

**Melrose Township Planning Commission Minutes
Melrose Township Hall
Regular Meeting of April 24, 2017**

I. CALL TO ORDER / ROLL CALL

A. Call to Order: Chair Bart Wangeman called the meeting to order at 5:30 PM.

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

C. Members absent: None.

D. Staff present:

Acting Zoning Administrator Vern Goodwin and Recording Secretary Tom Mackie.

II. APPROVAL OF AGENDA

The Tentative Agenda was approved by consensus.

III. APPROVAL OF MINUTES

Bob Bourassa motioned, Phyllis Cotanche seconded, to approve the March 27, 2017 regular meeting minutes, supplementing the third paragraph of Section V, paragraph A to note the applicant representative confirmed the correct drawing. All ayes, motion carried.

IV. UNFINISHED BUSINESS

A. Site Plan Review - Church Youth Center

Bart summarized the March 27th meeting discussion, noting a few discrepancies were identified in the Applicant's Site Plan Checklist but the Standards for Development Plan Review had all been met. The application was tabled to this meeting because the required Impact Statement was not available for review by the Planning Commission.

We reviewed the five checklist discrepancies previously identified and determined they were merely administrative errors or have been addressed by the applicant. All agreed the Applicant's Site Plan Checklist is acceptable.

We then reviewed the Impact Statement for Site Plan Review and all agreed the plan adequately addresses concerns for demand on community services and environmental impact.

Phyllis noted no lighting plan was available at the March 27th review to insure the plan conforms to the Township's Outdoor Lighting Ordinance. Applicant representative Aaron Theodore (Legacy Construction Services) indicated lighting details and specifications are yet to be determined, but stated they will be down-lit and shielded to comply with our ordinance, and complete specifications will be provided when available.

Aaron Theodore also provided a letter from Aaron Nordman of Performance Engineers describing the existing storm water management system, along with his analysis and conclusion that the existing system would accommodate the new Youth Center building without modification. This letter will be added to the application package.

Phyllis suggested moving the Youth Center from its current location in a residential area will help address citizen concerns for noise. Bob Marquardt asked about plans for the existing structure on North Shore Drive. Aaron responded the church will make this determination, but have no plans at the present time.

Bart Wangeman motioned to approve a Site Plan Application dated February 10, 2017 and submitted by Legacy Construction Services, LLC for the Walloon Lake Community Church to construct a 44 foot by 112 foot pole-framed Youth Center at 04320 M-75 North (Property ID # 15-010-009-102-10). This approval is based on a review of the completed application, which includes site plan drawings dated February 24th, 2017 by Performance Engineers, Inc and a review of the site plan standards in the Township Zoning Ordinance, and a letter from Performance Engineers addressing storm water management. This approval is conditioned on the applicant securing all other necessary permits as well as conformance with the township's sign and lighting ordinances, as verified by the Zoning Administrator. 2nd offered by Bob Marquardt. All ayes, motion carried.

V. **NEW BUSINESS**

A. **Waterfront Overlay Application for Richard Mullaney - 05791 Country Club Shores (Property ID 15-010-300-012-00 and -013-00).**

Bart read section 6.11 of the Zoning Ordinance, which provide the language / regulations for evaluating development in the Walloon Lake Shoreline Protection Overlay District and 40 foot vegetative buffer zone. He also noted some cutting of trees appear to have already taken place at the site. Project architect Greg Presley noted this is limited to a couple of trees along the shoreline that were dead or falling into the lake. Bob Marquardt added this is a common practice, but our zoning ordinance has been in effect for a long time and contractors should become familiar with it before beginning work.

Bob Marquardt asked for details on the proposed storage shed remodel. Greg Presley responded that, as a non-conforming structure, it cannot be expanded so it will remain in the same place and be the same size as presently exists.

Bart indicated the Vegetative Buffer Zone Requirements of section 6.11, paragraph C) 3b1 limit vegetative removal in the 40 foot buffer zone "... to the amount necessary for the development of the site." Additionally, disturbance is limited to an area no greater than 20% of the buffer zone if a landscape plan is submitted and approved by the Planning Commission. Greg Presley responded a landscape plan is being developed but is not part of the application. Vern noted the provision allowing disturbance up to

20% only applies if a landscape plan is provided. The site plan only proposes minimal tree removal. If further landscaping is desired, the applicant will need to re-apply to the Planning Commission. Bart noted the site plan provides for a retaining wall within the 40 foot buffer zone, which could constitute a landscaping feature. Greg Presley indicated this wall could be "Pulled back" from the buffer zone if necessary. Vern suggested it would be better to construct this as proposed, but additional details will need to be provided.

Bart asked why a large cedar and beech tree have already been cut down. No answer was available, but Greg indicated the landscape architect can address this question.

Bart read the Site Plan Review Standards from paragraph D)1 and suggested a landscape plan will be required as a large portion of the site is being disturbed. Greg asked if a landscape plan is necessary for the entire site, or only the 40 foot buffer zone. Vern responded the Waterfront overlay extends from Walloon lake to Country Club Shores. Regulations in the 40 foot buffer are more restrictive, but the entire site must be reviewed.

Sue Barr motioned to table the application to our next meeting, pending receipt of additional landscape details. 2nd offered by Bob Marquardt. All ayes, motion carried.

B. Review of Township Capital Improvement Plan

Tom and Vern presented the capital improvement plan for fiscal year 2017 / 2018 as set forth in the Township budget.

- VI. **OTHER COMMUNICATIONS / REPORTS** - None offered
- VII. **PLANNING COMMISSIONER COMMENTS** - None offered
- VIII. **CITIZEN COMMENTS** - None.
- IX. **NEXT REGULAR MEETING** - Monday, **May 22nd**, 2017 at **5:30 PM**. A Special Meeting for the Waterfront Overlay application on Country Club Shores may be scheduled if requested by the applicant.
- X. **ADJOURNMENT** - The meeting was adjourned at 6:50 PM.

Prepared by:

Planning Commission Approval by:

Tom Mackie, Recording Secretary

Sue Barr, Secretary

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