

Approved

**Melrose Township Planning Commission Minutes
Melrose Township Hall
Regular Meeting of April 27, 2015**

I. CALL TO ORDER / ROLL CALL

A. Call to Order: Chair Bart Wangeman called the meeting to order at 7:03 PM.

B. Members present: Bart Wangeman, Phyllis Cotanche, Bob Marquardt, Bob Bourassa, and Mike Fortune.

C. Members absent: None.

D. Staff present:

Zoning Administrator Randy Frykberg and Recording Secretary Tom Mackie.

Bart welcomed new member Mike Fortune and all in attendance introduced themselves.

II. APPROVAL OF AGENDA

Bob Marquardt motioned, Phyllis Cotanche seconded, to approve the April 27, 2015 proposed meeting agenda as presented. All Ayes, motion carried.

III. APPROVAL OF MINUTES

Bob Marquardt motioned, Bob Bourassa seconded, to approve the March 23, 2015 regular meeting minutes as presented. All ayes, motion carried.

IV. NEW BUSINESS - Site-Plan Review for Walloon Lake Recovery Lodge at 02594 Springvale Road (Property ID # 15-010-009-058-25)

Randy described the application to add a 6' 4" wide x 128' long inside corridor to an existing structure identified as building "A" on the submitted application. He noted the plan will also be considered by the Zoning Board of Appeals on Thursday April 30th, as the entire structure is within the 50 foot setback and is considered a legal non-conforming structure. The application was sent to all outside agencies, as required by our zoning ordinance, but only County Soil Erosion and Storm Water Control (Mark Seelye) responded, indicating no comment or objection.

Applicant representative Marty Gitre provided a further description of the proposal. No other audience comment was offered. Bart then read each of the 8 "General facts" offered by the Zoning Administrator in his memo to the Planning Commission.

Bob Marquardt asked if the East entrance door (opposite end as main entrance) would be available for resident use. Marty responded this will be a secured door and management will be aware of its use. Additionally, this door is required by the building code as an alternate manner of egress (emergency exit).

Approved

The Planning Commission then reviewed the 17 standards for development plan approval from section 11.4 of the zoning ordinance.

1. **Harmonious and efficiently organized plan.** Randy noted most development plans are for new construction, but in this case the structure already exists. General consensus the standard is met.
2. **Landscape preservation.** General consensus the standard is met.
3. **Storm water runoff.** The plan must meet our new storm water ordinance, as determined by the county.
4. **Visual and sound privacy for dwelling units.** General consensus the standard is met.
5. **Emergency vehicle access.** General consensus the standard is met.
6. **Structure access to street or walkway.** General consensus the standard is met.
7. **Pedestrian circulation system.** General consensus the standard is met.
8. **Loading and trash storage screened.** Not Applicable for this proposed addition.
9. **Exterior lighting contained.** Marty stated lighting would of a decorative style typical of a residential neighborhood. Randy noted the structure modifications are on the side facing into the property, but new lighting must be down-lit and shaded in accordance with our lighting ordinance.
10. **Paved approaches to public roads.** This standard is currently met and will continue to be after development.
11. **Vehicular and pedestrian circulation respects existing streets.** Not Applicable. Bart noted we are only considering changes to Building "A" tonight. Other structures or features depicted on the submitted drawings are not part of this application.
12. **Proposed streets designed and certified.** Not Applicable.
13. **Public streets deeded to Road Commission.** Not Applicable.
14. **Private roads minimum standards.** Not Applicable.
15. **Maintenance agreement for common drives.** Not Applicable.
16. **Guarantee of long-term road maintenance.** Not Applicable.
17. **All other agency approvals.** No negative response has been received.

Bob Marquardt noted sidewalks are generally required in development plans and asked if this feature will be included. Randy responded there are no sidewalks now, and the Township cannot require them in a road right-of-way. This could, however, be requested on the property if deemed to be important for the safety of building occupants.

Bart noted a "tower" depicted in the drawings represent an addition not described in the application, and suggested this may be important to the ZBA as it may represent an upward expansion of a non-conforming structure. Marty stated this is an architectural feature that does not provide usable space. Mike noted the elevation drawings suggest this tower would not be any higher than the existing roof at the building's east end, due to topography. After discussion the Planning Commission determined this does not represent a concern for the current application.

Bob Marquardt motioned to approve the site plan for Walloon Recovery Lodge based on a completed application dated 4/9/2015 submitted by Marty Gitre, the completed site plan review checklist, and drawings identified as C1.1 (dated 7/14/2014) and A1.1 (dated 6/3/2014) contingent on receiving a front-yard setback variance from the Melrose Township Zoning Board of Appeals. 2nd by Bob Bourassa. All ayes, motion carried.

V. UNFINISHED BUSINESS - Master Plan Discussion - Future Land Use Map

Randy described the process for conducting a review and public hearing for the Master Plan updates. Our goal is to accomplish this in the summer months when a majority of Township residents are available to attend. We still need to generate a constraints map and a chapter describing how the evaluation and update process was achieved.

We then reviewed the latest changes from our last meeting and discussed the potential for village commercial activity migrating toward the US131 intersection. This potential will be addressed in the narrative but will probably not be incorporated in the future land use map.

VI. OTHER COMMUNICATIONS / REPORTS

Randy noted an annual review of the Flywheeler's Mass Gathering License will be considered at our next meeting.

Phyllis, Bob Marquardt, Bob Bourassa, and Bunny Marquardt (for ZBA) will be attending a "Fundamentals of Planning and Zoning Workshop" tomorrow. This is sponsored by the Michigan Townships Association and will be held at Boyne Mountain.

VII. PLANNING COMMISSIONER COMMENTS - None

VIII. CITIZEN COMMENTS - None

IX. NEXT MEETING - Scheduled for May 18, 2015 (one week early due to Memorial Day).

X. ADJOURNMENT - The meeting was adjourned at 8:28 PM.

Prepared by:

Planning Commission Approval by:

Tom Mackie, Recording Secretary

Bob Bourassa, Secretary

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