

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

DRAFT  
Thursday, October 28, 2021  
Immediately following Brownfield Meeting

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 6:44 p.m.**

Members Present: Eleanor DeYoung, Glenn Zaring, Phil Landis, Mary Becker-Witt. Zoom-- Ted Batzer Stronach Township, Sharon Goble Pleasanton Township, and Margaret Batzer City of Manistee

Members Absent: None

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

OTHERS PRESENT: Zoom—Pat Bentley Bear Lake Township, County Surveyor

### B. Approval of the Agenda.

**Ms. DeYoung moved, seconded by Mr. Landis to approve the October 28, 2021 agenda as printed.**

**Roll Call Vote: Yes; Mr. Batzer, Ms. Batzer, Mr. Zaring, Mr. Landis, Ms. Goble, Ms. DeYoung, and Ms. Becker-Witt. No; none**

### C. Public Comment.

None

### F. House Keeping Business

a. Act to approve the September 23, 2021 Minutes.

**Mr. Batzer moved, seconded by Mr. Landis to approve the September 23, 2021 minutes as printed.**

**Roll Call Vote: Yes; Mr. Batzer, Ms. Batzer, Mr. Zaring, Mr. Landis, Ms. Goble, Ms. DeYoung, and Ms. Becker-Witt. No; none**

### G. Unfinished Business and Reports.

1. Remonumentation Report—Pat Bentley

Mr. Bentley stated both he and Ms. Papineau will present their work during 2 meetings occurring in November/December 2021. After the Remonumentation corners are recorded,

the 2021 close-out grant report will be completed. The 2022 numbers will be close to the 2021 numbers. The requested information for the 2020 grant was submitted to the state. Mr. Szokola, Ms. Baker and Mr. Bentley will prepare the 2021 close-out report and submit the 2022 grant.

## 2. Arcadia Township Zoning Ordinance Review

Ms. Mehl:

- Township held an extra public hearing
- 30-day review period starts October 18, 2021
- Township will give the Planning Commission/Department more time, if needed, to review the ordinance rewrite

Planning Commission concerns: ground water quality, possible sewer issues, lot sizes with proper hook-up regulations, temporary dwelling disposal.

Ms. Mehl will take these concerns to the township but noted the comments are merely in line with what should be provided for a Master Plan update, no z.o. rewrite.

Nitrate and phosphate levels in ground water are run-offs from particular fertilizing.

Zoning ordinances follow and support the Master Plan.

## 3. Arcadia Township Z.O. and Map Rewrite

The Arcadia Township Planning Commission received documents from the attorney for their review. The County Planning Commission Chair will sign the document with their concerns and share it with Arcadia Township.

## 4. Manistee Township Master Plan

Ms. Mehl:

- staff reviewed the plan
- conforms with the Manistee County Recreation Plan and Manistee County Master Plan
- recommendation under Zoning District Density cluster development wording
- recommendation for district descriptions include Planned Unit Development (PUD)

Staff recommends: Manistee County Planning Commission approve Manistee Township's Master Plan with the above recommendations, as the document was developed with community input, insight into the historical character of the community, proper data and information concerning existing conditions and a future land use policy which capture the information contained within the plan.

**Ms. Goble moved, seconded by Mr. Zaring to approve the Manistee Township Master Plan as stated above in staff recommendations.**

**Roll Call Vote: Yes; Mr. Batzer, Ms. Batzer, Mr. Zaring, Mr. Landis, Ms. DeYoung, Ms. Goble, and Ms. Becker-Witt. No; none**

## 5. Manistee County Address Ordinance

**Mr. Batzer moved, seconded by Mr. Zaring to submit Option A; to accept the proposed amendments as written and provide recommendation for adoption to the Manistee County Board of Commissioners.**

Discussion: Planning Commission proposed Address Ordinance amendments.

Page 3: 203. Definitions: Vacant Land—to include definition of debris as foundation or

building material

Page 7. E. 3: change Section 403 to Section 404

Page 3. 203. Definitions: Utility—wording changed to “which provides power, water or sewer”

Page 10. 502. Utilities: Remove “At a utility’s option”

**Mr. Batzer moved, seconded by Mr. Zaring to amend the motion to reflect the above recommended changes be submitted to the Manistee County Board of Commissioners.**

**Roll Call Vote: Yes; Mr. Batzer, Ms. Batzer, Mr. Zaring, Mr. Landis, Ms. DeYoung, Ms. Goble, and Ms. Becker-Witt. No; none.**

**The Manistee County Planning Commission agreed to accept the motion of submitting the Manistee County Address Ordinance with the above changes to the Manistee County Board of Commissioners for adoption.**

**Roll Call Vote: Yes; Mr. Batzer, Ms. Batzer, Mr. Zaring, Mr. Landis, Ms. DeYoung, Ms. Goble, and Ms. Becker-Witt. No; none.**

## 6. Planning Department Update

Mr. Szokola:

- Aerials: have been completed, reviewing possibly late November, distributing to townships/city, will have ability to locate new structures, will be redone in 4 years
- Rec Plan Update: working agreement with NWNW, attending community meetings for assistance with resolution for adoption, communities may add goals at meeting, but these must be passed at the time of the meeting to keep things moving forward for spring, PC encouraged to attend their township’s meeting in support of the Rec Plan
- Next ordinance /plan:
  - Soil Erosion—landowners responsible for pulling permits, some contract a company to pull permits which are not done, contractors are doing work without permits in place, inquiring on ability to apply high fines to contractors who repeatably do work without a permit in place
  - Master Plan—possible bidding out, Planning Commission (PC) directed Planning Department (PD) to start looking at the plan
- SESC training: not given by state or offered online, need another staff member capable of doing inspections, have part-time person assist, 2 levels-inspection and plan making, townships calling with complaints and asking for more enforcement
- Onekama Village ZBA: need to form very soon, not being formed could put potential for legal action, have option to form with township and village together
- Eastlake training: inquired on map text amending, have Level 1 service with PD which does not include text amendment work from PD, spot zoning being requested which is not allowable, map would need updating
- Courts: PC will receive final report with such items as off premise signs, non-conforming buildings
- Larry Gibson Code Enforcement Report: updated 2021 code enforcement report was presented to the PC for their review
- Housing Position: working with local stakeholders for a Housing Action Team (HAT), compiling a job description, inviting county communities to participate

Ms. Mehl: Bear Lake Township-several SUPs (storage facility, campground with hiking trails, single story building) went through-all were approved; Arcadia Township-trying to implement obnoxious leaf ordinance; Bear Lake Township- assessor found several properties without permits-letters to be sent out; processed 10 land use permits in week and a half

Mr. Sompels: presenting report to City Council-7 text amendments with another finishing soon, many 2021 permits and meeting actions; SUP hearings next City PC meeting for multi-unit dwelling, 8<sup>th</sup> Street, contracted facility; some permit applications need additional information then the permit will be reviewed; HDC training; River Street project with fencing in place for demolition

Mr. Szokola stated Ms. Sagala met with Bill Gambill, City Manager, regarding city contract renegotiation.

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

Mr. Landis: attended MTA meeting held in Frankenmuth. Was not for the County.

Mr. Zaring: attended 2 meetings with broad band/Wi-Fi provider for Benzie County, received information on their set-up and providing service for their area.

Ms. Batzer: Rec Commission meeting next week, County Recycling-contract is up-Sarah Archer leaving-Green Team approved RFP-major contamination issues in bins which adds cost to the program-Bear Lake Township may add on to PR 69 Recycling program-possible new location on 8 Mile Rd-looking to have it be a controlled sight.

#### H. New Business & Communications

##### 1. Address Change Request: 8199 Lake St to Highland Dr

Ms. Sorensen: reviewed parcel history- house location is accessing a different road than the home address reflects.

Staff recommendation: Manistee County Planning Commission motion to change home structure address from 8199 Lake Street to 12544 Highland Drive to be compliant with the Manistee County Address Ordinance and MSAG Range along Highland Drive enabling 911 services to effectively locate the structure.

**Ms. Batzer moved, seconded by Mr. Zaring to approve staff recommendation as stated above.**

**Roll Call Vote: Yes; Mr. Batzer, Ms. Batzer, Mr. Zaring, Mr. Landis, Ms. DeYoung, Ms. Goble, and Ms. Becker-Witt. No; none**

##### 2. Planning Commission By-Laws—Action to Adopt

Ms. Mehl: Planning Commission Ordinance was adopted by County Board of Commissioners after the September 21, 2021 public hearing.

Staff recommends PC act on adopting the amended By-laws.

**Mr. Landis moved, seconded by Mr. Zaring to adopt the amended By-laws.**

**Roll Call Vote: Yes; Mr. Batzer, Ms. Batzer, Mr. Zaring, Mr. Landis, Ms. DeYoung, Ms. Goble, and Ms. Becker-Witt. No; none**

##### 3. Onekama Township Zoning Ordinance Amendment

Ms. Mehl: township proposed text amendment to:

Article 96: Board of Appeals, B.

Article 96: 9604. A. “and pursued diligently to completion”.

PC comment—Article 96: 9604. A. seems to be vague language, proposed a definitive timeline be considered to the article.

Ms. Mehl will take the PC comment to Onekama Township.

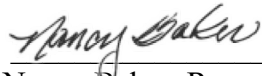
4. Other Business from Planning Commission Members or Staff

None.

G. Adjourn

With all business completed, the Chair declared the meeting adjourned. With no objection from the Planning Commission, the meeting adjourned at 8:27 pm.

Respectfully submitted,



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Nancy Baker, Recording Secretary, for

Glenn C Zaring, Secretary, Manistee County Planning Commission

Date: October 28, 2021