

**CITY OF STARBUCK  
PLANNING COMMISSION  
REGULAR MEETING ON TUESDAY, NOVEMBER 2, 2021  
9:00 A.M.**

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Chair:	Michelle Knutson	Deputy City Clerk:	Tiffany Boysen
Vice-Chair:	Rich Anderson	Council Liaison:	Gary Swenson
Commissioners:	Bonnie Rasche	City Clerk/Treasurer:	<del>Jean Kerkvliet</del>
	Tom Asmus		
	Brett Bowser		

**Minutes – Approved 12/07/2021**

- **PUBLIC HEARINGS**
  - 9:05 A.M. – *Discuss the Comprehensive Plan for the City of Starbuck*
- **ORGANIZATIONAL BUSINESS**
  - Call to Order - Roll Call – **Called to Order by Chair Knutson at 9:01am. Absent: Clerk/Treasurer Kerkvliet.**
  - Approve Agenda – Motion to Approve the Agenda. **Motion by Bowser, Second by Asmus. Motion Carried 5-0.**
  - Approve of Minutes from previous meeting:
    - Regular Meeting – October 5<sup>th</sup>, 2021
      - Motion to Approve the Minutes. **Motion by Bowser, Second by Anderson. Motion Carried 5-0.**
- **ANYONE WITH BUSINESS BEFORE THE BOARD**
- **OLD BUSINESS**
  - Review the Draft Comprehensive Plan - The Planning & Zoning Commission held a Public Hearing to Discuss the Comprehensive Plan for the City of Starbuck.
    - Motion to Make Recommendation to the Council to Adopt the Comprehensive Plan by Resolution after revisions and to review the plan every 5 years. **Motion by Bowser, Second by Anderson. Motion Carried 5-0.**
  - Discuss Variance from Section 1.12 of the Zoning Regulations for Residential Building Structure on 1.50 Acres following Residential Setbacks
    - Justin Otto would like to build a shed house in late spring of 2022 on his property that is currently zoned Rural Farmland (RF). Mr. Otto has submitted a variance request to build on his property using residential setbacks, as the property does not meet the criteria for the Rural Farmland District lot size minimum requirement listed in Chapter 155 – Zoning Regulations (Section 1.12 Subd. 2D). The Commission would like to review the current zoning map in the next coming months and possibly rezone portions of the RF zoning district, and any other areas found necessary.
      - Motion to Make Recommendation to the Council to Approve the Variance from Section 1.12 of the Zoning Regulations for Residential Building Structure on 1.50 Acres following Residential Setbacks - **Motion by Bowser, Second by Asmus. Motion Carried 5-0.**

- **NEW BUSINESS**

- Discuss Classification of Tax Forfeited Land (PID # 27-0590-004)
  - Deputy Clerk Boysen explained that there is a recent tax forfeited 1.8 acre property, PID # 27-0590-004, located on the north east side of town that is valued at \$2700.00. There is no direct city access to the property as it abuts to private property. Pope County Auditor/Treasurer Stephanie Rust requested that the Council approve parcel's non-conservation classification and sale through public auction or auction to adjacent owners. The City could also request a conditional use deed to convey the property for public use if they found necessary. The Commission recommended that the Council approve the sale of this property as they did not see potential for public use of the land.
    - Motion to Make Recommendation to the Council to Approve the Classification and Sale of Tax Forfeited Land, PID #27-0590-004. **Motion by Rasche, Second by Bowser. Motion Carried 5-0.**
- Discuss a Conditional Use Permit for a Proposed 99-foot Verizon Wireless Telecommunications Tower – 413 Hope St (Parcel # 27-0624-006)
  - The project consultant hired by Verizon Wireless is working on providing more information for this request as the submitted plans have changed. **Discussion tabled until a later date.**

- **REPORTS & ANNOUNCEMENTS**

- Approve Building Permits – (ST-21-41 through ST-21-44)
  - Motion to Approve Building Permits - **Motion by Bowser, Second by Anderson. Motion Carried 5-0.**

- **Next Meeting Date: Tuesday, December 7, 2021**

- **ADJOURNMENT – Adjourned Meeting at 9:50am – Motion by Anderson, Second by Asmus. Motion Carried 5-0.**