



CHARLEVOIX COUNTY PLANNING COMMISSION

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Approved Meeting Minutes May 7, 2015

I. Call to Order

Chairman Jason called the meeting to order at 7:00 pm in the Commissioners' Room of the Charlevoix County Building

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

Members absent: none

Others present: Kiersten Stark (Planning Coordinator), Lora Manning (Administrative Technician), Ron Reinhardt (County Commissioner Liaison), and Sarah Lucas and Elizabeth Calcutt (Planners from Networks Northwest)

II. Approval of Agenda

*MOTION by Jason, seconded by Buttigieg, to approve the agenda as presented.
Voice Vote: all in favor. Motion passed.*

III. Public Comments Unrelated to Agenda Items

None

IV. County Business Items

Approval of Minutes of March 5, 2015 Meeting

*MOTION by Buttigieg, seconded by Levensgood, to approve the minutes as presented.
Voice Vote: all in favor. Motion passed.*

Correspondence and Communications

Stark received and reviewed the following items:

- Letter from the Michigan Department of Environmental Quality (DEQ) to Waste Management, indicating the DEQ received a Hydrogeological Report from Waste Management, and they agreed with the findings

- Save-the-Date notice for Northwest Michigan Housing Summit on June 19, 2015 in Traverse City; registration is inexpensive, and if anyone is interested in attending, let Staff know

Discussion of Future Land Use Plan Update with Networks Northwest Planners

- Sarah Lucas covered the timeline for updating the Future Land Use Plan, as shown in a handout she presented to all. Networks Northwest planners are looking at what information and data they may still need to acquire. She discussed the various types of new data that they already have available to them from other projects and sources. She talked about reformatting the goals to be “more realistic” and applicable. She said there shouldn’t be any big changes overall on the Future Land Use Map. There may be a few changes to a couple of tables in the plan. We’ll need to work on reformatting the layout and photos due to lack of access to the digital version of the previous plan. The biggest changes to the plan will most likely result from the survey responses, if applicable. Draves asked if there is a way for the Planning Commission to be able to access the progress on the project, and Lucas said they often use the “Dropbox” software with their clients, and she will get the file set up so we may do so as well. Lucas also suggested visiting their new data website at www.benchmarksnorthwest.org for additional information updates. The only issue not previously addressed in our plan that should be added is Energy, a topic on which Networks Northwest is currently compiling data and will have available for inclusion in the plan update.

Future Land Use Plan Survey

- Planning Commission members received a copy of the sample survey questions at the meeting and, after review, open discussion took place:
 Van Zee: Can we allow for “comments” after each item? Stark: We’ll consider doing so. Buttigieg: Will the second question on page 2 be open ended or multiple choice? Stark: Staff has not yet decided on the best format for the response to this question. Manning: It also depends on the format of the software program used for the survey. Tidmore expressed concern that people may not understand some of the questions. Stark: Staff tried to phrase the questions using common, everyday terms and through the use of examples instead of using formal language that may be confusing. Buttigieg: On page 3, is it possible to have the respondent prioritize the items in questions 3 and 5? Stark: We’ll consider doing so. Draves: Does Stark remember the average age of respondents from the previous survey? Stark: She can’t remember for sure without looking back in our records. Lucas: Typical surveys see most responses from the 50+ age group. The Commission proceeded to discuss how to reach young adults in their 20s and 30s, but no clear ideas emerged. Lucas: She has seen “incentive” programs, such as gift cards, being effective, but that could be costly. Stark/Manning shared ideas they are pursuing for notifying the public about the survey, such as press releases and contacting other community organizations to ask if they can include a link to our survey in the newsletters they email to their members. Jason: Does anyone have any other questions to add to the survey at this time? None. It was agreed that the survey should be finalized at the

next meeting. Stark will continue with the process, and email Commission members a link to the digital survey as soon as it's ready. Van Zee: Could we possibly reword the first question on page 3 by changing "new homes" to "families" in the first phrase? Stark said yes, and we could also add "individuals" to that phrase. Draves: Should we ask a question about whether the respondent is a year round or seasonal resident? Stark: We'll consider it. Van Zee: Could we add "bike" to the last phrase in the second question on page 3? Buttigieg feels that with respondents typically being 50+ years old, the answer wouldn't be accurate if we did. Jason: please get any other comments to Stark right away so she can proceed.

2014 Annual Report

Stark compiled all information necessary and presented the Draft 2014 Annual Report. Planning Commission members looked over the report and, after review, made the following changes to the list of Civic Committee/Organization Memberships on page 2:

- Buttigieg suggested removing the C.A.R.E. (Conservation and Renewable Energy Committee) from the list; it's his understanding that Committee no longer exists
- Reinhardt added the Farm Bureau Land Use Committee may also be removed from the list, as no one on the Planning Commission currently serves on that Committee
- Jason stated that the Parks Committee should be added to the list, as he is a member
- Levengood stated the Lake Charlevoix Watershed Committee is a "steering", not an "advisory" committee
- Draves said the Regional Broadband Committee could be removed from the list, as he is not an active member
- Van Zee stated there is a Lake Charlevoix Preservation Steering Committee

MOTION by Draves, seconded by Buttigieg, to approve the 2014 Annual Report with the changes discussed, and submit it to the County Board of Commissioners. Voice Vote: all in favor. Motion passed.

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

- **MDEQ Public Notice – Demmer (Eveline Twp)**

Stark contacted the DEQ to request additional time (beyond the standard 20 days) to enable the Planning Commission to review this public notice. She was then informed that the DEQ allows local units of government an additional 25 days to review public notices, upon request. Stark said this public notice is for a permit application to add a boat hoist and a swim platform to the current docking configuration. Commission members remembered previously reviewing the existing dock configuration. Although the Commission felt uncomfortable with it and objected, ultimately the DEQ permitted the current dock configuration as shown in the application. Stark stated the applicant is not proposing any new docks; just additions to previously permitted docks. Levengood noted the proposed swim platform and boat hoist would not extend any further out into the lake than the existing docks.

The Planning Commission decided to make no comment in response to this public notice.

- **MDEQ Public Notice – Engler (Eveline Twp)**

Stark said this public notice is for a permit application to add two (2) docks to what already exists on the property. Stark reviewed the Eveline Township Zoning Ordinance in reference to dock regulations, and it appears that this project would not comply with the Zoning Ordinance. The Zoning Ordinance allows not more than two (2) boat parking spaces for each 100 feet of lake frontage. Although the property owner has over 200 feet of lake frontage, which would allow him four (4) boat parking spaces, this project appears to be adding more than the allowed number, despite the fact that the proposed work would be within the riparian boundary lines. Buttigieg voiced concern that the project would also add more boat docks than what is recommended in the Lake Charlevoix Management Plan (page 51), which is: (a) Expansions of existing marinas or access site developments should have a total of 100 feet of lake frontage on Lake Charlevoix for each of the following: boat slip, rack storage unit or car/trailer parking space, as the case may be within the project, *and* (b) One boat dock (which is not a hazard to navigation) be allowed for each lot qualifying for use as a single family dwelling unit, as outlined by the specific local zoning ordinance.

MOTION by Buttigieg, seconded by Draves, to express concern that this project may not comply with local zoning ordinance regulations and, additionally, may not be consistent with the recommendations of the Lake Charlevoix Management Plan. Voice Vote: all in favor. Motion passed.

VI. Any Unfinished County Business

Planning Commission Comments

- Van Zee: Attended the planning webinar on urban agriculture; he felt it was very informative and clarified a number of points. Hayes and Bay Townships are getting busy. Both townships are still working on proposed text amendments to their zoning ordinances. Hayes Township is working on zoning language to address dock issues.
- Howard: Thanks to a very generous grant, Chandler Township received a new water pump and tank unit, and they used it the day after receipt to help put out a brush fire in Hudson Township. Township Planning Commission is on a break right now, but construction is really taking off and builders can't find enough people to hire to do the work
- Buttigieg: He visited Disney World in Florida recently and took note of the numerous property owners (from residential to industrial) in Florida that keep at least a couple of cows on their property in order to reduce their property tax assessment. He noticed Phragmites spreading inland at the County Road Commission property ("stump dump") on M-66 in Eveline Township, and he wondered who is responsible for handling the control of this invasive plant.

- Levensgood: He attended the planning webinar on urban agriculture as well. He also attended the Lake Charlevoix Watershed Steering Committee meeting. A planner from the Land Information Access Association (LIAA) is reviewing the current zoning ordinance requirements related to shoreline protection in the various townships and cities around the lake and trying to standardize them. There will be a “Water Quality Tour” for local officials aboard the Inland Seas School Ship on June 29/30. It’s a 3-4 hour educational excursion, with a focus on shoreline protection. He also toured Moran Iron Works in Onaway and learned about their Industrial Arts educational program; it was very informative and impressive. He worked the information booths at both the Charlevoix and Boyne City business expos; the attendance numbers seemed strong. The Lake Charlevoix Watershed Steering Committee will hold their next meeting on June 18th at the Charlevoix Public Library. Levensgood will also be working at the upcoming “Students Experience Lake Charlevoix” event on May 19/20.
- Draves: The Jordan Valley Emergency Medical Services Authority is up and running, and doing well so far. They have been operating nearly 6 months with nothing more than minor issues.
- Tidmore: On Beaver Island, the “Warblers on the Water” event will take place the Saturday of Memorial Weekend. The cormorant population is being sufficiently controlled; their numbers have significantly dwindled. Phragmites control will occur on two (2) of the islands in the Beaver Island Archipelago this summer.
- Jason: The Road Commission will be paving Ferry Road from Peninsula Road to the Ironton Ferry with a 4 foot extended shoulder on each side for bikers and pedestrians. The Landings project is progressing well.

Staff Comments

Stark commented on the following activities:

- Road Commission and Reith Riley are working on portions of Flagg Road and South Ranney Road in South Arm Township, a project paid for by the Grand Traverse Band of Ottawa and Chippewa Indians, who own property on North Ranney Road
- In March, the Parks Millage Work Group finalized the documents and opened the application process for local units of government to apply from April 1st – July 1st for parks millage fund appropriations for local parks and recreation projects. We’ve received no calls or applications so far.
- Attended a meeting in April with Dave Boyle from Northwest Design Group, Ross Maxwell (County Parks Director), and Kevin Shepard (County Coordinator) to discuss the Boyne City to Charlevoix Non-motorized Trail project. The northern long-eared bat has been classified as threatened (not endangered), which will only limit tree cutting in the months of June and July. Construction of Phase 1 of the Trail may possibly start in late August or September. There will be a meeting with Phase 2 property owners either in May or June to discuss Phase 2 of the Trail, which will be constructed in 2016.
- Levensgood asked about the Lake to Lake Trail project. Stark doesn’t know the status of the project, as it is a city project with which we are not actively involved.
- Attended a Traverse City to Charlevoix Trail project meeting. Project leaders presented the proposed trail routes in each of the three (3) major sections of the trail.

In the northern section (Charlevoix to Eastport), most of the trail will be within Fisherman's Island State Park. We are temporarily on hold until the Michigan Department of Natural Resources completes their Park Master Plan, which they are currently working on. DNR Staff have also attended some of the meetings for this trail project.

- Attended the planning webinar on urban agriculture, and also found it informative
- Attended two Parks Committee meetings. The Board of Commissioners approved installing signage requesting no smoking on the County Park beaches.
- Will be attending a Planners Education Network (PEN) meeting through Networks Northwest in Traverse City tomorrow. The PEN will be taking the place of the Planners Review & Advisory Committee and will include not only County Planners in our 10-county region, but also representatives from township, city and village elected and appointed boards and planning commissions as well as local planning and zoning staff. They will meet quarterly to learn about various projects regional planners are working on, and there will also be a speaker presenting on a planning-related topic/issue. The DNR Recreation Grant Coordinator for our region will be the speaker at tomorrow's meeting.

County Commissioner Comments

Commissioner Reinhardt reported that since the Northern Michigan Counties Association started developing more trails, the DNR has been working with them to a greater extent. Off-road vehicles are now legal on most roads in the county, excepting state and federal highways and some city streets.

Other Comments

Draves asked about the status of plans for expansion and upgrades at St. Mary's Cement Company, given the recently heightened environmental regulations. No one knows for certain.

VII. Adjournment

MOTION by Buttigieg, seconded by Draves, to adjourn meeting. Voice Vote: all in favor. Motion passed.

Chairman Jason adjourned the meeting at 8:45 p.m.

Submitted by:

Robert L. Tidmore
Secretary

RLT/llm