

**Melrose Township Planning Commission Minutes
Melrose Township Hall
Regular Meeting of October 26, 2020**

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, Charley Zimmer, 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

Dan Nowland motioned, Bob Bourassa seconded, to approve the September 28, 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 – Updated to address Conditions for Approval.**

Randy noted a village site plan proposal was approved at our September 28th meeting with three conditions. The three conditions were to recognize and ensure an access easement to the Irving Burns building, an easement for the existing sailboat sign, and to preclude unauthorized use of the boat launch parking lot for deliveries or parking. The plan has now been revised to recognize and provide for these contingencies. Project Engineer Aaron Nordman provided new drawings identified as “Perkins Mixed Use Development” and dated 10/16/2020.

Charley asked for confirmation the sailboat sign would not be moved or otherwise altered. Aaron responded a sidewalk in the original plan would have interfered with the sign, so the sidewalk was eliminated in this area so the sign could remain in its present location. Additionally, Aaron suggested elimination of the sidewalk will help address the concern for unauthorized use of the Boat Launch Parking Lot.

Aaron then noted the approved parking lot expansion has been revised to eliminate parking spaces in areas that could potentially interfere with easement access to the Irving Burns property. This is evidenced by “Hatching out” these parking spaces on the site plan,

which would indicate no changes in these areas. Aaron also clarified the recorded easement is a public easement, rather than private.

Randy then asked if the Planning Commission is satisfied that the contingencies are met. All members expressed agreement. Bart asked for any public comment, but none was offered.

Bart motioned to accept the plan modifications, as presented by Aaron Nordman in drawings labeled “Perkins Mixed Use Development” and dated 10/16/2020, as evidence the applicant is adequately addressing the conditions included in their site-plan approval of 9/20/2020. All members present voted Yes, motion carried.

b) Discussion – Accessory Dwelling Unit (ADU)

Randy summarized our general discussion from the August meeting, noting present regulations require an ADU be limited to the R-2 and FF districts and share a common wall with a primary residence. He also noted very few people have pursued an ADU under these regulations. To assist in discussion Randy has prepared a draft ordinance amendment that would allow a detached ADU and expand the number of districts allowing an ADU but require a Special Use Permit in all instances. He suggested this draft be used to help guide future discussion.

Bart noted the original regulations requiring all ADUs be attached to a primary structure resulted from considerable discussion and concern for unintended use. He suggested the conditions have changed since then, so allowing a detached ADU is worth discussing, but we may eventually decide to maintain this limitation. Bart then read the “Purpose” section of the draft and suggested we use these as important guidelines to keep under consideration. Randy noted very few people have expressed interest in an ADU but those who have seem to be interested in a detached unit.

Bart suggested we may want the Zoning Ordinance’s current minimum structure sizes extended to ADUs and to establish minimum lot sizes to qualify for an ADU. Randy noted the draft does provide for a minimum ADU size but the language emphasizes maximums.

Dan acknowledged a value in providing detached residential structures in certain instances such as family members and providing for a continuation of farming but expressed concern for a large increase in rental units. Randy quoted existing Special Use Permit standards that would determine if an ADU is allowed.

In summary, Randy noted requests for an ADU are presently minimal so we do not have to act right away, but suggested we retain this information and continue to discuss this issue in our efforts to plan for the future.

VI. OTHER COMMUNICATIONS / REPORTS: Randy noted the Planning Commission packets include an excerpt from the book “Walloon Yesterdays” addressing the history of Hamilton Court as well as a paper on the history and existing conditions of Bear River. He believes these may be of general interest to Planning Commission members.

- VII. **ZONING BOARD OF APPEALS REPORT:** Bart reported the ZBA met last Wednesday to consider a setback variance from a private road end turn-around within the residential development on 4th Street. Ultimately the ZBA concluded a variance was not required.
- VIII. **PLANNING COMMISSIONER COMMENTS:** None.
- IX. **CITIZEN COMMENTS ON NON-AGENDA ITEMS:** None.
- X. **NEXT MEETING:** Scheduled for December 7th (if required).
- XI. **ADJOURNMENT:** At 6:27 PM

Prepared by

Planning Commission Approval by:

Tom Mackie, Recording Secretary

Charley Zimmer, Secretary

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