

AGENDA

City of West Fargo Short-Term Rental Committee

Monday, July 28, 2025

4:30 PM

West Fargo Room, West Fargo City Hall – 2515 6th St E

1. Call to Order
2. Roll Call
3. Approval of Order of Agenda
4. Approval of Minutes – June 30, 2025
5. Public Comment Period (*Members of the public will be allowed 2 minutes and 30 seconds to address the Committee*)
6. Committee Updates
 - a. Updates to the Committee Overview document
 - b. Ordinance examples from other cities in the region. (Link to resources: [☐ Short-Term Rentals 2025](#))
 - c. General committee discussion
7. Public Survey
 - a. Presentation and discussion of draft survey questions
 - b. Approval of survey questions and related details
8. Next Steps
 - a. Discuss and approve the next steps of the Committee, including research/informational needs, member assignments, and/or agenda items for the next meeting
 - b. Approve date, time, and location of next meeting
9. Adjournment

Meeting Minutes

City of West Fargo Short-Term Rental Committee

Monday, June 30, 2025

4:30 PM

West Fargo Room, West Fargo City Hall – 2515 6th St E

1. Call to Order

Planning Director Nelson called the meeting to order at 4:30pm.

2. Roll Call

Committee Members Present: Commissioner Rory Jorgensen; Commissioner Roben Anderson; Captain Randy Burkhardtmeier; Deputy Fire Chief Dell Sprecher; Planning Director Aaron Nelson.

Committee Members Absent: None

3. Election of Committee Chair and Vice Chair

Planning Director Nelson opened the floor for nominations of committee chair and vice-chair. Deputy Fire Chief Sprecher nominated Planning Director Nelson as chair and Commissioner Jorgensen seconded. Commissioner Jorgensen volunteered to be vice-chair. Director Nelson motioned to elect Commissioner Jorgensen as vice-chair. Commissioner Anderson seconded. No opposition: motion approved.

4. Approval of Order of Agenda

Commissioner Anderson motioned to approve the order of the agenda. Vice-Chair Jorgensen seconded. No opposition, motion passed.

5. Public Comment Period *(Members of the public will be allowed 2 minutes and 30 seconds to address the Committee)*

Kathi Schwan: Planning & Zoning Commissioner would like the committee to consider the unique demographics of people that utilize short-term rentals; specifically traveling medical professionals and organ transplant recipients that are required to stay in the vicinity of the hospital prior to a transplant surgery.

Eric Stuart: Short-term rental owner/operator would like to volunteer his knowledge and expertise as a resource for the committee. He has experience in multiple cities and would like to be a resource as a local expert.

Tom Seymour: 5066 Woodridge Lane believes that there should only be residential dwellings in an R-1A zoning district.

6. Committee Orientation & Scope Discussion

Chair Nelson presented the draft Committee Overview document, which intended to help clarify the committee's purpose and scope of work. The Committee Overview document is intended to be an informal guide and living document as the committee's work progresses. It was noted that this committee was established by the City Commission during the second reading of the draft short-term rental ordinance on June 16, 2025. Commissioner Jorgensen shared some of the feedback that he had received prior to this meeting.

General discussion on the work and scope of the Committee was had. Commissioner Anderson mentioned interest in providing a survey to the public for feedback. Vice-Chair Jorgensen asked where information for the first draft of the ordinance was researched initially. Chair Nelson noted that Planning staff members researched and reached out to communities in Minnesota, North Dakota, and South Dakota. Applicable ordinance provisions from these cities were incorporated into the draft West Fargo ordinance, along with information and input from other city departments (Fire, Finance, Police, etc.). The number of meetings and expectations of members was discussed. The Committee discussed assigning specific tasks during meetings and left the number of meetings undetermined.

Final deliverables/outputs of the Committee were discussed. The Committee will ultimately need to provide the City Commission with a recommendation, which could range from general recommendations to recommendations for specific edits to the draft ordinance, along with supporting materials.

The Committee discussed how to review any proposed survey questions. It was discussed that potential questions could be drafted prior to and reviewed at the next meeting, before having staff work with the Communications department to publish the survey.

7. Review of Draft Short-Term Rental Ordinance

The Committee discussed the current draft of the short-term rental ordinance. Upon review of the draft ordinance, the Committee discussed narrowing its focus to several key sections of the draft ordinance. The primary residency requirement was identified as a high priority for additional review. Additionally, occupancy limits, and timing of the renewal period were also identified as priorities.

8. Process & Next Steps

Commissioner Anderson requested access to the research that was done about rental ordinances in other cities prior to drafting this ordinance. Chair Nelson is going to compile example ordinances and make them available to the Committee. Chair Nelson will also update the Committee Overview document to reflect the identified focus areas that the Committee would like to explore further.

Commissioner Anderson will draft a set of survey questions to be reviewed by the Committee at the next meeting.

Discussion was had on the time and location of the next meeting. Vice-Chair Jorgensen motioned for Monday, July 28th at 4:30pm in the West Fargo Room at City Hall to be the time and place of the next Short-Term Rental Committee meeting. Deputy Fire Chief Sprecher seconded the motion. No opposition, motion passed.

Items for the next meeting agenda will need to be submitted to the Planning Department by the Committee members by Thursday, July 24th. The agenda will be published on July 25th.

9. Adjournment

Commissioner Anderson motioned to adjourn the meeting. Captain Burkhartsmeier seconded. No opposition. Motion passed. Meeting adjourned at 5:24pm.

DRAFT City of West Fargo Short-Term Rental Committee – Committee Overview

Last Update: July 24, 2025

Purpose Statement:	<p>The committee's purpose is to evaluate, deliberate, and recommend to the City Commission policies and/or a draft ordinance for the regulation of short-term rentals (STRs) in West Fargo. The recommendations will aim to balance economic opportunity with neighborhood integrity, public safety, and community values.</p>
Scope of Work:	<ul style="list-style-type: none">• Review and evaluate the draft STR ordinance.<ul style="list-style-type: none">— Assess its alignment with community goals.— Identify key policy questions and areas of concern requiring further discussion.• Evaluate the regulatory approaches to short-term rentals that comparable jurisdictions have taken.• Identify and engage key stakeholders including residents, STR operators, neighborhood groups, and local businesses.• Develop a set of policy recommendations and/or specific edits to the current draft STR ordinance.• Deliver a recommendations report and/or draft ordinance to the City Commission for further consideration.
Deliverables:	<ul style="list-style-type: none">• A final Recommendations Report, including:<ul style="list-style-type: none">— key findings and policy considerations.— A revised draft STR ordinance, if applicable.— Summary of stakeholder engagement and public input.
Key Policy Questions:	<ul style="list-style-type: none">• Primary Residency Requirement -- Should short-term rentals be limited to properties that serve as a primary residence, or should the city allow properties to operate STRs year-round without a residency requirement?• Occupancy Limits -- Should occupancy limits for short-term rentals match those for long-term residential dwellings, or should STRs be permitted to host a greater number of guests?• Timing of renewal period -- Should short-term rental licenses be renewed annually every calendar year (e.g., by December 31), or should an alternative timeline or a rolling 12-month renewal system based on the date of issuance be considered?• Others? – Are there other STR policy questions the Committee should explore?
Anticipated Process Elements:	<ul style="list-style-type: none">• Kick-off meeting to define the Committee's scope of work and goals (updates to this document).• Regular committee meetings throughout the process.• Staff working to compile information and draft materials between committee meetings.• Public communications & input opportunities for stakeholders.<ul style="list-style-type: none">— Could include surveys, comment submittals, listening sessions, etc.— Open meeting requirements (Public notice, meeting agendas & minutes)— Meeting materials posted to the City's webpage and calendar of events.— Social media notifications and media releases, as needed.

	<ul style="list-style-type: none"> • Official votes/action of the Committee on key policy questions, task items, and final recommendations. • Final recommendations/deliverables drafted, voted on, & submitted/presented back to the City Commission.
Committee Membership:	<ul style="list-style-type: none"> • Rory Jorgensen, City Commission • Roben Anderson, City Commission • Aaron Nelson, Staff – Planning & Zoning • Randy Burkhartsmeier, Staff – Police • Dell Sprecher, Staff – Fire
Committee Procedures:	<p>The committee will maintain an informal and collaborative atmosphere during discussions. However, for procedural and formal action items, the committee will follow Robert's Rules of Order to ensure clarity, consistency, and transparency in decision-making.</p>
Feedback & Questions:	<p><u>Please contact the West Fargo Planning Department with any feedback or input you would like to share regarding the work of this committee.</u></p> <p>West Fargo Planning Department Attn: Aaron Nelson 2515 6th St E West Fargo, ND 58078</p> <p>Phone: (701) 515-5370 Email: Aaron.Nelson@WestFargoND.gov</p>

1) Are you a resident of West Fargo or an owner/operator of a Short Term Rental?

Resident of West Fargo

Owner/Operator

Service provider for a Short Term Rental property (mowing, cleaning, etc.)

Resident of another city

Resident Questions

Are you aware of any Short Term Rentals are near you?

yes/no

As a resident, have you had any issues with Short Term Rentals?

yes (please explain)

no

Are you in favor of allowing Short Term Rentals in residential areas, why or why not?

yes/no (explain)

Are you in favor of a primary residence requirement for Short Term Rentals? (this would require the operator living in the residence for majority of the year to do a STR)

yes/no

Is there anything you would like to see in an ordinance around STR?

open ended

is there anything you would not like to see in an ordinance around STR?

open ended

Have you had to contact the owner of a STR due to concerns with the property?

yes/no

If yes to 6, have you been able to talk with them directly?

yes/no (explain)

Do you have any other information or thoughts you would want to share with the Short Term Rental Committee about Short Term Rentals?

open ended

Owner-Operator Questions

How long (in years) have you been operating your Short Term Rental(s)?
slider 0-40

How many properties do you maintain as STRs?
slider 1-100

Do you offer any other types of rentals (month to month, 6 month lease, etc)
open ended

Have any of your renters had interactions with police?
no
yes (please explain)

How often is your property maintained (mowing, snow removal, landscaping, garbage containers, etc.)
open ended

Do the neighbors of your properties have your direct contact information?
yes/no (if no, why not)

With an ordinance being developed, what would you like to see within the ordinance?
open ended

With an ordinance being developed, what would you not like to see within the ordinance?
open ended

What is (are) the Address of your short term rental(s)?
open ended

What is the average # of continuous nights of a renter?
open

How many guests are allowed?
number, 1-30

Have you had any unruly renters?
yes/no

if yes, how have you handled unruly renters while entering or after they have left?
open

please comment on available parking for renters (garage, driveway, street, etc)
open

Over the last 18+ months (2024 - 2025 YTD), what has been your occupancy rate?
2024 percent:
2025 ytd percent:

Are neighbors of the property(ies) been informed of your STR?
yes/no

Do they know who to contact or how to contact if there are issues?
yes/no
please explain

How many ratings have you received?
5 star:
4 star:
3 star:
2 star:
1 star:

how often is lawn mowed? Do you do this or do you hire out?
open

what about snow removal?
open

Do you have any other information or thoughts you would want to share with the Short Term Rental Committee about Short Term Rentals?
open ended

Service Providers Questions

How many STR properties in West Fargo do you currently service?

0-99

what services do you provide?

mowing

cleaning

snow removal

security

other (please explain)

What issues do you come across from renters as you're servicing the property?

open

Do you have any other information or thoughts you would want to share with the Short Term Rental Committee about Short Term Rentals?

open ended

Other City Questions

Have you rented from a Short Term Rental in West Fargo before?

yes/no

If yes, what was your experience?

open

What comments do you have for West Fargo relating to the Short Term Rental ordinance?

open