



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

1. Call to Order/Roll Call

Roll call of the members was made as follows:

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

Absent (0):

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

2. Agenda Amendments

Motion to Approve December 1, 2025 Agenda made by Robert Seigel and seconded by Lindsie Schoenack.

For 6: Jana Kasper, Lindsie Schoenack, Brent Behm, Robert Seigel, Sebastian McDougall, Paul Krabbenhoft

Against 0: None

Abstain/Recuse 0: None

Motion Passed

3. Approval of Minutes

A. November 3, 2025 Minutes

Motion to Approve made by Lindsie Schoenack and seconded by Robert Seigel.

For 6: Jana Kasper, Lindsie Schoenack, Brent Behm, 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 Plaza, LLC, for Preliminary & Final Plat relating to Prairie Parkway 3rd Addition

Motion to Open Public Hearing made by Robert Seigel and seconded by Sebastian McDougall.

For 6: Jana Kasper, Lindsie Schoenack, Brent Behm, Robert Seigel, Sebastian McDougall, Paul Krabbenhoft

Against 0: None

Abstain/Recuse 0: None

Motion Passed

Staff briefed the Commission on the request for a preliminary and final plat for the proposed Prairie Parkway 3rd Addition, which is a replat of the mixed use lot along 40th Ave S created in 2021 for Prairie Parkway 1st Addition. The developer intends to

reconfigure the 7.88 acre parcel between 38th and 40th Ave S into 43 lots for single-family detached homes, twin homes and townhomes to meet market demand.

No public comments had been received to date.

Staff recommended that the Planning Commission recommend approval to the City Council the Preliminary and Final Plat for Prairie Parkway 3rd Addition, contingent on the following:

1. Plat drawing corrections/additions needed:
 - a. Remove “the 25 foot pedestrian access easement” from the legal description in the Owner’s Certificate.
 - b. Add Document #816104 to existing “14 ft shared use path access easement” along 40th Ave S.
 - c. Remove “Existing property line to be abandoned here” as parcel combination has been completed.
 - d. Easements:
 - i. Verify if ROW Easement Document #454833 shown in the Title Opinion needs to be shown on this plat.
 - ii. Add 25-foot pedestrian access and utility easement to Lot 5, Block 1 and Block 15, Block 2
 - iii. Show 5-foot interior side lot easements for
 1. Single-family detached lots on both sides (Lots 2-7, Block 2), Lot 1-4 and 6-14, Block , Lot 26, Block 2
 2. Twin home lots on all sides but not along zero-lot line (Lots 9-14 and Lot 16-25, Block 2)
 3. Townhome lots:
 - a. Lot 8, 27, 28, 29, Block 2 – along north property lines
 - b. Lot 8 and 28, Block 2 – along south property lines
2. Easements to be recorded separately from plat:
 - a. 10-foot utility and drainage easement to west property line of Parcel 58.623.0675, 2405 38th Ave S
 - b. All access easements
3. Additional utility and drainage easements shall be provided, as needed.
4. Applicant/Owner shall enter into a developer’s agreement with the City of Moorhead.
5. Applicant/Owner to receive all required federal, state and local permits.

There were no public comments at the meeting.

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

For 6: Jana Kasper, Lindsie Schoenack, Brent Behm, 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 and Final Plat for Prairie Parkway 3rd Addition made by Lindsie Schoenack and seconded by Robert Seigel, contingent on the following:

1. Plat drawing corrections/additions needed:
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- description in the Owner's Certificate.
- b. Add Document #816104 to existing "14 ft shared use path access easement" along 40th Ave S.
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For 6: Jana Kasper, Lindsie Schoenack, Brent Behm, Robert Seigel, Sebastian McDougall, Paul Krabbenhoft

Against 0: None

Abstain/Recuse 0: None

Motion Passed

6. Other Business

None

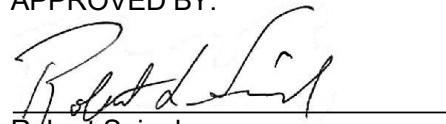
7. Reports/Information

None

8. Adjourn

Motion to Adjourn at 05:37 PM made by Robert Seigel and seconded by Sebastian McDougall.

APPROVED BY:



Robert Seigel
Vice Chair

ATTEST:



Robin Huston
City Planner / Zoning Administrator

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