## CASS COUNTY PLANNING COMMISSION AGENDA

Thursday, March 28, 2024 at 7:00 a.m.
Cass County Highway Dept., 1201 Main Ave W, West Fargo, ND 58078

A. Call to Order<br>B. Roll Call<br>C. Determination of a Quorum<br>D. Approve Meeting Minutes of February 22, 2024

## E. Public Hearing Items

1. Hearing on an application requesting a Minor Subdivision Plat of ASD Subdivision located in Section 6, Township 143 North, Range 55 West of the $5^{\text {th }}$ Principal Meridian, Rochester Township, Cass County, North Dakota.
2. Hearing on an application requesting a Minor Subdivision Plat of Voigt Subdivision located in Section 32, Township 142 North, Range 49 West of the $5^{\text {th }}$ Principal Meridian, Wiser Township, Cass County, North Dakota.
3. Hearing on an application requesting a Minor Subdivision Plat of FMD-Harwood Subdivision located in Township 141 North, Range 49 West of the $5^{\text {th }}$ Principal Meridian, Harwood Township, Cass County, North Dakota.
4. Hearing on an application requesting a Minor Subdivision Plat of FMD-Berlin Subdivision located in Sections 24, 25, and 36, Township 142 North, Range 49 West of the $5^{\text {th }}$ Principal Meridian, Berlin Township, Cass County, North Dakota.
5. Hearing for the purpose of presenting the 2023 Storm Water Pollution Prevention Program Summary and for public input on the Cass County Stormwater Pollution Prevention Plan.

## F. New Business

G. Old Business

1. Opening on Planning Commission for a Fargo Resident

## H. Adjournment

## CASS COUNTY PLANNING COMMISSION

## A. CALL TO ORDER

A meeting of the Cass County Planning Commission was called to order February 22, 2024 at 7:06 am in the West Fargo Public Works conference room.

## B. ROLL CALL

Planning Commissioners attending in person were Ken Lougheed, Dr. Tim Mahoney, Brad Olson, Keith Gohdes and Hugh Veit. David Gust, Keith Monson, and Commissioner Duane Breitling were absent.

Attending in person were Cole Hansen, Cass County Planner, Tom Soucy, Interim Cass County Engineer. Katherine Naumann, Senior Attorney attended via Teams.

## C. DETERMINATION OF A QUORUM

It was determined that there was a quorum based on the roll call.

## D. MINUTES, APPROVED

MOTION, passed
Mr. Veit wanted additional clarification to the New Business from January regarding confidentiality concerns for NDDA Regional Livestock Planning Grant. The January minutes have been updated.
Mr. Olson moved and Dr. Mahoney seconded to approve the minutes of the January 25, 2024 meeting as presented.
Motion carried.

## E. PUBLIC HEARING

1. Hearing on an application requesting a Minor Subdivision Plat of Rutten Subdivision located in Section 33, Township 139 North, Range 50 West of the 5th Principal Meridian, Mapleton Township, Cass County, North Dakota.

Mr. Lougheed opened the public hearing.
The applicant is seeking approval of a minor subdivision entitled Rutten Subdivision to plat a two (2) Lot subdivision of approximately 17.7 acres. According to the applicant, the subdivision is requested to help convey land to future Rutten generations by separating the home and farmstead from the tillable land.

The proposed ownership and maintenance responsibility of the subdivision will be private. The subdivision will use County Road 8 for road access, ditches for storm sewer conveyance, rural water. The property currently does have an on-site septic system for wastewater treatment.

Mr. Hansen further explained that Mr. Rutten's son does not have the means to purchase the entire parcel, but this is to set him up for future land purchases as Mr. Rutten is preparing to retire from farming.

Mr. Veit asked about the property. There are 2 lots, one for a house and one for farm buildings, but could build another house if desired.

There was no additional public comment, the public hearing was closed.
MOTION, passed
Dr. Mahoney moved, and Mr. Gohdes seconded to accept the findings and recommendations of staff and recommend approval to the County Commission of the subdivision 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.

## F. NEW BUSINESS

Subdivision Ordinance
There will be a modification regarding Deed Restrictions. Any changes or modifications to a deed restriction after a subdivision approval will be a public hearing where the Planning Commissioners will review and approve or reject the changes.

## G. OLD BUSINESS

Opening on Planning Commission for a Fargo Resident
Dr. Mahoney had a person that is interested in the position, and he will contact Mr. Hansen to get the process started.

## NDDA Regional Livestock Planning Grant

This grant was approved and the States Attorney said that Cass County will be enforcing confidentiality.

## Diversion plats

Diversion plats will be starting again in March 2024. Planning Department expect two coming. This will follow the same process and if any part of it is denied; example, the townships do not agree and will not sign the plat, then it will have to start again with any adjustments. A slightly different process will be followed for plats as they begin to enter the ET of the cities of West Fargo and Horace, with both the city and the county needing to fully approve plats.

## Highway building updates

Highway Department has been under renovation since May 2023. It is expected that all future meetings will be held at the Highway Department upon completion in mid-March 2024.

## H. ADJOURNMENT

On motion by Mr. Veit and seconded by Mr. Olson and all voting in favor, the meeting was adjourned at 7:36 am.

## Agenda Items

Cass County Planning Commission


## Agenda Items:

E1-ASD Subdivision
E2 - Voigt Subdivision
E3 - FMD-Harwood Subdivision
E4 - FMD-Berlin Subdivision

Maps and data are to be used for reference purposes only and Cass County, ND, is not responsible for any inaccuracies herein
contained. No responsibility is assumed for contained. No responsibility is assumed or
damages or other liabilities due to the accuracy, availability, use or misuse of the accuracy, availability, use or misuse of
information herein provided.
CASS COUNTY GOVERNMENT


Agenda Item No. E. 1

## Cass County Planning Commission Staff Report

| Entitlements Requested: | Minor Subdivision (1 Lot) of a part of the SE $1 / 4$ of Section 6, Township 143 North, Range 55 West |  |  |
| :---: | :---: | :---: | :---: |
| Title: | ASD Subdivision | Date: | 03/28/24 |
| Location: | SE $1 / 4$ of Section 6, Township 143 North, Range 55 West (Rochester Township) | Staff <br> Contact: | Cole Hansen |
| Parcel Number: | $\begin{aligned} & \text { 62-0000-11426-020, 62-0000- } \\ & 11426-040 \end{aligned}$ | Water <br> District: | Maple River Water District |
| Owner(s)/Applicant: | Alfred, Sarah, and Dean Johnson | Engineer/ <br> Surveyor: | Neset Surveys |
| Status: | Planning Commission Hearing: March 28, 2024 |  |  |
| Existing Land Use |  | Proposed Land Use |  |
| Residential |  | Residential |  |
| Proposal |  |  |  |

The applicant is seeking approval of a minor subdivision entitled ASD Subdivision to plat a one (1) Lot subdivision of approximately 9.5 acres. According to the applicant, the subdivision is requested to combine two lots into one and remove the tillable land.

The proposed ownership and maintenance responsibility of the subdivision will be private. The subdivision will use County Road 1 for road access, ditches for storm sewer conveyance, rural water. The property currently does have an on-site septic system for wastewater treatment.

## Agency Comments

County Engineer
Water Resource District
Cass County Electric Cooperative
Century Link
Sprint/T-Mobile/Congent
AT\&T
Xcel Energy
Otter Tail Power Company
Magellan Pipeline Company

No comments were received prior to publishing the staff report. No comment.

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| NuStar Energy | No comments were received prior to publishing the staff report. |
| :--- | :--- |
| Cass Rural Water <br> North Dakota Department of <br> Transportation | No comments were received prior to publishing the staff report. |
| County Sanitarian | Neither of these houses have septic systems that have been permitted, so the <br> department cannot say that these properties comply with code requirements. |
| Township Chairman | No comments were received prior to publishing the staff report. |
| The City of Fargo | No comments were received prior to publishing the staff report. |
| The City of West Fargo | No comments were received prior to publishing the staff report. |
| Public Comment | No comments were received prior to publishing the staff report. |

## Land Use and Surrounding Uses

The subject property is bound by agricultural production land on the north, west, south, and east sides of the lot. County Road 1 borders the east of the property.

## Floodzone

According to the FEMA Flood Map Service Center, this property is currently unmapped and no Special Hazard Flood Area has been identified. In addition, no wetlands or other notable features are present on the proposed subdivision Lot.

## Land Development Rights

The subject quarter-quarter section currently is developed and requires the transfer of a development right.
Section 5.04 (e) of the Cass County Subdivision Ordinance states that every quarter-quarter section is granted one (1) Development Right to create a buildable lot with a minimum of 40 acres. Because the lot subdivision proposal is less than 40 acres, a transfer of a development right is required along with a deed restriction.

## Staff Recommendation

To accept the findings and recommendations of staff and recommend approval to the County Commission of the subdivision 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.

## Attachments

1. Location Map
2. Plat Document

## Minor Subdivision

## ASD Subdivision



Cass County Planning Commission March 28, 2024




## Cass County Planning Commission Staff Report

| Entitlements Requested: | Minor Subdivision (1 Lot) of a part of the SE $1 / 4$ of Section 32, Township 142 North, Range 49 West |  |  |
| :---: | :---: | :---: | :---: |
| Title: | Voigt Subdivision | Date: | 03/28/24 |
| Location: | SE $1 / 4$ of Section 32, Township 142 North, Range 49 West (Wiser Township) | Staff Contact: | Cole Hansen |
| Parcel Number: | 70-000013632-010 | Water District: | North Cass Water District |
| Owner(s)/Applicant: | Loren and Alice Richards | Engineer/ Surveyor: | RJN Survey |
| Status: | Planning Commission Hearing: March 28, 2024 |  |  |
| Existing Land Use |  | Proposed Land Use |  |
| Residential |  | Residential |  |
| Proposal |  |  |  |

The applicant is seeking approval of a minor subdivision entitled Voight Subdivision to plat a one (1) Lot subdivision of approximately 4.6 acres. According to the applicant, the subdivision is requested to separate the existing farmstead from the tillable land.

The proposed ownership and maintenance responsibility of the subdivision will be private. The subdivision will use $170^{\text {th }}$ Ave SE for road access, ditches for storm sewer conveyance, rural water. The property currently does have an on-site septic system for wastewater treatment.

## Agency Comments

County Engineer
Water Resource District
Cass County Electric Cooperative
Century Link
Sprint/T-Mobile/Congent
AT\&T
Xcel Energy
Otter Tail Power Company
Magellan Pipeline Company

No comments were received prior to publishing the staff report. No comment.

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| NuStar Energy | No comments were received prior to publishing the staff report. |
| :--- | :--- |
| Cass Rural Water | Has private well service, not seeking rural water service. |
| North Dakota Department of <br> Transportation | No comment. |
| County Sanitarian | Property meets code requirements and has an approved and licensed septic system. <br> There are no issues. |
| Township Chairman No comments were received prior to publishing the staff report. <br> The City of Fargo No comments were received prior to publishing the staff report. <br> The City of West Fargo No comments were received prior to publishing the staff report. <br> Public Comment No comments were received prior to publishing the staff report. |  |

## Staff Analysis

## Land Use and Surrounding Uses

The subject property is bound by agricultural production land on the north, west, south, and east sides of the lot. $170^{\text {th }}$ Ave SE borders the east of the property.

## Floodzone

According to the FEMA Flood Map Service Center, this property is currently unmapped and no Special Hazard Flood Area has been identified. In addition, no wetlands or other notable features are present on the proposed subdivision Lot.

## Land Development Rights

The subject quarter-quarter section currently is developed and requires the transfer of a development right.
Section 5.04 (e) of the Cass County Subdivision Ordinance states that every quarter-quarter section is granted one (1) Development Right to create a buildable lot with a minimum of 40 acres. Because the lot subdivision proposal is less than 40 acres, a transfer of a development right is required along with a deed restriction.

## Staff Recommendation

To accept the findings and recommendations of staff and recommend approval to the County Commission of the subdivision 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.

## Attachments

1. Location Map
2. Plat Document

## Minor Subdivision

Voigt Subdivision


Cass County Planning Commission March 28, 2024


## VOIGT SUBDIVISION

## BEING A PLAT OF PART OF THE NORTHEAST QUARTER AND PART OF SOUTHEAST QUARTER OF SECTION 32,

 TOWNSHIP 142 NORTH, RANGE 49 WEST OF THE FIFIH PRINCIPAL MERIDIANCASS COUNTY, NORTH DAKOTA



## Cass County Planning Commission Staff Report

| Entitlements <br> Requested: | Minor Subdivision (19 Lot) of a part of Township 141 North, Range 49 West |  |  |
| :--- | :--- | :--- | :--- |
| Title: | FMD-Harwood Subdivision | Date: | 03/28/24 |
| Location: | Township 141 North, Range 49 <br> West (Harwood Township) | Staff <br> Contact: | Cole Hansen |
| Parcel Number: | Water | Rush River Water <br> District: | District |

The applicant is seeking approval of a minor subdivision entitled FMD-Harwood Subdivision to plat a nineteen (19) Lot subdivision of approximately 1,496 acres. According to the applicant, the subdivision is requested to plat the diversion channel.

The proposed ownership and maintenance responsibility of the subdivision will be public.

## Agency Comments

County Engineer
Water Resource District
Cass County Electric Cooperative Century Link
Sprint/T-Mobile/Congent
AT\&T
Xcel Energy
Otter Tail Power Company
Magellan Pipeline Company
NuStar Energy
Cass Rural Water

No comments were received prior to publishing the staff report.
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| North Dakota Department of <br> Transportation <br> County Sanitarian | No comment. |
| :--- | :--- |
| Township Chairman | No issues. |
| The City of Fargo | No comments were received prior to publishing the staff report. |
| The City of West Fargo | No comments were received prior to publishing the staff report. |
| Public Comment | No comments were received prior to publishing the staff report. |
|  | No comments were received prior to publishing the staff report. |

## Land Use and Surrounding Uses

The subject property is bound by agricultural production land on the north, west, south, and east sides of the lot.

## Floodzone

Plat is for diversion channel and as such is a facility that is designed to flood and direct flood waters during a flood event.

## Land Development Rights

The subject quarter-quarter section currently is developed and requires the transfer of a development right. Section 5.04 (e) of the Cass County Subdivision Ordinance states that every quarter-quarter section is granted one (1) Development Right to create a buildable lot with a minimum of 40 acres. Because the lot subdivision proposal is less than 40 acres, a transfer of a development right is required along with a deed restriction.

## Staff Recommendation

To accept the findings and recommendations of staff and recommend approval to the County Commission of the subdivision 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.

## Attachments

1. Location Map
2. Plat Document
3. Variance Application

## Minor Subdivision

## FMD-Harwood Subdivision

Section 1, 2, 3, 9, 10, 16, 17, 19, 20, 21, 30, Harwood Township
Township 141 North - Range 49 West


Cass County Planning Commission March 28, 2024

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Imagery: NAIP, summer/fall 2023 Maps and data are to be used for reference purposes only and Cass County, ND, is no responsible for any inaccuracies herein damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided. CASS COUNTY GOVERNMENT


## FMD-HARWOOD SUBDIVISION

## IN SECTIONS 1-3, 9-10, 16-17, 19-21\& \&O, T141N,

R49W, 5th P.M., CASS COUNTY, NORTH DAKOTA


## FMD-HARWOOD SUBDIVISION

IN SECTIONS 1-3, 9-10, 16-17, 19-21\& 30, T141N, R49W, 5th P.M., CASS COUNTY, NORTH DAKOTA


## PLAT of

FMD-HARWOOD SUBDIVISION
IN SECTIONS 1-3, 9-10, $16-17,19-21 \& 30$, $\mathrm{T}_{1} 41 \mathrm{~N}, \mathrm{R} 49 \mathrm{~W}$, 5th P.M., CASS COUNTY, NORTH DAKOTA


## FMD-HARWOOD SUBDIVISION

IN SECTIONS 1-3, 9-10, $16-17,19-21 \& 30$, $\mathrm{T}_{1} 41 \mathrm{~N}, \mathrm{R} 49 \mathrm{~W}$, 5th P.M., CASS COUNTY, NORTH DAKOTA




## Cass County Planning Commission Staff Report

| Entitlements Requested: | Minor Subdivision (3 Lot) of a part of Township 141 North, Range 50 West |  |  |
| :---: | :---: | :---: | :---: |
| Title: | FMD-Berlin Subdivision | Date: | 02/22/24 |
| Location: | Township 141 North, Range 50 West (Berlin Township) | Staff <br> Contact: | Cole Hansen |
| Parcel Number: |  | Water <br> District: | Rush River Water District |
| Owner(s)/Applicant: | Cass County Water Resource District | Engineer/ <br> Surveyor: | AE2S |
| Status: | Planning Commission Hearing: March 28, 2024 |  |  |
| Existing Land Use |  |  | sed Land Use |
| Agricultural |  |  | gricultural |
| Proposal |  |  |  |

The applicant is seeking approval of a minor subdivision entitled FMD-Berlin Subdivision to plat a three (3) Lot subdivision of approximately 594 acres. According to the applicant, the subdivision is requested to plat the diversion channel.

The proposed ownership and maintenance responsibility of the subdivision will be public

## Agency Comments

County Engineer
Water Resource District
Cass County Electric Cooperative
Century Link
Sprint/T-Mobile/Congent
AT\&T
Xcel Energy
Otter Tail Power Company
Magellan Pipeline Company
NuStar Energy
Cass Rural Water

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| North Dakota Department of <br> Transportation <br> County Sanitarian | No comment. |
| :--- | :--- |
| Township Chairman | No issues. |
| The City of Fargo | No comments were received prior to publishing the staff report. |
| The City of West Fargo | No comments were received prior to publishing the staff report. |
| Public Comment | No comments were received prior to publishing the staff report. |
|  | No comments were received prior to publishing the staff report. |

## Land Use and Surrounding Uses

The subject property is bound by agricultural production land on the north, west, south, and east sides of the lot.

## Floodzone

Plat is for diversion channel and as such is a facility that is designed to flood and direct flood waters during a flood event.

## Land Development Rights

The subject quarter-quarter section currently is developed and requires the transfer of a development right. Section 5.04 (e) of the Cass County Subdivision Ordinance states that every quarter-quarter section is granted one (1) Development Right to create a buildable lot with a minimum of 40 acres. Because the lot subdivision proposal is less than 40 acres, a transfer of a development right is required along with a deed restriction.

## Staff Recommendation

To accept the findings and recommendations of staff and recommend approval to the County Commission of the subdivision 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.

## Attachments

1. Location Map
2. Plat Document
3. Variance Application

## Minor Subdivision

## FMD-Berlin Subdivision

Section 24, 25, 36, Berlin Township Township 141 North - Range 50 West


Cass County Planning Commission March 28, 2024


FMD-BERLIN SUBDIVISION IN SECTIONS 24, 25, and 36, T141N, R5OW, 5th P.M., CASS COUNTY, NORTH DAKOTA





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Melisa Hinkemener, Secretary Treasure?
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RUSH RIVER WATER RESOURCE DISTRICT
Wiliam A. Hell. Chairman
$\overline{\text { Meilssa Hinkemener, Seceretany Treasurer }}$
countr of cass






RUSH RVEE WATER RESOURCES

PURPOSES



EXISTING EASEMENTS


FLOODWAY \& FLOODPLAIN






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state of north dako


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CERTIFICATE OF CASS COUNTY ENGINEER
Revieved by the Cass Connty Enginer this __day of _-_ ${ }^{2024 .}$
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Dated this
Ken Lougheed, Chaiman $\quad \underset{\substack{\text { Attest } \\ \text { Secserayy }}}{ }$

 Rick Steen, Chaiman


## PLAT of

FMD-BERLIN SUBDIVISION
IN SECTIONS 24, 25, and 36, T141N, R5OW, 5th P.M., CASS COUNTY, NORTH DAKOTA


