

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, OCTOBER 27, 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, October 27, 2025, at 6:00 p.m. pursuant to due notice being given thereof. Present were Commission Members Jason Seanger, Dave Berscheit, Jean McDonald, Joelene Wieling, and Community Development Director Sheila Hellermann. Commission Members Shawn Mayers, Nick Shaw, and Joe Matt 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 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 Ms. Wieling, seconded by Mr. Berscheit and unanimously carried to approve the minutes from the Commission's September 29, 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, October 27, 2025, for the purpose of considering granting a conditional use permit to Patrick Korte.

The Affidavit of Publication of the Public Hearing Notice, which was published in the Star Post on Wednesday, October 15, 2025, along with the Affidavit of Posting of Notice of Hearing were provided..

Community Development Director Sheila Hellermann provided an overview of the Conditional Use Permit. for a solar shingle system. The system will be visible. It will cover approximately 22% of the roof. It will be on the east facing side of the home.

Chair Seanger asked for additional public comments. There being none the Public Hearing was closed at 6:04 p.m.

A.I. #5 REPORTS

- a. Community Development Director Sheila Hellermann stated that the R-2 zoning district change was approved by the Council at its October meeting. Community Development Director Sheila Hellermann toured the former Stearns Electric

building with a daycare provider. She is giving it consideration. It would provide 6 classrooms for 84 children. It would employ approximately 23-25 people. It is a lease option. Stearns Electric has offered to make the necessary renovations. There is also some interest in the trucking portion of the building. Stearns Electric has offered to make renovations to this portion of the building to accommodate larger trucks. This property may require to be rezoned in the future. We assisted the owner of the Bohlig Cleaner property to get an investigation by the MPCA of the property to determine if it is contaminated and if so to what extent. Community Development Director Hellermann is currently grant writing for a contamination grant, a Small Cities Rehab Loan grant, and a Local Road Improvement grant.

A.I. #6 ACTION ITEMS

- a. The Commission earlier this evening held a Public Hearing for the purpose of giving consideration to granting a conditional use permit to parcel number 66.37141.0010 for a solar shingle system.

A motion was made by Mr. Berscheit, seconded by Ms. McDonald and unanimously carried approving the Planning Report as submitted. A motion was then made by Mr. Berscheit, seconded by Ms. McDonald and unanimously carried recommending Council approval of the Conditional Use Permit for the solar shingle system.

A.I. #7 OLD BUSINESS

None

A.I. #8 NEW BUSINESS

- a. The Planning and Zoning Commission reviewed information from the Melrose Area Arts Council's website about their mural project. Staff has been in contact with the group and is working closely with them to ensure the new process for a conditional use permit is followed.
- b. At the Council's first meeting in January 2026 consideration will be given to making appointments to the various boards and commissions. A notice regarding same will be published in the Star Post on October 22 and November 5 informing residents that those interested in seeking appointment should submit their application to the City Clerk by no later than Friday, November 14, 2025. Applications are available at the Melrose City Center. Terms are expiring on the following boards and commissions:
 - Planning and Zoning Commission – Two members (four-year term)
 - Melrose Housing and Redevelopment Authority: One member (five-year term)
 - Public Utilities Commission – One member (three-year term)
 - Melrose Ared Development Authority One member (six year term)
 - Park and Recreation Board – Two members (three-year term)
- c. The Planning and Zoning Commission reviewed the proposed 2026 Meeting Schedule. The Commission by consensus approved the 2026 meeting schedule.

A.I. #9 INFORMATIONAL ITEMS

- a. The Commission's next meeting is scheduled for Monday, November 24, 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. Wieling and unanimously carried that the meeting be adjourned at 6:15 p.m.



PATRICIA HAASE – CITY CLERK