

Vision West ND Planning & Zoning Committee

May 3, 2024, via Zoom Meeting

Present:

Joan Hollekim, Chair
Scott Harmstead, Vice Chair
Steve Josephson
Kathy Skarda

Jake Walters

Stacey Swanson

Lydia DeJesus, VWND Admin Team

Not Present:

Melissa Vachal
Sandy Rohde, VWND Liaison

Meeting Call to Order and Roll Call

Committee Chairperson Joan Hollekim called the meeting to order at 9:02 AM MT. She welcomed new member Jake Walters, who shared his background and enthusiasm for joining the committee.

Finalization of Planning & Zoning Workshop Logistics

- Scott summarized the agenda items and offered a short description for each.
- Speakers
 - Scott is still working with speaker topic assignments.
- Jump Drive
 - Stacey displayed a sample graphic for the jump drives. Lydia noted that DLN is updating the VWND website, which will change the link connected to the QR code. She asked Stacey to update the QR code with the website link Lydia shared in the chat box.
- Room Block
 - Joan reported being unable to reserve a room under room block. The hotel representative asked for a promotional code. Lydia said she'd reach out to get clarification.
- Registration
 - Joan requested we share information about the room block and lunch provided on the meeting website page.
 - Joan shared ILG's requirement to record the session to earn credits, outlining the details and direction she received during a phone call.
- Catering
 - Joan inquired about dietary restriction options on the catering menu. Lydia confirmed accommodation would be made to meet potential dietary restrictions.
- Marketing
 - Joan requested the meeting invitation be distributed to the consortium email distribution list.

Other Business

- Maria Effertz-Hanson reached out seeking a speaker on zoning for counties/communities at the Main Street Summit in August. The committee is tasked with identifying potential speakers. Scott and Jake volunteered to present. Scott will confirm with his office and the Summit coordinators to avoid any conflicts with his presentation on the VWND plan.

Action Items

- Joan to update delete NDIC from the topic PSC vs. Local Land Use Jurisdiction.
- Scott will coordinate speaker topic assignments.
- Coordinate with Stacey to order jump drives and update the graphic sent to QQP.
- Joan to share invitation to NDACO and League of Cities
- Stacey to share invitation with Planners Association
- Scott will send agenda details to Lydia.
- Lydia to share room block promotional code with committee and on the meeting website page.
- Lydia will develop a meeting agenda using content shared by Scott. Include a PPP version to be shared onscreen throughout the meeting as well as highlighting sponsors.
- DLN to continue promotions including by email to the full consortium.
- DLN will update the website to include information about the room block and lunch is included with in-person attendance.
- Joan will forward Scott and Jake's contact information to Maria Effertz-Hanson.

Next meeting date: June 7, 2024; 9:00am MT/10:00am CT.

Joan adjourned the meeting at 9:34am MT/10:34am CT.

Respectfully recorded,

A handwritten signature in blue ink, appearing to read "Lydia", with a stylized flourish extending to the right.