

# MINUTES

## REGULAR MEETING OF THE MONROE COUNTY PLANNING COMMISSION

**DATE and TIME:** June 11, 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; Dan Brooks; Rebecca Curley; Floreine Mentel; Patrick Miller; Jason Sheppard; Herb Smith; Mike Sperling;

**MEMBERS ABSENT:** Mark Brant (excused)

**MCPC STAFF PRESENT:** Robert Peven, Planning Director; Jeff Boudrie, GIS Specialist; Lee Markham, Planner; Ryan Simmons, Planner

**OTHERS PRESENT:** Larry See Jr., Citizen

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. Adopt/Revise Agenda

Mr. Sheppard pointed out that the date of the next meeting in July needed to be changed. Mr. Peven added Item 8E, TMACOG Transportation Plan to New Business on the Agenda.

Motion by Mrs. Mentel, supported by Mr. Sheppard to adopt the agenda.

**MOTION CARRIED**

4. Motion by Mr. Sperling, supported by Mr. Sheppard, to accept the minutes of the May 14, 2014 meeting as submitted and place on file.

**MOTION CARRIED**

5. Call to the Public – No one had comment

6. Correspondence & Information

A. Correspondence

1. Letter from Christine Stack, Director, Mitigation Division, FEMA Region V to Monroe County Board of Commissioners Chairman Jerry Oley – Mr. Peven stated that this letter was enclosed with the new flood maps that were sent to Monroe County. Mr. Boudrie will address these maps in Item 7E.

B. Information

1. *The Open Road* – Monroe County Road Commission Newsletter – May/June 2014

7. Old Business:

A. Partners in Planning Update

1. Monroe Charter Township Mapping Project – Mr. Boudrie stated that he is working on the final revisions.

2. Erie Township Mapping Project – Mr. Boudrie stated that the Township has received both GIS and hard copies of the data. He stated that they have not contacted them if they want revisions yet.
3. Luna Pier – proposal to develop a Recreation Plan – Mr. Peven stated that the City would like to enter into a contract with the Planning Department to update its Plan. Mr. Peven presented a draft contract to the Commission.

Motion by Mr. Brooks, supported by Mr. Sheppard to approve the draft contract to develop a recreation plan for the City of Luna Pier.

**MOTION CARRIED**

- B. Monroe County Remonumentation Plan – Mr. Peven stated that the Department is currently contracting with surveyors for remonumentation work for 2014.
- C. Monroe County Capital Improvements Plan – Mr. Markham stated that the report was approved last month and sent to the Board of Commissioners but final approval has been delayed because not every Commissioner has received a copy of it yet.
- D. Monroe County Comprehensive Economic Development Strategy – Mr. Markham stated that the CEDS Committee has been meeting once a month. They are taking submissions from communities and the project list is currently being refined. Mr. Peven stated that the Department is also working on a regional CEDS with TMACOG.
- E. Community Flood Mitigation Project – Mr. Peven stated that a mitigation plan is being created with the cooperation of local Monroe County communities. Pressure has been put on the State to complete the Plan and Mr. Peven hopes that it will be done by July. Presentations will be made to each participating community once the Plan is completed.

Mr. Boudrie presented some of the new flood maps that were created by FEMA. Communities around the County now need to adopt the maps as official so that residents in the floodplain can be eligible for insurance. Both Mr. Boudrie and Mr. Peven pointed out several differences in the floodplain between the 2000 maps and the new maps and indicated how they might impact future development in the County. Mr. Boudrie pointed out that some of the floodplain determinations may change again once the upcoming lake study is completed.

Dr. Miller stated that he had some difficulties navigating the bureaucracy when it came to making a proper floodplain determination for his own property and said that he had sympathy for citizens in the County who might have to go through the same thing because of the new determinations. He thanked the Planning Department for their assistance.

8. New Business:
  - A. Consent Agenda

**Township Zoning Reviews**

200.1-6-14-10      Frenchtown Charter Township (text)

Frenchtown Charter Township is proposing to amend Article 25.00 of its Zoning Ordinance. The amendment would amend Section 25.11 to allow the face of non-conforming signs to be changed without having to bring the sign into conformance with the current Frenchtown Charter Township Zoning Ordinance. Non-conforming signs would also be able to be reworded without having to be brought into conformance with the Zoning Ordinance. However, when signs are enlarged, redesigned or altered, except for changes to the face of the sign, they would still need to be brought into conformance with the Ordinance.

Recommendation: Staff recommends that the Monroe County Planning Commission advise the Frenchtown Charter Township Board that it recommends approval of the proposed zoning text amendment.

**Farmland Reviews**

200.4-6-14-12      LaSalle Township (Owner: Anteau & Son Holdings)

The property totals approximately 30.47 acres in size. It is located between South Otter Creek Road and Yargerville Road west Telegraph Road (U.S. 24).

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.

Motion by Mr. Sheppard, supported by Mr. Smith, to approve the consent agenda and accept Staff's recommendations.

**MOTION CARRIED**

- B. Centralized Geographic Information Systems (GIS) for Monroe County – Mr. Peven stated that Mr. Boudrie has been working with the Equalization Department in order to centralize GIS mapping in the County. Mr. Boudrie stated that Equalization does not have the manpower anymore to perform many of its mapping duties so he is going to begin to incorporate their traditional mapping duties into GIS with the IT Department's help. In addition to equalization data there will also be the incorporation of Drain Commission data into the GIS. He stated that he believes this will help economic development in the County by making it easier for developers to access all of these data. Other departments in the County will also be able to easily access these data. Finally, tying these data into aerial mapping data will help assessors to ensure that properties are being properly assessed.

Mr. Boudrie stated that a plan for this change has been submitted to Mike Bosanac and he is waiting for his approval to go ahead.

- C. 2015 Aerial Photography Program – Partnership Request Letter – Mr. Peven stated that a request for funding for aerial photography has been made to the Monroe County CIP costing about \$50,000, and that the Department is seeking partnerships with other municipalities in the County to help with some of these costs. Mr. Peven stated that Mr. Bosanac would like approval of this letter by the Planning Commission before the Partnership Request Letter is sent out.

Motion by Mr. Brooks, supported by Mrs. Mentel, to approval the Aerial Photography Partnership Request Letter to be sent out to other local governments in Monroe County.

**MOTION CARRIED**

- D. Planning Department Job Descriptions – Mr. Peven stated that Human Resources would like to see our Department's job descriptions to be updated. He presented them to the Planning Commissioners to look them over and stated that Staff will also be reviewing these descriptions. The changes will be presented for approval at next month's Planning Commission meeting.
- E. TMACOG Transportation Plan – Mr. Simmons went through a survey sent by TMACOG for comments to their 2045 Transportation Plan. He stated that the questionnaire was sent right after the Planning Commission meeting last month and that the comments were due on June 13, so he filled out what he thought were appropriate answers for Monroe County and wanted the Planning Commission's input and go-ahead to send the comments on to TMACOG. He stated that he would also like some contribution from the Monroe County Road Commission if possible.

Mr. Sheppard stated that he thought a project to add a left-turn lane to Sterns Road should be included on the list of projects, but mentioned that Bedford Township is no longer a member of TMACOG. Mr. Assenmacher added that Smith Road should be added too. He questioned the inclusion of the Samaria Road project on the list as the money was already received and the project is going to be completed this year. He stated that he would send Mr. Simmons some Road Commission projects that could be put on the list to be included in the Plan.

9. Budget & Finance

- A. Budget Workbook – Mr. Peven stated that he has not had time yet to go through this but that it is due July 7<sup>th</sup>. He stated that the Planning Commission meeting is on July 9<sup>th</sup> so if anything is approved for the budget on that date he will have to submit an amendment as Finance is sticking to the deadline date of the 7<sup>th</sup>.

10. Committee Member's / Director's Report

- A. Lake Erie Transit (LET) Commissioner Report – Dr. Miller stated that there are some new buses. They are still waiting on state funding for transit from Lansing. He states that LET is continuing to operate well in the meantime.
- B. Monroe County Parks and Recreation Commission Report – There was no report as the Parks and Recreation Commission had not yet met for the month of June.
- C. Monroe County Road Commission Report – Mr. Assenmacher stated that bidding for Samaria Road opened on June 9<sup>th</sup> and bids came in 4% under engineer estimates. He stated the project will start on June 23<sup>rd</sup> and is scheduled to be completed on November 1<sup>st</sup>.

He also stated that there has been a challenge with Ventower transporting its wind tower components on County roads as the trucks are all overheight and overweight. He stated that he would like to sit down with Ventower and come up with an agreement for pricing and a route to transport its components. Mr. Sheppard pointed out that this would not have been a problem if the rail companies had been willing to cooperate to bring a rail spur to the facility. Dr. Miller mentioned that there could be grants available from the Department of Energy that could help with these costs.

- 12. Other Items from Members – Mr. Smith spoke about the EPA's efforts to have greater control over bodies of water on citizens' private property and stated that if any members had concerns about this that they should contact their political representatives.

13. Next meeting is scheduled for Wednesday, July 9, 2014 at 7:30 p.m.

14. Adjournment: Motion by Mr. Smith, supported by Dr. Miller, to adjourn the meeting.

**MOTION CARRIED**

**MEETING ADJOURNED**

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