

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, JUNE 30, 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, June 30, 2025, at 6:00 p.m. pursuant to due notice being given thereof. Present were Commission Members Jason Seanger, Dave Berscheit, Jean McDonald, Nick Shaw, Joe Matt, and Community Development Director Sheila Hellermann. Commission Members Shawn Mayers, and Joelene Wieling were 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 Mr. Berscheit, 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. Shaw seconded by Mr. Berscheit and unanimously carried to approve the minutes from the Commission's April 28, 2025, Regular Meeting.

A.I. #4 REPORTS

- a. Community Development Director Sheila Hellermann reported that at its June 18 meeting the Council received information on establishing a fire escrow account. The Council tabled action and are requesting additional information. The Stearns County Housing Trust Fund is accepting applications for rehabilitation for residential properties. Four applications were submitted and three were approved. Ms. Hellermann stated that the city will be working on daycare. With another daycare moving out of the city, it has left a huge void. Ms. Hellermann is working with the owner of the former Bohlig Cleaner building to offer technical assistance. The City Council did approve moving forward with the city billboard on the wellhead area. Community Development Director Hellermann has been working with individuals looking for space for churches and a dance studio. The church is looking to rent space in an area zoned industrial; therefore a Conditional Use Permit would be required. This would be temporary as they are looking for a permanent location. The Commission had no issues with this.

A.I. #5 ACTION ITEMS

None

A.I. #6 NEW BUSINESS

- a. Staff participated in a budget retreat on Monday, June 23rd to discuss the possible infrastructure projects in 2026, 2027 and beyond. Community Development

Director Hellermann reviewed the projects related directly to the future planning maps that will be included in the comprehensive plan.

A.I. # 7 OLD BUSINESS

- a. The Comprehensive Plan update has been ongoing for two years. The contract with the consultant has been terminated and staff is working to complete the chapters. Community Development Director Hellermann discussed with the Commission the rough draft chapters provided by the consultant with staff comments. The Commission also reviewed the growth area map and made changes based on where the Commission sees the city moving and where annexation is most likely based on development.

A.I. #8 INFORMATIONAL ITEMS

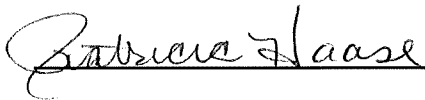
- a. The Commission's next meeting is scheduled for Monday, July 28, 2025, at 6:00 p.m.

A.I. #9 ISSUES BY PLANNING AND ZONING COMMISSION MEMBERS

None

A.I. #10 ADJOURNMENT

A motion was made by Mr. Berscheit seconded by Mr. Matt and unanimously carried that the meeting be adjourned at 7:00 p.m.



PATRICIA HAASE