



CHARLEVOIX COUNTY PLANNING COMMISSION

301 State Street
Charlevoix, Michigan 49720
(231) 547-7234
planning@charlevoixcounty.org

Approved Meeting Minutes August 3, 2017

I. Call to Order

Chairman Draves called the meeting to order at 7 p.m. in the Commissioners' Room at the Charlevoix County Building.

Members present: Bob Tidmore, Larry Levensgood, Bob Draves, Patrick Howard, Ron Van Zee, and Mike Webster

Members absent: Michael Buttigieg (excused)

Others present: Kiersten Stark (Planning Coordinator), Kevin Clements (Administrative Assistant), and Ron Reinhardt (County Commissioner Liaison).

II. Pledge of Allegiance

Patrick Howard led the Pledge of Allegiance.

III. Approval of Agenda

Kiersten asked that the following item be added to the agenda after Staff Comments: "Discussion of Beaver Island Meeting".

MOTION by Ron Van Zee to approve the tentative agenda as amended. Larry Levensgood seconded the motion. Voice vote: all in favor. Motion passed.

IV. Public Comments Unrelated to Agenda Items

None

V. County Business Items

Approval of Minutes of July 6, 2017 Meeting

Larry Levensgood made note on the July 6, 2017 Planning Commission minutes, page 5, under Marion Township Text Amendments, in the 4th line, insert the word "to" after the word "reduced".

MOTION by Mike Webster to approve the minutes of the July 6, 2017 meeting as corrected. Ron Van Zee seconded the motion. Voice vote: all in favor. Motion passed.

Correspondence and Communications

Kiersten said a Master Citizen Planner Webinar will be held on August 17, 2017 and the topic will be “Real Estate Law for Planning Commissioners.” One (1) credit hour will be given for Master Citizen Planners. The webinar will be held from 6:30 to 7:30 p.m. Kiersten said she plans to attend the webinar and she can host the webinar in the Commissioners’ Room if any Planning Commission members would like to attend. Larry Levengood, Bob Draves, Ron Van Zee, and Mike Webster expressed interest in the webinar.

Planning Commission Comments

Mike Webster- Work is still being performed on the culvert on Shadow Trails Road near Walloon Lake. The road is still closed and detour signs are up to direct traffic over to Klute Road. Patrick Howard said the Melrose/Chandler Township Fire Department had to detour near that area for 911 calls. Webster said Elmer’s has been performing the work, which has been going on for about 3 months.

Ron Van Zee- Bay Township is revisiting the proposed text amendments for accessory dwelling units. They received a lot of positive feedback from the township residents. Van Zee said most of the criticism was from lakefront property owners not wanting to see multiple structures on lakefront property. Van Zee said accessory dwelling units make more sense on properties further inland. The Bay Township Planning Commission will be doing studies of subdivisions that have accommodated workforce housing. As part of their research, they will look at average salary and the housing they can afford. Levengood said the City of Charlevoix had enacted an ordinance to accommodate workforce house which allows people to rent individual rooms in a single-family dwelling. Van Zee also reported that the Lake Charlevoix Association and Walloon Lake Association were opposed to the proposed 800 square foot maximum for accessory dwelling units near the lakefront, which is less than the 1,200 square foot maximum proposed at the time the County Planning Commission reviewed the proposed amendments. Van Zee also reported they had forwarded the most recent proposed text amendments regarding lot width to the Bay Township Board for adoption. He also said Bay Township had been receiving an above-average number of zoning permit applications.

Van Zee also reported that Hayes Township will be holding a Summer Beach Party at Camp Sea-Gull on August 19th. Hayes Township had submitted the plans and specifications for the proposed boat launch/fishing pier at Camp Sea-Gull to the DNR Waterways Commission. They still don’t have the Army Corps of Engineers permit, but they received a Michigan Department of Environmental Quality (MDEQ) permit. Van Zee reported that property owners on Eastern Avenue hired a company called “Sandtastic” to triple screen the sand at the public beach at the end of Eastern Avenue to give the sand a new coat. He said over 200 people were there to watch the City of Charlevoix’s Venetian Festival fireworks this year. Hayes Township hosted a Zoning Administrators quarterly meeting and one of the topics discussed was the upcoming Charlevoix County Planners Forum. Van Zee also reported Quarterline Road was recently repaved and looks great.

Patrick Howard- He reported that it was a bad year for hay. Most of the hay bales in the Upper Peninsula had to be burned. Howard had mentioned it was just a late start in the year to be cutting hay; first cutting was not ready until early July. Howard said because the first cutting was so late in the year, the nutritional value is down.

Larry Levensgood- Attended the Lake Charlevoix Association Annual Meeting on July 7th and the guest speaker was Jo Lattimer from MSU Extension, who spoke about aquatic invasive species control in the Great Lakes. Levensgood also attended a public engagement workshop held by the Tip of the Mitt Watershed Council related to the Line 5 pipeline on July 18th. Levensgood said the workshop was not well attended, especially given the controversial nature of Line 5. Levensgood also attended the Tip of the Mitt Watershed Council Annual Meeting that was held on July 20th. The MDEQ Communications Director was the main speaker, who talked about how the federal budget cuts could affect the DEQ, especially the Great Lakes Restoration program. Levensgood also attended the Great Lakes Restoration Initiative Information Fair at the college in Petoskey on August 2nd. The main topic was controlling aquatic invasive species. On August 5th, the Lake Charlevoix Association will be conducting its bi-annual boat count on Lake Charlevoix. The boat count has been conducted since the 1980's. They study trends in the number and size of boats on the lake over time. Draves asked if there would be any spraying for Phragmites, but Levensgood said it seems to be under control.

Bob Tidmore – Beaver Island officials have been trying to implement the Beaver Island Master Plan and ensure the zoning ordinance is consistent with the Master Plan. Tidmore said that the townships' planning commissions will be studying options for dealing with abandoned and wrecked vehicles on the Island. On September 25th and 26th, Beaver Island will be holding their first Island Consortium to discuss island issues, such as emergency services, economic development, accumulation of junk cars, etc. The Office of the Great Lakes will be running the program.

Bob Draves- South Arm Township recently passed a fireworks ordinance. Draves mentioned that 7 townships in Charlevoix County had passed the same ordinance. Bob said the Charlevoix County Sheriff's Office will enforce the ordinance in all of the townships as long as they adopt the identical ordinance. Draves also mentioned a few South Arm Township Planning Commission and Zoning Board of Appeals members had resigned, and the Township is seeking interested individuals to fill these vacancies. Draves reported the Jordan Valley EMS Authority was up 111 runs over last year.

County Commissioner Comments

Commissioner Reinhardt said a Farm Bureau policy meeting was held on August 2nd. The Line 5 pipeline came up as a topic for discussion and the consensus of those at the meeting was, do people realize how costly it would be if Line 5 is shut down? Commissioner Reinhardt and others emphasized that it would cost the taxpayer a lot more money in the long run if Line 5 is shut down.

Reinhardt also reported that the Cisco fish has made a comeback in the Great Lakes and its return is partly due to the presence of Zebra Mussels. Levensgood added that the Goby fish has also changed the fisheries by providing a valuable food source to some fish. Reinhardt said the basic night crawler is also an invasive species.

Discussion returned to the topic of the Line 5 pipeline. Levensgood said shutting down the pipeline is not the only option and that economics will determine the outcome.

Reinhardt also said he had spoken with the County Parks Director regarding the proposed boat launch at Whiting Park. Discussion took place regarding the boat launch and the DNR Waterways Grant offered to the County. The proposed launch would accommodate boats up to 26 feet in length. Reinhardt said another option might be to scale back the size of the launch to primarily serve smaller boats. It would likely be less expensive to build and may not necessitate the use of grant funds. A smaller launch could possibly be placed at the north end of the swimming beach, near the campground.

Staff Comments

Kiersten reported on the following Planning Department activities in July:

- Boyne City to Charlevoix Trail project
 - **Phase 1**
 - Grams property/storm water runoff issue: Project engineer is developing a letter to Mr. Grams to explain how the issue will be resolved (sediment tube to be installed at top of driveway where it meets the trail)
 - Spirea shrubs for the area adjacent to retaining wall in Boyne City limits to be purchased by mid-September and planted in early fall; temporary fence to be removed when shrubs are planted
 - (2) Benches to be installed by September 1st
 - Working on DNR grant reimbursement request – need assistance from project engineer to complete the remaining paperwork
 - **Phase 2**
 - Trail is under construction
 - Whitley property/request for screening – Will install plantings to provide screening and a gate to maintain access to the gas line for the gas company
 - Wilson property/request for trail connection - Road Commission and Parks Committee had concerns that this would set a precedent; also safety and liability concerns; Next step: Meet with County Building & Grounds Committee for further discussion and recommendation
 - Design change in the type of retaining wall installed at Boyne City Rd/See Rd – plans called for a boulder wall, but on closer inspection of the site conditions (available space within the right-of-way and presence of utilities), the project engineer recommended a segmental retaining wall instead; adjacent property owner took issue with the change in the type of wall; site visit involving project engineers, contractor, Road Commission, adjacent property owner, Township Supervisor, and myself (County Planning Coordinator) was held on 7/31 to discuss the issue
 - City of Charlevoix and the Charlevoix County Community Foundation formally presented their contributions to County Board at the July 12th Board meeting
 - **Phase 3**
 - Updating prior grant application for MDOT Transportation Alternatives Program (TAP) grant – due by August 7th

- Next steps:
 - Project engineer to update conceptual plan to show proposed trail route and location of trailhead, which will be given to Park of the Pines governing board for their ok to proceed
 - County Staff will contact Bay Township to apply for zoning permit for the trailhead
- **Phases 4 and 5**
 - County Staff has requested cost estimates from NDG to develop the long-term plan for the remainder of the trail
- On July 11th, I met with Gretchen Stelter from MSU Extension, who specializes in Disease Prevention & Management and Social & Emotional Health; she's a new Staff member at the Boyne City office; provided information on available educational opportunities, and she's interested in working with the County departments, the Health Department, and the hospital to offer these programs in the county
- County Board requested a recommendation from the Parks Committee on whether or not the County should accept a grant offered by the DNR Waterways Commission for a proposed boat launch at Whiting Park; Parks Committee discussed the issue at their July 17th meeting; many citizens attended the meeting in support of the boat launch; Committee determined they need further information before making a recommendation to the County Board
- Charlevoix County Planner's Forum – scheduled for Wednesday November 1st at 4:30 to 8:30 or 9:00 p.m.; Tip of the Mitt Watershed Council is developing the agenda with input from the Planner's Forum Committee, and has confirmed some of the speakers for the event; also planning the meal; Master Citizen Planner credits will be offered
- Prepared materials for tonight's meeting

Draves asked the Planning Commission if anyone had attended the last webinar on licensing of medical marijuana dispensaries. Draves said he learned that before a dispensary is sold, the change in ownership must be approved by the local government.

Discussion of Beaver Island Meeting

Kiersten said the Planning Commission had discussed holding the September 7th meeting on Beaver Island. She said we'll probably fly to the island at 8:30-9:00 am, tour the island, have lunch, and hold a mid-afternoon meeting before returning to the mainland around 5-6 PM that same day. Tidmore expressed interest in planning the itinerary for that day. He said we could use a County Transit bus for the tour and he could drive.

Some sites suggested for the tour included the property proposed for rezoning near the public airport, the downtown area, Fox Lake, the site for the proposed new Road Commission building, the Marine Museum, Transfer Station, and the CMU Water Research Center (old Coast Guard station).

Kiersten and Tidmore will plan the itinerary and make arrangements for that day.

Peaine Township Proposed Rezone (West/Artaza)

Kiersten said Peaine Township is proposing to rezone a portion of a parcel located at 27715 Paid Een Ogs Road, near the public airport. The area to be rezoned (marked as Parcel “D” on maps provided by the Township) is proposed to be added to an adjacent parcel (15-012-450-002-10), which is zoned Airport (“AA”) and is owned by the two townships, each with half interest. The subject parcel (Parcel “D”) is currently zoned Agricultural (“A”) and is proposed to be rezoned to Airport (“AA”). The purpose of the rezoning is to facilitate the sale of this land to the municipal airport (owned by the two townships) in order to comply with FAA (Federal Aviation Administration) regulations. Tree clearing would be done on the property to facilitate instrument flight approach. Kiersten reviewed the Planning Department Staff Review on the proposed rezoning, including a comparison of the land uses allowed in the Agricultural and Airport districts, the dimensional requirements in each district, the zoning and existing uses on the subject parcel and surrounding properties, and the relationship to the Beaver Island Master Plan. The Peaine Township Planning Commission had recommended rezoning the property (Parcel “D”) from Agricultural to Airport. Kiersten had no concerns with the proposed rezoning, except she noted that a proposed lot split adjacent to the area to be rezoned would result in a nonconforming use due to the existing pole barn (Parcel “A”).

MOTION by Bob Tidmore to recommend approval of the proposed rezoning and to note that a proposed lot split adjacent to the area proposed for rezoning would create a nonconformity due to the existing pole barn (Parcel “A”). Larry Levengood seconded the motion. Voice vote: All in favor. Motion passed.

VII. Any Unfinished County Business

Brief discussion took place regarding tiny houses.

VIII. Adjournment

MOTION by Bob Tidmore to adjourn the meeting. Ron Van Zee seconded the motion. All members were in favor of the motion. Motion passed.

Chairman Draves adjourned the meeting at 8:27 p.m.

Respectfully Submitted By,

Robert L. Tidmore
Secretary

RLT/kc