CASS COUNTY PLANNING COMMISSION AGENDA

Thursday, April 24, 2025 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 March 27, 2025

F. Public Hearing Items

- Hearing on an application requesting a Minor Subdivision Plat of Keys Subdivision located in Section 30, Township 139 North, Range 55 West of the 5th Principal Meridian, Hill Township, Cass County, North Dakota.
- 2. Hearing on an application requesting a Minor Subdivision Plat of **Griffin Subdivision** located in Section 20, Township 139 North, Range 55 West of the 5th Principal Meridian, Hill Township, Cass County, North Dakota.
- Hearing on an application requesting a Minor Subdivision Plat of Andrew Baasch Subdivision located in Section 32, Township 142 North, Range 55 West of the 5th Principal Meridian, Lake Township, Cass County, North Dakota.
- G. New Business
- H. Old Business
- I. Adjournment

CASS COUNTY PLANNING COMMISSION March 27, 2025

A. CALL TO ORDER

A meeting of the Cass County Planning Commission was called to order March 27, 2025 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, Dr. Tim Mahoney, Keith Monson, Brad Olson, Keith Gohdes, and Jay Nelson. Ken Lougheed attended via Teams. Commissioner Duane Breitling was absent.

Attending in person were Cole Hansen, Cass County Planner, Ethan Lehmann, Assistant Planner, Kyle Litchy, Cass County Engineer, Tom Soucy, Deputy County Engineer. Kate Naumann, attended via Teams.

Members of the public that attended in person were Warren Solberg and Susan and Stephen Loe.

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. Nelson seconded to approve the order of the agenda as presented. Motion carried.

E. MINUTES, APPROVED

MOTION, passed

Dr. Mahoney moved, and Mr. Gohdes seconded to approve the minutes of the February 27, 2025 with the change of wording from items 'tabled' to 'continued.'

Motion carried.

F. PUBLIC HEARING

1. Hearing on an application requesting a Minor Subdivision Plat of Solberg Pioneer Cemetery located in Section 35, Township 138 North, Range 49 West of the 5th Principal Meridian, Stanley Township, Cass County, North Dakota.

Mr. Lougheed opened the public hearing.

The applicant is seeking approval of a minor subdivision entitled Solberg Pioneer Cemetery to plat a one (1) Lot subdivision of approximately 0.040 acres. According to the applicant, the subdivision is requested to plat a lot to register a family pioneer cemetery with the state of North Dakota.

The proposed ownership and maintenance responsibility of the subdivision will be private. The subdivision will use an access easement for access. The property currently does not have a licensed on-site septic system for wastewater treatment.

Mr Warren Solberg spoke about this family cemetery. He wants to protect his 155 year old family cemetery for future care.

Mr. Gohdes said it is the county responsibility to care for abandoned cemeteries. He also asked how many of these pioneer cemeteries are in Cass County. Mr. Hansen said it is the responsibility of the county sexton. The Solbergs are asking for a variance which Mr. Gust said this is another perfect example when a variance is appropriate.

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

MOTION, passed

Dr. Mahoney moved, and Mr. Nelson 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.

2. Hearing on an application requesting a Minor Subdivision Plat of Carpenter's Subdivision located in Section 35, Township 137 North, Range 50 West of the 5th Principal Meridian, Normanna Township, Cass County, North Dakota.

Mr. Lougheed opened the public hearing.

The applicant is seeking approval of a minor subdivision entitled Carpenter's Subdivision to plat a one (1) Lot subdivision of approximately 11 acres. According to the applicant, the subdivision is requested to plat a lot for the building of a new home.

The proposed ownership and maintenance responsibility of the subdivision will be private. The subdivision will use 53rd 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.

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

MOTION, passed

Mr. Gust 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 based on completion of all requirements.

G. NEW BUSINESS

Flood Insurance Information: Mr. Hansen told the group that he will be working on flood plain updates. There is a September deadline for documents to be in place. Information will be brought to the group as needed.

H. OLD BUSINESS

Opening on Planning Commission for City of Fargo Resident

I. ADJOURNMENT

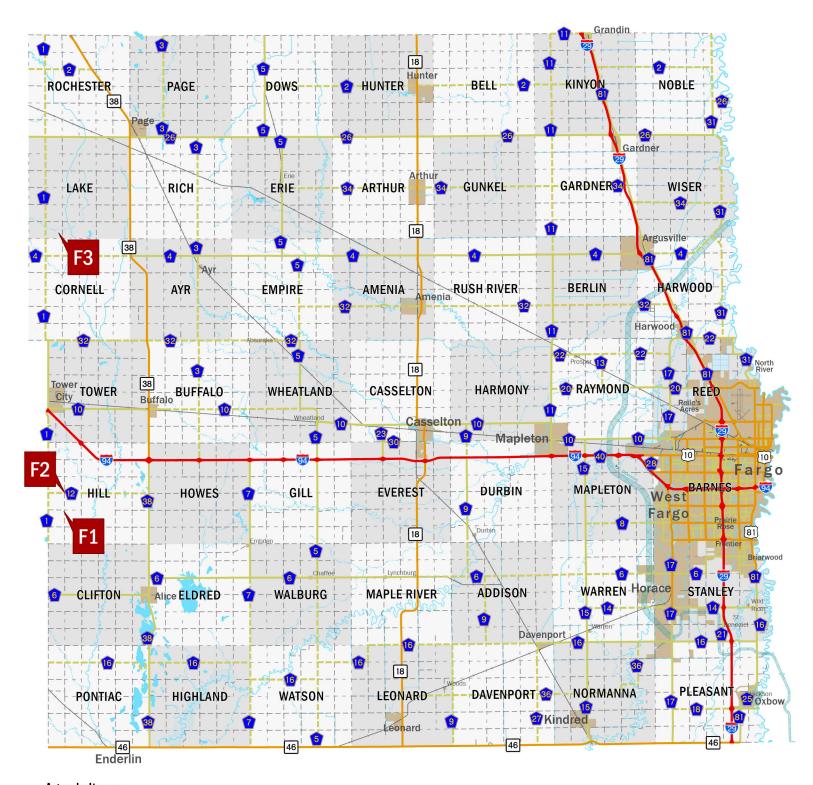
On motion by Mr. Gust and seconded by Mr. Olson and all voting in favor, the meeting was adjourned at 7:30 am.

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

Agenda Items

Cass County Planning Commission

April 24, 2025



Agenda Items:

F1, Keys Subdivision

F2, Griffin Subdivision

F3, Andrew Baasch 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 ½ of Section 30, Township 139 North, Range 55 West		
Title:	Keys Subdivision	Date:	04/24/25
Location:	NE 1/4 of Section 30, Township 139 North, Range 55 West (Hill Township)	Staff Contact:	Ethan Lehmann
Parcel Number:	46-0000-07028-000	Water District:	Maple River Water District
Owner(s)/Applicant:	Judith Griffin Krueger, Owner	Engineer/ Surveyor:	Interstate Engineering
Status:	Planning Commission Hearing: April 24, 2025		

Existing Land Use	Proposed Land Use	
Agricultural	Residential	
Pro	oposal	

The applicant is seeking approval of a minor subdivision entitled **Keys Subdivision** to plat a one (1) Lot subdivision of approximately 12.96 acres. According to the applicant, the subdivision is requested to plat a lot to sell farmstead.

The proposed ownership and maintenance responsibility of the subdivision will be private. The subdivision will use an access easement for access. 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.

Floodzone

According to the FEMA Flood Map Service Center, this property is currently. 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.

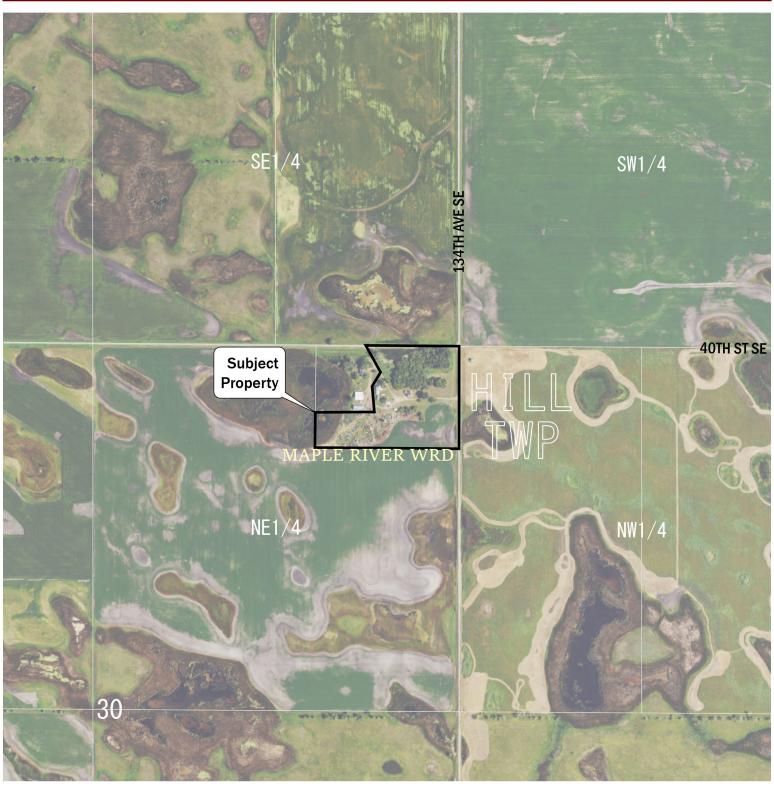
Attachments

- 1. Location Map
- 2. Plat Document

Minor Subdivision

Keys Subdivision

Section 30, Hill Township Township 139 North - Range 55 West



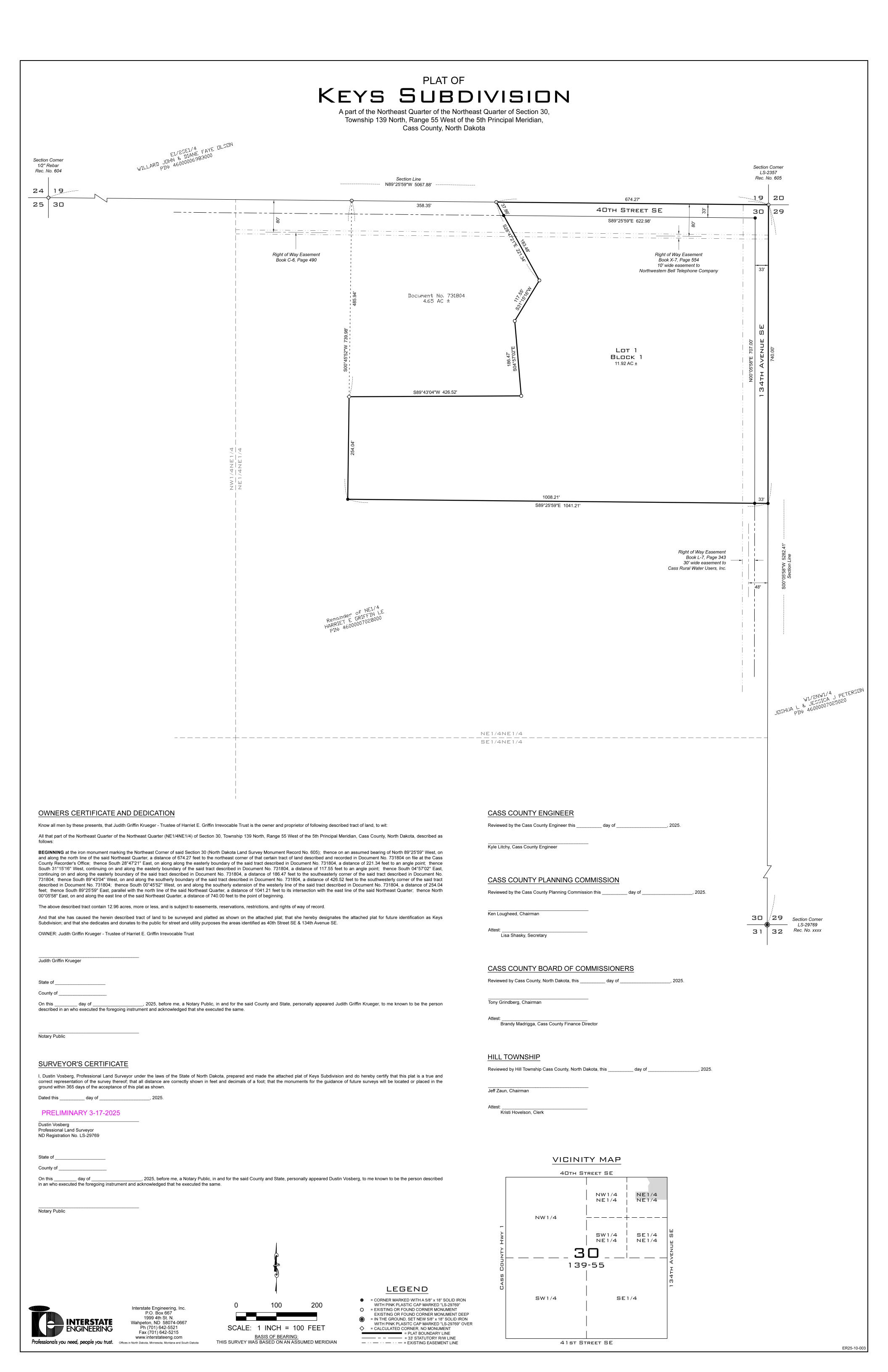
Cass County Planning Commission April 24, 2025





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Cass County Planning Commission Staff Report

Entitlements Requested:	Minor Subdivision (1 Lot) of a part of the SE ½ of Section 20, Township 139 North, Range 55 West		
Title:	Griffin Subdivision	Date:	04/24/25
Location:	NW ½ of Section 20, Township 139 North, Range 55 West (Hill Township)	Staff Contact:	Ethan Lehmann
Parcel Number:	46-0000-06985-010	Water District:	Maple River Water District
Owner(s)/Applicant:	Judith Griffin Krueger, Owner	Engineer/ Surveyor:	Interstate Engineering
Status:	Planning Commission Hearing: April 24, 2025		

Existing Land Use	Proposed Land Use
Agricultural	Residential
Pro	pposal

The applicant is seeking approval of a minor subdivision entitled **Keys Subdivision** to plat a one (1) Lot subdivision of approximately 8.09 acres. According to the applicant, the subdivision is requested to plat a lot to sell farmyard.

The proposed ownership and maintenance responsibility of the subdivision will be private. The subdivision will use an access easement for access. 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.

Floodzone

According to the FEMA Flood Map Service Center, this property is currently unmapped. 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

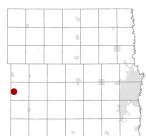
Griffin Subdivision

Section 20, Hill Township Township 139 North - Range 55 West



Cass County Planning Commission April 24, 2025

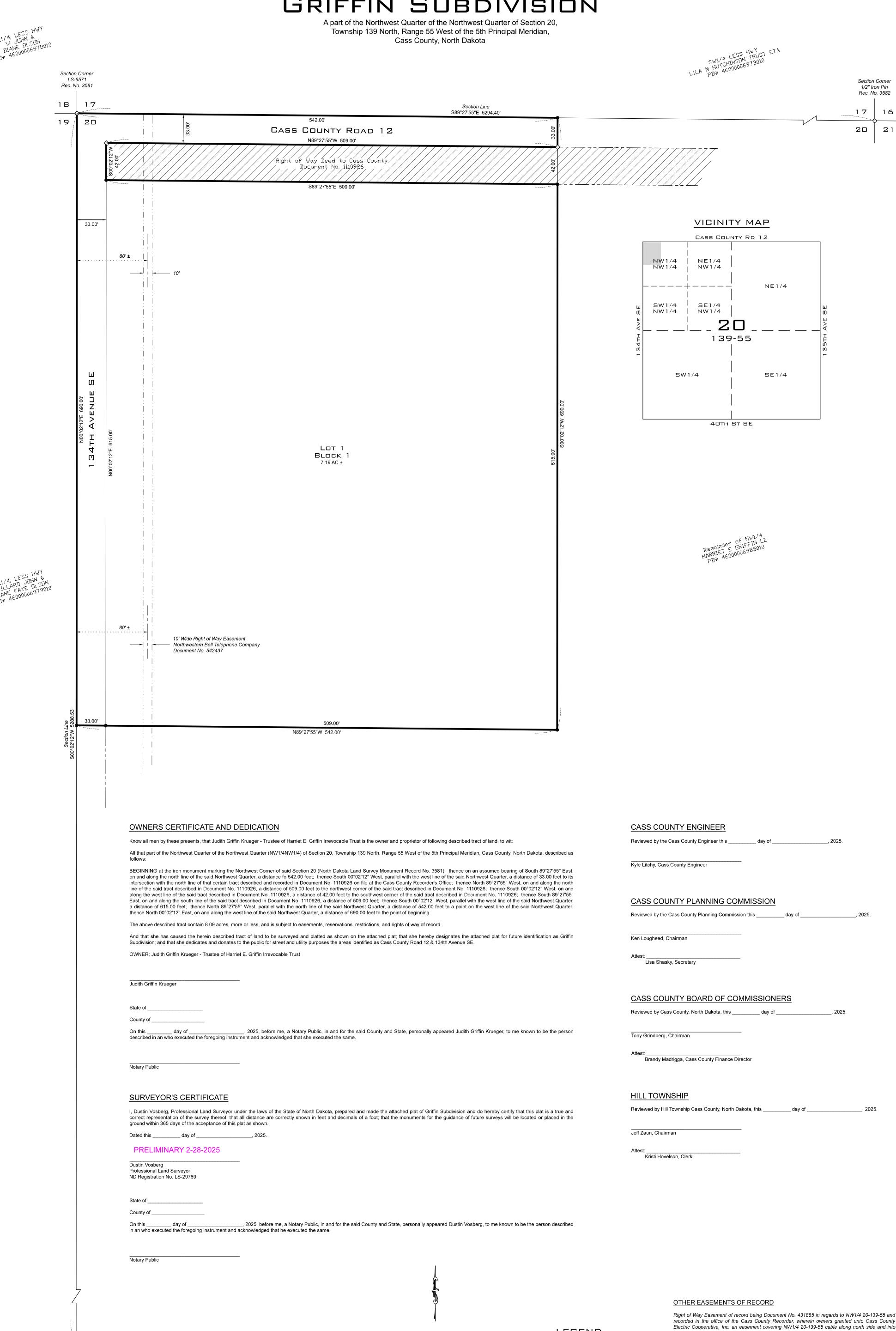




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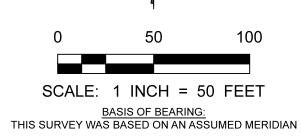
PLAT OF GRIFFIN SUBDIVISION



Section Corner LS-2357 Rec. No. 605



Interstate Engineering, Inc. 1999 4th St. N. Wahpeton, ND 58074-0667 Ph (701) 642-5521 Fax (701) 642-5215 www.interstateeng.com



LEGEND

● = CORNER MARKED WITH A 5/8" x 18" SOLID IRON WITH PINK PLASTIC CAP MARKED "LS-29769" = EXISTING OR FOUND CORNER MONUMENT = CALCULATED CORNER, NO MONUMENT

— · · — · · — = EXISTING EASEMENT LINE

Right of Way Easement of record being Document No. 431885 in regards to NW1/4 20-139-55 and recorded in the office of the Cass County Recorder, wherein owners granted unto Cass County Electric Cooperative, Inc. an easement covering NW1/4 20-139-55 cable along north side and into

Utility Easement dated August 12, 2021, filed September 6, 2022 at 1:53 p.m. as Document No. 1674715 wherein The United States of America, Department of Energy, Western Area Power Administration (United States) provided notice that the United States owns Easements, Rights of Ways and other Associated Real Property interests that exist and extend over, under, through or across a portion of the land(s) included on Exhibit A, in regards to NW1/4 20-139-55.

ER25-10-003



Cass County Planning Commission Staff Report

Entitlements Requested:	Minor Subdivision (1 Lot) of a part of the SE ½ of Section 32, Township 142 North, Range 55 West		
Title:	Andrew Baasch Subdivision	Date:	04/24/25
Location:	SE ½ of Section 32, Township 142 North, Range 55 West (Lake Township)	Staff Contact:	Ethan Lehmann
Parcel Number:	50-0000-08236-000	Water District:	Maple River Water District
Owner(s)/Applicant:	Andrew Baasch, Owner	Engineer/ Surveyor:	Neset Engineering
Status:	Planning Commission Hearing: April 24, 2025		

Existing Land Use	Proposed Land Use	
Agricultural	Residential	
Proposal		

The applicant is seeking approval of a minor subdivision entitled **Keys Subdivision** to plat a one (1) Lot subdivision of approximately 6.67 acres. According to the applicant, the subdivision is requested to plat a lot to split off the homestead to sell.

The proposed ownership and maintenance responsibility of the subdivision will be private. The subdivision will use an access easement for access. The property currently does not have a licensed on-site septic system for wastewater treatment.

Agency Comments		
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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.	
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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.

Floodzone

According to the FEMA Flood Map Service Center, this property is currently unmapped. 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.

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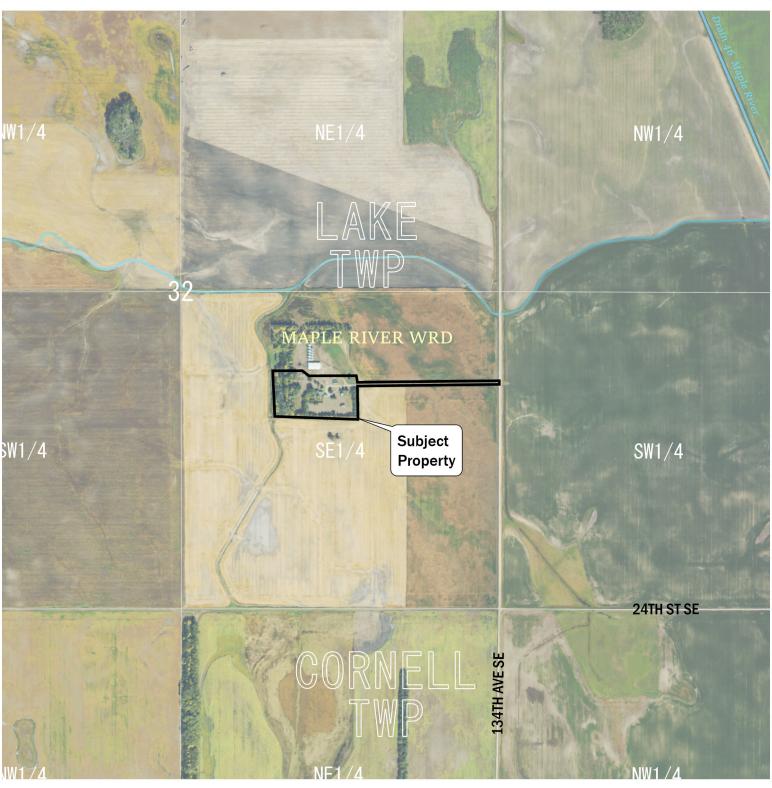
Attachments

- 1. Location Map
- 2. Plat Document

Minor Subdivision

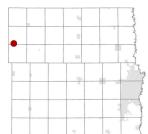
Andrew Baasch Subdivision

Section 32, Lake Township Township 142 North - Range 55 West



Cass County Planning Commission April 24, 2025



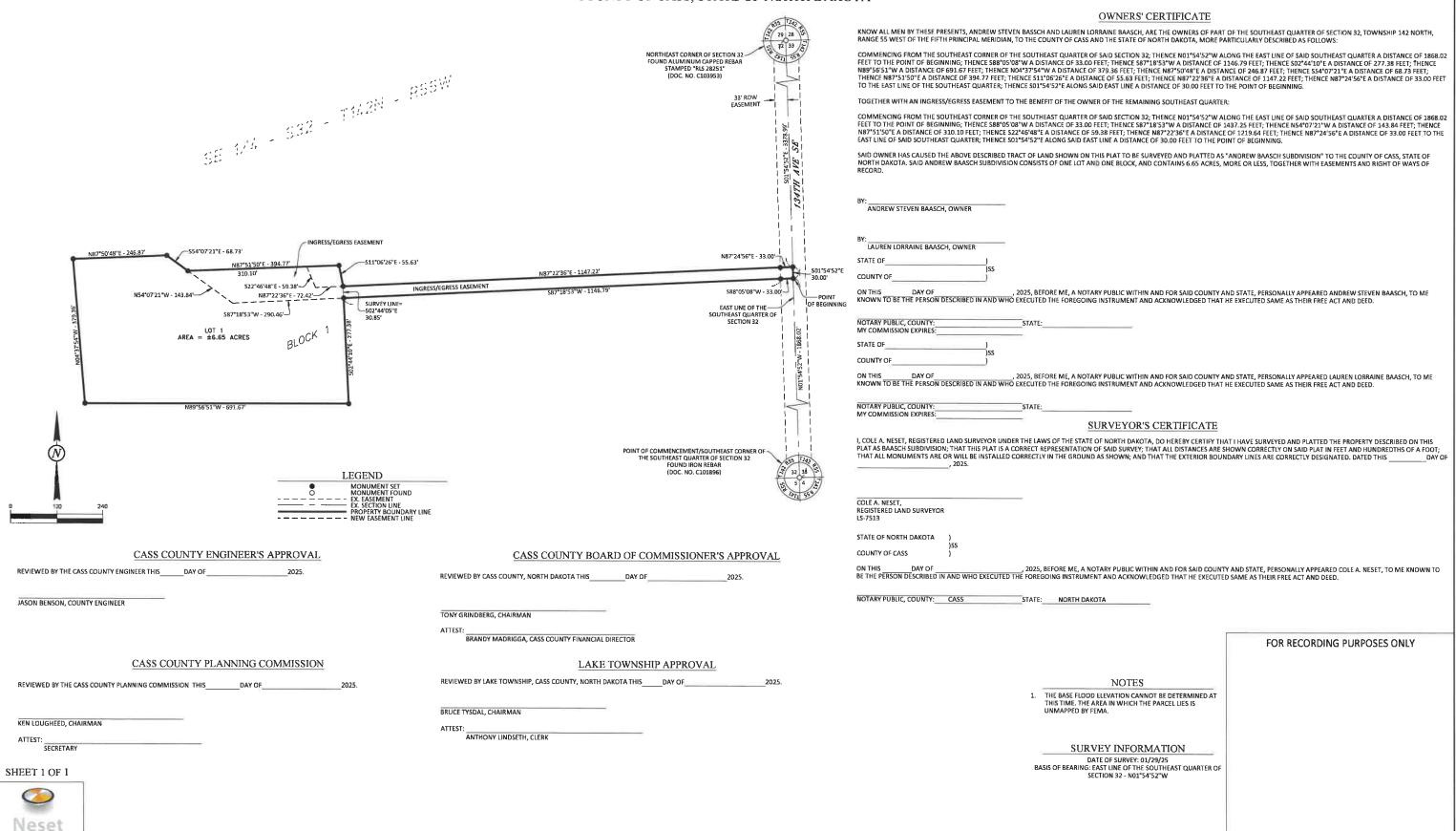


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ANDREW BAASCH SUBDIVISION

PART OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 142 NORTH, RANGE 55 WEST OF THE FIFTH PRINCIPAL MERIDIAN COUNTY OF CASS, STATE OF NORTH DAKOTA



LAND SURVEYS