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West Fargo Planning & Zoning Commission Meeting Minutes
Tuesday, January 14th 2025 - 5:30 p.m.

Members Present: Joe Kolb, Mike Thorstad, Dave Gust, Matt Kopp

Members Absent: Eric Dodds, Kathi Schwan

Others Present: Aaron Nelson, Lisa Sankey, Katie Schmidt, Breanna Siegler

Minutes Submitted by: Breanna Siegler, Office Manager

The meeting was called to order by Chair Kolb at 5:30pm. Chair Kolb asked for approval of the order of the agenda. Commissioner Gust motioned to approve; Commissioner Thorstad seconded. No opposition. Motion passed.

Commissioner Kopp moved and Commissioner Thorstad seconded the motion to approve the meeting minutes from December 10, 2024. No opposition. Motion passed.

Chair Kolb opened the floor for the election of Commission Chair and Vice-Chair and gave notice that his second term expires in a few months. Commissioner Thorstad motioned to keep Chair Kolb and Vice-Chair Dodds in their prospective positions until their term limits apply. Commissioner Kopp seconded the motion. No opposition. Motion passed.

The applicant for A24-32 Hope Lutheran Addition, a request for subdivision and zoning change from A: Agricultural to R-1A: Single Family Dwellings in the S ½ of Section 31, T139N, R49W has requested continuation of this item until the February 11, 2025 Planning & Zoning Commission meeting. Chair Kolb motioned to approve the continuation.

Chair Kolb opened a Public Hearing for A25-1 Shadow Creek 4th Addition, a request for a variance to reduce the required minimum building control line of the CO-SR: Sheyenne River Corridor Overlay District at 49 35th Ave E (Lot 5, Block 1 Shadow Creek 4th Addition). Chair Kolb asked for public comment. One public comment was brought forth regarding the future presence of trees on the property if this application were to be approved. While a landscaping plan is not required for a variance application, a representative of the applicant stated that there is no intention of removing trees. Chair Kolb closed the public hearing. Discussion held. Commissioner Gust motioned to approve the application with the recommendation listed. Commissioner Thorstad seconded. No opposition. Motion passed.



Chair Kolb opened the floor for Director Nelson to describe the recommendation of HKGi as the chosen contractor for the Growth Area Master Plan. Five proposals were submitted, a selection committee was asked to review the proposals, and then HKGi was chosen as the preferred contractor by the selection committee. Discussion held. Commissioner Gust moved to recommend HKGi as the contractor for the Growth Area Master Plan. Commissioner Kopp seconded. No opposition. Recommendation passed.

Chair Kolb opened the floor to review and approve the 2025 Planning & Zoning Commission meeting dates. Commissioner Gust moved to approve the dates and Commissioner Thorstad seconded. No Opposition. Dates approved.

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

Chair Kolb asked for a motion to adjourn from the regular agenda. Commissioner Kopp moved to adjourn. Commissioner Gust seconded. No opposition. Motion passed. Chair Kolb adjourned from the regular agenda at 6:04pm.

Chair Kolb opened the discussion agenda. Director Nelson brought forth the commission bylaws for review. Some of the items included in the review were: clarifying the role of ex-officio members of the commission, modifying the name of the document, reduction of quorum when there are multiple vacancies on the commission, and removing references in section ten about the work program. Chair Kolb confirmed with the City Attorney that reducing the quorum wouldn't be violating any state laws. City Attorney Schmidt confirmed that quorum is considered half or more of the board, but it can be less in certain circumstances.

Director Nelson brought the first draft of short-term rental ordinance to attention. Staff and departments have met once to figure out what they want from an ordinance. The next step will be reconvening multi-departmental group to start reviewing. Director Nelson is asking for PZ Commission feedback because land use will play a part in an ordinance. The City Commission directed staff to create this ordinance. Commissioner Gust agrees with starting this discussion. Chair Kolb thinks it should be regulated through current ordinances.

Chair Kolb adjourned from discussion agenda at 6:23pm.