan Update	Not started ▾	Near term ▾	Development in downtown has stalled, in part due to unclear regulations and a 22 year old master plan. To assure downtown continues to redevelop and generate a strong tax base, this update is needed in the near term. Parking is critical to the development capacity and the success of downtown so should be a part of the master plan.
Growth Areas Master Plan	Not started ▾	Mid term ▾	This master plan for greenfield areas is largely needed because of the lagoon redevelopment and is a long term priority since the relocation process requires 5 to 7 years.
Public Arts and Placemaking Master Plan	Not started ▾	Mid term ▾	SPSI Planning Grant available that could move this plan to the high urgency if the deadlines can be met.
Mobility Master Plan	Launched ▾	Long term ▾	The mobility master plan (transit, complete streets, multimodal) will leverage METROCOG Bicycle & Pedestrian Plan, anticipated to be complete in the fall of 2022.
Neighborhoods and Housing Master Plan	Launched ▾	Long term ▾	There is a housing supply shortage in the region, but this is a low urgency issue as METROCOG is conducting a Housing Needs and Market Analysis and when completed it will provide the data needed for a local housing plan.
Comprehensive Plan Update	Not started ▾	Long term ▾	Most of 2.0 is still relevant and resources would be better used implementing key recommendations in the plan. The update is seen as text edits, instead of a full rewrite.

Implementation

These needs include regulations, ordinances, and their oversight, such as zoning, sign and parking ordinances. These needs are the tools used to implement the vision and policies defined in the prior needs list. They are allocated to the high urgency half of the matrix due to their immediate impact, and are split between high and low importance relative to their impact on the capital improvement budget.

Need	Status	Priority	Rational
Title IV Zoning Text Amendments	Not started ▾	Near term ▾	In preparation for a Unified Development Code, a series of text amendments to Title IV can correct pressing issues, respond to current market demands, and support higher levels of tax base in the near term.
Unified Development Code Update	Not started ▾	Near term ▾	A UDC is crucial to implement West Fargo 2.0, be prepared for future growth, provide a clear path for development, and generate a more robust tax base. This will be a significant project, both financially and for staff resources.
Sign Code Update	In progress ▾	Near term ▾	This update is important because of federal case law making the current code legally indefensible. The first draft is complete and only requires the public process and minimal fiscal resources to consider for adoption.

Administration

Administrative needs are defined by multiple departments and include needs related to the policies and processes that govern city administration. This area is largely within the realm of staff oversight, has the greatest diversity of responsible departments, and usually does not involve public participation.

Need	Status	Priority	Rational
Identify Brand	In progress ▾	Underway ▾	This process is underway and funded, but the ongoing brand management and brand promotion will need to be funded in the next cycle.
Parking at The Lights	In progress ▾	Underway ▾	Parking at The Lights is significantly different than in Downtown and other parts of the city, so has its own management plan underway.
Economic Development Strategy	Not started ▾	Near term ▾	Many economic development incentives are available, but should be used strategically to incentivize the type of growth identified in WF 2.0. A clear strategy does not exist at this time.
Core Infrastructure Rehab Financial Plan	Not started ▾	Near term ▾	The historic infrastructure of the City is aging quickly and needs a strategy for prioritizing maintenance. Analysis has been completed to identify what should be done, but financial sources have not been identified to complete.
Space Management Plan	Not started ▾	Mid term ▾	Various city-owned parcels are available for development or redevelopment. The use of these parcels is not regulated and administrative decisions need to be made regarding the highest and best use of the land. A new library, new fire stations, and the potential for placemaking are all topics prioritized by participants.

Lagoon Strategy	Launched ▾	Mid term ▾	This need is related to the Growth Areas Master Plan and the Economic Development Strategy. WF 2.0 is clear about the type of future growth that is preferred, but this strategy will refine that before this land comes online in seven years.
Specific Corridor / Infrastructure / Utility Servicing Plans	Not started ▾	Long term ▾	The city needs a plan in place for infrastructure and utilities prior to the lagoon decommissioning. This should be guided by development types supported by WF 2.0.
Brand Management	Not started ▾	Long term ▾	Economic development is directly tied to successful communications. West Fargo's name needs to be on the site selection networks.

Next Steps

Process

This assessment will be reviewed by the groups that participated in its creation for revisions. After edits are complete PlaceMakers will work with the City to develop an Action Plan that includes:

- Recommendations for addressing identified needs,
- A strategy to implement the recommendations including
 - timelines,
 - roles and responsibilities,
 - necessary resources, and
 - anticipated funding sources.

PlaceMakers will work to ensure that the Action Plan is politically feasible, fiscally constrained, and sufficiently detailed for future budgeting and project scoping purposes, as applicable. To that end, review of this assessment will include a discussion of the additional refinement of priorities.

Priorities

Not all identified needs will be funded in the next budget cycle, so priorities must be set to achieve the most value with the available resources. The following recommendations are the needs that are likely to have the greatest impact across departments and contribute the most to the success of the city. These plans, regulations, and strategies prioritize the implementation of WF 2.0 and prepare the city for strategic expansion after the completion of the lagoon decommissioning. They also prioritize areas with existing infrastructure, acknowledging the need for improvements and maintenance. These six initiatives are predominantly in the near term priority, with one in the mid term priority.

Vision/Policy

1. **Downtown Master Plan:** The redevelopment momentum for downtown has stalled due to the impacts of the pandemic, unclear or conflicting regulations, and lack of clarity from a 22 year-old master plan. Updating this plan to reflect urban parking best practices, current market realities, parking demand, and regulatory clarifications is the best solution to leverage downtown and effectively implement WF 2.0. These needs in the vision/policy issue category will flow into the short-term recommendations under implementation.

Implementation

1. **Title IV Zoning Text Amendments:** Fortunately simple Title IV Zoning text amendments can be done affordably when it comes to costs and staff time. These edits are placeholders for a larger Unified Development Code (UDC) initiative, but can have immediate impact on a number of regulatory barriers. In the very near term, downtown parking requirements can be updated to reflect the context, and the draft sign code could be reviewed for adoption. This need could likely be addressed with a very small budget and within the current fiscal year.
2. **Unified Development Code:** The need for a UDC was mentioned by many participants with the need to clarify and modernize the development process, development standards, and assure regulations are implementing WF 2.0. This set of regulations are critical to get in place prior to the development of the future growth areas resulting from the lagoon decommissioning. However, updating and consolidating all land development regulations will be a significant financial commitment and advance budgeting will be necessary for the costs of public engagement, consultant fees, and additional staff commitments. This is a very high priority need, but is unlikely to occur in the current budget cycle.

Administration

1. **Economic Development Strategy.** The economic development strategy may be able to be completed will largely be a demand on staff time. Additional costs associated with this need could be market studies, but some of that data is available through METROCOG.
2. **Core Infrastructure Rehab Financial Plan:** The success of downtown and surrounding neighborhoods are impacted by the status of the historic infrastructure. Deferred maintenance is becoming a barrier to success and a rehabilitation strategy and funding is crucial to the future economic success of these areas.
3. **Space Management** New facilities associated with the space management require capital investment but the allocation of space for various needs is the first step in that process and simply requires administrative time to develop a strategy.