

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, APRIL 25, 2022 – 6:00 P.M.**

AGENDA

1. Call to Order/Roll Call/Pledge of Allegiance
2. Oath of Office
3. Approval of Agenda
4. Approval of Minutes
5. Reports
 - a. City Administrator Report
6. Action Items
7. Unfinished Business
 - a. Continuation of February Discussion of Comprehensive Plan & Zoning Ordinance.
8. New Business
9. Informational Items
 - a. Next Meeting
10. Issues by Planning and Zoning Commission Members and/or Staff
11. Adjournment

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, APRIL 25, 2022– 6:00 P.M.**

A.I. #1 CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

The Melrose Planning and Zoning Commission met in a Regular Meeting on Monday, April 25, 2022, at 6:00 p.m. pursuant to due notice being given thereof. Present were Commission Members Jason Seanger, Shawn Mayers, Adam Paulson, Dave Berscheit, Jean McDonald, and City Administrator Winter. Commission Member Mark “Bunker” Hill was absent. Chair Seanger called the meeting to order.

The Pledge of Allegiance was recited.

A.I. #2 OATH OF OFFICE

At its March 17, 2022, meeting, the Council reappointed Adam Paulson to the Planning and Zoning Commission for a four-year term. City Administrator Winter administered the Oath of Office to Mr. Paulson.

A.I. #3 APPROVAL OF AGENDA

A motion was made by Ms. McDonald, seconded by Mr. Mayers and unanimously carried to approve the agenda as submitted

A.I. #4 APPROVAL OF MINUTES

A motion was made by Mr. Mayers, seconded by Mr. Berscheit and unanimously carried to approve the minutes from the Commission's February 28, 2022, Regular Meeting.

A.I. #5 REPORTS

- a. City Administrator Winter provide the following update.

Sauk River Park planning – A grant to the MNDNR outdoor recreation program was submitted and the City of Melrose is currently included under LCCMR's bill that is in both the House and Senate. The Park Board is meeting again this month and will continue to look for ways to fund the improvements at the park. A complete plan and cost breakdown will be presented to the Council at the May meeting.

Housing – Traci Ryan has developed a housing survey that has been given to JennieO, Centracare and the School District. This survey was sent out to the employees and will be asking them about housing needs. Traci is also working on soliciting RFP's from builders for both multifamily and single family building. We continue to work on the requirements of the optioned properties. We have also been in conversations with a developer for the Kraft Lot. We are moving forward on potentially two different sites as the Belgrade Coop site is no longer available. The Belgrade Coop Board is not interested in selling at this time.

A.I. #6 ACTION ITEMS

None

A.I. #7 UNFINISHED BUSINESS

- a. At the regular meeting in February the Planning Commission spent some time discussing the housing strategy and agreed by consensus to look at potentially rezoning some areas to accommodate future housing. This meeting we will be looking not only at the Housing strategy but taking time to discuss the Comprehensive Plan and Zoning Ordinance. These plans have not been updated in a long time and over the last several years as development has occurred the Planning Commission and City Council have rezoned areas as requested or needed by what businesses are coming in or other developments. The zoning ordinance is the development tool that is used to determine height, depth, setbacks, density, design standards, etc. in a specific area. The Comprehensive Plan is the overall plan that takes that broader view of what we want the City of Melrose to look like now and in the future. We want to make sure that the Comprehensive Plan and zoning ordinance are not in conflict with one another. We are not at a point where we are redoing the whole Comprehensive Plan, but we have approved a Housing strategy that will accommodate the needs of the city for the next 20 years and so it is critical that we address those relevant sections in both our Comprehensive Plan and Zoning Ordinance.

1. The Commission looked at the Future Land Use Map and current Zoning Map – where do conflicts exist, what needs to be changed, etc.
2. The Commission looked at the land use areas where the City is in active discussions with developers – How do these areas fit the Comp Plan? How do they fit the Zoning? What needs to be changed to accommodate these areas.
3. Are there other considerations that need to be made in these potential development areas.
4. The Commission discussed the definitions of Residential classifications that exist in our Zoning ordinance. Do these accommodate the type of future residential developments in terms of density, other considerations? Where does the conflicts exist or compatibilities happen?
5. Other considerations

The Commission discussed establishing a mixed-use residential district. The Commission may also want to revise the regulations of the R-3 district which only allows for a maximum of 24 units.

The Commission requested staff to obtain surrounding communities mixed use residential district.

The other thing that may on the next regular meeting agenda is annexation and a request for a Conditional Use.

A.I. #8 NEW BUSINESS

None

A.I. #9 INFORMATIONAL ITEMS

- a. The Commission's next meeting is scheduled for Monday, May 23, 2022, at 6:00 p.m.

A.I. #10 ISSUES BY PLANNING AND ZONING COMMISSION MEMBERS

A.I. #11 ADJOURNMENT

A motion was made by Mr. Berscheit, seconded by Ms. McDonald and unanimously carried that the meeting be adjourned at 7:05 p.m.

PATRICIA HAASE – CITY CLERK