



CHARLEVOIX COUNTY PLANNING COMMISSION

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Approved Meeting Minutes January 14, 2016

I. Call to Order

Kiersten Stark, Planning Coordinator, called the meeting to order at 7 p.m. in the Commissioners' Room at the Charlevoix County Building.

Members present: Larry Levengood, Bob Draves, Dennis Jason, Michael Buttigieg, and Patrick Howard

Members absent: Ron Van Zee, Bob Tidmore (both excused)

Others present: Kiersten Stark (Planning Coordinator), Kevin Clements (Administrative Services Assistant)

II. Pledge of Allegiance

The Planning Commission recited the Pledge of Allegiance.

III. Introduction of Members

The Planning Commission dispensed with introductions, as there were no new members.

IV. Election of Officers

1. Chair

Kiersten opened nominations for Chairperson.

MOTION by Bob Draves to nominate Dennis Jason for Chairperson. Larry Levengood seconded the motion.

Kiersten asked for any further nominations. No further nominations were cast.

MOTION by Larry Levengood to close nominations and cast a unanimous ballot for Dennis Jason as Chairperson. Bob Draves seconded the motion. Voice vote: all in favor. Motion passed.

2. Vice Chair

Chairman Jason opened nominations for Vice Chairperson.

MOTION by Larry Levensgood to nominate Bob Draves for Vice Chairperson. Michael Buttigieg seconded the motion.

Dennis Jason asked for any further nominations. No further nominations were cast.

MOTION by Michael Buttigieg to close nominations and cast a unanimous ballot for Bob Draves as Vice Chairperson. Dennis Jason seconded the motion. Voice vote: all in favor. Motion passed.

3. Secretary

Chairman Jason opened nominations for Secretary.

MOTION by Larry Levensgood to nominate Bob Tidmore for Secretary. Bob Draves seconded the motion.

Dennis Jason asked for any further nominations. No further nominations were cast.

MOTION by Dennis Jason to close nominations and cast a unanimous ballot for Bob Tidmore as Secretary. Larry Levensgood seconded the motion. Voice vote: all in favor. Motion passed.

V. Approval of Agenda

MOTION by Michael Buttigieg to approve the tentative agenda as presented. Patrick Howard seconded the motion. Voice vote: all in favor. Motion passed.

VI. Public Comments Unrelated to Agenda Items

None

VII. County Business Items

Approval of Minutes of December 3, 2015 Meeting

MOTION by Larry Levensgood to approve the minutes of the December 3, 2015 meeting as presented. Bob Draves seconded the motion. Voice vote: all in favor. Motion passed.

Correspondence and Communications

Kiersten reviewed the following correspondence and communications:

- 2016 Master Citizen Planner Webinar Series- 1st Webinar is Streamlining your Zoning Ordinance. Date is February 18th, 2016 and time is 6:30-7:30 PM.
- State of Michigan DEQ Public Notice regarding culvert extensions and wetland fill along Boyne City Road in Hayes Township for Phase 2 of the proposed Boyne City to Charlevoix Non-motorized Trail.

Planning Commission Comments

Patrick Howard said the Melrose/Chandler Township Fire Department will be doing a “live burn” in Hudson Township at the end of the month. He spoke about the Department needing to find more water access points for the fire trucks. The purpose of the live burn is to give the Fire Department more practice fighting fires. Dennis Jason asked if the house gets totally burned down to the ground. Patrick Howard said only certain sections of the house are set on fire for their practice sessions. Bob Draves asked if the Fire Dept. uses infrared technology to see through the walls to find a person. Patrick Howard said infrared technology isn’t always reliable in locating a person. Because the house gets so hot, it obscures the heat signature of a person inside.

Michael Buttigieg asked if the Melrose/Chandler Township Fire Department did a live burn on Fall Park Road in Wilson Township. Patrick said his department was not involved in that live burn.

Bob Draves was busy with EMS and South Arm Township. The Jordan Valley EMS Authority was working on a budget. All is quiet in the Township with no major issues.

Larry Levensgood spoke about the City of Charlevoix’s bridge, which will be closed for 12 nights next winter for repair. Some issues were brought up regarding EMS/Fire not being able to cross the bridge during emergencies while the bridge is being worked on. Kiersten said MDOT contacted Charlevoix County about the possibility of keeping the Ironton Ferry open for longer hours to provide a shorter route for people around Lake Charlevoix in early Spring if bridge work is still being done at that time. Larry Levensgood said that won’t be an issue if the bridge work is being performed in Dec/Jan.

Dennis Jason informed us on Phase 1 of the Boyne City to Charlevoix Non-motorized Trail. The construction bids were a little over budget, but he still thinks the project will be a go. Bid letting for Phase 2 of the trail will be March 4. Kiersten Stark mentioned that Staff is still waiting for an updated engineering estimate for Phase 1 of the trail from the project engineer (Northwest Design Group).

Bob Tidmore submitted comments via email for Kiersten to share with the Planning Commission. The Emerald Isle and the Beaver Islander ferries will both go into dry dock this year. The Emerald Isle will get a shaft replaced and the Beaver Islander is due for its 5-year inspection. The Beaver Island Transportation Authority is working with the Northern Lakes Economic Alliance on the possibility of a feasibility study concerning the freight dock at Ironton.

County Commissioner Comments

None

Staff Comments

Kiersten mentioned that construction of Phase 1 of the Boyne City to Charlevoix Trail is a go this spring. Construction bid letting for Phase 2 of the Trail will be March 4th. The County has approached several property owners in Phase 2 of the trail to sign permanent and/or temporary

grading easements in order for the project to move forward. Also, in December, Kiersten attended the Planners Education Network Seminar. The topic was the Northwest Michigan Regional Energy Prosperity Plan. The seminar focused on current energy use in the region and how to reduce energy consumption. The results of a regional energy use survey were presented, but the survey didn't include propane as an option for heating homes. Propane is one of the most popular fuels for heating in Northern Michigan (especially in rural areas where natural gas is not available). Recommendations were made on how to reduce energy consumption and there are also upcoming changes to the Residential Construction Code (blower door test). Discussion took place regarding the changes to the Residential Construction Code and how it will increase the cost of building new homes.

2016 Meeting Schedule

The Planning Commission reviewed the proposed 2016 meeting schedule. Larry Levensgood asked about continuing to meet in the Commissioners' Room for upcoming meetings. Kiersten said there were concerns regarding building security during meetings past 5 pm in the County Building. There was discussion about possibly having a Sheriff's Deputy present for the meetings, if necessary. The Commission also discussed holding a meeting at Chandler Township Hall and on Beaver Island this year.

MOTION by Bob Draves to adopt the following resolution setting the 2016 meeting schedule. Larry Levensgood seconded the motion. Voice vote: Yeas 5, Nays 0, Absent 2. Motion passed.

Resolution Setting the 2016 Meeting Schedule

WHEREAS, in 2011, the Charlevoix County Planning Commission was re-established under the auspices of the Michigan Planning Enabling Act (PA 33 of 2008, as amended), and

WHEREAS, the Michigan Planning Enabling Act requires the Planning Commission meeting schedule to be adopted by resolution,

NOW THEREFORE BE IT RESOLVED, that the Charlevoix County Planning Commission will hold their regular meetings on the first Thursday of the month at 7:00 p.m. in the Commissioners' Room at the Charlevoix County Building, 203 Antrim Street, Charlevoix, Michigan 49720, with the understanding that meetings may be cancelled or rescheduled due to lack of a quorum, inclement weather, lack of agenda items, or scheduling conflicts, and

BE IT FURTHER RESOLVED, that the January 2016 meeting and the January 2017 meeting will be held on the second Thursday of the month, as specified in the Planning Commission Bylaws.

2016 PC Member Notebooks

Commission members received materials to organize their 2016 notebooks. Kiersten said if any members need additional materials for their notebooks to let her know.

Status of Future Land Use Plan Update

Kiersten reviewed the status of the Future Land Use Plan Update. The Networks Northwest Planners have updated all of the census data in the plan. Kiersten said she fact-checked the transportation section and updated as necessary. She also sent a CD with photos of places and events in Charlevoix County to Networks Northwest. Kiersten and Brian Kelly have been updating the maps in the plan. Kiersten will be meeting with Networks Northwest Planners next week to work on the layout/formatting for the plan.

Review of Draft Future Land Use Map

Kiersten reviewed a list of potential changes to the Future Land Use Map. She had designated the following additional properties as Recreation (green):

- Addition to south side of Whiting Park
- Porter Creek Natural Area (Wilson Township)
- Thumb Lake Park
- Hayes Township Park (Camp Sea-Gull)
- Property north of M-75, across from Boyne Mountain Resort

Bob Draves suggested designating Cedar Rest Resort on the South Arm of Lake Charlevoix as Recreation (green).

Dennis Jason commented on the property at Evergreen Point, which was donated to Marion and Eveline Townships for public use. Commission members discussed how the property may be used. It was noted that Eveline Township would like to put in hiking trails. There was discussion regarding the Olstrom/Vanderlaan property in South Arm Township, which is now owned by the Little Traverse Conservancy. Dennis Jason and Bob Draves also spoke about the Gatt Preserve on Ferry Road, west of Ye Nyne Olde Holles Golf Club in Eveline Township.

Kiersten said the majority of the recreation facilities are in the 3 cities, which are shown as urban (gray) on the map. Commission members noted the City Master Plans will reveal the areas too small to be shown on the countywide map.

Another change on the future land use map was that the parcels owned by the Little Traverse Conservancy were shown in a separate color (yellow). Commission members felt these nature preserves should be shown as a separate color (rather than green), because while they are open to the public for recreational use, they are not high intensity recreation areas.

Kiersten asked if sensitive lands (primarily wetlands) located within the recreation areas should be shown on the future land use map, such as Young State Park and Fisherman's Island State Park. She said on the previous map, all sensitive lands were shown except those located within Recreation (green) areas. Commission members considered and discussed this change. They decided that the sensitive lands located within Recreation (green) areas should be shown, as depicted on the draft map dated 01/08/2016.

It was noted that notations may need to be made on the future land use map and/or the text accompanying the future land use map may need to be updated to describe these changes.

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

None

IX. Any Unfinished County Business

Discussion took place regarding the construction activity on the Malpass property in East Jordan.

Larry Levengood asked Staff to see if the Planning Commission members received Master Citizen Planner credits for all of the workshops they attended in 2015. Kiersten will follow-up to ensure they received credits earned.

X. Adjournment

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

Chairman Jason adjourned the meeting at 8:37 p.m.

Respectfully Submitted By,

Robert L. Tidmore
Secretary

RLT/kc