

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
TUESDAY, MARCH 19, 2019 - 6:30 P.M.**

AGENDA

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes
4. Reports
 - a. Director Atkinson – Report
5. Action Items
6. Unfinished Business
 - a. **CASE NO. PP-1-2019-203 and FP-1-2019-204** Preliminary / Final Plat
Melrose 1 Stop
7. New Business
8. Informational Items
 - a. Next Meeting
9. Issues by Planning and Zoning Commission Members and/or Staff
10. Adjournment

**MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
TUESDAY, MARCH 19, 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 Tuesday, March 19, 2019 at 6:30 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Commission Members Jason Seanger, Kevin Thomes, Shawn Mayers, Mike Klaphake, Dave Berscheit, and Community Development Director Lisa Atkinson. Commission Members Adam Paulson and Mark “Bunker” Hill were absent. Also in attendance was Dave Rahn with Melrose 1 Stop. 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. Thomes, seconded by Mr. Klaphake and unanimously carried to approve the agenda as submitted.

A.I. #3 APPROVAL OF MINUTES

The February 25 Meeting minutes were not brought before the Commission.

A.I. #4 REPORTS

- a. Director Atkinson provided an update on current and upcoming planning and zoning related items. Ms. Atkinson stated that the Council and MADA will hold a Special Joint Meeting on April 9 to review potential development of Riverview Addition (Kraft Lot). Ms. Atkinson provided an update on the Rock Arch Rapids project.

A.I. #5 ACTION ITEMS

None

A.I. #6 UNFINISHED BUSINESS

- a. Following its review of the Planning Report, the related information and documents associated with the application for issuance of the Preliminary Plat and Final Plat, the Commission gave consideration to making recommendation to the Council on the application for the Preliminary Plat and Final Plat for Melrose 1 Stop. Since the January 28, 2019 meeting, updates have been made to the Final Plat; therefore, the Commission reviewed the amendments. Mr. Rahn noted that the truck wash was added by request from some of the local businesses and for their own personal use. Mr. Rahn does not believe that stacking of trucks will be an issue.

A motion was made by Mr. Mayers, seconded by Mr. Berscheit and unanimously carried that the addition of the truck wash is in harmony with the original Conditional Use Permit (CUP); however, if stacking becomes a problem or chemicals in the water becomes an issue, the City may give notice using the same process as described in the preliminary and final plat resolution and may revoke the CUP if the issues not addressed in a timely manner.

The Commission to consider:

- adopting and/or amending the staff report, which includes:
 - a temporary waiver of the fence screening requirement on the south and west sides of the car wash area, subject to conditions outlined in the resolution and Letter of Understanding
 - allows use of the unnamed right-of-way on the west side of the property for access to the site, as shown on the site plan and subject to conditions outlined in the resolution and Letter of Understanding
 - allows the existing wide driveway along Kraft Drive on the east end of the site to continue to exist as it does today, subject to conditions outlined in the resolution and Letter of Understanding
- recommendation to the Council adopting the resolution
- recommendation to the Council on the Letter of Understanding

A motion was made by Mr. Thomes, seconded by Mr. Klaphake and unanimously carried recommending the Council adopt the resolution along with the Letter of Understanding and recommending approving the amendment to the plans to include:

- waiving the fencing requirement on the south side of the property
- waving the fencing requirement on the west side of the property with the written permission of the property owner
- waiving the setback to allow the fence if necessary, to be installed at the eight-foot setback
- requires eight-foot landscape buffer regardless

A.I. # 7 NEW BUSINESS

None

A.I. #8 INFORMATIONAL ITEMS

- a. The Commission's next meeting is scheduled for April 29 at 6:30 p.m.

A.I. #9 ISSUES BY PLANNING AND ZONING COMMISSION MEMBERS

None

A.I. #10 ADJOURNMENT

A motion was made by Mr. Mayers, seconded by Mr. Thomes and unanimously carried that the meeting be adjourned at 7:20 p.m.