

# VILLAGE OF ELK RAPIDS – PLANNING COMMISSION

## AGENDA

PLANNING COMMISSION REGULAR MEETING TUESDAY, **FEBRUARY 27, 2018** 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 January 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. Coal Tar Sealant Ordinance
- b. Tourist Oriented Directional Signs (TODS).
- c. Master Plan Review Update

**8. NEW BUSINESS:**

- a. None.

# VILLAGE OF ELK RAPIDS – PLANNING COMMISSION

## 9. CORRESPONDENCE:

- a. Communication to Council – Proposed Pavement Sealant Ordinance.
- b. Antrim County Master Plan Notice

## 10. REPORTS:

- a. Planning and Zoning Administrator, Steven Ravezzani – January, 2018 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 – March 27, 2018.

## 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.

# VILLAGE OF ELK RAPIDS – PLANNING COMMISSION

## 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 راعشا قبسم نم ةعبس ماي، نكمي ريفوت ني مجرتم، نيصتخم ةغلب ةراشال، نيئراق، وا فورح ةريبك مجحلا يوذل تاجايت حال ةصاخلا، ءالؤهو نيذل ال نوملكتي ةغللا ةيزيلجنال ةقالطب.

**APPROVAL OF MINUTES**

# VILLAGE OF ELK RAPIDS – PLANNING COMMISSION

**DRAFT**

**TUESDAY, 7:00 P.M. – JANUARY 23, 2018  
PLANNING COMMISSION MEETING  
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. Meeting is taped.**

**MEMBERS PRESENT:** Chair, Wally Hibbard; Vice-Chair, Royce Ragland; Council Representative, Barb Mullaly; Jim Okonoski, Rich Smith, **Excused Absence:** Becky Lancaster, Lauren Dake. **Also present:** Elaine Glowicki, Zoning Administrator Steve Ravezzani, and Public, Mary Ann Jorgenson

**MOTION** by **SMITH** second by **RAGLAND** to approve the Planning Minutes dated November 28, 2017. **Roll Call Vote:** Richard Smith, Wally Hibbard, Barb Mullaly, Royce Ragland, Jim Okonoski. Absent: Becky Lancaster, Lauren Dake, All members present voting yes. **MOTION CARRIED. (Note: Planning Commission did not hold a December 2017 Regular Meeting.)**

**CONFLICT OF INTEREST: NONE**

**CITIZEN COMMENT: NONE**

**PUBLIC HEARINGS: NONE**

## **OLD BUSINESS – Coal Tar Sealants – Continued discussion.**

At the November Planning Commission Meeting, Chair Hibbard asked the planning members if they were ready to select one of the three standardized ordinances regarding ‘coal tar sealant ban’. Zoning Administrator presented a draft ordinance to the planning members for their review. Discussion followed:

- Section 11-2 (C) the use and sale of pavement sealant products containing >0.1% (whether the percentage is one tenth of one percent or is it one percent).
- (PAHs) appears three times in the draft, insert the word High in front the word (PSHs).
- Section 11-2 (C) also suggested deleting (**tar-based sealer**) and in the same sentence delete (**in order**).

Ravezzani asked the members to submit their corrections to him for discussion at the February Planning Meeting.

## **CORRESPONDENCE:**

Ravezzani then read a letter from Tom Ennis, PE, and LEED AP thanking the planning commission for their regional leadership in contemplating this ban. If adopted Elk Rapids would be the first ban in the northern half of Michigan.

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### NEW BUSINESS:

#### TOURIST ORIENTED DIRECTIONAL SIGNS (TODS):

The Michigan Department of Transportation (MDOT) has contracted with Michigan Logos, Inc. to administer the TODS (Tourist Oriented Direction Sign) Program which provides the business identification and directional information for certain Tourist Oriented Activities. Village businesses on Ames St. and US 31 Village corridor would be eligible for this Program.

Comments:

- Personally not against the Program
- Ames St. business – signs might be a clutter – a distraction to drivers
- Suggest a Public Hearing – contact businesses
- How many signs allowed in area?
- How many businesses on a sign?
- Not to many signs
- Is there a Web site?
- What would be the procedure?

Ravezzani stated, if approved, the Procedure would be to incorporate TODS (Tourist Oriented Direction Signs) into the Sign Ordinance Table of Permitted Signs and to the definitions. Ravezzani stated he would have a proposal to the planning members at their February Meeting.

#### MASTER PLAN REVIEW:

Zoning Administer Ravezzani reported he had met with Larry Nix, Township Zoning Administrator and would keep planning members updated. Ravezzani advised the planning members to review the Master Plan for any changes and he will keep the Master Plan on future planning agendas.

#### REPORTS:

**Planning & Zoning Administrator, Steve Ravezzani** presented monthly report for December 2017.

**Council Representative, Barb Mullaly** stated the Village Council has scheduled two Public Hearings for Citizen Budget Review; changed the Water and Sewer Benefit fees to \$39.00 for ADU's.

**Z.B.A Representative, Lauren Dake** – Zoning Administrator Ravezzani reported the meeting was cancelled. No appeals requested.

**GREEN ER – Update by Royce Ragland:** Asked the members if there would be interest in having John Nelson, who is well known for his research on Land Water Management, attend a Planning Commission Meeting to speak on this subject. Interest was shown by the members. Ragland will report back in February or March.

1. Ragland informed members of the Commission of the environmental issues associated with using plastic trash bags. (Biodegradables, a plastic, manufactured differently so that it can break down quickly in the

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

presence of air and sunshine.) She suggests that the use of this product will help in making good environmental decisions.

**Super Recycling March 27 to 20<sup>th</sup>, 2018**

**NEXT SCHEDULED PLANNING MEETING: 2/27/2018.**

**ADJOURNMENT: 8:10 p.m. Elaine Glowicki, Recording Secretary**

# **OLD BUSINESS**

**PROPOSED COAL TAR SEALANT ORDINANCE**

**TOURIST ORIENTED DIRECTIONAL SIGNS (TODS)**



# VILLAGE OF ELK RAPIDS – PLANNING COMMISSION

**DRAFT**

## ARTICLE VI. – PAVEMENT SEALANT ORDINANCE

- Sec. 11-X Title
- Sec. 11-X Intent and Purpose
- Sec. 11-X Definitions
- Sec. 11-X Prohibitions
- Sec. 11-X Asphalt-Based Sealant Products.
- Sec. 11-X Penalty
- Sec. 11-X Severability
- Sec. 11-X Effective Date

### Sec. 11-1. Title.

- A. This Ordinance shall be known as the “Pavement Sealant Ordinance” of the Village of Elk Rapids.

### Sec. 11-2. Intent and Purpose.

- A. The Village of Elk Rapids finds that lakes, rivers, streams and other bodies of water are natural assets which enhance the environmental, recreational, cultural and economic resources and contribute to the general health and welfare of the community.
- B. The Village of Elk Rapids finds that the use of sealers on asphalt driveways is a common practice. However, scientific studies on the use of driveway sealers have demonstrated a relationship between stormwater runoff and certain health and environmental concerns.
- C. The purpose of this ordinance is to prohibit the use and sale of pavement sealant products containing >0.1% Polycyclic Aromatic Hydrocarbons (PAHs) by weight, including coal tar-based sealer in the Village of Elk Rapids in order to protect, restore, and preserve the quality of its waters and protect the health of its residents.

### Sec. 11-3. Definitions.

- A. Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. For the purpose of this ordinance, the following definitions shall apply unless the context clearly indicates or requires a different meaning:
  1. *Asphalt-Based Sealant Product*. A surface applied, petroleum-based pavement sealing product that typically contains less than 0.1% PAHs, by weight.
  2. *Coal Tar*. A byproduct of the process used to refine coal.
  3. *Coal Tar Sealant Product*. A surface applied pavement sealing product containing

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coal tar, coal tar pitch, coal tar pitch volatiles, RT-12, Refined Tar or any variation assigned the Chemical Abstracts Service (CAS) numbers 65996-92-1, 65996-93-2, 65996-89-6, or 8007-45-2 or related substances containing more than 0.1% PAHs, by weight.

4. PAHs (Polycyclic Aromatic Hydrocarbons). A group of organic chemicals formed during the incomplete burning of coal, oil, gas, or other organic substances. Present in coal tar and known to be harmful to humans, fish, and other aquatic life.
5. High PAH Content Sealant Product. A surface-applied pavement sealing product containing steam cracked petroleum residues, steam-cracked asphalt, pyrolysis fuel oil, heavy fuel oil, ethylene tar, or any variation of those substances assigned the chemical abstracts service number 64742-90-1, 69013-21-4 or related substances containing more than 0.1% PAHs, by weight.
6. Village. The Village of Elk Rapids, Michigan

### Sec. 11-4. Prohibitions.

- A. No person shall apply a coal tar or other high PAH content pavement sealant product on surfaces within the Village of Elk Rapids.
- B. No person shall sell a coal tar or other high PAH content sealant product that is formulated or marketed for application on surfaces within the Village of Elk Rapids.
- C. No person shall allow a coal tar or other high PAH content sealant product to be applied upon property that is under that person's ownership or control.
- D. No person shall contract with any commercial applicator, residential or commercial developer, or any other person for the application of any coal tar or other high PAH content sealant product to any driveway, parking lot, or other surface within the Village of Elk Rapids.
- E. No commercial applicator, residential or commercial developer, or other similar individual or organization shall direct any employee, independent contractor, volunteer, or other person to apply any coal tar or other high PAH content sealant product to any driveway, parking lot, or other surface within the Village of Elk Rapids.

### Sec. 11-5. Asphalt-Based Sealant Products.

- A. The provisions of this ordinance shall only apply to coal tar or other high PAH content sealant products in the Village and shall not affect the use of asphalt-based sealer products within the Village as long as those products contain less than 0.1% PAHs, by weight.

### Sec. 11-6. Penalty.

- A. A violation of any provision of this Ordinance shall be a civil infraction punishable by a civil fine and/or other sanctions as provided by law.

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

Sec. 11-7. Severability.

- A. If any provision of this Ordinance is found to be invalid by any court of competent jurisdiction, the validity of the remaining provisions shall not be affected.

Sec. 11-8. Effective Date.

- A. This Ordinance shall become effective 90 days from the date of its publication.

## Steven Ravezzani

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**From:** Dan Malnar <[dmalnar@interstatelogos.com](mailto:dmalnar@interstatelogos.com)>  
**Sent:** Thursday, January 25, 2018 4:02 PM  
**To:** Nicholas Lefebre  
**Cc:** Steven Ravezzani  
**Subject:** Re: TODS Signage

Steve,

1 TODS structure can accommodate up to 3 businesses before we would need to add an additional sign. Based on the sign spacing at this intersection, it is highly unlikely we would have space for an additional structure, if it were ever needed. MDOT reviews and approves the placement of all our signs. Right now there are only 2 businesses participating on the southbound sign, Ethanology Distillation and Pearl's New Orleans Kitchen. I have not spoken with Pearl's, but I can only assume that they would also be interested in a northbound sign, so we would be looking at 2 businesses with the potential for a 3rd. After you allow TODS within your code, the municipality must approve the applications of the businesses. So essentially, you could limit the number of TODS within the village by not approving their applications if that's a concern.

Please feel free to let me know if you have any other questions.

Thanks,

Dan

On Thu, Jan 25, 2018 at 11:30 AM, Nicholas Lefebre <[nick@ethanologydistillation.com](mailto:nick@ethanologydistillation.com)> wrote:  
Steve:

Thank you. I will be there. What time on the 27th?

Dan Mallar, will be able to answer the questions on what business are eligible to utilize the Pure Michigan sign and the number of businesses it is limited to.

Cheers,

**Nicholas Lefebre** | Chief Ethanolgist  
**M:** [231-676-0059](tel:231-676-0059) | [EthanologyDistillation.com](http://EthanologyDistillation.com)  
[Nick@EthanologyDistillation.com](mailto:Nick@EthanologyDistillation.com)

# VILLAGE OF ELK RAPIDS – PLANNING COMMISSION

## DRAFT – TODS CODE AMENDMENTS

### AMEND DEFINITIONS BY ADDING TODS DEFINITION

cc. **TEMPORARY SIGN.** A display sign, banner or advertising device with or without a structural frame intended for a limited period of display, including displays for holidays or public demonstrations.

dd. **TOURIST ORIENTED DIRECTIONAL SIGN (TODS).** A sign used to provide motorists with advance notice of a lawful cultural, historical, recreational, educational, or commercial activity that is annually attended by 2000 or more people and for which a major portion of the activity's income or visitors are derived during the normal business season for motorists not residing in the immediate area of the activity.

dd. **WALL SIGN.** A sign attached directly to or painted upon a building wall which does not project more than 12 inches therefrom. The exposed face of the sign must be in a plane parallel to the building wall or structure, such as a water tower. The sign shall not extend above the height of the building, wall, or structure.

### AMEND THE SIGNS TABLE AND FOOTNOTES AS FOLLOWS:

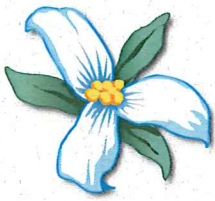
SIGNS REQUIRING PERMIT												
Zoning District	Awning Sign	Billboard	Business Center Sign	Changeable Copy Sign	Electric Message Sign	Ground Sign	Home Occupation Sign	Identification Sign	Marquee Sign	Portable Sign	Projecting Sign	Wall Sign
R-1, R-2, R-3 Residential							1/3/na (1)					1/3/na (1)
RM-L, RM-H Multi-Residential							1/3/na (1)	1/6/0 (6)				1/3/na (1)
RM-MH Mobile Home							1/3/na (1)	1/6/0 (6)				
B-1, Local Business	v/7%/na (9)		1/40/10 (13)	1/20/10 (13)	1/20/10 (13)	1/20/1 0 (13)	1/3/na (1)		v/20%/na (8)	v/6/0 (16)	v/6/na (15)	v/7%/na (1)(12)
B-2, Central Business District	v/7%/na (9)						1/3/na (1)		v/20%/na (8)	v/6/0 (16)	v/6/na (15)	v/7%/na (1)(12)
B-3, Commercial Business	v/7%/na (9)		1/40/10 (13)	1/20/10 (13)	1/20/10 (13)	1/32/10 (13)(18)	1/3/na (1)	1/6/0 (6)	v/20%/na (8)	v/6/0 (16)	v/6/na (15)	v/7%/na (1)(12)
I-1, Industrial	v/7%/na (9)	1/100/30 (17)	1/40/10 (13)	1/20/10 (13)	1/20/10 (13)	1/32/1 0 (13)		1/6/0 (6)	v/20%/na (8)	v/6/0 (16)	v/6/na (15)	v/7%/na (1)(12)
P-1, Public	v/7%/na (9)			1/20/10 (13)	1/20/10 (13)	1/32/1 0 (13)				v/6/0 (16)	v/6/na (15)	v/7%/na (1)(12)

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### Footnotes:

17. Billboard signs shall be placed only in the Industrial zone as allowed by the state Highway Advertising Act of 1972, Act 106 of the Public Acts of 1972, as amended, being M.C.L.A. §§252.301 et seq., provided that the signs do not exceed 20 feet in height and meet the front and side yard setback requirements of the zoning district in which they are located.
18. **Tourist Oriented Directional signs provided such signs are otherwise permitted by the Michigan Department of Transportation pursuant to PA 299 of 1996, as amended, and that meet the following restrictions:**
  - **An operator of a tourist oriented activity who wishes to participate in a directional sign program under the Act, and is applying for a sign that would reside within the boundaries of the Village of Elk Rapids in accordance with the provisions of the Act, shall submit the application for review by the Planning Commission.**
  - **The Village of Elk Rapids may limit the number TODS signs allowed within its jurisdictional boundaries.**
  - **Sign face area and height may not exceed that as provided in the Act.**

**CORRESPONDENCE**



## *Antrim County Administration Office*

P.O. Box 187  
Bellaire, Michigan 49615

Phone: (231) 533-6265  
Fax: (231) 533-8111  
[www.antrimcounty.org](http://www.antrimcounty.org)

Peter Garwood  
*County Administrator*

Mathew Cooke  
*Deputy Administrator*

Tina Schrader  
*Administrative Assistant*

Margie Boyd  
*Secretary*

### Memorandum

**February 14, 2018**

**To: Local Unit of Government**  
**From: Mathew Cooke, Deputy Administrator**  
**Re: Antrim County Master Plan Public Hearing Notice**

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The Antrim County Planning Commission will be holding a public hearing on the Antrim County Master Plan on Tuesday, March 6th, 2018 at 5:30 pm in the Board of Commissioners Room, Antrim County Building, 203 East Cayuga Street, Bellaire, Michigan. The plan will be available in the Antrim County Administration and Planning Office or on the County website at [www.antrimcounty.org](http://www.antrimcounty.org).

For information on the plan prior to the meeting, please contact Mathew Cooke, Deputy Administrator, at the Antrim County Administration Office: 231-533-6265 or email at [cookem@antrimcounty.org](mailto:cookem@antrimcounty.org).

Thank you.



# **Village of Elk Rapids Communication Initiation Form**

Date:

Communication To:

Month      Day      Year

Name of body submitting communication:

Date of meeting body approved communication:

Members present (last names):

Chair of submitting body:

Topic of communication:

General purpose of communication:

Resolution/Motion/Request:

Material attached supporting communication (list each document separately):

## **COMMUNICATION RESPONSE:**

Name of body responding to communication:

Date of meeting body approved response:

Members present (last names):

Chairman of body:

Response:

Material attached supporting response (list each document attached):

**VILLAGE OF ELK RAPIDS COMMUNICATION FORMS ARE FOR COMMISSIONS,  
COMMITTEES AND COUNCIL USE.**

Rationale for use:

- Minutes of commissions and committees are sent to Council for information only. Council acknowledges “receipt of minutes” when they are accepted in the course of Council agenda items. This acceptance does not indicate approval of commission action, and does not authorize action on requests, or answer questions.
- Requests, recommendations, and/or questions (from Commission to Council and from Council to Commission or Committees) often gets lost in the report to council by the commission liaison, resulting in confusion, misunderstanding, and inaction or delays by all parties.
- The use of the “Communication Form” will eliminate confusion and hearsay by clearly stating recommendations and/or requests for council approval and/or action.
- The form when completed will serve as a record that clarifies intent and action taken by all parties, and assures prompt action by all. The communication identification at the top of the page is critical as this letter and number system will follow the project/request as it progress through the system.
- Minutes of commissions/committees serve as documents for internal use.
- Council and Commission minutes are a public record.

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# REPORTS

# VILLAGE OF ELK RAPIDS – PLANNING COMMISSION

## PLANNING AND ZONING ADMINISTRATOR MONTHLY ACTIVITIES REPORT FOR THE MONTH ENDING: JANUARY 31, 2018

### PERMIT INQUIRIES, CONSULTATIONS & REVIEWS

The Planning and Zoning Administrator processed a total of 77 zoning permit inquiries, consultations, and reviews during the month of January, 2018.

### PERMITS REQUESTED:

1. ZCP #2018-001 – Request of Edward Jones Financial Advisors, for a Sign Permit to allow for the placement of an 8.5”x 65.75” Wall Sign at their new office location at 100 River St., Unit 2. Permit Approved.
2. ZCP #2018-002 – Request of Joe Nowak for a Zoning Compliance Permit to allow for the refurbishing of the existing garage structure into a residential dwelling unit on his property located at 150 Rivershore Dr. Permit Approved.
3. ZCP #2018-003 – Request of Joe Short for a Zoning Compliance Permit to allow for new addition to the existing dwelling on his property located at 134 Mitchell Dr. Permit Approved.

### PERMIT COMPLIANCE MONITORING VISITS

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

1. Edward Jones – 100 River St. – Zoning Compliance Site Visit for ZCP #2018-001.
2. Joe Nowak – 150 Rivershore Dr. – Zoning Compliance Site Visit for ZCP #2018-002.
3. Joe Short – 134 Mitchell Dr. – Zoning Compliance Site Visit for ZCP #2018-003.

### ZONING CLASSIFICATION CHANGE REQUESTS:

1. None.

### CODE AMENDMENT REVIEW:

1. Village of Elk Rapids Code of Ordinances, Chapter 10 – Island Property. Under review by Village legal counsel.

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

2. Ord. #482 - Proposed amendment to the Village of Elk Rapids Code of Ordinances, Chapter 62, Utilities, Sec. 62-46(3), Schedule of Equivalents (Water). See Council Activity below.
3. Ord. #483 - Proposed amendment to the Village of Elk Rapids Code of Ordinances, Chapter 62, Utilities, Sec. 62-283, Schedule of Equivalents (Sewer). See Council Activity below.
4. Ord. #484 – CH. 11 – Environment, Article V, Septic Inspection and Property Transfer Ordinance. See Council Activity below.

### **VIOLATION NOTICES:**

1. None.

### **MEETINGS:**

1. The Planning and Zoning Administrator attended the following meetings:
  - Village Council: January 3, 2018, January 16, 2018
  - Planning Commission: January 23, 2018
  - Budget work session: January 22, 2018
  - Staff: January 9, 2018, January 16, 2018, January 23, 2018, January 30, 2018

### **ZONING ADMINISTRATOR - OTHER ACITIVITIES:**

1. Planning and Zoning Administrator delivered daily bank deposits for the Village.
2. Planning and Zoning Administrator prepared draft of proposed Ord. #484, Amendment of the Village of Elk Rapids Code of Ordinances, Chapter 11, Environment, Article V, Septic Inspection and Property Transfer Ordinance.
3. Planning and Zoning Administrator completed review of Code of Ordinances Chapter 9, Parks and Recreation and forwarded suggested amendment to Parks and Recreation Commission for their review and comments.
4. Received Attorney Scott Howard comments on suggested amendments to Code of Ordinances Chapter 10, Island Property. His comments were included in the draft of the proposed ordinance to be provided to Council for their Action.
5. Planning and Zoning Administrator completed review of Code of Ordinances Chapter 6, Public Safety, and forwarded suggested amendment to Attorney Howard for his review and comments.
6. At the request of the Planning Commission, the Planning and Zoning Administrator prepared draft of proposed Pavement Sealant Ordinance for Council consideration for adoption into the Village of Elk Rapids Code of Ordinances.

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

7. Planning and Zoning Administrator began a review of the current Master Plan as required by State statute and prepared a draft proposal for Planning Commission review and comments.

### **PLANNING COMMISSION ACTIVITIES:**

1. The Planning Commission regular meeting scheduled on January 23, 2018.
2. The Planning Commission completed their review of a proposed Pavement Sealant Ordinance and requested the Planning and Zoning Administrator to provide it to the Village Council for their consideration to adopt it into the Village Code of Ordinances.
3. The Planning Commission began looking into a request from Ethanology to consider amending the sign ordinance to allow for Tourist Oriented Direction Signs (TODS). Further discussion will take place at the February 27<sup>th</sup> meeting.
4. The Planning Commission began its required five year review of the Village of Elk Rapids Coordinated Master Plan. This process will be in cooperation with Elk Rapids Township.

### **VILLAGE COUNCIL ACTIVITIES:**

1. The Village Council held a Public Hearing at their regular meeting on January 16, 2018 to receive citizen input on Ord. #482, proposed amendment to the Village of Elk Rapids Code of Ordinances, Chapter 62, Utilities, Sec. 62-46(3), Schedule of Equivalents (Water). On a vote of 5-Yes, 1-No, and 1-Absent, the Council adopted Ord. #482.
2. The Village Council held a Public Hearing at their regular meeting on January 16, 2018 to receive citizen input on Ord. #483, proposed amendment of the Village of Elk Rapids Code of Ordinances, Chapter 62, Utilities, Sec. 62-283, Schedule of Equivalents (Sewer). On a vote of 5-Yes, 1-No, and 1-Absent, the Council adopted Ord. #483.
3. The Village Council conducted a First Reading at their regular meeting on January 16, 2018 of Ord. #484, proposed Amendment of the Village of Elk Rapids Code of Ordinances, Chapter 11: Environment, Article V, Septic Inspection and Property Transfer Ordinance. The Council voted to schedule a Public Hearing on the proposed amendment for their regular meeting on February 20, 2018.

### **ZONING BOARD OF APPEALS ACTIVITIES:**

1. The Zoning Board of Appeals regular meeting on January 18, 2018 was cancelled because no requests for Appeals were received. The next regular meeting of the ZBA is February 15, 2018.

### **SEMINARS/EDUCATIONAL TRAINING:**

1. None.