

**Marlin Sjaarda** (2025)  
Mayor  
**Kelly Top**  
Supt. of Utilities  
**Michelle Wilson**  
City Clerk  
**Alex Griggs**  
Deputy Clerk



**COUNCIL MEMBERS:**  
**Steve Heeren** (2025)  
**Carol Honkomp** (2025)  
**Nichole Jacobs** (2027)  
**Jean Unrau** (2027)  
**Dennis Werkmeister** (2027)

**City of Paullina**

**712-949-3428**

**BOARD OF ADJUSTMENT MEETING AGENDA**  
**MONDAY, SEPTEMBER 9, 2024, at 7:00 pm**  
**Location: City Hall Council Chambers, 127 South Main St, Paullina, IA 51046**

1. Call to Order – Roll Call
2. Approve Agenda
3. Consider rear-yard setback variance request – 402 E Commerce Street
  - a. The property is in the General Industrial District (G1) which requires a rear yard setback of 25 feet. Applicant is requesting a rear yard setback of 15 feet – which lines up with the rear yard setback of the other building on the property and the building on the property adjacent to and east of this property.
4. Elect Board of Adjustment Chairperson
5. Discuss Board member terms
6. Board member Comments
7. Adjourn

## PUBLIC NOTICE

The Paullina Board of Adjustment (BOA) will meet on Monday, September 9, 2024, and hold a public hearing at 7:00 p.m. at the Paullina City Hall, 127 South Main St, PO Box 239, Paullina, Iowa 51046 to consider the following matter:

Consider a variance request from Lance Massmann for the construction of a storage building at the property located at 402 E Commerce Street. The variance request is the setback of the rear of storage building is 15 ft from rear property line.

The property is zoned G1 – General Industrial. In accordance with the provisions of Section 10.5 Site Development Regulations of the Paullina Zoning Ordinance, the storage building will not comply with the rear property line 25 feet minimum setback distance.

For additional information, please contact City Hall at 712-949-3428. Comments should be received by the City Clerk's office by 3:30p.m. on September 6, 2024, or may be emailed to [paullinaclerk1@tcaexpress.net](mailto:paullinaclerk1@tcaexpress.net).

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**City of Paullina**                      **712-949-3428**  
Paullina City Hall, 127 South Main St, PO Box 239, Paullina, Iowa 51046

## **Notice of Variance Request**

### **City of Paullina Zoning Board of Adjustment**

August 27, 2024

To Whom It May Concern,

This notice is to inform you that property you own is located within 200 feet of a neighboring property at 402 E Commerce, owned by Lance W Massmann Revocable Trust, seeking a variance request for the construction of a storage building at the property. The variance request is: the rear of the new building will be 15' from rear property line.

The property is zoned G1 – General Industrial. In accordance with the provisions of Section 10.5 Site Development Regulations of the Paullina Zoning Ordinance, the storage building will not comply with the rear property line 25 feet minimum setback distance.

Pursuant to the Requirements of Section 20.3 Procedures of the Paullina Zoning Ordinance, the Board of Adjustment will hold a public hearing on Monday, September 9, 2024, at 7:00 p.m. at Paullina City Hall, 127 South Main St, Paullina, Iowa 51046. Written comments are accepted and should be addressed to Michelle Wilson, City Clerk. They may also be emailed to [paullinaclerk1@cityofpaullina.com](mailto:paullinaclerk1@cityofpaullina.com). For additional information, please contact City Hall at 712-949-3428.

Best regards,

Jean Unrau  
Interim Zoning Administrator

Cc: Michelle Wilson, City Clerk  
Marlin Sjaarda, Mayor

Lance Massmann  
Paullina neighbors within 200 ft

Name	Address	City	State	Zip Code
First Cooperative Association	PO Box 60	Cherokee	IA	51012
Muller Holdings Incorporated	25115 N 72nd Lane	Peoria	AZ	85383
Saving Grace Daycare Center	PO Box 184	Paullina	IA	51046
Carbo Tech America LLC	3514 W Decker Chapel RD	Decker	IN	47524
Michelle Weaver	6040 510th St	Larabee	IA	51029
David Becker	205 N Maple St PO Box 204	Paullina	IA	51046
Joseph Hayden	209 N Maple St	Paullina	IA	51046
Anthony Unseld & Anna Regina Zarro	213 N Maple St	Paullina	IA	51046
John Eriksen	218 N Maple St	Paullina	IA	51046

PAULLINA ZONING COMPLIANCE PERMIT REVIEW

Application No. \_\_\_\_\_ This permit application is:  Recommended  Not Recommended  
Need Additional Information before Approval: \_\_\_\_\_  
Comments: \_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

City of Paullina, Iowa  
APPLICATION FOR ZONING COMPLIANCE PERMIT

Phone: 712-949-3428 127 S. Main Street Paullina, Iowa 51046 Office Hours: M-F 7:30-4:30 p.m.

1. LOCATION OF PROPOSED IMPROVEMENTS

Street Address 402 East Commerce St Zoning Classification G1 General Industrial  
Legal Description Paullina Ind subdivisor (Lot) 1-2 (Block) 2 (Subdivision)

2. LOCATION OF PROPOSED IMPROVEMENTS

Name: Lance W Massmann Revocable Trust owner/developer/agent  
(please circle one)  
Street Address: 402 East Commerce Street  
City, State, Zip: Paullina, IA 51046  
Phone or Contact Number: 605.359.1509  
Contractor (Name & Phone #): Morton Buildings - Dylan Dykstra 712.363.7245  
If applicant is not the owner, please list owner's name and address: \_\_\_\_\_

3. REASON FOR ZONING COMPLIANCE PERMIT

This permit is for:  New Construction \_\_\_\_\_ Accessory Building \_\_\_\_\_ Fence \_\_\_\_\_ Driveway  
\_\_\_\_\_ Structural Alterations \_\_\_\_\_ Building Addition \_\_\_\_\_ Move/Relocate Bldg.

Please describe in DETAIL the proposed building activities for this permit application  
(e.g. build new house, erect new garage, etc.; and please provide type of construction and building dimensions)  
Erect Ag storage building (shell only - no interior finished floor; driveway; interior finish, electric, water, gas or sewer hookups). There will be a frost  
free concrete pad poured for the sliding door and service door.

Size and total square feet of the proposed structure or building: 54x75=4,050 sq ft  
Height of proposed structure or building: 16'4" to 26'10" to peak +/-  
(Note: Height of a building or structure is that distance measured from the lowest ground level to the highest point)  
Valuation of proposed structure, building or improvements: \$ 84,010

4. LOT OR PARCEL INFORMATION

Lot size 38,032 (sq.ft.) Front Lot Width 279.8' Rear Lot Width 281.24' Lot Depth 135.23'  
Structure will be set back 45 feet from FRONT lot line  
Structure will be set back 15 feet from REAR lot line West East  
Structure will be set back 217 feet from LEFT SIDE and 14 feet from RIGHT SIDE  
Structure will be set back 120 feet from nearest structure/building on the lot (occupied or unoccupied)  
Present Land Use: Ag storage Proposed Land Use: Ag storage

- PLEASE CONTINUE ON THE NEXT PAGE -

# See attached

**SITE PLAN:**

Application for a zoning compliance permit will be accompanied by a detailed site plan in accordance with Article 11 of the Paullina Zoning Ordinance. Although site plans are not required for such accessory uses or other remodeling or interior projects, it does not imply that such uses are exempt from the zoning compliance permit process and any site drawings or plans required in the zoning compliance permit. The site plan shall include and clearly illustrate the following information:

- Property boundary lines, dimensions, and total area.
- If substantial topographic change is proposed, contour lines at intervals of not more than one foot (1') may be requested by the zoning administrator.
- The availability and location of existing utilities, if requested by the zoning administrator.
- The proposed location, size, shape and type of all buildings or structures.
- The total square feet of all proposed buildings.
- The number and size of dwelling units, if applicable.
- Parking areas, number of parking spaces proposed, and type of surfacing to be used, etc.
- Walkways, driveways, lighting, walls, fences, signs, and other man-made structures.
- Buffers, landscaping, retaining walls, and other materials used for screening purposes shall be illustrated.
- Erosion or sediment control plan, and proposed storm water management to be used, if any.
- Traffic considerations, architectural themes, and any other considerations pertinent to the proposed use may be requested by the zoning administrator.

Other considerations pertinent to the proposed use may be requested by the zoning administrator.

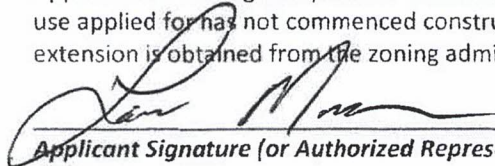
*See the back page with fee schedule for a sample site plan*

**ZONING COMPLIANCE PERMIT FEE:**

Permit fees shall be paid at the time the permit application is submitted to the City of Paullina. Zoning compliance permit fee amounts may be obtained from City Hall. No construction shall commence until the zoning compliance permit is approved and the fee is paid to the city.

**The undersigned applicant, by signature, indicates his/her agreement to the conditions outlined in this permit, and will adhere to the Paullina Zoning Regulations. The applicant also acknowledges understanding and agreement of:** *That this permit is valid ONLY for the project as presented to and approved by Paullina; AND that any changes made to either the site plan submitted or the construction/improvement/usage authorized by this permit must be reviewed by Paullina for compliance and authorization prior to commencement of construction; AND that it is the intent of the applicant to build the structure(s) noted on this form in accordance with the plan(s) submitted for the usage(s) indicated; AND that ANY unauthorized changes to the approved plan, usage noted, or to parcel/land/site plan as presented renders this permit null and void.*

Approval of a Zoning Compliance Permit shall be valid for a period of one (1) year. The permit shall be void if the use applied for has not commenced construction within one year of approval of such permit, unless an extension is obtained from the zoning administrator.



Applicant Signature (or Authorized Representative)

8-21-24

Date

**PAULLINA ZONING COMPLIANCE PERMIT APPROVAL (FOR USE BY THE CITY OF PAULLINA ONLY)**

This application and site plan presented by the applicant have been reviewed for compliance with the Paullina Zoning Ordinance and is determined to be in compliance with the regulations.

This permit application is:  Approved  Denied as presented on this date: \_\_\_\_\_

Signed: \_\_\_\_\_ Paullina City Clerk

Copy Sent to Applicant on: \_\_\_\_\_

Zoning Compliance Permit Fee Paid:  Yes  No \$ \_\_\_\_\_

Conditional Use Permit Required  Yes  No If Yes, forwarded to Board of Adjustment on \_\_\_\_\_ (date)

City of Paullina – Zoning Compliance Permit – Site Plan

Applicant: Lance W Massmann Revocable Trust

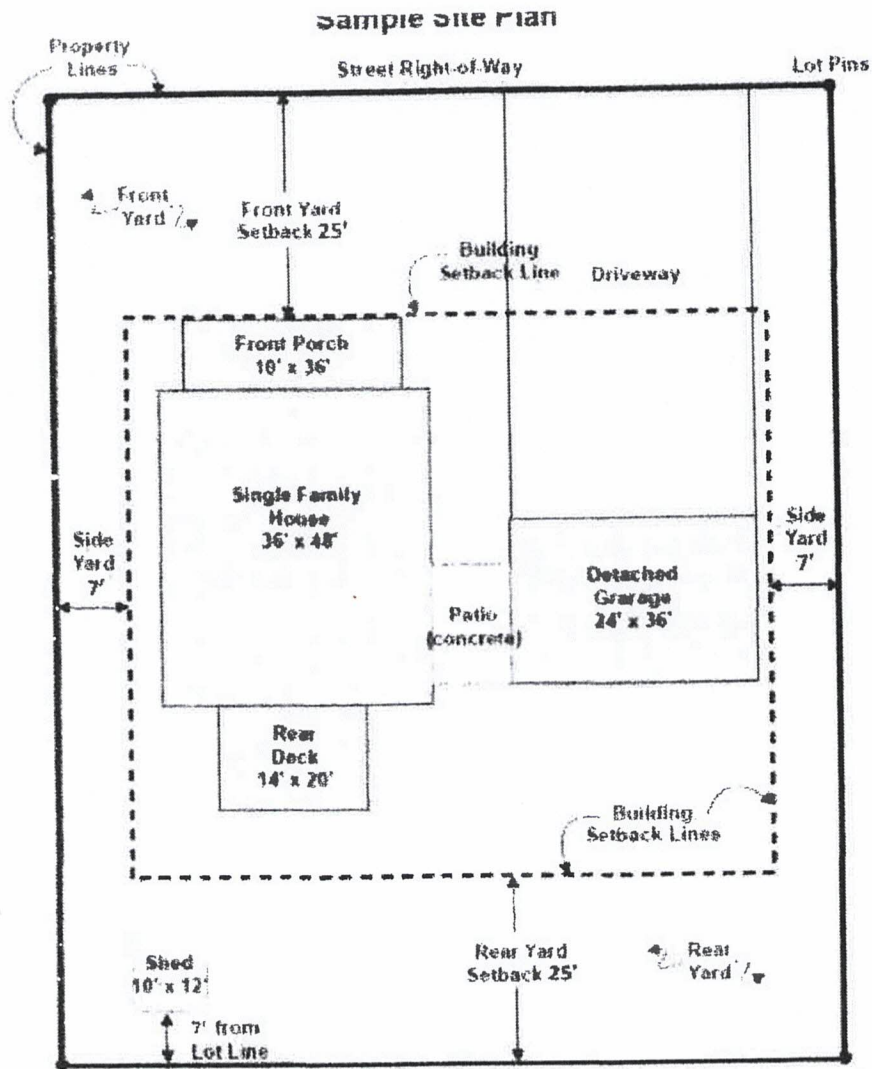
Address: 402 East Commerce Street

Please submit below a sketch plan in support of your zoning compliance permit application, showing the actual shape and dimensions of the lot on which the construction will take place.

1. Show streets, with street names, if any on proper sides of the lot or parcel
2. Show property lines and dimensions of the lot or parcel
3. Show locations of existing and proposed new structures, and their distances from the lot lines
4. Show locations of existing and proposed accessory buildings (if any), and distances from main building and lot lines
5. Show locations of utility and any other permanent access easements
6. Show details of fences, shrubs, walls or other devices used for screening (if applicable)

See attached

Scale: One box equals two feet (2'), unless otherwise specified. Attach additional pages if necessary.



54 | P a g e

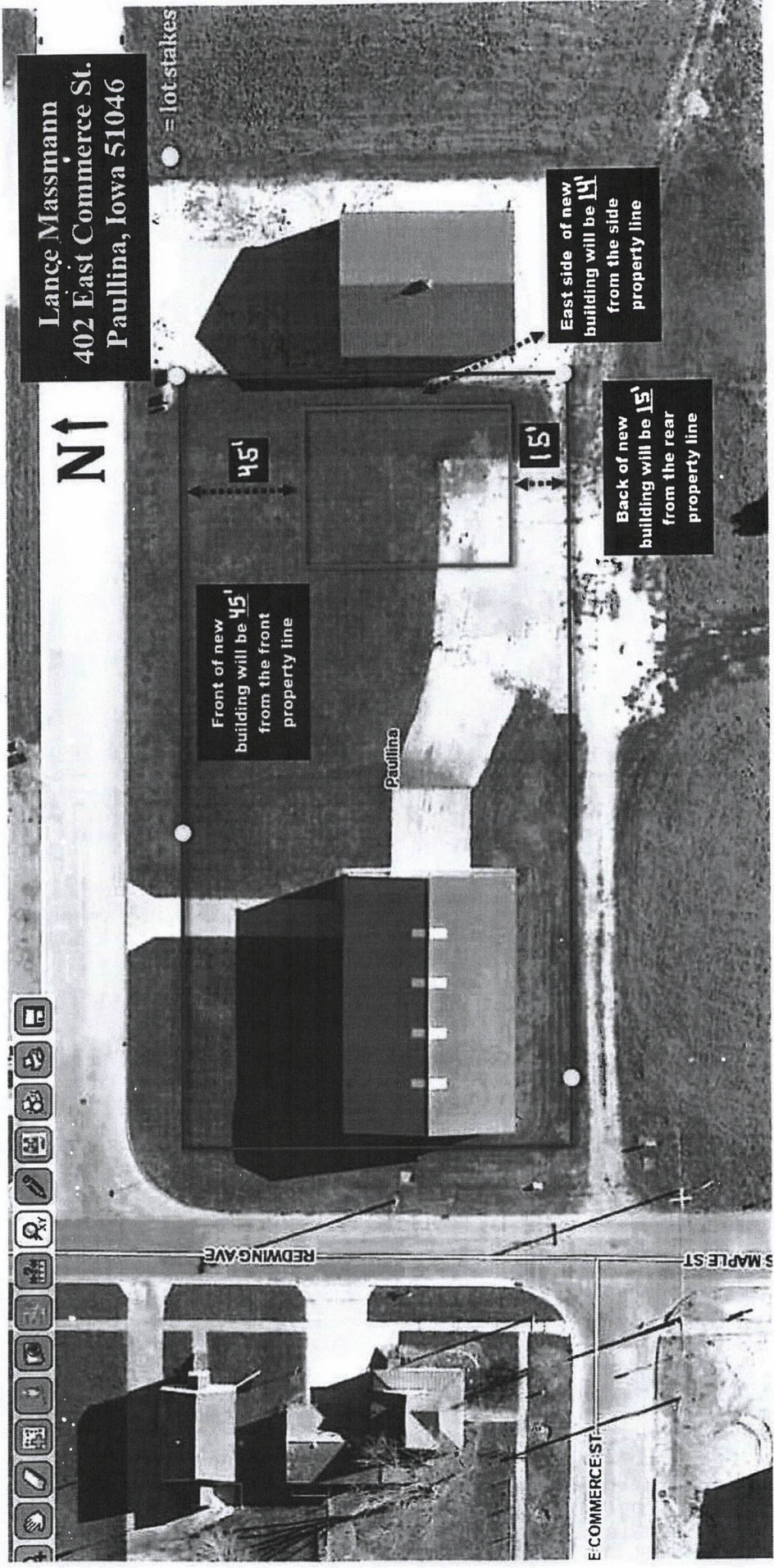
*City of Paullina 2018 Zoning Ordinance, page 54*

#### Fee Schedule

Zoning Compliance Permit- \$2.50/\$1,000. Valuation for Over \$10,000. \$750 maximum	\$10 up to \$1,500 valuation \$25 for \$1,501 - \$10,000
Variance Request	\$100 + Consulting fee - \$750 max.
Conditional Use Permit	\$100 + Consulting fee - \$750 max.
Rezoning (Change in Zoning District Boundaries)	\$250 + Consulting fee - \$750 max.
Sign Permit	\$10.00
Administrative Appeal (Appeal Zoning Decisions)	\$100 + Consulting fee - \$750 max.

Revised 2/22/2024





Lance Massmann  
402 East Commerce St.  
Paullina, Iowa 51046

● = lot stakes

N ↑

Front of new building will be 45' from the front property line

45'

Back of new building will be 15' from the rear property line

15'

East side of new building will be 14' from the side property line

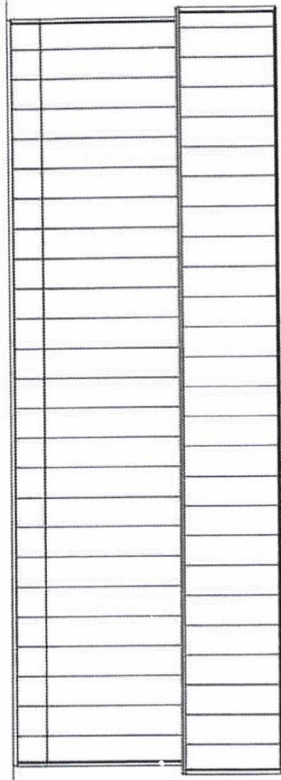
Paullina

REDMING AVE

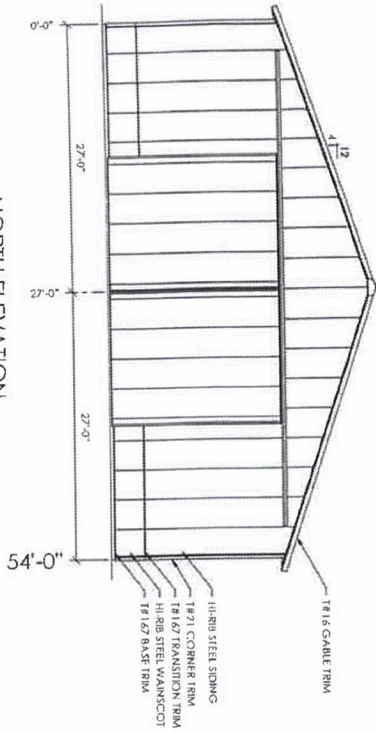
S MAPLE ST

E COMMERCE ST

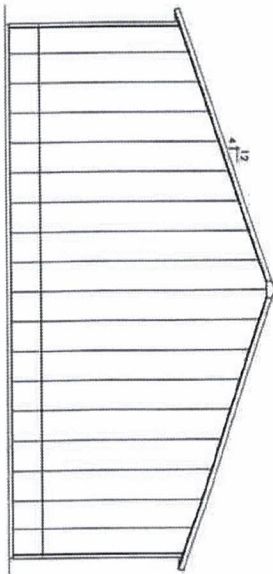
DESIGN AND EXPLANATORY NOTES  
 1) EXTERIOR DOOR LOCATIONS ARE TAKEN FROM THE EXTERIOR FACE OF THE WALLS AND ARE TO THE CENTER OF THE DOOR UNIT. VERIFY ALL DOOR LOCATIONS WITH THE OWNER.



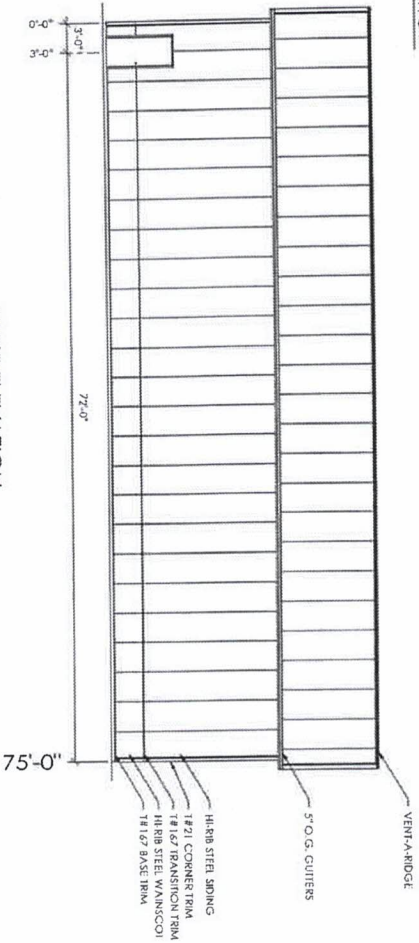
EAST ELEVATION



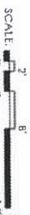
NORTH ELEVATION



SOUTH ELEVATION



WEST ELEVATION



OFFICE: SPRING, IA  
 JOB NO.: 025-13-517

LANCE MASSMANN

PAULINA, IA



**MORTON BUILDINGS, INC.**



© MORTON BUILDINGS, INC. P.O. BOX 399 MORTON, IL 61550-0399 309-263-7474

DRAWN BY:	AMJ
DATE:	7/11/2024
CHECKED BY:	AL
DATE:	7/19/2024
REVISED DATE:	
REVISED DATE:	
REVISED DATE:	

SCALE AS NOTED  
 SHEETING: OF  
 S3 S5

MBNP  
GC License

C057001

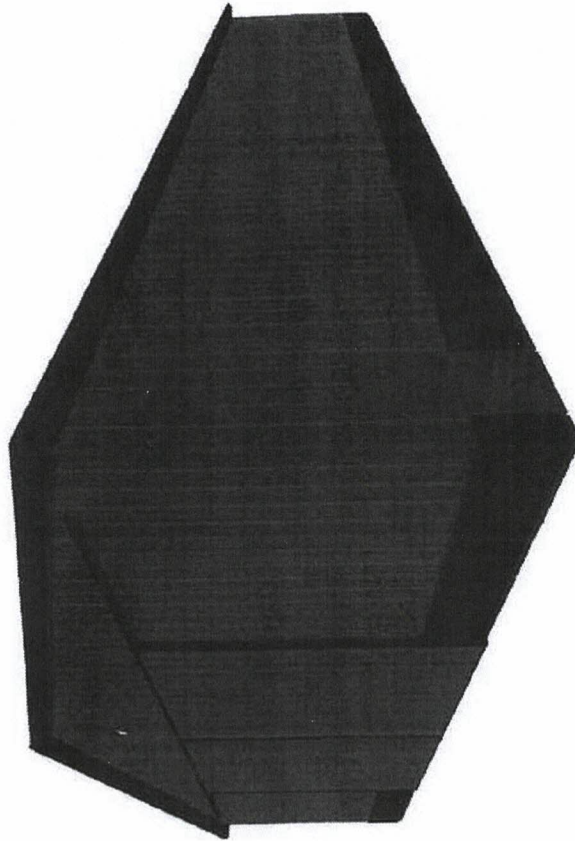


**MORTON BUILDINGS, INC.**

252 W. Adams, P.O. Box 389 • Morton, Illinois 61550-0399

Project: B025134519  
Date: 6/10/2024  
Page: 3 of 8

**306 54'x16' 4"x75' North and West Walls**



*LM*  
LM

MBNP  
GC Lease

C08/001



252 W. Adams, P.O. Box 395 · Morton, Illinois 61550-0399

Project: B025134519  
Date: 6/10/2024  
Page: 4 of 8

### 306 54'x16' 4"x75' South and East Walls



Handwritten initials, possibly 'LM', written in black ink above a horizontal line.

MBNP  
GC License

CU87001

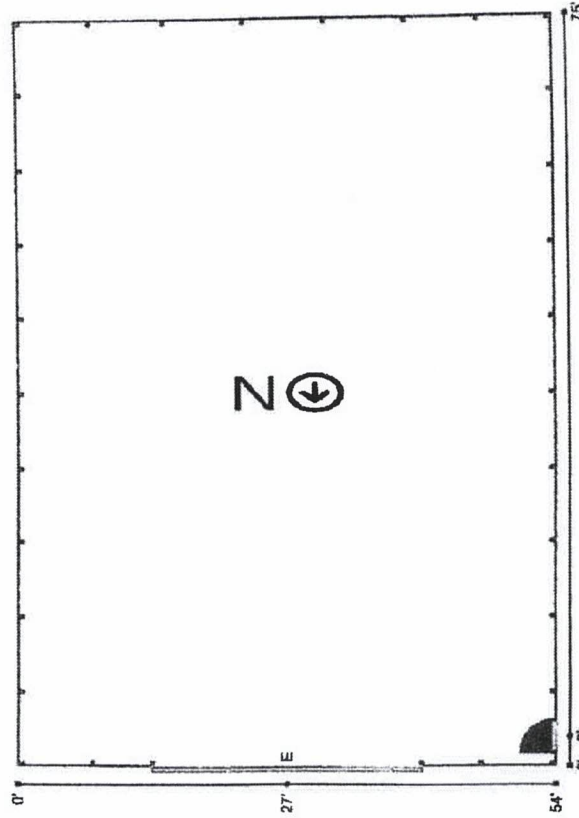


**MORTON BUILDINGS, INC.**

252 W. Adams, P.O. Box 398 • Morton, Illinois 61550-0398

Project: B025134519  
Date: 6/10/2024  
Page: 5 of 8

**306 54'x16' 4"x75' (#1) Column Plan**



*LN*  
LN