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West Fargo Planning & Zoning Commission Meeting Minutes
Tuesday, March 11th 2025 - 5:30 p.m.

Members Present: Joe Kolb, Mike Thorstad, Dave Gust, Matt Kopp, Kathi Schwan, Eric Dodds-virtual

Members Absent: None

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 Schwan seconded. No opposition. Motion passed.

Commissioner Schwan moved and Commissioner Gust seconded the motion to approve the meeting minutes from March 11, 2025. No opposition. Motion passed.

Chair Kolb opened a public hearing for Public Hearing- A25-5 Brooks Harbor 5th Addition, a request for Planned Unit Development at 2250 5th St W to build townhouse style apartments (Lot 3, Block 3 Brooks Harbor 5th Addition) and stated that the applicant has requested this item to be continued until the April 15, 2025 meeting. Chair Kolb asked for public comment. A member of the public opposed the application and stated that they would like the commission to deny this application like they did in May 2024. Chair Kolb closed the public hearing. Commissioner Gust motioned to approve continuation until April 15th. Commissioner Kopp seconded. No opposition. Continuation approved until April 15th, 2025.

Chair Kolb opened a Public Hearing for Public Hearing- A25-3 DMF Addition, a request for replat at 450 23rd Ave E (Lot 1, Block 1 North Pond at the Preserve 14th Addition). Chair Kolb asked for public comment. No public comment was brought forth. Chair Kolb closed the public hearing. Discussion held. Commissioner Gust motioned to approve the request with the three listed conditions. Commissioner Thorstad seconded. Motion passed. No opposition.

Chair Kolb opened a Public Hearing- A25-4 Oak Ridge 20th Addition, a request for a replat at 805 32nd Ave E (Lot 8, Block 1 Oak Ridge 6th Addition). Chair Kolb opened the floor for public comment. No comment brought forth. Chair Kolb closed the public hearing. Discussion held. Commissioner Thorstad motioned to approve. Commissioner Gust seconded. Motion passed. No opposition.



Chair Kolb opened a Public Hearing for A24-28 Zoning Ordinance Amendment to Title IV regarding short-term rentals. Chair Kolb opened the floor for public comment. Public comment was brought forth by four individuals that all opposed the zoning ordinance amendment. Three of the residents were specifically opposed to the primary residence restrictions and the affects that it would have on owners and operators in the area. The fourth resident lives in a neighborhood with short-term rentals and has found those sites to be well maintained. Chair Kolb closed the public hearing. Discussion was held about the pros/cons of the ordinance as currently written as well as what revisions would be beneficial before bringing this item forward to the City Commission. Commissioner Kopp asked if he could motion for staff to utilize the discussion items that were being brought up and revise the ordinance. Director Nelson confirmed that a motion could be made for specific review, and that the amendment could be revised and then brought back before the Planning & Zoning Commission for a recommendation prior to going on to the City Commission. Commissioner Gust would like an opinion from the Assessor's office to see if these properties should be considered residential or commercial.

Commissioner Schwan motioned to reject the ordinance as currently written and added a request to review the primary residence requirements. Commissioner Kopp seconded the motion to reject the ordinance as currently written. Motion passed 5-1 with Commissioner Gust voting in opposition.

Chair Kolb opened the floor for non-agenda items. The next Planning & Zoning Commission meeting will be April 15th, the third Tuesday of the month instead of the usual second Tuesday. There will likely be a Growth Area Master Plan review session either before (4-5pm) or directly after the Planning & Zoning Commission meeting.

Chair Kolb asked for a motion to adjourn from the regular agenda. Commissioner Gust moved to adjourn. Commissioner Schwan seconded. No opposition. Motion passed. Chair Kolb adjourned from the regular agenda at 6:43pm.

Chair Kolb opened the discussion agenda. Director Nelson provided a first draft of the 2025/2026 work program for review. Chair Kolb asked if items that are actively being worked on could be listed separately from the items that are lower priority or for the future only. Chair Kolb closed the discussion agenda.