

County of Antrim - Planning Commission

Bill Bailey
Jason Helwig
Bruce Priemer

Jim Gurr, President
Dawn LaVanway
Rick Teague

Barbara Bradford
Gary Lockwood
Ron Tschudy

Minutes – January 5, 2021
Zoom Webinar

Members Present: Gary Lockwood, Jim Gurr, Barb Bradford, Jason Helwig, Bruce Priemer, Ron Tschudy, Dawn LaVanway, Bill Bailey, Rick Teague
Members Absent: None
Staff and Others: Pete Garwood, Jeremy Scott

In compliance with MDHHS emergency health orders limiting the number of people inside public places, this meeting was held in a virtual format utilizing a Zoom webinar for virtual attendance.

1. Meeting called to order at 5:34 p.m. by Jeremy Scott

The following members attended the meeting remotely:

- Jim Gurr – Bellaire, MI
- Gary Lockwood – Bellaire, MI
- Jason Helwig – Mancelona, MI
- Ron Tschudy – Echo Township, Antrim County, MI
- Barb Bradford – Bellaire, MI
- Rick Teague – Helena Township, Antrim County, MI
- Bruce Priemer – Central Lake, MI
- Dawn LaVanway – Echo Township, Antrim County, MI
- Bill Bailey – Central Lake Township, Antrim County, MI

2. Pledge of Allegiance

3. Organizational Meeting

Election of Officers

Mr. Scott chaired the organizational portion of the meeting.

Chair

Barb Bradford Nominated Gary Lockwood

Bill Bailey Nominated Jim Gurr

Motion by Ron Tschudy, seconded by Rick Teague to close nominations for Chairman

Vote:

Jim Gurr – 5

Gary Lockwood – 4

Jim Gurr chaired the remainder of the meeting.

Vice-Chair

Barb Bradford Nominated Gary Lockwood
Bruce Priemer Nominated Bill Bailey. Bill Bailey declined.

Motion by Bill Bailey, seconded by Jason Helwig to close nominations for Vice-Chair and cast a unanimous ballot for Gary Lockwood.

Yes – 9

No – 0

Motion Carries

Secretary

Dawn LaVanway nominated Barb Bradford

Motion by Dawn LaVanway, seconded by Jim Gurr to close nominations for Secretary and cast a unanimous ballot for Barb Bradford.

Yes – 9

No – 0

Motion Carries

Selection of Meeting Dates/Times

Motion by Barb Bradford, seconded by Rick Teague, to set the regular meetings for the 1st Tuesday of the month at 5:30pm.

Yes – 9

No – 0

Motion Carries

4. Approval of Agenda

Motion by Gary Lockwood, seconded by Ron Tschudy to approve the agenda amending new business to be dealt with first.

Roll Call:

Yes – 9

No – 0

Motion Carries

5. Declaration of Conflict of Interest

None

6. Public Comment

7. Approval of Minutes

Minute Changes

Motion by Barb Bradford, seconded by Ron Tschudy to approve the minutes from December 1, 2020 as amended.

Roll Call:

Yes – 9

No – 0

Motion Carries

8. New Business

Torch Lake Township Zoning Ordinance Amendments – Chapter 2, Chapter 4

Motion by Bill Bailey seconded by Jason Helwig that the Planning Commission finds no incompatibilities with the Antrim County Master Plan.

Yes – 9

No – 0

Motion Carries

A communication will be sent to the Township and a copy of the communication will be sent to the Planning Commission.

2021-2025 Parks & Recreation Plan

Barb Bradford gave compliments to Dawn LaVanway for her work on the plan.

Gary Lockwood appreciated the text size increase but was concerned about the small maps on page 5. He also thought that the chart on page 16 should be a color other than green.

Jim Gurr was initially concerned about road ends being defined as access sites since that is not necessarily the case throughout the County. Ms. Bradford and Ms. LaVanway recommended the plan reference the road ending book mentioned by Pete Garwood.

Motion by Gary Lockwood seconded by Bruce Priemer to approve of the Parks & Recreation Plan and send compliments to those involved with creating the Parks & Recreation Plan.

Yes – 9

No – 0

Motion Carries

9. Old Business

Procedure Subcommittee

Dawn LaVanway pointed out that one of the approval dates on rules for transaction neither matched Planning Meeting or Board Meeting Date.

Gary Lockwood requested that Pete Garwood be involved with this subcommittee to provide history.

Ron Tschudy did not think the committee should meet in person until COVID vaccines were administered.

Motion by Dawn LaVanway seconded by Ron Tschudy to expand the existing subcommittee with the addition of Pete Garwood, Dawn LaVanway, and Ron Tschudy, and meet to review information at the earliest opportunity.

Yes – 9

No – 0

Motion Carries

10. Various Matters

11. Public/Member Comment

Meeting Adjourned at 7:18

County of Antrim - Planning Commission

Bill Bailey

Jim Gurr, President

Barbara Bradford

Jason Helwig

Dawn LaVanway

Gary Lockwood

Bruce Priemer

Rick Teague

Ron Tschudy

Minutes – April 6, 2021

Antrim County Building, Board of Commissioners Room

Members Present: Jason Helwig, Bruce Priemer, Barb Bradford, Dawn LaVanway, Ron Tschudy, Rick Teague, Jim Gurr

Members Absent: Gary Lockwood, Bill Bailey

Staff and Others: Jeremy Scott

1. Meeting called to order at 5:30 p.m. by Jim Gurr

2. Pledge of Allegiance

3. Approval of Agenda

Motion by LaVanway, seconded by Bradford to approve the April 6, 2021 agenda as presented.

Motion Passes, Yes - 7, No - None

4. Declaration of Conflict of Interest

None

5. Public Comment

None

6. Approval of Minutes

Motion by Jason Helwig, seconded by Bruce Priemer to approve the minutes from January 5, 2021 as presented.

Motion Passes, Yes - 7, No - None

7. Old Business

Procedure Subcommittee

Motion by Jason Helwig, seconded by Dawn LaVanway to appoint Dawn LaVanway, Ron Tschudy and Gary Lockwood to the Procedure Subcommittee with Pete Garwood attending to advise.

Motion Passes, Yes - 7, No - None

8. New Business

Banks Township – Greenbelt Provision Amendments

Members discussed the proposed changes to the Banks Township Zoning Ordinance. They noted the Michigan Department of Agriculture has been renamed to the Michigan Department of Agriculture and Rural Development.

Motion by Jason Helwig seconded by Ron Tschudy that the Antrim County Planning Commission finds no incompatibilities between the Antrim County Master Plan and the proposed zoning ordinance amendment to Articles III, Definitions and IV General Provisions, Section 4.11 Greenbelt and recommends that Banks Township approve the change.

Motion Passes, Yes – 7, No - None

A communication will be sent to the Township and a copy of the communication will be sent to the Planning Commission.

9. Various Matters

General discussion and compliments were offered towards Parks and Rec Plan

Barb Bradford showed interest in having the new Parks Director meeting with the Planning Commission.

10. Public/Member Comment

A short discussion of elections ensued.

Meeting Adjourned at 6:31

County of Antrim - Planning Commission

Bill Bailey

Jim Gurr, President

Barbara Bradford

Jason Helwig

Dawn LaVanway

Gary Lockwood

Bruce Priemer

Rick Teague

Ron Tschudy

Minutes – May 4, 2021

Antrim County Building, Board of Commissioners Room

Members Present: Jim Gurr, Ron Tschudy, Barb Bradford, Gary, Bill Bailey, Dawn LaVanway, Gary Lockwood, Jason Helwig, Bruce Priemer, Rick Teague, Ron Tschudy

Members Absent:

Staff and Others:

1. Meeting called to order at 5:30 p.m. by Jim Gurr

2. Pledge of Allegiance

3. Approval of Agenda

Motion by Rick Teague seconded by Gary to approve the May 4, 2021 agenda as presented.

Motion Passes 8 Yes, 0 No, 1 Absent

4. Declaration of Conflict of Interest

None

Bill Bailey arrived 5:33

5. Public Comment

None

6. Approval of Minutes

Motion by Bruce Priemer, seconded by Ron Tschudy to approve the minutes from April 6, 2021 as presented.

Motion Passes, 9 Yes, 0 No, 0 Absent

7. New Business

Elk Rapids Township

Barb Bradford showed concern that this could cause a large burden on an individual, particularly if it is a long road that is out of standard.

Jim Gurr showed concern that requiring a stump to remain for invasive species will cause future issues.

Motion by Gary Lockwood seconded by Ron Tschudy that the Antrim County Planning Commission found no incompatibilities between the Antrim County Master Plan and the proposed zoning ordinance amendment to Chapter 2, General Provisions, Section 2.19 PRIVATE ROAD REGULATION and Section 2.11 RESTRICTION APPLICABLE TO

PROPERTY ABUTTING LAKES, RIVERS, AND STREAMS and recommends that Elk Rapids Township approve the change.

Motion Passes 9 Yes, 0 No, 0 Absent

A communication will be sent to the Township and a copy of the communication will be sent to the Planning Commission.

9. Various Matters

Ms. Bradford expressed concerns about receiving the packet information in timely manner, would like more lead time on packet information.

Rules Subcommittee

Mr. Lockwood said he thought there may not be enough time left in the year to address changes.

Pete Garwood, County Administrator, informed the commission that he had made a number of suggested corrections to the ordinance that could be simply reviewed by the Commission.

Mr. Lockwood suggested the process be segmented out and the ordinance be addressed first.

Mr. Gurr gave brief overview of recent Court decision outlined in the Michigan Planner magazine.

10. Public/Member Comment

None

Meeting Adjourned at 6:30

County of Antrim - Planning Commission

Bill Bailey

Jim Gurr, President

Barbara Bradford

Jason Helwig

Dawn LaVanway

Gary Lockwood

Bruce Priemer

Rick Teague

Ron Tschudy

Minutes – June 29, 2021

Antrim County Building, Board of Commissioners Room

Members Present: Jim Gurr, Ron Tschudy, Barb Bradford, Bill Bailey, Jason Helwig, Bruce Priemer, Rick Teague, Ron Tschudy, Dawn LaVanway

Members Absent: Gary Lockwood

Staff and Others: Pete Garwood, Jeremy Scott, Stan Moore, Sara Kopriva - Torch Lake Township Zoning Administrator

1. Meeting called to order at 5:30 p.m. by Jim Gurr

2. Pledge of Allegiance

3. Approval of Agenda

Motion by Jason Helwig seconded by Bruce Priemer to approve the June 29, 2021 agenda as presented.

Motion Passes, 8 Yes, 0 No, 1 Absent

4. Declaration of Conflict of Interest

None

5. Public Comment

None

6. Approval of Minutes

Motion by Dawn LaVanway, seconded by Bill Bailey to approve the minutes from May 4, 2021 as presented.

Motion Passes, 8 Yes, 0 No, 1 Absent

7. New Business

Torch Lake Township Zoning Ordinance

Bill Baily remarked that the Township should consider an extended 90-day period over the 30 days as written.

Barb Bradford questioned whether family could come up and stay for short periods.

Motion by Bill Bailey, seconded by Barb Bradford, that the Antrim County Planning Commission found no incompatibilities between the Antrim County Master Plan and the spirit of the proposed zoning ordinance amendment to replace Chapter 2, General Provisions, Section 2.19 USE OF RECREATIONAL VEHICLES AS TEMPORARY

DWELLINGS with Section 2.19 – USE AND STORAGE OF RECREATIONAL VEHICLES and recommends approval with the following conditions for consideration:

- 1. Separate the Use from the Storage of Recreational Vehicles.**
- 2. Once separated include conditions for each situation individually.**

Motion Passes, 8 Yes, 0 No, 1 Absent

Jim Gurr had a concern of the ambiguity of section 4.3-C-3a.

Ron Tschudy pointed out the extremeness of the word “survival” in section 4.1

Motion by Jason Helwig, seconded by Rick Teague, that the Antrim County Planning Commission found no incompatibilities between the Antrim County Master Plan and the spirit of the proposed zoning ordinance amendment to replace Chapter 4, NONCONFORMING LOTS, USES OF LAND, STRUCTURES AND PREMISES with Chapter 4: NONCONFORMITIES and recommends approval with the following conditions for consideration:

- 1. Remove c) and g) from the Section 4.3, 3. as approval standards when considering the enlargement or expansion of an existing conforming structure for a nonconforming use or change of use to another nonconforming use.**

Motion Passes, 7 Yes, 0 No, 2 Absent

Rick Teague left the meeting at 6:27pm

9. Various Matters

10. Public/Member Comment

No Public Comment

Meeting Adjourned at 7:21

County of Antrim - Planning Commission

Bill Bailey

Jim Gurr, President

Barbara Bradford

Jason Helwig

Dawn LaVanway

Gary Lockwood

Bruce Priemer

Rick Teague

Ron Tschudy

Minutes – August 3, 2021
Antrim County Building, Board of Commissioners Room

Members Present: Barb Bradford, Gary Lockwood, Dawn LaVanway, Bill Bailey, Jim Gurr, Bruce Priemer, Ron Tschudy, Jason Helwig, Rick Teague

Members Absent:

Staff and Others: Pete Garwood, Jeremy Scott

1. Meeting called to order at 5:30 p.m. by Jim Gurr

2. Pledge of Allegiance

3. Approval of Agenda

Jim Gurr pointed out that the Banks Township shouldn't be on the agenda until the next meeting.

Barb Bradford wanted Packet Info added to the agenda.

Motion by Gary Lockwood seconded by Jason Helwig to approve the August 3, 2021 agenda as presented.

Motion Passes, 9 Yes, 0 No, 0 Absent

4. Declaration of Conflict of Interest

None

5. Public Comment

The Torch Lake Zoning Administrator gave an overview of village zoning, when it was created, and why. There were four comments against the Torch Lake Township rezoning.

6. Approval of Minutes

Motion by Gary Lockwood, seconded by Jason Helwig to approve the minutes from June 29, 2021 as presented.

Motion Passes, 9 Yes, 0 No, 0 Absent

7. New Business

Torch Lake Township Rezoning Application

A discussion of the matter ensued. Several members of the Planning Commission pointed out that the merits are not within their purview, only its compatibility with the County Master Plan.

Motion by Bruce Priemer, seconded by Bill Bailey, that the Antrim County Planning Commission found no incompatibilities between the Antrim County Master Plan and the Torch Lake Township PCA 2021-02 proposed rezoning.

Motion Passes, 9 Yes, 0 No, 0 Absent

Motion by Gary Lockwood, seconded by Jason Helwig to approve recommending the budget as presented to the Board of Commissioners.

Motion Passes, 9 Yes, 0 No, 0 Absent

9. Various Matters

Agenda Packets

Barb Bradford expressed frustration about the timing of packets.

It was the consensus of the commission that there will be a cutoff for new business by 5pm Monday the week before the planning meeting, with the packet to go out no later than the Thursday before.

Sub-Committee Update

Gary Lockwood gave an update that the sub-committee is progressing. A discussion ensued.

10. Public/Member Comment

No Public Comment

Meeting Adjourned at 6:57

County of Antrim - Planning Commission

Gary Lockwood, Vice-President

Jim Gurr, President

Barbara Bradford, Secretary

Jason Helwig

Dawn LaVanway

Gary Lockwood

Bruce Priemer

Rick Teague

Ron Tschudy

Minutes – September 8, 2021
Antrim County Building, Board of Commissioners Room

Members Present: Gary Lockwood, Bill Bailey, Jim Gurr, Bruce Priemer, Ron Tschudy, Jason Helwig, Rick Teague
Members Absent: Barb Bradford, Dawn LaVanway
Staff and Others: Pete Garwood, Jeremy Scott, Stan Moore

1. Meeting called to order at 5:36 p.m. by Jim Gurr

2. Pledge of Allegiance

3. Approval of Agenda

Motion by Rick Teague seconded by Ron Tschudy to approve the September 7, 2021 agenda as presented.

Motion Passes, 7 Yes, 0 No, 2 Absent

4. Declaration of Conflict of Interest

None

5. Public Comment

None

6. Approval of Minutes

Motion by Bruce Priemer, seconded by Ron Tschudy to approve the minutes from August 3, 2021 as presented.

Motion Passes, 7 Yes, 0 No, 2 Absent

7. New Business

Barb Bradford entered the meeting at 5:43pm

Banks Township Rezoning Application

Motion by Rick Teague, seconded by Jason Helwig that the Antrim County Planning Commission found no incompatibilities between the Antrim County Master Plan and the proposed zoning ordinance amendment to Articles III, IV, VI, and VII pertaining to Accessory Dwelling Units and recommended that Banks Township approve the change, with the addition of deleting the current definition for “Dwelling Mobile”.

Motion Passes, 8 Yes, 0 No, 1 Absent

Dawn LaVanway entered the meeting at 5:46pm

8. Various Matters

The Forest Home Township Master Plan was briefly discussed; members of the Planning Commission were directed to send any comments to the Administration Department. It was requested that the Pete Garwood send a communication regarding the plan.

The Antrim County Capital Improvement Plan (CIP) was discussed. ~~Some of the Commission~~ members LaVanway, Lockwood, and Bradford felt that the Planning Commission should have a larger role in the CIP.

Ms. Bradford expressed concern that the Planning Commissioner Officers were not identified on the agenda.

10. Public/Member Comment

None

County of Antrim - Planning Commission

Gary Lockwood, Vice-President

Jim Gurr, President

Barbara Bradford, Secretary

Jason Helwig

Dawn LaVanway

Gary Lockwood

Bruce Priemer

Rick Teague

Ron Tschudy

Minutes – October 5, 2021
Antrim County Building, Board of Commissioners Room

Members Present: Bill Bailey, Jim Gurr, Bruce Priemer, Ron Tschudy, Rick Teague, Jason Helwig, Gary Lockwood

Members Absent: Dawn LaVanway, Barb Bradford

Staff and Others: Jeremy Scott, Stan Moore

1. Meeting called to order at 5:30 p.m. by Jim Gurr

2. Pledge of Allegiance

3. Approval of Agenda

Motion by Rich Teague seconded by Ron Tschudy to approve the October 5, 2021 agenda as presented.

Motion Passes – 7 Yes, 0 No, 2 Absent

4. Declaration of Conflict of Interest

None

5. Public Comment

None

6. Approval of Minutes

Motion by Rick Teague, seconded by Ron Tschudy to approve the minutes as amended from September 7, 2021 as presented.

Motion Passes – 7 Yes, 0 No, 2 Absent

Dawn LaVanway joined the meeting at 5:38

7. New Business

Banks Township Zoning Ordinance

A discussion about the future of energy production ensued.

Bruce Priemer expressed concern about the limitation on back and side yard for those on the North side of the road as well as dealing with old and defunct panel removal.

Motion by Lockwood seconded by Priemer that the Antrim County Planning Commission finds no incompatibilities between the Antrim County Master Plan and the proposed zoning ordinance amendments to Articles III and IV pertaining to Solar Energy Installations and recommends that Banks Township approve the changes but consider the limitations to those on the North side of the road.

Motion Passes - 8 Yes, 0 No, 1 Absent

Jason Helwig left the meeting at 5:56PM

Dawn LaVanway left the meeting at 5:59PM

8. Various Matters

None

9. Public/Member Comment

Mr. Lockwood brought to the commissions attention that the County Redistricting map has been adopted by the and set and will likely affect the size of the Planning Commission. Administration staff was asked to forward a copy of the new map to members.

Meeting Adjourned 6:19PM

County of Antrim - Planning Commission

Gary Lockwood, Vice-Chair

Jim Gurr, Chair

Barbara Bradford, Secretary

Jason Helwig

Dawn LaVanway

Gary Lockwood

Bruce Priemer

Rick Teague

Ron Tschudy

Minutes – November 3, 2021
Antrim County Building, Board of Commissioners Room

Members Present: Jason Helwig, Jim Gurr, Rick Teague, Bruce Priemer, Ron Tschudy, Bill Bailey, Gary Lockwood

Members Absent: Dawn LaVanway, Barb Bradford

Staff and Others: Pete Garwood

1. Meeting called to order at 5:30 p.m. by Jim Gurr, Chairman

2. Pledge of Allegiance

3. Approval of Agenda

Motion by Gary Lockwood, seconded by Bill Bailey to approve the November 3, 2021 agenda as presented.

Motion Passes – 7 Yes, 0 No, 2 Absent

4. Declaration of Conflict of Interest

None

5. Public Comment

None

6. Approval of Minutes

Motion by Gary Lockwood, seconded by Ron Tschudy to approve the minutes of October 5, 2021, as amended.

Motion Passes – 7 Yes, 0 No, 2 Absent

7. New Business

Banks Township Zoning Amendment – Firearms Training Facility

Motion by Gary Lockwood, seconded by Jason Helwig that the Antrim County Planning Commission finds no incompatibilities between the Antrim County Master Plan and the proposed zoning ordinance amendments to Articles III, VI, and VIII pertaining to Firearms Training Facilities and recommends that Banks Township approve the changes.

Motion Passes – 7 Yes, 0 No, 2 Absent

Additional Comments and Observations to be Included in the Communication to Banks Township:

The Commission wondered whether the Township meant to limit use of the range to law enforcement and training facilities for concealed pistol license (CPL).

Additionally, the Commission wondered whether the definition of a firearm is too restrictive. In the proposed language the definition of a firearm is as follows:

“ Firearm: A weapon limited to on-duty law enforcement caliber pistols, shotguns, and rifles.”

Does that mean an individual training for a CPL could not use a .22 caliber for instance, as it is extremely unlikely to be used by an on-duty law enforcement officer?

8. Various Matters

Discussion took place regarding how the reduction of the Board of Commissioners from nine to five members might affect other County committees and commissions, such as the Planning Commissions.

9. Public/Member Comment

Members of the Planning Commission reviewed the re-districting map for the Board of Commissioners. There was a question regarding District 3 and 4 – essentially why is there a small dogleg of green district (district 3) protruding into the yellow district (district 4)? Why is it not square off?

Meeting Adjourned at 6:34 p.m.

County of Antrim - Planning Commission

Gary Lockwood, Vice-Chair

Jim Gurr, Chair

Barbara Bradford, Secretary

Jason Helwig

Dawn LaVanway

Bill Bailey

Bruce Priemer

Rick Teague

Ron Tschudy

Minutes – December 7, 2021
Antrim County Building, Board of Commissioners Room

Members Present: Jason Helwig, Dawn LaVanway, Bruce Priemer, Rick Teague, Ron Tschudy, Jim Gurr, Bill Bailey, Gary Lockwood (joined the meeting at 5:43 p.m.), **Barbara Bradford (1/4/22)**

Members Absent: None

Staff and Others: Pete Garwood

1. Meeting called to order at 5:37 p.m. by Jim Gurr, Chairman

2. Pledge of Allegiance

3. Approval of Agenda

**Motion by Priemer, seconded by Tschudy to approve the December 7, 2021 agenda as presented.
Motion Passes, 9 Yes, 0 No, 0 Absent**

4. Declaration of Conflict of Interest

None

5. Public Comment

None

6. Approval of Minutes

Change adjournment time from a.m. to p.m.

Motion by Ron Tschudy, seconded by Jason Helwig to approve the minutes of November 3, 2021, as amended.

Motion Passes, 9 Yes, 0 No, 0 Absent

7. New Business

Torch Lake Township Zoning Amendment –

Motion by Helwig, seconded by Bailey, that the Antrim County Planning Commission finds no incompatibilities between the Antrim County Master Plan and Torch Lake Township's proposed zoning ordinance amendments to Chapter 20 and recommends Torch Lake Township approve the changes.

Motion Passes, 9 Yes, 0 No, 0 Absent

Review – Planning Commission Ordinance

Motion by Bradford seconded by Priemer to dissolve the rules subcommittee and have the entire Planning Commission, along with staff resources, work on review and modification of the Planning Commission ordinance and the bylaws in the County Building.

Motion Passes, 9 Yes, 0 No, 0 Absent

8. Various Matters

None.

9. Public/Member Comment

Mr. Garwood informed the Commission the organizational meeting is scheduled for January 4, 2022 at 5:30 p.m. in Conference Room 211.

Meeting Adjourned at 7:00 p.m.