

**EMILY PLANNING COMMISSION/BOARD OF ADJUSTMENT
REGULAR MEETING
May 6, 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, Faye Hughes and
Dave Johnson

Council: Greg Koch (Liaison) Gary Hason

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

4. MOMENT OF SILENCE FOR DONNA JONES.

5. ADDITIONS OR DELETIONS TO AGENDA

None

**MOTION MADE BY COMMISSIONER JOHNSON TO APPROVE THE AGENDA AS
PRESENTED. SECONDED BY COMMISSIONER BARTEL. ALL VOTED IN FAVOR.
MOTION CARRIED 5-0.**

6. OPEN FORUM

None

7. APPROVAL OF MINUTES

a. April 1, 2025 Regular Meeting Minutes.

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

8. LAND USE ORDINANCE SUBCOMMITTEE MEETING UPDATE

The Land Use Ordinance Subcommittee discussed shipping containers as storage units and/or residential dwellings. The Subcommittee will continue to discuss this topic at their June meeting.

9. NEW BUSINESS

MINUTES

Emily Planning Commission

May 6, 2025

- 49 a. Recommendation to City Council for Alternate Position to Planning Commission.

50
51 The Planning Commission received two applications for the Alternate Planning
52 Commissioner position. Brent Nolby addressed the Planning Commission and
53 provided additional information regarding his interests in serving as an alternate and
54 also answered questions from the Board.

55 Planning Commission voted unanimously for recommending Brent Nolby as
56 Alternate Planning Commissioner to the City Council
57

58
59 **MOTION BY COMMISSIONER JOHNSON TO RECOMMEND BRENT NOLBY**
60 **FOR ALTERNATE POSITION TO HE PLANNING COMMISSION SECONDED BY**
61 **COMMISSIONER MOSMAN. ALL VOTED IN FAVOR. MOTION CARRIED 5-0.**
62

- 63 b. Outdoor Market Permit Application-Emily Wesleyan Church

64
65 Discussion regarding changing the Outdoor Market Permit Application process for
66 the Wesleyan Church to be approved administratively instead of Planning
67 Commission approval. Jones stated the City ordinance would have to be changed to
68 allow for administrative approval.
69

70 **MOTION BY COMMISSIONER JOHNSON TO APPROVE OUTDOOR MARKET**
71 **PERMIT APPLICATION FOR EMILY WESLEYAN CHURCH AS PRESENTED .**
72 **SECONDED BY COMMISSIONER BARTEL. ALL VOTED IN FAVOR. MOTION**
73 **CARRIED 5-0.**
74

- 75 a. Recommendation of Cannabis Registration Fees.

76
77 *Retail \$500 plus \$500/year renewal and inspection fee.*

78 *Other Cannabis Licenses Requiring a Conditional Use Permit \$500 (One Time)*

79 *Other Cannabis Licenses Not Requiring a Conditional Use Permit \$250 (One Time)*

80 *If yearly inspections required by the State of non-retail uses \$250/year*
81

82 Jones stated the city could start receiving applications for Cannabis Licenses and if that
83 happens, they need to have the fee schedule approved with a Public Hearing by the City
84 Council. The fees need to be in line with what is allowable per MN State Statue. Jones
85 stated the State could start accepting applications as soon as June 2025.
86
87

88 **MOTION BY COMMISSIONER JOHNSON TO RECOMMEND TO THE CITY COUNCIL**
89 **THE FOLLOWING FEE**

- 90 • **Retail \$500 plus \$500/year renewal and inspection fee.**
91 • **Other Cannabis Licenses Requiring a Conditional Use Permit \$500 (One Time)**
92 • **Other Cannabis Licenses Not Requiring a Conditional Use Permit \$250 (One Time)**
93 • **If yearly inspections required by the State of non-retail uses \$250/year**

94 **SECONDED BY COMMISSIONER MOSMAN. ALL VOTED IN FAVOR. MOTION**
95 **CARRIED 5-0**
96
97
98

99 **10. OLD BUSINESS**

MINUTES

Emily Planning Commission

May 6, 2025

100 None

101
102 **11. P & Z ADMINISTRATOR'S REPORT**

103
104 Jones stated that volume has been picking up over the past few weeks and it showing signs of
105 busy spring and summer.
106

107
108 **12. ADJOURNMENT**

109
110 **MOTION BY COMMISSIONER JOHNSON TO ADJOURN THE MEETING.**
111 **SECONDED BY COMMISSIONER BARTEL. ALL VOTED IN FAVOR. MOTION**
112 **CARRIED 5-0**

113
114 The meeting adjourned at 6:22pm.

115
116 Respectfully submitted,

117 
118
119 Sue Fahrendorff,
120 Zoning Clerk
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