

**MELROSE PLANNING AND ZONING COMMISSION  
REGULAR MEETING  
MONDAY, JANUARY 27, 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, January 27, 2025, at 6:00 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Commission Members Jason Seanger, Dave Berscheit, Jean McDonald, Joe Matt, and Community Development Director Shelia Hellermann. Commission Members Shawn Mayers, Nick Shaw, and Joelene Wieling were absent. Also in attendance was Joe Hennen with Blue Can Properties LLC. Because this was the Commission's Organizational Meeting for 2025, Community Development Director Hellermann called the meeting to order.

The Pledge of Allegiance was recited.

**A.I. #2 OATH OF OFFICE**

At its January 7, 2025, meeting, the City Council reappointed Dave Berscheit to the Planning and Zoning Commission for a four-year term. Joelene Wieling was reappointed as the Council Representative for a one-year term. Ms. Hellermann administered the Oath of Office to Mr. Berscheit.

**A.I. #3 ELECTION OF OFFICERS**

Community Development Director Hellermann solicited nominations from the Commission for the election of Chair and Vice Chair for 2025. 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 2024.

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

**A.I. #5 APPROVAL OF MINUTES**

A motion was made by Mr. Berscheit, seconded by Mr. Matt and unanimously carried approving the minutes from the Commission's November 25, 2024, Regular Meeting.

## **A.I. #6 PUBLIC HEARING**

- a. **CUP #01-2025-401 – Moving Permit and Conditional Use Permit Application**  
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 27, 2025, at the Melrose City Center, 225 1st Street NE, Melrose, MN, for the purpose of giving consideration to a request submitted by Blue Can Properties LLC for a Moving Permit and Conditional Use Permit on Parcel No. 66.36711.0002. The Moving Permit and Conditional Use Permit would allow a single-family home to be moved onto the parcel in accordance with Sections 213.04(1) and Section 1300 of Zoning Ordinance No. 1989-1-A as adopted with amendments by the Melrose Code of Ordinances.

The Affidavit of Publication of the Public Hearing Notice, which was published in the Star Post on Wednesday, January 15, 2025, 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 were provided.

The request is to move an existing home from the City of Freeport to the City of Melrose onto Parcel No. 66.36711.0002. The home has been inspected by the City Building Official and has found to be sound. There will be some items that will need to be addressed once the home has been moved onto the parcel in Melrose. The items for discussion are the time frame for placing the home on its foundation and the time frame for bringing the home up to the building code. Community Development Director Hellermann stated that the Comprehensive Plan does support the project.

Mr. Joe Hennen from Blue Can Properties LLC reaffirmed the request as explained by Community Development Director Hellermann and his intention to go beyond the minimum requirements of the building official.

Mike Merten from Sauk Centre who is related to the property owner to the south and came on their behalf inquired as to why the property was not being rezoned and what is going to happen to the alley behind the parcel. He was informed that the alley is not being vacated. Chair Jason Seanger explained the reason for the Conditional Use Permit. The alley will remain as it is, but it will still not be maintained by the city.

Chair Jason Seanger called for public comment. There being none the public hearing was closed at 6:16 p.m.

## **A.I. #7 REPORTS**

- a. Community Development Director Sheila Hellerman provided an update. The City Council at its January 16, 2025, meeting did adopt the Ordinance Amending Sign Regulations (Electronic Billboards) Director Hellermann has started conversation with Central Minnesota Housing Partnership for home rehabilitation. At the February Planning and Zoning meeting the Commission will be reviewing the revisions to the Planned Unit Development (PUD) for the Roach Property on Railroad Avenue. The Council has decided to change the Park Board Membership to a seven-member board.

#### **A.I. #8 ACTION ITEMS**

- a. The Commission earlier this evening held a Public Hearing for the purpose of giving consideration to a request submitted by Blue Can Properties LLC for a Moving Permit and Conditional Use Permit on Parcel No. 66.36711.0002. The Moving Permit and Conditional Use Permit would allow a single-family home to be moved onto the parcel in accordance with Sections 213.04(1) and Section 1300 of Zoning Ordinance No. 1989-1-A as adopted with amendments by the Melrose Code of Ordinances.

A motion was made by Mr. Berscheit seconded by Ms. McDonald and unanimously carried approving the planning report and conditions with changes to condition number 6 Owner/Applicant will be allowed additional time to dig a basement, construct the foundation and move the house to its final location. All this work must be completed and a certificate of occupancy issued by January 27, 2026. A motion was then made by Mr. Berscheit, seconded by Ms. McDonald and unanimously carried recommending Council approval of the Conditional Use Permit and Moving Permit

#### **A.I. #9 OLD BUSINESS**

- a. Staff, along with Attorney Scott Dymoke, met with CentraCare representatives last week to discuss their request for a subdivision (rather than a common interest community/condo) for the CentraCare parcel. Staff and City Attorney Scott Dymoke have met and determined this is allowable, however it will require several variances on setbacks. The Building Officials will be touring the facility to make sure the building and fire codes are met.

#### **A.I. #10 NEW BUSINESS**

- a. The Commission annually reviews 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. Community Development Director Sheila Hellermann reviewed the budget and capital plan with the Planning and Zoning Commission.

*The statute 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."*

A motion was made by Mr. Berscheit, seconded by Ms. McDonald and unanimously carried making a recommendation to the Council that the proposed non-equipment related expenditures proposed for 2025 and in the Five-Year Capital Improvement Plan and acquisition/disposition plans are in compliance with the City's Comprehensive Plan.

- b. There have been recent indications that businesses in the city are considering adding solar fields on their property. This is allowed under the zoning ordinance.

MADA has discussed this, and it was suggested that Planning & Zoning review the ordinance which was put into effect in 2015 to ensure it is still sufficient.

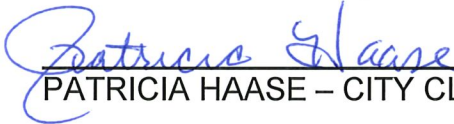
The Commission recommended adding a clause stating that solar panel installation is only for use by the parcel owner's business to supplement primary energy use. The solar array cannot be the only or primary use of the parcel.

#### **A.I. #11 INFORMATIONAL ITEMS**

- a. The Commission's next meeting date is scheduled for Monday, February 24, 2025, at 6:00 p.m.

#### **A.I. #12 ADJOURNMENT**

A motion was made by Mr. Berscheit, seconded by Ms. McDonald and unanimously carried that the meeting be adjourned at 6:40 p.m.

  
PATRICIA HAASE – CITY CLERK