

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, SEPTEMBER 26, 2022 – 6:00 P.M.**

AGENDA

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes
4. Reports
5. Action Items
6. Unfinished Business
 - a. Discussion of Zoning Ordinances
 - b. Discussion of the Comprehensive Plan
 - c. Project Update
7. New Business
 - a. Covenants for I-94 Industrial Park
8. Informational Items
 - a. Next Meeting
9. Issues by Planning and Zoning Commission Members and/or Staff
10. Adjournment

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MONDAY, SEPTEMBER 26, 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 September 26, 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, Jean McDonald, Nick Shaw, and Mark Hill, along with City Administrator Colleen Winter, and City Planner Shelia Hellermann. Commission Members Adam Paulson, and Dave Berscheit were absent. Chair Seanger called the meeting to order.

The Pledge of Allegiance was recited.

A.I. #2 APPROVAL OF AGENDA

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

A.I. #3 APPROVAL OF MINUTES

A motion was made by Mr. Mayers, seconded by Mr. Hill and unanimously carried to approve the minutes from the Commission's July 25 Regular Meeting.

A.I. #4 REPORTS

None

A.I. #5 ACTION ITEMS

None

A.I. #6 UNFINISHED BUSINESS

- a. The Planning and Zoning Commission discussed updating the zoning ordinance specific to the following:
- Murals
 - THC Ordinance
 - Penalties for failure to apply for a permit

Ms. Hellermann presented an example mural ordinance. The Commission instructed staff to obtain additional examples for their review.

Ms. Hellermann next reported that the Melrose City Council has passed an Ordinance placing a moratorium on THC. However, Planning and Zoning will need to develop an ordinance regulating THC. City Administrator Winter noted that both the Coalition of Minnesota Cities and the League of Minnesota Cities are working

on providing cities with input. Staff will bring sample ordinances at the next meeting.

Next the Commission discussed penalties for failure to apply for a permit. Our current zoning ordinance does not address failure to apply for a permit. Chair Seanger stated that the penalty needs to be significantly more than the original permit application.

- b. The Commission next reviewed the Comprehensive Plan specific pertaining to the following:
 - Future Land Use Maps
 - Former Jennie-O Property
 - Former St. Mary's Church Property
- c. City Planner Hellermann provided an update on current projects:
 - Kwik Trip Ms. Hellermann provided an update on the site plan. They are looking to locate at the U.S. Bank site. At the October 31 meeting Planning and Zoning will be reviewing a request for a Conditional Use Permit for a gas station, convenience store which is a permitted use in this area. The county will be doing a traffic study.
 - Riverview Lot (Former Kraft Lot) Ms. Hellermann reported that they have received the civil drawings. The developer is working on the drainage and the wastewater concerns. This would be a 3 story unit with underground parking.
 - Platting Railroad West (Theiler Property) Ms. Hellermann noted that MADA has approved the platting of Railroad West (Theiler property)
 - Casey's North. Ms. Hellermann noted Casey's North has been sold

A.I. # 7 NEW BUSINESS

- a. Ms. Hellermann stated that at the September 26 meeting it was suggested that covenants be established for the I-94 Industrial Park. The Commission directed staff to further research covenants.

A.I. #8 INFORMATIONAL ITEMS

- a. The Commission's next meeting is scheduled for Monday, October 31 at 6:00 p.m.

A.I. #9 ISSUES BY PLANNING AND ZONING COMMISSION MEMBERS

None

A.I. #10 ADJOURNMENT

A motion was made by Mr. Mayers seconded by Mr. Shaw and unanimously carried that the meeting be adjourned at 7:00 p.m.

PATRICIA HAASE