

**Planning and Zoning Commission**  
**Meeting Minutes for Wednesday, January 21<sup>st</sup>, 2026**

Planning and Zoning Called to Order @ 5:30 PM

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

**Approval of Minutes from November 19<sup>th</sup>, 2025.**

**Motion Palcher to approve the November 19<sup>th</sup>, 2025 Minutes/ Second Hernesmaa. 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 projects, as well as other duties, such as park and rec.
- b. Projects Committee – Hernesmaa reported that nothing related to planning and zoning was discussed. There were some city sidewalk plowing concerns discussed, Trailhead Building Staffing, and approved funding for the Burntside Waterline project. Hernesmaa also gave a brief 10-year history on waterline breakages over the years.
- c. Council – Roose reported that the comprehensive plan steering committee was finalized, and she will serve as the council rep for that committee, and Kochendorfer will serve as the city staff representative. The IUP ordinance update and Event License updates were approved by city council. Kochendorfer briefly explained that this should limit the number of applications coming to Planning and Zoning, as events lasting less than 4 consecutive days will apply for the event license, and events lasting longer than 4 consecutive days will apply for the Interim Use Permit.

**New Business**

**1. Board Vacancies Update-**

Kochendorfer and Roose updated with the current process of filling vacant positions. There will be interviews held for the (2) open seats, as (5) applications were received. The interview team is Roose, and Kochendorfer, and the Vice Chair.

**2. Board Positions**

**Motion Hernesmaa to nominate Kochendorfer as the Secretary of the Planning and Zoning Commission/ Second Heil. Motion carried.**

**Motion Hernesmaa to nominate Roose as the Chair of the Planning and Zoning Commission/ Second Heil. Motion carried.**

**Motion Hernesmaa to nominate Palcher as the Vice-Chair of the Planning and Zoning Commission/ Second Anderson. Motion carried.**

\*The interview panel will be Roose, Kochendorfer, and Palcher\*

3. Sanitation Committee Appointee & Projects

**Motion Heil to nominate Anderson as the Sanitation Committee representative from Planning and Zoning/ Second Palcher. Motion carried.**

**Motion Palcher to nominate Hernesmaa as the Projects Committee representative from Planning and Zoning/ Second Anderson. Motion carried.**

4. Comp Plan Steering Committee

**Motion Heil to nominate Hernesmaa as the Steering Committee representative from Planning and Zoning/ Second Palcher. Motion carried.**

5. Wood Boilers

Kochendorfer gave a brief explanation on the need for the discussion. Typically, every winter, the planning and zoning and building department receives complaints on outdoor wood boilers, primarily the smoke. The building code doesn't address the installation of these, but refers to manufacture recommendations, which vary by manufacturer. The primary complaints are about the smoke from the units. Information from the MPCA and some model ordinances were included in the agenda packet. Key takeaways are stack height, set back requirements, and EPA certifications for installation for new stoves. We currently don't have any reference to the wood stoves in our ordinance. The public nuisance ordinance only addresses the public safety and health aspect.

Discussion amongst the board on pros and cons of the ordinance, and what should be included in the language. Different locations in town could also affect the ordinance, and there may need to be information added to differentiate the different zones, such as commercial, residential, etc. Property set backs and dates of use may be something to be less restrictive on, but Chimney height seems to be one of the most important aspects of the ordinance. EPA approved and following manufacturers specs should also be included.

Kochendorfer will draft several ordinance models to present at the next planning and zoning meeting for further discussion.

**Old Business:**

- a. Permissible Uses List- No new discussion. Kochendorfer will include the current list in the next packet to allow for review.
- b. Fence Ordinance- No new discussion at this time.

**Adjournment at 6:25 PM without objection.**