



# Village of Elk Rapids

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**To:** Planning Commissioners  
**From:** Kyle Storey, Planning and Zoning Administrator  
**Date:** August 18, 2020  
**Re:** Amended Planning Commission Minutes – June 23<sup>rd</sup>, 2020

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Dear Commissioners,

During the Village Council Regular meeting of August 3<sup>rd</sup>; it was noted that a word change under Section 7: New Business was in order. Under 7.a. of the June 23<sup>rd</sup>, 2020 Planning Commission meeting minutes, the word 'distribution' has been changed to 'disruption.' These amended meeting minutes follows this memo.

Please reach out if you have any questions or concerns about this.

Thank you,

**Kyle Storey**  
Planning and Zoning Administrator  
Village of Elk Rapids



**Regular Meeting Minutes (Amended 8/4/2020)**  
**Village of Elk Rapids Planning Commission**  
**Tuesday, June 23, 2020 at 7 P.M.**  
**Meeting held via Zoom Platform**

1. **CALL TO ORDER** – Chair Royce Ragland
  - a. **PLEDGE OF ALLEGIANCE:** Led by Ragland.
  - b. **ROLL CALL:**  
**Present:** Royce Ragland, Kim Ranger, Barb Mullaly, Lauren Dake, Matt Conrad, Wally Hibbard and Richard Smith.  
**Staff:** Assistant Manager/Clerk Caroline Kennedy, Village Manager William Cooper, Planning and Zoning Administrator Kyle Storey.  
**Zoom Participants:** 45
2. **APPROVAL OF AGENDA:** **Motion:** Hibbard, **Second:** Dake.  
By unanimous consent, **Motion Carried.**
  - Commissioner Conrad joins meeting
3. **MINUTES of Rescheduled meeting of May 26, 2020:** Amend Section 1.b. to state 22 ‘Zoom Participants’  
**Motion:** Mullaly, **Second:** Smith.  
By unanimous consent, **Motion Carried.**  
  
**MINUTES of Special Planning Commission Stakeholder Forum meeting of June 9, 2020:**  
**Motion:** Hibbard, **Second:** Smith.  
By unanimous consent, **Motion Carried.**
4. **CONFLICT OF INTEREST:** Conrad – Short Term Rentals.
5. **PUBLIC HEARING:** Hertler Investment, LLC Rezoning Request – 503 Ames Street Parcel #05-43-125-002-00.

Mr. McKeller, attorney for Mr. Hertler, spoke on behalf of applicant. Discussed background of project; variance was granted for four individual residential building sites. Mr. Hertler concluded instead of being a property manager on site that the parcel would be best suited as single family, owner occupied and maintained. R-3 Zoning district would allow to separate lots and land division requirements. Mr. Hertler would be the builder and developer. The price range for these houses would be maximum of \$350,000. All setbacks for R-3 will be met for this project, which is a little more lenient than the original Zoning setbacks. Timeline for breaking ground is proposed by June 1, 2021. Demolition of existing building proposed for May 1, 2021. Village staff stated that when this came to ZBA, it was not challenged and was

unanimously granted. Staff recommends approval. No Public Comments were given on this rezoning Request. Public Hearing closed.

6. **CITIZEN COMMENTS:** No citizens spoke.

7. **NEW BUSINESS:**

a. **503 Ames St.—Request for Rezoning from RM-L Multi Family Residential (Low Density) District to R-3 Single Family Residential District.**

Mullaly stated that looking at Zoning map; this rezoning is compatible and should not cause any disruption in the residential neighborhood.

**Motion:** Mullaly, **Second:** Conrad.

By unanimous consent, **Motion Carried.**

b. **Election of Secretary**

Discussion ensued about the discrepancies within the PC by-laws about “appointed” and “taking office after election.” Mullaly suggested appointing secretary and re-looking at by-laws in future. Mullaly suggested Storey as Secretary. Ragland appointed Storey as Secretary for now.

8. **UNFINISHED BUSINESS:**

a. **Short Term Rentals**

Commissioner Conrad excused himself for the remainder of the meeting.

Planning Commission members went over the draft Ordinance #502 Short Term Rental Business line by line. Review of suggestions from both the Stakeholder Forum and Joint Village Council/Planning Commission Workshop aided in the discussion and ensuing recommendations. Staff to handle multiple edit updates and bring back to Planning Commission. Other Short-Term Rental Business documents reviewed included the step-by-step guide, application, and good neighbor guide. The Planning Commission made recommendations for edits.

9. **CORRESPONDENCE:** Received.

10. **STAFF REPORT:**

Storey discussed Michigan State University Citizen Planner training. Commissioner Ranger needs to take and Storey committed to signing Ms. Ranger up for the course. Master Citizen Planner webinars will be made available to all Commissioners. For those who are already certified Citizen Planners; these webinars will help keep that certification current. Ragland added more training opportunities and resources.

11. **CALENDAR REVIEW:** A Special Planning Commission was recommended by Staff. Commissioners discussed attorney review timelines and settled on two tentative dates – Monday, June 29<sup>th</sup> or Wednesday, July 1<sup>st</sup> at 6:30 p.m. via Zoom. Dake will not be in attendance and is excused.

The next Regular Planning Commission meeting is Tuesday, July 28, 2020, at 7 p.m., via Zoom.

**12. CITIZEN COMMENTS:** No citizens spoke.

**13. ADJOURNMENT:**

Chair Ragland adjourned the meeting at 11:04 p.m.