

**CITY OF FINLAYSON PLANNING AND ZONING COMMISSION
REGULAR MEETING MINUTES
MONDAY, JUNE 2, 2025 AT 6:30 PM @ FINLAYSON CITY HALL**

1. ROLL CALL: Dennis Liebelt, Nancy Liebelt, Jeff Flaws, Bruce Pogatchnik, Marge Haefner, Josette Koets, Nate Konkel Others present: Ed Melzark, Zoning Administrator, Roland Henkel

2. PLEDGE OF ALLEGIENCE: Nate Konkel led the pledge and called the meeting to order.

3. APPROVAL OF AGENDA:

Josette Koets made an addition to Item 9: Miscellaneous: She motioned that we add to begin to update the blight ordinance. Motion carried unanimously.

4. MINUTES OF PREVIOUS MEETINGS:

- a. May 5, 2025 -Regular Meeting: Dennis Liebelt made a motion to accept the minutes of the May 5, 2025 Planning and Zoning Commission. Motion carried unanimously.
- b. May 19, 2025: Dennis Liebelt made a motion to accept the May 19, 2025 special meeting of the work group Planning and Zoning Commission. Motion carried unanimously.

5. APPLICATION FOR REVIEW:

Melzark noted that Bruce Pogatchnik applied and received a minor subdivision permit to split property.

6. COMMUNICATION & REPORTS:

- a. **Ed Melzark-Zoning Administrator:** discussed attendance at P & Z Commission meetings. After reading Zoning Administrator 1.01 (2) , page 12 of Zoning Ordinance-Chapter 1 Jeff Flaws made a motion to recommend to Finlayson City Council that the zoning administrator should attend all regular monthly P & Z commission meetings . Motion carried unanimously.
- b. **Jeff Flaws, Council Liaison:** Made a motion to recommend to Finlayson City Council to add Ed Melzark as the Blight Officer. The reasoning is because it was advertised for several years, it was part of the previous zoning administrators job duties, and zoning and blight have overlap of ordinances, etc. Motion carried unanimously.
- c. **Dave Auchter-Mayor:** absent

7. OLD BUSINESS:

- a. **Blight Officer**-Job duties, recommendation to Council: See above letter b recommendation
- b. **Land Use Application Form:** N Liebelt made a motion to ask Finlayson City Council to give city staff time to get the permit application, previously presented in draft form, back to Planning and Zoning in a workable draft form for further discussion and review. Estimated time would be 4 hours and Nancy is willing to work with her on the form. Motion carried unanimously.
- c. **Land Use Application Process:** After discussion and suggested changes, Nancy L will type up a draft to present to the city clerk with corrections. Bruce Pogatchnik made a motion that the Finlayson City Council provide clerical staff time to help P & Z commission create a permit application process form. Motion carried unanimously.
- d. **Fee Schedule Revisions:** Bruce Pogatchnik made a motion that it is the Finlayson City Council decision to set the fee schedule therefore we defer to the city council to make a council request to P & Z to make further recommendations. Motion carried unanimously.
- e. **Divisions, Subdivision & Zoning Ordinances** already exist, the sub-committee made revisions, and will be presented at another time at a public hearing.
- f. **Water & Sewer Connection (WAC/SAC)** Jeff Flaws made a motion that Planning & Zoning

recommends that the City of Finlayson HAS TO TRACK and record all WAC/SAC connections.
Motion carried unanimously.

8. NEW BUSINESS:

- a. **Meeting Attendance:** Members were reminded to notify the City Clerk if they are unable to attend.
- b. **Access to Finlayson City Hall:** Motion by Jeff Flaws to make sure that the Finlayson City Council gives proper access to Planning & Zoning Commission to get into the building on meeting nights. Motion carried unanimously

9. MISCELLANEOUS :

- a. Members were given a copy of the **Blight Ordinances** as homework. Further discussion will take place at the July 7, 2025 meeting.
- b. Motion made by Konkell to recommend P & Z Commission ask the Finlayson City Council for further information/prior agreements on **commercial vehicles parked in residential areas** in violation of city zoning ordinances. Five possible vehicle sites were mentioned.

10. ADJOURNMENT: Meeting ended at 8:25 p.m.

Next meetings:

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| June 30, 2025 | 1-2:30 pm P & Z work group meeting @ Finlayson City Hall (Penny) |
| July 7, 2025 | 6:30-8 pm P & Z Regular commission meeting @ Finlayson City Hall |