

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

D. Agenda

Request by Chairman Norby to add permit duration and fees to the agenda under new business. Request by Ms. Swenson to add a discussion of alleys and their designation as streets or easements to the agenda under new business. Motion by Mr. Gunderson to accept amended agenda, seconded by Ms. Rasche. No further discussion. Motion passed unanimously.

E. Minutes

Motion made by Ms. Rasche to accept the minutes for March 4, 2014, seconded by Mr. Gunderson. No further discussion. Motion passed unanimously.

F. Anyone With Business Before The Board

None

G. Old Business

The City ordinance regarding Housing, Maintenance and Occupancy, Sections 90.85 through 90.98, which was adopted October 8, 2007, was discussed as it relates to both residential and rental property. City Council minutes subsequent to adoption to this ordinance indicate that there was some discussion regarding the suspension of this ordinance but the Commission has been unable to determine if any action was taken to do so. It was generally agreed that there is a need for such an ordinance, however, it was also pointed out that there should likely be some changes to the ordinance to distinguish between residential and rental property which does not exist in the current ordinance. Also discussed were alternatives to having a police officer responsible for inspections; one alternative being the Douglas County HRA inspector. After discussion a motion was made by Mr. Swenson to recommend to the City Council that the existing ordinance on Housing, Maintenance and Occupancy be reaffirmed and that a committee consisting of one Council member, one Planning and Zoning Commission member, one representative of the local rental property community and the City Clerk/Treasurer be tasked with the job of reviewing the existing ordinance and recommending any changes needed to the City Council. Motion seconded by Ms. Rasche. No further discussion. Motion passed unanimously.

A Comprehensive Plan and vision for future development in Starbuck and how to achieve that goal was discussed. The Commission is nearly done with reviewing

current ordinances and will make recommendations to the City Council to bring all ordinances up to date and made legally binding. Once that is complete, the next step would be to update the city' s official zoning map after which work on

a

Comprehensive Plan for the city can begin. The city will need input from the citizens and business people of Starbuck and a plan for future town meetings or other means of providing input will be forthcoming. A work session for the Commission to begin this process was discussed as our previous work session scheduled for Tuesday, March 18, 2014 at 9:00AM had to be canceled. Motion made by Mr. Swenson to have a work session on Tuesday, April 22, 2014 at 9:00AM, seconded by Mr. Gunderson. No further discussion. Motion passed unanimously.

H. New Business

The duration of building permits and their extensions or renewals was discussed. City Council minutes in 2009 approved guidelines indicating that permits are good for one year from the date of issuance and then must be renewed by paying double the initial fee; and if a second extension was necessary the fee would be doubled again. After discussion of this fee schedule and current practice it was determined that a change should be recommended. Motion made by Chairman Norby to have the Commission recommend to the City Council that they rescind their 2009 guidelines and recommend that any extension of the one year permit period be charged an additional fee equal to the original fee and that on any further extensions the fee would double each time and that the city would consider enforcing any applicable blight ordinances against the unfinished project(s). Motion seconded by Mr. Glassing. No further discussion. Motion passed unanimously.

The City has received a request by a resident in the 800 block of

Hagenson Street to clarify whether the alley is a city street or an easement. Resident has a boat parked beside his garage but a neighbor has complained that it is in the alley and is obstructing their use of the alley. “ Alley” is all grass and has been maintained by boat owner who states that boat is partially on his property and does not obstruct passage. After some discussion it was agreed that Ms. Swenson would look into the alternatives and ramifications of how alleyways are classified. This will be an agenda item in a future meeting.

I. Reports & Announcements

Since the March 4, 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:

03/04/14	Pope County HRA/EDA	Commercial
03/04/14	Pope County HRA/EDA	Commercial
03/04/14	Pope County HRA/EDA	Commercial
03/07/14	Dean Razink	Residential
03/14/14	Jim & Kat Becker	Residential

Work session scheduled for Tuesday, April 22, 2014 at 9:00AM in the City Offices.

Next regular Commission meeting will be at City Hall at 9AM, Tuesday, May 6, 2014.

Adjournment

Motion made by Mr. Gunderson to adjourn, seconded by Ms. Rasche.

No further discussion. Motion passed unanimously.