MELROSE PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, SEPTEMBER 10, 2018 – 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. **C-5/Former Kraft Lot Rezoning – Case No RZ-7-2018-305.** Rezoning from R-3, Residential to C-5, Mixed Use Downtown – Lot 1 Block 1 of Melrose Riverview Addition, according to the plat and survey thereof, now on file and of record in the office of the Stearns County Recorder. This is the former downtown Kraft site located at 325 1st St NE, Melrose, MN 56352 (Parcel Number 66.37011.0200)
   b. **P, Public Institutional/City Center and Small Lot Rezoning – Case No. RZ-7-2018-306.** Rezoning two parcels to P, Public Institutional. Rezoning Parcel 1 from R-1, Residential to P, Public Institutional – Lots 1, 2 and East 93’ of Lot 3, Block 43, Townsite of Melrose, and Lots 2, 3 and & 93’ Lot 4, Block 57, Clark’s Addition to Melrose, according to the plats and surveys thereof, now on file and of record in the office of the Stearns County Recorder. This is the Melrose City Center located at 225 1st St NE, Melrose MN (Parcel Number 66.37349.0005). Rezoning Parcel 2 from R-3, Multi-Family Residential to P, Public Institutional – Lot 2, Block 1 of Melrose Riverview Addition (Parcel Number 66.37011.0201). This is a small piece of land at the southwest corner of the 5th Avenue NE bridge across the Sauk River

5. Reports

6. Action Items
   a. **C-5/Former Kraft Lot Rezoning – Case No. RZ-7-2018-305.** Item description provided in the Public Hearing listing above
   b. **P, Public Institutional/City Center and Small Lot Rezoning – Case No. RZ-7-2018-306.** Item description provided in the Public Hearing listing above

7. Unfinished Business
   a. **Temporary Storage Structure Proposed Ordinance – A Temporary Storage Ordinance Amendment, Amending Zoning Ordinance No 1989-1-A, As Amended, Adopted by Reference as Chapter 153 of the Melrose City Code**
b. **Sign Proposed Ordinance** – Amendment to the City of Melrose Zoning Ordinance No. 1989-1-A, As Amended and Adopted by Reference as Chapter 153 of the Melrose City Code Modifying Section 700, Sign Regulations by Repealing and Replacing and/or Amending the Code Related to Signage

8. New Business

9. Informational Items
   a. Next Meeting

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

11. Adjournment
The Melrose Planning and Zoning Commission met in a Regular Meeting on Monday, September 10, 2018 at 6:30 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Commission Members Shawn Mayers, Adam Paulson, Tony Klasen, Mike Klaphake, and Dave Berscheit, along with Community Development Director Lisa Atkinson. Commission Members Jason Seanger and Kevin Thomes were absent. Also in attendance were David Tomsche with Leedstone and Jake Altendorf with Carstens Industries. Acting Chair Klasen called the meeting to order.

The Pledge of Allegiance was recited.

A.I. #2 APPROVAL OF AGENDA

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

A.I. #3 APPROVAL OF MINUTES

A motion was made by Mr. Mayers, seconded by Mr. Paulson and unanimously carried to approve the minutes from the Commission’s August 6 Regular Meeting.

A.I. #4 PUBLIC HEARINGS

a. **Public Hearing Rezoning.** The Melrose Planning and Zoning Commission met at 6:30 p.m. on September 10, 2018, at the City Center, 225 1st Street NE, in the City of Melrose, for the purpose of giving consideration to the Rezoning requests proposed by the City of Melrose regarding the former downtown Kraft site located at 325 1st St NE, Melrose, MN 56352. The property is described as follows: Lot One (1), Block One (1) of Melrose Riverview Addition, according to the plat and survey thereof, now on file and of record in the office of the Stearns County Recorder (Parcel Number 66.37011.0200). The zoning of the parcel is proposed to change from R-3, Residential to C-5, Mixed Use Downtown.

The rezoning is an amendment to City of Melrose Zoning Ordinance No.1989-1-A, as amended, and adopted by reference as Chapter 153 of the City of Melrose Code of Ordinances. A copy of the proposed request is on file with the Planning and Zoning Department, Melrose City Center, 225 1st St NE, Melrose, MN 56352 and is available for review during normal business hours. Any persons that desire to be heard regarding the consideration of the applications will be heard at this meeting.
Acting Chair Klasen presented the required Affidavit of Publication of the Hearing Notice which was published in the Melrose Beacon on Wednesday, August 29, 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.

The Public Hearing was opened at 7:10 p.m.

Community Development Director Atkinson reviewed the rezoning request submitted by the City of Melrose.

There being no further comments, the Public Hearing was closed at 7:12 p.m.

b. **Public Hearing Rezoning.** The Melrose Planning and Zoning Commission met at 6:30 p.m. on September 10, 2018, at the City Center, 225 1st Street NE, in the City of Melrose, for the purpose of giving consideration to the Rezoning of two parcels to P, Public Institutional zoning proposed by the City of Melrose.

The first parcel included in the rezoning is the Melrose City Center site located at 225 1st St NE, Melrose, MN 56352. Parcel 1 the property is described as follows: Lots 1, 2 and East 93’ of Lot 3, Block 43, Townsite of Melrose, and Lots 2, 3 and & 93’ Lot 4, Block 57, Clark’s Addition to Melrose according to the plats and surveys thereof, now on file and of record in the office of the Stearns County Recorder (Parcel Number 66.37349.0005). The zoning of the parcel is proposed to change from R-1, Residential to P, Public Institutional.

Parcel 2 is described as Lot 2, Block 1 of Melrose Riverview Addition (Parcel Number 66.37011.0201), according to the plats and survey thereof, now on file and of record in the office of the Stearns County Recorder. The zoning of Parcel 2 is proposed to change from R-3, Multi-Family Residential to P, Public Institutional. Parcel 2 is a small lot located at the southwest corner of the 5th Ave NE bridge over the Sauk River.

The rezoning is an amendment to City of Melrose Zoning Ordinance No.1989-1-A, as amended, and adopted by reference as Chapter 153 of the City of Melrose Code of Ordinances. A copy of the proposed request is on file with the Planning and Zoning Department, Melrose City Center, 225 1st St NE, Melrose, MN 56352 and is available for review during normal business hours. Any persons that desire to be heard regarding the consideration of the applications will be heard at this meeting.

The Public Hearing was opened at 7:15 p.m.

Community Development Director Atkinson reviewed the rezoning request submitted by the City of Melrose.

Acting Chair Klasen presented the required Affidavit of Publication of the Hearing Notice which was published in the Melrose Beacon on Wednesday, August 29, 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.

There being no further comments, the Public Hearing was closed at 7:16 p.m.
A.I. #6 ACTION ITEMS

a. **Case No. RZ-7-2018-305.** Following its review of the Planning Report, the related information and documents associated with the application from the City of Melrose regarding Lot 1, Block 1 of Melrose Riverview Addition, according to the plat and survey thereof, (Parcel Number 66.37011.0200) the former downtown Kraft site located at 325 1st St NE, Melrose, MN 56352, the Commission gave consideration to making recommendation to the Council on the application to rezoning from R-3, Residential to C-5, Mixed Use Downtown.

Staff recommends approval of the rezoning request. This rezoning request complies with Minnesota State Statutes, the City of Melrose 2030 Comprehensive Plan and City of Melrose Zoning Ordinance No. 1989-1-A, as amended, and adopted by reference as Chapter 153 of the City of Melrose Code of Ordinances. In addition, the rezoning is in the best overall interests of the City. An amendment to the Future Land Use Map is necessary and any zoning approval should be contingent on the amendment of the Future Land Use Map.

Community Development Director Atkinson presented the Findings of Facts:

**REVIEW OF FACTS**

1. Rezoning the site from R-1, Residential to C-5, Downtown Mixed Use is consistent with the Current Land Use Map. An amendment to the Future Land Use Map is necessary and any zoning approval would be contingent on the amendment of the Future Land Use Map.

2. 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 September 10, 2018 at the Melrose City Center.

3. On August 29, 2018, the notices of the public hearings to be held on September 10, 2018 before the Planning and Zoning Commission on the City initiated request for Rezoning were published in the Melrose Beacon.

4. On August 30, 2018, the notices of the public hearings to be held on September 10, 2018 before the Planning and Zoning Commission on the City initiated request for Rezoning were posted on the bulletin boards of the City of Melrose, United States Post Office – Melrose, and Great River Regional Library – Melrose Branch.

5. On August 30, 2018, the notices of the public hearings to be held on September 10, 2018 before the Planning and Zoning Commission on the City initiated request for Rezoning were sent by US Mail to all affected property owners within 350 feet of the site of the proposed planning requests and actions.

6. The City of Melrose 2030 Comprehensive Plan adopted in 2011:
   a. Promotes providing for commercial uses adjacent to the freeway and commercial areas within identified growth areas.
b. Promotes expanding the tax base to lessen the tax burden on all properties.
c. Promotes expanding and diversifying the City’s tax base by encouraging new commercial and industrial development.
d. Promotes the rehabilitation and redevelopment of under-utilized sites and the development of vacant land.
e. Promotes working with all local business organizations to support and promote existing businesses.
f. Promotes development and implementation of a Comprehensive Plan that effectively plans for land use, community facilities, transportation, housing, economic development, environmental protection, and technological advancement for the Melrose area.
g. Indicates the existing use as Downtown Commercial.
h. Indicates the future use as Public/Semi Public/Institutional.

A motion was made by Mr. Mayers, seconded by Mr. Berscheit and unanimously carried adopting the Findings of Fact and staff report and to recommend that the City Council approve the application of rezoning contingent upon the Comprehensive Plan Amendment being approved.

b. **Case No. RZ-7-2018-306.** Following its review of the Planning Report, the related information and documents associated with the application from the City of regarding Lots 1, 2 and East 93’ of Lot 3, Block 43, Townsite of Melrose, and Lots 2, 3 and & 93’ Lot 4, Block 57, Clark’s Addition to Melrose, according to the plats and surveys thereof, (Parcel Number 66.37349.0005), the Melrose City Center located at 225 1st St NE Melrose, MN, the Commission gave consideration to making recommendation to the Council on the application rezoning from R-1, Residential to P, Public Institutional and Lot 2, Block 1 of Melrose Riverview Addition (Parcel Number 66.37011.0201) rezoning from R-3, Multi-Family Residential to P, Public Institutional.

Community Development Director Atkinson presented the Finding of Facts.

**REVIEW OF FACTS**

1. Rezoning the site from R-1, Residential to P, Public Institutional is consistent with the Current and Proposed Land Use Map.

2. 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 September 10, 2018 at the Melrose City Center.

3. On August 29, 2018, the notices of the public hearings to be held on September 10, 2018 before the Planning and Zoning Commission on the City initiated request for Rezoning were published in the Melrose Beacon.

4. On August 30, 2018, the notices of the public hearings to be held on September 10, 2018 before the Planning and Zoning Commission on the City initiated request for Rezoning were posted on the bulletin boards of the City of Melrose, United States Post Office – Melrose, and Great River Regional Library – Melrose Branch.
5. On August 30, 2018, the notices of the public hearings to be held on September 10, 2018 before the Planning and Zoning Commission on the City initiated request for Rezoning were sent by US Mail to all affected property owners within 350 feet of the site of the proposed planning requests and actions.

6. The City of Melrose 2030 Comprehensive Plan adopted in 2011:
   a. Promotes maintaining downtown as the center of commercial activity and social interaction through support of existing businesses and the attraction of new businesses to downtown.
   b. Promotes working with all local business organizations to support and promote existing businesses.
   c. Promotes development and implementation of a Comprehensive Plan that effectively plans for land use, community facilities, transportation, housing, economic development, environmental protection, and technological advancement for the Melrose area.
   d. States that the “Public-Institutional” designation is specifically for uses such as the Melrose City Center and fits all of the uses within the City Center including the City Center, Library and City Offices.
   e. Indicates the existing use as Public/Semi Public/Institutional.
   f. Indicates the future use as Public/Semi Public/Institutional.

Staff recommends approval of the rezoning request. This rezoning request complies with Minnesota State Statutes, the City of Melrose 2030 Comprehensive Plan and City of Melrose Zoning Ordinance No. 1989-1-A, as amended, and adopted by reference as Chapter 153 of the City of Melrose Code of Ordinances. In addition, the rezoning is in the best overall interests of the City.

A motion was made by Mr. Berscheit, seconded by Mr. Mayers and unanimously carried to adopt the Finding of Facts and staff report and recommend that the City Council approve the application of rezoning.

A.I. #7 UNFINISHED BUSINESS

a. Temporary Storage. The City Council, at its August 16, 2018 meeting, considered a revised version of the Planning and Zoning Commission’s Temporary Storage Structure/Portable Storage Ordinance. There were quite a few changes requested by individual Council Members before the meeting. Additional changes were requested at the meeting. The Council worked toward consensus, talking through most of the areas of concern, but there may have been a few changes suggested by one or a few Council Members that were not fully digested or agreeable to the Council as a whole.

One thing to note, there was a request to remove semi-trailer storage parking and only allow cargo trailer parking (no wheels) in both the C-2 and Industrial zones. Staff was concerned about the push back if semi-trailers were not allowed in the Industrial district so that was left as-is for the time being. However, at the request of the Council, or at least one Council Member, semi-trailer parking (with wheels) would not be allowed if the ordinance passed as it is currently proposed.
There were many other changes throughout the document. Ms. Atkinson reviewed the proposed changes by the City Council including the option of an interim permit use for those exceeding the proposed number of temporary storage structures.

The Council also directed staff to send notices to affected property owners. Notices were sent by mail on September 4, 2018. The mailing included the notice and the draft ordinance.

Below is a list of businesses that are known to have temporary storage structures as of August 16, 2018:

- Shaggy’s (I) – 1
- Jim Fuchs Trucking (I) – possibly 2
- Genex (I) – 1
- Warrior Boats (I) 1
- Melrose Metalworks (I) – 5? (some might have been loading/unloading)
- Carstens Industries (I) – 3 or 4
- CCC (I) – 1 (no wheels – cargo storage)
- Willow Trucking (I) - 2?
- Rock Bottom Diesel (I) – 2?
- Main Street Repair (C-1) – 1
- Melrose 1 Stop (C-2) – 4 (mostly screened on all but 1 or 2 sides)
- Leedstone (C-2) – 1 at Leedstone, 2 west of American Legion, 3 at SAVE Foods

Mr. Tomsche from Leedstone commented that he was not certain as to the reasoning for trying to regulate these containers in the business districts as they are used regularly as a means to accommodate the ebbs and flows of doing business.

Jake Altendorf with Carstens Industries stated that Carstens uses a majority of their storage containers for long term storage for parts or molds that they do not use very often. Mr. Altendorf felt that in an Industrial zone, the regulations should be more lenient, or incentives should be offered to build permanent long storage building(s).

Mr. Klasen stated that he had reservations about regulating the Industrial District due to the nature of this type of business.

City Administrator Brethorst noted that the Commission has a couple of options:

- take in consideration the language put together
- just regulate the residential zone
- not have a Temporary Storage Structure Ordinance

Ms. Atkinson stated that perhaps they could change the numbers of containers and adding provisions if you had screening how many additional units would be permissible.
After further discussion, a motion was made by Mr. Mayers, seconded by Mr. Berscheit and unanimously carried to move forward with the ordinance as written in addition to eliminating the regulations in the Industrial and C-2 Districts and not allowing rental or storage of material in semi-trailers in Industrial or C-2 Districts.

b. **Sign Regulations.** Community Development Director Atkinson stated that a previous version was approved by the Commission at their August 6 meeting and slated to go forward to the City Council pending a review of the freedom of speech implications. The City Attorney directed staff to revise the ordinance and bring it back to the Commission.

During the interim, staff revised the flow of the ordinance to include a more logical flow through the various portions of the ordinance. It now includes the following subsections:

- 701. Purpose (Existing section, but with some new language, primarily from Alexandria’s code)
- 702. Findings (New section, primarily from Alexandria’s code)
- 703. Application of Regulations and Substitution Clause (New section, likely from Alexandria’s code)
- 704. Severability (New section, likely from Alexandria’s code)
- 705. Definitions (the definitions numbered .xx are new) (Existing section, but with some new language, primarily from Alexandria’s code)
- 706. Scope (indicating what is not regulated as a sign)
- 707. Permits (New section, likely from Alexandria’s code)
- 708. Exemptions (indicating what is permitted without a sign permit, including non-commercial and philosophical signs 708.11) (New section name, with some existing language from other areas of the code and some elements from Alexandria’s code)
- 709. Prohibited signs (Existing, with mostly existing language from this and other areas of the code)
- 710. District Sign Regulations – regulations specific to the zoning district that the signs are located. Note the increase in commercial and industrial signage, although there are some size limitations. (Existing section, but with some new language, primarily from Alexandria’s code)
- 711. Specific Sign Regulations (billboards, sexually oriented business signs, sandwich board signs, monument signs) (New, with mostly existing language from other areas of the code)
- 712. Billboard Overlay District (Existing, no change)
- 713. Administration (defines permit submission requirements and processing) (New)
- 714. Sign Maintenance (New, with some existing language from other areas of the code)
- 715. Substitution (New)

A motion was made by Mr. Paulson, seconded by Mr. Klaphake and unanimously carried recommending the Council adopt the revisions to the sign ordinance as presented pending legal review.
A.I. #8 NEW BUSINESS

None

A.I. #9 INFORMATIONAL ITEMS

a. The Commission’s next meeting is scheduled for October 1, 2018 at 6:30 p.m.

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

None

A.I. #11 ADJOURNMENT

A motion was made by Mr. Mayers, seconded by Mr. Berscheit and unanimously carried that the meeting be adjourned at 7:50 p.m.

PATRICIA HAASE – CITY CLERK