

1 **MINUTES**

2 **EMILY PLANNING COMMISSION/BOARD OF ADJUSTMENT**

3 **REGULAR MEETING**

4 **March 4, 2025**

5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

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, Denise Vukelich and Faye Hughes
Council: Greg Koch (Liaison)
Staff: Steve Jones, Zoning Administrator (Sourcewell), Sue Fahrendorff , Zoning Clerk

4. ADDITIONS OR DELETIONS TO AGENDA

None

MOTION MADE BY COMMISSIONER HUGHES TO APPROVE THE AGENDA AS PRESENTED. SECONDED BY COMMISSIONER VUKELICH. ALL VOTED IN FAVOR. MOTION CARRIED 4-0.

5. OPEN FORUM

None

6. PUBLIC HEARINGS

None

7. APPROVAL OF MINUTES

a. February 4, 2025 Regular Meeting Minutes.

MOTION BY COMMISSIONER VUKELICH TO APPROVE MINUTES AS PRESENTED. SECONDED BY COMMISSIONER HUGHES. ALL VOTED IN FAVOR. MOTION CARRIED 4-0.

8. LAND USE ORDINANCE SUBCOMMITTEE MEETING UPDATE

Patrick Rheume to replace Dave Johnson on the subcommittee.
Commissioner Rheume provided a brief update on the subcommittee meeting. The subcommittee provided a revised draft of the Variance Application and made a few changes. Staff will revise the variance application and bring a final draft to the meeting next month and present it to the Planning Commission. Upcoming topics to include sheds and front yard definitions.

48 **9. NEW BUSINESS**

- 49 a. Permit Extension request for Jeff Haugen 39898 Par West Drive PID 21320504
50 Permit #22-58.

51 Jones provided a brief background and stated Permit#22-58 was issued on August 23,
52 2022 for the construction of a new dwelling and accessory structure on back lot. The
53 accessory structure was completed within the time frame, however, the dwelling has
54 not been started. (Permit expiration is 08/23/2024). The property owner is
55 requesting an extension of the expiration date due to difficulties securing contractors
56 to complete the project prior to the permit expiration date of August 23,2024.
57 The property owner did pay \$50.00 permit extension fee.
58

59 **MOTION BY COMMISSIONER HUGHES TO EXTEND PERMIT #25-58 FOR 6**
60 **MONTHS WITH NO ADDITIONAL EXTENTIONS ALLOWED.**

61 Jones stated the permit expiration date should not go past the one year expiration date.
62

63 **COMMISSION HUGHES AMENDED THE MOTION TO STATE EXPIRATION**
64 **DATE TO AUGUST 23, 2025 WITH NO ADDITIONAL EXTENTIONS ALLOWED.**
65 **SECONDED BY COMMISSION VUKELICH. ALL VOTED IN FAVOR, MOTION**
66 **CARRIED 4-0.**
67
68

69 **10. OLD BUSINESS**

- 70 a. Conditional Use Permit application for Northern Lights over Roosevelt Lake
71 Homeowners Association modifying conditions of an existing Final Plat. The subject
72 property is located at Twilight Court and Evening Star Lane. PID 21030546.
73

74 Planning Commissioners received revised Conditional Use Permit from City Attorney.
75 Lynn Kosloske, HOA Treasure, stated via Zoom Chat that the HOA is in agreement with
76 revisions on the Conditional Use Permit and if there were any changes, the HOA requests
77 a phone call to discuss the changes due to technical difficulties with the Zoom call.
78

79 Commissioner Rheaume stated there are no additional changes to the CUP from what
80 was discussed at the February Planning Commission meeting with the City Attorney.
81

82 **MOTION BY COMMISSIONER RHEAUME TO ACCEPT REVISED CONDITIONAL**
83 **USE PERMIT AS PRESENTED AND FORWARD TO CITY COUNCIL WITH A**
84 **RECOMMENDATION FOR APPROVAL. SECONDED BY COMMISSIONER**
85 **VUKELICH. ALL VOTED IN FAVOR 4-0, MOTION CARRIED.**
86
87

88 **11. P & Z ADMINISTRATOR'S REPORT**

89 Jones stated there have been several variance requests that will be coming up in the next
90 few months.
91
92
93
94
95
96
97

98
99
100
101
102
103
104
105
106
107
108
109
110
111
112

12. ADJOURNMENT

**MOTION BY COMMISSIONER HUGHES TO ADJOURN THE MEETING.
SECONDED BY COMMISSIONER VUKELICH. ALL VOTED IN FAVOR 4-0.
MOTION CARRIED**

The meeting adjourned at 6:48 pm.

Respectfully submitted,



Sue Fahrendorff,
Zoning Clerk