

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, FEBRUARY 27, 2023 – 6:00 P.M.**

AGENDA

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes
4. Public Hearing
 - a. VAR 02-2023-101 David and Holly Berscheit - Variance Request
5. Reports
 - a. City Planner Report
6. Action Items
 - a. VAR 02-2023-101 David and Holly Berscheit - Variance Request
7. Unfinished Business
8. New Business
 - a. Commercial Sign Ordinance as it Relates to Murals
9. Informational Items
 - a. Next Meeting
10. Issues by Planning and Zoning Commission Members and/or Staff
11. Adjournment

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MONDAY, FEBRUARY 27, 2023– 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, February 27, 2023, at 6:00 p.m. pursuant to due notice being given thereof. Present were Commission Members Jason Seanger, Dave Berscheit, Jean McDonald, Joelene Wieling City Administrator Winter, and City Planner Sheila Hellermann. Commission Member Shawn Mayers, Adam Paulson, and Nick Shaw were absent. Chair Seanger called the meeting to order.

The Pledge of Allegiance was recited.

A.I. #2 APPROVAL OF AGENDA

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

A.I. #3 APPROVAL OF MINUTES

A motion was made by Ms. Wieling, seconded by Mr. Berscheit and unanimously carried to approve the minutes from the Commission's January 9, 2023, Regular Meeting.

A.I. #4 PUBLIC HEARING

- a. The Melrose Planning and Zoning Commission acting as the Board of Adjustments and Appeals opened the Public Hearing at 6:00 p.m. for the purpose of giving consideration to a request submitted by David and Holly Berscheit for a Variance on Parcel No. 66.37016.0178. If granted the Variance would allow the replacement of shingles on a residence with conventional metal roofing using exposed fasteners. The existing Zoning Ordinance No. 1989-1-A as adopted with amendments in the Melrose Code of Ordinances in Section 211.06 (1) (1.3) requires standing seam profiled metal and concealed fasteners on residences when using metal roofing materials.

The parcel is legally described as Lot 19, Block 1 of Melrose Highlands Plat 7.

The Affidavit of Publication of the Public Hearing Notice, which was published in the Star Post on Wednesday, February 15, 2023, along with the Affidavit of Posting of Notice of Hearing and the Affidavit of Mailing of the Public Hearing Notices to the Affected Property Owners was presented.

Chair Seanger opened the public hearing. Due to a conflict of interest Commission Member Berscheit recused himself from the Public Hearing, therefore there was no longer a quorum. A motion was made by Ms. Wieling, seconded by Ms. McDonald to recess the Public Hearing to Monday, March 27, 2023 at 6:00 p.m.

A.I. #5 REPORTS

- a. City Planner Hellermann provided an update on some of the upcoming projects
 - Sarah Acres
 - City of Melrose CUP request for restroom facilities in a flood plain area in Sauk River Park.
 - Platting and PUD of Railroad West

A.I. #6 ACTION ITEMS

- a. Deleted

A.I. #7 UNFINISHED BUSINESS

None

A.I. #8 NEW BUSINESS

- a. The Commission next reviewed and discussed the zoning ordinance relating to commercial signage (section 705.53 (1)) defines “sign” as

“Any device, object, display structure, fixture, placard, advertising, advertising device, visual representation or portion thereof using graphics, symbols, and/or written copy used for visual communication for the primary purpose of bringing the subject thereof to the attention of the public, for any purpose including but not limited to symbols, letters, figures, illustrations, or forms painted or otherwise affixed to a building or structure, any beacon or search light intended to attract the attention of the public, and any structure or device designed to border, illuminate, animate, or project a visual representation, identifying, providing directions, or advertising any establishment, product, good, or service.”

The Arts Council has been talking to businesses about murals/art. With this definition, any painting on the side of a business that reflects what is done inside would be considered a commercial sign and subject to our size limitations.

The Arts Council has been discussing murals with a couple of local businesses. Craig Schiffler is supportive of a mural on his property, however as soon as you reflect what is done inside the building it is considered a commercial sign. The Arts Council is requesting that we reconsider the sign ordinance allowing murals reflecting the business.

Chair Seanger did not think it would be a good idea to allow murals reflecting businesses as it could potentially be abused. Mr. Seanger stated that if it reflects the business, it should be considered commercial signage.

Planning & Zoning Commission by consensus agreed to enforcing the current sign code. The Commission has directed staff to research and bring forth penalties for zoning code violations.

A.I. #9 INFORMATIONAL ITEMS

- a. The Commission's next meeting is scheduled for Monday, March 27 at 6:00 p.m.

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

None

A.I. #11 ADJOURNMENT

A motion was made by Mr. Berscheit, seconded by Ms. McDonald and unanimously carried that the meeting be adjourned at 6:30 p.m.

PATRICIA HAASE – CITY CLERK