

**Planning and Zoning Commission
City of Starbuck, Minnesota
Minutes for Tuesday, December 2, 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: None

D. Agenda

Request by Mr. Swenson to add agenda item under Clerk's Report/Update; re: HRA/EDA Sign Request. No other additions or corrections. Motion by Ms. Rasche to accept amended agenda, seconded by Mr. Gunderson. Motion passed unanimously.

E. Minutes

Motion by Mr. Swenson to approve the minutes of the November 5, 2014 regular meeting, seconded by Mr. Glassing. No discussion. Motion passed unanimously.

F. Anyone With Business Before The Board

None.

G. Clerk's Report/Update

Ms. Swenson updated the Commission on her research into a fence ordinance and handed out a sample ordinance from the city of Ranier. A general discussion ensued about the recent proliferation of permit requests for 6 foot high solid fences and the hazards and difficulty it presents to police and emergency vehicles if they have no ability to see into the yards. After much discussion, it was decided that Ms. Swenson would research and suggest ordinance changes that would address the concerns of the Commission.

Ms. Swenson has researched the status of Lots 7 and 8 in the northeast corner of the intersection of State Highways 28 and 29. It is zoned Highway Business and a Conditional Use Permit was approved with caveats regarding maintenance of the lots and obstructions.

A use permit form for the HRA/EDA sign at Bay Meadows has been sent out as well as a letter expressing the Commission's concerns and requesting a response. HRA/EDA Executive Director Mr. Dick Dreher has called and said that he will stop into the City Offices today.

H. Old Business

The Commission reviewed the zoning map as it would look with the recommended changes for the northern half of the city. The letters and ad in the paper have not gone out for the northeast quarter due to City Clerk/Treasurer's emergency surgery. This being considered, the Commission decided not to review any more of the zoning map until northeast quarter is completed.

Chairman Norby updated the commission on the public hearing regarding Planning and Zoning's recommended changes to the northwest quarter of the City zoning map. In particular, one citizen was opposed to the changes from Residential Farmland to Single Family Residential and from Highway Business to Single Family Residential. A general discussion regarding the complaints was held. Chairman Norby strongly defended the Commission's prior recommendations.

I. New Business

Chairman Norby advised the Commission of the need for a replacement for Mr. Swenson who was elected Mayor in November. He also stated that the terms of Mr. Gunderson and Mr. Glassing would also be up at the end of this year. Mr. Gunderson stated that he would agree to serve another 3 year term unless someone else was willing to serve. Mr. Glassing also wishes to have a replacement for his position.

The name of Mr. Steve Aaberg was placed into nomination by Mr. Swenson to serve the remainder (2 years) of Mr. Swenson's term, seconded by Mr. Glassing. Mr. Swenson said that he has already talked to Mr. Aaberg and he is willing to serve. No further discussion. Motion passed unanimously.

Being there is at least one more position on the Commission to be filled, Ms. Rasche brought up the name of another possible candidate. A discussion of the Commission's By-Laws regarding the filling of vacancies ensued and it was decided that the vacancy should be announced and applications solicited in the newspaper. Motion made by Chairman Norby to post the position in Times newspaper and solicit applications by no later than Friday, December 26, 2014, seconded by Ms. Rasche. No further discussion. Motion passed unanimously.

There is a special City Council meeting on Monday, December 29, 2014 regarding the 2015 City budget; and approval of new Planning and Zoning Commission members could be added to the agenda. This would ensure that all

Commission seats would be filled again starting January 1, 2015. A motion was made by Ms. Rasche that the Commission name two members to review all applications on Monday, December 29, 2014, prior to the Council's special budget meeting and make recommendations to the Council for approval to fill vacant seats, seconded by Chairman Norby. No further discussion. Motion passed unanimously. Chairman Norby and Ms. Rasche were appointed to review applications and make recommendations to the City Council on Monday, December 29, 2014 prior to the Council's special meeting.

J. Reports & Announcements

Since the November 5, 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:

<u>Date</u>	<u>Permit #</u>	<u>Name</u>	<u>Type</u>
10/24/14	57	Nutcracker Café	Commercial
11/05/14	61	Swartz, Greg	Residential
11/07/14	64	Blok, Harry	Commercial

Motion by Mr. Swenson to accept and approve the above permits, seconded by Mr. Gunderson. No discussion. Motion passed unanimously.

Next Commission meeting date will be at City Hall at 9AM, Tuesday, January 6, 2015.

Adjournment

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