

**CITY OF FINLAYSON PLANNING & ZONING COMMISSION**  
**REGULAR MEETING MINUTES**  
**THURSDAY, FEBRUARY 20, 2025 AT 6:30 PM AT CITY HALL**

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- 1) **ROLL CALL:** Members present: Rev. Nate Konkell, Dennis Liebelt, Nancy Liebelt, Dave Auchter, Josette Koets, Marge Haefner. Members absent: Jeff Flaws, Bruce Pogatchnik, Norm Kester. Visitors: none.  
Call to Order: Konkell called the meeting to order at 6:34 p.m.
- 2) **APPROVAL OF AGENDA:** Motion made by Liebelt to approve and use the modified agenda, and add the City Council Report (referred to as the Annual Report on the modified agenda). Seconded by Koets. Motion approved unanimously.
- 3) **MINUTES OF THE PRECEDING MINUTES:** Motion by Nancy to approve January 6, 2025 minutes. Second by Haefner. Motion carried unanimously. Motion by Koets to approve the January 27, 2025 minutes. Second by Konkell. Motion approved unanimously.
- 4) **NEW APPLICATIONS**
  - a) **Norm Kester, Quantum Innovation/2212 Finland Avenue...Property Owner: Finland Properties, LLC.** After a discussion, a motion by N. Liebelt to not accept the Building Permit Application because of lack of information on the application and incorrect property owner signature. After more discussion, second by Koets. Motion carried unanimously.  
Recommendation to have property owner submit a new application, complete with required information, correct owner, and a penalty for building prior a permit being acquired.
  - b) **Finlayson Properties/6545 Broadway Street.** After a discussion, motion by Konkell, second by Haefner to not approve the application based on zoning lot size and frontage. Planning and Zoning Commission need a plat development map showing location of the lot, where the driveway is located, and that the plat development map was previously approved by a city council. Motion passed unanimously. Further discussion was held to have Finlayson Properties submit further documents for reexamination and reconsideration.
  - c) **Bruce Pogatchnik/MacArthur Street (no address assigned)** After a discussion, motion by Koets approve the application pending a fully completed application. After discussion, Koets amended her previous motion to approve the permit provided the following is completed and provided to the Planning & Zoning Commission: add in missing site information, correct building height on application and add square footage, include site drawing with septic system on the application, add measurements where the house/driveway will be located on the acreage, and add signature missing in one area. Finally, the septic system will be located in a highly vulnerable well head protection zone. Motion seconded by Konkell. Motion passed unanimously.
  - d) **Joy Metz/6518 Broadway: Fence inquiry; not permit for approval:** According to Chapter 4, page 4 of the Performance Standards 4.01 (5) Fences (A) Applicability and ( B) General Performance Standards would need to be met. Things like signatures of approval from adjacent property owners, height limits, placing, vision impedence, and visual appearance

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would need to be met.

- e) **Cary Steeg/6494 West St: Small shed on skids inquiry;** not permit for approval: Passed onto Commission after Clerk was unable to find clear answer. Discussion was held, but answer was not clear. D Liebelt will look into this further.

**5) OLD BUSINESS**

- a) Zoning Administrator: Updated provided by Auchter: City Clerk is working on a contract/insurance/etc with Ed Melzark.

**6) NEW BUSINESS**

- a) Annual Review of Planning & Zoning Structure & Procedures
  - i) **Annual Appointment of Officers (Section 15):** The officers of the Planning Commission shall consist of a Chairperson, a Vice-Chairperson, and Secretary elected by the Planning Commission at the annual meeting for a term of one year. In the absence of the Chair and Vice-Chair, the remaining members shall elect a Temporary Chair for the respective meeting.
    - (1) The following appointments were made for 2025: Konkel appointed as Chairperson, Koets appointed as Vice Chairperson, N. Liebelt appointed as Secretary.
  - ii) **Vacancies (Section 17):** If a vacancy occurs among the members of this Planning Commission by reason of death, resignation, disability or otherwise, notice shall be given to the City Administrator or City Clerk and Chairperson by the Secretary. City Staff shall then see that a new appointment is made by the City Council. Resignations should be made in writing to the Planning Commission Secretary stating the effective date of the resignation.
    - (1) Joe Okun served as the Council Representative until his resignation (abandonment) in Aug, 2024, at which point Mayor Auchter volunteered to serve from Aug, 2024-Feb, 2025. Jeff Flaws was appointed by the City Council at the Regular Council meeting on Feb 10, 2025 as the Council Representative
  - iii) Additional Sections Reviewed:
    - (1) **(Section 7: Quorum)** In order for any meeting to be called to order, a quorum of voting members must be present. A quorum is a majority of the voting members. During the course of a meeting, at least a majority of the voting members must be present to take action on any matter before the Commission.
    - (2) **(Section 9: Voting and Recommendations of the Planning Commission Structure and Procedures)** In the absence of a voting member, the chairperson shall appoint an attending alternate to cast that vote.
- b) Annual Activities Report for 2024: N Liebelt and Koets will meet 2/24 at 12:00PM to start the annual activities report that should have been presented at the January meeting.
- c) Richard Palmer – Unpaid Building Permit from 08/2024. Clerk will draft letter.
- d) Building Permit Application Form & Process Review; including Public Hearings (per procedure adopted 6/24): Not discussed due to time constraints. No formal action taken.
- e) Fee Schedule Recommendations: Not discussed due to time constraints. No formal action

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taken.

- f) Subcommittee Findings: Not discussed due to time constraints. No formal action taken.

**7) COMMUNICATIONS & REPORTS**

- a) Auchter updated that road easement on Broadway Street is still under discussion with officials, contractors, owners, lawyers, and city.
- b) Auchter pointed out that per Page 5 Section 13: Rules of Procedures for Planning Commission Meetings, the PZ Commission is following the Minnesota Mayors Association Rules of Order for City Councils and not Robert's Rules of Order. One notable difference is that a second motion is not required for action.
- c) Auchter reports that he will stay on until the Comprehensive Planning is completed.

**8) MISCELLANEOUS**

- a) Next meetings:
  - i) 2/24 1-2:30PM Special Meeting (Comprehensive Plan work group) with Penny Simonsen
  - ii) 3/3 6:30PM Regular Meeting
  - iii) 3/24 1-2:30 Special Meeting (Comprehensive Plan work group) with Penny Simonsen

**9) ADJOURNMENT**

- a) Haefner made a motion to adjourn at 8:30 p.m. Motion carried unanimously.

*Submitted by: Nancy Liebelt, Commission Secretary  
Formatted and revised by: Liz Bernhardt, City Clerk*