

**Melrose Township Planning Commission Minutes
Melrose Township Hall
Regular Meeting of May 21, 2018**

I. CALL TO ORDER / ROLL CALL

A. Call to Order: Vice-Chair Bob Bourassa called the meeting to order at 5:34 PM.

B. Members present: Phyllis Cotanche, Bunny Marquardt, Bob Bourassa and Bart Wangeman (at 5:50 PM).

C. Members absent: Sue Barr (excused).

D. Staff present:

Zoning Administrator Randy Frykberg and Recording Secretary Tom Mackie.

II. APPROVAL OF AGENDA

The Tentative Agenda was approved by consensus after deleting “Joint discussion with Board of Trustees and ZBA members” as this will be part of a Board of Trustees meeting.

III. APPROVAL OF MINUTES

Phyllis Cotanche motioned, Bunny Marquardt seconded, to approve the March 26, 2018 regular meeting minutes, as presented. All ayes, motion carried.

IV. NEW BUSINESS

A. Burt Application for a Walloon Lake Shoreline Protection Overlay District Permit at 00776 Whitfield View (Property ID # 15-010-750-035-10)

Randy reported meeting with Landscape Architect Maureen Parker and builder Jim Matthews of Matthews Construction. An existing home on the property was removed last fall and a Land Disturbance permit is now required to build a new structure. The application is before the Planning Commission for a Waterfront Overlay Land Disturbance permit as the parcel’s frontage on Walloon Lake exceeds 120 feet. Randy stated the application is complete and appears to adhere to all zoning ordinance requirements for a Waterfront Overlay Land Disturbance permit.

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

- a) **Preservation of Natural Habitat:** Bunny noted that trees identified for removal are not physically marked on the property, which made a site inspection less effective. Jim Matthews identified these trees on the site plan and stated only dead trees, brush, and trees within the building envelope would be removed.
- b) **Erosion and Sedimentation Prevention:** Jim stated that silt-fencing would be installed around the entire property. Bob noted a Soil Erosion permit was issued. All agreed the standard is met.

- c) **Natural character of shoreline is maintained:** All agreed the standard is met. Randy suggested that upgrades to an existing walkway and new plantings contribute to meeting this standard.

Bart Wangeman arrived at 5:50 PM and assumed the position of Chair.

- d) **Site development fitted to topography:** All agreed the standard is met. Bart noted the proposed topography blends well with the property, but will require significant fill.
- e) **View maintenance from existing properties:** Concern was expressed that new tree planting in the side-yard may block existing views. After reviewing site-plan drawings, Jim Matthews stated all tree plantings in the 50-foot set-back will be reviewed with the Zoning Administrator before planting.

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:** The site plan only identifies low-voltage path lights. Jim added the lighting plan only includes downward directed lighting for the walkway.
- 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. Temporary control measures to stay in place until ground cover has taken root.
- g) **Drawings of vegetation removal and restoration:** In site plan and planting plan.
- h) **Identify on-site and neighboring structures:** Included in site plan.
- i) **Identify location of property:** Included in site plan and application.

Bunny Marquardt motioned to approve a Waterfront Overlay Land Disturbance Permit for Stanley and Juli Burt at 00776 Whitfield View (Property ID # 15-010-750-035-10 as presented in their application, proposed site plan dated 2/26/2018, and Boundary and Topographic Survey dated 2/7/2018. This approval is also based on a review of Waterfront Overlay District standards provided in Article VI of the Melrose Township Zoning ordinance, and is contingent on the Zoning Administrator's review of new plantings within the 50 foot side-yard setback for compliance to Zoning Ordinance standards. 2nd by Bob Bourassa. All ayes, motion carried.

B. Mass Gathering Permit – Northern Michigan Flywheelers

Randy presented the Flywheeler's annual Mass Gathering Permit application for their annual show in July. He noted there has been no problems reported in the last few years and no changes in facilities or operation have been proposed. In prior years a concern with highway traffic speed has been expressed; however, this is beyond the jurisdiction of the Planning Commission. He noted the County Sheriff's Department, as well as the Melrose Township Fire Department, maintain a presence throughout the 4-day event.

Phyllis Cotanche motioned, 2nd by Bunny Marquardt, to recommend the Township Board of Trustees grant a Mass Gathering License to the Flywheelers for their annual show on July 26th through July 29th, 2018 based on their completed application and long history of operation without problems or complaints. All ayes, motion carried.

C. Mass Gathering Permit – MKB Restaurant Holdings, LLC (Matt Borisch)

Randy explained the proposal to hold Fourth of July activities in the waterfront park between the condominiums and Barrelback/Tommy's, between noon and 11 PM. He suggested this organized event may reduce the volume of individual fireworks that typically occur during this time frame. Some concerns were expressed concerning the potential for sparks near people, boats, or buildings.

Bunny Marquardt motioned, 2nd by Bob Bourassa, to recommend the Township Board of Trustees grant a Mass Gathering License to MKB Restaurant Holdings, LLC (Matt Borisch) for the planned gathering in the waterfront park on July 4, 2018 between noon and midnight, based on their submitted application, and with the condition that all applicable laws governing fireworks are followed. All ayes, motion carried.

- V. **UNFINISHED BUSINESS** - None
- VI. **OTHER COMMUNICATIONS / REPORTS** - None offered.
- VII. **PLANNING COMMISSIONER COMMENTS** – None offered
- VIII. **CITIZEN COMMENTS** – None offered.
- IX. **NEXT REGULAR MEETING** –Monday, **June 25, 2018 at 5:30 PM.**
- X. **ADJOURNMENT** - The meeting was adjourned at 6:27 PM.

Prepared by:

Planning Commission Approval by:

Tom Mackie, Recording Secretary

Sue Barr, Secretary

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