

**CITY OF STARBUCK
PLANNING COMMISSION
REGULAR MEETING ON TUESDAY, JANUARY 4, 2022
9:00 A.M.**

Chair:	Michelle Knutson	Deputy City Clerk:	Tiffany Boysen
Vice-Chair:	Rich Anderson	Council Liaison:	Gary Swenson
Commissioners:	Bonnie Rasche	City Clerk/Treasurer:	Joan Kerkvliet
	Tom Asmus		
	Brett Bowser		

Minutes – Approved 2/01/2022

- **ORGANIZATIONAL BUSINESS**
 - Call to Order – Roll Call – Called to Order by Chair Knutson at 9:00am. All Present
 - Approve Agenda
 - Motion to Approve the Agenda amended to include the Appointment of the Chair and Vice- Chair Positions. **Motion by Bowser, Second by Anderson. Motion carried 5-0.**
 - Approve of Minutes from previous meeting:
 - Regular Meeting – December 7, 2021
 - Motion to Approve the Minutes. **Motion by Bowser, Second by Asmus. Motion carried 5-0.**
- **ANYONE WITH BUSINESS BEFORE THE BOARD**
- **OLD BUSINESS**
 - Discuss Subdivision of Lot (Parcel # 27-0622-000) – 700 West 6th St
 - Deputy Clerk Boysen stated that she is still awaiting a full legal opinion on this from the City Attorney. This is a complex process that will require more research. **Discussion tabled and will resume during the February Meeting.**
 - Discuss Easement Request on Old Railroad Bed - PID # 27-0626-001
 - **Discussion tabled and will resume during the February Meeting.**
- **NEW BUSINESS**
 - 2022 Chair and Vice-Chair Appointments – Motion to re-appoint Chair Michelle Knutson and Vice-Chair Rich Anderson for 2022. **Motion by Rasche, Second by Anderson. Motion carried 5-0.**

○ **REPORTS & ANNOUNCEMENTS**

- Approve Building Permit – (ST-21-49) – Motion to approve Building Permit # ST-21-49 – **Motion by Anderson, Second by Bowser. Motion carried 5-0.**
- Comprehensive Plan Update
 - Deputy Clerk Boysen explained that Logan Tjossem with WSN was working on revising the minor changes that were sent to him. Mr. Tjossem stated that it would require a considerable amount of time and cost (\$3,000 to \$4,000 additional cost) to update the figures throughout the Comprehensive Plan to reflect the 2020 Census. WSN advised the City to use caution with the 2020 data as it is skewed due to COVID-19. The Commission agreed that it would be best to use the most up to date information that is available. Motion to Request Additional Funding and Make Recommendation to the City Council to Approve Revisions to include 2020 Census data within the Comprehensive Plan. **Motion by Rasche, Second by Anderson. Motion carried 5-0.**
- **Next Meeting Date: Tuesday, February 1, 2022**
- **ADJOURNMENT** – Adjourned Meeting at 9:36am – **Motion by Asmus, Second by Bowser. Motion carried 5-0.**

Respectfully submitted,

Tiffany Boysen

Deputy Clerk