



## AGENDA

### PLANNING COMMISSION REGULAR MEETING TUESDAY, OCTOBER 26, 2021 AT 7:00 P.M.

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

**COURTESY REMINDER: PLEASE HOLD ALL SIDE-BAR CONVERSATIONS OUTSIDE OF COUNCIL CHAMBERS. THESE CONVERSATIONS ARE DISTRACTING AND HINDER THE PLANNING COMMISSION'S ABILITY TO HAVE PRODUCTIVE DISCUSSIONS.**

**1. CALL TO ORDER:**

**A. PLEDGE OF ALLEGIANCE**

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

**2. APPROVAL OF AGENDA:**

- A.** Approval of agenda for October 26, 2021.

Motion by \_\_\_\_\_, 2<sup>nd</sup> by \_\_\_\_\_ (Voice Vote)

**3. MINUTES:**

- A.** Approval of Minutes Regular Planning Commission meeting September 28, 2021.

Motion by \_\_\_\_\_, 2<sup>nd</sup> 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 currently?

**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.** None

**8. NEW BUSINESS:**

- A.** Guest Speaker – Keith Schneider, Senior Editor, Chief Correspondent, at Circle of Blue. “A Climate Haven Future for Our Region?”  
**B.** 112 Dexter St Presentation  
**C.** Housing North Summit

- D. Joint meeting with Township (November?)
- E. Shoreline Assessment Management Plan update

**9. REPORTS:**

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

**10. CALENDER REVIEW:** Next Scheduled Planning Commission Meeting – November 23<sup>rd</sup>, 2021 at 7:00 P.M. Government Center, 315 Bridge St. Public encouraged to attend via Zoom.

**11. CORRESPONDENCE AND READING MATERIAL:** None

**12. ADJOURNMENT.** Motion \_\_\_\_\_, 2<sup>nd</sup> 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 can 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

You are invited to a Zoom webinar.

When: Oct 26, 2021 07:00 PM Eastern Time (US and Canada)

Topic: October Planning Commission

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88481450605?pwd=UjVWY3hqdnFPRIlwMkM3S1JzYi93dz09>

Passcode: 678054

Or One tap mobile :

US: +16465588656,,88481450605# or +13017158592,,88481450605#

Or Telephone:

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

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

Webinar ID: 884 8145 0605

International numbers available: <https://us02web.zoom.us/j/88481450605>

**Village of Elk Rapids Planning Commission**  
**Regular Meeting Minutes**  
**September 28, 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, Julie Farrell, Barb Mullaly, Wally Hibbard, Kim Ranger, Dave Lein & Matt Conrad  
**Absent:** No one  
**Staff Present:** Planning & Zoning Administrator Kerri Esterley and Village Manager Bryan Gruesbeck  
**Citizens Present:** 1
2. **APPROVAL OF AGENDA:** Mullaly asked for the agenda to be amended to include discussion of STRB fees under “New Business”. **Motion:** Mullaly **Second:** Ranger to accept September 28<sup>th</sup>, 2021 agenda. By unanimous consent, **Motion carried.**
3. **MINUTES:** **Motion:** Hibbard **Second:** Lein to accept August 24<sup>th</sup>, 2021 minutes. By unanimous consent, **Motion carried.**
4. **CONFLICT OF INTEREST:** None.
5. **CITIZEN COMMENTS:** None
6. **PUBLIC HEARING:** None.
7. **UNFINISHED BUSINESS:** Review of Ordinance #504 Storage of Recreational Vehicles and/or Recreational Units. A third draft was presented to the commission for review. 1 citizen spoke. Commission decided to finalize their version to give to the Village Council at their October 4<sup>th</sup>, 2021 meeting.
8. **NEW BUSINESS:**
  - a. **Master Plan:** Chair informed commission on trainings she was looking into for commissioners as a group.
  - b. **Shoreline Assessment Management Plan:** Chair discussed working with the DDA, Parks & Recreation commission and possibly the Harbor on creating a management plan for the Village. Currently the cost is \$3,200. Chair is in discussion with ELSA for use of their drone.

- c. **Housing North Summit:** 2021 Summit runs from October 19-21<sup>st</sup>, 2021, virtually. Chair encouraged commissioners to sign up via the Village office. Will discuss topics heard at next meeting.
- d. **Guest Speaker:** Commission Chair was able to confirm guest speak Keith Schneider for the October 26<sup>th</sup>, 2021 meeting. He will be attending via Zoom.
- e. **Joint Meeting with Township:** Discussed topics: housing, master plan and climate issues to work on with the Township at the November meeting.

**9. REPORTS:**

- a. **Staff** – Kerri Esterley reported on permit update, the second meeting of the housing taskforce and an update on Municode going through our code and merging it with the general code.
- b. **Planning Commission Chair** – spoke in a previous discussion
- c. **Village Council Representative** – Barb Mullaly reported that the Village hired a new Treasurer to start November 1<sup>st</sup>, 2021. She also encouraged members to spread the word about 13 Ways and the updates and meetings that are happening. Village Manager Gruesbeck updated on Power Home Solar and the hopes of it being finalized soon.

**10. CORRESPONDENCE:** None.

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

**12. ADJOURNMENT:**

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



*Village of Elk Rapids*

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## MEMORANDUM

**TO:** Planning Commission

**FROM:** Kerri Esterley, Treasurer & Planning/Zoning & Community Development Administrator

**DATE:** October 26, 2021

**RE:** Planning/Zoning & Community Development Office

In this packet and memo you will find the following attachment and link:

1. List of all permits for 2021, as of October 22<sup>nd</sup>, 2021.
2. Housing North Story Map from the summit October 19-21, 2021. Please use this link to access it:

<https://storymaps.arcgis.com/stories/ab5fb3b5834c44ab8345beb0fcf01071>



I have received a special land use permit for 112 Dexter St. We will be reviewing the permit, per the process, at our November 23<sup>rd</sup> meeting. Tonight, we will hear a presentation from Michael Sherman of Socks Construction on his plans for this parcel. It will not be a review of the application, but just an informational presentation. You will receive the permit application, along with my recommendation before our next meeting so that you will have enough time to review before we discuss it in full.



I will be attending, virtually, the Planning Michigan 2021 Annual Conference on October 27-29<sup>th</sup>, 2021. Sessions will be recorded, and I am happy to send them along to anyone. I should receive links to these about a week after the conference.



**EEO**  
Equal Opportunity Employer

## 2021 ZONING PERMIT SUMMARY

PERMIT #	NAME	PARCEL ID#	ADDRESS	DESCRIPTION	APPLIED	FINALED
2021-001	LARK	022-017-40	111 IROQUOIS ST	MOVING HOUSE	1/4/21	01/06/21
2021-002	NOVAKOVA	100-066-01	234 CHARLES	DUPLEX CONVERSION	1/27/21	01/28/21
2021-003	PONTANEN	010-294-00	8692 CAIRN HWY	RENOVATION	1/29/21	01/29/21
2021-004	COOPER-ER MARINA-LANCE	900-111-00	118 BRIDGE ST	DEMO	2/2/21	02/02/21
2021-005	COOPER-ER MARINA-LANCE	900-111-00	118 BRIDGE ST	DEMO	2/18/21	02/18/21
2021-006	FAY, RICHARD	010-054-00	111 SPRUCE ST	HANDICAP RAMP	2/18/21	02/18/21
2021-007	EHLERS - HIBBARD	425-004-00	131 LAKELAND PL	RENOVATION	2/22/21	02/23/21
2021-008	KAIDEN, DANIEL	500-001-00	115 DEXTER UNIT 1	LOT SPLIT	2/23/21	02/23/21
2021-009	COOPER-ER MARINA-LANCE	900-111-00	118 BRIDGE ST	DEMO	3/1/21	03/01/21
2021-010	LEFEBRE, NICK	275-003-10	127 AMES	ADDITION - OUTDOOR BAR	3/3/21	03/22/21
2021-011	COOPER-ER MARINA-LANCE	900-111-00	118 BRIDGE ST	DEMO	3/9/21	03/11/21
2021-012	NGI INVESTMENTS	275-003-00	125 AMES ST	COMBINE	3/17/21	03/22/21
2021-013	RE2 CARPENTRY-BRABRANT	010-166-00	614 CHIPPEWA	NEW CONSTRUCTION	3/24/21	03/29/21
2021-014	FUNNELL, KRISTI	200-036-11	140 CENTER ST	GARAGE	3/26/21	03/29/21
2021-015	CRAMPTON-MCAVOY-LMP	200-030-10	215 RIVERSHORE	FENCE	3/29/21	03/26/21
2021-016	ORTON-ATTITUDE & EXP-SHELL	021-031-00	111 AMES	SIGN	3/31/21	03/30/21
2021-017	FOLLETT/MILLER	021-061-00	125 LAKE ST	NEW CONSTRUCTION	4/8/21	04/12/21
2021-018	DUFRESNE	010-068-00	108 TRAVERSE	FENCE	3/9/21	03/11/21
2021-019	HUSBAND, DEBBIE	375-002-00	112 MITCHELL	GAZEBO	4/15/21	04/15/21
2021-020	HERTLER,	125-002-00	503 AMES	LOT SPLIT	4/15/21	04/16/21
2021-021	DELICKTA, JOSH	150-008-00	620 WILBUR	DECK	4/19/21	04/19/21
2021-022	CHRISTIE, RONALD	020-015-00	714 S BAYSHORE	SHED	4/27/21	04/27/21
2021-023	MIXER, DAN	010-196-00	510 BRIDGE	SHED	4/29/21	05/04/21
2021-024	SLC REAL ESTATE (COOPER)	021-076-00	603 BRIDGE ST	FENCE	4/30/21	04/30/21
2021-025	FORTE BLDG	200-024-20	BRAND ST	NEW CONSTRUCTION	5/4/21	05/06/21
2021-026	LE BOS LLC	275-005-00	135 AMES ST	SIGN	5/11/21	05/19/21
2021-027	LE BOS LLC	275-005-00	135 AMES ST	WALK IN COOLER	5/11/21	05/19/21
2021-028	FARRELL, JERMOME	N/A	OAK/OTTAWA	NEW CONSTRUCTION	5/11/21	05/26/21
2021-029	WILLETTE, JUDITH	010-161-01	711 OTTAWA	FENCE	5/17/21	05/19/21
2021-030	SUH, MISAENG	100-009-00	505 E 3RD ST	FENCE	5/20/21	05/20/21
2021-031	COOPER-ER MARINA	900-111-00	118 BRIDGE ST	FENCE	5/24/21	05/25/21
2021-032	COOPER - ER MARINA	900-111-00	118 BRIDGE ST	SIGNS	5/19/21	05/25/21
2021-033	COOPER- ER MARINA	021-076-00	603 BRIDGE ST	SIGNS	5/19/21	05/25/21
2021-034	COOPER - ER MARINA	900-111-00	118 BRIDGE ST	SIGNS	5/19/21	06/07/21
2021-035	HERTLER, TIM	125-002-00	503 AMES ST	DEMO	6/3/21	06/03/21
2021-036	CENTURY 21 (SHAH/HURON)	250-014-00	116 RIVER ST	SIGN	6/3/21	VOID
2021-037	FORSTER, DON	225-032-00	205 LAKE ST	SHORELINE STABILIZATION	6/8/21	08/10/21
2021-038	ALLEN, KEVIN	200-026-00	309 E THIRD ST	DECK	6/15/21	06/16/21
2021-039	HOEZZE, DON	010-241-00	616 CEDAR ST	FRONT PATIO/ROOF EXTENSION	6/18/21	06/23/21

2021-040	HABECKER, DAVID	022-018-00	307 GREEN ACRES LANE	SHORELINE STABILIZATION	6/23/21	06/30/21
2021-041	HABECKER, DAVID	022-018-10	307 GREEN ACRES LANE	ADDITION - EXERCISE ROOM	6/14/21	06/16/21
2021-042	HUNTINGTON BANK	021-071-10	97 RIVER ST	SIGNS	6/23/21	06/30/21
2021-043	SELCH, LESLIE	200-021-10	222 BRAND ST	DEMO	6/25/21	06/30/21
2021-044	PAXSON, RYAN	200-017-00	212 BRAND ST	NEW CONSTRUCTION/DECK	7/28/21	08/09/21
2021-045	MI FAMILY CHIRO	010-002-00	104 BRIDGE ST	SIGN	7/15/21	07/19/21
2021-046	LENTZ, CALEB	200-045-10	119 RIVERSHORE	SHED	8/2/21	08/03/21
2021-047	KLAUER, BRIAN	175-018-00	601 ASH ST	GARAGE	8/17/21	08/18/21
2021-048	BANCARE, INC	021-071-10	97 RIVER ST	RENOVATION	8/17/21	08/27/21
2021-049	LOMASNEY, DAVID	010-219-00	517 CEDAR ST	FENCE	8/25/21	08/27/21
2021-050	HUNTINGTON BANK	021-071-10	97 RIVER ST	AWNINGS	9/2/21	09/10/21
2021-051	JACKSON RD	022-012-51		NEW CONSTRUCTION	9/1/21	09/10/21
2021-052	BUSHONG, DENNIS	325-057-10	823 MILLERS PARK	SHORELINE STABILIZATION	9/15/21	09/16/21
2021-053	MATTHEWS, PAUL	010-294-00	508 SPRUCE ST	NEW GARAGE/STUDIO	9/16/21	09/17/21
2021-054	NEAGLE, BRAD	022-009-00	726 GOLF COURSE DR	DEMO	9/24/21	09/26/21
2021-055	SACRED HEART CHURCH	021-041-00	VACANT LAND	LOT SPLIT	10/7/21	10/13/21
2021-056	SORENSEN ENGINEERING/SOCKS C	250-019-10	112 DEXTER	SPECIAL LAND USE - INN	10/1/21	
2021-057	EARL, MICHAEL	340-002-00	115 AMES #4-5	SIGN	10/13/21	10/13/21
2021-058	LAPORTE, ANDY	020-001-01	204 RIVER ST	DECK	10/13/21	
2021-059	OTTING, JOEL	330-003-00	611 IOSCO ST	GARAGE - DETACHED	10/13/21	10/13/21