

**Village of Elk Rapids Planning Commission**  
**Regular Meeting Minutes**  
**January 26, 2021 at 7 P.M.**  
**Held Remotely Via Zoom Platform**

1. **CALL TO ORDER** - Chair Royce Ragland
  - a. **PLEDGE OF ALLEGIANCE:** Led by Ragland.  
**Commissioners Present:** Royce Ragland, Kim Ranger, Lauren Dake, Richard Smith, Barb Mullaly, Wallace Hibbard, Absent: Matt Conrad  
**Staff:** Village Manager William Cooper, New Village Manager Bryan Gruesbeck
2. **MINUTES of November 24, 2020:** **Motion:** Mullaly, **Second:** Hibbard,  
By unanimous consent, **Motion Carried.**
3. **CONFLICT OF INTEREST:** None.
4. **PUBLIC HEARING:** None.
5. **CITIZENS COMMENTS:** None.
6. **UNFINISHED BUSINESS:**
  - a. **Recreational Vehicle Ordinance Amendment Discussion**

Ragland proposed that we have Elise Craft use our notes from prior meetings, that were documented by Mr. Storey, to create a revised draft of the ordinance. Village Manager Gruesbeck offered to work with Craft to write this review and insert accompanying diagrams. The document will then be reviewed by Ragland and Mullaly prior to the next Planning Commission meeting. The final draft of the document will be shared and reviewed by the full Planning Commission in February.
  - b. **Registrations Update - Short Term Rental**

Mullaly requested that this agenda item be put under Reports rather than as Unfinished Business, as the Short Term Rental (STR) Ordinance has been completed. Mullaly indicated that 43 regular STR business units have been registered and that registration has gone relatively smoothly. Fourteen letters were sent out to property owners who potentially should have registered. Seven or eight businesses have not yet registered so a second letter will be going out to them. A meeting with Host Compliance will be happening in the next couple of weeks. Mullaly indicated that the data from Host Compliance and the registrations will be interesting and a good tool to have available.
  - c. **Redevelopment Ready Communities Discussion**

Mullaly suggested that the Commission's next charge be to review residential zoning dimensions.

\*Commissioner Conrad joins the meeting

## 7. **New Business:**

### **a. Recreational Vehicle Storage Ordinance**

An updated Amendment will be shared with the Village Council following approval of the revised draft at the February Planning Commission meeting.

### **b. Review of Lighting Ordinance**

Hibbard shared concerns regarding state lighting law and how this impacts portions of the Village Ordinance. Discussion regarding current lighting issues within the Village, such as at the lighting at the intersections of Spruce & Ottawa, Traverse & Elm, and Ottawa & Ash needs to be addressed. Ragland indicated that she will contact DPW Superintendent Evans to see if the concerns can be rectified locally or if this involves Consumers Energy. Village Manager Gruesbeck will contact Consumers Energy to clarify their role with Village lighting.

Discussion ensued regarding how to educate property owners on the Village Ordinances and how to best enforce ordinances. It was suggested that when a planning/zoning person is hired, that a system of education could be implemented. Village Manager Gruesbeck supported the idea of investigating the idea and cost of a paid ordinance enforcer. He liked the idea of education first, review, and if needed, enforcement. It was determined that the current lighting ordinance is approximately eight years old and may need some updating. This is something the commission will investigate and revisit.

## 8. **Reports:**

- a. **Staff** - Cooper indicated that there were two potential alley abandonments and a zoning issue to resolve.
- b. **Planning Commission Chair:** Ragland encouraged everyone to attend the upcoming Zoom chat with Doug Griffiths, President & Founder of 13 Ways and author of "13 Ways To Kill Your Community" on Thursday, January 28, 7-8 p.m.
- c. **Village Council Representative:** Mullaly encouraged all commissioners to attend the Zoom meeting with the DDA on Wednesday, January 27 as it will provide information for future Village happenings. The Village Council has been working on budgets and will be presenting these at the February meeting.

9. **CALENDAR REVIEW:** Next Scheduled Planning Commission Meeting is February 23, 2021 at 7:00 P.M. via Remote Access - Zoom platform.

**11. ADJOURNMENT:**

**Motion:** Conrad, **Second:** Dake. By unanimous consent, **Motion Carried.**