AGENDA
HAYES TOWNSHIP, CHARLEVOIX COUNTY
PLANNING COMMISSION
DECEMBER 12, 2023 7:00 pm
Hayes Township Hall
9195 Major Douglas Sloan Road
Charlevoix, Michigan 49720
ZOOM
https://us02web.zoom.us/j/83601481092?pwd=bTRvd01yc2NtSHY5MXkrZDUxVDMrZz09

Meeting ID: 836 0148 1092
Passcode: 068828

+1 312 626 6799 US (Chicago)

1. Call To Order
2. Pledge of Allegiance
3. Review and Approval of Agenda
4. Declaration of Conflict of Interest, if any
5. Review and Approval of Draft Minutes- November 21, 2023
6. Public Comment
7. Report of Township Board Representative to the Planning Commission
8. Report of Zoning Board of Appeals Representative to the Planning Commission
9. Zoning Administrator Report
10. New Business
    - Presentation by Parks and Rec Committee Chair
    - Annual Organizational Meeting
11. Old Business
12. Set/Confirm Public Hearing Dates
13. Set/Confirm Date of Next PC Meeting- January 16, 2023
14. Planning Commission Comment
15. Adjournment

Public Comment at Meetings of the Hayes Township Planning Commission

The Hayes Township Planning Commission values public input and offers opportunities for the public to comment at its meetings. This affords the Planning Commission the opportunity to hear your views and remarks. If you speak, you should not expect to engage the Planning Commission members or any staff in discussion or debate.

Planning Commission Members will not respond to comments made during the Public Comment unless it becomes necessary to ask clarifying questions, correct a factual error, or to provide specific factual information.

Questions about Township matters are best directed to individual Board members or Township staff (Planner, Zoning Administrator, or Assessor) between meetings. Contact information is available on the township website at: hayestownshipmi.gov.

The availability of public comment is recognized by the Michigan Open Meetings Act. The Act provides that rules may be adopted for orderly comment from the public. To that end, the following rules have been established by the Planning Commission:

1. A person who wishes to speak during Public Comment will sign in and signify that they would like to speak on the form.
2. The person will begin by stating their name, spelling it out if requested.
3. The person addresses the Chairperson, or other person chairing the meeting, on behalf of the entire Planning Commission. Public comment is NOT to be addressed to individual Planning Commission members, to any township staff present, or to other members of the audience.
4. There is a three (3) minute time allotment for each speaker. The time limit may be extended by the Chairperson or majority of the Planning Commission members present. If a speaker uses less than three (3) minutes, they may not use the remaining time at that Public Comment. A speaker may speak only once at Public Comment. There is no provision for another audience member to 'donate' their three (3) minutes to another speaker. In the case where more than 45 members of the public wish to speak- time will be reduced to 2 minutes per speaker.
5. A speaker will be out of order if the speaker disrupts the meeting, fails to be germane, speaks longer than the allotted time, uses vulgarities or makes a personal attack on a Planning Commission member or Township employee that is unrelated to the performance of that person's duties.
6. If a speaker is called out of order, that speaker will not be able to speak again at the same meeting except by special leave of the Planning Commission. If the speaker continues to disrupt the meeting or is disorderly, law enforcement will be called to remove the speaker.
7. The Chairperson, or other person chairing the meeting, will have the discretion to permit members to speak at times other than the times reserved for Public Comment.

Hayes Township Planning Commission
November 21st, 2023
Regular Meeting
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Charlevoix, MI 49720

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

Members present: Roy Griffitts (Chair), Marilyn Morehead, Rex Greenslade, Mark Snyder, and Matt Cunningham.

Excused: Derek Burnett and CT Martin

Also, present: April Hilton (Deputy Clerk/Recording Secretary)

Audience: Deb Narten, Dianne McMahon, Danielle Hutchenson, Jim McMahon, Tom Darton, Mel Narten, Marilyn Anderson, Mike Hutchenson, LuAnne Kozma, Ellis Boal and Janet Simon.

PLEDGE OF ALLEGIANCE:

REVIEW AGENDA:

Ms. Morehead made a motion, supported by Mr. Snyder, to adjourn the meeting no later than 9:00 pm.
Yeas: Roy Griffitts, Matt Cunningham, Rex Greenslade, Mark Snyder, and Marilyn Morehead
Nays: none **Motion Carries**

Mr. Greenslade made a motion, supported by Ms. Morehead, to approve the agenda as amended.
Yeas: Roy Griffitts, Matt Cunningham, Rex Greenslade, Mark Snyder, and Marilyn Morehead
Nays: none **Motion Carries**

DECLARATIONS OF CONFLICTS OF INTERESTS:

None

APPROVAL OF MINUTES October 17th, 2023 REGULAR MEETING

Ms. Morehead made a motion, supported by Mr. Greenslade, to approve the October 17TH, 2023, regular meeting minutes as corrected.
Yeas: Roy Griffitts, Matt Cunningham, Rex Greenslade, Mark Snyder, and Marilyn Morehead.
Nays: none **Motion Carries**

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PUBLIC COMMENTS UNRELATED TO AGENDA ITEMS:

Public comments opened at 7:06 pm.

Comments included:

- Hopes the Planning Commission has viewed the documents "Protect Lake Charlevoix Committee" has submitted to the Planning Commission. Wished everyone Happy Thanksgiving.
- Suggestion to make the agenda items more descriptive when there is only one public comment.
- Reached out to Federal Mine Safety and Health seeking help regarding a fence around the pit.
- Suggested to offer two public comments, disagrees with some of Lake Charlevoix Assoc suggestions.
- Suggested a proposal that allows the township to submit a permit first, before federal and state, because the Township can allow for a stricter permit.
- Public comments closed at 7:15pm

REPORT OF TOWNSHIP BOARD REPRESENTATIVE TO THE PLANNING COMMISSION:

Next meeting December11th, 2023 at 7:00pm.

REPORT OF ZONING BOARD OF APPEALS REPRESENTATIVE:

NA

ZONING ADMINISTRATOR REPORT:

Written report available at Hayes Township Hall.

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New Business:

TOM DARTON -LAKE CHARLEVOIX ASSOC AND TIPP OF THE MITT STUDY:

Tom Darton provided the Planning Commission with suggestions to protect and preserve Lake Charlevoix.

Suggestions included:

- Make room for wildlife and people.
- Have a shared Zoning Administrator officer that covers all the rural townships along Lake Charlevoix.
- Townships need to work together on the same issues around Lake Charlevoix.
- Change the Townships outlook on the Ordinary High-Water mark, the EGLE has a process within it rule and regulations for a pre- application approval.
- Work through a Water Shed advisory council.

Planning Commission Questions Included:

- Mr. Snyder asked what the feedback was from the Community through the different townships along Lake Charlevoix, regarding Consistency along the shoreline.
- Mr. Darton responded they have restarted the Workshops meetings for the Water Shed Council which will be addressing this issue.

Public Comment Questions included:

- requested where the report Mr. Darton was referencing was located for the public to view. Mr. Darton responded there is a link on the Lake Charlevoix Association website.
- agreement that each property is unique and need to be addressed individually to help protect the shoreland.

Old Business:

REVIEW OF DRAFT EDITS TO ZONING ORDINANCE:

Planning Commission members discussed Zoning Ordinance Articles for definitions, Waterfront, Site plan Review and Zoning Districts and Maps.

Discussion included:

- Ms. Morehead presented they found two streams that were un-named in Hayes Township. Suggested to set a green belt of 15ft to 20ft on either side of these streams. These streams will need to be added to the zoning maps.
- Mr. VanZee suggested two categories to define farming separately.
    - Farm Commercial: structures, building and lands to support, for profit, bona fide farming activity or the raising of livestock or small animals as a primary source of income. Second definition.
    - Farm Domestic: A parcel of land used or intended to be used for agricultural purposes on properties other than Commercial Farms. Domestic farming includes keeping farm animals as pets and raising animals for educational experience, raising crops, vegetables, flowers, and general gardening activities. Dogs, cats, and other typical household pets are not regulated as a Domestic Farm.
    - Also suggested not allowing typical farm animals in residential districts except where parcels are significantly larger than minimum parcel size for that district, and a significant barrier is in place to protect residential character of the district.
- Mr. VanZee will research how to determine the number of units/acres needed to support X amount of farm animals.
- Roy Griffitts suggested taking the suggestions submitted by Derek Burnett regarding the different between boarding houses and a bed and breakfast to Beckett and Raeder.
- Mr. Greenslade suggested tabling the Waterfront article of the Zoning Ordinance to a later date. Allowing the Planning Commission members, especially the newer member; to research and learn more about protecting and preserving the waterfront of Hayes Township.
- Planning Commission will review Roy Griffitts suggested changes to the Waterfront Site Plan Review process and give their feedback at the next Planning Commission meeting.
- CT Martin will research with Ron VanZee, suggestions, and regulations regarding the Waterfront Site Plan Review guidelines from professional township resources.
- Ms. Morehead will create a proposed language draft regarding the different forms of residential zoning within Hayes Township.
- Planning Commissioners need to keep the local housing needs in mind when working on zoning districts.
- ADU's need to be incorporated into Zoning Districts.

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SET/CONFIRM PUBLIC HEARING DATES:

None

SET/CONFIRM DATE OF NEXT PC MEETING – November 21st, 2023.

Next Planning Commission regular meeting will take place on December 12th, 2023, at 7:00 pm.

PLANNING COMMISSION COMMENT:

- Mr. Cunningham asked what Planning Commissioners planned to attend the Planners forum.
- Mr. Greenslade reminded everyone of Ron's question last month to the Planning Commissioners about their intentions of being on this board. All the planning commissioners answer their intentions has never been to gut the Ordinance. Therefore, he asked the public comments to be more positive and realize the Planning Commissioners are working hard and very dedicated to protecting the shoreline and future of all of Hayes Township.
- Mr. Griffitts responded to the suggestion to have a second public comment. He stated he encourages and prefers emailed correspondences because the Planning Commissioners then have time to research and considered the resident's questions and comments. Regarding the high-water mark questions, he stated the first issue is the High-water mark has been determined by an act of the state. The other issue is needing a fixed point to measure the setbacks accurately.
- The Planning Commission wishes everyone a Happy Thanksgiving.

ADJOURNMENT: Ms. Morehead made a motion, supported by Mr. Snyder, to adjourn the meeting at 8:56 pm.

Yeas: Roy Griffitts, Marilyn Morehead, Rex Greenslade, Mark Snyder, and Matt Cunningham.

Nays: none **Motion Carries**

Respectfully Submitted by:
April Hilton
Deputy Clerk/Recording Secretary

Zoning Administrator Report

December 2023

- Working with property owners in County Club concerning easements of record.
- Working with Friends of Bike Trail Committee on easements and routes for phases 4 & 5.
- Several inspections.
- Attended Charlevoix County Planners Forum

  Topics included:

  - Lake Charlevoix Shoreline Planning
  - Master Plan Implementation: Bridge the gap between the Master Plan and the Zoning Ordinance.
  - Part 301 Inland Lakes and Streams
  - Planning & Zoning for Solar Energy Systems

Hayes Township 2024 Planning Commission Meeting Dates

All meetings are held on the third Tuesday of each month at 7pm*

Hayes Township Hall
9195 Major Douglas Sloan Road

January 16th, 2024

February 20th, 2024

March 19th, 2024

April 16th, 2024

May 21st, 2024

June 18th, 2024

July 16th, 2024

August 20th, 2024

September 17th, 2024

October 22nd, 2024

November 19th, 2024

December 17th, 2024

*any changes in meeting dates will be posted at hall and online

HAYES TOWNSHIP PLANNING COMMISSION

Meeting Date:	December 12, 2023	**Location:**	Hayes Township Hall

Name	Would you like to be called on to speak during public comment?	
Marilyn Anderson	YES	NO
Craig J Eby	YES	NO
LuAnne Kozma	YES	NO
Joni Hosler	YES	NO
Jim McMahon	YES	NO
Carol Umlor	YES	NO
Janet Simen	YES	NO
	YES	NO
	YES	NO
	YES	NO
	YES	NO
	YES	NO
	YES	NO
	YES	NO
	YES	NO
	YES	NO
	YES	NO
	YES	NO
	YES	NO