

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, APRIL 28, 2025– 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 28, 2025, at 6:00 p.m. pursuant to due notice being given thereof. Present were Commission Members Jason Seanger, Dave Berscheit, Jean McDonald, Nick Shaw, Joe Matt, and Community Development Director Sheila Hellermann. Commission Member Shawn Mayers, and Joelene Wieling were absent. Also in attendance was Don Laubach with Lamar Advertising and Harland and Jennifer Hector. Chair Jason Seanger called the meeting to order.

The Pledge of Allegiance was recited.

A.I. #2 APPROVAL OF AGENDA

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

A.I. #3 APPROVAL OF MINUTES

A motion was made by Mr. Berscheit, seconded by Mr. Shaw and unanimously carried to approve the minutes from the Commission's March 31, 2025, Regular Meeting.

A.I. #4 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, April 28, 2025, to give consideration to the request of Lamar Advertising for a Conditional Use Permit on Parcel No. 66.36436.0005. The Conditional Use Permit would allow construction of a digital billboard, in accordance with Sections 711 and 712 of the zoning ordinance. Applicant is requesting to replace an existing billboard with a board which would be digital facing east and remain static facing west.

The Affidavit of Publication of the Public Hearing Notice, which was published in the Star Post on Wednesday, April 16, 2025, along with the Affidavit of Mailing and Posting of Notice of Hearing were provided.

Community Development Director Sheila Hellermann provided an overview of the Conditional Use request from Lamar Advertising. The applicant has applied for the required permit from MN DOT. They have an existing permit for the static billboard. This proposed billboard is less than 500 feet from Rose Park. Ms. Hellermann stated that with the additional shed, on Blue Door Storage and the sign faces are not pointed toward Rose Park, she does not believe the billboard will be seen by the residents of Rose Park.

Don Laubach with Lamar Advertising stated that these boards sometimes have a misconception. He does not anticipate any disturbance to the public. Lamar Advertising has met with Harland and Jennifer Hector, and they support the

billboard project.

Chair Seanger asked for additional public comments. There being none the Public Hearing was closed at 6:09 p.m.

A.I. #5 REPORTS

- a. Community Development Director Hellermann provided an update. Ms. Hellermann stated that she has received multiple calls on the former Bruder's Butcher shop. Nathan Hiltner has addressed MADA and has presented several business plans for the property at 406 Main Street E. MADA reaffirmed supporting the project with a deferred payment loan of \$75,000.

Matt and Jacob Imdieke are putting together new details on the development of the property located between Railroad Avenue and County Road 65. Police Chief Maus has sent out approximately 50 nuisance letters requesting clean up of the property. There has been some interest in the Empire Memorial Building. In Highland 4 lots on the north side of the Kraemer Lumber development have been sold. There are purchase agreements for 2 lots on the south side. There seems to be some movement on Casey's North.

A.I. #6 ACTION ITEMS

- a. The Commission earlier this evening held a Public Hearing for the purpose of giving consideration to the request of Lamar Advertising for a Conditional Use Permit on Parcel No. 66.36436.0005

A motion was made by Mr. Berscheit, seconded by Ms. McDonald and unanimously carried approving the planning report and conditions set forth as follows.

- a. Pursuant to Section 714.01 of the zoning ordinance, applicant and owner shall be responsible for keeping grass or weeds and other growth cut, and debris and rubbish cleaned up and removed from the lot on which the sign is located.

- b. Pursuant to Section 714.02 The sign must be properly maintained.

- (1) Exposed sign surfaces shall be clean and painted if paint is required.
- (2) Defective parts shall be replaced.
- (3) The owner of the property on which the sign is situated shall be responsible for ensuring that signs on the property are properly maintained.

- c. Pursuant to Section 714.03

- (1) No sign may be brighter than is necessary for clear and adequate visibility.
- (2) No sign may be of such intensity or brilliance as to impair the vision of a motor vehicle driver with average eyesight or to otherwise interfere with the driver's operation of a motor vehicle.
- (3) No sign may be of such intensity or brilliance that it interferes with the effectiveness of an official traffic sign, device or signal.

- d. Applicant will reimburse the city for the costs incurred in extending, upgrading, or moving the electrical service to the billboard.

- e. Applicant must receive the required permit from MnDOT for the billboard.

- f. At all times after construction the billboard must be compliant with section

712.03 of the zoning ordinance in its operation and maintenance.

A motion was made by Mr. Matt, seconded by Mr. Berscheit and unanimously carried recommending the Council approve Conditional Use Permit CUP-04-2025-402 – Lamar Billboard

A.I. #7 UNFINISHED BUSINESS

None

A.I. #8 NEW BUSINESS

- a. The Planning & Zoning Commission reviewed the latest plans for the school parking lot project. This is a one summer project. The only two Planning and Zoning related issues was making sure they had enough parking spaces for the population and the landscaping. The city engineer is addressing the drainage and infrastructure concerns like the water main.
- b. Staff provided an update on the church block. The Church of St. Mary's is looking to plat the old church lot and rezone to residential. They do not want to tear down the rectory, they are looking for a buyer.

A.I. #9 INFORMATIONAL ITEMS

- a. The Commission's next meeting is scheduled for Monday, May 19, 2025, 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. Matt, seconded by Mr. Berscheit and unanimously carried that the meeting be adjourned at 6:37 p.m.


PATRICIA HAASE – CITY CLERK