

**City of Gem Lake
Planning Commission Meeting – January 11, 2022
Meeting Minutes**

Planning Commissioner Chairman Don Cummings called the meeting to order at 7:00 p.m. Commission Members Joshua Patrick, Art Pratt and Derek Wippich were present. Commission Member Stephanie Farrell was not present. Also present: City Attorney Patrick Kelly, City Planner Evan Monson, Acting City Clerk Melissa Lawrence and Residents Jeff and Ramsey James.

January 11, 2022 Agenda

A motion was made by Commission Member Pratt to accept the agenda, seconded by Commission Member Patrick. Voice vote taken, all voted yes, motion passes, agenda accepted.

Minutes

A motion was made by Commission Member Pratt, seconded by Commission Member Patrick to approve the December 7, 2021, Planning Commission Meeting Minutes. Voice vote taken, all in favor, motion passes, minutes are approved.

Public Hearings

Conditional Use Permit for an Accessory Building at 3825 Scheuneman Road

Commission Chair Cummings informed those in attendance that the Commission would begin with the Conditional Use Permit public hearing, and that the public would have a chance to provide input on the topic.

Commission Member Patrick introduced a motion to open the public hearing at 7:02 p.m. on the Conditional Use Permit for an Accessory Building at 3825 Scheuneman Road, seconded by Commission Member Pratt. Voice vote taken, all in favor, motion passes, the public hearing is opened at 7:02 p.m.

Commission Chair Cummings reported that amendments have been made to the plan since the last submission where modifications have been made to be in compliance with the City Ordinances.

The public had no comments on the public hearing.

Commission Member Patrick introduced a motion to close the public hearing at 7:08 p.m. on the Conditional Use Permit for an Accessory Building at 3825 Scheuneman Road, seconded by Commission Member Wippich. Voice vote taken, all in favor, motion passes, the public hearing is closed at 7:08 p.m.

Commission Member Pratt introduced a motion to approve and recommend to City Council the Conditional Use Permit request based on the conditions outlined by City Planner Evan Monson:

1. The applicant is permitted to build the proposed detached accessory structure to a size of 1,440 square feet, according to the plans submitted to the city and reviewed with this request.
2. The applicant is required to acquire a building permit from the city for the proposed structure, and to submit a grading & erosion control plan to city staff for review prior to issuance of a building permit, so as to ensure drainage issues from the city engineer are addressed.
3. Any connections of the proposed accessory structure to city utilities shall adhere to applicable city requirements.
4. The applicant is required to adhere to all applicable local, State, or Federal regulations.
5. The applicant is required to acquire any other applicable local, State, or Federal permits for this request.

Seconded by Commission Member Wippich, all in favor, motion passes, the Conditional Use Permit will be recommended for approval at the January 18, 2022 City Council meeting.

Modifications to Ordinances related to Home Occupations

At the December Planning Commission meeting these suggested changes were gone over in depth and additional requested changes were sent to City Planner Evan Monson. All changes requested have been made.

Commission Chair Cummings informed those in attendance that the Commission would begin with the Home Occupations public hearing, and that the public would have a chance to provide input on the topic.

Commission Member Pratt introduced a motion to open the public hearing at 7:14 p.m. on the Modifications to Ordinances related to Home Occupations, seconded by Commission Member Patrick. Voice vote taken, all in favor, motion passes, the public hearing is opened at 7:14 p.m.

City Planner Evan Monson gave an overview of some of the additional changes made and presented the Commission with an Ordinance repealing and replacing Ordinance No. 85, regarding the purpose of regulating home businesses, home merchandise sales and other home occupations and an Ordinance amending appendix A of Ordinance No. 131, regarding the definition of home occupation.

The public had no comments on the public hearing.

Commission Member Pratt introduced a motion to close the public hearing at 7:19 p.m. on the Modifications to Ordinances related to Home Occupations, seconded by Commission Member Wippich. Voice vote taken, all in favor, motion passes, the public hearing is closed at 7:19 p.m.

Commission Member Pratt introduced a motion to accept the proposed definition of Home Occupation in the Consolidated Land Use Ordinance No. 131 Appendix A, seconded by Commission Member Patrick. Voice vote taken, all in favor, the new definition has been accepted and will be recommended for approval at the January 18, 2022 City Council meeting.

Commission Member Pratt introduced a motion to revise the proposed wording in Section 5.2.5 in the Consolidated Land Use Ordinance No. 131, seconded by Commission Member Wippich. Voice vote taken, all in favor, the revised wording will be recommended for approval at the January 18, 2022 City Council meeting.

Commission Member Wippich introduced a motion to accept the replacement of the existing Home Occupations Ordinance No. 85 with a new version, seconded by Commission Member Patrick. Voice vote taken, all in favor, the replacement Ordinance will be recommended for approval at the January 18, 2022 City Council meeting.

All proposed amendments to both Ordinances are attached to these minutes.

New Business

Commission Members discussed the Comprehensive Plan for the City of Gem Lake and City Planner Evan Monson expressed concern about final plan approval and wanted to wait for an update. City Planner Evan Monson is going to reach out to the MET Council and try to find out what is holding up the approval of the current plan.

Commission Members discussed a property located on Scheuneman Road and Acting City Clerk Melissa Lawrence informed the Commission that the property is being looked into and an inspection is being scheduled.

Future Meetings

City Council, Tuesday January 18, 2022

Planning Commission, Tuesday February 8, 2022

Commission Member Cummings shared with the Commission that the Planning Commission meeting scheduled for Tuesday August 9, 2022 is going to have to be pushed to the following day Wednesday August 10, 2022 because of the primary elections taking place that day. The schedule will be updated and reposted to the website to reflect the change.

Adjournment

Being there no further business following a motion from Commission Member Pratt, seconded by Commission Member Wippich, the meeting adjourned at 7:39 p.m.

Respectfully submitted, Melissa Lawrence