

CITY OF FINLAYSON PLANNING AND ZONING COMMISSION  
REGULAR MEETING MINUTES  
MONDAY, MAY 5, 2025 AT 6:30 PM @ FINLAYSON CITY HALL

**ROLL CALL:** Dennis Liebelt, Nancy Liebelt, Dave Auchter, Jeff Flaws Absent: Nate Konkel, Bruce Pogatchnik, Marge Haefner, and excused Josette Koets. Others present: Ed Melzark, Zoning Administrator

**APPROVAL OF AGENDA:** Dennis Liebelt called the meeting to order with a Quorum present. Jeff Flaws made a motion to approve the written agenda. Motion carried unanimously.

**MINUTES APPROVAL:** Motion by D Liebelt to approved the April 7, 2025 regular meeting minutes. Motion carried unanimously. Motion by Flaws to approve the April 28, 2025 work group minutes. Motion carried unanimously.

**APPLICATIONS FOR REVIEW:**

- Melzark reported that two former applications were reviewed and issued. (Broadway St house and an accessory building in the same area).
- Fee Structure: A further discussion was held about establishing a fee structure. Melzark stated he visited with two blight complaints. (Hwy 18 site and Dixon Line site) The individual on Dixon Line was sent a letter.
- **The P & Z Commission made a recommendation to have the City Council appoint Ed Melzark to be the official Blight Officer as well as Zoning Commissioner. Dennis Liebelt made the motion and motion was carried unanimously. N Liebelt, further stated that the Board of Appeals convene as needed and according to the current ordinances.**

**OLD BUSINESS:**

- \* Work group update: Flaws gave an update on the work groups.
- \* Site permit application: Being developed. It should be presented to the P & Z at the June meeting for further review.
- \* Fees Schedule: **Flaw recommended that the fee schedule be separate from the ordinance so that each time a fee change would occur, a special meetings would not be required. Dollar amounts would be based on actual costs and ala cart items on market rates. Flaws further discussed that ordinances state what has to be done in order to receive a permit. (septic plans, surveys, escrow accounts, well locations, site plans, etc). Motion carried unanimously.**
- \*Water and Sewer Connections: Melzark explained how connections to the city water and sewer are to be done. The person doing the connections should be certified. The City of Finlayson water and sewer person (John Mikrot currently) should (shall?) also be present at the time of the connection. Discussion was had about where the cities responsibility ends.

**NEW BUSINESS:**

\*Attendance at Meetings: P & Z commission suggests that a calendar be distributed to all members with the yearly dates of regular scheduled meetings. Liebelt will get that to the city clerk to be distributed. Also, there was a discussion for the need to be some communication process to excuse yourself from meetings.

\*Alternates to P & Z: N Liebelt suggested that more alternates were needed for the P & Z commission. Maybe it should be put on the website for those interested.

\*Zoning Administrator at meetings: Auchter led a discussion about when that person needs to attend meetings. Melzark may not be required at every meeting, but he does give reports, updates, and answers pertinent questions that come up.

#### **MAYORS REPORT:**

- \*Broadway Street: Road issues are on-going and at the lawyers. Legal advice may be discussed at the upcoming city council meetings.
- \*Meeting attendance: There may need to be a discussion about why people are not attending.
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#### **NEXT MEETING:**

May 19, 2025 1 – 2:30 P.M. P & Z work group @ Finlayson City Hall (Penny Simonsen)

June 2, 2025 6:30-8 P.M. Regular P & Z commission meeting at Finlayson City Hall

June 9, 2025 City Council Meeting (presentation of site plan application and possibly fee schedules)

Submitted by Nancy Liebelt