

Planning and Zoning Commission
City of Starbuck, Minnesota
Minutes for Tuesday, January 7, 2014
City Hall at 9AM

Meeting called to order by Chairman Wayne Norby.

Role Call:

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

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

C. Guests Present: *None*

D. Agenda

Request by Mr. Swenson to add agenda item under Old Business: update on the proposed ordinance regarding demolition and cleanup of properties. There were no other additions or corrections. Motion by Mr. Gunderson to accept amended agenda, seconded by Mr. Swenson. Motion passed unanimously.

E. Minutes

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Motion by Mr. Glassing to accept the minutes of December 3, 2013, seconded by Mr. Swenson. Motion passed unanimously.

F. Anyone With Business Before The Commission

No one present with any business before the Commission.

G. Old Business

Ms. Swenson has obtained some examples of ordinances and a website link from the League of Minnesota Cities and has talked to the city attorney. Due to heavy year-end work no further progress was possible. The goal is to get a proposed ordinance to the City Council for approval before Spring.

Regarding appointment of member, motion made by Chairman Norby to recommend to the City Council the appointment of Gary Swenson to a new three year term on the Commission. Motion seconded by Mr. Glassing. Motion passed unanimously.

After a short discussion, a motion was made by Mr. Swenson to keep Mr.

Norby as Chairman, Mr. Gunderson as Vice-Chair and himself as Secretary. Motion seconded by Mr. Glassing. Passed unanimously.

H. New Business

Ms. Swenson provided a printout of all permits applied for and issued in 2013. Over \$1.4 million in construction permits have been issued and fees of over \$13.7 thousand paid to the city. It was discussed that \$5 of every non-commercial permit and a percentage of all commercial permits must be remitted to the Minnesota Dept. Of Labor and Industry. That total remitted for 2013 amounted to \$726.41. After further discussion, it was agreed that the permit listing in the future will be annotated to show those permits that have been listed as approved in the Planning and Zoning Commission minutes and the minutes would reflect only those permits that had been approved and issued (paid for) since the prior meeting.

I. Reports & Announcements

Since the December 3, 2013 meeting the following permit applications have been reviewed, approved and permits issued to the following and are available for public inspection at the City Offices:

11/22/13	West Central Comm. Action	Residential
11/26/13	Espelien, Elaine	Residential
12/06/13	Wegener, Greg	Residential
12/16/13	Mohrman, Lauren	Residential
12/20/13	Buysee, Ardis	Residential

Next Commission meeting will be at City Hall at 9AM, Tuesday, February 4, 2014

Adjournment

Motion made by Mr. Swenson to adjourn, seconded by Mr. Gunderson.
. Motion passed unanimously.