

**Village of Elk Rapids Planning Commission  
Special Meeting Minutes  
May 5, 2020 at 7 P.M.  
Held Remotely Via Zoom Platform**

1. **CALL TO ORDER** – Chair Royce Ragland
  - a. **PLEDGE OF ALLEGIANCE:** Led by Ragland.
  - b. **ROLL CALL:**  
**Present:** Royce Ragland, Jim Okonoski, Barb Mullaly, Matt Conrad, Wally Hibbard and Richard Smith  
**Excused:** Lauren Dake  
**Staff:** Assistant Manager/Clerk Caroline Kennedy, Village Manager William Cooper, Planning and Zoning Admin Kyle Storey  
**Citizens:** 34
2. **APPROVAL OF AGENDA:** **Motion:** Okonoski, **Second:** Hibbard.  
By unanimous consent, **Motion Carried.**
3. **MINUTES of February 25, 2020:** **Motion:** Hibbard, **Second:** Mullaly.  
By unanimous consent, **Motion Carried.**
4. **CONFLICT OF INTEREST:** Matt Conrad – Short Term Rental owner.
5. **CITIZEN COMMENTS:** Nine citizens spoke including: slowing STR process/appointing task force; not be rush/set up work group; more data for packets; publish data for reasoning behind STR ordinance/asked why other entities haven't been included in STR discussion; discussed a survey given and that STRs were of "no big concern"; year-round resident and support the STR ordinance; more STR data on number of complaints and current STR legislation being worked on in Lansing; inquiry about 106 Oak and suggested a temporary 'No Parking' sign be placed at end of street; when will more STR data will be shared.
6. **PUBLIC HEARING:** None.
7. **NEW BUSINESS:**
  - a. **Planning Commission Report**  
Planning and Zoning Administrator gave presentation about the previous years Zoning activities which included a detailed report outlining the months of May 2019-April 2020. Mullaly recommended synthesizing information in report down when submitted to Council for review.
  - b. **Redevelopment Ready Communities Presentation**  
Planning and Zoning Administrator gave presentation about the current status of the Redevelopment Ready Communities Certification. Storey stated the Village is well on the way towards certification and collaboration between different entities is needed to complete the certification process.

8. **UNFINISHED BUSINESS:**

a. **106 Oak Street B&B**

Assistant Manager Kennedy stated this item is being reviewed by attorney.

b. **Short Term Rentals**

Chair Ragland went over the draft ordinance #502 line by line corresponding with subsequent rationale provided by Village Staff. Planning Commission members discussed definitions including the distinction between personal and business units, attrition and saturation specifications. Stricken language and additional language agreed upon by Commission will be updated by staff for next draft.

9. **CORRESPONDENCE:** Received.

10. **REPORTS: *Spring Clean-Up scheduled for Saturday, May 16<sup>th</sup>.***

a. **Planning and Zoning Administrator** – Updates already given include Redevelopment Ready Communities progress as well as Planning Commission Annual Report.

b. **Council Representative** – Mullaly: The Council has been discussing plans for reopening the Village. Reported about DDA budget spending approval for assisting downtown businesses affected by Covid-19. Attended a webinar for Host Compliance pertaining to Short-Term Rentals and restrictions due to Covid-19.

c. **ZBA Representative** – None.

d. **Green ER** – Ragland: Everything put on hold due to Covid-19 pandemic.

11. **CALENDAR REVIEW:** The next Planning Commission meeting is Tuesday, May 26, 2020, immediately following joint Planning Commission/Village Council workshop.

12. **AGENDA ITEMS FOR NEXT MEETING:**

a. Short-Term Rental ordinance draft.

b. Public Hearing – Hertler Investments, LLC.

13. **ADJOURNMENT:**

Chair Ragland adjourned the meeting at 9:36 p.m.