

KEWEENAW COUNTY PLANNING COMMISSION  
Regular meeting  
Draft Minutes  
December 9, 2024, 4 pm

APPROVED JAN 27 2025

Roll call:                    John Parsons, present                    Steven Siira, present  
                                 Barry Koljonen, absent                    Harvey Desnick, absent  
                                 Daniel Yoder, present                    AJ Kern, present  
                                 Bob Pokorski, present                    Bob DeMarois, County board rep., present

Five member quorum **present**, meeting was properly posted.

Pledge of allegiance **recited**

Approve agenda

*Parsons requested that agenda be modified to include "CREO discussion" as item 2 under old business, with remaining subsequent old business topics to be renumbered.*

**Motion by Pokorski to approve the agenda as amended.**

**Motion to approve (M) Pokorski /Second (S) Siira, motion carried.**

Approve minutes of previous regular meeting (October 28, 2024)

**M to approve Pokorski / S Parsons, motion carried.**

Approve minutes from public hearing (November 12, 2024)

**M to approve Kern / S Pokorski, motion carried.**

Guests: *Guests acknowledged and invited to present public comment.*

\*Public comment:

*J. Kern – Stated he sent letter to planning commission regarding Black Bear re-zoning request. Requested that members review it prior to setting date of public hearing. Expressed concerns about transparency between TNC and Black Bear and public about leases. Stated that site plan should be required for re-zoning request. Expressed concerns about future revenues for county should TNC property move into public hands.*

\*A time for public comments, not intended to be a period of dialogue. Each person who wishes to speak shall state their name and place of residence. Comments shall be limited to three (3) minutes or less for those who wish to address the planning commissioners.

Zoning Administrator report (Susan Hockings):

*No agenda items to discuss*

County Board update (DeMarois):

*DeMarois stated that board of commissioners may have update on zoning administrator position soon, but there are no formal updates yet. Stated that the Keweenaw Outdoor Recreation Coalition (KORC) may be willing to offer financial support to help fund cost of zoning administration.*

ZBA report (Kern):

*Kern said no recent meetings to report on. Shared that there may be at least 1 vacancy on ZBA, nothing official yet.*

New business:

1. Set date for Black Bear public hearing

*Parsons stated that he was advised by zoning administrator Hockings and County attorney Miller that the Black Bear re-zoning application must be accepted and go to public hearing. Kern disagreed, citing excerpts of sections 18 and 20 of zoning ordinance. Kern's opinion is that application is incomplete and should have a site plan prior to public hearing to document intended uses of property. Hockings stated that property owner does not have to declare intent when requesting re-zoning and provided handout showing excerpts Michigan law and county zoning ordinance. Parsons noted that moving the application to public hearing is not the same as approving the re-zoning request. Hockings concurred with Parsons that the request must go to public hearing.*

**Motion by Parsons to set a date for public hearing for Black Bear re-zoning application.  
M to approve Parsons / S Pokorski, motion carried.**

*Members discussed best date for public hearing.*

**Motion by Parsons to hold public hearing for Black Bear re-zoning request on Tuesday,  
January 14, 2025, at 4pm.**

**M to approve Parsons / S Pokorski, motion carried. Kern opposed.**

*Parsons exhorted members to review the RR and RS districts prior to public hearing and asked members to consider whether any personal conflicts exist that would impede members' ability to consider the request impartially.*

Old business:

1. Master plan update (Pokorski)

*Pokorski shared update about master plan and TNC grant. Request for proposals has gone out and the timeline for the grant agreement has started. Four inquiries have been received to date. Deadline for applicants to submit proposals is January 15, 2025, at which time review committee consisting of Parsons, Pokorski, Don Piche, and Rich Probst will review. Pokorski presented a suggested scoring rubric that he emailed members on 12/02/2024 that the review committee can use in reviewing applicants. Committee will score applicants, then present recommendation to planning commission at next regularly scheduled meeting January 27, 2025, after which the recommendation can be sent to the County board.*

**Motion by Pokorski to approve scoring rubric as presented.  
M to approve Pokorski / S Kern, motion carried.**

2. CREO discussion

*Parsons updated members that CREO is still a topic to be mindful of and suggested that members may want to incorporate best practices into ordinance to guide large scale alternative energy developments. However, dozens of local governments have sued the State regarding the law, and Parsons suggested waiting and seeing what happens next. No motions made.*

### 3. Fee schedule

*Parsons said that county board has taken a renewed interest in zoning issues and is interested in setting fee schedule to help offset cost of zoning administration. Hockings concurred and provided some ideas to members on typical fees assessed by neighboring or similar communities in the Upper Peninsula. Yoder referenced section 18.7.5 of ordinance which outlines the setting of fees and recommended that the zoning administrator work together with the county board to set the fees, leaving the planning commission out of deciding on fee amounts. Parsons recommended providing some recommendations of fees to county board. Members discussed various fee types and amounts.*

**Motion by Pokorski to provide the following fee recommendations to county board:**

- \$50-\$100 zoning permit
- \$400-\$600 rezoning request
- \$400-\$600 special meeting/public hearing
- \$250 conditional use permit
- \$400-\$600 site plan review
- \$1,000 PUD/condominium review
- \$400-\$600 variance request/appeal

**M to approve Pokorski / S Kern, motion carried.**

### 4. Full time zoning administrator (ZA)

*Parsons shared that he thinks a full time zoning administrator position may be forthcoming. DeMarois stated that he thinks county board is leaning toward hiring a ZA full time, especially with potential KORC funding support. Consensus among members that the zoning administrator position needs to be a full time role. No motions made.*

### 5. New members / planning commission vacancies

*Parsons reviewed upcoming vacancies on planning commission with Yoder's term expiring and Koljonen resigning. Parsons has contacted Don Simula, who has expressed interest. Kern said that she has a potential lead, too. Parsons said that a school district member and a representative of a neighboring community would be desirable. Parsons asked members to have interested parties submit their name to Julie Carlson. No motions made.*

### 6. Planning commission officers

*Parsons led discussion on planning commission officer roles for upcoming year. Parsons is willing to chair again if the county board authorizes a full time zoning administrator.*

**Motion by Parsons to elect Parsons as chair, Pokorski as vice-chair, and Kern as secretary.  
M to approve Parsons / S Siira, motion carried.**

Public comment: *none*

Final comments:

*Yoder recommended that correspondence received from public member J. Kern regarding Black Bear rezoning request be included in recorded minutes. Parsons stated that Julie Carlson is gathering letters regarding this issue, which will be presented to planning commission for the public hearing. J. Kern's letter will be included in this.*

*Member Kern noted that Hocking referenced State law, not county ordinance, when suggesting that*

*Black Bear public hearing should proceed.*

*Hockings distributed notice from Eagle Harbor Township inviting comment on their new master plan within 63 days of December 2, 2024.*

Next regular meeting January 27, 2025, at 4pm

**Motion to adjourn**

**M to approve Pokorski / S Siira, motion carried.**

**125.3405 Use and development of land as condition to rezoning.**

Sec. 405. (1) An owner of land may voluntarily offer in writing, and the local unit of government may approve, certain use and development of the land as a condition to a rezoning of the land or an amendment to a zoning map.

(2) In approving the conditions under subsection (1), the local unit of government may establish a time period during which the conditions apply to the land. Except for an extension under subsection (4), if the conditions are not satisfied within the time specified under this subsection, the land shall revert to its former zoning classification.

(3) The local government shall not add to or alter the conditions approved under subsection (1) during the time period specified under subsection (2) of this section.

(4) The time period specified under subsection (2) may be extended upon the application of the landowner and approval of the local unit of government.

(5) A local unit of government shall not require a landowner to offer conditions as a requirement for rezoning. The lack of an offer under subsection (1) shall not otherwise affect a landowner's rights under this act, the ordinances of the local unit of government, or any other laws of this state.

History: 2006, Act 110, Eff. July 1, 2006

MI Law ↑

Keweenaw Zoning ↓

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**Section 20.2 INITIATION OF AMENDMENTS**

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- A. The regulations and provisions stated in the text of this Ordinance and the boundaries of zoning districts shown on the Zoning Map of Keweenaw County may be amended pursuant to the County Zoning Act, Public Act 110 of 2006.
- B. Amendments may be initiated by the Board of Commissioners, the Planning Commission, a Township Board of Trustees whose township is under the jurisdiction of this Ordinance or by petition of one or more persons having an interest in the property to be affected by the proposed amendment. Each petition for amendment shall be submitted to the Zoning Administrator who shall refer it for recommended action to the Planning Commission.

ZA Hockings handout @ PC meeting 12-9-24.



**December 9 Meeting Agenda Item - Evaluation Rubric for Proposals for Master Planning Consultant Services**

1 message

Robert Pokorski <[redacted]> Mon, Dec 2, 2024 at 4:03 PM  
To: John Parsons <[redacted]>, AJ Kern <[redacted]>, Barry Koljonen  
<[redacted]>, Steve Siira <[redacted]>, Daniel Yoder <[redacted]>, Harvey  
Desnick <[redacted]>

John - Please add to the agenda an item for the PC to review, edit and approve of an evaluation rubric for the Master Plan RFP Bid Review Committee to use in the evaluation of proposals received. A draft of this rubric was shared back in the spring. I am attaching a copy of the rubric for the PC to review in advance of the December 9 Meeting.

PC Members - Please review the attached and be prepared to discuss and act on this at our December 9 meeting.

Since the approval of the agreement with TNC on funding the Master Plan project the clock has started as outlined in the agreement. The RFP was posted on the county website, notices were sent to the Daily Mining Gazette and the RFP was posted on the Michigan Chapter of the American Planning Association's website. All of this was done in accordance with the timeline outlined in the grant agreement.

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 **Draft Evaluation Scoring Rubric RJP 20240426.pdf**  
128K

**RFP RUBRIC: KEWEENAW COUNTY MASTER PLAN 2025**

<b>1. PROPOSED BUDGET (36 POINTS)</b>		
<b>Point Range</b>	<b>13-24</b>	<b>26-36</b>
<b>Description</b>	This respondent's proposed budget is not clearly explained and/or is high relative to qualifications, knowledge, or services provided.	This respondent's proposed fee is clearly explained and/or is competitive relative to qualifications, knowledge, or services provided.
<b>Points Assigned</b>		

<b>2. PROFESSIONAL QUALIFICATIONS (30 POINTS)</b>		
<b>Point Range</b>	<b>11-20</b>	<b>21-30</b>
<b>Description</b>	This respondent does not have or has limited qualifications necessary for satisfactory performance of required services.	This respondent has significant qualifications necessary for satisfactory performance of required services.
<b>Points Assigned</b>		

<b>3. Approach and methodology for the project. (27 POINTS)</b>		
<b>Point Range</b>	<b>10-18</b>	<b>19-27</b>
<b>Description</b>	This respondent provided a marginal approach & methodology for the project	This respondent provided an exceptional approach & methodology for the project
<b>Points Assigned</b>		

<b>4. Demonstrated understanding of the Michigan Planning Enabling Act and related regulations. (27 POINTS)</b>		
<b>Point Range</b>	<b>10-18</b>	<b>19-27</b>
<b>Description</b>	This respondent provided a marginal understanding of the Act & related regulations	This respondent provided a exceptional understanding of the Act & related regulations
<b>Points Assigned</b>		

5. Capacity to accomplish the work in the required time. (24 POINTS)		
Point Range	1-8	17-24
Description	This respondent does not have or does not explain capacity to accomplish work in required time.	This respondent indicates capacity to accomplish work in required time.
Points Assigned		

6. References and past performance on similar projects. (24 POINTS)		
Point Range	1-8	17-24
Description	This respondent provided few, current or inadequate references	This respondent provided several current and exceptional references
Points Assigned		

7. ABILITY TO WORK COLLABORATIVELY (18 POINTS)		
Point Range	1-6	13-18
Description	This respondent does not have demonstrated ability to work collaboratively with a community stakeholder planning committee.	This respondent has significant demonstrated ability to work collaboratively with a community stakeholder planning committee.
Points Assigned		

8. Firm's knowledge and work history with Keweenaw County and/or within the region (18 POINTS)		
Point Range	1-6	13-18
Description	This respondent does not demonstrate knowledge of the locality of the project and the intent of this project.	This respondent demonstrates significant knowledge of the locality of the project and the intent of this project.
Points Assigned		

Total Score = \_\_\_\_\_ % (SCORE/204) = \_\_\_\_\_





**To: Interested Local Governments, Organizations and Utility Companies**

**From: Eagle Harbor Township**

**RE: Eagle Harbor Township Master Plan Review**

**Date: November 27, 2024**

*[Signature]*  
RECEIVED DEC 02 2024  
RECEIVED DEC 02 2024

Please be advised that the Eagle Harbor Township Planning Commission has prepared a new Master Plan to guide the future development of the community. Pursuant to Michigan Public Act 33 of 2008, you are hereby notified and are invited to comment on the updated Master Plan within 63 days of receipt of this notice. For your convenience, the Master Plan is posted on the Eagle Harbor Township website [www.eagleharbortwp.org/home](http://www.eagleharbortwp.org/home) Written comments may be sent to: Eagle Harbor Township Planning Commission 321 Center Street Eagle Harbor, MI 49950 If you have any questions, please contact the Township at (906)289-4407.