

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, MAY 20, 2024– 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, May 20, 2024, at 6:00 p.m. pursuant to due notice being given thereof. Present were Commission Members Jason Seanger, Dave Berscheit, Jean McDonald, Nick Shaw, Joeline Wieling, and Community Development Director Sheila Hellermann. Commission Member Shawn Mayers was absent. Also in attendance was Mr. Cyril Braegelmann. Chair Jason Seanger called the meeting to order.

The Pledge of Allegiance was recited.

A.I. #2 APPROVAL OF AGENDA

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

A.I. #3 APPROVAL OF MINUTES

A motion was made by Ms. Wieling, seconded by Mr. Berscheit and unanimously carried to approve the minutes from the Commission's February 26, 2024, 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, May 20, 2024, at the Melrose City Center, 225 1st Street NE, Melrose, MN, for the purpose of giving consideration to the request of Gerber Collision Midwest, Inc. for a Conditional Use Permit on Parcel No. 66.36667.0010. The Conditional Use Permit would allow vehicle services including body work on the parcel in the C-2 Commercial Highway zoning district, in accordance with Section 222.04 (9) 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, May 8, 2024, 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 was included in the agenda packet and available to the public.

Community Development Director Sheila Hellerman provided an overview of the Conditional Use request from Gerber Collision. Ms. Hellermann stated the streets department had no concerns, Chief Maus did express a concern regarding parking. Mr. Cyril Braegelmann inquired if parcel 66.36667.0010 had already been purchased by Gerber Collision. Ms. Hellermann stated that Gerber Collision has entered into a Purchase Agreement with the property owner with closing to occur on January 1, 2025. At this time Gerber Collision has no plans for any major renovations.

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

A.I. #5 REPORTS

- a. Community Development Director Hellermann provided an update on the 2024 projects. Ms. Hellermann noted that building permits are a little over 25 million with a large portion from the new Stearns Electric building. Blue Door Storage has begun construction. Stearns County HRA will be updating their buildings. Two new homes are under construction. Stearns Electric will keep the billboard on their property. Staff continue to look for a Planning & Zoning Member. Staff will begin the 2025 budget process in June.

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 Gerber Collision Midwest, Inc. for a Conditional Use Permit on Parcel No. 66.36667.0010. The Conditional Use Permit would allow vehicle services including body work on the parcel in the C-2 Commercial Highway zoning district, in accordance with Section 222.04 (9) of Zoning Ordinance No. 1989-1-A as adopted with amendments by the Melrose Code of Ordinances.

The Commission reviewed the Finding of Facts:

FINDINGS OF FACT:

1. Gerber Collision Midwest, Inc. has requested a Conditional Use Permit for an autobody repair business on parcel 66.36667.0010.
2. The property is owned by Gerber Real Estate Inc.
3. A public hearing before the Planning and Zoning Commission is scheduled to begin at 6:00 p.m. or as soon thereafter as the matter may be heard at its meeting on May 20, 2024, at the Melrose City Center.
4. On May 8, 2024, the notice of the public hearing to be held on May 20, 2024, before the Planning and Zoning Commission was published in the Star Post.
5. On May 2, 2024, the notice of the public hearing to be held on May 20, 2024, before the Planning and Zoning Commission was posted on the bulletin boards of the City of Melrose, United States Post Office – Melrose, and Great River Regional Library – Melrose Branch.
6. On May 3, 2024, the notice of the public hearing to be held on May 20, 2024, before the Planning and Zoning Commission was mailed to the property owners within 350 feet of the area. A list of these property owners is on file.
7. The proposed CUP complies with the requirements of the City of Melrose 2030 Comprehensive

Ms. Hellermann noted that Staff recommends approval of the Conditional Use Permit application subject to the following conditions:

- (1) Any use of the property shall be designed to ensure proper functioning of the site as related to vehicle stacking, circulation and turning movements.

- (2) Temporary outdoor vehicle storage may be allowed in outdoor storage areas that are not larger than 25% of the buildable lot area, are located behind the front building line, and are 100% screened. Because this is a corner lot, it shall also be screened on the west side, along Meadowlark Lane.
- (3) Vehicles not being repaired but used as a source of parts shall be prohibited unless fully enclosed within the building.
- (4) Vehicles that are repaired and are awaiting removal shall not be stored or parked for more than 30 consecutive days.
- (5) Any use cannot cause the emission of odor, toxic or noxious fumes, smoke, dust or particulate matter given its location adjacent to a residential area.
- (6) Any use of the property shall be designed to ensure sufficient parking to prevent disruption to the neighboring businesses and residential neighborhood.
- (7) The city's water/wastewater department shall be notified, and copies provided, of permits required by MPCA due to discharge or disposal in the operation of the business.

A motion was by Mr. Berscheit, seconded by Ms. McDonald and unanimously carried approving the Finding of Facts and recommending the City Council approving the Conditional Use Permit with the conditions stated above with a revision, adding noise to condition 5.

A.I. #7 UNFINISHED BUSINESS

- a. Staff provided an update on the comprehensive plan process. There will be an upcoming steering committee meeting and vision session.

A.I. #8 NEW BUSINESS

- a. The Community Development Director provided a preview of the I-94 Industrial Park replatting and the proposed development. Ms. Hellermann also provided a map of the Highlands expansion. The owner will be platting 6 lots and Kraemer Lumber will be platting an additional 8 lots in the Highlands area. This is the first expansion in the Highlands area since 2002.
- b. Staff have been discussing remodel/expansion plans with the new owners of Melrose Bakery, including an idea to install a drive-up window on the east side of the building. Staff provided information about permitted uses in C-1, and C-2 information because of its outline of drive-up considerations. There are other drive-up windows in C-1, but this would utilize the alley. The Commission was supportive of allowing a drive-up window.
- c. The current Stearns Electric building is zoned Industrial. An additional option would be C-2. Stearns Electric is considering requesting the rezoning of both the current and new lot to be rezoned to C-2. The Commission by consensus was supportive of rezoning both properties to C-2, depending on the future Stearns Electric buyer of current location.

A.I. #9 INFORMATIONAL ITEMS

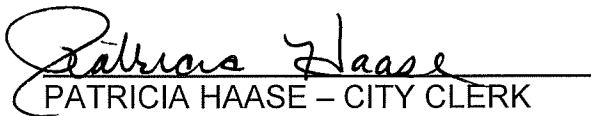
- a. The Commission's next meeting is scheduled for Monday, June 24 at 6:00 p.m.

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

The Commission discussed potential candidates for the Planning and Zoning Commission to fill the vacancy with the resignation of Commission Member Adam Paulson.

A.I. #11 ADJOURNMENT

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


PATRICIA HAASE – CITY CLERK