

*Approved*

**Melrose Township Planning Commission Minutes  
Melrose Township Hall  
Regular Meeting of March 23, 2015**

**I. CALL TO ORDER / ROLL CALL**

**A. Call to Order:** Vice-Chair Bart Wangeman called the meeting to order at 7:00 PM.

**B. Members present:** Bart Wangeman, Phyllis Cotanche, and Bob Bourassa.

**C. Members absent:** Bob Marquardt (Excused) and one open seat.

**D. Staff present:**

Zoning Administrator Randy Frykberg and Recording Secretary Tom Mackie.

Bart welcomed new member Bob Bourassa and all in attendance introduced themselves.

**II. APPROVAL OF AGENDA**

Phyllis Cotanche motioned, Bob Bourassa seconded, to approve the March 23, 2015 proposed meeting agenda as presented. All Ayes, motion carried.

**III. ELECTION OF OFFICERS**

Bart turned the meeting over to Randy Frykberg who explained the process for election of officers. The State Planning Enabling Act does not allow the elected Township Trustee to serve as an officer so only three members are available for the three officer positions. Randy indicated he would ask three times for nominations for Chairperson. Bob nominated Bart, with a second from Phyllis. Randy asked for any additional nominations. Following a third call for nominations, and none being offered, a roll call vote was taken on the one supported nominee and **Bart Wangeman was elected as Chair with a vote of all ayes.** Randy then turned the meeting back over to Bart.

Bart asked for nominations for Vice-Chair and Bart nominated Bob Marquardt, with a second from Phyllis. Following two more calls for nominations, and none being offered, Bart called for a roll call vote and **Bob Marquardt was elected as Vice-Chair with a vote of all ayes.**

Bart then asked for nominations for Secretary and Phyllis nominated Bob Bourassa, with a second from Bart. Following two more calls for nominations, and none being offered, Bart called for a roll call vote and **Bob Bourassa was elected as Secretary with a vote of all ayes.**

**IV. APPROVAL OF MINUTES**

Phyllis Cotanche motioned, Bob Bourassa seconded, to approve the January 26, 2015 regular meeting minutes as presented. All ayes, motion carried.

**V. NEW BUSINESS - Meeting Date Calendar**

Randy described our past practice of scheduling a regular monthly meeting on the 4th Monday of every month, except May is held on the third Monday due to Memorial Day, and December is typically cancelled due to the holidays. Following discussion the Planning Commission agreed to continue this practice for the current year.

**VI. UNFINISHED BUSINESS - Master Plan Discussion - Future Land Use Map**

Randy explained the effort to date in developing the current draft of our Master Plan and Future Land Use map, and discussed the purpose and goals of a Master Plan. We then reviewed the Future Land Use map, concentrating on areas where proposed land use categories are not consistent with existing zoning districts.

Bart suggested we establish a goal of July or August for scheduling a Public Hearing to approve the Master Plan.

**VII. OTHER COMMUNICATIONS / REPORTS**

Randy read a letter of resignation from Tony Pizii (as requested by Tony). **Phyllis motioned to regretfully accept Tony's resignation, thank him for his years of service to the Planning Commission, and to encourage the Township Board to actively pursue filling the open position. Second by Bob Bourassa. All ayes, motion carried.**

Randy noted the Michigan Townships Association will be conducting a seminar on the basic essentials of planning and zoning. This will be held on April 28th from 1:00 to 4:00 PM at Boyne Mountain. Anyone interested in attending should contact Randy.

Bart reported the Zoning Board of Appeals met on February 5th and approved an application to expand a non-conforming use in a conforming way on North Shore Drive.

**VIII. PLANNING COMMISSIONER COMMENTS - None**

**IX. CITIZEN COMMENTS - None**

**X. NEXT MEETING - Scheduled for April 27, 2015.**

**XI. ADJOURNMENT - The meeting was adjourned at 8:25 PM.**

Prepared by:

Planning Commission Approval by:

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Tom Mackie, Recording Secretary

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Bob Bourassa, Secretary

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