

**City of Rockford, Minnesota Planning and Zoning Commission Meeting Minutes**  
**7:00 p.m., Thursday, April 10, 2025**

**CALL TO ORDER**

Chair Nick Morter called the meeting to order at approximately 7:01 pm. The meeting was held in the Council Chambers of City Hall at 6031 Main Street, Rockford, MN.

**ROLL CALL**

Roll call was taken, and the following members were present: Chair Morter, Vice Chair Cihlar, Petersen-Biorn and Schmidt. The following members were absent; None. Also in attendance were Assistant City Administrator/City Clerk Debbie Buoy, Council Liaison Tom Bernel and City Planner Dan Licht. Hilary Vokavan arrived at 7:16 pm.

**APPROVAL OF THE AGENDA**

**MOTION** was made by Cihlar, seconded by Petersen-Biorn to approve the agenda.

**MOTION CARRIED** Voting in favor, Morter, Cihlar, Petersen-Biorn and Schmidt.

**APPROVAL OF MINUTES**

**MOTION** was made by Petersen-Biorn, seconded by Schmidt to approve the minutes of the Planning Commission meeting of March 13, 2025.

**MOTION CARRIED** Voting in favor, Morter, Cihlar, Petersen-Biorn and Schmidt.

**PUBLIC HEARING**

None

**NEW BUSINESS**

**1. Special Events Draft Ordinance**

Dan Licht presented details of the draft Ordinance noting items such as the number of special events that are allowed, application must be submitted at least 30 days prior to the event, proof of insurance is required, if a road closure is requested and additional information. He also informed the Planning Commission that if the license is approved, the applicant must provide a door hanger containing information of the event to neighboring properties within 350 feet. Petersen-Biorn asked if there has been a problem in the past that needs to be addressed. Assistant City Administrator/City Clerk Buoy stated that staff want to make sure that these events do not disrupt residential neighborhoods as many businesses that hold large events are close to residential areas. We are also looking for specifics of the safety measures such as barricades and street closure requests. City Planner Dan Licht stated that the ordinance will also help communicate the details of what is required to have an event to the applicant, as the Ordinance will contain more detail.

**MOTION** was made by Petersen-Biorn and seconded by Schmidt to make a recommendation to City Council for approval of the Special Events Ordinance as written.

**MOTION CARRIED** Voting in favor, Morter, Cihlar, Petersen-Biorn and Schmidt.

## 2. Mini-Storage Uses; Zoning Ordinance

City Planner Dan Licht stated that storage is one of the most popular forms of development lately. It is important for the commission to look at the zoning and decide where this use should be allowed. After a question from Commissioner Petersen-Biorn, Assistant City Administrator/City Clerk Buoy clarified that the commission must first ask themselves if they want to allow the storage in commercial areas. This discussion is not that we must do this, but do we want to allow it. Petersen-Biorn asked if there was any reason not to allow it. City Planner Licht stated that you receive a minor amount of tax base with no employment, and you get no services or goods. The commission discussed the need for service type businesses in the community. City Planner Dan Licht stated that future annexation may allow for more commercial land where storage could be allowed. City Planner Dan Licht said no action was needed by the Planning Commission tonight. He will amend the ordinance and add definitions of self-storage and list them within the industrial district. This will be presented at a future meeting.

## **OLD BUSINESS**

None

## **COMMISSIONER UPDATES**

None

## **CITY STAFF UPDATES**

Assistant City Administrator/City Clerk Debbie Buoy noted the upcoming Planning and Zoning meeting dates, which are April 24th, and May 8th. She also stated that volunteer of the year nominations are being accepted through April 16<sup>th</sup> and Clean-Up Day is Saturday, May 3<sup>rd</sup> from 8-Noon.

## **ADJOURNMENT**

**MOTION** was made by Petersen-Biorn, and seconded by Cihlar, to adjourn the meeting at 7:35 pm.

**MOTION CARRIED** Voting in favor, Morter, Cihlar, Petersen-Biorn and Schmidt.

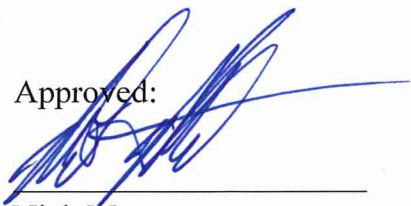
Typed this 17<sup>th</sup> day of April 2025

**Debbie Buoy**

*Assistant City Administrator/City Clerk*  
City of Rockford Minnesota

All meetings of the Planning and Zoning Commission are video recorded and available for viewing on-line at [www.cityofrockford.org](http://www.cityofrockford.org). Meeting minutes are intended to be a general synopsis of the meetings of the City Council, and more detail regarding discussions and policy considerations is provided by watching the recording of the meeting.


Approved:



Nick Morter  
Chairperson

6-5-2025

Attest:

A handwritten signature in blue ink, reading "Debbie Buoy", is written over a horizontal line.

**Debbie Buoy**

*City Clerk/Assistant City Administrator*

City of Rockford Minnesota