

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

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

Manistee County Board Room  
415 Third Street  
Manistee, Michigan

## MINUTES

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

**Chair Becker-Witt called the meeting to order at 6:15 p.m.**

Members Present: Ted Batzer, Eleanor DeYoung, Phil Landis, Mary Becker-Witt, Sharon Goble, and Margaret Batzer

Members Absent: Glenn Zaring

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. Zoom: Robert Blackmore—  
Onekama, MI,

### B. Approval of the Agenda.

**Ms. Goble moved, seconded by Mr. Landis to approve the agenda as printed. Motion passed with a voice vote.**

### C. Public Comment.

None

### F. House Keeping Business

a. Act to approve the June 24, 2021 Minutes.

**Ms. Batzer moved, seconded by Ms. Goble to approve the June 24, 2021 minutes as printed. Motion passed with a voice vote.**

### G. Unfinished Business and Reports.

#### 1. Planning Department Update

Mr. Szokola:

- USFS Grant/MCCD agreement:
  - 2018 grant money not all utilized, about \$5,500 left
  - Working with USFS to use the grant in the next 2 years
  - Would allow to add position for power washing
  - MCRC will be sending invoice

- Permits are required yearly, needed permits were reviewed, letter sent requesting waiver as no activity occurred last year due to Covid
- Act 451 was referenced; this act does not seem to pertain to current situation
- \$800 may be returned to grant which could be used for training

Mr. Batzer entered the meeting at 6:25 pm.

- City Contract update:
  - 1 year left in contract
  - Looking to renegotiate contract and void out present contract
  - Desired contract changes: more salary, duty details explained better
  - Include soil erosion duties
  - New contract could allow for extra staffing
  - Extra staffing could assist with city items and county items such as recreation planning
  - Present workload and expectations from city have increased, no increased salary or clear direction on contract for increased expectations
  - PC concerns of staff time for city contract; county economic development not receiving attention due to time utilized for city items

The PC will look at long term goals and priorities for the PD. The Recreation Plan is a needed county item. The PC will receive a copy of the city contract to review the wording. A pro/con list of the contract items will be compiled for discussion on city contract renegotiation.

Mr. Sompels:

- Working on sign ordinance issues including interpretation issues
- City requested a sign ordinance update; staff unclear if this is part of the contract
- Ordinance update of this type would take about a year
- PD would normally charge \$5,000 plus for this type of work
- City gave no direction in the request for this rewrite
- PD are not City employees but rather subcontractors of the city
- City contract to be renegotiated with the new city manager in the fall
- Working on several housing projects
- Contact made with city police in enforcement of signs and boat/RV parking situations within the city
- Amend ordinance on RV/boat parking within the city (directions from City Council to Planning Commission to staff)
- Ordinance text amendment of this type is within the contract
- HDC work; River Street blight buildings, receiving assistance from Lisa Rosmarek (NYC historic consultant, past Manistee resident)
- Compiling new forms, refinement of ordinance—this will reduce workload
- Form will be a great system in preventing parcel adjustments which sometimes cause nonconforming parcels

Mr. Szokola stated this form will help assist with other contracted entities having the same issue of parcel divisions and preventing nonconforming parcel issues.

The PC expressed the benefits of the city and county working together and the relationship it has helped to build. The PC has concerns with the lack of time the PD has to work on projects such as the Master Plan and Recreation Plan.

Ms. Mehl:

- Took part in the AIS training, including using the power washing
- Arcadia Township is working on a complete ordinance rewrite
- Onekama Township has a minor ordinance amendment that will be brought before the PC in August
- Bear Lake Township has several variances coming up in August; Onekama Township will have 1
- Attended the Arcadia Township board meeting with Mr. Gibson and Mr. Szokola
  - Mr. Gibson, code enforcement officer for the township; introduced himself, answered questions

Mr. Szokola updated the PC regarding Mr. Gibson's contract with added hours, increase pay and contract renewal details.

#### 4. Meetings and Trainings Attended by Planning Commission Members

Ms. Batzer: Onekama Township possibly purchasing property to move the recycling site, looking into including electronic recycling to the location; Recreation Commission is moving forward with trail planning project, NWNW is assisting with updating the Rec Plan, Friends Group to start involvement with fund raising, proceeding with plans to get trails "on the ground".

Ms. Goble: attended the Recreation Commission meeting and dittoed Ms. Batzer's report, attends the Conservation District Board meeting.

### H. New Business & Communications

#### 1. Zoom meeting Discussion

The consensus is to continue offering the option of zoom meetings till end of 2021. Future PC meetings are to be held in the County Board Room due to the zoom system ability set in place.

#### 2. Commission and Department Committee Appointments

The following changes were made to the Committee Appointments:

- Plat Coordinating—Ms. Batzer
- Wellhead Protection Program—Mr. Landis (alternate)
- Technology—Ms. DeYoung (alternate)
- GIS—Mr. Batzer, Mr. Sompels, Ms. Becker-Witt (alternate)
- Betsie River Review—Ms. Mehl, Ms. Goble (alternate)
- Pine River Review—Ms. Mehl, Ms. Goble
- Planners Review and Advisory—Ms. Mehl and Mr. Sompels
- Capital Improvement—Ms. Becker-Witt, Mr. Zaring (alternate)
- Remonumentation—Ms. Baker

#### 3. Planning Commission Bylaws

Ms. Mehl reviewed the memo which contained the bylaw amendments. See Appendix A. Amendment to be included: remove 5.11 C, 3. Approval of Department's expense report.

#### 4. Planning Commission Ordinance

Ms. Mehl reviewed the memo of the ordinance amendments. See Appendix

B. The ordinance amendments must go before the County Board of Commissioners. The County Board will be required to hold a public meeting regarding the amendments. The County Board of Commissioners will then have the authority to adopt the ordinance amendments.

**Ms. DeYoung moved, seconded by Mr. Landis with the recommendation of the July 14, 2021 Planning Commission ordinance amendment memo be presented to the County Board of Commissioners for approval.**

**Roll call vote:**

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

**No: None**

5. Other Business from Planning Commission Members or Staff

Mr. Szokola presented a Code Enforcement July 2021 report. The report lists the cases by township.

G. Adjourn

Ms. Batzer moved, seconded by Mr. Landis to adjourn the meeting. The meeting adjourned at 7:52 pm.

Respectfully submitted,

*Nancy Baker*

Nancy Baker, Recording Secretary, for  
Glenn C Zaring, Secretary, Manistee County Planning Commission  
Date: July 22, 2021