

**Melrose Township Planning Commission Minutes  
Melrose Township Hall  
Regular Meeting of August 31, 2015**

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

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

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

**C. Members absent:** None.

**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, Mike Fortune seconded, to approve the July 27, 2015 regular meeting minutes as presented. All ayes, motion carried.

**IV. NEW BUSINESS**

**A. Public Hearing- Special Use Permit for a Storage Building as a Primary Use at 01722 Country Club Road (Property ID # 15-010-008-001-25)**

Bart opened the Public Hearing at 7:02 and Randy described the application by Paul and Yumi Barden to allow an existing storage building as a primary use. Randy noted a zoning permit was issued last October for a home and pole barn. The pole barn was constructed, but now the home will apparently not be built. The Township Zoning Ordinance allows storage buildings in the Agriculture district as a Special Use following a public hearing and Planning Commission approval. The public hearing was advertised, and 300 foot notices were mailed to adjacent property owners. The only response was provided by Dorothy and Esther Baker via email (attached) who indicated they have no objections. Randy also noted that, unlike many cases, the Zoning Ordinance does not provide a list of criteria to consider individually. Instead the proposal is evaluated on its overall merits.

Bart asked applicant Paul Barden for any additional comment. Paul suggested Randy had pretty well covered everything and reiterated the pole barn has already been built. A couple Planning Commission members noted they have visited the site

and found the pole barn to be well built. Audience members David and Carol Hopcraft also expressed their support for the application.

Bart then asked for any negative comment concerning the application. When none was offered he closed the public hearing at 7:10 PM, indicating the Planning Commission would then begin deliberation. Mike Fortune and Bob Bourassa both stated they have no objections to the proposal. Randy noted any future proposal to alter the structure into a residential use, or something more than storage, would require the owner to obtain a new zoning permit. Phyllis Cotanche stated she has no objection to the application. Bart stated he had visited the site today and believes the driveway needs some improvement to address a problem with sand washing toward the road. Paul Barden responded he has a county-issued driveway permit and will be adding a culvert and 22A gravel to address this issue.

**Bart Wangeman motioned, 2nd by Bob Bourassa, to approve Paul and Yumi Barden's application for a Special Use Permit to allow a storage building as a primary use at 01722 Country Club Road in accordance with their application and related documents, with the condition the driveway be improved in accordance with their existing driveway permit to prevent erosion onto Country Club Road. All ayes, motion carried.**

## **B. Master Plan Update - Public Hearing**

Bart opened the Public Hearing at 7:17 PM and Randy summarized the Planning Commission's efforts over the last 5 years to create the proposed Master Plan. He further noted the Master Plan is a vision for the future and any changes to the Zoning Ordinance must be driven by the Master Plan. He reviewed the entire document, with emphasis on the proposed Transitional District and other Future Land Use Categories in chapter 7.

Carol Hopcraft asked about the Church property's designation as Medium Density Residential. Randy replied the south-side is wet but a majority of the property is suited for a residential purpose. Tom noted the Future Land Use Categories follow existing parcel lines, so a given parcel will not have multiple land use categories.

David Hopcraft asked how the proposed Transitional Zone will affect future land use. Randy noted it has the potential to eliminate several existing non-conforming parcels. Tom added, a new transitional zone would not be used to break up large, currently conforming parcels. Bart asked for any additional public comment with none being offered.

Randy reported receiving written expressions of approval from both Charlevoix and Emmet County's Planning Commissions. No responses were received from the six neighboring Townships or one city we contacted.

David Hopcraft asked how easements affected the creation of this Master Plan. Randy explained how existing easements and preserves were documented in the plan and influenced the Future Land Use Categories. With no other public comments offered Bart closed the Public Hearing at 7:53 PM.

Randy noted the Township Board of Trustees approved the release of the proposed Master Plan for review and a Public Hearing, but it is now up to the Planning Commission to consider adopting the document. Bart asked for any Planning Commissioner comment. **Bob Marquardt offered a Resolution (attached) adopting the Melrose Township Master Plan and Future Land Use Map, with a second by Bob Bourassa. The resolution was approved by all five members.**

V. **UNFINISHED BUSINESS** - None

VI. **OTHER COMMUNICATIONS / REPORTS**

Randy reported an 8-week long Fundamentals of Planning and Zoning class will be held in Charlevoix. Anyone interested should register soon. Additional details were provided in the Planning Commission packets. Bart noted the convenience of an earlier on-line training program that may be offered again.

VII. **PLANNING COMMISSIONER COMMENTS** - None.

VIII. **CITIZEN COMMENTS** - None.

IX. **NEXT MEETING** - Monday, September 28th, 2015

X. **ADJOURNMENT** - The meeting was adjourned at 8:02 PM.

Prepared by:

Planning Commission Approval by:

---

Tom Mackie, Recording Secretary

---

Bob Bourassa, Secretary

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

**MELROSE TOWNSHIP**

**RESOLUTION OF THE PLANNING COMMISSION**

**ADOPTING THE MASTER PLAN AND FUTURE LAND USE MAP**

At a regular meeting of the Planning Commission of the Township of Melrose, held on August 31, 2015, at 7:00 PM.

PRESENT: Bart Wangeman, Phyllis Cotanche, Bob Bourassa, Bob Marquardt and Mike Fortune

ABSENT: None

The following Preamble and Resolution were offered by Bob Marquardt and supported by Bob Bourassa :

**WHEREAS**, the Melrose Township Planning Commission, pursuant to the Michigan Planning Enabling Act (Public Act 33 of 2008, as amended), has studied and prepared recommendations for the development of the Township; and

**WHEREAS**, the Planning Commission has developed a Master Plan consisting of research and analyses dealing with land use, demographics, community facilities, recreation, and other pertinent topics; and

**WHEREAS**, the Planning Commission has used the Master Plan analyses to prepare a Future Land Use Map that allocates land in appropriate amounts for the future development of residential uses, commercial and office uses, public and institutional uses; and

**WHEREAS**, the Planning Commission held a public hearing on August 31, 2015, and considered all comments and concerns of the public; and

**WHEREAS**, the Planning Commission recognizes that the Master Plan and Future Land Use Map are flexible guides for public and private decision-making that will keep the Township in motion toward its vision to maintain outstanding quality of life for all residents.

**NOW, THEREFORE, BE IT RESOLVED** that the Planning Commission of Melrose Township adopts the Master Plan and Future Land Use Map, and resolves to use the Plan and Map together as guide to the overall development of the Township.

---

Vote of the Approval of This Resolution	Motion	Second	Yes	No	Abstain	Absent
Bart Wangeman			X			
Phyllis Cotanche			X			
Bob Bourassa		X	X			
Bob Marquardt	X		X			
Mike Fortune			X			

---

**RESOLUTION DECLARED ADOPTED**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Planning Commission of Melrose Township, at a regular meeting held on August 31, 2015.

\_\_\_\_\_  
Bob Bourassa, Planning Commission Secretary