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BOARD OF ADJUSTMENT
Tuesday, July 25, 2023 | 9:00AM
City Commission Chambers
AGENDA

1. Approve Minutes – January 5, 2023
2. Annual Meeting / Election of Officers
3. Other Business
4. Adjourn – Next Meeting: August 22, 2023

Board of Adjustment meetings are broadcast live on cable channel TV Fargo 56 and can be seen live by video stream on www.FargoND.gov/streaming. They are rebroadcast each Tuesday at 9:00 a.m. for one month following the meeting.

People with disabilities who plan to attend the meeting and need special accommodations should contact the Planning Office at 701.241.1474 or TDD at 701.241.8258. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

BOARD OF ADJUSTMENT MINUTES

Regular Meeting:

Thursday, January 5, 2023

The Regular Meeting of the Board of Adjustment of the City of Fargo, North Dakota, was held in the Commission Chambers at City Hall at 8:00 a.m., Thursday, January 5, 2023.

The Members present or absent were as follows:

Present: Michael Love, Deb Wendel-Daub, Matthew Boreen (via conference call), Michael Orth

Absent: Jared Heller

Chair Love called the meeting to order.

Item 1: Approval of Minutes: Regular Meeting of September 27, 2022

Member Wendel-Daub moved the minutes of the September 27, 2022 Board of Adjustment meeting be approved. Second by Member Orth. All Members present voted aye and the motion was declared carried.

Item 2: New Business

a. Variance Request – 502 1st Avenue South: APPROVED

Request for a variance of Article 21-06 of the Municipal Code. The requested variance is to allow construction at a lower elevation than would otherwise be required by the City's Floodproofing Code.

Planning Coordinator Kim Citrowske presented the staff report and overview of the request.

Jody Bertrand, spoke on behalf of the Engineering Department, and reviewed the Floodproofing Code Standards.

Member Wendel-Daub moved the findings of staff be accepted and the variance be approved as requested. Second by Member Orth. Upon call of the roll Members Wendel-Daub, Boreen, Orth, and Love voted aye. Absent and not voting: Member Heller. The motion was declared carried.

Item 3: 2023 Meeting Dates

Ms. Citrowske noted the scheduled 2023 meeting dates are included in the packet.

Item 4: Other Business

No other business was presented.

Item 5: Adjournment:

Member Orth moved to adjourn the meeting at 8:07 a.m. Second by Member Wendel-Daub. All Members present voted aye and the motion was declared carried.

MEMORANDUM

TO: Fargo Board of Adjustment

FROM: Kim Citrowske, Planning Coordinator

DATE: July 19, 2023

SUBJECT: Annual Meeting / Election of Officers

The Board of Adjustment By-laws state that an Annual Meeting should be conducted each July to elect a Chair and Vice Chair for the upcoming year. Thank you to Michael Love for serving as Chair and Deb Wendel-Daub serving as Vice Chair in 2022/23.

The By-laws outline the roles and tasks for each Officer:

- *The Chairperson shall generally preside and conduct all Board meetings, with the advice and consent of other members, may appoint committees from Board members to perform specific duties.*

- *The Vice Chairperson - In the event of the absence, disability, resignation or conflict of interest of the Chairperson, the Vice-Chairperson shall exercise all the powers and duties of said Chairperson, performing this function, the Vice Chairperson shall automatically become Board Chairperson and the position of Vice Chairperson shall be deemed vacant and the Board may elect from its own members a successor Vice Chairperson to fill this vacancy at its next meeting.*