



CHARLEVOIX COUNTY PLANNING COMMISSION

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

Approved Meeting Minutes January 15, 2015

I. Call to Order

Kiersten Stark, Planning Coordinator, called the meeting to order at 7:00 p.m.

Members present: Dennis Jason, Bob Draves, Larry Levensgood, Michael Buttigieg, Patrick Howard, and Ron Van Zee

Members absent: Bob Tidmore (excused)

Others present: Kiersten Stark (Planning Coordinator), Ron Reinhardt (County Commissioner Liaison), and Beth Gohs (Boyne City Gazette)

II. Introduction of Members

The Planning Commission dispensed with introductions, as there were no changes in membership on the Commission.

III. Election of Officers

1. Chair

Kiersten Stark opened nominations for Chairperson.

MOTION by Larry Levensgood, seconded by Bob Draves, to nominate Dennis Jason for Chairperson.

No further nominations were cast.

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

2. Vice Chair

Dennis Jason opened nominations for Vice Chairperson.

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

No further nominations were cast.

MOTION by Michael Buttigieg, seconded by Ron Van Zee, to close nominations and cast a unanimous ballot for Bob Draves as Vice Chairperson. Voice vote: all in favor. Motion passed.

3. Secretary

Dennis Jason opened nominations for Secretary.

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

No further nominations were cast.

MOTION by Bob Draves, seconded by Michael Buttigieg, to close nominations and cast a unanimous ballot for Bob Tidmore as Secretary. Voice vote: all in favor. Motion passed.

IV. Approval of Agenda

MOTION by Michael Buttigieg, seconded by Larry Levensgood, to approve the tentative agenda. Voice vote: all in favor. Motion passed.

V. Public Comments Unrelated to Agenda Items

None

VI. County Business Items

Approval of Minutes of December 4, 2015 Meeting

MOTION by Bob Draves, seconded by Ron Van Zee, to approve the minutes of the December 4, 2015 meeting as presented. Voice vote: all in favor. Motion passed.

Correspondence and Communications

Kiersten Stark reviewed the following correspondence and communications:

- Registration flyer for a Michigan Association of Planning workshop called “Community Engagement” on February 12, 2015 from 5:00 – 9:00 p.m. in Traverse City; Cost is \$85 for MAP members, \$115 for non-members; 3.5 Master Citizen Planner (MCP) credits will be offered;

Larry Levensgood would like to attend this event. Stark said she may also attend.

- Registration flyer for MSU Extension’s 2015 Master Citizen Planner Webinar Series; Six (6) 1-hour evening webinars will be offered throughout the year; Cost is \$10 for Master Citizen Planners, \$20 for regular registrants; 1 MCP credit will be offered for each webinar; if anyone is interested in participating in these webinars, they will be shown in the Commissioners’ Room

Dennis Jason and Michael Buttigieg would like to register for the February 19th webinar entitled “Can Local Governments Regulate Oil and Gas Development?”

Planning Commission Comments

Ron Van Zee

- Attended the local Zoning Administrators meeting today in Boyne City
 - The low attendance was disappointing, but they had good discussion
 - New website will be developed with grant funding through 2016, which was obtained by the Tip of the Mitt Watershed Council for implementation of the Lake Charlevoix Watershed Management Plan – website will feature a comparison of zoning requirements that relate to water use in townships around Lake Charlevoix
- Hayes Township
 - The Township has been working on a number of proposed changes to their Zoning Ordinance to clarify “gray areas”
 - Township Board and the Parks & Recreation Committee are holding a joint meeting tonight to discuss Camp Sea-Gull
- Bay Township
 - Proposed text amendments to their Zoning Ordinance will come before the County Planning Commission for review

Patrick Howard

- Chandler Township Planning Commission is on hiatus until February
- In Walloon Lake (Melrose Township), construction of the new hotel is progressing; they have it closed in and they’re working on the inside
- Invited to serve on the advisory committee for the Top of Michigan Trails Council foot race event

Michael Buttigieg

- Nothing to report

Bob Draves

- South Arm Township is quiet right now
- New zoning ordinance went into effect on January 1, 2015
- Establishing the Jordan Valley Ambulance Authority is moving along; it will be up and running by April 1st

Larry Levensgood

- Attended the Lake Charlevoix Watershed Plan Advisory Committee meeting on December 11th during which a presentation was given on the Stover Creek restoration plan to address water quality issues

- Watched the Master Citizen Planner webinar on “Complete Streets” on December 18th
- On February 4th, Planning Staff from Networks Northwest will give a presentation on Charlevoix and Emmet County housing at the Emmet County Building

Dennis Jason

- County Parks Committee meeting was held on January 12th during which they worked on the Draft Recreation Plan Update; a public hearing on the draft plan will be held in February; the draft plan contains an updated Capital Improvement Plan, which is a list of proposed projects over the next five (5) years
- Talked with Kevin Shepard, the County Coordinator, regarding efforts to organize a Committee to oversee the portion of the County Parks Millage that will be made available to the townships, cities and villages in the County to assist with funding for local recreation projects
- Two (2) new members were appointed to the County Transportation Authority, which oversees the Ironton Ferry

County Commissioner Comments

Commissioner Reinhardt said he was glad to see the three (3) Planning Commission members get reappointed to the Planning Commission because the current members work well together. Regarding the formation of the Parks Millage Steering Committee, Reinhardt said the committee will likely be composed of individuals from around the County. The Steering Committee will make recommendations to the County Board of Commissioners for funding local recreation projects with a portion of the County Parks Millage. Regarding roads, the County Road Millage funds will be used for improvements to Ferry Road this year. Eveline Township will also contribute funds to the project to pay for widening the road on both sides. The County Road Millage Steering Committee anticipates that millage funds will be used to improve East Deer Lake Road and hopefully Korthase Road in 2016. Ellsworth Road will require far more extensive improvements that will cost over \$2 million and it will likely require 2 years to save the necessary funds for the project, which could possibly be done in 2018. He said the Committee would prefer to save the necessary funds over a 2-year period rather than borrowing money from the County to complete the project. He noted that a portion of Marion Center Road also needs to be repaired. Reinhardt also commented that the Veterans Affairs Millage will help provide additional Staff, so they can hold office hours at the Boyne Falls Substation, similar to the Treasurer’s and Clerk’s Offices.

Staff Comments

Kiersten Stark shared comments from Bob Tidmore, which he had emailed to Staff:

- Beaver Island is quiet, with most of the summer residents off for warmer temperatures.
- The Emerald Isle made its last run in ideal weather. The trip to dry dock in Sturgeon Bay (Wisconsin) was successful, but additional repairs to the stairway lift and transmission are scheduled for this winter and they will be done on the Island.

Stark reviewed Planning Staff activities during December and early January:

- Working with County Parks Committee and Parks Director to update the Recreation Plan, which will be on the agenda for the next Planning Commission meeting
- Lora Manning, Administrative Technician in the GIS & Planning Department, will take over preparing the minutes of Planning Commission meetings starting February 5th

2015 Meeting Schedule

Commission members reviewed and discussed the Proposed 2015 Meeting Schedule. Discussion took place regarding the possibility of moving the date of the April meeting to avoid a scheduling conflict for one of the members. However, other members have conflicts on other dates that month. The consensus was to keep the April meeting on April 2nd for now.

MOTION by Michael Buttigieg, seconded by Ron Van Zee, to approve the Resolution Setting the 2015 Meeting Schedule. Voice vote: Yeas 6, Nays 0, Absent 1. Motion passed.

Resolution Setting the 2015 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 2015 meeting will be held on the third Thursday of the month (rescheduled from the second Thursday due to weather conditions) and the January 2016 meeting will be held on the second Thursday of the month.

2015 PC Member Notebooks

Stark said Planning Commission members had each received materials to set up their 2015 member notebooks. Items to carry over from their 2014 notebooks included the Planning Commission Ordinance, Mission Statement, and Bylaws. Stark said she will distribute copies of the 2015 membership list and approved meeting schedule at the February meeting. She said if anyone needs a new 3-ring binder and/or section dividers, please let her know.

Review Proposals for Future Land Use Plan Update

The Commission reviewed and discussed the proposals submitted by three (3) planning firms to assist the Planning Commission and Staff with updating the County Future Land Use Plan. The consensus was that the proposal submitted by Beckett & Raeder, Inc. was too high a cost – it far exceeds the funds budgeted for this project – and it's more involved than simply updating our existing plan. Their proposal is to entirely rewrite the plan, which is beyond what the Planning Commission seeks to accomplish. Comparing the proposals submitted by the Land Information Access Association (LIAA) and Networks Northwest, there was a disparity in the number of hours proposed to complete the project. Networks Northwest's proposal (especially their description of tasks) was more limited and they proposed fewer hours to complete the project,

while LIAA's proposal was more detailed and they proposed more hours. While Commission members and Staff had confidence in the product they would likely receive from Networks Northwest (due to experience working with their Staff), the Commission questioned whether the number of hours proposed by Networks Northwest would be sufficient to complete the project. However, even if more hours were required for the project, which would be billed at a higher hourly rate, it would take a lot of hours to reach the overall project cost proposed by LIAA. LIAA's proposal, while specifying more hours, included some tasks that were specifically not requested in the RFP because they would be performed in-house by GIS & Planning Department Staff in an effort to keep costs down. Due to the difficulty in comparing these two proposals, the Commission decided they would like to interview Networks Northwest and the Land Information Access Association.

MOTION by Dennis Jason, seconded by Michael Buttigieg, to ask Networks Northwest and the Land Information Access Association to interview for this project to assist the Planning Commission with updating the Future Land Use Plan. Voice vote: all in favor. Motion passed.

Stark will contact each planning firm to see if they can come in for interviews with the Planning Commission immediately prior to the February 5th meeting.

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

St. James Township Proposed Zoning Text Amendments

Commission members and Staff reviewed and discussed the proposed amendments to the regulations in the Critical Dune District in the St. James Township Zoning Ordinance. Stark noted that St. James Township had worked with their legal counsel and the Michigan Department of ~~Natural Resources (DNR)~~ **Environmental Quality (DEQ)** in developing the proposed new language for the Critical Dune District. Given this fact, the Commission and Staff had no concerns with the proposed amendments.

MOTION by Larry Levensgood, seconded by Michael Buttigieg, to recommend approval of the proposed text amendments to the regulations for the Critical Dune District in the St. James Township Zoning Ordinance. Voice vote: all in favor. Motion passed.

Emmet County Master Plan Update

Commission members and Staff reviewed the proposed Emmet County Master Plan Update. Stark described the planned future uses along the shared border between Emmet County and the Townships of Chandler, Melrose, Bay, and Hayes in Charlevoix County. She found no potential land use conflicts along the shared border. Stark also compared the proposed future land uses in the Emmet County Master Plan with those identified in the Charlevoix County Future Land Use Plan, and found no potential land use conflicts along the border between the two counties. Stark complimented Emmet County on the layout and formatting in their plan, along with the use of photos and illustrations. Levensgood said he also thought their plan was well done.

MOTION by Larry Levensgood, seconded by Patrick Howard, that the Planning Commission reviewed the proposed Emmet County Master Plan Update, it was very well done, and we found no conflicts between the Emmet County Plan and the Charlevoix County Future Land Use Plan,

nor the plans of local units government in Charlevoix County located along the Emmet County border. Voice vote: all in favor. Motion passed.

Corps of Engineers Public Notice (City of Charlevoix)

Commission members and Staff reviewed the Corps of Engineers Public Notice for the permit application submitted by the City of Charlevoix (File No. LRE-2003-410240-S14) to expand the municipal marina in East Park and provide broadside mooring for the public.

Commission members also reviewed a draft letter which the Beaver Island Transportation Authority planned to submit to the Corps of Engineers, which outlines their concerns with the lack of adequate space to maneuver the Emerald Island into its new docking space if the proposed project is approved. The BITA is also requesting a public hearing. Buttigieg agreed with the safety concerns expressed in the letter. Levengood said there are also economic considerations. If the proposed project creates a hardship for the Beaver Island Boat Company (operating the Emerald Isle) and the Keewenaw Star, it may not be beneficial for the City to move ahead with this project. Further discussion took place regarding safety concerns.

MOTION by Michael Buttigieg, seconded by Ron Van Zee, that based on public safety issues, use of the State waterways, boat traffic congestion during certain months of the year, and weather conditions, we feel the marina expansion as proposed could create a potentially hazardous situation on Round Lake, and we recommend that a public hearing be held on the proposed project. Voice vote: all in favor. Motion passed.

VIII. Any Unfinished Business

Planners Moments Video

The Commission watched a video on “The Right to Farm Act and Urban Agriculture” in the Planners Moments educational video series, and completed a short written assessment.

IX. Adjournment

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

Chairman Jason adjourned the meeting at 9:12 p.m.

Respectfully Submitted By,

Kiersten Stark
Planning Coordinator

On behalf of:
Robert L. Tidmore
Secretary