



*Aaron Nelson, AICP Director of Planning and Zoning
Leslie McGillivray-Rivas, Sr. Planner
Lisa Sankey, Planner
Breanna Siegler, Office Manager*

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West Fargo Planning & Zoning Commission Meeting Minutes
Tuesday, January 9, 2024 - 5:30 p.m.

Members Present: Joe Kolb, Eric Dodds, Mike Thorstad, Kathi Schwan, David Gust, Aleyna Leibfried

Members Absent: None

Others Present: Aaron Nelson, Lisa Sankey, Leslie McGillivray-Rivas, Breanna Siegler

Minutes Submitted by: Breanna Siegler, Office Manager

Meeting was called to order by Chair Kolb at 5:30pm. Commissioner Dodds motioned to approve the order of the agenda, Commissioner Leibfried seconded. No opposition. Motion passed.

Commissioner Gust moved and Commissioner Dodds seconded a motion to approve the minutes from December 12, 2023. No opposition. Motion passed.

Chair Kolb opened nominations for the election of Commission Chair and Vice-Chair. Commissioner Gust nominated Chair Joe Kolb and Vice-Chair Erid Dodds to retain their positions. Commissioner Thorstad seconded both nominations. Chair Kolb moved for a vote. No opposition. Motion passed.

Chair Kolb opened a Public Hearing regarding approval and adoption of the Downtown Placemaking Master Plan. Commissioner Dodds asked if any discussion was brought forth on December 18th that would have inspired changes to the document. Planning Director Aaron Nelson stated plan document has had no major changes since public presentation on December 18th (grammatical changes). Director Nelson stated that concerns regarding snow removal, involvement in the POW/MIA Plaza, West Fargo Events, and access to the river/parks were brought up. There was some clarification given that this plan is meant to act as a framework for future decisions regarding downtown; it does not directly approve any specific actions.

Commissioner Leibfried questioned availability of a timeline or method to hold city accountable for remaining active on implementing the Downtown Placemaking Master Plan. Recommendations are varied enough that not all would be implementable immediately or at the same time. Director Nelson stated that the Planning & Zoning Commission could recommend a timeline/etc to the City Commission as a condition of adopting the plan. Commissioner Leibfried suggested an agenda item every six months to check on progress with recommendations. Commissioner Dodds asked if the current steps at updating the zoning codes would fall into place with the recommendations that are made in this plan. Chair Kolb suggested semi-annual review about how the Downtown Placemaking Master Plan is being utilized/implemented. Chair Kolb closed the Public Hearing. Commissioner Leibfreid motioned to approve and adopt the Downtown Placemaking Master Plan with the request that there be a status update on its implementation every 6 months. Commisisoner Gust seconded. No opposition. Motion passed with condition.

Chair Kolb opened the floor for non-agenda items. None were brought forth.

Commissioner Dodds moved and Commissioner Gust seconded to adjourn from regular agenda. No opposition. Motion passed and meeting adjourned at 5:55 pm.