

**Planning and Zoning Commission
Meeting Minutes for Monday, October 20th, 2025**

Planning and Zoning Called to Order @ 5:30 PM

Roll call: **White, Hernesmaa, Councilor Roose, Heil, Palcher.** *Staff Kochendorfer.*

Excused: Anderson, Burke

Approval of Minutes from September 17th, 2025.

Motion Heil to approve the September 17th, 2025 Minutes/ Second Hernesmaa. Motion carried.

Additions or Deletions from Agenda

Requests to Appear

Reports

- a. Planning and Zoning Administrator – Kochendorfer reported that he and Roose met to discuss ideas on the future of the comprehensive plan, and who should be involved in the process, and not just having one or two people work on it, and it should be a collaboration. In 2015, the planning and zoning commission had a steering committee to help guide the comp plan. This included council members, planning and zoning members, as well as at large members. By having a steering committee, this would simplify the process and create a more productive approach to updating the comprehensive plan, and steering committee members could then meet with each board/commission to discuss recommendations.

Roose explained that the steering committee could be structured as (1) council member, (1) planning and zoning member, (3) at large members, and the planning and zoning administrator. The focus of the group would be:

- Develop survey and focus group questions
- Develop target audiences
- Develop a marketing budget to submit for the 2027 budget
- If applicable, hire a survey company and contractor to write the comprehensive plan and submit costs with the 2027 budget
- Review the final plan and submit it to council for final approval

Motion Heil a recommendation to City Council, to form a steering committee to update the City of Ely Comprehensive Plan, comprised of (1) Council member, (1) Planning and Zoning member, (3) at large members, and the Planning and Zoning Administrator/ Second Palcher.

Further discussion on what this would look like, and some ideas on how to streamline the plan, to make it more user friendly. It is also important for land annexation to further enhance the development opportunities within the city. Planning zoning would still be involved with

having a representative on the committee. Discussion should also include property and business owners. This will be a much more efficient way to complete the updates, rather than each committee spending time on the revisions.

Motion carried without objection.

- b. Projects Committee – Hernesmaa reported a house on Central Ave that sold had assessments, and the buyer didn't realize that when they bought it. A three-year contract was given to pay back the assessments. Harvey Street will see a chip-seal in 3 years. The wastewater treatment plant is implementing process to make hauling away the bio-solids for efficient and cost effective. The Burntside waterline is still moving forward.
- c. Council – Roose reported that council would prefer if we can batch our ordinances together to improve efficiency, specifically with the City Attorney. Also, when approving fence variances, to be cognizant on shading of sidewalks from fences as it relates to the winter, and snow/ice melt and build up.

New Business

1. 900 E Miners Drive Subdivision

Kochendorfer explained that there is potential for development on this property, and it was found from a previous survey that the plat of land crossed the City ROW, and crossed over the outdoor rec rink, on city property. The new proposed subdivision fixes these issues and continues to make the plat of land buildable for a business. Kochendorfer presented a certified survey proposal and legal description of the new subdivision (included in the planning and zoning packet). Because the proposal is under 5 acres, the planning and zoning commission must approve the proposal. Kochendorfer explained that there will now be (2) parcels from this subdivision, and at some point, the irregular lots by the rec center will need to be corrected, but it is not pertinent currently. Kochendorfer is seeking approval of the proposed subdivision as presented.

**Motion Heil to approve the subdivision of 900 E Miners Drive, as presented/ Second White.
Motion carried without objection.**

2. Ely Marathon Communication

Kochendorfer explained that per the interim use permit, all complaints are to be reported to the City of Ely. Kochendorfer presented the report submitted by the Ely Marathon. Only one letter of complaint was received, which addressed the concern about not being able to get around town, and the volume of music. Further discussion on whether the permit should be reviewed any further. No further action is necessary at this time.

Kochendorfer further explained the current interim use permit process (IUP), and the transition to an "Event license" instead of the IUP. Currently, in order to change this process, we have to update the ordinance, which is what is currently being done by the City Attorney. The current IUP process is not being fully utilized, and the new event license will streamline that process.

Kochendorfer further explained some issues with this year's marathon. With the road closures, and road construction, this year's detour route was a mess. The detour routes weren't being used, which led to a lot of confusion. Also, the avenues off Sheridan St are not staffed by any people, only barricades, which presents a safety risk to the runners. There may be a need for additional signage, and barricades as well. Kochendorfer plans on meeting with marathon staff, and police department staff to address these concerns, and will report back to the commission if any changes are necessary.

3. Northern Lights Glow Run

Kochendorfer explained some confusion, and lack of proper record keeping with the IUP for the Glow Run. The original IUP was approved to Wendy Lindsay, and now Northern Lights Clubhouse has taken over. Hopefully with the event permit process this won't be an issue.

Overall, the glow run went off well, except for the complaint included in the packet. There was leftover glow paint in the complainant's yard, and on the street in front of the house. Northern Lights was made aware of the complaint, and took care of cleaning up the roadway. For future years, they will not include the glow material in front of this person's house. There was not mention in the original IUP about using "glow paint/chalk". Roose recommends sending a letter to Northern Lights, asking for neighborhood permission before the glow paint/ chalk. Kochendorfer will make a note for the Event license for next year, to remind them of expectations.

4. KJ's Hardware Parking

Kochendorfer explained that after September's meeting, and sign complaint for KJ's, he sent an informational letter requesting a meeting with the owners, and the city, to address the concern of signage, parking and driveway access for the business. To this date, he has not heard back from the owners. Photos were presented showing how the signs point out to the street, and make it appear that no parking is allowed on this side of the street. The planning and zoning commission recommended sending another letter, with 15-day notice to address this concern. This can then be re-assessed at the next meeting. This is an important area of parking for the theater and other businesses.

Old Business:

- a. IUP Process Update- The City Attorney is working with City Staff on these updates. There are also some other ordinance updates that are needed, but we are trying to limit the number of times we change ordinances unless we have to for a specific project, or if there are law changes, etc.
- b. Permissible Uses List- No new discussion. Working with the City Attorney on this in the future.
- c. Fence Ordinance- No new discussion at this time.

Adjournment at 6:26 PM without objection.