

## ZONING AND PLANNING MEETING

Regular Meeting

January 14, 2013

7:00 PM

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

*Absent: None.*

*Also in attendance: Lois M Nelson, Heather McCallum, Amber Kniefel, and Pat Merritt.*

Regular meeting called to order by Ivan Cowell at 7:02 p.m.

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

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

Minutes from the December 10, 2012 regular meeting and public hearing were read.

Motion by Olson, seconded by Beiser to accept the December 10, 2012 regular meeting minutes and the December 10, 2012 public hearing minutes as read. Carried

### New Business

Mayor Nelson gave the board an overview of the committee’s responsibilities. Mayor Nelson addressed the *10 Habits of Highly Effective Governing Bodies* written by Carl Neu. Think and act strategically, respect shared constituency, understand and demonstrate the elements of teams and teamwork, master small group decision making, have clearly defined roles and relationships, honor the board-staff partnership, and have clear roles and procedures for board meetings, practice continuous personal learning and development as a leader.

### Zoning Board Focus

- Research the alleyways and easements throughout the City and determine whether they have been vacated or not.
- Research the modular home ordinance and verify it meets the City’s needs.
- Cooperate with the updating of the City’s Comprehensive Plan.
- Possibly invite the League of MN Cities to review the City’s Code book.

### Election of Officers

Motion by Cowell, seconded by Olson to nominate Paul Beiser for the chairperson of the Zoning Board. Carried.

Motion by Cowell, seconded by Barbeau to nominate Ross Olson for the vice-chairperson of the Zoning Board. Carried.

Motion by Cowell, seconded by Barbeau to nominate Kris Stinocher for secretary of the Zoning Board. Carried.

### Meeting Stipend

Administrator McCallum addressed the board on paying the stipend once a year, \$35/meeting for each board member and \$40/meeting for the chairperson who will also present at each council meeting also.

Contact Information Sheet – A sheet was passed around for the board members contact information. City staff will make copies for each of the members.

Zoning Code Copies – McCallum asked the board if they wanted a paper copy of the code. The City Code is available on-line and any ordinance the board is researching, copies can be made and discussed. Kniefel felt it would be difficult to keep numerous code books up to date with ordinance changes. The code can be accessed at City Hall if no internet is available.

The Zoning Board will receive ordinances upon request or in advance of any research needing to be done.

The February meeting date needs to be moved up a week because of President’s Day. If there is enough on the agenda, the board will meet. Otherwise, the next Zoning Board meeting will be Monday, March 18, 2013 at 7:00 p.m.

### Additional concerns from zoning board members.

Beiser asked about the process for reporting and handling zoning code infractions. McCallum responded that the City Hall will continue using the citizen complaint form. Every complaint must be on a form in order for City Staff to address the situation.

Pat Merritt raised a question about confidentiality with filling out the forms. McCallum assured the group that all complainants' names are confidential.

Mayor Nelson will be writing articles in the CAST and one article will address property owners taking pride in their properties. Possibly organize a town clean-up.

Discussion on the vacating alleyways research. McCallum stated that research will need to be done at the County.

Next regular meeting will be February 13, 2012 at 7:00 PM

Motion by Cowell, seconded by Barbeau to adjourn the regular meeting at 7:39 p.m. Carried.

**ZONING AND PLANNING MEETING**  
**Regular Meeting**  
**March 18, 2013**  
**7:00 PM**

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

*Absent: None.*

*Also in attendance: Amber Kniefel and Pat Merritt.*

Regular meeting called to order by Paul Beiser at 7:01 p.m.

Group picture of the Zoning Board was taken for the website.

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 14, 2013 regular meeting were read.

Motion by Cowell, seconded by Barbeau to accept the January 14, 2013 regular meeting minutes. Carried

New Business

Multi-Family Residential District (R-2)

Zoning Board discussed whether or not to look at changing code for future senior care facility or just let them ask for a variance for driveways, parking lots and anything else that might arise with construction of building. At this time the board agreed to let them ask for a variance but the Board decided to wait for next meeting with all parties involved at the April 15<sup>th</sup> 2013 meeting to make a final decision.

Assessing Sidewalks

Zoning board discussed the different policies of Medford and Blooming Prairie. Discussion was had about the replacement of sections of sidewalks on Main Street and the addition of sidewalks on Central during the 2014 year with the construction of the new roundabout and Central Ave. Zoning Board proposed a recommendation to the City Council to change the Sidewalk Policy to have the City pay for 50% and the property owner to pay for the other 50% of the maintenance and installation of new sidewalk if the sidewalk is deemed for the good of the public. Motion by Cowell and seconded by Olson to recommend to City Council to have the city pay 50% and the land owner pay 50% of the construction of a new sidewalk that is deemed for the good of the public. Carried.

Sidewalk and Trails Policy

Zoning Board reviewed current policy and recommended that no changes were needed.

Platting Requirements for Developments

Discussion was had by Zoning Board to change Platting requirements for new developments with property line issues. The decision was made by board not to change the Platting requirements because of the future complications that may arise in for future landowners of the property if it was not platted correctly. Motion by Cowell, seconded by Barbeau to recommend to the City Council to keep requirements the same in the policy. Carried.

Next regular meeting will be April 15, 2013 at 7:00 PM

Motion by Cowell, seconded by Stinocher to adjourn the regular meeting at 7:39 p.m. Carried.

**ZONING AND PLANNING MEETING**  
**Regular Meeting**  
**April 15, 2013**  
**7:00 PM**

*Roll call: Cowell, Beiser, Olson, and Stinocher.*

*Absent: Barbeau*

*Also in attendance: Heather McCallum and Pat Merritt.*

Regular meeting called to order by Paul Beiser at 8:10 p.m.

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

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

Minutes from the March 18, 2013 regular meeting and public hearing were read.

Motion by Stinocher, seconded by Cowell to accept the March 18, 2013 regular meeting minutes. Carried

Old Business- No Changes

New Business

May meeting date will be changed to May 13, 2013.

Next regular meeting will be May 13, 2013 at 7:00 PM

Motion by Olson, seconded by Cowell to adjourn the regular meeting at 8:14 p.m. Carried.

**Planning & Zoning Board**  
**City of Medford**  
**Public Hearing for Wencl Old School third Addition**  
**April 15, 2013-7:00 PM**

*Chairman Paul Beiser opened the hearing at 7:05 PM.*

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

*Members absent: Robert Barbeau*

*Others Attending: Pat Merritt, Dan Sexton, Melanie Hagen, Glen Meger, John Hosfield, Julie Spronk, Del Spronk, Paul Wencl and Heather McCallum*

Introduction:

The purpose of this public hearing is for the citizens of Medford to voice their concerns and ask questions regarding the requests from Paul Wencl and Del and Julie Spronk. The parties are requesting approval of the preliminary/final plat, a rezone of the property from R-1 to R-2, and a variance to the City Code Section 4.26 regarding driveway requirements. Chairman Beiser explained the formal procedure and that everyone will be given the opportunity to participate and ask questions.

1. Staff presentation-Heather McCallum presented the information on the subject property such as the preliminary/final plat the rezone from R-1-to R-2 and the variance for driveways needed for the property. They will need to have more than 30 feet of driveway for the proposed property.
2. Applicant's presentation- John Hosfield explained the preliminary/final plat for the property. He stated it would be 1 parcel renamed as Block 1 Lot 1.

- Pat Merritt questioned the final size of the property, which was answered by Paul Beiser.

Continued Applicants presentation- Julie Spronk approached the table and gave council and others attending an overview of the facility. The senior care center would have 16 rooms with a congregate dining room. This room would have its own entrance and exit so it also could be used for other senior events. The facility would have a commercial kitchen, with the possibility of having Meals on Wheels. Julie would also like to extend some free services to the local seniors that do not live there, such as the senior card clubs, blood pressure checks, and many more services. The facility would house local residents with problems who can't care for themselves such as dressing, grooming and everyday living needs that are nursing home appropriate. They would also be able to accept individuals who are on county assistance. The facility would employ about 16-20 employees. Some of these employees would be CNA's and they also would have a part-time RN on staff. They would also have their own beauty salon and the stylist would only service the residents of the care center 2 or 3 days a week. Julie also stated that there would be a fenced in back yard for residents to enjoy. There would be no on site transportation for the residents to use. All transportation would be done by family members of the residents, the residents themselves would they were able to drive; otherwise they would call R & S Transport to take residents to appointments and so on. Residents could also have their therapy done at the facility which would make it easier for them not to have to leave. Julie also stated that they would work with hospice facilities to let the residents stay there during hospice care, which make them more comfortable if they do not wish to move again.

- Question by Glen Meger-Is the care segregated by needs? Julie answered no.
- Question by Melanie Hagen-Would this be a 24-7 staffed facility? Julie answered yes.
- Question by Glen Meger-Are the rooms apartments? Julie answered no. The rooms are 16 x 22 with a kitchenette, small sink, small refrigerator and they have their own bathroom with shower. Everyone eats 3 meals a day in the common room. Glen also wanted to know when they thought they would open. Julie thought possible 8 months.

3. Statements from the public- Chairman Paul Beiser opened up the meeting for concerns from the public.
  - Concerns from Melanie Hagen-With the senior care center having 16-20 employees and 16 residents and many more visitors and delivery trucks coming in and out, how it will affect the parking and traffic congestion on Central Ave down by the turkey store, Tiger Town and Straight River Enterprises. There are also apartments owned by Hagens and the Medford Township building. Melanie is concerned that with all of this increased traffic that there will be no parking and way too many vehicles on that road all the time. John Hosfield also mentioned that he visits his mother at the Brooks in Owatonna the traffic is not bad. Melanie is also concerned that they should not be allowed to rezone from R-1 to R-2. She believes that the property should remain an R-1 and they we are making it to easy for them to rezone to R-2. Heather McCallum assured Melanie that it was not easy for the Spronks and Wencil to get their project through and that the property is a living center so it should be and R-2 not commercial.
  - Concerns from Melanie Hagen-Melanie is also concerned with the amount of first responder calls that will be made to the location and how that will affect local tax payers. Melanie asked also if there would have been a better location for this building other than the one they have chosen. Melanie thought the Spronks could go to the Medford EDA and ask them purchase back some of the land and make it into a public parking lot. This would ease the parking on the street.
  - Concerns from Ivan Cowell-Will the railroad tracks affect residents? Del Spronk answered that the rooms are on the opposite side of the building and they are going to have double insulated walls. Ivan also questioned the lighting in the front of the building and if it will shine directly into the neighbors houses. Del Spronk assured him that the lighting would not shine into the neighboring homes and that the landscaping would deter any headlights from vehicles coming out of the driveway.

4. Concluding the public hearing-Chairman Paul Beiser asked for a motion to conclude the public hearing.

Motion by Stinocher, seconded by Cowell to conclude the public hearing at 8:01 PM.

5. Action-Recommendations made to City Council.

Motion by Cowell, then rescinded because Ross Olson had a question about the curb and gutter and whether or not it would go down all the way the property line. Motion by Cowell, second by Olson to make a recommendation to City Council to approve the preliminary/final plat as the final plat as presented. Carried.

Motion by Cowell, seconded by Stinocher to make a recommendation to the City Council to approve the rezone of the property to the R-2 multi-family designation. Carried.

Motion by Olson, seconded by Cowell to make a recommendation to the City Council to approve the variance request to Section 4.26 of the Medford City Code regarding the width of driveways. Carried.

**Planning & Zoning Board  
City of Medford  
Public Hearing for Variance Request at 105 Sunrise Drive  
June 17, 2013-7:00 PM**

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

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

Members absent: Ivan Cowell

Others Attending: Amber Kniefel, Pat Merritt and Jason Underdahl

Introduction:

The purpose of this public hearing is for the citizens of Medford to voice their concerns and ask questions regarding the request from Jason Underdahl. Mr. Underdahl is requesting a 7 foot variance on the west side of his property to build an attached garage.

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

1. Staff presentation-No additional information given by Kniefel other than the map and layout of Underdahl's property and garage he is purposing.
2. Applicant's presentation-Mr. Underdahl asked board for a variance of 7 feet to build an attached garage on the west side of his home.
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 Olson, seconded by Barbeau to conclude the public hearing at 7:10 PM

Chairman Beiser read the Planning & Zoning Variance Considerations to the board. The board answered each of the following questions:

1. Is the proposed variance in harmony with the general purposed and intent of Medford's zoning ordinance? **Answer: Yes**
2. Is the proposed variance consistent with the city's comprehensive plan? **Answer: Yes**

3. Has the applicant for the proposed variance established that there are practical difficulties in complying with Medford's zoning ordinance? In determining whether "Practical difficulties," exist, the landowner must show that all of the following are true:

a. The property owner proposed to use the property in a reasonable manner that the zoning ordinance does not permit. **Answer: Yes**

b. The plight of the landowner is due to circumstances unique to the property not created by the landowner. **Answer:** The position of the lot and the fact that the sewer line runs on the east side of the house makes it impossible for him to build his attached garage without the variance. This was not at all fault of the landowner.

c. The variance, if granted, will not alter the essential character of the locality. **Answer: Yes**

4. Is the property owner proposing a different use for the property than is allowed in the zone where his property is located? **Answer: No**

5. Are there restriction or conditions that should be imposed upon the premises benefited by the variance? Conditions may be applied to accomplish the following: **Answer: No**

a. As may be necessary to comply with the standards established by the zoning ordinance.

b. To reduce or minimize the effect of such variance upon other properties in the neighborhood.

c. To better carry out the intent of the variance.

5. Action-Recommendations made to City Council.

Motion by Stinocher, second by Olson to make a recommendation to City Council to approve the request from Mr. Underdahl as presented. Carried.

**ZONING AND PLANNING MEETING**  
**Regular Meeting**  
**June 17, 2013**

*Roll call: Barbeau, Beiser, Olson, and Stinocher.*

*Absent: Cowell*

*Also in attendance: Amber Kniefel and Pat Merritt.*

Regular meeting called to order by Paul Beiser at 7:13 p.m.

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

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

Minutes from the April 15<sup>th</sup> public hearing and the regular meeting were read.

Motion by Stinocher, seconded by Olson to accept the April 15, 2013 public and regular meeting minutes. Carried

Concerns from General Public- No concerns

Old Business- No Changes

New Business- Paul Beiser brought up the changes that need to be addressed on the alley ways in town and also for a future meeting we can discuss/review any changes that may be needed to be made to the Comprehensive Plan.

Next regular meeting will be July 15, 2013 at 7:00 PM

Motion by Olson, seconded by Barbeau to adjourn the regular meeting at 7:24 p.m. Carried.

**Planning & Zoning Board  
City of Medford  
Public Hearing for City Code Amendment Section 4.51  
Requirement for Recording and Conveying Real Property  
October 21, 2013-7:00 PM**

Chairman Paul Beiser opened the hearing at 7:05 PM.

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

Members absent: None.

Others Attending: Amber Kniefel

Introduction:

The purpose of this public hearing is for the citizens of Medford to voice their concerns and ask questions regarding amendments to Section 4.51 of the Medford City Code-Requirements for Recording and Conveying Real Property.

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 board with a copy of the existing City Code Section 4.51 and the proposed amended City Code Section 4.51. The changes were discussed by Kniefel and the board.
2. Applicant's presentation-None.
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 Barbeau, seconded by Cowell to conclude the public hearing at 7:15 PM. Carried.

5. Action-Recommendations made to City Council.

Motion by Cowell, second by Olson to make a recommendation to City Council to approve An Ordinance Amending Section 4.51 Requirements for Recording and Conveying Real Property as presented. Carried.

**ZONING AND PLANNING MEETING  
Regular Meeting  
October 21, 2013**

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

*Absent:*

*Also in attendance: Amber Kniefel*

Regular meeting called to order by Paul Beiser at 7:16 p.m.

Agenda – Add the approval of June 3<sup>rd</sup> Public Meeting to agenda.

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

Minutes from the June 3<sup>rd</sup> public hearing, June 17<sup>th</sup> public hearing and the June 17<sup>th</sup> regular meeting were read.

Motion by Olson, seconded by Barbeau to accept the June 3rd, 2013 public meeting.

Motion by Stinocher, seconded by Barbeau to accept the June 17<sup>th</sup>, 2013 public meeting and regular meeting minutes.

Carried.

Concerns from General Public- No concerns

Old Business- No Changes

New Business-

1. CSAH 12/Central Avenue Project Update- Update from Kniefel on the project, a map was given to board members to show the proposed street improvements. A small discussion was had by the board about the project.

2. CSAH12/Central Ave Project in Coordination with City Comprehensive Plan-Board reviewed City Comprehensive plan and deemed that indeed the CSAH 12/Central Ave project was compliant to the Comprehensive Plan.

Motion by Cowell, seconded by Olson finding that the proposed improvements comply with the Comprehensive Plan of the City of Medford. Carried.

Next regular meeting will be November 18<sup>th</sup>, 2013

Motion by Olson, seconded by Cowell to adjourn the regular meeting at 7:43 p.m. Carried.

**Planning & Zoning Board  
City of Medford  
Public Hearing to Consider a Creation of a Parcel through Certification of Survey  
November 18, 2013 – 7:00 PM**

Vice-Chairman Ross Olson opened the hearing at 7:05 PM.

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

Members absent: Ivan Cowell

Others Attending: Amber Kniefel, Pat Merritt

Introduction:

The purpose of this public hearing is for the citizens of Medford to voice their concerns and ask questions regarding the request from Martin Luebben. Mr. Luebben is requesting to create one parcel, "Parcel A" as seen on the survey, by recording a certificate of survey.

Vice-Chairman Ross Olson explained the formal procedure and that everyone will be given the opportunity to participate and ask questions.

1. Staff presentation-Amber Kniefel presented board with a copy of Administrative Survey of the Mr. Luebben's property and how he has 2 adjoining parcels.
2. Applicant's presentation-None.
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 Barbeau, seconded by Beiser to conclude the public hearing at 7:15 PM

5. Action-Recommendations made to City Council.



Motion by Olson, second by Stinocher to make a recommendation to City Council to approve the request by Martin Luebben to create one parcel, "Parcel A" as seen on the survey, by recording a certificate of survey.

**ZONING AND PLANNING MEETING**  
**Regular Meeting**  
**November 18, 2013**

*Roll call: Barbeau, Beiser, Olson, and Stinocher.*

*Absent: Ivan Cowell*

*Also in attendance: Amber Kniefel, Pat Merritt*

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

Minutes from the October 21, 2013 regular meeting and October 21, 2013 public hearing were read.

Motion by Stinocher, seconded by Olson to accept the October 21, 2013 regular meeting minutes. Carried.

Motion by Stinocher, seconded by Barbeau to accept the October 21, 2013 public hearing minutes. Carried.

Chairperson Report from Council Meeting-Amber Kniefel was present at the Council meeting and she updated board members on the CSAH12/Central Avenue Project.

Concerns from General Public- No concerns

Old Business- No Changes

New Business- No new business

Next regular meeting will be December 16<sup>th</sup>, 2013

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

**ZONING AND PLANNING MEETING**  
**Regular Meeting**  
**December 16, 2013**

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

*Absent: none*

*Also in attendance: Amber Kniefel, Pat Merritt, Julie Spronk, Del Spronk and Whitney Bendel*

Regular meeting called to order by Paul Beiser at 6:00 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 November 18, 2013 public hearing and regular meeting were read.

Motion by Olson, seconded by Cowell to accept the November 18, 2013 public hearing and regular meeting minutes. Carried.

Chairperson Report from Council Meeting- Paul Beiser was present at the council meeting. Council approved the request by Martin Luebben to create one parcel, "Parcel A" as seen on the survey, buy recoding a certificate of survey.

The council also made the decision that going forward all other parcel changes like this can be approved by the Zoning Board and followed up by the staff with the property changes.

Concerns from General Public- No concerns

Old Business- We will start to look at the Comprehensive Plan starting in 2014.

New Business- The Planning & Zoning Board considered the idea of allowing eating establishments in an R-2 zoned district. Del and Julie Spronk spoke to the Board proposing to have their community room at the Senior Care Center become a full service dining establishment. The Zoning Board discussed a few different options on what would need to be amended for this to be allowed. The option that the Zoning Board felt reasonable was to amend Section 4.26 and add eating establishments to the conditional uses for an R-2 district. Adding a (P) to the conditional use list in Section 4.26 would be restaurants, dining facilities, eating establishments.

The Board felt this was appropriate since an interim use could be granted. The Board could then apply any conditions and/or restrictions that make sense to the City.

Motion by Cowell, seconded by Olson to recommend to the City Council an amendment to Section 4.26. Multi-Family Residential District R-2 by adding a new conditional use. Adding a (P) to conditional uses would be restaurants, dining facilities, eating establishments.

Next regular meeting will Monday, January 13, 2013 at 7:00 PM

Motion by Cowell, seconded by Barbeau to adjourn the regular meeting at 7:45 p.m. Carried.