

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, JANUARY 29, 2024– 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, January 29, 2024, at 6:00 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Commission Members Jason Seanger, Shawn Mayers, Jean McDonald, Adam Paulson, and Joelene Wieling and Community Development Director Shelia Hellermann. Commission Members Dave Berscheit, and Nick Shaw were absent. Also in attendance was Mike Youso. Because this was the Commission's Organizational Meeting for 2024, Community Development Director Hellermann called the meeting to order.

The Pledge of Allegiance was recited.

A.I. #2 OATHS OF OFFICE

At its January 4, 2024, meeting, the City Council reappointed Jason Seanger and Jean McDonald to the Planning and Zoning Commission for a four-year term, and Shawn Mayers for a three-year term. Joelene Wieling was reappointed as the Council Representative for a one-year term. Ms. Hellermann administered the Oath of Office to Mr. Seanger, Ms. McDonald, Mr. Mayers, and Ms. Wieling

A.I. #3 ELECTION OF OFFICERS

Ms. Hellermann solicited nominations from the Commission for the election of Chair and Vice Chair for 2024. Mr. Seanger served as Chair and Mr. Berscheit served as Vice Chair. Although not done prior to 2015 when Mr. Dufner was appointed to the position, Community Development Director Hellermann will again recommend that the Commission consider appointing someone to fill a Secretary position in order to sign various documents from time to time. Mr. Mayers was the Secretary in 2023.

A motion was made by Mr. Mayers seconded by Mr. Paulson and unanimously carried reappointing Mr. Seanger as Chair, Mr. Berscheit as Vice-Chair and Mr. Mayers as Secretary.

Mr. Seanger chaired the remainder of the meeting.

A.I. #4 APPROVAL OF AGENDA

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

A.I. #5 APPROVAL OF MINUTES

A motion was made by Ms. Wieling, seconded by Mr. Mayers and unanimously carried to approve the minutes from the Commission's October 30, 2023, Regular Meeting.

A.I. #6 PUBLIC HEARING

- a. The Melrose Planning and Zoning Commission acting as the Board of Adjustments and Appeals held a Public Hearing at 6:00 p.m. on Monday, January 29, 2024, for the purpose of giving consideration to a re-zoning request for parcel # 66.36440.0000. The property is currently zoned as R-2 Residential. The request is to re-zone the property as Industrial. The Property is located between I-94 and Kraft Drive SW. This request is expected to be followed by a Conditional Use Permit application for the same parcel to allow construction of a billboard. The property is being sold to Mike Youso. He is working with Franklin Outdoor Advertising.

The Future Land Use designation of the parcel is also proposed to change from R-2 Residential to Industrial.

The Affidavit of Publication of the Public Hearing Notice, which was published in the Star Post on Wednesday, January 17, 2024, along with the Affidavit of Posting and Mailing of Notice of Hearing have been completed.

The Public Meeting was opened at 6:03 p.m.

Ms. Hellermann provided an overview of the re-zoning request.

Mike Youso, the applicant gave an explanation of the real estate adventure and his request to rezone the property to Industrial.

Chair Jason Seanger called for public comment. There being none the public hearing was closed at 6:07 p.m.

A.I. #7 REPORTS

- a. Community Development Director Sheila Hellerman stated that Kwik Trip will be opening on Thursday, February 29. Riverside Flats will be conducting an open house on February 2 and additional tours on Fridays in February and March. Move in is anticipated to begin in June. Wobegon Crossing is anticipated to open 2/3 of the units in September however the builder is pushing for August. The project is anticipated to be completed by December. On February 6 the City Council will have a work session to discuss an easement, in the I-94 Industrial Park, billboard in the wellhead protection area, single family assessments, and the potential redevelopment project. There will be visioning session in June for the Comprehensive Plan.

A.I. #8 ACTION ITEMS

- a. RZ-01-2024-301 Rezoning Request R-2 to Industrial. The Commission, acting as the Board of Adjustment and Appeals, following its review of the Planning Report, the related information and documents associated with the application for rezoning, and the public input presented at the public hearing or received in writing prior to it, the Commission gave consideration to making recommendation to the Council on the request for parcel # 66.36440.0000 to re-zone from R-2 Residential to Industrial. The future land use designation will also need to change. A motion was made by Mr. Mayers, seconded by Ms. McDonald and unanimously

carried to approve the Planning Report as presented.

A motion was then made by Mr. Mayers, seconded by Ms. McDonald and unanimously carried recommending Council approving the re-zoning of parcel # 66.36440.000. from R2 Residential to Industrial.

A.I. #9 OLD BUSINESS

- a. City Staff and the Steering Committee have been working on the comprehensive plan update. One public workshop has been held. A second one for the Hispanic community will be held on Saturday, February 10, 2024, at Martinez Meats. The public engagement tools – surveys and mapping – will be closing soon. The Planning & Zoning Commission uses the Comprehensive Plan more than any other Board or Council. Planning & Zoning Commission input is sought about where the plan is outdated and/or unclear, and what the updated plan should address. Ms. Hellermann asked the Planning and Zoning Commission if the vision of 2nd Avenue SE change from single family to commercial is still the goal. The other area is 12th from Dave Rahn's business to Stearns to be Industrial. The Commission by consensus concurs with future Industrial zoning for this area. The Commission reviewed the future growth areas. Ms. Hellermann also discussed with the Commission the traffic patterns.

A.I. #10 NEW BUSINESS

- a. CentraCare and Cura are completing their transaction where Cura is purchasing the assisted living, nursing home, and memory care parts of CentraCare. The closing on the operations will be in January, but the real estate is complicated. Staff presented what Cura intends to purchase, along with an aerial of the building. City staff has been working with Attorney Scott Dymoke. The parties have agreed that setting up Common Interest Community (CIC) plat under Minnesota Statute 515B would work best. This is required for condominiums and planned communities, and cooperatives in which the unit owners' interests in real estate have common area or walls.

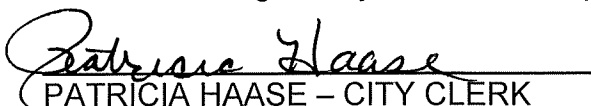
We are still working through the steps, including if Planning & Zoning is involved or if this is a Council decision. At a minimum once the details are worked out, we plan to consult with P & Z for their recommendations on the plan.

A.I. #11 INFORMATIONAL ITEMS

- a. The Commission's next meeting date is scheduled for Monday, February 26, 2024, at 6:00 p.m.

A.I. #12 ADJOURNMENT

A motion was made by Mr. Mayers, seconded by Mr. Paulson and unanimously carried that the meeting be adjourned at 6:50 p.m.


PATRICIA HAASE – CITY CLERK