



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

6:00 p.m., Thursday
August 22, 2019

PLANNING DEPARTMENT BUILDING
395 Third Street
Manistee, Michigan

MINUTES

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

Vice Chair Rishel called the meeting to order at 6:00 p.m.

Members Present: Phil Landis, Richard Schmidt, Rosemary Daniels, Robert Rishel, Theodore Batzer and Sharon Goble

Members Absent: Kimberly Ware

Ex-OFFICIO MEMBERS PRESENT: Rob Carson, County Planner; Mike Szokola, County Planner 1/GIS Tech; Kyle Storey, Planer 1/City Zoning Administrator and Nancy Baker, Planning Assistant

OTHERS PRESENT:

B. Approval of the Agenda.

Ms. Goble wished to amend the agenda under New Business, 2, Flood Plan management from township to Planning Department level.

Ms. Goble moved, seconded by Ms. Daniels to approve the August 22, 2019 Agenda as amended. Motion carried with a voice vote.

C. Public Comment.
None.

D. House Keeping Business

1. Consensus Business.

a. Act to approve the July 25, 2019 Minutes.

There were no corrections or additions to the minutes.

Mr. Landis moved, seconded by Ms. Daniels to approve the

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July 25, 2019 Minutes as printed. Motion carried with a voice vote.

- b. Act to approve the July 2019 Expense Report.

The expense report is not updated. A transfer of \$6,385 from the contingency fund has yet to occur. The wages for Planner 1 and Soil Erosion are incorrect. The amount for the move is not correct as this is coming from a grant from the defense attorney's office. The amount from this is currently unknown. Contracts with township zoning ordinances are coming into the office however the amounts are not included on the expense report at this time.

Ms. Goble moved, seconded by Ms. Daniels to table the July 2019 Expense Report. Motion carried with a voice vote.

E. Unfinished Business and Reports.

1. Planning Department Update, Verbal—Mr. Carson

Mr. Carson: Mr. Carson addressed the members of the Commission with a verbal Planning Department Update.

Mr. Carson stated Onekama Township has agreed to receive assistance to make prompt amendments to their ordinance with major revisions planned to be done in the winter months.

Mr. Storey stated there are 9 special use marihuana permits in the City of Manistee. The number of approved permits that will be allowed are unlimited for medical, 3 for micro and 3 for recreational. This number is all subject to change. The city special meeting was held for applicants to present their plans. Nine of the ten had the applicants appear with 1 having representatives. The City Planning Commission's September meeting will either grant or deny the applicants request for a special use permit. The city's ordinance will be reviewed in the winter months to look for "gray areas". Applicants background checks will be handled by the city.

Mr. Carson stated the office can review zoning ordinances, estimate administrative costs and zoning amendment costs. Medical marihuana stipulations in the townships will be reviewed. Bear Lake Village is interested in contracting with the department. Onekama Village has contacted the office regarding a contract. Onekama's zoning ordinance has yet to be reviewed by the department. The Planning Department works diligently in developing and working with the residents of the community.

Mr. Szokola commented on zoning violation complaints that the office has received. All complaints must be investigated requiring significant staff time to visit the site, collect and assess information and respond to the complainant. The Planning Department requires all complaints received in the office must be in writing. Eventually, township's will be required to have complaints be in writing. Options for how to dedicate necessary resources to addressing zoning

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code enforcement are being explored, including consideration of a code enforcement position.

2. Meetings and Trainings Attended by Planning Commission Members

Mr. Batzer attended an Oaks Correctional Facility meeting. Some prisoners are receiving a dog to train as leader dogs. Most are being trained for the blind. They will have the dog for about a year.

Ms. Goble attended the Recreation Commission meeting. This was the first meeting for this group. The next meeting will be October 7th. The Friends Group is being organized so they can begin to move forward with their work. A grant was received to help assist in setting up the Friends Group. She attended the County Road Commission meeting regarding the abandonment of the Maple Grove Drain. There are 19 drains in the county. Gary Schwaiger, County Drain Commissioner, has done a great deal of research on the drains. Closing these drains will not affect the agricultural land.

Vice Chair Rishel attended the FEMA meeting. He stated Mr. Carson has done a great deal of FEMA research for county areas.

F. New Business & Communications.

1. LOS Abandon Maple Grove Drain---Mr. Carson

Mr. Carson presented a copy of the letter of support which the PC approved at their July 25th meeting for the Manistee County Drain Commissioner to abandon the Maple Grove drain.

2. Flood Plan Management from township to Planning Department level

A FEMA conversation among Planning Commission members and staff ensued. FEMA will be implementing some new floodplain assessment changes and building code requirements in less than a year that may have financial impacts to county residents within the updated floodplain areas that FEMA is developing. It was stated FEMA would like this administered at the township level, requiring a trained certified person who will have the expertise to administer the new FEMA requirement. Due to the expense and time investment required of each township to become FEMA certified it was recommended that the planning Department may be the most effective agency to administer the requirements because of the technical expertise of its staff to identify and delineate floodplains pursuant to be upcoming FEMA guidelines. However, due to the additional workload this would impose on the department, including developing expertise in building code requirements and enforcement this may require hiring a trained person. It was agreed the Planning Department is a good location for this however the cost and workload for this must be understood. Since this position will support FEMA

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program administration in all the county townships, contributions from all townships will be needed to support this role. The work would consist of identifying homes in the flood plain needing certificates of elevation, creating map amendments for those outside the flood plain, identifying compliant building standards established by FEMA for floodplain residents plus other requirements necessary to administer the FEMA program for this position. The desirable candidate for the FEMA position will need to have a planning degree, engineering degree and/or hydrology degree. The new FEMA regulations will affect more than the townships lying along Great Lakes. Over the next 10 years FEMA programs will eventually apply to all county townships due to river locations throughout their communities. The building code inspector will be key to ensuring that buildings are being constructed properly in accordance with FEMA regulations. Township boards should be required to attend the FEMA meetings and are encouraged to be involved with FEMA regulations. It was suggested to have this put on the Regional Summit agenda. The cost and risks for the county and communities need to be discussed and managed. Economic estimates would be very beneficial. A FEMA training is being offered in Maryland with everything completely free. This is an informational training not a qualifying training. Further discussion will occur, and an action plan discussion will be placed on the next PC meeting agenda.

3. Other Business from Planning Commission members or its staff
None.

G. Adjourn

The meeting was adjourned by call of the Vice Chair at 8:07 p.m.

Respectfully submitted,

Nancy Baker, Recording Secretary, for
Sharon Goble, Secretary, Manistee County Planning Commission
Date: August 22, 2019