



CHARLEVOIX COUNTY PLANNING COMMISSION

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

Approved Meeting Minutes November 2, 2017

I. Call to Order

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

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

Members absent: None

Others present: Kiersten Stark (Planning Coordinator), Kevin Clements (Administrative Services Assistant), Ron Reinhardt (County Commissioner Liaison), and Denny Way (Eveline Township Planning Commission Chairman)

II. Pledge of Allegiance

Bob Tidmore led the Pledge of Allegiance.

III. Approval of Agenda

MOTION by Ron Van Zee to approve the tentative agenda as presented. Larry Levensgood 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 October 5, 2017 Meeting

MOTION by Michael Buttigieg to approve the minutes of the October 5, 2017 meeting as presented. Ron Van Zee seconded the motion. Voice vote: all in favor. Motion passed.

Correspondence and Communications

Kiersten reviewed the following correspondence and communications:

- Flyer for MSU Extension workshop called “Planning and Zoning for Solar in Michigan: A Primer for Local Government.” This will be held in Traverse City on November 8th from 6-9 PM.
- Flyer for “Next Steps in Local Regulation of Medical Marijuana Facilities Webinar.” The cost is \$15 for Master Citizen Planners/\$20 for regular registrants and there are 3 dates to choose from. Kiersten said, if anyone would like to attend, please let her know. The webinar will focus on regulation (licensing) of commercial medical marijuana facilities.
- Notice of Intent to Plan from Emmet County regarding updating the Emmet County Recreation Plan.
- Article from Bridge Magazine on “Fighting to maintain life on Michigan’s island communities”, written by Ken Winter

Planning Commission Comments

Mike Webster- Attended the Northwest Michigan Housing Summit on October 16th. Webster spoke about the trends in affordable housing and said there is a big demand for homes, but the supply is not there. Webster emphasized that a major change in the tax structure in Michigan will be necessary in order to effect change in housing affordability.

Ron Van Zee- Hayes Township is still waiting to hear back from the United States Army Corps of Engineers regarding their permit for the Camp Sea-Gull boat launch. On November 8th, the Township will hold their first fundraiser for the boat launch. Van Zee also reported the Township Planning Commission held a public hearing on waterfront greenbelt zoning language. He also added they will be implementing a subcommittee to assist property owners with the site plan review process. Van Zee also reported that Bay Township held a public hearing on their first special use permit application for an accessory dwelling unit without a principal structure. Van Zee had also attended the Charlevoix County Planners Forum on November 1st. He said it was a great program and Tip of the Mitt Watershed Council did a great job organizing the event.

Public Hearing on Draft Future Land Use Plan Update

At 7:15 p.m., Chairman Draves opened the public hearing on the Draft Future Land Use Plan Update. There were no public comments on the draft plan. Chairman Draves closed the public hearing at 7:20 p.m.

Planning Commission Comments continued...

Patrick Howard- All is quiet in Chandler Township right now. Construction has been booming lately, but supply of labor has been down. Howard said it has been hard finding people to work in the skilled trades, especially construction.

Michael Buttigieg- Unfortunately, he missed the Charlevoix County Planners Forum due to work. Buttigieg said work was very busy in October.

Larry Levensgood- Attended the Northwest Michigan Housing Summit in Traverse City. They did well identifying the housing problem, but they need solutions. Levensgood said we need the

private sector to be involved in the solution. Buttigieg asked, if the Townships were to decrease the minimum square footage required for a dwelling unit, would this help increase the availability of affordable housing? Howard said it may help some, but there wouldn't be a huge cost savings. He explained there would be a difference in the cost of materials, but the labor cost would be about the same. Levengood and Webster added that the lack of different types of housing is an issue, not just single-family homes. Levengood also reported that he attended an MSU Extension webinar on the "Sharing Economy" on October 19th. Levengood gave some examples of what is meant by "sharing economy", such as people renting out their bikes to strangers for an hourly rate. Levengood noted that the concept of a sharing economy would be difficult from a regulatory (zoning) standpoint. Webster added that there's also the concept of the "Gig" Economy, where people can do short term jobs. Levengood also attended the WATCH (Water and Air Team Charlevoix) Annual Meeting on October 25th. There was a presentation by Kevin Brown who spoke on solar energy for private homes. On November 1st, he attended the Charlevoix County Planners Forum and was pleased with all the sessions, especially the one on invasive species. Levengood also attended the Boyne Business Expo on November 2nd at Boyne Mountain. He will also be attending the Conservation District Annual Meeting on November 9th. The presentation topic will be the DNR's Hunting Access Program, where land owners can lease out their land to hunters.

Bob Tidmore- All is quiet on Beaver Island right now. He mentioned that the Island continues to get good press from the recent Island Summit.

Bob Draves- Attended the Northwest Michigan Housing Summit in Traverse City. He shared some population and housing statistics provided at the Summit. Draves had been busy attending meetings in the month of October. He attended the MSU Extension Webinar on the Sharing Economy on October 19th. He mentioned it was very informative, and noted that not being able to regulate Airbnbs and VRBOs (Vacation Rental by Owner) through zoning at the local level will be an issue for Townships (if the proposed state legislation passes). The Michigan Association of Realtors are somewhat behind the concept of Airbnbs due to the fact it's a selling point to potential homebuyers.

County Commissioner Comments

Ron Reinhardt- Commissioner Reinhardt commented on the recent terrorist attack along a bike path in New York City. He said it would also be hard to prevent something like that from happening here in Charlevoix County. Reinhardt also mentioned he had mixed feelings regarding the proposed state legislation for short-term rentals. He added that some resorts out west in a "hot" real estate market were bussing people to work in the city due to the high cost of rent.

Staff Comments

Kiersten reported on the following projects and activities in October:

- Boyne City to Charlevoix Trail project
 - **Phase 1**
 - Shrubs were planted between the trail and retaining wall within Boyne City limits; temporary fence was removed

- **Phase 2**
 - Trail crossing at Mulberry Lane – Additional shrubbery was trimmed back and trail signs were moved to the end posts of the fence to improve sight distance
- **Phase 3**
 - Working with Park of the Pines to finalize conceptual plan for the trailhead
- Attended Northwest Michigan Housing Summit on October 16th – Individuals from different segments of the community (local government officials, construction industry experts, banking/lending institutions, and non-profit organizations) came together to discuss the lack of affordable housing in the region, but no clear solutions emerged; it was agreed that everyone has a role in resolving this issue
- Attended Parks Committee meeting on October 16th
 - Continued discussion regarding a proposed boat launch at Whiting Park – A pre-application was submitted to the Department of Environmental Quality and a site visit by DEQ Staff was planned for late October to assess the best location for the boat launch
 - County Board approved the proposed tree cutting at Whiting Park
 - Aspen Wireless is assisting the County by looking at options for providing Wi-Fi service at Whiting Park
- Prepared materials for tonight’s meeting

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

Antrim County Master Plan Draft

Kiersten said Antrim County is proposing to update their Master Plan. She reviewed the Planning Department Staff Review on the proposed plan update. Kiersten said most of the southern border of Charlevoix County (mainland) is shared with Antrim County. The townships of Norwood, Marion, Eveline, South Arm, Wilson, and Boyne Valley in Charlevoix County have a common border with the townships of Banks, Echo, Jordan, and Warner in Antrim County. Comparing the future land use maps of Antrim County and Charlevoix County, Kiersten did not see any potential land use conflicts between the proposed future uses in Antrim County and the planned future uses in Charlevoix County, along the shared border. She went on to review specific comments outlined in the Staff Review, which included a point regarding the map of Future Land Uses. Kiersten said the map didn’t show much land in Banks Township designated for Agricultural Preservation, even though the Prime Farmland map showed most of the Township as having farmland of local importance. Levensgood said Antrim County has always been serious about protecting farmland and open space. Overall, Kiersten commended Antrim County on their efforts to update their Master Plan. She thought it was a very comprehensive and informative plan.

Levensgood commented that he was surprised the plan did not include information about commuting trends between home and work. He said a significant point made in some of their previous Master Plans was that many people who live in Antrim County work outside the county, and many people who work in Antrim County live outside the county.

Motion by Michael Buttigieg to send the Planning Department Staff Review to Antrim County for their consideration. Patrick Howard seconded the motion. Voice vote: All in favor. Motion passed.

Eveline Township Proposed Zoning Text Amendments

Kiersten said Eveline Township is proposing to amend the waterfront greenbelt provisions and add related definitions to their Zoning Ordinance. She summarized the Planning Department Staff Review on the proposed zoning text amendments. The Township is proposing to add the requirement that a Waterfront Greenbelt Landscape Plan be submitted and approved prior to altering any vegetation in the waterfront greenbelt. The proposed amendments detail this process. Kiersten reviewed specific comments outlined in the Staff Review. Referring to page 3, Subsection 5. b., she said it would be helpful if some of the text could be streamlined to remove redundancy. For example, the phrase “detailed drawings” is used multiple times. It would be better to state this once and have a list below it with all the items required to be on the detailed drawing. Referring to page 4, Subsections c. and f., regarding the review period for a Waterfront Greenbelt Landscape Plan that has been submitted for approval, Kiersten said there are references to “within a reasonable period of time”. She asked, what is considered a reasonable period of time and who determines this? A specific time frame should be given, so it’s not open ended. Discussion took place regarding the review period. Denny Way said, for reference, he would check on the review period for other types of permit applications in the Township. Also on page 4, in Subsection d., Kiersten suggested the Township may want to consider refining the text to be similar to Subsection e., for clarity. On page 5, in Subsection ii. at the top of the page, a minor wording correction is needed.

Overall, Kiersten noted that, while waterfront greenbelt provisions are important for protecting water quality, the proposed amendments seem extremely restrictive and will be hard to enforce. She asked what prompted the Township to propose these additional restrictions and if there is public support for these proposed new requirements. Denny Way said some Township residents wanted stricter greenbelt requirements. Levengood said the Lake Charlevoix Association has encouraged the townships around Lake Charlevoix to strengthen the waterfront greenbelt provisions in their zoning ordinances. Tidmore asked if the greenbelt is defined in the ordinance (as this was not part of the proposed amendments). Kiersten said it is 50 feet landward of the all-time high water mark of Lake Charlevoix.

Tidmore thought it would be helpful if the Township could include in the Zoning Ordinance an example of the required detailed drawing for a Waterfront Greenbelt Landscape Plan. Referring to page 5, Subsection 7. of the proposed amendments, which allows a maximum of 20% lot coverage on any parcel within 500 feet of any lake, river or stream, Van Zee said some townships increase the maximum percentage of lot coverage allowed for smaller lots compared to larger lots. He noted that steep slopes can also be an issue. Referring to Subsection 8. on the same page, which states the base of the lowest floor of any building in the township shall be no lower than 585 feet International Great Lakes Datum of 1985, Van Zee said some areas of the Township away from the water may be lower than this elevation.

Motion by Michael Buttigieg, seconded by Ron Van Zee, to send the Planning Department Staff Review and the Planning Commission’s comments to Eveline Township for their consideration. Voice vote: All in favor. Motion passed.

Hudson Township Proposed Zoning Text Amendments

Kiersten said Hudson Township is proposing to amend their zoning ordinance to allow woodworking and cabinet shops, breweries, and distilleries as special uses in the Agricultural (“A”) District. As part of these amendments, the Township is also proposing to add definitions for “Brewery”, “Distillery”, and “Woodworking/Cabinet Shop” to their ordinance. Currently, the zoning ordinance is silent regarding breweries and distilleries. Woodworking shops are currently allowed as a permitted use in the Industrial District.

Kiersten said the definitions of brewery and distillery include the sale of goods manufactured at these facilities. Does this mean wholesale, retail, or both? This is an important consideration and should be specified in the definition.

Also, in Section 6.6 b) 9), the Township is proposing to add distilleries and wineries as special uses in the Agricultural District, which is not consistent with the stated purpose of the proposed amendments, which is to add distilleries and breweries. Kiersten questioned if the Township had intended this to be distilleries and *breweries*? She noted there’s no current or proposed definition for “Winery”. However, the definition of “Distillery” includes wine.

For reference, Kiersten reviewed other uses currently allowed in the Agricultural District as well as the dimensional requirements in this district. She also noted that special uses in the Agricultural District are also allowed as special uses in the Rural Residential District.

Kiersten said no site development standards are included as part of the proposed amendments. However, the Zoning Ordinance does not include such standards for any special uses. Site plan approval is required, though.

Kiersten said, other than the comments just made, she had no concerns with adding woodworking/cabinet shops, breweries, and distilleries as special uses in the Agricultural District. However, the Township may want to consider adding site development standards not only for these proposed special uses, but others in the zoning ordinance as well, to help reduce the potential for land use conflicts between adjacent uses.

Based on the proposed definition of woodworking/cabinet shop, Van Zee questioned if this would open up the possibility for a larger operation, such as a lumber mill, to go in as a special use in the Agricultural District. Howard said Chandler Township took the approach to allow home-based businesses as a use by right in any zoning district, but they must be contained within a building; the Township just limits the size and space. It was noted that the Chandler Township Zoning Ordinance provisions for home-based businesses would be a good reference.

Motion by Michael Buttigieg, seconded by Patrick Howard, to send the Planning Department Staff Review and the Planning Commission’s comments, including the reference to the Chandler Township Zoning Ordinance provisions for home-based businesses, to Hudson Township for their consideration. Voice vote: All in favor. Motion passed.

VII. Any Unfinished County Business

None

VIII. Adjournment

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

Chairman Draves adjourned the meeting at 8:47 p.m.

Respectfully Submitted By,

Robert L. Tidmore
Secretary

RLT/kc