

City of Finlayson Planning and Zoning Commission
Finlayson City Hall
January 5, 2026 6:30-8:30 p.m.

Roll Call: Nancy Liebelt, Dennis Liebelt, Marge Haefner, Josette Koets
Absent: Bruce Pogatchnik, Jeff Flaws-Liason, Ed Melzark-Zoning Administrator, Nate Konkel
Guests: None

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

Voted for Officers: Haefner made a motion to nominate Josette Koets as Chairperson, Bruce Pogatchnik as Vice-Chair, and Nancy Liebelt as secretary for 2026. Motion seconded by D Liebelt. Motion carried unanimously.

P & Z members:	Office held	Term expires	Voting/Non Voting
Josette Koets	Chairperson	Dec 31, 2026	voting
Bruce Pogatchnik	Vice Chairperson	Dec 31, 2028	voting
Marge Haefner		Dec 31, 2028	voting
Nancy Liebelt	Secretary	Dec 31, 2027	voting
Nate Konkel		Dec 31, 2027	voting
Dennis Liebelt	Alternate #1 Alternate #2 Alternate #3		
Jeff Flaws	Liason City Council Rep		non-voting member
Ed Melzark	Zoning Administrator		non-voting member

All new terms going forward are three (3) year terms unless they are fulfilling a vacated term.

Approval of Agenda: D. Liebelt made a motion to accept the agenda, seconded by Josette Koets. Motion carried unanimously.

Minutes from Preceeding Meetings:

- a. October 27, 2025-Public Meeting (no minutes presented from City Council)
- b. December 1, 2025 minutes were read by Liebelt. Two corrections were made: New Business section: (\$9,000 of city funds should read \$9,000 remaining balance of Blandin Grant) and Capital Improvement Plan is mentioned in the Comprehensive Plan. Motion by D Liebelt to accept the minutes with corrections, seconded by Koets. Motion carried unanimously.

Applications for Review: Zoning Administrator absent (none)

Communication & Reports:

Jeff Flaws-Liason: (absent)

I. Zoning Maps:

- II **Fee Schedule:** P & Z has given an updated schedule to the city council. Waiting for approval.
- III **Fire Ordinance:** The recommendation was sent to city council in October
- IV **Blandin Grant:** Koets to check with city clerk or mayor to see if the extension was accepted by Blandin, and how long it was extended for.

Ed Melzark-Zoning Administrator Report: (absent so no report given)

- I. **6559 Broadway Fence Permit:** N Liebelt made a motion to have the acting city clerk send the resident a site permit application for the fence. The fee has already been paid in Oct, 2025. Motion seconded by Haefner. Motion carried.
- II. **2002 Dixon Line (2 Connex site-2 permits needed)**
- III. **6675 Scotch Pine Rd follow-up plan.** Koets to check with Melzark as a follow up.
- IV. **Broadway Grading (Shelley Lane)** (no application, no permit) work at site being done in

possible violation of city ordinances. Motion by D Liebelt to have the city clerk send a dated letter to Finlayson Properties, Northern Contractor, Craig Skaff to get two grading permits for Parcel # 380024009 and Parcel # 380024010 on or near Shelley Lane in the Broadway Development. The late fee should be waived due to any attempt to get a permit and clerk absences and confusion finding the permit. Seconded by Haefner. Motion carried unanimously.

Broadway Street: Motion by Koets to ask the city council to have the city attorney draft a letter to Finlayson Properties, Northern Contractor, Craig Skaff that no further work be done at Parcel #380024009 and Parcel #380024010 near Shelley Lane, in the Broadway Development until ALL PERMITS are completed, paid and issued by P & Z Commission and approved by the Finlayson City Council.

OLD BUSINESS:

a. **Animal Ordinance:** Tabled until Feb. 2026

b. **Site Permit Final Review:** Tabled until Feb 2026 Koets will do some follow up to see where this is at with the city.

c. **Blight documents handled by county:** Tabled due to Konkel's absence

d. **Awaiting Council Action:**

Rezoning Corrections from the suggestions on the zoning map correction list

Creamery Asbestos: (estimate and decision from county)

Fee Schedule: awaiting other department updates, attorney review, compared to Comp Plan, update, added to website

Major/Minor Subdivision Checklists added to website

Fire Ordinance: Updated and recorded

6559 Broadway Fence: Permit paid for, no record of issuance

Up to date maps from engineers

NEW BUSINESS:

Comprehensive Plan Fund Balance: (\$9,000+ remaining balance)

A discussion was held to possibly use the funds to pay for the engineers to update the city maps, to cover attorney fees to review the fee schedule, to update the capital improvement plan, to cover future printing costs for planning and zoning community involvement events, to cover consultant fee for designing templates in updating documents, art work to display the goals of the Comp Plan on the city hall meeting room walls, and to hire guest speakers on future development issues.

Capital Improvement Plan: The Capital Improvement Plan is mentioned in the Comprehensive Plan. The most current Capital Improvement Plan found was from 2016-2021. Therefore it is out of date. Liebelt suggested using some of the grant funds discussed above for this needed update. Further discussion was to have the City Council and P & Z have a joint meeting with the engineers to discuss cost, needs, work involved in a Capital Improvement Plan.

City of Finlayson Storage Issue: Friends of the Depot contacted a P & Z member to discuss the future need to clean out the jail of city storage materials. They also expressed concern about all the items being stored in the water tower building after volunteers spent several days cleaning that area. The Connex in the water tower area, according to previous city minutes, belongs to the Fire Department.

Meeting adjourned by Koets at 8:12 p.m.

Minutes submitted respectfully by Nancy Liebelt

Next meetings:

Feb 2, 2026	Regular meeting	6:30 p.m.	City Hall
March 2, 2026	Regular meeting	6:30 p.m.	City Hall
April 6, 2026	Regular meeting	6:30 p.m.	City Hall
May 4, 2026	Regular meeting	6:30 p.m.	City Hall
June 1, 2026	Regular meeting	6:30 p.m.	City Hall