



**CITY OF MOORHEAD  
PLANNING COMMISSION / BOARD OF ADJUSTMENT  
MEETING MINUTES  
SEPTEMBER 2, 2020 AT 5:00 PM**

Pursuant to due call and notice thereof, a regular meeting of the Planning Commission was held virtually from Moorhead City Hall, on September 2, 2020, at 5:00 PM.

**Roll call of the members was made as follows:**

Board Member, Ward 1:	Nicole Mattson	Present
Board Member, Ward 2:	Ben Hammer	Present
Board Member, Ward 3:	Brent Behm	Present
Board Member, Ward 4:	James McKinstra	Present
Board Member, At Large:	Timothy Stone	Absent
Board Member, City Council:	Steve Lindaas	Present
Board Member, County Board:	Jim Haney	Present

**I. Roll Call**

**II. Agenda**

**Motion to Approve made by James McKinstra and seconded by Jim Haney**

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

**III. Approval of Minutes**

1. August 5, 2020

**Motion to Approve made by James McKinstra and seconded by Jim Haney**

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

**IV. Citizens To Be Heard**

**V. Public Hearing – Planning Commission**

1. [Request of Houston Engineering for vacation of easement within Astrup's Second Addition](#)

**Motion to Open Public Hearing made by James McKinstra and seconded by Jim Haney**

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

Staff briefed Commissioners on the request. The applicant is requesting to vacate the northerly 9 feet of a 30 foot easement that runs east and west through the parcel to accommodate a new office building. The applicant is replacing the 9 feet on the southern portion of the 30 foot easement for future needs.

Utilities serving Moorhead were notified and one comment was received from Sparklight. If Sparklight has infrastructure in the area of the vacation, the applicant/owner will be responsible for relocating the private utility.

Staff recommends approval contingent on 2 listed conditions.

**Motion to Close Public Hearing made by James McKinstra and seconded by Jim Haney**

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

**Motion to Approve made by James McKinstra and seconded by Jim Haney**

Request of Houston Engineering for vacation of easement within Astrup's Second Addition contingent on the following:

1. Applicant/Owner is responsible for all rerouting and reestablishing easements for existing public and private utilities.
  - a. If Sparklight has infrastructure in the area of this vacation, the applicant/owner is responsible for rerouting and reestablishing the private utility.
2. Applicant/Owner receives all required federal, state and local permits.

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

2. [Request of J. Hohenstein for vacation of easements within Prairie Meadows Sixth Addition](#)

**Motion to Open Public Hearing made by James McKinstra and seconded by Jim Haney**

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

Staff briefed Commissioners on the request. The applicant is requesting to vacate two 5 foot easements that run north to south along the shared lot line for a proposed twin home development. When this property was platted, these easements were designed with detached structures in mind. No utilities exist in the easements and they are not needed for this construction.

Utilities serving Moorhead were notified and no comments were received.

Staff recommends approval contingent on 2 listed conditions.

**Motion to Close Public Hearing made by James McKinstra and seconded by Jim Haney**

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

**Motion to Approve made by James McKinstra and seconded by Jim Haney**

Request of J. Hohenstein for vacation of easements within Prairie Meadows Sixth Addition contingent upon the following:

1. Applicant/Owner is responsible for all rerouting and reestablishing easements for existing public and private utilities.
2. Applicant/Owner receives all required federal, state and local permits.

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

3. [Request of S. Kraft for the following considerations at 2300 8th Ave N:](#)

- A. Rezone 5.85 acres from RLD-3: Residential Low Density-3 to CC: Community Commercial

**Motion to Open Public Hearing made by James McKinstra and seconded by Jim Haney**

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

Staff briefed Commissioners on the request. The applicant is requesting the rezoning and comprehensive plan changes to accommodate the development of a self-storage facility. The project will require a conditional use permit and therefore, would come before the board again when the site plan is finalized.

To date, no public comments were received.

Staff recommends approval.

Behm questioned if the rezoning would affect future use of neighboring lots. Staff does not foresee any effect on lots to the east or north.

Lindaas questioned how this project may impact future direction of the parcel. Staff stated there would still be room to do higher density housing or more commercial on the lot but the market will dictate what the final use will be.

Mattson stated she thinks this use is good for this area more so than housing.

Lindaas also questioned what the market is for mini-storage. Applicant stated he has done feasibility studies in Moorhead and the demand is higher than availability. He also stated he feels the units would fill quickly based on demand.

**Motion to Close Public Hearing made by James McKinstra and seconded by Jim Haney**

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

**Motion to Approve made by James McKinstra and seconded by Jim Haney**

Rezone 5.85 acres from RLD-3: Residential Low Density-3 to CC: Community Commercial

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

- B. Amend the Comprehensive Plan for same 5.85 acres from Low Density Residential & Community Commercial to Community Commercial

**Motion to Open Public Hearing made by James McKinstra and seconded by Jim Haney**

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

Staff had no additional comments and recommends approval.

**Motion to Close Public Hearing made by James McKinstra and seconded by Jim Haney**

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

**Motion to Approve made by James McKinstra and seconded by Jim Haney**

Amend the Comprehensive Plan for same 5.85 acres from Low Density Residential & Community Commercial to Community Commercial

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

**VI. Reports / Information**

**VII. Adjournment**

**Motion to Adjourn at 5:34 p.m. made by James McKinstra and seconded by Jim Haney**

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

The proceedings of this meeting are digitally recorded and are available for public review.

APPROVED BY:

ATTEST:

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Nicole Mattson  
Chair

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Robin Huston  
City Planner/Zoning Administrator

*Respectfully submitted by:  
Mary Schmitt, Planning and Neighborhood Services*