

**Melrose Township Planning Commission Minutes
Melrose Township Hall
Regular Meeting of September 28, 2020**

I. CALL TO ORDER / ROLL CALL

- A. Call to Order:** Chair Bart Wangeman called the meeting to order at 5:31PM.
- B. Members present:** Bart Wangeman, Bob Bourassa, Charley Zimmer, Dan Nowland and Tim LaGasse.
- C. Members absent:** None
- 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

Charley Zimmer motioned, Tim LaGasse seconded, to approve the August 24, 2020 meeting minutes as presented. All members present voted Yes, motion carried.

IV. NEW BUSINESS -None

V. UNFINISHED BUSINESS:

- a) Site Plan Review for Mixed Use Building in Village – Parcel ID's 15-010-009-10, -009-20 and -089-40**

Randy noted this project was introduced in a conceptual presentation at the August 24th meeting and is very similar to a proposal considered last year. He noted the project involves three lots directly south of the boat launch parking lot and east of M-75, across from the hotel. The proposal is to construct a multiuse building with two retail units and one restaurant on the ground floor. The second floor would include six 2-bedroom residential units while the third floor would include three 3-bedroom residential units. Jonathon Borisch, as representative for owner / applicant Jonathan Perkins, and Project Engineer Aaron Nordman are presenting the proposal for this meeting.

A roof-top viewing platform originally included in the August 24th presentation has been eliminated in the formal application. The building is very similar to a proposal made last year, although the building has been moved to the east so it meets the 25-foot front yard setback. Parking and deliveries will be in the rear and additional paved parking will be added at the east-end of the parking lot. Randy concluded by stating the application appears to meet all zoning ordinance requirements.

Jonathon Borisch indicated there are no expectations to request variances at this point. The planned elevators are now designed to be within the 35-foot maximum height envelope and roof top condensers will be moved to the second story roof if necessary. Jonathon also noted Wolgast Construction will build the structure (same company that built the hotel) and he expects it could be done in a short time. The expectation is to have Walloon Lake Water System provide water, although a well may be considered if adequate pressure and volume is not available.

Following a question from Tim, Jonathon confirmed all residential units will include private deck areas.

Bart noted the Impact Statement suggests this project will approximately “max out” the municipal sewer system. The Township is currently pursuing a system expansion, although a two-year time frame is expected. Tap-in fees from this (and future) projects will help finance the sewer expansion.

Jonathon reiterated a concern for adequate pressure and capacity in the existing privately-owned municipal water system. A well will be considered if necessary. Randy noted that adequate utility services are required before a zoning permit can be issued. He also stated the issue at this meeting is whether the plan meets zoning ordinance requirements.

Aaron noted the decision to expand the parking lot by 52 spaces exceeds zoning ordinance requirements but is designed to accommodate future needs. Connie Schach asked if the parking lot expansion will encroach on an existing driveway easement providing access to a back lot. Following discussion Aaron and Jonathon both agreed one space will have to be removed.

Bart noted a delivery entrance is planned for the north end and suggested delivery trucks may park in the boat launch parking lot. Jonathon acknowledged this concern and will use signage, fencing, landscaping, or other means to only allow parking of this nature to use the lot behind the building.

Connie asked if the planned covered porch in the northwest corner of the property would have any impact on the easement for an existing sailboat sign. Randy responded the applicant has provided verbal assurance but it should be acknowledged in the plan.

The following **Findings of Fact** were adopted unanimously upon a motion by Charley Zimmer that was seconded by Bart Wangeman:

1. The three vacant parcels are zoned C-3 Village Commercial.
2. The three parcels total approximately 0.96 acres.
3. C-3 Village Commercial allows various commercial uses and apartments above.
4. The proposal is for a three-story building developed as follows: two retail businesses and one restaurant, with a covered porch, on the ground floor, six 2-bedroom residential units on the second floor, and three 3-bedroom units on the third floor. These proposed uses are allowed.
5. C-3 Village Commercial setback regulations are: 25' Front; 25' Rear and 10' Side.

6. All setbacks are met.
7. The two northerly parcels are irregularly shaped.
8. The three vacant lots are on the inside of a curve in M-75 at the northern edge of the Village.
9. A wetland permit (for the added parking to the east) and a stormwater management plan have been applied for from the State and County.
10. It is proposed that the building will be served by the Municipal Sewer System and the Walloon Lake Water System.
11. There will not be any view platform or public access to the top of the building.

The **site plan was reviewed to the standards of Section 11.4** of the Zoning Ordinance. The standards and unanimous conclusions were:

A. Each site plan shall conform to all applicable provisions of this Zoning Ordinance and the standards listed below:

1. *All elements of the development plan shall be harmoniously and efficiently organized in relation to topography, the size and type of the lot, the character of adjoining property and the type and size of buildings. The development shall be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.* **This proposed multiuse building appears to meet this standard.**
2. The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal, and by topographic modifications which result in maximum harmony with adjacent areas. **Meets. Very little tree and soil removal needed. Landscaping will be added around new building.**
3. Special attention shall be given to proper development drainage so that removal of storm water will not adversely affect neighboring properties. Run-off from such developments must run through detention and settling basins before being discharged off development. Such basins shall have the storage capacity to handle all storm water runoff from a 4.2-inch rainfall (a 100-year rain fall event) in a 24-hour period. **This standard is met and is superseded by the Township's Uniform Stormwater Management Ordinance, administered by the County. NO zoning permit will be issued until and unless the County approves their stormwater management plans. Jonathon also noted the settling basin will be moved back further to accommodate a parking lot expansion.**
4. The development plan shall provide reasonable, visual, and sound privacy for all dwelling units located therein. Fences, walks, barriers, and landscaping shall be used, as appropriate, for the protection and enhancement of property and for the privacy of its occupants. **Meets.**
5. All buildings or groups of buildings shall be so arranged as to permit emergency vehicle access by some practical means to all sides. **Meets. The Fire chief has reviewed and collaborated with the previous almost identical proposal. A building this size would require mutual aid and an aerial firetruck. Tim noted the existing water system would not support the water demand of an aerial truck.**

6. Every structure or dwelling unit shall have access to a street, walkway, or other area dedicated to common use. **Meets.**
7. There shall be provided a pedestrian circulation system which is insulated as completely as reasonably possible from the vehicular circulation system. **Meets.**
8. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public thoroughfares, shall be screened by a vertical screen consisting of structural or plant materials no less than six feet in height. **Jonathon indicated screening will be like what now exists at the Talcott building.**
9. Exterior lighting shall be arranged so that it is deflected away from neighboring properties so that it does not impede the vision of traffic along adjacent streets nor add to the visual pollution of neighboring properties. **Wall mounted down aimed shielded fixtures will be mounted on building near entrances. Jonathon indicated LED lighting technology will be the same as that at the Talcott building.**
10. All approaches to paved public roads shall be surfaced with bituminous asphalt, concrete, or similar materials. **Existing entrance/exit exists.**
11. The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets. **Meets.**
12. All proposed streets..... **N/A**
13. Public Streets to be deeded..... **N/A**
14. Private roads shall..... **N/A**
15. All common drives or private roads to serve 3 or more lots..... **N/A**
16. The guarantee of long-term maintenance of roads..... **N/A**
17. Development Plans shall conform to all applicable requirements of Township, County, State and Federal statutes and approval shall be conditioned on the applicant receiving all necessary permits before final zoning permits are issued. **Pending**

Due to the findings of fact and review of Zoning Ordinance Standards as stated above, Tim LaGasse moved to approve, Jonathan Perkins Site Plan Review for a three story multiuse structure with (2) retail units and (1) restaurant on the ground floor, (6) two-bedroom residential units on the 2nd story, and (3) three-bedroom residential units on the 3rd story on lots 15-010-009-10, -009-20 and -089-40 as requested in the Site Plan Review Application signed by Jonathan Perkins on 9-4-20 and depicted on Sheets C1 through C4 Perkins Mixed Use Development by Performance Engineers dated September 4, 2020, and depicted on Sheets P2, P3, P4, P6 Perkins Mixed Use by J. Visser Design dated August 27, 2020. Approval is contingent on updating the plan to recognize and ensure an access easement to the Irving Burns building and an easement for the existing sailboat sign, and to preclude unauthorized use of the boat launch parking lot for deliveries or parking. A second was offered by Bob Bourassa. All members present voted Yes, motion carried.

VI. **OTHER COMMUNICATIONS / REPORTS:** None

VII. **ZONING BOARD OF APPEALS REPORT:** No recent meeting. Randy noted the ZBA plans to consider an application by the Vistas of Walloon sometime in October involving a turn-around at the end of a street internal to the development.

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

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

X. **NEXT MEETING:** Scheduled for October 26th.

XI. **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