

MINUTES

REGULAR MEETING OF THE MONROE COUNTY PLANNING COMMISSION

DATE and TIME:	July 13, 2016, at 7:30 p.m.
PLACE:	Monroe County Courthouse Annex Board of Commissioners' Committee Room 125 East Second Street Monroe, MI 48161
MEMBERS PRESENT:	Herb Smith, Vice-Chairman; Scott Assenmacher; Rebecca Curley; Floreine Mentel; Patrick Miller; Larry See, Jr.; Mike Sperling
MEMBERS EXCUSED:	Mark Brant, Dan Brooks, Mary Webb, Gary Wilmoth
MCPC STAFF PRESENT:	Rob Peven, Planning Director; Jeff Boudrie, GIS Specialist; Lee Markham, Planner; Ryan Simmons, Planner
OTHERS PRESENT:	Dan Curley, Petersburg

1. Vice-Chairman Smith called the meeting to order at 7:30 p.m. and the Commission proceeded to transact business.
2. Vice-Chairman Smith led the Commission in the Pledge of Allegiance.
3. Adopt/Revise Agenda – Motion by Mrs. Mentel, supported by Mr. Sperling, to adopt the proposed agenda. **MOTION CARRIED**
4. Approval of the Minutes of the June 8, 2016 meeting minutes

Motion by Mr. Sperling, supported by Mr. Assenmacher, to accept the minutes of the June 8, 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. Letter from Xuan Liu inviting Mr. Peven to join SEMCOG's 2045 Forecast Technical Advisory Committee – Mr. Peven stated that he attended the first meeting of this committee on July 13th. He stated that he could not provide forecast numbers yet to the Planning Commission, as they are still under review, but that both Monroe County and the Southeast Michigan region's projections are optimistic and show modest population and employment gains. He also stated that the population of senior citizens is expected to grow.
 - B. Information
 1. SEMCOG invitation to comment on 2017-2020 Transportation Improvement Plan
 2. Announcement of the July 22, 2016 NW Ohio & SE Michigan GIS Users Group meeting to be held in Monroe County – Mr. Peven stated that Mr. Boudrie will be leading the hosting for this meeting.
 3. Healthy Herald – July 2016 – Mr. Sperling asked where the back-to-school health fair advertised in the Herald will be located. Mrs. Mentel said that she is assuming that it will be at the Health Department. Mr. Peven stated that he will check to find out for certain.

Motion by Dr. Miller, supported by Mr. Sperling, 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 he met earlier in the week with the treasurer of Frenchtown Charter Township who is also on the Recreation Committee and that they finalized the public survey. He passed a copy of the survey around to the Commissioners and stated that copies of it will be located at the Township Hall and at all three of the Township’s libraries. There will also be an online version available through SurveyMonkey.
- B. Monroe County Remonumentation Program – Mr. Peven stated that the 2015 grant has been straightened out and that we will be reimbursed by the State soon. There has not been a lot of progress on the 2016 program yet but there should be three meetings eventually this year.
- C. Monroe County Capital Improvements Plan – Mr. Markham stated that the CIP Committee met and, after interviewing the department heads who submitted projects, they proceeded to score all of the projects. He thanked the Committee members for their hard work. Mr. Markham went through the CIP document for the Commissioners including the criteria for scoring and the final ranked list of scored projects, which also includes the project costs. Mr. Markham asked for the Commissioners to approve the report.

Mr. Peven asked if the museum projects are going to be funded through the millage. Mr. Markham stated that they are already 100 percent funded through the millage. Mr. Peven asked why the projects are included on the list of CIP projects then and competing against other projects that are not funded. Mr. Markham stated that the Commissioners could just cross off those projects and then just fund the ones ranked below them, and that the project list gives them a full view of all of the projects that are going on. Mr. Peven asked then if there should be another column showing the potential cost of the projects to the County that would exclude projects already funded by other means such as a millage. Mr. Markham agreed that this was a good idea. Mrs. Mentel stated that on each project’s sheet that it mentions where the money will be coming from.

Mrs. Curley asked about the Stoner Kemmerling roof project and if the money has actually been requested for 15 years now. Mr. Markham stated that it has and that there are several projects that have requested funding for many years. Mrs. Mentel stated that the public safety and public welfare projects are the ones that the Committee tries to emphasize when ranking the list. Mr. Assenmacher asked if all of the projects are in 2017 dollars. Mr. Markham stated that the costs are the numbers that the department heads provided. Mr. Sperling asked how many projects were done from last year’s list. Mr. Markham stated that he did not know. Mrs. Mentel stated that the storage building project was the big one from last year.

Motion by Dr. Miller, supported by Mr. Sperling to approve the Monroe County Capital Improvements Plan and submit it to the Monroe County Board of Commissioners

MOTION CARRIED

- D. Monroe County Comprehensive Economic Development Plan – Mr. Markham stated that the Monroe County Streamlining Committee met on July 11th to update the County’s streamlining document. Mr. Peven stated that this committee is a subcommittee of the Monroe County Economic Development Corporation with some other members of the community also invited. Mr. Markham stated that the Committee has offered to vet the CEDS project list. Mr. Markham reminded the Planning Commission that the CEDS is now regional in nature and that a project list for Monroe County is supplied to SEMCOG and to Northwest Ohio for regional CEDS documents. He stated that, while SEMCOG is not preparing their CEDS until next year, that they still wanted to look over our project list for this year in order to plan for next year’s document. Mr. Markham stated that, at the July 11th meeting, a couple of projects that are nearly complete were removed from the list and that Bedford Township and the Village of Dundee may submit some additional projects.
- E. I-75 Corridor Study – Mr. Peven reminded the Planning Commission about the I-75 economic development study, stating that there will be five meetings regarding the study. He stated that Mr. Simmons attended the last meeting a couple of weeks ago. Mr. Simmons stated that there were actually three meetings held throughout the day, one where local realtors were invited, one where elected officials were invited and one where local business owners

were invited, and that the purpose of the meetings was for the consultants to receive input from these various stakeholders. He stated that the main issues brought up at the meetings were the image of Monroe County in general, the different character of communities along the I-75 corridor within the County, the idea of focusing upon attracting transportation and logistics companies along the corridor, and the need to continue promoting the Port of Monroe. Mr. Simmons stated that the consultants asked many good questions to County stakeholders and that he felt that the meetings were very productive.

- F. Planning Commissioner Training Program – Mr. Peven stated that several commissioners attended and that the program was sponsored jointly by the County and City of Monroe Planning Commissions. There was a trainer from the Michigan Association of Planning (MAP) who spoke about the role of planning and planning commissioners. Mr. Peven stated that the program was well attended. Mrs. Mentel stated that there were at least 50 attendees and that she thought that it was a very good program. Mr. Peven stated that the County Planning Commission owes about \$500 to MAP after taking into account both the cost of bringing in the speaker and the revenue brought in from attendance fees. He stated that we have the money in the budget to cover this. Mr. Peven stated that there was an issue because notice of the meeting was sent out to Bedford Township officials but not to staff members at the Township.

9. New Business

A. Consent Agenda

TOWNSHIP ZONING REVIEWS

200.1-7-16-16 Dundee Township (text)

Several amendments to the Dundee Township Zoning Ordinance are proposed, including adding provisions for conditional zoning, and changes pertaining to location of certain accessory buildings, lighting, ponds, stables, and facades on commercial and industrial buildings.

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

200.1-7-16-17 Berlin Township (text)

The proposed amendment to the Berlin Charter Township Zoning Ordinance would require temporary buildings to be removed based upon a time specified by the building inspector, not to exceed 180 days, with provision for extension. The current time limit to remove temporary buildings is one year. The requirement would not include cabins, garages, cellars or basements.

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

Motion by Mr. Sperling, supported by Mr. See, to accept the items on the Consent Agenda as written.

MOTION CARRIED

- B. Summer GIS Internship Program – Mr. Boudrie first stated that there is a GIS Users Group meeting on July 22nd and that there will be three presenters. One of the main focuses of the meeting will be about using drones to collect GIS data. He stated that they will be out at the Fairgrounds and that there might also be a live drone demonstration.

Mr. Boudrie then talked about the 2015 aerial photography, stating that the total cost for the project was about \$49,000, but that we have recouped \$27,000 of that due to partnering with the Townships. He stated that the

Townships have benefitted greatly from this photography and that the only three townships that did not partner with the County were agricultural townships without a large tax base and that they will probably have to budget for this in the future to take advantage of the photography. He stated that Townships who are SEMCOG members received a discount for the photography. Mr. Boudrie stated that he approached the assessors about the benefit of the photography, that they would get complete GIS layers of all of the photography, and that they could use the GIS viewer in their assessing software to access the layers. This information helps them greatly with their job tasks and will also help them increase the taxable value for the County.

Finally, Mr. Boudrie stated that there are five GIS interns working for the Planning Department for the summer. One is a graduate student from Eastern Michigan and the other four are high school students from Monroe High School. He stated that the graduate student is actually employed by the National Park Service (NPS) and is working on documenting Hull's Trace, an old military road, in order to attempt to put the Monroe County portion of it on the National Register of Historic Places and then to attempt to acquire property along the former road in order to boost tourism and economic development in the County. He explained that much of the intern's work involves going through the old documentation in order to definitively figure out the location of the road. Mr. Boudrie stated that the NPS asked us if the graduate student could be housed at the County Planning Department and use the GIS resources here and that we did not have a problem with that. Mr. Boudrie stated that the Planning Department will also be able to keep the intern's work when he leaves as part of the agreement.

Mr. Boudrie explained that the high school interns were here as part of an Eastern Michigan University program called GRACE. The program is sponsored by the National Science Foundation in order to encourage students to enter GIS-related careers. Mr. Boudrie stated that he spent some time at the high school instructing students about GIS. He stated that we could have used many interns but that we only had room for four of them, and that they are part-time positions paid for by EMU. Mr. Boudrie stated that they are intelligent students who are doing well with the property description work that has been assigned to them and that both he and the graduate student intern have been mentoring them.

Mr. Peven asked what the expectations were for how much work they would finish by the end of the summer. Mr. Boudrie stated that they will only be here for six weeks so he is not sure they will be able to complete an entire township. He stated that he is hoping that maybe we can extend the internships and that perhaps some of them could come in after school.

10. Budget & Finance

- A. 2016 Second Quarter report – Mr. Peven stated that the Department has expended 48% of its budget so we are right on track. He stated that printing costs have been high since starting the newsletter but that the money can be transferred from other line items. We appear to be on track with postage costs, though. Mr. Peven then went over the revenue report, stating that we were only budgeted to earn \$5,000 worth of revenue but that we have earned \$25,000 due mostly to aerial photography.
- B. 2017 Proposed Budget – Mr. Peven stated that he is required to submit this budget before being able to go over it with the Planning Commission meeting every year. He stated that he has an upcoming meeting about the proposed budget with Mike Bosanac and with the Finance Department on July 18th. Mr. Peven went over the budget with the Commissioners, stating that he has been instructed to hold the line on budget items as in the last few years, although some wages and salaries will increase due to step increases. The copier costs have changed in 2017, though, due to having procured a new copier. To cover these costs, adjustments were made to other parts of the budget such as decreasing the budget for office supplies and for office equipment maintenance. He stated that the copier cost actually includes a maintenance agreement.

Mr. Peven stated that Chairman Webb would like us to request a full- or part-time employee to perform receptionist duties, so he will bring this up at the upcoming July 18th meeting.

Motion by Mrs. Mentel, supported by Dr. Miller, to submit the Monroe County Planning Commission and Department's 2017-2018 Proposed Operating Budget

Mr. Assenmacher asked why the 2016 revenue numbers on Pages 22 and 32 did not match up, with one stating \$25,567.83 and the other stating \$17,481 of revenue. Mr. Boudrie stated that we received some aerial photography revenue recently and that the \$17,481 was not up to date. Mr. Assenmacher asked why there were so many peaks and valleys in the revenue figures historically for the Department. Mr. Peven stated that these figures are mostly due to contractual work that has slowed down due to having a decreased staff and that when the staff level was larger we were able to acquire more contractual projects. Mr. Peven mentioned revenue from Federal Aid Committee (FAC) activity reimbursement has decreased. Mr. Simmons stated that he is working on the SEMCOG reimbursements for this work presently, but that this revenue has decreased in recent years due to SEMCOG no longer reimbursing us for attending their monthly transportation meetings in Detroit and that they now only reimburse us for our local FAC meetings in Monroe.

MOTION CARRIED

11. Committee Member's / Director's Report

- A. Lake Erie Transit (LET) Commissioner Report – Dr. Miller stated that LET is waiting to see what happens in August with the vote in Bedford Township and in November with the vote for the funding for the Regional Transit Authority in November. If the November vote is approved, than LET will need to separate from SMART, who has been their agent for government grants, as Monroe County would not be included in the RTA. So, it is likely that an additional person would have to be hired whose responsibility is solely grant work. Dr. Miller stated that these grants are important because most bus and other hardware acquisitions come from them. Ridership numbers are down a little bit but still solid, likely due to gasoline prices currently being lower. However, there is no guarantee that they will stay low so LET is prepared if they increase again.

Mr. Peven stated that he is concerned because of the high number of voters that are likely to turn out for the Bedford Township election of local officials in August, and that many small government supporters who do not wish to fund transit may turn out for this election. Dr. Miller stated that Bedford Township's transit system aids many of the elderly and mobility challenged who live there and do not have any other source of transportation. Mr. Peven asked if there is any attempt in Bedford Township to campaign for passing the millage. Mrs. Mentel stated that the senior center had an ice cream social and raffle in support of the millage and that if the millage is not passed it would affect many of the seniors who use the Senior Center for meals.

- B. Monroe County Parks and Recreation Commission Report – Mrs. Mentel passed around a fish sign that has been posted by the Parks and Recreation Commission. She stated that the installation of benches has been going well. A hydrangea tree, flowers and other landscaping features have been planted. Mowing will likely be cut back on since it is dry this summer. Cleanup of limbs and debris and replacement of timbers at the playground has been going on at Vienna Park. Nike Park has also had replacement of timbers in the playground area and some mulch was spread. Pavilions were sanded and repainted and picnic tables were also repainted. Other landscaping was also performed. The chain link fence at the front of Heck Park was repaired. Some new perennials were placed at Loranger Square and the irrigation system has been fixed. At the Trading Post stone has been added and graded and a new fence is being put in. At the Raisinville river access site signage and landscaping will be installed. West County Park is continuing to do fine. Waterloo Park will eventually have a canoe and kayak launch. The tractor show will be going on at Nike Park the weekend of July 15th through 17th.
- C. Monroe County Road Commission Report – Mr. Assenmacher stated that there is an agreement with the contractor to start work on Ida West Road around August 1st. The work was originally going to be done from west to east but due to concerns about the agricultural harvest it is now being proposed to be performed from east to west. The project will wrap up around the end of October. Raisinville Road from M-50 to Dunbar was recently redone in time for the baseball tournament and the Fair. The MCRC will have a booth at the Fair again this year.

12. Other Items from Members –

- A. Mr. Smith stated that a number of years ago he attended a meeting about the dangers of wind energy. He stated that recently he traveled across the Blue Water Bridge and saw a huge number of windmills and when he asked if they had a problem with dead birds they said that there was not a problem with them.

13. The next meeting is scheduled for Wednesday, August 10, 2016 at 7:30 p.m.

14. Adjournment: Motion by Mr. Sperling, supported by Mrs. Mentel, to adjourn the meeting. The meeting concluded at 8:33 pm.

MOTION CARRIED

MEETING ADJOURNED

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