

**Melrose Township Planning Commission Minutes
Melrose Township Hall
Regular Meeting of January 23, 2017**

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, Sue Barr, and Bob Bourassa.
- 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

Phyllis Cotanche motioned, Bob Bourassa seconded, to approve the November 28, 2016 regular meeting minutes as presented. All ayes, motion carried.

IV. NEW BUSINESS

A. Election of Officers for 2017

Bart turned the meeting over to Randy Frykberg who explained the process for election of officers. Randy indicated he would ask three times for nominations for Chair. Bob nominated Bart, with a second from Sue. Randy then asked for any additional nominations. Following a third call for nominations, and none being offered, a roll call vote was taken on the one supported nominee and **Bart Wangeman was elected Chair with a vote of all ayes.** Randy then turned the meeting back over to Bart.

Bart asked for nominations for Vice-Chair, noting the State Planning Enabling Act does not allow the elected Township Trustee to serve as an officer. Phyllis nominated Bob Bourassa, with a second from Sue. Following two more calls for nominations, and none being offered, Bart called for a roll call vote and **Bob Bourassa was elected Vice-Chair with a vote of all ayes.**

Bart then asked for nominations for Secretary and Bob nominated Sue, with a second from Phyllis. Following two more calls for nominations, and none being offered, Bart called for a roll call vote and **Sue Barr was elected Secretary with a vote of all ayes.**

B. Meeting Dates for April 2017 through March 2018

Bart suggested an earlier meeting time may be more convenient for Planning Commission members as well as the general public, and could result in greater public attendance. Following discussion, Phyllis motioned to schedule our 2017 regular meetings for the 4th Monday of every month (except December) beginning at 5:30 PM. All ayes, motion carried.

C. Mass Gathering Permit for a Triathlon Event on July 22, 2017

Randy described the application by Bridge Street House of Prayer for a Triathlon in the village on July 22nd. The event would begin early Saturday morning and is expected to be completed by noon. The applicants are also considering a movie in the Borisch Park Friday evening, and potentially other activities in support of the Triathlon. The number of athletes and spectators is expected to be well over 300. Randy also noted our Mass Gathering Ordinance provides that the Planning Commission will recommend Township Board approval of a Mass Gathering License unless it finds a preponderance of evidence the proposal will be detrimental to public health, safety, and welfare of the Township. He further indicated the application appears to be complete and meets the requirements of our ordinance.

Bart noted the application includes a letter addressing many of the issues discussed in previous requests for Mass Gathering Permits. We discussed the advisability of having the Township included as an 'Additional named insured' on the Special Event liability insurance. Randy agreed to investigate this before bringing any recommendation to the Township Board.

With no further discussion offered, **Bart Wangeman motioned to recommend the Township Board of Trustees grant a Mass Gathering License to the Bridge Street House of Prayer for a Triathlon on Saturday morning July 22, 2017 in the Village, based on their completed application, and with the recommendation the Township Board determine the need to add Melrose Township as a named insured to protect Township interests. Motion seconded by Bob Bourassa. All ayes, motion carried.**

V. UNFINISHED BUSINESS

A. Transitional Zone Draft Language

Randy noted the Planning Commission meeting packet includes a first draft of Zoning Ordinance language regulating a new "Transitional Zone" district. He suggested we consider this carefully over the next couple months, as any Public Hearing would not be scheduled until this summer when part-time residents can participate. Bart suggested the list of permitted uses could be condensed by stating "...any use permitted by-right in the R-2 district, plus the following..." Randy noted this change would eliminate items 1 and 2, but item 3 applies to Ag use.

Randy reviewed the latest Right-to-Farm Act language, noting the raising of crops cannot be included separately from livestock. It's an all-or-nothing proposition. He suggested we consider including both crops and livestock as Special Uses. Since these activities are still allowed this would meet the Right-to-Farm Act, yet still provide the Planning Commission with a degree of oversight. Bart expressed support for this proposal. Item C) 7 will also need to be changed to accommodate this interpretation. Randy will also research any distinction between 'raising of crops' and 'gardening.'

Randy noted the Accessory Dwelling Unit regulations in paragraph B) 5 are taken from the R-2 district language.

Randy noted the minimum lot area in paragraph E) 5 is proposed to be 160,000 square feet. This is less than the 4 acre minimum (174,240 sq. ft) we have previously discussed, but is consistent with the regulations of neighboring jurisdictions.

Randy also noted the Floor Area Regulations propose a minimum length of 20 feet on all faces. This would provide for a minimum structure size of 400 square feet. Other districts currently include only a minimum square footage requirement.

VI. OTHER COMMUNICATIONS / REPORTS

Randy indicated a Winter Festival is planned from noon to 4:00 PM on February 11th in the small park next to the Barrel Back Restaurant. Multiple winter-related events are planned.

Networks Northwest has scheduled a Form-Based Code Workshop on February 23rd in Traverse City. This concept of zoning is based on land use or design in urban situations. Randy suggested this approach may not be appropriate for a township of our size.

VII. PLANNING COMMISSIONER COMMENTS - None

VIII. CITIZEN COMMENTS - None.

IX. NEXT MEETING - Monday, February 27th, 2017 (if needed). Otherwise March 27th.

X. ADJOURNMENT - The meeting was adjourned at 8:08 PM.

Prepared by:

Planning Commission Approval by:

Tom Mackie, Recording Secretary

Sue Barr, Secretary

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