

**Planning and Zoning Commission  
Meeting Minutes for Wednesday, November 19<sup>th</sup>, 2025**

Planning and Zoning Called to Order @ 6:04 PM

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

**Approval of Minutes from October 20<sup>th</sup>, 2025.**

**Motion Anderson to approve the October 20<sup>th</sup>, 2025 Minutes/ Second Heil. Motion carried.**

**Additions or Deletions from Agenda**

**Requests to Appear**

**Reports**

- a. Planning and Zoning Administrator – Kochendorfer reported that he is staying busy with permits and hearings, and also sending out violation notice letters.
- b. Projects Committee – Hernesmaa reported the November meeting was cancelled.
- c. Council – Roose reported that council approved the rezoning of 15 and 25 N 3<sup>rd</sup> Ave W, and there will be a public hearing next month. The steering committee that planning and zoning recommended was approved, but would like a recommendation on how to choose at large members. Roose presented a suggest procedure/form for the process of choosing members (information included in the agenda packet as an addition). The committee would be made of one at large, preferred low income, one member from downtown businesses, one at large, one council, and one from planning and zoning. The applications could be ranked by PZ Admin, PZ member, and council member, by the application scoring process.

It was clarified that the city council asked planning and zoning to put an application form together, to present to them. Also, the planning and zoning commission member would be a member on the committee, excluding the planning and zoning administrator. The planning and zoning administrator will be a non-voting member of the steering committee.

**Motion Heil to recommend the City of Ely Comprehensive Plan Steering Committee Application as presented by Roose to the City Council for approval/ Second Anderson.**

There was clarification that no other boards are on this commission, but a reminder that all of the steering committee meetings are open to the public, and anyone from other committees is welcome to attend.

**Motion carried.**

## **New Business**

### **1. Jim Burke Resignation-**

Kochendorfer explained that Burke had to resign due to a change in employment. We would like to wish Burke the best in his new role, and his expertise on real-estate will be missed.

### **2. Board Member Appointments**

Kochendorfer talked about incorporating boards and commissions input on applicants who apply to vacant positions, before they go directly to city council. Currently (2) applicants applied to be on the Planning and Zoning Commission, Kristen Anthony, and Amy Saxton. Both introduced themselves, and would like to continue to serve the Ely Community by being on the planning and zoning commission. Roose will mention to council that both applicants seemed to be a good fit for the commission. It was reminded that applications are still being accepted, so there could be more to chose from.

### **3. December Meeting**

Kochendorfer explained that due to the busy holiday seasons, and low agenda items, we may want to look at canceling December's meeting unless a hearing needs to be scheduled.

**Motion Hernesmaa to cancel the December Planning and Zoning Meeting unless a conditional use, rezoning or variance application are submitted/ Second Heil. Motion carried**

### **4. KJ's Hardware Parking**

## **Old Business:**

- a. IUP Process Update- No new discussion
- 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.
- d. KJ's Hardware Parking- Kochendorfer met with the owners, and they have communicated a plan to the city and will file administrative paperwork for a driveway proposal. This can be taken off old business.

**Adjournment at 6:20 PM without objection.**