

Planning & Zoning Board
City of Medford
Public Hearing to Consider a Creation of a Parcel through Administrative Survey
January 13, 2014 – 7:00 PM

Chairman Paul Beiser opened the hearing at 7:00 PM.

Members present: Paul Beiser, Robert Barbeau, Ivan Cowell, Ross Olson

Members absent: Kris Stinocher

Others Attending: Amber Kniefel, Pat Merritt, Jackie Gillis-Reuvers, and Del and Julie Spronk.

Introduction:

The purpose of this public hearing is for the citizens of Medford to voice their concerns and ask questions regarding the request from Jackie Gillis-Reuvers. Ms. Gillis-Reuvers is requesting to create one parcel, as seen on the survey as Lots 3 and 4, Block 4, Scenic Heights, by recording an administrative land survey joining the parcels.

Chairman Paul Beiser explained the formal procedure and that everyone will be given the opportunity to participate and ask questions.

1. Staff presentation-Amber Kniefel presented the board with a copy of the Administrative Survey of the Gillis-Reuvers property.
2. Applicant's presentation-Ms. Gillis-Reuvers purchased two adjoining lots in Scenic Heights and is requesting to join the lots into one and build a house.
3. Statements from the public- No statements made.
4. Concluding the public hearing-Chairman Beiser asked for a motion to conclude the public hearing.

Motion by Cowell, seconded by Barbeau to conclude the public hearing at 7:05 PM. Carried.

5. Action-Recommendations made to City Council.

Motion by Cowell, second by Olson to make a recommendation to City Council to approve the request by Jackie Gillis-Reuvers to create one parcel by recording the administrative land survey. Carried.

Planning & Zoning Board
City of Medford
Public Hearing to Consider an Amendment to City Code Section 4.26 Conditional Uses
January 13, 2014 – 7:00 PM

Chairman Paul Beiser opened the hearing at 7:07 PM.

Members present: Paul Beiser, Robert Barbeau, Ivan Cowell, Ross Olson

Members absent: Kris Stinocher

Others Attending: Amber Kniefel, Pat Merritt, Jackie Gillis-Reuvers, and Del and Julie Spronk.

Introduction:

The purpose of this public hearing is for the citizens of Medford to voice their concerns and ask questions regarding an amendment to the City Code Section 4.26 conditional uses for Multi-Family Zoned Districts.

Chairman Paul Beiser explained the formal procedure and that everyone will be given the opportunity to participate and ask questions.

1. Staff presentation-Amber Kniefel presented the board with a proposed ordinance amendment that adds a subparagraph P: Restaurants, Eating Establishments, Community Dining, and Congregate Dining.
2. Applicant's presentation-None.
3. Statements from the public- Pat Merritt asked for clarification that adding this to the conditional use list continues to mean that the City could then issue an interim use also. An interim use is an option if an application were to be submitted for this conditional use.
4. Concluding the public hearing-Chairman Beiser asked for a motion to conclude the public hearing.

Motion by Olson, seconded by Cowell to conclude the public hearing at 7:10 PM. Carried.

5. Action-Recommendations made to City Council.

Motion by Cowell, second by Barbeau to make a recommendation to City Council to approve Ordinance 2014-1 as presented. Carried.

Planning & Zoning Board
City of Medford
Regular Meeting

Chairman Paul Beiser opened the hearing at 7:11 PM.

Members present: Paul Beiser, Robert Barbeau, Ivan Cowell, Ross Olson

Members absent: Kris Stinocher

Others Attending: Amber Kniefel, Lois Nelson, and Pat Merritt.

Regular meeting called to order by Paul Beiser at 7:11 p.m.

Agenda – There are no questions or changes to tonight’s agenda.

Motion by Cowell, seconded by Olson to approve the agenda as presented. Carried.

Appointment of Offices

Motion by Olson, seconded by Barbeau to keep the officers the same as 2013 – Paul Beiser as Chairman, Ross Olson as Vice-Chairman, and Kris Stinocher as Secretary. Carried.

Minutes from the December 16, 2013 regular meeting were read.

Motion by Cowell, seconded by Barbeau to accept the December 16, 2013 regular meeting minutes as presented. Carried.

Chairperson Report from Council Meeting-Paul Beiser informed the Zoning Board that the Council had a brief discussion on the Multi-Family conditional use amendment. The Council seemed to be in favor of amending the code.

Concerns from General Public- No concerns

Old Business- No Changes

New Business-

Mayor Nelson, on behalf of the City, thanked the Zoning Board for their efforts and continuing participation on the board. Paul Beiser was appointed to another three year term on the Board.

Mayor Nelson addressed the Board on various projects that will be underway in the upcoming year. The alleyway vacation project has been partially budgeted and will begin.

The Zoning Board will be involved with the comprehensive plan when it involves land usage. Mayor Nelson would like the mixed use zone to be explored and possibly added back into the City Code to coincide with the comprehensive plan.

Information on the Council retreats was shared with the Zoning Board. Ron Ziegler with the Central Economic Development Authority (CEDA) will facilitate the Council city planning retreat and assist with a time line for completion of the updated comprehensive plan.

Updated the Board on the time line for County Road 12. The project will begin in June.

Next regular meeting will be February 10, 2014 at 7:00 p.m.

Motion by Olson, seconded by Cowell to adjourn the regular meeting at 7:40 p.m. Carried.

**Planning & Zoning Board
City of Medford
Public Hearing to Conditional Use Permit Request From Medford Senior Care
March 17, 2014 – 7:00 PM**

Chairman Paul Beiser opened the hearing at 7:04 PM.

Members present: Paul Beiser, Ivan Cowell, Kris Stinocher, Ross Olson

Members absent: Robert Barbeau

Others Attending: Heather McCullum, Glen Meger, Julie Spronk, Del Spronk, Jeff Valek

Introduction:

The purpose of this public hearing is for the citizens of Medford to voice their concerns and ask questions regarding a conditional use permit request from Medford Senior Care LLC, located at 108 3rd St. NE, to open an eating establishment/restaurant at their facility.

Chairman Paul Beiser explained the formal procedure and that everyone will be given the opportunity to participate and ask questions.

1. Staff presentation-Heather McCullum presented board with what the intent of the Spronks want to do with their restaurant at their facility.
2. Applicant's presentation-Julie and Del Spronk presented their plans to open their restaurant. This included hours of operation, renting room out for parties and other community events.
3. Statements from the public- Glen Meger was questioning if they needed a special permit to cater.
4. Concluding the public hearing-Chairman Beiser asked for a motion to conclude the public hearing.

Motion by Cowell, seconded by Olson to conclude the public hearing at 7:16 PM

5. Action-Recommendations made to City Council.

Motion by Olson, second by Stinocher to make a recommendation to City Council to approve the interim use permit for the Medford Senior Care facility which will be reviewed every 3 years by the Zoning Board, also in the interim use permit, no alcohol license will be permitted at the location.

ZONING AND PLANNING MEETING
Regular Meeting
March 17, 2014

Roll call: Beiser, Olson, Stinocher, and Cowell

Absent: Barbeau

Also in attendance: Heather McCullum, Glen Meger, Jeff Valek

Regular meeting called to order by Paul Beiser at 7:18 p.m.

Agenda – There are no questions or changes to tonight’s agenda.

Motion by Cowell, seconded by Olson to approve the agenda as presented. Carried.

Minutes from the January 13, 2014 regular meeting and public hearing were read.

Motion by Olson, seconded by Cowell to accept the January 13, 2014 regular meeting minutes and public hearing minutes. Carried.

Chairperson Report from Council Meeting- Appointment of officers were noted at the council meeting.

Concerns from General Public- No concerns

Old Business- Update on the County Road 12 project were discussed.

New Business- Jeff Valek is purchasing a building at 6445 N Cty Rd 45, Medford, MN 55049 for the business purpose of sandblasting. The board had to decide whether or not his business purpose fit any of the commercial uses already put in place by the city. The board decided that he fit under the auto repair (major) category.

Motion by Olson, seconded by Cowell that the business at 6445 N. Cty Rd 45, Medford, MN 55049 would fit under auto repair (major) as a commercial use.

Next regular meeting will Monday, April 21, 2014 at 7:00 PM

Motion by Cowell, seconded by Olson to adjourn the regular meeting at 8:10 p.m. Carried.

**Planning & Zoning Board
City of Medford
Public Hearing for a Lot Combination
For John Paul
April 21, 2014 – 7:00 PM**

Chairman Paul Beiser opened the hearing at 7:00 PM.

Members present: Paul Beiser, Ivan Cowell, Kris Stinocher

Members absent: Robert Barbeau, Ross Olson

Others Attending: Heather McCallum, James Drache

Introduction:

The purpose of this public hearing is for the citizens of Medford to voice their concerns and ask questions regarding the lot combination of two parcels property located at Lot 3, Block 40, Johnson and Company's Addition, and Lot 3, Block 1, Jones First Addition, through the Administrative Land Survey process.

Chairman Paul Beiser explained the formal procedure and that everyone will be given the opportunity to participate and ask questions.

1. Staff presentation-Heather McCallum presented board with what the intent of the John Paul to combine two parcels into one.
2. Applicant's presentation-none
3. Statements from the public- James Drache questioned the process of combining parcels and wanted to know advantages of do it.
4. Concluding the public hearing-Chairman Beiser asked for a motion to conclude the public hearing.

Motion by Cowell, seconded by Stinocher to conclude the public hearing at 7:09 PM

5. Action-Recommendations made to City Council.

Motion by Cowell, second by Stinocher to make a recommendation to City Council to approve the lot combination of two parcels located at Lot 3, Block 40, Johnson and Company's Addition, and Lot 3, Block 1, Jones First Addition, through the Administrative Land Survey process.

ZONING AND PLANNING MEETING
Regular Meeting
April 21, 2014

Roll call: Beiser, Stinocher, and Cowell
Absent: Barbeau, Olson

Also in attendance: Heather McCallum

Regular meeting called to order by Paul Beiser at 7:15 p.m.

Agenda – The MetCon Rezone and Preliminary Plat at 7:15 pm was tabled to a later time.

Motion by Cowell, seconded by Stinocher to approve the agenda as presented. Carried.

Minutes from the March 17, 2014 regular meeting and public hearing were read.

Motion by Stinocher, seconded by Cowell to accept the March 17, 2014 regular meeting minutes and public hearing minutes. Carried.

Chairperson Report from Council Meeting- Interim Use Permit was approved by the council and if a renewal is needed there would not be a fee.

Concerns from General Public- No concerns

Old Business- None

New Business- The zoning board will meet at 7:30 pm instead of 7:00 pm during the months of May, June, July, August and September 2014.

Motion by Cowell, seconded by Stinocher to change meeting time to 7:30 pm.

Next regular meeting will Monday, May 12, 2014 at 7:30 PM

Motion by Cowell, seconded by Stinocher to adjourn the regular meeting at 7:30 p.m. Carried.

**Planning & Zoning Board
City of Medford
Public Hearing for a Rezone, Prelim/Final Replat,
And Vacation of Utility Easements for Met-Con
May 12, 2014 – 7:30 PM**

Chairman Paul Beiser opened the hearing at 7:30 PM.

Members present: Paul Beiser, Ivan Cowell, Kris Stinocher, Robert Barbeau, and Ross Olson

Members absent: None

Others Attending: Heather McCullum, Pat Merritt, John Jasinski

Introduction:

The purpose of this public hearing is for the citizens of Medford to address any questions or concerns regarding a change of zoning, a prelim and final plat, and a vacation of public utility easements from the property located at 517 Central Avenue West, Lots 2-23 of Blocks 1 and 2, Riverview Addition, which is owned by Met-Con.

Chairman Paul Beiser explained the formal procedure and that everyone will be given the opportunity to participate and ask questions.

1. Staff presentation-Heather McCullum presented board with what the intent was by Met-Con to rezone Riverview 2nd Addition to include Lot 1, Block 1, to a C-2 zone and Lot 1, Block 2, to an R-2 zone. A request for approval of the preliminary and final plat and a request for vacation of all public utility easements shown in the Riverview Addition.
2. Applicant's presentation-John Jasinski stated the reason to change the zoning of Lot 1, Block 1 to a C-2 because they sold the lot to a gas station and Lot 1, Block 2 Met-Con wants to rezone to R-2 so they can possibly build an apartment complex in the future.
3. Statements from the public- Pat Merritt questioned John Jasinski and the location of the existing driveways to the new street/driveways on the plat. John Jasinski answered his questions.
4. Concluding the public hearing-Chairman Beiser asked for a motion to conclude the public hearing.

Motion by Cowell, seconded by Olson to conclude the public hearing at 7:45 PM

5. Action-Recommendations made to City Council.
 - A. Motion by Cowell, second by Stinocher to make a recommendation to City Council to approve the request for rezone for Lot 1, Block 1, to a C-2 zone and Lot 1, Block 2, to an R-2 zone as presented.

B. Motion by Cowell, seconded by Barbeau to make a recommendation to City Council to approve the prelim/final plat as presented.

C. Motion by Cowell, seconded by Olson, to make a recommendation to City Council to approve the request for vacation of all public utility easements shown in Riverview Addition, as the same platted and recorded in the office of the Steele County Recorder. All that part of Riverview court as dedicated in the plat of Riverview Addition, as the same platted and recorded in the office of Steele county Recorder. With the exception of the following public utility easements: commencing at the southwest corner of Lot 1, Block 1, Riverview Addition, thence North 89°36'00" West a distance of 30.00 feet; thence North 00°24'00" East a distance of 136.00 feet, on centerline of said Riverview Court; thence South 89°36'00" East a distance of 30.00 feet, to the northeast corner of said Lot 1; thence South 00°24'00" West a distance of 136.00, to the point of beginning.

ZONING AND PLANNING MEETING

Regular Meeting May 12, 2014

Roll call: Beiser, Stinocher, Cowell, Barbeau and Olson

Absent: None

Also in attendance: Heather McCullum, Pat Merritt

Regular meeting called to order by Paul Beiser at 7:54 p.m.

Agenda – No changes

Motion by Olson, seconded by Barbeau to approve the agenda as presented. Carried.

Minutes from the April 21, 2014 regular meeting and public hearing were read.

Motion by Stinocher, seconded by Cowell to accept the April 21, 2014 regular meeting minutes and public hearing minutes. Carried.

Chairperson Report from Council Meeting- Chairman Beiser went to council meeting. No questions regarding our last meeting from council.

Concerns from General Public- No concerns

Old Business- None

New Business- Would like to add “Concerns from the Zoning Board” on the addenda for future meetings.

Next regular meeting will Monday, June 16, 2014 at 7:30 PM

Motion by Olson, seconded by Cowell to adjourn the regular meeting at 8:10 p.m. Carried.

**ZONING AND PLANNING MEETING
PUBLIC HEARING/REGULAR MEETING MINUTES
August 25, 2014**

Roll call: Olson, Barbeau and Cowell

Absent: Beiser and Stinocher

Also in attendance: Heather McCallum, Pat Merritt and Jason Brandvold

Public Hearing called to order by Ross Olson at 7:49 p.m.

The purpose of this public hearing is for the citizens of Medford to address any questions or concerns regarding the lot combination of two parcels of property located at Lot 1, Block 2, Scenic Heights 2nd Addition, and Lot 2, Block 2, Scenic Heights 2nd Addition through the Administrative Land Survey process. The public hearing is also for the citizens of Medford to address any questions or concerns with the proposed vacation of a public utility easement on property located at 710 3rd Avenue SE.

1. Staff presentation- Heather McCallum presented information to the Board describing Jason Brandvold’s intent to combine the two parcels into one and to vacate the current public utility easements.
2. Applicant’s presentation- None
3. Statements from the public- None
4. Concluding the public hearing: A motion by Cowell, seconded by Barbeau to conclude the public hearing. Carried.
5. Action-Recommendations made to City Council. Motion by Barbeau, second by Cowell to make a recommendation to City Council to approve the lot combination of two parcels located at Lot 1, Block 2, Scenic Heights 2nd Addition, and Lot 2, Block 2, Scenic Heights 2nd Addition through the Administrative Land Survey process and recommend to City Council to approve the vacation of public utility easement on property located at 710 3rd Avenue SE. Carried.

Regular meeting called to order by Ross Olson at 7:57 p.m.

Motion by Barbeau, seconded by Cowell to approve the agenda as presented. Carried.

Minutes from the last regular meeting were read.

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

Chairperson Report from Council Meeting- None

Concerns from General Public- No concerns

Old Business- None

Next regular meeting will Monday, September 15, 2014 at 7:30 PM

Motion by Barbeau, seconded by Cowell to adjourn the regular meeting at 8:05 p.m. Carried.

ZONING AND PLANNING MEETING
Regular Meeting
December 15, 2014

Roll call: Beiser, Stinocher, Cowell, Barbeau

Absent: Olson

Also in attendance: Andy Welti, Pat Merritt

Regular meeting called to order by Paul Beiser at 7:00 p.m.

Agenda – No changes

Motion by Cowell, seconded by Barbeau to approve the agenda as presented. Carried.

Minutes from the November 17, 2014 regular meeting and public hearing were read.

Motion by Cowell, seconded by Stinocher to accept the November 17, 2014 regular meeting minutes. Carried.

Chairperson Report from Council Meeting- No comments from council.

Concerns from General Public- No concerns

Old Business- Lighting/Glare Ordinance. Formal motion to council to adopt ordinance as proposed from page 2 of memorandum from Andy Welti. Motion by Cowell to make a formal motion to the city council to adopt the Lighting/Glare Ordinance as proposed on page 2 of memorandum from Any Welti. Second by Stinocher. Carried.

New Business-

1. Medford Comprehensive Plan. Zoning Board reviewed Land Use section of the comprehensive plan. Motion made by Cowell to adopt land use section of the Comprehensive Plan. Second by Barbeau. Carried.

2. 2015 Planning & Zoning meeting time. Zoning Board has decided to keep the meeting time at 7 pm.

Next regular meeting will Monday, January 12th 2015 at 7:00 PM

Motion by Stinocher, seconded by Cowell to adjourn the regular meeting at 7:17 p.m. Carried