

**Melrose Township Planning Commission Minutes  
Melrose Township Hall  
Special Meeting of October 3, 2018**

**I. CALL TO ORDER / ROLL CALL**

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

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

**C. Members absent:** None

**D. Staff present:**

Zoning Administrator Randy Frykberg, 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 September 24, 2018 regular meeting minutes as presented. All ayes, motion carried.

**IV. NEW BUSINESS**

**A. Country Club Waterfront Overlay District Application**

Randy noted this application was on the agenda for consideration at our last meeting on September 24<sup>th</sup>, but no representative was present to answer questions. Since that time additional information has been provided and both Harry Dixon (Country Club General Manager) and Maureen Parker (Landscape Architect) are present at tonight's meeting.

Maureen noted the original application did not include a 50-foot setback line from the ordinary high-water mark and did not identify proposed topology (grade). This information is now included in the revised plans. Randy confirmed the structural changes are all outside of the 50-foot set-back.

Maureen identified the old and new cart path locations and indicated the existing canvas tent is intended to be used seasonally and will not be a permanent structure. She also noted Robinson Landscaping will be the contractor for this project. The Planning Commissioners then discussed handicap accessibility and concluded the proposed plan will be compatible.

Bart asked if the Commissioners had any additional questions. With none offered Bart stated we would now consider the application's conformance to the standards in section 6.11 of the Zoning Ordinance.

### Site Plan Data Required

- a) **Two complete sets of plans submitted...:** All agreed the plans are complete. Maureen stated the approved Soil Erosion permit has been submitted to Randy.
- b) **Shoreline types and resources identified. Planting types and locations identified:** No trees would be removed within the 50-foot setback from the lake. All agreed the information has been provided.
- c) **Description of existing and proposed outdoor lighting:** Outdoor lighting is not included in the plan, but Maureen stated any lighting later included would be small and down-lit for use under the tent. Randy noted a later decision to include lighting would require a further review.
- d) **Traffic control to the lakefront:** Lakefront access would be provided via the cart path discussed earlier. The cart path would provide access to the facility from the boat dock.
- e) **Grading plan provided:** Bart noted the grading plan and topographical information is very well documented.
- f) **Soil erosion control measures:** Randy stated the Soil Erosion permit is not included in the application and must be submitted before a permit can be issued. Maureen thought this had been submitted previously and electronically forwarded it to Randy.
- g) **h) and i) Additional detailed drawings:** All agreed the information has been provided.

Bart noted the site plan has been submitted by Common Ground Landscapes and Benchmark Engineering.

### Site Plan Approval Standards

- a) **Impact minimized by preserving natural habitat:** All agreed the standard is met.
- b) **Erosion and sedimentation prevented:** All agreed the standard is met.
- c) **Natural character and aesthetic value maintained:** All agreed the standard is met.
- d) **Fitted to topography:** All agreed the standard is met.
- e) **Maintain open and unobstructed view:** All agreed the standard is met.
- f) **Planning Commission review over 120 feet:** All agreed the standard is met.

**Bunny Marquardt motioned, seconded by Sue Barr, to approve a Waterfront Overlay Permit Application dated 8/31/2018 by the Walloon Lake Country Club, based on a landscape plan by Common Ground Landscapes dated 9/26/2018, an accompanying narrative by Landscape Architect Maureen Parker, and a review for compliance to the standards of section 6.11 of the Zoning Ordinance. All ayes, motion carried.**

### **B. Klarr Waterfront Overlay District Application**

Bart reported the Zoning Board of Appeals (ZBA) approved variances for structural expansion and renovation on this property at a meeting last week. Because the work will take place in the Waterfront Overlay District and the lakefront is in excess of 120 feet the owner now requires a Waterfront Overlay permit from the Planning Commission. Randy noted the Klarr family own two contiguous parcels, one in Melrose Township and the other in Evangeline. All lakefront property is in Melrose, but the larger parcel is in Evangeline. A D.E.Q. permit has been issued to the owners for a shoreline stabilization plan and Soil Erosion permits were issued to Robinson Landscaping for the stabilization work and to Glennwood Custom Builders for construction-related excavation.

Jason Black of Glennwood Custom Builders described the plan to install a dormer and second story covered deck for wheelchair access to the main cabin. Landscape plans include creating and improving meandering paths with improved accessibility. The smaller lakeside cabin will have rotten logs replaced. Jason also noted the DEQ permit issued for shoreline stabilization work and indicated the Soil Erosion permit was received today.

Randy identified a correction to the property address. The correct address is 00099 Shadow Trails Road East. With no further questions or comments offered Bart stated we would now consider the application's conformance to the standards in section 6.11 of the Zoning Ordinance.

### **Site Plan Data Required**

- a) **Two complete sets of plans submitted....:** All agreed the plans are complete. We noted the application includes a DEQ permit and two Soil Erosion permits.
- b) **Shoreline types and resources identified. Planting types and locations identified:** Bart noted the DEQ requirements and Landscaping plans are quite detailed.
- c) **Description of existing and proposed outdoor lighting:** Maureen stated she knows of no plans for exterior lighting. Randy indicated a further review is necessary if this changes.
- d) **Traffic control to the lakefront:** Bart noted the path is located in both townships and part of it is quite steep. The ZBA approval was conditioned on repair and maintenance.
- e) **Grading plan provided:** Bart stated the grading plan looks good and provides for maintenance of existing retaining walls and adding more to control erosion.
- f) **Soil erosion control measures:** Two Soil Erosion permits are included in the application.
- g) h) and i) **Additional detailed drawings:** All agreed the information has been provided.

Bart noted the site plan has been submitted by Maureen Parker of Common Ground Landscapes.

### **Site Plan Approval Standards**

- a) **Impact minimized by preserving natural habitat:** All agreed the standard is met.
- b) **Erosion and sedimentation prevented:** All agreed the standard is met.
- c) **Natural character and aesthetic value maintained:** All agreed the standard is met.
- d) **Fitted to topography:** All agreed the standard is met.
- e) **Maintain open and unobstructed view:** All agreed the standard is met.
- f) **Planning Commission review over 120 feet:** All agreed the standard is met.

**Bart Wangeman motioned, seconded by Bob Bourassa, to approve a Waterfront Overlay Permit Application for 00099 Shadow Trails Road East (Property ID # 15-010-018-045-10) for Gunner and Louise Klarr based on a submitted application packet signed by Jason Black and dated 8/30/2018, a landscape plan by Common Ground Landscapes dated 10/1/2018, an accompanying narrative by Landscape Architect Maureen Parker, and a review for compliance to the standards of section 6.11 of the Zoning Ordinance. All ayes, motion carried.**

V. **UNFINISHED BUSINESS** - None

VI. **OTHER COMMUNICATIONS / REPORTS** - None

- VII. **PLANNING COMMISSIONER COMMENTS** – Bunny reported a significant number of trees have been removed at a current construction project on South Shore Drive. Randy indicated he has been monitoring the project. He stated tree removal was necessary to accommodate the construction effort and the applicant is required to re-plant upon completion.
- VIII. **CITIZEN COMMENTS** – None
- IX. **NEXT REGULAR MEETING** – Scheduled for Monday, **October 22, 2018** at **5:30 PM** but may be cancelled if no applications are presented.
- X. **ADJOURNMENT** - The meeting was adjourned at 6:45 PM.

Prepared by:

Planning Commission Approval by:

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Tom Mackie, Recording Secretary

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Sue Barr, Secretary

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