

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

January 7, 2003, 7:00 P.M.
Antrim County Building Room 203B

Members Present: Arlen Turner, Jill Barnard, Jim Ferguson, Jack Norris, Laura Stanek, Al Martel, Marshall Wright, Robert Sanders

Members Absent: Mike Crawford, Tom Malek, Ron Karavas

Advisory Present: Stan Moore, Pepper Bromelmeier

Staff Present: Peter Garwood, Howard Yamaguchi

Others Present: Bob Metric

1. Call to Order:

Meeting called to order by Chairman, Arlen Turner at 7:02 P.M.

2. Approval of September 3, 2002 Minutes:

Laura Stanek made a motion to accept the minutes with the changes, Ferguson supported. Passed Unanimous.

3. Helena Township Master Plan briefing

Bob Metric of Helena Twp. Board explained how the Helena Twp board went about hiring a consultant to help them write their Master Plan. Discussion followed.

Norris asked if there was a class to teach zoning administrators about wetlands. Maybe we could offer one. Martel mentioned that we also need to be sure the zoning administrators need to know the laws they have to uphold. Ferguson recommended calls be made by calling on the experts. Much discussion followed about wetlands. We also got into a discussion of health concerns with older septic systems and who should be in charge of looking into that.

Norris made motion Planning Commission recommend to Board of Commissioners to create an ad-hoc committee to study improvement of Antrim Co. Septic Systems, comprised of Rep of Region 3 Health Dept., members of Board of Commissioners, members of Planning Commission. Martel supported the motion. Passed Unanimous.

Zoning: Metric stated that the future zoning will be discussed beginning tomorrow night. They have visions! Growth management. Desperately want to preserve the rural nature. Have money to re-pave roads, but it will take 8 years. If you cannot define it, take it out of your plan. Ferguson pointed out that there is no mention of revisiting the plan on a regular basis. Stan Moore found a zoning administrator training and gave the info to Mr. Metric,

also Moore mentioned that the plan DOES indeed look like several people wrote the plan and in future it would be nice to have better consistency.

Stanek made motion to approve the Helena Twp. Master Plan with comments i.e. time-line to re-visit, along with adding future maps (Wright). Support by Wright. Passed Unanimous.

5 minute break.

4. Milton Township Zoning Map Changes:

Wright made motion to recommend approval of the Milton Twp. Zoning Map Changes that are lots A-I on the lakefront from Commercial to R-1. Stanek supported. Passed unanimous.

5. Master Plan Update:

- A. Notice of Intent drafts are almost finished. Next month. :)
- B. Visioning Sessions. Cannot see doing 20 shows. Perhaps doing it by Commissioner / district with Commissioner being present. Martel had some ideas of who should be invited. (Schools, Chambers, Twp Boards, Board of Education be given a 10 minute explanation of an invitation to attend the visioning sessions.) Time frame to be created by MSU Extension. Ferguson, Martel & Stanek will go on the 20th with Stan Moore to his MSU Extension Board.

Notice to Board of Commissioners that we plan to do visioning sessions by the 9 districts and expect the Commissioner of that particular district be in attendance. Howard thinks we can get a newspaper blitz to publicize the sessions.

- C. Tentative offer of assistance from Carolyn Shah.
- D. Martel reminded that we were to have done homework to go through whether we want to recommend a general or comprehensive plan.

6. Other Business:

- A. Post card setting the course 13 January at the Horticultural Research Station in Leelanau County - Stan Moore going.
- B. Improving traffic Safety Jan. 29 in Petoskey - let Planning Office know.

7. Comments:

Ferguson asked for the Board of Commissioners to assure us of how they are going to protect us: whereas the majority of residents want to see the clarity of our water and area protected. Also has to emphasize the property rights and the legal rights. Martel asks that we simply ask what the Board wants us to do next? Wright suggested getting it in writing for us to preview before the next meeting and come back with wordage recommendations.

8. Adjourned at 9:55 P.M.

Respectfully submitted, Jill Barnard, secretary

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Minutes

February 13, 2003, 7:00 P.M.
Antrim County Building
Board of Commissioner Room

Members Present: Arlen Turner, Jill Barnard, Jack Norris, Al Martel, Marshall Wright, Robert Sanders, Tom Maleck, Ronald Karavas, Joseph Allen
Members Absent: Laura Stanek, Jim Ferguson
Advisory Present: Stan Moore, Pepper Bromelmeier
Staff Present: Peter Garwood, Howard Yamaguchi
Others Present: None

Pete called to order at 7:05 p.m.

Arlen nominated and elected nominated by Robert Sanders
Tom Maleck Vice Chair nominated by Marshall Wright
Jill Barnard – Secretary nominated by

Arlen, Tom Maleck, Jill Barnard, Ronald Karavas, Alan Martel, Jack Norris, Robert Sanders, Marshall Wright, and Joseph Allen from District 9.
Pepper and Stan
Pete & Howard
All present
Laura Stanek absent.

Land Use Update by LIAA representative: Alex.

Need input from us – how are we going to lay out the maps? Showed us preliminary Custer Twp. idea, Antrim County Land Use 1978 – 1998. Who should be noted besides LIAA and Army Corps... – who to thank... Pepper mentioned notice of funding source. Each twp. will have 3 pages plus their cover page, which Alex needs ideas for – or would like a picture representing that township to use.

Al Martel asked for specifics on how the 78 and 98. Tom Maleck suggested incorporating these rules within the atlas. Alex agreed and said there should be also a page to explain Do we want coordinates? Do we want sections? Could we make a transparent overlay to incorporate sections? (How much extra would it cost?) Roads, airports, lakes, streams and railroads are shown already. Roads are 1998 information on both the 78 and 98 maps. Would we be interested in buying a plotter?
LIAA happens to develop CD Roms also!

Larger maps should be given to each twp before the atlases are produced so that the twp officials can peruse and give corrections. Alex usually finds that very few errors that fit the rules. We are looking for the changes from 1978 to 1998. Tom suggested showing the larger map to the twp supervisor and zoning administrator and let THEM decide how he wants to get the work done. If they want color, they can pay for it! Martel still wants section marks – Norris still thinks parcel lines and all could be on an overlay. Norris thinks the important thing is to get people out to see. Break to study and discuss the maps. Robert Sanders had to leave.

Motion made by Maleck: These maps are a living document that will change forever. Move to submit these maps to each township and explain them to authenticate the precision of accuracy of land use for 1998 or document the changes. Joseph supported. Alex concurred that because of cost that is the SMART way to proceed. Let each twp supervisor have a set time to do their work and get it back to use.

Wright volunteered to go to Elk Rapids.

Pepper will do Central Lake.

Ron will do Banks.

Stan -- Echo & Kearney.

Joe -- Custer

Star & Warner for Arlen

Martel – Helena and Torch Lake and Milton

Pete – Forest Home

Alex will send us the list of rules to follow and the rest of the maps next week.

Martel suggested having the end product available by Memorial Day.

Back to the motion. Passed unanimous.

Give more ideas for cover. Ask each twp supervisor how they want their twp to be represented – even if it's a sketch.

Much discussion about cross hairs or section corners. This is one map that needs to be used with other maps next to it.

Approval of minutes of January 7. Motion by Wright with one change to the spelling of Carolyn Shah's name. Support by Norris. Master Plan update – Ferguson knew he could not make that one meeting. Passed Unanimous with the one change.

Martel had to leave.

Land Use Sub-Committee: Stan : next Friday

Ferguson resolution needs more time than we have tonight.

Ron Karavas had to go for work.

Torch Lake Twp Zoning Ordinance Amendment: Marshall Wright: recommend approval of these 3 amendments with the clarification of their legal council with the respect to the enforcement in violations section and to the combining of lots in a registered subdivision.

Support by Norris.

Pepper left. 10:00 pm

Passed Unanimous.

Master Plan: DNR ok with Grant extension request.

1964 Master Plan copies have been handed out.

Subjects and topics – carry over to next month.

Notice of intent letter is statutory and Howard handed one to each of us including a request for permission to use email. Send to Supervisor AND Planning Commission of each township and for counties, send to planning commission and/or department. It was a consensus of the group that Howard should go ahead and send the sample letter out.

Township Level Profiles: Council of Governments compiled a sample for Banks Township. Martel thinks some townships may be willing to do cost share. Additional prop for visioning sessions, so hadn't thought about asking townships to pay any money. As we meet (with the atlas ideas), it is a suggestion to Ask Board of Commissioners to approve up to \$3,000.00 for the development of the township profiles to be used in our vision sessions and that we would ask the townships to reimburse us voluntarily for half the cost of the profiles. Barnard support. Passed Unanimous.

Howard is concerned with the costs of the transportation study (mass transit and buses, etc) . Probably will not get to this part of the study for a couple more years. BUT we could combine our monies with the 911 need of updating maps and we could use the same summer student with 911. We MAY end up with a GIS system to help keep this information up to date. Martel recommends that Howard talk with 911 and we all win.

Norris left. 10:30pm

Work Plan assignment

Other Business:

Martel brought up suggestion we made for Laura Stanek to take information to the Board of Commissioners to look at new septic systems with new technology which are not allowed in our county. What happened? The Board of Commissioners are afraid to open up any part of the ordinance for fear of criticism. Barnard asked if Joe would bring it up again at the next Board of Commissioners meeting for CLEAN WATER. They DID say it may have merit of further review, but didn't set any time line. Howard also pointed out that we have an avenue in Master Plan under Natural Resources and Environment.

Communication: and Member Comment: Adjournment at 10:55 PM

Respectfully,
Jill S. Barnard

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Minutes

March 4, 2003, 7:00 P.M.
Antrim County Building
Board of Commissioner Room

Members Present: Jill Barnard, Jack Norris, Al Martel, Robert Sanders, Ronald Karavas,
Joseph Allen, Laura Stanek
Members Absent: Jim Ferguson, Arlen Turner, Marshall Wright, Tom Maleck
Advisory Present: None
Staff Present: Peter Garwood, Howard Yamaguchi
Others Present: None

1. Call to Order:

Meeting called to order by Jill Barnard, Secretary at 7:00 p.m.

2. Approval of February 13, 2003, Minutes

Tabled until next meeting.

3. Milton Township Re-zoning Request

Mr. Howard Yamaguchi, Associate Planner explained the re-zoning request by Milton Township is to change parcels 05-12-112-010-00, 05-12-112-006-60, 05-12-111-009-00, 05-12-111-005-30 and 05-12-111-005-00 from the Commercial District to the Agricultural District and the Planned Unit Development (PUD) District. Mr. Yamaguchi explained that adjoining lots which front on Elk Lake have recently been rezoned to the Residential District.

The following lots would go from Commercial to Agricultural:

- 05-12-112-010-00
- 05-12-112-006-60
- 05-12-111-009-00
- 05-12-111-005-30

The following lots would go from Commercial to PUD:

- 05-12-111-005-00

Motion by Jack Norris, supported by Joe Allen, to recommend the Township approve the re-zoning request conditional on comments and suggestions from the Planning Commission and planning staff, to follow.

Motion carried – unanimous.

4. Banks Township Proposed Zoning Ordinance Amendments

Mr. Yamaguchi explained that Banks Township Planning Commission proposes to change the zoning designation from Village District to Village Manufacturing.

Motion by Marshall Wright, supported by Joe Allen, to recommend Banks Township approve the proposed amendment Village rezoning to Village Manufacturing with the stipulation the Township first consider the following recommendations and comments:

- **Section 5.01, change the second R-1 to R-2 (typo).**
- **To the extent possible the Planning Commission should try to quantify the listed nuisances in Section 6.08.3, 5. (e.g., noise, possibly limit to 60 decibels at property line).**
- **Section 6.08.3, 5, put a comma after the word “which”.**

Motion carried, Yes – Norris, Allen, Wright, Stanek, Barnard, Sanders, Martel

No - Karavas

The Commission reviewed the proposed amendment that would allow wind turbines in every zoning district in Banks Township.

Motion by Jack Norris, supported by Joe Allen, to recommend Banks Township approve the proposed amendment to the Banks Township Zoning Ordinance regulating the use of wind turbine generators and anemometer towers conditioned on the following suggestions and comments:

- **Section 1, delete number 2 – it would imply you are encouraging commercial wind turbines in other sensitive areas (e.g., Conservation/Recreation).**
- **You may want to check out the fly zones for migrating and soaring birds.**
- **Section 2, definition of “Wind Turbine Generator Tower Height,” paragraph 1: change “turbine rotor exceeds the height” to “turbine rotor exceed the height”**
- **Section 4.05, first paragraph: change “in connection therewith reasonably” to “in connection therewith, reasonably” (add comma after “therewith”).**
- **Section 4.06, paragraph 1: change “anemometer tower” to “anemometer towers” (add “s” to tower).**
- **Section 6.01.3, Number 11: Sentence appears to be incomplete.**
- **Section 12, Paragraph 13: Delete “Unless otherwise provided,”**
- **Section 12, Paragraph 13(d): Add “above ground level” after “fifteen (15) feet.”**
- **Section 12, Paragraph 13(i)(2): Change “erected prior to a wind turbine...” to “erected prior to *construction of a wind turbine ...*”**
- **Section 12, Paragraph 13(k): change “below grade or grater” to “below grade or *greater*”**
- **Section 12, Paragraph 13(n)(3)(b): at end of sentence change “provide.” to “provided.”**
- **Section 12, Paragraph 13(o), last sentence: Change “...Planning Commission may require...” to “Planning Commission *shall* require ...”**

Motion carried – unanimous.

5. Report by Land Use Sub-Committee

- **Land Use Forum – Mr. Yamaguchi informed the Commission the MSU Extension Service is planning on having a Land Use Forum in May, 2003 to kick off our Master Planning public participation process. Mr. Yamaguchi indicated the Planning Commission will be on their own for the Visioning Sessions (MSU Extension did not anticipate assisting with this part of the process). The group will be working on an agenda for the Land Use Forum on March 11, 2003.**

- Land Use Map Checks – The Commission reviewed the status of the land use map check process of the individual townships. Jill Barnard informed the Commission it is taking the consultant longer than anticipated to print out the maps.

6. Resolution by Planning Commission on the Environment

A draft of a resolution on the environment drafted by Jim Ferguson was distributed for the Planning Commission's review. Alan Martel distributed suggestions for changing the resolution. After Much discussion the Commission decided to delay action on the proposed resolution until Jim Ferguson is back and can participate in a sub-committee meeting to review the proposed changes to the resolution.

7. Master Plan

Howard gave a brief overview of the status of the Master Plan process. The Commission directed staff to put the Master Plan as the first item on the next month's agenda.

8. Other Business

None.

9. Communications

Peter Garwood, Coordinator/Planner informed the Commission the Chairman has received a communication from a County resident (Daniel Boone) regarding a development proposal by the Torch River Marina. Mr. Garwood informed the Commission the County has not been asked to review the proposal or amendment as of yet. The Commission directed staff to keep the communication and analysis on file to be reviewed when the project comes before the County.

The Commission members discussed a motion that was made last meeting to request the Board of Commissioners approve the expenditure of \$3,000 toward individual township profiles. The Commission decided the motion of the last meeting was sufficient, and that staff should take the request to the Finance Committee and the Board of Commissioners.

10. Member/Public Comment

No member comment. No members of the public were present.

Meeting adjourned at 10:00 p.m.

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Jim Ferguson
Robert Sanders

Jill Barnard, Secretary
Laura Stanek
Marshall Wright
Ronald Karavas

Minutes

April 1, 2003, 7:00 P.M.
Antrim County Building
Board of Commissioner Room

Members Present: Turner, Tom Malek, Jill Barnard, Laura Stanek, Marshall Wright,
Members Absent: Jim Ferguson, Robert Sanders
Advisory Present: Stan Moore
Staff Present: Peter Garwood, Howard Yamaguchi
Others Present: None

1. Call to Order:
Meeting called to order at 7:00 P.M.
2. Approval of Minutes: February minutes, Jack Norris motioned for acceptance, support by Joseph Allen. Passed unanimous.

March Need list of members of ad hoc sub-committee to discuss the Resolution on Environment by Jim Ferguson: Jim Ferguson, Alan Martel, Ron Karavas and Jack Norris. Marshall Wright moved to accept minutes with correction on a capital M Jack Norris supported. Passed unanime.

3. Need list of members of ad hoc sub-committee to discuss the Resolution on Environment by Jim Ferguson: Jim Ferguson, Alan Martel, Ron Karavas and Jack Norris. **Motion made to accept this list as the committee by Tom Malek and supported by Joseph Allen. Passed Unanimous.** Jim Ferguson called this morning to say he wanted this presented this month. Howard told him we had decided to wait until he returns and his response was that was all right. We have a very full agenda tonight and it would not be possible to dissect the Resolution.
4. Subjects and Topics for Master Plan: Elements of Various Components of a County Master Plan: (see List A "Elements of Various Components of a County Master Plan")
 - General Plan (must have)
 - Land Use Plan
 - Comprehensive Plan
 - Growth Management Plan
 - Other

Howard took the liberty to assign each of us to an Oversight Committee (see List B “Master Plan Sectoral Assignments and County Commissioner Oversight Committees”)

Since we decided to do this “In House” and we decided to adopt each section of the Master Plan as it is finished. Therefore, by the end of the 4th year, we will have a completed Master Plan – at which time it will be time to start over!

BUT, under Land Use, since we plan to have the “Atlas of Land Use in Antrim County” planned to be presented before Memorial Day, how can we adopt the Land Use Section before the other areas included under Land Use are completed? (Such as Transportation and Public Safety and more). Much discussion..... Jack Norris suggested each of the nine areas Howard has divided out in List B bring a list of items to cover under “our” Section back for next month’s meeting. Al Martel does not feel competent enough as of yet. BUT since Land Use feeds into each of the other sections, we may be better off waiting until more of the Land Use Plan is complete to put our outlines together for the other sections. We see now that each section may lead back to a revision of the ones already complete. A complete section with our name on it published to the County Commissioners and the public would give our Commission more credibility and gain support for our continued work. Joseph Allen suggested that the maps being set up will give us a good base to work from.

Back to List A – Marshall Wright suggests that we should not name which kind of plan, but see how things develop. In other words, the Master Plan should outline the goal and give the tools of how to get there. An outline will establish what and where you are going and will give you a framework.

Howard shared the thick packet entitled “Economic Development” from the Lelanau County visioning sessions and stated that we may find much the same results from our visioning sections. Jack Norris suggested to look at the Wexford County website for their Master Plan. K. Schindler, who helped write that Master Plan has a power point presentation he is willing to show us – shall we ask him for the next meeting – yes, Stan Moore will help arrange it.

5. A. Report by Land-Use Subcommittee:

Stan Moore, Land Use Forum Scheduled (March 20 meeting with Howard Yamaguchi, Laura Stanek and Al Martel and a couple more from Extension) May 15th in the evening 6:30 PM to 9:00 PM at the Bellaire High School. Complete with 3 breakouts: 1) Business Development & Resources; 2) Natural Features & Land Use Conservancy; and 3) Farmland Preservation

Then bring everybody back together. A lot of information in a short time, but will be able to get a feel for what to look at as reactions in our visioning meetings.

Visioning Session Dates should be available to those in attendance. Asked for money to pay for mileage for the speakers and coffee fund. **Jill Barnard made motion to pay for not more than \$1,000.00 for the Land Use Forum.** Tom Malek suggested asking some civic organizations to help **Malek amended motion “in lieu of finding a civic group to sponsor”.** **Support by Joseph Allen. Motion carried unanimous.**

Howard Yamaguchi presented the list of maps to townships and which are returned and not returned.

- B. Visioning Session Dates:
Al Martel suggested getting the places reserved. Five incorporated villages (Bellaire, Elk Rapids, Mancelona, Central Lake, Ellsworth) plus Alba, possibly Alden, and maybe Torch Lake Twp. Staff will set dates and find places.

- C. Agendas/Methods: Pete Garwood handed out a paper entitled “Prouds and Sorries” to use as an idea to follow. MSU Extension has said they will train us and be involved (Rod). There are actually other members of the community who have come forward and volunteered to help facilitate some of the visioning meetings. Need people who are objective.

- 6. Notice of Intent (NOI) Letter
 - A. We received an NOI from Milton Township for their work on their Master Plan. (They did not ask to use our email for communications.

 - B. We received 6 responses back to our NOI letters. It is time for a more lengthy letter to go out, Jack Norris was talked into drafting this second letter.

- 7. Other Business:
 - A. Howard asked Alex from LIAA how much extra it will cost for the extra work we had outlined for LIAA. **Al Martel made motion to grant \$2500.00 more for additional work from LIAA. Tom Malek supported Passed unanimous.**

- 8. Communications: None

- 9. Member Comment: None

- 10. Adjourned 10:00PM

Respectfully submitted, Jill S. Barnard

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Ronald Karavas

Minutes

May 6, 2003, 7:00 P.M.
Antrim County Building
Board of Commissioner Room

Members Present: Arlen Turner, Tom Maleck, Jill Barnard, Laura Stanek, Marshall Wright, Jack Norris, Joe Allen, Jim Ferguson, Alan Martel

Members Absent: Ronald Karavas

Advisory Present: Stan Moore

Staff Present: Peter Garwood, Howard Yamaguchi

Others Present: None

1. Call to Order: by Arlen Turner
Meeting called to order at 6:07 P.M.
2. **Approval of Minutes: April minutes, Laura Stanek motioned for approval, support by Jack Norris with corrections. Passed unanimous.**
3. **Marshall Wright made motion to thank Robert Sanders for his contribution while serving on the Antrim County Planning Commission. He has resigned effectively immediately. Jim Ferguson gave support. Passed unanimous.**
4. Milton Twp Private Road Ordinance: Howard Yamaguchi gave information. Per Tom Malek, need to review state law as pertaining to using a Michigan registered, licensed Civil Professional Engineer. Need to address other issues as: signage for speed limits, can an emergency vehicle (i.e. ambulance or fire truck) get down the road and use the driveway? Marshall Wright pointed out the last sentence saying per approval of the fire department covers the twp. Does 'B' apply to the exceptions? Martel: Issues need to be examined because we should not condone a governmental unit passing an ordinance that goes against state law. Send a letter to Milton Township Board to point out some problems we see. The fire department giving it's blessing needs to have a Professional Engineer's blessing also. The road also needs to be maintained after it is built. Malek volunteered to draft a letter of suggestions. Need the engineer BEFORE the construction begins! Any mistakes make the township board liable for any future accidents occurring because of what they missed.

Wright made motion: **Concur with ordinance amendment recommending that Section B of existing ordinance be applicable to the amendment F. Support by Joe Allen. Passed Unanimous.**
5. Land Use subcommittee:
Yamaguchi shared a part of the product being produced by LIAA. He brought Custer Twp's back with him and passed it around. Twp & Village boards will each receive a copy of the Atlas. Planning Commissions will only receive Demographic Profiles information books – because each atlas will cost from \$80 - \$100.

Stan Moore described the upcoming Visioning Sessions 6:30 PM –9:00 PM on 8 dates on following Antrim County Master Plan Update schedule following. The Land –Use Forum is scheduled for May 15, 2003 at Bellaire High School. The first Visioning is June 11 at Star Twp Hall with Arlen Turner facilitating.

Martel expressed concern that the facilitators be extremely sensitive to being impartial.

Jim Ferguson remarked that we need to follow up with results being available. (Let's post on the web site with opportunity to respond back.) Malek: visioning sessions are to receive input. Give them opportunity to also write to us and/or come to our meetings (first Tuesday of the month) and let us get on with the work of writing the Master Plan.

Wright: Report back by visioning session or in total? Stanek: We are only making a map, not set policy. Stan Moore had to leave, but took reservations for next Thursday's meeting.

6. Environmental Resolution (Martel & Ferguson) Martel: Much back and forth need to meet as subcommittee again. He brought us a book about a gorilla to read. Ferguson agrees, but what we are asking for the Planning Commission to take into consideration that wording from the Constitution and the Bill of Rights to protect our rights. This is a resolution of an agreement to plan. It could be used to flush out the feelings of the Board of Commissioners – to get them to say yeah or no to PLAN to protect our county.

Motion by Ferguson to take his to Board of Commissioners. Motion by Norris – and withdrawn. Wright and Martel both feel we need to give Martel a right to express his ideas for a resolution. They feel we should compare the two at another meeting. Arlen Turner would like to see everything brought together for next meeting.

7. Wright – trying to get Economic Development Council to work with us and to see where economic development going in each township. They will try again tomorrow. EDC has not been very responsive. We don't want just a rubber stamp. Include Northern Lakes Economic Alliance, they seem more energetic.

8. Communication:

- a. Elmira Twp. is embarking on a Master Plan.
- b. Jack Norris is working on Invitation Letter to Visioning Sessions – Pete & Howard will work with him more.
- c. Kalkaska Draft Master Plan: Kalkaska does have a Planning Commission. Notice of Intent cannot be emailed – they don't have capability.

9. Member /Public Comment:

- a. Bring in your homework.
- b. Zoning & MTA training sessions.
- c. Contingent of Japanese folks are interested in coming to visit (with Peg Comfort) our watersheds (~June 25) Need transportation.

10. Adjourned at 10:00 PM

Respectfully submitted, Jill S. Barnard

County of Antrim **PLANNING COMMISSION**

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Jim Pascoe

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Minutes

June 3, 2003, 7:00 P.M.
Antrim County Building
Board of Commissioner Room

Members Present: Arlen Turner, Jill Barnard, Laura Stanek, Marshall Wright, Jack Norris, Joseph Allen, Jim Ferguson, Alan Martel, Ronald Karavas, Jim Pascoe

Members Absent: Tom Malek

Advisory Present: Stan Moore, Pepper Bromelmeier

Staff Present: Pete Garwood, Howard Yamaguchi

Others Present: Kurt Schindler

1. **Call to Order:** by Arlen Turner
Meeting called to order at 7:06 P.M. Introductions around the table for the benefit of new member, Jim Pascoe of Bellaire.
2. **Kurt Schindler of Wexford County** presented program of techniques for Planners' 'Bringing Knowledge to Life': He used the Victor Institute for Responsible Land Development and Use in connection with Michigan State University Extension.

Kurt cannot emphasize enough that we should do our homework WHY land use has changed and what it has changed to so that we can address the CORRECT problem.

One page (front & back) of summary was prepared for EACH chapter. These can be distributed at lower cost to a large number of people. Also found on web site. Include an invitation to have representative on Planning Committee to write the Master Plan. **SOME WILL COME!** Find a reporter that will stick with the process all the way through to the end product. That reporter would receive ALL information any other committee member received – even the Fact Book. **PEOPLE SHOWED UP FOR MEETINGS!** Two subcommittees that disagreed with results had to have a joint subcommittee meeting and solve their differences to then bring a more agreeable solution back to full committee. **ALL MEETINGS WERE PUBLIC AND ANYONE COULD COME.**

3. **Approval of Minutes: June minutes, Jim Ferguson motioned for approval, support by Ronald Karavas with correction that Kalkaska County DOES have a Planning Commission. Passed unanimous.**

4. **Land Use Forum Subcommittee:**

Stan Moore had very positive feedback on the meeting held at Bellaire High School. 47 people participated with 29 surveys being turned in. Al Martel was disappointed in township board officials NOT being in participation. Kurt's idea of asking for representation from each group may help out.

- a. Two sample letters were passed out – a chatty one and township board, Village Councils letter on letterhead from the Planning Commission. Suggest putting the chart on a separate piece of paper so they can tack it up to remember dates. Given direction to combine the two letters. Howard Yamaguchi also provided a Topics and Groups sheet that the subcommittee came up with. Ferguson suggested giving an agenda. We do have a video from Montana's MSU Extension to use to get things started. More of an idea generator of what we like now about the county and what don't we want to see in the future. Yamaguchi suggested that each of us on this Commission contact OUR township officials to be sure they are represented. Ferguson: Forest Home, Kearney, Martel: Torch Lake & Banks (planning comm. board & zoning & ZBA) Marshall Wright: Elk Rapids & Milton (service clubs there, planning comm. & boards) Laurie: Jordan & Chestonia; Joseph Allen: Mancelona & M. Twp., Custer & Helena; Arlen Turner: Star & Warner; Barnard, Bellaire Village & 911; Pepper Bromelmeier, Central Lake & C.L. Twps.

Jack Norris and Ron Karavas had to leave about 9:50PM.

- b. Howard Yamaguchi shared the maps and information that we received from LIAA. Corp of Engineers made them in one way, Grand Valley State U. made them another way and CMU made them still ANOTHER way. Therefore, the 1978 maps compared to the 1998 maps are difficult to interpret. Should we release these this way? We have 3 atlases to use. Forests and Wetlands are grossly misappropriated in the 1998 maps of the 2/3 of the county that the Corps of Engineers worked on. They are just not reliable. We need to ask LIAA to do a complete re-analysis of that 2/3 of the county. Let's get the corrections made as soon as we can get the money from the County Commissioners. Pete will call Coastal Management to see if they will help correct the problems.

FERGUSON MADE MOTION TO PUBLISH THE 3 COPIES NOW WITH CAVIEATES ON EACH BAR CHART EXPLAINING REASONS FOR CHANGE AND AT A LATER TIME GET THE CORRECTIONS MADE. Support by LAURA STANEK. Passed Unanimous.

Yamaguchi proposed that we would like to see if LIAA can get Alex to make the corrections – we maybe should ask the County Commissioners to grant us funds over a period of time and suggest to them that they let any unused funds be carried over to the following year. We also need to ask for help from Coastal Management. We have \$3000 left from the Coastal Management grant and the \$7000 is left from the 2002-2003 budget to use to get the corrections at least started. So, we should ask the County Commissioners for \$15,000 for next year's budget.

5. Martel wondered whether the comprehensive plan is the proper level of detail for our community, and Stanek concurred that the visioning sessions may be able to answer if we should go that far or not.
6. Adjourned at 10:52 PM

Respectfully submitted, Jill S. Barnard

County of Antrim **PLANNING COMMISSION**

Tom Maleck, Vice-Chair

Arlen Turner, Chairman

Jill Barnard, Secretary

Joe Allen

Jim Ferguson

Laura Stanek

Jack Norris

Jim Pascoe

Marshall Wright

Alan Martel

Ronald Karavas

Minutes

July 1, 2003, 7:00 P.M.
Antrim County Building
Board of Commissioner Room

Members Present: Arlen Turner, Jim Ferguson, Al Martel, Ronald Karavas, Tom Maleck, Joseph Allen, Laura Stanek

Members Absent: Jill Barnard, Jack Norris, Marshall Wright, Jim Pascoe

Staff Present: Peter Garwood, Howard Yamaguchi

Others Present: 15 students and one professor from AuSable Institute

1. Call to Order:

Meeting called to order by Arlen Turner at 7:12 p.m.

2. Approval of June 3, 2003, Minutes

Alan Martel requested that reference to his comment on the scope of the plan be revised to: "wonders whether the comprehensive plan is the proper level of detail for our community, and"

Motion by Arlen Turner, seconded by Joe Allen, to approve the minutes of the June 3, 2003, minutes with corrections as noted. Motion carried – unanimous.

3. Milton Township Re-zoning Request

Howard Yamaguchi explained the re-zoning request by Milton Township. They are seeking the Planning Commission's comments in re-establishing the PUD for the Hawkins project, based on their request to add several lots to the previously-requested (but not implemented) PUD. He distributed e-mailed comments from two of the absent planning commission members. Discussion ensued on open space requirements stipulated in the Planning Commission's response to the original request in early 2001. Tom Malek noted also that the internal roads need to be constructed to Road Commission specifications.

Motion by Laura Stanek, seconded by Tom Malek, to recommend the Township approve the PUD conditional on inclusion of an easement in the master deed to ensure a 60% open space coverage, and that the internal roads be designed and constructed in accordance with Antrim County Road Commission specifications and general public safety standards. Motion carried – unanimous.

Alan Martel explained to the audience of AuSable Institute students how the foregoing action by the Planning Commission complied with the provisions of the Township Zoning Act.

4. Planning Commission Budget for 2004

Pete Garwood and Howard Yamaguchi presented the proposed budget. Pete noted that an additional \$16,000 consultant budget was being requested, despite the gloomy county financial picture for 2004, because it would be irresponsible to leave one-third of the land-use update undone.

Jim Ferguson suggested providing more “year-to-date” information to make the case for additional funding in all categories. Discussion ensued on individual budget items. Al Martel wondered whether the Planning Commission should establish an advertising budget for master plan outreach, perhaps at, say \$150 for each subject area subcommittee. Joe Allen noted that Kurt Schindler, in his presentation last month, noted that the Wexford Co. Master Plan will take at least three years to hammer out.

Motion by Tom Malek, seconded by Al Martel, to recommend to the Public Works Committee that the proposed 2004 budget be recommended to the county Finance Committee. Motion carried – unanimous.

5. Visioning Session post-Mortem

Stan Moore and Pete Garwood briefed the Planning Commission about the visioning sessions held to date. Al Martel suggested the results of the visioning sessions be published in the local newspaper. The group’s consensus is to continue with the rest of the visioning sessions scheduled for the summer.

6. Master Plan Scope

Al Martel opined that the general plan stipulated in the statute is too general, while a comprehensive plan appears to be too comprehensive. Joe Allen thought that the plan could probably be built around “land use.” Jim Ferguson thought that we should pick and choose the complexity by subject area. The consensus was to allow each committee to decide on the scope of the plan.

7. Environmental Resolution

Extensive discussion ensued on the timing and wording of the proposed environmental resolutions by Jim Ferguson and Al Martel. Some felt that the resolutions should be an outcome of the visioning session results, addressed in the master plan. Others felt that a compromise wording needed to be worked out by the previously-appointed committee of Martel, Ferguson, Norris, and Karavas. One more volunteer was sought to join this committee. Tom Malek volunteered.

Motion by Jim Ferguson, seconded by Arlen Turner, to form a Committee (Martel, Ferguson, Norris, Karavas, and Malek) to review the two resolutions and formulate a re-worded resolution to be voted on by the Planning Commission at their August meeting for presentation to the Board of Commissioners. Motion carried – unanimous.

8. Communications

Howard briefed the Planning Commission members on the correspondence from the Elmira Township Planning Commission on their desire to observe the Banks Twp. visioning session.

9. Member/Public Comment

Al Martel briefed the Planning Commission about the resurgence of the weekly rental issue in Torch Lake Township. He also informed the Commission about the need to educate the public on wetland issues, especially the definition of a wetland. An AuSable Institute student offered suggestions on further outreach for the visioning sessions: community centers and churches.

Meeting adjourned at 9:30 p.m.

County of Antrim **PLANNING COMMISSION**

Tom Maleck, Vice-Chair

Arlen Turner, Chairman

Jill Barnard, Secretary

Joe Allen

Jim Ferguson

Laura Stanek

Jack Norris

Jim Pascoe

Marshall Wright

Alan Martel

Ronald Karavas

Minutes

August 5, 2003, 7:00 P.M.
Antrim County Building
Board of Commissioner Room

Members Present: Arlen Turner, Tom Maleck, Jill Barnard, Laura Stanek, Jack Norris, Joseph Allen, Alan Martel

Members Absent: Ronald Karavas, Marshall Wright, Jim Ferguson

Advisory Absent: Stan Moore, Pepper Bromelmeier

Staff Present: Peter Garwood, Howard Yamaguchi

Others Present: Jim Gurr, Nancy Ellison, and Gene Dawson

1. **Call to Order:** by Arlen Turner
Meeting called to order at 7:04 P.M.
2. **Approval of Minutes:** July minutes, Jack Norris motioned for approval support by Joseph Allen. Passed unanimous.
3. **Torch Lake Township Zoning Amendment:** Garwood had a comment of word changes concerning the definition of airport hangers. Jack Norris submitted 2 pages of comments. The Planners Office suggested to the Torch Lake Township Board that they need to send the existing language and we would like them to mark clearly what they are changing. Several comments were made on Jack's comments.
 - a. Chapter VIII, 23.01: "An airport hangar is a building serving only to..."
 - b. 1. Chapter IV, 4.01F grammatical suggestions: In last line of first paragraph, "properties are" would be better than "property is".
 2. In the first line of second paragraph, the verb "give" would be better than "cause"
 - d. Chapter XIX, 19.02 A: unasked for advice
 - e. Chapter XIX, 19.02 B: change "dimension" to "area" so as to include all structures.

- f. Chapter XVII, 17.01 D: They have left this too open to wide interpretation by deleting the dimensional requirements.
- g. Chapter XVIII, 18.04 A – Much better as amended
- h. Chapter XVIII, 18.04 C: Good addition, however, Garwood suggested they have limited themselves and should add 'mail to commissioners "no later" than...'
- i. Chapter IV, 4.01 and 4.02: Need to stick with one expression – "zoning district" and "zone district" are used alternately. Do they mean something different?
- j. Garwood commented that Zoning amendments are required by statute to be amended by ordinance.
 - ♦ **MOTION BY** Jim Pascoe moved to recommend the clerical changes discussed here prior to approval of their adopting the new Zoning Ordinance. Support by Stanek. **Passed unanimous**

4. **Visioning Session Update:**

Three sessions have been held since the last Planning Commission meeting. Howard included some reports from those sessions. Two are still coming... one in Bellaire on August 14, one in Elk Rapids on August 27. There followed much discussion on why these sessions have been held and if they will be adequate enough because of the numbers of folks who actually attended. We need to realize the impact of the growth of our area and see what can be done to preserve the pristine beauty that is the attraction of the area. Martel shared a page from the MSU Extension web site to try to have clarified of which kind of Master Plan we are striving to write. Maleck explained that in Michigan statutes, these words have specific meanings: "Shall" is mandatory; the matter referred to must be done. "Should" is strongly advisory; there would have to be sound reason for not doing the thing referred to. "May" means that there is freedom to choose whether or not to do the thing referred to. "Shall" and "May" give us the directions. We use the professional staff to receive advice about which kind of plan we are working on. (Give us an outline so we know where we are going.) Howard recapped that each sub-committee was to work with the County Commissioners so that when all the separate issues were finished the County Commissioners would not be receiving any surprises and would be willing to adopt the Plan as a whole. Pascoe made the comment that if each subcommittee strives for a good comprehensive plan and falls just short of the rules of that, we will still end up with a very good general plan (which is what we are required to AT LEAST create).

5. **How To Process Data From Visioning Sessions:**

Jim Pascoe suggested getting the 8 township's plans and synthesize them into what the whole county wants. Arlen Turner suggested that each committee look at those plans as their guide to build a plan for the county. Visitor suggested the townships do not have the professional staff to know the updates around the state and nation, so they are looking to us for advice.

6. **Environmental Resolution:**

Some Commissioners have thought that we were formulating our own resolution to recommend a certain course of action to the Board of Commissioners; while others have thought that we were proposing a resolution that the Board of Commissioners could adopt as their own. The consensus was that we were to do the latter. Martel handed out County Zoning Act; Language Yet to Be Agreed Upon; and his notes on the Draft.

MOTION BY: Jim Pascoe said we need time to digest all this information and should have the next month to do so and put this at the top of the agenda for next month.

Since it is the statutory duty of the Planning Commission to make recommendations to the Board of Commissioners, Maleck's reported opposition to our offering the County Commissioners a resolution, regarding natural resource protection, should be carefully checked.

Garwood asked if there is value in having the sub-committee meet just prior to the next meeting to finish the changes for the next full meeting. Jim Pascoe volunteered to serve also. **Maleck supported the motion to table and it passed unanimous.**

7. **Communications:**

- a. Dr. Norton Bretz sent two notes concerning Historical Preservation. How can the county help gather information? Ask him to be on the Infrastructure subcommittee.
- b. Jack Norris is on a Task Force for the 10 county area for Waste Disposal Systems. We have had a good system, but it is failing and there is being discovered a high incidence of e. coli on very nice, well-kept sites. 21st August in Cadillac – Martel will look at his calendar.

8. **Public Comment:**

- a. Jim Gurr – He would like to help solve problems rather than create them: Perception of what you do and what you do do for county government can be very different. Has seen how things happen to make people not trust government.
- b. Nancy Ellison: husband in excavating. Soil Conservation District is alienating many land owners by issuing OK and then coming out and discovering "wetland". Question on a Communication from Gosling, Czubak on weekly rental problem (Howard commented just a FYI).

Adjourned at 10:15 PM

Respectfully submitted, Jill S. Barnard

County of Antrim **PLANNING COMMISSION**

Tom Maleck, Vice-Chair
Joe Allen
Jack Norris
Alan Martel

Arlen Turner, Chairman
Jim Pascoe
vacant

Jill Barnard, Secretary
Laura Stanek
Marshall Wright
Ronald Karavas

Minutes

September 2, 2003, 7:00 P.M.
Antrim County Building
Board of Commissioner Room

Members Present: Arlen Turner, Tom Maleck, Jill Barnard, Laura Stanek, Jack Norris,
Marshall Wright, Jim Pascoe
Members Absent: Ronald Karavas, Alan Martel, Joseph Allen,
Advisory Present: Stan Moore
Advisory Absent: Pepper Bromelmeier
Staff Present: Peter Garwood, Howard Yamaguchi
Others Present: Jim Gurr

1. **Call to Order:** by Arlen Turner
Meeting called to order at 7:07 P.M. Laura Stanek made **motion to accept minutes as written with corrections mentioned here tonight and those submitted by Jack Norris. Jim Pascoe supported. Passed Unanimous.**
2. Elk Rapids Township Zoning Amendment: **Marshall Wright made motion to suggest to Elk Rapids that they adopt this Amendment. Jack Norris supported. Passed Unanimous.**
3. **Jack Norris moved that we submit to the County Board of Commissioners the 'last proposal' of the Environmental Resolution.** Break to find copies to review. Stan Moore arrived. Tom Malek says he is opposed to sending this. Pete Garwood passed out copies of a Resolution which had been distributed last month. Jill Barnard asked what we hope to accomplish by presenting this Resolution to the County Commissioners. Jim Pascoe suggested that at last month's meeting Al Martel strongly objected to this Resolution and the fact that a sub-committee was to be formed to iron out the very divisive differences (per suggestion by Joe Allen) and that sub-committee has not met. Also, isn't it our charge to develop the Master Plan over the next couple of years and wouldn't it be better to deal with the Natural Resources issue as we arrive at that part of the Master Plan? More discussion... Laura Stanek suggests that with the emotions as they are today both around this table and around the table of the County Board of Commissioners, this Resolution will not accomplish anything. We are

only submitting a paper of wordsmithing. We have no muscle. Tom Malek suggested that it would be prudent to back off for a while and quit re-opening old wounds. Jack still thinks it is appropriate and necessary so that we protect our Natural Resources in Antrim County. Arlen Turner said he has seen the deterioration in Antrim County waters even in his lifetime. Our lakes and waters are not clean enough to drink any more! **Laura Stanek supported the motion.** Marshall Wright is inclined not to support as too many of the opposition camp are absent. **Jim Pascoe made motion to table for a month Tom Malek supported that motion with the intention the sub-committee meets. Jack Norris Abstained. Marshall Wright – Yes, Laura Stanek - Yes, Arlen Turner - Yes, Jim Pascoe - Yes, Jack Norris - Abstain, Tom Malek - Yes. Jill Barnard - Yes.**

4. Bob Metric was not present to present the Helena Township Zoning Amendment. Tom Malek felt it was well written as if a road-building engineer had written it. It will add to the cost of a road being built. Do we intend to add that cost for a developer? Marshall Wright noted more specifics needed. Howard suggests that we need to suggest strike of work by 'drain commission' because they cannot perform the duties detailed. Tom Malek would suggest that Helena Township ask for the Road Commission to review this Zoning Amendment. OR, change 'drain commission' to 'township planning commission'. Jim Gurr gave information of the meetings and how Helena Township came up with this Amendment. Tom Malek makes recommendation that Helena Township find a better way to administer this situation.

- a. **Tom Malek moves to commend the township for their efforts to correct a dangerous situation (private roads); but prior to township approving the zoning amendment they should contact the agencies from which they require approval for their concurrence of the requirements or the township planning commission should change the language of section 2.23.10a and section 2.23.4; also on page 6 – section 2.23.9d to require only recommendations and comments. Suggest listing appropriate emergency services agencies in the ordinance for approval of the drawings. Support by Jill Barnard. Passed Unanimous.**

Stan Moore had to leave at 9:00 PM

- b. Page 23, Section N, Item 1: timetable does not start over every 2 years. (Just say 'progress required' instead of completion.) **Motion by Marshall Wright to recommend Helena Township with that correction on Site Plan Review adopt that amendment. Support by Jim Pascoe. Passed Unanimous.**
- Page 37, 178.07B: Jack Norris suggests that a period be after the word 'planning commission' and delete "for it's consideration".
 - Page 38, continue using "shall" in place of "will" throughout.
 - Page 39, G, fourth line: "it" should be "it's"
 - Page 40, Item K is the only item where the paragraph is titled; need to be consistent.
 - Item L– does it mean the township planning commission can unilaterally alter a settled agreement or not? Lead off with applicant applying for change.
 - Item M – There should be the information that there is an appeal available in Circuit Court.
 - Jack feels 'D' is already covered in 'C'. Also, these should be numbered, not lettered to remain consistent with the rest of the document.

**Motion by Jack Norris to recommend Helena Township (see bullets)
Support by Marshall Wright. Passed Unanimous.**

- Page 23, Section N, Item 1: timetable does not start over every 2 years. (Just say 'progress required' instead of completion.)

**Motion by Marshall Wright to recommend Helena Township with that
correction on Site Plan Review adopt that amendment. Support by Jim
Pascoe. Passed Unanimous.**

Tom Malek left.

Uses Permitted by Special Permission: **Motion by Jack Norris to recommend
Helena Township adopt. Support by Laura Stanek. Passed Unanimous.**

Howard pointed out that they included "hydric soils" which will delete a great deal of area of land considered useable to build on. This does not encourage open space development. **Motion by Marshall Wright to recommend Helena Township reconsider the amendment on Open Space Project / Rural Clustering Regulations as the exclusion of too much of the land creates a negative incentive to a developer to consider using a development with open space. Support by Jim Pascoe. Passed Unanimous.**

5. Stan having had to leave, we postponed the post mortem on the Visioning Sessions.
6. Level of Master Plan must also be postponed because of Alan Martel's inability to be here tonight. We MUST get some time lines. Jim Pascoe brought in some considerations on the Master Plan: (A mini-visioning session by the Area Seniors). Also to consider that school districts are immune from zoning.
7. Communications:
 - a. MSP Annual Conference at GT Resort: some money available, please let Howard know if you want to attend some or all of the sessions.
 - b. Central Lake Master Plan: Peculiarity is that we cannot comment until November.
 - c. Dr. Norton Bretz sent a letter re: historical preservation another on lake accesses. Howard has requested him to get a consensus on what should be done to promote historical preservation from all area historical societies.

Jim Gurr thanked us for tabling the Environmental Resolution and asked us to work with Al Martel on the subject.

Adjournment at 10:33 PM

Respectfully submitted, Jill S. Barnard

County of Antrim
PLANNING COMMISSION

Tom Maleck, Vice-Chair
Joe Allen
Jack Norris
Alan Martel

Arlen Turner, Chairman
Jim Pascoe
vacant

Jill Barnard, Secretary
Laura Stanek
Marshall Wright
Al Luurtsema

Minutes

October 07, 2003, 7 p.m.

Antrim County Building - Board of Commissioners Room

Members present: Arlen Turner, Tom Maleck, Jill Barnard, Laura Stanek, Jack Norris, Marshall Wright, Jim Pascoe, Alan Martel, Al Luurtsema, and Joseph Allen
Members absent: Ronald Karavas
Advisory Present: None
Advisory Absent: Pepper Bromelmeier and Stan Moore
Staff, Others Present: Pete Garwood, Howard Yamaguchi, and Jim Gurr

1. Meeting called to order at 7:00 p.m. by Arlen Turner.

Before the meeting was called to order, member Ron Karavas announced that he was resigning from the Planning Commission. He did not stay for the meeting. Al Luurtsema was introduced as the new PC member replacing Jim Ferguson. Al is currently serving as the chairman of the County Parks and Recreation Commission.

2. Approval of September 2, 2003, Minutes

In the discussion on the minutes, some members sought clarification of the incident described in the memo distributed by Howard. At the September Board of Commissioners (BOC) meeting, a member of the audience, apparently reading from the draft September Planning Commission (PC) minutes, mistakenly attributed quotations from one PC member to another. The issue at hand, however, is why members of the public had access to the draft minutes before PC members did. This will be discussed in the next agenda item.

Motion by Laura Stanek, seconded by Jim Pascoe, to approve the minutes of the September 2, 2003, minutes. Motion passed – unanimous.

3. Draft PC Minutes – New Procedures

PC members felt that it would be hard to respond at public meetings to events at PC meetings without having seen the minutes. However, two mailings a month to PC members also seemed excessive. Electronic mail was suggested as the transmittal procedure for draft minutes distribution to PC members, with regular post to those without e-mail addresses. Another suggestion was for the minutes to be signed by the PC secretary. The consensus was that any elected officers of the PC could sign the completed minutes. The PC secretary, at this meeting, opted out of the task of writing the PC minutes.

Motion by Jim Pascoe, seconded by Marshall Wright, to have the Coordinator/Planner Office transmit draft Planning Commission minutes at the same time the county Board of Commissioners members are mailed theirs.

Motion amendment by Jack Norris, seconded by Marshall Wright, that the draft minutes submitted to Planning Commission members be clearly marked “Draft – submitted for review and correction.” Motion amendment passed – unanimous.

Original (main) Motion passed – unanimous.

The PC then engaged in discussion and debate on whether or not individuals should be named in the minutes. The difference between “administrative” and “legislative” minutes was discussed. Some members felt that attribution was appropriate, and that the PC minutes in fact should be expanded with more detail. Others felt that attributing opinions and quotations forces individuals to defend themselves, and possibly stifle free discussion and debate. Still others felt that as this body is not a legislative body but merely an advisory body to the legislative body (Board of Commissioners), there is no need for attributing quotes and opinions to particular individuals. Reference was made at this point to appropriate documents in the packet to clarify the matter.

Members agreed that in a non-unanimous vote for a motion, individuals must be recorded as having voted in one way or other. Also, the option to allow for an individual PC member to go on record (named in minutes) was another item on which there was a positive consensus. Discussion on taped proceedings of meetings also took place, with the opinion expressed that these tapes should not be destroyed until the paper minutes that were created from these tapes have been approved.

Motion by Tom Maleck, seconded by Al Martel, that all items in the minutes of the Planning Commission be recorded in a general manner without attributing quotes and opinions to particular individuals on the Planning Commission, unless a speaker specifically requests attribution for the record. Yes: Turner, Maleck, Barnard, Stanek, Wright, Pascoe, Martel, Luurtsema, Allen; No: Norris. Motion passed: 9 yes, 1 no.

The PC then tackled the question of how to handle the corrected minutes. The Open Meetings Act specifies that the final (corrected) minutes show both the corrected and the original version. The PC agreed that the corrected version (using cross-outs) will be the version retained in the file. One member noted that in Torch Lake Township, a special ZBA meeting was held to use the taped record of a previous meeting to re-write the minutes of that meeting. The township clerk was considering attaching line numbers to draft minutes.

4. Environmental Resolution

The environmental resolution subcommittee presented its final draft resolution:

- Resolution to promote the preservation of Antrim County water and other natural resources by education, statutory regulation, and legislative determinations for the benefit of all Antrim County residents and visitors.
- Whereas the preservation of Antrim County water and natural resources is important to all of Antrim County’s residents,
- Be it Resolved that the Antrim County Board of Commissioners shall appoint a County-wide committee of Commissioners and other individuals from various County areas. The Planning Commission shall be represented on the committee by nominees from the Planning Commission.

Subcommittee members explained that there is a strong need to coordinate the work of this proposed committee with the master plan work on natural resources. Hence a second motion is presented that would ensure such coordination. This committee will not be the ones writing the natural resources portion of the master plan; that would be the work of the Planning Commission. The PC, however, will be represented on the committee.

Motion by Jim Pascoe, seconded by Marshall Wright, that the resolution above be adopted and recommended for adoption by the Antrim County Board of Commissioners. Motion passed – unanimous.

The second motion before the PC is for the Coordinator/Planner to present to the Board of Commissioners the following suggestion from the PC:

If it is the pleasure of the County Commissioners, the Planning Commission will undertake oversight responsibility for this committee.

There was concern that given the fairly recent experience with the Wetland Ordinance, the Board of Commissioners may balk at endorsing the work of the committee if the work turns out to be controversial. The PC would then be blamed for the work of the committee. The PC discussed various measures to ensure tighter oversight over the committee. Ensuring a PC member chair the committee was a possibility. An amended motion was made and withdrawn to add “and reporting” to “oversight” in the above motion.

Motion amendment by Jim Pascoe, seconded by Al Martel, that the Coordinator/Planner make the above suggestion to the Antrim County Board of Commissioners during the deliberations on the environmental resolution above. Yes: Turner, Maleck, Barnard, Stanek, Norris, Pascoe, Martel, Luurtsema, Allen; No: Wright. Motion passed: 9 yes, 1 no.

Members of the environmental resolution subcommittee were commended for their coming to an agreement, and were encouraged to serve on the proposed Committee. They were encouraged to address any and all concerns of the Board of Commissioners at any stage of the work to avoid any communication problems that were claimed to have existed at the time of the Wetland Ordinance formulation.

5. Master Plan Update

Howard introduced the two volumes distributed to the PC members with their package: the results of the Visioning Sessions by subject matter, and the plots of the individual responses from the Opinion Survey. Howard reminded the PC that outlines for the various master plan sections are due at the next meeting.

Howard also noted that the EDC is working with PC members to write the Economic Development section of the report. The Land Use section will commence with a write-up on the existing data (land use update), and proposals for the future using Visioning Session results. The economic development sections are expected to have a large influence on other sections of the plan.

6. Communication

Pete Garwood introduced a solicitation for comments from DEQ’s Environmental Advisory Council on how the public input process could be improved. All comments are to be directed by PC members to Pete, who will compile and submit the comments to DEQ.

7. Member and Public Comment

Environmental Resolution subcommittee members were once again commended for their work. Howard reminded the PC that comments on the Central Lake master plan are due at the November meeting.

Jim Gurr, as member of public, spoke on his views on attribution in the minutes (should do), membership selection (how recent PC vacancies have been filled), and urged caution in populating the natural resources committee being proposed to the BOC.

Meeting adjourned at 8:53 p.m.

County of Antrim
PLANNING COMMISSION

Tom Maleck, Vice-Chair
Joe Allen
Jack Norris
Alan Martel

Arlen Turner, Chairman
Jim Pascoe
Vacant

Jill Barnard, Secretary
Laura Stanek
Marshall Wright
Al Luurtsema

Minutes

November 04, 2003, 7 p.m.

Antrim County Building - Board of Commissioners Room

Members present: Arlen Turner, Tom Maleck, Jill Barnard, , Marshall Wright, Jim Pascoe, Alan Martel, Al Luurtsema, and Joseph Allen
Members absent: Laura Stanek and Jack Norris
Advisory Present Stan Moore
Advisory Absent Pepper Bromelmeier
Staff and others Pete Garwood, Howard Yamaguchi, Bill Rastetter, Jim Gurr, and Kent McNeil

1. Meeting called to order at 7:00 p.m. by Arlen Turner.

2. October 7, 2003, Minutes

Two items were noted for correction and addition: (a) the fact that the Planning Commission (PC) secretary is no longer taking the minutes of the meetings, and (b) that some clarification needs to be inserted about the discussion. The second point was from the handout prepared by Jack Norris, who was absent from the meeting.

3. Milton Township Re-Zoning Proposal

Milton Township approved a re-zoning proposal by the Grand Traverse Band (GTB) of Ottawa and Chippewa Indians for the existing housing development on Cherry Avenue. The re-zoning request comes in the wake of long delays by the Bureau of Indian Affairs in granting Trust status to the site, and the GTB's subsequent decision to apply for planned unit development (PUD) through the township zoning procedures. Bill Rastetter, attorney representing GTB, was present to answer any questions.

Responding to questions from the PC, Mr. Rastetter explained the process through which a member of the Tribe will be able to participate in the housing project, and how ownership of the lots can pass from one Tribe member to another. He explained the advantages of having the land under Trust status, and the evolution of the decision to apply for PUD status rather than platting the land. He noted that there have been two public hearings to date, and by the second public hearing, there was apparently no opposition to the plan. Previous opposition and reservations voiced by the public have been addressed in the conditions and promises set forth in the covenant and the approval document from the Township planning commission.

Motion by Tom Malek, seconded by Joe Allen, to recommend to the Milton Township Board that they approve the re-zoning of the existing GTB housing site from agricultural to PUD. Motion passed – unanimous.

4. Banks Township Zoning Ordinance Amendments

The PC next turned to the zoning ordinance amendments submitted by Banks Township for review and comment. The first amendment considered was Section 4.07 – Mobile Homes. The proposed amendment adds subsection 2, which provides for replacement of lawfully existing non-conforming mobile homes as specified. Discussion centered on current statutes and ordinances governing construction and inspection of mobile homes in the County.

Motion by Jim Pascoe, seconded by Alan Martel, to recommend to the Banks Township Board that they approve amendment of Section 4.07 — Mobile Homes – as proposed. Motion passed – unanimous.

The second amendment (Section 4.22 – Private Waterfront Access) changes the existing requirements for private waterfront access sites to conform to the requirements of the Conservation/Recreation District, regardless of the actual zoning of the site. Discussion ensued on commonly-encountered waterfront access dilemmas such as how to accommodate the five permitted accesses. Discussion on these commonly-encountered topics could be part of the proposed land use section of the county general plan.

Motion by Marshall Wright, seconded by Al Luurtsema, to recommend to the Banks Township Board that they approve amendment of Section 4.22 — Private Waterfront Access – as proposed. Motion passed – unanimous.

The final amendment was a re-submittal of the proposed windmill turbine generator ordinance that was originally submitted in February of this year, and discussed at the PC March 2003 meeting. This revised version incorporates all (except one) of the changes PC suggested in March, and revises various related sections to accommodate a new “Village Manufacturing” district that was not adopted yet in March. The PC discussed the history, aesthetics and economics of windmill generator systems, and noted that the ordinance merely establishes regulations for the event that an applicant decides to site one in Banks.

Motion by Al Luurtsema, seconded by Jim Pascoe, to recommend to the Banks Township Board that they approve the amendments for Wind Turbine Generation as proposed. Motion passed – unanimous.

5. Environmental Resolution

Howard informed the PC that the county Board of Commissioners (BOC) tabled the proposed environmental resolution pending a presentation by the Planning Commission on what and why of the resolution. Al Martel and Jim Pascoe volunteered to give the presentation. Staff will obtain a spot on the agenda at the next BOC meeting.

There was some discussion and concern on the possibility that this resolution would open old wounds. Other concerns included how the Planning Commission’s work would blend with this Environmental Committee’s work, and how the PC could move on. Also discussed was the eventuality that the BOC would choose *not* to adopt the resolution.

6. Master Plan Update

Copies of the proposed preliminary section outlines for Transportation, Health Services, and Agriculture, were distributed to PC members. Howard noted that this would be a guide to other PC members who have not yet prepared outlines, and noted further that individual

outlines and the fleshed-out future contents in turn would affect the outlines and contents of other sections. The county Economic Development Corporation, the Chambers of Commerce, and the PC are working together to set the economic development goals for Antrim County.

Howard also asked the PC whether it would be appropriate to mail out the printed results of the Visioning sessions (categorized by subject area and by visioning session location) to recipients in the "statutory list," the visioning session participants, and the "extended" county-wide mailing lists. Much discussion ensued on the statistical validity of the results, the poor turnout in many of the sessions, on the caveats that need to be stated on the cover letters, and how best to distribute the results.

The PC instructed Howard to send out a letter to a broad mailing list, informing the recipients of the availability of the Visioning Session results on the County website, and that printed copies could be requested from the office. The PC further instructed Howard to include appropriate caveats on the statistical validity of the data, and to challenge the recipients to react to the results and provide the PC with further input on subjects that concern them. Also included will be an offer to have members of the PC and staff come and give talks to members of clubs, civic groups, churches, township governments, and others about the Master Plan process and results/progress to date.

Howard further briefed the PC on the progress of the Land Use/Land Cover update project. Funding to complete the project has been approved for 2004. LIAA will perform the work now, and submit the invoice in early 2004. Projected completion of work is late November or early December. The PC agreed that the outline and write-up for the existing land use section could commence at that time.

7. Central Lake Master Plan Comments

Two sets of written comments from PC members were received and distributed. Other members contributed verbal comments to the draft Central Lake Master Plan. One member noted that while generally fine, the plan lacked a timetable for goals and one for the future land use map. He also felt that the proposed conversion of the entire main street into commercial zones was not as desirable as a Village Concept of development. Another opinion was that the extent of hydric soils appeared extensive on the land cover map. Finally, another member noted the lack of street names on the village map, making it difficult to follow the discussion in the text.

Coordinator/Planner Pete Garwood noted that formal action is required from the Planning Commission. The PC instructed Howard to consolidate the above comments with the two written sets already submitted, and submit the comments to Central Lake in compliance with the provisions of the Municipal Planning Act.

Motion by Jim Pascoe, seconded by Al Luurtsema, to commend Central Lake Village Planning Commission on the proposed Village Master Plan, and transmit the comments as compiled from the submittals of the Planning Commission members. Motion passed – unanimous.

8. Communication

Howard reminded PC members of the Link Michigan public meeting to be held at the Bellaire Senior Center at 3:30 p.m. on Thursday, November 6. The importance of hi-speed telecoms infrastructure in the County will be stressed at the meeting. Howard also noted that the NW Michigan Council of Governments transportation planner had left to take a job out of state. His services will not be available for the public transportation section of the county transportation plan.

9. Member and Public Comment

A PC member noted that it would be more convenient for members of the public to have a public comment section at the beginning of the meeting. There was a consensus to create a new public comment time toward the beginning of the agenda, starting next month. Another member requested that the public comment period be retained at the end of the meeting too.

Another topic for discussion was the procedure the County follows in selecting new members of the Planning Commission. Pete Garwood briefed the PC on the general background and geographical distribution requirements for Planning Commission members, as well as the procedure followed in processing the letters of interest received from the public. There is no interview process, but the county's Administration Committee considers all applicants at their monthly meeting for openings to the various Boards and Commissions for which citizens can apply for appointment. The current distribution of members, skewed toward the western half of the county, was of concern to some. The desirability of selecting members (who are not County Commissioners) from the eastern half of the county was brought up, along with the desirability of selecting a more "ordinary" citizen to the PC.

Jim Gurr, member of the public, noted that these meetings are of public record, and that the lack of attribution in the minutes appears to carry over to the style of the comments proposed for transmittal to Central Lake. He also commented about the extremely long wait required for the PC to reach the public comment section of the agenda. He advised Howard to emphasize the incidence and frequency of the various comments to the letter to the public about Visioning Session results. Jim also commented on the relative paucity of PC members at the various Visioning Sessions he had attended, and contrasted this with the irony of being told at the last month's meeting to attend more PC meetings.

Kent McNeil, member of the public, shared his concerns about the proposed Farmland and Open Space Preservation Ordinance with the PC. He opined that the County, having no zoning ordinance, has no authority in preserving an ordinance about "Open Space." He also expressed his concern at the apparent ability in the ordinance of the County to re-sell the development rights.

Meeting adjourned at 10:00 p.m.