

AGENDA
HAYES TOWNSHIP, CHARLEVOIX COUNTY
PLANNING COMMISSION

February 13, 2024 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- January 16, 2024
6. Public Comment-3 minute limit
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
 - Review of Zoning Ordinance Edits (PUD/SUP/Site Plan Review and Supplemental Site Plan Development Standards TIME PERMITTING
11. Old Business
12. Set/Confirm Public Hearing Dates
13. Set/Confirm Date of Next PC Meeting- March 12, 2024
14. Public Comment- 1 minute limit
15. Planning Commission Comment
16. 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. For the first public comment period, 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. For the second public comment period, speakers will be limited to 1 minute each.
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
January 16th, 2024
Regular Meeting
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CALL TO ORDER: Vice Chairperson Roy Griffiths called the meeting to order at 7:00 p.m.

Members present: CT Martin, Marilyn Morehead, Rex Greenslade, Mark Snyder, Matt Cunningham, and Roy Griffiths (Chair)

Also, present: April Hilton (Deputy Clerk/Recording Secretary), Ron VanZee (Zoning Administrator) and Julie Collard (Parks and Rec Chair)

Audience: Winnie Boal, LuAnne Kozma, Jim McMahon, Mel Czechowski, Jeff Harmon, Janet Simon, Doug Kuebler, Andrew Wilson, Betty Henne, Ellis Boal, Diane McMahon, Shelly VanWart, Tom Darton, and Tim Boyko.

PLEDGE OF ALLEGIANCE:

REVIEW AGENDA:

Mr. Snyder made a motion, supported by Mr. Greenslade, to approve the agenda as amended.

Yeas: Matt Cunningham, Rex Greenslade, Mark Snyder, CT Martin, and Marilyn Morehead

Nays: none **Motion Carries**

DECLARATIONS OF CONFLICTS OF INTERESTS:

None

CORRECTION OF THE SEPTEMBER 19TH 2023 MINUTES:

Mr. Greenslade made a motion, supported by Ms. Morehead, to approve the September 19th, 2023, minutes as corrected.

Yeas: CT Martin, Matt Cunningham, Rex Greenslade, Mark Snyder, Roy Griffiths and Marilyn Morehead.

Nays: none **Motion Carries**

APPROVAL OF MINUTES December 12Th, 2023 REGULAR MEETING

Mr. Snyder made a motion, supported by Mr. Greenslade, to approve the December 12Th, 2023, regular meeting minutes as presented.

Yeas: CT Martin, Matt Cunningham, Rex Greenslade, Mark Snyder, Roy Griffiths and Marilyn Morehead.

Nays: none **Motion Carries**

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APPROVAL OF MINUTES January 6th, 2024 REGULAR MEETING

Mr. Martin made a motion, supported by Mr. Greenslade, to approve the January 6th, 2024, regular meeting minutes as presented.

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

Nays: none **Motion Carries**

PUBLIC COMMENTS UNRELATED TO AGENDA ITEMS:

Public comments opened at 7:08 pm.

Comments included:

- Asked for explanation of public structure. Looks forward to hearing everyone's input on the Parks and Rec Master Plan.
- Suggested a new survey be conducted. Feels the shoreline should be the focus of the Parks and Rec Committee. Suggested a swing set for Bay Side Homes. Would like to see a fence enforced at Reith Riley.
- Thanks for Saturday's meeting being canceled due to weather. Would like names to be added to public comments. Believes the minutes should be corrected and approved at the next meeting.
- Would like to know how many residents took the survey and how was the survey conducted or produced. Would like to see a safe swimming area at Hayes Township Park.
- Disbelief that the Township would have a park on Lake Charlevoix and not have a swim area.

Public comments closed at 7:20 pm

REPORT OF TOWNSHIP BOARD REPRESENTATIVE TO THE PLANNING COMMISSION:

Next meeting February 12, 2024, at 7:00pm.

REPORT OF ZONING BOARD OF APPEALS REPRESENTATIVE:

N/A

ZONING ADMINISTRATOR REPORT:

Written report available at Hayes Township Hall.

New Business:

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PUBLIC HEARING ON HAYES TOWNSHIP RECREATION MASTER PLAN:

Public Hearing opened 7:24pm

Ms. Collard presented a brief explanation of the Recreation Master Plan Draft.

Public Comment Open

Comments included:

- Does the end of Townline belong to Charlevoix or Emmet County. Julie clarified it belongs to Charlevoix County.
- Correspondence attached.
- Hopes their comments are constructive, does not feel the survey reached enough people within the township. Would like to see the comments made in the survey and would like the Parks and Rec committee to have a meeting discussing the comments. Feels the Parks and Rec Master Plan Draft was rushed. He would like to see the Pickle-Ball courts somewhere else other than Hayes Township Park.
- Tom Darton (member of P&R) stated when the park was purchased, it had derelict buildings and worn-out infrastructure. All that is now cleaned up and the Parks and Rec Committee is working on a plan for future improvements and uses for the park. The original plan created when the park was purchased included every possible outcome for the park, however, was not practical for cost. For the Swimming area concern, there is nothing preventing people from swimming there. However, the Township cannot bring sand in there because the Township must keep the shoreline natural.
- Would like to know how the Township would be able to create a swim area? Was surprised if there is going to be parking for the bike path, there should be consideration for installing bathrooms at the top part of the park. Would like to see a list of the top prioritized projects for the Parks and Rec.
- Would like to see a swim area created at Hayes Township Park, instead of dumping sand, whether it's just putting up signs recommending swim shoes, installing a railing for people to hang on too. Would like to see more participation in the survey.
- Would like to see a safe access point installed at Hayes Township Park. Believes it is very difficult in a small township to get a census of every resident's wants and needs. Would like an explanation how the Parks and Rec Master Plan was processed from the survey.
- Supports the upper-level bathroom ideas. Would like to see the skid pier activity time lengthened. Has spoken with many in favor of Pickle-Ball courts.

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- Would like to see a designated swimming area, to protect swimmers from boats going in and out. Would like the public questions answered and would like to see the survey and Parks and Rec Master Plan redone.
- Lake Charlevoix is known to have a rocky beach. No environmental group recommends adding sand. Would just like to see an accessible and safely mark swimming area. Does not believe the survey reached enough people in the township.
- Would like to know when the survey was conducted and how many were received. Would like to see names added to Public Comments.
- Supports the comments wanting a swimming beach at Hayes Township Park.

Public Comment Closed 7:56 pm

Julie Collard clarified questions and concerns brought up during public comment.

- The 2019 Parks and Rec Master plan update did not include a new survey, the survey is referenced was from 2013.
- The 2019 Parks and Rec Master Plan was not prepared by a professional planner.
- All the photos included in the Parks and Rec Master plan is all township property thus no photo credits.

Public Hearing Closed 7:59pm

Ms. Morehead made a motion, supported by Mr. Greenslade to record in the minutes the ideas brought up at this public hearing and submit these suggestions to the Parks and Rec committee for them to reflect on.

Yeas: Marilyn Morehead, Rex Greenslade, Mark Snyder, CT Martin, Roy Griffiths and Matt Cunningham.

Nays: none **Motion Carries**

Old Business:

PUBLIC COMMENT SESSION DISCUSSION:

Mr. Greenslade made a motion, supported by Ms. Morehead to revert to two different public comment sessions with the session at the end of the meeting being limited to one minute.

Yeas: Marilyn Morehead, Rex Greenslade, Mark Snyder, CT Martin, Roy Griffiths and Matt Cunningham.

Nays: none **Motion Carries**

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2023 HAYES TOWNSHIP PLANNING COMMISSION ANNUAL REPORT:

Ms. Morehead made a motion, supported by Mr. Greenslade, to send the 2023 Hayes Township Planning Commission Annual report to the Board of Trustees as corrected.

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

Nays: none **Motion Carries**

SET/CONFIRM PUBLIC HEARING DATES:

N/A

SET/CONFIRM DATE OF NEXT PC MEETING – FEBRUARY 13th, 2024.

Next Planning Commission regular meeting will take place on February 13th, 2024, at 7:00 pm.

PLANNING COMMISSION COMMENT:

NA

ADJOURNMENT: Ms. Morehead made a motion, supported by Mr. Snyder, to adjourn the meeting at 8:21 pm.

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

Nays: none **Motion Carries**

Respectfully Submitted by:
April Hilton
Deputy Clerk/Recording Secretary



**OFFICE OF ZONING ADMINISTRATOR
09195 MAJOR DOUGLAS SLOAN ROAD
CHARLEVOIX, MICHIGAN 49720
231.547.6961
WWW.HAYESTOWNSHIPMI.GOV**

FEBRUARY 2024 ZONING ADMINISTRATOR REPORT

Issued zoning permit for the interior alteration of a detached garage at 08850 Boyne City Road.

Working with property owners on adjacent properties concerning setback requirement on Shrigley Road.

Sent letter outlining shoreland restoration/installation requirements of the Zoning Ordinance to property owner on Woods Creek Drive as result of notice of EGLE/USACE joint application.

Working with property owner concerning easements on Pa Ba Shan Trail.

Working with property owner on Pincherry Road concerning size and location of proposed accessory structure.

Working with property owner on Shrigley Road concerning size and location of proposed residence and accessory structure.

Working with contractor proposing addition to residence on Boyne City Road outlining Shoreland Review process requirements.

Working with Equalization Department for mapping of all shoreland areas for Planning Commission.

HAYES TOWNSHIP PLANNING COMMISSION REGULAR MEETING			
Meeting Date			

Meeting Date:	February13, 2024
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Location:

Hayes Township Hall

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