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Larry M. Weil, Planning and Community Development Director
Tim Solberg, Senior Planner
Lisa Sankey, Assistant Planner

West Fargo Planning and Zoning Commission
August 11, 2014 at 7:00 P.M.
West Fargo City Hall

Members Present: LeRoy Johnson
Tom McDougall
Connie Carlsrud
Terry Potter
Scott Diamond
David Zupi

Members Absent: Eddie Sheeley
Jerry Beck

Others Present: Lisa Sankey, Tim Solberg, Nate Vollmuth, Kristin Larson

The meeting was called to order by Chair McDougall.

Commissioner Potter made a motion to approve the July 14, 2014 meeting minutes as written. Commissioner Johnson seconded the motion. No opposition. Motion carried.

The first item on the agenda was Minor Planned Unit Development Modification to revise the approved plans for an apartment building at 519 33rd Avenue West (Lot 5, Block 1 of West Lake 3rd Addition), City of West Fargo, North Dakota.

Tim stated that the applicant requested a minor revision to the Detailed Development Plans as previously approved for West Lake 3rd Addition and submitted elevation plans for the structure, revised site plan, landscape plan and revised floor plans.

Minor changes may be considered by the Planning and Zoning Commission if the density or intensity of the development has not been increased. Minor changes may be approved by the Planning and Zoning Commission, whereas PUD amendments require a public hearing and approval by both the Planning and Zoning Commission and City Commission.

The applicant has added 4' to the building. The parking and landscaping is unaffected by the change. If approved the applicant would need to submit revised building plans which will include review by planning staff. Modification of the PUD is required to maintain the original record for the PUD to remain compliant within the created PUD district.

Notices have been sent out to neighboring properties and we have not received any comments

Staff has reviewed these changes and recommends approval as a Minor PUD Modification.

Commissioner Diamond made a motion for approval. Commissioner Zupi seconded the motion. No opposition. Motion carried.

The next item on the agenda was Minor Planned Unit Development Modification for child care facility expansion at 2360 7th Avenue East (Lot 3, Block 1 of Meadow Ridge 15th Addition), City of West Fargo, North Dakota.

Tim stated that the applicant has requested a minor revision to the Detailed Development Plans as previously approved in June when the applicant is requested an amendment to the PUD to allow a change in the development allowing for conversion of one of the residential units to a one unit office space and expansion of the daycare facility in the unit identified as Unit #3 to allow for 15 children and a helper.

The applicant submitted a letter requesting an increase to 18 children in Unit #3. This increase does not affect parking requirements for the property.

Notices have been sent out to neighboring properties and we have not received any comments

Staff has reviewed these changes and recommends approval as a Minor PUD Modification.

Commissioner Zupi asked about the number of children. Tim indicated social service would allow up to 29; however, that would exceed City requirements. Daycare centers in commercial areas allow for more children. Technically we're treating this as a residential property.

Commissioner Zupi made a motion for approval. Commissioner Potter seconded the motion. No opposition. Motion carried.

The next item on the agenda was the North Dakota Planning Conference.

Tim stated that this is a reminder should any commissioners wish to attend this and/or the League of Cities Conference in Minot.

Commissioner Johnson made a motion to adjourn. Commissioner Zupi seconded the motion. No opposition. Meeting adjourned.