

City of Finlayson Planning and Zoning Commission
Finlayson City Hall 6:30-8:30 p.m.
June 1, 2026 Minutes

Roll Call: Marge Haefner, Dennis Liebelt-alternate, Nancy Liebelt, Josette Koets, Bruce Pogatchnik, Nate Konkell, Kim Schaefer-City Council Liaison

Guests: Barb Morgan, Tom Ternes-Split Rock Storage, Sue Breska, Deb Trent

Pledge of Allegiance: Josette Koets lead the Pledge of Allegiance and called the meeting to order.

Approval of Agenda; additions, corrections:

Additions: Intro of commissioners and new liaison
Website update in regard to zoning administrator vacancy
April 13, 2026 city council minutes ("... P & Z to investigate.") action request
Schaefer Park Update

Motion by D Liebelt, seconded by Koets to approve the agenda with additions. Motion carried unanimously.

Minutes from previous meeting: Motion by D Liebelt, seconded by Koets to accept the May 4, 2026 minutes. Motion carried unanimously.

Applications for review:

6658 Norholm Lane: Upon review the fee charged should be \$300, not the \$150 collected. Site was visited by P & Z member with recommendation to move build site 10' north because of state well recommendations. Koets will inform clerk of the error. **Motion** by Koets, seconded by Pogatchnik to approve the land use application. Motion carried unanimously.

Communication, Updates, and Review:

Zoning Administrator: Ed Melzark has resigned, in writing, as the zoning administrator. Discussion followed of how to handle planning and zoning matters in the interim. City council needs to deal with vacant zoning administrator position appointment. **Liaison** will bring this to council's attention and get the website updated accordingly.

City Council Liaison: Kim Schaefer was introduced. Discussion held on what needs to be presented to city council. 6533 School Street citizen blight complaint (April 13, 2026 city council minutes) explained. Mayor Morgan stated that the Zoning Administrator was supposed to investigate this matter, not P & Z. Role of liaison needs clarification. **Permit application, Definition of Municipal for maps, and who has permit authorization will be brought to the city council for action by the liaison.**

OLD BUSINESS:

A. Chicken Application and Chicken Ordinances: City Council Tabled

Koets discussed Animal Ordinance #32, the City of Finlayson Animal Services document dated July 12, 2004, discussed prior fines, discussed letters sent of violations, and emphasis on the enforcement piece and how it should be handled according to the document.

B. Updated city map: definition of Municipal needed

Liaison- Schaefer to bring to the city council the need to act upon the April 20, 2026 P & Z public meeting about zoning and map corrections: City council reviews and adopts, adopts with

modification, or returns it to P & Z for further study. Like the Comp Plan, **IF ADOPTED, IT IS BY RESOLUTION, NOT ORDINANCE.** The resolution should include reference to the public hearing, P & Z recommendation, date of council adoption, and possibly statement of intent.

Added discussion: In Chapter 2, zoning regulations dated April 23, 2007, land use sections, in A-1, R-R, R-C, R-1, R-2, MH, C-B, Ind, and PUD: Essential Services -Government Uses, Buildings, and Storage are allowed (some with certificate of compliance). Therefore, Municipal areas of the map could be or are already covered in the ordinances. City council will need to decide and proceed accordingly. **Schaefer to present to city council** and report back to P & Z in July.

D Liebelt further stated: Under the 2007 heading of Commercial description in the zoning laws, Municipalities was described so that could be used and reference that as the description for municipalities.

C. Creamery demolition bid accepted:

Work to start on demolition of the creamery the 2nd-3rd week of July. County handling the details.

D. Demo/Removal of 2290 Highway 18 building:

Koets motioned, seconded by N Liebelt to have the owner fill out a land use application as a formality, fees schedule checked (demo fee-actual and administrative costs), and agreed upon to be zero, and demolition can proceed. Motion carried unanimously. Note: Melzark-ZA did check ordinances before departure and stated the same and recommended a site permit for this project. (owner at meeting and agreed to fill out application)

E. Letter to 1990 Pine Lake Road:

Motion by Koets, seconded by Konkell to have P & Z send a packet, dated letter, stated fees for accessory building, and info to owner requesting a land use application be submitted for a Connex on the property. Motion carried unanimously.

Discussion followed about authority or liability for issuing of permits in absence of a zoning administrator: **Motion** by Koets, seconded by Konkell to have liaison bring definition of municipal zoning areas for ordinances, land use permit authorization, and accepting of map updates to the city council. Motion carried unanimously.

F. Roth Excavating CUP renewal:

Koets spoke with Roth and suggested he renews his Conditional Use Permit (CUP). There is no fee for renewal of this CUP. He agreed.

G. Letter to 2002 Dixon Line:

Koets and N Liebelt will meet to send a first letter to the owner and occupant explaining the need for two site applications and permits for two Connex and wooden structure located on the property without permits.

H. Shaefer Park Update:

D Liebelt updated that he attended the school board meeting, no action can be taken when it is first introduced. Superintendent recently stated that 2-3 of the school board members have responded favorably, but he had not heard from all of them. Liebelt will continue updates. The costs would be transfer and recording fees at Pine County.

NEW BUSINESS:

A. City Council workshop May 11 and May 27 discussion:

Members presented facts, examples, thoughts, Comp Plan goals, need for further investigation, blight issues throughout Pine County, mobile home parks in the city, slow permitting times by Pine County, work already done by P & Z, need for ordinance updates, possible shared services with other towns, email communications, loss of control if the City decided to go with Pine Co for zoning, Pine Co ordinances are more for rural areas vs cities, and no cost breakdown at this time.

B. Complaint Form; Forms are available for people to use in the city clerk's office.

Motion by Koets, seconded by Liebelt to adjourn at 8:44 p.m. Motion carried unanimously.
Following Items were not discussed:

C. Capital Improvement Plan: Bollig input; key aspect of Comp Plan

D. ECRDC grant opportunities

E: Other

Meeting adjourned by Josette Koets at 8:44p.m.

Respectfully submitted by Nancy Liebelt

July 6, 2026	P & Z Regular Meeting 6:30 pm	City Hall (
August 3, 2026	P & Z Regular Meeting 6:30 pm	City Hall
Sept 8, 2026 (Tuesday because of Labor Day)	TBD	P & Z Regular Meeting 6:30 City Hall
Oct 5 2026	P & Z Regular Meeting 6:30 pm	City Hall
Nov 2, 2026	P & Z Regular Meeting 6:30 pm	City Hall
Dec 7, 2026	P & Z Regular Meeting 6:30 pm	City Hall