

AGENDA
HAYES TOWNSHIP, CHARLEVOIX COUNTY
PLANNING COMMISSION

November 18, 2025 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. Public Hearing – Zoning Map Update
6. Public Comment
7. Review and Approval of Draft Minutes- September 16, 2025 and Special Meeting October 27, 2025
8. Report of Township Board Representative to the Planning Commission
9. Report of Zoning Board of Appeals Representative to the Planning Commission
10. Zoning Administrator Report
11. New Business – Shoreland Landscape plan review 7125 Nine Mile Pointe Dr., Charlevoix MI
12. Old Business
13. Set/Confirm Public Hearing Dates
14. Set/Confirm Date of Next Regular PC Meeting- December 16, 2025
15. Public Comment
16. Planning Commission and Staff Comment
17. 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.

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.

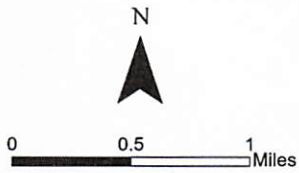
Hayes Township

Charlevoix County

Notice of Public Hearing

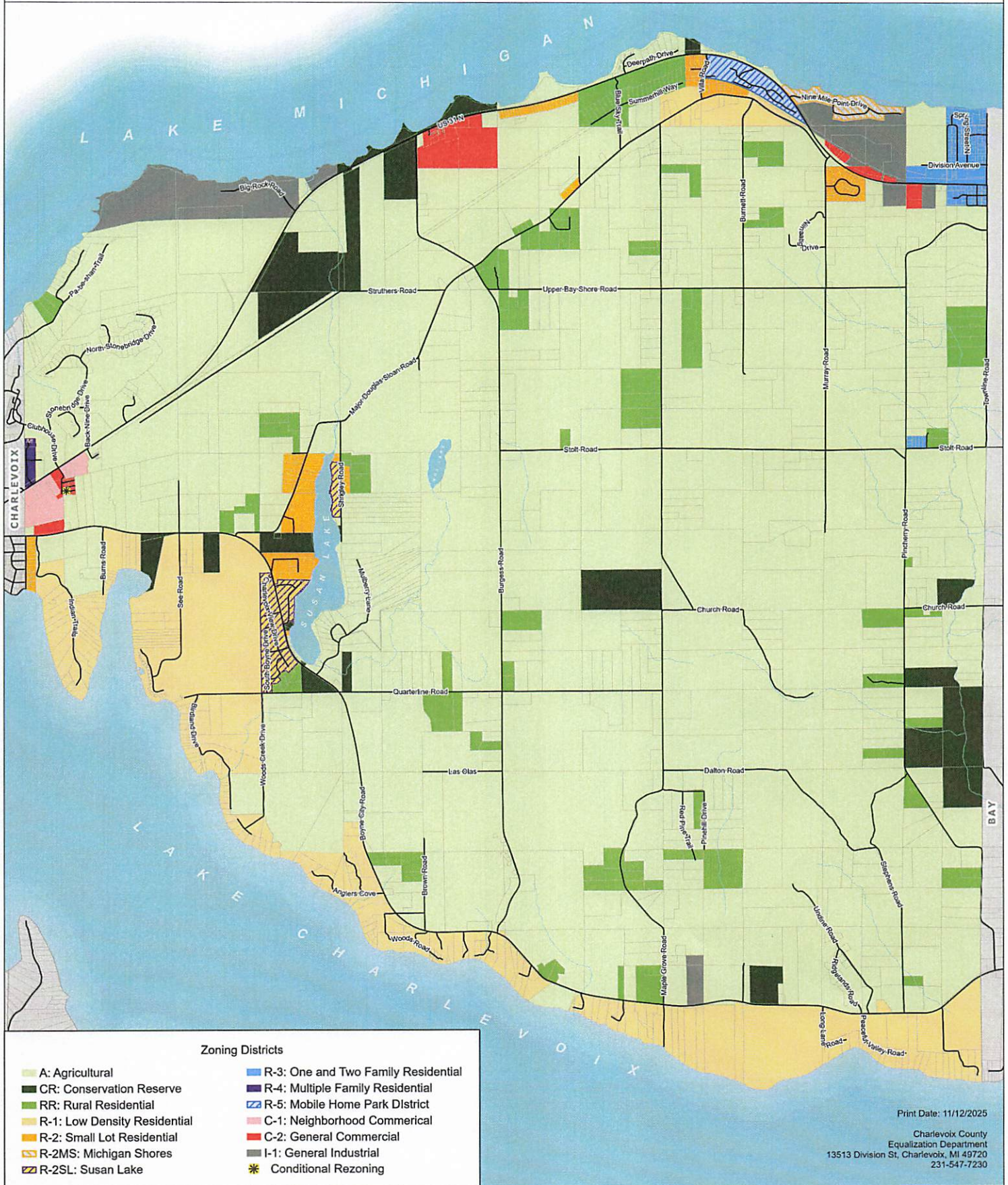
The Hayes Township Planning Commission will hold a Public Hearing on Tuesday, November 18, 2025 at 7:00p.m. at the Hayes Township Hall to accept comments from the public regarding the updated Hayes Township Zoning Map as a proposed amendment to the Hayes Township Zoning Ordinance. Comments may be submitted in writing or verbally at the meeting or submitted prior to the meeting by mail to Hayes Township Planning Commission, 09195 Major Douglas Sloan Road, Charlevoix, Michigan, 49720, or by email to Clerk@hayestownshipmi.gov no later than 4:00 pm on Monday, November 17, 2025.

HAYES TOWNSHIP PROPOSED ZONING MAP



ADOPTED: PENDING
EFFECTIVE: PENDING

This map is to be used as a reference only. It is not an authority on the zoning of Hayes Township properties. Zoning should be confirmed with the township zoning administrator. It is not survey quality and cannot be used to replace an actual survey.



Print Date: 11/12/2025

Charlevoix County
Equalization Department
13513 Division St, Charlevoix, MI 49720
231-547-7230

Hayes Township Planning Commission
September 16th, 2025
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, Roy Griffiths (Chair), Mark Snyder, Matt Cunningham, Rex Greenslade, Alexander Curley and Carey Cuddeback.

Also, present: Ron VanZee (Zoning Administrator) and Kristin Baranski (Recording Secretary)

Audience: Dave Kemme, Kevin Willis, Ron Shanks, Mel Czechowski, Gillian Lazar, Danielle Hucheson, Carol Umlor, and Anne Fialko.

REVIEW AGENDA:

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

Yeas: Roy Griffiths, CT Martin, Mark Snyder, Carey Cuddeback, Rex Greenslade, Alexander Curley and Matt Cunningham.

Nays: none **Motion Carries**

DECLARATIONS OF CONFLICTS OF INTERESTS: None

PUBLIC HEARING 7977 PINCHERRY REZONE REQUEST:

Mr. Griffiths opened the public hearing at 7:03pm.

Zoning Administrator presented case:

- Case NO: 250916 (office use only)
- Application Date: August 18, 2025
- Notice Posting Date: August 30, 2025 (Petoskey News Review)
- 300ft Notice Date: August 27, 2025
- Applicants/Owners: Ronald & Sheryl Shanks
- Subject Address: 7977 Pincherry Rd, Charlevoix, MI 49720
- Parcel ID: 15-007-125-009-00
- Zoning District: Agricultural Zoning Districts
- Parcel Size: Approx. 19.923 acres (legal lot of record), Average width is 663 feet, Average length is 1309 feet
- Request: Applicant is asking to rezone property from Agricultural to Rural Residential

Hayes Township Planning Commission
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- History: Special Use Permit to store fireworks, approved May 15, 2018 as a Cottage Industry allowed both in the Agricultural Zoning District and Rural Residential Districts
- Future Land Use: Future Land Use map encourages Rural Residential

Applicant presented the following facts:

- Legal lot of record is just less than the 20 acres for Agricultural Zoning creating the need for rezone to divide parcel

Chair opened and closed Public Comment at 7:06 pm with no comment.

Chair closed Public Hearing at 7:06pm.

Planning Commission deliberated and applied the standards and factors from Section 10.01 C5

- a) Is the proposed rezoning consistent with the Hayes Township Master Plan? YES FUTURE LAND USE MAP
- b) Is the proposed rezoning reasonably consistent with surrounding uses? YES CURRENT ZONING MAP
- c) Will there be any adverse physical impact on surrounding properties? NO
- d) Will there be an adverse effect on property values in the adjacent area? NO
- e) Have there been changes in land use or other conditions in the immediate area or in the community in general which justifies rezoning? YES SIMILAR LOTS NEARBY
- f) Will rezoning create a deterrent to improvements or envelopment of adjacent property in accord with existing regulations? NO
- g) Will rezoning grant a special privilege to an individual property owner when contrasted with other property owners in the area or the general public (i.e. will rezoning result in spot zoning)? NO
- h) Are there substantial reasons why the property cannot be used in accordance with its present zoning classifications? YES
- i) Is the rezoning in conflict with the planned use for the property in the Land Use Plan? NO
- j) Is the site served by adequate public facilities or is it the petitioner able to provide them? YES PRIVATE WELL AND SEPTIC
- k) Are there sites nearby already properly zoned that can be used for the intended purpose? NO
- l) Are other local remedies available? NO

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Upon finding that the proposed rezone complies with the criteria in the Zoning Ordinance and the Master Plan, Mr. Martin made the motion, support by Mr. Curley, to rezone parcel 15-007-125-009-00 (7977 Pincherry Road) from Agricultural to Rural Residential as it is consistent with the Future Land Use Map, current Zoning Map and surrounding parcels.

A roll call was taken.

Yeas: Roy Griffiths, CT Martin, Carey Cuddeback, Mark Snyder, Rex Greenslade, Alexander Curley and Matt Cunningham.

Nays: none **Motion Carries**

PUBLIC COMMENTS:

Public comments opened at 7:18pm.

Comments included:

- Common characteristics of local Short Term Rental regulations and policies (City of Charlevoix, Charlevoix Township, Melrose Township, Harbor Springs) see attached

Public Comment closed at 7:24pm.

APPROVAL OF MINUTES AUGUST 19TH, 2025 REGULAR MEETING

Mr. Greenslade made a motion, supported by Mr. Cunningham, to approve the August 19, 2025 regular meeting minutes as presented.

Yeas: Roy Griffiths, CT Martin, Mark Snyder, Carey Cuddeback, Rex Greenslade, Alexander Curley and Matt Cunningham.

Nays: none **Motion Carries**

REPORT OF TOWNSHIP BOARD REPRESENTATIVE TO THE PLANNING COMMISSION:

Mr. Cunningham gave a report on Board of Trustees activities. Next regular scheduled Board meeting is October 13, 2025.

REPORT OF ZONING BOARD OF APPEALS REPRESENTATIVE TO THE PLANNING COMMISSION:

Mr. Greenslade reported a Zoning Board of Appeals meeting will be held on October 8th, 2025 at 7:00 pm to hear 2 individual variance requests.

ZONING ADMINISTRATOR REPORT:

Ron VanZee presented a written report. Report is available on the Hayes Township website and for review at the Township Hall.

NEW BUSINESS

Hayes Township Planning Commission
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PUBLIC COMMENT RULES:

Members discussed amending the PC By-Laws to designate the first public comment period for agenda items only. This will allow the members to process and weigh public comment while making decisions on agenda items. The second public comment period will be open for all comments.

Ms. Cuddeback made the motion, supported by Mr. Snyder, to amend Planning Commission By Laws to designate the first public comment period for agenda related comments only.

Yeas: Roy Griffiths, CT Martin, Mark Snyder, Carey Cuddeback, Rex Greenslade, Alexander Curley and Matt Cunningham.

Nays: none **Motion Carries**

SHORT TERM RENTAL ORDINANCE DISCUSSION

Planning Commissioners discussed a Short Term Rental Ordinance that is a result of the most current Survey conducted for Hayes Township. The survey results indicated strong support for providing some sort of controls and/or limitations on short-term and vacation rentals; in the form of location limits via zoning and/or through limiting the number of occupants and/or the length of stay. Discussion included:

- local Short Term Ordinances were reviewed
- Previous Short Term Ordinance was rescinded due to the fact that it was unenforceable and tracking/follow up was difficult due to one time registration application (no site visits; updates, etc.)
- Health Department regulates septic systems
- Charlevoix County Sheriff reported no calls regarding Short Term Rentals in the past 2 years
- Zoning Administrator reported 2 Hayes Township Short Term Rentals have had repeated complaints throughout the past 2 years
- Limits on how many rentals one person can have
- Limit occupants
- limit Short Term Rentals to specific Zoning Districts
- not allow LLC/Corporate owned Short Term Rentals; owners have LLC/Business for legal or tax purposes
- Some people use Short Term Rental income to be able to afford property/continue with family property
- Enforcement is the big question
- Homeowner Associations can restrict Short Term Rentals; some already do

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- Short Term Rentals have always been around and always will be
- County and State may also have regulations
- Short Term Rental needs more information, research and discussions
- Mr. Cunningham will take to Board of Trustees to see what route to take; perhaps a joint meeting between PC and BOT

OLD BUSINESS:

SET/CONFIRM PUBLIC HEARING DATES:

N/A

SET/CONFIRM DATE OF NEXT PC MEETING –October 21, 2025.

Next Planning Commission regular meeting will take place on October 21, 2025, at 7:00 pm.

PUBLIC COMMENT:

Public Comment opened at 8:25pm. Comments included:

- zoning ordinances can regulate; illegal to run business in neighborhood and short term rentals are a business
- complaints are more than about noise; calling the Sheriff is not the answer

PLANNING COMMISSION and STAFF COMMENT:

ADJOURNMENT: Mr. Snyder made a motion, supported by Mr. Curley, to adjourn the meeting at 8:28pm.

Yeas: Roy Griffiths, CT Martin, Carey Cuddeback, Mark Snyder, Rex Greenslade, Alexander Curley and Matt Cunningham.

Nays: none **Motion Carries**

Respectfully Submitted by:

Kristin Baranski
Clerk/Recording Secretary

Hayes Township Planning Commission
October 27th, 2025
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 6:00 p.m.

Members present: Roy Griffiths (Chair), Carey Cuddeback, Matt Cunningham, Alexander Curley, Rex Greenslade and Mark Snyder.

Excused: CT Martin

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

Audience: Bill Conklin, Kristin Baranski, Doug Kuebler, Diane McMahon, Jim McMahon, David Kemme, Carol Umlor, LuAnne Kozma, Ellis Boal, Mel Czechowski, Larry Cuddeback, Bill Henne, and Tim Boyko.

REVIEW AGENDA:

Mr. Snyder made a motion, supported by Mr. Curley, to approve the agenda as presented.

Yeas: Alexander Curley, Carey Cuddeback, Matt Cunningham, Roy Griffiths, Rex Greenslade, and Mark Snyder.

Nays: none **Motion Carries**

DECLARATIONS OF CONFLICTS OF INTERESTS:

None

PUBLIC COMMENTS: Public comments opened at 6:03pm.

Comments included Future Land Use Map concerns, Town Hall Meetings, Bay Shore Air Quality, Erosion concerns, Citizens Advisory Committee coordinated by John from Beckett and Raeder, Geologist studies, Michigan Shores Associations' recommendations, Correspondence Attached. Public comments closed at 6:12pm

REVIEW OF THE MASTER PLAN DRAFT AND REQUEST THE BOARD OF TRUSTEES RELEASE THE PLAN FOR THE REQUIRED REVIEW PERIOD:

Planning Commission reviewed the proposed Master Plan Draft.

Mr. Greenslade made a motion, supported by Ms. Cuddeback to request the Hayes Township Board of Trustees approval for distribution and review of the amended Hayes Township Master Plan Draft pursuant to section 41 (MCL 125.3841) of Public Act 33 of 2008. A Roll Call was taken.

Yeas: Alexander Curley, Carey Cuddeback, Matt Cunningham, Roy Griffiths, Rex Greenslade, and Mark Snyder.

Nays: none **Motion Carries**

Hayes Township Planning Commission
October 27th, 2025
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37

38 **PUBLIC COMMENT:** Public comments opened at 6:51pm.

39 Comments included Conservancy Property, updating the current Land Use Map, Town Hall
40 Meetings, Amended Proposed Master Plan Draft Approval, Working Farms within Hayes
41 Township, Correspondence Attached.

42 Public comments closed at 6:57pm

43

44 **PLANNING COMMISSION COMMENT:**

45 Mr. Griffiths appreciates all the feedback regarding the amended proposed Master Plan draft.
46 The Planning Commission will be holding a Public Hearing on November 18th 2025 to receive
47 public comment on the updated Hayes Township Zoning Map as an amendment to the Hayes
48 Township Zoning Ordinance.

49

50 **ADJOURNMENT:** Mr. Snyder made a motion, supported by Ms. Cuddeback, to adjourn the
51 meeting at 7:04pm.

52 Yeas: Alexander Curley, Carey Cuddeback, Matt Cunningham, Roy Griffiths, Rex Greenslade and
53 Mark Snyder.

54 Nays: none **Motion Carries**

55

Respectfully Submitted by:

56

April Hilton

57

Deputy Clerk/Recording Secretary



Zoning Administrator Report

November 2025

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

- Variance application for 6995 Birdland Drive approved at ZBA meeting on July 23rd 2025 at 7:00 pm. Waiting for applicant to submit Site Plan for the Shoreland Protection strip from the Stream and Lake Charlevoix.
- Communicating with landowner regarding violation for a non permitted patio on Oyster Bay Drive. Sent Zoning permit application and section 3.14 of the Hayes Township Zoning Ordinance to landowner.
- Received rezone request application for 7977 Pincherry Rd. Planning Commission approved the request at their meeting on September 16th 2025. Rezone has been reviewed Charlevoix County Planning Commission. Hayes Township Board of Trustees will be reviewing Rezone Request at their November 10th 2025 Meeting.
- Received Zoning permit application for New Single Family Dwelling on Spring Street, Shoreline Protection Committee will be scheduling a site visit.
- Received Variance request application for 7125 Nine Mile Point Dr. Zoning Board of Appeals will be reviewing variance request on November 19th 2025. Landowner submitted shoreline restoration plan.
- Variance request application for 7720 Indian Trails Dr, ZBA approved Variance request at the October 8th 2025 meeting. Waiting for Shoreline plan from applicant.
- Received and reviewing zoning permit application for a demo and rebuild of an attached garage on Birdland Drive.
- Received Parcel Division application for a parcel on Woods Road. Waiting for additional information form applicant.
- Zoning permit application for a Demo and rebuild of existing home on Quarterline road. Shoreline Review Committee conducted inspection and advised applicant to work with Tip of the Mitt to create shoreland restoration plan. Awaiting Shoreline plan from applicant.



- Inspected and trying to contact landowner, last communication with landowner stated he was not well on Villa Road for Violation of Nuisance Ordinance and a non-compliance complaint. Sheriff department checking for occupancy.
- Spoke with landowner with storage units on US 31 East of Burgess, to relocate their signs.
- Continuing to see progress from DeWitt Marine after Planning Commission moved to change to provisions of their special use permit. DeWitt Marine has removed boats and boat pads.
- Application for a new single family dwelling unit on Murray Road. Waiting for additional information from landowner.
- Spoke with Holtec Representative, sign permitted to Holtec on 4/23/2025 was placed incorrectly, they will be correcting the placement.
- Met with Landowner regarding complaint of a Shoreline violation on Peaceful Valley Road, they will be submitting a Shoreline Restoration plan.
- Continuing to see progress from landowner on Maple Grove Road for a Nuisance Ordinance complaint, Charlevoix County Fire Department Chief is monitoring parcel for fire hazards. EGLE confirmed that the property owner complied with requirements, contaminated soils were removed from the site.
- Received and reviewing Zoning permit application for a new single family residence on Deer path Drive. Stop Work Order has been issued on this project, until shoreline protection strip is restored.
- Received and reviewing zoning permit application for an addition to an existing single family residence on Birdland Drive. Application includes a shoreline restoration plan.
- Sent Violation notice letter to landowner on US 31 across from the Country Club for the incorrect placement of a sign.
- Spoke with landowner on Nine Mile Point regarding trash issues on their property.
- Received zoning permit application for a detached garage on Shirgley Road. Shoreline Protection Strip Committee conducted site visit.

Division	10/24/25	15-007-004-004-00	9284 Woods Rd	FLA Trust	R-
Transfer/Combination/Reconfiguration	10/27/25	15-007-121-001-30,40,45,35	8625,8741 and 8843 Burgess Rd	Great lake Basin LLC	AC

25-10-01	10/27/25	007-001-001-00	6121 Boyce City Road	Bruce Anderson	New 583.3 SQ Ft Ground Mount Solar Array with 21 X 545 PV Modules on adjustable Tilt Racking with 7 X 18 Pier Style Footings. Solar to be Interconnected with meter on house
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Short Term Rental Concerns in Michigan Shores Property Owners Association

My husband and I own two properties in the Michigan Shores Association. Our home is situated next to a rental property next door and one across the street.

During the spring, summer and fall seasons, the renter population grows, bringing with it several concerns that affect the residents in Michigan Shores.

1. One of the most problematic is the excessive speed of the vehicles entering and exiting the neighborhood.
2. There are visiting dogs not on a leash and owners who are not picking up after their pet. Some dispose of their dog's waste in trash cans that are not on the rental property.
3. Some rental properties do not make provisions for setting out trash receptacles the night before pick which means they sit out at the road front all week, loaded with exposed trash.
4. Often we have vehicles parked partially on the easement and road front which impedes traffic because there is not enough room in the driveway for the all the guests occupying the rental home.
5. One residence has been purchased by an Ohio based business that is being used to house employees working in the area for a few days.

All of the above concerns are a violation of our association guidelines that we expect our property owners to honor. That being the case, there needs to be some level of accountability for property owners who are choosing to rent their homes on a short term basis.

Perhaps they need to be required to submit to the township evidence that their rental website includes our association guidelines.

We welcome visitors as long as they know what is expected of them to help us maintain the tranquility, safety and cleanliness of our community.

Thank you for giving these concerns your serious consideration.

Respectfully,

Nancy Simon

Site Visit 7125 9 Mile Pointe Drive, Charlevoix MI

October 20, 2025

As site visit was conducted by CT Martin, Roy Griffiths and Ron VanZee to review the proposed shoreland landscape plan submitted by Robinson's Landscaping for the Quada & Keljo residence. Pictures along with the plan were reviewed by Noah Jansen from Tip of The Mitt. This plan was done as part of a proposed renovation of an existing cottage.

The property is located in the Michigan shores overlay district and has Lake Michigan waterfront. The house was built before the current zoning ordinance was enacted and such is placed closer to the OHWM than is currently allowed. Previously permission was granted to install a hardened shoreline comprised of large boulders with landscape fabric behind them and fill sand was added to level the area.

The existing landscaping has significant areas of thick natural trees, primarily cedar and pine with attendant undergrowth, and this growth extends down both sides of the property from the road to the shoreline. There are signs that water has washed out in small areas of sand behind the rock barriers. The center area of the property is open sand and no growth of any plants.

The proposed landscape plan consists leaving all the naturally occurring trees and vegetation combined with plantings of American beach grass designed to fill the open area except for a walkway of unspecified dimensions totaling 425 square feet to access the water. This open pathway appears to be consistent with the allowed 20% open area in the ordinance.

While the beach grass is an approved planting, it is thought that some additional low shrub plantings such as blue rug juniper or similar at the top of the rock barrier would help stabilize the potential for any further wash out of the soil. Noah Jansen has offered, "I agree that the proposed planting of beach grass meets the ordinance requirements and that adding in some shrubs at the edge of the riprap will reduce the risk of erosion in the long term as water levels rise and fall. I would recommend the shrub area extend a minimum of 5 feet from the top of the riprap for this purpose. In addition to the aforementioned 'Blue Rug' juniper, other options could include:

- Shrubby cinquefoil (*Dasiphora fruticosa*)
- Soapberry (*Shepherdia canadensis*)
- Northern bush honeysuckle (*Diervilla lonicera*)
- Bearberry (*Arctostaphylos uva-ursi*)
- 'Gro-Low' fragrant sumac (*Rhus aromatica* 'Gro-low')

This Plan meets the requirements of the ordinance.



April Hilton <deputyclerkhayes@gmail.com>

Fwd: 7125 9 Mile Pointe dr. site vist/ Quada

1 message

Roy Griffiths <[redacted]@gmail.com>

Wed, Nov 12, 2025 at 2:51 PM

To: April Hilton <deputyclerkhayes@gmail.com>

FYI

----- Forwarded message -----

From: Noah Jansen <noah@watershedcouncil.org>

Date: Tue, Oct 21, 2025 at 4:10 PM

Subject: Re: 7125 9 Mile Pointe dr. site vist/ Quada

To: Roy Griffiths <[redacted]@gmail.com>

Cc: C. T. Martin <[redacted]@gmail.com>, Ron VanZee <[redacted]@gmail.com>

Thanks for the helpful pictures! I agree that the proposed planting of beach grass meets the ordinance requirements and that adding in some shrubs at the edge of the riprap will reduce the risk of erosion in the long term as water levels rise and fall. I would recommend the shrub area extend a minimum of 5 feet from the top of the riprap for this purpose. In addition to the aforementioned 'Blue Rug' juniper, other options could include:

- Shrubby cinquefoil (*Dasiphora fruticosa*)
- Soapberry (*Shepherdia canadensis*)
- Northern bush honeysuckle (*Diervilla lonicera*)
- Bearberry (*Arctostaphylos uva-ursi*)
- 'Gro-Low' fragrant sumac (*Rhus aromatica* 'Gro-low')

Have a great day!



Noah Jansen
Restoration Manager
231.489.7288
noah@watershedcouncil.org
watershedcouncil.org

On Tue, Oct 21, 2025 at 12:04 PM Roy Griffiths <[redacted]@gmail.com> wrote:

Good morning,

Attached are some pictures from yesterday's site visit and a short write up from the visit. When all recommendations are in I will turn it into a report to the planning commission.

Feel free to add to this as needed.

Roy

Site Visit [7125 9 Mile Pointe Drive, Charlevoix MI](#)

October 20, 2025

A site

Quada 6850.jpeg

Quada 6852.jpeg

Quada 6853.jpeg

Quada 6855.jpeg

Quada 6856.jpeg

visit was conducted by CT Martin, Roy Griffiths and Ron VanZee to review the proposed shoreland landscape plan submitted by Robinson's Landscaping for the Quada & Keljo residence. This plan is part of a proposed renovation of an existing cottage.

The property is located in the Michigan shores overlay district and has Lake Michigan waterfront. The house was built before the zoning ordinance was enacted and as such is placed closer to the OHWM than is currently allowed. Previously permission was granted to install a hardened shoreline consisting of large boulders with landscape fabric behind them and fill sand was added to level the area.

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]



zoning hayestownshipmi <zoninghayestownshipmi@gmail.com>

Quada

Stephanie Baldwin <stephanie@edgewaterdesigngroup.com>
To: zoning hayestownshipmi <zoninghayestownshipmi@gmail.com>

Mon, Nov 10, 2025 at 11:55 AM

Good Morning Ron,

Attached you will find the revised landscape plan for Doug Quada & Kathy Keljo per the committee's recommendations. I will see you next week on 11/18 & 11/19.

Let me know if there are any questions.

Take care,



STEPHANIE BALDWIN
President / Owner

📞 231-348-0497 / 231-838-2234

✉️ stephanie@edgewaterdesigngroup.com

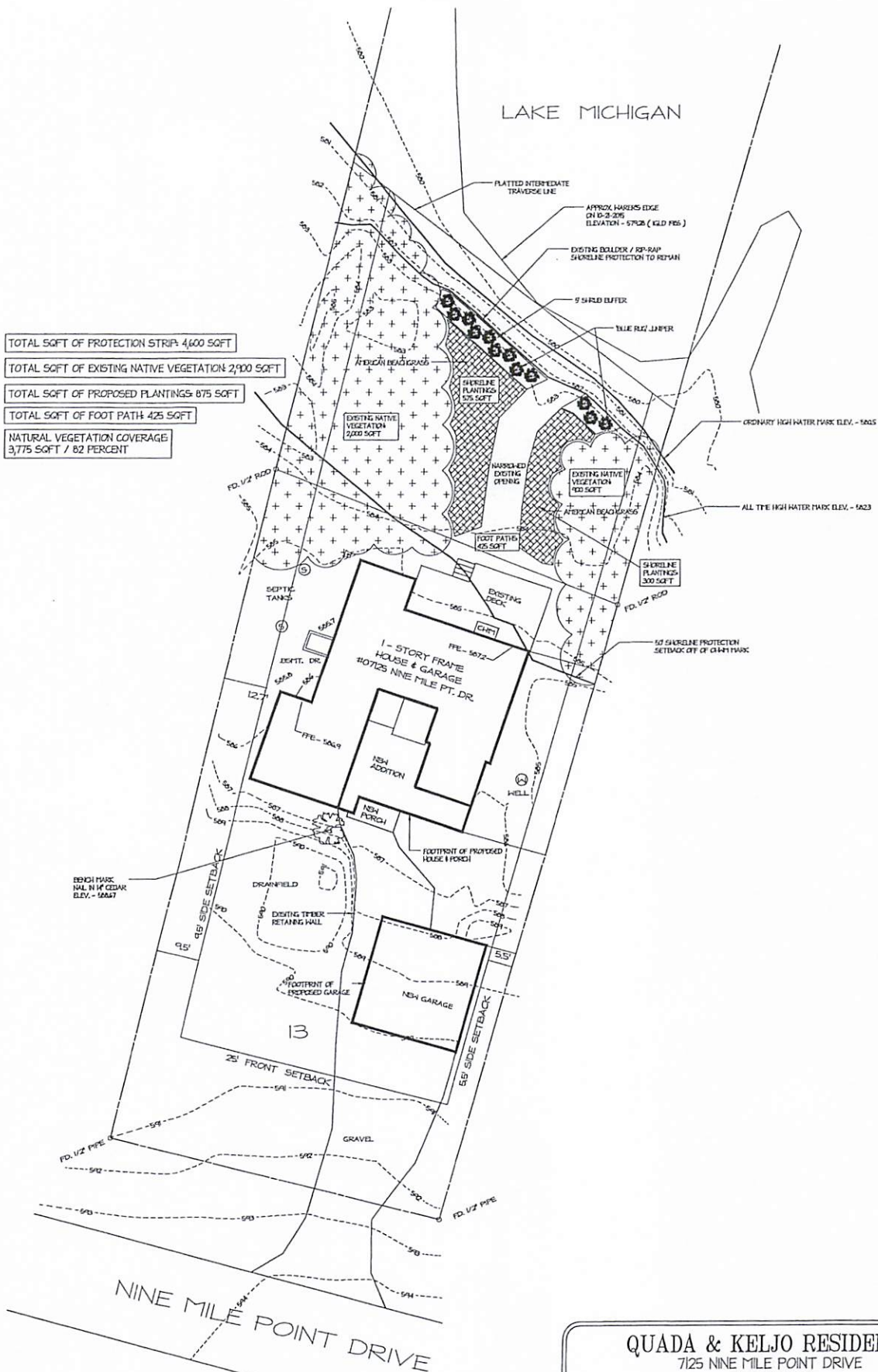
🌐 www.edgewaterdesigngroup.com

📍 301 E. Mitchell St., Petoskey, MI 49770

On Wed, Nov 5, 2025 at 1:56 PM zoning hayestownshipmi <zoninghayestownshipmi@gmail.com> wrote:
You will be on the November 18 PC agenda.

Sent from my iPhone

 **Quada_Keljo_RevisedShoreline_11_10_25.pdf**
515K



QUADA & KELJO RESIDENCE		
7125 NINE MILE POINT DRIVE CHARLEVOIX		
client:	date:	revision:
scale:	9-29-2025	1
drawn by:	checked by:	drawing #:
ERC		

THIS DRAWING IS CONDITIONALLY ISSUED AND REPRODUCTION OR USE OF ITS CONTENTS IS FORBIDDEN WITHOUT SPECIFIC WRITTEN PERMISSION OF ROBINSON'S LANDSCAPING AND NURSERY INC.



Viewing Parcel Number: 007-400-013-00

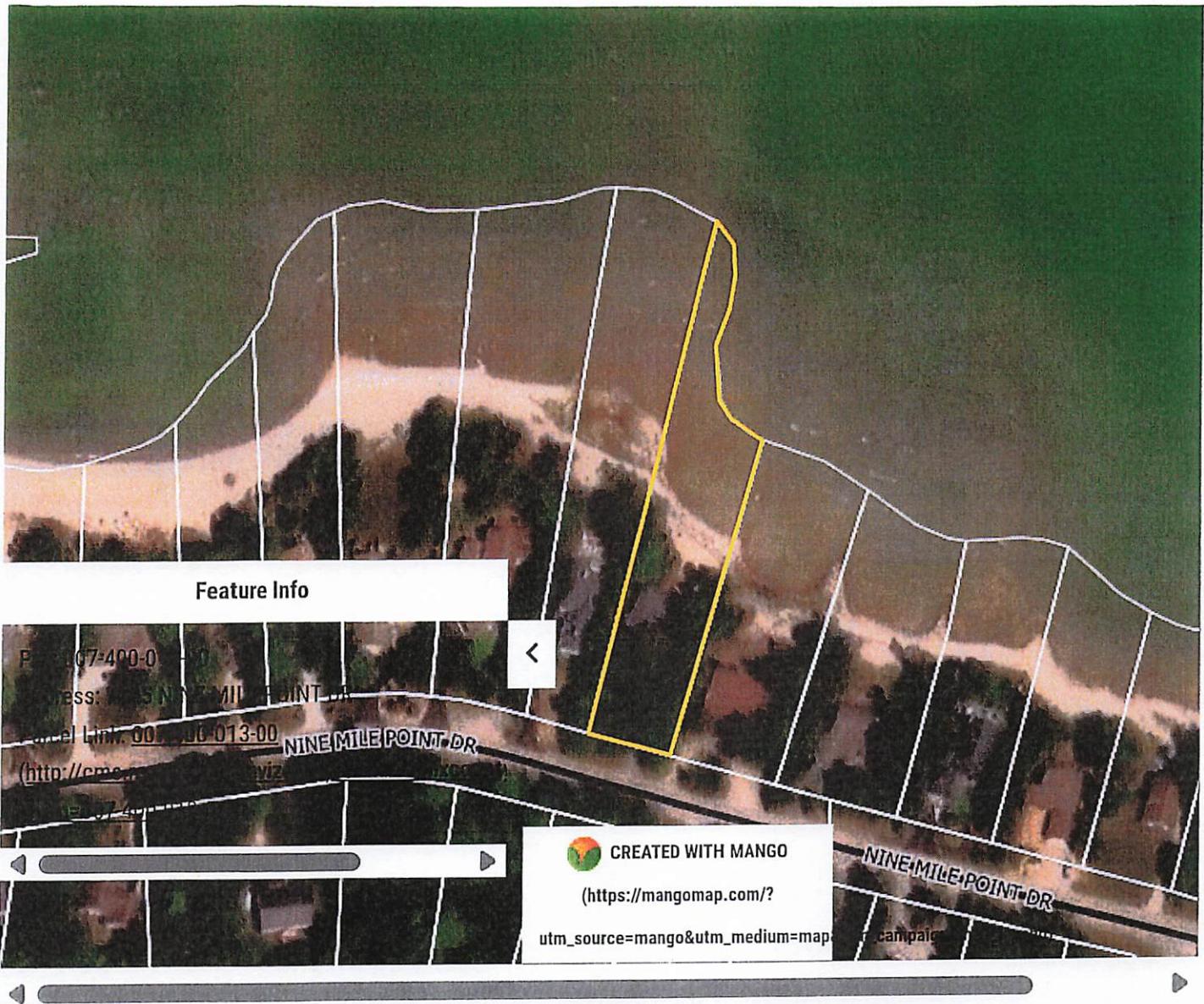
Parcel Details

Assessing City/Township:	Hayes Township
Property Address:	7125 NINE MILE POINT DR CHARLEVOIX, MI 49720
Owner Information:	QUADA DOUGLAS TODD & KELJO KATHRINE A [REDACTED] [REDACTED]
Property Class:	401 - Residential - Improved
Taxable Status:	TAXABLE
School District:	15050 - Charlevoix
P.R.E. Percentage:	0%
Current SEV:	\$197,700
Current Taxable Value:	\$117,604
Prior Year SEV:	\$211,900
Prior Year Taxable Value:	\$114,068

Tax Description

MICHIGAN SHORES LOT 13.

[REDACTED]



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Hayes Township
Zoning Variance Application
Zoning Administrator Phone (231) 547-6961

GENERAL INFORMATION

Name of Property Owner(s) Douglas Quada and Katherine Keljo

Mailing Address 808 Chesterfield Ave.

City Birmingham State MI Zip 48009

Telephone Doug's Mobile (248) 411-2812

PROPERTY INFORMATION

Property Tax Code Number: 15-007- 400-013-00

Legal Address 7125 Nine Mile Point Drive, Charlevoix, MI 49720

Nearest Road Intersection US 31

Zone District Michigan Shores District (R-2MS)

Please type or print; fill in all blanks and return with \$935.00 fee payable to Hayes Township

VARIANCE OR INTERPRETATION REQUESTED

Relief from the following Zoning Ordinance Section(s):

Please review the online copy of the zoning ordinance for the exact section number.
charlevoixcounty.org/hayes.asp

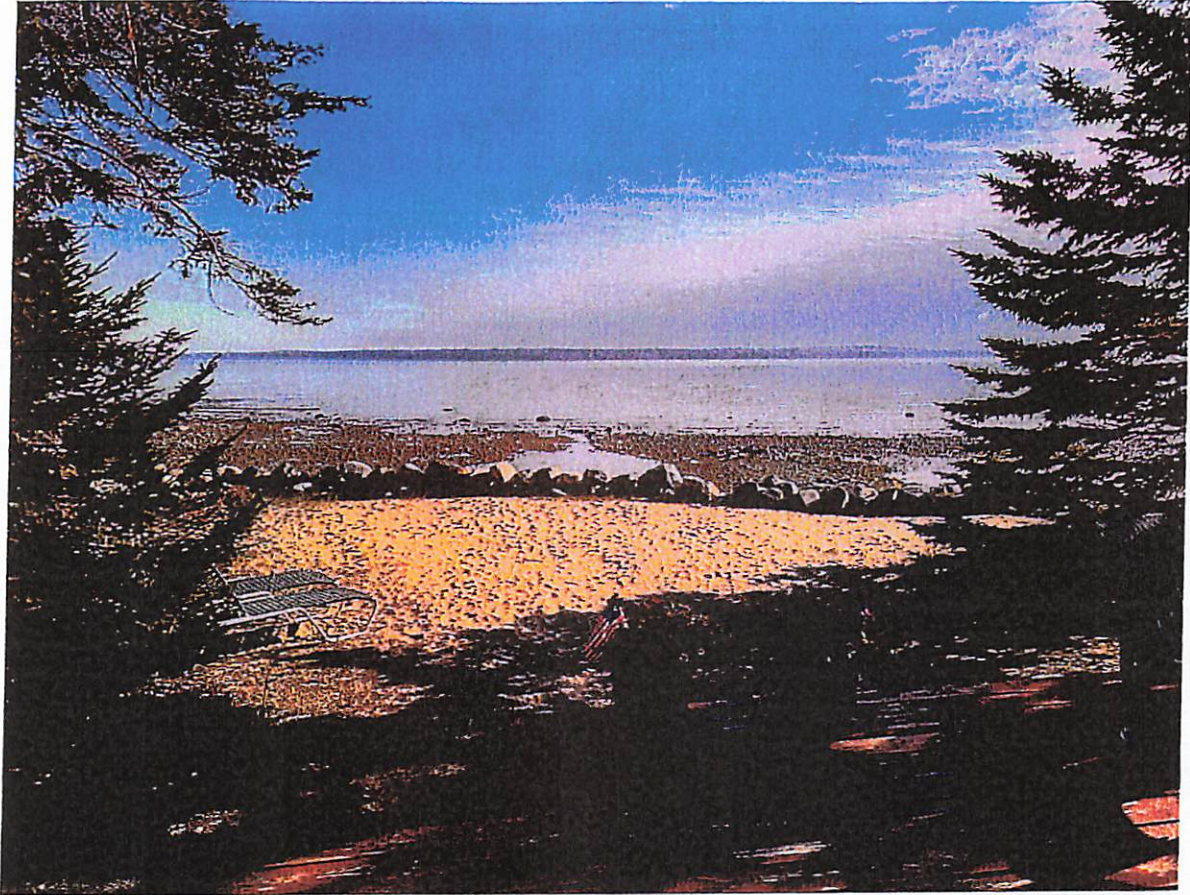
Submit an exact scaled drawing on the reverse side of this document or on a separate sheet of paper showing

- lot location (road names, lakeshore, streams, easements, rights-of-ways, unusual topographic features),
- lot dimensions,
- location and dimensions (including height) of existing and proposed structure(s),
- distance between structure(s) and front, rear, and sides lot lines,
- location of driveway giving distance to nearest side lot line,
- locations of well, septic tank and drain field,
- other structures and uses within 100 feet of the property.

Note: Applicant must supply exact maps, drawings, etc. in order to inform the Zoning Board of Appeals of the type of building or activity, and how it will look when desired construction is completed.

[REDACTED]

View of lake from home's existing deck area:

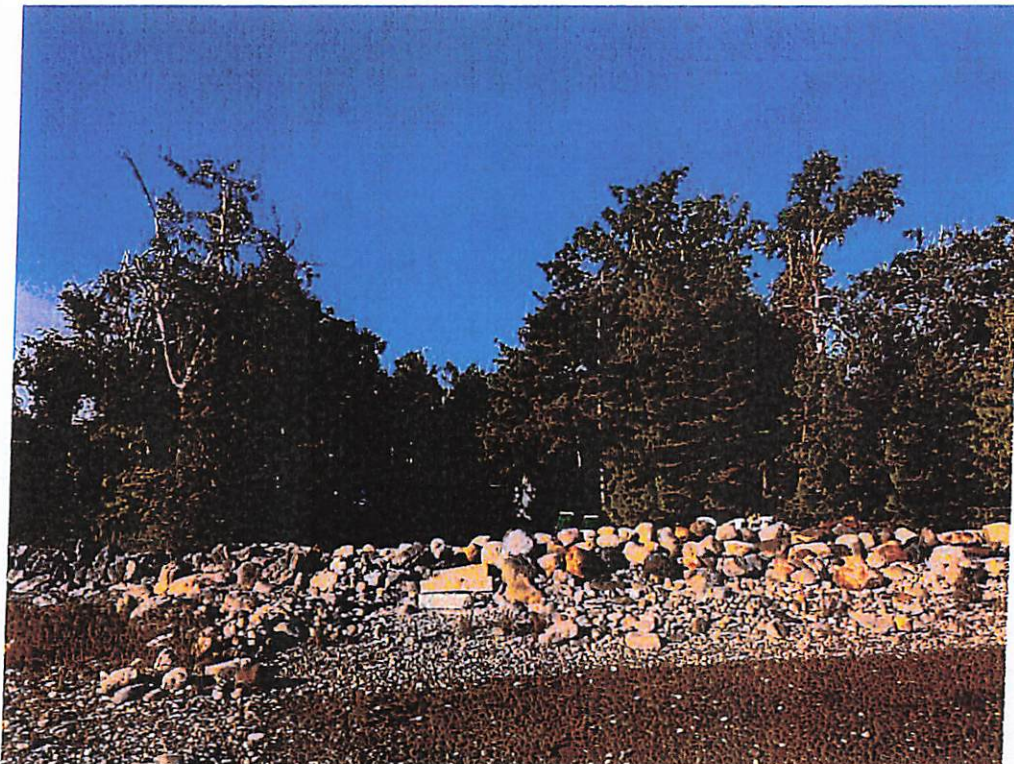


Rear Elevation – Lake Side:



Current home's landscaping along lakeside. The intention is to keep the existing tree canopy, sand, and rock rip rap that is in place now. They prefer the existing natural vegetation and appearance.

View of home and landscape from lake:



Section 4. Amendment of Article IV.

Article IV of the Hayes Township Zoning Ordinance is hereby amended to add new Sections 4.06A and 4.06B, which shall read in their entirety as follows:

Section 4.06A Michigan Shores District (R-2MS)

The following provisions shall apply to the Michigan Shores District (R-2MS)

1. Intent

The Michigan Shores District is designed to allow uses customarily allowed in the Small Lot Residential District (R-2) while supporting a residential development pattern that maintains the historic cottage character of the Lake Michigan waterfront subdivision.

2. Permitted Uses

A. Single family dwellings

B. Parks and playgrounds

C. Home occupations conducted completely inside the residence, subject to the provisions of Section 3.15 Home Businesses.

D. Accessory buildings and uses customarily incidental to the above permitted uses.

3. Uses Subject to Special Use Permit

A. Cottage industries conducted outside the residence in the yard, garage, or accessory structure, subject to the provisions of Section 3.15 Home Businesses.

4. Dimensional Requirements

Structures and uses in the Michigan Shores District (R-2MS) are subject to the area, height, bulk and placement requirements in Section 4.13 Schedule of Regulations.

Section 4.06B Susan Lake District (R-2SL)

The following provisions shall apply to the Susan Lake District (R-2SL)

1. Intent

The Susan Lake District is designed to allow uses customarily allowed in the Small Lot Residential District (R-2) while supporting a residential development pattern that maintains the historic cottage character of the Susan Lake waterfront subdivisions.

2. Permitted Uses

A. Single family dwellings

B. Parks and playgrounds

C. Home occupations conducted completely inside the residence, subject to the provisions of Section 3.15 Home Businesses.

D. Accessory buildings and uses customarily incidental to the above permitted uses.

3. Uses Subject to Special Use Permit

A. Cottage industries conducted outside the residence in the yard, garage, or accessory structure, subject to the provisions of Section 3.15 Home Businesses.

4. Dimensional Requirements

Structures and uses in the Susan Lake District (R-2SL) are subject to the area, height, bulk and placement requirements in Section 4.13 Schedule of Regulations.

Section 5. Amendment of Article IV, Section 4.13.

Article VI, Section 4.13 of the Hayes Township Zoning Ordinance is hereby amended to add regulations for the new Michigan Shores and Susan Lake Zoning Districts, which regulations shall read in their entirety as follows:

Zoning District	District Name	Minimum Lot Area		Max. Ht. Structure	Minimum Yard Setbacks (h)			Min. Square Footage	Max. % of Impervious Surface
		Area	Width	Feet	Front	Side	Rear		
R-2MS	Michigan Shores	¾ ac (m)	120 ft (m)	35 (a)	(i)	(j)	25	600	35
R-2SL	Susan Lake	¾ ac (m)	120 ft (m)	35 (a)	(k)	(j)	(l)	600	35

Section 6. Amendment of Article IV, Section 4.13.

Article IV, Section 4.13 of the Hayes Township Zoning Ordinance is hereby amended to reduce the Minimum Square Footage in the Table of Regulations from 900 to 600 for the RR-1, R-1, R-2, R-3 and R-4 Zoning Districts.

Section 7. Amendment of Article IV, Section 4.13.

Footnote f to the Table of Regulations in Article IV, Section 4.13 of the Hayes Township Zoning Ordinance is hereby amended to read in its entirety as follows:

- f. If the developer proposes a mixture of units having differing floor plans, a minimum floor space of five hundred (500) square feet shall be maintained.

Section 8. Amendment of Article IV, Section 4.13.

The Table of Regulations in Article IV, Section 4.13 of the Hayes Township Zoning Ordinance is hereby amended to add new footnotes i, j, k, and l, which shall read in their entirety as follows:

- i. The front setback for non-waterfront lots shall be 25 feet. The front setback for waterfront lots shall be 50 feet from the Ordinary High Water Mark.
- j. The sum of the two side yard setbacks shall be no less than 15 feet, whereas one side shall not be less than 5 feet, and the distance to an adjacent principal structure on the neighboring property shall not be less than 15 feet.
- k. The front setback for waterfront lots shall be 50 feet, measured from the property line. The front setback for non-waterfront lots shall be 25 feet.
- l. The rear setback for waterfront lots shall be 15 feet. The rear setback for non-waterfront lots shall be 25 feet.
- m. Existing lots of record in the R-2MS and R-2SL Districts that do not meet the minimum lot width and area standards shall be permitted to be developed for any use allowed in the districts, so long as all other applicable dimensional standards are met as required in Section 3.02.08.

Section 9. Amendment of Article IV, Section 4.01.2.

The zoning map incorporated into Article IV, Section 4.01.02 of the Hayes Township Zoning Ordinance is hereby amended to rezone all of the lots within the Plat of Michigan Shores, situated in the Township of Hayes, County of Charlevoix, State of Michigan from the Small Lot Residential District (R-2) to the Michigan Shores District (R-2MS).

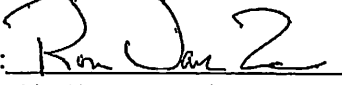
Section 10. Amendment of Article IV, Section 4.01.2.

The zoning map incorporated into Article IV, Section 4.01.02 of the Hayes Township Zoning Ordinance is hereby amended to rezone all of the lots within the Plat of Susan Shores No.1 and the Plat of Tunison Subdivision, situated in the Township of Hayes, County of Charlevoix, State of Michigan from the Small Lot Residential District (R-2) to the Susan Lake District (R-2SL).

Section 11. Effective Date.

This Ordinance shall become effective eight (8) days after being published in a newspaper of general circulation within the Township.

Township of Hayes

By: 

Ron VanZee, Supervisor

Adoption date: 07-13-2020

By: 

Kristin Baranski, Clerk

Effective date: 08-06-2020

- Construction and Safety Standards Act of 1974.
- C. The wheels, axles and towing assembly shall be removed from a mobile home before the unit is attached to the foundation. Additionally, no mobile home shall have any exposed undercarriage or chassis.
 - D. Mobile homes shall not be used as an accessory building.
2. Replacement of lawfully existing non-conforming mobile homes shall be allowed provided the site and age of replacement would be in greater compliance with the Zoning Ordinance, and is located in compliance with the applicable district setbacks. The replacement would not increase the non-conformity or would not be contrary to the intent of the Ordinance and shall comply with the additional standards A-D listed above in subsection 3.11.1.

Section 3.12 Recreational Vehicles

Temporary occupancy of travel trailers, motor homes and other similar vehicles shall not exceed ninety (90) days in any calendar year and shall not be connected to utility, water supply and sanitary sewer. No more than two (2) recreational vehicles shall be allowed on parcels with an existing dwelling unit. They are to be located in a side or rear yard and the placement must comply with district setbacks. In the event that two or more recreational vehicles occupy a parcel for longer than the ninety (90) day limit, they shall then be required to be stored within an enclosed structure.

Section 3.13 Animals

The keeping of poultry, pigs, horses or other such livestock is allowed in the Agricultural and Rural Residential Districts. In other districts, provided the parcels of land are five (5) acres or greater in size, the keeping of poultry, pigs, horses or other such livestock is allowed, as provided for under the Michigan Right to Farm Act.

Section 3.14 Waterfront Regulations

- 1. Intent

The waterways and lakes in and adjacent to the lands of Hayes Township are invaluable assets to the economy and quality of life, and therefore must be preserved in a natural fashion to maintain health of these waterways as well as the natural beauty of Northern Michigan. Thus, owners of waterfront lots have an added responsibility regarding the preservation and protection of these natural resources, water quality and community scenic and recreational values.
- 2. Setback Area Regulations

Except as provided herein, no structures (with the exception of a patio/deck, walkway, retaining wall, launching ramps and / or docking facilities including steps) shall be allowed within one hundred (100) feet of the Ordinary High Water Mark on Lake Michigan and Lake Charlevoix, and eighty (80) feet on Susan Lake, and such excepted facilities shall meet the side yard setbacks for the district in which they are located.

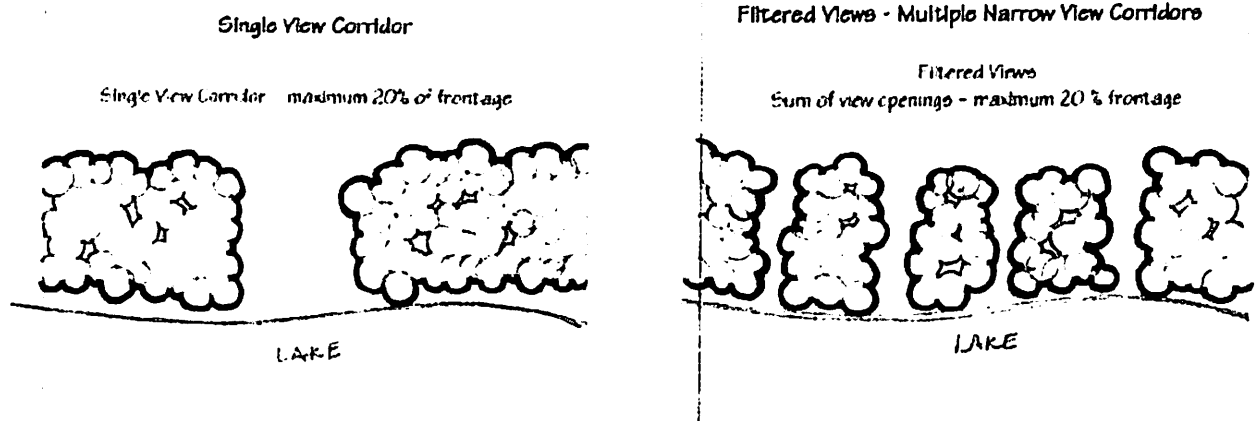
 - A. One at-grade patio/deck, not to exceed two hundred (200) square feet may be located within the 100-ft. setback following review and approval by the Zoning Administrator to ensure the structure will be installed in a manner which will cause the least negative environmental impact.
 - I. No portion of the patios/deck shall be located more than two feet above the natural grade.

- II. It is the desire of the Township to bring nonconforming patios/decks into conformance with provisions of this Ordinance as rapidly as is permitted by law.

3. Shoreland Protection Strip

A Shoreland Protection Strip shall be required on all waterfront lots. The shoreland protection strip shall include all of the land area located within fifty (50) feet of the Ordinary High Water Mark of a lake or a stream abutting or traversing the property in question. The purpose of the strip is to protect the lake by preventing soil erosion, providing a filter for the removal of pesticides, fertilizers and other potential water pollutants, and to maintain a visual barrier. Within the shoreland protection strip, the following development or use restrictions (A-L below) shall apply:

- A. **The Shoreland Protection Strip shall not be altered more than 20% under any condition, except to remove dead trees or shrubs, remove invasive species, or for selective trimming of trees as permitted in 3.14.3I.**
- B. For any new construction or renovation of a structure located on a waterfront lot, the establishment, restoration and/or maintenance of a Shoreland Protection Strip shall be required. Refer to Section 3.14.8 for details on the waterfront development approval process.
- C. Shoreline retaining structures shall be permitted with appropriate agency approvals.
- D. Walkways or stairs for water access shall be allowed, provided they:
 - I. Do not exceed six (6) feet in width;
 - II. Are constructed in such a way that stormwater is slowed;
 - III. Take the most environmentally sensitive route between each destination; and
 - IV. Are not constructed in such a way that they expand the deck beyond the two hundred (200) square foot maximum.
- E. The use of pesticides, herbicides and fertilizers is prohibited.
- F. Leaves, grass clippings and similar yard/garden wastes may not be burned or stored. Composting of food waste is encouraged, but must be located a minimum of one hundred (100) feet from the Ordinary High Water Mark.
- G. No septic tanks or septic system filtration fields shall be located within the Shoreland Protection Strip.
- H. Natural vegetation cover, including trees, shrubs or herbaceous plants shall be maintained on at least eighty percent (80%) of the lake or stream frontage within the Shoreland Protection Strip. Please refer to the list of recommended species by Northwest Michigan Invasive Species Network. The list of recommended native species is available at the Township Hall and an electronic link is posted on the Township website. The vegetation on the remaining twenty percent (20%) may be cleared for a single view corridor; or selective trees removed to provide for a filtered view throughout the frontage, provided the cumulative total of the trees removed does not exceed the allowed twenty percent (20%) of the frontage. When trees are removed, root systems shall be left in place for shoreline stabilization. For purposes of this subsection, the natural vegetation coverage within the shoreland protection strip shall be determined by the sum of the area of the waterfront view blocked by all portions of each vegetation plant (trunk, limbs, and leaves) when viewed directly landward behind each plant.



- I. Selective trimming of trees to allow for filtered views is permitted within the Shoreland Protection Strip so long as the overall health of the tree is not compromised and is not included in the allotted 20% removal.
- J. The removal of invasive species is both allowed and encouraged. Please refer to the list of invasive species by Northwest Michigan Invasive Species Network. The list of recommended invasive species is available at the Township Hall and an electronic link is posted on the Township website.
- K. It is in violation of the zoning ordinance to alter or disturb the Shoreland Protection Strip except to remove dead trees or shrubs, remove invasive species, or for selective trimming of trees as permitted in 3.14.3I. If altered or disturbed, the following corrective measures are required:
 - I. Any and all fill material placed within the Shoreland Protection Strip shall be removed. Only soils or rocks, consistent with the composition of the pre-existing on-site soil and rocks, shall be allowed when necessary for growth of new vegetation. Placement of beach sand is prohibited.
 - II. The Shoreland Protection Strip shall be replanted. The replanted area shall consist solely of native vegetation and any replacement trees, similar in size and species to those removed. Any tree greater than 8 inches in diameter (8 inch in diameter measured at 4.5 feet above the ground) which was removed, shall be replaced at a rate of two trees for the first 8 inches in diameter, and one additional tree for each additional 4 inches in diameter of the original tree removed (*i.e. if a 20" tree is removed—5 replacement trees would be required, 2 for the first 8" and 3 for the other [20"-8"] 12 inches of diameter of the removed tree.*)
 - III. All required replanting shall be replanted with native species as recommended by the Northwest Michigan Invasive Species Network and installed and maintained in accordance with the requirements of Section 3.24.
 - IV. Where native shoreline vegetation does not exist, a combination of native vegetation shall be introduced in a naturalized planting pattern as exemplified by neighboring shorelands that have not been disturbed.
4. Docks and Boat Parking on Lake Charlevoix and Susan Lake
 - A. A maximum of one dock shall be permitted for each waterfront lot, except for properties upon which a marina is permitted by all of the following: the Hayes Township Zoning Ordinance, the Michigan Department of Environmental Quality (MDEQ), and the U.S. Army Corps of Engineers (USACE).

- B. One shared dock serving two (2) adjacent waterfront parcels owned by separate individuals, may be placed on the common shared property line upon filing with Hayes Township a letter of agreement signed by both property owners.
 - C. A shared dock for a multiple family development, such as Planned Unit Development or Condominium project, may be allowed as part of a site plan approval with Planning Commission approval and subject to the requirements of Section 3.14.5 Limitation of Funnel Development.
 - D. Any boat moored at or stored on a lot within any residential district shall be owned by and registered to an individual living at said property.
 - E. Undocked boats may be stored on a residential lot so long as the Shoreland Protection Strip is not disturbed and is in conformance with the requirements of this ordinance.
 - F. Each dock, mooring anchor, or other means of non-temporary anchorage shall be located at least fifteen (15) feet from the riparian boundary and moored boats shall not cross the riparian boundary. The one exception to this provision is for shared docks as described in 3.14.4B and 3.14.4C.
 - G. Dock lighting for safety and navigational purposes are allowed. All lighting shall comply with Section 3.20; flashing lights are not allowed and require that the maximum height does not exceed four (4) feet, above the dock surface.
 - H. Any damage caused to the Shoreland Protection Strip during the process of installing or removing seasonal docks, shall be repaired within 30 days from the date that the property owner is notified by first class mail.
 - I. All permits required by the MDEQ, USACE, Hayes Township, and other applicable entities must be obtained prior to the construction or modification of docks or marinas.
5. **Limitation of Funnel Development**
Not more than one (1) single family home or cottage or one (1) condominium unit or one (1) apartment unit, including any dwelling unit located on the waterfront lot, shall use or be permitted to use each one hundred (100) feet of lake or stream frontage as measured along the Ordinary High Water Mark of the lake or stream. This restriction is intended to limit the number of users of the lake or stream frontage to preserve the quality of the waters, avoid congestion, and to preserve the quality of recreational uses of all waters and recreational lands within the Township. This restriction shall apply to any parcel regardless of whether access to the water shall be gained by easement, common fee ownership, single fee ownership or lease. This restriction shall not apply to a "Public Access Site" as hereafter described.
6. **Marine Sewage Pump-out Facility**
Any commercial dock facility providing dockage for boats with marine sewage holding tanks on board shall provide a marine sewage pump-out facility which shall be capable of providing pump-out service to a local health department approved sewage disposal facility, or have a written service agreement in place by a licensed or permitted pump-out facility.
7. **Public Access Sites**
Land abutting a lake or stream, which land is under the possession and control of a governmental agency including Hayes Township, the County of Charlevoix, the Charlevoix County Road Commission, the State of Michigan, or other governmental agency, and which governmental agency allows public access across the site to the lake or stream abutting the site, is herein described as a "Public Access Site." Such Public Access Sites may be owned or leased by the public agency, or dedicated to the use of the public, but shall, in any case,

be under the exclusive control of one or more public agencies which have the authority to impose regulations and restrictions upon the use of the site and upon access to the abutting lake or stream.

The restrictions of this Section 3.14(1-3, and 8) shall not apply to a "Public Access Site", as above described, provided that such sites are subject to governmental control enabling the controlling governmental agency to limit boat docking, moorage and boat launching, prohibit overnight mooring, camping, vehicle parking, and other controls upon use of the site.

The governmental agency shall have the authority to impose such controls and restrictions upon the use of Public Access Sites and the abutting waters as are deemed necessary to protect the lake or stream and adjoining properties from pollution, congestion, other damage, or unreasonable impositions upon the use and enjoyment of others using the site, using other private property in the proximity of the site, or the waters which the site abuts.

If not otherwise prohibited by law, the Hayes Township board shall also have the authority to pass ordinances and adopt rules restricting the use of such Public Access Sites and the use of the abutting lake or stream in such manner as is deemed necessary in the future to protect the lake or stream, the users thereof, and properties in the proximity thereof from pollution, congestion, other damage or unreasonable imposition upon the use and enjoyment of others. Such ordinances may designate different rules, regulations and restrictions for each individual Public Access Site as shall be deemed appropriate for the protection of the particular site, the waters, or private property in the proximity of the particular site.

8. Waterfront Development Review

A. Intent

It is the intent of the Waterfront Development Review process described below to promote the gradual, systematic, and long-term restoration of the Shoreland Protection Strip.

- i. To ensure compliance with the waterfront regulations described in 3.14 (1-5), an added layer of review is required for all residential waterfront development and any modifications to the Shoreland Protection Strip. This added layer of review requires a Shoreland Landscaping Plan (3.14.8B) in most instances for the area within one hundred (100) feet of the Ordinary High Water Mark and Site Plan Review for all new residential waterfront dwelling units.
- ii. For the area of land waterward of the Ordinary High Water Mark, MDEQ and/or Army Corps of Engineers permits must be obtained for any construction or changes since the alternation of the shoreline will have significant effect on the Shoreland Protection Strip, and thus the health of the water body.
- iii. An advisory Subcommittee of the Planning Commission has been created to review waterfront developments and facilitate compliance with the waterfront provisions in this section. The requirements placed on property owners will be in proportion to the proposed activity.

B. Shoreland Landscaping Plan

The purpose of the Shoreland Landscaping Plan is to ensure that waterfront development will not negatively impact water quality.

- i. The Landscaping Plan shall address the conditions set forth in Section 3.14 (1-5).
- ii. The Landscaping Plan shall address the elements set forth in Section 3.24 Landscaping.

- iii. Prior to receiving a zoning permit to build or increase the footprint of a waterfront structure, a Shoreland Landscaping Plan with the following information is required:
 1. A detailed inventory of the existing 50-foot Shoreland Protection Strip area, including the locations of trees, shrubs, and ground cover, with notes as to the locations of native and non-native species.
 2. A detailed inventory of all structures within one hundred (100) feet of the Ordinary High Water Mark.
 3. A detailed inventory of planned changes to the 50-foot Shoreland Protection Strip area, including tree removals and/or plantings, vegetation removal and/or plantings (if applicable).

C. Shoreland Protection Subcommittee

To ensure the compliance with the waterfront provisions in this section, a Subcommittee of the Planning Commission will meet to review waterfront development proposals to provide input and recommendations to the zoning administrator and/or planning commission.

- i. Members of the Subcommittee shall include two (2) members of the Planning Commission and a representative from Tip of the Mitt Watershed Council, the Lake Charlevoix Association, or a similar organization with technical expertise on aquatic ecosystem management.
- ii. Each member of the Subcommittee shall be appointed by the Planning Commission chairperson to a term that coincides with their regular planning commission term.
- iii. The Subcommittee is advisory only, reports directly to the Planning Commission, and does not have the authority to make final decisions.
- iv. Section 3.14.8D summarizes what actions trigger review by the Subcommittee.

- D. The following table summarizes the information required and the review process for residential development on waterfront properties:**

Location	Triggering Actions	Review Process	Data Required
Any Conforming Waterfront Lot	Modification of an existing structure without changing the building footprint.	Administrative Review by the Zoning Administrator	Plot Plan as described in Section 5.02.
	Modification of the spatial dimensions of an existing structure (less than 50%) or the addition of an accessory structure.	Administrative Review by the Zoning Administrator with input from the Shoreland Protection Subcommittee	Plot Plan as described in Section 5.02. and a Shoreland Landscaping Plan as described in Section 3.14.8A.
	A new residential home construction or a major reconstruction (over 50%).	Planning Commission Site Plan Review with input from the Shoreland Protection Subcommittee	Shoreland Landscaping Plan as described in Section 3.14.8A. and Site Plan Data required in 5.03.3.
Within the 100-foot shoreline setback	The addition or modification of a walkway, retaining wall, or patio/deck.	Administrative Review by the Zoning Administrator with input from the Shoreland Protection Subcommittee	Plot Plan as described in Section 5.02. and a Shoreland Landscaping Plan as described in Section 3.14.8(A).

HAYES TOWNSHIP PLANNING COMMISSION

Meeting Date:	November 18, 2025
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Location:

Hayes Township Hall

Name	Would you like to be called on to speak during public comment?	
Bill Cooklin	YES	(NO)
Gus Umson	(YES)	NO
Catherine Phelps	YES	NO
DARCY PHIPPS	YES	(NO)
Dan Luebker	YES	(NO)
Betty M. Henne	YES	NO
Bill Henne	(YES)	NO
Ben Church	YES	(NO)
Jo Ellen Rudolph	(YES)	NO
Jim Rudolph	(YES)	NO
Luanne Kozma	(YES)	NO
KEVIN WILLIS	YES	NO
Ella Bad	(YES)	NO
	YES	NO
	YES	NO
	YES	NO
	YES	NO.
	YES	NO
	YES	NO