



**PLANNING COMMISSION/BOARD OF ADJUSTMENT
MEETING AGENDA
JULY 15, 2025 AT 5:30 PM
HJEMKOMST CENTER AUDITORIUM - 202 1ST AVE N.**

Disclaimer: Voting requirements may be subject to changes in the law, parliamentary procedural matters, or other unforeseen issues. The City Attorney provides opinion on questions of voting requirements by the Moorhead City Code, Minnesota State Statutes, and parliamentary procedure.

1. Call to Order/Roll Call
2. Agenda Amendments
3. Approval of Minutes
 - A. May 5, 2025 minutes
4. Citizens To Be Heard
5. Public Hearing -- Planning Commission
 - A. Request of Lowry Engineering, on behalf of Prairie Parkway, II, LLC, for vacation of a 30 ft Red River Valley Cooperative easement at 4051 23rd St S
 - B. Request of Kwik Trip, Inc. for Conditional Use Permits for Dynamic Display Signs at 1409 Main Ave SE & 1100 30th Ave S
 - C. Request of Meridian Mortgage, LLC for the following related to Partridge Creek Addition:
 - a. Rezone from TZ: Transitional to RLD-3: Residential Low Density-3
 - b. Preliminary & Final Plat
6. Other Business
7. Reports/Information
8. Adjourn

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www.moorheadmn.gov



**PLANNING COMMISSION/BOARD OF ADJUSTMENT
MEETING MINUTES
MAY 05, 2025 AT 5:30 PM
HJEMKOMST CENTER AUDITORIUM - 202 1ST AVE N**

1. Call to Order/Roll Call

Roll call of the members was made as follows:

Present:

- Member: Wayne Ingersoll
- Member: Lindsie Schoenack
- Member: Brent Behm
- Member: Robert Seigel
- Member: Sebastian McDougall
- Member: Paul Krabbenhoft

Absent:

- Member: Jana Kasper

Chair Brent Behm called the meeting to order and attendance was noted.

2. Agenda Amendments

Staff requested item 7.A. be moved to the beginning of the agenda.

Motion to Approve Amended Agenda made by Robert Seigel and seconded by Sebastian McDougall

Motion Passed

For: 6; Ingersoll, Schoenack, Behm, Seigel, McDougall, Krabbenhoft

Against: 0; Abstain/Recuse: 0; Absent: 1; Kasper

3. Approval of Minutes

A. April 7, 2025 Minutes

Motion to Approve April 7, 2025 Minutes made by Paul Krabbenhoft and seconded by Robert Seigel

Motion Passed

For: 5; Schoenack, Behm, Seigel, McDougall, Krabbenhoft

Against: 0; Abstain/Recuse: 1; Ingersoll Absent: 1; Kasper

4. Citizens To Be Heard

None

5. Public Hearing -- Planning Commission

- A. Request of City of Moorhead for text amendments related to Use Regulations and City-wide Zoning Map Amendments related to Mixed Use parcels

Motion to Open Public Hearing made by Robert Seigel and seconded by Lindsie Schoenack

Motion Passed

For: 6; Ingersoll, Schoenack, Behm, Seigel, McDougall, Krabbenhoft
Against: 0; Abstain/Recuse: 0; Absent: 1; Kasper

Staff briefed the Commission on the request, which was part of the Onward Moorhead Comprehensive Plan implementation process. Staff mentioned this group of zoning map amendments focused on mixed use parcels and highlighted minor changes to use regulations for two-family dwellings and cannabis-related businesses.

No public comments have been received to date.

Staff recommended that the Planning Commission recommend approval to the City Council the Text Amendments related to Use Regulations and Zoning Map Amendments related to mixed use parcels.

There were no public comments at the meeting.

Motion to Close Public Hearing made by Robert Seigel and seconded by Lindsie Schoenack

Motion Passed

For: 6; Ingersoll, Schoenack, Behm, Seigel, McDougall, Krabbenhoft
Against: 0; Abstain/Recuse: 0; Absent: 1; Kasper

Motion to Recommend Approval to the City Council the Text Amendments to Title 10, Chapter 18, Use Regulations and Zoning Map Amendments related to Mixed Use Parcels made by Lindsie Schoenack and seconded by Robert Seigel

Motion Passed

For: 6; Ingersoll, Schoenack, Behm, Seigel, McDougall, Krabbenhoft
Against: 0; Abstain/Recuse: 0; Absent: 1; Kasper

6. Other Business

None

7. Reports / Information

A. Welcome new Ward 1 Planning Commissioner Wayne Ingersoll

8. Adjournment

Motion to Adjourn at 5:39 PM made by Robert Seigel and seconded by Sebastian McDougall

APPROVED BY:

ATTEST:

Brent Behm
Chair

Robin Huston
City Planner / Zoning Administrator

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



To: Moorhead Planning Commission
Prepared By: Forrest Steinhoff, Assistant City Planner
Date: July 15, 2025
Subject: Vacation of Easement – 4051 23rd St S

PLANNING COMMISSION REPORT

GENERAL INFORMATION

APPLICANT	Lowry Engineering, on behalf of Prairie Parkway II, LLC
REQUESTED ACTIONS	Vacation of a 30-foot Red River Valley Cooperative Utility Easement
PURPOSE	To facilitate mixed-use development
LEGAL DESCRIPTION	Lot 5, Block 1, Prairie Parkway 2 nd Addition
ADDRESS	4051 23 rd St S
PARCEL NUMBER(S)	58.625.0050
COMPREHENSIVE PLAN	Mixed Use
ZONING	MU-2: Neighborhood Mixed Use
EXISTING LAND USE	Vacant / Agricultural
SURROUNDING LAND USE	North: Park / Open Space (Southside Regional Park) West: Single-Family Residential South: 40 th Ave Drainage Ditch / Vacant / Agricultural East: Vacant / Agricultural
APPLICATION DATE	June 23, 2025
PUBLICATION DATE	June 26, 2025 and July 3, 2025

SUGGESTED ACTION

Recommend Approval. Based on the criteria for consideration, staff suggests that the Planning Commission recommend approval to the City Council the Vacation of Utility Easement within Prairie Parkway 2nd Addition, contingent on the following:

1. Owner/Applicant is responsible for any additional actions relating to extinguishing the easement with Red River Valley Cooperative.
2. Other existing easements running east/west on the north side of this parcel are not vacated along with this easement.
3. Owner/Applicant is responsible for rerouting and reestablishing easements for existing utilities.
4. Owner/Applicant to receive all required federal, state and local permits.

BACKGROUND & CONTEXT

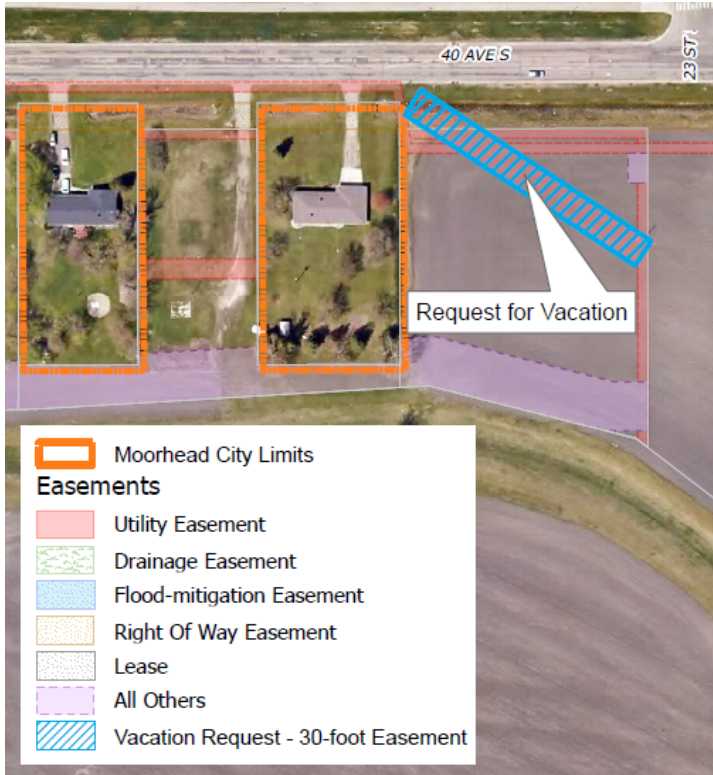
The request is to vacate an existing 30-foot Red River Valley Cooperative (RRVC) utility easement for electric lines that serve the two township parcels to the west of this parcel. RRVC services township parcels within city limits (i.e., parcels not attached to city).

This 1993 easement is no longer needed as these electrical lines are being relocated so they may continue to serve these homes and so that the developer may better utilize this parcel. No additional easements are needed.

PROPOSAL REVIEW

Utilities –Red River Valley Cooperative electric lines are located within the easement and they have approved relocation.

Public and private utility companies serving Moorhead were contacted. No comments were received. If any utilities are found during construction, the applicant is responsible for rerouting and reestablishing those utilities.



CONSIDERATION OF CRITERIA – VACATIONS

CITY OF MOORHEAD CHARTER

SECTION 13.06. VACATION OF STREETS. The council may by resolution and in accordance with law vacate a street, alley, public grounds, public way, or part thereof, in the city. The vacation may be made after 14 days' published notice and 10 days' mailed notice to affected property owners of a public hearing before the council or planning commission on the matter. Failure to give mailed notice or any defect in the notices does not invalidate the proceedings. The clerk must give a notice of completion of the vacation proceedings with the appropriate county officer. Failure to file the notice does not invalidate the proceeding.

MOORHEAD CITY CODE

1-12-6: R. VACATION OF STREETS AND ABANDONED FACILITIES: If the city vacates a right of way that contains the facilities of the operator, and the right of way vacation does not require the relocation of the operator's facilities, the city shall, except when it would not be in the public interest, reserve to and for itself and all right of way users having facilities in the vacated right of way, the right to install, maintain and operate any facilities in the vacated right of way, and to enter upon the right of way at any time to reconstruct, inspect, maintain, or repair the facilities. If the city vacates a right of way that contains the facilities of the operator, and the right of way vacation requires the relocation of operator's facilities, payment of the relocation costs must be determined as follows: 1) if vacation proceedings are initiated by the operator, the operator must pay the relocation costs; 2) if the vacation proceedings are initiated by the city for a public project, the operator must pay the relocation costs, unless otherwise agreed to by the city and the operator; or 3) if the vacation proceedings are initiated for the purpose of benefiting a person other than the operator, the benefited person must pay the relocation costs. Operator shall notify the local government unit when facilities are to be abandoned. The operator shall remove them from the right of way if required in conjunction with other right of way repair, excavation, or construction, unless this requirement is waived by the city.

MINNESOTA STATUTES

412.851 VACATION OF STREETS.

The council may by resolution vacate any street, alley, public grounds, public way, or any part thereof, on its own motion or on petition of a majority of the owners of land abutting on the street, alley, public grounds, public way, or part thereof to be vacated. When there has been no petition, the resolution may be adopted only by a vote of four-fifths of all members of the council. No vacation shall be made unless it appears in the interest of the public to do so after a hearing preceded by two weeks published and posted notice. The council shall cause written notice of the hearing to be mailed to each property owner affected by the proposed vacation at least ten days before the hearing. The notice must contain, at minimum, a copy of the petition or proposed resolution as well as the time, place, and date of the hearing. In addition, if the street, alley, public grounds, public way, or any part thereof terminates at, abuts upon, or is adjacent to any public water, written notice of the petition or proposed resolution must be served by certified mail upon the commissioner of natural resources at least 60 days before the hearing on the matter. The notice to the commissioner of natural resources does not create a right of intervention by the commissioner. At least 15 days prior to convening the hearing required under this section, the council or its designee must consult with the commissioner of natural resources to review the proposed vacation. The commissioner must evaluate: (1) the proposed vacation and the public benefits to do so; (2) the present and potential use of the land for access to public waters; and (3) how the vacation would impact conservation of natural resources.

The commissioner must advise the city council or its designee accordingly upon the evaluation. After a resolution of vacation is adopted, the clerk shall prepare a notice of completion of the proceedings which shall contain the name of the city, an identification of the vacation, a statement of the time of completion thereof, and a description of the real estate and lands affected thereby. The notice shall be presented to the county auditor who shall enter the same in the transfer records and note upon the instrument, over official signature, the words "entered in the transfer record." The notice shall then be recorded with the county recorder. Any failure to file the notice shall not invalidate any vacation proceedings.

PUBLIC NOTIFICATION & COMMENTS

Notification:

Required notification was published in The FM Extra on June 26 and July 3, 2025. Notices were mailed to all affected property owners and local utilities.

Comments:

No public comments have been received to date.

ATTACHMENTS

1. Findings of Fact - Vacation
2. General Location Map
3. Notice of Hearing/Parties notified

EXHIBIT A

Easement Vacation Moorhead Planning Commission Findings of Fact

REQUEST: Vacation of 30-foot Red River Valley Cooperative Electric Utility Easement

LOCATION: 4051 23rd Street S – Parcel 58.625.0050

OWNER/APPLICANT: Lowry Engineering, on behalf of Prairie Parkway II, LLC

FILE NO: 25P012

WHEREAS, the Moorhead Planning Commission received a full and complete application for Vacation of Easement within Prairie Parkway 2nd Addition, described as:

A 30-foot Red River Valley Cooperative electric easement in the NE corner of Lot 5, Block 1, Prairie Parkway 2nd Addition; and

WHEREAS, the vacation is no longer needed as the electrical lines are being relocated; and

WHEREAS, the Moorhead Planning Commission held a public hearing on the aforementioned request on July 15, 2025; and

WHEREAS, upon considering the application, staff report and analysis, public testimony and comment, and all other pertinent and available information, the Moorhead Planning Commission finds the following:

Findings of Fact

- A full and complete application was filed by Lowry Engineering, on behalf of Prairie Parkway II, LLC, received on June 23, 2025 (herein referred to as “Application”) seeking a Vacation of Easement within Prairie Parkway 2nd Addition, legally described as:

A 30-foot Red River Valley Cooperative electric easement in the NE corner of Lot 5, Block 1, Prairie Parkway 2nd Addition.
- The request is to accommodate mixed-use development.
- A public hearing was held by the Planning Commission on July 15, 2025 on the application allowing all interested persons an opportunity to speak, full and complete record of which is detailed in the minutes of the Moorhead Planning Commission.
- The request has been found consistent with the following considerations:
 - A. The proposed action has been considered in relation to the specific policies and provisions of, and has been found to be consistent with, the official City Comprehensive Plan and with the purpose of the zoning district in which the applicant intends to locate the proposed use.
 - The proposed vacation is consistent with the 2022 Comprehensive Plan and Zoning Code.
 - B. The proposed vacation request is compatible with the present and future uses of the area.
 - The proposed vacation will not be detrimental to traffic, circulation, access, emergency services, or utilities facilities.
 - C. The proposed action will benefit the public interest.
 - The proposed vacation will accommodate mixed-use development. The proposed action has been considered in relation to City Charter, City Code and MN State Statutes and Rules and has been found consistent with said regulations.

NOW, THEREFORE, BE IT RESOLVED by the Moorhead Planning Commission that based upon the above Findings of Fact, the request of Lowry Engineering, on behalf of Prairie Parkway II, LLC, for Vacation of Easement within Prairie Parkway 2nd Addition, legally described as:

A 30-foot Red River Valley Cooperative electric easement in the NE corner of Lot 5, Block 1, Prairie Parkway 2nd Addition

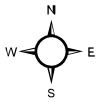
is hereby approved contingent upon:

1. Owner/Applicant is responsible for any additional actions relating to extinguishing the easement with Red River Valley Cooperative.
2. Other existing easements running east/west on the north side of this parcel are not vacated along with this easement.
3. Owner/Applicant is responsible for rerouting and reestablishing easements for existing utilities.
4. Owner/Applicant to receive all required federal, state and local permits.

PASSED by the Moorhead Planning Commission this 15th day of July, 2025.

Brent Behm, Chair
Moorhead Planning Commission

Attest: Robin Huston,
City Planner/Zoning Administrator



**General Location Map
Vacation of Easement
4051 23rd St S - 58.625.0050
30-foot Utility Easement**



INTERESTED PARTY
304 10TH ST N
FARGO, ND 58102

INTERESTED PARTY
2073 40TH AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
2129 40TH AVE S
MOORHEAD, MN 56560

XCEL ENERGY
2302 GREAT NORTHERN DR
FARGO, ND 58108

LUMEN TECHNOLOGIES
ATTN: ENGINEERING
302 29th St N
FARGO, ND 58102

SPARKLIGHT
1024 PAGE DR
FARGO, ND 58103

MPS ELECTRIC DIVISION
PO BOX 779
MOORHEAD, MN 56560

MPS WATER DIVISION
PO BOX 779
MOORHEAD, MN 56560

ARVIG
150 2ND ST SW
PERHAM, MN 56573

NUSTAR
1101 SE MAIN AVE
MOORHEAD, MN 56560

RRVC
PO BOX 358
HALSTAD, MN 56548

RRT
PO BOX 136
ABERCROMBIE, ND 58001

MAGELLAN
902 MAIN AVE
WEST FARGO, ND 58078

MIDCO
50 22ND ST E
WEST FARGO, ND 58078

702 COMMUNICATIONS
702 MAIN AVE
MOORHEAD, MN 56560

WINDSTREAM
P.O. BOX 310
BIG LAKE, MN 55309

SHAL NETWORKS
PO BOX 310
BIG LAKE, MN 55309

AT&T
409 1ST AVE N
FARGO, ND 58102

CONSOLIDATED
COMMUNICATIONS
3312 42ND ST S, STE 100
FARGO, ND 58104

DAKOTA CARRIER NETWORK
3901 GREAT PLAINS DR S
FARGO, ND 58104

Public Hearing Notice

Notice is hereby given that the Planning Commission of the City of Moorhead will hold a Public Hearing at the Hjemkomst Center Auditorium, 202 1st Ave N, on Tuesday, July 15, 2025 at 5:30 pm to consider the following item:

1. Request of Lowry Engineering, on behalf of Prairie Parkway, II, LLC, for vacation of a 30 ft Red River Valley Cooperative easement in the NE corner of:

4051 23rd St S – 58.625.0050 – Lot 5, Block 1, Prairie Parkway 2nd Addition

At the hearing, the City of Moorhead will afford an opportunity for interested persons to be heard with respect to these items.

If you cannot attend the hearing in person and wish to make a comment, please submit oral or written comments no later than noon the day of the meeting to:

Planning & Zoning, PO Box 779, Moorhead, MN 56561 or contact staff at planning@moorheadmn.gov or 218.299.5374.

The meeting will be live-streamed on the City's YouTube Channel www.youtube.com/moorhead and on Moorhead Community Access Media (MCAM) - Midco Channel 12 or Sparklight Channel 58.

To request this information in a different language, please contact: 218.299.5374

Para solicitar esta información en otro idioma, comuníquese con: 218.299.5374

Ji bo daxwaza vê agahdariyê bi zimanekî din, ji kerema xwe re têkiliyê pêve bikin: 218.299.5374

Si aad u codsato macluumaadkan oo ku qoran luqad kale, fadlan la xiriir: 218.299.5374

218.299.5374 لطلب هذه المعلومات بلغة مختلفة ، يرجى الاتصال بـ:

Published this 26th day of June, 2025.

Bill: Planning

2 Columns Wide, 8 Point Type

Thursday, June 26

Contact: Robin Huston, 218.299.5374

Public Hearing Notice

Notice is hereby given that the Planning Commission of the City of Moorhead will hold a Public Hearing at the Hjemkomst Center Auditorium, 202 1st Ave N, on Tuesday, July 15, 2025 at 5:30 pm to consider the following items:

1. Request of Lowry Engineering, on behalf of Prairie Parkway, II, LLC, for vacation of a 30 ft Red River Valley Cooperative easement in the NE corner of:

4051 23rd St S – 58.625.0050 – Lot 5, Block 1, Prairie Parkway 2nd Addition
2. Request of Kwik Trip, Inc. for a Conditional Use Permit for a Dynamic Display Sign in MU-4: Gateway Mixed Use at:

1100 30th Ave S – 58.163.0020 – Lot 2, Block 1, Comstock's Sixth Addition
3. Request of Kwik Trip, Inc. for a Conditional Use Permit for a Dynamic Display Sign in CC: Community Commercial at:

1409 Main Ave SE – 58.801.0020 – Lot 2, Block 1, Twelfth Avenue Business Park Second Addition
4. Request of Meridian Mortgage, LLC for the following relating to Partridge Creek Addition at 4301 28th St S (Parcel 58.900.2855) and 0 40th Ave S (Parcel 58.900.2865), legally described as part of the Northeast Quarter of Section 28, Township 139 North, Range 48 West of the Fifth Principal Meridian, Clay County, Minnesota (abbreviated description – full description available upon request):
 - a. Zoning Map Amendment from TZ: Transitional to RLD-3: Residential Low Density-3
 - b. Preliminary Plat
 - c. Final Plat

At the hearing, the City of Moorhead will afford an opportunity for interested persons to be heard with respect to these items.

If you cannot attend the hearing in person and wish to make a comment, please submit oral or written comments no later than noon the day of the meeting to:

Planning & Zoning, PO Box 779, Moorhead, MN 56561 or contact staff at planning@moorheadmn.gov or 218.299.5374.

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Ji bo daxwaza vê agahdariyê bi zimanekî din, ji kerema xwe re têkiliyê pêve bikin: 218.299.5374

Si aad u codsato macluumaadkan oo ku qoran luqad kale, fadlan la xiriiir: 218.299.5374

218.299.5374 لطلب هذه المعلومات بلغة مختلفة، يرجى الاتصال بـ:

Published this 3rd day of July, 2025.

Bill: Planning

2 Columns Wide, 8 Point Type

Thursday, July 3

Contact: Robin Huston, 218.299.5374



To: Moorhead Planning Commission
Prepared By: Ethan Johnk, Assistant City Planner
Date: July 15, 2025
Subject: Conditional Use Permit – Dynamic Display Sign – 1100 30th Ave S & 1409 Main Ave SE

PLANNING COMMISSION REPORT

GENERAL INFORMATION

APPLICANT	Kwik Trip, Inc
REQUESTED ACTION	Conditional Use Permits for the installation of On-Premise Dynamic Display Signs (DDS)
ADDRESS/PARCEL NUMBER/LEGAL	<p><u>1100 30th Ave S</u> 58.163.0020 Lot 2, Block 1, Comstock's 6th Add</p> <p><u>1409 Main Ave SE</u> 58.801.0020 Lot 2, Block 1, Twelfth Avenue Business Park 2nd Add</p>
ZONING/COMPREHENSIVE PLAN	<p><u>1100 30th Ave S</u> MU-4: Gateway Mixed Use/Mixed Use</p> <p><u>1409 Main Ave SE</u> CC: Community Commercial/Commercial</p>
EXISTING/ SURROUNDING LAND USE	<p><u>1100 30th Ave S - Vacant</u> North: Hotel West: 11th St S / Auto Sales South: 30th Ave S / Religious Institution East: 12th St S / Medical Facility (Biolife)</p> <p><u>1409 Main Ave SE - Vacant</u> Northeast: Main Ave SE Northwest: Light Industrial / Shop Condominiums Southeast: 16th Ave S / Industrial Southwest: Light Industrial</p>
APPLICATION DATE/60-DAY DEADLINE	June 3, 2025 / August 1, 2025
PUBLICATION DATE	July 3, 2025

SUGGESTED ACTION

Recommend Approval. Based on the criteria for consideration, staff suggests that the Planning Commission recommend approval to the City Council the Conditional Use Permits to allow the installation of on-premise Dynamic Display Signs at 1100 30th Ave S and 1409 Main Ave SE and related Findings of Fact, contingent on the following:

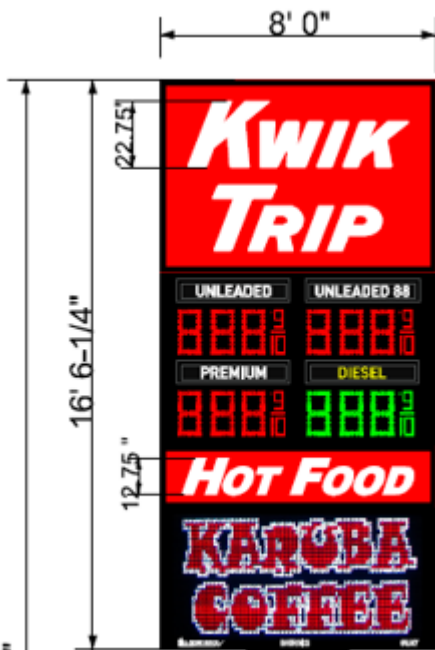
1. No sign may be placed within 200 feet of residential use.
2. Sign may not face residential uses.
3. Sign must meet sign and visibility standards in 10-22-3 and 10-19-16.
4. One (1) double-sided frame is permit per free-standing sign structure.
5. Sound from sign is prohibited.
6. Sign may not change lighted display to create a visual nuisance by having rapid rotating, revolving, scrolling, flashing, blinking, strobing, etc.
7. Sign illumination may not be brighter than reasonably necessary for clear and adequate visibility.

8. All sources of artificial light other than streetlights shall be fixed, directed, or designed so that the source of light is directed away from adjoining residences, streets, or sidewalks.
9. Sign may not be of such intensity or brilliance as to impair the vision of a motor vehicle driver with average eyesight or to otherwise interfere with a driver's operation of a motor vehicle.
10. Sign shall be equipped with a functioning dimming mechanism.
11. Installer is obligated to check for any or all underground utilities or services before excavating for sign foundation.
12. All sign installations shall conform to Minnesota Department of Transportation and Federal aviation regulations, wherever applicable, and receive written permission, as required.
13. Owner/Applicant to receive all required federal, state and local permits.

BACKGROUND & CONTEXT

Kwik Trip, Inc is requesting Conditional Use Permits to install On Premise Dynamic Display Signs at two new gas station/convenience store sites. Under recent text amendments, this type of sign now requires a Conditional Use Permit in both the MU-4: Gateway Mixed Use and CC: Community Commercial zoning districts.

Both proposed signs are 32.9 square feet, which is within the allowable square footage for signage on the new free-standing sign at each location:



1100 30th Ave S:

DDS portion of Freestanding Sign Area: 32.9 sf
 Total Freestanding Sign Area: 132.16 sf (including DDS)
 Allowable Freestanding Sign Area: 987.81 sf

1409 Main Ave SE

DDS portion of Freestanding Sign Area: 32.9 sf
 Total Sign Area: 132.16 sf (including DDS)
 Allowable Freestanding Sign Area: 987.81 sf

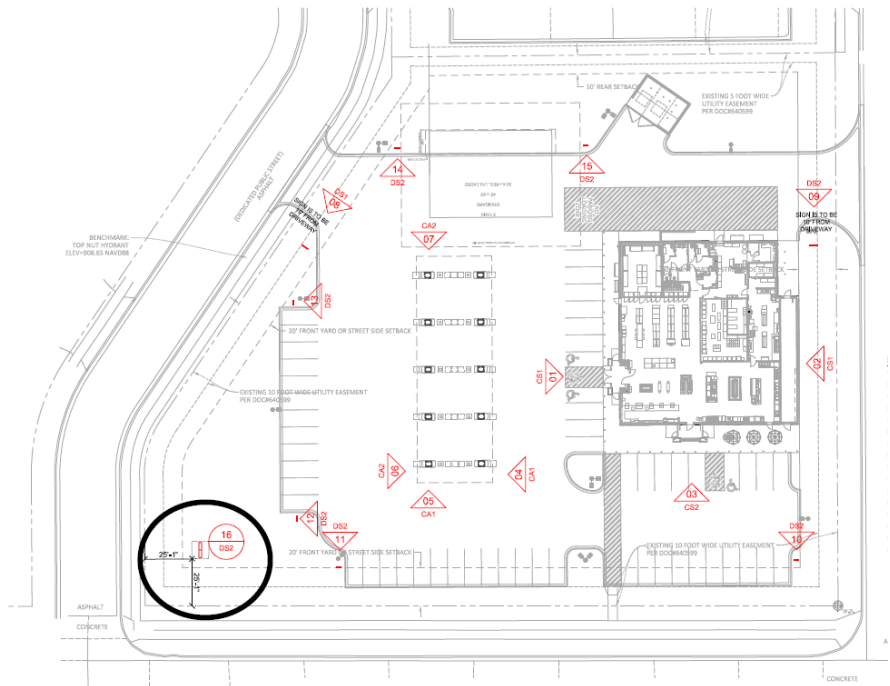
PROPOSAL REVIEW

Context – The request is intended to provide signage for two new gas station/convenience store sites.

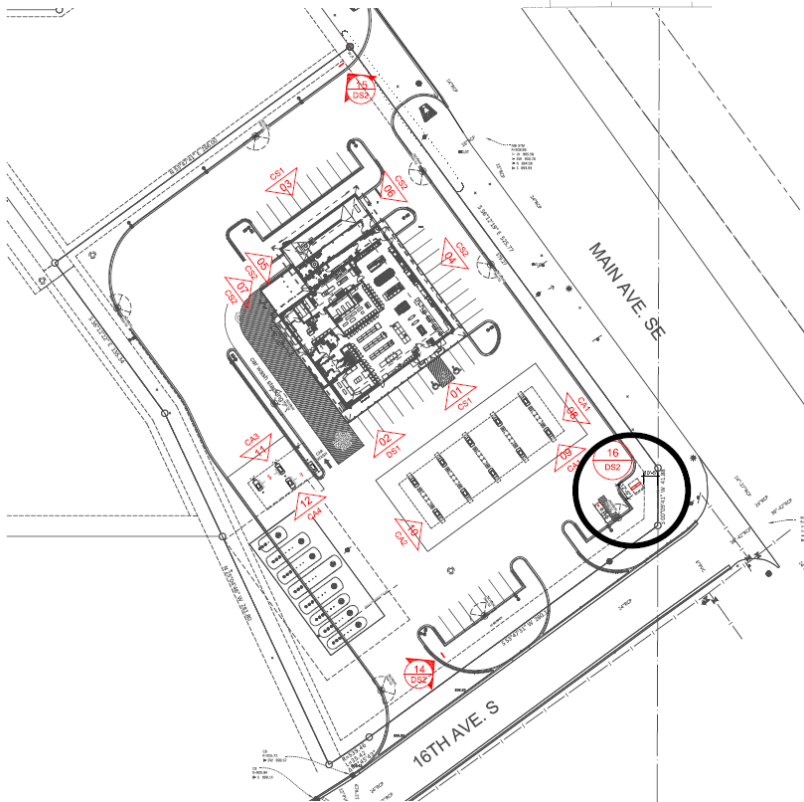
Location – The proposed signs would be at least 200 ft from all adjacent residential uses.

Visibility – Proposed signs appear to meet visibility standards as required by 10-22-3 and 10-19-16.

Zoning/Future Land Use – On Premise Dynamic Display Signs are Conditional Uses in the CC: Community Commercial and MU-4: Gateway Mixed Use zoning districts.



Sign Location Map – 1100 30th Ave S



Sign Location Map – 1409 Main Ave SE

Dynamic Display Signs are defined as: “any characteristics of a sign that appear to have movement or that appear to change, caused by any method other than physically removing and replacing the sign or its components, whether apparent movement or change is in the display, the sign structure, or any other component of the sign. This includes a display that incorporates a technology or method allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components. This also includes any rotating, revolving, moving, flashing, blinking, or animated display and any display that incorporates rotating panels, LED

lights manipulated through digital input, “digital

ink” or any other method or technology that allows the sign face to present a series of images or displays.”

Dynamic Display Signs must meet the following criteria:

On Premise Dynamic Display Signs (DDS)	
Base sign code	See 10-22-7 for wall and freestanding sign requirements for quantity, height, area
Location	<ol style="list-style-type: none"> 1. No sign may be placed within two hundred feet (200') of a residential use unless sign is completely blocked by an adjacent structure (measured by a straight line from base of sign to closest residential use property line). 2. If sign permitted, sign may not face a residential use (i.e., if sign can be oriented otherwise, sign may be permitted).
Visibility	<ol style="list-style-type: none"> 1. Signs must meet sign and visibility standards in 10-22-3 and 10-19-16.
Design elements	<ol style="list-style-type: none"> 1. DDS: One (1) double-sided frame is permitted per freestanding sign structure. 2. Static: In conjunction with multi-tenant static freestanding signs, only one (1) double-sided DDS frame is permitted. 3. Sound from signs prohibited. 4. Signs may not change lighted display to create a visual nuisance by having rapid rotating, revolving, scrolling, flashing, blinking, strobing, etc.
Brightness	<ol style="list-style-type: none"> 1. Sign illumination may not be brighter than reasonably necessary for clear and adequate visibility. 2. All sources of artificial light other than streetlights shall be fixed, directed, or designed so that the source of light is directed away from adjoining residences, streets, or sidewalks 3. Sign may not be of such intensity or brilliance as to impair the vision of a motor vehicle driver with average eyesight or to otherwise interfere with a driver's operation of a motor vehicle. 4. Sign may not be of such intensity or brilliance that it interferes with the effectiveness of an official traffic sign, device or signal. 5. New signs from the date of this section shall be equipped with a functioning dimming mechanism. 6. Signs in MU-1 and MU-3 zones must either be turned off at 10 pm each night and turned on no sooner than 8 am or have a set a static message during that time
Other	<p>It is the obligation of the installer to check for any or all underground utilities or services before excavating for sign foundations.</p> <p>All sign installations shall conform to Minnesota Department of Transportation and Federal aviation regulations wherever applicable and receive written permission as required.</p>

POLICY CONSIDERATIONS

The Planning Commission has the authority to make recommendations to the City Council, who has the authority to grant or deny the conditional use permit.

CONSIDERATION OF CRITERIA

Section 10-4-3E of the Moorhead Zoning Ordinance states that the Planning Commission and City Council shall consider possible adverse effects of the proposed conditional use. Their judgment shall be based upon, but not limited to, the following factors:

1. The proposed action has been considered in relation to the specific policies and provisions of, and has been found to be consistent with, the official city comprehensive plan and with the purposes of the zoning district in which the applicant intends to locate the proposed use.
 - On Premise Dynamic Display Signs are consistent with the 2022 Onward Moorhead Comprehensive Plan and with the purposes of the MU-4: Gateway Mixed Use and CC: Community Commercial zoning districts.
2. The proposed use is or will be compatible with the present and future uses of the area;
 - The proposed On Premise Dynamic Display Signs are compatible with the present and future uses of the area as there are other Dynamic Display Signs in the area.
3. The proposed use conforms with all performance standards contained herein (i.e. parking, loading, noise, etc.).
 - During plan review, all performance standards will be reviewed to meet Moorhead City Code and Minnesota Building Code.
4. The proposed use will not tend to or actually have an adverse effect on the area in which it is proposed.
 - The proposed use will not tend to or actually have an adverse effect on the area in which it is proposed.
5. Traffic generated by the proposed use is within the capabilities of streets serving the property.
 - No additional traffic will be generated by the proposed signs.
6. The proposed use can be accommodated by public services and facilities including parks, schools, streets and utilities, and will not overburden the City's service capacity.
 - The proposed use can be accommodated by the existing public services and facilities and will not overburden the City's service capacity.

After review of the consideration of criteria noted above, staff recommends approval of the requested Conditional Use Permit with the conditions noted below. The conditions were developed based upon the above noted criteria and to address the general welfare, health and safety of the neighborhood.

1. No sign may be placed within 200 feet of residential use.
2. Sign may not face residential uses.
3. Sign must meet sign and visibility standards in 10-22-3 and 10-19-16.
4. One (1) double-sided frame is permit per free-standing sign structure.
5. Sound from sign is prohibited.

6. Sign may not change lighted display to create a visual nuisance by having rapid rotating, revolving, scrolling, flashing, blinking, strobing, etc.
7. Sign illumination may not be brighter than reasonably necessary for clear and adequate visibility.
8. All sources of artificial light other than streetlights shall be fixed, directed, or designed so that the source of light is directed away from adjoining residences, streets, or sidewalks.
9. Sign may not be of such intensity or brilliance as to impair the vision of a motor vehicle driver with average eyesight or to otherwise interfere with a driver's operation of a motor vehicle.
10. Sign shall be equipped with a functioning dimming mechanism.
11. Installer is obligated to check for any or all underground utilities or services before excavating for sign foundation.
12. All sign installations shall conform to Minnesota Department of Transportation and Federal aviation regulations, wherever applicable, and receive written permission, as required.
13. Owner/Applicant to receive all required federal, state and local permits.

PUBLIC NOTIFICATION & COMMENTS

Notification:

Required notification was published in The FM Extra on July 3, 2025 and mailed to adjacent property owners within 350 feet of the site.

Comments:

No public comments received to date.

ATTACHMENTS

1. Findings of Fact(s)
2. General Location, Future Land Use, and Zoning Maps
3. Notice of Hearing/Parties notified

**Conditional Use Permit
Moorhead Planning Commission
Findings of Fact**

REQUEST: Conditional Use Permit - On Premise Dynamic Display Sign in MU-4: Gateway Mixed Use
LOCATION: 1100 30th Avenue South – Parcel 58.163.0020
APPLICANT/OWNER: Kwik Trip, Inc.
FILE NO: 24P010

WHEREAS, the Moorhead Planning Commission received a full and complete application for a Conditional Use Permit - On Premise Dynamic Display Sign in MU-4: Gateway Mixed Use; and

WHEREAS, the Moorhead Planning Commission held a public hearing on the aforementioned request on July 15, 2025; and

WHEREAS, upon considering the Conditional Use Permit application, staff report and analysis, public testimony and comment, and all other pertinent and available information, the Moorhead Planning Commission finds the following:

Findings of Fact

1. A full and complete application was filed by Kwik Trip, Inc and received on June 3, 2025 (herein referred to as “Application”) seeking a Conditional Use Permit - On Premise Dynamic Display Sign in MU-4: Gateway Mixed Use at 1100 30th Ave S, Parcel 58.163.0020, legally described as:

Lot 2, Block 1, Comstock’s 6th Addition, City of Moorhead, Clay County, Minnesota.
2. The property is zoned MU4: Gateway Mixed Use, which permits On Premise Dynamic Display Signs as a conditional use.
3. A public hearing was held by the Planning Commission on July 15, 2025 on the Application allowing all interested persons an opportunity to speak, full and complete record of which is detailed in the minutes of the Moorhead Planning Commission.
4. The request is consistent with the general intent of the MU4: Gateway Mixed Use zoning district.
5. The request has been found consistent with the following considerations regarding the possible adverse effects of the requested Conditional Use Permits (Section 10-4-3E):
 - a. The proposed action has been considered in relation to the specific policies and provisions of, and has been found to be consistent with, the official City Comprehensive Plan and with the purposes of the zoning district in which the applicant intends to locate the proposed use.
 - On Premise Dynamic Display Signs are a conditional use in the MU4: Gateway Mixed Use zoning district and the property is guided toward Mixed Use in the 2022 Comprehensive Land Use Plan
 - b. The proposed use is or will be compatible with the present and future uses of the area;
 - The proposed Dynamic Display Signs are compatible with the present and future uses of the area as there are other Dynamic Display Signs in the area.
 - c. The proposed use conforms with all performance standards contained herein (i.e. parking, loading, noise, etc.).
 - During plan review, all performance standards will be reviewed to meet Moorhead City Code and Minnesota Building Code.
 - d. The proposed use will not tend to or actually have an adverse effect on the area in which it is proposed.

- The proposed use will not tend to or actually have an adverse effect on the area in which it is proposed.
- e. Traffic generated by the proposed use is within the capabilities of streets serving the property.
- No additional traffic will be generated by the proposed signs.
- f. The proposed use can be accommodated by public services and facilities including parks, schools, streets and utilities, and will not overburden the City's service capacity.
- The proposed use can be accommodated by the existing public services and facilities that currently serve the property.

NOW, THEREFORE, BE IT RESOLVED by the Moorhead Planning Commission that based upon the above Findings of Fact, the request of Kwik Trip, Inc and received on June 3, 2025 (herein referred to as "Application") seeking a Conditional Use Permit - On Premise Dynamic Display Sign in MU-4: Gateway Mixed Use at 1100 30th Ave S, Parcel 58.163.0020, legally described as:

Lot 2, Block 1, Comstock's 6th Addition, City of Moorhead, Clay County, Minnesota.

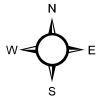
is hereby approved contingent upon:

1. No sign may be placed within 200 feet of residential use.
2. Sign may not face residential uses.
3. Sign must meet sign and visibility standards in 10-22-3 and 10-19-16.
4. One (1) double-sided frame is permit per free-standing sign structure.
5. Sound from sign is prohibited.
6. Sign may not change lighted display to create a visual nuisance by having rapid rotating, revolving, scrolling, flashing, blinking, strobing, etc.
7. Sign illumination may not be brighter than reasonably necessary for clear and adequate visibility.
8. All sources of artificial light other than streetlights shall be fixed, directed, or designed so that the source of light is directed away from adjoining residences, streets, or sidewalks.
9. Sign may not be of such intensity or brilliance as to impair the vision of a motor vehicle driver with average eyesight or to otherwise interfere with a driver's operation of a motor vehicle.
10. Sign shall be equipped with a functioning dimming mechanism.
11. Installer is obligated to check for any or all underground utilities or services before excavating for sign foundation.
12. All sign installations shall conform to Minnesota Department of Transportation and Federal aviation regulations, wherever applicable, and receive written permission, as required.
13. Owner/Applicant to receive all required federal, state and local permits.

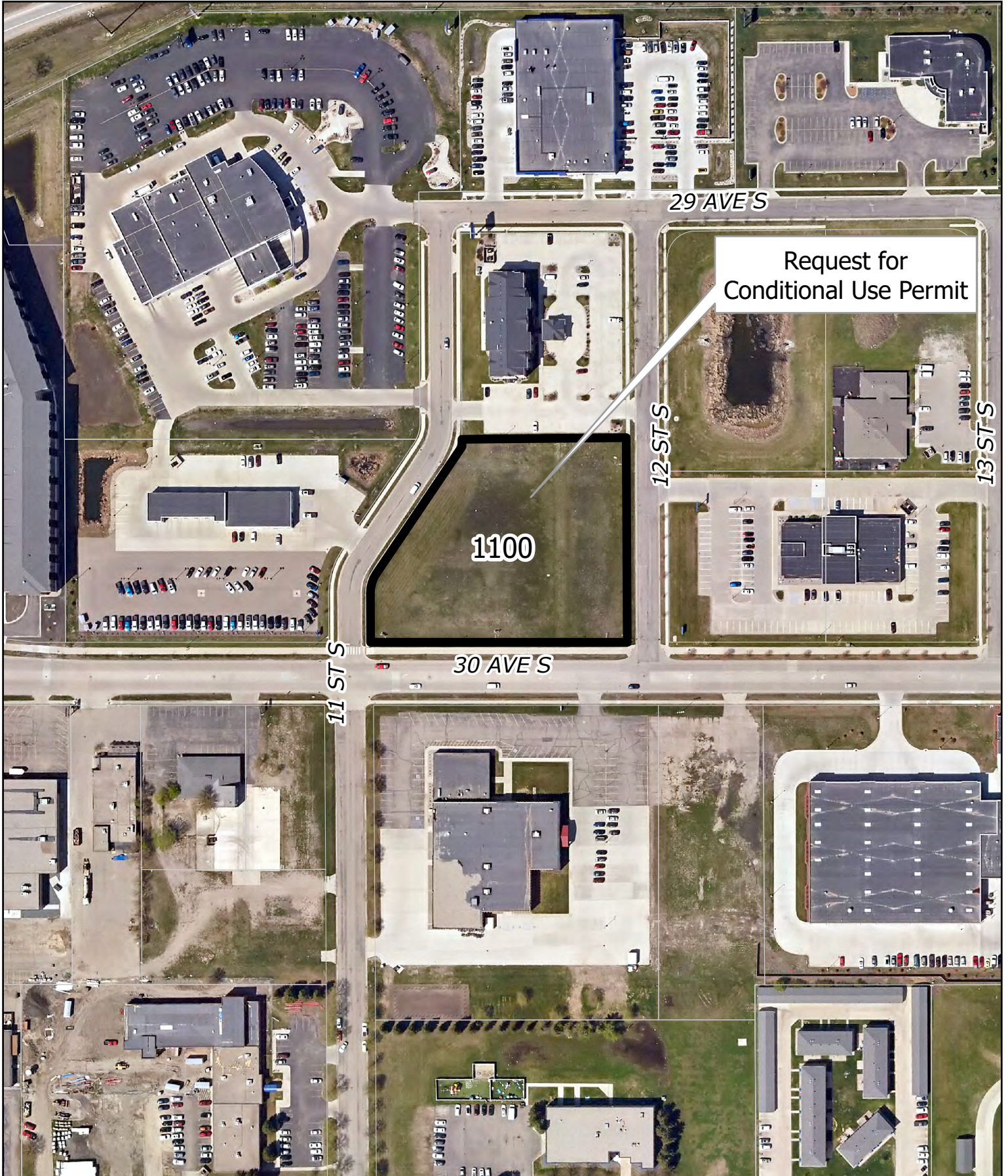
PASSED by the Moorhead Planning Commission this 15th day of July, 2025.

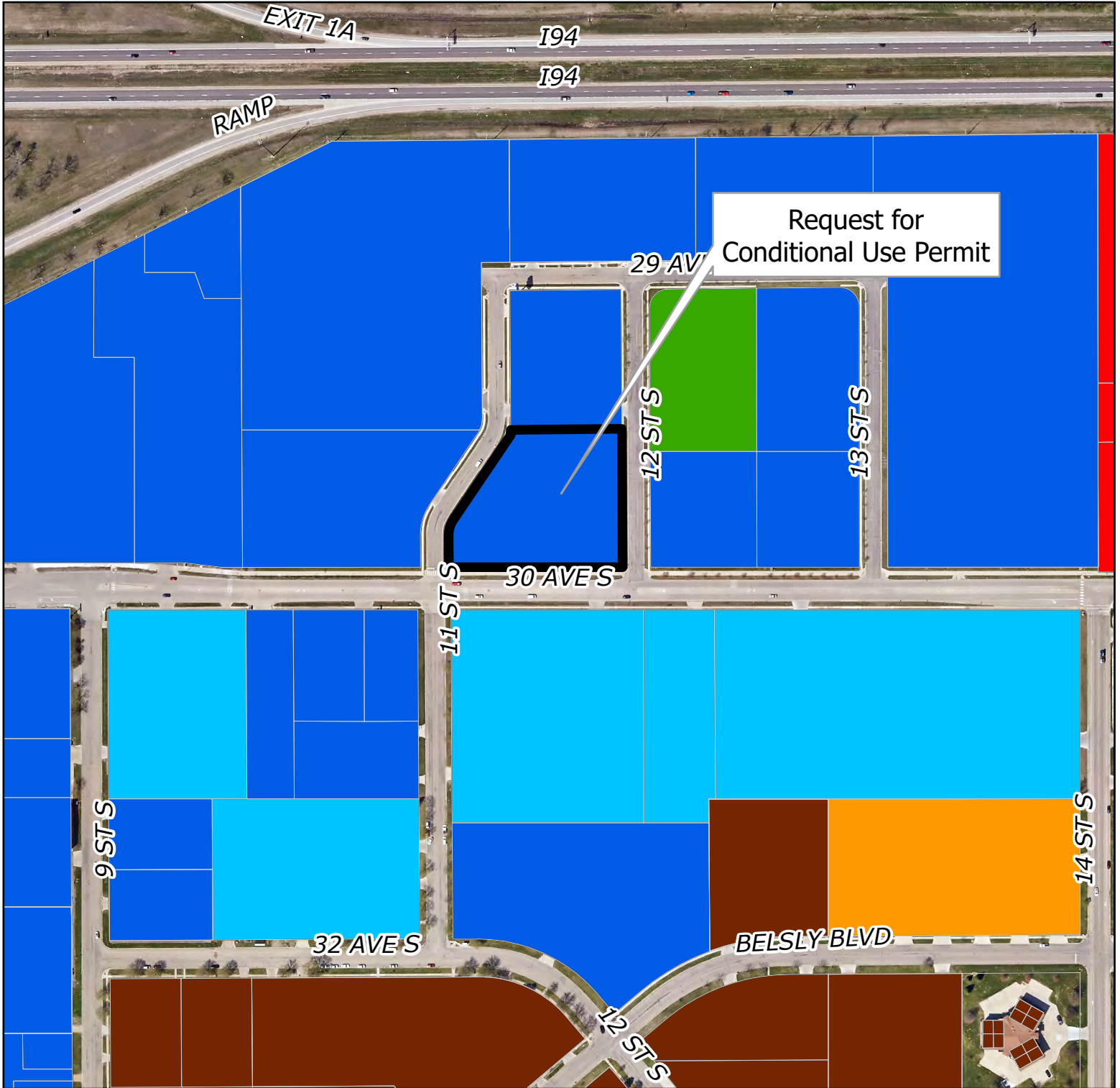
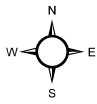
Brent Behm, Chair
Moorhead Planning Commission

Attest: Robin Huston,
City Planner/Zoning Administrator



















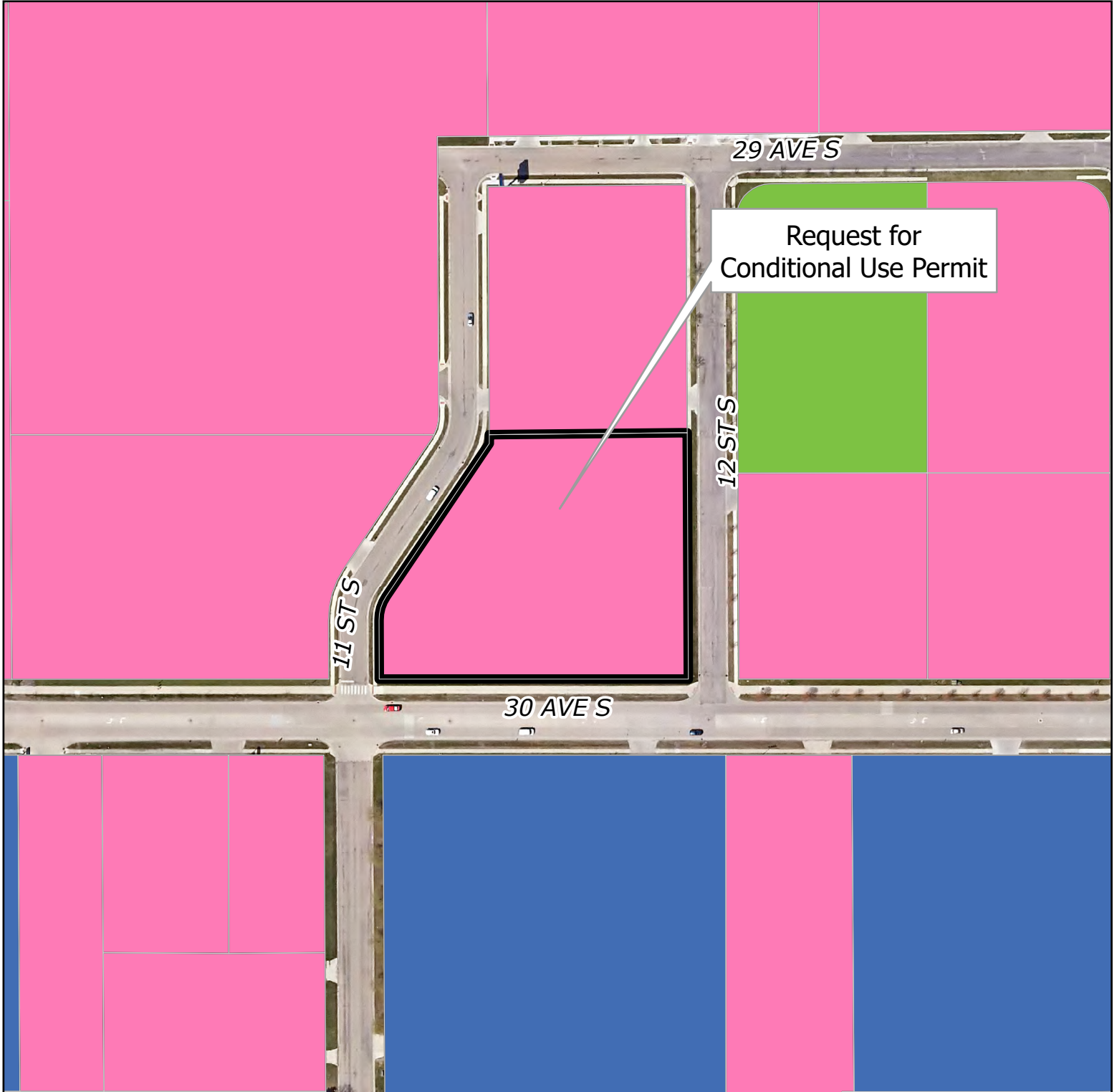
General Location Map
1100 30th Ave S
58.163.0020
















Zoning District Legend

 RLD1: Residential Low Density 1	 RHD: Residential High Density	 MU3: Commercial Mixed Use	 INS: Institutional
 RLD2: Residential Low Density 2	 CC: Community Commercial	 MU4: Gateway Mixed Use	 P: Public Open Space
 RLD3: Residential Low Density 3	 MU1: Downtown Center Mixed Use	 LI: Light Industrial	 TZ: Transitional
 RMD: Residential Medium Density	 MU2: Neighborhood Mixed Use	 HI: Heavy Industrial	 Not Applicable



Future Land Use Legend

- | | | |
|--|--|--|
|  Commercial |  Medium Density Residential |  ROW |
|  High Density Residential |  Mixed Use |  Railroad |
|  Industrial |  Parks/Open Space |  Transitional Areas |
|  Low Density Residential |  Public/Institutional | |

**Conditional Use Permit
Moorhead Planning Commission
Findings of Fact**

REQUEST: Conditional Use Permit - On Premise Dynamic Display Sign in CC: Community Commercial
LOCATION: 1409 Main Avenue Southeast – Parcel 58.801.0020
APPLICANT/OWNER: Kwik Trip, Inc.
FILE NO: 24P010

WHEREAS, the Moorhead Planning Commission received a full and complete application for a Conditional Use Permit - On Premise Dynamic Display Sign in CC: Community Commercial; and

WHEREAS, the Moorhead Planning Commission held a public hearing on the aforementioned request on July 15, 2025; and

WHEREAS, upon considering the Conditional Use Permit application, staff report and analysis, public testimony and comment, and all other pertinent and available information, the Moorhead Planning Commission finds the following:

Findings of Fact

1. A full and complete application was filed by Kwik Trip, Inc and received on June 3, 2025 (herein referred to as “Application”) seeking a Conditional Use Permit - On Premise Dynamic Display Sign in CC: Community Commercial at 1409 Main Ave SE, Parcel 58.801.0020, legally described as:

Lot 2, Block 1, Twelfth Avenue Business Park 2nd Addition, City of Moorhead, Clay County, Minnesota.
2. The property is zoned CC: Community Commercial, which permits On Premise Dynamic Display Signs as a conditional use.
3. A public hearing was held by the Planning Commission on July 15, 2025 on the Application allowing all interested persons an opportunity to speak, full and complete record of which is detailed in the minutes of the Moorhead Planning Commission.
4. The request is consistent with the general intent of the CC: Community Commercial zoning district.
5. The request has been found consistent with the following considerations regarding the possible adverse effects of the requested Conditional Use Permits (Section 10-4-3E):
 - a. The proposed action has been considered in relation to the specific policies and provisions of, and has been found to be consistent with, the official City Comprehensive Plan and with the purposes of the zoning district in which the applicant intends to locate the proposed use.
 - On Premise Dynamic Display Signs are a conditional use in the CC: Community Commercial zoning district and the property is guided toward Commercial in the 2022 Comprehensive Land Use Plan
 - b. The proposed use is or will be compatible with the present and future uses of the area;
 - The proposed use is compatible with the present and future uses of the area as there are other Dynamic Display Signs in the area.
 - c. The proposed use conforms with all performance standards contained herein (i.e. parking, loading, noise, etc.).
 - During plan review, all performance standards will be reviewed to meet Moorhead City Code and Minnesota Building Code.

- d. The proposed use will not tend to or actually have an adverse effect on the area in which it is proposed.
 - The proposed use will not tend to or actually have an adverse effect on the area in which it is proposed.
- e. Traffic generated by the proposed use is within the capabilities of streets serving the property.
 - No additional traffic will be generated by the proposed signs.
- f. The proposed use can be accommodated by public services and facilities including parks, schools, streets and utilities, and will not overburden the City's service capacity.
 - The proposed use can be accommodated by the existing public services and facilities that currently serve the property.

NOW, THEREFORE, BE IT RESOLVED by the Moorhead Planning Commission that based upon the above Findings of Fact, the request of Kwik Trip, Inc and received on June 3, 2025 (herein referred to as "Application") seeking a Conditional Use Permit - On Premise Dynamic Display Sign in CC: Community Commercial at 1409 Main Ave SE, Parcel 58.801.0020, legally described as:

Lot 2, Block 1, Twelfth Avenue Business Park 2nd Addition, City of Moorhead, Clay County, Minnesota.

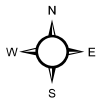
is hereby approved contingent upon:

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11. Installer is obligated to check for any or all underground utilities or services before excavating for sign foundation.
12. All sign installations shall conform to Minnesota Department of Transportation and Federal aviation regulations, wherever applicable, and receive written permission, as required.
13. Owner/Applicant to receive all required federal, state and local permits.

PASSED by the Moorhead Planning Commission this 15th day of July, 2025.

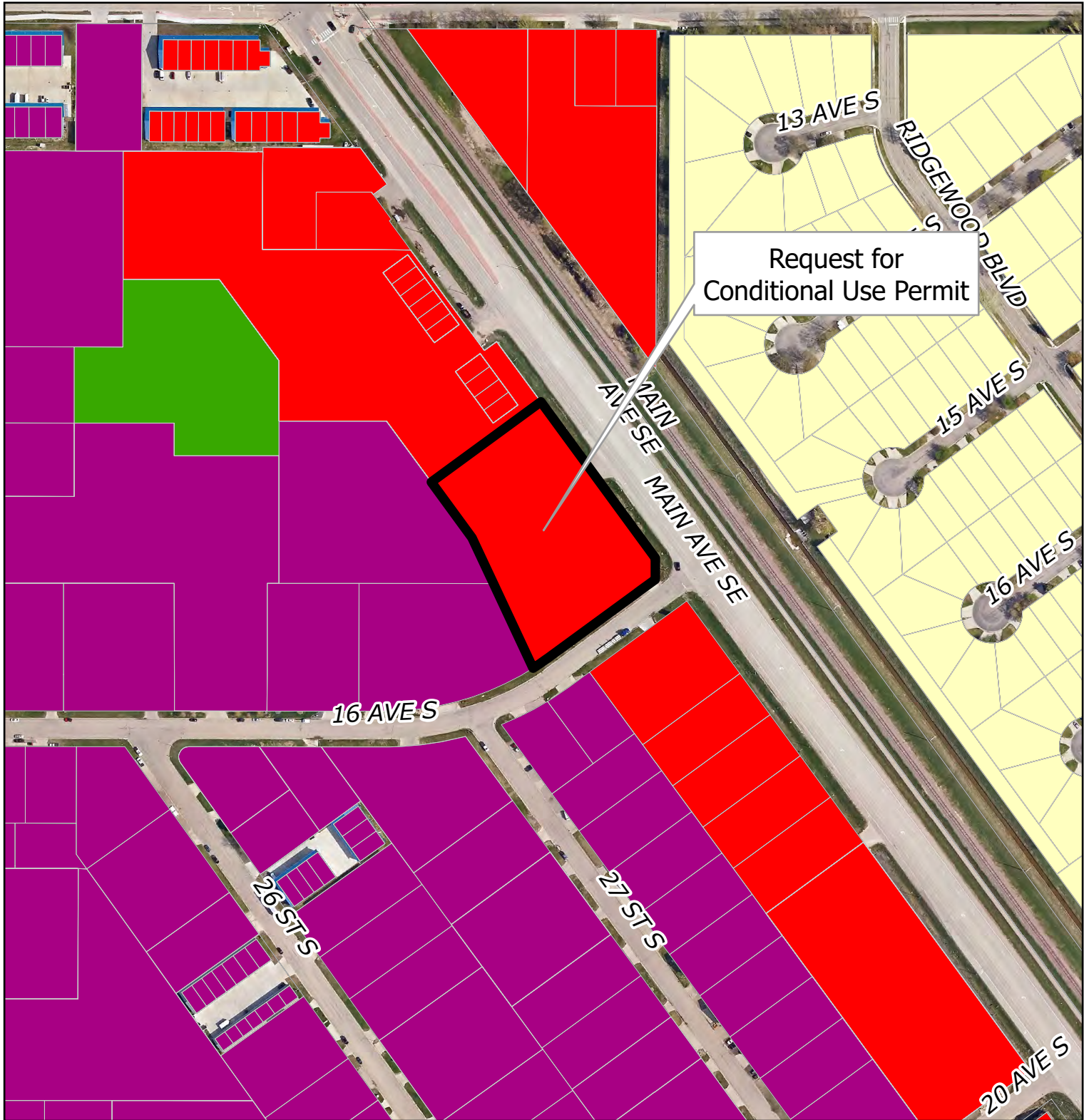
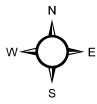
Brent Behm, Chair
Moorhead Planning Commission

Attest: Robin Huston,
City Planner/Zoning Administrator



















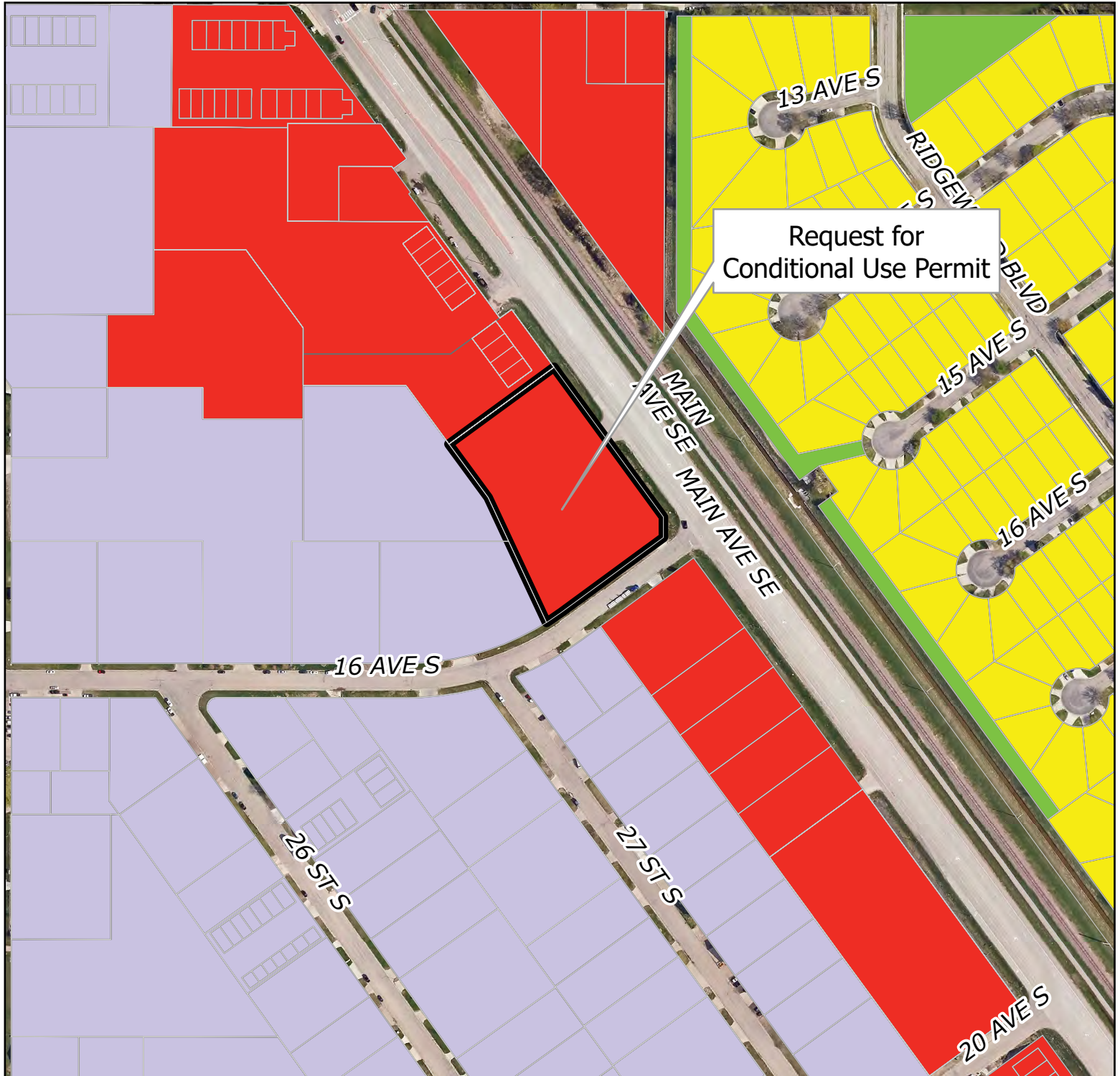
General Location Map
1409 Main Ave SE
58.801.0020
















Zoning District Legend

 RLD1: Residential Low Density 1	 RHD: Residential High Density	 MU3: Commercial Mixed Use	 INS: Institutional
 RLD2: Residential Low Density 2	 CC: Community Commercial	 MU4: Gateway Mixed Use	 P: Public Open Space
 RLD3: Residential Low Density 3	 MU1: Downtown Center Mixed Use	 LI: Light Industrial	 TZ: Transitional
 RMD: Residential Medium Density	 MU2: Neighborhood Mixed Use	 HI: Heavy Industrial	 Not Applicable



Future Land Use Legend

- | | | |
|--|--|--|
|  Commercial |  Medium Density Residential |  ROW |
|  High Density Residential |  Mixed Use |  Railroad |
|  Industrial |  Parks/Open Space |  Transitional Areas |
|  Low Density Residential |  Public/Institutional | |

INTERESTED PARTY
1001 30TH AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
1111 30TH AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
PO BOX 7160
FARGO, ND 58109-7160

INTERESTED PARTY
30 E 7TH ST
SAINT PAUL, MN 55101

INTERESTED PARTY
PO BOX 779
MOORHEAD, MN 56560

INTERESTED PARTY
2040 SIEKER LANE
GREENLEAF, WI 54126

INTERESTED PARTY
323 48TH AVE SW
MOORHEAD, MN 56560

INTERESTED PARTY
1626 OAK ST
LA CROSSE, WI 54603

INTERESTED PARTY
201 40TH ST S
FARGO, ND 58103-1117

INTERESTED PARTY
2410 14TH ST S
MOORHEAD, MN 56560-7906

INTERESTED PARTY
1985 BURLINGTON DR
WEST FARGO, ND 58078

INTERESTED PARTY
7816 43RD AVE N
GLYNDON, MN 56547

INTERESTED PARTY
PO BOX 843
WEST FARGO, ND 58078

INTERESTED PARTY
9271 169TH ST S
BARNESVILLE, MN 56514

INTERESTED PARTY
2701 16TH AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
1305 4TH AVE NE
DILWORTH, MN 56529

INTERESTED PARTY
2900 15TH AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
18223 490TH ST
PINE ISLAND, MN 55963

INTERESTED PARTY
2900 14TH AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
2902 14TH AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
2906 14TH AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
2814 36TH AVE S
FARGO, ND 58104

INTERESTED PARTY
2636 16TH AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
200 MERIDIAN CENTRE BLVD BLV
ROCHESTER, NY 14618

INTERESTED PARTY
1655 MAIN AVE SE
MOORHEAD, MN 56560

INTERESTED PARTY
2904 15TH AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
8130 BROADWAY ST NW
MOORHEAD, MN 56560

INTERESTED PARTY
10899 15TH ST NW
MOORHEAD, MN 56560

INTERESTED PARTY
PO BOX 280
MOORHEAD, MN 56560

INTERESTED PARTY
2660 16TH AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
PO BOX 779
MOORHEAD, MN 56561-0779

INTERESTED PARTY
1626 OAK ST
LA CROSSE, WI 54603

INTERESTED PARTY
411 13TH ST NE
DILWORTH, MN 56529

INTERESTED PARTY
1462 CTY HWY 4
HENDRUM, MN 56550

Public Hearing Notice

Notice is hereby given that the Planning Commission of the City of Moorhead will hold a Public Hearing at the Hjemkomst Center Auditorium, 202 1st Ave N, on Tuesday, July 15, 2025 at 5:30 pm to consider the following items:

1. Request of Lowry Engineering, on behalf of Prairie Parkway, II, LLC, for vacation of a 30 ft Red River Valley Cooperative easement in the NE corner of:

4051 23rd St S – 58.625.0050 – Lot 5, Block 1, Prairie Parkway 2nd Addition
2. Request of Kwik Trip, Inc. for a Conditional Use Permit for a Dynamic Display Sign in MU-4: Gateway Mixed Use at:

1100 30th Ave S – 58.163.0020 – Lot 2, Block 1, Comstock's Sixth Addition
3. Request of Kwik Trip, Inc. for a Conditional Use Permit for a Dynamic Display Sign in CC: Community Commercial at:

1409 Main Ave SE – 58.801.0020 – Lot 2, Block 1, Twelfth Avenue Business Park Second Addition
4. Request of Meridian Mortgage, LLC for the following relating to Partridge Creek Addition at 4301 28th St S (Parcel 58.900.2855) and 0 40th Ave S (Parcel 58.900.2865), legally described as part of the Northeast Quarter of Section 28, Township 139 North, Range 48 West of the Fifth Principal Meridian, Clay County, Minnesota (abbreviated description – full description available upon request):
 - a. Zoning Map Amendment from TZ: Transitional to RLD-3: Residential Low Density-3
 - b. Preliminary Plat
 - c. Final Plat

At the hearing, the City of Moorhead will afford an opportunity for interested persons to be heard with respect to these items.

If you cannot attend the hearing in person and wish to make a comment, please submit oral or written comments no later than noon the day of the meeting to:

Planning & Zoning, PO Box 779, Moorhead, MN 56561 or contact staff at planning@moorheadmn.gov or 218.299.5374.

The meeting will be live-streamed on the City's YouTube Channel www.youtube.com/moorhead and on Moorhead Community Access Media (MCAM) - Midco Channel 12 or Sparklight Channel 58.

To request this information in a different language, please contact: 218.299.5374

Para solicitar esta información en otro idioma, comuníquese con: 218.299.5374

Ji bo daxwaza vê agahdariyê bi zimanekî din, ji kerema xwe re têkiliyê pêve bikin: 218.299.5374

Si aad u codsato macluumaadkan oo ku qoran luqad kale, fadlan la xiriiir: 218.299.5374

218.299.5374 لطلب هذه المعلومات بلغة مختلفة ، يرجى الاتصال بـ:

Published this 3rd day of July, 2025.

Bill: Planning

2 Columns Wide, 8 Point Type

Thursday, July 3

Contact: Robin Huston, 218.299.5374



To: Moorhead Planning Commission
Prepared By: Brittany Cameron, Assistant City Planner
Date: July 15, 2025
Subject: Zoning Map Amendment, Preliminary & Final Plat – Partridge Creek Addition

PLANNING COMMISSION REPORT

GENERAL INFORMATION

APPLICANT	Meridian Mortgage, LLC
REQUESTED ACTIONS	Consider the following actions relating to Partridge Creek Addition: 1. Rezone from TZ: Transitional to RLD-3: Residential Low Density-3 2. Preliminary & Final Plat
PURPOSE	To facilitate single-family residential development.
LEGAL DESCRIPTION	Part of the Northeast Quarter of Section 28, Township 139 North, Range 48 West of the Fifth Principal Meridian, Clay County, Minnesota
ADDRESS	4301 28 th St S & 0 40 th Ave S
PARCEL NUMBER	58.900.2855 & 58.900.2865
COMPREHENSIVE PLAN	Public/Open Space and Medium Density Residential
EXISTING ZONING	TZ: Transitional
PROPOSED ZONING	RLD-3: Residential Low Density-3
EXISTING LAND USE	Vacant/Agriculture
SURROUNDING LAND USE	North – 40 th Ave Ditch, Prairie Parkway 2nd Addition South – Single-Family Residential, Water Tower, Vacant/Agriculture East – Vacant/Agriculture West – BNSF Railroad/20 th St S
APPLICATION DATE	June 17, 2025
60-DAY DEADLINE FOR REZONE	August 15, 2025
45-DAY DEADLINE FOR PLAT	July 31, 2025
HEARING	
LEGAL PUBLICATION DATE	July 3, 2025

SUGGESTED ACTION

Recommend Approval. Based on the criteria for consideration, staff suggests that the Planning Commission recommend approval of the following to the City Council for Partridge Creek Addition (Parcels 58.900.2855 & 58.900.2865):

1. Rezone from TZ: Transitional to RLD-3: Residential Low Density-3.
2. Preliminary & Final Plat of Partridge Creek Addition, contingent on the following:
 - A. One access in and out is not permitted. A second access into development is waived temporarily with the condition that a second access point must be provided with the next phase of the development.
 - B. Temporary dead end streets required to have temporary cul-de-sacs.
 - C. A stormwater pond will be constructed on these parcels (58.900.2865 & 58.900.2855) and will need to be completed in advance of or concurrent with the street construction for this addition in 2026.
 - D. Plat Drawing:
 - a. Add existing easements listed in Title Opinion to these 2 parcels, where applicable.
 - b. A measurement to a quarter section point needs to be shown on the plat.

- c. A curve table is required with dimensions for each of the lots on the 42nd Ave S curve.
- d. Curve data missing from the following:
 - i. Block 1 - Lots 10, 11, 12
 - ii. Block 2 - Lots 10, 11, 12, 13, and 14
- e. Add corner monuments
- f. Label all new 5 ft and 10 ft utility easements
- g. Remove extra 10 ft utility easement from Lot 1, Block 2.
- h. Split 15 ft easement between Lot 13 and 14, Block 1 with each having 7.5 ft easement.

BACKGROUND

This vacant property has historically been used for agriculture after being annexed into the city in 2004. It has been guided for residential development since then.

The northerly 50-acres of this proposed addition was originally part of the Prairie Parkway Master Plan, but has since been purchased by a new developer and no longer part of that plan. This parcel, along with the southerly 69-acres, will develop a new master plan for the area.

Prairie Parkway 2nd Addition, a planned mixed use development located directly north of this area, was reviewed/recommended by the Planning Commission on September 10, 2024 and approved by City Council on September 23, 2024.

PROPOSAL REVIEW

Context/Uses/Density – The eighty-five lot Partridge Creek Addition neighborhood will offer single-family residential development opportunities within close proximity to planned neighborhood-friendly commercial uses.

Park Dedication – Due to the proximity of Southside Regional Park, no parkland will be dedicated with this addition but payment in-lieu will be required instead, which will be used for existing park amenities as required by Section 11-5-15-B of the Moorhead Subdivision Ordinance.

Sidewalks & Boulevard Trees- Sidewalks and boulevard trees will be required as outlined in the Developer’s Agreement.

Access/Streets/Mobility - Access to this area will be available from 28th St S. There will be an additional access to the south on 28th St S in future phases. The addition will include four new public streets but will not have a connection to 23rd Street S over the 40th Ave Ditch.

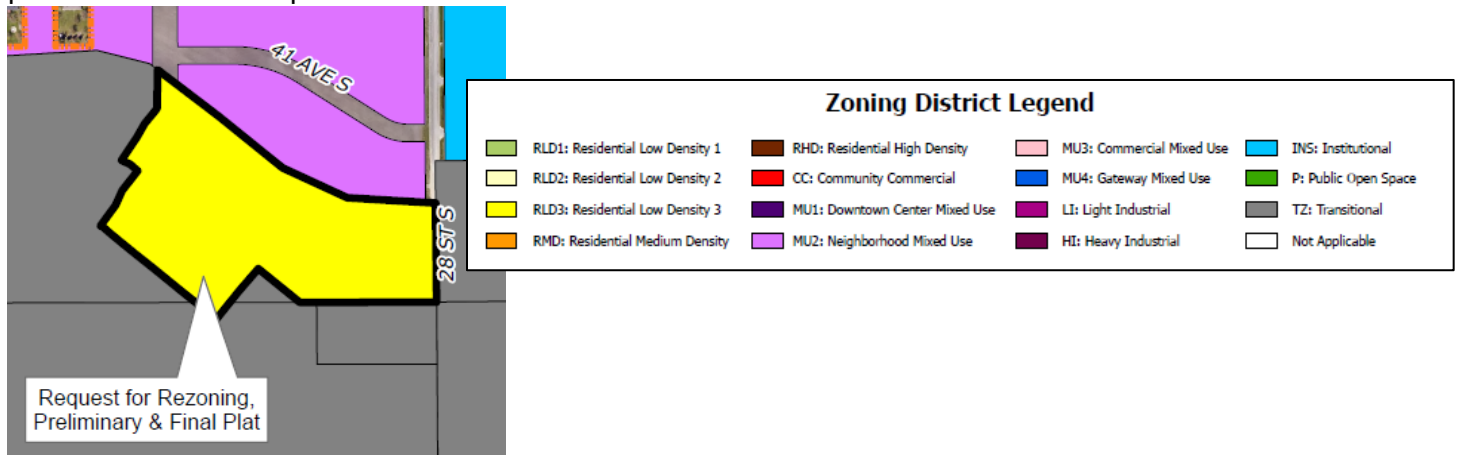
Utilities - Municipal utilities will be made available to service the site.

Stormwater – The Minnesota Pollution Control Agency requires the on-site retention of stormwater within wet ponds or other systems before its discharge into surface water. Stormwater retention pond is planned along the western edge of these parcels in coordination with the planned pond for Prairie Parkway 2nd Addition.

Easements – Applicant will provide additional utility and drainage easements, as needed.

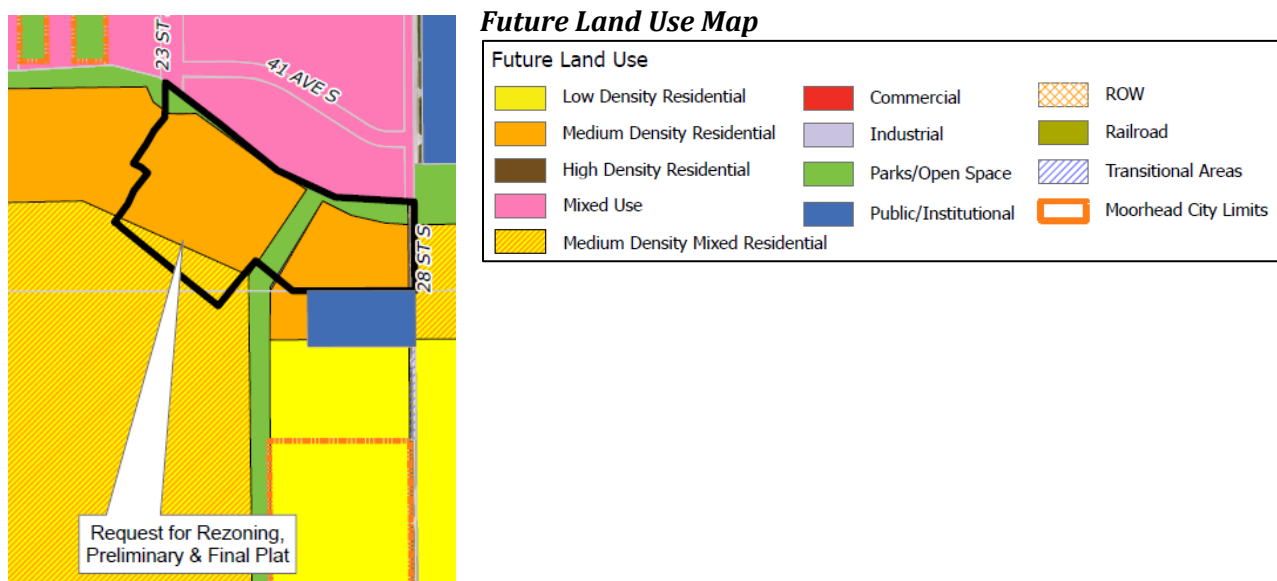
Zoning – A rezone is required prior to the approval of the proposed addition as the property is currently zoned TZ: Transitional, which is used as a placeholder for properties annexed into the city until they are developed. This property was annexed in 2004 as part of a larger annexation and purchased by

the City in 2006. The proposed rezoning to RLD-3: Residential Low Density-3 aligns with existing and planned future development of the area.



Comprehensive Plan Conformity – The proposed addition is guided toward medium density residential and public open space in the 2022 Onward Moorhead Comprehensive Plan but the developer is focusing on low density for this addition.

The land use designations in this transitional area were developed in 2009 and continued into the 2022 future land plan to maintain development flexibility for this underutilized agricultural site annexed in 2004.



POLICY CONSIDERATIONS

The applicant’s request requires that the Planning Commission consider the following factors:

1. Does the rezoning request meet the conditions set forth in Title 10, Chapter 3 of the Moorhead City Code?
2. Does the final plat pass the criteria established under Title 11, Chapter 3 of the Moorhead City Code?

CONSIDERATION OF CRITERIA

ZONING MAP AMENDMENT

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official City Comprehensive Plan;

- Yes. Proposed use is consistent with 2022 Onward Moorhead Comprehensive Plan.
- 2. The proposed use is or will be compatible with present and future land uses of the area;
 - Yes. Proposed use is compatible with current and future land uses called out in the 2022 Onward Moorhead Comprehensive Plan.
- 3. The proposed use conforms with all performance standards contained herein (i.e., parking, loading, noise, etc.);
 - Yes. Proposed use conforms to all performance standards.
- 4. The proposed use will not have an adverse effect upon the area in which it is proposed;
 - No adverse effect from the change in use is anticipated.
- 5. The proposed use will not depreciate the property value of the area in which it is proposed;
 - No. Proposed use will increase property value as land is converted from agricultural use to residential use.
- 6. Traffic generation by the proposed use is within the capabilities of streets serving the property;
 - Yes. Traffic generation will be within the capabilities of the streets serving the property.
- 7. The proposed use can be accommodated with existing or future public services and facilities including parks, streets, and utilities, and will not overburden the City's service capacity.
 - Yes. Proposed zoning is consistent with the City's proposed growth plan and infrastructure.

PRELIMINARY & FINAL PLAT

Title 11, Chapter 3 of Moorhead City Code states that the Planning Commission may recommend denial and the Council may deny a subdivision if it makes any of the following findings:

1. Conflicts: That the proposed subdivision is in direct conflict with adopted applicable general and specific comprehensive plans of the city, county, or township;
2. Physical Characteristics: That the physical characteristics of this site, including, but not limited to, topography, percolation rate, soil conditions, susceptibility to erosion and siltation, susceptibility to flooding, water storage, drainage and retention, are such that the site is not suitable for the type of development, design or use contemplated;
3. Density: That the site is not physically suitable for the proposed density of development;
4. Environmental Damage: That the design of the subdivision or the proposed improvements are likely to cause substantial environmental damage;
5. Public Health: That the design of the subdivision or the type of improvements are likely to cause serious public health problems;
6. Conflict With Easement: That the design of the subdivision or the type of improvements will conflict with easements of record or with easements established by judgment of a court;
7. Outside Of Boundaries: That the proposed subdivision is outside the boundaries of the city and;
8. The county, township or developer has not certified in writing that they will assume all responsibility for repair and maintenance of dedicated streets until annexed to the city; or
9. The township or county has not certified in writing that it has the capacity for and will provide police and fire protection and on site sewer system inspections to ensure proper installation.
10. Flooding Provisions: That the proposed subdivision, its site, or its design adversely affects the flood carrying capacity of the floodway, increases flood stages and velocities, or increases flood hazards within the floodway fringe or within other areas of the city.
11. MEQB Policies: The proposed subdivision is inconsistent with the policies of the Minnesota environmental quality board (MEQB), as may be amended, and could adversely impact critical environmental areas or potentially disrupt or destroy historic areas which are designated or officially recognized by the city council in violation of federal and state historical preservation laws.

PUBLIC NOTIFICATION & COMMENTS

Notification:

Required notification was published in The FM Extra on July 3, 2025 and mailed to adjacent property owners within 350 feet of the site.

Comments:

No comments have been received to date.

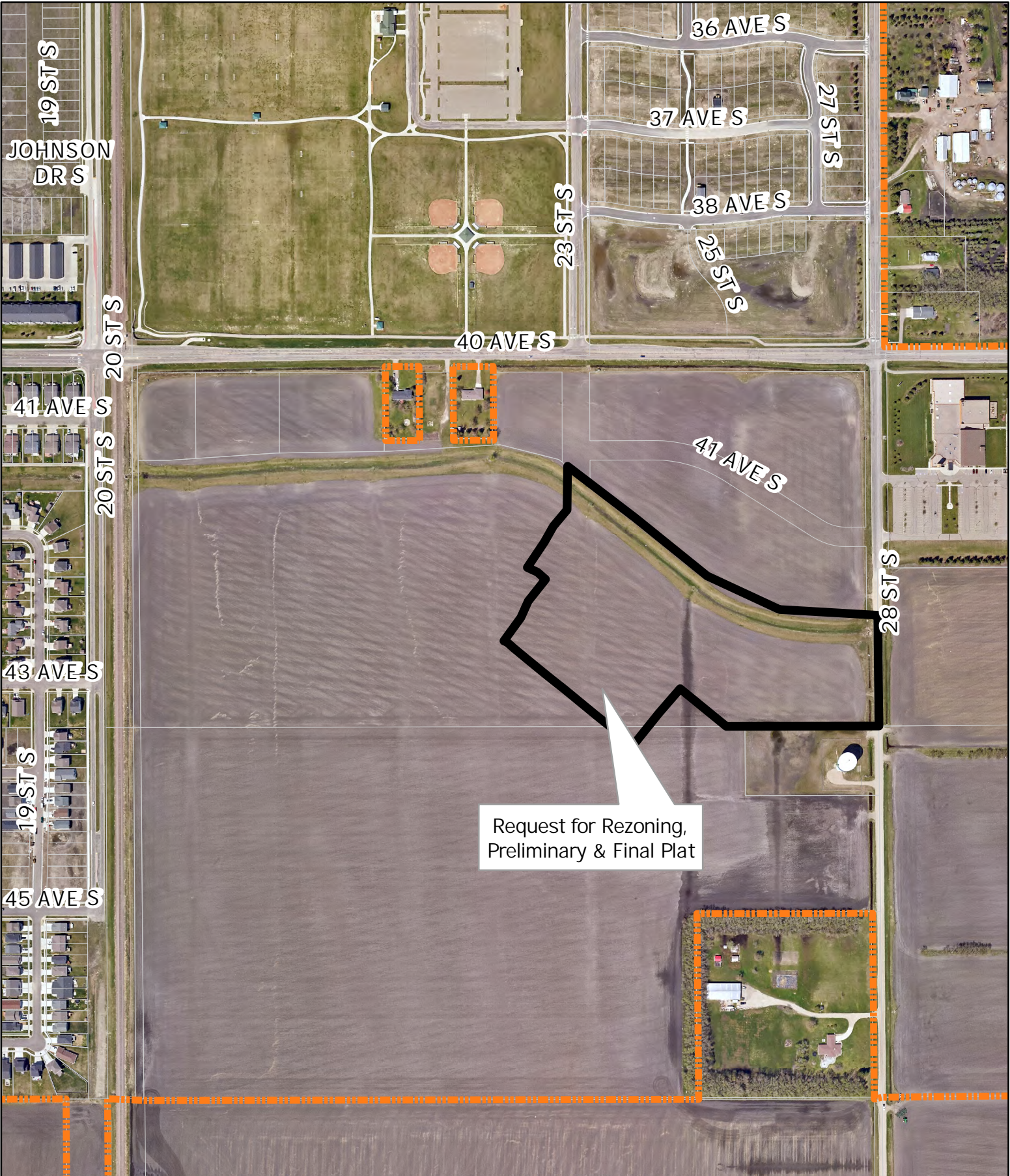
ATTACHMENTS

1. General Location Map, Future Land Use Maps and Zoning Maps
2. Preliminary-Final Plat drawing
3. Notice of Hearing/Parties notified



2

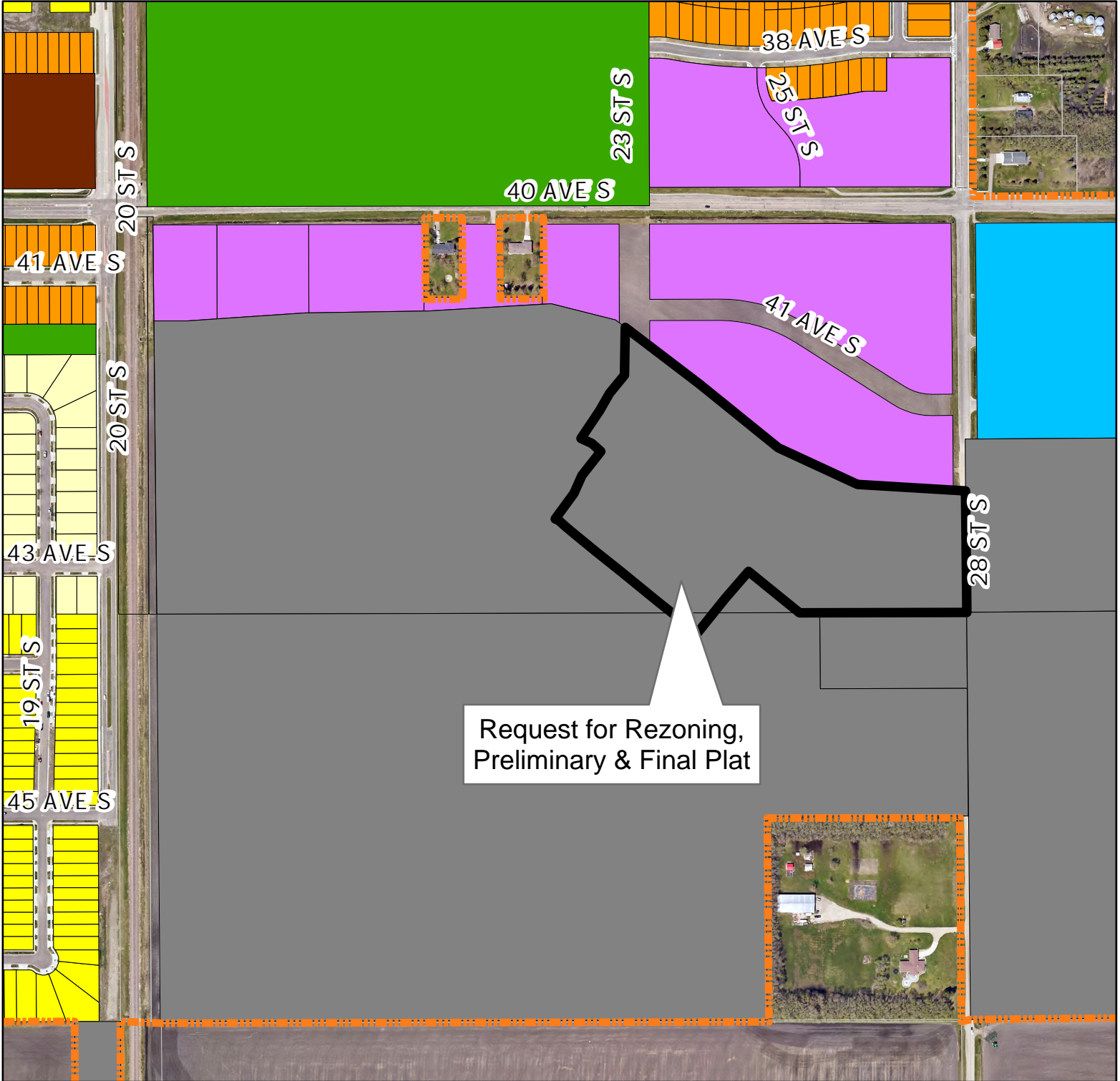
Partridge Creek Addition
General Location Map
4301 28th St S & 0 40th St S
58.900.2855 & 58.900.2865



Request for Rezoning,
Preliminary & Final Plat



**Partridge Creek Addition
Current Zoning
4301 28th St S & 0 40th St S
58.900.2855 & 58.900.2865**



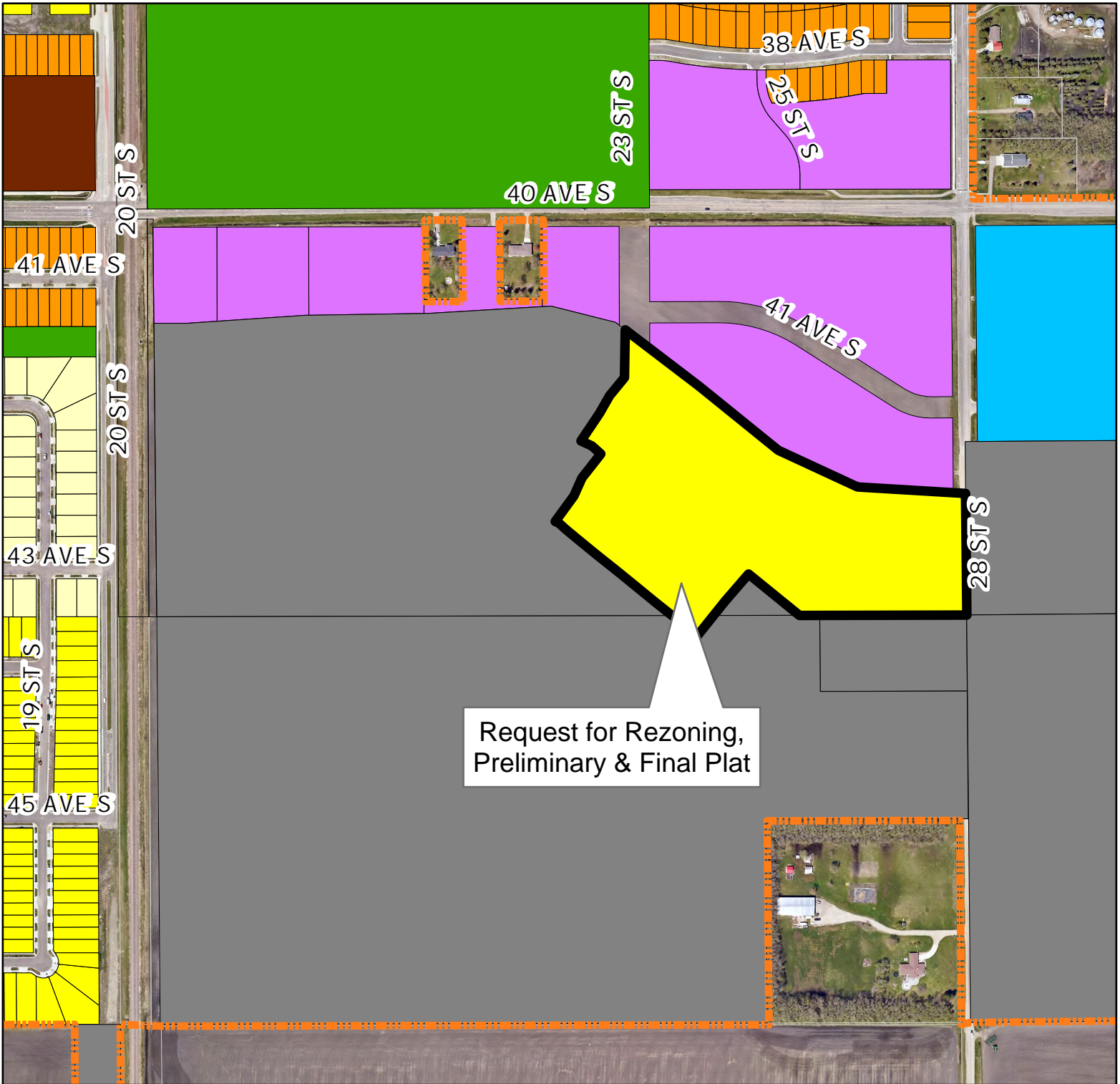
Request for Rezoning,
Preliminary & Final Plat

Zoning District Legend

RLD1: Residential Low Density 1	RHD: Residential High Density	MJ3: Commercial Mixed Use	INS: Institutional
RLD2: Residential Low Density 2	CC: Community Commercial	MJ4: Gateway Mixed Use	P: Public Open Space
RLD3: Residential Low Density 3	MJ1: Downtown Center Mixed Use	LI: Light Industrial	TZ: Transitional
RMD: Residential Medium Density	MJ2: Neighborhood Mixed Use	HI: Heavy Industrial	Not Applicable



**Partridge Creek Addition
Proposed Zoning
4301 28th St S & 0 40th St S
58.900.2855 & 58.900.2865**



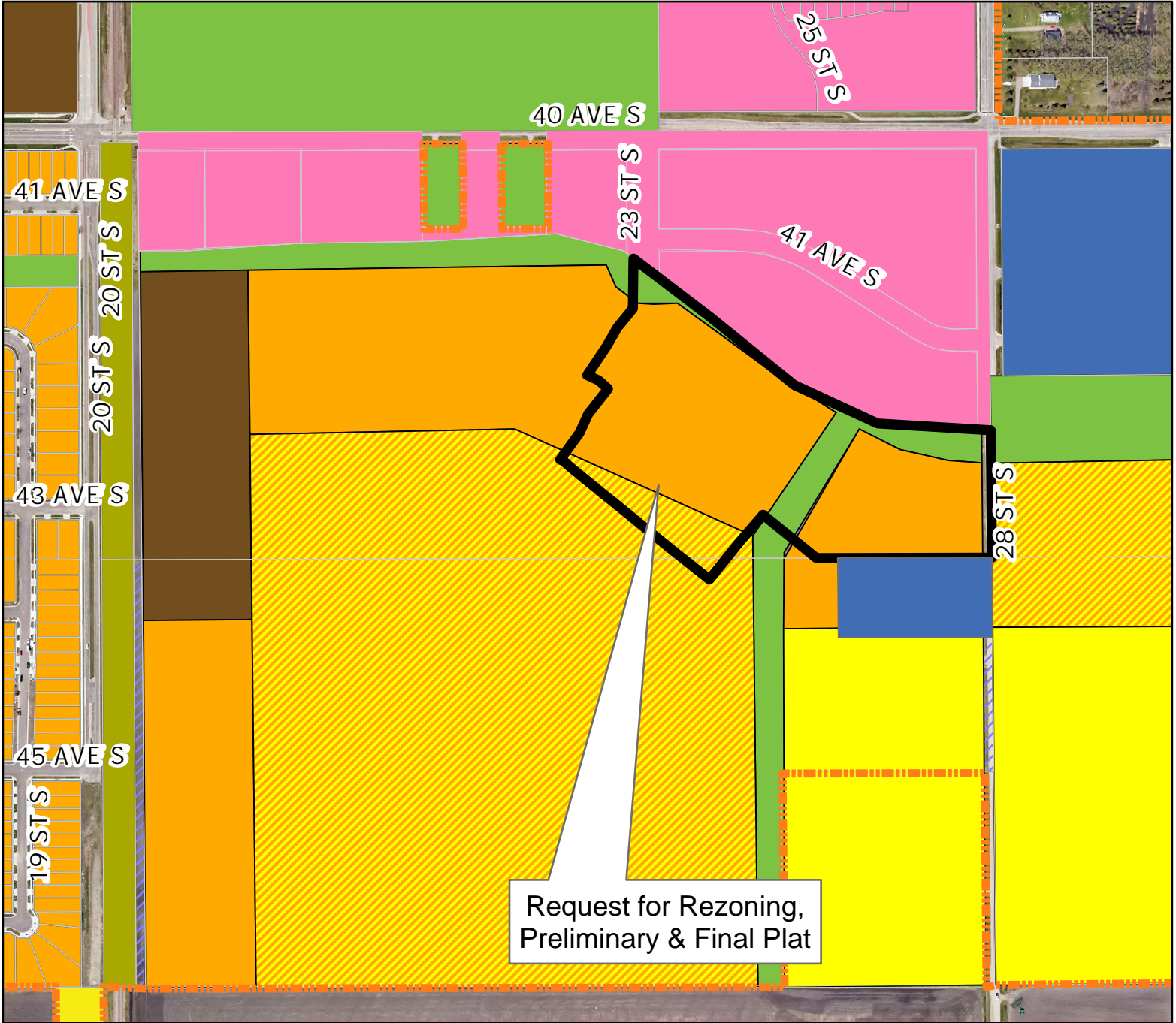
Request for Rezoning,
Preliminary & Final Plat

Zoning District Legend














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Partridge Creek Addition
Future Land Use
4301 28th St S & 0 40th St S
58.900.2855 & 58.900.2865

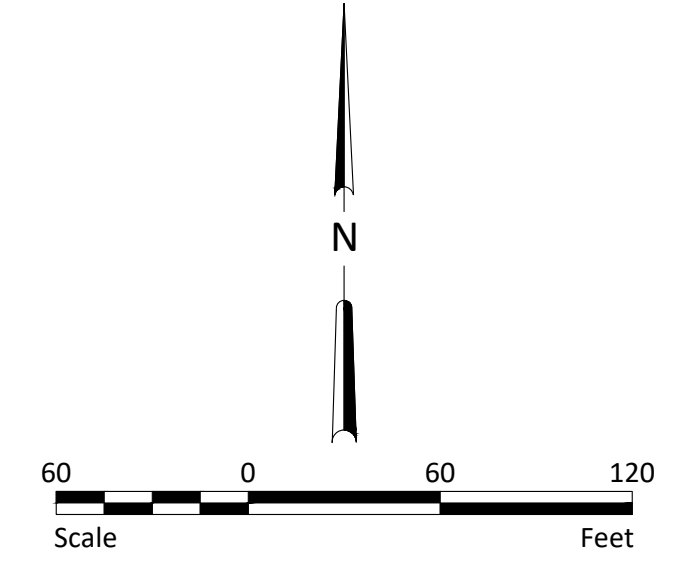


Future Land Use

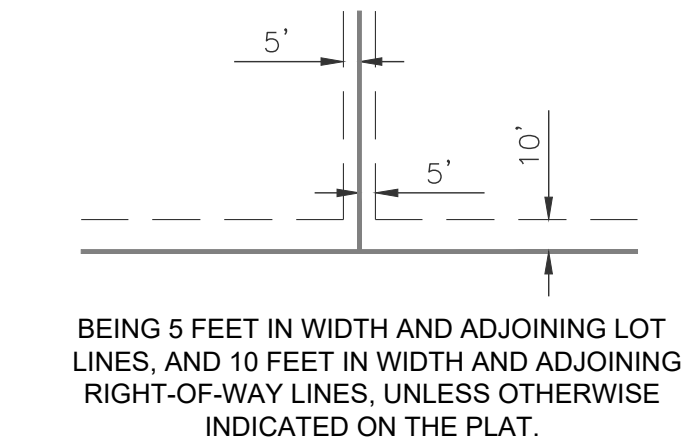
- | | | | | | |
|--|----------------------------------|---|----------------------|---|----------------------|
|  | Low Density Residential |  | Commercial |  | ROW |
|  | Medium Density Residential |  | Industrial |  | Railroad |
|  | High Density Residential |  | Parks/Open Space |  | Transitional Areas |
|  | Mixed Use |  | Public/Institutional |  | Moorhead City Limits |
|  | Medium Density Mixed Residential | | | | |

PARTRIDGE CREEK ADDITION

BEING A PLAT OF PART OF THE
NORTHEAST QUARTER OF SECTION 28
TOWNSHIP 139 NORTH, RANGE 48 WEST, 5th P.M.
CITY OF MOORHEAD,
CLAY COUNTY, MINNESOTA

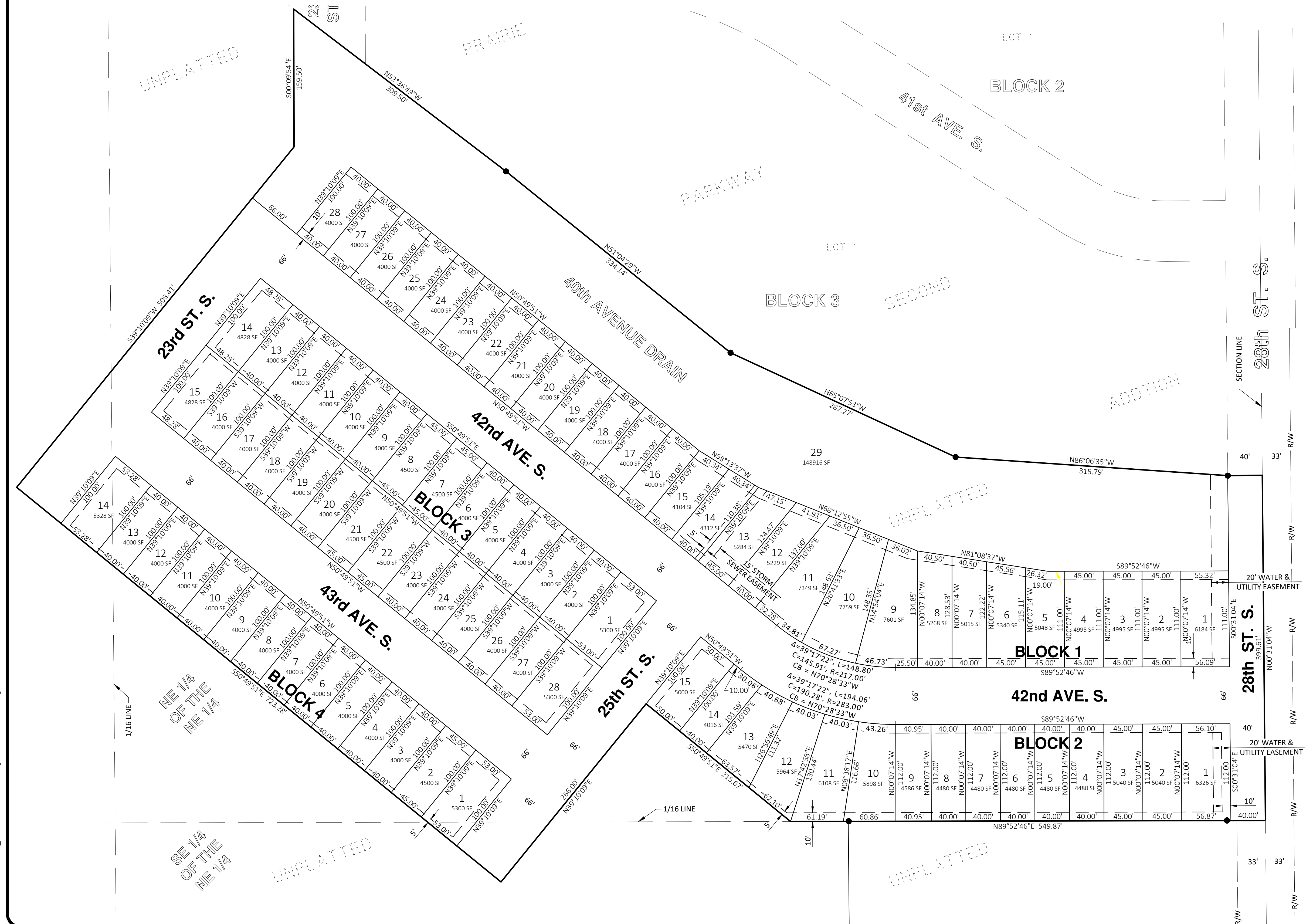


- LEGEND**
- IRON MONUMENT FOUND ●
 - 1/2" I.D. PIPE SET ○
 - RECORDED DISTANCE (100.00')
 - MEASURED DISTANCE 100.01'
 - RECORDED BEARING (S00°18'02"E)
 - MEASURED BEARING S00°18'02"E
- BEARINGS SHOWN ARE BASED ON MOORHEAD GIS HORIZONTAL DATUM.



BEING 5 FEET IN WIDTH AND ADJOINING LOT LINES, AND 10 FEET IN WIDTH AND ADJOINING RIGHT-OF-WAY LINES, UNLESS OTHERWISE INDICATED ON THE PLAT.

UTILITY EASEMENTS ARE SHOWN THIS



PRELIMINARY PLAT

HOUSTON ENGINEERING, INC.
Sheet 1 of 2
Project No. 9004-0023

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PARTRIDGE CREEK ADDITION

BEING A PLAT OF PART OF THE
NORTHEAST QUARTER OF SECTION 28
TOWNSHIP 139 NORTH, RANGE 48 WEST, 5th P.M.
CITY OF MOORHEAD,
CLAY COUNTY, MINNESOTA

Owner's Certificate, Dedication, And Acknowledgement:

Know All Persons By These Presents: That Meridian Mortgage, LLC, a North Dakota limited liability company, is the owner and proprietor, and Bank Forward, is the mortgagee, of part of the Northeast Quarter of Section 28, Township 139 North, Range 48 West of the Fifth Principal Meridian, Clay County, Minnesota, described as follows:

Beginning at the southeast corner of Prairie Parkway 2nd Addition to the City of Moorhead, on file at the Clay County Recorder's Office; thence South 89°28'56" West, along the southerly line of said Prairie Parkway 2nd Addition, for a distance of 40.00 feet; thence North 86°06'35" West, along the southerly line of said Prairie Parkway 2nd Addition, for a distance of 315.79 feet; thence North 65°07'53" West, along the southerly line of said Prairie Parkway 2nd Addition, for a distance of 287.27 feet; thence North 51°04'29" West, along the southerly line of said Prairie Parkway 2nd Addition, for a distance of 334.14 feet; thence North 52°36'49" West, along the southerly line of said Prairie Parkway 2nd Addition, for a distance of 309.50 feet; thence South 00°09'54" East for a distance of 159.50 feet; thence South 39°10'09" West for a distance of 508.41 feet; thence South 50°49'51" East for a distance of 723.28 feet; thence North 39°10'09" East for a distance of 266.00 feet; thence South 50°49'51" East for a distance of 215.67 feet to a point of intersection with the southerly line of the Northeast Quarter of said Northeast Quarter; thence North 89°52'46" East, along the southerly line of the Northeast Quarter of said Northeast Quarter, for a distance of 549.87 feet to a point of intersection with the easterly line of said Northeast Quarter; thence North 00°31'04" West, along the easterly line of said Northeast Quarter, for a distance of 399.61 feet to the point of beginning.

Said tract contains 16.747 acres, more or less.

And that the owner has caused the above described tract of land to be surveyed and platted as **Partridge Creek Addition** to the City of Moorhead, Minnesota, and does hereby dedicate and convey to the said City of Moorhead, and to the public, for public use, the public ways and the utility easements shown on the plat

Owner:

Meridian Mortgage, LLC, a North Dakota limited liability company

Richard R. Jordahl, Member

State of _____)
County of _____)ss

On this _____ day of _____, 20____, before me, a notary public within and for said county and state, personally appeared Richard R. Jordahl, Member of Meridian Mortgage, LLC, a North Dakota limited liability company, to me known to be the person described in and who executed the foregoing instrument and acknowledged that he executed same on behalf of said limited liability company.

Notary public: _____

Mortgagee:
Bank Forward

Signature

Printed Name & Title

State of _____)
County of _____)ss

On this _____ day of _____, 20____, before me, a notary public within and for said county and state, personally appeared

_____(name),
_____(title),

with Bank Forward, to me known to be the person described in and who executed the foregoing instrument and acknowledged that he executed same on behalf of Bank Forward.

Notary public: _____

Surveyor's Certificate and Acknowledgement:

I hereby certify that this plat of **Partridge Creek Addition** is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on the plat; that all monuments depicted on the plat have been or will be correctly set within one year as indicated on the plat; that all water boundaries and wet lands as of the date of the surveyor's certification are shown and labeled on the plat; and that all public ways are shown and labeled on the plat. I further certify that this plat was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

Curtis A. Skarphol, Licensed Land Surveyor
Minnesota License No. 42303

State of North Dakota)
County of Cass)ss

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Curtis A. Skarphol, Licensed Land Surveyor.

Notary public: _____

City Engineer's Approval:

Tom Trowbridge, City Engineer
City of Moorhead, Minnesota

City Attorney's Approval:

City Attorney approves as to form and content.

Kathryn J. McNamara, City Attorney
City of Moorhead, Minnesota

City Planner/Planning Commission's Recommendation:

At a regular meeting of the planning commission of the City of Moorhead, Minnesota, on this _____ day of _____, 20____, the plat of **Partridge Creek Addition** to the City of Moorhead, Minnesota, was duly recommended for approval to the city council.

Robin Huston, City Planner
City of Moorhead, Minnesota

City Council's Certificate:

At a regular meeting of the city council of the City of Moorhead, Minnesota, on this _____ day of _____, 20____, the plat of **Partridge Creek Addition** to the City of Moorhead, Minnesota, was duly approved.

Christina Rust, City Clerk
City of Moorhead, Minnesota

Clay County Auditor-Treasurer's Certificate:

Pursuant to Minnesota Statutes, Section 505.21, taxes payable in the year 20____ on the land hereinbefore described have been paid and there are no delinquent taxes. Transfer entered this _____ day of _____, 20____.

Lori J. Johnson, County Auditor-Treasurer
Clay County, Minnesota

Clay County Recorder's Certificate:

State of Minnesota)
County of Clay)ss

Filed for record this _____ day of _____, 20____, at _____ o'clock _____.m., C__T.

Document No: _____

Kimberly S. Savageau, County Recorder
Clay County, Minnesota

H:\JBM\9000\9004\9004_0023\CAD\Plat\Partridge Creek Addition.dwg

INTERESTED PARTY
1944 L ROAD
MINDEN, NE 68959

INTERESTED PARTY
3636 28TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
1901 43RD AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
4206 3RD AVE N
FARGO, ND 58102

INTERESTED PARTY
4248 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4249 17TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4609 33RD AVE S STE 400
FARGO, ND 58104-1001

INTERESTED PARTY
4224 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4216 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4208 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4200 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
1834 42ND AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
1840 42ND AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
1903 41ST AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
138 PINE AVE
MAPLETON, ND 58059

INTERESTED PARTY
1512 7 AVE NW
EAST GRAND FORKS, MN 56721

INTERESTED PARTY
1917 41ST AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
1919 41ST AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
1910 41ST AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
1916 41ST AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
1918 41ST AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
PO BOX 779
MOORHEAD, MN 56561-0779

INTERESTED PARTY
4000 28TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
PO BOX 779
MOORHEAD, MN 56560

INTERESTED PARTY
2832 SHEYENNE ST
WEST FARGO, ND 58078

INTERESTED PARTY
1865 46TH AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
1857 46TH AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
4308 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4316 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4324 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4332 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
550 13TH AVE E
WEST FARGO, ND 58078

INTERESTED PARTY
4568 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4560 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4554 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4548 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4542 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4536 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4530 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4524 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
5977 58TH ST S
FARGO, ND 58104

INTERESTED PARTY
4512 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4506 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
1100 32ND AVE S STE A
MOORHEAD, MN 56560-5012

INTERESTED PARTY
4466 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4458 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4450 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4442 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4434 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4426 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4418 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4410 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
4402 19TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
304 10TH ST N
FARGO, ND 58102

INTERESTED PARTY
4435 28TH ST S
MOORHEAD, MN 56560

INTERESTED PARTY
2129 40TH AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
2073 40TH AVE S
MOORHEAD, MN 56560

INTERESTED PARTY
3433 28TH ST S UNIT 4007
MOORHEAD, MN 56560

Public Hearing Notice

Notice is hereby given that the Planning Commission of the City of Moorhead will hold a Public Hearing at the Hjemkomst Center Auditorium, 202 1st Ave N, on Tuesday, July 15, 2025 at 5:30 pm to consider the following items:

1. Request of Lowry Engineering, on behalf of Prairie Parkway, II, LLC, for vacation of a 30 ft Red River Valley Cooperative easement in the NE corner of:

4051 23rd St S – 58.625.0050 – Lot 5, Block 1, Prairie Parkway 2nd Addition
2. Request of Kwik Trip, Inc. for a Conditional Use Permit for a Dynamic Display Sign in MU-4: Gateway Mixed Use at:

1100 30th Ave S – 58.163.0020 – Lot 2, Block 1, Comstock's Sixth Addition
3. Request of Kwik Trip, Inc. for a Conditional Use Permit for a Dynamic Display Sign in CC: Community Commercial at:

1409 Main Ave SE – 58.801.0020 – Lot 2, Block 1, Twelfth Avenue Business Park Second Addition
4. Request of Meridian Mortgage, LLC for the following relating to Partridge Creek Addition at 4301 28th St S (Parcel 58.900.2855) and 0 40th Ave S (Parcel 58.900.2865), legally described as part of the Northeast Quarter of Section 28, Township 139 North, Range 48 West of the Fifth Principal Meridian, Clay County, Minnesota (abbreviated description – full description available upon request):
 - a. Zoning Map Amendment from TZ: Transitional to RLD-3: Residential Low Density-3
 - b. Preliminary Plat
 - c. Final Plat

At the hearing, the City of Moorhead will afford an opportunity for interested persons to be heard with respect to these items.

If you cannot attend the hearing in person and wish to make a comment, please submit oral or written comments no later than noon the day of the meeting to:

Planning & Zoning, PO Box 779, Moorhead, MN 56561 or contact staff at planning@moorheadmn.gov or 218.299.5374.

The meeting will be live-streamed on the City's YouTube Channel www.youtube.com/moorhead and on Moorhead Community Access Media (MCAM) - Midco Channel 12 or Sparklight Channel 58.

To request this information in a different language, please contact: 218.299.5374

Para solicitar esta información en otro idioma, comuníquese con: 218.299.5374

Ji bo daxwaza vê agahdariyê bi zimanekî din, ji kerema xwe re têkiliyê pêve bikin: 218.299.5374

Si aad u codsato macluumaadkan oo ku qoran luqad kale, fadlan la xiriiir: 218.299.5374

218.299.5374 لطلب هذه المعلومات بلغة مختلفة ، يرجى الاتصال بـ:

Published this 3rd day of July, 2025.

Bill: Planning

2 Columns Wide, 8 Point Type

Thursday, July 3

Contact: Robin Huston, 218.299.5374