

**Melrose Township Planning Commission Minutes
Melrose Township Hall
Regular Meeting of March 27, 2017**

I. CALL TO ORDER / ROLL CALL

A. Call to Order: Chair Bart Wangeman called the meeting to order at 5:35 PM.

B. Members present: Bart Wangeman, Phyllis Cotanche, and Sue Barr.

C. Members absent: Bob Marquardt and Bob Bourassa (both excused).

D. Staff present:

Acting Zoning Administrator Vern Goodwin and Recording Secretary Tom Mackie.

II. APPROVAL OF AGENDA

Amended to add opening comments by Vern Goodwin and approved by consensus.

III. COMMENTS BY VERN GOODWIN

Vern announced that, due to Randy Frykberg's recent health issues, Vern would temporarily be assuming the Zoning Administrator duties. Vern also suggested Bob Marquardt would not likely be returning as a member of the Planning Commission, and attempts are being made to fill this position.

IV. APPROVAL OF MINUTES

Sue Barr motioned, Phyllis Cotanche seconded, to approve the January 23, 2017 regular meeting minutes as presented. All ayes, motion carried.

V. NEW BUSINESS

A. Site Plan Review - Church Youth Center

Aaron Theodore of Legacy Construction Services has, on behalf of the Walloon Lake Community Church, made application to construct a 44 foot by 112 foot Youth Center behind the existing church at 04320 M-75 North (ID # 15-010-009-102-10). A Site Plan review is required.

No applicant or representative is present, although our new 5:30 PM meeting time may have caused confusion. We agreed to begin a review of the application, with the expectation a representative will be available before this review is complete. Vern suggested the plan to provide water from the existing church will not likely be allowed by the privately-owned Walloon Lake Water System.

Bart noted that one of the two drawings included in the package is not dated, includes the note "Not an issued drawing," and appears to locate the proposed structure in a position more to the north. He indicated our review will be based on the drawing dated 2/24/17. *{Editorial note: Upon his arrival at 7:00 PM, applicant representative Keith Theodore confirmed the drawing dated 2/24/17 should be used.}*

Bart read the General Facts from Randy's memo to the Planning Commission and indicated we will begin with a review of the applicant's Site Plan Checklist. The following items were noted:

1. Item 16, "Existing Topography" is checked Yes but does not appear to be included.
2. Item 20, 21, and 22 These items are checked N/A but are required and have been provided on the drawings.
3. Item 29: "Dumpster location" is checked N/A and is not identified on the drawings.
4. Item 30: "Stormwater" is checked N/A but is required and has not been addressed on the application.
5. Item 40: "Impact Statement" is checked Yes but has not been provided. *{Editorial note: The Impact statement was submitted, but was inadvertently omitted from the Planning Commission packets.}*

Keith Theodore arrived at 7:00 PM, indicating he was attending for Aaron Theodore, the project builder. Keith indicated he was not involved in the project, but was here to take notes for Aaron.

Bart asked for any additional Planning Commissioner or public comment, but none was offered. We then considered the application's conformance to the Standards for Development Plan Approval in Section 11.4 of the Zoning Ordinance.

1. Standards 1 through 8: All agree these standards are met.
2. Standard 9: "Exterior lighting." Exterior lighting is depicted on the plans, but specifications necessary to show compliance are not provided. Exterior lighting must meet the standards of the Township's Outdoor Lighting Ordinance.
3. Standards 10 and 11: All agree these standards are met.
4. Standards 12 through 16: All agree these standards are not applicable.
5. Standard 17: "Conformance to all applicable requirements ..." This standard is pending receipt of other necessary permits and additional documentation.

Phyllis motioned to table further consideration of the application to our regular meeting on April 24th due to an incomplete application. 2nd offered by Sue. All ayes, motion carried.

VI. UNFINISHED BUSINESS

A. Comments on Transitional Zone Draft Language

We discussed the philosophy of a Transitional Zoning District providing a buffer zone between residential and agricultural uses. Our intention is to conduct a Public Hearing in the summer months when more citizens are able to participate.

VII. OTHER COMMUNICATIONS / REPORTS - None offered

VIII. PLANNING COMMISSIONER COMMENTS - Phyllis noted the Planning Commission is only operating with 4 members and needs a fifth member appointed.

IX. CITIZEN COMMENTS - None.

X. NEXT MEETING - Monday, April 24th, 2017 at **5:30 PM.**

XI. ADJOURNMENT - The meeting was adjourned at 7:40 PM.

Prepared by:

Planning Commission Approval by:

Tom Mackie, Recording Secretary

Sue Barr, Secretary

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