

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

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

**A. Call to Order:** Chair Bart Wangeman called the meeting to order at 7:02 PM.

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

**C. Members absent:** Bob Marquardt and Mike Fortune.

**D. Staff present:**

Zoning Administrator Randy Frykberg and Recording Secretary Tom Mackie.

**II. APPROVAL OF AGENDA**

The proposed meeting agenda was approved by consensus.

**III. APPROVAL OF MINUTES**

Phyllis Cotanche motioned, Bob Bourassa seconded, to approve the May 18, 2015 regular meeting minutes as presented. All ayes, motion carried.

**IV. NEW BUSINESS** - Randy noted receipt of an application for an accessory building as a primary use on Country Club Road. This application was received too late for consideration at tonight's meeting, but may be on the agenda for August 31st.

**V. UNFINISHED BUSINESS - Master Plan Review / Discussion**

Randy reviewed the steps undertaken by the Planning Commission to develop our current Public Hearing Draft of the Master Plan. Our scheduled Public Hearing on August 31st is one week later than the normal meeting date due to a question whether the Master Plan Update is a minor or major revision. State law dictates that a 43 day review period is needed for Master Plan Amendments, but 62 days for a basically new plan. Our Master Plan proposed amendments seem to be major, so we decided to play it safe and provide the full 62 days for review.

We then reviewed the entire document and identified a few minor corrections to be incorporated before the Public Hearing.

**VI. OTHER COMMUNICATIONS / REPORTS**

None

**VII. PLANNING COMMISSIONER COMMENTS**

Bart reported on the Zoning Board of Appeal's recent approval of a request by Hotel Walloon to place a private dock on the lot line between the hotel and adjacent Public Boat Launch. Approval was conditioned on the inclusion of a guardrail and signage to address safety concerns.

**VIII. CITIZEN COMMENTS - None**

**IX. NEXT MEETING - August 31st Public Hearing on the Proposed Master Plan (one week later than usual)**

**X. ADJOURNMENT - The meeting was adjourned at 8:17 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