



PLANNING DEPARTMENT
(231) 723-6041
Fax (231) 398-3526
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Manistee County Planning Building, 395 Third Street Manistee, Michigan 49660

Meeting at:
6:15 p.m.
Thursday, July 22, 2021

Location
Manistee County Courthouse, County Board Room
415 Third Street
Manistee, Michigan

MANISTEE COUNTY PLANNING COMMISSION AGENDA

- A. Call to Order, Pledge of Allegiance and Roll Call.
- B. Approval of the Agenda.
- C. Public Comment.

Anyone wishing to address the Planning Commission.

All public comment on all agenda items should be presented at this time. After this, public comment is normally not allowed, however sometimes the planning Commission may direct questions to member of the public. Public comment occurs at the beginning of the meeting so the Commission can hear concerns and questions before acting on an issue. It is anticipated those making public comment are familiar with the issue and have prepared comments ahead of time. To help being prepared before the meeting a staff report other handouts are made for most agenda items. These are done before the meeting. If a member of the public wants a copy of any handouts to better prepare and anticipate discussion, please call the Planning Department Office so one copy can be sent to you without charge.

- D. Housekeeping Business.
 - 1. Approval of the June 24, 2021 Minutes
- E. Unfinished Business and Reports.
 - 1. Planning Department Update—Staff
 - a. USFS Grant/MCCD agreement
 - b. City contract update
 - c. Katie and Zach Reports
 - 2. Meetings and Trainings Attended by Planning Commission Members.
- F. New Business and Communications.
 - 1. Zoom meeting discussion
 - 2. Commission and Department Committee Appointments
 - 3. Planning Commission By-Laws
 - 4. Planning Commission Ordinance
 - 5. Other Business from Planning Commission members or its staff.
- G. Adjourn



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DRAFT
6:15 p.m., Thursday
June 24, 2021

Manistee County Board Room
415 Third Street
Manistee, Michigan

MINUTES

A. Call to Order, Pledge of Allegiance and Roll Call.

Vice Chair Goble called the meeting to order at 6:15 p.m.

Members Present: Ted Batzer, Eleanor DeYoung, Glenn Zaring, Mary Becker-Witt, and Sharon Goble. Zoom: Margaret Batzer—City of Manistee

Members Absent: Phil Landis

Ex-OFFICIO MEMBERS PRESENT: Mike Szokola Planning Director, Zach Sompels City Zoning /Planner 1, Katie Mehl Planner 1, and Nancy Baker Assistant to Planner

OTHERS PRESENT: Lisa Sagala County Administrator, Larry Gibson County Code Enforcement Officer, and Mary Reilley MSU Extension. Zoom: Robert Blackmore—Onkama, MI, and Pat Bentley Spicer Group—Bear Lake MI

B. Election of Officer—Vice Chair present to July 1, 2021 term

a. Vice Chair succeeds Chair vacancy

Vice Chair Goble assumed the role of Chair due to the resignation of Chair Rishel, leaving the Vice Chair position open.

b. Elect Vice Chair

Chair Goble asked for Vice Chair nominations.

Mr. Batzer nominated Mr. Zaring for Vice Chair. Mr. Zaring accepted.

Ms. Batzer nominated Ms. Becker-Witt for Vice Chair. Ms. Becker-Witt did not accept as she is Secretary.

Motion by Mr. Batzer, seconded by Ms. Becker-Witt to elect Mr. Zaring as Vice Chair.

Roll Call Vote: Yes-Mr. Batzer, Ms. Becker-Witt, Ms. DeYoung, Ms. Batzer, and Ms. Goble

Abstained: Mr. Zaring

Mr. Zaring was elected Vice Chair for the term June 24, 2021 to July 1, 2021.

C. Election of Officers—July 1 2021 to June 30, 2022 term

a. Chair

Chair Goble: "According to the Manistee Planning Commission By-laws the annual election of officers is to be held at the June meeting for the following year, July 1, 2021 to June 30, 2022." Ms. Goble turned the meeting over to Mr. Szokola, Planning Director. Mr. Szokola asked for Chair nominations. Ms. Batzer nominated Ms. Goble as Chair. Ms. Goble accepted. Mr. Zaring nominated Ms. Becker-Witt. Ms. Becker-Witt accepted.

Roll Call Vote to elect a Chair:

Voting Yes for Ms. Goble; Ms. Batzer, Ms. Goble

Voting Yes for Ms. Becker-Witt; Mr. Batzer, Mr. Zaring, Ms. Becker-Witt

Abstained: Ms. DeYoung

Ms. Becker-Witt is Chair for 2021/2022 term.

b. Vice Chair

Mr. Szokola turned the meeting over to Chair Goble.

Chair Goble asked for Vice Chair nominations.

Ms. Batzer nominated Ms. Goble as Vice Chair. Ms. Goble accepted.

Mr. Batzer nominated Mr. Zaring for Vice Chair. Mr. Zaring accepted.

Roll Call Vote to elect a Vice Chair:

Voting Yes for Ms. Goble; Ms. Batzer, Ms. Goble, Ms. Becker-Witt

Voting Yes for Mr. Zaring; Mr. Batzer

Abstained: Ms. DeYoung, Mr. Zaring

Ms. Goble is Vice Chair for 2021/2022 term.

c. Secretary

Chair Goble asked for Secretary nominations.

Ms. Becker-Witt nominated Mr. Zaring for Secretary. Mr. Zaring accepted.

Roll Call Vote to elect a Secretary:

Voting Yes for Mr. Zaring; Ms. Batzer, Ms. Goble, Mr. Batzer, Ms. Becker-Witt, Ms. DeYoung

Abstained: Mr. Zaring

Mr. Zaring is Secretary for 2021/2022 term.

d. Recording Secretary for 2021/2022 term

Mr. Zaring appointed Ms. Baker as Recording Secretary for the Planning Commission. The Planning Commission, by consensus, appointed Ms. Baker as Recording Secretary.

D. Approval of the Agenda.

Mr. Zaring moved, seconded by Mr. Batzer to approve the agenda as printed.

Roll call vote:

Yes: Mr. Batzer, Ms. Becker-Witt, Mr. Zaring, Ms. DeYoung, Ms. Batzer, and Ms. Goble

No: None

E. Public Comment.

None

F. House Keeping Business

a. Act to approve the May 27, 2021 Minutes.

Ms. Becker-Witt moved, seconded by Mr. Zaring to approve the May 24, 2021 minutes as printed.

Roll call vote:

Yes: Mr. Batzer, Ms. Becker-Witt, Ms. Batzer, Mr. Zaring, Ms. DeYoung, and Ms. Goble

No: None

G. Unfinished Business and Reports.

1. Remonumentation Update—Pat Bentley

The 2020 Close-out report was returned from the State pending more information. The requested information was submitted, and the State accepted the Close-out report. The 2021 contracts went to Ways and Means and the County Board. County Chair signed the contracts. Contracts were sent out. PD received 2 signed contracts back. Surveyors will soon begin their corner work. Contracts went out to surveyors- Wendy Papineau and Pat Bentley; Peer Review group- Patrick Johnson, Wendy Papineau, Patrick Bentley, and Sam Barnett.

2. Enforcement—Larry Gibson

Mr. Gibson stated he is a part-time contracted employee. He was doing blight for Bear Lake Village. County made contact regarding this position. He gave his law enforcement experience. The goal is to not write tickets but instead assist the landowners with their issue(s) and explain the ordinance so they can voluntarily come into compliance. Has handled 50 cases, closed some, about 20 remain open, recently opened a few new files. Mr. Szokola conveyed that Mr. Gibson has assisted with zoning site inspections to help close out permits.

3. Planning Department Update

Mr. Szokola:

- **Brownfield: Joslin Cove-- issue has gone to Ways n Means and was approved, have contacted Mac McClellan for assistance with this contract, this will go before the BRA in the near future. Kennedy School—the past developer has made contact on possibly moving forward with the project, they did not follow the previous contract, Manistee Township has reached out regarding input on this project, strict requirements will have to be put into place for them to move forward as they did not meet the criteria of the past agreement, a new plan must be submitted.**
- **Budget: has been completed with no additional staffing included, more staff will be needed if additional zoning contracts are added to the department**
- **USFS Grant/MCCD Agreement: have an agreement for AIS grant with the forest service and working with the Manistee Conservation District, grant provides training, power washer needs maintenance, there is unused money from 2018 AIS grant, modifications will be allowed to cover the maintenance and additional AIS training, power washer requires permitting so boat washings can occur, explained properly disposing of the water**

- **City Contract Update:** present city manager is retiring, new manager will not be in place for a few more months, this pushes back the ability to negotiate the contract, hoping to do this July or August

Ms. Mehl: submittal of land use permits has slowed down, met with NWNW and other regional development agencies, will have a summit regarding housing needs in the different regions, attended Planning Regional Advisory Committee (PRAC) to discuss community items/development, Arcadia Township recently redid their Master Plan and are working on updating their zoning map, looking into expired permits that can be closed out

Mr. Sompels: city hotel development passed, 74 Arthur SUP was approved for storage units at this location to become a growth operation, SUP for 314 Sibben PUD coffee shop/business rentals/apartments was received, denied SUP at 21 Cypress for a drive through deli which is not allowed in the peninsula district (location is the old gas station by NAPA) and unsure if they will resubmit different plans, HDC (Historic District Commission) will hold a special meeting for downtown signs, there are 4 downtown businesses currently using the city group policy for curbside pickup and outdoor dining, directional signage denial letter sent as this is not allowed at the current location. Mr. Szokola added the current city sign ordinance does not allow for directional signs but an amendment to this policy can be considered if the business is willing to apply for this which they are presently not doing due to the cost. The city sign ordinance rewrite is being discussed however the department currently cannot do or assist with this due to the present office workload.

4. Meetings and Trainings Attended by Planning Commission Members

Mr. Zaring: broadband; doing research on county availability, comparing to Mason County, and getting their feasibility and reports review, will look at a feasible study and what would be allowed by grant monies, getting approval of various townships and other government entities to bond a feasible study, some townships have agreed, not all townships have been contacted.

Ms. Becker-Witt: Norman Township discussed their Master Plan and possibly updating it. Their Planning Commission will be working on this.

Ms. Batzer: Technology Committee; discussed options of spending APEA funds, County has 3 years to spend this money, Gordon Co IT Tech will make a priority list, the Green Team is looking at an 8 Mile Road property for possibly relocating the Onekama recycling drop-off center.

H. New Business & Communications

1. Training—Mary Reilly

Power Point presentation:

- County (Co) Planning Commission (PC) roles and responsibilities
 - Responsibilities: #1 priority Master Plan, per MI Planning Enabling Act (MPEA), must be reviewed every 5 years
 - Capital Improvement Planning
 - County expenditures
 - Zoning amendments

- Zoning reviews (MPEA)
- Advisory zoning reviews; legal adaption procedures
- By-laws, minutes, findings
- Annual report, work plans, budget
- Board Rules
- Elected boards and appointed boards
- PC Ordinance
- Planning Department Roles
 - Present roles being handled: Recreation Plan, Grant Writing/Management, write Master Plan, Brownfield, Soil Erosion, Remonumentation, Solid Waste, writes municipal planning/zoning amendments, 911 Database, addressing, Co GIS, land division
 - Other counties have some of these functions in other departments
 - Zoning administration has been added to the department roles

2. Planning Commission By-Laws
Discussed during Power Point.

3. Planning Commission Ordinance
Discussed during Power Point.

4. Other Business from Planning Commission Members or Staff
Mr. Szokola: requested quotes for County-Wide Master Plan update and Capital Improvement Plan; Capital Improvement Plan updated scope of work cost estimate from NWNW is \$3,200 for March 2022, quote for County-Wide Master Plan update not received from NWNW; thanked Ms. Sagala for the great communication and support to the Planning Department, for Mr. Blackmore's attendance and Mary Reilly for her presentation.
Ms. Sagala remarked the communication with the department and PC is very important.
Ms. Batzer thanked Mary Reilly for her presentation and the great information.

G. Adjourn

The meeting was adjourned by call of the Chair. The meeting adjourned at 8:45 pm.

Respectfully submitted,



Nancy Baker, Recording Secretary, for
Mary Becker-Witt, Secretary, Manistee County Planning Commission
Date: June 24, 2021

COMMISSION AND DEPARTMENT COMMITTEE APPOINTMENTS

July 22, 2021

Executive committee: (The elected officers of the Commission) (Commission's Rules of Procedure):

Chair: **Ms. Mary Becker-Witt**
Vice Chair: **Ms. Sharon Goble**
Secretary: **Mr. Glenn Zaring**

Ex-Officio member of all committees of the Commission; Commission's and Planning Department's chief spokesman and lobbyist; represents the Commission, along with the County Boards of Commissioner's Commission member, before the County Board of Commissioners (Commission's Rules of Procedure):

Chair: **Ms. Mary Becker-Witt**
County Planning Director: **Mr. Mike Szokola**

Groundwater Protection Coordination Staff Team (Commission's Rules of Procedure):

County Planning Director: **Mr. Mike Szokola**

Soil and Sedimentation Control Board of Appeals cases; Manistee County Resource Conservation and Development Committee, with the Commission acting as that committee; Manistee County policy committee as created by the Manistee County Remonumentation Plan; Manistee County's computer, or digital, Geographic Information System (GIS) (Commission's Rules of Procedure and County Board delegation):

All members of the Commission act like a "committee of the whole" for the above purposes

Manistee County Plat Coordinating Committee (County Ordinance):

Ms. Sharon Goble
Mr. Richard Schmidt

Township zoning and planning reviews (past practice and Commission's adopted format for plan/zoning staff reports): Planning Director selects two Commissioners: The first is a commissioner whose "geographic area" includes that township. The second is a commissioner whose "interest representation" is most like the topic(s) at issue in the proposed plan or zoning ordinance/zoning amendment. Rarely, but sometimes, a third Commissioner is chosen for another "interest representation".

Wellhead Protection Program Coordination Team:

Ms. Sharon Goble
Mr. Robert Rishel (alternate)

Manistee County Technology Committee:

Mr. Glenn Zaring
Mr. Robert Rishel (alternate)

Geographic Information System (GIS) Policy Committee:

Mr. Robert Rishel
Mrs. Rosemary Daniels (alternate)
Mr. Theodore Batzer (alternate)
Mr. Rob Carson
Mr. Mike Szokola

Bear Creek Watershed Council (County is a member; Planning Commission appointee represents county):

Ms. Sharon Goble (Ms. Mary Becker-Witt alternate)

Betsie River Review Board of the Michigan Department of Natural Resources (administrative rule):

Mr. Rob Carson
Ms. Rosemary Daniels (alternate)
Mr. Richard Schmidt (alternate) (for County Board)

Pine River Review Board of the Michigan Department of Natural Resources (administrative rule):

Mr. Mike Szokola
Mr. Robert Rishel
Mr. Richard Schmidt (alternate) (for County Board)

Oakes Correctional Facility Liaison (State Corrections' protocol):

Mr. Theodore Batzer
Mr. Phil Landis (alternate)

Planner's Review and Advisory Committee of the board of the Networks Northwest (Rules of Procedure):

Mr. Robert Rishel
Mr. Rob Carson
Mr. Mike Szokola, Ms. Sharon Goble (alternate)

Manistee County Recycling Committee (Private not for profit board, Rules of Procedure):

Mr. Phil Landis

Manistee County Capital Improvement Plan

Mr. Robert Rishel

Manistee County Remonumentation Program

Mr. Richard Schmidt

Multi-Use Trail Committee—County Wide

Ms. Sharon Goble



Manistee County Planning Building, 395 Third Street Manistee, Michigan 49660

July 14, 2021

Dear Planning Commission Members,

At the last planning commission meeting, discussion was held regarding amendment to the planning commission ordinance for how often the commission must meet. It was brought to the attention of the commission that the use of "shall" when referring to meeting dates in the ordinance, indicates that the planning commission is required to meet at least once a month, with no route identified for canceling a meeting. The following text is section 110. Meetings, of the Manistee County Planning Commission Ordinance, with the proposed amendments included. The proposed amendment language is identified by red text, and any text that is proposed to be removed is identified with a strikethrough.

110. Meetings:

- A. The planning commission ~~shall~~ **may** meet at least once every month and **shall meet at least quarterly**. A majority of the planning commission shall constitute a quorum for the transaction of the ordinary business of said planning commission and all questions which shall arise at their meetings shall be determined by a vote of the majority of the members of the planning commission present.
- B. The affirmative vote of 2/3 of the total number of seats for members of the commission, regardless if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any plan or amendment to a plan.
- C. **A meeting may be cancelled due to lack of agenda items, lack of a quorum, or in case of force majeure.**

To amend this ordinance, a public hearing must be held. This can take place at the next regularly scheduled Planning Commission Meeting.

Please do not hesitate to contact me if you have any questions.

Regards,

A handwritten signature in cursive script that reads "Katie Mehl".

Katie Mehl
Planning and Zoning Administrator
Manistee County