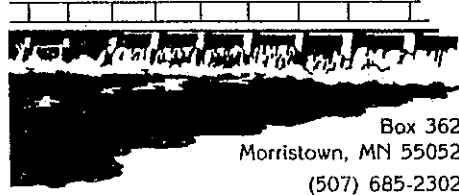


# City of Morristown

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, January 16, 2020

Members Present: Jim Lonergan, Steve Felix, Mark Morris, Tyler Velzke, Skylar Gregor

Absent: Zoning Administrator Brent Vollbrecht

Also Present: Tim Strobel, 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 Chairman Jim Lonergan, on Thursday, January 16, 2020, in the Council Chambers at City Hall, at 402 S. Division Street.
2. **Additions/Corrections to Agenda:**  
Motion by Mark Morris, seconded by Steve Felix, and was carried unanimously to approve the agenda as printed.
3. **Additions/Corrections of Meeting Minutes:**  
Motion by Mark Morris, seconded by Tyler Velzke, and was carried unanimously to approve the November 21, 2019 meeting minutes. No December meeting was held.
4. **Report Council Action Taken at Last Meeting:**  
Property owner of 404 3rd St. S.E. challenging the \$100 assessment fine.  
Skylar Gregor appointed to the Zoning Board Committee.  
2020 Master Fee Schedule zoning permit minimum extension fee approved.
5. **Requests to be Heard:**  
Phil Brooks submitted a request for a variance; in order to make an apartment in the back on the main floor of his building at 118 Division St. N.. This would only allow the front entrance of the business commercial district building to be 12', instead of the required 20' of business or office space. The zoning board concluded to deny the request.  
Tim Strobel, real estate agent, on behalf of the 110 4th St. property, asks if a potential buyer could build an unattached garage on the north/east side of this non-conforming lot. The front side of the house faces south where there is no improved street; causing the current address is not the proper address. Two parcels have been deeded over, adding 20', to allow for the driveway width. The zoning board agrees and will entertain that a garage can be built, if conditions are met. The conditions are that the deeds are recorded with the County, a permit application submitted with accurate lot lines, structures drawings and setbacks, the excess drive to the garage has to be hard surfaced, and the old shed on a platted alley removed.
6. **Old/Unfinished Business:**
  - A. **Vacant Zoning Board Seat Candidate** – Motion by Steve Felix, seconded by Skylar Gregor, and carried unanimously to proceed to recommend to the city council the appointment of Clay Rhetmeyer, to fill the vacated zoning board position.

**6. Old/Unfinished Business:(cont.)**

- B. Ordinance §152.091 Dwelling Restrictions C. Amendment** – The Board discussed possibly amending dwelling restrictions to include another option, such as a footing design approved by a structural engineer for the State of Minnesota and the state building code. Morristown’s Code of Ordinances currently reads residential occupied structures must have permanent continuous poured foundation wall (frost) footings with a minimum depth of 42 inches to clay or granular fill. Motion by Mark Morris, seconded by Tyler Velzke, and was carried unanimously to recommend to the city council to hold a joint work session, invite Dan Murphy, state building inspector, to revisit and discuss the option of adopting the state building code for the City of Morristown. Brad Potter will set up a date to hold this work session.
- C. Rezone residential properties that are in commercial district.**  
There are several residential parcels that are zoned commercial, due to their proximity to the commercial businesses. Tim Strobel, representing 108 Main St. W., would like to see that property and others rezone to residential. The reasoning is to purchase that property requires 50% loan down payment. If zoned residential, the down payment is considerably less, and there is a federal rural development loan, for small cities, available for qualified applicants at 0%. A future public hearing will address this issue.
- D. Assessment of after-the-fact zoning permits (unpaid \$100.00 administrative fines)** – The board was updated on the situation that has occurred regarding Kurt Wolf at 404 3rd St. S.E.. On behalf of the zoning board, Steve Felix motioned, seconded by Skylar Gregor, and was carried unanimously to recommend to the city council to keep the after-the-fact permit fine in place, but if the fine is waived for 404 3rd St. S.E., to refund the previous administrative fines given out over the past 5 years, to meet the criteria of §152.296, the fine structure, and treat everyone equal.
- E. 206 Bloomer St. W.** – The violation notice cited for the maintenance and appearance of the primary structure was been corrected.
- F. 105 2nd St. S.E. – Expired Zoning Permit** – Brad Potter has an agreement written, and with Attorney Mark Rahrick’ s approval, will be directed to the owner for her signature, stating the structure and the structural engineer design footings are completed. These engineer footings will be a recorded document with the county; so when a title search is done the footing issue will be revealed. A motion made by Tyler Velzke, seconded by Skylar Gregor, and was carried unanimously for notice to be sent to the property owner of 105 2nd St. S.E., to reapply for a zoning permit extension @ \$132.00 for six months, January 1 to June 30, 2020, to complete the house exterior and documentation the engineer approved footings are installed.
- G. 412 Sidney St. W.** – The non-complaint issues at 412 Sidney St. W. are being addressed by the city attorney and the city administrator; keeping the council up-to-date on any progress.
- H. 26 Chestnut St. – Fence update** – This setback issue is now in the hands for the city council.

**7. New Business:**

- A. 112 Division Street N.** – This building has been sold. The new owners are Brian and Lori Schultz, Warsaw. The upstairs apartment will have new tenants February 15th.
- B. Ag Property - 248th Street W.**– The land that lays in-between the city limits is for sale.

7. **New Business** (cont.)

C. **Long Term Zoning and Land Use** – Brad Potter spoke about possibly dividing the map of the city into quadrants. There are also streets and alleys that are no longer used that could be vacated. Discussion on long term plans will also be continued.

8. **Zoning Administrator’s Report:**

City Administrator, Brad Potter Update: In the spring, a new house/garage construction may perhaps begin on 1st Street N.E.

9. **Adjournment:**

Motion by Steve Felix, seconded by Skylar Gregor, and was carried unanimously to adjourn at 9:13 p.m..

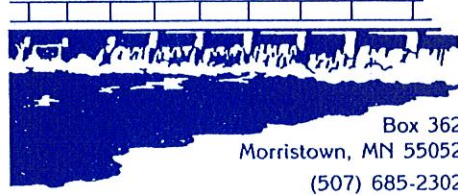
10. **Next Regular Meeting:** Thursday, February 20, 2020 at 7:00 p.m.

  
\_\_\_\_\_  
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 and Public Hearings Thursday, February 20, 2020

Members Present: Jim Lonergan, Steve Felix, Tyler Velzke, Skylar Gregor  
Absent: Clay Rehtmeyer, City Administrator Brad Potter  
Also Present: Anita Livingston, Missy Schulz, Tim Strobel, Kevin Jacobson, Zoning Administrator Brent Vollbrecht, City Clerk/Treasurer Sheri Gregor, Mayor Tony Lindahl

1. **Call to Order:** The Morristown Zoning Board meeting was called to order at 7:00 p.m., by Chairman Jim Lonergan, on Thursday, February 20, 2020, in the Council Chambers at City Hall, at 402 S. Division Street.
2. **Additions/Corrections to Agenda:**  
Add Joint Work Session, March 2, 2020 at 6 p.m. under Old Business. Motion by Steve Felix, seconded by Tyler Velzke, and was carried unanimously to approve the agenda as presented.
3. **Additions/Corrections of Meeting Minutes:**  
Motion by Steve Felix, seconded by Skylar Gregor, and was carried unanimously to approve the January 16, 2020 meeting minutes.
4. **Report Council Action Taken at Last Meeting:**  
The City Council appointed Clay Rehtmeyer as the newest committee member of the Zoning Board. The City Council fined Michele Voegelé \$50, in lieu of the \$100 after-the-fact permit violation. The City Council waived the \$100 after-the-fact permit violation fine of Kurt Wolf and did not take the recommendation from the zoning board to refund the after-the-fact permit violation fines from the last five years, to treat everyone the same. At this February 20th zoning board meeting, a member of the zoning board, who was in attendance at the last city council meeting feels misled. He spoke on how it has always been the belief, of the zoning board, that when the city council approves of the zoning board's minutes, they are also accepting the contents. At the last city council meeting, the zoning board members, that were present, were told by a city council member only the zoning board's meeting minutes are accepted, but not the contents. The zoning board is examining their purpose, if not validated by the city council.
5. **Requests to be Heard:**  
Tim Strobel spoke on another reason for the property he is representing as the realtor to be rezoned from commercial to residential. That being, if that house were destroyed, the owner could not replace the residential structures; being zoned commercial business.
6. **Old/Unfinished Business:**
  - A. Long Term Zoning and Land Use - In Brad Potter's absence, this matter is tabled until the March 19, 2020 meeting.
  - B. Letters of Permit Expiration, Extension – Letters are to be sent out, as a reminder, to permit holder's whose issued permits have expired and are no longer valid due to their project not being completed. Expired permit holders must reapply for an extension. Permit holder's whose project is not yet complete will receive a 45-day notice of expiration.

At 7:30 p.m., Steve Felix motioned to close the regular meeting and open the public hearings, seconded by Tyler Velzke, and was carried unanimously.

**PUBLIC HEARING – 7:30 P.M.**

**\*\* Rezoning existing residential properties from B-2, Central Business District to R-1, Single Family District in an area with boundaries of Franklin Street on the north side, 1st Street NE/SE on the east side, Washington Street on the south side, and 2nd Street SW on the west side.**

**\*\* Amending Sections §152.066 and §152.091 of the Morristown City Code to allow footing designs that are approved by a structural engineer in the State of Minnesota.**

Motion by Skylar Gregor, seconded by Tyler Velzke, and was carried unanimously to close the public hearings, at 7:45 p.m.. Motion by Steve Felix, seconded by Skylar Gregor, and was carried unanimously to reopen the regular meeting.

**6. Old/Unfinished Business: (cont.)**

C. Recommendation to the Council – Motion by Skylar Gregor, seconded by Steve Felix, and was carried unanimously to recommend to the city council to rezone, not all, but rezone the properties that are indifferent on the provided maps from commercial to residential district. It was stated that if an adjacent commercial business wishes to expand and purchase the residential property, they can have that property rezoned back into the commercial district.

D. Recommendation to the Council – Motion by Skylar Gregor, seconded by Tyler Velzke, and was carried unanimously to recommend to the city council to amend Ordinance §152.066 Dwelling Restrictions (B) and Ordinance §152.091 Dwelling Restrictions (C) to include the permanent continuous foundation technique, submitted and approved by the zoning board, from a “state licensed structural engineer”.

E. Case by Case Extension Permit – Rate Formula Procedure

At the next zoning board meeting, the board will determine the procedure in which the case-by-case extension cost will be applied (minimum fee of \$25.00, original timeframe and cost of permit, percentage of work yet to be completed).

**7. New Business:**

A. Kevin Jacobson – Mr. Jacobson applied for a zoning permit, exact address yet to be determined, on 1st Street N.E. The board reviewed the submitted application and drawing. Motion by Steve Felix, seconded by Skylar Gregor, and was carried unanimously to approve the application and issue a permit.

**8. Zoning Administrator’s Report:**

No activity at this time.

**General Note – Please contact our zoning administrator, Brent Vollbrecht, or the city administration office when your project is completed. Then the zoning administrator can arrange a time to meet with the property owner or contractor to sign off and close the permit.**

Permits Approved by Zoning Board:

Kevin Jacobson – 1st Street N.E. – 3,584 square foot House attached Garage/ with Deck

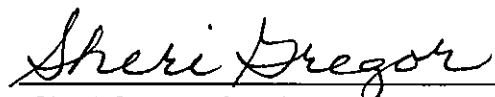
**9. Zoning Board's Discussion and Concerns:**

Members voiced their concerns with Mayor Tony Lindahl about their role as the zoning board. As the board does the homework for the council, their belief was the council would support their recommendations. The zoning boards, past and present, were under the impression that when the zoning minutes are approved, as part of the consent agenda, that meant the contents are also approved. The zoning board also stands firm that an application for a zoning permit must be signed by the property owner or the licensed contractor.

Motion by Tyler Velzke, seconded by Skylar Gregor, and was carried unanimously to advise the city council to approve our zoning board's February 20, 2020 meeting minutes, and accepting 100% of its contents, within the minutes.

- 10. Adjournment:** Motion by Steve Felix, seconded by Tyler Velzke, and was carried unanimously to adjourn at 8:37 p.m..

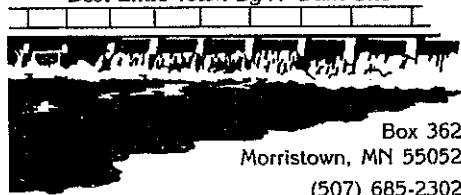
- 11. Next Joint Meeting:** Monday, March 2, 2020 at 6 pm  
**Next Regular Meeting:** Thursday, March 19, 2020 at 7 pm

  
\_\_\_\_\_  
Sheri Gregor, City Clerk

# City of Morrystown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



Box 362  
Morrystown, MN 55052  
(507) 685-2302

## MORRISTOWN ZONING BOARD MEETING MINUTES Regular Meeting Thursday, March 19, 2020

Members Present: Tyler Velzke, Skylar Gregor, Clay Rehtmeyer  
Absent: Jim Lonergan, Steve Felix, Zoning Administrator Brent Vollbrecht,  
City Administrator Brad Potter  
Also Present: Mary Schulz, Mayor Tony Lindahl, City Clerk/Treasurer Sheri Gregor

1. **Call to Order:** The Morrystown Zoning Board meeting was called to order at 7:00 p.m., by Tyler Velzke, on Thursday, March 19, 2020, in the Council Chambers in City Hall, at 402 Division Street S. Clay Rehtmeyer was welcomed to his first zoning board meeting, as the newest committee member.
2. **Additions/Corrections to Agenda:**  
Motion by Clay Rehtmeyer, seconded by Skylar Gregor, and was carried to approve the agenda, with the one addition of New Business C. Zachary Timm – New Garage.
3. **Additions/Corrections of Meeting Minutes:**  
Motion by Skylar Gregor, seconded by Clay Rehtmeyer, and was carried to table the February 18, 2020 meeting minutes.
4. **Report Council Action Taken at Last Meeting:**  
Resolution 2020-3: Refunding After-The-Fact Permit Violation Fines was not authorized.  
Ordinance 2020-1: Amending the Zoning Map of the City of Morrystown was adopted. (Properties of family homes that are zoned inside the commercial district will be rezoned as residential properties. If that property were to be purchased by a business, it can be rezoned back to commercial)  
Ordinance 2020-2: Amending Sections §152.066 and §152.091 of the City of Morrystown City Code was adopted. (To include allowing footing designs that are approved by a licensed structural engineer in the State of Minnesota).  
Adoption of the Minnesota State Building Code Discussion – The council would like public input on this. As to when a public hearing can be held is dependent on when the COVID-19 pandemic social isolation has subsided.
5. **Requests to be Heard:**  
None
6. **Old/Unfinished Business:**
  - A. Long Term Zoning and Land Use
  - B. Letters of Permit Expiration, Extension
  - C. Case by Case Permit Extension Rate FormulaSkylar Gregor motioned to table the items under old and unfinished business until the April 16, 2020 meeting, when all board members are present, seconded by Clay Rehtmeyer, and was carried.

**7. New Business:**

- A. Tyler Velzke – Permit Extension – Zoning Administrator, Brent Vollbrecht, closed Tyler’s new construction zoning permit, therefore an extension is not needed. Tyler will apply for a deck permit when he is ready to build.
- B. Mary Schulz – An application and drawings were presented by Mary Schulz, to the zoning board, to build a 27’X48’X10’ post frame building on the agricultural zoned land at 601 Washington Street E.. There is some uncertainty as to if the acreage is correct at 5.1 and zoning has been changed to agricultural from residential. Documentation of the zoning board’s November 15, 2018 and Resolution 2018-23 indicates the agricultural requirements are met. Therefore, a motion was made by Clay Rehtmeyer, seconded by Tyler Velzke, and was carried. Skylar Gregor abstained. Once the new construction is complete, Mary Schulz will apply for a demolition permit to remove the tornado damaged shed that currently sits on her property.
- C. Zachary Timm – New Garage Construction – The zoning board reviewed the zoning permit application and drawings to build a 36’X48’X14’ steel garage with workshop building, at 9870 Morristown Blvd. for Zachary Timm. Skylar Gregor motioned to accept the Zachary Timm’s application, noting before the permit is issued his contractor’s name is to be recorded on the application and the permit fee paid, seconded by Clay Rehtmeyer, and was carried.

**8. Zoning Administrator’s Report:**

None

**Permits Issued by Clerk:**

Margaret Knish – (POA Robert Knish) – 108 Main Street W. – Demolition of Old Garage

**Permits Approved by Zoning Board:**

Mary Schulz – 601 Washington Street E. – Steel Post Frame Building 27’X48’X10’

Zachary Timm – 9870 Morristown Blvd. – Steel Garage/Workshop 36’X48’X14’

- 9. **Adjournment:** Motion by Skylar Gregor, seconded by Clay Rehtmeyer, and was carried to adjourn at 7:40 p.m..
- 10. **Next Regular Meeting:** Thursday, April 16, 2020 at 7:00 p.m.

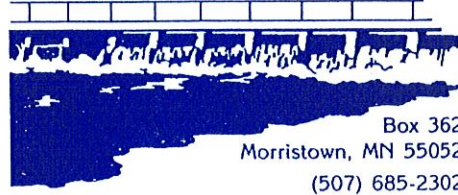
  
Sheri Gregor, City Clerk



# 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, April 16, 2020

Members Present: Jim Lonergan, Steve Felix, Tyler Velzke, Skylar Gregor, Clay Rehtmeyer  
Absent: Zoning Administrator Brent Vollbrecht, City Administrator Brad Potter  
Also Present: Mayor Tony Lindahl, City Clerk/Treasurer Sheri Gregor, Kurt Wolf, Tim Flaten

1. **Call to Order:** The Morristown Zoning Board meeting was called to order at 7:00 p.m., by Chairman Jim Lonergan, on Thursday, April 16, 2020, in the Council Chambers in City Hall, at 402 Division Street S..
2. **Additions/Corrections to Agenda:**  
Motion by Steve Felix, seconded by Tyler Velzke, and was carried unanimously to approve the agenda, with the two additions of New Business C. Resignation of the Zoning Administrator Brent Vollbrecht and D. Recommend council to fill vacant zoning administrator position.
3. **Additions/Corrections of Meeting Minutes:**  
Motion by Skylar Gregor, seconded by Clay Rehtmeyer, and was carried unanimously to approve the February 18, 2020 and March 19, 2020 zoning board meeting minutes.
4. **Report Council Action Taken at Last Meeting:**  
The city council does not approve the zoning board's recommendation Resolution 2020-3: A Resolution Refunding the After-the-Fact Permit Violation Fines Issued Over the Past Five Years. The zoning board, EDA, fire department, SkyWarn, and commercial club meeting minutes, will no longer be part of the city council consent agenda. Anything a committee wants discussed by the council and recommendations from the zoning board need to be a line item on the city council agenda under new business.
5. **Requests to be Heard:**  
None
6. **Old/Unfinished Business:**
  - A. Letters of Permit Expiration – The process of notification to permit holders who have yet to close their permit with the zoning administrator, is being worked on.
  - B. Case by Case Permit Extension Rate Formula – A formula to decipher exactly what the cost will be if a property owner/construction company doesn't have their project done at the end of the original permit validation term may ask for an extension. The rate (fee) will be formulated to fit each scenario.
  - C. Minnesota State Building Code Discussion – The city council and zoning board are reviewing if adopting the state building code is something the city would like to do. Public hearings will be held for public feedback and would be a determining factor, if to take that course of action.
  - D. Long Term Zoning and Land Use – Tyler Velzke relayed that a property owner is interested in purchasing part of the small adjacent city parcel, south of the creek, along 3rd Street S.E.. Brad Potter had presented mapped out drawings for review.

**7. New Business:**

- A. Zoning Ordinance §152.75 Violation – Zoning Permit Required - Kurt Wolf, 404 3rd Street S.E. – Kurt Wolf attended the meeting and after a discussion, the fact remains construction began without applying for a zoning permit and no permit has been issued. Motion by Clay Rehtmeyer, seconded by Skylar Gregor, and was carried unanimously that the zoning board makes the recommendation to the city council to enforce this violation of not having a permit in place, with the recommendation to be put on the city council agenda. If the citizen has any further conflicts, it needs to be brought up to the city council.
- B. Application for a Zoning Permit – An application and drawing was submitted for the approval from the zoning board for Dale Melchert to add an addition onto his utility shed. Motion by Skylar Gregor, seconded by Tyler Velzke, and was carried unanimously to accept Dale Melchert’s application. Motion by Skylar Gregor, seconded by Clay Rehtmeyer, amending the previous motion to approve Dale Melchert’s application for the addition to the utility shed, pending providing the contractor’s name and number and was unanimously carried.
- C. Resignation of Zoning Administrator Brent Vollbrecht – Motion by Skylar Gregor, seconded by Tyler Velzke, and was carried unanimously to accept the resignation of Brent Vollbrecht, as zoning board administrator, effective immediately on April 16, 2020.
- D. Recommend to the City Council to Fill Vacant Zoning Administrator Position – With the possibility of adopting the Minnesota State Building Code and revisions in ordinance codes unresolved, the zoning board recommends whether it be the acting zoning administrator or newly appointed zoning administrator to follow the proper procedures and adhere to the Morristown zoning ordinances as written. Motion was made by Tyler Velzke, seconded by Clay Rehtmeyer, and was carried unanimously to acknowledge the zoning administrator position opening and recommend to the city council to start advertising for someone to fill that role.

**8. Zoning Administrator’s Report:**

None

**Permits Issued by Clerk:**

Margaret Knish (POA Robert Knish) – 108 Main St. W. – Demolition of Old Garage

Jeff Lang – 308 Sidney Street W. – Demolition of Existing Deck

Mike O’Rourke – 202 Main Street E. – Siding and Windows

K-Designers / Chris & Liz McColley – Windows

**Permits Approved by Zoning Board:**

Dale Melchert – 402 3rd Street S.E. – 8X12 Utility Shed Addition

**9. Adjournment:** Motion by Steve Felix, seconded by Skylar Gregor, and was carried unanimously to adjourn at 8:54 p.m..

**10. Next Regular Meeting:** Thursday, May 21, 2020 at 7 p.m.

  
Sheri Gregor, City Clerk

**Public Hearing**

The Morristown Township was approached first for the annexation of the 2.5 acres into the city limits. The plan is to be rezoned agriculture for commercial use.

Dan Purvis, Ratcliff Development, via phone conversation, informed the board the County asks the business dedicate a little bit of the easement on Holland Ave., for any utilities that the city may eventually run out there. Rice County has approved the access road off Holland Avenue to line up direct across from the car wash entrance. The driveway will be 36 feet wide with an entrance/exit lane. Ditch drainage has been addressed. The Dollar General proposed site plan illustrates the building is 9,100 square feet with 30 customer parking stalls. A development agreement, which the city council will address, will be made with Dollar General that if water and sewer becomes available, within a 12-year timeframe, they will hook up to city utilities. They will have their own well and septic at that location. Once there is a signed lease, Ratcliff Development plans are to break ground around August 1, 2020 and by November 18, 2020 turn over the building to Dollar General to move in.

The board asked if a by-pass lane on the west side of Holland Avenue would be added for vehicles coming off of Hwy 60 to go around any semi delivering goods pulling into the lot. Dan Purvis stated MNDOT and the County did not seem to have an issue with that, as the access drive is 400 feet from the highway. Based on the 2019 tax levy, the City of Morristown will receive approximately \$12,000.00 tax dollars from Dollar General, and that does not include Rice County or the school district taxes. Dollar General is not receiving a tax abatement. The board was concerned if the store would not be able to make it, would it stand empty. Dan stated any of the Dollar General store he has been involved with none has closed. Dollar General still pay the taxes and would undoubtedly sell the property.

Dan Morris, Morristown Township, request that if the deal fails to happen, the 2.5 acreage would return to the township.

Motion by Steve Felix, seconded by Skylar Gregor, and was carried unanimously to close the public hearing at 8:06 p.m.. A motion was made by Steve Felix, seconded by Tyler Velzke, and was carried unanimously to reopen the regular meeting. Motion by Clay Rehtmeyer, seconded by Skylar Gregor, and was carried unanimously to approve the Ratcliff Development site plan and Dollar General utility agreement.

**6. Old/Unfinished Business: (cont.)**

- C. Zoning Administrator Position – Skylar Gregor volunteered to take on the role of zoning administrator. The consensus was that Skylar could wear both hats as zoning board committee member and zoning administrator. Motion by Steve Felix, seconded by Tyler Velzke, and was carried unanimously to recommend to the city council to appoint Skylar Gregor the zoning administrator, or as temporary zoning administrator if the council decides to post the position, on June 1, 2020.
- D. Dollar General – Site Plan and Utilities Agreement – This item was approved of after the public hearing.
- E. Long Term Zoning and Land Use – Brad Potter mentioned people seem interested in townhomes. Dale Melchert has shown interest in purchasing the small city parcel next to his property. The board discussed alleys that should be vacated. This discussion will be tabled to the June meeting.

**7. New Business:**

- A. Kip Boese 103 Franklin Street E. – Addition – Tabled to June meeting.
- B. Review Zoning Ordinances – Set Date for Work Session – The zoning board will review a few zoning ordinances at each meeting.
- C. Recommendation on Semi Tractors in Residential District - §152.205 and Ordinance 2016-7 Chapter 17 Amendment – After a lengthy discussion, Clay Rehtmeyer motioned to recommend to the city council to remove Ordinance 2016-7. There was no second to the motion; motion failed. This item will be revisited to make a recommendation to the council.

**8. Zoning Administrator's Report:**

Plans for a new construction of a home on Thruen Street W. is in process.  
A request to allow chickens within the city limits was brought to the table.

**Permits Issued by Clerk:**

Pete Remington – 205 Chestnut Street E. – Siding Garage  
American Legion Post 149 – 101 Main Street W. – Windows/Siding  
Meschke Const./Chuck & Nancy Larsen – 404 Jane Street E. – Roof, Shingles, Windows  
Loren Dahle – 209 Chestnut Street E. – Shingles

**Permits Approved by Acting Zoning Administrator:**

Jim and Linda Schreffler – 304 Thruen Street – Utility Shed  
Richard and Carolyn Gauthier – 304 2nd Street S.E. – Utility Shed  
Jeff and Deb Lang – 308 Sidney Street W. – Deck  
Ralph Terrell – 304 Bloomer Street W. – Deck  
Kari Torgerson – 203 3rd Street S.E. – Deck  
Rick and Lisa Karsten – 203 Bloomer Street E. – Fence  
Michaela Perrizo – 302 Main Street W. – Privacy Fence  
Eric Hughes – 111 Ann Street W. – Privacy Fence

**9. Adjournment:** Motion by Tyler Velzke, seconded by Clay Rehtmeyer, and was carried unanimously to adjourn at 9:50 p.m..

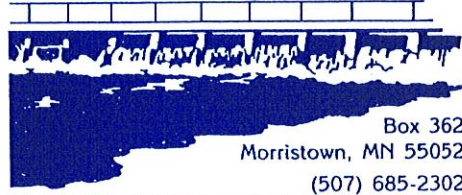
**10. Next Regular Meeting:** Thursday, June 18, 2020 at 7 p.m.

  
\_\_\_\_\_  
Sheri Gregor, City Clerk

# City of Morrystown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



Box 362

Morrystown, MN 55052

(507) 685-2302

## MORRISTOWN ZONING BOARD MEETING MINUTES

Regular Meeting Thursday, June 18, 2020

Members Present: Jim Lonergan, Steve Felix, Tyler Velzke, Skylar Gregor, Clay Rehtmeyer  
Also Present: Dave Walz, Tim Flaten, Ryan Schiell, City Clerk/Treasurer Sheri Gregor

1. **Call to Order:** The Morrystown Zoning Board regular meeting was called to order at 7:00 p.m., by Chairman Jim Lonergan, on Thursday, June 18, 2020, in the Council Chambers in City Hall, at 402 Division Street S..
2. **Additions/Corrections to Agenda:**  
Add to the agenda is New Business – Opening Skylar Gregor's Position
3. **Additions/Corrections of Meeting Minutes:**  
Motion by Tyler Velzke, seconded by Clay Rehtmeyer, and was carried unanimously to approve the May 21, 2020 zoning board meeting minutes.
4. **Report Council Action Taken at Last Meeting:**  
Approved Dollar General 2.5 Acres Annexation and Rezoned Agriculture to Highway Commercial District.  
Skylar Gregor Appointed Zoning Administrator.  
26 Chestnut Street E. – Fence moved to meet rear yard setback.  
412 Sidney Street W. – Utility shed setback to be checked, and other issues addressed.  
105 2nd Street S.E. – Extension permit needed and deadline for house and footings to be completed by August 17, 2020.
5. **Requests to be Heard:** None
6. **Old/Unfinished Business:**
  - A. Garage Demolition – 401 Division Street S. – The old garage was to be demolished by June 1, 2020. Property owners stated they have a contractor hired to remove the old garage in July 2020 and a hard surface driveway will be installed for the new garage also in July.
  - B. Dollar General – Permit Application – Assign Address – Ratcliff Development sent site plans, drawings, etc. for review for approval of their building permit. The city clerk will contact Rice County GIS for assistance is choosing an address for the Dollar General location. Skylar Gregor will check out the location/setbacks once the stakes are set. Motion by Clay Rehtmeyer, seconded by Steve Felix, and was carried unanimously to approve the Ratcliff Development, LLC - Dan Purvis permit application and permit fee paid by BJ Baas Builders, Inc. for the 9,100 square foot pre-engineered metal building, with the address to be determined.
  - C. Letter of Permit Expiration – The zoning board reviewed the revised permit expiration letters (3 to 6 months permits and the 1-year permits). Motion by Tyler Velzke, seconded by Clay Rehtmeyer, and was carried unanimously to accept the revisions and recommend the city council to approve the permit expiration letters.
  - D. Recommendation to the Council on Semi Tractors in Residential District per Ordinance §152.205 Home Occupation and Ordinance 2016-7 Chapter 17 Amendment – Another lengthy discussion was held regarding amending the ordinance to allow commercial vehicles and semi-tractor/trucks to park in residential districts. In attendance were with two semi drivers and a concerned citizen present. Jim Lonergan explained the §152.205 Home Occupation #14 should have been eliminated four years ago when Ordinance 2016-7 was established.

6. **Old/Unfinished Business: (Cont.)**

- D. (Cont.) Recommendation to the Council on Semi Tractors in Residential District per Ordinance §152.205 Home Occupation and Ordinance 2016-7 Chapter 17 Amendment – Motion by Clay Rehtmeyer, seconded by Tyler Velzke, recommending the city council to create, revise or make adequate changes to the ordinance to allow citizens of Morristown to park their commercial vehicles and semi tractors/truck (not trailer) in their driveways and follow all ordinances (noise/nuisance) that are in place, including the home occupation guidelines. In favor was Skylar Gregor, opposed by Jim Lonergan and Steve Felix. Motion passed.
- E. City Parcel on 3rd Street S.E. and Alleys to Vacate – The zoning board would like the city council to give Dale Melchert an answer as to the possibility of him purchasing the city parcel north of his adjacent 402 3rd Street S.E. property. The zoning board requests the list and map of alleys from Brad Potter that could possibly be vacated.

7. **New Business:**

- A. Kip Boese – 103 Franklin Street E. – Garage Addition – Motion by Tyler Velzke, seconded by Steve Felix, and was carried unanimously to approve Kip Boese’s permit application for a garage addition, meeting the setbacks and based on the drawings submitted.
- B. Mark Moriarity – 34 Charlotte Street – Utility Shed – Waiting on utility shed size and demolition of existing shed.
- C. 51 Charlotte Street – Deck – Being built without permit – Motion by Tyler Velzke, seconded by Skylar Gregor, and was carried unanimously to recommend to the city council to follow the fine process and send a violation notice letter with an administrative fine to the residents at 51 Charlotte Street; who build a deck without applying for a zoning permit. The board also would like the council to send a copy of the Morristown City Code regulations to the owners of the Mobile Home Community.
- D. 21 Franklin Street E. – Fence – The zoning administrator asked the board if an 8’ by 8’ privacy screen fencing requires a zoning permit. No permit is needed.
- E. 300 2nd Street S.E. – Interest in Property for Sale – Edina Realty has a party interested in the 300 2 Street S.E. property, who would turn it into a fourplex. The zoning board sees no problem with that if the tenants use the parking area in the front and rear of the building. The board recommends no on-street parking on 2nd Street S.E. and Ann Street E.
- F. Chapter 91: Ordinance §91.04 Animals Farm Animals (Chickens) – The ordinance states the keeping of farm animals shall be prohibited in all zoning areas. There is renewed interest in having chickens within the city limits. The zoning board will table this item to the next meeting.
- G. Review Zoning Ordinances – A work session will be set to examine zoning ordinances that are somewhat conflicting with city ordinances needing to be revised.
- H. Open A Zoning Board Vacancy – It has been reviewed that there is no conflict of interest for a zoning board voting member to also hold the zoning administrator position. Motion by Steve Felix, seconded by Clay Rehtmeyer, and was carried unanimously to recommend to the city council to allow Skylar Gregor to be a voting zoning board member and the zoning administrator. If Skylar Gregor were to be the contractor or applicant of a zoning permit, another zoning board member would do the inspection approval and closing signatures.

8. **Zoning Administrator’s Report:**

Permits Issued by Acting Zoning Administrator (Brad):

- Darrel and Carolyn Hopman – 418 Franklin Street W. – Deck
- Bob and Dawn Geisler – 406 Jane Street E. – Deck
- Dustin Cramer – 50 Charlotte Street – Utility Shed
- Old Town Tavern – Main Street W. – Deck Stairs

Permits Closed by Zoning Administrator:

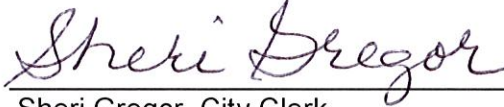
- Tim Flaten – 300 3rd Street S.E. – Shingles, Siding, Windows, Fence
- Jeff Hansen – 407 Jane Street E. – Siding, Shingles
- Koni Flom – 402 Jane Street E. – Utility Shed, Shingles, Siding, Windows

7. **Zoning Administrator's Report: (Cont.)**

Permits Closed by Zoning Administrator:

- Chuck Larsen – 404 Jane Street E. – Utility Shed
- Gene and Sandy Lindahl – 205 4th Street S.E. – Two Windows on Front Porch
- Jerome and Marcheta Hurst – 107 Main Street E. – Fence
- Jason and Michelle Sticken – Deck
- Al and Lorri Reinke – 204 3 Street N.W. – Shingles
- Jade Smuda – Roof on House
- Michelle Aase/ Dan Tilly – 30 Cate Street – Shingles, Siding, Windows
- Stuart Nordmeier – 207 Tower Circle – Roof/Shingles, Siding, Windows
- Tom Schwichtenberg – 414 Franklin Street W. – Shingles, Siding
- Arnell Anderson – 404 Washington Street E. – Shingle, Siding, Windows and Utility Shed
- Mary Schulz – 8393 250th Street W. – House/Garage, Accessory Building
- Kelli McMullen – 302 2nd Street S.E. – Fence
- Craig and Jan Challgren – 407 3rd Street S.E. – Siding, Shingles, Windows
- Morristown MHC – 70 Cate Street – Fence
- Richard and Liz Prescher – 101 Washington Street E. – Privacy Fence
- Richard and Liz Prescher – 103 Washington Street E. – Deck
- Clay Rehtmeyer – 204 Sidney Street E. – Shingle Shed
- Kurt Wolf – 404 3rd Street S.E. – Deck/Fence
- Jeff Lang – 308 Sidney Street W. – Demo Deck
- Kari Torgerson – 203 3rd Street S.E. – Floating Deck on Shop/Office Building
- Old Town Tavern – 102 Main Street W. – Deck Stairs
- Mary Schulz – 601 Washington Street E. – Accessory Building
- Charles Rutz – 106 Division Street S. – Windows
- Richard Randall – 106 Main Street E. – Rear Porch Roof
- Shane and Jessica Purdie – 406 3rd Street S.E. – Garage

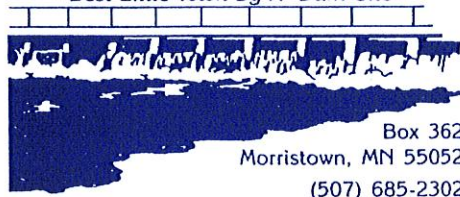
9. **Adjournment:** Motion by Steve Felix, seconded by Clay Rehtmeyer, and was carried unanimously to adjourn at 9:48 p.m..
10. **Next Regular Meeting:** Thursday, July 16, 2020 at 7:00 p.m.

  
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, July 16, 2020

Members Present: Jim Lonergan, Steve Felix, Tyler Velzke

Members Absent: Skylar Gregor, Clay Rehtmeyer

Also Present: Loren Dahle, Tim Flaten, Terry Schweich, City Clerk/Treasurer Sheri Gregor

1. **Call to Order:** The Morristown Zoning Board regular meeting was called to order at 7:00 p.m., by Chairman Jim Lonergan, on Thursday, July 16, 2020, in the Council Chambers in City Hall, at 402 Division Street S..

2. **Additions/Corrections to Agenda:**

None

3. **Additions/Corrections of Meeting Minutes:**

Motion by Steve Felix, seconded by Tyler Velzke, and was carried unanimously to approve the June 18, 2020 zoning board meeting minutes, as printed.

4. **Report Council Action Taken at Last Meeting:**

The city council did not take the recommendation of the zoning board to permit Skylar Gregor to hold both positions as a zoning board voting committee member and the zoning administrator. The city council instructed the posting of a zoning board member with applications taken until 5:00 p.m. on Wednesday, July 15, 2020.

The motion was amended for the Dollar General location to be B-1 Highway Commercial District instead of B-2 Central Business District. The Joint Resolution between the Morristown Township and the City of Morristown was approved for the Annexation of the 2.50 acres. The annexation needs to be approved by the state before we can give Ratcliff Development the zoning permit.

Home Occupations Ordinance §152.205 #14 to be deleted. The city council asks Mark Rahrlick to draw up an amendment to allow commercial vehicles and semi-tractors/trucks to park in residential districts, hard surface driveway, with noise restrictions. The council will review the document, then vote on whether to pursue or drop it. If pursued, a public hearing will be held.

Faribo Insurance Agency to attend next meeting to speak on city employees covered by liability insurance while driving their own vehicles performing city related business.

309 Thruen Street ditch restoration agreement made.

Parcel 20.27.1.50.005 – There is interest in purchasing this parcel, located south of Sidney Street W. The question raised by Weichert Realtors, Kia Nawrocki, wanting to know if city water and septic could be engineered to be installed and at what price? If the city felt that to be unfeasible would they allow the installation of a well and septic?

5. **Requests to be Heard:**

Loren Dahle spoke about the city parcel on 3rd Street S.E.. The green space is for cleaning the drainage ditch and a DNR easement. Two alleys are access for the two farms. The water main also runs along there for 4th Street S.E. The street would run kitty corner as the farmland is plotted for future housing development.



**6. Old/Unfinished Business:**

- A. Dollar General – Address – Michelle Trager from Rice County GIS (Geographic Information System) recommends the Dollar General address to be 24621 Holland Avenue. Motion by Steve Felix, seconded by Tyler Velzke, and was carried unanimously to approve the 24621 Holland Avenue address for the Dollar General store.
- B. Chapter 91: Ordinance §91.04 Animals Farm Animals (Chickens) – The current ordinance states the keeping of farm animals shall be prohibited in all zoning areas. With renewed interest in having chickens within the city limits, the zoning board reviewed Waterville and Elysian chicken ordinance restrictions. Motion by Tyler Velzke, seconded by Steve Felix, and was carried unanimously to request the approval from the city council to allow chickens with the city limits once there is a final draft ordinance written.
- C. 51 Charlotte Street – Deck – Motion by Tyler Velzke, seconded by Steve Felix, and was carried unanimously to recommend the city council enforce the fine schedule to 51 Charlotte Street for building a deck without a permit and also motion to send a zoning ordinance packet to the manager and owner of the Riverside Mobile Home Park.
- D. Set Work Session Date – For Reviewing Ordinances and Alleys to Vacate – The board and council will pick a time and date to hold a joint work session to review specific ordinances.

**7. New Business:**

- A. Matt Duhme – 206 Tower Circle – The board approved a one-month deck/fence permit extension to Matt Duhme for \$25.00.
- B. Zoning Board Open Position Posted – Motion by Steve Felix, seconded by Tyler Velzke, and was carried unanimously to recommend to the city council to appoint Faye Golombeski to the zoning board, effective Thursday, August 20, 2020. The zoning board would like to continue posting for interested applicants to become possible committee members.

**8. Zoning Administrator's Report:**

Permits Issued by City Clerk:

Steve Nordmeier – 25 Main Street E. – Porch Windows, Siding

Permits Issued by Zoning Administrator:

Ralph & Kristen Barney – 52 Charlotte Street – Deck and Ramp

Grant & Cindy Stopski – 104 1st Street S.E. – Demo Deck

Grant & Cindy Stopski – 104 1st Street S.E. – Deck

- 9. **Adjournment:** - Motion by Steve Felix, seconded by Tyler Velzke, and was carried unanimously to adjourn at 8:50 p.m..

- 10. **Next Regular Meeting:** Thursday, August 20, 2020 at 7:00 p.m.

  
Sheri Gregor, City Clerk

**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

**MORRISTOWN ZONING BOARD MEETING MINUTES**  
**Regular Meeting Thursday, September 17th, 2020**

Members Present: Jim Lonergan, Tyler Velzke, Faye Golombeski

Members Absent: Steve Felix, Clay Rehtmeyer,

Also Present: Mike O'Rourke, City Administrator Michael Mueller, City Clerk/Treasurer Sheri Gregor, Zoning Administrator Skylar Gregor.

**1. Call to Order:**

The Morristown Zoning Board regular meeting was called to order at 7:00 p.m., by Chairman Jim Lonergan, on Thursday, September 17th, 2020, in the Council Chambers in City Hall, at 402 Division Street S. Morristown, MN 55052.

**2. Additions/Corrections to Agenda:**

Mobile home zoning permit cost to single wide 250.00 dollars and 400.00 dollars for double wide.

**3. Additions/Corrections of Meeting Minutes:**

Tabled

**4. Report Council Action Taken at Last Meeting:**

Val Kruger is ok if he follows the right guidelines for the county to combine properties.

Ordinance allowing commercial vehicles in residential district was passed.

Public hearing parking 1<sup>st</sup> SE.

Public hearing for chickens raised in city limits with ordinance.

**5. Requests to be Heard:**

Mike O'Rourke asked for an extension on his siding permit. Permit Runs out October 3<sup>rd</sup>, 2020.

Mike does not need to pay for extension of 25.00 dollars because he already has a permit for his garage addition. Council agreed without a motion.

**6. Old/Unfinished Business:**

No discussion on Old/Unfinished Business

**7. New Business:**

A. Wendel Construction/Harold Drawing Pre manufactured Home- Motioned by Tyler Velzke, seconded by Faye Golombeski, and was carried unanimously to recommend that the pre manufactured home needs permit signature and change date at the top when he comes in to get permit. The home needs to be put on continuous footings. Application accepted for a permit.

B. Mobile home zoning permit cost to single wide 250.00 dollars and 400.00 dollars for double wide.

**8. Zoning Administrator's Report:**

Skylar Gregor:

Permits Issued by City Clerk:

Dawn 1 month extension hand railing

Mobile Home Solutions, LLC – Lot – Moved in 3 Mobile Homes.

Permits Issued by Zoning Administrator:

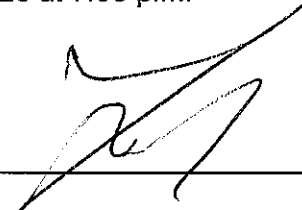
Steven Droog – 5 Front Street – Siding and Deck

Brandon Hachfeld – 23984 Iona Avenue – Deck  
Thomas Schwichtenberg- 414 Franklin W- Utility Shed

Permits Closed by Zoning Administrator: None at this time.

9. **Adjournment:** - Motioned by Jim Lonergan seconded by Tyler Velzke, and was carried unanimously to adjourn at 8:00 p.m.

10. **Next Regular Meeting:** Thursday, October 15<sup>th</sup>, 2020 at 7:00 p.m.



---

Lisa Duban, City Clerk/Treasurer

**MORRISTOWN ZONING BOARD MEETING MINUTES**  
**Regular Meeting Thursday, November 19th, 2020**

Members Present: Chairman Jim Lonergan, Steve Felix, Tyler Velzke, Clay Rehtmeyer

Members Absent: Faye Golombeski, Zoning Administrator Syler Gregor

Also Present: City Clerk/Treasurer Lisa Duban, City Administrator Michael Mueller

**1. Call to Order:**

The Morristown Zoning Board regular meeting was called to order at 7:00 p.m. by Chairman Jim Lonergan on Thursday, November 19th, 2020, in the Council Chambers in City Hall, at 402 Division Street S. Morristown, MN 55052.

**2. Additions/Corrections to Agenda:**

Motion by Steve Felix, seconded by Tyler Velzke, and was carried unanimously to approve the agenda as printed.

**3. Additions/Corrections of Meeting Minutes:**

Motion by Tyler Velzke, seconded by Clay Rehtmeyer and was carried unanimously to approve the September 17, 2020 Zoning Board Meeting Minutes. No October meeting was held.

**4. Report Council Action Taken at Last Meeting:**

City Administrator Michael Mueller noted that City Council voted and passed Ordinance 2020-6 related to the Keeping of Chickens and Ordinance 2020-7 relating to Pollinator Gardens/Native Vegetation at the council meeting on November 16, 2020. The city lawyer is working on creating a summary version of these ordinances for publication in the newspaper which will be presented to City Council on December 7, 2020. These ordinances will come into effect at the time of publication in the newspaper.

**5. Requests to be Heard:**

No requests to be heard

**6. Old/Unfinished Business:**

A. Mobile home zoning permit cost to change to \$250 for single wide and \$400 for double wide suggested at the September 17, 2020 Zoning Meeting – City Administrator Michael Mueller confirmed that this change was approved by City Council and the changes were made to the Master Fee Schedule.

**7. New Business:**

A. Mobile Home Permit time limit – the Zoning Board suggested that City Administrator Michael Mueller get in contact with the mobile home park owner to find out what their process/regulations are for moving homes in/out of the park. The Zoning Board can then review that information and create/adjust the City Ordinances accordingly. Item tabled until further information is received.

B. Mark Moriarity Sr. – 34 Charlotte Street requesting final permit inspection for his shed – City Clerk Lisa Duban noted that the Zoning Administrator Skyler Gregor had emailed stating that he would not be able to make this meeting but he would have this duties caught up before next month's meeting.

**8. Zoning Administrator's Report:**

The Board mentioned that the Zoning Administrator should have a voicemail set up.

**Permits Issued by City Clerk:**

- 2020-45: Leon & Shirley Dahle – Lot 2, Block 1, Meschke South Haven 3<sup>rd</sup> Addition – 409 Thruen Street W. – new house with 2 car garage
- 2020-47: Harold Youtzy Jr. – Lot 2, Block 3, Meschke South Haven 3<sup>rd</sup> Addition – 410 Sidney Street W. – put prefab house on Footings – Radon Rock
- 2020-50: Mike & Adrienne O'Rourke – Lot 3, Block 14, Morristown Original Town – 202 Main Street E. – 24' x 16' garage addition
- 2020-31: Ralph & Kristen Barney – Lot 52, Mobile Home Community – 52 Charlotte Street – deck & ramp
- 2020-51: Jan Rossow – 101 E. Franklin Street – windows

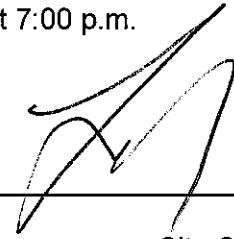
- 2020-52: Sharon & Jerry Voegele – 300 2<sup>nd</sup> Street SE – windows
- 2020-53: Riverside Mobile Home – Lot 32, Mobile Home Community – 73 Charlotte Street – install of mobile home
- 2020-54: Russell Bill – Lot 4, Block 2, Morristown Original Town, Meschke South Haven – 301 Sidney Street W. – remove and replace shingles and siding on dwelling and garage
- 2020-55: Cody Aksteter – PID 20.22.4.76.39 – 201 2<sup>nd</sup> Street NW – replace 3 basement windows

Permits Issued by Zoning Administrator: None at this time

Permits Closed by Zoning Administrator: None at this time

9. **Adjournment:** Motioned by Tyler Velzke seconded by Jim Lonergan, and was carried unanimously to adjourn at 8:03 p.m.

10. **Next Regular Meeting:** Thursday, December 17<sup>th</sup>, 2020 at 7:00 p.m.



---

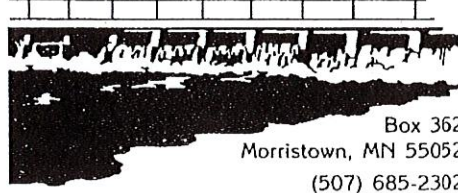
Lisa Duban,  
City Clerk/Treasurer



# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



## MORRISTOWN ZONING BOARD MEETING MINUTES

Regular Meeting 7:00 p.m. Monday, December 17, 2020

Members Present: Steve Felix (SF), Clay Rehtmeyer (CR), Faye Golombeski (FG), Zoning Administrator Skylar Gregor (SG)

Members Absent: Chairman Jim Lonergan (JL), Tyler Velzke (TV)

Also Present: City Clerk/Treasurer Lisa Duban (LD), City Administrator Michael Mueller (MM)

### 1. Call to Order:

The Morristown Zoning Board regular meeting was called to order at 7:00 p.m. by SF on Thursday, December 17, 2020, in the Council Chambers in City Hall, at 402 Division Street S., Morristown, MN 55052.

### 2. Additions/Corrections to Agenda:

Motion by CR, seconded by FG, and was carried unanimously to approve the agenda as printed.

### 3. Additions/Corrections of Meeting Minutes:

Motion by CR, seconded by FG and was carried unanimously to approve the November 19, 2020 Zoning Board Meeting Minutes.

### 4. Report Council Action Taken at Last Meeting:

-Council approved an increase in pay for zoning board members from \$15/meeting to \$25/meeting effective 1/1/2020.

- Council approved Resolution 2020-32 Summary Publication of Ordinance 2020-7 Native Vegetation and Resolution 2020-33 Summary Publication of Ordinance 2020-6 Chicken Ordinance.

-Council suggested that Jake Golombeski try to get in contact with the Zoning Administrator regarding the closing of permits.

### 5. Requests to be Heard:

No requests to be heard.

### 6. Old/Unfinished Business:

A. Mobile Home Permit time limit – MM contacted the mobile homeowner and researched regulations on moving mobile homes. He discovered that neither the mobile home park owner nor the state mobile home moving license have set timeframes for install. The install timeframe would need to be set by the city zoning permit. The zoning board should establish when a permit should be pulled, how long it lasts and penalties if not followed. The board determined that this item would be tabled until the next meeting.

B. Mark Moriarity Sr. – 34 Charlotte Street requesting final permit inspection for his shed – SG has finalized this permit.

### 7. New Business:

A. Review ordinances that may need clarification – The board expressed concerns with permits expiring and the work not being completed. Board discussion revolved around what the city can do to curb this behavior. MM suggested that we increase the permit extension fee. Currently, permits can be extended for \$25 per extension indefinitely.

MM suggested that the 1<sup>st</sup> extension be \$25 and each time thereafter the extension fee would double (ie: 1<sup>st</sup> extension \$25, 2<sup>nd</sup> \$50, 3<sup>rd</sup>, \$100) up to the discretion of the zoning board. SF noted that homeowners may just come and get a new permit for the work vs. asking for an extension. MM suggested that we add in that they cannot get a new permit for existing work and must extend the current permit. Motion by CR, seconded by FG, and was carried unanimously to suggest that City Council approve the following change to permit extension fees: after an initial \$25 zoning permit extension fee, the extension fee will double from the previous for each extension thereafter and is up to the discretion of the Zoning Board.

B. Hoop Sheds – SG noted that he looked at the properties located at 202 Washington St. E, 102 2<sup>nd</sup> St. NE, and 105 1<sup>st</sup> St NE where hoop sheds have been placed. Discussion included whether hoop sheds were allowed. The board agreed that it is important to address since there are three now and will be more in the future. Additional research is necessary to determine if and where they are allowed. Item tabled until the next meeting for further research.

8. **Zoning Administrator's Report:**

SG noted that he has all permits closed that can be closed at this time. There are a few still in place and he had been in contact with homeowners regarding the status. Motion by FG, seconded by CR and was carried unanimously to accept the Zoning Administrators report as presented.

Permits Issued by City Clerk:

- 2020-56: Mobile Home Solutions – Lot #9, Riverside Mobile Home Park – Install of mobile home

Permits Issued by Zoning Administrator: None at this time

Permits Closed by Zoning Administrator: None at this time

9. **Adjournment:** Motioned by FG seconded by CR, and was carried unanimously to adjourn at 8:37 p.m.

10. **Next Regular Meeting:** Thursday, January 21, 2021 at 7:00 p.m.



---

Lisa Duban,  
City Clerk/Treasurer