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# CITY OF EMILY

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## PLANNING COMMISSION/BOARD OF ADJUSTMENT

### AGENDA

Tuesday, May 2, 2023, 6:00 pm

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1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Additions or Deletions to Agenda
5. Open Forum
6. Public Hearings
7. Approval of Minutes
  - a. April 4, 2023, regular meeting
8. New Business
  - a. Sketch Plan Review
  - b. Permit Extension Request for Chuck Winkler Permit #20-86 & 20-87
9. Old Business
10. P&Z Administrator's Report
11. Adjourn

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



1 **MINUTES**2 **EMILY PLANNING COMMISSION/BOARD OF ADJUSTMENT**  
3 **REGULAR MEETING**4 **April 4, 2023**  
56 **1. CALL TO ORDER**7 The meeting was called to order by Commissioner Johnson at 6:00 pm.  
8 Pledge of allegiance was recited.  
910 **2. ROLL CALL**11 **PRESENT:** Dave Johnson (Vice Chairperson), Bill Spiess, Patrick Rheaume and Lynn Bartel.12 **NOT PRESENT:** Denise Vukelich13 **Council:** Greg Koch (Liaison) Mayor Tracy Jones14 **Staff:** Brittney Cotner, Zoning Administrator (Sourcewell) via Zoom and Sue Fahrendorff,  
15 Planning & Zoning Clerk  
1617 **3. ELECTION OF VICE-CHAIRPERSON**  
1819 **MOTION BY COMMISSIONER BARTEL TO NOMINATE COMMISSIONER SPIESS**  
20 **AS VICE-CHAIRPERSON, SECONDED BY COMMISSIONER RHEAUME.**21 **COMMISSIONER JOHNSON ASKED FOR OTHER NOMINATIONS-NONE.**22 **VOTE CALLED FOR COMMISSIONER SPIESS TO BE NOMINATED AS VICE-**  
23 **CHAIRPERSON. ALL VOTED IN FAVOR 4-0. MOTION CARRIED.**  
24  
2526 **4. ADDITIONS OR DELETIONS TO AGENDA**27 None  
2829 **5. OPEN FORUM**30 None  
3132 **6. PUBLIC HEARINGS**33 None  
3435 **7. APPROVAL OF MINUTES**  
3637 a. February 7, 2023, regular meeting  
3839 **MOTION BY COMMISSIONER SPIESS TO APPROVE MINUTES AS PRESENTED.**  
40 **SECONDED BY COMMISSIONER BARTEL. ALL VOTED IN FAVOR 4-0. MOTION**  
41 **CARRIED.**  
42  
43  
44  
45  
46

MINUTES

Emily Planning Commission

February 7, 2023



47  
48 **8. NEW BUSINESS**  
49

- 50 a. Permit application 23-10 for an Outdoor Market on the subject property 40141 State  
51 Highway 6 (PID 21270656). Owner: Iowa Minnesota District of the Wesleyan Church  
52 Applicant: Kris Balvin  
53

54 Fahrendorff stated the Emily Wesleyan Church submitted an Outdoor Market permit  
55 application for the upcoming year (2023). The permit submitted was similar to the  
56 permit approved last year (2022). Per the Outdoor Market permit requirements, all  
57 permit applications must have Planning Commission approval.  
58

59 The Planning Commission discussed last year's Outdoor Market permit and the  
60 approval process. Several Planning Commissioners stated they received positive  
61 feedback regarding the church's Outdoor Market from 2022.  
62

63 **MOTION BY COMMISSIONER SPIESS TO APPROVE OUTDOOR MARKET**  
64 **PERMIT NUMBER 23-10 FOR CALENDAR YEAR OF 2023; SECONDED**  
65 **BY COMMISSION RHEAUME. ALL VOTED IN FAVOR 4-0. MOTION**  
66 **CARRIED.**  
67

68  
69 **9. OLD BUSINESS**

70 None  
71

72 **10. P & Z ADMINISTRATOR'S REPORT**  
73

74 Cotner stated there has been a slight increase in permit activity and she anticipates as  
75 the weather warms up and snow melts, there will be more activity in the coming weeks.  
76 There have been 12 permit applications since the beginning of the year.  
77

78  
79 **11. ADJOURNMENT**  
80

81 **MOTION BY COMMISSIONER RHEAUME, SECONDED BY COMMISSIONER**  
82 **BARTEL TO ADJOURN THE MEETING. ALL VOTED IN FAVOR 4-0. MOTION**  
83 **CARRIED**  
84

85 Meeting adjourned at 6:10 pm.  
86

87 Respectfully submitted,  
88  
89  
90  
91

92 Sue Fahrendorff,  
93 Planning & Zoning Clerk



# BrownFeldt Investments

Emily, MN RV Park





## Location

42144 State Highway 6  
Emily, MN 56447  
• 70.87 Acres







# Plots 21150522 & 21150520





# Estimated Acres







# Road Layout





## Guard Shack/Camp Store/Office



- Guard Shack to have off road parking for up to 18 cars for checking in.
- Camp Store to have off-road parking for 9 cars





# Amenities



- Play ground for children
- Dog park
- Boat and trailer parking
- Temporary Event space
- Connection to public ATV/Snow trails
- Bike trail that allows biking off of the main roads



# Play Ground

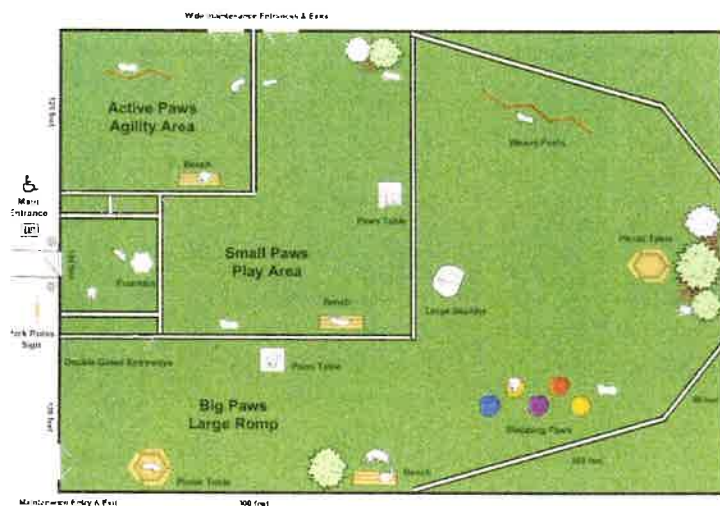
- IPEMA certified ground covering
- Age appropriate equipment for various ages





# Dog Park

- Separate areas for dogs based on size
- Agility obstacle area
- Dedicated pet waste stations
- Dog sized drinking fountain







# Temporary Events



Farmer's Market



Car Show



Dog Agility Competition





## Boat and Trailer Parking

- Storage for boats and trailers not at campsites
- Close to water access
- Offer to non-campers
- Off-Season storage
- Option to add boat wash

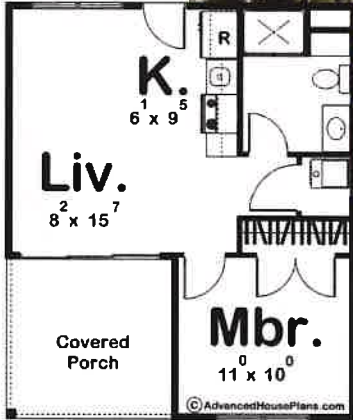




# Cabins and Glamping



# Cabins and Glamping



Cabin Example  
Bluestone from Menards

Glamping  
Examples







# Camp Sites

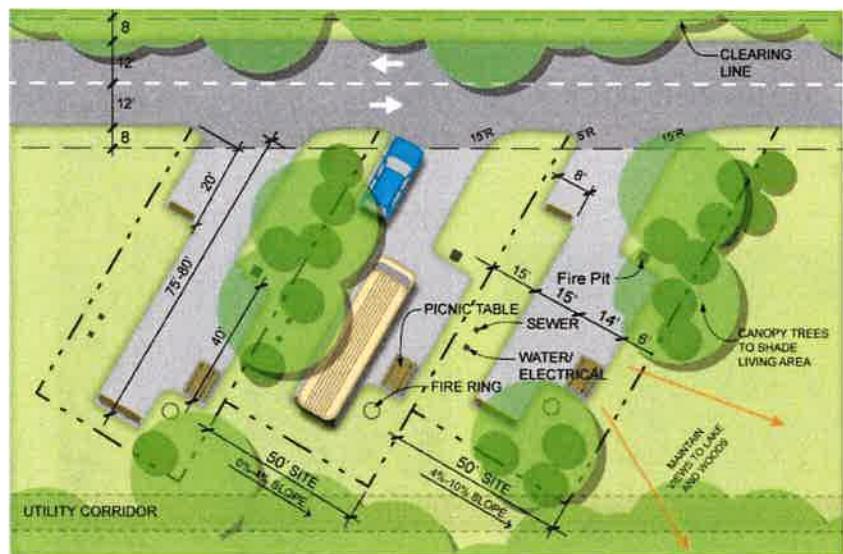


- Campsites or recreational vehicle sites shall have a minimum of 3,000 square feet designated for each family unit, with a minimum of 40 feet, center to center.
- 114 camp sites 50' x 100'
- Mix of seasonal and overnight sites



## Campsite Design

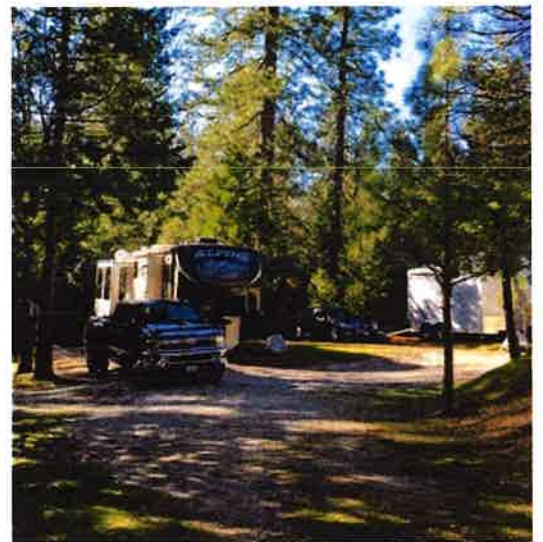
- Typical layout for campsites
- Will have some on angles to the road and some perpendicular to the road as terrain dictates
- Maintain as much current vegetation as possible





## RV and Parking Site Construction

- Truegrid stabilized rock







## Pull Through Sites



- 14 larger pull through sites allowing for larger RVs
- Pull throughs will be for overnight.
- During the off season these sites will be cleared for ice fishers and snowmobilers



## RV Pull Throughs

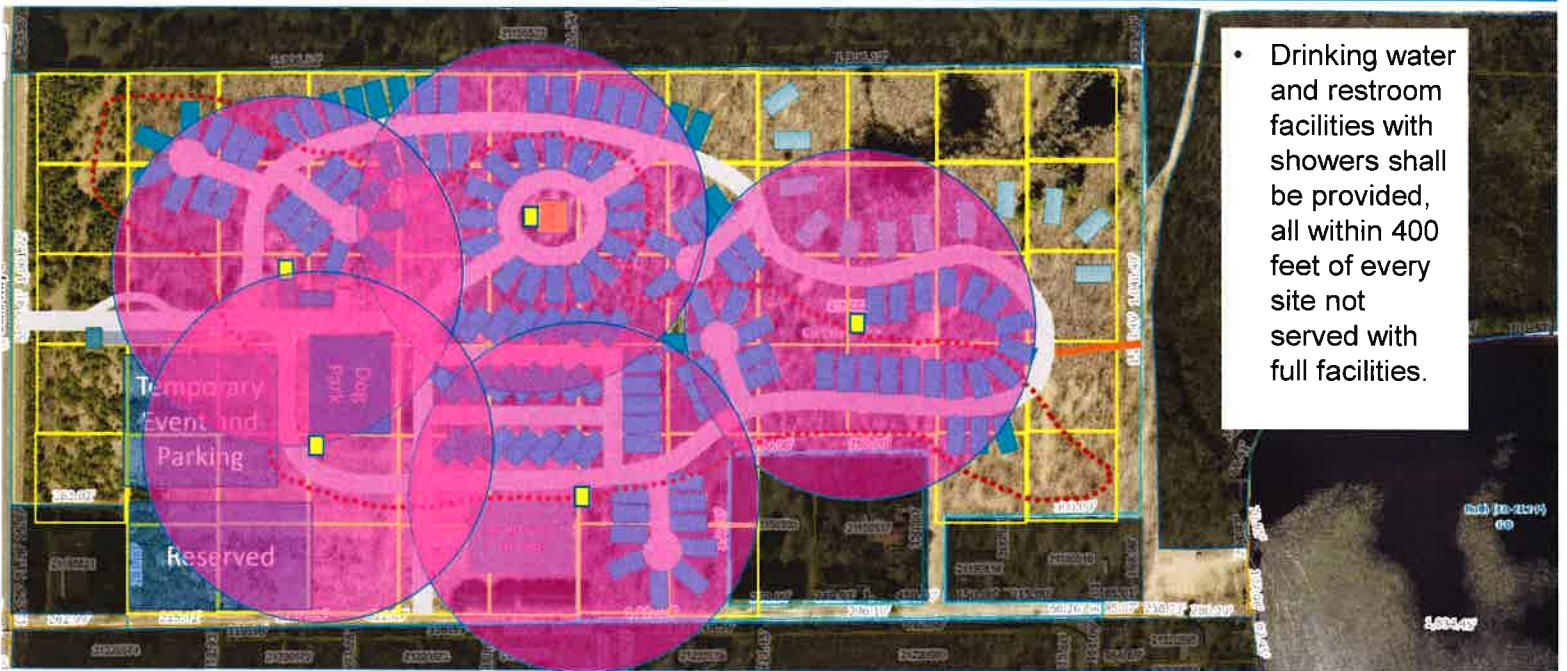
- Easier for large Class A or Class A and Class C with tow behinds







# Bathroom Coverage



- Drinking water and restroom facilities with showers shall be provided, all within 400 feet of every site not served with full facilities.



**From:** Chuck Winkler <chuckw@ditterinc.com>  
**Sent:** Tuesday, April 18, 2023 11:18 AM  
**To:** zoning@emily.net  
**Cc:** 'Brittney Cotner'  
**Subject:** Re: 23145 N Shore Dr

Yes, we'd like an extension through July please, the winter came early and we had to shut her down. Thank you.

[Get Outlook for iOS](#)

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**From:** zoning@emily.net <zoning@emily.net>  
**Sent:** Tuesday, April 18, 2023 10:55:11 AM  
**To:** Chuck Winkler <chuckw@ditterinc.com>  
**Cc:** 'Brittney Cotner' <Brittney.Cotner@sourcewell-mn.gov>  
**Subject:** RE: 23145 N Shore Dr

Good morning,

This is a follow courtesy email reminding you that your permit extension for 23145 N shore Dr to construct a dwelling ends today. If we do not have an extension request received by the end of the day today to go before the Planning Commission for approval your permit will be void. This will trigger enforcement actions being considered by the Planning Commission at their regularly scheduled meeting on May 2<sup>nd</sup>, 2023.

*Brittney Cotner*

Planning & Zoning Clerk



39811 State Highway 6  
PO Box 68  
Emily, MN 56447  
218-763-2480

[www.cityofemily.com](http://www.cityofemily.com)  
*Effecting Positive Change*

**From:** Brittney Cotner <Brittney.Cotner@sourcewell-mn.gov>  
**Sent:** Wednesday, April 12, 2023 12:55 PM  
**To:** Chuck Winkler <chuckw@ditterinc.com>  
**Cc:** Emily Zoning Office <zoning@emily.net>  
**Subject:** 23145 N Shore Dr

Good afternoon,

This is a courtesy email to remind you that your permit extension for construction of a dwelling at 23145 N Shore Dr, Emily, MN, will expire April 18, 2023. Construction must be completed, or a permit extension requested submitted prior to the expiration date of the previous permit extension. Since you have been granted one extension the second and final extension must be granted by the Planning Commission. If you have any questions, please let me know.



# Permits--Emily Planning and Zoning

Recd	Apprvd	RE CODE	LAST	FIRST	ADDRESS	TYPE	DESCRIPTION	FEE	DISTRICT	Project Completed Y/N
1/9/2023	1/9/2023	21040561	Wes Hanson Bulder/Skosak	Rhonda Kosak	20048 Rosevelt Ridge	Land Use	42'X28' (1,176 SqFt) Addition to existing accessory structure pole shed	\$250.00	RP	
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
2/2/2023	2/7/2022	21260620	Rheaume	Patrick & Jacqueline	40900 Yellow Birch Lane	Land Use	36" wide stairs from existing deck to ground level for access	\$60.00	SR	NA
2/22/2023		21170518	Kurnwiende	Kevin & Valeria	42865 Minnie Lake Drive	SSTS	Installing a new holding tank in existing septic system	\$250.00	NR	
2/22/2023	3/7/2023	21080521	Real Solar	Kevin & Valeria	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	
2/27/2023	2/28/2023	21080517	Angell	Stacey	19573 Blue Lake Rd	Land Use-Solar Panels	Install 14.95 KW DC solar system on flush mount roof racking	\$75.00	SR	Yes- SF 4/24/2023 per email notification
2/27/2023	2/28/2023	21030519	Proctor	Todd	21438 Evening Star Lane	Land Use	Construct a 60'X104' ( 6,240 SqFt) pole shed	\$400.00	SR	
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	
2/27/2023	2/28/2023	21030519	Proctor	Todd	21438 Evening Star Lane	Land Use- Camper	Annual Camper Permit	\$25.00	RP	
3/19/2023	4/4/2023	21270656	Emily Westleyan Church	Kris Balvin	40741 State HWY 6	Outdoor Market Permit	Outdoor Market Permit	\$75.00	DM	
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	
3/20/2023	3/22/2023	21250526	Adamsback	Jeff	23252 South Shore Dr	Land Use	Construct a 45'X48' (2,160 SqFt) Accessory Structure	\$400.00	SR	
4/9/2023	4/11/2023	21060502	Sundstrom	Kari & Eeva	44865 Preserve Pt	Land Use	Construct a 20'X29 (580 SqFt) 3 season dwelling with 20X6(120 SqFt) Porch	\$250.00	SR	
4/11/2023		21080576	Solar Permits- Tevor Southards	Timothy Gillespie	18774 Cooked Creek Rd	Land Use-Solar Panels	Install roof mounted solar system 44 panels, 2 inverters, 18.28 KW	\$75.00	SR	
4/24/2023		21080567	Palnoda	Loren	19590 Blue Lake Rd	Land Use		\$400.00	SR	

Winter Agreement-Needs  
septic design

Need compliant SSTS



## 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 Cty 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	
19-15	7/7/2022	Kelly Hodges/Property owner Gary & Judith Stiner	21140 Mill Rd	Installation of exterior siding, windows and doors	9/3/2022	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 Stiner requesting status update 11/12/2022-Certified letter returned by by Post Office as unclaimed.	
21-49	8/22/2022	Brian Ehalt	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
20-86 & 20-87	8/31/2022	Charles Winkler	23145 N Shore Dr	Construction of dwelling	4/18/2023	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.	
20-37	9/27/2022	Scott & Karen 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.	





2023 VIOLATION-COMPLAINT-NOTICES LOG -- EMILY PLANNING AND ZONING/JA1:J18

P & Z #	City #	Date Recd	PID	NAME	ADDRESS	DESCRIPTION OF VIOLATION	DATE LETTER SENT	DATE RESOLVED	Notes
21-02	NA	10/1/2021 & 2nd complaint 06/10/2022	21270548	Michael Helberg	40562 S. Bay Dr.	Permit Violation (21-05)-Building Encroachment on public road right-of-way	12/28/2021 & 06/14/2022 Received Certified Mail confirmation of delivery to Michael Helberg on 6/17/2022 8-3- 2022 Certified letter sent 8-8- 2022 Received confirmation Certified letter was delivered & signed for 8-4-2022		Letter sent on December 28, 2021 by Justin Bursile regarding building encroachment P & Z received a 2nd complaint regarding same issue. 2nd Letter sent certified mail 6/15/22 with deadline of July 10, 2022 for action. Next steps will be to send to CC for enforcement. Received Certified Mail confirmation letter was delivered to Michael Helberg on 6/17/22. **Received email from Helberg on 7/11/2022 asking for cost for a variance project per follow-up phone conversation with Britney. 8-3-2022 Planning Commission requested a certified letter be sent requesting his attendance at their next Planning Commission meeting 9-6-2022 to discuss the matter. 8-8-2022 Received confirmation that Certified letter was delivered and signed for on 8-4-2022 9-13-2022-Letter sent to Michael Helberg regular mail providing a recap of the meeting he attended on 9-6-2022 (see file for letter) 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
22-10	22-10	9/23/2022	21080567	Loren & Vickie Painode	19590 Blue Lake Rd	Storage shed within the lakeshore setback	9/28/2022-Certified letter sent to Loren & Vickie Painode	4/25/2023	04/25/2023-Storage shed has been removed from the lakeshore setback. per site visit by Britney

