

**Melrose Township Planning Commission Minutes
Melrose Township Hall
Regular Meeting of August 27, 2018**

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, Bob Bourassa, Bunny Marquardt, and Sue Barr.

C. Members absent: None.

D. Staff present:

Zoning Administrator Randy Frykberg, Recording Secretary Tom Mackie, and general public as recorded in the attendance roster.

II. APPROVAL OF AGENDA

The Tentative Agenda was approved by consensus.

III. APPROVAL OF MINUTES

Phyllis Cotanche motioned, Bunny Marquardt seconded, to approve the July 23, 2018 regular meeting minutes as presented. All ayes, motion carried.

IV. NEW BUSINESS

A. Public Hearing FF “Farm & Forest” to replace A “Agricultural” District

Randy reviewed the history of the Planning Commission’s effort and summarized the current proposal as providing:

1. The Ag district will be renamed to FF “Farm & Forest” to better describe typical current usage.
2. Regulations for parcels having 10 or more acres would not be impacted. All uses by right and special uses would remain as is for these larger parcels.
3. The current minimum lot size would be reduced from ten acres to five.
4. Special uses would not be available to parcels less than ten acres.
5. The current three-hundred-foot minimum frontage requirement would be reduced proportionately for parcels between five and ten acres and would only be applicable for parcels that front on a public road.
6. Accessory Dwelling Units would continue to be available for parcels between five and ten acres.

Bart noted this zoning ordinance amendment is in response to our citizen’s need for smaller parcels for residential use and in recognition of the declining need for large agricultural uses.

Bart opened the Public Hearing at 5:36 PM and asked for any comment in support of the proposal. Bill Fineout noted he owns a 17-acre parcel on Shadow Trails Road and would like to split this and construct a second home for a family member. He stated that approving this amendment would be good for him. Bart noted the Planning Commission is conducting a public hearing in this meeting, and only the Township Board of Trustees can approve the proposal after receiving a recommendation from the Planning Commission and comment from the County Planning Department.

Carrie May asked for clarification of minimum lot size and how the front-footage reduction works. Bart and Randy both responded, noting the minimum lot size is reduced from ten acres to five and a lot size of five to ten acres would have their 300-foot public road frontage requirement reduced to the percentage of the lot's actual size to ten acres, subject to a minimum of two hundred feet.

Bart then asked for any additional comment, either for or against. With no additional public comment **Bart closed the Public Hearing at 5:42 PM.**

Bart noted a correction to paragraph A). "A Agricultural" should be corrected to read "FF Farm & Forest."

Bart asked if the Height regulations in paragraph C) could benefit by adding examples of agricultural structures. Randy suggested this may best be interpreted by the Zoning Administrator, with any disagreement appealed to the Zoning Board of Appeals.

Tom noted the special use regulations of paragraph 6c) stipulate no building shall exceed thirty feet in height, yet the general height regulation in paragraph C) states only agricultural structures can exceed thirty-five feet. He asked if this is contradictory. Randy explained the thirty-foot limit for special uses is in recognition of their potential for more intensive use.

Bunny Marquardt motioned to recommend the Township Board adopt the proposed changes to section 6.8 of the Zoning Ordinance, renaming the current Aq district to FF "Farm & Forest" and amending the regulations as reflected in the public hearing copy dated July 30, 2018. Seconded by Bob Bourassa. A roll-call was all ayes.

B. Site Plan for Boat Storage at 00273 Old State Road

Randy described the application by Gale Charbonneau for two boat storage buildings and outside boat trailer parking on property zoned B-1 General Business, and then reviewed the General Facts as listed in his memo to the Planning Commission. He specifically noted no employees would be working regularly at the site, which should result in a less-intense use than the former restaurant previously located on the property. Additionally, the Fire Chief has reviewed the proposal and has no objections.

Owner representative Carrie May noted only one of the two proposed buildings would be constructed immediately. The second boat-storage structure would represent a second phase sometime in the future. She also noted the Road Commission has approved use of the existing driveway for all site access needs so no additional access points are being requested.

With no employees working on site there is no requirement for parking. Carrie additionally stated a soil erosion plan has been approved by Charlevoix County.

Bart suggested the proposal is somewhat sensitive as the property abuts wooded land as well as residences. He then indicated we would review the application for compliance to the development plan review standards of section 11.4 of the Zoning Ordinance.

1. **“...harmonious development related to topography...”** Gayle indicated the leveling and hillside cutting for the entire project would probably all take place initially. Bart suggested all tapering and stabilization efforts required by the Soil Erosion permit also be completed, for both structures, in the initial phase. All agreed.
2. **“... landscape preservation insofar as practical...”** Bart noted the application only specifies tree removal “As needed” and asked for clarification. Gayle responded he would remove overhanging box elders that interfere with drainage. Bart suggested the trailer parking area appears to be steep. Gayle noted this area would be “Leveled somewhat.” Bart noted a grade change in the trailer parking area is not proposed in the application. Bart suggested maintaining existing vegetation to provide visual screening. Gayle agreed to look at additional plantings to provide screening. Carrie then identified the buildings and trailer parking area on a projected map. Randy will work with the applicant to address screening. All agreed.
3. **“...development of stormwater plans...”** Carrie noted they have secured a soil erosion permit from the county. All agreed.
4. **“...visual and sound privacy for dwelling units and occupants...”** All agreed the standard is met as there are no dwelling units on the site.
5. **“...emergency vehicle access...”** The Fire Chief was consulted and has collaborated with the applicant. All agreed. Randy also noted all other agencies have received the required notifications and no objections have been received.
6. **“”...every structure has access to the street...”** All agreed.
7. **“...pedestrian circulation system provided...”** Not applicable.
8. **“...loading, outside storage, and trash storage adequately screened...”** Not applicable.
9. **“...deflected exterior lighting...”** Lighting plans in the application comply with standards and Randy will monitor compliance. All agreed.
10. **“...surfaced approaches to public roads...”** The only approach is pre-existing.
11. **through 16.** Standards are not applicable for the proposed use.
17. **“...conformance to requirements...”** Conformance to this standard is pending.

Bunny asked when development will begin. Gale indicated he plans to construct the first building next spring. The second building will be in a future year.

Bart Wangeman motioned to approve Gale Charbonneau’s application for two boat storage buildings and a trailer parking area at 00273 Old State road (parcel ID # 15-010-031-013-15) based on the completed application and accompanying engineering drawings by Carrie May dated 8/2/2018. This approval is contingent on all site grading and drainage being completed in the first phase of development and the applicant planting new vegetation as necessary to screen the trailer parking area. Second by Bunny Marquardt. All ayes, motion carried.

C. Special Use for a Storage Barn as a Primary Use on M-75 Highway

Randy described Mark Brzezinski’s application for a special use permit to construct a 38’ by 44’ two-story personal storage barn on a 19-acre parcel owned by Rob Rimkus. He

Approved

indicated all required notifications were mailed to nearby property owners, but no response has been received. Mark indicated this parcel is only used for recreational purposes by the owner, so a dwelling is not desired, only storage and gardening areas.

We then reviewed a projected map showing parcel lines and topography. In response to a question about the structure's use Mark stated the overhead doors are only 10 feet, which is not conducive to parking a motorhome. Randy indicated any zoning permit issued would specify the use limitations.

Bart read the four standards for approval from section 10.2 of the Zoning Ordinance.

- A. "...**harmonious with character of general area**" Surrounding area is generally rural and wooded. All agreed.
- B. "...**not hazardous or detrimental to neighborhood...**" Randy noted this is a low-impact use with minimal additional traffic. All Agreed.
- C. "...**adequately served by essential public services...**" Bunny questioned Fire department access given the site's topography. Randy suggested this is not a concern because it is not a residential use. All agreed.
- D. "... **no excessive additional public cost...**" All agreed.
- E. "... **consistent with intent and purpose of the ordinance...**" All agreed.

Bunny Marquardt motioned to approve a Special Use Permit application for a personal-use storage barn on agriculturally zoned property having parcel ID # 15-010-030-011-15. This approval is based on the completed application dated 8/14/2018 and a review of the Special Use standards in Section 10.2 of the Zoning Ordinance. Second by Phyllis Cotanche. All Ayes, motion carried.

- V. **UNFINISHED BUSINESS** - None
- VI. **OTHER COMMUNICATIONS / REPORTS** - None
- VII. **PLANNING COMMISSIONER COMMENTS** - None
- VIII. **CITIZEN COMMENTS** – Called for with none offered.
- IX. **NEXT REGULAR MEETING** –Monday, **September 24, 2018** at **5:30 PM.**
- X. **ADJOURNMENT** - The meeting was adjourned at 7:00 PM.

Prepared by:

Planning Commission Approval by:

Tom Mackie, Recording Secretary

Sue Barr, Secretary

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