

1 **MINUTES**

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

4 **May 2, 2023**

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1. CALL TO ORDER

The meeting was called to order by Commissioner Johnson at 6:00 pm.
Pledge of allegiance was recited. Commissioner Johnson welcomed Faye Hughes as Alternate Planning Commissioner.

2. ROLL CALL

PRESENT: Dave Johnson (Chairperson), Bill Spiess, Patrick Rheaume, Lynn Bartel, Denise Vukelich, and Faye Hughes (Alternate)
Council: Greg Koch (Liaison) Mayor Tracy Jones
Staff: Brittney Cotner, Zoning Administrator (Sourcewell) and Sue Fahrendorff, Planning & Zoning Clerk

3. ADDITIONS OR DELETIONS TO AGENDA

None
Commissioner Johnson stated that a previous agenda item (8-a Sketch Plan Review) had been withdrawn prior to the meeting and an updated agenda was created, therefore the Planning Commission will not be discussing the Campground RV Park sketch plan.

4. OPEN FORUM

None

5. PUBLIC HEARINGS

None

6. APPROVAL OF MINUTES

a. April 4, 2023, regular meeting

MOTION BY COMISSIONER SPIESS TO APPROVE APRIL 4, 2023 MINUTES AS PRESENTED. SECONDED BY COMMISSIONER VUKELICH. ALL VOTED IN FAVOR 5-0. MOTION CARRIED.

7. NEW BUSINESS

- a. Sketch Plan Review-Withdrawn
- b. Permit Extension Request for Chuck Winkler Permit #20-86 & 20-87
Cotner provided background information on the permits. #20-87 was for SSTS installation and #20-86 was to construct a 1,581 SqFt SF dwelling. The owners were granted an administrative extension to April 18, 2023. Mr. Winkler stated that he's been unable to complete the work due to the long winter and requested an additional extension through July 2023. The Planning Commission discussed the status of the construction and if a 2 month extension would be long enough to complete the project.

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MOTION BY COMMISSIONER SPIESS TO EXTEND PERMIT #20-86 & #20-87 TO JULY 31, 2023. SECONDED BY COMMISSIONER RHEAUME.

Commissioner Johnson opened to further discussion. Alternate Commissioner Hughes asked if the owner would be allowed to get another extension if the work wasn't completed by July 31, 2023. Cotner stated no more extensions would be granted. He would need to reapply for all new permits and pay the fee. The Planning Commission discussed whether 2 months would be long enough or if they should extend longer. Commissioner Johnson asked if the motion should be amended to extend the expiration date past July 31st. Commissioner Spiess declined to amend his motion.

ROLL CALL VOTE-COMMISSIONER SPIESS-AYE; COMMISSIONER RHEAUME-AYE; COMMISSIONER BARTEL-NAY; COMMISSIONER VUKELICH-NAY; COMMISSIONER JOHNSON AYE. MOTION CARRIED 3-2.

8. OLD BUSINESS

None

9. P & Z ADMINISTRATOR'S REPORT

Cotner stated there has been a significant increase in activity regarding permit questions, email requests, SSTs information and additional requested information. Commissioner Spiess stated there are a few properties on the permit extension list that still need completion. Cotner will research and send letters to the property owners.

10. ADJOURNMENT

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

The meeting adjourned at 6:17 pm.

Respectfully submitted,



Sue Fahrendorff,
Zoning Clerk