

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, FEBRUARY 28, 2022 – 6:00 P.M.**

AGENDA

1. Call to Order/Roll Call/Pledge of Allegiance .
 2. Oath of Office.
 3. Election of Officers
 4. Approval of Agenda
 5. Approval of Minutes
 6. Reports
 - * Presentation by the Melrose Area Arts Council
 7. New Business
 - a. Request for 1st Floor Apartment in C-1 District (502 East Main St)
 - b. Discussion on Housing – Changes to the Comprehensive Plan and Zoning
 8. Action Items
 - a. Follow up for next meeting
 9. Informational Items
 - a. Next Meeting - March 28, 2022
 10. Issues by Planning and Zoning Commission Members and/or Staff
 11. Adjournment
- * Amendment

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, FEBRUARY 28, 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, February 28, 2022, 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, Dave Berscheit, Jean McDonald, Mark “Bunker” Hill, and City Administrator Colleen Winter. Commission Member Adam Paulson was absent. Because this was the Commission’s Organizational Meeting for 2022, City Administrator Winter called the meeting to order.

The Pledge of Allegiance was recited.

A.I. #2 OATHS OF OFFICE

At its January 6, 2022, meeting, the Council reappointed Mark Hill as the Council’s representative to the Commission for a one-year term. City Administrator Winter administered the Oath of Office to Mr. Hill.

A.I. #3 ELECTION OF OFFICERS

Administrator Winter solicited nominations from the Commission for the election of Chair and Vice Chair for 2022. During 2021, 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, Administrator Winter 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 2021.

A motion was made by Mr. Mayers seconded by Mr. Berscheit 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 Mr. Hill, seconded by Mr. Berscheit and unanimously carried to approve the agenda as amended.

A.I. #5 APPROVAL OF MINUTES

A motion was made by Ms. McDonald, seconded by Mr. Mayers and unanimously carried to approve the minutes from the Commission’s December 15, 2021, Regular Meeting.

A.I. #6 REPORTS

- a. Kris Barron with the Melrose Area Arts Council presented the groups Mission Statement and goals. The Melrose Area Arts Council will help facilitate (strengthen) the connections, communication, and creativity of the diverse population of Melrose and the surrounding area by utilizing local resources, materials, and talents to create art, while inviting people of all ages and

backgrounds to join in creating a more pleasing and inviting atmosphere for the community. The group has been meeting with other groups and obtaining feedback. The group is excited and hopes to do wonderful things for the community. The group has been working with the Central Minnesota Art Board and will be applying for a grant.

A.I. #7 ACTION ITEMS

- a. A request has been made by Angel Vargas allowing a first floor apartment in a C-1 District at their property located at 502 Main Street E. The zoning code does not allow first floor apartments in a C-1 district. The Planning & Zoning Commission affirmed upholding the zoning code. It was suggested that perhaps a business would be interested in renting out the space.
- b. The Planning and Zoning next reviewed the City of Melrose Housing Strategy. The Commission next discussed development of the potential housing development areas.

Daylight Court: Due to the soil conditions and the limitation on the number of lots it would be recommended for single family homes. The Commission discussed future development to the north and wanted to keep this as accessible for possible expansion.

Theiler Property: The City has entered into an Option Agreement with the Theiler's. The proposed development is for single family and multi-family homes. Currently this area is designated as R-2 moderate density residential. The Comprehensive Plan would need to be revised allowing for high density residential. There is conflict between the Comprehensive Plan and the Zoning Ordinance as to the future zoning of this property. Administrator Winter is recommending updating the Comprehensive Plan to add a better description of future land use and updating the zoning ordinance to coincide with the Comprehensive Plan.

Belgrade Co-op Site: The Council has authorized completion of Phase I of the Environmental Study. The Belgrade Coop site is currently zoned Industrial therefore a Comprehensive Plan update would be required to rezone the acquired property.

The Planning and Zoning Commission by consensus concurred with the housing development plan and the proposed development areas.

There are another 3 parcels of property in town that were not originally in the proposed housing development area that the city may have interest in for multi-family housing. This would also require rezoning. The Commission by consensus supported the rezoning of these properties.

A.I. #8 NEW BUSINESS

None

A.I. #9 INFORMATIONAL ITEMS

- a. The Commission's next meeting date is scheduled for Monday, March 28, 2022, 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. Mayers, seconded by Ms. McDonald and unanimously carried that the meeting be adjourned at 7:30 p.m.

PATRICIA HAASE – CITY CLERK