

◆MEMBERS

Bill Bailey - 12/31/2018

Barbara Bradford - 12/31/2019

James Gurr - 12/31/2019

Mike Hayes - 12/31/2019

Bruce Priemer - 12/31/2018

Rick Teague - 12/31/2018

Ron Tschudy - 12/31/2020

Christian Marcus - term elected

Dawn LaVanway - term elected

◆ADVISORY

Stan Moore

◆STAFF

**Pete Garwood**

County Administrator

[garwoodp@antrimcounty.org](mailto:garwoodp@antrimcounty.org)

**Mathew Cooke**

Deputy County Administrator

[cookem@antrimcounty.org](mailto:cookem@antrimcounty.org)

**Tina Schrader**

Administrative Assistant

[schradert@antrimcounty.org](mailto:schradert@antrimcounty.org)

**Margie Boyd**

Secretary

[boydm@antrimcounty.org](mailto:boydm@antrimcounty.org)

◆OFFICE ADDRESS

P.O. Box 187

Bellaire, MI 49615

**PHONE:** 231-533-6265

**FAX:** 231-533-8111

◆SPECIAL ASSISTANCE

If you wish to attend a Planning Commission Meeting and require special assistance, please contact the Administration and Planning Office.

## Antrim County Planning Commission

To: Antrim County Planning Commission

From: Peter Garwood, County Administrator

Date: November 21, 2018

Re: Regular Meeting

---

---

The Antrim County Planning Commission meeting scheduled for:

**Tuesday, December 4, 2018**

**Board of Commissioner's Room**

**Antrim County Building**

**203 East Cayuga Street, Bellaire, Michigan**

### **Agenda**

5:30 p.m. Call to Order

5:31 p.m. Pledge of Allegiance

5:32 p.m. Conflict of Interest Disclosure

5:33 p.m. Public Comment

5:34 p.m. Approval of Agenda

5:35 p.m. Approval of Minutes from November 6, 2018

5:36 p.m. 2019-2024 Parks & Recreation Plan

6:15 p.m. Facilities Master Plan – Update, Discussion

7:00 p.m. Leelanau County General Plan Amendment

7:05 p.m. Various Matters

- Communication – Village of Elk Rapids

7:15 p.m. Public/Member Comment

Adjournment

If you have any questions, concerns, please contact the Administration and Planning Office at 231-533-6265. We appreciate your cooperation in this matter. Thank you

## County of Antrim - Planning Commission

Bill Bailey

**Jim Gurr, Chairman**

Dawn LaVanway

Bruce Priemer

Mike Hayes, Vice-Chair

Rick Teague

Christian Marcus

Barbara Bradford, Secretary

Ron Tschudy

Minutes –November 6, 2018  
Board of Commissioners Room, 2nd Floor  
Antrim County Building, Bellaire, Michigan

Members Present: Bill Bailey, Jim Gurr, Ron Tschudy, Rick Teague, Mike Hayes, Bruce Priemer, Christian Marcus, Dawn LaVanway, Barbara Bradford

Members Absent:

Staff Present: Pete Garwood, Mathew Cooke, Stan Moore

**1. Meeting called to order at 5:34 p.m. by Jim Gurr**

**2. Pledge of Allegiance**

**3. Conflict of Interest Disclosure**

Mr. Gurr noted he was a member of the Helena Township Planning Commission. Rick Teague noted he was on the Helena Township Board. It was determined there was no conflict of interest.

**4. Public Comment**

None.

**5. Approval of Agenda**

**Motion by Rick Teague, seconded by Bill Bailey, to approve the agenda as presented.**

**Motion Carries- Unanimous**

**6. Approval of Minutes**

**Motion by Bill Bailey, seconded by Rick Teague, to approve the October 2, 2018 minutes as presented.**

**Motion Carries- Unanimous**

**7. Elk Rapids Township Zoning Ordinance Amendments**

*Barb Bradford arrived at 5:40 p.m.*

The proposed zoning ordinance would amend the restrictions to properties within a 25' easement on waters. The Commission discussed who should be responsible for the cost of replacement trees. Christian Marcus had concerns about charging for removal of trees and also having residents pay for replacement trees. It was suggested if a tree were removed due to damage by storms, disease, dead, or presented a safety hazard, there should be no requirement to replace a tree.

**Motion by Mike Hayes, second by Rick Teague, that the Antrim County Planning Commission finds no inconsistency with the proposed zoning ordinance amendment to Section 2.11- Restrictions Applicable to Property Abutting Lakes, Rivers or Streams with the Antrim County Master Plan and recommend Elk Rapids Township accept the change.**

**Motion Carries- Unanimous**

## **8. Helena Township Zoning Amendments**

Mr. Gurr noted that the memo should have said Helena Township and not Milton Township. He added that the first proposed amendment addressed a section of Helena Townships Zoning Ordinance specifically addressing wind energy. The removal of the subsection would address a redundancy in the current ordinance. The Commission discussed wind and alternative energy in the County.

**Motion by Barb Bradford, second by Dawn LaVanway, that the Antrim County Planning Commission finds no inconsistency with the proposed zoning ordinance amendment to Section 4.03.02: Agricultural District, specifically the removal of subsection J: Accessory wind energy systems and subsection K: on-site wind energy systems, with the Antrim County Master Plan and recommend Helena Township approve the change.**

**Motion Carries- Unanimous**

The second proposed amendment would add language about special use permits pertaining to parks, playgrounds and golf courses, as well as publicly owned buildings.

**Motion by Bill Bailey, second by Christian Marcus, that the Antrim County Planning Commission finds no inconsistency with the proposed zoning ordinance amendment to Section 4.03.03: Uses Permitted by Special Use Permit, with the Antrim County Master Plan and recommend Helena Township approve the change.**

**Motion Carries- Unanimous**

The third proposed amendment would specify property owners with a permanent residence in the Township may use recreational vehicles or campers for camping purposes. Mr. Marcus, Bruce Premier, and Bill Bailey felt that stating a “permanent residence” was restrictive to existing property owners who may not have a building on their property. Commissioners felt that it should read motorhomes and not recreational vehicles, as that encompassed many vehicle types.

**Motion by Barb Bradford, second by Bruce Premier, that the Antrim County Planning Commission finds no inconsistency with the proposed zoning ordinance amendment to Section 4.04.01: Uses Permitted by Right subsection I regarding recreational vehicles and trailers, with the Antrim County Master Plan and recommend Helena Township approve the change.**

**Motion Carries- Unanimous**

## **9. Mancelona Area Master Plan Review**

The Commissioners agreed that the plan was well written and saw no inconsistencies with the County Master Plan

**Motion by Mike Hayes, second by Bill Bailey, that the Antrim County Planning Commission finds no inconsistency with the proposed Mancelona Area Master Plan amendment with the Antrim County Master Plan and recommend the Village of Mancelona and Mancelona Township approve the updated Joint Master Plan.**

**Motion Carries- Unanimous**

## **10. Discussion: Antrim Conservation District Strategic Plan**

*Bill Bailey left the meeting at 6:30 p.m.*

Mathew Cooke, Deputy County Administrator, explained that Mary Schoenherr, ACD Board Vice President, was working on a strategic plan for Antrim Conservation District. They were looking at ways they could incorporate County goals into their plan. Ms. Schoenherr said that with the millage that was approved, they were looking to develop goals ACD can achieve over the next 5 years. Mr. Gurr said that the language in the Master Plan has evolved over time. Mr. Teague added that the Master Plan is a visioning document. Ms. Schoenherr said that the ACD Board would sit down and look at the Master Plan

to develop goals for their strategic plan, and will bring them back to the appropriate venues (Planning Commission, Board of Commissioners, etc.).

The Commission discussed the questions from Ms. Schoenherr regarding the County Master Plan and some of the history behind the goals in that plan including: tree disease resulting in the goal of a Countywide tree planting plan; looking at a Countywide forest management plan; wetland education programming; Natural Resources and Environment goals being dealt with by other entities;

### **11. Various Matters**

Rick Teague asked about the County Facilities Master Plan and the concern that a small subcommittee consisted of residents in one locale. Pete Garwood, County Administrator said that any committee formed would be advisory only and added that there were no decisions made. The Committee discussed the Facilities Master Plan project.

Mr. Gurr introduced a Helena Township citizen who was having an issue with a neighbors lighting infringing on her property. He asked if there were any building codes or such that addressed this. The Committee discussed different ways to address lighting, but determined that this was a township matter, as there are no codes that restrict lighting.

### **12. Public Comment**

None.

Meeting was adjourned at 7:28 p.m.

Submitted and Approved

---

Barb Bradford, Secretary  
Antrim County Planning Commission  
Date:



# *Memorandum Administration Office*

---

November 13, 2018

TO: Planning Commission

FR: Mathew Cooke, Deputy County Administrator

RE: 2019-2024 Parks and Recreation Plan Draft – Review

---

The [draft 2019-2024 Parks and Recreation Plan](#) is being sent to the Planning Commission at the request of the Board of Commissioners for review and comment. Below is an executive summary of the plan, with short descriptions of what is contained in the chapters and their page numbers. This will be an agenda item for the December 4, 2018 Planning Commission meeting.

- The parks and recreation plan is not required by state law but is needed in order to apply and receive recreational grant funding (Michigan Natural Resources Trust Fund, Land and Water Conservation Fund, and Waterways grants). The plan created was based on existing County plans, previous and current BLI committee discussions, and the community survey (Appendix A and B of the draft). The draft utilized the “[Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plans](#)”, which is a document provided by the Michigan Department of Natural Resources, as framework for the plan’s contents and layout.
- Chapter 2 (pg. 7-14) goes over the community description of the County, particularly with population statistics such as population density and disabilities in the population.
- Chapter 3 (pg. 15-22) looks at the administrative structure of the County, specifically in regards to parks and recreation services. It looks at the role of the BLI Committee, the park manager and staff, contracted and jointly managed facilities, and the budget relating to parks and recreation services. It also looks at the relationships between outside agencies and the BLI Committee, rules and regulations regarding the park, and working towards universal accessibility.
- Chapter 4 (pg. 23-52) highlights the County Parks, regional recreation opportunities, the need for partnerships, the impact of tourism, and an inventory of park and recreation facilities owned by entities within the County.
- Chapter 5 (pg. 53-54) describes the planning and public input process. The chapter summarizes the community survey, which was integral to shaping the goals, objectives and action plan. It also describes the process for the public review and comment period, as well as after that period, the hopeful approval by the Board of Commissioners after a public hearing.
- Chapter 6 (pg. 55-57) details the goals and objectives for the County’s parks and recreation services over the next 5 years.

- Chapter 7 (pg. 58-61) looks at an action program of potential projects that the County should pursue in order to meet the goals and objectives of Chapter 6. Again, it should be noted that these are not definitive and if another project comes up during the 5 year period, it can be added and may apply for recreation grant funding.



# *Memorandum Administration Office*

---

November 13, 2018

TO: Antrim County Planning Commission  
FR: Mathew Cooke, Deputy Administrator  
RE: Facilities Master Plan – Update and Discussion

---

At the November 8, 2018 Board of Commissioners regular meeting, it was suggested that the Antrim County Planning Commission may offer some valuable comments regarding the proposed County Facilities Master Plan project.

The Board of Commissioners have not committed to any decision, but have stated a preference for Option F, Option H, and Option W-W (*These can be found in the [BOC special meeting agenda from 10/29/2018](#)*). At the meeting, a proposal was made to create an ad-hoc committee. This was considered, but no decision was made at this time.

We thought that holding a discussion at our next meeting would allow the Planning Commission members to express comments regarding the project that the Administration Office could relay to the Board.



# Leelanau County Government Center Leelanau County Planning Commission

County website: [www.leelanau.cc](http://www.leelanau.cc)

8527 E. Government Center Dr.  
Suite 108  
Suttons Bay MI 49682  
Phone: (231) 256-9812 or Toll  
Free (866) 256-9711, Ext. 6  
Fax: (231) 256-0174

**Victor Goldschmidt**  
*Chairman*

**Fred Cepela**  
*Vice-Chairman*

**Trudy Galla**  
*Planning Director*

**Gail Myer**  
*Senior Planner*

---

## Notice of Intent

**From:** Victor Goldschmidt, Chairman  
**Date:** November 13, 2018  
**Subject:** General Plan Amendment Process

Please take notice that the Leelanau County Planning Commission intends to prepare a Leelanau County General Plan Amendment. The Planning Commission requests your cooperation and comment on the plan amendment.

It is the Commission's intent to electronically submit to you any information required to be submitted. If hard copies are a preferred method of submission, kindly provide the Commission the mailing address where the plan should be sent. Additionally, a copy of the proposed General Plan amendment will be available for inspection at the following places:

- a) Leelanau County Planning & Community Development office, 8527 E. Government Center Dr., Suite 108, Suttons Bay MI 49682
- b) At a link under the Leelanau County Planning Commission section on the county website at: <https://www.leelanau.cc/planningcomm.asp>

Information regarding the General Plan amendment process and meetings will be posted at [www.leelanau.cc](http://www.leelanau.cc)

We look forward to receiving your cooperation and comments.



**VILLAGE OF ELK RAPIDS**

315 BRIDGE STREET  
P.O. BOX 398  
ELK RAPIDS, MI 49629-0398  
231-264-9274

**Township of Elk Rapids**

315 Bridge Street  
P.O. Box 365  
Elk Rapids, MI 49629-0365  
231-264-9333

November 14, 2018

Antrim County  
Planning Commission  
P.O. Box 187  
Bellaire, MI 49615-0520

**RE: Notice of Adopted Collaborative Master Plan**

Over the past several months, the Village of Elk Rapids Planning Commission and the Elk Rapids Township Planning Commission have worked to update the Collaborative Master Plan. During the months of September and October, both Planning Commissions and the Township Board and Village Council approved the Collaborative Master Plan, pursuant to the requirements of the Michigan Planning Enabling Act (MPEA), as amended (MCL 125.3843).

Under Section 43 of the MPEA, your community or agency were provided an opportunity to comment and the draft plan and now receive this notice of adoption of the Master Plan.

The adopted Collaborative Master Plan can be found at [elkrapids.org](http://elkrapids.org) (Village Website) or at [elkrapids.com](http://elkrapids.com) (Township Website). IF you have any questions, please contact either one of us.

Thank you for your interest.

Sincerely,



Steve Ravezzani  
Elk Rapids Village  
Zoning Administrator  
(616) 264-9274



Larry Nix  
Elk Rapids Township  
Zoning Administrator  
(616) 264-9333