

TOWN OF ROCKFORD
PLANNING AND ZONING COMMISSION
P.O. Box 49
Rockford, WA 99030

Dan Braaten
Member

William Benson
Chairman

Lane Rice
Member

Meeting Agenda

May 13, 2015

7:00 PM

Type of Meeting: Monthly

Meeting Facilitator: William R. Benson

Members Present: Dan Braaten

Others: Patrick Marcalus

Invitees: Ms. Micki Harnois, Planning Specialist – Spokane Valley

(NOTE: Due to only two members being present all recommendation are of an advisory nature only.)

- I. Mr. Benson called the meeting to order at 1910.
- II. Approval of minutes from last meeting – Minutes were approved by consensus.
- III. Open issues
 - a) Installation of wireless tower. – Recommendation of approval upon receipt of verification of safe electronic emission levels.
- IV. New business
 - a) Preparation of the Comprehensive Plan Review presentation & Q&A facilitated by Ms. Micki Harnois. – Process and scope discussed. P&Z will establish a timeline for completion during a future meeting.
 - b) Review and adjustment of P&Z related fees of the Town Fee Schedule. – Upon review of current fees, neither Mr. Benson nor Mr. Braaten saw any need to change the current fees for the following:
 - Building Permit \$70.00

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|--------------------------|----------|
| • Fence Permit | \$10.00 |
| • Survey Variance | \$50.00 |
| • Other Variances | \$50.00 |
| • Conditional Use Permit | \$50.00 |
| • Subdivision Per Acre | \$200.00 |

c) Development of an Access Permit requirement. – Mr. Benson and Mr. Braaten read and concurred with the development of an additional Approach Permit. The proposed verbiage is attached.

d) Statement of activity – Mr. Benson gave a report of the activities of the P&Z Commission since the last meeting:

- Mr. Allen Helton ((509) 291-3033) is considering building an (approx.) 26' by 30' pole type storage shed/shop on his property (107 S. Maple St, Rockford.) Due to the nature of the topography of the site, he was advised to submit a building permit, and request a variance under Ord 05-02, Chapter 5, Section 3, citing hardship due to topography.
- Ms. Wendy Capello ((509) 291-5027, wendy.27@hotmail.com) asked about the regulations to establish 2 rental units at 314 W. Lee St. (also known as Missile Base Road) in Rockford.
- Mr. Benson spent time locating the various sources of information that may be required for P & Z Commission activities.
- Progress on the P&Z FAQ page of the Town Website is on hold pending determination of the constraints of the website.

V. Commission Discussion & Public Comment

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(Please state your name and address for the record. Please keep comments to three minutes unless facilitator grants a time extension.)

No public comments made.

VI. Adjournment – Mr. Benson adjourned the meeting at 1930.

Respectfully Submitted,

William R. Benson

Rockford Planning and Zoning Commission Chairman