

**Melrose Township Planning Commission Minutes
Melrose Township Hall
Regular Meeting of September 23, 2013**

I. CALL TO ORDER / ROLL CALL

A. Call to Order: Chair Tony Pizii called the meeting to order at 7:00 PM.

B. Members present: Leonard Meadows, Bart Wangeman, Bob Marquardt, Tony Pizii, and Barbara Hanahan.

C. Members absent: None

D. Staff present:
Zoning Administrator Randy Frykberg and Recording Secretary Tom Mackie.

II. APPROVAL OF AGENDA

Leonard suggested advancing consideration of the scheduled parcel split application if the applicant attends tonight's meeting. By consensus all agreed.

III. APPROVAL OF MINUTES

Leonard Meadows motioned, Barbara Hanahan seconded, to approve the June 24, 2013 regular meeting minutes, as corrected to reflect Bart as offering a motion to approve the Walloon Lake Country Club Site Plan Amendment. All Ayes, motion carried.

IV. UNFINISHED BUSINESS

A Master Plan Update

Randy reviewed our earlier progress towards updating the Master Plan. Much of the required census data has now been collected. He suggested we consider revising the layout to adequately address all requirements, and has provided a proposed table of contents. He also proposed we include some new statistics to help guide future thinking. Tony noted age distribution data could be valuable in guiding our activities.

Bob suggested the Township could use more year-round commercial space, noting a significant portion of Village Commercial is occupied by parking lots and condos. Additionally, much of the existing and planned commercial activity in the village is seasonal. Leonard suggested many in the community want a quiet rural setting with recreational activities and do not want to increase commercial development. Barbara noted the frequent use of the word 'rural' in the draft proposal.

B New Zoning Maps

Randy provided new zoning maps to be added to the recently published amended zoning ordinance. The maps depict the overall Township as well as a separate full page of just the Village and are now being created and maintained by the Township.

V. NEW BUSINESS

A. Parcel Reconfiguration Request from Linda Felton for Marquerite Limron (Parcel ID# 15-010-030-011-00 & 019-028-00)

Referring to his memo in the Planning Commission packets, Randy described the request to reconfigure the two parcels. Presently both parcels are zoned Agricultural and the back parcel is landlocked. Approval of this request would result in two parcels in compliance with all zoning regulations and both having access to M-75 highway. Both parcels are in the Agricultural district and the two resulting properties would be in compliance with all State and Township parcel division regulations.

Leonard Meadows motioned to approve the parcel reconfiguration application for property ID# 15-010-030-011-00 & 019-028-00, based on a review of the application, survey, and parcel division worksheet, as well as compliance with the State Land Division Act and recommendation of the Zoning Administrator. 2nd by Bob Marquardt. All ayes, motion carried.

B Discussion of Lot Split and Reconfiguration Procedures

We discussed the process for reviewing and approving lot splits and reconfigurations, noting the zoning ordinance requires a review by the Planning Commission and an application fee that is presently \$400. Randy indicated many of these applications are simple and may be better handled administratively. He further indicated several townships allow the Zoning Administrator, working with the Township Assessor, to approve these actions.

Bob Marquardt motioned to recommend the Township Board of Trustees amend the Zoning Ordinance to allow the Zoning Administrator and Assessor (or Supervisor) to collectively approve parcel splits and/or reconfigurations when all requirements of the State Land Division Act and Township Zoning Ordinance are met. Applications with complicated circumstances or conditions (as determined by the Zoning Administrator) would continue to be referred to the Planning Commission. 2nd by Barbara Hanahan. All ayes, motion carried.

VI. OTHER COMMUNICATIONS / REPORTS

A Randy reported on a discussion this afternoon with Jonathon Borisch concerning the village development project. A proposed plan would add four new kiosks to the existing six. Parking spaces would be reduced by 2, but would still be sufficient to

Approved

meet requirements. After discussion the Commission unanimously agreed this could be approved administratively by the Zoning Administrator, as it represents an expansion of an approved use. Connie Schach stated water runoff from this parcel has been a problem. Randy noted studies are ongoing by MDOT and the problem should be resolved by next year.

B Randy reported the local chapter of the Michigan Township Association will meet at 7:00 PM at Melrose Township hall on Monday September 30th. MSU representative Wendy Wieland will be discussing the business of locally grown food and how township regulations can affect this activity. Leonard added a special meeting of the Township Board will precede this meeting at 6:00 PM to consider a proposed Greenbelt agreement for the Township Park.

C Randy reported receiving notice of a marina facility issued to Walloon Holdings, LLC. Their temporary permit is now permanent and includes 62 boat slips.

VII. PLANNING COMMISSIONER COMMENTS

None

VIII. CITIZEN COMMENTS

None

IX. NEXT MEETING

Scheduled for October 28th.

X. ADJOURNMENT

The meeting was adjourned at 8:00 PM.

Prepared by:

Planning Commission Approval by:

Tom Mackie, Recording Secretary

Barbara Hanahan, Secretary

Copies: Melrose Township Board, Planning Commission Members, Township web site