
CITY OF EMILY

PLANNING COMMISSION/BOARD OF ADJUSTMENT

AGENDA

Tuesday September 2, 2025

Please Silence All Cell Phones.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Additions or Deletions to Agenda** *(Commission Action-Motion)*
5. **Open Forum-** *This is the time to provide comments to the Planning Commissioners about items not on the agenda. No action will be taken on these items. If you're speaking, please come to the podium, state your name and address for the record.*
6. **Approval of Minutes**
 - a. August 5, 2025 regular meeting *(Commission Action-Motion)*
7. **Land Use Ordinance Subcommittee Meeting update**
8. **New Business**
 - a. November Planning Commission Meeting date change due to School Board Special Election for Monday, November 3rd, 2025 *(Commission Action-Motion)*
 - b. Consider calling for public hearing in October upon recommendation of Land Use Ordinance Subcommittee for New Ordinance No. 152.090 Communication Towers *(Commission Action-Motion)*
 - c. Wesleyan Church Outdoor Market Permit Exception for September 20, 2025. *(Commission Action-Motion)*
9. **Old Business**
10. **P&Z Administrator's Report**
11. **Adjourn** *(Commission Action-Motion)*

This agenda is not exclusive. Other business may be discussed as deemed necessary.

EMILY PLANNING COMMISSION/BOARD OF ADJUSTMENT
REGULAR MEETING
August 5, 2025

1. CALL TO ORDER

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

2. Pledge of Allegiance was recited.

3. ROLL CALL

PRESENT: Pat Rheume, Mark Mosman, Lynn Bartel, Brent Nobly and
Dave Johnson

ABSENT: Faye Hughes

Council: Greg Koch (Liaison)

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

4. ADDITIONS OR DELETIONS TO AGENDA

Deletion under New Business-Consider calling for public hearing in September upon recommendation of Land Use Ordinance Subcommittee for New Ordinance NO. 152.090, Communication Towers. Land Use Ordinance Subcommittee is still revising the proposed ordinance, therefore it's not ready to be presented to the commission.

MOTION MADE BY COMMISSIONER JOHNSON TO APPROVE THE DELETION OF NEW BUSINESS ITEM A -CALLING FOR A PUBLIC HEARING ON COMMUNICATION TOWER ORDINANCE. SECONDED BY COMMISSIONER BARTEL. ALL VOTED IN FAVOR. MOTION CARRIED 5-0.

5. OPEN FORUM

None

6. APPROVAL OF MINUTES

a. May 6, 2025 Regular Meeting Minutes.

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

7. LAND USE ORDINANCE SUBCOMMITTEE MEETING UPDATE

- The Land Use Ordinance Subcommittee discussed Communication Tower Ordinance. The committee requested changes to the draft for review and discussion at the next meeting in September.
- Review of Landscaping and Shoreline Repair informational sheets were discussed. These sheets/handouts are for informational purposes only and are not ordinance changes.

MINUTES

Emily Planning Commission

August 5, 2025

- Draft Food Truck Ordinance was introduced to the committee for review and will be discussed at a later meeting.

8. NEW BUSINESS

None

9. OLD BUSINESS

None

10. P & Z ADMINISTRATOR'S REPORT

- Jones stated staff has been busy working on the Communication Tower and Food Truck ordinances.
- The Zoning office has been busy with increased foot traffic, emails and calls from property owners.
- Possible Variance hearing at the October meeting.
- Jones stated that Sourcewell will be sending a film crew to Emily in the next few weeks.
- Commissioner Bartel asked for an update regarding shipping containers from the last meeting. Jones stated that he did not have an update, but will put it back on the Land Use Ordinance Subcommittee's agenda for the upcoming meeting.

11. ADJOURNMENT

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

The meeting adjourned at 6:17 pm.

Respectfully submitted,

Sue Fahrendorff,
Zoning Clerk

ORDINANCE NO. 2025-__

CITY OF EMILY, CROW WING COUNTY, MINNESOTA

**AN ORDINANCE ADDING SECTION 152.090 TO THE EMILY CITY CODE –
REGULATING COMMUNICATION TOWERS AND ANTENNAS WITHIN THE CITY
OF EMILY AND REPEALING SECTION 152.089 IN ITS ENTIRETY**

THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA, ORDAINS:

Section 1. Purpose and Intent. The purpose of this Section is to allow essential communication services, including personal wireless (cellular) networks, public safety radio networks, and amateur radio while safeguarding the public health, safety, and welfare and preserving the character of the community. The City acknowledges that federal and state regulations limit local authority in this area: for example, FCC PRB-1 requires that local ordinances reasonably accommodate Amateur Radio communications and use the minimum practicable regulation to address local needs, the FCC's OTARD rule protects certain small residential antennas from local regulation, and Minnesota Statutes §237.163 makes small wireless facilities in public rights-of-way a permitted use (with only limited conditions allowed). This Section is intended to comply with those mandates. The goals of this ordinance are to (a) enable robust communication networks for residents, businesses, and emergency services, (b) minimize adverse visual impacts of towers through careful design and placement, (c) protect adjoining properties and the public from hazards such as tower collapse or icefall, and (d) ensure that new infrastructure is deployed thoughtfully, with opportunities for co-location on existing structures to reduce the proliferation of towers.

Section 2. Definitions. For the purposes of this Section, the following definitions apply:

- **Antenna:** A device or array used to transmit or receive electromagnetic signals. This includes omni-directional “whip” antennas, directional panel antennas, satellite dishes, and any part of a communications system attached to a support structure for the purpose of transmitting or receiving radio frequency signals.
- **Towers (Commercial):** Any structure that is taller than fifteen (15) feet and built for the primary purpose of supporting one or more antennas. This definition includes self-

supporting lattice towers, guyed towers, monopoles, and other freestanding vertical structures designed to support telecommunications equipment. (This definition **excludes** lightweight poles or masts under 15 feet in height used for residential antennas, which are not regulated as “towers” under this Section.)

- **Amateur Radio Tower:** A tower, as defined above, which is owned or operated by an FCC-licensed Amateur Radio operator and is used exclusively for non-commercial Amateur Radio communications.
- **Shoreland:** Land located within 1,000 feet of the ordinary high-water level of a lake, or within 300 feet of a river or stream (or the landward extent of a floodplain of such river or stream), as defined in Minnesota’s Shoreland Management rules (Minn. Rules 6120.2500–6120.3900).
- **Tower Height:** The vertical distance measured from the average natural ground level at the base of the tower to the highest point of the tower, including any attached antennas or lightning rod.
- **CUP:** Conditional Use Permit, a City permit to allow certain types of development (per requirements in the city code) in a zoning district, with conditions, to ensure compatibility with surrounding land uses.

Section 3. Applicability; Nonconforming and Exempt Facilities.

- A. Applicability:** The provisions of this Section 152.090 shall apply to all communication towers and antennas erected, altered, or replaced after the effective date of this ordinance and located within the City of Emily. Any existing tower or antenna that was lawfully established prior to the effective date of this ordinance shall be subject to the requirements in subsection (B) below.
- B. Existing Installations (Nonconforming Towers):** Communication towers and antennas that were lawfully in existence prior to adoption of this Section may continue to be used and maintained as legal nonconforming structures. However, if such a tower or antenna is proposed to be heightened, enlarged, or modified in a manner that materially increases its nonconformance (for example, increasing the height, adding additional antennas that substantially change its appearance or loading, or changing its purpose from a private use to a commercial use), then the

proposed alteration shall require compliance with this Section (including obtaining any necessary permits). Ordinary repair and maintenance of nonconforming towers is permitted; replacement of elements (antennas, guy wires, etc.) is also permitted as long as it does not expand the structure's dimensions or conflict with any other regulations or permit conditions.

C. Exempt Facilities: The following antennas, towers, or facilities are exempt from the requirements of this Section (no City zoning permit or CUP required), except that they must comply with applicable building codes and other federal or state regulations:

D. Residential Antennas and Small Dishes: Antennas designed for routine residential use, including:

- a. Traditional rooftop television or radio receiving antennas, and
 - b. Satellite dishes less than one (1) meter in diameter,
- are exempt from local regulation (the City cannot unreasonably restrict these under the FCC's OTARD rules) and thus are permitted outright. This exemption assumes such devices are installed at a customary height for residential reception and solely for the property owner's or tenant's use.

E. Small Wireless Facilities in Public Rights-of-Way: Any "small wireless facility" located in a public right-of-way, as defined and authorized by Minn. Stat. §237.162 and §237.163 (and regulated by the City's Right-of-Way Ordinance), is not subject to the provisions of this Section. Such facilities (e.g., small 5G antennas on utility poles or streetlights) are governed by state law and separate City permit processes.

F. Free-standing communication towers 15 feet or under are allowed in all zoning districts, except no tower may be located in the required setback from the ordinary high-water level or impact zones established for each lake or river in the Shoreland areas.

G. Temporary Antennas/Towers (Emergency or Event Use): Temporary communication antennas or towers that are deployed in response to an emergency or for a short-term event are exempt from the provisions of this Section, provided

that they remain in place for no more than thirty (30) days and are removed promptly after the emergency or event has concluded. The Zoning Administrator may grant a reasonable extension of this time limit in the case of a prolonged disaster response or other bona fide emergency. Any temporary tower must be installed and operated in a safe manner (e.g., securely anchored, and kept at a reasonable height) and should avoid causing harmful interference with existing communications. Temporary wireless facilities supporting a community event (such as a portable cell on wheels for a festival) are also allowed under this exemption, subject to the same 30-day removal requirement unless an extension is approved.

Section 4. General Standards for All Towers and Antennas. The following standards shall apply to any communication tower or antenna governed by this Section (whether commercial, public, or private) unless a specific exemption has been provided in Section 3 or a stricter provision applies in Section 5 (Shoreland standards):

A. Permitted Zoning Districts and Required Permits:

1. Towers (Commercial):

- a) **Allowed Zoning Districts:** Open Space, Downtown Mixed Use, Highway Mixed Use, Commercial Transition/Light Industrial
- b) **Permit Required:** A Conditional Use Permit (CUP) is required for all towers.
- c) **CUP Requirement:** In addition to other zoning requirements, all requests should include consideration of possible mitigation measures (height limitations, screening, and stealth design).

2. Amateur (Ham) Radio Towers:

- a) **Allowed Zoning Districts:** In all Districts (except Shoreland Districts) with a land use permit. Towers may be built up to the allowable height for all structures in the District, plus 50%. Requests in excess of this standard requires a CUP.

- b) **Shoreland Districts:** Permitted with a land use permit if the tower is 25 feet high or less. Any towers or structures over 25 feet in height in a Shoreland District requires a Variance.
- c) **Setback in Shoreland:** No tower is allowed in the required ordinary high-water level or impact zones established for each Lake or River in the Shoreland areas.

3. Exception for Towers or Antennas Mounted on an Existing Structures or Buildings:

- a) **Allowed Zoning District:** Permitted in all zoning districts (except Shoreland Areas), if the antenna or towers does not exceed the height requirement in that district by more than 50% of the allowable height for that district.
- b) A CUP is required if the height increase request exceeds requirements in “section a” above, or if the proposed use significantly alters a structure.
- c) Mounting on existing structures is not allowed on buildings, structures or poles in the Shoreland areas if it is in the required setback from the ordinary high-water level or impact zones, established for each Lake or River.
- d) In Shoreland areas the total height of the tower may not exceed 25 feet from the ground elevation, even if attached to a building or a structure, without a variance.

4. Public Safety/Governmental Towers or Antennas:

- a) **Allowed Zoning Districts:** All Districts, except Shoreland areas, with a CUP.
- b) **Placement of City Owned Land:** Permitted with a CUP and Council approval of the land use.
- c) **CUP Requirement:** In addition to normal city standards, all requests should include consideration of mitigation measures (height, screening, design).

B. Co-location and Use of Existing Commercial Towers (Subject to CUP)

- 1) New commercial towers must be designed to support additional antennas if over 75 feet in height to encourage co-location, unless shown to be infeasible during the CUP review.
- 2) Applicants must provide a study of nearby alternatives (buildings, towers) and demonstrate why co-location isn't viable.
- 3) Amateur towers are exempt from co-location requirements.

C. Commercial Tower Height Limits (Subject to CUP)

- 1) No universal maximum, but generally:
 - a) Maximum allowed height is 199 feet or less to avoid FAA and other federal requirements.
 - b) In Shoreland Residential & Commercial Districts towers are not allowed.
 - c) Subject to all other sections of this code.

D. Commercial Tower Setbacks and Separation (Subject to CUP)

- 1) **Fall Zone:** Minimum setback from property lines equals the tower height.
- 2) **Residential Buffer:** If adjacent to residential zones, the city may require, in the CUP, additional setback requirements.
- 3) **Tower-to-Tower Separation:** New towers must be at least 1,320 feet ($\frac{1}{4}$ mile) from existing towers unless justified by technical needs.

E. Commercial Tower Design, Appearance, and Security (Subject to CUP review)

- 1) **Monopole** designs preferred.
- 2) **Color:** Neutral, matte tones (gray, brown, etc.). No reflective or bright finishes.
- 3) **Lighting:** Prohibited unless required by FAA.

- 4) **Security:** 6-ft fence minimum, access restriction, and screening (fence or vegetation).
- 5) **Signage:** Only basic site ID/emergency contact allowed. No advertising.

F. Radio Frequency Emissions and Interference: All towers and transmitting antennas shall comply with the radio-frequency (RF) exposure standards of the Federal Communications Commission (FCC). The City may require the applicant to provide documentation or calculations demonstrating compliance with FCC OET Bulletin 65 (RF exposure guidelines) for the general public and for workers on-site. Furthermore, no antenna or tower shall cause localized interference with the reception of other communication signals such as television, radio, internet, or public safety communications. The City may condition approval of any commercial wireless facility on the operator's agreement to mitigate any such interference promptly if it occurs. The plans for any new tower may be referred to local public safety officials (Fire, Police, EMS) for review to ensure that the proposed frequencies and equipment will not conflict with emergency communication systems. In addition, as noted in subsection 4(C) above, the City may require the tower to be designed to accommodate public safety antennas. The owner of any tower shall cooperate in good faith with the City and other public safety agencies to allow the mounting of public safety communications equipment (such as police/fire radio antennas) on the tower in the future, **at no cost** to the City, provided such equipment does not interfere with the primary use of the tower. This requirement may be formalized through a development agreement or CUP conditions.

G. Abandonment and Removal: To prevent abandoned towers from becoming nuisances, each tower owner shall be responsible for removing any tower that is **out of service** or otherwise abandoned. A tower that is not used for its originally intended and authorized purpose for a continuous period of twelve (12) months shall be considered abandoned (unless such non-use is due to ongoing maintenance or retrofit work and the owner notifies the City of such

circumstances). As a condition of approval for any new tower, the owner shall enter into a **Tower Removal Agreement** (or similar binding instrument) with the City, agreeing to remove the tower, antennas, and all above-ground related facilities within 90 days after the tower's abandonment. Removal includes the complete disassembly of the tower and associated above-ground structures and proper disposal thereof, and restoration of the site as near as practicable to its pre-development condition (including the removal of concrete foundations to a depth of at least 1 foot below grade and site re-vegetation). If an abandoned tower is not removed within the 90-day period, the City may remove or contract to remove the tower and assess the cost to the property owner or draw on the performance bond/letter of credit described below.

The City may require the tower applicant to post a financial security (performance bond, cash escrow, or irrevocable letter of credit) to ensure removal of the facility in the event of abandonment. The amount of such security shall be determined by the City based on a removal cost estimate (including site restoration) plus a contingency. The security (if required) shall be kept in force by the tower owner until the tower is removed and site restored. Government-owned public safety towers may be exempted from the financial security requirement at the discretion of the City Council, provided there is a written commitment for removal in place via an intergovernmental agreement or similar understanding.

Section 5. Additional Standards for Shoreland Areas. Towers and antennas located within the City's designated Shoreland overlay areas (as defined in Section 2) shall meet all the above requirements of this Section, and the following supplemental standards intended to protect the scenic and environmental values of Shoreland areas:

- A. Vegetation Preservation:** In shoreland areas, the removal of natural vegetation for the siting or construction of any tower shall be limited to the minimum extent necessary. The tower shall be located, to the greatest degree feasible, within or adjacent to existing vegetation (such as tree lines or forested areas) that can provide

screening. The City may require the planting of additional native trees or vegetation to replace removed vegetation or to provide a year-round visual buffer of the tower from the lake or river, especially if the tower will be visible from public recreation areas or multiple shoreline properties.

- B.** In no case should the tower or antenna (including ham radio towers) be located within the required setback from the ordinary high water level (OHWL) or impact zones established for each lake or river in the shoreland areas.
- C. Height in Shoreland:** Recognizing the Minnesota Department of Natural Resources (DNR) Shoreland guidelines, the City's default maximum structure height in Shoreland Residential zones is **25 feet**. However, the City also acknowledges the federal mandate (PRB-1) to reasonably accommodate Amateur Radio communications. Therefore, an Amateur Radio Tower over 25 feet may be considered within a shoreland area with a variance, as this may be considered a reasonable accommodation balancing effective communication with shoreline protection.
- D.** In evaluating such a request, the City will give special consideration to the scenic impact (visibility of the tower from the lake or river and surrounding shoreland) and environmental factors (such as impact on bird flyways). The City may consult DNR shoreland specialists or guidelines for guidance on mitigating visual impact. The City shall ensure that any height restriction or conditions imposed on a shoreland tower are the minimum necessary to protect shoreline aesthetics and environmental quality, consistent with the obligation to reasonably accommodate essential communication services.
- E. Commercial Towers in Shoreland Areas:** Commercial telecommunication towers are not allowed in Shoreland areas.
- F. Conflicts:** The provisions of this Section are in addition to, not in lieu of, the general shoreland zoning rules of the City and State. In case of conflict, the more restrictive provision shall apply.

Section 6. Enforcement and Effective Date.

A. Enforcement: The City's Zoning Administrator, or their designee, is responsible for enforcing this Section. Enforcement powers include the ability to conduct inspections, investigate complaints, and undertake any remedies provided by law or the City Code to prevent or correct violations. Installation or operation of a tower or antenna in violation of this Section or the terms of any permit/CUP shall be deemed a violation of the City Code. The City may issue stop-work orders or citations for violations, and the City may pursue civil remedies such as injunctions or abatement to prevent or remove violations. Each day that a violation continues is considered a separate offense for penalty purposes.

B. Penalties: Any person or entity that violates any provision of this Section 152.090 shall be subject to the penalties set forth in the general penalty provisions of the City of Emily Code of Ordinances. Typically, a violation of the zoning ordinance is a misdemeanor, punishable by a fine and/or up to 90 days in jail as provided by Minnesota law. In addition to (or in lieu of) criminal penalties, the City may impose administrative fines if established by ordinance or seek civil penalties.

The City may also seek injunctive relief or an order of abatement from the court to require removal of any tower or antenna that is erected or maintained in violation of this Section. The violator (including the property owner, tower owner, and/or operator of the antenna, as applicable) may be held responsible for the City's enforcement costs, including attorney fees, as allowed by law or by court order.

C. Effective Date: This ordinance shall take effect upon its passage and publication according to law. All new towers and antennas must comply with the requirements herein from and after the effective date. Existing towers and antennas (lawfully established before enactment of this Section) are not required to immediately conform to the new standards, but must adhere to subsection 4(H) (Abandonment and

Removal) henceforth, and should be brought into compliance with other provisions of this Section to the extent reasonably feasible if modifications are made.

The City will mail or deliver a copy of this ordinance to known tower owners following adoption, to inform them of the new regulations. Going forward, Section 152.090 of the City Code (as established by this ordinance) shall govern all communication towers and antennas in the City of Emily.

Section 7. Repealer. Former Section 152.089 of the Emily City Code, entitled “Antennas and Towers,” is hereby repealed in its entirety, along with any other ordinances or parts of ordinances that are inconsistent with the provisions of this Ordinance.

Passed by the City of Emily City Council this ____ day of _____, 2025.

Tracy Jones, Mayor

Attest:

Cari Johnson, City Clerk/Treasurer

Proposal for Flea Market Vendor Exception

Emily Community Market – September 20, 2025

Background

- The Emily Community Market has been a successful community gathering space featuring:
 - Handmade goods
 - Direct sales vendors
 - Fresh produce & baked goods
- Several vendors have expressed interest in selling flea market-style items, prompting this request for a one-time exception.
- To date, our vendor guidelines have not permitted this category.

Purpose of Request

- We are requesting an **exception** to allow **flea market-style vendors** at our **final outdoor market of the 2025 season** on **September 20, 2025**.
- This trial run will allow us to:
 - Gauge community interest
 - Assess logistics and space use
 - Ensure that the model remains **organized, tasteful, and beneficial** to the community

Guidelines for Flea Market Vendors

1. Application & Vetting Process

- All vendors (including flea market) must complete an application.
- Items will be reviewed to ensure they are **appropriate and tasteful**.
- No “yard sale” atmosphere—items must fit within the flea market style event.

2. **Vendor Cap**

- Limited to **10 flea market vendors** for this event.
- Ensures market balance and manageability.

3. **Presentation Standards**

- Booths must be neat, organized, and clearly designated.
- Items should be clean, safe, and displayed appropriately.

4. **Clean-Up Requirement**

- Vendors are responsible for removing all items and trash after the event.
- Property will be fully prepared for **church service the next morning**.

Benefits to Community

- Provides an **expanded shopping experience** for residents and visitors.
- Supports **local vendors and entrepreneurs** with a new selling opportunity.
- Draws **additional foot traffic** to the Emily Community Market and surrounding businesses.
- Helps us evaluate the **potential for future integration** of flea market vendors.

Next Steps

- Approval from the **City Planning & Zoning Committee** and then approval from the **City Council** for this **one-time exception**.
- Market leadership will manage applications, vendor vetting, and oversight.

- Following the September 20th market, we will prepare a report summarizing the outcomes of the event. This report will be shared with the Planning & Zoning Committee and the City Council, should we wish to consider hosting similar events next year. The report will include:
 - Vendor participation
 - Shopper feedback
 - Impact on overall market flow

Request for Approval

We respectfully request permission to include **up to 10 flea market vendors** for the **Emily Community Market on September 20, 2025** as a trial exception.

2025 Permits--Emily Planning and Zoning

<u>NUMBER</u>	<u>Recd</u>	<u>Appvrd</u>	<u>RE CODE</u>	<u>LAST</u>	<u>FIRST</u>	<u>ADDRESS</u>	<u>TYPE</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>DISTRICT</u>	<u>Project Completed Y/N</u>
25-01	12/27/2024	2/4/2025	21260571	Ronayne	Brian	40107 E Emily Dr	SSTS	After-the-Fact Permit for Septic Installation	\$260.00- ATF Permit fee per city council 5X	SR	Yes-GK 12-16-2024
25-02	1/13/2025	2/4/2025	21250540	Wes Hanson Builders	Jason Quilling	22984 S Shore Dr	Land Use	Construct New Dwelling-2,719 SqFt	\$550.00	SR	
25-03	1/13/2025	2/4/2025	21250540	Wes Hanson Builders	Jason Quilling	22984 S Shore Dr	SSTS	Install New Septic-Winter Agreement	\$260.00	SR	Winter Agreement
25-04	1/13/2025	1/14/2025	21260550	Frodesen	Fred	21843 Whitetail Dr	Camper Permit	Annual Camper Permit	\$25.00	NR	NA
25-05	2/10/2025	2/10/2025	21260571	Ronayne	Brian	40107 E Emily Dr	Camper Permit	Annual Camper Permit	\$25.00	SR	NA
25-06	2/5/2025	2/18/2025	21270501	Emily Food Shelf		20948 County Rd 1	Land Use	Enclose drive through for cold storage and install new sign	NA-waived by city council	DMU	YES-SF/SJ 5/13/2025
25-07	2/24/2025	2/25/2025	21170535	Doberstein	Timothy	19227 Blue Lane E	Land Use	Construct a new 18'X24' (432 SqFt) Accessory Structure	\$150.00	NE	
25-08	3/19/2025	3/19/2025	21020500	Cass County Construction	Dan Hardel	91 S Lake Lawrence Rd NE	SSTS	Septic Upgrade to Drainfield Mound system Type 1, 450 GPD, Existing 2250- 2 compartment tank	\$260.00	SR	Yes 5/25/2025 GK
25-09	4/1/2025	4/8/2025	21220569	Radzevicius	Stanley	41766 State Highway 6	Land Use Permit	Land Use Permit for Accessory Structure. Replacing existing garage with smaller new garage 30'X24' (720 SqFt)	\$250.00	SR	
25-10	4/3/2025	4/8/2025	21330618	Hagemann	Mark	20203 County Road 1	Land Use Permit	Install a 4 foot high metal cattle fence	\$60.00	NR	
25-11	4/14/2025	4/15/2025	21080530	Somers	Robert	19411 Blue Lake Road	Land Use Permit	Construct a 36'X56' (2,016 SqFt) Accessory Structure	\$400.00	SR	
<u>NUMBER</u>	<u>Recd</u>	<u>Appvrd</u>	<u>RE CODE</u>	<u>LAST</u>	<u>FIRST</u>	<u>ADDRESS</u>	<u>TYPE</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>DISTRICT</u>	<u>Project Completed Y/N</u>

25-12	4/24/2025	4/29/2025	21170616	Hughes	Faye	18914 Usherwood Lane	Land Use Permit	Construct a 2nd story addition (58' X 36') to existing lower level of dwelling. Construct a 28'X36' Detached garage. Construct a 10'X30' Addition to existing barn. Construct 2 decks (30'X4' & 10'X10')	\$400.00	NR	
25-13	4/29/2025	4/29/2025	21330536	Resch	Diane	39563 Trout Ave	Land Use Permit	Construct an addition to existing dwelling 3' X 3.5' (10.5 SqFt)	\$75.00	SR	
25-14	4/29/2025	4/29/2025	21040514	Mann	Joe	44513 Roosevelt Dr	Land Use Permit	Annual Camper Permit	\$25.00	NR	
25-15	4/29/2025	4/29/2025	21040514	Mann	Joe	44513 Roosevelt Dr	Land Use Permit	Accessory Structure 12'X16' (192 SqFt)	\$75.00	NR	
25-16	5/5/2025	5/6/2025	21270656	Church	Paster Jason Gressman	40141 State HWY 6	Outdoor Market Permit	Outdoor Market	\$75.00	DMU	
NUMBER	Recd	Appvrd	RE CODE	LAST	FIRST	ADDRESS	TYPE	DESCRIPTION	FEE	DISTRICT	Project Completed Y/N
25-17	05/05/25	5/6/2025	21190585	Plummer	John & Cindie	18426 Jermark Rd	Land Use Permit	New Dwelling 28'X56' (1,652 SqFt) with attached 16'X6' Deck	\$550.00	FR	
25-18	5/12/2025	5/13/2025	21190585	Plummer	John & Cindie	18426 Jermark Rd	SSTS Permit	Install a New Type 1 Trench/Pressure Bed System; 1,500 Gallon Tank	\$260.00	FR	
25-19	5/12/2025	5/13/2025	21170524	Joslin	Jim	43133 Minnie Lake Dr	Land Use Permit	Construct a 20'X32' Structure	\$250.00	SR	
25-20	5/12/2025	5/13/2025	21340892	Stepien/Schultz	Michele & Randy	21193 3rd St.	Land Use Permit	Install a 48" Chain Link Fence	\$60.00	SR	Yes 7/9/2025
25-21	5/13/2025	5/13/2025	21180501	Benson	Mark	17788 Jermark Rd	Land Use Permit	Construct a 40'X72' (2,880 SqFt) accessory structure Pole Shed	\$400.00	NR	
25-22	5/16/2025	5/20/2025	21340845	Kading Enterprises		21351 County Rd 1	Land Use Permit- Trailer	Temporary Trailer Permit up to 30 days	\$60.00	DMU	
25-23	5/20/2025	5/20/2025	21250522	Larsen	David & Ann	23310 S Shore Dr	Land Use Permit	Construct a 12'X16' (192 SqFt) Addition to Existing Dwelling	\$75.00	NR	
25-24	5/22/2025	5/27/2025	21260623	Cass County Construction	Chris Isrealson	40972 Yellow Birch Ln	SSTS Permit	Install a Trench Seepage Bed Design System Type 1; 450 GPD; 2250 Gallon 2 Compartment Tank	\$260.00	SR	Yes 7/21/2025 GK

25-25	5/28/2025	6/3/2025	21270689	Redding	Pat		20996 County Rd 1	Land Use Permit	Construct a 20'X12' (240 SqFt) Accessory Structure	\$150.00	DMU	
25-26	6/3/2025	6/3/2025	21030518	Hall	Rodney		21428 Evening Star Lane	SSTS	Install a Type 1 Pressure Bed/Trench Septic Design, 600 GPD, 1,500 Gallon tank	\$260.00	RP	Yes 6/16/25 GK
25-27	6/3/2025	6/3/2025	21030518	Hall	Rodney		21428 Evening Star Lane	Camper Permit	Annual Camper Permit	\$25.00	RP	
25-28	6/3/2025	6/3/2025	21030518	Hall	Rodney		21428 Evening Star Lane	Land Use Permit	Construct a New Dwelling with Attached Garage (3,152 SqFt)	\$550.00	RP	
NUMBER	Recd	Appvrd	RE CODE	LAST	FIRST	ADDRESS	TYPE	DESCRIPTION	FEE	DISTRICT	Project Completed Y/N	
25-29	6/16/2025	6/16/2025	21280505	Rode Inn LLC	Pam Roden		40025 Evergreen Dr	Land Use Permit	Annual Camper Permit	\$25.00	NR	Yes
25-30	6/17/2025	6/17/2025	21260511	Ring	Michael		22046 Shadow Point	Land Use Permit	Construct a 40'X60' Pole Shed and allow for 2 storage sheds & Garden Pavilion	\$400.00	NR	
25-31	6/23/2025	6/24/2025	21060572	Othus	James		18048 Wood Lake Blvd	Land Use Permit	Construct a 24'X40' (960 SqFt) Addition to existing house	\$250.00	SR	
25-32	6/23/2025	6/24/2025	21260571	Ronayne	Brian & Lori		40107 E Emily Dr	Land Use Permit	Construct a 30'X40' (1,200 SqFt) Accessory Structure	\$250.00	SR	
25-33	6/24/2025	6/24/2025	21170587	Case	Denise		42945 Blue Lane W	Land Use Permit	Construct a 26'X28' (728 SqFt) Accessory Structure	\$250.00	NR	
25-34	6/30/2025	7/1/2025	21330553	Erickson	Ryan		20342 Dahler Ave	Land Uses Permit	Construct patio & stairs to lake	\$210.00	SR	
25-35	7/2/2025	7/8/2025	21040564	McCutcheon/Joe Mann	Laura		XXXX Roosevelt Drive	Land Use Permit	Construct path to lake	\$75.00	SR	
25-36	7/9/2025	7/16/2025	21250507	ABRA Landscaping	Tim Phenow		23642 S Shore Dr	Land Use Permit	Patio	\$75.00	SR	
25-37	7/11/2025	7/16/2025	21060605	Doerr	Todd		18283 Wood Lake Blvd	Land Use Permit	Home Addition	\$250.00	NR	
25-38	7/15/2025	7/22/2025	21030557	Schmidt	Warren		44906 S Smokey Hollow Rd	Land Use Permit	Land Use Permit-Home Addition	\$75.00	SR	
25-39	7/22/2025	7/22/2025	21090587	Gallagher	Paul & Carolyn		20484 Clearwater Dr	Land Use Permit	Grade & Fill Landscaping	\$100.00	SR	
25-40	7/22/2025	8/18/2025	21060517	Rygwalski	Michael		18722 Wood Lake Blvd	Land Use Permit	Construct a 12'X12' (144 SqFt) Accessory Structure	\$75.00	SR	

25-41	7/28/2025	7/29/2025		21260607	Swanson			Tod	22820 S Shore Drive	Land Use Permit	Construct a 36'X56 (2,016 SqFt) Accessory Structure	\$400.00	SR	
25-42	7/28/2025			21060502	Sundstrom			Kari & Eava	44865 Preserve Pt	Land Use Permit	Construct 29'X10' (290 SqFt) & 20'X5' (100 SqFt) Deck with stairs	\$210.00	SR	On hold-property owner is in Finland
25-43	7/23/2025	7/29/2025		21260552	Frodesen			Fred	40463 Bemis Ct	Land Use Permit	Construct 14'X18' (252 SqFt) Deck	\$150.00	NR	Yes 8/4/2024
25-44	7/28/2025	7/29/2025		21170564	Field			Jim	19478 Blue Ln E	Land Use Permit	Grade & Fill Landscaping and 12X8 Shed	\$175.00	SR	
NUMBER	Recd	Appvrd		RE CODE	LAST			FIRST	ADDRESS	TYPE	DESCRIPTION	FEE	DISTRICT	Project Completed Y/N
25-45	7/29/2025	7/29/2025		21270615	Petersen			Susan	40203 Bloomquist Dr	Land Use Permit	Construct a 12' X 36' (432 SqFt) Accessory Structure	\$150.00	DMU	
25-46	7/29/2025	7/29/2025		21170597	Ahlstrom			Al & Cheryl	19745 Blue Lane E	Land Use Permit	Construct a 12' X 16' (192 SqFt) Accessory Structure	\$75.00	SR	
25-47	8/4/2025			21040541	Worley			Scott	20741 Levitt Lane	Land Use Permit	Construct a 20'X20' (400 SqFt) Dwelling Addition	\$150.00	SR	Need updated SSTS to add more bedrooms
25-48	8/4/2025	8/5/2025		21270708	Pringle			Thomas	21279 County Rd 1	Land Use Permit	Construct a 10'X12 (120 SqFt) Dwelling Addition	\$75.00	NR	
25-49	8/4/2025	Withdrawn		21270723	Jasen Puhl-Contracting			Pat Bogucki	21492 Pinewood Lane	Land Use Permit	Construct a 6' Lean-to on existing Garage	\$75.00	NR	Contractor- withdraw permit- due to lack of setbacks-
25-50	8/6/2025	8/13/2025		21330525	Werth			Benjamin	39664 W Trout Ave	SSTS Permit	Install a Type 1 Mound Septic Design, 450 GPD, 1,651 Gallon tank	\$260.00	SR	
25-51	8/7/2025	8/12/2025		21330525	Werth			Benjamin	39664 W Trout Ave	Land Use Permit	Construct a 36'X60' (2,160 SqFt) Accessory Structure	\$400.00	SR	
25-52	8/11/2025	8/26/2025		21250566	Roerick			Kristal	23651 N Shore Drive	Land Use Permit	Construct a 18'X36' (1,237 SqFt) dwelling Addition	\$250.00	SR	
25-53	8/11/2025	8/12/2025		21170609	Lunzer			Tom	19518 Anna Drive	Land Use Permit	Construct a 8'X16' (128 SqFt) dwelling addition	\$75.00	SR	
25-54	8/11/2025	8/12/2025		21170609	Lunzer			Tom	19518 Anna Drive	SSTS Permit	Install a Type 1 Mound Septic Design, GPD, 1,500 Gallon tank	\$260.00	SR	

25-55	8/18/2025	8/19/2025	21190549	Plummer	Richard	18353 Jermark Rd	Land Use Permit	Construct a 8'X8' (264 SqFt) Accessory Structure	\$150.00	SR	
25-56	8/20/2025	8/26/2025	21030576	Classic Renovation-Jerry Anderson	Outing LLC Bonnerup Trust	44413 Quinn	Land Use Permit	Construct a 6'X24' (144 SqFt) addition to existing accessory structure	\$75.00	NR	
25-57	8/20/2025	8/26/2025	21230516	Eno	Michael	41286 Yellow Birch Ln	Land Use Permit	Construct a 26'X32' (832 SqFt) Accessory Structure	\$250.00	NR	
25-58	8/26/2025	8/26/2025	21340896	St. Emily Catholic Church	Bill Spiess	39922 Lake Street	Land Use Permit	Install a 6' 4"X4 electric sign	\$60.00	DMU	
25-59	8/26/2025		21220566	Oehrlein	John	41264 State HWY 6	SSTS Permit	Install a 1,500 Gallon Holding Tank	\$260.00	HWU	
25-60	8/26/2025		21220566	Oehrlein	John	41264 State HWY 6	Land Use Permit	Construct a new 32'X32'(640 SqFt) Dwelling	\$250.00	HMU	