

**New York Mills Zoning Committee
Regular Meeting
March 21, 2018
1:00 p.m.**

CALL TO ORDER AND DETERMINATION OF A QUORUM

The regular meeting of the New York Mills Zoning Committee was scheduled for 1:00 p.m. in the Council Chambers of the City Hall, New York Mills, Minnesota, all members of the Committee having been notified of the meeting. A quorum was not present.

Members Present: Chairperson Dianna Wallgren, Greg Imsande, Latham Hetland

Members Absent: Jann Lee, Mike Parta, Ken Peltier, Tim Johnson

Staff Present: Administrative Assistant Cheri Kopveiler, Zoning Administrator David Delaney

Call to Order: The March meeting of the New York Mills Zoning Committee was called to order at 1:04 pm by Chairperson Dianna Wallgren. **A quorum was NOT present.**

Approval Minutes: **As there was not a quorum, no business could be conducted, nor could the minutes of the February 28, 2017 meeting be approved.**

Old Business: Chairperson Dianna Wallgren reported that the City of New York Mills is in the process of combining their ordinances into a city code. As a part of the codification process, the company (American Legal Publishers) asked for review of the zoning ordinance, and particularly the sign ordinance to determine if any changes needed to be made. Administrative Assistant Cheri Kopveiler spoke with Jed Burkett, League of Minnesota Cities zoning attorney, and received several recommendations. These changes were recommended and drafted based upon several case laws and litigation which have occurred in recent years. The Zoning Committee discussed these items for informational purposes only. A formal adoption process will be followed when the codification process is complete.

Items noted included the following:

1. Update of the 60-Day Rule regulation to state that a letter must be sent out within 15 days of the receipt of an incomplete application stating what further information is needed, at which time the 60-day rule is enacted and time stops until the necessary information is obtained.
2. Correct Sight Triangles at Intersections—This paragraph referenced information which was missing in the text. The paragraph was cleaned up to indicate that the area between 30 and 72 inches above the height of the curb must remain free of obstructions at intersections for visibility.
3. Zoning Permits-Issuance or Denial/Correction—the word Ordinance was replaced by the word “Resolution”.

4. Update/Revision of Temporary Signs—this section was cleaned up, removing several exemptions which could be considered content-based, such as holiday signs and official notices under the recommendation of the League attorney. Political signs were discussed.
5. Unauthorized/Illuminated Signs—the wording on this regulation was changed to remove words that could be debatable, such as “excessive”, “distracting” and “annoying”.

Zoning Administrator’s Report:

Zoning Administrator Dave Delaney discussed the permits issued in 2017. There have been 2 permits issued in 2018 to date.

Administrative Assistant Cheri Kopveiler informed the Zoning Committee of several trainings coming up in Staples and online.

Next Meeting Date:

The next meeting of the Zoning Committee will determined by need and set at a later date.

Adjournment:

The meeting was adjourned by Chairperson Dianna Wallgren at 1:50 p.m.

Respectfully Submitted by,

Cheri Kopveiler
Administrative Assistant/Zoning