

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

Tony suggested advancing consideration of the scheduled Waterfront Overlay application because the applicant is in attendance. By consensus all agreed. Randy noted this happens frequently and will reverse the order of new and old business in future agendas.

III. APPROVAL OF MINUTES

Bart Wangeman motioned, Bob Marquardt seconded, to approve the September 23, 2013 regular meeting minutes, as presented. All Ayes, motion carried.

IV. NEW BUSINESS

A Waterfront Overlay District Application- Amanda Norcross, 00219 Shadow Trails Road. Parcel ID # 15-010-018-014-00

Randy described the request to manage the heavily wooded lot by removing dead, dying, and diseased trees, as well as opening up the narrow and winding driveway. He anticipates a future proposal to remove an existing structure, split the lot, and construct a new residence with two "guest houses" on the newly created lots. The lakefront lot is unique in Melrose Township due to its 4.3 acre size and dense forest vegetation. He concluded the proposal meets the intent of our Waterfront Overlay District regulations.

Applicant representative Jim Mathews stated the intent is to remove dead ash and other diseased and small trees. Additionally, they would work on the twisty narrow drive to increase access. Trimmings are being chipped and removed from the property while leaving stumps and roots in place.

Approved

Randy stated all information has been provided as required by our Zoning Ordinance, and we can probably expect to see a lot split application next month that will create 3 lots out of the current one parcel. Jim stated they will be burying utility lines and talking to the Road Commission over the next 30 days. Randy noted he has allowed some select tree removal already so the project can move forward; however, he first walked the property and documented the minimal trees to be removed.

Bart asked if a site plan would be submitted identifying the improvements. Randy stated this would be provided when a development plan is ready, but tree removal and the expected lot split application do not require this level of documentation. Jim indicated the proposed building sites and footprint information will probably be provided at the November meeting.

Leonard Meadows motioned to approve an application for selective forest management as identified in a proposal dated 10/13/2013 by Landscape Architect Maureen Parker of behalf of property owner Amanda Norcross and located at 00219 Shadow Trails Road, being property ID# 15-010-018-014-00. 2nd by Bob Marquardt. All ayes, motion carried.

V. UNFINISHED BUSINESS

Master Plan Discussion

Randy reviewed a draft version of Chapter 2, "Social and Economic Characteristics," noting a few additional statistics are needed but it is basically complete. He indicated the data should be considered as a whole in guiding future decisions and that it will also help future developers as they consider projects. He will continue working on the document, but with a potential public hearing next month it may take awhile.

VI. OTHER COMMUNICATIONS / REPORTS

Randy noted there used to be several hotels located in the village, but they are not currently allowed in our C-3 Village Commercial Zoning District. He asked if there is any interest in a form of lodging in the C-3 district that could be considered along with next month's public hearing for lot splits. Tony suggested this is worth discussing. Bart expressed agreement but questioned if we could be ready for a public hearing in November. He further suggested a lodging use is consistent with other allowed uses in the C-3 district. The other members all expressed agreement.

VII. PLANNING COMMISSIONER COMMENTS

Bob suggested existing lighting around the handicap entrance to the new Barrel Back restaurant is inadequate for safety. While this is not a zoning issue he asked this concern be expressed to the owner.

Approved

The Planning Commission discussed the proposal to revise the Zoning Ordinance for lot splits; specifically, are there any objective tests to determine if a proposal needs to come before the Planning Commission. Following general discussion we concluded an application that meets all requirements of local zoning as well as the State Land Division Act could be acted on administratively by the Zoning Administrator and would not require Planning Commission review or approval. Randy will develop the necessary ordinance language for November's Public Hearing.

VIII. CITIZEN COMMENTS

None

IX. NEXT MEETING

Scheduled for November 25th. Barbara noted she will not be in attendance.

X. ADJOURNMENT

The meeting was adjourned at 8:28 PM.

Prepared by:

Planning Commission Approval by:

Tom Mackie, Recording Secretary

Barbara Hanahan, Secretary

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