

**Melrose Township Planning Commission Minutes
Melrose Township Hall
Regular Meeting of June 24, 2019**

I. CALL TO ORDER / ROLL CALL

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

B. Members present: Bart Wangeman, Bob Bourassa, and Charley Zimmer.

C. Members absent: Phyllis Cotanche and Tim LaGasse (both excused)

D. Staff present:

Zoning Administrator Randy Frykberg and Recoding Secretary Tom Mackie

II. APPROVAL OF AGENDA

The Agenda was approved by consensus.

III. APPROVAL OF MINUTES

Bob Bourassa motioned, Charley Zimmer seconded, to approve the May 20, 2019 meeting minutes as corrected for a spelling error in paragraph IV A. All ayes, motion carried.

IV. NEW BUSINESS

A. Discussion of Planning Commission Bylaws

Randy noted our current bylaws were adopted on November 26, 2012 and can be amended at any meeting by a vote of a majority of appointed members of the Planning Commission. He suggested the intent of this agenda item is to review, discuss, and determine if amendments are appropriate.

The following comments were made during the ensuing discussion:

- The number of members may range from 5 to 9, and we have operated with 5 members for many years.
- Officers are elected at the first regular meeting of each calendar year. The duties of each officeholder were reviewed and discussed.
- Purpose, timing, and notification requirements for both regular and special meetings were reviewed.
- While discussing the definition of a quorum as it relates to voting, Randy noted Master Plan amendments are a special case requiring a majority of commission members rather than just a majority of members present.
- We reviewed rules of procedure for public hearings.
- Randy emphasized the need to avoid Ex-Parte contact and provided a definition as well as examples. If Ex-Parte contact has been made, the Commissioner must mention the discussion at an open meeting, usually the next PC meeting.

- A suggestion was offered to add language to paragraph 6 A. to recognize the Zoning Administrator and Planning Consultant positions may be held by one individual.
- Absences, Removals, Resignations and Vacancies detailed in Section 7 were reviewed.
- While discussing Section 8: Conflicts of Interest, Charley suggested Planning Commission members sign an acknowledgement of understanding and intent to adhere to this rule. Bart suggested this rule be read at meetings before an application is considered.

B. Procedure for Project Review

Randy briefly discussed the zoning application process and public noticing procedures. Generally, an application must be submitted 4 weeks prior to a Planning Commission meeting to allow time for inspection and preparation of materials as well as time necessary for members to familiarize themselves with the application.

As a future training tool Bart suggested using a zoning application form to describe the steps involved in processing an application.

V. UNFINISHED BUSINESS:

A. Update on Marihuana

Randy reported on his participation in a recent marihuana webinar hosted by Michigan State University. Using a computer-projection he reviewed the main points covered in the presentation.

VI. OTHER COMMUNICATIONS / REPORTS: None

VII. PLANNING COMMISSIONER COMMENTS: None

VIII. CITIZEN COMMENTS: Connie Schach asked about the difference between the Planning Commission (PC) and Zoning Board of Appeals (ZBA). Randy described the ZBA's duties as considering variances and appeals of Zoning Administrator or PC decisions.

IX. NEXT MEETING: Scheduled for July 22, 2019. Randy noted an applicant only has about another week to submit an application if it is to be considered at this meeting.

X. ADJOURNMENT: At 7:12 PM

Prepared by

Planning Commission Approval by:

Tom Mackie, Recording Secretary

Charley Zimmer, Secretary

Copies: Melrose Township Board, Planning Commission Members, www.melrosetwp.org