

ZONING AND PLANNING MEETING
January 4, 2005
7:00 P.M.

Roll call: Merritt, DeMars, Cowell, Beiser, and Olson

Absent: None

Also in attendance: Dan Kaiser and Darren Hagen

Minutes of the last meeting were read and approved with a motion by Cowell, 2nd by Merritt. Carried.

Old Business

None.

New Business

Mayor Kaiser presented the survey results from the meeting held at the school with the developer of the Williams/Barta property.

Darren Hagen questioned the zoning of his property located at 408 E Central and 405 1st Ave SE and whether it had been decided what it will be zoned. Zoning told Darren that the property is and has been zoned industrial.

Motion by DeMars, seconded by Cowell to have Pat Merritt Chairperson, Drew DeMars Vice Chairperson, and Paul Beiser Secretary. Carried.

Motion by Olson, seconded by DeMars to adjourn the meeting at 7:50 p.m. Carried unanimously.

ZONING AND PLANNING MEETING
February 14, 2005
7:00 P.M.

Roll call: Merritt, DeMars, Cowell, Beiser, and Olson

Absent: None

Also in attendance: None

Old Business

None.

New Business

Comprehensive plan review. Motion by Olson, seconded by Cowell to recommend to the city council that after careful review, the zoning board feels that the data should be updated by that it may be cost prohibitive to do so at this time. Carried

Motion by DeMars, seconded by Cowell to adjourn the meeting at 7:55 p.m. Carried unanimously.

ZONING AND PLANNING MEETING
March 21, 2005
7:00 P.M.

Roll call: Merritt, DeMars, Cowell, Beiser, and Olson

Absent: None

Also in attendance: J.W. Hurst, Justin Zak, Darren Hagen

Old Business

Comprehensive plan. Review February 14th meeting notes. Carried unanimously.

New Business

Darren Hagen wants to run a Day Care out of the old school bus building (408 Central Avenue East). Motion by Olson, seconded by Cowell to authorize Merritt to sign a letter drafted to the State of Minnesota stating property is all right to use as this business. In addition, the letter will be notarized and presented to the City Council for approval. Carried unanimously.

Darren Hagen also needed information regarding a lessee putting a sign up on the former OEI building. Size of sign is 8 ½ feet by 8 feet. No action was taken. Mr. Hagen will fax Ordinance 184 to lessee's attorney. Motion by DeMars, seconded by Cowell to recommend to City Council that Zoning Board will review Ordinance 184 for possible updates. Carried unanimously.

Motion by Beiser, seconded by Cowell to adjourn the meeting at 7:33 p.m.
Carried unanimously.

ZONING AND PLANNING MEETING
April 18, 2005
Public Hearing

Roll call: Merritt, DeMars and Beiser

Absent: Cowell and Olson

Also in attendance: Ed Cervenka, Wade Ihlenfeld, Wesley Hager, Gary Wiersma, Tim Larson, Jake Bjorklund

Medford School FFA would like to grow an oats nurse crop for an alfalfa field on school property. There would be no combining of the oats. This is for educational purposes of the Medford School FFA. No public input was against this variance.

Motion by DeMars, seconded by Beiser to recommend to the city council to grant the Medford School FFA permission to establish alfalfa and clover test plots on school property for four years to be reviewed in April of 2009. This is a variance to ordinance 49.

Motion by DeMars, seconded by Beiser that the zoning board also recommends to the city that a conditional use permit be issued and be reviewed in four years. Carried unanimously.

Motion by DeMars, seconded by Beiser to close the public meeting at 7:25 p.m. Carried unanimously.

April 18, 2005

Regular Meeting

Roll call: Merritt, DeMars and Beiser

Absent: Cowell and Olson

Also in attendance: None

The meeting was called to order by Merritt at 7:25 p.m.

Old Business

Minutes from March 21, 2005 were accepted. Carried unanimously. Merritt reported to the zoning board that the City Council decided ordinance 184 does not need to be reviewed.

The letter concerning Darren Hagen's Daycare Center was signed by the mayor, not by Pat Merritt.

New Business

Motion by Beiser, seconded by DeMars that the zoning board would like to know what the time table is for adopting the new land use regulation ordinance. Carried unanimously.

Next meeting date is May 16, 2005.

Motion by Beiser, seconded by DeMars to adjourn the meeting at 7:52 p.m. Carried unanimously.

ZONING AND PLANNING MEETING
May 16, 2005

Roll call: Merritt, DeMars, Cowell, Beiser, and Olson.

Absent: None

Also in attendance: None

Minutes of the last meeting were read and approved with a motion by Olson, 2nd by Cowell. Carried.

Old Business

None.

New Business

None.

Motion by Cowell, seconded by Beiser to adjourn the meeting at 7:25 p.m.
Carried unanimously.

Planning & Zoning Board
Public Hearing #1 For Variance Request
May 16, 2005

Chairman Pat Merritt opened the Hearing at 7:00 p.m.

Members present: Merritt, Olson, DeMars, Beiser, & Cowell

Members absent: None

Others attending: Scott & Angie Keilen, Chad & Amy Merritt, and Chris Sierakowski.

The purpose of this public hearing is for the citizens of Medford to voice their concerns and ask questions regarding a request for a variance of the side yard set back requirement for abutting a public right of way for the property located at 514 SW 2nd Street, Medford.

The Keilen's explained their request.

Ordinance #49 outlines the requirements to be considered for a variance.

The requirements are:

- (A) That there are special circumstances or conditions affecting the land, building or use referred to in the application.
- (B) That the granting of the application is necessary for the preservation and enjoyment of substantial property rights.
- (C) That the granting of the application will not materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant and will not be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood.

Open the floor to questions.

Planning & Zoning is considering a Side Yard setback variance of 8 feet for Scott & Angie Keilen, 514 SW 2nd Street.

Motion by Cowell, seconded by Olson to recommend to the City Council to grant a variance of the side yard abutting a street of 8 feet on the south side of the lot located at 514 2nd St SW. Carried unanimously.

Keilen requested a resolution of non-compliance and the waiving of the variance request fee. Chair Pat Merritt directed them to the city attorney and the city council.

Motion by Cowell, seconded by Beiser to close the public hearing at 7:08 p.m.

Planning & Zoning Board
Public Hearing #2 For Variance Request
May 16, 2005

Chairman Pat Merritt opened the Hearing at 7:08 p.m.

Members present: Merritt, Olson, DeMars, Beiser, & Cowell

Members absent: None

Others attending: Scott & Angie Keilen, Chad & Amy Merritt, and Chris Sierakowski.

The purpose of this public hearing is for the citizens of Medford to voice their concerns and ask questions regarding a request for a variance of the side yard set back requirement for the property located at 501 S Main Street, Medford.

The Merritt's explained their request.

Ordinance #49 outlines the requirements to be considered for a variance.

The requirements are:

- (D) That there are special circumstances or conditions affecting the land, building or use referred to in the application.
- (E) That the granting of the application is necessary for the preservation and enjoyment of substantial property rights.
- (F) That the granting of the application will not materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant and will not be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood.

Open the floor to questions.

Planning & Zoning needs to consider a Side Yard setback variance of 3 feet for Chad & Amy Merritt, 501 S Main Street.

Motion by Cowell, seconded by Olson to recommend to the City Council to grant a variance of the side yard of 3 feet on the south side of the lot located at 501 S Main Street. Carried unanimously. Mr. Merritt will landscape so that the storm water will run to the west and then to the north away from the neighbors lot.

Motion by Cowell, seconded by DeMars to close the public hearing at 7:15 p.m.

ZONING AND PLANNING MEETING
June 20, 2005

7:00 P.M.

Roll call: Merritt, DeMars, Cowell, Beiser, and Olson

Absent: None

Also in attendance: None

The May 16, 2005 minutes were read.

Old Business

Discussed all old variances that were granted by city council at the last meeting.

New Business

Jodi Buscho wants to know if she can put up a playhouse for her daughter (old bank building property). Consensus of opinion of the zoning board is that they can put up the playhouse.

Motion by DeMars, seconded by Cowell to recommend to the city council that a letter be sent to Charles Speiker at 308 2nd Street SW advising him that he is in violation of Ordinance 161 Section 2 pertaining to his pile of cut grass and weeds. Carried unanimously.

Motion by Merritt, seconded by Beiser to recommend to the city council that a letter be sent to Rich and Amy Pettet at 510 Riverview Drive notifying them that the structure on the east side of their garage is not in compliance with city ordinance. It is too close to the property line and no variance was granted and the material the building is made out of is questionable. Carried unanimously.

Dog ordinance was discussed. Zoning board agreed the ordinance was fine. Motion by DeMars, seconded by Cowell to recommend to the council that a letter be sent out to all residents of Medford stating Ordinance 124, Section 8.

Motion by Olson, seconded by DeMars to adjourn the meeting at 7:50 p.m. Carried unanimously.

ZONING AND PLANNING MEETING

July 18, 2005

7:00 P.M.

Roll call: Merritt, Cowell, and Beiser

Absent: DeMars and Olson

Also in attendance: Arlene Concannon, Kevin and LaVonne Sedivy

Meeting called to order at 7:05 p.m. by Merritt.

The June 20, 2005 minutes were read. Motion by Cowell, 2nd by Beiser to accept the minutes as read. Carried Unanimously.

Old Business

None.

New Business

Arlene Concannon stated concerns about the tire storage at Anhorn's Service Station. The Zoning Board is waiting for a written report from Scott Goldberg, the Steele County Environmental Director, for information on how to store tires. The discussion was tabled until the August 15th meeting.

Kevin and LaVonne Sedivy discussed their campground project. Discussed the possibility of having 3-2 bar at the campground office. They are working with Community Partners. Discussed the roads, water and sewer. Also talked about the annexation process. Motion by Cowell, 2nd by Beiser to recommend to the council that the land between the railroad tracks be zoned residential and Kevin Sedivy be given a conditional use permit to put a campground on the site. Carried unanimously.

Motion by Beiser, seconded by Cowell to adjourn the meeting at 7:50 p.m. Carried unanimously.

ZONING AND PLANNING MEETING

August 15, 2005

7:00 P.M.

Roll call: Merritt, Cowell, Beiser, and Olson

Absent: DeMars

Also in attendance: Arlene Concannon

Meeting called to order at 7:00 p.m. by Merritt.

The July 18, 2005 minutes were read. Motion by Cowell, 2nd by Olson to accept the minutes as read. Carried Unanimously.

Old Business

Zoning Board discussed with Arlene Concannon the storage of tires at Anhorn's Gas Station. Mrs. Concannon also expressed concerns of a green refrigerator at the trailer court sitting outside in plain view. No action taken.

New Business

Motion by Cowell, 2nd by Olson to recommend to the City Council to send a letter to Met Con to cut the weeds at their development property because they are in violation of ord. 161. Carried unanimously.

Also had initial discussion about temporary canvas storage sheds. The chairman will address the City Council about this issue at the next council meeting.

Motion by Olson, seconded by Cowell to adjourn the meeting at 7:25 p.m. Carried unanimously.

ZONING AND PLANNING MEETING

September 19, 2005

7:00 P.M.

Roll call: Merritt, Beiser, and Olson

Absent: DeMars and Cowell

Also in attendance: None.

Minutes of the last meeting were accepted as read. Carried Unanimously.

Old Business

City Council is taking canvas storage sheds under advisement. City Council also stated that a letter would be sent to Met Con about Ordinance No. 161.

New Business

Motion by Beiser, seconded by Olson to have the City Council review all condition use permits (Creamery, Medford Funeral Home, Medford Township Hall, Medford Auto Sales, Straight River Enterprises). Carried unanimously.

Motion by Olson, seconded by Beiser to adjourn the meeting at 7:10 p.m. Carried unanimously.

**ZONING AND PLANNING MEETING
October 17, 2005
7:00 P.M.**

Roll call: Merritt, Beiser, Cowell, DeMars, and Olson

Absent: None.

Also in attendance: Jeff Karow and Todd Kavitz

Motion by Cowell, seconded by DeMars to accept September minutes. Carried Unanimously.

Old Business

Review of Jeff Karow's Conditional Use Permit. Motion by Cowell, seconded by Olson to recommend to the City Council to extend the Medford Auto Sales conditional use permit for 3 years. Carried Unanimously.

Nothing new on Met Con property.

City Attorney discussion about parking lots for industrial buildings.

New Business

Todd Kavitz discussed patio homes, twin homes, and cottage homes. Board asked Todd for additional information on defining these types of homes. Todd will need a variance to lot width on about 7-18 lots. He will petition to the city for Phase 1 at the October 24th meeting. Also discussed outlets,

sewer, and street size. Total number of homes in Phase 1 is 28. Eight Patio homes, 8 Twin Homes, and 12 Single family homes.

Discussed the possible Rental Unit Registration Ordinance. Motion by Beiser, seconded by Cowell to recommend this ordinance to the council to be passed as a new ordinance in the City of Medford ordinances. Carried 4 to 1.

Conditional Use Permits were discussed. Need to send letter to all businesses that have inactive conditional use permits. Keep active and inactive conditional use permits in book on file. Medford Funeral Home approved. Medford Auto Sales approved. Motion by Olson, seconded by Beiser to recommend to the City Council to have the city clerk create computer database of all conditional use permits. Carried unanimously.

Motion by DeMars, seconded by Olson to adjourn the meeting at 8:06 p.m. Carried unanimously.

ZONING AND PLANNING MEETING
November 21, 2005
7:00 P.M.

Roll call: Merritt, Beiser, DeMars, Olson, and Cowell

Absent: None.

Also in attendance: Todd Kavitz, Marie and Jerome Sexton

Meeting called to order by Pat Merritt at 7:04 p.m.

Motion by Olson, seconded by DeMars to accept October minutes. Carried Unanimously.

Old Business

Nothing new with the in-active conditional use permits.

Active conditional use permits – Christ the King Catholic Church and Jeff Karow (Medford Auto Sales). Motion by Beiser, seconded by Olson to recommend to the City Council to grant the conditional use permit as corrected on the 11/07/05 insert to Christ the King Catholic Church and Jeff Karow (Medford Auto Sales). Carried Unanimously.

Straight River Cable Original 1995 Conditional Use Permit (4/10/95).
Motion by DeMars, seconded by Beiser to recommend to the City Council to grant a three year conditional use permit as per original agreement plus a change to condition #2. Carried unanimously.

Medford Township Conditional Use Permit. Motion by Olson, seconded by Beiser to recommend to the City Council to continue the conditional use permit for three more years for the Medford Township according to their original conditional use permit. Carried unanimously.

Scenic Heights Phase 1 – Todd Kavitz

No objections to alley private drive as long as all up keep is done by Association.

Discussion of the curbs-Motion by DeMars, seconded by Beiser to have surmountable curb on all open runs with stand up curb on all transitions and catch basins. Carried unanimously.

Covenants-Storage sheds must match shingles and siding, biggest change is that there is no vinyl siding.

Zoning Board would be favorable 4 to 1 of the concept of having commercial property at the Scenic Heights Addition.

Motion by Cowell, seconded by DeMars to recommend to the City Council to look for a location on high ground to put city water reservoir. Carried unanimously.

Motion by Olson, seconded by Cowell to recommend to the City Council to make all street widths 36 feet face to face. Carried unanimously.

Discussion of the variance to lot width- Density is not increased. Motion by Beiser, seconded by DeMars to recommend to the City Council to grant a variance to the lot width on lots 2 through 7 in block 3 of Scenic Heights. Carried unanimously.

New Business

Discussion of off street parking on commercial property lots within the city of Medford. Motion by DeMars, seconded by Cowell to recommend to the City Council to adopt the new ordinance (page 60) and apply it to existing parking issue. Carried unanimously.

Next Zoning Board meeting is December 12, 2005.

Motion by DeMars, seconded by Olson to adjourn the meeting at 8:25 p.m.
Carried unanimously.

ZONING AND PLANNING MEETING
December 12, 2005
7:00 P.M.

Roll call: Merritt, Beiser, DeMars ,and Cowell

Absent: Ross Olson

Also in attendance: None

Meeting called to order by Pat Merritt at 7:05 p.m.

November minutes were read. Motion by DeMars, seconded by Beiser to accept November minutes with corrections. Carried Unanimously.

Next Planning and Zoning meeting will be held on January 9, 2006 due to Martin Luther King Jr. Day on January 16, 2006.

Old Business

Scenic Heights discussion. Motion by Beiser, seconded by Cowell to recommend to the City Council to have pathways built into the Scenic Heights Development. Carried Unanimously.

New Business

City lighting and utilities discussion. Motion by DeMars, seconded by Cowell to recommend to the City Council to investigate the possibility of having Center Point Energy install and maintain the street lights in all new development and keep the decorative look of the lights that exist in Oakridge Bluffs Addition. Carried unanimously.

The Zoning Board would like to call to your attention the parking at the 4-Plex on 1st Street NW and 2nd Avenue NW (behind the Post Office) to take a look at the need to get 2 ½ cars per rental unit parking.

Discussion of new Ordinance of Registration of Rental Units. Motion by DeMars, seconded by Cowell to recommend to the City Council to eliminate paragraph 2 in subd. 5 of section 17 (Appeals Procedure). Carried unanimously.

Motion by Beiser, seconded by DeMars to adjourn the meeting at 7:55 p.m. Carried unanimously.