

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

ROLL CALL: Present: Dennis Liebelt, Nancy Liebelt, Dave Auchter, Josette Koets, Marge Haefner, Jeff Flaws, Bruce Pogatchnik. Absent: Nate Konkel Guests present: Barb Morgan, Ed Melzark-Zoning Administrator, Kim Schaefer,

Noted: Bruce Pogatchnik has taken the place of Norm Kester (resigned) for a one year term ending January 1, 2026. Voters at this meeting: Haefner, Koets, N Liebelt, Pogatchnik, D Liebelt with Flaws as the alternate/city council rep. See January, 2025 meeting minutes for more detail.

APPROVAL OF AGENDA: Motion by N Liebelt to accept the agenda. Vote was unanimous.

MINUTES APPROVAL: Motion by Flaws to accept the minutes of the March 3, 2025 minutes as read. Motion carried unanimously. Motion by Flaws to accept the minute of the March 24, 2025 special work group meeting as read. Motion carried unanimously.

APPLICATIONS FOR REVIEW: (none received) Melzark updated the commission that all previous applications are up-to-date and fees paid for those built.

OLD BUSINESS:

- a. Building Permit Application Form & Process Review (Subcommittee Update) Flaws discussed the need to look at the fee schedule. Liebelt spoke about developing a site permit application that guides the process, gathers info, and provides drawings for the administration. The subcommittee will meet, April 8, 2025 to have Melzark review the application and make suggested improvements before it is submitted to the full Planning & Zoning Commission for review. After that it will be sent to the City Council for final approval and adoption. The group will look at minor subdivision applications and other applications that may be necessary.
- b. Fee schedule Recommendations (Subcommittee Update): Flaws spoke about the fees/cost associated with organizing special meetings, minutes, files, newspaper notices, postage, and hours that staff need/use spending time and resources processing necessary documents associated with permits.
- c. Division, Subdivision & Zoning Ordinance Review (Subcommittee Review): Liebelts and Flaw updated the committee about findings as they proceed through the May, 2007 ordinances for the City of Finlayson (most current). Flaws spoke about the steps to divide and subdivide land, difference between preliminary and final plat, state statute vs city ordinances, approvals needed, easements that need to be filed, grading and driveway permits, sizes and types of materials that can be used on roadways, and who pays for items. Liebelt pointed out the need for further discussion about the permits needed for shipping containers (accessory buildings) since they are a relatively new item since the 2007 ordinances.

NEW BUSINESS:

- a. Bruce Pogatchnik will now be a voting member fulfilling the term of Norm Kester who officially resigned as of the March city council meeting. Pogatchnik's term last until January 1,

2026.

COMMUNICATION & REPORTS:

Melzark reported on an application for a Minor Subdivision in a residential commercial area east of Finlayson by Cty Rd 144. It will divide personal property from a business.

Auchter updated the committee on the upcoming training for the Brownfield Grant for those interested. He stated that there is interest in the creamery building and site.

MISCELLANEOUS:

Upcoming Meetings:

- a. April 15, 2025 12:30-4 pm Fee Permit work group at Finlayson City Hall
- b. April 24-25, Brownfield Grant training- St. Cloud area
- c. April 28, 2025 1-2:30 pm Special Meeting (Comprehensive Plan work group
with Penny Simonsen at Finlayson City Hall)
- d. May 6, 2025 6:30-8 pm Regular Meeting at Finlayson City Hall

Respectfully submitted by
Nancy Liebelt