

**ZONING AND PLANNING MEETING**  
**January 9, 2006**  
**7:00 P.M.**

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

*Absent: None*

*Also in attendance: None*

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

December minutes were read. Motion by Cowell, seconded by DeMars to accept December minutes as read. Carried Unanimously.

Old Business

None.

New Business

Election of Officers—Motion by Olson, seconded by DeMars to leave officers the same as 2005. Carried Unanimously.

Next Zoning Board meeting is February 13, 2006.

Motion by Olson, seconded by Cowell to adjourn the meeting at 7:15 p.m. Carried unanimously.

**ZONING AND PLANNING MEETING**  
**February 13, 2006**  
**7:00 P.M.**

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

*Absent: DeMars*

*Also in attendance: None*

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

January minutes were read. Motion by Cowell, seconded by Olson to accept January minutes as read. Carried Unanimously.

Old Business

Continued discussion of Scenic Heights addition.

New Business

Maurices sign at the Medford Outlet Center. Motion by Cowell, seconded by Olson to recommend to the City Council to have the Maurices sign installed as planned. Carried Unanimously.

Next Zoning Board meeting is March 20, 2006.

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

**ZONING AND PLANNING MEETING**

**March 20, 2006**

**7:00 P.M.**

**Public Hearing**

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

*Absent: None*

*Also in attendance: David Mueller*

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

**Public Hearing involving David and Wilma Mueller.**

David and Wilma Mueller are requesting an 11.5 foot variance on building an entry way at 201 E Central Avenue. The Zoning Board considered the fact that the house has been there for 90 plus years, prior to set back requirements.

Motion by DeMars, seconded by Beiser to recommend to the City Council to grant the 11.5 foot variance to the west side of the property located at 201 E Central for the purpose of building an entry way. Carried unanimously.

Motion by Beiser, seconded by Cowell to adjourn the public hearing at 7:07 p.m. Carried unanimously.

**ZONING AND PLANNING MEETING**  
**March 20, 2006**  
**7:10 P.M.**

February 13, 2006 minutes were read.

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

New Business

Discussion on whether or not variances should have a time limit like building permits do.

Motion by DeMars, seconded by Cowell to recommend to the City Council to issue all variances for a length of 1 year maximum only. Much like a building permit expires after 1 year. Carried unanimously.

Discussion about whether or not ponds should be public or privately owned.

Motion by Olson, seconded by DeMars to recommend to the City Council to have public ownership of all retaining ponds. Carried unanimously.

Discussion about the fence at 120 1<sup>st</sup> Street. Zoning Board is thinking it might be too close to County Road 12. It is about 8 feet from the curb now. The Board will address this issue again at the April 17<sup>th</sup> meeting. Research will be done before next meeting on other municipalities about fencing ordinances.

Motion by DeMars, seconded by Cowell to recommend to the City Council to pass the land use regulations from 2004. Carried unanimously.

Next Zoning Board meeting is April 17, 2006.

Motion by Cowell, seconded by DeMars to adjourn the meeting at 7:57 p.m.  
Carried unanimously.

## ZONING AND PLANNING MEETING

April 17, 2006

7:00 P.M.

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

*Absent: None*

*Also in attendance: Steve Pumper and Marie Sexton*

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

March 20, 2006 minutes were read.

Motion by DeMars, seconded by Beiser to accept March minutes as read.  
Carried Unanimously.

### Old Business

Fence ordinance discussion. Owatonna and Faribault ordinances state fences need to be 3 feet from lot line.

Motion by Olson, seconded by Cowell to recommend to City Council to require both residential and commercial property owners to get a zoning permit for a small fee to install a fence on a property in accordance to city ordinances. Carried Unanimously.

Motion by Cowell, seconded by Olson to recommend to City Council that no fence be allowed to be placed on a street boulevard and that ordinance 177.1 and 177.2 be amended to reflect that. See Attachment. Carried Unanimously.

Motion by Olson, seconded by Beiser to recommend to City Council to list the 1 year time limit on variances on the official miscellaneous city policies list. Carried Unanimously.

### New Business

Lane Bryant Outlet Center Sign.

Motion by Beiser, seconded by Cowell to recommend to City Council to approve the request by Lane Bryant Outlet to post their sign per the plans submitted. Carried Unanimously.

Discussion of the Steve Pumper and Kavitz Properties variance requests. No action taken.

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

**ZONING AND PLANNING MEETING**  
**Public Hearing Variance Request**  
**April 24, 2006**

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

*Absent: None*

*Also in attendance: Donald Clemmensen, Marie Sexton, Todd Kavitz, Steve Pumper, Lynn Bruns, Don Redman, and Gary Hanson.*

Chair person Merritt opened the public hearing at 6:00 p.m.

The purpose for this public hearing is to hear the citizens of Medford to express their concerns or ask questions about the variance request for the lot size of the proposed patio home lots in the Scenic Heights Addition.

A letter from Mrs. Terence Tuttle in opposition to the proposed lot size was read.

Motion by Beiser, seconded by Olson to recommend to the City Council to grant the variance as requested by Todd Kavitz for the lot size for the proposed patio home lots. Carried unanimously.

Motion by DeMars, 2<sup>nd</sup> by Cowell to close the hearing at 6:20 p.m. Carried.

**ZONING AND PLANNING MEETING**  
**Public Hearing Variance Request**  
**April 24, 2006**

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

*Absent: None*

*Also in attendance: Donald Clemmensen, Marie Sexton, Steve Pumper, and Karen Sanborn.*

Chair person Merritt opened the public hearing at 6:25 p.m.

The purpose for this public hearing is to hear the citizens of Medford to express their concerns or ask questions about the variance request to the set back requirements for the placement of a deck and attached garage from Steve Pumper at 202 NE 2<sup>nd</sup> Avenue.

Mr. Pumper is requesting a 9 foot variance on the south side of his property to build a 4 season porch (16' by 24') on the south side of his house.

Motion by Cowell, 2<sup>nd</sup> by Merritt to recommend to the City Council to deny the variance request for the placement of a 4 season porch unless the shed is removed. Carried unanimously.

The garage addition would require a variance to the side wall limits for a garage also.

Motion by Olson, seconded by Merritt that the planning & zoning board defer the variance request for the addition to the garage to the city council without a recommendation. Carried unanimously.

Motion by DeMars, 2<sup>nd</sup> by Olson to close the public hearing at 7:52 p.m. Carried unanimously.

**ZONING AND PLANNING MEETING**

**Public Hearing Variance Request  
May 15, 2006**

*Roll call: Merritt, Beiser, Cowell.*

*Absent: DeMars, Olson.*

*Also in attendance: Steve Pumper.*

Chair person Merritt opened the public hearing at 6:12 p.m.

The purpose for this public hearing is to hear the citizens of Medford to express their concerns or ask questions about the variance request of 15 feet to the rear yard set back requirements for an addition to the garage from Steve Pumper at 202 NE 2<sup>nd</sup> Avenue.

Height of sidewalls is 11 feet. Height of garage Door is 12 feet. Existing garage peak is 13 feet 2 inches. New peak would be 15 feet 6 inches.

Motion by Beiser to recommend to the city council to grant a variance of 15 feet to the set back requirements as requested by Mr. Pumper. Motion dies for lack of a second.

Motion by Cowell, seconded by Merritt to recommend to the city council to deny the variance of 15 feet to the set back requirements as requested by Mr. Pumper. Motion carried.

Motion by Beiser, seconded by Cowell to close the hearing at 6:19 p.m. Carried.

**ZONING AND PLANNING MEETING  
Public Hearing Variance Request  
May 15, 2006**

*Roll call: Merritt, Beiser, Cowell.*

*Absent: DeMars, Olson*

*Also in attendance: Steve Pumper.*

Chair person Merritt opened the public hearing at 6:20 p.m.

The purpose for this public hearing is to hear the citizens of Medford to express their concerns or ask questions about the variance request of 11 feet to the set back requirements for a rear yard for the placement of a deck from Steve Pumper at 202 NE 2<sup>nd</sup> Avenue.

Mr. Pumper is requesting an 11 foot variance on the south side of his property to build a deck.

Motion by Beiser, 2<sup>nd</sup> by Cowell to recommend to the City Council to grant the variance request for the placement of a deck as requested. Carried unanimously.

Motion by Beiser, 2<sup>nd</sup> by Cowell to close the public hearing at 6:25 p.m. Carried unanimously.

**PLANNING & ZONING BOARD MEETING**  
**May 15, 2006**  
**6:26 p.m.**

*Roll call: Merritt, Beiser, Cowell.*

*Absent: DeMars, Olson.*

*Also in attendance: None*

Chair person Merritt opened the meeting at 6:26 p.m.

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

Old Business

Motion by Cowell, seconded by Beiser to recommend to the city council to act upon the land use regulation proposed ordinance as drafted on 9/27/05 so that the city ordinances can be updated. Carried. Unanimously.

Motion by Beiser, seconded by Cowell to adjourn the meeting at 6:42 p.m. Carried unanimously.

**ZONING AND PLANNING MEETING**  
**Public Hearing**  
**May 15, 2006**

*Roll call: Merritt, Beiser, Cowell.*

*Absent: DeMars, Olson*

*Also in attendance: Todd Kavitz*

Chair person Merritt opened the public hearing at 7:00 p.m.

The purpose for this public hearing is to hear the citizens of Medford to express their concerns or ask questions about the Scenic Heights Addition as described:

Lots 7, 8, 9, 10 and 11 and the east half of lot 12 in the east half of Section 9, T 108 N, R 20 W, Steele County, Minnesota; and the west 5 acres of the south one-third of the SW ¼ of the SE ¼ of Section 9, T 108 N, R 20 W, Steele County, Minnesota

And

All that part of the SE ¼ of the SE ¼ of Section 9, T 108N, R 20 W, Steele county, Minnesota, described as follows:

Commencing at the southeast corner of said SE ¼ ; thence N 89-33-53 W, assumed bearing, 496.25 feet along the south line of said SE ¼ to the true point of beginning; thence N89-33-53 W, 818.78 feet to the southwest corner of said SE ¼ of the SE ¼; thence N 00-47-34 W 1318.54 feet to the northwest corner of said SE ¼ of SE ¼; thence S 89-31-14 E 1317.15 feet to the northeast corner of said SE ¼ of SE ¼; thence S 00-42-06 E 743.73 feet along the east line of said SE ¼ thence N 89-31-10 W 328.44 feet; thence S 15-41-00 W 594.34 feet to said true point of beginning.

Scenic Heights preliminary & final plat reviewed.

Todd Kavitz presented his request for the zoning as Outlots B and C to be open development and Phase One to be single family residential.

Motion by Cowell, seconded by Beiser to recommend to the city council to zone Outlots B and C as open development to allow agricultural use of the land until the land is developed into single family residential housing, Phase One will be zoned single family residential for 20 homes. Outlot A will be used as a private access for all houses on Block 3. Carried unanimously.

Motion by Beiser, 2<sup>nd</sup> by Cowell to close the hearing at 7:14 p.m. Carried unanimously.

**ZONING AND PLANNING MEETING**

**June 19, 2006**

**7:00 P.M.**

*Roll call: Merritt, Beiser, Olson*

*Absent: DeMars and Cowell*

*Also in attendance: None*

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

May 15, 2006 minutes were read.

Motion by Olson, seconded by Merritt to accept May minutes with correction. Carried Unanimously.

Motion by Olson, seconded by Beiser to accept public hearing Scenic Heights minutes as read. Carried Unanimously.

Motion by Olson, seconded by Merritt to accept minutes of both variance requests by Steve Pumper as read. Carried Unanimously.

Old Business

Discuss fence ordinance amendment.

Motion by Beiser, seconded by Olson to recommend to City Council to accept Ordinance 177-1 and 177-2 as written by City Attorney. See attachment. Carried Unanimously.

Discussion of garage door height and wall height.

Motion by Beiser, seconded by Olson to recommend to City Council to add to Ordinance 177-1 that garage doors on residential property in the City of Medford shall not exceed 8 feet in height. Carried Unanimously.

Motion by Beiser, seconded by Olson to recommend to City Council to verify that the out building built on Karl Harfmann's property, 211 Sunrise Drive, is built to code with proper zoning permit. Carried Unanimously.

New Business

Motion by Olson, seconded by Beiser to recommend to City Council to verify that all vehicles parked at 307 3<sup>rd</sup> Street SE are properly licensed.  
Carried Unanimously.

Next Zoning Board meeting will be July 17, 2006 at 7:00 p.m.

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

**ZONING AND PLANNING MEETING**  
**July 17, 2006**  
**7:00 P.M.**

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

*Absent: None*

*Also in attendance: Deb Meinke*

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

June 19, 2006 minutes were read.

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

Old Business

Discussion of fence ordinance- new amendment will have 1<sup>st</sup> reading.

Public Hearing for Mike and Jody Anderson was cancelled.

New Business

Deb Meinke inquired about building a pet grooming building on her open lot and if it could be combined with her lot existing with her existing home. Zoning Board referred her to the City Council to see if she can combine the lots and if it is build able at all.

Floor Outlet sign request.

Motion by Cowell, seconded by Olson to recommend to City Council to grant the request by Rochester Sign Company to place a flooring outlet sign approximately 19'x 9' 10" at Outlet Center. See attached.

Discussion about Dan and Kelly Niles horse shoe driveway.

Motion by DeMars, seconded by Beiser to recommend to City Council to grant request for the Niles' horse shoe driveway. Motion Carried 4 to 1.

Canvas storage sheds and tents discussion.

Motion by Cowell, seconded by Olson to recommend to the City Council to discuss whether or not these structures are to be allowed as permanent structures in Medford. Carried unanimously.

Motion by Cowell, seconded by DeMars to recommend to City Council to send Met Con a letter to mow or spray the weeds and pick up trash (garage door) on their construction lot on west side of Medford. Carried unanimously.

Next Zoning Board meeting will be August 21, 2006 at 7:00 p.m.

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

## **ZONING AND PLANNING MEETING**

**August 21, 2006**

**7:00 P.M.**

*Roll call: Merritt, Olson, and Cowell*

*Absent: Beiser and DeMars*

*Also in attendance: None*

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

July 2006 minutes were read.

Motion by Cowell, seconded by Olson to accept July minutes as read.  
Carried Unanimously.

Old Business

None

New Business

Motion by Cowell, seconded by Merritt to recommend to City Council to add these changes to the Land Use Regulation: 1) Limit one driveway access per residential lot 2) Garage Door Heights will not exceed 8 feet tall on a residential lot 3) Fences will not be allowed in street right of way 4) Limit the number of buildings per site and the height and size requirements of each building. Carried Unanimously.

Motion by Cowell, seconded by Merritt to recommend to City Council that it adopt the City of Medford Minimal Rental Housing Code.  
Carried Unanimously.

Motion by Olson, seconded by Cowell to recommend to City Council that they look into eleven addresses for unlicensed plates.  
Carried Unanimously.

The Zoning Board wonders on the results of Karl Harfmann's building shed.

Next Zoning Board meeting will be September 18, 2006 at 7:00 p.m.

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

**ZONING AND PLANNING MEETING**

**September 18, 2006**

**7:00 P.M.**

No Planning and Zoning meeting on account of lack of quorum.

**ZONING AND PLANNING MEETING**

**October 16, 2006**

**7:00 P.M.**

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

*Absent: Cowell*

*Also in attendance: Doug Grambart, Hailey Beiser, and Dalton Beiser*

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

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

September 18, 2006 Planning and Zoning meeting was canceled due to lack of quorum.

#### Old Business

Have not heard about Karl Harfmann's outbuilding issue. There is another shed being built at 305-307 1<sup>st</sup> Avenue NW (old creamery site) and also at 402 2<sup>nd</sup> Avenue SE. (Both possibly without permits.)

Motion by DeMars, seconded by Olson to recommend to the City Council to look into these three shed buildings and enforce the existing ordinance on building sheds. Carried unanimously.

Motion by Olson, seconded by Beiser to recommend to the City Council to adopt the Land Use Regulation ordinance on or before December 1, 2006.  
Carried unanimously.

Motion by Olson, seconded by Beiser to recommend to the City Council that it adopt the City of Medford Minimal Rental Housing Code.  
Carried Unanimously.

#### New Business

Doug Grambart discussed with the Zoning Board the possibility of building a house on the property behind 511 Main Street. Doug Grambart's son owns the property. Mr. Grambart is looking to build sometime within the next 1 ½ to 3 years. Zoning Board advised him to come to a City Council meeting to ask additional questions and receive more information.

Motion by DeMars, seconded by Olson to recommend to the City Council to enforce the Junkyard Ordinance against the old bank building property owners (124 1<sup>st</sup> Street NW).

Carried Unanimously.

Next Zoning Board meeting will be November 20, 2006 at 7:00 p.m.

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

Carried unanimously.

**ZONING AND PLANNING MEETING**  
**November 20, 2006**  
**7:00 P.M.**

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

*Absent: Beiser*

*Also in attendance: Karl Harfmann*

Meeting called to order by Pat Merritt at 7:15 p.m.

Motion by DeMars, seconded by Cowell to accept October minutes as read.

Carried Unanimously.

Old Business

Motion by DeMars, seconded by Cowell to recommend to the City Council that it adopt the Registration and Regulation of Rental Units Ordinance.

Carried Unanimously.

Discussion of the building at 211 Sunrise Drive. Karl Harfmann stated his building is a fish house and showed the license for it.

Discussion of the tree house at 305-307 1<sup>st</sup> Avenue NW (Old Creamery). Consensus of the Zoning Board was that it needs to be least 10 feet away of the property line.

New Business

Motion by DeMars, seconded by Cowell to recommend to the City Council to add a 10 foot setback requirement for playgrounds and playhouses to the new zoning ordinance. Carried Unanimously.

Next Zoning Board meeting will be December 18, 2006 at 7:00 p.m.

Motion by DeMars, seconded by Cowell to adjourn the meeting at 7:35 p.m. Carried unanimously.

**ZONING AND PLANNING MEETING**  
**December 18, 2006**  
**7:00 P.M.**

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

*Absent: DeMars*

*Also in attendance: None*

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

Motion by Beiser, seconded by Cowell to accept November minutes as read. Carried Unanimously.

New Business

Discussion of the letter dated 11/08/06 about the storage shed at 302 1<sup>st</sup> Avenue NW (Rita Warrington). The storage shed is 5 feet from Prondzinski's east property line and 7 feet from the south property line. Motion by Olson, seconded by Cowell recommending to the City Council to send a letter to Rita Warrington stating the zoning ordinance that storage shed needs to be no less than 10 feet from all property lines. Carried unanimously.

Motion by Cowell, seconded by Olson to recommend to the City Council to send a letter to Loren Lauver informing him that a zoning permit is required when putting a play (tree) house on his property. In addition, the building must be set back 10 feet from the property lines. Carried Unanimously.

Motion by Cowell, seconded by Olson to recommend to City Council to investigate unlicensed vehicles parked at 503 W Central and take appropriate action if necessary. Carried unanimously.

Motion by Beiser, seconded by Cowell to recommend to City Council to investigate unlicensed vehicle parked at 410 S Main Street and take appropriate action if necessary. Carried unanimously.

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

Motion by Beiser, seconded by Cowell to adjourn the meeting at 7:26 p.m. Carried unanimously.