

# MINUTES

## REGULAR MEETING OF THE MONROE COUNTY PLANNING COMMISSION

<b>DATE and TIME:</b>	February 8, 2017, at 7:30 p.m.
<b>PLACE:</b>	Monroe County Courthouse Annex Board of Commissioners' Committee Room 125 East Second Street Monroe, MI 48161
<b>MEMBERS PRESENT:</b>	Mary Webb, Chairman; Scott Assenmacher; Mark Brant; Dan Brooks; Rebecca Curley; Floreine Mentel; Mike Sperling
<b>MEMBERS EXCUSED:</b>	Greg Moore, Jr.; Larry See, Jr.; Herb Smith
<b>MEMBERS ABSENT:</b>	Patrick Miller
<b>MCPC STAFF PRESENT:</b>	Rob Peven, Planning Director; Ryan Simmons, Planner
<b>OTHERS PRESENT:</b>	Dan Curley, Petersburg; Brad Greeley, Decker Building Co.; Jennifer Metcalf, Village of Estral Beach; Danny Swindle, Village of Estral Beach

1. The meeting was called to order at 7:30 p.m. and the Commission proceeded to transact business.
2. Mrs. Webb led the Commission in the Pledge of Allegiance.
3. Election of 2017 Officers – Mr. Peven asked the Commission to elect the officers for 2017, stating that currently Mrs. Webb is Chairman, Mr. Smith is the Vice-Chairman, and Mr. Brant is the Secretary. Motion by Mr. Brooks, supported by Mrs. Curley, to reelect the same slate of officers for 2017. Mr. Peven asked Mr. Brant if he and Mr. Wilmoth had been reappointed by the Board to the Planning Commission. Mr. Brant stated that he had been reappointed but that Greg Moore was now the other Board appointee.

**MOTION CARRIED**

4. Adopt/Revise Agenda – Motion by Mr. Brant, supported by Mrs. Curley, to adopt the revised agenda.
5. Approval of the Minutes of the December 2016 Meeting

**MOTION CARRIED**

Motion by Mr. Sperling, supported by Mrs. Mentel, to accept the minutes of the December 2016 meeting as written and to waive the reading thereof.

**MOTION CARRIED**

6. Call to the Public – No member of the public wished to speak at this time.
6. Correspondence & Information
  - A. Correspondence
    1. Email from Danny Swindle, President, Village of Estral Beach, dated January 24, 2017, requesting assistance on the development of a Village master plan and zoning ordinance. – Mr. Peven asked Chairman Webb if she would like to discuss this letter now or later in the Partners in Planning section of the agenda. Chairman Webb stated that it would be okay to discuss it now. Mr. Peven stated that he received a letter from the President of the Village of Estral Beach Council stating that they needed help with an update of their Master Plan and Zoning Ordinance and that they have requested the help of the County Planning Department in this effort. Mr. Peven stated that he was initially reluctant to give the go ahead to do this due to the current staffing situation,

but he stated that Mr. Simmons would be able to help them with this, and that Estral Beach would be doing a lot of the legwork themselves to keep their costs down. He stated that he would like the approval of the Planning Commission in order to put together a proposed contract for the Village.

Mr. Swindle spoke and confirmed that the Zoning Ordinance is outdated. He stated that they are trying to work out an agreement with Berlin Charter Township to adopt their Zoning Ordinance and to have it administered by the Township, and that once their Ordinance issues are worked out and in compliance through the help of County Planning, they would either take back the Ordinance or continue to have it administered by the Township depending upon how things are working out.

Mr. Swindle stated that they are also having issues with their Zoning Board of Appeals, which is currently their Village Council. He stated that the Council has zero experience with acting as a ZBA and that there are no bylaws for a ZBA currently in place. He stated that besides the Zoning Ordinance and Master Plan he would also like someone to look through what they have proposed for ZBA bylaws and to make suggestions and propose possible changes.

Mr. Peven asked if it was legal to fall under Berlin Charter Township's Zoning Ordinance. Mr. Swindle stated that they are exploring that legally and that the Township is currently already administering their Building Department, so that is why they are seeking to expand the Township's administration over all aspects of building within the Village. He stated that the Township's Zoning Map would have to be expanded to include the Village too. Mr. Peven stated that this was an issue as the Zoning Map is required to be based upon a Master Plan. Mr. Swindle stated that the most immediate concern though is dealing with the ZBA issues in the next month or so, though. Mr. Simmons asked if it would be possible to just adopt the Township's Zoning Ordinance verbatim but to apply it just to the Village, although it would have to be based upon a Village Master Plan. Mr. Swindle stated that he contacted the Township about amending their Plan to include the Village but that he had not heard back from them regarding this.

Mr. Peven stated that he did not think the job would be too complicated to put together a Master Plan quickly because the village is small and is mostly built out. He asked Mr. Swindle about plans for public involvement in the Master Plan. He stated that the Village has already conducted a public survey regarding what residents think the Village's issues are. Chairman Webb asked Mr. Swindle whether the Village wanted to be a separate entity or whether they wanted to dissolve into Berlin Charter Township. Mr. Swindle stated that the Township does not want to absorb Estral Beach completely due to the Village's dyke system that needs repairs, but that they are willing to enter into administration agreements. Mr. Peven asked if the Township would have a choice if the Village decided to voluntarily dissolve. Mr. Swindle stated that the feedback from residents has been that the Village should keep as much of its autonomy as possible.

Chairman Webb asked if the Village has a map. Mr. Swindle stated that they have a zoning map that was adopted back in 1973. Mr. Peven stated that he thought that the Zoning Ordinance was still valid even if it was adopted back in 1973, but that the State Zoning Act has changed since then.

Mr. Swindle explained that a Village resident was currently seeking a variance, which is why the Village was attempting to quickly create Zoning Board of Appeals bylaws, as he stated that he is afraid that there will be litigation and that it will go badly for the Village if the Village Council rules on the variance. He asked if Monroe County had a ZBA that could act as a stand-in for the Village's ZBA. Mr. Peven replied that the County does not have a ZBA as there is no county zoning in Monroe County.

Mr. Brant stated that there is nothing wrong with updating the Ordinance and hiring Berlin Charter Township to administer the Ordinance. Mr. Swindle stated that this is farther down the road, though, and the variance will likely need to be addressed within the month. Mr. Brant asked if the Village's attorney has given any advice on this matter, including possibly adopting a moratorium on any appeals until the Ordinance can be updated. He stated that he thought the County could update the Zoning Ordinance at a lower cost than a private consultant. Mr. Peven thought that it might be best to update the Zoning Ordinance first to bring it into

compliance with the current State Zoning Act and add in a section regarding a Zoning Board of Appeals. Mr. Brant stated that the moratorium is probably the first thing that the Village needs to explore with their attorney, as the Village might have legal problems if it tries to enact a moratorium after the variance request has already been submitted. Then, the Village could seek help from the County Planning Department and then after everything is updated the Village can seek assistance in administering their new Ordinance from Berlin Charter Township. Mr. Swindle asked if it would be possible to use Berlin's ZBA. Mr. Brant stated that he did not see why they would not be able to unless there is some statute saying they cannot or saying that the ZBA must be made up of only Village residents, as the Village is technically also in the Township. Mr. Brant stated that Estral Beach should also look at the Village of Maybee's situation as a similar one and perhaps adapt some of the ordinances that they have created.

Mr. Brooks asked if permission was needed from the Planning Commission to help out the Village. Mr. Peven stated that permission was needed from the Planning Commission in order to put together a draft contract, and that this contract could be approved at the next Commission meeting. Chairman Webb asked for a motion regarding this.

Motion from Mr. Brooks, supported by Mr. Sperling, to prepare a contract regarding the updating of the Village of Estral Beach's Master Plan and Zoning Ordinance.

Mr. Assenmacher asked if this would put any more of a burden on Staff due to what is going on at the moment. Mr. Peven stated that Mr. Simmons stated that he thinks he can handle it. Mr. Simmons stated that he normally works on the Building Activities Report this time of year, but that he would have the time to work with the Village as Mr. Peven has expressed that he would like the Report scaled back this year.

Mr. Swindle asked if he could get an hourly rate of what the Village would be charged, which would be contingent upon whether the Village needed the County to actually create a new Ordinance and Plan, or whether they just needed the County to just review and make suggestions about what the Village comes up with on their own. Chairman Webb stated that this motion would grant the Planning Department permission to work with the Village, and that the specifics such as dollar amounts and the amount of work could then be decided upon later after this motion is approved. Mr. Peven stated that usually under these types of contracts there is a provision that either party can terminate the agreement at any time and that only work specifically asked for by the Village would be performed. Mr. Brant stated that there would be an hourly dollar amount in the proposed contract for any work that is requested by the Village to be performed by the County, including just asking for advice from Staff, and that extra or fewer services would be charged or reduced by the hour.

There were no more questions and Chairman Webb asked for a vote from the Commissioners.

**MOTION CARRIED**

Chairman Webb welcomed the Village and stated that she is glad they come to the meeting tonight.

2. Letter from Nancy Johnson, State of Michigan, dated January 20, 2017, approving Monroe County's 2017 Remonumentation Grant application.

**B. Information**

1. SEMCOG – Regional Update – January 23, 2017
2. Monroe County Health Department, Healthy Herald, February 2017

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

**MOTION CARRIED**

**7. Old Business:**

- A. Partners in Planning Update

1. Frenchtown Charter Township Recreation Plan – Mr. Peven stated that this Plan was completed in January and it has been adopted. He stated that he just has to finish the paperwork and get the meeting minutes from the public hearings and submit these to the DNR, and then the contract will be billed out shortly. He stated that this will give the Department plenty of time now to work with Estral Beach.
  
- B. Monroe County Remonumentation Program – Mr. Peven stated that he is working on closing out the 2016 program and that will need to be finished by the end of February. He stated that bids will then be sought for the 2017 program and that he has been training Jeff Boudrie to administer the program.
  
- C. Soybean Processing Facility Report – Mr. Peven presented the Executive Summary of the Report to the Commissioners. He stated that there is a Marketing Committee meeting on February 9<sup>th</sup> to move this report into the next phase of marketing the county to people who might want to build a facility here. Mr. Brant stated that there is a meeting set up with Andersons. He stated that there is already another plant that is being built in Ithaca by another company, and that the Committee has also corresponded with that company as well. Mr. Peven stated that the authors of the study believe that there remains a market for another plant in Southeast Michigan, though. Mr. Brant brought up the advantage Monroe County has in proximity to a port, and that Andersons might wish to take advantage of this location so that a competitor does not come in. He stated that they are looking for a 20 to 25 acre site, and Mr. Brant mentioned several locations that would be good sites in the County. Mr. Peven emphasized that while the Study mentioned several possible sites, that the main intention of it was a feasibility study to see if another plant is needed.
  
- D. SEMCOG 2045 Regional Development Forecast – Mr. Peven stated that this study goes out to 2045. He stated that the projections are a pretty modest increase in population and employment for the region. He stated that later they will take this total projection and distribute it across the different counties and communities of the region.
  
- E. Update on Planning Department staffing – Chairman Webb stated that she is glad that the County has now decided to search for a Planning Director. Mr. Peven stated that previously the County was looking to replace him with someone more like a Planning Coordinator, but that they have now decided to look for a Planning Director. He stated that the job description has not changed much, but that the wage scale has dropped a small amount to reflect the fact that there are now fewer staff members to supervise. Chairman Webb stated that she disagreed with this as now the Planning Director will actually have more work to do. Mr. Peven stated that he would like the position to have a higher salary grade in order to attract a better pool of applicants, and he hopes that the Board reconsiders this.

Mr. Brant stated that he is going to promote getting someone as experienced in the position as possible and who is also an energetic driver. He stated that he was hoping to get other organizations or departments to share the salary responsibilities which would mean that perhaps that person would only be with the Planning Department 80% of the time. He stated that the personnel committee of the Board has now been rolled into several other committees and is now called the Operations Committee, and that he is a member of that new committee.

Mr. Peven mentioned that the City of Monroe is advertising for an Economic Development Director. Mr. Brant stated that the City would likely want this person most of the time, though, but that we would want a potential Planning Director to work for the County most of the time as well. He stated that the Planning Director job description should go out soon.

Chairman Webb stated that she is glad that she finally has a written description of the requirements for the Planning Director position as she did not have one before. Mr. Brooks asked how they would go about looking for a person. Mr. Peven replied that there is a national American Planning Association website that posts jobs, as well as some Michigan planning journals, in addition to the normal sources that Human Resources uses to advertise jobs. Mr. Brant listed the members of the Operations Committee for the benefit of the Planning Commissioners. Mr. Peven asked about the Finance Committee being dissolved. Mr. Brant stated that the finance duties will now be handled within the Board meeting itself as a separate line item of the agenda.

Mr. Peven stated that he will prepare a Planning Commissioner orientation packet for Mr. Moore, the new Board representative on the Planning Commission. Mr. Brant asked if he received an agenda for tonight. Mr. Peven said that he did not think he did, as the agenda packet was sent out a week ago and his appointment was on February 7<sup>th</sup>.

8. New Business

- A. Consent Agenda – Mr. Assenmacher stated that he would like to make a motion on the Exeter Township case and then have Staff report on the Bedford Township case as he would like to hear that particular case. Mr. Brant supported that motion.

**MOTION CARRIED**

**TOWNSHIP ZONING REVIEWS**

200.1-1-17-1 Exeter Township (text)

Exeter Township is proposing to amend Articles 3 and 21 of its Zoning Ordinance, altering the definitions of “Farm” and “Lot, Depth.”

Recommendation: That the Monroe County Planning Commission advise the Exeter Township Board that it recommends approval of the proposed text amendments, with a recommendation to reexamine the proposed definition of what constitutes a farm operation in order to not conflict with the definitions provided in the Michigan Right to Farm Act.

**SUMMARY OF AMENDMENTS**

200.1- 2-17-2 Bedford Township (map)

This is an official request to change the zoning on a parcel totaling approximately 3.13 acres from R-2A, One-Family Residential District to C-1, Local Business District, with conditions. The purpose of the rezoning is to develop the property with an unspecified local commercial use. The parcel is located on the southwest corner of the intersection of Summerfield Road and Sterns Road.

Recommendation: That the Monroe County Planning Commission advise the Bedford Township Board that it recommends denial of the proposed zoning change request, as the rezoning is not in agreement with either the Monroe County Comprehensive Plan or the Bedford Township Master Plan and with the current adjacent land uses, and for the other reasons stated above.

Motion by Mr. Sperling, supported by Mr. Brant, to accept the Consent Agenda and the additional case from the Summary of Amendments to the Agenda, but to pull Case #200.1-12-16-35 from the Consent Agenda for further discussion.

Mr. Simmons reviewed the case, stating that Staff was recommending denial because the rezoning was contrary to the Monroe County Comprehensive Plan, which calls for the intersection to be residential in nature, and also contrary to current adjacent land uses. Mr. Simmons also commented that, although the rezoning was recommended for approval by the Bedford Township Planning Commission, that it was also contrary to the Bedford Township Master Plan, which also designates the property on its future land use map to be residential. He stated that, if the Township wished to rezone the property, that they should amend their Master Plan first.

Mr. Greeley of Decker Building Company spoke and stated that they consider this a nice corner and that they were looking at a Professional Business and Office zoning, but that there is a lot of that already in the Township and much of it is vacant. He stated that they are seeking the zoning change to market the property as local commercial for a buyer, and that the zoning conditions he is proposing would limit the size of the buildings on the site to 9,000 square feet, and that this would create a buffer for neighboring residents. He stated that he did not believe that the property was ideal for residential due to its location at a major intersection, but that if it is not rezoned that they would divide the property into four residential parcels.

Mr. Assenmacher asked about the process by which the Decker Homes building to the north was zoned as C-1. Mr. Simmons stated that he was not sure how long it has been zoned C-1 but that office uses are allowed in that District, and noted that the Bedford Township Future Land Use Map designates this property as Residential, as well, despite its zoning. Mr. Greeley noted that his company is not the same as Decker Homes and that he believed the building has been there since the early 80's. Mr. Assenmacher asked if there are other vacant sites zoned in areas already zoned Commercial where new commercial uses could locate and wondered if it is inevitable that the Sterns/Secor commercial area will sprawl to the east. Mr. Simmons replied that the Township seems to be making an effort to concentrate commercial uses near their village centers. Mr. Peven noted that there is a Sterns/Secor Downtown Development Authority that seeks to develop and maintain that area commercially. Mr. Simmons remarked that the Township just updated its Future Land Use Map in 2015 so he assumes that there were other areas on the new map where the Township decided to concentrate future commercial development.

Mr. Assenmacher stated that he wondered whether it still made sense to keep this intersection residential, or whether we should abide by what our Plan states considering the increase of commercial development in the Secor Road corridor. Mr. Greeley stated that he was on the Master Plan steering committee for the Township and did not seek a commercial designation for any of his company's parcels due to conflict of interest concerns.

Mr. Assenmacher wondered if this parcel area was one that was just missed in the Master Plan process and upon further scrutiny could possibly be justified as Commercial. Mr. Peven stated that it is important to look at the intersection as a whole and whether this is an appropriate intersection for a commercial node. He stated that the one existing commercial use does not generate much traffic and is compatible with neighboring uses, but a new retail or restaurant-oriented C-1 use could generate more traffic and could encourage commercial uses on the other corners of the intersection. Mr. Peven stated that if the Township had wanted this, then they would have indicated it in their Master Plan, and that we would have indicated it within our County Plan. He also noted that Staff's review mentioned the fact that the Township could amend its Plan if it really believes that this intersection is appropriate for commercial uses, although Mr. Simmons noted that the County Plan would still indicate it to be Residential. Chairman Webb stated that this could be changed when the Planning Commission updates its County Plan, though. She brought up that master plans are supposed to be updated every five years and that this is a small window of time. She stated that, because of this, if they wanted to change their plan, they should go in and do it before these five years are up.

Mr. Brant stated that the Bedford Township Board would just be using our input as a recommendation and could go against our recommendation. Mr. Peven noted that allowing the rezoning would set a precedent, and that the next person who wanted to zone another corner of the intersection as Commercial could come in and more easily do it. Mr. Brant agreed that it would set a bad precedent to go against the Plan already at this intersection considering that it is only two years old.

Motion by Mr. Brooks, supported by Mr. Brant, to accept Staff's recommendation.

**MOTION CARRIED**

B. Ida Township – Notice of Intent to Update Master Plan – Mr. Peven stated that he believes they are working with Carlisle/Wortman on this Plan.

9. Budget & Finance

10. Committee Member's / Director's Report

A. Lake Erie Transit (LET) Commissioner Report – Dr. Miller was not present. Mrs. Mentel stated that LET ordered a new bus that they should receive in 18 to 22 months. She stated that they also reviewed their work plan. She stated that their ridership is holding steady.

- B. Monroe County Parks and Recreation Commission Report – Mrs. Mentel went through the pricing for Loranger Square rental and pavilion rental for 2017 and provided details regarding the 4-H fishing derby. She stated that a tree was cut down at Nike Park due to the Cloudbusters complaining that it was damaging their planes and that they will plant two new shade trees in another area in return. She stated that Scott Bentley from National Park Service was at the meeting and that he is working with West County Park regarding the signs for the Macon Reserve that tell the story of the removal of the Potawatomi. She stated that adding these signs should increase the number of visitors at the Park.

Mrs. Mentel stated that salting and snow removal were done at Heck Park, and that trash has been picked up. She stated that there was not a February meeting so the next meeting will be in March. Mr. Peven asked how Anna-Marie Osment is working out as head of the Parks and Recreation Department. Mrs. Mentel stated that she is working out okay. She stated that, as a result, Mr. Bosanac no longer attends the Parks and Recreation meetings and that everything has been going well.

- C. Monroe County Road Commission Report – Mr. Assenmacher stated that this winter has been unusual weather wise and as a result frost laws have gone on and off. He stated that they are in contact with the Townships and are in the process of developing their big roads list and map and that he will share them with the Planning Commission when they are completed and it will also be up on the Road Commission website. He stated that the Federal Aid projects will also be on there. He stated that with the new money coming in through the new tax money and registration fee increases there will be a plan with what to do with this money and a presentation made to the County Board to get their support.

Mr. Peven asked about patches of snow that were left remaining on the road in the County, stating that he ran into one on Plank Road a while after it had finished snowing and that it was due to blowing snow. He wondered if there are problems like this throughout the County. Mr. Assenmacher stated that this happens all the time and that there are problem areas that have been identified. He stated that snow fences are a possible idea as well as approaching farmers and paying them to keep a line of crops up to block blowing snow. He stated that other counties already do this latter suggestion and that it is inexpensive. Mr. Peven wondered if the Conservation District might help pay for this. Mr. Assenmacher stated that they normally help with drains. Mr. Brant asked if a buffer strip of tall grass would help. Mr. Assenmacher thought it would not help much, but that even corn stubble would work or even beans might work.

Chairman Webb mentioned holes in the road at Newport and Telegraph that need fixing. Mr. Assenmacher stated that they are meeting with MDOT soon about a Telegraph Road project that would help address this intersection, and that the Road Commission has a project this year on Newport Road, but he stated that from a reactionary point of view they can fill the potholes temporarily.

Mrs. Mentel asked Mr. Assenmacher about the Bicentennial Commission being able to be placed on the agenda at a Road Commission meeting. She stated that so far they have not been able to get on the Road Commission's agenda. Mr. Assenmacher stated that he brought that up to them. Mrs. Mentel asked him to try again as she thought it was important that the Road Commission was aware of the Bicentennial. Mr. Assenmacher stated that a member of the Road Commission might ask what the Bicentennial has to do with the Road Commission. Mrs. Mentel stated that the Road Commission is also a part of Monroe County's history and that it was angering members of the Bicentennial Commission that the Road Commission seemed to not want to be a part of it, and that this was hurting public perception of the Road Commission.

Mr. Brooks asked if the Bicentennial Commission is requesting something from the Road Commission. Mrs. Mentel stated that they are not and it is just for information purposes. Mr. Brooks suggested sending them a letter. Mr. Assenmacher noted that the presentation would only benefit the Road Commissioners and the few staff present as most of the public does not usually attend Road Commission meetings, but he stated that he would try sharing that they want to get on the agenda to the Road Commissioners anyways. Mr. Brant suggested that they could always speak under public comment time. Mr. Assenmacher stated that there is no time limit for public

comment. He suggested it would be easier if the Bicentennial Commission came up with a way that their activities would help roads. Mrs. Mentel mentioned the history of Dixie Highway as an example.

11. Other Items from Members

- A. Mr. Peven brought up the 2016 Monroe County Building Activities sheet that was passed out before the meeting. Mr. Simmons went through the numbers, stating that while single-family numbers were slightly down from 2015, the number of total residential units has increased due to the large number of multiple-family residential units that were permitted primarily in Bedford Township. He stated that the estimated average price for a single-family house was slightly above \$200,000 and that this was the first time this has happened in the County. Finally, he stated that commercial permits remained about the same, although the overall building value of those permits decreased, and that industrial permits were down in 2016. Mr. Simmons stated that the full Building Activities Report would be released eventually, but that it is likely it will be shorter this year due to the Estral Beach work that he will have to do soon.

Mr. Assenmacher asked about whether a newly built unit could be counted on the report from what was also a demolished unit. Mr. Simmons stated that it could, and that he points this out to SEMCOG when he sends the data to them, as they use the information for their population models, and this is also why he tracks non-residential demolitions separately.

- B. In response to Whiteford Township's new Zoning Ordinance that was reviewed last month, Chairman Webb asked about how many townships keep records of their P.A. 116 farmland agreements, as she believed that this would help Townships properly create zoning maps. Mr. Peven stated that he asked the State to send them their database of P.A. 116 agreements in the County, but that the map has not been updated in the last five to six years. He stated that the consultant working with Raisinville Township asked him for the data. He stated that it is difficult to map this as when landowners apply for P.A. 116 agreements, they often exclude parts of their property. He stated that once we have our good parcel base maps then it will be a lot easier to do this, though.

Chairman Webb asked if Raisinville had a good record of their Act 116 agreements. Mr. Brant stated that they did, as it was necessary for exemption purposes to know who was in these agreements when they did their water districts. He stated there were a lot of mistakes and lack of records when they went through the process, though, as there is no obligation for anybody to keep those records. Chairman Webb thought that it might be a good idea to send letters to the Townships asking if they had records of their agreements and if they had a map of them. Mr. Brant stated that another problem is not knowing whether the State eventually approves the agreements or not, and there is no notification from the State when the agreements expire. Mr. Peven stated that this is also a problem when the agreements are renewed. Mr. Brant stated that once it goes through the local process, it then becomes a contract with the State. Mr. Peven confirmed that when he has tried to work on maps in the past that our records and the State's records often were not in agreement. Mr. Brant stated that applications could also be withdrawn by the applicant without our knowing it. Mr. Peven stated that the State database does have columns for expiration and renewal, though. He stated that he would speak to Jeff about the possibility of mapping these data.

12. The next meeting is scheduled for Wednesday, March 8, 2016 at 7:30 p.m.

13. Adjournment: Motion by Mr. Brant, supported by Mr. Assenmacher, to adjourn the meeting. The meeting concluded at 9:02 p.m.

**MOTION CARRIED**

**MEETING ADJOURNED**

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