

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, FEBRUARY 26, 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, February 26, 2024, at 6:00 p.m. pursuant to due notice being given thereof. Present were Commission Members Dave Berscheit, Shawn Mayers, Jean McDonald, Joelene Wieling, and Community Development Director Sheila Hellermann. Commission Member Jason Seanger, Adam Paulson, and Nick Shaw were absent. Also in attendance was Mr. Brad Hagfors with Franklin Outdoor Advertising. Vice - Chair Berscheit called the meeting to order.

The Pledge of Allegiance was recited.

A.I. #2 APPROVAL OF AGENDA

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

A.I. #3 APPROVAL OF MINUTES

A motion was made by Mr. Mayers, seconded by Ms. Wieling and unanimously carried to approve the minutes from the Commission's January 29, 2024, 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, February 26, 2024, at the Melrose City Center, 225 1st Street NE, Melrose, MN, for the purpose of giving consideration to a request submitted by Franklin Outdoor Advertising for a Conditional Use Permit to allow the construction of a billboard on Parcel No. 66.36440.0000. The Conditional Use Permit would allow new construction of a billboard, in accordance with Section 712 of Zoning Ordinance No. 1989-1-A as adopted with amendments by the Melrose Code of Ordinances. The applicant is applying to install a 10'x30' stacked sign with four advertisers, two on each side.

The Affidavit of Publication of the Public Hearing Notice, which was published in the Star Post on Wednesday, February 14, 2024, 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 provided.

Community Development Director Sheila Hellermann provided an update on the Conditional Use Permit request.

There being no public input the Public Hearing was closed at 6:02 p.m.

A.I. #5 REPORTS

- a. Community Development Director Hellermann provided an update on the 2024 projects. Stearns Electric is in the process of bidding for their new headquarters. The Church of St. Mary's will be constructing a storage shed. Matt Imdieke will also be constructing storage sheds on his property west of town. The Council will be meeting with MADA to discuss the special assessment policy.

A.I. #6 ACTION ITEMS

- a. The Commission earlier this evening held a Public Hearing for the purpose of giving consideration to a request submitted by Franklin Outdoor Advertising for a Conditional Use Permit to allow construction of a new billboard on Parcel No. 66.36440.0000, allowing the installation of a 10'x30' stacked sign with four advertisers, two on each side. Community Development Director Hellermann noted that the MNDOT permit has not been received however, Mr. Hagfors confirmed that he should receive it on Friday March 1. The Council at its February 15 meeting did approve the rezoning of the property. Ms. Hellermann stated that since the billboard is not located in the wetlands t Stearns County Environmental Services did not have an issue with the billboard placement. Ms. Hellermann is working with Journey Lineworker Steve Scholz to get the electric pulled to the property.

A motion was made by Ms. Wieling, seconded by Ms. McDonald and unanimously carried approving the planning report as submitted.

A motion was then made by Mr. Mayers, seconded by Ms. McDonald and unanimously carried recommending Council approval of the Conditional Use Permit.

A.I. #7 UNFINISHED BUSINESS

- a. Community Development Director Hellermann provided an update on the Comprehensive Plan. There will be another rapid planning session in early June. Relating to the Comprehensive Plan process, Director Hellermann gave an overview of legislative action that is getting traction on local control of planning and zoning.

A.I. #8 NEW BUSINESS

- a. Community Development Director Hellermann asked the Commission about a potential rezone for approximately 5 acres of property that was purchased by Matt Imdieke from Belgrade Coop. The Commission would like additional information on the project, however, believes it is feasible to rezone to residential. Empire Memorial is also interesting in selling. Could that possibly be rezoned?

A.I. #9 INFORMATIONAL ITEMS

- a. The Commission's next meeting is scheduled for Monday, March 25 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 6:40 p.m.


PATRICIA HAASE – CITY CLERK