



AGENDA

PLANNING COMMISSION REGULAR MEETING

TUESDAY, JULY 27, 2021 AT 7:00 P.M.

HELD AT THE GOVERNMENT CENTER, 315 BRIDGE ST, ELK RAPIDS, MI 49629

1. CALL TO ORDER:

A. PLEDGE OF ALLEGIANCE

- B. ROLL CALL:** Royce Ragland Kim Ranger David Lien Julie Farrell
 Barb Mullaly Wallace Hibbard Matt Conrad

2. APPROVAL OF AGENDA:

- A.** Approval of agenda for July 27, 2021.

Motion by _____, 2nd by _____ (Voice Vote)

3. MINUTES:

- A.** Approval of Minutes Regular Planning Commission meeting June 22, 2021.

Motion by _____, 2nd by _____ (Voice Vote)

4. CONFLICT OF INTEREST:

Any Commission member who believes that he or she has a conflict of interest regarding any item on this agenda shall so state that conflict at this time. Does any member believe they have a conflict of interest at this time?

5. CITIZEN COMMENTS:

Any Citizen who wishes to address the Planning Commission on a matter not listed on this agenda may speak at this time. The Planning Commission Chair should recognize the citizen before speaking. A three-minute limitation applies unless extended by the Chair. Citizens wishing to speak on matters listed on the agenda will be permitted, under the same limitations, to speak when the matter is brought before the Commission. Does any citizen wish to address the Planning Commission on a matter not listed on this Agenda?

6. PUBLIC HEARING: None

7. UNFINISHED BUSINESS:

- A.** Review of Proposed Ordinance #504 Storage of Recreational Vehicles and/or Recreational Units. The Village Council requested that the Planning Commission review the proposed ordinance and discuss possible clarifications (see attached proposed ordinance).

8. NEW BUSINESS:

- A.** Begin discussion on housing related background material.
B. Discussion on ideas for future meetings
C. Begin review of R1 standards

9. REPORTS:

- A.** Staff

- B. Planning Commission Chair
- C. Village Council Liaison

10. CALENDER REVIEW: Next Scheduled Planning Commission Meeting – August 24th, 2021 at 7:00 P.M. Government Center, 315 Bridge St. Public encouraged to attend via Zoom.

11. CORRESPONDENCE AND READING MATERIAL FOR AUGUST:

- <https://anchor.fm/housingnorth/episodes/Funding-Housing-Projects---Dan-Leonard--MEDC-e11j4uh>
- <https://anchor.fm/housingnorth/episodes/Being-Housing-Friendly---Michigan-Community-Capital-e11g08g>
- <https://anchor.fm/housingnorth/episodes/Land-Bank-2-0-with-Emily-Doerr-e11mhhb>
- <https://anchor.fm/housingnorth/episodes/Community-Impact-Investing-with-Chris-Miller-e11mh5l>

12. ADJOURNMENT. Motion _____, 2nd by _____. (Voice Vote)

MEMBERS OF THE PUBLIC:

Please see the attached instructions for participating electronically in this meeting. Please read all instructions before joining the meeting.

Before the start of the meeting

1. Zoom virtual meeting will start 30 minutes before the posted meeting start time
2. All participants will be placed in a virtual waiting room until the meeting moderator (Host) starts the virtual meeting
3. Video/Audio Settings
 - a. Planning Commission members, the Planning and Zoning Administrator, and the City Manager will be unmuted immediately (by the meeting moderator) upon joining the meeting
 - b. Meeting attendees will have their video turned off and we will not see their faces.
 - c. The meeting moderator is the only person who is able to unmute meeting participants during the meeting
4. Information you need to know:
 - a. Recorded Meeting: This meeting is being recorded
 - b. Public Participants: All meeting participant’s audio will be muted and their individual video broadcast will be turned off when they join the virtual meeting.
 - c. Violations: According to the Attorney General, disruptive behavior maybe be subject to criminal charges under MCL 752.797 and MCL 750.540. Disruptive behavior may result in being muted, being returned to the waiting room, or being removed from the meeting.
 - d. Public Comments:
 - i. The PC Chair will announce that we have reached public comment.
 - ii. Participants wishing to speak will “raise their hand”
 - iii. The PC Chair will greet the person, ask them to state their first/last name, home address and limit their comments to 3 minutes
 - iv. . The moderator will unmute them
 - v. After their comments have been concluded, the moderator will mute the participant

NOTE: We will complete steps 2-5 until all public comments have been heard.

After the meeting adjourns

1. Meeting Moderator will save the meeting recording to the Zoom cloud

How the public can participate in the meeting

Virtual meeting link is included with agenda materials (below) Options to join:

- o Copy and Paste the meeting link - no need to setup a FREE Zoom account
- o Use Zoom app or web site – only need meeting ID and password

Hi there,

You are invited to a Zoom webinar.

When: Jul 27, 2021 07:00 PM Eastern Time (US and Canada)

Topic: July Planning Commission Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85733810376?pwd=QWt3MEtZeTR2UEpLbHNPeFI0QkVXUT09>

Passcode: 893746

Or One tap mobile :

US: +13017158592,,85733810376# or +13126266799,,85733810376#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128

Webinar ID: 857 3381 0376

International numbers available: <https://us02web.zoom.us/j/85733810376?pwd=QWt3MEtZeTR2UEpLbHNPeFI0QkVXUT09>

Village of Elk Rapids Planning Commission
Regular Meeting Minutes
June 22, 2021 at 7 P.M.
Held in person at 315 Bridge St, Elk Rapids, MI 49629

1. **CALL TO ORDER** – Chair Royce Ragland
 - a. **PLEDGE OF ALLEGIANCE:** Led by Ragland.
 - b. **ROLL CALL:**
Commissioners Present: Royce Ragland, Matt Conrad, Julie Farrell, Barb Mullaly, Wally Hibbard, Kim Ranger **Absent:** none.
Staff Present: Village Manager Bryan Gruesbeck and Planning & Zoning Administrator Kerri Esterley
Citizens Present: 7
2. **MINUTES:** **Motion:** Mullaly **Second:** Hibbard to accept May 25, 2021 minutes. By unanimous consent, **Motion carried.**
3. **CONFLICT OF INTEREST:** None.
4. **CITIZEN COMMENTS:** None.
5. **PUBLIC HEARING:** None.
6. **UNFINISHED BUSINESS:** None.
7. **NEW BUSINESS:**
 - a. **Yarrow Brown, Executive Director of Housing North** gave a presentation on the Housing Ready campaign and the different opportunities Housing North can provide for communities to help with their housing issues. Several commissioners and 3 citizens provided questions for Ms. Brown at different times during the presentation.
8. **REPORTS:**
 - a. **Staff** – Kerri Esterley reported that things were quiet but moving along.
 - b. **Planning Commission Chair** – spoke about looking ahead at our master plan and future topics to discuss at PC meetings.
 - c. **Village Council Representative** – Barb Mullaly gave copies of an article from MML regarding House Bill #4722 and Senate Bill #446 on short-term rentals. Mullaly and Ragland reported they wrote letters to the House and Senate. Mullaly and Ragland discussed the idea of the Village Council approving a resolution to send to Representative Borton and Senator Schmidt encouraging them to support local municipalities having control over short term rentals. PC unanimously agreed on this. Mullaly reported that

Village Council had their first reading on the RV ordinance and the public hearing would be in a July Village Council meeting. Lastly, Mullaly mentioned how the Commission Appreciation event at the June 21st, 2021 VC meeting went really well and a lot was learned.

9. **CORRESPONDENCE:** None.

10. **CALENDAR REVIEW:** The next scheduled Planning Commission meeting is tentatively scheduled to be held in person on Tuesday, July 27, 2021, at 7:00 P.M. at the Government Center located at 315 Bridge Street, Elk Rapids, Michigan.

11. **ADJOURNMENT:**

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

PROPOSED ORDINANCE # 504
ELK RAPIDS ZONING CODE
CHAPTER 500 – SITE DEVELOPMENT STANDARDS

The Village of Elk Rapids ordains to amend Chapter 500 SITE DEVELOPMENT STANDARDS §518 STORAGE OF RECREATIONAL VEHICLES AND/OR RECREATIONAL UNITS of the Village of Elk Rapids Zoning Code, for the purpose of detailing the storage of Recreation Vehicles within village limits.

§518 STORAGE OF RECREATIONAL VEHICLES AND/OR RECREATIONAL UNITS.

A. The storage of Recreational Vehicles and/or Recreational Units shall be allowed on lots in all zoning districts in accordance with the requirements noted below. For the purposes of this section, two-family dwellings are considered a single-family dwelling.

1. The storage of Recreational Vehicles and/or Recreational Units shall be allowed only on a lot used for a dwelling or a lot adjacent to a dwelling. In addition, the vehicle must be owned by the dwelling occupant.

2. The storage of Recreational Vehicles and/or Recreational Units shall be allowed if they are five (5) feet setback from the rear and side yard property line and behind the front plane of the principal structure.

3. Not more than two (2) Recreational Vehicles and/or Recreational Units shall be allowed per single-family dwelling.

B. No outdoor storage or parking of vehicles or trucks over one-ton rated capacity, or similar heavy equipment or construction equipment, shall be permitted in a yard or on a lot located in any Residential zoning district, other than for the temporary parking of trucks or equipment engaged in construction on the site or being used for pickup or delivery purposes.

C. Recreational vehicles and units may be used for living or lodging purposes on a parcel with a principal building.

1. Living or lodging allowed for no more than 7 consecutive days, not to exceed 14 days within a 30 day period.
2. Village approval and registration is required through the Village Planning and Zoning Administrator.
3. Recreational vehicles and units must be located within a back or side yard.
4. A Five-Foot setback from the rear and side yard must be adhered to for emergency vehicle access.
5. Parking of recreational vehicles and units must be behind the front plane of the principal structure.

Ordinance # 504 shall be in full force upon the date of publication (Thursday, July 22, 2021) and filed in the office of the Village Clerk.

YAYS:

NAYS:

ABSTAIN:

ABSENT:

I do hereby certify that the above ordinance to amend the Village of Elk Rapids General Code of Ordinances is a true and correct copy of that recorded in the official minutes of the July 19, 2021 Elk Rapids Regular Village Council Meeting.

James Janisse
Village President

Kaitlyn Szczypka
Village Clerk

Village of Elk Rapids Communication Initiation Form

Date:

Communication To:

Month Day Year

Name of body submitting communication:

Date of meeting body approved communication:

Members present (last names):

Chair of submitting body:

Topic of communication:

General purpose of communication:

Resolution/Motion/Request:

Material attached supporting communication (list each document separately):

COMMUNICATION RESPONSE:

Name of body responding to communication:

Date of meeting body approved response:

Members present (last names):

Chairman of body:

Response:

Material attached supporting response (list each document attached):

**VILLAGE OF ELK RAPIDS COMMUNICATION FORMS ARE FOR COMMISSIONS,
COMMITTEES AND COUNCIL USE.**

Rationale for use:

- Minutes of commissions and committees are sent to Council for information only. Council acknowledges “receipt of minutes” when they are accepted in the course of Council agenda items. This acceptance does not indicate approval of commission action, and does not authorize action on requests, or answer questions.
- Requests, recommendations, and/or questions (from Commission to Council and from Council to Commission or Committees) often gets lost in the report to council by the commission liaison, resulting in confusion, misunderstanding, and inaction or delays by all parties.
- The use of the “Communication Form” will eliminate confusion and hearsay by clearly stating recommendations and/or requests for council approval and/or action.
- The form when completed will serve as a record that clarifies intent and action taken by all parties, and assures prompt action by all. The communication identification at the top of the page is critical as this letter and number system will follow the project/request as it progress through the system.
- Minutes of commissions/committees serve as documents for internal use.
- Council and Commission minutes are a public record.