

1 **MINUTES**

2 **EMILY PLANNING COMMISSION/BOARD OF ADJUSTMENT**  
3 **SPECIAL MEETING**

4  
5 **September 15, 2023**

6  
7 **1. CALL TO ORDER**

8 The meeting was called to order by Commissioner Johnson at 9:00 am.  
9 Pledge of allegiance was recited.

10  
11 **ROLL CALL**

12 PRESENT: Dave Johnson (Chairperson), Bill Spiess, Lynn Bartel, Denise Vukelich, and Patrick  
13 Rheume  
14 Council: Greg Koch (Liaison)  
15 Staff: Brittney Cotner, Zoning Administrator (Sourcewell) and Sue Fahrendorff, Planning &  
16 Zoning Clerk  
17 Public: Jon Friesner

18  
19 **2. ADDITIONS OR DELETIONS TO AGENDA**

20  
21 None

22  
23 **3. OPEN FORUM**

24  
25 None

26  
27 **4. PUBLIC HEARINGS**

28  
29 None

30  
31 **5. NEW BUSINESS**

- 32  
33 a. Metes and Bounds Subdivision Application PP-23-02 to allow for the subdivision of  
34 one 20.95-acer parcel into two lots within the Neighborhood Residential (NR) zoning  
35 district. Owner/Applicant: Jon Friesner.

36  
37 **Background Information:** The applicant is requesting to subdivide an existing 20.95-  
38 acre parcel into two parcels. One 6.03-acre parcel and one 14.92-acre parcel. The subject  
39 property is located within the Neighborhood Residential (NR) zoning district. This  
40 subdivision would not create any nonconformities on either lot created. The existing  
41 structures will all be on the proposed 6.03-acre lot with the applicant intending to  
42 construct a dwelling on the remaining 14.92-acre lot. Both lots exceed the Neighborhood  
43 Residential zoning requirements.

44 **Staff Recommendation:** There doesn't appear to be any issues with the split. The  
45 proposed subdivision meets the minimum requirements of the Ordinance. Both of the  
46 proposed parcels will be served access by Blue Lane W. Per City of Emily Ordinance,  
47 subdivision over ten acres must have Planning Commission approval

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48 The Planning Commission stated the lot cannot be split again for 3 years from the date of this  
49 lot split approval.

50 **MOTION BY COMMISSIONER RHEAUME TO APPROVE LOT SPLIT PARCEL**  
51 **PP-23-02 METES AND BOUNDS SUBDIVISION FOLLOWING THE**  
52 **RECOMMENDATIONS OF THE ZONING ADMINISTRATOR. SECONDED BY**  
53 **COMMISSIONER SPEISS . ALL VOTED IN FAVOR 5-0. MOTION CARRIED.**  
54

55  
56 **6. OLD BUSINESS**

57  
58 None

59  
60 **7. P & Z ADMINISTRATOR’S REPORT**

61  
62 None

63  
64 **8. ADJOURNMENT**

65  
66 **MOTION BY COMMISSIONER SPIESS TO ADJOURN THE MEETING,**  
67 **SECONDED BY COMMISSIONER BARTEL . ALL VOTED IN FAVOR 5-0. MOTION**  
68 **CARRIED**

69  
70 The meeting adjourned at 9:05 am

71  
72 Respectfully submitted,

73  
74 

75  
76 Sue Fahrendorff,  
77 Zoning Clerk