

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, JANUARY 26, 2026 – 6:00 P.M.**

1. CALL TO ORDER/ROLL CALL

The Melrose Planning and Zoning Commission met in a Regular Meeting on Monday, January 26, 2026, at 6:02 P.M. at the Melrose City Center pursuant to due notice being given thereof. Present were Commission Members David Berscheit, Joelene Wieling, Nick Shaw, Shawn Mayers, Joe Matt, Jason Seanger, and Jean McDonald, and Community Development Director Sheila Hellermann. Because this was the Commission's Organizational Meeting for 2026, Community Development Director Hellermann called the meeting to order.

2. APPROVAL OF AGENDA

Community Development Director Hellermann made an amendment to the agenda to add the oath of office for members starting a new term, and for the election of officers for the year. A motion was made by Commission Member Seanger, seconded by Commission Member Berscheit, and unanimously carried to approve the agenda with the proposed changes.

3. APPROVAL OF MINUTES/PLEDGE OF ALLEGIANCE

A motion was made by Commission Member Seanger, seconded by Commission Member McDonald, and unanimously carried to approve the minutes from the Commission's December 12, 2025 Regular Meeting.

The Commission recited the Pledge of Allegiance.

4. OATH OF OFFICE

At its January 6, 2026 meeting, the City Council appointed Joe Matt and Nick Shaw to the Planning and Zoning Commission for four-year terms. Joelene Wieling was appointed as the Council Representative for a one-year term. Community Development Director Hellermann administered the oath of office to Commission Member Matt and Commission Member Shaw.

5. ELECTION OF OFFICERS

Community Development Director Hellermann solicited nominations from the Commission for the election of Chair, Vice Chair for 2026. Commission Member Seanger served as Chair and Commission Member Berscheit served as Vice Chair in 2025.

A motion was made by Commission Member Matt, seconded by Commission Member Shaw, and unanimously carried to appoint Jason Seanger as Chair.

A motion was made by Commission Member Seanger, seconded by Commission Member Wieling, and unanimously carried to appoint David Berscheit as Vice Chair.

Chair Seanger chaired the remainder of the meeting.

6. PUBLIC HEARINGS

a. CUP 01-2026-401 – Interim Use Permit – MAAC Mural

Community Development Director Hellermann presented. Campbell Enterprises Northwest, Inc. has been working with the Melrose Area Arts Council on a mural for its building. MAAC asked artists for submissions to be considered for the mural. Justine Meyer, from Meire Grove, was selected as the artist. The mural would be on the east facing side, looking toward the park. The City Council, in the last year, passed an ordinance creating a process for review of murals by the Planning & Zoning Commission and City Council before they can be started. An interim use permit has been applied for on behalf of Campbell Enterprises Northwest Inc. by the Melrose Area Arts Council. The Interim Use Permit request is a complete application based on the requirements outlined in Section 716 of the Zoning Ordinance No. 1989-1-A, and this application along with the appropriate fees have been paid to the city. A public hearing before the Planning and Zoning Commission on the Interim Use permit was scheduled for 6:00 pm on Monday, January 26, 2026. The mural is along a city road right-of-way. On January 14, 2026, the notice of the public hearing to be held on January 26, 2026 before the Planning and Zoning Commission was published in the Star Post. On January 12, 2026, the notice of the public hearing to be held on January 26, 2026 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. On January 13, 2026 the notice of the public hearing to be held on January 26, 2026 before the Planning and Zoning Commission was mailed to all property owners within 350 feet of the proposed request. The proposed Interim Use Permit complies with the requirements of the City of Melrose 2030 Comprehensive Plan.

Staff recommends approval of the interim use permit with the following conditions:

1. The interim use permit shall expire May 1, 2031.
2. Campbell Enterprises Northwest Inc., and any subsequent owner, will be responsible for signage and public instruction about where to park as the public may try to access its private parking areas for reviewing.
3. The maintenance of the mural shall be the responsibility of Campbell Enterprises Northwest Inc., and any subsequent owner of the building.
4. Exposed mural surfaces shall be clean and painted if paint is required. Defective parts shall be replaced.
5. If the mural, or the building to which it is affixed, becomes rotten, unsafe or unsightly, it shall be repaired or removed by the owner of the property, at their expense.
6. If the work on the mural is not started within one year of the granting of the Interim Use Permit, the permit shall terminate.

7. If the mural is removed for maintenance, or for any other reason, and this design is not replaced within 12 consecutive months, a new interim use permit will be required, regardless of the expiration date.
8. If a new mural design is planned, a new interim use permit will be required, regardless of the expiration date.
9. In the event the property is redeveloped, or the use substantially changes, prior to the expiration date of the permit, this permit shall terminate.
10. No lighting plan has been submitted with the application. No additional lighting, beyond the existing streetlights, is planned.
11. Responsibility and ownership of the mural is with the property owner. The mural can be removed by the property owner, regardless of the expiration date.
12. If a violation of the above conditions of this permit occurs, this permit shall terminate.

Chair Seanger then opened the floor to public comment. There were several speakers with the Melrose Area Arts Council who spoke on the mural.

Justine Meyer, of 219 ½ Willow Street, Sauk Centre: She stated that she is the artist for the mural, and that she grew up in Meire Grove. She attended St. John's Prep for high school and graduated from the University of Minnesota Duluth with a degree in communications with an art minor. She has been with MAAC for the past year and a half and is involved in the community. She sits on the board for the Stearns County Conservation District and is the chair and Area 1 representative. She brought a sketch of the mural along that she passed around for those in attendance at the meeting to review. She also sent in a letter to Community Development Director Hellermann explaining the mural design that was shared with the Commission ahead of this meeting. She stated that she is open to feedback and opinions and hopes that the mural can represent Melrose.

Chair Seanger asked MAAC members whether the five-to-seven-year time limitation for the interim use permit was acceptable.

Monika Kraker, of 305 Country Club Road, Melrose: The five to seven years was the time frame given to MAAC by Travis Frieler, who will be the person printing the mural that will be installed. He stated that the mural would last that long depending on the weather and the area.

Mary Johnson, of 10228 Albion Drive, Grey Eagle: Five years should be ok, that should be the longevity of the mural, it could last longer. She said that the MAAC might opt to change the mural up once the mural has lasted as long as it can. Even though it is going to be maintained by the business owners, the MAAC will assist in making sure the mural lasts as long as possible.

There was discussion with Chair Seanger asking whether the time for the mural being installed could be extended after five years. Community Development Director Hellermann clarified that after five years, a new permit would need to be approved as this

one would expire, so could extend the permit to seven years so that it would be a longer time before a new permit would need to be done.

Monika Kraker asked if anything needed to be fixed within the five years, whether MAAC would need approval? Chair Seanger said that was correct, any fixes to the existing mural would be fine but any changes to the mural's design would require reapproval. Community Development Director Hellermann agreed, if MAAC was replacing the mural with the same design in three years, they would not need reapproval as this design would be already approved.

Joyce Terway, of 19 7th Ave SE, Melrose: She asked if it takes three years for the mural to be installed, does that push back the amount of time that the mural is approved for, would the expiration date for the permit change because the mural was not installed until after a certain amount of time? Community Development Director Hellermann answered that the permit only allows for the mural to be installed within one year of the approval date by the City Council, or the permit expires and MAAC would need to reapply.

Kenny Hinnenkamp, of Melrose: What will be the material that the mural will be installed on, will it be painted on the wall of the building? Monika Kraker answered that the mural will be completed by the artist, photographed, and then printed onto vinyl backed panels. This is a similar process to how the "Welcome to Melrose" sign was printed, just in a larger format. Justine will be making the artwork at a third of the size that it will then be printed onto the panels. The panels will then be joined together to create the whole completed mural design.

There were no further comments and so Chair Seanger closed public comment at that time.

b. PP 01-2026-201 – Preliminary Plat CURA – Centracare Plans

Community Development Director Hellermann presented. The request is review of the Preliminary Plat being proposed by Centracare Health Systems – Melrose to split the building and land it currently shares with Cura. In 2024 Cura purchased from Centracare the nursing home and assisted living portions of its business. The parties want to separate the real estate to reflect this change in operations. The plat includes land and separation within an existing building. Along with the preliminary plat, Centracare has presented a Reciprocal Easement Agreement to address the party walls and access points. Centracare has requested review of a preliminary plat, separating the real estate on which its assisted living and nursing home are located. The property is owned by Centracare Health Systems. A public hearing before the Planning and Zoning Commission was scheduled to begin at 6:00 p.m. or as soon thereafter as the matter may be heard at its meeting on January 26, 2026 at the Melrose City Center. On January 14, 2026 the notice of the public hearing to be held on January 26, 2026 before the Planning and Zoning Commission was published in the Star Post. On January 12, 2026 the notice of the public hearing to be held on January 26, 2026 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. The property will be served by city utilities. The proposed plat complies with the requirements of the City of Melrose 2030 Comprehensive Plan.

Staff recommends approval of the Preliminary Plat request, if/when the Commission/Council:

- a. Determines that this Preliminary Plat request complies with Minnesota State Statutes, the City of Melrose 2030 Comprehensive Plan and the City of Melrose Zoning and Subdivision Ordinance, as amended, and adopted.
- b. Establishes required conditions.

Staff recommends approval of the Preliminary Plat application subject to the following conditions:

1. Approval by the Planning Commission and/or City Council based on the representations of any drawings presented as part of this application does not waive any requirement or development standard contained in the state building code or required by Stearns County in its plat review.
2. All requirements and comments noted in the City Codes, in this staff report and/or in related previous City approvals shall be complied with, even if they are not noted in the conditions specifically.
3. In the event Cura remodels, rebuilds or relocates the nursing home and assisted living businesses in Melrose, the permitted nonconforming use of structure shall end, and the new design shall be reviewed for compliance with the zoning ordinance.
4. Based on the missing information and questions yet to be addressed, tentative approval of the preliminary plat does not advance the plat under the minor subdivision approval process described in Section 6 152.03(F). A final plat is not ready and additional information is needed.
5. When a final plat is presented, the application for necessary variances must be submitted as well. A public hearing will be required for the variances and, at that time, the final plat can be reviewed concurrently.
6. The plan for city services and metering, and EMS must be submitted by applicant for review and approval.
7. Cura and Centracare will provide to the city an assignment of the park lease.

7. REPORTS

- a. Community Development Director Report

Community Development Director Hellermann provided the following update. On Main Street, you will see a stop work sign at the old Bruders butcher shop. One person bought it intending to put in a restaurant and then sold it two weeks later to another person who plans to set up a smoke shop. He got a tobacco license from the city so that part was taken care of. Work began on the building; they started with demolition but are now leveling and framing and never got a building permit. Our building official was sent in and issued a stop work order. We need plans and approval before they can continue. The building is on Main Street, so it is very connected to other businesses, and we have other

contractors asking why this building does not need a permit. It is important that this is done right.

The city did advance to the second round of the Small Cities Grant. What we applied for was 30 houses total, 20 owner-occupied and 10 rentals. The owner-occupied houses would get \$25,000 in free money for improvements if they stay in their house for seven years. If they moved before seven years they would pay off the grant. It is a lot of work to go from this step to the next step, but Stearns County HRA has agreed to administer it if we do get the grant.

We have a good idea for the office side at the old Stearns Electric headquarters. This would require rezoning of the Stearns Electric land. This is so a tenant would be able to rent out their old headquarters building. The truck side would stay the same zoning. That could happen this spring.

The Massmann property is something that the city has been working on. Went to the Public Utilities Commission to ask whether or not a developer could buy the property and put private sewer and water out there, as the city is not planning to expand public sewer and water out there. PUC said no, they were concerned about what would happen with development on the other side of the road. Now all the land on the other side of the road has sold to one individual who has no plans to develop it. The Massmanns are looking to sell some sections of their land. There would be issues with trying to develop and set up city utility services to this land.

8. ACTION ITEMS

a. CUP 01-2026-401 – Interim Use Permit – MAAC Mural

The Commission earlier in the meeting held a public hearing for the purpose of giving consideration of an interim use permit for installing a mural on the east facing side of the Campbell Enterprises Northwest Inc. building, looking towards the park. The interim use permit would allow for the installation of the mural in accordance with Section 716 of the Melrose Zoning Ordinance.

A motion was made by Commission Member Matt, seconded by Commission Member Mayers, and unanimously carried to accept the Planning Report.

A motion was made by Commission Member Mayers, seconded by Commission Member Matt, and unanimously carried to recommend the approval of the interim use permit request of MAAC for the mural to the City Council.

b. PP 01-2026-201 – Preliminary Plat CURA – Centracare Plans

The Commission earlier in the meeting held a public hearing for the purpose of giving consideration of a preliminary plat being proposed by Centracare Health Systems – Melrose to split the building and land it currently shares with Cura.

A motion was made by Commission Member Wieling, seconded by Commission Member Shaw, and unanimously carried to accept the Planning Report.

A motion was made by Vice Chair Berscheit, seconded by Commission Member Wieling, and unanimously carried to recommend the approval of the preliminary plat for Centracare Health Systems to the City Council.

9. NEW BUSINESS

a. Residential Curb Cut Question

Community Development Director Hellermann presented. A resident has made a request to review the curb cut ordinance. The question concerns double lots – when a resident purchases two lots, and combines them into a single parcel, can the curb cut be widened? The resident does not request 60 feet (30 feet x 2 lots) but an allowance for 40 feet. This would require a variance application but is first asking for an interpretation of the ordinance. In other parts of the city when two lots are combined, and they have existing curb cuts, the residents have not been requested to remove the other cut. There are also other examples around the city of semi-circles, and second access. The Planning & Zoning Commission reviewed the ordinance and examples.

b. JOTS Acquisition

Community Development Director Hellermann presented. The city council at its January 15, 2026 meeting moved forward with a Real Estate Donation Agreement with Jennie-O Foods to acquire six parcels. This acquisition was not included in the 2026 budget and capital improvement plan which was reviewed by Planning & Zoning in December 2025. Planning & Zoning Commission to review the terms of the redevelopment plan and determine if the acquisition by the City Council and Melrose Area Development Authority and proposed disposition to Leedstone is in compliance with the City's Comprehensive Plan. This review/determination for compliance and the accompanying follow-up written report to the Council is required by Minnesota Statutes Section 462.356 Subd. 2.

The statue reads “After a comprehensive municipal plan or section thereof has been recommended by the planning agency and a copy filed with the governing body, no publicly owned interest in real property within the municipality shall be acquired or disposed of, nor shall any capital improvement be authorized by the municipality or special district or agency thereof or any other political subdivision having jurisdiction within the municipality until after the planning agency has reviewed the proposed acquisition, disposal, or capital improvement and reported in writing to the governing body or other special district or agency or political subdivision concerned, its findings as to compliance of the proposed acquisition, disposal or improvement with the comprehensive municipal plan.”

This review is also required for a DEED grant application, showing the various boards

and commissions of the city have been consulted.

A motion was made by Vice Chair Berscheit, seconded by Commission Member Wieling, and unanimously carried to approve the acquisition of the Jennie-O parcels and the redevelopment plan as being in compliance with the city's comprehensive plan.

10. INFORMATIONAL ITEMS

- a. Next Meeting - Monday, February 23, 2026, at 6:00 p.m.

11. ISSUES BY PLANNING AND ZONING COMMISSION MEMBERS AND/OR STAFF

There were no items discussed.

12. ADJOURNMENT

A motion was made by Commission Member Matt, seconded by Vice Chair Berscheit, and unanimously carried to adjourn the meeting at 6:48 P.M.

A handwritten signature in black ink, appearing to read "Connor Kockler", written over a horizontal line.

CONNOR KOCKLER – CITY CLERK