

1 **MINUTES**  
2 **EMILY PLANNING COMMISSION/BOARD OF ADJUSTMENT**  
3 **REGULAR MEETING**  
4 **October 1, 2024**

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6 **1. CALL TO ORDER**

7 The meeting was called to order by Commissioner Johnson at 6:00 pm.

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9 **2. Pledge of Allegiance was recited.**

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11 **3. ROLL CALL**

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13 PRESENT: Dave Johnson, Chairman, Pat Rheaume, Mark Mosman, Lynn Bartel, Denise  
14 Vukelich and Faye Hughes.

15 Council: Greg Koch (Liaison), Gary Hanson

16 Staff: Steve Jones, Zoning Administrator (Sourcewell), Sue Fahrendorff , Zoning Clerk

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18 **4. ADDITIONS OR DELETIONS TO AGENDA**

19 None

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21 **MOTION MADE BY COMMISSIONER RHEAUME TO ADOPT THE AGENDA AS**  
22 **PRESENTED. SECONDED BY COMMISSIONER JOHNSON. ALL VOTED IN**  
23 **FAVOR. MOTION CARRIED 5-0.**

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25 **5. OPEN FORUM**

26 None

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28 **6. PUBLIC HEARINGS**

- 29 a. Ordinance Regulating Cannabis Businesses-Ordinance adding section 154 Cannabis  
30 Businesses to Emily City Ordinance.

31  
32 Open Public Hearing

33 The Ordinance will add a section under Zoning Code ( Land Usage) to allow the City  
34 Council to regulate certain cannabis businesses that may obtain licenses from the State.  
35 Jones stated the Land Use Ordinance Subcommittee met prior to the Planning  
36 Commission meeting and there are a few changes to the draft ordinance that the  
37 committee is recommending the Planning Commission consider. The changes are as  
38 follows: Part 2.3 Registration & Application Procedures; section 2.3.1 Fees-Delete the  
39 line from the draft *"The City Of Emily shall not charge an application fee"* and Section  
40 2.3.2 D-*The application fee shall be non-refundable once processed.*

41 Public Hearing closed.

- 42  
43 b. Consideration of Recommendation to City Council on the Proposed Cannabis Ordinance.

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45 Commissioner Bartel asked what BZA stands for. Jones stated BZA is the Board of  
46 Zoning Approval. Commissioner Rheaume stated it should be noted what BZA stands  
47 for in the ordinance or it should be written out in the ordinance. Commissioners  
48 discussed various punctuation discrepancies within the ordinance that Jones will correct

prior to sending to City Council. Part 2.5 section 2.5.3 *The business may not make sales to customers if their during the period their registration is suspended.* Section 3, part 3.2 subsection 3.2.1-3.2.8 verbiage in first sentence should be changed ~~are~~ by a *Conditional Use in the following zoning districts.*

Section 4, 4.1 subsection 4.1.3 (B) *i-the application fee as required in City Fee Schedule.*  
Section 4, 4.1 subsection 4.1.3 (D) *The application fee shall be non-refundable once processed.*

**MOTION BY COMMISSIONER RHEAUME TO RECOMMEND FORWARDING APPROVAL ORDINANCE REGULATION CANNABIS BUSINESS 154 CANNABIS BUSINESSES MINUTES AS PRESENTED. SECONDED BY COMMISSIONER MOSMAN. ALL VOTED IN FAVOR. MOTION CARRIED 5-0.**

**7. APPROVAL OF MINUTES**

a. September 3, 2024 Regular Meeting Minutes.

**MOTION BY COMMISSIONER VUKELICH TO APPROVE MINUTES AS PRESENTED. SECONDED BY COMMISSIONER MOSMAN. ALL VOTED IN FAVOR. MOTION CARRIED 5-0.**

**8. LAND USE ORDINANCE SUBCOMMITTEE MEETING UPDATE**

Jones stated the Land Use Ordinance Subcommittee focus was on the draft Cannabis Business Ordinance. The committee went through section by section of the draft Cannabis Business Ordinance using the state model as a guide. The subcommittee presented the updated draft at the September 2024 Planning Commission meeting. Jones suggested the Cannabis Business Ordinance should be a standalone ordinance due to more changes coming from the state level. The subcommittee also suggested that the ordinance will require a Conditional Use Permit for all applications for Cannabis Businesses or Temporary Cannabis Events.

**9. NEW BUSINESS**

None

**10. OLD BUSINESS**

None

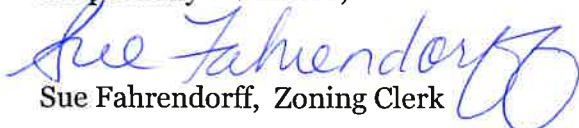
**11. P & Z ADMINISTRATOR’S REPORT**

**12. ADJOURNMENT**

**MOTION BY COMMISSIONER BARTEL TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER VUKELICH. ALL VOTED IN FAVOR 5-0. MOTION CARRIED**

The meeting adjourned at 6:20 pm.

Respectfully submitted,

  
Sue Fahrendorff, Zoning Clerk