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# CITY OF EMILY

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## PLANNING COMMISSION/BOARD OF ADJUSTMENT

### AGENDA

Tuesday, February 6, 2024, 6:00 pm

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1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Election Chairperson and Vice-Chairperson
5. Additions or Deletions to Agenda
6. Public Hearings
  - a. Conditional Use Permit Application 24-01 to allow for the expansion of an existing commercial storage business consisting of a total of 6 commercial storage unit buildings within the Highway Mixed Use zoning district. Subject property is located at 43823 State Highway 6 (PID 21090613). Owner/Applicant: Red's Storage LLC
7. Open Forum
8. Approval of Minutes
  - a. November 8, 2023, regular meeting
9. New Business
  - a. 2024 Planning Commission Regular Meeting Dates
  - b. Vacant Seat on Land Use Ordinance Subcommittee
  - c. Failing SSTS Violation for PID 21030564
  - d. Review of Decided Applications-Additional Fee
10. Old Business
11. P&Z Administrator's Report
12. Adjourn

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



39811 State Highway 6  
PO Box 68  
Emily, MN 56447  
218-763-2480  
zoning@emily.net

CITY OF EMILY  
NOTICE OF PUBLIC HEARINGS

TO WHOM IT MAY CONCERN: The following will be the subject of a public hearing at the City of Emily Planning Commission/Board of Adjustment meeting on Tuesday, February 6, 2024, beginning at 6:00 P.M at Emily City Hall.

Conditional Use Permit Application 24-01 to allow for the expansion of an existing commercial storage business consisting of a total of 6 commercial storage unit buildings within the Highway Mixed Use zoning district. Subject property is located at 43823 State Highway 6 (PID 21090613). Owner/Applicant: Red's Storage LLC

The meeting packets will be available online approximately one week prior to the meeting or upon request. Packets can be accessed on the City of Emily Website by hovering over the "Departments and Services" tab>click the "Planning and Zoning" tab>scroll down to "Planning Commission Meetings" on the right of the page. If you wish to provide written comments, please email to [zoning@emily.net](mailto:zoning@emily.net) or mail to PO Box 68, Emily, MN 56447. A staff report will be available at city hall typically one week before the scheduled meeting.

Brittney Cotner, Zoning Administrator  
City of Emily

## STAFF REPORT

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**Application:** Conditional Use Permit Application 24-01

**Property Owner/Applicant:** Red's Storage LLC

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**Background Information:** The applicant is requesting a Conditional Use Permit to construct and operate commercial storage unit buildings on the property located at 43823 State Highway 6 (PID 21090613). The subject property is just over 10-acres and is located in the "Highway Mixed Use" zoning district. The subject property does have one existing commercial storage unit building on it already. The Conditional Use Permit request is to allow an expansion of this use to allow for a phased approach equaling 6 total buildings.



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**Applicable Ordinances:**

**§ 152.042 HIGHWAY MIXED-USE (HMU).**

(B) *Lot and use requirements (HMU).*

Buildable lot area	1 acre
Building height - feet, maximum	25
Impervious surface - percent, maximum	25%
Lot width- feet, minimum	100
Setback, between buildings - feet, minimum	10
Setback, parking from lot line - feet, minimum	10
Setback, right-of-way, city road- feet, minimum	30
Setback, right-of-way, county or state road, feet, minimum	30
Setback, side next to residential district - feet, minimum	30
Setback, side yard - feet, minimum	30
Setback, rear - feet, minimum	30
Setback, sign - feet, minimum	1
Setback, wetland - feet, minimum	75

**§ 152.155 CONDITIONAL USE PERMITS.**

(E) The Planning and Zoning Commission shall decide the issue with consideration to the following:

- (1) The following must be met:
  - (a) The use or development is an appropriate conditional use in the land use zone;
  - (b) The use or development, with conditions, conforms to the comprehensive land use plan;

- (c) The use with condition is compatible with the existing neighborhood;
- (d) The use with conditions would not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance or prosperity of the city; and
- (e) For conventional subdivisions, the property contains physical constraints which make it unable to be developed by the conservation subdivision method.

(2) The following must be considered.

(a) The conditional use should not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose permitted on that property, nor substantially diminish or impair values in the immediate vicinity.

(b) The conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

(c) The conditional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.

(d) The conditional use will have vehicular approaches to the property which are so designed as not to create traffic congestion or an indifference with traffic on surrounding public thoroughfares.

(e) Adequate measures have been taken to provide sufficient off-street parking and loading space to serve the proposed use.

(f) Adequate measures have been taken or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so none of these will constitute a nuisance and to control lights and signs in such a manner, that no disturbance to neighboring properties will result.

(g) The conditional use will not result in the destruction, loss or damage of a natural, scenic or historical feature of major significance.

(h) The conditional use will promote the prevention and control of pollution of the ground and surface waters including sedimentation and control of nutrients.

**APPENDIX A: TABLE OF USES**

<i>TABLE OF USES</i>	
<i>Use</i>	<i>Highway Mixed Use</i>
Mini Storage Facility, Self Serve	C

## PROPOSED FOF AND CONDITIONS

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**Findings of Fact.** Staff provides the following findings of fact for consideration:

- 1) The subject property is located at 43823 State Highway 6. PIN 21090613.
- 2) The conditional use permit request is to construct and operate a 32 unit commercial storage facility which is an allowed use (Mini Storage Facility, Self-Serve) with a conditional use permit in the Highway Mixed Use Zone. The proposed commercial storage building is 40' x 150' (6,000 sf).
- 3) The proposed use, with conditions, conforms to the comprehensive plan. The intended use of the property is for commercial purposes.
- 4) The proposed use, with conditions, is compatible with the existing neighborhood. The subject property is located adjacent to State Highway 6 and is in the vicinity of other commercial businesses.
- 5) The proposed use will not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance or prosperity of the city.
- 6) The proposed use will not impede the orderly development and improvement of surrounding vacant property for uses predominant in the area (residential and commercial).
- 7) The conditional use, with conditions, will prevent pollution of ground and surface waters including sedimentation and control of nutrients.

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**Planning Commission Direction:** The Planning Commission can approve or deny the conditional use permit request or table the request if additional information is needed. If the motion is for approval or denial, findings of fact shall be cited.

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**Staff recommendation:** Staff recommends the following conditions if the Planning Commission wishes to approve the request. The changes from the existing conditions are highlighted:

- 1) The storage facility shall be burnished slate gray and rustic red in color (as proposed by the applicant) or other color combination approved by the planning commission.
- 2) All onsite lighting shall be directed downward and shielded so the light source is not visible from adjacent properties.
- 3) Two rows of evergreen trees shall be planted along the north, south, and east property lines per plans submitted. There shall be no less than 86 (4'-5' planted height) trees planted. The East side is to have a 2 foot gullied berm built up to facilitate screening. The trees shall be planted within three months of the modified CUP approval. Once (if) a tree has determined to

- have died by the zoning administrator, it shall be replaced in the Fall of that calendar year.
- 4) There shall be no exterior storage of materials, equipment, boats, trailers, vehicles or other items on the subject property.
  - 5) The Conditional Use Permit shall automatically void if all required trees are not planted within three months of the modified CUP being approved.

### **PROPOSED FOF AND CONDITIONS**

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**Findings of Fact.** Staff provides the following findings of fact for consideration:

- 8) The subject property is located at 43823 State Highway 6. PIN 21090613.
- 9) The conditional use permit request is to construct and operate a 6 building commercial storage facility which is an allowed use (Mini Storage Facility, Self-Serve) with a conditional use permit in the Highway Mixed Use Zone. The proposed commercial storage buildings are four buildings at 48' x 150', one building at 30'x150'. The existing structure is 40'x150'.
- 10) The proposed use, with conditions, conforms to the comprehensive plan. The intended use of the property is for commercial purposes.
- 11) The proposed use, with conditions, is compatible with the existing neighborhood. The subject property is located adjacent to State Highway 6 and is in the vicinity of other commercial businesses.
- 12) The proposed use with not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance or prosperity of the city.
- 13) The proposed use will not impede the orderly development and improvement of surrounding vacant property for uses predominant in the area (residential and commercial).
- 14) The conditional use, with conditions, will prevent pollution of ground and surface waters including sedimentation and control of nutrients.

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**Planning Commission Direction:** The Planning Commission can approve or deny the conditional use permit request or table the request if additional information is needed. If the motion is for approval or denial, findings of fact shall be cited.

---

**Staff recommendation:** Staff recommends the following conditions if the Planning Commission wishes to approve the request. The changes from the existing conditions are highlighted:

- 1) The storage facility shall be burnished slate gray and rustic red in color (as proposed by the applicant) or other color combination

- approved by the planning commission.
- 2) All onsite lighting shall be directed downward and shielded so the light source is not visible from adjacent properties.
  - 3) The existing, previously conditioned, rows of evergreen trees shall be maintained along the north, south, and east property lines per plans submitted. There shall be no less than 86 trees. The East side is to have a 2 foot gullied berm built. Once (if) a tree has determined to have died by the zoning administrator, it shall be replaced in the Fall of that calendar year.
  - 4) There shall be no exterior storage of materials, equipment, boats, trailers, vehicles or other items on the subject property.





CITY OF EMILY  
BOARD OF ADJUSTMENT  
NOTICE OF PUBLIC HEARING  
February 6, 2024  
6:00 P.M.

TO WHOM IT MAY CONCERN:

The following will be the subject of a public hearing on Tuesday, February 6, 2024, beginning at 6:00 P.M at Emily City Hall.

**Hearing:** Expansion request for an existing Conditional Use Permit (02-21) to construct and operate a total of 6 commercial storage unit.

**Property Owners/Applicants:** Red's Storage LLC

**Property Description:** The subject property is located at 43823 State Highway 6 (PID 21090613)

A map identifying the subject property is on the reverse side of this notice.

**Purpose:** The Conditional Use Permit request is to consider an expansion to an existing Conditional Use Permit 02-21 to construct and operate 6 total commercial storage unit buildings. Original approval was July, 2021.

**Property Owners Please Note:** Please share this information with your neighbors in the event that any property owner has been overlooked or is not contained in our records.

All interested persons are invited to attend these hearings and be heard or send written comments to the City of Emily, PO Box 68, Emily MN 56447 or directly to the Zoning Administrator, Brittney Cotner, at [zoning@emily.net](mailto:zoning@emily.net).

Additional information regarding the request including the application form, maps, drawings, and other pertinent information is available at city hall. The staff report regarding the request will be available approximately one week before the meeting. Meeting packets can be accessed on the City of Emily Website by hovering over the "departments" tab>hovering over the "Planning and Zoning" tab>hovering over the "documents" tab>selecting "Planning Commission Packets".

Brittney Cotner, Zoning Administrator



BASTA, MICHAEL & SUSAN  
1404 HUBBARD AVE  
SAINT PAUL MN 55104

PETERS, DURWOOD D & MARY E  
1305 PARK LANE  
HASTINGS MN 55033

CAPRA, FREDERIC & JANET TRUST &  
1615 1/2 10TH AVE SE  
ROCHESTER MN 55904

POKORNY, JAMES P  
20663 CLEARWATER DR  
EMILY MN 56447

DAVIS, MICKEL J & JANE M  
43864 STATE HWY 6  
EMILY MN 56447

RED'S STORAGE LLC  
377 SOUTH LAKE LAWRENCE RD NE  
OUTING MN 56662-5666

EMILY CABIN 1, LLC  
4909 ASPASIA LANE  
EDINA MN 55435

SMITH, REGINALD L & KAREN J  
20621 CLEARWATER DR  
EMILY, MN 56447

FAUL, DANIEL A & KRISTIN K  
9852 COUNTY ROAD 23 SE  
BECKER MN 55308

SMITH, W HAYDEN & AUDREY B  
614 HARRY DAVIS LN  
MINNEAPOLIS, MN 55411

FINDLAY, KEITH A & KATHLEEN R  
43958 STATE HIGHWAY 6  
EMILY MN 56447

ST MARTIN, JAMES G & KRISTI S  
9082 SUNNYVALE DR  
CHANHASSEN, MN 55317

GORSUCH, BEVERLY & DENISE  
20529 CLEARWATER DR  
EMILY MN 56447

UECKER, NATHAN L  
640 SUNSET LN  
MENDOTA HEIGHTS MN 55118

GRAUNKE, JOHN  
9349 13TH ST NE  
ST MICHAEL, MN 55376

WALDROP, JAMES DEE & KATHY JANE  
43725 STATE HWY 6  
EMILY, MN 56447

MENSING, DALE D & LINDA A  
PO BOX 345  
LESTER PRAIRIE, MN 55354

MOE, DAVID R & JOANN J  
43818 STATE HIGHWAY 6  
EMILY MN 56447

CITY OF EMILY  
CONDITIONAL USE PERMIT APPLICATION

APP # 24-01  
Date 1/3/2024  
Fee 500.00  
(for office use only)

Name of Applicant Red's Storage LLC Phone 612-747-7579

Property Address (E911#) 43823 State 6, Emily Local Phone \_\_\_\_\_

Mailing Address 377 S. Lake Lawrence Rd NE E-mail countyroad10@gmail.com

City, State, Zip DuTing, MN 56462  
(if different than above)

Applicant is:  
Legal Owner   
Contract Buyer   
Option Holder   
Agent   
Other \_\_\_\_\_

Title Holder of Property :(if other than applicant)  
\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City, State, Zip)

Signature of Owner, authorizing application (required): Denise Gorsuch  
(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): \_\_\_\_\_  
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Property ID # (8 digit # on Tax Statement) 210091101F0009 (21090413)

Zoning District HMU, Lake Name (if applicable) \_\_\_\_\_

What are you proposing for the property? State nature of request in detail:  
Construct and operate a total of 16 mini storage buildings  
with poured concrete.  
Maintain a 50%+ screen consisting of 80 evergreen trees planted in fall of '23.  
Install 1 large boulder engraved with business name.

What changes (if any) are you proposing to make to this site?

Building: Adding 5 additional mini storage buildings & adequate driveways.

Landscaping: no changes - maintain existing

Parking/Signs: 1 large boulder w/ business name engraved on it.

Pursuant to the Emily City Code of Ordinances, Chapter 152.155, the applicant should be prepared at the Public Hearing to discuss the following issues by explaining how the proposed Conditional Use will cause no significant adverse effects. Please complete all of the following questions:

- (1) Describe the impact on the use and enjoyment of other property in the immediate vicinity. If there is no impact, explain why.

There will be no impact as property has been screened in fall of 2023. Lighting faces downward. No outside storage allowed.

- (2) Describe character of the area and the existing patterns and uses of development in the area.

How is this proposal consistent with those patterns and uses?

Already being used as a commercial property operating as a mini storage.

- (3) Describe the impact on the capacity of existing or planned community facilities (sewer, drainage, other). Describe if additional facilities will be required.

No impact

- (4) Describe the impact on the character of the neighborhood in which the property is located.

No impact as it has been screened in fall of 2023.

- (5) Describe the impact to traffic on roads and highways in the vicinity, and expected traffic generated by this application. Is there adequate parking available to accommodate the proposal?

No impact to the roads. This will have adequate parking to load & unload into the units.

- (6) Discuss any environmental limitations of the site or area.

None

## CONDITIONAL USE PERMIT APPLICATION CHECKLIST

- Completed application, including signature of property owner
- Fee (\$500 application fee payable to the City of Emily+ \$46.00 recording fee payable to Crow Wing County)
- NA Sewer Compliance Inspection Report (if SSTS)
- All current City charges paid
- No outstanding violations
- Site Plan – (on 8-1/2 x 11 paper preferred) as close to scale as possible, with the following information, as a minimum (unless waived by the P&Z Administrator)\*:
- Legal Description of Site (can be located on most property tax statements)
- Size of parcel and dimensions
- All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other *All 10' in height*
- All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
- NA Location on the parcel of existing and proposed sewage treatment systems (SSTS) and wells and their distance from property lines, structures and each other
- Existing and/or proposed square footage of the driveway (gravel and/or paved), access roads, parking, sidewalks
- Proposed landscaping and screening plans (required)
- Proposed Drainage Plan (required)
- Location of the subject property (a copy of the tax map can be used)
- Name of record owner/title holder of property
- Approximate location of existing and proposed water courses, wooded areas, and other significant physical features
- Approximate location of any proposed signs - *marked red on site plan*

*\* Under certain circumstances, the Planning Commission may require a professionally prepared property survey, stormwater management plan, and/or landscaping plan.*

## CITY OF EMILY PLANNING AND ZONING OFFICE CONTACT INFORMATION

Planning and Zoning Administrator: Brittney Cotner  
P. O. Box 68  
Emily, MN 56447

Phone: (218) 763-2480 (Emily Office)  
(218) 541-5294 (cell)

Fax: (218) 763-2481

Email: [zoning@emily.net](mailto:zoning@emily.net)  
[brittney.cotner@sourcewell-mn.gov](mailto:brittney.cotner@sourcewell-mn.gov)

## Impervious Surfaces

	Size	Total SF
Driveway	20'x40'	800
Driveway	30'x70'	2,100
Driveway	90'x188'	16,920
Driveway	30'x150'	4,500
Existing Structure	40'x150'	6,000
Driveway	40'x150'	6,000
Phase 2 Structure	48'x150'	7,200
Driveway	30'x150'	4,500
Phase 3 Structure	30'x120'	3,600
Driveway	30'x254'	7,620
Driveway	30'x150'	4,500
Phase 4 Structure	48'x150'	7,200
Driveway	40'x150'	6,000
Phase 5 Structure	48'x150'	7,200
Driveway	40'x150'	6,000
Phase 6 Structure	48'x150'	7,200
Driveway	30'x150'	4,500

Lot Size 331x1257

Total Impervious Surface	<b>101,840</b>	416,067	<b>24.48%</b>
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### Impervious Surface Calculation for Your Lot

Name: Red's Storage LLC Address: 43823 State L, Emily

Structure or Impervious Surface	Dimensions	Total sq. ft.
1 Existing or Proposed Dwelling		
2 Proposed Dwelling Addition		
3 Existing Accessory Structure	40' x 150'	6,000 sq. ft.
4 Existing Accessory Structure		
5 Proposed Accessory Structure	see site plan	32,400 sq. ft.
6 Sidewalks		
7 Deck with Impervious Below		
8 Deck with Impervious Below		
9 Patio(s)		
10 Driveways and Parking Areas	see site plan	63,440 sq. ft.
11		
12		
13		

Total Impervious Surface (A) 101,840

Existing Lot Dimensions:

$$\underline{331} \times \underline{1257} = \underline{416,067} \text{ sq. ft. (B)}$$

Impervious coverage (A divided by B times 100)

$$\text{(A) } \underline{101,840} \div \text{(B) } \underline{416,067} \times 100 = \underline{24.48} \text{ percent}$$



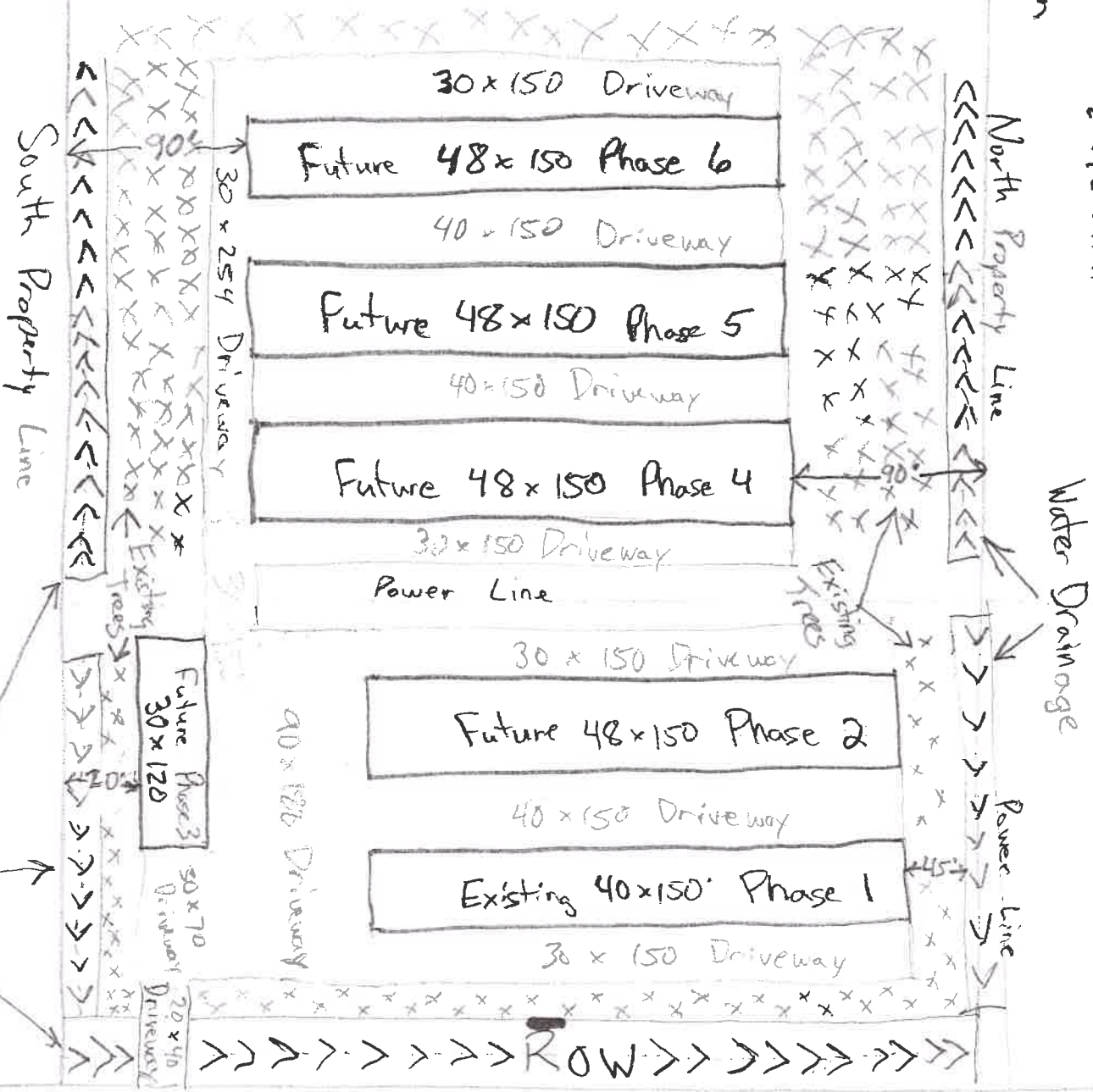
West Property Line

ALL  
WOODDED

Site Plan

\* All structures are 10' tall with 1/2":12" Pitch  
\* Boulder placement for Sign

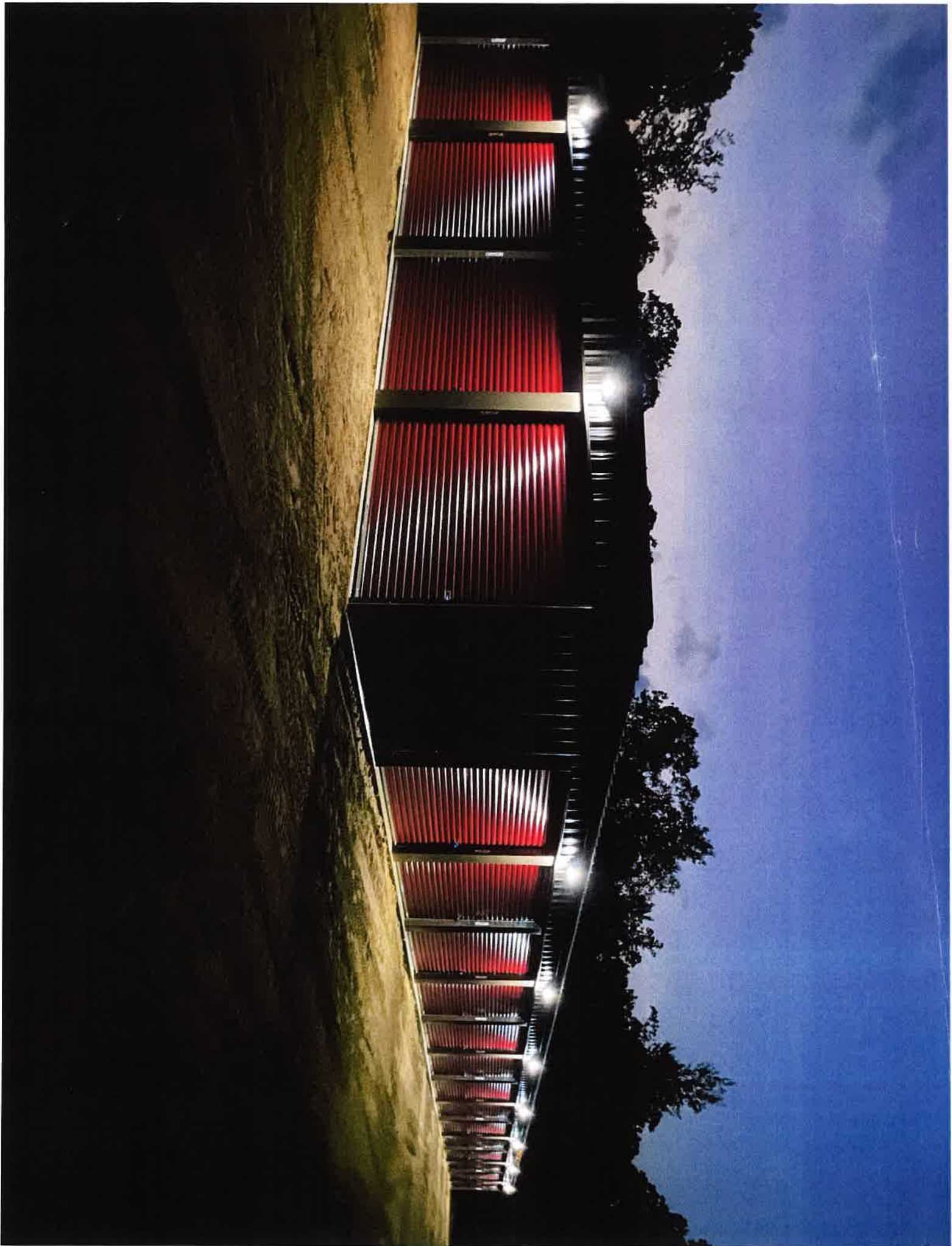
North



HWY 6









Brittney,

Attached is the conditional use permit application and supporting documents. We were under the impression that this would get revised when we wanted to add a structure, not that it would need to show our final plan in the beginning. I apologize for that confusion.

Although the site plan shows a total of 6 buildings, our plan is to only construct phase 2 in spring of 2024. We would then move onto phase 3 as needed and so on.

Please let us know if you have any questions.

Thank you,

Red's Storage

## **Jane & Mick**

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**To:** zoning@cmily.net  
**Subject:** Brittney Cotner RE: Expansion to Conditional use permit for Red's Storage

January 31, 2024

Brittney Cotner  
Emily Planning Commissioners,

We reside directly across from the storage units on Highway 6. We have concerns about the project having initially been affected though choices made by the owners such as extensive clear cutting that resulted in the eventual re-planting of trees though much smaller than initially agree on. Even though to date Red's has been compliant in every way they could, we would hope P&Z commissioners will consider every option before recommending an immediate extension for up to five more units. If the request was met with a portion of the additional units asked for there would be time to assess what future issues or obstacles might arise with a larger facility in this immediate area. It was stated more units will be constructed over time.

As an example, though we do not experience headlight issues as our neighbors to the south must, we think it's too bad Reds didn't initially consider locating the unit entrance to the northern end of Highway 6 where no houses on 6 would have been bothered by headlights at night. There could have been reasons we did not know. But if it was an oversight on the owners part those negative issues we and neighbors experienced would not have existed.

Our main concern now would be security measures due to the future size of the project plan even though we understand this will not happen all at once. It is not unreasonable to expect that at a minimum there should be security surveillance for multiple units far off the highway. Since this is a self-service facility how would one know of illegal activity happening or if someone is actually sleeping / living in a unit without some kind of surveillance. We should not be naive to these kinds of problems faced elsewhere.

We already have two other similar type storage businesses in Emily, Red's being the third. If this project advances to the requested units, a total of six, some years from now, Emily will likely house the largest storage facility in the extended area. Is that a good thing or not so good for our small city and its residents? That will be for the commissioners to determine.

We trust the planning commissioners to take all into consideration when granting a full or partial extension. We also thank our city for having such committees and staff with opportunities for residents to voice their opinions and concerns.

Mickel and Jane Davis  
43864 State Highway 6  
Emily MN 56447

**From:** Brittney Cotner <Brittney.Cotner@sourcewell-mn.gov>  
**Sent:** Monday, February 5, 2024 11:29 AM  
**To:** Emily Zoning Office  
**Subject:** FW: Reds Storage

Comments for the PC. Thanks.

Thanks,  
Brittney Cotner | Community Development Administrator

Office: 218-541-5294 | Cell: 218-866-0904  
Website: [sourcewell-mn.gov](http://sourcewell-mn.gov)

**From:** Jim Pokorny <jimco1.jp@gmail.com>  
**Sent:** Monday, February 5, 2024 11:27 AM  
**To:** Brittney Cotner <Brittney.Cotner@sourcewell-mn.gov>  
**Subject:** Reds Storage

You don't often get email from [jimco1.jp@gmail.com](mailto:jimco1.jp@gmail.com). [Learn why this is important](#)

**EXTERNAL**

My name is Jim Pokorny. I live at 20663 Clearwater Dr Emily Mn. 56447. I'm at the corner of Hwy 6 and Clearwater Dr. I can see the storage building from my deck. How many of you can see a storage unit from your deck? I bet 0 how about seeing 6. How many storage buildings have Ben allowed on any property in Emily? Is it 1 or 2? Don't set a precedent by allowing 6. There is a wooded area at the West end of property I believe the total number of buildings will be 10. With 6 buildings there will be at least 200 storage units. With that many units there garbage will end up on my property. Reds Storage said there will be no impact on use and enjoyment of my property. He is so wrong my enjoyment will greatly degraded with 6 buildings probably 10 extremely large buildings that will all be seen from my deck where I've enjoyed coffee and nature. Property is not consistent with character and patterns because there are no 130' or 150' storage buildings in the area. I had issues with 2023 and now I can see building lights from my property. Reds Storage should be denied a conditional use permit because it has residential homes surrounding it. They also clear cut everything and planted trees that are ntal to proper height. In my opinion they should be 10' high and 5' apart. Thank You Jim Pokorny. Please read at meeting.







1 **MINUTES**

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

4  
5 **November 8, 2023**  
6

7 **1. CALL TO ORDER**

8 The meeting was called to order by Commissioner Johnson at 6:00 pm.  
9 Pledge of allegiance was recited.  
10

11 **ROLL CALL**

12 **PRESENT:** Dave Johnson, Chairman, Bill Spiess Vice Chairman, Lynn Bartel, Denise Vukelich,  
13 Patrick Rheaume  
14 Faye Hughes was absent  
15 **Council:** Greg Koch (Liaison)  
16 **Staff:** Brittney Cotner, Zoning Administrator (Sourcewell) and Sue Fahrendorff, Zoning Clerk  
17 **Also in attendance:** Cindy Miller, Buddy Lund  
18

19 **ADDITIONS OR DELETIONS TO AGENDA**  
20

21 None  
22

23 **2. OPEN FORUM**  
24

25 None  
26

27 **3. PUBLIC HEARINGS**  
28

29 **MOTION MADE BY COMMISSIONER RHEAUME TO OPEN PUBLIC HEARING,**  
30 **SECONDED BY COMMISSIONER SPIESS. ALL VOTED IN FAVOR, MOTION**  
31 **CARRIED 5-0.**  
32

- 33 a. Ordinance Amendment Application Ord-23-04 to consider amending section 152.003  
34 "Rules of Construction; Definitions" of the Emily City Code specific to the definition of  
35 bluff.  
36 Owner/Applicant: City of Emily.  
37

38 Cotner stated this was a request from a resident to reexamine the City of Emily  
39 Ordinance 152.003 Bluff Definition. Property site visits to this property were for  
40 informational purposes, not specifically pertaining to the resident's property. Any  
41 changes to the City Code would apply to all properties within the community. The  
42 language in the City Code that is considered for removal refers to the following:

43 *b.) An area with an average slope of less than 18% over a distance for 50 feet or more*  
44 *shall not be considered part of the BLUFF.*

45 152.003 section a 1-4 would remain unchanged.

46 Cotner stated she received support from the MN DNR to remove the language regarding  
47 item b. from Emily ordinance.  
48

MINUTES

Emily Planning Commission  
November 8, 2023

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**MOTION MADE BY COMMISSIONER SPIESS TO RECOMMEND TO THE CITY COUNCIL, ZONING ORDINANCE CHANGES REGARDING BLUFF DEFINITION 152.003 RULES OF CONSTRUCTION; DEFINITIONS BLUFF LANGUAGE AN AREA WITH AN AVERAGE SLOPE OF LESS THAN 18% OVER A DISTANCE FOR 50 FEET OR MORE SHALL NOT BE CONSIDERED PART OF THE BLUFF.**  
**BE REMOVED FROM THE CITY OF EMILY ORDINANCE WITH SUPPORT FROM THE MN DNR. SECONDED BY COMMISSIONER RHEAUME. ALL VOTED IN FAVOR, MOTION CARRIED 5-0.**

- b. Ordinance Amendment Application Ord-23-03 to consider amending section "Appendix A: Table of Uses". Recommended changes are from the Land Use Ordinance Review Subcommittee.  
Owner/Applicant: City of Emily Continued from October 3, 2023 regular meeting.

Cotner stated this item was a continuation from the October 3, 2023 regular meeting. Updated Appendix A: Table of Uses was reviewed by the Land Use Ordinance Subcommittee and changes were recommended from this committee.

Commissioner Spiess asked if the key or chart could be moved to the front of the Appendix instead of having it on the back. Cotner will ask the City Clerk if that change is possible, however American Legal would have the final formatting decision.

Discussion regarding Animal Husbandry will need to be reviewed more in depth by the Land Use Ordinance Subcommittee and will not be part of this initial change.

Discussion regarding Home Occupation Type I & II in Forest Preservation & Forest Residential should be changed to P-Permit.

Planning Commissioners discussed whether to wait for all the changes to be completed on the Matrix before submitting final recommendations to the City Council or submit what has been changed so far. Cotner recommendation to submit Matrix to the City Council for approval now since there may not be a Planning Commission meeting until February. Cotner stated that any applications submitted prior to this approval, would be subject to the existing Appendix.

**MOTION MADE BY COMMISSIONER SPIESS TO ACCEPT APPENDIX A. TABLE OF USES AS PRESENTED WITH THE CHANGES TO HOME OCCUPATION TYPE I & II IN FOREST PRESERVATION & FOREST RESIDENTIAL TO BE P-PERMIT AND RECOMMEND APPROVAL BY CITY COUNCIL. SECONDED BY COMMISSIONER REHAUME. ALL VOTED IN FAVOR, MOTION CARRIED 5-0.**

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**4. APPROVAL OF MINUTES**

- a. October 3, 2023 Regular Meeting minutes

**MOTION BY COMMISSIONER SPIESS TO APPROVE OCTOBER 3, 2023 REGULAR MEETING MINUTES AS PRESENTED. SECONDED BY COMMISSION BARTHEL ALL VOTED IN FAVOR. MOTION CARRIED 5-0.**

**5. NEW BUSINESS**

- a. Cindy Miller Nonconforming Sign Discussion

Cotner provided a brief background on the complaint received regarding the nonconforming sign (advertising on shrink wrapped boat) parked at The Landing Marketplace 39877 HWY 6, Emily. Cotner stated she is requesting the Planning Commission decide whether her interpretation of the ordinance is valid in this situation since the sign is temporary/seasonal advertising and is an offsite sign.

Cindy Miller stated she is part owner in the Landing Marketplace and The Boat Doctor shrink wrap business. Ms. Miller stated she has approval from the property owner since 2017, to allow the boat as advertising, to be placed on the front yard of the Landing site for approximately 6 to 7 weeks in the fall. The Boat Doctor business is a mobile boat shrink wrapping business and does not shrink wrap boats at the Landing Marketplace site.

Cotner stated per Emily City ordinance, any advertising or signage for a business, except for directional signage, must be located on the actual site where the business is located. City of Emily ordinances does not allow for offsite signage, which is the case in this situation. Change to our ordinance allowing offsite advertising would allow billboards to be an allowed use within our city.

Discussion by the Planning Commissioners to review the sign ordinance during the next Land Use Subcommittee meeting.

Cotner recommended sending a letter to the property owner and Ms. Miller stating this specific situation will be allowed "Grandfathered" status. The Boat Doctor will be allowed to continue seasonal advertising (6-7 weeks in the fall) at the Landing Marketplace site.

**MOTION MADE BY COMMISSIONER RHEAUME TO HAVE ZONING ADMINISTRATOR SEND LETTER TO PROPERTY OWNER AND MS. MILLER ALLOWING GRANDFATHERED IN STATUS BASED ON THE LONG STANDING HISTORY OF THE BOAT DOCTOR ADVERTISING AT THE LANDING SITE. SEASONAL/ SHORT TERM ADVERTISING ONLY. SECONDED BY COMMISSIONER BARTHEL. ALL VOTED IN FAVOR. MOTION CARRIED 5-0**

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b. Seat for Reappointment Notice

Dave Johnson and Denise Vukelich’s terms expire at the end of December 2023.

**6. OLD BUSINESS**

None

**7. P & Z ADMINISTRATOR’S REPORT**

Cotner provided a list of meeting dates for 2024. Meeting dates for 2024 will be discussed at the next regularly scheduled meeting.

**8. ADJOURNMENT**

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

The meeting adjourned at 6:42 pm.

Respectfully submitted,

Sue Fahrendorff,  
Zoning Clerk

## 2024 Planning Commission Meeting Dates

January 2 (Tuesday)-Meeting Cancelled due to lack of business

February 6 (Tuesday)

March 5 (Tuesday) **Presidential Primary- needs an alternate date. Recommended to be  
Wednesday March 6.**

April 2 (Tuesday)

May 7 (Tuesday)

June 4 (Tuesday)

July 2 (Tuesday)

August 6 (Tuesday)

September 3 (Tuesday)

October 1 (Tuesday)

November 5 (Tuesday) **Election Day-needs an alternate date. Recommended to be  
Wednesday November 6.**

December 3 (Tuesday)

## 2023 Permit Applications

<b>New Construction Dwellings</b>	15
<b>Accessory Structures</b>	31
<b>Dwelling Additions</b>	2
<b>Accessory Structure Additions</b>	4
<b>Septic Systems</b>	20
<b>Camper (Seasonal &amp; Long Term)</b>	10
<b>Solar Panel Systems</b>	1
<b>Outdoor Market</b>	1
<b>Misc Permits-Deck; Exterior steps; Fence; Sign</b>	9
<b>After the Fact Permit-Accessory Structure</b>	1
<b>Conditional Use Permits</b>	2
<b>Commerical Land Use Permit</b>	1
<b>Total Permit</b>	<b>97</b>

<b>Metes &amp; Bounds-Rezoning-Lot Splits</b>	2
<b>Ordinance Changes</b>	4
<b>Variance</b>	0



# 2023 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>
23-01	1/30/2023	1/31/2023	21040581	Wes Hanson Builders/Kosiak	Rhonda Kosiak	20048 Roosevelt Ridge	Land Use	42'X28' (1,176 SqFt) Addition to existing accessory structure pole shed	\$250.00	RP	
23-02	1/30/2023	1/31/2022	21030519	Proctor	Todd	21438 Evening Star Lane	After-The-Fact Land Use	Construct 10'X16' (160 SqFt) Accessory Structure shed	\$750.00	RP	1/31/2022
23-03	2/2/2023	2/7/2022	21260620	Rheume	Patrick & Jacqueline	40900 Yellow Birch Lane	Land Use	36" wide stairs from existing deck to ground level for access	\$60.00	SR	NA
23-04	2/22/2023	5/23/2023	21170518	Krumwiede	Kevin & Valetta	42865 Minnie Lake Drive	SSTS	Installing a new holding tank in existing septic system	\$250.00	NR	Yes- Greg Kossan 8/1/2023
23-05	2/22/2023	3/7/2023	21170518	Krumwiede	Kevin & Valetta	42865 Minnie Lake Drive	Land Use	Construct New 28'X64' (1,792 SqFt) Modular home and 24'X30' (720 sqft) Accessory Structure garage	\$700.00	NR	
23-06	2/27/2023	3/7/2023	21080521	Real Solar		19573 Blue Lake Rd	Land Use-Solar Panels	Install 14.85 KW DC solar system on flush mount roof racking	\$75.00	SR	Yes- SF 4/24/2023 per email notification
23-07	2/27/2023	2/28/2023	21080517	Angell	Stacey	43876 Roosevelt Dr	Land Use	Construct a 60'X104' ( 6,240 SqFt) pole shed	\$400.00	SR	
23-08	2/27/2023	2/28/2023	21030519	Proctor	Todd	21438 Evening Star Lane	Land Use	Construct a 11'X24' (264 SqFt) shed	\$150.00	RP	
23-09	2/27/2023	2/28/2023	21030519	Proctor	Todd	21438 Evening Star Lane	Land Use-Camper	Annual Camper Permit	\$25.00	RP	

<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>
23-10	3/13/2023	4/4/2023	21270656	Emily Wesleyan Church	Kris Balvin	40141 State HWY 6	Outdoor Market Permit	Outdoor Market Permit	\$75.00	DM	
23-11	3/15/2023	3/22/2023	21090670	Gorsuch	Beverly	20529 Clearwater Dr	Land Use	Construct a 10'X16' (160 SqFt) deck to existing home	\$75.00	NR	
23-12	3/20/2023	3/22/2023	21250526	Adamsheck	Jeff	23252 South Shore Dr	Land Use	Construct a 45'X48' (2,160 SqFt) Accessory Structure	\$400.00	SR	
23-13	4/3/2023	4/11/2023	21060502	Sundstrom	Kari & Eeva	44865 Preserve Pt	Land Use	Construct a 20X29 (580 SqFt) 3 season dwelling with 20X6(120 SqFt) Porch	\$250.00	SR	
23-14	4/11/2023	Denied-6/6/2023	21080576	Solar Permits-Trever Southards	Timothy Gillespie	48774 Creeked-Creek-Rd	Land-Use-Solar-Panels	Install-roof-mounted-solar-system-44-panels, 2 inverters, 16.28 KW	75-Need-to-Pay	SR	
23-15	4/24/2023	6/27/2027	21080567	Patnode	Loren	19590 Blue Lake Rd	Land Use	After-The-Fact Permit 8'X10' and 10'X16' Accessory Structure	\$1,500.00	SR	
23-16	4/26/2023	5/2/2023	21030558	Mallery	leonard	44924 S Smokey Hollow Rd	Land Use	Construct a 16'X24' (384 SqFt) Accessory Structure	\$150.00	SR	
23-17	5/9/2023	5/9/2023	21220582	Huff	Crystal	21343 Mill Rd	Land Use	Construct a 24X35 (840 SqFt) Accessory structure ( garage) AND 24X25 (600 SqFt) secondary dwelling with deck	\$400.00	NR	
<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>

23-18	05/16/2023	5/16/2023	21040541	Worley	Scott & Paula	20741 Levitt Ln	Land Use	Construct a 16'X12' Arctic Entry attached to existing home	\$150.00	SR	
23-19	5/16/2023	5/16/2023	21330616	Istvanovich	John & Jessica	20125 Cty Rd 1	Land Use	Construct a 8'X32' (256 SqFt) accessory structure( chicken coop/run) and 14'X16' ( 224 SqFt) free standing deck	\$150.00	RP	
23-20	5/16/2023	5/16/2023	21270610	Stern	Jon & Karen	40213 Bloomquist Dr	Land Use	New Dwelling 25'X56' (1,400 SqFt) with 23'X24' (552 SqFt) attached garage.	\$450.00	DMU	
23-21	5/17/2023	7/5/2023	21150526	Usherwood	Nicolas	42524 St HWY 6	Conditional Use Permit	Small business use; Machine shop & repair shop	500 Plus \$46.00 to CWC	HMU	
23-22	5/22/2023	5/23/2023	21220529	Becheembers LLC	Dawn Kerinek	40948 Peplar	Land Use Permit	Install a 254-SqFt Paver Patio with 20-FT beoulder edgin	\$150.00	SR	
23-23	5/22/2023	5/23/2023	21190569	Keller	Dean & Barb	17875 Emerald Dr	Land Use Permit	Construct a 30'X40' (1,200 SqFt) garage	\$250.00	SR	
23-24	5/23/2023	5/23/2023	21060533	Sorg	Robert	18526 Woodlake Blvd	Land Use Permit	New Dwelling Construction 40'X30' (1,200 SqFt)	\$450.00	SR	
23-25	5/23/2023	5/23/2023	21060533	Sorg	Robert	18526 Woodlake Blvd	SSTS Permit	Install a Type 1 Mound Design SSTS System. 300 GPD, 1,500 gallons 2 compartment tank	\$250.00	SR	Yes-GK 10/3/2023
23-26	5/23/2023	5/23/2023	21220504	Edmonds	James	41122 Poplar Dr	Land Use Permit	Construct a 36'X56' (2,016 SqFt) Accessory Structure	\$400.00	SR	
23-27	5/30/2023	5/30/2023	21170528	Gerlach	Ryan	43251 Minnie Lake Dr	Land Use Permit	construct a 76'X32' (2,432 SqFt) Dwelling	\$550.00	SR	
23-28	5/30/2023	5/30/2023	21170528	Gerlach	Ryan	43251 Minnie Lake Dr	SSTS	Install a Type 1 Trench/Pressure Bed design, 750 GPD, 2250 Gallons 1 tank	\$250.00	SR	Yes-GK 9/19/2023

<u>23-29</u>	<u>NUMBER</u>	<u>Recd</u>	<u>NA-Cass-City</u>	<u>21-060584</u>	<u>Wilhelmi</u>	<u>Billy</u>	<u>17960-Wood-Lake-Blvd</u>	<u>ADDRESS</u>	<u>Annual-Camper-Permit</u>	<u>DESCRIPTION</u>	<u>Did-not-pay-Fee</u>	<u>SR</u>	<u>Cass County</u>
			<u>Appvrd</u>	<u>RE CODE</u>	<u>LAST</u>	<u>FIRST</u>			<u>TYPE</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>DISTRICT</u>	<u>Project Completed Y/N</u>
	23-30	6/5/2023	6/6/2023	21230550	Linhoff	Samuel	22084 County Rd 1		Land Use Permit	Construct a 12'X43' (516 SqFt) Deck attached to dwelling	\$150.00	SR	
	23-31	6/5/2023	6/6/2023	21250528	Nolby	Brent	23248 South Shore Dr		Land Use Permit	Construct a 44'X30' (1,320 SqFt) Accessory Structure	\$400.00	SR	
	23-32	6/6/2023	6/6/2023	21210514	Kelly	Shaun	40883 State Hwy 6		Land Use Permit	Construct a 12'X32' (384 SqFt) Accessory Structure with Class 5 Gravel Driveway	\$150.00	FR	
	23-33	6/6/2023	6/6/2023	21030505	Blackwell	Tim	21310 Evening Star Lane		Camper Permit-Permenant	Permenant camper permit with connection to existing septic system	\$200.00	RP	
	23-34	6/6/2023	6/6/2023	21300505	Pendizmas	William	40206 Marshview Dr		SSTS Permit	Install a Type 1 Trench/Seepage Bed design system; 300 GPD; 1,500 Gallon 2 compartment tank	\$250.00	SR	Yes-Greg Kossan 8/10/2023
	23-35	6/6/2023	6/6/2023	21300505	Pendizmas	William	40206 Marshview Dr		Land Use Permit	New construction Dwelling 35'X24' (840 SqFt) with 13'X24 (312 SqFt) Attached Garage	\$450.00	SR	
	23-36	6/7/2023	6/13/2023	21220583	Holcomb	Jeffrey	21321 Mill Rd		SSSTS Permit	Install a Type 1 Trench/Pressure Bed design 450 GPD, 1,500 gallon 1 compartment tank. Adding an effluent filter to outlet and 500 gallon lift tank & alarm	\$250.00	NR	YES-GK 8/1/2023
	23-37	6/7/2023	6/13/2023	21060586 & 21060585	Schmol	Tom & Karen	10 Woodlakes Tri NE-fifty Lakes		Land Use Permit	Construct a 30'X30'(900 SqFt) addition to existing pole shed structure	\$250.00	SR	YES-11/6/2023

23-38	6/8/2023	6/27/2023	21080576	Gillespie	Timothy Gillespie	18774 Crooked Creek Rd	Land Use Permit	Install roof mounted solar system 44 panels, 2 inverters, 16.28 KW	\$75.00	SR	
23-39	6/12/2023	6/13/2023	21220583	Holcomb	Jeffrey	21321 Mill Rd	Land Use Permit	New construction Dwelling 74'X28' (2,072 SqFt) with a 30'X40' (1,200 SqFt) Accessory Structure pole shed	\$550.00	NR	9/21/2023 CUP sent to CWC for recording
23-40	6/12/2023	8/1/2023	21270736	Emily Ace Storage LLC	Dan Erickson	40109 Sawmill Rd	CUP	Construct 4 135'X40' Storage Buildings	\$500.00	CT	
23-41	6/12/2023	6/13/2023	21270736	Emily Ace Storage LLC	Dan Erickson	40109Sawmill Rd	Land Use Permit	6' Fence around perimeter of lot (195'X375')	\$60.00	CT	
23-42	6/12/2023	6/13/2023	21300504	RZ Plumbing	Tom Andresen	40190 Marshview Dr	Land Use Permit	New Construction Dwelling 32'X52' (1,664 SqFt) with attached garage and covered porch	\$450.00	SR	
23-43	6/12/2023	6/13/2023	21300504	RZ Plumbing	Tom Andresen	40190 Marshview Dr	SSTS Permit	Install Type 1, Trench/Pressure Bed Design; 300 GPD; 1,500 gallon tank with 2 compartments	\$250.00	SR	YES-Greg Kossan 8/2/2023 REINSPECTED 10-6-2023
23-44	6/13/2023	6/13/2023	21220550	Hummel	Kevin & Cindy	41336 Poplar Dr	Land Use Permit	Construct a 12'X18' (216 SqFt) dwelling addition and 20'X24 (480 SqFt) Accessory Structure addition	\$250.00	SR	
23-45	6/20/2023	6/27/2023	21270581	Happy Ours LLC	Randall Provart	40411 Pinewood Dr	Land Use Permit	Construct a 25'X30' (750 SqFt) Accessory Structure	\$250.00	SR	Yes-driveby 12/4/2023
23-46	6/20/2023	6/27/2023	21270581	Happy Ours LLC	Randall Provart	40411 Pinewood Dr	SSTS	Install a Type I, 300 GPD, 1,500 gallon tank	\$250.00	SR	YES-Greg Kossan 10/25/2023
23-47	6/26/2023	7/20/2023	21060531	Gothmann	Ronald & Renee	18550 Woodlake Blvd	SSTS	Remove existing Tank and install a Type 1, 600 GPD Mound Septic System with 2 tank combo	\$250.00	SR	YES-Greg Kossan 9/27/2023

23-48	6/27/2023	6/27/2023	21270561	Trenn	Robert & Karen	40321 Pinewood Dr	SSTS	Install a Type 1, 450 GPD, 1,500 Gallon, 1 tank; 2 compartment Trench/Pressure Bed System	\$250.00	SR	YES-Greg Kossan 7/11/2023
23-49	7/5/2023	7/5/2023	21080565 & 21080566	Hanson	Maty T.	19604 Blue Lake Rd	Land Use Permit	Temporary tubular frame carport-Through August 2023	\$75.00	SR	
23-50	7/6/2023	7/11/2023	21250582	Anderson	George & Kelly	23740 N. Shore Dr	Land Use Permit	Construct New Dwelling (64'X40' (2,560 SqFt) and detached accessory structure 64'X40' (2,560 SqFt)	\$950.00	NR	
23-51	7/9/2023	7/11/2023	21250582	Anderson	George & Kelly	23740 N. Shore Dr	SSTS	Install a Type 1, 300 GPD, 1,500 gallon tank Mound Design system	\$250.00	NR	
23-52	7/12/2023	7/17/2023	21270740	EM Brothers, LLC	Leah Haggerston	40138 Sawmill Rd	Land Use Permit	Fence	\$60.00	CT/IL	
23-53	7/10/2023	7/17/2023	21260571	Ronayne	Brian	40107 E. Emily Dr.	Camper Land Use Permit	Annual Camper Permit	\$25.00	SR	
23-54	7/18/2023	7/25/2023	21170539	Nordahl	Dave	19345 Blue Lane E	Land Use Permit	Construct a 24'X40' Dwelling Addition to existing garage w/ 12'X12' 3 Season Porch	\$400.00	NR	
23-55	7/20/2023	7/25/2023	21170526	Lindstrom	Duane	43167 Minnie Lake Dr	Land Use Permit	Construct a 24'X36' (864 SqFt) Accessory Structure	\$150.00	SR	
								<b>DESCRIPTION</b>	<b>FEE</b>	<b>DISTRICT</b>	<b>Project Completed Y/N</b>
23-56	7/26/2023	8/1/2023	21030582	Meehan	Darrell	44418 State HWY 6	Land Use Permit	Construct a 28'X32' (896 SqFt) Accessory Structure	\$250.00	NR	
23-57	7/31/2023	8/1/2023	21170541	Johnson	Gary & Susan	19281 Faye Court	Camper Land Use Permit	Annual Camper Permit	\$25.00	NR	
23-58	8/1/2023	8/1/2023	21090535	Freitcks	Brian	20052 Blue Lake Rd	SSTS	Install Type 1, Trench/Pressure Bed Design; 600 GPD; 1,500 gallon tank with 2 compartments	\$250.00	SR	YES-Greg Kossan 8/3/2023

23-59	8/1/2023	8/2/2023	21250547	Winker	Chuck	23145 N Shore Drive	Land Use Permit	Construct a 24'X24' (576 SqFt) Accessory Structure attaching to existing dwelling.	\$250.00	SR	
23-60	8/2/2023	8/8/2023	21090513	Johannes	Charles	XXXX Blue Lake Rd	Land Use Permit	Construct a 60'X80' (4,800 SqFt) Accessory Structure	\$400.00	NR	
23-61	8/7/2023	8/8/2023	21260634	Peck	Robert	40401 Little Pine River Rd	Camper/RV Land Use Permit	Annual Camper/RV	\$25.00	NR	
23-62	8/8/2023	8/8/2023	21220518	Northern Lakes Landscaping/Steve Peterson	Travis Rabe/Owner	41156 Loon Trail	Land Use Permit	Replace Existing Stairs to lake	\$60.00	SR	
23-63	8/9/2023	8/15/2023	21330513	Marty	Joshua	40498 Sandhill Dr	Land Use Permit	Construct a 40'X24' (960 SqFt) Accessory Structure garage- attached to dwelling	\$250.00	SR	
23-64	8/14/2023	8/23/2023	21040586	Kodada	David & Janice	44796 Roosevelt Lane	Land Use Permit	Construct a 32'X32' (1,024 SqFt) Accessory Structure	\$250.00	SR	
23-65	8/14/2023	8/15/2023	21090552	Geiwitz	Alan	20158 Cleanwater Dr	Land Use Permit	Construct a 20'X20' (400 SqFt) Dwelling Addition; 14'X17' (238 SqFt) Screened Porch; 12'X55' Deck	\$400.00	SR	
23-66	8/15/2023	8/15/2023	21300505	Pendzimas	William	40206 Marshview Dr	Land Use Permit/Camper	Annual Camper Permit	\$25.00	SR	
23-67	8/22/2023	8/29/2023	21330588	Bussler	Bob	39376 West Trout Ave	Land Use Permit	Construct a 10'x16' (160 SqFt) Accessory Structure	\$75.00	SR	
23-68	8/25/2023	9/26/2023	21250532	Des Marais	Michael	23092 South Shore Dr.	Land Use Permit	Construct a 30'X40' (1,200 SqFt) Dwelling with a 12'X14' (168 SqFt) 3 season porch	\$450.00	SR	
23-69	8/25/2023	8/29/2023	21090596	Moritz	Andy	TBD Blue Lake Rd	Land Use Permit	Construct a 4'X8' permanent aluminum non lighted sign	\$60.00	NR	

23-70	9/6/2023	9/12/2023	21230512	Scheff	Patrick	41100 Yellow Birch Ln	Land Use Permit	Construct a 10'X24' (240 SqFt) addition to accessory structure and 10'X10' (100 SqFt) deck addition to existing deck.	\$150.00	NR	
23-71	9/6/2023	9/12/2023	21300511	McMahon	Natasha	40470 Sandhill Dr	SSTS Permit	Install a Type I Trench/Pressure Bed Design 600 GPD, 1500 Gallon 2 compartment 1 tank system	\$250.00	SR	
23-72	9/7/2023	9/12/2023	21090575	St. Martin	Joe	43433 Eladron Dr	SSTS Permit	Install a Type I Trench/Pressure Bed Design, 750 GPD, 1500 gallons 2 compartment 1 tank system	\$250.00	SR	
23-73	9/7/2023	9/12/2023	21090575	St. Martin	Joe	43433 Eladron Dr	Land Use Permit	Construct New Dwelling 52'X32' (1,664 SqFt); 28'X48' (1,344 SqFt) attached garage; 20'X20' (400 SqFt) attached porch	\$550.00	SR	
23-74	9/7/2023	9/19/2023	TBD-Lot Split	Friesner	Jon	42665 Blue Ln W	Land Use Permit	Construct New Dwelling 40'X60' (2,400 SqFt) and 40'X48' (1,920 SqFt) attached accessory structure	\$700.00	NR	
23-75	9/7/2023	9/19/2023	TBD-Lot Split	Friesner	Jon	42665 Blue Ln W	SSTS Permit	Install a Type I Trench/Pressure Bed Design, 750 GPD, 1500 gallons 2 compartment 1 tank system	\$250.00	NR	
23-76	9/7/2023	9/12/2023	21300511	McMahon	Natasha	40470 Sandhill Dr.	Land Use Permit	Construct New Dwelling 56'X30' (1,680 SqFt) with 28'X28' (784 SqFt) Attached Garage; 12'X16' (192 SqFt) Deck attached to home	\$550.00	SR	YES-GK 11/27/2023



23-77	9/13/2023	NA-Denied		21-330525	Werth	Benjamin	39664 West Front Ave	Land Use Permit	Construct a 60'X90' (4,500 SqFt) Accessory Structure w/ living quarters & garage	\$400.00	SR	Denied by Zoning Administrator.
23-78	9/18/2023	9/25/2023		21160500	French	Marilyn	42037 State Hwy 6	Land Use Permit	Construct a 20'X22' (440 SqFt) Accessory Structure	\$150.00	HMU	
23-79	9/12/2023	9/19/2023		21090503	Smith	Reginald & Karen	20621 Cleanwater Drive	Land Use Permit	Construct the following: 10'X12' (120 sqft) Deck; 12'X16'(192 SqFt) shed; 16'X20' (320 SqFt) Shed; 15'X10' (150 SqFt) Shed-shelter logic brand; 8'X5' (40 SqFt) motorcycle garage shed and 20'X18' (360 SqFt) carport.	\$250.00	NR	
23-80	9/19/2023	9/19/2023		21270736	Emily Ace Storage LLC	Dan Erickson	40109 Sawmill Rd	Commerical Land Use Permit	Construct 4 110'X40' Storage Buildings with concrete slab.	\$600.00	CT	
23-81	9/19/2023	9/19/2023		21100516	Capra	Fred & Janet	43330 State HWY 6	SSTS Permit	Install a limited use Holding Tank SSTS System; Less than 150 GPD; 2250 gallon tank- Campers	\$260.00	NR	Yes- Greg Kossan 10-5-2023
23-82	9/25/2023	9/26/2023		21250532	Des Marais	Michael	23092 S. Shore Dr.	SSTS Permit	Install a limited use Holding Tank SSTS System; Less than 150 GPD; 1,500 gallon tank	\$260.00	SR	
23-83	9/25/2023	9/26/2023		21170572	Berning	Dan	42806 Blue Lane W	SSTS Permit	Install a Type I Pressure Bed/Trench SSTS System; 750 GPD; 1,500 Gallons 1 Tank-2 Compartments	\$260.00	SR	YES- Greg Kossan 11/29/2023
23-84	9/25/2023	9/26/2023		21170572	Berning	Dan	42806 Blue Lane W	Land Use Permit	Construct a 30'X42' (1,260 SqFt) Accessory Structure and 10'X42' (420 SqFt) attached lean to.	\$400.00	SR	

23-85	9/25/2023	9/26/2023	21030537	Manders	Jim	44701 Twilight Ct	SSTS Permit	Install a Type I Trench/Pressure Bed SSTS Design; 450 GPD; 1,500 Gallon 1 Tank-2 Compartment	\$260.00	RP	
23-86	9/25/2023	10/17/2023	21170549	Howard	Mike	19557 Blue Lane E	Land Use Permit	Construct a 40'X80; (3,200 SqFt) Accessory Structure- Storage Tent	\$400.00	NR	
23-87	9/26/2023	9/26/2023	21170567	Sagerer	Donald & Linda	42694 Blue Lane W	SSTS Permit	Install a Type I Trench/Pressure Bed system; 600 GPD; 1,500 Gallon tank with 2 compartments	\$260.00	SR	Yes-Greg Kossan 10-27-2023
23-88	9/26/2023	9/26/2023	21170567	Sagerer	Donald & Linda	42694 Blue Lane W	Land Use Permit	Construct a 34'X54' (1,836 SqFt) 15' high Accessory Structure meeting all setback requirements.	\$450.00	SR	
							<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>DISTRICT</b>	<b>Project Completed Y/N</b>
23-89	9/27/2023	10/3/2023	21340893	Mileski	Blair	39844 State HWY 6	Land Use Permit	Construct a 9'X40' (360 SqFt) garage addition	\$150.00	SR	
23-90	10/10/2023	10/10/2023	21270513	Ehlers	Kurt	21437 Cty Rd 1	Land Use Permit	Construct a 6' tall wooden fence	\$60.00	SR	
23-91	10/10/2023	10/10/2023	21260556	Hill	Bryan	40482 Bemis Ct	Land Use Permit	Construct a 24'X24' (576 SqFt) Accessory Structure	\$150.00	NR	
23-92	10/16/2023	10/17/2023	21170513	Hemmelgarn	Matthew	43148 Minnie Lake Dr	Camper X2Land Use Permit	2 long term camper permit	\$400.00	NR	YES-SF
23-93	10/18/2023	10/18/2023	21100516	Capra	Janet	43330 State HWY 6	Camper Permit-Permanent	Long Term Camper Permit	\$200.00	NR	YES-SF
23-94	10/23/2023	10/31/2023	21330594	Murmane	Wesley	39480 W Trout Ave	Land Use Permit	Construct a 24'X20' (480 SqFt) garage	\$150.00	SR	
23-95	11/13/2023	11/14/2023	21030537	Manders	James & Catherine	44701 Twilight Ct	Land Use Permit	Construct New Dwelling 24'X36' (864 SqFt); Garage 24'X40' (1120 SqFt) & Porch 8'X16' (128 SqFt)	\$550.00	RP	

23-96	11/13/2023	11/14/2023	21260550	Sanders	Christopher & Regina	21843 Whitetail Dr.	Camper Permit- Annual 2024	Short Term Camper Permit for 2024 Porta Potty on site	\$25.00	NR	
23-97	11/14/2023	11/21/2023	21340977	Hanson	Thomas	21030 Dahler Ave	Land Use Permit	Construct a 50'X80' (4,000 SqFt) Accessory Structure	\$400.00	CT/LI	
23-98	11/16/2023	11/21/2023	21170575	Lueck	Jeffrey	42886 Blue Lane W	Land Use Permit	Construct a 12'X20' (240 SqFt) Accessory Structure	\$150.00	SR	
23-99	11/27/2023	12/4/2023	21170539	Nordahl	Doug	19345 Blue Lane E	SSTS Permit	Install Type I Trench/Pressure Bed SSTS Design, 450 GPD; 1,500 Gallon, 2 compartment tank	\$260.00	NR	Yes 12/7/2023 GK
23-101	12/11/2023	12/11/2023	21300505	Pendzimas	William	40206 Marshview Dr	Camper Permit	Annual Camper Permit	\$25.00	SR	
23-102	12/18/2023	12/18/2023	21030552	Forsell	Dale & Debra	44844 S. Smokey Hollow Rd	Land Use Permit	Construct a 14'X32' (448 SqFt) Accessory Structure	\$150.00	SR	