

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

Thursday, January 27, 2022  
6:15 pm

Manistee County Board Room  
415 Third Street  
Manistee, Michigan

## MINUTES

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

**Secretary Zaring called the meeting to order at 6:15 p.m.**

Members Present: Eleanor DeYoung, Glenn Zaring, Ted Batzer, Duane Jones, and Margaret Batzer

Members Absent: Phil Landis and Mary Becker-Witt

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

OTHERS PRESENT:

### B. Election of Officer—Vice Chair Term, January 27, 2022, to July 1, 2022

#### a. Vice Chair vacancy

Vice Chair position is open-- Sharon Goble resigned from the Planning Commission.  
Mr. Glenn Zaring resigned his position as Planning Commission Secretary.

Mr. Szokola asked for Vice Chair nominations.

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

**Motion by Mr. Jones, seconded by Mr. Batzer to elect Mr. Zaring as Vice Chair.**

**Motion carried with a voice vote.**

Mr. Zaring was elected Vice Chair for the term January 27, 2022, to July 1, 2022.

#### b. Secretary vacancy

Mr. Zaring asked for Secretary nominations.

Mr. Zaring nominated Ms. DeYoung for Secretary. Ms. DeYoung accepted.

**Motion by Mr. Zaring, seconded by Mr. Jones to elect Ms. DeYoung as Secretary.**

**Motion carried with a voice vote.**

Ms. DeYoung was elected Secretary for the term January 27, 2022, to July 1, 2022.

C. Approval of the Agenda.

**Ms. Batzer moved, seconded by Mr. Batzer to approve the January 27, 2022, agenda as printed. Motion passed by a voice vote.**

D. Public Comment.

None

E. House Keeping Business

a. Act to approve the December 9, 2021, Minutes.

**Mr. Batzer moved, seconded by Ms. DeYoung to approve the December 9, 2021, minutes as printed. Motion passed by a voice vote.**

F. Unfinished Business and Reports.

1. Remonumentation Report—Pat Bentley, County Surveyor

No report was available.

2. Planning Department Update

Mr. Szokola:

- Soil Erosion and Brownfield; working on document updates
- Wage study for staff; looking at staff duties
- Soil Erosion; staff reviewing ordinance, PC will receive ordinance for their review
- Housing position; department and Housing North assisting with job description
- Training for PC is available, contact department for desired training registration
- Brown and Marilla Townships; requesting contracts with Planning Department for zoning enforcement, this would require more department staff

Ms. Mehl:

- Receiving more development requests
- Issuing land use permits
- Completed Stormwater Management operator training; certified for S.E. inspections, report inspections to Soil Erosion Officer
- Working through an Onekama Township ZBA issue
- All 2020 permits closed out
- Working on office plat map on communities

Mr. Sompels:

- Zoning ordinance text amendments; viewshed language, lot coverage, stormwater management
- HDC; Fricano's façade and signage
- ZBA; worked through discrepancies/confusing ordinance language

Mr. Zaring asked PC to bring attention to any discrepancies found in ZO language.

Mr. Szokola stated he is working on Brownfield issues and processing procedures.

3. Meetings and Trainings Attended by Planning Commission Members

Ms. Batzer; County Board discussing use of ARPA funds for county needs such as technology, building, county childcare issues etc.—Green Team working on a bid—Trails, NWNW working on grant application for another trail segment, segment from Chief to Kaleva completely worked out with great assistance from Snowbirds and DNR.

Mr. Batzer; prison handling covid well, hired 5 new staff, holding job fair, opened 30

years ago.

Mr. Zaring; broadband working on county issues, Udell Hill tower issues and placement of another tower for assisting with things like 911.

#### G. New Business & Communications

##### 1. Bear Lake Township Zoning Ordinance Amendment

Ms. Mehl: held 2 public hearings, amendments to some of their ZO language.

The Planning Commission requested Ms. Mehl inform Bear Lake Township their effort is greatly appreciated.

##### 2. Soil Erosion Ordinance

Mr. Szokola: reviewed packet documents, staff examining ordinance then PC will review/comment on it, EGLE will then receive ordinance to review with final document submitted to County Board for final approval—discussion on fees, penalties placed on responsible party doing work without permits in place-- program generates money, inspections require being out of the office and are very time consuming.

##### 3. Master Plan RFQ

Mr. Szokola: modified from NWNW, 2008 last Master Plan update, Master Plan contractor to work with department, PC and County Board, goal is for municipalities to have same definition language and processes while retaining their zoning districts, contractor to follow scope outline/process with other requirements, County Board will do final approval.

##### 4. Forms for Review

Ms. Mehl: forms for assisting PC and staff when reviewing a Master Plan, township rezoning issues, and text amendments- better organize PC and staff when dealing with future issues.

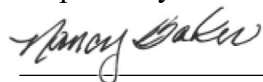
##### 5. Other Business from Planning Commission Members or Staff

Mr. Szokola reviewed the Annual Address Report which will be presented to the County Board.

#### H. Adjourn

The Chair declared all business complete. With no objection from the Planning Commission the meeting adjourned at 7:37 pm.

Respectfully submitted,



Nancy Baker, Recording Secretary, for  
Eleanor DeYoung, Secretary  
Manistee County Planning Commission  
Date: January 27, 2022