

**Melrose Township Planning Commission Minutes
Melrose Township Hall
Regular Meeting of October 23, 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, and Bob Bourassa.
- C. Members absent:** Bunny 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

Sue Barr motioned, Phyllis Cotanche seconded, to approve the September 25, 2017 regular meeting minutes, as presented. All ayes, motion carried.

IV. NEW BUSINESS

A. Perkins Application for a Walloon Lake Shoreline Protection Overlay District Permit at 00313 Shadow Trails Road (Property ID # 15-010-018-043-10)

Randy reported the Zoning Board of Appeals (ZBA) has recently approved an application to expand a non-conforming structure on this parcel and now the project is before the Planning Commission because the property is in the Walloon Lake Shoreline Protection Overlay District and exceeds 120 feet of frontage.

Applicant representative Jason Black noted no new walkways are requested, and the existing grade on this sloping property will be maintained to the extent possible, with excavation limited to foundation work. Randy indicated the owners only want to remove trees as necessary for construction and installation of a new septic tank. Replacement plantings and groundcover are included in the plan.

Site Plan Data Required: Randy noted 8 complete sets of plans have been submitted, the ordinary high water mark is identified, and the landscape plan is compliant with requirements. Jason stated that no outside lighting is planned at this time. A Soil and Erosion permit has been issued and included in the application. Bart noted all the drawings necessary to consider the application have been provided. Sue suggested the proposed addition appears close to a structure on the neighboring parcel. Randy responded the addition is within sideyard setbacks, but the neighboring structure is close to their own lot line. Bob suggested the proposal appears to be well thought out

Approved

and designed. Bart stated the application appears to be complete and 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 Approval Standards:

- a) Preservation of Natural Habitat: Phyllis suggested the proposal does a good job of protecting existing topography. All agreed the standard is met.
- b) Erosion and Sedimentation Prevention: All agreed the standard is met.
- c) Natural character of shoreline is maintained: All agreed the standard is met and noted the 40 foot vegetative buffer zone is not impacted.
- d) Site development fitted to topography: All agreed the standard is met.
- e) View maintenance from existing properties: Bart noted the grade at the construction area is about 14 feet below the road way, although it varies, and existing wooded areas will be maintained. 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.

Bob Bourassa motioned to approve Jason Black's application for Jon and Sonja Perkins for a Walloon Lake Shoreline Protection Overlay District permit at 00313 Shadow Trails Road (Property ID # 15-010-018-043-10) as presented in an application signed on 8/8/2017, an accompanying proposed site plan prepared by Furguson and Chamberlain Architects with landscape notes by Maureen Parker, Landscape Architect, and a site plan review submittal. This approval is based on a review of data requirements and site plan review standards provided in the Melrose Township Zoning ordinance. 2nd by Bart Wangeman. All ayes, motion carried.

V. UNFINISHED BUSINESS

A. Ag District Minimum Lot Size Discussion

Randy noted our original intent for a Transitional Zone was to address areas between Residential and Agricultural districts; however, this approach did not address very many of these parcels. Our current effort is to look at a reduced minimum lot size with restricted uses in a new district. Randy has researched other jurisdictions in Charlevoix and Emmet Counties and presented the data in a comparative chart included in the Planning Commission packets. He suggested areas close to existing residential be allowed a reduced minimum lot size, with a 10 acre minimum lot size limited to outlying large parcels. These districts would be identified as Farm-Forest 1 and 2 (FF1 and FF2). Other jurisdictions using this approach define the areas geographically. At a future meeting Randy will provide more information on how this could be implemented.

VI. OTHER COMMUNICATIONS / REPORTS - A Charlevoix County Planner's Forum scheduled for November 1st does not appear to be particularly relevant to us. Randy will continue to keep us informed of future educational opportunities.

Approved

Bart provided a report on a Zoning Board of Appeals (ZBA) meeting earlier this month. The Perkins application for expansion of a non-conforming use in a conforming way was approved, the ZBA has two open positions for alternate members, and the ZBA is asking the Planning Commission to look at combining illegal contiguous lots owned by the same person. We agreed to discuss this request at the next meeting.

- VII. **PLANNING COMMISSIONER COMMENTS** - None offered.
- VIII. **CITIZEN COMMENTS** – None offered.
- IX. **NEXT REGULAR MEETING** –Monday, **November 27, 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