

**Elk Rapids Township Planning Commission**  
**SPECIAL MEETING**  
**Meeting Minutes - Monday, July 2, 2018**

The meeting of the Elk Rapids Township Planning Commission was called to order by Chairperson Shen Smith at 6:26 pm at the Government Center, 315 Bridge Street, Elk Rapids, MI 49629

**Present:** Shen Smith, Emile Sabty, Pug Sliger, James Lundy, Gary Pepler  
*(Quorum Established)*

**Absent:** Aaron Isenhardt, Renee Mischel

**Also Present:** William Derman, Township Attorney, Larry Nix, Zoning Administrator  
**Audience:** Pat & Carole Brady

**Adoption of Agenda:** Agenda Correction for the July 2, 2018 meeting:  
**Unfinished Business: #2 – Change to:**  
**“Review & Approval of the Updated Planning Commission Application draft”.**

**M/S Lundy/Sliger** Motion to approve the July 2, 2018 Agenda as corrected.  
**Motion Unanimously Approved.**

**Public Comments:** Mr. Pat Brady, Elk Rapids Township resident approached the microphone and read a letter to the Township Planning Commission. A copy of Mr. Brady’s letter was provided to each member of the Commission, and will be incorporated into the record.

**Approval of Minutes:** Motion to approve the June 12, 2018 meeting minutes as written.  
**M/S Lundy/Sliger** **Motion Unanimously Approved.**

**Township Zoning Administrators Report:** A summary of Mr. Nix’s report follows:

- 1 Per the Planning Commissions request, Mr. Nix sent a violation notice to Mr. Rodney Hammond, located on Wanigan Drive. This violation notice gives Mr. Hammond 90 days to complete the fence requirement.
2. The Reiter Site Plan that was approved by the Commission in January, 2018, has been signed by the architect (Wilhelm Landscapes).
3. Mr. Nix issued a violation notice last week to a resident located on Shore Drive. The property owner built a shed next to the road without a permit.

**Township Legal Staff Report:** A summary of Attorney Derman’s report follows:

1. **Draft copy of the proposed Fee Resolution Schedule.**
  - Mr. Derman noted that Zoning Administrator Nix’s Fee Schedule recommendations were approved by the Township Board on May 8, 2018. However, the Township Ordinance requires a resolution for the fee schedule.
  - The Township Fee Schedule Resolution will go before the Township Board on July 10, 2018. Mr. Derman will report back to the Commission after Board action is taken.
  - The Resolution will be effective 30 days from the date of publication. Chair Smith will post the Township Fee Schedule Resolution on the Township website after the 30 day requirement.

- The “*Quality of Life*” statement has been mailed out with the 2018 Township Summer Tax bill. This statement will also be posted on the Township website.

**Unfinished Business:**

1) **Master Plan Draft Review and Approval.**

- Chair Smith confirmed the members of the Commission had received and reviewed the Master Plan Draft and asked if there were any questions or changes. Mr. Sabty confirmed with Zoning Administrator Nix that a property line correction was made to the maps.

M/S **Lundy/Peppler**                    **Motion to approve the Master Plan Draft.  
Motion Unanimously Approved.**

2) **Review & Approval of the updated Planning Commission Application draft.**

- Chair Smith noted that Mr. Nix and Mr. Sabty removed the fee schedule from the PC Application so if any future changes are necessary they can be easily made to the documents without going through the entire process again.
- Mr. Sabty noted two corrections to the Planning Commission Application draft:
  1. The page number is missing on the top of page 3.
  2. The application approval date needs to be added to the application document.
- Mr. Sabty will make the above noted corrections and send it to Chair Smith for posting on the Township website so it can be easily downloaded and printed.
- It was noted that once the two corrections are made, the application is current and ready for use.

M/S **Lundy/Peppler**                    **Motion to approve the updated Planning Commission Application  
draft with the above noted corrections.  
Motion Unanimously Approved.**

3) **Master Plan Special Public Hearing Date:**

- After surveying the Commission, Chair Smith confirmed a quorum is available to attend a public hearing regarding the Master Plan on September 11, 2018.
- Mr. Nix reminded the Commission the next step in the Master Plan process is Township Board approval before distribution. The Township Board is scheduled to meet on July 10, 2018 to review the Master Plan draft.

**New Business:**

- Mr. Nix provided the members with a flier regarding the Grand Traverse Bay Watershed Protection Plan. There will be meeting on Thursday, July 19, 2018 – 6-7 PM at the Historic Elk Rapids Town Hall – 401 River Street, Elk Rapids.
- The Commission received a copy of a letter Mr. Nix sent to Steve Ravezzani, Village of Elk Rapids Zoning Administrator. This letter outlines the Collaborative Master Plan schedule for the Village and the Township in pursuing an October adoption date.

- If the Master Plan draft is approved by the Township Board on July 10<sup>th</sup>, Mr. Sabty reported he will get the Public Hearing Notice into the Elk Rapids News by August 17, 2018 with a publication date of August 23, 2018. This will meet the 15-day public hearing publication requirement.
- Chair Smith thanked everyone who worked so diligently on the Master Plan process!

**Public Comments:** None.

**Member Comments:** None

**Adjournment:**

**M/S Lundy/Peppler Motion to Adjourn.**

**Motion Approved.**

Meeting was adjourned at 6:45 PM

*(version as of 7/5/18 – 12 PM)*