

**Melrose Township Planning Commission Minutes
Melrose Township Hall
Regular Meeting of April 25, 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 Mike Fortune.
- C. Members absent:** Bob Marquardt (excused).
- 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 March 28, 2016 regular meeting minutes as presented. All ayes, motion carried.

IV. UNFINISHED BUSINESS

A. Continued Discussion of "Transitional Zone" District

A projected map was reviewed identifying existing Ag parcels adjacent to residential districts and labeled with parcel size. Randy suggested we also consider candidates for transitional zoning based on their lack of suitability for farm / Agricultural use. He also noted many non-conforming parcels resulted from a short period of time when the minimum lot size in the Ag district was two acres, as well as Ag being the "default" district for non-residential parcels when zoning was first adopted in the Township. Another consideration for the Planning Commission will be if rezoning to the new district is automatic or by application from property owners. He then suggested tonight's conversation should be more conceptual.

We then considered reasons for including or eliminating existing Ag uses (by-right and special uses) in the new district. The following goals were identified:

1. Reduce the number of ZBA appeals.
2. Encourage uses more compatible with residential for small Ag parcels.
3. Reduce the number of existing non-conformities.

4. Reflect current development trends.
5. Recognize some parcels are not conducive to Ag / Farm use.

Randy noted a zoning district classification establishes how a parcel can be used, whereas an assessing classification recognizes how a parcel is currently used. He further noted a zoning classification does not impact property assessments or taxes.

We agreed to pursue additional discussion at future meetings. Randy will attempt to print larger maps for all Planning Commission members to review.

V. NEW BUSINESS

A. Township Capital Improvement Plan (CIP) for Fiscal Year 2016/2017.

Randy explained the process for CIP review in accordance with language in the Michigan Planning Enabling Act. Generally, a Township with a Planning Commission and Master Plan are required to review (at a minimum) the Township's proposed capital improvement spending proposals. A list of budgeted capital improvements for the current year was previously included in the Planning Commission packets. The Township defines capital expenditures as physical items exceeding \$3,000 in acquisition cost. We reviewed all items on the CIP list and discussed several of the proposals in detail.

VI. OTHER COMMUNICATIONS / REPORTS

Randy recently attended a ZBA workshop sponsored by the Michigan Township Association in Gaylord. The class was very basic and was apparently designed for new members.

Randy noted that zoning enforcement violations have occupied a great deal of time lately. Some violations are now involving the Township Attorney, but others are being cleaned up as a result of contact with the owners.

Randy will be giving a presentation to the Michigan Lakes and Streams Association on our Waterfront Overlay District and attending the Charlevoix County ZBA meeting at Bay Township on Friday.

A ZBA case is scheduled for May 11th for a pre-existing non-conforming parcel on Windsor Street. The application seeks to combine two structures by building a new porch.

Randy reported proposals being considered for the village include two new shuffleboard courts in front of the old redwood building and converting the existing boat showroom to an events center.

Approved

- VII. **PLANNING COMMISSIONER COMMENTS** - Mike Fortune suggested some properties in Clarion need attention to get them cleaned up.
- VIII. **CITIZEN COMMENTS** - None.
- IX. **NEXT MEETING** - Monday, May 23rd, 2016
- X. **ADJOURNMENT** - The meeting was adjourned at 8:17 PM.

Prepared by:

Planning Commission Approval by:

Tom Mackie, Recording Secretary

Bob Bourassa, Secretary

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