

CITY OF
Starbuck
PLANNING COMMISSION

REGULAR MEETING ON TUESDAY, FEBRUARY 6, 2024
9:00 A.M.

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

Minutes – Approved 3/12/2024

- **ORGANIZATIONAL BUSINESS**
 - Call to Order - Roll Call – Vice-Chair Bowser called the meeting to order at 9:02 AM. Absent: Knutson. Quorum present.
 - Approve the Agenda – Motion to Approve the Agenda. **Motion by Asmus, Second by Rasche. Motion carried 3-0.**
 - Approve of Minutes from previous meeting:
 - Regular Meeting – January 2, 2024
 - Motion to Approve the Minutes. **Motion by Rasche, Second by Asmus. Motion carried 3-0.**
- **ANYONE WITH BUSINESS BEFORE THE BOARD**
 - Michael Nadeau – First Item Under New Business
 - Jodee Lund – Second Item Under New Business
- **OLD BUSINESS**
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- **NEW BUSINESS**
 - Discuss Variance Request to Install a Single Family Well & Septic Drain Field – PID # 27-0590-600
 - Mike & Andrea Nadeau, property owners, submitted a variance application to install a Single Family Well & Septic Drain Field on the northeast corner of their vacant 14.05-acre property, Parcel # 27-0590-600. This property is located within the Residential Farmland (R-F), and the Nadeaus have future plans to build a new home on the property in 2025. There is limited access to City water & sewer as the nearest hookup would be over 1100 feet away on a neighboring property that would require an easement. Randy Peterson, Water/Sewer Superintendent, was present at the meeting and stated that the proposed location for the well and septic system is on the border of the Wellhead Protection Area and is within the Starbuck Drinking Water Supply Management Area (DWSMA) Boundary. Mr. Peterson stated that the well and septic system would need to be installed by a licensed contractor, and the City would be required to report it to the MN Department of Health and list the location as a “Potential Contaminant Source” in the Starbuck Wellhead Protection Plan.

- Motion to Make Recommendation to the City Council to Approve the Variance Request as Presented on the Condition that the Well and Septic System is Installed by a Licensed Contractor. **Motion by Bowser, Second by Rasche. Motion carried 3-0.**
- Discuss GHES Request to Use Abandoned Railroad Bed for Nature Trail – PID# 27-0626-001
 - Jodee Lund, Director of Glacial Hills Elementary School, was present before the commission with a request to use a portion of city-owned property, parcel # 27-0626-001, for a nature trail in their Environmental Learning Center. This property is an abandoned railroad bed located south of GHES that does not have access to City water or sewer. Ms. Lund explained her fundraising efforts and stated that plans for the Nature trail will be drafted by a licensed architect through Westwood Services. The proposed nature trail would be open to the public to help support the health and wellness of the community. The Commission agreed that this sounds like a wonderful idea, and although they support the idea, they would need to consult the City Attorney’s opinion on this concept prior to final decisions.
 - Motion to Make Recommendation to the City Council to Approve the Concept of the Nature Trail Contingent on the City Attorney Opinion. **Motion by Bowser, Second by Asmus. Motion carried 3-0.**
- Discuss Gaarder St/E 1st Street Discrepancy
 - Steven Jurek with the Pope County Rural Addressing Department recently contacted Deputy Clerk Holten to confirm the street name for a street that was platted out as Gaarder Street in 1920. The street sign says “Gaarder St,” however the 3 homes located on the street all have “E 1st St” addresses rather than “Gaarder St” addresses. It is unknown why the 3 properties were not assigned Gaarder St addresses in the 1979-1997 timeframe. Deputy Nadeau confirmed that Law Enforcement and First Responders are provided with the GPS coordinates while responding to calls, so there is a very low chance that this street name discrepancy would cause any disruption in emergency services for these 3 locations in question. The Commission concluded that at this time, changing the street addresses for the 3 established properties would not be ideal, and the street sign should state E 1st St to align with the assigned street addresses.
 - Motion to Identify the Platted Gaarder St as E 1st St to Align with the Historically Assigned Street Address. **Motion by Bowser, Second by Rasche. Motion carried 3-0.**
- **REPORTS & ANNOUNCEMENTS**
 - Approve Building Permits (#ST-24-01 to #ST-24-02)
 - Motion to Approve the Building Permits. **Motion by Rasche, Second by Bowser. Motion carried 3-0.**
 - CNC Home Occupation Update – 504 E 8th St
 - Cody Lee recently contacted the City Office to inform the Commission that the plans that he presented at the February 1, 2021 Meeting to operate a CNC Home Business have become a reality. His business plans were delayed due to the high cost of the three-phase converter required to operate.

- **NEXT MEETING DATE: Tuesday, March 12th, 2024**
- **ADJOURNMENT – Motion to Adjourn the Meeting at 9:35 AM. Motion by Asmus, Second by Bowser. Meeting Adjourned.**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Tiffany Holten". The signature is written in a cursive, flowing style.

Tiffany Holten

Deputy City Clerk