

HAYES TOWNSHIP PLANNING COMMISSION

AGENDA

May 21, 2019

7:00 p.m.

Hayes Township Hall

09195 Old US 31 N

Charlevoix, Michigan 49720

- Call to Order
- Pledge of Allegiance
- Review Agenda
- Declaration of Conflict of Interest (if any)
- Public Hearings
- Public Comments Unrelated to Agenda Items
- Approval of Minutes
- Report of Township Board Representative to the Planning Commission
- Report of Planning Commission Representative to the Zoning Board of Appeals
- Zoning Administrator Report
- New Business

Master Plan update/input review

Old Business

Non-conforming lots

- Set Public Hearing Dates
- Set/Confirm Date of Next PC Meeting
- Planning Commission Comment
- Public Comment
- Adjournment

Note: A quorum of Township Board members may be present. No Township Board business will be discussed or conducted at this meeting.

1 DRAFT
2 HAYES TOWNSHIP
3 PLANNING COMMISSION REGULAR MEETING
4 MINUTES
5 April 16, 2019
6 Hayes Township Hall 09195 Old US 31 N
7 Charlevoix, MI 49720
8

9 **Call to Order:**

10 Chairperson Roy Griffitts called the meeting to order at 7:00 p.m.
11

12 **Pledge of Allegiance to the flag**
13

14 Members present: Roy Griffitts (Chair), Matt Cunningham (Board of Trustee Representative), Ed
15 Bajos, Cliff Biddick, Marilyn Morehead and Doug Kuebler. Excused Absent: Omar Feliciano
16 (Vice-Chair)

17 Audience: Larry Sullivan (Zoning Administrator), Frank Sheppard, Nancy Eklund, Harold Eklund,
18 Kristin Baranski (Recording Secretary)
19

20 **Review Agenda:** Mr. Griffitts switched the Master Plan survey update, presentation by Clair
21 Karner BRI to before the 2019/2020 budget discussion.
22

23 **Declaration of Conflicts of Interests:** None
24

25 **Approval of Minutes (March 13, 2019 Public hearing on a request for a Special Use Permit):**

26 Correct misspelling on line 68 **BAJOS**. Insert word **THE** on line 87 between postponed and
27 application.

28 A motion made by Doug Kuebler and supported by Cliff Biddick, to approve, as corrected, the
29 Public hearing on a request for a Special Use Permit minutes for March 13, 2019.

30 All supported by saying Yea, motion passed

31 **Approval of Minutes (Regular meeting March 19, 2019):** Line 131 change Mr. Griffitts to Mr.
32 Sullivan.

33 A motion made by Doug Kuebler and supported by Marilyn Morehead, to approve, as
34 corrected, the regular minutes for March 19, 2019.

35 All supported by saying Yea, motion passed
36

37 **Report of Township Board Representative:** By Matt Cunningham

38 The Board of Trustees held a monthly meeting on April 1, 2019 at 7:00 p.m. Fire Chief Dan
39 Thorp gave an oral report. The board discussed a nonpartisan township ballot resolution with
40 no decision. Jo Ellen Rudolph made a presentation about H&D, Reith Reilley Sand and Gravel Pit
41 Reclamation. Township Spring Clean-up will be in 2020. The Board approved up to \$2000.00
42 for a new Deputy Clerk laptop. Dee and Gary Janz will be the park host family. The board also
43 approved Swanson K&D to remove the Arts and Craft building as well as up to 5 cabins at the
44 Township Park/Camp Sea-Gull. A fireworks ordinance was discussed with no decision until
45 further information can be obtained. The Board approved a \$50.00/month cell phone
46 allowance for Supervisor Ron VanZee. After reviewing a recent Risk Assessment regarding
47 Hayes Township, the Board approved a proposal request to be sent out to select engineering
48 firms to address Risk Assessment findings. The next Board of Trustees meeting is scheduled for
49 May 13, 2019 at 7:00 p.m. at Hayes Township Hall.

50

51 **Report of Zoning Board of Appeals Representative:** No activity to report

52

53 **Zoning Administrator report:** By Larry Sullivan

54 Mr. Sullivan, Zoning Administrator, presented a written report with an oral overview for March
55 2019. A zoning permit was issued to T Mobile SBA Comm. for the replacement and expansion
56 of antennas and related equipment to the cellular tower located behind Bay Shore Steel Works
57 in Bay Shore.

58 No new land divisions in March, 2019.

59 No nuisance complaints.

60 No zoning violations reported in March. Mr. Sullivan is still reviewing the files regarding the
61 Landscape Supply North LLC property.

62 No short term rental licenses applications.

63 Mr. Sullivan is continuously providing information to the planning committee regarding the
64 request by Elmer's for a special use permit.

65

66 **New Business:**

67 Request for postponement of SUP application by Elmer's: The planning commission approves
68 an amended request to postpone resumption of the SUP hearing until July 16, 2019. No further
69 discussion on the topic was held.

70

71 Master Plan survey update: Claire Karner from Beckett&Raeder gave an oral presentation and
72 provided a written survey response analysis. The Hayes Township 2019 survey summary is
73 available for review at the township. After Ms. Karner's presentation, several topics were
74 addressed. Mr. Sullivan noted that the non-motorized trail should not be referred to as a bike
75 trail, as well as Elmer's is not seeking a special permit for a cement plant but a concrete batch

76 plant. Mr. Griffiths began the discussion of how to incorporate the survey into the Master Plan.
77 He relayed the committee has been going through the old master plan chapter by chapter and
78 have noted possible changes. Ms. Karner suggested intensive work sessions. Rezoning and
79 spot zoning were two areas that will be worked on. Mr. Griffiths would like to schedule a work
80 session prior to the next meeting. A work session is tentatively scheduled for April 30, 2019 at
81 7:00 p.m. (May 14th, 2019 is a backup date).

82

83 2019/2020 Draft Planning Commission Budget:

84	Recording Secretary 16 @ \$150.00/session	\$ 2400.00
85	Per Diem	\$ 9920.00
86	Office Supplies	\$ 750.00
87	Education	\$ 1250.00
88	Telephone	\$ 400.00
89	Publication/Printing	\$ 700.00
90	Services (BRI Proposal/Master Plan)	\$24,000.00
91	Total Budget submission	\$39,420.00

92 Marilyn Morehead made a motion, supported by Cliff Biddick, to present the amended Planning
93 Committee budget draft to the Board of Trustees. A role call was taken.

94 Yea: Doug Kuebler, Ed Bajos, Marilyn Morehead, Cliff Biddick, Matt Cunningham, Roy Griffiths

95 Nay: None Motion passed

96

97 **Old Business:** No old business discussed.

98

99 **Set Public Hearing Date:** No public hearing dates to set for May, 2019.

100

101 **Planning Commission Comments:** None

102

103 **Public Comment:** Mr. Shepherd asked for clarification on the errors that are/may be on the
104 zoning map. His concern was will the new Master Plan correct the errors. Mr. Sullivan
105 explained that the Master Plan is an advisory map (what the Township may look like in the
106 future). Planning Committee will know more what the map is received from the county.

107

108 **Set/Confirm date of next PC meeting:** The Next regular Planning Committee meeting will be on
109 May 21, 2019 at 7:00 p.m. at the Hayes Township hall. A work session for the Master Plan is
110 scheduled for April 30, 2019 7:00 p.m. at the Hayes Township Hall.

111

112 **Adjournment:** Ed Bajos, supported by Cliff Biddick, made the motion to adjourn the meeting.

113 All supported by saying yea. Motion passed

114

115 Recorded by:

116

117 Kristin Baranski

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119

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121

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123

Respectfully Submitted by:

Omar Feliciano/PC Vice-Chair

DRAFT
HAYES TOWNSHIP
PLANNING COMMISSION
MASTER PLAN WORKSHOP
MINUTES
April 30, 2019
Hayes Township Hall 09195 Old US 31 N
Charlevoix, MI 49720

Call to Order:

Chairperson Roy Griffitts called the meeting to order at 7:00 p.m.

Pledge of Allegiance to the flag

Members present: Roy Griffitts (Chair), Matt Cunningham (Board of Trustee Representative), Ed Bajos, Cliff Biddick, Marilyn Morehead and Doug Kuebler. Excused Absent: Omar Feliciano (Vice-Chair)

Audience: Larry Sullivan (Zoning Administrator), John Iacoangeli (Beckett&Raeder), Kristin Baranski (Recording Secretary)

Review Agenda

Declarations of Conflicts of Interests: No conflicts of interests declared.

Workshop:

Each commissioner was supplied with a copy of the current master plan that included edits compiled thus far by Mr. Griffitts. Each member was also given a blank map of the township to edit. BRI Mr. Iacoangeli provided large township maps that displayed the current zoning, the current master plan and the current equalization to better assist the planning commission to envision the current and justify the future vision of Hayes Township.

Areas of concern addressed on the zoning and equalization maps included conservation land that was not designated as such as well as some township property that was incorrect. Mr. Sullivan identified zoning areas. He suggested the planning commission pay attention to the properties that are zoned agricultural and forestry and verify actual properties. Mr. Iacoangeli shared some examples of examining these zones and protecting areas for the future.

Mr. Kuebler acknowledged the various working farms within the township. It is suggested that Mr. Kuebler plot all current land that is currently farmed as well as the land that is sitting idle and has the potential to be farmed.

Mr. Bajos asked about the forestry land that is within the township and the future potential uses for such property. Ms. Morehead suggests grape growing; the wine industry is also agricultural and needs to be addressed.

Mr. Griffiths points out two areas that are currently commercial and what direction the township is heading. The two areas include the Charlevoix Country Club and the Rod and Gun Club as well as the corridor area near Bay Shore (the Subaru Dealership and landscaping company etc.) The discussion then switched to the current trend of turning golf courses into R.V. parks and the question is asked how that example would be zoned for future uses. Mr. Griffiths asked about clustered housing verses larger parcels. Mr. Iacoangeli stated these are the issues that need to be addressed on the future use map.

Mr. Iacoangeli suggested the planning commissioners drive the township and observe the current land use within the township. The planning commission will concentrate on plotting the agricultural/forestry land, the commercial area along U.S.31 and conservatory land properly.

Mr. Iacoangeli (BRI) suggested the planning commission develop the future land use map. After the future land use map is completed, he recommends encouraging the public to come in and view proposed future land use map and provide feedback to the planning commissioners. He feels that would be a constructive option to get community involved.

Mr. Griffiths asked for ideas to get Hayes Township involved with regional issues. Mr. Iacoangeli said to send out a letter to regional offices, invite other communities to a round table to discuss regional concerns, talk to MDOT, DNR and Little Traverse Conservatory for additional input on regional issues. Mr. Griffiths stated some items that need to be addressed include affordable workforce housing. Mr. Iacoangeli suggested reviewing the United Way ALICE report.

Adjournment: Ed Bajos, supported by Cliff Biddick, made the motion to adjourn the meeting. All supported by saying yea. Motion passed

Recorded by:

Kristin Baranski

Respectfully Submitted by:

Omar Feliciano/PC Vice-Chair

Zoning Administrator Report

April 2019

Zoning Permits/Actions for April 2019				
Permit #	Parcel #	Owner Name	Address	Improvement
19-04-01	475-003-00	Susan M. Greig Trust	07535 Oyster Bay Road	Construct Porch and Overhang
19-04-02	120-014-30	Joseph Hawkins	10498 Old US-31 North	Front Stairs and rear yard deck

Zoning Permits

Two zoning permits were issued to allow for improvements to be made to existing structures.

Land Divisions

A land combination and division was approved for the Law property located along the Boyne City/Charlevoix Road in sections 32 and 33. A dwelling was located on two parcels with each parcel being located in a different section. From this point forward, I will not be allowing property to be combined which is located in more than one section per the direction of the Township Assessor and the Charlevoix County Equalization Department. A second land division application was approved for the David Wager property at 10569 Boyne City/ Charlevoix Road.

Nuisance Complaints

Nuisance complaints received during the month of April consisted of one complaint regarding conditions on a property on Townline Road. I returned the call (left a message) to obtain specific information as to the location of the site. My call has not been returned.

Zoning Violations

One complaint of a zoning violation was made regarding a parcel of property in Bay Shore where a contractor is reportedly operating a business from a residential zoned parcel of property.

Short Term Rental Licenses

No applications have been received for short term rental licenses during the month.

Secretarial Work on behalf of the Planning Commission

A FOIA request was received for copies of all correspondence that was submitted to the Hayes Township Planning Commission in regards to Elmer's request for a special use permit to operate a concrete batch plant on the former C.H. Smith property on the corner of the Boyne City/Charlevoix Road and Maple Grove Road. The request was fulfilled with in excess of 415 pages of comments having been received. I also prepared packets and mailings for the two Planning Commission meetings held during the month of April.

Zoning Board of Appeals

The Zoning Board of Appeals did not meet in April. A request has been made for a ZBA meeting in June regarding the interpretation made by the Zoning Administrator that would allow a concrete batch plant to be located in the Industrial Zone District as a Special Use provided the Planning Commission were to approve the use as a Special Use.

Meetings Attended

I have attended the April Township Board meeting, the regular and a special Planning Commission meeting. The special Planning Commission meeting was for the purpose of discussing the Township Master Plan.

Planning and Zoning Essentials Workshop



Date: Thursday, June 6, 2019
Time: 4:00 p.m. – 8:30 p.m.
Location: Leelanau County Government Center,
8527 E. Government Center Dr.
Suttons Bay, MI 49682

Planning and Zoning Essentials (“Basic Training”)

This information-packed program is not only perfect for introducing new planning commissioners and zoning board of appeals members to their roles and responsibilities, it’s a great course for more experienced officials looking to hone their skills and knowledge. Newly elected officials will benefit from this comprehensive overview which explains how the zoning board of appeals, planning commissioners, elected officials and staff interact. Roles and responsibilities of the board, site plan review, comprehensive planning, zoning ordinances, conditional rezoning, consideration of variances, how to determine practical difficulty, and standards for decision-making will also be presented.

Presented by: Michigan Association of Planning
Hosted by: Leelanau County Planning Commission

Everyone Welcome! Questions ?? Call 231-256-9812 or email: planning@co.leelanau.mi.us

Cost: \$40 (includes handouts)
(Non-refundable. If you are unable to attend, please send someone to take your spot.)
A completion certificate will be presented to all attendees completing the workshop.

To **REGISTER**, call 231-256-9812. Credit card payments accepted (with \$1.50 service charge).

Or fill out the form below, make check payable to “**Leelanau County**” and mail or deliver your form and check to:

Leelanau County Planning & Community Development
8527 E. Government Center Dr., Suite 108
Suttons Bay, MI 49682

BONUS:
Take this course and sign up for MSU Citizen Planner Course within 1 year, and receive a discount for Citizen Planner!
(Discount applies only to classroom course)

*Please make sure payment is received prior to June 6.

REGISTRATION INFORMATION

- First Name: _____
- Last Name: _____
- Address _____ Agency _____
- Email Address: _____
- Phone: _____