

# MINUTES

## REGULAR MEETING OF THE MONROE COUNTY PLANNING COMMISSION

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| <b>DATE and TIME:</b>      | June 8, 2016, at 7:30 p.m.   |
| <b>PLACE:</b>              | Monroe County Courthouse Annex<br>Board of Commissioners' Committee Room<br>125 East Second Street<br>Monroe, MI 48161                                   |
| <b>MEMBERS PRESENT:</b>    | Mary Webb, Chairman; Scott Assenmacher; Mark Brant; Dan Brooks; Rebecca Curley; Floreine Mentel; Larry See, Jr.; Herb Smith; Mike Sperling; Gary Wilmoth |
| <b>MEMBERS EXCUSED:</b>    | Patrick Miller   |
| <b>MCPC STAFF PRESENT:</b> | Rob Peven, Planning Director; Lee Markham, Planner; Ryan Simmons, Planner  |
| <b>OTHERS PRESENT:</b>     | Dan Curley, Petersburg   |

1. Chairman Webb called the meeting to order at 7:30 p.m. and the Commission proceeded to transact business.
2. Chairman Webb led the Commission in the Pledge of Allegiance.
3. Adopt/Revise Agenda – Motion by Mr. Smith, supported by Mr. Brant, to adopt the proposed agenda. **MOTION CARRIED**
4. Approval of the Minutes of the May 11, 2016 meeting minutes  
  
Motion by Mr. Sperling, supported by Mrs. Curley, to accept the minutes of the May 11, 2016 meeting as submitted and to place them on file. **MOTION CARRIED**
5. Call to the Public – No member of the public wished to speak.
6. Correspondence & Information
  - A. Correspondence
    1. Email from Danielle Conroyd, IHM inviting Mr. Peven to a Landscape Stewardship Plan Meeting on June 8, 2016
  - B. Information
    1. Healthy Herald – Monroe County Health Dept. Newsletter - June 2016
    2. The Open Road – Monroe County Road Commission Newsletter – May/June 2016
    3. Monroe County Health Department - Household Hazardous Waste Collection Program
    4. Monroe County Health Department – Tire Recycling Program
    5. SEMCOG Regional Update – 5/16/2016
    6. SEMCOG Regional Update – 5/30/2016
    7. Red Med Box Awareness Day – Monroe County Health Dept.
    8. Wellness News – 2<sup>nd</sup> Quarter 2016 – Monroe County Employees Newsletter

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

8. Old Business:
  - A. Partners in Planning Update

1. Frenchtown Charter Township Recreation Plan – Mr. Peven stated that there was a meeting on June 7<sup>th</sup> with the Township Recreation Commission. He stated that there will be a survey that the public will fill out and return and that they are working on putting the survey online as well. The Township treasurer was not at the meeting so he will be meeting with her on June 13<sup>th</sup> to work on how to best distribute the survey to the public.
  2. Milan Township Zoning Ordinance – Mr. Peven stated that he has still not heard back from the Township.
- B. Monroe County Remonumentation Program – Mr. Peven stated that all of the contracts have been signed and some of the surveyors have already begun work. He stated that he is still working with the State on closing out last year’s program as some of the surveyors still have to re-file their certificates with the Register of Deeds as there were some errors on them.
- C. Monroe County Capital Improvements Plan – Mr. Markham stated that the CIP Committee will be meeting on June 10<sup>th</sup> and June 13<sup>th</sup>. They will be talking with several different County departments on the 10<sup>th</sup> about projects to be placed in the Plan and on the 13<sup>th</sup> the Committee will be meeting with Mike Bosanac regarding his project list.
- D. Monroe County Comprehensive Economic Development Plan – Mr. Markham stated a list of projects has been gathered from local communities and an economic development committee meeting will eventually be held to look at this list in order to choose some of the projects and send them on to SEMCOG for their regional plan.
- E. I-75 Corridor Study – Mr. Peven stated that on June 8<sup>th</sup> the consultants and steering committee had their kickoff meeting. He passed around a handout from the meeting to the Planning Commissioners. Mr. Peven also presented the time schedule for the Study, which should be wrapped up by the end of the year and will consist of five phases. The Planning Department has already provided the consultants with the necessary data to commence the Study. He stated that there will be seven target sites but that the consultants will be looking at the whole corridor in general, as well. The hope is that this plan will be a marketing strategy and not just a plan that sits on a shelf.
- Mr. Wilmoth stated that the goal of the Plan is to find sites along the corridor where the focus will be job growth, and then to market those sites. Mr. Peven stated that he will present a PowerPoint presentation regarding the Plan at the next Planning Commission meeting. He stated that some planning commissioners may be invited to take part in stakeholder input meetings. “Monroe County Link” will be the slogan of the Plan.

9. New Business

A. Consent Agenda

**TOWNSHIP ZONING REVIEWS**

200.1-6-16-14      London Township (text)

London Township is proposing to amend Article 1, Section 1.09 of its Zoning Ordinance, which pertains to violations of penalties of the London Township Zoning Ordinance.

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

**SUMMARY OF AMENDMENTS**

200.1-6-16-15      Erie Township (text)

The amendment would add a variety of provisions to the Erie Township Zoning Ordinance, including the following:

- Performance guarantees for removal of unlawful structures, or completion or removal of a pond.
- Detached single-family dwellings would be allowed R-3 District.
- Solar power plants and commercial wind energy systems and wind and solar energy systems would be permitted in certain districts.
- New regulations pertaining to signs.
- New regulations pertaining to off street parking.
- Buffer areas required in various districts.
- Updated Parking lot landscaping and screening requirements.
- Requirements for dumpster and large waste receptacle screening.
- Locational requirements for agricultural accessory buildings.
- Requirements for the use of temporary steel storage containers for the use of moving.
- Regulations regarding the use of tents.
- Permanent hard surface floor required in all accessory buildings.
- Temporary restrooms for certain temporary land uses
- Artificial ponds may require bonding
- New definitions related for alternative energy uses.

Recommendation: Staff recommends that the Monroe County Planning Commission advise the Erie Township Board that it recommends approval of the proposed amendments for the reasons stated above, with some concerns regarding the siting requirements for accessory wind energy systems and outdoor furnaces.

Motion by Mr. Brant, supported by Mr. Smith, to approve the items on the Consent Agenda and the Summary of Amendments.

**MOTION CARRIED**

B. Planning Commissioner Training Program – Mr. Peven stated that the Commissioners should have received notice of this training program and a registration form was sent out with the County Newsletter last month. He stated that the deadline to register is June 9<sup>th</sup>.

10. Budget & Finance – There were no items on the agenda for Budget & Finance.

11. Committee Member's / Director's Report

A. Lake Erie Transit (LET) Commissioner Report – Dr. Miller was not present. Mrs. Mentel stated that she was at the meeting and the main focus was about getting the upcoming millage in August passed in Bedford Township and how this is important for seniors in the community.

B. Monroe County Parks and Recreation Commission Report – Mrs. Mentel stated that the Commission will not be meeting until June 13<sup>th</sup>. She stated that they will be talking about putting in more drainage at Nike Park as well as burning some brush out there. Mr. Peven stated that the new dock is in at Waterloo Park and that several benches have been installed at parks this year. Chairman Webb asked if the beagle people were still using Nike Park. Mrs. Mentel stated that they are and that they have a contract and that the model airplane people are also still using the park.

C. Monroe County Road Commission Report – Mr. Assenmacher stated that the Road Commission has hired a new Director of Operations. He also mentioned the construction updates that are posted on the Road Commission's website regularly. He mentioned that the Road Commission has adopted formal site plan guidelines and are looking to update their subdivision guidelines and adopt new utility guidelines soon. All of the guidelines will eventually be put into a right-of-way manual for use by the Road Commission. He stated that they are still

working on the truck route ordinance, which will help to direct truck traffic in the County, with the townships. Some townships have already adopted the ordinance while others will be doing it soon. He stated that there will be an upcoming streamlining development meeting on June 13<sup>th</sup>. Finally, he stated that the bid opening for the Ida West Road project from the west side of U.S. 23 to downtown Ida was not what they were hoping for and that they are working with partners and MDOT about how they can still move forward with the project this year. He stated that if completed, the road will become an all-season all-weather route.

Mr. Brant asked about whether the new Director of Operations is taking someone else's place. Mr. Assenmacher stated that when the former person who held the position retired, it was not filled for a while. He stated that Randy Pierce had been performing the job duties for a while along with his director duties, but that it was decided that the position now needed to be filled as the MCRC's finances are now better than they were previously. Mr. Sperling asked about the GPS devices. Mr. Assenmacher stated that they have been working fine for about a year now, although they have been on the trucks for longer, and that the Road Commission has the ability to monitor maintenance activities on many of the trucks with these devices.

Mr. Peven mentioned that it was reported by a surveyor to him that a monument was chip and sealed on a gravel road in Exeter Township and no monument box was installed to protect it. He asked whether it was the Road Commission's responsibility to ensure that these monuments are protected by monument boxes on gravel roads. Mr. Peven stated that there is money in the remonumentation program to provide monument boxes. Mr. Assenmacher stated he has been having ongoing discussion with the County Surveyor for several years about this and that the Road Commission currently contracts with a surveyor licensed in Michigan to oversee their surveying efforts. He stated that it is difficult to not occasionally make mistakes in cases when a gravel road becomes paved but that the technology is getting better to prevent this from happening. Mr. Peven stated that once all of the corners are remonumented, it will be easier to maintain all of the corners.

12. Other Items from Members –

- A. Mr. Peven passed around the annual report from Monroe County Opportunity Program. He noted that their report is short but well-written and that he is considering shortening the Planning Department's annual report for next year.
- B. Mr. Peven brought up that the work program needs to be discussed soon and stated that it could begin to be discussed at next month's meeting. Chairman Webb agreed with this.
- C. Mr. Peven mentioned that Mrs. Mentel will be presiding at the graduation ceremony on June 9<sup>th</sup> for the Learning Bank. Mrs. Mentel stated that she has received many graduation gown donations for the graduates and that she is always looking for more. She stated that they are looking into starting a diploma program as well as the current GED program as the GED program has become geared towards those intending to attend college. She said that there will be an art auction fundraiser for the Learning Bank on July 23<sup>rd</sup> that will provide scholarships for some of these students if they intend to continue their studies and that they are looking for advertisers, sponsors and ticket buyers for this event. She stated that the program is finally financially solid and that they are always looking for volunteers. Mrs. Mentel also mentioned that Pastor Boone is hoping to raise the money to make St. Joseph's Church into transitional housing and a warming shelter, and that there is a hope to bring more County human services into the East End.

13. The next meeting is scheduled for Wednesday, July 13, 2016 at 7:30 p.m.

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

**MOTION CARRIED**

**MEETING ADJOURNED**

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