

**CITY OF STARBUCK
PLANNING COMMISSION
REGULAR MEETING ON TUESDAY, OCTOBER 5, 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 11/02/2021

- **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 – **Motion by Asmus, Second by Bowser. Motion Carried 5-0.**
 - Approve of Minutes from previous meeting:
 - Regular Meeting – September 7th, 2021
 - Special Meeting – September 29th, 2021
 - Motion to Approve the Minutes – **Motion by Bowser, Second by Anderson. Motion Carried 5-0.**
- **ANYONE WITH BUSINESS BEFORE THE BOARD**
 - Ted Razink – (first item under old business)
- **OLD BUSINESS**
 - Discuss Proposal for the Purchase of City Land – PID # 27-0619-000
 - Mr. Razink gave the Commission handout that outlined the portion of the city owned land (PID #27-0619-000) that he would like to purchase for boat and dock storage. The City currently leases out a portion of the proposed piece of property to Mr. Razink and another area consisting of an alfalfa field to local farmer, Matthew Moe. Mr. Razink projects that he will need more storage for new marina that he will be providing and his intended use for the property would remain the same as it is currently. Mayor Swenson asked what the market value of the property was. Deputy Clerk Boysen noted that the City’s wastewater plant is located on the parcel, so the land would need to be surveyed and appraised to determine the land market value. Mr. Razink is willing to pay for the surveying and assessment costs. The Commission agreed that it would be beneficial to sell this piece of land for both parties since there is limited access to the property and that Mr. Razink already owns property that abuts the area.
 - Motion to Recommend to the City Council to move forward with Mr. Razink’s proposal. **Motion by Anderson, Second by Rasche. Motion Carried 5-0.**
 - Review the Draft Comprehensive Plan
 - Deputy Clerk Boysen asked the commission to review draft Comprehensive Plan. There will be a Public Hearing during the November 2nd, 2021, meeting to review the drafted plan and to gather input for any revisions and/or amendments.

- **NEW BUSINESS**
 - Discuss Variance from Section 1.12 of the Zoning Regulations for Residential Building on 1.50 Acres following Residential Setbacks
 - Justin Otto, the owner of property on Moore St, would like to build a shed house in late spring of 2022. As discussed in prior meetings, Mr. Otto would need a variance to build on the property due to the Rural Farmland District lot size minimum requirement listed in Chapter 155 – Zoning Regulations (Section 1.12 Subd. 2D). Mr. Otto will be submitting a variance request before the November meeting. **No decisions needed at this time.**
 - Discuss Property Owner’s Inquiry to Build a Garage on Lot– 304 East 4th St (PID # 27-0358-000)
 - Property Owner Erin Guenther is interested in building a detached garage on her 5077 square foot lot at 304 East 4th St. The home is currently listed on the market, and she feels that the property may be more appealing if there would be room for vehicle storage/parking. The narrow lot size and set back requirements limit her from building on the property. There is room to build a garage just north of the house, but there is dedicated row abutting the parcel that is limiting accessibility to the property. Ms. Guenther wanted to know if the City would ever consider an easement granting her access to her property through the city property. The Commission agreed that it would not be in the City’s best interest to provide an easement for a driveway access as the space is needed for public use.
 - Discuss Fence Ordinance Violation Enforcement – 308 West Broadway
 - Deputy Clerk Boysen explained that a neighbor voiced his concern about a wood fence located at 308 West Broadway. The fence posts are facing his property rather than inwards towards the property owner’s home, and there are some panels that need repair. These are both violations to the fence ordinance (Chapter 155: Subd. 11) that applies to all fences installed after March 20, 2015. Deputy Clerk Boysen asked the Commission how they would like to handle this complaint. The Commission asked Deputy Clerk Boysen to ask the property owner at 308 West Broadway to repair the fence and to comply with the ordinance.
- **REPORTS & ANNOUNCEMENTS**
 - Approve Building Permits – (ST-21-37 through ST-21-40)
 - Motion to Approve Building Permits. **Motion by Bowser, Second by Asmus. Motion Carried 5-0.**
- **Next Meeting Date: Tuesday, November 2, 2021**
- **ADJOURNMENT** – Adjourned Meeting at 9:50am – **Motion by Asmus, Second by Bowser. Motion Carried 5-0.**

Submitted by,
Tiffany Boysen
 Deputy Clerk

