

**Elk Rapids Township Planning Commission Meeting
Meeting Minutes – April 18, 2023**

The meeting of the Elk Rapids Township Planning Commission was called to order by Chairperson Shen Smith at 1:30 PM at the Government Center, 315 Bridge Street, Elk Rapids, MI 49629.

Present: Shen Smith, Emile Sabty, Zach Amos, and Tom Crandall.

(Quorum Established)

Absent: Matt Soper, Gary Pepler and Jim Lundy.
Also Present: Larry Nix, Zoning Administrator and William Derman, Township Attorney.
Audience: Mary Marzolo – Cherry Suite Assisted Living, and Ray A. Easton.

Approval of Agenda: **Motion to approve the April 18, 2023 Agenda.**
MOTION/S: Amos/Sabty **Motion Carried**

Public Comments: None.

Approval of Minutes: **Motion to approve the March 21, 2023 meeting minutes.**
MOTION/S: Sabty/Amos **Motion Carried.**

Township Zoning Administrator Report (Larry Nix) - Continuation - Mary Marzolo Proposed Residential Use – 10774 S. US-31 S. A summary of this discussion follows:

- Zoning Administrator Larry Nix reviewed his memo dated April 13, 2023 **re: *Mary Marzolo Proposed Residential Use – 10774 S. US-31.*** This memo outlined his suggested options for consideration by the Board in order to meet the applicant's request.
- Emile Sabty researched applicant's location on the County maps and believes the Township has this parcel incorrectly zoned as a R-2. Upon further investigation, he noted this was a clerical error made years ago that was never corrected.
- Antrim County map has this parcel zoned as C - Commercial Improvement.
- Attorney Derman noted that County maps are tax maps and tax descriptions are different from zoning maps.
- After extensive discussion on the zoning classification of this parcel, it was determined regardless of the zoning classification, a decision needed to be made so this project request can move forward.

Conclusion: MOTION/S: Sabty/Smith

Motion to approve Zoning Administrators Draft Zoning Ordinance Amendment – 2023-01 to be added to Chapter 8 Section 8.08 of the Zoning Ordinance.

**Roll Call Vote: Crandall YES; Sabty YES; Smith YES; Amos YES.
6 VOTING YES. 0 VOTING NO.
(Soper, Lundy and Pepler are absent)
Motion Unanimously Carried.**

- Public Hearing to address the Zoning Ordinance Amendment 2023-01 is scheduled for Tuesday, May 16, 2023 – 1:30 PM.
- Publication of Public Hearing needs to be in the April 27th edition of the Elk Rapids News. Emile Sabty will handle this publication.
- Larry Nix will work with applicant Mary Marzolo to get a conversion of the existing Special Exception Use Application for consideration by the Planning Commission.

Township Legal Staff Report (Bill Derman) – Mr. Derman gave brief update on the following:
Library Deed, Short Term Rentals, Sewer SAD, Tart Trail, HERTHA windows, Farmland Preservation, Wilcox Park, Orchard View Progress, Traverse City Horse Show Open House – Thursday, May 25, 2023 – 5:30 PM.

Unfinished Business – Continuation – Township Master Plan Review Process

The Board discussed and referenced Zoning Administrators Nix’s Memorandum dated April 14, 2023 – **re: *Master Plan Draft Review Comments***. The following suggestions to Larry’s memo were provided by the Board:

Page 3 - Larry Nix should include his credentials - PCP (Professional Community Planner).

Page 5 - Leave Overlay Concept in Master Plan.

Page 6 - Remove 4 bullet points on top of page 6 – They are not valid at this time.

Page 8 - Add individual properties by parcel to future land use map.

Page 17 – Median Household Income Chart – Add source – US Census – 2020.

Page 22 & 23 – Remove “It is envisioned that in time Elk Lake Road would be widened”.

Overall – Planning Commission agrees with Zoning Administrator Nix’s suggestions.

Other Items Discussed:

- Future roads in the Township – The Board requested Larry Nix add a line or two in the Master Plan that when future land developers come into the Township to develop new areas, those land developers are responsible to provide new access roads.
- Zoning Ordinance - Section 7.06 - Group Retreat - Chairperson Smith suggested the removal of Section 7.06 addressing the Group Retreat Center. After much discussion, it was determined it might be a better idea to revise it so it is not so specific. Zoning Administrator Nix will review this section for future revision.
- Maps: Attorney Bill Derman encouraged the Board review the maps that are attached to the back of the Master Plan. (Example Map 3 – Green should be extended more to the west). Larry Nix, Bill Derman and Emile Sabty will review the maps further to ensure they are correct.

New Business:

- All members of the Planning Commission are encouraged to attend the **Traverse City Horse Show & Open House - Thursday, May 25, 2023 – 5:30 PM – Elk Rapids Government Center.**

Public Comments – None.

Member Comments – None.

MOTION/S: Amos/Crandall Motion to Adjourn.

Motion Carried.

Adjournment: 4:11 PM

(An audio tape of this Planning Commission Meeting is available at the Township Office)