

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, DECEMBER 22, 2025 – 6:00 P.M.**

The Melrose Planning and Zoning Commission met in a Regular Meeting on Monday, December 22, 2025, at 6:00 p.m. pursuant to due notice being given thereof. Present were Commission Members Jason Seanger, Joe Matt, Jean McDonald, Joelene Wieling, and Community Development Director Sheila Hellermann. Commission Members Shawn Mayers, Nick Shaw, and Dave Berscheit were absent. Chair Jason Seanger called the meeting to order.

The Pledge of Allegiance was recited

A.I. #2. APPROVAL OF THE AGENDA

A motion was made by Commission Member Matt, seconded by Commission Member Wieling, and carried to approve the agenda as submitted.

A.I. #3a. APPROVAL OF MINUTES

A motion was made by Commission Member McDonald, seconded by Commission Member Matt, and carried to approve the minutes from the Commission's October 27, 2025, Regular Meeting.

A.I. #4a. REPORTS

Community Development Director Sheila Hellermann discussed the MPCA work on the former Bohlig Cleaners property and provided an update on the former Stearns Electric site. The LRIP, contamination investigation, Small Cities, and playground grants were all submitted and now we wait for responses. There was also a recent tour of the Empire Memorial property.

A.I. #5a. ACTION ITEMS

The Commission reviewed the City's proposed Five-Year Capital Improvement Plan for compliance with the City's Comprehensive Plan. This review/determination for compliance and the accompanying follow-up written report to the Council is required by Minnesota Statutes Section 462.356 Subd. 2.

The statue reads "After a comprehensive municipal plan or section thereof has been recommended by the planning agency and a copy filed with the governing body, no publicly owned interest in real property within the municipality shall be acquired or disposed of, nor shall any capital improvement be authorized by the municipality or special district or agency thereof or any other political subdivision having jurisdiction within the municipality until after the planning agency has reviewed the proposed acquisition, disposal, or capital improvement and reported in writing to the governing body

or other special district or agency or political subdivision concerned, its findings as to compliance of the proposed acquisition, disposal or improvement with the comprehensive municipal plan."

Community Development Director Hellermann highlighted the non-equipment capital projects being planned. They include:

- The replacement of the Main Street sidewalk in 2026.
- The building of the west end park in the Railroad West development in 2026.
- The build out of 9th Street in 2027 on the north side.
- The planned extension of Turkey Lane in 2027 as part of a redevelopment project.

No real estate acquisitions or dispositions are included in the budget. If any opportunities come up, they will be reviewed on an individual basis. The redevelopment project currently under consideration by the City Council and MADA was also discussed. As there is no financial exchange, it is not reflected in the 2026 budget or the capital improvement plan.

Motion by Commission Member Wieling, seconded by Commission Member McDonald, and carried, determining that the proposed non-equipment related expenditures proposed for 2026 and in the Five-Year Capital Improvement Plan and acquisition/disposition plans are in compliance with the City's Comprehensive Plan.

A.I. #6a. OLD BUSINESS

The City Council and MADA continue to work on a possible redevelopment project. The Commission members were updated about the status of the potential acquisition, and they affirmed that the build-out of Turkey Lane would be important in the design of the redevelopment.

A.I. #7. NEW BUSINESS

- a. The Melrose Area Arts Council had a process to submit mural designs for the east facing wall at Midwest Automatic Products. The winning entry has been chosen. The Commissioners reviewed the sketch. The mural ordinance calls for a conditional use permit application with a public hearing. This is planned for our January 2026 meeting if the final sketch, in color, is ready. If not, the public hearing may be delayed until February.

By consensus the Commission members agreed the preliminary sketch appears to comply with the requirements of the ordinance in that it is "reflective of the community and its history, with a focused theme."

- b. The west portion of the Massmann farm (parcel # 66.36493.0015) has been sold. The east side is still listed for sale. Permission was given for the split pursuant to

152.01(G)(d) of the city's subdivision ordinance. The deferred special assessments are being paid as part of closing. The Commission reviewed the survey and discussed the questions which have been received from potential developers so far.

A.I. #8a. INFORMATIONAL ITEMS

The Commission's next meeting date is scheduled for Monday, January 26, 2026 at 6:00 p.m.

A motion was made Commission Member Wieling, seconded by Commission Member McDonald and carried that the meeting be adjourned at 7:05 p.m.

A handwritten signature in cursive script, appearing to read "Sheila Hellermann", written in black ink.

SHEILA HELLERMANN – COMMUNITY DEVELOPMENT DIRECTOR