

CALL TO ORDER

Chair Buoy called the regular meeting of the City of Rockford Planning and Zoning Commission to order on **July 26, 2012** at 7:00 p.m. The meeting was held in the Council Chambers of City Hall, 6031 Main Street, Rockford, MN.

ROLL CALL

Roll call was taken. The following members were present: Buoy, Hensley, Petersen-Biorn and Werman. The following members were absent: Fuller. Also in attendance was Deputy Clerk Audra Etzel.

PUBLIC HEARING-Conditional Use Permit/8870 Elm Street

The city received an application from Lonnie Nichols on behalf of Sprint by Black & Veatch for American Tower Management, Inc. to approve a Conditional Use Permit at 8870 Elm Street; PID #113-500-201301 and is owned by American Tower Management, Inc. According to ordinance #1001.09, Subd. 13, E, a conditional use permit is required for all receiving or transmission facilities, including cellular telephone equipment. This site was annexed into the city and did not have a conditional use permit as required. The purpose of the conditional use permit is to allow for replacement of upgrading of existing cellular telephone antennas and equipment on the subject site.

Staff has scheduled a public hearing, notice has been published in the official newspaper and notices have been mailed to affected property owners.

The city recently received a request from Black & Veatch to upgrade the existing equipment and install new ground mounted equipment for Sprint.

The proposed project needs to be reviewed and approved by the City Engineer before a building permit will be issued by the City, as listed as condition #1 of the proposed conditional use permit.

The city planner has prepared a report for review. Included in the report is the planner's recommendation to approve the amendment with the condition as listed in the proposed resolution.

Chair Buoy opened the hearing to the public for comments at 7:12 pm.

Lonnie Nichols of Black & Veatch stated they are doing similar replacement on other tower sites to upgrade to 4G. The proposed changes on the site will be the same height and remain within the leased area.

Chair Buoy asked if Mr. Nichols received the city ordinance and if a contractor performing the work was licensed. Also, does the project fit FCC regulations?

Mr. Nichols stated he did receive the ordinance and the contractor would be licensed. This project meets FCC regulations.

Commissioner Petersen-Biorn asked if they were sharing space on the tower with other carriers.

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Chair Buoy closed the public hearing at 7:17 pm.

The commission discussed this conditional use permit and is similar to the one they approved two weeks earlier, but on private property.

Commission had no other discussion or concerns.

MOTION was made by Hensley, seconded by Petersen-Biorn to recommend approval of the proposed conditional use permit to allow replacement and upgrade existing cellular telephone antennas and equipment in accordance with plans and specifications to be located at 8870 Elm Street, contingent upon the following condition:

1. The installation of the antennas upon the tower and ground mounted equipment shall be completed in accordance with plans and specifications as approved by the City Engineer.

MOTION CARRIED – VOTING IN FAVOR – BUOY, HENSLEY, PETERSEN-BIORN and WERMAN

Planning Commission recommends City Council approve the proposed resolution. City Council will consider approval at their August 14, 2012 special meeting to be held at 8:00 pm in the Council Chambers of City Hall, 6031 Main Street Rockford.

***CONSENT AGENDA/SET AGENDA**

MOTION was made by Buoy, seconded by Hensley to approve all items on the consent agenda with one correction to the July 12, 2012 minutes on page one.

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Open Forum

Chair Buoy called for open forum.

Dale Schneiderhan is the property manager of 8000 State Highway 55 a family owned site. He wanted to verify what was allowed in the C-3 district. He stated half of their building is vacant and he is looking for an option to be able to rent the space. Mr. Schneiderhan will stop by City Hall and visit with staff regarding businesses allowed at their property

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The Deputy Clerk’s report included: BRT Trucking parking semi-trucks overnight, farmers market, candidate filing for city offices starts on July 31st and closes August 14th at 5pm, National Night Out, Rumble in Rockford and Rockford River Days.

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Lonnie Nichols of Black & Veatch stated they are doing similar replacement on other tower sites to upgrade to 4G. The proposed changes on the site will be the same height and remain within the leased area.

Chair Buoy asked if Mr. Nichols received the city ordinance and if a contractor performing the work was licensed. Also, does the project fit FCC regulations?

Mr. Nichols stated he did receive the ordinance and the contractor would be licensed. This project meets FCC regulations.

Commissioner Petersen-Biorn asked if they were sharing space on the tower with other carriers.

Mr. Nichols said they leased part of the tower and their equipment would not encroach the other carrier's space.

Chair Buoy closed the public hearing at 7:17 pm.

The commission discussed this conditional use permit and is similar to the one they approved two weeks earlier, but on private property.

Commission had no other discussion or concerns.

MOTION was made by Hensley, seconded by Petersen-Biorn to recommend approval of the proposed conditional use permit to allow replacement and upgrade existing cellular telephone antennas and equipment in accordance with plans and specifications to be located at 8870 Elm Street, contingent upon the following condition:

1. The installation of the antennas upon the tower and ground mounted equipment shall be completed in accordance with plans and specifications as approved by the City Engineer.

MOTION CARRIED – VOTING IN FAVOR – BUOY, HENSLEY, PETERSEN-BIORN and WERMAN

Planning Commission recommends City Council approve the proposed resolution. City Council will consider approval at their August 14, 2012 special meeting to be held at 8:00 pm in the Council Chambers of City Hall, 6031 Main Street Rockford.

***CONSENT AGENDA/SET AGENDA**

MOTION was made by Buoy, seconded by Hensley to approve all items on the consent agenda with one correction to the July 12, 2012 minutes on page one.

MOTION CARRIED – VOTING IN FAVOR – BUOY, HENSLEY, PETERSEN-BIORN, and WERMAN

***Approve Regular Planning and Zoning Minutes/July 12, 2012**

MOTION was made by Buoy, seconded by Hensley to approve the minutes of the July 12, 2012 Regular Planning and Zoning Meeting with one correction to page one of the minutes.

MOTION CARRIED – VOTING IN FAVOR – BUOY, HENSLEY, PETERSEN-BIORN, and WERMAN

Open Forum

Chair Buoy called for open forum.

Dale Schneiderhan is the property manager of 8000 State Highway 55 a family owned site. He wanted to verify what was allowed in the C-3 district. He stated half of their building is vacant and he is looking for an option to be able to rent the space. Mr. Schneiderhan will stop by City Hall and visit with staff regarding businesses allowed at their property

Reviewed Ordinance #1001.09 (Subd. 14 to Subd. 21)

The Commission reviewed Ordinance #1001.09 Subd. 14 to Subd. 21. The following list are questions from Ordinance #1001.09 that the Commission and staff would like to ask the Planner to answer and proposes the following:

1. Subd. 14 Home Occupations – see the planner’s notes below
2. Subd. 17, F. Planning Commission felt the language was different from the planner’s recommendation listed below. Should it still be deleted?
3. Subd. 17, H., 5. – should it only be the R-1 District?
4. Subd. 19, B., 3. – can this be deleted?

Planner Dan Licht had the following notes regarding the ordinance:

1. Subd. 14 Home Occupations: revise section to more clearly define allowed home occupations, allow special home occupations as an interim use and remove the permit review requirement every three years
2. Subd. 17 Standards for Residential Districts: Section F is redundant with model homes regulated by Section 16 and should be deleted and Section I allows for accessory apartments within single family homes as a permitted use – he recommends that the requirement be modified to allow such uses as a conditional use permit.

Staff will bring back these questions at a future meeting.

Deputy Clerk’s Report

The Deputy Clerk’s report included: BRT Trucking parking semi-trucks overnight, farmers market, candidate filing for city offices starts on July 31st and closes August 14th at 5pm, National Night Out, Rumble in Rockford and Rockford River Days.

Adjournment

MOTION was make by Buoy, seconded by Hensley to adjourn the meeting.

MOTION CARRIED – VOTING IN FAVOR – BUOY, HENSLEY, PETERSEN-BIORN and WERMAN

Chair Buoy adjourned the meeting at 8:20 p.m.

Submitted by Audra Etzel, Deputy Clerk

CALL TO ORDER

Chair Buoy called the regular meeting of the City of Rockford Planning and Zoning Commission to order on **July 26, 2012** at 7:00 p.m. The meeting was held in the Council Chambers of City Hall, 6031 Main Street, Rockford, MN.

ROLL CALL

Roll call was taken. The following members were present: Buoy, Hensley, Petersen-Biorn and Werman. The following members were absent: Fuller. Also in attendance was Deputy Clerk Audra Etzel.

PUBLIC HEARING-Conditional Use Permit/8870 Elm Street

The city received an application from Lonnie Nichols on behalf of Sprint by Black & Veatch for American Tower Management, Inc. to approve a Conditional Use Permit at 8870 Elm Street; PID #113-500-201301 and is owned by American Tower Management, Inc. According to ordinance #1001.09, Subd. 13, E, a conditional use permit is required for all receiving or transmission facilities, including cellular telephone equipment. This site was annexed into the city and did not have a conditional use permit as required. The purpose of the conditional use permit is to allow for replacement of upgrading of existing cellular telephone antennas and equipment on the subject site.

Staff has scheduled a public hearing, notice has been published in the official newspaper and notices have been mailed to affected property owners.

The city recently received a request from Black & Veatch to upgrade the existing equipment and install new ground mounted equipment for Sprint.

The proposed project needs to be reviewed and approved by the City Engineer before a building permit will be issued by the City, as listed as condition #1 of the proposed conditional use permit.

The city planner has prepared a report for review. Included in the report is the planner's recommendation to approve the amendment with the condition as listed in the proposed resolution.

Chair Buoy opened the hearing to the public for comments at 7:12 pm.

Lonnie Nichols of Black & Veatch stated they are doing similar replacement on other tower sites to upgrade to 4G. The proposed changes on the site will be the same height and remain within the leased area.

Chair Buoy asked if Mr. Nichols received the city ordinance and if a contractor performing the work was licensed. Also, does the project fit FCC regulations?

Mr. Nichols stated he did receive the ordinance and the contractor would be licensed. This project meets FCC regulations.

Commissioner Petersen-Biorn asked if they were sharing space on the tower with other carriers.

Mr. Nichols said they leased part of the tower and their equipment would not encroach the other carrier's space.

Chair Buoy closed the public hearing at 7:17 pm.

The commission discussed this conditional use permit and is similar to the one they approved two weeks earlier, but on private property.

Commission had no other discussion or concerns.

MOTION was made by Hensley, seconded by Petersen-Biorn to recommend approval of the proposed conditional use permit to allow replacement and upgrade existing cellular telephone antennas and equipment in accordance with plans and specifications to be located at 8870 Elm Street, contingent upon the following condition:

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MOTION CARRIED – VOTING IN FAVOR – BUOY, HENSLEY, PETERSEN-BIORN and WERMAN

Planning Commission recommends City Council approve the proposed resolution. City Council will consider approval at their August 14, 2012 special meeting to be held at 8:00 pm in the Council Chambers of City Hall, 6031 Main Street Rockford.

***CONSENT AGENDA/SET AGENDA**

MOTION was made by Buoy, seconded by Hensley to approve all items on the consent agenda with one correction to the July 12, 2012 minutes on page one.

MOTION CARRIED – VOTING IN FAVOR – BUOY, HENSLEY, PETERSEN-BIORN, and WERMAN

***Approve Regular Planning and Zoning Minutes/July 12, 2012**

MOTION was made by Buoy, seconded by Hensley to approve the minutes of the July 12, 2012 Regular Planning and Zoning Meeting with one correction to page one of the minutes.

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Open Forum

Chair Buoy called for open forum.

Dale Schneiderhan is the property manager of 8000 State Highway 55 a family owned site. He wanted to verify what was allowed in the C-3 district. He stated half of their building is vacant and he is looking for an option to be able to rent the space. Mr. Schneiderhan will stop by City Hall and visit with staff regarding businesses allowed at their property

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Adjournment

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MOTION CARRIED – VOTING IN FAVOR – BUOY, HENSLEY, PETERSEN-BIORN and WERMAN

Chair Buoy adjourned the meeting at 8:20 p.m.

Submitted by Audra Etzel, Deputy Clerk

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