CASS COUNTY PLANNING COMMISSION AGENDA

Thursday, December 12, 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 Order of Agenda
- E. Approve Meeting Minutes of October 24, 2024

F. Public Hearing Items

- Hearing on an application requesting a Minor Subdivision Plat of Finley Subdivision located in Section 32, Township 142 North, Range 53 West of the 5th Principal Meridian, Erie Township, Cass County, North Dakota.
- Hearing on an application requesting a Minor Subdivision Plat of Dows Subdivision located in Section 34, Township 143 North, Range 53 West of the 5th Principal Meridian, Dows Township, Cass County, North Dakota.

G. New Business

- 1. Introductions
 - i. Jay Nelson Fargo Resident for Planning Commission
 - ii. Serenity Oien Principal Secretary for Highway Department

H. Old Business

I. Adjournment

CASS COUNTY PLANNING COMMISSION October 24, 2024

A. CALL TO ORDER

A meeting of the Cass County Planning Commission was called to order October 24, 2024 at 7:00am in the Heritage conference room at the Cass County Highway Department.

B. ROLL CALL

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

Keith Monson and Commissioner Duane Breitling were absent.

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

Members of the public that attended in person were Eric Johnson, Carol and Richard Freeman and Bob Staloch, Zoning Administrator for Pleasant and Davenport Townships.

C. DETERMINATION OF A QUORUM

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

D. APPROVE ORDER OF AGENDA

MOTION, passed

Mr. Olson moved, and Mr. Veit seconded to approve the order of the agenda as presented. Motion carried.

E. MINUTES, APPROVED

MOTION, *passed* Mr. Gust moved, and Dr. Mahoney seconded to approve the minutes of the September 26, 2024 meeting as presented. Motion carried.

F. PUBLIC HEARING

1. Hearing on an application requesting a Minor Subdivision Plat of Kurtz Subdivision located in Section 4, Township 137 North, Range 51 West of the 5th Principal Meridian, Davenport Township, Cass County, North Dakota.

Mr. Lougheed opened the public hearing.

The applicant is seeking approval of a minor subdivision entitled Kurtz Subdivision to plat a one (1) Lot subdivision of approximately 5.37 acres. According to the applicant, the subdivision is requested to plat a lot to break out a farmstead from the farmland.

The proposed ownership and maintenance responsibility of the subdivision will be private. The subdivision will use 159th Ave SE for road access, ditches for storm sewer conveyance, rural water. The property currently does not have a licensed on-site septic system for wastewater treatment. There were no public comments, the public hearing was closed.

MOTION, passed

Mr. Gust moved, and Mr. Gohdes seconded, with the requirement to have a recorded deed restriction, 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.

2. Hearing on an application requesting a Minor Subdivision Plat of Freeman Subdivision located in Section 2, Township 137 North, Range 49 West of the 5th Principal Meridian, Pleasant Township, Cass County, North Dakota.

Mr. Lougheed opened the public hearing.

The applicant is seeking approval of a minor subdivision entitled Freeman Subdivision to plat a one (1) Lot subdivision of approximately 11.3 acres. According to the applicant, the subdivision is requested to plat a lot to plat a lot for construction of a residential home.

The proposed ownership and maintenance responsibility of the subdivision will be private. The subdivision will use 174th Ave SE for road access, ditches for storm sewer conveyance, rural water. The property currently does not have a licensed on-site septic system for wastewater treatment.

Mr. Hansen went over detail of the deed restriction. He also spoke about and explained further about the meaning of MDZ and LDZ.

Mr. Stolach said there has been time for this area to settle as it has been removed from the flood plain. He has not seen any evidence of bank sloughing. He also mentioned that there are no issues with snow blockage.

Mr. Hansen also spoke about the lot grading plan and clarified any questions from the commissioners. Mr. Hansen also spoke about the geotechnical study that was done in this area.

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

MOTION, passed

Dr. Mahoney 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 approval of a variance.

F. NEW BUSINESS

Mr. Hansen gave an update on the status of the lawsuit with KNB Properties.

G. OLD BUSINESS

Opening on Planning Commission for a Fargo Resident. Dr. Mahoney indicated that there should be three applications soon.

H. ADJOURNMENT

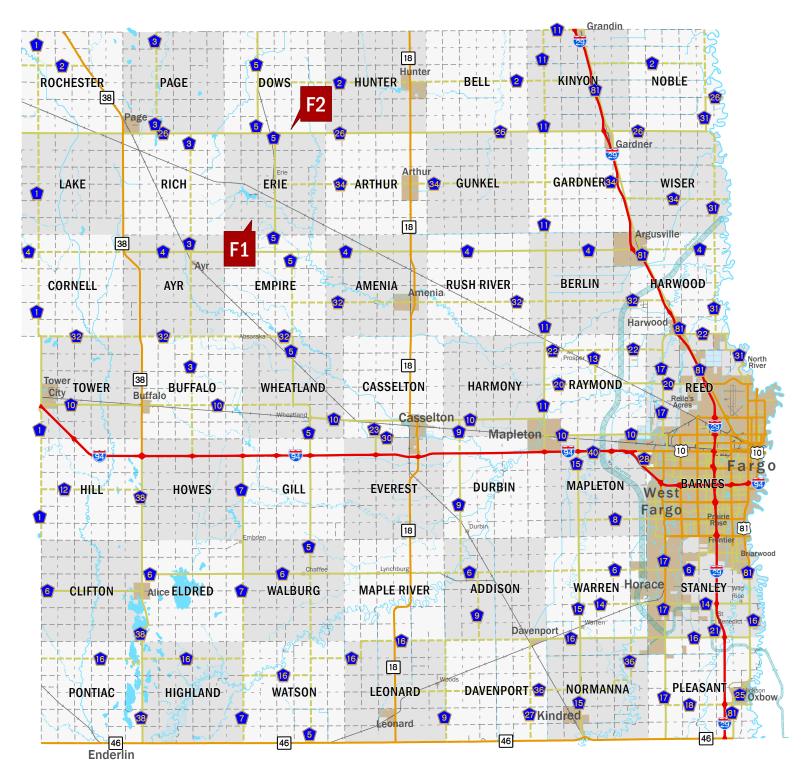
On motion by Mr. Gust and seconded by Mr. Monson and all voting in favor, the meeting was adjourned at 7:37 am.

Minutes prepared by Lisa Shasky, Senior Accounting Technician, Cass County Highway Department.

Agenda Items

Cass County Planning Commission

December 12, 2024



Agenda Items:

F1 - Finley Subdivision

F2 - Dows 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 damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.





Cass County Planning Commission Staff Report

Entitlements Requested:	Minor Subdivision (1 Lot) of a part of the NE ¹ / ₄ of Section 32, Township 142 North, Range 53 West		
Title:	Finley Subdivision	Date:	12/12/24
Location:	NE ¼ of Section 32, Township 142 North, Range 53 West (Erie Township)	Staff Contact:	Cole Hansen
Parcel Number:	37-0000-04636-000	Water District:	Maple River Water District
Owner(s)/Applicant:	Johan & Lona Finley Trust,Engineer/ Surveyor:Neset Survey		
Status:	Planning Commission Hearing: December 12, 2024		

Existing Land Use	Proposed Land Use	
Residential	Residential	
Pro	oposal	

The applicant is seeking approval of a minor subdivision entitled **Finley Subdivision** to plat a one (1) Lot subdivision of approximately 16 acres. According to the applicant, the subdivision is requested to plat a lot to break out the farmstead from the farmland.

The proposed ownership and maintenance responsibility of the subdivision will be private. The subdivision will use 23rd St SE for road access, ditches for storm sewer conveyance, rural water. The property currently does not have a licensed on-site septic system for wastewater treatment.

Agency Comments

County Engineer	No comments were received prior to publishing the staff report.
Water Resource District	No comments were received prior to publishing the staff report.
Cass County Electric Cooperative	No comments were received prior to publishing the staff report.
Century Link	No comments were received prior to publishing the staff report.
Sprint/T-Mobile/Congent	No comments were received prior to publishing the staff report.
AT&T	No comments were received prior to publishing the staff report.
Xcel Energy	No comments were received prior to publishing the staff report.
Otter Tail Power Company	No comments were received prior to publishing the staff report.
Magellan Pipeline Company	No comments were received prior to publishing the staff report.

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 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, south, west, and east sides of the lot. 23rd St SE borders the west of the property.

Floodzone

According to the FEMA Flood Map Service Center, this property is currently mapped with no Special Hazard Flood Area being 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

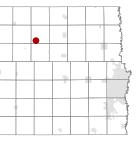
Minor Subdivision

Finley Subdivision

Section 32, Erie Township Township 142 North - Range 53 West



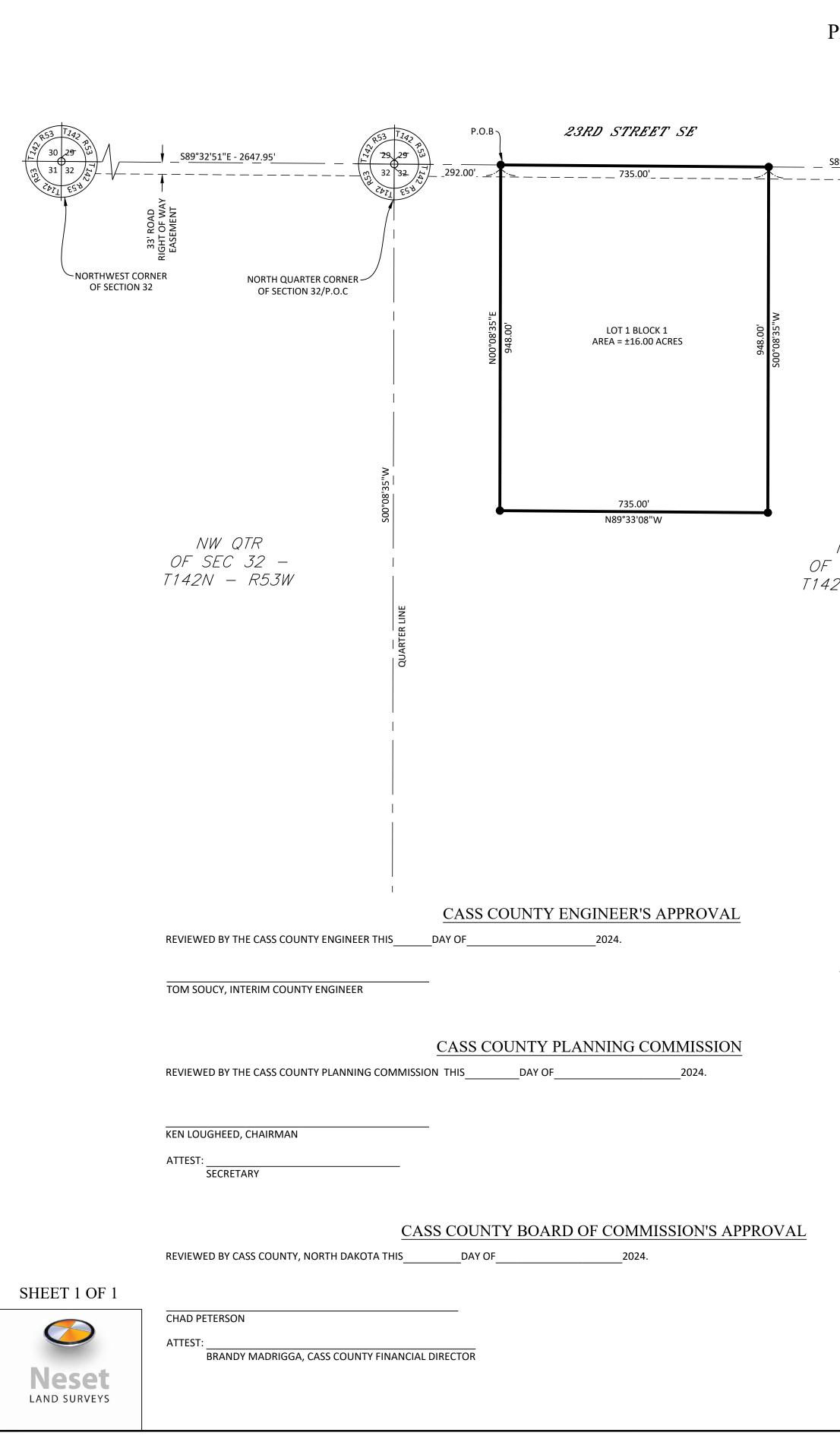
Cass County Planning Commission December 12, 2024



Imagery: NAIP, summer/fall 2023

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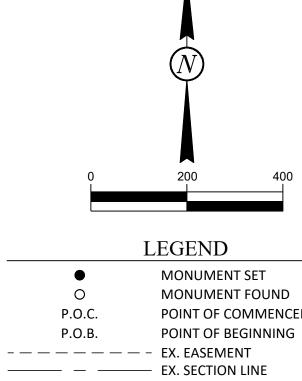


FINLEY SUBDIVISION PART OF THE NORTHEAST QUARTER OF SECTION 32, T142N, R53W CASS COUNTY, NORTH DAKOTA

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Image: State of North Dakota Johan Finley, TO Me KNOWN TO BE THE PERSONS DESCRIBE ACT AND DEED. Image: State of North Dakota Notary Public, County:)SS
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SS COUNTY OF CASS ON THIS DAY OF ON THIS DAY OF KNOWN TO BE THE PERSON DESCRIBED IN AND WHO EXECUTE ERIE TOWNSHIP NOTARY PUBLIC, COUNTY: CASS STATE			REGISTERED LAND SURVEYOR
ON THIS DAY OF, 2024 KNOWN TO BE THE PERSON DESCRIBED IN AND WHO EXECUTE <u>ERIE TOWNSHIP</u> NOTARY PUBLIC, COUNTY: CASS STATE)SS
REVIEWED BY ERIE TOWNSHIP, CASS COUNTY, NORTH DAKOTA THIS DAY OF 2024.			NOTARY PUBLIC, COUNTY: CASS STATE

ROBERT KYSER, CHAIRMAN

ATTEST: ALAN IDSO, CLERK/ TREASURER



DATE OF SURVEY: 09/27/2023 BASIS OF BEARING: ASSUMED BEARING OF S89°33'08"E ALONG THE NORTH LINE OF SECTION 32

OWNERS' CERTIFICATE

KNOW ALL MEN BY THESE PRESENTS, THAT JOHAN FINLEY AND LONA MAE FINLEY, TRUSTEES OF THE JOHAN FINLEY AND LONA FINLEY TRUST ARE THE OWNERS OF THAT PART OF THE I, RANGE 53 WEST OF THE 5TH PRINCIPAL MERIDIAN TO THE COUNTY OF CASS, STATE OF NORTH DAKOTA AND MORE

> CTION 32; THENCE S89°33'08"E ON AN ASSUMED BEARING ALONG THE NORTH LINE OF SAID SECTION 32 A DISTANCE OF IING S89°33'08"E A DISTANCE OF 735.00 FEET; THENCE S00°08'35"W PARALLEL WITH THE NORTH/SOUTH QUARTER LINE OF 3'08"W PARALLEL WITH THE NORTH LINE OF SAID SECTION 32 A DISTANCE OF 735.00 FEET; THENCE N00°08'35"E PARALLEL .00 FEET TO THE POINT OF BEGINNING.

OF LAND SHOWN ON THIS PLAT TO BE SURVEYED AND PLATTED AS FINLEY SUBDIVISION TO THE COUNTY OF CASS. SAID BLIC, FOR PUBLIC USE, ALL STREET RIGHT OF WAYS AND UTILITY EASEMENTS SHOWN ON SAID PLAT. SAID FINLEY ONTAINS 16.00 ACRES, MORE OR LESS TOGETHER WITH EASEMENTS AND RIGHT OF WAYS OF RECORD.

EFORE ME, A NOTARY PUBLIC WITHIN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED LONA MAE FINLEY AND ED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT HE EXECUTED SAME AS THEIR FREE

SURVEYORS CERTIFICATE

AWS OF THE STATE OF NORTH DAKOTA, DO HEREBY CERTIFY THAT I HAVE SURVEYED AND PLATTED THE PROPERTY DESCRIBED ORRECT REPRESENTATION OF SAID SURVEY; THAT ALL DISTANCES ARE SHOWN CORRECTLY ON SAID PLAT IN FEET AND ILL BE INSTALLED CORRECTLY IN THE GROUND AS SHOWN; AND THAT THE EXTERIOR BOUNDARY LINES ARE CORRECTLY _____, 2024.

4, BEFORE ME, A NOTARY PUBLIC WITHIN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED COLE A. NESET, TO ME ED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT HE EXECUTED SAME AS THEIR FREE ACT AND DEED.

NORTH DAKOTA

POINT OF COMMENCEMENT PROPERTY BOUNDARY LINE

SURVEY INFORMATION

FOR RECORDING PURPOSES ONLY



Cass County Planning Commission Staff Report

Entitlements Requested:	Minor Subdivision (1 Lot) of a part of the SE ¹ / ₄ of Section 34, Township 143 North, Range 53 West		
Title:	Finley Subdivision	Date:	12/12/24
Location:	SE ¼ of Section 34, Township 143 North, Range 53 West (Dows Township)	Staff Contact:	Cole Hansen
Parcel Number:	33-0000-03442-010	Water District:	Maple River Water District
Owner(s)/Applicant:	Dows Family LLLP, Owner Engineer/ Surveyor: Houston Engineering		
Status:	Planning Commission Hearing: December 12, 2024		

Existing Land Use	Proposed Land Use	
Residential	Residential	
Proposal		

The applicant is seeking approval of a minor subdivision entitled **Dows Subdivision** to plat a one (1) Lot subdivision of approximately 6 acres. According to the applicant, the subdivision is requested to plat a lot to break out the farmstead from the farmland.

The proposed ownership and maintenance responsibility of the subdivision will be private. The subdivision will use 148th Ave SE for road access, ditches for storm sewer conveyance, rural water. The property currently does have a licensed on-site septic system for wastewater treatment.

Agency Comments

County Engineer	No comments were received prior to publishing the staff report.
Water Resource District	No comments were received prior to publishing the staff report.
Cass County Electric Cooperative	No comments were received prior to publishing the staff report.
Century Link	No comments were received prior to publishing the staff report.
Sprint/T-Mobile/Congent	No comments were received prior to publishing the staff report.
AT&T	No comments were received prior to publishing the staff report.
Xcel Energy	No comments were received prior to publishing the staff report.
Otter Tail Power Company	No comments were received prior to publishing the staff report.
Magellan Pipeline Company	No comments were received prior to publishing the staff report.

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 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, south, west, and east sides of the lot. 148th Ave SE borders the west of the property.

Floodzone

According to the FEMA Flood Map Service Center, this property is currently mapped with no Special Hazard Flood Area being 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.

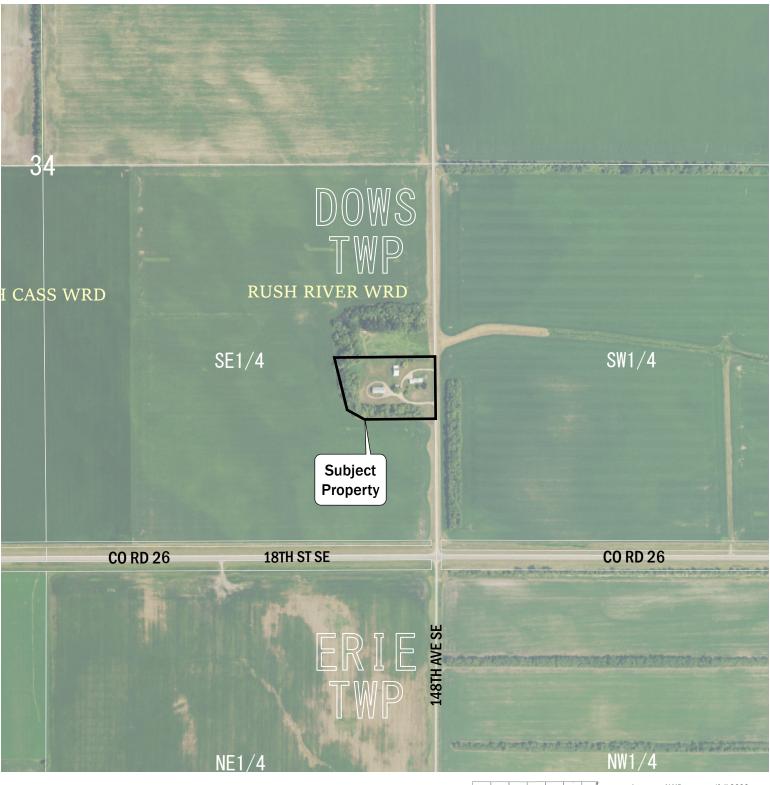
Attachments

- 1. Location Map
- 2. Plat Document

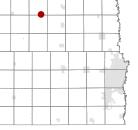
Minor Subdivision

Dows Subdivision

Section 34, Dows Township Township 143 North - Range 53 West

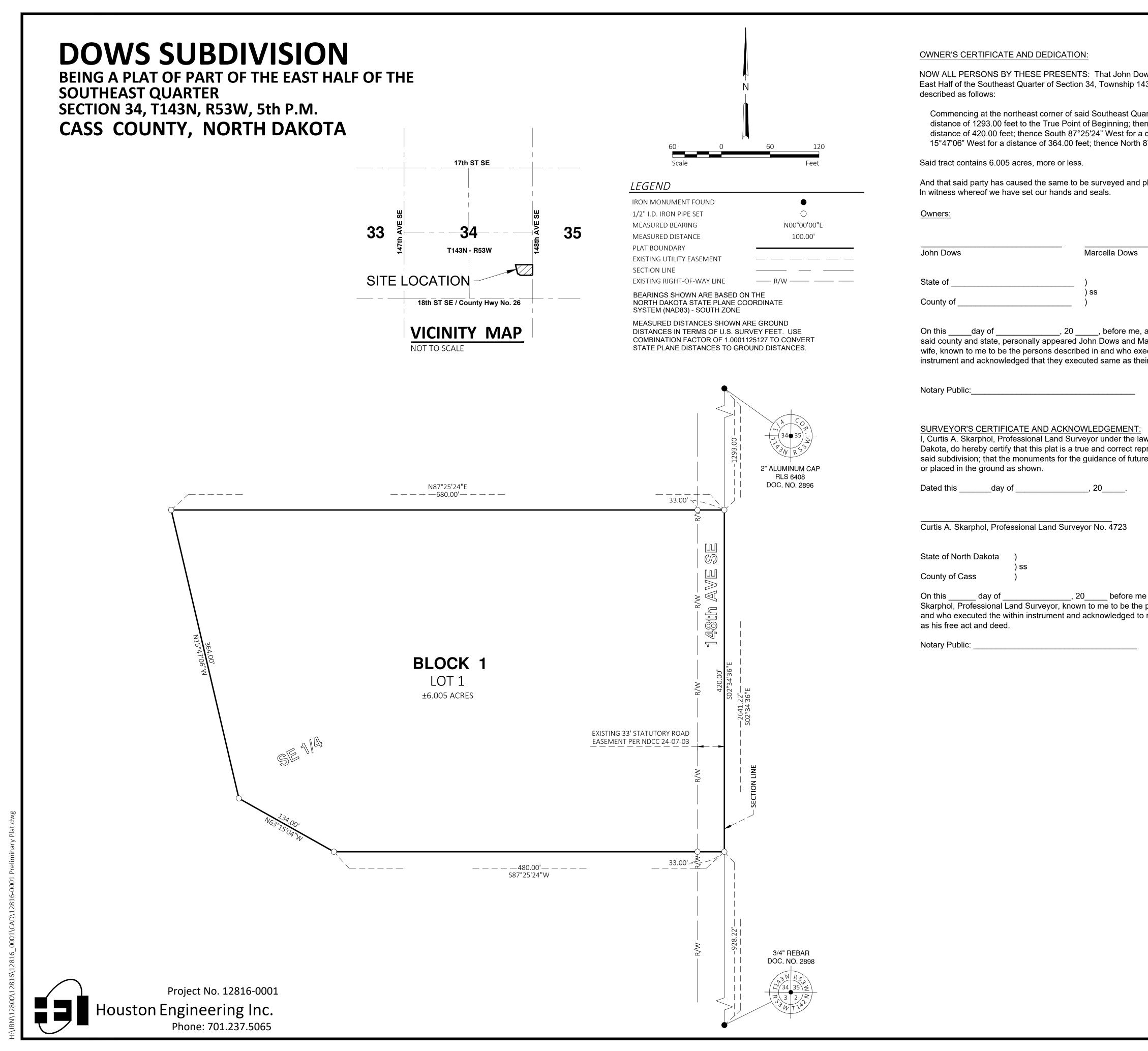


Cass County Planning Commission December 12, 2024



Imagery: NAIP, summer/fall 2023 Maps and data are to be used for reference purposes only and Cass County, RD, Is not responsible for any inaccuracies herein contained. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.





	wife, are the owners and proprietors of that part of the Principal Meridian, Cass County, North Dakota,	
nce continue South 02°34'36" East, a distance of 480.00 feet; thence North	ong the easterly line of said Southeast Quarter, for a long the easterly line of said Southeast Quarter, for a 63°15'04" West a distance of 134.00 feet; thence North 00 feet to the True Point of Beginning.	
platted as DOWS SUBDIVISION .		
	Cass County Engineer:	
	Reviewed by the Interim Cass County Engineer thisd	lay of
	Tom Soucy, Interim Cass County Engineer	
a notary public within and for arcella Dows, husband and ecuted the foregoing ir free act and deed.	<u>Cass County Planning Commission:</u> Reviewed by the Cass County Planning Commission this day of, 20	
	Ken Lougheed, Chairman	
ws of the State of North presentation of the survey of e surveys have been located	Attest: Secretary	
	<u>Dows Township:</u> Reviewed by Dows Township, Cass County, North Dakota,	
	thisday of, 20	
	Ed Judisch, Chair	
e personally appeared Curtis A. person who is described in me that he executed the same	Attest: Henry Burchill, Clerk	
	Cass County Board of Commissioners' Approval:	
	Approved by Cass County, North Dakota, thisday of, 20	
	Chad M. Peterson, Chair	

Attest: Brandy Madrigga, Cass County Finance Director

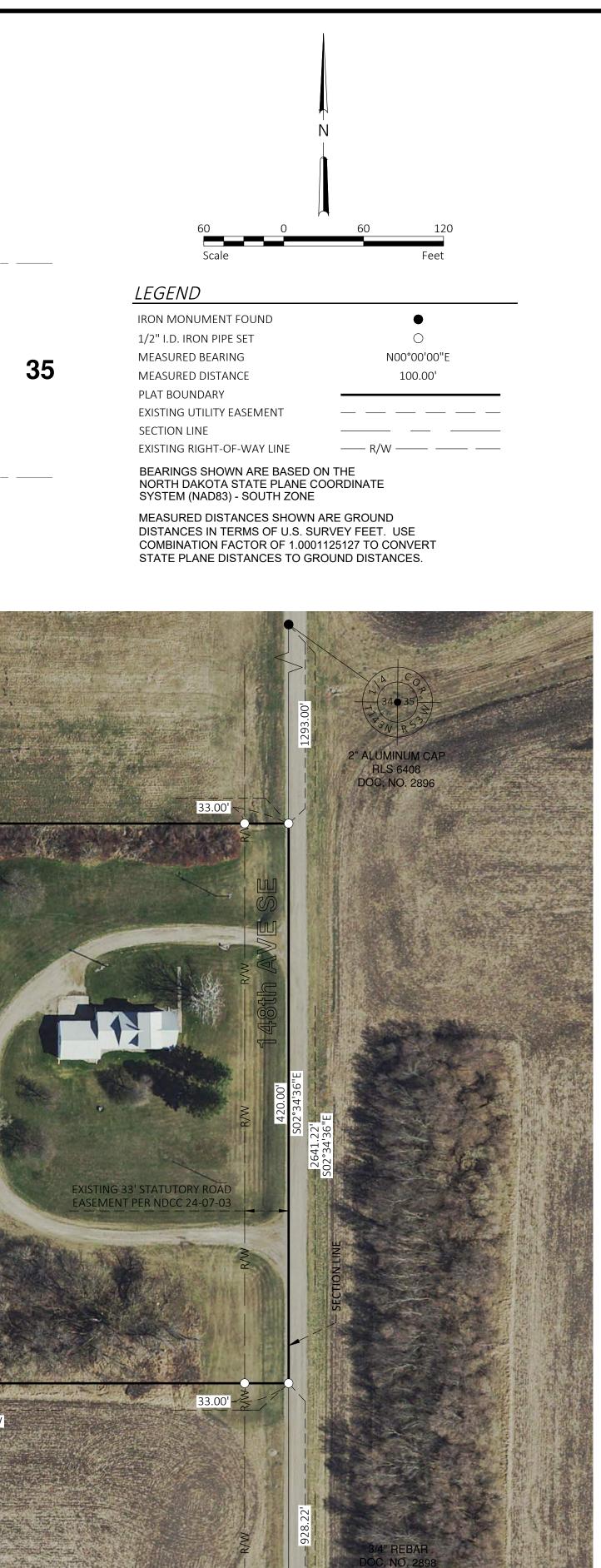
PRELIMINARY PLAT

DOWS SUBDIVISION

BEING A PLAT OF PART OF THE EAST HALF OF THE SOUTHEAST QUARTER SECTION 34, T143N, R53W, 5th P.M. CASS COUNTY, NORTH DAKOTA







OWNER'S CERTIFICATE AND DE	DICATION:	
	PRESENTS: That John Dows and Marcella Dows, husband ar of Section 34, Township 143 North, Range 53 West of the Fift	
distance of 1293.00 feet to the T distance of 420.00 feet; thence S	orner of said Southeast Quarter; thence South 02°34'36" East, Frue Point of Beginning; thence continue South 02°34'36" East South 87°25'24" West for a distance of 480.00 feet; thence Nor 364.00 feet; thence North 87°25'24" East for a distance of 680	, along the easterly line of said Southeast Quarter, for a rth 63°15'04" West a distance of 134.00 feet; thence North
Said tract contains 6.005 acres, mo	pre or less.	
And that said party has caused the n witness whereof we have set our	same to be surveyed and platted as DOWS SUBDIVISION . hands and seals.	
Owners:		
		Cass County Engineer:
John Dows	Marcella Dows	Reviewed by the Interim Cass County Engineer thisday of, 20
State of)	
County of) ss)	Tom Soucy, Interim Cass County Engineer
said county and state, personally a	, 20, before me, a notary public within and for ppeared John Dows and Marcella Dows, husband and is described in and who executed the foregoing	Cass County Planning Commission:
nstrument and acknowledged that	they executed same as their free act and deed.	Reviewed by the Cass County Planning Commission thisday of, 20
Notary Public:		
		Ken Lougheed, Chairman
Dakota, do hereby certify that this p	<u>ACKNOWLEDGEMENT:</u> and Surveyor under the laws of the State of North plat is a true and correct representation of the survey of the guidance of future surveys have been located	Attest: Secretary
Dated thisday of	, 20	Dows Township:
Curtis A. Skarphol, Professional La	nd Survey No. 4722	Reviewed by Dows Township, Cass County, North Dakota, thisday of, 20
Curtis A. Skarphol, Professional La		
State of North Dakota)) ss		Ed Judisch, Chair
County of Cass)		Attest:
Skarphol, Professional Land Surve	, 20 before me personally appeared Curtis A. yor, known to me to be the person who is described in ment and acknowledged to me that he executed the same	Henry Burchill, Clerk
Notary Public:		Cass County Board of Commissioners' Approval:
		Approved by Cass County, North Dakota, thisday of, 20
		Chad M. Peterson, Chair

Attest: Brandy Madrigga, Cass County Finance Director

PRELIMINARY PLAT