## CASS COUNTY PLANNING COMMISSION AGENDA

## Thursday, April 25, 2024 at 7:00 a.m.

Cass County Highway Dept., 1201 Main Ave W, West Fargo, ND 58078
A. Call to Order
B. Roll Call
C. Determination of a Quorum
D. Approve Meeting Minutes of March 28, 2024

## E. Public Hearing Items

1. Hearing on an application requesting a Minor Subdivision Plat of Erdmann Subdivision located in Section 4, Township 138 North, Range 50 West of the $5^{\text {th }}$ Principal Meridian, Warren Township, Cass County, North Dakota.
2. Hearing on an application requesting a Minor Subdivision Plat of Chip and Jane's Subdivision located in Section 33, Township 138 North, Range 50 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 Johnson Subdivision located in Section 22, Township 140 North, Range 55 West of the $5^{\text {th }}$ Principal Meridian, Tower Township, Cass County, North Dakota.

## F. New Business

G. Old Business

1. Opening on Planning Commission for a Fargo Resident

## H. Adjournment

## CASS COUNTY PLANNING COMMISSION

March 28, 2024

## A. CALL TO ORDER

A meeting of the Cass County Planning Commission was called to order March 28, 2024 at 7:01am in the Tundra conference room at the Cass County Highway Department.

## B. ROLL CALL

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

Attending in person were Cole Hansen, Cass County Planner and Tom Soucy, Interim Cass County Engineer, Dean Vetter and Eric Dodds from AE2S and Chris Bakkegard from the FM Diversion Authority. Members of the public that attended in person were George Voigt, James Tvedt, Merle Anders and Loren Richards.

## C. DETERMINATION OF A QUORUM

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

## D. MINUTES, APPROVED <br> MOTION, passed

Mr. Olson moved and Mr. Veit seconded to approve the minutes of the February 22, 2024 meeting as presented.
Motion carried.

## E. PUBLIC HEARING

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 5th Principal Meridian, Rochester Township, Cass County, North Dakota.
Mr . Lougheed opened the public hearing.
Dr. Mahoney entered the meeting at 7:03am.
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.

There was no public comment, the public hearing was closed.

## MOTION, passed

Mr. Gust moved, and Mr. Veit 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, including that the remnant lot be added to the main lot.
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 5th Principal Meridian, Wiser Township, Cass County, North Dakota.
Mr. Lougheed opened the public hearing.
The applicant is seeking approval of a minor subdivision entitled Voigt 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 170th 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.
Mr. Hansen said that the tree line will be removed and the building outside the area is now gone.

There was no public comment, the public hearing was closed.

## MOTION, passed

Mr. Olson moved, and Mr. Monson 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.
3. Hearing on an application requesting a Minor Subdivision Plat of FMD-Harwood Subdivision located in Township 141 North, Range 49 West of the 5th Principal Meridian, Harwood Township, Cass County, North Dakota.
Mr. Lougheed opened the public hearing.
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.
Mr. Bakkegard answered questions regarding green space. He made it clear that any additional platting will happen in the next few years after diversion construction is complete. The reason for this platting now is for construction purposes and there will be no residential building.

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.
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 5th Principal Meridian, Berlin Township, Cass County, North Dakota.
Mr. Lougheed opened the public hearing.
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.
Mr. Hansen read a letter of concern from Mr. Jim Krogh. Mr. Krogh's concern is the consolidation of tracts of land acquired by the FM Diversion Authority. He would like any excess land to be turned back into productive agricultural land use. He is concerned that future replatting of Diversion land will permanently be turned over to a group that has little concern for the future use of small tracts of unused land. Mr. Bakkegard said that they will not know what is needed until construction is completed. There will be a replatting process that will go through proper design processes in which time the Diversion Authority will look more closely to ensure everything is correctly connected. Mr. Dodd did thank Mr. Krogh for keeping a close eye on this property and bringing up any concerns. Mr. Gust indicated that he appreciates the work being done with the platting process of the diversion areas.

There were no additional public comments, the public hearing was closed.

## MOTION, passed

Mr. Veit moved, and Mr. Olson 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.
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.
Mr. Hansen summarized the 2023 Storm Water Pollution Prevention Program. The plan covers the Highway Department main facility. Culvers covered under the permit are within the city of Fargo jurisdiction. The facility map will require updates to the remodel and expansion of office space. No action is required to be taken.

## F. NEW BUSINESS

## G. OLD BUSINESS

Opening on Planning Commission for a Fargo Resident. Dr. Mahoney said that the City of Fargo is having a meeting to review boards that needs to be filled, and this position will be added to their meeting.

## H. ADJOURNMENT

On motion by Mr. Gust and seconded by Dr. Mahoney and all voting in favor, the meeting was adjourned at 7:31 am.

## Agenda Items

Cass County Planning Commission


## Agenda Items:

E1 - Erdmann Subdivision
E2 - Chip \& Jane's Subdivision
E3 - Johnson Subdivision

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


Agenda Item No. E. 1

# Cass County Planning Commission Staff Report 

| Entitlements Requested: | Minor Subdivision (2 Lots) of a part of the NW $1 / 4$ of Section 4, Township 138 North, Range 50 West |  |  |
| :---: | :---: | :---: | :---: |
| Title: | Erdmann Subdivision | Date: | 04/25/24 |
| Location: | NW $1 / 4$ of Section 4, Township 138 North, Range 50 West (Warren Township) | Staff <br> Contact: | Cole Hansen |
| Parcel Number: | $\begin{aligned} & \text { 67-0000-12615-010, 67-0000- } \\ & 12615-020 \end{aligned}$ | Water District: | Southeast Cass Water District |
| Owner(s)/Applicant: | Mark \& Karen Erdmann | Engineer/ <br> Surveyor: | Moore Engineering |
| Status: | Planning Commission Hearing: April 25, 2024 |  |  |
| Existing Land Use |  | Proposed Land Use |  |
| Residential/Agricultural |  | Residential |  |
| Proposal |  |  |  |

The applicant is seeking approval of a minor subdivision entitled Erdmann Subdivision to plat a two (2) Lot subdivision of approximately 19.8 acres. According to the applicant, the subdivision is requested to plat an existing auditor's lot and create a new lot for sale and development.

The proposed ownership and maintenance responsibility of the subdivision will be private. The subdivision will use $42^{\text {nd }} \mathrm{St} \mathrm{SE}$ 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 | No comments were received prior to publishing the staff report. |
| North Dakota Department of <br> Transportation | No comments were received prior to publishing the staff report. |
| County Sanitarian | No issue with proposal. |
| 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. |

## 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. $42^{\text {nd }} \mathrm{St}$ SE borders the north 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

## Erdmann Subdivision



Cass County Planning Commission April 25, 2024


## PLAT OF

## ERDMANN SUBDIVISION

A REPLAT OF AUDITOR'S LOT 1 OF THE NORTHWEST QUARTER OF SECTION 4 AND A PLAT OF PART OF GOVERNMENT LOT 3 OF THE NORTHWEST QUARTER OF SECTION 4, TOWNSHIP 138 NORTH, RANGE 50 WEST CASS COUNTY, NORTH DAKOTA


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Agenda Item No. E. 2

## Cass County Planning Commission Staff Report

| Entitlements Requested: | Minor Subdivision (1 Lot) of a part of the NW $1 / 4$ of Section 33, Township 138 North, Range 50 West |  |  |
| :---: | :---: | :---: | :---: |
| Title: | Chip and Jane's Subdivision | Date: | 04/25/24 |
| Location: | NW $1 / 4$ of Section 33, Township 138 North, Range 50 West (Warren Township) | Staff <br> Contact: | Cole Hansen |
| Parcel Number: | $\begin{aligned} & \text { 67-0000-12759-000, 67-0000- } \\ & 12760-020 \end{aligned}$ | Water <br> District: | Maple River Water District |
| Owner(s)/Applicant: | Chip Stewart \& Jane Randash | Engineer/ Surveyor: | Interstate Engineering |
| Status: | Planning Commission Hearing: April 25, 2024 |  |  |
| Existing Land Use |  | Proposed Land Use |  |
| Residential |  | Residential |  |
| Proposal |  |  |  |

The applicant is seeking approval of a minor subdivision entitled Chip and Jane's Subdivision to plat a one (1) Lot subdivision of approximately 0.97 acres. According to the applicant, the subdivision is requested to combine 2 auditor's lots to place a house.

The proposed ownership and maintenance responsibility of the subdivision will be private. The subdivision will use Warren St 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. |
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| Cass Rural Water <br> North Dakota Department of <br> Transportation | No comments were received prior to publishing the staff report. |
| County Sanitarian | This property is below 1 acre, but close enough that the department is willing to <br> grant a variance provided the county supports it. The easement for rural water on <br> the northeast will require that any waste treatment system be located on the south <br> or west side of the lot, so the owners should build any structures with that in mind. |
| Nownship 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 south, residential on the east and west, and a rail line on the north sides of the lot. Warren St borders the north 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
3. Variance Application

## VARIANCE APPLICATION



Cass County Planning Department 1201 Main Ave W

West Fargo, ND 58078
701-298-2375

FOR OFFICE USE ONLY

| PC Meeting Date |  |
| :--- | :--- |
| PC Meeting Decision |  |
| CC Meeting Date |  |
| CC Meeting Decision |  |

Please fill out the following information.

## PROPERTY OWNER



## SUBJECT PROPERTY

Legal Description: $\qquad$
Parcel ID Number: $\qquad$
Address: 451 WARREN STREET $\frac{\text { WAPREF Nd }}{\text { TwP }} 58021$
Current Zoning Classification AI AG
Description of requested variance and applicable conditions/circumstances justifying request (continue on separate sheet, if necessary):
No deed restriction due to $\sim 120$ year old auditor's lots and historically relevant residential construction.
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## Minor Subdivision

## Chip \& Jane's Subdivision



Cass County Planning Commission April 25, 2024




Agenda Item No. E. 1

## Cass County Planning Commission Staff Report

| Entitlements Requested: | Minor Subdivision ( $\mathbf{3}$ Lots) of a part of the SW $1 / 4$ of Section 22, Township 140 North, Range 55 West |  |  |
| :---: | :---: | :---: | :---: |
| Title: | Johnson Subdivision | Date: | 04/25/24 |
| Location: | SW $1 / 4$ of Section 22, Township 140 North, Range 55 West (Tower Township) | Staff <br> Contact: | Cole Hansen |
| Parcel Number: | $\begin{aligned} & \text { 65-0000-12087-010, 65-0000- } \\ & 12087-020 \end{aligned}$ | Water District: | Maple River Water District |
| Owner(s)/Applicant: | Steven D. Johnson | Engineer/ Surveyor: | KLJ Engineering |
| Status: | Planning Commission Hearing: April 25, 2024 |  |  |
| Existing Land Use |  | Proposed Land Use |  |
| Residential/Agricultural |  | Residential |  |
| Proposal |  |  |  |

The applicant is seeking approval of a minor subdivision entitled Johnson Subdivision to plat a three (3) Lot subdivision of approximately 49.5 acres. According to the applicant, the subdivision is requested to plat lots for sale.

The proposed ownership and maintenance responsibility of the subdivision will be private. The subdivision will use County Road 10 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. |
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| Cass Rural Water | No comments were received prior to publishing the staff report. |
| North Dakota Department of <br> Transportation | No comments were received prior to publishing the staff report. |
| County Sanitarian | No issue with proposal. |
| 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. |

## 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. County Road 10 borders the south 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

## Johnson Subdivision



Cass County Planning Commission April 25, 2024


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## JOHNSON SUBDIVISION

IN THE SOUTHWEST QUARTER (SWW14) OF SECTION 22, TOWNSHIP 140 NORTH, RANGE 55 WEST,
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