

CITY OF
Starbuck
PLANNING COMMISSION
REGULAR MEETING ON TUESDAY, MAY 7, 2024
9:00 A.M.

Chair: Michelle Knutson
Vice-Chair: Brett Bowser
Commissioners: Bonnie Rasche
Tom Asmus
Cody Blevins

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

MINUTES - Draft

○ **ORGANIZATIONAL BUSINESS**

- Call to Order - Roll Call – **Meeting Called to Order at 9:05 AM by Chair Knutson. Absent: Deputy Clerk Holten.**
- Approve the Agenda – Motion to Approve the Minutes. **Motion by Asmus, Second by Bowser.** To approve the agenda with the addition of two fencing requests from Glacial Hills Elementary School; and to approve the minutes from the April 2, 2024, meeting. **Motion carried 5-0.**
- Approve of Minutes from previous meeting:
 - Regular Meeting – April 2, 2024

○ **ANYONE WITH BUSINESS BEFORE THE BOARD**

○ **OLD BUSINESS**

○ **NEW BUSINESS**

- Final Subdivision Plat Review – 711 East 8th St (Parcel # 27-0086-000)
 - Public Hearing Scheduled for 6:35PM on Monday, 5/13/2024
- Discuss Starbuck Floodplain Ordinance Update – Must be effective by 9/26/2024
Brett Bowser noted the timeline on this was tight so we would want to turn this around quickly. Cody Blevins stated that as Minnesota standards are high, the city should be fine adopting the state's basic ordinance.
 - Motion to accept the state's model floodplain ordinance without additional restrictions added from the City of Starbuck. **Motion by Bowser, Second by Rasche. Motion carried 5-0.**
- Discuss Request to Build a 12' by 16' Shed – 409 E 3rd St (PID 27-0527-000)
 - Motion to approve the request from Kelly/Audrey Erickson to build a 12'x16' shed on parcel #27-0527-000. **Motion by Bowser, Second by Asmus. Motion carried 5-0.**

- Discuss Request from Jodee Lund at Glacial Hills Elementary School to Increase the Size of their Fenced Playground Area to Accommodate their Growing Childcare and Pre- Kindergarten Program.
 - Motion to approve the request from Glacial Hills Elementary School to increase the area of fencing around their playground based on approval from P&Z of the staked-out area. **Motion by Bowser, Second by Rasche. Motion carried 5-0.**

- Discuss Request from Jodee Lund at Glacial Hills Elementary School to Fence in an Area for an Outdoor Learning Center.
 - A portion of this area to be fenced in is owned by the Minnewaska Lutheran Home, d.b.a. Holly Ridge Manor. Jodee Lund has included a signed Right of Entry and Release and Waiver of Liability agreement from Holly Ridge that approves placing fencing on a portion of their property.

Motion to Approve the Request from Glacial Hills Elementary School to Fence in an Area for an Outdoor Learning Center. **Motion by Bowser, Second by Asmus. Motion carried 5-0.**

- **REPORTS & ANNOUNCEMENTS**
 - Approve Building Permits (#ST-24-09 to #ST-24-13)
 - Motion to Approve the Building Permits – **Motion by Bowser, Second by Knutson. Motion carried 5-0.**

- **NEXT MEETING DATE: Tuesday, June 4th, 2024**

- **ADJOURNMENT** – Meeting Adjourned at 9:25 AM. **Motion by Bowser, Second by Knutson. Motion carried 5-0.**

Respectfully Submitted,

Joan Kerkvliet

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City Clerk/Treasurer