

Keweenaw County Planning Commission

Draft Minutes Regular Meeting

May 27, 2025

Keweenaw County Courthouse 4:00 PM

Roll Call: John Parsons: present Bob Pokorski: present
 Steven Siira: present Harvey Desnick: present
 Bob DeMarois: present Don Simila: excused absence
 Susan Hockings, Zoning Administrator: present

5 Member quorum is present, meeting was appropriately posted.

Pledge of Allegiance

Approve Agenda: M/Pokorski S/Siira to approve without amendments. Motion carried.

Approval of Minutes: M/Pokorski S/Parsons to table approval of January 27th 2025 minutes to the next regular meeting. Motion carried.

Guests: None

Public Comment: None

New Business:

1. Election of Planning Commission Officers

- a. M/ Pokorski S/ Desnick to nominate John Parsons as Chair.
Unanimously approved
- b. M/ Parsons S/Desnick to nominate Robert Pokorski as Vice Chair.
Unanimously approved
- c. M/Pokorski S/Desnick to nominate Don Simila as Secretary.
Unanimously approved

2. Appointment of Planning Commission member to the Zoning Board of Appeals

M/Parsons S/ Siira to appoint Harvey Desnick as ZBA Liaison. Unanimously approved

3. Discussion and Review of Bylaws and PC membership

- a. M/ Pokorski S/Desnick to form a special committee working in coordination with the Zoning Administrator (see attached) to review and provide written suggestions and corrections to the current PC Bylaws.
Unanimously approved

b. M/Parsons S/Siira to appoint Simila (who had expressed interest) to the subcommittee and DeMarois requested to be appointed as well. Hockings noted that no more than two members be appointed in compliance with OMA. Unanimously approved to appoint Simila and DeMarois to Bylaws special committee.

c. Discussion of the current number of members to the planning commission, and a need to fill vacancies. Recommendation to have DeMarois and Hockings discuss openings with the Board of Commissioners for action.

4. Set PC regular meeting dates. Following discussion, regular meeting dates for 2025 were set as: the last Monday of the month at 4:00pm except for May 27th (Tuesday @ 4pm), November 10th (Monday @ 4pm), and December 15th (Monday@ 4pm).

5. Review of Zoning Forms submitted by the Zoning Administrator. M/Parsons S/Pokorski to approve a recommendation to the BOC for consideration of the following zoning forms: Zoning Compliance Application, Special Land Use Application, Conditional Use Application, Zoning Complaint Form, and Zoning and Building Permit Flow Chart. Unanimously approved.

Old Business:

1. Master Plan updates and schedule. Pokorski gave update on progress and scheduling for the Master Plan. He noted that consultant Pat Coleman of North of 45 LLC has already begun work. (See attached) The next step is to schedule a Master Plan kickoff meeting, and a Planning Commission Special Meeting date for the kickoff (2-3 hours) was scheduled for Monday June 16th at 4:00. Pokorski will notify Coleman.
2. Set date for a Public Hearing concerning Black Bear Inc. rezoning request. The Public Hearing date was set for July 14th, 2025 at 4:00pm. Zoning Administrator will notify Trina Anderson, agent for Black Bear Inc, and publish public notices.

Public Comment: Kathy McEvers thanked the Planning Commission for considering working people when setting meeting times.

Final Comments: Next regular meeting is June 30th 2025 @ 4:00.

M/Pokorski S/Desnick to adjourn at 4:52pm



Keweenaw County
Eagle River, Michigan

Keweenaw County Planning Commission
2025 – 2026 Master Plan Quarterly Report

To
The Nature Conservancy
Quarter Ending March 31, 2025

Part I – Narrative

Per the grant agreement between The Nature Conservancy and Keweenaw County signed Nov 2024, quarterly reports from Keweenaw County to TNC are expected on the final business days of the following months and years: April 2025, July 2025, Nov 2025, Jan 2026, April 2026, July 2026, and Nov 2026 (close-out). As outlined in the agreement, quarterly reports must include:

- A brief narrative of the activities progressed or accomplished from Section 2 of the grant agreement's work plan, and any additional pertinent information.
- Description of any deviations from the activities outlined in Section 2 of the grant agreement's work plan and/or the timeline in Section 4 of that work plan.

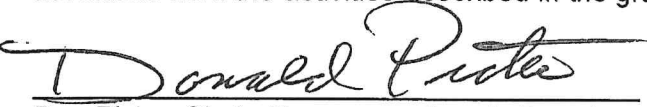
Since the grant agreement was signed in November 2024 the Planning Commission sent out requests for proposals for consultants on November 22, 2024 with a deadline for submittal by January 15, 2025. Six consultancies submitted proposals, five from Michigan and one from Montana. The proposals were shared and reviewed by a committee for evaluation. The proposals were scored by each committee member utilizing an evaluation rubric developed by the Planning Commission. On January 25 the committee met and reaching consensus selected a consultant for recommendation to the Planning Commission. The Planning Commission approved of the committee's recommendation and forwarded it on to the Keweenaw County Board of Commissioners for approval. The Board of Commissioners approved the recommended consultant at their February 19, 2025 regular meeting. At that meeting an agreement was signed and Patrick Coleman of North of 45 LLC was engaged as consultant on the Master Plan Project.

Although our kick off meeting between the consultant and the Planning Commission was to be no later March 15, 2025 there have been extenuating circumstances that have prevented that meeting from occurring. The County Board of Commissioners and the Planning Commission have been having a dispute over membership of a Planning Commissioner. Resolution of the dispute is hoped to occur before the end of May. Once the dispute is resolved the expectation is that a kick off meeting will be scheduled in June.

The issue mentioned above has not prevented the consultant to begin work on several items so that once the kick off meeting is held, the Planning Commission can get back on track. None of this should impede the county from completing the process on schedule and within budget.

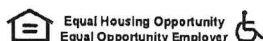
Tasks specifically completed by the consultant are attached.

I certify that this narrative accurately summarizes activities progressed or accomplished and any deviations from the activities described in the grant agreement's work plan.


Don Piche, Chair, Keweenaw County Board

May 21, 2025
Date

5095 4th Street Eagle River, Michigan 49950
www.keweenawcountyonline.org





Keweenaw County
Eagle River, Michigan

Part II - Financial Report & Invoice

May 21, 2025

Keweenaw County
Attn: County Treasurer
5095 4th Street
Eagle River, MI 49950

RE: Quarterly Report Per Grant Agreement between The Nature Conservancy & Keweenaw County

Dear TNC,

Please remit payment for **Q1 2025** of **\$0** per the grant agreement signed November 2024 and the costs outlined below (receipts attached) and in Part I of this Quarterly Report:

Expense Detail	Q1 2025	Paid to Date	Remaining Grant Balance
<i>[Detail consultant expense]</i>	\$0	\$0	
<i>[Detail consultant expense]</i>	\$0	\$0	
<i>[Detail consultant expense]</i>	\$0	\$0	
<i>[Detail consultant expense]</i>	\$0	\$0	
<i>[Detail consultant expense; add rows]</i>	\$0	\$0	
Total Consultant Expenses	\$0	\$0	\$72,500
<i>[Detail meeting expense]</i>	\$0	\$0	
<i>[Detail meeting expense]</i>	\$0	\$0	
<i>[Detail meeting expense; add rows]</i>	\$0	\$0	
Total Meeting-related Expenses	\$0	\$0	\$2,500
Total request	\$0	\$0	\$75,000

Please make the check payable to *Keweenaw County* and send to the following address:

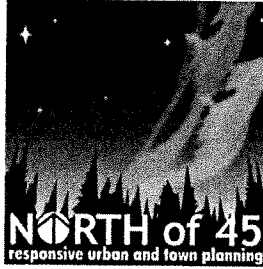
Keweenaw County
Attn: County Treasurer
5095 4th Street
Eagle River, MI 49950

Sincerely,

Eric Hermanson
Keweenaw County Treasurer

5095 4th Street Eagle River, Michigan 49950
www.keweenawcountyonline.org





TO: Keweenaw County Planning Commission

FROM: Patrick Coleman, AICP

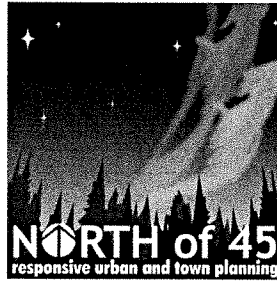
DATE: April 11, 2025

RE: Quarterly Report #1

On February 19, 2025, the Keweenaw County Board approved and entered into a contract with North of 45 LLC for professional planning services for a new Master Plan. Since that date, we have been working to initiate the planning process and gather data and information. The kick-off meeting will be scheduled in May. The following Master Plan tasks and activities are underway:

1. Obtained Keweenaw County parcel and land ownership GIS shape files from the County and are currently preparing base maps by Township and a composite County-wide base map for use in the project.
2. Gathering and reviewing pertinent reports and information about Keweenaw County, including:
 - Current "Blueprint for Tomorrow" Master Plan
 - New Keweenaw County Recreation Plan
 - Blueprint for the Keweenaw Heartlands report
 - Keweenaw County Zoning Ordinance
3. Provided the County Zoning Department with a notification memo, a list of utilities and stakeholders, and instructions for mailing notifications about the start of the planning process, as required by Michigan PA 33 of 2008. The County mailed the notices out on March 31, 2025.
4. Started drafting community survey questions.
5. Obtained a printer/mailling quote and determined methodology for a postcard mailing to all property owners in the County to notify them of community engagement meetings (schedule TBD). The County will provide the mailing list in Excel spreadsheet format.
6. Started to build the project website, which will go live following the finalization of the community survey and public engagement schedule. The website will provide the link to the community survey, background documentation, schedule of upcoming meetings, and draft plan documents as they are developed.

**48684 N. Grosse Pointe Shores Road
Hancock, MI 49930
906.370.9953
northof45llc@gmail.com**



Project Schedule (revised 5/26/25)

<u>Task</u>	<u>Completion</u>
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Task 1: Project Initiation	June, 2025
Task 2: Public Engagement, survey and open house	August-September, 2025
Task 3: Draft Plan	January, 2025
Task 4: Adoption and Final Plan Preparation	April-May, 2026

Task 1 includes:

Notifications	Complete
Project website	In progress, website is live, waiting for schedule and survey
Base Mapping	Base Map complete, other plan maps in progress
Kick-off meeting	To be scheduled
Survey draft	In progress
Mailing postcard draft	In progress, draft completed, waiting on schedule and survey
Data Collection/Analysis	In progress

Kick-off meeting to include introductions, short Master Plan training workshop, survey discussion, identify/confirm stakeholder groups, project schedule discussion. Plan for a 2-3-hour meeting, probably a Special Meeting so we can focus on the Master Plan

Survey: What are key issues that the Planning Commission would like survey input on? It would be beneficial to have those prior to the kick-off meeting so that questions can be drafted. As we discuss the survey, additional questions will be identified.

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KEWEENAW COUNTY PLANNING COMMISSION
RECOMMENDATIONS FOR CONFLICT OF INTEREST IN BYLAWS

DUTIES OF ALL MEMBERS: Each member of the Planning Commission shall avoid conflicts of interest and/or incompatibility of office.

A. Conflicts of Interest

1. Each member of the Keweenaw County Planning Commission shall avoid conflicts of interest/or incompatibility of office.

2. Before entering into discussion or casting a vote on a matter on which and elected or appointed board or commission member may reasonably be considered to have a conflict of interest, the member shall verbally disclose the potential conflict of interest to the chair of the board or commission. This verbal identification of a potential conflict of interest shall be documented in the minutes.

3. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:

- a. Issuing, deliberating on, voting on, or reviewing a case concerning him or her.
- b. Issuing, deliberating on, voting on, or reviewing a case concerning work on land owned by him or her.
- c. Issuing, deliberating on, voting on, or reviewing a case involving a corporation, company, partnership, or any other entity in which he or she is a part owner, or any other relationship where he or she may stand to have a financial gain or loss.
- d. Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a specific pecuniary benefit to him or her.
- e. Issuing, deliberating on, voting on, or reviewing a case concerning his or her spouse, children, stepchildren, grandchildren, parents, brothers, sisters, grandparents, parents-in-law, grandparents-in-law, or other members of his or her household.
- f. Issuing, deliberating on, voting on, or reviewing a case where his or her employee or employer is:
 - 1) An applicant or agent for an applicant, or
 - 2) Has a direct interest in the outcome.

4. If there is a question whether a conflict of interest exists or not shall be determined by a simple majority of remaining Planning Commission members present at the meeting. A roll call vote shall be taken, and the decision shall be documented in the minutes of the Planning Commission.
5. When a conflict of interest exists, the member shall cease to participate in the matter for which he or she has the conflict of interest.
6. Failure to disclose a potential conflict of interest constitutes malfeasance in office.
7. This policy shall be reviewed annually at the first commission meeting of each year and shall be agreed to and signed with each new term in office.

B. *Ex Parte* contact.

1. Members shall, whenever possible, avoid *ex parte* contact about cases where either an administrative decision or a recommendation to the Keweenaw County Board of Commissioners is before the Planning Commission.
2. Members shall refrain from instigating *ex parte* contact by publicly voicing their opposition to, or approval of, cases where either an administrative decision or a recommendation to the Keweenaw County Board of Commissioners is before the Planning Commission.
3. Despite one's best efforts it is sometimes not possible to avoid *ex parte* contact. When an unavoidable *ex parte* contact occurs, the member should take detailed notes on what was said and shall disclose same to the Planning Commission at a public meeting or hearing, including the nature of the discussion during the contact.
4. Failure to disclose *ex parte* contact constitutes malfeasance in office.
5. This policy shall be reviewed annually at the first planning commission meeting of each year and shall be agreed to and signed with each new term in office.