



# Washtenaw County Department of Planning & Environment

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## Planning Advisory Board Meeting Minutes Monday, March 28, 2005

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### **Members Present**

Bobrin, Brackenbury, Dries, Gray, Kelly, Knol, Lewis, Meyer, Smith, Solowczuk, Walz, Williams

### **Members Absent**

none

### **Staff Present**

Brinkman, Golke, Kaplan, VanDerworp, Watkins

### **Call to Order and Roll Call**

Chair Pat Kelly called the meeting to order at 6:09 p.m. Second-Vice Chair Anne Williams, took roll call. There is a quorum.

### **Approval of Agenda**

Brackenbury motioned for approval of the agenda, Walz supported. All in favor, the motion carried. The agenda was approved.

### **Public Comment**

No public comment presented.

### **Report of the Chair – Pat Kelly**

There was no report from the Chair

### **Report of the Director – Tony VanDerworp**

VanDerworp distributed copies of an article from the Planning and Zoning News and discussed the topic of contract zoning.

The department has been receiving requests by local governments to perform site reviews. The department has also been receiving requests to comment on proposals from developers and citizens. The department's policy is to not perform site plan reviews. The department will certainly meet with anyone to discuss their project and how it fits within the context of a Comprehensive Plan for Washtenaw County.

The department has been working on Activity Centers and infill development for the city of Ypsilanti. Updates on these two projects will be forthcoming.

Chair-Pat Kelly asked about the master plan review process and the issue of receiving the county's comments late in the process. This is expensive for local governments to make changes at that stage in the process.

A handout on the current process was distributed to PAB members. VanDerworp agreed that the county input should be at the beginning of the process. Bobrin stated that the Office of the Drain Commissioner does early review of site plans, sometimes of only a sketch plan. VanDerworp said the department should put together a process and offer to local governments. There may also be a need to draft legislation. Smith said that the evaluation of the process and comments should be sent to the legislature.

### **Approval of Minutes**

Bobrin motioned for approval of the February 28, 2005, minutes, Gray supported. No discussion. All in favor, motion carried. The minutes were approved as submitted at the meeting.

### **Old Business**

Vanderworp gave a brief report on the workshop he attended on March 8<sup>th</sup> at the Washtenaw Farm council Grounds called "Growing Food System Economic Development" an agricultural initiative by MSU Extension and other collaborative partners, including the Department of Planning and Environment.

- There were various discussions about the project at the meeting where there were about 100 attendees
- Several committees will be formed for the project
- The cost of the project was discussed as well the possibility of grant funding for the project

### **New Business**

Smith-The coordinated Planning Act was reintroduced. He is working with Marshall Labadie of staff on a solid waste initiative regarding a per household solid waste fee for recycling.

### **Committee Reports**

There were no committee reports.

### **Other Items for Discussion**

#### **State PDR Program- Farmland Preservation Funding (Presentation)**

Brinkman gave presentation of the program to qualify Washtenaw County for the State's PDR program that begins April 4, 2005. The State has approximately \$2.7 Million available for a grant through the Michigan Agriculture Preservation Board. In this presentation he outlined:

- Process and application structure for local units to follow to apply for the program
- Target dates/deadlines for submission
  - a. RFP to be issued September 15, 2005
  - b. Applications due 45 days after-November 1, 2005
  - c. Grant awarded by December 15, 2005
- Requirements for qualification for the program (Township/County)
  - a. Comprehensive Plan and required language and amendments, Resolutions to support PDR program (Township)
  - b. Master Plan-updated in last 5 years various language and land use designation and category name requirements (Township)

- c. Ordinances, Scoring system, monitoring and enforcement (County)  
County PDR Ordinance-adopted April, 2004  
County PDR Scoring system-adopted April 2004
- d. Determine process by which to receive and evaluate applications-March-June 2005
  - Washtenaw County BOC appoints ALPAC if needed-July, 2005
  - Work with Townships to collaborate on application processes-March-July, 2005
- e. Develop monitoring/enforcement and ownership with townships, land trusts and County  
March-August, 2005
- f. Assemble Pre-qualification materials for County Applications Aug. 1-Sept. 15, 2005
- g. Hold county application round-Sept. 15-Oct. 20, 2005
- h. Submit scored and ranked applications to the Michigan Agricultural Preservation Board for their review.
- i. How the selection of those awarded funding would be made

Brinkman included a listing of the current townships that have master plans and PDR's. He outlined the timeline for the RFP and support offered to the Townships by staff to qualify for the program including:

- Analysis of each individual Master Plan sent-March/April 2005
- Meet with interested Twp. on their requirements-April-June, 2005
- Drafts for Township Master Plan Amendments- June 15, 2005
- State Coordinated Planning Act requirements on amendments-June 15-Sept 1, 2005
- Amendments approved by Township Boards- August 1- September 15, 2005
- Interested Townships submit resolutions of support for County PDR Program Aug. 15, 2005

There was a brief discussion among members and several questions answered about the program by Brinkman.

### **Acting & Thinking Regionally (Presentation)**

VanDerworp stated that this presentation corresponds with Chapter 13 of the Comprehensive Plan and the impetus to move toward more formal arrangements in planning and delivery of public service. The various items he discussed were:

- Why regional cooperation is important
- County role in regionalism
- Regional cooperation and cost of services
- Need for a more comprehensive approach
- County role in regionalism-process considerations

There was further discussion regarding:

- The gap than can occur between the services provided and the services the communities are demanding the discussion and approach of the topic at the upcoming Workshop
- Current attitude and concerns of the local Townships
- Should the county take a lead role in or maintain information/education role
- How and when should local government be involved
- What additional information is needed and what next steps are needed to refine proposal

### **Local Government Workshop 2005**

Kaplan discussed the handout given to members regarding proposed dates and draft agenda for the Local Government workshop. The date of May 31, 2005, 7-9 pm was chosen. The workshop will be at the Washtenaw Intermediate School District.

Members were encouraged to review the draft agenda and submit ideas and feedback to Kaplan who will report on at the next meeting.

### **Future Agenda Items**

There were no future agenda items.

### **Public Comment**

Alice Ralph from the Historic District Commission encouraged members to attend a meeting on April 19, 2005, from 10 a.m. to noon at Zeeb Road to discuss the Gordon Hall project.

### **Adjourn**

Chair Kelly asked for a motion to adjourn the meeting. Solowczuk motioned for adjournment, Gray supported. All in favor, motion carried. The meeting ended at 8:00 p.m.

The next regular meeting is scheduled for April 25, 2005, at 6:00 p.m. at 705 N. Zeeb Road, **MSU lower level Conference Room.**