

**CITY OF STARBUCK
PLANNING COMMISSION
REGULAR MEETING ON TUESDAY, September 7, 2021
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 10/05/2021

- **ORGANIZATIONAL BUSINESS**
 - Call to Order - Roll Call – **Called to Order by Chari Knutson at 9:02am. Absent: Asmus, Bowser**
 - Approve Agenda – Motion to Approve the Agenda – **Motion by Anderson, Second by Knutson. Motion Carried 3-2.**
 - Approve of Minutes from previous meeting:
 - Regular Meeting – September 7th, 2021
 - Motion to Approve the Minutes – **Motion by Anderson, Second Rasche. Motion Carried 3-2.**
- **ANYONE WITH BUSINESS BEFORE THE BOARD**
- **OLD BUSINESS**
 - Update on Project Status for CS Nelson Development (Parcel # 27-0635-002)
 - Deputy Clerk Boysen provided a brief update stating that the Council Approved the CUP of the Planned Unit Development to allow for 10 duplexes to be constructed. The City Council also granted the variance of the Shoreland Regulations to allow for more than 25% impervious surface coverage in any tier ensuring that CS Nelson Properties does not exceed the State limit of 50% impervious coverage in any tier. Nelson’s engineer is currently working on a Stormwater Management Plan and Building Plans for this development.
 - Discussion on Property Owner’s Shed House Building Plans on Moore St (Parcel’s 27-0589-100, 27-0589-101, and 27-0589-102)
 - Property Owner, Justin Otto, would like to build a shed house in late spring of 2022. Deputy Clerk Boysen stated that Otto would need a variance to build on the property due to the Rural Farmland District lot size requirements listed in Chapter 155 – Zoning Regulations (Section 1.12 Subd. 2D). Deputy Clerk Boysen also brought up another option of possibly rezoning the property to R-1 (Residential). The Commission has requested further research on this.
- **NEW BUSINESS**
 - Discuss Property Owner’s Interest to Subdivide Lot (Parcel # 27-0622-000) – 700 West 6th St
 - Property Owner, Matt Katzenmeyer, is interested in subdividing his 10-acre lot into two parcels. He has a potential buyer who would be interested in purchasing 6 acres of the property for storage.

Katzenmeyer plans to have his property surveyed and will provide the City with a preliminary plat of the proposed parcel subdivision in the next couple months. Deputy Clerk Boysen noted that while definite plans have not been submitted, utilities and access to the property would also need to be addressed per the ordinance. **No decisions needed at this time.**

- Discuss Verizon Wireless Proposed 90-foot Telecommunications Tower – 413 Hope St (Parcel # 27-0624-006)
 - Verizon Wireless proposes to construct a 99-foot monopole telecommunications tower within a 50 ft by 50 ft leased area behind the W.I.N. Academy. Trileaf Corporation is in the process of completing a NEPA review and an environmental study on the property and will be submitting necessary paperwork as the project progresses. **No decisions needed at this time.**
- Update on Blight Enforcement/Abatements – Expired Vehicle Registration
 - Deputy Clerk Boysen provided an update on three vehicles cited through the Administrative Citation Blight Program with expired registration on private property have not complied. On August 9th, 2021, the City Council approved to work with through our City Attorney, Tom Jacobson, to get a court order to have the vehicles towed.
- Update on Hazardous Property Order – 206 E 7th St (Parcel # 27-0209-000)
 - City Attorney Jacobson has filed a court order on the property at 206 E 7th St, owned by Gary Bergquist and Doug Manley, to have the building structure deemed hazardous demolished.
- **REPORTS & ANNOUNCEMENTS**
 - Approve Building Permits – (ST-21-35 through ST-21-36) – **Motion by Knutson, Second by Anderson. Motion Carried 3-2.**
- **Next Meeting Date: Tuesday, October 5, 2021**
- **ADJOURNMENT** – Adjourned Meeting at 9:45am – **Motion by Knutson, Second by Anderson.**

Submitted by,
Tiffany Boysen
Deputy Clerk