

**Melrose Township Planning Commission Minutes
Melrose Township Hall
Special Meeting of May 3, 2017**

I. CALL TO ORDER / ROLL CALL

A. Call to Order: Chair Bart Wangeman called the meeting to order at 5:47 PM.

B. Members present: Bart Wangeman, Phyllis Cotanche, Sue Barr, and Bob Bourassa.

C. Members absent: Bob Marquardt (Excused).

D. Staff present:

Zoning Administrator Randy Frykberg and Recording Secretary Tom Mackie.

II. APPROVAL OF AGENDA

The Tentative Agenda was approved by consensus.

III. APPROVAL OF MINUTES

Bob Bourassa motioned, Phyllis Cotanche seconded, to approve the April 24, 2017 regular meeting minutes, correcting the site-plan drawing date included in the motion of paragraph IV.A. (February 14th should be February 24, 2017. All ayes, motion carried.

IV. UNFINISHED BUSINESS

A. Waterfront Overlay Application for Richard Mullaney - 05791 Country Club Shores (Property ID 15-010-300-012-00 and -013-00).

Bart summarized the March 27th meeting discussion, noting this meeting's Planning Commission packets include a revised site plan and associated narrative submitted by Travis Engle of Young and Meathe, the applicant's contractor.

Randy noted the review standard requiring maintenance of any existing view of the waterfront from adjacent properties is not applicable because a long-existing cedar hedge surrounding the property has never allowed a view. Randy then noted the following items concerning the new plan.

- The plan's 50 foot setback line is not correct, as it does not parallel the irregular shoreline. This is not a problem, however, as the effect is to provide a greater setback in areas where the land extends further into the lake.
- 2 or 3 trees have been removed without advance approval. The contractor will provide a plan for their replacement.
- No outdoor lighting specifications have been provided. The applicant will have to apply for approval when, and if, this feature is added later.

- The plan proposes remodeling an existing 12 foot by 18 foot shed and deck. Removing the deck will reduce the footprint by approximately one-third. The remaining structure will be re-sided and re-roofed to match the house. Bart noted Article IX, section 9.4 allows repair of a non-conforming structure, but only up to 25% of the existing structure's area. Randy suggested demolishing the shed and rebuilding it outside the 50 foot waterfront setback. The contractor-submitted plan would require approval by the Zoning Board of Appeals. Travis Engle stated they would either limit remodeling effort to no more than 25% or move the shed back.

Bart noted the site plan drawing provided no path or boardwalk to the lake and no flower beds or similar features. Travis confirmed these features do presently exist and nothing else will be added, other than the 3 replacement trees addressed earlier.

Bart noted the plan calls for removing 2 trees (cedar and birch) near the shoreline and adjacent to the shed. He indicated these must be replaced unless they are diseased or dead. Travis responded they will be left in place if healthy, as determined by the Zoning Administrator.

Travis then read the narrative submitted as part of the application package, noting 5 items (numbers 11 through 15) will be added as a result of tonight's discussion. This amended narrative will become part of the application package.

Bart then asked for any additional Planning Commissioner comment. Bob Bourassa estimated 8 trees have been removed, based on his site inspection. Randy noted 4 of these are allowed and 3 will be replaced.

We reviewed the application against the Zoning Ordinance's Site Plan Approval Standards in paragraph D1 of section 6.11

- a) "...impact to fish, wildlife, native vegetation, and general water quality is minimized..." All agreed the standard is met.
- b) "...erosion and sedimentation shall be prevented." All agreed the standard is met.
- c) "... natural character and aesthetic value of the shoreline is maintained by minimizing the visual impact..." All agreed the standard is met.
- d) "... shall be fitted to the topography and soil..." All agreed the standard is met.
- e) "... maintain any existing open and unobstructed view to the waterfront..." All agreed the standard is met.
- f) Site Plan review by Planning Commission on parcels with more than 120 feet of Walloon Lake frontage. The required review is the subject of this meeting.

Phyllis Cotanche motioned to approve a Site Plan Application dated April 12, 2017 and submitted by Young and Meathe and a marked-up plan dated 4/11/2017 and contractor narrative amended to add items 11 through 15 on 5/3/2017 at 05791 Country Club Shores (Property ID # 15-010-300-012-00 and -013-00). This approval is based on the completed application and a review of the site plan standards in section 6.11, paragraph D1 of the Township Zoning Ordinance. 2nd offered by Bob Bourassa. All ayes, motion carried.

- V. **NEW BUSINESS** - None
- VI. **OTHER COMMUNICATIONS / REPORTS** - Randy reported he is gradually resuming his duties as Planner and Zoning Administrator.
- VII. **PLANNING COMMISSIONER COMMENTS** - None offered
- VIII. **CITIZEN COMMENTS** - None.
- IX. **NEXT REGULAR MEETING** - Tentatively scheduled for Monday, **May 22nd**, 2017 at **5:30 PM**. This meeting could be cancelled if no applications are received.
- X. **ADJOURNMENT** - The meeting was adjourned at 6:43 PM.

Prepared by:

Planning Commission Approval by:

Tom Mackie, Recording Secretary

Sue Barr, Secretary

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