

DRAFT
Submitted for Review and Correction
County of Antrim
PLANNING COMMISSION

Jill Barnard
Joe Allen
Alan Martel

Jim Pascoe, Chairman
Tom Maleck, Vice-Chair
Jack Norris, Secretary

Al Luurtsema
Laura Stanek
Marshall Wright

Minutes

February 03, 2004, 7 p.m.

Antrim County Building - Board of Commissioners Room

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

1. Meeting called to order at 7:00 p.m. by Pete Garwood (organizational meeting)

2. Election of Officers

Pete Garwood opened the floor to nominations for the position of Planning Commission chairman. Marshall Wright nominated Jim Pascoe. Jill Barnard nominated Tom Maleck. Jack Norris nominated Marshall Wright. Marshall Wright declined.

Joe Allen moved to close nomination, with Marshall Wright seconding the motion.

Pete Garwood called for a roll call vote. Votes for Pascoe: Allen, Stanek, Norris, Martel, Wright, and Pascoe. Votes for Maleck: Barnard. Pascoe was elected Planning Commission (PC) chair for 2004. Pete Garwood turned over the chairmanship of the meeting to Pascoe.

The new chairman entertained nominations for position of vice chairman. Marshall Wright nominated Tom Maleck. Jack Norris nominated Joe Allen. Joe Allen declined.

Motion by Laura Stanek, seconded by Jack Norris, to close nominations for Vice Chairperson and cast a unanimous ballot. Motion carried - unanimous.

The chair next opened the floor to nominations for position of secretary. He noted that in his experience, a separate note taker is required to enable the secretary to participate in the discussions. Staff indicated they will continue to take minutes. Jill Barnard nominated Jack Norris. Jack Norris nominated Jill Barnard. Jill Barnard declined.

Motion by Marshall Wright, seconded by Joe Allen, to close nominations for Secretary and cast a unanimous ballot. Motion carried - unanimous.

3. 2004 Meeting Dates and Times

The chair entertained a motion to keep the meeting dates and times the same, unless there is a pressing need to change.

Motion by Jack Norris, seconded by Jill Barnard, to retain the 7 p.m. of the first Tuesday of every month as the regular Planning Commission meeting date. Motion carried – unanimous.

Ensuing discussion brought up the need to set an alternate date in the event that weather conditions force a postponement of the meeting. This alternate date would not necessarily be used if a cancellation takes place due to lack of agenda items.

Motion by Alan Martel, seconded by Joe Allen, to reserve 7 p.m. of the second Tuesday of every month as the alternate Planning Commission meeting date. Motion carried – unanimous.

4. Antrim County Land Use Atlas

Alex Bloye of Land Information Access Association (LIAA) presented 35 copies of the completed Antrim County Land Use Atlas to the PC. He thanked Antrim County for its support and patronage. Howard briefed the Commission on plans to distribute the printed copies to all the townships, villages, and their planning commissions. He also noted that CD's of the atlas will be the preferred medium of distribution to the public. Alex then fielded questions from the Commission, particularly on the use of the change table. The chair thanked Mr. Bloye for his efforts in compiling the Land Use Atlas.

5. Public Comment Periods

The chair opened the floor to a discussion and vote on setting public comment periods for upcoming PC meetings. Pros and cons of allowing two periods, one at the beginning and end of the meeting, as opposed to one at the beginning, were discussed. A comment period at the beginning allows audience members to give their comments, and then leave without having to sit through the whole meeting. A period at the end allows audience members who came in late to give their comments, and also allows those who stay to the end to comment on the agenda items discussed that evening by PC members.

The need to limit discussions to some set period of time, as well as the necessity of placing long comments on the main agenda, were discussed. Staff noted that if an agenda item comes in at the last minute, staff (within reason) will place the new item on a revised agenda, which in turn will be distributed to the PC on the night of the meeting. If needed, the addition will be cleared with the chair.

Motion by Marshall Wright, seconded by Jack Norris, to have public comment periods at the beginning and end of each meeting, with the chairman setting the allowable speaking times at his discretion. Motion carried – unanimous.

6. Minutes of PC Meetings of October 7, 2003, and November 4, 2003

Prior to the approval of minutes, the PC discussed the wording of the minutes. Staff was directed to report the discussions as the collective view of the PC, rather than identifying individual comments and viewpoints. The PC also discussed the reasons for removing attribution of comments, the PC being an administrative body rather than a legislative body. The fact that the PC is departing from the standard that administrative minutes have attributions, while legislative minutes do not, was discussed.

Motion by Marshall Wright, seconded by Joe Allen, to approve the October 7, 2003, and November 4, 2003 minutes of the Planning Commission. Motion carried – unanimous.

7. Membership Changes

Pete Garwood briefed the PC on the changes made by the county Board of Commissioners regarding the PC. He stated that membership was reduced from 11 to 9 because of the reduction in meeting budgets for all commissions and councils.

8. Milton Township Zoning Map Change

The county PC was asked to comment on a proposed zoning map change for an 80-acre area currently zoned manufacturing to agricultural zone. This area is part of a 200 acre area that was re-zoned to manufacturing to agricultural almost three years ago. In general, the PC saw this change as a positive move.

Motion by Marshall Wright, seconded by Jack Norris, to recommend to the Milton Township Board that they approve the re-zoning of the 80-acre area from manufacturing back to agriculture, to recommend that the Township re-zone additional acreage in the manufacturing zone back to agriculture if appropriate.

Motion amendment by Marshall Wright, seconded by Jack Norris, to revise the foregoing motion to recommend to the Milton Township Board that they:

- **approve the re-zoning of the 80-acre area from manufacturing back to agriculture,**
- **re-zone additional acreage in the area back to agriculture if appropriate, and**
- **revise their Future Land Use Map in the Master Plan to reflect these changes.**

Motion carried – unanimous.

9. Elk Rapids Township Zoning Ordinance Amendments

The PC next turned to the zoning ordinance amendments submitted by Elk Rapids Township for review and comment. The proposed amendments cover revisions to the Township's "Environmental Zone." Pete Garwood reviewed his staff analysis, while PC members added their own comments to the proposed amendments.

Motion by Laura Stanek, seconded by Jill Barnard, to recommend to the Elk Rapids Township Board that they approve the proposed amendments of the Environmental Zone, taking into account the staff comments. Motion passed – unanimous.

10. Master Plan Update

The PC discussed the land use portion of the master plan, which will be under preparation now that the Land Use Atlas has been delivered. Al Martel will prepare, for distribution next month, a draft of the portion of the chapter summarizing the information on the Land Use Atlas. Discussion ensued on how the county Master Plan (possibly to be renamed "General Plan?") might incorporate future land use concepts. Discussion centered on the usefulness (or lack thereof) of creating a map, when land use decisions are devolved to local units of government. Suggestions were fielded on providing a set of development guidelines for specific locales, given the projected levels of economic, agricultural, and transportation development for the area.

Howard briefed the PC on the revised visioning session results grouped by subject matter. This second version ranks the individual issues based on the scores they received at the sessions. This version was distributed to PC members at the meeting.

11. Communications

Howard introduced a flyer, distributed by the NW Michigan Council of Governments, of a class on Ethics and Conflicts of Interest, sponsored by the Leelanau Planning Commission and taught by MSU Extension. The workshop will be held on March 4, 2004, at the MSU Horticultural Research Station in Bingham Township. Howard invited all from the PC to attend. There *is* a training budget in this year's budget.

12. Public Comment

Ed Martel spoke on the need for local standards in identifying and delineating wetlands. He informed the PC that an "affinity group" of wetland professionals has been formed in the County. This group includes the Antrim Conservation District (ACD) staff and independent consultants.

Jim Gurr talked to the PC on the need for Antrim County to develop its own model for growth and problem solving in our rural environment, as an alternative to the governor's emphasis on smart urban growth.

13. Member Comment

The chair invited member comments around the table.

Meeting adjourned at 9:20 p.m.

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PLANNING COMMISSION

Jill Barnard
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Jim Pascoe, Chairman
Tom Maleck, Vice-Chair
Jack Norris, Secretary

Al Luurtsema
Laura Stanek
Marshall Wright

Minutes

March 02, 2004, 7 p.m.

Antrim County Building - Board of Commissioners Room

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

1. Meeting called to order at 7:00 p.m. by Jim Pascoe

2. Public Comment: None

3. Minutes of the meeting of February 3, 2004

Motion by Jack Norris, seconded by Joe Allen, to approve the February 3, 2004, minutes of the Planning Commission. Motion carried – unanimous.

4. Master Plan Update

Al Martel informed the Planning Commission (PC) that due to an eye infection, nothing was written. He noted that he must meet with LIAA to clarify some apparent acreage discrepancies in forestry lands. He also noted that 75% of the acreage of the county is a land use/cover that does not involve human habitation. He will examine the growth trends of townships and work on appropriate descriptive metrics that will document the changes. The chair directed him to contact Howard and reserve a time slot to present his findings next month.

Howard noted that the electronic version of the Land Use Atlas was now in, and that he would distribute the CD's as soon as he can have copies made.

5. Communication

Howard reminded the PC about the New Official Training course by MSP to be held in Traverse City in April. He also informed PC about a planned MSU Extension course in recent planning legislation to be held sometime later in the year.

Howard will also mail out the course material for the ethics and conflict of interest course by MSU Extension along with the Land Use Atlas CD's.

6. Member Comment

Howard introduced the need to appoint a new Planning Commission member to work on the housing section of the Plan. He noted that Home Stretch has just completed a housing study, and that various groups were forming to arrange for affordable housing in the County. The PC directed him to arrange for a talk by Home Stretch reps about housing in Antrim County. The chair will also provide another housing study oriented toward senior citizen housing.

Howard also noted that PC member Tom Malek is trying to see if MDOT will be willing to launch a pilot study on inventorying rural roads in Antrim County.

The commission then re-hashed the question of attribution in the minutes. The consensus was to allow the policy to operate for a few months, and then revisit the issue in the July meeting. The PC then discussed the issue of weekly rentals, which is currently being debated (and a circuit court case heard) in Torch Lake Township. The work of Heather Wilson, Americorps groundwater stewardship volunteer at the Conservation District, was brought up in the context of her talk at the Bellaire Rotary Club. A 10-county community sewage treatment system group is conducting a series of pilot projects in Kalkaska and elsewhere. NW Michigan Council of Governments will sponsor a workshop in the summer on financing of such facilities. The PC also instructed staff to insert a provision in the PC by-laws allowing for alternate meeting dates decided upon in the last month's meeting.

7. Public Comment: None

Meeting adjourned at 8 p.m.

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Laura Stanek
Marshall Wright

Minutes

April 06, 2004, 7 p.m.

Antrim County Building - Board of Commissioners Room

Members present: Jim Pascoe, Jill Barnard, Tom Maleck, Al Luurtsema, Jack Norris, Laura Stanek, Marshall Wright and Joseph Allen
Members absent: Alan Martel
Advisory present: None
Advisory absent: Stan Moore, Pepper Bromelmeier
Staff and others: Judy Martin, Ken Thompson, Peter Garwood, Howard Yamaguchi, Ed Martel, and Jim Gurr

1. Meeting called to order at 7:00 p.m. by Jim Pascoe

2. Public Comment:

Jim Gurr requested that he continue to be considered for any openings in the Planning Commission as they come up in 2004. He handed in a letter stating thus, and the chairman instructed staff to append the letter to the minutes.

3. Minutes of the meeting of March 2, 2004

Motion by Jill Barnard, seconded by Al Luurtsema, to approve the March 2, 2004, minutes of the Planning Commission. Motion carried – unanimous.

4. Meadowbrook Presentation

Judy Martin, assisted by Ken Thompson, gave a PowerPoint presentation to the Planning Commission (PC). This is the second of a series of presentations by Meadowbrook to the PC. Ms. Martin briefed the PC about the status of the Meadowbrook strategic planning process. She introduced the PC members to the Needs Assessment Survey currently being conducted by the facility, and encouraged PC members to take the survey on-line at the Meadowbrook web site (<http://www.meadowbrookmcf.com>).

Responding to PC member questions, Ms. Martin noted that the survey will be publicized through newspaper announcements every other week, and that respondents will be able to view or receive the results either on-line or in hard copy form at the conclusion of the

analysis of results. She noted that the facility current has 113 beds, which are not full at the moment due to large turnover this first part of the year. They had 98.5% occupancy last year. It is the only skilled nursing facility in the county. The chair thanked Ms. Martin for her presentation, and received assurances of assistance and cooperation from Meadowbrook when the time comes to compile the health care portion of the county plan.

5. Meeting Package Contents

The chair informed the PC about the housing information included in the package. He noted that there appears to be sufficient information for the as-yet unappointed housing subcommittee of the PC to commence work on the subject matter for the county plan.

Howard explained the contents of the MSUE workshop flyer. All PC members are encouraged to attend the workshop --- forms should be filled during the meeting and handed to Howard for processing. The chair then instructed the PC to read the materials and place any questions and discussion on the agenda for next month's meeting.

6. Public/Member Comment

Ed Martel briefed the PC on the Green River Trout Farm. The Trout Farm will stay in business. He also discussed some of the "takings" issues that the whole episode appears to represent. He also asked whether a PC that does not administer zoning issues should attend such workshops. Responses were: (a) the PC does not make policy, and (b) even if zoning administration is not within the county PC's purview, commenting on zoning changes by the townships is a statutory requirement for the PC; hence attendance at these workshops is necessary to keep PC members abreast of the new statutes in the field.

Tom Maleck reported that MDOT is now willing to fund accident reduction programs on rural highways. Rural highways, under previous administrations, were not eligible for funding for these programs. MDOT appears to be willing use Antrim County as a pilot project for collecting data and devising accident reduction plans and programs. The County may need to take immediate action to prepare for such a project if approved by MDOT.

The chair requested PC approval to discuss this urgent but non-agenda item. PC agreed. Tom explained the elements of such a program, which includes database preparation, analysis of the data, and compilation of infrastructure needs to reduce road fatalities and accident rates. A motion was made, and several amendments were incorporated:

Motion by Jill Barnard, seconded by Al Luurtsema, to have staff:

- 1. inform Antrim County Road Commission (ACRC) of the possible pilot program and grant opportunity in rural highway accident reduction, and**
- 2. invite the ACRC staff engineer to discuss the potential project with the Planning Commission when more information becomes available.**

Motion carried – unanimous.

Discussion commenced on some proposed changes to the "Interim Rules of Transaction" for the Planning Commission. The chair directed that the issues be placed next month's agenda. Concern was voiced that deferring too many items to the subsequent month's agenda would result in a surfeit of agenda items for some months, especially in months with zoning ordinance reviews.

Meeting adjourned at 8:24 p.m.

County of Antrim

PLANNING COMMISSION

Jill Barnard
Joe Allen
Alan Martel

Jim Pascoe, Chairman
Tom Maleck, Vice-Chair
Jack Norris, Secretary

Al Luurtsema
Laura Stanek
Marshall Wright

Minutes

May 4, 2004, 7 p.m.

Antrim County Building - Board of Commissioners Room

Members present: Jim Pascoe, Jill Barnard, Tom Maleck, Al Luurtsema, Alan Martel and Marshall Wright
Members absent: Laura Stanek, Jack Norris, and Joseph Allen
Advisory present: Stan Moore, Pepper Bromelmeier
Advisory absent: None
Staff and others: Ellen Kohler, Peter Garwood, Howard Yamaguchi, Kent McNeil, and Jim Gurr

1. Meeting called to order at 7:00 p.m. by Jim Pascoe

2. Public Comment:

Kent McNeil, citing a county Board of Commissioners resolution from 2002, asked what the intent of the master plan was. Jim Pascoe replied that the intent was to update an outdated (1964) master plan. Jim Gurr reiterated his interest in serving on the Planning Commission (PC). He also encouraged PC members to view how lots were developing in the Kingsley area, as there were many examples of good development.

3. Minutes of the meeting of April 6, 2004

Motion by Marshall Wright, seconded by Al Luurtsema, to approve the April 6, 2004, minutes of the Planning Commission. Motion carried – unanimous.

4. Takings Presentation, Part I of II

Ellen Kohler, a Traverse City attorney with the Michigan Environmental Law Center, introduced herself. She and Chris Groebel (Tipp of the Mitt) are preparing a July "Takings" workshop to be held in Antrim County under a People and Land (PAL) grant. She informed the PC that she and Chris Groebel (who will be present next month) will be making a two-part presentation on the Takings issue, partly to inform PC members, and partly as a dry run for the July workshop. She distributed a draft workshop booklet entitled, "What is a Taking," and encouraged PC members to read it before the next month's presentation.

She then gave a presentation on the Takings issue, working through 4 of the 7 principles noted on the handout. Ms. Kohler fielded numerous questions from the PC members and the members of the public in the audience with regard to the kinds of examples set forth and authorities cited in the brochure. She will return in June with Chris Groebel to complete the presentation. The Chair informed her that she will be allotted sufficient time to complete

her presentation next month.

5. Torch Lake Township Zoning Amendments

There was some concern among the PC members about the paucity of background material in the package. A PC member from Torch Lake Township provided a detailed background account of the zoning amendment.

Extensive discussion ensued on the pros and cons of the proposed amendments. The chief concerns against the amendments were the potential consequences of allowing a commercial activity in an R-1 zone, the potential for abuse by the minority of those who would do so, and enforcement problems. Other concerns included the liability that would be incurred by all private road association members in the event that renters and their guests participating in this commercial activity are involved in traffic accident on the private roads.

The arguments for the amendments included a very strong desire by most if not all members of the PC to allow rentals to continue on the lakes, as this activity has traditionally occurred, and, increasingly, is a necessity to allow many lakeside property owners to supplement their income to pay the very high property taxes. How to balance this desire against the right of neighboring property owners to live without a nuisance was the focus of the debate.

Motion by Marshall Wright, seconded by Al Luurtsema, to recommend to the Torch Lake Township Board that they NOT approve the amendments as proposed; instead the Torch Lake Planning Commission should be asked to consider:

- **Permitting weekly rentals in commercial and village zones only (i.e., *not* in residential zones); OR**
- **If weekly rentals are desired in residential zones, instituting a bed-and-breakfast type of special use permit that would require annual renewals of the permit for weekly rental activities.**

YES – Marshall Wright, Al Luurtsema, Jill Barnard and Tom Malek. NO – Alan Martel. Motion Passed.

6. Antrim County Land Use Changes, 1978-1998

Al Martel requested Planning Commission members to read the document he distributed (*Land Use Changes, Antrim County, MI – Period 1978-1998*) for discussion next month. He specifically requests that PC members note items to be included in a summation that would be affixed at the beginning of the document. He will also discuss future study methodology.

7. Communication

Kent McNeil submitted a “perpetual” letter of interest for serving on the Planning Commission. Pete Garwood explained that policy on servicing “perpetual letters” was as yet undefined by the Board of Commissioners.

8. Public/Member Comment

Marshall Wright expressed concern about unauthorized public comment and expressions during presentations by guest speakers and other items on the agenda.

Jim Gurr expressed concern about the statements made by Ms. Kohler concerning takings. Kent McNeil expressed similar concerns.

Meeting Adjourned at 9:10 p.m.

County of Antrim PLANNING COMMISSION

Jill Barnard
Joe Allen
Alan Martel

Jim Pascoe, Chairman
Tom Maleck, Vice-Chair
Jack Norris, Secretary

Al Luurtsema
Laura Stanek
Marshall Wright

Minutes

June 01, 2004, 7 p.m.

Antrim County Building - Board of Commissioners Room

Members present: Jim Pascoe, Jill Barnard, Laura Stanek, Al Luurtsema, Alan Martel and Marshall Wright, and Joseph Allen
Members absent: Tom Maleck, Jack Norris
Advisory present: Stan Moore
Advisory absent: None
Staff and others: Howard Yamaguchi and approximately 15 in the audience at various times

1. Meeting called to order at 7:04 p.m. by Joe Allen. Chairman Jim Pascoe joined the meeting at 7:10 p.m. and assumed the chair.

2. Public Comment:

Jim Gurr reiterated his interest in serving on the Planning Commission (PC). He also commented on the need to return to the basic principles when considering actions that may trigger takings charges. Ed Martel discussed his attendance at the Wetlands Conference and encouraged the PC to hear all sides of an issue. Kent McNeil informed Jill Barnard of civil court alternatives to righting wrongs. Jerry Green commented on township charters and lack thereof in Antrim County.

3. Minutes of the meeting of May 04, 2004

Motion by Marshall Wright, seconded by Al Luurtsema, to approve the May 04, 2004, minutes of the Planning Commission.

In the discussion for this motion, some felt that more details were needed concerning the various questions that were raised during the presentation. Others felt that tonight's session was the forum for raising and recording questions. An amended wording of the minutes might be appropriate because, in the view of some PC members, alternative ways of accomplishing the same end were not mentioned. Some similarities and contrasts to condemnation proceedings were also brought up during the previous month's meeting. Others felt that since the presentation was for information only, such level of detail is not necessary in the PC minutes.

Motion by Alan Martel, seconded by Joe Allen, to amend the wording in the second sentence, second paragraph, Section 4, to read "Ms. Kohler fielded numerous questions from the PC members and the members of the public in the audience *with regard to the kinds of examples set forth and authorities cited in the brochure.*" Motion passed – Unanimous.

Original motion to approve the May 04, 2004, minutes of the Planning Commission (with wording amended as noted above) passed – Unanimous.

4. Takings Presentation Discussion

The chair started this discussion by stating that the PC has heard about half of the presentation, he was still not clear why there was a presentation to the PC if: (a) there was a repeat presentation to the Board of Commissioners, and (b) the PC was not being asked to take formal action on the presentation. He then asked each PC member to give his or her views on the matter.

One view was that the document distributed is a very biased document, and should have had input from a property rights attorney. The process needs to include all sides of the issue. As it stands, the document is a tutorial on how to regulate land without becoming entangled in a takings situation. The environmental chapter of the master plan is an opportunity to bring all parties together for a consensus. This situation is very divisive and counterproductive. A second member's viewpoint was that any presentation will be biased as one side presents its own view. What this PC member did not understand was why the presentation was brought to the Planning Commission.

A third viewpoint was that the purpose was to obtain input from the PC members on the content of the presentation. A fourth member did not understand why the Planning Commission in particular was chosen for this honor. Another member opined that the PC was probably the wrong place to come for an input. Still another view was that many in the audience came to listen to the Takings presentation, but have arrived and found that there is no presentation. That is disturbing. Also, now that the presentation is off the agenda, there is no way for input to be given to the organizers. Another concern voiced was that the very act of giving input could be construed and used by the organizers as the brochure and presentation being endorsed by the PC. Further questions were raised on the propriety of using the PC as a sounding board. The chair concluded this phase of the discussion by noting that the PC is a trial balloon for the Takings seminar, and was afraid of having the PC being seen as endorsing the program. The current presentation may lack a balance. Anybody can come and present, but there's a presumption that there's a balanced view. The minutes of this discussion will be made available to Ms. Kohler.

The focus of the discussion then shifted to the question of whether the presenters should be asked *not* to conclude their presentation. Some felt that the PC should have had an opportunity to discuss whether or not to allow the presentation in the first place, as it is not relevant to PC business. Others felt that while everybody has a right to be heard, the PC should be more judicious in selecting items for the agenda. Others were curious to hear what a constitutional lawyer might have to say to this seminar booklet and presentation.

Motion by Alan Martel, seconded by Al Luurtsema, to instruct the organizers of the Takings Workshop, with apologies, not to give further Takings presentations at the Planning Commission, and to inform them that the Planning Commission will be open to receiving the finished written or published product in the future.

In the discussion, a PC member felt that they should be asked why they chose to use the PC as a presentation venue before they are asked not to come back. Others felt that the organizers could be told not to come back and still be asked the question.

Roll call vote: Allen: yes; Pascoe: yes; Barnard: yes; Luurtsema: yes; Martel: yes; Stanek: no; Wright: yes. 6 yes, 1 no: motion carried.

The chair instructed staff to draft a letter on Planning Commission letterhead to that effect, and asking also why they chose to come to the Planning Commission for the presentation. He also instructed that a copy of the minutes be attached to the letter.

The chair further noted that many questions are not obvious when a presentation is being given, but that we need the flexibility to deal with these issues after the fact. The PC owes it to the public to give as full a discussion as possible. PC members also suggested that an agenda item be created for next month's meeting, covering guidelines on how members of the public can request time on the agenda for presentations and other purposes. The chair instructed staff to place it on the agenda.

5. Milton Township Zoning Amendments for Rezone of Property from Village to PUD

Lon Schreve and Randy Harlan, owners of BRL Development, made a brief statement describing the proposed project. Responding to some questions, they informed the PC that existing buildings on the project lots will be torn down. They are awaiting DEQ action for a Level III wetlands delineation. Only Phase I of the project will be constructed initially, but the approval covers the footprint of all three phases of the development.

Motion by Marshall Wright, seconded by Laura Stanek, to recommend to the Milton Township Board that they APPROVE the rezoning of BRL Development parcels 05-12-311-008-00, -009-00, -011-00, and -012-00 from Village Zone to PUD, with the following suggestions:

- **That they review the greenbelt requirements for the eastern and western boundaries of the project with respect to the neighboring property owners; and**
- **That the wetland issues be resolved with the appropriate authorities before commencing construction of subsequent phases of the project.**

Motion Passed – unanimous.

6. Antrim County Land Use Changes, 1978-1998

Alan Martel reviewed the document he distributed with the Planning Commission (*Land Use Changes, Antrim County, MI – Period 1978-1998*) last month. His study covered the changes in the categories of Urban/Built-up, Agriculture, Grass/Shrub, Forest, and Water/Wetland. He noted that he only reported on changes over the major land use/cover categories, whereas the raw data were actually subdivided into numerous sub-categories. Initial observations (statistics) of these changes are outlined in his report.

He noted that key points of interest include the conversion of agricultural land use to the Grass/Shrub and Forest use categories, and the extremely small increase in industrial land. These changes are indicative of the economic realities of the county. Land use changes also reflect the employment patterns of the county. He requested input from the PC members. Members commented on the shift from heavy industry to tourism and light industry in the county, from high-paying jobs to lower-paying jobs resulting in big increase in working couples. Completion of an industrial customer-only sewer system may stimulate industrial and business growth.

Suggestions from PC members included several clarifying changes in the wording, as well as a conclusions section at the beginning with bulleted facts, for which the rest of the report serves as the backup. Also suggested was a forward-looking "where are we going?" section. Howard will assist Al with the formatting and graphics for the next version of the document. Howard informed the PC of the discovery of a 1928 document showing a map of the land cover of Antrim County as surveyed in 1923. The land cover is currently being digitized for inclusion in the county website.

7. Interim Rules of Transaction

Deferred until next meeting.

8. Draft Economic Development Document

Marshall Wright distributed the draft economic development chapter of the County Plan developed for the Planning Commission by the county Economic Development Corporation (EDC). EDC president Rick Diebold and PC member Marshall Wright will present the document to the PC at its August 3, 2004 meeting. Marshall requested that PC members read the document for that meeting, and be ready with comments and changes. After the August meeting, he will return to the EDC with the comments and changes and have the EDC modify the document accordingly.

9. Public/Member Comment

Howard distributed the 2004 Quality of Life Index document (in CD form) from the NW Michigan Council of Governments (NWMCOG). Some discussion ensued on the income distribution in the County, and the role of the NWMCOG and grant projects.

Howard presented a proposed budget for 2005, along with the (current) 2004 budget for comparison. The budget will be presented at the Budget Meeting on July 7, 2004.

**Planning Commission
2005 Budget Request**

	2004	2005	Comments
Per Diem - Regular	\$ 2,625	\$ 2,940	12 x 35 x 7
Training	\$ 750	\$ 750	
Supplies - Ofc	\$ 1,000	\$ 1,000	
Consult. Svcs	\$ 16,000	\$ 10,000	Transportation Studies
Dues & Sub (incl COG)	\$ 7,275	\$ 7,500	
Travel	\$ 1,000	\$ 1,000	
Books	\$ 200	\$ 200	
	\$ 28,850	\$ 23,390	

Motion by Marshall Wright, seconded by Al Luurtsema, to approve the 2005 budget as proposed for presentation at the Public Works Budget Meeting on July 7, 2004. Motion Passed – unanimous.

Ed Martel suggested putting time limits on various subject matters at PC meetings. Jim Gurr encouraged the PC to allow folks to come to present and take their hits. Jerry Green suggested taping meetings for accurate minutes.

Meeting Adjourned at 9:32 p.m.

Submitted and Approved
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Alan Martel Secretary, Antrim County Planning Commission

County of Antrim

PLANNING COMMISSION

Jill Barnard
Joe Allen
Barbara Bradford

Jim Pascoe, Chairman
Tom Maleck, Vice-Chair
Alan Martel, Secretary

Al Luurtsema
Laura Stanek
Marshall Wright

Minutes

Rescheduled Meeting

July 13, 2004, 7 p.m.

Antrim County Building - Board of Commissioners Room

Members present: Jim Pascoe, Jill Barnard, Tom Maleck, Al Luurtsema, Alan Martel and Marshall Wright, Barbara Bradford and Joseph Allen

Members absent: Laura Stanek

Advisory present: None

Staff and others: Peter Garwood

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

2. Public Comment:

Jim Gurr, of Helena Township, expressed his disappointment with the process used, and lack of response to their concerns, regarding the Farmland Preservation Ordinance.

3. Appointment of Secretary

Chair Jim Pascoe informed the Commission that a new secretary for the Planning Commission must be appointed because Jack Norris, the current secretary, was not reappointed to the Planning Commission when his term expired.

Nominations were open for Secretary to the Planning Commission.
Marshall Wright nominated Jill Barnard. Ms. Barnard declined the nomination.

Tom Maleck nominated Alan Martel.

Motion by Al Luurtsema, supported by Barbara Bradford, to close nominations and cast a ballot for Al Martel.

Roll call vote. Yes-Pascoe, Maleck, Allen, Barnard, Bradford, Luurtsema, Martel, Wright No – None

Motion carried – unanimous.

4. Approval of Minutes

From this time forward the Secretary will sign the minutes once approved by the Commission. Jill Barnard reminded the Commission and staff the word “DRAFT” should be put on the minutes until the Planning Commission approves them.

Mr. Martel indicated in the body of the minutes, his first name appears as Allen and should be spelled Alan.

First paragraph, #6: Mr. Martel also indicated he felt the word “walked” in the first sentence of #6 was the wrong word for the situation. The sentence will be changed to “Alan Martel reviewed

the document he distributed with the Planning Commission (*Land Use Changes, Antrim County, MI – Period 1978-1998*) last month.” Mr. Martel also requested that all the words in the headings for the land use/land cover types should be capitalizes.

Second paragraph, #6: Mr. Martel requested the first sentence be changed to, “He noted that key points of interest include the conversion (~~loss~~) of agricultural land *use* to the **Grass/Shrub and Forest use** categories (category), and the”

Motion by Marshall Wright, supported by Joe Allen, to approve the June 1, 2004 minutes with the above listed amendments. Motion carried – unanimous.

5. Helena Township Zoning Ordinance Amendment

Bob Metric, Chair of the Helena Township Planning Commission, indicated two main changes were made to the amendment from the last time it was before the county Planning Commission:

1. The Township clarified and expanded the permissible uses of the required open space area in a development.
2. The township removed the private road section from the amendment.

Motion by Tom Maleck, supported by Alan Martel, to recommend the Helena Township Board approve the amendments addressing "Open Space Development", "Special Exceptions" and "Definitions" with the following comments and recommendations:

- o Congratulations to Helena Township for the depth of thought put into the amendment.
- o The ordinance should reference the deletion of the current Chapter XIV, “P-D” Planned Development Zone and Section 17.07 Special Exceptions.
- o The name of the Article is “Open Space Development” yet throughout the body of the amendment there is reference to “Open Space Project/Rural Clustering”. The references to Opens Space Project/Rural Clustering should be changed to Open Space Development throughout the ordinance.
- o The ordinance sections 14.02 A, and Section 14.03, refer to Section 2.24. The copy of the Helena Township Ordinance, the County has, does not have Section 2.24. The township should verify this is an existing section before approving the amendment.
- o Section 14.02, C., 3. The last sentence should be changed to the following, “These benefits may include but are not limited to protection of wetlands, steep slopes, agricultural lands and/ or wildlife corridors as shown on the *maps of the* Township Comprehensive (Master) Plan.
- o Section 14.03, second sentence, starts with “I”, but should start with “If”.
- o Section 14.06, C., 3., the last sentence of the first paragraph, strike the “s” on the word opens, “The above opens...”.
- o Page 7, the chart at the bottom the sentences, in the bottom two boxes, have double periods.
- o Section 14.06, G., 3., first sentence ends with two colons.
- o Section 17.14, A., fourth sentence, seventh line from the bottom, “[eased” should be changed to **“leased”**.

Motion carried – unanimous.

If Helena Township is interested, Mr. Tom Maleck offers his services (unpaid) in the drafting of a private road ordinance.

6. Revised Land Use Report and Data Presentation

Alan Martel summarized the report and asked that all commission members be ready to give input and comments on the draft at the next meeting.

7. Additional LIAA work for Land Use Update and Website

Garwood updated the Commission on the progress toward the Community Center Website the County is working on with LIAA.

8. Interim Rules of Transaction

Chairman Pascoe indicated the Rules for the Transaction of Business be reviewed and amendments be established to reflect the changes the Board of Commissioners made to the rules. Alan Martel recommended a sub-committee be appointed to review and make suggestions for amendments. Marshall Wright thought all members could review the rules and be prepared to share their suggestions at the next meeting.

Motion by Barbara Bradford, supported by Tom Maleck, to appoint a committee of Alan Martel, Tom Maleck, and Jim Pascoe to review and make recommendations for changes to the Rules for the Transaction of Business. Motion carried - unanimous.

9. Communication

o Master Plan

Chair Pascoe indicated that because Jack Norris is no longer on the Planning Commission another Planning Commission member must be assigned to the Master Plan section that Jack was assigned to.

Barb Bradford, the new member of the Planning Commission accepted the assignment of the Natural Resources and Environment section of the Master Plan.

o Correspondence from Ellen Kohler

The Committee discussed the letter received from Ellen Kohler, Environmental Law Center, regarding the Takings presentation she did at a previous Planning Commission meeting.

The Commission directed Mr. Garwood to get all members a copy of a chart that is entitled Master Plan Sectoral Assignments.

10. Public/Member Comments

o Commission Member Comments

The Commission directed staff to send Jack Norris a letter of thanks for his service to the County as a Planning Commission member.

The Commission also directed staff to send Howard Yamaguchi a get well letter.

o Public Comment

Bob Metric asked if other townships are dealing with private road ordinances.

Ed Oshaben, Helena Township indicated he would like the PC to try to influence the County Road Commission to make sure no property owners put anything in the road right of way.

Meeting adjourned at 9:08 p.m.

<p>Submitted and Approved</p> <hr/> <p>Alan Martel Secretary Antrim County Planning Commission</p>

County of Antrim
PLANNING COMMISSION

Jill Barnard
Joe Allen
Barbara Bradford

Jim Pascoe, Chairman
Tom Maleck, Vice-Chair
Alan Martel, Secretary

Al Luurtsema
Laura Stanek
Marshall Wright

Minutes

August 04, 2004, 7 p.m.

Antrim County Building - Board of Commissioners Room

Members present: Jim Pascoe, Jill Barnard (joined meeting at 8:50 p.m.), Tom Maleck, Al Luurtsema, Alan Martel, Marshall Wright, Laura Stanek, Barbara Bradford and Joseph Allen

Members absent: None

Advisory present Stan Moore

Staff and others Peter Garwood, Howard Yamaguchi, Victoria and Dick Parker, Harold Steele, Harold Manley, N. J. and Antoinette Novotney, June and James Plastow, Penny Krutschewski, Julie and Lee Wollgast, Ted and Marilyn Smith, Larry Nobach, and Jim Gurr.

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

2. Public Comment:

The chairman, upon determining that the audience, with the exception of Jim Gurr, comprised residents of Banks Township attending the meeting to comment on the proposed Banks Township Zoning Ordinance revisions, obtained the Planning Commission's consent to re-schedule the Banks Township discussion to the top of the agenda. Comments by the audience on the matter will be heard at that time.

Jim Gurr deplored what he perceived as pervasive bureaucracy in the County. He encouraged the Planning Commission to perform studies on the tax implications on neighboring landowners of preserved farmland and other lands under conservation easements.

3. Approval of Minutes

Motion by Marshall Wright, seconded by Alan Martel, to approve the July 13, 2004 minutes as submitted. Motion carried – unanimous.

4. Banks Township Zoning Ordinance Amendments

The chair invited comments and background explanations from the Township residents in the audience. Penny Krutschewski noted that the Ordinance Amendment (to Article IV: Repeal of Section 4.08 and Amendment of Section 4.09) affects the watershed, as there are no provisions for requiring sanitary facilities in the RV's. Additionally, there would be adverse property value effects to the neighboring landowners, there would be no increase in tax revenues, and there would be enforcement problems.

Lee Wollgast gave a history of the ordinance. James Plastow noted that he became aware of this ordinance in the last 3 weeks. He feels that the Banks planning commission wishes to

change the ordinance because they are not willing to expend the resources to enforce it. He noted that at the public meeting, despite overwhelming opposition from the audience (and as manifested in the ratio of favorable to unfavorable letters), the revisions were approved for consideration by the Township Board. He felt that this ordinance amendment would allow unlicensed RV campsites to crop up in the township.

Jim Pascoe reminded the audience that the county Planning Commission can only make recommendations to the township board, not over-ride decisions made by the township planning commission. Barb Bradford noted that the wording in the amendment may be overly broad, and may need re-drafting.

June Plastow noted that the main concern with the revisions is the health aspect --- no requirement for sanitary facilities. Penny Krutschewski added that the township is aware of the lack of language for sanitary facilities.

General discussion followed on the rationale for changing the minimum mobile home width in ag district to 14 feet from 20 feet, and on the rationale for changing the R-2 zone to agricultural. Much discussion centered on the lack of background information provided by the Banks Township planning commission to allow the county planning commission to come to any considered conclusion on the subject at hand.

Motion by Tom Maleck, seconded by Marshall Wright, to recommend to the Banks Township Board that they deny approval for “An Ordinance to amend Article IV: General Provisions, to repeal Section 4.08 Recreational Vehicles in its entirety and reserve the number for future use, and amend Section 4.09,” for the following reasons:

- There is no reason evident from the materials presented on the reasons for taking these proposed actions;
- The language of the proposed ordinance is poorly crafted, and as it stands can be interpreted several different ways; and
- It is not clear how the township can enforce the provisions of this ordinance.

Motion carried by a roll call vote as follows: YES – Malek, Allen, Bradford, Luurtsema, Stanek, Wright, Pascoe, Martel; NO- none

The audience, with the exception of Jim Gurr, departed after this roll call vote. Further discussion ensued on the five other proposed ordinance amendments submitted by Banks Township.

Motion by Marshall Wright, seconded by Barbara Bradford, to recommend to the Banks Township Board that they approve “An Ordinance to amend Article III: Definitions, and Article VI: District Regulations (and Article VIII Section 8.09: Supplemental Site Development Standards),” WITH THE EXCEPTION OF “Section 4 – Amendment of Article VI, Section 6.09 Schedule of Regulations,” in order to prevent the proliferation of substandard mobile homes in the area.

Motion failed by a roll call vote as follows: YES - Luurtsema, Bradford, Wright; NO – Malek, Martel, Allen, Stanek, Pascoe.

Motion by Tom Maleck, seconded by Al Luurtsema, to recommend to the Banks Township Board that they deny approval for “An Ordinance to amend Article III: Definitions, and Article VI: District Regulations (and Article VIII Section 8.09: Supplemental Site Development Standards),” for the following reasons:

- There is a lack of clarity in the ordinance language, with the danger of misinterpretation and lack of understanding by users of this ordinance; and
- The ordinance should be returned to the planning commission for re-drafting.

Motion carried – unanimous.

Motion by Alan Martel, seconded by Barbara Bradford, to recommend to the Banks Township Board that they deny approval of “An Ordinance to amend Article VI: District Regulations and Article V: Zoning Districts and Map,” because the rezoning of R-2 to Agriculture is

inconsistent with the Township's Future Land Use Map. Motion carried – unanimous.

Motion by Alan Martel, seconded by Marshall Wright, to recommend to the Banks Township Board that they approve “An Ordinance to amend Article III: Definitions (setbacks).” Motion carried – unanimous.

Motion by Alan Martel, seconded by Al Luurtsema, to recommend to the Banks Township Board that they approve “An Ordinance to amend Article IV: General Provisions.” Motion carried – unanimous.

Motion by Al Luurtsema, seconded by Laura Stanek, to recommend to the Banks Township Board that they approve “An Ordinance to amend Article VIII: “Uses Subject to Special Approval and Supplemental Site Development Standards.” Motion carried – unanimous.

5. Elk Rapids Township Zoning Ordinance Amendments

The Planning Commission then commenced discussions on the proposed zoning ordinance amendments submitted by Elk Rapids Township. Extensive discussions centered on two of the topics contained in the proposed amendments.

The first of the topics concerned the “Termination by Destruction” provisions in Chapter IV Section 4.02 (G), “Nonconforming Structures.” The discussion centered on the proposed role by the ZBA every time a structure was destroyed or damaged substantially by events commonly described as “acts of God.”

The second topic was the appropriateness of requiring a “qualified consultant or professional engineer” to seal a wetlands delineation drawing in Chapter X, Section 10.02 (1). The difficulty was that there is no legal definition of a “qualified consultant” in the wetlands field, unlike that for professional engineers (P.E.'s) in the engineering world.

Motion by Alan Martel, seconded by Joe Allen, to recommend to the Elk Rapids Township Board that they approve Chapter IV, “Non-Conforming Structures, Lots, and Uses,” EXCEPT FOR:

- Section 4.02 (G), “Termination by Destruction,” which should be returned to the Planning Commission for re-drafting to allow a nonconforming structure partially or totally destroyed by acts of God to be re-built (restored) without the need for ZBA action; and
- Section 4.05 (C) of “General Conditions,” which the county Planning Commission recommends be deleted in order to avoid placing the onus of subjective decision-making on the zoning administrator.

Motion carried – unanimous.

Motion by Marshall Wright, seconded by Joe Allen, to recommend to the Elk Rapids Township Board that they approve Chapter X, “E – Environmental Zone,” and the other proposed zoning ordinance amendments submitted to the Antrim County Planning Commission on July 13, 2004, EXCEPT those parts covered by the previous motion (Chapter IV). Motion carried – unanimous.

6. Interim Rules of Transaction

The chairman reminded the Planning Commission to read the Interim Rules of Transactions and bring up to the subcommittee appointed last month any proposed revisions thereto.

7. 1928 Land Use/ Land Cover Map of Antrim County

Howard introduced the 1928 land use/land cover map of Antrim County. LIAA has submitted a quotation of \$5,000 for digitizing the map for analysis using GIS layers. The Planning Commission decided against performing the analysis, but instructed Howard to pursue the possibility of making copies of the map to distribute to townships and villages.

Tom Maleck volunteered the services of the MSU civil engineering highway engineering labs in reproducing the map.

8. Communication

Pete Garwood displayed the final version of the Central Lake Village master plan. He also distributed the “final” version of the Takings brochure.

Howard informed the planning commission that Elmira Township had submitted a draft master plan. This will be distributed at the next meeting.

9. Public/Member Comments

None

Meeting adjourned at 10:12 p.m.

Submitted and Approved

Alan Martel
Secretary
Antrim County Planning Commission

County of Antrim
PLANNING COMMISSION

Jill Barnard
Joe Allen
Barbara Bradford

Jim Pascoe, Chairman
Tom Maleck, Vice-Chair
Alan Martel, Secretary

Al Luurtsema
Laura Stanek
Marshall Wright

Minutes

September 07, 2004, 7 p.m.

Antrim County Building - Board of Commissioners Room

Members present:	Jim Pascoe, Tom Maleck, Al Luurtsema, Alan Martel, Marshall Wright, Barbara Bradford and Joseph Allen
Members absent:	Laura Stanek and Jill Barnard
Advisory present	None
Staff and others	Peter Garwood, Howard Yamaguchi, Rick Diebold (Economic Development Corporation) and Jim Gurr.

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

2. Public Comment:

Jim Gurr expressed his appreciation at the Planning Commission's considering an economic development plan for the county. He cautioned that many economic assumptions commonly made for the County may not necessarily be valid, and encouraged the Commissioners to implement new incentives and methods to develop the County.

3. Approval of Minutes

Motion by Marshall Wright, seconded by Barbara Bradford, to approve the August 9, 2004 minutes as submitted. Motion carried – unanimous.

4. Agenda Change

The Chair requested assent from the Planning Commission to move the economic plan presentation to the head of the agenda. The Commission agreed. Also, an agenda item for next month was requested: the revision of the Interim Rules of Transaction. The Rules subcommittee will hold a meeting to discuss changes on September 24.

5. Economic Development Plan for Antrim County

Marshall Wright and Rick Diebold (Chairman, Economic Development Corporation [EDC]) briefed the Planning Commission (PC) on the proposed economic development plan. They described the data used for reference, the process they followed, the participants to the process, and the contents of the plan. (Copies of the plan were distributed to the PC at the meeting.) They noted that the structure and format of the document may change to match those of the other sections of the County Plan as they become available.

Planning Commission members then gave their comments on the paper and the state of promoting economic development in Antrim County. Comments included:

- Be prepared to weave in current situations of real employers in document: Second Chance, Shanty Creek, Lamina, etc.
- Home-based businesses: are they reflected in the statistics used?
- Where are the action items in the objectives? Where is the interface with local colleges and educational institutions? Where do blue collar workers fit in, and where are the living wage provisions? Plan seems discourage industries with living wages. EDC should make recommendations to the Board of Commissioners on these items.
- The eastern half of the County should be designated for heavy industries that pay well; mistake is in shifting emphasis in employment to tourism and service industries.
- For Antrim County, three problems in economic development:
 1. Increase in health care system unlikely, as we have not hospital systems;
 2. Current mindset in zoned communities keep out industries;
 3. Prevalence of “Not in My Back Yard” syndrome.
- Lack of infrastructure is problem in Antrim County. Also, NAFTA has made many County commodities uncompetitive.
- Lack of interstates and good transportation network are major drawbacks for industries wanting to re-locate; also, conflict between environmental goals and economic goals cause business and industry innovators wanting to start up here get sued and eventually driven out.
- There is serious lack of a conscious business recruiting effort here. Need a recruiter at the County level: need permanent staff, budget, and political will to do so.
- May need to coordinate the economic report with the future land use map to suggest locations for new industries and businesses.
- Acknowledge that report is good, but need to recognize limitations in our economic climate (we have no control over it) and our lack of infrastructure.

Motion by Tom Maleck, seconded by Alan Martel, to:

- **accept the economic development plan from the EDC,**
- **ask permission to use the report as part of the plan, and**
- **request the EDC for action plans to improve the economic climate in Antrim County and to implement the recommendations of the report, recognizing the inherent limitations of the overall economy and poor County infrastructure.**

Motion carried – unanimous.

Rick Diebold, on behalf of the EDC, granted permission to the PC to use the report as part of the County Plan. Staff was instructed to forward a copy of the minutes to Rick Diebold. It was further agreed to invite Tom Johnson of the Northern Lakes Economic Alliance to give a presentation to the Planning Commission on what counties that are successful in attracting businesses are doing.

6. Milton Township Zoning Ordinance Amendments

Motion by Al Luurtsema, seconded by Joe Allen, to recommend to the Milton Township Board that they approve:

- **Zoning Ordinance Amendment 2004-02(A): Cherry Cove Development, and**
- **Zoning Ordinance Amendment 2004-03: Victor Schuler Property Re-zone**

Motion carried – unanimous.

7. Forest Home Township Zoning Ordinance Amendments

Al Luurtsema briefed the Planning Commission on the background of the amendments. They are mostly section re-numberings and replacing “wetlands” with “environmentally sensitive areas.” There is also a new regulation on outdoor gazebos. There was some discussion on the appropriate-ness of specifying colors for outdoor gazebos in environmentally sensitive areas.

Motion by Al Luurtsema, seconded by Marshall Wright, to recommend to the Forest Home Township Board that they approve the proposed amendments to the following sections of the current Forest Home Township Zoning Ordinance:

Section 3-2605 (new) Section 3-2601 Section 5-601 Section 5-606

DRAFT
Submitted for Review and Correction

County of Antrim
PLANNING COMMISSION

Jill Barnard
Joe Allen
Barbara Bradford

Jim Pascoe, Chairman
Tom Maleck, Vice-Chair
Alan Martel, Secretary

Al Luurtsema
Laura Stanek
Marshall Wright

Minutes

October 05, 2004, 7 p.m.

Antrim County Building - Board of Commissioners Room

Members present:	Jim Pascoe, Tom Maleck, Al Luurtsema, Alan Martel, Marshall Wright, Barbara Bradford, Joseph Allen, Laura Stanek and Jill Barnard
Members absent:	None
Advisory present	Stan Moore
Staff and others	Peter Garwood, Howard Yamaguchi, Patty O'Donnell (NW MI Council of Governments) and Jim Gurr.

1. Meeting called to order at 7:03 p.m.

2. Public Comment:

None.

3. Approval of Minutes

Motion by Barbara Bradford, seconded by Al Luurtsema, to approve the September 07, 2004 minutes as submitted. Motion carried – unanimous.

4. Conflict of Interest Disclosure

Jill Barnard joined the meeting at 7:19 p.m. The Chair explained that a disclosure early in the meeting appeared to be an appropriate standard operating procedure starting this meeting. This would allow a member to recuse his/herself from a vote if desired. This was accepted by consensus.

5. Draft Natural Hazards Management Plan for Antrim County

Patty O'Donnell, a regional planner at the NW Michigan Council of Governments (NWMCOG), presented the draft **Natural Hazards Mitigation Plan**. She requested input and comments from the members of the Planning Commission (ACPC).

Member comments included:

- Discussion on buried vs. overhead power lines, and suspected reasons for industry's reluctance to bury power lines;
- Possibility of including similar County-wide natural hazard issues in the County Plan;
- General consensus on the inadequacy of the Critical Infrastructure table (Patty explained that the

data had been obtained from the County).
The ACPC members agreed to collect data about critical infrastructure in their areas and submit to Howard for collation and transmittal to NWMCOG. Some debate ensued on the appropriate timeline for the data collection.

Motion by Barbara Bradford, seconded by Al Luurtsema to collect and return critical infrastructure data at the December 7, 2004, meeting for submittal to the NWMCOG for inclusion in the draft Natural Hazards Mitigation Plan for adoption by the Antrim County Board of Commissioners.

YES: Maleck, Luurtsema, Martel, Bradford, Allen, Stanek and Barnard; NO: Wright, Pascoe.
Motion carried - 7 Yes, 2 No.

The chair recognized the effort by Patty O'Donnell in creating the document, and thanked her for a job well done.

6. Kearney Township Zoning Map Amendments

The chair noted that the amendment being proposed was a perfunctory one, and entertained a motion for approval from the floor.

Motion by Alan Martel, seconded by Al Luurtsema, to recommend to the Kearney Township Board that they approve the proposed zoning map change from Agricultural to Resort Residential for a parcel in Kearney Township for which a public hearing was held on Monday, September 27, 2004 at the Kearney Township Hall.

Motion carried - unanimous

7. Proposed Rules for Transaction of Business

Alan Martel briefed the ACPC about the activities of the committee tasked with revising the rules of procedure. He distributed a draft document and explained the changes being proposed. He requested the ACPC members to take the document back with them and report next month with their comments.

Pete Garwood asked the ACPC to have their commissions expire on December 31 instead of mid-year. The ACPC gave their consent to the request.

8. Elmira Township Master Plan Review

The Chair noted that comments were due to Elmira Township this week, and went around the table soliciting comments from the ACPC members.

Member comments included:

- Kudos from the majority of ACPC members on a job well done, on good readability of the text;
- Kudos for recognizing that neighboring townships in Antrim County are unzoned, and recognizing the need for taking that fact into account;
- Consider inclusion of a summary section at the end of the data-heavy chapters (demographics and econ data, especially), giving a paragraph or two of narrative interpreting the overall picture of the Township as gleaned from the numerous tables of numbers;
- General agreement that Appendix B, as presented, could be construed as discriminatory and offensive to many people. The "Weeds to Get Rid of..." section, with its inclusion of snowmobiles and trailer housing, drew the most negative comments from ACPC members;
- Staff reminded ACPC that Appendix B is the data backup from the visioning sessions for public input that the Township has held for the master plan process;

Motion by Tom Maleck, seconded by Joe Allen, to recommend to the Elmira Township Board to accept the proposed Elmira Township Master Plan, provided that Appendix B be removed.

YES: Maleck, Martel, Bradford, Allen, Stanek, Wright, Pascoe and Barnard; NO: Luurtsema.
Motion carried - 8 Yes, 1 No

The Chair reminded ACPC to bring the Milton Township Plan comments next month.

9. Communication

The takings document in the ACPC meeting packets were delivered to fulfill a promise made by Pete Garwood last month. Pete read communication from the Farmland Trust (lecture in Elk Rapids) and the Conservation Resource Alliance (wildlife corridors).

10. Public/Member Comments

Alan Martel distributed a form indicating the areas of expertise and interest for each member. He requested that the form be filled and turned in. He also briefed ACPC on anti-smoking ordinance being considered by the health department, and requested support by ACPC members in writing to the health department.

Jim Gurr noted with gratification that the comments of the ACPC members appear to recognize some of the inherent dangers of social engineering via zoning ordinances, and some of the unintended consequences of well-meaning environmental programs.

Meeting adjourned at 8:58 p.m.

Submitted and Approved

Alan Martel Date:
Secretary
Antrim County Planning Commission

County of Antrim

PLANNING COMMISSION

Jill Barnard
Joe Allen
Barbara Bradford

Jim Pascoe, Chairman
Tom Maleck, Vice-Chair
Alan Martel, Secretary

Al Luurtsema
Laura Stanek
Marshall Wright

Minutes

November 02, 2004, 7 p.m.

Antrim County Building - Board of Commissioners Room

Members present: Tom Maleck, Al Luurtsema, Alan Martel, Marshall Wright, Barbara Bradford, Joseph Allen, and Jill Barnard
Members absent: Jim Pascoe and Laura Stanek
Advisory present: none
Staff and others: Peter Garwood, Howard Yamaguchi, Sherri Rhoads (NLEA) and Jim Gurr.

1. Meeting called to order at 7:03 p.m. by Tom Maleck, acting chair for the meeting.

2. Public Comment:

None.

3. Approval of Minutes

Motion by Marshall Wright, seconded by Joe Allen, to approve the October 05, 2004 minutes as submitted. Motion carried – unanimous.

4. Conflict of Interest Disclosure

None

5. NLEA Briefing

Sherri Rhoads of the Northern Lakes Economic Alliance, briefed the Planning Commission (ACPC) about the current activities of the NLEA. She distributed handouts describing the various projects underway through NLEA. Projects include community development services, business incubators, Chain Of Lakes downtown economic development project, the Mancelona Gateway Project, and value-added agriculture. The group discussed the status of the Mancelona Water and Sewer Authority projects, and potential brownfield grants. Alan Martel joined the meeting at 7:24 p.m.

6. Interim Rules of Procedure

Detailed discussion and voting on the proposed interim rules of procedure were postponed till December, due to most members' not being ready to discuss the issues. Discussion did take place, however, on the establishment of a permanent subcommittee that would review the interim rules every other year, and the ability of individual members to abstain from voting should there be a conflict of interest. Pete Garwood noted that the Prosecutor believes that abstaining is not an option for members. Howard will distribute a MSUE pamphlet on the

subject in next month's packet. The chair noted that the interim rules will be on the December agenda, and to have the proposed rules reviewed by the Prosecutor's office if possible.

7. Milton Township Master Plan Review

The revised draft master plan will be distributed for review and comment when the township issues a new draft. Review period will start anew at that time.

8. Communication

Bob Metric of the Helena Planning Commission indicated to Pete Garwood that they will be hiring an English language consultant and proofreader screen proposed ordinance amendments. Barb Bradford noted the assistance of her township assessor in preparing comments for the Emergency Management inventory of critical facilities. Howard will prepare the ACPC membership distribution chart for December. He also noted the corrections made to the Land Use Update, and the use of the consultancy budget for GPS studies for the Parks & Recreation Plan.

10. Public/Member Comments

Jim Gurr noted with gratification the interest of the Planning Commission in economic development, and suggested that the Board of Commissioners increase their support of the NLEA.

Tom Maleck indicated the PA51 maps, PA51 text, MDOT county road design guidelines, and MDOT maps of Antrim County roads he made available for the ACPC members to view and take.

Meeting adjourned at 8:30 p.m.

Submitted and Approved

Alan Martel Date:
Secretary
Antrim County Planning Commission

County of Antrim
PLANNING COMMISSION

Jill Barnard
Joe Allen
Barbara Bradford

Jim Pascoe, Chairman
Tom Maleck, Vice-Chair
Alan Martel, Secretary

Al Luurtsema
Laura Stanek
Marshall Wright

Minutes

December 07, 2004, 7 p.m.

Antrim County Building - Board of Commissioners Room

Members present:	Tom Maleck, Al Luurtsema, Marshall Wright, Barbara Bradford, Jim Pascoe and Laura Stanek
Members absent:	Joseph Allen, Alan Martel and Jill Barnard
Advisory present	Stan Moore
Staff and others	Peter Garwood

1. Meeting called to order at 7:05 p.m. by Jim Pascoe, Planning Commission Chair.

2. Public Comment:

None.

3. Approval of Minutes

Motion by Marshall Wright, seconded by Barb Bradford, to approve the November 02, 2004 minutes as submitted. Motion carried – unanimous.

4. Conflict of Interest Disclosure

None.

5. Banks Twp Land Use Plan

The Commission reviewed the memorandum from Howard Yamaguchi, Associate Planner, regarding the Banks Township Land Use Plan. The chair directed staff to put the Banks Township Land Use Plan on the January 4, 2005 agenda. All comments will be sent to the Township in the Comment window period, which is between February 2, 2005 to February 22, 2005.

6. Interim Rules of Procedure

The Commission reviewed the legal opinion from Charles Koop, legal counsel, on the Rules for Transaction of Business. The Commission was interested in Mr. Koop's offer to re-draft the Rules and the Ordinance. However, they all agreed they would like to review the rules before submittal to the Board of Commissioners for adoption. The Commission discussed the appropriateness of having language in the Rules for Transaction of Business for removal of a member.

The Committee agreed the rules should specify monthly meetings rather than four (4) meetings

per year. Chair Jim Pascoe and Peter Garwood, Coordinator/Planner, will meet to review the Rules prior to sending them on to Mr. Koop.

7. Natural Hazards Mitigation Plan

Patty O'Donnell, Planner for the Northwest Michigan Council of Governments, was unable to make it to the meeting due to the weather. The members of the Planning Commission were asked to get all feed back on the plan to Mr. Garwood who would forward it to Ms. O'Donnell for inclusion in the plan. The Commission asked to see the plan after the inclusion of the new information and prior to action by the Board of Commissioners.

8. Communications

*** Whitewater Township**

The Commission reviewed the "Notice of Intent to Plan" from Whitewater Township. No action was necessary.

*** New Law - Exclusionary Zoning**

Mr. Garwood informed the Commission of a new law that had been enacted that allows for the exclusion of certain activities within the borders of a local unit of government if they are in a joint planning arrangement with an adjoining local unit of government (under certain conditions).

Communication from PC member Barbara Bradford regarding implementing safety precautions on public access points around the lakes.

Motion by Tom Maleck, supported by Al Luurtsema, to forward the communication from Ms. Bradford to the Road Commission. Motion carried – unanimous.

9. Members Comment

Motion by Tom Maleck, supported by Marshall Wright, to thank Howard Yamaguchi for his professionalism and excellent service to the Planning Commission for the past three years. Motion carried – unanimous.

Meeting adjourned at 8:13 p.m.

Submitted and Approved

Alan Martel Date:
Secretary
Antrim County Planning Commission