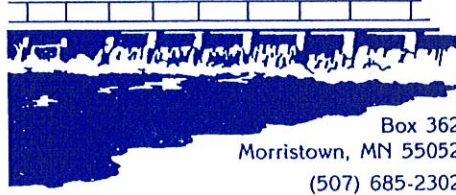


# City of Morristown

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