

**VILLAGE OF ONEKAMA
PLANNING COMMISSION MEETING AGENDA
Tuesday, July 14, 2026
6:00 P.M.
Location: Farr Center
5283 Main Street, Onkama, MI
(231) 889-3171**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

ACCEPT/AMEND AGENDA

APPROVAL OF MEETING MINUTES

1. June 9, 2026

PUBLIC HEARINGS

NEW BUSINESS

1. Raising Manistee County Initiative: Proposing solutions to promote reliable childcare
 - Proposed Childcare Zoning Ordinance
2. Master Plan Recommendation: Residential lot sizes (discussion only).
 - Communication received

OLD BUSINESS

PUBLIC COMMENT (3 MINUTES)

ADJOURNMENT

Village of Onekama Planning Commission
June 9, 2026 Meeting Minutes—DRAFT
5283 Main Street, Onekama, MI

Meeting called to order at 6:00 p.m.

Members present: Chair Christopher Forth, Vice Chair Debby Storms, Tom Foster. One other member of the public was present.

Approval of the Agenda: Motion by Foster, seconded by Storms, to approve the agenda. All in favor, motion carried.

April 14, 2026 Meeting Minutes: Storms asked why de elopement of a mixed-use zoning ordinance is a priority as outlined in the meeting minutes related to implementation strategies in the Master Plan. Forth explained the desire to attract types of development. However, the zoning code does not include a mixed-use zoning district that would permit these types of development projects. Foster indicated the implementation priorities, including development of a mixed-use zoning district, have been reviewed and accepted by the Village Council. Motion by Foster, seconded by Storms, to approve the April 14th draft meeting minutes. The motion was unanimously approved.

Public Hearings:

None

New Business:

1. Raising Manistee County Initiative: Proposing solutions to promote reliable childcare. Chair Forth introduced Mr. Michael Szokola, Networks Northwest, who presented a PowerPoint presentation regarding the lack of quality, affordable childcare throughout Manistee County. Szokola summarized several statistics that support prioritization of this county-wide effort. As an example, Szokola mentioned there are approximately three children in need of childcare when only one opening may be available. At the local level, Szokola emphasized streamlining the zoning regulations that would encourage, rather than restrict establishment of childcare facilities within a community. Szokola also mentioned there is a Manistee County childcare facilitator who can assist local communities. A goal/objective referencing the importance of childcare to a community should also be include dint he Master Plan. Finally, Szokola summarized recent State of Michigan statutory amendments impacting childcare facilities throughout Michigan.

Forth indicated he reviewed the 38 pages of State regulations that a potential daycare operator must comply with and asked what the State is doing to streamline their process for individuals who may want to open a family or group daycare home. Szokola indicated he has also considered this issue.

Szokola suggested a number of changes to the Village's zoning code that would address childcare in the residential and commercial residential zoning districts. The Planning commission members discussed the importance of quality, affordable daycare facilities to a community. It can be an economic development tool utilized to attract businesses. Foster mentioned the Onekama School operates a childcare facility but it is at capacity and there is a waiting list.

Szokola indicated there is a \$500 grant available to communities to help defray to the costs associated with adopting/amending local regulations. The Planning Commission members indicated a desire to apply for this grant.

There being no further discussion regarding this matter, a motion was offered by Foster, supported by Storms, that the Planning Commission move forward with 1) zoning code changes in support of childcare facilities in the Village and 2) application for the \$500 grant to help offset the associated costs. The motion was unanimously approved.

2. Proposed Manistee County-Wide Parks and Recreation Plan Update. Forth indicated Manistee County Planning is in the process of updating the 2022 Manistee County Parks and Recreation Plan. Information contained in the 2022 Parks and Recreation Plan related to the Village of Onekama has been received from Katie Gurenburg, Manistee County Planning Director. Gurenburg has requested the Village review this information and update as necessary. Forth suggested a number of changes to the Village profile including the population, school millage approval, Village budget, among others.

Gurenburg also provided the Village of Onekama Parks and Recreation Goals/ and Objectives (G's & O's) that were included in the 2022 County-wide Parks and Recreation Plan. Forth mentioned many of these G's & O's are general and could still be applicable today. Foster suggested that the Village's Park Committee should provide input related to the G's & O's. Foster will reach out to a Parks Committee member.

Old Business:

None

Public Comment:

None

Adjournment

Storms asked about a replacement for her on the Planning Commission. Foster indicated a replacement has not yet been found.

Motion to adjourn by Foster, seconded by Storms. All in favor, motion carried.

Meeting adjourned at 8:19 p.m.

Respectively submitted,

Christopher Forth, Chair
Village of Onekama Planning Commission

Onekama Village:

Article 5: Definitions

Section 503: Definitions of Words and Terms

Add:

CHILD CARE CENTER: A facility, other than a private residence, that is licensed or has received a certificate of registration by the state receiving one or more preschool or school age children for care for periods of less than 24 hours a day and for not less than two consecutive weeks and where the parents or guardians are not immediately available to the child. ~~Any facility in which one or more children are given care and supervision for periods of less than 24 hours per day on a regular basis.~~ Child Care Center does not include a Family or Group Day Care Home, or schools. Child care and supervision provided as an accessory use, while parents are engaged or involved in the principal use of the property, such as a nursery operated during church services or public meetings, or by a fitness center or similar operation, shall be considered accessory to such principal use and shall not be considered to be a Child Care Center.

FAMILY DAY CARE HOME: A private home properly registered or licensed under 1973 Public Act 116, as amended (MCL 722.111 et. seq.) in which 1-6 minor children (or such other increased capacity number of minor children permissible under State Law) are received for care and supervision for periods of less than 24 hours a day, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage, or adoption. This term shall include a home that gives care to an unrelated minor child for more than 4 weeks during a calendar year.

GROUP DAY CARE HOME: A private home properly registered or licensed under 1973 Public Act 116, as amended, (MCL 722.111 et. seq.) in which 7-12 minor children (or such other increased capacity number of minor children permissible under State Law) are given care and supervision for periods of less than 24 hours a day unattended by a parent or legal guardian, except children related to the resident of the home by blood, marriage, or adoption. This term shall include a home that gives care to an unrelated minor child for more than 4 weeks during a calendar year.

STATE LICENSED RESIDENTIAL FACILITIES: A structure constructed for residential purposes that is licensed by the State of Michigan pursuant to Act 218 of the Public Acts of 1979, as amended, being Sections 400.701 - 400.737 of the Michigan Compiled Laws, which provides services for six (6) or less persons under twenty-four (24) hour supervision or care for persons in need of such supervision or care.

Article 10: General Regulations

Add:

Section 1024. Group Day Care Home

Group Day Care Home allowable shall be an allowable Special Land Use subject to the following additional requirements:

1. Location Requirements.

- a. Group day care homes shall not be located closer than one thousand five hundred (1,000) feet as measured by the traveled distance along public streets, but not including an alley, nor less than 300 feet as measured from the nearest property lines of each use to any lot occupied by any of the following uses:
 - i. Adult foster care small group home or large group home licensed under the Adult Foster Care Facility Licensing Act, PA 218 of 1979, MCL 400.701 et seq.
 - ii. Facility offering substance abuse treatment and rehabilitation service to seven (7) or more people licensed under article 6 of the Michigan Public Health Code, PA 368 of 1978, MCL 333.6101 et seq.,
 - iii. Community correction center, resident home, halfway house, or other similar facility which houses an inmate population under the jurisdiction of the Michigan Department of Corrections.
 - iv. Another group day care home, child care center, or family day care home.
- b. If the lot occupied by the group child care home is located less than the distances noted in subsection 1.a above, the Planning Commission shall make a finding that the proximity of the uses will not result in excessive noise, traffic or other disturbances which may adversely affect abutting or nearby residential uses.

2. Site Requirements:

- a. An off-street drop-off area is to be provided with the capability to accommodate at least two vehicles in addition to the parking normally required for the residence. A driveway may be used for this purpose.
- b. One on-site parking space shall be provided for any assistant provider or caregiver not a resident on the premises.
- c. All outdoor play areas shall not be located in front yards and shall be secured with a fence that has a minimum height of four feet.
- d. Hours of operation shall be between 6:00 A.M. to 10:00 P.M.
- e. One wall sign is permitted providing:
 - i. It is for identification purposes only.
 - ii. It is not internally illuminated and does not exceed two (2) square feet.

3. Buffering Requirements:

~~a. Design of the site must meet all buffering requirements of this ordinance.~~

4. Performance Standards:

- a. Operation and maintenance of all group day care facilities shall conform to existing applicable **local County** and State regulations.

~~5. Reduced Fee~~

~~a. Special land use fees for group day care homes shall be reduced from the current fee to two hundred dollars (\$200.00).~~ The fee should be left out of the ordinance language. If it remains, a public hearing would be required to change it. The Village Council should simply adopt a resolution approving the fee. The cost for a newspaper ad is ~\$90, so perhaps a reduced fee of \$150 is reasonable.

ARTICLE 40: Residential District, Section: 4002: Permitted Uses

Add and renumber/paragraph

J. Family Day Care Homes

Amend

H. State licensed residential facilities, ~~to the extent required by the Act under MCL 125.3206~~

Article 50: Commercial Residential District, Section 5003: Special Uses

S. Child Care Center subject to the following:

1. A safe means of drop-off and pick-up of children shall be provided on site, separated from a public street and an internal parking access lane, and shall be of sufficient size so as to not create congestion on the site or within a public roadway.
2. Off-street parking shall be provided at a rate of one (1) space per employee plus one (1) space for every five (5) children based upon enrollment in the facility;
3. Operation and maintenance of all Child Care facilities shall conform to existing applicable County and State regulations.

Add and renumber/paragraph

U. Family Day Care Homes

Amend

H. State licensed residential facilities, ~~to the extent required by the Act under MCL 125.3206~~

~~Section 1025. Child Care Center~~

~~Child Care Centers shall be an allowable Special Land Use within the Commercial Residential land use district subject to the following additional requirements:~~

~~1. Dropoff and Pickup requirements:~~

- ~~4. A safe means of drop off and pick up of children shall be provided on site, separated from a public street and an internal parking access lane, and shall be of sufficient size so as to not create congestion on the site or within a public roadway.~~
- ~~5. Off street parking shall be provided at a rate of one (1) space per employee plus one (1) space for every five (5) children based upon enrollment in the facility;~~

~~2. Buffering Requirements:~~

- ~~a. Design of the site must meet all buffering requirements of this ordinance.~~

~~3. Performance Standards:~~

- ~~a. Operation and maintenance of all Child Care facilities shall conform to existing applicable County and State regulations.~~

Article 50: Commercial Residential District, Section 5003: Special Uses

Add and renumber/paragraph

S. Child Care Center

*****NOTE: From this point on is an example of a buffering section taken from Maple Grove Twp/Kaleva Village Joint Zoning Ordinance. It is not part of the child care amendments, but has been provided as a**

template to discuss buffering, landscaping, and screening within the village. The land use districts will not be your own and could have the other community's information within the template. If utilized, please, review and change these discrepancies.

Definitions:

Buffer Zone: A strip of land of definite width and location reserved for plant material, berms, walls, or fencing to serve as a visual and/or sound barrier between properties, often between abutting properties of differing land use, intensity or density.

Buffer Zone (Shoreline): A strip of land of definite width and location reserved for plant material that is meant to protect/conservate shoreline, limit erosion, and promote water quality.

Section #####: Buffers, Landscaping, Screening

A. Buffers

- a. Intent. Landscaping, buffers, and screening are necessary for the protection and enhancement of the environment and for the continued vitality of all land uses in the Village and/or Township. Landscaping and buffers are capable of enhancing the visual environment, preserving natural features, improving property values, and alleviating the impact of noise, traffic, and visual disruption related to intensive uses.
 - 1) Screening is important to protect less-intensive uses from the noise, light, traffic, litter and other impacts of intensive nonresidential uses.
 - 2) The purpose of this Section is to set minimum standards for the protection and enhancement of the environment through requirements for the design and use of landscaping, buffers, and screening.
- b. Scope of Application. Except as otherwise specified in the Ordinance, the requirements set forth in this Section shall apply to all uses, lots, sites, and parcels requiring site plan review. No site plan shall be approved until it shows landscaping consistent with the provisions of this Section.

Furthermore, where landscaping is required, a land use permit or special use permit shall not be issued until the required landscape plan is submitted and approved, and a certificate of occupancy shall not be issued unless provisions set forth in this ordinance have been met or a cash deposit has been posted in accordance with the provisions set forth herein.

- 1) In cases where the use of an existing building changes or an existing building is changed or otherwise altered or re-occupied, all of the standards set forth herein shall be met.
 - 2) The requirements of this Section are minimum requirements, and nothing herein shall preclude a developer and the Commission from agreeing to more extensive landscaping.
- c. Required on outer perimeter. Buffers shall be required on the outer perimeter of all lots or parcels, extending to the lot or parcel boundary line as defined by the buffer table below, section #####.d. Buffers shall not be located on any portion of an existing or dedicated public or private street or right-of-way. Front setback berms may be considered as part of the buffer requirement. In overlay districts, the requirements of the underlying district determine whether a buffer is required and what type of buffer applies. The illustrations set forth in section #####.d graphically show the specifications of each buffer. Any person wishing to develop upon a parcel of land shall be required to provide a buffer conforming to those set forth in section #####.d between such parcel and any adjacent parcel as specified in the table in this Section.
- d. Buffer classes. There are two separate classes of buffer, A-B, offering flexibility for buffer requirements. The applicant, if required to place buffers through this ordinance, shall implement the class of buffer required.

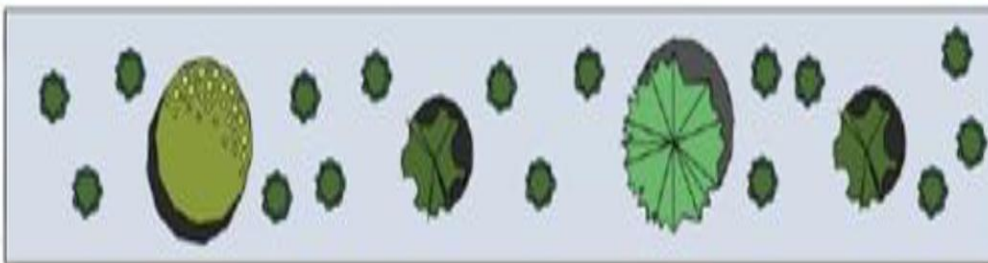
Buffer Types

Class A
100' length
10' wide



3 evergreen trees
1 canopy trees
1 understory trees
20 bushes

Class B
100' length
15' wide



2 evergreen trees
1 canopy tree
1 understory trees
16 bushes

DRAFT

B. Landscaping.

a. Landscaping. Single-family and two-family dwellings are exempt from the following provisions.

b. General Landscape Requirements.

- 1) Landscaping is required for all new non-residential uses in the C-1, C-2 and Historical Downtown Mixed-Use district or when an existing non-residential use changes or is expanded by 25% in total usable floor area or parking area in these same districts.
- 2) The layout and design of the landscape areas is flexible to the site design as long as the required number of plantings are established on site within immediate proximity of the structure and parking areas. The placement of landscape plants in the following areas is recommended.
 - i. Between structure walls and adjacent sidewalks
 - ii. Between sidewalks and parking areas
 - iii. In landscape beds adjacent to structures
 - iv. Between sidewalks and vehicular travel lanes
- 3) Maintenance of all landscape plants, screening and buffering including walls, berms and fences is the responsibility of the property owner. All plant materials, fences and walls must be kept in good condition.
- 4) Landscape plantings in the Historical Downtown Mixed-Use district may temporarily be placed in planters prior to placement in the ground for a period of up to 1 year, with approval of a majority vote of the Planning Commission (this timeframe may be extended through a majority vote of the Planning Commission).
- 5) Plantings must be established within 6 months of receiving the Certificate of Occupancy.
- 6) Landscape plantings are encouraged to be native to the region.
- 7) Required landscape plantings within this subsection shall not account for other required plantings for buffers, screening or parking lots as outlined within this ordinance.
- 8) A site plan displaying all of the landscaping areas including buffer areas, screenings and parking landscaping, shall be submitted with the land use permit application and other required site plan drawings for medium and detailed site plans.
- 9) Providing greater amounts than the required landscaping is encouraged.
- 10) The Planning Commission may waive at their discretion certain landscape elements if existing natural vegetation meets the intent of the standards.

11) Landscape requirements are based off square footage of the building footprint and shall adhere to the following table section ####.B.11).

Square Footage (ft ²)	Number of Required Bushes	Number of Required Trees
10,000 ft ² or less	2	2
10,001 ft ² to 15,000 ft ²	4	3
15,001 ft ² to 20,000 ft ²	8	4
20,001 ft ² to 30,000 ft ²	12	6
30,001 ft ² to 40,000 ft ²	16	8
40,001 ft ² or greater	20	12

c. Parking Lot Landscape Requirements.

- 1) Landscaping is required in parking areas to limit the heat island effect of pavement and concrete.
- 2) Landscaping in parking areas shall be provided for through the establishment of treed islands within the parking lot. Treed islands are to be located on either the outside edges of parking rows or centered within a parking row.
- 3) Parking lot islands are to be a minimum of two-hundred (200 ft²) square feet in size with a minimum width of eight (8') feet.
- 4) Parking lot islands are to be provided for at a rate of one island per twenty (20) parking spaces or portion thereof.
- 5) Each island must contain one (1) tree and two (2) shrubs of a species that is tolerant of dry and wet conditions.
- 6) Parking lot islands are encouraged to be utilized for stormwater treatment through infiltration where practical.
- 7) The Zoning Administrator or Commission may allow the substitution of bump-outs or other landscaping elements in lieu of landscape islands, as long as the square footage, width, and landscaping requirements are still met.

d. Planting Materials.

- 1) At least fifty (50) percent of all tree stock upon planting shall be of size equal to one- and-one-half (1 1/2") inch caliper for deciduous stock measured six (6") inches above ground level. Said tree shall be in a minimum of five (5) gallon container, if container stock; or a minimum of twelve (12") inch root spread, if bare root stock; or a minimum of fourteen (14") inch ball, diameter. Size adjustments which reflect the growth habits of particular species may be made at the discretion of the Zoning Administrator.
- 2) At least fifty (50) percent of all shrub stock shall be of a size equal to or greater than four (4') feet in height, if deciduous; twenty-four (24") inch spread, if creeping or prostrate evergreens; or twenty-four (24") inch spread and height, if semi-spreading evergreens. Size adjustments which reflect the growth habits of particular species may be made at the discretion of the Zoning Administrator or Commission.
- 3) All ground surfaces contained within areas designated on the landscape plan as planting areas shall be planted/covered and maintained in ground cover, whether vegetated, mulch or stone.

Other landscape elements such as decks, patios and stepping stones, landscape zones, and ponds may also be incorporated into such areas.

C. Screening.

a. Dumpster and Refuse Area Screening.

- 1) All dumpsters, refuse locations, grease and oil receptacles and other outside disposal areas utilized for non-residential uses shall be screened completely from view.
- 2) Dumpsters and refuse areas shall not be placed in a front or roadside yard.
- 3) Screening shall consist of opaque fencing a minimum of 6' in height, which consists of wood, plastic, blocks or similar materials.
- 4) The fencing or wall must contain a gate that is securable from the outside.

b. Loading Dock Screening.

- 1) All loading docks must be placed in the rear or side yard, placement in road side yards is not permitted unless fully screened from view.
- 2) All loading docks adjacent and/or visible to residential areas must be screened from view.
- 3) The screening may consist of a hedge of evergreen shrubs which can reach a sufficient height to completely screen the view of the loading dock from the residential property; or may consist of an opaque fence at least six (6') feet in height that appropriately screens the view.
- 4) This requirement may be waived by the Planning Commission if perimeter screening required along district boundaries provides adequate viewshed protection.

c. Outdoor Storage.

- 1) Outdoor storage is not permitted in any front or road-side yard.
- 2) All outdoor storage must be screened from view from all adjacent properties.
- 3) Screening for outdoor storage must consist of fencing or wall materials which block complete view of the storage area. Screening shall consist of opaque fencing a minimum of six (6') inches height, which consists of wood, plastic, blocks or similar materials.

Proposed changes to the bylaws

From: Greg Carlson (greg@fivestarleaders.com)

To: christopherf515@yahoo.com

Date: Thursday, July 2, 2026 at 02:10 PM UTC

Chris,

Thanks for the convo!

I believe a similar process could be followed for amendments such as the one just passed allowing for larger garages.

I propose the following:

Regarding zoning for residential lots in the village:

Lot frontage to be reduced from 75' to 50'

Lot gross area to be reduced from 12,000 sq. ft. to 5,000 sq. ft.

Side yard setbacks to be reduced from 10' to 7.5'

Main Floor sq. ft. Main Floor sq. ft. to be reduced from 900 to 700.

These moves are closely related. They all work together.

These changes would allow for maximum family friendly zoning restrictions/impact.

These changes would help reduce the forces acting to minimize building costs.

Everything that can be done in a thoughtful manner should be considered as we are in a housing crisis.

We don't have enough homes.

Families don't need homes to be larger-They need them to be more

Plus:

-Help the tax base

-More people to support local businesses longer than 3 months



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