

Regular Meeting Minutes
Village of Elk Rapids Planning Commission
Tuesday, July 28, 2020 at 7:00 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, Wally Hibbard, Matt Conrad and Richard Smith.
Excused: Lauren Dake.
Staff: Village Manager William Cooper, Planning and Zoning Administrator Kyle Storey.
Zoom Participants: 18
2. **APPROVAL OF AGENDA:** **Motion:** Hibbard, **Second:** Smith.
By unanimous consent, **Motion Carried.**
3. **MINUTES of Regular Planning Commission meeting of June 23, 2020:**
Motion: Mullaly, **Second:** Smith.
By unanimous consent, **Motion Carried.**

MINUTES of Special Planning Commission meeting of June 29, 2020:
Motion: Hibbard, **Second:** Conrad.
By unanimous consent, **Motion Carried.**
 - Commissioner Dake joins meeting.
4. **CONFLICT OF INTEREST:** None.
5. **PUBLIC HEARING:** None.
6. **CITIZEN COMMENTS:** No citizens spoke.
7. **NEW BUSINESS:**
By-Law Review/Amendment –

Citizen Comment Time - **Motion:** by Dake **Second:** by Smith to amend the citizen comment time from 5 minutes to 3 minutes. Yes - 6, No - 1 **Motion Carried.**

Clarify Secretary Language - **Motion:** by Mullaly **Second:** by Conrad to amend the by-laws by adding the words “or appointment” following “election” in the third sentence of Article 2 (A) OFFICERS in the Planning Commission By-Laws. Yes - 7, No - 0 **Motion Carried.**

Recreational Unit Ordinance Language Discussion – Discussion ensued about current Recreational Unit ordinance language and how enforcement has been easygoing since the ordinance adoption in 2015. More information from surrounding communities about this subject was requested for next Planning Commission meeting. Discussions about sending out informational letters to residents about forthcoming enforcement processes will continue at next Planning Commission meeting.

8. **UNFINISHED BUSINESS:**

Strategic Plan Update – An updated strategic plan with status updates from defined objectives, tasks and resources, benchmarks, and timelines was provided and discussed. Prioritizing the step-wise order of operations for handling these objectives to be further discussed at next Planning Commission meeting.

Redevelopment Ready Communities Certification Update – A synthesized version of the remaining items towards RRC Certification was provided and discussed. These items will be addressed when the development season has passed, and the current workload isn't filled with as many time restrictive projects.

9. **CALENDAR REVIEW:** The next Regular Planning Commission meeting is Tuesday, August 25, 2020, at 7 p.m., via the Zoom Platform.

ADJOURNMENT: Motion to Adjourn: Motion: Conrad, **Second:** Dake. All in favor. Meeting adjourned at 8:18 p.m.