

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

I. CALL TO ORDER / ROLL CALL

A. Call to Order: Chair Bart Wangeman called the meeting to order at 5:34 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 Tentative Agenda was approved by consensus.

III. APPROVAL OF MINUTES

Phyllis Cotanche motioned, Bob Bourassa seconded, to approve the May 22, 2017 regular meeting minutes, as presented. All ayes, motion carried.

IV. NEW BUSINESS

A. Zoning Ordinance Amendments – Signs and Transitional Zone

Randy expressed concern our current effort to establish a new transitional zoning district may not address our goals and needs to be reconsidered. Additionally, our sign regulations need to be reviewed and revised to be in compliance with a recent court ruling requiring that regulations be “Content neutral.” Also, Randy noted we need to address the current language in paragraph 13.1 exempting accessory buildings less than 100 square feet from Zoning Ordinance requirements. Our goal is to only exempt these structures from the need to obtain a zoning permit. Finally, zoning ordinance changes are necessary for public hearing notices to be in compliance with State rulings.

Randy provided a discussion copy of sign regulations in our meeting packets that would completely replace Article VII in the zoning ordinance. Bart then indicated we would review the proposed language. A review of the entire document resulted in the following amendments:

- Eliminate some wording in the 6th bullet point under “Intent” so the sentence reads “...the design of signs that reflect the Township’s favorable environment...”
- Eliminate some wording in the 7th bullet point under “Intent” so the sentence reads “... aesthetic appeal and encouraging sign planning...”
- Eliminate the second sentence from the last bullet point under “Intent.”
- Delete “(such as a water tower)” from the 26th definition in Section 7.1.
- Change “FIGURE 7.2” to “TABLE 7.1 on page 5 & 6 and correct the headings in subsequent pages to indicate “SECTION” instead of “FIGURE.”

Approved

- Make the following changes to TABLE 7.1 on pages 5 and 6:
 - Replace column heading “B-1, B-2, and C-3” with “B-1 and Village Commercial.”
 - Under Maximum Size allowed replace existing language with “ratio of one side to the other can’t exceed four (4) to one (1).”
 - Correct maximum size of wall-mounted signs to one (1) foot.”
 - Clarify the allowance for four additional accessory signs by adding “each” after “...(4) square feet.”
 - Delete “On a farm” from the additional signs language for AG.
- Section 7.3 D) DESTRUCTION: Delete “to the extent of 80% or more”
- Section 7.6 PLACEMENT: Qualify the word “setback” by preceding it with “sideyard” and delete “for structures on other lot lines.”
- Replace Section 7.9 with standard substitution clause language.

The Planning Commission agreed to conduct a public hearing at next month’s regular meeting on August 28th to gather public input on new sign regulations, as well as the items discussed in paragraph IV A above.

V. UNFINISHED BUSINESS

A. Continued Discussion of “Transitional Zone” District

Randy reiterated his earlier comment that our current direction on a new transitional zoning district does not appear to be addressing our concerns. He suggested we consider reducing the minimum lot size of our current AG district and establishing use regulations based on a parcel’s size. He asked everyone to give thought to this approach for future discussion.

VI. OTHER COMMUNICATIONS / REPORTS - Randy reported last weekend’s Triathlon event in the village seems to have gone well, with many people attending.

VII. PLANNING COMMISSIONER COMMENTS - None offered

VIII. CITIZEN COMMENTS - None.

IX. NEXT REGULAR MEETING – **Public Hearing** on Monday, **August 28th**, 2017 at **5:30 PM**.

X. ADJOURNMENT - The meeting was adjourned at 7:17 PM.

Prepared by:

Planning Commission Approval by:

Tom Mackie, Recording Secretary

Sue Barr, Secretary

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