

**Planning and Zoning Commission
City of Starbuck, Minnesota
Minutes for Tuesday, July 1, 2014
City Hall at 9AM**

Meeting called to order by Chairman Wayne Norby.

Role Call:

A. Members Present: Wayne Norby, Dave Gunderson, Clete Glassing, Bon Rasche and Gary Swenson.

B. Others Present: Mike Moen, City Council Liaison and Andrea Swenson, City Clerk/Treasurer

C. Guests Present: Dick Dreher, Executive Director, Pope County HRA/EDA

D. Agenda

Ms. Swenson requested that an update on status of Chapter 155 be added to old business. Ms. Rasche requested that a discussion on permit follow-up be added to old business. Chairman Norby requested that a discussion of blight follow-up be added to old business. Motion by Mr. Swenson to accept amended agenda, seconded by Ms. Rasche. No further discussion. Motion passed unanimously.

E. Minutes

Ms. Swenson stated that she had not received the minutes from the June 3rd regular meeting. They will be retransmitted. Minutes for June 3rd will not be

approved until the next regular meeting.

F. Anyone With Business Before The Board

Dick Dreher, Executive director of the Pope County HRA/EDA discussed the need for a crosswalk and activated signal between Bay Meadows/RV Park and the City boat ramp/parking lot. He has had discussions with Lonnie Hoffman of MNDOT and the request to MNDOT would have to come from the City. Mr. Dreher asked that the Commission consider a recommendation to the City Council to make a request to MNDOT for a crosswalk/signal. A discussion followed with many questions on options, need and location. It was decided that the Commission will consider Mr. Dreher' s request in its planning process.

G. Old Business

Ms. Swenson updated the Commission on Chapter 155 of the City Ordinances. It was brought before the City Council at the last meeting and was accepted with some grammatical changes. It will be published in the paper this week and final approval will be scheduled during the City Council meeting in August.

Ms. Rasche led a discussion on following up on permits to determine if projects are completed or another permit will be required. Discussed whether the City Building Inspector should review permits that are over a year old and notify the city office and also whether this is part of his job description. Also discussed need for some tracking system to follow-up on permits where projects are never started within a year. Ms. Swenson will put this on the next City Council agenda for discussion.

Chairman Norby led a discussion of follow-up on blight notices. It was felt

that the same individuals that participated in the initial blight review should also be involved in the follow-up. Also discussed what the city is doing to assist the elderly and disabled if they have a blight problem and do not have the resources to take care of it themselves. It was decided that Ms Swenson would place this matter on the next City Council agenda for discussion.

H. New Business

None

I. Reports & Announcements

Since the June 3, 2014 meeting the following permit applications have been reviewed, approved and permits issued (after fee paid) to the following persons and are available for public inspection at the City Offices:

06/12/14	Schuster, Krista	Residential
06/12/14	Gosseling, Mitch	Residential
06/30/14	Robinson, Scott	Residential

Next Commission meeting date will be at City Hall at 9AM, Tuesday, August 5, 2014.

Adjournment

Motion made by Ms. Rasche to adjourn, seconded by Mr. Gunderson. No further discussion. Motion passed unanimously.