
CITY OF EMILY

PLANNING COMMISSION/BOARD OF ADJUSTMENT

AGENDA

Wednesday July 5, 2023, 6:00 pm

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Additions or Deletions to Agenda
5. Open Forum
6. Public Hearings
 - a. Conditional Use Permit Application 23-21 to allow for an automobile repair business within the Highway Mixed Use Zoning. District. Owner/Applicant: Nicholas Usherwood
7. Approval of Minutes
 - a. June 6, 2023, regular meeting
8. New Business
 - a. Fee Schedule Discussion on Permit extension Requests
9. Old Business
10. Subcommittee Discussion Update (Notes in Packet)
11. P&Z Administrator's Report
12. Adjourn

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

STAFF REPORT

Application: Conditional Use Permit Application 23-21

Property Owner/Applicant: Nicholas Usherwood

Background Information: The applicant is proposing to operate an automobile repair business on the property located at 42524 State Highway 6. The subject property is 14.27-acres and is located in the “Highway Mixed Use” Zone. The subject property has hosted this use in the past. The need for a CUP came after the use stopped for a couple of years therefore removing in the grandfathered status. The HMU district allows for both “Automobile Sales and Repair”. There is no proposed construction on the property at this time. The business will take place within the existing buildings.



Applicable Ordinances:

§ 152.042 HIGHWAY MIXED-USE (HMU).

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

Buildable lot area	2 acres
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>
Automobile Sales & Repair	C

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

- 1) The subject property is located at 42524 State Highway 6 (PIN 21150526).
- 2) The conditional use permit request is to operate an automobile repair business.
- 3) The proposed use, with conditions, conforms to the comprehensive plan. The intended use of the property is for commercial purposes within the Highway Mixed use zoning district.
- 4) The proposed use, with conditions, is compatible with the existing neighborhood and has existed on this property historically without a Conditional Use Permit.
- 5) The subject property is located adjacent to State Highway 6 where commercial growth is expected.
- 6) The proposed use with not be injurious to the public health, safety, welfare, decency, order, comfort convenience, appearance, or prosperity of the city.
- 7) The proposed use will not impede the orderly development and improvement of surrounding vacant property for uses predominant in the area (residential and commercial).

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 application be approved with the following conditions:

1. Although the "Table of Uses" within the zoning code groups "automobile and repair" into the same use, this approval is for repair and machining of automobiles. The addition of automobile sales will require a modification to this Conditional Use Permit.

RECEIVED
MAY 17 2023

CITY OF EMILY
CONDITIONAL USE PERMIT APPLICATION

APP # 23-21
Date 5-17-2023
Fee 500.00
(for office use only)

BY: Name of Applicant Nicolas Usherwood Phone 218
835-8795

Property Address (E911#) 42524 St Hwy 4 Local Phone Same

Mailing Address _____ E-mail rockcrusher761@gmail.com

City, State, Zip Emily, MO 64647
(if different than above)

Applicant is:		Title Holder of Property : <i>(if other than applicant)</i>
Legal Owner	<input checked="" type="checkbox"/>	_____
Contract Buyer	<input type="checkbox"/>	(Name)
Option Holder	<input type="checkbox"/>	_____
Agent	<input type="checkbox"/>	(Address)
Other _____		_____
		(City, State, Zip)

Signature of Owner, authorizing application (required): [Signature]
(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) 21150526

Zoning District HMU, Lake Name (if applicable) _____

What are you proposing for the property? State nature of request in detail:
Small Business use Machine shop/Repair shop

What changes (if any) are you proposing to make to this site?
Building: None
Landscaping: None
Parking/Signs: Sign in the future

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.

None been a bussiness here for many years my grandfater and great grandfater had bussness here.

- (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?

~~Nothing will change~~ no

May be more cars coming in and out of the property during the day.

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

No employees ~~the~~ Nothing will change.

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

We are located on St Hwy 6. There has been bussnesses on this property for many years.

- (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?

St Hwy 6 is a busy Hwy my bussness wont create a difference. We had plenty of parking space on our property. No vehicles will be on St Hwy 6

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

No building being built No issues we have 15 Acres.

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)
- _____ 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 proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
- _____ 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

** 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 brittney.cotner@sourcewell-mn.gov



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Date: 5/16/2023 Time: 9:35:45 AM





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 Wednesday, July 5, 2023, beginning at 6:00 P.M at Emily City Hall.

Conditional Use Permit Application 23-21 to allow for a machine repair shop within the Highway Mixed Use Zoning District. Owner/Applicant: Nicholas Usherwood

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" tab>hovering over the "Planning and Zoning" tab>hovering over the "documents" tab>selecting "Planning Commission Packets". If you wish to provide written comments, please email to 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



CITY OF EMILY
BOARD OF ADJUSTMENT
NOTICE OF PUBLIC HEARING
July 5, 2023
6:00 P.M.

TO WHOM IT MAY CONCERN:

The following will be the subject of a public hearing on Wednesday, July 5, 2023, beginning at 6:00 P.M at Emily City Hall.

Hearing: Conditional Use Permit Application 23-21 to allow for a machine repair shop within the Highway Mixed Use Zoning District

Property Owners/Applicants: Nicholas Usherwood

Property Description: The subject property is located at 42524 State Highway 6, PIN 21150526

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

Purpose: The request is to allow for a machine/engine repair shop. This use has been in place historically and no construction is planned on the property at this time.

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.

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

The subject property is located at PIN 21150526, 42524 State Highway 6.



AMBROZ, TOM
20686 PRAIRIE ACRES DR
EMILY MN 56447

HANSON, GERHART L JR
42586 STATE HIGHWAY 6
EMILY MN 56447

MARTINEAU, LEIGH E & SHARA
42435 STATE HWY 6
EMILY, MN 56447

SOLDNER, KIRK R & CATHY
1923 NOBLE RD
ARDEN HILLS MN 55112

STATE OF MINNESOTA DNR-
ATTN: TAX SPECIALIST
500 LAFAYETTE ROAD BOX 45
ST PAUL, MN 55155

USHERWOOD, NICOLAS J
42524 STATE HIGHWAY 6
EMILY, MN 56447

WOSMEK, LORIE A & CHAD M
42342 STATE HWY 6
EMILY, MN 56447

1 **MINUTES**

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

4 **June 6, 2023**

5
6 **1. CALL TO ORDER**

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

9
10 **ROLL CALL**

11 PRESENT: Dave Johnson (Chairperson), Bill Spiess, Patrick Rheaume, Lynn Bartel, Denise
12 Vukelich, and Faye Hughes (Alternate)

13 Council: Greg Koch (Liaison) Mayor Tracy Jones

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

16
17 **2. ADDITIONS OR DELETIONS TO AGENDA**

- 18 a. Cotner requested an addition to the agenda regarding permit extension fee for permits
19 that need to be extended by the Planning Commission.

20
21 **MOTION BY COMMISSIONER SPIESS TO ADOPT REVISED AGENDA. SECONDED BY**
22 **COMMISSIONER RHEAUME. ALL VOTED IN FAVOR 5-0. MOTION CARRIED.**

23
24 **3. OPEN FORUM**

25 None

26
27 **4. PUBLIC HEARINGS**

28 None

29
30 **5. APPROVAL OF MINUTES**

- 31 a. May 2, 2023, regular meeting

32
33
34 **MOTION BY COMMISSIONER SPIESS TO APPROVE May 2, 2023 MINUTES AS**
35 **PRESENTED. SECONDED BY COMMISSIONER VUKELICH. ALL VOTED IN FAVOR**
36 **5-0. MOTION CARRIED.**

37
38 **6. NEW BUSINESS**

- 39
40 a. Kelly Hodges Permit Extension requested for permit 19-15.
41 Cotner provided background information on permit 19-15. Permit was approved in
42 2019 to construct a dwelling. A permit extension was granted November 30, 2021.
43 The extension expired and the work was still unfinished. Zoning staff made several
44 attempts to contact applicants through regular and certified letters with no response.
45 Cotner sent an email to Hodges requesting information and received an email
46 response May 2023. Hodges providing an update and requested a permit extension
47 because doors and siding were delayed due to Covid shutdowns. At this point, the
48 permit has expired. Cotner stated she doesn't see any benefit to denying the
49 extension and recommended the Planning Commission grant one final extension

MINUTES

Emily Planning Commission

June 6, 2023

with the understanding this is the final end of any permit extensions. Failure to complete the work will result in a new application. Commissioner Spiess recommended the Planning Commission allow the extension with an expiration date of September 1, 2023 with no additional extensions allowed.

MOTION BY COMMISSIONER SPIESS TO EXTEND PERMIT #19-15 TO SEPTEMBER 1, 2023 WITH NO ADDITIONAL EXTENSTIONS ALLOWED. IF WORK IS NOT FINISHED, THE APPLICANT MUST APPLY FOR A NEW PERMIT. SECONDED BY COMMISSIONER VUKELICH

Commissioner Johnson opened to further discussion. Commissioner Rheaume asked for clarification if the wrong siding was delivered. Commissioner Spiess stated there was a wrong delivery in the beginning, however they received the correct siding and applicant was going to begin staining and installing the siding.

ALL VOTED IN FAVOR 5-0. MOTION CARRIED.

b. Nick Usherwood Fine Waiver Request for CUP

Cotner stated Mr. Usherwood’s grandfather ran a machine shop for a number of years prior to Mr. Usherwood purchasing the property. The machine shop had not been in operation for several years prior to the purchase; therefore, the CUP no longer had Grandfathered in status. Mr. Usherwood was misinformed by that he could open his small business machine and repair shop without a new CUP. Cotner stated she believes Mr. Usherwood did not intend to cause any harm, therefore recommended the fine of \$5000 be waived by the City Council. Cotner stated a new CUP application has been submitted and will be on the agenda for the July 5, 2023 meeting.

MOTION BY COMMISSIONER RHEAUME TO WAIVE THE AFTER THE FACT CUP FINE. SECONDED BY COMMISSIONER SPIESS. ALL VOTED IN FAVOR 5-0. MOTION CARRIED.

c. CWC Request for Comments of PID 21230574

Cotner stated this was a request by Crow Wing County to change classification to Non-Conservation which is required prior to sale. The city must approve the classification change and intended sale. Cotner stated the parcel is not land locked and has access from a logging road easement. Any potential buyers will need to work with the appropriate parties regarding the transfer of the easement. The City Council originally had this item on their May 2023 agenda, however requested the Planning Commission provide a recommendation on the county’s request. Commissioner Johnson asked Cotner if the City of Emily would be giving up some of their ordinance controls if the parcel was reclassified. Cotner stated the city would not be impacted by this change and would still retain all their ordinance controls.

MOTION BY COMMISSIONER SPIESS TO RECOMMEND CITY COUNCIL APPROVE RECLASSIFICATION OF PID 21230574 TO NON-CONSERVATION. SECONDED BY COMMISSIONER VUKELICH.

Commission Hughes asked how the Planning Commission would ensure the easement was transferred with the sale rather than leaving it to the buyer. Cotner stated easements are a civil matter and it would be the responsibility of all parties involved to make sure buyer had legal access to property.

ALL VOTED IN FAVOR 5-0. MOTION CARRIED.

d. Permit Extension Fee Discussion

Cotner requested feedback from the Planning Commission regarding implementing a permit extension fee for requests that go before the Planning Commission for approval. Cotner is not asking for a motion at this time, but would like the Planning Commission to consider further discussion at the July 2023 meeting.

7. OLD BUSINESS

None

8. SUBCOMMITTEE DISCUSSION UPDATE

Commissioner Johnson provided an update from the Land Use Ordinance Subcommittee Meeting that was held earlier that afternoon. The subcommittee went through Appendix A: Table of Uses specifically for Highway Mixed Use. Commissioner Johnson stated they found several inconsistencies within the matrix regarding permitting requirements. The subcommittee will continue the review process and provide an update to the Planning Commission.

9. P & Z ADMINISTRATOR'S REPORT

Cotner stated there volume of permit requests and inquiries have been steadily increasing, and anticipates this increase to continue as we move forward with the building season.

10. 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 6:23 pm.

Respectfully submitted,

Sue Fahrendorff,
Zoning Clerk

MINUTES
Emily Planning Commission
June 6, 2023

Land Use Ordinance (LUO) Subcommittee Meeting Notes

Date: June 6, 2023 Meeting

Attended: Dave Johnson, Bill Spiess, Greg Koch, Brittney Cotner and Sue Fahrendorff

- Quick review of last meeting topics and notes.
- Discussion regarding Antennas not consistent throughout the city ordinance.
- Bill stated the use of E (excluded) should be changed to Not Allowed on the Appendix A Matrix.
- The meeting was focused on going line by line through Appendix A Matrix for Highway Mixed Use ONLY and recommending changes on each USE item if necessary. Throughout Appendix A Matrix, there are many inconsistencies that need to be changed regarding how land use permits are obtained or not allowed. We left off at Home Occupation Type I.
- Next meeting will continue going through the Matrix where we left off. When completed, the Subcommittee will bring recommendations to the Planning Commission for further action.

2023 Permits--Emily Planning and Zoning

NUMBER	Recd	Apprvd	RE CODE	LAST	FIRST	ADDRESS	TYPE	DESCRIPTION	FEE	DISTRICT	Project Completed Y/N
23-01	1/3/2023	1/3/2023	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	Rheanne	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	Kurmwiede	Kevin & Valetta	42865 Minnie Lake Drive	SSTS	Installing a new holding tank in existing septic system	\$250.00	NR	
23-05	2/22/2023	3/7/2023	21170518	Kurmwiede	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	Yes- SF 4/24/2023 per email notification
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	
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	
23-10	3/13/2023	4/4/2023	21270656	Emily Westleyan Church	Kris Balvin	40141 State HWY 6	Outdoor Market Permit	Outdoor Market Permit	\$75.00	DM	

NUMBER	Recd	Apprvd	RE CODE	LAST	FIRST	ADDRESS	TYPE	DESCRIPTION	FEE	DISTRICT	Project Completed Y/N
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	Adamshack	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	4/14/2023	6/6/2023	21080576	Solar-Permits- Trevor-Southards	Timothy- Gillespie	18774-Crooked- 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	Alter-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	
23-19	5/16/2023	5/16/2023	21330616	Istvanovich	John & Jessica	20125 Ciy Rd 1	Land Use	Construct a 8'X32' (256 SqFt) accessory structure(chicken coopw/run) and 14'X16' (224 SqFt) free standing deck	\$150.00	RP	
23-20	5/16/2023	5/16/2023	21270610	Stern	Jon & Karen	Bloomquist Dr	Land Use	New Dwelling 25'X56' (1,400 SqFt) with 23'X24' (562 SqFt) attached garage.	\$450.00	DMU	
23-21	5/17/2023		21150526	Ushenwood	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	Dylan-Burge- Beechembers-LLC	Dawn Korinek	40948 Poplar-	Land-Use-Permit	Install a 254-SqFt- Paver-Patio-with-20-FT- border-edgein	\$150.00	SR	

Need-compliant-S-T-S

CUP at Planning
Commission meeting 7-5-
2023

Need to return fee

NUMBER	Recd	Appvrd	RE CODE	LAST	FIRST	ADDRESS	TYPE	DESCRIPTION	FEE	DISTRICT	Project Completed Y/N
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 (1,200 SqFt)	New Dwelling Construction 40'X30'	\$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	
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	
23-29	5/30/2023	N/A-Cass-City	21060584	Wipfelmt	Billy	47960 Wood-Lake Blvd	Annual-Camper-Permit	Place a RV-Fishhouse on lot - Porta-Potty on site	Did not pay Fee	SR	Cass County
23-30	6/5/2023	6/6/2023	21230550	Linhof	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 Need Payment	FR	
23-33	6/6/2023	6/6/2023	21030505	Blackwell	Tim	21310 Evening Star Lane	Camper Permit-Permanent	Permanent camper permit with connection to existing septic system	\$200.00	RP	
23-34	6/6/2023	6/6/2023	21300505	Pendzmas	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	

Holding Permit

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	SSTS 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	
23-37	6/7/2023	6/13/2023	21060586 & 21060585	Schmoll	Tom & Karen	10 Woodlakes Trl NE-fifty Lakes	Land Use Permit	Construct a 30'X30'(900 SqFt) addition to existing pole shed structure	\$250.00	SR	
23-38	6/8/2023		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	Need Compliance SSTS
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	
23-40	6/12/2023		21270736	Emily Ace Storage LLC	Dan Erickson	XXXX Sawmill Rd	CUP	Construct 4 135'X40' Storage Buildings	\$500.00	CT	\$46.00 Recording Fee to CWC
23-41	6/12/2023	6/13/2023	21270736	Emily Ace Storage LLC	Dan Erickson	XXXX Sawmill 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 Andersen	XXXX 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 Andersen	XXXX Marshview Dr	SSTS Permit	Install Type 1, Trench/Pressure Bed Design: 300 GPD, 1,500 gallon tank with 2 compartments	\$250.00	SR	
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 Provatt	40411 Pinewood Dr	Land Use Permit	Construct a 25'X30' (750 SqFt) Accessory Structure	250 Need Payment	SR	Holdng Permit

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 Need Payment	SR	
23-47	6/26/2023		21060531	Gothmann	Ronald & Renee	18550 Woodlake Blvd	SSTS		\$250.00	SR	

Holding Permit

2023 PERMIT EXTENSIONS

ORIGINAL PERMIT NUMBER	DATE REQUESTED	NAME	ADDRESS	REASON FOR EXTENSION	EXTENDED TO DATE	Decision	Completed
20-31	6/28/2022	Brian Steele	20705 Cw Rd 1	Finish installing doors & siding on accessory structure	7/1/2023	6 MO extension was administratively approved by zoning administrator 10/28/2022 - Brian Steele requested an additional extension on his permit due to injuries and is unable to complete the work until he heals. 12/6/2022 Planning Commission granted an additional extension to 7/1/2023	6/28/2023
19-15	7/7/2022	Kelly Hodgas/Property owner Gary & Judith Shiner	21140 Mill Rd	Installation of exterior siding windows and doors	9/1/2023	Permit was reinstated 09/02/2020 by Justin Bursile 10/25/2022-Per Bill, work has not been completed. Certified Letter was sent to property owner Gary & Judith Shiner requesting status update 11/12/2022-Certified letter returned by by Post Office as unclaimed. 6/6/2023 - Planning Commission agreed to extend her permit to September 1, 2023 with NO opportunity to receive another extension.	
21-49	8/22/2022	Brian Ehall	23253 N Shore Dr.	Relocate accessory structure that was built in a wetland *****34.X56' (2.016 Sqft) Accessory Structure	12/29/2023	Permit was extended to 12/29/2023 by Justin Bursile- See email note in file	1/27/2023
20-96 & 20-97	8/31/2022	Charles Winkler	23145 N Shore Dr.	Construction of dwelling	7/31/2023	8/30/2022-Bill did a driveby inspection and noted that material is NOT within the ROW, however construction is not near finished. Original permit expiration 10-20-2022. 8/31/2022 Certified letter sent requesting status update- signed and delivered on 9/2/2022 10/18/2022 Driveby inspection by Britney shows construction has started. Email was sent to property owner letting her him know the permit will expire in 2 days if an extension is needed he needs to apply before 10-20-2022 October 24, 2022-Received email request to extend permit. Britney extended permit for 6 mo (4-18-2023) 4/18/2023- Received email request to extend permit through July 2023. Britney will add to May 2nd PZ agenda 5/2/2023 Planning commission granted the 2nd and final extension to July 31, 2023	
20-37	9/27/2022	Scott & Karan Tasler	40840 Yellow Birch Lane	Pending	Pending	9/14/2022-Bill did a driveby inspection and noted the siding has not been completed. Original permit expiration 7/28/2022. Letter sent by regular mail requesting status update. No response from homeowner	
21-05	3/8/2023	Michael Helberg	40552 S Bay Dr	Relocate or remove accessory structure that was built in ROW	6/9/2023 proposed new location map submitted 9/9/2023	3/9/2023-Received an email from Michael Helberg (3/8/2023)requesting an extension. Britney administratively approved the 6 mo extension with an expiration date of 9/9/2023 with condition proposed new location of the accessory structure be submitted to zoning by 6/9/2023	
21-61	6/26/2023	Banker/Garsuch	43823 State HWY 6	Contractor informed owners the building material for constructing the units will not be available until August 2023	11/1/2023	6/26/2023- Requested extension due to delay in building material. Britney administratively approved extension	