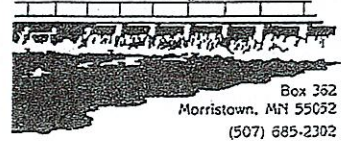


MORRISTOWN ZONING BOARD AGENDA

Regular Meeting, 7:00 p.m.

Thursday, December 19, 2024

-
1. CALL TO ORDER:
 2. ADDITIONS/CORRECTIONS:
 3. APPROVAL OF MINUTES:
 4. REQUESTS TO BE HEARD:
-
5. **COUNCIL ACTION AT LAST MEETING:**
- A Approval to post for Zoning Administrator position
-
6. **UNFINISHED BUSINESS:**
- A Zoning Board Members Decide on two
-
7. **NEW BUSINESS:**
- A Zoning Administrator Review the Zoning Administrator Job Description
 - B Brad Hagfors Possible variance for billboard placement at 9868 Morristown Blvd.
-
8. **ZONING ADMINISTRATOR'S REPORT:**
- A See attached report.
9. **BOARD DISCUSSION & CONCERNS:**
10. **ADJOURNMENT:**
11. **NEXT MEETING:** Thursday, January 16th, 2025 – 7:00 p.m.



JOB DESCRIPTION

JOB TITLE: Zoning Administrator

DEPARTMENT: Zoning

IMMEDIATE SUPERVISOR: City Administrator

POSITION SUMMARY: This is a part-time position that assures zoning permits are obtained and provisions of the City Zoning Code are followed.

CREATED ON: 6/3/2024, Not yet approved.

LAST REVISED: 6/3/2024

RESPONSIBILITIES:

The examples listed below are intended to illustrate the general nature and various responsibilities of the position, but are not necessarily all inclusive. Employee may be required to perform other job-related duties, as requested. The job description is subject to change as the needs of the employer and requirements of the job change.

- Attend monthly Zoning Board meetings on the 3rd Thursday of each month.
- Work closely with the City Clerk to stay on top of the permits issued and closed.
- Inspect properties for city zoning code violations when necessary.
- Review permits for new construction to ensure the plans follow the zoning code regulations.

MINIMUM QUALIFICATIONS:

- Maintain a Minnesota Class D driver's license.
- Ability to follow oral and written instructions.
- Ability to communicate effectively with other city employees and the general public, and project calm demeanor with angry or disgruntled customers, using patience and compassion.
- Ability to measure setbacks.
- Proficient ability to learn the regulations of the City's Zoning Ordinances.
- Ability to use Microsoft Word and Excel.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job.

- Considerable ability to stand, walk, bend, crouch, stoop, pull and push, and twist and turn.
- Considerable ability to work outside in all types of weather.

The duties listed here and within are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City Council as the needs of the City and requirements of the job change.

I understand and accept the responsibilities and standards of the Public Works Lead position as described.

Zoning Administrator: _____
Print

Sign

Date

Supervisor: _____
Print

Sign

Date

TITLE XV: LAND USAGE

square feet for each linear foot of street frontage of the lot. Commercial lots may have 1 freestanding sign. Additional freestanding signs are permitted provided a lot has a minimum of 100 feet of street frontage per freestanding sign. Wall signs shall not exceed 10% of the wall area as defined by this chapter. The percentage figure here shall mean the percentage of the wall area of the wall, which the sign is a part or to which each sign is most nearly parallel. No wall sign shall be permitted to project more than 2 feet above the roof or parapet line of the building, not extend more than 18 inches from the wall to which it is attached. One pylon or projection sign may be permitted for each separate street frontage of a business occupancy; provided that the sign does not project more than 36 inches past the front property line and ground signs are limited to an overall maximum height of 28 feet.

(b) *Unified shopping center/multiple occupancy buildings.* In a unified shopping center/multiple occupancy building under single ownership or control, the total surface area of all business signs in the lot shall not exceed 2-1/2 square feet for each lineal foot of street frontage of the lot. The number of signs shall not exceed the number of shops located within the center. A unified shopping center may also erect 1 additional business sign for each separate street frontage, not to exceed 350 square feet in area; and not to display more than the name and location of the shopping center.

(4) *Industrial districts.* In the I-1 Industrial Districts, signs are permitted subject to the following limitations. In the I-1 Industrial Districts, signs are permitted as and regulated under B Business District; except that, in lieu of the permitted additional shopping center sign of 350 square feet, an identification sign for a unified industrial park of the same size, height, and location shall be allowed in addition to other business signs permitted under the 2-1/2 square feet for each lineal foot of frontage ratio.

(F) *Billboards and posterboard signs.* Billboards and posterboard signs as defined in the definitions section are permitted only on property defined below.

(1) *Location.* Billboards or posterboard signs shall be permitted in the following districts, subject to the requirements below. All properties which are zoned B-2 or I-1 and border Trunk Highway 60.

(2) *Size.* Billboard or posterboard sign structures shall not contain more than 2 signs per facing, nor shall the sum of the sign or signs exceed the length of 55 feet nor the surface area of 750 square feet.

(3) *Setback.* Billboard or posterboard sign structures must maintain a 25-foot minimum front yard setback off the property line. Where adjacent building structures within the same block have front yard setbacks different than those required, the front yard minimum setback shall be the average of the required setback and the actual setback of adjacent structures.

(4) *Distance from other uses.* No billboard or posterboard structure shall be permitted to be erected within 100 feet of an adjoining residential district boundary line or any public park, school, library, church, or government building. No billboard, posterboard, or advertising sign shall be located within 200 feet of a residential dwelling.

(5) *Spacing.* All billboard or posterboard sign structures shall be spaced at least 750 linear feet from another sign on the same side of the street right-of-way line.

(6) *Height.* The height of billboard or posterboard signs is limited to 40 feet above curb level.

CHAPTER 152: ZONING CODE

(7) *Conditional use.* A conditional use permit may be requested for the placement of billboard or posterboard signs on property zoned A Agricultural District.

(8) *State statutes.* All billboard or posterboard sign structures are also subject to any provisions not provided for in this code, but cited in the Minnesota Outdoor Advertising Control Act, M.S. Ch. 173, as it may be amended from time to time.

(G) *Sign prohibitions and restrictions applicable in all zoning districts.* The construction of any type of sign within the city shall conform to the requirements of the State Building Code. In addition, the following prohibitions and general restrictions shall apply to signs in all zoning districts in the city.

(1) No sign, whether illuminated or not, shall obscure any traffic-control signal from the vision of any motorist, in a moving traffic lane, within 150 feet of the signal.

(2) No sign visible from the street shall use the work "stop" or "danger" or any other word, phrase, symbol, or character with the intent of simulating a public safety warning or traffic sign.

(3) Awning and marquee signs must be limited to places of public assemblage. Marquee signs may extend to 2 feet of the curb line, but no such sign shall be less than 10 feet in the clear above the level of the sidewalk, at its lowest level. On authorized marquees and awnings there may be placed a sign which may extend not more than 4 feet above nor more than 1 foot below the marquee or awning, but under no circumstance shall the sign be wider than 8 feet.

(4) Any existing sign or logo painted directly to the surface of any wall shall be required to be repainted at least once every 3 years, and a sign permit shall be required for the painting. If the repainted sign should result in exceeding the total allowable sign area in the respective business or industrial district for the business sign, the sign shall be painted out or otherwise removed or reduced in area to conform to the limitations.

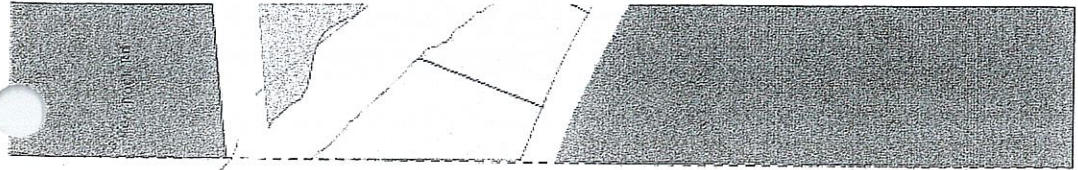
(5) Gooseneck and thin-line reflectors and lighting shall be permitted on illuminated signs; provided that, the reflectors and lighting do not extend more than 8 feet beyond the sign structure to which it is attached and the illumination is focused directly upon the face of the sign to reduce possibility of direct light rays shining onto adjoining property or into the public right-of-way.

(6) No sign is permitted which purports to be or resembles an official traffic-control device, sign, or signal, or which hides from view or interferes in any material degree with the effectiveness of any traffic-control device, sign, or signal, or which obstructs or interferes with the driver's view of approaching, merging, or intersecting traffic for a distance of 500 feet.

(7) No sign is allowed which has flashing or moving lights.
(Ord. 170, § 11.14, passed 5-6-2002) Penalty, see § 10.99

§ 152.219 TELECOMMUNICATION TOWERS AND ANTENNAE

(A) *Purpose.* To accommodate the communication needs of residents and businesses while protecting the public health, safety, and general welfare of the community, the city finds that these regulations are necessary in order to:



246th St W

1010 #

Canyon Blvd
Sakatah Singing Hills Trl

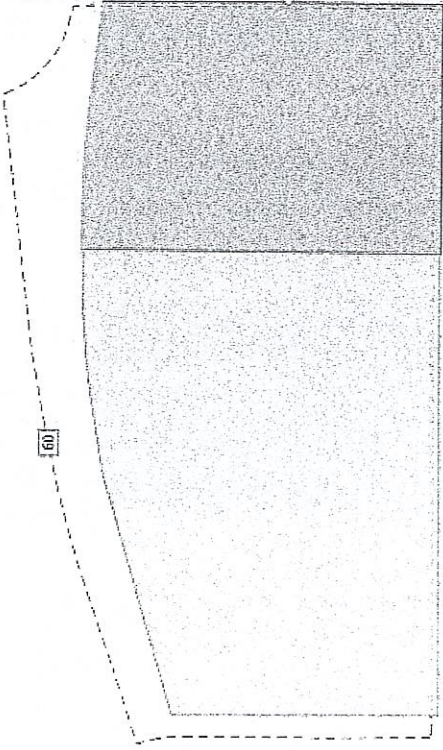
60

**9868 MORRISTOWN BLVD: B-1:
Highway Commercial**

Joined	1
PlanID	10,884
Name	2022350003
Type	7
StatedArea	6,689 a
Compiled	0
Historical	0
SystemStar	4/15/2018, 7:00 PM
SystemEndD	
LegalStart	

Zoom to Get Directions

1022 #

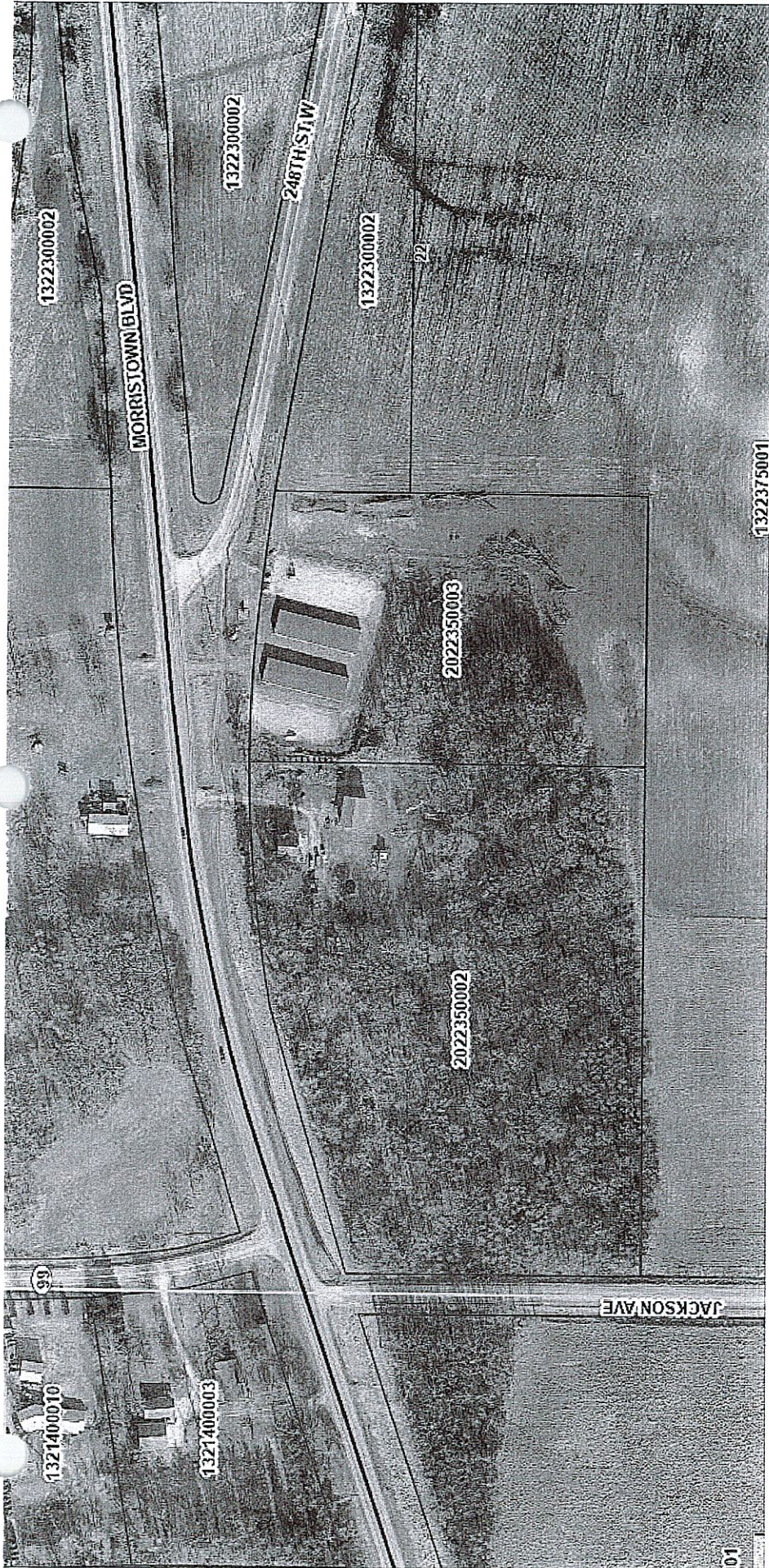


Jackson Ave

1022 #

60

60



1322300002

MORRISJOWN BLVD

1322300002

24TH ST, W

1322300002

22

2022350003

2022350002

1322375001

99

1321400010

1321400003

JACKSON AVE

CITY OF MORRISTOWN

Permit Report

Permit ID	Full Property Address	Customer Name	contractor	Apply Date	Issue Date	Expire Date	Permit Type	Amount	Paid	Status
Status Closed										
24-04	201 BLOOMER STREET W		Timm's Trucking	02/21/24	02/21/24	04/21/24	Demolition	\$0.00	\$0.00	Closed
24-24010	21 FRANKLIN STREET E.	Reim, Robert		04/19/24	04/19/24	07/19/24	Fence	\$100.00	\$100.00	Closed
24-24012	407 Sidney St W	Carel, Richard		04/24/24	04/24/24	07/24/24	Shed	\$100.00	\$100.00	Closed
24-24002	105 FRANKLIN STREET E.	Ashleson, Sylvia		02/08/24	02/08/24	08/08/24	Roof	\$100.00	\$100.00	Closed
24-24003	105 FRANKLIN STREET E.	Ashleson, Sylvia		02/08/24	02/08/24	08/08/24	Windows	\$100.00	\$100.00	Closed
24-24001	105 FRANKLIN STREET E.	Ashleson, Sylvia		02/08/24	02/08/24	08/08/24	Siding	\$100.00	\$100.00	Closed
24-24017	407 Sidney St W	Carel, Richard		05/07/24	05/13/24	08/13/24	Deck	\$100.00	\$100.00	Closed
24-24005	304 FRANKLIN STREET W.	Wenker, Kris and Kristen	Bayport Roofing	03/13/24	03/13/24	09/13/24	Roof	\$100.00	\$100.00	Closed
24-24006	107 BLOOMER STREET E.	Petersen, Pamela		03/28/24	03/28/24	09/28/24	Windows	\$100.00	\$100.00	Closed
24-24007	201 BLOOMER STREET W		Valentyn Builders,	04/01/24	04/01/24	10/01/24	Roof	\$100.00	\$100.00	Closed
24-24008	202 SIDNEY STREET E.	Ahiman, Ben	Valentyn Builders,	04/03/24	04/03/24	10/03/24	Roof	\$100.00	\$100.00	Closed
24-24009	206 1ST STREET N.E.	Linde, Evan	Bayport Roofing	04/05/24	04/05/24	10/05/24	Roof	\$100.00	\$100.00	Closed
24-24016	203 1ST STREET N.E.	Kruger, Val		04/19/24	04/19/24	10/19/24	Extension	\$50.00	\$50.00	Closed
24-24011	107 MAIN STREET E.	Window Outfitters	Window Outfitters	04/22/24	04/24/24	10/24/24	Windows	\$100.00	\$100.00	Closed
24-24013	25 WASHINGTON STREET E.	Smith, Jason		04/24/24	04/24/24	10/24/24	Roof	\$100.00	\$100.00	Closed
24-24027	203 DIVISION STREET N.	Schwichtenberg, Jack	Terry Schultz	08/12/24	08/12/24	11/12/24	Fence	\$100.00	\$100.00	Closed
24-24030	303 SIDNEY STREET W.	Ell, Tony	Window Nation LL	09/27/24	09/24/27	11/13/24	Windows	\$100.00	\$100.00	Closed
24-24022	23 BLOOMER STREET E.	Millersberg Construction	Millersberg Constr	07/02/24	07/02/24	01/02/25	Windows	\$100.00	\$100.00	Closed
24-24024	402 JANE STREET E.	Florn, Koni		07/17/24	07/17/24	01/17/25	Windows	\$100.00	\$100.00	Closed
24-24026	103 BLOOMER STREET E.	Lori, Strobel	Jerry Voegelé	07/25/24	07/25/24	01/25/25	Roof	\$100.00	\$100.00	Closed
Status Closed									\$1,850.00	\$1,850.00
Status Expired										
24-24021	105 1ST STREET N.E.	Halvorson, Kim		06/12/24	06/12/24	09/10/24	Extension	\$0.00	\$0.00	Expired
24-24014	408 FRANKLIN STREET W.	Strobel, Tim & Lori		04/26/24	04/26/24	12/18/24	Windows	\$100.00	\$100.00	Expired
24-24019	206 1ST STREET N.E.	Linde, Evan		05/24/24	05/24/24	12/18/24	Shed	\$100.00	\$100.00	Expired
24-24015	108 FRANKLIN STREET W.	Strobel, Tim & Lori		04/26/24	04/26/24	12/18/24	Siding	\$100.00	\$100.00	Expired
Status Expired									\$300.00	\$300.00
Status Issued										
24-24018	302 1ST STREET N.E.	Gainor, Andrew & Kelse		05/15/24	05/15/24	11/15/24	Roof	\$100.00	\$100.00	Issued
24-24023	104 MAIN STREET E.	ECLIPSE CONSTRUCTIO	ECLIPSE CONSTR	07/17/24	07/17/24	01/17/25	Roof	\$100.00	\$100.00	Issued
24-24025	805 DIVISION STREET S.	Peters, Josh & Abby	MC Exteriors	07/23/24	07/23/24	01/23/25	Roof	\$100.00	\$100.00	Issued
24-24036	206 1ST STREET N.E.	Linde, Evan		10/31/24	10/31/24	01/31/25	Extension	\$50.00	\$50.00	Issued
24-24032	207 DIVISION STREET S.	Vargo, Jay		10/21/24	10/21/24	04/21/25	Siding	\$100.00	\$100.00	Issued
24-24035	107 BLOOMER STREET E.	Petersen, Pamela		10/29/24	10/29/24	04/29/25	Roof	\$100.00	\$100.00	Issued
24-24037	399 2ND STREET S.W.	Hebert, Deirdre	3D Construction	11/04/24	11/04/24	05/04/25	Windows	\$100.00	\$100.00	Issued
24-24020	409 THRUEN STREET W.	Dahle, Leon & Shirley		05/16/24	06/06/24	06/06/25	New Construc	\$36.00	\$36.00	Issued

Permit ID	Full Property Address	Customer Name	contractor	Apply Date	Issue Date	Expire Date	Permit Type	Amount	Paid	Status
24-24038	305 2ND STREET S.W.	Vollbrecht, Rick		12/18/24	12/18/24	06/18/25	Windows	\$100.00	\$100.00	Issued
24-24028				08/19/24	08/19/24	08/19/25	New Construc	\$1,400.00	\$1,400.00	Issued
24-24029	401 FOUNTAIN STREET	Meschke Construction	Meschke Construct	09/05/24	09/05/24	09/05/25	New Construc	\$0.00	\$98.00	Issued
24-24033	24366 Holland Ave	TIMMS TRUCKING		10/17/24	10/22/24	10/22/25	New Construc	\$1,846.50	\$1,846.50	Issued
Status Issued								\$4,032.50	\$4,130.50	
Status Pending								\$0.00	\$0.00	Pending
28						10/13/24	Building Permi	\$0.00	\$0.00	
Status Pending								\$0.00	\$0.00	
								\$6,182.50	\$6,280.50	