

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, JULY 25, 2022 – 6:00 P.M.**

AGENDA

1. Call to Order/Roll Call/Pledge of Allegiance
2. Oath of Office
3. Approval of Agenda
4. Approval of Minutes
5. Public Hearings
 - a. Case # 6-2022-401 Conditional Use Permit - Wolf River Electric, and Owner, Austine Etcheverry- Installation of Solar Panels
6. Reports
 - a. Director Hellermann – Report
7. Action Items
 - a. Case # 6-2022-401 Conditional Use Permit - Wolf River Electric, and Owner, Austine Etcheverry- Installation of Solar Panels
8. Unfinished Business
9. New Business
10. Informational Items
 - a. Next Meeting
11. Issues by Planning and Zoning Commission Members and/or Staff
12. Adjournment

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, JULY 25, 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, July 25, 2022, at 6:00 p.m. pursuant to due notice being given thereof. Present were Commission Members Jason Seanger, Adam Paulson, Dave Berscheit, Jean McDonald, Mark “Bunker” Hill, City Administrator Winter, and City Planner Shelia Hellermann. Commission Member Shawn Mayers was absent. Also in attendance were Austine and Jared Etcheverry. Glen Nielson with Wolf River Energy attended the meeting via telephone. Chair Seanger called the meeting to order.

The Pledge of Allegiance was recited.

A.I. #2 OATH OF OFFICE

At its June 16, 2022, meeting, the Council appointed Nick Shaw to the Planning and Zoning Commission. City Planner Hellermann administered the Oath of Office to Mr. Shaw.

A.I. #3 APPROVAL OF AGENDA

A motion was made by Mr. Berscheit, seconded by Mr. Paulson and unanimously carried to approve the agenda as submitted

A.I. #4 APPROVAL OF MINUTES

A motion was made by Ms. McDonald, seconded by Mr. Berscheit and unanimously carried to approve the minutes from the Commission’s April 25, 2022, Regular Meeting.

A.I. #5 PUBLIC HEARING

- a. The Melrose Planning and Zoning Commission held a Public Hearing on Monday, July 25, 2022, at 6:00 p.m. at the Melrose City Center for the purpose for of giving consideration to the request of applicant, Wolf River Electric, and owner, Austine Etcheverry, for a Conditional Use Permit. The Conditional Use Permit will allow construction and installation of solar panels, in accordance with Section 1803 of Zoning Ordinance No. 1989-1-A as adopted with amendments by the Melrose Code of Ordinances. Ms. Hellermann provided an overview of the Conditional Use permit request from Austine Etcheverry.

City Planner Hellermann included in the attachments the required Affidavit of Publication of the Hearing Notice, which was published in the Star Post on Wednesday, July 13, 2022 and the Affidavit of Mailing and Posting of Notice of Hearing which was completed on Wednesday, July 13, 2022.

Glen Nielson with Wolf River Electric spoke in regards the solar industry being the largest growing industry in the world and the popularity is growing. Chair Seanger asked if the panels came in different colors. Mr. Nielson stated that some

manufacturers have slight differences in their solar panels, however they are minor differences.

Chair Seanger asked for public input. There being no further comment the Public Hearing was closed at 6:12 p.m.

A.I. #6 REPORTS

- a. City Planner Hellermann provided an update on some of the upcoming projects including the Welcome to Melrose sign. Ms. Hellermann stated at the next Planning meeting they will be looking for a change in future land use map.

A.I. #7 ACTION ITEMS

- a. Following its review of the Planning Report, the related information and documents associated with this Report along with public input received at the public hearing or in writing, the Commission will give consideration to making a recommendation to the Council regarding Case # 6-2022-401. The Conditional Use Permit will allow construction and installation of solar panels, in accordance with Section 1803 of Zoning Ordinance No. 1989-1-A as adopted with amendments by the Melrose Code of Ordinances.

According to Zoning Ordinance 1989-1-A, the Commission may recommend, and the Council may stipulate such conditions and restrictions upon the establishment, location, construction, maintenance and operation of the conditional use as deemed necessary for the protection of the public interest and to secure compliance with the requirements specified in this [Zoning] Ordinance

Chair Seanger is recommending that Condition Number 4 "Solar materials should be like or similar to roof colors". be stricken.

Chair Seanger reviewed the planning report and conditions with the Commission Members.

A motion was made by Mr. Hill, seconded by Mr. Berscheit and unanimously carried approving the planning report and finding of facts and amending the conditions striking condition number four "Solar materials should be like or similar to roof colors"

A motion was made by Mr. Paulson seconded by Mr. Berscheit and unanimously carried recommending the Council approve the Conditional Use Permit.

A.I. #8 UNFINISHED BUSINESS

None

A.I. #9 NEW BUSINESS

None

A.I. #10 INFORMATIONAL ITEMS

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

A.I. #11 ISSUES BY PLANNING AND ZONING COMMISSION MEMBERS

None

A.I. #12 ADJOURNMENT

A motion was made by Mr. Berscheid, seconded by Ms. McDonald and unanimously carried that the meeting be adjourned at 6:30 p.m.

PATRICIA HAASE – CITY CLERK