

**Planning and Zoning Commission**  
**Agenda for Wednesday, March 18<sup>th</sup>, 2026**  
**5:30pm**

1. **Planning and Zoning Call to Order**
2. Roll call: **Hernesmaa, Councilor Roose, Heil, Palcher, Anderson, Decker, Seliga.** *Staff Kochendorfer.*
3. **Approval of Minutes from February 18<sup>th</sup>, 2026.**
4. **Additions or Deletions from Agenda**
5. **Requests to Appear**
6. **Reports**
  - a. Planning and Zoning Administrator
  - b. Projects Committee
  - c. Council
  - d. Comp Plan Steering Committee
7. **New Business**
  1. 631 E Camp St
  2. P&Z Training
8. **Old Business:**
  - a. Permissible Uses List
  - b. Fence Ordinance
  - c. Outdoor Wood Boilers Ordinance
9. **Adjournment**

**Planning and Zoning Commission (Unapproved)  
Meeting Minutes for Wednesday, February 18<sup>th</sup>, 2026**

Planning and Zoning Called to Order @ 5:30 PM

Roll call: **Hernesmaa, Councilor Roose, Palcher, Anderson, Decker, Slagel.** *Staff Kochendorfer.*

**Excused: Heil**

**Approval of Minutes from January 21<sup>st</sup>, 2026.**

**Motion Hernesmaa to approve the January 21<sup>st</sup>, 2026 Minutes/ Second Palcher. Motion carried.**

**Additions or Deletions from Agenda**

**Requests to Appear**

**Reports**

- a. Planning and Zoning Administrator – New Planning and Zoning commissioners were introduced. The city is looking at switching permit software systems that will streamline permitting, and give some new features to the building department and planning and zoning. This will also incorporate into EUC billing. Roose recommends some P&Z 101 training be held at our next meeting. Kochendorfer will set that up, similar to the last time it was presented to the commission.
- b. Projects Committee – Hernesmaa reported that nothing related to planning and zoning was discussed. Ongoing projects with the waterline replacement, wastewater treatment plant, signage at the trailhead building and recycle center, city hall project and HRA apartment complex project. An interesting fact, the mean income in Ely is \$40,000.
- c. Council – Roose reported that the new planning and zoning members were appointed, as well as the final member for the comprehensive plan steering committee.

**New Business**

**1. Business Park Covenants Ordinance**

Kochendorfer explained that this was coming back to planning and zoning, as P&Z originally voted to repeal this ordinance, but it was the recommendation from the City Attorney to either edit the ordinance with applicable changes, or exempt a specific property from this ordinance.

Kochendorfer explained the redlines of the ordinance and the items that he felt could be removed. The items for removal were more restrictive than general chapter 11 zoning codes, and were restricting the development opportunities in this area. The consensus of the planning and zoning committee is that our ordinances need to be less restrictive with some of these requirements, to further promote growth and opportunity, and create less roadblocks for development. The changes were presented in the agenda packet. The only changes planning and

zoning wanted to add were to remove Sub.6 “committee”, and Subd. 7 “Construction improvements” and all items noted under that category (A-F).

**Motion Palcher to accept and approve the changes that were presented, and made during the meeting regarding the “Business Park Covenants Ordinance” and send these changes to the City Attorney for review/ Second Anderson. Motion Passed, 5-1-1, with Roose voting no, with the reasoning being Roose supports the full repeal of the ordinance, and Heil being absent.**

**Old Business:**

a. Permissible Uses List- Kochendorfer recommended members review the current list and bring any changes forth to the next meeting.

b. Fence Ordinance- No new discussion at this time.

c. Outdoor Wood Boilers Ordinance

Kochendorfer presented the draft ordinance that was included in the packet. Kochendorfer also provided some back story to the new members of the committee. Some changes were made from the previous draft, including some recommended language changes, definitions, and the addition of some optional requirements. The intent is to keep the ordinance simple, and concise, and provide a guideline for people looking to install these in the community.

The commission supported the proposed changes, but would like to see “Property line” added to Subd.2 (c). Also, the addition of language referring to our current nuisance ordinance, possibly adding specific dates of allowed use, (the board was split on this) and keeping a line that speaks of the potential penalties if this ordinance is violated.

Kochendorfer will work on draft changes and bring back to P&Z.

**Adjournment at 6:50 PM without objection.**

**Comprehensive Plan Steering Committee (Unapproved)**  
**Minutes for Monday, March 9<sup>th</sup>, 2026**  
**6:00 PM – Ely City Hall - Mayors Conference Room**

1. **Called to Order @ 6:03 PM**

2. Roll call: **Hernesmaa, Councilor Roose, Kellogg, Lee, Egan.** *Staff Kochendorfer.*

3. **Approval of Minutes**

No minutes to approve

4. **Additions or Deletions from Agenda**

5. **Requests to Appear**

6. **Reports**

7. **New Business**

1. **Board Positions**

**Motion Roose to appoint Kochendorfer as the Secretary of the Comprehensive Plan Steering Committee/ second Hernesmaa. Motion carried.**

**Motion Roose to appoint Lee as the Chair of the Comprehensive Plan Steering Committee/ second Egan. Motion carried.**

**Motion Lee to appoint Egan as the Vice Chair of the Comprehensive Plan Steering Committee/ second Roose. Motion carried.**

2. **Expectations, Goals, Discussion**

Kochendorfer discussed some of the expectations of the committee, and how the meetings will be conducted, including Roberts Rules of order. The committee discussed some goals and expectations, and what the focus of the committee should be. There was agreement amongst the committee that staying on topic is important, and completing a budget to present to City Council by August 1<sup>st</sup>. Lee elaborated on some statutes and rules for cities completing comprehensive plans, as there were questions on what the city was required to do. Only metropolitan cities are required to complete and update comp plans on a regular basis.

There was further discussion on what the focus of the group should be. Filling in

gaps in the plan, additions and deletions of the plan. Expectations of the comp plan should include information that is simple, flows, and design with future revisions in mind. The comp plan should be easily understood for all, including citizens.

### **3. Current Comp Plan Review**

Discussion relating to the current comp plan. Goals and objectives are important, and contradiction of goals and objectives should be avoided. The plan should avoid changing statistics, and include less pictures. Links to outside sources included instead of information that constantly changes. Keep services in the plan and promote industry. The use of technology for public engagement and education is important, as well as keeping the public informed.

### **4. Vendor Update**

Lee provided some information and research that she has done looking into vendors that offer comp plan services. She has heard back from (3) vendors, who would like to meet and discuss options with the committee. Various dates were offered and discussed. The companies consist of Bolton and Menk, CEDA (Community + Economic Development Associates) and Landform.

CEDA will meet with the Committee on March 17<sup>th</sup> at 10 am, at City Hall. This is a public meeting, and will be advertised on the city calendar.

Kochendorfer and Roose discussed that it would also be a good idea to receive council approval to seek bids, and we won't be able to receive quotes without a bid process.

**Motion Egan to seek Planning and Zoning's recommendation to City Council for approval to request bids for the comprehensive plan review/ second Roose. Motion carried.**

A meeting with Landform will be tentatively scheduled for March 24<sup>th</sup>, at 1:30 PM, at City Hall. This is a public meeting, and will be advertised on the city calendar.

A meeting with Bolten and Menk will be tentatively scheduled for April 2<sup>nd</sup>, at 4:30 PM, at City Hall. This will also be a committee meeting. This is a public meeting, and will be advertised on the city calendar.

Kochendorfer will seek clarification on city requirements for zoom meetings, but as with past practice, the city does not host public meetings via zoom and conduct city business.

Kochendorfer and Roose will work on getting a sample RFP for comp plans.

**5. Future meeting Date**

April 2<sup>nd</sup>, at 4:30 PM

**8. Old Business:**

**9. Adjournment @ 7:34 PM**

## CLERK TREASURER

### MEMO:

To: Public Works/Planning and Zoning/ Projects Committee

From: Harold R. Langowski

Date: 2/27/2026

Re: Landscaping in ROW

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On the morning of Thursday February 26<sup>th</sup>, 2026 at approximately 8am during snow removal operations on the north side of the 600 block of East Camp Street a catastrophic failure occurred on the loader mounted snow blower attached to the Komatsu loader.

Public works operators had removed the snow from the north side of camp street using the motor grader and cutting snow in line with the top and back of the curb. The snow was put into a windrow and the loader mounted snowblower was used to load City dump trucks.

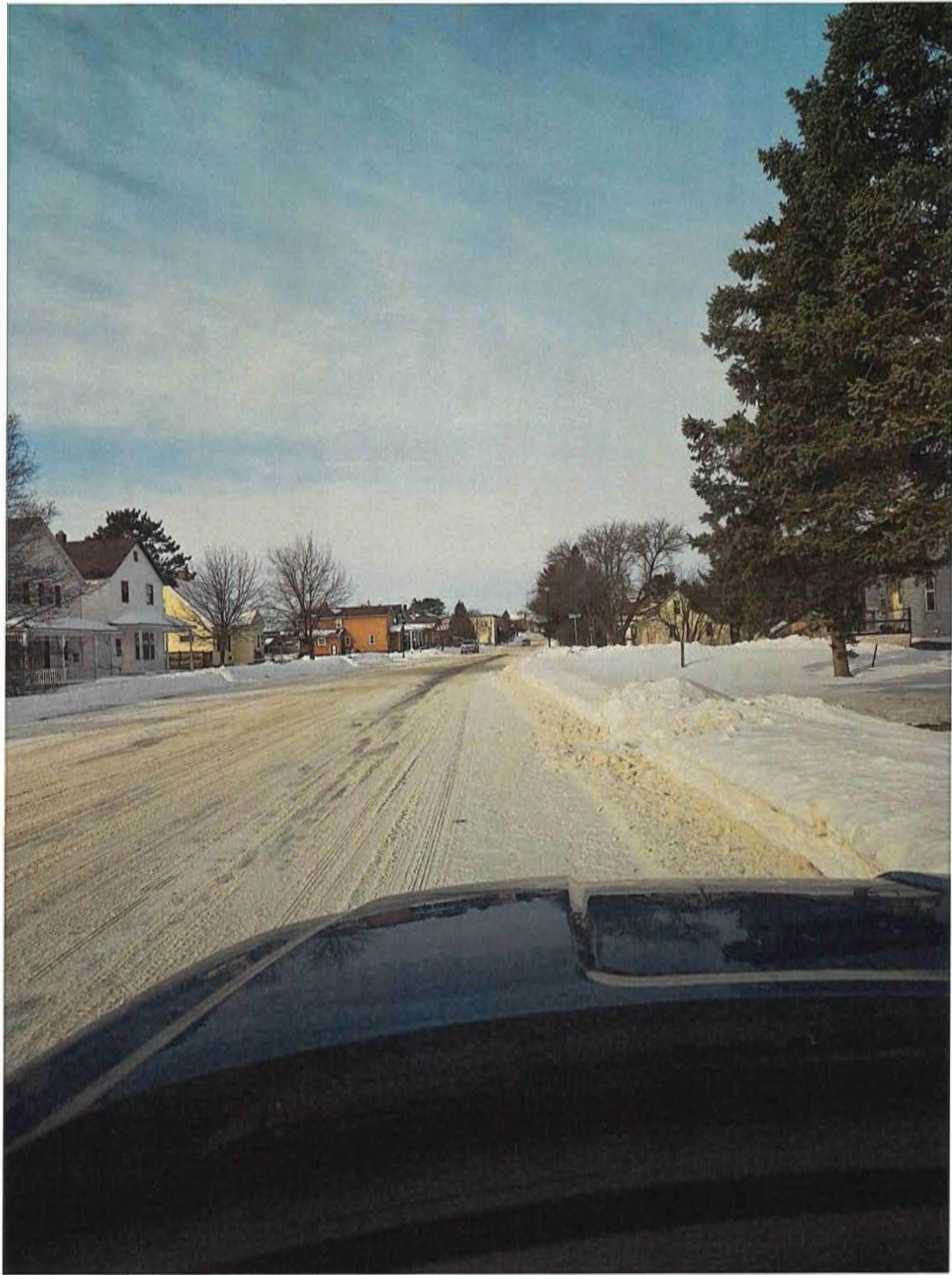
During the removal in this area the snowblower abruptly stopped due to getting bound up and sheering the pins. The operator manually removed the snow from the auger and discovered large rocks wedged in the fans and the discharge shoot. A number of rocks were removed on site and put into a dump truck.

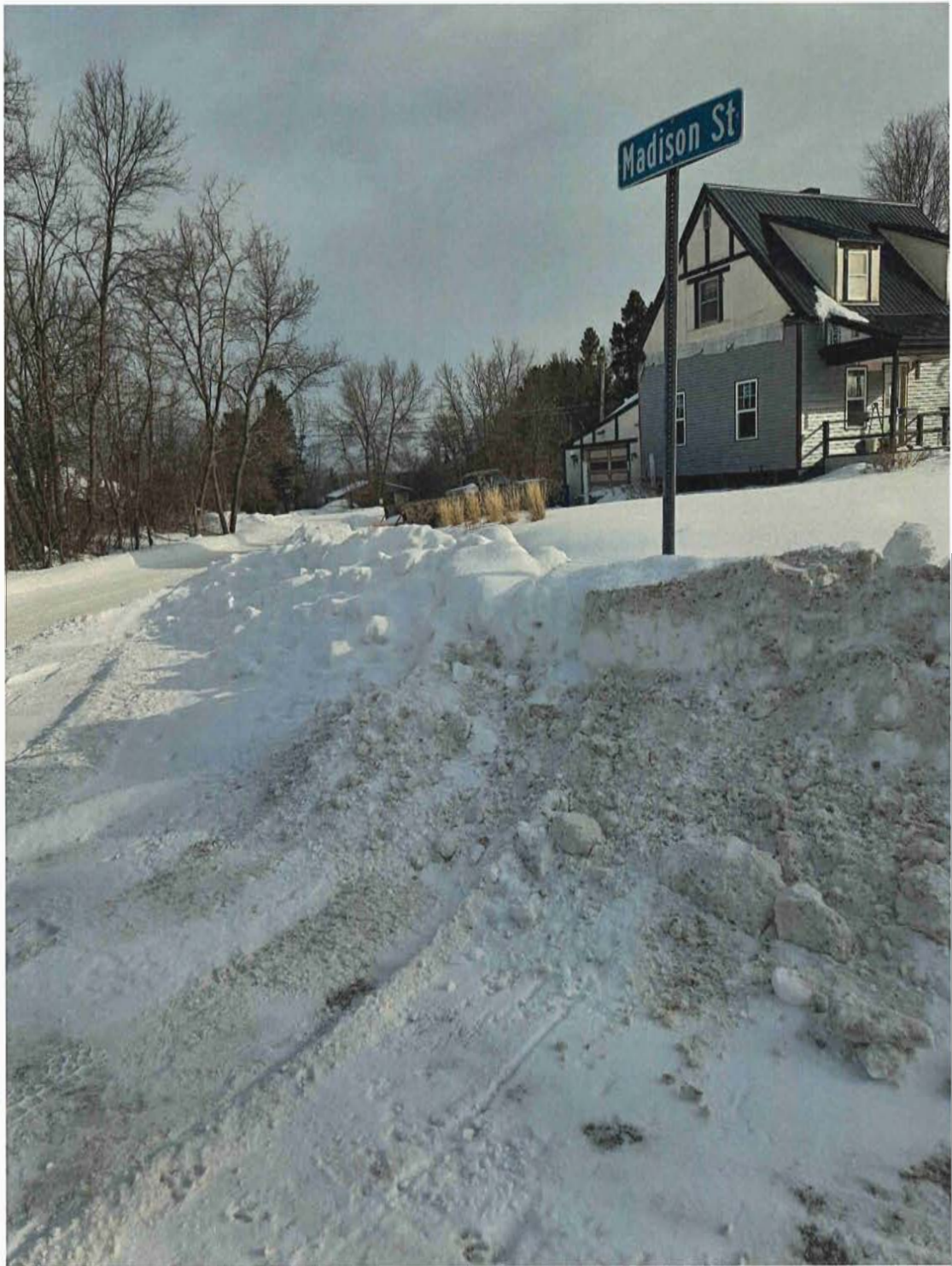
The machine was brought back to the maintenance shop for further investigation. All of the cutter arms on the fans were significantly bent and a rock was wedged in the discharge shoot. The cutter arms were removed to free up the rotating assembly and it was discovered that the shaft was bent.

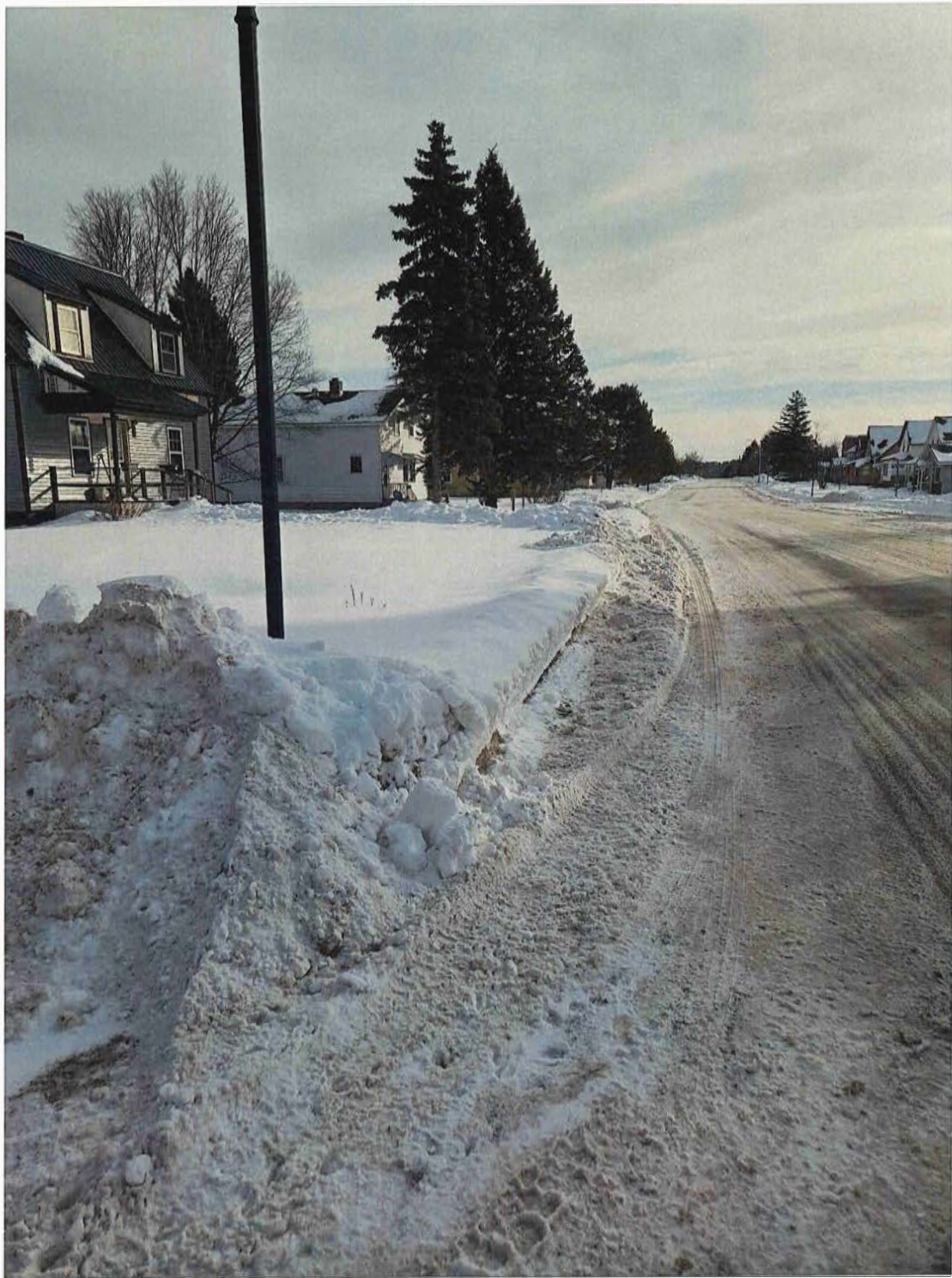
Kevin gathered the replacement parts that we have in inventory and Kevin pulled the unit apart to change the shaft. Jim Preblich the airport manager also had spare parts that he brought to the garage. On Friday February 27<sup>th</sup>, 2026 it was disassembled and it was found that the bushing and bearings were also destroyed and require replacement. Kevin ordered the necessary parts from Fair Manufacturing.

It appears that the large rock has come from landscaping at 631 E. Camp. The homeowner had been asked to ensure the landscaping rock was kept out of the ROW when they were completing the work. It appears that rock was left directly behind the curb on City ROW and has caused this significant damage.













cks in ROW











**Fair Manufacturing, Inc**  
 2900 Alumax Road  
 Yankton, SD 57078  
 USA

# INVOICE

Invoice Number: 12552  
 Invoice Date: Feb 27, 2026  
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Voice: 605-653-3247  
 Fax: 605-653-3800

Bill To:
City of Ely 209 E. Chapman St. Ely, MN 55731

Ship to:
City 2210 E Sheridan Street Ely, MN 55731

Customer ID	Customer PO	Payment Terms	
City Ely	948D	Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
Robert Hauger	Magnum	3/3/26	2/27/26

Quantity	Item	Description	Unit Price	Amount
2.00		SB01009 Fan Shaft	465.00	930.00
2.00		SB02005 DR Piloted Flange Bearing 2-1/2"	965.00	1,930.00
4.00		SB01005 Bronze Bushing 2-1/2" x 3" x 4"	55.30	221.20
4.00		SB01004 Ice Chopper Bar LH	205.00	820.00
4.00		SB01011 Ice Chopper Bar RH	205.00	820.00
2.00		SB02219 Piloted Flange Bearing 2-1/4"	375.00	750.00
1.00		Shipping & Handling	227.16	227.16
		1 Bearing (SB02219) was shipped via UPS Ground		

*Handwritten signature: U31W*

Subtotal	5,698.36
Sales Tax	
Total Invoice Amount	5,698.36
Payment/Credit Applied	
<b>TOTAL</b>	<b>5,698.36</b>

**SEC. 11.44. ADMINISTRATION.**

**Subd. 1. Administration.** This Chapter shall be administered by the Zoning Officer. No land or structure shall be changed in use and no structure shall be erected, altered, or moved until the Zoning Officer has issued a zoning permit certifying that the plans and intended use of land, buildings, and structures are in conformity with this Chapter. No land or structures hereafter erected, moved, or altered in its use shall be used until the Zoning Officer shall have issued a Certificate of Zoning Compliance stating that such land or structure is found to be in conformity with the provisions of this Chapter. Notice of hearings on all applications for variances, amendments or conditional uses in the Shoreland Overlay District shall be given to the Commissioner of Natural Resources at least ten (10) days prior to such hearings. Amendments and final decisions relating to the granting of variances and conditional uses in the Shoreland Overlay District shall be forwarded to the Commissioner of Natural Resources within ten (10) days of final action or amendment.

Source: Ordinance No. 124  
Effective Date: March 22, 1979

**Subd. 2. Board of Adjustment.** There shall be a Board of Adjustment consisting of the appointed members of the Planning Commission. The terms of the members of the Board of Adjustment shall be concurrent with their terms as members of the Planning Commission.

**Subd. 3. Appeals.** Appeals to the Board of Adjustment may be taken by any person aggrieved. The Board of Adjustment shall fix a reasonable time for the hearing of the appeal, giving public notice thereof, as well as due notice to the parties of interest, and decide the same within a reasonable time. At any hearing any party may appear in person, or by agent, or by attorney.

**Subd. 4. Powers and Duties.** The Board of Adjustment shall have the following powers:

**A.** To hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination may by the Zoning Officer.

**B.** To hear and decide on conditional uses, variances, and all other matters referred to it or upon which it is required to pass under this Chapter; and,

**C.** In passing upon variances, where there are practical difficulties or unnecessary hardship in the way of carrying out the strict letter of this Chapter to vary or modify the application of any of the regulations or provision of this Chapter so that the spirit of this Chapter shall be observed, public safety and welfare secured, and substantial justice done.

**D.** In exercising the above mentioned powers, such Board may reverse or affirm wholly or partly, or may modify the order, requirement, decision, or determination as ought to be made, and to that end shall have all the powers of the officer from whom the appeal is taken.

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**E.** The majority vote of the members of the Board shall be sufficient to reverse any order, requirement, decision, or determination of the Zoning Officer, or to decide in favor of the applicant on any matter upon which it is required to pass under this Chapter, or to effect any variation in this Chapter.

**F.** The Board of Adjustment shall adopt rules necessary to the conduct of its affairs, and in keeping with the provisions of this Chapter. Meetings shall be held at the call of the Chairman and at such other times as the Board may determine. The Chairman, or in his absence, the acting Chairman, may administer oaths and compel the attendance of witnesses. All meetings shall be open to the public.

**G.** The Board of Adjustment shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be a public record and be filed in the office of the City Clerk.

**H.** The Board of Adjustment shall always act with due consideration to promoting the public health, safety, convenience, and welfare, encouraging the most appropriate use of land and conserving property value, shall permit no building or use detrimental to a neighborhood, and may prescribe appropriate conditions and safeguards in each case.

**SEC. 11.45. AMENDMENTS.** This Chapter may be amended whenever the public necessity and convenience and the general welfare require such amendment by the following procedure:

**Subd. 1.** An amendment may be initiated by the Council or the Planning Commission, or by the verified petition of not less than fifty percent (50%) of the property owners affected by the proposed amendment and fifty percent (50%) of those property owners within three hundred feet (300) of the proposed change.

**Subd. 2.** Before any amendment is adopted, the Planning Commission shall hold at least one public hearing thereon after a notice of the hearing has been published in the official newspaper at least ten (10) days before the hearing.

**Subd. 3.** Following the hearing, the Planning Commission shall make a report of its findings and recommendations on the proposed amendment and shall file a copy with the City Clerk within ten (10) days of the date of the public hearing. Failure of the Planning Commission to so report shall be deemed to be approval by the Commission of the proposed amendment.

**SEC. 2.50. BOARDS AND COMMISSIONS GENERALLY.** All Board and Commission appointments authorized by ordinance or resolution shall be made by the Mayor, and such appointment confirmed by the Council at the first regular meeting in January of each year. The term of each appointee shall be established and stated at the time of their appointment, and terms of present Board and Commission members may be reestablished and changed so as to give effect to this Section. New appointees shall assume office on February 1, January 31 being the date of expiration of terms. Provided, however, that all appointees to Boards and Commissions shall hold office until their successor is appointed and qualified. All vacancies shall be filled in the same manner as for the unexpired term. Employees of the City of Ely shall not be prohibited from serving on Boards or Commissions, provided they are not otherwise prohibited by State Statute, City Charter, conflict of interest, or other reasons which, in the discretion of the City Council, would not serve the best interests of the City of Ely. All appointed Board and Commission members shall serve without remuneration, but may be reimbursed for out-of-pocket expenses incurred in the performance of their duties when such expenses have been authorized by the Council before they were incurred. The Chair and the Secretary shall be chosen from and by the Board or Commission membership annually to serve for one year. Provided, however, that no Chair shall be elected who has not completed at least one year as a member of the Board or Commission. The City Council may grant a stipend to the Secretary of a Board or a Commission, who in the discretion of the Council, undertakes a substantial administrative burden for the Board or Commission. Any Board or Commission member may be removed by the Council for misfeasance, malfeasance or non-feasance in office and their position filled as any other vacancy. Each Board and Commission shall hold its regular meeting at a time established and approved by the Council. The City Clerk-Treasurer shall be an ex officio member of all Boards and Commissions; provided, that if the City Clerk-Treasurer is unable to attend a meeting or act in the capacity of such membership, the City Clerk-Treasurer may be represented by the Deputy Clerk-Treasurer or some person duly authorized by the City Clerk-Treasurer. Except as otherwise provided, this Section shall apply to all Boards and Commissions.

Source: Ordinance No. 109, Second Series  
Effective Date: March 9, 2000

**SEC. 2.51. PLANNING COMMISSION.**

**Subd. 1. Establishment and Composition.** A Planning Commission is hereby established. The Commission shall be composed of seven (7) members who shall serve staggered three-year terms.

Source: Ordinance No. 62, Second Series  
Effective Date: March 5, 1996

**Subd. 2. Powers and Duties.** The Planning Commission shall have all the powers and duties defined or granted in the Statutes and the City Code relating to planning, zoning and  
(12-6-94)

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subdivision regulation and shall act in an advisory capacity to the Council in all of such areas. The Planning Commission shall prepare and adopt a comprehensive plan and shall periodically, but at least once every three (3) years, review the comprehensive plan, any ordinances and any capital improvement program the council has adopted to implement the plan. After such review it shall, to the extent it deems necessary, revise the comprehensive plan, adopt the amendments of the new comprehensive plan, and recommend it to the council in accordance with law. Similarly, after such review, it shall recommend to the council any amendments it deems desirable to the capital improvements program and any ordinance implementing the plan.

Source: Ordinance No. 44, Second Series  
Effective Date: July 5, 1994

**SEC. 2.52. BOARD OF ADJUSTMENT.** (CODIFIER'S NOTE: The Board of Adjustment is provided for in Chapter 11 of the City Code.)

**SEC. 2.53** Ordinance No. 31, Second Series, Effective Date: October 19, 1992.  
**REPEALED BY ORDINANCE NO. 53, SECOND SERIES.**

(07-05-94)

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