



**MINUTES OF THE PLANNING COMMISSION/BOARD OF  
ADJUSTMENT  
HJEMKOMST CENTER AUDITORIUM - 202 1ST AVE N  
July 15, 2025 - 5:30 PM**

1. Call to Order/Roll Call

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

Present (6): Jana Kasper, Wayne Ingersoll, Lindsie Schoenack, Robert Seigel,  
Sebastian McDougall, Paul Krabbenhoft

Absent (1): Brent Behm

Vice Chair Robert Seigel called the meeting to order and attendance was noted.

2. Agenda Amendments

**Motion to Approve July 15, 2025 Agenda made by Sebastian McDougall and  
seconded by Paul Krabbenhoft.**

For 6: Jana Kasper, Wayne Ingersoll, Lindsie Schoenack, Robert Seigel,  
Sebastian McDougall, Paul Krabbenhoft

Against 0: None

Abstain/Recuse 0: None

**Motion Passed**

3. Approval of Minutes

A. May 5, 2025 minutes

**Motion to Approve made by Lindsie Schoenack and seconded by Jana Kasper.**

For 6: Jana Kasper, Wayne Ingersoll, Lindsie Schoenack, Robert Seigel, Sebastian  
McDougall, Paul Krabbenhoft

Against 0: None

Abstain/Recuse 0: None

**Motion Passed**

4. Citizens To Be Heard: None

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

**Motion to Open the Public Hearing made by Jana Kasper and seconded  
by Lindsie Schoenack.**

For 6: Jana Kasper, Wayne Ingersoll, Lindsie Schoenack, Robert Seigel,  
Sebastian McDougall, Paul Krabbenhoft

Against 0: None

Abstain/Recuse 0: None

**Motion Passed**

Staff briefed the Commission on the request for vacation of a 30-foot utility easement  
within Lot 5, Block 1 of Prairie Parkway 2nd Addition to facilitate mixed use  
development as easement is no longer needed and no additional easements were

needed.

No comments were received prior to the meeting.

Staff recommended that the Planning Commission recommend approval to the City Council the Vacation of 30-foot Easement within Prairie Parkway 2nd Addition and related Findings of Fact, 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.

**Motion to Close the Public Hearing made by Sebastian McDougall and seconded by Paul Krabbenhoft.**

For 6: Jana Kasper, Wayne Ingersoll, Lindsie Schoenack, Robert Seigel, Sebastian McDougall, Paul Krabbenhoft

Against 0: None

Abstain/Recuse 0: None

**Motion Passed**

**Motion to Recommend Approval to the City Council the Vacation of 30-foot Easement within Prairie Parkway 2nd Addition and related Findings of Fact, made by Paul Krabbenhoft and seconded by Jana Kasper, 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.**

For 6: Jana Kasper, Wayne Ingersoll, Lindsie Schoenack, Robert Seigel, Sebastian McDougall, Paul Krabbenhoft

Against 0: None

Abstain/Recuse 0: None

**Motion Passed**

- B. Request of Kwik Trip, Inc. for Conditional Use Permits for Dynamic Display Signs at 1409 Main Ave SE & 1100 30th Ave S

**Motion to Open a Public Hearing made by Lindsie Schoenack and seconded by Jana Kasper.**

For 6: Jana Kasper, Wayne Ingersoll, Lindsie Schoenack, Robert Seigel, Sebastian McDougall, Paul Krabbenhoft

Against 0: None

Abstain/Recuse 0: None

## **Motion Passed**

Staff briefed the Commission on the request for Conditional Use Permit for the installation of On-Premise Dynamic Display Signs in the MU-4: Gateway Mixed Use and CC: Community Commercial zoning districts. The request is to modify previously approved freestanding signs by adding a 32.9-square-foot dynamic display element to each sign.

No comments were received prior to the meeting.

Staff recommended that the Planning Commission recommend approval to the City Council the Conditional Use Permits for 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. Page 16 of 48
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.

## **Motion to Close the Public Hearing made by Jana Kasper and seconded by Lindsie Schoenack.**

For 6: Jana Kasper, Wayne Ingersoll, Lindsie Schoenack, Robert Seigel, Sebastian McDougall, Paul Krabbenhoft

Against 0: None

Abstain/Recuse 0: None

## **Motion Passed**

**Motion to Recommend Approval to the City Council the Conditional Use Permits for On-Premise Dynamic Display Signs at 1100 30th Ave S and 1409 Main Ave SE and related Findings of Fact made by Lindsie Schoenack and seconded by Sebastian McDougall, 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. Page 16 of 48**
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.**

For 6: Jana Kasper, Wayne Ingersoll, Lindsie Schoenack, Robert Seigel, Sebastian McDougall, Paul Krabbenhoft

Against 0: None

Abstain/Recuse 0: None

**Motion Passed**

- 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

**Motion to Open the Public Hearing made by Lindsie Schoenack and seconded by Paul Krabbenhoft.**

For 6: Jana Kasper, Wayne Ingersoll, Lindsie Schoenack, Robert Seigel, Sebastian McDougall, Paul Krabbenhoft

Against 0: None

Abstain/Recuse 0: None

**Motion Passed**

Staff briefed the Commission on the request for items related to Partridge Creek Addition to facilitate residential development. The items included a Map Amendment from TZ: Transitional to RLD-3: Residential Low Density - 3 and Preliminary and Final Plat for the eighty-five lot Partridge Creek Addition.

A. Brandvold, 19<sup>th</sup> St S, commented prior to the meeting regarding concerns about density, quality of the development and impact to property values.

Staff recommended that the Planning Commission recommend approval of the map amendment to rezone Partridge Creek Addition from TZ: Transitional to RLD-3: Residential Low Density - 3 and Preliminary and Final Plat for Partridge Creek Addition, contingent upon the following:

1. 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.
2. Temporary dead-end streets required to have temporary cul-de-sacs.
3. 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.
4. 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.
5. Utility and drainage easements shall be provided, as needed.
  - a. Specifically, where the plat drawing shows rear yards with 5 foot easements, these need to be 10-foot easements.
6. Owner shall enter into a developer's agreement with the City of Moorhead.
7. Owner/Applicant shall receive all required federal, state and local permits.

A. Dew, 19<sup>th</sup> St S, also commented concerns density, quality of the development and impact to property values.

**Motion to Close the Public Hearing made by Jana Kasper and seconded by Paul Krabbenhoft.**

For 6: Jana Kasper, Wayne Ingersoll, Lindsay Schoenack, Robert Seigel, Sebastian McDougall, Paul Krabbenhoft

Against 0: None

Abstain/Recuse 0: None

**Motion Passed**

**Motion to Recommend Approval to the City Council to Rezone Partridge Creek Addition from TZ: Transitional to RLD-3: Residential Low Density - 3 made by Paul Krabbenhoft and seconded by Jana Kasper.**

For 6: Jana Kasper, Wayne Ingersoll, Lindsay Schoenack, Robert Seigel, Sebastian McDougall, Paul Krabbenhoft

Against 0: None

Abstain/Recuse 0: None

**Motion Passed**

**Motion to Recommend Approval to the City Council the Preliminary & Final Plat related to Partridge Creek Addition made by Sebastian McDougall and seconded by Jana Kasper, contingent on the following:**

1. **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.**
2. **Temporary dead-end streets required to have temporary cul-de-sacs.**
3. **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.**
4. **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.**
5. **Utility and drainage easements shall be provided, as needed.**
  - a. **Specifically, where the plat drawing shows rear yards with 5 foot easements, these need to be 10-foot easements.**
6. **Owner shall enter into a developer's agreement with the City of Moorhead.**
7. **Owner/Applicant shall receive all required federal, state and local permits.**

For 6: Jana Kasper, Wayne Ingersoll, Lindsie Schoenack, Robert Seigel, Sebastian McDougall, Paul Krabbenhoft

Against 0: None

Abstain/Recuse 0: None

**Motion Passed**

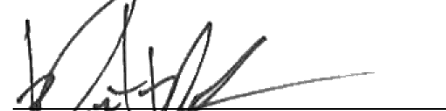
6. Other Business: None

7. Reports/Information: None

8. Adjourn

**Motion to Adjourn at 6:02 PM made by Sebastian McDougall and seconded by Paul Krabbenhoft.**

APPROVED BY:



Brent Behm  
Chair

ATTEST:



Robin Huston  
City Planner / Zoning Administrator

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