

**CASS COUNTY PLANNING COMMISSION  
SPECIAL MEETING  
AGENDA FOR JULY 14, 2011**

Cass County Highway Department Conference Room  
7:00 AM  
1201 Main Avenue West, West Fargo, ND 58078

1. Call to Order  
Establish Quorum of Members  
Approve March 24, 2011 Minutes
2. Norwood Sales, NW ¼, S35, Stanley Township  
Tax Exemption Application and Staff Recommended Requirement to Plat  
[Action]
3. Other Business and Citizen Comment
4. Adjournment

***Additional copies of the agenda and Planning Commission materials are available at:  
<http://www.casscountynd.gov/county/Boards/PlanningCommission/>***

Planning Commissioners:  
Please call Highway Department Secretary  
at 298-2370 if you are unable to attend.  
at 298-2370 if you are unable to attend.

**Persons with Disabilities needing accommodations should call 298-2370 prior to the meeting.**

**CASS COUNTY PLANNING COMMISSION  
MARCH 24, 2011**

**1. MEETING TO ORDER**

The meeting was called to order on March 24, 2011, at 7:00 AM in the Highway Department Conference Room with members present as follows: Ken Lougheed, Keith Monson, Todd Ellig, Scott Wagner, Lou Bennett, Mark Johnson, Brad Wimmer and Mike Zimney. Chad Peterson was absent. Also present were County Engineer Keith Berndt and County Planner Tim Solberg.

**2. MINUTES APPROVED**

***MOTION, passed***

**Mr. Bennett moved and Mr. Wagner seconded that the minutes from the February 24, 2011, meeting be approved as written. Motion carried.**

**3. AMERICAN CRYSTAL SUBDIVISION, (NW ¼, S4, Everest Township)  
Final Plat Review**

***MOTION, passed***

**Mr. Wagner moved and Mr. Ellig seconded to remove from the table, the Final Plat Review submitted by American Crystal Subdivision, allowing for further discussion on the matter. Motion carried.**

Mr. Solberg said Everest Township held a public meeting on February 24, 2011 in Casselton, which was well attended. After hearing public comment, the commission chose to approve the conditional use permit on a 5-1 vote.

Mr. Solberg said the following responses address questions previously raised by representatives from Tharaldson Ethanol: 1) the revised site plan includes paved approaches to Cass County Highway 23 and the installation of Vehicle Tracking Control (VTC) pad on site to reduce the amount of sediment on trucks. 2) The City of Casselton had no comment regarding odors. 3) Advanced Traffic Analysis Center (ATAC) of North Dakota State University conducted a Traffic Impact Study of Cass 23 analyzing the potential impact of the proposed beet piling facility. The study was conducted during a 12 hour period and concluded the proposed facility will not have a negative impact on the operational characteristics of the road.

Mr. Berndt said Cass County and Tharaldson Ethanol also contracted with SRF Consulting Group to do a traffic volume study and findings indicate traffic volume to not be an issue.

Mr. Ellig asked if a special assessment district could be created to assist in paying for the existing road. Mr. Berndt said it is not advisable to attempt to special assess a road that has already been built and paid for, but recommended that American Crystal participate financially in constructing the turn lanes to maintain

the function of safety that currently exists on the road. Steve Candor, American Crystal said they are willing to contribute financially for adding the turn lanes. Russ Newman, Tharaldson Ethanol was present and expressed concerns for safety and the function for both north and south bound traffic related to turning movements. He also said they would like to have American Crystal contribute to the financial cost of the intersection of Cass County Highway 10 and State Highway 18.

***MOTION, amended, passed***

**Mr. Wagner moved and Mr. Ellig seconded to approve the plat for American Crystal Subdivision, (NW ¼, S4, Everest Township) subject to the following:**

- 1. Move the main truck exit to achieve approximately ¼ mile spacing from the section line.**
- 2. Move the truck entrance south about 800 feet to the approximate ½ section line.**
- 3. Require contribution from American Crystal toward the construction of a right turn lane and a bypass lane for left turning traffic as a condition of approval, the contribution to be \$250,000 or more.**
- 4. Require commitment by American Crystal to clean mud from road if required.**

**Discussion:** Mr. Johnson asked of the length of the turn lanes is adequate. Mr. Berndt said American Crystal will have about ¼ mile staging area off the main road, so the proposed turn lanes will be adequate.

**Mr. Wagner moved and Mr. Ellig seconded to amend the motion to read American Crystal will contribute \$250,000 for the purpose of installing turn lanes. Motion carried as amended.**

**4. Gourde Subdivision (SE ¼, S30, Harwood Township), Proposed Revised Motion**

Mr. Solberg said the Rush River Water Resource District is negotiating an easement with Chris Gourde so a dedicated easement or right-of-way is no longer necessary.

***MOTION, passed.***

**Mr. Monson moved and Mr. Bennett seconded to not obtain an easement from the Rush River Water Resource Water Board. Motion carried unanimously.**

**5. OTHER BUSINESS AND CITIZEN COMMENT**

None

**6. ADJOURNMENT**

***MOTION, passed***

**On motion by Mr. Johnson, seconded by Mr. Wagner, and all voting in favor, the meeting was adjourned at 7:50 AM.**

MEMORANDUM

TO: Cass County Planning Commission

FROM: Tim Solberg, County Planner

DATE: July 8, 2011

SUBJECT: July 14, 2011 Special Meeting

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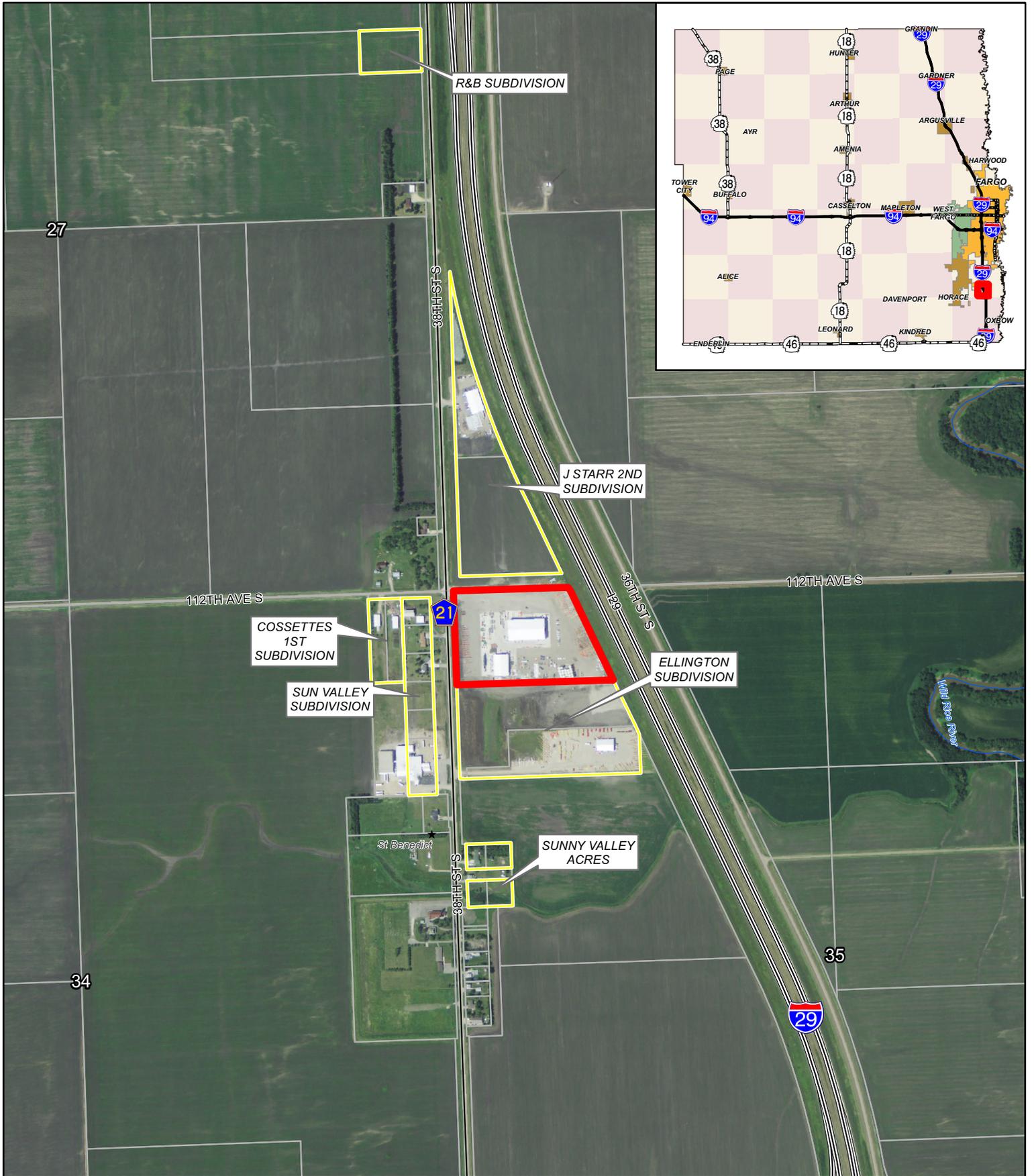
The Cass County Board of Commissioners received an application for tax incentives from Norwood Sales, Inc. located in the N ½, of the NW ¼, of the NW ¼, Section 35 of Stanley Township. The application is for a 5 year tax exemption plan that gives a full 100% exemption from new construction in year 1 and a 90% exemption for years 2-5.

When I became aware of the application I inspected the property and recalled past discussions about the development. I noted some items that should be addressed and felt that they would best be taken care of through platting; items included right of way needs, section line obstruction issues, dirt piles, and tree buffer to transition from the residential properties directly across the street. Prior to the Commission Meeting I recommended to the Commission that as a condition of approval of the application for tax incentives that they require the applicant to plat the property under the requirements of Cass County Subdivision Ordinance #2006-1.

Other items were needed to be met for the application and as a result the Commission decided to hold a decision until their next meeting. With the decision being delayed the Commission has requested that the Planning Commission hold a special meeting to discuss the staff recommended requirement prior to the next Meeting. I have included an area map, copy of Commission Memo with suggested motion, and will provide the Planning Commission with further information at the meeting.

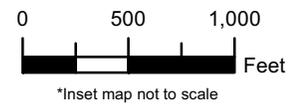
Please call me at 701-298-2375 if you have any questions.

# Cass County Planning Commission Special Meeting - July 14, 2011 - Norwood Sales Tax Incentive Application



Cass County Planning Office  
1201 Main Ave W  
West Fargo, ND 58078  
  
701-298-2375  
planning@casscountync.gov

- Norwood Sales Property
- Platted Subdivisions (Labeled)
- County Tax Parcels





**MEMORANDUM**

**Highway  
Department**

Keith D. Berndt, P.E.  
County Engineer

Richard S. Sieg  
Superintendent

Thomas B. Soucy, P.E.  
Design and Construction  
Supervisor

TO: Cass County Commission

FROM: Tim Solberg, Cass County Planner *TPS*

DATE: July 1, 2011

SUBJECT: Agenda Topic for July 5, 2011 Meeting:  
Property Tax Exemption Application and  
Public Hearing for Norwood Sales, Inc.

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This memo is provided as a staff comment regarding the first item on the regular agenda, a public hearing on the property tax exemption application for Norwood Sales, Inc., for the July 5 Commission Meeting.

Cass County Subdivision Ordinance #2006-1 regulates the subdivision of land in the unincorporated lands in Cass County. The Ordinance contains specific guidelines for new development which others in this area of St. Benedict have been required to follow as a result of subdividing their land. Norwood Sales, Inc. has not been required to follow these regulations as they have not subdivided their land. The development of Norwood Sales property is of much greater scale than that of their neighbors; however they have not been required to follow any such regulations.

I fully support the continued expansion and support of this valuable enterprise and the initiatives of the Greater Fargo Moorhead Economic Development Corporation. I further believe that this entrepreneur is providing our Community with a valuable service and his further innovation should be encouraged. With that being said I believe that as a condition of approving of the property tax exemption I would recommend the Board of County Commissioners require Norwood Sales, Inc. to plat their property therefore following the same regulations of others who have developed in the Neighborhood/Village of St. Benedict.

**SUGGESTED MOTION:** Move to approve a property tax exemption for Norwood Sales, Inc. located in the N ½ of the NW ¼ of the NW ¼ less right of way in Section 35, Township 138N, of Range 49W according to the five-year exemption schedule in the Cass County Commission Policy Manual, Tax Incentive Policy Section 34.00 with the condition that Norwood Sales, Inc. plat this property according to the regulations outlined in Cass County Subdivision Ordinance #2006-1 within the year 2011.

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