

**Charter Township of Elmwood
Planning Commission Special Meeting
June 13, 2024 at 6:30 PM**

A. Call to Order: Chairman Bechtold called the meeting to order at 6:30 PM.

B. Pledge of Allegiance: The Chair led the Pledge of Allegiance.

C. Roll Call: Present: Jeff Aprill, Doug Roberts, Chris Mikowski, Rick Bechtold, Kendra Luta, Nate McDonald. Excused: Jonah Kuzma

D. Limited Public Comment: None

E. Agenda Modifications/Approval: *MOTION BY COMMISSIONER ROBERTS, SECONDED BY COMMISSIONER APRILL TO APPROVE THE AGENDA WITH CORRECTION OF THE DAY OF THE MEETING. MOTION PASSED UNANIMOUSLY.*

F. Minutes- April 16, 2024: *MOTION BY COMMISSIONER LUTA, SECONDED BY COMMISSIONER ROBERTS TO APPROVE THE MINUTES OF APRIL 16, 2024 AS PRINTED. MOTION APPROVED UNANIMOUSLY.*

G. Consent Calendar: *MOTION BY COMMISSIONER APRILL, SECONDED BY COMMISSIONER LUTA TO ACCEPT THE CONSENT CALENDAR AS PRESENTED. MOTION PASSED UNANIMOUSLY.*

H. Declaration of Conflict of Interest: None

I. Old Business: None

J. New Business:

1.) Comprehensive/Master Plan Kickoff. Discussion on Schedule, Outreach (open houses and survey), Requirements, etc.: The Commissioners discussed “comprehensive plan” versus “master plan”. The Chair said they’ll use the terms interchangeably for now.

Sara Kopriva from Beckett and Raeder went over the plan for a survey and getting that out, and other community engagement with an open house happening this summer, as well as starting to review chapters at the October meeting. The plan is to get the survey out after the July Board meeting. For the survey, she started with some questions to work through. There are some that are typical for a survey, then Staff looked at some questions, and then they came up with some questions specific to the community. This is the start for the survey to get the Commission thinking about topics. She would like them to focus broadly on topics they need to include versus word-smithing the question. They are going to be putting this into survey monkey, which is online so you can use a link or QR code to take it. She said they could go through the survey page by page and give their input.

Commissioner Aprill commented that he thought they should go through the survey question by question.

The Commissioners went through the survey and discussed changes and additions. Sara and Staff will update the survey as discussed and send it out to the Commissioners to ensure all requested changes were incorporated. If any member of the Commission wants additional major modifications, a second special meeting can be held for further discussion. If only small changes are deemed necessary, Staff and the Consultant can make those modifications.

K. 1) Article 10 Nonconformities: The Chair noted he read and re-read the text prepared by Counsel and wondered if that would have to stand by itself sometime. Staff responded, that the proposed draft text the attorney prepared can be modified. Staff said that the Commission can spend more time with the drafted text and she will provide text used in other nearby municipalities to compare. *MOTION BY COMMISSIONER MCDONALD, SECONDED BY COMMISSIONER MIKOWSKI TO MOVE K1 ARTICLE 10 NON-CONFORMITIES TO A REGULAR MEETING. MOTION CARRIED UNANIMOUSLY.*

2.) Section 5.4 Permitted Uses: The Chair noted that he asked Staff to go through the ZO and come up with a list of items that don't have a lot of verbiage to support them. Commissioner Roberts relayed that some of the uses are regulated by other agencies. Staff agrees, but noted that it would be possible for the Township to also have regulations. The Commissioners discussed where to start and it was suggested that each Commissioner select a few to discuss at a future meeting.

L. Comments from the Chair: Chairman Bechtold thanked the Commissioners for making themselves available for the special meeting and for the good discussion on the survey.

M. Comments from Planning Commissioners: Commissioner Roberts thanked Sara and Staff for the work that went into the survey. Commissioner Aprill also thanked them for the work on the survey.

N. Comments from Staff: Staff thanked the Commissioners for their hard work. She also noted that the Commission's Tuesday meeting would be cancelled. Lastly, the City of Traverse City is having a housing summit at the Opera House June 18 from 6:00-8:00 p.m.

O. Public Comment: None

P. Adjourn: *MOTION BY COMMISSIONER APRILL, SECONDED BY COMMISSIONER LUTA TO ADJOURN MEETING AT 8:12 PM. MOTION PASSED UNANIMOUSLY.*