

**Melrose Township Planning Commission Minutes
Melrose Township Hall
Regular Meeting of May 22, 2017**

I. CALL TO ORDER / ROLL CALL

A. Call to Order: Chair Bart Wangeman called the meeting to order at 5:30 PM.

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

C. Members absent: None.

D. Staff present:
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 May 3, 2017 Special meeting minutes, as amended to add "as determined by the Zoning Administrator" to the 3rd full paragraph of page 2. All ayes, motion carried.

IV. NEW BUSINESS

A. Annual Application for Flywheeler's Mass Gathering Permit.

We discussed the recently approved zoning application to move a schoolhouse to the Flywheeler Showground. This addition will be located near the crafts tent and will serve as a display.

We then reviewed the Mass Gathering Permit Application dated April 17, 2017. Bart noted the written statements required by item 9 in the application were not provided; however, this application is essentially a renewal of a permit granted annually for many years. All the required information had been submitted in an earlier year and no operational changes are anticipated for this year. There was general agreement, however, that the Township Board should be copied on insurance arrangements.

Phyllis Cotanche motioned, 2nd by Bob Marquardt, to recommend the Township Board of Trustees grant a Mass Gathering License to the Flywheelers for their annual show on July 27th through July 30th 2017 based on their completed application and long history of operation without problems or complaints. Additionally, the Flywheelers should be asked to provide the Township Board with documentation of insurance arrangements to aid in their decision. All ayes, motion carried.

V. **UNFINISHED BUSINESS**

A. **Continued Discussion of “Transitional Zone” District**

The Planning Commission briefly discussed the goals of a new “Transitional” zoning district, but continued to table the proposal until our Zoning Administrator is available.

VI. **OTHER COMMUNICATIONS / REPORTS** - We may have an application for a Waterfront Overlay proposal on Shadow Trails Road in the near future.

VII. **PLANNING COMMISSIONER COMMENTS** - None offered

VIII. **CITIZEN COMMENTS** - None.

IX. **NEXT REGULAR MEETING** – The next meeting is scheduled for Monday, **June 26th, 2017 at 5:30 PM.**

X. **ADJOURNMENT** - The meeting was adjourned at 6:00 PM.

Prepared by:

Planning Commission Approval by:

Tom Mackie, Recording Secretary

Sue Barr, Secretary

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