

**MELROSE PLANNING AND ZONING COMMISSION  
REGULAR MEETING  
MONDAY, APRIL 29, 2019 – 6:30 P.M.**

**AGENDA**

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes
4. Public Hearings
  - a. **Case Numbers COMP-4-2019-501 and RZ-4-2019-301 Comprehensive Plan Amendment and Rezoning for Mayers/Norris/Melrose Truck Repair** – Parcel Numbers 66.36943.0000, 66.36943.0020 and 66.36941.0000
  - b. **Case Numbers COMP-4-2019-502 and RZ-4-2019-302 Comprehensive Plan Amendment and Rezoning of Church of St. Mary** – Lot 1, Block 2, Church of St. Mary – Parcel Number 66.36646.0101
  - c. **Case Number RZ-4-2019-303** – Rezoning of St. Paul’s Lutheran Church – Parcel Number 66.36483.0005
  - d. **Case Numbers COMP-4-2019-503 and RZ-4-2019-304** – Rezoning of Dufner Mini-Storage / Melrose Storage Center – Parcel Numbers 66.36455.0010 and 66.36455.0030
5. Reports
6. Action Items
  - a. **COMP-4-2019-501** – Comprehensive Plan Amendment Mayers/Norris/Melrose Truck Repair
  - b. **Case No. RZ-4-2019-301** – Rezoning Mayers/Norris/Melrose Truck Repair
  - c. **COMP-4-2019-502** – Comprehensive Plan Amendment Church of St. Mary
  - d. **Case No. RZ-4-2019-302** – Rezoning Church of St. Mary
  - e. **Case No. RZ-4-2019-303** – Rezoning St. Paul’s Lutheran Church
  - f. **COMP-4-2019-503** – Comprehensive Plan Amendment Dufner Mini-Storage/Melrose Storage Center
  - g. **Case No. RZ-4-2019-304** – Rezoning Dufner Mini-Storage/Melrose Storage Center
7. Unfinished Business
8. New Business
  - a. Planning and Zoning Consultant
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, APRIL 29, 2019 – 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 Monday, April 29, 2019 at 6:30 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Commission Members Jason Seanger, Mike Klaphake, Dave Berscheit, Mark Hill, and Community Development Director Lisa Atkinson. Commission Members Adam Paulson, Kevin Thomes, and Shawn Mayers were absent. Also in attendance were Kurt Schwieters, Autumn Nelson, and Steve Norris. Chair Seanger called the meeting to order.

The Pledge of Allegiance was recited.

**A.I. #2 APPROVAL OF AGENDA**

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

**A.I. #3 APPROVAL OF MINUTES**

A motion was made by Mr. Hill, seconded by Mr. Berscheit and unanimously carried to approve the minutes from the Commission's February 25 and March 19 Regular Meetings.

**A.I. #4 PUBLIC HEARINGS**

a. **Case Numbers COMP-4-2019-501 and RZ-4-2019-301 Comprehensive Plan Amendment and Rezoning for Mayers/Norris/Melrose Truck Repair**

The Planning and Zoning Commission held a Public Hearing at 6:30 p.m. on April 29, 2019, at the City Center, 225 1<sup>st</sup> Street NE, in the City of Melrose, for the purpose of giving consideration to the Rezoning and Comprehensive Plan Amendment request proposed by Carl Steven and Danelle Norris for three parcels, one owned by the Ervin H. Mayers Revocable Trust and the other two owned by Carl Steven and Danelle Norris. Two parcels are currently used by Melrose Truck Repair, the other is vacant. The parcels are 305 3<sup>rd</sup> Ave SW. (Parcel number 66.36943.0000) and the two parcels immediately to the west (Parcel numbers 66.36943.0020 and 66.36941.0000).

Community Development Director Atkinson presented the required Affidavit of Publication of the Public Hearing Notice, which was published in the Melrose Beacon on Wednesday, April 17, 2019 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.

Ms. Atkinson provided an overview of the Comprehensive Plan Amendment and Rezoning request. Two of the parcels are currently zoned C-2 and the vacant parcel is zoned R-1. The Comprehensive Plan guides the Melrose Truck Repair to be zoned Light Industrial for current land use and Industrial for Future Land Use. It is staff's recommendation that all three parcels be rezoned to Light Industrial for current land use and Industrial for Future Land Use as it fits well currently within the neighborhood.

There being no further comment, the Public Hearing was closed at 6:35 p.m.

b. **Case Numbers COMP- 4-2019-502 and RZ-4-2019-302 Comprehensive Plan Amendment and Rezoning of Church of St. Mary**

The Planning and Zoning Commission next held a Public Hearing for the purpose of giving consideration to the Rezoning and Comprehensive Plan Amendment request proposed by the City of Melrose for one parcel, owned by the Church of St. Mary. The parcel is legally described as Lot 1, Block 2, Church of St. Mary, in the City of Melrose, Stearns County, Minnesota.

Director Atkinson presented the required Affidavit of Publication of the Public Hearing Notice, which was published in the Melrose Beacon on Wednesday, April 17, 2019 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.

Lot 2, Block 2 was included in the published public hearing notice but removed from the project prior to publication of the mailed notices, at the request of the property owner.

Director Atkinson provided an overview on the Comprehensive Plan Amendment and Rezoning request. Ms. Atkinson stated that the CUP is less relevant and would be used as a helpful guide moving forward; however, if rezoned Public, an amendment to the CUP would not be required for any future phases.

Kurt Schwieters thanked the City representatives and staff for recognizing and pursuing the rezoning option, which will very much help with the school as they pursue the expansion of the preschool/daycare program.

Autumn Nelson, Principal of St. Mary's, thanked the City representatives and staff for assisting in getting the licensure for the preschool program. There is a need for a full-time pre-school and after school care. It is their hope that the program will benefit the church and the community as a whole.

There being no further comment, the Public Hearing was closed at 6:43 p.m.

c. **Case Number RZ-4-2019-303 Rezoning of St. Paul's Lutheran Church. Parcel Number 66.36483.0005**

The Planning and Zoning Commission next held a Public Hearing for the purpose of giving consideration to the Rezoning request proposed by the City of Melrose for a parcel owned by St. Paul's Lutheran Church. The parcel is legally described as 2.90A W420' OF E627' of S333' of SE4NE4 Less Street, Auditors Subd Sec 34, City of Melrose, Stearns County, MN and is Parcel number 66.36483.0005.

Director Atkinson presented the required Affidavit of Publication of the Public Hearing Notice, which was published in the Melrose Beacon on Wednesday, April 17, 2019 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.

Ms. Atkinson provided a brief overview of the Rezoning request and explained that the existing church and pastor's house are permitted uses in the proposed P, Public zoning district.

There being no further comment, the Public Hearing was closed at 6:44 p.m.

d. **Case Numbers COMP-4-2019-503 and RZ-4-2019-304 Rezoning of Dufner Mini-Storage/Melrose Storage Center**

The Planning and Zoning Commission next held a Public Hearing for the purpose of giving consideration to the Rezoning and Comprehensive Plan Amendment request proposed by the City of Melrose for two parcels, owned by the Allan J Dufner Revocable Trust. The two parcels currently have mini-storage uses. The parcels are 1010 5<sup>th</sup> Ave NE (Parcel number 66.36455.0010) and the parcel immediately to the east (Parcel number 66.36455.0030).

Director Atkinson presented the required Affidavit of Publication of the Public Hearing Notice, which was published in the Melrose Beacon on Wednesday, April 17, 2019 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.

Director Atkinson provided an overview on the Comprehensive Plan Amendment and Rezoning request. Staff is recommending it be rezoned/reguided to Light Industrial.

There being no further comment, the Public Hearing was closed at 6:47 p.m.

**A.I. #5 REPORTS**

None

## **A.I. #6 ACTION ITEMS**

- a. **COMP-4-2019-501 – Comprehensive Plan Amendment Mayers/Norris/Melrose Truck Repair.** The Commission gave consideration to the Amendment to the Comprehensive Plan Future Land Use Map for three lots. The Current Land Use Map shows MH, Mobile Home for the western lot and Light Industrial for the eastern two parcels. The Future Land Use Map shows Manufactured Home Park for the western lot and Highway Commercial for the eastern two lots. The current and future land use maps for all three lots are proposed to be regulated to Highway Commercial, Light Industrial or another appropriate commercial or industrial district.

A motion was then made by Mr. Berscheit, seconded by Mr. Klaphake and unanimously carried recommending the Council approve the Amendment to the Comprehensive Plan to be regulated as Light Industrial for Current Plan Use and Industrial for Future Land Use with a note that the long term best fit would be a Light Industrial, Future Land Use Classification when that is an option during the larger Comprehensive Plan Amendment.

- b. **Case No. RZ-4-2019-301 Mayers/Norris/Melrose Truck Repair Rezoning.** Following its review of the Planning Report, the related information and documents associated with the application, and the public input presented at the public hearing or received in writing prior to it, the Commission gave consideration to making a recommendation to the Council on the application for a Rezoning of Parcel numbers 66.36943.0000, 66.36943.0020, and 66.36941.0000. The zoning designations are proposed to change from R-1, Single Family Residential (western lot) and C-2, Commercial (eastern lots) to C-2, Commercial, I-2, Light Industrial or another appropriate commercial or industrial district.

Director Atkinson presented the Findings of Facts:

### **REVIEW OF FACTS:**

1. Melrose Truck Repair operates a truck repair facility that is beneficial to the City and its clients.
2. Melrose Truck Repair is an asset to the community and contributes to the continued viability of the region.
3. The property is served by City utilities.
4. A public hearing before the Planning and Zoning Commission on the rezoning is scheduled to begin at 6:30 p.m. or as soon thereafter as the matter may be heard at its meeting on April 29, 2019 at the Melrose City Center.
5. On April 17, 2019, the notice of the public hearing to be held on April 29, 2019 before the Planning and Zoning Commission was published in the Melrose Beacon.
6. On April 19, 2019, the notice of the public hearing to be held on April 29, 2019 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.

7. On April 19, 2019, the notice of the public hearing to be held on April 29, 2019 before the Planning and Zoning Commission was mailed to all property owners within 350 feet of the proposed request.
8. The City of Melrose 2030 Comprehensive Plan adopted in 2011:
  - a. Promotes working with all local business organizations to support and promote existing businesses and new businesses that are viable and responsive to needs of the community.
  - b. Encourages providing for commercial and industrial areas.
  - c. Indicates the existing use as Mobile Home for the western lot, Unspecified for the eastern lot.
  - d. Indicates the future use as General Commercial.

A motion was made by Mr. Klaphake, seconded by Mr. Berscheit and unanimously carried accepting the staff report, adopting the Finding of Facts as presented and recommending the Council approve the rezoning to I-2, Light Industrial.

- c. **Case No. COMP-4-2019-502, Church of St. Mary** The Commission next gave consideration to Approval of the Amendment to the Comprehensive Plan Future Land Use Map for the Church of St. Mary. The Comprehensive Plan Future Land Use Map already shows primarily Public/Semi-Public/Institutional, with some right-of-way (now vacated) and Commercial (former funeral home land). Reguiding Current and Future Uses to Public may be appropriate at this time.

A motion was made by Mr. Hill, seconded by Mr. Berscheit and unanimously carried recommending the Council approve the Amendment to the Comprehensive Plan to be reguided as Public for Current and Future Land Use.

- d. **Case No. RZ-4-2019-302, Church of St. Mary**

Following its review of the Planning Report, the related information and documents associated with the application, and the public input presented at the public hearing or received in writing prior to it, the Commission gave consideration to making recommendation to the Council on the application for a Rezoning of Lot 1, Block 2 Church of St. Mary, in the City of Melrose, Stearns County, MN. The zoning designations of the parcel is proposed to change from primarily R-1, Single Family Residential with a small amount of C-2, Commercial to P, Public, which will allow the school to operate a daycare.

Director Atkinson presented the Findings of Facts:

**REVIEW OF FACTS:**

1. The Church of St. Mary has requested to have a daycare with more than 12 persons which is not allowed in the R-1, Single Family Zoning District.
2. The Church of St. Mary has requested that the former church building, Lot 1, Block 1, not be rezoned or reguided at this time. Due to the timing of the request from the Church of St. Mary, the rezoning/reguiding of this lot was included in the published notice, but not in the mailed notices.

3. The Church of St. Mary is an asset to the community and the community sees a need for additional daycare options.
4. The property is served by City utilities.
5. The proposed development will meet or exceed regulations in Zoning Ordinance No. 1989-1-A as amended.
6. A public hearing before the Planning and Zoning Commission on the rezoning is scheduled to begin at 6:30 p.m. or as soon thereafter as the matter may be heard at its meeting on April 29, 2019 at the Melrose City Center.
7. On April 17, 2019, the notice of the public hearing to be held on April 29, 2019 before the Planning and Zoning Commission was published in the Melrose Beacon.
8. On April 19, 2019, the notice of the public hearing to be held on April 29, 2019 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.
9. On April 19, 2019, the notice of the public hearing to be held on April 29, 2019 before the Planning and Zoning Commission was mailed to all property owners within 350 feet of the proposed request.
10. The City of Melrose 2030 Comprehensive Plan adopted in 2011:
  - a. Promotes maintaining and enhancing the livability of the community
  - b. Indicates the existing use as Public/Semi Public/Institutional with a small amount of General Commercial.
  - c. Indicates the future use as Public/Semi Public/Institutional with a small amount of General Commercial.

A motion was made by Mr. Hill, seconded by Mr. Berscheit and unanimously carried to accept the Staff Report, adopt the Finding of Facts as presented, and recommend the Council approve the rezoning to P, Public.

- e. **Case No. RZ-4-2019-303, St. Paul's Lutheran Church.** Following its review of the Planning Report, the related information and documents associated with the application, and the public input presented at the public hearing or received in writing prior to it, the Commission gave consideration to making recommendation to the Council on the application for a Rezoning request proposed by the City of Melrose for a parcel owned by St. Paul's Lutheran Church. The parcel is legally described as 2.90A W420' of E627' OF S333' of SE4NE4 Less Street, Auditors Subd Sec 34, City of Melrose, Stearns County, MN and is Parcel number 66.36483.0005. The zoning designation of the parcel is proposed to change from R-1, Single Family Residential to P, Public.

Director Atkinson presented the Findings of Facts:

**REVIEW OF FACTS:**

1. A similar use, the Church of St. Mary, has requested to have a daycare with more than 12 persons which is not allowed in the R-1, Single Family Zoning District. It is under consideration for rezoning to Public. To increase consistency, it was thought that perhaps all of the schools/churches should be zoned Public.

2. The Church of St. Paul is an asset to the community.
3. The property is served by City utilities.
4. The proposed development will meet or exceed regulations in Zoning Ordinance No. 1989-1-A as amended.
5. A public hearing before the Planning and Zoning Commission on the rezoning is scheduled to begin at 6:30 p.m. or as soon thereafter as the matter may be heard at its meeting on April 29, 2019 at the Melrose City Center.
6. On April 17, 2019, the notice of the public hearing to be held on April 29, 2019 before the Planning and Zoning Commission was published in the Melrose Beacon.
7. On April 19, 2019, the notice of the public hearing to be held on April 29, 2019 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.
8. On April 19, 2019, the notice of the public hearing to be held on April 29, 2019 before the Planning and Zoning Commission was mailed to all property owners within 350 feet of the proposed request.
9. The City of Melrose 2030 Comprehensive Plan adopted in 2011:
  - a. Promotes maintaining and enhancing the livability of the community
  - b. Indicates the existing use as Public/Semi Public/Institutional with a small amount of General Commercial.
  - c. Indicates the future use as Public/Semi Public/Institutional with a small amount of General Commercial.

A motion was made by Mr. Hill, seconded by Mr. Klaphake and unanimously carried accepting the Staff Report, adopting Findings of Fact as presented, and recommending that the Council approve the application of rezoning to P, Public.

f. **Case No. COMP-4-2019-503 Dufner Mini-Storage/Melrose Storage Center**

The Commission next gave consideration to Amendment to the Comprehensive Plan for two mini storage lots. The Comprehensive Plan Future Land Use Map shows both lots as General Commercial. The Current Land Use map shows the west parcel as MH, Mobile Home Park and the east parcel as undesignated. The current and future land use maps are proposed to be reguided as industrial or another appropriate commercial or industrial district.

A motion was made by Mr. Hill, seconded by Mr. Berscheit and unanimously carried recommending the Council approve the Amendment to the Comprehensive Plan to be reguided to Light Industrial for Current Land Use and Industrial for Future Land Use with a note that ideally it would be guided as Light Industrial if/when that is an option in the Comprehensive Plan.

g. **Case No. RZ-4-2019-304 Dufner Mini-Storage/Melrose Storage Center**

Following its review of the Planning Report, the related information and documents associated with the application for the Rezoning, and the public input presented at the public hearing or received in writing prior to it, the Commission will give consideration to making recommendation to the Council on the request proposed by the City of Melrose for two parcels, owned by the Allan J Dufner Revocable Trust. The two parcels currently have mini-storage uses. The parcels are 1010 5<sup>th</sup> Ave NE (Parcel number 66.36455.0010) and the parcel immediately to the east (Parcel number 66.36455.0030). The zoning of the parcels is proposed to change from RMH, Mobile Home Subdivision to I-2, Light Industrial or another appropriate commercial or industrial district. The RMH district was removed from the Zoning Ordinance in 2015. I-2 may be the most similar existing zoning to the proposed use.

Director Atkinson presented the Findings of Facts:

**REVIEW OF FACTS:**

1. The Melrose Storage Center operates a mini-storage facility that is beneficial to the City and its residents.
2. The Melrose Storage Center is an asset to the community and the community sees a need for mini-storage options.
3. The property is served by City utilities.
4. The existing development needs to be rezoned to meet or exceed regulations in Zoning Ordinance No. 1989-1-A as amended.
5. A public hearing before the Planning and Zoning Commission on the rezoning is scheduled to begin at 6:30 p.m. or as soon thereafter as the matter may be heard at its meeting on April 29, 2019 at the Melrose City Center.
6. On April 17, 2019, the notice of the public hearing to be held on April 29, 2019 before the Planning and Zoning Commission was published in the Melrose Beacon.
7. On April 19, 2019, the notice of the public hearing to be held on April 29, 2019 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.
8. On April 19, 2019, the notice of the public hearing to be held on April 29, 2019 before the Planning and Zoning Commission was mailed to all property owners within 350 feet of the proposed request.
9. The City of Melrose 2030 Comprehensive Plan adopted in 2011:
  - a. Promotes working with all local business organizations to support and promote existing businesses and new businesses that are viable and responsive to needs of the community.
  - b. Encourages providing for commercial and industrial areas.
  - c. Indicates the existing use as Mobile Home for the western lot, Unspecified for the eastern lot.
  - d. Indicates the future use as General Commercial.

A motion was made by Mr. Hill, seconded by Mr. Berscheit accepting the Staff Report, adopting the Finding of Facts as presented and recommends that the City Council approve the rezoning to I-2, Light Industrial.

**A.I. #7 UNFINISHED BUSINESS**

None

**A.I. # 8 NEW BUSINESS**

- a. During Director Atkinson's Family Medical Leave, staff is proposing to hire Jane Brown with Brown and Associates. Ms. Brown has reviewed and approved the contract.

A motion was made by Mr. Berscheit, seconded by Mr. Klaphake and unanimously carried recommending the Council enter into the contract with Brown and Associates as presented.

**A.I. #9 INFORMATIONAL ITEMS**

- a. The Commission's next meeting is scheduled for Tuesday, May 28, 2019 at 6:30 p.m.

**A.I. #10 ISSUES BY PLANNING AND ZONING COMMISSION MEMBERS**

Director Atkinson stated that Commission Member Mayers has requested that the Commission consider changing the meetings to Tuesday evenings. No action was taken.

**A.I. #11 ADJOURNMENT**

A motion was made by Mr. Berscheit, seconded by Mr. Hill and unanimously carried that the meeting be adjourned at 7:05 p.m.

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PATRICIA HAASE – CITY CLERK