



CHARLEVOIX COUNTY PLANNING COMMISSION

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Approved Meeting Minutes April 7, 2016

I. Call to Order

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

Members present: Bob Draves, Larry Levensgood, Michael Buttigieg, Ron Van Zee, Patrick Howard, Bob Tidmore

Members absent: Dennis Jason (excused)

Others present: Ron Reinhardt (County Commissioner Liaison), Kiersten Stark (Planning Coordinator), Kevin Clements (Administrative Services Assistant), Elizabeth Calcutt (Networks Northwest), Ben Cunningham (R.B. Lyons Inc.)

II. Pledge of Allegiance

Larry Levensgood led the Pledge of Allegiance.

III. Approval of Agenda

Ron Van Zee asked that the "MDEQ Public Notice (Bergeron)-Eveline Township" be moved up on the agenda, since Ben Cunningham, the Agent for the project, was in the audience to address the Commission. Bob Draves suggested moving this item up to follow Approval of Minutes.

MOTION by Ron Van Zee to approve the tentative agenda as amended. Michael Buttigieg 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 March 3, 2016 Meeting

MOTION by Michael Buttigieg to approve the minutes of the March 3, 2016 meeting as presented. Larry Levensgood seconded the motion. Voice vote: all in favor. Motion passed.

VI. Townships, Cities, MDEQ & Corps of Engineers Items

MDEQ Public Notice (Bergeron)- Eveline Township

Kiersten Stark, Planning Coordinator, reviewed the Michigan Department of Environmental Quality (MDEQ) Public Notice for the permit application submitted by Noel and Melanie Bergeron to construct a 6-foot wide, 100 foot long permanent open pile dock with 20 feet and 30 feet finger docks, and three (3) spring pilings. The project will also include dredging and placement of two (2) seasonal boat lifts adjacent to the dock. The project is located on Lake Charlevoix at 09917 Birch Terrace Road in Eveline Township.

Ben Cunningham from R.B. Lyons Inc., the Agent/Contractor for the project, said the length of the proposed dock is comparable to that of existing docks in the area, and dredging is needed for the property owner to get their boat to the dock. Larry Levensgood said he was surprised to see how shallow the water is at that location. Michael Buttigieg voiced concern regarding the close proximity of the proposed dock to the riparian line. He said the dock would only be 30 feet from the riparian line. Mr. Cunningham said the Eveline Township Zoning Ordinance only requires a 10-foot setback from the riparian line. Mr. Cunningham also noted there is no permanent dock there now. Larry Levensgood had no objections to the proposed dock. He noted the alternative to dredging would have been to extend the dock further out into the lake. Levensgood didn't foresee any navigational issues with the proposed dock. Michael Buttigieg noted from the aerial view of the proposed site, it looked very shallow and he could see why dredging would have to be done in order to keep from extending the dock out further into the lake, which would be a potential navigational issue.

The consensus of the Planning Commission was to make no comment in response to this public notice.

V. County Business Items continued...

Correspondence and Communications

Kiersten reviewed the following correspondence and communications:

- Master Citizen Planner Webinar will be held on April 21, 2016 from 6:30-7:30 pm. The topic is Multi-modal Transportation for Attracting Talent and Jobs. Kiersten asked if anyone was interested in participating in the webinar. Kiersten said, if needed, she could provide instructions and assistance with accessing the webinar from their home computers. Bob Draves and Larry Levensgood would like to register for the program.
- Open house on Beaver Island with the Office of the Great Lakes, Maine Islands Institute,

and Maine Islanders on April 28, 2016 from 3:00-5:30 p.m. Bob Tidmore said he will be attending the open house and he invited other Commission members to attend as well.

Planning Commission Comments

Ron Van Zee – The quarterly meeting of Zoning Administrators from the local communities bordering Lake Charlevoix will be held April 29, 2016 at the Bay Township Hall. All Commission members are invited to attend and a lunch will be provided. Van Zee also reported that he attended the groundbreaking ceremony for the Boyne City to Charlevoix Non-motorized Trail, and he was very impressed with the progress that the contractor, Team Elmers, has made in regards to tree cutting. Bay Township has received an influx of parcel division applications as well as a special use permit application from Horton Creek Inn to host weddings at their Bed & Breakfast Inn. This is the first permit application for a special event that Bay Township has received since the Township adopted new zoning language to allow special events in the Agricultural District.

Patrick Howard – The Melrose/Chandler Township Fire Department ordered a hands-free CPR device. This will be the first device of its kind to be used by a rescue unit. The Melrose/Chandler Township Fire Department has been working with the Hudson Township and Boyne Valley Township Fire Department to reciprocate services, including training one another and sharing equipment, to help cut down on costs. Howard said the Melrose/Chandler Township Fire Department is also expanding their first responder service. First responders will be able to keep basic medical equipment in their personal vehicle, so they won't have to take the time to go to the station to pick up equipment before going to the scene of an emergency.

Michael Buttigieg – He attended the groundbreaking ceremony for the Boyne City to Charlevoix Non-motorized Trail. He also spoke about “glamping”, which is high-end (glamorous) camping. One of these “glamping” campgrounds will be opening on M-66 in Antrim County on a 260-acre property. The campground will have sites like tree houses and canvass style tents with high end luxury amenities to go along with it. This particular campground will be an eco-friendly facility in that most of their power will be driven by solar and wind. This type of camping is for people who are willing to get outdoors, but still would like some luxuries to go along with it.

Bob Tidmore – The Emerald Isle has started regularly scheduled service this year. It will have to go into dry dock at the end of April for a few days. Tidmore also reported that Richard Gillespie will be running for St. James Township Treasurer, and Bob will be running for St. James Township Trustee on Beaver Island. On April 28, 2016, the Office of the Great Lakes and the Maine Islands Institute will have an open house from 3:00 to 5:30 p.m. Earlier that day at 11 a.m., the Maine Islands Institute and Maine islanders will be meeting with the Peaine and St. James Township Planning Commissions. Tidmore emphasized that they could use some help from the County Planning Commission and Staff in discussing planning-related issues and efforts with the Maine Islands Institute. Tidmore also stated that the Beaver Island Transportation Authority has elected not to proceed with the purchase of the freight dock in Ironton.

Larry Levensgood – He also attended the groundbreaking ceremony for the Boyne City to Charlevoix Non-motorized Trail; it was an impressive event with good media coverage. Levensgood noted there were a lot of trees being cleared in Young State Park to make way for the

trail. The Lake Charlevoix Watershed Plan Committee held a meeting on March 10th. A Homeowner's Guide to Watershed Protection is being developed for the Lake Charlevoix Watershed, similar to the one developed for the Little Traverse Bay Watershed. The book focuses on things that homeowners can do to help protect the shoreline. The Michigan Shoreline Stewards Program was also discussed. This is a lake guardian certification program that educates homeowners on keeping the lakes clean. Tip of the Mitt Watershed Council received a grant to study water quality issues related to septic tank failures in the Lake Charlevoix Watershed. A subcommittee has been formed to study the issues and recommend solutions. On March 16, 2016, the Charlevoix Business Expo was held at Castle Farms and they had a great turnout. The next Household Hazardous Waste Collection event will be held on June 11th and 12th at the Road Commission's Ironton Garage. Larry also informed everyone that Dr. Gordon Geyer passed away recently. He was a faculty member at Michigan State University and owned property in the county. Dr. Geyer was a past mentor to some of the Planning Commission members, and very instrumental to Charlevoix County's citizens with his agricultural expertise.

Bob Draves – He said construction at the corner property at Water Street and Main Street in East Jordan is moving along. The new building will house two (2) restaurants on the upper level and various shops on the lower (street) level. After their first year of operation, the Jordan Valley Ambulance Authority had their books reviewed. They were “in the black” and they have some funds left over which can be used to purchase equipment.

County Commissioner Comments

Commissioner Reinhardt reported that he attended the Michigan Townships Association – Charlevoix County Chapter meeting at the Boyne Valley Township Hall on the topic of roads. At the meeting, a representative from the Michigan Department of Transportation (MDOT) spoke about a technique called “skimming” for resurfacing roads. However, the County Road Commission does not support the use of this technique, nor do they use it themselves to resurface county roads. US-131 is currently in progress for road work. Reinhardt said a road sign is to be placed on Old Mackinac Trail while US-131 is being worked on, so heavy trucks won't be permitted to use that road due to the possibility of tearing up the asphalt. East Deer Lake Road, Korthase Road, and Ellsworth Road are all slated to be worked on at roughly the same time this year. Larry Levensgood asked Commissioner Reinhardt if there would be construction on US-31 South near Norwood Township. Reinhardt had heard that construction will be starting next year and it may require a township road millage to fund it. Bob Draves asked if Norwood Township had requested a loan from the County Board for a road project, pursuant to the new state legislation allowing counties to loan money to townships to help fund local road projects. Commissioner Reinhardt said Norwood Township was to go before the County Board's Building and Grounds Committee on April 6th to discuss this loan request.

Staff Comments

Kiersten reported on the following Planning Department activities in March:

- Attended the groundbreaking ceremony for the Boyne City to Charlevoix Non-motorized Trail on March 8th; tree clearing was completed on Phases 1 and 2 of the trail; The Michigan Department of Transportation cannot proceed with the construction bid letting process for Phase 2 of the trail until we get all of the required permanent easement documents notarized and signed.

- The Parks Millage Work Group made their final recommendations on the local communities' funding requests. The Parks Committee will review the Work Group's recommendations at their next meeting and then this will go to the County Board of Commissioners for the final decisions on funding.
- Attended the Parks Committee Meeting on March 21st; the Committee discussed various ways to raise funds for the trail project; Kiersten said they may need some outside assistance with fundraising for this project.
- At the request of Eveline Township, Kiersten prepared a letter of support for the Township's grant application to the Michigan Natural Resources Trust Fund to acquire two (2) parcels at Evergreen Point for the purpose of establishing a preserve for quiet recreational use. Their plans are to provide a nature trail for hiking, bird watching, and nature study as well as a small parking lot. Access to the properties is via a private road; the Township has agreed to pay their share of the road maintenance; however, some of the property owners have expressed concerns with increased traffic on the private road and public use of these properties, but the Township has assured them this would be for quiet, low-impact recreational use.
- Met with Sarah Lucas and Elizabeth Calcutt, Regional Planners from Networks Northwest, to review the goals and objectives section of the Future Land Use Plan; potential changes to the goals and objectives were discussed, which will be presented to the Planning Commission at tonight's meeting.
- Attended training sessions on developing/editing the new Charlevoix County website. Each department will create their own webpages on the site; the new website will be more user-friendly and mobile-friendly. Townships will be developing their own (separate) websites instead of being part of the County website, but the County website will continue to have links to all of the local community websites, as we do now. Plans are to launch the new County website in May.

Future Land Use Plan Update – Review of Goals & Objectives

Elizabeth Calcutt, Regional Planner from Networks Northwest, presented the *Proposed* Goals, Objectives & Actions for the Future Land Use Plan Update, which overall included wordsmithing, streamlining and reorganizing the current goals & objectives, along with adding some new content. Elizabeth said some of these recommended changes would help make this section easier to read. She also noted that, prior to the meeting, Kiersten had asked about the definitions of some new terms added to the goals & objectives section; the glossary at the back of the plan may need to be expanded to add any new terms. These new terms included food hubs, food innovation districts, groundwater wellhead protection lands (should be "program" instead of "lands"), and supportive housing.

Commission members provided the following additional comments:

- On page 1, under the Unique Sense of Place goal, under the first Action – Ron Van Zee suggested adding "agriculture" to the list of key points to be considered
- On page 3, under the Unique Natural Features & Open Space goal, under Objective 2, first Action, last bulleted item – Bob Tidmore recommended omitting the phrase "in riparian buffer zones" because the use of native species and/or prohibition of invasive species should apply to all geographic areas, not just in riparian buffer zones. Elizabeth said the phrase "in riparian buffer zones" may have been used here because Objective 2

specifically addresses surface and groundwater quality. Further discussion took place regarding omitting this phrase or possibly adding this point about the use of native species to the first Action under Objective 1.

- Also on page 3, under the Unique Natural Features & Open Space goal, under Objective 2, second Action – Michael Buttigieg recommended that the word WATCH be spelled out instead of abbreviated.
- On page 5, under the Growth and Investment goal, under Objective 1, second Action – Ron Van Zee recommended adding “clustered housing” to the list of items to be considered
- Also on page 5, under the Growth and Investment goal – Ron Van Zee questioned whether we should include the word “ordinances” in Objective 1. He was concerned about the perception of this word by local officials, since zoning (and other land use-related) ordinances are adopted by the local units of government. It might be perceived by local officials that the County is overstepping their bounds if we’re trying to “coordinate ordinances”. Larry Levensgood noted that some townships can be a little leary of the County’s Future Land Use Plan, thinking the county may have too much control in regards to planning. Further discussion took place and the consensus was that we could keep the word “ordinances” as part of Objective 1 as long as the purpose of the plan is explained ahead of time (earlier in the plan).
- On page 12, under the Economic Development goal (which is a new goal added to the plan), an objective pertaining to infrastructure, including Broadband, should be added

Elizabeth anticipated having a preliminary draft of the Future Land Use Plan Update ready for Planning Commission review at the June meeting.

VII. Any Unfinished County Business

None

VIII. Adjournment

MOTION by Michael Buttigieg, seconded by Bob Tidmore, to adjourn the meeting. All members were in favor of the motion. Motion passed.

Vice-Chairman Draves adjourned the meeting at 8:38 p.m.

Respectfully Submitted By,

Robert L. Tidmore
Secretary

RLT/kc