

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, AUGUST 28, 2023 – 6:00 P.M.**

AGENDA

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes
4. Public Hearings
 - a. Conditional Use Permit – Franklin Outdoor Advertising
5. Reports
 - a. Director Hellermann – Report
6. Action Items
 - a. Conditional Use Permit – Franklin Outdoor Advertising
7. Unfinished Business
 - a. Comprehensive Plan Update
8. New Business
9. Informational Items
 - a. Next Meeting
10. Issues by Planning and Zoning Commission Members and/or Staff
11. Adjournment

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, AUGUST 28, 2023– 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, August 28, 2023, 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, Adam Paulson Nick Shaw, Joelene Wieling, and Community Development Director Sheila Hellermann. Also in attendance was Brad Hagfors with Franklin Outdoor Advertising. Chair Seanger 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 Ms. Wieling, seconded by Mr. Shaw and unanimously carried to approve the minutes from the Commission's July 24, 2023, 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, August 28, 2023, 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. 66.36420.0070. 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, August 16, 2023, 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 Public Meeting was opened at 6:00 p.m.

Community Development Director Hellermann provided an overview of the request submitted by Franklin Outdoor Advertising

Brad Hagfors with Franklin Outdoor Advertising provided a brief overview of the company and provided information on the proposed billboard and commented that they are in agreement with the conditions set forth.

Chair Seanger Berscheit called for any additional public comment. There being none the public hearing was closed at 6:07 p.m.

A.I. #5 REPORTS

- a. Community Development Director Sheila Hellermann provided an update on the Sauk River Park improvements, and the Railroad West project. Construction continues on the Riverside Flats and Kwik Trip projects. There have been eight business owners that have requested an application for the Commercial Rehab Loan Project. One application has been approved. The Council had decided not to move forward with the vacant building ordinance at this time. Cannabis will be brought back before the Planning and Zoning Commission sometime this fall. Five individuals have expressed interest in constructing storage sheds. Building permit update: We have almost 200 permits totaling \$23.5 million. I looked back 15 years. This is the 2nd highest year (already) in terms of valuation. Jennie O's construction in 2017 was the only year higher.

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. 66.36420.0070, allowing the installation of a 10'x30' stacked sign with four advertisers, two on each side.

The Commission reviewed the Planning Report and Finding of Facts.

A motion was made by Ms. Wieling, seconded by Mr. Berscheid and unanimously carried, accepting the Planning Report, and Finding of Facts as written.

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

A.I. #7 UNFINISHED BUSINESS

- a. Community Development Director provided an update on the comprehensive plan project. The first meeting will take place on Thursday, September 14.

A.I. #8 NEW BUSINESS

None

A.I. #9 INFORMATIONAL ITEMS

- a. The Commission's next meeting is scheduled for Monday, September 25, 2023, at 6:00 p.m.

A.I. #10 ISSUES BY PLANNING AND ZONING COMMISSION MEMBERS

- a. Community Development Director Hellermann presented the Commission with a conceptual design of a mural that Mr. Craig Schiffler would like to have painted on a wall at Melrose Bowl. The issue is this would violate the sign ordinance. Ms. Hellermann is recommending that Mr. Schiffler apply for a variance.

A.I. #11 ADJOURNMENT

A motion was made by Mr. Berscheit, seconded by Mr. Mayers and unanimously carried that the meeting be adjourned at 6:35 p.m.

PATRICIA HAASE – CITY CLERK