

County of Antrim PLANNING COMMISSION

Arlen Turner, Chairman
Jack Norris, Vice-Chairman
Jill Barnard, Secretary

Mike Crawford
Tom Malek
Laura Stanek

Jim Ferguson
Robert Sanders
Marshall Wright

Minutes

January 8, 2002, 7:00 PM
Antrim County Building Room 206

Members Present: Arlen Turner, Jack Norris, Jim Ferguson, Robert Sanders, Laura Stanek and Marshall Wright

Members Absent: Jill Barnard, Tom Malek, and Mike Crawford

Advisory Present: Stan Moore

Staff Present: Pete Garwood, Howard Yamaguchi

Others Present: Janet Person

1. Call to Order:

Meeting called to order at 7:06 p.m.

2. Approval of Minutes

Motion by Arlen Turner, supported by Jack Norris, to accept the minutes with approved changes:

Item 7 (“Wetlands Protection Ordinance”): change “It current round ...” to “The current round...”

Motion carried – unanimous.

3. Organizational Meeting

Motion by Jack Norris, supported by Laura Stanek, to hold the organizational meeting (election of officers) at the next scheduled Planning Commission meeting. Motion carried – unanimous.

4. Resident Opinion Survey - closure

Staff distributed the final version of the Antrim County Resident Opinion Survey to the members. Howard noted that there will be a version of the report on the new Antrim County web site (www.antrimcounty.org). The Commission instructed staff to distribute the document to the townships and villages in the county, as well as to the elected representatives of the county in the state legislature and the US Congress. Pete Garwood noted that the cover letter should emphasize that the results are applicable to the county as a whole, but cannot necessarily extrapolated to the township level (due to a much smaller sample size at that level). The Commission may also want to

prepare a PowerPoint presentation of the survey results for the future planning forums and visioning sessions.

4. Antrim County Master Plan: Mapping and Timetable

Howard Yamaguchi distributed handouts showing the status of updated land-use mapping in the County. Updates for the townships along Lake Michigan Coast (Elk Rapids, Milton, Torch Lake and Banks) are already complete (Corps of Engineers). Townships in the Jordan River watershed (Echo, Jordan, Warner, Chestonia, Star, and Mancelona) have had all or part of their land use mapping updated by Charlevoix County. Central Lake, Forest Home, Kearney, Helena, and Custer townships have had no mapping performed on them. With the data on hand, Howard estimated that the work could be completed within the grant amount received from Coastal Management, assuming that an entity with relatively low overheads can perform the work. The Commission also decided to allow the land-use mapping project to proceed for the balance of the year, and perform the visioning process in the Spring of 2003 instead of summer 2002. Pete also noted that the Commission should also start planning how to fund the *next* round of mapping for a future round of land use studies. Howard will update the project timetable to reflect the decisions made.

Howard also requested assistance from the members of the Planning Commission in formulating focused questions/themes for the Socioeconomic Profile of the County, using the responses from the Citizen Opinion Survey as a guide. Stan Moore noted that the responses (and their biases) of the Opinion Survey need to be placed against the background of the more comprehensive demographics available from the U.S. Census.

5. Wetlands Protection Ordinance

Pete Garwood reminded the Commission that the Board of Commissioners, in their December 13 meeting, charged the Planning Commission with preparing the groundwork for wetlands ordinance implementation. Steps include public notifications and database work, ensuring that statutory requirements for ordinance establishment and implementation are met, and others (public education, etc). Janet Person distributed a preliminary task list based on the ordinance wording.

The Commission chairman appointed the Wetlands Subcommittee comprising: Jack Norris, Laura Stanek, Jim Ferguson, Janet Person, Ray Ludwa, and Arlen Turner. The county commissioners will be invited to attend and participate in all the meetings. The first meeting of the **Wetlands Subcommittee** of the Planning Commission will be **Thursday, January 24, at 2 PM at the Board of Commissioners room.**

6. Communications

Howard noted that Village of Bellaire and Helena Township have submitted nominations for various "planner of the year" categories to the NW Michigan Council of Governments. Stan Moore noted that Howard should resume the practice of bring up relevant DEQ wetland permit applications before the group for discuss possible follow-up. Discussion on ongoing wetlands construction work (Elk Rapids, Central Lake, and Antrim Creek Natural Area) ensued.

Meeting adjourned at 8:50 PM

(Next meeting scheduled for February 5, 2002)

**County of Antrim
PLANNING COMMISSION**

Arlen Turner, Chairman
Tom Malek, Vice-Chairman
Jill Barnard, Secretary

| | |
|---------------|-----------------|
| Mike Crawford | Jim Ferguson |
| Jack Norris | Robert Sanders |
| Laura Stanek | Marshall Wright |

Minutes

February 5, 2002, 7:00 PM
Antrim County Building Room 203B

Members Present: Arlen Turner, Robert Sanders, Laura Stanek, Marshall Wright, Jill Barnard, Tom Malek, and Mike Crawford

Members Absent: Jack Norris, Jim Ferguson

Advisory Present: None

Staff Present: Pete Garwood, Howard Yamaguchi

Others Present: Janet Person, Ray Ludwa, and Ed Martel

1. Call to Order:

Meeting called to order at 7:08 p.m. by Garwood because it was an organizational meeting.

2. Election of Officers and Meeting Date/time

Arlen Turner **nominated for Chairman by Tom Malek, support by Mike Crawford; nomination closed, vote unanimous.**

Tom Malek **nominated for Vice Chair by Mike Crawford support by Arlen Turner; nominations closed, vote unanimous.**

Jill Barnard **nominated for secretary by Laura Stanek; support by Marshall Wright; nominations closed; vote unanimous.**

Motion by Jill Barnard, supported by Arlen Turner, continue meeting every 1st Tuesday of the month at 7:00PM. Motion carried – unanimous.

3. Approval of Minutes

Motion by Laura Stanek, supported by Robert Sanders, to accept the minutes of the Planning Commission meeting of January 8, 2002. Motion carried – unanimous.

4. Master Plan Update

Howard apologized for being behind and will bring updates next meeting.

5. Public Comments: none at this point

6. Wetlands Protection Ordinance Update

Pete Garwood noted that the Wetlands Subcommittee met on January 24, discussed the steps required to implement the ordinance, and passed several motions for action by the Planning Commission in making recommendations to the Board of Commissioners. Janet Person distributed a proposed County wetlands assessment form. Conservation District will do Level I assessment free if applications are made within the wetlands inventory map review period. A special mailing for notification of landowners in County may be needed. A 45-day review period for the wetland inventory maps is suggested after a newspaper ad appears on February 20, 2002. Discussion ensued on options for the length of the review period and price of wetland inventory maps.

Motion by Arlen Turner to recommend to the Board of Commissioners that the Antrim Conservation District be appointed to conduct wetland assessments during the public review period for the wetlands inventory maps. Support by Marshall Wright. Motion carried - Unanimous.

Motion by Mike Crawford to recommend that the Board of Commissioners authorize a notice in the local newspaper of 20 February to start the 90-day wetland map review process. ("Local Newspaper" is *Antrim County News* and *Town Meeting* (Elk Rapids) and on the Antrim County website. Tom Malek supported motion. Motion carried - Unanimous.

Motion by Tom Malek to recommend to the Board of Commissioners that the price of an 18" X 24" wetlands inventory map be set at \$11.80 and a custom map (specific lots and areas) at \$25 per sheet. Supported by Mike Crawford. Motion carried - Unanimous.

Motion by Marshall Wright to adopt assessment forms and procedures proposed by Janet Person (Antrim Conservation District) with appropriate modifications. Supported by Tom Malek. Motion carried - Unanimous.

7. Regional Planning and Training

NW MI COG 'Planner of the Year' awards banquet on February 15 - we are all invited, but need to RSVP to Howard. Meeting preceding luncheon 9:30 AM. April 23 at Traverse City: Planning training for new officials --- applications returned to Howard.

8. Banks Township Zoning Ordinance Amendment

Tom Malek cited PA51 that makes the State the ONLY authority over roads being certified as private or public. Definitions of roads need addendum 'as certified by Act 51'. Howard Yamaguchi went through his other recommendations and discussions ensued.

Motion by Arlen Turner to send Banks Township recommendation to approve zoning ordinance amendments with attention to the concerns in Howard's memo and the road concerns by Tom Malek; support by Laura Stanek. Motion carried - Unanimous.

9. Other Business

County Planning Act amendments noted. MSU will hold workshops on changes starting March.

10. Communications - none

11. Member comment

Marshall Wright inquired whether the ordinances contain provisions for dismantling obsolete communication towers. Garwood noted that the Zoning amendments included removal if abandoned.

Meeting adjourned at 9:15 PM

(Next meeting scheduled for March 5, 2002)

PLANNING COMMISSION

TOM MALECK, VICE CHAIRMAN

ARLEN TURNER, CHAIRMAN

JILL BARNARD, SECRETARY

Minutes March 5, 2002 – 7:10 p.m.

Members Present: Arlen Turner, Robert Sanders, Laura Stanek, and Jill Barnard
Members Absent: Jack Norris, Tom Maleck, Mike Crawford, Marshall Wright and Jim Ferguson
Advisory Present: None
Staff Present: Pete Garwood and Howard Yamaguchi
Others Present: Janet Person, Ed Martel and Ed Oshaben

1. Meeting called to order at 7:10 p.m.

No quorum, so meeting was deemed "informational."

2. Wetlands Protection Ordinance Update

Ed Martel asked if there was authority in Forest Home Township for their wetlands ordinance since there will be a county ordinance. Pete noted that the County Prosecutor's opinion was that the County Ordinance does not apply to incorporated villages and to townships with wetlands ordinances built into their zoning ordinances.

Public Review of the wetland maps started February 20, 2002. County Commissioners approved all the Planning Council's recommendations except the recommendation on using the Conservation District's assessment application form. Pete also noted that there was a discrepancy on whether there are enough signatures to bring the ordinance to referendum.

Janet Person noted that level 1 assessments were going to be free - time limit expanded. Level 2 can also be done free IF done before July 1, 2003 (period of EPA grant). Ms. Person distributed new assessment form. Due to lack of quorum, no recommendations to Board of Commissioners could be made on directing Conservation District on assessment form to use.

Ed Martel noted that the voter count is on hold to wait until new voters registrations catch up on the state list. He also voiced concern that wetlands assessments and delineations by the Conservation District places them in direct competition with wetlands consultants, and hence use of EPA grant funds for such would be prohibited. Ms. Person disagreed, and some lively discussion ensued.

The members of the Planning Commission present would like to informally recommend to the County Board of Commissioners to consider this assessment form for their approval.

3. Master Plan Update

Howard informed the group that the draft of the scope of work for the county land use update is now complete, and is under review by the master plan subcommittee. The next item on the list would be to outline the County profile publication.

Ed Martel voiced concern about the consultant selection process. Howard replied that the process would be a formal RFP process.

4. Amendments Workshop

NW MI COG: A workshop explaining the amendments to the municipal, township, and county planning and zoning statutes will be held at NMC on March 22, 2002 - we are all welcome. Howard distributed forms for attendance.

Pete noted that Stan Moore of MSU Extension received approval for a tribal grant for a master plan forum for students --- they will receive scholarships to participate.

5. Website

Howard is posting minutes on our county website -- is there anything else we would like on the website for the Planning Commission? Ed Martel noted that the County has technology to place subjects of substance to be placed on our website so that when we make decisions, the constituents have the information of why & how we came to the decisions. Ultimately, a search capability could be built into the website so that documents and other material can be searched for and accessed. Pete thinks it's possible by putting minutes from Planning Commission and Antrim County Board of Commissioners meetings. Howard noted that we are in the 1st stage of the website development (phone book). The second stage would be where we place documents of current county affairs on the web site (we just started that), and simple transactions (like sales of plat books and the county lands book) can be performed on-line. What Ed Martel would like is in the 3rd stage, where the site is database-driven, and consumers interactively access information and perform transactions on-line. It will take time and resources to get there.

Pete noted that the Planning Commission needs to discuss its powers and authorities --- Pete will sit down and talk with Commissioner Bob McCleod about that.

No member comment.

Respectfully submitted,
Jill Barnard

Meeting adjourned at 8:12 p.m.

Next meeting on Tuesday, April 2, 2002 – 7 p.m.

**County of Antrim
PLANNING COMMISSION**

Arlen Turner, Chairman
Tom Maleck, Vice-Chairman
Jill Barnard, Secretary

Mike Crawford Jim Ferguson
Tom Maleck Robert Sanders
Laura Stanek Marshall Wright

Minutes

2 April 2002, 7:00 P.M.
Antrim County Building Room 203B

Members Present: Arlen Turner, Tom Maleck, Jill Barnard, Mike Crawford, Laura Stanek, Robert Sanders, Marshall Wright

Members Absent: Jim Ferguson

Advisory Present: Stan Moore

Staff Present: Pete Garwood, Howard Yamaguchi

Others Present: Janet Person, Judy Martin

1. Call to Order:

Meeting called to order at 7:06 p.m.

2. Approval of Minutes:

February minutes: Laura Stanek motioned for approval, support by Robert Sanders. Unanimous.

March was an informal meeting with notes: Laura Stanek motioned for approval of the March minutes, support by Robert Sanders. Unanimous.

3. Meadow Brook Medical Care Facility

Judy Martin gave a presentation on Meadow Brook's Strategic Plan. Ms. Martin mentioned that Meadow Brook is a finalist this year for the Governor's Award of Excellence (only 5 are given each year). Their strategic plan draft will be ready towards the end of the year.

4. Wetlands Ordinance Update – Pete Garwood

The Antrim County Clerk has determined there are not enough signatures on the petition to put the wetland ordinance to a vote of the citizens. Meanwhile the 90 day public review period of the wetland inventory maps continues (began February 28). Janet Person requested another meeting of the implementation committee of which she is a part. Laura asked if there had been any response to the public review period. We have had only two written responses, one of which is a member or the county planning commission. Laura Stanek asked about what the wetland grant, acquired by the Conservation District will be used to fund? Ms. Person indicated the grant was to be used mainly to arrive at wetlands quality assessments. Mr. Mike Crawford indicated that Helena Township has a totally different wetland map than what the county has. Marshall Wright's concerned that if somebody applies for a permits and finds out that there is a wetland on their property, there could be confusion. Mr. Garwood indicated the only official wetland inventory map, during the 90 day review period, is in the Coordinator/Planner Office.

The Commission was informed the Coordinator/Planner Office now has infrared black and white map photos. The Board of Commissioners approved 3 out of 4 of the recommendations from the Planning Commission from the last regular meeting for the implementation of the wetland ordinance.

Our goal was to get the state to work more closely with our county Soil Erosion and Stormwater Control office. Ms. Person indicated the Soil Erosion and Stormwater Control Officer has been working much closer with the DEQ Wetland Officer. Mr. Crawford told the Planning Commission that many of the zoning administrators are not doing site reviews prior to issuing permits. A suggestion was made that perhaps we should add to the following question to the Soil Erosion Permits: "If you are in a zoned township, has your zoning administrator been out to your site?" Also, there is grant money available to hold workshops on wetland training for zoning administrators.

Mr. Crawford asked who is the author of the wetland ordinance? He also wanted to know who was the main impetus behind the ordinance? Eric Cline started pen to paper only after the Board of Commissioners directed the Planning Commission to draft a wetland ordinance (February 2000 Board of Commissioner minutes). Ms. Stanek indicated the Planning Commission presented options to the Board of Commissioners to address the problems such as the Veit property and wetland permit.

Wetland Implementation Committee will meet again April 25 at 1:00 p.m. in Board of Commissioner Room. General invitation will be sent to all County Commissioners.

5. Master Plan Update:

Howard: ready to call Master Plan subcommittee meeting at which we'll score the consultants for land use update study. Also looking at what might constitute the different parts of the Master Plan. Tom Maleck accepted the responsibility for the transportation portion of the Master Plan. Laura Stanek and Stan Moore volunteered to assist with the agricultural portion of Master Plan. We plan to have something to present at the visioning meetings on this subject. Bill Laako was suggested by Jack Norris to assist with this subject.

6. Link Michigan

Grant money is available through the Link Michigan program. Antrim County is participating in a grant application through the Northern Lakes Economic Alliance (NLEA) or funding, through Link Michigan, to complete an inventory of all telecommunications infrastructure in Antrim, Charlevoix and Emmet Counties, and create a strategic plan for furthering the availability of high speed telecommunications in the three counties.

7. Torch Lake Township Zoning Ordinance Amendments:

Defined home occupations, cottage industry, and home based business and created signage ordinances. Extensive discussions ensued on various portions of the proposed ordinance, the staff analysis, and additional comments presented by Planning Commission members.

Motion by Laura Stanek, supported by Robert Sanders, to recommend to the Torch Lake Planning Commission and Township Board to review, and possibly amend, certain portions of the proposed Zoning Ordinance Amendments prior to adoption, per comments and concerns expressed by the County Planning Commission. Unanimous.

8. PRAC Meeting and Zoning/Planning Workshop Report

Howard briefed the Commission on the Zoning/Planning Workshop held by NW Michigan Council of Governments in Traverse City on March 22. Handouts from the workshop were distributed to the Planning Commission members. The workshop briefed participants on the new county, township, and municipal planning and zoning statutes. The County Planning Commission is tasked with reviewing all individual Master Plans within (and adjacent to) the County and ensuring they are not conflicting by reviewing the plans from a County-wide perspective. Howard would like to make each of the Planning Commissioners be the 'expert' for one township or village, and provide comments to the master plans of each adjacent political jurisdiction. There is a very strict and very extensive notification and comment copy requirement for all plans. We will need a separate budget line item for mailings that are required in the course of reviewing and re-doing our County master plan. Stan Moore informed the Planning Commission that another training session on the new statutes will be held in Gaylord.

10. Communications

Pete Garwood informed the Planning Commission that there will be a conference on the future of Michigan's land use at the Waterfront Inn, Traverse City, at 5:00 p.m. on Thursday, April 4. Gov. Milliken and Bill Rustem will be the presenters.

11. Planning Commission Ordinance

Pete Garwood briefed the Planning Commission on the ongoing effort to revise the ordinance for the Commission. The Board of Commissioners requests some changes to the ordinance when the representation of the various segments of the community were recommended for change some time back. Laura Stanek noted that the request may not entail an amendment of the ordinance, and suggested to Pete Garwood to engage in conversation with specific Board of Commission members about the situation.

12. Member Comment: None

Meeting adjourned at 10:04 p.m.

Respectfully submitted, Jill S. Barnard

4. Master Plan Update

Howard reported that the RFP's for the Land Use GIS Update has been sent out to several consultants, and newspaper ads have been placed. Two potential consultants (Gosling Czubak and NW Michigan Council of Governments) have declined to bid. Another consulting firm (HTB) expressed interest (alerted by Ed Martel). Proposal score sheet has been designed by Master Plan subcommittee. Jack Norris volunteered to replace Tom Maleck (who will be in Russia) on the subcommittee for consultant selection in late May. Howard then briefed the group on the ongoing planning studies covering Antrim County by other organizations in the fields of agriculture, health care, telecommunications, and housing that can be folded into our County Master Plan. Next master plan-related projects are an outline for the master plan and the County fact book.

5. Milton Township Zoning Ordinance Amendments (weekly rentals)

Defined family, hotel/motel, and permitted rentals of not less than seven days in R1 zones. Chris Weinzapfel, Milton Township zoning administrator, briefed the Planning Commission members extensively on the history of the amendments: origins, deed restrictions, zoning board of appeals findings on "permissive" ordinance, Planning Commission deliberations, rental licensing options and problems with license and ordinance enforcement, and finally the proposed zoning ordinance amendments. Extensive, discussion ensued, ranging from "what's wrong with folks renting out their house once in a while?" to "this cure is worse than the disease." Pete Garwood reminded the Commission members that the Township Board is compelled to take action, given the Zoning Board of Appeals finding that rentals violate the Zoning Ordinance as it now stand. Comments and concerns were discussed for each zoning amendment.

Motion by Jack Norris, supported by Tom Maleck, to recommend that the Milton Township Board reconsider the three proposed amendments in light of the County Planning Commission's comments, summarized below. In favor (4): Tom Maleck, Jack Norris, Jim Ferguson, Laura Stanek. Opposed (2): Arlen Turner, Robert Sanders.

- **"Family" definition (117.103):** The words "or law" may be too inclusive; therefore eliminate the words "or law" in the two places where they occur, and substitute: "adoption, guardianship, or duly-authorized custodial relationship."
- **"Hotel/Motel" definition (117.103):** This definition does not accomplish its stated purpose of differentiating between "hotel/motel" and "apartment or lodging house," as both are open to the public for occupancy. Transience may be the differentiating factor, but is not mentioned here. Milton Township does not currently have a definition of "apartment" or "lodging house" in the version of its Zoning Ordinance currently on file at the County Planning Commission. The County Planning Commission recommends to Milton Township that appropriate definitions for "apartment" and "lodging house" also be included in the Zoning Amendment.
- **Dwelling Unit Rentals (117.224):** The County Planning Commission recommends that this amendment NOT be adopted by the Milton Township Board, as it may encourage weekly rentals, possibly on a commercial basis.

6. Forest Home Township Zoning Ordinance Amendments

The Planning Commission then provided discussion and numerous comments and suggestions to the proposed Forest Home Township Zoning Ordinance Amendments.

Motion by Laura Stanek, supported by Jack Norris, to recommend to the Forest Home Township Board to approve the proposed Zoning Ordinance Amendments with changes per comments and concerns expressed by the County Planning Commission (to be summarized in correspondence with Forest Home Township and attached to these minutes.)

7. Bellaire Village Master Plan

The Planning Commission recently received a copy of the Bellaire Village Master Plan amendment. Robert Sanders volunteered to be the Commission "expert" on the Bellaire Plan. Discussion ensued on whether or not conflict of interest issues may arise in assigning Planning Commission members reports from their own home jurisdictions.

8. Communications

Communication from Dan and Sherrill Juliette of Milton Township was discussed during the foregoing debate on the Milton Township Zoning Ordinance Amendments.

9. Member Comment: None

Meeting adjourned at 10:20 p.m.

Antrim County Planning Commission Comments and Concerns
May 7, 2002
Forest Home Township Zoning Ordinance Amendments
(received April 12, 2002)

- Section 2-1408 Motor Powered Craft. Replace last sentence with something like, "All regulations for motor powered craft shall apply to all wind powered craft having a length exceeding eighteen feet (18')."
- Section 2-1705 Private Roads. County recommends that the Township Planning Commission consult with the Antrim County Road Commission on the appropriateness of the proposed definition. Note also that the house numbering program in the County requires a road/driveway be named when three or more houses are located on it. If it is obvious that many homes will be located on the road/driveway in the near future, then naming roads can commence when there are as few as two houses.
- Section 2-1800 "Q." Is there a set of "Q" words in the revised definitions? The original contains none. If there are new "Q" words, they were not submitted for review in this package.
- Section 3-2701(?), Item 7. Append a sentence describing the maximum length (24') of the dock permissible along the river bank, as indicated in the diagram. Also, it would also be a good idea to specify a minimum distance allowed, measured across the navigable channel, from dock front to dock front.
- Section 3-2800 This entire section is recommendatory only --- no specific action is being mandated here, and may cause enforcement problems.
- Section 3-2801 (Scenic View Areas) --- the verbiage should reference the appropriate pages and maps in the Forest Home Master Plan
- Sections 3-2800 and 4-600: does not indicate whether current language is being deleted or not, should be stated specifically that the old language has been deleted (if that is the case).
- Section 4-601 (Environmentally Sensitive Areas) --- environmentally sensitive areas should be defined in the ordinance. Appropriate map(s) for overlay should be provided in the ordinance or referenced in the Master Plan (slope maps, wetland maps, view maps, etc.); another possibility is to merge this section with the section dealing with scenic areas (i.e., merge sub-Sections 601 and 602).
- Section 19-304 The Planning Commission recommends changing the word "must" to "shall." The Planning Commission also recommends that the Township check to ascertain that no conflict will accidentally be introduced by specifying the term "prior to" in this section, as some permits are time-limited in validity.
- Section 20-201 (Site Plans) The change of shall to may in the statement now seems to contradict the section title (Section 20-200), which states, SITE PLAN REVIEW REQUIRED. If there is no site plan, no review of the site plan is possible! Either the "REQUIRED" should be deleted from the title, or the word shall should be retained. The County Planning Commission recommends retaining both the "REQUIRED" in the title and the word shall.

Section 23-302, Item 2 [page 23.2] (a) and (b): Reverse order of (a) and (b) (i.e., put what is now (b) before (a) on the application) so that the property under consideration is named first.

Also, we recommend that the Township check with Township legal counsel on the legality of asking for a phone number.

Section 23-302, Item 2 (page 23.3) delete “of a site map showing the following” at the beginning of the second line of Item 2

**County of Antrim
PLANNING COMMISSION**

Tom Maleck, Vice Chairman
Mike Crawford
Jack Norris

Arlen Turner, Chairman
Jim Ferguson
Robert Sanders

Jill Barnard, Secretary
Laura Stanek
Marshall Wright

Minutes

4 June 2002, 7:00 P.M.
Antrim County Building Room 203B

Members Present: Arlen Turner, Marshall Wright, Laura Stanek, Robert Sanders, Jim Ferguson, Jack Norris, Jill Barnard
Members Absent: Tom Maleck, Mike Crawford
Advisory Present: None
Staff Present: Pete Garwood, Howard Yamaguchi
Others Present: Al Martel

1. Call to Order:

Meeting called to order at 7:00 p.m.

2. Approval of May 7, 2002, Minutes

Jim Ferguson suggested a change in the first paragraph, item 3: replace “come up with a” with “research if there is a.” Jack Norris noted that in the note to the Forest Home Township Board section 2-1705, the second sentence does not make sense. Staff will reword and clarify. Jack Norris further noted that in the motion commenting on the weekly rental zoning amendment by Milton Township, “permissive” is used in two senses and could be confusing. Discussion ensued and it was agreed to strike the words “permissive and” from the text.

Motion by Laura Stanek to approve the May 2002 minutes with corrections, supported by Jack Norris. Unanimous.

3. Master Plan Update

Jim Ferguson presented to the full Planning Commission the recommendation of the Master Plan subcommittee for the consultant to perform the Land Use GIS Update study. He explained the system used to score each of the four consultant proposals submitted to the County. By price, the submittals ranked as follows:

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|--|--------------|
| Land Information Access Association (LIAA) | \$ 19,952.30 |
| Grand Valley State University (GVSU) | \$ 23,000.00 |
| HNTB | \$ 24,660.00 |
| Michigan State University | \$ 33,125.00 |

Jim Ferguson noted that each of the organizations that submitted the proposals are fully qualified to perform the work. Telephone checks with previous and current clients of the submitters all showed a high degree of satisfaction with their services. The final selection narrowed down to GVSU and LIAA, both firms with extensive experience in Antrim and adjacent counties. LIAA is the only “local” organization in the group, based in Traverse City. This provides LIAA with advantages in performing field work more efficiently, and allows closer and more frequent contacts with the County. The subcommittee recommends selection of LIAA to perform the Land Use Update Study.

Motion by Jim Ferguson, supported by Laura Stanek, to recommend to the Board of Commissioners that Land Information Access Association (LIAA) of Traverse City be retained as the Consultant to perform the Land Use GIS Update Study. Unanimous.

Pete Garwood noted that two of the candidate firms, LIAA and HNTB, are also oriented toward downstream master planning work. HNTB is currently conducting a variety of master plan update studies in the southern part of the state.

Howard Yamaguchi then displayed the new County Fact Book from Wexford County. He explained that while the original thinking for Antrim county’s Fact Book was to compile small publication (a booklet) to distribute to participants of the planned visioning sessions to be held around the county upon completion of the land use update study. However, Wexford County, Benzie County, Leelanau County, and others have taken a different approach. The Wexford approach was to compile every bit of information about the county into a comprehensive data volume of several hundred pages. Contents include the county soil survey, natural resources inventory, land use mapping (then and now), history, culture, etc. It was this document whose summary was used as a basis for organizing customized visioning sessions for different audiences.

Discussion ensued on the purpose of the Fact Book, its intended audience, the purpose of the Master Plan itself, and the format of the Fact Book. While the comprehensive data volume(s) approach is laudable in itself, the consensus was that the Fact Book could actually be a series of pamphlets covering different Master Plan subject areas. Jim Ferguson noted that this type of publication would be an appropriate project for a countywide chamber of commerce. Terri Crandall (see “Communication” below) of Elk Rapids Chamber of Commerce has approached him to talk about the possibility of such a project with the County Planning Commission.

4. Commissioners’ Resolution for Master Plan Approval

Pete Garwood briefed the Planning Commission concerning a provision in the new state statute covering County Planning (PA285 of 1945, as amended by PA265 of 2001, Section 125.105(3)), whereby a county Board of Commissioners must pass a resolution asserting the right to approve or reject the plan. One of the county Commissioners had noted the need for such a resolution. Discussion ensued, in which it was agreed that it had always been the intent of the Planning Commission to have the Board of Commissioners approve the master plan prior to finalizing and publishing the document. A draft county Commissioner resolution (attached) was discussed and edited for presentation at the next Board of Commissioners meeting.

Motion by Jack Norris, supported by Marshall Wright, to support the content of the draft resolution discussed, and to recommend its adoption by the Antrim County Board of Commissioners. Unanimous.

5. Member Comment and Communication

Jim Ferguson reiterated that Terri Crandall of the Elk Rapids Chamber of Commerce had approached him about the possibility of a joint project resulting in publication of an Antrim County information publication. This project could be a useful adjunct to, or part of, the County Profile task of the Master Plan project.

Jim Ferguson also noted that in the debate and petition drives for the Wetland Ordinance, it became apparent that many myths about the ordinance were prevalent. He suggested that a fact sheet be created, clearly stating what the ordinance is and what it isn't. This document could serve as a seed document for discussion and debate for all parties to arrive at a common ground on the best way to achieve clean water. There is a great need for all parties to come together, talk, prepare alternative documents if needed, and come to a common ground. Al Martel noted that when the wetlands permit came up, many people were simply reacting to the additional level of permits and bureaucracy that would now be required for work along the lakes and rivers.

Motion by Jim Ferguson, supported by Jill Barnard, to create a Wetlands Ordinance fact sheet. Several Planning Commission members recounted their experiences with misinformation among the public concerning the ordinance. After some discussion, the members agreed that the committee compiling the fact sheet should have at least two members of the County Board of Commissioners. **Motion carried - unanimous.**

Meeting Adjourned at 8:32 p.m.

(Next meeting is on Tuesday, July 2, at 7 p.m.)

**County of Antrim
PLANNING COMMISSION**

Tom Maleck, Vice Chairman

Mike Crawford

Jack Norris

Arlen Turner, Chairman

Jim Ferguson

Robert Sanders

Jill Barnard, Secretary

Laura Stanek

Marshall Wright

Minutes

2 July 2002, 7:00 P.M.
Antrim County Building Room 203B

Members Present: Arlen Turner, Marshall Wright, Jim Ferguson, Jack Norris, Jill Barnard, Tom Maleck, and Mike Crawford
Members Absent: Laura Stanek and Robert Sanders
Advisory Present: None
Staff Present: Pete Garwood, Howard Yamaguchi
Others Present: Janet Person

1. Call to Order:

Meeting called to order by Arlen Turner at 7:03 p.m.

2. Approval of June 4, 2002, Minutes

Motion by Arlen Turner, supported by Jim Ferguson, to approve the June 4, 2002, meeting minutes. Unanimous.

3. Wetland Ordinance Update

Pete Garwood updated the Planning Commission on the Wetland Ordinance Implementation Committee meeting held on June 1. The implementation committee discussed the implementation steps that have already been taken, and discussed further the recommendation by the County Prosecutor to re-start the 90-day review period for the wetland inventory maps. The review period will restart for 90 days from June 3, 2002.

There was some question on whether the notification letter by the County to DEQ (January 17, 2002) complied with the statutory requirement. Janet Person reported that in a conversation with Amy Lounds of DEQ, the Antrim County letter did comply with the notification requirement in the state statute. She also noted that Julie Mathiesen is gathering information on the number of wetlands permits issued in the county, the number of permits pulled, and the number of wetland protection statute violations in the county during the past year or two.

Pete further noted that the implementation committee reviewed the actions taken by the Board of Commissioners to date in implementing the ordinance. These included appointing the Antrim Conservation District to perform wetland assessments during the 90-day review period, that a notice be placed in the local newspapers to start the 90-day review process, and setting the price of a wetland map.

Work ahead in implementation includes establishing a Wetland Review Board, establishing fees and a penalty matrix, establishing public hearing procedures, notifying all landowners in the county about the wetlands ordinance, the maps, and other matters following the 90-day review period, mitigation criteria, flowcharts for procedures, etc. The implementation committee submitted the following recommendations to the Planning Commission:

1. Recommend to the Board of Commissioners that funding be secured (\$15,000 or so) for landowner notification letters, (a) as a possible grant, or (b) using county funds;
2. Contract with the Antrim Conservation District to be the organization that administers the Wetlands Ordinance on behalf of the County;
3. Solicit letters of interest for the Wetlands Ordinance Review Board

Some discussion ensued on the method for delivering the notification letter, with a favored method being inclusion of the letter with the winter tax bill. Others include separate first-class mailings, post card mailings, and bulk mailings. Staff will ascertain with the County Treasurer the feasibility of including the notification with the winter tax bill.

Motion by Tom Maleck, supported by Arlen Turner, to recommend to the Board of Commissioners that landowner notification letters be sent out:

- 1. through the winter tax billing process, if feasible; if not,**
- 2. through a separate first-class mailing funded through a People and Lands grant applied through the Antrim Conservation District, and whose application is hereby authorized by the Board of Commissioners; if grant application is not successful,**
- 3. through a separate first-class mailing funded by the County.**

Unanimous.

Motion by Jim Ferguson, supported by Mike Crawford, to recommend to the Board of Commissioners to contract with the Antrim Conservation District for the administration of the Wetland Ordinance on behalf of the County. Unanimous.

Pete Garwood noted that the Board of Commissioners should start the selection process for the Wetland Ordinance Review Board early in order to allow time to collect names of candidates for the Review Board, for selection, and once selection is complete, to allow time for Board Members to familiarize themselves with the ordinance, and for possible training. Jack Norris suggested that notices be sent to village and township boards as well, and also on the County website.

Motion by Arlen Turner, seconded by Jim Ferguson, to recommend to the Board of Commissioners to solicit letters of interest in Wetland Ordinance Review Board. Unanimous.

Another unfinished wetland ordinance implementation item is the adoption of the wetland assessment form to be used by the Antrim County Conservation District during the 90-day review period. Some discussion followed on the fees charged by the District for wetland assessment.

Motion by Arlen Turner, seconded by Tom Maleck, to recommend to the Board of Commissioners that they accept the attached assessment application form (with assessment fee schedule attached) for use during the 90-day wetland inventory map review period. Unanimous.

4. Master Plan Update

Howard also updated the Planning Commission on a meeting on June 28 by the Master Plan Subcommittee concerning the contents of the County Fact Book. The subcommittee decided that a fact book will not use the format of the Wexford County tome, but will be a small booklet or a series of booklets on specific subject areas. A possible list of subjects was compiled, and will be presented at the next Planning Commission meeting.

Also at the meeting was Terri Crandall-Kimble, executive director of the Elk Rapids Area Chamber of Commerce (COC). Terri's organization, being the only full-time COC in the county, publishes an Antrim County guidebook. The deadlines for next year's edition of the guidebook are identical to our County fact book. The subcommittee decided to share with the COC any data collected by the County for its fact book. The COC, at its discretion, could use the data provided to augment the information already contained in the county guidebook. Ms. Crandall encouraged the County to provide more useful mapping with variety of thematic coverage for its residents and potential residents. Through links and supplementary information in the "Community" pages, the County website will make liberal use of the resources of the new COC website, currently under re-design.

Howard and Pete Garwood briefed the Planning Commission that some consultant fees had been budgeted for FY2003 for assistance with the Master Plan. A larger outlay of consultant assistance fees may be required in FY2004 to complete the Master Plan.

5. Planning Commission By-laws and Enabling Ordinance

Pete Garwood informed the Planning Commission that the Administration Committee decided to increase the number of Planning Commission members to eleven from the current nine. The Board of Commissioners may be holding a hearing on this matter at the next Commissioners meeting on July 11.

Howard informed the Planning Commission that he will be briefing the Board of Commissioners on the powers and privileges of the Planning Commission as stipulated in the County Planning Act. This is part of the review of the Planning Commission enabling ordinance by the Board of Commissioners.

6. Communication

Jack Norris briefed the Commission about the visit by Congressman Stupak to Elk Rapids. Congressman Stupak indicated that the determination by EPA on the jurisdiction of the wetlands in Elk Rapids will be signed by the EPA director, indicating the importance this matter has taken. The congressman commended Antrim County for its passage of the Wetland Ordinance.

Meeting Adjourned at 8:40 p.m.

(Next meeting is on Tuesday, August 6, at 7 p.m.)

**County of Antrim
PLANNING COMMISSION**

Tom Maleck, Vice Chairman

Arlen Turner, Chairman

Jill Barnard, Secretary

Mike Crawford

Jim Ferguson

Laura Stanek

Jack Norris

Robert Sanders

Marshall Wright

Alan Martel

Ronald Karavas

Minutes

August 6, 2002, 7:00 P.M.
Antrim County Building Room 203B

Members Present: Arlen Turner, Marshall Wright, Jim Ferguson, Jack Norris, Laura Stanek, Ron Karavas, Al Martel, and Robert Sanders
Members Absent: Tom Maleck, Jill Barnard, and Mike Crawford
Advisory Present: Pepper Bromelmeier and Stan Moore
Staff Present: Pete Garwood, Howard Yamaguchi
Others Present: Janet Person, Doug Strang

1. Call to Order:

Meeting called to order by Arlen Turner at 7:02 p.m. New Commission members **Al Martel** and **Ron Karavas** were present at the Commission meeting, and all members introduced themselves.

2. Approval of July 2, 2002, Minutes

Jim Ferguson, Jack Norris, and Jill Barnard (via e-mail from Jill) suggested the following corrections to the minutes: page 3, item 4, 6 sentences down, should read, "deadlines *are* identical"; further down, should read, "staff *will* ascertain."

Motion by Marshall Wright, supported by Jack Norris, to approve the June 4, 2002, meeting minutes with indicated changes. Unanimous.

3. Wetland Ordinance Update

Jim Ferguson distributed a flow chart on the implementation steps for the wetland ordinance. He talked the Planning Commission through the steps outlined on the handout, and explained that the same presentation will be given to the Board of Commissioners at the August 8 meeting at 11 a.m.

Some discussion took place on the concept of wetland banking. This will count newly created or restored wetlands to balance wetlands lost. An example is the Antrim Creek Natural Area wetlands lost to the Phase II construction – they will be made up in Grass River Natural Area. Janet Person stated that the final determination of who can buy into a wetland bank will be determined by the DEQ, as this is potentially a statewide program.

Al Martel asked if the educational tools will be brochures available to the public. Jim Ferguson replied that the Implementation Committee had not finalized the format of the tools; the flowchart indicates what *must* happen in order to implement the ordinance. Al further queried the time period of the net loss study (net loss between when and when?). Janet Person replied that the base period would be 1972, when the original state wetlands statute was enacted. Some discussion ensued on man-made wetlands, such as new roads cutting off existing drainages. Pepper Bromelmeier noted that usually wetlands associated with roads were pre-existing wetlands through which roadways were constructed. Doug Strang pointed out that wetlands are created when railroad rights-of-way are abandoned and culverts are no longer maintained, plugging them.

Janet Person requested, and the Commission agreed, that the Planning Commission re-submit the two motions that did not pass at the previous Board of Commissioners meeting. They were (**as excerpted from the July 2, 2002, minutes**) as follows:

Motion by Jim Ferguson, supported by Mike Crawford, to recommend to the Board of Commissioners to contract with the Antrim Conservation District for the administration of the Wetland Ordinance on behalf of the County. Unanimous.

Motion by Arlen Turner, seconded by Jim Ferguson, to recommend to the Board of Commissioners to solicit letters of interest in Wetland Ordinance Review Board. Unanimous.

Janet also presented some questions from a Constitutional Property Rights member originally put to the Wetlands Implementation Committee, and forwarded by that Committee to the Planning Commission. The questions involve:

- How to deal with the question of three separate public hearings that are possible as a result of enforcing the ordinance; and
- How to deal with the state Attorney General (AG) opinion that specifies that the same officer that approves special use permits, plats, etc., be the one that makes wetland issue determinations.

Pete Garwood added that the County's legal counsel does not necessarily interpret the AG opinion in that way, but the Planning Commission can query the Prosecutor formally. The Planning Commission requested Janet to encourage the person to put his questions in writing so that the Commission could respond formally.

4. Master Plan Update

Howard briefed the Commission on the progress of the Master Plan Update project. Land Information Access Associates (LIAA) has commenced the update project, concentrating on the townships in the Jordan River watershed so as to enable early comparisons with techniques employed in the Charlevoix study and the current one. LIAA is setting up an inception report meeting with the Master Plan Subcommittee. Al Martel requested clarification on the format of the output of the land use study.

Howard also updated the Commission on startup efforts to update the County's aerial photography (Digital Orthoquads) for the next round of master plans. A vendor is trying to re-create the original coalition that formed the MichCon group of aerial surveys. Preliminary estimates are \$2,000 per township, or \$30,000 for the County. Also possible are special flight lines that could be flown lower for greater resolution. Pepper Bromelmeier informed the group that the Farm Services Agency also has a set of aerial photographs of the County, flown annually, that could be used to supplement the current set of aerial photographs. Pete noted that they may not be rectified orthoquads. Janet Person cautioned that the photos are relatively expensive. Ron Karavas recounted his experience whereby DNR and USGS aeriels with topos and soil types were available in his forestry work. The Commission agreed that all such resources would be a useful supplement to the ongoing land use update work.

Howard then briefed the Commission on the lack of progress on the County Fact Book. Al Martel inquired about how the subject matter in the fact book would be selected, and how the fact book would be used. Jim Ferguson noted that many of the subject areas were already selected by the Commission and Howard's predecessor. Howard said that the fact book would be used to provide background for the public visioning sessions. Issues identified in the County opinion survey and from other sources would be discussed. Howard will have some more material on the fact book by next meeting.

The Planning Commission also discussed whether to perform the master plan update project in house, in which case the project would be conducted on a sector-by-sector basis over a longer period of time. The state statute allows for a piecemeal approval by the Board of Commissioners of the various segments of a master plan. An alternative would be to perform the study in a shorter time frame using the services of a consultant. Jack Norris cautioned that the use of consultants often results in a cookie-cutter approach for master planning. Jim Ferguson and Jack Norris noted that earlier Commission meetings had opted for a piecemeal, in-house approach. This still is the consensus of the Commission.

Finally, the Planning Commission discussed the Notice of Intent process. The next meeting will discuss further whether to place a public notice, whom to notify (in addition to the entities mandated under the state statute), how to notify, etc.

5. Kearney Township Master Plan

Kearney Township has embarked on updating their master plan. Their planning commission members have been in the Coordinator/Planner Office to request data, advice on methodologies, etc.

6. Kearney Township Future Land Use Map Amendment

Howard distributed a two-page memo from the Kearney Township Planning Commission requesting consideration of a proposed amendment to their future land use map. Their proposal would be to change the future land use of a 40-acre parcel from agriculture to resort residential. Doug Strang attended the meeting to answer any questions the Planning Commission may have.

Doug Strang informed the Commission that the 40-acre parcel will eventually be part of the Hawkseye residential development. The parcel has been vacant since the 1950's, is non-productive farmland with poor soils, extreme topography, and is now a mixed hardwoods area. The east portion has 25-30% grades, and will have no development there (part of Cedar River watershed). Much discussion took place around the site plan presented by Mr. Strang.

Jim Ferguson stated that he would have to visit the site before he would be comfortable voting on a motion on the change. Laura Stanek noted that given the steep slopes in the area, low-density residential development (original use) would make more sense than the higher-density proposed land use. Arlen Turner is willing to go to the site before making a decision. He also noted that the property description is incorrect, although the lot marked in the diagram is correct. Also, it is unfair to expect the Planning Commission to make a recommendation after submitting the request on the day before the Planning Commission meeting, without any supporting documentation or justification.

Pete Garwood reminded the Commission that this is not a request to consider a zoning amendment/map change, but a request to consider a change in the *future land use map*. This is a change in the vision of what the Township wants in this area. Zoning ordinance amendments will follow.

Motion by Jim Ferguson, supported by Jack Norris, that the request for comment be returned to the township for re-submittal to the County Planning Commission. The re-submittal should include, at a minimum, corrections in the property description, the current and proposed future land-use map, differences between the current and proposed classifications, and justification for changing the future land-use map.

Al Martel noted that the Township officials have probably gone for a site visit numerous times, done due diligence on the matter, and that their considered opinion should be given credit and accepted.

Vote: 7 yes (Turner, Wright, Ferguson, Norris, Stanek, Karavas, Sanders), 1 no (Martel). Motion passed.

7. Communication

Howard introduced two master plan Notice of Intents received thus far, one from Kalkaska County, and one from the Village of Elk Rapids.

8. Member Comment

Al Martel asked for clarification on how the wetlands currently under delineation by consultants under an EPA grant (awarded to Antrim Conservation District) were selected. Pete Garwood replied that the ACD, the Consultants, and the County held meetings to prioritize sensitive wetland areas. Marshall Wright's property is also a test case.

Ron Karavas asked whether putting a pond in a cedar swamp would still require a permit. Pepper Bromelmeier replied that because cedar swamps are now relatively rare, DEQ may require a permit.

Meeting Adjourned at 9:06 p.m.

(Next meeting is on Tuesday, September 3, at 7 p.m.)

**County of Antrim
PLANNING COMMISSION**

Tom Maleck, Vice Chairman

Arlen Turner, Chairman

Jill Barnard, Secretary

Mike Crawford

Jim Ferguson

Laura Stanek

Jack Norris

Robert Sanders

Marshall Wright

Alan Martel

Ronald Karavas

Minutes

September 3, 2002, 7:00 P.M.
Antrim County Building Room 203B

Members Present: Arlen Turner, Tom Maleck, Jill Barnard, Michael Crawford, Jim Ferguson, Jack Norris, Ron Karavas, Al Martel, Robert Sanders, Marshall Wright

Members Absent: Laura Stanek

Advisory Present: Stan Moore

Staff Present: Pete Garwood, Howard Yamaguchi

Others Present: None

1. Call to Order:

Meeting called to order by Arlen Turner at 7:03 P.M.

2. Approval of August 6, 2002, Minutes

Jim Ferguson suggested changing his name to Jim where he is called John and Al Martel asked for a role call list on the motion, which did not pass unanimously so that it shows that he voted against the motion.

3. Wetland Ordinance Update

Jim Ferguson was the only person to show up, so there was no meeting.

4. Master Plan Update

Tom Maleck gave a summary of meeting with consultant (LIAA, who is doing the land use study for us). The Subcommittee members were impressed with the thoroughness of the consultant. Jim Ferguson stated that LIAA is updating the 1987 land cover maps in each township. Maleck stated that they really looked over the information given very completely. The consultant handed out a list of rules that have been made up which are handed out. Martel requested explanation of what the "subcommittee" is doing. Karavas also asked for further explanation of how we form subcommittees. Garwood explained that we ARE pretty much it, but that we do ask for help from experts to assist us. More discussion arose from how the information that has already been gathered is also being utilized. Ferguson stated that we would like to have some GIS training for each of us on the Planning Commission.

5. **PA116 Application Review – Marv Rubingh, Banks Twp.**

Howard Yamaguchi mentioned that he used information from the previous MSU Extension Director, Burt Stanley, to review the application and request for comment from Banks Twp. The Planning Commission has no right to deny this kind of request -- only make comments on it. As far as Yamaguchi can see, this is a good thing and he will forward positive comments to Banks Twp. Barnard stated that it looks like the farmer only receives 3 years of tax advantage if they do not renew after the 10 year period. Turner told us that the farmer is encouraged to renew so that he DOES receive more years of tax advantage, but that if the farmer chooses not to renew, it's like a low cost loan. Martel questioned the advantages and asked if there are limits on what kind of agricultural usage. There is not. More discussion followed.

Ferguson made a Motion to recommend - Turner support. Passed Unanimously.

6. **Zoning Ordinance and Land Use Map Amendments Kearney Township**

Yamaguchi reviewed the August comments to Kearney Twp. being made because of a misunderstanding because Doug Strang was here and gave us more information than the twp. had sent. The day after our meeting the Kearney Twp. request came complete with much more information. The paperwork the Twp. Board sent is very complete and covers all the questions that were asked at the last meeting.

Barnard made motion to recommend to the Kearney Twp. Board that they approve the Future Land Use Map change. Norris supported.

Vote: Turner, Maleck, Barnard, Crawford, Ferguson, Martel, Norris, Sanders, Wright voted yeah and Karavas voted no citing he feels he needs more information.

Norris complimented Kearney Twp. on the check list they developed and recommended that it should be shared with other governmental bodies.

Norris made motion to recommend to Kearney Twp. Board they approve the changes to the Zoning District Map from agricultural to resort/residential. Turner supported the motion.

Vote: Turner, Maleck, Barnard, Crawford, Ferguson, Martel, Norris, Sanders, Wright voted yeah and Karavas voted no.

7. **Other Business**

Yamaguchi is asking Economic Development Council to help with our Master Plan because of information from Economic Development Council.

8. **Communication**

Training workshop on reducing traffic and hazards by access management is in Lansing in 9 days.

9. Member Comment

Wright volunteered to help with master plan on the Elk Rapids Twp, Elk Rapids Village and Milton Twp.

Karavas volunteered for Banks Twp.

Karavas asked if there was an abstain vote. Turner stated that if you abstain, it becomes a NO vote.

Meeting Adjourned at 8:15 p.m.

(Next meeting is on Tuesday, October 1, at 7 p.m.)

Respectfully submitted,
Jill Barnard

County of Antrim
PLANNING COMMISSION

Tom Malek, Vice-Chair
Mike Crawford
Jack Norris
Alan Martel

Arlen Turner, Chairman
Jim Ferguson
Robert Sanders

Jill Barnard, Secretary
Laura Stanek
Marshall Wright
Ronald Karavas

Minutes

October 1, 2002, 7:00 P.M.
Antrim County Building Room 203B

Members Present: Arlen Turner, Tom Malek, Jill Barnard, Mike Crawford, Jim Ferguson, Jack Norris, Laura Stanek, LATE: Al Martel

Members Absent: Robert Sanders, Marshall Wright

Advisory Absent: Stan Moore

Staff Present: Peter Garwood, Howard Yamaguchi

Others Present: None

1. Call to Order:

Meeting called to order by Chairman, Arlen Turner, at 7:05 P.M.

2. Approval of September 3, 2002 Minutes:

Jack Norris gave Secretary Barnard a list: page 2, paragraph 5, line 3: no s needed on right; page 2, paragraph 5, line 5: "**he** will forward..."; page 2, paragraph 5, line 6, "If **they** do not renew..."; page 2 paragraph 6, line 9 'sighting' should be 'citing'.

Turner made a motion to accept the minutes with the changes, Norris supported. Passed Unanimous.

3. Wetland Ordinance Update:

No implementation meeting this month. There will be a County Lands, Ag and Forestry meeting on 8th Oct. (Tues). County Commission has referred the Ordinance to Committee.

4. Master Plan Update:

A. Notice of Intent

Yamaguchi informed Planning Commission that a Letter of Intent must go to all counties and townships adjacent to Antrim County that we are writing an updated Master Plan. Yamaguchi plans to invite input and ask for email addresses so that we can communicate electronically. See List attached. Also plan to publish said Letter of Intent in Antrim Co. News, Town Meeting and possibly Record Eagle. Try for a grant to cover 100% of mailing costs. Letter of invitation to HAND LIST. Martel suggested putting an education paragraph of why and what we are doing.

B. GIS Training

Update from LIAA: \$300.00 to meet in Traverse City for GIS Training. Our next regularly scheduled meeting will be held there on Thursday, November 7, 2002 (222 Munson Ave.) at 6:00 P.M. (231-929-3696).

C. Meeting with Antrim County Road Commission

Outgoing Commissioner Fred Hunt and Incoming Commissioner Burt Thompson (his first day on the job) met with Yamaguchi and Maleck. Maleck reported a very good meeting talking over Transportation Improvement Program. Also discussed Economic Development Program. About half of all federal monies do not go into roads -- instead are used for Railroad crossings, non-motorized pathways (like rails to trails) Highway Safety Improvements and Environmental Projects, etc. Accident Data has not been updated by State of Michigan since 1999! **Maps are 10 years old! Act 51 maps for certification of roads are paper, so not good for planning AND 9-1-1 maps are 10 years old!** Discussed trying to get funds to hire someone to update the data into GIS maps, etc (HIRE A STUDENT FOR THE SUMMER?). Malek was given the name of a contact person at MDOT to see if these ideas are possible to implement and pay for. Plan would be to then USE IT and make the information accessible to others who need this information.

D. Economic Development Corporation Meeting:

Yamaguchi reported on September meeting with Rick Thiebold, President and Tom Johnson of Northern Lakes Economic Alliance.

E. Government dollars for Watershed Plans:

1. Garwood reported that the government has put out information of dollar amounts for watershed plans. Entertaining grant applications for money to include a Natural Resources Plan. Encourage townships to USE DATA and help in a cost- share.
2. Consulting Fee included.
3. Farmland Preservation Act - get funding in the grant to get Antrim County lands identified! FYO -- Farmland Preservation Forum with Scott Everett on October 23 at 7PM in Commissioners Room.

5. Other Business:

- Barnard attended "Smart Growth: A Land Use Forum for the Grand Traverse Area" by the League of Women Voters.
- Norris reported that Viets applied for a septic permit. County Board of Appeals denied it. Appeal led to a public hearing ON SITE with about 20 people. DEQ upheld denial.
- Norris also gave information about the TCE Plume in Mancelona from the property now owned by Dura which has flowed as far as Schuss Mountain.

Adjourned at 8:55 P.M.

Respectfully submitted, Jill Barnard, secretary

County of Antrim
PLANNING COMMISSION

Tom Maleck, Vice Chairman

Arlen Turner, Chairman

Jill Barnard, Secretary

Mike Crawford

Jim Ferguson

Laura Stanek

Alan Martel

Robert Sanders

Marshall Wright

Jack Norris

Ronald Karavas

Minutes

3 December 2002

Antrim County Building Room 203B

Members Present: Arlen Turner, Tom Malek, Jill Barnard, Laura Stanek, Jim Ferguson,
Ronald Karavas, Alan Martel, Robert Sanders, Marshall Wright

Members Absent: Michael Crawford, Jack Norris

Staff Present: Pete Garwood, Howard Yamaguchi

Advisory Present: Stan Moore

Advisory Absent: Pepper Bromelmeier

1. **Call to Order:**

Meeting called to order by Arlen Turner at 7:10 P.M.

2. **Approval of 1 October 2002 Minutes:**

Jack Norris emailed comment that County Board of Appeals (2nd item under Other Business) not the Health Dept. denied Viets' appeal. Stanek moved to accept minutes with that correction. Ferguson support. **PASSED Unanimous.**

3. **Banks Township Zoning Ordinance Amendment:**

Jim Ferguson noted that minimum lot size should read square feet -- not acres. Great discussion over what a "cluster" is and how a builder can use it. Is the Open Space taxed? (It's part of each piece of private property. Motion by Karavas to send back to Banks Township to accept with size change. Ferguson support. **Passed Unanimous.**

4. **Elk Rapids Township Zoning Ordinance:**

Howard Yamaguchi suggested to Elk Rapids Township call MTA for free legal council. Much discussion on rescinding old ordinance and adopting new revised ordinance in same meeting. Motion by Martel to recommend to Elk Rapids Township to seek legal council to verify the proper procedure of adopting their Zoning Ordinance with Amendments. Maleck Support. PASSED UNANIMOUS.

5. **Master Plan Update :**

Notification of adjoining units of government must be done by next meeting.

Yamaguchi handed out list of assignments for each member of Planning Commission to help with different segments of the new plan. See list.

COUNTY MASTER PLAN OPTIONS

| General Plan | Comprehensive Plan | Growth Management Plan |
|--------------|--------------------|-----------------------------|
| most basic | includes General | (addition to Comprehensive) |

Land Use is well on it's way of accumulating data needed. MSU Extension is also having a meeting with input next Monday at 7:00 PM.

Martel suggested we bring back reasons for going with Comprehensive or General next month.

Maleck mentioned meeting with new Road Commissioner, Burt Thompson and how excited Thompson is to work with us.

Antrim County Public Transit Study Proposal submitted by NWMCOG where COG will help get more specific information for ANTRIM COUNTY (they usually work with 10 counties) AND they will match funds that we did not use in 2002 of \$5000! Martel moved to recommend to County Commissioners to accept the Antrim County Public Transit Study Proposal. Howard will give more information to support our request. PASS UNANIMOUS.

6. **OTHER BUSINESS:**

A. Barnard relayed how great last month's meeting at LIAA was!

B. Barnard also relayed disappointment in County Commission Board for rescinding Wetlands Ordinance. (There IS ONE member NOT disappointed!) Ferguson expects response from County Board of their plan on how to preserve our natural resources now! Much discussion and emotion!

7. **Communications:**

None.

8. **Member Comment:**

Martel thanked Howard Yamaguchi for great preparation work!

Maleck wished everybody a Happy Holiday season.

Next meeting 7 January 2003.

Adjournment at 9:30 P.M.

Respectfully submitted,

Jill Barnard, Secretary