

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, MAY 18, 2026 – 6:00 P.M.**

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

The Melrose Planning and Zoning Commission met in a Regular Meeting on Monday, May 18, 2026, at 6:00 P.M. at the Melrose City Center pursuant to due notice being given thereof. Present were Commission Members David Berscheit, Nick Shaw, Joelene Wieling and Jean McDonald, and Community Development Director Sheila Hellermann. Commission Members Jason Seanger, Shawn Mayers, and Joe Matt were absent. Vice Chair Berscheit called the meeting to order. The Commission then recited the Pledge of Allegiance.

2. APPROVAL OF THE AGENDA

A motion was made by Commission Member Wieling, seconded by Commission Member McDonald, and unanimously carried to approve the agenda.

3. APPROVAL OF MINUTES

A motion was made by Commission Member McDonald, seconded by Commission Member Shaw and unanimously carried to approve the minutes from the Commission's April 27, 2026, Regular Meeting.

4. PUBLIC HEARING

- 4a. FP-05-2026-201 & VAR-05-2026-102 Final Plat & Variance Request –
CentraCare-Cura Real Estate Split

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, May 18, 2026, at the Melrose City Center, 225 1st Street NE, Melrose, MN, for the purpose of giving consideration to the Variance request and approval of the Final Plat of CentraCare Health System – Melrose to split parcel 66.37009.0602. The parcel is legally described as Lot 1, Block 1, Medical Services Plat Two, according to the current plat and survey thereof, now on file and of record in the office of the Stearns County Recorder. The purpose of the lot split is to delineate between that property to be owned by CentraCare Health System – Melrose and that to be owned by Cura. The variance request is regarding lot setbacks and parking requirements under the zoning ordinance.

The Affidavit of Publication of the Public Hearing Notice, which was published in the Star Post on Wednesday, May 6, 2026, along with the Affidavit of Posting of Notice of Hearing and Mailing of the Public Hearing Notices to the Affected Property Owners was included in the documents presented.

There was no public comment, and so the public hearing was closed.

5. REPORTS

5a. Community Development Director Report

Community Development Director Sheila Hellermann provided the following update. She stated that the new daycare center is moving forward. She got the blueprints, and the building permit came in signed today. They will be moving into the building on September 1. The rezoning request will be brought to the Planning & Zoning Commission at the next meeting in June. We will want to be careful with the conditional use permit to rezone this property keeping in mind what might go next to the new daycare. Traffic will be an important safety consideration in the area. Roach will be moving forward with their next development of townhomes on the western side of the city. It will be a \$5.1 million building permit for \$300,000 a piece for 17 townhomes. The staking should be starting next week. They are looking to be building them by the fall.

The two tobacco shops in the city have been having conflicts. They are both now fully permitted and set up in their locations. Since both businesses have the licenses and permits needed, the city cannot intervene even if the business owners are upset about another similar business opening nearby to them. Time will tell whether the amount of customers in town will be able to support one or both businesses.

For the Commercial Rehab Loan Program, we are receiving a lot of interest from businesses looking to fix up the exterior of their buildings. There are lot of homes around Melrose getting new siding and windows. Hellermann has been able to connect people with the Stearns County Housing Trust Fund to help with those updates. Developments have also continued with the old Jennie-O downtown facility. Two housing developers have submitted plans for housing on the old parking lot, for between 9 to 12 homes to be built. These homes would be for sale and be between \$325,000 and \$375,000 per property.

6. ACTION ITEMS

6a. FP-05-2026-201 & VAR-05-2026-102 Final Plat & Variance Request – CentraCare-Cura Real Estate Split

Community Development Director Hellermann presented. The Commission earlier this evening held a Public Hearing for the purpose of giving consideration to the Variance request and approval of the Final Plat of CentraCare Health System – Melrose to split parcel 66.37009.0602. The parcel is legally described as Lot 1, Block 1, Medical Services Plat Two, according to the current plat and survey thereof, now on file and of record in the office of the Stearns County Recorder. The purpose of the lot split is to delineate between that property to be owned by CentraCare Health System – Melrose and that to be owned by Cura. The variance request is regarding lot setbacks and parking requirements under the zoning ordinance.

The city has already looked at the preliminary plat. What has changed since then is that Fire Chief Budde and Police Chief Maus have walked through the property and they are satisfied with how the changes in the property will still allow for efficient emergency response. The property will still be very accessible even with the changes that Centracare and Cura are proposing. The utilities are not being separated, Centracare and Cura will just be working with each other on how to split things when needed. We do not know exactly why Centracare and Cura want to make this formal change with the plat and variance request, but this is what they would like to do. The city comprehensive plan wants the city to have solid medical services, and if this allows a good working relationship between the medical providers in town, then it is worth it.

City Engineer Blommel and Hellermann believe that there will be some minor tweaks from the Stearns County Recorder's office. This approval would be conditional on those tweaks being minor otherwise anything major would go back to the Commission for approval again. Also, if the Department of Health needs anything from Centracare and Cura to maintain licensure, that is also something to consider. Before officially recording the change, the city would make sure those changes are made. A condition is also that if Cura rebuilds, remodels, or relocates, then the structure will have to be brought back into compliance with the usual building code.

A motion was made by Commission Member McDonald, seconded Commission Member Wieling to adopt the findings of fact and staff report.

A motion was made by Commission Member Wieling, seconded by Commission Member Shaw, and unanimously carried to move the variance request and final plat forward to the City Council meeting for final approval and recommending it be approved by the City Council.

7. INFORMATIONAL ITEMS

- 7a. The Commission's next meeting date is scheduled for Monday, June 29, 2026 at 6:00 p.m.

8. ISSUES BY PLANNING AND ZONING COMMISSION MEMBERS AND/OR STAFF

Commission Member Shaw asked how the City Administrator process was going. Community Development Director Hellermann stated that applications close today at midnight. There are 19 applications that have been received so far. Members discussed that this is a high number of applications compared to the last time the city hired a new City Administrator.

9. ADJOURNMENT

A motion was made by Commission Member Wieling, seconded by Commission Member Shaw, and unanimously carried to adjourn the meeting at 6:19 P.M.

A handwritten signature in black ink, appearing to read "Connor Kockler", with a long, sweeping horizontal stroke extending from the end of the name.

CONNOR KOCKLER – CITY CLERK