

Hayes Township
Planning Commission Regular Meeting Draft Minutes

January 15, 2019 7:00 p.m.

Hayes Township Hall 09195 Old US 31 N
Charlevoix, Michigan 49720

1. **Call to Order:** By Chairperson Roy Griffiths at 7:00 p.m. in the Hayes Township Hall.
2. **Pledge of Allegiance to the Flag**
3. **Planning Commission members present** Roy Griffiths (Chair), Omar Feliciano (Vice Chair), Cliff Biddick, Matt Cunningham (Board of Trustee), Marilyn Morehead, Ed Bajos, and Doug Kuebler.
Absent: None.

Audience Present: Larry Sullivan, Zoning administrator, Frank Shepard (Zoning Board of Appeals)

4. **Review Agenda:**
5. **Declaration of Conflict of Interest:** None
6. **Public Comments Unrelated to Agenda Items:** None
7. The Chair moved up the agenda "Master Plan Survey discussion" and introduced John Iacoangeli of Beckett & Raeder who spoke on finalizing and accepting the new public survey questions as presented for the master plan. Discussions of types of surveys, how it can be distributed in the township, and the costs associated followed. The public survey will be mailed together with the Tax Assessment Notice to taxpayers, and their choice of either return by mail or filing the survey online. Beckett & Raeder will identify property tax owners from renters.

MOTION

Mrs. Morehead made a motion, supported by Mr. Bajos that the survey be done by mail with self-addressed envelope, stamp included, survey be sent to all property owners and Beckett & Raeder devise a code identification system for the online version.

Yays: Roy Griffiths, Omar Feliciano, Cliff Biddick, Matt Cunningham, Marilyn Morehead, Ed Bajos, and Doug Kuebler.

Nays: None

Motion carried.

8. The Chair then discusses the contents of the survey. Questions by Mr. Sullivan regarding survey question #3 #5 and #7 and board discussion on sending and receiving the survey in a timely manner were answered.

MOTION

Mr. Feliciano made a motion, supported by Mr. Kuebler, that the statements of the survey go forward with corrections.

Yays: Roy Griffiths, Omar Feliciano, Cliff Biddick, Matt Cunningham, Marilyn Morehead, Ed Bajos, and Doug Kuebler.

Nays: None

Motion carried.

9. The Chair discussed continual education for the planning board and from the Board of Trustees regarding annual training requirements. For all committees and boards. Mr. Iacoangeli informed the board of available training by the Michigan Association of Planning for surrounding municipal bodies at a \$25 cost per participant, including materials when local bodies provides their facilities to host training events.
10. **Approval of Minutes:**
 - Minutes of the December 18, 2018 regular meeting. Moved by Mr. Cunningham as corrected, all supported by saying I.
 - Minutes of the January 3, 2018 special public hearing. Moved by Mrs. Morland as corrected, all supported by saying I.
11. **Board of Trustee Report:** Mr. Cunningham gave his report of the January 14th meeting.
12. **Report of Planning Commission Representative to the Zoning Board of Appeals:** None
13. **Old Business**

The Chair spoke on a draft study from Beckett & Raeder regarding Michigan shores, Nine Mile Point using arial photography to view property lots of potential non-conformities to yard setbacks. It was determined that every lot on the water front and several on non-water front side are non-conforming properties. This helps the board move forward on other area that may impact the township in similar fashion. The board will look at various overlaying models for zoning. The board will address more on this issue in the march meeting.
14. **New Business**

Shore Line Subcommittee Report: Mrs. Morland discussed about the subcommittee first meeting on Friday January 12th with property owners regarding site plan review, non-conformity concerns and zoning requirements to assist the owners for several more years to comply. The meeting was positive, the owners understood being well informed wanted to comply.
15. **Zoning Administrator Report:** Mr. Sullivan spoke about Zoning permit activity centered around 4 permits, the first being the Arrigo/Culp permit which has been applied and paid for but has yet to be granted due to the need for a review by the Planning Commission under the new provisions pertaining to the Waterfront Development Review Section of the Zoning Ordinance (Section 3.14).

The second zoning permit was a shift of an already issued permit from one site condo lot to another, with no change in dimensions or setbacks from the first site the building was to occupy.

The third permit was an amendment to a previously issued permit to account for the deck which was not included in the dimensions that were originally calculated for the permit fee.

The fourth permit was to replace three antennas on an existing tower and add three additional antennas. The replacement and addition of antennas would not increase the overall height of the existing tower and antennas nor would it exceed the engineered capacity of the tower which if exceeded could create a safety hazard.

Land Divisions, Conversations have been ongoing with a property owner to split his property to allow an accessory building to be constructed on his property. I have had discussions as to the zoning ordinance requirements with the builder, the property owner and surveyor as to the requirements that would need to be met. I have also been having conservations with the Little Traverse Conservancy regarding a potential

parcel split and combination with another parcel upon which a conservancy agreement would be put in place.

16. The Chair, as the board representative to the Zoning Board of Appeals, appointed Mr. Kuebler as his alternate. Mr. Cunningham (BoT) volunteered and will provide the annual Planning Commission Report for the year 2019.
17. **Set Public Hearing Dates:** Planning Commission dates for 2019 were approved as presented.
 - January 15
 - February 19
 - March 19
 - April 16
 - May 21
 - June 18
 - July 16
 - August 20
 - September 17
 - October 15
 - November 19
 - December 17
18. **Set/Confirm Date of Next PC:** February 19th, 2019
19. **Planning Commission Comment:** None
20. **Public Comment:** None
21. **Adjournment:** Mr. Bajo made a motion, supported by Mr. Morland to adjourn at 8:22 p.m., Motion carried.

Respectfully submitted

Omar Feliciano, Vice-Chair/Recording Secretary