

**Planning and Zoning Commission
City of Starbuck, Minnesota
Minutes for Tuesday, February 4, 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. Chairman Norby welcomed Bon Rasche back.

B. Others Present: Joan Kerkvliet, Deputy City Clerk/Treasurer. Absent: Mike Moen, Council Liaison; Andrea Swenson, City Clerk/Treasurer.

C. Guests Present: None

D. Agenda

Chairman Norby requested that two items be added under Old Business: 1) Concerns raised about building next to Dave' s (Doo-Wop) Place; and 2) Progress report by Ms. Rasche on research and update of City Ordinances. Motion made by Ms. Rasche to accept the agenda for February 4, 2014, seconded by Mr. Gunderson. No further discussion. Motion passed unanimously.

E. Minutes

Motion made by Mr. Glassing to accept the minutes for January 7, 2014, seconded by Mr. Gunderson. No discussion. Motion passed unanimously.

F. Anyone With Business Before The Board

None

G. Old Business

Mr. Gunderson discussed a complaint received from a citizen regarding the building next to and west of Dave' s (Doo-Wop) Place. Apparently, the water has been shut off and there is no garbage pickup at the building. A short discussion followed as this property has been a topic of discussion at a prior meeting. Ms. Kerkvliet informed the Commission that Chief of Police, Jim Minnion has been asked to contact the Fire Marshall and to inspect the building. No word yet from Chief Minnion if an inspection was made or the results thereof.

Ms. Rasche updated the Commission on the progress of researching the proper publication of all city ordinances. This project was started about six months ago and involved researching publications starting in 2004. Two years of publications remain to be researched. They are hoping to now proceed to finish the task and provide the results to the city office and council in the near future which will save the city thousands of dollars and insure that all ordinances are current and legally binding. The Commission wholeheartedly thanked Bon Rasche for her work on behalf of the city

H. New Business

Ms. Kerkvliet informed the Commission that there have been no new permits issued since the January 7, 2014 meeting. A short discussion ensued

regarding how long permits are good for and what happens if construction isn't completed in a timely manner. Permits are good for a year and then must be renewed and another fee paid, however, some projects are never completed and there is no consequence involved. This may be a discussion item at a future meeting.

I. Reports & Announcements

Since the January 7, 2014 meeting there have been no new permit applications nor permits issued.

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

Adjournment

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