

FARGO PLANNING COMMISSION AGENDA  
Tuesday, November 6, 2018 at 3:00 p.m.

A: Approve Order of Agenda

B: Minutes: Regular Meeting of October 2, 2018

C: Brown Bag Luncheon - Wednesday, November 14, 2018

D: Public Hearing Items:

1. Continued hearing on an application requesting an Institutional Master Plan within a portion of the boundaries of the pending **NSC Addition** on the unplatted portion of land in the Northwest Quarter and the Northwest Quarter of the Southwest Quarter of Section 10, Township 140 North, Range 49 West of the 5th Principal Meridian, Cass County, North Dakota. (Located at 6101 45th Street North) (City of Fargo/Fargo Park District) (me): CONTINUED TO DECEMBER 4, 2018
- 2a. Continued hearing on an application requesting a Zoning Change from AG, Agricultural to LC, Limited Commercial with a C-O, Conditional Overlay within the boundaries of the proposed **Rocking Horse Farm 6th Addition**. (Located at 5801 52nd Avenue South) (Janice L. Promersberger/Houston Engineering) (me): CONTINUED TO FEBRUARY 5, 2019
- 2b. Continued hearing on an application requesting a Plat of **Rocking Horse Farm 6th Addition** (Minor Subdivision) on a portion of the Southeast Quarter of Section 32, Township 139 North, Range 49 West of the 5th Principal Meridian, Cass County, North Dakota. (Located at 5801 52nd Avenue South) (Janice L. Promersberger/Houston Engineering) (me): CONTINUED TO FEBRUARY 5, 2019
- 3a. Continued hearing on an application requesting a Zoning Change from MR-3, Multi-Dwelling Residential, LC, Limited Commercial, and SR-3, Single-Dwelling Residential to MR-3, Multi-Dwelling Residential with a PUD, Planned Unit Development Overlay on the proposed **St. Paul's Newman Center Addition**. (Located at 1113, 1117, 1119, 1129, 1131, 1141 North University Drive; 1112, 1118, 1122, 1126, 1130, 1134, 1138, 1142, 1146 12th Street North; 1201, 1211, 1213, 1215, 1223 11th Avenue North) (Roers Development) (dk): CONTINUED TO DECEMBER 4, 2018
- 3b. Continued hearing on an application requesting a PUD, Planned Unit Development Master Land Use Plan within in the boundaries of the proposed **St. Paul's Newman Center Addition**. (Located at 1113, 1117, 1119, 1129, 1131, 1141 North University Drive; 1112, 1118, 1122, 1126, 1130, 1134, 1138, 1142, 1146 12th Street North; 1201, 1211, 1213, 1215, 1223 11th Avenue North) (Roers Development) (dk): CONTINUED TO DECEMBER 4, 2018

---

Planning Commission meetings are broadcast live on cable channel TV Fargo 56 and online at [www.FargoND.gov/streaming](http://www.FargoND.gov/streaming). They are rebroadcast each Wednesday at 8:00 a.m. and Sunday at 8:00 a.m.; and are also included in our video archive at [www.FargoND.gov/PlanningCommission](http://www.FargoND.gov/PlanningCommission).

People with disabilities who plan to attend the meeting and need special accommodations should contact the Planning Office at 701.241.1474 or TDD at 701.241.8258. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

Minutes are available on the City of Fargo Web site at [www.FargoND.gov/planningcommission](http://www.FargoND.gov/planningcommission).

- 3c. Continued hearing on an application requesting a Plat of **St. Paul's Newman Center Addition** (Minor Subdivision) a replat of Lots 1-10, Block 2, College Addition and Lots 1-4 and 15-23, Block 9, Bolley's Addition, City of Fargo, Cass County, North Dakota. (Located at 1113, 1117, 1119, 1129, 1131, 1141 North University Drive; 1112, 1118, 1122, 1126, 1130, 1134, 1138, 1142, 1146 12th Street North; 1201, 1211, 1213, 1215, 1223 11th Avenue North) (Roers Development) (dk): CONTINUED TO DECEMBER 4, 2018
4. Continued hearing on an application requesting a Zoning Change to establish the Jefferson Neighborhood Historic Overlay Zoning District on all of **Eddy Place Addition**; Blocks 10-16 and 24-43, **Eddy & Fullers Auditors Lots**; Blocks 1, 6, and 7, **Case, Peake, & Hall Addition**; and Blocks 1, 6, and 7, **Fullers Addition**. (Located South of 1st Avenue South, West of 14th Street South and University Drive South, North of 6th Avenue South and East of 15th Street South) (kb)
5. Continued hearing on an application requesting a Plat of **Landis Farms Addition** (Minor Subdivision) a replat of Lots 3 and 4, Block 1, Northern Sheyenne Land Addition, City of Fargo, Cass County, North Dakota. (Located at 5002 19th Avenue North) (Teresa Backer) (an): CONTINUED TO DECEMBER 4, 2018
6. Hearing on an application requesting a Zoning Change from MR-3, Multi-Dwelling Residential to GC, General Commercial on Lots 1 and 2, Block 3, **West Acres 4th Addition**. (Located at 1702 40th Street South and 3926 17th Avenue South) (Nate Vollmuth/Paces Lodging) (kb)

E: Other Items:

1. Appeal of an Administrative Decision to Approve a Residential Protection Standard (RPS) waiver on a property located at 5050 30th Avenue South and 5022 & 5074 28th Avenue South. (Urban Plains Center Addition and Brandt Park Addition)(me)
2. Presentation of MetroCOG's 17th Avenue South Corridor Study. (MetroCOG staff)
3. 2019 Planning Commission Meeting Calendar (attachment)

---

Planning Commission meetings are broadcast live on cable channel TV Fargo 56 and online at [www.FargoND.gov/streaming](http://www.FargoND.gov/streaming). They are rebroadcast each Wednesday at 8:00 a.m. and Sunday at 8:00 a.m.; and are also included in our video archive at [www.FargoND.gov/PlanningCommission](http://www.FargoND.gov/PlanningCommission).

People with disabilities who plan to attend the meeting and need special accommodations should contact the Planning Office at 701.241.1474 or TDD at 701.241.8258. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

Minutes are available on the City of Fargo Web site at [www.FargoND.gov/planningcommission](http://www.FargoND.gov/planningcommission).

**BOARD OF PLANNING COMMISSIONERS  
MINUTES**

**Regular Meeting:**

**Tuesday, October 2, 2018**

The Regular Meeting of the Board of Planning Commissioners of the City of Fargo, North Dakota, was held in the City Commission Room at City Hall at 3:00 o'clock p.m., Tuesday, October 2, 2018.

The Planning Commissioners present or absent were as follows:

Present: Shara Fischer, John Gunkelman, Mike Magelky, Dawn Morgan, Rocky Schneider, Maranda Tasa, Brad Bachmeier, Jennifer Holtz

Absent: Melissa Sobolik, Mary Scherling, Scott Stofferahn

Chair Fischer called the meeting to order.

**Business Items:**

**Item A: Approve Order of Agenda**

Member Gunkelman moved the Order of Agenda be approved as presented. Second by Member Magelky. All Members present voted aye and the motion was declared carried.

**Item B: Minutes: Regular Meeting of September 4, 2018**

Member Schneider moved the minutes of the September 4, 2018 Planning Commission meeting be approved. Second by Member Tasa. All Members present voted aye and the motion was declared carried.

**Item C: October 17, 2018 Brown Bag Luncheon**

Topic: To be determined

**Item D: Public Hearing Items:**

**Item 1: Rocking Horse Farm 6th Addition**

**1a. Hearing on an application requesting a Zoning Change from AG, Agricultural to LC, Limited Commercial with a C-O, Conditional Overlay within the boundaries of the proposed Rocking Horse Farm 6th Addition. (Located at 5801 52nd Avenue South) (Janice L. Promersberger/Houston Engineering): CONTINUED TO NOVEMBER 6, 2018**

**1b. Hearing on an application requesting a Plat of Rocking Horse Farm 6th Addition (Minor Subdivision) on a portion of the Southeast. Quarter of Section 32, Township 139 North, Range 49 West of the 5th Principal Meridian, Cass County, North Dakota. (Located at 5801 52nd Avenue South) (Janice L. Promersberger/Houston Engineering): CONTINUED TO NOVEMBER 6, 2018**

A hearing had been set for September 4, 2018. At the September 4, 2018 meeting, the Hearing was continued to this date and time; however, the applicant has requested this item be continued to November 6, 2018.

**Item 2: St. Paul's Newman Center Addition**

**2a. Hearing on an application requesting a Zoning Change from MR-3, Multi-Dwelling Residential, LC, Limited Commercial, and SR-3, Single-Dwelling Residential to MR-3, Multi-Dwelling Residential with a PUD, Planned Unit Development Overlay on the proposed St. Paul's Newman Center Addition. (Located at 1113, 1117, 1119, 1129, 1131, 1141 North University Drive; 1112, 1118, 1122, 1126, 1130, 1134, 1138, 1142, 1146 12th Street North; 1201, 1211, 1213, 1215, 1223 11th Avenue North) (Roers Development): CONTINUED TO NOVEMBER 6, 2018**

**2b. Hearing on an application requesting a PUD, Planned Unit Development Master Land Use Plan within in the boundaries of the proposed St. Paul's Newman Center Addition. (Located at 1113, 1117, 1119, 1129, 1131, 1141 North University Drive; 1112, 1118, 1122, 1126, 1130, 1134, 1138, 1142, 1146 12th Street North; 1201, 1211, 1213, 1215, 1223 11th Avenue North) (Roers Development): CONTINUED TO NOVEMBER 6, 2018**

**2c. Hearing on an application requesting a Plat of St. Paul's Newman Center Addition (Minor Subdivision) a replat of Lots 1-10, Block 2, College Addition and Lots 1-4 and 15-23, Block 9, Bolley's Addition, City of Fargo, Cass County, North Dakota. (Located at 1113, 1117, 1119, 1129, 1131, 1141 North University Drive; 1112, 1118, 1122, 1126, 1130, 1134, 1138, 1142, 1146 12th Street North; 1201, 1211, 1213, 1215, 1223 11th Avenue North) (Roers Development): CONTINUED TO NOVEMBER 6, 2018**

A hearing had been set for September 4, 2018. At the September 4, 2018 meeting, the Hearing was continued to this date and time; however, the applicant has requested this item be continued to November 6, 2018.

**Item 3: Landis Farms Addition**

**Hearing on an application requesting a Plat of Landis Farms Addition (Minor Subdivision) a replat of Lots 3 and 4, Block 1, Northern Sheyenne Land Addition, City of Fargo, Cass County, North Dakota. (Located at 5002 19th Avenue North) (Tina Jacobson/Ben Hippe, LJA): CONTINUED TO NOVEMBER 6, 2018**

A hearing had been set for this date and time; however, the applicant has requested this item be continued to November 6, 2018.

**Item 4: Sincebaugh Addition**

**Hearing on an application requesting a Conditional Use Permit for household living in the LC, Limited Commercial Zone, on a portion of Lot 1, Block 1, Sincebaugh Addition) (Located at 4501 37th Avenue South) (Good Samaritan Society): APPROVED WITH CONDITIONS**

Planning Coordinator Donald Kress presented the staff report stating all approval criteria have been met and staff is recommending approval.

Applicant Sharon Clark, Evangelical Good Samaritan Society, spoke on behalf of the application.

Discussion was held regarding the pursuit of a Conditional Use Permit instead of a Zoning change, and the proposed site plan layout.

Adam Bures, 3730 Norman Court South, spoke in opposition to the application stating the following concerns; increased traffic and congestion; landscape and drainage issues; and height of the building near the residential homes.

Member Magelky moved the findings and recommendations of staff be accepted and the Conditional Use Permit to allow for household living within the LC, Limited Commercial zoning district be approved, as the proposal complies with Section 20-0909.D (1-6) and all other applicable requirements of the Land Development Code, with the following conditions:

- 1) The maximum residential density shall be that of the MR-1, Multi-Dwelling Residential zoning district (16 units per acre).
- 2) A minimum of 35% of the lot shall remain as open space.

Second by Member Morgan. On call of the roll Members Gunkelman, Holtz, Magelky, Tasa, Morgan, Bachmeier, Schneider, and Fischer voted aye. Absent and not voting: Members Stofferahn, Sobolik, and Scherling. The motion was declared carried.

**Item 5: Jefferson Neighborhood Historic Overlay Zoning District**  
**Hearing on an application requesting Zoning Change to establish the Jefferson Neighborhood Historic Overlay Zoning District on all of Eddy Place Addition; Blocks 10-16 and 24-43, Eddy & Fullers Auditors Lots; Blocks 1, 6, and 7, Case, Peake, & Hall Addition; and Blocks 1, 6, and 7, Fullers Addition. (Located South of 1st Avenue South, West of 14th Street South and University Drive South, North of 6th Avenue South and East of 15th Street South): CONTINUED TO NOVEMBER 6, 2018**

A hearing had been set for this date and time; however, the applicant has requested this item be continued to November 6, 2018.

**Item 6: Text Amendment**  
**Hearing on an application requesting an LDC Text Amendment to amend Articles 20-02 through 20-07 and Article 20-09 of the Fargo Municipal Code (Land Development Code) relating to the correction of typos and errors; the clarification of existing standards; building material requirements in the DMU, Downtown Mixed-Use, zoning district; standards eligible for modification within a PUD, Planed Unit Development, zoning district; setbacks for accessory structures;**

**floor area for home occupations; processes for alternative access plans; and vehicle drive-thru stacking spaces. (City of Fargo): APPROVED**

Assistant Planner Barrett Voigt presented the staff report stating all approval criteria have been met and staff is recommending approval. He noted that additional documents were submitted to the Board.

Member Schneider moved the findings and recommendations of staff be accepted and approval be recommended to the City Commission of the proposed Text Amendments to Articles 20-02 through 20-07 and Article 20-09 of the Fargo Municipal Code (Land Development Code), relating to the correction of typos and errors; the clarification of existing standards; building material requirements in the DMU, Downtown Mixed-Use, zoning district; standards eligible for modification within a PUD, Planned Unit Development, zoning district; setbacks for accessory structures; floor area for home occupations; processes for alternative access plans; and vehicle drive-thru stacking spaces, as the proposal meets the approval criteria of Subsection 20-0904.E(1-3) of the Land Development Code. Second by Member Magelky. On call of the roll Members Magelky, Gunkelman, Holtz, Morgan, Schneider, Tasa, Bachmeier, and Fischer voted aye. Absent and not voting: Members Stofferahn, Sobolik, and Scherling. The motion was declared carried.

**Item E: Other Items:**

**Item 1: Review renewal plans for the Roosevelt Neighborhood**

Strategic Planning Director Jim Gilmour presented the staff report stating staff is recommending approval and recommendation to the City Commission.

Discussion was held regarding the purpose of renewal plans, the timeline for removal of the dilapidated homes, and potential future plans for these areas.

Larry Nygard, Roers Development, spoke in favor of the renewal plans.

Discussion continued regarding neighborhood notification, and clarification on what the Planning Commission is voting on.

Planning Director Nicole Crutchfield spoke on behalf of the Planning Department.

Member Schneider moved to continue this item to the November 6, 2018 Planning Commission meeting. Second by Member Morgan. On call of the roll Member Schneider voted aye. Members Gunkelman, Holtz, Bachmeier, Tasa, Magelky, Morgan, and Fischer voted nay. Absent and not voting Members Stofferahn, Sobolik, and Scherling. The motion failed for lack of a majority.

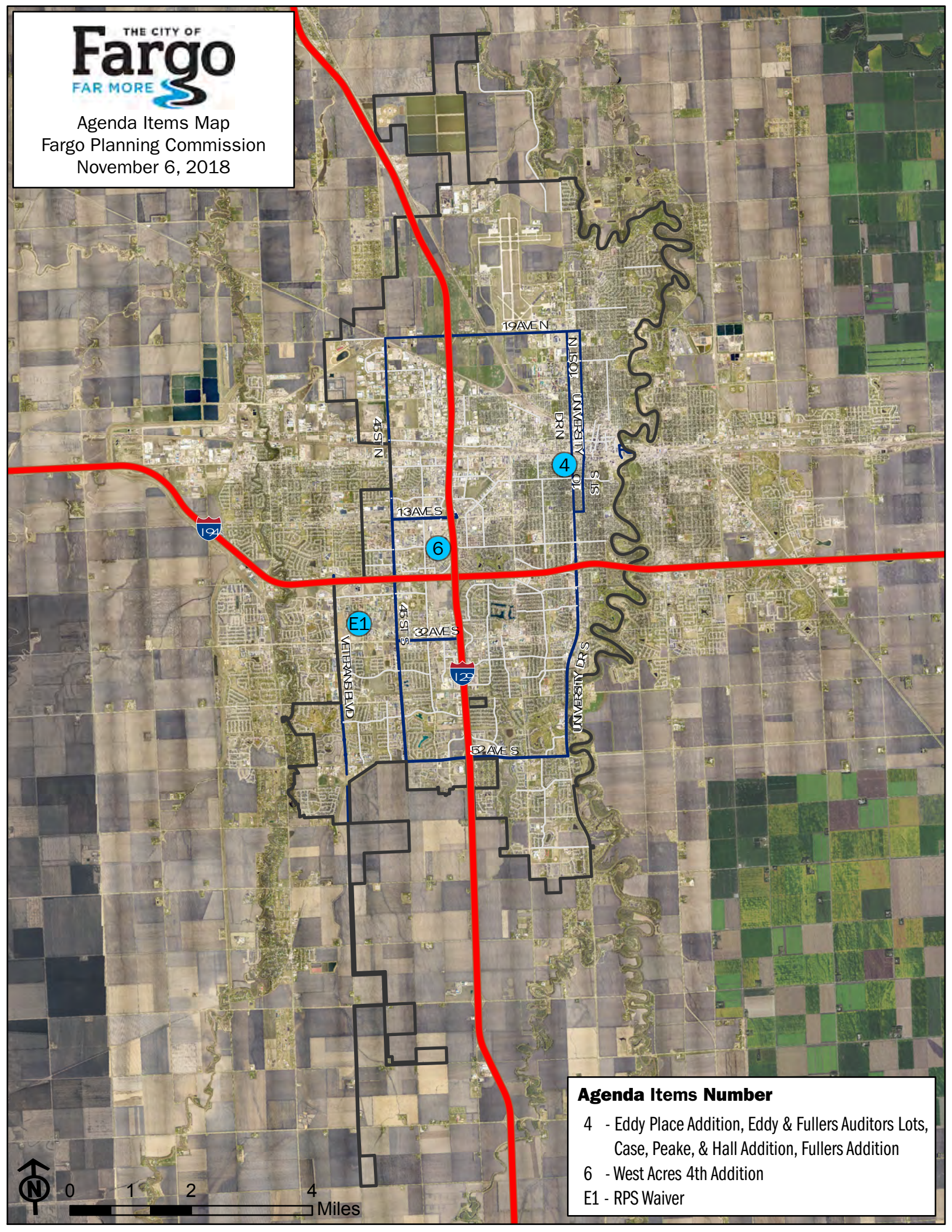
City Attorney Eric Johnson stated there is not a TIF (Tax Incentive Financing) application for these areas at this time.

Bruce Taralson, Inspections Administrator, spoke on behalf of the Inspections Department.

Member Gunkelman moved the findings and recommendations of staff be accepted and approval be recommended to the City Commission on the basis that the renewal plans are consistent with the GO2030 Comprehensive Plan of the City of Fargo. Second by Member Magelky. On call of the roll Members Tasa, Magelky, Schneider, Morgan, Holtz, Gunkelman, Bachmeier, and Fischer voted aye. Absent and not voting: Members Stofferahn, Sobolik, and Scherling. The motion was declared carried.

The time at adjournment was 4:05 p.m.





**Agenda Items Number**

- 4 - Eddy Place Addition, Eddy & Fullers Auditors Lots, Case, Peake, & Hall Addition, Fullers Addition
- 6 - West Acres 4th Addition
- E1 - RPS Waiver





City of Fargo Staff Report			
<b>Title:</b>	Jefferson Neighborhood Historic Overlay District	<b>Date:</b>	10-31-2018
<b>Location:</b>	Approximately located north of 6 <sup>th</sup> Avenue South, south of 1 <sup>st</sup> Avenue South, west of University Drive, and east of 15 <sup>th</sup> Street South	<b>Staff Contact:</b>	Kylie Bagley, Asst. Planner Tim Magnusson, SRF Consultant
<b>Owner(s)/Applicant:</b>	City of Fargo	<b>Engineer:</b>	N/A
<b>Reason for Request:</b>	Zoning Change to Apply Historic Overlay to Existing Base Zoning		
<b>Status:</b>	Planning Commission Public Hearing: 11-06-2018		

Existing	Proposed
<b>Land Uses:</b> Residential, Religious Institution, Retail Sales and Service, Office, Schools.	<b>Land Use:</b> Unchanged
<b>Zoning:</b> SR-3, SR-4, MR-2, MR-3, LC	<b>Zoning:</b> Unchanged, (with Historic Overlay)
<b>Uses Allowed:</b> <b>SR-3:</b> Single-Dwelling Residential, allows detached houses, daycare centers up to 7 children, parks and open space, religious institutions, safety services, schools, and basic utilities. <b>SR-4:</b> Single-Dwelling Residential, allows detached houses, daycare centers up to 12 children, attached houses, duplexes, parks and open space, religious institutions, safety services, schools, and basic utilities. <b>MR-2:</b> Multi-Dwelling Residential, allows detached houses, attached houses, duplexes, multi-dwelling structures, daycare centers up to 12 children, group living, parks and open space, religious institutions, safety services, schools, and basic utilities. <b>MR-3:</b> Allows detached houses, attached houses, duplexes, multi-dwelling structures, daycare centers up to 12 children, group living, parks and open space, religious institutions, safety services, schools, and basic utilities. <b>LC:</b> Limited Commercial. Allows colleges, community service, daycare centers of unlimited size, health care facilities, parks and open space, religious institutions, safety services, basic utilities, offices, off premise advertising signs, commercial parking, retail sales and service, self service storage, vehicle repair, limited vehicle service.	<b>Uses Allowed:</b> Unchanged
<b>Maximum Density Allowed:</b> SR-3 = 8.7 units per acre    SR-4 = 12.1 units per acre MR-2 = 20 units per acre    MR-3 = 24 units per acre LC = 55% lot coverage	<b>Maximum Density Allowed:</b> Unchanged

## **Proposal**

A request to establish the Jefferson Neighborhood Historic Overlay District on properties situated in Fargo and approximately located north of 6<sup>th</sup> Avenue South, south of 1<sup>st</sup> Avenue South, west of University Drive South, and east of 15<sup>th</sup> Street South (See Figure 1). The subject property consists of approximately 49.37 acres, more or less, of land and 232 different parcels. The parcels are primarily zoned residential: with 159 SR-3 zoned lots; 1 - SR-4 zoned lot; 43 MR-2 zoned lots; 22 MR-3 zoned lots; 6 LC zoned lots; and 1 un-zoned lot within the proposed overlay.

The Jefferson Neighborhood Historic Overlay was brought to the Historic Preservation Commission in early 2017 by members of the Jefferson Neighborhood Association. After meeting with the Historic Preservation Commission, neighborhood volunteers cataloged the homes by architectural style, year built and took photos of each home in their current state. On September 6, 2018, SRF Consulting Group held a neighborhood meeting regarding the Jefferson Historic Overlay for residents. Planning Commissioner Dawn Morgan, Historic Preservation Member Matthew Boreen and City of Fargo staff were in attendance as well to clarify any concerns or questions residents may have had. Major concerns included cost of renovations, if this overlay would trigger code enforcement and if homeowners could use cheaper materials that weren't historic to their homes. After listening to SRF Consultants presentation and having questions answered by the commissioners the residents in attendance were supportive of the historic overlay district.

This report has been prepared by the staff of SRF Consulting Group, but it also includes the actions of Fargo Planning staff and the Historic Preservation Commission in their review and recommendation for approval to the Planning Commission and City Commission for the creation of an Historic Overlay District in the Jefferson Neighborhood. In accordance with Section 20-0804 the Historic Preservation Commission is charged with the preservation, protection, and regulation of historic properties within the City of Fargo for the educational, cultural, economic, and general welfare of the public; to safeguard the heritage of the City by preserving and regulating historic properties that reflect elements of its cultural, social, economic, political and architectural history; to preserve the City's economic base by the stimulation of the tourist industry; to establish and improve property values; to foster economic development; to manage growth; to foster civic pride in the beauty and noble accomplishments of the past; and to promote the use of historic properties for the education, pleasure and welfare of the residents of the City of Fargo. To that end, the Historic Preservation Commission has reviewed and concurred with the Jefferson Neighborhood Historic Overlay District Development Standards, which are attached to this report.

The H-O, Historic Overlay district regulations are intended to:

1. Protect and conserve the heritage of the City;
2. Safeguard the character and heritage of historic districts or landmarks that embody important elements of the City's social, economic, political or architectural history;
3. Promote conservation of historic resources for the education, pleasure and cultural enrichment of residents of the City; and
4. Stabilize and enhance property values throughout historic areas, thus contributing to the improvement of the health and welfare of residents and visitors.

## **Area Plans:**

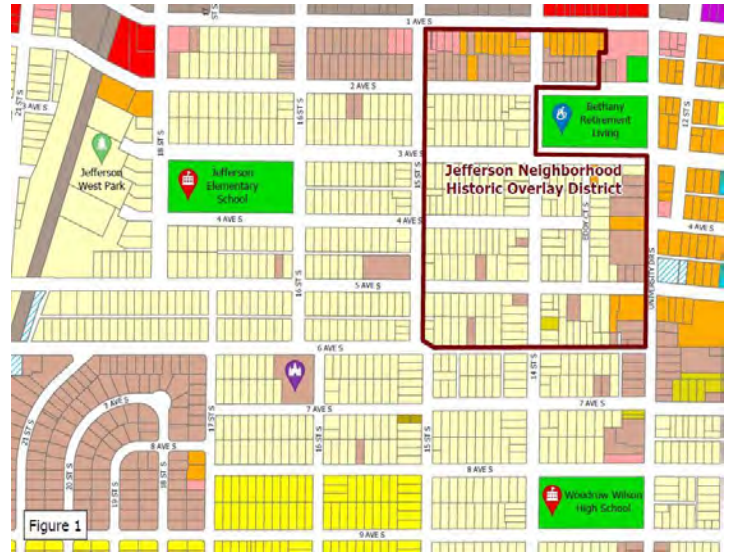
The subject property is located within the Jefferson Neighborhood. The Jefferson Neighborhood Plan was adopted in June of 2005. This plan outlines several goals and objectives which are designed to help the neighborhood reach its vision of a "safe, attractive neighborhood with excellent educational, recreational, and social opportunities that foster this strong and diverse community in the heart of the City". One of the main goals is to "Encourage the maintenance, rehabilitation and preservation of housing in the Jefferson-Carl Ben neighborhood." A strategy listed to help achieve this objective is to "Continue to provide funding incentives to encourage investment and housing rehabilitation of single-family homes."

## Schools and Parks:

**Schools:** The subject property is located within the Fargo Public School District and is within walking distance of Jefferson Elementary School and Woodrow Wilson High School (Agassiz Learning Center).

**Parks:** Jefferson West Park, located directly west of Jefferson Elementary School and within a quarter-mile of the Jefferson Neighborhood Historic Overlay District, provides uses such as playground equipment, a basketball court, and soccer fields.

**Trails:** Located along the north edge of the subject properties is an on-road bike facility on 1<sup>st</sup> Ave S extending from 4<sup>th</sup> St S to Jefferson West Park then SW to 25<sup>th</sup> St S and beyond. The trail also connects the neighborhood to Island Park to the east. This connection links to the metro area bikeway system.



## Staff Analysis:

### Section 20-0305.E Procedure for Designation of H-O District

#### 1. Areas eligible for inclusion in an H-O District

***Each area for which an H-O district is established must contain at least one site, building, or structure which is an historic resource, as defined in this ordinance.***

The proposal includes nearly 10 blocks and 232 lots of primarily residential properties and homes constructed largely during the late 19<sup>th</sup> century and first half of the 20<sup>th</sup> century, of which the Historic Preservation Commission has concluded are of historic significance and thus are an historic resource. **(Criteria Satisfied)**

#### 2. Report and evidence to be provided prior to enactment of H-O Districts.

***Prior to a hearing by the Planning Commission on an application for creation or amendment of an H-O District, the Planning Department staff and the Historic Preservation Commission and staff shall provide in a report, the information and evaluation which will serve as the basis for any proposal to establish an H-O district. The following information shall be included in the required report: (Criteria Satisfied – see below)***

##### a. ***Explanation of the reasons that an H-O district should be established for the subject area (with supporting documentation).***

This report in its entirety provides evidence to support the creation of the Jefferson Neighborhood Historic Overlay District. However, in summary, it is suggested that the district should be established for the following reasons: to protect the area's character-defining features which include its residential nature, period architecture, the pedestrian quality of the streetscape, the relationship of primary to secondary structures, and the relationship of the built environment to public open space. **(Criteria Satisfied)**

##### b. ***A description of the area to be included within the boundaries of the H-O district. Such description must include a narrative description, maps, property addresses and parcel numbers. The narrative description must describe existing land uses, the condition of structures, architectural styles, historic status, environmental features in the area, and other relevant information.***

The proposed Jefferson Neighborhood Historic Overlay District (see Figure 1) includes the area bounded on the north by 1<sup>st</sup> Avenue South; on the east by University Drive South; on the south by 6<sup>th</sup> Avenue South; and on the west by 15<sup>th</sup> Street South. The table in Appendix A of the attached Jefferson Neighborhood Historic Overlay District Special Development Standards identifies all of the individual properties included in the Jefferson Neighborhood Historic Overlay District. Each property is described

by parcel number, address, original style, block letter, year built and type of building. (**Criteria Satisfied**)

- c. ***An analysis of the character-defining features within the proposed H-O district. This section will identify the elements within the proposed district that give the district its historic character.***

The most important character-defining elements identified in the Jefferson Neighborhood H-O District are:

**1) Historic significance: Age of Construction, Neighborhood Development, Demolition, Design, Historic Persons, and Interesting Features:**

**Age of Construction:** A total of 79 properties were built in the era from 1880 through 1900. Of those, four were built in 1880, 9 built in 1885, 1 built in 1886, 1 built in 1888, 2 built in 1889 and 62 were built from 1890 through 1900. From 1901 to 1920, a total of 86 properties were built. From 1921 to 1940, a total of 37 properties were built. From 1941 to the present time, there were 23 properties constructed.

**Neighborhood Development:** The eastern part of Jefferson Neighborhood is the oldest, with newer construction radiating towards the south and west. Most of the residences were built between the 1880's to 1940 (198 total properties). Since the area is established, most new properties (post 1941) are infill.

**Design:** Prevalent architectural styles include, but are not limited to, Gable Front, Craftsman, Stick, Queen Anne, Foursquare, Victorian, National, Prairie, and Classical Revival.

The Jefferson Neighborhood features tree-lined streets, front porches on most houses, and sidewalks, all of which contribute to a pedestrian-friendly environment. Though there are exceptions, for the most part garages are detached and located to the rear of homes.

**Neighborhood History:**

The Jefferson Neighborhood lies west of University Drive to 25<sup>th</sup> Street South and from Main Avenue to 13<sup>th</sup> Avenue South. Commercial development historically existed along Main Avenue, along with houses and apartment buildings. House styles in the Jefferson Neighborhood range from stately, three-story homes dating from the late 1800's, primarily along 13<sup>th</sup> Street South (now University Drive South). 13<sup>th</sup> Street was changed to University Drive in 1961 when ND Agricultural College became ND State University. Extending west and south, large homes are interspersed with houses categorized as Prairie Style or American Four Square. Also, west and south are Craftsman Style bungalows.

Following WWII, houses in the Cape Cod Style were built in the southwest corner of the neighborhood as soldiers returned and started families using the GI Bill for housing loans. Carl Ben Eielson Elementary School was built in this new neighborhood to accommodate the children who came to be known as the Baby Boomers. The elementary school was demolished at the time when Carl Ben Eielson Middle School was built on 13<sup>th</sup> Avenue South in 2006.

The original Jefferson School was built as a one-room school noted to be so far west on the prairie that it seemed like a country school. Since that time, two new Jefferson Schools have been built, one in 1922 and the latest in 2007. Agassiz School, built on 13<sup>th</sup> Street South, was built in 1911 as an elementary school and later became a junior high school. Today it exists as a Fargo Public School alternative school, Woodrow Wilson High School. Agassiz also houses educational programs for immigrants and offices for Fargo-West Fargo Indian Education.

The Florence Crittenton House, a three-story brick building at 711 University Drive South, was built in 1911 to reform prostitutes and house unwed, pregnant girls who were, at the time, sent away from home to hide their condition. Today it is used for housing homeless young adults ages 18-26.



Small grocery stores were common in the older neighborhoods since few people had cars and kids were free to roam the neighborhoods. The stores were favorite attractions for penny candy and as gathering places for kids. Luke's Grocery Store and off-sale was located at the corner of University Drive and Front Street (changed to Main Avenue in 1957) where Tailgator's is today. Brown's Grocery was located at 110 15<sup>th</sup> St South. The building remains. Stickelmeier's, at 317 15<sup>th</sup> Street, was a favorite for children after Jefferson School let out for the day. It has since been converted into a single-family dwelling.

Haeffner's Grocery at 1412 2<sup>nd</sup> Ave South was a larger-than-average store. Currently, The Framer occupies the first floor and the second floor is the residence for Mike and Lois Ellingson, owners of The Framer. An even larger neighborhood grocery was the Sunnyside, which occupied the entire first floor of the building, now called the Sunnyside Apartments at 1423 6<sup>th</sup> Ave S. Two groceries existed on the north and south sides of Agassiz School, the Star to the South on University and the Agassiz to the north.

Fargo's Mayor, John A. Johnson, lived at 421 14<sup>th</sup> Street South. He was first elected mayor in 1885 and again in 1886, 1898, 1900 and 1906. The street car system conveniently stopped in front of his house before heading back downtown toward City Hall, located at 637 NP Avenue, the current location of the downtown fire hall.

Actress Virginia Bruce also lived at 421 14<sup>th</sup> Street South during her early teens. She graduated from Fargo Central High School in 1928 and moved to Los Angeles. She acted in several movies including "Downstairs", "Born to Dance" and "Strangers When We Meet". Ms. Bruce performed in over 50 movies throughout her career.

#### **Interesting Features of the Jefferson Neighborhood:**

In 1880, the southern edge of Fargo was 7<sup>th</sup> Avenue and the western edge was 14<sup>th</sup> Street. Before 1887, south of Front Street (Main Avenue) the avenues were named for US Presidents. First Avenue was then Washington Avenue; Second Ave was Adams; Jefferson became Third Avenue; Madison is now Fourth Avenue; Monroe became Fifth Avenue; Sixth Avenue was Tyler and Roberts Ave is currently Seventh Avenue South.

West of Jefferson School, Long Lake existed as a place to swim in the summer and for travelling circuses to bring their elephants for fun and frolic. There was at one time a Lake Hotel on Front Street (Main Avenue) and 15<sup>th</sup> Street. Long Lake ran from 1<sup>st</sup> Avenue to 5<sup>th</sup> Ave South as a substantially deep basin. It is now referred to as Jefferson West Park with amenities such as walkways/bikeways, playgrounds for children, a basketball court and soccer fields. An engineered drainage ditch running through the park eventually drains into the Red River north of Fargo.

#### **2) Residential Neighborhood**

The Jefferson Neighborhood is a residential neighborhood of primarily detached homes in mixed style and scale.

#### **3) Pedestrian quality of the streetscape**

The character of this neighborhood is defined by the pedestrian quality of the streetscape. Sidewalks are present throughout the district and building facades are articulated in a way that engages the street and does not overwhelm the pedestrian.

- a. **Scale.** Structures built in this district are characterized by both roof shape and the general pattern of building footprints. As is typical of this architectural period, pitched roofs are the norm, with the vast majority of roofs having greater than a 6:12 slope. Most homes are 1½ to 2½ stories and are separated from neighboring structures by open areas that range from 10 to 20 feet.

b. **Porches.** A residential porch, open or enclosed, is a design element that consciously transitions a person from public to semi-public to private space. It matches the home and often articulates details of the styling of the home and is an element that engages the pedestrian.

c. **Front yards.** Front yard spaces are traditional, with the standard being represented by the pattern: curb, boulevard, sidewalk, lawn, foundation planting, house.

**4) Relationship of primary and secondary structures**

Garages and accessory structures do not dominate the streetscape of the primary structure on a property. Garages for most of the properties in the Jefferson Neighborhood are set back from the main house, detached, and located toward the rear half of the yard.

**5) Relationship of the Built environment to Trees and Public Open Space:**

Jefferson Neighborhood streets are lined by shade trees that contribute to a canopy over the street. As in many older neighborhoods, the tree canopy has seen some decline in recent years. Jefferson West Park is located about three blocks west of the proposed Jefferson Neighborhood Historic Overlay District and Jefferson Elementary School is located immediately east of the park.

- d. ***Recommended guidelines, standards and policies to be included in the regulations for the proposed H-O district pertaining to preservation or future development. Examples include signage, architectural character, building height, setbacks, and vehicular and pedestrian circulation patterns.***

See attached "Jefferson Neighborhood Historic Overlay District Special Development Standards". **(Criteria Satisfied)**

- e. ***The recommendation of the Historic Preservation Commission regarding the application shall be reported to the Planning Commission and the Board of City Commissioners.***

On October 16, 2018, the Historic Preservation Commission unanimously recommended approval of the Jefferson Neighborhood Historic Overlay District to the Planning Commission and City Commission. **(Criteria Satisfied)**

- f. ***A recommendation from the staff of the Planning Department regarding the establishment of the proposed H-O district, and the specific recommended wording for the proposed ordinance to facilitate implementation of the ordinance and to ensure clarity and consistency with other historic districts and other provisions of the Land Development Code. The report may also include any other recommended implementation measures deemed necessary to further the goals and objectives of the proposed H-O district.***

The Planning Department is recommending approval of the proposed Jefferson Neighborhood Historic Overlay District. **(Criteria Satisfied)**

**Zoning Criteria 20-0906.F (1-4)**

In addition to the regulations cited above, the LDC stipulates that the Planning Commission and Board of City Commissioners shall also consider the following criteria in their review of an overlay zoning designation request. Proposed zoning map amendments that satisfy all of the following criteria may be approved:

1. **The requested zoning change is justified by a change in conditions since the previous zoning classification was established or by an error in the zoning map;**

Staff is unaware of any zone map error. Staff suggests that the proposed zone change to establish a historic overlay zoning district is justified by a change in the following conditions: 1) community interest to preserve the historic character and period architecture of the homes within the neighborhood; 2) strong support by the Historic Preservation Commission to establish an overlay zoning district to protect and preserve the historical nature of the neighborhood and structures; and 3) the support of the community as a whole to protect and support core residential neighborhoods as is garnered via the GO2030 Fargo Comprehensive Plan update. Staff therefore finds that the zoning changes are justified by a change in conditions. **(Criteria Satisfied)**

**2. The City and other agencies will be able to provide necessary public services, facilities, and programs to serve the development allowed by the new zoning classification at the time the property is developed;**

The proposed overlay zoning district will have little impact on the city's ability to provide the necessary public services, facilities, and programs to serve the development. The change will require additional planning staff review for exterior changes that require building permits and, at times, review and action by the Historic Preservation Commission if a substantial change to an existing structure is proposed or if a new structure or demolition of a structure is proposed. The city and other agencies are able to provide these services. **(Criteria Satisfied)**

**3. The approval will not adversely affect the condition or value of property in the vicinity;**

Staff has no documentation or evidence that the approval of this overlay zoning district would adversely affect the condition or value of the property in the vicinity. Research provided by the Historic Preservation Commission suggests that the application of a historic overlay to properties actually enhances the value of affected property over time. In most cases the overlay bolsters the local economy from tourism and new families moving into the neighborhood or community from other towns, because of the overlay. As with all zone change petitions, the City has notified the affected property owners within the proposed overlay district as well as all property owners within 300 feet of the perimeter of the overlay district. At the Historic Preservation Commission meetings, there was significant support for the proposed Historic Overlay. In addition to the support shown during the drafting and recommendation from the Historic Preservation Commission, staff has received no protest petitions from the owners of the 232 properties. As stated earlier, the proposed overlay is intended to protect the condition and value of properties within the Jefferson Neighborhood Historic Overlay district by providing guidelines for any construction or expansion project that requires a permit. **(Criteria Satisfied)**

**4. The proposed amendment is consistent with the purpose of this LDC, the applicable Growth Plan and other adopted policies of the City.**

The purpose of the LDC is to implement Fargo's Comprehensive Plan and related policies in a manner that protects the health, safety, and general welfare of the citizens of Fargo. Staff suggests that the proposed historic overlay zoning district is supported by the existing city plans and policies, including the Jefferson-Carl Ben Eielson Neighborhood Plan, and GO2030 Therefore, staff finds that this proposal is consistent with the purpose of the LDC, the applicable Growth Plan and other adopted policies of the City. **(Criteria Satisfied)**

**Historic Preservation Commission (10-16-2018) recommendation:**

The Historic Preservation Commission unanimously recommended approval of the Jefferson Neighborhood Historic Overlay District to the Planning Commission and City Commission.

**Staff Recommendation:**

**Suggested Motion** "To accept the findings and recommendations of the Historic Preservation Commission and staff and hereby recommend approval of the Jefferson Neighborhood Historic Overlay District to the City Commission on the basis that the proposal satisfactorily complies with the Comprehensive Plan, Section 20-0305.E.1 & 2 (a-f), Section 20-0906.F (1-4), and all other applicable requirements of the Land Development Code."

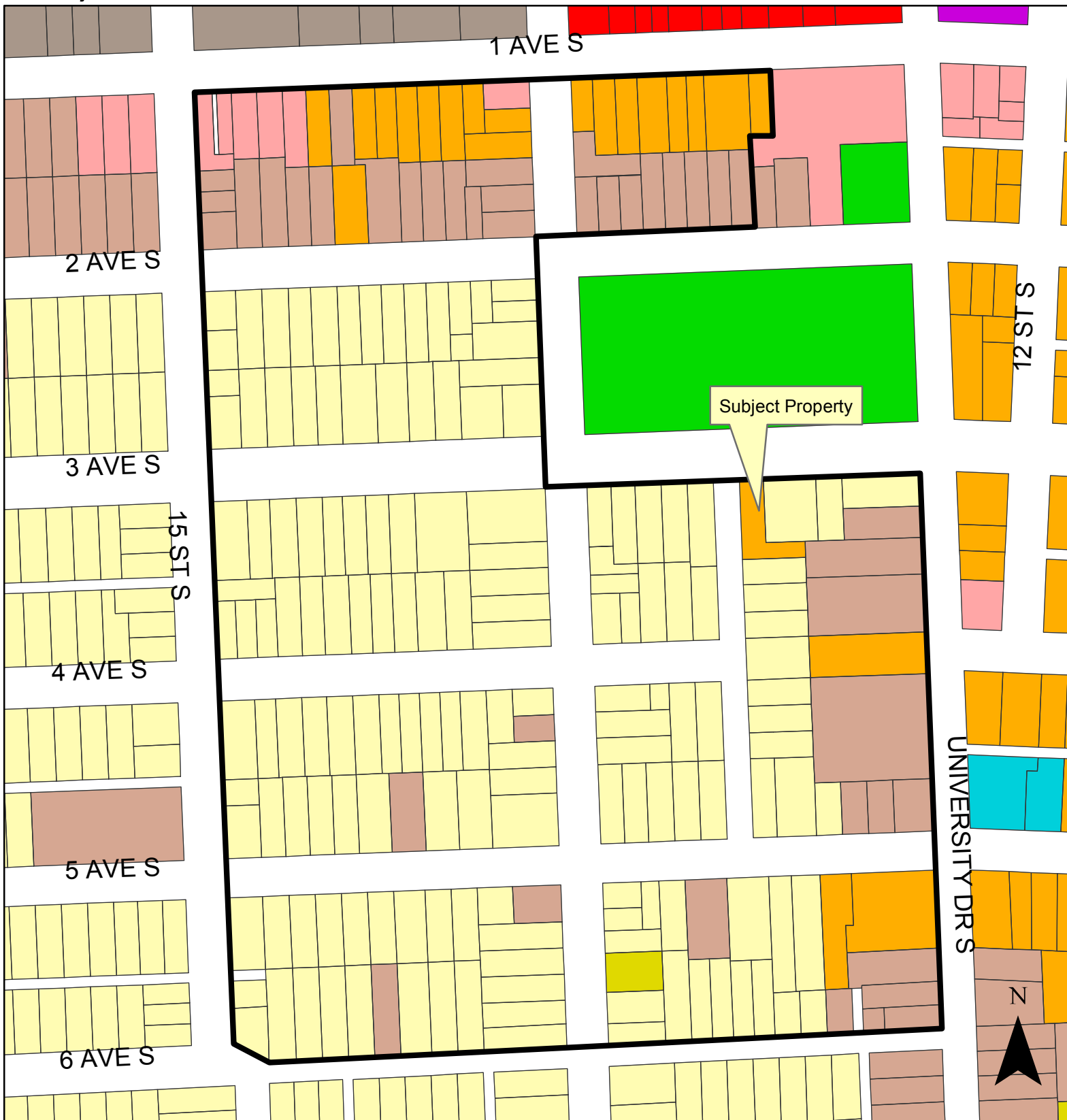
**Planning Commission Recommendation:**

**Attachments**

1. Zoning Map
2. Location Map
3. Historic Overlay

# Zone Change (Add Historical Overlay District)

**Eddy Place Addition; Eddy & Fullers Auditors Lots;  
Case, Peak & Hall Addition and Fullers Audition**



**Legend**

AG	LC	MHP	SR-2
DMU	MR-1	NC	SR-3
GC	MR-2	NO	SR-4
GI	MR-3	P/I	SR-5
GO		UML	City Limits

300

Feet

**Fargo Planning Commission**

**October 2, 2018**





# Zone Change (Add Historical Overlay District)

Eddy Place Addition; Eddy & Fullers Auditors Lots;  
Case, Peake & Hall Addition and Fullers Audition





## **JEFFERSON NEIGHBORHOOD HISTORIC OVERLAY DISTRICT SPECIAL DEVELOPMENT STANDARDS**

### **A. Authority**

In accordance with Section 20-0305.C of the Fargo Land Development Code, the following special development standards or regulations shall apply to all properties (new and existing) within the Jefferson Neighborhood Historic Overlay District.

### **B. Boundaries**

The Jefferson Neighborhood Historic Overlay District includes the area primarily bounded on the north by 1st Avenue South; on the east by University Drive; on the south by 6<sup>th</sup> Avenue South; and on the west by 15<sup>th</sup> Street South. For specific boundaries see Boundary Map on page 9.

### **C. Properties**

Appendix A (beginning on page 10) identifies all of the individual properties included in the Jefferson Historic Overlay District. Each property is described by address, block number, type of building, style of architecture, and year built.

### **D. Definitions**

- 1. Historic Neighborhood Structure (HNS)** is a structure that was built within the Historic Overlay District boundaries at the time the original addition(s) was developed. For the purposes of this Historic Overlay, properties built before 1940 are considered an HNS. Houses built after 1940 that are doing exterior renovations should consider the Style section of this document as a guide.
- 2. Open Space** is defined in Section 20-1202(43) of the Fargo Land Development Code as “an outdoor, unenclosed area, located on the ground or on a roof, balcony, deck, porch or terrace designed and accessible for outdoor living, recreation, pedestrian access or landscaping, but not including roads, parking areas, driveways or other areas intended for vehicular travel”.
- 3. Principal Building** refers to the primary structure on a property, i.e. a house or commercial structure.
- 4. Accessory Building or Structure** refers to a structure that is subordinate to the principal building, i.e. a garage, shed, or guest house.
- 5. Style** is the vocabulary used to classify structures according to their appearance, structure, materials, and historic period. The styles of the Historic Neighborhood Structures within the Jefferson Neighborhood District are characterized by:
  - overall scale and relationship of height to width

- façade proportions and relationship of solids to voids
- window/door size, design, and operation
- size, shape and proportions of entrances and porches
- materials, texture, and pattern
- roof forms
- orientation, spacing, and site coverage of structures
- landscaping, walls, and fences

Style Reference: *A Field Guide to American Houses*, Virginia and Lee McAlester, Alfred A. Knopf, Inc., 1984.

#### **E. Redevelopment**

**Structures built prior to the adoption of this ordinance and after 1940 will be exempt from the Jefferson Neighborhood Historic Overlay until the property is redeveloped. Upon redevelopment, properties must comply with this ordinance.**

#### **F. Certificate of Appropriateness**

In accordance with Section 20-0912 of the Fargo Land Development Code, a Certificate of Appropriateness shall be issued prior to the issuance of any permit required for the following: *(Note: A Certificate of Appropriateness is required **only if** a building permit is required)*

1. Any change to the **exterior** appearance of any principal building, accessory building or structure. *(Note: A Certificate of Appropriateness is not applicable for **interior** changes)*
2. Any **new construction** of a principal building, accessory building or structure.
3. The **demolition** of any principal building, accessory building or structure.
4. The **moving** of any principal building, accessory building or structure.
5. Placement or construction of a **sign**.

#### **G. Special Development Standards – General**

##### **1. Open Space**

At least 70% of a parcel’s front yard shall be maintained as open space.

##### **2. Front Yard Parking**

Except for parking on driveways that run through the front yard to a garage, no parking is allowed in the front yard.

##### **3. Side Yard Fencing**

Stand-alone side yard fencing shall terminate a minimum of 2-feet behind the front façade of the principal structure.

#### **H. Special Development Standards – Exterior Renovation**

In conjunction with Section 20-0912.C(1) of the Fargo Land Development Code, the City Planner shall consider the following criteria in review of a request for a Certificate of

Appropriateness regarding the exterior renovation of a Historic Neighborhood Structure's principal building, accessory building or structure. A request that satisfies all of the following criteria shall be approved. Substitute materials are permissible if matching the existing material is not technically or economically feasible.

## 1. Principal Building

### a. Exterior Cladding

1. Exterior cladding shall match the original principal building in design, dimension, detail, texture, and pattern.
2. If the principal building is void of its original exterior cladding, full replacement cladding shall be of a design compatible with the historic style of structures located within the district. Repair or partial replacement of non-original exterior cladding shall be exempt from this regulation.

### b. Windows and Doors

1. Windows and doors shall match the original principal building in design and operation.
2. If the principal building is void of its original windows or doors, replacement windows and doors shall be of a design compatible with the historic style of structures located within the district.
3. Window or door openings shall not be increased or decreased by more than 10% in dimension or total area. Any changes in dimension or area will require review by the Fargo Historic Preservation Commission.

### c. Roofs

1. Roof functional and decorative features, such as roofing materials, cresting, dormers, chimneys, cupolas, vents, and gutters shall match the original in design, dimension, detail, texture, and pattern.
2. Skylights are prohibited on all roof planes parallel to and facing the street.

### d. Entrances, Porches, and Decks

1. **A renovated front entrance addition to the principal building shall have no fewer than four steps, or an equivalent ramp distance, from the ground level to the bottom of the front entrance door or shall have the first-floor plane in a style compatible with Historic Neighborhood Structure.**

## 2. Accessory Buildings or Structures



- a. Alterations to accessory buildings and structures shall be compatible with the style of the principal building and shall be subordinate to the principal building.

## **I. Special Development Standards - Additions**

In conjunction with Section 20-0912.C(2) of the Fargo Land Development Code, the Historic Preservation Commission shall consider the following criteria in review of a request for a Certificate of Appropriateness regarding an addition to a Historic Neighborhood Structure's principal building, accessory building or structure. A request that satisfies all the following criteria shall be approved. Substitute materials are permissible if matching the existing material is not technically or economically feasible.

### **1. Principal Building**

- a. Exterior Cladding
  - 1. Exterior cladding of the addition shall match the original principal building in design, dimension, detail, texture, and pattern.
  - 2. If the principal building is void of its original exterior cladding, the cladding of the addition shall match the existing cladding of the principal structure.
  
- b. Windows and Doors
  - 1. Windows and doors of the addition shall match the original principal building in style, design and operation.
  - 2. If the principal building is void of its original windows or doors, the window and doors of the addition shall match the existing principal building.
  - 3. A garage door of an attached, front-yard entered garage addition shall not exceed 10 feet in width or 8 feet in height. A double-stall garage will require 2 doors.
  
- c. Roofs and Dormers
  - 1. The roof form of an addition to the principal building shall be consistent with the roof style and pitch of the principal building.
  - 2. Flat roofs and shed roofs are prohibited, except on porches and where consistent with the roof form of the original principal building.
  - 3. All gable roofs shall have a minimum pitch of 6:12. All hip roofs must have a minimum pitch of 3:12.
  - 4. The reconstruction or addition of dormers to an existing principal building, or the addition of dormers to an addition to a principal building shall be consistent with the style of a Historic Neighborhood Structure.
  - 5. Roof functional and decorative features, such as roofing materials, cresting, dormers, chimneys, cupolas, vents, and gutters shall match

the original principal building in design, dimension, detail, texture, and pattern.

6. If the roof of the principal building is void of its original functional and decorative features, the roof of the addition shall match the existing roof of the principal structure.
7. Skylights are prohibited on all roofs parallel to and facing the street.

d. Entrances, Porches, and Decks

1. A new front entrance addition to the principal building shall face the street.
2. A new front entrance addition to the principal building shall have no fewer than four steps, or an equivalent ramp distance, from the ground level to the bottom of the front entrance door or shall have the first-floor plane in a style compatible with Historic Neighborhood Structure.
3. Reconstruction of an open or screened porch (not an enclosed porch which provides year-round living space) which was historically a part of the original principal building shall be allowed to be rebuilt, and as may be necessary to accurately reconstruct, shall be allowed to vary by right from any existing zone district setback standards of the Fargo Land Development Code. The burden of establishing that a porch was part of the original structure is the owner's burden, not the City's.
4. Decks are prohibited in front yards.
5. On corner lots, decks are allowed on street side yards with screening, either by fence or landscaping.

e. Height and Elevation

1. The height of a new addition to a principal building shall not exceed the overall scale of a HNS with a maximum eave height of 25 feet.
2. The height of a new addition to the principal building shall not be greater than the height of the principal building, except in the case of a second story addition to a single-story principal building, the result of which is the creation of a two-story principal building consistent with a HNS.

**2. Accessory Buildings or Structures**

- a. Additions to existing accessory buildings or structures shall be subordinate in scale and compatible with the design and style of the principal structure.
- b. An addition to an existing accessory building that does not meet the dimensional setback standards of the LDC and does not increase in total floor area of the existing accessory building by more than 40%, is permissible by right, provided that: 1) the existing non-conforming setback is not increased; 2) the property line from which the non-conforming setback is determined is

verified by a registered land surveyor; and 3) the new accessory building addition is limited in height to no more than one-story with 10-foot maximum sidewalls.

## **J. Special Development Standards - New Construction**

In conjunction with Section 20-0912.C(2) of the Fargo Land Development Code, the Historic Preservation Commission shall consider the following criteria in review of a request for a Certificate of Appropriateness regarding the new construction of a Historic Neighborhood Structure's principal building, accessory building or structure. A request that satisfies all of the following criteria shall be approved.

### **1. Principal Building**

#### **a. Proportion**

1. The size and mass of the principal building in relation to open spaces, windows, door openings, porches, and balconies, must be visually compatible with the structures and places to which it is visually related.
2. The relationship of the width of the principal building to the height of the front elevation must be visually compatible with historic structures within the Jefferson Neighborhood Historic District.
3. The relationship of solids to voids in the front facade of a principal building must be visually compatible with historic structures within the Jefferson Neighborhood Historic District.
4. The relationship of the principal building to the open space between it and adjoining structures must be visually compatible with historic structures within the Jefferson Neighborhood Historic District.

#### **b. Exterior Cladding**

1. The relationship of the materials, detail, and pattern of the facade of a principal structure must be visually compatible with structures and places to which it is visually related.

#### **c. Windows and Doors**

1. The relationship of the width of the windows and doors to the height of windows and doors in the principal structure must be visually compatible with historic structures within the Jefferson Neighborhood Historic District.
2. Any garage door visible from the street shall not exceed 10 feet in width and 8 feet in height.

#### **d. Roofs and Dormers**

1. The roof shape of the principal building must be visually compatible with structures, to which it is visually related.

2. Flat roofs and shed roofs are prohibited, except on porches and where consistent with the roof form of an HNS.
  3. All gable roofs shall have a minimum pitch of 6:12. All hip roofs must have a minimum pitch of 3:12.
  4. Dormers of the principal building shall be consistent with the style of the structure.
  5. Skylights are prohibited on all roofs parallel to and facing the street.
- e. Entrances, Porches, and Decks
1. The front entrance of the principal building shall face the street.
  2. The front entrance to the principal building shall have no fewer than four steps, or an equivalent ramp distance, from the ground level to the bottom of the front entrance door or shall have the first-floor plane in a style compatible with Historic Neighborhood Structure.
  3. Decks are prohibited in front yards.
  4. On corner lots, decks are allowed on street side yards with screening, either by fence or landscaping.
- f. Height and Elevation
1. The height of the principal building must be visually compatible with historic structures within the Jefferson Neighborhood Historic District.
  2. The height of the principal building shall not exceed the overall scale of HNS with a maximum eave height of 25 feet.
  3. The principal building shall be constructed to have the first-floor plane in a style compatible with Historic Neighborhood Structure.

## **2. Accessory Buildings or Structures**

- a. New accessory building or structures shall be subordinate in scale and compatible with the design and style of the principal building.
- b. Except Historic Neighborhood Structures designed with an attached garage, all garage structures shall be in the rear yard. Any garage door visible from the street shall not exceed 10 feet in width or 8 feet in height.
- c. Reconstruction (including its enlargement by up to 40% in total floor area) of an existing accessory building, which does not meet the dimensional setback standards of the Fargo Land Development Code, is permissible by right, provided that: 1) the existing non-conforming setback is not increased; 2) the property line from which the setback is determined is verified by a registered land surveyor; and 3) the new accessory building is limited in height to no more than one-story with 10-foot maximum sidewalls.



**K. Special Development Standards - Demolition**

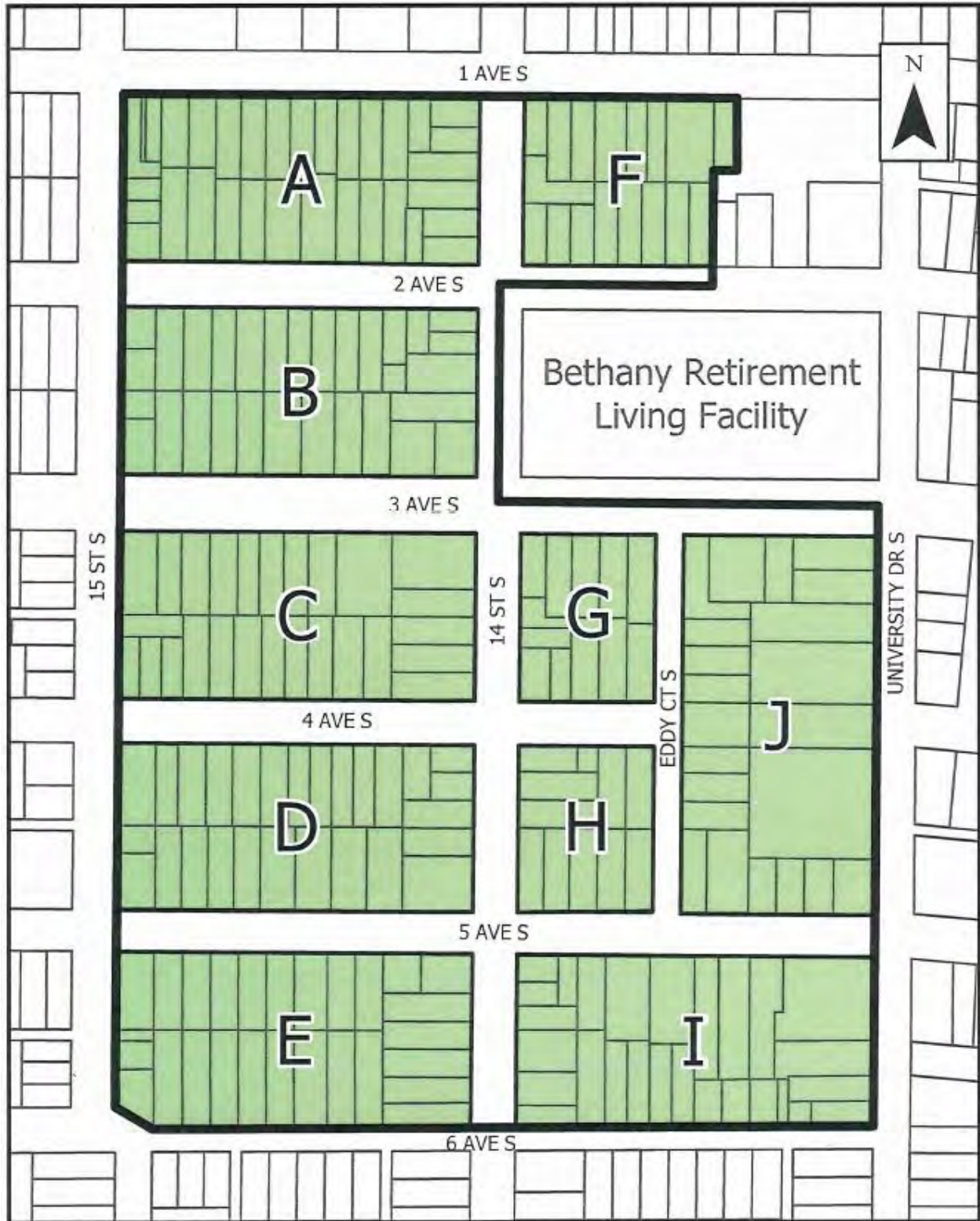
In conjunction with Section 20-0912.C(2) of the Fargo Land Development Code, the Historic Preservation Commission shall consider the following criteria in review of a request for a Certificate of Appropriateness regarding the demolition of a principal building, accessory building or structure. A request that satisfies the following criteria shall be approved.

1. The requested demolition is justified by the state of deterioration, disrepair and structural stability of the structure, or the building has been condemned.
2. The requested demolition is not detrimental to the overall style of the historic district.
3. The requested demolition is consistent with the purpose of the Comprehensive Plan and other adopted policies of the City.

**L. Variance of Special Development Standards**

To allow for a variance of hardships that may arise from the strict application of any of the foregoing Special Development Standards, the Historic Preservation Commission may consider requests to deviate from any applicable standard(s) and allow for an exception(s). A two-thirds vote of the Historic Preservation Commission is required for approval of any exception to the Special Development Standards.

## Jefferson Historic Overlay District Boundary Map



**APPENDIX A - List of Properties**

Graphic above indicates overlay boundaries with blocks identified by letter. Block letters (A-J) correspond to “list of properties” that follows. The boundary includes 232 parcels.

PARCEL NUMBER	PROPERTY ADDRESS	HOUSE STYLE	BLOCK	YEAR BUILT	TYPE
01-0700-00540-000	1444 1 AVE S	Craftsman	A	1921	Single Family
01-0700-00550-000	1448 1 AVE S	Craftsman	A	1921	Single Family
01-0700-00560-000	1442 1 AVE S	Craftsman	A	1917	Single Family
01-0700-00570-000	1438 1 AVE S	Craftsman	A	1925	Single Family
01-0700-00580-000	1445 2 AVE S	Craftsman	A	1901	Single Family
01-0700-00590-000	1441 2 AVE S	National	A	1899	Duplex
01-0700-00600-000	1437 2 AVE S	National	A	1901	Single Family
01-0700-00610-000	1433 2 AVE S	National	A	1922	Single Family
01-0700-00620-000	1418 1 AVE S	Craftsman	A	1890	Single Family
01-0700-00630-000	1429-1431 2 AVE S	Prairie	A	1929	Duplex
01-0700-00640-000	1422 1 AVE S	National	A	1900	Duplex
01-0700-00650-000	1419 2 AVE S	Prairie	A	1939	Conversion
01-0700-00660-000	1428 1 AVE S	National	A	1932	Single Family
01-0700-00670-000	1412 1 AVE S	Undefined	A	1880	Single Family
01-0700-00680-000	1416 1 AVE S	National	A	1880	Duplex
01-0700-00690-000	1414 1 AVE S	National	A	1880	3 Plex
01-0700-00710-000	1415 2 AVE S	National	A	1890	Single Family
01-0700-00720-000	1413 2 AVE S	Turn of the Century Cottage	A	1890	Single Family
01-0700-00730-000	1411 2 AVE S	National	A	1914	Single Family
01-0700-00740-000	1402 1 AVE S	Commercial	A	1988	Retail
01-0700-00750-000	1410 1 AVE S	Prairie	A	1890	Single Family
01-0700-00760-000	109 1 4 ST S	Craftsman	A	1885	Duplex
01-0700-00770-000	107 14 ST S	Gable Front	A	1890	Single Family
01-0700-00780-000	115 14 ST S	Undefined	A	1885	Single Family
01-0700-00790-000	1409 2 AVE S	Prairie	A	1895	Single Family
01-0700-00800-000	121 14 ST S	Craftsman Bungalow	A	1914	Single Family
01-0700-00810-000	119 14 ST S	Gable Front	A	2012	Single Family
01-0980-01010-000	110 15 ST S	Commercial	A		Other
01-0980-01020-000	1450 1 AVE S	National	A	1920	Single Family
01-0980-01021-000	1450 1 AVE S	NA	A	0	Vacant Land
01-0980-01030-000	112 15 ST S	Undefined	A	1904	Single Family
01-0980-01040-000	1449-1449 1/2 2 AVE S	Ranch	A	1956	Single Family
01-0980-01050-000	114 15 ST S	Classical	A	1904	Other

		Revival			
01-0980-01060-000	1452 1 AVE S	National	A	1922	Duplex
01-0700-01390-000	203 14 ST S	Gable Front	B	1910	Single Family
01-0700-01400-000	205 14 ST S	Gable Front	B	1911	Single Family
01-0700-01410-000	1404 2 AVE S	Gable Front	B	1880	Single Family
01-0700-01420-000	209 14 ST S	Gable Front	B	1901	Duplex
01-0700-01430-000	215 14 ST S	National	B	1910	Single Family
01-0700-01440-000	1411 3 AVE S	Gable Front	B	1918	Single Family
01-0700-01460-000	1401 3 AVE S	Gable Front	B	1929	Single Family
01-0700-01470-000	1410 2 AVE S	Gable Front	B	1900	Single Family
01-0700-01480-000	213 14 ST S	NA	B	0	Vacant Land
01-0700-01490-000	1412 2 AVE S	Prairie	B	1921	Retail & Apart.
01-0700-01500-000	1414 2 AVE S	Prairie	B	1916	Single Family
01-0700-01510-000	1415 3 AVE S	Prairie	B	1894	Single Family
01-0700-01520-000	1413 3 AVE S	Prairie	B	1928	Single Family
01-0700-01530-000	1418 2 AVE S	Tudor	B	1930	Single Family
01-0700-01540-000	1420 2 AVE S	Stick	B	1911	Single Family
01-0700-01540-000	1420 1/2 2 AVE S	Stick	B	191	Single Family
01-0700-01550-000	1416 2 AVE S	Stick	B	1890	Duplex
01-0700-01560-000	1425 3 AVE S	Stick	B	1900	Duplex
01-0700-01570-000	1421 3 AVE S	Stick	B	1895	Duplex
01-0700-01580-000	1440 2 AVE S	National	B	1900	Single Family
01-0700-01590-000	1444 2 AVE S	Stick	B	1900	Single Family
01-0700-01600-000	1428 2 AVE S	Stick	B	1900	Single Family
01-0700-01610-000	1424 2 AVE S	Stick	B	1905	Single Family
01-0700-01620-000	1445 3 AVE S	Prairie	B	1917	Single Family
01-0700-01630-000	1439 3 AVE S	Stick	B	1906	Single Family
01-0700-01640-000	1429 3 AVE S	Craftsman	B	1900	Single Family
01-0700-01650-000	1431 3 AVE S	Stick	B	1900	Single Family
01-0980-01080-000	1446 2 AVE S	Craftsman Cottage	B	1919	Single Family
01-0980-01090-000	208 15 ST S	Craftsman	B	1921	Single Family
01-0980-01110-000	1447 3 AVE S	Foursquare	B	1921	Single Family
01-0980-01120-000	212 15 ST S	Foursquare	B	1923	Single Family
01-0340-00010-000	1448 3 AVE S	Craftsman	C	1917	Single Family
01-0340-00020-000	310 15 ST S	Craftsman	C	1961	Single Family
01-0340-00030-000	1449 4 AVE S	Craftsman	C	1919	Single Family
01-0340-00040-000	1447 4 AVE S	Craftsman	C	1919	Single Family
01-0700-01660-000	1438 3 AVE S	Stick	C	1907	Single Family

01-0700-01670-000	1442 3 AVE S	Craftsman	C	1916	Single Family
01-0700-01680-000	1432 3 AVE S	Minitraditional	C	1948	Single Family
01-0700-01690-000	1434 3 AVE S	Stick	C	1900	Single Family
01-0700-01700-000	1430 3 AVE S	Stick	C	1914	Single Family
01-0700-01720-000	1443 4 AVE S	Craftsman	C	1919	Single Family
01-0700-01740-000	1433 4 AVE S	Stick	C	1902	Single Family
01-0700-01750-000	1431 4 AVE S	Stick	C	1899	Single Family
01-0700-01760-000	1429 4 AVES	Stick	C	1899	Single Family
01-0700-01770-000	1426 3 AVES	Craftsman	C	1914	Single Family
01-0700-01781-000	1420 3 AVES	Stick	C	1900	Single Family
01-0700-01790-000	1427 4 AVES	Stick	C	1890	Single Family
01-0700-01800-000	1425 4 AVES	Stick	C	1895	Single Family
01-0700-01810-000	1423 4 AVE S	Stick	C	1895	Single Family
01-0700-01820-000	1418 3 AVE S	Craftsman	C	1911	Single Family
01-0700-01850-000	1419 4 AVE S	Foursquare	C	1907	Single Family
01-0700-01860-000	1415 4 AVE S	Dutch Colonial	C	1909	Duplex
01-0700-01870-000	313 14 ST S	Apartment	C	1900	Conversion
01-0700-01880-000	315 14 ST S	Classical Revival	C	1900	Single Family
01-0700-01890-000	317 14 ST S	Classical Revival	C	1905	Single Family
01-0700-01900-000	307 14 ST S	Foursquare	C	1905	Single Family
01-0700-01910-000	303 14 ST S	Victorian	C	1885	Single Family
01-0340-00730-000	1442 4 AVE S	Craftsman	D	1904	Single Family
01-0340-00740-000	1435 5 AVE S	Prairie	D	1901	Single Family
01-0340-00750-000	414 15 ST S	National	D	1901	Single Family
01-0700-02090-000	403 14 ST S	Undefined	D	1907	Single Family
01-0700-02100-000	407 14 ST S	Undefined	D	1908	Single Family
01-0700-02110-000	1410 4 AVE S	Undefined	D	1908	Single Family
01-0700-02130-000	415 14 ST S	Undefined	D	2016	Single Family
01-0700-02140-000	417 14 ST S	Undefined	D	2016	Single Family
01-0700-02150-000	421 14 ST S	Classical Revival	D	1898	Single Family
01-0700-02160-000	1418 4 AVE S	Classical Revival	D	1914	Single Family
01-0700-02170-000	1414 4 AVE S	Classical Revival	D	1914	Single Family
01-0700-02180-000	1412 4 AVE S	Classical Revival	D	1904	Single Family
01-0700-02190-000	1419 5 AVE S	Foursquare	D	1890	Single Family
01-0700-02200-000	1409 5 AVE S	Turn of the Century	D	1890	Single Family

		Cottage			
01-0700-02210-000	1430 4 AVE S	Undefined	D	1900	Single Family
01-0700-02220-000	1424 4 AVE S	Gable Front	D	1905	Single Family
01-0700-02230-000	1422 4 AVE S	Gable Front	D	1900	Single Family
01-0700-02240-000	1423 5 AVE S	Gable Front	D	1900	Duplex
01-0700-02250-000	1421 5 AVE S	Ranch	D	1975	Apartment
01-0700-02260-000	1440 4 AVE S	Gable Front	D	1900	Single Family
01-0700-02270-000	1438 4 AVE S	Gable Front	D	1900	Single Family
01-0700-02280-000	1436 4 AVE S	Gable Front	D	1926	Single Family
01-0700-02290-000	1432 4 AVE S	Gable Front	D	1895	Single Family
01-0700-02300-000	1429 5 AVE S	Gable Front	D	1917	Single Family
01-0700-02310-000	1431 5 AVE S	Craftsman	D	1917	Single Family
01-0700-02320-000	1425 5 AVE S	Gable Front	D	1898	Single Family
01-0700-02330-000	1427 5 AVE S	Craftsman	D	1916	Single Family
01-0340-00760-000	1444 5 AVE S	National	E	1903	Duplex
01-0340-00770-000	520 15 ST S	National	E	1890	Single Family
01-0340-00780-000	524 15 ST S	Craftsman	E	1940	Single Family
01-0700-02340-000	1436 5 AVE S	Ranch	E	1953	Single Family
01-0700-02350-000	1440 5 AVE S	Ranch	E	1955	Single Family
01-0700-02360-000	1432 5 AVE S	Gable Front	E	1910	Single Family
01-0700-02370-000	1430 5 AVE S	Gable Front	E	1890	Single Family
01-0700-02380-000	1441 6 AVE S	Gable Front	E	1926	Single Family
01-0700-02390-000	1437 6 AVE S	Prairie	E	1946	3 Plex
01-0700-02400-000	1433 6 AVE S	Gable Front	E	1923	Duplex
01-0700-02410-000	1431 6 AVE S	Gable Front	E	1921	Single Family
01-0700-02420-000	1427 6 AVE S	Ranch	E	1959	Apartment
01-0700-02430-000	1428 5 AVE S	Craftsman	E	1907	Single Family
01-0700-02440-000	1422 5 AVE S	Gable Front	E	1907	Single Family
01-0700-02450-000	1420 5 AVE S	Bungalow	E	1915	Single Family
01-0700-02460-000	1414 5 AVE S	Gable Front	E	1889	3 Plex
01-0700-02470-000	1423 6 AVE S	Foursquare	E	1924	Apartment
01-0700-02480-000	1417 6 AVE S	Ranch	E	1955	Single Family
01-0700-02490-000	1411 6 AVE S	Mission	E	1925	Single Family
01-0700-02500-000	1410 5 AVE S	Ranch	E	1949	3 Plex
01-0700-02510-000	501 14 ST S	Gable Front	E	1885	Single Family
01-0700-02520-000	507 14 ST S	Gable Front	E	1897	Duplex
01-0700-02530-000	511 14 ST S	Mission	E	1890	Single Family
01-0700-02540-000	515 14 ST S	Stick	E	1908	Single Family
01-0700-02550-000	519 14 ST S	Southwest	E	1929	Single Family



01-0700-02560-000	523 14 ST S	Stick	E	1928	Single Family
01-0700-00820-000	102 14 ST S	Gable Front	F	1916	Duplex
01-0700-00840-000	1346 1 AVE S	Gable Front	F	1907	Single Family
01-0700-00850-000	1344 1 AVE S	Gable Front	F	1907	Single Family
01-0700-00861-000	114 14 ST S	Gable Front	F	1900	Duplex
01-0700-00880-000	1345 2 AVE S	Gable Front	F	1885	Duplex
01-0700-00890-000	1339 2 AVE S	Gable Front	F	1885	Single Family
01-0700-00900-000	1343 2 AVE S	Gable Front	F	1885	3 Plex
01-0700-00910-000	1336 1 AVE S	Gable Front	F	1900	Single Family
01-0700-00920-000	1334 1 AVE S	Gable Front	F	1900	Single Family
01-0700-00930-000	1330 1 AVE S	Gable Front	F	1890	Single Family
01-0700-00940-000	1333 2 AVE S	National	F	1890	Single Family
01-0700-00950-000	1337 2 AVE S	National	F	1885	Single Family
01-0700-00960-000	1331 2 AVE S	Gable Front	F	1922	Single Family
01-0700-00975-000	1324 1 AVE S	Commercial	F	1938	Apartment
01-0700-00990-000	1320 1 AVE S	Undefined	F	1900	Single Family
01-0700-01000-000	1329 2 AVE S	Gable Front	F	1890	Duplex
01-0700-01020-000	1325 2 AVE S	Pyramidal	F	1890	Single Family
01-0710-00140-000	1336 3 AVE S	Stick	G	1897	Conversion
01-0710-00150-000	1338 3 AVE S	National	G	1898	Single Family
01-0710-00160-000	1342 3 AVE S	National	G	1904	Single Family
01-0710-00170-000	1346 3 AVE S	National	G	1898	Single Family
01-0710-00180-000	1350 3 AVE S	National	G	1899	Single Family
01-0710-00190-000	310 14 ST S	National	G	1899	Single Family
01-0710-00200-000	314 14 ST S	National	G	1899	Single Family
01-0710-00210-000	1345 4 AVE S	Prairie	G	1901	Single Family
01-0710-00220-000	1349 4 AVE S	National	G	1900	Single Family
01-0710-00230-000	1341 4 AVE S	National	G	1911	3 Plex
01-0710-00240-000	1337 4 AVES	Classical Revival	G	1915	Single Family
01-0710-00250-000	1333 4 AVE S	Craftsman	G	1915	Single Family
01-0710-00260-000	1334 4 AVE S	Stick	H	1927	Single Family
01-0710-00280-000	1338 4 AVES	Craftsman	H	1888	Single Family
01-0710-00290-000	410 14 ST S	Stick	H	1923	Single Family
01-0710-00300-000	406 14 ST S	National	H	1916	Single Family
01-0710-00310-000	1342 4 AVE S	NA	H	0	Vacant Land
01-0710-00320-000	402 14 ST S	Craftsman	H	1951	Single Family
01-0710-00330-000	1345 5 AVE S	Classical Revival	H	1904	Duplex
01-0710-00340-000	1343 5 AVE S	National	H	1906	Single Family

01-0710-00350-000	1341 5 AVE S	National	H	1919	Single Family
01-0710-00360-000	1339 5 AVE S	National	H	1910	Single Family
01-0710-00370-000	1335 5 AVE S	National	H	1899	Single Family
01-0700-02570-000	500 14 ST S	NA	I	1917	Duplex
01-0700-02580-000	1342 5 AVE S	Gable Front	I	1901	Single Family
01-0700-02590-000	1340 5 AVE S	Gable Front	I	1920	Single Family
01-0700-02600-000	1339 6 AVE S	Craftsman	I	1918	Duplex
01-0700-02620-000	504 14 ST S	Classical Revival	I	1907	Single Family
01-0700-02630-000	508 14 ST S	Classical Revival	I	1906	Single Family
01-0700-02640-000	512-514 14 ST S	Undefined	I	1979	Duplex
01-0700-02650-000	524 14 ST S	Stick	I	1907	3 Plex
01-0700-02660-000	526 14 ST S	Craftsman Bungalow	I	1930	Single Family
01-0700-02670-000	1332 5 AVE S	Tudor	I	1897	Single Family
01-0700-02680-000	1325 6 AVE S	Craftsman	I	1922	Single Family
01-0700-02690-000	1329 6 AVE S	Craftsman	I	1922	Single Family
01-0700-02700-000	1334 5 AVE S	Modern	I	1991	Apartment
01-0700-02710-000	1337 6 AVE S	Craftsman	I	1916	Single Family
01-0700-02720-000	1333 6 AVE S	Craftsman	I	1916	Single Family
01-0700-02730-000	1314-1316 5 AVE S	Gable Front	I	1936	Duplex
01-0700-02740-000	1306 5 AVE S	Foursquare	I	1886	Duplex
01-0700-02750-000	517 UNIVERSITY DR	Craftsman	I	1900	Single Family
01-0700-02770-000	519 UNIVERSITY DR	Stick	I	1900	Single Family
01-0700-02780-000	523 UNIVERSITY DR	Stick	I	1925	Single Family
01-0700-02790-000	1305 6 AVE S	Stick	I	1900	Single Family
01-0700-02800-000	1307 6 AVE S	Cape Cod	I	1901	Single Family
01-0700-02810-000	1309 6 AVE S	Stick	I	1904	Single Family
01-0700-02820-000	1311 6 AVE S	Craftsman Bungalow	I	1920	Single Family
01-0700-02870-000	1324 5 AVE S	Craftsman	I	1920	Single Family
01-0700-02880-000	1320 5 AVE S	Gable Front	I	1919	Single Family
01-0700-01920-000	1324 3 AVE S	Bungalow	J	1915	Single Family
01-0700-01930-000	1314 3 AVE S	Bungalow	J	1929	Single Family
01-0700-01940-000	1306 3 AVE S	Apartment	J	1885	Conversion
01-0700-01950-000	305 UNIVERSITY DR	Foursquare	J	1918	Duplex
01-0700-01960-000	315 UNIVERSITY DR	Foursquare	J	1910	Office & Apart.
01-0700-01970-000	317 UNIVERSITY DR	Queen Ann	J	1928	Office
01-0700-02000-000	405 UNIVERSITY DR	Undefined	J	1968	Apartment

01-0700-02000-000	411 UNIVERSITY DR	Undefined	J	1968	Apartment
01-0700-02040-000	1323 5 AVE S	Queen Ann	J	1891	Duplex
01-0700-02050-000	1309 5 AVE S	Undefined	J	1953	Single Family
01-0700-02060-000	1315 5 AVE S	Undefined	J	1941	Single Family
01-0700-02070-000	415 UNIVERSITY DR	Undefined	J	1951	Single Family
01-0700-02080-000	1305 5 AVE S	Undefined	J	1951	Single Family
01-0710-00010-000	1325 5 AVE S	Stick	J	1904	Single Family
01-0710-00020-000	406 EDDY CT S	Cape Cod	J	1931	Single Family
01-0710-00030-000	402 EDDY CT S	Stick	J	1890	Single Family
01-0710-00040-000	410 EDDY CT S	Craftsman	J	1936	Single Family
01-0710-00051-000	330 EDDY CT S	Modern	J	2004	Single Family
01-0710-00070-000	401 UNIVERSITY DR	Classical Revival	J	1904	Single Family
01-0710-00100-000	316 EDDY CT S	Gable Front	J	1926	Single Family
01-0710-00110-000	314 EDDY CT S	Italianate	J	1912	Single Family
01-0710-00120-000	312 EDDY CT S	Italianate	J	1915	Single Family
01-0710-00130-000	1326 3 AVE S	Queen Anne	J	1889	Conversion

<b>City of Fargo Staff Report</b>			
<b>Title:</b>	West Acres 4 <sup>th</sup> Addition	<b>Date:</b>	10/23/2018
<b>Location:</b>	1702 40 <sup>th</sup> Street South and 3926 17 <sup>th</sup> Avenue South	<b>Staff Contact:</b>	Kylie Bagley
<b>Legal Description:</b>	Lots 1 & 2, Block 3, West Acres 4 <sup>th</sup> Addition		
<b>Owner(s)/Applicant:</b>	T Sloan Property/PACES Lodging	<b>Engineer:</b>	N/A
<b>Entitlements Requested:</b>	<b>Zoning Change</b> (from MR-3, Multi-Dwelling Residential, to GC, General Commercial)		
<b>Status:</b>	Planning Commission Public Hearing: November 6, 2018		

<b>Existing</b>	<b>Proposed</b>
<b>Land Use:</b> Vacant	<b>Land Use:</b> Vacant
<b>Zoning:</b> MR-3, Multi-Dwelling Residential	<b>Zoning:</b> GC, General Commercial
<b>Uses Allowed:</b> detached houses, attached houses, duplexes, multi-dwelling structures, daycare centers up to 12 children or adults, group living, parks and open space, religious institutions, safety services, schools, and basic utilities.	<b>Uses Allowed:</b> colleges, community service, daycare centers of unlimited size, detention facilities, health care facilities, parks and open space, religious institutions, safety services, adult entertainment centers, offices, off-premise advertising, commercial parking, outdoor recreation and entertainment, retail sales and service, self storage, vehicle repair, limited vehicle service, aviation, surface transportation, and major entertainment events.
<b>Maximum Density Allowed (Residential):</b> maximum of 24 units per acre	<b>Maximum Building Coverage:</b> 85% building coverage

<b>Proposal:</b>
<p>The applicant is proposing a zone change from MR-3, Multi-Dwelling Residential, to GC, General Commercial, for the properties located at 1702 40<sup>th</sup> Street South and 3926 17<sup>th</sup> Avenue South. The zone change is to accommodate for future commercial growth. The subject property encompasses approximately 2.07 acres.</p> <p>This project was reviewed by the City's Planning and Development, Engineering, Public Works, and Fire Departments ("staff"), whose comments are included in this report.</p> <p><b>Surrounding Land Uses and Zoning Districts:</b></p> <ul style="list-style-type: none"> <li>• North: Across 17<sup>th</sup> Avenue South properties are zoned GC, General Commercial, with retail sales and service uses.</li> <li>• East: MR-3, Multi-Dwelling Residential, with multi-dwelling structures</li> <li>• South: MR-3, Multi-Dwelling Residential, with multi-dwelling structures</li> <li>• West: Across 40<sup>th</sup> Street South properties are zoned GC, General Commercial, with retail sales and service uses.</li> </ul>
<b>Area Plans:</b>
No area plans apply
<b>Schools and Parks:</b>
<b>Schools:</b> The subject property is located within the West Fargo School District and is served by Westside Elementary, Cheney Middle and West Fargo High School.

**Parks:** Rabanus Park is located within a quarter mile of the subject property. This park has playground equipment, tennis, sand volleyball and basketball courts and the shelter has restrooms, electricity and water. It is the site of the Fargo Project.

**Pedestrian / Bicycle:** The subject property has off road bike facilities to the north and east, which is a component of the metro area trail system

**Neighborhood:** The subject property is located within the West Acres Neighborhood.

**Staff Analysis:**

**Zoning**

Section 20-906. F (1-4) of the LDC stipulates the following criteria be met before a zone change can be approved:

**1. Is the requested zoning change justified by a change in conditions since the previous zoning classification was established or by an error in the zoning map?**

Staff is unaware of any zoning map error in regard to the subject property. The requested zoning change is justified by a change in conditions since the previous zoning classification was established. The requested zone change is a result of future commercial development which matches the surrounding properties.

**(Criteria Satisfied)**

**2. Are the City and other agencies able to provide the necessary public services, facilities, and programs to serve the development allowed by the new zoning classifications at the time the property is developed?**

The development is served with city services (water, sewer, streets, police/fire protection, etc.) as well as other needed utility services as needed. The City Engineer and other applicable review agencies have reviewed this proposal. No deficiencies to provide the necessary public services, facilities and programs to this development have been identified.

**(Criteria Satisfied)**

**3. Will the approval of the zoning change adversely affect the condition or value of the property in the vicinity?**

Staff has no documentation or evidence that the approval of this zoning change would adversely affect the condition or value of the property in the vicinity. The proposed zone change is in keeping with adopted plans approved via public process. In addition, written notice of the proposal was sent to all property owners within 300 feet of the subject property. To date, staff has not received any verbal concerns or written comments regarding the proposed overlay zoning change. Staff finds that the approval will not adversely affect the condition or value of the property in the vicinity.

**(Criteria Satisfied)**

**4. Is the proposed amendment consistent with the purpose of this LDC, the Growth Plan, and other adopted policies of the City?**

The purpose of the LDC is to implement Fargo's Comprehensive Plan and related policies in a manner that protects the health, safety, and general welfare of the citizens of Fargo. Staff finds that the proposal is consistent with the purposes of the LDC,, and other adopted policies of the City

**(Criteria Satisfied)**

**Staff Recommendation:**

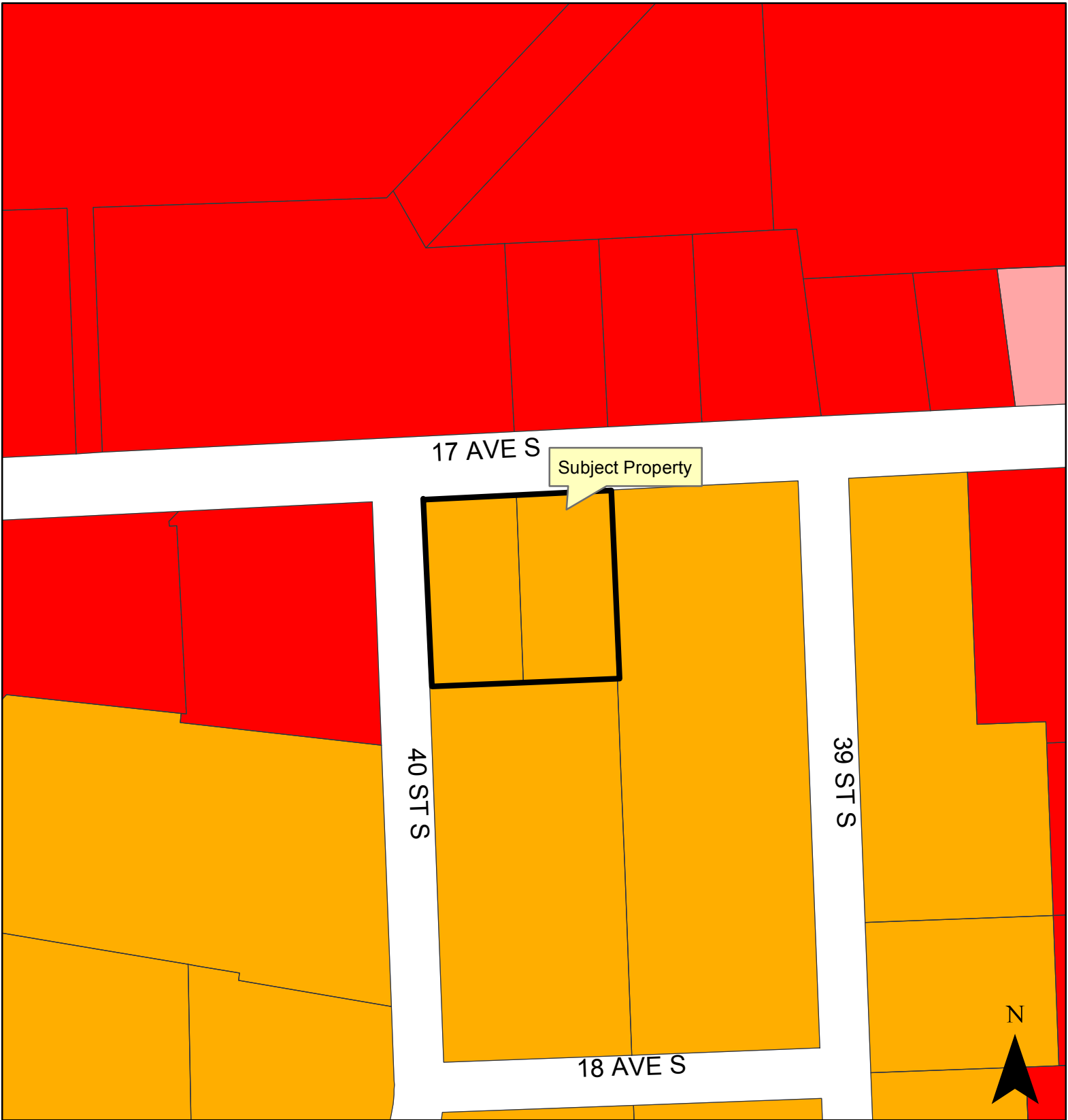
Suggested Motion: "To accept the findings and recommendations of staff and recommend approval to the City Commission of the proposed zoning change from MR-3, Multi-Dwelling Residential, to GC, General Commercial, on the basis that it satisfactorily complies with the Go2030 Fargo Comprehensive Plan, Standards of Section 20-0906.F (1-4) and all other applicable requirements of the LDC."

<b>Planning Commission Recommendation: November 6, 2018</b>
<b>Attachments:</b>
1. Zoning Map 2. Location Map

# Zone Change (MR-3 to GC)

## West Acres 4th Addition

1702 40th Street South &  
3926 17th Avenue South



**Legend**

- |    |     |    |    |    |     |      |      |      |     |     |     |     |       |       |       |       |             |
|----|-----|----|----|----|-----|------|------|------|-----|-----|-----|-----|-------|-------|-------|-------|-------------|
| AG | DMU | GC | GO | LC | MLI | MR-1 | MR-2 | MR-3 | MHP | N/C | P/A | UML | SSR-2 | SSR-3 | SSR-4 | SSR-5 | City Limits |
|----|-----|----|----|----|-----|------|------|------|-----|-----|-----|-----|-------|-------|-------|-------|-------------|



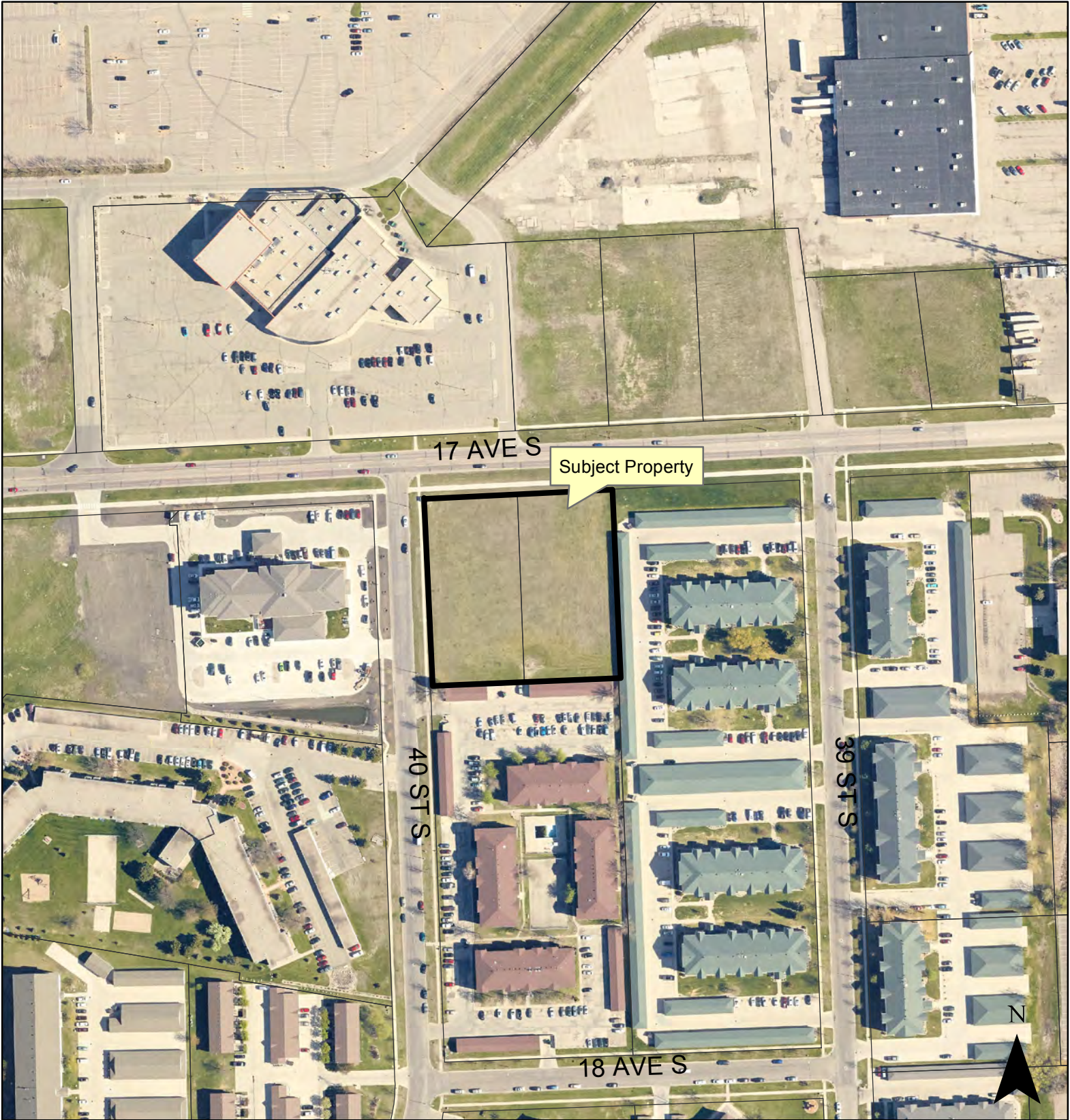
**Fargo Planning Commission**  
**November 6, 2018**



# Zone Change (MR-3 to GC)

## West Acres 4th Addition

1702 40th Street South &  
3926 17th Avenue South



Item #	E.1
--------	-----

City of Fargo Staff Report			
<b>Title:</b>	<b>Brandt Park Addition</b>	<b>Date:</b>	10-31-2018
<b>Location:</b>	5022 & 5074 28 Ave S	<b>Staff Contact:</b>	Maegin Elshaug
<b>Petitioner:</b>	Fargo Park District	<b>Engineer:</b>	N/A
<b>Reason for Request:</b>	Appeal of an administrative decision to approve a Residential Protection Standards waiver		
<b>Status:</b>	Planning Commission: November 6, 2018		

Existing	Proposed
<b>Land Use:</b> Parks and Open Space	<b>Land Use:</b> unchanged
<b>Zoning:</b> P/I, Public and Institutional	<b>Zoning:</b> unchanged
<b>Uses Allowed:</b> P/I – Public and Institutional. Allows colleges, community service, daycare centers of unlimited size, detention facilities, health care facilities, parks and open space, religious institutions, safety services, schools, offices, commercial parking, outdoor recreation and entertainment, industrial service, manufacturing and production, warehouse and freight movement, waste related use, agriculture, aviation, surface transportation, and major entertainment events.	<b>Uses Allowed:</b> unchanged
<b>Maximum Density Allowed:</b> N/A	<b>Maximum Density Allowed:</b> unchanged

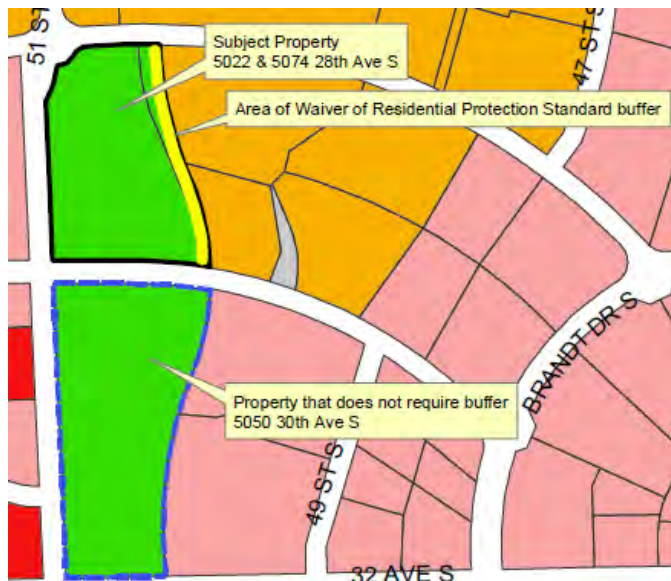
Request:
<p>The applicant for the Residential Protection Standard waiver, the Fargo Park District, is requesting a waiver to a residential protection standard that requires a landscape buffer located at 5022 &amp; 5074 28<sup>th</sup> Avenue, which is the location of Urban Plains Park. An administrative decision was made by the City Planner to grant the requested waiver; however an adjacent property owner objects to the granting of the waiver and is appealing the decision to the Planning Commission.</p> <p>The Fargo Park District has recently constructed a park on this property. Section 20-0704 Residential Protection Standards apply to the park because it is a non-residential development located within 150 feet of residentially zoned property.</p> <p>In September 2018, the Fargo Park District submitted an application in accordance with Section 20-0704.I of the LDC for a waiver of the RPS imposed by Section 20-0704.E of the LDC which requires a landscape buffer along a portion of the property where the lot lines are adjacent to residential zoning districts. This landscape buffer would be required along the eastern lot line where the property abuts MR-3, Multi-Dwelling Residential zoning. The application is to waive the requirement of a RPS buffer along the east side of the property. The applicant contends that the vegetative buffer provides an unnecessary barrier to access the park, and that the park is a less intense use that does not merit screening the residential use from. Upon sending out notices of staff's intention to approve the requested waiver, an adjacent property owner has appealed staff's decision.</p>



The applicant has scheduled a meeting with the appellant for Friday, November 2<sup>nd</sup>. Additional information will likely be forthcoming at the Planning Commission meeting.

**Correction:**

The Residential Protection Standards (RPS) waiver sent to property owners and the Planning Commission included to waive the vegetative buffer for the three properties of 5022 & 5074 28<sup>th</sup> Avenue South and 5050 30<sup>th</sup> Avenue South. The property at 5050 30<sup>th</sup> Avenue South should not be part of the waiver application, because although RPS apply since it is within 150 feet of residential zoning, the RPS buffer is not required because there is no residential zoning directly adjacent. The adjacent property is zoned LC, Commercial with a Conditional Use Permit to allow residential; however, Section 20-0704 is specific to the adjacent zoning district rather than the use. See figure to the right.



**Process:**

In accordance with the Residential Protection Standards waiver process, appeals of staff’s decision must be taken to the Planning Commission. The Planning Commission shall consider the appeal and waiver request as a new matter, and shall act to approve or deny the original waiver application.

**Staff Analysis:**

As stated above, the subject property is located at 5022 & 5074 28<sup>th</sup> Avenue South and is zoned P/I. Residential Protection Standards of Section 20-0704 of the LDC are required, in part, when non-residential development occurs on a site located within 150 feet of residential zoning. The subject property abuts the MR-3 zoning district.

Section 20-0704.E requires, for this application, that a landscape buffer be installed along lot lines that are adjacent to multi-family residentially zoned properties. Within this section there are two types of landscape buffers that may be used to satisfy this requirement:

1. “Type A” landscape buffers are comprised of a 10 foot wide buffer area with a minimum of 1 tree and 20 shrubs per 50 linear feet of buffer.
2. “Type B” landscape buffers are comprised of a 20 foot wide buffer area with a minimum of 1 tree and 10 shrubs per 50 linear feet of buffer.

As outlined in Section 20-0704.I of the LDC, the City Planner is authorized to reduce or waive one or more of the residential protection standards if it is found that the reduction or waiver is appropriate and will not harm the surrounding area.

**Waiver:**

The applicant has requested to waive requirements for an RPS buffer.

**Staff Position:**

Staff supports the granting of a waiver, as the buffer would be an unnecessary visual and physical barrier to the park.

**Action on Appeal:** (Section 20-0704.I.1.d of LDC)

The Planning Commission shall consider the appealed decision on the request for waiver of residential protection standards required by Section 20-0704 as a new matter. After considering the matter, the Planning Commission shall act to approve or deny the application.

**Staff Recommendation:**

Recommended Motion: "To accept the findings and recommendations of staff and hereby move to approve the waiver for the applicable residential protection standard buffer as presented, on the basis that it satisfactorily complies with the standards outlined in LDC Section 20-0704."

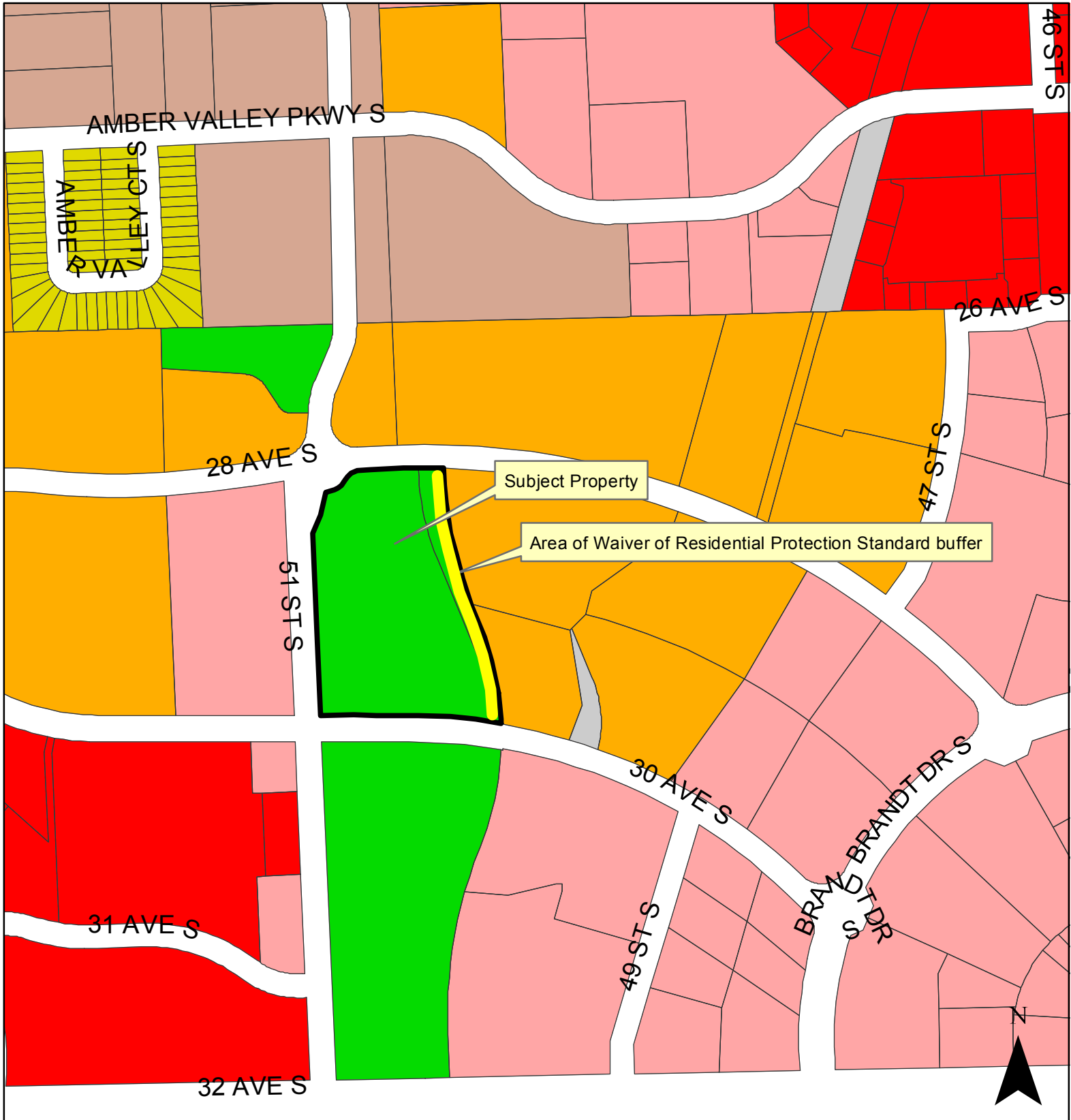
**Planning Commission Decision: 11-06-2018****Attachments:**

1. Zoning Map
2. Location Map
3. Landscape Plan
4. Appeal Letter

# Residential Protection Standards Waiver Appeal

## Brandt Park Addition

5022 & 5074 28 Avenue South



### Legend

AG	DMU	GC	GI	GO	LC	MR-1	MR-2	MR-3	MHP	NC	P/I	UMI	SR-2	SR-3	SR-4	SR-5	City Limits
----	-----	----	----	----	----	------	------	------	-----	----	-----	-----	------	------	------	------	-------------

300  
Feet



# Residential Protection Standards Waiver Appeal

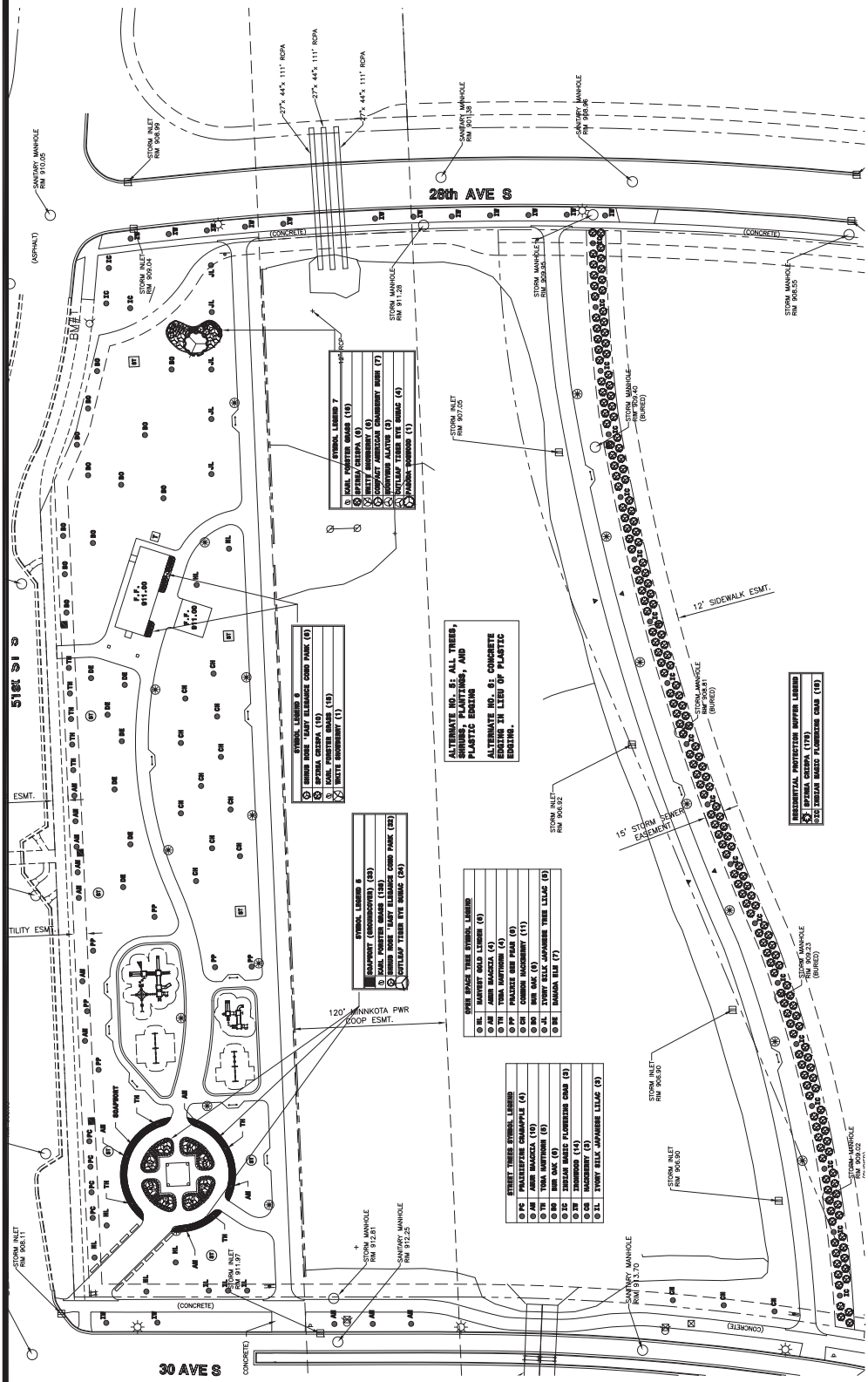
## Brandt Park Addition

5022 & 5074 28 Avenue South





LANDSCAPING PLAN



**BENCHMARKS:**

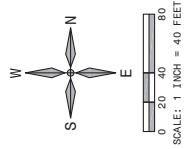
- BM1: THE TOP OUT OF THE FIVE HYDRANT ELEV: 912.77 (MAYO 88) 51ST ST CONSTRUCTION
- BM2: THE TOP OUT OF THE FIVE HYDRANT ELEV: 916.35 (MAYO 88)

**PLAN NOTES:**

- ALL WORK SHALL COMPLY WITH THE MOST RECENT CITY OF FARGO STANDARD SPECIFICATIONS FOR CONSTRUCTION OF PUBLIC UTILITIES.
- CONTRACTOR SHALL VERIFY ALL UTILITY LOCATIONS AND CONSTRUCTION CONDITIONS AS SHOWN PRIOR TO BEGINNING NORTH DAKOTA ONE CALL PHONE NUMBER: 1-800-795-0555
- CONTRACTOR SHALL PROTECT ALL PROPERTY PINE ENCUMBERS MORE THAN ONE (1) ACRE OR 15 LEES THAN NEW 40' POTENTIAL CANOPY (SEE ELECTRICAL PLANS)
- IF THE LAND BOUNDARY DEDICATED ON THE PLANS ENCOMPASSES MORE THAN ONE (1) ACRE OR 15 LEES THAN POLLUTION FERTILIZER SHALL BE OBTAINED FROM A STATE HEALTH DEPARTMENT SEVEN (7) DAYS PRIOR TO CONSTRUCTION.
- CONTRACTOR SHALL MAINTAIN TEMPORARY EROSION CONTROL TO PREVENT EROSION CONTROL TO BE ESTABLISHED.

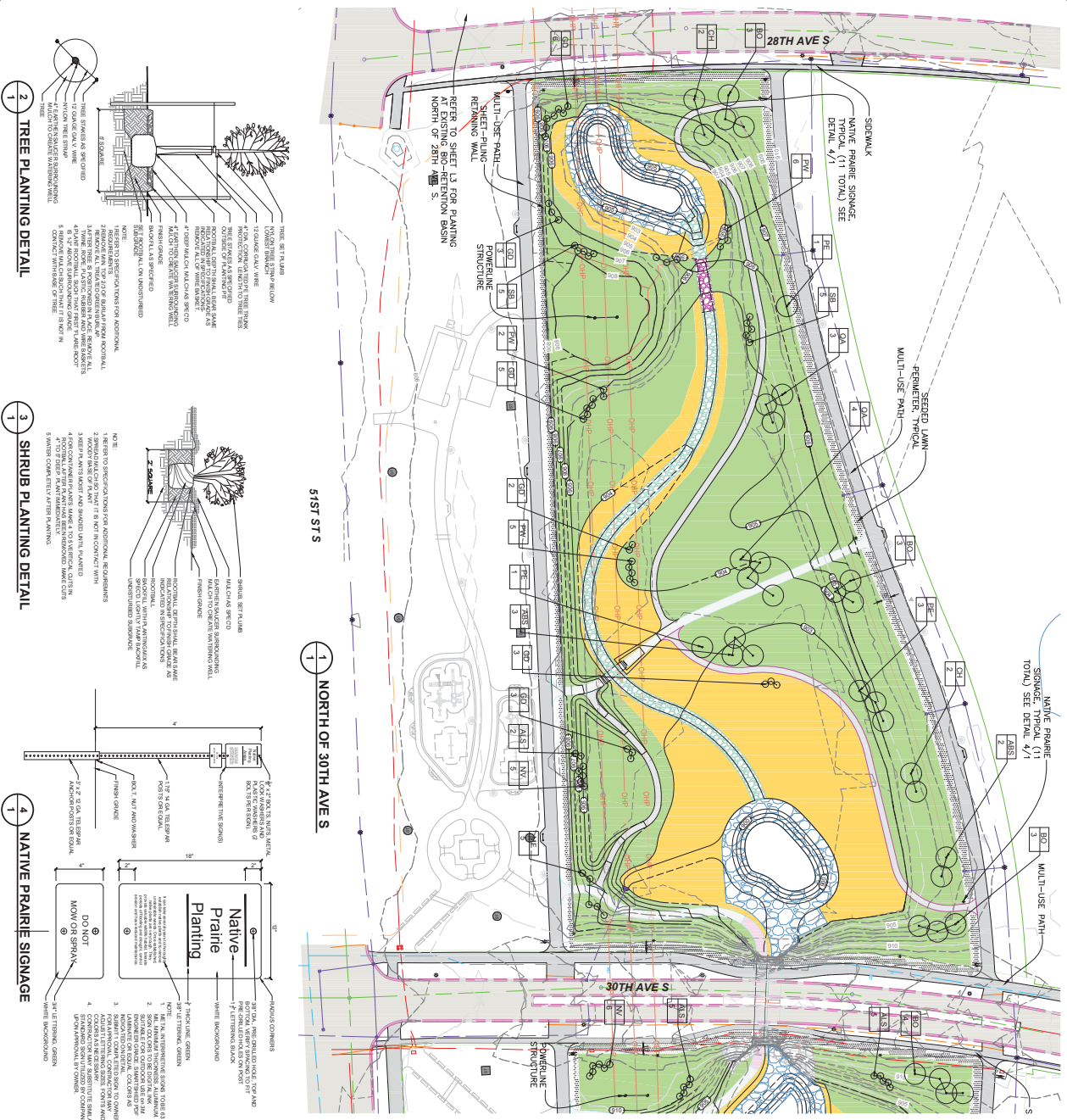
**SYMBOL LEGEND:**

- EXISTING PROPERTY LINE
- EXISTING EASEMENT LINE
- EXISTING MANHOLE
- EXISTING STORM INLET
- EXISTING FIRE HYDRANT
- EXISTING GATE VALVE
- EXISTING UTILITY POLE W/ GUY WIRE
- EXISTING LIGHT POLE
- EXISTING SIGN
- EXISTING TELEPHONE RISER



SEE SHEET C8.0





**NOTES**

- THESE NOTES ARE FOR GENERAL REFERENCE IN CONJUNCTION WITH AND AS A SUPPLEMENT TO THE DRAWINGS AND SPECIFICATIONS. DETAILS, ADDENDA AND CHANGE ORDERS ASSOCIATED WITH THE CONTRACT DOCUMENTS.
- CONTRACTOR SHALL COORDINATE ALL WORK WITH OTHER TRADES PRIOR TO INSTALLATION.
- CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL EXISTING AND FUTURE UNDERGROUND SERVICES AND IMPROVEMENTS WHICH MAY HAVE CONTACT WITH WORK TO BE DONE.
- CONTRACTOR TO REMOVE WEEDS AND ANY OTHER REMAINING VEGETATION AND FINE GRADE ENTIRE SITE PRIOR TO PLANTING. RECEIVE APPROVAL FROM CONSTRUCTION MANAGER FOR APPROVAL OF FINE GRADE BEFORE SEEDING.
- ALL SEEDS AND PLANTED AREAS SHALL BE DRESSED WITH A MINIMUM OF 8" OF TOPSOIL, 100% CIVIL PLANS.
- ALL SEEDS SHALL BE STRATIFIED WITH STRAW MULCH PER CITY OF FARGO SPECIFICATIONS.
- DISTURBED AREAS SHALL BE RESTORED TO ORIGINAL CONDITION OR BETTER WITH SPECIFIC RESTORATION OPTIONS. RESTORATION OPTIONS SHALL BE SEEDING WITH SHORT GRASS SEED MIX AND STABILIZED WITH MULCH.
- PLANT LOCATIONS ARE DIAGRAMMATIC AND MAY BE ADJUSTED IN THE FIELD AT THE LANDSCAPE ARCHITECT'S REQUEST PRIOR TO INSTALLATION. OBTAIN APPROVAL OF PLANT LAYOUT FROM LANDSCAPE ARCHITECT PRIOR TO PLANTING.
- ALL NEWLY PLANTED MATERIAL SHALL BE THOROUGHLY SOAKED WITH WATER WITHIN 3 HOURS OF PLANTING.
- THIRTY DAYS AFTER PLANTING, CONTRACTOR SHALL RE-STAKE AND STRAIGHTEN TREES AS NECESSARY.
- ALL PLANTS IN SEEDING AREAS TO RECEIVE 4" DEPTH SHREDED CEDAR WOOD MULCH AS INDICATED BELOW:
  - TREES: 5" DIAMETER
  - SHRUBS: 3" DIAMETER
- CONTRACTOR SHALL GUARANTEE TREES AND SHRUBS TO BE ALIVE AND IN A HEALTHY CONDITION FOR A PERIOD OF 1-YEAR FROM DATE OF SUBSTANTIAL COMPLETION OF PLANTING OPERATIONS.

**PLANTING LEGEND**

SYM	TREES	SIZE	QUANTITY
CH1	Common Hackberry (Celtis occidentalis)	1 1/2" CALIBER	8
FE	Prickly Pear Cholla (Cholla americana)	1 1/2" CALIBER	9
BO	Bur Oak (Quercus macrocarpa)	1 1/2" CALIBER	21
ABS	Alumnum Blinnum (Sambucus racemosa)	1 1/2" CALIBER	8
QA	Quaking Aspen (Populus tremuloides)	1 1/2" CALIBER	14

**SHRUBS**

SYM	SHRUBS	SIZE	QUANTITY
GO	Gray Dogwood (Cornus sp.)	46" CONT.	47
ME	Manitowish Spring (Fragaria virginiana)	46" CONT.	12
ALS	Aspen Leaf Stone (Saxifraga sp.)	46" CONT.	17
SB	Star Balmwort (Sphenocleis sp.)	46" CONT.	65
PV	Pink Yarrow (Saxifraga sp.)	46" CONT.	23
NT	Northern Shrub (Viburnum sp.)	46" CONT.	19
RD	Rose Dogwood (Cornus sp.)	46" CONT.	54
BO	Bur Oak (Quercus macrocarpa)	46" CONT.	69
MS	Manitowish Spring (Fragaria virginiana)	46" CONT.	148
SB	Star Balmwort (Sphenocleis sp.)	46" CONT.	190

**SEEDING LEGEND**

SYMBOL	DESCRIPTION
[Green Box]	SHORT GRASS SEED MIX (250000 SEEDS @ 9' ACRES)
[Yellow Box]	WATER GRASS SEED MIX (1070000 SEEDS @ 9' ACRES)
[Blue Box]	LAWN GRASS SEED MIX (400000 SEEDS @ 9' ACRES)

**Native Prairie Planting**

1. ALL PLANTS SHALL BE 100% ALIVE AND HEALTHY AT THE TIME OF DELIVERY.
2. ALL PLANTS SHALL BE 100% ALIVE AND HEALTHY AT THE TIME OF DELIVERY.
3. ALL PLANTS SHALL BE 100% ALIVE AND HEALTHY AT THE TIME OF DELIVERY.
4. ALL PLANTS SHALL BE 100% ALIVE AND HEALTHY AT THE TIME OF DELIVERY.

**Native Prairie Signage**

1. ALL SIGNAGE SHALL BE 100% ALIVE AND HEALTHY AT THE TIME OF DELIVERY.
2. ALL SIGNAGE SHALL BE 100% ALIVE AND HEALTHY AT THE TIME OF DELIVERY.
3. ALL SIGNAGE SHALL BE 100% ALIVE AND HEALTHY AT THE TIME OF DELIVERY.
4. ALL SIGNAGE SHALL BE 100% ALIVE AND HEALTHY AT THE TIME OF DELIVERY.

**URBAN PLAINS PARK IMPROVEMENTS**  
**FARGO PARK DISTRICT**  
**FARGO, NORTH DAKOTA**

**SITE PLAN - NORTH**

**AES2**

SYM	DATE	DESCRIPTION	APPR
1			
2			
3			

**CLIENT**  
 PROJECT NO. \_\_\_\_\_  
 DRAWING NO. \_\_\_\_\_  
 DATE: 12-28-2016  
 CHECKED/INCH: JH, JH  
 20252-2015-000

**DESIGNER**  
 DATE: 12-28-2016  
 CHECKED/INCH: JH, JH  
 20252-2015-000

**SCALE**  
 1" = 30'

**L1**

## Maegin Elshaug

---

**From:** Austin Morris <austin@enclavecompanies.com>  
**Sent:** Friday, October 5, 2018 4:18 PM  
**To:** Maegin Elshaug  
**Cc:** Ace Brandt  
**Subject:** FW: Notice  
**Attachments:** City of Fargo.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**CAUTION:** This email originated from an outside source. Do not click links or open attachments unless you know they are safe.

Maegin,

As a managing member and % owner of the Retreat at Urban Plains I, II, and Retreat Townhomes, I would like to challenge the attached waiver of residential protection standards.

In the meantime, I would like pdf copies of the landscape and planting plan for this park district area that would be affected by the landscape buffer waiver request. After receiving and reviewing these we may consider waiving our challenge of the attached; we want to ensure that our expectations of planting/landscaping along this area are met, based on the preliminary designs we reviewed many years ago. These properties were directly and extremely impacted by the pond not holding water and the 3 year time frame to begin resolving the issue, so we are sensitive to the landscaping being top-class in this area, as was promised/assured by the park district.

Let me know if you have any questions.

Thanks,

Austin

---

**From:** Britta Weisz <Britta@brandtholdings.com>  
**Sent:** Tuesday, October 2, 2018 3:10 PM  
**To:** Austin Morris <austin@enclavecompanies.com>  
**Subject:** Notice

Hi Austin,  
Ace asked me to send you the attached notice from the City of Fargo.

Thanks!

**Britta Weisz**  
Executive Administrative Assistant

**BRANDT** Holdings

4650 26<sup>th</sup> Avenue South  
Suite E

**To:** Fargo Planning Commission  
**From:** Dan Farnsworth, Metro COG  
**Date:** October 26, 2018  
**Re:** **17<sup>th</sup> Avenue South Corridor Study**

In June 2017, Metro COG in cooperation with the City of Fargo began the 17<sup>th</sup> Avenue South Corridor Study. The study looked at the entirety of the corridor through Fargo – from 5<sup>th</sup> St to the Fargo/West Fargo city boundary. Consulting firm, KLJ, was selected to conduct the study.

The purpose of the study was twofold:

- Address vehicular traffic issues and crash issues between 32<sup>nd</sup> St and the Fargo/West Fargo city boundary
- Determine an optimum bicycle facility along 17<sup>th</sup> Ave S from 5<sup>th</sup> St to 35<sup>th</sup> St and potentially all the way to the Fargo/West Fargo city boundary

The project is nearing completion with the final draft report complete and being brought to the Fargo Planning Commission, PWPEC, the Fargo City Commission, Metro COG's Transportation Technical Committee, and Metro COG's Policy Board as part of the adoption process.

Attached you will find a two-page description of the project. A 10-15 minute presentation will be provided at this Commission meeting.

If you have any questions before or after the meeting, feel free to contact Dan Farnsworth, Metro COG at 701-532-5106 or [farnsworth@fmmetrocog.org](mailto:farnsworth@fmmetrocog.org).

# 17TH AVENUE CORRIDOR STUDY

## BACKGROUND

Fargo's 17th Avenue is a heavily used corridor that stretches the entire length of the city and into West Fargo. While it is primarily residential, the corridor supports some of the most intense retail and commercial development in the metro, including West Acres. It serves many major bicycle and pedestrian generators including schools and parks in West Fargo, Fargo, and Moorhead. This corridor is an important roadway for all modes of transportation.

The purpose of this study is to understand the current and long-term vision of 17th Avenue to identify and analyze the impacts of potential improvements which will address declining operations and the identified need for a cross-town bicycle route.

## APPROACH AND PUBLIC ENGAGEMENT

The approach to the 17th Avenue Corridor Study included three phases and spanned approximately 12 months. The first phase evaluated the existing issues and opportunities along the corridor, the second identified and analyzed possible solutions, and the third developed an implementation plan for the prioritized alternatives. The process incorporated significant public engagement through each phase including:

- » 4 Study Review Committee meetings
- » 2 Public Input Meetings, including a community bike audit and two public open houses

Additional public engagement tools included a survey, with more than 150 responses and a project website, with more than 1,600 unique visitors over the course of the study.

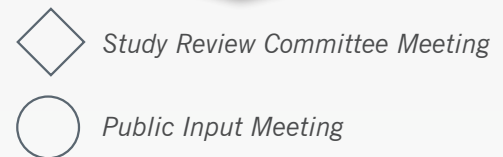
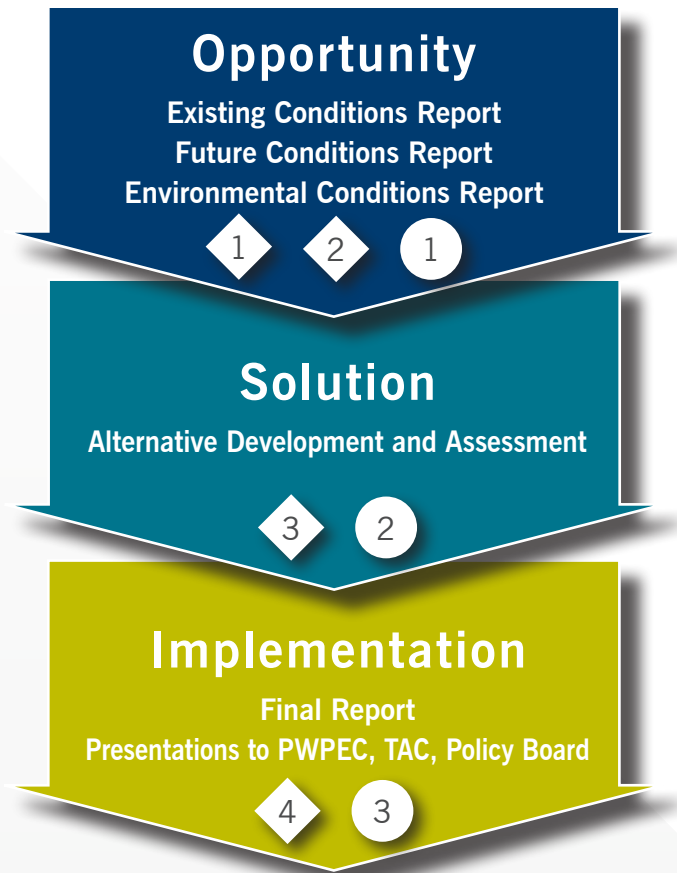
Throughout the study process, study review committee and public input was used to inform and prioritize the solutions, beginning with the value profiles for each segment of the corridor. These value profile weights identified the priorities for each segment of the corridor: vehicular efficiency and safety, pedestrian and bicycle mobility and safety, and cost and impacts. Vehicular efficiency and safety was a much higher concern west of I-29, while bicycle and pedestrian mobility and safety was a much higher concern east of I-29. These profiles helped the study calibrate needs and expectations of the corridor during the alternative's development and assessment.

The community and study review committee were also asked to prioritize the alternatives they supported and discard the ones they do not. These support scores were combined with the technical score to create a weighted overall score, which guided the prioritization of the alternatives.

## SUMMARY OF IMPLEMENTATION

The projects prioritized in this study would:

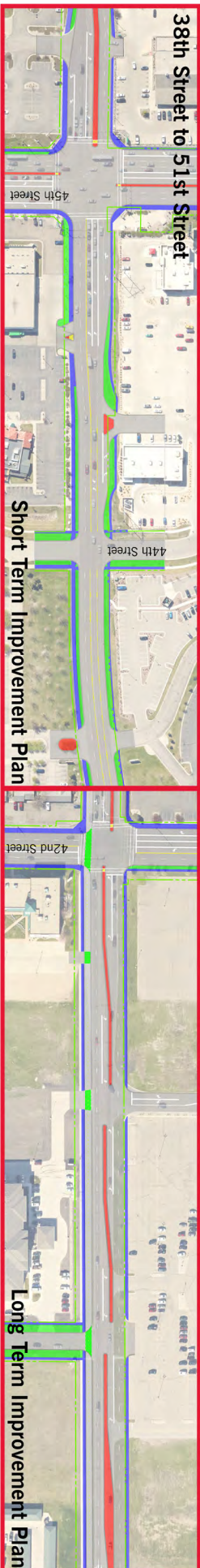
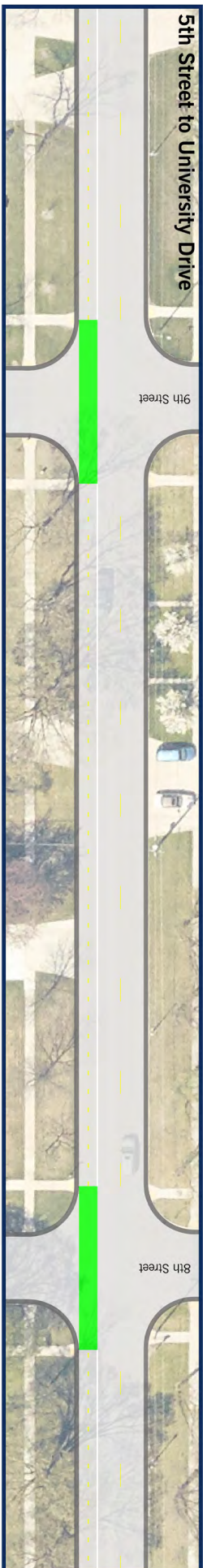
- » Create a bicycle corridor in Fargo that would extend from the eastern border and the Red River Trail across the city into West Fargo. Protected bicycle facilities reduce crashes up to 40 percent and increase ridership up to 171 percent compared to no bicycle facilities.



- » Mitigate congestion at five of the major intersections across the corridor. Reconfiguring lanes at 45th Street and 42nd Street will reduce queues and rear end crash potential. Roundabouts at 38th Street, 34th Street, and 32nd Street will improve operations at these locations and calm traffic speeds through that segment of the corridor.
- » Short-term improvements between 42nd Street and 45th Street would improve safety by reducing rear-end crash potential with a two-way center left-turn lane. This requires restriping to include 2 eastbound lanes, 1 two-way center left-turn lane, and 1 westbound lane.
- » Long-term improvements for 17th Avenue west of 38th Street were identified in the event development and redevelopment warranted additional capacity and to achieve the access management goal to support improved safety. These improvements included a median divided five-lane section from 38th Street to 47th Street and a buffered two-way cycle track to complete the high quality bicycle facility across the City of Fargo.
- » Improve pedestrian crossing safety at four key crossing locations (Essentia Health, South High School, West Gateway Circle intersection, and 43rd Street intersection).
- » Identify 15 locations for designated transit stops along the corridor.



# Summary of Highest Ranked Alternatives



5th Street to University Drive

University Drive to 25th Street

25th Street to 38th Street

38th Street to 51st Street

- » Remove on-street parking
- » Stripe two-way cycle track on south side
- » Raised crosswalk with overhead flashing beacon at Essentia Health crosswalk
- » Remove on-street parking
- » Stripe buffered and protected two-way cycle track on south side
- » Install rectangular rapid flashing beacon at Fargo South High School crosswalk
- » Roundabouts at 38th Street, 34th Street, and 32nd Street intersection
- » Stripe buffered and protected two-way cycle track on south side
- » Install rectangular rapid flashing beacon at West Gateway Circle crosswalk
- » Intersection improvements at 45th Street
- » Short term improvements to restripe 2 + 1 + 1 between 42nd Street and 45th Street
- » Long term improvements to include median divided 5-lane section and cycle track



## MEMORANDUM

**TO:** Planning Commission  
**FROM:** Donald Kress, Current Planning Coordinator  
**DATE:** October 31, 2018  
**RE:** Agenda Item E(3): 2019 Calendar---meeting dates

---

Please see the attached draft 2019 Planning Commission meeting calendar.

Planning Commission meetings are regularly scheduled for the first Tuesday of the month at 3:00 p.m. Please note the changes on the attached calendar:

- The January Planning Commission meeting is scheduled for Thursday, January 3 at 3:00 p.m. to avoid overlapping with the re-scheduled City Commission meeting, which will be on Wednesday, January 2.

Planning staff recommends the Commission adopt the 2019 Planning Commission meeting calendar as proposed.

**MEMORANDUM**

**TO: ALL DEPARTMENTS**

**FROM: ALBERT GIBSON, PLANNING AND DEVELOPMENT DEPARTMENT**

**DATE: OCTOBER 26, 2018**

**SUBJECT: 2019 PLANNING COMMISSION MEETING SCHEDULE**

Listed below are the Planning Commission meeting dates for the calendar year 2019.

**2019 Meeting Schedule**

<b>Planning Commission Meetings</b>
* January 3
February 5
March 5
April 2
May 7
June 4
July 2
August 6
September 3
October 1
November 5
December 3

Planning Commission meetings will be held at 3:00 p.m. in the City Commission Room at City Hall.

**\* Please Note: The 2018 Planning Commission meeting for January will be held as follows due to Holiday schedules: Thursday, January 3.**