

**Elk Rapids Township
Planning Commission**

Meeting Minutes – Tuesday May 18, 2010

Vice Chair Shen Smith called the meeting to order at 6:30 PM at the Government Center, 315 Bridge Street.

Present: Dorance Amos, Jean Derenzy, William Larson, Jim Lundy, Emile Sabty & Shen Smith.

Absent: Renee Mischel

Also Present: Leonard Harrett, Zoning Administrator, Larry Nix, Planning Consultant. Audience of 2.

Adoption of Agenda: Agenda for 5-18-2010 meeting was adopted by consensus.

Approval of Minutes

M/S – Derenzy/Larson. Minutes for 4-20-2010 meeting were approved unanimously.

Public Forum: None

Old Business

Budget Overview & Discussion

Mr. Amos advised that the Township budget reductions for this year are proportioned to the expected income. In time the budget is adjusted when needed to avoid shortages. The same applied to the Zoning and Planning budget.

Mr. Sabty advised that should the PC go to alternate month meetings for the balance of 2010 the total expense would just fall under the budgeted amount for the year. Following a shorter meeting schedule would work if subjects that come up for review are presented in a final Ordinance format going in, rather than memo format that usually drags into multiple reviews and updates. A final format would cut on un-necessary discussion.

Mrs. Derenzy stated that considering the circumstances, she would advocate quarterly meetings. Another area to consider would be combining with the Village the two Planning Commissions. In a quarterly meeting setup there would be a need for more efficient presentation and discussion of subjects that require review.

Vice Chair Smith said that she sense a move towards holding quarterly meetings; then polled the Commission for consensus, after which, she asked for a motion on the subject.

M/S – Sabty/Larson. Move that the Elk rapids Township Planning Commission scheduled meetings be changed to be held on quarterly basis starting with the meeting of June 2010. **Passed 6-0-0**

Mr. Harrett asked how Special Meetings would be handled on a quarterly meeting schedule, as their cost is double a regular meeting to an applicant. There will be no change to the current procedure. An applicant not wanting to wait until the scheduled quarterly meeting can request a special meeting, which if approved, it would be held on the third Tuesday of a the non scheduled meeting month, provided that all the scheduling requirements are met and the appropriate fees are paid.

SOB Ordinance

A change to the SOB Ordinance text, previously approved, was made showing a previously missed text. The missed text was added to the chapter title and Section 16.04-A to show that SOB is only allowed in a Commercial Zone. The SOB Ordinance will be on schedule for a public hearing on June 15, 2010.

ZBA Chapter 18

On May 17, 2010, Mr. Sabty presented to the ZBA the new Chapter 18 – ZONING BOARD OF APPEALS. After detailed discussion and minor changes the new ZBA Ordinance was approved by the ZBA unanimously.

After PC discussion Vice Chair Smith asked for a motion to approve the proposed new ZBA Ordinance for a public hearing.

M/S/ - Lundy/Larson. Move to approve the new Chapter 18 – ZONING BOARD OF APPEALS and schedule it for a public hearing on June 15, 2010. **Passed 6-0-0**

Section 2.20 – Conflict of Interest

On May 17, 2010, Mr. Sabty presented the ZBA the new proposed addition to Chapter 2 – GENERAL PROVISIONS & DEFINITIONS, Section 2.20 – CONFLICT OF INTEREST. After discussion the proposed amendment was approved.

During the PC Discussion it was suggested that within the text the use of “Board” should be changed to “Zoning Board of Appeals” which would eliminate misunderstanding and would refer to the entity by its known name. It was pointed that the use of “Board” comes from the Definitions Section 1.03 which states, “**Board** – The Zoning Board of Appeals for the Township.” This definition is found in the original Zoning Ordinance of 1979. Others in the PC concurred that a change would be useful.

With no further discussion Vice Chair Smith asked for a motion to approve the proposed amendment.

M/S – Lundy/Larson. Move to approve the new Section 2.20 – CONFLICT OF INTEREST and schedule it for a public hearing on June 15, 2010. **Passed 6-0-0**

Section 1.03 – Definitions – Planning Commission

Mr. Nix advised that the existing Zoning Ordinance definition of Planning Commission does not meet the new statute. He presented a proposed amendment to change that.

With no further discussion Vice Chair Smith asked for a motion to approve the proposed amendment.

M/S – Lundy/Larson. Move to approve the proposed amended text to Section 1.03 – Definitions, **Planning Commission**, as presented, and schedule it for a public hearing on June 15, 2010. **Passed 6-0-0**

New Business

Section 17.11 – Amendments to Approved Site Plans

Mr. Nix addressed the request made by the PC to derive a short approach for processing a site plan which is considered of minor nature. This was accomplished by adding to the existing seven items in Sub Section 17.11-A; for a total of 13 items for review and consideration.

After discussion, Vice Chair Smith asked for a motion to approve the amendment to Section 17.11-A.

M/S – Lundy/Larson. Move to approve the proposed added text amendment to Sub Section 17.11-A as presented and schedule it for a public hearing on June 15, 2010. **Passed 6-0-0**

Section 2.21 – Open Space Development

Mr. Nix reviewed the finalized proposed new ordinance Section 2.21 – OPEN SPACE DEVELOPMENT. It was apparent that it was satisfactory and that it did address the major concerns specifically having it applicable to only R-3 and A Zones.

With no further discussion Vice Chair Smith asked for a motion to approve the newly formed Section 2.21.

M/S – Smith/Lundy. Move to approve the new Section 2.21 – OPEN SPACE DEVELOPMENT and schedule it for a public hearing on June 15, 2010. **Passed 6-0-0**

Correspondence – None.

Public Comments

Mr. P. Brady inquired about the requirements for holding a special meeting and would there be a public notice? The question was satisfactorily answered including the fact that traditionally in the TWP all meetings related to subjects listed at the bottom of the Meeting Schedule will be noticed in the paper. Meetings of an administrative nature do not require a public notice in a paper but would be noticed at the Township Bulletin Board.

Members Comments

Mr. Harrett brought the subject of work being done on revising the Township Zoning Map. Mr. Nix had been working on updating the map. To finalize it, showing the roads in darker lines, would still need more work. When completed it would be the property of the Township and would be used in Zoning and Planning related work. The project would cost approximately \$350-\$400. Mr. Harret requested the Planning Commission to approve the expenditure.

Vice Chair Smith requested a motion to approve expenditure for the work performed on the Township Zoning Map.

M/S – Lundy/Derenzy. Move to authorize the addition of defined roads to the Township Zoning Map and the potential cost of \$350-\$400 to complete the project. **Passed 6-0-0**

Mr. Nix indicated that he will try to have the completed work available at the next meeting in June.

As there was no further business Vice Chair Smith adjourned the meeting at 7:45 PM.

The next scheduled meeting will be on Tuesday June 15, 2010 in the Government Center, 315 Bridge Street.

E.S.Sabty, Secretary
5-18-2010

Approved 6-15-2010

Minutes are subject to approval at the next regular Planning Commission Meeting.