

**CITY OF FINLAYSON PLANNING AND ZONING COMMISSION  
REGULAR MEETING MINUTES  
MONDAY, July 7, 2025 AT 6:30 PM @ FINLAYSON CITY HALL**

1. **ROLL CALL:** Dennis Liebelt, Nancy Liebelt, Jeff Flaws, Marge Haefner, Josette Koets, Nate Konkel, Roland Henkel, Others present: Ed Melzark, Zoning Administrator, Barb Morgan, Kim Schaefer Absent: Bruce Pogatchnik
2. **PLEDGE OF ALLEGIENCE:** Nate Konkel led the pledge and called the meeting to order.
3. **NEW MEMBER OATH OF OFFICE:** Roland Henkel
4. **MAYORS REPORT:**
  1. Mayor Auchter reported on the Broadway Road Dedication (current status of the roadway extending north from the paved portion of Broadway Street, within the development). Currently the City holds “**an easement over the roadway**,” it has not assumed responsibility for its maintenance, snow removal, or infrastructure improvements.” (wording from property owner letter dated June 20, 2025)
    - a. It was an “informational meeting” paid for by the City of Finlayson and the Developer.
    - b. City cannot accept and maintain the road **unless 100%** of the legal interest (including those held by lenders) are transferred or consented to. It would be a 33' right away on both sides equaling 66'.
    - c. First all landowners would sign off. If all do not, the process is stopped. If all land owners sign off, the lenders or second lenders would need to 100% sign off.
    - d. Currently, the City has no obligation to the road, etc
    - e. Costs: at this point the City is only exploring the process. Liebelt asked for clarification: Developer Skaff stated at the informational meeting that he “would cover/pay any of the homeowners expenses”. Auchter stated it would take council action to accept the road and if not, it would remain a private road. Auchter further stated that the City is not purchasing any property. Currently, he further stated that there were no easements attached to deeds.
    - f. Haefner questioned the need for a moratorium until this is settled. A discussion was held with no action at this time.
    - g. Liebelt stated that when she asked the attorney at the informational meeting about future developments, he suggested it would be a good idea to for P&Z to develop a check list for future minor and major developments. Melzark remarked that he will start to develop or find a template for that. Mayor Auchter left the meeting.
5. **APPROVAL OF AGENDA:** Konkel requested moving the mayors report to first on the agenda. Liebelt asked to add access via key to the agenda under old business, Liebelt explained/clarified that Land Use Application Form and Land Use Application Process were two separate items. Motion by Konkel to make those addition. Motion carried unanimously.
6. **MINUTES OF PREVIOUS MEETINGS:**
  - a.. June 2, 2025-Regular Meeting: Dennis Liebelt made a motion to accept the minutes of the June 2, 2025 of Planning and Zoning Commission. Discussion was held about difference between P & Z minutes and City of Finlayson Council minutes on the commercial vehicle issue. Members recall P & Z minutes are correct and **City minutes might need to be corrected**. Motion carried unanimously.
  - b. June 30, 2025 P&Z work group meeting: Koets made a motion to accept the June 30, 2025 special meeting of the work group Planning and Zoning Commission. Motion carried unanimously.
7. **APPLICATIONS FOR REVIEW:**
  - a. Minor Sub: Pogatchnik Update only. Application had previously been presented to P & Z. Motion by Koets to accept the Pogatchnik minor subdivision and if there is a \$100 fee to charge that. Motion carried unanimously.
  - b. Minor Sub: Split Rock Storage: Update only. Application had previously been presented. Motion by Koets to accept this application and if there is a \$100 fee to charge that. Motion carried unanimously.
8. **COMMUNICATION & REPORTS:**

**Ed Melzark- Zoning Administrator:**

- a. Anonymous Resident Concern: **6485 Front Street.** He reports that the original concern was over the keeping of chickens. He further reports the health, blight, welfare of the structures and residence was of great concern. Konkel made a motion that the City council review all previous blight letters sent to this resident, report this case to Pine County Health and Human Services. Motion carried unanimously. Melzark will contact Health and Human Service/Pine Co. Melzark presented tentative copies of chicken keeping permits and ordinances from other communities. The ordinance will be studied at the next work group in July.
- ii. 6550 Broadway Street: Resident hand-dug pond inquiry. (14' decorative bridge)  
Liebelt made a motion for Melzark to contact the DNR or Soil and Water to see if a hand dug pond/bridge on the property is acceptable and all drainage is proper. Motion carried unanimously.
- b. Jeff Flaws, Council Liason-Flaws stated that if members can not attend meetings that they should let the City Clerk know. Ed Melzark has been named as the Blight Officer. Roland Henkel was selected as the new P&Z member as an alternate. WAC/SAC charges need to be tracked by the City of Finlayson. There will be a WAC/SAC fee on the fee schedule because residents are actually buying into the system. The City is waiting for key blanks for physical access to the building by P&Z. The commercial vehicle action was not dealt with at the City level because there was "no specific complaint."
- Motion by Konkel to have P&Z recommend the the City Council review the ordinances for the five (5) commercial/private vehicles in question as to whether they comply with the current ordinances or whether the ordinances need to be revised. ( Schaefer, Lucht (2), Workman, Midland). Motion carried unanimously.
9. OLD BUSINESS: L
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| a. Land Use Application Form    | Tabled until July 14, 2025 | 9-12 |
| b. Land Use Application Process | Tabled until July 14, 2025 | 9-12 |
| c. Fee Schedule Revisions       | Tabled until July 22, 2025 | 1-4  |
- P&Z previously deferred that the City Council make the fees schedule revisions. City Council has now sent it back to P&Z to make recommendations for fees in regard to land use permits, minor and major subdivisions, and other fees.
- d. Division, Subdivision, & Zoning Ordinances: Ed Melzark will develop a **DRAFT** flow chart to be used for project management of minor and major subdivisions. It will also identify billable work, procedures, and ordinances and further reviewed by P&Z before presentation to the City Council.
- e. Water & Sewer Connections: Flaws states currently there is no city ordinance for a fee structure and tracking. P&Z questioned the need for an ordinance that would need to be reviewed at a public meeting.

10. NEW BUSINESS:

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| a. Chicken Ordinance, Application and Fee | Tabled |
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- b. Land Use Decision Making (LMC Webinar): Members were informed of how to register, dates, times, and encouraged to attend.

11. MISCELLANEOUS:

12. ADJOURNED: Motion by Koets to adjourn at 8:32 pm

Minutes respectfully submitted by  
Nancy Liebelt

**Next Meetings:**

July 14, 2025: Land Use Application Form and Land Use Application Process work group at 9:00 am – 12:00 pm at Finlayson City Hall

July 22, 2025: Fee Schedule Revisions work group at 1 pm -4 pm at Finlayson City Hall

July 28, 2025: Work Group with Penny ECRDC at 1-2:30 pm at Finlayson City Hall

August 4, 2025: Regular Planning & Zoning Monthly meeting: at 6:30-8 pm at Finlayson City Hall