



CHARLEVOIX COUNTY PLANNING COMMISSION

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

Approved Meeting Minutes August 6, 2015

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

Members absent: None

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

II. Pledge of Allegiance

Bob Draves led the Planning Commission in reciting the Pledge of Allegiance.

III. Approval of Agenda

The revised tentative agenda was approved as presented by consensus.

IV. Public Comments Unrelated to Agenda Items

None

V. County Business Items

Approval of Minutes of July 2, 2015 Meeting

MOTION by Bob Draves, seconded by Ron Van Zee, to approve the minutes of the July 2, 2015 meeting as presented. Voice vote: all in favor. Motion carried.

Correspondence and Communications

Kiersten reviewed the following correspondence and communications:

- Press Release from Michigan Department of Natural Resources (MDNR) regarding the Draft Lake Michigan Islands Management Plan (including Beaver Island Archipelago), which is now available for public review and comment on the DNR website until August 31st
- Master Citizen Planner Webinar on “Restrictions on Zoning Authority: Wireless Communication Facilities, Part 2” will take place on August 20th and participants will receive one (1) continuing education credit; Kiersten said the webinar could be shown in the Commissioners’ Room if any Commission members are interested in attending; Jason, Draves, and Van Zee would like to attend the webinar
- Commission members who are Master Citizen Planners are required to complete six (6) credits and *all* Commission members are required to complete three (3) credits of continuing education each calendar year; some members still need to earn credits for this year, so Kiersten will let everyone know as workshops and events are scheduled in the future
- The Charlevoix County Planners Forum will be held again this fall at the Charlevoix Public Library; MSU Extension is currently organizing the event
- Invitation to the Little Traverse Bay Stormwater Tour, hosted by Tip of the Mitt Watershed Council, on August 26th
- The permit applications for both Michigan Department of Environmental Quality (MDEQ) public notices we reviewed at our last meeting were approved by the DEQ, which included beach grooming in the day-use area at Whiting Park, and improvements to the hiking trail in a wetland area at Young State Park
- MSU Extension article regarding the recent U.S. Supreme Court ruling on sign regulations, which has implications for all local units of government; all communities are encouraged to review their sign regulations to ensure they are consistent with the court ruling

Planning Commission Comments

Bob Tidmore: * Beaver Island not as busy as Charlevoix. Boat traffic down a bit in terms of vehicles. *Recent meeting on the island with DNR regarding the Draft Lake Michigan Islands Management Plan was not well received; the island wants to create a waterways trail, but the state land designations are making it very restrictive. *Veterans Memorial Park recently had a brick dedication to several Native American veterans; it was a nice event

Bob Draves: *Quiet in South Arm Township right now. *Waterman Road will be improved yet this year. *Jordan Valley Emergency Medical Services (EMS) Authority has a tentative agreement with the City of East Jordan, but it hasn’t been accepted by legal counsel yet.

Larry Levensgood: *Attended a Lake Charlevoix Association meeting. *Attended the Tip of the Mitt Watershed Council Annual Meeting where a presentation was given by Enbridge on the pipeline that runs under the Straits of Mackinac. *A Michigan Pipeline Workshop hosted by Tip of the Mitt Watershed Council will be held on August 27th. *Attended the “Protecting Michigan’s Inland Lakes” workshop at North Central Michigan College today.

Michael Buttigieg: *The Michigan Mountain Mayhem bike event was successful once again this year. *Recently, he had two engineers on his property taking soil and water samples as part of a university study; he described the cross-section of soil they obtained when they dug down into the earth

Patrick Howard: *Weather has been causing some issues this summer with work, but hay yields are back up. *Walloon business owners are saying it's the busiest season they can remember. The town was packed for the "Celebrate Walloon" event.

Ron Van Zee: *Attended a Lake Charlevoix Area Zoning Administrators meeting last week. *Dean Solomon (MSU Extension) welcomes any ideas for session topics for the Planners Forum this fall. *Hayes Township will have a public auction at Camp Sea-Gull on Aug 22nd. *Hayes Township Planning Commission has finished working on text amendments to their zoning ordinance and they're now focusing on dock issues. *There has been a lot of land transactions this summer, with 3 current Zoning Board of Appeals (ZBA) cases. *Bay Township completed their road improvement plan at the last meeting; a private citizen is paying to have Church Road improved. * The Township has received a lot of noise complaints regarding the gun range at Camp Michiganiana, but there's nothing the Township can really do. *Emmet-Charlevoix County Fair is coming soon; poultry cannot be shown this year. *Both townships asked Ron to talk with the County Planning Commission about Mary Campbell's retirement, the resulting need of some communities for planning assistance, and if the County might be able to provide any resources to assist the townships, such as providing sample zoning ordinance language if needed.

Dennis Jason: *Attended the Parks Committee meeting in July. *The Committee discussed maintenance issues at Whiting Park. *Kiersten will be working more with Ross Maxwell, Parks Director, to assist with the grants for the Boyne City to Charlevoix Non-motorized Trail. *The Committee discussed adding a reference to the proposed Traverse City to Charlevoix Trail to the County Recreation Plan to help facilitate acquiring grants for the trail. There are some issues with routing the proposed trail through Fisherman's Island State Park. *Michigan Department of Transportation (MDOT) bid letting for Phase 1 of the Boyne City to Charlevoix Non-motorized Trail should take place in October. *The County received eight (8) applications from local units of government for Parks Millage funding assistance for local parks and recreation projects.

County Commissioner Comments

Commissioner Reinhardt attended the annual Farm Bureau meeting. Farm Bureau would like to see the County revisit the Farmland & Open Space Preservation Ordinance once again. He also described instances of bicycle traffic not stopping when required and/or obeying the laws of the road. He would like to see the Sheriff's Office step-up enforcement before we have more incidents.

Staff Comments

Kiersten attended the US-131 Corridor Economic Development Leadership Summit in Kalkaska, which was an effort to bring local officials together with regional and state agencies that provide grant funding and other assistance to help spur economic development projects in the

communities along the US-131 corridor from Cadillac to Petoskey. Kiersten also attended the Parks Committee meeting in July. The Parks Committee discussed doing the Whiting Park Campground improvements earlier than planned, possibly prior to the proposed boat launch. *Parks Millage Work Group met today and made their final recommendations on the applications for funding assistance, which will be forwarded to the Parks Committee for review and comment at their next meeting. *The GIS & Planning Department will soon become two separate departments again due to changes in the focus of GIS and Planning over time. GIS Staff has become much more involved in Information Technology (IT) support, overseeing the County's computer network, and Planning Staff is working more with the Parks Department, especially on the Boyne City to Charlevoix Trail project. Consequently, some of the Staff will be relocating to other offices in the building. The Planning Department (Kiersten) will move to the first floor, and Lora will move to the County Coordinator/Human Resources office, but will continue to provide administrative support as needed for the GIS Department and Planning Department. The new IT Technician recently hired will move into the GIS Department.

Presentation of Future Land Use Plan Survey Results

Kiersten reviewed the results of the Future Land Use Plan Survey. Eighty five (85) responses were received. Kiersten said this was a fairly good response. Larry Levengood was disappointed by that number, although he felt it was a good survey. Levengood said, although the numbers were low, the responses seem to be representative of the population as a whole. Draves said it appeared to be a fairly educated response field, and this was reflected in the responses from one question to the next. Kiersten said the survey results will be sent to Networks Northwest Planners to be incorporated into the Future Land Use Plan.

Discussion of Future Land Use Plan Update

Elizabeth Calcutt, Regional Planner from Networks Northwest, stated they had updated most of the demographic data in the Future Land Use Plan. She thought the demographic data will be an interesting change. She indicated that Brian Kelly (County GIS Coordinator) will send the map files to Networks Northwest to be updated. The next meeting with Networks Northwest Planners will be in September or October to discuss any changes that may be needed to the goals and objectives in the plan based on the updated demographic data and the survey results.

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

Melrose Township Master Plan Update

Kiersten reviewed the GIS & Planning Department Staff Review on the proposed Melrose Township Master Plan Update. Kiersten said she found no conflicts between the proposed plan and the plans of the surrounding local communities nor the County Future Land Use Plan. She suggested adding some photos and more graphics to the plan. Kiersten thought their future land use category descriptions were particularly well done and would provide a good foundation for their zoning district regulations. Van Zee recommended that wherever tables are split on two pages, they should be combined to help improve readability. Overall, the proposed plan was well done.

MOTION by Ron Van Zee, seconded by Bob Draves, to recommend approval of the Melrose Township Master Plan Update and to send the GIS & Planning Department Staff Review to Melrose Township for their consideration. Voice vote: all in favor. Motion passed.

Boyne City Master Plan Update

Kiersten reviewed the GIS & Planning Department Staff Review on the proposed Boyne City Master Plan Update. Kiersten said she compared the planned future land uses along the shared border with neighboring municipalities and found no issues of real concern. There were also no issues in comparison to the County Future Land Use Plan. Kiersten said she liked the overall layout of the plan. Great use of color and graphics. Regarding the future land use map, Kiersten said it was difficult to differentiate between some of the colors on the printed version of the map, however the colors were easy to distinguish on the digital version. Also on the future land use map, Jason thought the City may want to change the designation of the land across from Family Fare from Marina to Community Recreation, considering the current plans for this parcel.

MOTION by Dennis Jason, seconded by Larry Levengood, to recommend approval of the Boyne City Master Plan Update, and to send the GIS & Planning Department Staff Review as well as the suggestion to change the designation of the parcel across from Family Fare to Community Recreation on the future land use map, to the City of Boyne City for their consideration. Voice vote: all in favor. Motion passed.

Hayes Township Zoning Text Amendments

Kiersten reviewed the GIS & Planning Department Staff Review on the proposed text amendments to the Hayes Township Zoning Ordinance regarding 1) Definitions for Accessory Building or Structure; Lot Line, Front; Setback; Boat; Boat Parking Space; Marina; and Permeable Surface, 2) General Provisions pertaining to nonconformities, accessory buildings, storm water retention, waterfront regulations, fences, walls and hedges, and outdoor lighting; 3) footnote references in the Schedule of Regulations, 4) Standards for Granting Site Plan Approval, and 5) Supplemental Site Development Standards pertaining to resource mining, extraction and fill. Levengood said the Township worked very hard on the proposed text amendments to the ordinance. Howard agreed, noting that the proposed changes appear to give the Zoning Administrator more leeway that would lessen the need to bring issues before the Zoning Board of Appeals.

MOTION by Michael Buttigieg, seconded by Bob Draves, to recommend approval of the proposed text amendments to the Hayes Township Zoning Ordinance and to send the GIS & Planning Department Staff Review to Hayes Township for their consideration. Voice vote: all in favor. Motion passed.

MDEQ Public Notice (Charlevoix County Road Commission)

Commission members and Staff reviewed the MDEQ Public Notice for the permit application submitted by the Charlevoix County Road Commission (File 15-15-0025-P) in which the

applicant proposes to install gabion (stone) baskets along the road slope of Thumb Lake Road where it intersects Thumb Lake in order to stabilize the slope and prevent a road failure.

MOTION by Larry Levengood, seconded by Patrick Howard, to send a letter of support for this project to the MDEQ because the project is in the public interest. Voice vote: all in favor. Motion passed.

VII. Any Unfinished County Business

Buttigieg commented on the Qualified Forest Program, noting that the landowner of a parcel enrolled in the program can receive a property tax break. Discussion took place regarding this program.

VIII. Adjournment

MOTION by Bob Draves, seconded by Michael Buttigieg, to adjourn the meeting. Voice vote: all in favor. Motion passed.

Chairman Jason adjourned the meeting at 9:23 p.m.

Submitted by:

Robert L. Tidmore
Secretary

RLT/llm