

**New York Mills Zoning Committee  
Regular Meeting  
June 24, 2014  
1:00 p.m.**

**CALL TO ORDER AND DETERMINATION OF A QUORUM**

The regular meeting of the New York Mills Zoning Committee was called to order at 1:05 p.m. in the City Hall Council Chambers, New York Mills, Minnesota, all members of the Committee having been notified of the meeting. A quorum was present.

**Members Present:** Chairperson Dianna Wallgren, Jann Lee, Tim Johnson, Jason Schik, Greg Imsande, Mike Parta, Ken Peltier

**Members Absent:**

**Staff Present:** City Clerk Darla Berry, Administrative Assistant Cheri Kopveiler, Zoning Administrator David Delaney

**Call to Order:** The regular June meeting of the New York Mills Zoning Committee was called to order at 1:05 pm by Chairperson Dianna Wallgren. **A quorum was present.**

**Approval of Minutes:** **A motion was made by G. Imsande to approve the minutes of the May 8, 2014 meeting, seconded by J. Schik and carried without a dissenting vote.**

**Old Business:**

A. Billboard Discussion—

Clerk Berry presented a printout to Zoning Members which summarized her conversation with MNDot regarding billboard regulations along the Highway 10 corridor. MNDot requires that billboards be over 500' from on/off ramps and must be a minimum of 300' between signs. Since there is no zoning in Otter Tail County, signs must be located within 800' of an established commercial business. There are also regulations which depend on whether there is a street level crossing or overpass across highway 10. If the City has its own zoning ordinance as Mills does, the proposed site must also be in a Commercial or Industrial district. MNDot also restricts the size of billboards and signs to three size ranges. If a billboard is allowed, there must be landowner permission and a lease, which MNDot reviews.

Zoning members discussed the pros and cons of billboards. M. Parta stated that in the past the Council and Zoning Committees felt strongly that they did not want to allow billboards. When the billboard which sets between Cenex and the VFW along Highway 10 was installed, they did everything in their power to have it removed, but were not able to without the restriction in the City's ordinance. He felt that local businesses would not be willing to pay the costs of placing a billboard along the Highway and only businesses from other larger communities would utilize the space. Clerk Berry pointed out that there is very little space upon which billboards could be placed that are within city limits. The Zoning Committee discussed placing a size restriction on billboards which would only

allow smaller ones to be erected. Clerk Berry suggested keeping local businesses informed so that they could have the first opportunity to use the available areas themselves and restrict signs to 250 square feet. This would make them more affordable for local commerce to use. She reminded the Zoning committee that they cannot control content. Zoning members suggested speaking with the Civic & Commerce to see whether there is an interest.

**B. Sign Ordinance Revisions—**

Several parts of the Sign Ordinance were discussed and edited.

**Unauthorized Signs—**

Page 116 of the Zoning Ordinance, under Unauthorized Signs, E. Changeable Copy Signs-this paragraph was removed. Changeable copy signs will be allowed as long as they comply with F. Flashing, moving, glaring signs, which follows.

Page 116, Unauthorized Signs, H. was amended. The words “light, air” were omitted.

Page 116, Unauthorized Signs, I. Signs containing more than two surface areas or facings was removed. Signs will be allowed to contain more than 2 surfaces.

The maximum height restriction for signs in Commercial and Industrial zones is currently 35’, which does not give adequate visibility with the overpass. After discussion, zoning members agreed to raise the maximum limit to 50’. On page 117 under (6). Height. The sentence “In Commercial and Industrial districts, the top of a sign, including its superstructure, if any shall be no higher than the roof of the building to which such sign maybe attached or 35 feet above ground level, whichever height is less.” This shall be edited to read “In Commercial and Industrial districts, the top of a sign including its superstructure shall be no higher than 50 feet above ground level.”

**C. Conditional uses in Residential B/Square Footage Restriction—**

Page 20 of the Zoning Ordinance was edited as follows: In (B). Conditional Uses in Residential B, #7, the phrase “also not to exceed 1,500 square feet of floor space” was removed. Zoning members did not see a need to have this size restriction included in the offices of members of recognized professions.

**New Business:**

**A. Conditional Use Permit Request for 103 Walker Ave N.—**

Chairperson D. Wallgren reported that an individual inquired about the possibility of getting a conditional use permit to open an insurance agency in a house at 103 N. Walker Avenue. The agency is an existing one that wants to expand to a larger building. Currently, the RB district allows in-home businesses, but a building used only for an office of recognized professions

would require a conditional use permit. If the individual applies, a public hearing will be required.

B. Zoning Workshops—

Chairperson D. Wallgren referred to information in the packets regarding several upcoming zoning workshops. She encouraged members to attend.

C. Zoning Administrator's Report—

Zoning Administrator Dave Delaney gave a report on the spec home being built in Country View Addition. He noted that the slab is going in. The contractor is not putting frost footings in. Discussion ensued. There was some concern with the type of foundation being put in with the high water table in this area.

D. Other New Business—

J. Schik asked if the Zoning Committee will be adding an agricultural classification to the ordinance to accommodate any future annexation of surrounding properties around the city. Chairperson D. Wallgren stated that they will be looking into this.

**Next Meeting Date:**

The next meeting of the Zoning Committee will be held on Tuesday, July 29, 2014 at 1:00 p.m.

**Adjournment:**        **The meeting was adjourned by Chairperson Dianna Wallgren at 2:12 pm.**

Respectfully Submitted by,

Cheri Kopveiler  
Administrative Assistant/Zoning