

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, JANUARY 27, 2020 – 6:30 P.M.**

AGENDA

1. Call to Order/Roll Call/Pledge of Allegiance
2. **Oath of Office**
3. Election of Officers
4. Approval of Agenda
5. Approval of Minutes
6. Reports
 - a. Director Atkinson – Report
7. Action Items

8. Unfinished Business

9. New Business
 - a. Strategic Planning
 - * b. Possible Use of Alley for Multi-Family Development

10. Informational Items
 - a. Next Meeting

11. Issues by Planning and Zoning Commission Members and/or Staff

12. Adjournment

* Amendment

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REGULAR MEETING
MONDAY, JANUARY 27, 2020– 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, January 27, 2020 at 6:30 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Commission Members Mike Klaphake, Adam Paulson, Shawn Mayers, Dave Berscheit, Mark “Bunker” Hill, and Community Planning/Development Director Lisa Atkinson. Commission Members Jason Seanger was absent. There is one vacancy on the Planning and Zoning Commission. Also, in Attendance was Mr. Travis Thom. Because this was the Commission’s Organizational Meeting for 2020, Director Atkinson called the meeting to order.

The Pledge of Allegiance was recited.

A.I. #2 OATHS OF OFFICE

At its January 6, 2020 meeting, the Council reappointed Jason Seanger to the Planning and Zoning Commission for a four-year term. Council Member Mark “Bunker” Hill was reappointed as the Council’s representative to the Commission for a one-year term. Planning and Development Director Atkinson administered the Oath of Office to Mr. Hill.

A.I. #3 ELECTION OF OFFICERS

Director Atkinson solicited nominations from the Commission for the election of Chair and Vice Chair for 2020. She noted that during 2019, Mr. Seanger served as Chair and Mr. Klaphake served as Vice Chair. Although not done prior to 2015 when Mr. Dufner was appointed to the position of Secretary, Director Atkinson again recommended that the Commission consider appointing someone to fill the position of Secretary in order to sign various documents such as plats which occasionally require such signatures. Mr. Mayers served as the Secretary in 2019.

Director Atkinson called for nominations for the 2020 slate of officers.

A motion was made by Mr. Mayers seconded by Mr. Hill and unanimously carried reappointing Mr. Seanger as Chair, Mr. Berscheit as Vice Chair and Mr. Mayers as Secretary.

In the absence of Chair Seanger, Mr. Berscheit chaired the remainder of the meeting.

A.I. #4 APPROVAL OF AGENDA

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

A.I. #5 APPROVAL OF MINUTES

A motion was made by Mr. Hill, seconded by Mr. Paulson and unanimously carried to

approve the minutes from the Commission's December 30, 2019 Regular Meeting.

A.I. #6 REPORTS

- a. Director Atkinson presented her report on the 2019 planning and zoning activities and projects that are forthcoming.

A.I. #7 ACTION ITEMS

None

A.I. #8 UNFINISHED BUSINESS

None

A.I. #9 NEW BUSINESS

- a. In 2007, the City started a strategic planning process which was adopted in 2009 but has not been updated since that time. The City of Melrose Five Year City-Wide Strategic Plan (2009-2013) is need of updating. It provides a framework for planning the direction of the City to help the City function better and improve the quality of life within the Community by identifying the needs of the overall community and the specific measurable objectives for each project.

The Strategic Plan includes specific detailed segments, including goals objectives and strategic tactics for several topical areas including comprehensive planning, economic development, social relations, parks and recreation, infrastructure, emergency services, and non-City community projects. It also includes information from the Community Visioning that occurred as part of the process.

Page 9 of the Strategic Plan provides a good overview of the Strategic Plan and outlines the Vision Statement, Mission Statement and Core Beliefs developed at that time. Here is the information from Page 9.

A strategic plan provides a framework for City of Melrose programs and activities for the future. This framework is expressed through:

- *A **mission statement** that describes the essence of Melrose.*
- *A set of **core beliefs** that reflect Melrose's ideals and values and guide how Melrose pursues every objective.*
- ***Objectives** to direct Melrose's work in carrying out the mission and supporting the beliefs.*
- *A series of **strategies/tactics** that describe how Melrose will pursue the mission and accomplish the objectives.*

There is no implied hierarchy to the plan either in the listing of the core beliefs or in the sequence of objectives or strategies.

Vision Statement

"To Enhance the Quality of Life in the Community"

Mission Statement

“To actively grow the community while promoting and protecting the high quality of life”

Core Beliefs

We believe in ...

- Being resident centered*
- Having passion for our community*
- Visionary leadership and planning*
- Guarding the public interest*
- Excellence and quality in the delivery of services*
- Public trust and integrity*

The Planning and Zoning Commission reviewed the Planning and Community Development portions of the Strategic Plan. An analysis of the Strengths, Weaknesses, Opportunities and Threats was conducted at the meeting.

The results of the discussion were as follows:

1. The Zoning and Subdivision Ordinance do not need updating at this time. The staff-lead updates over the past few years have sufficiently updated the ordinances for the time being.
2. The Comprehensive Plan update is again a priority. Staff has done most of the demographic and data updates. A significant effort is still needed to complete this update.
3. The Planning Commission sees the following elements/areas as assets within the community:
 - a. Public Safety
 - b. Schools
 - c. Hospital
 - d. Business and Light Industry
 - e. Parks
4. The Planning Commission sees the following areas as challenges:
 - a. Getting enough qualified workers
 - b. Having enough housing, both multi-family and single family
 - c. Having housing that is affordable to local workers
5. Projects the Planning Commission would like to see accomplished:
 - a. Creating a community center that is a collaborative improvement that includes the school, Centracare and the City, which can be used by the public as well as Centracare and the school. There was desire to have a large room facility, like the Freeport Community Center, but perhaps better designed and including a workout facility that might incorporate various community entities, including the school, Centracare and the public. Perhaps cooperative efforts could also occur with Cetnracare regarding physical trainers in training.
 - b. There was a strong desire to get more single family housing. The Commission noted that in this economy, it is difficult to get someone to up-front the cost of development of single family homes. The Commission wanted the City to consider ways to either make this more affordable, or to up front some of the costs. The Commission felt this was critical to the long-term growth of the community, both on the residential as well as the business side of things.

- c. The Commission discussed multi-family housing, noting that this was also a need. They felt that adding multi-family may free up some of the single family homes for young families. The Commission also noted the importance for patio homes for this same reason.

On February 20, the Council will have a joint meeting with the PUC and department heads. The Planning Commission does not need to attend the February 20 meeting.

- b. Mr. Thom requested Planning and Zoning to allow the possible use of the alley as a driveway for their development. The Planning and Zoning Commission directed staff to meet with the applicant.

A.I. #10 INFORMATIONAL ITEMS

- a. The Commission's next meeting date is scheduled for Monday, February 24.

A.I. #11 ISSUES BY PLANNING AND ZONING COMMISSION MEMBERS

None

A.I. #12 ADJOURNMENT

A motion was made by Mr. Mayers, seconded by Mr. Paulson and unanimously carried that the meeting be adjourned at 7:40 p.m.

PATRICIA HAASE – CITY CLERK