

**Melrose Township Planning Commission Minutes
Melrose Township Hall
Regular Meeting of May 20, 2013**

I. CALL TO ORDER / ROLL CALL

A. Call to Order: Chair Tony Pizii called the meeting to order at 7:02 PM.

B. Members present: Leonard Meadows, Bart Wangeman, Bob Marquardt, Tony Pizii, and Barbara Hanahan.

C. Members absent: None

D. Staff present:
Zoning Administrator Randy Frykberg and Recording Secretary Tom Mackie.

E. Also Present:
Village Development representative Richard Borisch

II. APPROVAL OF AGENDA

Bob Marquardt motioned to add consideration of a Mass Gathering License for the Walloon Lake Community Church as New Business, 2nd by Barbara Hanahan. All Ayes, motion carried.

III. APPROVAL OF MINUTES

Bart Wangeman motioned, Bob Marquardt seconded, to approve the April 29, 2013 regular meeting minutes as presented. All Ayes, motion carried.

IV. UNFINISHED BUSINESS

None.

V. NEW BUSINESS

**A. Development Plan Review for renovation of structure in Village at 04060 M-75 N
Parcel ID# 15-010-009-092-00**

Randy introduced applicant representative Richard Borisch and described the proposal to renovate the structure immediately north of the former Post Office and commonly referred to as the Redwood Building. He noted the interior work does not require Planning Commission review; however, many exterior elements will be updated, including windows, doors, siding, and roof. These changes are not considered major so the review will be limited to the Planning Commission and not include outside-agencies.

Approved

Randy noted the structure existed prior to the enactment of Township Zoning, is in the C-3 Village Commercial District which is appropriate for the proposed retail use, and will meet all zoning requirements when complete.

We then reviewed the 17 standards for development plan approval from section 11.4 of the zoning ordinance.

1. **Harmonious and efficiently organized plan.** General consensus the standard is met.
2. **Landscape preservation.** Richard noted the landscaping work is minimal, and will primarily occur on the street side of the structure.
3. **Storm water runoff.** Randy has visited the site to evaluate efforts to address runoff, but the plan must meet our new storm water ordinance, as determined by the county.
4. **Visual and sound privacy for dwelling units.** Not applicable as no dwelling units exist or are planned for this area.
5. **Emergency vehicle access.** Not applicable, as this project is only for renovation of an existing structure.
6. **Structure access to street or walkway.** Not applicable, as this project is only for renovation of an existing structure.
7. **Pedestrian circulation system.** Randy noted the planned walkways already approved in an earlier application.
8. **Loading and trash storage screened.** No outside storage or trash storage has been proposed, but would have to be enclosed if added later.
9. **Exterior lighting contained.** Randy noted all proposed lighting is down-lit and shaded in accordance with our lighting ordinance.
10. **Paved approaches to public roads.** All parking and drives will be paved. Bart noted this was previously addressed in an earlier proposal.
11. **Vehicular and pedestrian circulation respects existing streets.** Not Applicable.
12. **Proposed streets designed and certified.** Not Applicable.
13. **Public streets deeded to Road Commission.** Not Applicable.
14. **Private roads minimum standards.** Not Applicable.
15. **Maintenance agreement for common drives.** Not Applicable.
16. **Guarantee of long-term road maintenance.** Not Applicable.
17. **All other agency approvals.** Outside-agency review is not required for this remodel application.

Richard Borisch noted the structure's upper level will probably be used for offices and the street level will likely be retail, although the plan is not yet complete.

Randy pointed out the considerable amount of construction activity now taking place for the overall project. He noted it can be difficult to drive through the village and expressed a concern for safety. Use of the park's parking lot has been stopped and efforts are underway to stop on-street parking. Once the planned parking lot is paved this problem should be resolved. Bart noted the availability of worker-parking on the lots immediately south of the Boat Launch Parking Lot. Vern Goodwin suggested worker parking and equipment and material staging should be addressed for all large development projects.

Richard stated this is also a concern of the developer, and will take immediate action to address these problems with the contractors. Tony then asked for any additional Planning Commissioner comment concerning the development standards or overall application. Leonard indicated he agrees with Randy's findings.

Leonard Meadows motioned to approve the development for property ID# 15-010-009-092-00, 04060 M-75 North, based on the completed application, a review of the development standards, and recommendation of the Zoning Administrator. 2nd by Barbara Hanahan. All ayes, motion carried.

B Consideration of Walloon Lake Community Church Mass Gathering License

Randy noted the Mass Gathering regulations are set forth in a stand-alone ordinance and are not part of the zoning ordinance. A license may be issued by the Township Board of Trustees, following a recommendation by the Planning Commission. He also indicated the Church has conducted a picnic and baptism in the park for many years with no reported issues or complaints. The application requests use of the park and beach area, along with the bathhouse, gazebo, and parking lot. A tent will also be erected in the park for the duration of the event. The activities associated with this event will be the same as prior years.

Randy then noted the Mass Gathering Ordinance was approved in 1981 and has only been used by the Flywheelers and Church so far. He suggested we consider processing a renewal of an annual event as an administrative action though the issuance of a Zoning Permit, and only require Planning Commission and Township Board involvement for new permits or substantial changes in event plans. He further noted that use of the park by a large group still requires separate Township Board approval.

Bob Marquardt motioned, 2nd by Leonard Meadows, to recommend the Township Board of Trustees amend the Mass Gathering Ordinance to provide for license renewal through the zoning permit process when the operations and circumstances of an event do not change from the previous permit, and no enforcement actions were required. All ayes, motion carried.

Barbara Hanahan motioned, 2nd by Bart Wangeman, to recommend the Township Board of Trustees grant a Mass Gathering License to the Walloon Lake Community Church for their annual picnic in the park and baptism in the lake on July 28th, 2013, based on their application and previous history hosting this event without problems or complaints, provided they utilize the designated crosswalk for crossing M-75 highway. All ayes, motion carried.

VI. OTHER COMMUNICATIONS/REPORTS

None

VII. PLANNING COMMISSIONER COMMENTS

Bart noted there appear to be stakes in the boat launch parking lot in the area where it could connect with the neighboring development project, although this connection was previously discussed and not approved. Randy concurred this was not approved in the site plan review and no permit has been issued to allow this. The plans are still out for agency review and Randy will follow-up before permits are issued.

VIII. CITIZEN COMMENTS

None

IX. NEXT MEETING

Scheduled for June 24th.

X. ADJOURNMENT

The meeting was adjourned at 8:15 PM.

Prepared by:

Planning Commission Approval by:

Tom Mackie, Recording Secretary

Barbara Hanahan, Secretary

Copies: Melrose Township Board, Planning Commission Members, Township web site