

**CITY OF STARBUCK
PLANNING COMMISSION
REGULAR MEETING ON TUESDAY, OCTOBER 11, 2022
9:00 A.M.**

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

Minutes – Approved 11-01-2022

- **ORGANIZATIONAL BUSINESS**
 - Call to Order - Roll Call – **Meeting called to Order by Chair Knutson at 9:04 am. All Present.**
 - Approve Agenda - Motion to Approve the Agenda. **Motion by Anderson. Second by Bowser. Motion carried 5-0.**
 - Approve of Minutes from previous meeting:
 - Regular Meeting – September 6, 2022 - Motion to Approve the Minutes. **Motion by Bowser. Second by Asmus. Motion Carried 5-0.**
- **ANYONE WITH BUSINESS BEFORE THE BOARD**
- **OLD BUSINESS**
- **NEW BUSINESS**
 - Discuss Fence Ordinance Violation Appeal – 308 West Broadway
 - Karen Tangen, property owner of property located at 308 West Broadway, submitted an appeal for Administrative Citation # 2022-25. The fence violates Ordinance 155 – Section 1.19, Subd 11.B(8g) which states that “all posts and supporting structures of the fence shall face inward towards the property on which the fence is constructed.” The fence was approved and built in June 2015, and the Fence Ordinance applies to all fences constructed after March 20, 2015. Ms. Tangen is unable to repair the fence due to hardship and requested a time extension to allow for more time to repair the fence.
 - Motion to Grant a Time Extension to Karen Tangen and Require the Fence located at 308 West Broadway to be Repaired by June 1, 2023. **Motion by Bowser, Second by Anderson. Motion carried 5.0.**
 - Request to Vacate Portion of Alley to Allow Paver Patio – 208 N Main St
 - Deputy Clerk Holten provided a brief update on this topic. The Old Firehall Brewing Co would like to place a paver patio on a portion of the dedicated alleyway just south of Parcel 27-0435-000. CenterPoint Energy plans to move the natural gas hookup line to the western side of the building this fall so that no active utility lines run through the proposed patio location. After consultation with the City Attorney, Tom Jacobson, this would require a complete vacation of the alleyway along with a City Utility Easement in order to do so. The Planning and Zoning Commission would like to be sure that this request to vacate the

alleyway would align with public interest before making a formal decision.

- Motion to Send Letters to Property Owners abutting the Alleyway to Request Input on this Vacation Request.
 - **Motion by Anderson, Second by Bowser. Motion carried 5-0.**

- Review Request to Assemble a Bolt Together Building – PID# 27-0409-000
 - Business and Property Owner, Chris Taffe, submitted a building permit application with plans to assemble a 30 foot by 40 foot bolt together building with cement flooring to provide additional storage for his business, Precision Auto Body.
 - Motion to Approve the Building Permit Application to Assemble 30 foot by 40 foot Bolt Together Building. **Motion by Bowser, Second by Asmus. Motion carried 5-0.**

 - Property Owner, Kelly Anderson, submitted plans to install 40 rooftop solar panels on her home located on Parcel # 27-0278-000.
 - Motion to Approve the Building Permit Application to Install 40 Residential Rooftop Solar Panels. **Motion by Bowser, Second by Asmus. Motion carried 5-0.**

 - Property Owner, Heather Tonak, submitted plans to construct a 6 ft tall chain linked fence on the north side of her home. The proposed fence would adjoin the northeast corner of the home and wrap around to adjoin the northwest corner of the existing deck. She has staked out the proposed site and would like to build fence before the ground freezes. Commissioner Bowser will inspect setbacks following the meeting.
 - Motion to Approve the Fence Application. **Motion by Bowser, Second by Knutson. Motion carried 5-0.**

- **REPORTS & ANNOUNCEMENTS**
 - Approve Building Permits (ST-22-51 through ST-22-58)
 - Motion to Approve the Building Permits. **Motion by Bowser, Second by Asmus. Motion carried 5-0.**

- **NEXT MEETING DATE: Tuesday, November 1, 2022**

- **ADJOURNMENT** – Motion to Adjourn the Meeting at 10 AM. **Motion by Bowser, Second by Knutson. Motion carried 5-0.**

Respectfully Submitted,

Tiffany Holten

Deputy City Clerk