

**MORRISTOWN ZONING BOARD MEETING MINUTES**

Regular Meeting, 7:00 p.m.  
 Thursday, June 20, 2024

Members Present: Jim Lonergan (Chair), Val Kruger, John Schlie, Pamela Petersen  
 Members Absent: Ralph Barney, Tony Lindahl  
 Others Present: Ellen Judd (City Administrator, by phone), Dave Schlie

1. Call to Order: The Morristown Zoning Board Meeting was called to order at 7:00pm by the Zoning Board Chair, Jim Lonergan, on Thursday, June 20, 2024, in the Council Chambers at City Hall at 402 Division St S.
2. Additions to Agenda: None
3. Corrections to Minutes: Motion by Petersen, seconded by Schlie and carried unanimously to approve the minutes from the April 18<sup>th</sup> meeting.
4. Requests to Be Heard: Dave Schlie from 110 Ann St asked the Zoning Board about the requirements and restrictions regarding a carport. He explained that he would like to erect a temporary, enclosed carport for seasonal use. The Zoning Board said they would have to do some research and get back to him. They will reach out to Judd if they need to add it to the Council Agenda for July.

**5. COUNCIL ACTION AT LAST MEETING:**

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| A | Lot Combination   | The request from Brandon Hachfeld to merge his two lots was approved based on the Zoning Board's recommendation.                       |
| B | Plat, The Portage | The Preliminary Plat, The Portage was approved based on the Zoning Board's recommendation.   |
| C | Lot Split         | The request from Bethlehem Lutheran Church for a lot split, was approved based on the Zoning Board's recommendation.                   |
| D | Appoint Members   | John Schlie and Pamela Petersen were appointed to the Zoning Board.  |
| E | Permit Pay Rate   | It was approved to pay the Zoning Administrator \$35 to open and \$35 to close permits. The job description has not yet been approved. |
| F | Zoning Memo       | City Attorney Mark Rahrck presented a memo outlining changes to the Zoning Code to provide better clarification.                       |

**6. UNFINISHED BUSINESS:**

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| A | New Addition Permit | Permit Request for a 3-Season Porch – Approved by Board via Email<br>Motion by Petersen, seconded by Schlie and carried unanimously to approve permit 2024-20. |
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**7. NEW BUSINESS:**

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| A | New Addition Permit  | Permit request for a 14'x28' garage addition<br>Motion by Kruger, seconded by Petersen and carried unanimously to approve permit 2024-22.  |
| B | Driveway             | Driveway work at 105 Franklin St E – Tony to explain<br>Lindahl not present. Topic tabled.   |
| C | Fence Dispute        | 200 Franklin St W, fence dispute with neighbor<br>Judd explained the situation. Zoning Board agreed that it's up to the homeowner to find their property pins and prove the fence is in violation.   |
| D | Extensions           | Extension timeframe clarification<br>The Zoning Board clarified any permit extension requests need to be approved at a Zoning Board meeting.   |
| E | New Construction Min | Minimum cost for new construction<br>Judd asked if the Zoning Board would like to consider a minimum cost for new construction for additions that have a small footprint. It was agreed to review the entire Zoning section of the Master Fee Schedule at the November Zoning Board meeting. |

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8. **ZONING ADMINISTRATOR'S REPORT:**  
Open and closed permits were reviewed.
  9. **BOARD DISCUSSION & CONCERNS:**  
None
  10. **ADJOURNMENT:**  
Motion by Kruger, seconded by Petersen and was carried unanimously to adjourn the Thursday, June 20th, 2024, Zoning Board Meeting at 7:48 p.m.
  11. **NEXT MEETING:**  
Thursday, July 18, 2024, at 7:00 p.m.

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