



*Aaron Nelson, AICP Director of Planning and Zoning  
Steve Iverson, Senior Planner  
Lisa Sankey, Planner  
Breanna Siegler, Office Manager*

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West Fargo Planning & Zoning Commission Agenda  
Tuesday, January 13<sup>th</sup>, 2026 - 5:30 p.m.

- A. Call to Order
- B. Approval of Order of Agenda
- C. Approval of Minutes- December 9, 2025
- D. Regular Agenda
  - 1. Election of Commission Chair and Vice-Chair
  - 2. Public Hearing- A26-1 Sukuts 2<sup>nd</sup> Addition, a request for Conditional Use Permit (CUP) to allow an illuminated sign in an R-1 (One and Two Family Dwelling) Zoning District located at 127 2<sup>nd</sup> Ave E, (Lots 1-10, Block 14 Sukuts 2<sup>nd</sup> Less N 30')- Iverson
  - 3. Review and approve 2026 Planning & Zoning Commission meeting dates
  - 4. Review and discuss 2026 Work Program- Nelson
- E. Non-Agenda Items
- F. Adjourn from Regular Agenda



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West Fargo Planning & Zoning Commission Meeting Minutes  
Tuesday, December 9<sup>th</sup>, 2025 - 5:30 p.m.

Members Present: Eric Dodds, Mike Thorstad, Dave Gust, Matt Kopp, Kathi Schwan, Alyssa Ommen, Morgan Forness

Members Absent: Chris Wehri

Others Present: Aaron Nelson, Lisa Sankey, Steve Iverson, Katie Schmidt-virtual, Breanna Siegler

Minutes Submitted by: Breanna Siegler, Office Coordinator

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

Chair Dodds asked for a motion to approve the meeting minutes from November 12, 2025. Commissioner Kopp moved and Commissioner Schwan seconded a motion to approve the meeting minutes from November 12, 2025. No opposition. Motion passed.

Chair Dodds opened a public hearing for Public Hearing- A25-23 Meyer's 2<sup>nd</sup> Addition, a request for rezone at 1202 Prairie Parkway from R-2: Limited Multiple Dwelling to C: Light Commercial (Lot 1, Block 8C Meyer's 2nd Addition). Chair Dodds asked for public comment. No comments were made. Chair Dodds closed the public hearing. Commissioner Gust motioned to approve. Vice-Chair Thorstad seconded. No opposition. Motion passed. Chair Dodds clarified about when a roll call vote is necessary over a voice vote.

Chair Dodds opened the presentation of A25-24 Montgomery Homestead 3<sup>rd</sup> Addition, a request for a retracement plat at 3252, 3256, 3260, 3264, 3268, 3272, 3276, and 3280 9th St W (Lots 3-7 and 8, Block 1 Montgomery Homestead 1st Addition and Lots 1 & 2, Block 1 Montgomery Homestead 2<sup>nd</sup> Addition). Discussion held. Brian Pattengale spoke on behalf of the applicant and clarified that combining the lots is for owner ease. Commissioner Schwan motioned to approve. Commissioner Kopp seconded. Roll call vote 7-0 in favor. Motion passed.

Chair Eric Dodds will be stepping down after this meeting due to relocation. He thanked the commission for their service and they wished him farewell.

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



Chair Dodds asked for a motion to adjourn from the regular agenda. Commissioner Gust moved to adjourn. Vice-Chair Thorstad seconded. No opposition. Motion passed. Chair Dodds adjourned from the regular agenda at 5:38pm.

CITY OF WEST FARGO PLANNING & COMMUNITY DEVELOPMENT

STAFF REPORT

A26-1 Conditional Use Permit	
Sukuts 2 <sup>nd</sup> Addition	
Legal Description/Address: Lots 1-10 Block 14 Sukuts 2 <sup>nd</sup> Addition less N 30' of E 20' of Lot 9 located at 127 2 <sup>nd</sup> Avenue E	
Applicant: Kyra Johnson – Indigo Signs Owner: Faith Lutheran Church	Staff Contact: Steve Iverson
Planning & Zoning Commission Public Hearing:	1-13-26
City Commission:	

**PURPOSE:**

Allow for illuminated sign in a residential district as provided for as a conditional use in 4-460.7.14 of City Ordinances.

**STATEMENTS OF FACT:**

Land Use Classification:	G4-A – Core Retrofit Growth Sector
Existing Land Use:	Church
Current Zoning District(s):	R-1: One and Two Family Dwelling
Zoning Overlay District(s):	None
Proposed Zoning District(s):	N/A
Proposed Lot size(s) or range:	N/A
Total area size:	71,875 – 1.64 acres
Adjacent Zoning Districts:	North – R-1 South – R-1 East – R-1 West – R-1 Northwest - C
Adjacent street(s):	Bounded by 1 <sup>st</sup> and 2 <sup>nd</sup> Street/2 <sup>nd</sup> and 3 <sup>rd</sup> Avenue East (all local)
Adjacent Bike/Pedestrian Facilities:	Standard 4' sidewalk on all four frontages
Available Parks/Trail Facilities:	Herb Tintes Park is 4 blocks south (less than ¼ mile) along standard sidewalks
Public Dedication Requirements:	N/A

**DISCUSSION AND OBSERVATIONS:**

- The applicant has applied for a conditional use permit to allow an illuminated signage on the southeast corner of 1<sup>st</sup> Street and 2<sup>nd</sup> Avenue East. This is the northwest corner of Faith Lutheran's campus.
- The proposed monument sign would be 7 feet high consisting of an 11.45 square foot internally lit Faith Lutheran logo along the top portion and an 18.22 square foot Electronic Message Center (EMC), along the lower portion of the sign.
- The proposed sign would be located 15 feet from the north property line and 10 feet from the west property line.

## STAFF REPORT

- Under Section 4-460.7.14 of the General Sign Provisions, signs in residential districts and signs facing residential districts shall not be illuminated unless approved as a conditional use.
- Similar applications were approved for Electronic Message Centers (EMC) at Lutheran Church of the Cross, Meadow Ridge Bible Chapel and Triumph West Church as well as Hulbert arena with the conditions that included limiting the hours of operation of the electronic message center to 6 am to 10 pm.
- Under the sign regulations, illuminated signs shall be shielded to prevent lights from being directed at oncoming traffic in such brilliance that it impairs the vision of the driver. Nor shall such signs interfere with or obscure an official traffic sign or signal.
- Standard brightness limits for illuminated signs vary by jurisdiction; however, it is common for municipalities to restrict brightness levels for the purpose of protecting adjacent properties and maintaining public safety (such as preventing the impairment of drivers' vision at night). Sign brightness levels are typically measured in relation to ambient lighting in units of brightness such as foot-candles or lux. Automatic dimming can be used to adjust sign brightness based on ambient lighting conditions.
- Due to the residential nature of the area, staff recommends capping sign brightness at 0.3 foot-candles above ambient lighting levels.
- A conditional use permit agreement is required to be signed prior to issuance of a sign permit and may include conditions deemed appropriate by the Commission.

**CRITERIA FOR GRANTING CONDITIONAL USE PERMIT:**

With reference to the criteria for granting conditional uses, the following is noted:

1. Ingress and egress to property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.
  - No concerns noted.
2. Off-street parking and loading areas where required, with particular attention to the items (1) above and the economic, noise, glare or odor effects of the special exception on adjoining properties and properties generally in the district.
  - No concerns noted.
3. Refuse and service areas, with reference to the items in (1) and (2) above.
  - No concerns noted.
4. Utilities, with reference of locations, availability, and compatibility.
  - No concerns noted
5. Screening and buffering with reference to type, dimensions, and character.
  - No concerns noted
6. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district.
  - Illuminated signage is regulated by the sign code as summarized above in the discussion section. As with sign examples listed above, conditions for new signage could include hours of operation, time of day illumination to ensure the intensity of the lighting is reduced during dark, units of luminance (foot-candles) not to exceed a certain standard, lighting reflect industry standards for LED lighting, etc.
7. Required yards and other open space.
  - No concerns noted.

STAFF REPORT

8. Soil conditions, as they relate to on-site sewage disposal, water supply, basement excavating, road construction and related land use.
  - No concerns noted.
9. General compatibility with adjacent properties and other properties in the district.
  - There may be comments during the public hearing.

**NOTICES:**

Sent to: Property owners within 350' and applicable agencies and departments

Comments Received:

- To date we have received one protest email included in this packet. The protest property is located at 129 3<sup>rd</sup> Avenue East, approximately 500' southeast of the proposed sign.

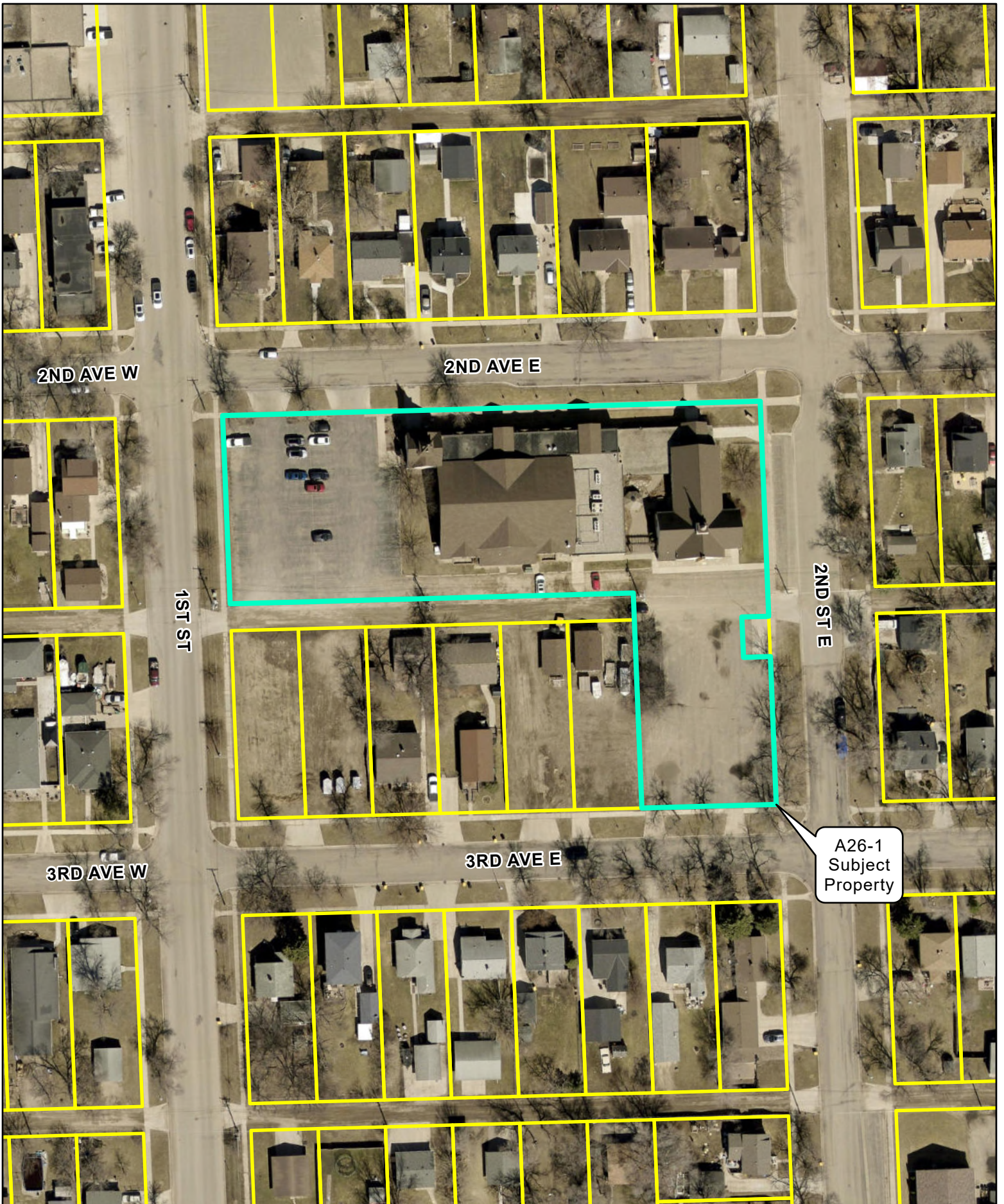
**RECOMMENDATIONS:**

It is recommended that the City approve the proposed application on the basis that it is consistent with City plans and ordinances and with recommended conditions of approval as follows:

1. A Signed Conditional Use Permit Agreement be submitted which outlines standard conditions of approval, along with the conditions listed below.
2. The sign shall be constructed and installed as provided in the plans presented to the West Fargo Planning & Zoning Commission at their January 13, 2026 meeting and the West Fargo City Commission at their \_\_\_\_\_, 2026 meeting.
3. The sign shall not exceed 0.3 foot-candles above ambient light, as measured 55 feet from the sign face.

Attachments:

1. Location Map
2. Zoning Map
3. Site Plan
4. Sign Information provided by applicant
5. Comments Received



2ND AVE W

2ND AVE E

1ST ST

2ND ST E

3RD AVE W

3RD AVE E

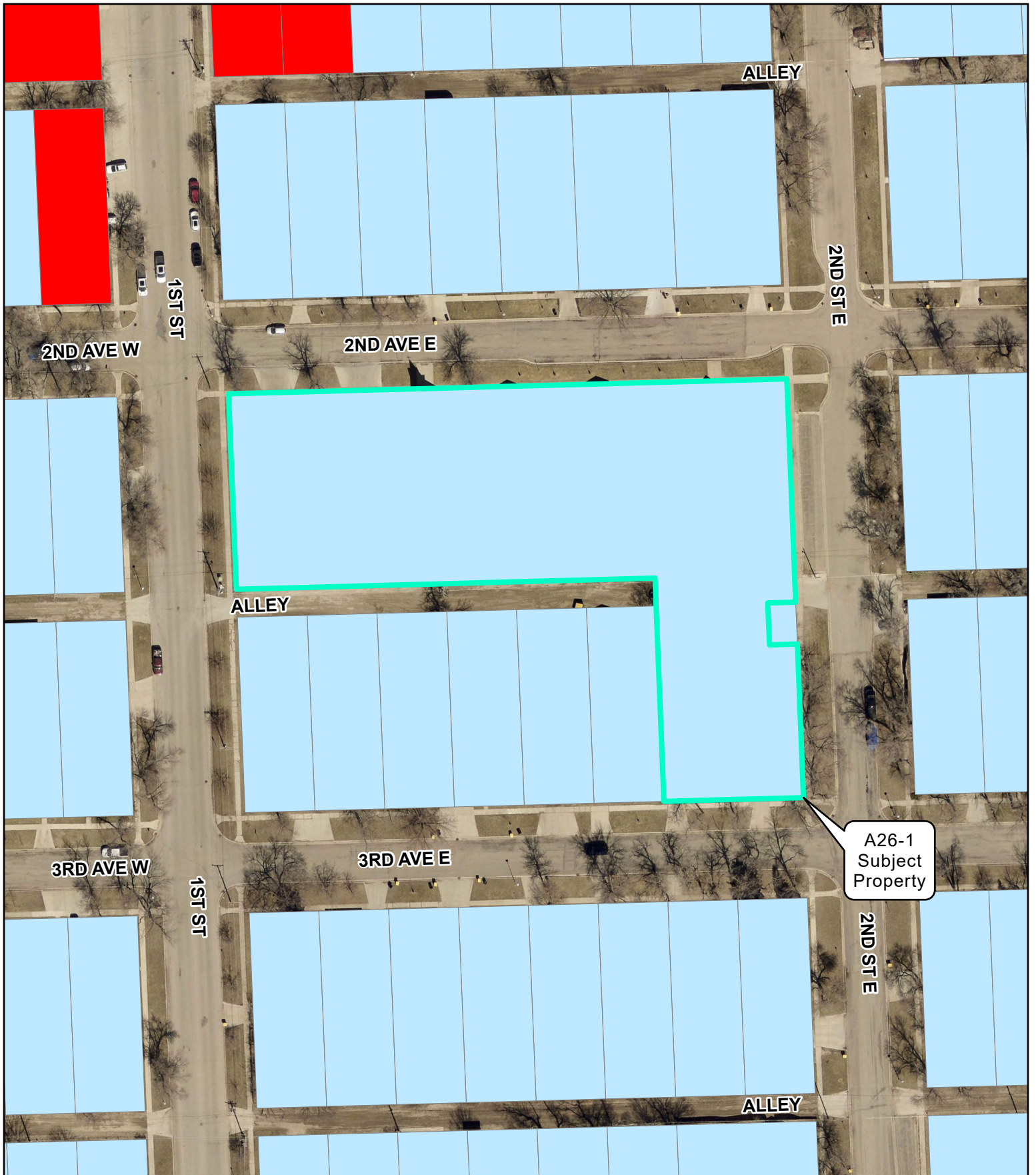
A26-1  
Subject  
Property



### Features

 Agenda Zone





**West Fargo Zoning**

- A: Agricultural
- C: Light Commercial
- C-OP: Commercial Office Park
- DMU: Downtown Mixed Use
- EMU: Entertainment Mixed Use
- HC: Heavy Commercial

- LI: Light Industrial
- M: Heavy Industrial
- P: Public
- PUD: Planned Unit Development
- R-L1A: Large Lot Single Family Dwelling
- R-1A: Single Family Dwelling
- R-1: One and Two Family Dwelling

- R-1SM: Mixed One and Two Family Dwelling
- R-2: Limited Multiple Dwelling
- R-3: Multiple Dwelling
- R-4: Mobile Home
- R-5: Manufactured Home Subdivision
- R-1E: Rural Estate
- R-R: Rural Residential

**CITY OF WEST FARGO**

0 55 110  
US Feet

Quote # 18449

Faith Journey Lutheran Church

West Fargo, ND

Project Manager:  
Eric Klebe

Drawn by: EGL

Page Scale: 3/4" = 1' 0"  
Page Size: 11 x 17

X

Drawing Date: 10/30/2025  
Rev1 Date: 12/22/2025  
Rev2 Date:  
Rev3 Date:  
Rev4 Date:



**NOTICE**  
ALL SIGNS MANUFACTURED  
FOR 120v ELECTRICAL SERVICE  
UNLESS OTHERWISE NOTED

File location: Sharepoint:\F\Faith Journey Lutheran Church\  
Working Sketch Files\WestFargo\_Monument\_18449

The ideas and designs contained in this original and unpublished drawing are the property of Indigo Signs and may not be used or reproduced in whole or part without written permission from Indigo Signs.

Due to the limitation of the printing process, the colors shown may not reflect actual colors.



Overhead View



**NOTE: ARTWORK IS NOT PRODUCTION-READY**  
If print-ready artwork is not provided by customer at time of approval, Indigo Signs will recreate logos at an additional hourly rate and will be applied to final bill.

**Monument Sign**

Structure: TBD  
Cladding: Aluminum; painted  
Base to be Expanded polystyrene

**Illuminated D/F ID Cabinet**

Material: Aluminum frame + cladding  
Face: Polycarbonate; white  
Graphics: 3M film  
• Colors TBD

**Electronic Message Center**

Make: Daktronics  
• [2] S/F displays (same content)  
Matrix: 108 x 180  
Line Spacing: 10 mm  
LED Color: Full-color spectrum (RGB)

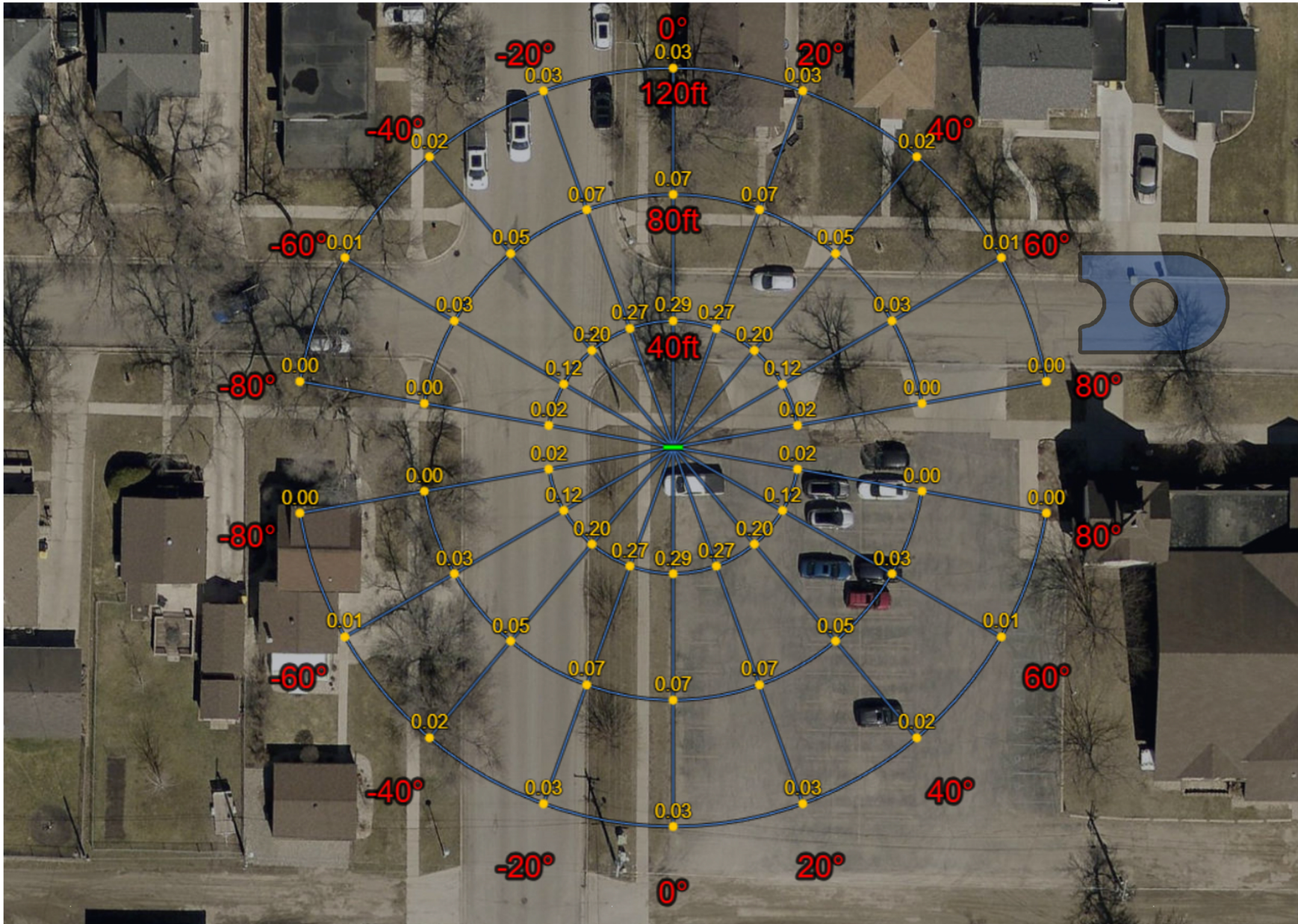


GT6x-72x180-10-RGB-2V  
Faith Journey Lutheran Church  
127 2nd Ave E, West Fargo, ND

Date: 12/22/2025

Prepared by: Eric Johnson

Values expressed are specific to Daktronics product only



- Display at 4% of Maximum Daytime Brightness(8,000)
- Calculations take into account an overall Billboard height of 5'
- Any rise or fall in elevation or physical blockage is not shown in calculations

\*Calculations are based on Red, Green, and Blue LEDs (White Content) powered to their maximum potential for nighttime viewing. Values are shown in footcandles (fc).

## Steve Iverson

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**From:** David Parkman [REDACTED]  
**Sent:** Wednesday, December 31, 2025 9:42 AM  
**To:** Steve Iverson  
**Subject:** Conditional Use Permit for 127 2nd Ave E

To the Members of the Planning/Zoning Commission:

My name is David Parkman, and I reside at 129 3rd Ave E, directly across the street from the property seeking approval for an illuminated sign. I am submitting this testimony to respectfully oppose the installation of this sign.

The proposed illumination would shine directly into the north-facing windows of my home during evening and nighttime hours. This creates a significant and ongoing intrusion into my living space. Even with curtains or blinds, the constant glow of an exterior sign would negatively affect my ability to rest, maintain a comfortable environment, and enjoy the privacy of my home.

Beyond the personal impact, I believe the illuminated sign is unnecessary for this location. The surrounding area is primarily residential, and the addition of a bright, continuously lit sign would alter the character of the neighborhood without providing any meaningful benefit to residents. There are alternative, non-illuminated signage options that would allow the property owner to identify their business or location without imposing light pollution on nearby homes.

For these reasons, I respectfully request that the Commission deny the application for an illuminated sign or require the applicant to pursue a non-illuminated alternative that does not adversely affect neighboring properties.

Thank you for your time and consideration.

Sincerely,

David Parkman

129 3<sup>rd</sup> Ave E, West Fargo ND 58078

<b><u>2026 PZ Commission Meeting Dates</u></b>	<b><u>Application Deadlines</u></b>
January 13, 2026	December 19, 2025
February 10	January 16
March 10	February 13
Wed, April 15 (Board of Equalization meeting on the 14 <sup>th</sup> )	March 20
May 12	April 17
June 9	May 15
July 14	June 19
August 11	July 17
Wednesday, September 9	August 14
October 13	September 18
November 10	October 16
December 8	November 13
January 12, 2027	December 18, 2026

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## MEMORANDUM

**TO:** Planning & Zoning Commission  
**FROM:** Aaron Nelson, Planning Director *AN*  
**MEETING DATE:** January 13, 2026  
**SUBJECT:** Discuss Annual Work Program

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The Planning & Zoning Commission bylaws note that the Commission shall review and discuss the Planning & Zoning Work Program at least once a year to ensure it remains relevant and reflective of the community's planning needs. While the Planning & Zoning Commission may not be directly involved in many of the project listed, the Commission's role is to provide overall guidance and input, to help identify potential areas of need and/or community concern, and to help prioritize Work Program items.

Attached is the current Work Program, reflecting ongoing and upcoming projects anticipated for 2026 (and beyond). The Work Program will be presented to the Planning & Zoning Commission at the January 13, 2026 meeting for discussion and feedback.

Staff is requesting discussion and input from the Planning & Zoning Commission. No formal action is required.

Attachment

## Planning & Zoning Work Program 2026

Project	Priority Level	Anticipated Timing	Project Description/Information
Growth Area Master Plan	High	2025-2026	Growth Area Master Plan to be adopted as addendum to West Fargo 2.0 Comprehensive Plan, to guide development of City's growth area upon completion of FM Diversion project.
Launch Short-Term Rental Licensing Program	High	2026	Now that the City has adopted a Short-Term Rental Ordinance, staff will be working to establish the licensing application, review, and approval process. Licenses will be required beginning July 1, 2026.
Code Enforcement Reorganization & Process Development	High	2026	Restructuring of code enforcement activities from the Police Department to a multi-departmental team.
Software Implementation	High	2026-2027	Staff will be reviewing options and opportunities to utilize software to improve application processing and workflows, as well as related data management and record keeping.
MATBUS Transit Shelters	Medium	2026	Coordinate with other departments and MATBUS to install transit shelters at some of the more-heavily used bus stops in West Fargo.
Policy & Procedure Updates for Subdivision Exactions & Infrastructure	Medium	2026	Formalize policy and procedure regarding public improvements, stormwater standards, and exactions associated with subdivision applications. This will include coordination of the drafting and review of subdivision development agreements between Planning, Engineering, & City Attorney's office; the tracking and processing of disbursements of fee-in-lieu dollars; and the way stormwater systems are coordinated across subdivisions.
Growth Area Master Plan Implementation Items (TBD)	Medium	2026+	TBD. It is anticipated that specific projects/action steps will be identified and recommended at the conclusion of the Growth Area Master Plan process.
Title IV Text Amendments	Medium	Ongoing/as needed	Targeted text amendments to address specific issues or areas of concern.
Comprehensive Code Update	Medium	2027-2028	Identified as mid-term priority in Planning Needs Assessment. Purpose would be to integrate development-related ordinances into a single unified development code (UDC), to calibrate regulations to reflect current plans/policy (e.g., Comprehensive Plan, Growth Area Master Plan), and to organize content into a more user-friendly format.
Coordination of e-bike/e-scooter policy & regulation	Low	2026	Coordinate with other departments and partner agencies on updates to policies, regulations, and programs relating to the proliferation of electronic micro-mobility devices (e.g. e-bikes)
City Lagoon Redevelopment Strategy	Low	2026+	TBD. This is a project identified in the Planning Needs Assessment, and that is currently incorporated into the Growth Area Master Plan scope of work.