



West Fargo City Commission Meeting
Monday, January 6, 2020
Commission Chambers 5:30 PM

- A. Pledge of Allegiance
- B. Approve Order of Agenda
- C. Approval of Minutes – December 16, 2019 **(Pg. 2-4)**
- D. Building Permits

Consent Agenda – Approve the Following:

- a. Bills **(Pg. 5-12)**
- b. Games of Chance for B&G Beverages II, Inc. Games to be conducted: Raffle from 1/6/20 to 6/30/20 at Town Hall Bar, 103 Main Avenue West **(Pg. 13)**
- c. Games of Chance for West Fargo Baseball. Games to be conducted: Raffle, Calendar Raffle from 7/1/20 to 7/31/20 at Western State Bank, 755 13 Avenue East **(Pg. 14)**
- d. Purchase of \$13,230 from Asset Forfeiture Account for the West Fargo Police Department **(Pg. 15-17)**
- e. Approval of Renaissance Zone Project Business Incentive Agreement between the City of West Fargo and Restad Industrial Park LLC **(Pg. 18-23)**
- f. 2019-2020 Vacation Rollover Request **(Pg. 24)**

Regular Agenda

- 1. Oath of Office: Dan Fuller, City of West Fargo Fire Chief **(Pg. 25)**
- 2. Second Reading of Zoning Ordinance Amendments to Section 4-400 – **Tim Solberg (Pg. 26-29)**
- 3. First Reading of proposed changes to the Official Zoning Map – **Tim Solberg (Pg. 30-41)**
- 4. Review proposed concept plan for The Ranch at The Wilds First Addition – **Tim Solberg (Pg. 42-71)**
- 5. First Reading of Ordinance No. 1146, Bench Sign Franchise – **John Shockley (Pg. 72-74)**
- 6. Presentation of West Fargo Events Preliminary Event Planning – **Mike Amundson (Pg. 75-83)**
- 7. Construction Updates – **Dustin Scott**
- 8. City Administrator's Report – **Tina Fisk (Pg. 84-89)**
- 9. Correspondence – **see attached (Pg. 90-93)**
- 10. Non-Agenda
- 11. Adjourn



**West Fargo City Commission Meeting
Monday, December 16, 2019
Commission Chambers 5:30 PM**

The West Fargo City Commission met on Monday, December 16, 2019, at 5:30 pm. Those present were Bernie Dardis, Eric Gjerdevig, Brad Olson, and Mike Thorstad. Commissioner Mark Simmons was absent. The President of the Board Bernie Dardis called the meeting to order.

The Pledge of Allegiance was recited.

Commissioner Gjerdevig moved and Commissioner Olson seconded to approve the Order of Agenda as presented with the removal of Regular Agenda Item #4. No opposition. Motion carried.

Commissioner Olson moved and Commissioner Thorstad seconded to approve the minutes of December 2, 2019 as presented. No opposition. Motion carried.

The Commission reviewed the Building Department Activity Report dated December 16, 2019 and Building Permits #790-797. Commissioner Gjerdevig moved and Commissioner Olson seconded to approve the Building Permits as presented. No opposition. Motion carried.

Commissioner Olson moved and Commissioner Gjerdevig seconded to approve the following items from the Consent Agenda:

- a. Bills
- b. Games of Chance for US Military Vets Motorcycle Club. Games to be conducted: Raffle from 12-16-19 to 822-20 at the West Fargo VFW Post 7564, 444 Sheyenne Street
- c. Schedule a 5:30pm Public Hearing on Sandhills 4th Addition, a Replat and Rezoning from A: Agricultural to LI: Light Industrial on Monday, January 20, 2020

No opposition. Motion carried.

West Fargo Public Library Director Carissa Hansen appeared before the Commission and introduced herself as the new Library Director, and provided an update on the West Fargo Public Library and its initiatives for 2020.

Mitch Calkins with the YWCA appeared before the Commission for a 5:30pm Public Hearing for the YWCA Community Development Block Grant. The Public Hearing was opened. There was no Public Comment. The Public Hearing was closed. No further action was requested of the Commission.

City Attorney John Shockley appeared before the Commission to review the West Fargo Fire Department Transfer Agreements. After discussion, Commissioner Gjerdevig moved and Commissioner Thorstad seconded to approve the West Fargo Fire Department Transfer Agreements. No opposition. Motion carried.



**West Fargo City Commission Meeting
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City Administrator Tina Fisk appeared before the Commission to appoint Dan Fuller as the West Fargo Fire Chief. Commissioner Olson moved and Commissioner Gjerdevig seconded to appoint effective January 1, 2020. No opposition. Motion carried.

Item No. 4 was removed from the Regular Agenda.

Finance Director Jim Larson and City Administrator Tina Fisk appeared before the Commission for a Convention Center Financial Presentation. Commissioner Olson moved and Commissioner Gjerdevig seconded to accept the report. No opposition. Motion carried. Commissioner Dardis directed staff to stand down until further direction from the Red River Valley Fairgrounds.

Finance Director Jim Larson appeared before the Commission for a Results Presentation of the Refunding Bond Issue 2019B Sale. No action was requested of the Commission.

City Engineer Dustin Scott appeared before the Commission to Review the Petition for Improvements for Eagle Run Plaza 9th Addition. After discussion, Commissioner Thorstad moved and Commissioner Gjerdevig seconded to accept the petition for improvements, approve the creation of District No. 1329 and to direct the Engineer to prepare the Engineer's Report. No opposition. Motion carried.

Planning & Zoning Director Tim Solberg appeared before the Commission for a Final Plat Approval of South River Estates Addition, a subdivision. After discussion, Commissioner Olson moved and Commissioner Thorstad seconded to approve the final plat as presented with the conditions listed in the staff report. No opposition. Motion carried.

City Administrator Tina Fisk and Finance Director Jim Larson appeared before the Commission to Review the Lease and Use Agreement for Sheyenne 32, LLC. After discussion, Commissioner Olson moved and Commissioner Gjerdevig seconded to approve the Lease and Use Agreement for Sheyenne 32, LLC as presented. No opposition. Motion carried.

City Administrator Tina Fisk and Finance Director Jim Larson appeared before the Commission to Review the Program Management Agreement with West Fargo Events, Inc. After discussion, Commissioner Thorstad moved and Commissioner Olson seconded to approve the Program Management Agreement contingent upon the approval of the Entertainment District at a later date, the addition of the \$18,000 startup cost and the change of the monthly fee from \$7,000 to \$14,000. No opposition. Motion carried.

City Administrator Tina Fisk and Finance Director Jim Larson appeared before the Commission to review the Separated Parking Garage Management Agreement with West Fargo Events, Inc. After discussion, Commissioner Gjerdevig moved and Commissioner Olson seconded to approve the Separated Parking Garage Management Agreement contingent upon the approval of the Entertainment District at a later date. No opposition. Motion carried.



**West Fargo City Commission Meeting
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Commission Chambers 5:30 PM**

There were no construction updates.

City Administrator Tina Fisk appeared before the Commission and provided the following for the City Administrator Report:

- a. Sanitation department update
 - i. Problems with dozers at landfill
 - ii. Allow to purchase and finance new dozer
 - iii. Commissioner Olson moved and Commissioner Gjerdevig seconded to approve the purchase of a new dozer for Public Works Sanitation. No opposition. Motion carried.
- b. Follow up from the 12/2 meeting
 - i. 801 10 ½ Ave W
 1. City staff working on asbestos abatement
 2. Need to tear home down
 3. Use for Habitat for Humanity location or cleared and sold?
 - ii. Action item today or next meeting?
 - iii. Commissioner Gjerdevig moved and Commissioner Thorstad seconded to approve the deeding of the property to Habitat for Humanity. No opposition. Motion carried.
- c. City Engineer Dustin Scott to give update on Engineering Department at the 1/6/2020 meeting
- d. Pizza lunch at 11:30am 12/17
- e. Public Works Director Interviews last week
 - i. Offer pending
 - ii. More information coming at later date
- f. Closed 12/24 and 12/25 for Christmas
- g. Closed 1/1 for New Year's Day
- h. Welcome to Building Inspections Department!!! Woohoo!
- i. Welcome Troy Opsahl, Civil Engineering Technician

There was no correspondence.

There were no non-agenda items.

Commissioner Olson moved and Commissioner Gjerdevig seconded to adjourn the meeting. No opposition. Meeting adjourned.

Bernie Dardis, Commission President

Tina Fisk, City Administrator

Consent Agenda Item: a

12/17/19
16:00:02

CITY OF WEST FARGO, ND
Check Register
For the Accounting Period: 12/19

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Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
85274	S	489 3-D SPECIALITIES	9160.16	12/17/19			
						CL 88411	9160.16
85275	S	289 ACME TOOLS	950.37	12/17/19			
						CL 88319	950.37
85276	S	2947 ALLSTATE PETERBILT OF FARGO	45.00	12/17/19			
						CL 88295	45.00
85277	S	2950 ALPHA TRAINING & TACTICS LLC & SALES	48.00	12/17/19			
						CL 88323	48.00
85278	S	317 AMERICAN WELDING & GAS, INC.	7106.81	12/17/19			
						CL 88282	7106.81
85279	S	3110 APRIL WALKER	60.00	12/17/19			
						CL 88314	60.00
85280	S	22 ASPLIN EXCAVATING	910.96	12/17/19			
						CL 88358	910.96
85281	S	824 BNSF RAILWAY CO STAUBACH REP FOR BNSF	125.00	12/17/19			
						CL 88219	125.00
85282	S	3479 BRAD OLSON	260.00	12/17/19			
						CL 88222	260.00
85283	S	2704 BRAD'S COFFEE SERVICE	174.00	12/17/19			
						CL 88316	174.00
85284	S	73 BRAUN INTERTEC	3073.00	12/17/19			
						CL 88409	3073.00
85285	S	652 BRESCO CORPORATION	62.50	12/17/19			
						CL 88350	62.50
85286	S	16 BROKERAGE PRINTING	52.50	12/17/19			
						CL 88385	52.50
85287	S	351 BUSINESS ESSENTIALS	2048.11	12/17/19			
						CL 88223	8.56
						CL 88271	67.90
						CL 88344	1955.00
						CL 88402	16.65
85288	S	39 BUTLER MACHINERY	428.06	12/17/19			
						CL 88364	342.12
						CL 88415	85.94
85289	S	51 CASS COUNTY ELECTRIC COOP	44555.26	12/17/19			
						CL 88303	335.26
						CL 88434	44220.00
85290	S	61 CASS COUNTY TREASURER	295.74	12/17/19			
						CL 88216	225.00
						CL 88408	70.74
85291	S	1512 CDW GOVERNMENT, INC	224.07	12/17/19			
						CL 88407	224.07
85292	S	1777 CENTURY LINK	289.78	12/17/19			
						CL 88261	224.54
						CL 88461	65.24
85293	S	3216 CINTAS	89.33	12/17/19			
						CL 88329	89.33

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85294	S	111 CITY OF FARGO	37920.51	12/17/19	_____	CL 88251 CL 88321	37296.51 624.00
85295	S	2880 CITY OF FARGO	303575.55	12/17/19	_____	CL 88421 CL 88432 CL 88433	16.80 212949.75 90609.00
85296	S	229 CONSOLIDATED COMMUNICATIONS	1696.20	12/17/19	_____	CL 88396	1696.20
85297	S	3303 CONTINENTAL LIGHTING SUPPLY	1800.00	12/17/19	_____	CL 88337	1800.00
85298	S	3245 CORE & MAIN	213.54	12/17/19	_____	CL 88283	213.54
85299	S	999999 COST CUTTERS	335.00	12/17/19	_____	CL 88435	335.00
85300	S	999999 COVERTTRACK GROUP INC	1710.00	12/17/19	_____	CL 88352	1710.00
85301	S	2403 CRAIG DANIELSON	433.86	12/17/19	_____	CL 88333	433.86
85302	S	1675 DAKOTA FLUID POWER, INC	198.41	12/17/19	_____	CL 88326	198.41
85303	S	90 DAKOTA UNDERGROUND	47189.09	12/17/19	_____	CL 88378	47189.09
85304	S	2813 DAVID GUST	120.00	12/17/19	_____	CL 88308	120.00
85305	S	2948 DELTA 54 AVIATION LLC	3444.38	12/17/19	_____	CL 88305	3444.38
85306	S	2706 DEREK WERNER	192.59	12/17/19	_____	CL 88328	192.59
85307	S	807 DISCOVERY BENEFITS, INC.	529.75	12/17/19	_____	CL 88250	529.75
85308	S	2583 DOUBLE TREE BY HILTON	6747.60	12/17/19	_____	CL 88363	6747.60
85309	S	2225 DTN, LLC	392.00	12/17/19	_____	CL 88431	392.00
85310	S	2100 EAGLE RUN CROSSING LLC	2687.20	12/17/19	_____	CL 88266	2687.20
85311	S	1502 EIDE BAILLY	545.00	12/17/19	_____	CL 88224	545.00
85312	S	3240 ERIC DODDS	120.00	12/17/19	_____	CL 88307	120.00
85313	S	2402 EXPRESSWAY SUITES	86.40	12/17/19	_____	CL 88287	86.40
85314	S	1851 F/S MANUFACTURING INC	84.50	12/17/19	_____	CL 88276	84.50
85315	S	660 FARGO FREIGHTLINER	2226.50	12/17/19	_____	CL 88342	2226.50

12/17/19
16:00:02

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85316	S	728 FARNAM'S GENUINE PARTS, INC	7.99	12/17/19			
						CL 88401	7.99
85317	S	1648 FARSTAD OIL, INC	305.45	12/17/19			
						CL 88365	305.45
85318	S	151 FEDERAL EXPRESS	83.91	12/17/19			
						CL 88374	83.91
85319	S	999999 FEDEX	10.42	12/17/19			
						CL 88341	10.42
85320	S	329 FERGUSON WATERWORKS #2516	11850.26	12/17/19			
						CL 88288	4253.86
						CL 88389	4596.40
						CL 88422	3000.00
85321	S	3347 FIRST INTERNATIONAL INSURANCE	2836.00	12/17/19			
						CL 88255	2836.00
85322	S	2046 FMAAR	1674.00	12/17/19			
						CL 88460	1674.00
85323	S	104 FORUM COMMUNICATIONS	741.65	12/17/19			
						CL 88217	584.30
						CL 88218	157.35
85324	S	155 GALLS, LLC	2196.25	12/17/19			
						CL 88361	2196.25
85325	S	156 GENERAL EQUIP & SUPPLIES	2433.32	12/17/19			
						CL 88359	1796.60
						CL 88392	636.72
85326	S	2558 GOODYEAR COMMERCIAL TIRE	949.18	12/17/19			
						CL 88284	949.18
85327	S	3331 GOVERNMENTJOBS.COM, INC.	19730.00	12/17/19			
						CL 88315	19730.00
85328	S	939 GRAYBAR	164.13	12/17/19			
						CL 88355	164.13
85329	S	550 GREG WARREN	308.71	12/17/19			
						CL 88336	308.71
85330	S	3484 GRONDAHL RECREATION INC	2950.00	12/17/19			
						CL 88412	2950.00
85331	S	2318 HABERDASHERY	260.00	12/17/19			
						CL 88264	260.00
85332	S	135 HAWKINS WTR TREATMENT	6309.50	12/17/19			
						CL 88299	6309.50
85333	S	3281 HEARTLAND PAPER COMPANY	865.07	12/17/19			
						CL 88274	865.07
85334	S	1226 HP INC.	446.00	12/17/19			
						CL 88373	326.00
						CL 88395	120.00
85335	S	2970 INDUSTRIAL SCIENTIFIC CORPORATION	2018.84	12/17/19			
						CL 88298	2018.84
85336	S	687 INFORMATION TECHNOLOGY DEPT	661.75	12/17/19			
						CL 88338	661.75

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Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
85337	S	211 INTERSTATE BATTERIES	316.67	12/17/19			
						CL 88296	316.67
85338	S	860 ISUZU DIESEL MIDWEST	72.28	12/17/19			
						CL 88293	72.28
85339	S	2872 JANA REINKE	150.00	12/17/19			
						CL 88313	150.00
85340	S	2886 JENNA WILM	64.49	12/17/19			
						CL 88457	64.49
85341	S	3367 JIM LARSON	310.24	12/17/19			
						CL 88221	310.24
85342	S	2750 JIM'S TOWING INC	240.00	12/17/19			
						CL 88269	240.00
85343	S	2747 JOE KOLB	150.00	12/17/19			
						CL 88310	150.00
85344	S	2122 KEY CONTRACTING	459856.96	12/17/19			
						CL 88379	459856.96
85345	S	693 KPH, INC	822412.17	12/17/19			
						CL 88376	105498.75
						CL 88380	262715.40
						CL 88381	348003.42
						CL 88382	106194.60
85346	S	2085 LANGUAGE LINE SERVICES	19.50	12/17/19			
						CL 88343	19.50
85347	S	3418 LOFFLER	8934.00	12/17/19			
						CL 88386	8934.00
85348	S	711 LUTHER FAMILY FORD	1116.34	12/17/19			
						CL 88285	508.84
						CL 88294	51.72
						CL 88414	555.78
85349	S	3304 MAC'S - FARGO	24.99	12/17/19			
						CL 88390	24.99
85350	S	3384 MATHESON TRI-GAS INC	48.00	12/17/19			
						CL 88340	48.00
85351	S	3119 MATT RETKA	50.00	12/17/19			
						CL 88301	50.00
85352	S	3322 MEGAN HUFFMAN	60.00	12/17/19			
						CL 88309	60.00
85353	S	299 MENARDS	1134.92	12/17/19			
						CL 88278	823.33
						CL 88349	142.66
						CL 88418	168.93
85354	S	2766 MIDCONTINENT COMMUNICATIONS	75.00	12/17/19			
						CL 88372	75.00
85355	S	908 MILES ORTH	364.02	12/17/19			
						CL 88335	350.02
						CL 88375	14.00
85356	S	305 MOORE ENGINEERING	214789.65	12/17/19			
						CL 88302	4266.00
						CL 88388	190497.74
						CL 88423	20025.91

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85357	S	673 MOORHEAD ELECTRIC	10728.55	12/17/19			
						CL 88281	10728.55
85358	S	3085 MRA-THE MANAGEMENT ASSOCIATION, INC	525.00	12/17/19			
						CL 88410	525.00
85359	S	298 MVTL LABORATORIES	297.00	12/17/19			
						CL 88334	297.00
85360	S	335 ND DEPT OF TRANSPORTATION	712743.47	12/17/19			
						CL 88393	17550.26
						CL 88394	695193.21
85361	S	337 ND LEAGUE OF CITIES	50.00	12/17/19			
						CL 88253	50.00
85362	S	826 ND RURAL WATER SYSTEMS	245.00	12/17/19			
						CL 88254	245.00
85363	S	991 NDUCEFA	775.00	12/17/19			
						CL 88286	775.00
85364	S	364 NELSON INTERNATIONAL	370.44	12/17/19			
						CL 88279	370.44
85365	S	2523 NEXUS INNOVATIONS, INC	4275.00	12/17/19			
						CL 88260	4275.00
85366	S	1966 NORTH IOWA K-9	750.00	12/17/19			
						CL 88371	750.00
85367	S	141 NORTH STAR SAFETY, INC	957.57	12/17/19			
						CL 88273	957.57
85368	S	328 NORTHERN ENGINE & SUPPL	658.30	12/17/19			
						CL 88331	658.30
85369	S	348 NORTHERN IMPROVEMENT CO	31433.73	12/17/19			
						CL 88292	416.52
						CL 88377	31017.21
85370	S	3111 NORTHERN SALT INCORPORATED	11935.68	12/17/19			
						CL 88280	11935.68
85371	S	1715 NORTHWEST TIRE INC	224.84	12/17/19			
						CL 88417	224.84
85372	S	1774 O'REILLY AUTOMOTIVE STORES, INC	185.61	12/17/19			
						CL 88267	185.61
85373	S	353 OHNSTAD TWICHELL	58799.79	12/17/19			
						CL 88428	35997.01
						CL 88429	22802.78
85374	S	631 ONE CALL CONCEPT	494.40	12/17/19			
						CL 88277	494.40
85375	S	276 OSTROMS ACE HARDWARE	270.19	12/17/19			
						CL 88353	247.20
						CL 88462	22.99
85376	S	914 PATRICK & CO.	432.00	12/17/19			
						CL 88347	432.00
85377	S	563 PETRO SERVE USA	31853.51	12/17/19			
						CL 88265	4119.23
						CL 88416	27734.28

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85378	S	3180 PHOENIX FABRICATORS AND ERECTORS	59650.00	12/17/19			
						CL 88383	59650.00
85379	S	384 PITNEY BOWES	764.25	12/17/19			
						CL 88272	345.03
						CL 88324	419.22
85380	S	411 POWER PLAN OIB	698.57	12/17/19			
						CL 88366	15.00
						CL 88413	683.57
85381	S	916 PRAIRIE SUPPLY INC	33.65	12/17/19			
						CL 88291	33.65
85382	S	1755 PRO SWEEP INC	1313.75	12/17/19			
						CL 88270	1313.75
85383	S	1295 PRO-WEST & ASSOCIATES, INC	309.34	12/17/19			
						CL 88427	309.34
85384	S	1166 PRODUCTIVITY PLUS ACCOUNT	178.70	12/17/19			
						CL 88351	178.70
85385	S	1253 PROTECTION SYSTEMS, INC	3060.00	12/17/19			
						CL 88289	3060.00
85386	S	3204 RECORD KEEPERS	16.00	12/17/19			
						CL 88247	16.00
85387	S	2045 RMLS	550.00	12/17/19			
						CL 88458	550.00
85388	S	663 ROAD EQUIPMENT PARTS CENTER	22.08	12/17/19			
						CL 88339	22.08
85389	S	2291 RYAN WUOLLET	74.26	12/17/19			
						CL 88330	74.26
85390	S	452 SAM'S CLUB	617.04	12/17/19			
						CL 88397	617.04
85391	S	454 SANITATION PRODUCTS	431.86	12/17/19			
						CL 88356	431.86
85392	S	2512 SCOTT DIAMOND	162.50	12/17/19			
						CL 88249	162.50
85393	S	999999 SENAYA ENGER	20.75	12/17/19			
						CL 88297	20.75
85394	S	2873 SHANE LEBAHN	180.00	12/17/19			
						CL 88311	180.00
85395	S	1702 SHEYENNE RIVER KENNELS	213.96	12/17/19			
						CL 88325	213.96
85396	S	2535 SKOOTER'S PLUMBING	234.10	12/17/19			
						CL 88275	234.10
85397	S	3150 SKYHAWK TELEMATICS	1515.50	12/17/19			
						CL 88367	1515.50
85398	S	31 STURDEVANT'S AUTO PARTS	384.21	12/17/19			
						CL 88268	384.21
85399	S	3436 SUPERIOR ELECTRIC	159303.51	12/17/19			
						CL 88384	159303.51
85400	S	3433 TELLWELL	8663.34	12/17/19			
						CL 88387	8663.34

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85401	S	1900 THE UPS STORE #5998	214.84	12/17/19			
85402	S	3482 THUNDER COFFEE, INC	324.13	12/17/19		CL 88318	214.84
85403	S	812 TIM RUNCORN	85.00	12/17/19		CL 88252	50.00
85404	S	2217 TINA FISK	222.66	12/17/19		CL 88346	274.13
85405	S	3483 TITAN MACHINERY	288.20	12/17/19		CL 88327	85.00
85406	S	1674 TOM MCDOUGALL	150.00	12/17/19		CL 88220	222.66
85407	S	1285 TRAFFIC CONTROL CORPORATION	1200.00	12/17/19		CL 88306	288.20
85408	S	1495 TRAVIS JOHNSON	296.74	12/17/19		CL 88312	150.00
85409	S	2951 TYLER TECHNOLOGIES, INC	342.33	12/17/19		CL 88368	1200.00
85410	S	2478 VALLI	7206.60	12/17/19		CL 88332	296.74
85411	S	1267 VERIZON WIRELESS	91.26	12/17/19		CL 88424	342.33
85412	S	3212 VISA ADMINISTRATION	1639.47	12/17/19		CL 88425	6124.63
85413	S	2436 VISA FINANCE	7096.10	12/17/19		CL 88426	1081.97
85414	S	2439 VISA IT	726.80	12/17/19		CL 88320	91.26
85415	S	2438 VISA PLANNING	912.56	12/17/19		CL 88420	1639.47
85416	S	2435 VISA POLICE #1	254.05	12/17/19		CL 88419	7096.10
85417	S	3234 VISA POLICE #3	1548.97	12/17/19		CL 88263	726.80
85418	S	3244 VISA POLICE #4	562.00	12/17/19		CL 88262	912.56
85419	S	2423 VISA PW	7814.83	12/17/19		CL 88262	912.56
85420	S	544 WALLWORK TRUCK CENTER	28774.45	12/17/19		CL 88400	254.05
85421	S	576 WALMART COMMUNITY	68.26	12/17/19		CL 88399	1548.97
85422	S	2740 WASTE MANAGEMENT OF WI-MN	80400.01	12/17/19		CL 88398	562.00
						CL 88370	7814.83
						CL 88348	28774.45
						CL 88345	68.26
						CL 88304	276.71
						CL 88322	80123.30

12/17/19
16:00:02

CITY OF WEST FARGO, ND
Check Register
For the Accounting Period: 12/19

Page: 8 of 8
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
85423	S	2184 WEST SIDE STEEL	1239.51	12/17/19	_____	CL 88362 CL 88391	1149.96 89.55
85424	S	569 WF ANIMAL HOSPITAL	1233.70	12/17/19	_____	CL 88354	1233.70
85425	S	549 WF PUB SCHOOLS DIST #6	12650.00	12/17/19	_____	CL 88248 CL 88360	11990.00 660.00
85426	S	338 XCEL ENERGY	26377.25	12/17/19	_____	CL 88256 CL 88257 CL 88258 CL 88259 CL 88317 CL 88405 CL 88406	47.91 122.76 42.63 6398.08 12721.66 217.63 6826.58
85427	S	582 ZEP MANUFACTURING	1680.14	12/17/19	_____	CL 88290	1680.14
85428	S	999999 JAMES GAST	300.00	12/17/19	_____	CL 88463	300.00
85429	S	2560 MED-ENG, LLC	70716.00	12/17/19	_____	CL 88465	70716.00
85430	S	2560 MED-ENG, LLC	71406.00	12/17/19	_____	CL 88466	71406.00
Total for Claim Checks			3481422.70				
Count for Claim Checks			157				

* denotes missing check number(s)

of Checks: 157 Total: 3481422.70

DEC 23 2019



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT
 OFFICE OF ATTORNEY GENERAL
 SFN 9338 (08/2019)

Application for: Local Permit Restricted Event Permit (one event per year)

Name of Nonprofit Organization or group of people permit is issued to <i>B+G Beverages II, Inc</i>		Date(s) of Activity <i>1-6-20 to 6-30-20</i>		For a raffle, provide drawing date(s): <i>Every Tuesday</i>	
Person Responsible for the Gaming Operation and Disbursement of Net Income <i>Greg Peterson</i>		Title <i>Owner/ Pres.</i>		Business Phone Number <i>701-282-3245</i>	
Business Address <i>103 Main Ave W</i>		City <i>West Fargo</i>		State <i>ND</i>	Zip Code <i>58078</i>
Mailing Address (if different) <i>102 Main Ave E</i>		City <i>West Fargo</i>		State <i>ND</i>	Zip Code <i>58078</i>
Name of Site Where Game(s) will be Conducted <i>Town Hall Bar</i>		Site Address <i>103 Main Ave W</i>			
City <i>West Fargo</i>		State <i>ND</i>	Zip Code <i>58078</i>	County <i>CASS</i>	
Check the Game(s) to be Conducted: * Poker, Twenty-one, and Paddlewheels may be Conducted only by a Restricted Event Permit.					
<input type="checkbox"/> Bingo <input checked="" type="checkbox"/> Raffle <input type="checkbox"/> Raffle Board <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input type="checkbox"/> Poker * <input type="checkbox"/> Twenty-one * <input type="checkbox"/> Paddlewheels *					

DESCRIPTION AND RETAIL VALUE OF PRIZES TO BE AWARDED

Game Type	Description of Prize	Retail Value of Prize	Game Type	Description of Prize	Retail Value of Prize
<i>Meat Raffle</i>	<i>Meat</i>	<i>150.00</i>			
Total:					(Limit \$40,000 per year) <i>\$ 3150.00</i>

Intended uses of gaming proceeds: *Give to various organizations... WE Activities*

Does the organization presently have a state gaming license? No Yes - If "Yes," the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240.

Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1-June 30? No Yes-If "Yes," the organization or group does not qualify for a local permit or restricted event permit.

Has the organization or group received a local permit from any city or county for the fiscal year July 1-June 30? No Yes-If "Yes," indicate the total value of all prizes previously awarded: \$ _____. This amount is part of the total prize limit of \$40,000 per year.

Signature of Organization or Group's Top Official <i>Greg Peterson</i>	Date <i>12-17-19</i>	Title <i>OWNER/ Pres.</i>	Business Phone Number <i>701-282-3245</i>
---	-------------------------	------------------------------	--

*CK# 14513
pd 12-23-19
\$10.00*



City Commission Agenda Item Request

Please Note: The following information must be completed and submitted before noon on the Thursday preceding the City Commission Meeting. Failure to comply may delay action being taken on your request.

Office Use:

Regular Agenda Item #:

Consent Agenda Item #:

Agenda Item Information:

Contact Name: *

Jerry

Phone Number: *

Boyer

Email Address:

gerald.boyer@westfargond.gov

Date *

12/20/2019

Topic for Consent or Regular Agenda?

Please select one option:

Consent Agenda

Regular Agenda

Please Briefly Describe Your Request *

Requesting the use of \$13,230.00 to complete purchase of holsters and gun mounted flashlights from previous change from 40 cal, to 9mm. This was delayed due to new options available in holsters and lights. Two separate purchases, Holsters for\$5810.00, lights for\$7420, utilizing the same company for both. We will be saving over \$1300 from our original price estimate. Holster cost was reduced from over \$106 for each to \$83 each

Site Address or Legal Description (if applicable)

Action Being Requested from City Commission *

Approve to make purchase from Asset Forfeiture Account

Upload Additional Documentation (Optional):



Sales Quote

KIESLER POLICE SUPPLY
 2802 SABLE MILL RD
 JEFFERSONVILLE, IN 47130

Bill-to Customer

WEST FARGO, CITY OF
 DEPARTMENT OF POLICE
 800 4TH AVENUE EAST, SUITE 2
 WEST FARGO, ND 58078

Ship-to Address

WEST FARGO, CITY OF
 TYLER WILLIAMS
 DEPARTMENT OF POLICE
 800 4TH AVENUE EAST, SUITE 2
 WEST FARGO, ND 58078

Your Reference
 Bill-to Customer No. L01797
 Tax Registration No.

 No. Q108598
 Document Date December 18, 2019
 Due Date January 17, 2020
 Payment Terms
 Payment Method
 Tax Identification Type Legal Entity
 Shipment Method

Salesperson
 Email SARA SCHNEIDER
 Home Page
 Phone No.

No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
STRE69424	STREAMLIGHT TLR-7A FLEX W/ LOW SWITCH MOUNTED ON LIGHT + HIGH SWITCH IN RETAIL BOX MTKL/DOR.00050726	70	EACH	106.00	7,420
SHIPPING	Shipping	1	EACH	0.00	0
FORMAT SARA	QUOTED BY SARA SCHNEIDER KIESLER POLICE SUPPLY 2802 SABLE MILL ROAD JEFFERSONVILLE, IN 47130 QUOTE IS VALID FOR 30 DAYS	1	EACH	0.00	0
Amount Subject to Sales Tax				0.00	
Amount Exempt from Sales Tax				7,420.00	
Subtotal					7,420.00
Total Tax					0.00
Total \$ Incl. Tax					7,420.00
Tax Amount					0.00

KIESLER POLICE SUPPLY FFL# 4-35-019-11-1M-08220

RETURNED GOODS POLICY

No returned goods will be accepted without prior consent. Any packages returned without properly displaying a return authorization number will be refused. Returns subject to up to 25% restocking fee

DEFECTIVE MERCHANDISE POLICY

We are not a warranty repair station for any manufacturer. Returns of defective merchandise must be made directly to the manufacturer for repair or replacement.

DAMAGED GOODS POLICY

Claims of shortages or damaged shipments must be made immediately upon receipt of shipment.



Sales Quote

KIESLER POLICE SUPPLY
 2802 SABLE MILL RD
 JEFFERSONVILLE, IN 47130

Bill-to Customer
 WEST FARGO, CITY OF
 DEPARTMENT OF POLICE
 800 4TH AVENUE EAST, SUITE 2
 WEST FARGO, ND 58078

Ship-to Address
 WEST FARGO, CITY OF
 TYLER WILLIAMS
 DEPARTMENT OF POLICE
 800 4TH AVENUE EAST, SUITE 2
 WEST FARGO, ND 58078

Your Reference
 Bill-to Customer No. L01797
 Tax Registration No.

 No. Q108628
 Document Date December 19, 2019
 Due Date January 18, 2020
 Payment Terms
 Payment Method
 Tax Identification Type Legal Entity
 Shipment Method

Salesperson SARA SCHNEIDER
 Email
 Home Page
 Phone No.

No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
BLACM990439BKR	BLACKHAWK T SERIES L3D DUTY LB HOLSTER FOR GLOCK 17/22 W/ TLR-7, BLACK, RIGHT HAND BULK PACK KKEE	62	EACH	83.00	5,146
BLACM990439BKL	BLACKHAWK T SERIES L3D DUTY LB HOLSTER FOR GLOCK 17/22 W/ TLR-7, BLACK, LEFT HAND BULK PACK KKEE-	8	EACH	83.00	664
SHIPPING	Shipping From Kiesler's Once Inventory Arrives,	1	EACH	0.00	0
FORMAT SARA	QUOTED BY SARA SCHNEIDER KIESLER POLICE SUPPLY 2802 SABLE MILL ROAD JEFFERSONVILLE, IN 47130 QUOTE IS VALID FOR 30 DAYS	1	EACH	0.00	0
Amount Subject to Sales Tax				0.00	
Amount Exempt from Sales Tax				5,810.00	
				Subtotal	5,810.00
				Total Tax	0.00
				Total \$ Incl. Tax	5,810.00
				Tax Amount	0.00

KIESLER POLICE SUPPLY FFL# 4-35-019-11-1M-08220

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DAMAGED GOODS POLICY

Claims of shortages or damaged shipments must be made immediately upon receipt of shipment.



City Commission Agenda Item Request

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Office Use:

Regular Agenda Item #:

Consent Agenda Item #:

Agenda Item Information:

Contact Name: *

Malachi Petersen

Phone Number: *

7014335324

Email Address:

malachi.petersen@westfargond.gov

Date *

1/2/2020

Topic for Consent or Regular Agenda?

Please select one option:

Consent Agenda

Regular Agenda

Please Briefly Describe Your Request *

Request is for the approval of a business incentive agreement between the City of West Fargo and Restad Industrial Park LLC for a Renaissance Zone project located at 1206 and 1210 3rd Ave NW West Fargo ND 58078. The project was completed in June of last year and this approval is a formality needed in order for the State of ND to approve incentives for the property. The City Commission approved the Renaissance Zone project at its May 7, 2018 meeting as the "Halverson's Addition."

Site Address or Legal Description (if applicable)

1206 and 1210 3rd Ave NW West Fargo ND 58078

Action Being Requested from City Commission *

Approval of a Renaissance Zone Project Business Incentive Agreement between the City of West Fargo and Restad Industrial Park LLC.

Upload Additional Documentation (Optional):

SKM_C284e19123116460 (003).pdf

2.92MB

BUSINESS INCENTIVE AGREEMENT
 NORTH DAKOTA DEPARTMENT OF COMMERCE
 SFN 59686 (10/2018)

(For office use only) Agreement Number
Grantor Reference Number 77-WF

The RECIPIENT specified below has been approved to receive a business incentive from the state of North Dakota. Therefore, in fulfillment of the requirements of North Dakota Century Code § 54-60.1-03, the grantor of the business incentive (**GRANTOR**) and the entity to receive the business incentive (**RECIPIENT**) must enter into a **Business Incentive Agreement**. This Business Incentive Agreement provides project data and specifies the goals the RECIPIENT has agreed to meet in order to receive the state business incentive.

Should the value of this incentive be less than \$25,000, and should the RECIPIENT receive no additional incentives to bring the total to \$25,000 or more within twelve months, the reporting requirements outlined in North Dakota Century Code § 54-60.1-05 and in this agreement, will not go into effect.

Grantor

Name of GRANTOR/GRANT ADMINISTRATOR Tina Fisk	On Behalf Of City of West Fargo		
Address 800 4th Ave E Suite #1	City West Fargo	State ND	ZIP Code 58078

Recipient

Name of RECIPIENT Business Restad Industrial Park LLC	Also known as		
Mailing Address 1206 3rd Ave NW #1	City West Fargo	State ND	ZIP Code 58078
Street Address	City	State	ZIP Code
Location of Project (street address, city, county) 1206 and 1210 3rd Ave NW West Fargo ND 58078			
Business Classification of RECIPIENT (3 digit NAICS Code)			
Parent Company of RECIPIENT (if any)			
Street Address	City	State	ZIP Code

Recipient Contact Information

Main Contact Person Nancy Peterson	Email Address live2sail47@yahoo.com
Title	Telephone Number 701.238.1211

Location of Recipient PRIOR to receiving this business incentive (if relocating)

Street Address 135 21st St NW	City West Fargo	State ND	ZIP Code 58078
----------------------------------	--------------------	-------------	-------------------

Business Owners or Shareholders

List the names and addresses of all individuals or shareholders owning twenty percent (20%) or more of this business.

Owner or Shareholder	Mailing Address	City	State	ZIP Code
Ryan Restad	1206 3rd Ave NW, #1	West Fargo	ND	58078

Project Information

Benefit Date 06/25/19		Incentive Value \$ 77,906.00
Project Description Construction on a previously undeveloped lot of two warehouse / office buildings with a total estimated value of between \$1 million and \$1.6 million. One building will have a main office space for business tenants, as well as a shop and truck-trailer space. The other building will have a shop, a truck-trailer space, and a smaller office space for tenants.		
Incentive Description Renaissance Zone Incentive		
Is this incentive tax increment financing? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, describe the type of district N/A	Business Investment Value \$ 1,622,000.00

Incentive Type (check one only)

<input type="checkbox"/> Contribution of property or infrastructure	<input type="checkbox"/> Preferential use of government facility
<input type="checkbox"/> Direct cash transfer, loan, or equity investment	<input type="checkbox"/> Guarantee of payment under loan, lease, or other obligation
<input checked="" type="checkbox"/> Reduction or deferral of tax or fee	<input type="checkbox"/> Interest buy-down

Public Purpose (check one only)

<input type="checkbox"/> Assisting community Development	<input type="checkbox"/> Indirectly creating employment opportunities through increased economic activity
<input checked="" type="checkbox"/> Increasing tax base	<input type="checkbox"/> Job retention (only in cases where job loss is specific and demonstrable)
<input type="checkbox"/> Directly creating employment opportunities	

Current Employment, Wages, Benefits and Compensation

Is this a new business or a business with no full-time employees?
 Yes No | If yes, please enter 0 for the current number of jobs, average hourly wage, and average hourly benefits below.
 If no, please enter the current number of jobs, average hourly wage, and average hourly benefits below.

Current number of Full Time Equivalent Employees (FTE's) ¹	Average Hourly Wage ²	Average Hourly Benefits ³	Average Hourly Compensation (Wage plus Benefits) ⁴
0.0			0.00

Seasonal, explain:

Goal Information

In exchange for the incentive provided by the GRANTOR, the RECIPIENT agrees to, within 2 years (check one only)
 Create Jobs Retain Jobs Neither create nor retain jobs⁵

Current number of Full Time Equivalent Employees (FTE's) ¹	Average Hourly Wage ²	Average Hourly Benefits ³	Average Hourly Compensation (Wage plus Benefits) ⁴
0.0			0.00

¹ Full time equivalent employees (FTE's) work 32 hours per week or greater. The exception is when a single position is filled by two people. In this instance each person needs to work 20 hours per week or greater to be considered an FTE. Please round job numbers to the **nearest 0.5 FTE**.

² Wage includes wages, salary, bonuses and commissions.

³ Benefits include health, disability, life and retirement benefits or insurance premiums paid by the employer; an employee's share of payroll taxes paid by the employer; and other fringe benefits such as housing allowance and transportation expense.

⁴ Wage plus benefits.

⁵ If 'Neither create nor retain jobs' is checked, please enter '0' for number of jobs, wage and benefits goals. All RECIPIENTS must file recipient reports as described on page 3 of this document, including those with no job, wage or benefits goals.

In addition to meeting the goals outlined in this document, the RECIPIENT agrees to the following terms as specified by N.D.C.C. §54-60.1:

1. The RECIPIENT shall continue operation in the jurisdiction in which the business incentive is used for five years or more after the benefit date.
2. RECIPIENT reports requesting current job, wage and benefit information will be mailed to the RECIPIENT by the GRANTOR. The RECIPIENT shall complete, sign and return this annual recipient report to the GRANTOR within 60 days of the annual anniversary of the benefit date for a period of two years or until the goals specified in the Business Incentive Agreement have been met, whichever is later.

If the recipient report is not received within those 60 days, the GRANTOR shall mail the RECIPIENT a warning letter. The RECIPIENT then has 14 days from the postmarked date of that warning letter to file a report. If the recipient report is still not received, the RECIPIENT may be charged one hundred dollars (\$100) from the GRANTOR for each subsequent day until the report is received. The maximum penalty under this section may not exceed one thousand dollars (\$1,000).

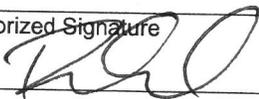
3. If, after 2 years, the job and compensation goals listed in the Business Incentive Agreement are not met, the RECIPIENT shall continue to provide recipient reports to the grantor until the incentive is repaid to the grantor. At a minimum, a recipient that fails to meet business incentive agreement goals shall pay back the value of the incentive to the GRANTOR prorated to reflect any partial fulfillment of the job and compensation goals. There is an exception to this financial obligation for any unmet goals that result from an act of God or terrorism.
4. The Business Incentive Agreement shall only be modified or extended by the GRANTOR pursuant to N.D.C.C. §54-60.1-04.
5. If the terms of the Business Incentive Agreement are not met, RECIPIENT, including all individuals or shareholders owning twenty percent (20%) or more of the business, will not be eligible to receive a business incentive from any GRANTOR for a period of five years from the date of failure or until RECIPIENT satisfies its repayment obligation.

By signing this document, RECIPIENT agrees to the terms noted herein, verifies that it has not failed to meet the terms of any business incentive agreement in the last five years and confirms that it has disclosed, in Attachment "A" of this agreement, all additional financial assistance received from state or political subdivision GRANTORS for this project.

GRANTOR

Title	Authorized Signature	Date
Tina Fisk, City of West Fargo Administrator		

RECIPIENT

Title	Authorized Signature	Date
Ryan Restad, Restad Industrial LLC Owner		12/31/19

Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligation hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

ATTACHMENT "A"

RECIPIENT verifies it has received additional financial assistance from state or political subdivision GRANTORS from the following entities for this project since its inception. A listing of incentives from past projects (i.e. past expansions) is not required.

GRANTOR		On Behalf Of
Benefit/Pending Benefit Date	Value of Assistance	Type of Incentive
Description of Assistance		

GRANTOR		On Behalf Of
Benefit/Pending Benefit Date	Value of Assistance	Type of Incentive
Description of Assistance		

GRANTOR		On Behalf Of
Benefit/Pending Benefit Date	Value of Assistance	Type of Incentive
Description of Assistance		

GRANTOR		On Behalf Of
Benefit/Pending Benefit Date	Value of Assistance	Type of Incentive
Description of Assistance		

GRANTOR		On Behalf Of
Benefit/Pending Benefit Date	Value of Assistance	Type of Incentive
Description of Assistance		



STATE OF NORTH DAKOTA
OFFICE OF STATE TAX COMMISSIONER
RYAN RAUSCHENBERGER, COMMISSIONER

December 31, 2019

Ref: L0843966208

RYAN J. RESTAD
2328 12TH ST W
WEST FARGO ND 58078-4831

RE: Renaissance Zone Certificate Of Good Standing, State Income And Sales Taxes Only
RESTAD INDUSTRIAL PARK, LLC

This letter is evidence of good standing as required by the North Dakota Division of Community Services for purposes of obtaining final approval of a renaissance zone project.

As of the date of this letter, the records in the North Dakota Office of State Tax Commissioner do not show probable cause to believe that any income taxes (including income tax withheld from wages) or sales and use taxes are due and owing to the State of North Dakota by the following taxpayer:

Taxpayer's Name: RYAN J. RESTAD
SSN or FEIN: ***-**-4936
RESTAD INDUSTRIAL PARK, LLC
82-5166545

This letter must be submitted (as part of the zone project application) to the local zone authority for the renaissance zone in which the proposed zone project will be located. Please keep a copy of this letter for your records.

/s/ Liliya Montgomery
Liliya Montgomery
Supervisor, Individual Income Tax and Withholding
Phone: (701) 328-1296
Email: lmontgomery@nd.gov



December 17, 2019

Commissioners:

Commission approval is required for any employee to rollover more than 240 vacation hours into the following calendar year. As City Administrator, I am formally requesting the following hours be approved to rollover from 2019 to 2020:

Dan Birnbaum, Street Foreman – 57.50 hours

- Inability to use vacation time due to absence of Public Works Director

Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tina Fisk".

Tina Fisk
City Administrator

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

Agenda # 2

***Please Note: The following information must be completed and submitted to the West Fargo City Auditor's Office by the Thursday noon preceding the City Commission meeting. Failure to comply may result in no action being taken on your request.

1. CONTACT PERSON: Tim Solberg, AICP

2. PHONE NUMBER: 433-5321 DATE: January 2, 2020

3. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:

Zoning Ordinance Amendment for proposed changes to Section 4-400 to include the addition of Entertainment Mixed Use Entertainment District and Downtown Mixed Use District along with the repeal of Section 4-431-D. Sheyenne Street Corridor Overlay District and 4-431-E. Main Avenue Overlay District and amendments to Sections 4-200. Definitions and 4-460. Sign Regulations. I will attempt to present each district separately, however am requesting one motion for both districts together as the first reading was held in that manner. If the Commission would like to hold off on one of the two districts we can amend the second reading to reflect any changes and bring the other back to the Commission for consideration of a first and second reading separately.

4. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):

N/A.

5. ACTION BEING REQUESTED FROM CITY COMMISSION:

Hold Second Reading on the Ordinance Amendment.

STAFF REPORT

A19-34	ZONING ORDINANCE AMENDMENTS
Zoning Ordinance Amendment to Section 4-400 to include “Mixed Use Entertainment District”, “Mixed Use Downtown District” along with Repeal of Section 4-431-D. Sheyenne Street Corridor Overlay District & 4-431-E. Main Avenue Overlay District and amendments to Section 4-460. Sign Regulations	
Applicant: City of West Fargo	Staff Contact: Tim Solberg, AICP
Planning & Zoning Commission Introduction:	10-08-2019
Public Hearing:	10-08-2019 – continued; 11/12/19 – Approval
City Commission Introduction:	11/18/19
Public Hearing & 1 st Reading:	12/2/19
2 nd Reading	01/06/2020

PURPOSE:

Amendment to Create Mixed Use Downtown District and Mixed Use Entertainment District; Repeal Sheyenne & Main Avenue Corridor Overlay Districts; And amendments to Section 4-460. Sign Regulations, which are generally described as creating districts which promote the goals of the West Fargo Comprehensive Plan to achieve a better connected village core.

DISCUSSION AND OBSERVATIONS:

- Upon completion of West Fargo 2.0, it was determined that the City’s zoning regulations would require an update and overhaul.
- City staff first has begun work on the City’s downtown core with an eye toward the plans of the past as well as West Fargo 2.0.
 - The Downtown Framework Study, the Sheyenne Street Corridor Study, and the vision set forth in West Fargo 2.0 have provided direction on the City’s efforts on reconstruction of Sheyenne Street.
 - Staff has been working with the design engineer and landscape architect of the improvements at Sheyenne St and in front of the recently constructed Sheyenne Plaza, Pioneer Place and POW MIA Plaza to ensure a cohesive design palette is employed in redevelopment activities downtown.
- The proposed district and standards for a “Mixed Use Downtown District” includes the proposed repeal of 4-431-D: “CO-S” or Sheyenne Street Corridor Overlay District and repeal of 4-431-E: “CO-M” or Main Avenue Overlay District.
- City staff has begun considering a “Mixed Use Entertainment District” for a number of reasons.
 - West Fargo 2.0 has identified this area as being a primary node within the Community for retrofit growth. The City has also recently invested greatly in a Tax Increment Finance (TIF) District to construct a plaza that will encourage activity and programming throughout the year. Recent Planned Unit Developments (PUD) within the area are focused on activity with residential, office and commercial uses planned. The City has further invested in a parking garage to provide centralized parking for visitors, employees, and visitors.
 - The owners within the existing PUD have been considering amending the PUD to more specifically spell out the development pattern within the Sheyenne 32 development and desires to include such items as off-premise advertising. Staff prefers to approach this as a zoning district that can be more specifically applied to other areas of City Ordinances such as

STAFF REPORT

the City Sign Ordinance, Nuisance Regulations, or Alcohol Ordinance rather than within a very specific PUD.

NOTICES:

Sent to: Notice in the newspaper and to City Departments

Comments Received:

- None to date.

CONSISTENCY WITH COMPREHENSIVE PLAN AND OTHER APPLICABLE CITY PLANS AND ORDINANCES:

- The development of the Mixed Use Downtown District follows the introduction of the importance of a downtown within the 2000 and 2008 Comprehensive Plans, followed by the further discussion of the principles of design developed in the Downtown Framework Study, followed by the street alternative concepts developed in Phase II of the Sheyenne Street Corridor Study and finally the compilation of these matters found within the G-4A Core-Retrofit Growth Sector and Long-Range Conceptual Plan Area for Downtown West Fargo found within West Fargo 2.0..
- The development of the Mixed Use Entertainment District is founded through the consideration and approval of both the Eagle Run Plaza Planned Unit Developments, the City's approval of a Tax Increment Finance District for plaza and parking garage and within the G-4A Core-Retrofit Growth Sector and Long-Range Conceptual Plan Area for 32nd Ave W and Sheyenne Street found within West Fargo 2.0.

RECOMMENDATIONS:

Staff is recommending discussion and review of the ordinance amendments prior to opening the public hearing. At the time of public hearing, staff would request the hearing be left open and further discussion, review, and editing occur prior to the November meeting where we would intend having more finished ordinances that could be considered to be forwarded to the City Commission.

More work needs to be done on the proposed ordinances as well as a thorough review of the other areas of City Ordinances that may be affected – most specifically staff has advertised that Section 4-460. Sign Regulations would be amended in connection with the proposed districts. Along with this analysis, staff intends to further refine a future proposed district boundary for each district to be reviewed as the proposed districts are considered.

UPDATES FOR 11-12-19 PLANNING COMMISSION:

Staff has included prohibited uses equally for both proposed district standards. The proposed prohibited uses are as follows:

- Adult Entertainment Center
- Behavioral Health Facility
- Heavy Industrial Uses

Adult Entertainment Center and Behavioral Health Facility are currently defined in Section 4-200 of City Ordinances. Staff has found it common in form based codes to use looser definitions for some uses to

STAFF REPORT

allow greater flexibility, but to also avoid incompatibility between very different categories of uses. For that reason we've included a term of "Heavy Industrial Uses" as a prohibited use which staff intends to also include within the definitions section 4-200 to be defined as "uses which have the potential to be a nuisance due to dust, odor, noise, vibration, pollution, smoke, heat, glare, or the operation of the processes outside the building." City staff would use this definition to interpret uses within the districts. The ability for anyone aggrieved of staff decisions on uses to appeal to the City Commission is provided through processes already available within Section 4-563 of the Ordinance.

PLANNING AND ZONING RECOMMENDATION:

At their November 12, 2019 meeting, the Planning and Zoning Commission recommended approval of the Zoning Ordinance Amendments with a 3-2 vote.

Concerns noted from Planning Commissioners are as follows:

- Concern that the proposed off-premise sign is intended in the ordinance to provide for just one sign in each district and that it may cause other property owners in the community to lobby for off-premise signs which would not be favorable.
- Concern that larger signs possible through conditional use within the proposed Mixed Use Entertainment District may be a nuisance to nearby residential areas.
- Concern regarding shared parking requirements in the proposed districts.

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

Agenda # 3

***Please Note: The following information must be completed and submitted to the West Fargo City Auditor's Office by the Thursday noon preceding the City Commission meeting. Failure to comply may result in no action being taken on your request.

1. CONTACT PERSON: Tim Solberg, AICP

2. PHONE NUMBER: 433-5321 DATE: January 2, 2020

3. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:

Replacement of Official Zoning Map per 4-302 of City Ordinances. Please see attached staff report for proposed changes to the Official Zoning Map. Public Hearing at Planning Commission is currently open. Staff has scheduled a Public Hearing before the City Commission to be held at the January 20, 2020 meeting.

4. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):

N/A.

5. ACTION BEING REQUESTED FROM CITY COMMISSION:

Hold First Reading.

STAFF REPORT

A19-50 Adoption of Official Zoning Map	
Adoption of Official Zoning Map	
City of West Fargo	Staff Contact: Tim Solberg, AICP
Planning & Zoning Commission Introduction:	12-10-2019
Public Hearing:	12-10-2019 – Continued;
City Commission Introduction & 1 st Reading:	01-06-2020
Public Hearing & 2 nd Reading:	01-20-2020

PURPOSE:

Replacement of the Official Zoning Map to reflect amendments and make necessary changes to reflect new districts and cleanup of other issues.

DISCUSSION AND OBSERVATIONS:

- The zoning map for the City was last updated in July 16, 2018. A number of rezonings have taken place since that time, as the City has experienced tremendous growth.
- Under 4-302. Replacement of Official Zoning Map, the West Fargo Zoning Ordinance provides for the replacement of the Official Zoning Map as follows:
 - In the event that the Official Zoning Map becomes damaged, destroyed, lost, or difficult to interpret because of the nature or number of changes and additions, the City Commission may by resolution or ordinance adopt a new Official Zoning Map which shall supersede the prior Official Zoning Map. The new Official Zoning Map may correct drafting or other errors or omissions in the prior Official Zoning Map, but no such correction shall have the effect of amending the original Official Zoning Map or any subsequent amendment thereof. The new Official Zoning Map shall be identified by the signature of the President of the Board of the City Commissioners attested by the City Auditor, and bearing the seal of the City under the following words: “This is to certify that this Official Zoning Map adopted as part of Ordinance 1125 on July 16, 2018, supersedes and replaces the Official Zoning Map adopted March 16, 2015, as part of the Ordinance 1031 of the City of West Fargo, North Dakota.” Unless the prior Official Zoning Map has been lost, or has been totally destroyed, the prior map or any significant parts thereof remaining, shall be preserved, together with all available records pertaining to its adoption or amendment.
- Along with the updated map, staff is proposing to provide for the rezoning of some properties to reflect the established use of the properties to conforming uses and also to rezone areas to reflect the removal of the Sheyenne Street Corridor Overlay and Main Avenue Overlay and newly created Downtown Mixed Use District and Entertainment Mixed Use Districts. More specifically:
 - Staff proposes to rezone the following addresses from C: Light Commercial to R-2: Limited Multiple Dwelling to reflect the long term established residential use of the properties. The properties have a very difficult time being financed due to their current zoning:
 - 126 1 AVE E
 - 122 1 AVE E
 - 118 1 AVE E
 - 114 1 AVE E
 - 110 1 AVE E
 - 106 1 AVE E

STAFF REPORT

- 236 1 AVE E
- 18 3 ST E
- 14 3 ST E
- 206 2 AVE W
- 234 2 AVE W
- 210 2 AVE W
- 218 2 AVE W
- 214 2 AVE W
- 230 2 AVE W
- 226 2 AVE W
- 202 2 AVE W
- 222 2 AVE W
- 338 1 AVE E
- 334 1 AVE E
- 330 1 AVE E
- 326 1 AVE E
- 322 1 AVE E
- 318 1 AVE E
- 314 1 AVE E
- 310 1 AVE E
- 306 1 AVE E
- 302 1 AVE E

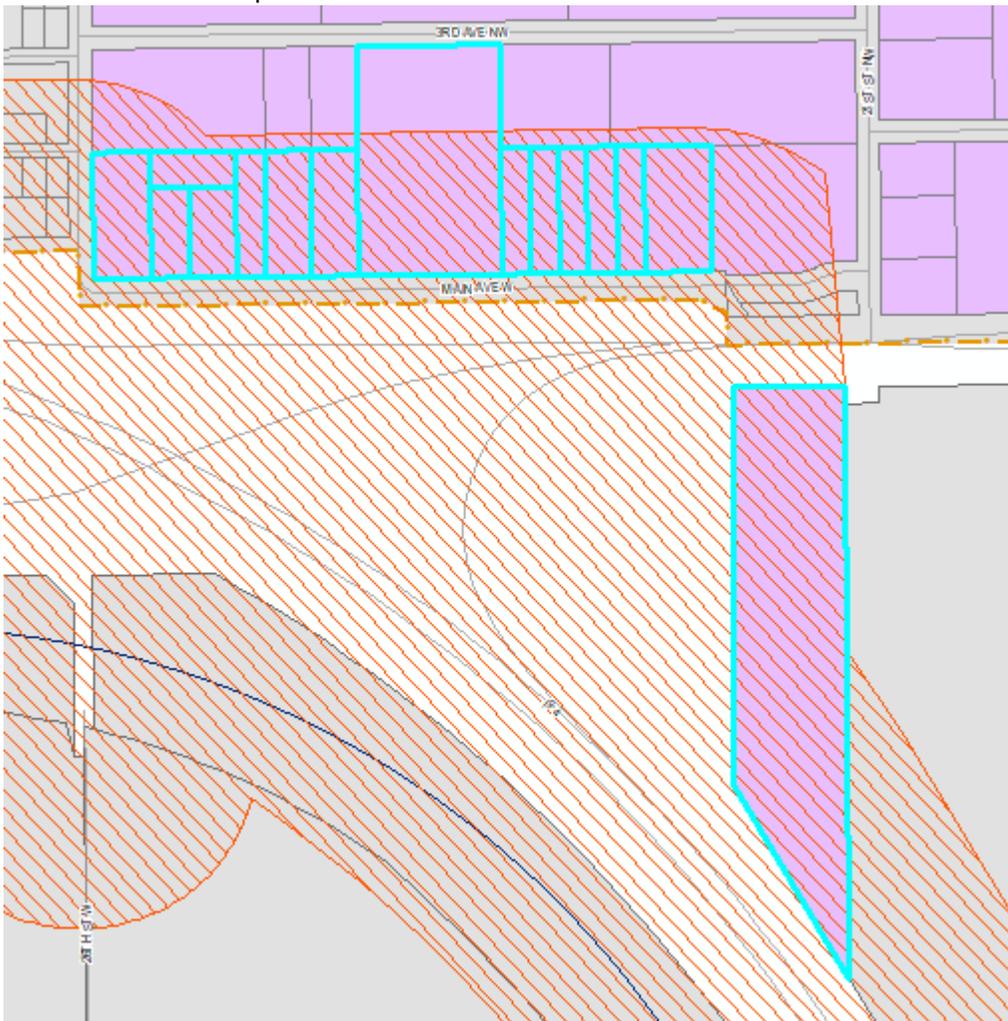


- Staff proposes to rezone the following properties from PUD: Planned Unit Development to LI: Light Industrial. There exists two Corridor Overlay districts which staff feels provides sufficient protection to provide for the intended effect along the Main Avenue corridor and the Interstate Corridor which the PUD's intended to protect. This is a way to simplify land use decisions as well as allow for redevelopment of the sites with clear instruction from City Ordinances. Of note, one property has an off-premise sign which is currently non-conforming due to the PUD in place, which has left it in disrepair. If rezoned, the property owner would be able to replace the off-premise sign, if not rezoned the sign would remain on site in disrepair.

- 2210 MAIN AVE W
- 2536 MAIN AVE W
- 2504 MAIN AVE W
- 2438 MAIN AVE W
- 2426 MAIN AVE W
- 2324 MAIN AVE W
- 2316 MAIN AVE W

STAFF REPORT

- 2308 MAIN AVE W
- 2234 MAIN AVE W
- 2226 MAIN AVE W
- 2218 MAIN AVE W
- 2520 MAIN AVE W
- 2512 MAIN AVE W
- 2528 MAIN AVE W
- Parcel ID: 53-0000-09068-000, which is an Extraterritorial Zoned parcel south of Main Avenue West at the intersection of Main and Interstate Highway 94. The parcel was in the process of subdivision and rezoning to PUD. The rezone was completed; however, a plat was never recorded. Prior to issuance of future building permits, the platting will need to be completed.



- Staff proposed to rezone the following properties from PUD: Planned Unit Development to R-1SM: Mixed One and Two-Family Dwelling. The PUD here was created prior to the City adopting the R-1SM district. The R-1SM District was based upon the development of this PUD and rezoning is providing cleanup and more clear instruction for redevelopment or additions and accessory buildings.
 - 972 30 AVE W

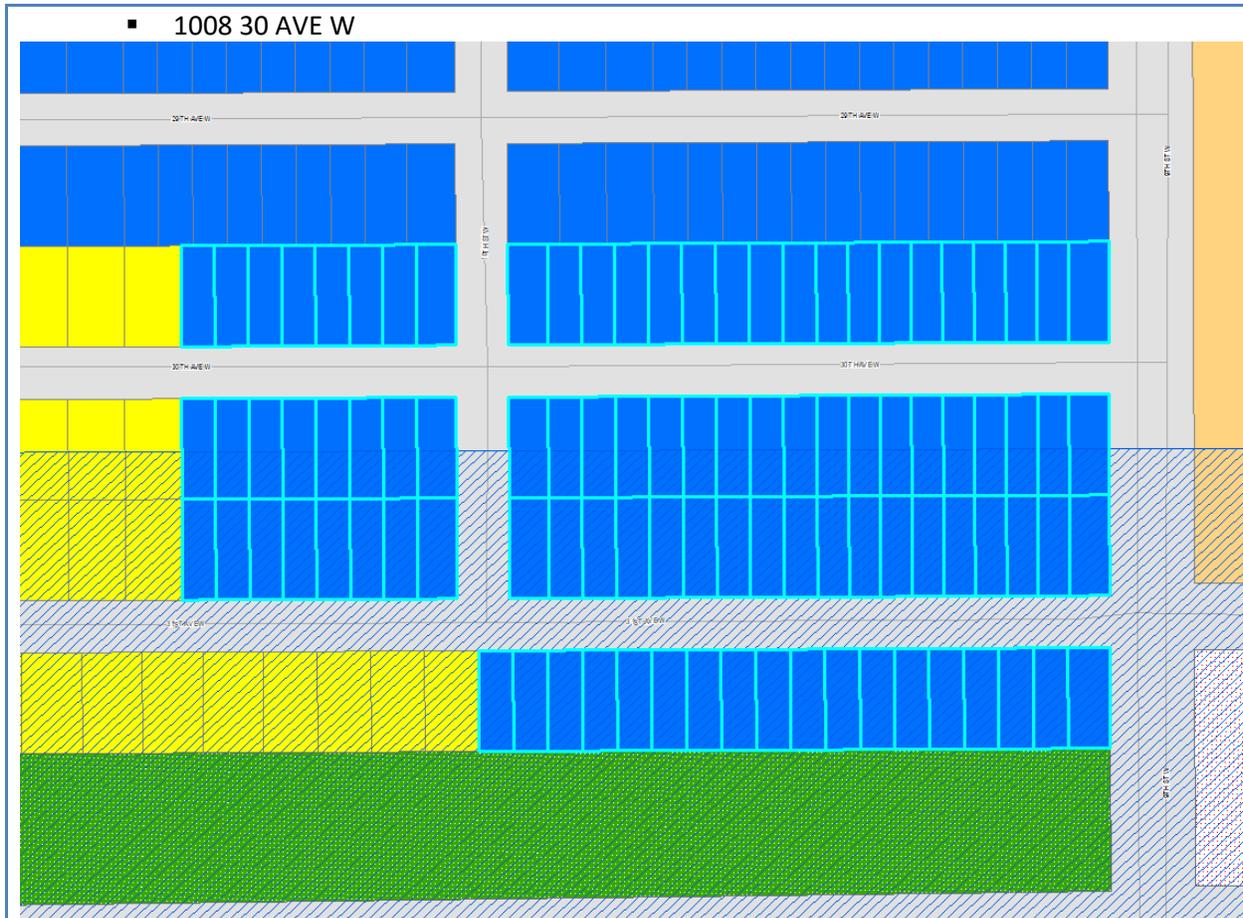
STAFF REPORT

- 968 30 AVE W
- 964 30 AVE W
- 960 30 AVE W
- 956 30 AVE W
- 952 30 AVE W
- 948 30 AVE W
- 944 30 AVE W
- 940 30 AVE W
- 936 30 AVE W
- 932 30 AVE W
- 928 30 AVE W
- 924 30 AVE W
- 920 30 AVE W
- 916 30 AVE W
- 912 30 AVE W
- 908 30 AVE W
- 904 30 AVE W
- 975 30 AVE W
- 971 30 AVE W
- 967 30 AVE W
- 963 30 AVE W
- 959 30 AVE W
- 955 30 AVE W
- 951 30 AVE W
- 947 30 AVE W
- 943 30 AVE W
- 939 30 AVE W
- 935 30 AVE W
- 931 30 AVE W
- 927 30 AVE W
- 923 30 AVE W
- 919 30 AVE W
- 915 30 AVE W
- 911 30 AVE W
- 907 30 AVE W
- 902 31 AVE W
- 906 31 AVE W
- 910 31 AVE W
- 914 31 AVE W
- 918 31 AVE W
- 922 31 AVE W
- 926 31 AVE W
- 930 31 AVE W
- 934 31 AVE W
- 938 31 AVE W
- 942 31 AVE W
- 946 31 AVE W

STAFF REPORT

- 950 31 AVE W
- 954 31 AVE W
- 958 31 AVE W
- 962 31 AVE W
- 966 31 AVE W
- 970 31 AVE W
- 973 31 AVE W
- 969 31 AVE W
- 965 31 AVE W
- 961 31 AVE W
- 957 31 AVE W
- 953 31 AVE W
- 949 31 AVE W
- 945 31 AVE W
- 941 31 AVE W
- 937 31 AVE W
- 933 31 AVE W
- 929 31 AVE W
- 925 31 AVE W
- 921 31 AVE W
- 917 31 AVE W
- 913 31 AVE W
- 909 31 AVE W
- 905 31 AVE W
- 1039 30 AVE W
- 1035 30 AVE W
- 1031 30 AVE W
- 1027 30 AVE W
- 1023 30 AVE W
- 1019 30 AVE W
- 1015 30 AVE W
- 1011 30 AVE W
- 1010 31 AVE W
- 1014 31 AVE W
- 1018 31 AVE W
- 1022 31 AVE W
- 1026 31 AVE W
- 1030 31 AVE W
- 1034 31 AVE W
- 1038 31 AVE W
- 1036 30 AVE W
- 1032 30 AVE W
- 1028 30 AVE W
- 1024 30 AVE W
- 1020 30 AVE W
- 1016 30 AVE W
- 1012 30 AVE W

STAFF REPORT



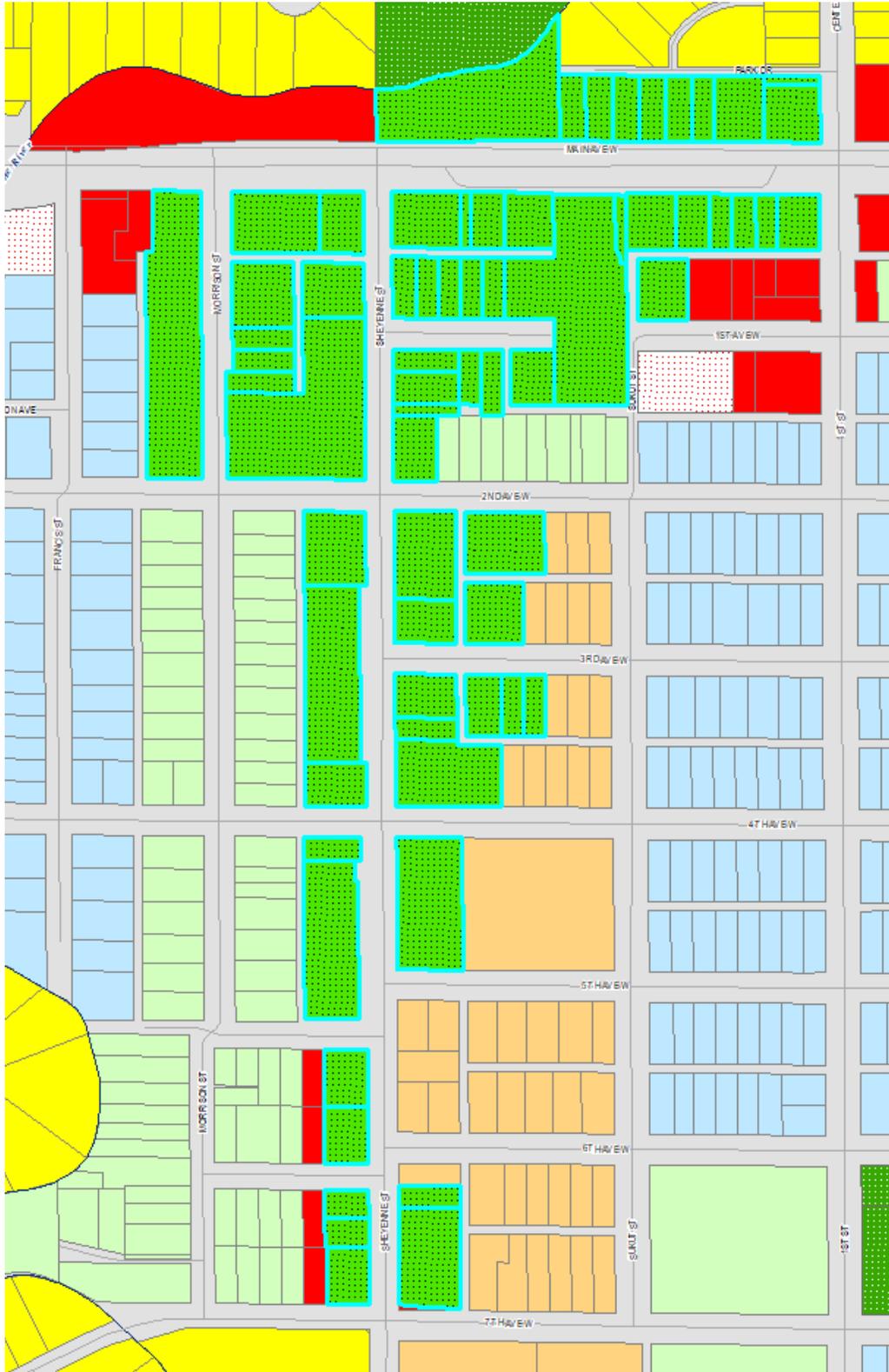
- Staff is proposing to rezone any property that is currently within the CO-S: Sheyenne Street Corridor Overlay that are zoned C: Light Commercial and a select area of the current CO-M: Main Avenue Overlay district to the new DMU: Downtown Mixed Use district. Following are the properties proposed to be rezoned.
 - 400 SHEYENNE ST
 - 444 SHEYENNE ST UNIT A
 - 444 SHEYENNE ST UNIT B
 - 300 SHEYENNE ST
 - 313 MAIN AVE W
 - 301 MAIN AVE W
 - 100 SHEYENNE ST
 - 110 SHEYENNE ST
 - PARKING LOT
 - 101 MORRISON ST
 - 35 MORRISON ST
 - 35 MORRISON ST
 - 102 MORRISON ST
 - 210 SHEYENNE ST
 - 322 SHEYENNE ST
 - 502 SHEYENNE ST
 - 306 6 AVE W

STAFF REPORT

- 602 SHEYENNE ST
- SHEYENNE ST
- 620 SHEYENNE ST
- 232 7 AVE W
- 605 SHEYENNE ST
- 239 MAIN AVE W
- 227 MAIN AVE W
- 231 MAIN AVE W
- 219 MAIN AVE W
- 228 1 AVE W
- 232 1 AVE W
- 236 1 AVE W
- 240 1 AVE W
- 29 SHEYENNE ST
- 133 MAIN AVE W
- 127 MAIN AVE W
- 119 MAIN AVE W
- 117 MAIN AVE W
- 113 MAIN AVE W
- 103 MAIN AVE W
- 109 SHEYENNE ST
- 121 SHEYENNE ST
- 227 1 AVE W
- 237 1 AVE W
- 219 1 AVE W
- 101 SHEYENNE ST
- 107 SHEYENNE ST
- 219 2 AVE W
- 220 3 AVE W
- 221 SHEYENNE ST
- 205 SHEYENNE ST
- 225 3 AVE W
- 217 3 AVE W
- 213 3 AVE W
- 321 SHEYENNE ST
- 309 SHEYENNE ST
- 301 SHEYENNE ST
- 409 SHEYENNE ST
- 207 MAIN AVE W
- MAIN AVE W
- 144 PARK DR
- 150 PARK DR
- 138 PARK DR
- 132 PARK DR
- 126 PARK DR
- 120 PARK DR
- 160 MAIN AVE W

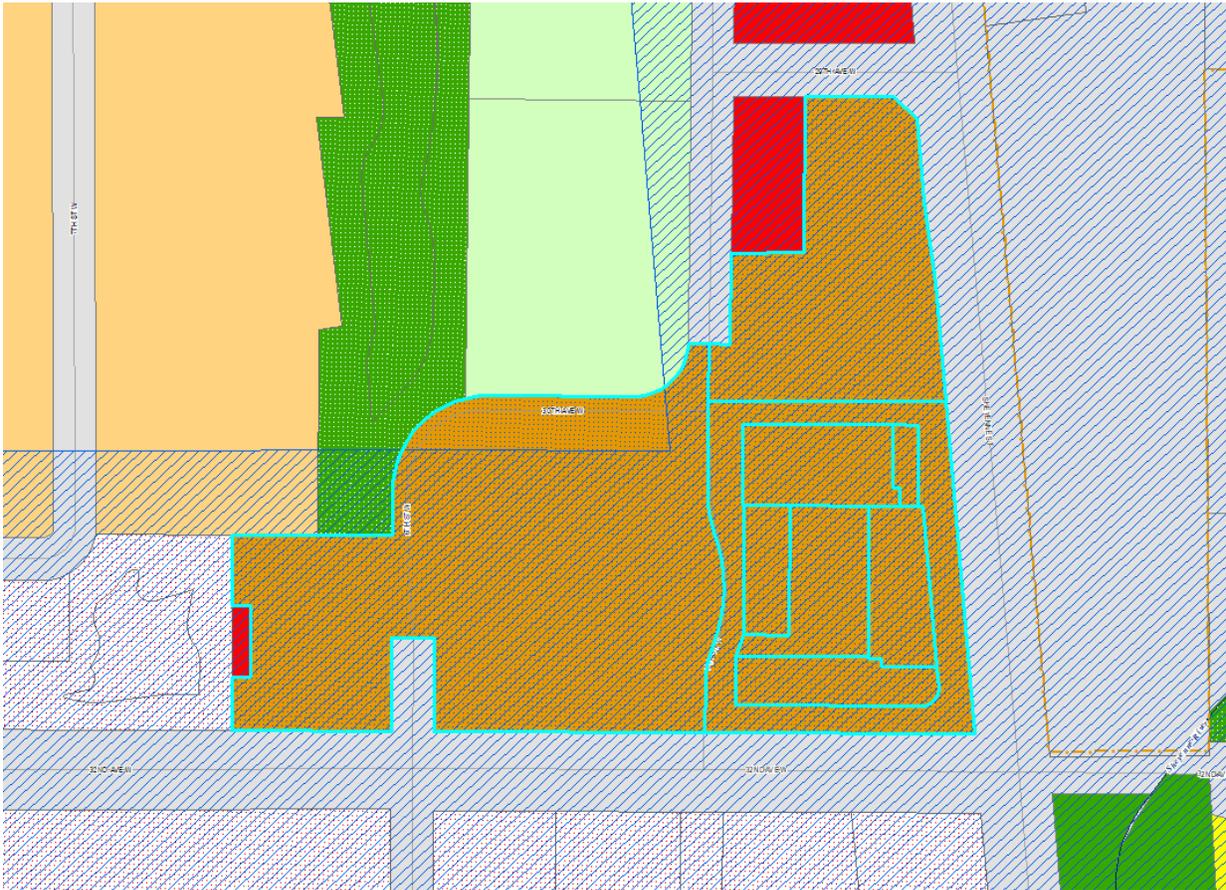
STAFF REPORT

- 108 MAIN AVE W
- 100 MAIN AVE W



STAFF REPORT

- Staff is proposing to rezone the PUD: Planned Unit Development of Eagle Run Plaza 6th Addition (otherwise known as the “Lights at Sheyenne 32” to the new EMU: Entertainment Mixed Use district. Below are the following properties:
 - 520 32 AVE W
 - 2920 SHEYENNE ST
 - 3070 SHEYENNE ST
 - 3050 SHEYENNE ST
 - 360 32 AVE W
 - 300 32 AVE W
 - 3150 SHEYENNE ST
 - 320 32 AVE W



- Staff has incorporated on a map the rezonings that have taken place since July 2018. A notice will be placed in the paper to inform the public that map revisions are being undertaken, and a public hearing will be held to address any zoned areas which might be questioned. The staff recommends that the map be adopted by ordinance as the new Official Zoning Map with the following certificate:
 - This is to certify that this Official Zoning Map adopted as part of Ordinance ___ on ____, 2020, supersedes and replaces the Official Zoning Map adopted July 16, 2018, as part of the Ordinance 1125 of the City of West Fargo, North Dakota.”

STAFF REPORT

NOTICES:

Sent to:	Notice in the newspaper and City Departments and to property owners within 150' of substantially altered zoning districts.
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Comments Received:

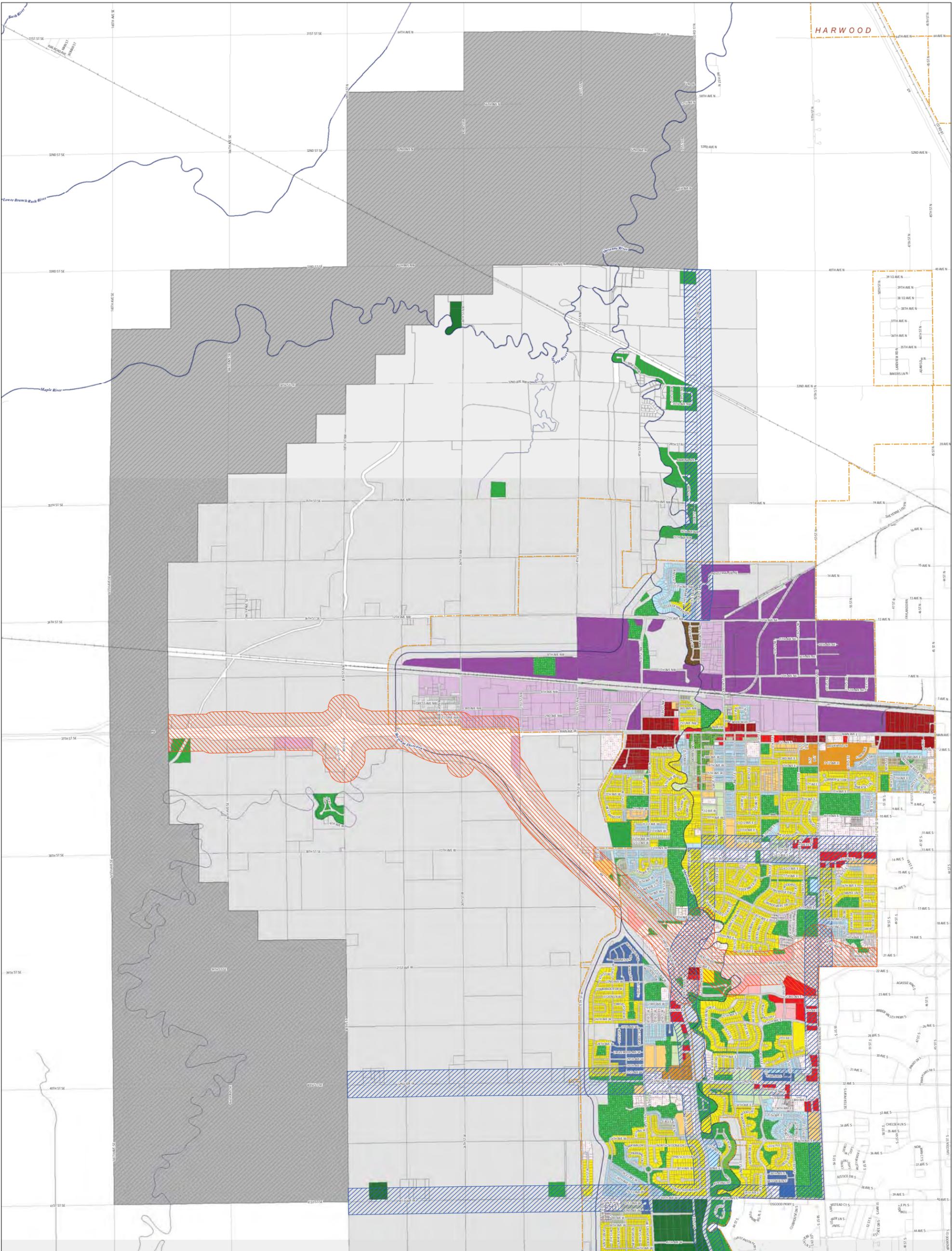
- None to date.

RECOMMENDATIONS:

Following the public hearing and obtaining public comments, consider recommending approval of the ordinance amendments.

PLANNING AND ZONING RECOMMENDATION:

At their December 10, 2019 meeting, the Planning and Zoning continued the public hearing to allow for notification of property owners within the areas being considered for rezoning. Staff is proposing a first reading of the new zoning map at the January 6, 2020 meeting. Planning Commission will close the public hearing at their January 14 meeting and provide a recommendation to the City Commission for consideration at the January 20, 2020 meeting where an additional public hearing will be held. If favorable, at that time a 2nd reading could be held.



City of West Fargo Official Zoning Map

This is to certify that this Official Zoning Map adopted as part of Ordinance _____ on _____ 2020, supersedes and replaces the Official Zoning Map adopted _____ as part of Ordinance _____ of the City of West Fargo, North Dakota.

ATTEST:

 President of Board of City Commissioners of the City of West Fargo, North Dakota

 City Auditor

Zoning Districts		
A: Agricultural	P: Public	R-4: Mobile Home
C: Light Commercial	R-L1A: Large Lot Single Family Dwelling	R-5: Manufactured Home Subdivision
C-OP: Commercial Office Park	R-1A: Single Family Dwelling	R-1E: Rural Estate
HC: Heavy Commercial	R-1: One and Two Family Dwelling	R-R: Rural Residential
LI: Light Industrial	R-15M: Mixed One and Two Family Dwelling	PUD: Planned Unit Development
M: Heavy Industrial	R-2: Limited Multiple Dwelling	DMU: Downtown Mixed Use
	R-3: Multiple Dwelling	EMU: Entertainment Mixed Use

Overlay Districts

- City Limit Boundary
- ET Area of Joint Jurisdiction (areas outside City Limits that are shown as zoned are within Full City ET Jurisdiction)
- Corridor Overlay
- Interstate Corridor Overlay

* Redevelopment and Sheyenne River Corridor Overlays are not displayed on this map. Boundaries are defined in West Fargo City Ordinances Section 4-431.

Source: City of West Fargo Planning and GIS

0 1,000 2,000 Feet
 1 inch = 2,000 feet

Disclaimer: This map does not constitute a certification of zoning for any particular property. For questions contact the City Planning Office at 701-433-5200. Any errors or omissions should be reported to the City Planning Director, January 2020 - City of West Fargo Planning Department

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

Agenda # 4

***Please Note: The following information must be completed and submitted to the West Fargo City Auditor's Office by the Thursday noon preceding the City Commission meeting. Failure to comply may result in no action being taken on your request.

1. CONTACT PERSON: Tim Solberg, AICP

2. PHONE NUMBER: 433-5321 DATE: January 2, 2020

3. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:
Review the proposed concept plan of The Ranch at The Wilds First Addition which was approved in concept by the Planning Commission at their December 10, 2019 meeting. No action is required, however concerns and questions are welcomed by the applicant as they continue to develop detailed development plans which will be reviewed and considered at a later date.

4. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):
S½ of Section 31, T139N, R49W, City of West Fargo, North Dakota.

5. ACTION BEING REQUESTED FROM CITY COMMISSION:
No action requested.

CITY OF WEST FARGO PLANNING & COMMUNITY DEVELOPMENT

STAFF REPORT

A19-49		SUBDIVISION/REZONING	
The Ranch at The Wilds 1 st Addition			
S½ of Section 31, T139N, R49W, City of West Fargo, North Dakota			
Applicant: Houston Eng. – Brian Pattengale Owner: Westport Investments, LLC		Staff Contact: Tim Solberg, AICP	
Planning & Zoning Commission Public Hearing:		12-10-2019 - Approved	
Detailed Development Plans:			
City Commission Introduction:		01-06-2020	
Public Hearing & 1 st Reading:			
2 nd Reading & Final Plat Approval			

PURPOSE:

Plat and zone land for residential development

STATEMENTS OF FACT:

Land Use Classification:	G-2: Sub-Urban – Growth Sector
Existing Land Use:	Vacant
Current Zoning District(s):	A: Agricultural
Zoning Overlay District(s):	N/A
Proposed Zoning District(s):	PUD: Planned Unit Development
Proposed Lot size(s) or range:	6,965 to 21,482 square feet for residential lots; 127,291 square feet for the Community Clubhouse/Retention Pond
Total area size:	23.54 Acres
Adjacent Zoning Districts:	North & East – A: Agricultural West – P: Public Facilities & R-1A: Single Family Dwellings South - City of Horace & R-1: One & Two Family Dwellings
Adjacent/Proposed street(s):	9 th Street W (collector); 52 nd Ave W (Minor Arterial); “Rania Way”(Local); “Mira Court”(Local)
Adjacent Bike/Pedestrian Facilities:	Sidewalks and multi-use path along 9 th St W
Available Parks/Trail Facilities:	Park within the Wilds development within ½ mile accessible by multi-use path and sidewalks
Land Dedication Requirements:	Dedication required – previous agreements in the Wilds have addressed a present shortfall in dedication requirements that will need to be addressed

DISCUSSION AND OBSERVATIONS:

- The applicant has submitted an application, preliminary plat, and concept development plans for single family dwellings.
- Concept plans show 77 single family homes, a clubhouse and a storm water pond.
- Right-of-way widths for local streets on the preliminary plat provided are not adequate. A minimum of 62’ is required to meet requirements of Section 4-0406.3 of City Ordinances regulating

STAFF REPORT

subdivision design. The PUD process may allow deviation, however staff is reluctant of the deviation without full approval of the City Engineer, Public Works Director, Police Chief and Fire Chief.

- The developer has provided a site plan which demonstrates that sidewalks will not be present on the interior lots of the proposed Block 3. This can be allowed through Section 2-0102.5 if the City Commission waives the requirement for sidewalks along both sides of the street “for good cause”.
- The developer is proposing that some lots within the development would have a zero lot line on one side to provide for more patio space on the other side for each home. The City does not have a residential district that provides for this zero side lot line, however it is common in commercial properties that can provide adequate firewalls. The Building Inspector has been consulted for an opinion on the matter and will work with the developer to consider how best to achieve this vision.
- Current proposed street names will need to be changed to meet approved Street Naming and Address Standards of the City.

NOTICES:

Sent to: Property owners within 150’ and applicable agencies and departments

Comments Received:

- The fire department submitted information regarding the need for additional fire station within this development within five years and would like to open discussion with the property owner regarding setting aside land for such a municipal facility possible considering the provisions of 4-0407.1 for said property to fulfill the requirements of Public Land Dedication. (letter and plan attached hereto)
- Engineering has submitted a response letter which outlines concerns over regional stormwater requirements, proposed street right of way width, the proposed stormwater pond within the development, and requirements (and note of responsibility of costs) of installing publicly owned infrastructure. (letter attached hereto)
- The Inspections Administrator has cautioned that the proposed zero lot line side yard will limit the builder’s ability to provide any openings or means of egress on that side. It will also add costs of constructability in order to be permitted. (email attached hereto)

CONSISTENCY WITH COMPREHENSIVE PLAN AND OTHER APPLICABLE CITY PLANS AND ORDINANCES:

- The mix of housing types and increased densities will increase the diversity of the neighborhood housing stock consistent with goals of the Comprehensive Plan’s Action Plan Big Idea to “Strengthen Neighborhoods and Expand Housing Choice”.
- The imbalance currently present in the City with regards to residential land use over commercial land use is a strong component of the Comprehensive Plan. The Big Idea to Grow the Economy and “Target a Balanced Mix of Uses in Key Nodes” would consider this location at the intersection of an arterial roadway (52nd Ave W) and a collector roadway (9th St W) to be a possible location to introduce a land use other than residential.
- The development is closed off from other development in the area and disconnects the remaining vacant land that will be developed at some point in the future from connectivity to the west and to the south. The Big Idea to Promote Transportation Choice and Mobility recommendation to “Improve Network Design” is not achieved within the current design.

RECOMMENDATIONS:

It is recommended that the City approve the proposed application in concept on the basis that it may be consistent with City plans and ordinances with recommended items to be addressed with the detailed development plans as follows:

1. Developer move the proposed development off of the collector and arterial roadway to preserve the potential of this area to be used for commercial development.
2. Developer provides connectivity to surrounding land through roadway or trail.
3. Developer will be required to obtain approval of dedication requirements and address shortfall present in agreements for the Wild's 6th and Wild's 7th additions.
4. City Commission to consider right of way widths if developer continues to pursue reduction from 62'.
5. City Commission to consider lack of sidewalk on interior lots of proposed Block 3.
6. Developer will be required to address regional retention concerns of the City Engineer.
7. Developer address concerns of City Engineer included but not limited to regional retention requirements.
8. Detailed Development Plans will be subject, but not limited to provisions to require but not limit to 4-440 Supplementary District Regulations, Section 4-449-A Landscaping Standards, 4-450 Off-Street Parking and Loading Requirements, and 4-460 Sign Regulations.

PLANNING AND ZONING RECOMMENDATION:

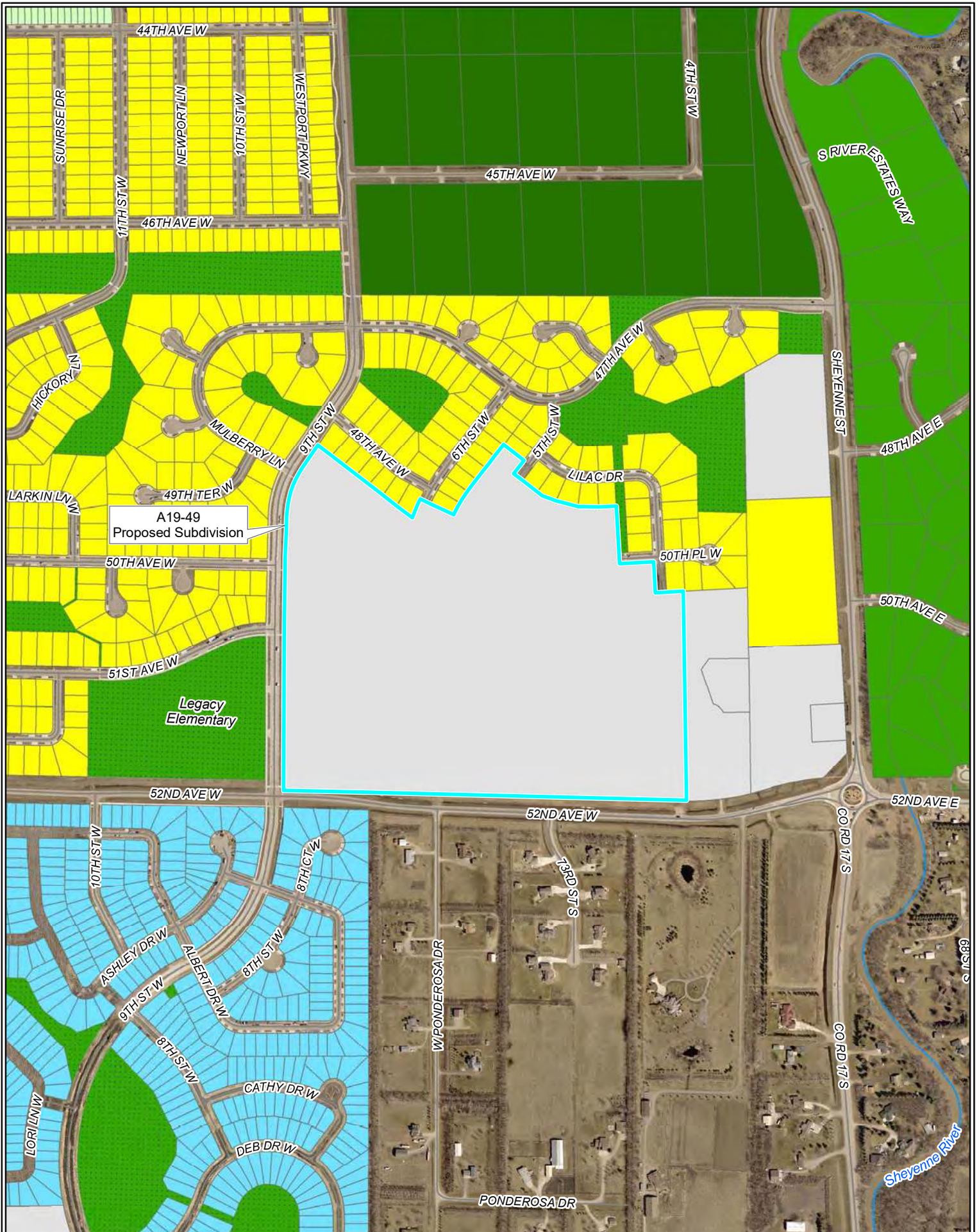
At their December 10, 2019 meeting, the Planning and Zoning Commission recommended approval of the concept, subject to the eight conditions listed above, with an additional condition that property owners with concerns be notified when the Detailed Development Plans are available for review before the Planning and Zoning Commission.



A19-49
Proposed Subdivision

Legacy
Elementary





A19-49
Proposed Subdivision

Legacy
Elementary



City of
WEST FARGO

- A: Agricultural
- C: Light Commercial
- C-OP: Commercial Office Park
- HC: Heavy Commercial
- LI: Light Industrial
- M: Heavy Industrial
- P: Public
- PUD: Planned Unit Development
- R-1: One and Two Family
- R-1A: Single Family
- R-1B: Special Single Family
- R-1E: Rural Estate
- R-1S: Special One and Two Family
- R-1SM: Mixed One and Two Family
- R-2: Limited Multiple Dwelling
- R-3: Multiple Dwelling
- R-4: Mobile Home
- R-5: Manufactured Home
- R-L1A: Large Lot Single Family
- R-R: Rural Residential



THE WILDS 16TH ADDITION

BEING A PLAT OF PART OF THE SOUTH HALF OF SECTION 31, T. 139 N., R. 49 W., 5th P.M.

CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA

LEGEND

IRON MONUMENT FOUND	●	PLAT BOUNDARY	———
1/2" I.D. PIPE SET	○	LOT LINE	———
MEASURED BEARING	N00°00'00"E	UTILITY EASEMENT	- - - - -
PLAT BEARING	(N00°00'00"E)	EXISTING LOT LINE	- - - - -
MEASURED DISTANCE	100.00'	EXISTING UTILITY EASEMENT	- - - - -
PLAT DISTANCE	(100.00')		
NEGATIVE ACCESS EASEMENT	▨		

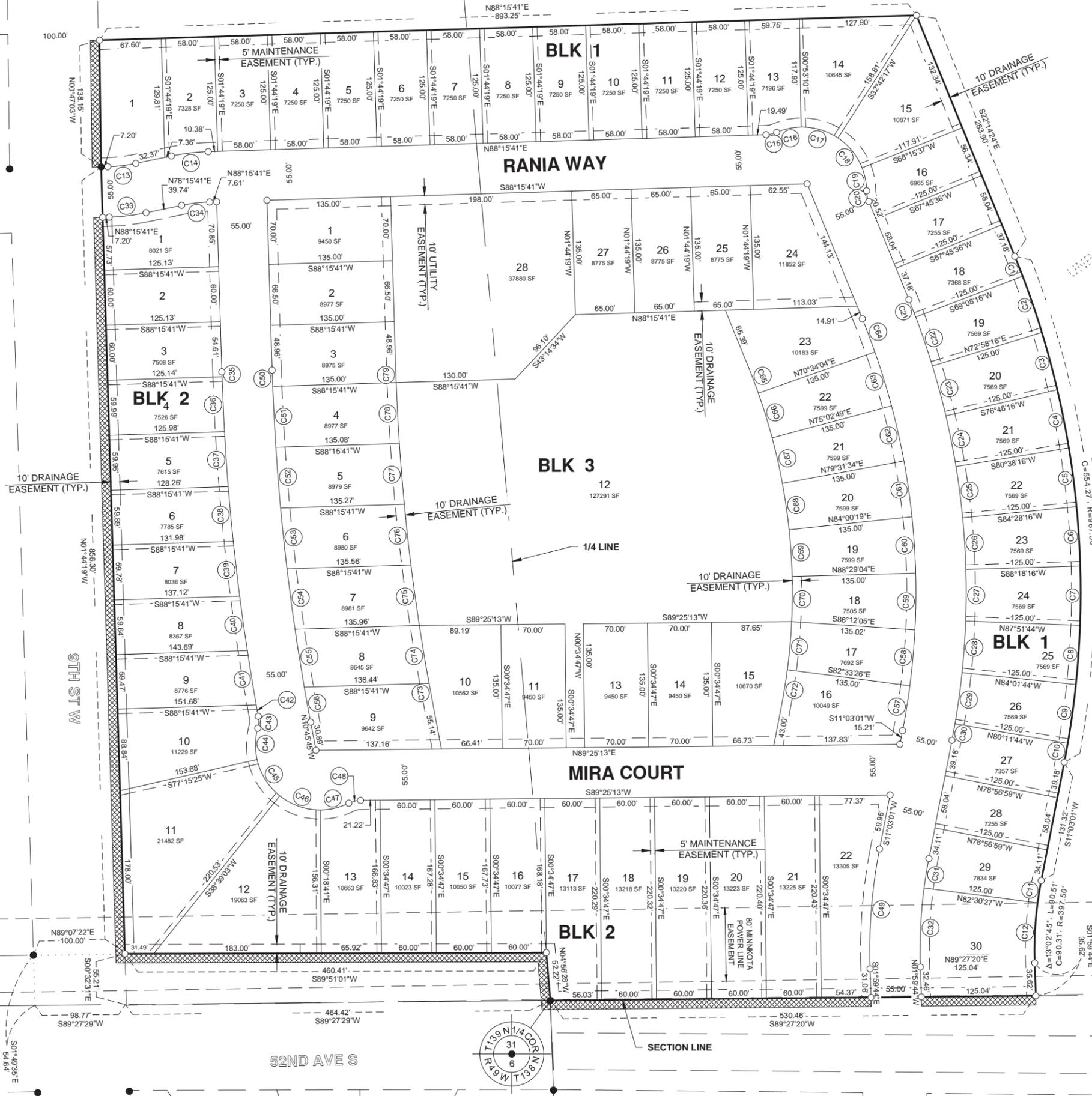
BEARINGS SHOWN ARE BASED ON THE CITY OF FARGO HORIZONTAL DATUM

Curve Table

Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	23.26	967.50	1°22'40"	S21°33'04"E	23.26
C2	64.73	967.50	3°50'00"	N18°56'44"W	64.72
C3	64.73	967.50	3°50'00"	S15°06'44"E	64.72
C4	64.73	967.50	3°50'00"	S11°16'44"E	64.72
C5	64.73	967.50	3°50'00"	S07°26'44"E	64.72
C6	64.73	967.50	3°50'00"	S03°36'44"E	64.72
C7	64.73	967.50	3°50'00"	S00°13'16"W	64.72
C8	64.73	967.50	3°50'00"	S04°03'16"W	64.72
C9	64.73	967.50	3°50'00"	S07°53'16"W	64.72
C10	21.04	967.50	1°14'45"	S10°25'38"W	21.04
C11	24.68	397.50	3°33'28"	S09°16'17"W	24.68
C12	65.82	397.50	9°29'17"	S02°44'55"W	65.75
C13	30.98	177.50	10°00'00"	S83°15'41"W	30.94
C14	40.58	232.50	10°00'00"	S83°15'41"W	40.53
C15	11.97	32.00	21°26'21"	S77°32'31"W	11.90
C16	27.43	70.50	22°17'29"	S77°58'05"W	27.26
C17	42.56	70.50	34°35'09"	N73°35'36"W	41.91
C18	42.53	70.50	34°33'39"	N39°01'12"W	41.88
C19	25.76	70.50	20°56'19"	N11°16'13"W	25.62
C20	11.97	32.00	21°26'21"	N11°31'14"W	11.90
C21	20.26	842.50	1°22'40"	N21°33'04"W	20.26
C22	56.37	842.50	3°50'00"	N18°56'44"W	56.36
C23	56.37	842.50	3°50'00"	N15°06'44"W	56.36
C24	56.37	842.50	3°50'00"	N11°16'44"W	56.36
C25	56.37	842.50	3°50'00"	N07°26'44"W	56.36
C26	56.37	842.50	3°50'00"	N03°36'44"W	56.36
C27	56.37	842.50	3°50'00"	N00°13'16"E	56.36
C28	56.37	842.50	3°50'00"	N04°03'16"E	56.36
C29	56.37	842.50	3°50'00"	N07°53'16"E	56.36
C30	18.32	842.50	1°14'45"	N10°25'38"E	18.32
C31	32.44	522.50	3°33'28"	N09°16'17"E	32.44
C32	86.52	522.50	9°29'17"	N02°44'55"E	86.43
C33	40.58	232.50	10°00'00"	N83°15'41"E	40.53
C34	30.98	177.50	10°00'00"	N83°15'41"E	30.94
C35	5.39	2510.00	0°07'23"	S01°48'01"E	5.39
C36	60.00	2510.00	1°22'11"	S02°32'48"E	60.00
C37	60.00	2510.00	1°22'11"	S03°54'58"E	60.00
C38	60.00	2510.00	1°22'11"	S05°17'09"E	60.00
C39	60.00	2510.00	1°22'11"	S06°39'20"E	60.00
C40	60.01	2510.00	1°22'11"	S08°01'31"E	60.01

Curve Table

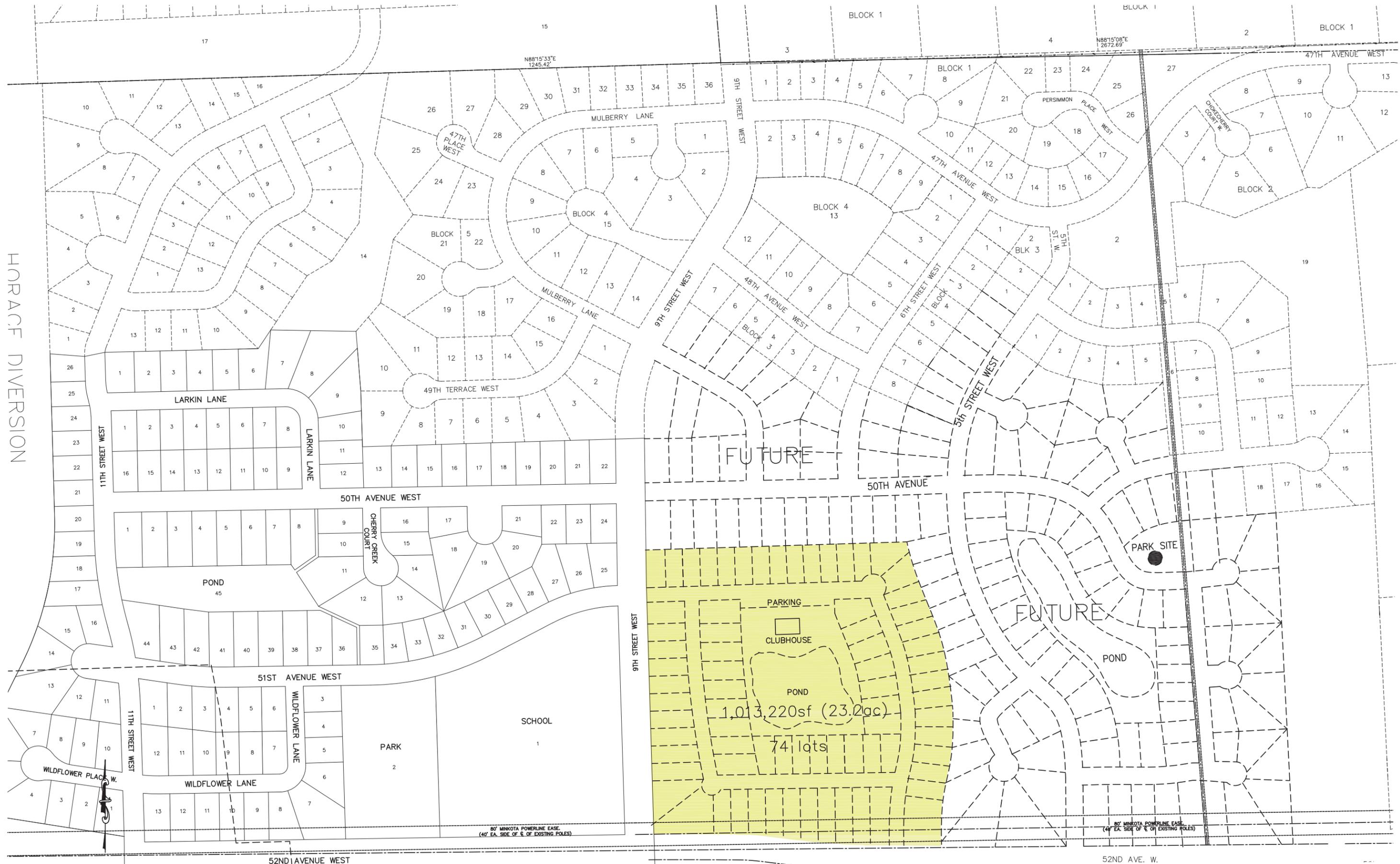
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C41	60.01	2510.00	1°22'12"	S09°23'42"E	60.01
C42	12.66	2510.00	0°17'20"	S10°13'28"E	12.66
C43	13.15	29.50	25°32'56"	S02°24'19"W	13.05
C44	34.36	70.50	27°55'23"	S01°13'06"W	34.02
C45	47.50	70.50	38°36'22"	S32°02'46"E	46.61
C46	47.94	70.50	38°57'43"	S70°49'49"E	47.02
C47	32.17	70.50	26°08'29"	N76°37'05"E	31.89
C48	13.32	29.50	25°52'23"	N76°29'02"E	13.21
C49	131.49	577.50	13°02'45"	S04°31'39"W	131.21
C50	17.52	2455.00	0°24'32"	N01°56'35"W	17.52
C51	66.50	2455.00	1°33'07"	N02°55'24"W	66.50
C52	66.50	2455.00	1°33'08"	N04°28'32"W	66.50
C53	66.51	2455.00	1°33'08"	N06°01'39"W	66.50
C54	66.50	2455.00	1°33'08"	N07°34'47"W	66.50
C55	64.01	2455.00	1°29'38"	N09°06'10"W	64.01
C56	39.11	2455.00	0°54'46"	N10°18'22"W	39.11
C57	49.58	787.50	3°36'27"	S09°14'47"W	49.57
C58	61.27	787.50	4°27'29"	S05°12'50"W	61.26
C59	61.85	787.50	4°30'01"	S00°44'05"W	61.84
C60	61.56	787.50	4°28'45"	S03°45'18"E	61.55
C61	61.56	787.50	4°28'45"	N08°14'03"E	61.55
C62	61.56	787.50	4°28'45"	S12°42'48"E	61.55
C63	61.56	787.50	4°28'45"	S17°11'33"E	61.55
C64	38.59	787.50	2°48'29"	S20°50'10"E	38.59
C65	31.98	652.50	2°48'29"	N20°50'10"W	31.97
C66	51.01	652.50	4°28'45"	N17°11'33"W	51.00
C67	51.01	652.50	4°28'45"	N12°42'48"W	51.00
C68	51.01	652.50	4°28'45"	N08°14'03"W	51.00
C69	51.01	652.50	4°28'45"	N03°45'18"W	51.00
C70	49.33	652.50	4°19'55"	N00°39'02"E	49.32
C71	52.69	652.50	4°37'35"	S05°07'47"W	52.67
C72	41.08	652.50	3°36'27"	S09°14'47"W	41.08
C73	17.71	2320.00	0°26'14"	S10°32'37"E	17.71
C74	64.07	2320.00	1°34'56"	S09°32'02"E	64.07
C75	66.55	2320.00	1°38'36"	S07°55'16"E	66.54
C76	66.53	2320.00	1°38'35"	S06°16'40"E	66.53
C77	66.51	2320.00	1°38'34"	S04°38'06"E	66.51
C78	66.50	2320.00	1°38'32"	S02°59'33"E	66.50
C79	17.52	2320.00	0°25'58"	S01°57'18"E	17.52



Project No. 6023-077

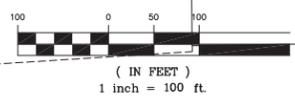
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HORACF DIVERSION



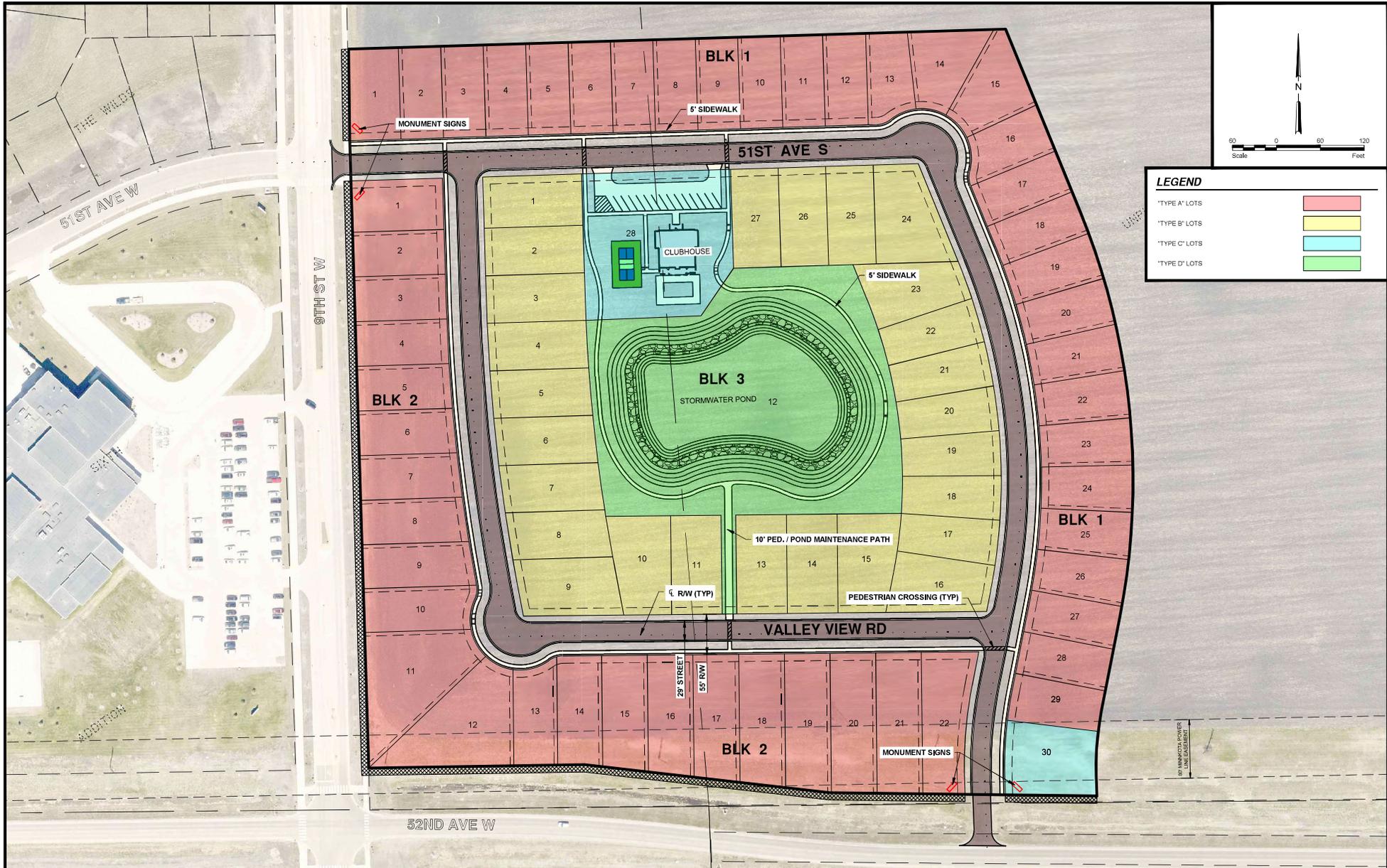
80' MINNOTA POWERLINE EASE.
(40' EA. SIDE OF E. OF EXISTING POLES)

80' MINNOTA POWERLINE EASE.
(40' EA. SIDE OF E. OF EXISTING POLES)



1" = 100'

AREA PLAN: THE WILDS 6TH ADD.
SECTION 31-139-49
WEST FARGO, NORTH DAKOTA



LEGEND

- "TYPE A" LOTS
- "TYPE B" LOTS
- "TYPE C" LOTS
- "TYPE D" LOTS

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No.	Revision	Date	By

PRELIMINARY
Not for Construction



Fargo	Drawn by BKW	Date 11-15-19
P: 701.237.5065 F: 701.237.5101	Checked by BTP	Scale AS SHOWN

THE RANCH AT THE WILDS
PUD - CONCEPT DEVELOPMENT PLANS
WEST FARGO, NORTH DAKOTA

CONCEPTUAL LAYOUT	SHEET
PROJECT NO. 6023-0077	2 of 5

DESIGN STANDARDS

"TYPE A" LOTS

DESCRIPTION: ZERO LOT LINE DEVELOPMENT, IN WHICH HOUSES ON A COMMON STREET FRONTAGE ARE SHIFTED TO ONE SIDE OF THEIR LOT, THE SIDE IN WHICH THE HOUSE IS TO BE LOCATED WILL BE DICTATED BY THE PRESENCE OF A MAINTENANCE AGREEMENT EASEMENT. REFER TO FIGURE A, FOR ADDITIONAL INFORMATION.

USE: SINGLE-FAMILY DETACHED DWELLINGS.

YARD REQUIREMENTS FOR "TYPE A" LOTS

	ONE-FAMILY	ACCESSORY BUILDINGS	OTHER BUILDINGS
LOT AREA MINIMUM (FT ²)	7,000		
LOT WIDTH MINIMUM (FT)	58		
LOT DEPTH MINIMUM (FT)	125		
FRONT YARD MINIMUM (FT)	25	25	25
REAR YARD MINIMUM (FT)	20	5	20
SIDE YARD MINIMUM (FT)	10 ⁽¹⁾	10 ⁽¹⁾	10
MAXIMUM LOT COVERAGE	45%		
MAXIMUM HEIGHT	30	15	
MINIMUM GREEN AREA	15%		
MAXIMUM IMPERVIOUS AREA	85%		

(1) SIDE YARD SETBACK MAY BE REDUCED TO ZERO ON THE SIDE OF THE LOT OPPOSITE OF THE MAINTENANCE AGREEMENT EASEMENT. REFER TO FIGURE A, FOR ADDITIONAL INFORMATION.

"TYPE B" LOTS

DESCRIPTION: TRADITIONAL MEDIUM-DENSITY RESIDENTIAL LOTS

USE: SINGLE-FAMILY DETACHED DWELLINGS.

YARD REQUIREMENTS FOR "TYPE B" LOTS

	ONE-FAMILY	ACCESSORY BUILDINGS	OTHER BUILDINGS
LOT AREA MINIMUM (FT ²)	7,000		
LOT WIDTH MINIMUM (FT)	58		
LOT DEPTH MINIMUM (FT)	125		
FRONT YARD MINIMUM (FT)	20	20	20
REAR YARD MINIMUM (FT)	25	5	25
SIDE YARD MINIMUM (FT)	5 ⁽¹⁾	5 ⁽¹⁾	10
MAXIMUM LOT COVERAGE	45%		
MAXIMUM HEIGHT	30	15	
MINIMUM GREEN AREA	15%		
MAXIMUM IMPERVIOUS AREA	85%		

(1) ON CORNER LOTS, A SIDE YARD FACING A PUBLIC WAY SHALL BE A MINIMUM 12 FEET, EXCEPT WHEN A DRIVEWAY TO A GARAGE IS LOCATED IN SAID SIDE YARD, IN WHICH CASE, THE SIDE YARD SHALL BE A MINIMUM OF 20 FEET.

"TYPE C" LOTS

DESCRIPTION: INTENDED FOR USE BY HOMEOWNER'S ASSOCIATION FOR VARIOUS PURPOSES

USE: SEMI-PUBLIC FACILITIES, SUCH AS CLUBHOUSES, RECREATIONAL ACTIVITIES, AND LANDSCAPING FEATURES

"TYPE D" LOT

DESCRIPTION: INTENDED FOR POND AND GREEN SPACE OWNED AND MAINTAINED BY THE CITY OF WEST FARGO.

USE: STORMWATER POND AND OTHER CITY-OWNED FACILITIES, WALKING PATH

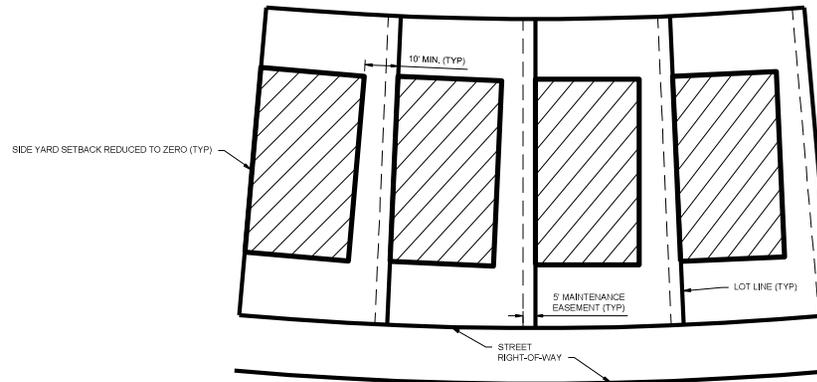


FIGURE A - TYPICAL "TYPE A" LOT CONFIGURATION
NOT TO SCALE

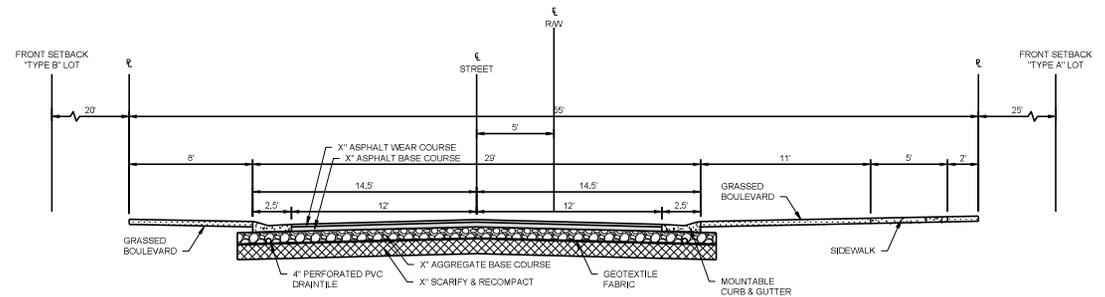


FIGURE B - TYPICAL STREET SECTION
NOT TO SCALE

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No.	Revision	Date	By

PRELIMINARY
Not for Construction



Fargo	Drawn by BKW	Date 11-15-19
P: 701.237.5065 F: 701.237.5101	Checked by BTP	Scale AS SHOWN

THE RANCH AT THE WILDS
PUD - CONCEPT DEVELOPMENT PLANS
WEST FARGO, NORTH DAKOTA

DESIGN STANDARDS
PROJECT NO. 6023-0077

SHEET
3 of 5



www.westfargond.gov

Dustin Scott, City Engineer

December 3, 2019

Brian Pattengale
Houston Engineering Inc.
1401 21st Ave N
Fargo, ND 58102

RE: The Ranch at The Wilds

Mr. Pattengale,

The conceptual development plans for The Ranch Planned Unit Development (PUD) on the proposed Wilds 15th Addition have been received and reviewed by the West Fargo Engineering Department. Comments are as follows:

Regional Stormwater Requirements

The area use plan encompassing parcel 02-3000-01260-014 from which The Wilds 15th addition is proposed originally did not originally consider zoning and construction of residential dwelling units. The resulting current regional storm system to the north would now be considered undersized for this new proposed land use. As such the remaining area development to take place will need to incorporate more than the typical 25 ac-ft of storage per quarter section. The area master plan should be updated to reflect a hydraulic model demonstrating this storage capability.

Right of Way

City standard Right of Way width for a residential area is 62 feet. This is to allow for safe pedestrian and vehicle movements, avoid undue hardships to adjoining properties, provide a constructable and easy to maintain utility corridor, and allow for snow storage.

Stormwater Pond

The City Engineering Department is not opposed to a pond in this development as part of the previously discussed regional retention system. This area is not to be considered as part of land dedication. Unless unfeasible, lot lines should extend into the normal water level of the pond. If the retention pond is to be owned/maintained by the city, it will need to follow city standards for design and construction.

General Comments

Public infrastructure will service this development and City standards for design and construction will apply. An infrastructure plan and the means for design/construction and financing will need to be established prior to final plat approval.

A drainage plan that meets city standards/policies will be needed for final plat review/approval.

Traditionally, the city administrates design and construction but if the developer wishes to do this privately, various permits and agreements will be needed (with associated fees), as well as adherence to city policies and standards.

If you have any questions, please contact Jerry Wallace at (701) 433-5476 or Dustin Scott at (701) 433-5430.

Thank you.

From: [Jay Sandvig](#)
To: [Tim P. Solberg](#)
Subject: The Ranch at the Wllds
Date: Thursday, December 5, 2019 4:59:47 PM

With the current layout of the dwellings in relation to the property lines, there are code requirements that could make this difficult. The building code does not allow for a dwelling to be that close to the property line, unless it is fire sprinkled throughout. This would allow unlimited unprotected opening and penetrations in that exterior wall. Since the State of N.Dakota has amended residential fire sprinkler system out of the state building code, this is not possible. In the International Building Code, tables 302.1(1) and 302.1(2) specify what is and is not allowed for exterior walls and their fire resistant ratings in relation to the property line location and the dwelling. There is a 1hr fire rating required for exterior walls less than 5' from property line. For exterior walls that are located 2' or less from property line, there can be no projections, openings in walls or penetrations of any type in that wall. This greatly reduces what types of rooms can be located along the wall and makes egress requirements tough to meet.

Jay Sandvig

Building Department Administrator
moore engineering, inc.

Phone 701-433-5480
Direct 701-433-5481 | Cell 701-541-2423
800 4th Avenue East, Suite 1
West Fargo, ND 58078
jsandvig@mooreengineeringinc.com | www.mooreengineeringinc.com

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

TO: Tim Solberg, Planning and Zoning Director
Tina Fisk, City Administrator

FROM: Daniel Fuller, MPA, EFO
Chief of the Department
West Fargo Fire & Rescue

RE: The Ranch at Wilds Addition

DATE: November 21st, 2019

Tim,

I've received the memorandum for the initial planned unit development, named The Ranch at The Wilds.

In our Long Term Facility Plan, attached to this letter, we have identified a need for a new fire station in that development or in adjacent developments. Our timeline is 5 years out from construction, so the department would like have identified in the near future, the lot that we could building on.

Best lots would be ones that border 52nd Ave, but enter onto the side streets. If future development in this area includes a commercial node, that would be an ideal location. This station would would serve Planning Zone 4, which is estimated to surplus 800 calls for service in the next five years as the area fills out.

I'm available for any meeting or calls with the developer in the future.

Thanks Tim,

Daniel Fuller, MPA, EFO
Chief of the Department
West Fargo Fire & Rescue

Long Range Facility Plan Annex

LONG RANGE FACILITY PLAN 2019-2029



Background

The City of West Fargo, North Dakota, is a core city of the Fargo-Moorhead Metropolitan Statistical Area (MSA) along with Fargo, Moorhead and Dilworth, MN. The total population of the MSA is estimated to be 233,500 in 2018, and the City of West Fargo was estimated at 37,824 in the same year. The city has experienced tremendous growth since the early 2000's, exploding from 15,000 to 25,000 in the ten year period from 2000 to 2010. Some estimates place the city at 46,000 in the next ten years, without expansion of the current geographic footprint. The first homestead in what is now the City of West Fargo, was established by John Haggard in 1872. By 1918, the homestead had grown to a Village, and in 1925 the village became the Village of West Fargo. In 1937, the City of Southwest Fargo was incorporated and in 1967 the city was renamed West Fargo.

The West Fargo Fire Department was officially established in 1940, when the city was still the Village of Southwest Fargo. In 1940, the fire station was a wood garage located at the corner of 1st St and 1st Ave, where the current Central Station is located. This garage housed a single 1936 engine. In 1950, the facility was improved to a two stall,



Village of Southwest Fargo Fire Station in 1940

concrete building and a second engine was purchased. This station is still the Central Fire Station today, and has had five additions over the years. Eleven years after opening, offices were added to the north side of the building to provide office space for newly hired full time fire

department staff, and offices for the city commission and auditor. Three additional stalls were built between the first station and the office spaces. A year later, in 1967, a kitchen, offices, and a meeting room was added to the west part of the station. In 1979, a 4,000 square foot addition was added to the building, adding



West Fargo Fire Station in 1950

two more truck bays to the north and expanding the meeting room. Lastly, in 2000, the final addition was made to the station; a second floor over the existing office space along the south



West Fargo Fire Station in the late 1970's

part of the station, two more large truck bays to the north, and an expanded meeting room space. In 2016, the office and training areas were re-painted and re-floored. Other station improvements include a plymovent exhaust system and gear washer in 2019.

The Southside Fire Station, located at 445 29th Ave W, was built in 2013 as a three bay, two story building using concrete “tip up” construction. The second floor of the building was built but left as an open space for future needs. On the first floor, three offices, a conference room, lobby area, watch room, and police sub-station were added. Two of the three bays were made to be drive through. In 2018, the department began full time staffing at this station, and a design

was made to finish the second story of the station. Today, the building has living space for four firefighters on duty 24 hours a day. A full gym was added to the second floor, as well as male and female bathrooms. A full time battalion chief was also added in 2018, and the office space for that position was also utilized. The lobby, is the only open space available in 2019.



Southside Fire Station in 2018

In the late 1990's the department was able to utilize land owned by the city of West Fargo for a training grounds. This land is still owned by the city, but the training props are owned by the department. Located at 332 7th Ave NE, this triangle section of land is graveled, without utilities, and has a small access road off 7th Ave. Bordered by the mainline BNSF tracks to the north, a Southeast Cass Water District drain to the east, and a rail spur for Cargill to the west, there is only one way in and out of the space.

On the lot, the department built a burn building of three 40' long conex shipping containers. A second floor with windows and two means of entry/egress, along with a burn area on the first floor round out the features of the building. In 2018, the wood floor (1st floor) was removed and a concrete pad was poured with the intent of expanding the life of the building.

A large section of the lot is used for automobile extrication. As a result of a partnership with a local towing/wrecking company, the department has 10 to 15 old cars available at any given time on the lot for training.

Impacts on Facility Needs

The needs of the department moving forwards are based on three factors; increased call volumes and demands, more staff to meet those demands, and location of facilities to best serve the public. As outlined in the 2019-2029 Staffing Plan, the department needs to expand the overall number of full time units to meet demands that will exceed 8,000 calls for service by the year 2029. Looking forward, in 2023, a second full time unit should be added, a third full time unit in 2026 and a fourth full time unit in 2029. This information is based on the hours of task level work, coupled with desired downtime for safety, and total response hours (response, on scene, and report writing) increasing each year. Overall, one four person station can handle up to 1,978 calls for service. To staff these units, plus the paid on call units, a total of 73 operations personnel will be in place by 2027, with 50 full time and 37 paid on call.

Year	Fire	EMS	Total	Units
2018	662	1,550	2,212	1.13
2019	794	1,744	2,537	1.30
2020	952	1,962	2,913	1.49
2021	1,141	2,207	3,348	1.71
2022	1,368	2,483	3,851	1.97
2023	1,573	2,793	4,367	2.23
2024	1,731	3,142	4,873	2.49
2025	1,852	3,535	5,387	2.75
2026	1,981	3,977	5,958	3.04
2027	2,120	4,474	6,594	3.37
2028	2,269	5,033	7,302	3.73
2029	2,427	5,663	8,090	4.13

Figure 1 2019-2029 Units to meet Call Volume Demands

Beyond call volume increases, the increases in administrative duties and Community Risk Reduction activities also necessitate additional staff over the next ten years. As described in the staffing plan, the increases in administrative staff begin in 2020, with three new Deputy Chiefs and a Training Officer. By 2025, an additional office assistant is hired. In the Community Risk Reduction Division, an additional staff member is hired in 2024, and another in 2025. All told, there will be 14 daytime staff working by 2025. In the operations division, the need for additional full time crews of four firefighters to handle the call volume without overloading any one crew was also laid out and justified. By 2023, a full time crew needs to be added with the location known to be north of Interstate 94 with another in 2027 and possibly another in 2029.

One station in the northern part of the city will have to have the room to accommodate 14 daytime staff and five to nine full time staff. These accommodations would include office space, kitchen space, fitness areas, and classrooms for training, conference and meeting rooms, and storage for equipment. Parking for staff cars as well as personal vehicles for staff will also be a concern.

Another impact is the location and condition of the Central Fire Station, located at 106 1st St. The current location was indeed “central” to the older part of West Fargo, from Main Ave



1991 Aerial Image of West Fargo

south to 13th Ave, but that has changed. In 1990, the US Census reported a total of 12,287 resident in West Fargo. Satellite imagery from that 1991 shows the concentration of housing stock north of 13th Ave, south of Main Avenue, west of 9th St E and east of 8th St W. Today, this area is well developed in each section, a total of six square miles with an estimated 15,000 residents. The city has expanded to a total of 14.4 square miles and a population estimated at be 37,820 at the end of 2018. The northern end of the city has expanded enough that several densely populated areas are outside of a 1.5 mile response zone, which is the most desirable distance to keep response times as low as possible.

The feasibility of remodeling or adding on to the current Central Station also needs to be questioned. Today, the building has seven offices; the Fire Chief, Fire Marshal and Office Coordinator all have their own office in the newer part of the building. An additional office is shared by two fire inspectors in that area as well. The Rural Fire Chief has an office and small meeting room in the 1967 addition, and the relief association has an office suite that is used for fundraising. That section of the building has a basement area that would need to be addressed if any other rehab work took place throughout the entire building. The second floor area is not large enough for the gym, locker rooms, dayroom, and bedrooms for five to nine operational staff. Lastly, the training room has seats for 50 members, leaving 13 without space for training sessions.

The impacts on the Southside Fire Station are minimal; the location is good, and the accessibility to major roads is also very well suited for the location. In 2018, the second floor of the building was finished for living quarters for the full time crews stationed there. With the additional command staff officers coming on line, all office space will be utilized. After these positions, along with the Training Officer and Battalion Chief are moved to a new building, two offices

will open up, allowing for work areas for Fire Inspectors who might be working on that end of the city or future support staff.

Planning Zone Concept

The department has adopted six planning zones, keeping all risks within 1.5 miles of the center of the planning zones. The Planning Zone Map is used to publish metrics of performance with these planning zones for a Standards of Cover/Community Risk Assessment document, to be published at a later date during the department's accreditation process. Today, these geospatial representations help to show where the bulk of the call volume is, and how the additional units the staffing plan calls for will be divided.

PLANNING ZONE 1	NORTH OF I-94
CENTRAL STATION RESPONSE	East of 1 St
424 EMERGENT UNIT RESPONSES	South of Main Ave E
100 NON EMERGENT UNIT RESPONSES	West of Fargo City Limits

PLANNING ZONE 2	NORTH OF I-94
CENTRAL STATION RESPONSE	West of 1st St
451 EMERGENT UNIT RESPONSES	South of Main Ave W
71 NON EMERGENT RESPONSES	West to City Limits

PLANNING ZONE 3	SOUTH OF I-94
SOUTHSIDE STATION RESPONSE	East of City Limits
365 EMERGENT UNIT RESPONSES	North of 38th Ave W

45 NON EMERGENT RESPONSES	West of City Limits
----------------------------------	---------------------

PLANNING ZONE 4	SOUTH OF 38TH AVE W
SOUTHSIDE STATION RESPONSE	East of City Limits
55 EMERGENT UNIT RESPONSES	North of City Limits
21 NON EMERGENT RESPONSES	West of City Limits

PLANNING ZONE 5	NORTH OF MAIN AVE W
CENTRAL STATION RESPONSE	West of Sheyenne River
45 EMERGENT UNIT RESPONSES	South of City Limits
16 NON EMERGENT RESPONSES	West to City Limits

PLANNING ZONE 6	NORTH OF MAIN AVE W
CENTRAL STATION RESPONSE	East of Sheyenne River
26 EMERGENT UNIT RESPONSES	South of City Limits
16 NON EMERGENT RESPONSES	East to City Limits

Planning Zone 3 is the only zone where a fire station is located today. Of the other planning zones, one and two have two thirds of the volume of calls with both over 500 calls per zone. Zones six, five and four are under sixty calls each, therefore these zones do not reach a level to warrant building stations within these areas. However, zone four has the most probable forecast

to achieve rapid growth and in turn, an increase in call volumes. Also important to note, is the rapid effect of compounding call volume increases over the next ten years will have on distribution of call volume. More than likely, the ratios of the overall call volumes seen in the 2018 study will be altered by 2023.

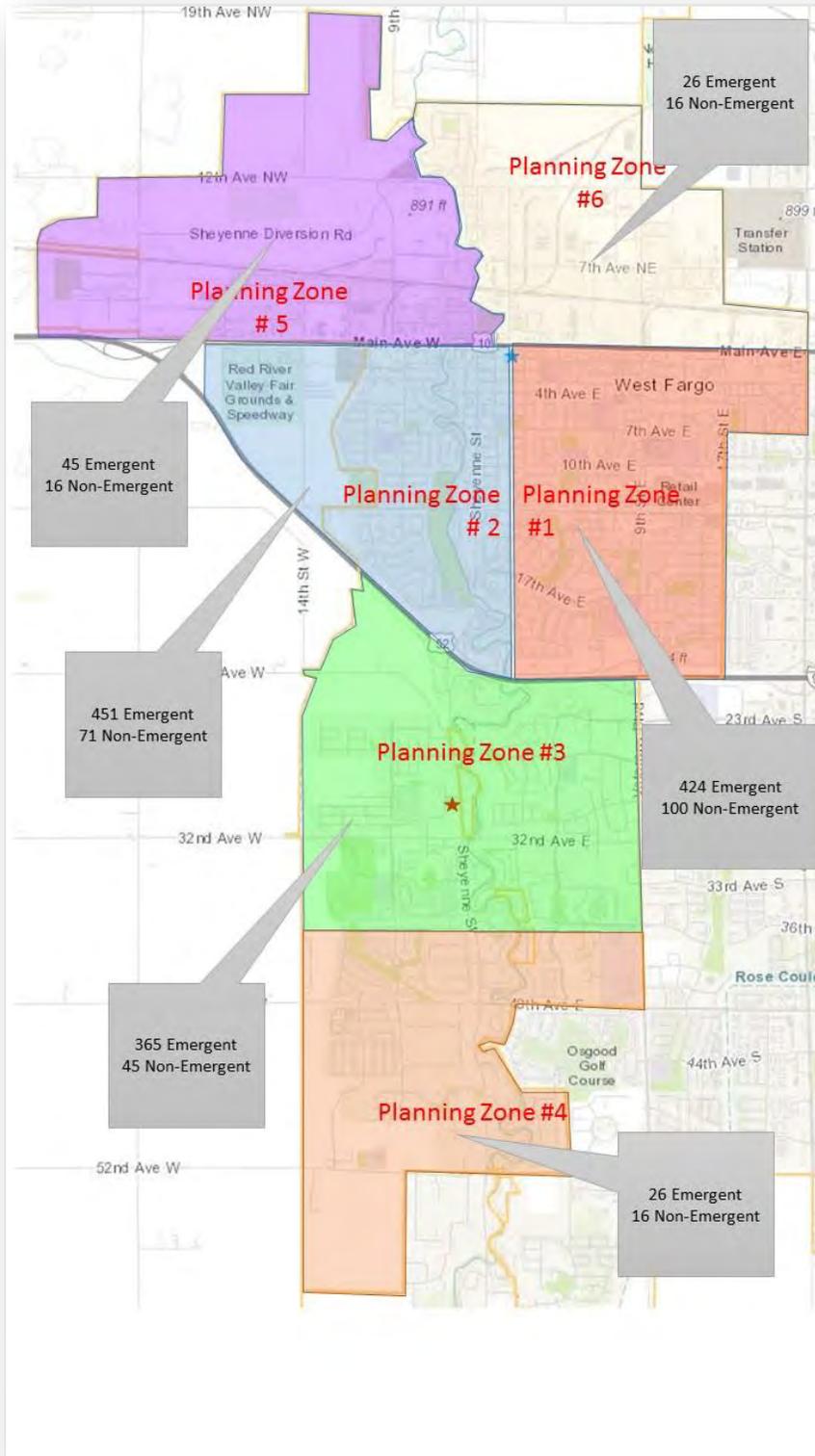


Figure 2 2018 Call Volume by Planning Zone

Recommendations

Moving forward, the department should establish the baseline benchmark that a new planning zone is established whenever land is annexed into the city. As soon as 10% of the call volume from the adjacent zones are responding into the new zone, land should be identified and secured for future building. When more than 25% of the call volume of the adjacent zones are responding into the new zone, a design and site preparation should occur. When these levels reach more than 35%, the station should be built and manned. In 2019, two new fire stations are needed north of Interstate 94. One located in Planning Zone 1 and the other in Planning Zone Two. Within seven to ten years, a new station in Planning Zone 4 will be needed as well.

Planning Zone 1 - Fire Headquarters

This area is in need of a new fire station, and due to the proximity to major thoroughfares, City Hall, and the downtown area, this station should be the Fire Department Headquarters. The department and city should move quickly to secure land close to 9th St E and 13th Ave E. Today, an empty on 10th Ave E in the 1000 block is open for development. This land is approximately 5 acres in size, and the station would most likely need only 2.5 acres. Work should begin immediately to secure this land. There are two other open lots, however one area is further east, towards the city line with Fargo and the other further southwest on a side street.

Fire Headquarters Timelines

Purchase Land	2019-2020
Station Design	Mid 2020
Begin Construction	Spring 2021
Finish Construction	Late Summer 2022
Move Administration and Risk Reduction Staff	Fall 2022
Begin 24 hour staffing	January 1st, 2023

This building will be staffed, initially, with a crew of five, plus 18 paid on call staff. Room should be made for an additional crew of four to staff a second full time piece of apparatus as call volumes grow. The needs of the station are listed below.

- Office space for 14 daytime administration and risk reduction staff
- Training auditorium large enough to accommodate 100 personnel
- Locker rooms for daytime and operational staff
- Living Quarters (bedrooms and dayroom) for nine personnel
- Kitchen/lunchroom large enough for twenty-four
- Fitness area with space to handle up to 15 firefighters/staff
- Parking to accommodate up to 75 spots
- Underground parking for staff cars

Planning Zone 2 – West Creek Fire Station

This area is in need of new fire station, however this should be a “substation” with only truck bays, a small meeting room and living quarters for four personnel. The main thoroughfare through planning zone two is 13th Ave W.

West Creek Fire Station Timelines

Purchase Land	2022-2023
Station Design	Mid 2024
Begin Construction	Spring 2025
Finish Construction	Late Summer 2026
Begin POC Staffing	January 1st, 2026
Begin 24 hour staffing	January 1st, 2027

The station should be located along the western edge of the corridor, between 8th St and 15th St W. In the event that the city annexes land to the west, and an overpass is built over the interstate along 13th Ave, this station would be in a prime location to service the new area of expansion to the west. However, the corridor study recommendations and subsequent construction could put the progress of the project on hold, while the overpass and any improvements are made.

Fargo – West Fargo Metro Area Fire Training Center

The need for an updated Training Center is evident, and coincidentally, the Fargo Fire Department is also looking towards a new training center as well. Due to the limited areas that the department could place a training center with the capability of conducting live burn scenarios (industrial) the training center would have to be north of Main Ave in the industrial areas of West Fargo. This is the same area that Fargo Fire is looking forward to a training center as well. The recommendation is that the department begin investigating a co-located training center, to share the cost of development and maintenance.

Grant opportunities could also be available for a project with this scope and partnership. There is an 82 acre section of land that lies within West Fargo city limits, but is owned by the City of Fargo, located at the corner of 12th Ave E and 9th St E. This would be an ideal location for a joint Fargo-West Fargo Training Center.

Fargo-West Fargo Metro Area Fire Training Center

Purchase/Approve Land	Early 2020
Training Center Design	Fall 2020
Begin Construction	Spring 2021
Finish Construction	Late Summer 2021

Planning Zone 4 – The Wilds Fire Station

In planning zone 4, a second “substation” will need to be built closer to the end of the operational life of this document. There are two large developments in the Wilds area that are yet to be complete. However these two developments will add 1,500 new units to the planning zone. The expected increase in call volume will necessitate this station being added.

Although the dates are undetermined at this time, the department should be looking for open land along 9th St W, from 32nd Ave to Mulberry Lane. Acquiring this land sooner rather than later will keep costs down for the future project.

The Wild Station should mirror the West Creek Station with two double bays for apparatus, living quarters, a fitness area, kitchen, office, meeting room and dayroom.

The Wilds Fire Station

Purchase/Approve Land	2027
Training Center Design	2028
Begin Construction	2029
Finish Construction	2030

ORDINANCE NO. 1146

AN ORDINANCE TO REPEAL CHAPTER 14-05 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO BENCH SIGN FRANCHISE.

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF WEST FARGO, NORTH DAKOTA:

SECTION 1. Chapter 14-05 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety and reserved for future use.

CHAPTER 14-05
BENCH SIGN FRANCHISE
(Source: Ord. 854, Sec. 1 [2009])

SECTIONS:

- ~~14-0501. Permit for Benches.~~
- ~~14-0502. Construction and Design.~~
- ~~14-0503. Five-Year Permit and Revocation Thereof.~~
- ~~14-0504. Regulations Governing Location of Bench Signs.~~
- ~~14-0505. Removal of Benches.~~
- ~~14-0506. Advertising Revenue.~~
- ~~14-0507. Indemnity.~~
- ~~14-0508. Liability Insurance.~~
- ~~14-0509. Default.~~
- ~~14-0510. Named Representative.~~

~~14-0501. Permit for Benches. The City may grant the exclusive right, privilege, and permission to an entity, at its own expense, to install, place and maintain courtesy benches on that portion of the public street between the curb and the property line, subject, however, to the obtaining of a permit and following other regulations contained in this chapter. Provided, however, from the enactment of this Ordinance through January 7, 2016, the City may grant a second temporary franchise to an entity subject to the same terms as the current franchise for a maximum of 15 benches, at sites other than where first franchisee has benches located.~~

~~14-0502. Construction and Design. The material, construction and design of such benches shall be approved by the Zoning Administrator of the City of West Fargo. A denial of a bench under this section may be appealed to the Planning and Zoning Commission.~~

~~14-0503. Five-Year Permit and Revocation Thereof. The bench sign permit granted July 1, 2010, prior to the enactment of this ordinance, shall remain in full force and effect under the terms of the ordinance in effect at the time it was granted through January 7, 2016. On September 8, 2015, the Zoning Administrator will open any sealed bids received for a five-year bench sign franchise commencing January 8, 2016, and terminating on June 30, 2020. The bid shall be in a form provided by the Zoning Administrator which will set forth that the bidder will comply with all of the terms of Chapter 14-05 of the West Fargo Ordinances and set forth the annual payment the bidder will make each year for each bench placed into service under a bench sign permit. The price per bench shall be constant for the full five-year period, and, at a minimum, be for 20 benches, even if 20 bench~~

~~signs are not placed. The exclusive five-year franchise will be granted to the bidder with the highest bid price per bench by resolution of the City Commission. The Zoning Administrator shall grant a permit effective January 8, 2016, which permit shall set forth the approved sites for the bench signs. Prior to January 8, the franchisee shall pay the City the price per bench in their bid for every bench sign covered by the permit, but in no event less than 20 bench signs. If additional bench signs are added after the first payment, the payment for additional bench sign(s) must be received by the Zoning Administrator prior to installation of additional bench signs, and those locations will be added to the permit. On or before each July 1 thereafter during the term of the franchise, the franchisee shall pay the Zoning Administrator the price per each bench covered by the permit then in effect. Four months before the expiration of the five-year franchise expires, the Zoning Administrator shall open sealed bids for the next five-year period, and the City Commission shall award the new franchise by resolution. Provided, that if for any reason the franchise is revoked prior to the end of the five-year period, the Zoning Administrator shall request sealed bids for a new five-year period.~~

~~14-0504. Regulations Governing Location of Bench Signs. The Zoning Administrator must approve all proposed locations for bench signs under this Chapter pursuant to the policy approved by the Planning and Zoning Commission. All locations previously approved will be automatically approved unless removed from the permit pursuant to Section 14-0505. The franchisee may appeal the denial of a location by the Zoning Administrator to the Planning and Zoning Commission. The Planning Commission may amend the policy from time to time, after giving notice to current holder of franchise of proposed changes. The franchisee may appeal the policy set by the Planning and Zoning Commission to the City Commission and request the City Commission amend or revise such policy. No more than 35 bench signs may be permitted under a permit.~~

~~14-0505. Removal of Benches. The franchisee agrees to remove any courtesy bench which is not included in the permit within sixty (60) days of the granting of the permit. In addition, after a particular bench location has been included in the permit, the Planning and Zoning Commission may request its removal for just cause after providing the franchisee an opportunity to appear at a meeting to discuss that particular sign. Any such sign ordered to be removed must also be removed within sixty (60) days of the date of such order. There shall be a right of the franchisee to appeal the decision of the Planning Commission to remove a bench sign to the West Fargo City Commission, provided notice of appeal is submitted within thirty (30) days of the decision of the Planning Commission ordering the removal of any sign. The franchisee shall not have the right to place any new benches in the City unless such location is included in the permit that has been granted. If the franchisee places a bench for which there is no permit, such bench must be immediately removed, and is grounds for termination of the entire permit and franchise.~~

~~14-0506. Advertising Revenue. The franchisee shall have the right to place and maintain on its benches display advertising and materials subject to the limitations of this ordinance, and shall receive all revenue received therefrom.~~

~~14-0507. Indemnity. The franchisee agrees that it will defend, save harmless and indemnify the City of West Fargo, its officer, agents and employees, from any claim, demand, action, liability, damage, or judgment which may arise out of the operation, location, maintenance and use of said benches.~~

~~14-0508. Liability Insurance. The franchisee shall obtain and deposit with the City Auditor of the City of West Fargo policies covering public liability and property damage insurance for the protection of patrons and other users of said courtesy benches, including the City of West Fargo, in responsible insurance companies; the amount of indemnity of such policies shall be not less than \$350,000 for injury to one or more persons in any one accident; the amount of indemnity for property damage in such insurance policy shall not be less than \$100,000. Such a policy shall also contain a~~

~~provision requiring the insurer to notify the City Auditor of the City of West Fargo at least fifteen (15) days before the expiration of such policy either by cancellation or limitation.~~

~~14-0509. Default. This franchise is made upon the expressed condition that if the franchisee fails to keep any or all of the covenants and agreements contained in this franchise ordinance, then the franchise shall become null and void at the option of the City, provided that the City shall first give written notice to the franchisee at least thirty (30) days prior to its intention to terminate the franchise and shall set forth therein the specific breach of the franchise and the City's intention to declare the franchise forfeited if such breach not be corrected within the 30-day period.~~

~~14-0510. Named Representative. The franchisee hereby agrees to file a written notice with the City Planning Commission of a name of a representative of the franchisee to whom all calls, correspondence, etc., may be referred to as it relates to the purposes of this franchise. Said notice shall contain the name, address and phone number of said representative. Any notice that the City is required to give to the franchisee is sufficient if it is given to the person set forth as named representative at the address filed with the City. If the franchisee fails to supply the City Planning Commission with the named representative pursuant to this section, franchisee shall be deemed to have waived all notice requirements of this ordinance or other law.~~

SECTION 2. Effective Date. This ordinance shall be in full force and effect from and after July 1, 2020.

President of Board of City Commissioners
of the City of West Fargo, North Dakota

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:



AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

*****PLEASE NOTE:** The following information must be completed and submitted to the West Fargo City Auditor's Office by the Thursday noon preceding the City Commission meeting. Failure to comply may result in no action being taken on your request.

1. CONTACT PERSON: Mike Amundson - Director for West Fargo Events

2. PHONE NUMBER:

DATE: 1/2/2020

3. PLEASE BRIEFLY DESCRIBE YOUR REQUEST:

Presentation to the City Commission on West Fargo Events Preliminary Event Planning.

4. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):

5. ACTION BEING REQUESTED FROM CITY COMMISSION:

No action needed. Just informational

Family Fun Nights

One Thursday a month | June - August | 7pm-9pm

Each family fun night will be themed and could include anything from inflatables, crafts, demonstrations, face painting, and info tents

POW/MIA Plaza

- 6/25 - Circus Night
- 7/30 - Animal Night

The Lights

- 6/9 - Pirates
- 6/30 - Sports
- 7/14 - Beach Day
- 8/4 - Science

Themes

Circus Night Face painting Magic Show Hula Hooping Balloon Animals Inflatable Slide	Beach Luau Face Painting Water Slide Bounce House Water Safety Info Tent Shaved Ice
Animal Night Petting Zoo Face painting Red River Zoo - Zoomobile	Science Experiments Demonstration Bounce house College for kids - NDSU & MSUM
Pirate Ships & Treasure Face painting Pirate Ship Bounce n Slide Treasure Island Obstacle Course	
All Sorts of Sports Obstacle Course Face painting Speed Pitch Soccer Kick Sports team Mascots	

Outdoor Movie Night

One Thursday a month | June - August | 7pm-9pm

Movies will be family friends, we will have popcorn to give away, and other snacks and beverages for sale.

POW/MIA Plaza

- 6/11 - Frozen II
- 7/27 - Moana
- 8/23 - The Parent Trap

The Lights

- 6/23 - A Beautiful Day in the Neighborhood
- 7/28 - Toy Story 4
- 8/18 - Lion King

Fitness Classes

Yoga @ The Lights

Classes will be held at noon. It will be a 50 minute class. The plan will be to have food trucks on sight these days for people to grab lunch at the end of class. Hoping to have healthy food options.

Working with MoJo Fit Studios on providing teachers for these classes.

- 6/10
- 6/24
- 7/8
- 7/22
- 8/5
- 8/19

Bootcamp @ POW/MIA Plaza

Working with FargoFit Life currently to find a time on these days that works for the instructors. This will most likely be an hour long class.

- 6/15
- 6/29
- 7/13
- 7/27
- 8/10
- 8/24

Paws on the Plaza

Saturday, June 27, 2020 | The Lights @ Sheyenne 32 | 10am-3pm

Vendor Fee of \$25 - responsible for tables, chairs. & tents. Selling allowed

No vendor fee for shelters/rescues

Free Microchipping? - First 75 residents? Charge a small fee for microchipping after the 75?

Event Ideas

- Animals Shelters w/adoptable dogs
- Dog Grooming
- Vet Clinics
- Dog Trainers
- K9 Demonstrations
- Dock Dogs
- Food and Beverage Vendors
- Donation Drop-Off
- Costume Contest
- Vendor Booths

Businesses to Contact

Petco	Petsmart	Pets-R-Inn
PrairieWinds Veterinary Clinic	Prairie Dog Daycare, Grooming & Boarding	Natural Pet Center
Hotdog! Pet Salon	F-M Dog Obedience School	DownDog Studio
Mutt Hutt	dogIDs	Shaggy's Dog Wash & Grooming
Wags N Whiskers	Rovers Playhouse	Eddie & Barkus
Fargo Boarding & Grooming	All Fur Paws LLC	Muddy Paws Pet Spa and Grooming
Home Away From Home	Dogs by Design Inc.	West Fargo Animal Hospital
South Bark	Gentle Groomers Pet Salon	Hairy D/Tails
Red River Animal Emergency Hospital	Animal Health Clinic	Valley Veterinary Hospital
Two Rivers Veterinary Hospital	Ivy League Dog Training	Southgate Veterinary Hospital
Diamond Q Animal Hospital	Healthy Paws Veterinary Clinic	Casselton Vet
Smart K9 Training	Fargo-Moorhead Kennel Club	Northland K-9
Red River North Dog Obedience Club	Pawsitive Vybe Fargo	CreativeK9 Solutions
Vigilant K9	Homeward Animal Shelter	4 Luv of Dog Rescue

Fitness Fest

The Lights @ Sheyenne 32
 Vendor Fee of \$25 - responsible for tables, chairs. & tents. Selling allowed

Event Ideas

Fitness Classes throughout the event

Weightlifting competition

Vendor Booths

Food & Beverage Vendors

Businesses to Contact

Family Wellness	YMCA	PowerPlate Meals
Anytime Fitness	Planet Fitness	MojoFit Studios
MetroFlex Gym	Essentia Health	Orangetheory Fitness
Courts Plus	Edge Fitness	Dynasty Performance Training
Snap Fitness	CrossFit Fargo	F3 Fitness
FargoFit Life	WeightWatchers	Total Balance Physical Therapy
Inspire Health & Wellness	Strongpour	Medical Weight Loss
Herbalife Nutrition Shops	Fit Elements	Solidcore
Apex Physical Therapy & Wellness	TNT Gymnastics	American Gold
Strive Chiropractic	Fargo Marathon	



Calendar of Events

January 2020

- 3-5 Squirt International
- 18 Frostival Event – sled parade/cocoa cookoff
- 20 Free Open Skate

Event Location

POW/MIA Plaza
The Lights
West Fargo Sports Arena

February 2020

- 14-16 Squirt International
- 17 Free Open Skate
- 18 Free Open Skate
- 21-23 Squirt International
- 28-1 Squirt International

March 2020

- 13 Free Open Skate
- 26 Baseball Opening Day Viewing Party

April 2020

- 13 Free Open Skate

May 2020

- 20 RENTAL - Bean Bag league
- 27 RENTAL - Bean Bag league

June 2020

- 3 RENTAL – Bean Bag League
- 4 Summer Concert Series
- 8 Bike Safety Rodeo
- 9 Family Fun Night
- 10 Yoga on the Plaza
- 10 RENTAL – Bean Bag League
- 11 Outdoor Movie Night
- 15 Bootcamp
- 16 Summer Concert Series
- 17 RENTAL – Bean Bag League
- 18 Cruise Night
- 20 Promoter Hold
- 22 Market Monday
- 23 Outdoor Movie Night
- 24 Yoga on the Plaza
- 24 RENTAL – Bean Bag League
- 25 Family Fun Night
- 25 Promoter Hold
- 27 Paws on the Plaza
- 29 Bootcamp
- 29 Market Monday

July 2020

1 RENTAL – Bean Bag League
8 Yoga on the Plaza
8 RENTAL – Bean Bag League
9 Summer Concert Series
13 Bootcamp
13 Monday Market
14 Family Fun Night
15 RENTAL – Bean Bag League
16 Cruise Night
17 Promoter Hold
20 Market Monday
21 Summer Concert Series
22 Yoga on the Plaza
22 RENTAL – Bean Bag League
23 Outdoor Movie Night
27 Bootcamp
27 Market Monday
28 Outdoor Movie Night
29 RENTAL – Bean Bag League
30 Family Fun Night

August 2020

3 Monday Market
4 Family Fun Night
5 Yoga on the Plaza
5 RENTAL – Bean Bag League
6 Summer Concert Series
10 Bootcamp
10 Monday Market
11 Summer Concert Series
12 RENTAL – Bean Bag League
13 Outdoor Movie Night
17 Monday Market
18 Outdoor Movie Night
19 Yoga on the Plaza
19 RENTAL – Bean Bag League
20 Cruise Night
22 Promoter Hold
24 Bootcamp
24 Monday Market
26 RENTAL – Bean Bag League
29 Promoter Hold
31 Monday Market

September 2020

- 2 Yoga on the Plaza
- 5 Bison Tailgating/Viewing Party
- 7 Bootcamp
- 7 Monday Market
- 10 Promoter Hold
- 11 Promoter Hold
- 12 Bison Tailgating/Viewing Party
- 14 Monday Market
- 16 Yoga on the Plaza
- 17 Cruise Night
- 19 West Fest/ Bison Tailgating/Viewing Party
- 21 Monday Market
- 26 Bison Tailgating/Viewing Party
- 28 Monday Market

October 2020

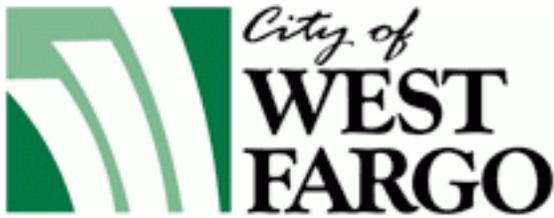
- 3 Bison Tailgating/Viewing Party
- 10 Bison Tailgating/Viewing Party
- 17 Bison Tailgating/Viewing Party
- 24 Bison Tailgating/Viewing Party
- 31 Downtown Treat Street
- 31 Bison Tailgating/Viewing Party

November 2020

- 14 Bison Tailgating/Viewing Party
- 21 Bison Tailgating/Viewing Party

December 2020

- 3 Light up Downtown
- 18-20 Let there Be Ice



City of West Fargo's
Activity Report - Quarterly
 Month of December, 2019

	New s	Ongoing s	Total Load s	Completed s	Initial Inspection s	Re-inspection s	Total Inspection s	Closed - No Violations	Voluntary Compliance	Forced Compliance	Warning Notice +	Courtesy Notice +	Notification Letter +	Contractor Notification +		
Forestry Department																
Dead, Dying or Diseased Tree	0	1	1	12	12	0	13	13	9	3	0			0	0	0
Hazardous Tree	0	0	0	14	14	0	14	14	12	2	0			0	0	0
Other																
Other	0	1	1	1	1	0	1	1	0	0	1			0	0	0
Planning & Zoning																
Fences	0	1	1	0	0	0	0	0	0	0	0			0	0	0
Home Occupation	1	0	1	1	0	1	0	1	0	0	0			0	1	0
Licensed Unimproved Surfaces	0	2	2	5	5	0	6	6	0	0	4			0	0	0
Seeding Yards	0	2	2	1	1	0	0	0	0	0	0			0	1	0
Signs	1	0	1	2	1	2	0	2	0	0	1			0	1	0
Unlicensed Stored Indoors	0	0	0	4	4	0	2	2	1	0	1			0	0	0
Public Nuisances																
Accumulation Of Rubbish/Garbage	1	0	1	2	1	1	1	2	0	0	1			0	2	0
Excessive Animal Waste	0	0	0	1	1	1	0	1	1	0	0			0	0	0
Garbage Cans Required	0	0	0	1	1	0	1	1	0	0	0			0	0	0
Harborage For Vermin	1	1	2	2	1	2	0	2	1	0	0			0	0	0
Hazard on Boulevard	2	0	2	4	2	4	2	6	0	0	2			0	4	0
Illegal Storage Of Junk	0	4	4	2	2	0	1	1	0	0	0			0	1	0
Stagnant Water	0	0	0	2	2	0	2	2	0	0	2			0	0	0
Public Works																
Care of	0	0	0	1	1	0	1	1	0	0	0			0	0	0

Boulevards																	
Fats, Oils & Grease	0	0	0	3	3	1	2	3	3	0	0			0	0	0	
Snow or Ice on Public Sidewalk	2	0	2	31	29	31	30	61	0	0	23			0	42	13	

Structures																
Property Maintenance Code	0	0	0	3	3	0	2	2	0	1	1			0	0	0
Rental Housing Inspection	0	0	0	4	4	0	4	4	0	0	4			0	0	0
Vacant Building	0	6	6	0	0	0	1	1	0	0	0			0	0	0

Trees																
Corner Lot Visibility	0	1	1	0	0	0	0	0	0	0	0			0	1	0
Dead, Dying or Diseased Tree	0	0	0	2	2	0	2	2	0	0	2			0	0	0
Hazardous Tree	0	0	0	1	1	0	1	1	0	0	0			0	0	1
Limbs Overhanging Sidewalk / Public Street	0	1	1	1	1	1	0	1	0	0	1			0	0	0

Yard Conditions																
Tall Grass & Weeds	0	0	0	8	8	1	8	9	0	0	7			0	1	2

Totals **8** **20** **28** **108** **100** **45** **94** **139** **27** **6** **50** **0** **54** **16**

Category	Subcategory	New s	Ongoing s	Load	Total s
Forestry Department	Dead, Dying or Diseased Tree	0	1	1	12
Forestry Department	Hazardous Tree	0	0	0	14
Other	Other	0	1	1	1
Planning & Zoning	Fences	0	1	1	0
Planning & Zoning	Home Occupation	1	0	1	1
Planning & Zoning	Licensed Unimproved Surfaces	0	2	2	5
Planning & Zoning	Seeding Yards	0	2	2	1
Planning & Zoning	Signs	1	0	1	2
Planning & Zoning	Unlicensed Stored Indoors	0	0	0	4
Public Nuisances	Accumulation Of Rubbish/Garbage	1	0	1	2
Public Nuisances	Excessive Animal Waste	0	0	0	1
Public Nuisances	Garbage Cans Required	0	0	0	1
Public Nuisances	Harborage For Vermin	1	1	2	2
Public Nuisances	Hazard on Boulevard	2	0	2	4
Public Nuisances	Illegal Storage Of Junk	0	4	4	2
Public Nuisances	Stagnant Water	0	0	0	2
Public Works	Care of Boulevards	0	0	0	1
Public Works	Fats, Oils & Grease	0	0	0	3
Public Works	Snow or Ice on Public Sidewalk	2	0	2	31
Structures	Property Maintenance Code	0	0	0	3
Structures	Rental Housing Inspection	0	0	0	4
Structures	Vacant Building	0	6	6	0
Trees	Corner Lot Visibility	0	1	1	0
Trees	Dead, Dying or Diseased Tree	0	0	0	2
Trees	Hazardous Tree	0	0	0	1
Trees	Limbs Overhanging Sidewalk / Public Street	0	1	1	1
Yard Conditions	Tall Grass & Weeds	0	0	0	8

Completed s	Initial Inspections	Reinspections	Total Inspections	Closed - No Violations
12	0	13	13	9
14	0	14	14	12
1	0	1	1	0
0	0	0	0	0
0	1	0	1	0
5	0	6	6	0
1	0	0	0	0
1	2	0	2	0
4	0	2	2	1
1	1	1	2	0
1	1	0	1	1
1	0	1	1	0
1	2	0	2	1
2	4	2	6	0
2	0	1	1	0
2	0	2	2	0
1	0	1	1	0
3	1	2	3	3
29	31	30	61	0
3	0	2	2	0
4	0	4	4	0
0	0	1	1	0
0	0	0	0	0
2	0	2	2	0
1	0	1	1	0
1	1	0	1	0
8	1	8	9	0

Voluntary Compliance	Forced Compliance	Warning Notice +	Courtesy Notice +
3		0	0
2		0	0
0		1	0
0		0	0
0		0	0
0		4	0
0		0	0
0		1	0
0		1	0
0		1	0
0		0	0
0		0	0
0		0	0
0		2	0
0		0	0
0		2	0
0		0	0
0		0	0
0		23	0
1		1	0
0		4	0
0		0	0
0		0	0
0		2	0
0		0	0
0		1	0
0		7	0

Notification Letter +	Contractor Notification +
0	0
0	0
0	0
0	0
1	0
0	0
1	0
1	0
0	0
2	0
0	0
0	0
0	0
4	0
1	0
0	0
0	0
0	0
42	13
0	0
0	0
0	0
1	0
0	0
0	1
0	0
1	2

Regular Agenda Item #9

December 17th, 2019

City Commissioners:

I wanted to reach out to tell you how much fun myself and my husband had with our kiddos at the tree lighting event in Downtown West Fargo. We are also really looking forward to the ice sculpture event coming up shortly.

West Fargo Events has had so many cool things for us to go to and we can't wait for the events to continue this winter and into the summer.

Thank you for having such an awesome plaza!

Thank you,



Dani Swanson

City of West Fargo Council Members,

I'm writing to you in support of the recent development to take place in all areas of West Fargo. As a South Fargo graduate I have really appreciated all the work that has taken place in West Fargo finding myself spending much of my time there. On a personal note I work at Hannaher's Workplace Interiors as an Interior Designer and also own a small sign business called Dakota Design Company.

My design business has greatly benefitted from all the activities in West Fargo including hosting parties at Flatland Brewery and Hooligans Bar & Grill. I look forward to hosting a summer event at the POW/MIA Plaza this year along with the new space The Lights.

My family is also very active in the area and we enjoy going on long bike rides during the nicer months so it has really been pleasure to travel in downtown West Fargo, along with ride along all the new sidewalks and improvements the city has made. We are on the search to buy a home and hopefully we find the right one in West Fargo. I wanted to let you know how much we appreciate all your hard work in order to keep up with a city on the grow.

Thankful,



Karissa Deyle

1335 10th Ave S

Fargo, ND 58103

Dear City of West Fargo

My family has lived in West Fargo for quite some time. We have had five generations of family living in West Fargo at one point! We are very familiar with the school system as well as the city events. Most of my family attended school at the old West Fargo Highschool. West Fargo has been an awesome place to grow up for my family and I. Members of my family have started businesses that are based out of West Fargo from a drywall company to a local eatery/pub as well as a hair salon.

West Fargo has come a long way even since I was a young kid. We have seen a lot of great transformation of city roads and buildings. There has also been a huge change of the community feeling in Downtown West Fargo. There is now events a couple of times a month for the neighborhood and family to gather and watch the NDSU football games, listen to live music, and enjoy the plaza. I am excited to see what else you guys have in store for the coming months. Thank you to the people who are responsible for making West Fargo a better place to hangout and gather with friends and family. These changes have made a great impact on the families and my hometown!

Sincerely

Kaley Finstad

301 main Ave Fargo, ND

City of West Fargo Council Member:

This letter is to express my gratitude on the changes that have been to the city, specifically the downtown area. I have lived in the FM/West Fargo area for several years, first attending college now having a full-time job. I currently reside in West Fargo, and absolutely love it here.

Some of the reasons I love West Fargo is there is so much to do. I currently live in a mixed-use building, and love that I can stop at a bar and grill after work, enjoy a beverage and supper and head upstairs to my apartment. Another area of mixed-use buildings that I love is the up and coming downtown area. This last summer I was also able to enjoy some time at the POW/MIA Plaza, which was a recent discovery of mine. I attended the Blind Joe concert and had a great time, and it was fun to see so many people from the area gather. A few friends and I stopped at the Flying Pig after and we will be back to have supper there soon.

I am excited for all that is to come in the West Fargo area, and thank you for being an advocate for all the new changes. Also, congratulations on your main street award.

Sincerely,
Riley Hovland
Resident of West Fargo