



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

6:00 p.m., Thursday
December 12, 2019

PLANNING DEPARTMENT BUILDING
395 Third Street
Manistee, Michigan

MINUTES

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

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

Members Present: Phil Landis, Richard Schmidt, Robert Rishel, Theodore Batzer, Kimberly Ware and Sharon Goble

Members Absent: Rosemary Daniels

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

OTHERS PRESENT: None

B. Approval of the Agenda.

Chair Ware wished to amend the agenda under New Business and Communications, #3, Onekama Township Short Term Rentals, to be removed.

Mr. Rishel moved, seconded by Ms. Goble to approve the December 12, 2019 Agenda as amended. Motion carried with a voice vote.

C. Public Comment.

Mr. Rishel stated the Manistee Bridge (near M55/US31) will be receiving maintenance late 2020.

D. House Keeping Business

1. Consensus Business.
 - a. Act to approve the October 24, 2019 Minutes.

There were no corrections or additions to the minutes.

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Mr. Rishel moved, seconded by Mr. Landis to approve the October 24, 2019 Minutes as printed. Motion carried with a voice vote.

- b. Act to approve the October and November 2019 Expense Reports.

Ms. Goble moved, seconded by Mr. Rishel to approve the October and November 2019 Expense Reports. Motion carried with a voice vote.

E. Unfinished Business and Reports.

1. Planning Department Update, Verbal—staff

A verbal Planning Department Update was given by Mr. Carson, Mr. Szokola and Mr. Storey.

Mr. Carson stated the rail plan was completed about 1 month ago. This information has been provided to the required areas including the paper and other entities. Additional zoning contracts have been approved by the County Board of Commissioners for zoning services. Zoning contracts for Bear Lake Township, Onekama, Bear Lake and Copemish Villages will now be handled by the Planning Department (PD). The PD now has 8 communities. The feed back on this being handled through the PD has been good. Soil erosion permits have slowed down. Hopefully by summer 2020 the other office planners will be trained in soil erosion so they can assist in field inspections. Full rewrite work on Manistee Township's Master Plan will begin soon. The draft document will most likely be presented to them at their January meeting. Trail plan public input has been completed. The public input for the city non-motorized plan has been received. This will be compiled along with maps for a draft plan to be prepared by the end of January. The regional input plan will then move forward. Contact with the DNR has been made for the northwest region planning area. The DNR are in great support of the trail plan. The Benzie/Manistee Snowbirds are working to acquire the CXX rail line between Kaleva and Chief Lake with a possible spring purchase land transfer. MCCF is interested in a blanket donation towards trails. Trail construction can then start to move forward. The County Board approved the retainer agreement with a law firm for the 501c Friends Group. The Friends Group should be able to start fund raising after February. The Snowbirds stated they will assist in signage, gating etc.

Mr. Storey stated the department has completed a 5-year harbor plan, laying the foundation to seek grants for the city's different zones. This plan should be ready for the April submittal date. Plans for a marihuana grow operations in the Ironworks building is being worked out. They are seeking 9 or more class C licenses. They will be coming to the City Planning Commission for special use permitting in January.

Mr. Szokola stated requested maps for a master plan with FEMA issues have been created and sent to county commissioners and townships. He met with

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the townships after they received these maps and is working with them on their requirements. Manistee Township will be able to answer residents' questions once the FEMA draft maps are ready. FEMA regulations require buildings in floodplains be constructed on stilts. These regulations should have been enforced through the building code and inspector. The city is in the process of putting their own building inspector in place.

Lansing may have a Brick Program which assists in helping to provide funding to build houses on stilts.

2. Remonumentation Report—Mr. Pat Bentley
Mr. Carson, in the absence of Mr. Bentley, gave a verbal Remonumentation Report. Thirty corners were completed for 2019 by Ms. Papineau and Mr. Bentley. The USFS will be donating 7 corners. The 2020 grant will be written and submitted to the State of Michigan very soon. The initial grant document will go before the County Board at their December meeting. The close-out report will be completed in January. Mr. Bentley attended a very informative training this fall. Some corners on private land may not require Remonumentation work while others may due to the date of the original government survey work. He received training for the new closeout report software program.
3. Meetings and Trainings Attended by Planning Commission Members
Mr. Landis attended the Green Team meeting. They are considering a 5 acre-65,000 kilowatt electrical solar to be located at the jail. Tire recycling is planned for 2020. The recycling drop-off locations have reported a drop which always occurs at the end of summer.

Chair Ware attended a meeting regarding Manistee County Landbank Committee/Board coming in under Brownfield Redevelopment Authority in the Village of Bear Lake. Community stakeholders attended the meeting and shared their visions for the area. She stated Mark Miller wrote an article regarding his first 5 months in Manistee County. In the article he praised the County Planning Department for the community growth.

Mr. Rishel attended a Shoreline Erosion meeting. He requested a Brownfield organizational meeting be scheduled 15 minutes before the next Planning Commission meeting.

Ms. Goble attended the Shoreline Erosion meeting December 3rd. There is no assistance money in state or federal programs to help those property owners facing the loss of their homes to coastal erosion along the Lake Michigan shoreline, however they are receiving other types of help to try to control their erosion issues through expedited permitting. She now works part-time for the Manistee Conservation District. She will be preparing an article in their next newsletter recapping the Shoreline Erosion event. The Manistee Conservation District will post soil erosion information on its website including links to

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state and federal agencies involved with soil erosion programs to help connect concerned residents to program experts and technical assistance.

4. Crescent Beach Road Address Update—Mr. Szokola
Mr. Szokola has contacted Onekama Township regarding the Crescent Beach Road/William Forth Avenue address issue. William Forth Avenue is a county road with no road signage or road development. The road must be improved and made accessible before signage can be put up. Right now, the road is simply several lawns that are connected. Onekama Township and the County Road Commission will need to meet to decide the steps they wish to take. For 911 purposes the road is not marked nor is the road a proper road for usable purposes.

F. New Business & Communications.

1. FEMA Email—Mr. Szokola
Mr. Szokola has sent a letter to the 5 initial townships with information of their responsibilities and the fact that the Planning Department has done all it can regarding the matter. The interior townships, at present, have not yet been mapped. This will not occur for several more years, however once this occurs, they will be contacted. Clarification on the definitions of Zone C and which areas not in the flood zone has been obtained. This is for flood insurance purposes. The Planning Department will continue to keep the Planning Commission informed with any new information as it is made available.
2. 2020 Meeting Schedule
A Citizen Planner Credits training webinar is set for January 30, 2020, 5:30 pm at the County Planning Building. The City Planning Commission will be invited to view this training with the County Planning Commission.

The Manistee County Planning Commission meetings for 2020 will be held on the fourth Thursday of each month with the exception of November and December.

The 2020 meeting schedule is as follows:

January 23rd, February 27th, March 26th, April 23rd, May 28th, June 25th, July 23rd, August 27th, September 24th and October 22nd. There will be no November meeting and the December 10th meeting was moved to the first Thursday December 3rd, all meetings at 6 pm at the County Planning Building.

Mr. Rishel moved, seconded by Ms. Goble to accept the 2020 County Planning Commission schedule as listed above. Motion carried with a voice vote.

3. Other Business from Planning Commission members or its staff
Mr. Carson spoke to the County Administrator and the County Board Chair regarding the desire to obtain a receptionist for the Planning Department. This

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person would be trained to handle smaller office responsibilities which would allow the present assistant to take on other types of office work.

G. Adjourn

The meeting was adjourned by call of the Chair at 7:10 p.m.

Respectfully submitted,

Nancy Baker, Recording Secretary, for
Sharon Goble, Secretary, Manistee County Planning Commission
Date: December 12, 2019