

**ZONING AND PLANNING MEETING**  
**January 11, 2007**  
**7:00 P.M.**

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

*Absent: Cowell*

*Also in attendance: Dan Kaiser and Kym Christiansen*

Meeting called to order by Pat Merritt at 7:03 p.m.

Motion by DeMars, seconded by Olson to accept December minutes with one correction. Carried Unanimously.

Old Business

Discussion about playhouses as accessory building. This will be included as an accessory building in the new ordinance per city attorney, mayor, and the City Council.

Motion by DeMars, seconded by Olson to recommend to the City Council to have the city attorney draw up a new ordinance that will set fines on all the city ordinances that do not currently have fines already. Carried unanimously.

New Business

Motion by Olson, seconded by Beiser that Pat Merritt is to be Chairman, Drew DeMars is to be Vice Chairman, and Paul Beiser is to be Secretary for the 2007 year. Carried unanimously.

Continued discussion of the land use regulation and comprehensive plan.

Next Zoning Board meeting will be February 12, 2007 at 7:00 p.m.

Motion by Olson, seconded by Beiser to adjourn the meeting at 7:37 p.m. Carried unanimously.

**ZONING AND PLANNING MEETING**  
**February 12, 2007**  
**7:00 P.M.**

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

*Absent: Cowell*

*Also in attendance: Kyle and Kathy Jackson, Mark Cochran, Hailey and Dalton Beiser*

Meeting called to order by Pat Merritt at 7:07 p.m.

Motion by Beiser, seconded by DeMars to accept January minutes as presented. Carried Unanimously.

New Business

Mark Cochran attended the Planning and Zoning meeting to inquire about purchasing the property at 303 1<sup>st</sup> Avenue NW. He would like to use the property for a home business.

Motion by DeMars, seconded by Beiser to recommend to the City Council that Mr. Cochran be allowed to create a wellness business at 303 1<sup>st</sup> Avenue NW. 2 ayes and 2 nays. Tie vote.

Discussion of Stanley Frank property. No action taken.

Discussion of property at 4<sup>th</sup> St SE about a garage addition. No action taken.

Kathy Jackson inquired about putting up a fence on her property. She will get a survey and use proper setbacks if she decides to put one up. No action taken.

Old Business

None.

Next Zoning Board meeting will be March 19, 2007 at 7:00 p.m.

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

## ZONING AND PLANNING MEETING

March 19, 2007

7:00 P.M.

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

*Absent: Cowell*

*Also in attendance: Wayne Maas*

Meeting called to order by Pat Merritt at 7:02 p.m.

Motion by Beiser, seconded by Olson to accept February minutes as presented. Carried unanimously.

### Old Business

Motion by DeMars, seconded by Olson to request that the Zoning Board receive an update on the Fine Ordinance and the Comprehensive Plan from the City Council. Carried unanimously.

### New Business

Wayne Maas presented a proposal for a lot split in the area of 3<sup>rd</sup> St SW and 2<sup>nd</sup> Ave SW. He plans to build a home on the lot that will fit in with the neighborhood.

Motion by Olson, seconded by Beiser to recommend to the City Council that Wayne Maas is granted his lot split and conveyance request as presented. Carried unanimously.

Wayne Maas presented the Christ the King addition request. The exact driveway will be determined at a later date.

Motion by DeMars, seconded by Olson to recommend to the City Council to approve the church addition and parking lot request as presented. Carried unanimously.

Trailer Court Property—Motion by Beiser, seconded by DeMars to recommend to the City Council to rezone the trailer court property as commercial prior to sale and at the same time take up the request from Americana Bank to rezone that property from industrial to commercial. Carried unanimously.

Next Zoning Board meeting will be April 16, 2007 at 7:00 p.m.

Motion by DeMars, seconded by Olson to adjourn the meeting at 7:31 p.m.  
Carried unanimously.

**ZONING AND PLANNING MEETING**  
**Public Hearing**  
**April 16, 2007**  
**7:00 P.M.**

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

*Absent: None*

*Also in attendance: Mike Corbin, Arlene Concannon, Marjorie Holzemer, and Dalton Beiser*

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

Mike Corbin presented a request on behalf of the City of Medford to rezone the Medford Trailer Court from industrial to commercial.

Motion by Cowell, seconded by Olson to recommend to the City Council to grant the rezone of the Medford Trailer Court to commercial from industrial.

Motion by Beiser, seconded by Cowell to close the public hearing at 7:03 p.m.

**ZONING AND PLANNING MEETING**  
**Public Hearing**  
**April 16, 2007**  
**7:00 P.M.**

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

*Absent: None*

*Also in attendance: Dalton Beiser*

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

Public Hearing to rezone the Americana Community Bank from industrial to commercial.

Motion by Beiser, seconded by DeMars to recommend to the City Council to grant the rezone of the Americana Community Bank to commercial from industrial.

Motion by Cowell, seconded by Olson to recommend to the City Council to waive the \$125.00 fee for the request of the rezoning. Carried unanimously.

## **ZONING AND PLANNING MEETING**

**April 16, 2007**

**7:00 P.M.**

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

*Absent: None*

*Also in attendance: Dalton Beiser*

Meeting called to order by Pat Merritt at 7:10 p.m.

Motion by DeMars, seconded by Olson to accept March minutes as presented. Carried unanimously.

### Old Business

City Council recommendations from last meeting approved. City attorney is reviewing 22 items on the new Land Use Regulation (New Zoning Ordinance). Planning and Zoning Board will be reviewing the changes at the May meeting.

### New Business

None.

Next Zoning Board meeting will be May 21, 2007 at 7:00 p.m.

Motion by Olson, seconded by Beiser to adjourn the meeting at 7:22 p.m. Carried unanimously.

## ZONING AND PLANNING MEETING

May 21, 2007

7:00 P.M.

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

*Absent: None*

*Also in attendance: Amber Kniefel, Dan Niles, Bill Heyer, Ron and Sharon Myrick*

Meeting called to order by Pat Merritt at 7:02 p.m.

Motion by Cowell, seconded by Olson to accept April regular minutes and the public hearing minutes as presented. Carried unanimously.

### Old Business

None.

### New Business

Dan Niles and Bill Heyer presented a property line change request for the address of 605 3<sup>rd</sup> Ave SE.

Motion by Olson, seconded by DeMars to recommend to City Council to allow Dan Niles to follow Ordinance 182, Subdivision 2 that provides for submission of a preliminary and final plat and to have this plat serve as the preliminary and final plat along with a \$25 fee. Carried Unanimously.

Ron and Sharon Myrick had several questions about their property at 111 Sunrise and 113 Sunrise Drive. No action was taken as they are deciding on their options.

Discussion of the Land Use Regulation changes. Stopped on page 48. Zoning Board will continue this next month at the June meeting.

Next Zoning Board meeting will be June 18, 2007 at 7:00 p.m.

Motion by Cowell, seconded by DeMars to adjourn the meeting at 9:14 p.m. Carried unanimously.

**ZONING AND PLANNING MEETING**

**June 4, 2007**

**7:00 P.M.**

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

*Absent: DeMars*

*Also in attendance: Amber Kniefel*

Meeting called to order by Pat Merritt at 7:10 p.m.

Old Business

The Planning and Zoning Board finished going through the new Land Use Regulation. Amber Kniefel will now take the draft to the City Attorney to make the changes.

New Business

None.

Next Zoning Board meeting will be June 18, 2007 at 7:00 p.m.

Motion by Beiser, seconded by Cowell to adjourn the meeting at 8:44 p.m.  
Carried unanimously.



## ZONING AND PLANNING MEETING

June 18, 2007

7:00 P.M.

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

*Absent: Cowell*

*Also in attendance: Amber Kniefel*

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

Motion by Olson, seconded by DeMars to accept the May 21, 2007 regular minutes. Carried unanimously

Motion by Olson, seconded by Beiser to accept the June 4, 2007 special meeting minutes as presented. Carried unanimously.

### Old Business

Received a letter from the City Attorney about the Niles/Heyer replotting and utility easement issue on Lots 1 & 2, Block 1 of Scenic Heights. This will be addressed at the July Planning and Zoning meeting.

### New Business

Reviewed the proposed Land Use Regulation as rewritten by City Attorney.

Motion by DeMars, seconded by Olson to recommend to the City Council to pass this Land Use Regulation with the minor changes that we have instructed Amber Kniefel to change through the City Attorney.

Zoning Board would like direction from the City Council on how they want the zoning map updated.

Motion by Olson, seconded by DeMars to recommend to City Council to rezone 5<sup>th</sup> St. SE in Oakridge Bluffs from R-2 multi-family to R-1 residential. Carried unanimously.

Next Zoning Board meeting will be July 16, 2007 at 7:00 p.m.

Motion by DeMars, seconded by Beiser to adjourn the meeting at 8:21 p.m. Carried unanimously.

**ZONING AND PLANNING MEETING**  
**PUBLIC HEARING**  
**July 16, 2007**  
**7:00 P.M.**

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

*Absent: None*

*Also in attendance: Amber Kniefel, Peter and Janna Lamison, Irvin Jenó, Joan Pirkl, Marie Sexton, Danny Thomas, Brenda DeMars, Paul Wencl, Ruth Dempsey, Glen Meger, and Randy Sobrack*

Public hearing called to order by Pat Merritt at 7:01 p.m.

Business

The purpose of this public hearing is for the citizens of Medford to voice their concerns for the rezoning of the old school property located at 104 2<sup>nd</sup> St NE.

Paul Wencl presented to the Planning and Zoning Board a request to rezone the old school property located at 104 2<sup>nd</sup> St NE from residential to commercial.

Paul Wencl handed out a proposed site plan consisting of a senior housing idea and a professional office building.

Janna Lamison voiced concerns about zoning the property commercial with regards to increased traffic. She also stated she was in favor of a senior housing building located in that area.

Irvin Jenó inquired about how the storm water drainage would be handled and if 3<sup>rd</sup> Street would be extended through. The Zoning Board replied the drainage could be handled by curb and gutter or retention ponds. The 3<sup>rd</sup> Street extension would be decided at a later date depending on the need.

Glen Meger commented that he felt the issue should be tabled until a development plan is presented.

Motion by DeMars, seconded by Cowell to recommend to the City Council to deny a rezone of the old school property from residential to commercial at this time.

4 ayes and 1 nay. Motion Carried.

Motion by Beiser, seconded by DeMars to close the public hearing at 7:24 p.m.  
Carried unanimously.

**ZONING AND PLANNING MEETING**  
**July 16, 2007**  
**7:00 P.M.**

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

*Absent: None*

*Also in attendance: Amber Kniefel and Brenda DeMars*

Regular meeting called to order by Pat Merritt at 7:25 p.m.

Old Business

Motion by DeMars, seconded by Olson to accept the June minutes as read.  
Carried Unanimously.

New Business

None.

Next special meeting will be held on August 8, 2007 at 7:00 p.m.

Next regular meeting will be August 20, 2007 at 7:00 p.m.

Motion by Cowell, seconded by Beiser to adjourn the meeting at 7:29 p.m.  
Carried Unanimously.

## ZONING AND PLANNING MEETING

August 20, 2007

7:00 P.M.

*Roll call: Beiser, Olson, and DeMars*

*Absent: Merritt and Cowell*

*Also in attendance: Amber Kniefel and Wayne Maas*

Meeting called to order by Drew DeMars at 7:15 p.m.

### Old Business

July public hearing minutes were read.

Motion by Olson, seconded by Beiser to accept minutes as amended.

Carried unanimously.

### New Business

Wayne Maas presented a plan for a curb cut at the Christ the King Church. The curb cut is approximately 114 ½ feet north of 2<sup>nd</sup> Ave SW on 2<sup>nd</sup> St NW and approximately 58 feet south of the road that goes into Green Acres.

Motion by Olson, seconded by Beiser to recommend to the City Council a 30 foot curb cut due to handicap accessibility and the new Land Use Regulation limits of 30 feet that will be going into effect very soon. Carried unanimously.

Amber Kniefel inquired about the sign ordinance and upcoming issues with sign requests from area businesses.

Next regular meeting will be September 17, 2007 at 7:00 p.m.

Motion by Beiser, seconded by Olson to adjourn the meeting at 8:15 p.m.

Carried Unanimously.

**ZONING AND PLANNING MEETING**  
**Public Hearing for Ritchie Brothers Addition**  
**September 17, 2007**  
**6:30 P.M.**

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

*Absent: None*

*Also in attendance: See attached list*

Meeting called to order by Pat Merritt at 6:30 p.m.

Public Hearing Business

The purpose of the public hearing is for the citizens of Medford to voice their concerns for the zoning and approval of the preliminary/final plat of the Ritchie Brothers Addition.

Lynn Bruns, representative for Ritchie Brothers, presented the preliminary and final plat. Pat Merritt voiced concerns of the water shed from the property. According to the plan, run off will be slowed by the development with ponding on the site.

Bruce Bullert presented the Environmental Assessment Worksheet (EAW) information. The State of Minnesota will not be requiring an Environmental Impact Statement (EIS).

Motion by Cowell, seconded by Olson to recommend to the City Council to approve the zoning of agricultural to commercial for the Ritchie Brothers Addition. Carried unanimously.

Motion by Olson, seconded by DeMars to recommend to the City Council to approve the preliminary/final plat for the Ritchie Brothers Addition including the changes suggested by Bruce Bullert, City Engineer. Carried unanimously.

Motion by DeMars, seconded by Cowell to recommend to the City Council to accept the EAW report as recommended by the City Engineer including the findings of fact and record of decision along with response to comments. Carried unanimously.

Motion by Beiser, seconded by DeMars to close the public hearing at 6:55 p.m.  
Carried Unanimously.

**ZONING AND PLANNING MEETING**  
**Public Hearing for Paul Wencil**  
**September 17, 2007**  
**7:00 P.M.**

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

*Absent: None*

*Also in attendance: See attached list*

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

Public Hearing Business

The purpose of the public hearing is for the citizens of Medford to voice their concerns for the approval of the preliminary plat of the property located at 104 2<sup>nd</sup> St. NE (old school property).

Paul Wencil presented the preliminary plat for Block 31. Mr. Wencil's plans for this block would include ten residential lots, each in compliance with current City of Medford ordinances for lot size.

Concerns from the public included the vacation of 3<sup>rd</sup> St NE and the storm sewer.

The issue with 3<sup>rd</sup> St NE was that it would be beneficial to have it run straight through the blocks to the old football field in order to help with the flow of traffic traveling north and south.

The storm sewer concerns were the age of the utilities and the ability to handle that amount of development. Zoning Board added that the sewer would be extended and the storm sewer will be improved per the City Engineer.

Motion by Beiser, seconded by Cowell to recommend to the City Council to approve the preliminary plat as presented. Amended to include the concerns of the public on the vacating of 3<sup>rd</sup> St. NE. Carried unanimously.

Motion by Beiser, seconded by Olson to close the public hearing at 7:21 p.m.  
Carried Unanimously.

**ZONING AND PLANNING MEETING**  
**Regular Meeting**  
**September 17, 2007**  
**7:27 P.M.**

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

*Absent: None*

*Also in attendance: Amber Kniefel*

Meeting called to order by Pat Merritt at 7:27 p.m.

Old Business

Minutes from the August 20, 2007 minutes were read.

Motion by DeMars, seconded by Beiser to accept the minutes as read. Carried unanimously.

Land Use Meeting is scheduled for October 3, 2007 at 7:00 PM.

New Business

Motion by Cowell, seconded by Beiser to recommend to the City Council to include in the new Land Use, allowing temporary tarp accessory buildings and car ports as long as they are strictly regulated by city ordinances and Steele County building ordinances. 4 Ayes – 1 Nay. Carried.

Next regular meeting is October 15, 2007 at 7:00 PM.

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

**ZONING AND PLANNING MEETING**  
**Regular Meeting**  
**October 15, 2007**  
**7:00 P.M.**

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

*Absent: Olson*

*Also in attendance: Amber Kniefel, Marie Sexton, Vernon and Carol Strusz*

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

Old Business

Minutes from the September 19, 2007 public hearing on the Wencl project were read.

Motion by Cowell, seconded by DeMars to accept the public hearing minutes as read. Carried unanimously.

Minutes from the September 19, 2007 public hearing on the Ritchie Bros. project were read.

Motion by Cowell, seconded by DeMars to accept the public hearing minutes as read. Carried unanimously.

Minutes from the September 19, 2007 regular meeting were read.

Motion by Cowell, seconded by DeMars to accept the regular meeting minutes. Carried unanimously.

New Business

Marie Sexton, Park & Pool Commissioner, presented a request for a conditional use permit for the new pavilion to be built at the Straight River Park. The pavilion would be 24' x 40" just south of the playground installed with electrical and timed lights.

Motion by Beiser, seconded by Cowell to recommend to the City Council to approve the Conditional Use Permit for a new pavilion as per plan presented by Marie Sexton. Carried unanimously.

Next regular meeting is November 19, 2007 at 7:00 PM.



Motion by Beiser, seconded by Cowell to adjourn the meeting at 7:14 p.m.  
Carried Unanimously.

**ZONING AND PLANNING MEETING**  
**Regular Meeting**  
**November 15, 2007**  
**7:00 P.M.**

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

*Absent: DeMars*

*Also in attendance: Amber Kniefel, Bill Fahey, and Marie Sexton*

Meeting called to order by Pat Merritt at 7:01 p.m.

Old Business

Minutes from the October 15, 2007 meeting were read.

Motion by Beiser, seconded by Cowell to accept the regular hearing minutes as read. Carried unanimously.

New Business

None.

Next regular meeting is December 17, 2007 at 7:00 PM.

Motion by Olson, seconded by Cowell to adjourn the meeting at 7:06 p.m.  
Carried Unanimously.

**ZONING AND PLANNING MEETING**  
**Public Hearing**  
**December 17, 2007**  
**7:00 P.M.**

*Roll call: Merritt, Beiser, and DeMars*

*Absent: Olson and Cowell*

*Also in attendance: Amber Kniefel, Paul Borash, Glen Meger, Ruth Dempsey, and Randy Sobrack*

Public hearing called to order by Pat Merritt at 7:17 p.m.

The purpose of this public hearing is for the citizens of Medford to voice their concerns for the variance request for the property at 202 3<sup>rd</sup> St SE, Paul Borash.

Paul Borash is requesting a 14 ft. variance of the setback requirement on the north side of his property. The original principle structure will remain at its current location. Mr. Borash is proposing an addition to the existing principle structure. The addition would be built to the west. There would be no change to the north of the property. This property is on a corner lot. Corner lots need to follow the setback requirement of 25 ft. from the property line on each side next to the road.

Concerns from Public

Glen Meger inquired if the property would ever be used for commercial use. The Zoning Board answered that it would not be used for commercial use. The property is zoned residential. In addition, Mr. Meger commented about the possibility of curb and gutter in the future for 1<sup>st</sup> Ave SE in regards with not being in compliance with the 25 ft setback requirement. The Zoning Board did make note of the house and garage being built in 1948.

The Zoning Board then looked at four questions in regards to granting variances.

1. Can the property be put to a reasonable use without the granting of the variance?
2. Is the plight of the landowner due to circumstances unique to the property? Awareness of the Zoning Ordinance by the property owner when he purchases the property does not prevent the applicant from obtaining a variance.

However, the reason for the variance must be due to the characteristic of the property and not the property owner himself.

3. Would granting the variance alter the essential character of the neighborhood?
4. Pursuant to the Zoning Ordinance, would granting the variance have a material effect upon the health or safety of persons residing or working in the neighborhood?

Zoning Board discussion of each factor:

1. Consensus was that, yes, the property can be put to a reasonable use without the granting of the variance.
2. The board was split on this factor. One felt that, no, the plight of the landowner was not due to circumstances unique to the property. Another felt, yes, the unique circumstance of the property was that there was no curb and gutter to the north.
3. The board was split on this factor. One felt that, yes, the variance would alter the essential character of the neighborhood and one felt, no, that the variance would not alter the character of the neighborhood.
4. Consensus was that, no, the granting of the variance would not have a material effect upon the health or safety of the persons residing or working in the neighborhood.

A motion was made by DeMars, and seconded by Beiser to recommend to the City Council to grant a 14 foot variance to the north side of the property to build an addition for a garage as per the plan. 2 ayes, 1 nay. **MOTION CARRIED.**

Motion by Beiser, seconded by DeMars to close the public hearing 7:30 p.m.  
**MOTION CARRIED.**

**ZONING AND PLANNING MEETING**  
**Regular Meeting**  
**December 17, 2007**  
**7:31 P.M.**

*Roll call: Merritt, Beiser, and DeMars*

*Absent: Olson and Cowell*

*Also in attendance: Amber Kniefel*

Meeting called to order by Pat Merritt at 7:31 p.m.

Old Business

Minutes from the November 15, 2007 meeting were read.

Motion by DeMars, seconded by Beiser to accept the November minutes as read. Carried unanimously.

New Business

Zoning Board and Amber Kniefel discussed the Zoning Map of the City to be updated with the New Land Use when the time comes.

Next regular meeting is January 14, 2007 at 7:00 PM.

Motion by Beiser, seconded by DeMars to adjourn the meeting at 8:01 p.m.  
Carried Unanimously.