

Planning and Zoning Commission
City of Starbuck, Minnesota
Minutes for Wednesday, November 5, 2014
City Hall at 9AM

Meeting called to order by Chairman Wayne Norby.

Role Call:

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

B. Others Present: City Clerk/Treasurer Andrea Swenson.

C. Guests Present: None

D. Agenda

Under New Business, Clerk/Treasurer Swenson requested that a discussion regarding a sign by the RV Park frontage road be added. Chairman Norby requested that a discussion of high, solid fences be added. Mr. Swenson requested that a discussion of the rental ordinance and the Crime-free Housing Program be added. Motion by Ms. Rasche to approve the amended agenda, seconded by Mr. Gunderson. No further discussion. Motion passed unanimously.

E. Minutes

Motion by Mr. Gunderson to approve minutes of October 7, 2014 regular meeting, seconded by Mr. Swenson. No further discussion. Motion passed

unanimously.

F. Anyone With Business Before The Board

None

G. Clerks Report/Update

Clerk/Treasurer Swenson updated the Commission on the rental ordinance/inspections. Landlords are starting to come in and apply for permits and ask questions. Discussion initiated by Mr. Swenson regarding Contract for Deed sales versus rentals being the subject of the rental ordinance was being raised. Will have to monitor and pursue appropriate remedies. Also discussed the Crime-free Housing Program training material that Chief of Police Johnsrud acquired when he went through the training. It is available to the Commission members if they wish to review it. This program will be brought up to the city council for action on if, when and how to implement.

An update also given on the status of the approval process for the zoning changes recommended by Planning and Zoning during the October 7, 2014 meeting for the northwest quadrant of the city and later approved by the Council. Notices have been sent out and the public hearing will take place next Monday. Clerk/Treasurer Swenson requested that a member(s) of the Commission be present at the hearing to assist with any questions. Ms. Rasche brought up that it may be a problem if several members of the Commission are at the hearing and that it may need to be considered a joint hearing/meeting. This will be researched and handled appropriately. Recommended changes will still have to be approved by the Council at some point after the hearing.

H. Old Business

Discussion held on the update of the official City Zoning Map. This has to be completed before any comprehensive planning is undertaken. The Commission reviewed the current zoning in the northeast quadrant of the city and discussed needed changes. There is a question on the current zoning of lots 7 and 8 on the northeast corner of Highway 114 and Highway 28. This will be verified before a recommendation is made to the Council. A motion was made by Chairman Norby to change the zoning in the northern portion of the northeast quadrant from Residential Farmland to Single Family Residential, seconded by Mr. Gunderson. No further discussion. Motion passed unanimously.

I. New Business

Clerk/Treasurer Swenson notified the Commission that HRA/EDA Executive Director Dick Dreher has requested that a temporary advertising sign (approximately 5' x 5') be placed on the frontage road by the RV Park to solicit sales in Bay Meadows. Discussion ensued regarding need for a permit, placement of the sign, the fact that it would not be on Bay Meadows property, how long is temporary; and if it blows down, by who and when would it be fixed. It was agreed that answers to these questions are needed and that perhaps a temporary permit should be requested by Pope County HRA/EDA. Clerk/Treasurer Swenson will follow up with them.

A discussion of the proliferation of permit requests for tall (6' high) solid fences in the city was initiated by Chairman Norby. Clerk/Treasurer Swenson has checked with other clerks around the state and found that some cities mandate, for public safety reasons , that emergency vehicles and police must be able to see over the fences into the yards. It was agreed that we need to look at possibly changing the current ordinance.

J. Reports & Announcements

Since the October 7, 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:

10/08/14	Edward Sievert Jr.	Residential
10/08/14	Mike Dinsmore	Residential
10/08/14	Nathan & Jen Metz	Residential
10/10/14	Mark Hedner	Residential
10/29/14	Larry Mozey	Residential
10/24/14	Cary Jenson	Residential

It was noted that so far this year the city has issued permits for \$1,347,336 in construction, a positive sign. Also, Lowery State Bank has decided to reshingle and reside their building north of their new ATM location on South Main Street to improve the appearance of that location.

Next Commission meeting date will be at City Hall at 9AM, Tuesday, December 2, 2014.

Adjournment

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