

**MELROSE TOWNSHIP PLANNING COMMISSION MINUTES  
MELROSE TOWNSHIP HALL**

**REGULAR MEETING OF MAY 22, 2023**

**I. Call to Order/Roll Call**

**A. Call to Order:** Chair Bart Wangeman called the meeting to order at 5:31 PM.

**B. Members present:** Bart Wangeman, Julie Christy, and Dan Nowland. Douglas Jenkins arrived at 5:55 PM.

**C. Members absent:** Tim LaGasse

**D. Staff present:** Zoning Administrator Ken Lane.

**II. Approval of Agenda**

By consensus the agenda, as presented, was approved.

**III. Approval of Minutes**

Member Christy motioned to approve the April 24, 2023, draft minutes as presented, seconded by Chair Wangeman, the motion was approved unanimously.

**IV. New Business**

**a. Mass Gathering License(s)—Barrel Back Restaurant**

Chair Wangeman opened the mass gathering license applications for review by the Planning Commission. Chair Wangeman asked Zoning Administrator Lane if he would like to make any comments.

Zoning Administrator Lane stated that the Barrel Back Restaurant had submitted four applications for Mass Gathering licenses to hold a series of events at or around 4069 M-75 N. He added that the proposed events are a fireworks and entertainment show on July 2, 2023, with a rain back up day on July 3, a triathlon on July 15, 2023, live music and lake village lighting on November 22, 2023, and Winterfest on February 17, 2024.

Zoning Administrator Lane stated that the applications and supporting documents were included in the meeting packet. Zoning Administrator Lane added that no supporting information or map was provided for the proposed triathlon and that the Planning Commission should request that information before making any decision on that application.

Zoning Administrator Lane stated that according to the Township Mass Gathering Ordinance, the factors to be considered by the Planning Commission when reviewing a mass gathering application include the suitability of the site for the proposed mass gathering, the length of the proposed mass gathering, the number of people anticipated to attend, whether there is a conflict with other uses of the site, the increased demands on the fire department and emergency medical resources, and the plan to provide adequate food and water facilities, bathroom facilities, disposal of solid waste and garbage, and vehicle parking and access to the site. He added

that the Planning Commission makes a recommendation to the Township Board on approval or denial of an application.

Chair Wangeman stated that each of these events had been held in previous years, and setting aside the triathlon, the proposed events seem to meet all the ordinance criteria. He added that it was his understanding that no complaints had been received from previous years.

Member Nowland made the following motion:

I move to postpone a decision on the Mass Gathering License application for the proposed triathlon as submitted by Barrel Back Restaurant until June 26, 2023, and request that the applicant provide supplemental information to ensure compliance with the Township Mass Gathering Ordinance.

Member Christy seconded the motion, and it was approved unanimously.

Member Christy made the following motion:

I move to recommend the Township Board of Trustees grant three Mass Gathering Licenses to the Barrel Back Restaurant for their proposed events on July 2, 2023, rain back up of July 3, 2023, November 22, 2023, and February 17, 2024, in accordance with the applications and supporting documents submitted on April 13, 2023, based upon compliance with the Mass Gathering Ordinance, conditioned upon the submission of an updated insurance certificate to the Township in October 2023.

Member Nowland seconded the motion, and it was approved unanimously.

**b. Parcel Division (boundary line adjust)-4036 M-75 N**

Chair Wangeman opened this parcel division request review for the Planning Commission and noted it was a lot reconfiguration rather than a division. He asked Zoning Administrator Lane if he wanted to offer any comments.

Zoning Administrator Lane stated that the applicant, Walloon Lake Holdings, seeks to adjust the boundary lines between three contiguous parcels under its ownership. He added that the reconfiguration of the parcels had been previously approved by Charlevoix County, and the County told the applicant they now needed Township approval. He further added that he did not consider the applicant at fault or this to be a request submitted after the fact, because the County should have informed the applicant that Township approval was initially required.

Zoning Administrator Lane stated that the request is to adjust the boundary line between 4036 M-75 N, 4040 M-75 N, and parcel ID# 15-010-009-100-45. He added that two of the properties are located in the C-3 Village Zoning District, and the reconfigurations will comply with the C-3 District requirements.

Zoning Administrator Lane stated that the third parcel is located in the FF District and is currently a nonconforming lot because it is 1.5 acres, and the FF District requires a minimum lot size of 2 acres. He added that the proposed reconfiguration will increase conformity with FF District requirements because square footage will

be added to the parcel, so the adjustment may be approved under the Township Parcel Division Ordinance.

Zoning Administrator Lane referred to his analysis memo and stated that the criteria for approval of a lot reconfiguration or boundary line adjustment as listed in the Township Parcel Division Ordinance was included in the memo along with his findings in relation to each criteria. He added that he determined that each criteria had been satisfied, including that the requirements of the State Land Division Act were met.

Chair Wangeman asked the applicant if he wanted to offer any comments.

Jonathan Borisch on behalf of Walloon Lake Holdings stated that it was a misstep to not obtain Township approval and that the reconfiguration of the parcels was needed to comply with the boundaries of the Township DDA.

Chair Wangeman stated that he agreed with the staff findings as contained within the analysis memo, and asked the remainder of the Planning Commission if they also agreed.

The Planning Commission by consensus agreed and determined that the requirements of the Township's Parcel Division Ordinance were satisfied.

Member Nowland made the following motion:

I move to approve the parcel division application submitted by Walloon Lake Holdings to adjust the boundary lines and reconfigure tax parcel 15-010-009-100-35, tax parcel 15-010-009-100-45, and tax parcel 15-010-009-100-50, as described and depicted in the application and survey submitted on 04/26/23, because the applicable standards of the Melrose Township Parcel Division Ordinance have been met.

Member Christy seconded the motion, and it was approved unanimously.

## V. Unfinished Business

### a. Recreation Plan

Jennifer Neal with Networks Northwest handed out a rough part one draft of the recreation plan. She stated that she is still in the process of putting things together, and she plans to provide a recreation facilities inventory and more information on the goals and objectives for the June Planning Commission meeting.

Jennifer Neal provided an overview of the rough draft and stated that the draft recreation plan chapters include a chapter one goals and actions plan, chapter two recreation inventory, chapter three public input and planning process, chapter four community profile, and chapter five administrative structure.

Jennifer Neal went through chapter one as provided in the rough draft and stated that the existing goals and actions from the current recreation plan were listed in the rough draft. She asked the Planning Commission to provide comments on anything that needed to be modified or deleted.

Chair Wangeman asked if the intention was to include the three areas previously discussed and selected for action by the Planning Commission in this chapter, the beach, the playground, and the boat launch.

Jennifer Neal responded yes, those areas would be included in a revised draft.

Member Christy asked if there was any movement on the Township acquiring the circle park property.

Robin Berry stated that the grant funding for that acquisition was denied, so there is no movement at this time.

Jennifer Neal stated that the Planning Commission should think about the acquisition of other strategic properties for inclusion in this chapter of the recreation plan.

Jennifer Neal read through the goals listed in the rough draft.

Chair Wangeman suggested that Jennifer Neal recommend modifications to the goals based on her expertise and the previous comments and information provided by the Planning Commission.

Jennifer Neal stated that she will draft revisions and present them to the Planning Commission next month.

Jennifer Neal read through the action program from 2017-2021 as included in the rough draft. She added that the information included was current. She added that the action program for 2023-2025 would include the boat launch, playground, circle park, and updates to the Bear River Trail.

Chair Wangeman stated that the action plan from the previous years included some items that were not accomplished.

Jennifer Neal stated that it is not uncommon or unexpected for that to happen, but the new action plan should include items that the Planning Commission envisions as do-able and financially feasible.

Jennifer Neal read through the draft action plan for 2023 and beyond and asked the Planning Commission for ideas that could be included.

Chair Wangeman stated that the 2023-2025 action plan should include the three big items the Planning Commission had been discussing from the community survey results, the beach, boat launch and the playground.

Jennifer Neal responded yes, those items will be included, and that the Planning Commission should think about building on what was previously discussed. She added that for the next meeting she will include those items along with some funding options.

The Planning Commission discussed what items might be options for improvements along the Bear River including picnic areas, dog waste facilities, and kayak amenities.

Jennifer Neal asked the Planning Commission to think of changes to the action plan and provide those to her.

Chair Wangeman asked that the revised draft plan be provided to the Planning Commission ahead of the June meeting. He added that if the revised draft is not ready by June, it can be pushed to the July meeting.

Jennifer Neal stated that they now have a good starting point and that compiling the draft recreation plan will go faster from here.

Jennifer Neal stated that she is still working on the Township recreation inventory, and it will include all Township Park property, undeveloped property owned by the Township, and Township facilities. She added that state owned land within the Township would be listed as an amenity.

Jennifer Neal stated that she will have a revised draft and inventory for next time and she asked the Planning Commission to contact her if they had any comments.

**VI. Other Communications/Reports**

A Zoning Administrator report and planning report were provided to the Planning Commission.

Zoning Administrator Lane stated that Walloon Lake Marina is proposing to add a used car component to their current business on US 131. He added that the addition constitutes a change in use that requires review and approval by the Planning Commission. He further added that Walloon Lake Marina was unable to make tonight's meeting agenda, so they have asked the Planning Commission to consider holding a special meeting ahead of the next regular meeting on June 26, 2023.

Zoning Administrator Lane stated that Bear River Health was working on revisions to its development plan, but did not have the revised plan ready for tonight's meeting. He added that Bear River Health has also asked the Planning Commission to consider holding a special meeting ahead of the next regular meeting.

After some discussion, the Planning Commission determined that both projects can be placed on the June 26, 2023, regular meeting agenda and that a special meeting was unnecessary.

**VII. Zoning Board of Appeals Report**

Chair Wangeman stated that the ZBA had not met since the last Planning Commission meeting, so he had nothing to report.

**VIII. Planning Commissioner Comments**

None.

**IX. Citizen Comments on Non-Agenda Items**

None.

**X. Next Meeting Scheduled**

June 26, 2023.

Zoning Administrator Lane stated that the fourth Mass Gathering License application from Barrel Back Restaurant and the projects from Walloon Lake Marina and Bear River Health will be on the June meeting agenda.

XI. Adjournment

At 6:43 PM

Prepared by:

Planning Commission Approval by:

\_\_\_\_\_  
Ken Lane, Zoning Administrator/Recording Sec.

\_\_\_\_\_  
Julie Christy, Secretary

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