

**Melrose Township Planning Commission Minutes
Melrose Township Hall
Regular Meeting of September 28, 2015**

I. CALL TO ORDER / ROLL CALL

A. Call to Order: Vice-Chair Bob Marquardt called the meeting to order at 7:00 PM.

B. Members present: Phyllis Cotanche, Bob Bourassa, and Bob Marquardt.

C. Members absent: Bart Wangeman and Mike Fortune (both excused).

D. Staff present:

Zoning Administrator Randy Frykberg and Recording Secretary Tom Mackie.

II. APPROVAL OF AGENDA

Bob Bourassa motioned , 2nd by Phyllis Cotanche, to approve the meeting agenda as presented. All ayes, motion approved.

III. APPROVAL OF MINUTES

Phyllis Cotanche motioned, Bob Bourassa seconded, to approve the August 31, 2015 regular meeting minutes and associated resolution as presented. All ayes, motion carried.

IV. NEW BUSINESS

A. General Discussion - Zoning Ordinance and Potential Amendments

Now that our new Master Plan has been approved, Randy suggested we may want to use this document to consider updates to the Zoning Ordinance. We'll carry this topic as an agenda item for future meetings. He asked that we consider ideas to propose at future meetings.

Bob Marquardt suggest we review the Master Plan every year, rather than every 5 years as is currently required by the Planning Enabling Act.

Randy noted the zoning ordinance currently requires a full development plan review, even for minor renovations, and suggested this may be an opportunity for discussion. As a further example he also cited the list of reviewing agencies we're required to provide with document packages. In several prior instances some reviewing agencies have indicated they will not participate.

V. UNFINISHED BUSINESS

A. Review Master Plan Implementation

Randy noted chapter 8 of the Master Plan addresses the adoption process. The only unfinished item was approving the Planning Commission Public Hearing meeting minutes and associated resolution. With tonight's action the Master Plan is now complete and will be sent to neighboring jurisdictions.

Bob Bourassa asked about the Planning Commission's responsibility concerning the capital improvement plan. Randy noted this is a requirement of the Planning Enabling Act. In a practical sense, if the Township provides a public water or sewer system the Planning Commission is required to review the Township's capital spending plan.

VI. OTHER COMMUNICATIONS / REPORTS

Randy referenced a letter received from Paul Barden thanking the Planning Commission for consideration of his Special Use Permit application last month.

Randy announced a Planner's Forum workshop hosted by MSU Extension in Charlevoix on November 5th. Anyone interested in attending should contact Randy by October 15th.

VII. PLANNING COMMISSIONER COMMENTS Randy reported that Bart has suggested our standard agenda address Unfinished Business before New Business. Following discussion we agreed this change to the order of business would normally be fine, but a particular meeting's audience may be the most important factor.

VIII. CITIZEN COMMENTS - None.

IX. NEXT MEETING - Monday, October 26th, 2015. Bob Marquardt noted he will not be able to attend.

X. ADJOURNMENT - Phyllis motioned to adjourn the meeting at 7:32 PM. 2nd by Bob Bourassa. All ayes.

Prepared by:

Planning Commission Approval by:

Tom Mackie, Recording Secretary

Bob Bourassa, Secretary

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