

**OTSEGO COUNTY  
PLANNING COMMISSION**

**January 15, 2018  
6:00 PM**

**MEETING WILL BE IN THE PLANNING AND ZONING MEETING ROOM LOCATED AT 1322 HAYES ROAD**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF MINUTES: From December 18, 2017 meeting
5. CONSENT AGENDA
6. OTHER
7. PUBLIC PARTICIPATION FOR ITEMS NOT ON THE AGENDA:  
(Please identify yourself for the record. All comments will be limited to two (2) minutes)
8. PUBLIC HEARINGS
9. ADVERTISED CASES
10. UNFINISHED COMMISSION BUSINESS:
  1. 2017 Objective List
11. NEW BUSINESS:
  1. 2018 Objective List
  2. Otsego County Planning Commission 2017 Annual Report
12. REPORTS AND COMMISSION MEMBER'S COMMENTS:
  1. Otsego County Parks & Recreation report / Judy Jarecki
  2. Land Use Services / Jim Mouch – 2018 Objectives - Land Use Requests - *Via email*
13. ADJOURNMENT

# Otsego County Planning Commission

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Proposed Minutes for December 18, 2017

**Call to Order:** 6:00pm by Chairperson Hartmann

Pledge of Allegiance

**Roll Call:**

Present: Chairperson Hartmann, Vice Chairperson Jarecki, Mr. Borton, Mr. Hilgendorf, Mr. Brown, Mr. Klee, Mr. Bauman, Ms. Corfis

Absent: Mr. Arndt, Mrs. Norton, Mr. Caverson

Staff Present: Mr. Mouch, Ms. Boyak-Wohlfeil

Others Present: Rachel Frisch, Otsego County Administrator

Public Present: None

**Approval of minutes from:** November 20, 2017

Motion made to approve minutes as presented by Mr. Brown; Seconded by Mr. Klee.

Motion approved unanimously

**Consent Agenda:** None

**Other:** None

Chairperson Hartmann stated Mr. Mouch had requested a change in the agenda in order to speak before public comment.

Mr. Mouch stated Land Use will now provide a monthly enforcement report and building permit report for each township for review. He also stated he received input from three (3) townships thus far, Charlton, Hayes and Otsego Lake Townships, referencing the proposed language for Section 21.12 Home Occupation and Section 21.34 Restricted Uses. He provided ordinance language from other municipalities as well as general ordinance language from the International Zoning Code to help answer some questions the townships had. Lastly, he presented a rezone case that has been sent to township for review and three (3) special use permits pending additional information. He provided a hard copy of the By-Laws for all members and stated the meeting room had been rearranged for better conversation.

Mr. Borton stated he has received good feedback from the townships and did not realize just how much work was being done on their behalf. The reports definitely reflected the extent of that work.

Rachel Frisch, Otsego County Administrator, stated she has received good feedback regarding Land Use Services as well. She stated December continued to be a busy month but things were going well for the County.

**Public participation for items not on the agenda:** None

**Public Hearing:** None

**Advertised Case:** None

# Otsego County Planning Commission

Proposed Minutes for December 18, 2017

## Unfinished Commission Business:

1 Section 21.33 Signs and Billboards – Review – *Proposed language changes – Send to Townships*

Chairperson Hartmann opened the discussion on the proposed language for Section 21.38.

Mr. Brown questioned the wording ‘*2½ times the length of the wall*’ under **Section 21.38.01.01.03, Condition 1**, Maximum Size. He did not think it was stated clearly.

Chairperson Hartmann stated the wording ‘*2½ times the length of the wall*’ referred to the *total area* of the sign not the length of the sign. He suggested adding square feet in place of total area.

Mr. Borton did not think adding square footage made it any clearer.

It was suggested a sample or even a picture be added to the section for clarification. A percentage of the wall was also suggested.

Mr. Mouch replied an algorithm could be added to the section.

After further discussion, it was decided to amend the wording to ‘*15% of the total area of the mounting wall*’.

Ms. Corfis stated the maximum size under **Condition 2** had been changed from 32 sq ft to 56 sq ft and questioned why.

Mr. Mouch stated surrounding counties had been researched and found a variety of larger signs were allowed in their business districts.

Chairperson Hartmann stated the current 32 sq ft did not seem large enough and after reviewing the information, the Committee felt 56 sq ft fell mid-range in what other municipalities required.

Ms. Corfis questioned the last sentence in **Condition 4**, stating it did not make sense and also the reduction in setback from the road-right-of-way.

Mr. Mouch stated it was private property and as long as any signage was not in the road-right-of-way, the Road Commission and MDOT did not have a problem with a 2’ setback.

It was decided to strike the last sentence in **Condition 4 Section 21.38.01.01.03** and again in **Regulation 04 of Section 21.38.01.01.04**.

Discussion continued on **Section 21.38.04.07 Signs Prohibited** and the addition of ‘Vehicles and trailers are not *‘to be*’ used primarily as static displays...was decided.

Chairperson Hartmann asked for further discussion and then requested a recommendation.

Mr. Klee recommended the proposed language to Section 21.38 Signs and Billboards with additional changes be sent to Townships.

Members agreed unanimously.

## New Business:

1. 2018 Planning Commission Meeting Dates

Chairperson Hartmann requested a motion to accept the meeting dates as presented.

Motion made to approve the 2018 Meeting Dates by Mr. Brown; Seconded by Mr. Hilgendorf.

Motion approved unanimously.

# Otsego County Planning Commission

Proposed Minutes for December 18, 2017

## Reports and Commission Member's Comments:

### 1. Otsego County Parks & Recreation report/Judy Jarecki

Mrs. Jarecki reported the Bear Basketball season would begin in January at the Community Center; the Parks Committee was still waiting on the appraisals for the two (2) parcels of land being considered as an addition to the County Park; and the Groen property was very close to being transferred.

Mrs. Frisch stated she had scheduled a meeting with the Groen Trust Fund attorney to sign the final papers Tuesday and would have them recorded at the Register of Deeds office on Wednesday to complete the transfer. The County owns 764 acres presently and the final phase will transfer the remaining 25 acres with the house and some historical logging structures and equipment. The Groen Trust Fund Board will remain in place to ensure all directives in connection to the donation are adhered to and to provide the funding as it is 100% funded by the Trust. The County will keep them updated on improvements to the property and seek their input to be sure Mr. Groen's wishes are met.

Mrs. Jarecki continued stating Mr. Ryan was gathering information for capital improvements and future projects for Otsego County Parks and Recreation; issues with the Alpenfest Parade and parking at the Dog Park were discussed and they were still waiting on delivery of the new Parks and Rec truck.

### 2. Land Use Services report/Jim Mouch

See previous comments.

Mr. Klee declined a reappointment for another term after approximately twenty years of service; Dover Township will need to reappoint another representative.

Mr. Brown stated he was pleased with the reports from Land Use and was surprised at the amount of work accomplished. He thanked the staff.

Mr. Bauman stated Livingston Township has implemented a survey for their Master Plan; it can be accessed online.

Mr. Borton stated he had attended the City Planning meeting and the case approved was for new construction on the City's south end of Old 27. The current Forward's Shell station and Schnapps & Hopps will be demolished and replaced with a larger building to incorporate both businesses along with a Subway. He stated he was impressed with the tone of the meeting and requested Mr. Jenkins be informed of future County Planning Commission meetings.

Mr. Hilgendorf stated a millage renewal for the University Center and M-Tech will be on the ballot next year but because Kirkland manages both, there will be only one proposal. And since the University Center is paid for and M-Tech was funded mostly by grant monies, the millage will be reduced from 1.21 mills to .98 mills.

Chairperson Hartmann thanked Mr. Klee for his years of service and adjourned the meeting.

**Adjournment:** 7:04pm by Chairperson Hartmann

Ken Arndt; Secretary

Christine Boyak-Wohlfeil; Recording Secretary

**2017 OBJECTIVE LIST**

OBJECTIVE	INTENT	COMMENTS	COMPLETED
1. <del>Site Plan Review/ Article-23</del>	<del>To review/amend section to coincide w/other Ordinance sections</del>	Committee formed / Volunteers: Mr. Caverson, Mr. Hartmann, Mr. Hilgendorf, Land Use Services	Sent to Townships - 4.17.17 - Public Hearing - 8.21.17 - Recommended to BOC
2. Private Roads/ Emergency Vehicle Access	Develop very basic requirements for private roads within Otsego County to insure access is available to all emergency vehicles	To be discussed w/legal counsel / Ken Arndt to provide file from previous work	✓
3. Non-Conforming Structures/Section 21.26	Act of God language developed to insure property owners the ability to reconstruct their residence in the event of a natural disaster/Setbacks/Time limit	Committee formed / Volunteers: Mr. Arndt, Mr. Hartmann, Mr. Klee	
4. Sign Ordinance/ Section 21.38	Review of current sign language, temporary placement of banners and special events	Committee formed / Volunteers: Mr. Arndt, Ms. Corfis, Mr. Hartmann / Ken Arndt to provide file from previous work	Sent to Townships - 12.22.17
5. Large Tract Forestry Zoning District	The developing of Ordinance language to protect large parcels from being split up into small parcels, protecting the "up north nature" of Otsego County.	Paul Hartmann sent info from Gloria Torello/To be discussed w/legal counsel for language	Committee meeting - 6.14.17 - Legal counsel sought
6. Overlay District Pigeon River	A recommended action in the 2009 Otsego County Master Plan/Developing special conditions to ensure the protection of the unique characteristics of the Pigeon River Country Area.	To be discussed w/legal counsel for language	

ITEMS WORKED ON MID YEAR PER LAND USE REQUEST:				
Home Occupation/Section 21.12	Enforcement Issues	Committee formed / Volunteers: Mr. Hilgendorf, Mr. Arndt, Mrs. Jarecki, Mr. Hartmann		Sent to Townships - 11.21.17
Restricted Uses/Section 21.34	Enforcement Issues	Committee formed / Volunteers: Mr. Hilgendorf, Mr. Arndt, Mrs. Jarecki, Mr. Hartmann		Sent to Townships - 11.21.17
Recreational Equipment or Trailer/Section 21.33	Enforcement Issues	Committee formed / Volunteers: Mr. Hilgendorf, Mr. Arndt, Mrs. Jarecki, Mr. Hartmann		

# Otsego County Planning Commission 2017 Annual Report to the Otsego County Board of Commissioners

This report is submitted as required under the Michigan Planning Enabling Act, Act 33 of 2008, MCL 125.3819 (2).

**125.3819 Bylaws; adoption; public record requirements; annual report by planning commission.**

Sec. 19. (1) A planning commission shall adopt bylaws for the transaction of business, and shall keep a public record of its resolutions, transactions, findings, and determinations.

(2) A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.

## 2017 Planning Commission Cases

- January:** Rezone PZRZ16-001 Walter Moore – a request to rezone a single parcel located in Bagley Township from R2/General Residence to B2/General Business to create consistency with adjoining properties - *Recommended to the Board of Commissioners*
- March:** Special Use Permit PZSU16-004 Johnson Oil – a request to install an eighteen thousand (18,000) gallon propane tank located in a HX/Highway Interchange Zoning District to create a safer form of heating their existing building and for convenience of propane delivery to surrounding customers - *Postponed*
- April:** Special Use Permit PZSU16-004 Johnson Oil – a request to install an eighteen thousand (18,000) gallon propane tank located in a HX/Highway Interchange Zoning District to create a safer form of heating their existing building and for convenience of propane delivery to surrounding customers - *Approved*
- August:** Approval of proposed language changes to ARTICLE 23 SITE PLAN REVIEW and the SITE PLAN REVIEW APPLICATION - *Recommended to the Board of Commissioners*; Approval of the Otsego County Capital Improvement Program 2018-2023 - *Recommended to the Board of Commissioners*

**Otsego County Planning Commission  
2017 Annual Report**

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**Other Activities**

- January:** Some proposed changes to SECTION 21.38 SIGNS AND BILLBOARDS were presented for Planning Commission member review
- March:** More items of discussion pertaining to SECTION 21.38 SIGNS AND BILLBOARDS were presented
- April:** Proposed changes to SECTION 23 SITE PLAN REVIEW/APPLICATION were reviewed and sent to townships for input
- June:** Proposed changes to SECTION 23 SITE PLAN REVIEW/APPLICATION were revised and recommended to the Otsego County Board of Commissioners; Additional changes proposed to SECTION 21.38 SIGNS AND BILLBOARDS were presented for Planning Commission member review
- July:** Proposed changes to SECTION 21.38 SIGNS AND BILLBOARDS were discussed; Committee to reconvene and review
- October:** Elections
- November:** Proposed changes to SECTION 21.38 SIGNS AND BILLBOARDS discussed with additional changes requested; Proposed changes to SECTION 21.12 HOME OCCUPATION sent to townships for input; Proposed changes to SECTION 21.34 RESTRICTED USES sent to townships for input with additional changes
- December:** Proposed changes to SECTION 21.38 SIGNS AND BILLBOARDS sent to townships for input

The Planning Commission sets priorities with an Objective List of Zoning Ordinance sections for review and revision along with items from the Otsego County Master Plan for implementation to guide the Planning Commission and staff in activities. Ordinance revision and development recommendations are made to the Board of Commissioners as developed throughout the year.

**Attendance Record of Planning Commission Meetings**

ATTENDANCE FOR THE CALENDAR YEAR 2017

Member	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
K. Arndt	X	--	X	A	--	X	A	X	--	A	X	A
W. Brown	X	--	X	X	--	A	A	X	--	X	X	X
F. Nowak	X	--	X	X	--	X	--	--	--	--	--	--
J. Norton	--	--	--	--	--	--	X	X	--	X	X	A
J. Jarecki	X	--	X	X	--	A	X	X	--	X	X	X
C. Klee	A	--	X	X	--	X	X	X	--	X	A	X
P. Hartmann	X	--	A	X	--	X	X	A	--	X	X	X
J. Caverson	X	--	X	X	--	X	A	X	--	X	X	A
S. Bauman	X	--	X	X	--	X	A	X	--	X	X	X
N. Corfis	A	--	X	X	--	X	X	X	--	X	X	X
J. Hilgendorf	X	--	X	X	--	A	A	X	--	X	A	X
K. Borton	X	--	X	X	--	A	X	X	--	A	X	X

X = Attended  
A = Absent  
-- = Meeting canceled

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**Member Training**

Land Use staff attended a workshop pertaining to Act 281 of 2016 Medical Marihuana Facilities Licensing Act for upcoming changes to the medical marihuana process.

**Planning Commission Members**

The Planning Commission Members as of January 1, 2017 are:

Ken Arndt:	Term expires: 12.31.2017 ( <i>Secretary</i> )
Willard Brown:	Term expires: 12.31.2019
Frances Nowak:	Term expires: 12.31.2017 [ <i>Mrs Nowak resigned June 19, 2017</i> ]
Jan Norton:	Term expires: 12.31.2017 [ <i>Mrs Norton appointed June 20, 2017</i> ]
Judy Jarecki:	Term expires: 12.31.2018 ( <i>Vice Chairperson</i> )
Charles Klee:	Term expires: 12.31.2017 [ <i>Mr Klee declined reappointment December 18, 2017</i> ]
Paul Hartmann:	Term expires: 12.31.2018 ( <i>Chairperson</i> )
Jason Caverson:	Term expires: 12.31.2019
Steve Bauman:	Term expires: 12.31.2018
Nora Corfis:	Term expires: 12.31.2019
Jim Hilgendorf:	Term expires: 08.25.2018 ( <i>School District Representative</i> )
Ken Borton:	Board of Commissioner Representative

Respectfully submitted,

OTSEGO COUNTY PLANNING COMMISSION