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West Fargo Planning & Zoning Commission Meeting Minutes
Tuesday, February 13, 2024 - 5:30 p.m.

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

Members Absent: Dave Gust

Others Present: Aaron Nelson, Lisa Sankey, Leslie McGillivray-Rivas, John Shockley, 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 Leibfried moved and Commissioner Thorstad seconded a motion to approve the minutes from January 9, 2023. No opposition. Motion passed.

Chair Kolb opened a public hearing for A24-1 Dakota Territory 14th Addition, a request for a Planned Unit Development at 1018 17 St E. to build townhouse style apartments (Lot 1, Block 1 of Dakota Territory 14th Addition). Chair Kolb stated that this application will be continued until the March 12, 2024 meeting and asked for any public comment to come forward if present. No comments were brought forth. Chair Kolb closed the public hearing and confirmed application continuation until the March 12, 2024 meeting.

Chair Kolb opened a public hearing for A24-2 Sandhills 8th Addition a request for subdivision and zoning change from A to LI and P for an industrial development located West of 26th St NW and South of 4th Ave NW (Lots 1-2, 8-11, and Parts of 21-22 Block 4, Lots 3, 12-15 and 17-18 Block 5, Lots 5-9, 11-12 and 14-19 Block 8 and Lots 1-2 Block 9 of Meadow Brook Park Subdivision; Lot 1, Block 2 and Lot 1, Block 3, of Sandhills 3rd Addition; Lot 1, Block 1, of Sandhills 5th Addition; Lots 1-2 In Block 1, Lot 1, Block 2, Lots 1-2 In Block 3, of Sandhills 6th Addition; Lot 1, Block 1, of Sandhills 7th Addition). City staff offered clarification stating that some of the line work on the projected images in the packet do not reflect the recently approved Sandhills 6th and 7th Additions (the yellow lines). Planning Director Nelson also said that the details of Lots 7 and 8 are subject to change. With regards to public land dedication, the standard is 5% dedication based on land area. Some of the previous subdivisions have provided this and would be exempt from consideration in this subdivision. A land dedication agreement would be required, and staff recommend fee in-lieu of a park creation. The Park District has reviewed the future zoning and limited number of residential users and feels that creation of a park is not warranted in this location. Subdivision includes dedication for utility easements so that remaining residential properties would have an opportunity to tie in to city utilities. A signed subdivision agreement will be required. Staff recommends approval with conditions.

Commissioner Thorstad motioned to approve the subdivision and rezoning with the recommendations of staff. Commissioner Leibfried seconded. No opposition. Motion passed.

Chair Kolb opened the floor for non-agenda items. None were brought forth. Chair Kolb moved and Commissioner Leibfried seconded adjournment from the regular agenda. No opposition. Motion passed and the regular agenda was adjourned at 5:49pm.

Chair Kolb opened the discussion agenda. Planning Director Nelson brought forth proposed revisions to Title IV Ordinances, specifically regarding Off-Street Parking, Pool Fencing, and Backyard Chicken Keeping. The intent is to bring the proposed changes to the attention of the Planning & Zoning Commission before bringing formal changes to the agenda as actionable items. Director Nelson gave a summary of changes currently being considered (updating minimum parking standards based on physical aspects of building instead of number of employees on the largest shift, general formatting, reduction of off-street parking requirements, and allowing minor reduction requests to be handled at the administrative level (distinguished using specific criteria). Commissioner Thorstad asked if repair/mechanic shops should have a split category for type of repair (Firestone on 13th Ave and 9th St. vs. standard repair where vehicles stay on premises for extended period). Commissions brought forth suggestions for clarification and review.

Director Nelson introduced a first draft of an ordinance for backyard chickens. Title XI deals with animals but Title IV has some language that would need changes. Planning would work with the Police Department for this ordinance.

Director Nelson lastly spoke about a possible reduction in pool fence heights from 6ft to 4 or 5ft to match industry standards.

Commissioner Leibfried moved, and Commissioner Schwan seconded to adjourn from the discussion agenda. No opposition. Motion passed. Meeting adjourned at 6:42 pm.

Clarification from City Attorney Shockley was given regarding motions not being required after the discussion agenda items, only the regular agenda portion.