

# VILLAGE OF ELK RAPIDS – PLANNING COMMISSION

## AGENDA

PLANNING COMMISSION REGULAR MEETING TUESDAY, **MARCH 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 February 27, 2018.

**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. Tourist Oriented Directional Signs (TODS).
- b. Master Plan Review Update

**8. NEW BUSINESS:**

- a. None.

**9. CORRESPONDENCE:**

- a. Communication to Council – Proposed Pavement Sealant Ordinance.
- b. Communication to Council – Information on the use of non-biodegradable plastic bags.
- c. Antrim County Master Plan Notice

# VILLAGE OF ELK RAPIDS – PLANNING COMMISSION

## 10. REPORTS:

- a. Planning and Zoning Administrator, Steven Ravezzani – February, 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 – April 24, 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 م ايا، نكمي ري فوت نيم جرتم، نيصتخم ةغلب ةراشال، نيئراق، وا فورح ةريبك م جحلا يوذل تاجاي ت حال ةصاخلا، ءال وهو نيذل ال نوملكتي ةغللا ةيزي لجنال ا ةقال طب.

**APPROVAL OF MINUTES**

# VILLAGE OF ELK RAPIDS – PLANNING COMMISSION

**DRAFT**

**TUESDAY, 7:00 P.M. – FEBRUARY 27, 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 RECITED.

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

**ABSENT: P.C. Secretary Elaine Glowicki, Excused.**

**MOTION** by **MULLALY**, **SECOND** by **RAGLAND** to approve the Planning Commission Minutes dated January 23, 2018 as written.

All members present voting YES. **MOTION CARRIED.**

## **CONFLICT OF INTEREST:**

None.

## **CITIZEN COMMENT:**

None.

## **PUBLIC HEARINGS:**

None.

## **OLD BUSINESS:**

- **COAL TAR SEALANTS – Continue discussion.**

Planning Commission continued its discussion of the Draft of a proposed ordinance to amend the Village of Elk Rapids Code of Ordinances by recommending the Village Council adopt the proposed ordinance that would ban the use of Coal Tar Sealants containing greater than 0.1% PAH's (Polycyclic Aromatic Hydrocarbons).

**MOTION** by **MULLALY**, **SECOND** by **SMITH** the Commission recommends the Village Council adopt the proposed ordinance. Roll Call Vote: All members voting YES. **MOTION CARRIED.**

- **TOURIST ORIENTED DIRECTIONAL SIGN (TODS) Request – Continue discussion.**

Planning and Zoning Administrator Ravezzani provided the Commission a Draft proposal for amending the Sign Ordinance to allow for the placement of State of Michigan TODS within the boundaries of the Village of Elk Rapids. Much discussion followed with member Ragland presenting many reasons in her opinion why this would not be in the best interest of the Village. Other members offered reasons

## VILLAGE OF ELK RAPIDS – PLANNING COMMISSION

why they felt that this would be a positive thing for businesses in the community. The Commission requested the Planning and Zoning Administrator provide a final Draft of the proposed amendments to the Commission at their next regular meeting in March.

- **MASTER PLAN REVIEW – Continue discussion.**

Planning and Zoning Administrator Ravezzani updated the Commission on review progress since their last meeting. He stated that member Mullaly had provided additional suggestions and they have been included in the updated draft. Members were asked to please review the Master Plan on line and provide suggestions to Ravezzani prior to the next meeting. Member Ragland request a copy of the suggested amendments already identified.

- **CONTINUED DISCUSSION - SEPTIC SYSTEM POINT OF SALE**

Planning and Zoning Administrator Ravezzani presented a preliminary Draft of a possible Point of Sale Ordinance similar to that passed by Milton Township. Commission agreed to the importance of this issue and reviewed their role in the process since if Adopted, this would be an ordinance in the Village General Code of Ordinances, not a function of the Planning Commission. It was believed that the Commission role is to recommend such issues to the Council after doing significant research and providing supporting documentation to the Council so they can understand how the Commissions' recommendation was reached. The Commission requested that Planning and Zoning Administrator Ravezzani obtain further information from Kalkaska, Benzie, and Peninsula Townships to see how their ordinances compare with the Milton Township Ordinance.

### **NEW BUSINESS**

None.

### **CORRESPONDENCE:**

Antrim County Master Plan Public Hearing Notice. No Comments.

### **REPORTS:**

- Planning & Zoning Administrator, Steve Ravezzani presented monthly report for the month ending January 31, 2018
- Council Representative Mullaly reported on the discussions of the Village Council at their August 21, 2017 meeting.
- ZBA Representative, Lauren Dake – ZBA did not meet in January.
  
- GREEN ER - Planning Member, Royce Ragland

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

Member Ragland reported provided a Draft schedule of events for this yeas Green ER festivities. She will also be in contact to finalize arrangement for a special presentation by Dr. Jo Latimore who specializes in water related issues. Her presentation will be on the agenda for the March regular meeting.

**NEXT PLANNING MEETING:** March 27, 2018

**ADJOURNMENT: 8:19 p.m.**

Respectfully Submitted,

Steven Ravezzani, Planning and Zoning Administrator

# **OLD BUSINESS**

**TOURIST ORIENTED DIRECTIONAL SIGNS (TODS)**

**MASTER PLAN REVIEW**



# VILLAGE OF ELK RAPIDS – PLANNING COMMISSION

## DRAFT – PROPOSED AMENDMENTS FOR TOURIST ORIENTED DIRECTIONAL SIGNS

### 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.

ee. **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/ TODS Sign	Home Occupation Sign	Identification Sign	Marquee Sign	Portable Sign	Projecting Sign	Wall Sign
R-1, R-2, R-3 Residential							1/3/na a (1)					1/3/na (1)
RM-L, RM-H Multi-Residential							1/3/na a (1)	1/6/0 (6)				1/3/na (1)
RM-MH Mobile Home							1/3/na a (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)	1/20/10 (13)	1/3/na a (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 a (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 a (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)	1/32/10 (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)	1/32/10 (13)				v/6/0 (16)	v/6/na (15)	v/7%/na (1)(12)

## VILLAGE OF ELK RAPIDS – PLANNING COMMISSION

### 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.**

## VILLAGE OF ELK RAPIDS – PLANNING COMMISSION

### VILLAGE OF ELK RAPIDS

315 BRIDGE STREET  
P.O. BOX 398  
ELK RAPIDS, MI 49629-0398  
231-264-9274                      231-264-9333

### Township of Elk Rapids

315 Bridge Street  
P.O. Box 365  
Elk Rapids, MI 49629-0365

March 21, 2018

Grand Traverse County  
Planning Commission  
400 Boardman Avenue  
Traverse City, MI 49684-2542

The Village and Township of Elk Rapids is preparing to undertake a planning effort to review and potentially revise the Coordinated Master Plan. The purpose of this letter is to advise you of this activity and to invite your cooperation, comments and participation in our process in accord with MCL 125.3837 of Public Act 33 of 2008, as amended.

Once any amendments to the Master Plan have been prepared and approved for distribution, we will forward you a copy for your review and comment. The draft plan will be forwarded to you in electronic form, unless you specifically request a hard copy.

If you have any questions or comments on our process, please feel free to contact the Township at 231.264.9333 or the Village at 231.264.9274.

Thank you for your interest.

Sincerely,

Elk Rapids Township and Village Planning Commission's

Shen Smith, Chairperson, Elk Rapids Township Planning Commission  
Wallace Hibbard, Chairperson, Elk Rapids Village Planning Commission

# REPORTS

# VILLAGE OF ELK RAPIDS – PLANNING COMMISSION

## PLANNING AND ZONING ADMINISTRATOR MONTHLY ACTIVITIES REPORT FOR THE MONTH ENDING: FEBRUARY 28, 2018

### PERMIT INQUIRIES, CONSULTATIONS & REVIEWS

The Planning and Zoning Administrator processed a total of 86 zoning permit inquiries, consultations, and reviews during the month of February, 2018.

### PERMITS REQUESTED:

1. ZCP #2018-004 – Request of Dan Mixer for a Zoning Compliance Permit to allow for the placement of solar array panels to the roof of the existing garage on his property located at 608 Pine St. Permit Approved.

### PERMIT COMPLIANCE MONITORING VISITS

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

1. Dan Mixer – 608 Pine St. – Zoning Compliance Site Visit for ZCP #2018-004.

### ZONING CLASSIFICATION CHANGE REQUESTS:

1. None.

### CODE AMENDMENT REVIEW:

1. Village of Elk Rapids Code of Ordinances, Chapter 10 – Island Property. Village legal counsel completed review and comments on proposed amendment. Draft ordinance being prepared for Village Council First Reading and discussion.
2. 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: February 5, 2018, February 20, 2018
  - Planning Commission: February 27, 2018
  - Staff: February 6, 2018, February 20, 2018, February 27, 2018.

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

### ZONING ADMINISTRATOR - OTHER ACITIVITIES:

1. Planning and Zoning Administrator delivered daily bank deposits for the Village.
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. No comments received from Parks and Recreation. Draft ordinance being prepared for Village Council First Reading and discussion.
2. 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.
3. 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. Waiting on return of Attorney Howard comments.
4. 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.
5. Planning and Zoning Administrator continued review of the current Master Plan as required by State statute. Draft proposal provided to Planning Commission review and comments.

### PLANNING COMMISSION ACTIVITIES:

1. The Planning Commission regular meeting scheduled on February 27, 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 continued discussion of a request from Ethanology to consider amending the sign ordinance to allow for Tourist Oriented Direction Signs (TODS).
4. The Planning Commission continued 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 conducted a Public Hearing at their regular meeting on February 20, 2018 to receive citizen input on Ord. #484, proposed Amendment of the Village of Elk Rapids Code of Ordinances, Chapter 11: Environment, Article V, Septic Inspection and Property Transfer Ordinance. On a vote of 6-Yes, 0-No, and 1-Absent, the Council Adopted Ordinance #484.

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

### ZONING BOARD OF APPEALS ACTIVITIES:

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

### SEMINARS/EDUCATIONAL TRAINING:

1. None.