

APPROVED

CITY OF STARBUCK, MINNESOTA

MINUTES OF REGULAR PLANNING & ZONING COMMISSION MEETING

Tuesday, February 7, 2017

The City of Starbuck Regular Planning & Zoning Commission Meeting was held on Tuesday, February 7, 2017 at 9:00 am at the Starbuck Community Center located at 307 E 5th Street in Starbuck, MN.

Meeting called to order by Chairman Gunderson. Roll call. Present: Dave Gunderson, Jill Hanson, Chris Taffe, Bon Rasche, Michelle Knutson, Council liaison, Mayor Gary Swenson, City Clerk, Andrew Langholz; absent: none. Quorum is present.

CONSENT AGENDA

- **Motion - Rasche: Approve the agenda. Second - Hanson. Motion carried.**
- **Motion - Knutson: Approve minutes from the January meeting. Second - Taffe. Motion carried.**

ANYONE BEFORE THE COUNCIL

OLD BUSINESS

Mr. Langholz introduced a sign permit from Terry Timmerman of Image Xperts. He stated that sign permits typically are not presented to the entire Planning & Zoning Commission, but he would like to use this as a learning opportunity for new members. He stated that Mr. Timmerman had purchased the property at 100 E 7th St. to install the digital sign that would have a 4'x8' display. It was also mentioned that per city ordinance the City would be able to govern the brightness of the sign at night, as to not interfere with neighboring properties. A brief discussion was held pertaining to the permit and a motion was made.

- **Motion - Rasche: Recommend to the City Council that the sign permit from Image Xperts be approved. Second - Hanson. Motion carried.**

Mr. Langholz presented a fence permit for Beachside RV Park and stated that this is also being used as a learning sample. He stated per the city's ordinance a commercial establishment must have screening between the property and an adjacent residential property. He said that the ordinance does not state how high the fence needs to be; rather it says the fence can be a maximum of six feet. The proposed permit is for a four foot fence, which is in compliance with the ordinance. The Commission discussed the fence ordinance and agreed to sign off on the permit.

Mr. Langholz also shared the Conditional Use Permit that was submitted for the planned unit development of Beachside RV Park. He explained the layout to the Planning Commission and said that the City has received all the necessary materials from the developer and that per protocol the Planning

Commission would need to recommend to the Council on whether or not to approve the conditional use permit. The Commission discussed the CUP and made a motion.

- **Motion - Knutson: Recommend the Council approve the Conditional Use Permit for the Planned Unit Development of Beachside RV Park. Second - Taffe. Motion carried.**

NEW BUSINESS

REPORTS & ANNOUNCEMENTS

Since the January 3, 2017 meeting the following permit applications have been reviewed, approved and permits issued to the following persons and are available for public inspection at the City Office.

1/17/2017	17-01	Mary LaQua	Residential
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- **Motion - Rasche: Approve building permit 2017-01. Second - Taffe. Motion carried.**

ADJOURN

- **Motion - Knutson: Adjourn the meeting at 9:40. Second - Hanson. Motion carried.**

Respectfully Submitted,

Andrew Langholz

City Clerk