

NOTICE OF MEETING

A Regular Meeting of the Leelanau County Planning Commission (LCPC)
will be held at **5:30 pm Tuesday, JUNE 23, 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 FEBRUARY 25, 2020 MEETING MINUTES *pgs 2-7*

NEW BUSINESS

- A. Capital Improvement Program (CIP) – 1st Draft *pgs 8-44*
- B. Work Session RE: What else can we do / should we do?

*NOTE: Refer to bylaws (attached *pgs 45-52*) and the Michigan Zoning Enabling Act & Michigan Planning Enabling Act*

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, FEBRUARY 25, 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.

ROLL CALL

Members Present: V. Goldschmidt, S. Yoder, E. Winkelman, M. Lautner, T. Nixon, C. Noonan, D. Hubbell (5:42),

Members Absent: D. Hubbell, D. McCulloch, G. Carlson

**Members Absent:
(Prior Notice)** R. Miller

Staff: T. Galla, Director, G. Myer, Senior Planner

Public Present: L. Bahle, S. Oriel, S. Patmore

CONSIDERATION OF AGENDA

Motion by Winkelman, seconded by Yoder, to accept the agenda as amended. Motion carried 6-0.

CONFLICT OF INTEREST - None

PUBLIC COMMENT

L. Bahle handed out brochures for Leelanau Energy f/k/a Northport Energy and stated that anyone was welcome to call the organization with questions.

STAFF COMMENTS

Galla stated the County Board was advertising to fill the vacancy on the board. Goldschmidt said he felt he had not brought Walter into the fold properly by empowering or equipping him and he apologized for that. He encouraged the current members to help educate new members and bring them up to speed.

CONSIDERATION OF JANUARY 28, 2020 MEETING MINUTES

Motion by Lautner, seconded by Noonan, to accept the minutes as presented. Motion carried 6-0.

Motion by Winkelman, seconded by Nixon, to move forward in the agenda to "NEW BUSINESS" while they have a quorum. Motion carried 6-0.

NEW BUSINESS

Bingham Township – Rezoning; Rural Residential to Commercial

Galla briefly reviewed the staff report saying the township really did their homework and provided a lot of information. This request is to rezone a five-acre parcel on Bingham Rd. from Rural Residential to Commercial. Galla continued, saying the owners purchased the property with the idea to build on it, but there is commercial to the south and east, and Consumers Energy will be putting in a sub-station on a parcel to the north. The applicant stated it was going to be difficult to sell this as residential with commercial all around it.

(Hubbell present 5:42)

Galla continued, saying there were no comments made at the Public Hearing held by the township. However, it was noted in the township minutes that there was a previous correspondence in opposition to the request from an adjacent property owner who is the person who sold the property to the applicant. Galla stated when reviewing a rezoning request, it is important to consider all of the potential uses of the property under the current zoning and the proposed zoning. The applicant has uses under the current zoning, but it seems some of these might be limited in this area and wants to rezone to Commercial. Galla continued, saying the assignment of addresses on the surrounding parcels has been noted because that has been done in the last couple of years. The owner of the parcel to the south first applied for an address on his pole barn, but then came back and applied for two more addresses for a duplex on the property. Galla concluded by saying the township did a nice job of putting together their findings-of-fact before they made their decision.

Lautner questioned what happens when you don't have a proper buffer between zoning districts. Patmore stated it used to be zoned Agricultural, now it is zoned Rural Residential. The Master Plan called for Rural Residential, but the Master Plan is outdated. Patmore said he didn't think there was any active agriculture land that would be impacted.

Nixon pointed out that when the Master Plan was created, this parcel was not part of the Commercial Corridor. Patmore stated there had been a lot of discussion regarding that, but you can deviate from the Master Plan if it is a unique situation. Nixon said it seems the township is challenged with the decision of trying to do the right thing versus the legal language thing. He encourages the township to explore the language in the Master Plan to develop this corridor. Nixon concluded by saying the material provided by the township was excellent and there is no question proper procedure were followed. There is clear evidence of a public hearing and input, even down to the receipting of a letter from a neighboring parcel owner. Nixon hoped the township would give some consideration to the neighbor's concern about the care of the private road. This would help all parties feel that justice has been done.

Patmore stated that the person who wrote the letter, also built the road and it is not entirely in the easement that was dedicated and he is also the person who sold the property to Consumers Energy for the sub-station. He is also the person building the duplex on the parcel to the south that shares the road. Patmore said it was discussed during site-plan review, that not every commercial use would be appropriate for that private road.

Winkelman questioned if Consumers would take over the road. Patmore said they would share the private road. Goldschmidt commented on the information provided by Patmore, saying it was excellent.

Motion by Yoder, seconded by Winkelman, to forward staff report, minutes and all comments to Bingham Township Planning Commission. Motion carried 7-0.

PRESENTATION

Leelanau County Housing Action Committee

L. Bahle gave a brief history of the Housing Action Committee (HAC) stating it was formed in June of 2017 as a sub-committee of the County Planning Commission. The HAC began with research of existing housing studies, piles of reference material, toured many housing projects, and read numerous articles on work force housing, and affordable housing. They've had many speakers, such as Bob Sutherland speaking on his efforts to find seasonal housing, and Sara Lucas, who is with Housing North. Also, real estate agents selling mid-priced housing at the new development called M22 Village in Empire and Chris Frey has also spoke about the four homes in Northport, that REACH is developing and having trouble selling at \$169,900.00 because of the funding sources and restrictions. They have discovered that rental properties are a much bigger issue than stand-alone owner-occupied homes. Bahle said in the last year, the median home price has jumped to \$379,500.00. Median rents rose 61%, while income levels over the same time period only rose 5%. Housing priced at \$300,000.00 to \$350,000.00 is one of the pieces we are missing. However, this is still not reachable for workforce housing.

Bahle continued, saying from all of this information, they have developed a presentation that they are taking around to each municipality, which includes a checklist for items that fit into a zoning ordinance. This checklist was presented as a model at the Housing Summit in Traverse City, as a model for other communities to use. Bahle said they are partnering with Housing North, an organization consisting of ten counties, because funding tends to go downstate to urban areas and they are hoping this will bring attention to our part of the country. Bahle posed the question "if you didn't have the house you are currently living in where would you go? Could you find a home to buy in your price point, in the town you want to live in?" The HAC agrees that building affordable housing is difficult/nearly impossible. The main constraints are: cost of property, delays in zoning approvals as well as cost of construction, and developments that meet resistance with "not in my backyard" (NIMBY), such as the Brewery Creek proposal. Bahle concluded by mentioning the need to control the proliferation of short-term rentals as they convert year-round occupancy homes to seasonal rentals and the need for assistance from governmental agencies.

(Lautner left the meeting 6:02)

Oriel stated their checklist has been shared with nine other counties through Housing North. She thanked the Planning Commission for creating the HAC. By empowering them, they have put Leelanau County "on the map." Oriel said the next step is to look at what the County Government can do. Oriel highlighted the following points:

- Community relations - checklist
- Marketing and promotion - website
- Funding & financing – utilizing the Leelanau County Land Bank Authority and the Leelanau County Brownfield Redevelopment Authority.
- Support development – arrange for prospective developers to meet with key County officials in one meeting.

Oriel said we are a county with a population under 23,000, which makes it difficult to advocate for our needs with the state legislature. By partnering with Housing North, we have ten counties to help advocate for funding. Oriel concluded by encouraging Leelanau County to be a leader by using the tools we have.

Goldschmidt said he sees this as a potential document that can be developed as a five-year plan. Nixon stated the Planning Commission needed to express their gratitude to the HAC for all of their work. This document reflects the qualities and character of the HAC members.

Motion by Nixon, seconded by Noonan, to formally endorse and recommend the HAC document regarding Leelanau County Government Role in Housing Affordability and Availability be presented to the County Commissioners for their consideration and approval.

Hubbell said it was a well-crafted document, but the comment made about “NIMBY” is a hot button issue for him. The development in Elmwood Township getting turned down only highlights the real challenge. Hubbell continued, saying this presentation tends to sway someone to your viewpoint, which is not the challenge. The challenge is convincing local boards to have enough guts to stand up to the NIMBY’s and do what is right for the community. Hubbell stated mobile home parks and apartments, can’t be built because of the NIMBY problem but they could go a long way to helping with our affordable housing problem. Hubbell concluded by saying that even if a project meets the checklist, the township board folds to whoever is screaming the loudest. People are sold on the need; now convince them it will be done no matter what the concerns.

Motion on the table carried 6-0.

Goldschmidt said partnering with Housing North or another group implies a commitment. What does that partnership include? It should be presented to the County Board for approval.

Winkelman questioned if builders were part of the process and if any were interested in getting involved. Oriel said yes, they regularly attend the HAC meetings.

Galla stated there were many meetings and a lot of work put into this document. Housing North was anxious to get the checklist and it is already being used in other communities. It helps other communities because the legwork has been done and other communities can take it and revise it for themselves. She has already had a request for the document presented tonight, Leelanau County Government Role in Housing Affordability and Availability, by a County Commissioner in another County. However, it needed to be seen by the commission tonight and sent to the County Board before it goes elsewhere. Galla concluded by saying that Leelanau County has been a leader in this ten-county region and is being recognized for its work.

Consideration of Annual Report

Goldschmidt briefly reviewed the Annual Report, stating staff was exemplary.

Motion by Hubbell, seconded by Noonan, to approve the 2019 Annual Report.

Nixon questioned what the response usually was from the County Commissioners when they see this report and all of the work the Planning Department does. Galla said usually there are no comments, but it is also passed on to the municipalities and villages, and posted on the County Website as well. Nixon stated it was an impressive amount of work.

Motion on the table carried 6-0.

Recommendation from Education Committee RE: April Training Session

Yoder reported the Education Committee decided on Zoning Board of Appeals training with Mary Reilly, from MSU, for the spring training session. The training will be at the Government Center on April 22, at a cost of \$541.49. The cost for participants will be a minimum of \$10.00. Galla will look into the cost based on length of session and any food/snacks.

Motion by Yoder, seconded by Winkelman, to approve the \$541.49 cost for Mary Reilly to provide ZBA Training, and for Galla to pursue this training. Motion carried 6-0.

Parks & Recreation Committee

Noonan stated Veronica Valley will be going after a DNR Recreation Passport Grant instead of the original grant they were looking at. The Passport Grant sounds like a better fit for the project they are trying to do.

Report from LCPC members of attendance at township/village meetings, or other meetings/trainings

Hubbell reported Centerville Township was approving the updated Zoning Ordinance and their Master Plan.

Noonan said he is now a member of the Empire Township Board. He is filling Phil Deering's spot as Trustee. He mentioned a culvert installed several years ago in an outlet out of South Bar Lake that has issues with water levels. The township is looking at raising funds to fix this through a drainage district.

Nixon reported his township board is completing their budget for next year and the Planning Commission has almost completed revisions to their Zoning Ordinance. Patmore has informed them they will already need to make additional improvements to the ordinance.

Yoder said Solon Township is going through the Cedar River Project and doing some upgrades. They are looking into grants and received a lot of good feedback from the public forum they held.

Goldschmidt said Northport is working on a referendum to stop an application for recreational marihuana. The applicant is following the law and has to be considered. Also, the township is discussing short-term rentals tonight.

Goldschmidt stated he would not be in attendance at the March meeting and asked Noonan if he could chair.

COMMUNICATIONS

PUBLIC COMMENTS - None

STAFF COMMENTS

Galla mentioned that Bruce Buchan, the Cleveland Township Zoning Administrator is stepping down. Also, her office will no longer be providing staff support for Leelanau Clean Water. This group was formed eleven years ago as a task force and after many discussions, the question was raised “when is this group done with their work?” The County Board passed a resolution to “disband” them under the county as of July 1st. Galla said the group is ready to branch out in a different direction and this is a stepping stone for them.

Galla continued, saying she took the recycling fee to the County Board last week and got two of the three required documents approved. The did not approve the Interlocal Agreement because there was discussion from one commissioner who wanted language added to address curbside recycling if a municipally chose to go that route. Galla said the county attorney’s response was that they can’t put that language in there because they don’t know what they are setting it up for. They don’t know what the costs would be and they can’t set it up for something that might happen in the future. There is language in the agreement for both parties to modify the agreement if it comes to that.

Galla continued, reporting that the HAC heard a presentation from ShareCare of Leelanau Inc. They are looking at a program where seniors living in their homes who may need companionship or assistance, would be matched with people looking for a room to rent. This may be a way of meeting those needs at a lower cost for both of them.

Galla said Kasson Township is still in the gravel/sand battle with new legislation proposed to remove a municipalities ability to regulate it. Greg Julian, the Supervisor for Kasson Township, was able to speak at one of the hearings in Lansing. Galla received an email from Michigan Association of Counties and they are opposed to this legislation. The Michigan Aggregates association is very much behind changing these rules and we have a governor who is supportive in getting the roads and highways fixed. It may be a while for a decision is made on this legislation.

COMMISSIONER & CHAIRPERSON COMMENTS

Winkelman said he talked to the Road Commission manager who said the bridge work in Lake Leelanau will be starting soon.

Nixon stated his township signed a contract with Networks Northwest for planning services at a fairly reasonable cost. They have found that having that planning expertise available on a weekly basis is very beneficial. He would also like to speak regarding the discussion on “meeting procedures” at last month’s meeting. Nixon said he is used to having staff give their report first, then the petitioner or the petitioners representative make their comments, and then members comment. He is more comfortable knowing staff’s professional assessment and the petitioner’s first. This gives him a better posture to make a decision and ask questions.

Meeting adjourned at 6:45 p.m.

(Summary of Project Rankings by the County Planning Commission)

| Project # | 2020-01 | 2020-02 | 2020-03 | 2020-04 | 2020-05 | 2020-06 | 2019-05 |
|--|------------------------------|------------------------------|-----------------------------------|----------------------------------|--------------------------|------------------------|-----------------------|
| Proposed Project | Leland Dam Control Room Roof | Leland Dam Lockout Assembly | Communication Tower - Govt Center | Communication Tower - Glen Arbor | Patrol Vehicles (annual) | Virtual Server Upgrade | Aerials (update) |
| Department / Agency | Maintenance | Maintenance | 9-1-1 | 9-1-1 | Sheriff's Office | IT Director | Planning/Equalization |
| Estimated Cost: | \$11,000 | \$17,380 \$34,300 | \$200,000 | \$750,000 | \$129,000 | \$20,000 | \$43,000 |
| A. Public Health & Safety | TOTAL | TOTAL | TOTAL | TOTAL | TOTAL | | TOTAL |
| Total Points | 24 | 40 | 14 | 12 | 34 | | 10 |
| Average Points | 2.67 | 4.44 | 1.56 | 1.33 | 3.78 | | 1.11 |
| Total Weighted Score | 8.4 | 12.95 | 5.35 | 4.9 | 11.9 | | 3.5 |
| Average Weighed Score | 0.93 | 1.44 | 0.59 | 0.54 | 1.32 | | 0.39 |
| B. Consistency & Coordination | TOTAL | TOTAL | TOTAL | TOTAL | TOTAL | | TOTAL |
| Total Points | 29 | 32 | 29 | 29 | 45 | | 41 |
| Average Points | 3.22 | 3.56 | 3.22 | 3.22 | 5.00 | | 4.56 |
| Total Weighted Score | 4.35 | 4.8 | 4.5 | 4.35 | 6.75 | | 6.15 |
| Average Weighed Score | 0.48 | 0.53 | 0.50 | 0.48 | 0.75 | | 0.68 |
| C. Efficiency / Level of Service | TOTAL | TOTAL | TOTAL | TOTAL | TOTAL | | TOTAL |
| Total Points | 33 | 41 | 34 | 37 | 45 | | 31 |
| Average Points | 3.67 | 4.56 | 3.78 | 4.11 | 5.00 | | 3.44 |
| Total Weighted Score | 6.6 | 8.2 | 7.2 | 7.4 | 9 | | 6.2 |
| Average Weighed Score | 0.73 | 0.91 | 0.80 | 0.82 | 1.00 | | 0.69 |
| D. Funding | TOTAL | TOTAL | TOTAL | TOTAL | TOTAL | | TOTAL |
| Total Points | 19 | 19 | 26 | 24 | 30 | | 25 |
| Average Points | 2.11 | 2.11 | 2.89 | 2.67 | 3.33 | | 2.78 |
| Total Weighted Score | 5.7 | 5.7 | 7.8 | 8.4 | 9.1 | | 8.2 |
| Average Weighed Score | 0.63 | 0.63 | 0.87 | 0.93 | 1.01 | | 0.91 |
| Total Points (A,B,C,D) | 105 | 132 | 103 | 102 | 154 | | 107 |
| Total Weighted Score | 25.05 | 31.65 | 24.85 | 25.05 | 36.75 | | 24.05 |
| PRIORITY RANKING | 1.89 | 1.56 | 2.00 | 1.89 | 1.67 | | 2.78 |
| <i>(Total divided by # of responses)</i> | | | | | | | |
| Greatest # of Responses: | 2 | 1 | 2 | 2 | 1 | | 3 |

DRAFT 6/23/2020

Leelanau County Capital Improvements Program (CIP)

~~2019 through 2024~~
2020 through 2025

*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

Tel: (231) 256-9812 Fax: (231) 256-0174
Website: www.leelanau.cc

Leelanau County

Capital Improvements Program

~~2019 through 2024~~ 2020 through
2025

Table of Contents

Part I: Overview

Authority

What is a CIP?

 Benefits

 Features

 Why is the CIP Important?

 What is a Capital Improvement?

 Is every project a CIP?

CIP Development Process

Implementation

Organization Structure

Community Profile

Evaluating Capital Improvement Project Requests

 Criteria

 Project Ranking

 Project Prioritization

Definitions

Capital Project Financing

Commissions and Authorities

Recommendations

Part II: Existing Capital Facility Inventory

Part III: Recommended Capital Improvements

Recommended Capital Improvements: Descriptions and Budgets

Part IV: Recommendations

Approved Submittal Form

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 ~~2019~~ 2020 through ~~2024~~ 2025 reflects proposed projects totaling over \$5.8 _____ 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, ~~Construction Codes Authority~~ **Building Safety**, Emergency Management/9-1-1 Central Dispatch, Equalization, Information Technology, Maintenance, MSU Extension, Planning & Community Development, and Senior Services.

COMMUNITY PROFILE

Population

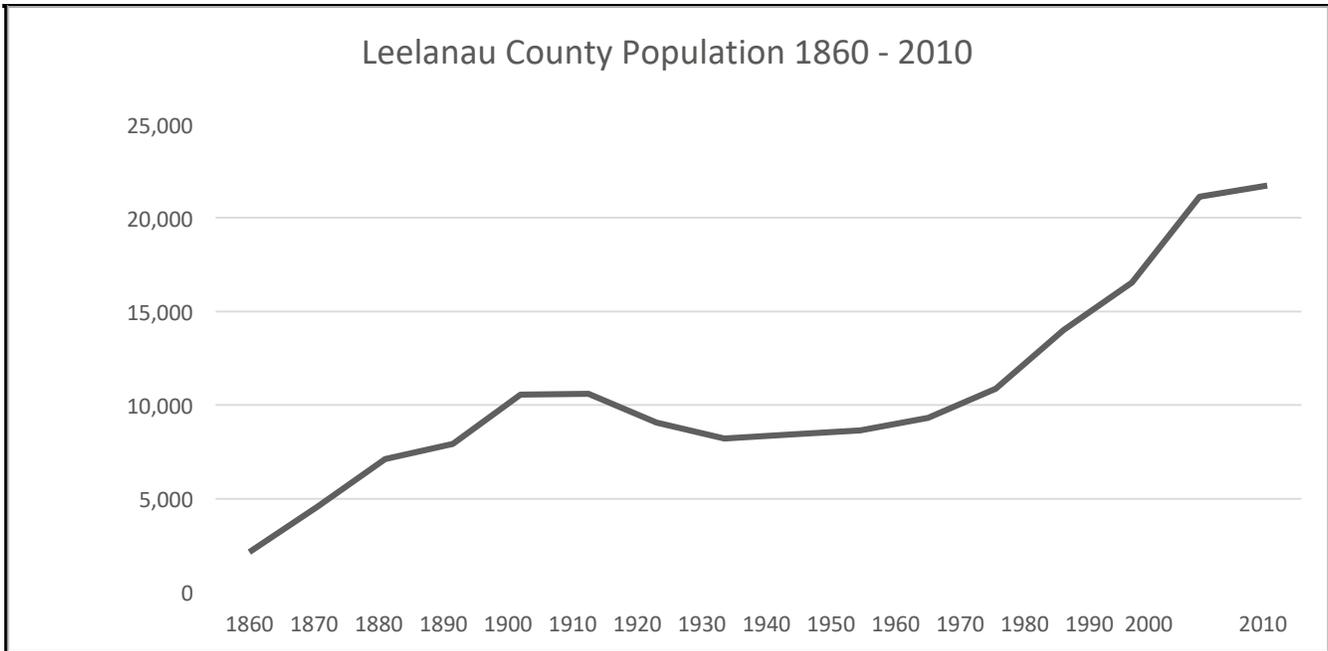
Source: U.S. Census Bureau

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 | |

+ Margin of error is at least 10 percent of the total value.

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 insure 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

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 |

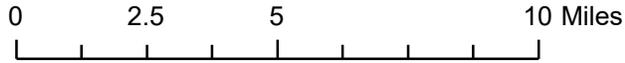
LEELANAU COUNTY INVENTORY - EQUIPMENT (over \$25,000)

| <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

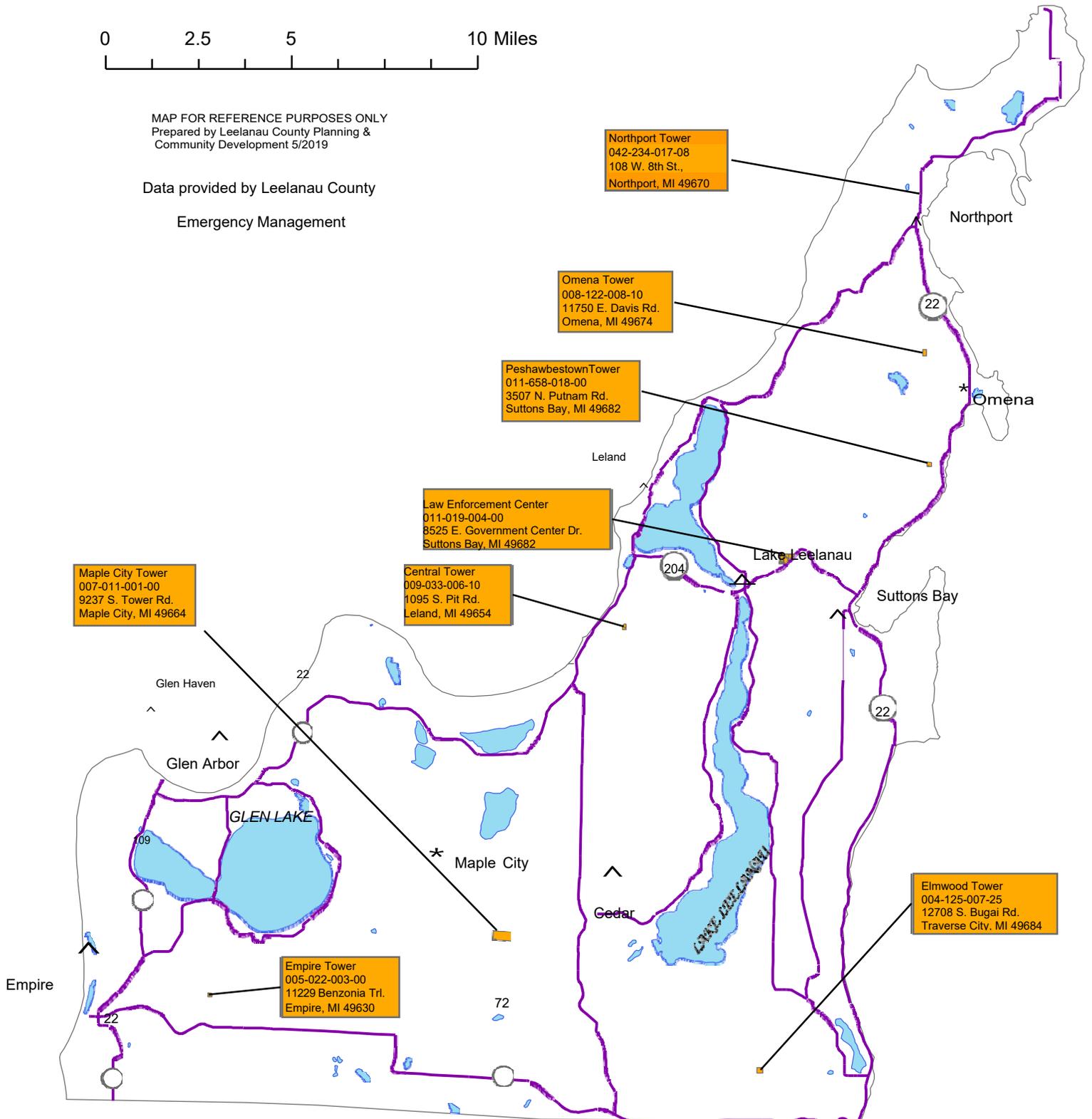


 Leelanau County Tower Sites



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
(Rent deferred until June 1, 2019, per BOC incentives)
- Baraga Broadcasting (2021) approximately \$6,700 annually with a 2% annual increase
- ~~Sprint (2034) finalizing tower contract for approximately \$12,700 annually with a 3% annual increase~~
- Elevate Net (2033) approximately \$1,900 annually with a 5% per term increase (Rent deferred until June 1, 2019, per BOC incentives)
- 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 ~~(Rent deferred until June 1, 2019, per BOC incentives)~~
- ▣ Elevate Net (2033) approximately \$1,900 annually with a 5% per term increase ~~(Rent deferred until June 1, 2019, per BOC incentives)~~
- 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 ~~(Rent deferred until June 1, 2019, per BOC incentives)~~
- Elevate Net (2033) approximately \$1,900 annually with a 5% per term increase ~~(Rent deferred until June 1, 2019, per BOC incentives)~~
- 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 ~~(Rent deferred until June 1, 2019, per BOC incentives)~~
- Elevate Net (2033) approximately \$1,900 annually with a 5% per term increase ~~(Rent deferred until June 1, 2019, per BOC incentives)~~
- 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 ~~(Rent deferred until June 1, 2019, per BOC incentives)~~
- Elevate Net (2033) approximately \$1,900 annually with a 5% per term increase ~~(Rent deferred until June 1, 2019, per BOC incentives)~~
- Aspen Wireless & Agri-Valley in negotiations for tower contract

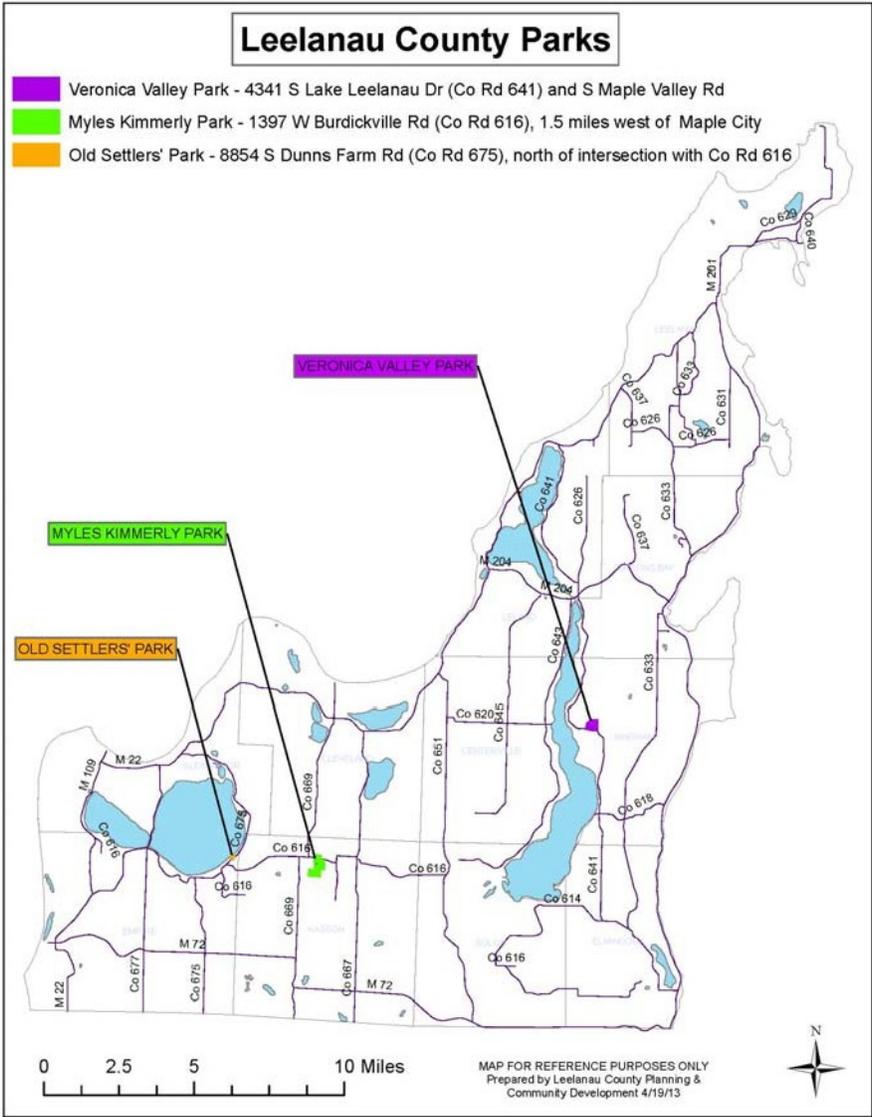
Peshawbestown Tower

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 – 18holes
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.



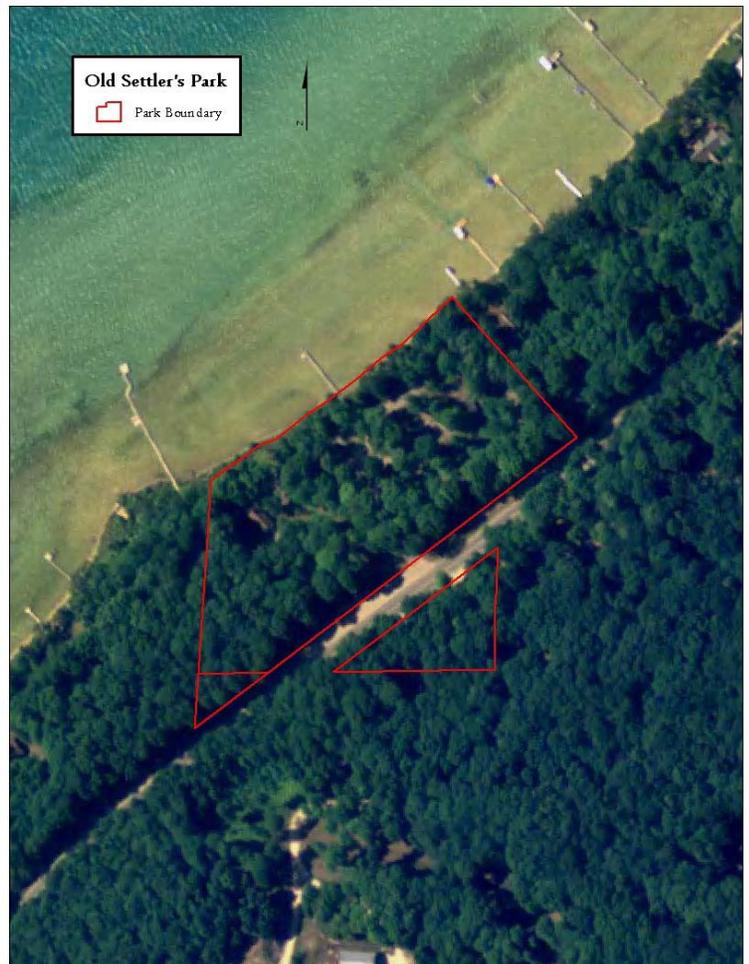
In 1917, the Association funded the county's purchase of the church, with the Methodists stipulating that the church "shall not be used for dancing." Each August, people came from miles around to attend the Old Settlers Picnic.

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:

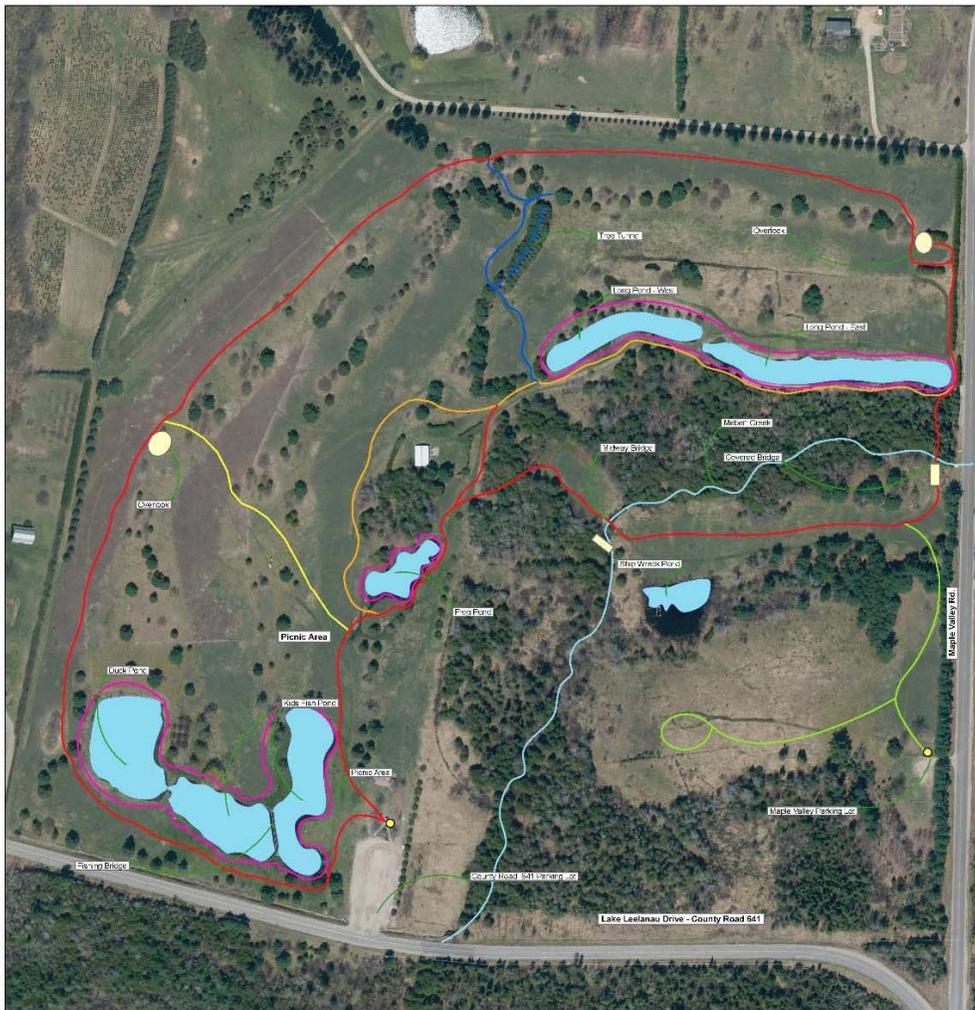
1. Pole barn (24' by 32')
2. Two water wells
3. Septic system
4. Electricity
5. Drinking water fountain
6. Small playground – swings & climber
7. ADA trail access to fishing ponds



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 | ● Information Kiosk | ● Overlook |
| — Yellow Trail-.15 mi (833 ft) | — Frog Pond; Kids Fish/Duck .40 mi (2157 ft); E&W Long .43mi (2281 ft) | | |
| — Orange Trail-.36 mi (1940 ft) | | | |
| — Blue Trail-.14 mi (745 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



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 | Own | Lease | Less Trade in / Matching Funds |
|----------------|-------------|---|----------------------------|--------------------------------------|----------------|---|--|--------------------------------|---|-------|--------------------------------|
| 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 | \$500,000 | x | | |
| | | | | | | | | Funding: | Federal Port Security Grant, General Fund, 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. | Secured storage of maintenance & county equipment (including Family Court items i.e. kayaks, bikes, trailers) | \$180,000 | x | | |
| | | | | | | | | Funding: | 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 | \$25,000 | x | | |
| | | | | | | | | Funding: | 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 resrooms, perimeter trail | Meets goal in updated Parks & Rec Plan. Promotes outdoor physical activity of residents, improve general safety of deteriorated areas. | \$300,000 | x | | |
| | | | | | | | | Funding: | 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 | x | | |
| | | | | | | | | Funding: | 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 | X | | |
| | | | | | | | | Funding: | Automation Fund #256 | | |
| 2 | 2016-22 | Equipment | Parks & Recreation | Parks & Recreation Commission | 2021/2022 | Replace small John Deere tractor and old Cross Country Ski Groomer. Kubota RTV converted to winter use. Used in Myles Kimmerly and Veronica Valley parks. | Meets goal of approved Parks & Rec Plan. Existing equipment too old and costly to repair | \$40,500 | X | | |
| | | | | | | | | Funding: | Parks & Rec Budget | | |
| 3 | 2017-02 | Upgrade/replace Harris General Ledger Software | Leelanau County Government | Treasurer / Acctg / Clerk | 2022/2023 | 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 | X | | |
| | | | | | | | | Funding: | General Fund | | |
| 2 | 2018-01 | Roof Repairs | Law Enforcement Center | Buildings & Grounds / Sheriff's Dept | 2020/2021 | Roof repairs - partial or full roof | Correct work conditions | \$500,000 | X | | |
| | | | | | | | | Funding: | Capital Improvement | | |
| 1 | 2018-05 | Tower Top Amplifiers | Towers | Emergency Management/9-1-1 | 2022/2022 | Install Tower Top Amplifiers (TTAs) | Increase radio coverage & communications across the county | \$89,234 | X | | |
| | | | | | | | | Funding: | Tower Repair budget, Communications Capital Project Fund, MMRMA grant | | |

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 | Own | Lease | Less Trade in / Matching Funds |
|----------------|-------------|---|--|-------------------------------|----------------|---|---|--------------------------------|---|-------|--------------------------------|
| 2 | 2019-01 | AED Purchase (36 units) and Replace 17 units | County buildings and Sheriff patrol cars | Emergency Management/9-1-1 | 2020/2020 | 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 | \$44,028.00 | X | | |
| | | | | | | | | Funding: | General Fund, MMRMA Grant | | |
| 2 | 2019-02 | HVAC System – Government Center | Government Center | Buildings & Grounds | 2019/2020 | Install new HVAC system for Government Center | Replace existing system | \$3,500,000.00 | X | | |
| | | | | | | | | Funding: | General Fund | | |
| 2 | 2019-03 | Patrol Vehicles | LEC | Sheriff's Dept | 2021/2021 | Purchase new road patrol vehicles (3) | Annual purchase to replace aging vehicles | \$129,000 | X | | \$24,000 |
| | | | | | | | | Funding: | Motor Pool fund | | |
| 1 | 2019-04 | Tower Generators | Towers | Emergency Management/9-1-1 | 2022/2022 | Replace generators at Maple City and Central Tower sites | Replace older generators | \$15,500.00 | X | | |
| | | | | | | | | 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 | \$43,000.00 | X | | |
| | | | | | | | | Funding: | Mapping Fund, General Fund, 2% | | |
| 1 | 2019-06 | Leland Dam | Leland | Leland Dam Authority | 2019/2020 | Emergency repair work: sump/pump system, engineering, etc. | Necessary repair work to the Leland Dam | \$48,660.00 | X | | |
| | | | | | | | | Funding: | General Fund, Special Assessment District (SAD) | | |
| 2 | 2019-07 | Leland Dam | Leland | Leland Dam Authority | 2020/2020 | OSHA work on Leland Dam | Concrete pad, machining, milling, general contracting, etc. | \$70,600 | X | | |
| | | | | | | | | Funding: | General Fund, Special Assessment District (SAD) | | |

Total estimated cost of Proposed Projects: \$ _____

Projected Annual Capital Costs 2019-2024

| Item Number | Project Title | Priority Group | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | Estimated Cost * |
|--------------------|--|----------------|------------------------|------------------------|----------------------|-----------------|-----------------|-----------------|------------------------|
| 2016-02 | Patrol Boat (Lake Michigan) | 2 | \$500,000 | | \$500,000 | | | | \$500,000 |
| 2016-03 | Storage Garage | 3 | | \$90,000 | \$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 | \$150,000 | | | \$300,000 |
| 2016-08 | Improvements - Veronica Valley | 2 | | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$200,000 |
| 2016-13 | Upgrade Computer Equipment | 3 | | \$16,000 | \$16,000 | | | | \$16,000 |
| 2016-22 | Equipment | 2 | | \$20,500 | \$20,000 | \$20,500 | | | \$40,500 |
| 2017-02 | Upgrade/replace Harris General Ledger Software | 3 | | \$191,085 | | \$191,085 | | | \$191,085 |
| 2018-01 | Roof Repairs | 2 | | \$250,000 | \$250,000 | | | | \$500,000 |
| 2018-05 | Tower Top amplifiers | 1 | \$89,234 | | | \$89,234 | | | \$89,234 |
| 2019-01 | AED Purchase & Replacement | 2 | \$44,028 | | | \$44,028 | | | \$44,028 |
| 2019-02 | HVAC System | 2 | \$2,000,000 | \$1,500,000 | | | | | \$3,500,000 |
| 2019-03 | Patrol Vehicles | 2 | | \$110,000 | \$129,000 | | | | \$129,000 |
| 2019-04 | Tower Generators | 1 | \$15,500 | | | 15,500 | | | \$15,500 |
| 2019-05 | Aerial Imagery | 2 | | \$45,000 | 43,000 | | | | \$43,000 |
| 2019-06 | Leland Dam | 1 | \$48,660 | | | | | | \$48,660 |
| 2019-07 | Leland Dam-OSHA | 2 | | \$70,600 | | | | | \$70,600 |
| | TOTALS | | \$2,697,422 | \$2,493,185 | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |

* Estimated Costs were presented by County Departments and may be based on estimate, actual bid, or approximation. Estimated costs are subject to change

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.

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

1. 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 |
|-------------|-------------|------------|---------------------------------|---------------------------------|
| | | | \$ | \$ |
| | | | \$ | \$ |
| | | | \$ | \$ |
| | | | \$ | \$ |

LEELANAU COUNTY PLANNING COMMISSION PROPOSED BYLAWS

Adopted by the Leelanau County Planning Commission, pursuant to the Michigan Planning Enabling Act, P.A.33 of 2008, as amended, and the Michigan Zoning Enabling Act, P.A. 110 of 2006, as amended, as follows:

ARTICLE I: AREA

The area served by the County Planning Commission shall include all lands legally included within the present or future boundaries of the unincorporated portions of the County of Leelanau, State of Michigan.

ARTICLE II: PURPOSE AND DUTIES

Section 2.1 - Purpose

As stipulated in the Michigan Zoning Enabling Act, and in accordance with present and future needs for best promoting the health, safety and general welfare of the inhabitants of the County, this Commission shall participate in drafting plans for the County and use them to encourage a coordinated and harmonious development of the County. The Commission shall take overall responsibility for advising the County Board of Commissioners in all zoning matters.

Section 2.2 – Duties

The County Planning Commission is responsible for:

- a. Preparing and maintaining a plan for the development and/or protection of the peninsula. It will be responsible for adopting the **Leelanau General Plan**. Review of the Plan should be performed at least once every 5 years.
- b. Preparing and updating a Capital Improvements Plan, and submitting it to the County Board of Commissioners on a regular basis for use during the budgeting process.
- c. Preparing special studies and plans, as deemed necessary by the County Board of Commissioners.
- d. Preparing an Annual Report and submitting to the County Board of Commissioners, and all local units of government in the county.
- e. Reviewing and commenting on proposed new public facilities or improvements.
- f. Making recommendations on proposed township plans and/or rezoning or text amendments.
- g. Assisting in the development of model regulations for use by the county or local governments.
- h. Educating the general public about the values and benefits of planning.
- i. Welcoming citizen comments on local planning and zoning issues and acting upon or referring those comments as appropriate.
- j. Learning about and staying up to date on the responsibilities of the Planning Commissioners and on various tools available in implementing local plans.
- k. Coordinating planning and associated development regulations with other governmental units and public agencies.
- l. Attempting to prevent incompatible planning and zoning.

ARTICLE III: MEMBERSHIP AND REPRESENTATION

Section 3.1 - Membership and Appointment

The Planning Commission shall consist of eleven (11) members. All members of the Planning Commission shall be appointed by the County Board of Commissioners, in accordance with the Michigan Planning Enabling Act, and the Leelanau County Planning Commission Ordinance of May 17, 2011, and preferably based on recommendations from the County Planning Commission. Appointments shall be done according to Section 102, C of the Leelanau County Planning Commission Ordinance, adopted by the Board of Commissioners on May 17, 2011 as follows:

1. One seat to represent the interests of Transportation
2. One seat to represent the interest of Business
3. One seat to represent the interests of Economic Development
4. One seat to represent the interests of Education
5. One seat to represent the interests of Finance
6. One seat to represent the interests of Recreation
7. One seat to represent the interests of Legal and Real Estate
8. One seat to represent the interests of Agriculture
9. One seat to represent the interests of Tourism
10. One seat to represent the interests of Municipal Government
11. One seat to represent the interests of a member of the Leelanau County Board of Commissioners

Section 3.2 - Removal

The county board of commissioners may remove a member for nonperformance of duty or misconduct.

Section 3.3 - Term

The term of each member shall be for three (3) years, except for any member appointed as the County Board of Commissioners representative, whose term shall be for one (1) year. All vacancies for unexpired terms shall be filled for the remainder of such term. In the absence of that member appointed as the County Board of Commissioners representative, his/her alternate, as duly designated by the County Board of Commissioners, shall be entitled to sit in his/her place and stead and shall qualify as a member in all respects for as long as that member appointed as a County Board of Commissioners representative shall remain absent.

Section 3.4 - Attendance

Should any member of the Planning Commission miss three (3) consecutive regularly scheduled meetings, notice of the three (3) missed meetings will be provided to the County Board of Commissioners. Members shall notify staff at the earliest available opportunity of any absences prior to a meeting. Notification of said absences will be documented in the meeting minutes.

Section 3.5 - Training

Members of the Planning Commission shall attend at least one training workshop within one year of their Planning Commission appointment, as long as such workshops are offered. Members are encouraged to attend training workshops every year thereafter. Failure to comply with this section may be considered non-performance of duty or misconduct, and subject to removal as per section 3.2.

Section 3.6 - Voting

An affirmative vote of the majority of a quorum of the Commission present for the conduct of business shall be required for the approval of any requested action or motion placed before the Commission except for procedural motions as prescribed in Roberts Rules of Order. Voting shall ordinarily be voice vote; provided however that a roll call vote shall be required if requested by any Commission member or directed by the Chairperson. All members of the Commission including the Chairperson shall vote on all matters, but the Chairperson shall vote last. Any member may be excused from voting only if that person has a bonafide conflict of interest as recognized by the majority of the remaining members of the Commission, as outlined in Section 3.7. A member may not abstain from voting unless there is a recognized conflict of interest.

Section 3.7 - Conflict of Interest

A. All members of the commission and all members of staff shall avoid situations which are conflicts of interest, and/or incompatibility of office. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:

1. Issuing, deliberating, voting or reviewing a case concerning himself/herself.
2. Issuing, deliberating, voting or reviewing a case involving a corporation, company, partnership, or any other entity in which he/she is an owner or part owner, or any other relationship where he/she may stand to have a financial gain.
3. Issuing, deliberating, voting or reviewing a case which may result in a direct financial benefit to himself/herself.
4. Issuing, deliberating, voting or reviewing a case concerning members of his/her household, or relatives, including, but not limited to children, grandchildren, spouse, parents, grandparents, in-laws, etc.
5. Issuing, deliberating, voting or reviewing a case where an employee or employer is:
 - a. an applicant or agent for an applicant, or
 - b. has a direct financial benefit in the outcome.
6. Issuing, deliberating, voting, or reviewing a case where the commissioner was a paid consultant or attorney related to the case being deliberated by the commission. *
7. Issuing, deliberating, voting, or reviewing a case where the commissioner has previously voted on the issue/case in the jurisdiction presenting the case to the commission. E.g. Village or Township Planning Commission. *
8. Issuing, deliberating, voting, or reviewing a case where the commissioner will be expected to vote on the case when reported back to the village council or township board.

* Commissioners recusing themselves for these reasons may function as the representative of the jurisdiction bringing the case by answering specific questions presented by other commissioners.

B. Members of the commission and members of staff shall declare a possible conflict of interest immediately following the agenda approval during the meeting of the commission. If it is recognized by the remaining majority of those commission members present for the conduct of business that a conflict of interest exists, the member of the commission or staff will cease to participate in the issuing, deliberation, voting or review or any attempt to influence same, and they should remove themselves from the deliberating table.

C. Members of the commission shall comply with the Leelanau County Conflict of Interest Policy, as adopted by the Leelanau County Board of Commissioners on September 17, 2013 in addition to the policies outlined above.

ARTICLE IV: COMMISSION MEETINGS

Section 4.1 Meetings

A. Regular meetings of the Commission shall be held generally once each month at a time and place to be designated by the Commission at the first meeting in January. All Commission and committee meetings shall be open to the public as required by the "Open Meetings Act", Act 267, P.A. 1976, as amended, and the Commission members shall comply with all OMA requirements.

No individual Planning Commission member shall represent that he or she is speaking on behalf of the Commission unless authorized to do so.

B. Special Meetings

The Commission shall convene for the purpose of holding Special meetings only upon the written request to staff, from the Chairperson or by two (2) members, specifying the time, date, place and the purpose of such meeting. The fee for a special meeting is \$350. When a special meeting is called by written request, staff shall immediately communicate the meeting information to each member within 24 hours in one or more of the following ways:

- Via text and/or call;
- Via confirmed telephone call; or
- Via confirmed email.

Staff shall post a public notice at least eighteen (18) hours before the Special meeting, as required by the Open Meetings Act, 1976 PA 267, as amended. Public notice shall be posted in the Government Center, and on www.leelanau.cc.

C. Modifications to a Regular Scheduled Meeting

Any proposed change to a Regular scheduled meeting date, such as time, day, or location, shall be made only upon the written request to staff, from the Chairperson or by two (2) members. The written request will propose a new time, day, and/or location and the reason. Staff shall immediately communicate the proposed change to all members. Upon confirmation of a quorum of members agreeing to the change, staff shall immediately communicate the new meeting information to each member within 24 hours in one or more of the following ways:

- Via text and/or call;
- Via confirmed telephone call; or
- Via confirmed email.

Staff shall immediately post a public notice of the change, in the Government Center, and on www.leelanau.cc.

In the event of cancellation due to inclement weather, unforeseen emergency, lack of Business items, or lack of quorum, staff shall immediately contact each member to notify of the cancelled meeting, send appropriate notice to the media and the mail list through use of email, ~~fax~~, and/or phone call, and post the cancellation at the Government Center.

Section 4.2 - Public Notice

Within ten (10) days after the first meeting, the Annual Schedule of Regular Meetings shall be prominently displayed in the principal office and in the public building where the meetings are held and shall be posted on www.leelanau.cc. The Annual Schedule of Regular Meetings shall include the dates, times and places of the meetings and the name, address and telephone number of the Commission. Within three (3) days after any change is made in the Annual Schedule of Regular Meetings, such changes shall be prominently displayed in the principal office and in the public building where the meetings are held and within ten (10) days shall be posted on www.leelanau.cc. Notice of Special or Rescheduled meetings shall be prominently displayed in the principal office and in the public building where the meetings are held at least eighteen (18) hours prior to the time the Special or Rescheduled meeting is to be held and posted on www.leelanau.cc.

Section 4.3 – Meeting Procedure

For purposes of discussion and action for each item on the agenda and each motion introduced during the planning commission meeting, the following procedure should be followed:

1. The staff report is reviewed.
2. Discussion, questions and answers between members of the commission and staff or consultants.
3. The applicant is allowed to comment.
4. Discussion, questions and answers with the applicant.
5. Others in attendance are allowed to comment. At the Chairperson’s discretion, a time limit may be imposed for every individual.

6. Reading of correspondence received on the issue.
7. A motion is introduced.
8. Call the question and vote on the motion.

Section 4.4 - Public Hearing Procedure

Any person shall be permitted to address any meeting of the Commission during the time specifically provided on the agenda. In addition, anyone may speak at the time a subject is under discussion and must direct their remarks to the Chairperson, and shall speak only to the subject.

When a public hearing is scheduled on an agenda, the procedure for conducting the public hearing shall be as follows:

- A. Public Hearing (on case number _____)
 1. The Chairperson declares the hearing open, and states its purpose. He/She summarizes the rules of procedure, or provides copies of the rules.
 2. The Planning Director or a designee presents the petitioner's request, the Planning Department's staff report on the matter (including reasons for any recommendation), plus a copy of the petitioner's request.
 3. The petitioner - in person, by agent or by attorney, as stated on the submitted application - may present his/her case, including presenting witnesses on his/her behalf. The petitioner shall be given a reasonable time to present the case.
 4. Members of the public who support the petitioner may speak and correspondence may be read.
 - a. The Chairperson may recess the meeting for a short time to allow those in support to caucus in order to choose a spokesperson to speak on their behalf for fifteen (15) minutes, if there are a large number of people present.
 - b. The Chairperson may allow anyone to speak in favor of the petitioner and may impose a time limit of three (3) minutes or less per speaker.
 5. Members of the public who oppose the petitioner may speak and correspondence may be read.
 - a. The Chairperson may recess the meeting for a short time to allow those in opposition to caucus in order to choose a spokesperson to speak on their behalf for fifteen (15) minutes, if there are a large number of people present, or
 - b. The Chairperson may allow anyone to speak in opposition to the petitioner and may impose a time limit of three (3) minutes or less per speaker.
 6. Rebuttal. Anyone may ask the Chairperson questions on presentations or statements given at this hearing. The Chairperson will seek an answer to the question. Responses shall be made to the Chairperson. No discussion, questioning or answering shall take place between any two or more people except between the Chairperson and the individual who has the floor.
 7. Close the Public Hearing (At which point all public participation on the issue ends).
- B. Business Session (may immediately follow public hearing or be held later in the meeting). (Action on pending case number____)
 1. Discussion: Review of facts based on all information presented (from the application, zoning ordinance, physical characteristics of the parcels, staff reports, hearing testimony, etc.). Discussion continues until a member is confident enough to propose a motion that includes a conclusion and rationale explaining why conclusions are reached.

2. Discussion on the motion.
3. Action on the motion. Action may include approval, denial or postponing.

Section 4.5 - Minutes

The Commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, findings and determinations which record shall be a public record. Minutes shall be kept of each meeting, including hearings and site inspections, showing the date, time, place, members present, and members absent. All motions, who moved and who seconded, the reasons given, and the outcome, must be complete and precise, with roll call votes recorded. Less formal decisions should also be noted, with the gist of the discussion. The purpose for which any closed session is held shall be recorded, but not its discussion. Proposed minutes shall be available for public inspection not more than eight (8) days after the meeting to which they refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which they are approved.

ARTICLE V: OFFICERS OF THE COMMISSION

Section 5.1 - Officers of the Commission

The officers of the Commission shall consist of a Chairperson and Vice-Chairperson from its members, to serve for a period of one (1) year, or until successors are elected. Such officers shall be elected by a majority vote of a quorum of the Commission present at the time of election. The Commission may create and fill such other offices or committees as it may deem advisable.

Section 5.2 - Temporary Chair

At the annual organizational meeting, the Planning Commission will name a member as Pro-Tem of the Commission, to perform the duties of temporary chair in the absence of both the Chair and Vice-Chair. Likewise, when the Chair or Vice-Chair are presiding, they shall have the right to turn the duties of the chair over to the Pro-Tem, should the situation warrant.

ARTICLE VI: QUORUM

Section 6.1 - Quorum

A majority of the appointed members of the Commission present at a regular or special meeting shall constitute a quorum to take action at any meeting.

ARTICLE VII: DUTIES OF THE OFFICERS

Section 7.1 - The Chairperson

The Chairperson shall be the chief executive officer of the Commission and shall preside at all meetings of the Commission. He/She shall appoint all members to committees or advisory committees, subject to the approval of the Commission, established and provided by the Commission, and shall be an ex-officio member of all committees. He/She shall vote on all motions as a Commissioner. He/She shall sign all documents authorized by the Commission.

The Planning Director shall confer with the Chairperson of the Planning Commission in the preparation of meeting agendas. Action items to be placed before the Commission shall be submitted in accordance with the Commission's adopted Meeting Schedule & Mailing Dates. In the event an action item in need of immediate attention is presented after an established deadline date, the Planning Director shall confer with the Chairperson of the Planning Commission to determine if the item is to be included on the regular meeting agenda. The Planning Commission Chairperson shall decide the fate of the request, and that decision shall be final.

Section 7.2 - The Vice-Chairperson

- A. In the event that the office of the Chairperson becomes vacant by death, resignation, or otherwise, the Vice-Chairperson shall serve as Chairperson until a new Chairperson is elected.
- B. In the event of the absence of the Chairperson or his/her inability to discharge the duties of his/her office, such duties shall, for the time being, devolve upon the Vice-Chairperson.

Section 7.3 – Secretary and Recording Secretary

The Commission may appoint a Secretary or combine this position with the Chair Pro-Tem position. Duties typically assigned to a Recording Secretary shall be provided by the Leelanau County Planning Director or his/her designee. In this capacity, he/she shall record and transmit all minutes of all Planning Commission meetings in accordance with these bylaws. He/She shall be responsible for all correspondence and notices pertaining to meetings or other business of the Planning Commission. (See Section 4.6: Minutes)

ARTICLE VIII: ADVISORY COMMITTEES

Section 8.1 - Advisory Committees

The Commission may appoint and authorize ad-hoc advisory committees to advise the County Planning Commission on how to deal with issues of greater than local concern or on other matters that may arise. Members may consist of governmental officials and individuals whose experience, training and interest in the Commission's work qualifies them to lend valuable assistance to the Commission. The Commission may also appoint various committees of competent citizens to collect information and prepare reports to the Commission on those phases of the comprehensive planning program for which the Commission is primarily responsible.

Advisory committees shall conduct their meetings at a time and place set in accordance with the Open Meetings Act (Act 267, P.A. 1976, as amended). Written notice of meetings shall specify, by agenda, business to be transacted. Each advisory committee shall post a public notice stating the time, date and place of the meeting at least 18 hours before the meeting. The notice shall be posted at or near the County Planning Department and at the County Clerk's Office. Advisory committees without sufficient commissioners to consist of a quorum, and with business limited to providing recommendations to the commission are exempt of the preceding requirements.

ARTICLE IX: COMPENSATION

Section 9.1 - Compensation

Members of the Planning Commission may be compensated for their services as provided by the County Board, including reimbursement of mileage, and per diem. The Planning Commission may make and administer regulations relative to compensation for the travel of its members and employees when engaged in the performance of activities authorized by the County Planning Commission, including attendance at conferences and meetings.

ARTICLE X: COMMISSION BUDGET AND APPROPRIATIONS

Section 10.1 - Commission Budget and Appropriation

The Planning Commission shall review an annual budget prepared by the Planning Department. The County Board annually appropriates and makes available funds for carrying out the purposes and functions permitted under Act 33 of 2008, and Act 110 of 2006, as amended and may match County funds with federal, state, or other local government or private grants. The County Planning Commission may accept and use gifts and grants for Planning Commission purposes. Money so accepted shall be deposited with the County for expenditure by the Planning Commission for the purpose designated by the donor or Commission.

ARTICLE XI: ANNUAL REPORT

Section 11.1 - Annual Report

The Commission shall review an annual written report by the Planning Department to the County Board concerning its operations and the status of planning activities, including recommendations regarding actions by the County Board related to planning and development.

ARTICLE XII: AMENDMENT OF BYLAWS

Section 12.1 - Amendment of Bylaws

These by-laws, in whole or in part, may be altered, amended, added to or repealed by a majority vote of the total Commission membership at any regular or special meeting.

ARTICLE XIII: PARLIAMENTARY PRACTICE

Section 13.1 - Parliamentary Practice

For meetings of the Commission and those ad-hoc advisory committees, the rules of parliamentary practice as set forth in "Robert's Rules of Order" shall govern in all cases in which they are not inconsistent with the standing rules and orders of the Commission and not contrary to any existing laws of the State of Michigan.

Adopted by the Leelanau County Planning Commission, Thursday, July 24, 1975, at the Regular Meeting, with amendments through January 28, 2020.