

**CITY OF STARBUCK
PLANNING COMMISSION
SPECIAL MEETING ON WEDNESDAY, September 29, 2021
9:00 A.M.**

Chair:	Michelle Knutson	Deputy City Clerk:	Tiffany Boysen
Vice-Chair:	Rich Anderson	Council Liaison:	Gary Swenson
Commissioners:	Bonnie Rasche	City Clerk/Treasurer:	Joan Kerkvliet
	Tom Asmus		
	Brett Bowser		

Minutes – Approved 10/05/2021

- **ORGANIZATIONAL BUSINESS**
 - Call to Order - Roll Call – **Called to Order by Chair Knutson at 9:01am Absent: Bowser.**
 - Approve Agenda – Motion to Approve the Agenda as amended to include a discussion on Planning Commissioner Bowser’s attendance. – **Motion by Anderson, Second by Asmus. Motion Carried 4-1.**

- **ANYONE WITH BUSINESS BEFORE THE BOARD**

- **OLD BUSINESS**
 - Review CUP (Conditional Use Permit) for CS Nelson Development Property
 - Deputy Clerk Boysen stated that the City Council Granted the CUP and the PUD for CS Nelson Properties to build 10 duplexes on the property with the following conditions: There must be no more than 50% impervious coverage on any tier, duplexes must be connected to city sewer and water, and a storm water management plan must be in place. The City Engineers have approved the plans submitted, and City Building Inspector Rick Holt has reviewed the building plans without any concerns is ready to issue the building permits.
 - Motion to Make Recommendation for the City Council to Approve the CUP as Presented. **Motion by Anderson, Second by Rasche. Motion Carried 4-1.**

- **NEW BUSINESS**
 - Review the Draft Comprehensive Plan
 - Deputy Clerk Boysen noted that the City Engineers presented a Drafted Comprehensive Plan at the September 13th Regular City Council Meeting. She asked the Commission to look over the draft and to make note of any amendments and/or additional comments that they may have. There will be a public hearing to review the draft on November 2nd, 2021. The City Council will also need a Recommendation from the Planning and Zoning Commission including any revisions before a Final Comprehensive Plan may be adopted.
 - Discuss Ted Razink’s Proposal for the Purchase of City Land – PID # 27-0619-000
 - Ted Razink made a proposal to purchase City land (PID # 27-0619-000). Razink currently rents a portion of the property for storage, and the Wastewater Plant is also located on the lot. He would be willing to pay for the property to be surveyed and the subdivision of the property.

The City Attorneys noted that the City would need to make sure that any potential use of the property would be in the City's best interests following the Comprehensive Plan. Razink plans to present his proposal at the October 5th Meeting.

- Discuss Planning Commission Member Attendance
 - Deputy Clerk Boysen noted that Commissioner Bowser has missed three consecutive meetings. Commissioner Bowser has been called out to help fight the fires in Northern Minnesota for weeks at a time over the past couple months. Commissioner Rasche noted that Bowser should not be punished for doing his job as a public servant. The Commission asked if Deputy Clerk Boysen could send a letter to Bowser asking if he is still interested in retaining his position.
- **REPORTS & ANNOUNCEMENTS**
 - Pope Douglas Solid Waste Drop-Site
 - Mayor Swenson provided an update on the potential for a Pope County Environmental Drop-Site, operated by Pope Douglas Solid Waste Management, to be located in Starbuck. This drop site would offer recycling services for that is otherwise not readily available in the community.
- **Next Meeting Date: Tuesday, October 5, 2021**
- **ADJOURNMENT – Adjournment at 10:03pm – Motion by Asmus, Second by Rasche.**

Submitted by,
Tiffany Boysen
Deputy Clerk