

**Melrose Township Planning Commission Minutes
Melrose Township Hall
Regular Meeting of September 25, 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, and Sue Barr.

C. Members absent: Bob Bourassa (excused). Randy noted Bob Marquardt has resigned, in writing, from the Planning Commission.

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

Sue Barr motioned, Phyllis Cotanche seconded, to approve the August 28, 2017 regular meeting minutes, as corrected to replace "Emmet County" with "Others" in the 4th sentence of section IV paragraph A. All ayes, motion carried.

Randy reported the zoning ordinance amendments recommended for approval at last month's public hearing were sent to the County Planning department the next day; however, the county did not consider them at their August 31 meeting and so the Township Board of Trustees approved the amendments at their regular meeting on September 12th. The County Planning Commission will not meet again until the 30 day window has expired.

IV. NEW BUSINESS

A. McAteer Application for a Shoreline Disturbance Permit at 00749 S. Shore Drive (Property ID # 15-010-500-003-00)

Randy reported the McAteers have applied to expand an existing structure within the Shoreline Protection Overlay District, which requires an additional land disturbance permit. Because the lot width exceeds 120 feet at the edge of Walloon Lake, the Planning Commission is required to review the land disturbance portion of this application.

Six trees are proposed to be removed from the building envelope off the North-East corner of the existing structure, as well as two others for equipment access. Additionally, the plan proposes removal of dead ash trees from the site.

Approved

Bart asked if the existing, sloping topography in the construction area will be maintained. Applicant representative Dave Faulkner of Maple Ridge Construction suggested the construction area can be bermed-up with a retaining wall and then maintain the slope away from the house. He would keep any water run-off away from the neighbors. Bart stated that run-off does not appear to be a problem now, which may be due to an existing cedar hedge not identified on the site plan drawing. Dave stated hedge removal is not required for construction purposes. Bart noted the site plan proposes no work in the 40 foot buffer zone and Randy can address the cedar hedge administratively when issuing a zoning permit.

Bart noted the lot is heavily wooded, but this fact is not reflected on the plan. He asked that the application include this information. Randy also suggested noting that only permitted trees are to be removed.

Bart noted the applicant has already secured a Soil and Erosion Permit and no work is proposed in the Vegetative Buffer Zone. Dave suggested there may be some dead ash trees in the buffer zone and Randy suggested addressing this potential in any motion.

Bart indicated we would now review the application's conformance to the site plan review standards of Section 6.11, paragraph D of the Zoning Ordinance.

Site Plan Data Required: Bart noted the inventory is not complete, although trees have been identified on the site plan and cutting is limited to those identified for removal. No outside lighting plan has been submitted so any future plans would require an additional application and permit. There is an existing path to the water, but no changes to this feature have been identified. Dave added, the topography in the NE corner can be addressed through a retaining wall and restoration of existing topography, as discussed earlier. Dave also noted a Soil and Erosion permit, as well as a construction permit for the outbuilding, were issued by Charlevoix County last Friday. All other requirements for Site Plan Data have been met.

Site Plan Approval Standards:

- a) Preservation of Natural Habitat: All agreed the standard is met.
- b) Erosion and Sedimentation Prevention: A permit has been secured and the county will monitor.
- c) Natural character of shoreline is maintained: All agreed the standard is met.
- d) Site development fitted to topography: All agreed the standard is met.
- e) View maintenance from existing properties: All agreed the view is unaffected.
- f) Jurisdiction for review: The Planning Commission is reviewing this application because the lot width at the shoreline exceeds 120 feet.

Bart Wangeman motioned we approve Dave Faulkner's application for John and Laurel McAteer for a Land Disturbance permit at 00749 South Shore Drive (Property ID # 15-010-500-003-00) with the understanding no work or land disturbance is done other than that shown on the application and site plan dated 9/12/17 by Common Ground Architecture. 2nd by Sue Barr. All ayes, motion carried.

V. **UNFINISHED BUSINESS**

A. **Ag District Minimum Lot Size Discussion**

Randy noted we have spent nearly two years working on a Transitional Zone concept. We are still the only township in our area to maintain a ten acre minimum lot size in the Agricultural District. Our current effort involves identifying special uses appropriate to various lot sizes (4 to 6 acres and over 10 acres), and then considering appropriate lot sizes for these uses. Bart suggested researching other townships in the area to see what they do. Randy agreed to pursue this, but also noted large parcels could be subject to future lot splits.

VI. **OTHER COMMUNICATIONS / REPORTS** - Randy reported a training seminar is supposed to be held soon. He will research and advise.

VII. **PLANNING COMMISSIONER COMMENTS** - None offered.

VIII. **CITIZEN COMMENTS** – None offered.

IX. **NEXT REGULAR MEETING** –Monday, **October 23**, 2017 at **5:30 PM**.

X. **ADJOURNMENT** - The meeting was adjourned at 6:40 PM.

Prepared by:

Planning Commission Approval by:

Tom Mackie, Recording Secretary

Sue Barr, Secretary

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