

CITY OF
Starbuck
PLANNING COMMISSION
REGULAR MEETING ON TUESDAY, APRIL 2, 2024
9:00 A.M.

Chair: Michelle Knutson
Vice-Chair: Brett Bowser
Commissioners: ~~Bonnie Rasche~~
Tom Asmus
Vacant

Deputy City Clerk: Tiffany Holten
Council Liaison: Gary Swenson
City Clerk/Treasurer: Joan Kerkvliet

MINUTES – Approved 5/07/2024

○ **ORGANIZATIONAL BUSINESS**

- Call to Order - Roll Call – **Meeting Called to Order at 9:01 AM by Chair Knutson. Absent: Commission Rashe.**
- Approve the Agenda – Motion to Approve the Minutes. **Motion by Bowser, Second by Asmus. Motion carried 4-0.**
- Approve of Minutes from previous meeting:
 - Regular Meeting – March 12, 2024

○ **ANYONE WITH BUSINESS BEFORE THE BOARD**

- Cody Blevins – 1st item under new business

○ **OLD BUSINESS**

○ **NEW BUSINESS**

- Discuss Commissioner Vacancy – Letter of Interest
 - Cody Blevins met with Chair Knutson and Vice-Chair Bowser prior to the meeting to discuss his interest in joining the Planning Commission. Mr. Blevins stated in his letter of interest that he is a life-long Pope County native and current Starbuck resident. He is also a practicing licensed Architect in the State of Minnesota. Mr. Blevins feels that he would provide valuable insight for local projects as a Planning Commissioner with his knowledge, experience, and efforts to be a servant leader in his community. The Planning Commission welcomed Cody Blevins to the Commission and thanked him for his interest in becoming involved.
 - Motion to Appoint Cody Blevins to the Planning & Zoning Committee as a Commissioner with a Three-Year Term Ending 12/31/2026. **Motion by Knutson, Second by Bowser. Motion carried 4-0.**

- Request to Subdivide Parcel – 711 East 8th St (Parcel # 27-0086-000)
 - Property Owner, Adam Ross, plans to list his home located at 711 E 8th St on the market, but would like to subdivide the 115' x150', 0.40-acre, westerly half of the property above prior to doing so. The property was professionally surveyed, and Mr. Ross provided a Certificate of Survey, prepared by Stoeckel Jahner Land Surveying, to display the proposed sub-division and new legal descriptions. He feels that this subdivision would help reduce the cost of his current home and may attract a buyer that would be willing to build a new home on the proposed "vacant" lot. The proposed vacant lot has access to water and sewer utilities and meets all requirements to become a subdivided lot.
 - Motion to Approve the Preliminary Plat Approval to Subdivide a 115-foot by 150-foot tract of land from Parcel # 27-0086-000. **Motion by Bowser, Second by Knutson. Motion carried 4-0.**

- Discuss Request to Build a new Garage/Storage Building – Parcel # 27-0589-104
 - Brendon Stryhn, dba Green Properties LLC, submitted building plans to build a 40' by 50' garage building without living quarters. This property is zoned Residential Farmland (R-F) and has been professionally surveyed by Design Tree Land Surveying to reflect the proposed new garage. As displayed on the Certificate of Survey, the required setbacks have been met and the Planning Commission foresaw no issues. Mr. Stryhn is aware of a waterway easement that is located on the east side of the property that will not interfere with his building plans.
 - Motion to Approve the Request to Build a new Garage/Storage Building on Parcel # 27-0589-104. **Motion by Bowser, Seconded by Asmus. Motion carried 4-0.**

- **REPORTS & ANNOUNCEMENTS**
 - Approve Building Permits – (No New Permits)

- **NEXT MEETING DATE: Tuesday, May 7th, 2024**

- **ADJOURNMENT** – Meeting Adjourned at 9:20 AM. **Motion by Knutson, Second by Bowser. Motion carried 4-0.**

Respectfully Submitted,

Tiffany Holten
Deputy City Clerk