

City of Gem Lake
Planning Commission Meeting – November 12, 2024
Meeting Minutes

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

November 12, 2024

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 Cummings to approve the September 10, 2024, Planning Commission Meeting minutes. Commissioner Wippich abstained because he was not in attendance at the September meeting. Motion carried 3-0.

Public Hearings

None

Old Business

None

New Business

Interim Chair Discussion

Acting City Clerk Melissa Lawrence started a discussion with the Commission regarding the open position on the Planning Commission beginning January 1, 2025. With Commission Chair Patrick leaving and joining the City Council, a position needs to be filled. With the Chair leaving, a member needs to be either be assigned as Interim Chair or take on the role. Mrs. Lawrence asked Commissioner Cummings if he would be comfortable taking the role because he has already held the position in the past. With the change from White Bear Township planning staff to a contracted staff through TKDA Commissioner Cummings felt that the current staff in place to help the Planning Commission do its job efficiently is more stable and he was willing to take on the role of Chair again for the 2025 year. Commissioner Pratt volunteered to hold the position of Vice Chair for the 2025 year in the case that the Chair is not available to attend the meeting.

Planning Commission roles are not permanent and will be discussed during the January meetings each year to elect a chairperson and vice chairperson. Once that has been determined the City Council will then adopt a resolution for all appointments of the City of Gem Lake at their January meeting. Acting City Clerk Melissa Lawrence will work on getting work out to the residents and businesses in Gem Lake notifying them of an opening on the Planning Commission and to submit applications.

Ordinance No. 67D and 18 Septic Discussion

City Planner Evan Monson summarized the proposed changes to Ordinance No. 67D. The original Ordinance No. 46 was adopted back in August 1983. Since then, several other Ordinances were adopted replacing Ordinance No. 46 with the latest version Ordinance No. 67D that was adopted in 2016. Ordinance No. 67D was reviewed in 2018 with the intention of adopting revisions. These changes were not officially adopted nor published. The MPCA requires all cities in the State to submit their ordinances regulating subsurface sewage treatment systems (SSTS) for review. Their review ensures all elements are included, and no State regulations are contradicted. Upon adoption of the ordinance by the City Council, the MPCA will be sent a copy for their record. In 2018, the City of Gem Lake submitted their Ordinance (67D) for review. The MPCA sent back edits and a list of missing elements; these updates were never adopted. Using the notes from the 2018 review, Staff updated 67D and sent the updated version back to the MPCA. After receiving another round of review, Ord. No. 67D has been revised to comply with current requirements.

Ordinance No. 108 which regulates the annual inspection of septic systems in Gem Lake was incorporated into Ordinance No. 67D. This incorporation was part of the changes in 2018 that never got adopted and published.

Commissioner Pratt introduced a motion to recommend approval of the draft ordinance with the suggested updates to the City Council, seconded by Commissioner Wippich. Motion carried 3-0.

Ordinance No. 111 Solicitors Discussion

City Planner Evan Monson summarized the proposed changes to Ordinance No. 111. Ordinance No. 111 was adopted on October 19, 2009, and has not been amended since. Referencing the League of Minnesota Cities (LMC) model ordinance some definitions were updated. The listed prohibited activities had no suggested changes. The listed requirements for obtaining a city license had no suggested changes. The main changes that took place were regarding the definitions and to consider keeping or removing “**Professional fundraisers not exempt**.” A professional fundraiser working on behalf of an otherwise exempt group or person shall not be exempt from the licensing requirements of this ordinance.” The fees listed on the fee schedule were also suggested to be looked at for any changes.

Commissioner Wippich introduced a motion to recommend approval of the suggested definition changes to the City Council, seconded by Commissioner Cummings. Motion carried 3-0.

Ordinance No. 83 Housing Maintenance and Occupancy Code Discussion

Acting City Clerk Melissa Lawrence summarized the proposed changes to Ordinance No. 83. The City Council wanted to get language added to the ordinance regarding fees for reinspection, the amount of police calls to a property being taken into consideration when approving a rental license renewal, and the occupancy limit for all properties in Gem Lake. The Commission discussed the changes and Commissioner Wippich wondered if it would be better to have a standalone rental ordinance. City Planner Evan Monson and Acting City Clerk Melissa Lawrence both agreed that it wouldn't make sense to create a standalone ordinance because it would be a lot of repeat information as other items in the ordinance relate to rental licenses.

Commissioner Cummings introduced a motion to recommend approval to the City Council, seconded by Commissioner Pratt. Motion carried 3-0.

Open Items for Commission Members to Bring Up

Commissioner Cummings shared that the Villas was experience a noise disturbance recently. One of the residents went to the City of Vadnais Heights to inform them of what was going on in the middle of the night with an oxygen delivery to a nearby business. The City of Vadnais Heights was very quick with their response to address the situation, and the vendor apologized. Commissioner Cummings just wanted to share a story that ended in a positive way with a surrounding City.

Future Meetings

City Council Meeting, Tuesday, November 19, 2024, at Heritage Hall, and Planning Commission Meeting, Tuesday, December 10, 2024, at Heritage Hall.

Attendance Inquiry

Commissioner Cummings surveyed the Commission to see if any of the members would have any issues attending the December 10, 2024, meeting. At that time Commissioner Wippich is the only one that may not be able to attend.

Adjournment

There being no further business, following a motion from Commissioner Cummings, seconded by Commission Wippich, the meeting adjourned at 7:56 p.m.

Respectfully submitted, Melissa Lawrence