



CHARLEVOIX COUNTY PLANNING COMMISSION

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Approved Meeting Minutes Feb. 5, 2015

I. Call to Order

Chairman Jason called the meeting to order at 7:00 p.m. in the Pine Lake Room at the Charlevoix County Building.

Members present: Dennis Jason, Michael Buttigieg, Patrick Howard, Ron Van Zee, and Larry Levengood. *Members absent:* Bob Tidmore and Bob Draves (both excused)

Others present: Kiersten Stark (Planning Coordinator), Ron Reinhardt (County Commissioner Liaison), and Lora Manning (Administrative Technician)

II. Approval of Agenda

MOTION by Larry Levengood, seconded by Ron Van Zee, to approve the tentative agenda as amended. Voice vote: All in favor. Motion passed.

III. Public Comments Unrelated to Agenda Items

None

IV. County Business Items

Approval of Minutes of January 15, 2015 Meeting

MOTION by Larry Levengood, seconded by Michael Buttigieg, to approve the minutes with the correction on pg. 6 in reference to the St. James Township Proposed Text Amendments, to read “DEQ” instead of “DNR”. Voice vote: All in favor. Motion passed.

Correspondence and Communications

Kiersten reviewed the following correspondence and communications:

- 2015 membership list and 2015 meeting schedule to be inserted in the P.C. member notebooks
- Is anyone interested in the Master Citizen Planner webinar on Feb. 19th? Larry Levensgood and Denny Jason.

Planning Commission Comments

Ron Van Zee

- Activity in his area is slow overall. They have a couple of cottage teardowns that will be replaced with larger houses
- Bay and Hayes Townships are working on new text amendments to their zoning ordinances – changes that would help in matters that go to court; other changes pertaining to mass gatherings, which are regulated through zoning; and changes pertaining to certain land uses, such as ziplines and wedding venues

Patrick Howard

- Fairly quiet as well. Melrose Township is moving forward with waste water treatment system. He doesn't know a lot of the specifics at this time.
- New Inn in Walloon planning to be open for Memorial weekend.
- Village of Boyne Falls working on a Streetscape program; Boyne Mountain Resort is looking into helping with funding and creating a more unified look for the entire area.
- Boyne Mt. Resort is hoping to be open for Fall tournaments on the new soccer & lacrosse fields

Michael Buttigieg

- Nothing at this time

Dennis Jason

- They are working away on the new Landings project. They removed the old footings and will be replacing it with a similar footprint for the new structure
- There is a large problem this year with a culvert heave on Ferry Rd. They have flags around it at this time, but they really could use a light of some kind to mark it as well

Larry Levensgood

- Attended the Strategic Planning process meeting for the Char-Em United Way. He was impressed with the cross-section of the community that was present. They looked at what the priority issues are and what can be done to correct them
- Attended the Local Emergency Planning Committee meeting
- Also attended the Emmet Charlevoix Housing program yesterday. Not a lot new, discussion was primarily on lack of affordable housing, but no solution was presented

County Commissioner Comments

- Attended the Northern Counties Association meeting; the DNR is talking about lake pollution. He personally takes note of all the snow piles from plowing that end up

next to or near the water that contains all of the road debris, salt, sand etc., and it appears a potential cause of some of the pollution that ends up in the lakes.

- New County Road Commission trucks ready to go
- He gave the County Clerk a fact sheet on the May 5th transportation funding ballot proposal for the County Board meeting packets. The proposal and subsequent tax increase appears to be the only way our roads will be repaired. Jason asked if Commissioner Reinhardt could get a copy of the information to the Planning Commission and/or Kiersten.

Staff Comments

Kiersten commented on the following activities since the last Commission meeting:

- Attended the parks millage work group meeting a few weeks back, discussion covered the composition and function of the work group. They also discussed how the process (applying for and distributing funds) may work, but the group is just getting started.
 - Commissioner Reinhardt asked if it was her understanding that the current group was actually “selecting” the members. It was his understanding they would only be “recommending” members to the County Board of Commissioners who would make the final selection. Further discussion took place. Kiersten suggested talking with Kevin Shepard, the County Coordinator, to clarify this process.
- Attended the Charlevoix to Traverse City Trail subcommittee meeting. They looked at various alternative routes through Fisherman’s Island State Park. Northwest Design Group is assisting with analyzing the options.
- The Recreation Plan draft is now posted on the website and has been publicly noticed as well, and the Parks Committee will review at their next meeting. Kiersten has asked local officials from each municipality to review their portion of the local recreation inventory from the draft plan. The Board of Commissioners should be scheduling the public hearing date at their next meeting so we can wrap up the project.

Discussion of Proposals to Assist with Future Land Use Plan Update

- DJ: wants to know what everyone thinks after having interviewed both Land Information Access Association and Networks Northwest this afternoon. He feels that LIAA will do a better job in the end, and if they put 3 times the hours into the project, that we will get a better product in depth and quality. It seems that there may be ways we could work with LIAA to reduce some of the cost such as cutting GIS time, than it does that NNW won’t simply run over on their hours. He would like to see us contact LIAA about ways to reduce their bid, if we could save even two to three thousand dollars, maybe we could get down to where we need to be. If we can’t do it right, we should wait until a later date when we can. Doing the plan

update inexpensively just to say we did it won't work for him. He would like to present it to the County Board with the understanding of working with LIAA to reduce their estimated cost.

- RV: with the proposals and their presentations, he is more comfortable with LIAA. He feels that NNW answered "yes" too easily and too quickly to many of the questions presented to them, with a lot of "we can certainly add that in" and he also feels they could not complete the project within the time allotment they proposed. (KS clarified that part of these items were not requested in the RFP, such as assistance with developing a citizen survey, and therefore would have to be "added in" to either bid). In his experience, his gut feeling is generally to avoid the bottom bid when significantly lower, because they nearly always find ways to bring it to the same as the other bids or even more so.
- LL: He is comfortable with the ability of both firms to perform the job, but he feels that the bottom line is price and NNW came in less than half of LIAA's bid; the disparity is just too large. He also feels that we don't need to spend money on a large scale random sample survey. The other members agreed. Although LIAA presented a "not to exceed" price, he doesn't feel they will come down much in the end and that their price will be pretty close to where they bid it. He also likes the "Framework for our Future" project that NNW has been working on. He feels they already have a lot of the data that will be necessary for the project, and this might be part of the reason they feel they can do it in less hours.
- PH: NNW kept calling it "Master Plan" update instead of Future Land Use Plan update, which shows she wasn't even fully on top of the presentation. He was much more impressed with LIAA having a "not to exceed" pricing approach. He feels that also means they may come in under bid if only billing for actual hours, and if we can shave off much of the GIS hours by doing it in-house. He too feels that NNW also bid under on the hours necessary, and therefore their final bill may be significantly larger than the initial quote. 82 hours is only 1 week for 2 people and that just doesn't seem possible to him. A significant portion of the 82 hours proposed by NNW will be used just in hours driving back and forth from Traverse City for meetings. He also liked that LIAA is currently working in the County with East Jordan. He also liked Dusty's (LIAA's) initiative to ask about the format of the plan and to suggest other ways of laying it out.
- MB: (not present for the LIAA presentation) He too has some concerns on the hours presented by NNW, but they seem very willing to work with our Staff and let us do as much of the work as possible. They also seem very familiar with the County. At this point, he could go either way. He asked Kiersten to briefly describe what he missed from the LIAA presentation. He then asked where the funds will come from in either case. Kiersten stated we have a Professional/Contract Service line item for \$9,000.00. We will have to go to the County Board to request anything over what she might be able to shift from other line items in the Planning budget. The citizen survey was discussed during the NNW interview, but was it asked of LIAA? Kiersten stated no, but that it is a standard part of the planning process, a service that any planning firm could provide or subcontract out. Buttigieg said if we look at equal amounts of hours, it is definitely close in pricing. It comes down to controlling the scope of work. He feels that NNW will require more hours as does everyone

else, but if we can get LIAA to reduce their price, we should definitely look into that. We would most likely need to be around \$11,000. Could we shave some off meetings as well by asking LIAA if we could do some sort of web meetings instead of personally driving back and forth, needing meals and other expenses?

- KS: Kiersten said we can do much of the GIS work in-house, and Staff will also be reviewing all proposed text developed by the consultant, which would trim more time off LIAA's proposal. She was initially leaning towards NNW, but after seeing the presentations, she now feels the attention to detail we're looking for will come more so from LIAA. We will get a quality product from either, but there may be just that little extra from LIAA.

MOTION by Michael Buttigieg, seconded by Ron Van Zee, to have the Planning Coordinator compile a list of suggestions to take to LIAA to discuss ways they may be able to reduce their estimated cost for the project and see if they will submit a reduced bid. Voice vote: All in favor, **except Larry Levensgood who was opposed**. Motion passed.

Review of Draft 2015-2019 Recreation Plan

- KS: Has been working with the Parks Committee for some time now and has done many of the updates herself. Some of the areas have been demographics and the capital improvement plan. Our department has also updated the inventory list and recreation site maps. I've sent to each local government a request to review their inventory and map portion of the draft. Kiersten reviewed other minor updates throughout the plan, which she has been working on. She stated that public input for the plan was obtained from the Countywide Planners Forum held last fall and a community survey posted on the County website. She also added some verbiage describing the Parks millage, as it is new to the plan. In addition, Levensgood had called her with some changes he would like to see made to the inventory. Does anyone else have any changes they would like to see made?
- MB: On page 47, Marvin Preserve has no two-track trails. His driveway is next to the Preserve. He stated he gets a lot of hunters sitting in his driveway and other similar activities.
- LL: Bay Township has a long inventory. What about trails?
- PH: He has never seen an accurate trail map for Chandler Township. He would rather not have trails shown on the map than have an inaccurate map.
- LL: Overall, he is very pleased with the plan.
- KS: Staff will update the inventory in the draft plan as we get feedback. Sue Vrondran has stated she has some acreage updates for the inventory also.

MOTION by Larry Levensgood to approve the Draft 2015-2019 Recreation Plan with the additions as discussed. Motion seconded by Patrick Howard. Voice vote: all in favor. Motion passed.

V. Townships, Cities, MDEQ & Corps of Engineers Items

Marion Township Proposed Master Plan 2014/2015 Update

Kiersten said this plan was last updated in 2008. This is not a rewrite, but just an update. She noted, on the Future Land Use Map, both sides of M-66 from the Loeb Rd intersection all the way down to the Eveline Township line are designated “Industrial and Commercial” even though much of this area is currently residential. She said the Township may eventually end up with a long corridor of strip commercial development. She added that, in the future, a developer may buy up a group of residentially-zoned parcels and propose to rezone them to Commercial and it would be difficult for the Township to justify not rezoning them if the Future Land Use Map designates the area as Commercial. She also asked if the community survey conducted by the Township asked residents for input on designating the M-66 corridor as Commercial. She noted that the proposed Future Land Use Map is the same as the map in their current plan; the Township is not proposing any changes.

LL: The Pine Bluff area along M-66 near Charlevoix is a traffic safety hazard for commercial use. There are some select areas along M-66 that fit the need, but they don’t need nearly as much commercial as they have designated on the Future Land Use Map.

KS: Another concern is the area along M-66 at the Eveline Township line. There are some sensitive lands in that area. Also, what need would be served by that area being commercial? This area is adjacent to land in Eveline Township that is zoned Agricultural. Another area of concern is along McCracken Rd. along the southern boundary of the Township where the state-owned land should be marked as public. The plan lists public lands correctly in the text, but the map doesn’t reflect the same. In addition, the appendices should have been included in the draft plan. The appendices include the survey results, which would have been helpful to review. She then reviewed a few smaller corrections and concerns included in the Staff Review.

MOTION by Larry Levensgood to concur with the Staff Review and send it on to Marion Township for their consideration. Motion seconded by Dennis Jason. Voice vote: all in favor. Motion passed.

MB: On page III-4, under Policies, he wasn’t clear on the meaning of Policy #1 and #3. They seemed to contradict each other. Brief discussion clarified his concern.

Bay Township Proposed Zoning Text Amendments

- Kiersten reviewed the proposed amendments to the Bay Township Zoning Ordinance:
 - Article IV, Section 4.7 and Section 6.4
Levensgood asked Van Zee, why the 65’? Van Zee stated that 65’ is their normal waterfront setback.

MOTION by Larry Levensgood to recommend approval of amendments as proposed. The motion was seconded by Patrick Howard. Voice vote: all in favor. Motion passed.

- Article V, Section 5.4
Levensgood asked Van Zee, why reduce the minimum setback in the Agricultural

District to 15'? Van Zee explained that some of the Agricultural parcels are as small as 1 acre, and at that size it's difficult to fit all necessary structures on the lot.

MOTION by Dennis Jason to recommend approval of the amendment as proposed. The motion was seconded by Larry Levensgood. Voice vote: all in favor. Motion passed.

- Article XI, Section 11.13a
Levensgood asked Van Zee if the proposed amendments to the Planned Unit Development (PUD) district was prompted by a specific case. Van Zee stated that previously, no minor modifications could be made to an approved PUD without going back through the full process again. Giving the Planning Commission the ability to approve minor modifications will allow necessary minor changes to be taken care of far more quickly. Examples are Camp Daggett and Camp Michigania. Kiersten said she had some concern with the phrasing of the introductory statement in Section 11.13a. She suggested changing the wording to read "...by mutual agreement between the Township and applicants or successors in interest..." as indicated in the Staff Review.

MOTION by Larry Levensgood to recommend approval of the amendments to Section 11.13 with the suggested change as described in the Staff Review. The motion was seconded by Michael Buttigieg. Voice vote: all in favor. Motion passed.

VI. Any Unfinished County Business

Planners Moments Video

The Commission watched a Planners Moments educational video on "Using Social Media for Planning", and completed a short written assessment.

VII. Adjournment

MOTION by Larry Levensgood, seconded by Michael Buttigieg, to adjourn the meeting at 9:45 p.m. All members were in favor of the motion. Motion passed.

Submitted by:

Lora Manning
Administrative Technician

On Behalf of:
Robert L. Tidmore
Secretary