

**Regular Meeting Minutes**  
**Village of Elk Rapids Planning Commission**  
**Tuesday, August 25, 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, Village Assistant Manager Caroline Kennedy & Planning and Zoning Administrator Kyle Storey.  
**Zoom Participants:** 14
2. **MINUTES** of Amended Regular Planning Commission meeting of June 23, 2020:  
**Motion:** Hibbard, **Second:** Smith.  
By unanimous consent, **Motion Carried.**  
  
**MINUTES** of Regular Planning Commission meeting of July 28, 2020:  
**Motion:** Smith, **Second:** Conrad.  
By unanimous consent, **Motion Carried.**
3. **CONFLICT OF INTEREST:** None.
4. **CITIZEN COMMENTS:** No citizens spoke.
5. **PUBLIC HEARING:** None.
6. **UNFINISHED BUSINESS:**  
**Recreational Vehicle Storage** – Mr. Storey gave a report of how Recreational Vehicle Storage problems continue to surface within the Village limits. The report showcased surrounding communities and their Ordinance language pertaining to the subject matter. Mr. Storey gave a recommendation to Commission for amending Zoning Ordinance with language about not allowing living, lodging, or electrical hook ups in recreational vehicles for more than a certain amount of time. Discussion ensued.

- **Commissioner Mullaly joined meeting**

Suggestions included – Recreational Vehicle Storage allowed in side-yard not to be located any further than the front plane of the principal residence. Commissioners concluded to send out a Newspaper Notice, publication and online post outlining problems in Recreational Vehicle Storage Ordinance and Planning Commission’s subsequent research and development of amending language on-going.

7. **NEW BUSINESS:**

**PC Goals/Priority Setting** – Mr. Storey gave report of the status of projects relating to the Village Strategic Plan. Discussion ensued about prioritizing specific items in plan to address. Mr. Storey gave his opinion about housing issues including developing a Site Plan Review Committee, through the Redevelopment Ready Communities objectives and delving into Residential District Dimensional requirements including minimum house sizes, etc. Discussion surrounding Short Term Rentals in the Business District ensued. Mr. Storey was tasked with providing examples of other community's who participate in this type of use.

8. **REPORTS:**

a. **STAFF-**

1. Short Term Rental Business Ordinance update given. Fee Schedule and Appeals Policy documents ongoing.
2. Ames District Corridor Improvement Plan update given. Three different schematics have been developed by C2AE. Flyer for survey to be completed soon advertising online and hard copy survey as well as Public Input session on September 30<sup>th</sup> from 5-7pm at Government Center.
3. Housing Initiatives update given. A synopsis of ideas, tools, and options for combating housing issues throughout the Village given. Discussion of inviting Housing North staff to Planning Commission to present of topics. Suggestion of attending Northern Michigan Housing Summit by Chair Ragland and Staff to develop a platform of information to delve into housing topics. Chair Ragland outlined Housing Conservancy objectives.

b. **COUNCIL LIAISON –**

1. Electric Vehicle Charging (EVC) stations being discussed at Council level. Possibility of acquiring one and locating it in the Cedar Street parking lot. More information was provided by Ms. Kennedy about functionality and working process of proposed station.
2. Norte, a non-profit organization dedicated to building stronger, better connected, and more walk/bike friendly communities is working on locating a 'bike shed' for residential usage in Rotary Park.

9. **CALENDAR REVIEW:** The next Regular Planning Commission meeting is Tuesday, September 22, 2020, at 7 p.m., via the Zoom Platform.

10. **ADJOURNMENT: Motion to Adjourn: Motion: Smith, Second: Mullaly.** All in favor. Meeting adjourned at 8:09 p.m.