Chair Buoy called the regular meeting of the City of Rockford Planning and Zoning Commission to order on July 14, 2011 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, Pederson, and Werman. The following members were absent: none. Also in attendance were Deputy Clerk Etzel and Council Member Martinson.

*CONSENT AGENDA/SET AGENDA
Motion was made by Buoy, seconded by Pederson to approve all items on the consent agenda.

MOTION CARRIED – VOTING IN FAVOR – BUOY, PEDERSON and WERMAN.

*Approve Regular Planning and Zoning Minutes/March 10, 2011
Motion was made by Buoy, seconded by Pederson to approve the minutes of the March 10, 2011 Regular Planning and Zoning Meeting.

MOTION CARRIED – VOTING IN FAVOR – BUOY, PEDERSON and WERMAN.

Review Planning and Zoning Commission Applications
Planning Commission reviewed the three applications to fill the two open positions. Planning Commission reviewed the resumes and interview questions provided by the three candidates. All three candidates would make a good addition to the commission. After a very close vote, the following two people will be Planning Commission’s recommendation to City Council: Justin Hensley and Karen Fuller. Planning Commission would like the third applicant to consider filling a position that may be opening in 2012.

Review Ordinance #1001.07 Accessory Buildings
Planning Commission is in the process of reviewing all zoning ordinances at the direction of City Council. The Planning Commission and staff reviewed Ordinance #1001.07 Accessory Buildings and had a question regarding the definition of an accessory building (does this include: gazebos, Rubbermaid buildings, etc…). Deputy Clerk Etzel will get the planner’s opinion of an accessory building as it applies to 1001.07, Subd. 4. E Building Size. No changes recommended.

Annual Review of Conditional Use Permits
Staff inspected the November, December, January, February, March and Swimming Pool Conditional Use Permits (CUP). Planning Commission reviewed staffs report. Staff found several pool owners without conditional use permits – these home owners were sent a letter stating a CUP was required or the pools needed to be removed.

Deputy Clerk’s Report
The Deputy Clerk’s report included: Movie in the Park, Music in the Park, Rockford River Days, Planning and Zoning Commission position recommendation, Manufactured Home Ordinance #1001.06, Land Use Basics class and more applications may be received for swimming pools.

Adjournment
MOTION TO ADJOURN was made by Werman, seconded by Buoy.

MOTION CARRIED – VOTING IN FAVOR – BUOY, PETERSON and WERMAN.

Chair Buoy adjourned the meeting at 7:44 p.m.

Submitted by, Audra Etzel, Deputy Clerk