

**Melrose Township Planning Commission Minutes
Melrose Township Hall
Regular Meeting of October 28, 2019**

I. CALL TO ORDER / ROLL CALL

- A. Call to Order:** Chair Bart Wangeman called the meeting to order at 5:31PM and welcomed Dan Nowland as a new member.
- B. Members present:** Bart Wangeman, Bob Bourassa, Charley Zimmer, Dan Nowland, and Tim LaGasse (at 5:35PM).
- C. Members absent:** None
- D. Staff present:**
Zoning Administrator Randy Frykberg and Recoding Secretary Tom Mackie

II. APPROVAL OF AGENDA

The Agenda was approved by consensus while noting item VIII should read “Citizen Comments on Non-Agenda Items.”

III. APPROVAL OF MINUTES

Bob Bourassa motioned, Charley Zimmer seconded, to approve the September 23, 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

Bob noted a few changes approved at our September 23rd meeting that were not incorporated in the latest update included in the meeting packet. Randy will correct the Bylaws for these omissions and re-issue the document. No additional changes were suggested.

B. Site Plan procedures

Randy explained the process for submitting and processing a site plan. A simple single-family or duplex use in a residential district is processed by the Zoning Administrator. Otherwise a complete plan and formal development plan review by the Planning Commission is required by section 4.18 of the Zoning Ordinance. Special land uses, subdivisions, and condominium developments also require this formal review.

Article XI, “Development Plan Review” details information required to be included in a development plan application, as well as the process for review and approval. An application package is typically reviewed by the Zoning Administrator to verify it is complete and accurate before being presented to the Planning Commission.

Randy noted Section 11.3, "Agency Review" language was recently updated; however, several of the agencies identified to receive copies of the application packet do not respond. Updating the list further would require a zoning ordinance amendment so we may want to coordinate this with other future changes.

VI. OTHER COMMUNICATIONS / REPORTS:

Randy provided new Zoning Ordinance books and zoning maps to all Planning Commission members. Amendments through 12/31/2018 are incorporated. These documents were also provided to Zoning Board of Appeals members earlier this month.

VII. PLANNING COMMISSIONER COMMENTS:

Bart noted the Zoning Board of Appeals has requested the Planning Commission review language that allows multiple structures on one parcel in the C-3 District. Their concern relates to the ability to provide for legal parcel divisions at a future time. A recent ZBA case seeking a side-yard variance in advance of a lot split resulted from a lack of setback regulations within a lot in the C-3 district. Following discussion, the members concluded it would be difficult to formulate regulations that would consistently address this issue. Charley suggested a better option may be to acknowledge the potential for this problem with a developer when reviewing future building proposals.

In reference to another recent ZBA case Bart suggested we consider limiting the number of accessory buildings allowed in residential districts.

Randy announced he, Charley, and Bob would be attending a Charlevoix County Planners Forum soon.

VIII. CITIZEN COMMENTS ON NON-AGENDA ITEMS: None.

IX. NEXT MEETING: Scheduled for December 9, 2019 but may be canceled if no application is received.

X. ADJOURNMENT: At 6:30 PM

Prepared by

Planning Commission Approval by:

Tom Mackie, Recording Secretary

Charley Zimmer, Secretary

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