

County of Antrim
PLANNING COMMISSION

Rick Teague

Jim Gurr, Chairman

Laura Stanek

Mike Hayes

Jill Barnard

Karen Bargy

Barbara Bradford, Secretary

Jim Schnackenberg

February 4, 2014

Board of Commissioners Room, 2nd Floor, Antrim County Building, Bellaire

Members Present: Karen Bargy, Jill Barnard, Barb Bradford, Jim Gurr, Mike Hayes, Laura Stanek & Rick Teague

Members Absent: Jim Schnackenberg

Advisory Present:

Staff and Others: Peter Garwood, Janet Koch

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

2. Pledge of Allegiance

3. Conflict of Interest Disclosure

None.

4. Public Comment

None.

5. Organizational Meeting

Peter Garwood, County Administrator, chaired the meeting for the election of officers.

Nominations:

Jim Gurr was nominated for Chairman by Barb Bradford.

Motion by Barb Bradford, seconded by Rick Teague, to close nominations for Chairman and cast a unanimous ballot for Jim Gurr. Motion carried – unanimous.

~~Jill Barnard~~ Rick Teague was nominated for Vice-Chairman by ~~Rick Teague~~ Jill Barnard.

Motion by Barb Bradford, seconded by Jim Gurr, to close nominations for Vice-Chairman and cast a unanimous ballot for ~~Jill Barnard~~ Rick Teague. Motion carried – unanimous.

Barb Bradford was nominated for Secretary by Karen Bargy.

Motion by Laurie Stanek, seconded by Rick Teague, to close nominations for Secretary and cast a unanimous ballot for Barb Bradford. Motion carried – unanimous.

Motion by Laurie Stanek, seconded by Jim Gurr, to set the regular meetings for the first Tuesday of the month at 7:00 p.m. Motion Carried – unanimous.

6. Approval of Minutes

Jill Barnard noted that on the third and final page of the December 3, 2013 minutes, that under Various Matters, Mr. Schnackenberg should be replaced by Mr. Gurr.

Motion by Rick Teague, seconded by Jill Bernard, to approve the Planning Commission minutes of December 3, 2013 as corrected. Motion Carried – unanimous.

It was noted that the Planning Commission Secretary should sign the minutes when they are approved.

7. Antrim County Master Plan Work Plan

The Planning Commission has been considering changes to the Master Plan that will more strongly support agriculture. At the previous meeting, the Commission studied changes recommended by Stan Moore, Michigan State University Extension's Dairy Educator, and then asked for a number of revisions. Mr. Moore submitted the revised document to the Planning Department and Janet Koch, Associate Planner, provided the Planning Commission with copies.

It was agreed that the document was complete and should be incorporated into the next version of the Antrim County Master Plan.

Discussion ensued regarding the next topic the Planning Commission should consider. Mike Hayes presented an article from the *Traverse City Record-Eagle* regarding the aging population. Ms. Koch printed a copy of the Planning Commission's Top Implementation Steps that was a result of the June 4, 2013 meeting. Mr. Gurr said there was a more recent version.

The Commission discussed the aging population as a possible implementation step. Mr. Gurr asked the Commission to consider updates to the Elderly Care section of the Master Plan, pages 7-4 through 7-7. Barb Bradford noted Forest Home Township's Master Plan was a good example.

Mr. Gurr asked which implementation step the Planning Commission should consider next. Discussion ensued regarding step 3, "Linking future wind and solar energy production with protection of the long term viability of agriculture land." Ms. Stanek said a windmill representative had told her that the large network of gas pipelines in parts of Antrim County is a problem because the cabling from windmills to electrical substations is placed at the same depth.

There was a discussion regarding items 1, 2 and 5, all of which involve business. Mr. Garwood reminded the Commission that Antrim County has an Economic Development Corporation (EDC). Ms. Bary said that since Mr. Garwood is on the EDC, that he could ask for recommendations for those items.

Ms. Bradford spoke with concern on item 7, which addresses wellheads. She noted that the TCE plume is moving rapidly. Ms. Stanek said there are a number of abandoned wells in the County that aren't sealed. She also mentioned gas wellheads. Ms. Bradford mentioned Master Plan pages 3-3, 3-8 and 3-9.

Ms. Bary said she'd speak to the Health Department regarding their policies for Antrim County wells and water protection.

Motion by Laurie Stanek, seconded by Jill Barnard, to work on item 6, "Preserving the scenic beauty of the region," at the next meeting. Motion Carried – unanimous.

8. Eveline Township Comprehensive Plan 2013

The Planning Commission reviewed the Eveline Township Plan submitted on December 17, 2013 by M. C. Planning and Design.

Motion by Laurie Stanek, seconded by Barb Bradford, that the proposed Eveline Township Plan does not conflict with the Antrim County Master Plan, and to include staff comments with a letter to the Township. Motion Carried – unanimous.

9. Various Matters

MTA Convention

Ms. Bargy and Mr. Teague said there were over 1250 registrants to the convention, which was held the previous week at the Grand Traverse Resort in Acme. Mr. Teague heard it was the best attended MTA conference ever, but will report back to the Planning Commission at the next meeting with firm numbers. Ms. Barnard said the hospitality suite was very busy on the conference's second day.

Mr. Gurr said Sharon Schultz appreciated the support that the Planning Commission provided. The Planning Commission members at the conference felt that people attending left with a good impression of Antrim County. Ms. Bradford thanked everyone involved.

Great Lakes Energy

Mr. Hayes said that Great Lakes Energy Co-op will be proposing to divide their coverage area into 9 districts. Currently there are 9 directors-at-large. If the proposal passes, members will only be allowed to vote for a director in their own district. He noted that of 125,000 co-op members, only 5000 voted during the last ballot.

10. Public Comment

Mr. Gurr encouraged the Planning Commission members to read the "Placemaking" article about Cadillac in the December issue of the *Planning and Zoning News*.

Meeting adjourned at 9:12 p.m.

Submitted and Approved

Barb Bradford, Secretary Date:
Antrim County Planning Comm.

County of Antrim
PLANNING COMMISSION

Jill Barnard

Jim Gurr, Chairman

Laura Stanek

Mike Hayes

Rick Teague, Vice-Chair

Karen Bargy

Barbara Bradford, Secretary

Jim Schnackenberg

March 4, 2014

Board of Commissioners Room, 2nd Floor, Antrim County Building, Bellaire

Members Present: Rick Teague, Jim Gurr, Mike Hayes, Jill Barnard, Karen Bargy & Laura Stanek

Members Absent: Barb Bradford, Jim Schnackenberg

Advisory Present:

Staff and Others: Janet Koch

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

2. Pledge of Allegiance

3. Conflict of Interest Disclosure

None.

4. Public Comment

Jill Barnard asked if Janet Koch, Associate Planner, had talked to American Waste about the recycling of Styrofoam. Ms. Koch said she had contacted Mark Bevelhymmer and he'd confirmed that Styrofoam could be recycled at the Antrim County sites. Ms. Koch added that she will be sending a letter concerning the matter to the members of the Solid Waste and Recycling Council.

5. Approval of Minutes

Jill Barnard made a correction to the Organizational Meeting section of the minutes, stating that Rick Teague was nominated for Vice Chairman by Jill Barnard and that the unanimous ballot for Vice-Chairman was cast for Rick Teague.

Motion by Rick Teague, seconded by Jill Barnard, to approve the minutes of the February 4, 2014 meeting as corrected. Motion carried – unanimous.

Jim Gurr, Chairman, noted that the Planning Commission agenda included term ending dates that weren't current.

6. Antrim County Master Plan Work Plan

Karen Bargy said she'd started a conversation with Scott Kendzierski from the Health Department about the protection of non-municipal wells in Antrim County. It was the consensus of the Planning Commission that there wasn't much non-municipal well protection available, but Mr. Gurr encouraged her to find out what she could. A discussion ensued regarding the intention of the Master Plan regarding wellhead protection.

Elder Care Section

Mike Hayes alluded to a January 26, 2014 article from the Traverse City Record-Eagle, that had been included with the member’s packets. He noted that transportation can be a serious issue for the elderly. Mr. Gurr pointed out the existing third paragraph of the Master Plan’s page 7-4 and said this was an ongoing dilemma. Laura Stanek noted that elder housing capacity in Bellaire has increased in the last few years.

Ms. Bargy asked if the Planning Commission should develop implementation steps for elder care. As a whole, the Planning Commission felt the Elder Care section didn’t require changes. Mr. Gurr asked that the item be placed on the next agenda to allow for input from the absent Planning Commission members.

Implementation Step #6

The Planning Commission had a long discussion of the usefulness of the Master Plan’s Implementation Steps. Rick Teague said the Implementation Steps, when the Master Plan was originally created, were crafted to be general. The intention of this was to make the steps more useful to all the townships and villages in the County.

7. Acme Township Master Plan

Ms. Stanek said she saw no incompatibilities with the Antrim County Master Plan. Mike Hayes noted that the white on orange text was difficult to read. Rick Teague said that Acme Township should be congratulated for a fine job.

Motion by Laurie Stanek, seconded by Rick Teague, that the proposed Acme Township Plan does not conflict with the Antrim County Master Plan, and to include staff comments with a letter to the Township. Motion carried – unanimous.

8. Helena Township Zoning Ordinance Amendment

Mr. Gurr said the intent of the amendment was to allow property owners who owned a parcel of land across the road from their dwellings to construct an accessory building. The current zoning ordinance does not allow this.

Motion by Jill Barnard, seconded by Mike Hayes, to recommend that Helena Township approve Zoning Ordinance Section 5.01.01A as presented. Motion carried – unanimous.

9. Various Matters

Ms. Bargy said she would not be in attendance at the next Planning Commission meeting.

Meeting adjourned at 9:35 p.m.

Submitted and Approved

Barb Bradford, Secretary Date:
Antrim County Planning Comm.

County of Antrim
Planning Commission

Jill Barnard
Mike Hayes

Jim Gurr, Chairman
Rick Teague, Vice-Chair
Barbara Bradford, Secretary

Laura Stanek
Karen Bargy
Jim Schnackenberg

April 1, 2014
Board of Commissioners Room, 2nd Floor,
Antrim County Building, Bellaire, Michigan

Members Present: Jim Gurr, Barb Bradford, Mike Hayes, Jim Schnackenberg, Laura Stanek, and Rick Teague
Members Absent: Karen Bargy, Jill Barnard
Staff and Others: Peter Garwood, Janet Koch, Heidi Shaffer, Bill Bailey, Bob Wilson, and others.

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

2. Pledge of Allegiance

3. Conflict of Interest Disclosure

None.

4. Public Comment

Bob Wilson spoke of his concern regarding Agenda 21 issues.

5. Approval of Minutes

Motion by Laura Stanek, seconded by Rick Teague, to approve the minutes of the March 4, 2014 meeting as presented. Motion carried – unanimous.

6. Antrim County Master Plan Work Plan – Elderly Care Section

Mr. Gurr said the section had been discussed at the previous meeting, but he wanted the absent members to have a chance to discuss the topic.

Barb Bradford asked if it had been considered that Antrim County has an increasing number of retirees and that the younger wage earners have been leaving. Mr. Gurr said the language in the master plan is supportive of the needs of the elderly. He also said the master plan addresses the 2008 recession. Mike Hayes directed the commission's attention to page 6-2 of the master plan. Pete Garwood, County Administrator, said county income from taxes hasn't increased from the 2007 level.

Jim Schnackenberg said the danger of looking at the master plan in individual sections is that it's possible to lose sight of the master plan in its entirety.

Mr. Gurr suggested that "Elderly Care" section title be changed to "Concerns for An Aging Population" in the next revisions to the master plan.

7. Frederic Township Master Plan Review

The Planning Commission reviewed the proposed master plan for Frederic Township. Ms. Bradford said she was glad to see the plan's emphasis on recreation. She said she appreciated how the township values the direction they want to go.

Mr. Gurr said he saw no incompatibilities with the Antrim County master plan.

Motion by Barb Bradford, seconded by Jim Schnackenberg, that the proposed Frederic Township Master Plan does not conflict with the Antrim County Master Plan.

Motion carried – unanimous.

Janet Koch, Associate Planner, was directed to include the staff review and the pertinent portion of the meeting minutes with the letter to Frederic Township.

8. Banks Township Zoning Ordinance Amendment

The Planning Commission looked at the Banks Township zoning district map to determine the location of the township's "Village" zoning district.

Motion by Laura Stanek, seconded by Jim Schnackenberg, to recommend that Banks Township approve their Zoning Ordinance amendment of Article VI, Section 6.06.3, subsection 21, as presented. Motion carried – unanimous.

9. Various Matters

Ms. Koch said the Crawford County Master Plan had been submitted for their review the previous day and would be on the agenda in May. She also said a notice of intent to prepare a township master plan had been received from Whitewater Township.

Laura Stanek said she'd attended a public hearing regarding the proposed Jordan River bridge on Old State Road. She noted that a number of people cited concerns about wetlands if the culverts are removed.

Jim Schnackenberg said he'd like to see the Planning Commission work on outreach to the townships, especially with regards to future county master plans.

Rick Teague said the ambulance authority will be putting a millage increase on the August ballot. This millage will be on the ballot in the nine townships that are in the ambulance authority.

10. Public/Member Comment

None.

The meeting adjourned at 8:40 p.m.

County of Antrim
Planning Commission

Jill Barnard

Jim Gurr, Chairman

Laura Stanek

Mike Hayes

Rick Teague, Vice-Chair

Karen Bargy

Bill Bailey

Barbara Bradford, Secretary

Jim Schnackenberg

May 6, 2014

**Board of Commissioners Room, 2nd Floor,
Antrim County Building, Bellaire, Michigan**

Members Present: Jim Gurr, Bill Bailey, Karen Bargy, Jill Barnard, Barb Bradford, Mike Hayes, Jim Schnackenberg, and Rick Teague

Members Absent: Laura Stanek

Advisory Present: Stan Moore

Staff and Others: Brad Kik (through agenda item 4), Peter Garwood, and Janet Koch

1. Meeting called to order at 7:10 p.m. by Chairman Jim Gurr

2. Pledge of Allegiance

3. Conflict of Interest Disclosure

None.

4. Public Comment

Brad Kik of ISLAND distributed copies of sample zoning ordinances regarding community gardens that the Planning Commission had requested at an earlier meeting. He also provided a CD-ROM that contained sample ordinances to Janet Koch, Associate Planner.

Mr. Kik also wanted the Planning Commission to be aware of changes in the Right to Farm Act. He noted that due to the recently adopted changes in the Act's Generally Accepted Agricultural Management Practices (GAAMPs) some existing small farms might be excluded from Act.

Stan Moore, MSU-E Educator, said the backyard chicken ordinances enacted in various municipalities across the state will not be affected by the GAAMP changes.

5. Approval of Minutes

Motion by Rick Teague, seconded by Mike Hayes, to approve the minutes of the April 1, 2014 meeting as presented. Motion carried – unanimous.

6. Crawford County Master Plan Review

Karen Bargy noted that the Crawford County Master Plan reflects their concerns regarding recreation and wildfires.

Barb Bradford was appreciative of pages 4-20 through 4-24, which detail and identify sites of environmental contamination.

Pete Garwood, County Administrator, noted the composite zoning map on page 7-3, saying that with local zoning the various zoning districts are often of different designations. He said that the composite map is a useful tool.

Motion by Rick Teague, seconded by Karen Bargy, that the proposed Crawford County Master Plan does not conflict with the Antrim County Master Plan, and to include the staff review with a letter to Crawford County. Motion carried – unanimous.

7. Torch Lake Township Zoning Ordinance Amendments

Ms. Koch drew the Planning Commission’s attention to the Torch Lake Planning Commission public hearing minutes for the proposed amendments. There was no public comment regarding either of the amendments.

Kennels

Karen Bargy asked if the Antrim County Animal Control has regulations regarding kennels; she expressed concern that the proposed ordinance might conflict with the Antrim County regulations. She also noted that the proposed Section 3E.02.j could be difficult to enforce.

Mr. Moore said that the Michigan Department of Agriculture and Resource Development (MDARD) creates regulations regarding kennels, that local animal control units enforce the regulations.

Jim Schnackenberg noted proposed Section 3E.02i, which states that “All required state and local licenses and permits shall be obtained and maintained in good standing at all times.”

Wineries, Cideries, Micro-Breweries and Micro-Distilleries

Ms. Bargy asked Mr. Moore if the businesses described in this proposed amendment would have any protection against the Right to Farm Act. Mr. Moore said much of the language in the amendment is related to processing, which doesn’t fall inside the Right to Farm Act. **See correction at end of minutes.*

Ms. Bradford spoke in support of encouraging the types of businesses described in the proposed amendment.

Mr. Moore pointed out that under the proposed amendment, wineries would not be permitted in either the Commercial or Village Business zoning districts.

Ms. Bargy said the proposed amendment was restrictive to business.

Mr. Gurr said many of the parameters were inhibiting. Mr. Moore felt some of the limitations were arbitrary.

Motion by Karen Bargy, seconded by Rick Teague, that the Antrim County Planning Commission deems the Torch Lake Township Planning Commission’s stated intent in Section 3E.01 and in Section 6.02.M.4.01 to allow certain businesses to be established to be in conflict with both proposed zoning ordinance amendments due to the nature of the site conditions and conditions of operations, and that the Antrim County Planning Commission also deems the proposed amendments to be in conflict with the Antrim County’s Master Plan statement to promote “growth/expansion of value added agricultural opportunities and use of local products.” Motion carried – unanimous.

8. Various Matters

The Planning Commission discussed their next action regarding the Master Plan’s implementation steps. Mr. Gurr said the Master Plan was written as a document to work as a support for many different types of organizations.

Mr. Schnackenberg said he thought the Planning Commission’s support of the Michigan Township Association’s January convention in Traverse City was an excellent example of

positive implementation steps. He added that he will bring some proposed implementation steps to the next meeting.

Ms. Bradford expressed a concern regarding broadband and cellular service to the entire county.

Ms. Bargy said that reviewing Master Plan sections and detailing implementation steps are two separate topics.

It was decided that the Planning Commission will discuss the Elderly Care section and continue last fall's discussion of implementation steps at their next meeting. Mr. Hayes said that master plans are never truly complete.

Ms. Koch said that the County's Administration/Planning Department often gets comments from people who have referenced the Master Plan for various reasons. She said she will try and communicate those comments to the Planning Commission.

Mr. Gurr asked Ms. Bargy if she had contacted Scott Kendzierski of the Health Department regarding wellhead protection. She said she will.

Mr. Schnackenberg said he'd attended two days of the recent Inland Lakes Convention held at Boyne Mountain. He distributed notes that he'd taken at the convention. **(See attached pg. 1)**

Ms. Koch told the Planning Commission that she was working to organize a flood insurance informational workshop for local officials and other interested parties. She plans to hold the event in June and will inform the Planning Commission when a date is set.

9. Public/Member Comment

Jill Barnard spoke in favor of recycling efforts she has seen across the country.

Mr. Teague said he'll be researching state laws that hold townships responsible for community septic systems if they are not maintained or if there is a discharge.

Motion by Karen Bargy, seconded by Rick Teague, to adjourn the meeting.

Motion carried – unanimous.

The meeting adjourned at 9:10 p.m.

**At the June 3, 2014 Planning Commission meeting, Stan Moore said that a correction should be made to agenda item 7 under Wineries, Cideries, Micro-Breweries and Micro-Distilleries, that the Right to Farm Act, under the Generally Accepted Agricultural and Management Practices for Farm Markets, does in fact cover wineries, distilleries, etc.*

**Submitted and Approved as
Amended**

Barb Bradford, Secretary
Antrim County Planning Comm.
Date:

County of Antrim
Planning Commission

Jill Barnard

Jim Gurr, Chairman

Laura Stanek

Mike Hayes

Rick Teague, Vice-Chair

Karen Bargy

Bill Bailey

Barbara Bradford, Secretary

Jim Schnackenberg

June 3, 2014

**Board of Commissioners Room, 2nd Floor,
Antrim County Building, Bellaire, Michigan**

Members Present: Jim Gurr, Bill Bailey, Jill Barnard, Barb Bradford, Mike Hayes, Jim Schnackenberg, Laura Stanek, and Rick Teague

Members Absent: Karen Bargy

Advisory Present: Stan Moore

Staff and Others: Peter Garwood, Janet Koch and Heidi Shaffer (attended first part of meeting)

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

2. Pledge of Allegiance

3. Conflict of Interest Disclosure

None.

4. Public Comment

Heidi Shaffer, Antrim County Soil Erosion Control Officer, said there is a strong need for an environmental officer type of service in Antrim County. She told the Planning Commission that she has been extremely busy responding to property owners with issues related to the recent high waters.

Barb Bradford, Rick Teague, and Jim Gurr all spoke in favor of Ms. Shaffer's extensive efforts in the community. There was a discussion of the future role for the County's Soil Erosion Control Officer.

5. Approval of Minutes

Barb Bradford noted that, at the bottom of the first page of the May minutes, there was a missing letter "t."

Stan Moore said that a correction should be made to agenda item 7 under Wineries, Cideries, Micro-Breweries and Micro-Distilleries, that the Right to Farm Act, under the Generally Accepted Agricultural and Management Practices for Farm Markets, does cover wineries, distilleries, etc.

Motion by Mike Hayes, seconded by Jim Schnackenberg, to approve the minutes of the May 6, 2014 meeting as amended. Motion carried – unanimous.

6. Elk Rapids Township Zoning Amendments

Amendment 2014-01

This proposed amendment deletes the existing Sections 2.11-A & B. These sections restrict construction on various types of shorelines.

Ms. Shaffer said that any construction from the Ordinary High Water mark out is the Department of Environmental Quality's responsibility.

Motion by Mike Hayes, seconded by Jim Schnackenberg, to recommend that Elk Rapids Township approve their Zoning Ordinance amendment 2014-01. Motion carried – unanimous.

Amendment 2014-02

This amendment, since it was not approved by the Elk Rapids Township Planning Commission, was not reviewed or discussed by the Antrim County Planning Commission.

7. Various Matters

Implementation Steps

Jim Schnackenberg spoke regarding implementation steps that the Planning Commission might consider. He said he'd reviewed the enabling act with an eye to how the Planning Commission might take a more active role. He said a Needs Assessment could help guide initiatives. The Health Departments, the Commission on Aging, and others often perform Needs Assessments, and the Planning Commission could ask those agencies to add some planning-based questions. He said that visioning sessions had been done, but the sessions were done at least ten years ago.

Mr. Schnackenberg said that Antrim County has the added challenge of geographical separation, but a County-wide forum with local officials could help the Planning Commission assist with planning issues. He also said the Planning Commission could create a larger website presence inside the County website, and that building a presence for the process of planning could be beneficial to many.

Another suggestion of Mr. Schnackenberg's was for the Planning Commission to dialog with organizations and agencies such as the Health Department. He added that Antrim County is currently 60th of the 83 Michigan counties with regard to health outcomes, and that starting discussions of how the Planning Commission can assist these agencies could be a good start. Other suggestions of agencies that could be contacted included local schools, COA, and the Mancelona Community Foundation.

Laura Stanek said that Mr. Schnackenberg is talking about the Planning Commission reaching out to the community. Mr. Gurr said this would take a different application of energy than the Planning Commission has recently expended.

Mr. Schnackenberg asked Planning Commission members to look at the Master Plan, specifically Chapter 10 – Guiding Principles and Chapter 12 – Implementation, and bring specific suggestions to the next meeting on how the Planning Commission can begin to proceed with implementation steps. Mr. Gurr asked that this be an agenda item for the July meeting.

Forest Home Township

Mr. Schnackenberg asked if the Planning Commission felt they had a role regarding the proposed distillery in Forest Home Township. It was agreed that making any comment as a Planning Commission would be ill-advised.

Elderly Care

The Planning Commission discussed whether or not there was a need to review the Elderly Care section of the master plan and if there was a need to develop implementation steps for this section. The Commission decided to wait until the five year master plan review to do so.

MTA Convention

The Planning Commission received notes of thanks from the Antrim County chapter of the Michigan Township Association (MTA) for their support of the hospitality suite at the annual MTA convention in Traverse City. ~~The note specifically thanked Jim Gurr, Jill Barnard and Karen Barge for their help.~~ The Planning Commission thanked the members who participated.

Notices of Intent

Ms. Koch, Associate Planner, told the Commission that Notices of Intent to Plan had been received for Otsego County's master plan and for a joint master plan between Boyne Valley Township and the Village of Boyne Falls.

Other Topics

Ms. Barnard raised the question of enforcement regarding portions of the Elk Rapids Township Zoning Ordinance.

8. Public/Member Comment

Mr. Schnackenberg said a new lake association is being formed on the upper Chain of Lakes.

Mr. Teague said he'd read that since the inception of northern Michigan's Prescription and Over-the-Counter Drug Drop-Off Program (POD) program, that 50 million pounds of unused medications have been prevented from entering the Great Lakes water system.

Mr. Moore told the Commission that the Michigan State University-Extension office had recently completed a tractor safety course in Ellsworth. Seventeen students passed the course.

Mr. Hayes noted MSU-E's 100th Anniversary Open House on Thursday, June 12. The event will be held at the county's MSU-E office from 11:30 am to 1:30 pm.

Motion by Barb Bradford, seconded by Rick Teague, to adjourn the meeting. Motion carried – unanimous.

The meeting adjourned at 9:05 p.m.

Submitted and Approved

Barb Bradford, Secretary
Antrim County Planning Comm.
Date:

County of Antrim
Planning Commission

Jill Barnard

Jim Gurr, Chairman

Laura Stanek

Mike Hayes

Rick Teague, Vice-Chair

Karen Bargy

Bill Bailey

Barbara Bradford, Secretary

Jim Schnackenberg

August 5, 2014

**Board of Commissioners Room, 2nd Floor,
Antrim County Building, Bellaire, Michigan**

Members Present: Jim Gurr, Bill Bailey, Barb Bradford, Jim Schnackenberg, Laura Stanek, and Rick Teague. Karen Bargy arrived at 7:55 p.m.

Members Absent: Jill Barnard, Mike Hayes

Advisory Absent: Stan Moore

Staff and Others: Peter Garwood, Janet Koch

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

2. Pledge of Allegiance

3. Conflict of Interest Disclosure

None.

4. Public Comment

None.

5. Approval of Minutes

The Planning Commission asked that one sentence of the minutes be changed. Under 7. Various Matters, MTA Convention, the final sentence of the paragraph was changed to “The Planning Commission thanked the members who participated.”

Motion by Barb Bradford, seconded by Jim Schnackenberg, to approve the minutes of the June 3, 2014 meeting as amended. Motion carried – unanimous.

6. Torch Lake Township Zoning Ordinance Amendments

Janet Koch, Associate Planner, told the Planning Commission that due to the cancellation of their July meeting and the timing of her receipt of the amendment, that the 30 day review period had already expired. The Planning Commission chose to move ahead with reviewing the proposed amendments of additions to Chapter XXIII: Definitions and the addition of the new Section 6.02.M.5: Permitted Uses, Agricultural District.

Rick Teague asked if logging was considered an agricultural activity. Staff was directed to investigate the issue. Pete Garwood, County Administrator, read a definition of silviculture, which stated that management of a woodlot was considered silviculture.

Mr. Gurr asked the Planning Commission if anyone found any incompatibilities between the proposed amendments and Antrim County's master plan.

Motion by Laurie Stanek, seconded by Barb Bradford, that the Antrim County Planning Commission found no incompatibilities between the proposed Torch Lake Township zoning ordinance amendments and the County's Master Plan, and recommended approval of the amendments. Motion carried – unanimous.

Mr. Gurr noted the reference to section 16, which was not included in the materials provided.

7. Master Plan

Provided in the Planning Commission packets were copies of the implementation steps regarding economic development that were provided by Mr. Garwood and Mr. Schnackenberg (see **attached pgs. 1-2**). Mr. Schnackenberg said the steps had been endorsed by the Antrim County Economic Development Corporation (EDC) and had been developed from chapter 6 of the master plan.

Mr. Schnackenberg said these steps were examples of what the Planning Commission could do to keep moving forward. Mr. Gurr asked about funding for the first two steps of item 3, both of which involved the possibility of hiring an outside firm. Mr. Schnackenberg said the EDC has a line item for consultants. There was a discussion of the interaction between the Planning Commission and the EDC. Mr. Schnackenberg said he was also a member of the EDC.

Ms. Bradford said she sees a need for internet access in the more rural parts of the County. Mr. Gurr asked what roles the County and the marketplace play in that issue. Mr. Garwood said item 3, which discusses the creation of a "How-To" guide for the creation of a wireless local area network, is a place to start. Mr. Schnackenberg agreed and said it would be a resource for people who might be interested in providing Wi-Fi.

The possibility was mentioned that information regarding the creation of a Wi-Fi area might already be available. Ms. Koch said she would be talking with Land Information Access Association (LIAA), the nonprofit organization that provides the County's website platform, about a redesign of the County's website. She told the Planning Commission that she would ask LIAA about information regarding the creation of a wireless local area network.

Mr. Gurr asked that an item regarding implementation steps be placed on the next Planning Commission agenda.

Mr. Schnackenberg said the master plan's chapters 10 and 12 are inspirational statements that still hold and will be scrutinized more closely at review time. Laura Stanek said when the master plan was first put together, there was a lot of resistance, but many of the current concerns of the Planning Commission and ~~may~~ many county residents have to do with growth. Ms. Stanek said lack of infrastructure is a deterrent to growth.

Mr. Schnackenberg said he had no intention of revising Chapter 10 of the master plan; the implementation steps were created to give a background for the Planning Commission's progress. Mr. Gurr said he's encouraged by the progress toward Chapter 10 in the time since the master plan was written.

Ms. Bradford asked about the current status of the Fab Lab. Mr. Garwood said the first classes are being offered at local companies, Ms. Koch said Ellsworth is scheduled to have a class this fall. Ms. Bradford asked to receive the newsletter from Northern Lakes Economic Alliance. Mr. Teague said Moran Iron Works is teaching a welding class at North Central Michigan College.

Karen Bary asked if the implementation strategies are going to the Board of Commissioners for their approval. Mr. Schnackenberg said the Planning Commission seems to be considering two basic approaches; that Mr. ~~Gur~~ Gurr is looking at the master plan as a review process, and that he and Ms. Bary are looking for ways for the Planning Commission to develop ideas fulfilling the master plan.

Ms. Bary said that, as a county commissioner, if she's given a tool to use such as the proposed implementation steps she is more able to help facilitate the master plan.

Mr. Teague said the master plan has goals, but steps to reach those goals haven't been defined.

Mr. Gurr said he didn't think it was the Planning Commission's ~~for the County's~~ role to push **the County** in any given direction.

Motion by Jim Schnackenberg, seconded by Barb Bradford, to recommend that the Board of Commissioners consider moving on the implementation steps provided from chapter 6 of the master plan. Motion carried – unanimous.

8. Various Matters

Ms. Bary distributed copies of the Health Department's annual report and spoke highly of their efforts and communication and resource coordination.

Mr. Teague reminded the Planning Commission about the COA picnic at 11:00 a.m. on Thursday, August 14; Ms. Bary noted that the Antrim County Fair was being held August 7 through August 9.

Mr. Schnackenberg asked if there could be clarification on whether or not Forest Home Township had amended their zoning ordinance within the last few months. Mr. Garwood said his office would find the answer to that and bring it back to the Planning Commission.

9. Public/Member Comment

None.

Motion by Barb Bradford, seconded by Laurie Stanek, to adjourn the meeting. Motion carried – unanimous.

The meeting adjourned at 9:00 p.m.

Submitted and Approved

Barb Bradford, Secretary
Antrim County Planning Comm.
Date:

DRAFT

County of Antrim
Planning Commission

Jill Barnard

Jim Gurr, Chairman

Laura Stanek

Mike Hayes

Rick Teague, Vice-Chair

Karen Bargy

Bill Bailey

Barbara Bradford, Secretary

Jim Schnackenberg

Minutes

September 2, 2014

**Board of Commissioners Room, 2nd Floor,
Antrim County Building, Bellaire, Michigan**

Members Present: Jim Gurr, Bill Bailey, Karen Bargy, Jill Barnard, Barb Bradford, Mike Hayes, Laura Stanek and Rick Teague.

Members Absent: Jim Schnackenberg

Advisory Absent: Stan Moore

Staff and Others: Peter Garwood, Janet Koch

1. Meeting called to order at 7:06 p.m. by Chairman Jim Gurr

2. Pledge of Allegiance

3. Conflict of Interest Disclosure

None.

4. Public Comment

None.

5. Approval of Minutes

It was pointed out that the word “may” in the second sentence of the sixth paragraph of agenda item 7 should be “many.” The last paragraph of agenda item 7 previous to the motion was changed to read “Mr. Gurr said he didn’t think it was the Planning Commission’s role to push the County in any given direction.” Also, the spelling of Mr. Gurr’s name in the ninth paragraph of agenda item 7 was corrected.

Motion by Barb Bradford, seconded by Rick Teague, to approve the minutes of the August 5, 2014 meeting as corrected. Motion carried – unanimous.

6. Master Plan Implementation Steps

Pete Garwood, County Administrator, and Janet Koch, Associate Planner, gave an update on the redesign of the County’s website. The redesigned site will include a “Business” pull-down menu item at the top of each page. This is part of the Implementation Strategy that was approved by the Planning Commission on August 5, 2014 and approved by the Board of Commissioners on August 14, 2014.

DRAFT

Karen Bargy said she'd asked Ms. Koch to work through the more than eighty implementation steps that are part of the master plan and present a working document to the Planning Commission. Ms. Koch said she will bring the results to the next meeting. Barb Bradford said she'd made a list of implementation suggestions at the June meeting and will provide them to Ms. Koch for inclusion in the document.

Mike Hayes said the Planning Commission would benefit from reading a recent housing report regarding place making in Antrim County. This report, titled Antrim County: Place-Based Targeting Strategy, is a recent requirement from the Michigan State Housing Development Authority to receive grant funding. Mr. Garwood said he would provide copies and include them with the packets for the next meeting.

7. Planning Commission 2015 Budget

The Planning Commission reviewed the proposed 2015 budget.

Motion by Karen Bargy, seconded by Jill Barnard, to accept the 2015 budget as presented. Motion carried – unanimous.

Ms. Bradford referred to the Capital Improvement Plan and asked if there were any projects the Planning Commission should be considering. County-wide aerial photography was discussed.

8. Various Matters

Amendment to Agenda

Motion by Barb Bradford, seconded by Mike Hayes to amend the agenda to include the item “Elk Rapids Township Zoning Ordinance Amendment.” Motion carried – unanimous.

Elk Rapids Township Zoning Ordinance Amendment

The Planning Commission discussed the proposed amendment. Laura Stanek said she saw no incompatibilities with the Antrim County Master Plan, and that the change would not affect the county's day park.

Motion by Laura Stanek, seconded by Mike Hayes, to recommend that Elk Rapids Township approve the proposed Zoning Ordinance amendment 2014-3.

Motion carried – unanimous.

Forest Home Township Zoning Ordinance Amendment

Ms. Koch said she'd been asked at the previous meeting to determine whether or not Forest Home Township had amended their zoning ordinance within the last few months. She said she'd contacted the township and had been told that while there had been an amendment, it had also been rescinded.

Other Various Matters

Barb Bradford asked if changing the Planning Commission meeting date would give the townships more time to submit proposed amendments. The Planning Commission discussed the question and chose to keep their meeting dates the same.

Mike Hayes noted the upcoming Michigan Association of Planning conference, which will take place in early October on Mackinac Island. Mr. Garwood said there was training money in the budget if anyone would like to attend. Ms. Koch said she will be attending the conference and will bring back a report to the Planning Commission.

DRAFT

Rick Teague said he was seeing renewed interest in point-of-sale septic inspections. He said that while he agrees with the intent, that as a township supervisor he is reluctant to approve an ordinance that requires such inspections. Ms. Bary said Milton Township’s point-of-sale ordinance has been successful. Mr. Garwood said a representative from the Health Department could be invited to a future meeting to give an overview of the Milton Township ordinance.

Ms. Koch said that Marion Township in Charlevoix had sent a Notice of Intent to Plan regarding the township’s master plan. M. C. Planning & Design will be assisting the township with the plan’s update. Ms. Koch also noted that she would sign members up for NLEA e-newsletters if they are interested.

9. Public/Member Comment

None.

Motion by Barb Bradford, seconded by Rick Teague, to adjourn the meeting.

Motion carried – unanimous.

The meeting adjourned at 8:55 p.m.

Submitted and Approved

Barb Bradford, Secretary
Antrim County Planning Comm.

Date:

County of Antrim
Planning Commission

Jill Barnard
Mike Hayes
Bill Bailey

Jim Gurr, Chairman
Rick Teague, Vice-Chair
Barbara Bradford, Secretary

Laura Stanek
Karen Bargy
Jim Schnackenberg

Minutes
October 7, 2014
Board of Commissioners Room, 2nd Floor,
Antrim County Building, Bellaire, Michigan

Members Present: Jim Gurr, Bill Bailey, Karen Bargy, Jill Barnard, Barb Bradford, Laura Stanek and Rick Teague.
Members Absent: Mike Hayes, Jim Schnackenberg
Staff and Others: Peter Garwood, Janet Koch, and Stan Moore

1. Meeting called to order at 7:06 p.m. by Chairman Jim Gurr

2. Pledge of Allegiance

3. Conflict of Interest Disclosure

None.

4. Public Comment

None.

5. Approval of Minutes

Motion by Laura Stanek, seconded by Rick Teague, to approve the minutes of the September 2, 2014 meeting as presented. Motion carried – unanimous.

6. Master Plan Implementation Steps

The Planning Commission reviewed the report from Janet Koch, Associate Planner, which had been included in the packets. The report included an analysis of the more than eighty implementation steps in the Master Plan.

Rick Teague asked what the Planning Commission could actually do, given that Antrim County doesn't have a zoning ordinance. Karen Bargy said the language of the Master Plan implies that action will take place – if no action will be likely, the next Master Plan shouldn't include that type of language.

Mr. Teague said the purpose of the County's Master Plan is to create a vision. Stan Moore, Michigan State University Extension Educator, said he thought there was a role for the Planning Commission in each of the activity categories Ms. Koch had proposed.

Barb Bradford said the Planning Commission could focus on issues that concern non-zoned townships, issues that could educate and inform. She used the example of flooding. Pete Garwood, County Administrator, suggested education regarding the Land Division Act.

Karen Bary said each Planning Commission member could choose something that is actionable, giving an example of educating people on taking care of septic systems and education regarding services available from the County Forester. A workshop for local real estate agents regarding the care of septic systems was discussed. Mr. Garwood said townships might also be interested in hearing from the health department about Milton Township's Point-of-Sale Ordinance.

Ms. Bary suggested that it might be useful to note whether each implementation step is actionable or a vision item.

Mr. Gurr asked all Planning Commission members who wished to bring specific action items to the next meeting to do so.

7. Elk Rapids Township Zoning Amendment

After a short discussion, the Planning Commission made the following motion:

Motion by Laura Stanek, seconded by Rick Teague, to reaffirm the motion made on September 2, 2014 recommending that Elk Rapids Township approve the proposed Zoning Ordinance amendment 2014-3. Motion carried – unanimous.

8. November Meeting Date

The Planning Commission discussed the next meeting date. If held as scheduled, the next meeting would take place on November 4, which will be an election day. The Planning Commission considered other dates, but ultimately chose to maintain the November 4 meeting date.

9. Various Matters

Ms. Bradford noted that the Planning Commission hadn't discussed the housing report, "Place-Based Targeting Strategy." She said it was worthy of discussion. Mr. Garwood said the report had been a requirement from the State to obtain housing grants.

Mr. Gurr mentioned uses regarding a non-operating gravel pit in Helena Township. Mr. Garwood suggested investigating state statutes that concern reclamation.

Ms. Koch told the Planning Commission that their requested budget line items for Travel and Training had been reduced by the Finance Committee.

Motion by Barb Bradford, seconded by Rick Teague, to adjourn the meeting.

Motion carried – unanimous.

The meeting adjourned at 8:28 p.m.

Submitted and Approved

Barb Bradford, Secretary
Antrim County Planning Comm.

Date:

County of Antrim
Planning Commission

Jill Barnard
Mike Hayes
Bill Bailey

Jim Gurr, Chairman
Rick Teague, Vice-Chair
Barbara Bradford, Secretary

Laura Stanek
Karen Bargy
Jim Schnackenberg

Minutes
December 2, 2014
Board of Commissioners Room, 2nd Floor,
Antrim County Building, Bellaire, Michigan

Members Present: Jim Gurr, Bill Bailey, Karen Bargy, Jill Barnard, Barb Bradford, Mike Hayes, Jim Schnackenberg, Laura Stanek, and Rick Teague
Members Absent: Stan Moore
Staff and Others: Peter Garwood, Janet Koch, and Leslie Meyers

1. Meeting called to order at 7:02 p.m. by Chairman Jim Gurr

2. Pledge of Allegiance

3. Conflict of Interest Disclosure

None.

4. Public Comment

None.

5. Approval of Minutes

Motion by Jill Barnard, supported by Barb Bradford, to approve the minutes of the October 7, 2014 meeting as presented. Motion carried – unanimous.

6. Hazard Mitigation Plan

Leslie Meyers, Emergency Services Coordinator for Antrim County, said her position was mandated by the Federal government. She added that qualifying for Federal hazard mitigation grant funding necessitates having a Natural Hazards Mitigation Plan. A proposed plan has been put together by Networks Northwest (formerly the Northwest Michigan Council of Government). The current plan has expired. Ms. Meyers said she hopes the County never needs to use the plan, but that one should be in place. She said she welcomed comments and suggestions regarding the plan.

Mike Hayes said he didn't see a lot of direction toward planning providing for emergency services in the event of a tornado or similar disasters. Ms. Meyers said that's part of the normal operations for emergency services and that details regarding operations are covered in ten different emergency action guidelines (EAGs).

Karen Bargy pointed out that the index refers to Benzie County, not Antrim County. She also noted that the document refers to the Northwest Michigan Council of Government (COG), not

Networks Northwest and if that should be changed. Ms. Meyers said the name issue had been considered, and it had been decided that since the COG had initiated the plan, that the name should continue in the document.

Ms. Bargy agreed with Ms. Meyers that it was a repetitive document, adding that she thought shoreline erosion should be considered more seriously as it is a real probability.

Bill Bailey, pointed to index item IX, Climate Change Solutions, asking that it instead be referred to as “Naturally Occurring Climate Change Solutions.” Ms. Meyers said only naturally occurring events can be included in the plan. She noted that she is trying to get the TCE plume into the plan, but since it isn’t a natural occurring hazard, that it might not be allowed. Mr. Gurr said the document is tied to the Federal Emergency Management Agency (FEMA).

Ms. Bradford noted a missing word on page ten, under the Snow and Ice section. She also noted that there had been issues regarding the elderly during the March snowstorm from a few years ago. In addition, she noted that there had been instances in the document regarding “County Planning,” and wondered if that referred to the Planning Commission or the Administration/ Planning Department.

Ms. Meyers said she would take the Planning Commission’s comments into consideration and try to incorporate them into the plan. Ms. Barnard asked that Ms. Meyers provide some language to the Planning Commission regarding natural hazards for the master plan review.

Mr. Gurr pointed out land use issues on page 298. Ms. Meyers said that, to the best of her knowledge, there isn’t a single home in Antrim County that has been built inside what is considered a “floodway.” A regulatory floodway is defined by FEMA as “the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.”

Motion by Jill Barnard, supported by Barb Barnard, to recommend that the Board of Commissioners approve the Natural Hazard Mitigation Plan. Aye – Jim Gurr, Bill Bailey, Jill Barnard, Barb Bradford, Laura Stanek , Rick Teague, Mike Hayes and Jim Schnackenberg; Nay – Karen Bargy. Motion carried.

Ms. Meyers left the meeting at 7:45 p.m.

7. Torch Lake Township Zoning Ordinance Amendment

The amendments concern temporary structures. The Planning Commission discussed the amendments. Ms. Bradford said that she wished township officials would attend the County meetings.

Ms. Bargy said she would like the planning office to bring the reasons for the amendment to the Planning Commission. Ms. Stanek said the reason for the instigation didn’t matter; that the Planning Commission’s job was to make sure the changes didn’t conflict with the County’s Master Plan or adjoining townships.

Ms. Bargy asked how the Building Department would regard the temporary structure ordinance.

Motion by Mike Hayes, supported by B Bradford, to recommend that Torch Lake Township approve the proposed Zoning Ordinance amendments that add Section 2.25 - Temporary Structures and add a definition of “Temporary Structure” to Section 23.01. Motion carried – unanimous.

8. “Framework for our Future”

Janet Koch, Associate Planner, gave the Planning Commission a brief overview of the proposed “Framework for Our Future” document that was being produced by Networks Northwest (formerly the Northwest Michigan Council of Governments). She said an earlier document, the Grand Vision, was produced as a regional master plan and that the Framework document provides strategies to help achieve the goals outlined in the Grand Vision. She recommended reading the summary first. The summary introduces each of the nine chapters.

9. Various Matters

The Planning Commission discussed the availability of COG maps produced during the Grand Vision project.

Elk Rapids Township Zoning Ordinance Amendment

Ms. Koch cited the history of the proposed zoning ordinance amendment 2014-3 and asked that the Planning Commission again make a recommendation regarding the amendment.

Motion by Mike Hayes, seconded by Barb Bradford, to recommend that Elk Rapids Township approve the proposed zoning ordinance amendment 2014-3. Motion carried – unanimous.

Power Plant Article

A newspaper article from the Gaylord *Herald Times* had been provided by Mike Hayes. The article described the approval process for a new natural gas-based power plant. The power plant was recently approved by the Elmira Township Board.

10. Public/Member Comment

Bill Bailey distributed copies of a MSUE publication regarding “Managing Your Septic System.” He also commented on the September 2014 issue of *Planning & Zoning News*, saying the theme of “Adapting to Climate Change” concerned him.

Pete Garwood, County Administrator, thanked Jim Schnackenberg for his service on the Planning Commission. Mr. Gurr also thanked Mr. Schnackenberg.

The next meeting will be January 6, 2015; Mr. Garwood said it will be an organizational meeting.

The meeting adjourned at 8:35 p.m.

Submitted and Approved

Barb Bradford, Secretary
Antrim County Planning Comm.
Date: