

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
THURSDAY, JANUARY 14, 2010 – 6:30 P.M.**

AGENDA

1. Call to Order/Roll Call/Pledge of Allegiance
2. Oaths of Office
3. Appointment of Officers
4. Approval of Agenda
5. Approval of Minutes
6. Public Hearing – 6:30 p.m.
 - a. Amendments to Melrose Zoning Ordinance No. 1989-1-A, As Amended
7. Reports
 - a. Fourth Quarter/Year End Building Permit Summary Log
8. Action Items
 - a. Amendments to Melrose Zoning Ordinance No. 1989-1-A, As Amended
9. Unfinished Business
 - a. Planning Workshop
 - b. Comprehensive Plan
10. New Business
11. Informational Items
12. Issues by Planning and Zoning Commission Members and/or Staff
13. Adjournment

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
THURSDAY, JANUARY 14, 2010 – 6:30 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 Thursday, January 14, 2010 at 6:30 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Commission Members Henry Ahrens, Randy Dufner, Tim Gillet, Tony Klasen, Jeanne Kraemer, Dave Rodahl, and Kevin Thomes, Community Planning/Development Director Gary Walz, and Human Resource Technician Diane Gruber serving as the Recording Secretary. Community Planning/Development Director Gary Walz called the meeting to order.

The Pledge of Allegiance was recited.

A.I. #2 OATHS OF OFFICE

At their January 7 meeting, the Council appointed Henry Ahrens and Tim Gillet to the Commission for four-year terms. Council Member Tony Klasen was appointed as the Council's representative to the Commission for a one-year term. Director Walz administered the Oaths of Office to Mr. Ahrens, Mr. Gillet, and Mr. Klasen.

A.I. #3 APPOINTMENT OF OFFICERS

Director Walz called for a motion to appoint a Chair for 2010.

A motion was made by Mr. Ahrens and seconded by Mr. Rodahl nominating Kevin Thomes as Chair for 2010.

A motion was made by Mr. Thomes and seconded by Mrs. Kraemer nominating Henry Ahrens as Chair for 2010.

A motion was made by Mr. Rodahl, seconded by Mr. Dufner and carried to close nominations.

Director Walz called for a vote on the motion to appoint Mr. Thomes as Chair for 2010 with a roll call vote as follows:

FOR: Commission Members Ahrens, Gillet, Dufner, Klasen, Kraemer, and Rodahl
ABSTAINING: Commission Member Thomes

By majority vote Mr. Thomes was appointed Chair for 2010.

Mr. Thomes then chaired the remainder of the meeting.

A motion was made by Mrs. Kraemer and seconded by Mr. Klasen nominating Mr. Ahrens as Vice Chair for 2010.

A motion was made by Mr. Ahrens and seconded by Mr. Dufner nominating Mr. Rodahl as Vice Chair for 2010.

Chair Thomes called for a vote on the motion to appoint Mr. Ahrens as Vice Chair for 2010 with a roll call vote as follows:

FOR: Commission Members Kraemer, Klasen, Dufner, Gillet, Rodahl and Thomes
ABSTAINING: Commission Member Ahrens

By majority vote, Mr. Ahrens was appointed Vice Chair for 2010.

A.I. #4 APPROVAL OF AGENDA

A motion was made by Mr. Rodahl, seconded by Mr. Gillet and unanimously carried to approve the agenda as submitted.

A.I. #5 APPROVAL OF MINUTES

A motion was made by Ms. Kraemer, seconded by Mr. Rodahl and unanimously carried to approve the minutes from the Commission's November 12 Regular meeting as amended.

A.I. #6 PUBLIC HEARING

- a. Chair Thomes opened the Public Hearing for the purpose of giving consideration to amending Melrose Zoning Ordinance No. 1989-1-A, As Amended, Adopted by Reference as Chapter 153 of the Melrose City Code.

Director Walz presented the Affidavit of Publication of the Hearing Notice which was published in the Melrose Beacon on January 2, 2010 and the Affidavit of Posting of the Notice which was posted on December 30, 2009.

Director Walz reported that the proposed amendments are intended to bring the Ordinance into compliance with State Statutes regarding manufactured/mobile home housing; to modify the building moving sections by allowing increased staff discretion and responsibility in the issuance of moving permits for structures being moved out of the City, new manufactured/mobile homes being moved into the City, and new or previously-occupied manufactured/mobile homes being moved into a mobile home park; and to establish dwelling unit guidelines for the R-1 and R-2 Residential Districts.

Director Walz noted that the amendments propose to reduce the possibly excessive setback requirements from county and state highways including I-94 to the allowed existing City setbacks, to increase the maximum height limitation from 30 feet to 40 feet in all districts except the mobile home park district which will increase from 16 feet to 20 feet, to impose a 70% impervious lot coverage maximum in the industrial districts, and to allow limited expansion of non-conforming residential dwellings. The proposed amendments would continue to limit the number of accessory buildings in the R-1 and R-2 Residential Districts to a maximum of two but would limit the combined maximum total area of all accessory buildings. Director Walz noted that several issues including total size of accessory buildings at 900 square feet (Section 211.03) along with the minimum width of structures at 24 feet (Section 211.06(1.2)) and minimum ground/main floor size of 800 square feet (211.06(1.2)) need to be determined. These were staff proposals presented to the Commission at its last meeting.

The proposed amendments address several new matters including wind energy conversion systems (Section 1700), solar energy systems (Section 1800), and interim use permits (Section 1900).

The Commission then discussed, at length, Section 211.03 Permitted Accessory Uses and the proposed amendment language of limiting the maximum total area of all accessory buildings to 900 square feet. While this had been proposed at the Commission's last meeting, there had not been a consensus as to its need or the total area if a restriction was to be implemented. Comments and concerns raised during the public hearing included:

- Limiting the total size of accessory buildings to 900SF was too restrictive;
- Allowing all residences to have accessory buildings with a total square footage of 900SF or whatever maximum area was determined might be unfair because it places those homeowners with a detached garage at a disadvantage when compared with those with an attached garage;
- One interpretation brought forth was that the existing 40% lot coverage, which included both the residences and any accessory structures, could be interpreted to be a reasonable maximum size determination;
- Concern was also raised regarding the undesirability of having accessory buildings dominate a residential lot because they were considerably larger in size than the home which is its principal structure;
- One of the proposals given might be to limit accessory buildings to a percentage of the lot size such as 10%.
- It was suggested that to accommodate the apparent inequity with regard to the 900SF accessory building limitation between residences with attached garages and those without it was suggested a two-tier restriction on accessory building size be implemented. For example, a residence with an attached garage would be allowed a total of 900SF in accessory buildings and a residence with a detached garage would be allowed 1800SF. It was also suggested that a 1200/1800SF split be used versus the 900/1800SF.

Chair Thomes asked if the Commission had any other questions or comments. There being none, the public hearing was closed.

A.I. #7 REPORTS

- a. Director Walz presented the Building Permit Summary Log for Fourth Quarter 2009 and year end. The total number/value of building permits issued in the fourth quarter for the past three years is as follows:

<u>2009</u> *	<u>2008</u>	<u>2007</u>
25 / \$481,136	24 / \$780,887	40 / \$918,000

The total number/value of building permits issued for the entire past three years is:

<u>2009</u> *	<u>2008</u>	<u>2007</u>
135 / \$10,688,848	124 / \$11,314,413	136 / \$2,391,084

- * Note: Prior to 2009, building permit totals included permits issued for demolition, moving, zoning, and signs. These are no longer included because these activities are not subject to the Building Code nor does Building Official Dan Marthaler generally get involved.

A.I. #8 ACTION ITEMS

- a. The Commission then gave consideration to making a recommendation to the Council regarding approval of the proposed amendments to the Zoning Ordinance as addressed in the public hearing earlier this evening.

A motion was made by Mr. Gillett, seconded by Mr. Ahrens and unanimously carried making recommendation to the Council to adopt the proposed Ordinance No. 1-21-2010, An Ordinance Amending Melrose Zoning Ordinance No. 1989-1-A, As Amended, Adopted by Reference As Chapter 153 of The Melrose City Code with the following change: that the total area of accessory buildings on a residential lot with a home with an attached garage would be limited to 900SF and if the home does not have an attached garage, it would be allowed up to 1800SF in accessory buildings.

A.I. #9 UNFINISHED BUSINESS

- a. Director Walz reported on the Planning Workshop scheduled for Monday, January 25 at 6:00 p.m. at the Melrose City Center for the communities of Melrose, Albany, and Sauk Centre. The presenter for this workshop will be Tina Goodroad from Bonestroo. The focus of the workshop is the role of a planning commission, leadership, community vision, considerations for creating a strong and successful commission, and dealing with citizen consensus.
- b. Director Walz reported that additional Comprehensive Plan update information will be part of the presentation of the January 25 workshop.

A.I. #10 NEW BUSINESS

None

A.I. #11 INFORMATIONAL ITEMS

None

A.I. #12 ISSUES BY PLANNING AND ZONING COMMISSION MEMBERS

None

A.I. #13 ADJOURNMENT

A motion was made by Mr. Ahrens, seconded by Mr. Klasen and unanimously carried that the meeting be adjourned at 9:20 p.m.

PATRICIA HAASE – CITY CLERK