

**Planning and Zoning Commission
City of Starbuck, Minnesota
Minutes for Tuesday, July 7, 2015
City Hall at 9 A.M.**

Meeting called to order by Chairman Wayne Norby.

Role Call:

A. Members Present: Wayne Norby, Dave Gunderson, Tom Spychalla, Steve Aaberg, Bon Rasche.

B. Others Present: Gary Swenson, City Council Liaison and Andrew Langholz City Clerk.

C. Guests Present: None

D. Agenda

Request by Mr. Gunderson to add agenda item under Old Business; Discussion about permits. No other additions or corrections. Motion by Ms. Rasche to accept amended agenda, seconded by Mr. Aaberg. Motion passed

unanimously.

E. Minutes

Motion made by Mr. Gunderson to accept the minutes of July 7, 2015, seconded by Mr. Aaberg. No discussion. Motion passed unanimously.

F. Anyone With Business Before The Board

None

G. Old Business

Update on Dollar General Store.

Mr. Norby advised that there will be a Special Hearing at 7:30 on 7/13/15 for Rezoning of the piece of property for the proposed Dollar General Store. Mr. Norby advised that Dollar General had a question of the correct setbacks. Mr. Langholz advised that the question was asked to the City attorney but we have not heard back from the attorney at this time.

While reviewing the provided map of the property, Mr.

Aaberg asked where the holding pond will be. Mr. Langholz advised that he will contact the building inspector, Rick Holtz, and verify where the drainage retention pond will be located.

Finalize rezoning of the Southwest quadrant.

After discussion regarding the southeast quadrant, Mr. Aaberg made a motion to extend Highway Business from East of Cenex (Pope Street) to the Eastern City Limits. Second by Mr. Gunderson. No further discussion, motion passed unanimously.

After Discussion regarding the Southwest quadrant, Mr. Norby made a motion to change the area currently Residential Farmland in the Southwest quadrant to M-1 Combination – BD Central Business, R-1 Single Family Residential, R-2 Multi Family Residential. Second by Mr. Gunderson. No further discussion, motion passed unanimously.

Briefing on the research and updating of ordinances.

Ms. Rasche updated the commission and advised that she previously turned in all records to the city. However, all updates of the ordinances have been misplaced and must be re-copied. There was a discussion of the updating process for the city ordinances. Mr. Langholz will follow up and attempt to complete the process.

Discussion of Permits.

There was a discussion regarding current projects found in the city where a building permit was not found on file. This should be brought to the attention of the city office or Planning and Zoning commission and then reported to the city inspector.

H. New Business

The commission requested a volunteer to be a Taskforce member for the RV Park Relocation. Tom Spychalla volunteered to join the taskforce. Ms. Rasche made a motion to accept Mr. Spychalla as a taskforce member from the Planning and Zoning Commission. Second by Mr. Gunderson. No further discussion. Motion

passed unanimously.

Mr. Langholz updated the commission on the 2020 Complete Street Project. Mr. Langholz met with MnDot and found that they need any changes by November of 2016 and that the project should be 30% completed by August 2017. Mr. Langholz will form a committee for the project and complete workshops.

The committee discussed the new additional wording added to the Building Permit of “ **Note-The property owner is responsible for locating all property lines**” . Ms. Rasche made a motion for a recommendation that the additional wording to be brought to the City Council for approval. Second by Mr. Aaberg. No further discussion. Motion passed unanimously.

I. Reports & Announcements

Since the June 2, 2015 meeting the following permit applications have been reviewed, approved and permits issued (after fee paid) to the following persons and are available for public inspection at the City Offices:

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Permit #</u>
Residential	6/3/2015	Hugh Ruthedge	15-20
Residential	6/10/2015	Mike Swartz	15-21
Residential	6/10/2015	Mike Swartz	15-22
Residential	6/12/2015	Casey Boutain	15-23
Residential	6/17/2015	Central Mn Senior Care	15-24

Next Commission meeting date will be at City Hall at 9AM, Tuesday, August 4, 2015.

Adjournment

Motion made by Mr. Aaberg to adjourn, seconded by Mr. Spychalla. Motion passed unanimously.