

CITY OF FINLAYSON PLANNING & ZONING COMMISSION
REGULAR MEETING MINUTES
MONDAY, MARCH 3, 2025 AT 6:30 PM AT CITY HALL

- 1) **ROLL CALL:** Members present: Dennis Liebelt, Nancy Liebelt, Dave Auchter, Josette Koets, Marge Haefner, Jeff Flaws. Members absent: Rev. Konkel, Bruce Pogatchnik, Norm Kester. Visitors: Barb Morgan, Ed Melzark (Zoning Administrator), Craig Skaff, Liz Bernhardt (Clerk).
Call to Order: Koets called the meeting to order at 6:30 p.m.
- 2) **APPROVAL OF AGENDA:** Motion made by Liebelt to approve. Seconded by Koets. Motion carried unanimously.
- 3) **MINUTES OF THE PRECEDING MINUTES:** Motion by Nancy to approve February 20, 2025 minutes and February 24, 2025 minutes. Motion carried unanimously.
- 4) **NEW APPLICATIONS:** None – going forward, all standard building applications will be managed and issued by the Zoning Administrator. Only those requiring Planning & Zoning approval (CUPs, variances, etc.) will be brought to this commission in accordance with zoning ordinances.
- 5) **CONTINUED APPLICATIONS:**
 - a) **Norm Kester, Quantum Innovation/2212 Finland Avenue...Property Owner: Finland Properties, LLC.** Given to Zoning Administrator for follow up.
 - b) **Finlayson Properties/6545 Broadway Street.** Plat map (Certificate of Survey) furnished by Skaff. Melzark informed developer he'd need further clarifications and certified county sewer permits before building/site permit could be approved. Given to Zoning Administrator for follow up.
 - c) **Bruce Pogatchnik/MacArthur Street (no address assigned)** Given to Zoning Administrator for follow up.
- 6) **OLD BUSINESS**
 - a) Annual Activities Report for 2024 – Read and will be submitted to the City Council
 - b) Building Permit Application Form & Process Review – N Liebelt suggested a subcommittee review the application & bring suggestions to P&Z to submit to City Council for April. First subcommittee meeting 3/6 12:30-3:30PM @ City Hall.
 - c) Fee Schedule Recommendations – The above sub-committee will also review & make recommendations using the same process.
 - d) Subcommittee Findings – Division, Subdivision, Zoning Ordinances – Flaws reports on the findings. Definitions, Chapter 1 and Chapter sections have been reviewed. Next subcommittee is scheduled March 5 9AM-12PM @ City Hall.
- 7) **NEW BUSINESS**
 - a) Zoning Administrator Contract – Council approved the hiring of Ed Melzark as the Zoning Administrator, a contracted position, effective March 3.

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8) COMMUNICATIONS & REPORTS

- a) Flaws notified Commission that he is the City Council Representative. Auchter repeated that he will continue with Commission until the Comprehensive Plan is complete.

9) MISCELLANEOUS

- a) Next meetings:
 - i) 3/5/25 – 9AM-12PM @ City Hall – Subcommittee for Ordinance Review
 - ii) 3/6/25 – 12:30-3:30PM @ City Hall – Subcommittee for permit application & building fee schedule
 - iii) 3/24/24 – 1-2:30PM @ City Hall – Special Meeting for Comprehensive Plan w/ Penny Simonson
 - iv) 4/7/25 – 6:30-8PM @ City Hall – Regular Meeting

10) ADJOURNMENT

- a) Koets made a motion to adjourn at 8:15PM. Motion carried unanimously.

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