

**Planning and Zoning Commission
City of Starbuck, Minnesota
Minutes for Tuesday, January 6, 2014
City Hall at 9AM**

Meeting called to order by Chairman Wayne Norby.

Role Call:

A. Members Present: Wayne Norby, Dave Gunderson, Steve Aaberg, and Bon Rasche.

B. Others Present: Gary Swenson, City Council Temporary Liaison and Andrea Swenson, City Clerk/Treasurer

C. Guests Present: None

D. Agenda

Motion by Mr. Gunderson to accept agenda, seconded by Ms. Rasche.
Motion passed unanimously.

E. Minutes

Request by Ms. Swenson to amend minutes to correct paragraph J. The approved permit No. 64 issued to Harry Blok should be recorded as a residential permit rather than commercial. Motion made by Mr. Gunderson to accept the minutes as amended for December 2, 2014, seconded by Mr. Aaberg. Motion passed unanimously.

F. Anyone With Business Before The Board

None

G. Old Business

It was noted that the Commissions' recommendation to the City Council to approve the appointments of Steve Aaberg to fill Gary Swensons' remaining term (two years) and the appointment of Tom Spsychalla to a new 3 year term to take the place of Clete Glassing, who did not wish to be reappointed; was unanimously approved at the Councils' December 29, 2014 Special Meeting.

Election of officers was held. Nominations for Chairman were opened. Wayne Norby's name was placed into nomination. There being no other nominations, nominations were closed. A motion was made by Ms. Rasche to elect Wayne Norby Chairman, seconded by Mr. Aaberg. Motion carried unanimously. Mr. Norby also received a big Thank You for his years of service as Chairman and member of the Commission. Nominations for Vice-Chairman were opened. Dave Gunderson's name was placed into nomination. There being no other nominations, nominations were closed. A motion was made by Mr. Norby to elect Dave Gunderson Vice-Chairman, seconded by Ms. Rasche. Motion carried unanimously. Due to some miscommunication with Tom Spsychalla, he was not present at this meeting. The Commission therefore decided to delay the election of a Secretary until the full Commission was in attendance as is expected for the next regular meeting in February . Motion was made by Chairman Norby and seconded by Ms. Rasche. Motion carried unanimously.

City Clerk/Treasurer, Ms. Swenson updated the Commission on outstanding issues. For various reasons, HRA has decided not to place a For Rent sign near Bay Meadows for the time being.

Regarding an ordinance setting requirements for fences in the City, City Attorney Tom Jacobs' recommendation was that we be as specific as possible in terms of height limits, placement, and restrictions. He also advised that there isn't much we can do with existing fences that don't meet any new ordinance. It was decided that two members of the Commission would draft a proposed ordinance for our next regular meeting and a public hearing planned for March. Chairman Norby and Vice-Chairman Gunderson will work on the draft ordinance.

Ms. Swenson also urged the Commission to begin work on a Comprehensive Plan for the City. A Comprehensive Plan would be part of the Capital Improvement Plan that the City will be working on. The plans are very detailed and time consuming so we need to get started on them.

She also advised the Commission that she hoped to have all of the City ordinances checked and updated perhaps by the end of the month. Also the new City website should be operational in three to four weeks.

Regarding the rental ordinance, 14 inspections have been completed by Douglas County HRA. Results have been mixed with some properties expected to fail showing minor discrepancies and some expected to be in good shape having significant discrepancies. Two additional inspections are planned for this coming Friday.

A discussion was held regarding the public hearing on the Commissions' recommendations for zoning changes to the Northwest quadrant of the City. The issue with the CRP land has been checked into and there is no impact on the program with a zoning change.

A public hearing on the Commissions' recommendation to update the official zoning map for the Northeast quadrant of the City will be held on January 12, 2015 during the regular City Council Meeting. A motion to delay consideration of any changes to the Southeast quadrant of the zoning map until the regular February meeting was made by Chairman Norby, seconded by Ms. Rasche. Motion carried unanimously.

Ms. Swenson provided each Commissioner with a three-ring binder prior

to the meeting with the agenda, minutes from last meeting, dividers to file twelve months of minutes and notes and an updated copy of the City ordinance on zoning. The Commission very much appreciated the new binders and thanked the Clerk/Treasurer for her initiative and help in making their jobs easier.

H. New Business

No new business.

I. Reports & Announcements

Since the December 2, 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:

10/24/14	Jenson, Cary	Residential
10/31/14	Lowery State Bank	Residential
11/05/14	Wesen, Charlie	Residential
11/07/14	McDonald, Stan	Residential
12/09/14	Peterson, Darin	Residential
12/09/14	Dinsmore, Mike	Residential

Next Commission meeting date will be at City Hall at 9AM, Tuesday, February 3, 2014.

Adjournment

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