



# Antrim County Planning Commission



## MEMBERS

**Richard Friske, Jr.**  
12/31/2024

**Leslie Elrod**  
12/31/2025

**James Gurr**  
12/31/2025

**Ron Tschudy**  
12/31/2023

**Bill Hefferan**  
term elected

## ADVISORY

**Stan Moore**  
MSU Extension

## STAFF

**Jeremy Scott**  
County Administrator

**Janet Koch**  
Deputy Administrator

**Tina Schrader**  
Administrative Asst.

**Margie Boyd** Secretary

## OFFICE ADDRESS

P.O. Box 187 Bellaire,  
MI 49615

**PHONE:** 231-533-6265

**FAX:** 231-533-8111

The Antrim County Planning Commission meeting is scheduled for

**Tuesday, March 7, 2023**

Board of Commissioners Room

203 East Cayuga Street, Bellaire, MI

IMMEDIATELY FOLLOWING

A 4:30 PUBLIC HEARING

## **AGENDA ITEMS INCLUDE:**

Call to Order

Pledge of Allegiance

Approval of Agenda (*pg. 2*)

Declaration of Conflict of Interest

Public Comment

Approval of [Minutes from January 10, 2023](#) (*pg. 2*)

Old Business

New Business (*pgs. 3-11*)

- Review: Natural Hazard Mitigation Plan
- Antrim County Master Plan
- Village of Central Lake Master Plan
- ROBIN Grant Letter of Support

Various Matters (*pgs. 12*)

- Communication - Milton Township (*Information Only*)
- Village of Elk Rapids Master Plan (*Information Only*)
- Intent to Plan - Otsego County

Public/Member Comment

Adjourn



## *Memorandum Administration Office*

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March 7, 2023

TO: Planning Commission  
FR: Jeremy Scott, County Administrator  
RE: Approval of Agenda, Minutes

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You should have received your agenda packets via electronic communication on March 2, 2023. If there are no changes or additions to the agenda, please consider the following action:

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the February 2, 2023 agenda as presented.**

You received the minutes from the regular January 10, 2023 Planning Commission meeting via electronic communication on March 2, 2023. If there are no corrections to those minutes, please consider the following action:

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the minutes of the January 10, 2023 meeting as presented.**



# *Memorandum Administration Office*

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March 7, 2023

TO: Planning Commission  
FR: Administration/Planning Office  
RE: Natural Hazard Mitigation Plan Approval

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The current Natural Hazards Mitigation Plan was last adopted by the Board of Commissioners in 2016. It is recommended that a natural hazards mitigation plan be adopted every five (5) years. A Federal Emergency Planning Agency (FEMA) approved plan is required in order to qualify for federal hazard mitigation projects, including flood suppression structures, drainage improvements, or security and monitoring systems. In 2021, Networks Northwest was awarded a Pre-Disaster Mitigation Grant from FEMA as the seven-county regional planning agency responsible for helping update Antrim County's plan.

Over the last 18 months or so, Networks Northwest worked with local county emergency operations directors and emergency service agencies to determine the needs of Antrim County. Some changes have been made to the draft you received in February. An updated version can be found in your packets. This plan addresses the importance of reducing community vulnerability to natural hazards. The analysis includes the differed types of threats in Antrim County and the risk assessment of each hazard. A previous draft of the plan was reviewed by the Planning Commission in September 2022. Representatives from Networks Northwest will be in attendance to answer any questions you may have.

Enclosed in your packet you will find a handful of public comments that were submitted to Networks Northwest prior to the March 7 deadline. After you have had a chance to consider any comments presented at the public hearing, you will be asked to recommend the Local Emergency Planning Committee (LEPC) forward the plan to the Michigan State Police and FEMA. Once FEMA has approved the plan, it will be brought back to all local government boards for adoption. It is expected to be presented to the Antrim County Board of Commissioners around November 2023.

Once you have reviewed the plan and comments, please consider the following motion:

**To approve the Natural Hazard Mitigation Plan and recommend the Antrim County Local Emergency Planning Committee (LEPC) forward the plan to the Michigan State Police and the Federal Emergency Management Agency (FEMA).**



Jennifer Neal &lt;jennifer.neal@networksnorthwest.org&gt;

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**Re: 2023 Antrim County Hazard Mitigation Plan Current Drafts for Review**

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**Dave Gajda** <dcgajda@outlook.com>

Tue, Feb 14, 2023 at 9:22 PM

To: Jennifer Neal &lt;jennifer.neal@networksnorthwest.org&gt;, "Adamek, Matthew" &lt;adamekm@antrimcounty.org&gt;

Cc: Stephanie Marchbanks &lt;stephanie.marchbanks@networksnorthwest.org&gt;

Hi Jenni,

I am the Treasurer and a Board Member of the Village of Bellaire's Downtown Development Authority. Yes, you can enter my comments into your official record and share them with the Planning Commission. Unfortunately, I will not be able to attend the public hearing.

I believe you have correctly located the areas of my Autumn Olive observations. My neighbors on Miley Pointe Drive/Cottage Drive and I have been looking for any available grant funding to eradicate Autumn Olive, but to-date we have been unsuccessful. I reached out to the DNR regarding the Michigan Invasive Species Grant Program, but we don't qualify for this Program. If you know of any grant funding possibilities please let me know. Thanks.

Dave

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**From:** Jennifer Neal <jennifer.neal@networksnorthwest.org>**Sent:** Tuesday, February 14, 2023 9:02 PM**To:** Adamek, Matthew <adamekm@antrimcounty.org>**Cc:** Dave Gajda <dcgajda@outlook.com>; Stephanie Marchbanks <stephanie.marchbanks@networksnorthwest.org>**Subject:** Re: 2023 Antrim County Hazard Mitigation Plan Current Drafts for Review

[Quoted text hidden]



Jennifer Neal <jennifer.neal@networksnorthwest.org>

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## County Natural Hazard Mitigation Plan

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**Roxann Flake** <custersupervisor@hotmail.com>

Thu, Feb 23, 2023 at 11:22 AM

To: "Jennifer.neal@networksnorthwest.org" <Jennifer.neal@networksnorthwest.org>

Good Morning, Jennifer,

The Custer Township Board has had the opportunity to review the final draft of the Natural Hazard Mitigation Plan and is in full support of the materials provided.

I have a prior engagement on March 7 and may not be able to attend the 4:30 public hearing. Please accept this email as the Custer Township Board of Trustees' full support of the Plan and thank you to all parties that helped put this Plan together.

Sincerely,

Roxann Flake

Custer Township Supervisor

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## Re: Question for you on hazard maps for Antrim County Hazard Mitigation Plan

1 message

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**Meyers, Leslie** <meyersl@antrimcounty.org>

Tue, Feb 14, 2023 at 12:49 PM

To: Stephanie Marchbanks <stephanie.marchbanks@networksnorthwest.org>

Cc: "Adamek, Matthew" <adamekm@antrimcounty.org>, Lindsey Bona-Eggeman <lindsey.bonaeggeman@macd.org>

The Lake MI shoreline issue is Phragmites and our entire coast is at risk. Norwood Twp even had a SAD for it- I know it's Charlevoix Co. EWM is a factor in 6 mile Lake (SAD) and near the Clam River and Alden Harbor on Torch. Garlic mustard is an issue in the Coy Mtn rec area and Autumn Olive is a threat every flipping where! My thoughts. L

Sent from my iPhone

> On Feb 14, 2023, at 11:33 AM, Stephanie Marchbanks <[stephanie.marchbanks@networksnorthwest.org](mailto:stephanie.marchbanks@networksnorthwest.org)> wrote:

>

> Leslie, Matt and Lindsey,

>

> On the draft hazard area maps (attached), are there any specific areas of concern regarding invasive species (terrestrial or aquatic) that you think should be indicated?

>

> I realize invasive species are generally a countywide concern, but for example, if a lake has a particular problem with Eurasian milfoil, we can shade that area a specific color to represent an area for invasive species concern. I know the Lake MI shoreline is a priority focus area for invasive species prevention as well - should we shade the land along the coastline to indicate this?

>

> Thanks for your input!

>

> Stephanie Marchbanks

> Community Planner

> Networks Northwest

>

> Desk: 231.439.5247

> Mobile: 231.590.0930

> [stephanie.marchbanks@networksnorthwest.org](mailto:stephanie.marchbanks@networksnorthwest.org) <<mailto:stephanie.loria@networksnorthwest.org>>org <<mailto:stephanie.loria@networksnorthwest.org>>

>

> [[https://docs.google.com/uc?export=download&id=1FbjWtoTUVdVpx\\_M8c5AlvU9t0\\_H1UwRb&revid=0B9Rotp2nSAHodIROclZ2eE1aSFJSY1JyWmkvYW4yNlhkWW1VPQ](https://docs.google.com/uc?export=download&id=1FbjWtoTUVdVpx_M8c5AlvU9t0_H1UwRb&revid=0B9Rotp2nSAHodIROclZ2eE1aSFJSY1JyWmkvYW4yNlhkWW1VPQ)]

> 2240 Mitchell Park Dr., Suite B

> Petoskey MI 49770



## *Memorandum Administration Office*

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March 7, 2023

TO: Planning Commission

FR: Administration/Planning Office

RE: Village of Central Lake Combined Master Plan and Parks & Recreation Plan

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In early February, all Planning Commission members should have received a hard copy of the draft of the Village of Central Lake Master Plan and Parks & Recreation Plan. The Village of Central Lake has requested that the Planning Commission review the draft at your March 7 meeting and provide any comments or suggestions, and to advise the Village as to whether the plan is consistent with the Antrim County Master Plan.

A staff review of the village's plan follows. At your meeting, please consider the following motion:

**That the Planning Commission found no inconsistencies between the Antrim County Master Plan and the draft Village of Central Lake Master Plan & 5-Year Recreation Plan.**

## Central Lake Village Master Plan 2023-2028

Staff Review by Antrim County Administration / Planning Department  
Janet Koch, Deputy Administrator

The Village of Central Lake is in the northwest part of Antrim County, approximately 8 miles north of Bellaire (see map on following page). According to the 2020 ACS 5-year estimate, the population of the Village is 960, which is 4.1% of Antrim County's total population of 23,431 (county population is per 2020 census data).

The plan review's primary responsibility, per the Michigan Planning Enabling Act, P.A. 33 of 2008 as amended, is to state if the draft master plan is considered to be inconsistent with Antrim County's master plan.

Guidelines from the Michigan Association of Planning recommend that the following topics be considered while reviewing a master plan:

- Border Issues
- Issues of greater than local concern
- Comparison with local plan contents
- Comparison with county/regional plan contents
- Comparison to other relevant adopted plans (i.e., historic preservation plan, local wetland protection plan, TIF or brownfield redevelopment plan, etc.)
- Comparison to various implementation strategies.

Per the Planning Enabling Act, a county's comments to a township, village, or other county regarding their draft master plans are advisory only.

### Staff Comments

#### Border Issues

Central Lake Township: There are no border issues between the village's draft master plan and the township's master plan due to the fact that Central Lake Township has no master plan and no zoning.

#### Comparison to Antrim County Master Plan

The County's future land use plan shows the Village of Central Lake as a "Village Center." The following description is from the County Master Plan's Chapter 10: Future Land Use regarding the village center.

*There are five Villages in Antrim County. Each one has a unique character. Some are more developed than others; however, each one has a combination of residential and commercial uses in a small vicinity. This compactness makes them suited for walk-ability, mass transit, and improved services such as water and sewer. It is hoped that these Villages will continue to thrive and remain social centers for people living in Antrim County.*



*These are ideal locations for senior housing, medical services, education centers, and employers. People can travel from their homes to these locations and have their needs met. If they desire to live in these environments, suitable housing can be provided. It is important to help these villages to continue to thrive. This can be achieved by working with the Economic Development Corporation and the Northern Lakes Economic Alliance to provide jobs within these locations; promoting higher density; working with the Antrim County Transportation operations to ensure that each Village has regular public transportation; and communicating with the school boards to build new structures within these areas. It is projected that these Villages will grow in residential and commercial population.*

The Village's draft plan cites the following as goals:

- Provide efficient, cost-effective, and proactive public services that adequately meet the community's existing and future needs.
- Create an active and attractive downtown environment with a diversified local economy, while preserving the natural environment and small town character.
- Provide suitable housing opportunities for all income levels and age groups.
- Maintain, improve and expand Village recreational opportunities.
- Protect and preserve the Village's natural resources, including the waterfront areas and other environmentally sensitive areas.

All the above goals appear to be compatible with the guiding principles described in the County's master plan.

#### Other Considerations

If the Planning Commission wishes to communicate particular considerations to the Village of Central Lake regarding their draft plan, please note these during the meeting and staff will notify the Village.

#### Conclusion

Staff sees no major conflicts or inconsistencies between the existing Antrim County Master Plan and the draft Village of Central Lake Master Plan.





## *Memorandum Administration Office*

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March 7, 2023

TO: Planning Commission

FR: Janet Koch, Deputy Administrator

RE: Realizing Opportunities with Broadband Infrastructure Networks (ROBIN) Grant

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Expanding broadband capacity has been a priority Antrim County project for many years. Over time, we have built communication with other counties, local partners, regional partners, and businesses to stay on top of opportunities.

ROBIN (Realizing Opportunities with Broadband Infrastructure Networks) is a state grant offering a total of \$238.7M, broken up between middle mile (up to 35%) and last mile. Great Lakes Energy Trustream is in the process of applying for a ROBIN grant for last-mile connectivity in the southern part of the County, an area that had thus far not been scheduled for installation.

Trustream has approached the County for assistance with their application. They are asking for letters of support for the application, which is due in mid-March. There is no commitment of funding from the County for this grant; Great Lakes Energy would be the direct recipient. The Board of Commissioners approved a letter of support at their February 16 meeting.

We have connected Trustream with other stakeholders and provided draft letters of support to the pertinent local units of government. The grant, if funded, would provide last mile service to central and southern Antrim County in 2025/2026. Underground work would start in late 2024.

Peninsula Fiber Network (PFN) is also applying for a ROBIN grant. The PFN application is for middle mile construction. However, due to the date of this meeting, and the rapidly approaching grant application deadline, they are not requesting a letter of support from the Planning Commission.

A draft letter of support is attached, which cites the current master plan. If the Planning Commission is supportive, please consider the following motion:

**To authorize the Antrim County Planning Commission Chair to sign a letter of support for the Trustream ROBIN grant application.**



## *County of Antrim Planning Commission*

P.O. Box 187  
Bellaire, Michigan 49615

Phone: (231) 533-6265  
Fax: (231) 533-8111  
www.antrimcounty.org

Jeremy Scott  
*Administrator*

Janet Koch  
*Deputy Administrator*

Tina Schrader  
*Administrative Assistant*

Margie Boyd  
*Secretary*

March 7, 2023

Mr. Jason Guthaus, Infrastructure Program Manager  
Michigan High-Speed Internet Office, Dept. of Labor & Economic Opportunity  
105 W. Allegan St.  
Lansing, MI 48933

Re: Letter of Support for ROBIN grant application

Dear Mr. Guthaus,

The Antrim County Planning Commission would like to support Great Lakes Energy Truestream's application to the ROBIN (Realizing Opportunity with Broadband Infrastructure Networks) Grant Program.

The Antrim County Planning Commission believes that the lack of access to broadband telecommunications is a barrier to development opportunities that could create growth across our rural county. We believe that high-speed fiber internet connectivity promotes economic development, improves the quality of life for our residents, encourages the creation of much-needed housing, and boosts the development of additional infrastructure.

In the Guiding Principles chapter of Antrim County's current master plan, it is noted that the county should, "when appropriate, work with responsible parties to ensure that high-speed internet and wireless communication is available throughout the county."

Truestream's proposed last mile network would provide much-needed service to the southern and central parts of Antrim County. The proposal would also create connectivity options for underserved areas in that same area. This would reduce one of most stubborn barriers to economic growth that Michigan's rural areas are currently facing; the lack of true broadband service.

Thank you for the opportunity to support this application.

Sincerely,

Richard Friske, Jr., Chair  
Antrim County Planning Commission

e-cc: Great Lakes Energy Truestream



## County of Antrim Planning Department

P.O. Box 187  
Bellaire, Michigan 49615

Phone: (231) 533-6265  
Fax: (231) 533-8111  
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Jeremy Scott  
*Administrator*

Janet Koch  
*Deputy Administrator*

Tina Schrader  
*Administrative Assistant*

Margie Boyd  
*Secretary*

January 11, 2023

Ms. Jackie Peterson  
Milton Township Zoning Office  
PO Box 309  
Kewadin, MI 49648  
[sent via email to: [miltonzoning@gmail.com](mailto:miltonzoning@gmail.com)]

Dear Ms. Peterson:

At their organizational meeting on January 10, 2023 the Antrim County Planning Commission reviewed proposed changes to the Milton Township Zoning Ordinance amendments that would reduce the number of Zoning Board of Appeals members to five from seven and amend the special use requirement for Recreational Vehicle Season Park Use.

There was concern was some ambiguous wording in Section 117.1605 R and S2. In both cases, clearly outlined requirements are not established, with subjectivity being the prevalent determination. Additionally, in the case of S2, it is unclear whether it will be the Zoning Administrator or the Planning Commission who may require additional plans.

After review and discussion, the following motion was made and approved:

**Motion by Ron Tschudy, seconded by Bill Hefferan that the Antrim County Planning Commission found no incompatibilities between the Milton Township proposed ZO 2022-02 and ZO 2022-03 amendments and the Antrim County Master Plan. The County Planning Commission recommends approval of ZO 2022-03 but recommends that objective language be established in section 117.1605 parts R and S before approving ZO 2022-02.**

A copy of the draft minutes from the meeting are included with this communication.

Sincerely,

Jeremy Scott  
County Administrator

cc: Milton Township  
Sara Kopriva



*Village of Elk Rapids*

315 Bridge Street  
P.O. Box 398  
Elk Rapids, MI 49629-0398

Phone: 231-264-9274  
Fax: 231-264-6676  
elkrapids.org

**January 18, 2023**

**Antrim County Planning Commission**

PO Box 187  
Bellaire, MI 49615

**RE: Village of Elk Rapids Recreation Plan 2023-2027**

Enclosed for the Antrim County Planning Commission's review is a copy of the 2023-2027 Village of Elk Rapids Five-Year Community Recreation Plan, which was adopted by the Elk Rapids Village Council at a regular meeting held on January 17, 2023. The plan will serve as a guide for recreation projects and programming in the Village for the next five years. The plan is being submitted to the Planning Commission in accordance with the Michigan Department of Natural Resources guidelines for preparing a community recreation plan.

If you have any questions, please contact the Village of Elk Rapids Government Office.

Thank you for your time and consideration.

Sincerely,

**Bryan Gruesbeck, ICMA – CM**  
**Village Manager**

**Cc: State of Michigan Department of Natural Resources**

Northeast Michigan Council of Governments

80 Livingston Blvd Suite U-108 | PO Box 457 | Gaylord, MI 49734 | Voice: 989.705.3730 | Fax: 989.705.3729 | nemcog.org

**Notice of Intent to Update Master Plan: Otsego County, Charlton Township,  
and Elmira Township**

February 22, 2023

Otsego County, Charlton Township, and Elmira Township have begun working with the Northeast Michigan Council of Governments (NEMCOG) to update portions their Master Plans. Each unit of government will retain their own Master Plan, but the units of government are coordinating to work with NEMCOG to update the socio-economic data and the existing land use. NEMCOG will also assist each unit of government individually with other changes throughout.

As required by Public Act 33 of 2008, as amended, the Michigan Planning Enabling Act, notification is being sent to all geographically adjacent governmental entities, utilities, and transportation agencies to request cooperation and comment.

**ADJACENT GOVERNMENTAL UNITS:** Prior to and after adoption of the Master Plan, draft and final copies of the plan will be sent to all adjacent governmental units, as defined in the Michigan Planning Enabling Act, for review and comment. The plan will be transmitted via email unless the governmental unit requests a printed copy (please fill out and return the enclosed sheet to notify us of the preferred email address or to request a printed copy).

**UTILITIES, RAILROADS & PUBLIC TRANSPORTATION AGENCIES:** Utilities, railroads, and public transportation agencies must request copies and may be charged for copies, and postage (please fill out and return the enclosed sheet to request a copy of the Master Plan update). Note: there will be no charge to utilities and public transportation agencies that choose to receive the plan via email.

Thank you for your cooperation and we look forward to your participation in this important project!

Sincerely,



Regional  
Cooperation  
Since  
1968

Denise Cline, Deputy Director/Chief Planner  
Northeast Michigan Council of Governments (NEMCOG)

Alcona \* Alpena \* Cheboygan \* Crawford \* Emmet \* Montmorency \* Oscoda \* Otsego \* Presque Isle