

Keweenaw County Planning Commission  
Regular Meeting  
Meeting Minutes  
August 28, 2023

Keweenaw County Courthouse 4:00 PM

Roll Call:	John Parsons	Present	Steve Siira	Present
	Barry Koljonen	Present	Dan Steck	Present
	Daniel Yoder	Present	AJ Kern	Present
	Jim Vivian, Commissioner	Absent	Bob Pokorski	Present
	Sara Heikkila, Zoning Administrator	Present		

5 Member quorum is present, meeting was appropriately posted.

Pledge of Allegiance

Approve Agenda

With amendments – no Zoning Admin Report

Numbers 7-9 below

Public Comment clarification

Motion (M) to approve Bob / Second (S) Steve

Approve minutes of the regular meeting on June 26, 2023.

As amended Bob volunteered to work with Sherman on master plan

M to approve John / S Bob

Guests: Harvey Desnick, zoom; Jean Fettig; Mary Long; Kathy McEvers

Public Comment Communications:

STRs shouldn't be allowed in residential districts

Public Comment:

**New Business**

1. 12 Steps to Showing Improvements on a Plat.

Email from Sara Heikkila on July 6, 2023:

*Hi Commissioners,*

*I was updating the website Zoning and Construction Codes page today <Keweenaw County website> and wanted to share the verbiage regarding Zoning Applications:*

***Zoning Permit applications must include:***

**Site Plan** (Size and location of structures, existing and proposed; septic system and water well on property; distance of all structures to property lines and street right-of-ways. Lot lines must be clearly marked on the site for inspection. Please note that to expedite the application process, a good site plan and clearly marked site is needed. To complete a plat drawing, follow the instructions, [12 Steps to Showing Improvements on a Plat](#).

*It is the responsibility of the property owner to know where their property lines are located when preparing the plot plan.*

**Drawings** showing the front and side elevations of the proposed structure are also required.

*Just thought this was worth mentioning as something the County has publicly stated with regards to whose responsibility it is for knowing where property lines are located.*

Thank you,

*Sara Heikkila*

2. Requiring site surveys for Zoning Permits.  
Feedback from Chuck Miller.
3. Zoning Map updates for Master Plan – establish a committee.  
Steve, AJ, Bob
4. Recreation Plan is expiring – the County needs a committee to assist with this effort.  
Table for September.
5. Sara Heikkila workload and role changes.  
The planning comm supports Sara in her efforts to clearly define her role and agree with full time.  
ZA stated that enforcement efforts have been limited due to current workload.  
M Bob / S Dan
6. Zoning Amendment summary is not prepared (see number 5) and review/public hearing schedule delayed.  
Move to unfinished business. Add Public hearing process to next agenda.
7. Fetting Garage.  
Planning Commission advised Sara to deny the permit application and the application could go through the variance request process.
8. Eagle Harbor Township Zoning Ordinance Amendments.
9. Public comment clarification/definition.  
Should be at the end and the beginning.  
M AJ / S Dan Y

## **Unfinished Business**

Master Plan Update

- ➔ How are things progressing?  
Sara Heikkila Ahmeek  
John and Dan Yoder Allouez  
Dan Steck Houghton  
Barry Grant  
Bob Sherman – STRs, broadband, cell service

Extend the current plan and establish a new schedule.

Keep in unfinished.

Final Public Comments

KM agrees that Zoning Administrator should be full time position and air bnbs should be regulated.

JF thinks the position should be full time as well.

Next Regular Meeting September 25, 4:00 PM

M to Adjourn Dan Y / S Barry