

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, JULY 24, 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. Preliminary and Final Plat, Re-zoning to R-1 and Conditional Use Permit for Planned Unit Development – Railroad West
5. Reports
 - a. Community Development Director Hellermann – Report
6. Action Items
 - a. Preliminary and Final Plat, Re-zoning to R-1 and Conditional Use Permit for Planned Unit Development – Railroad West
7. Unfinished Business
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, JULY 24, 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, July 24, 2023, at 6:00 p.m. at the Melrose City Center, pursuant to due notice being given thereof. Present were Commission Members Shawn Mayers, Dave Berscheit, Jean McDonald, Nick Shaw, Joeline Wieling, City Administrator Colleen Winter, and Community Development Director Sheila Hellermann. Commission Member Adam Paulson, and Jason Seanger were absent. Vice-Chair Berscheit called the meeting to order.

The Pledge of Allegiance was recited.

A.I. #2 APPROVAL OF AGENDA

A motion was made by Ms. Wieling, seconded by Ms. McDonald and unanimously carried to approve the agenda as submitted.

A.I. #3 APPROVAL OF MINUTES

A motion was made by Mr. Mayers, seconded by Ms. McDonald and unanimously carried to approve the minutes from the Commission's June 26, 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, July 24, 2023, at the Melrose City Center, 225 1st Street NE, Melrose, MN, for the purpose of giving consideration to a request submitted by Melrose Area Development Authority for the Preliminary and Final Plat for Railroad West, Re-zoning of the parcels to R-1, with the Planned Unit Development overlay district being submitted by Conditional Use Permit.

The Affidavit of Publication of the Public Hearing Notice, which was published in the Star Post on Wednesday, July 12, 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 included in the packet information.

The Public Meeting was opened at 6:03 p.m.

Vice Chair Dave Berscheit called for public comment. There being none the public hearing was closed at 6:03 p.m.

A.I. #5 REPORTS

- a. Community Development Director Sheila Hellermann provided the following update:

The Sauk River Park restroom project is underway. It is anticipated to be completed by the end of July. The City Council awarded the basketball court masonry work to Beuning Masonry. The Council also authorized advertisement for bids for the County Road 168/5th Street NE sidewalk contingent on MnDOT State Aid approval. Kwik-Trip has put a pause on the store construction due to soil conditions. The store is now anticipated to open February 2024. Riverside Flats has started excavating on the construction site. The Public Utilities Commission and MADA has brought back the Rehab Deferred Loan Program for the Commercial District. The Comprehensive Plan project is underway. There is a survey available for people to provide input. As of the end of June we have issued 164 building permits totaling a little over \$12.6 million. City staff will be hosting the Farmers Market on Wednesday, August 2. The ordinance for vacant building registration was tabled. The Council is looking for additional information from the public. They are concerned in terms of the timeline for requiring vacant building registration.

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 Melrose Area Development Authority for the Preliminary and Final Plat for Railroad West, Re-zoning of the parcels from R-2 to R-1, with the Planned Unit Development overlay district being submitted by Conditional Use Permit.

The Commission reviewed the Planning Report, the related information and documents associated with the report. Upon final review a motion was made by Mr. Mayers, seconded by Mr. Shaw and unanimously carried recommending Council approval of the Preliminary Plat. for Railroad West A motion was then made by Mr. Mayers, seconded by Ms. McDonald and unanimously carried recommending Council approval of the Final Plat for Railroad West.

The Commission reviewed the Planning Report and related documents for the Conditional Use Permit pertaining to the Planned Unit Development Overlay District

A motion was made by Ms. Wieling, seconded by Mr. Mayers and unanimously carried recommending Council approval of the Conditional Use Permit with the addition of condition that the Lake Wobegon access be located across from the park.

The Commission next reviewed the Planning Report and related information and documentation associated with the report pertaining to the rezoning from R-2 to R-1.

A motion was made by Mr. Mayers, seconded by Ms. McDonald and unanimously carried approving the Finding of Facts as stated and recommending Council approval of rezoning of these parcels from R-2 to R-1 zoning district underlay for the Planned Unit Development.

A.I. #7 UNFINISHED BUSINESS

None

A.I. #8 NEW BUSINESS

None

A.I. #9 INFORMATIONAL ITEMS

- a. The Commission's next meeting is scheduled for Monday, August 28, 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 Ms. Wieling, seconded by Mr. Shaw and unanimously carried that the meeting be adjourned at 7:00 p.m.

PATRICIA HAASE – CITY CLERK