

**Melrose Township Planning Commission Minutes  
Melrose Township Hall  
Regular Meeting of March 26, 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, 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**

Phyllis Cotanche motioned, Bob Bourassa seconded, to approve the January 22, 2018 regular meeting minutes, as presented. All ayes, motion carried.

**IV. NEW BUSINESS**

**A. Kerr Application for a Walloon Lake Shoreline Protection Overlay District Permit at 00920 North Shore Drive (Property ID # 15-010-750-021-10 {Lakefront} and 15-010-750-053-60)**

Randy described the proposal to demolish an existing non-conforming house and build a new, but conforming, house further from the waterfront. The proposal is before the Planning Commission for a Waterfront Overlay Land Disturbance permit as the frontage on Walloon Lake exceeds 120 feet (actual is 140 feet). Randy stated the application is complete and appears to adhere to all zoning ordinance requirements for a Waterfront Overlay Land Disturbance permit. Required Health Department and Soil Erosion permits have been received.

Applicant representative and Landscape Architect Maureen Parker described the plan and indicated a DEQ permit for shoreline work will be provided when available. Randy stated a Zoning permit cannot be issued without the DEQ permit.

Maureen then noted the application includes her written comments addressing each Zoning Ordinance criteria against which the proposal will be evaluated. The survey and site plan drawings identify setbacks, grading, plantings, and tree removal. She noted tree removal will be limited to what is necessary for construction plus a few poplars in the woods. The plan will keep the existing driveway and expand the septic field.

Bart asked for the height of the new house. Maureen and builder Kim Thomson both indicated they were unsure, as the construction drawings were not yet available. Maureen indicated the grade will be raised on the side facing the garage, but not the lakeside. This will serve to lower the average grade. Randy noted a complete set of drawings must be submitted before a Zoning Permit could be issued.

**Site Plan Data Required (Article VI, Section 6.11 Paragraph D2):**

- a) **8 complete sets of plans available for review:** All agreed data is provided.
- b) **Resource identification and landscape plan:** All agreed data is provided.
- c) **Outdoor lighting data provided:** Maureen described the 18-inch-high low-voltage path lighting for the lakeside of the home, as identified on the site plan.
- d) **Paths to the lake:** Identified on the Site Plan.
- e) **Grading plan:** Included in site plan.
- f) **Soil erosion control measures:** Identified in site plan and Soil Erosion Permit.
- g) **Drawings of vegetation removal and restoration:** In site plan and inventory.
- h) **Identify on-site and neighboring structures:** Included in site plan.
- i) **Identify location of property:** Included in site plan and application.

**Site Plan Approval Standards (Article VI, Section 6.11 Paragraph D1):**

- a) **Preservation of Natural Habitat:** All agreed the standard is met through shoreline protection, plantings, and capture and filtering of run-off. Stumps and roots to remain undisturbed.
- b) **Erosion and Sedimentation Prevention:** All agreed the standard is met.
- c) **Natural character of shoreline is maintained:** All agreed the standard is met. Existing natural areas with neighbors to remain and construction site revegetated.
- 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 to approve a Waterfront Overlay Land Disturbance Permit for Derek and Carolyn Kerr at 00920 North Shore Drive (Property ID # 15-010-750-021-10 and 15-010-750-053-60) as presented in their application dated 3/6/2018, a proposed site plan dated 3/2/2018, and an accompanying planting plan. This approval is also based on a review of Waterfront Overlay District standards provided in Article VI of the Melrose Township Zoning ordinance. 2<sup>nd</sup> by Bob Bourassa. All ayes, motion carried.**

**V. UNFINISHED BUSINESS**

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

We reviewed a new map identifying undersize (less than 10 acres) Ag district parcels. 328 of 661 existing parcels are undersize and are disbursed throughout the township. Any plan to re-zone all non-conforming parcels would result in spot-zoning, so our previous efforts have been focused on a limited number of parcels adjacent to residential areas.

We then discussed a new concept of reducing the minimum lot size to 4 acres and developing separate lists of allowed and special uses based on a parcel's size. Large parcels would continue to allow uses conducive to current ag regulations, while smaller Ag parcels would be focused more toward residential use. Randy will investigate this concept for discussion at our next meeting. Bart suggest using our Master Plan to help guide the process.

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

VII. **PLANNING COMMISSIONER COMMENTS** – Bart noted a potential for on-ground solar panels in the future, and questioned how this would be interpreted in our existing Zoning Ordinance. Randy replied it would be considered a Special Use, although we currently have no standards to evaluate a proposal. He suggested we explore this topic in future meetings.

We also need to continue talking about the “Tiny home” concept.

Bart suggested developing a volume-measurement to aid the ZBA in considering variance applications.

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

IX. **NEXT REGULAR MEETING** –Monday, **April 23, 2018** at **5:30 PM**.

X. **ADJOURNMENT** - The meeting was adjourned at 7:03 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