

VILLAGE OF ELK RAPIDS – PLANNING COMMISSION

PLANNING AND ZONING ADMINISTRATOR MONTHLY ACTIVITIES REPORT FOR THE MONTH ENDING: APRIL 30, 2017

PERMIT INQUIRIES, CONSULTATIONS & REVIEWS

The Planning and Zoning Administrator processed a total of 227 zoning permit inquiries, consultations, and reviews during the month of April, 2017.

PERMITS REQUESTED:

1. ZCP #2017-008 – Request of Elisha Beckering for a Sign Permit to allow for the placement of a new Wall Sign on the existing building located at 121 Bridge St. Permit Approved.
2. ZCP #2017-009 – Request of Ron Smith for a Driveway Permit to allow for the construction of a new driveway on his property located on the SE corner of Rivershore and E. Third St. Permit Approved.
3. ZCP #2017-010 – Request of Stephanie Holz for a ZCP to allow for the construction of a new 12'x16' uncovered deck on her property located at 233 Rivershore Dr. Permit Approved.
4. ZCP #2017-011 – Request of Elk Rapids Properties (Shell Station), for a Sign Permit to allow for the replacement of two Canopy Signs on the existing canopy located at 111 Ames St. Permit Approved.
5. ZCP #2017-012 – Request of Roger Send for a Lot Split Permit to allow for the split of Parcel #05-43-021-001-20, located at 503 Lake St., into 3 conforming parcels in accordance with the Village of Elk Rapids Zoning Code. Permit Approved.
6. ZCP #2017-013 – Request of Steve Stargard for a Driveway Permit to allow for the construction of a new driveway on his property located at 808 Millers Park. Permit Approved.
7. ZCP #2017-014 – Request of Corner Druggist for a Sign Permit to allow for the placement of a new vinyl Window Sign on the existing building located at 154 River St. Permit Approved.
8. ZCP #2017-015 – Request of Scott and Kathy Brubaker for a Driveway Permit to allow for the construction of a new driveway on their property located at 318 Rivershore Dr. Permit Approved.
9. ZCP #2017-016 – Request of Todd Heger for a ZCP to allow for the construction of a new 8'x12' covered porch on his property located at 409 Ottawa St. Permit Approved.

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10. ZCP #2017-017 – Request of Amy Richards for a ZCP to allow for the construction of a new 19'x20' deck on her property located at 137 Rivershore Dr. Permit Approved.
11. ZCP #2017-018 – Request of James Walters for a ZCP to allow for the construction of 310 sq.ft. of new decking on his property located at 575 Meguzee Pte. Permit Approved.

PERMIT COMPLIANCE MONITORING VISITS

The Planning and Zoning Administrator conducted site visits to ensure Code compliance at the following properties:

1. Elisha Beckering – 100 River St. – Zoning Compliance Site Visit for ZCP #2017-008.
2. Ron Smith – SE Corner of Rivershore & E. Third St. – Zoning Compliance Site Visit for ZCP #2017-009.
3. Stephanie Holz – 233 Rivershore Dr. – Zoning Compliance Site Visit for ZCP #2017-010.
4. Roger Send – 503 Lake St. – Zoning Compliance Site Visit for ZCP #2017-012.
5. Steve Stargard – 808 Millers Park – Zoning Compliance Site Visit for ZCP #2017-013.
6. Corner Druggist – 154 River St. – Zoning Compliance Site Visit for ZCP #2017-014.
7. Scott Brubaker – 318 Rivershore Dr. – Zoning Compliance Site Visit for ZCP #2017-015.
8. Todd Heger – 409 Ottawa St. – Zoning Compliance Site Visit for ZCP #2017-016.
9. Amy Richards – 137 Rivershore Dr. – Zoning Compliance Site Visit for ZCP #2017-017.
10. James Walters – 575 Meguzee Pte. – Zoning Compliance Site Visit for ZCP #2017-018.

ZONING CLASSIFICATION CHANGE REQUESTS:

1. None.

CODE AMENDMENT REVIEW:

1. Ord. #475, Proposed Amendment to the Village of Elk Rapids Zoning Code, Section 429, Medical Marijuana. (See Village Council Activities below)
2. Ord. #477, Proposed Amendment to the Village of Elk Rapids Code of Ordinances, CHAPTER 2 – ADMINISTRATION, DIVISION 1. OFFICERS - SEC. 2-3, b.2. The Village Council conducted a Public Hearing at their regular meeting April 17, 2017 to receive citizen input on Ord. #477. On a vote of 7-YES, 0-NO, the Council adopted Ordinance #477.

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3. Ord. #478, Proposed Amendment to the Village of Elk Rapids Code of Ordinances, CHAPTER 62, UTILITIES, ARTICLE III, SEWER SERVICE, AND ARTICLE IV, SEWER RATES AND CHARGES. The Village Council conducted a Public Hearing at their regular meeting April 17, 2017 to receive citizen input on Ord. #478. After much discussion, the Council voted to postpone further discussion and decision on the proposed ordinance until their next regular meeting on May 1, 2017.

VIOLATION NOTICES:

1. Investigate lighting violation complaint 907 Livingston. Neighboring property owner called in to say that their neighbors' garage lighting was keeping them awake at night due to their bright intensity. Planning and Zoning Administrator visited the property early in the morning while still dark and found that no violation exists. The intensity of the lighting was not obtrusive and decorative porch lighting is specifically exempt from Zoning Code requirements.

MEETINGS:

1. The Planning and Zoning Administrator attended the following meetings:
 - Village Council: April 3, 2017, April 17, 2017
 - D.D.A: April 12, 2017
 - Planning Commission: April 25, 2017
 - Zoning Board of Appeals: April 20, 2017
 - Staff: April 4, 2017, April 11, 2017, April 18, 2017, April 25, 2017

ZONING ADMINISTRATOR - OTHER ACITIVITIES:

1. Planning and Zoning Administrator delivered daily bank deposits for the Village.
2. Planning and Zoning Administrator continues the review of the Village of Elk Rapids Code of Ordinances, to recommend changes that would update current code in accordance with state statute and provide a more user friendly document.

PLANNING COMMISSION ACTIVITIES:

1. The Planning Commission held their regular meeting on April 25, 2017. Discussion continued on the review of Alternative Housing options for the Village.
2. The Commission nominated and elect Wallace Hibbard as Chair of the Commission and Royce Ragland as Vice-Chair. The Chair also recommended appointment of Lauren Dake as Commission representative to the Zoning Board of Appeals. Unanimous consent by all members present.

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VILLAGE COUNCIL ACTIVITIES RELATED TO PLANNING AND ZONING:

1. The Village Council conducted a First Reading of Ord. #475, Proposed Amendment to the Village of Elk Rapids Zoning Code, Section 429, Medical Marijuana. Council scheduled a Public Hearing on the proposed amendment for their regular meeting May 15, 2017.

ZONING BOARD OF APPEALS ACTIVITIES:

1. The Zoning Board of Appeals held their regular on April 20, 2017. The Board elected Myrna Howse as Chair of the Board of Appeals and Mike Szymanski as Vice-Chair.

SEMINARS/EDUCATIONAL TRAINING:

None.