



CHARLEVOIX COUNTY PLANNING COMMISSION

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Approved Meeting Minutes 06/04/15

I. Call to Order

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

Members present: Larry Levensgood, Bob Draves, Dennis Jason, Michael Buttigieg, Patrick Howard, and Ron Van Zee (7:05 p.m.)

Members absent: Bob Tidmore (excused)

Others present: Kiersten Stark (Planning Coordinator), Lora Manning (Administrative Technician), and Ron Reinhardt (County Commissioner Liaison)

II. Approval of Agenda

MOTION by Bob Draves, seconded by Michael Buttigieg, to approve the tentative agenda as presented. Voice Vote: all present in favor. Motion passed.

III. Public Comments Unrelated to Agenda Items

None

IV. County Business Items

Approval of Minutes of May 7, 2015

MOTION by Larry Levensgood, seconded by Bob Draves, to approve the minutes as presented. Voice Vote: all present in favor. Motion passed.

Correspondence and Communications

Kiersten reviewed the following communications:

- Master Citizen Planner webinar to be held on June 18th at 7:00 pm; Kiersten said she'll be registering for the webinar and, if others are interested, she'll set up the equipment to show the webinar in the Commissioners' Room; Levensgood, Draves, and Jason would like to attend.

- Northwest Michigan Housing Summit will be June 19th in Traverse City; 9:00 am to 4:00 pm; Kiersten may attend
- Email from Dean Solomon (MSU Extension) on Protecting Lake Charlevoix boat tours on June 29th/30th
- Also from Dean Solomon: MSU Extension's Citizen Planner Course (classroom style) will be held at the Charlevoix Public Library on Thursday evenings for seven (7) weeks beginning September 10th
- M.C Planning & Design is hosting a Thank You Open House for Communities, Colleagues and Friends prior to Mary Campbell's July retirement; all are invited to attend on June 30th from 4:00 – 6:00 pm at the Veteran's Park Pavilion in Boyne City

Planning Commission Comments

Larry Levensgood: *Participated in the "Honor Flight" earlier this week as a guardian for a 91-year-old Veteran; they flew to Washington DC and while there visited many of the military memorials and sites. Upon return to Grand Rapids, there was a large reception. * On May 19th – 20th, he participated in "Students Experience Lake Charlevoix". *Charlevoix has been accepted into the Michigan Main Street program, and he has attended several meetings recently in relation to that program. *On May 19th, he participated in Boyne City's Waterfront Visioning Session; a lot of focus was on the development of the property across the street from the Family Fare store. *On May 28th, Charlevoix completed their annual petunia planting. *He will be attending the Lake Charlevoix Watershed Steering Committee meeting on June 18th at 10:00 a.m. at the Charlevoix Public Library. *He asked if anyone participated in an Inland Seas boat tour. He participated last year and encourages others to attend also; a very worthwhile experience. *Reminder that the Household Hazardous Waste Collection event will be held on June 12th – 13th

Bob Draves: *Tourism is recovering very well in the area, although labor is extremely difficult to find in many types of business. *He read a recent article in the Washington Post that said, according to the Environmental Protection Agency, there is no evidence that drinking water is negatively affected by hydraulic fracturing ("fracking"). *Jordan Valley Emergency Medical Services (EMS) Authority is moving along. They're operating "in the black", but there are lots of regulations and they're currently working with the City of East Jordan on a lease agreement. *He has very little to report in relation to South Arm Township at this time.

Michael Buttigieg: *He also participated in the Students Experience Lake Charlevoix event on May 19th – 20th; it was the coldest he's seen it in the 15 years he's attended; over 350 students participated, but East Jordan couldn't attend due to a scheduling conflict. *Michigan Mountain Mayhem bike event will be June 13th

Patrick Howard: *Hotel in Walloon opened on schedule and they're booked ahead. *The Water Works sale in Walloon is still pending. *The new wastewater treatment facility is also pending. *It has been fairly quiet otherwise.

Ron Van Zee: *Also finding that labor is extremely hard to find, especially farm help. *Bay Township has been discussing the fact that housing is becoming more and more unaffordable. *Summer residents are back in town and things are picking up in terms of zoning permit applications. *Bay Township has completed proposed zoning ordinance amendments pertaining to signs, which will come to the County Planning Commission for review. *Hayes Township is still working on how best to regulate boat docks and outdoor lighting, and other issues. *Hayes Township has considered allowing accessory buildings in front yards, particularly near waterfront areas. *Camp Sea-Gull had two clean-ups last month; both were very successful. *Hayes Township is letting people start putting out debris for their June 10th clean-up date.

Dennis Jason: *County Parks Committee is hoping to get the Boyne City to Charlevoix Trail underway; although they are hoping to get the bidding process completed, construction most likely won't start until next spring since federal funding was an issue. *There was a medical emergency at the Ironton Ferry this morning. The Ferry Manager called 911 and the gentleman was transported to the hospital.

County Commissioner Comments

Commissioner Reinhardt provided the following comments: *A meeting will be held on June 10th at 12 noon between the Road Commission, the Board of Commissioners and the County Road Steering Committee. It is his "personal feeling" that the Board of Commissioners will most likely loan the Road Commission the funds necessary to repair Ellsworth Road, East Deer Lake Road, and Korthase Road next year. It would be a loan scheduled to be repaid at \$500,000 a year instead of the \$200,000 they are paying now. *The June 24th County Board meeting will be held on Beaver Island. In the morning, they will look at some sites to potentially build the new structure to house the Road Commission, Transit, and the Sheriff's Office. Their meeting will be in the afternoon and then they'll return to the mainland. *He pointed out that municipalities still have until July 1st to submit applications for the County Parks Millage Appropriations. Kiersten and Lora confirmed that, to date, we have not received any applications.

Staff Comments

Kiersten provided the following comments: *On May 8th, she attended the first Planners Education Network meeting in Traverse City; the guest speaker was the DNR Grant Coordinator who described all three (3) recreation grants they offer. Along with education and networking, a luncheon was provided. John Vrondran and Eric Beishlag from Eveline Township and Scott McPherson from Boyne City also attended. *Assisting the Parks Committee by doing research on the possibility of providing free Wi-Fi at Whiting Park, which is one of the projects listed in the Recreation Plan. *Prepared the materials for tonight's meeting.

Proposed 2016 Budget

Kiersten reviewed the proposed 2016 Planning Budget. She said the County is in the process of converting to new financial management software, and Staff is being trained

on how to use it. The only two line items where increases are proposed are Wages and Office Supplies. The proposed increase in the Wages line item reflects a grade increase for Lora Manning due to additional work she has taken on as well as assistance she is providing to other Department Heads who have no administrative support. Draves wondered if that expense can be shared by the appropriate departments instead of being fully incurred through GIS & Planning. Commissioner Reinhardt said this could be addressed through the Human Resources/County Coordinator and the standard Personnel Committee process, as appropriate. Kiersten said she will also be requesting an increase in her own wages. She has not requested an increase in the nearly 3 years she has been the Planning Coordinator, and she'd like to submit this request due to successful completion of the Recreation Plan Update and taking on additional responsibilities. There is an additional \$500 proposed in the Office Supplies line item due to increased ink and toner use with the plans and other work this year. Hopefully, we can reduce that cost in the future due to the County purchasing a new color copier last year, which can be used by all departments and billed accordingly. The other line items are either the same as currently budgeted or reflect increases based on cost figures provided by the Clerk's office (i.e., employee benefits line items).

MOTION by Bob Draves, seconded by Ron Van Zee, to recommend approval of the Proposed 2016 Budget, as presented. Voice vote: all in favor. Motion passed.

Future Land Use Plan Survey

Kiersten explained that when the online survey is printed, it doesn't appear as it does online. So, Commission members were given an MS Word version of the survey with notations to indicate where certain questions will be skipped based on answers to previous questions. For questions 12 and 13, Staff considered using a ranking system as suggested at our last meeting, but after working with it, it didn't seem to be the best option. Question #9 has also been reworded for clarification based on input at the last meeting. Overall, the consensus of the Commission was that the survey they received was simple and easy to use. Kiersten plans to get the survey active by mid-June and let it run until the end of July. Kiersten and Lora provided everyone with a list of community organizations that could potentially assist in getting the word out to the public about the survey, such as through e-newsletters to their members. Buttigieg suggested adding National Public Radio to the list, as they could do a Public Service Announcement. Jason suggested service organizations, such as Rotary, Lions, the Rod & Gun Club, and others. Kiersten is hoping to have the survey results ready to present at the August Commission meeting with Networks Northwest Planners attending to discuss how the survey results will be used to make any necessary changes to the Future Land Use Plan.

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

Bay Township Proposed Zoning Text Amendments

Kiersten said Bay Township is proposing to amend their Zoning Ordinance by adding Special Events and Activities to Article IV General Provisions and including Special Events and Activities as a special use in the Agricultural District (Article VIII). Kiersten

reviewed the GIS & Planning Department Staff Review on the proposed amendments, suggesting a number of changes to the proposed zoning language. Van Zee confirmed that these amendments would apply to ongoing or reoccurring events that generate income; these provisions are not intended for the one-time-only event or for private family uses. Levensgood said he thought it was a good Staff Review of the proposed amendments.

MOTION by Larry Levensgood, seconded by Bob Draves, to send the GIS & Planning Department Staff Review to Bay Township for their consideration. Voice vote: all in favor. Motion passed.

Bob Draves recused himself from the discussion and action on the next two agenda items pertaining to South Arm Township.

South Arm Township Proposed Rezone (Wright)

Kiersten said South Arm Township is proposing to rezone an approximately 3-acre parcel on Lord Road owned by Don Wright from Single Family Residential (R-1) to Agricultural (A-1), which is opposite from what we usually see (proposed rezones from lower density to higher density zoning districts). Kiersten reviewed the GIS & Planning Department Staff Review on the proposed rezoning, which included a comparison of land uses allowed and dimensional requirements in the current vs. proposed zoning district, a description of the existing land uses on the subject parcel and surrounding properties, the zoning of surrounding properties, how the Township Master Plan designates the subject parcel on the future land use map, soil types on the subject property, and the Township Planning Commission's recommendation on the proposed rezoning. Taking these factors into consideration, Kiersten had no concerns with the proposed rezoning. Levensgood was curious if the applicant is requesting this rezone so that he can add an accessory building when zoning allows it. Noting that commercial natural resource extraction would be allowed in the Agricultural District, Van Zee questioned if the proposed rezoning could possibly cause land use conflicts due to the parcel size and neighboring parcels zoned Single Family Residential (R-1). Following further discussion, the Commission took the following action:

MOTION by Larry Levensgood, seconded by Dennis Jason, to recommend approval of the proposed rezone from Single Family Residential (R-1) to Agricultural (A-1). Voice vote: all in favor. Motion passed.

South Arm Township Proposed Zoning Text Amendments

Kiersten said South Arm Township is proposing text amendments to their Zoning Ordinance that would essentially place controls on where accessory buildings can be placed on parcels zoned Agricultural (A-1) by requiring it be done in such a manner as to allow for a principal structure to be built on the property at a later time. Kiersten reviewed the GIS & Planning Department Staff Review on the proposed amendments. Van Zee wondered if there is a specific property driving these proposed amendments. Levensgood is concerned that if this was prompted by a specific property, the Township

needs to consider that in the end the proposed amendments will affect all parcels zoned Agricultural (A-1). Howard doesn't disagree with the issue as a whole, but also feels we may not have the whole story behind these amendments. Van Zee feels that it may not be a consideration that the buildings they are viewing as accessory buildings – a barn, for example – would actually be the principal structure when you consider that the parcel would be zoned Agricultural; a residence in this case could be the accessory structure. Kiersten said, according to the Township Planning Commission Chair, Township officials need to further discuss the proposed amendments.

MOTION by Patrick Howard, seconded by Michael Buttigieg, to send the GIS & Planning Department Staff Review to South Arm Township for their consideration. Voice vote: all in favor. Motion passed.

Bob Draves resumed his seat on the Planning Commission.

Corwith Township Draft Master Plan

Kiersten said Corwith Township is located in Otsego County, east of Hudson Township. Kiersten reviewed the GIS & Planning Department Staff Review on the proposed Corwith Township Master Plan. Overall, she found no potential land use conflicts along the shared border with Hudson Township, and no conflicts between the proposed Corwith Township Master Plan and either the Hudson Township Comprehensive Plan or the Charlevoix County Future Land Use Plan. The Commission agreed by consensus to have Staff send a letter to Corwith Township, indicating we found no issues with their plan.

VI. Any Unfinished County Business

Michael Buttigieg read a news article regarding a potential connection between fracking and earthquakes.

VII. Adjournment

MOTION by Dennis Jason, seconded by Ron Van Zee, to adjourn the meeting at 9:25 pm. All members were in favor of the motion. Motion passed.

Submitted by:

Lora Manning
Administrative Technician

On behalf of:
Robert L. Tidmore
Secretary