

# 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

January 4, 2005, 7 p.m.

Antrim County Building - Board of Commissioners Room

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

**1. Meeting called to order** at 7:00 p.m. by Jim Pascoe, Planning Commission Chair.

**2. Public Comment:**

None.

**3. Election of Officers**

Mr. Pascoe announced that for the election of officers Peter Garwood, Coordinator/Planner, will run the meeting during the process for electing a Chairperson.

▪ Chairperson

Mr. Garwood opened the floor for nominations for Chairperson.

Marshall Wright nominated Jim Pascoe for chairperson of the Planning Commission.

**Motion by Marshall Wright, supported by Al Luurtsema, to close nominations and cast a unanimous ballot for Jim Pascoe for Chairperson of the Planning Commission. Motion carried – unanimous.**

▪ Vice Chairperson

Barb Bradford nominated Tom Maleck for Vice Chairperson.

**Motion by Marshall Wright, supported by Barb Bradford, to close nominations and cast a unanimous ballot for Tom Maleck for Vice Chairperson of the Antrim County Planning Commission. Motion carried – unanimous.**

▪ Secretary

Ms. Bradford nominated Alan Martel for Secretary.

**Motion by Laura Stanek, supported by Barb Bradford, to close nominations and cast a unanimous ballot for Alan Martel for Secretary of the Planning Commission. Motion carried –**

**unanimous.**

Mr. Garwood was directed to make sure the Planning Commission (PC) minutes and agendas reflect that Alan Martel is the commission secretary.

#### **4. Public Comment**

Jim Gurr encouraged all PC members to read Thomas Sowell article, in the January 1 edition of the Record Eagle, regarding property rights.

#### **5. Approval of Minutes**

Mr. Pascoe indicated a correction should be made to the minutes of December 7, 2004. The minutes indicate he was the acting chairperson, when in reality he was the chairperson.

**Motion by Marshall Wright, seconded by Barb Bradford, to approve the December 7, 2004 minutes with the following corrections:**

**Remove the sentence in #1. "Meeting called to order at 7:05 p.m. by Jim Pascoe the acting Chair." and replace it with, "Meeting called to order at 7:05 p.m. by Jim Pascoe, Planning Commission Chair."**

**Motion carried – unanimous.**

#### **6. Conflict of Interest Disclosure**

None.

#### **7. Natural Hazards Mitigation Plan**

The Commission reviewed the Natural Hazards Mitigation Plan for Antrim County one last time before sending it to the Board of Commissioners. Sarah Merz, GIS Analyst from the Northwest Michigan Council of Governments, was on hand to answer questions.

**Motion by Bradford, seconded by Marshall Wright, to forward the Hazardous Mitigation Plan to the Board of Commissioners with a recommendation for adoption. Motion carried – unanimous.**

#### **8. Torch Lake Township Zoning Ordinance Proposed Amendments**

Mr. Garwood outlined the amendments for the Commission. The amendments address two issues:

1. The inclusion of Sexually Oriented Businesses (SOBs) in the Commercial District and part of the Agricultural District.
2. The inclusion of Wineries in the Agricultural District.

Joe Allen commented how he thinks the township is demonstrating foresight in addressing this issue before they are approached by someone wanting to locate an SOB in the township.

Barb Bradford agreed.

Al Luurtsema feels allowing the Sexually Oriented Business that close to Torch Lake is a mistake. He said this would be an invitation to attract boat traffic to the business.

▪ **Concerns:**

The Planning Commission questioned whether the Township can restrict any use to only a portion of a zoning district (i.e. restricting SOB's to Section 1 and Section 6 even though the Agricultural district covers many other sections of the Township). The Township should take the question to legal counsel.

The Planning Commission was also concerned that the Agricultural district, in which an SOB is allowed, is very close to the Barnes Park Campground where there are families with children.

**Motion by Marshall Wright, supported by Al Luurtsema, to recommend, before the Township approves the proposed amendment to the Torch Lake Township Zoning Ordinance regarding Sexually Oriented Businesses, they consider the following:**

- **The Township should review the need for having this use in the Ag District close to Barnes Park.**
- **The Township should check with legal counsel on whether a use can be restricted to only a portion of a zoning district.**
- **The Township should consider restricting SOBs from being within 500 feet of a navigable body of water.**

**Motion carried – unanimous.**

▪ **Wineries**

The general feeling among the Planning Commission members was that adding wineries and/or wine tasting rooms, to the uses allowed by special use permit, is a reasonable amendment.

**Motion by Al Luurtsema, supported by Joe Allen, to recommend the Township approve the proposed amendment to allow wineries (and wine tasting facilities) in the Agricultural District of the Torch Lake Township Zoning Ordinance. Motion carried – unanimous.**

## **9. Elk Rapids Township Proposed Zoning Ordinance Amendment**

17.04, A., 7. indicates the requirements for submission for a Site Plan Review must include “The name and address of the engineer, architect and/or land surveyor.” Marshall Wright thought it should also require the name and address of the planner if one is involved in the project.

Commission discussed the ability to dictate color of materials.

17.04, B., 27., a) requires the applicant to present “Documents confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent.” This appears to be redundant with 17.04, A., 1. through 7.

**Motion by Laura Stanek, supported by Barb Bradford, to recommend Elk Rapids Township approve the proposed amendments to Chapter 17, Site Plan Review after consideration of the following comments:**

- **Section 17.04, A., 7. indicates the requirements for submission for a Site Plan Review must include “The name and address of the engineer, architect and/or land surveyor.” The Antrim County Planning Commission (ACPC) recommends the subsection also require the name and address of the planner if one is involved in the project.**
- **Section 17.04, B. 26. The ACPC recommends the Township give further thought regarding the desirability of dictating the color and materials used in constructing a building.**
- **17.04, B., 27., a) requires the applicant to present, “Documents confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent.” The ACPC advised the Township to check to see if this requirement is redundant with 17.04, A., 1. through 7.**

**Motion carried – unanimous.**

## **10. Banks Township Land Use Plan**

This issue was deferred to the next meeting.

## **11. Interim Rules of Procedure Update**

Mr. Pascoe and Mr. Garwood met on the Rules for Procedure, since the last Planning Commission meeting. The rules were forwarded to the County Legal Counsel for re-drafting.

**12. Communications**

Purchase of Development Rights training workshop – Mr. Garwood announce that if any of the Planning Commission members were interested in going the County would pick up the cost of the training.

**13. Comments**

Marshall Wright would like to see more standardization between communities on language for similar ordinances.

Alan Martel commented on how governmental agencies need to open the lines of communication more. He feels that the fact that he is both on the County PC and the Township PC (and that the law allows him to be on both) is a step in the right direction.

Stan Moore informed the Commission that the Parks and Recreation Plan is in draft form and will be given to the Board of Commissioners at their January 13 meeting. The plan is to eventually adopt the Parks and Recreation Plan as a part of the Master Plan.

**14. Public Comment**

Jim Gurr commented on how the Torch Lake Township proposed zoning amendment would allow Sexually Oriented Businesses to locate on the border of Torch Lake Township and Banks Township. He also commented the riparian rights issues that Helena Township has been dealing with, and how through his position on the Township Board, he sees the same attorneys arguing both sides of the issue.

He also distributed an article by Thomas Sowell on property rights.

Meeting adjourned 8:40 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**

**February 1, 2005, 7:00 p.m.**

Antrim County Building - Board of Commissioners Room

Members present: Jim Pascoe, Tom Maleck, Al Luurtsema, Marshall Wright, Barbara Bradford, Jill Barnard, Laura Stanek, and Alan Martel (at 7:10 p.m.)  
Members absent: Joseph Allen  
Advisory present: None  
Staff and others: Peter Garwood and Elizabeth St. Pierre

**1. Meeting called to order** at 7:00 p.m. by Jim Pascoe, Planning Commission Chair.

**2. Public Comment:**

None.

**3. Approval of Minutes**

**Motion by Barbara Bradford, seconded by Al Luurtsema, to approve the January 4, 2005 minutes as submitted. Motion carried – unanimous.**

**4. Conflict of Interest Disclosure**

None.

**5. Natural Hazards Mitigation Plan Map**

Each Planning Commission member received a copy of the PASER map. Antrim County has a relatively high PASER (road surface) rating compared to other counties in this region. This means Antrim County roads are generally in better condition than the other counties in the region. Tom Malek stated that the current lack of highway funding through MDOT would probably continue until and unless the highway bill is passed.

**6. Banks Township Land Use Plan Comments**

The list of purposes, table of contents, physical descriptions and several other aspects of this plan were considered well done by several committee members.

Pete Garwood will put in a request for a color printer so that maps from the next plan will be more readable.

**Motion by Marshall Wright, supported by Al Luurtsema to recommend Banks Township approve the proposed Land Use Plan with the following comments and recommendations:**

1. **Planning Commission members were concerned that the 1993 opinion survey might be too old to use as a basis for the plan.**
2. **Page 2-1 indicates that 1990 census data was used. The Planning Commission recommends using 2000 census data.**
3. **Statement of needs for affordable housing.**
4. **Alan Martel suggested that a statement encouraging landowner participation and education in the planned use of their property be included.**
5. **Land use planning for facilities that meet the needs of the elderly and their families.**
6. **The plan was missing Figure 2.9**
7. **Page 2-12:**
  - a. **Waste Management has purchased Top Rank Disposal.**
  - b. **The paragraphs are mixed up on this page and do not flow properly. The Planning Commission recommends reorganizing them.**

General planning options such as clustering of development, the mixed-use category to accommodate residential, commercial and public service (e.g. south of Atwood) were discussed.

#### **7. Interim Rules of Procedure Update**

Mr. Garwood informed the Planning Commission that he sent a communication to legal counsel on January 27, 2005 accepting his offer to help rewrite the rules for conducting business and the ordinance authorizing the Planning Commission.

#### **8. Sub-committee Reports**

Farming sub-committee: Laura Stanek stated she has begun writing the agricultural portion of the plan.

Health sub-committee: Jill Barnard and Jim Pascoe indicated they have not started writing the Health Section.

Natural Resources sub-committee: Alan Martel, Jim Gurr, and Barbara Bradford. Barbara Bradford indicated information on forestry and other natural resources is coming in for the natural resources section of the plan.

#### **9. Communications**

- The low population density in Antrim County and its proximity to larger cities makes it unjustifiable to develop a new Hospital in Antrim County (Jim Pascoe).
- Question of how zoning applies to schools. New legislation is currently being proposed that could require schools to obey zoning laws according to Pete Garwood. Jim Pascoe stated it is unlikely the proposed legislation will be passed.
- The due date for a rough draft of the Master Plan was set for the October meeting and should include a Future Land Use Map.

The definition of private roads was discussed.

**10. Public/Member Comment**

Marshall Wright stated that lands receiving state or federal money must document that their land qualifies as prime farmland to be protected.

Elizabeth St. Pierre noted that private landowners continue to impact natural resources needed by neighboring communities. Some, but not all, private landowners are willing to take the time to understand the economic benefits of native ecosystems and ecological processes on their land. Those who do may or may not conduct or coordinate land stewardship activities with their neighbors which sustain such resources for future landowners.

Jim Gurr stated that some farmers might not want to participate in the farmland preservation program and could be affected by others who do participate in this or any other state or federally funded programs.

Meeting adjourned at 9:00 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**

**March 1, 2005 7:00 p.m.**

Antrim County Building - Board of Commissioners Room

Members present: Jim Pascoe, Marshall Wright, Barbara Bradford, Jill Barnard, Laura Stanek, Alan Martel, and Joseph Allen  
Members absent: Tom Maleck and Al Luurtsema  
Advisory present: None  
Staff: Peter Garwood and Elizabeth St. Pierre

**1. Meeting called to order** at 7:07 p.m. by Jim Pascoe, Planning Commission Chair.

**2. Public Comment:**

None.

**3. Approval of Minutes**

**Motion by Marshall Wright, supported by Joe Allen, to approve the February 1, 2005 minutes with the following changes:**

- **#8 change Jim Pascoe to Jim Gurr**
- **#9, third bullet, at the end of the sentence add, "...and should include a Future Land Use Map."**

**Motion carried – unanimous.**

**4. Conflict of Interest Disclosure**

None.

**5. Torch Lake Township Ordinance Amendment**

The Planning Commission reviewed amendments to Sections VI, XII and XXIII regarding Sexually Oriented Business (SOB) as a special use in parts of the Agricultural District and the Commercial District; and Wineries in an Agricultural District.

Mr. Pascoe reminded the Commission that they had already reviewed and commented on these proposed amendments. Torch Lake Township identified a flaw in their process for proposing adoption of the amendments and had to re-do much of the process, including resending the proposed amendment to the County Planning Commission. The Planning Commission thought it was appropriate to respond with the same comments as they did in the January meeting with a couple of additions, as follows:

**Motion by Marshall Wright, supported by Joe Allen, to recommend, before the Township approves the proposed amendment to the Torch Lake Township Zoning Ordinance regarding Sexually Oriented Businesses, they consider the following:**

- **The Township should review the need for having this use in the Agricultural District close to Barnes Park.**
- **The Township should check with legal counsel on whether a use can be restricted to only a portion of a zoning district.**
- **The Township should consider restricting SOB's from being within 500 feet of a navigable body of water.**
- **The Township should be sure to notify Banks Township that the SOB's will be allowed adjacent to the township border.**
- **To recommend the Township hold a public hearing and notify the landowners in the districts in which the SOB's are allowed.**

**Motion carried – unanimous.**

▪ **Wineries**

The general feeling among the Planning Commission members was that adding wineries and/or wine tasting rooms, to the uses allowed by special use permit, is a reasonable amendment.

**Motion by Marshall Wright, supported by Joe Allen, to recommend the Torch Lake Township approve the proposed amendment to allow wineries (and wine tasting facilities) in the Agricultural District of the Torch Lake Township Zoning Ordinance.**

**Motion carried – unanimous.**

**6. Milton Township Revised Draft Master Plan**

**Motion by Barb Bradford, supported by Jill Barnard, to hold the review of the Milton Township Revised Draft Master Plan until the next meeting. Motion carried – unanimous.**

**7. Interim Rules of Procedure Update**

Pete Garwood reported that we have not heard from Legal Counsel on the re-draft of the Rules of Procedures and the Ordinance creating the Planning Commission.

**8. Sub-committee Reports**

Agriculture: Laura Stanek questioned why Agriculture has been separated as a section of the Master Plan.

Others agreed that we may not need a separate section for agriculture and can simply include it in the economic development and land use portions of the master plan.

Barb Bradford asked the Commission how maps would be handled for the Master Plan. Will the Planning Commission contract for all of the maps from the same vendor or try to get the maps separately. Pete Garwood indicated the Planning Commission budget would cover the production of maps from a single vendor.

Infrastructure: Joe Allen requested and received confirmation that he is on the right track regarding his sub-committee of infrastructure.

**9. Communications**

None.

**10. Public/Member Comment**

The Commission discussed the requirement that a school board member or administrator be appointed when the next Planning Commission member's term ends. Mr. Pascoe indicated, in accordance with action approved in late 2004, he will be attending the Administration and County Services Committee meeting and requesting that they consider increasing the membership from nine (9) to ten (10), so a current member will not be eliminated from the Planning Commission.

Barb Bradford indicated the Commission should commend Joe Allen for getting the Mancelona community behind the sewer project in that area. All agreed.

The Planning Commission directed the Coordinator/Planner Office (Betsy) to collect the future land use maps from each of the townships prior to the Commission drafting a county-wide future land use map.

Jim Gurr, citizen of Antrim County, commented that he feels comfortable with the make up of the County Planning Commission at this time.

Meeting adjourned at 9:45 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**

**April 5, 2005 7:00 p.m.**

Antrim County Building - Board of Commissioners Room

Members present: Jim Pascoe, Marshall Wright, Barbara Bradford, Jill Barnard, Laura Stanek, Tom Maleck, and Al Luurtsema  
Members absent: Joseph Allen  
Members excused: Alan Martel  
Advisory present: None  
Staff: Peter Garwood and Elizabeth St. Pierre  
Others present: Patty O'Donnell, Matt McCauley, and Jim Gurr

**1. Meeting called to order** at 7:01 p.m. by Jim Pascoe, Planning Commission Chair.

**2. Public Comment:**

None.

**3. Approval of Minutes**

**Motion by Tom Maleck, supported by Barbara Bradford, to approve the March 1, 2005 minutes. Motion carried – unanimous.**

**4. Conflict of Interest Disclosure**

None.

**5. Citizen's Guide to Transportation Planning**

Matt McCauley from the Northwest Michigan Council of Governments distributed and explained the contents of their new publication "A Citizen's Guide to Transportation Planning in Northwest Lower Michigan". Methods of distributing this booklet to other potential groups and individuals was discussed. This publication is also available on the web.

**6. Natural Hazards Mitigation Plan**

Patty O'Donnell (NWMCOG) listed several small changes to the Natural Hazards Mitigation Plan recommended by the Michigan State Police Emergency Management Division. Items that were reworded or added include: whether a public notice was placed, more detail in action agenda and a small change on risk assessment page that would convert raw data to percentages. This final version of the plan will go to the Antrim County Board on April 14.

**7. Milton Township Revised Draft Master Plan**

The Antrim County Planning Commission felt that the Milton Township Master Plan was well written and comprehensive but that more specific recommendations could help Milton Township implement the objectives of this plan. The following motion was passed at the April 5, 2005 meeting:

**MOTION by Tom Maleck second by Marshall Wright that the Planning Commission recommend that Milton Township approve the 2005 Milton Township Master Plan. Carried unanimously.**

Marshall Wright noted that the future land use map shows light manufacturing on border of Elk Rapids where Elk Rapids is zoned for single family homes. The commission recommended that the motion to approve the Milton Plan and colored maps that show locations of the existing and proposed land uses at the Elk Rapids Township border be sent to Elk Rapids.

The Commission then approved a list of considerations compiled by Elizabeth St. Pierre that include illustrated guidelines, data, and a variety of planning tools that deal with soil and water resources while locating new developments and that help maintain the quality of existing land uses. The commission recommended that the list be sent to Milton Township along with the attached diagrams and brochures reviewed at this meeting.

**8. Interim Rules of Procedure Update**

Pete Garwood reported on the Legal Counsel on the re-draft of the Rules of Procedures and the Ordinance creating the Planning Commission. A recent amendment to the Planning Act requires that an additional Planning Commission member be added from a local school district.

**9. Sub-committee Reports**

Barb Bradford reported that work on the natural resources section of the Master Plan is progressing. She also indicated her subcommittee will be meeting with Jim Pascoe, P.C. Chair.

**10. Communications**

A report in the February 2005 "Planning and Zoning News" on Contract Zoning was discussed. A copy of the Parks and Recreation Plan along with a letter of transmittal from the DNR was given to the Chair of the Planning Commission and will be stored in the Coordinator/Planner's office.

**11. Public/Member Comment**

Jim Gurr, citizen of Antrim County, commented on language that deals with taxes on agricultural land and the efforts of "smart growth" to prevent developers from urbanizing farmlands.

Meeting adjourned at 8:41.

<b>Submitted and Approved</b>	
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**

**May 3, 2005, 7 p.m.**

Antrim County Building - Board of Commissioners Room

Members present: Tom Maleck, Marshall Wright, Barbara Bradford, Jim Pascoe, Jill Barnard, Joe Allen and Alan Martel  
Members absent: Laura Stanek and Al Luurtsema  
Advisory present: None  
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 April 5, 2005 minutes as submitted. Motion carried – unanimous.**

**4. Conflict of Interest Disclosure**

None.

**5. Banks Township Zoning Amendment**

The Commission reviewed the proposed zoning amendments submitted by the Banks Township Planning Commission. Peter Garwood, Coordinator/Planner informed the Commission that the area designated for rezoning from R-2 to Agricultural is shown as Residential on the Township's Future Land Use Map. If the Township is interested in maintaining the property as Agricultural they should consider amending the Future Land Use Map.

**Motion by Marshall Wright, supported by Barb Bradford, to recommend approval of the Banks Township amendments, with the suggestion they review the Banks Township Land Use Plan, as much of the area that would be rezoned as Agricultural is designated as Residential on the Future Land Use Map. Motion carried – unanimous.**

**6. Interim Rules of Procedure and Ordinance**

Mr. Garwood informed the Commission that he has not received anything from Legal Counsel on this issue. The Commission directed Peter Garwood to contact Charlevoix County and Emmet County to request a copy of their rules and ordinance establishing their planning commission.

**7. Sub-Committee Reports**

Health Sub-Committee: Chair Pascoe indicated his committee is shooting for August to have a presentation of their section of the General Plan.

Transportation: Tom Maleck brought in a couple of manuals that provide regulation for various traffic and road standards. He informed the Commission that to violate the standards in the manuals is an abuse of power and can create a great deal of liability. Mr. Maleck will leave these manuals with the Coordinator/Planner Office. He will also, as time goes on, provide more manuals for our library.

**8. Communications**

- **New Expiration Dates for Commission Members**  
Mr. Garwood provided the Commission with a list of the new expiration dates for Planning Commission member terms. The new expiration dates are a result of the Board of Commissioners taking action to change the term expiration to December 31.
- **Education Member Update**  
Mr. Garwood informed the Commission that letters have been sent to all school districts in Antrim County seeking interest from a school board member or school administrator in being the new statutorily required member of the County Planning Commission. The appointment will take place at the June Board of Commissioner’s meeting, and the individual will begin serving at the July meeting.

**9. Member Comment**

Mr. Garwood informed the Commission that Elizabeth St. Pierre resigned over a week ago.

Mr. Maleck is heading to Russia and will not be able to make the June 7<sup>th</sup> Planning Commission meeting. Ms. Barnard will not be able to make the June 7<sup>th</sup> meeting either.

Mr. Martel indicated he will get the date for the Road Commission's open house to the Coordinator/Planner Office and Mr. Garwood will get the date out to the other members.

**10. Public Comment**

Mr. Gurr commended Joe Allen on his part in getting the proposed Mancelona sewer system on track to be approved. Mr. Gurr also indicated we need to be careful regarding the regulations we put on the working people in our communities.

Meeting adjourned at 8:30 p.m.

<b>Submitted and Approved</b>	
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**

**June 7, 2005, 7 p.m.**

Antrim County Building - Board of Commissioners Room

Members present: Marshall Wright, Barb Bradford, Laura Stanek, Jim Pascoe, Joe Allen, Al Luurtsema (7:10 p.m.)  
Members absent: Jill Barnard, Tom Maleck and Alan Martel  
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 Joe Allen, to approve the May 3, 2005 minutes as submitted. Motion carried – unanimous.**

**4. Conflict of Interest Disclosure**

None.

**5. Banks Township Zoning Amendment**

Concerns were expressed about the lack of restrictions in Option A; it almost amounted to no zoning on this issue.

Other concerns regarding Option A were also expressed regarding the possibility of a land owner renting their property for up to 4 recreational units on a weekly basis.

**Motion by Marshall Wright, supported by Al Luurtsema, to recommend denial of Option A because it goes against the definitions of residence and business in the various zoning districts.**

**Motion by Marshall Wright, supported by Al Luurtsema, to recommend approval of Option B but should add a requirement that the applicant must comply with the Department of Health as well as the blight ordinance (these two requirements are included in writing in Option A but are not included in B). Also it is recommended a permit should be required for a recreational unit occupied for over 15 days. Yes – Wright, Luurtsema, Stanek, Pascoe No – Allen, Bradford**

Chairman Pascoe reiterated a recurring theme throughout the meeting: That the Banks Township Planning Commission should have come up with a single proposal for the County Planning Commission to consider.

Barb Bradford pointed out that the public hearing minutes were missing which the County has requested in the past and the Township's planning consultant indicated would be sent to us prior to this meeting.

Chairman Pascoe will send a communication to the Township conveying these two concerns of the County Planning Commission.

**6. Interim Rules of Procedure and Ordinance**

We have had no word from legal counsel on this issue.

**7. Sub-Committee Reports**

No action to report. However, Barb Bradford indicated her natural resources committee continues to make progress.

**8. Communications**

None.

**9. Member Comment**

Peter Garwood, Coordinator/Planner, informed the Commission that two school administrator candidates submitted notice of interest forms for the open Planning Commission member position. The Chairman of the Board of Commissioners will make a decision at the June 9<sup>th</sup> Board of Commissioner's meeting.

Mr. Garwood also indicated that the advertising process for an Associate Planner is in the works and we should have a decision at the July Board of Commissioner's meeting on who will be hired for the position.

**10. Public Comment**

Jim Gurr stated he was thankful that concerns were raised about a single homeowner that may have two recreational units to store on there property.

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  
Terry Morris

Al Luurtsema  
Laura Stanek  
Marshall Wright

**Minutes**

**July 12, 2005, 7 p.m.**

Antrim County Building - Board of Commissioners Room

Members present: Alan Martel, Tom Maleck, Marshall Wright, Barb Bradford, Jim Pascoe, Jill Barnard, Terry Morris, and Al Luurtsema  
Members absent: Laura Stanek and Joe Allen  
Advisory present: None  
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. Welcome New Member**

Jim Pascoe introduced and welcomed Terry Morris, the new Planning Commission member representing schools. Mr. Morris, who works in the Elk Rapids School District, gave a brief synopsis of his background.

**4. Conflict of Interest Disclosure**

None.

**5. Approval of Minutes**

**Motion by Barb Bradford, supported by Al Luurtsema, to approve the minutes of the June 7, 2005 meeting as submitted. Motion carried – unanimous.**

**6. Kearney Township Proposed Amendments**

The Commission discussed the proposed zoning ordinance amendments to the Kearney Township Zoning Ordinance.

**Motion by Barb Bradford, supported by Marshall Wright, to recommend approval of the proposed changes to the Kearney Township zoning ordinance, section 6.17 and 6.18, with the recommended removal of "social and economic well being" from section 6.17 1. A. as it is not a statutory requirement and may be very difficult to enforce. Motion carried – unanimous.**

**Motion by Alan Martel, supported by Al Luurtsema, to recommend approval of the proposed changes to the Kearney Township zoning ordinance, Table 1 of the Appendix, Section 4.01 and Section 4.09 C 2. Motion carried – unanimous.**

**7. Banks Township**

The Committee reviewed and discussed the proposed amendments to the Banks Township Zoning Ordinance, Article 6.08.3, Article 6.09 and Section 8.03.13.

**Motion by Marshall Wright, supported by Alan Martel, to recommend approval of the amendments to Sections 6.08.3, 6.09 and 8.03.13 with the recommendation that the Township determine how they will measure the necessity for additional tower height and who will make that determination (as proposed in Section 8.03.13 m 2). Motion carried – unanimous.**

**8. Interim Rules of Procedure Update**

Concerns were expressed that the Commission has received no feedback on the Rules of Procedure from legal counsel.

**9. Communications**

❖ 2006 Budget

Peter Garwood, Coordinator/Planner, informed the Commission that the Planning Commission budget has already been through the oversight committee (Public Works Committee), but if there were any suggestions for changes they could be brought to the attention of the Finance Committee. The Committee reviewed the budget that was presented to the Public Works Committee. No changes were suggested.

❖ Otsego Letter

Mr. Garwood explained the letter in their packets, from Otsego County, is due to a requirement in the recent Coordinated Planning Act. When a community begins the planning process they must notify all bordering governmental units. We will be reviewing additional information on the process as time goes on.

❖ GT County Letter

The Grand Traverse County letter was received for the reasons and under the same circumstances as the Otsego County letter.

**10. Public Comment**

Alan Martel shared that Torch Lake Township may be headed for a recall election on the supervisor, treasurer and clerk.

Jim Gurr commented that he still appreciates the Planning Commission and the direction in which they are headed.

Meeting adjourned at 8:55 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  
Terry Morris

Al Luurtsema  
Laura Stanek  
Marshall Wright

**Minutes**

**August 2, 2005**  
**7:00 p.m.**

Antrim County Building - Board of Commissioners Room

Members present: Tom Maleck, Marshall Wright, Barb Bradford, Jim Pascoe, Jill Barnard, Terry Morris, Laura Stanek, Joe Allen and Al Luurtsema  
Members absent: None  
Advisory present: None  
Staff and others Peter Garwood and Joe Meyers

**1. Meeting called to order** at 7:00 p.m. by Jim Pascoe, Planning Commission Chair.

**2. Public Comment:**

None.

**3. Introduction of New Associate Planner**

Peter Garwood, coordinator/planner introduced Joe Meyers as the new associate planner. Mr. Meyers gave a summary of his background. All members of the planning commission introduced themselves to Mr. Meyers.

**4. Conflict of Interest Disclosure**

None.

**5. Approval of Minutes**

**Motion by Marshall Wright, supported by Jill Barnard, to approve the minutes of the July 12, 2005 meeting with an amendment adding Stan Moore as a participant in the meeting. Motion carried – unanimous.**

**6. Glacial Hills Pathway and Natural Area Support Request**

Peter Garwood, Coordinator/Planner explained that the County is participating (financially) in a grant application to the Michigan Natural Resources Trust Fund (MNRTF) for the purchase of approximately 345 acres from the Sevald family in Forest Home Township. Forest Home Township will be the actual applicant for the grant and the Grand Traverse Regional Land Conservancy (GTRLC) will also be a financial and grant writing participant. If successful the Township and the County will each receive approximately half of the property. For Antrim County the new property will connect four separate parcels the County currently owns.

**Motion by Jim Pascoe, supported by Barb Bradford to approve that a letter be sent to support the grant application to the Michigan Natural Resources Trust Fund for the purchase of the Sevald property in Forest Home Township. Motion carried – unanimous.**

**7. Milton Township Zoning Amendment**

Discussion took place regarding the proposed amendments to the private road section of the Milton Township Zoning Ordinance. The Commission members agreed the proposed amendments were an improvement to the current ordinance. However, there was some concern regarding how up to date the rest of the private road section was.

**Motion by Tom Maleck, supported by Joe Allen to recommend approval of the proposed amendment to the Milton Township Ordinance, with the suggestion that the township consider reviewing the entire section on private roads for compliance with current statutes. Motion carried – unanimous.**

**8. Communications**

❖ Great Lakes Watershed

From the Great Lakes Regional Collaboration the County has received a plan for the Great Lakes watershed. Copies were made for all members who expressed interest.

❖ Acme Township Correspondence

A communication was received from Acme Township indicating they were writing an amendment to their Master Plan to address the farmland preservation program. Staff will communicate with them to indicate electronic transmittal of their information is preferred.

**9. Public Comment**

Tom Maleck indicated he had read about the State Supreme Court ruling that established that the public has the right to walk the shore of the Great Lakes between the water's edge and the ordinary high water mark. Dr. Maleck also informed the Commission the Federal transportation bill was approved. He also mentioned that if you want to get Federal Highway dollars five years from now, you must start working on it now.

Marshall Wright inquired about using the Michigan Township Association's model ordinances in our review of a given townships major re-write.

Chair Pascoe indicated a letter was sent to all the townships requesting they send a representative to the County Planning Commission meeting when they have an amendment on our agenda.

Jim Gurr informed the Commission that Helena Township had previously drafted a private road ordinance that they decided not to adopt.

Meeting adjourned at 8:10 p.m.

**Submitted and Approved**

Alan Martel, Secretary     Date:  
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  
Terry Morris

Al Luurtsema  
Laura Stanek  
Marshall Wright

**Minutes**

**September 6, 2005  
7:00 p.m.**

Antrim County Building - Board of Commissioners Room

Members present:	Alan Martel, Barb Bradford, Jim Pascoe, Jill Barnard, Terry Morris, Joe Allen and Al Luurtsema
Members absent:	Tom Maleck, Marshall Wright and Laura Stanek
Advisory present:	None
Staff and others	Peter Garwood, Joe Meyers, Charles Koop

**1. Meeting called to order** at 7:00 p.m. by Jim Pascoe, Planning Commission Chair.

**2. Public Comment**

None.

**3. Approval of Minutes**

**Motion by Al Luurtsema, supported by Barb Bradford, to approve the minutes of the August 2, 2005 meeting with an amendment removing Alan Martel as being present at the meeting. Motion carried – unanimous.**

**4. Conflict of Interest Disclosure**

None.

**5. Interim Rules of Procedure Update**

Charles Koop, Legal Counsel for Antrim County, spoke about the revisions to the Antrim County Planning Commission Ordinance and the Rules for the Transaction of Business and Rules of Procedure. Mr. Koop went over the sections of the documents informing the Commission what was changed and what could be changed. Jim Pascoe recommended that the Commission review these documents and submit comments to the Coordinator/Planners Office. The Coordinator/Planners Office was asked to compile these and give them to Mr. Koop. Mr. Pascoe asked Mr. Koop to attend the next meeting.

**6. Sub Committee Reports**

Joe Allen turned in a draft on County Infrastructure to be reviewed by the Coordinator/Planners office. Barb Bradford informed the Committee that she should have her final rough draft to the Coordinator/Planners Office by the end of the week pending on a part of her report that is coming from another source. Mr. Pascoe informed the Commission that he could possibly have his report by next months meeting but there is a better possibility that it will be complete by the November or December meeting.

**7. Communications**

❖ Banks Township Future Land Use Map

Two maps were distributed to the Commission for Banks Township showing a change on their Future Land Use Map that has not been adopted. Joe Meyers explained the change and Pete Garwood informed the Commission that no action needed to be taken at this time per statute.

❖ Glacial Hills Pathway and Natural Area

The Commission was distributed the letter signed by the Chairman to the DNR providing support for the Glacial Hills Pathway and Natural Area Grant.

**8. Member/Public Comment**

Alan Martel indicated that Torch Lake Township changed their zoning ordinance to reflect that rentals of less than 30 days be considered commercial use; therefore not allowing any weekly rentals in a residential area. Mr. Martel also noted that there have been multiple cases where the ZBA in Torch Lake Township has interpreted the zoning ordinance but the interpretations are not readily available to the public. Mr. Martel was wondering if any Commission member had a suggestion on how to deal with this situation.

Terry Moore asked Mr. Koop to research whether the Planning Commission Sub-Committees are considered work sessions and not subject to the Open Meetings Act.

Jill Barnard promoted the Household Hazardous Waste Day on September 10, 2005 and October 1, 2005.

Jim Gurr thanked Mr. Koop for attending the meeting and for explaining the Rules and Procedures. Mr. Gurr also spoke about how disappointed he is with the news and how they've been treating Bill Clous in the Elk Rapids Newspaper. Mr. Garwood clarified the situation regarding the permitting and violations on the project.

Meeting adjourned at 8:53 p.m.

**Submitted and Approved**

Alan Martel, Secretary    Date:  
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  
Terry Morris

Al Luurtsema  
Laura Stanek  
Marshall Wright

**Minutes**

**October 4, 2005  
7:00 p.m.**

Antrim County Building - Board of Commissioners Room

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

**1. Meeting called to order** at 7:00 p.m. by Jim Pascoe, Planning Commission Chair.

**2. Public Comment**

None.

**3. Approval of Minutes**

**Motion by Al Luurtsema, supported by Barb Bradford, to approve the minutes of the September 6, 2005 meeting. Motion carried – unanimous.**

**4. Conflict of Interest Disclosure**

Mr. Pascoe informed the Commission that because they do not make any direct decisions and that it is an advisory board, we are not required to have this part of our meetings. There can be no conflict of interest if we are not making any decisions. Mr. Pascoe noted that he felt that it was important to keep this at the beginning of the meeting to make sure no one has any personal conflict of interest.

**5. Interim Rules of Procedure Update**

Pete Garwood informed the Commission that he has spoken with Charlie Koop, Legal Counsel, and informed him that he could proceed with the final drafts of the Rules for the Transaction of Business and the Planning Commission Ordinance. Mr. Garwood asked the committee if they had any questions or concerns on either of these documents. Alan Martel asked if he could see the original document that he wrote. He had concerns about the default meeting in case of a cancellation as well as any other changes made to the document. Mr. Garwood informed the Commission that copies of the original document will be available for the next meeting.

**6. Sub Committee Reports**

Joe Meyers explained that the report that was handed out at the beginning of the meeting was the Natural Resources and Environmental section of the Master Plan. Mr. Meyers explained that he would like to have comments and questions on, or before October 24, 2005, to get a list ready for questions to be asked at the next meeting. Mr. Pascoe informed Mr. Meyers that due to the sensitivity of the issue that he would like to only allot 45 minutes to that item and if there was more discussion then we could continue it over to the December meeting. Tom Maleck informed the Committee that he has been progressing on the transportation section.

Mr. Maleck also informed the Commission that there was a bill passed in August allotting three billion dollars a year to transportation in Michigan. This money can go for things like children crossing the street to go to schools, among other things. This gives the transportation section a lot more area to cover.

Mr. Pascoe indicated that he and Jill Barnard have been working on the health and human services section but they are having difficulty coordinating a time to meet. Mr. Pascoe is hoping to have the section done by the December meeting.

**7. Completion of the Master Plan**

Mr. Meyers informed the Commission about a motion made by the Farmland and Open Space Preservation Board urging them to hire a consultant to complete the Master Plan because they cannot apply for funds until we have an updated Master Plan. Mr. Meyers informed the Commission that a consultant would not waste all of the hard work that the Commission has put in to this project.

Discussion ensued with the entire board on what a consultant would do and how we should go about this. There was also discussion of whether to hire a technical writer to come in to compile what the Commissioners have done or hiring a consultant in phases.

**Motion made by Tom Maleck, seconded by Barb Bradford, to have the professional staff write a proposal to submit to the Finance Committee on how we are going to spend the money for the master plan. Motion carried – unanimous**

**8. Communications**

Mr. Meyers informed the Commission that the Kearney Township Recreation Plan was to be reviewed for the next meeting.

**9. Public/Member Comment**

Jim Pascoe informed the Commission that he was moving out of the County and that the November 1, 2005 would be the last meeting. He noted that his last day as Chairman would be on November 30, 2005. The Commissioners thanked Mr. Pascoe for his time served and stated that he will be missed.

Marshall Wright asked if we could consolidate the future land use maps from all of the Townships and Villages with Master Plans.

Jim Gurr spoke against the Farmland and Open Space Preservation Board and how the Planning Commission did not review the ordinance creating them nor did the Farmland and Open Space Preservation Board show up to the Commission meeting. Mr. Gurr noted that he would continue to speak out against farmland preservation.

Meeting adjourned at 8:10 p.m.

**Submitted and Approved**

Alan Martel, Secretary     Date:  
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  
Terry Morris

Al Luurtsema  
Laura Stanek  
Marshall Wright

**Minutes**

**November 1, 2005  
7:00 p.m.**

Antrim County Building - Board of Commissioners Room

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

**1. Meeting called to order** at 7:03 p.m. by Jim Pascoe, Planning Commission Chair.

**2. Public Comment**

None.

**3. Approval of Minutes**

**Motion by Tom Maleck, supported by Jill Barnard, to approve the minutes of the October 4, 2005 meeting. Motion carried – unanimous.**

**4. Conflict of Interest Disclosure**

None.

**5. Interim Rules of Procedure Update**

Mr. Meyers informed the Commission that legal counsel has completed the Rules for the Transaction of Business and the Planning Commission Ordinance and were in the packets handed out at the beginning of the meeting. He also noted that the original Rules for the Transaction of Business were attached to the agenda per the request last month. Jim Pascoe went around the table to see if there was further discussion needed on this item for next meeting or have we discussed these documents enough and wish to act tonight. The consensus of the Commission is to postpone the item until next meeting for further review.

**6. Natural Resources and Environmental Section**

Mr. Meyers informed the Commission that he had received questions on this section of the master plan from two people and he would read the comments to have discussion on these concerns (attached).

**Historic Buildings**

Joe Allen feels that historic buildings are a private resource, not a natural resource and therefore should not be in this section of the plan.

Barb Bradford noted that historic buildings, although not a natural resource, are resources and felt that because there were no other sections that have dealt with this issue.

Mr. Pascoe noted that there is a fine line between historic buildings and decrepit barns. He feels that there

should be strict guidelines describing what is considered “historic”.

Pete Garwood indicated that there is a need for planning in regards to historic buildings especially in the Village areas because that is why the Villages are so unique.

Stan Moore explained that historic buildings are essential for economic development and therefore should be addressed somewhere in the plan.

Jim Gurr noted that historic buildings are why Petoskey is currently the destination that it is.

**Motion by Marshall Wright, supported by Joe Allen, to include a Historic Building portion to the master plan and that the Staff will decide what section to add it to. Motion carried – unanimous**

Mr. Allen asked why we are trying to save private forestland when we have over 3000 acres of County forestland, furthermore, property owners can do what they want with their property so why are we trying to limit them.

Mr. Martel spoke on how Antrim County stands out in peoples mind as a place to do research as well as to relax. He feels that encouraging and helping people to maintain the forests is a good way to express that.

Mr. Pascoe noted that trees provide economic value to the area because the two main industries are timber and tourism. For those reasons, we should be maintaining them.

Mr. Maleck inquired about the layout of the entire plan. He noted that the nature of a County Plan is general, and will serve as guidance to the Townships. Mr. Maleck also feels that there needs to be more emphasis on the County Forester.

Mr. Martel feels that the rural character of Antrim County needs to be preserved.

Mr. Pascoe feels that this issue needs to be dealt with further at the next meeting due to the other items on the agenda. Mr. Pascoe feels that for the next meeting, an hour be given for this subject.

## **7. Kearney Township Recreation Plan**

Mr. Meyers informed the committee that this was not a planning document; therefore we did not have to review the document. Mr. Meyers further noted that he has found a few mistakes and will submit them to the township board.

## **8. Focus Group Reports**

Mr. Pascoe informed the Commission that he has finished a discussion draft of the health and human services portion and will be handing his duties to Terry Morris. Mr. Morris and Jill Barnard will be in that focus group. Mr. Pascoe gave a summary of the contents in this draft.

## **9. Completion of the Master Plan Update**

Mr. Meyers gave a presentation to the Commission about the look of the master plan and how we should have our master plan look (attached). He showed portions of Acme Township, Elmira Township, and Kalkaska County’s master plans. The general consensus was that they all really liked Kalkaska County’s master plan because of the general nature but would like some extra substance in areas when needed.

Mr. Maleck stressed the fact that this would be a living document and we have to keep this in mind.

Mr. Meyers presented the RFP that he created to take to the Finance Committee (attached). Mr. Maleck suggested that staff add to the RFP the allotted amount of money for the project and the weighting system (how much emphasis will be placed on each component of the received proposals when choosing a planning consultant).

**Motion by Tom Maleck, supported by Terry Morris, to recommend to the Finance Committee that they recommend the Board of Commissioners approve rolling the \$10,000 from the 2005**

**budget over to the 2006 Planning Commission budget “Consulting” line item for a total of \$20,000. Also, request the Board of Commissioners authorize sending out a request for proposal for the Master Plan. Motion carried – unanimous.**

**10. Communication**

Mr. Meyers informed the Commission that we received a notice from Torch Lake Township indicating that they are starting the planning process.

**9. Public/Member Comment**

The Commission as a whole indicated that they appreciated Mr. Pascoe’s hard work and structure as Chair of the Planning Commission.

**Motion by Tom Maleck, supported by Al Martel, thanking Jim Pascoe for his service on the Planning Commission. Motion carried – unanimous.**

Meeting adjourned at 9:00 p.m.

**Submitted and Approved**

Alan Martel, Secretary     Date:  
Antrim County Planning Commission

County of Antrim  
**PLANNING COMMISSION**

Jill Barnard  
Joe Allen  
Barbara Bradford

**Vacant, Chairman**  
Tom Maleck, Vice-Chair  
Alan Martel, Secretary  
Terry Morris

Al Luurtsema  
Laura Stanek  
Marshall Wright

**Minutes**

**December 6, 2005  
7:00 p.m.**

Antrim County Building - Board of Commissioners Room

Members present: Alan Martel, Barb Bradford, Jill Barnard (entered at 8:20), Terry Morris, Tom Maleck, Marshall Wright, Laura Stanek and Al Luurtsema  
Members absent: Joe Allen  
Advisory present: Stan Moore  
Staff and others: Peter Garwood, Joe Meyers, Jim Gurr, Mike Meriwether

**1. Meeting called to order** at 7:01 p.m. by Tom Maleck, Planning Commission Vice-Chair.

**2. Public Comment**

None.

**3. Approval of Minutes**

**Motion by Barb Bradford, to approve the minutes of the November 1, 2005 meeting.**

Al Luurtsema noted that there was a grammatical error on the last motion of the minutes.

Barb Bradford rescinded her original motion.

**Motion by Barb Bradford, supported by Marshall Wright, to approve the minutes of the November 1, 2005 with the recommended changes. Motion carried – unanimous.**

**4. Conflict of Interest Disclosure**

None.

**5. Interim Rules of Procedure Update**

Joe Meyers informed the Commission that he had reviewed the Antrim County Planning Commission Rules for the Transaction of Business (old and new) (attached). Mr. Meyers felt that everything that was in the old document was in the new document but legal counsel has added the rest of the powers that are granted by the statute that allows the Planning Commission to exist.

Marshall Wright questioned the master/general/development plan language and felt that we should keep it simply as “Master Plan” throughout the entire plan so no one get confused. Mr. Luurtsema also noted that taking minutes, distributing agendas and writing correspondence, should be added to the duties of the County Planner.

**Motion by Marshal Wright, supported by Al Luurtsema to recommend the Board of Commissioners approve the Antrim County Planning Commission Rules for the Transaction of Business and Rules of Procedure. Role call vote; Tom Maleck – Yes, Al Martel – Yes, Joe Allen – Absent, Jill Barnard – Absent, Barb Bradford – Yes, Al Luurtsema – Yes, Terry Morris – Yes, Laura Stanek – Yes, Marshall Wright – Yes. Motion passed.**

Mr. Meyers handed out the Antrim County Planning Commission Ordinance and noted that there were not many changes made to the document but, informed the Commission that the number of the Commissioners has been changed from 9 to 10 and the section that required a member of the public schools system was added when the statute was updated.

Ms. Bradford noted that to keep with the statement that we create a Master Plan. She further noted that we should change County Plan to Master Plan or County Master Plan.

**Motion by Marshall Wright, supported by Barb Bradford, to recommend the Board of Commissioners approves the Antrim County Planning Commission Ordinance with the noted changes. Motion carried – unanimous.**

## **6. Natural Resources and Environment Section**

Al Martel spoke to the Commission about his thought process when writing the forestry section of the Natural Resources and Environment section. Mr. Martel noted that he wanted to capture the Counties largest natural resource and find innovative ways to help protect it. Mr. Martel further noted that all of the 7 zoned townships have in their master plans that they want to maintain the rural character of the area. Mr. Martel felt that forests are one of the main reasons that we have such rural character in the County. Mr. Martel felt that the particulars in the plan were a little opinionated and felt that it could be toned down.

Mr. Luurtsema questioned whether the County could or should regulate private forestland. Mike Meriwether, Antrim County Forester, noted that it was not the intent of the Forester to regulate private forestland but he does provide information and education to all Antrim County residents on the forestlands.

Mr. Meriwether feels that we need to address increasing tree planting throughout the County. He further noted that the County could possibly look into ways to give tax breaks for forestry without as many restrictions as the CFR program.

The Commission ensued discussion about the format of the plan. The Commission felt that it should be left up to the future consultant for their ideas on the plan.

Mr. Meriwether noted that a stable funding source for the forestry program would be a great benefit to the County as well as his position.

**Motion by Barb Bradford, supported by Laura Stanek, to hold the Natural Resources and Environmental section until such a time that a consultant is chosen and to have the consultant re-word the document so some of the items do not sound offensive or abrasive. Motion carried – unanimous.**

Terry Morris asked Mr. Meriwether to draft a list of things that he feels should be included in the Master Plan to be reviewed by the Planning Commission.

## **7. Wilson Township Master Plan**

Mr. Meyers informed the Commission that he had received a Master Plan from Wilson Township in Charlevoix County and we will have comments at the next meeting.

Marshall Wright expressed the need for color maps to accurately read the maps.

Mr. Meyers informed the Commission that he would be contacting Wilson Township to get a digital copy of the Master Plan.

**8. Focus Group Reports**

None.

**9. Completion of the Master Plan Update**

Mr. Meyers informed the Commission that he had sent out the RFP and had a great deal of responses. Mr. Meyers informed the Commission of the firms that he sent a “hard copy” of the proposal to as well as the ones that have contacted him. Mr. Meyers noted that the proposals were due next week.

**10. Communication**

None.

**11. Public/Member Comment**

Terry Morris informed the Commission that this was his 6<sup>th</sup> meeting and felt that a lot has been accomplished and was impressed.

Pete Garwood wished everyone a Merry Christmas and a Happy New Year.

Meeting adjourned at 8:45 p.m.

**Submitted and Approved**

Alan Martel, Secretary    Date:  
Antrim County Planning Commission