

**PLANNING COMMISSION
CITY HALL COUNCIL CHAMBERS
APRIL 6, 2015
6:30 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Sign Ordinance (page 4)
- IV. OLD BUSINESS
 - A. Opportunity Park Second Addition – Final Plat (page 20)
 - B. Building Inspector Position (page 24)
- V. INFORMATIONAL
 - A. Next Meeting – Monday, April 20, 2015 at 6:30 p.m.
 - B. Building Permit Reports (page 25)
 - C. CCLD Review Newsletter (page 33)
- VI. ADJOURN

Please contact Renee Eckerly at 320-243-3714 ext. 227 or at renee@paynesvillemn.com if you can't attend the meeting.

**Members: Dan Roberts, Darlene Loven, Ron Mehr, Bob McDaniel, and Neil Herzberg.
Advisory Member: Renee Eckerly**

This agenda has been prepared to provide information regarding an upcoming meeting of the Paynesville Planning Commission. This document does not claim to be complete and is subject to change.

BARRIER FREE: All Paynesville Planning Commission meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Planning Commission

Committee/Council Meeting Date: April 6, 2015

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the February 2, 2015 Planning Commission meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from the February 2, 2015 Planning Commission meeting.

**MINUTES
PLANNING COMMISSION**

FEBRUARY 2, 2015

Chairman Dan Roberts called the meeting to order at 6:30 p.m. Members present were Ron Mehr, Darlene Loven, and Neil Herzberg. Bob McDaniel was absent. Also present were Dick Michaelis and Renee Eckerly, City Administrator.

Motion was made by Loven to approve the minutes of the October 6, 2014 and November 3, 2014 Planning Commission meetings. Seconded by Mehr and unanimously carried.

ELECTION OF OFFICERS

Motion was made by Loven to appoint Roberts as Chair, Mehr as Vice Chair, and Eckerly as Secretary. Seconded by Mehr and unanimously carried.

The following terms were update:

Dan Roberts – term expires December 31, 2017

Darlene Loven – term expires December 31, 2015

Ron Mehr – term expires December 31, 2016

Bob McDaniel – term expires December 31, 2015

Neil Herzberg (Council Member) – term expires December 31, 2015

MEETING SCHEUDLE

Motion was made by Loven to set the Planning Commission meetings for the first Monday of each month (Oct. – April) and the first and third Monday of each month (May – Sept.) at 6:30 p.m. Seconded by Herzberg and unanimously carried.

LOT SPLIT – M & M LUMBER

The City has received a Lot Split Application from M & M Lumber, Inc. to split a lot they own located at 1865 West Mill Street. They wish to split the lot in half; therefore each abutting property owner will purchase the respective half. The property is currently zoned R1 – Single and Two Family Residential and the lot is vacant. The Lot Split Application and Report & Recommendation documents were reviewed.

Michaelis commented that it would be tight if someone wanted to build on this lot. There have been other lots split in the Wilglo Acres Development. One of the abutting neighbors would like to put up a shed and this would allow for more room.

Motion was made by Loven to approve the M & M Lumber, Inc. Lot Split Report & Recommendation and recommend such to the City Council. Seconded by Mehr and unanimously carried.

NEXT MEETING

The next meeting will be Monday, March 2, 2015 at 6:30 p.m. at City Hall.

INFORMATIONAL

The 2014 Building Inspection report was reviewed.

There being no further business the meeting was adjourned at 6:48 p.m.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Planning Commission

Committee/Council Meeting Date: April 6, 2015

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

ITEM DESCRIPTION: Sign Ordinance

Prepared by: Staff

COMMENTS:

Renee Eckerly will give a verbal report. Pat Donlin, Mill Street Apartments will be in attendance to address Sbud. 9 (b) of the Sign Ordinance. A Conditional use Permit is \$250.00 and will take about 60 days to process including a public hearing. A Conditional Use Permit will also stay with the property.

Discussion.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

W

ORDINANCE NO. 119, 2ND SERIES

AN ORDINANCE OF THE CITY OF PAYNESVILLE, MINNESOTA, AMENDING CITY CODE CHAPTER 11 ENTITLED "LAND USE REGULATIONS (ZONING)" BY ADDING A NEW SECTION, SECTION 11.14, ENTITLED "SIGNS"; AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 1 AND SECTION 11.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY COUNCIL OF PAYNESVILLE ORDAINS:

Section 1. City Code, Chapter 11, entitled "Land Use Regulation (Zoning)" is hereby amended by adding Section 11.14 to read as follows:

SECTION 11.14. SIGNS.

Subd. 1. Findings. The City Council finds that the lack of a comprehensive, constitutionally sound ordinance regulating signs within the City limits of the City of Paynesville constitutes a threat to public health, safety and welfare because, among other concerns, signs could be erected without regard to the manner in which the size or location of the sign interferes with traffic site lines, endangering or distracting drivers and pedestrians, and that signs could be constructed in a manner or from such materials as are structurally unsound or vulnerable to collapse endangering persons or property in the vicinity of the sign. The Council further finds that exterior signs have a substantial impact on the character and quality in the environment in which they are located. Such signs provide an important medium through which individuals can convey a variety of messages. Signs can create traffic hazards, aesthetic concerns and detriments to property values thereby threatening the public health, safety and welfare.

Subd. 2. Intent and Purpose. It is not the intent or purpose of this sign ordinance to regulate the message displayed on any sign. It is not the intent or purpose of this ordinance to regulate a design or display not defined as a sign or any sign which cannot be viewed from outside a building. The purpose and intent of this ordinance is:

a) To regulate the number, location, size, type, illumination and other physical characteristics of sign within the City limits in order to promote public health, safety and welfare.

b) To maintain, enhance and improve the aesthetic environment of the City by preventing visual clutter that is harmful to the appearance of the community.

c) To improve the visual appearance of the City while providing for effective means of communication, consistent with constitutional guarantees and the City's goals with regard to public safety and aesthetics.

d) Provide for fair and consistent enforcement of sign regulations set forth herein under the zoning authority of the City.

Subd. 3. Effect. A sign may be erected, displayed or maintained in the City only if it is in conformity with the provisions of this ordinance. The effect of this ordinance, as more specifically set forth herein, is to:

a) Allow for a wide variety of sign types in certain commercial and industrial zones and a more limited variety of sign types in other zones, subject to standards set forth in this ordinance.

b) Allow certain small, unobtrusive signs incidental to the principle use of the site in all zones when in compliance with the requirements of this ordinance.

c) Prohibit signs whose location, size, illumination or other physical characteristics negatively affecting the environment where the communication can be accomplished by means having lesser impact on the environment and the public health, safety and welfare.

d) Provide for enforcement of the provisions of this sign ordinance.

Subd. 4. Severability. If any section, subsection, sentence, clause or phrase of this sign ordinance is for any reason held to be invalid, such invalidity shall not affect the validity or enforceability of the remaining portion of this sign ordinance. The City Council hereby declares that it would have adopted the sign ordinance in each section, subsection or phrase thereof, irrespective of the fact that any one or more sections, sentences, clauses or phrases be declared invalid.

Subd. 5. Definitions. The following words and phrases, when used in Chapter 11, Section 11.14, shall have the following meanings unless the context clearly indicates otherwise:

a) Area. The area within the frame of a sign shall be used to calculate the square footage, except that the width of a frame exceeding 12 inches shall constitute sign face, and if such letters or graphics be mounted directly on a wall or fascia or in such a way as to be without a frame, the dimensions for calculating the square footage shall be the area extending six (6) inches beyond the periphery formed around such letters or graphics in a plain figure bounded by straight lines connecting the outermost points thereof. Each surface utilized to display a message or to attract attention shall be measured as a separate sign and shall be calculated in the overall square footage. Symbols, flags, pictures, wording, figures or other forms of graphics painted on or attached to windows, walls, awnings, freestanding structures, suspended by balloons, or kites, or on persons, animals, or vehicles, are considered a sign and are included in calculating the overall square footage.

b) Awning. A roof like cover, often a fabric, plastic, metal or glass designed and intended for protection from weather or as a decorative embellishment, and which projects from a wall or roof of a structure primarily over a window, walk or the like. Any part of an awning which also projects over a door shall be counted as an awning.

- c) Awning Sign. A building sign or graphic printed on or in some fashion attached directly to the awning material.
- d) Balloon Sign. A sign consisting of a bag made of lightweight material supported by helium, hot or pressurized air.
- e) Building Sign. Any sign attached or supported by any building.
- f) Changeable Copy Sign. A sign or portion thereof with characters, letters or illustrations that can be changed or rearranged without altering the face or surface of the sign. Changeable copy signs do not include signs upon which characters, letters or illustrations change or rearrange only once in a 24 hour period.
- g) Commercial Speech. Speech advertising a business, profession, commodity, service or entertainment.
- h) Elevation. The view from the side, front or rear of a given structure.
- i) Elevation Area. The area of all walls that face any lot line.
- j) Erect. Activity of constructing, building, raising, assembling, placing, affixing, attaching, creating, painting, drawing or in any other way bringing into being or establishing.
- k) Flag. Any fabric or similar lightweight material attached at one end of the material, usually to a staff or pull, so as to allow movement of the material as a result of wind movement and which contains distinctive colors, patterns, symbols, emblems, insignia, or other symbolic devices.
- l) Freestanding Sign. Any sign which has supporting framework that is placed on, or anchored in the ground and which is independent from any building or other structure.
- m) Grade. Grade shall be construed to be the final ground elevation after construction. Earth mounding criteria for landscaping and screening is not part of the final grade for design height computation.
- n) Height of Sign. The height of the sign shall be computed as the vertical distance measured from the base of the sign at grade to the top of the highest attached component of the sign.
- o) Lot or Parcel. The area of land designated by a county parcel identification number.
- p) Illuminated Sign. Any sign which contains an element designed to emanate artificial light internally or externally.

q) Non-Commercial Speech. Dissemination of messages not classified as commercial speech which include, but are not limited to, messages concerning political, religious, social, ideological, public service and informational topics.

r) Off-Premises Sign. A commercial speech sign which directs the attention of the public to a business, activity conducted or product sold or offered at a location not on the same lot where such sign is located. For purposes of this sign ordinance, easements and other appurtenances shall be considered to be outside of such lot and any sign located or proposed to be located in an easement or other appurtenance shall be considered to be off-premises signs.

s) On-Premises Sign. Signs which identify or advertise an establishment, person, activity, goods, or products for services located on the premises where the sign is installed.

t) Owner of Lot. The owner of a lot is the legal owner of the lot according to the records of the Stearns County Recorder.

u) Pull Sign. Any freestanding sign which has its supportive structures anchored in the ground and which has a sign face elevated above ground level by pulls or beams and with the area below the sign space open.

v) Sign. Any letter, word, or symbol, poster, picture, statuary, reading matter or representation in the nature of an advertisement, announcement, message or visual communication, whether painted, posted, printed, affixed or constructed, including all associated brackets, braces, supports, wires and structures, which is displayed for informational or communicative purposes.

w) Sign Face. The surface of the sign upon, against or through which the message of the sign is exhibited.

x) Sign Structure. Any structure including supports, uprights, bracing and framework which supports or is capable of supporting any sign.

y) Zones.

i) Agricultural Zones. Agricultural zones are all areas zoned A-1 under the provisions of this ordinance.

ii) Residential Zones. Residential zones are all areas zoned R-1, R-2, R-1A or R-M under the provisions of this ordinance.

iii) Commercial Zones. Commercial zones are all those areas zoned C-1 or C-2 under this ordinance.

iv) Industrial Zones. Industrial zones are all those areas zoned I-1 or I-2 under this ordinance.

z) Electrical Sign. Any sign which uses electricity for lighting or any other purposes.

Subd. 6. Permit Required. No sign shall be erected, altered, reconstructed, or moved in the City without first securing a permit from the City. The content of the message or speech displayed on the sign shall not be reviewed or considered in determining whether to approve or deny the sign permit. Exceptions to permit requirements are listed under Subd. 15 of this ordinance. Application for a permit shall be in writing addressed to the administrator of the City and shall contain the following information:

a) The name and address of the applicant, owner of the sign and the lot on which the sign is to be placed.

b) The address at which the sign is to be erected.

c) The lot, block and addition at which the signs are to be erected and the streets on which they are to front.

d) A complete set of plans showing the necessary elevations, setbacks, size and details to fully and clearly represent the construction in place of the signs.

e) The cost of the sign.

f) The type of the sign. (i.e. awning sign, balloon sign, off-premises sign, on-premises sign, pull sign, etc.).

g) Certification by the applicant indicating that the application complies with the requirements of the sign ordinance.

h) If the proposed on or off premise sign is along state trunk highway or interstate highway, the application shall be accompanied by proof that the applicant has obtained a permit from the state for the sign, if necessary.

The application shall be submitted to the Zoning Administrator which shall approve or deny the sign permit no more than thirty (30) days from receipt of a complete application, including applicable fee. All permits not approved or denied by the Zoning Administrator within thirty (30) days shall be deemed approved. If the permit is denied, the Zoning Administrator shall prepare a written notice of denial within ten (10) days of its decision, describing the right to appeal and send it by certified mail, return receipt requested, to the applicant. Appeals will be made to the Planning Commission.

Subd. 7. General Sign Regulations.

a) Illuminated Signs. Illuminated signs may be permitted, but devices giving off an intermittent or rotating beam of light shall be prohibited. Flood lighting shall be focused upon the sign. No lighting for signs shall directly reflect light beams onto any public street or residence.

b) Interference With a Traffic Signal. No sign shall, by reason of position, shape or color, interfere in any way with the proper functioning or purpose of a traffic sign or signal.

c) Fences, Rocks & Other Structures. No sign shall be painted or placed on a fence, rock, or similar structure or feature, nor shall paper or similar sign be attached directly to a building wall with adhesive or by other similar means.

d) Intersections. No sign in excess of six (6) square feet per surface, with no more than two (2) surfaces, shall be less than 300 feet from the intersection of two (2) public roads or the intersection of a public road and a railroad, provided that advertising may be affixed to or located adjacent to a building closer to such intersection in such manner as not to cause any greater obstruction of vision than is caused by the building itself.

e) Road Right-of-Way. All signs shall be outside of the right-of-way of public roads, except as otherwise permitted in the Central Business District under the provisions of Subdivision 11 below.

f) Adjacent Property Line Setback. All signs shall be set back from adjacent property lines one (1) foot for each one (1) foot in height of the sign.

g) Obstructions Prohibited. No sign shall be permitted to obstruct any window, door, fire escape, stairway, or opening intended to provide light, air, ingress or egress from any building or structure.

Subd. 8. Signs Permitted in All Zoning Districts.

a) A real estate sign for the purpose of selling, renting or leasing a single parcel, not in excess of thirty-two (32) square feet per surface and with no more than two (2) surfaces, may be placed within the front yard of the property.

b) There shall be no more than one (1) temporary sign on any lot, and such sign shall not exceed thirty-two (32) square feet per surface and with no more than two (2) surfaces, which may remain on site a maximum of ten (10) days not to exceed ninety (90) days in a calendar year.

c) Election signs, provided such signs are removed within ten (10) days following the election to which the sign is related and otherwise comply with Subd. 7(b) above.

d) Names of buildings, dates of erection, commemorative tablets and the like, when carved into stone, concrete or similar materials or made of bronze, steel, aluminum or other permanent type of construction.

e) Signs on private property requesting "No Trespassing", "No Hunting", etc.

f) Any signs authorized by a governmental unit such as directional, street name, traffic, safety, danger and parking signs.

g) One area identification sign, such as "John Doe Heights Addition", not to exceed thirty-two (32) square feet per surface with no sign having more than two (2) surfaces, shall be allowed for each street entrance to a development or municipality.

Subd. 9. Signs Permitted in Agricultural & Residential Districts.

~~a) One name plate sign for each dwelling unit not to exceed two (2) square feet in area per surface, and no sign shall be so constructed as to have more than two (2) surfaces.~~

b) One sign for each permitted non-residential use or use by conditional use permit may be allowed. Such signs shall not exceed thirty-two (32) square feet in area per surface and no sign shall be so constructed as to have more than two (2) surfaces.

On principal arterial and minor arterial streets, signs in excess of thirty-two (32) square feet may be permitted by conditional use permit, but in no case shall the total square footage exceed sixty-four (64) square feet per surface or one hundred twenty-eight (128) total square feet. This would apply, for example, at a residence with a home based business use (cabinet shop), on roads like Highway 23 or Highway 55, or other principle arterial or minor arterial streets as defined in the City Code of the City of Paynesville.

c) Symbols, statues, sculptures and integrated architectural features on buildings may be illuminated by flood lights provided the source of light is not visible from a public right-of-way or adjacent property.

d) No sign shall exceed six (6) feet in height above the average grade level; except for the purpose of selling or promoting shall not exceed ten (10) feet.

e) For the purpose of selling or promoting a multiple lot residential project, one sign not exceeding sixty-four (64) square feet per surface with no more than two (2) surfaces may be erected on the project site.

f) Crop demonstration signs advertising the use of a particular variety, brand or type of agricultural plant, chemical or tillage.

g) Agricultural product signs indicating that the proprietor of a farm is a dealer in seed, fertilizer or other agricultural products only when such dealership is incidental to the primary agricultural business of the farm.

Subd. 10. Signs Permitted in a C-1 Commercial District.

a) The aggregate square footage of sign space per lot, including all sign surfaces, shall not exceed two hundred fifty (250) square feet.



- b) No sign shall extend in height above the parapet wall of any principal building.
- c) No sign shall be mounted on a structure on or above the roof line.
- d) For the purpose of selling or promoting a commercial or an industrial project, one sign not to exceed one hundred twenty-eight (128) square feet with no more than two (2) surfaces, may be erected upon the project site.

Subd. 11. Signs Permitted in C-2 Commercial and in All Industrial Districts.

- a) All signs permitted in C-1 Commercial Districts.
- b) Off-premises signs (billboards) may be permitted as a conditional use in any industrial district and in C-2 commercial districts providing that:
 - i) No off-premises sign (billboard) shall be located within five hundred (500) feet of parks, historical sites, public picnic or rest areas, or within two hundred (200) feet of church or school property.
 - ii) No off-premises sign (billboard) shall be located closer than seven hundred fifty (750) feet horizontal distance from any other advertising sign measured in any direction.
 - iii) Off-premises signs shall not exceed thirty-five (35) feet above the average ground level at the base of the sign (top of the sign to the ground).
 - iv) The maximum area of any off-premises sign shall not exceed four hundred (400) square feet per side (for example, 10 x 40), and there shall be no more than two (2) facings per sign.
 - v) Off-premises signs may not be stacked one on top of the other.
 - vi) Off-premises signs are subject to all general sign limitations set forth herein including, but not limited to, the maximum height limits and distances from intersections. For a complete listing see Section 11.14, Subd. 11 above.
 - vii) All off-premises signs shall be constructed on and supported by a single pole.
 - viii) All signs must meet Paynesville Airport Zoning regulations (see Airport Zoning Ordinance for regulations).

Subd. 12. Regulation/Public Right-of-Way.

- a) General. Except as hereinafter provided, no sign shall be erected or maintained which extends or projects over a sidewalk, street or highway. No sign

which is erected or maintained flat against any building or structure shall extend or project more than 12 inches over the sidewalk, street or highway.

b) **Exceptions.** This provision shall not be applicable in the central business district. This provision shall not apply to public utility warning signs.

Subd. 13. Electrical Signs. Electrical signs must be installed in accordance with the current electric code and a separate permit from the building official must be obtained prior to placement. Electrical signs are not permitted in a residential district.

Subd. 14. Changeable Copy Signs. Changeable copy signs including but not limited to digital signs which have the capacity of making transitions between images must display each image for no less than seven (7) seconds before the commencement of a transition to another image. Any transition must occur in under two (2) seconds to minimize the distraction created by transitioning images.

Subd. 15. Exceptions to Permit Requirement. The following signs shall not require a permit.

a) Signs twelve (12) square feet or less in size.

b) All signs of any size containing non-commercial speech may be posted from August 1 in any general election year until ten (10) days following the general election, and thirteen (13) weeks prior to any special election until ten (10) days following the special election.

c) Any non-commercial flag.

Subd. 16. Fees. To defray the costs of processing requests for permits for signs, a fee shall be paid by the applicant at the time that the applicant requests a permit. If a refund is requested, the building permit refund policy will be followed. The amount of the permit fee shall be set by Council, adopted by Resolution and enforced uniformly with each application. The fee will be a flat fee. The fee may, from time to time, be amended by Council Resolution.

Subd. 17. Violations. Violations of this section are a misdemeanor. Each day that a violation continues is a separate offense.

Subd. 18. Prohibited Signs. The following signs are prohibited:

a) Any sign, signal, marking or device which purports to be or is an imitation of or resembles any traffic control device, railroad sign or signal, or emergency vehicle signal, or which attempts to direct the movement of traffic, or which hides from view or interferes with the effectiveness of any official traffic control device or any railroad sign or signal.

b) Signs painted, attached or in any other manner affixed to trees, rocks or similar natural surfaces, or attached to public utility poles, bridges, towers or similar public structures.

c) Any sign which would obstruct a window, door, fire escape, stairway or opening in a building intended to provide light, air, ingress or egress.

d) Signs with rotating beams or flashing illumination.

e) Signs painted on or attached to a vehicle where the vehicle is parked on the property primarily for its signage value.

f) Changeable copy signs not in compliance with Subdivision 14 above.

Subd. 19. Illumination Limitations. Illumination for signs shall be so constructed and maintained that the source of light is not visible from the public right-of-way or residential property.

Subd. 20. Sign Height Limitations. The top of a sign including its super structure, if any, shall be no higher than the roof of the building to which such sign may be attached or 35 feet above the ground, whichever height is less.

Subd. 21. Non-Commercial Signs. Non-commercial speech signs are permitted anywhere that advertising or business signs are permitted, subject to the same regulations as would apply to commercial speech signs in the same location.

Subd. 22. Non-Conforming Signs; Compliance. It is recognized that signs exist within zoning districts which were lawful before this sign ordinance was enacted, but will be prohibited under the terms of this section. It is the intent of this sign ordinance that non-conforming signs shall not be enlarged upon or expanded, nor be used as grounds for adding other signs or uses prohibited elsewhere in the same district. It is further the intent of this sign ordinance to permit legal non-conforming signs existing on the effective date of this sign ordinance to continue as non-conforming signs provided such signs are safe, are maintained so that the structure of the sign is sound and the sign does not become unsightly and not become abandoned or removed subject to the following provisions:

a) No sign shall be enlarged or altered in a way which increases its non-conformity.

b) If the use of the non-conforming sign or structure is discontinued for a period of one year, the sign or sign structure shall not be re-constructed or used except in conformity with the provisions of this ordinance.

c) Should such non-conforming sign or sign structure be damaged or structure be destroyed by any means to an extent greater than 50% of its market value and all required permits for its reconstruction have not been applied for within 180 days

of when the sign or sign structure was damaged, it shall not be reconstructed or used except in conformity with the provisions of this ordinance.

d) Should such sign or sign structure be moved for any reason for any distance whatsoever, it shall thereafter conform with the regulations of the zoning district in which it is located after it is moved.

e) No existing sign devoted to use not permitted by the zoning code in the zoning district in which it is located shall be enlarged, expanded or moved except in ~~changing the sign to a sign permitted in the zoning district in which it is located.~~

f) When a building loses its non-conforming status all signs devoted to the structure shall be removed and all signs painted directly on the structure shall be re-painted in a neutral color or color which will harmonize with the structure.

Subd. 23. Illegal Nonconforming Signs. A legal nonconforming sign becomes an illegal nonconforming sign and subject to the violation provisions of this Ordinance if:

a) The sign is relocated or replaced.

b) The structure or size of the sign is altered in any way except toward compliance with this Ordinance. This does not refer to change of copy or normal maintenance.

Subd. 24. Effect of Issuance of a Permit. Neither the issuance of a permit under this ordinance, nor compliance with the conditions thereof, shall relieve any person from any responsibility otherwise imposed by State, Federal or other law or rules for damages to persons or property, nor shall the issuance of a permit under this section serve to impose any liability on the City, its officers or employees, for any injury or damage to persons or property. A permit issued pursuant to this section does not relieve the permittee of the responsibility for securing and complying with any other permit which may be required under any other law or regulation.

Subd. 25. Maintenance. All signs shall be properly maintained by the permit holder. Permits for signs which fall into disrepair or become unused, may be revoked and the sign may be ordered removed upon forty-five (45) days notice to cure the specific problem. The permit holder is entitled to request a hearing on any order for removal. That hearing would be before the full Planning Commission and report and recommendation forwarded to the City Council pursuant to Chapter 2, Section 2.06 of the City Code of the City of Paynesville.

Subd. 26. Effective Date. This Ordinance becomes effective on the date of its publication, or the publication of a summary of the ordinance as provided in Minnesota Statute 412.191, Subd. 4, as it may be amended from time to time, which meets the requirements of Minnesota Statute 331A.01, Subd. 10, as it may be amended from time to time.

Subd. 27. Summary Approved. The Council hereby determines that the text of the summary of this Ordinance marked "Official Summary of Ordinance No. 119, 2nd Series", a copy of which is attached to this Ordinance, clearly informs the public of the intent and effect of this Ordinance. The Council further determines that publication of the title and the summary will clearly inform the public of the intent and effect of this Ordinance. The City Administrator shall file a copy of this Ordinance and the summary in the City Administrator's office, which shall be available for inspection by any person during regular office hours. A copy of this Ordinance shall also be available in the community library.

Section 2. City Code, Chapter 1, entitled "General Provisions and Definitions Applicable to the Entire City Code Including Penalty for Violation" and Section 11.99 entitled "Violation a Misdemeanor" are hereby adopted in their entirety by reference as though repeated verbatim herein.

Adopted by the City Council of the City of Paynesville this 22nd day of March, 2010.


Jeff Thompson, Mayor

ATTEST:


Renee Eckerly, City Administrator

A summary of this ordinance was published in the Press on March 31, 2010.

ORDINANCE NO. 126, 2ND SERIES

AN ORDINANCE OF THE CITY OF PAYNESVILLE, MINNESOTA, AMENDING CITY CODE CHAPTER 11, SECTION 11.14, ENTITLED "SIGNS"; BY MODIFYING SUBDIVISION 15 THEREOF, ENTITLED "EXCEPTIONS TO PERMIT REQUIREMENT"; AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 1 AND SECTION 11.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY COUNCIL OF PAYNESVILLE ORDAINS:

Section 1. City Code, Chapter 11, Section 11.14, entitled "Signs", and Subdivision 15 thereof entitled "Exceptions to Permit Requirement", is hereby amended to read:

Subd. 15. Exceptions to Permit Requirement. The following signs shall not require a permit.

a) Signs sixteen (16) square feet or less in size.

b) All signs of any size containing non-commercial speech, may be posted in any number from 46 days before the state primary in a state general election year until 10 days following the state general election.

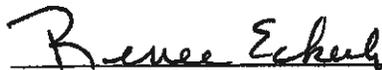
c) Any non-commercial flag.

Section 2. City Code, Chapter 1, entitled "General Provisions and Definitions Applicable to the Entire City Code Including Penalty for Violation" and Section 11.99 entitled "Violation a Misdemeanor" are hereby adopted in their entirety by reference as though repeated verbatim herein.

Adopted by the City Council of the City of Paynesville this 22nd day of September, 2010.


Jeff Thompson, Mayor

ATTEST:


Renee Eckerly, City Administrator

Published In the Paynesville Press on September 29, 2010.

ORDINANCE NO. 145, 2ND SERIES

AN ORDINANCE OF THE CITY OF PAYNESVILLE, MINNESOTA, AMENDING CITY CODE CHAPTER 11, SECTION 11.14, ENTITLED "SIGNS"; BY MODIFYING SUBD. 7 THEREOF ENTITLED "GENERAL SIGN REGULATIONS" AT SUBPART (d) THEREOF ENTITLED "INTERSECTIONS", AND SUBPART (f) THEREOF ENTITLED "ADJACENT PROEPRTY LINE SETBACK"; AND BY AMENDING SUBDIVISION 11 ENTITLED "SIGNS PERMITTED IN "C-2" COMMERCIAL AND ALL INDUSTRIAL DISTRICTS", BY ADDING A (C) TO SUBDIVISION 11, AND AMENDING SUBDIVISION 20 ENTITLED "SIGN HEIGHT LIMITATIONS", AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 1 AND SECTION 11.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY COUNCIL OF PAYNESVILLE ORDAINS:

Section 1. City Code, Chapter 11, Section 11.14, entitled "Signs" and Subdivision 7 thereof is hereby amended at Subparts d and f respectively to read as follows:

Subdivision 7. General Sign Regulations.

(d) Intersections. Except in Commercial and Industrial Districts, no sign in excess of six (6) square feet per surface with no more than two (2) surfaces shall be less than 300 feet from the intersection of two (2) public roads or the intersection of a public road and a railroad, provided that advertising may be affixed to or located adjacent to a building closer to such intersection in such manner as not to cause any greater obstruction of vision than is caused by the building itself. In all commercial and Industrial districts no sign in excess of six (6) square feet of surface with no more than two (2) surfaces shall be located within 30 feet from the Intersection of two (2) public roads or the intersection of a public road and a railroad, provided that such advertising may be affixed to or located adjacent to a building closer to such intersection in such manner as to not cause any greater obstruction of vision than is caused by the building itself.

(f) Adjacent Property Line Setback. All signs shall be set back from adjacent property lines one (1) foot for each one (1) foot of height of the sign, except that in all commercial and industrial districts signs shall be set back five (5) feet from adjacent property lines regardless of height, except where those commercial or industrial properties abut residential districts, in which case signs shall be set back 20 feet from the common boundary line with the abutting residential property.

Section 2. City Code, Chapter 11, Section 11.14, entitled "Signs" and Subdivision 11 thereof entitled "Signs Permitted In "C-2" Commercial and all Industrial Districts" is hereby amended to add a Subpart (c) to read as follows:

(c) An on-premises sign allowed in "C-1", which is not attached to a building, may be up to a maximum of 35 feet in height.

Section 3. City Code, Chapter 11, Section 11.14 entitled "Signs" and ~~Subdivision 20~~ thereof entitled "Sign Height Limitations" is hereby amended to read as follows:

Subd. 20. Sign Height Limitations. The top of a sign, including its superstructure, shall not be higher than the roof of the building to which the sign may be attached or the height of a building in a "C-1" District. In "C-2", "I-1" or "I-2" Districts the top of a sign including its superstructure shall not be higher than the roof of the building to which the sign is attached or, if the sign is not attached to a building, shall not be higher than 35 feet. Sign height in all residential and agricultural districts shall conform with the limitations set forth in Subd. 9(d) above.

Section 4. City Code, Chapter 1, entitled "General Provisions and Definitions Applicable to the Entire City Code Including Penalty for Violation" and Section 11.99 entitled "Violation a Misdemeanor" are hereby adopted in their entirety by reference as though repeated verbatim herein.

Adopted by the City Council of the City of Paynesville this 12th day of December, 2012.


Jeff Thompson, Mayor

ATTEST:


Renee Eckerly, City Administrator

Published in the Paynesville Press on December 19, 2012.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Planning Commission

Committee/Council Meeting Date: April 6, 2015

Agenda Section: Old Business

Originating Department: Administration

Item Number: IV - A

ITEM DESCRIPTION: Opportunity Park 2nd Addition – Final Plat

Prepared by: Staff

COMMENTS:

Please review the attached Final Plat Application for Opportunity Park 2nd Addition. The Council wishes to proceed with this as a 5 lot plat.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to set the Opportunity Park 2nd Addition Final Plat Public Hearing for Monday, May 4, 2015 at 6:35 p.m.

**CITY OF PAYNESVILLE
FINAL PLAT APPLICATION**
221 Washburne Ave. ~ Paynesville, MN 56362
Phone: 320-243-3714 ~ Fax: 320-243-3713

Name of Subdivision: Opportunity Park 2nd Addition - Resubmission
 List All Property Owners: City of Paynesville
 Contact Person: Renee Eckert, City Administrator
 Address: 221 Washburne Ave, Paynesville MN 56362
 Telephone No.: 320-243-3714 ext 227
 Legal Description: Outlot A, Opportunity Park Plat

Number of Lots: 5	Proposed Zone: C-2 Hwy Commercial	Application Fee: \$200.00 <small>(non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording 46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.</small>
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FINAL PLAT

- The application must contain all information found in Section 12.08 Final Plat, Subdivision 1, and Subdivision 2 found in the attached Ordinance No. 86, 2nd Series.
- The Final Plat must be submitted within one year of the Preliminary Plat approval or the approval will become null and void.
- Submit application and fee with three (3) large and one (1) reproducible 8.5" x 11" copies of the plat at least ten (10) business days prior to the Regular Planning Commission meeting.

Renee Eckert
Signature of Applicant(s)

3.31.15
Date

For Office Use Only.
 Application Fee: \$200.00 Cash _____ Check No. 089191 Date Paid 10.14.14

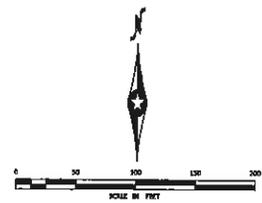
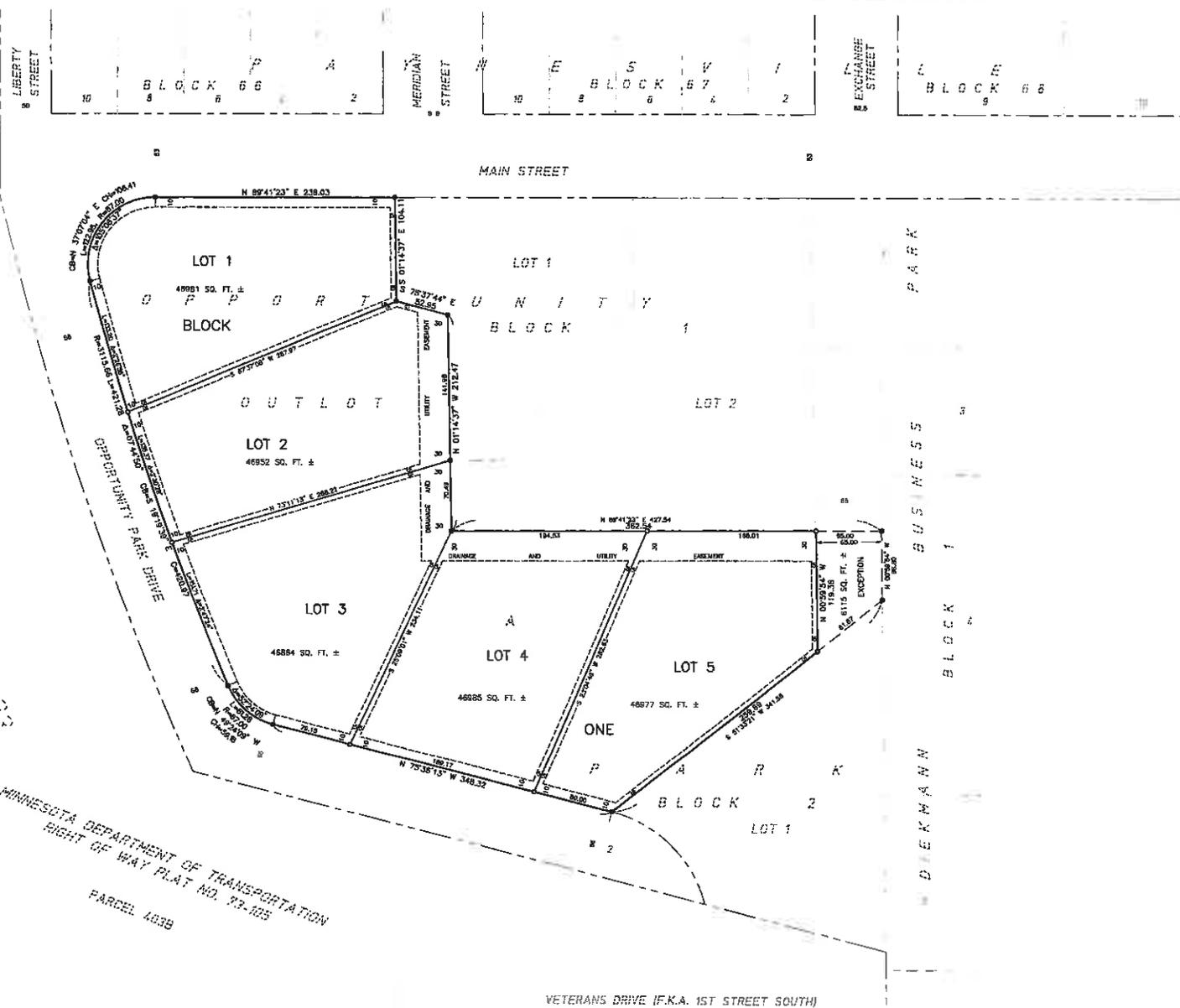
Present To City Administrator & Set Date for Public Hearing. to plan to set P.H. 4.6.15 6:30pm
 Planning Public Hearing Date: 5.4.15 6:35pm Council Makes Determination Date: 5.11.15

PLANNING COMMISSION ACTION:
 Recommended to Council Approved _____ Denied _____ Date: _____

CITY COUNCIL ACTION:
 Approved _____ Denied _____ Date: _____

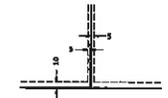
Date Application Received In Office:
 (Stamp) 21

OPPORTUNITY PARK SECOND ADDITION



HORIZONTAL DATUM
 The north line of the Southeast Quarter of Section 17, T. 122 N., R. 32 W. is assumed to bear 589°11'23"W

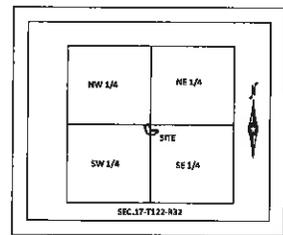
DRAINAGE & UTILITY FACILITIES ARE SHOWN TRUE



BEING 6 FEET IN WIDTH, ACCORDING TO THE LOT LINES, AND 10 FEET IN WIDTH, ACCORDING TO THE LOT LINES AND STREET LINES, AS SHOWN ON THE PLAT, UNLESS OTHERWISE INDICATED.

LEGEND

- 3/4" IRON PIPE MONUMENT SET MARKED BY REG. NO. 49934
- MONUMENT FOUND



VICINITY MAP
 NOT TO SCALE

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OPPORTUNITY PARK SECOND ADDITION

KNOW ALL PERSONS BY THESE PRESENTS: That the City of Paynesville, a Municipal Corporation under the laws of the State of Minnesota, owner of the following described property:
OUTLET A, OPPORTUNITY PARK, according to the recorded plat thereof, Stearns County, Minnesota except that part of OUTLET A, OPPORTUNITY PARK, being east of a line parallel with and 15.00 feet west of the east line of said plat.

Has caused the same to be surveyed and platted as OPPORTUNITY PARK SECOND ADDITION and does hereby dedicate to the public for public use forever the drainage and utility easements as created by this plat.

In witness whereof said City of Paynesville, a Municipal Corporation under the laws of the State of Minnesota, has caused these presents to be signed by its proper officers this _____ day of _____, 2014.

By _____ Mayor

By _____ City Administrator

State of _____

This instrument was acknowledged before me this _____ day of _____, 2014, by _____, its Mayor and by _____, its City Administrator of the City of Paynesville, a Municipal Corporation under the laws of the State of Minnesota, on behalf of the corporation.

Signature _____
Printed Name _____
Notary Public, _____ County, Minnesota
My commission expires _____

I, Nathaniel T. Stadler, hereby certify that this plat was prepared by me or under my direct supervision that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly depicted on this plat; that all monuments depicted on this plat have been set, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 360.02, Subd. 2, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 2014.

Nathaniel T. Stadler, Licensed Land Surveyor
Minnesota License No. 43294

State of Minnesota

County of _____

The foregoing Surveyor's Certificate was acknowledged before me this _____ day of _____, 2014, by Nathaniel T. Stadler, Licensed Land Surveyor, Minnesota License No. 43294.

Signature _____
Printed Name _____
Notary Public, _____ County, Minnesota
My commission expires _____

PLANNING COMMISSION, CITY OF PAYNESVILLE

Be it known that at a meeting held on this _____ day of _____, 2014, the Planning Commission of the City of Paynesville, Minnesota, did hereby approve this plat of OPPORTUNITY PARK SECOND ADDITION.

Chairman _____ Secretary _____

CITY COUNCIL, CITY OF PAYNESVILLE

This plat of OPPORTUNITY PARK SECOND ADDITION was approved and accepted by the City Council of the City of Paynesville, Minnesota at a regular meeting thereof held this _____ day of _____, 2014, and said plat is in compliance with the provisions of Minnesota Statutes, Section 360.03, Subd. 2.

Mayor _____ City Administrator _____

STEARNS COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 360.02, Subd. 11, this plat has been examined this _____ day of _____, 2014.

Stearns County Surveyor _____ Minnesota License Number _____

STEARNS COUNTY AUDITOR/TREASURER

I hereby certify that the taxes on the land described herein are paid for the year 2014, and all years prior to year 2014 and transfer entered, this _____ day of _____, 2014.

Stearns County Auditor/Treasurer _____ Deputy Auditor/Treasurer _____ Tax Parcel Number _____

STEARNS COUNTY RECORDER

I hereby certify that this instrument was filed for record in the office of the County Recorder in and for Stearns County, Minnesota on this _____ day of _____, 2014, at _____ o'clock _____ M., as Document No. _____, in Plat Cabinet _____, Mo. _____.

Stearns County Recorder _____ Deputy Recorder _____

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REC#: 00037121 10/14/2014 3:24 PM
OPER: FRONT TERM: 001
REF#: 089191

TRAN: 1.0000 UTILITY PAYMENTS
01-000100-00 CITY HALL
PAYMENT ON ACCOUNT 87.91CR
PAID IN FULL

TRAN: 1.0000 UTILITY PAYMENTS
01-003050-00 CITY GARAGE
PAYMENT ON ACCOUNT 72.22CR
PAID IN FULL

TRAN: 1.0000 UTILITY PAYMENTS
01-004100-00 CITY OF PAYNESVILLE
PAYMENT ON ACCOUNT 167.11CR
PAID IN FULL

TRAN: 1.0000 UTILITY PAYMENTS
01-012350-00 CITY OF PAYNESVILLE
PAYMENT ON ACCOUNT 479.30CR
PAID IN FULL

TRAN: 1.0000 UTILITY PAYMENTS
01-017450-00 CITY OF PAYNESVILLE
PAYMENT ON ACCOUNT 245.23CR
PAID IN FULL

TRAN: 1.0000 UTILITY PAYMENTS
01-035000-00 CITY OF PAYNESVILLE
PAYMENT ON ACCOUNT 49.89CR
PAID IN FULL

TRAN: 1.0000 UTILITY PAYMENTS
01-043536-00 CITY OF PAYNESVILLE
PAYMENT ON ACCOUNT 23.31CR
PAID IN FULL

TRAN: 1.0000 UTILITY PAYMENTS
01-049702-00 CITY OF PAYNESVILLE RI
DUMP
PAYMENT ON ACCOUNT 49.89CR
PAID IN FULL

TRAN: 1.0000 UTILITY PAYMENTS
01-055250-00 CITY OF PAYNESVILLE
PAYMENT ON ACCOUNT 3,168.94CR
PAID IN FULL

TRAN: 1.0000 UTILITY PAYMENTS
01-070183-00 CITY OF PAYNESVILLE
PAYMENT ON ACCOUNT 400.67CR
PAID IN FULL

TRAN: 10.0500 PLATTING FEES
* OPPORTUNITY PARK PLAT 2 FINAL
PLATTING FEES 200.00CR

TENDERED: 4,944.47 CHECK
APPLIED: 4,944.47-

CHANGE: 0.00

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Planning Commission

Committee/Council Meeting Date: April 6, 2015

Agenda Section: Old Business

Originating Department: Administration

Item Number: IV - B

ITEM DESCRIPTION: Building Inspector Position

Prepared by: Staff

COMMENTS:

Renee Eckerly will give a verbal report on the status of the Building Inspector position.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

DATE: April 1, 2015
TO: Planning Commission
FROM: Jennifer Welling, Administrative Assistant/Zoning Specialist
RE: **Building Permits**

2015 Permits

To date the City has issued 10 Building Permits in 2015 of which 3 have had their final inspection and are closed.

2014 Permits

There are 18 Building Permits in 2014 remaining to be closed out of the 168 permits that were issued.

2013 Permits

There is one Building Permit in 2013 remaining to be closed. This project is an ongoing basement remodel.

I am working with PermitWorks to create the Excel spreadsheet for 2015.

Thank you.

**City of Paynesville
Permits Issued & Fees Report - Detail by Address**

**Issued Date From: 1/1/2015 To: 4/1/2015
Permit Type: All Property Type: All Construction Type: All
Include YTD: Yes Status: Not Voided**

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
Permit Type: Building													
Permit Kind: Commercial Remodel													
2015-00012	01/30/2015	907 MINNESOTA ST W		0	300,000.00	1,887.25	471.81	150.00					2,509.06
Permit Kind: Industrial Remodel													
2015-00013	02/12/2015	125 INDUSTRIAL LOOP W		0	45,000.00	529.75	132.44	22.50					709.69
2015-00014	02/12/2015	531 MINNIE ST		0	30,000.00	394.75	98.69	15.00					508.44
Permit Kind: Multi Family (5+ Units) Roofing													
2015-00017	03/27/2015	503 SOUTH ST		0	19,500.00	287.25	71.81	9.75					368.81
Permit Kind: Residential Roofing													
2015-00001	03/10/2015	718 STEARNS AVE		0		35.75		5.00					40.75
Permit Kind: Residential Siding													
2015-00002	03/16/2015	927 BURR ST		0		35.75		5.00					40.75
Permit Kind: Residential Window/Door Replacement													
2015-00003	03/16/2015	927 BURR ST		0		35.75		5.00					40.75
2015-00004	03/16/2015	391 MAYWOOD AVE		0		35.75		5.00					40.75
Permit Type: Building - Totals													
			Period	8	0	394,500.00	3,242.00	774.75	217.25				4,259.00
			YTD	8	0	394,500.00	3,242.00	774.75	217.25				4,259.00

Permit Type: Mechanical

Permit Kind: Commercial Replacement													
2015-00015	02/12/2015	505 BURR ST		0	5,600.00	112.25		2.80					115.05
Permit Kind: Industrial Repair/Maintenance													
2015-00016	02/12/2015	222 INDUSTRIAL LOOP W		0	10,000.00	162.25		5.00					167.25

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Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
Permit Type: Mechanical - Totals													
			Period	2	0	15,600.00	274.50	7.80					282.30
			YTD	2	0	15,600.00	274.50	7.80					282.30
Report Total			Period	10	0	\$410,100.00	3,516.50	774.75	225.05				4,541.30
			YTD	10	0	\$410,100.00	3,516.50	774.75	225.05				4,541.30



PERMIT#	POFNAME	POLNAME	PIN	PRMT	PRMTSTR	APPLICANT	ST	ISSUE_DATE	PERMITT	PROPERTY	TV	CONSTRUCTI	CLOSED_DATE
2014-00001	BILL	HAINES	70 39239.000	304	HOFFMAN ST W	SELLERS HEATING & AIR	I	2/14/2014	Mechanic	Residential		Replacement	12/11/2014
2014-00002	RICHARD	KELLER	70.39316.000	213	MAIN ST W	JEFFREY P EVANS	I	3/12/2014	Building	Residential		Window/Doo	5/7/2014
2014-00003	JASON	VANDERPOOL	70 38683.000	675	SERVICE RD	MIKE BROCKNER CONSTRUCTION	I	3/13/2014	Building	Residential		Window/Doo	3/25/2014
2014-00004	ROMONA	FRANK	70.39291.000	108	1ST ST E	ERIC FRANK	I	3/19/2014	Building	Residential		Roofing	5/20/2014
2014-00005	JEREMY J & JODI	LYOUNKIN	70 39121.001	737	MAPLE ST	YOUNKIN, JEREMY J & JODI L	I	4/2/2014	Building	Residential		Repair/Maint	4/28/2014
2014-00006		COOK,SHANNON M	70.39300.000	603	AUGUSTA AVE	KORONIS BUILDERS ONE	I	4/9/2014	Building	Residential		Roofing	5/6/2014
2014-00007	Jason	Vanderpool	70.39398.000	326	LAKE AVE	MIKE BROCKNER CONSTRUCTION	I	2/12/2014	Building	Residential		Remodel	2/21/2014
2014-00008	BILL	HAINES	70.39239.000	304	HOFFMAN ST W	SELLERS HEATING & AIR	V	2/14/2014	Mechanic	Residential		Replacement	3/31/2015
2014-00009		CITY OF PAYNESVILLE	70 39068.000	105	JAMES ST E	VOSS PLUMBING & HEATING	I	3/6/2014	Mechanic	Commercial		Repair/Maint	5/1/2014
2014-00010	Anthony & Rebec	Kreuter	70.39483.000	714	BUSINESS 23 W	MIKE BROCKNER CONSTRUCTION	I	3/3/2014	Building	Residential		Remodel	
2014-00011		PAYNESVILLE FARMERS UNION	70 38611.000	419	Business 23 E	VOSS PLUMBING & HEATING	I	3/6/2014	Mechanic	Commercial		Remodel	8/4/2014
2014-00012	BRUCE	LINDEMAN	70.39363.039	433	SPRUCE ST	LINDEMAN, BRUCE	I	3/13/2014	Building	Residential		Remodel	6/3/2014
2014-00013		FUCHS,BRUCE L & DIANE	70 39185.000	302	RIVER ST	GILK PLUMBING	I	3/12/2014	Building	Residential		Remodel	5/5/2014
2014-00014	JOE & NICOLE	OSENDORF	70.39481.000	802	BUSINESS 23 W	OSENDORF,NICOLE H & JOSEPH L	I	3/14/2014	Building	Residential		Repair/Maint	4/4/2014
2014-00015		PHYLLIS NIELSON REV TRUST	70 38873.000	314	MINNIE ST	JEFFREY P EVANS	I	4/7/2014	Building	Commercial		Window/Doo	4/10/2014
2014-00016	ERIC	KOHRST	70.39431.000	814	KORONIS AVE	KOHRST, ERIC	I	4/10/2014	Building	Residential		Roofing	5/21/2014
2014-00017		RADEL,DALE A	70 39369.000	301	MINNIE ST	B & JS VALLEY CONSTRUCTION INC	I	4/14/2014	Building	Residential		Roofing	5/28/2014
2014-00018		MADISON,RICHARD & SUSAN	70.39393.000	121	MILL ST E	B & JS VALLEY CONSTRUCTION INC	I	4/22/2014	Building	Residential		Roofing	5/1/2014
2014-00019	ADAM	LEYENDECKER	70 39502.000	715	BUSINESS 23 W	LEYENDECKER, ADAM	I	4/29/2014	Building	Residential		Roofing	8/4/2014
2014-00020		EISEL,MARION J	70.39106.000	302	AUGUSTA AVE	SELLERS HEATING & AIR	I	5/6/2014	Mechanic	Residential		Repair/Maint	5/9/2014
2014-00021	Hayla & Trent	Dolly	70.38655.000	352	AUGUSTA AVE	Dolly, Hayla & Trent	I	5/6/2014	Building	Residential		Siding	
2014-00022		ATHMANN,KIRK J & TERRI A	70.39261.000	523	KORONIS AVE	ATHMANN,KIRK J & TERRI A	I	4/7/2014	Building	Residential		Roofing	5/30/2014
2014-00023	ELLIOT & ALICIA	LABEAU	70 39458.000	592	BUSINESS 23 W	MIKE BROCKNER CONSTRUCTION	I	4/11/2014	Building	Residential		Remodel	6/13/2014
2014-00024			70392100103	685	OPPORTUNITY PARK DR		I	4/14/2014	Building	Commercial		Remodel	5/16/2014 9:04
2014-00026		SCHMIGINSKY,SHERYL	70 38635.000	510	BELMONT DR	WENSMANN CONSTRUCTION INC	I	4/21/2014	Building	Residential		Addition	6/24/2014
2014-00027	PAT	DONLIN	70.39511.000	815	BUSINESS 23 W	B D Exteriors, Inc.	I	4/28/2014	Building	Multi Family		(Replacement	5/20/2014
2014-00028	DAVE & PAMELA	SCHRUPP	70.39042.000	216	JAMES ST W	VOSS PLUMBING & HEATING	I	4/21/2014	Building	Commercial		Remodel	5/5/2014
2014-00029		JEWELL,ROBERT J & LISA A JR	70.38712.000	838	MAPLE ST	RON MEHR CONSTRUCTION	I	4/22/2014	Building	Residential		Remodel	7/2/2014
2014-00030		PAYNESVILLE FARMERS UNION	70 38611.000	419	BUSINESS 23 E	SUMMIT COMPANIES	I	4/30/2014	Fire	Commercial		Fire Suppress	5/1/2014
2014-00031		VOSS PLUMBING AND HEATIN	70.38941.000	316	BUSINESS 23 E	VOSS PLUMBING AND HEATING	I	4/28/2014	Building	Commercial		Roofing	5/5/2014
2014-00032	BRIANNA	THEIS	70 38953.000	348	POMEROY AVE	THEIS, BRIANNA	I	5/27/2014	Building	Residential		Accessory Bui	10/23/2014
2014-00033		IVERSON,RONALD L & JEANNE	70.39012.000	109	WASHBURNE AVE	IVERSON,RONALD L & JEANNE A	I	5/8/2014	Building	Commercial		Roofing	7/7/2014
2014-00034		VOSS,DAVID T & HANNAH	70.38948.000	329	POMEROY AVE	DAVID LIESTMAN CONSTRUCTION LLC	I	5/1/2014	Building	Residential		Siding	6/12/2014
2014-00035	Hayla & Trent	Dolly	70.38655.000	352	AUGUSTA AVE	Dolly, Hayla & Trent	I	5/6/2014	Building	Residential		Roofing	
2014-00036	Hayla & Trent	Dolly	70.38655.000	352	AUGUSTA AVE	Dolly, Hayla & Trent	I	5/6/2014	Building	Residential		Window/Door Replacement	
2014-00037		LEYENDECKER,BRUCE L	70.38892.000	366	GENESEE ST	MIKE BROCKNER CONSTRUCTION	I	5/7/2014	Building	Residential		Window/Doo	5/8/2014
2014-00038		BLONIGEN,JESSE S & NICOLE M	70 38843.000	221	JAMES ST E	BLONIGEN,JESSE S & NICOLE M	I	5/9/2014	Building	Residential		Roofing	5/23/2014
2014-00039		GINTHER,JOYCE M	70.39152.000	538	SUNRISE AVE	DONALD JANSEN CONSTRUCTION	I	5/14/2014	Building	Residential		Roofing	5/27/2014

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2014-00040	FABER,KATHLEEN M	70.39421.000	111	KORONIS CT	LUMBER ONE	5/30/2014	Building	Residential	Roofing	6/4/2014
2014-00041	THOMAS KOTTEN	70.39411.000	700	KORONIS AVE	BRUNTLETT CONSTRUCTION	6/3/2014	Building	Residential	Roofing	7/7/2014
2014-00042	THOMAS KOTTEN	70.39411.000	700	KORONIS AVE	BRUNTLETT CONSTRUCTION	6/3/2014	Building	Residential	Siding	7/7/2014
2014-00043	THOMAS KOTTEN	70.39411.000	700	KORONIS AVE	BRUNTLETT CONSTRUCTION	6/3/2014	Building	Residential	Window/Doo	7/7/2014
2014-00044	YOUNKIN,JEFFREY F	70.38914.000	513	HUDSON ST	YOUNKIN,JEFFREY F	6/4/2014	Building	Residential	Roofing	9/24/2014
2014-00045	WENDLANDT,ROBERT D & RH	70.39437.000	815	KORONIS AVE	MICHAEL WENSMANN CONSTRUCTIO	5/19/2014	Building	Residential	Addition	8/28/2014
2014-00046	PAYNESVILLE AREA SENIOR CE	70.38646.530	1105	MAIN ST W	B & JS VALLEY CONSTRUCTION INC	5/14/2014	Building	Commercial	Roofing	5/21/2014
2014-00047	JACK DAHL	70.39053.000	200	STEARNS AVE	JACK DAHL REMODELING	6/20/2014	Building	Commercial	Com. Accessil	9/9/2014
2014-00048	PAYNESVILLE AREA HOSPITAL	70.39331.010	200	1ST ST W	Breitbach Construction	7/7/2014	Building	Commercial	Commercial F	8/28/2014
2014-00049	KELLY VOGELPOHI AMANDA LEWIS	70.38925.000	305	WENDELL ST W	AMANDA LEWIS, KELLY vOGELPOHL	5/28/2014	Building	Residential	Pool Over 50f	6/12/2014
2014-00050	BECKSTRAND,JAMES W & DEN	70.38898.000	305	MILL ST W	BECKSTRAND,JAMES W & DENISE A	6/4/2014	Building	Residential	Remodel	
2014-00051	PAYNESVILLE AREA HOSPITAL	70.39331.010	200	1ST ST W	RON MEHR CONSTRUCTION	5/28/2014	Building	Commercial	Window/Doo	6/2/2014
2014-00052	PAYNESVILLE AREA HOSPITAL	70.39331.010	700	STEARNS AVE	GILK PLUMBING	7/14/2014	Mechanic	Commercial	Replacement	7/17/2014
2014-00053	NATHAN LIESER	70.39565.041	101	NORTH GRANDE ST	LIESER, NATHAN	6/3/2014	Building	Residential	Remodel	3/31/2015
2014-00054	MN ANNUAL CONF OF UNITEC	70.39212.010	500	BUSINESS 23 W	MN ANNUAL CONF OF UNITED	6/3/2014	Building	Commercial	Window/Doo	7/31/2014
2014-00055	PAYNESVILLE AREA HOSPITAL	70.39331.010	200	1ST ST W	MCDOWALL COMPANY	6/4/2014	Building	Commercial	Roofing	8/1/2014
2014-00056	SPANIER,ELDRED J & JOYCE A	70.39227.000	314	WENDELL ST W	SPANIER,ELDRED J & JOYCE A	6/4/2014	Building	Residential	Roofing	7/3/2014
2014-00057	STONEBRUNER,RYAN D & STAI	70.39363.015	420	SPRUCE ST	KORONIS BUILDERS ONE	6/11/2014	Building	Residential	Roofing	6/24/2014
2014-00058	MACKEDANZ,HENRY H & MAR	70.38962.000	318	SOUTH ST	B & JS VALLEY CONSTRUCTION INC	6/11/2014	Building	Residential	Roofing	6/23/2014
2014-00059	SCHREINER,KENNETH C	70.39549.000	508	PINE ST	JIM SOGGE CONSTRUCTION	6/5/2014	Building	Residential	Roofing	6/25/2014
2014-00060	MICHAEL & DEBR,MEAGHER	70.38806.000	411	MINNESOTA ST W	JIM SOGGE CONSTRUCTION	6/17/2014	Building	Residential	Siding	6/20/2014
2014-00061	DUSTIN VELDKAMP	70386490312	505	MORNINGSIDE AVE	VELDKAMP, DUSTIN	6/19/2014	Building	Residential	Roofing	7/7/2014
2014-00062	ROTHSTEIN,ALFRED J & E M	70.38951.000	340	POMEROY AVE	RON MEHR CONSTRUCTION	6/5/2014	Building	Residential	Roofing	8/1/2014
2014-00063	BIPES,MARILYN C & KENNETH	70.39494.000	400	RICHMOND ST	BIPES,MARILYN C & KENNETH M	6/5/2014	Building	Residential	Roofing	7/8/2014
2014-00064	RICHARD KELLER	70.39316.000	213	MAIN ST W	JEFFREY P EVANS	6/5/2014	Building	Residential	Siding	7/10/2014
2014-00065	BINSFELD,ANDREW J	70.39244.048	250	SPRUCE ST	JACK DAHL REMODELING	6/5/2014	Building	Residential	Roofing	7/7/2014
2014-00066	TONY SAVAGE	70.39277.000	208	1ST ST E	SAVAGE, TONY	7/7/2014	Building	Residential	Roofing	7/21/2014
2014-00067	JONES,RUTH E	70.39392.000	334	KORONIS AVE	B & JS VALLEY CONSTRUCTION INC	6/5/2014	Building	Residential	Roofing	7/18/2014
2014-00068	HUBBELL,MICHAEL L & BECKY	70.39315.000	109	MAIN ST W	KORONIS BUILDERS ONE	7/17/2014	Building	Residential	Roofing	7/24/2014
2014-00069	BURR,ERIK K	70.39049.000	120	RIVER ST	BURR,ERIK K	7/21/2014	Building	Residential	Roofing	12/9/2014
2014-00070	SMITH,TIMOTHY L & JULIE E	70.38778.000	417	MAPLE ST	MIKE BROCKNER CONSTRUCTION	7/28/2014	Building	Residential	Roofing	8/6/2014
2014-00071		70.39475.000	914	BUSINESS 23 W	B J BAAS BUILDERS INC.	8/8/2014	Building	Commercial	New Construc	3/2/2015
2014-00072	PAUL SCHERBER	70388750000	420	MINNIE ST	SCHERBER, PAUL	6/9/2014	Building	Residential	Demolition	6/10/2014
2014-00073	SPANIER,ELDRED J & JOYCE A	70.39227.000	314	WENDELL ST W	SPANIER,ELDRED J & JOYCE A	6/10/2014	Building	Residential	Roofing	6/26/2014
2014-00074	MACKEDANZ,HENRY H & MAR	70.38962.000	318	SOUTH ST	B & JS VALLEY CONSTRUCTION INC	6/11/2014	Building	Residential	Roofing	6/26/2014
2014-00075		70.39476.001	902	BUSINESS 23 W	B J BAAS BUILDERS INC.	8/8/2014	Building	Residential	Demolition	8/20/2014
2014-00076		70.39475.000	914	BUSINESS 23 W	B J BAAS BUILDERS INC	8/8/2014	Building	Commercial	Demolition	8/20/2014
2014-00077	KOTTKE,LESLIE A	70.38802.000	516	HUDSON ST	KOTTKE,LESLIE A	6/18/2014	Building	Residential	Roofing	8/4/2014
2014-00078	WAYNE NELSON	70.39242.039	620	MINNIE ST	NELSON, WAYNE A	8/19/2014	Building	Commercial	New Construc	12/15/2014

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2014-00079	K-PAYNE	70.39027.000	114	JAMES ST W	B & JS VALLEY CONSTRUCTION INC	6/27/2014	Building	Commercial	Window/Doo	6/27/2014
2014-00081	DESM,JOHN D & LYDIA C	70.39335.000	721	WASHBURNE AVE	SELLERS HEATING & AIR	6/27/2014	Mechanic	Residential	Replacement	7/1/2014
2014-00082	HELEN HAINES	70.39363.045	1157	MAPLE ST	TONY'S LIFETIME EXTERIORS INC	7/24/2014	Building	Residential	Remodel	8/22/2014
2014-00083	PUTZKE,SUE	70.39104.000	305	AUGUSTA AVE	PUTZKE,SUE	7/2/2014	Building	Commercial	Roofing	7/24/2014
2014-00084	SACK,JAMES R	70.39408.000	711	KORONIS AVE	BRUNTLETT CONSTRUCTION	7/7/2014	Building	Residential	Deck/Porch	8/27/2014
2014-00085	ST LOUIS CHURCH OF PAYNESVILLE	70.38973.005	525	LAKE AVE S	ST LOUIS CHURCH OF PAYNESVILLE	7/8/2014	Building	Commercial	New Construi	2/23/2015
2014-00086		70386460505	795	BUSINESS 23 W		7/15/2014	Building	Public	Addition	8/27/2014
2014-00087	ASSOCIATED MILK PRODUCER	70.39575.000	200	RAILROAD ST W	RON MEHR CONSTRUCTION	7/14/2014	Building	Industrial	Commercial F	8/3/2014
2014-00088	MN ANNUAL CONF OF UNITEC	70.39212.010	500	BUSINESS 23 W	GILK PLUMBING	7/14/2014	Mechanic	Commercial	Gas Line Air T	7/31/2014
2014-00089	MN ANNUAL CONF OF UNITEC	70.39212.010	500	BUSINESS 23 W	THE FIREPLACE PROFESSIONALS LLC	7/16/2014	Building	Commercial	Fireplace	7/31/2014
2014-00090	MARTHALER,BETTY	70.39442.000	834	KORONIS AVE	KRAJSA TODD JAMES DBA NOT A PRO	7/18/2014	Building	Residential	Roofing	7/24/2014
2014-00091	BUNDY ROY	70.38889.000	370	MILL ST W	ROY, BUNDY	7/31/2014	Building	Residential	Roofing	
2014-00092	THOMPSON, JOHN	70.39292.000	640	KORONIS AVE	THOMPSON, JOHN	8/1/2014	Building	Residential	Roofing	8/27/2014
2014-00093	TIMOTHY YOUNKIN	70.39523.001	1116	MINNESOTA ST W	YOUNKIN, TIMOTHY	8/8/2014	Building	Residential	Roofing	8/27/2014
2014-00094	Dale Miller	T000051	664	CIRCLE PINES CT	MICHAEL WENSMANN CONSTRUCTIO	8/12/2014	Building	Residential	Roofing	8/27/2014
2014-00095	SWYTER,DENNIS L & CAROLYN	70.39324.000	647	STEARNS AVE	SWYTER,DENNIS L & CAROLYN A	8/13/2014	Building	Residential	Siding	9/9/2014
2014-00096	HAINES,RICHARD G	70.38909.005	308	MINNESOTA ST W	MIKE BROCKNER CONSTRUCTION	8/22/2014	Building	Residential	Roofing	9/23/2014
2014-00097	ENGEN,PAMALA D	70.38874.000	408	MINNIE ST	ENGEN,PAMALA D	8/22/2014	Building	Residential	Roofing	8/28/2014
2014-00098	TOM LYLE	70.39488.000	710	BUSINESS 23 W	B & JS VALLEY CONSTRUCTION INC	8/28/2014	Building	Residential	Roofing	9/18/2014
2014-00099	BNJ Properties	70.39532.010	1215	MINNESOTA ST W	Properties, BNJ	9/4/2014	Building	Residential	Siding	9/23/2014
2014-00100	TSCHANN,ROBERT L & LUANN	70.38952.000	339	POMEROY AVE	EDGE BUILDERS LLC	9/4/2014	Building	Residential	Roofing	9/9/2014
2014-00101	HARLAN LEUSINK	70.38748.008	660	DIEKMANN DRIVE	RON MEHR CONSTRUCTION INC	7/25/2014	Building	Commercial	Addition	10/7/2014
2014-00102	JEFFREY & REBECC THOMPSON	70.39111.000	320	AUGUSTA AVE	MIKE BROCKNER CONSTRUCTION	8/4/2014	Building	Residential	Addition	
2014-00103	LUNDBERG,JOHN L & MARION	70.39432.000	127	WASHBURNE DR	WENSMANN CONSTRUCTION INC	8/1/2014	Building	Residential	Roofing	3/31/2015
2014-00104	PAYNESVILLE AREA HOSPITAL	70.38641.038	645	LAKE AVE	RON MEHR CONSTRUCTION INC	8/1/2014	Building	Commercial	Window/Doo	8/12/2014
2014-00105	INDEPENDENT SCHOOL DIST 7	70.38644.500	205	MILL ST W	INDEPENDENT SCHOOL DIST 741	8/20/2014	Building	Commercial	New Construi	12/31/2014
2014-00106	NORTHERN STATES POWER CC	70.39092.000	128	JAMES ST E	ADOLFSON & PETERSON CONSTRUCTI	8/27/2014	Building	Commercial	Remodel	11/3/2014
2014-00107	REALTY INCOME CORPORATIO	70.38748.030	810	DIEKMANN DRIVE	VOSS.PLUMBING & HEATING	8/14/2014	Mechanic	Commercial	Replacement	8/19/2014
2014-00108	BEVERLY A DOWNEY	70.39353.000	535	SPRUCE ST	VOSS PLUMBING & HEATING	8/14/2014	Mechanic	Residential	Replacement	12/12/2014
2014-00109	DEAN & DAWN SCHMIDT	70.39503.000	721	BUSINESS 23 W	CYRILLA BEACH HOMES	8/15/2014	Building	Residential	Window/Doo	12/9/2014
2014-00110	BLAINE & JOLEEN SCHOENECKER	70.38680.000	635	SERVICE RD	BRANDON WENSMANN CONSTRUCTI	8/19/2014	Building	Residential	Accessory Bui	10/7/2014
2014-00111	PAYNESVILLE AREA HOSPITAL	70.39331.010	700	STEARNS AVE	RON MEHR CONSTRUCTION INC	8/18/2014	Building	Commercial	Window/Doo	8/28/2014
2014-00112	EISEL,MARION J	70.39106.000	302	AUGUSTA AVE	JACK DAHL REMODELING	8/21/2014	Building	Residential	Remodel	8/26/2014
2014-00113	JEFF KUECHLE	70.39513.000	803	BUSINESS 23 W	KUECHLE, JEFF	9/5/2014	Building	Residential	Roofing	9/30/2014
2014-00114	JOEL BURR	70.39105.000	319	AUGUSTA AVE	DAVID LIESTMAN CONSTRUCTION LLC	9/17/2014	Building	Residential	Window/Doo	11/3/2014
2014-00115	JOEL BURR	70.39105.000	319	AUGUSTA AVE	DAVID LIESTMAN CONSTRUCTION LLC	9/17/2014	Building	Residential	Siding	11/3/2014
2014-00116	WIERING,NICHOLAS T & ROBE	70.38681.000	649	SERVICE RD	WIERING,NICHOLAS T & ROBERTA	9/10/2014	Building	Residential	Roofing	10/7/2014
2014-00117	MCLAUGHLIN,MARGARET M	70.39128.000	635	HUDSON ST	JACK DAHL REMODELING	9/11/2014	Building	Residential	Roofing	9/30/2014
2014-00118	DENNIS & JEAN VAN EPS	70388860000	369	HUDSON ST	SELLERS HEATING & AIR	10/15/2014	Mechanic	Residential	Repair/Maint	11/3/2014

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2014-00119	PATRICK & VOND/CHRISTIAN	70.39482.000	720	BUSINESS 23 W	CHRISTIAN, PATRICK & VONDA	9/11/2014	Building	Residential	Window/Doo	9/18/2014
2014-00120	MACKEDANZ, MARK H & MARY	70.39363.065	1087	MAPLE ST	KORONIS BUILDERS ONE	9/11/2014	Building	Residential	Roofing	9/24/2014
2014-00121	SWYTER, DENNIS L & CAROLYN	70.39324.000	647	STEARNS AVE	SWYTER, DENNIS L & CAROLYN A	8/26/2014	Mechanic	Residential	Over The Cou	9/9/2014
2014-00122	CRUZE, LEONA M	70.39413.000	106	KORONIS CT	SELLERS HEATING & AIR	8/26/2014	Mechanic	Residential	Replacement	8/27/2014
2014-00123	VOSS PLUMBING AND HEATING	70.38941.000	316	BUSINESS 23 E	VOSS PLUMBING AND HEATING	8/28/2014	Building	Commercial	Remodel	12/9/2014
2014-00124	MICHAELIS, RICHARD J & LINDA	70.39168.202	300	COUNTY ROAD 34	KORONIS BUILDERS ONE	9/3/2014	Building	Commercial	Accessory Building	
2014-00125	GINTHER, JOYCE M	70.39152.000	538	SUNRISE AVE	SELLERS HEATING & AIR	9/18/2014	Mechanic	Residential	Repair/Maint	9/23/2014
2014-00126	HESS, PAUL A & CONNIE G	70.39244.076	205	CARROLL CT	VOSS PLUMBING & HEATING	9/15/2014	Mechanic	Residential	Mechanical R	10/14/2014
2014-00127	ERICKSON, GARY J & CONNIE J	70.38849.000	215	LAKE AVE	ERICKSON, GARY J & CONNIE J	9/18/2014	Building	Residential	Roofing	10/23/2014
2014-00128	DALE	70.39244.062	205	SPRUCE ST	BARSNESS, DALE	9/29/2014	Building	Residential	Roofing	12/11/2014
2014-00129	BRAD	70.38833.000	411	WENDELL ST W	WRIGHT, BRAD	9/30/2014	Building	Residential	Roofing	10/23/2014
2014-00130	JAMES & KELLY	70.39509.000	416	BURR ST	PRITCHETT, JAMES & KELLY	10/2/2014	Building	Residential	Window/Doo	10/14/2014
2014-00131	WENDROTH, LAWRENCE R & LEOLA	70.38973.000	513	LAKE AVE	WENDROTH, LAWRENCE R & LEOLA	10/6/2014	Building	Residential	Roofing	12/9/2014
2014-00132	COLE, ROBERT H & MARGIT E	70.39317.000	603	STEARNS AVE	JACK DAHL REMODELING	10/8/2014	Building	Residential	Roofing	12/9/2014
2014-00133	EDWARD	70391690000	417	MINNIE ST	CHUCK SCHMITZ EXCAVATING, INC	10/14/2014	Building	Commercial	Demolition	12/31/2014
2014-00134	ALSTEAD, NANCY E	70.39299.000	116	MAIN ST E	J P EVANS CONSTRUCTION, LLC	10/14/2014	Building	Residential	Window/Doo	11/3/2014
2014-00135	FUCHS, BRUCE L & DIANE	70.39185.000	302	RIVER ST	FUCHS, BRUCE L & DIANE	9/18/2014	Building	Residential	Remodel	3/19/2015
2014-00136	Richard	70.38710.000	635	PONDEROSA ST	Hubert, Richard	9/22/2014	Building	Residential	Addition	12/12/2014
2014-00137	Richard	70.38710.000	635	PONDEROSA ST	Hubert, Richard	9/22/2014	Building	Residential	Remodel	
2014-00138	PAYNESVILLE AREA SENIOR CE	70.38646.530	1105	MAIN ST W	SELLERS HEATING & AIR	9/18/2014	Mechanic	Commercial	Mechanical R	9/23/2014
2014-00140	Gary & Ruth	70.39081.000	113	JAMES ST W	RON MEHR CONSTRUCTION INC	9/30/2014	Building	Commercial	Addition	
2014-00141	STEVEN	70.39391.000	330	KORONIS AVE	MC CLOUD, STEVEN	9/25/2014	Building	Residential	Accessory Building	
2014-00142	SCHULTZ, WILLARD E & FAYE	70.39275.000	621	KORONIS AVE	J P EVANS CONSTRUCTION, LLC	10/14/2014	Building	Residential	Window/Doo	11/18/2014
2014-00143	HICKMAN, WILLIAM R & TRACY	70388480000	207	LAKE AVE	SELLERS HEATING & AIR	10/15/2014	Mechanic	Residential	Repair/Maint	12/9/2014
2014-00144	Richard	70.38710.000	635	PONDEROSA ST	SELLERS HEATING & AIR	10/15/2014	Mechanic	Residential	Repair/Maint	1/2/2015
2014-00145	THOMAS D PIERSON	70392170000	426	WENDELL ST W	MIKE BROCKNER CONSTRUCTION	10/17/2014	Building	Residential	Window/Doo	12/31/2014
2014-00146	THOMAS D PIERSON	70392170000	426	WENDELL ST W	MIKE BROCKNER CONSTRUCTION	10/17/2014	Building	Residential	Siding	10/28/2014
2014-00147	ELLARRY	70.39268.000	414	LAKE AVE	PRENTICE, ELLARRY	10/23/2014	Building	Residential	Roofing	
2014-00148		70.38642.000	805	HIGHWAY 55		10/27/2014	Building	Commercial	Addition	3/3/2015
2014-00149	PETER & LYNNE	70.39244.016	125	HIGHWAY 55	ERIC FRANK	11/13/2014	Building	Commercial	New Construction	
2014-00150	JEFF	70.39129.000	645	HUDSON ST	HEDLOF CONSTRUCTION, LLC	10/27/2014	Building	Residential	Siding	12/9/2014
2014-00151	CITY OF PAYNESVILLE	70.39363.025	317	HIGHWAY 55	VOSS PLUMBING & HEATING	10/17/2014	Building	Commercial	New Construction	
2014-00153	JEFF	70.39129.000	645	HUDSON ST	HEDLOF CONSTRUCTION, LLC	10/28/2014	Building	Residential	Window/Doo	12/9/2014
2014-00154	WELLE, JOHN O & JOANN T	70.39136.000	630	HUDSON ST	PELLA NORTHLAND	10/29/2014	Building	Residential	Window/Doo	12/9/2014
2014-00155	HUKRIEDE, CYNTHIA M	70.38955.000	343	LAKE AVE	MEHER ROOFING	11/3/2014	Building	Residential	Roofing	12/9/2014
2014-00156	GRONLI, DAVID	70.39460.000	405	RICHMOND ST	SELLERS HEATING & AIR	12/1/2014	Mechanic	Residential	Repair/Maint	12/9/2014
2014-00157	LOUIS	70.39290.000	645	WASHBURNE AVE	SELLERS HEATING & AIR	12/9/2014	Mechanic	Residential	Repair/Maint	12/11/2014
2014-00158	PAUL, HAROLD F & ANNETTE S	70.39312.000	624	WASHBURNE AVE	PAUL, HAROLD F & ANNETTE S	12/10/2014	Building	Residential	Window/Doo	3/31/2015
2014-00159	SCHOLZ, MARCO H & STEFANIE	70.39565.010	140	GRANDE ST N	THD AT - HOME SERVICE, INC	10/27/2014	Building	Residential	Window/Doo	12/3/2014

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2014-00160	YARMON FORD	YARMON,STANLEY E & JOANN	70.38748.006	640	DIEKMANN DRIVE	John Pulsifer Construction Inc	I	10/30/2014	Building	Commercial	Addition	
2014-00161		LOUIS INDUSTRIES PARTNERS	70.39242.026	222	INDUSTRIAL LOOP	VINNOVATIVE POWER SYSTEMS	I	11/4/2014	Building	Industrial	Addition	
2014-00162		WELLS FARGO	70.38846.000	216	RAILROAD ST	ALL AROUND PROPERTY & PRESERVA	I	11/14/2014	Building	Residential	Window/Do	12/12/2014
2014-00163		AMPI	70.70461.000	200	RAILROAD ST W	ROOF 1 RBR, INC	I	11/25/2014	Building	Industrial	Roofing	
2014-00164		SCHULTZ,WILLARD E & FAYE	70.39275.000	621	KORONIS AVE	JEFFREY P EVANS	I	12/16/2014	Building	Residential	Window/Door Replacement	
2014-00168	GALEN	SELLERS	70.39512.000	805	BUSINESS 23 W	BRIAN MILLER	I	12/12/2014	Building	Commercial	Roofing	12/23/2014 14:57

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CCLD REVIEW

CONSTRUCTION CODES AND LICENSING DIVISION
MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY

SPRING 2015

Educational opportunity

Focus of DLI spring seminars: fire sprinklers Seminars conducted through June at nine Minnesota locations

DLI offers its spring seminars from April 2 to June 4, 2015, at nine locations throughout Minnesota.

Seminar title: IRC Fire Sprinkler Plan Review, Installation and Inspection

When and where: April 2 to June 4, 2015, at nine locations throughout Minnesota.

Description: This course is offered to provide the local building or fire official and plumbers training in plan review and inspections of one- and two-family home fire suppression systems as required by the 2015 Minnesota State Residential Code. In addition, a basic understanding of requirements for submittal of documents, installation and design parameters for designers, contractors and installers is provided. Read more about the course at www.dli.mn.gov/cclcd/education.asp.

Continuing education: This seminar is recognized by DLI as satisfying eight hours of continuing education credit for:

- building officials
- residential building contractors
- manufactured home installers
- plumbers, water conditioning contractors
- water conditioning contractors



DLI's spring seminar series will focus on fire sprinklers. The seminar offers continuing education for licensees and will run through June 4 at nine locations throughout Minnesota.

The cost of the seminar is \$85 for each person and payment must be by credit card. Space is limited at each location. Learn more about the course, view dates and locations and register at www.dli.mn.gov/cclcd/education.asp.

View more information and register at
www.dli.mn.gov/cclcd/education.asp

Continuous improvement



DLI Dashboard updated with agency performance indicators

The DLI Dashboard tracks the agency's progress in key areas. Stakeholders can see where the agency is on track and where it needs to improve.

View the recently-updated dashboard at www.dli.mn.gov/Dashboard.asp.

Permit system expands to include boilers, elevators

eTRAKiT, an online permit and notification system, now includes permits for boiler installations and elevator work.

Boiler installation permits

eTRAKiT for boiler installation permits is available at www.dli.mn.gov/ccld/etrakit_boiler.asp. Once logged in to eTRAKiT, the boiler installer will provide information about the boiler and its location. When completed, the installer and state boiler inspector will receive email notice about the installation and allow the contractor to contact the boiler inspector to set up the first inspection.

The email message will include a checklist used by the inspector during the initial inspection. Installers are urged to review checklist prior to the initial inspection to reduce inspection time and costs.



Apply for and track permits online *instantly*

What do I need to install a boiler?

All installers must have a mechanical bond on file with DLI to install boilers in Minnesota. Instructions about how to obtain and register a mechanical bond are at www.dli.mn.gov/ccld/HVAC.asp.

Will I need a boiler installation permit?

Installation permits are required for individual boilers or a boiler connected to a common circulation manifold if the individual or combined BTU input exceeds 100,000 BTUs for steam boilers; 500,000 BTUs for hot water supply boilers; or 750,000 BTUs for hot-water-heating boilers.

» Visit www.dli.mn.gov/ccld/etrakit_boiler.asp for more information.

Elevator permits

The eTRAKiT permit system for elevator installation, alteration, repair or removal permits, speeds up the approval process and allows applicants to apply, upload plans and pay for permits instantly. It also allows contractors to log into the account and view a dashboard that shows the status of active permits, inspections and plan reviews. Additionally, the eTRAKiT system allows faster permit-related communication with staff members, including inspection-generated correspondence via email.

» To use eTRAKiT for elevator permits, visit www.dli.mn.gov/CCLD/etrakit_elevator.asp.

CCLD Review is a quarterly publication of the Minnesota Department of Labor and Industry.

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Contractor registration program

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2015 legislative session budget change item: Reduction of license fees for personal, business licenses

Proposal

Governor Mark Dayton recommends reducing each of DLI's Construction Codes and Licensing Division's (CCLD) licensing fees by approximately \$20. This proposal would lower license costs for construction contractors, electricians, plumbers, high-pressure pipefitters and boiler operators and would align licensing revenues more closely to program costs for the biennium.

This reduction in fees is possible because DLI has created efficiencies in its licensing process. In 2012, DLI launched its online DLI ReNew licensing system to allow individuals and businesses to apply for or renew a license, certificate or registration. Since then, DLI has used this technology to create process improvements that have reduced the time required to process license applications and renewals.

Net fiscal impact

A total reduction of \$3 million to the Construction Codes Fund (\$1.5 million reduction in FY16 and FY17). The fee reduction would sunset at the end of the biennium. DLI would evaluate the costs for licensing services based on revenues prior to the end of the FY16-FY17 biennium.

License levels and fees

There are currently four levels of license fees (M.S. §

326B.092, subd. 7): entry, journey, master and business.

Current license fees are also subject to surcharges:

- A 10 percent E-licensing surcharge is mandated by Minn. Stat. § 16E.22 (sunsets June 30, 2015).
- Licenses requiring continuing education are subject to \$20 surcharge.
- Plumbers, electricians, and high-pressure-piping contractors are subject to an \$8 board fee.

Continuing education sponsors now upload licensees' course attendance data directly into CCLD's licensing system. CCLD staff members now spend less time to review and input this course attendance data, so the governor proposes reducing the continuing education surcharge from \$20 to \$5.

The entry level license fee is renewed annually while journey, master and business fees are renewed every two years. With the proposed fee reductions and elimination of e-licensing surcharge, the new fee structure would be:

Current and proposed fee schedule

License level	Current fee	Future fee	Reduction
Entry	\$29.00	\$14.00	52 percent
Journey	\$74.80	\$48.00	36 percent
Master	\$118.80	\$88.00	26 percent
Business	\$206.80	\$168.00	19 percent

Locate inspectors quickly

Find code requirements and code inspectors online

DLI has built a one-stop "Local Code Lookup" – online at <http://workplace.doli.state.mn.us/jurisdiction> – to help contractors and homeowners find local code requirements and code inspectors in one place.

The online search tool helps users find which code authority has local jurisdiction for permits, plan review and inspection in the areas of boilers, building codes, electrical, elevators, high-pressure piping, plumbing or other Minnesota construction codes and licensing disciplines.



DLI's Local Code Lookup helps homeowners and contractors find local code requirements and inspectors in one place.

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Inspections

Delegation agreements for reserved projects

inspections of public buildings and state-licensed facilities (state projects)

DLI has expanded the options for local inspection of state projects. In addition to delegation agreements for larger state projects, a municipality that has adopted the state building code and has designated a certified building official or limited building official with DLI may apply to inspect reserved projects.

To apply to inspect reserved projects, submit the delegation agreement application at www.dli.mn.gov/CCLD/delegation.asp.

What are reserved projects?

Reserved projects include:

- roof covering replacement that does not add roof load;
- towers requiring special inspections;
- single-level storage buildings not exceeding 5,000 square feet;
- exterior maintenance work, including replacement of

siding, windows and doors;

- HVAC unit replacement that does not add roof load or ventilation capacity;
- accessibility upgrades that do not involve building additions or structural alterations;
- remodeling that does not change the building's occupancy, structural system, exit access or discharge pattern, or mechanical load; and
- other projects determined to be reserved by the commissioner.

Responsibilities include:

- a cursory plan review
- issuing all required permits
- perform all administrative duties, including inspections, relative to the Minnesota State Building Code rule chapter 1300

> View more information about reserved projects www.dli.mn.gov/CCLD/Administration.asp

Building official

State building official appointed

Scott McLellan, director of DLI's Construction Codes and Licensing Division, was appointed state building official by Commissioner Ken Peterson on Jan. 8, 2015.



Scott McLellan

McLellan is the ninth named to the position since it was created in 1971 when it was called the "state building inspector."

The state building official is responsible for administering the State Building Code under the direction and supervision of the commissioner of DLI and for employing personnel as necessary to carry out the responsibilities required by Minnesota law.

McLellan has worked in building code administration for 35 years, 28 years with the state of Minnesota and seven with local governments.

Surcharge

Surcharge fee reduced

Beginning on July 1, 2015, the state surcharge applied to "fixed fee" building permits changes from \$5 for each fixed fee permit to \$1 for each fixed fee permit.

The second paragraph of Minnesota Statutes 326B.148, SURCHARGE, outlines the change:

Subdivision 1. Computation.

[...]

If the fee for the permit issued is fixed in amount the surcharge is equivalent to one-half mill (.0005) of the fee or \$1, except that effective July 1, 2010, until June 30, 2015, the permit surcharge is equivalent to one-half mill (.0005) of the fee or \$5, whichever amount is greater. View the entire section at <https://www.revisor.mn.gov/statutes/?id=326B.148>

For help with questions about the change, contact Cindy Chapel at (651) 284-5878 or Cynthia.Chapel@state.mn.us.

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Are you a DLI disaster assistance volunteer?

The agency coordinates assistance efforts when disasters strike

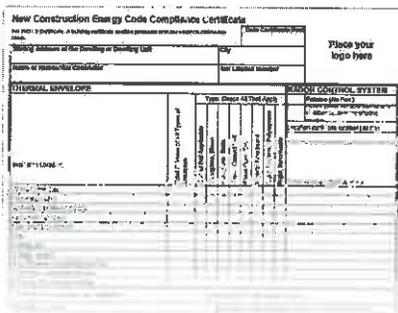
DLI recruits code professionals as disaster assistance volunteers who offer their expertise when disaster – like a flood or tornado – strikes.

The list of disaster assistance volunteers is used to link code officials and other professionals with state and county emergency management officials and affected regional code officials. DLI works cooperatively with the Association of Minnesota Building Officials to develop and improve the Disaster Preparedness Manual for Building Officials.

For more information about the program and to volunteer visit www.dli.mn.gov/ccld/disaster.asp.



Residential Energy Code certificate available



The 2015 Minnesota Residential Energy Code, section R401.2, requires a certificate be posted on or in the electrical distribution panel to indicate compliance with provisions of the state energy code.

An updated Residential Energy Code certificate – provided by the Building Association of Minnesota – is available at www.dli.mn.gov/ccld/EnergyConservation.asp. The file is an Excel spreadsheet that allows the fields to be filled-in and customized before printing.

Charter boat inspections on Minnesota waterways are underway

Before many charter boats moored on scenic Minnesota lakes can push away from shore each year they must be inspected by DLI.

DLI's boiler inspectors perform the annual safety inspections of about 90 charter boats in eight Minnesota lakes. They also perform dry-dock inspections every three years (or annually for wood-hulled vessels.)

The annual safety inspections include an array of safety checks that include ensuring proper flotation devices are onboard, engine safety sensors and pumps operate properly, fire suppression systems are up-to-date, and other items.

According to state law, boats-for-hire propelled by machinery or sails navigating Minnesota's inland waters and carrying more than six passengers are subject to the inspection requirements. Vessels inspected by the U.S. Coast Guard are exempt.

Waterways that include DLI-inspected boats are:

- Lake Minnetonka
- Mille Lacs Lake
- Leech Lake
- Lake Winnibigoshish
- Green Lake
- Prior Lake
- Lake Shetek
- Burntside Lake

For more information about boats-for-hire and inspections, visit www.dli.mn.gov/ccld/boats.asp.

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Plumbing

Plumbing plans must be submitted to, approved by DLI

Plumbing plans must be submitted to and approved by DLI prior to the construction, alteration or repair of plumbing systems for commercial buildings and other buildings that serve the public. Municipalities must also ensure that plans have been approved by DLI prior to issuing plumbing permits.

Examples of these building types include, but are not limited to:

- **Food, beverage and lodging:** restaurants, commercial food service areas, bars, coffee shops, resorts, lodging and boarding houses including cabins or single-family dwellings that carry a health license, hotels and motels and youth camps.
- **State-licensed facilities:** nursing homes, free-standing outpatient surgical centers, hospices, hospitals, correctional facilities, detention centers, single-family dwellings that are state-licensed healthcare facilities, supervised living facilities, boarding care homes and dialysis facilities
- **Retail, agricultural, food or bottling facilities:** convenience stores, grocery stores, bakeries, slaughtering facilities, water- or wine-bottling facilities, markets, food-packaging facilities.
- **Other types of public or commercial buildings:** State-owned buildings, salons, beauty shops, mortuaries, office buildings, schools, colleges, apartments and condos with five or more units, dorms, churches, laundromats, commercial warehouses, vehicle-washing facilities and clinics.

Municipal plumbing plan agreements

Some municipalities have agreements with DLI to review plumbing plans within their jurisdictions. Those municipalities have either technical staff members qualified to conduct the reviews or they contract for these services.

Municipalities with these agreements must submit some plumbing plans to DLI for review. These include any plans listed above under "state-licensed facilities" and plans for any state-owned building such as buildings at state colleges and universities. A list of municipalities with agreements is at www.dli.mn.gov/CCI.D/PDF/pc_planrevagree.pdf.

Registrations

Employer registrations an alternative for some electrical work

Type of registration differs depending on type of work being performed

Licensing is required for individuals performing electrical work, including electrical maintenance work. While the general rule is that all electrical work must be performed by licensed employees of licensed electrical contractors, special consideration can be granted for registered employers.

Employer registration refers to an alternative to traditional licensing in Minnesota law that permits employees to perform electrical work on their employer's property without the employer being licensed as an

electrical contractor.

The type of employer registration differs depending on the type of work employees will perform. The electrical work must be done on property owned or leased by the employer and the individual licensing rules and ratios are the same as for an electrical contractor.

To take advantage of the alternative to contractor licensing, both the employer and the employees who perform the work must register with

DLI.

If the employees will perform electrical work as defined in Minn. Statutes 326B.31 as the "installation, alteration, extension or repair of electrical wiring for light, heat, power or other purposes," three conditions must be met:

- the employer must file a registration with DLI,
- unlicensed employees who will perform electrical work must register with DLI as unlicensed

REGISTER continues on Page 7

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Gas piping

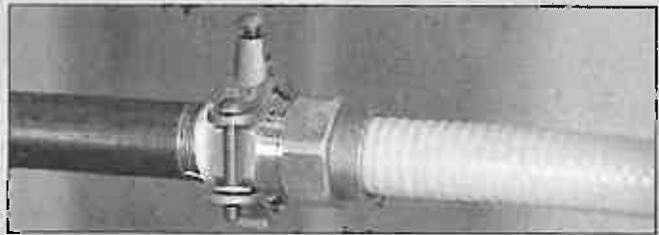
Update about corrugated stainless steel tubing requirements

The changes to the requirements for electrical bonding of CSST in National Fire Protection Association (NFPA) 54: ANSI Z223.1-2015 National Fuel Gas Code provide clear direction for electricians and electrical contractors.

The new rules in Section 7.13.2 apply to all CSST gas piping systems and gas piping systems containing one or more segments of CSST and reflect a better understanding of both the grounding electrode system and the effectiveness of lightning protection.

Just as before the new rules, the bonding connection must be made to metallic pipe, pipe fitting or the CSST fitting (not the tubing itself) and the minimum bonding conductor size is still #6 copper.

The maximum length of the bonding conductor has been changed. Independent testing revealed the bond between the tubing and the premise's grounding electrode system



Rules about how to properly provide electrical bonding with corrugated stainless steel tubing have been clarified.

provided lightning protection only when the conductor length was as short as practicable and limited to no more than 75 feet.

The most significant change is the connection to the grounding electrode system no longer needs to be made at the electrical service panel. The bond connection should be made to the nearest point anywhere on the grounding electrode system.

Registrations

REGISTER – continued from Page 6

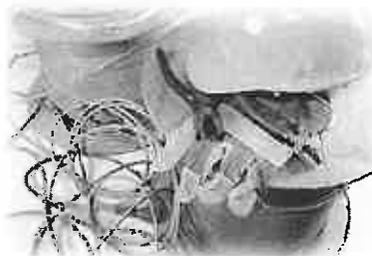
- electricians, and
- the employer must employ a master electrician who will be responsible for compliance with the licensing and inspection requirements.

Maintenance registration

Additional alternatives might apply if the employees will perform only electrical maintenance work as defined in MN Rules 3800.3500 as the “adjustment, repair or replacement of worn or defective parts of electrical equipment” and includes the replacement of broken receptacles and switches.

Conditions for performing only electrical maintenance work are:

- the employer must file a registration with DLI,
- unlicensed employees who will perform only electrical maintenance work must register with DLI as unlicensed maintenance electricians and:



- a. the employer may employ a licensed maintenance electrician or electrical engineer to provide general supervision to employees performing only electrical maintenance work or,
- b. the employer may engage the services of the responsible master electrician of an electrical contractor to provide general supervision to employees performing only electrical maintenance work.

Similar registration alternatives are available for employers if the employees will perform only installation and maintenance of technology circuits and systems.

This is a summary of the statutory requirements and the language of the Minnesota Electrical Act will be enforced.

More information about registration is available at www.dli.mn.gov/CCLD/LicElectricalUnlicensed.asp.

On the road

License information on contractor vehicles required

Electrical and technology system contractors are reminded that any vehicle used by a contractor while performing electrical or technology system work is required to have the contractor's name and license number on the vehicle, as the name and license number appears on the contractor's license.

License numbers should be in a contrasting color to that of the vehicle, be affixed to each side of the vehicle and be visible to an electrical inspector from a reasonable distance. Magnetic signs have always been accepted as

an alternative to permanently affixed characters. The full text of the requirement is in Minnesota Rules Chapter 3800.3570.

Residential building contractors, remodelers, and roofers are also required to display their license numbers on all vehicles, advertising, signs, websites, contracts, and business cards.

Questions about contractor license enforcement? Send an email to dli_contractor@state.mn.us.

Online resources

Electrical resources updated regularly on DLI's website



DLI's online electrical resources are updated regularly as new information is available. Some of the current resources, at www.dli.mn.gov/CCLD/Electrical.asp, include:

- Frequently asked questions regarding requirements in the 2014 National Electrical Code (NEC)
- Frequently asked questions regarding accessory dwelling units
- The Report on Proposals for the 2017 NEC

Woodworking shops

Are woodworking shops hazardous locations?

How the shop is classified may mean stricter rules for electrical equipment

There are eight articles in Chapter 5 of the National Electrical Code (NEC) that contain requirements for electrical and electronic equipment and wiring methods installed in locations where fire or explosion hazards may exist, such as woodworking shops.

These hazardous areas are:

- Class I for flammable gasses and vapors,
- Class II for combustible dusts,
- Class III where ignitable fibers or flyings are present.

Each of the three classifications is further divided into:

- Division 1 if the hazard is normally present, and
- Division 2 if it would only be present in the event of equipment failure or other malfunction.

Determining which classification applies to an area can be a challenge. While the NEC provides some direction in determining if a product poses a fire or explosive hazard, the code book itself cannot declare an area to be hazardous or determine its category.

HAZARD continues on Page 9

HAZARD – continued from Page 8

A common question asked by electrical contractors concerns the classification of facilities used for the storage, manufacturing or processing of timber, lumber or wood by-products. **If a woodworking facility provides an adequate dust collection system with assurance that the system will minimize any potential for visual dust clouds and the accumulation of dust, the facility could be deemed an unclassified area.**

Hazardous classifications in the NEC

In the commentary for Section 503.1, the 2014 edition of the NEC Handbook states that Class III locations usually include textile mills that process cotton, rayon, and other fabrics, where easily ignitable fibers or flyings are present in the manufacturing process. Sawmills and other woodworking plants, where sawdust, wood shavings, and combustible fibers or flyings are present, may also become hazardous. If wood flour (dust) is present, the location is a Class II, Group G location, not a Class III location.

The term wood flour is generally understood to be “wood reduced to finely divided particles approximating those of cereal flours in size, appearance, and texture.” Though its definition is imprecise, the term wood flour is in common use and usually refers to wood particles that are small enough to pass through a screen with 850 µm (micrometer) openings.

These types of occupancies – cabinet shops, woodworking facilities and such – are classified based on NEC Article 500.5(C)(2)(2 & 3) where combustible wood dust is present, however, under normal conditions the environment is maintained so the combustible dust does not accumulate or interfere with operations. In that case, the area would be categorized as a Class II, Division 2, Group G. If the dust removal system sufficiently eliminates the wood flour the shop area may even be considered an unclassified space based on National Fire Protection Association (NFPA) 499 Recommended Practice for the Classification of Combustible Dusts.

Class II Locations are hazardous because of the presence of combustible dust. Class II locations includes those specified in NEC Sections 500.5(C)(1) and(C)(2).

Class II, Division 2 locations are:

- Locations where combustible dust accumulations are present but are normally insufficient to interfere with the normal operation of electrical equipment or other apparatus, but could as a result of infrequent

malfunctioning of handling or processing equipment become suspended in the air; or

- Locations in which combustible dust accumulations on, in, or in the vicinity of the electrical equipment could be sufficient to interfere with the safe dissipation of heat from electrical equipment, or could be ignited by abnormal operation or failure of electrical equipment.

Further guidance can be found in NFPA 499 which explains that in a Class II Division 2 hazardous (classified) area there will be no visible dust cloud under normal operation and no dust accumulation exceeding 1/8th of an inch in depth.

Unclassified locations (non-hazardous)

NFPA 499 also addresses how to recognize areas that are generally deemed to not require classification, or “unclassified locations.”

Section 5.4.1 states: Experience has shown the release of ignitable dust suspensions from some operations and apparatus is so infrequent that a classification is not necessary. Examples include combustible dusts that are processed, stored or handled under the following conditions:

- Where materials are stored in sealed containers.
- Where materials are transported in well-maintained closed piping systems.
- Where palletized materials with minimum dust are handled or used.
- Where closed tanks are handled or stored.

The section of the code book recognizes that classification may not be required in situations where dust removal systems or excellent housekeeping prevent dust clouds or layer accumulations that make surface colors indiscernible, provided the dust removal systems have safe guards and warnings against failure.

A note about classifications

Electrical inspection authorities do not classify hazardous locations. The NEC does not classify hazardous locations but does serve as an installation standard that contains rules about how to install electrical equipment and wiring in areas that have been classified as hazardous by a registered professional electrical engineer. The classification of all areas that are classified as hazardous must be properly documented and be available to electrical inspection authorities.

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