

**CITY OF STARBUCK
PLANNING COMMISSION
REGULAR MEETING ON TUESDAY, JUNE 7, 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 7/5/22

- **ORGANIZATIONAL BUSINESS**
 - Call to Order - Roll Call – Meeting Called to Order by Chair Knutson at 9:02 am. Bowser, Asmus – Absent.
 - Approve Agenda – Motion to Approve the Agenda with additional discussion for last item under new business. **Motion by Anderson, Second by Rasche. Motion carried 3-0.**
 - Approve of Minutes from previous meeting:
 - Regular Meeting – May 3rd, 2022
 - Motion to Approve the Minutes. **Motion by Anderson, Second by Knutson. Motion carried 3-0. Commissioner Asmus arrived at the meeting.**
- **ANYONE WITH BUSINESS BEFORE THE BOARD**
- **OLD BUSINESS**
- **NEW BUSINESS**
 - Request to Build New Home – 28916 S Shore Drive
 - Property Owners, Daniel and Dawn Jepma, submitted plans build a new home over the existing foundation of their current home along with a three-stall attached garage. They will remove the current modular off site. Deputy Clerk Boysen explained that maximum lot coverage of 30 percent would be exceeded with the proposed plans and the setbacks would need to be reviewed as well. The Commission voiced concern about the home’s basement and whether or not the MnDNR would allow this. Deputy Clerk Boysen said that she could forward the plans on to Emily Siira with the MnDNR following the meeting.
 - Motion to forward plans to the MnDNR to review. **Motion by Asmus, Second by Anderson. Motion carried 4-0.**
 - Discuss Request to Install Residential Rooftop Solar Panels – 311 E 7th St
 - Property Owner, Lisa & Robert Kelvie applied for a building permit to install 40 rooftop solar panels on their detached garage and other shed located on the southeast corner of their property at 311 E 7th (PID # 27-0258-000). There are no issues with height, and City Building Official Rick Holt will ensure that they are secure and installed to code. **No decisions needed.**

- Request to Install a New Deck – 307 West 6th St
 - Property Owner, Curtis Bredeson, would like to replace existing deck with a 13 by 12 foot deck and construct an addition 7 by 8 foot deck on the south side of his home at 307 W 6th St (PID # 27-0503-000). Commissioner Anderson & Commission Asmus will verify the setbacks following the meeting.
- Discuss 12 by 16 foot Kitchen Addition – 409 E 4th St
 - Plans to build a 12 by 16 foot Kitchen Addition were submitted for property owned by Jeff and Pat Aaberg at 409 E 4th St (PID# 27-0430-000). Chair Knutson explained that a new deck would be constructed as well to meet with the existing deck. The Commission did not have any concerns with the project and will sign off on the plans so that a building permit may be issued.
- Discuss Operation of a WCMCA Head Start – 500 John St
 - Deputy Clerk Boysen informed the Commission of a request to operate a WCMCA Head Start in the WIN Academy located on 500 John St. This located was previously operated as a childcare center, and the new head start program would be available for up to twenty children ages 33 months to Kindergarten. The Commission agreed that there is a definite need for childcare within our community and did not have any concerns with the location of this new program.
- Request to Build Detached Garage – 110 W 8th St
 - Property Owners Jill and Joe Hansen submitted building plans to construct a 30 by 24 foot detached garage on the northeast side of their property located at 110 W 8th St (PID # 27-0040-000). The exterior walls will be uniformed to match the color of the siding of their home. They also plan to install a 100-foot line of 6 foot tall cedar privacy fencing as well to meet with the existing chain link fence to enclose a portion of their yard. The proposed site plan is staked out, and Commissioner Asmus and Commissioner Anderson will verify the necessary setbacks following the meeting.
- **REPORTS & ANNOUNCEMENTS**
 - Approve Building Permits (ST-22-11 through ST-22-14)
 - Motion to Approve the Building Permits. **Motion by Anderson, Second by Asmus. Motion carried 4-0.**
 - Blight Enforcement
 - Deputy Clerk Boysen provided the Commission with a brief update on blight. Members performed property inspections on June 2nd and 18 administrative citations were issued with a compliance date of June 15th. Deputy Clerk Boysen provided a listing of the citations to the Commissioners and mentioned that long grass was the most common violation. It is hopeful that the properties will be cleaned up and brought up to compliance soon.
- **Next Meeting Date: Tuesday, July 5, 2022**

ADJOURNMENT - Meeting Adjourned at 9:43pm. **Motion by Rasche, Second by Asmus. Motion Carried 4-0.**

Respectfully Submitted,

Tiffany Boysen

Deputy Clerk