

MORRISTOWN ZONING BOARD MEETING MINUTES
Public Hearing/Regular Meeting Thursday, January 17, 2019 7:00 p.m.

Members Present: Chairman Jim Lonergan, Steve Felix, Mark Morris and Mike O'Rourke
Also Present: Loren Dahle, Danny Timm, Matt Rossow, Tyler Velzke, State Building Inspector Dan Murphy, Zoning Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Call to Order:

The regular meeting of the Morristown Zoning Board was called to order, at 7:00 p.m., by Chairman Jim Lonergan, on Thursday, January 17, 2019, in the Council Chambers at City Hall, at 402 S. Division Street.

2. Additions/Corrections to Agenda:

Adding to "New Business" E. Tyler Velzke, F. Randy Timm and G. Unapproved Zoning Permits. The Dale Melchert zoning application is added to the Zoning Administrator's report. Motion by Mark Morris, seconded by Mike O'Rourke, and carried unanimously to accept the Agenda, with the additions.

Steve Felix motioned to close the regular meeting to open the public hearing, seconded by Mark Morris, and was carried unanimously.

Public Hearing - Brad Potter explained the section to be added to the zoning ordinance regarding solar energy systems, to create standards for the construction of solar panel systems. After a discussion, more information was desired, with the possibility of requiring a CUP for the project and specific wording for this section will be presented. Motion by Mike O'Rourke to close the public hearing, seconded by Mark Morris, and carried unanimously. Motion by Steve Felix to reopen the regular meeting at 7:35 p.m., seconded by Mike O'Rourke, and carried unanimously.

3. Additions/Corrections of Meeting Minutes:

Motion by Steve Felix, seconded by Mark Morris, and carried unanimously to accept the November 15, 2018 minutes material as presented.

4. Report on Council Action Taken at Last Meetings:

None

5. Requests to be Heard:

Loren Dahle wanted to be heard on items I. and L..

6. Old/Unfinished Business:

- A. The property taxes on 206 Bloomer Street W. were assessed for \$1,200.00, payable in 2019, due to non-compliance of violation fines. After the revision of the fine structure, certain ordinances pertaining to the city process and procedures in the event of neglectful conduct of violation notices and administrative fines, a complaint letter will be sent. Failure to comply will result in legal action to be taken by the City.
- B. The utility shed will be moved off the property of 412 Sidney Street W.. Issues to be addressed are the after-the-fact zoning permit application, which was not approved, the violation of a second driveway, which needed to be approved/with a CUP. In following protocol criteria, violation fines will be cited. If a CUP is required, the owner is to attend the next zoning meeting.
- C. The Board wants to receive a copy of the engineer's report on the footings required to be in compliance at 105 2nd Street S.E.
- D. Brad Potter will report on his findings and contact with the owner of 204 Tower Circle in regards to the non-compliant utility shed setbacks.
- E. The property owner of 404 Washington Street E. did obtain an after-the-fact permit and paid the violation fine. The setbacks to be inspected.
- F. Motion by Mark Morris, seconded by Steve Felix, and carried unanimously to send a letter to the property owner of 402 Washington Street E, stating the \$25.00 permit fee is waived due to the September 20, 2018 storm damage, but the after-the-fact permit violation fee of \$100.00 remains, per Ordinance 152.075. Also the permit application must be completed with a drawing to show the setback measurements
- G. Matt Rossow, owner of 207 1st Street N.E., addressed the letter he received on the non-conforming carport. If the existing structure is under 120 sq. foot, no permit was required in 2004 (when carport was installed) and such material was allowed,. Therefore it will be allowed. If over the 120 square footage measurement, this structure must be removed.
- H. Awaiting word that the annexation of 8393 250th Street W. into the city limits, with the new address of 601 Washington Street E., has been accepted by the State and recorded with Rice County.
- I. Dan Murphy gave a presentation to the Board on the state building code, licensed inspections and the costs involved. Dan would consider providing his services as our zoning administrator in conjunction with the state codes.
- J. The vacant Zoning Board seat is still open for applicants. We will advertise this position in the newsletter.
- K. Brad Potter will be the Morristown acting Zoning Administrator until a replacement is appointment. This position will be posted in the newsletter also.
- L. Proposed ordinance revisions are tabled.

7. New Business:

- A. Motion by Mike O'Rourke, seconded by Steve Felix, and carried unanimously, going forward, to recommend to the Council paying our zoning administrator half of the \$45.00 per permit annual wage for the opening of a permit and the other half of the \$45.00 at the closing of the permit; when the permit overlaps between years' end and a new year.
- B. The zoning permit application and drawing for Jamie Jensen, 405 3rd Street S.E., will be studied at the next meeting.
- C. The board will look into revising the time frame a permit is valid for, dependent on the type of building project. This item was tabled until the February 21, 2019.
- D. The revision of an attached garage dimension will be discussed at the February 21, 2019 meeting.
- E. Tyler Velzke, 408 3rd Street S.E., received confirmation of setback requirements on his building plans to rebuild his home, due to the September tornado.
- F. Danny Timm, representing partner Randy Timm of Timm's Trucking, discussed the possible expansion to one of their buildings, the possibility of a hoop structure for sand and salt storage and the annexation of additional property. The board may look into rezoning parcels from Ag to Hwy Commercial.
- G. A zoning permit cannot be issued until the zoning application, with attached drawing of the project's setbacks, material and dimensions, is brought to the Zoning Board for approval. This stipulation includes, but not limited to, new construction, garages, additions and conditional use permits.
Before any zoning permit requiring, but not limited to, setbacks, materials and dimensions can be obtained, the application with drawing must be brought forth and approved by the zoning board.

8. Zoning Administrator's Report:

The clerk will get more documentation included on the zoning permit application for Dale Melchert of 402 3rd Street S.E..

The zoning permit application for Troy Dahle's property at 208 Tower Circle will also require additional information for approval.

No administrator's report this month.

9. Adjournment:

Motion by Mark Morris, seconded by Mike O'Rourke and carried unanimously to adjourn.

The meeting adjourned at 9:38 p.m..

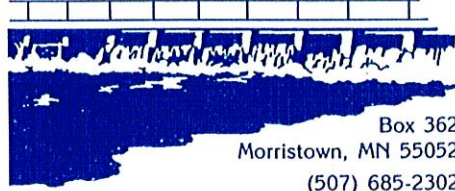
10. Next Regular Meeting: Thursday, February 21, 2019

Sheri Gregor, City Clerk/Treasurer

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



Box 362

Morristown, MN 55052

(507) 685-2302

MORRISTOWN ZONING BOARD MEETING MINUTES

Public Hearing/Regular Meeting Thursday, February 21, 2019 7:00 p.m.

Members Present: Chairman Jim Lonergan, Steve Felix, Mark Morris and Mike O'Rourke

Also Present: Brent Vollbrecht, Jim Zylstra, Zoning Administrator Brad Potter, City Clerk/
Treasurer Sheri Gregor

1. Call to Order:

The regular meeting of the Morristown Zoning Board was called to order, at 7:00 p.m., by Chairman Jim Lonergan, on Thursday, February 21, 2019, in the Council Chambers at City Hall, at 402 S. Division Street.

2. Public Hearing: Amending the City Code Regulating Solar Energy Systems.

Steve Felix motioned to close the regular meeting and open the public hearing, seconded by Mark Morris, and was carried unanimously. No public was present for input on the installation of solar energy panels on residential building roofs. The Board reviewed and made a couple revisions to the proposed amendment from Brad Potter. Mark Morris motioned to close the hearing, seconded by Mike O'Rourke, and carried unanimously. Mark Morris motioned to reopen the regular meeting at 7:12 p.m., seconded by Steve Felix and was carried unanimously. Mike O'Rourke motioned to adopt Section §152.235 Solar Energy Systems with the addition of B. Solar Panel Standards #8. the glare, seconded by Mark Morris, and carried unanimously. Mark Morris motioned to amend B. Solar Panel Standards #3. Development permits shall be required (a fee of \$50.00) for all systems over 40 square feet in size, seconded by Steve Felix, and was carried unanimously.

3. Additions/Corrections to Agenda:

Motion by Mark Morris, seconded by Mike O'Rourke, and carried unanimously to accept the agenda as printed.

4. Additions/Corrections of Meeting Minutes:

Motion by Steve Felix, seconded by Mark Morris, and carried unanimously to accept the January 17, 2019 meeting material as presented.

5. Report on Council Action Taken at Last Meetings:

Brent Vollbrecht was appointed to the position of Zoning Administrator. Sheri Gregor presented the Council compensation comparisons of other local zoning committee's wages for an increase consideration during the 2020 budget session.

6. Requests to be Heard:

Jim Zylstra had questions regarding zoning codes, effecting the property for sale at 305 1st Street N.E.. Mr. Zylstra was informed to develop a plan and bring it back to the Zoning Board.

7. Old/Unfinished Business:

- A. Motion by Mike O'Rourke, seconded by Mark Morris, and was carried unanimously to approve the permit application for Dale Melchert, 402 3rd Street S.E., once the setbacks are recorded on the application.
- B. Motion by Mike O'Rourke, seconded by Mark Morris, and was carried unanimously to approve the permit application for Troy Dahle, 208 Tower Circle.
- C. Motion by Mark Morris, seconded by Mike O'Rourke, and was carried unanimously to approve the permit application for Jamie Jensen, 405 3rd Street S.E.; with the stipulation of the 20' front, 10' rear and 10' side setbacks are met and documented on the application, including the siding and shingle materials, and noting the driveway width at the roadway and property line of being 20' for a two car garage or 30' for a three car garage. Thereafter the drive can fan out to the garage width.
- D. The Zoning Board vacant seat is still open. We have a couple of interested individuals.
- E. The Zoning Administrator position has been filled by the appointment of Brent Vollbrecht.
- F. The discussion on the time frame allowed on zoning permits, currently valid for one year, is subject to change, dependent on the project. This item will be addressed at the March 21st zoning board meeting.
- G. Currently there is no size restriction (unlimited) of an attached garage. Therefore an amendment to that zoning code will be reviewed at the March 21st zoning meeting.
- H. Proposed revisions to particular ordinances was tabled.

8. New Business:

- A. Brad Potter and the Board discussed getting our city map updated; including zoning with revisions, existing time stamp land use plan and future land use plan. Board members will study the map provided by Mr. Potter and come back at the next meeting with their feedback.

9. Zoning Administrator's Report:

Brad Potter reported he is in contact with Attorney Mark Rahrlick in revising the fine structure before moving forward with a complaint letter, followed by legal action, if necessary regarding Allan Schwartz property at 206 W. Bloomer Street.

Chad Wendel, 412 Sidney Street W. has sold the utility shed and is to be removed. Chad needs to come before the Board to request a required conditional use permit is for his second driveway.

Still waiting to receive the contractor's structural opinion regarding footings for the Tina Varness property structure at 105 2nd Street S.E..

Randy Werner's, 204 Tower Circle, utility shed is not within the setbacks. This structure will have to be moved.

Michele Voegelé's, 402 Washington Street E., utility shed meets setbacks, and the permit fee was waived (storm damage); although the after-the-fact permit application fine of \$100.00 has not been reversed.

9. Zoning Administrator's Report: (cont.)

Matt Rossow's, 207 1st Street N.E., non-conforming material structure, which is larger than 160 sq. ft., was built in 2007 without a permit, before Matt purchased the property in 2014. This structure not in compliance and may have to be removed, pending consultation with the city attorney.

Brad is checking the progress of the annexation on the Mary Schulz property, new city limits address of 601 Washington Street E.; to make sure it passed the State and gets recorded with Rice County.

The Board approves the slight changes in the structure/setbacks in Tyler Velzke's, 408 3rd Street S.E., permit application drawing.

Permits Issued: None

Permits Approved: See meeting minutes

1. Dale Melchert - 402 3rd Street S.E. – Sec/Twp/Rng 26/109/22 – New House/Garage
2. Troy Dahle – 208 Tower Circle – Lot 18, Block 1 – South Dahle–Rebuild House/Garage
3. Jamie Jensen–405 3rd Street S.E.– Sec/Twp/Rng 26/109/22 – Repair House/w Addition

Permits Closed: None

10. Adjournment:

Mike O'Rourke motioned to adjourn the meeting, seconded by Mark Morris, and carried unanimously. The Zoning Board adjourned at 8:18 p.m..

11. Next Regular Meeting: Thursday, March 21, 2019

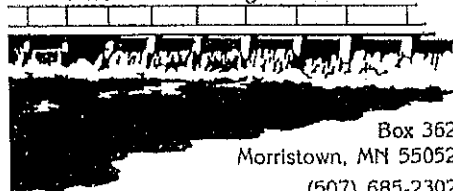


Sheri Gregor, City Clerk/Treasurer

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MORRISTOWN ZONING BOARD MEETING MINUTES

Regular Meeting Thursday, March 21, 2019 7:00 p.m.

Members Present: Chairman Jim Lonergan, Steve Felix, Mark Morris and Mike O'Rourke

Also Present: Lee Bruns, Tyler Velzke, Zoning Administrator Brent Vollbrecht, City

Administrator Brad Potter, City Clerk/ Treasurer Sheri Gregor

1. Call to Order:

The regular meeting of the Morristown Zoning Board was called to order, at 7:00 p.m., by Chairman Jim Lonergan, on Thursday, March 21, 2019, in the Council Chambers at City Hall, at 402 S. Division Street.

2. Additions/Corrections to Agenda:

Motion by Steve Felix, seconded by Mark Morris, and was carried unanimously to accept the agenda with the addition of 7. New Business A. Tyler Velzke - building drawing revision.

3. Additions/Corrections of Meeting Minutes:

Motion by Mark Morris, seconded by Mike O'Rourke, and was carried unanimously to accept the February 21, 2019 meeting minutes.

4. Report on Council Action Taken at Last Meetings:

The Council directs the Zoning Board to review the first draft of the zoning fines and enforcement and relay their input. The zoning allowance of residential solar panels was adopted (Ordinance 2019-2). The individuals interested in becoming a Zoning Board member to be notified to attend the Zoning meeting on March 21, 2019.

5. Requests to be Heard:

None

6. Old/Unfinished Business:

- A. Zoning Board Vacant Seat – Lee Bruns and Tyler Velzke are interested in filling the vacant seat on the Zoning Board, due to the passing of Jack Blackmer. A discussion was held, answering questions and giving details of this position. The board was very happy to have two candidates and want to retain both of them. However, the by-laws limit the committee to five members. Before adjournment, Mark Morris motioned to recommend to the City Council, seconded by Mike O'Rourke, and was carried unanimously, to appoint Lee Bruns to the Zoning Board effective immediately and to also accept the appointment of Tyler Velzke to fill the next vacancy.
- B. Permit Time Frame Limits - The possible revision of the time frame in which permits are valid may depend on the type of job. Currently zoning permits are all valid for one year. Certain projects, e.g. decks, fences, utility sheds, can be completed in a much shorter period. This item is tabled to the next meeting.
- C. Attached Garage Size Restriction – This item is also tabled, as an ordinance amendment will be needed to regulate a size limit.

6. Old/Unfinished Business: (cont.)

- D. Zoning/Land Use Plan/City Map – Rice County plans to update its comprehensive plan, asking for Morristown's input/feedback on what we envision happening outside of our expansion zone. Brad Potter will set up a special meeting for the Zoning Board to work on the County land use and the City updated city map with revising zone districts, land use plans and expansion zones. Another future project is to address city-wide alleys to vacate, by petition and notification to land owners and access/easements to utility companies.
- E. Solar Energy – In the near future the Zoning Board will present to the City Council their recommendations on an ordinance to allow specific solar energy development and specifications in the Business, Commercial, Industrial and Agricultural zoned districts.
- F. Zoning Code – The Board reviewed the first draft of revising the zoning procedures, violation fine process and schedule. Their feedback will be relayed to Mark Rahrlick and the City Council.
- G. Proposed revisions to particular ordinances are tabled until November 21, 2019.

7. New Business:

- A. Tyler Velzke – Mike O'Rourke motioned, seconded by Mark Morris, and was carried unanimously to approve the additional changes in the structure sq. footage, location and setbacks, at 408 3rd Street S.E., of the permit application drawing. At their next meeting, the Board will review revising Ordinance 152.097 Access Drives (A)(3) and B(3).

8. Zoning Administrator's Report:

Brad Potter will keep the Board informed on the progress with the issues at properties 206 Bloomer Street W., 412 Sidney Street W., 105 2nd Street S.E., 204 Tower Circle, 402 Washington Street E., 207 1st Street N.E. and annexation of 601 Washington Street E.. Acting Zoning Administrator Brad Potter will finish up with the 2018 permits and Brent Vollbrecht takes over with the 2019 zoning application/permits.

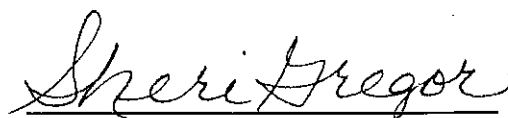
Permits Issued:

- 1. Champion Window Co. – Josh Dale – 28 Cate Street – Mobile Home Community – Re-Roof
 - 2. Arnell Anderson – 404 Washington St. E. – Lot 3, Block 1 – Tramel – Shingle/Siding/Windows
- Motion by Mike O'Rourke, seconded by Steve Felix, and was carried unanimously to approve the Zoning Administrator's Report.

9. Adjournment:

Steve Felix motioned to adjourn the meeting, seconded by Mark Morris, and carried unanimously. The Zoning Board adjourned at 8:55 p.m..

10. Next Regular Meeting: Thursday, April 18, 2019

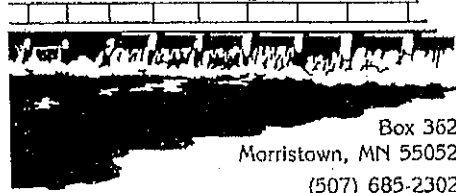


Sheri Gregor, City Clerk/Treasurer

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MORRISTOWN ZONING BOARD MEETING MINUTES

Regular Meeting Thursday, April 18, 2019 7:00 p.m.

Members Present: Chairman Jim Lonergan, Steve Felix, Mark Morris and Mike O'Rourke

Members Absent: Lee Bruns

Also Present: Zoning Administrator Brent Vollbrecht, City Administrator Brad Potter, City Clerk/
Treasurer Sheri Gregor

1. Call to Order:

The regular meeting of the Morristown Zoning Board was called to order, at 7:00 p.m., by Chairman Jim Lonergan, on Thursday, April 18, 2019, in the Council Chambers of City Hall, at 402 S. Division Street.

2. Additions/Corrections to Agenda:

Motion by Steve Felix, seconded by Mark Morris, and was carried unanimously to accept the agenda with two additions; Old Business G. Carport – 207 1st St. N.E. and New Business C. Fence – 24797 Holland Avenue.

3. Additions/Corrections of Zoning Board Meeting Minutes:

Motion by Mark Morris, seconded by Steve Felix, and was carried unanimously to accept the March 21, 2019 meeting minutes.

4. Report on EDA and Council Action Taken at Last Meetings:

A Farmington, MN couple purchased the Hwy Ag industrial property. The Board is to review revision of City Code Sections 152.295 – 152.335. The Council approved the immediate appointment of Lee Bruns to the Zoning Board and the appointment of Tyler Velzke upon the next vacancy, per written resignation document.

5. Requests to be Heard:

None

6. Old/Unfinished Business:

- A. Permit Time Frame Limits – Currently zoning permits are all valid for one year. The zoning permit validation period will be adjusted according to the project. The Board will make a recommendation to the City Council after their next meeting.
- B. Attached Garage Size Restriction – The Board is seeking to amend a city code ordinance in Chapter 152 to regulate the size limit of an attached garage being an attached garage on a principal structure cannot exceed 1,000 sq. ft.. The Zoning Board will hold a public hearing at their May 16th meeting to get public input on this matter.
- C. Update Zoning and Land Use Plan – A work session will be held on Wednesday, April 24th at 4 p.m. to develop a future land use plan, including revising zoning districts, development of residential and urban expansion.

6. Old/Unfinished Business: (cont.)

- D. Allowance of commercial, industrial and agricultural solar energy panels has yet to be regulated per a city code ordinance. This topic is being tabled until there is a request from one of the mentioned businesses.
- E. Zoning code of administrative fine process and fees. The Board reviewed the draft of the zoning procedures, the violation fine process and schedule. Their feedback will be presented at the public hearing to be held on Monday, May 6th at the City Council meeting. The Board's opinion is to recommend keeping the penalty fine of doing work without receiving an issued permit at \$100 or the cost of the permit; whichever is greater.
- F. Mike O'Rourke will submit his letter of intent to resign from the Zoning Board to the City Council.
- G. Carport – 207 1st St. N.E. The structure is non-compliant, but will be allowed to stay, since the addition was there when the property was purchased. Going forward, at the point of a new sale, this structure must be removed. A written document needs to be submitted by the current owner in agreement.

7. New Business:

- A. Permit Application Form – The application form for a zoning permit is being critiqued. A new version will be reviewed at the next meeting.
- B. The Board reviewed revising Ordinance 152.097 Access Drives. A public hearing will be held on May 16th, at the Zoning Board meeting to present the proposal. The recommendation will be to allow driveways not to exceed 40% of the yard lot width at the right-of-way and not to exceed 36' per 90' lot with or larger. The access drive can fan out up to 45% of the right-of-way yard lot width.
Examples: 80' frontage = 32' driveway, 60' frontage = 24' driveway and any lot width frontage over 90' cannot exceed a 36' driveway.
- C. 24797 Holland Avenue Fence – It appears that a fence was installed without permit. The Administrator will contact the new owners.

8. Zoning Administrator's Report:

Brad Potter will keep the Board informed on the progress with the issues at properties 206 Bloomer Street W., 412 Sidney Street W., 105 2nd Street S.E., 204 Tower Circle, 402 Washington Street E., 207 1st Street N.E. and annexation of 601 Washington Street E..

*Motion by Mark Morris, seconded by Steve Felix, and was carried unanimously to approve Maurine Caspari storm damaged home rebuild on the existing foundation, per permit app.

*Motion by Mike O'Rourke, seconded by Mark Morris, and was carried unanimously to accept Shane and Jessica Purdie's application of the original pre storm footprint 30'X36' garage, and based upon Brent Vollbrecht and Brad Potter's evaluation of the property's east side city easement and setbacks being met to approve the additional 10'X20' lean to permit application. The permit fee of \$0.25 per square foot will apply to the additional 200 sq. ft.

*Administrator Vollbrecht will contact Kris and Kristen Wenker on their application for an accessory 14'X20' shed.

8. Zoning Administrator's Report: (cont.)

*Motion by Mark Morris, seconded by Steve Felix, and was carried unanimously to approve the 50'X90' pole shed application (40'X80' permit fee waived due to storm damage), noting the additional 10'X10' (\$0.25 per square footage) to be paid; with this extra footage to stay within this agricultural parcel, meeting setbacks, same as the previous 40'X80' requirement. An amendment to this approved motion is to include the existing steel storage container needs to be removed upon completion of this permitted 50'X90' shed.

*Administrator, Brent Vollbrecht, will contact Michael Anderson to get a detailed material list for the 15'X27' steel open sided loafing (animal) shed. Also Brad Potter will check with the County on regulating feedlots. This application is tabled until the zoning May 16th meeting.

*Motion by Mike O'Rourke, seconded by Mark Morris, and was carried unanimously to accept the storm damage permit application by Michael Anderson for roof shingles, siding, windows on the residence.

*Motion by Mark Morris, seconded by Steve Felix, and was carried unanimously to accept the attached garage with mudroom application by Michael Anderson.

*Motion by Mike O'Rourke, seconded by Mark Morris, and was carried unanimously to notify Tyler Velzke of the additional square footage from the existing pre-storm footprint fee applies.

Permits Issued by Clerk:

1. Champion Window Co./Joshua Dale – 28 Cate St. – MHC – Re-Roof
2. Arnell Anderson – 404 Washington St. E. – Lot 3, Block 1 – Tramel Addition – Shingles, Siding, Windows
3. Clay Rhetmeyer – 204 Sidney St. E. – Lot 1, Block 1 – South Dahle – Shingle Shed
4. Sharon Schumann – 33 Charlotte St. – MHC – Re-Roof

Permits Issued by Zoning Administrator:

1. Richard Prescher – 101 Washington St. E. – Lot 6, Block 15 – Morristown Original Town – Privacy Fence
2. Richard Prescher – 103 Washington St. E. – Lot 7, Block 15 – Morristown Original Town – 12'X12' Deck
3. Michaela Perrizo – 305 Main St. W. – Lot 11, Block 22 – Adams & Allens - Fence

Permits Approved by Zoning Board:

1. Meschke Construction/Maurine Caspari – 209 Tower Circle – House/Garage
2. Michael Anderson – 406 Washington St. E. – Section 26 – Tramel Addition – Attached Garage/Mud Room to House
3. Michael Anderson – 406 Washington St. E. – Section 26 – Tramel Addition – House Roof Shingles, Siding, Windows

Permits Closed:

1. Chad Snyder – 508 Sidney St. W. – Section 27 – Meschke South Haven 2nd – Shingles
Motion by Steve Felix, seconded by Mark Morris, and was carried unanimously to approve the Zoning Administrator's Report.

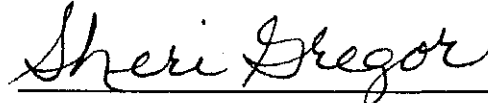
The Zoning Board will hold a work session on Wednesday, April 24, 2019 at 4:00 p.m. to discuss changes to the current city map and future land use plan.

9. Adjournment:

Steve Felix motioned to adjourn the meeting, seconded by Mark Morris, and carried unanimously. The Zoning Board adjourned at 10:28 p.m..

10. Work Session: Wednesday, April 24, 2019 at 4:00 p.m.

Next Regular Meeting: Thursday, May 16, 2019

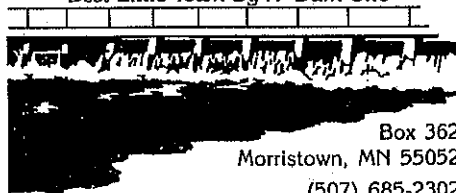
A handwritten signature in cursive script that reads "Sheri Gregor". The signature is written in black ink and is positioned above a horizontal line.

Sheri Gregor, City Clerk/Treasurer

City of Morristown

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Box 362

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MORRISTOWN ZONING BOARD WORK SESSION MINUTES

Wednesday, April 24, 2019 4:00 p.m.

Members Present: Chairman Jim Lonergan, Steve Felix, Mark Morris, Mike O'Rourke

Member Absent: Lee Bruns

Others Present: City Administrator Brad Potter and City Clerk Sheri Gregor

The work session of the Morristown Zoning Board was called to order, by Chairman Jim Lonergan, on Wednesday, April 24, 2019 at 4:00p.m., in the City Hall Council Chambers at 402 S. Division Street.

The Zoning Board met to discuss the City of Morristown's comprehensive land use plan. Several concepts were talked over on existing land use, future land use, and to rezone certain areas in our zoned districts. City maps will be updated with its present/revised plan and also future growth expectations. The Board envisioned what could be within and outside of our expansion zone. The availability of water and sewer would be considered in the potential development. Another upcoming task is to address city-wide alleys to vacate.

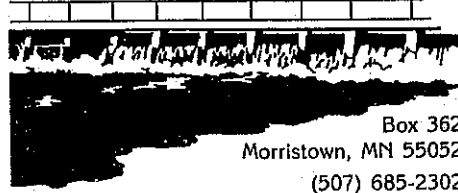
The Work Session adjourned at 5:47 p.m.

Sheri Gregor, City Clerk/Treasurer

City of Morristown

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MORRISTOWN ZONING BOARD MEETING MINUTES **Public Hearings and Regular Meeting Thursday, May 16, 2019**

Members Present: Chairman Jim Lonergan, Steve Felix, Mike O'Rourke, Lee Bruns

Members Absent: Mark Morris

Also Present: Loren Dahle, Zoning Administrator Brent Vollbrecht, City Administrator Brad Potter, City Clerk Sheri Gregor

1. Call to Order:

The regular meeting of the Morristown Zoning Board was called to order, at 7:00 p.m., by Chairman Jim Lonergan, on Thursday, May 16, 2019, in the Council Chambers at City Hall, at 402 S. Division Street.

Motion by Steve Felix, seconded by Mike O'Rourke, and was carried unanimously to close the regular meeting and to open the two public hearings.

Public Hearings: Are held to receive public input on alterations under consideration of city code ordinances. There was one person in attendance.

- ** Chapter 152.091 Dwelling Restrictions:** Amendment recommendation to regulate an attached garage on a principal structure to not exceed 1,000 square feet.

- ** Chapter 152.097 Access Drives:** (A) (3) and (B) (3) - The recommendation will be to allow driveways to not exceed 40% of the yard lot width at the right-of-way and not to exceed 36' per 90' lot width or larger. The access drive can fan out up to 45% of the right-of-way yard lot width.

The Zoning Board confirmed the revisions to be used in amending these chapter sections of the zoning codes.

Motion by Steve Felix, seconded by Mike O'Rourke, and was carried unanimously to close the public hearing at 7:40 p.m.. Motion by Steve Felix, seconded by Lee Bruns, and was carried unanimously to reopen the regular meeting.

2. Additions/Corrections to Agenda:

Additions to the Agenda are New Business A. Danny Timm's Property and B. Timm's Trucking. Motion by Steve Felix, seconded by Mike O'Rourke, and was carried unanimously to approve the agenda with the two additions.

3. Additions/Corrections of Zoning Board Meeting Minutes:

Motion by Mike O'Rourke, seconded by Steve Felix, and was carried unanimously to accept the April 18, 2019 Zoning Board meeting minutes.

4. Report on Council Action Taken at Last Meetings:

The City Council request the Zoning Board make their final revisions to the draft amending City Code Sections 152.295 – 152.335.

5. Requests to be Heard:

Loren Dahle questioned home business driveway access width and street restrictions.

6. Old/Unfinished Business:

A. Motion by Mike O'Rourke, seconded by Lee Bruns, and was carried unanimously to pass and recommend to the City Council to amend Ordinances 152.066 and 152.091, regulating the maximum size of any agricultural and residential attached garage to 1,000 square feet. Attached garages must be constructed out of the same materials as the principal structure.

B. The recommendation to the City Council amending Ordinance 152.097 Access Drives is as follows: A residential access drive shall not exceed 24' at the point it intersects with the right-of-way line for a one stall garage. The access to a two or three stall garage may have desirably up to 36' at the right-of-way line. Driveways and hard surface areas shall not exceed 40% of the front yard. Twin homes driveways may be 40' in width at the right-of-way.

Motion by Mike O'Rourke, seconded by Steve Felix, and was carried unanimously to accept the changes to access driveways in Ordinance 152.097.

C. The Board reviewed the amending draft of the zoning procedures, the violation fine process and fine schedule. Motion by Mike O'Rourke, seconded by Steve Felix, and was carried unanimously to accept the final amendment of Section 152.295 through Section 152.335 of the City Code administrative fine process and fees.

D. Resolution Amending Zoning Code Fines for Administrative Violations. The Board is looking for clarification (an example) of the fine process.

E. The City Clerk reported to the Zoning Board the approximate zoning permit fees waived, due to the September 20, 2018 storm damage repairs and rebuilds, is over \$7,000.00.

F. Permit applications drafts were submitted by the City Clerk for the Zoning Board's review. Currently zoning permits are all valid for one year. The zoning permit validation period will be adjusted according to the project. The Board will make a recommendation to the City Council after their next meeting.

G. Brad Potter is still working on updating the city map zoning and land use plan.

7. New Business:

A. With the rezoning of certain areas, Timm's Trucking will be zoned industry, instead of agriculture. Randy Timm, of Timm's Trucking, is interested in building a winter sand/salt hoop building, whereas commercial grade structures such as hoop buildings would be allowed, per code section amendment. The continuing discussion on the rezoning of the city map will be addressed at the next meeting.

B. An informational discussion was held on the possibility of allowing Danny Timm's property being rezoned into the County, to prevent a piece of land from being landlocked. An issue with that would be a neighboring property would also have to be rezoned County to avoid leapfrogging. Another option would be for all of Danny Timm's (land) be brought into the City.

8. Zoning Administrator's Report:

Brad Potter reported on the progress made with the following property issues:

Building appearance at 206 Bloomer St. W., CUP needed at 412 Sidney St. W., footing document from 105 2nd St. S.E., utility shed setback at 204 Tower Circle, 402 Washington St. E. unpaid fine, removal of structure upon sale of property at 207 1st St. N.E., new annexed address of 601 Washington Street E., additional fee for 408 3rd Street S.E..

Brent Vollbrecht updated the progress on the following:

Waiting for property line (setback) information from the owners for an 20'X14' accessory shed at 304 Franklin St. W.. At 406 Washington St. E. need to resolve container issue and what if any feed lot regulations are a factor.

Motion by Mike O'Rourke, seconded by Steve Felix, and was carried unanimously to approve the Purdie storage shed permit application, minus to lean to addition.

Motion by Steve Felix, seconded by Lee Bruns, and was carried unanimously to approve the Duhme one stall garage addition permit application.

Motion by Steve Felix, seconded by Lee Bruns, and was carried unanimously to approve the Duhme storm damage existing footprint house/garage permit application.

Motion by Steve Felix, seconded by Mike O'Rourke, and was carried unanimously to approve the White garage permit application.

Permits Issued by Clerk:

1. Steve Nordmeier – 25 Main Street E.– Window

Permits Issued by Zoning Administrator:

1. Richard & Liz Prescher – 101 Washington Street E. – Fence
2. Richard & Liz Prescher – 103 Washington Street E. – Deck
3. Michaela Perrizo – 305 Main Street W. – Fence

Permits Approved by Zoning Board:

1. Shane & Jessica Purdie – 406 3rd Street S.E. – StorageShed (no lean to)
2. Dale & Chrissy Melchert – 402 3rd Street S.E. – Setbacks Drawing
3. Matt & Stephanie Duhme – 206 Tower Circle – Garage Addition
4. Matt & Stephanie Duhme – 206 Tower Circle –Rebuild House/Garage
5. Shawn & Tammie White – 807 Division Street S. – 32'X42' Garage

Permits Closed:

1. Brian & Sherri Brunner – 313 Thruen Street – 20' X 30' Accessory Garage
2. Joshua Dale – 28 Cate Street – Re-Roof
3. Tod Liverseed – 3rd Street S.E. – Solar Roof Panels
4. Sharon Schumann – 33 Charlotte Street – Re-Roof
5. Shane & Jessica Purdie – 406 3rd Street S.E. – House/Garage

Motion by Mike O'Rourke, seconded by Lee Bruns, and was carried unanimously to approve the Zoning Administrator's Report.

9. Adjournment:

Motion by Mike O'Rourke, seconded by Steve Felix, and was carried unanimously to adjourn. The Zoning Board adjourned at 9:55 p.m..

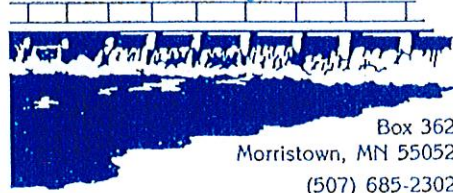
10. Next Regular Meeting: Thursday, June 20, 2019 at 7:00 p.m..

 City Clerk/Treasurer

City of Morristown

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Box 362

Morristown, MN 55052

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MORRISTOWN ZONING BOARD MEETING MINUTES

Regular Meeting Thursday, June 20, 2019

Members Present: Chairman Jim Lonergan, Steve Felix, Mark Morris,

Members Absent: Mike O'Rourke, Lee Bruns

Also Present: Tyler Velzke, Zoning Administrator Brent Vollbrecht, City Administrator Brad Potter, City Clerk Sheri Gregor

1. The regular meeting of the Morristown Zoning Board was called to order, at 7:12 p.m., by Chairman Jim Lonergan, on Thursday, June 20, 2019, in the Council Chambers at City Hall, at 402 S. Division Street.
2. Motion by Mark Morris, seconded by Steve Felix, and was carried unanimously to approve the Agenda:
3. Motion by Steve Felix, seconded by Jim Lonergan, and was carried unanimously to approve the Zoning Board meeting minutes from May 16, 2019, as printed.
4. The Zoning Board reviewed the actions taken by the City Council, which was the adoption of Ordinance 2019-3: Amending Sections 152.295 – 152.335 Administration Enforcement and Ordinance 2019- 5: Amending Section 152.097 Access Drives. The Council did not however take the recommendation of the Zoning Board to approve the size restriction of attached garages.
5. Requests to be Heard:
Tyler Velzke, 408 3rd Street S.E., was present at the meeting. Tyler wanted to place fill in the backyard so the slope from his house to the back yard would not be as steep. Tyler said the base would be 6 to 8 feet wide and that he has spoken with his neighbor to the north to make sure he would not flood them out. The Zoning Committee thought this was acceptable if Tyler could give a written description of what he would do and then it could be approved.
6. Old/Unfinished Business:
 - A. With the passage of Ordinance 2019-3, the Zoning Administrator, is responsible for enforcing the zoning code. The Zoning Board can bring information regarding violations to the zoning administrator, and the zoning administrator can rely upon the Zoning Board to conduct further investigation. Ultimately it is the Zoning Administrator's responsibility to make sure properties are in compliance. The process will usually start by the Zoning Administrator having a dialogue with the property owner, which may include a formal warning letter. Any decisions regarding administrative fines will go to City Council for final action. Once a fine is imposed, it is the City Administrator who will notify the property owner and, if necessary, ensure that the fine is assessed to the violator's property taxes.

6. Old/Unfinished Business:

- B. Motion by Mark Morris, seconded by Steve Felix, and was carried unanimously for our City Administrator to send a reminder letter to the property owners of 105 1st St. N.E., to finish the job of siding and or paint repair on the side of the house, as their zoning permit will be expiring in approximately one month.
- C. Motion by Mark Morris, seconded by Steve Felix, and was carried unanimously to send to the City Council, for approval, the three revised "Application for a Zoning Permit" forms and validation periods, as stated on the applications, as follows: Three months' time frame for decks, fences, signs, and utility sheds. Permits for shingles, siding, windows and solar panels allow six months to complete the job. New construction, additions and garages permits are valid for up to one year. Also motioned to change was the "Description of Materials" to "Specific Type of Roof Materials" and "Specific Type of Siding Materials".
- D. The City Clerk gave the Board members an updated list of permit fees waived due to the storm damage from September 20, 2018.
- E. The Zoning Board will hold a public hearing on Thursday, July 18, 2019 at 7:30 p.m. to propose the City of Morristown rezoning map changes. The rezoning of the property located at 24366 Holland Avenue from A, Agricultural to I-1, Industrial and the property at 24374 Holland Avenue from A, Agricultural to R-1, Residential. To amend I-1, Industrial District §152.168 Accessory Uses amending accessory uses to allow commercial grade hoop structures as a permitted use.

7. New Business:

- A. The resignation and Zoning Board member vacancy is tabled until the July 18, 2019 meeting.

8. Zoning Administrator's Report:

Brad Potter used a map of the city with highlighted properties that have issues of ordinance violations pertaining to either city or zoning general regulations. Strides will be taken to uniformly enforce these matters. Brad Potter will initiate notice, to the owner of 206 Bloomer St. W., of the city process and procedures of neglectful conduct of violation notices and administrative fines, whereas a complaint letter will be sent. Failure to comply will result in legal action to be taken by the City, pertaining to the violation of Ordinance 92.21-Building Maintenance and Appearance at 206 Bloomer St. W. Documentation of footings, per Ordinance §152.091 Dwelling Restrictions (C), is needed from the property owner of 105 2nd St. S.E.. Attorney Mark Rahrack will contact the property owner of 412 Sidney St. W. regarding the unpermitted shed and the Fountain St. driveway. Mr. Potter will discuss the setbacks of the utility shed with the property owner at 204 Tower Circle. Motion by Mark Morris, seconded by Steve Felix, and was carried unanimously instructs Brad Potter to send a letter to the owner of 402 Washington St. E. stating if the outstanding \$100.00 violation fine, for applying for a permit after the fact per, is not paid, it will be assessed her property taxes. A letter will be sent to the 207 1st St. N.E. owner affirming the non-conforming structure in question may remain; until at the time, whoever is the property owner, in order to be approved of any type of future zoning permit will need to remove the structure.

8. Zoning Administrator's Report: (cont.)

Brad will send a legal description to the attorney to make the new annexed address of 601 Washington Street E. official. Brad will contact the new residents at 24797 Holland Avenue informing them of our application required for zoning permits when assembling fencing. Brent Vollbrecht reports waiting to hear back from the owner of 304 Franklin St. W. on their setbacks of the property lines. A letter will be sent to the owner of 406 Washington St. whereas the following two zoning permit applications are subject to consideration of approval under the following contingencies: Motion by Mark Morris, seconded by Steve Felix, and was carried unanimously to issue a letter of agreement that the unpermitted temporary storage container will be removed or placed inside the 50'X90' machine shed; once the shed is completed. Mark Morris motioned, seconded by Steve Felix, and was carried unanimously to not issue a permit for the loafing animal storage shed until a State feedlot permit is in order and in hand by the property owner of 406 Washington St. E.; and at that time we will entertain a discussion and application of the permit. Brent requests a new application and drawing with property line/setbacks from 405 3rd St. S.E.. Brent received an application from Jesse Ungs – 208 Franklin St. W. – Accessory Building and will check the property before bringing the application before the Board.

Permits Issued by Clerk:

Winnie Hughes – 111 Ann St W. – Shingles
Ramon Medina – 201 Main St. E. – Roof Repair, Some Siding, Windows
ABC Seamless/Jeff Hansen – 407 Jane St. E. – Siding
ABC Seamless/Tod Liverseed – 403 3rd St. S.E. – Siding
Tom Schwichtenberg – Shingles – Siding
Richard Randall – 106 Main St. E. – Roof Repair/Shingles
Koke's Produce Stand – 23 Franklin St. E. – Sell Produce

Permit Issued by City Administrator:

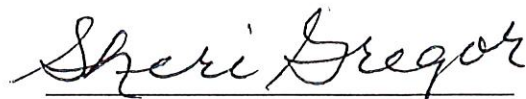
Kelli McMullen – 302 2 St. S.E. – Fence

Motion by Steve Felix, seconded by Mark Morris, and was carried unanimously to accept the City Administrator and Zoning Administrator's reports.

9. Motion by Steve Felix, seconded by Mark Morris, and was carried unanimously to adjourn.

The meeting adjourn at 9:40 p.m..

10. Next Regular Meeting: Thursday, July 18, 2019

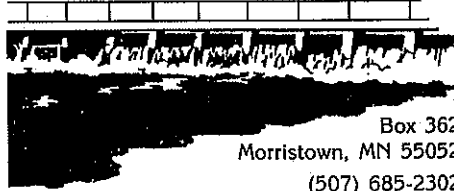


Sheri Gregor, City Clerk

City of Morristown

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MORRISTOWN ZONING BOARD MEETING MINUTES **Regular Meeting/Public Hearing Thursday, July 18, 2019**

Members Present: Chairman Jim Lonergan, Mark Morris, Mike O'Rourke

Members Absent: Steve Felix, Lee Bruns

Also Present: Dan Morris, Zoning Administrator Brent Vollbrecht, City Administrator Brad Potter, City Clerk Sheri Gregor

1. Call to Order: The regular meeting of the Morristown Zoning Board was called to order, at 7:08 p.m., by Chairman Jim Lonergan, on Thursday, July 18, 2019, in the Council Chambers at City Hall, at 402 S. Division Street.
2. Agenda Additions/Corrections: Motion by Mark Morris, seconded by Mike O'Rourke, and was carried unanimously to approve the Agenda, with the correction of New Business B. Joint Meeting with the EDA Committee will be August 15, 2019 and an addition to Old Business C. Loafing Shed.
3. Zoning Board Meeting Minutes: Motion by Mark Morris, seconded by Jim Lonergan, and was carried unanimously to approve the Zoning Board meeting minutes from June 20, 2019.
4. Council Action: The Zoning Board reviewed the actions taken by the City Council, which was the approval of the revised permit applications and validation periods. Also a permit approval of a loafing shed was discussed.
5. Requests to be Heard:
Danny Morris had a few questions on the possibility of future new residential development on the outskirts of the city and setbacks. How this would affect existing feedlots in the urban reserve/expansion zone.
6. Old/Unfinished Business:
 - A. 105 1st Street N.E. – A letter is to be sent to notify the three owners of their second permit expiring on July 30, 2019. Motion by Mike O'Rourke, seconded by Mark Morris, and carried unanimously that if the entry way repairs have not been completed, as of July 31, 2019, the Zoning Board recommends to the City Council to begin the administrative fine process.
 - B. 408 3rd Street S.E. Landscape – Tyler Velzke submitted a written description of his landscaping plan, as requested by the Zoning Board.
 - C. The permit application to build a 15' X 27' loafing shed at 406 Washington St. E. is under consideration, with making sure specifications and criteria are being met before being approved. This matter was put on the City Council agenda without any contact, communication or knowledge of the Zoning Board.

6. Old/Unfinished Business: (cont.)

- C. The Zoning Board feels the City Council could have approved the permit without notifying the Board, to understand that due diligence is being sought to be in compliance with the city codes and past practices being allowed; due to the September 20, 2018 tornado. Clarification on any feedlot regulations in question, pasture land use is expected to be furnished, in writing, from the MCPA divisions governing livestock.

A motion was made by Mark Morris, seconded by Mike O'Rourke, and was carried unanimously to close the regular meeting and open the public hearing.

PUBLIC HEARING

A public hearing was held to receive input from property owners in the city limits and from the residents within 350 feet of the proposed rezoning area. The proposed rezoning amendment of the city map involves the property located at 24366 Holland Avenue from A, Agricultural to I-1, Industrial and the property at 24374 Holland Avenue from A, Agricultural to R-1, Residential. Subsequently, to then amend I-1, Industrial District Ordinance §152.168 Accessory Uses, amending accessory uses to allow commercial grade hoop structures as a permitted use. There was no input from the public.

A motion was made by Mark Morris, seconded by Mike O'Rourke, and was carried unanimously to close the public hearing and reopen the regular meeting.

Motion by Mike O'Rourke, seconded by Mark Morris, and was carried unanimously to recommend to the City Council to rezone property at 24366 Holland Avenue from A, Agricultural to I-1 Industrial and rezone property at 24374 Holland Avenue from A, Agricultural to R-1, Residential. Motion by Mike O'Rourke, seconded by Mark Morris, and was carried unanimously to recommend to the City Council to amend I-1 Industrial District §152.168 Accessory Uses, adding (A) (4) Hoop structures that are made out of a industrial/commercial type material are allowed and not to exceed 8,000 square feet.

7. New Business:

- A. Zoning Board Resignation Letter/Vacancy – An email letter of immediate resignation was received from Lee Bruns. The Zoning Board recommends to the City Council to declare a vacancy to fill the now open vacant appointment position. Mike O'Rourke, whom is resigning after the August 15, 2019 meeting, is willing to stay on in an interim capacity until this latest vacancy is filled or throughout the end of the year.
- B. EDA Joint Meeting – The Zoning Board approves to meet with the EDA Committee on Thursday, August 15, 2019 from 6:30 p.m. to 7:00 p.m. to discuss city development.
- C. Lots for Sale – There are 18 lots in town for sale, owned by private parties. The EDA would like to promote them on the city website, as a guide on their locations and potentials.

8. Zoning Administrator's Report:

*** Brad Potter will initiate notice, to the owner of 206 Bloomer St. W., of the city process and procedures of neglectful conduct of violation notices and administrative fines, whereas a complaint letter will be sent. Failure to comply will result in legal action to be taken by the City, pertaining to the violation of Ordinance 92.21: Building Maintenance and Appearance.

***Per Ordinance §152.091 Dwelling Restrictions (C), documentation verifying that there is 24 feet of continuous poured concrete footings, to be in compliance, from the property owner of 105 2nd Street S.E. Also notice will be given that their construction must be completed by September 10, 2019, as their zoning permit will expire. Monthly administrative fines may be issued until work is completed and a new permit needs to be applied for.

***A letter was sent to the new owner of 24797 Holland Avenue alerting them of our city code on permits; that one needs to be applied for, for the fence.

***The company roofing the school was contacted notifying them that a zoning permit needs to be applied for and purchased.

***Brad Potter will contact the property owner of 412 Sidney Street W. regarding the unpermitted shed and non-complying setbacks and changing the Fountain Street driveway to grass.

***Brad Potter will discuss the non-conforming setbacks of the utility shed with the property owner at 204 Tower Circle.

***Brad Potter will notify the owner of 402 Washington Street E. that the administrative fine, if not paid, will be assessed to the property taxes.

***Brent Vollbrecht has not heard from the owner of 304 Franklin Street W. on their setbacks of the property lines.

***The property owner of 405 3rd Street S.E. has not submitted a new application and drawing with property line/setbacks.

***Two applications for 406 Washington Street E. (steel loafing shed and 50'X90' shed) are under review.

Permits Issued by Clerk:

Matt Valentyn – 108 Chestnut Street E. – Garage Shingles

Michelle Voegele – 402 Washington Street E. – House/Garage Shingles

Motion by Mark Morris, seconded by Mike O'Rourke, and was carried unanimously to approve the Zoning Administrator's Report.

9. Adjournment: Motion by Mike O'Rourke, seconded by Mark Morris, and was carried unanimously to adjourn. The meeting adjourn at 8:28 p.m..

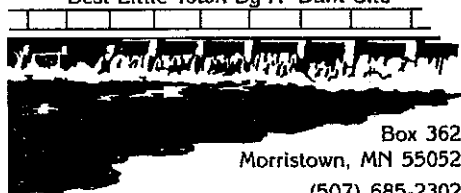
10. Next Regular Meeting: Joint meeting with the EDA Committee, Thursday, August 15, 2019


Sheri Gregor, City Clerk

City of Morristown

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MORRISTOWN ZONING BOARD MEETING MINUTES Joint EDA and Regular Meeting Thursday, August 15, 2019

Members Present: Chairman Jim Lonergan, Steve Felix, Mark Morris, Mike O'Rourke

Committee Present: Chairman Steve Nordmeier, Loren Dahle, Tim Flaten

Absent: Chuck Larsen, Kurt Wolf

Also Present: Zoning Administrator Brent Vollbrecht, City Administrator Brad Potter, City Clerk Sheri Gregor

1. Call to Order: The joint meeting of the Morristown Zoning Board and EDA Committee was called to order, at 6:35 p.m., by Chairman Jim Lonergan, on Thursday, August 15, 2019, in the Council Chambers at City Hall, at 402 S. Division Street.
The two committees met to discuss the city's future land use plan. Subjects of discussion were the expansion zone, urban reserve, zoning and rezoning districts. They looked at how to generate commercial and industrial business and encourage residential building; whereas there are approximately 18 lots for sale within the city limits. Brad Potter will have an updated draft of the city map ready for the Zoning Board and EDA for their next meetings.
3. Agenda Additions/Corrections: Motion by Mark Morris, seconded by Steve Felix, and was carried unanimously to approve the Agenda as printed.
4. Zoning Board Meeting Minutes: Motion by Steve Felix, seconded by Mark Morris, and was carried unanimously to approve the Zoning Board meeting minutes from July 18, 2019.
5. Council Action: The City Council accepted the resignation of Zoning Board Member Lee Bruns and declared a vacancy. The open zoning board seat has been posted for any interested Morristown citizen, meeting the criteria. The Board is to review the applicants at their September 19, 2019 meeting and make a recommendation for the Council's appointment on October 7, 2019. The approval of a zoning permit of the 406 Washington St. E. pasture grazing loafing shed is contingent on the signing of a written agreement defining the number of heads of cattle, out of the flood plain and must meet any MPCA feedlot rules. Ordinance 2019-4, Rezoning of 24366 Holland Avenue to residential and 24374 Holland Avenue to industrial, was adopted. Ordinance 2019-6 was adopted, amending Section §152.168 Accessory Uses, to allow commercial grade hoop structure in industrial district.
6. Requests to be Heard: None
7. Old/Unfinished Business:
 - A. 105 1st Street N.E. – Motion by Mike O'Rourke, seconded by Steve Felix, and carried unanimously to recommend to the City Council to start and continue the administrative fine process; until missing and rotting siding is replaced and any good siding painted, without a third zoning application/permit needed.

7. Old/Unfinished Business: (cont.)

- A. (cont.) This notice is to be sent to the three owners, of 105 1st Street N.E., that their second zoning permit to repair the exterior surface deterioration expired on July 30, 2019 and the building repairs have not been completed. The attached entryway is in violation with Ordinance 92.21 Building Maintenance and Appearance: (A) Declaration of nuisance, (1), (2), (3), and (B) Standards, (1).
- B. 206 Bloomer Street W. – Motion by Mark Morris, seconded by Steve Felix, and was carried unanimously to recommend to the City Council to begin the legal action procedure; following Ordinance 2019-3 Amending Sections §152.295 through §152.335 and referencing Ordinance 2014-1 Amending Sections §152.035 and §152.091.
- C. Zoning Board Vacant Seat – Mike O'Rourke will stay on as an interim, until the replacement for Lee Bruns is appointed. Tyler Velzke will begin his appointment as a zoning board committee member on September 19, 2019.
- D. 406 Washington Street E. Zoning Permit Shed Application – Motion by Mark Morris, seconded by Steve Felix, and was carried unanimously to approve the 50'X90' pole shed permit application and the once applied and square footage paid for container permit, (container to be on an agricultural zoned parcel and used for agricultural purposes; per Ordinance §152.072 Permitted Uses), pending our zoning administrator receives a drawing of the loafing shed, pole shed and storage container, on the one parcel (ID 20.26.2.00.001), and the setbacks are proper.

8. New Business:

- A. Certification of Occupancy – The Morristown City Code did not adopt the Minnesota State Building Codes, therefore we do not have a building inspector. The Zoning Board was advised by our city attorney that we aren't legally qualified, nor want to be held liable, by issuance of this certificate to 402 3rd Street S.E..
- B. 807 Division Street – Garage setbacks – A neighboring property owner is curious about the setbacks of a newly built garage. The city administrator has viewed the site and has been in contact with both parties. Brad Potter will inform the Zoning Board on the outcome.
- C. Joint Meeting with City Council – The Zoning Board will meet with the City Council on Monday, August 19, 2019 at 7:00 p.m. to discuss ordinance enforcement per Ordinance 2019-3: Amendment of Sections §152.295 – §152.335.

9. Zoning Administrator's Report:

With the adoption of the amended Ordinance 2019-3: Sections §152.295 – §152.335, the Council will decide the issuance of administrative fines and procedures on neglectful conduct of violation notices and administrative fines, ordinance non-compliance, violation induced permit expirations.

The City Administrator's, Brad Potter, list of non-compliant items will be discussed with the Council.

9. Zoning Administrator's Report: (cont.)

It is the consensus of the Zoning Board to recommend to the Council that an administrative fine be issued in violation of Ordinance §152.296 Zoning Permits Required to 404 3rd Street S.E.; for construction work being started before applying for a zoning permit.

Zoning Administrator, Brent Vollbrecht, has not heard from the owner of 304 Franklin St. W. on their property lines setbacks, nor from the property owner of 405 3rd Street S.E. who needs to submit a new application and drawing with structures, property lines with setbacks. Motion by Mike O'Rourke, seconded by Mark Morris, and was carried unanimously to deny these two applications due to time allotment.

Motion by Mark Morris, seconded by Steve Felix, and was carried unanimously to approve the Zoning Administrator's Report.

10. Adjournment: Motion by Mark Morris, seconded by Mike O'Rourke, and was carried unanimously to adjourn. The meeting adjourned at 9:15 p.m..

11. Next Meetings: Joint meeting with the City Council, Monday, August 19, 2019 7 p.m.

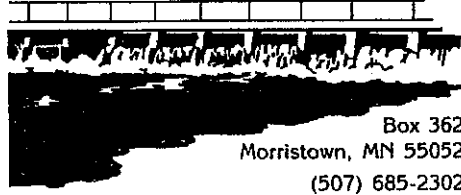
Regular Meeting: Thursday, September 19, 2019.


Sheri Gregor, City Clerk

City of Morristown

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Morristown, MN 55052

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MORRISTOWN ZONING BOARD MEETING MINUTES

Regular Meeting Thursday, September 19, 2019

Members Present: Steve Felix, Mark Morris, Mike O'Rourke, Tyler Velzke

Absent: Jim Lonergan

Also Present: Loren Dahle, Zoning Administrator Brent Vollbrecht, City Administrator Brad Potter, City Clerk/Treasurer Sheri Gregor

1. Call to Order: The Morristown Zoning Board meeting was called to order at 7:00 p.m., by Mike O'Rourke, on Thursday, September 19, 2019, in the Council Chambers at City Hall, at 402 S. Division Street. Mike O'Rourke welcomed new member Tyler Velzke.
2. Additions/Corrections to Agenda:
Added to the agenda is New Business B. Updated City Map and C. Chad Wendel Property. Motion by Mark Morris, seconded by Steve Felix, and was carried unanimously to approve the agenda with the two additions.
3. Additions/Corrections of Meeting Minutes:
Motion by Steve Felix, seconded by Mark Morris, and was carried unanimously to approve the August 15, 2019 meeting minutes as printed.
4. Report Council Action Taken at Last Meeting:
The Board reviewed the new Zoning Compliance Process approved by the City Council. Resolution 2019-29 was passed declaring an administrative fine of \$200 for any property starting a project without applying for and being issued a zoning (building) permit.
Hwy 60/Holland Avenue Expansion – The city administrator is keeping the council and board up to date on the possibility of a commercial business development.
5. Requests to be Heard:
Loren Dahle quizzed violation administrative fines and setbacks.
6. Old/Unfinished Business:
 - A. Vacant Zoning Board Seat – The city council request another notice be posted for an individual who would be interested in serving on the zoning committee board. This advertisement is open until October 15, 2019.
 - B. Permit Expired/Work Not Completed – Motion by Tyler Velzke, to notify the owner, Tina Varness, of 105 2nd St. S.E., that her one-year zoning permit has expired, and the construction work has not been completed. The Board will grant an extension of three months, starting September 19, 2019. Tina must apply for the new zoning permit, at the fee of \$132.00. By December 19, 2019, proof of footings must be submitted, meeting the engineers footing design that was proposed to us, exterior building siding, fascia, soffit completed, and all excessive building materials also be removed from the property. Seconded by Steve Felix and was carried unanimously.

6. Old/Unfinished Business: (cont.)

- C. Development Update – Brad Potter updated the Board that before the city moves forward we need to see a developer's site plan, etc. If the expansion off Holland Avenue should materialize, water and sewer options will be reviewed and this parcel would be annexed into the city.

7. New Business:

- A. Water/Sewer Extension Easement – Loren Dahle ask the Board to consider including water and sewer easements surrounding urban expansion (agriculture) along property boundary lines. The Board is not in favor of this and believes is more of a Council judgment.
- B. Brad Potter will get the updated city map made for the next meeting.
- C. Chad Wendel – 412 Sidney Street W. – Property lines need surveyed, may have to seek a variance, purchase 20' of property or move the utility shed. Chad must remove the gravel driveway or apply for a conditional use permit and hard surface the secondary driveway. Motion by Steve Felix, seconded by Mark Morris, and was carried unanimously to recommend to the Council to begin the fine process on the above mentioned property, if application(s) are not submitted and paid for by 4:00 pm. Friday, September 20, 2019.

8. Zoning Administrator's Report:

Brad Potter Update – Needs to send letter to Alan Schwartz, 206 Bloomer St. W., on needing new permit, siding, shingles, etc., painted plywood is non-conforming. Schmidtke Sisters, 105 1st St N.E., send letter to finish painting attached entry way, then application can be signed completed. Randy Werner, 204 Tower Circle, needs to submit a variance application, or the fine process starts on Monday, September 23, 2019.

Michele Voegelé, 402 Washington St. E., letter notification that the \$100 after-the-fact permit application administrative fine will be assessed to property taxes. Justin Conway, 24797 Holland Avenue, application approved and additional fencing permit issued. Shawn White, 807 Division St. S., neighboring setback questioned. Kurt Wolf, 404 3rd St. S.E., send letter notification of \$100 after-the-fact permit application administrative fine. Jade Smuda, 26 Chestnut St. E., fence rear yard setback.

Brent Vollbrecht Report – Jesse Ungs, 208 Franklin St. W., decision made to eliminate application, due to no response from owner and time line.

Permits Issued by Clerk:

Millersberg Construction – Alex Beucler – 306 Main St. W. – Shingle House/Shed and House Siding

Steve Golombeski – 203 4th Street S.E. – Shingle House

Al and Lorri Reinke – 204 3rd Street N.W. – Shingle Garage

Permits Issued by City or Zoning Administrator:

Michael Anderson – 406 Washington Street S.E. – Storage Container

Stacy Connor – 202 3rd Street S.E. – Deck

Justin Conway – 24797 Holland Avenue – Additional Fence

Kurt Wolf – 404 3rd Street S.E. – Siding/Shingles/Windows

Permits Issued by City or Zoning Administrator: (cont.)

Kurt Wolf – 404 3rd Street S.E. – Deck/Fence

Brandon Richter – 410 Franklin Street W. – Utility Shed

Motion by Steve Felix, seconded by Tyler Velzke, and was carried unanimously to accept the zoning administrator's report as presented.

Permits Closed:

Dale Golombeski – 206 Ann Street E. – Lean On

Michael Boeddeker – 401 2nd Street S.W. – Patio Deck

Kurt Hildebrandt – 201 Ann Street E. – Garage Shingles

Kurt Hildebrandt – 201 Ann Street E. – House Shingles

Tod Liverseed – 403 3rd Street S.E. – Shingles and Siding

Tom Linde – 108 2nd Street S.W. – Shingles, Siding, Windows

Matt Duhme – 206 Tower Circle – Garage Addition

Matt Duhme – 206 Tower Circle – House/Garage

Tod Liverseed – 403 3rd Street S.E. – Siding

9. Adjournment:

Motion by Steve Felix, seconded by Mark Morris, and was carried unanimously to adjourn at 8:55 p.m..

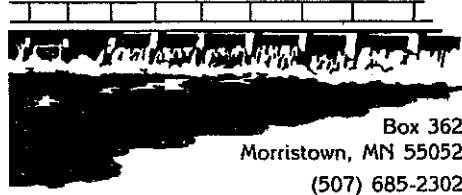
10. Next Regular Meeting: Thursday, October 17, 2019 7:00 p.m.


Sheri Gregor, City Clerk

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



Box 362

Morristown, MN 55052

(507) 685-2302

MORRISTOWN ZONING BOARD MEETING MINUTES

Regular Meeting Thursday, November 21, 2019

Members Present: Jim Lonergan, Steve Felix, Mark Morris, Mike O'Rourke, Tyler Velzke
Also Present: Brad and Lori Still, Zoning Administrator Brent Vollbrecht, City Administrator
Brad Potter, City Clerk/Treasurer Sheri Gregor

1. Call to Order: The Morristown Zoning Board meeting was called to order at 7:05 p.m., by Chairman Jim Lonergan, on Thursday, November 21, 2019, in the Council Chambers at City Hall, at 402 S. Division Street.
2. Additions/Corrections to Agenda:
Motion by Steve Felix, seconded by Mark Morris, and was carried unanimously to approve the agenda.
3. Additions/Corrections of Meeting Minutes:
Motion by Mike O'Rourke, seconded by Mark Morris, and was carried unanimously to approve the September 19, 2019 meeting minutes. No October meeting was held.
4. Report Council Action Taken at Last Meeting:
Administrative fines process to be enforced on the after-the-fact application and non-compliance set back at 412 Sidney Street W..
An agreement was signed stating the property owner at 204 Tower Circle would move his utility shed into rear set back compliance by November 15, 2019.
Ordinance 2019-7: Amending Feedlots – A revision was made to the wording in this ordinance.
The Council fielded complaints on noise nuisance, building maintenance and debris, non-compliance vehicles of their neighboring properties.
The council reposted the zoning board vacancy – They request the zoning board to make a recommendation from applicants at their Nov. 21, 2019 meeting.
5. Requests to be Heard:
None
6. Old/Unfinished Business:
 - A. Vacant Zoning Board Seat Candidates – Three persons had voiced interest in being on the Zoning Board Committee. Letters were sent inviting these individuals to this meeting, with an application form to submit. One submission was received, with none of the candidates attending the meeting. Motion by Steve Felix, seconded by Tyler Velzke, and was carried unanimously, based off the application, to recommend to the city council, Skylar Gregor, to fill the vacancy. The Zoning Board would like to hear from the two other individuals as there may be another vacancy in the near future.
 - B. Development Update – No new news on the possible commercial development at Holland Avenue/County Road 44 and Highway 60.

7. New Business:

- A. Ordinance §152.091 Dwelling Restrictions C. – Amendment – The Board discussed possibly amending dwelling restrictions to include another option which would be acceptable within the city code. Currently residential occupied structures must have permanent continuous poured foundation wall footings with a minimum depth of 42 inches to clay or granular fill.
- B. Master Fee Schedule – Zoning Permit Extension – Motion by Mark Morris, seconded by Mike O'Rourke, and was carried unanimously to recommend to the city council to include, to the 2020 master fee schedule, permit extensions, minimum fee of \$25 plus based on percentage of project not completed (case by case).

8. Permit Approved by Zoning Board:

Motion by Mark Morris, seconded by Mike O'Rourke, and was carried unanimously to accept the zoning permit application from Brad and Lori Still, to build a 1280 square foot detached garage with a steel roof and Smart OSB siding. The access drive will be hard surfaced and the demolition of the old garage by June 1, 2020.

Brad and Lori Still – 401 Division Street S. – Garage

Zoning Administrator's Report:

City Administrator Brad Potter informed the board the 206 Bloomer St. W., house looks to be sided. The 204 Tower Circle utility shed has been moved within compliance of the rear yard setback. After-the-fact permit application violations at 402 Washington St. E., 404 3rd St. S.E., and 412 Sidney St. W. will be assessed to their property taxes after a public hearing and by resolution during the city council meeting on December 2, 2019.

The remainder of the city administrator's report was discussed by the board whereas the property owner of 105 2nd St. S.E has not complied with applying for the three month extension permit, set forth by the board, leaving only one month left to complete the house project and have the professional engineer/certified building inspector's specified footings finished; submitting proof to us when completed. The board has questions for the city administrator on the 204 2nd St. S.E. three-stall retaining wall, and the incomplete drawing setbacks for the 70 Cate St. fence. The board accepts of the 5 Front Street deck roofing. Motion by Steve Felix to accept Mr. Potter's report, except for the Tina Varness and Chad Wendel situations. Chairman, Jim Lonergan, called for a second to this motion, no second, motion died. The chair called for a second motion to accept the city administrator's report, no motion was made, and died.

Zoning Administrator Brent Vollbrecht described the permits stated below that were issued by the city clerk and the three closed permits. The clerk reported a one-month extension was given to the owner of 402 Jane Street E. to finish the September 2018 tornado damage repairs.

Permits Issued by Clerk:

- KB Construction (Chuck Rutz) – 106 Division Street S. – Replace Windows
- James Hermel – 102 Franklin Street W. – Roof
- Steve Willing – 304 2nd Street N.E. – Replace Window
- Loren Dahle – 209 Chestnut Street – Shingles
- Brad and Lori Still – 401 Division St S. – Demolition Permit (expires June 1, 2020) of old garage (signed agreement)

Permits Closed:

- Rick and Linda Vollbrecht – 305 2nd Street S.W. – Shingles (west side of house)
- Rick and Linda Vollbrecht – 305 2nd Street S.W. – Replacement Windows and Shingles
- Dale and Chrissy Melchert – 402 3rd Street S.E. – House/Attached Garage

8. Zoning Administrator's Report: (cont.)

Motion by Steve Felix, seconded by Tyler Velzke, and was carried unanimously to accept the zoning administrator's report as presented.

9. Adjournment:

Motion by Steve Felix, seconded by Mike O'Rourke, and was carried unanimously to adjourn at 9:08 p.m..

10. Next Regular Meeting: Thursday, January 16, 2020 at 7:00 p.m.



Sheri Gregor, City Clerk