

**Melrose Township Planning Commission Minutes  
Melrose Township Hall  
Regular Meeting of July 27, 2020**

**I. CALL TO ORDER / ROLL CALL**

- A. Call to Order:** Chair Bart Wangeman called the meeting to order at 5:35PM.
- B. Members present:** Bart Wangeman, Bob Bourassa, Charley Zimmer, and Dan Nowland.
- C. Members absent:** Tim LaGasse (Excused)
- D. Staff present:**  
Zoning Administrator Randy Frykberg and Recording Secretary Tom Mackie

**II. APPROVAL OF AGENDA**

Following a review, the Agenda was approved by consensus.

**III. APPROVAL OF MINUTES**

Bob Bourassa motioned, Charley Zimmer seconded, to approve the June 1, 2020 meeting minutes as presented. All members present voted Yes, motion carried.

**IV. NEW BUSINESS**

**a. Discussion of Master Plan Review**

Randy noted state law requires a Planning Commission review of the Master Plan a minimum of once every five years. A decision to amend the plan requires notification to neighboring communities and agencies. Bart addressed the importance of the Master Plan when considering land-use applications. Randy noted the Master Plan is a vision for the future while the Zoning Ordinance provides current regulations.

Following a plan review and discussion, Dan Nowland motioned to not pursue, at this time, an update of the current Master Plan adopted on August 31, 2018 due to a lack of major changes in the township that would impact the plan. Motion seconded by Charley Zimmer. All members present voted Yes; motion carried.

**b. Discussion of Possible Zoning Ordinance Amendments**

Bart suggested we consider some clarifications that became apparent in a recent application for a Recovery Center as well as allowed uses on a private road. He noted Section 6.0 B provides that Land may be used for the listed purposes. This statement resulted in confusion over allowed uses on property dedicated as a private road. Randy suggested changing the word "Land" to "Lot" to clear up any confusion.

Randy noted we have previously discussed tiny homes but have not developed any language. He has been asked about tiny homes four times in the last three months.

Randy also suggested Article XI, Development Plan Review, be clarified to list specific zoning districts where a plan is required rather than the current language that indicates "certain districts." Additionally, the requirement of Section 11.3 that ALL special uses require a development plan does not allow for intensity considerations.

Bart noted the issue with a recent Recovery Center proposal resulted from current Zoning Ordinance language that allows ANY use in the FF district that is also allowed in R-2. He suggested we review the use-by-right and special uses sections. Section 6.8 B) 1) presently allows "Any use permitted in the R-2 Zone. This should be changed to read "Any permitted use ..."

Bart also suggested we standardize paragraph numbering/lettering in the district regulations of Section 6. The format used for Permitted and Special uses in the B-1 district appear to be a good model.

V. **UNFINISHED BUSINESS:** None

VI. **OTHER COMMUNICATIONS / REPORTS:** Randy reported the Walloon Triathlon planned for July 25<sup>th</sup> was cancelled a few days after the township's approval of their Mass Gathering Permit. Boyne Valley Vineyard has constructed an agricultural-use building at their facility on US131. Randy reported they plan to install signs on both the north and south sides of this building. Normally our sign regulations would not permit two signs, but this is allowed on an agricultural-use building.

VII. **ZONING BOARD OF APPEALS REPORT:**

Bart reported on a recent Zoning Board of Appeals interpretation. The Board agreed with the Zoning Administrator's conclusion that land used solely for a street (including a private road) is not a lot, and dock regulations are only applicable to lots.

VIII. **PLANNING COMMISSIONER COMMENTS:** None.

IX. **CITIZEN COMMENTS ON NON-AGENDA ITEMS:** None.

X. **NEXT MEETING:** Scheduled for August 24<sup>th</sup>.

XI. **ADJOURNMENT:** At 6:45 PM

Prepared by

Planning Commission Approval by:

\_\_\_\_\_  
Tom Mackie, Recording Secretary

\_\_\_\_\_  
Charley Zimmer, Secretary

Copies: Melrose Township Board, Planning Commission Members, [www.melrosetwp.org](http://www.melrosetwp.org)