

Cass County Planning Commission Meeting
Thursday, July 27, 2017 at 7:00 a.m.
Cass County Highway Department Vector Conference Room
1201 West Main Avenue in West Fargo
Agenda

Business Items:

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approve Meeting Minutes of May 25, 2017
5. New Business
 - A. Cass County Comprehensive and Transportation Plan Task Force Membership
 - B. Public Hearing Items:
 - David Acres Subdivision – a Minor Subdivision in Section 14 of Lake Township
6. Old Business
7. Adjournment

**CASS COUNTY PLANNING COMMISSION
MAY 25, 2017**

1. MEETING TO ORDER

A meeting of the Cass County Planning Commission was called to order on May 25, 2017, at 7:00 AM in the Vector Control Conference Room with members present as follows: Todd Ellig, Kevin Fisher, David Gust, Ken Lougheed, Tim Mahoney, and Mark Wentz. Arland Rasmussen and Keith Monson were absent. Also present was County Planner Hali Durand.

2. MINUTES, APPROVED

MOTION, passed

Mr. Gust moved and Mr. Ellig seconded to approve the minutes of the March 23, 2017, meeting as presented. Motion carried.

3. DJ MEESTER SUBDIVISION (Minor Subdivision), Final plat approved

Mr. Lougheed opened the public hearing.

An application for a Minor Subdivision (plat) was received by the Cass County Planning Office for approval of a tract of land located in the southeast quarter of Section 13, Lake Township, to plat one lot for residential development. The said tract contains approximately 2.7 acres of land, more or less. The proposed ownership and maintenance responsibility of the subdivision will be private. The subdivision will use private gravel roads, ditches for storm sewer conveyance, and an on-site septic sewer system for waste water treatment. The existing land is and will remain agricultural.

Ms. Durand recommends approval of the Final Plat as it meets the goals and objectives of the Cass County Comprehensive Plan, the Cass County Highway Access Plan, the Flood Damage Prevention Ordinance, the Cass County Subdivision Ordinance and all other applicable regulations, with conditions for approval to include a Deed Restriction of land up to 40 acres.

Ms. Durand stated that there was concern from the Water Resource District with regards to the existing drain. The owners may have to adjust the plat so that it doesn't interfere with the existing drain. The township has no issues.

The public hearing was closed.

MOTION, passed

Mr. Ellig moved and Mr. Fisher seconded to recommend approval to the Cass County Commission of the Final Plat for DJ Meester Subdivision (Minor Subdivision) as presented. Motion carried.

4. OLD BUSINESS

Ms. Durand said Glasow's First Subdivision and DM Subdivision have been approved by the County Commission and have been recorded.

Ms. Durand is working with the township board on the Wheatland Colony on conditional use permits, zoning, etc. at the request of the township board. Some discussion was held as to why this will not come before the Cass County Planning Commission for approval. Ms. Durand stated that this is a zoning issue which is the township's jurisdiction. It is not a subdivision issue, therefore it does not come before the planning commission. The question of density restrictions was raised, but that only gets addressed by the planning commission as it relates to subdivision. The owner is not dividing the parcel of land. They will be utilizing the entire 140 acres that is owned.

Ms. Durand and Mr. Benson discussed the proposed proceedings to build a new school in Horace. They have continued to take part in meetings and are involved in the planning process for this project. Discussion was held on development in and around Horace. Horace just signed a waste water treatment agreement with the City of Fargo. Once that is in place, development is expected to increase significantly.

Ms. Durand stated that regarding the updating of the Cass County Comprehensive Plan, interviews have been done and KLJ was awarded the bid. They are currently going through contract negotiations. They will be looking at a year time frame from start to completion.

5. ADJOURNMENT

On motion by Dr. Mahoney, seconded by Mr. Ellig, and all voting in favor, the meeting was adjourned at 7:50 AM.



Planning Department

Memorandum

From: Hali Durand, Cass County Planner
Adam Altenburg, FM Metro COG
Joel Quanbeck, KLJ

Date: July 20, 2017

Subject: Cass County Comprehensive and Transportation Plan Task Force Membership

One of the first steps of the Cass County Comprehensive and Transportation Plan process is establishing the membership for the Task Force. Public engagement is a critical component of the overall planning process because we want the final Plan to reflect the values and needs of the County. The Task Force will act as a "sounding board" for the Planning Team, allowing opportunity for in-depth discussion of topics that may be identified through other public engagement activities, such as surveys and the public input meetings. It is envisioned as a broad base of county wide interest groups and general citizens so that it is representative of the overall public.

The Task Force will meet three times over the course of the project. It is envisioned these meetings will be between two and three hours in length. The first meeting will take place in September, and will focus on identifying and clarifying issues and needs to be addressed by the planning process. The second meeting will likely take place in late January or early February. It will evaluate and respond to proposed concepts and draft plans coming out of the detailed analysis of topic areas such as transportation, land use, economic development, natural and cultural resources, floodplain management, and emergency management. The third meeting will likely take place in March and will preview and provide feedback on the refined concepts and plans as they are being prepared for the draft Comprehensive and Transportation Plan.

The project management team met this week to identify potential representation on the task force. It is important that the task force membership have a strong representation of the rural part of the County since the majority of the land use and transportation planning focus will be on the rural area of the County. In order to keep the Task Force size manageable, it is ideal to have members that represent more than one

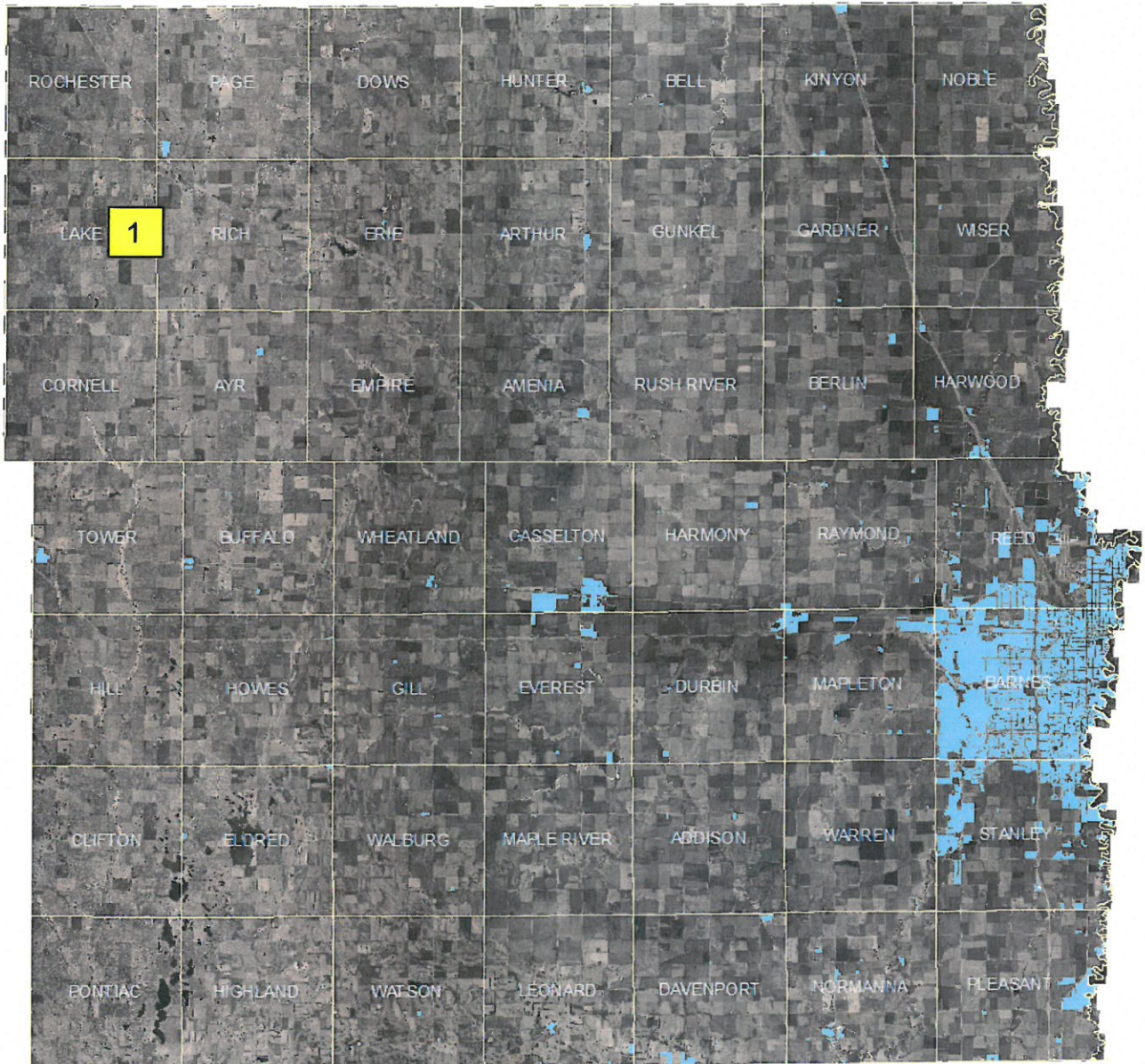
1201 Main Avenue West
West Fargo, North Dakota
58078-1301

701-298-2370
Fax: 701-298-2395

category. It is also ideal to have task force members who are big picture thinkers. Our representation category list includes the following:

- Rural township residents
- Urban fringe township residents
- Small city residents
- Urban city residents
- Township officers
- City officials
- Grain Handling/Transportation
- Local foods
- Large farming operations
- Small farming operations
- Economic development
- Minority/human rights
- Transportation
- Bike/pedestrian transportation
- Natural resources
- County wildlife
- Housing
- Public safety
- Historical society
- Watershed districts
- Utilities
- Schools
- Rural Health

B. Public Hearing Items:



1 David Acres Subdivision

Final Plat Report

Title: David Acres Subdivision
Owner(s): Scott Davis
Type of Request: Minor Subdivision (1 lot)
Status: Final Hearing at the July 27, 2017 Planning Commission Meeting

Existing and Proposed Land Use:

The existing land is and will remain Agricultural.

Proposal:

The applicant is seeking approval of a Minor Subdivision to plat 1 lot for residential sale.

The said tract contains 10.50 acres of land, more or less. The proposed ownership and maintenance responsibility of the subdivision will be private. The subdivision will use private gravel roads, ditches for storm sewer conveyance, rural water, and an on-site septic sewer system for waste water treatment.

Location:

The tract is located in part of the Southeast Quarter of Section 14 of Lake Township, North of 21st Street SE and West of State 38.

Agency Comments

<i>County Engineer</i>	There are no concerns.
<i>Water Resource District</i>	<i>The Maple River Water Resource District has no comment to submit.</i>
<i>Cass County Electric Cooperative</i>	There is a single phase powerline feeding the existing house. An updated easement covering this existing powerline has been added to the plat.
<i>Century Link</i>	No comment.
<i>Cass Rural Water</i>	No comment.
<i>North Dakota Department of Transportation</i>	The plat has been reviewed and no comments are provided.
<i>County Sanitarian</i>	A soil report has not been completed for this property and would be required before an onsite sewage treatment system can be installed.
<i>Township Chairman</i>	There are no issues with the proposal.
<i>The City of Fargo</i>	The proposed subdivision is outside of Fargo City limits and there are no comments.
<i>The City of West Fargo</i>	No comment.
<i>Xcel Energy</i>	No comment.

Staff Analysis:

The subject property is bound by agricultural land and a farmstead to the South with no adjacent subdivisions. The proposed use is consistent with Township Ordinances.

As per FEMA's National Flood Hazard Layer the proposed plat is currently within an unmapped area therefore no flood determination has been made. No wetlands are present within the subject tract. The current access (township gravel road) will continue to be used.

A deed restriction will be required to be recorded for land up to 80 acres.

Staff Recommendation:

To accept the findings and recommendations of staff and recommend approval to the County Commission of the proposed application as the proposal meets the goals and objectives of the Cass County Comprehensive Plan, the Cass County Highway Access Plan, the Flood Damage Prevention Ordinance, the Cass County Subdivision Ordinance, and all other applicable regulations.

DAVIS ACRES SUBDIVISION

PART OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 142 NORTH,
RANGE 55 WEST OF THE FIFTH PRINCIPAL MERIDIAN,
COUNTY OF CASS, STATE OF NORTH DAKOTA

OWNER'S CERTIFICATE

KNOW ALL MEN BY THESE PRESENTS, THAT SCOTT DAVIS, OF PAGE, NORTH DAKOTA, IS THE OWNER OF THAT PART OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 142 NORTH, RANGE 55 WEST OF THE 5TH PRINCIPAL MERIDIAN TO THE COUNTY OF CASS, STATE OF NORTH DAKOTA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 14 THENCE N02°05'23"W (ASSUMED BEARING) ALONG THE EAST LINE OF SAID SECTION A DISTANCE OF 474.94 FEET TO THE POINT OF BEGINNING; THENCE S88°46'46"W A DISTANCE OF 781.27 FEET; THENCE N02°16'12"W A DISTANCE OF 580.62; THENCE N88°13'44"E A DISTANCE OF 783.02 FEET TO THE EAST LINE OF SAID SECTION 14; THENCE S02°05'23"E ALONG THE EAST LINE OF SAID SECTION 14 A DISTANCE OF 588.12 FEET TO THE POINT OF BEGINNING. SAID PARCEL CONTAINS 10.50 ACRES MORE OR LESS AND IS SUBJECT TO EASEMENTS AND RIGHTS OF WAY OF SIGHT AND RECORD.

SAID OWNERS HAVE CAUSED THE ABOVE DESCRIBED TRACT OF LAND SHOWN ON THIS PLAT TO BE SURVEYED AND PLATTED AS DAVIS ACRES SUBDIVISION TO THE COUNTY OF CASS, STATE OF NORTH DAKOTA. SAID DAVIS ACRES SUBDIVISION, CONSISTS OF ONE LOT AND ONE BLOCK, CONTAINING 10.50 ACRES, MORE OR LESS.

By: _____
SCOTT DAVIS

STATE OF _____)
COUNTY OF _____)SS

BE IT KNOWN ON THIS _____ DAY OF _____, 2017, BEFORE ME PERSONALLY APPEARED SCOTT DAVIS, TO ME KNOWN TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE EXECUTION OF THE SAME AS A FREE ACT AND DEED.

MY COMMISSION EXPIRES: _____
NOTARY PUBLIC

SURVEYORS CERTIFICATE

I, COLE A. NESET HEREBY CERTIFY THAT THIS SURVEY, PLAN AND/OR REPORT WAS PREPARED UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF NORTH DAKOTA.

COLE A. NESET _____ DATE _____
REGISTERED LAND SURVEYOR No. LS-7513
STATE OF NORTH DAKOTA

STATE OF _____)
COUNTY OF _____)SS

BE IT KNOWN ON THIS _____ DAY OF _____, 2017, BEFORE ME PERSONALLY APPEARED COLE A. NESET, NORTH DAKOTA REGISTERED LAND SURVEYOR, TO ME KNOWN TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE EXECUTION OF THE SAME AS A FREE ACT AND DEED.

MY COMMISSION EXPIRES: _____
NOTARY PUBLIC

CASS COUNTY ENGINEER

REVIEWED BY THE CASS COUNTY ENGINEER THIS _____ DAY OF _____, 2017.

JASON BENSON, CASS COUNTY ENGINEER

CASS COUNTY PLANNING COMMISSION

REVIEWED BY THE CASS COUNTY PLANNING COMMISSION THIS _____ DAY OF _____, 2017.

KEN LOUGHEED, CHAIRMAN
ATTEST: _____
SECRETARY

CASS COUNTY BOARD OF COMMISSIONER'S APPROVAL

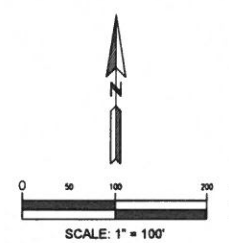
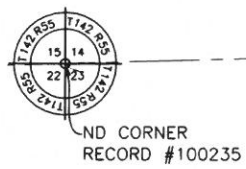
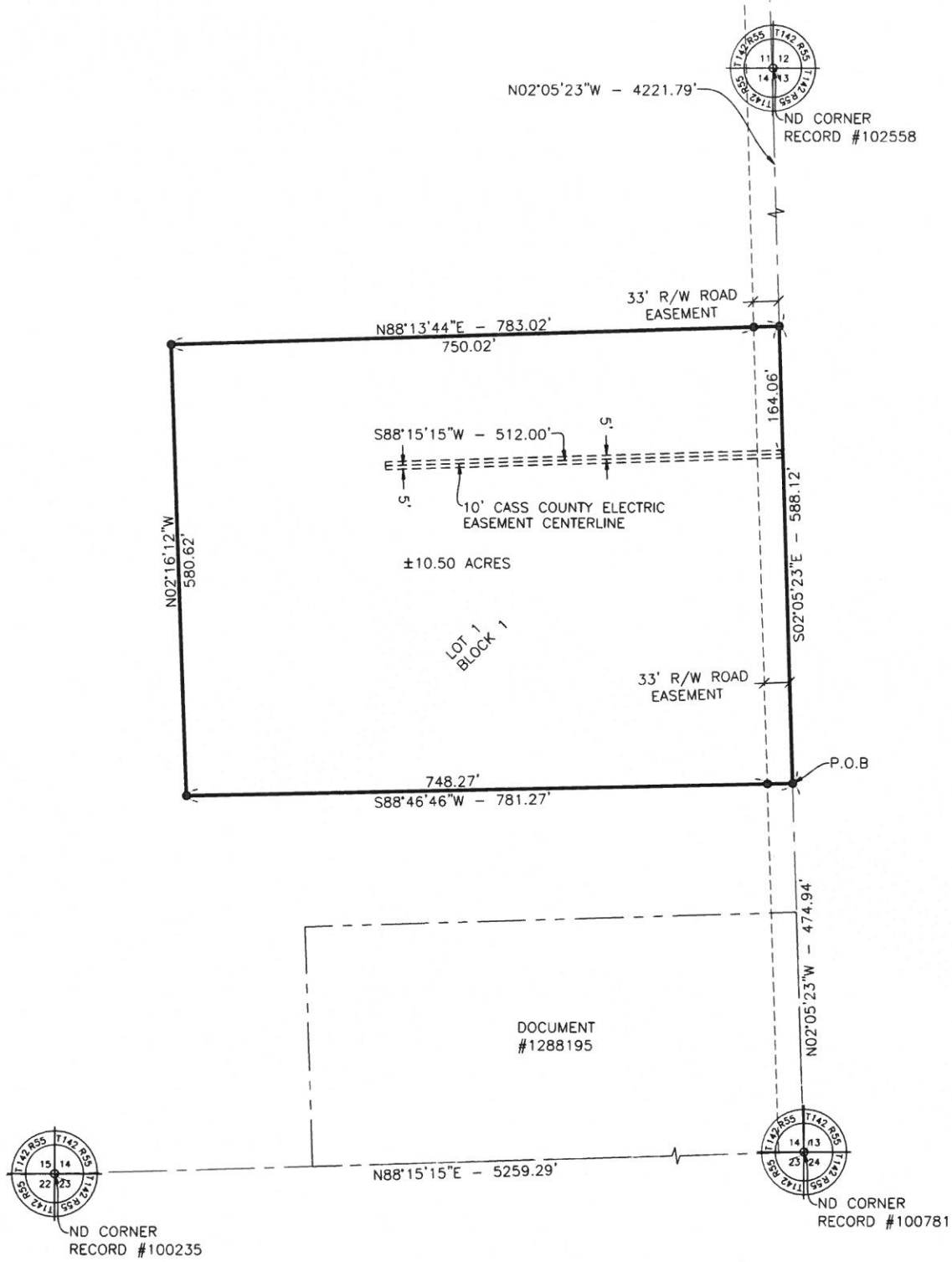
REVIEWED BY CASS COUNTY, NORTH DAKOTA THIS _____ DAY OF _____, 2017.

CHAD PETERSON, CHAIRMAN
ATTEST: _____
MICHAEL MONTPLAISIR, CASS COUNTY AUDITOR

LAKE TOWNSHIP

REVIEWED BY LAKE TOWNSHIP, CASS COUNTY, NORTH DAKOTA, THIS _____ DAY OF _____, 2017.

KEVIN BAASCH, CHAIRMAN
ATTEST: _____
ANTHONY LINDSETH, CLERK



- LEGEND**
- PROPERTY PIN FOUND
 - PROPERTY PIN PLACED - RLS No.7513
 - P.O.B.
 - PARCEL BOUNDARY LINE
 - - - EXISTING PROPERTY LINE
 - - - SECTION LINE

VICINITY MAP NOT TO SCALE



SHEET 1 OF 1
FOR RECORDING PURPOSES