

Minutes of the Hayes Township, Charlevoix County, MI

Planning Commission

October 16, 2018

Members attending: Cliff Biddick, Omar Feliciano, Matt Cunningham, Robert Jess, Marilyn Morehead.

Members excused: Ed Bajos, Roy Griffitts

Also Present: Larry Sullivan, zoning administrator, Frank Shepherd, John Royal.

The regular meeting of the Planning Commission (PC) was called to order at 7:03 pm by Robert Jess, chair, who asked everyone to join him in reciting the Pledge of Allegiance. This was followed by a review of the agenda.

There were no Conflicts of Interest declared.

There were no Public Comments related to the Agenda.

Report of the Township Board Representative to the Planning Commission

Mr. Cunningham reported that the Board of Trustees (BoT) met on October 16, 2018. The BoT adopted the Charlevoix Manufacturing Site resolution which addresses housing and lifestyle issues. Julie Collard was appointed treasurer. The Charlevoix County community fund has asked the township to clear out it's account with any funds being deposited into the general fund. The township will advertise for plowing bids, having already received one from B & G enterprises. The BoT will purchase a copy of rules and procedures from ~~Brian~~ **Bryan** Graham. The BoT amended the budget and also passed the AT&T metro act permit extension. Dee Janz and Shirlene Tripp were appointed to the cemetery committee. The BoT asked if the PC will have time to hold a Public Hearing for the Parks and Recreation Master Plan. The next regularly scheduled meeting of the BoT, is November 12, 2018. Discussion on the Public hearing was held and it was to be put on the following month's PC agenda to schedule a Public Hearing.

Report of the Planning Commission Representative to the Zoning Board of Appeals (ZBA)

There was one meeting in the last month, at which a request was granted to Helga ~~Stray~~ **Strey** for the construction of an attached one car garage. There is a ZBA meeting scheduled for October 17, 2018 to review and approve minutes.

Zoning Administrator (ZA) Report

Mr. Sullivan ZA reported that four building permits were issued in September. Two were for garages and two for storage buildings. Discussion ensued regarding the need of a housing unit on a property in order to build a storage building and changes in the zoning over time. Mr. Sullivan suggested that the trend of building these units be monitored.

The land division applications continue to await submission of more information. An additional application was received on a parcel on Summerhill. Two nuisance complaints were received and both are being investigated with monitoring of the situations in effect. Mondry's shoreline protection strip renovation is being developed by a landscape firm and will be submitted for review. The outstanding short term rental application (Catt's) is close to resolution. Mr. Sullivan supported the PC and ZBA with packets and Special Use Permit and Site Plan reviews, as well as attending the meetings of both entities.

#### New Business

#### Review of Chapters 1-4 Master Plan

Members read notes submitted by Mr. Griffiths who was not able to attend the meeting prior to starting the discussion. Discussion on the format for the review resulted in system for reviewing the chapters. It was decided that a discussion of each chapter identifying topics that might in need of update. Mr. Feliciano asked about the process of gathering feedback and updating the plan, during which he volunteered to create a format and process utilizing emailed feedback to update. Discussion dealing with land use trends, and the need to update the land use map, last done in 2007 ensued. Potential sources of information were discussed, as well as the differences between "hobby" farms and agricultural enterprises and whether that changes the character of the township property. The issue of horse trails and non-motorized trails and e-bikes as part of the Rec plan was discussed. Further discussion about census information and the access to data through the Hayes township site resulted in the decision to use the [hayestownship.gov/census](http://hayestownship.gov/census) page data. Discussion regarding the land use plan map p. 4-4, updating it and how best to do so occurred. Septic system issues and ground water runoff were also discussed. Digital information will be forthcoming from Mr. Feliciano to facilitate the next round of discussion, feedback to be sent back to Mr. Feliciano only for compilation and not to all members so as to avoid any appearance of discussion that could violate the Open Meeting Act.

#### Waterfront Development Review Subcommittee report

Ms. Morehead reported that there were no meetings in the last month.

#### BoT funds for Survey

The amount of \$4659.00 was approved for conducting the survey for the Master Plan update. This represents a partial amount of the original request as the BoT denied the part of the request dealing with setback analysis in certain areas of the township.

#### PC Education, Rules and Procedures

This is an effort spearheaded by the Mr. Hoadley(BoT) and Mr. Rudolf to update the rules and procedures used by the ZBA and it is suggested that the PC attempt this also. It also includes specific criteria for annual continuing education for committee members. Mr. Sullivan addressed some of the concerns that face the township with regard to the education of those who serve on the various boards and committees and why continuing education is necessary and the Citizen Planner Program. Ms. Morehead discussed in house training options. Mr. Feliciano suggested we add a section on the

incompatibility issue as identified by the state. Mr. Cunningham asked for more information on the section regarding voting on different committees and boards.

#### Approval of Minutes

The minutes of the September 18, 2018 PC meeting were reviewed and approved as corrected. Motion to approve made by Mr. Jess, motion approved unanimously.

The minutes of the September 18, 2018 hearing on the request for a Special Use Permit were reviewed and approved as corrected. Motion to approve made by Ms. Morehead, motion approved with one abstention.

#### Old Business

There were no items to discuss

#### Set Public Hearing Dates

There are no planned Public Hearing Dates at this time.

#### Set/ Confirm Date of next PC Meeting

The next regularly scheduled PC meeting is set for November 20, 2018

#### Planning Commission Comments

None

#### Public Comment

None

#### Adjournment

Ms. Morehead moved to adjourn at 8:45p. Motion passed unanimously. Meeting adjourned 8:45 p.

Minutes compiled from a recording by R Griffitts

Minutes approved as corrected November 20, 2018

Submitted by Marilyn Morehead

