

AMENDED

NOTICE OF MEETING

A Regular Meeting of the Leelanau County Planning Commission (LCPC)
will be held at **5:30 pm Tuesday, JULY 28, 2020**

A live streaming of this meeting will be available for viewing via the following link –
https://www.youtube.com/channel/UCNQTglgcTedF2qB8floC1GQ?view_as=subscriber

If you would like to provide comment during the meeting, please watch the livestreamed video, and call in during one of the two public comment portions on the agenda, to 231-256-8109. There will be no queue, and calls will be taken in the order they are received. Emailed comments are also welcome prior to the meeting, and can be addressed to planning@co.leelanau.mi.us

Due to COVID-19, this session will be **held virtually via Zoom, and in the Commissioner Meeting Room, Leelanau County Government Center, Suttons Bay, Michigan.**
(Please silence any unnecessary cellular/electronic devices)

DRAFT AGENDA

CALL TO ORDER & PLEDGE OF ALLEGIANCE

ROLL CALL

CONSIDERATION OF AGENDA

CONFLICT OF INTEREST *(refer to Section 3.7 of the Bylaws)*

PUBLIC COMMENT

STAFF COMMENTS

Updates: ZBA Training, Housing Action Committee presentation to County Board

CONSIDERATION OF JUNE 23, 2020 MEETING MINUTES *pgs 2-6*

NEW BUSINESS

- A. Capital Improvement Program (CIP), and Recommendation to County Board *pgs7-41*
- B. Poster Plan for General Plan *pgs 42-43*
- C. Proposed Change to Bylaws *pg 44*
- D. **PC05-20-04 - Elmwood Township – Uses in Neighborhood Commercial** *pgs45-55*
- E. ZBA Training Session – September 23 (webinar)
- F. Outreach to Townships/Villages

REPORTS

- A. Education Committee – (Yoder-Chairman, Carlson, Winkelman, Nixon)
- B. Housing Action Committee (Lautner)
- C. Parks & Recreation Committee (Noonan)
- D. Report from LCPC members of attendance at township/village meetings, or Other Meetings/Trainings

COMMUNICATIONS

PUBLIC COMMENTS

STAFF COMMENTS

COMMISSIONER & CHAIRPERSON COMMENTS

ADJOURN

- LCPC Members**
- Victor Goldschmidt –Chair
 - Casey Noonan-Vice Chair
 - Steve Yoder-Chair Pro-Tem
 - Melvin Black
 - Gail Carlson
 - Dan Hubbell
 - Melinda Lautner
 - David McCulloch
 - Robert Miller
 - Tom Nixon
 - Eric Winkelman

A REGULAR MEETING OF THE LEELANAU COUNTY PLANNING COMMISSION WAS HELD ON TUESDAY, JUNE 23, 2020, AT THE LEELANAU COUNTY GOVERNMENT CENTER.

Proceedings of the meeting were recorded and are not the official record of the meeting. The formally approved written copy of the minutes will be the official record of the meeting.

CALL TO ORDER

Meeting was called to order at 5:30 p.m. by Chairman Goldschmidt who led the Pledge of Allegiance. The meeting was held at the Leelanau County Government Center, 8527 E. Government Center Dr., Suttons Bay, MI and via ZOOM.

Goldschmidt welcomed new member Melvin Black.

ROLL CALL

Members Present: M. Lautner, D. Hubbell, R. Miller, T. Nixon
(via ZOOM)

Members Present: V. Goldschmidt, S. Yoder, E. Winkelman, D. McCulloch,
(At Government Center) G. Carlson (5:38), M. Black

Members Absent: C. Noonan
(Prior Notice)

Staff Present: T. Galla, Director, G. Myer, Senior Planner
(At Government Center)

Public Present: None.

CONSIDERATION OF AGENDA

Winkelman added “Amending the bylaws - to allow for members to be present via ZOOM after the Governors Orders expire” as “Item C” under “New Business”

Motion by McCulloch, seconded by Winkelman, to accept the agenda as amended. Motion carried 9-0.

CONFLICT OF INTEREST – None.

PUBLIC COMMENT – None.

(Carlson present 5:38)

STAFF COMMENTS

Galla stated the previously scheduled Zoning Board of Appeals Workshop had been rescheduled for September 23rd either at the Government Center or online, from 6 – 8 p.m., and she will advertise when it gets closer. The Housing Action Committee (HAC) met last week and they are planning on presenting to the County Board at their August meeting. They will talk about the checklist they developed, and the role of government in housing. Galla concluded by saying the HAC also prepared a forum piece that was submitted to the *Leelanau Enterprise*.

CONSIDERATION OF FEBRUARY 25, 2020 MEETING MINUTES

Motion by McCulloch, seconded by Nixon, to accept the minutes as presented. Motion carried 10-0.

NEW BUSINESS

Capital Improvement Program (CIP)

Galla explained the CIP was a short-range plan, generally for six years, which identifies projects and equipment purchases. It also provides a schedule and options for financing if that has been determined. Galla continued, saying the CIP is part of the Michigan Planning & Enabling Act and serves as a link between the government/county and their budget. It is important because it focuses the attention of the community on the goals and needs of the county which allows for an informed public and also helps plan for future debt.

Galla continued to discuss the criteria for ranking each project, which results in a priority number. Those with a priority “3” are things that benefit the community, but can be put off. A priority “1” means it is urgent or it complies with a Federal or State regulation. Priority “2” is planning ahead to prevent a Priority “1”. Galla said the definitions in the CIP are ones that the county adopted and have stayed the same for quite a few years.

Galla reviewed the summary chart and said she was asked to add a PolyCom for the Commissioners Meeting Room, because they are currently using the courts system and the County Board is considering purchasing their own. Galla explained that there are four categories to consider when reviewing a project:

1. Public Health & Safety
2. Consistency & Coordination
3. Efficiency and Level of Service
4. Funding

The Leland Dam Lockout Assembly and the Patrol Vehicles ranked the highest under *Public Health & Safety*. The Leland Dam Lockout Assembly and Aerials ranked the highest in the *Consistency & Coordination* category. In the *Efficiency and Level of Service* category, it was the Leland Dam Lockout Assembly again, and the Patrol Vehicles. The Communication Tower at the Government Center and the Patrol Vehicles ranked the highest under the *Funding category*.

Nixon stated the maintenance figure for the Leland Dam Lockout Assembly was different from what they originally saw. Galla said that’s correct, there was a change to the total and the new number is the revised (higher) figure. Miller questioned if the roof was leaking on the Leland Dam Control Room because there is electrical gear in there and that could be a problem. He is surprised at the ranking it received.

Goldschmidt then reviewed the rankings and said the Communication Tower at the Government Center and the Communication Tower in Glen Arbor ranks a little higher than the Leland Dam Lockout Assembly. Galla commented that the County Board had a meeting on Monday for the towers and she doesn’t know if they are moving forward with either of those. Lautner stated the County Board took no action at their meeting on Monday because it was a work session only. There is interest though, they received a couple intent to bid letters. Also, they need to know if they will have any vendors who will commit to being on the tower. Goldschmidt said they are not dictating anything to the County Board, they are simply making recommendations. Black noted the difference between the cost of the two towers. Lautner stated that possibly a grant would pay for one tower, leaving just the cost of the other. Galla said M. Ansoorge, Director of Emergency Management, had provided her with that information and she would pass it along to members.

Winkelman questioned if any information was received from the National Park Service regarding tower requirements. Lautner said they were looking at a spot which was township owned. Winkelman mentioned enhancing the height of the tower to eliminate “dead spots” in the county.

Galla said she would have a cleaner version of the CIP ready for review in July. Goldschmidt stated the language in red was ok, so focus on the new proposals coming and not the red text already approved.

Work Session

Goldschmidt asked members what they could/should be doing better. He read Section 2.2 – “Duties”, from the bylaws, and stated he wanted one or two big “hits” they could do.

Yoder said they were already performing all of those “duties” and he thought they should continue to focus on training, possibly online training now. Black asked if they had a five-year plan. Goldschmidt mentioned the Leelanau General Plan which is updated every five years. McCulloch stated the Planning Commission only makes recommendations to the townships, so the duty of “Preventing Incompatible Planning and Zoning” rests with the townships who do the planning and zoning.

Lautner stated that everything the Planning Commission presents to the County Board is taken seriously and they needed to stay positive. She mentioned model ordinances to help the townships. Miller said an “advisory role making recommendations” is the same as any other government agency/form recommending something be done. The townships make the final decision as to reform. Miller concluded by saying the Planning Commission makes changes by recommending the proper things. Nixon agreed that they were already performing all of the “duties.” He doesn’t recall ever having a special study or plan recommended by the Board of Commissioners, other than the HAC. Nixon said their real focus was to be sensitive to issues in the county that pertain to planners, and zoning administrators, and how they can help them do their jobs better.

Winkelman mentioned two model ordinances that the Planning Commission had been involved with over the years. One regarding marijuana, and the other was short term rentals. These are both issues that every municipality deals with, and he thought they could have some model ordinances to help the townships. McCulloch said they had a lot of model ordinances for people, in the handouts, at a recent Short-Term Rental Session. The need for ordinances regarding short term rentals is a difficult subject. If they did propose regulations for the current COVID-19 situation, a year from now they would be mute.

Amending the Bylaws

Winkelman mentioned the Governor’s orders allowing them to meet remotely which allowed them to obtain a quorum. He suggested amending the Bylaws in case they have an instance in the future where some people need to social distance or attend via ZOOM. Right now, they are operating under the order from the Governor, but in the future that order may not be available. Galla said the Governor had extended the Open Meetings Act through the end of July. She suggested that if they wanted to consider new language for the Bylaws, they check with the County Administrator or Corporate Counsel, because there may be other committees interested in the same type of language. Yoder commented that he trusts legal counsel as to what the protocol is and Carlson agreed.

Black said he is opposed to what the Governor was proposing and he doesn’t subscribe to any of it. McCulloch stated he was opposed to meeting via ZOOM as a regular way of conducting their meetings. He would rather meet in person and see/hear people’s reactions because the sound quality via ZOOM is not great. Hubbell said he didn’t mind allowing participation via ZOOM, but they should check with legal counsel. Lautner agreed the quality via ZOOM was not the best, but, with regard to a quorum, the Board of Commissioners has a policy which says they can attend two meetings a year via ZOOM. This encourages the face-to-face participation that she agrees with.

Nixon agreed they should explore the idea with legal counsel. He believes this will probably be resolved on its own as we move through the pandemic. Technology is continually improving, so some of the issues via Zoom, may not exist in the near future. Also, when the Governor decides to allow public meetings once again, direction regarding what public bodies and entities can do, other than hold face-to-face meetings, will follow. Miller agreed with Hubbell and Nixon and said the current situation is unique and will be changing. When the Governor's orders expire, he is not sure the Planning & Enabling Act will allow them to meet via ZOOM. Goldschmidt stated he didn't like webcasts, but the world is changing rapidly. He would rather see everyone in person.

REPORTS

Education Committee

Yoder mentioned the upcoming training session which Galla had spoken about earlier.

Housing Action Committee – Nothing new to report.

Parks & Recreation Committee – Nothing new to report.

Reports from LCPC members of attendance at township/village meetings, or other meetings/training

Yoder said Solon Township had cancelled all of their township meetings during the pandemic, but would be meeting again in July. They are looking into putting up a tower at the township hall in Cedar for internet service.

Winkelman mentioned two candidates running for Township Supervisor and Township Clerk, in Glen Arbor, who are husband and wife. He also mentioned a bridge that is being worked on which connects both sides of Leelanau County to Lake Leelanau. Delays due to COVID-19 means the work will continue for most of the summer. Winkelman concluded by saying the Leelanau County Road Commission is looking for a new administrator.

Carlson reported the beach is closed at Bohemian Rd. due to road work.

Black stated the Road Commission should be advertising for a new administrator through the Michigan Road Commission out of Lansing so that all 83 counties will see it. There are qualified men in other counties that might be interested in the position. Black continued, saying that they do not have to experience the turn-over that they are. It's unfortunate and should not be the case. He wishes they were running a tighter ship.

Hubbell said the Centerville Township Planning Commission met twice over the last couple of months. They approved a Special Use Permit for Bel Lago Vineyard & Winery and at their meeting last night they reviewed the township's Septic Inspection Ordinance.

Nixon reported the Suttons Bay Township Board met a couple times via ZOOM.

Goldschmidt said the Northport Village Council scheduled an Executive Session to hear a proposal from an individual who wants to open a marijuana center. He said they no longer have an Administrator, and some of the things they are planning on doing are "out of order" with regard to the Open Meetings Act. Goldschmidt concluded by mentioning online training sessions available and encouraged members to participate.

COMMUNICATIONS – None.

PUBLIC COMMENTS – None.

STAFF COMMENTS

Galla said the previously discussed Poster Plan is being worked on, and will be ready for review in the near future. Also, the MI Association of Planning is opposed to the proposed sand and gravel changes which would eliminate the townships control. There is a committee hearing tomorrow in Lansing if anyone is interested in sending comments. Her concern as a planner, is that this might be the start of future township control being lost. Galla concluded by mentioning the first Household Hazardous Waste & Electronics Collection of the year that had filled up early and the upcoming tire collection to be held on Saturday, June 27th, at the Glen Lake School.

COMMISSIONER & CHAIRPERSON COMMENTS – None.

Meeting adjourned at 6:54 p.m.

DRAFT

DRAFT

Leelanau County Capital Improvements Program (CIP)

2020 through 2025



Leelanau County Government Center

*Prepared by: Leelanau County Planning Commission, pursuant to the
Michigan Planning Enabling Act*

*Prepared by the Leelanau County Planning Commission
Accepted by the Leelanau County Board of Commissioners _____*

Board of Commissioners

William Bunek - Chairman
Melinda Lautner, Vice-Chair
Tony Ansorge
Carolyn Rentenbach
Debra Rushton
Patricia Soutas-Little
Ty Wessell

Administrator's Office

Chet Janik, County Administrator
Laurel Evans, Executive Assistant

Planning Commission (Capital Improvement Planning Committee)

Victor Goldschmidt– Chairman, Casey Noonan - Vice Chairman,
Steve Yoder - Chair Pro-Tem, Melvin Black, Gail Carlson, Dan Hubbell, Melinda
Lautner, David McCulloch, Robert Miller, Tom Nixon, Eric Winkelman

Planning Department

Trudy Galla, AICP, Planning Director
Gail Myer, Senior Planner
Molly Steck, Secretary
Diane Kiessel, Housing Manager

Leelanau County Planning Commission &
Leelanau County Planning & Community Development Office:
8527 E. Government Center Dr., Suite 108
Suttons Bay, MI 49682

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Leelanau County
Capital Improvements Program
2020 through 2025

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PART I: OVERVIEW

AUTHORITY

This Capital Improvement Program (CIP) is developed under Section 65 of the Michigan Planning Enabling Act, Act 33 of 2008, which states:

125.3865 Capital improvements program of public structures and improvements; preparation; basis.

Sec. 65.

(1) To further the desirable future development of the local unit of government under the master plan, a **planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements**, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body. **The capital improvements program shall show those public structures and improvements, in the general order of their priority, that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period.** The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. **Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission** with lists, plans, and estimates of time and cost of those public structures and improvements. (Emphasis added)

WHAT IS A CIP?

A Capital Improvement Program (CIP), is a short-range plan, which identifies capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan. Essentially, the plan provides a link between a

- ❖ municipality, school district, parks and recreation department and/or other local government entity, and the
- ❖ entity's comprehensive and strategic plans, and the
- ❖ entity's annual budget.

A CIP is an outline used to designate the financing and prioritizing of upcoming improvement projects. A CIP is used to detail community renovations or improvements and plan out finances for equipment and materials and dates for projects to be started and completed.

Benefits:

A CIP provides many benefits including:

- A systematic evaluation of all potential projects at the same time.
- The ability to stabilize debt and consolidate projects to reduce borrowing costs.
- Serves as a public relations and economic development tool.
- A focus on preserving a governmental entity's infrastructure while ensuring the efficient use of public funds.
- An opportunity to foster cooperation among departments and an ability to inform other units of government of the entity's priorities. For example, it is not uncommon for a

large city or county to incorporate into its CIP the capital needs of a school district, parks and recreation department and/or some other public service structure.

Features:

The CIP typically includes the following information:

- A listing of the capital projects or equipment to be purchased.
- The projects ranked in order of preference.
- Financing options.
- A timetable for the construction or completion of the project.
- Justification for the project.
- Explanation of expenses for the project.

Why is the CIP Important?

Since County government has limited resources for capital investments, it must have a process for selecting those with the greatest public benefits, to make sure taxpayers receive the maximum return on their investment. It is therefore important that government has a clear assessment of its needs and a process for comparing the relative benefits of different projects with one another.

The process and development of a long-term CIP can realize the following benefits:

Focus attention of community goals and needs. Capital projects are prioritized based on need. The CIP can also be used as a tool to achieve goals and objectives.

Allow for an informed public. The CIP keeps the public informed about future capital investment plans and provides opportunity for them to be involved in the process.

Encourage more efficient program administration. Work can be more effectively scheduled and available personnel and equipment can be better utilized when it is known in advance what, when, and where projects will be undertaken.

Identify the most economically sound method of funding projects. Through proper planning, the need can be foreseen and action can be taken before the need becomes so critical that immediate funding may be required.

Enhance the County's credit rating. Keeping planned projects within the financial capabilities of the County may lead to better credit ratings.

Help plan for future debt. The CIP can be an effective tool to plan for future debt, and identify methods for funding long-term debt for large projects.

Making Good Decisions

Understanding the available options for funding capital improvements is essential to good decision-making. Equally important is the completion of five-year revenue and expenditure projections, the adoption of debt and reserve policies, and the implementation of a thoughtful capital request evaluation process. With this type of information in hand, municipal leaders are better equipped to act in ways that effectively protect public assets and realistically plan for the future.

What is a Capital Improvement?

A capital improvement is a major, non-routine expenditure for new construction, improvements to existing buildings, facilities, land, streets, storm sewers, and expansion of parks, to name a few. A capital improvement has a relatively high monetary value, a long-life expectancy, and results in the creation of an asset or extends the life of existing assets. The cost of the capital improvement includes

design, legal fees, land, operating equipment, furniture, construction, etc. that is necessary to put the asset into service

Planned capital improvement projects improve our infrastructure including streets we drive on, water we drink, libraries we visit, and parks we visit. A capital need includes various project types such as:

1. Bikeways
2. Bridges
3. Drainage and flood control facilities
4. Libraries
5. Parks and recreation centers
6. Police, fire stations
7. Street improvements
8. Utilities
9. Water and sewer facilities and pipelines
10. Buildings

Is every project a CIP?

No. Every project is not a CIP. CIP descriptions clearly establish that a project is capital in nature.

What makes it capital in nature is the construction, purchase, or major renovation of buildings, utility systems, and other facilities; in addition to land acquisition and roadway projects. Some projects will be considered as annual maintenance or activities related to supporting day-to-day operations. (Items such as maintenance costs or replacement costs may still be included in the CIP, even if not considered a project. Examples include: pavement maintenance, replacement of heating/cooling, software/hardware).

CIP DEVELOPMENT PROCESS

The development of a capital improvement program is a continual process and, consequently, should be viewed as a working document. Therefore, while the document covers a six-year planning perspective, it is revised every year in order to accommodate new projects, reflect changes in ongoing projects, and extend the program an additional year.

The first year of the plan is incorporated into the annual budget to appropriate funds. Improvements identified in subsequent years are approved only on a planning basis and do not receive expenditure appropriation. As County projects are completed, projects in future years are added in order to identify and quantify future needs.

Projects included in the CIP are either County managed projects or include just the County's share of projects that will be managed by other agencies. If an outside agency will contribute funding directly to the County for a project that the County will manage, then that cost and funding are included in the project budget. The CIP includes all capital projects which are to be financed in whole or in part from funds subject to control or appropriation by the County. Therefore, the CIP includes bond appropriations (general obligation, certificates of obligation and revenue bonds), General Revenues – Cash, Impact Fees, Developer Contributions, and any Federal, State or private foundation grant funds or loans received by the County for capital improvement projects.

IMPLEMENTATION

The County considers input from the citizens, the Planning Commission, County staff, and the General Plan in the Capital Improvement Program's preparation. A project list is compiled, prioritized by year,

and cost estimates assigned. The County Administrator, County Treasurer and Accounting Department will look at the need to issue debt, potential impact on the tax rate (if any), and available funds. The Planning Commission will review potential projects and decide which projects are desirable and needed. Prior to the start of the budget process, the Commission will prepare an update to the CIP and a list of recommendations for capital improvements over the next six (6) years with recommendations as to which project shall be constructed in which year. A final draft of the CIP and list of recommendations is sent to the County Board to consider and approve. The County Board will consider the CIP and recommendations in its annual budget process. Upon Board approval, the CIP is reproduced and distributed for implementation. Department heads are still responsible for following county policies and procedures for capital improvement projects, and seeking County Board approval prior to the beginning of any project.

The Six-Year Capital Improvement Program for 2020 through 2025 reflects proposed projects totaling over \$2.77 million dollars. Funding for CIP projects are derived from various sources, including General Revenues, Special Funds, Contributions, Federal and State funds, 2% allocation funds, donations, loans, and grants. Projects identified as ‘unfunded’ may be considered as part of a future bond referendum.

ORGANIZATION STRUCTURE

The structure of County government in Michigan is guided in large part by state statute. There are seven elected officials that comprise the County Board of Commissioners. There are also seven individual elected officials (Clerk, Drain Commissioner, Prosecutor, Register of Deeds, Road Commission, Sheriff, and Treasurer) who represent the statutory responsibilities of each office. In addition, there are independently elected judges who oversee Circuit Court; Probate Court, and District Court. Non-elected county offices include: Accounting, Administrator, Building Safety, Emergency Management/9-1-1 Central Dispatch, Equalization, Information Technology, Maintenance, MSU Extension, Planning & Community Development, and Senior Services.

COMMUNITY PROFILE

Population

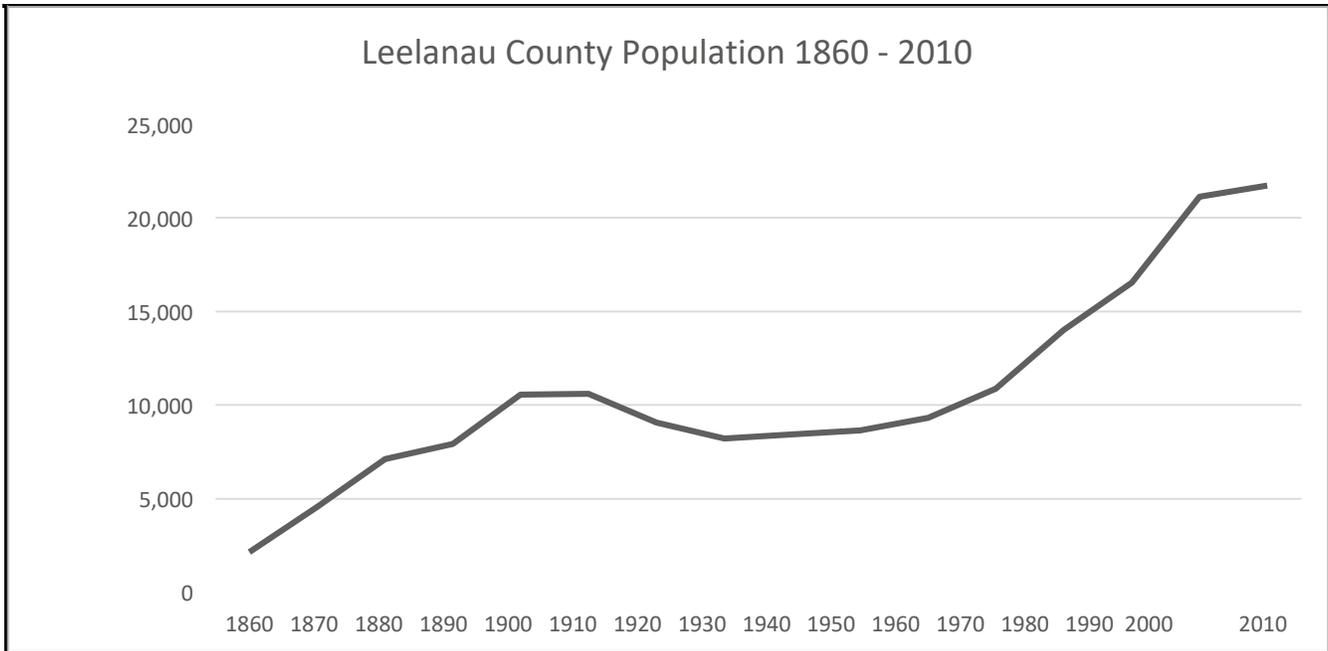
Source: U.S. Census Bureau

Leelanau County was established in 1863 and is one of 83 counties in the State of Michigan. The County itself is a peninsula surrounded by Lake Michigan on three (3) sides. The county is comprised of 11 townships, 3 villages, the Grand Traverse Band of Ottawa & Chippewa Indians Tribe, and a portion of the City of Traverse City.

Leelanau County consists of 348.5 square miles of land. The County owns or jointly owns land for parks and facilities. Facilities owned include: Law Enforcement Center, Government Center (Courthouse), three county parks, Leland Dam, and Communication Towers.

Suttons Bay Township is the County Seat as of 2008, when the County moved its government facilities from the unincorporated village of Leland. The County experienced a continuous increase in population from the 1930 Census to the 2010 Census. The estimated population for 2020 is 24,165, an approximate increase of 11% from the 2010 Census.

The majority of the population growth in the County is attributable to domestic migration, rather than a natural increase (births minus deaths). The County has a population density of approximately 64 people per square mile.



In 2017, the median age of Leelanau County residents was 53.3, an increase from the 2012 median age of 52.3. Michigan’s median age is 39.6, and the United States median age is 37.8.

Leelanau County persons per household is 2.4 compared to Michigan (2.5) and the United States (2.6). Leelanau County continues to attract older adults while the existing population continues to age. According to the American Community Survey (ACS) 2017, 5-year estimates, 17% of the population is under 18, 55% of the population is 18-64, and 28% of the population is 65 and over.

Leelanau County, Michigan		
Population by Age Group	2017 Population	Percent of Population
Age 0 to 9 years	1,945	9%
Age 10-19 years	2,114	9.8%
Age 20-29 years	1,918	8.9%
Age 30-39 years	1,795	8.3%
Age 40-49 years	2,155	10%
Age 50-59 years	3,358	15.6%
Age 60-69 years	4,237	19.7%
Age 70-79 years	2,577	12%
Age 80+ years	1,465	6.8% +
Total	21,564	
<i>+ Margin of error is at least 10 percent of the total value.</i>		
Source: Leelanau County Population - ACS Survey 2017 5-year estimates. https://censusreporter.org/profiles/05000US26089-leelanau-county-mi/#age		

EVALUATING CAPITAL IMPROVEMENT PROJECT REQUESTS

Criteria

The planning criteria outline a structure of goals, limitations, and philosophies, which frame and direct the process of the plan. The criteria are also used to test alternative approaches to facilities needs in order to identify optimum strategies for the County. Like other components of the plan, the criteria should be periodically reviewed and updated so that the plan reflects the current priorities of the County.

- **Risk to Public Health or Safety** - To protect against a clear and immediate risk to public safety or health.
- **Deteriorated Facility** - A capital investment that deals with a deteriorated facility or piece of equipment. The action taken may be either 1) reconstruction or expensive rehabilitation to extend its useful life to avoid or to postpone replacing it with a new or more costly one; or 2) replacement of the facility or piece of equipment with a new one.
- **Systematic Replacement** - A capital investment that upgrades a facility or piece of equipment as part of a systematic replacement program. This investment assumes that the equipment will be restored to at least the same level of service.
- **Improvement of Operating Efficiency** - A capital investment that substantially and significantly improves the operating efficiency of a department, or an expenditure that has a very favorable return on investment with a promise of reducing existing, or future increases in operating expenses.
- **Coordination** - 1) An expenditure that is necessary to ensure coordination with another CIP project; 2) A project that is necessary to comply with requirements imposed by others (*for example: EPA requirements*);
3) A project that meets established goals or objectives of the Board of Commissioners.
- **Protection and Conservation of Resources** - 1) A project that protects natural resources that are at risk of being reduced in amount or quality; or 2) A project that protects the investment in existing infrastructure against excessive demand or overload that threatens the capacity or useful life of a facility or piece of equipment.
- **New or Substantially Expanded Facility** – Construction or acquisition of a new facility (including land), or major expansion thereof, that provides a service, or level of service, not now available.

Project Ranking

If a project passes the Criteria Evaluation and is determined to be a project to list in the CIP, then the County Planning Commission ranks each project based on 4 different categories. This step is also recommended to be completed by the County Board of Commissioners for comparison with project ranking. Categories for the project ranking are:

- A. Public Health & Safety
- B. Consistency and Coordination
- C. Efficiency / Level of Service
- D. Funding

Project Prioritization

After a project is ranked, the County Planning Commission gives it a priority rating. The rating indicates the following:

PRIORITY 1 - Urgent

- Corrects an emergency or condition dangerous to public health, safety or welfare;
- Complies with federal or state requirement whose implementation time frame is too short to allow for longer range planning; or
- Satisfies a legal obligation.
- Meets requirements imposed by others which have a short time frame to complete.

PRIORITY 2 - Important

- Prevents an emergency or condition dangerous to the public health, safety, or welfare;
- Is consistent with an adopted or anticipated element of the County General Plan or Parks & Recreation Plan, a federal or state requirement whose implementation time frame allows longer range planning, or a board approved policy;
- Is required to complete a major public improvement (this criterion is more important if the major improvement can not function without the project being completed, and is less important if the project is not key to the functioning of another project); or
- Provides for a critically needed community program.

PRIORITY 3 - Desirable

- Would benefit the community;
- Worthwhile if funding becomes available;
- Can be postponed without detriment to present services



Veterans Memorial, Leelanau County Government Center

DEFINITIONS

Maintenance Budget (Short term Element 1 year)

Annual appropriation of funds for specific facilities, equipment, and improvements.

Capital Improvement Program (6 years)

A proposed schedule of public projects and facility improvements to be built or completed by the County over the next six (6) years. The Program is a “rolling” process and subsequent year items in the Program are evaluated annually and advanced each fiscal year. Projects are approved on a planning basis only, and do not receive ultimate expenditure authority until they are eventually incorporated into the annual Budget.

Capital Improvement Project

A capital improvement project is a durable, fixed asset, with a lifetime of more than one year and has a value of more than \$5,000 per unit, such as:

- 1) Any acquisition of land for a public purpose;
- 2) Any construction of a new facility (e.g., a public building, or water lines, playfield, or the like) or an addition to, or extension of, such a facility;
- 3) A rehabilitation or major repair of all or a part of a building, its grounds, or a facility, or of equipment,
- 4) Purchase of major equipment

Criteria

A means to evaluate proposed capital improvement project requests.

Facility

A building or buildings owned by the County which houses County operations and services.

Parcel

Land owned by the County.

Priority – a rating for a project indicating it is Urgent, Important, or Desirable.

CAPITAL PROJECT FINANCING

Financing capital projects often requires a package of revenue sources. Project financing tools that the County may consider are as follows:

“Pay-as-you-go”

The simplest method of financing capital improvements is “Pay-as-you-go.” This approach involves appropriating funds to a capital improvement fund each year until the balance is sufficient to pay the cost of a project. It may involve the use of grant funds. It may also involve levying a special assessment or fee that is put aside in a special fund until enough is accumulated to make the improvement. There are drawbacks to “Pay-as-you-go.” Inflation may increase project costs so that the targeted amount may rise over time. Construction costs may increase while the money is being set aside. In addition, there is no immediate benefit to diverting funds to save for a proposed project.

Lease and/or Lease-Purchase an agreement to pay for the use of a building, facility or piece of equipment for a period of time, with or without the option to purchase at the end of the timeframe.

Grants and/or Awards – these could include local, state or federal grants or awards, as well as 2% allocation funds from the local Tribe.

Millage – a voter approved amount added to tax bills for a specific length of time.

Special Assessment - a charge added to a tax bill for a property located within a ‘special assessment district’ (such as a sewer district).

Donations – donations made to the County for a specific purpose (such as donations for the Veterans Memorial).

Bonds¹

Issues related to bonding include bonding limits and bond terms. Depending on the type of bond, the project and current debt, bonding limits, or how much debt a county may incur, the term of the bonds have legal and practical considerations that must be determined prior to funding a project. The term of the bonds is the length of the time to repay the bonds.

General Obligation Bonds

General obligation bonds are backed by the authority of the county to levy taxes in any amount without limit to repay the debt. A county board may issue such bonds only if voters specifically approve the issue and give a county board the authority to increase taxes if necessary, to repay the general obligation debt.

Limited General Obligation Bonds

As an alternative to general obligation bonds, limited general obligation bonds are guaranteed by collection of delinquent taxes, tax sale proceeds, and rebates from local units if necessary. This approach does not require voter approval.

Revenue Bonds

Revenue bonds are secured only by the net revenues a project generates. Typical public improvements funded by revenue bonds include water and sewer systems, housing facilities, parking ramps and others. The key to financing a project with revenue bonds is whether the project generates revenues through charges for services and whether the project revenues are sufficient to both operate the facility and repay the debt.

Lease Financing

Lease financing of capital assets provides another alternative to the County and may be used for both equipment acquisitions and major improvement and construction projects.

Property Disposal

Disposal (selling) of currently owned property or resources (land, timber, equipment, etc.) is a method for the county to raise necessary funds to use on capital projects.

User Fees – fees for a permit or pass to use a service or facility. Generates revenue for a specific cause or site.

COMMISSIONS AND AUTHORITIES

The following commissions and authorities provide financing oversight of facilities, management of facilities and long-range planning:

¹ Michigan Department of Treasury website.

County Treasurer – responsible for the receipt, custody, investment and disbursement of all County funds.

Buildings & Ground - The Buildings & Ground department assists with furnishing, equipping, improving, enlarging, operating and maintaining a building or buildings, parking lots or structures, etc.

Parks & Recreation Commission - The Parks and Recreation Commission is an advisory commission to the County Board of Commissioners for the county owned parks.

Planning Commission - Responsibilities of the County Planning Commission include development and implementation of the *Leelanau General Plan*; review local land use plans and zoning ordinances; prepare and update a Capital Improvement Program; provide planning and zoning information, education and outreach; and, review all County property purchases and development projects according to state statute.

County Board of Commissioners – Review recommendations from the County Planning Commission and approve capital expenditures and financing.

Part II: Existing Capital Facility Inventory

The Existing Capital Facility Inventory is shown on the following maps and charts. This information was derived from County property records, and listings with the county's insurance carrier – Michigan Municipal Risk Management Authority (MMRMA). The Inventory is updated on an annual basis, as capital projects are completed and moved from Part III Recommended Projects, or as property/equipment is sold.

LEELANAU COUNTY INVENTORY - PROPERTY LIST

Building Description	Building Value	Contents Value	Total Value
Government Center Complex - 8527 E Government Center Dr, Suttons Bay, MI 49682			
Government Center	\$ 10,485,711	\$ 3,222,678	\$ 13,708,389
Law Enforcement	\$ 7,221,458	\$ 856,024	\$ 8,077,482
WWTP Plant	\$ 214,419	\$ 10,071	\$ 224,490
Lift Station	\$ 72,354	\$ -	\$ 72,354
Pump/Well House	\$ 142,980	\$ 15,106	\$ 158,086
Pole Building	\$ 153,955	\$ 226,595	\$ 380,550
Law Enforcement Tower	\$ 121,945	\$ 375,140	\$ 497,085
Storage Building	\$ 3,056	\$ 1,853	\$ 4,909
Government Complex Total	\$ 18,415,878	\$ 4,707,467	\$ 23,123,345
Omena Tower - 11750 E Davis Rd Northport, MI 49670	\$ 147,350	\$ 1,007	\$ 148,357
Leland Dam - 11750 W River St Leland, MI 49670	\$ 1,146,178	\$ -	\$ 1,146,178
Central Tower - 1095 S Pit Rd Lake Leelanau, MI 49653	\$ 304,862	\$ 1,007	\$ 305,869
Maple City Tower - 9237 S Tower Rd Cedar, MI 49621	\$ 121,132	\$ 42,197	\$ 163,329
Northport Tower - 108 W 8th St Northport, MI 49682	\$ 81,296	\$ 24,271	\$ 105,567
Myles Kimmerly Park - 1397 W Burdickville Rd, Maple City, MI 49664			
Maintenance Garage	\$ 56,095	\$ 20,142	\$ 76,237
Restrooms	\$ 43,900	\$ -	\$ 43,900
Barn 1	\$ 90,747	\$ -	\$ 90,747
Barn 2	\$ 53,351	\$ 2,014	\$ 55,365
Myles Kimmerly Park Total	\$ 244,093	\$ 22,156	\$ 266,249
Old Settlers Park - 8854 S Dunns Farm Rd, Maple City, MI 49664			
Chapel	\$ 95,015	\$ 30,213	\$ 125,228
Service Building	\$ 15,040	\$ 6,043	\$ 21,083
Restrooms	\$ 36,655	\$ -	\$ 36,655
Old Settlers Park Total	\$ 146,710	\$ 36,256	\$ 182,966
Veronica Valley County Park (Pole Building) 3990 S Maple Valley Rd. Suttons Bay, MI 49682	\$ 31,401	\$ 16,597	\$ 47,998
Elmwood Tower - 12708 S Bugai Traverse City, MI 49684	\$ -	\$ 28,954	\$ 28,954
Empire Tower - 11229 Benzonia Trail Empire, MI 49630	\$ -	\$ 68,280	\$ 68,280
Peshawbestown Tower - 3507 N Putnam Rd Peshawbestown, MI 49682	\$ -	\$ 21,149	\$ 21,149
GRAND TOTALS	\$ 21,638,900	\$ 4,969,341	\$ 25,608,241

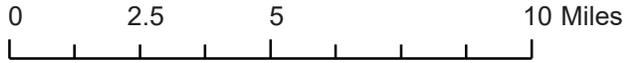
LEELANAU COUNTY INVENTORY - EQUIPMENT (over \$25,000)

<u>Description</u>	<u>Replacement Value</u>
2001 Pursuit Board 24' Serial #: SSUC4689E101	\$ 64,284.00
2008 Wellcraft Boat 26' Serial #: WELCSA01F809	\$ 99,255.00
2009 Massey Ferguson Tractor 55HP	\$ 38,000.00
Snow Trail Groomer	\$ 60,000.00
Total	\$ 371,539.00

Leelanau County Tower Sites

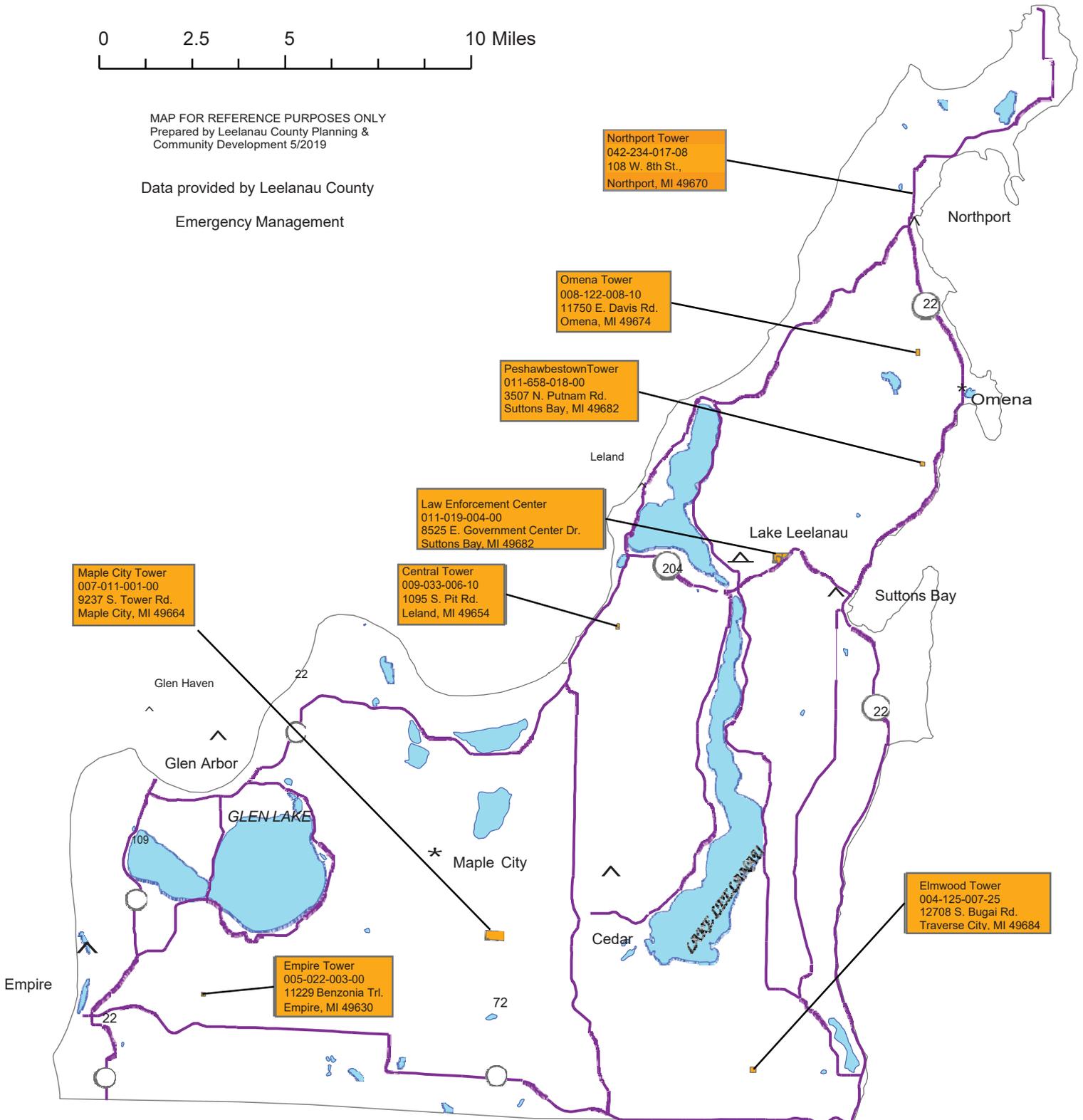


 Leelanau County Tower Sites



MAP FOR REFERENCE PURPOSES ONLY
Prepared by Leelanau County Planning & Community Development 5/2019

Data provided by Leelanau County
Emergency Management



Central Tower
1095 S. Pit Rd., Leland MI 49654
Property Tax ID# 009-033-006-10
Size: 8.8 acres

Liber 355, Page 988

Deed Recorded: December 30, 1992

Property Cost: \$40,000

County owns the tower as well as the property it sits on. It is a 460' lattice guyed structure constructed in 1999. The following co-locators are currently on this site. The County has current lease agreements in place for each vendor:

- Consumers Energy (2031) approximately \$35,000 annually with a 2% annual increase.
- AT&T (2030) approximately \$30,000 annually with a 3% annual increase
- Verizon (2028) approximately \$51,000 annually with a 3% annual increase
- Cherry Capital Connection (2033) approximately \$1,500 annually with a 5% per term increase
- Baraga Broadcasting (2021) approximately \$6,700 annually with a 2% annual increase
- Elevate Net (2033) approximately \$1,900 annually with a 5% per term increase
- Aspen Wireless & Agri-Valley in negotiations for tower contract

Elmwood Tower
12708 S. Bugai Rd. Traverse City MI 49684
Property Tax ID# 004-125-007-25, 400' tower

The County has equipment on this lattice guyed structure, but it is owned and maintained by the Michigan Public Safety Communications System (MPSCS) – Michigan Dept. of Technology, Management and Budget. We do not pay rent. No revenue stream for the County at this site.

Empire Tower
11229 S. Benzonia Trl., Empire, MI 49630
Property Tax ID# 005-022-003-00

This is a 200' free-standing lattice tower, unknown date it was built. The County has equipment on this tower but it is owned and managed by American Towers. The County does not pay rent and there is no revenue stream for the County at this site.

Law Enforcement Center
8525 E. Government Center Dr.
Suttons Bay, MI 49682
Property Tax ID# 011-019-004-00
Size: 43 acres

Liber 563, Page 394

Deed Recorded: December 21, 2000

Property Cost: \$370,000

This is a 190' free-standing lattice structure (2003, modified 2012). The County owns the tower and the property it sits on. The County manages this site.

- Cherry Capital Connection (2033) approximately \$1,500 annually with a 5% per term increase
- Elevate Net (2033) approximately \$1,900 annually with a 5% per term
- Aspen Wireless & Agri-Valley in negotiations for tower contract

Maple City Tower
9237 S. Tower Rd.
Maple City, MI 49664
Property Tax ID# 007-011-001-00

This 199' guyed lattice structure (1997) is owned by the County and the County leases the land it sits on from Noonan & Sons. The lease agreement is good through 2047. Current co-locators are:

- AT&T (2030) approximately \$23,000 annually with a 3% annual increase
- Verizon (2028) approximately \$41,000 annually with a 3% annual increase
- Cherry Capital Connection (2033) approximately \$1,500 annually with a 5% per term increase
- Elevate Net (2033) approximately \$1,900 annually with a 5% per term
- Aspen Wireless & Agri-Valley in negotiations for tower contract

The fees generated on this site, minus minimal maintenance fees, are split 50/50 between the County and Noonan & Sons.

Northport Tower

108 W. 8th St.

Northport, MI 49670

Property Tax ID# 042-234-017-08

In 2014, a 199' monopole replaced the 110' free-standing lattice structure. The County owns the tower but leases the property from Leelanau Township in exchange for 50% of co-locator fees, minus a small maintenance fee. The property is located within the Village of Northport.

- AT&T (2030), approximately \$44,000 annually with a 3% annual increase
- Cherry Capital Connection (2033) approximately \$1,500 annually with a 5% per term increase
- Elevate Net (2033) approximately \$1,900 annually with a 5% per term increase
- Aspen Wireless & Agri-Valley in negotiations for tower contract

Omena Tower

11750 E. Davis Rd.

Omena, MI 49674

Property Tax ID# 008-122-008-10

This is a 199' free-standing lattice structure (2012). The County owns and manages the tower, but leases the property from Brian & Kelly Mitchell (2031) for 50% of co-locator fees, minus a small maintenance fee.

- AT&T (2030) approximately \$43,000 annually with a 3% annual increase.
- Cherry Capital Connection (2033) approximately \$1,500 annually with a 5% per term increase
- Elevate Net (2033) approximately \$1,900 annually with a 5% per term increase
- Aspen Wireless & Agri-Valley in negotiations for tower contract

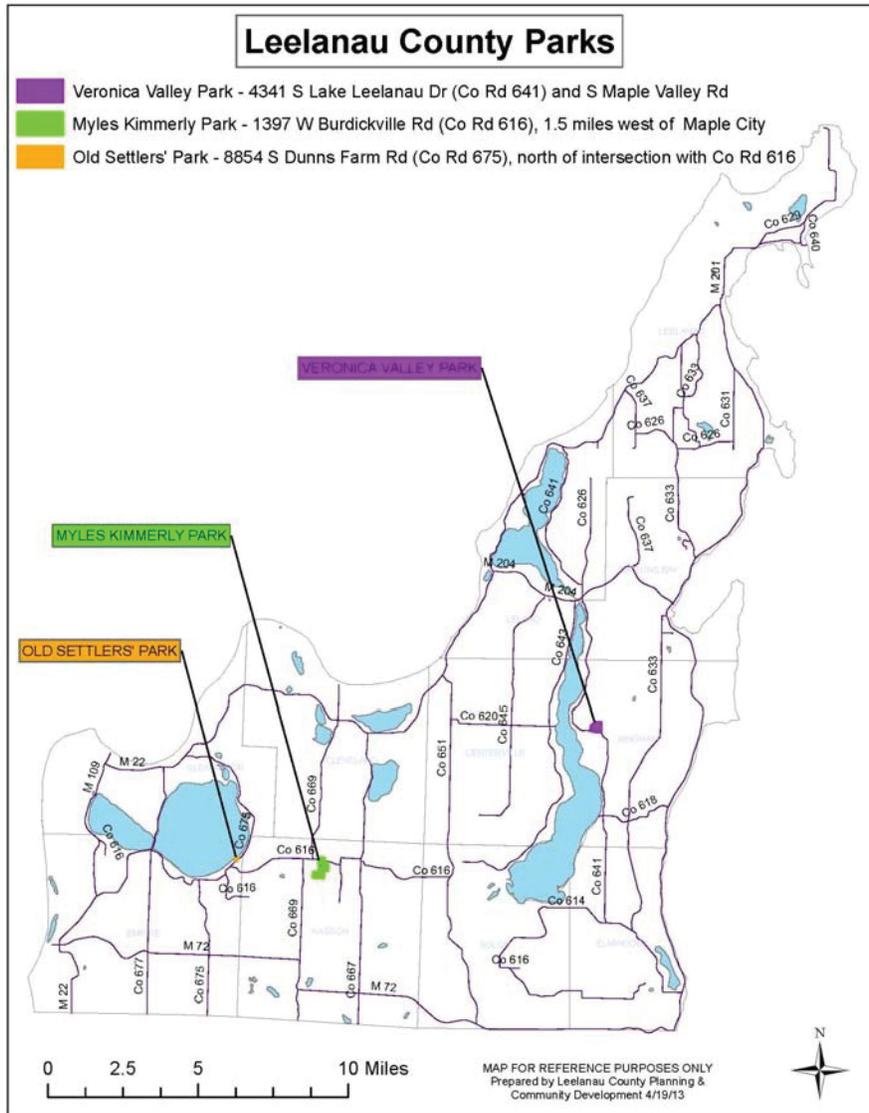
Peshawbestown Tower

3507 N. Putnam Rd.

Suttons Bay, MI 49682

Property Tax ID# 011-658-018-00

This is a 260' free-standing lattice tower (2002) owned and managed by GTB. The County has free space on the tower. This is not a revenue stream for the County.



Myles Kimmerly Recreation Area
Kasson Township Size:143 acres

Property Tax ID# 007-004-013-00	Property Tax ID#007-009-004-00
Liber 28, Page 556	Liber 71, Page 615
Deed Recorded: October 29, 1901, Cost: \$2,400	Deed Recorded: October 11, 1944, Cost: \$700

Old Settlers' Park

Empire Township Size: 6.5 acres	
Property Tax ID# 005-001-001-00	
Liber 40, Page 621	Liber 45, Page 175
Deed Recorded: June 26, 1912, Cost: \$450	Deed Recorded: May 1, 1917, Cost: \$75

Veronica Valley Park

Bingham Township Size: 92.3 acres

Property Tax ID# 001-112-010-60 & Property Tax ID# 001-113-001-00

Liber 990 Page 899 Liber 998, Page 936

Deed Recorded: October 31, 2008, Cost: \$851,528 Deed Recorded: February 3, 2009 Cost: \$23,841

Myles Kimmerly Recreation Area

Maple City

Property Tax ID# 007-004-013-00, 007-009-004-00

Size: 143 acres

The Myles Kimmerly Recreation Area includes property on the north and south sides of County Road 616 approximately 1 mile west of Maple City in Kasson Township. This 143-acre park's amenities provide the opportunity for team sports such as soccer matches and baseball leagues; individual sports such as tennis and disc golf; group gatherings and nature experiences.

Facilities include:

1. The Patrick Hobbins Hiking Trail, dedicated in 2003 – ¾ mile in length
2. Soccer Fields – spring, summer, and fall
3. Disc Golf Course – 18 holes
4. Maintenance Building
5. Picnic Shelters with Picnic Tables (4)
6. Playground with Large Swing – adult, Baby Swings, Merry-go-Round, Monkey Bars, Play Activity Center/Play Set, Balance Beam
7. Ball Diamonds (3) with Bleachers; two have dug outs (leagues)
8. Basketball Court (1)
9. Tennis Courts (2)
10. Driving Range
11. Volleyball Court
12. Sand Box
13. Pit Toilets
14. Water Hydrants (5)
15. Flagpole
16. Bike Rack
17. Grills
18. Forested Area



4H Livestock Arena

This park area is across County Road 616 from the Myles Kimmerly recreation area. Amenities provide the opportunity for group/organizational activities such as horse shows, children's agricultural events, and other group/organizational events.

Facilities include:

1. Large Shelter Area/Pavilion with Access Parking and Pad
2. Show Booth
3. Barn
4. Small Barn/Outbuilding
5. Horse Arenas with Bleachers (2)
6. Picnic Tables
7. Benches (3) Water Hydrants (5)



Renovations:

Landscaping was done in 2000 with grant funds.

Disc golf course developed in 2003. Cost: \$5,000.

Baseball dugouts built in 2003. Cost: \$4,000.

Old Settlers' Park
Empire Township
Property Tax ID# 005-001-001-00
Size: 6.5 acres

Old Settlers' Park is located on the southeastern shore of Glen Lake, on South Dunns Farm Road (County Road 675) in Empire Township. Early settlers established it as a picnic ground in 1892 with access to Glen Lake. The chapel located on the grounds of the park is available for use and is coordinated and maintained by the Glen Lake Woman's Club on a first come, first serve basis.

Residents of the logging community of Burdickville held a picnic on August 2, 1893 to honor two elderly pioneers, Kasson Freeman and John Fisher. High attendance at this first picnic inspired the organizers to hold one annually. In 1905, they formed the Old Settlers Picnic Association and began raising funds to purchase a permanent picnic ground. The present Old Settlers Park reflects two purchases. In 1912, with funds from the Association, Leelanau County bought a five-acre parcel adjacent to the Methodist Episcopal Church, which was built in 1896.



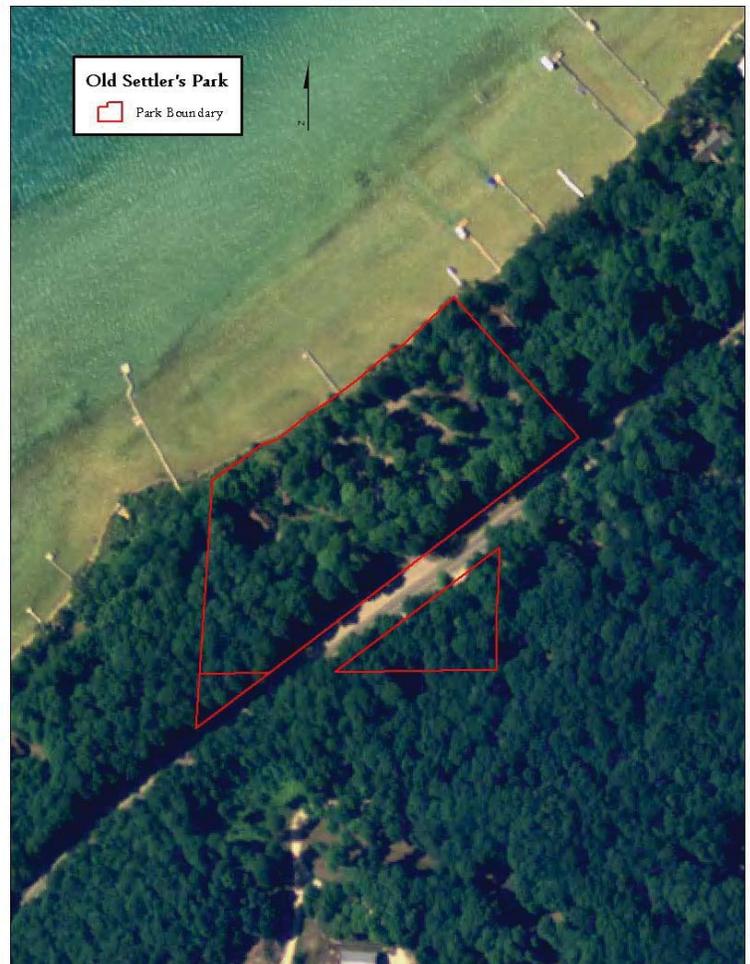
In 1917, the Association funded the county's purchase of the church, with the Methodists stipulating that the church "shall not be used for dancing." Each August, people came from miles around to attend the Old Settlers Picnic.

Facilities include:

1. Chapel/meeting room
2. Fireplaces/Barbecue Stoves(2)
3. Gazebo with seating
4. Playground
5. Boat Launch (Non-motorized)
6. "Grub Shack"
7. Picnic Areas with Tables
8. Grills
9. Benches
10. Pit toilets

Sample activities include:

1. Weddings
2. July 4th Flag Raising
3. Old Settlers Annual Picnic
4. Swimming



Renovations:
A new dock was built in 2000
Chapel foundation restored in 2002.
Cost: \$18,000

Veronica Valley Park
Bingham Township
Property Tax ID# 001-112-010-60, #001-113-001-00
Size: 92.3 acres

The acquisition of the Veronica Valley Park was completed in December 2008 from a Michigan Natural Resources Trust Fund grant award with the help from Rotary Charities and Leelanau County. This parcel is located in Bingham Township at the junction of Maple Valley Road and County Road 641, approximately four (4) miles southwest of Suttons Bay and four (4) miles south of the Village of Lake Leelanau in the east central area of the County. The Park is approximately one-half mile from Lake Leelanau and 12 miles from the City of Traverse City.

The Veronica Valley Park property was formerly a family operated, nine-hole golf course that has not been in use for about four years. The site is characterized by gently rolling hills, open space, wetlands, and forested wetlands that include dense stands of white cedar. The property has three bridges and six ponds. Mebert Creek, a designated trout stream, also winds approximately 2,268 feet through the site. The forested and agrarian views will make this site a peaceful retreat for the passive recreation user.

The concept plan for the proposed passive recreation activities blends well with this site that includes gently rolling hills, a scenic trout stream and high-quality wetlands. The trail system will reach most of the areas of the park with a high percentage of the trails maintained by a single width of a county mower. Wood-chipped paths and elevated boardwalks are planned leading to viewing platforms in and adjacent to the wetland areas.

In addition to the trails, a picnic area and playground area have been proposed with tables and benches. The two existing parking areas will remain, with one moved so the net increase in parking area will be kept to a minimum. The nature center/youth fishing center will be in and around a proposed pavilion building. This youth/adult educational center will have the following displays: fishing (both in the stream and ponds), stream ecology, pond ecology, wetland ecology, and birdwatching. This center is seen as being used by youth groups, county schools, individual visitors, and tourists and will be a four-season park with cross country skiing, snowshoeing, and sledding in the winter.

Facilities include:

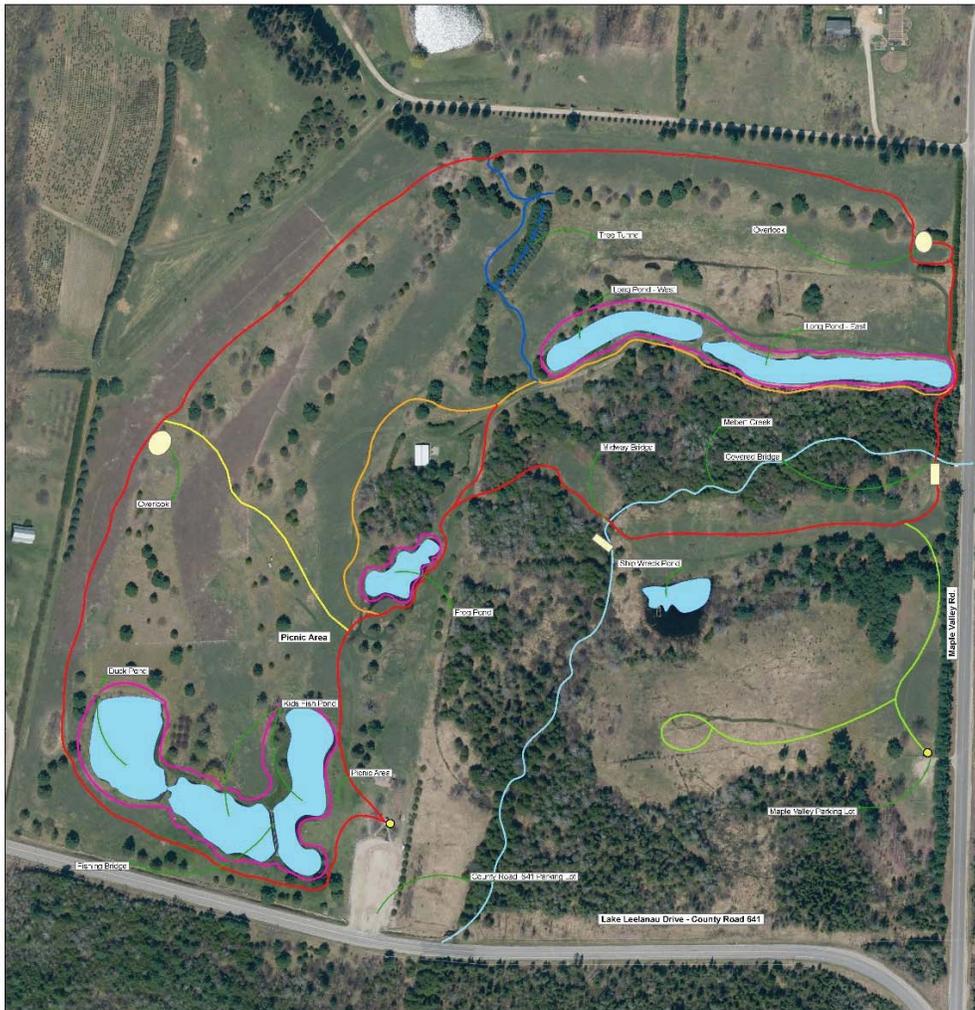
1. Pole barn (24' by 32')
2. Two water wells
3. Septic system
4. Electricity
5. Drinking water fountain
6. Small playground – swings & climber
7. ADA trail access to fishing ponds



Sample proposed activities:

1. Fishing
2. Hiking
3. Bird Watching
4. Cross Country Skiing
5. Snowshoeing
6. Continued hosting of the Kid's Fishing Day by the Lake Leelanau Lake Association
7. Update signage
8. Install several ADA fishing platforms and ADA trail around pond complex
9. Improve parking and install overflow parking
10. Install open-air pavilion and wildlife viewing areas

Veronica Valley Park



Leelanau County Parks and Recreation Information & Trail Map Veronica Valley Park

- | | |
|-------------------------------|--|
| Red Trail-1.3 mi (6887 ft) | Mebert Creek |
| Yellow Trail-.15 mi (833 ft) | Information Kiosk |
| Orange Trail-.36 mi (1940 ft) | Overlook |
| Blue Trail-.14 mi (745 ft) | Frog Pond; Kids Fish/Duck .40 mi (2157 ft); E&W Long .43mi (2281 ft) |
| Green Trail-.22mi (1180 ft) | |



Map for Reference Purposes only.
2017 Orthophotos
Prepared by Leelanau County
Planning & Community Development
July 2019

0 75 150 300 Feet

Leelanau County Recycling Guide

Leelanau County, Michigan



1 inch = 4 miles

Recycling Sites
22 of 32

Part III: Recommended Capital Improvement Projects

Part III contains a Summary Chart of Proposed Projects submitted by county departments. Each of these projects has been ranked according to criteria developed by the County Planning Commission, and outlined in Part I of this CIP. Once ranked, each project was given a number of 1, 2, or 3 for Priority Group, based on the score received during the ranking. The **highest Priority Group is “1”** which means the project is considered “urgent”. A **Priority 2** is given to a project that is considered “important”, and a **Priority 3** is given to a project which is considered “desirable”.

Also attached is a proposed timeline of funding for the proposed projects.

Summary Chart of Proposed Projects

Priority Group	Item Number	Project Title	Location	Department Accountability	Start/End Date	Project Summary	Needs Fulfilled	Approx. Cost & Funding Sources
2	2016-02	Patrol Boat (Lake Michigan)	County-Wide	Sheriff's Dept	2021/2021	A specialized boat to be used in Lake Michigan waters.	Improved security on Lake Michigan waters	\$475,123 Federal Port Security Grant, General Fund, 2% Allocations, Private foundation
2	2016-03	Storage Garage	County Government Center	Buildings & Grounds / Sheriff's Dept	2021/2022	Add to existing pole building, including 3 overhead doors.	Funding: Secured storage of maintenance & county equipment (including Family Court items i.e. kayaks, bikes, trailers)	\$180,000 General Fund
2	2016-05	Security Fencing/Electric Gate	County Government Center	Sheriff's Dept	2022/2022	Add security fencing w/electronic gate for SW parking lot next to Sheriff's Office.	Improved security of numerous law enforcement items, including firearms and other tactical items	\$25,000 General Fund, Capital Improvement Fund
3	2016-06	Improvements - Myles Kimmerly Park	Myles Kimmerly Park	Parks & Recreation Commission	2021/2022	Replace/ expand tennis courts, 1 mile paved trail, level and relocate baseball fields, irrigate picnic and ball diamonds, replace restrooms, perimeter trail	Meets goal in updated Parks & Rec Plan. Promotes outdoor physical activity of residents, improve general safety of deteriorated areas.	\$300,000 General Fund, Parks and Rec Budget, Grants, 2% allocations
2	2016-08	Improvements Veronica Valley	Veronica Valley	Parks & Recreation Commission	2021/2024	Control of invasive species, fishing platform, new trails, bird viewing platform, restroom, pavillion, parking lot improvements	Meets goal in updated Parks & Rec Plan. Improved accessibility and increased services.	\$200,000 General Fund, Parks and Rec Budget, Grants, 2% allocations
3	2016-13	Upgrade Computer equipment	County Government Center	Register of Deeds	2021/2021	Technology upgrade for Reg of Deeds for use of the Automation Fund	Updated technology	\$16,000 General Fund, Parks and Rec Budget, Grants, 2% allocations
2	2016-22	Equipment	Parks & Recreation	Parks & Recreation Commission	2021/2022	Replace out of date equipment used at Myles Kimmerly and Veronica Valley parks.	Funding: Meets goal of approved Parks & Rec Plan. Existing equipment too old and costly to repair	Automation Fund #256 \$40,500 Parks & Rec Budget
3	2017-02	Upgrade/replace Harris General Ledger Software	Leelanau County Government	Treasurer / Acctg / Clerk	2022/2022	Upgrade / replacement to 15 year old software. For receipting, accounts payable, payroll, etc.	Current software is 15 years old, and at some point - will be out of service.	\$191,085 General Fund
1	2018-05	Tower Top Amplifiers	Towers	Emergency Management/9-1-1	2021/2022	Install Tower Top Amplifiers (TTAs)	Funding: Increase radio coverage & communications across the county	General Fund \$89,234 Tower Repair budget, Communications Capital Project Fund, MMRMA grant
2	2019-01	AED Purchase (36 units) and Replace 17 units	County buildings and Sheriff patrol cars	Emergency Management/9-1-1	2020/2021	Install Aeds in all Sheriff patrol cards and in county buildings to replace out of date equipment.	Provide lifesaving resources for use of first responders, and trained personnel	\$44,028 General Fund, MMRMA Grant
1	2019-04	Tower Generators	Towers	Emergency Management/9-1-1	2021/2021	Replace generators at Maple City and Central Tower sites	Funding: Replace older generators	General Fund, MMRMA Grant \$15,500

Summary Chart of Proposed Projects

Priority Group	Item Number	Project Title	Location	Department Accountability	Start/End Date	Project Summary	Needs Fulfilled	Approx. Cost & Funding Sources
							Funding:	Tower Repair budget
2	2019-05	Aerial Imagery	County-wide	Planning / Equalization/9-2-1	2021/2021	New aerials for the county - flown on a 5 year schedule. Needed for 9-1-1 Emergency Services, assist with mapping in GIS, address ordinance, implement plans.	Improved emergency services, updates to plans and ordinances, and mapping	\$43,000
2	2020-01	Leland Dam Control - Room Roof	Leland	Maintenance / Leland Dam Authority	2020/2021	Taper and seal existing roof so water runs off and doesn't penetrate into control room.	Funding: Necessary repair work to keep control room and electrical equipment dry and safe.	Mapping Fund, General Fund, 2%
1	2020-02	Leland Dam Lockout Assembly	Leland	Maintenance / Leland Dam Authority	2020/2021	Install Safety Lockout Assembly (a MIOSHA Required and approved system) so maintenance can safely go out on the Dam for repairs.	Funding: Provides safety for repairs by maintenance and to raise/lower gates.	General Fund \$34,300
2	2020-03	Communication Tower- Govt Center	Suttons Bay	9-1-1 Emergency Services	2020/2021	Install new tower for increased coverage and Emergency Services	Funding: Provides more coverage, better emergency services, and also revenue (from private companies located on tower) to the county and 9-1-1 Emergency Services	General Fund \$200,000
2	2020-04	Communication Tower - Glen Arbor	Glen Arbor	9-1-1 Emergency Services	2021/2022	New tower to improve the 800MHz radio footprint for 1st responders as well as State Police, DNR, and National Park Service. Improve cellular and internet capabilities.	Funding: Increased level of service to citizens, better response for 1st responders, increased radio and cellular coverage, increase of county's assets and added revenue (private companies located on tower).	Tower Fund, Communications Capital Projects Fund, EDA Grant \$750,000
1	2020-05	Patrol Vehicles	LEC	Sheriff's Office	2021/2021	Annual replacement of	Funding:	Grants, Tower Fund, Communications Capital Projects Fund \$129,000
	2020-06	VMWare Server	Government Center	Information Technology	2021/2021	Replace existing obsolete VMWare Virtual Server with new server	Funding: Stay current with technology for security and maintainability with a Dell Server (1 unit with 7 year life expectancy)	Road Patrol Fund \$20,000
	2020-07	PolyCom for Commissioners Meeting Room	Government Center	Administration	2020/2021	Current PolyCom is owned by the Courts and permission is required to use it plus Courts have primary use.	Funding: Meetings via Skype/PlyCom/Facetime are permitted. The PolyCom system would be in use for all boards/commissions	Data Processing Fund \$6,500-\$9,000
							Funding:	General Fund, MMRMA RAP Grant, 2% Allocation

Total estimated cost of Proposed Projects: \$2,770,270 - \$2,772,770

Projected Annual Capital Costs 2020 - 2025

Item Number	Project Title	Priority Group	2020	2021	2022	2023	2024	2025	Estimated Cost *
2016-02	Patrol Boat (Lake Michigan)	2		\$475,123					\$475,123
2016-03	Storage Garage	3		\$90,000	\$90,000				\$180,000
2016-05	Security Fencing/Electric Gate	2			\$25,000				\$25,000
2016-06	Improvements - Myles Kimmerly Park	3		\$150,000	\$150,000				\$300,000
2016-08	Improvements - Veronica Valley	2		\$50,000	\$50,000	\$50,000	\$50,000		\$200,000
2016-13	Upgrade Computer Equipment	3		\$16,000					\$16,000
2016-22	Equipment	2		\$20,000	\$20,500				\$40,500
2017-02	Upgrade/replace Harris General Ledger Software	3			\$191,085				\$191,085
2018-05	Tower Top amplifiers	1		\$50,000	\$49,234				\$89,234
2019-01	AED Purchase & Replacement	2	\$20,000	\$24,028					\$44,028
2019-04	Tower Generators	1			\$15,500				\$15,500
2019-05	Aerial Imagery	2		\$43,000					\$43,000
2020-01	Leland Dam Control-Room Roof	2	\$11,000						\$11,000
2020-02	Leland Dam Lockout Assembly	1	\$34,300						\$34,300
2020-03	Communication Tower-Govt Center	2	\$100,000	\$100,000					\$200,000
2020-04	Communication Tower-Glen Arbor	2		\$300,000	\$450,000				\$750,000
2020-05	Patrol Vehicles	1		\$129,000					\$129,000
2020-06	VMWare Server			\$20,000					\$20,000
2020-07	PolyCom		\$9,000						\$9,000
	TOTALS		\$174,300	\$1,467,151	\$1,041,319	\$50,000	\$50,000		\$2,772,770

PART IV: Recommendations

Based on the review by staff of the Leelanau County Planning & Community Development office, the Leelanau County Planning Commission reviews the proposed projects and forwards a final recommendation to the County Board. The County Board will then review the final CIP recommendation and consider funding of new projects, as well as the re-appropriation of funds for existing projects, as part of the annual budget cycle.

Recommendations

1. Adopt the CIP

During the planning process, criteria, ranking, and prioritization steps are defined for capital improvement projects, and adopted by the County Planning Commission. These steps are to be applied to all infrastructure decisions. Adoption of the CIP by the County Board of Commissioners establishes a set procedure to be used for making decisions and financing capital improvements.

2. Maintain Capital Improvement Planning

In order to maintain a comprehensive approach to the management of County facilities and parcels of land, the County should maintain a commitment to long range planning, including:

- Continue funding capital maintenance for existing facilities.
- Consider revenue generating options on currently owned properties (i.e. sale of timber, leasing or selling property, etc.).
- Require county departments to utilize the CIP on an annual basis and submit proposed projects to the Planning Commission for inclusion in the CIP, prior to funding being requested.
- Develop an annual Capital Improvement Program (CIP) by the Planning Commission, and approval by the Board of Commissioners as part of the budget process.
- Continue to make annual appropriations for the purpose of safeguarding the value of buildings, and address long term needs.
- Explore options and means of making County facilities more efficient in energy usage.
- Continue to commit to technology improvements in order to meet the goals of improved delivery of services and efficient County operations. Software solutions, such as document imaging, web based applications, and geographic information systems (GIS), will help achieve these goals. Hardware solutions, such as servers, are also necessary.

3. Adopt Submittal Form

- Adopt the Submittal Form and require all departments to utilize the Submittal Form for capital projects. The Submittal Form will be reviewed periodically by the County Board. The Submittal Form will be released at the end of each year to department heads, and required to be completed and returned by January 31 of the next year.

4. Capital Fund

- In order to continue funding future projects, the County Board should allocate annual funds to be deposited into a Capital Improvement Fund. Funds from the sale of property and equipment, should also be considered for deposit into this Fund.

5. Capital Improvements

- For all capital improvement projects, contracts will include language that requires appropriate permits are pulled and passed, and the repair or construction is completed according to bid specs, and local and state construction codes.
- After repairs or new construction are completed and the permit process is completed, the County will establish a date for walk-thru and inspection *prior* to the 18-month warranty time expiring. The contractor will be notified immediately if the walk-thru and inspection reveals that additional repairs or work are required as part of the contract and warranty.



Native plantings at the Government Center

Leelanau County Capital Improvement Program (CIP)
Submittal Form

Directions: Departments/Agencies submitting a proposed project for inclusion in the CIP will receive this form at the beginning of each year. The form must be completed in its entirety, and returned by January 31 to the Planning & Community Development office.

Be specific and provide detailed information for any project anticipated within the next six (6) years. Each Project/Equipment request requires a separate Submittal Form.

Project title: _____ Department: _____

Prepared by: _____ Date Prepared: _____

CIP ID#: _____ Anticipated Start Date: _____

Check one: New Project Revision of Already Submitted Project

I) PROJECT

A) Project Description: Provide a brief (1-2 paragraph) description of the project

B) JUSTIFICATION

If desirable, provide attachments with more details

1) Planning context: Is this project part of an adopted program, policy, or plan?

NO

YES (must identify): _____

Must list the adopted program or policy, and how this project directly or indirectly meets these objectives.

2) Planning context: Is the community legally obligated to perform this service?

NO

YES

Please describe the community's legal obligation:

3) Explain how the project will a) eliminate or prevent an existing health, environment, or safety hazard and/or; b) alleviate an emergency service deficiency or disruption.

4) How is the project consistent with and supported by your department program goals?

5) How is the project supported by goals of the **Leelanau General Plan**?

6) How is the project consistent with and supported by local plans (a Master Plan, Parks & Recreation Plan, Trail Plan, etc.)?

7) How will the project improve and/or protect the County's infrastructure?

8) How will the project improve and/or increase the level of service provided by the County?

9) List any other anticipated benefits that are not described above, such as: preservation of historic building/feature, increased economic development opportunity, saving greenspace/farmland, meeting a regulatory requirement, etc.

C) Coordination: Please identify if this project is dependent upon one or more other CIP projects and please describe what the relationship is:

D) Project time line: Estimated project beginning and ending dates. Be sure to include any work being done in prior years, including studies or other planning:

E) Prior approval: Is this project included in a prior year's budget? Has this project been approved by any board, commission or governing body?

- YES: Please check all appropriate box(es)
 - Governing body
 - Planning Commission
 - Prior year budget: _____
- NO

F) Total estimated cost: \$ _____

1) **Basis of cost estimate:** Please check one of the following:

- Cost of comparable facility/equipment
- Cost estimate from engineer/architect
- Rule of thumb indicator/unit cost
- Preliminary estimate
- Ball park "guesstimate"

2) List all funding options available for this project:

3) Recommended funding options(s) to be used?

4) Will the project leverage outside funding for project completion? If yes, from what source?

5) Will the project require additional personnel, materials/supplies, (or) will it increase operating costs?

G) Cost to Benefit Considerations: Estimate the number of citizens impacted and the benefits of that impact comparing those benefits to the total estimated costs.

II) EQUIPMENT

A) Equipment description: _____ **Date prepared:** _____

Department: _____

Form of acquisition: Please check one of the following:

- Purchase
- Rental/lease

Number of units requested: _____ Estimated service life (years):_

B) Justification

Purpose of expenditure: Please check appropriate box(es)

- Scheduled replacement
- Replace worn-out equipment
- Expanded service life
- Increased safety
- Present equipment obsolete
- Reduce personnel time
- New operation
- Improved service to community, procedures, etc.
- Other: _____

C) Cost Factors

DIRECT COSTS	PER UNIT (\$)	TOTAL COST (\$)
Purchase price or annual rent/lease		
Plus: installation or related charges		
Plus: annual operational costs		
Less: annual operational savings		
Less: trade-in, salvage value, discount		
Net purchase cost/annual rent		

Replaced item(s): attach separate page if necessary

ITEM	MAKE	AGE	PRIOR YEAR'S MAINTENANCE	PRIOR YEAR'S RENTAL COST
			\$	\$
			\$	\$
			\$	\$

THE LEELANAU GENERAL PLAN Policy Guidelines for Managing Growth in Leelanau County Poster Plan

The **Leelanau General Plan** was developed with the support and guidance of citizens and representatives of all local governments in Leelanau County to offer an overview with inner consistency on the issues of future County land use. It is founded on the principle that all land use and infrastructure decisions that do not involve issues of greater than local concern should be made at the local level. These decisions should be carefully coordinated with adjacent jurisdictions and appropriate County agencies. The plan looks to a continuing partnership between the County and local units of government in the achievement of the shared vision described in this plan. The partnership can be built on mutual respect in areas of overlapping responsibilities and mutual support in areas where responsibilities are separate but compatible in pursuit of common goals and benefits. It is envisioned that future local comprehensive plans will be compatible with the **General Plan**, but more specific with regard to land use and local implementing policies.

The **General Plan** is organized into three major parts. **Part One** examines issues from a County view (Chapters 1-5). It presents a comprehensive description of the character of Leelanau County and the key policy guidelines proposed to protect and enhance the quality of life in the County. **Part Two** (Chapters 6-12) takes a traditional “functional” view of issues and proposed policy initiatives to address them. Each chapter in Part Two includes Goals, Objectives and Action Statements. **Part Three** (Chapters 13-15) presents the structure for and major efforts to be initiated to implement the **General Plan**.

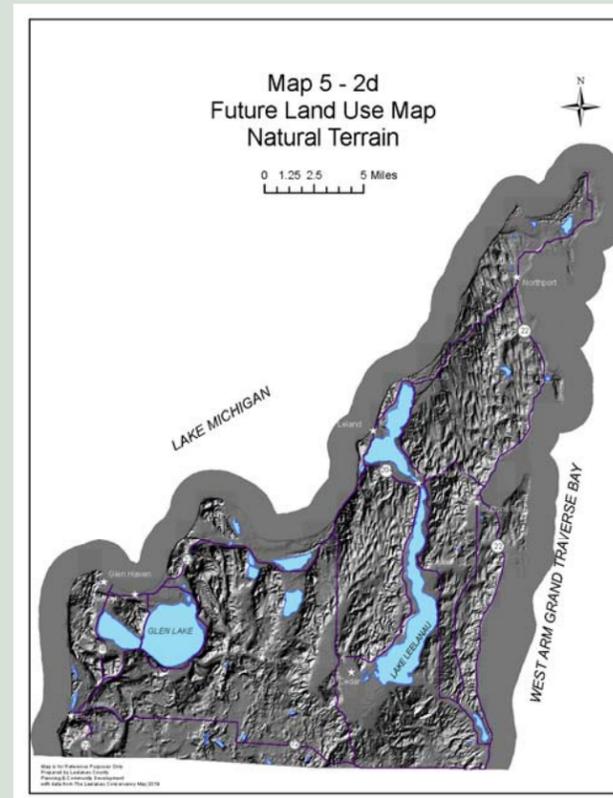
This Poster Plan depicts the Principal Goal, the five (5) Policy Guidelines, and Future Land Use maps. Visit www.leelanau.cc to view the **Leelanau General Plan** in its entirety.



Cedar River

In addition to the various elements of the Future Land Use Maps, the Policy Maps are equally important elements of the **General Plan** and should be viewed together. The various elements appearing on the Policy Maps (Chapter 5) are as follows:

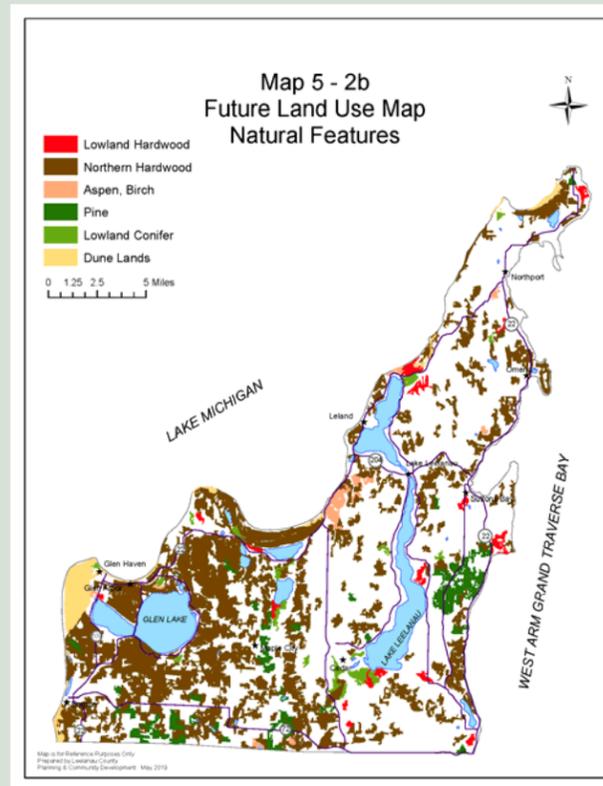
Community Types, Sensitive Environments, Public/Quasi-public & Institutional Facilities, Recreation Facilities and Transportation.



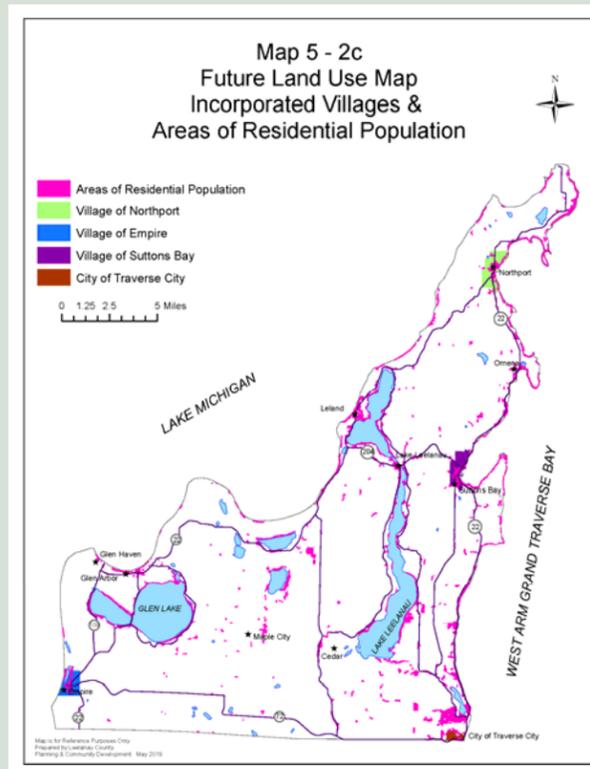
The **General Plan** is neither a slow growth nor an anti-growth plan. It calls for balanced growth that is carefully guided to protect and enhance the quality of life in the County. It accepts the principle that environmental protection and economic development are not incompatible objectives.

For more information and to view the entire Plan and supporting documents, visit www.leelanau.cc or contact the office at the address below.

LEELANAU COUNTY PLANNING COMMISSION and
LEELANAU COUNTY PLANNING AND
COMMUNITY DEVELOPMENT
8527 E. Government Center Dr. Ste. 108
Suttons Bay, MI 49682
231-256-9812 planning@co.leelanau.mi.us



The central ingredients to successful implementation of the **General Plan** will be commitment by citizens, by the County Board of Commissioners, and by support from local units of government.



The major purpose of the **General Plan** is to record a consensus based growth strategy developed over several years. It is intended for joint use by Leelanau County and local governments within the County in making coordinated and mutually supportive future land use, infrastructure and public service decisions. It includes policy guidelines and a brief description of key planning tools to achieve the following goal:

Principal Goal

It is the principal goal of the Leelanau General Plan to establish a strategy for guiding growth that protects and, where possible, enhances the unique character of life in the county. To that end, the General Plan focuses on balancing environmental protection, energy efficiency and renewable energy, resource management, and economic development so as to provide a foundation for a suitable economy that permits long term prosperity for all present and future Leelanau County residents. The balance so achieved should not sacrifice environmental quality when reasonable and prudent development alternatives exist. This plan recognizes that a healthy economy depends on a healthy environment. Achievement of this goal means protecting the integrity of the land base for use by present generations without unnecessarily compromising the options of future generations.

The **General Plan** proposes a compact land development pattern that protects renewable resource lands (such as orchard land and forests) as well as sensitive natural resources (like wetlands and dunes). It proposes policies to encourage location of future land development in and near existing villages, as well as near Traverse City. It proposes infrastructure management policies to achieve and reinforce this land use pattern. It encourages open space protection, while simultaneously permitting large landowners an opportunity to capture the



Cherry orchard in bloom

development value of their land. Open space zoning and rural clustering techniques are also proposed to encourage new development in rural areas to be sited so as to minimize visual impacts on the landscape and to minimize public service costs.

It is hoped the **General Plan** is not merely a “County plan” even though it has been adopted by the County Planning Commission. Instead, it is intended to be a plan that affects the lives of all County residents and visitors on a daily basis. It is not intended to be as detailed as local comprehensive plans usually are, but rather to address the broader issues, and especially the multi-jurisdiction issues from a County-wide perspective.

FIVE POLICY GUIDELINES FOR MANAGING GROWTH IN LEELANAU COUNTY

Policy Guideline: Intergovernmental Cooperation (Chapter 1) —A partnership founded on mutual respect and mutual support in achievement of the common goals of this **General Plan** should guide the development and implementation of new relationships between the County and local units of government in the County and between the County and adjoining counties in the region.

Policy Guideline: Preservation of County Character (Chapter 2) —The existing natural and people-made features in the County that make up its rural character are interdependent with the activities that comprise its economic base. It is important therefore, that future land use change in the County enhance, not undermine the character of the area around it, and in so doing contribute to protection of the unique rural character of the entire Leelanau County.

Policy Guideline: Working with Nature (Chapter 3) — Extensive and diverse sensitive natural features found throughout provide the foundation for the present and the future quality of life in the County. They should be protected where pristine, restored where damaged, and have access and use managed for long term sustainability.

Policy Guideline: Balanced Growth (Chapter 4) - New residential, commercial, and industrial development in the County is encouraged provided it is: 1) in locations with public services adequate to meet its needs, 2) environmentally friendly, 3) consistent with the character of development in the area, 4) consistent with local plans and regulations, and 5) compatible with the guidelines of this **General Plan**. In the implementation of this policy guideline, both the County and local governments would seek to ensure over time, that all the health, safety, and general welfare needs of its citizens that can be reasonably met are accommodated with a variety of land uses in the pattern proposed and in a manner which does not unnecessarily compromise options for future generations.

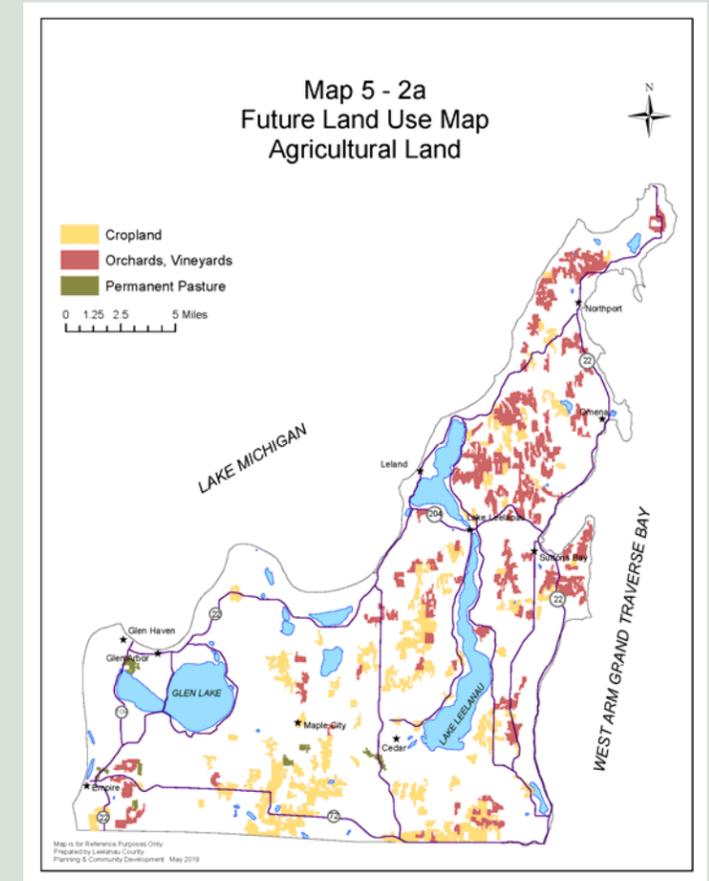
Policy Guideline: Managed Growth (Chapter 5) - Local comprehensive plans and local development regulations (including for example, zoning and subdivision regulations) should be updated and thereafter maintained, to include goals, objectives, policies and strategies for managing future growth compatible with the **General Plan**. Local plans should include more specific land use and density proposals at the parcel-specific level. Local regulations should focus on design and other issues of local significance. Public facilities should all be constructed according to local capital improvement programs that are coordinated at all governmental levels in the County.

FUTURE LAND USE MAP

Preservation of the County’s character is the central focus of the Future Land Use Map. The various elements appearing on the Future Land Use Map are as follows:

Agricultural Land (Map 5-2a)

Agricultural lands depicted on the map include the central County farms, ridge-top farms, and orchards.



Important Natural Features (Map 5-2b)

Major wooded areas including the southwest forests, and Northport woods are among the important natural features shown. Lakes and dune lands, including those classified by the Michigan Department of Environment, Great Lakes & Energy (EGLE) as “critical dunes,” are also shown.

Incorporated Villages & Areas of Residential Population (Map 5-2c)

Villages and residential areas are the primary classes delineated on the map.

Natural Terrain (Map 5-2d)

Three major topographic features of the County are displayed in map form. These include glacial ridges, valleys and the Northport Flats.

Proposed Change to Bylaws

(Note: the following is taken directly from the County Board of Commissioners Rules of Order and Procedure. Slight modifications have been made to reflect the county planning commission members, instead of the Board.)

Add to Article IV COMMISSION MEETINGS, as Section 4.2, and re-number the remaining Sections.

Section 4.2 Off-Site Participation in ~~Commissioner~~ Meetings by Commissioners

With advance notice of preferably 48 hours, ~~Commissioners~~ members are allowed to participate in ~~board~~ meetings via Skype/Facetime/Polycom technology. Participation is contingent upon an on-site quorum of the ~~Board of Commissioners~~ Leelanau County Planning Commission, availability of equipment and requires that the ~~Commission chambers~~ meeting room be set up so that interaction among all Commissioners is possible.

1. ~~Board~~ members participating in the meeting by Skype/Polycom/Facetime shall be present at the beginning of the meeting and have the right to vote on any issue properly before the ~~Board~~ commission.
2. Off-site participation in meetings is limited to two meetings per year for each individual ~~Commissioner~~ member.

**TEXT AMENDMENT
REVIEW
PC05-20-04, Elmwood
Township Text Amendment-
Uses in Neighborhood
Commercial (NC)**

Reviewing Entity: Leelanau County Planning Commission

Date of Review: July 28, 2020

Section 1: General Information

Date Request Received: July 15, 2020

Last Day of Review Period: August 14, 2020 (The county has 30 days to provide a review back to the Township, according to the Michigan Zoning Enabling Act).

Requested Action: Review and comment on proposed amendment ZO 2017-04-10, to change uses allowed and procedure for approval of certain uses in the Neighborhood Commercial District of the Elmwood Township Zoning Ordinance.

Applicant: Elmwood Township Planning Commission

Section 2: Proposal

See Appendix for a copy of the proposed text amendment regarding uses allowed and procedures for approval of certain uses in the Neighborhood Commercial.

Section 3: Other Planning Input

Township Plan: The Elmwood Township Master Plan does not specifically address the proposed amendments. The Intent of the NC District, as listed on page 4-4 of the zoning ordinance states:

Intent. The NC zoning district shall be developed as a seamless blend of commercial, public, and residential uses. NC zoning district uses shall be designed with pedestrian accessibility in mind to minimize auto dependency.

Leelanau General Plan: The Leelanau General Plan (2012) does not specifically address the amendments.

Township Planning Commission:

A public hearing was held vis ZOOM, on May 19, 2020. Following the public hearing, the township planning commission passed the following motion:

MOTION BY COMMISSIONER APRIL, SECOND BY COMMISSIONER ROBERTS TO FORWARD THIS TO THE TOWNSHIP BOARD. ROLL CALL VOTE: JEFF APRILL- AYE, KYLE TREVAS- AYE, DOUG ROBETS- AYE, JONAH KUZMA- AYE, KENDRA LUTA- AYE, RICH BECHTOLD- AYE. MOTION PASSES.

Section 4: Analysis

Compatibility

A. Is the proposed text compatible with other language in the zoning ordinance? Yes

B. Are there any issues with the proposed text (such as poor wording, confusing text, unenforceable language, etc.)? No

C. Do the land uses or other related dimensional standards (height, bulk, area, setback, etc.) in the proposed text amendment(s) conflict with the existing zoning ordinance? No

Issues of Greater Than Local Concern

A. Does the proposed text amendment(s) include any issues of greater than local concern? Please list. No

Comparison with Local Plans or Ordinances

A. Do the contents in the proposed text amendment(s) conflict with the community's plan? Please list. No

Comparison with County Plans or Ordinances

A. Do the contents in the proposed text amendment(s) conflict with the General Plan? Please list. No

Current Zoning District:

For Current text, Link to the Township Zoning Ordinance at:

<https://www.leelanau.cc/elmwoodtwpod.asp>

Section 5: Staff Comments

Elmwood Township has proposed changes to **Section 5.4: Land Use and Zoning District Table**; and changes to **Section 5.5: Special Requirements For Specific Uses**.

The proposed text amends **Section 5.4: Land Use and Zoning District Table**, changing #56, Kennels from Psp (site plan review with planning commission approval) to SUP (Special Use Permit) in the NC District. Currently, Kennels are allowed as a SUP in the Agricultural-Residential District and by PsP in the Neighborhood Commercial and General Commercial Districts.

The proposed text removes #68, Seasonal indoor vehicle storage, including boats, and removes #75, Vehicle Service, from Section 5.4. Note: The online edition of the township zoning ordinance shows #74 as Vehicle Service, not #75.

The proposed text also amends #83, Mini Warehouse, adding (*) to use - *references that additional standards can be found in Section 5.5. **Note:** The online edition of the township zoning ordinance shows Mini Warehousing as #82 in Section 5.4 not #83.

The proposed text also amends Section 5.5: Special Requirements For Specific Uses by **adding:**

L. Mini Warehouse

In the Neighborhood Commercial District, structures used for mini warehousing shall be limited to 1 story or 12 feet in height, whichever is less.

Township minutes indicate uses in the Neighborhood Commercial District have been a topic of discussion since January 2020. Discussion regarding whether indoor boat storage and indoor vehicle storage were appropriate for aesthetic reasons, being that Neighborhood Commercial allows for single family residential and is immediately adjacent to R1 zoning districts. Kennels will be changed from a site plan review to a special use, which will require them to have a public hearing and the neighbors will be notified.

As noted on the zoning map for the township (page 4-6 of the zoning ordinance), the NC district lies along the west side of the intersection of M-22 and E. Cherrybend Rd., and also between the Leelanau Trail and E. Cherrybend Rd. There are businesses and homes in these areas.

Staff did not identify any concerns with the proposed changes, other than the different numbers (#) shown in Section 5.4 in the online edition of the zoning ordinance. The township will want to verify the correct #'s to be modified or deleted and may need to renumber the remaining ones in Section 5.4.

Appendix - Submittal from Elmwood Township

CHARTER TOWNSHIP OF ELMWOOD
Leelanau County, Michigan

Ordinance No. _____
ZO 2017-04-10

AN ORDINANCE TO AMEND THE TOWNSHIP ZONING ORDINANCE, IN ACCORDANCE WITH THE PROVISIONS OF THE MICHIGAN ZONING ENABLING ACT, ACT 110 OF THE PUBLIC ACTS OF 2006, AS AMENDED [MCL 125.3101 ET SEQ.], TO CHANGE USES ALLOWED AND PROCEDURE FOR APPROVAL OF CERTAIN USES IN THE NEIGHBORHOOD COMMERCIAL DISTRICT.

The Charter Township of Elmwood Ordains:

Section 1: Amendment.

The following sections shall be amended to read as follows:

SECTION 5.4 Land Use and Zoning District Table

- 56. Kennels change from Psp to SUP in NC district
- 68. Seasonal indoor vehicle storage, including boats remove use from NC district
- 75. Vehicle Service remove use from NC district
- 83. Mini Warehouse add (*) to use - * references that additional standards can be found in Section 5.5

SECTION 5.5 SPECIAL REQUIREMENTS FOR SPECIFIC USES

Add:
L. Mini Warehouse

In the Neighborhood Commercial District, structures used for mini warehousing shall be limited to 1 story or 12 feet in height, whichever is less.

Section 2: Severability.

If any sections, clause, or provision of this Ordinance is declared unconstitutional or otherwise invalid by a court of competent jurisdiction, said declaration shall not affect the remainder of the Ordinance. The Township Board hereby declares that it would have passed this Ordinance and each part, section, subsection, phrase, sentence and clause irrespective of the fact that any one or more parts, sections, subsections, phrases, sentences or clauses be declared invalid.

Section 3: Effective Date.

This Ordinance shall become effective eight (8) days after publication.

**Charter Township of Elmwood
Planning Commission
Regular Meeting
May 19, 2020
7:00 PM
Approved June 16, 2020**

***DUE TO COVID-19, THIS MEETING WAS HELD VIA ZOOM.**

A. CALL TO ORDER: Chairman Bechtold called the meeting to order at 7:00 PM.

B. PLEDGE OF ALLEGIANCE: Chairman Bechtold led the Pledge of Allegiance.

C. ROLL CALL: Jeff Aprill, Kyle Trevas, Doug Roberts, Jonah Kuzma, Kendra Luta, Rick Bechtold

Excused: Amanda Elliott

D. LIMITED PUBLIC COMMENT: (4:50) Jack Kelly 10100 E. Avondale Ln.

E. AGENDA MODIFICATIONS/APPROVAL: (7:38) MOTION BY COMMISSIONER APRILL, SECOND BY COMMISSIONER ROBERTS TO APPROVE AGENDA AS PRINTED. ROLL CALL: COMMISSIONER KUZMA-AYE, COMMISSIONER TREVAS-AYE, COMMISSIONER ROBERTS-AYE, COMMISSIONER LUTA-AYE, COMMISSIONER APRILL-AYE, CHAIRMAN BECHTOLD-AYE. MOTION APPROVED 6-0.

F. MINUTES-April 21, 2020: MOTION BY COMMISSIONER TREVAS, SECOND BY COMMISSIONER ROBERTS TO ACCEPT MINUTES OF APRIL 21, 2020 WITH CORRECTIONS. ROLL CALL: COMMISSIONER KUZMA-AYE, COMMISSIONER LUTA-AYE, COMMISSIONER ROBERTS-AYE, COMMISSIONER APRILL-AYE, COMMISSIONER TREVAS-AYE, CHAIRMAN BECHTOLD-AYE. MOTION PASSED.

G. CONSENT CALENDAR: (11:05) APPROVE/RECEIVE AND FILE

1. April Planner Report

MOTION BY COMMISSIONER APRILL, SECOND BY COMMISSIONER LUTA TO ACCEPT THE CONSENT CALENDAR AS PRINTED. ROLL CALL: COMMISSIONER APRILL-AYE, COMMISSIONER LUTA-AYE, COMMISSIONER ROBERTS-AYE, COMMISSIONER KUZMA-AYE, COMMISSIONER TREVAS-AYE, CHAIRMAN BECHTOLD-AYE. MOTION APPROVED.

H. DECLARATION OF CONFLICT OF INTEREST: (12:27) None

I. OLD BUSINESS: None

J. NEW BUSINESS: (13:16)

**1. Public Hearing-SU/SPR #2020-01 M22 Storage, Indoor Seasonal Storage
Chairman Bechtold read the opening statement for the public hearings.**

Rob Larrea with Community Planning and Land Use Consulting spoke on behalf of M22 Storage LLC and project engineer Pat Machin. The application before them requests a special use permit to construct the storage buildings containing approximately 26 units. The property is located across from Greilickville Harbor Park; zoned general commercial and is approximately 3 acres in size. The property is currently being used for outdoor storage and they're requesting to improve the property by moving all the storage indoors; structures are accessed by 60 foot wide travel lanes. Those were drafted on that side to accommodate emergency vehicles for maneuvering and turn around. All construction of the site will be limited to the current development areas which are currently high and would not affect the low lands at all. Storm water basins are designed to function similar to rain gardens. At the introductory meeting there was a request to have a restroom which they have provided. All zoning requirements will be adhered to as well as dimensional requirements. Lighting will be by way of wall packs, and they have the trail easement on the northern portion of the property.

There was discussion about the existing private access road, maintenance of the road, stormwater and TART access easement.

Staff said if the applicant would agree to them putting a condition about a road maintenance agreement as long as the attorney agrees it's something that could be included and that could be a way to get it approved with conditions that night versus having it postponed to a later time.

Rob said they were willing to work with the township. He understood what the Planning Commission was saying and understood their concern. He said they would support that if the Planning Commission is willing to work with them on that, they're certainly willing to work with them.

Commissioner Trevas followed up on Commissioner Aprill's point which was he appreciates they delineated it, but is that the deeded specific area where the easement is or is that where they put the easement.

Public Comment opened at 7:45 p.m.

Jack Kelly reiterated his request from earlier that his emails he submitted to Staff and the Planning Commission Chair be included in the record for the public hearing.

Public Comment closed at 7:46 p.m.

Commissioners reviewed documents from March 11, 2020 section 8.5 and 9.3 to find all standards have been met or any conditions for approval.

Conditions:

- 1 Road maintenance agreement subject to Township attorney review and understanding that the Township is not maintaining the road in the winter.
- 2 Outside agency permits
- 3 Dumpster to be added to site plan and screening to meet the Zoning Ordinance
- 4 Replace scrub trees on East property line with more substantial planting to be reviewed by the Zoning Administrator.

MOTION BY COMMISSIONER APRILL, SECOND BY COMMISSIONER TREVAS TO APPROVE SU/SPR #2020-01 M22 STORAGE BASED ON STANDARDS FOR APPROVAL IN THE ZONING ORDINANCE WITH THE CONDITIONS AS PROPOSED. ROLL CALL VOTE: JONAH KUZMA-AYE, KENDRA LUTA-AYE, DOUG ROBERTS-AYE, JEFF APRILL-AYE, KYLE TREVAS-AYE, RICK BECHTOLD-AYE. MOTION PASSED UNANIMOUSLY.

2. Public Hearing-ZO 2017-04-10 Uses in Neighborhood Commercial (1:17:42)

Staff gave a synopsis for the proposal noting they discussed in February indoor boat storage and indoor vehicle storage and if that was appropriate in the Neighborhood Commercial District mostly for aesthetic reasons being that the neighborhood commercial allows for single family residential and is immediately adjacent to R1 zoning districts. The Planning Commission went through and looked at the land uses in the zoning district table; looking at the neighborhood commercial uses and came up with a couple of changes. Kennels will be changed from a site plan review to a special use so that will require them to have a public hearing and the neighbors will be notified. Seasonal indoor vehicle storage will be removed from the zoning district altogether. Vehicle service is going to be removed

from the district. At the February meeting, the Planning Commission discussed that and decided it wasn't a desirable use to have in a neighborhood, it would be more appropriate in the industrial district or in the general commercial. Mini warehousing added a requirement just in the neighborhood commercial districts that these structures would be limited to one story or 12 feet in height whichever is less.

Public comment opened at 8:21 p.m.

No public comment given.

Public comment closed at 8:21 p.m.

MOTION BY COMMISSIONER APRILL, SECOND BY COMMISSIONER ROBERTS TO FORWARD THIS TO THE TOWNSHIP BOARD. ROLL CALL VOTE: JEFF APRILL-AYE, KYLE TREVAS-AYE, DOUG ROBERTS-AYE, JONAH KUZMA-AYE, KENDRA LUTA-AYE, RICK BECHTOLD-AYE. MOTION PASSES.

3. ZO 2017-04-11-Brock, Uses allowed in the Rural Resort Zoning District

Nate Elkins, presenter for Steve Brock, owner of the former Timberlee Ski Resort Property stated the property includes 4 parcels which are located at the top of the former Timberlee with Timberlee Hills located at the bottom. He showed the current zoning map and future land use map noting the current zoning for those parcels is rural resort with some of the surrounding parcels being R3 and R1. Also, he showed on the future land use map an area that goes beyond rural resort and the single family which is called Timberlee which he believes there is more to the definition of what the Timberlee area is in the Master Plan but he didn't want to get into that. He showed a diagram he put together for talking points to start the conversation about the opportunity to rezone or add additional land uses to those parcels.

Staff added they had talked about some uses they would like to do on this property that are currently either not allowed or in the zoning ordinance for the zoning district, it allows for single family dwellings, and then other uses that are similar to single family dwellings that state law have required like adult foster care homes and daycare. She provided in the Commissioner's packets additional requirements for a planned development in the rural resort zoning district. In discussing this with the applicant, the 50 automobile trips per day for other uses other than the outdoor recreation has been a hang up for any of the uses they are thinking about adding to the property. The rural resort district came about with the Timberlee ski hill, its outdoor recreational based with some supporting activities. If they do

make any changes to the rural resort zoning district, keep in mind there are a couple other properties and property owners that will be affected by the change.

The Commissioners asked questions and discussed the project.

It was decided to schedule a special meeting to give Commissioner's more time to consider the project.

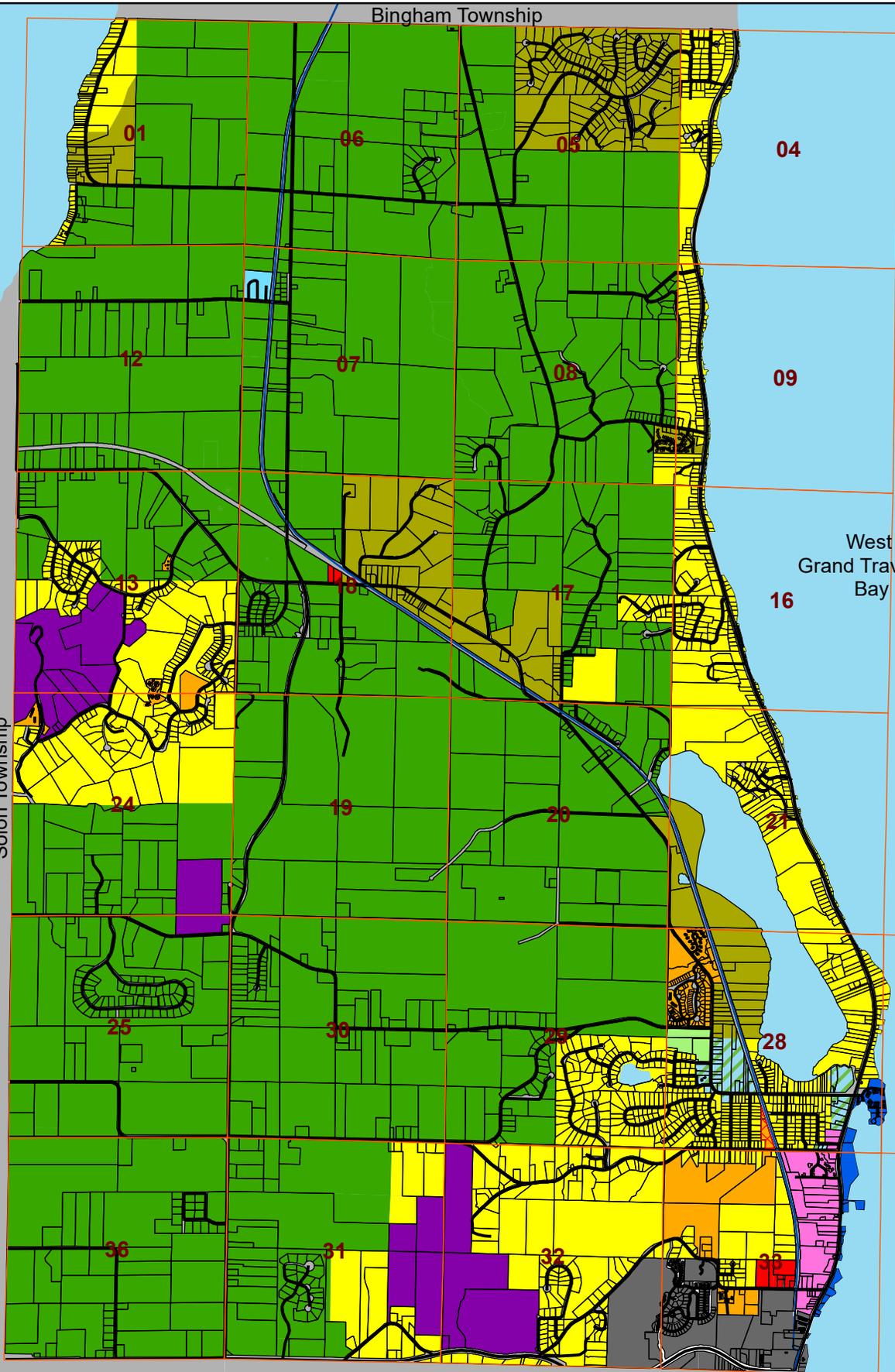
K. COMMENTS FROM THE CHAIR: (2:10:29) Chairman Bechtold has public comment received after the packet went out, which was the information from Jack Kelly. He thanked the Commission for opening their homes for the meeting.

L. COMMENTS FROM PLANNING COMMISSIONERS: (2:11:32) Commissioner Aprill said he knew steep slopes were a condition in the R3 district and he's been thinking about it and wanted to look at steep slopes with houses on them. He mentioned the house on Hoxie Rd. and how well they built it into the hill. He loves to see farmland preserved and feels hillsides are adequate for building homes.

M. COMMENTS FROM STAFF: Commissioner Elliott had an emergency and was unable to attend the meeting, but it was going to be her last meeting with the Planning Commission so she has a letter she will send over that Staff will forward to the Commissioners. Staff believes there is an ad in the Leelanau Enterprise to fill that position. There are also applications in the township hall. Also, citizens can email their interest to the township supervisor.

N. PUBLIC COMMENT: (2:15:43) None

O. ADJOURN: CHAIRMAN BECHTOLD ANNOUNCED THE MEETING WOULD BE ADJOURNED UPON ROLL CALL AT 9:17 PM. COMMISSIONER KUZMA-AYE, COMMISSIONER APRILL-AYE, COMMISSIONER LUTA-AYE, COMMISSIONER TREVAS-AYE, COMMISSIONER ROBERTS-AYE, CHAIRMAN BECHTOLD-AYE.



Bingham Township

Solon Township

West Grand Traverse Bay

Grand Traverse County

CHARTER TOWNSHIP OF ELMWOOD

Zoning Districts

- | | | | |
|----------------------------|------------------------------|---------------------------|----------------------|
| Agricultural - Rural (A-R) | Manufactured Home Park (MHP) | General Commercial (GC) | Conditional Rezoning |
| Residential 1 (R-1) | Rural Resort (RR) | Light Industrial (LI) | |
| Residential 2 (R-2) | Municipal Center (MC) | Shoreline Commercial (SC) | |
| Residential 3 (R-3) | Neighborhood Commercial (NC) | Traverse City | |