

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, JUNE 26, 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. Z-06-2023-302 Zoning Amendment Concerning Building Moves
5. Reports
 - a. Director Hellermann – Report
6. Action Items
 - a. Z-06-2023-302 Zoning Amendment Concerning Building Moves
7. Unfinished Business
 - a. Review of Preliminary Plat for Cul-de-sacs in Railroad West
 - b. Comprehensive Plan – Update and Planning
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, JUNE 26, 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, June 26, 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, Nick Shaw, City Administrator Colleen Winter, and Community Development Director Sheila Hellermann. Commission Member Adam Paulson and Joelene Wieling 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 Mr. Shaw, 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. McDonald, seconded by Mr. Mayers and unanimously carried to approve the minutes from the Commission's April 24, 2023, Regular Meeting.

A.I. #4 PUBLIC HEARING

- a. **Z-06-2023-302 Zoning Amendment Concerning Building Moves.** 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, June 26, 2023, for the purpose of giving consideration to changing the zoning ordinance in section 1300 regarding Regulations of Building Moves. The existing Zoning Ordinance No. 1989-1-A as adopted with amendments in the Melrose Code of Ordinances in section 1300 contains unclear language.

The Affidavit of Publication of the Public Hearing Notice, which was published in the Star Post on Wednesday, June 14, 2023, along with the Affidavit of Posting of Notice of Hearing have been completed.

Below are Attorney Scott Dymoke's explanations for these changes which he determined were necessary after the city's lawsuit with Mr. Bonner:

In applying the moving regulations during the Bonner matter, the regulations proved slightly vague and difficult to apply. To address these issues, I've moved the section requiring a permit to the first section of the regulations and the building code requirements to the second section. In the current ordinance, we have the permit requirements and basis to refuse a permit application in one section, even though we have two procedures – one for traditional structures and one for manufactured homes. I've separated these procedures in an effort to simplify administration of the regulations by the Zoning Officer.

In the moving ordinance, we want the structures inspected prior to issuing

any permits, with a list of corrections issued as needed. A Certificate of Occupancy/Compliance is intended as a pre-requisite to obtaining a moving permit.

Chair Seanger asked for comments. There being no further comment, the Public Hearing was closed at 6:03 p.m.

A.I. #5 REPORTS

- a. Community Development Director Hellermann provided an update on current and upcoming Planning and Zoning related items. Kwik Trip is still planning to begin construction on July 3. It is anticipated that Riverside Flats will also begin construction in the next week or so. The St. Mary Church rectory construction has begun. The vacant building registration ordinance will be on the July council agenda. Granite City has moved up the timetable for construction on the Theiler property. Granite City has changed the design of the building. There is a business that is interested in buying a lot in the Industrial Park.

A.I. #6 ACTION ITEMS

- a. The Commission earlier this evening held a Public Hearing for the purpose of giving consideration to changing the zoning ordinance to clarify the language and procedures regarding building moves in the city.

A motion was made by Mr. Mayers, seconded by Mr. Shaw and unanimously carried recommending City Council approval of the zoning ordinance amendment concerning building moves.

A.I. #7 UNFINISHED BUSINESS

- a. On May 8, 2023, there was a joint meeting of the City Council, Planning & Zoning Commission, MADA, and Park & Rec Board concerning the Planned Unit Development planned for Railroad West. Based on that discussion, City Engineer Blommel has prepared a preliminary layout of the two residential cul-de-sacs.

We are hoping to hold public hearings at the July P&Z meeting on the preliminary plat for Railroad West and the re-zoning of the area to a Planned Unit Development. The Commission reviewed the preliminary information prepared by SEH. The Planning and Zoning Commission is recommending the cul-de-sacs be more of a boot shape. The Commission is recommending that the cul-de-sac farthest from the apartments be developed first.

- b. The City Council at its June 15, 2023, meeting voted to proceed with the comprehensive plan update. We will be working with Community Design Group. They have provided a summary of their plan for community engagement. Community Design Group has provided the expectations of the steering committee. It is proposed to have 12 people on the steering committee.

A.I. #8 NEW BUSINESS

None

A.I. #9 INFORMATIONAL ITEMS

- a. The Commission's next meeting is scheduled for Monday, July 24, 2023, at 6:00 p.m.

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

A.I. #11 ADJOURNMENT

A motion was made by Mr. Mayers, seconded by Mr. Berscheit and unanimously carried that the meeting be adjourned at 6:50 p.m.

PATRICIA HAASE – CITY CLERK