

**CITY OF STARBUCK
PLANNING COMMISSION
REGULAR MEETING ON TUESDAY, FEBRUARY 1, 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 - Draft

- **ORGANIZATIONAL BUSINESS**
 - Call to Order - Roll Call – Called to Order by Vice-Chair Anderson at 9:08 am. Absent: Chair Knutson, Commissioner Rasche. Quorum present.
 - Approve Agenda – Motion to Approve the Agenda noting that Brian Kabat will not be attending the meeting to discuss the Conditional Use Permit for a Proposed 99-foot Verizon Wireless. **Motion by Asmus, Second by Bowser. Motion carried 3-2.**
 - Approve of Minutes from previous meeting:
 - Regular Meeting – January 4, 2022
 - Motion to Approve the Minutes. **Motion by Bowser, Second by Asmus. Motion carried 3-2.**
- **ANYONE WITH BUSINESS BEFORE THE BOARD**
 - Brian Kabat – Site Acquisition Consultant with Kabat Consulting Inc. for Buell Consulting, Inc.
 - Not present due to a scheduling conflict
- **OLD BUSINESS**
 - Discuss Subdivision of Lot (Parcel # 27-0622-000) – 700 West 6th St
 - Property owner Matt Katzenmeyer submitted a request to subdivide his 11-acre lot (PID # 27-0622-000) on 700 West 6th St along with a Certificate of Survey executed by a Licensed Surveyor. Casey Boutain, the potential buyer of 7 acres of subdivided portion of land, currently owns vacant land, PID # 27-0625-002, south of Mr. Katzenmeyer’s property. Mr. Boutain’s land currently serves as storage for his local dock business, Glacial Lakes Recreation, and would like to purchase Mr. Katzenmeyer’s land for the same intended use. There is City-owned property, an abandoned railroad bed, that separates Mr. Katzenmeyer’s and Mr. Boutain’s property. Deputy City Clerk stated that per the Subdivision Regulations Chapter 153.52 through 153.56, all lots must be serviced by water and sewer facilities. Mr. Boutain does not intend on placing any permanent building structures on the subdivided piece of property and will not need access to water and sewer services. The Planning Commission agreed that Mr. Katzenmeyer would need to submit a written request for the City to waive this component of the subdivision ordinance to noting that there will not be accessed to water and sewer services to the subdivided piece of land.
 - Motion to approve the preliminary plat of the subdivision of Parcel # 27-0622-000 with the condition that Mr. Katzenmeyer submits a written request to waive the restriction of Chapter

153.52 to 153.56 of the Subdivision Regulations. **Motion by Bowser, Second by Asmus. Motion carried 3-2.**

- Discuss Easement Request on Old Railroad Bed - PID # 27-0626-001
 - Deputy Clerk Boysen stated that the City Office found that there is a License Agreement for Parcel # 27-0626-001 between Glacial Lakes Dock, Inc & Starland LLC, Owner Casey Boutain (Licensee), and the City of Starbuck (Licensor). It provides Mr. Boutain access to the property and lists temporary storage of outdoor and recreational equipment as a permitted use of the land. This license agreement was adopted by the City Council on December 30th, 2019, and automatically renews annually on December 30th of each year unless acted upon by the Licensor or Licensee. Both parties agree that there will not be a need for an easement as there is a valid license agreement in place.

○ **NEW BUSINESS**

- Discuss a Conditional Use Permit for a Proposed 99-foot Verizon Wireless Telecommunications Tower – 413 Hope St (Parcel # 27-0624-006)
 - **Discussion tabled and will continue at the next meeting.**
- Review Sign Permit Application – Glacial Hills Elementary
 - Glacial Hill Elementary Director, Jodee Lund, submitted a sign permit request to replace the currently directional sign that is located on the northeast corner of Parcel # 27-0623-004 (Holly Skogen). She would like to replace the existing sign with a new 4-foot by 8-foot non-lighted sign. It will display the school's name, logo, and an arrow like the current sign on the property and will be placed no closer to Highway 28. If The
 - Motion to approve the sign permit to allow for Glacial Hill Elementary. **Motion by Asmus, Second by Bowser. Motion carried 3-2.**
- Discuss possible Airbnb – 311 E 7th St (Parcel # 27-0258-000)
 - Property owner Lisa Kelvie of 311 East Seventh St plans to operate an Airbnb out of the barn structure located on the southeast corner of the property. This property is zoned Mixed-Use and was the prior owners operated the Berries and Marigolds bed and breakfast on the property. Ms. Kelvie will work with Horizon Public Health for lodging licensure and will submit quarterly Lodging Tax returns to the City with plans to be in full operation by Summer 2022. **No Decisions Needed.**

○ **REPORTS & ANNOUNCEMENTS**

- Electricity in Holly Skogen
 - Clerk/Treasurer Kerkvliet stated that Glacial Hills Elementary Jodee Lund plans to attend the February 14th Council Meeting to discuss her request to bring electric hookup to Holly Skogen Park. The school has been incorporating more of their outdoor activities within the park and would like to decorate the park with Christmas Lights provided that there is electricity.

○ **Next Meeting Date: Tuesday, March 1, 2022**

○ **ADJOURNMENT – Meeting Adjourned at 9:47am. – Motion by Bowser, Second by Asmus. Motion carried 3-2.**

- Respectfully submitted,
- *Tiffany Boysen*
- Deputy Clerk