

# **AGENDA**

**PLANNING COMMISSION REGULAR MEETING TUESDAY, JUNE 27, 2017 AT 7:00 P.M.  
HELD AT THE GOVERNMENTAL CENTER, 315 BRIDGE ST. ELK RAPIDS, MICHIGAN**

**1. PLEDGE OF ALLEGIANCE**

**2. ROLL CALL:**

**3. MINUTES:**

- a. Approval of Minutes Regular Planning Commission meeting May 23, 2017.

**4. CONFLICT OF INTEREST:**

Any Commission member who believes that he or she has a conflict of interest regarding any item on this agenda, shall so state that conflict at this time. Does any member believe they have a conflict of interest regarding any item on this agenda?

**5. CITIZEN COMMENTS:**

Any Citizen who wishes to address the Planning Commission on a matter not listed on this agenda may speak at this time. The Planning Commission Chair should recognize the citizen before speaking. A five minute limitation applies unless extended by the Chair. Citizens wishing to speak on matters listed on the agenda will be permitted, under the same limitations, to speak when the matter is brought before the Commission. Does any citizen wish to address the Planning Commission on a matter not listed on this Agenda?

**6. PUBLIC HEARINGS:**

- a. None.

**7. OLD BUSINESS:**

- a. Continued discussion – Alternative Housing needs in the Village of Elk Rapids.  
Accessory Dwelling Unit Survey Summary

**8. NEW BUSINESS:**

- a. None.

**9. CORRESPONDENCE:**

- a. None.

**10. REPORTS:**

- a. Planning and Zoning Administrator, Steven Ravezzani – May, 2017 Monthly Report.
- b. Council Representative – B. Mullaly
- c. ZBA Representative – L. Dake
- d. Green ER – Royce Ragland

**11. CALENDER REVIEW:**

- a. Next Planning Commission Meeting – July 25, 2017.

**12. AGENDA ITEMS FOR NEXT MEETING**

- a. To be determined.

**13. ADJOURNMENT**

**PUBLIC NOTICE ANNOUNCEMENT VILLAGE OF ELK RAPIDS**

**NOTICE OF COMPLIANCE WITH THE ADA AT PUBLIC MEETINGS**

The Village of Elk Rapids shall provide reasonable auxiliary aids and services, such as signers for the hearing impaired and individuals with disabilities at meetings/hearings upon five (5) days' notice to the Village. Individuals with disabilities requiring auxiliary aids or services should contact the Village of Elk Rapids by writing or calling the following:

William Cooper, ADA Coordinator 315 Bridge Street, P.O. Box 398, Elk Rapids, MI 49629 (231)-264-9274.

## LIMITED ENGLISH PROFICIENCY NOTICE

With seven days advance notice, accommodations can be made for persons with disabilities and/or limited English speaking ability, and persons needing auxiliary aids of services of interpreters, signers, readers or large print.

Con siete días de anticipación, el alojamiento se pueden hacer las personas con discapacidad y / o capacidad limitada de habla Inglés, y las personas que necesitan ayudas auxiliares de servicios de intérpretes, los firmantes, lectores o en letra grande.

Với bảy ngày thông báo trước, phòng có thể được thực hiện cho người khuyết tật và / hoặc hạn chế khả năng nói tiếng Anh, và những người cần hỗ trợ các dịch vụ phụ trợ của thông dịch viên, những người ký tên, người đọc hoặc in lớn.

Nrog xya hnuv ua ntej daim ntawv ceeb toom, kev kho kom haum yuav ua rau cov neeg muaj kev tsis taus thiab / los yog tsis tau lus Askiv hais lus muaj peev xwm, thiab cov neeg hu ua deductible lwm yam kev pab ntawm cov kev pab cuam ntawm cov neeg txhais lus, signers, txawj nyeem ntawv los yog sau loj loj.

與7天前通知，住宿可以為殘疾人和/或有限的英語口語能力，並需要口譯，簽名，讀者或大型印刷服務的輔助器材的人的人進行。

عم دوجو راعش اقبسم نم ةعبس ماي، نكمي ريفوت ني م جرتم، نيصت خم ةغلب قر اشال، ني ئراق، وا فورح ةري بكم جحل ا يوذل تاج ايت حال ا ةصاخلا، ءال وهو ني ذل ال نوملكتي ةغلل ا ةيزيل جنال ا ةقال طب.

# **APPROVAL OF MINUTES**

**DRAFT**  
**PLANNING COMMISSION MEETING**  
**TUESDAY, 7:00 P.M. – MAY 23, 2017**  
**GOVERNMENT CENTER – 315 BRIDGE ST.**

**The Meeting was called to order at 7:00 P.M by CHAIR, WALLY HIBBARD. PLEDGE OF ALLEGIANCE WAS RECITED.**

**ROLL CALL: MEMBERS PRESENT: Chair, Wally Hibbard; Vice-Chair, Royce Ragland; Council Representative, Barb Mullaly; Becky Lancaster, Lauren Dake; Richard Smith; Jim Okonoski, Council Representatve. Also present, Secretary Elaine Glowicki; Steve, Ravezzani, Zoning Administrator**

**MOTION by MULLALY second by LANCASTER to approve the Planning Commission Minutes dated April 25, 2017 as presented. All members present voting yes. MOTION CARRIED.**

**CONFLICT OF INTEREST: NONE**

**CITIZEN COMMENTS: NONE**

**PUBLIC HEARINGS: NONE**

**OLD BUSINESS:**

**a. CONTINUED DISCUSSION – ALTERNATIVE HOUSING NEEDS IN THE VILLAGE OF ELK RAPIDS:**

At the January, February, March Planning Meetings, Zoning Administrator Ravezzani has been submitting monthly updates to the commission members regarding Accessory Dwelling Unit (ADU). The members have been discussing the need for new housing alternatives that respect the look and scale of single-family neighborhoods. At the May Meeting, the planning members requested Zoning Administrator Ravezzani to continue the review of the Village Code of Ordinances and to furnish a draft Accessory Dwelling Unit Survey (2017) to Village residents, property owners and those employees who work in the Village.

Ravezzani has presented a draft survey that was approved by the planning members with a couple of miniscule changes. Zoning Administrator, Ravezzani and Planning Chair, Hibbard to prepare the survey for publication in the Elk Rapids News and placed on-line. Surveys to be returned by June 12<sup>th</sup>.

**NEW BUSINESS: NONE**

**CORRESPONDENCE:**

Rich Smith e-mail: ACOE Regulatory Program presentation on June 22, 2017, 9am at Grand Traverse County Governmental Center. This is an outreach event that will provide an overview of the Regulatory program for work in waterways, wetlands, and along shorelines. This is a free event and everyone is welcome.

**REPORTS:** Planning & Zoning Administrator, Steve Ravezzani presented the monthly report for April 30, 2017. Additional remarks by Ravezzani:

- No information has been received from owner Peter Heese regarding the development of his US 31 property. Received information from Heidi Shaffer, Antrim County Soil Erosion Officer that the conversation has been

held with the property owner that the property needs to be seeded in accordance with the Soil Erosion Permit requirements.

**COUNCIL REPORT:** Member Mullaly reported on council news:

- Thanked the Green ER for sponsoring their May Events.
- Medical Marihuana Resolution
- Lease Agreement with Speedway/US 31
- Water Tower work completed

**ZBA Representative, Lauren Dake**

- No requests for ZBA variances.

**Planning Member, Royce Ragland** commented on the successful events involving Green Elk Rapids such as Earth Day Workshop; Storm Drain labeling project; Super Recycling, Community tour of new waste water treatment plant, plus Water Walkers, author Carol Trembath; MDOT highway pick-up teams, Before The Flood documentary shown at the Cinema; Community Hike at site of former Camp Maplehurst.

50 Trees to be planted in June.

**NEXT PLANNING MEETING: JUNE 27, 2017**

**ADJOURNMENT: 7:48 p.m.**

**Elaine Glowicki, Recording Secretary**

**OLD BUSINESS  
A.D.U. SURVEY RESPONSE**

**VILLAGE OF ELK RAPIDS PLANNING COMMISSION  
ACCESSORY DWELLING UNIT SURVEY 2017**

**SUMMARY OF SURVEY RESPONSES**

**TOTAL SURVEYS RETURNED - 21**



**1. Do you own residential property in the Village? (If Yes, Continue – If No, Skip to 2)**

YES **13**

NO **6**

**a. What is your status in the Village of Elk Rapids?**

Primary residence is in the Village **13**

Residential property owner in the Village **5**

Do not reside in the Village of Elk Rapids (Skip to 2)

**b. Which of the following statements best reflects your feeling concerning affordable housing alternatives within the Village of Elk Rapids?**

Affordable housing alternatives in the Village is about right, not a problem **1**

Affordable housing alternatives in the Village is lacking, need to provide more **13**

**c. Do you currently have an Accessory Dwelling Unit on your property?**

YES **0**

NO **15**

**d. If the Village allowed accessory dwelling units would you be inclined to have one?**

YES **3**

NO **11**

**e. For which of the following purposes would you consider establishing an ADU on your property?**

To earn extra income **2**

Place for a relative to live **6**

Other (please specify) **3**

**f. Presuming that Accessory Dwelling Units would be the most cost effective alternative housing means to achieve the goals listed in the introduction, which of the following statements best reflects your feeling concerning Accessory Dwelling Units in all residential zoning districts in the Village?**

Accessory Dwelling Units should be allowed that meet current Code requirements **5**

Accessory Dwelling Units should be allowed as a "Conditional Use" with the development of ordinances regulating such use **8**

Accessory Dwelling Units should be prohibited in all residential zoning districts **3**

**g. What type of accessory dwelling units would be acceptable in your neighborhood? Check all that apply.**

A basement converted to an ADU **4**

An addition to an existing house **4**

A "Tiny Home" **1**

An apartment above a detached garage **7**

An apartment above an attached garage **6**

ADU's are not acceptable in my neighborhood **3**

**h. What types of standards should apply to ADUs in your neighborhood? Check all that apply.**

Parking for residents of the ADU should be off of the street **12**

At least one of the dwellings should be occupied by the owner of the property **9**

The size of the ADU should be smaller than the main dwelling unit **8**

Short Term rental or leasing of the ADU (30 days or less), should be prohibited **6**

Design/appearance retains the character of the neighborhood **10**

There should be a maximum number of unrelated persons per property **7**

**2. Do you work in the Village and live outside the Village? (If Yes, Continue – If No, Skip to 3)**

YES **2**

NO **18**

## VILLAGE OF ELK RAPIDS – PLANNING COMMISSION

- a. If the Village allowed accessory dwelling units would you seriously consider or be inclined to rent one?

YES 0

NO 1

- b. Which of the following statements best reflects your feeling concerning affordable housing alternatives within the Village of Elk Rapids?

Affordable housing alternatives in the Village is about right, not a problem 0

Affordable housing alternatives in the Village is lacking, need to provide more 2

3. Are you a business owner in the Village? (If Yes, Continue – If No, Skip to 4)

YES 2

NO 16

- a. Would allowing accessory dwelling units in the Village be beneficial to your business?

YES 4

NO 0

- b. Which of the following statements best reflects your feeling concerning affordable housing alternatives within the Village of Elk Rapids?

Affordable housing alternatives in the Village are about right, not a problem 0

Affordable housing alternatives in the Village are lacking, need to provide more 3

4. All Respondents

- a. Additional comments:

**SEE ATTACHED**

- b. Optional: Please include name and phone number so that we may contact you for clarification of your answers.

# VILLAGE OF ELK RAPIDS – PLANNING COMMISSION

## ADDITIONAL COMMENTS

1. Alternative is not beneficial. Affordable housing is the need.
2. Because it is an illegal use, I would not consider an ADU. Also, ADU's already exist unregulated in Elk Rapids. Please get a handle on what exists currently in our village before legalizing something or creating a new law that is un-enforceable. Further, all rentals & ADU's should be licensed and a fee (annual) paid if allowed. And one more thing, how would you be able to tell if an ADU was being used as a short term rental? What about extra water and sewer fees for each additional living unit? Lots to think about.
3. I feel we need more affordable housing for young people and families and for our senior population who for the most part are on fixed income.
4. Elk Rapids seriously needs affordable housing. Younger adults would be able to live here and their children would attend ER schools as well as elderly on fixed income.
5. We need affordable housing in ER so younger families can afford to live here & work here.
6. Proud of our Village!!
7. Our homeowners association does not allow outside buildings. My understanding is that Elk Rapids does not have affordable housing for young workers and this results in problems for business in terms of hiring. However, my understanding is that short term rentals e.g. by the day, week, does not solve this problem. Longer periods result in a more stable situation in neighborhoods. They appear in a residential area to work best if the property owner is present in case of problems.
8. ADU's would be a welcome alternative in the village by providing reasonably priced workforce housing or housing alternatives for seniors or immediate family.
9. We rent an apartment in the Village and work in the Village. We consider ourselves lucky to have found a year-round rental. We rent because it cost too much to purchase a house in the Village. We know several people that work here but live elsewhere due to lack of housing.
10. Low income housing is a problem.
11. I'm in favor of the idea. I've seen it done in may towns with good taste. The idea has merit and must be done in good taste.

# VILLAGE OF ELK RAPIDS – PLANNING COMMISSION

## PLANNING AND ZONING ADMINISTRATOR MONTHLY ACTIVITIES REPORT FOR THE MONTH ENDING: MAY 31, 2017

### PERMIT INQUIRIES, CONSULTATIONS & REVIEWS

The Planning and Zoning Administrator processed a total of 277 zoning permit inquiries, consultations, and reviews during the month of May, 2017.

### PERMITS REQUESTED:

1. ZCP #2017-019 – Request of Greg Anderson for a Driveway Permit to allow for the construction of a new driveway on his property located at 869 Millers Park. Permit Approved.
2. ZCP #2017-020 – Request of Leonard Sheldon for a ZCP to allow for the construction of a new 15'x 17' addition to their existing dwelling located at 312 Ash St. Permit Approved.
3. ZCP #2017-021 – Request of George Knight for a ZCP to allow for the setting of a new 14'x 60' mobile home in Vacation Village mobile home park. Permit Approved.
4. ZCP #2017-022 – Request of Leonard Klein for a ZCP to allow for shoreline restoration in accordance with Antrim County Soil Erosion Permit #2017-37. Permit Approved.
5. ZCP #2017-023 – Request of Carol Haley for a Temporary Sidewalk Closure Permit to allow for restoration of her building located at 117 River St. Permit Approved.
6. ZCP #2017-024 – Request of Josh Mosher for a Driveway Permit to allow for the construction of a new driveway on his property located at 206 Center St. Permit Approved.
7. ZCP #2017-025 – Request of Cornerstone Affordable Homes for a ZCP to allow for the construction of a new single family dwelling on their property Parcel #05-43-021-001-00, Parcel "C" on Lake St. Permit Approved.
8. ZCP #2017-026 – Request of Cornerstone Affordable Homes for a ZCP to allow for the construction of a new single family dwelling on their property Parcel #05-43-021-001-00, Parcel "B" on Lake St. Permit Approved.
9. ZCP #2017-027 – Request of Cornerstone Affordable Homes for a Driveway Permit for the construction of a new driveway on their property Parcel #05-43-021-001-00, Parcel "B" on Lake St. Permit Approved.
10. ZCP #2017-028 – Request of Cornerstone Affordable Homes for a Driveway Permit for the construction of a new driveway on their property Parcel #05-43-021-001-00, Parcel "C" on Lake St. Permit Approved.

## VILLAGE OF ELK RAPIDS – PLANNING COMMISSION

11. ZCP #2017-029 – Request of Blackmore Property Maintenance for a Driveway Permit to allow for the construction of a new driveway on their property located at 210 Lake St. Permit Approved.
12. ZCP #2017-030 – Request of Jack Koski for a ZCP to allow for the construction of a new single family dwelling on his property located at 605 Elm St. Permit Approved.
13. ZCP #2017-031 – Request of Jim Janisse for a ZCP to allow for the construction of a 5'x16' addition to the existing deck on his property located at 509 E. Third St. Permit Approved.

### PERMIT COMPLIANCE MONITORING VISITS

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

1. Greg Anderson – 869 Millers Park – Zoning Compliance Site Visit for ZCP #2017-019.
2. Leonard Sheldon – 312 Ash St. – Zoning Compliance Site Visit for ZCP #2017-020.
3. Leonard Klein – 891 Millers Park – Zoning Compliance Site Visit for ZCP #2017-022.
4. Josh Mosher – 206 Center St. - Zoning Compliance Site Visit for ZCP #2017-024.
5. Cornerstone Affordable Homes – #05-43-021-001-00, Parcel “C”, Lake St. - Zoning Compliance Site Visit for ZCP #2017-025.
6. Cornerstone Affordable Homes – #05-43-021-001-00, Parcel “B”, Lake St. - Zoning Compliance Site Visit for ZCP #2017-026.
7. Cornerstone Affordable Homes – #05-43-021-001-00, Parcel “B”, Lake St. - Zoning Compliance Site Visit for ZCP #2017-027.
8. Cornerstone Affordable Homes – #05-43-021-001-00, Parcel “C”, Lake St. - Zoning Compliance Site Visit for ZCP #2017-028.
9. Blackmore Property Maintenance – 210 Lake St. - Zoning Compliance Site Visit for ZCP #2017-029.
10. Jack Koski – 605 Elm St. - Zoning Compliance Site Visit for ZCP #2017-030.
11. Jim Janisse – 509 E. Third St. - Zoning Compliance Site Visit for ZCP #2017-031.

# VILLAGE OF ELK RAPIDS – PLANNING COMMISSION

## 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. #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. (See Village Council Activities below)
3. Ord. #479, Proposed Amendment to the Village of Elk Rapids Code of Ordinances, CHAPTER 5, DOWNTOWN DEVELOPMENT AUTHORITY. (See Village Council Activities below)

## VIOLATION NOTICES:

1. None.

## MEETINGS:

1. The Planning and Zoning Administrator attended the following meetings:
  - Village Council: May 1, 2017, May 15, 2017
  - Planning Commission: May 23, 2017
  - Staff: May 9, 2017, May 16, 2017, May 23, 2017, May 30, 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 May 23, 2017. Discussion continued on the review of Alternative Housing options for the Village.

## **VILLAGE OF ELK RAPIDS – PLANNING COMMISSION**

### VILLAGE COUNCIL ACTIVITIES RELATED TO PLANNING AND ZONING:

1. The Village Council conducted a Public Hearing at their regular meeting May 1, 2017 to receive citizen input on Ord. #475, Proposed Amendment to the Village of Elk Rapids Zoning Code, Section 429, Medical Marijuana. On a vote of 7-YES, 0-NO, the Council Adopted Ordinance #475.
2. The Village Council conducted a Public Hearing at their regular meeting May 1, 2017 to receive citizen input on 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. On a vote of 7-YES, 0-NO, the Council Adopted Ordinance #478.
3. The Village Council conducted a First Reading of Ord. #479, Proposed Amendment to the Village of Elk Rapids Code of Ordinances, CHAPTER 5, DOWNTOWN DEVELOPMENT AUTHORITY at their regular meeting May 1, 2017. The Council scheduled a Public Hearing on the Proposed ordinance at their regular meeting June 19, 2017.

### ZONING BOARD OF APPEALS ACTIVITIES:

1. The Zoning Board of Appeals regular on May 18, 2017 was cancelled because of no requests for Appeals being received. The next regular meeting of the ZBA is June 15, 2017.

### SEMINARS/EDUCATIONAL TRAINING:

1. None.