

1 **MINUTES**2 **EMILY PLANNING COMMISSION/BOARD OF ADJUSTMENT**3 **REGULAR MEETING**4 **December 6, 2022**

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6 **1. CALL TO ORDER**

7 The meeting was called to order by Commissioner Koch at 6 pm.

8 Pledge of allegiance was recited.

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10 **2. ROLL CALL**

11 PRESENT: Greg Koch (Chairperson), Bill Spiess, Denise Vukelich, and David Johnson Bartel

12 Council: Gary Hanson (Liaison)

13 Staff: Brittney Cotner, Zoning Administrator (Sourcewell) and Sue Fahrendorff, Planning &
14 Zoning Clerk

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16 **3. ADDITIONS OR DELETIONS**

17 None

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19 **4. OPEN FORUM**

20 None

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22 **5. PUBLIC HEARINGS**

23 None

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25 **6. APPROVAL OF MINUTES**

26 a. November 1, 2022, regular meeting

27

28 **MOTION BY COMMISSIONER SPIESS TO APPROVE MINUTES AS PRESENTED.**29 **SECONDED BY COMMISSIONER VUKELICH. ALL VOTED IN FAVOR 4-0. MOTION**30 **CARRIED**

31

32 **7. NEW BUSINESS**

33 a. Permit extension request for permit 20-31 of an accessory structure.

34 Brian Steele 20705 County Rd 1, Emily

35 Permit was to replace damaged accessory structure with a 14' X 26' accessory
36 structure. Issued 7/21/2020 with a completion date of 7/21/2022. Cotner granted an
37 administrative 6 month extension on 6/28/2022 with a completion date of38 12/31/2022. Property owner requested an additional permit extension due to injuries
39 that have prevented him from meeting the extension deadline. Per the homeowner, he
40 has a few doors and siding left to complete. Cotner recommended the Planning41 Commission allow the additional extension to July 1, 2022. The Planning
42 Commission asked if there have been any complaints regarding the unfinished work.43 Cotner stated there have been no complaints. Cotner stated the first permit extension
44 is allowed administratively by the Zoning Administrator for 6 months; any additional
45 extensions would need to be granted by the Planning Commission and the ordinance
46 does not have any length of time parameters.

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49 **MOTION BY COMMISSIONER SPIESS TO EXTEND PERMIT 20-31 TO JULY 1, 2023;**

MINUTES

Emily Planning Commission

November 1, 2022

50 **SECONDED BY COMMISSIONER JOHNSON. ALL VOTED IN FAVOR 4-0. MOTION**
 51 **CARRIED.**

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 53 **8. OLD BUSINESS**

54 a. None

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 56 Prior to the P & Z Administrator's Report, Commissioner Koch stated he will be resigning from the
 57 Planning Commission at the end of December 2022 to accept a position on the City Council. This
 58 will be his last meeting on the Planning Commission.

59
 60 **9. P & Z ADMINISTRATOR'S REPORT**

61
 62 Cotner stated Planning and Zoning has slowed down significantly in the last few weeks, therefore she
 63 will be monitoring her office hours and adjust when needed. There will not be a meeting in January
 64 2023, so the next Planning Commission meeting will be held in February 2023, which at that time a
 65 new chair will be elected. The Planning Commission discussed possibly changing the ordinance to
 66 allow for a January meeting. Cotner will research and find out what is needed to have this ordinance
 67 changed.

68 Discussion regarding Todd Proctor's outstanding SSTS fee. Cotner will include in her Council Report,
 69 that payment has not been received.

70 There were 92 permits issued for 2022.

71 Land Use Accessory permits-53; Land Use New Dwelling-5; SSTS-18; Camper/RV-7; Riprap/Ice Ridge-
 72 3; Fence-2; After-The-Fact-2; Outdoor Market-1; Solar Panels-1

73
 74 **10. ADJOURN**

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

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 79 Meeting adjourned at 6:32 pm.

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 81 Respectfully submitted,

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 83
 84
 85 Sue Fahrendorff,
 86 Planning & Zoning Clerk