



Planning Commission Meeting – March 11, 2025

Call to Order of Planning Commission Meeting

By Chair Don Cummings at 7:____ p.m.

Call of Roll

Cummings _____ Farrell _____ Pratt _____ Wippich _____ Amlee _____

Approve and Accept Agenda and Minutes

- Accept the Agenda for the March 11, 2025, Planning Commission Meeting
- Approve the Minutes from February 11, 2025, Planning Commission Meeting

Public Hearings

- Conditional Use Permit – 4039 Scheuneman Road – Gem Lake Hills Golf Course

Old Business

- None

New Business

- None

Open Items for Commission Members to Bring Up

Future Meetings

- Next City Council Meeting, Tuesday, March 18, 2025
- Next Planning Commission Meeting, April 8, 2025
 - Attendance Inquiry

Adjournment – The meeting adjourned at _____

**City of Gem Lake
Planning Commission Meeting – February 11, 2025
Meeting Minutes**

Planning Commission Chair Don Cummings called the meeting to order at 7:00 p.m. Commission Members Art Pratt and Derek Wippich were present with one vacancy. Not present was Commission Member Stephanie Farrell. Also present: City Planner Evan Monson, City Attorney Kevin Beck and Acting City Clerk Melissa Lawrence

February 11, 2025

A motion was introduced by Commissioner Pratt to accept the agenda, seconded by Commissioner Wippich. Motion carried 3-0.

Minutes

A motion was introduced by Commissioner Pratt, seconded by Commissioner Wippich to approve the January 14, 2025, Planning Commission Meeting minutes. Motion carried 3-0.

Public Hearings

None

Old Business

Ordinance No. 131 Discussion Next Steps

City Planner Evan Monson summarized some of the suggested updates that he recommends to ensure the ordinance is in line with state regulations and consistent with the comprehensive plan. Discussion on the next steps to take and what to tackle first took place. City Planner Evan Monson is going to begin putting some drafts together to present at the next meeting for review.

New Business

Planning Commission Applications Review

Two applications were received for the vacant Planning Commission position from Debra Suhadolnik of the Villas of Gem Lake and Laurel Amlee former City Councilmember and lives and works in the Gateway District. The Commission reviewed the applications and liked the idea of having someone on the Commission that has ties to the Gateway District. The Commission is passing along a recommendation to the City Council for approval. The Commission would like the new member to start for the March 11 meeting. Commission Member Wippich introduced a motion to recommend approval of inviting Laurel Amlee to join the Planning Commission, seconded by Commission Member Pratt. Motion carried 3-0.

Ordinance No. 113 – Right-of-Way

City Planner Evan Monson summarized the updates suggested to the Right-of-Way Ordinance.

The current ordinance (No. 113) was adopted by the city in January of 2010. This version was consistent with the current (at that time) model ordinance available from the League of Minnesota Cities (LMC). Ordinance No. 113 covers: when permits are needed, permitting processes and procedures, permitting fees, patching and restoration when work is conducted in the ROW, emergency vs. non-emergency situations, mapping of items constructed within a ROW, moving above-ground items underground (or undergrounding), and abandonment of facilities within a ROW.

Since 2010, State and Federal law related to management and access to ROW has changed, most notably with regards to telecommunications. One of the bigger changes is “small cell wireless facilities”, which is technology that allows for increased usage of wireless networks by cell phones. It is imperative that the city ensures their ordinances are consistent with current State and Federal law. Staff has reviewed the current version of Ordinance No. 113 and proposes the following changes as summarized below. These changes are consistent with the latest model ordinance provided by LMC.

Section #	Comments
Throughout	<ul style="list-style-type: none"> Administration section is added (Section 3), with the City Engineer designated to administer the ordinance (consistent with current city practices). Replace references to “zoning administrator” with “city engineer.” New section (Section 7) added regarding small cell wireless facilities. Added references to small cell wireless facilities where needed in other sections. Move fees to the Fee Schedule.
2	New definitions proposed to be added to Section 2.
5	Updates to payments and permit application language.
10 & 11	New sections regarding Joint Applications for ROW work and obligations, consistent with language from model ordinance.
12 & 13	Revised language regarding permit denial and installation requirements, consistent with language from model ordinance.
18 & 19	Updated language on requirements for mapping data, locating facilities, and undergrounding, consistent with language from model ordinance.
24	Revised language regarding abandonment and removal of facilities within the ROW, consistent with language from model ordinance.

The Commission should review the draft ordinance and consider any additional amendments. If the Commission desires additional changes, direction regarding ordinance changes should be provided to staff. Commission Member Wippich introduced a motion to recommend approval of the updates to Ordinance No. 113 to the City Council, seconded by Commission Member Pratt. Motion carried 3-0.

Fee Schedule Update

On top of the changes made to Ordinance No. 113, City Planner Evan Monson suggested to be consistent with other ordinances, and to ensure that fees are all in one location, permit fees previously listed in Ordinance No. 113 are proposed to be added into the city’s Fee Schedule (Ordinance No. 135). These would be placed in Section 13 of the fee schedule.

Open Items for Commission Members to Bring Up

Commission Member Pratt was asked to bring up the topic of ATV’s on Gem Lake in the winter to ice fish. While the Ramsey County map does show that each property owner around the lake owns a portion of it, City Attorney Kevin Beck shared that those property owners don’t actually own the lake, they own the land beneath the lake. If the lake were to dry up, their land would extend to what is now available. There is no public access to the lake, which means the only people that would be using the lake would be the people who surround it.

Future Meetings

City Council Meeting, Tuesday, February 18, 2025, at Heritage Hall, and Planning Commission Meeting, Tuesday, March 11, 2025, at Heritage Hall.

Attendance Inquiry

Commissioner Cummings surveyed the Commission to see if any of the members would have any issues attending the March 11 meeting. At that time Commissioner Wippich will not be in attendance.

Adjournment

There being no further business, following a motion from Commissioner Pratt, seconded by Commission Wippich, the meeting adjourned at 7:35 p.m.

Respectfully submitted, Melissa Lawrence

Memorandum

To:	Gem Lake Planning Commission	Project Reference:	Conditional Use Permit Amendment Request for 4039 Scheuneman Road
Copies To:	Melissa Lawrence, Clerk		
	Matt Greer, Applicant	TKDA Project No.:	22428.000
From:	CJ Sycks, Planner	Client No.:	
	Evan Monson, Planner		
Date:	March 3, 2025		

SUBJECT: Conditional Use Permit Amendment Request for 4039 Scheuneman Road

MEETING DATE: March 11, 2025

LOCATION: 4039 Scheuneman Road (Parcel ID 273022120007)

APPLICANT/OWNER: Matt Greer, Gem Lake Hills Golf Course

ZONING: Single Family Executive Residential (RX)

ITEMS REVIEWED: Application and plans received on 02/10/2025

REVIEW PERIOD: 60-day period ends 04/18/2025

DESCRIPTION OF THE REQUEST

The applicant is requesting an amendment to an existing Conditional Use Permit (CUP) for the Gem Lake Hills Golf Course at 4039 Scheuneman Road. The applicant is proposing to add a miniature golf putting course (putting course) and an ambient outdoor speaker system (speaker system) to the property. The proposed putting course will be constructed in the location of the old hitting cages, located on the east side of the property, near the primary building (the clubhouse) and parking lot. The hitting cages were removed in the spring of 2024.

The clubhouse includes an open space with a bar, customer seating space, three bathrooms, and an office. There is also a maintenance department with an office, lawn mower and utility vehicle parking, and a large walk-in refrigerator.

The active CUP was originally approved on March 14, 1964, and has been amended four (4) times since then. The most recent amendment was approved on February 20, 1989. CUPs were formerly referred to as Special Use Permits (SUPs).

CUPs are first reviewed by the Planning Commission at a Public Hearing. The City Council reviews and acts on the request, following a recommendation from the Commission. The criteria for reviewing a CUP are listed later in this report.

PROPERTY INFORMATION

Description: The subject property consists of multiple parcels located between the BNSF Railroad and Goose Lake Road/County Road 14, and between Goose Lake Road/County Road 14 and Scheuneman Road in the northeast area of the City. The primary address and entrance to the golf course is 4039 Scheuneman Road. Gem Lake Hills Golf Course is roughly 57.4 acres in size. The properties include two executive 9-hole golf courses, a clubhouse, and a parking lot.

Land Use: Golf Course



Figure 1: Aerial of the site, from Ramsey County GIS



Figure 2: Aerial of the site, from Ramsey County GIS, zoomed to the project area.

EVALUATION OF REQUEST

Applicant Narrative

Miniature Golf Putting Course (Putting Course)

In a narrative provided by the applicant and included in the Meeting Packet, the applicant states that the addition of a putting course will provide a recreational option for all ages and will increase the appeal of their facility. They state that the putting course will be designed to minimize any potential impact on the environment and will adhere to all zoning regulations. The site area is approximately 19,000 square feet in size. In addition, a new deck is planned to be built on the west side of the building, near the putting course. The deck can be permitted with a building permit.

The applicants anticipate an additional 30% increase in golf “rounds” played on the property (putting course and golf rounds). They anticipate an increase in visitors for the putting course, however, putting course visitors tend to arrive together in one vehicle compared to golfers arriving alone in individual vehicles, due to the nature of the games and the audiences.

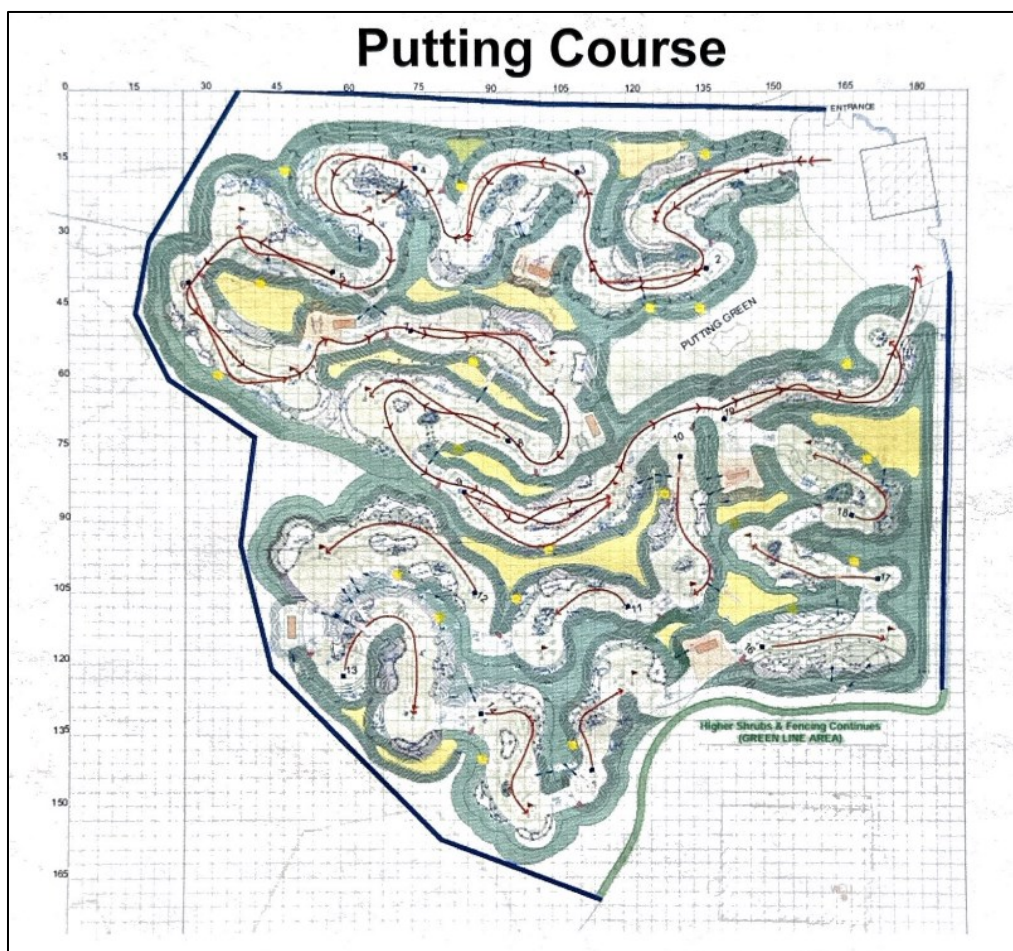


Figure 3: Excerpt from Submitted Application Materials, Putting Course Layout Plan

Ambient Outdoor Speaker System

The proposed speaker system will be used to provide background music and announcements. The applicant states that it will maintain appropriate volume levels and will abide by all noise ordinances. There will be between 12 and 18 speakers installed on the putting course. The speakers will be placed in a way that allows contained volume for patrons to hear music, while maintaining a quiet environment for the nearby neighborhoods. While the

applicant is uncertain of the exact decibel levels at this time, they anticipate that it could reach 60-70 decibels. The system will allow the operators to set a maximum volume that cannot be exceeded.

Project Schedule

The applicant provided a potential project schedule:

- Deck construction will be completed within the next two weeks.
- Putting course construction and speaker system installation will begin in March, contingent on weather.

Ordinance Criteria

Ordinance No. 131, Consolidated Land Use Ordinance, regulates Conditional Use Permits in Section 17.5. When reviewing a Conditional Use Permit application, the following criteria shall be reviewed and measured by the Planning Commission and City Council (17.5.2.1):

1. Adjacent Uses
2. Air and Water Quality
3. Traffic Generations
4. Public Safety and Health
5. Area Aesthetics
6. Economic Impact on the Entire Area
7. Consistency with the Comprehensive Municipal Plan
8. Anticipated Duration of the Conditional or Interim Use

Criteria are shown below in italics, with staff evaluation following:

1. Adjacent Uses

Based on the submittal, this criterion can be met with proper limits on speaker volume. The adjacent uses to Gem Lake Hills Golf Course are One Family Detached Dwellings. Adding a putting course within the boundary of the existing golf course property does not appear to impact the adjacent uses. Ordinance No. 86, Nuisance, defines a nuisance as, "all noises and vibrations that exceed the noise pollution standards found in Minnesota [Administrative Rule] Chapter 7030."

Based on Minnesota Administrative Rule Chapter 7030, in a residential housing area during daytime hours (7am-10pm), noise levels cannot exceed 65 decibels for more than 10 percent of the time or 60 decibels for more than 50 percent of the time. During nighttime hours (10pm-7am) noise levels cannot exceed 55 decibels and 50 decibels, respectively. The proposed speaker system must adhere to these standards to prevent the creation of nuisance.

2. Air and Water Quality

Based on the submittal, this criterion is met. Surrounding air and water quality do not appear to be impacted by the proposed amendment. The Vadnais Lake Area Water Management Organization (VLAWMO) was contacted and had no comments regarding this request.

3. Traffic Generations

Based on the submittal, this criterion is met. The applicants state a 30% expected increase in golf rounds played, with the increase in rounds coming from visitors arriving on one vehicle together.

4. Public Safety and Health

Based on the submittal, this criterion is met. The proposed amendment does not appear to impact the health and safety of the public.

5. Area Aesthetics

Based on the submittal, this criterion is met. The proposed amendment to the CUP would not impact the aesthetics of the area negatively.

6. *Economic Impact on the Entire Area*

Based on the submittal, this criterion is met. The applicant states that the addition of a putting course would create an attraction for all ages in Gem Lake. The proposed amendment would allow for a positive economic impact on the area.

7. *Consistency with the Comprehensive Municipal Plan*

Based on the submittal, this criterion is met. The Gem Lake 2040 Comprehensive Plan identifies this property as "Recreational Open Space Land Use". Section 5.4 designates 60 acres for the golf course, reducing the ability for expansion of the golf course beyond the existing footprint.

Section 5.5.7 states, "By all accounts, the course is economically viable and is not projected to develop as a different use during this planning period. The City of Gem Lake desires that this golf course /recreational space use continue in the future." The proposed amendment, allowing a putting course, would not change the use nor would it expand the footprint of the property.

8. *Anticipated Duration of the Conditional or Interim Use*

There is no anticipated date of dissolution of this use at this time.

Staff Comments

The submitted materials were forwarded to staff and other agencies for comments:

- VLAWMO (Watershed District)
 - There are no wetlands located within or near the proposed project area, so VLAWMO has no comments.
- Building Inspector
 - The Metropolitan council SAC review included the putting green expansion only. The new outdoor seating area shall also be submitted for SAC review to the Met Council prior to permit issuance.
- Engineer
 - No comments from Engineering.

ACTION

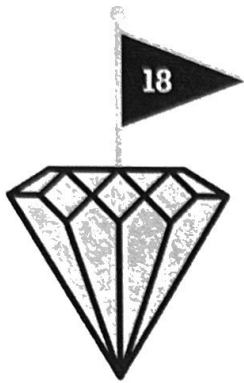
The Planning Commission has the following options:

1. Recommend approval of the request by the City Council, with or without conditions.
2. Recommend denial of the request by the City Council, with findings for denial.
3. Table the request for further review/study.

RECOMMENDATION

Staff recommends the commissioners recommend approval of the requested Conditional Use Permit Amendment for 4039 Scheuneman Road, with the following conditions:

1. The applicant is permitted to add a miniature golf putting course onto the site, consistent with the plans received by the City on February 10, 2025.
2. The applicant shall adhere to Gem Lake City Ordinance Number 86, Nuisance, and Minnesota Administrative Rule Chapter 7030 regarding noise pollution control.
3. All plans must be submitted to the Metropolitan Council for SAC review prior to the issuance of any building permits.
4. The applicant shall obtain all necessary local permits prior to construction.
5. The applicant shall adhere to all other applicable local, state, and federal requirements.
6. The applicant shall pay all fees and escrows associated with this request.



GEM LAKE HILLS

Conditional Use Permit Revisions



4039 Scheuneman RD
Gem Lake, MN 55110
651-429-1322
matt@wilsongolfgroup.com

2-10-2025

City of Gem Lake
4200 Otter Lake Road
Gem Lake, MN 55110

Subject: Request to Amend Conditional Use Permit - Addition of Mini-Golf and Outdoor Speakers

Dear City of Gem Lake,

This letter is to formally request an amendment to the Conditional Use Permit for Gem Lake Hills Golf Course. We are proposing to add a miniature golf putting course that includes an ambient outdoor speaker system. This addition is in place of a previous hitting cage that had rusted and outlived its use.

The addition of a miniature golf putting course will further increase our ability to provide an engaging recreational option for families and individuals of all ages. We believe this will enhance the community's leisure opportunities and increase the appeal of our facility. The miniature golf putting course will be designed and constructed to minimize any potential impact on the surrounding environment and adhere to all relevant zoning regulations.

Furthermore, we plan to install an ambient outdoor speaker system to provide background music and announcements for our patrons. This system will be designed to maintain appropriate volume levels and minimize any disturbance to nearby residents. We are committed to adhering to all noise ordinances and will implement measures to control sound levels, particularly during evening hours. The addition of the miniature golf putting course will not change the operating hours we currently have in place.

We are confident that we can implement these changes while remaining in full compliance with all applicable regulations and minimizing any potential impact on the surrounding area.

We would welcome the opportunity to meet with you to discuss this request in more detail and answer any questions you may have. Thank you for your time and consideration.

Sincerely,

Matt Greer
Gem Lake Hills



City of Gem Lake
Heritage Hall
4200 Otter Lake Road | Gem Lake, MN 55110
651-747-2790/92 | 651-747-2795 (fax)
E-mail city@gemlakemn.org

Conditional Use Permit

A Conditional Use Permit may be granted or denied by the City Council after recommendation by the Planning Commission in accordance with Ordinance No. 131 (zoning), Section 17.5 Conditional and Interim Use Permits.

LICENSE APPLICATION CHECKLIST:

- ☒ Application Fee \$275.00 (payable to the City of Gem Lake)
- ☒ Site Plan
- ☒ Building Locations (dwellings, garage, accessory buildings)
- ☒ Site Improvements (parking areas, drives, sidewalks, fences, decks, lighting, etc.)
- ☒ Yard (front, side, rear setbacks)
- ☒ Wetlands (delineation of streams, water bodies, wetlands & 100 year storm elevation)
- ☒ Existing Trees (6 inch in diameter or more), large shrubs & proposed landscaping
- ☒ Location of site, with adjacent land use
- ☒ Topography, Grading
- ☒ Schedule (when applicant intends to construct)
- ☒ Additional information, if required
- ☒ Permits or written comments from other agencies. (DNR, RCWD, VLAWMO, Ramsey County, MnDOT, US Army Corps of Engineers)
- ☒ Certificate of Survey or full legal description
- ☒ Building plans (size, intended use of structures, exterior finishes, floor plans and elevations)

Applicant Information

Applicant: Gem Lake Hills Golf Course (Matt Greer)

Home Phone: 651-429-8715 Cell: 651-402-6143 Business: Gem Lake Hills

Email: matt@wilsongolfgroup.com

Property Owner: Ken Wilson

Site Address: 4039 Scheuneman RD

City: Gem Lake State: MN Zip: 55110

Property is zoned as: Executive Residential Existing use of the site: Commercial golf course and recreation area under existing Conditional Use Permit

Description of Conditional Use being requested: Revision to existing CUP (1964, 1975, 1987, 1988, 1989)
to add a miniature golf putting course and ambient speaker system.

It is the policy of the City of Gem Lake that all identifiable costs associated with Conditional Use Permits within the City shall be the sole responsibility of the owner of said property. The cost shall include but are not limited to the following: City planning review costs (reports, meetings, site review); Engineering review costs; Legal costs (preparation of hearing notices, legal research, certification costs); Publication costs (notice of hearing); Reapportionment of assessments (engineers report); Mailings and Ownership Reports (ownership/encumbrance).

Prior to the final hearing or determination by the City Council, all City expenses shall be paid by the owner. Subsequent expenses not paid at the time of final hearing or determination by the City (due to billings by consultants, etc.) shall be paid within 30 days upon receipt of a billing from the City. The application will be considered incomplete until all costs are paid to the city.

Data Practices Advisory (Tennessee Warning)

I understand that some of the information provided on this form will be public data. Public data is available to anyone who makes a request for such information. Under the Minnesota Data Practices Act, your address, email and/or telephone number are private data. You may choose not to provide some or all of this private data, but it may cause your Conditional Use Permit request to be denied. By completing this information, you are consenting to allow the City of Gem Lake staff to share this information in order to administer Gem Lake Ordinances regarding Conditional Use Permitting. Please sign below to affirm that you have read this notice.

Applicant Signature: Matt Greer

Date: 2-10-2025

Review Process

1. Submit electronically plus 6 hard copies of application and all supporting information to the City Planner (minimum of four (4) weeks prior to the Planning Commission Meeting.)
2. Planning Commission: 2nd Tuesday of the month at 7:00 p.m. at Heritage Hall, 4200 Otter Lake Road. The City Clerk schedules public hearing dates and provides information to the White Bear Press for the time and place of the hearing.

Planning Commission Meeting Date: _____

3. City Council: 3rd Tuesday of the month at 7:00 p.m. at Heritage Hall, 4200 Otter Lake Road. The City Clerk schedules public hearing dates and provides information to the White Bear Press for the time and place of the hearing.

City Council Meeting Date: _____

Standards

The City Council will approve a Conditional Use Permit only if the following facts are established:

- There will be no detractor from the appearance of adjacent properties, or City as a whole.
- There will not be aesthetic incompatibility
- There will not be aural incompatibility (noise)
- There will not be damage to vegetation
- Traffic patterns will not be negatively affected
- There is no unnecessary loss of existing natural features
- Will not cause soil erosion
- Will not increase flood potential
- The proposal is consistent with Comprehensive Plan and complies with other Ordinances

Office Use Only

Date Request Received: _____ Date Application Complete: _____

Conditional Use Permit paid: _____ ☐ Cash ☐ Check

Check No.: _____ Receipt No.: _____

Conditions

Approval based on the following conditions _____

Date Permit Granted: _____

Date Permit Denied: _____

Site Plan

- Converting Former hitting cage structure and current gravel and grass area into a miniature golf putting course.

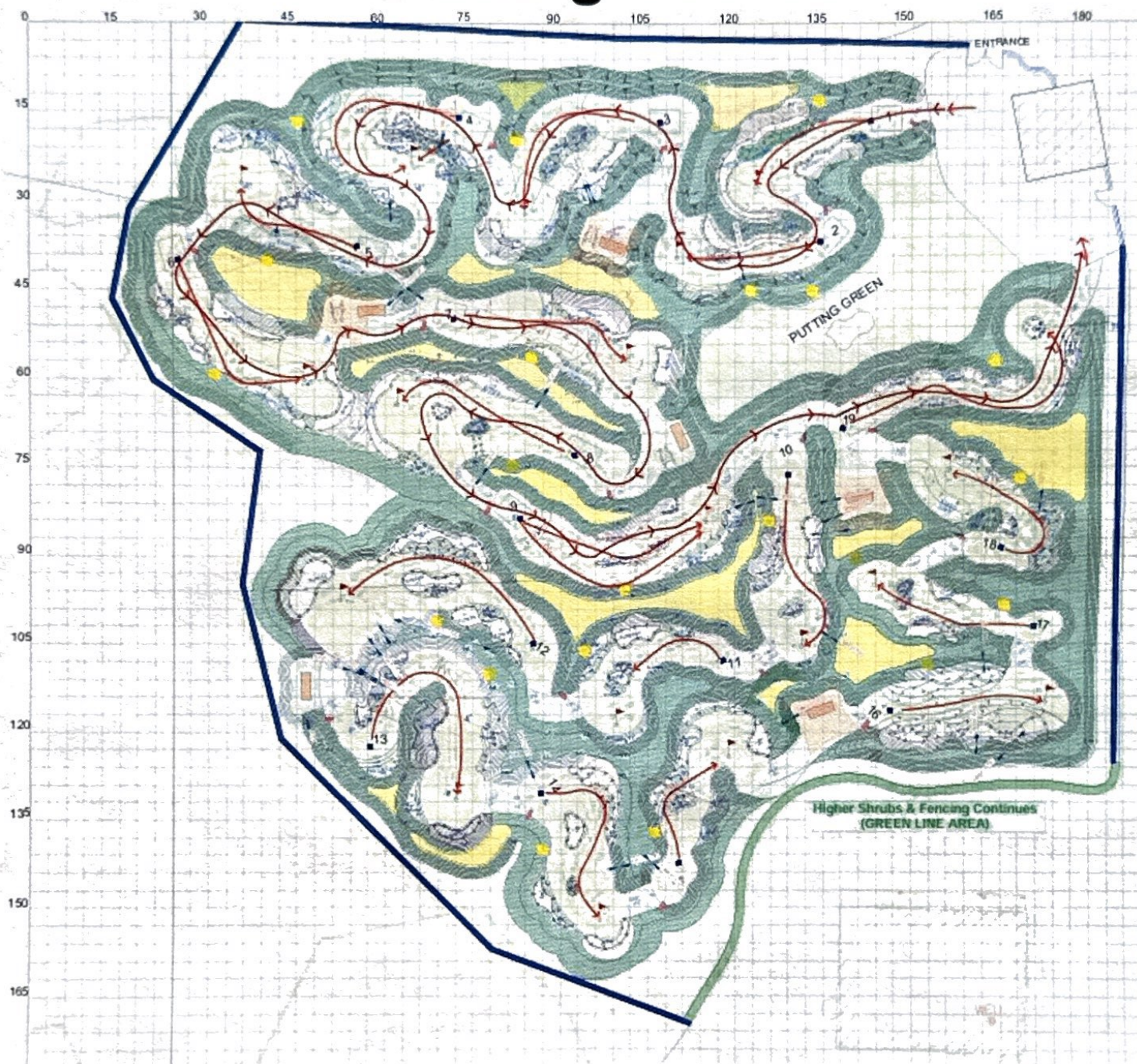
Site Outlined in Red

Approximately 19,000 Sq/ft

The area is made up of some grass and some class 5 gravel base.

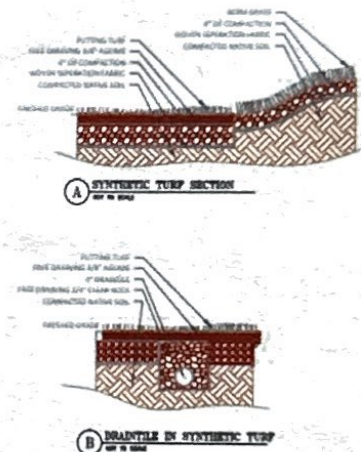


Putting Course



- Provided by DreamScapes Landscaping & Design
Jim Kalkes (jim@dreamscapesmn.com)

- Provided by DreamScapes Landscaping & Design
Jim Kalkes (jim@dreamscapesmn.com)

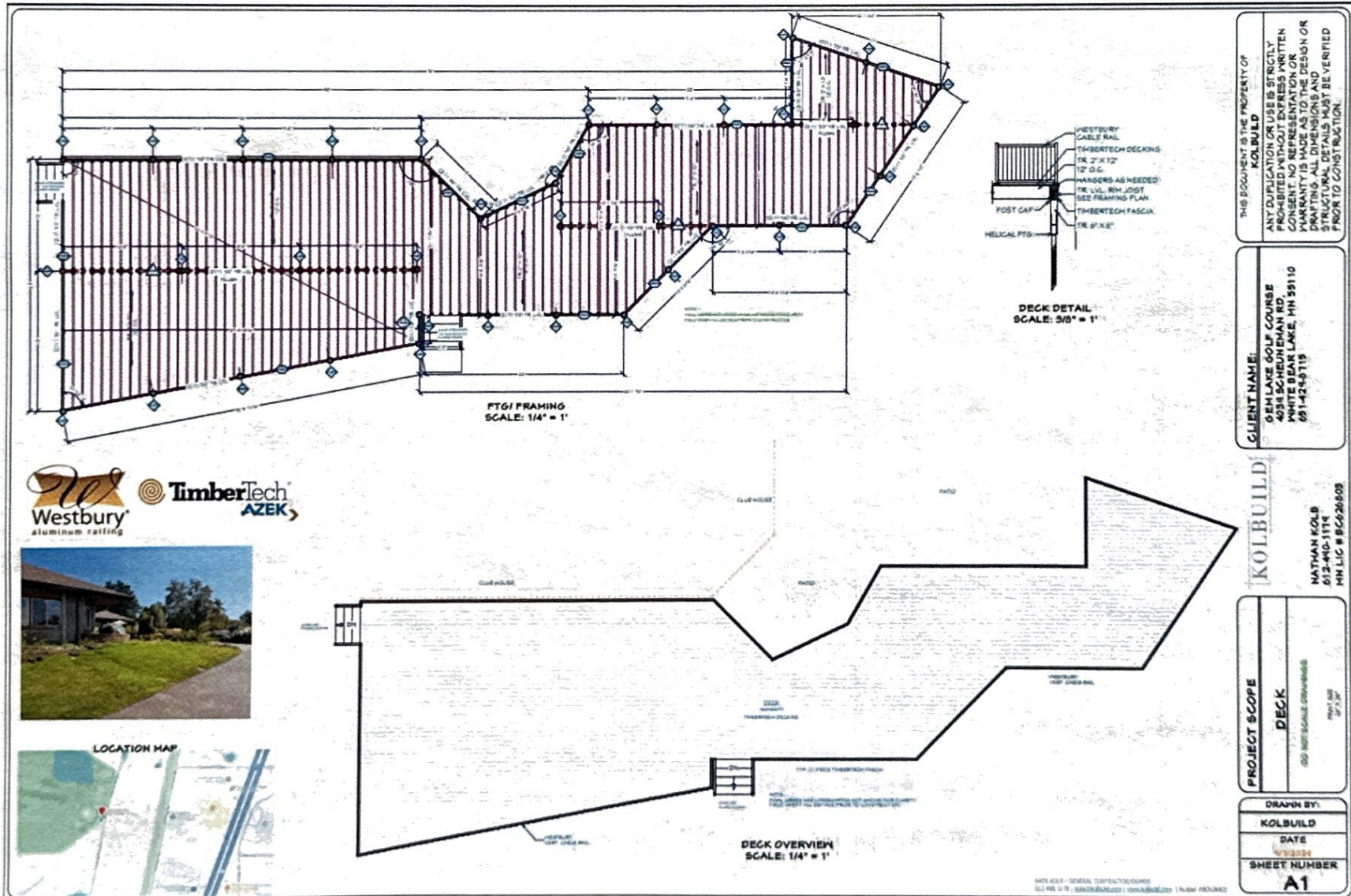


Site Improvements

- Miniature golf putting course (provided in previous pages)
- New deck construction
- Sound system (for purpose of ambient mood music)

New Deck Construction

- Deck on west side of building near putting course site.
- Work near completion currently by Kobuild.
- All permitting done by Contractor: Nate Kolb of Kobuild (nate@kolbuild.com)



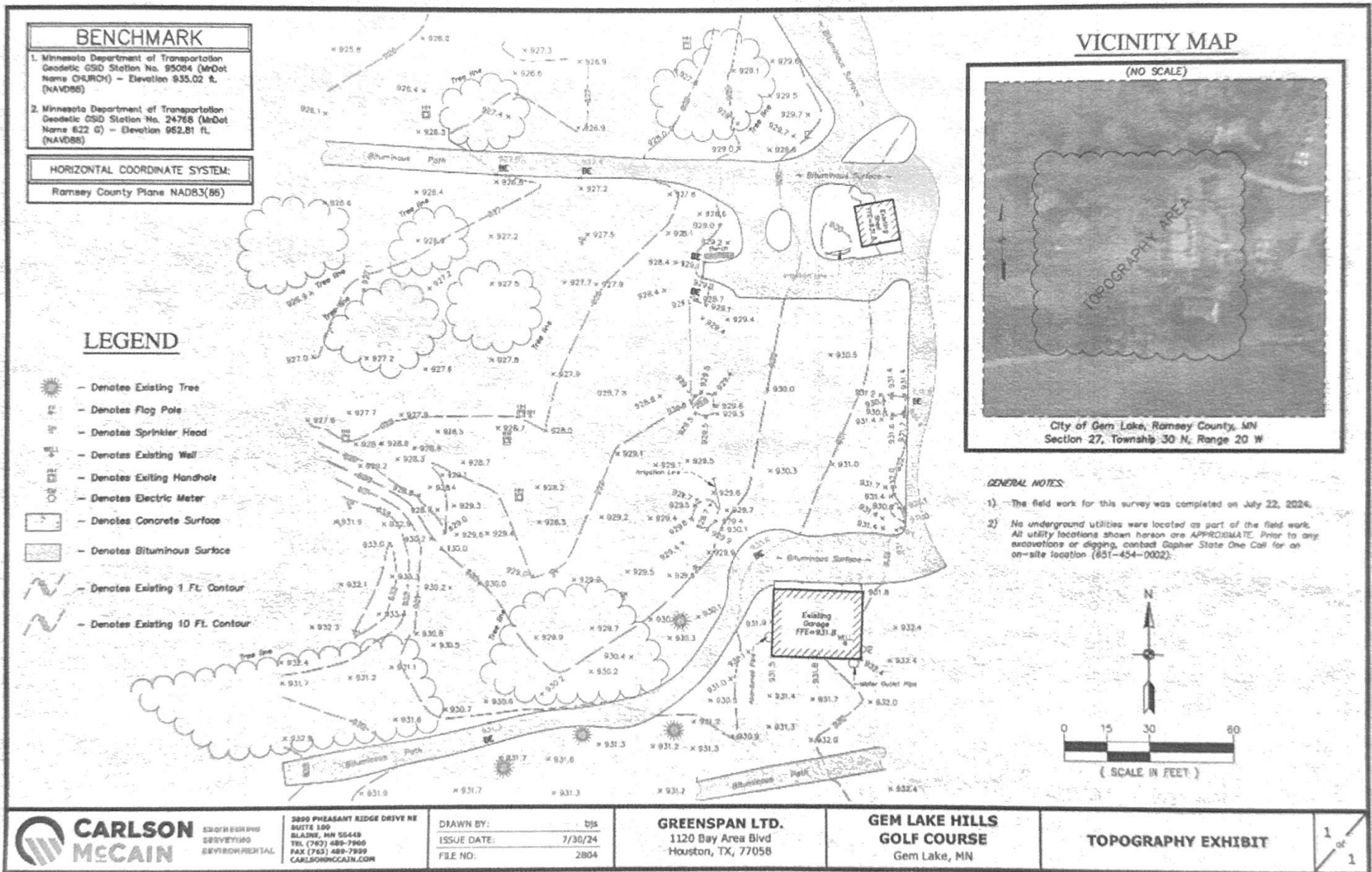
Sound System

- Approximately 12-18 speakers to be installed on the putting course.
- Assortment of speakers allows for a contained volume allowing putting course patrons to hear the music, but not the neighborhood.

Topography/Grading

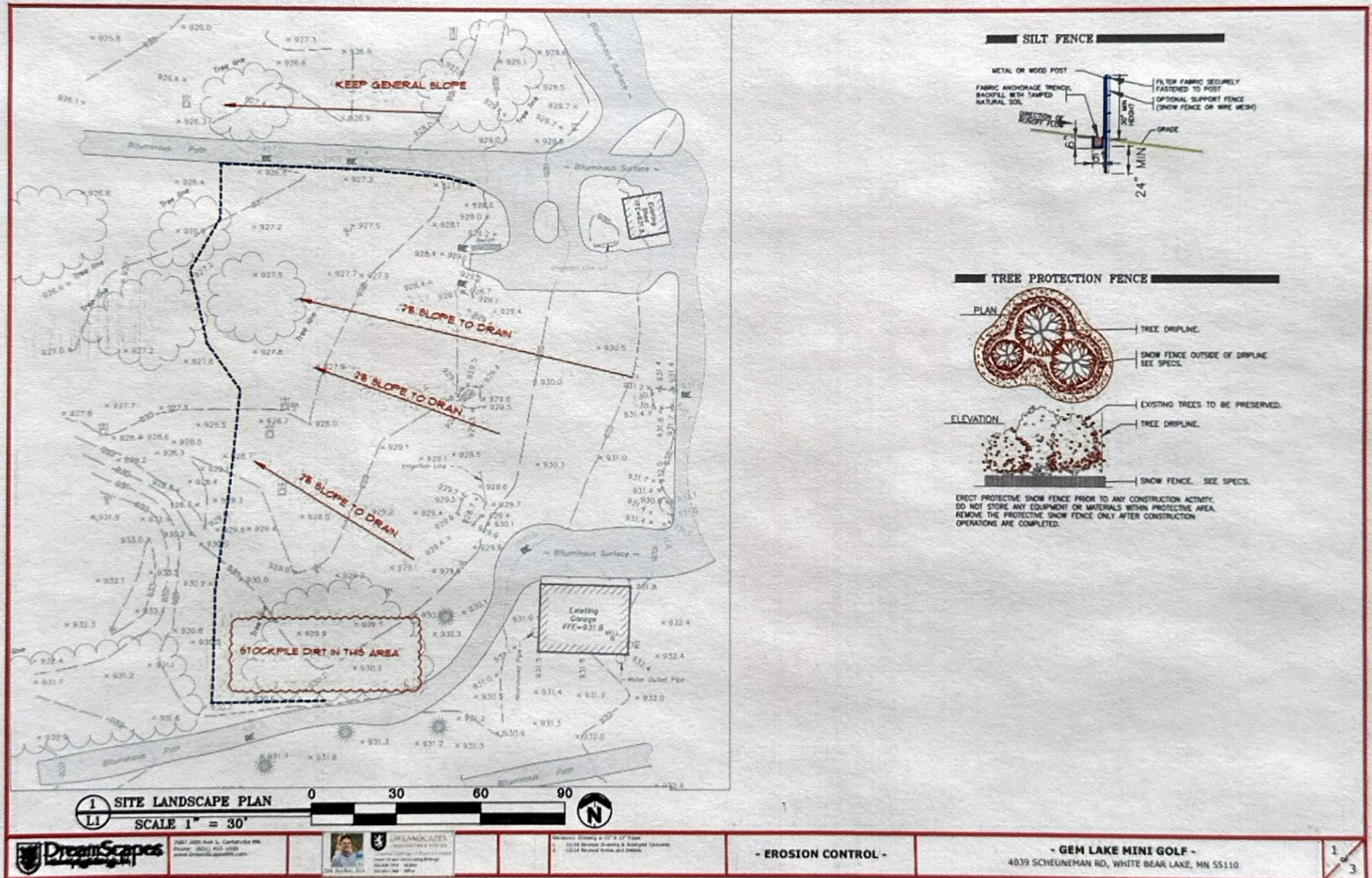
Topography

- Provided by DreamScapes Landscaping & Design.
Jim Kalkes (jim@dreamscapesmn.com)



Erosion Control

- Provided by DreamScapes Landscaping & Design
Jim Kalkes (jim@dreamscapesmn.com)



Schedule

- Deck construction near completion (likely complete in next 1-2 weeks)
- Putting course construction starting goal is some time in March.
 - Weather will play a significant role in the start date. Snow coverage and frost layer will be considered.

Additional Information

Met Council SAC Determination

-Completed in May, waiting to
hear when associated fees are due



Letter Reference: 24050689 Address ID: 19690 Payment ID: 478157

Date of Determination: 05/06/24 Determination Expiration: 05/06/26

Greetings!

Please see the determination below.

Project Name: Gem Lake Hills Mini-Golf
Project Address: 4039 Scheuneman Road
Suite #/Campus: N/A
City Name: White Bear Lake
Applicant: Steve Brescia, Scout Services

Special Notes: None

Charge Calculation:

Golf Course – Outdoor Miniature: 1 – miniature course @ 3 SAC / course x 25% = 0.75

Total Charge: 0.75

Credit Calculation:

None

Total Credit: 0.00

Net SAC: 0.75 = **1 SAC Due**

The business information was provided to MCES by the applicant at this time. It is the City's responsibility to substantiate the business use and size at the time of the final inspection. If there is a change in use or size, a redetermination will need to be made. If you have any questions, email me at: toni.janzig@metc.state.mn.us.

Thank you,

Toni Janzig

SAC Program Technician