

**AGENDA**  
**HAYES TOWNSHIP, CHARLEVOIX COUNTY**  
**PLANNING COMMISSION**  
**August 20, 2024 7:00 pm**  
**Hayes Township Hall**  
**9195 Major Douglas Sloan Road**  
**Charlevoix, Michigan 49720**  
**ZOOM**

[https://us02web.zoom.us/j/83601481092?  
pwd=bTRvd01yc2NtSHY5MXkrZDUxVDMrZz09](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- July 16, 2024 and August 8, 2024
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
  - Review of Master Plan
11. Old Business
12. Set/Confirm Public Hearing Dates
13. Set/Confirm Date of Next Regular PC Meeting- September 17, 2024
14. Pubic Comment
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 an opportunity 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 a clarifying question, 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](http://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. For the second Public Comment session speakers are limited to two (2) 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.



## **Zoning Administrator Report**

**August 2024**

Zoning Administrator work in progress report for the month of July includes the following:

- Resolved a complaint on 9 Mile Point.
- Updated zoning permit for a 16'x20' addition with 15' x 16' addition attached to 42'x50.2 accessory building at 7977 Pinecherry RD.
- Issued zoning permit for a New Single Family Dwelling unit with 2 porches and attached garage at 11170 North Stonebridge DR..
- Issued zoning permit for a 12'x8' roof to cover existing porch at 8167 Shrigley Road.
- Issued zoning permit for a 12'x18' Storage Shed at 10824 Maple Ave.
- Conducted several Inspections for Compliance.
- Received and reviewing zoning permit application for a 14'x22 addition and 12'x26' detached garage with 12'x18' shed on Nine Mile Point dr.
- Resolving a non-compliance complaint with landowner at 10283 Maple Grove Road.
- Resolving with assistance from Tip of the Mitt a non-compliant parcel on Susan Lake.
- Resolving a non-compliance nuisance complaint with landowner at Hyek Road, in the process of submitting a Special Use Permit Application.
- Inspected compliant changes for a violation on Seneca Ave sent a letter requesting communication from landowner.
- Received a response from landowner regarding non-compliance notice letter sent to 6099 Charlevoix Street.
- Received and reviewing zoning permit application for a 30x30 Garage on Shrigley Road.
- Sent first notice letter to land owner on Susan Shore Drive for violation of Nuisance Ordinance.



- Received a Zoning Variance Application from Little Traverse Conservancy for a parcel on Division Ave.
- First Notice letter was sent to Landowner on Nine Mile point for Violation of Nuisance Ordinance.
- Received Zoning application for New Single Family Dwelling with garage on Boyne City road. Shoreline Subcommittee and Tip of the Mitt responded to Shoreline Site plan and Planning Commission Meeting was held on August 8<sup>th</sup> 2024. Zoning Permit approved.
- Responded to questions from residents regarding ADU's.

Hayes Township Planning Commission  
August 8th, 2024  
Special Meeting  
Hayes Township Hall  
9195 Major Douglas Sloan Rd.  
Charlevoix, MI 49720

**CALL TO ORDER:** Chairperson Roy Griffiths called the meeting to order at 8:30 a.m.

Members present: CT Martin, Roy Griffiths (Chair), Marilyn Morehead, Carey Cuddeback, Mark Snyder, and Rex Greenslade.

Excused: Matt Cunningham

Also, present: April Hilton (Deputy Clerk/Recording Secretary), Ron VanZee (Zoning Administrator)

Audience: Laura Ford, LuAnne Kozma, Bill Conklin, Tim Boyko, Betty Henne and Bill Henne.

**PLEDGE OF ALLEGIANCE:**

**REVIEW AGENDA:**

Ms. Cuddeback made a motion, supported by Ms. Morehead, to approve the agenda as presented.

Yeas: Roy Griffiths, CT Martin, Carey Cuddeback, Mark Snyder, Rex Greenslade and Marilyn Morehead.

Nays: none **Motion Carries**

**DECLARATIONS OF CONFLICTS OF INTERESTS:** None

**PUBLIC COMMENTS:** Public comments opened at 8:31am.

Comments included:

- Confused why this meeting was scheduled for today and stated there was a hole observed on the property being dug. Would like to know if they have been issued a stop work order.

Public comments closed at 8:34 am

**New Business:**

**REVIEW SHORELAND PROTECTION STRIP PLAN FOR NEW CONSTRUCTION AT 8390 BOYNE CITY RD:**

Mr. Greenslade made a motion, supported by Ms. Morehead to remove the following items from the Shoreline Landscape plan review.

5.03.3 items G, H, K, M, N, O, P

5.03.4 items B, D, E, F

5.03.5 items A (4, 5, 6, 7, 8, 9, 10, 11) B

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Yeas: Roy Griffiths, CT Martin, Carey Cuddeback, Mark Snyder, Rex Greenslade and Marilyn Morehead.

Nays: none **Motion Carries**

Mr. Martin made a motion, supported by Ms. Morehead to approve the site plan review and shoreline restoration plan for 8390 Boyne City rd. as submitted.

Yeas: Roy Griffiths, CT Martin, Carey Cuddeback, Mark Snyder, Rex Greenslade and Marilyn Morehead.

Nays: none **Motion Carries**

**SET/CONFIRM PUBLIC HEARING DATES:** None

**SET/CONFIRM DATE OF NEXT PC MEETING –AUGUST 20<sup>th</sup>, 2024.**

Next Planning Commission regular meeting will take place on August 20<sup>th</sup>, 2024, at 7:00 pm.

**PUBLIC COMMENT:**

Public Comment Opened at 8:44am

Comments Included:

- Asked why the stop work order was issued?
- Asked if the digging was prior to the Shoreland Subcommittee's visit to the property or not.

Public Comment Closed at 8:45 am

**PLANNING COMMISSION COMMENT:**

Roy Griffiths thanked everyone for attending the meeting so early in the morning.

**ADJOURNMENT:** Ms. Cuddeback made a motion, supported by Ms. Morehead, to adjourn the meeting at 8:46am.

Yeas: Roy Griffiths, Rex Greenslade, CT Martin, Carey Cuddeback, Marilyn Morehead and Mark Snyder.

Nays: none **Motion Carries**

Respectfully Submitted by:

April Hilton

Deputy Clerk/Recording Secretary

Hayes Township Planning Commission  
July 16th, 2024  
Regular Meeting  
Hayes Township Hall  
9195 Major Douglas Sloan Rd.  
Charlevoix, MI 49720

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

Members present: CT Martin, Matt Cunningham, Roy Griffiths (Chair), Marilyn Morehead, and Carey Cuddeback.

Excused: Mark Snyder, Rex Greenslade

Also, present: April Hilton (Deputy Clerk/Recording Secretary), Ron VanZee (Zoning Administrator)

Audience: Deb Narten, Kevin Willis, Sherry Baker-McCary, Mel Czechowski, Carol Umlor, Betty Henne, David Kemme, and Anne Fleming.

**PLEDGE OF ALLEGIANCE:**

**REVIEW AGENDA:**

Ms. Morehead made a motion, supported by Mr. Cunningham, to approve the agenda as presented.

Yeas: Matt Cunningham, Roy Griffiths, CT Martin, Carey Cuddeback and Marilyn Morehead.

Nays: none **Motion Carries**

**DECLARATIONS OF CONFLICTS OF INTERESTS:** None

**APPROVAL OF MINUTES JUNE 18<sup>TH</sup>, 2024 REGULAR MEETING**

Ms. Cuddeback made a motion, supported by Ms. Morehead, to approve the June 18th, 2024, regular meeting minutes as presented.

Yeas: Matt Cunningham, Roy Griffiths, CT Martin, Carey Cuddeback and Marilyn Morehead.

Nays: none **Motion Carries**

**PUBLIC COMMENTS:** Public comments opened at 7:02 pm.

Comments included:

- Informed the Planning Commission of a device called a purple air monitor used to test the quality of air in an area. Stated there is one placed at Subaru by the Bay. Is concerned there are times when the monitor at this location may be displaying poor air quality during certain times of day.
- Anne Fleming from Little Traverse Bay Conservancy informed the Planning Commission and public of a new preserve in Bay Shore with 1400 feet of frontage on Little Traverse Bay. With funding they will be constructing a trail through the new preserve with a viewing platform.

Public comments closed at 7:09 pm

**REPORT OF TOWNSHIP BOARD REPRESENTATIVE TO THE PLANNING COMMISSION:**

Next meeting August 12<sup>th</sup>, 2024, at 7:00pm.

Hayes Township Planning Commission  
July 16th, 2024  
Regular Meeting  
Hayes Township Hall  
9195 Major Douglas Sloan Rd.  
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**REPORT OF ZONING BOARD OF APPEALS REPRESENTATIVE:**

N/A

**ZONING ADMINISTRATOR REPORT:**

Written report available at Hayes Township Hall.

**Old Business:**

**New Business:**

**DEVELOP PROCESS PLAN AND STEPS FOR REVIEW OF THE TOWNSHIP MASTER PLAN:**

Each member of the Planning Commission will research and create suggestions for updates on sections of the current Master plan.

CT Martin will research the Natural Resource section.

Matt Cunningham will research the Transportation section.

Carey Cuddeback/Rex Greenslade will research the Existing Land Use section.

Marilyn Morehead will research the Parks, Recreation and Community Facilities section.

Mark Snyder will research the Socioeconomic Characteristics section.

Each member will have their recommended update suggestions prepared for discussion at the next Planning Commission meeting.

**SET/CONFIRM PUBLIC HEARING DATES:** None

**SET/CONFIRM DATE OF NEXT PC MEETING –AUGUST 20<sup>TH</sup>, 2024.**

Next Planning Commission regular meeting will take place on August 20<sup>th</sup>, 2024, at 7:00 pm.

**PUBLIC COMMENT:**

Public Comment Opened at 7:34

Comments Included:

- Requested clarification of an item on the Zoning Administrator report.

Public Comment Closed at 7:36 pm

**PLANNING COMMISSION COMMENT:**

Ron VanZee stated he will be out of the office from July 19<sup>th</sup> through July 29<sup>th</sup>.

**ADJOURNMENT:** Ms. Morehead made a motion, supported by Mr. Cunningham, to adjourn the meeting at 7:43pm.

Yeas: Roy Griffiths, Rex Greenslade, CT Martin, Carey Cuddeback, Marilyn Morehead and Matt Cunningham.

Nays: none     **Motion Carries**

Respectfully Submitted by: