

MONROE COUNTY  
PLANNING DEPARTMENT  
AND COMMISSION



2010  
ANNUAL REPORT



# 2010 ANNUAL REPORT

## MONROE COUNTY PLANNING DEPARTMENT & COMMISSION

This document prepared & published by the

Monroe County Planning Department  
& Commission

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Robert P. Peven, AICP, Director

Report Coordinator: Lee Markham, Planner

**MAY 2011**



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## A MESSAGE FROM THE CHAIRMAN AND THE DIRECTOR

With a recently-minted Monroe County Comprehensive Plan, a strengthened emphasis on Farmland Preservation, and a good deal of experience among our staff, the Monroe County Planning Department and Commission “hit the ground running” as 2011 began. We have received much appreciated support during 2010 from the Monroe County Board of Commissioners, local communities, and from our former, long-time Planning Director Royce Maniko, who now holds a new leadership position as County Administrator.

2010 has been a year of transition. In light of diminishing County revenues, the Planning Staff continued to downsize by attrition during the past year. At one time there were as many as 13 full-time employees, and as recently as 2008 there were six full-time employees. As 2011 began, the staff numbered two full-time employees and one half-time employee, with County Administrator Royce Maniko acting as Planning Director, and Planning Director Robert Peven, who officially retired at the end of 2010, planning his return as a half-time employee in March. The Department continues to carry out its core functions and statutorily mandated activities, while also continuing to offer assistance to the County Administration, other departments, local municipalities, and the public in many ways.

We would like to thank all who have participated in the planning process, including the Planning Commission and staff, and local officials and citizens from throughout the County. Through our collective efforts, we continue to administer an effective program for our County. We encourage everyone to participate in the local planning process, and your questions and comments are always welcome. We look forward to continuing to serve you in 2011.

We thank you for your interest in planning, and we invite you to peruse this 2010 Annual report for the full story of what we are doing and what we hope to accomplish.

Sincerely,



Mary K. Webb, Chairman  
Monroe County Planning Commission

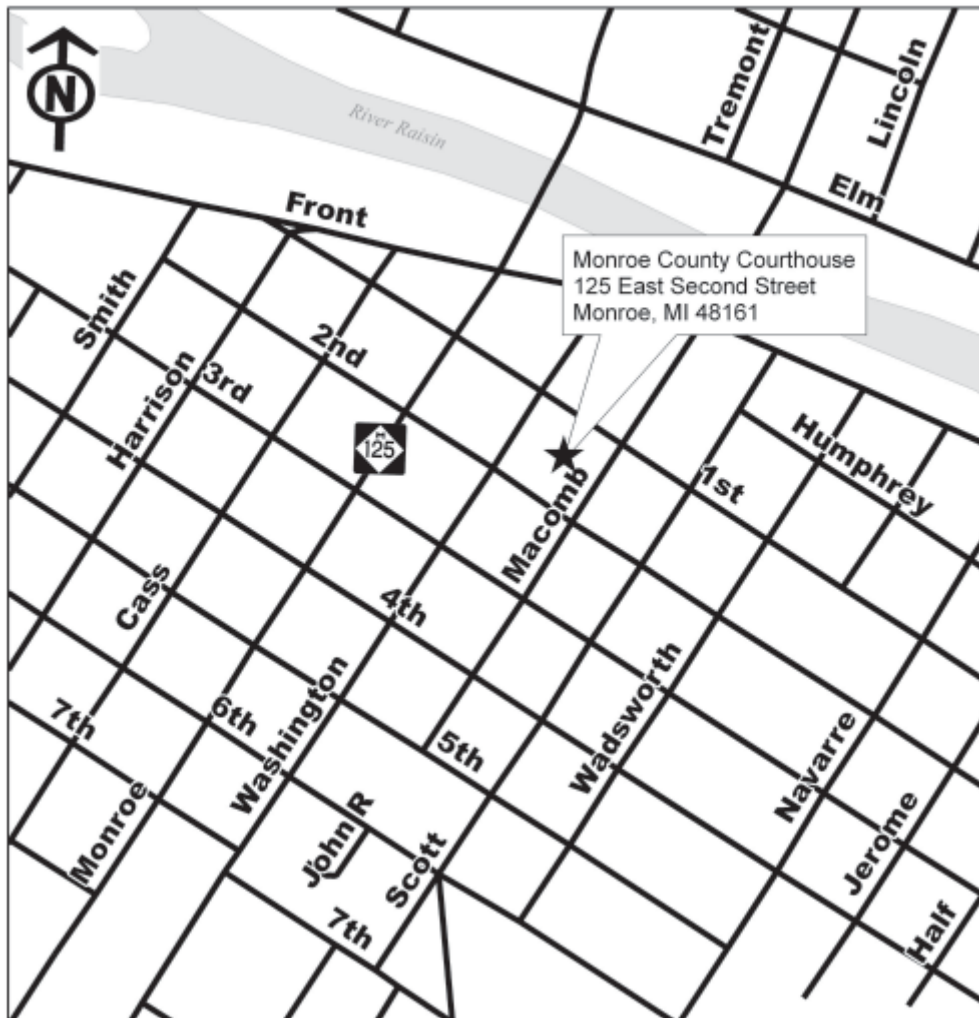


Robert P. Peven, AICP  
Planning Director

## HOW TO FIND US

The Monroe County Planning Department is located in the Monroe County Courthouse, on Loranger Square at the corner of First and Washington Streets in downtown Monroe, Michigan. You can park in any of the metered and unmetered short-term parking spaces along the streets, as well as in several other parking lots in the immediate area. Our offices are on the fourth floor, and can be accessed via the elevators nearest to the main Courthouse entrance. When stepping off the elevators on the fourth floor, turn right, and you will see the Planning Department sign.

**Monroe County  
Planning Department and Commission**  
Fourth floor, Monroe County Courthouse  
125 East Second Street, Monroe, Michigan 48161  
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## PREFACE

The Monroe County Planning Commission was created in 1968 under Act 282 of the Public Acts of 1945, as amended, the Michigan County Planning Commission Act. The County Planning Commission consists of eleven members appointed by the County Board of Commissioners for three-year terms to represent a cross section of interests, including education, agriculture, recreation, labor, industry, government, transportation and commerce. This Commission serves as an advisory body that provides assistance and advice to the County Board of Commissioners and local communities.

The basic duties of the County Planning Commission are set forth in the following activities list, a part of the adopted Monroe County Planning Ordinance.

- Prepare and periodically amend a comprehensive plan for the development of the County.
- Make studies, investigations and surveys relative to the economic, social and physical comprehensive development.
- Cooperate with all departments of state and federal governments and all public and private agencies concerned with programs directed toward the economic, social and physical comprehensive development of the County and seek the maximum coordination of the County programs of these agencies.
- Consult with representatives of adjacent counties in respect to their planning so that conflicts in overall County plans may be avoided.
- Assist and coordinate all planning efforts of all constituent units of governments of the County of Monroe.
- Develop and maintain a central data bank of planning information for the use of all interested public and private agencies.
- Review zoning amendment petitions in the unincorporated portion of the County and review federal or state planning or facility grant requests throughout the County.

In addition to the activities that are mandated by ordinance or statute, the Planning Department performs a wide range of services and activities, including research, coordination, support, management, and programming in relation to County government. In particular, many requests for administrative assistance from the County Board of Commissioners and the County Administrator are fulfilled, including grant preparation, economic development activities, special studies, and GIS mapping.



## HIGHLIGHTS FOR 2010

The **Monroe County Comprehensive Plan and Future Land Use Map** was updated and given final approval in October.

The **Partners-in-Planning** program assisted these local communities with planning documents such as community master plans, zoning ordinances and updated recreation plans, grant applications, and various types of maps: Monroe Charter Township, the Village of Carleton, Whiteford Township and Frenchtown Charter Township.

The **Township Zoning Review** program reviewed 6 zoning change requests and 15 zoning ordinance text changes and amendments

The **Participant Statistical Areas Program (PSAP)**, reviewed the Census Bureau's mapping of entity boundaries.

The **Monroe County Complete Count Committee** to help educate and alert the public about the April first Census count day, and to encourage all citizens to respond.

The **Annual Capital Improvements Program** consolidated and summarized near-term and long-range capital spending needs of County departments

The **Monroe County Comprehensive Economic Development Strategy** helped to qualify local communities for EDA grants and loans while documenting the County's economic development efforts, opportunities, and shortcomings.

The annual **Summary of New On-Site Construction Activities** reported on Monroe County building and provided a multi-year history of construction activities.

The **Monroe County Land Preservation Board** began meeting to promote preservation of farmland, and will develop application forms, evaluation procedures and a scoring system for purchase of development rights.

The **Monroe County Solid Waste Management Committee** updated the Monroe County Solid Waste Plan, with finalization expected in 2011.

**The Staff was reduced** from four full-time staff persons in January 2010 (Director, two Planners, and a GIS Specialist) to two full time persons and one half time person in January 2011. One Planner retired on June 30, and then returned to work as a part-time (20 hrs. per week) employee September 1. Planning Director Robert Peven also retired at the end of 2010. He took the required two months off, and returned on March 1<sup>st</sup> as a part-time Director.

Through a cost-sharing program with SEMCOG and other partners, a **Digital Ortho Aerial Photography** program was completed.

The department continued to coordinate the **Remonumentation Program** with 40 new corners installed using grant monies totaling \$54,077.

Staff participated in US Nuclear Regulatory Commission Public Scoping meetings reviewing DTE Energy's combined licensing application to build the **Enrico Fermi Nuclear Power Plant Unit 3**.

Details of these activities and our entire planning program can be found on the following pages.

#### **Coordination and Liaison**

Staff members represented Monroe County at numerous local and regional planning agencies, committees and organizations. These include extensive work and cooperation with the Southeast Michigan Council of Governments (SEMCOG) and the Toledo Metropolitan Area Council of Governments (TMACOG). These two agencies hold joint meetings in Monroe to discuss issues and explore avenues for cooperation.

## 2010 Revenues and Budget

### Revenues

	<b>2009</b>	<b>2010</b>
DATA	\$ 142.25	\$ 357.78
MAPPING	\$ 206.10	\$ 1447.92
AERIALS	\$ 110.00	\$ 10,629.00
CONTRACTUAL	\$ 14,806.29	\$ 10,568.79
FEDERAL AID COMMITTEE	\$ 214.07	\$ 2,908.92
<b>SUB TOTAL</b>	<b>\$ 15,478.71</b>	<b>\$ 25,912.41</b>
REIMBURSEMENTS	\$ \$0.00	\$ 0.00
GRANTS	\$ 18,932.80	\$ 48,424.20
<b>GRAND TOTAL</b>	<b>\$ 34,411.51</b>	<b>\$ 74,336.61</b>

### Budget

<b>DESCRIPTION</b>	<b>2010 AMENDED BUDGET</b>	<b>2011 BUDGET</b>
SALARIES, WAGES, FRINGE BENEFITS	\$ 359,884.89	\$ 227,234.00
OFFICE SUPPLIES	\$ 3,827.00	\$ 2,500.00
PRINTING AND IMAGING	\$ 4,490.00	\$ 2,500.00
AERIAL MAPS	\$ 16,000.00	\$ 10,000.00
POSTAGE AND MAILING FEES	\$ 1,800.00	\$ 1,800.00
SUBSCRIPTIONS & PERIODICALS	\$ 1,750.00	\$ 1,750.00
BOOKS	\$ 400.00	\$ 400.00
BOARD PER DIEM	\$ 4,260.00	\$ 4,700.00
BOARD MEMBERS TRAVEL	\$ 1,500.00	\$ 1,860.00
SOFTWARE LICENSE FEE	\$ 11,400.00	\$ 11,400.00
ASSOCIATION & MEMBERSHIP DUES	\$ 4,500.00	\$ 4,800.00
TELEPHONE	\$ 1,200.00	\$ 1,200.00
TRAVEL	\$ 4,500.00	\$ 3,000.00
CONFERENCE AND CONVENTION	\$ 1,146.90	\$ 1,000.00
GENERAL LIABILITY INSURANCE	\$ 6,682.00	\$ 4,461.00
MAINT-OFFICE EQUIP AND FURN	\$ 5,200.00	\$ 3,500.00
COPIER EXPENSE/LEASE	\$ 4,500.00	\$ 4,100.00
TRAINING AND SEMINARS	\$ 4,353.10	\$ 3,000.00
C.O.-COMPUTERS & RELATED EQ	\$ 0.00	\$ 0.00
<b>TOTAL</b>	<b>\$ 437,393.89</b>	<b>\$ 289,205.00</b>



# THE 2010 MONROE COUNTY PLANNING COMMISSION & DEPARTMENT

## Monroe County Planning Commission 2010

The Commission consists of eleven members appointed by the Board of Commissioners for three-year terms. The Monroe County Board of Commissioners and the Monroe County Road Commission are traditionally represented with one member each. Other members represent a cross section of county interests. At the end of 2010, there was one vacant position on the panel.

### 2010 Monroe County Planning Commission

Mary K. Webb.....	Chairman
Herbert Smith .....	Vice Chairman
Mark Brant .....	Secretary
Rebecca Curley* .....	Member
Patrick T. Leonhardt .....	Member
Anthony Majauskas** .....	Road Commission Representative
Floreine M. Mentel .....	Member
Dr. Patrick F. Miller.....	Member
Albert Potratz .....	Board of Commissioners Representative
Larry J. See .....	Member
Mike Sperling.....	Member

\* Joined in March 2010  
\*\*Resigned in June 2010

### 2010 Monroe County Planning Department Staff

Robert P. Peven, AICP.....	Planning Director
Ryan Simmons, AICP.....	Planner
Lee Markham.....	Planner
Jeffrey Boudrie .....	GIS Specialist

### Partners-In-Planning

In order to establish working relationships with local units of government and to promote County-wide coordination, technical assistance is made available to all minor civil divisions with regard to zoning, planning, mapping and other general information. This can take many forms, from formal contracts for preparing land use plans, recreation and open space plans, zoning ordinances, or specialized mapping to information requests by local officials or individuals. These activities are known collectively as the "Partners-In-Planning" program, and the projects worked on in 2010 can be seen on page 10.



## **PARTNERS-IN-PLANNING PROGRAM 2010**

Monroe Charter Township Mapping Project  
Village of Carleton Zoning Ordinance and Master Plan  
Whiteford Township Land Use Plan  
Frenchtown Charter Township Recreation and Open Space Plan

### **PLANNING DEPARTMENT PUBLICATIONS – 2010**

Monroe County Comprehensive Plan 2010 Update  
Monroe County Planning Commission 2009 Annual Report  
Monroe County 2009 Summary of New Onsite Construction Activity  
Monroe County New Onsite Construction for First Six Months of 2010  
Monroe County Comprehensive Economic Development Strategy - 2010  
Monroe County Planning Commission 2011 Proposed Annual Budget  
Monroe County Capital Improvement Program 2011-2015  
Monroe County Indigent Defense Study

### **OTHER AVAILABLE PUBLICATIONS & RESOURCE MATERIALS**

The History of Cemeteries and Family Burial Plots in Monroe County, Michigan 1795-2002  
Monroe County Recreation and Open Space Plan 2008  
Monroe County Solid Waste Management Plan –2001, amended 2008  
Monroe County Housing Needs Assessment  
Monroe County Economic Profile - 2001  
Monroe County Coastal Zone Management Plan Update – 2008 draft  
Monroe County Apartment Study Update  
Monroe County Mobile Home Park Study  
Monroe County Economic Profile  
Aerial Photographs of entire County for the following years:  
1940, 1964, 1970, 1975, 1980, 1985, 1990, 1995, 2000, 2004, 2005, 2010  
Geo-referenced Digital Orthophotos of entire County – 2005, 2010  
USGS Digital Orthophotos – entire County 1989; partial County 2008  
Color Digital Aerial Photos of entire County – 2005, 2010  
Mapping: Base Maps—Utilities—Coastal Zone—Census Tracts—Zoning  
Transportation—Act 204 Land Use Inventory—USGS Mapping—Existing  
Land Use—Bike Trails—Hydrographic Features — Topography—Property  
Description—Recreation—Flood Areas—Soils & Slopes—Private/French  
Claims — Natural Features—Agriculture—Wetlands Inventory—County  
Land Use Plan—Sewer/Water—MIRIS Land Use Update



# WORK PROGRAM

## Synopsis

Here are descriptions of the major planning documents produced by the agency.

**The Monroe County Plan Update:** The 2010 Update of the Monroe County Comprehensive Plan and its accompanying Future Land Use Map were officially adopted by the Planning Commission in 2009 and by the Monroe County Board of Commissioners in February 2010.

**The Monroe County Comprehensive Economic Development Strategy (CEDS)** is updated annually in conjunction with the CEDS Committee. The committee is comprised of a group of community leaders representing a wide range of local interests. The plan is required for local communities to apply for Economic Development Administration grants and loans. (See Economic Development Section.)

**The Monroe County Parks & Recreation Plan** lists existing park and recreational facilities in the County, sets criteria for new facilities, outlines recreational deficiencies, formulates recreational goals and objectives, and shows the results of a public survey of perceived recreational needs. This plan is a requirement for eligibility for Michigan recreation grants through the Department of Natural Resources. An updated Parks and Recreation Plan was completed in 2007 and adopted in 2008.

The staff carries out a variety of tasks to further recreational opportunities in the County, including seeking grants for acquisition of lands for recreation and improvement of existing recreational venues, offering design services, and overseeing physical improvements to parks such as planting trees and vegetation.

**The Monroe County Capital Improvements Plan** annually documents the need for major, one-time capital expenditures of \$12,000 or more, and analyzes the County's financial and bond position. A committee of the Planning Commission annually prioritizes projects that are nominated by department heads (see section on Capital Improvements). Thirty-two projects were submitted by department heads, and reviewed and prioritized by the committee in 2010. Due to severe financial shortfalls, the County of Monroe did not include implementation of any Capital Improvements as part of its 2010 or 2011 budget.

**The Monroe County Solid Waste Management Plan** is prepared and periodically updated under Michigan Public Act 451, the Natural Resources and Environmental Protection Act of 1994 as amended, the Michigan State Department of Environmental Quality, and in conjunction locally with the Environmental Division of the Health Department and the Monroe County Solid Waste Management Committee. The plan outlines a procedure for siting landfills, sets restrictions on wastes to be disposed of in Monroe County, and mandates a tipping fee to fund the local recycling and resource

recovery program. The new Solid Waste Plan draft went to the Solid Waste Management Committee in 2010, and finalization is expected in 2011.

**The Summary of On-Site Construction Activity** shows new construction permits and demolitions by each local unit of government. Staff collects data on a monthly basis. It is an example of the types of data that are updated annually, and also forms a central basis for the analyses and recommendations for future development that are found in the County Plan.

## **Program Administration**

### **Work Program, Budget & Supervision**

The purpose of this category is to plan the nature of departmental work activities and their distribution among staff. Periodic review of performance and preparation and submission of the department's annual budget proposal also fall under this heading.

### **In-Service Training**

The planning field is an ever-changing and thoroughly diverse combination of disciplines. Professional planners must keep abreast of new developments, prevailing attitudes and changing laws that apply to our profession. Effective training activities among the staff can upgrade technical skills, improve management capabilities, broaden perspectives, and encourage upward mobility. The staff takes advantage of many professional development workshops and seminars that are offered in the area.

Staff and Planning Commission members attend the annual SEMCOG Spring Workshop, which the regional agency takes "on the road" to each of its seven counties. The SEMCOG staff presents informational updates and leads discussion on a wide range of planning topics. SEMCOG also held a special workshop in Monroe in October.

The staff also attended a number of meetings, seminars, workshops, and web-based training, with topics related to the following categories:

- Ann Arbor – Detroit Rail
- Controlled Burning
- Economic Development
- Fire Training Certification
- Freight
- High Speed Passenger Rail
- IMAGIN GIS Conference
- Land Preservation Conference
- MDOT/Monroe County Road Commission Traffic Summit
- Michigan APA Conference
- Michigan APA Transportation Bonanza
- Michigan Communities Association of Mapping Professionals
- Michigan Natural Resources Trust Fund (SEMCOG University)

- Natural Area Restoration
- Non-Motorized Transportation
- Ohio Conference on Freight
- Public Safety GIS User Group Workshop
- SEMCC Economic Census Workshop
- SEMCOG 2010 Aerial Imagery Flight Partnership meetings
- SEMCOG Outreach Meeting
- SEMCOG General Assembly
- SEMCOG GIS Users Group
- SEMCOG/TMACOG Joint Transportation Meeting
- TMACOG Summer and Winter General Assemblies
- TMACOG Transportation Summit
- TMACOG Transportation Planning Committee Meetings
- TMACOG/Northwest Ohio Passenger Rail Association Lunch
- USGS Quarterly Users' Meetings
- Wind Energy (APA Webinar)

#### **Administrative Assistance**

This category consists of supportive work for the County Board of Commissioners and for other County departments and agencies. In relation to many subjects, the staff occasionally assists Board members in preparing letters and public remarks or forming responses to State and Federal agencies. Many administrative assistance activities fall under other categories described in this report, such as Grant Preparation and Monitoring, and Communications.

#### **Grants Preparation & Monitoring**

The Planning Department prepares grant applications, and monitors and reports on payments and program progress for other grants that have been approved. Staff worked on various aspects of the following grant applications or programs:

- The Planning Director is Grant Administrator for City of Monroe CDBG grant for public infrastructure improvements around the new Monroe Bank and Trust building, The grant is being administered through the County because the City of Monroe was not eligible for such a grant.
- Ongoing (20-year) Remonumentation Grant for re-establishing section corner markers in the County
- Michigan Natural Resources Trust Fund \$2.2 million grant for purchase of 160 acres of open space land ("The Academy Preserve") for use as a public recreation area – matching funds are being sought.
- LiDAR AARA Grant through SEMCOG to develop elevation data
- Applied for Michigan Coastal Zone Management Grant
- Applied for and was awarded SEMCOG grant for HUD Regional Sustainability Grant
- Applied with Luna Pier for funding from SEMCOG Green Streets Demonstration Project Grant through USEPA.

- As member of the Access to Recreation Advisory Council, concluded Access to Recreation Grant in conjunction with the Community Foundation of Monroe County for numerous public recreation projects
- In conjunction with a Monroe area Native American group, received grant money and volunteer services from the War of 1812 Bicentennial Committee to develop a Native American Memorial in West County Park near Dundee
- Completed a Great Lakes Watershed Habitat Restoration Grant to improve native habitat in Monroe County parks.

### **Informational Requests**

On a near-daily basis, the Planning Department handles frequent requests from members of the public, students, developers, attorneys, governmental officials, real estate personnel, consultants, loan institutions, architects, environmental consultants, and others, for information items that are in our files or within our ability to access. Census data, unemployment figures, building activities, flood plain data, top employers, facts about Monroe County, and referrals to other information sources, are just a few of the many categories of information provided.

### **Regional Coordination**

The Planning Department maintains strong ties with various local and regional organizations. The general purpose of these relationships is to participate in efforts to coordinate planning activities among area units of government and public agencies. The primary regional planning agency for this area is the Southeast Michigan Council of Governments (SEMCOG). Monroe County also participates in several committees of the Toledo Metropolitan Area Council of Governments (TMACOG). These two agencies hold joint meetings in Monroe to discuss issues and explore avenues for cooperation.

A list of those organizations in which Staff and Planning Commissioners have participated follows:

#### **Area and Regional Staff or Planning Commissioner Representation**

- Census Retracting Committee
- River Raisin Battlefield Committee
- SEMCOG Alternate Monroe County Representative
- SEMCOG Executive Committee
- SEMCOG General Assembly
- SEMCOG Geographic Information Systems Subcommittee
- SEMCOG/TMACOG Joint Transportation Committee
- SEMCOG Transportation Advisory Council (Alternate)
- S.E. Michigan Census Council
- S.E. Michigan Resource, Conservation & Development (RC&D) Council
- TMACOG Executive Committee
- TMACOG Environmental Council
- TMACOG Freight Committee

- TMACOG Passenger Rail Committee
- TMACOG Transportation Summit
- TMACOG Transportation Advisory Council
- TMACOG Transportation Planning Committee
- TMACOG Transportation Improvement Program Development Committee
- MDOT Regional Non-Motorized Transportation Advisory Committee

#### **Local Committee Representation & Other Affiliations**

- Friends of Academy Preserve
- Green Team
- Homeless Network of Monroe County
- Milan Organization for Regional Excellence
- Monroe County Complete Count Committee (staff)
- Monroe County Human Services Collaborative Network
- Monroe Substance Abuse Coalition – Data Collection Subcommittee
- Monroe Blueprint on Aging – Transportation Committee (Co-Chair)
- Monroe County Federal Aid Transportation Committee (County-Wide and Monroe Urban Area)
- Monroe County Economic Development Committee
- Monroe County Industrial Development Corporation
- Monroe County Housing Coalition Subcommittee
- Monroe County Parks and Recreation Commission
- Monroe County Traffic Summit
- River Raisin Battlefield Committee
- U. S. Bureau of Census Official Affiliate

### **Physical and Environmental Planning**

#### **Comprehensive Plan: Monitoring & Update**

The process of updating the Monroe County Comprehensive Plan was completed in 2009. The initial draft was the subject of numerous public information meetings during 2008, and the official public hearings took place in 2009. Final adoption by the Board of Commissioners was in February 2010. The Plan is the official standard used in many planning decisions related to zoning, land use, and other considerations.

The Comprehensive Plan Update presents extensive background information on a wide variety of topics including geography, geology, soils, topography, drainage, natural resources and environment, groundwater, surface water, history, land use, demographics, housing, transportation, public utilities, the economy, and social services.

## **2010 Monroe County Comprehensive Plan—Major Components**

- **Demographics**
- **Land Use**
- **Transportation**
- **Public Utilities**
- **Natural Resources**
- **Agriculture**
- **Residential**
- **Recreation and Open Space**
- **Economic Development**
- **Coastal Zone Management**

The Future Land Use Plan Map becomes the new standard and official basis for many land use decisions and recommendations in the years to come. The land use categories for the new map have been revised to reflect our changing world.

## **2010 Monroe County Future Land Use Plan Map—Land Use Categories**

- **Agricultural, Primary**
- **Agricultural, Secondary**
- **Residential**
- **Commercial**
- **Industrial**
- **Industrial Reserve (Overlay)**
- **Science and Technology**
- **Open Space**

A key feature of the new Plan is the concept of “Smart Growth,” and it incorporates provisions of recent State legislation governing community land use plans.

Data to be used in the plan was compiled and developed on a continuous basis by the Planning Department Staff. All areas of map updating, the Building Activities Report, the Mobile Home Study, and the Apartment Study, are just a few of many informational resources used.

### **New On-Site Construction Activity**

- Published the 2009 *Summary of New On-Site Construction Activity*

### **Environment**

The Department participates with the Monroe County Environmental Health Division as part of the “Green Team,” in which the majority of the waste stream coming out of County offices is now being recycled.

### **Parks and Recreation**

- Staff to Monroe County Parks Commission/Periodic update of County Recreation Plan
- Assistance to local communities preparing community recreation plans
- Preparation of grant applications for recreation facilities
- Special Projects (Academy Preserve, Greenway Walking Trail)
- Staff Representation on Access on Recreation Advisory Board
- Planning Commissioner Representation on Monroe County Parks & Recreation Commission

### **Solid Waste Management Plan**

- Staffing of the Monroe County Solid Waste Management Committee and preparation of the Monroe County Solid Waste Management Plan.
- Partnership with Monroe County Health Department/Environmental Health Division in promoting local recycling programs.
- Membership on County's "Green Team" for recycling materials in all County offices began in 2009.

### **Transportation**

- Staff support for the Monroe County Federal Aid Committee which assesses transportation needs in relation to federal funding for roads and provides input for SEMCOG's Regional Transportation Plan and Transportation Improvement Plan
- Work with the Michigan Department of Transportation, SEMCOG, TMACOG, the Road Commission, the City Engineer, and Lake Erie Transit on changes in the National Highway Reclassification Federal Urban Area System.
- Staff representation on the Toledo Metropolitan Area Council of Governments Regional Transportation Taskforce, setting transportation policy for the TMA-COG region
- Participation in other transportation-related committees: TMACOG's Transportation Advisory Council, Freight Committee and Rail Passenger Committee, and SEMCOG's Freight Taskforce.
- Participation in Bedford Township's Safe Routes to Schools Committee
- Former Planning Director (now County Administrator/CFO) Royce Maniko serves as the County's representative on the Suburban Mobility Authority for Regional Transportation (SMART)
- Staff assisted the Michigan Association of Railroad Passenger arrange for and promote the Michigan By Rail Public Forum 2010, held in Monroe on October 21. It was one in a series of meetings held throughout the state on high speed passenger rail service.

### **Census and Population Data**

- Functions as an official Census Affiliate—repository of census information available for public use.
- Utilizes SEMCOG's *2035 Regional Development Forecast*, and monthly estimates of current population for local communities

- Locally coordinates Census Bureau's LUCA program, assisting local communities in updating their lists of address for the Census Bureau
- Assists Census Bureau in drawing boundaries for Census blocks tracts in the County for the Decennial Census
- Assists the Census Bureau in publicly promoting the importance of responding to the census with a Complete Count Committee
- Maintains database of current population, households, and employment figures from the Southeast Michigan Council of Governments. SEMCOG with monthly population and household estimates, and the long-term 2035 *Regional Development Forecast*.

### **Capital Improvements Program**

The annual Capital Improvements Program Update surveys County department heads and elected officials for perceived needs for major acquisition of property, equipment, or improvements to facilities. An in-depth analysis of the County's financial outlook is included in order to evaluate the County's ability to pay for improvements. Detailed information on each proposed project is set forth in the study. Projects submitted to the Planning staff are thoroughly reviewed by a committee of the Planning Commission, and prioritized within departmental categories. The Board of Commissioners adopted the top ten projects into the County's 2009 budget. The study also compiles data on all outstanding bond issues that bear upon the full faith and credit of the County of Monroe.

The 2009 version of the Capital Improvements Program asked officials to look at needs for 2010-2014. The committee considered 34 nominated projects and listed them in order of priority. The top ten proposed projects officially became part of the County's 2009 budget. Due to budget constraints, the Board of Commissioners ruled in December that the Capital Improvements budget would be eliminated for 2010.

## **Coordination and Review Activities**

### **Township Zoning Review**

The County Planning Commission is mandated by Act 184 of 1943 as amended, to review all township zoning applications. Official cases are given to the Commission for review after the township planning commission reviews them and before the final decision by the township board. Unofficial cases are also welcomed in order to allow County Planning Commission review before the township planning commission's recommendation is made.

Most zoning cases attract little public attention at the County Planning Commission level, but occasional cases arouse controversy, primarily among residents who live in the area of a potential rezoning site, who may be concerned about potential impacts of changing land uses. Sometimes developers, property owners, or neighbors will appear at the County Planning Commission meeting to state their case for or against the proposed change.

The County Planning Commission's decision on a zoning case is a recommendation to the Township Board, which makes the final ruling. It is interesting to compare the frequency with which the Township Planning Commissions and the Township Boards agree with the County Planning Commission and with each other. The accompanying table shows a listing of these comparisons since 1992.

### **TOWNSHIP ZONING REVIEW AGREEMENT 1992-2010**

Year	County P.C. agrees with Township P.C.	Township Bd. agrees with County P.C.	Township Bd. agrees with Township P.C.
1992	79%	85%	93%
1993	90%	95%	95%
1994	78%	80%	94%
1995	94%	73%	86%
1996	84%	86%	95%
1997	74%	72%	94%
1998	88%	88%	95%
1999	78%	76%	84%
2000	75%	80%	93%
2001	78%	76%	89%
2002	81%	90%	95%
2003	95%	98%	98%
2004	84%	84%	87%
2005	88%	93%	98%
2006	91%	93%	95%
2007	92%	94%	97%
2008	93%	100%	96%
2009	88%	81%	94%
2010	95%	83%	85%

Percentages apply only to cases where results were available.  
 One case in 2010 was sent to the County Planning Commission with  
 no Township Planning Commission decision.

## TOWNSHIP ZONING REVIEWS – 2010

<u>TOWNSHIP</u>	<u>REQUEST</u>
1. Frenchtown	Text Amendment
2. Exeter	Text
3. Berlin	Text
4. Ash	From C-2 General Commercial to C3 Heavy Commercial
5. Milan	Text
6. Frenchtown	Text
7. Whiteford	From B-2 General Business to B-3 Heavy Business
8. Raisinville	Text
9. LaSalle	Text
10. Summerfield	From C-2 General Commercial and R-1 Single Family Rural Residential to I-1 Industrial
11. Frenchtown	Text
12. Ash	Text
13. Ash	From RE Rural Estates to C-3 Heavy Commercial
14. Dundee	Text
15. Berlin	Text
16. Bedford	Text
17. Bedford	From C-1 Local Commercial to R-2B Single Family Residential
18. Milan	Text
19. Milan	Text
20. Milan	Text
21. Whiteford	From B-3 Heavy Business to M-1 Industrial I

### **Federal Program Coordination**

State and regional clearinghouses have the responsibility to review and comment on most federal and state grant applications. The Southeast Michigan Council of Governments (SEMCOG) is the regional clearinghouse designated to perform this function in southeast Michigan. In accordance with procedures established by SEMCOG and with support by the County Board of Commissioners, the Monroe County Planning Department has been given the responsibility to assist SEMCOG in reviewing grant requests that come from within Monroe County, or directly affect the County, its local units of government, or its residents.

A negative review from a reviewing agency will generate a Regional Clearinghouse Committee (RC<sub>2</sub>) meeting, which is designed to discuss perceived problems with applicants and resolve issues. When warranted, further review is carried out through SEMCOG's Regional Clearinghouse Committee (RC<sub>2</sub>), and staff attends those meetings. Planning Commissioner Floreine Mentel is on the RC<sub>2</sub> Committee.

## FEDERAL PROGRAM CATEGORIES – 2010

<b>CATEGORY</b>	<b>DOLLAR REQUEST</b>	<b>NUMBER OF APPLICATIONS</b>
Agriculture	\$131,080	2
Economic Development	94,927,566	4
Education	350,193,483	12
Environment	13,801,912	12
Health	4,100,464	6
National Security	3,143,570	3
Parks & Recreation	3,599,660	6
Public Works	8,909,162	5
Social Services	1,391,601	7
Historic Preservation	11,600	1
Coastal Zone Mgt.	24,966,073	6
<b>GRAND TOTAL</b>	<b>\$505,176,171</b>	<b>64</b>

## TOP TEN GRANT REQUESTS REVIEWED – 2010

<b>APPLICANT</b>	<b>PROJECT</b>	<b>REQUESTED AMOUNT</b>
Michigan Dept. of Education	Race for the Top 2	\$339,817,035
AARP Foundation	Training for Unemployed Mature Workers	\$90,960,566
Mich. Dept. of Community Health	MI FY 2010 Ryan White Part B Grant	\$17,457,636
City of Luna Pier	Luna Pier Harbour Club Acquisition	\$5,827,500
MDNRE/Wildlife Division	Accessibility and Wildlife Habitat Initiative	\$5,000,000
Washtenaw ISD	Statewide Technical Assistance Network	\$4,538,965
Whiteford Township	Whiteford Township Sanitary Sewer Project	\$3,547,606
Mich. Comm. Action Agcy. Assoc.	Upgrade Luna Pier Treatment Plant	\$3,502,000
Ocean Capital Bank	Refinance Investment Property in Dundee	\$2,917,000
Michigan DNRE	SE Mich. Eco-Regional Acquisitions	<u>\$2,500,000</u>
Total Top Ten Requests		\$476,068,308

### Farmland & Open Space Review

The Planning Commission reviews individual applications for Farmland and Open Space Agreements in which private landowners may receive tax benefits by agreeing not to develop their farm or open space property for non-farm use for at least 10 years. The program falls under Act 116 of 1974, and its purpose is to preserve agricultural and other undeveloped land. The Commission bases its reviews on the policies that are stated in the Monroe County Comprehensive Plan.

The numbers of Farmland applications soared in the late seventies and early eighties, when as many as 50, 60, or 70 applications were seen annually. Numbers have sharply diminished as Michigan tax reforms in recent years have made this tax break less advantageous to landowners.

Five applications for new agreements totaling 349 acres were reviewed by the Planning Commission in 2010.

### **Other Reviews**

The Planning Commission reviews other miscellaneous documents, such as master plans and other items for local communities. There were five such reviews in 2010.

## **OTHER REVIEWS 2010**

1. City of Luna Pier Draft Master Plan
2. Village of Carleton 2010 Master Plan
3. Summerfield Township Subdivision Ordinance
4. Whiteford Township 2010 Master Plan
5. Ida Township Master Plan Draft

### **Corps of Engineers Reviews**

Applications for construction permits in bodies of water regulated by the U. S. Army Corps of Engineers are reviewed by the staff.

### **Road Abandonment Reviews**

The staff reviews proposed abandonment of roads in the County as needed. These are rare, and most involve areas where public roads have been platted but never built, and the property can then be annexed to adjacent landowners. Recommendations are forwarded to the Road Commission Board.

## **Economic Development Activities**

In Monroe County, economic development activities are coordinated by the Monroe County Industrial Development Corporation (MCIDC). Under their umbrella, a variety of other organizations makes significant contributions to the economic development process. The functional relationship between these agencies is depicted in the accompanying illustration.

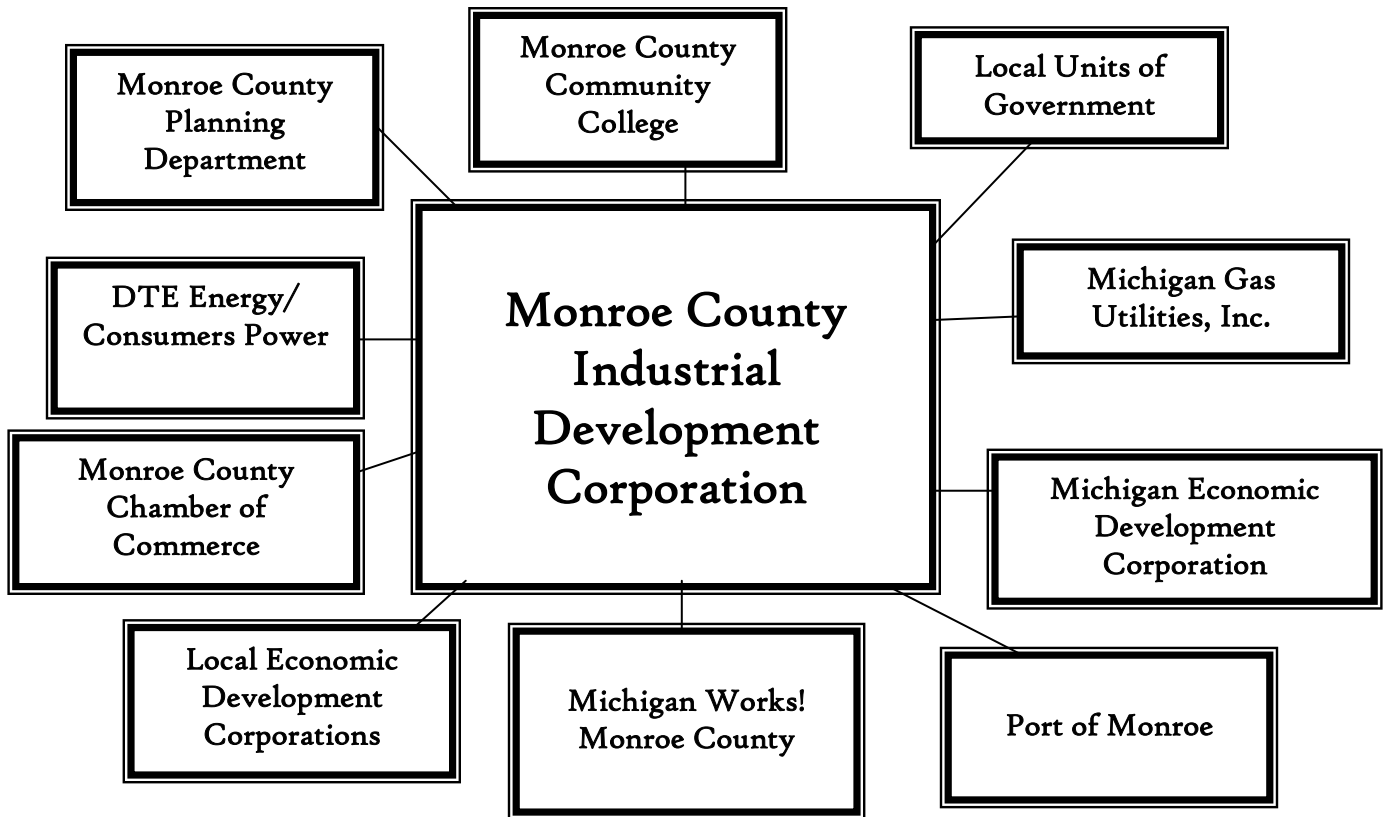
The planning staff works cooperatively with the MCIDC and local units of government on a variety of economic development projects. The planning staff provides ongoing assistance, tapping our vast collection of data resources, and assisting them in the preparation of various materials and compilations of information. This work also involves providing technical assistance in response to specific requests by prospective new businesses for information on local market characteristics, the availability and capacity of utility systems, demographics, and the characteristics of specific commercial or industrial sites.

Staff coordinates the Comprehensive Economic Development Committee, preparing the annual update of the *Monroe County Comprehensive Economic Development Strategy* (formerly known as the *Monroe County Overall Economic Development Plan*). The Plan

documents proposed capital projects by local communities that can enhance economic development efforts, and prequalifies them for Community Development Block Grant funding. It also addresses Monroe County's economy and viability as a location for new growth and development. The committee meets annually, and consists of a wide range of community leaders and representatives of various local interests.

The Department also provides occasional input to the Monroe County (Board of Commissioners) Economic Development Corporation.

## **MONROE COUNTY'S ECONOMIC DEVELOPMENT NETWORK**



## Geographic Information Systems, Mapping and Aerial Photography

### Scanning and Printing

The KIP 2900 Reprographic system, installed in 2000, is capable of graphically digitizing large documents up to about three feet in width. Housed in the Planning Department, the system is used by other County Departments as well. These include several departments (see below).

As of December 31, 2010, cumulative numbers of documents scanned since 2000 for County departments for these categories was as follows:

Buildings and Grounds	205
Drain Commissioner	6,898
Environmental Health	3,126
Planning	3,922
Register of Deeds	2,088
<b>GRAND TOTAL</b>	<b>16,239</b>

Documents have also been scanned for the City of Monroe Engineering Department.

### Aerial Photography

Aerial photographs are used for many purposes, including illustration of township zoning reviews and other planning documents, and copies are made available to the public at cost. Through a cost-sharing program with SEMCOG and other partners, the latest aerial photographs were taken in April 2010 and received in September 2010. The company selected for the job was Woolpert, Inc. of Dayton, Ohio. These aerials are in full color and are digitally orthorectified for greater accuracy. Past flights of aerial photographs are available on 40" x 40" mylar sheets, but 120 bulky sheets were required for the same coverage that can now be stored electronically. The County participates in a regional cost-sharing program that offers substantial savings. The planning staff works closely with SEMCOG and other partners in preparation for the regional flights, which take place every five years. In recent years, aerials have undergone significant technical improvements. Digital aerial photos are more flexible than the traditional mylar-based aerials that were used for many years. They can be cropped and printed with any number of overlays highlighting various geographic characteristics. Photos are rendered in true color and digital orthophotography, in six-inch pixel resolution. Ground control and ground targets are utilized to orthorectify the imagery and to render the photos more spatially accurate. This and other GIS and parcel mapping data is stored on a special server housed in the Information Technology Department.

The department maintains a historic archive of aerials on mylar dating back to 1970, at five-year intervals through 2000. On these, staff has added boundary markings, section numbers, and road names. Opaque aerial photographs of the County for 1940 and 1964 are also available to be viewed for historical research, but cannot be copied.

### **Mapping and Geographic Information Systems Mapping (GIS)**

Global Information Systems (GIS) technology has greatly improved our map-making capabilities. The GIS Specialist provides services for the Planning Department and other County Departments, using combined data from the Michigan Office of Shared Solutions (OSS), and the Census Bureau's TIGER (Topologically Integrated Geographic Encoding and Referencing system). These geographic information data sets can be overlaid in any combination allow the user to create high-resolution color maps of Monroe County or portions thereof, depicting a wide variety of features such as hydrology, roads, address ranges, bodies of water, municipal and school district boundaries, Census tracts and blocks, etc., individually or in combination. While this is useful in land use planning, the staff also provides Geographic Information Systems (GIS) assistance and services to the Drain Commissioner's Office, Central Dispatch, Emergency Management, Environmental Health, and the Road Commission. For example, with appropriate GIS overlays, emergency dispatchers can now instantly identify which local fire/EMS department, police agency, ambulance company, air ambulance service, or towing service serves the area from which each emergency call originates. The GIS Specialist supports the Central Dispatch address file by adding addresses not previously geocoded and making updates as needed.

The County shares a trusted IT net with the City of Monroe that is viewable within the network, and using the county's ARC server, both are working to develop management software for a web application to use in viewing GIS data.

The GIS Specialist became a member of the National Steering Group for GIS and Public Safety, for the purpose of reviewing standards and providing input.

### **CORS Towers**

There are two CORS (Constantly Operational Reference Station) towers in Monroe County—one at the Drain Commissioner's Office and another at the Dundee Wastewater Treatment Plant. The towers communicate with satellites, and offer a position reference point that can increase the accuracy of surveyors' readings. They are operated as part of a Michigan Department of Transportation (MDOT) network of towers throughout the state, and data is received and analyzed by the National Geodetic Survey. Data from the tower at the Drain Commission can be accessed by surveyors through the Internet free of charge and its funding is provided by a Homeland Security grant. The tower at the Drain Commission is funded by the County, while the Dundee tower had been funded by a portion of the County's Remonumentation Grant through 2011, and operates on a separate intranet service. 2011 will be the last year for the remonumentation funding of that tower, and MDOT is seeking a grant to continue its funding in 2012.

### **Property Description Mapping**

Property description mapping is done on a contractual basis with local communities, and existing work is being converted to computer files, compatible with the state land use mapping program. Ongoing property description mapping work for Monroe Charter Township was carried out in 2010.

Parcel data from the Planning Department and Equalization Department, is submitted to the Southeast Michigan Council of Governments (SEMCOG), which converts it to a consistent GIS electronic format. The converted data is used both by SEMCOG in their region-wide parcel coverage, and by Monroe County.

### **Flood Plain Mapping**

The Planning Department is in possession of the most current set of FEMA Flood Insurance Rate Maps (FIRMs). These maps are a part of our map library and can be viewed by the general public. In 2010, FEMA released preliminary revisions to these maps for public comment. The revisions were based on a ten-meter digital elevation model that FEMA obtained from the USGS. The preliminary revisions added 6.75 square miles of land to the 100 year flood plain, and would have impacted Monroe County significantly. The Planning Department assisted the local units of government in protesting the preliminary revisions. The protest included a request of FEMA to use the newly acquired 1.5 meter digital elevation model that was obtained in the spring of 2010, through the use of LiDAR technology. Through the efforts of the local communities, the Planning Department, SEMCOG, congressmen and Senators the protest was successful in postponing the adoption of the preliminary maps so that the County could be re-studied using the better elevation data.

### **Other Mapping**

Many miscellaneous maps were prepared in conjunction with various projects done by the Planning staff, as well as fulfilling mapping needs of other County departments and providing data to the public. The Department maintains a large collection of digital maps of Monroe County from a variety of sources. Data “layers” include property lines, flood boundaries, census data, land use, well locations, soils, geology, address ranges, roads, railroads, utilities, and more. Using a variety of software, including ArcInfo and ArcView, custom maps can be produced and complex analyses can be undertaken.

Other miscellaneous mapping included:

- Locations of foreclosures, Sheriff’s deeds, and mortgage sales
- War of 1812 Battlefield Site for City of Monroe using Historic Aerial Photography
- Off street Parking in Downtown Monroe for Mainstreet/DDA
- Fermi Siren Locations for Monroe County Emergency Management
- Detailed Cemetery Maps for Summerfield Township
- A specialized request to provide local data for a potential industrial development project through the Monroe County Industrial Development Corporation.

The Planning Department is seeking to use Light Distance and Range (LiDAR) technology to develop elevation data for the entire county. This data is captured from the air using laser range finders mounted in the bottom of airplanes, very similar to the way Aerial Photography is captured, and in 2010 it will be captured at the same time

the aerial photography flight takes place. The elevation data will help FEMA to develop more accurate flood insurance mapping that is used to determine the need for property owners to purchase flood insurance. It can also be used to develop contour mapping and has many other Economic Development and Home Land Security applications. The cost is covered by an American Recovery and Reinvestment Act grant received through SEMCOG, which also will benefit Livingston, Macomb, and St. Clair Counties.

A new policy for viewing and retrieval of historical materials and revised publication price guide was approved and published in 2010.



## OTHER PROJECTS

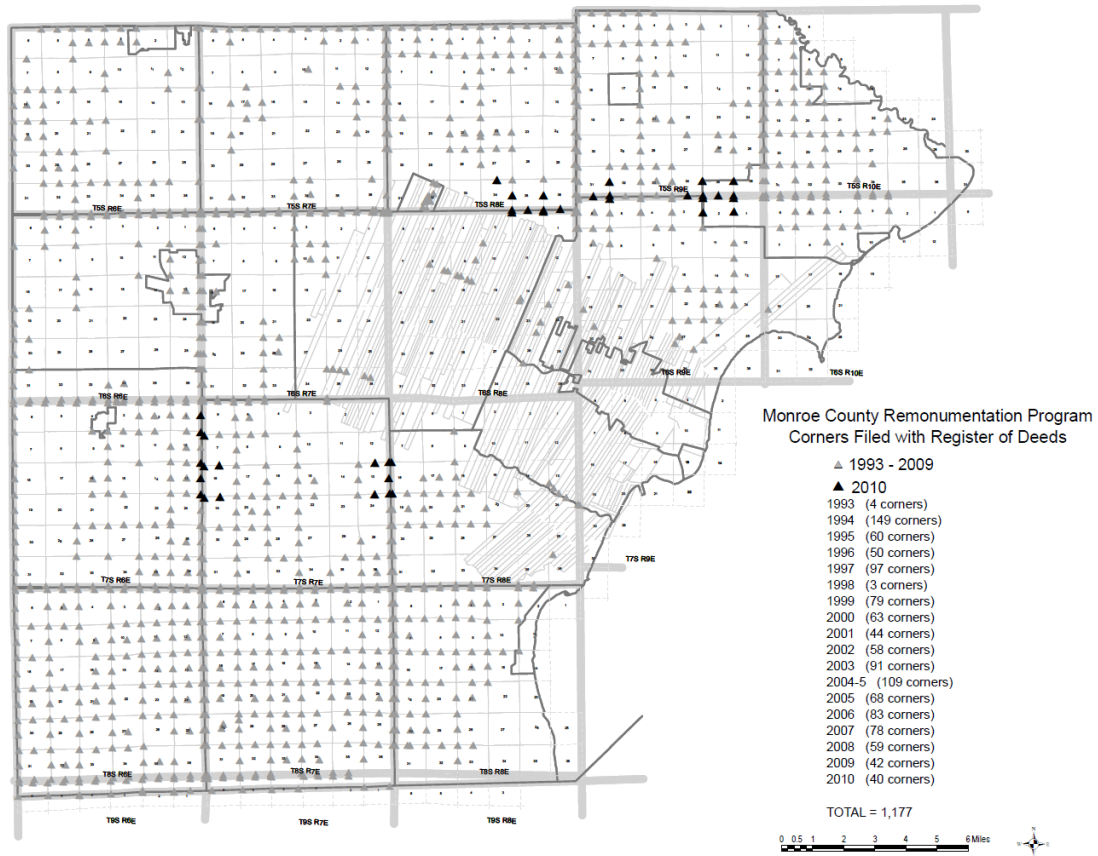
### Remonumentation

The Planning Staff provides support to the Peer Group Review Committee, which consists of registered surveyors, and provides input for a massive project to replace section corner markers in Monroe County. Monroe County Surveyor George Warnke led the team through 2008, and was succeeded by his son Scott Warnke in 2009. Before being set, each section corner is thoroughly researched, and the committee reviews evidence. The Planning Director is the Grant Administrator for the state grant providing funding for the project, which is anticipated to take up to 20 years to complete. In 2010, \$53,343 in grant money was used to place 40 corner monuments. The amount for the 2011 program will be \$53,344, anticipating about 36 new corners.

#### Remonumentation Corners

Year	Corners	Year	Corners	Year	Corners
1993.....	4	1999.....	79	2005.....	68
1994.....	149	2000.....	63	2006.....	83
1995.....	60	2001.....	44	2007.....	78
1996.....	50	2002.....	58	2008.....	59
1997.....	97	2003.....	91	2009.....	42
1998.....	3	2004*.....	109	2010.....	40
<b>Total Corners 12/31/2010</b>					<b>1177</b>

\*2004 program included supplemental work in 2005.



Another aspect of the project involves recovery of National Geodetic Survey control stations and U.S. Geological Survey markers in the County. These existing indicators are located, confirmed and documented by surveyors, and can then be used in future land surveys.

### Damage Assessment

The Planning Department staff is the official Monroe County Damage Assessment Team, working in conjunction with the Emergency Management Division (EMD) in response to any type of disaster, be it floods, tornadoes, winds, chemical spills, nuclear plant malfunctions, airplane crashes, or enemy attack. Over the years, many such occurrences have required spontaneous responses by the Planning staff to observe first-hand and report on damage caused by these events. The Planning staff has a special role during disasters at the EMD Emergency Operations Center (EOC), maintaining the status board, monitoring meteorological data, and in the end, estimating the cost of an event. The presence of Monroe County's Enrico Fermi II Nuclear Power Plant is the subject of a great deal of the emergency planning activity carried out by EMD and its related entities.

In 2010, staff was called upon to carry out damage assessment reporting following a tornado that crossed Monroe County on June 5, leaving a trail of damage that im-

pacted the Dundee area, Frenchtown Township, Exeter Township, London Township, and Estral Beach.

Staff participates in the Damage Assessment Annex of the “Fermex” Drill and Exercise, which is carried out bi-annually to prepare for potential nuclear emergencies at the Enrico Fermi II Nuclear Power Plant. In recent years, these have been held in even-numbered years. These drills and exercises are monitored, evaluated, and graded onsite by the Federal Emergency Management Administration.

The staff maintains readiness for its damage assessment role by taking periodic classes offered by the Michigan State Police Emergency Services Division, and reviewing training materials offered by the Monroe County Environmental Health Division. Staff training has included NIMS (National Incident Management System) training under the U.S. Department of Homeland Security’s Federal Emergency Management Administration. These courses taught Area Command and multi-agency coordination procedures that would be activated during a major emergency.