

**Melrose Township Planning Commission Minutes
Melrose Township Hall
Regular Meeting of January 22, 2018**

I. CALL TO ORDER / ROLL CALL

A. Call to Order: Vice-Chair Bob Bourassa called the meeting to order at 5:30 PM.

B. Members present: Bart Wangeman (arrived and took over the meeting at 5:36), Bob Bourassa, Phyllis Cotanche, Bunny Marquardt and Sue Barr.

C. Members absent: None

D. Staff present: Zoning Administrator Randy Frykberg

II. APPROVAL OF AGENDA

The Tentative Agenda was approved by consensus.

III. APPROVAL OF MINUTES

Phyllis Cotanche motioned, Bob Bourassa seconded, to approve the November 27, 2017 regular meeting minutes. All ayes, motion carried.

IV. NEW BUSINESS

A. Election of Officers for 2017

Bart turned the meeting over to Randy Frykberg who explained the process for election of officers. Randy indicated he would ask three times for nominations for Chair and the State Planning Enabling Act does not allow an elected Township Trustee to serve as an officer. Bunny nominated Bart, with a second from Bob. Randy then asked for any additional nominations. Following a third call for nominations, and none being offered, a roll call vote was taken on the one supported nominee and **Bart Wangeman was elected Chair with a vote of all ayes.** Randy then turned the meeting back over to Bart.

Bart asked for nominations for Vice-Chair. Phyllis nominated Bob Bourassa, with a second from Sue. Following two more calls for nominations, and none being offered, Bart called for a roll call vote and **Bob Bourassa was elected Vice-Chair with a vote of all ayes.**

Bart then asked for nominations for Secretary and Bunny nominated Sue, with a second from Bob. Following two more calls for nominations, and none being offered, Bart called for a roll call vote and **Sue Barr was elected Secretary with a vote of all ayes.**

B. Meeting Dates for April 2018 through March 2019

Following discussion, Bob motioned Phyllis seconded, to schedule our 2017 regular meetings for the 4th Monday of every month (except February and December) beginning at 5:30 PM. All ayes, motion carried.

V. UNFINISHED BUSINESS

A. Ag District Minimum Lot Size Discussion

Randy noted we have spent nearly three 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. Because of new Commission members over time, Bart suggested providing a summary of what has been discussed by the Planning Commission over this period of time regarding Ag District minimum lot sizes. Randy agreed to pursue this.

VI. OTHER COMMUNICATIONS / REPORTS - Randy distributed copies of the Zoning Ordinance Amendments recommended by the Planning Commission and approved by the Trustees. This included the revised sign regulations (content neutral), publication dates revised to match State requirements, stating that any structure under 100 square feet is exempt from paying a zoning permit fee but not exempt from other zoning regulations, plus some other minor updating.

VII. PLANNING COMMISSIONER COMMENTS – Bart suggested setting goal of holding a hearing on the Ag District size by next summer when many residents are here.

VIII. CITIZEN COMMENTS – None offered.

IX. NEXT REGULAR MEETING –Monday, February 26 at 5:30 P.M. (only if needed)

X. ADJOURNMENT - The meeting was adjourned at 6:10 PM.

Prepared by:

Planning Commission Approval by:

Randy Frykberg,
Acting Recording Secretary

Sue Barr, Secretary

Date

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