

**Melrose Township Planning Commission Minutes  
Melrose Township Hall  
Regular Meeting of March 28, 2016**

**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, and Bob Marquardt.
- C. Members absent:** 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**

Bob Bourassa motioned, Phyllis Cotanche seconded, to approve the January 25, 2016 regular meeting minutes as amended to replace the word "lots" with "parcels in paragraph 5A and to correct the spelling of "Bourassa" in paragraph 5C. All ayes, motion carried.

**IV. UNFINISHED BUSINESS - None**

**V. NEW BUSINESS**

**A. Discussion of Possible Zoning Ordinance Amendments**

Randy reviewed the concept and reason for a new "Transitional" zoning district, as provided for in our recently approved Master Plan. The new district would be available for small (less than 10 acre) Ag parcels adjacent to R-1 or R-2 and rezoning would only be considered upon application by a property owner. Initial issues to be considered include minimum lot size, setbacks, and allowed uses (use-by-right as well as special uses).

The Planning Commission packet includes a comparison of existing R-2 and Ag regulations for lot size / configuration and setbacks, along with Randy's proposal for the new transitional district. Following a review and general discussion there was

unanimous agreement to change the proposed minimum floor area of the new district to 780 square feet (would be the same as R-2).

There was general agreement with Randy's proposed minimum lot area of 4 acres; however, Bart asked if a map can be provided to show the number and location of parcels that would be available for rezone to the new classification under various alternative lot sizes. Randy and Tom agreed to provide this for the next meeting.

Randy identified several allowed uses (by right and special use) differences between Ag and residential and suggested we need to give careful attention to what uses will be allowed in the new district.

Finally, we will need to define a name for this new district that will describe the rural low-density objectives desired for a transitional zone.

**VI. OTHER COMMUNICATIONS / REPORTS**

We discussed the recently completed sewer expansion effort on North Shore Drive and the Township's intention to purchase the system.

Randy reported he is pursuing a citation for a zoning violation on Romaniak Road. Additionally, a lot split at the former Scotland Yard Golf Course on Springvale Road and a parcel reconfiguration on Larson Road are being processed.

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

**VIII. CITIZEN COMMENTS - None.**

**IX. NEXT MEETING - Monday, April 25th, 2016**

**X. ADJOURNMENT - The meeting was adjourned at 8:15 PM.**

Prepared by:

Planning Commission Approval by:

---

Tom Mackie, Recording Secretary

---

Bob Bourassa, Secretary

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