

**CALL TO ORDER**

Chair Werman called the regular meeting of the City of Rockford Planning and Zoning Commission to order on **July 26, 2018** at 7:02 p.m. The meeting was held in the Council Chambers of City Hall, 6031 Main Street, Rockford, MN.

**ROLL CALL**

Roll call was taken and the following members were present: Werman, Petersen-Biorn, Cihlar and Sand. The following members were absent: Morter. Also in attendance was Deputy Clerk Etzel.

**PUBLIC HEARING – Zoning Ordinance Amendments: Accessory Buildings, Outdoor Storage, Off-Street Parking and Fences**

Deputy Clerk Etzel read from the Planner's report dated July 12th explaining the Planning Commission discussed at their meeting on 11 January 2018 a number of issues related to residential outdoor storage and off-street parking provisions within the Zoning Ordinance. City staff subsequently identified an issue for fences installed along public alleys. City staff has drafted proposed amendments of the Zoning Ordinance to address these issues that were reviewed by the Planning Commission at a work session on 21 June 2018.

**Accessory Buildings.** The Building Code requires a building permit for any structure larger than 200 square feet. There is still a need to review accessory buildings that are 200 square feet or less in area for compliance with zoning requirements such as setbacks and building height. The Zoning Ordinance is to be amended to include provisions requiring administrative review of accessory buildings less than 200 square feet.

**Outdoor Storage.** The Zoning Ordinance needs more specific language regarding allowance for outdoor storage of recreational vehicles and equipment upon residential properties. The outdoor storage provisions must also be consistent with off-street parking provisions of the Zoning Ordinance. The proposed amendments for outdoor storage of recreational vehicles and equipment provide for storage:

- In a front yard subject to off-street parking requirements.
  - Off-street parking requirements are clarified that no off-street parking areas are allowed within five feet of side or rear lot lines.
  - Off-street parking for single family, two-family, and townhouse dwellings may be allowed within a required front yard upon a driveway.
- In a side yard setback five feet from the property line and upon a paved surface.
- In a rear yard setback five feet from the side property line and 10 feet from the rear property line. A paved surface is not required in the rear yard.

**Off-Street Parking.** Sections 1001.05, Subd. 6 C of the Zoning Ordinance and Section 801.08 of the City Code establish different provisions for the setback required for off-street parking

from a public street. The provisions also both reference parking setback from the street surface or curb, but use of the boulevard for parking is already prohibited. City staff proposes that each of the provisions be modified to specify that no off-street parking is to be allowed within 15 feet of curb or street surface for single family, two-family, or townhouse uses that are allowed to have direct, head-in access from a public street. Multiple family, institutional, commercial, and industrial uses are required to have off-street parking areas and these will be required to be setback 15 feet from public rights-of-way, which will be verified during the site plan review process. These requirements will ensure visibility along the street corridor and also allow for maintenance (snow plowing) operations.

**Fences.** The Zoning Ordinance currently allows for a solid fence to be installed at the property line abutting public alleys. To ensure that the Public Works Department has adequate area to maintain the alley (including snow storage), a setback requirement is necessary for any fence installed along a property line abutting an alley. The setback requirement will also serve to minimize potential damage to the fence from use or maintenance of the alley. The proposed setback is to be 10 feet and the fence would be limited to a height of six feet.

City staff recommends approval of the proposed amendments of the City Code and Zoning Ordinance as presented.

Chair Werman opened the public hearing at 7:08 p.m.

No one from the public spoke.

Chair Werman closed the public hearing at 7:08 p.m.

The Planning Commission had no further discussion and agreed with the Planner's

**MOTION CARRIED – VOTING IN FAVOR – WERMAN, CIHLAR, PETERSEN-BIORN and SAND.**

The recommendation from the Planning Commission will be submitted to the City Council at their upcoming August 15, 2018 special meeting for final approval or denial.

**SET AGENDA AND APPROVE CONSENT AGENDA ITEMS**

**MOTION** was made by Werman, seconded by Sand to set the agenda and accept the June 21, 2018 Regular Planning and Zoning Commission Minutes.

**MOTION CARRIED – VOTING IN FAVOR – WERMAN, CIHLAR, PETERSEN-BIORN and SAND.**

**OPEN FORUM**

Chair Werman called for open forum, no one from the public spoke.

**NEW BUSINESS****Staff Reports**

Deputy Clerk Etzel's report included: cancellation of the August 9<sup>th</sup> meeting, , Developments: The Meadows, El Bamba and Clays Restaurant, June 26<sup>th</sup> the Council approved the Conditional Use Permit for Shark Industries to allow retail sales at their June 26<sup>th</sup> meeting, candidate filing is July 31<sup>st</sup> to August 14<sup>th</sup> for two Council members for a four year term and one Council member for a two year term, Primary Election is Tuesday, August 14<sup>th</sup> from 7am-8pm, seeking election judges, Movie in the Park is Friday July 27<sup>th</sup> at Riverside Park at dusk, National Night Out August 7<sup>th</sup> and Rockford River Days August 10<sup>th</sup> to August 12<sup>th</sup>.

**ADJOURNMENT**

**MOTION TO ADJOURN** was made by Petersen-Biorn, seconded by Werman.

**MOTION CARRIED** – VOTING IN FAVOR – WERMAN, CIHLAR, PETERSEN-BIORN and SAND.

Chair Werman adjourned the meeting at 7:16 p.m.

*Submitted by Audra Etzel, Deputy Clerk*