

MINUTES

REGULAR MEETING OF THE MONROE COUNTY PLANNING COMMISSION

DATE and TIME: May 14, 2014, at 7:30 p.m.

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

MEMBERS PRESENT: Mary Webb (Chairman) Scott Assenmacher; Mark Brant; Dan Brooks; Rebecca Curley; Floreine Mentel; Herb Smith; Mike Sperling;

MEMBERS ABSENT: Patrick Miller (excused); Jason Sheppard (excused)

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

OTHERS PRESENT: Members of the public present: Larry See Jr., Citizen; Dan Williams, Great Lakes Aerial Maintenance

1. A quorum being present, Chairman Webb called the meeting to order and the Commission proceeded to transact business.

2. Chairman Webb led the Commission in the Pledge of Allegiance.

3. Motion by Mr. Smith, supported by Mr. Brant to adopt the agenda.

MOTION CARRIED

4. Motion by Mr. Sperling, supported by Mrs. Mentel, to accept the minutes of the April 9, 2014 meeting as submitted and place on file.

MOTION CARRIED

5. Call to the Public – No one had comment

6. Correspondence & Information

A. Correspondence – There were no items of correspondence

B. Information

1. SEMCOG Public Notice – 2014-2017 Transportation Improvement Plan

2. SEMCOG Public Notice – Comprehensive Economic Development Strategy

3. Semscope – SEMCOG Spring 2014 Newsletter

4. The Open Road – Monroe County Road Commission Newsletter – March/April 2014

5. Recycle Now Calendar

6. Medical Waste Collection flyer

Motion by Mrs. Mentel, supported by Mr. Smith, to accept the correspondence and information as submitted and place on file.

MOTION CARRIED

7. Old Business:

- A. Partners in Planning Update
 - 1. Monroe Charter Township Mapping Project – Mr. Peven stated that this project is in the final stages of being completed.
 - 2. Erie Township Mapping Project – Mr. Peven stated that this project is in the final stages of being completed.
 - 3. Updates on proposals for Petersburg and Milan – Mr. Peven stated that Milan is close to approving a proposal for the Planning Department to work on updating its Zoning Ordinance. He stated that he has still not heard back from Petersburg or Carleton.
- B. Monroe County Capital Improvements Plan Report – Mr. Markham summarized the CIP selection process and presented the report to the Commissioners. He explained the prioritization criteria regarding project costs indicated on the final project chart.

Mr. Brooks asked the other members of the CIP subcommittee about the rationale for giving the Museum roof points in the Public Safety category. Mrs. Mentel explained her rationale for giving the project points in this category as the public uses the Museum and that their safety could be affected if roof air conditioning units malfunction. Mr. Brant stated that even though each of the several different categories has an explanation of what it entails, the scoring is still a judgment call by each Commissioner.

Mr. Assenmacher pointed out a discrepancy in the tables that should be corrected before the CIP is approved. Mr. Markham stated that he would check this. Chairman Webb asked if the Report could be tabled until the correction is looked into. Mr. Peven stated that it needed to be approved for the County Board at this meeting.

Motion by Mr. Brant, supported by Mr. Assenmacher, to approve the corrected Monroe County Capital Improvements Plan Report.

MOTION CARRIED

Mr. Peven asked if any of the subcommittee members had any suggestions on how to improve the CIP process. Mr. Brooks said that he enjoyed the process. Mr. Peven asked if it would be helpful to meet during or after the scoring in order to discuss the process while it is being performed. Mr. Brant stated that he thought it was better to keep the scoring independent and individual so that the projects are not just rated based upon group consensus. Chairman Webb stated that there should be more discussion about what each category in the rating system means.

- C. Monroe County Comprehensive Economic Development Strategy – Mr. Markham stated that the CEDS Committee has met twice so far. He stated that they are just finding projects this year and that they will not re-do the document until next year. He stated that they will meet again next week.
- D. Monroe County Planning Commission Bylaws/Rules of Procedure – Mr. Simmons went through the by-law changes. There were questions about ex-officio members and whether Mr. Brant could act as Chairman. Mr. Simmons stated that while the language stated that he could not serve in the position of Chairman, there was nothing in the Act's language stating that Mr. Brant could not temporarily act as Chairman if Mrs. Webb and Mr. Smith are absent. Mr. Brooks asked about the language in the Bylaws referring to the evaluation of the Director position and whether the evaluation was still necessary now that the County Board has direct control of the appointment of Mr. Peven to his position. Mr. Brant stated that the Board would most likely still need this evaluation as a measure of Mr. Peven's performance if they were to make an employment decision.

Mr. Peven pointed out that he thought the language in the Bylaws mentioning quorums was unclear and that a majority of the entire Planning Commission is necessary to pass a County Plan as required by the State Planning Act, but that a majority of the members present is all that is necessary to pass any other motion. He recommended that the language be changed to make this clearer. Chairman Webb agreed with this.

The Commissioners discussed whether there should be anything in the Bylaws about canceling official meetings if a quorum is not present 15 minutes after the meeting is scheduled to begin. There was general agreement that this should be reflected in the Bylaws.

Motion by Mr. Brant, supported by Mr. Smith, to approve the addition of the 15-minute rule to the Planning Commission Bylaws

MOTION CARRIED

There was then discussion about whether the Commissioners could stay and hold informal discussion even if the meeting has been cancelled. Mr. Brant stated that this decision could be made at the time by the Commissioners.

Mr. Smith brought up adding the word “present” to the Bylaws to emphasize that only a majority of those present were needed to pass motions other than the approval of Plans. Mr. Brant then amended his motion to include the suggestion about the majority of all Commissioners being required to approve a Plan but only a majority of those present required for the approval of all other motions, as well as a change pointed out by Mr. Peven to change the name of the Board of Supervisors to the Board of Commissioners in the Bylaws. Mr. Sperling seconded this motion.

MOTION CARRIED

- E. SEMCOG Green Infrastructure Vision for Southeast Michigan – Mr. Peven stated that there was a meeting at Monroe City Hall regarding a green infrastructure plan for the County. He presented the report to the Commissioners.
- F. Community Flood Mitigation Project – Mr. Peven stated that there was a meeting last week at the Emergency Management Department discussing a flood hazard mitigation plan for the County. He stated that this plan would make communities in the County eligible for grants from FEMA. He stated that the State has put off developing this plan but after discussing it with the State they are agreeing to make it more of a priority.
- G. Community Health Assessment for Monroe County - Mr. Peven stated that hospitals are required under the Affordable Care Act to make a community health assessment. He stated that the County will be receiving a grant to perform this assessment and that there was a meeting at the Health Department with a consultant who will perform this assessment when the money is available.

- 8. New Business:
 - A. Consent Agenda

Township Zoning Reviews

200.1-5-14-8 Monroe Township (map)

This is an official request to change the zoning on a parcel portion totaling 0.45 acres from C-1, Local Commercial District to R-3, High Density Residential District. The purpose of the rezoning is not stated. The site is located on the west side of S. Dixie Highway at the intersection of W. Brookshire Ct. between Dunbar and Albain Roads.

Recommendation: Staff recommends that the Monroe County Planning Commission advise the Monroe Charter Township Board that it recommends approval of the proposed zoning change request, as the rezoning is consistent with both the Monroe County Comprehensive Plan and the Monroe Charter Township Master Plan, and for the reasons stated above.

200.1-5-14-9 Raisinville Township (map)

This is an official request to change the zoning on a parcel portion totaling approximately 2.07 acres from AG, Agricultural District to M, Manufacturing District. The purpose of the rezoning is so that the site may serve as storage for materials relating to the landowners' business, Great Lakes Aerial Maintenance & Co. The site is located on the north side of North Custer Road east of the intersection of North Custer and northbound Ida-Maybee Road.

Recommendation: Staff recommends that the Monroe County Planning Commission advise the Raisinville Township Board that it recommends approval of the proposed zoning change request, as the rezoning is consistent with adjacent land uses, and for the reasons stated above.

Farmland Reviews

200.4-5-14-9 Ida Township (Owner: Montri, L. & M.)

The property totals approximately 80 acres in size. It is located southwest of the intersection of Ida Center Road and Lewis Avenue.

Recommendation: Staff recommends that the Monroe County Planning Commission approve this application for inclusion in the Farmland and Open Space Program because it is consistent with the intentions of Public Act 116 of 1974 and for the reasons stated in the review.

Consent Agenda: Addition

Farmland Review

200.4-5-14-10 London Township Darling, D. & H.

The property totals approximately 39.89 acres in size. It is located southwest of the intersection of Palmer Road and Grames Road.

Recommendation: Staff recommends that the Monroe County Planning Commission approve this application for inclusion in the Farmland and Open Space Program because it is consistent with the intentions of Public Act 116 of 1974 and for the reasons stated in the Planning Analysis.

Motion by Mr. Sperling, supported by Mr. Brant, to accept Staff's recommendations.

MOTION CARRIED

B. Notice of Intent to Amend Master Plan – Ash Township and Frenchtown Charter Township – Mr. Peven stated that these letters were received in the mail by the two communities.

9. Budget & Finance

A. First Quarter Financial Statement – Mr. Peven stated that there are no line item expenditures that are particularly out of the ordinary for this time of the year. Mr. Peven commented on the postage line item and how quite a bit of it was spent for the planning commissioner training event that was well attended. However, he stated that this event generated income for both the County and the City of Monroe that will be used to fund future programs.

10. Committee Member's / Director's Report

A. Lake Erie Transit (LET) Commissioner Report – Dr. Miller was not present to make a report.

B. Monroe County Parks and Recreation Commission Report – Mrs. Mentel stated that mowing operations have started at the parks and that seasonal staff is now employed maintaining the parks. The fishing weekend is coming up in June. Vienna Park baseball diamonds have been maintained and are being well-used this so far this year. They are looking at getting some millings for Nike Park. She stated that at Navarre-Anderson some sound posts have been put in and Loranger Square has received some landscaping.

Mr. Peven stated that Mike Bosanac would like some paved seating areas in several of the County parks. He also stated that the County is looking into leasing some property from Raisinville Township on the River Raisin to use as a canoe and kayak launch site.

C. Monroe County Road Commission Report – Mr. Assenmacher stated that the Samaria Road project will be starting probably in July using 5 million dollars of State money.

12. Other Items from Members –

13. Next meeting is scheduled for Wednesday, June 11, 2014 at 7:30 p.m.

14. Adjournment: Motion by Mrs. Mentel, supported by Mr. Smith, to adjourn the meeting.

MOTION CARRIED

MEETING ADJOURNED

:rds