

**Melrose Township Planning Commission Minutes
Melrose Township Hall
Regular Meeting of September 23, 2019**

I. CALL TO ORDER / ROLL CALL

- A. Call to Order:** Chair Bart Wangeman called the meeting to order at 5:30PM. He noted Phyllis Cotanche's contribution to the Township over many years and called for a moment of silence in remembrance of Phyllis.
- B. Members present:** Bart Wangeman, Bob Bourassa, Charley Zimmer and Tim LaGasse.
- C. Members absent:** Dan Nowland (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, Tim LaGasse seconded, to approve the June 24, 2019 meeting minutes as presented. All members present voted Yes, motion carried.

IV. NEW BUSINESS – None

V. UNFINISHED BUSINESS:

A. Review of Planning Commission Bylaws

Randy noted the Planning Commission reviewed our bylaws at the June 24th meeting and suggested several updates. A marked-up document incorporating these changes was provided as part of this meeting's information packet. Randy suggested we review the entire document once more. The following comments were made during this review:

- Bob suggested deleting "... an elected member ..." from section 2, paragraph B1, as a member may be appointed to fill a remaining term of office.
- For clarity of the first sentence in section 3, paragraph F, Randy suggested adding "who is" following the word "representative" and eliminating the comma following "Supervisor."
- We discussed section 4, paragraph A's requirement to approve an annual meeting schedule by resolution rather than a simple motion. Randy noted this language comes from the Planning Enabling Act.
- While discussing section 4, paragraph E "Voting," Randy noted a commissioner's absence from a meeting does not prevent them from voting to approve minutes of that meeting.

- While discussing section 4, paragraph F “Agenda” Bart recognized the need to add “... on non-agenda items ...” to the “Citizen Comments” portion of agendas.
- Bart suggested revising section 5, paragraph H to replace the word “any” with “the” and to delete “or commission.”
- At the June 24th meeting the Commissioners suggested members acknowledge conflict-of-interest regulations by signing an acknowledgement of understanding. Following further discussion Charley suggested the last sentence of the first paragraph of section 8 be further clarified to state this would take place annually at the first meeting of the calendar year or at a new member’s first meeting.

Tim LaGasse motioned, Charley Zimmer seconded, to adopt the proposed bylaws as presented and further amended at this meeting. All members present voted Yes, motion carried.

B. General Procedures

Randy described the process for completing a Zoning Application Form and reviewed the Zoning Administrator’s process of review and site visits before a zoning permit is issued.

VI. OTHER COMMUNICATIONS / REPORTS:

Randy provided information on two set-back variance applications to be considered by the Zoning Board of Appeals at their meeting on September 25th. He also noted the Township Board of Trustees will likely be considering the Planning Commission’s recommendation to opt-out of recreational marihuana at their next regular meeting on October 8th.

VII. PLANNING COMMISSIONER COMMENTS: None

VIII. CITIZEN COMMENTS ON NON-AGENDA ITEMS: William Hutchinson noted many other groups allow public comment as the first item of agenda, even if no actions are taken. Some commissioners expressed concern this practice would prioritize these comments over the applications that have been prepared in advance and formally submitted for consideration. Following discussion, the Planning Commission ultimately decided to leave the order of agenda unchanged.

William also expressed concern the recent road reconstruction on East and West Street has adversely affected vehicle traffic on Middle Street. He was advised that road work is not under the purview of the Planning Commission and his concern would be more appropriately addressed to Supervisor Vern Goodwin and the Board of Trustees.

IX. NEXT MEETING: Scheduled for October 28, 2019.

X. ADJOURNMENT: At 6:40 PM

Prepared by

Planning Commission Approval by:

Tom Mackie, Recording Secretary

Charley Zimmer, Secretary

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