

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, SEPTEMBER 29, 2025– 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 29, 2025, at 6:00 p.m. pursuant to due notice being given thereof. Present were Commission Members Jason Seanger, Dave Berscheit, Shawn Mayers, Jean McDonald, Joe Matt, Joelene Wieling, and Community Development Director Sheila Hellermann. Commission Member Nick Shaw was absent. 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 Ms. McDonald, seconded by Mr. Berscheit 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. Matt and unanimously carried to approve the minutes from the Commission's July 28, 2025, 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, September 29, 2025, for the purpose of giving consideration to changing the zoning ordinance in Section 401 regarding setbacks in the R-2 zoning district.

The Affidavit of Publication of the Public Hearing Notice, which was published in the Star Post on Wednesday, September 17, 2025, along with the Affidavit of Posting of Notice of Hearing was provided.

Community Development Director Sheila Hellermann provided a summary on the request to change the zoning ordinance Section 404 regarding setbacks in the R-2 zoning district that the public street side yard setbacks, and corner side yard setbacks in R-2 be the same as the R-1 zoning district.

Chair Seanger asked for public comments. There being none the Public Hearing was closed at 6:05 p.m.

A.I. #5 REPORTS

- a. Community Development Director Sheila Hellermann stated that she is currently working on writing grants to help fund the park on the west end. Roach is planning on starting construction in spring of 2026. The former Bruder Butchers' shop building does have a signed purchase agreement. Ms. Hellermann has been talking with potential purchasers of the Empire Memorial Building and she believes

the property will need to be rezoned. Casey's North is back on the market and is listed for \$700,000. The former Stearns Electric headquarters is on the market for lease. This property may also need to be rezoned. Staff have also been having discussions with some of the principal employers regarding supporting existing and new daycare facilities. There are two new properties on the market.; Blenker's property and a portion of the Massman farm. Community Development Director is writing an LRIP grant to help fund the development of 9th Street. She has received support from Stearns County, and she is getting support from the school and farmers in that area as that would be a regional road.

A.I. #6 ACTION ITEMS

- a. The Commission earlier this evening held a Public Hearing for the purpose of giving consideration to changing the public street side yard setbacks in the R-2 zoning district.

A motion was made by Ms. Wieling, seconded by Mr. Mayers and unanimously carried recommending the Council approve an amendment to the zoning code Section 401 that the public street side yard, and corner side yard setback in the R-2 district be the same as the R-1 zoning district.

A.I. #7 UNFINISHED BUSINESS

- a. Community Development Sheila Hellermann presented the Commission with her draft of Chapter 5 Land Use, Chapter 7 Transportation, and Chapter 8 Economic Development of the Comprehensive Plan. Additional input is sought about these changes. The Commission reviewed the material and thought it was very well written and supported the contents. The Commission was very appreciative of Ms. Hellermann taking on this project
- b. On September 23, 2025, staff received information that the separation of the CURA and CentraCare facilities is back in motion. Delays were caused by the need for construction to accompany the separation. No action is required at this time.

A.I. #8 NEW BUSINESS

- a. Community Development Director Sheila Hellerman reported that Inspection has notified us of a permit fee increase starting January 1, 2026. Flat rate permit fees – reshingle and residing for example – will be increasing from \$100 to \$125. We entered into a contract with Inspection on March 4, 2022, and it automatically renews each year.
- b. At its September 18, 2025, meeting the City Council approved its participation in the state's fire escrow account. This was discussed at three city council meetings. Community Development Director Hellermann presented information on the statute and fire escrow account This is another tool the city will have to deal with structures after fires.

A.I. #9 INFORMATIONAL ITEMS

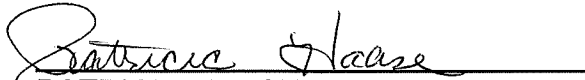
- a. The Commission's next meeting is scheduled for Monday, October 27, 2025, at 6:00 p.m..

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

None

A.I. #11 ADJOURNMENT

A motion was made by Mr. Berscheid, seconded by Ms. McDonald and unanimously carried that the meeting be adjourned at 6:22 p.m.


PATRICIA HAASE – CITY CLERK