Elk Rapids Township Planning Commission
Shen B. Smith - Secretary
PO Box 175, Elk Rapids, Michigan 49629
(231) 264-6665 Email - shen@bokhara.com

August 3, 2004 – Board Meeting

The Regular Monthly Meeting of the Elk Rapids Township Planning Commission was called to order by Chairman, Renee Mischel on Tuesday, August 3, 2004, at 6:30 PM, at the New Government Center, Bridge Street, Elk Rapids, MI. Present: Tom Dame, Emile Sabty, Shen Smith, Don Glowicki, Jr. Jim Lundy, Wm. Larson, and Renee Mischel. A quorum was established. Also Present: Len Harrett the Township Zoning Administrator, Lukas Hill the Planning Advisor, Bill Larson, Bill White, and Pat Brady.

Bill White introduced William Larson as the newest member of the Elk Rapids Township Planning Commission, then Mr. Larson was seated as a commission member.

Minutes: **May Meeting**: correct date to May 4th, correct spelling of "sculptor", Paragraph 4, replace "use" with "us". A motion was made by Emile Sabty, 2nd by Jim Lundy to approve May minutes as corrected. Motion Carried, Y-7, N-0. **June Meeting**: A motion was made by Shen Smith, 2nd by Emile Sabty to approve as published. Motion Carried, Y-7, N-0. **July Meeting**: correct by adding Jim Lundy to the absent list. A motion was made by Shen Smith, 2nd by Jim Lundy, to approve with the correction. Motion Carried, Y-7, N-0.

Old Business:

Zoning Ordinance – General: A motion was made by Emile Sabty, 2nd by Tom Dame, to remove all Roman Numerals and replace them with Alph/Numeric description headers. **Motion Carried**, Y-7, N-0.

Application Process – Section 17.04: Lukas Hill and Len Harrett presented some proposed modifications to Section 17.04 and Section 19.08 for Planning Commission review:

Section 19.08 B: Question regarding 1s paragraph – "may require" but other paragraphs are written "shall require". Section 1908 C: Will be rewritten to read:

> "***C. An escrow fee shall be required for any other porjects to cover the reasonable costs of reviewing such application which may, at the discreation of the Planning Commission, create an identifiable environmental impact on public infrastructure or services, or on adjacent propertyies and because of which, professional review is desired before a decision to approve, deny or approve with conditions is made."***

Sections D-G are okay as written.

Site Plan Submission Requirements - Section 17.04 requires (3) copies of the site plan be submitted. This section is amended to indicate that ten (10) copies of site plan will be submitted. LH Notes #3: Regarding acceptance of completed site plans – add zoning administrator to the list of those authorized to accept site plans. Section 17.05 B,C, & D – Ref: Hearings. Discussion regarding public hearings as compared to public notice. It was decided that the ordinance will reflect that all site plan review hearings WILL be published in the local newspaper to let the public know when a site plan review hearing is on the agenda. Emile Sabty will coordinate with the Township Attorneys regarding this section. Section 17.04 B – amended to read: "Each site plan shall depict the following information unless deemed not applicable by the Planning Commission." Delete LK "Zoning Administrator". Section 17.04 B – Add MDOT to the list.

Introductions Chapters 15 & 16: Emile Sabty reported his finding from the Township Attorneys regarding "Introduction" sections. Attorneys recommend keeping all introductions as they clarify for the public and give the ordinance more teeth.

Renee Mischel instructed Lukas Hill to make the above corrections to the review material for further review. As there was no further business, a motion was made by Jim Lundy, 2nd by Tom Dame to adjourn. Motion Carried, Y-7, N-0.

Meeting adjourned at 9:05 PM.

Shen Smith
Secretary