

# MINUTES

## REGULAR MEETING OF THE MONROE COUNTY PLANNING COMMISSION

**DATE and TIME:** January 13, 2016, at 7:30 p.m.

**PLACE:** Monroe County Courthouse Annex  
Board of Commissioners' Committee Room  
125 East Second Street  
Monroe, MI 48161

**MEMBERS PRESENT:** Herb Smith, Vice-Chairman, Scott Assenmacher, Mark Brant, Rebecca Curley, Floreine Mentel, Mike Sperling

**MEMBERS EXCUSED:** Dan Brooks, Patrick Miller, Larry See, Mary Webb, Gary Wilmoth

**MCPC STAFF PRESENT:** Rob Peven, Planning Director; Lee Markham, Planner; Ryan Simmons, Planner

**OTHERS PRESENT:** None

1. There was not a quorum present until 7:45 p.m. After a quorum was present, Vice-Chairman Smith called the meeting to order at 7:45 p.m. and the Commission proceeded to transact business.
2. Vice-Chairman Smith led the Commission in the Pledge of Allegiance.
3. Election of 2016 Officers – Mr. Peven named the 2015 officers: Mary Webb as Chairman, Herb Smith as Vice-Chairman and Mark Brant as Secretary. Mrs. Mentel asked if the election could be done in one motion.

Motion by Mr. Sperling, supported by Mrs. Curley, to continue with the 2015 slate of officers for 2016. Mr. Peven asked if there were any other nominations for officers. There were none.

**MOTION CARRIED**

4. Adopt/Revise Agenda – Motion by Mr. Brant, supported by Mr. Sperling, to adopt the proposed agenda.

**MOTION CARRIED**

5. Approval of the Minutes of the December 9, 2015 meeting minutes

Motion by Mr. Sperling, supported by Mrs. Mentel, to accept the minutes of the December 9, 2015 meeting as submitted, to waive the reading thereof, and to place them on file.

**MOTION CARRIED**

5. Call to the Public – There were no members of the public present.

6. Correspondence & Information

A. Correspondence

1. Letter from Angela Kappen, Cultural Resource Specialist, Golder Associates regarding the installation of a PTC railroad tower in Dundee Township – Mr. Markham explained that it was a requirement from the federal government for railroads to have these positive train control towers and where the tower referred to in the correspondence would be placed.
2. Memorandum from Mr. Peven to Henry Lievens requesting that Ryan Simmons be appointed to the TMACOG Waste Water Committee – Mr. Simmons explained that this is a new TMACOG committee as the previous

TMACOG Environmental Council has been split into separate Water Quality and Wastewater Committees, and that he will be sitting on both committees.

B. Information

1. SEMCC Dec. 2015 Newsletter – Mr. Peven stated that this will be the last newsletter as Patty Becker, who runs SEMCC, will be retiring, and the Council will therefore no longer be an active organization.
2. SEMCOG Regional Update, Dec. 2015

Motion by Mrs. Mentel, supported by Mrs. Curley, to accept the Correspondence and Information and to place them on file.

**MOTION CARRIED**

7. Old Business:

A. Partners in Planning Update

1. Erie Township Mapping Project – Mr. Peven stated that Staff is still waiting for the Township to finish their review of the maps.
2. Frenchtown Township – proposed recreation plan contract – Mr. Peven stated that we have done the Township's last three or four plans and that their Plan is updated every five years. He asked for permission from the Commission to accept the proposed contract.

Motion by Mrs. Mentel, supported by Mr. Brant, to accept the proposed contract for Frenchtown Charter Township's Recreation Plan Update.

**MOTION CARRIED**

- B. Monroe County Remonumentation Program – Mr. Peven stated the 2015 program is being wrapped up and that we have received the grant for the 2016 program. He stated that the grant will be a bit smaller and thus there will probably be only 40 to 44 corners completed. Mr. Peven passed out a map of the corners that were completed in 2015 and highlighted areas of the County that would be worked on in 2016.

8. New Business:

A. Consent Agenda

**TOWNSHIP ZONING REVIEWS**

200.1-1-16-1 Dundee Township (text)

Dundee Township is proposing to amend Section 24.1 of its Zoning Ordinance. This Section deals with Violations and Penalties regarding the Zoning Ordinance.

Recommendation: Staff recommends that the Monroe County Planning Commission advise the Dundee Township Board that it recommends approval of the proposed amendment for the reasons stated above.

200.1-1-16-2 Milan Township (map)

This is an official request to change the zoning on two parcels totaling approximately 83 acres from AG-1, Prime Agricultural District to I-2, Heavy Industrial District. The purpose for the rezoning is for outdoor storage of oil/gas pipes prior to their transport to other locations. The properties are owned by Holman Inc. and are part of the former Holcim site. The parcels are located on the south side of Oelke Road, between Dundee Azalia Road and Wells Road. Access to the entire site is from Day Road and there is no access from Oelke Road.

Recommendation: Staff recommends that the Monroe County Planning Commission advise the Milan Township Board that it recommends approval of the proposed zoning change request, as the rezoning for the western parcel is in agreement with the Monroe County Comprehensive Plan, and the eastern parcel is adjacent to the existing industrial use and is not likely to cause a nuisance to neighboring agriculturally-zoned properties.

Motion by Mr. Brant, supported by Mr. Sperling, to approve Staff's recommendations for the items on the Consent Agenda.

**MOTION CARRIED**

- B. 2016 Planning Commission Appointments – Mr. Peven asked the Commission to look over the roster to make sure that information on there is correct. He stated that four members of the Commission also have terms that expired at the end of 2015, along with Mr. Wilmoth whose term is an annual one due to his role as the representative from the County Board. Therefore he stated that he would like the Commission's permission to send a letter asking for reappointment by the County Board for those Planning Commission members.

Motion by Mr. Sperling, supported by Mrs. Curley, to forward the reappointment letter to the Monroe County Board of Commissioners. Mr. Assenmacher asked what the length of the terms is. Mr. Peven clarified that they are three-year terms. Mr. Brant mentioned that Mr. Wilmoth's is a one-year term.

**MOTION CARRIED**

- C. 2015 Planning Commission Roster (please make any necessary corrections) – This topic was covered under the discussion for Item B.
- D. 2017 – 2019 Planning Department and Commission Work Program – Mr. Peven mentioned that the three-year Work Program expires in 2016 to this document will need to be re-examined and possibly updated. He stated that it would be possible to stage some workshops to do this during the regular Planning Commission meetings, but that no action will be taken on scheduling these tonight due to the high number of commissioners absent.
- E. Monroe County Older Adult Needs Assessment – Mr. Peven passed out the executive summary for this study that was done by the Commission on Aging. Mrs. Mentel said there will be an upcoming meeting on January 20<sup>th</sup> to prioritize the recommendations listed in the executive summary. There will also be discussion regarding possibly asking for more millage due to the growing number of seniors.

#### 9. Budget & Finance

- A. 2015 Budget summary statement – Mr. Peven stated that the Commission spent 99.69% of its allocated budget for 2015, although there will be a few positive adjustments due to reimbursements for the Remonumentation Program. Some money was not spent in the office equipment maintenance portion of the budget, and there was money left over due to fewer expenses for the copying machine. Board per diem and travel was also less than budgeted due to some cancelled meetings last year and no special meetings being held. Revenue projections fell a little short for 2015, however, although Milan Township still needs to be billed for their Plan update.

#### 10. Committee Member's / Director's Report

- A. Lake Erie Transit (LET) Commissioner Report – Dr. Miller was not present to give a report. Mrs. Mentel stated that there was not a January LET meeting.
- B. Monroe County Parks and Recreation Commission Report – Mrs. Mentel stated that they are working with the Road Commission to get the water drained off of Nike Park and seven trees have been cut down in the camping area as well as some tiles being cleaned out and more ditching being done. Tiling has also been done on the north side of Newport Road. Some cement areas with benches are also being added to the park. Mrs. Mentel stated that some people are still walking in to West County Park even with the gate there. Also the park will be losing

some of its income this year. Mr. Peven stated that he will be meeting with Mike Bosanac the week of January 18th regarding plans for West County Park.

Mr. Peven stated that he has been speaking to the Museum Director regarding putting some fencing around the school building/country store. He has been working with the Road Commission to determine where the road right of way is. Mrs. Mentel brought up that the County will be having its birthday in 2017 and that there are already meeting to plan activities for this. Mr. Peven stated that he has been invited to meetings regarding the River Raisin regarding cooperative projects to make improvements to the riverfront including improved access. Mrs. Mentel brought up that there will be signage placed at the Raisinville site for canoe and kayak access to the river.

- C. Monroe County Road Commission Report – Mr. Assenmacher asked about the Milan Township zoning case regarding the outdoor pipe storage and how road access will work for that, and specifically how the Planning Commission notifies the Township regarding our recommendation for this case. Mr. Brant stated that he believed that the pipes would be moved internally using roads built on the site. Mr. Assenmacher stated that he just wanted the Road Commission to be at the table for any potential changes to the site that could cause more wear to the County roads. Mr. Peven stated that he believed that these pipes would be used for the pipeline that is mostly being constructed through Lenawee County. Mr. Peven stated that we will send our staff review to the Township. Mr. Brant stated that Mr. Assenmacher's concerns will probably be looked at during the site plan process.

Mr. Assenmacher stated that he did not have any report from the Road Commission for this month, but that the Road Commission has been focused on snow removal this winter as usual.

11. Other Items from Members –

- A. Mrs. Mentel stated that they are looking for members to be on the committee planning out the County's birthday activities.
- B. Mr. Peven brought up the visual survey for Frenchtown Charter Township that was passed around by Mrs. Mentel earlier and stated that she had concerns regarding the survey. Mr. Brant agreed with Mrs. Mentel that the survey was not specific enough to be useful. Mrs. Mentel stated that there are hard copies of this survey available to the Frenchtown Charter Township public as well as an online version.

12. The next meeting is scheduled for Wednesday, February 10, 2016 at 7:30 p.m.

13. Adjournment: Motion by Mr. Brant, supported by Mr. Assenmacher, to adjourn the meeting. The meeting concluded at 8:13 pm.

**MOTION CARRIED**

**MEETING ADJOURNED**

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