

Hayes Township Planning Commission
November 18th, 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 April Hilton (Recording Secretary)

Audience: William Conklin, Shelly VanWart, Doug Kuebler, Carol Umlor, Darcy Phelps, Catherine Phelps, Stephanie Baldwin, Betty Henne, Bill Henne, Jim Rudolph, Joellen Rudolph, Kevin Willis, LuAnne Kozma, Steve Hassell, Mel Czechowski, Tim Boyko, and Ellis Boal.

REVIEW AGENDA:

First public comment is for items related to agenda items.

Mr. Curley made a motion, supported by Mr. Cunningham, to approve the agenda as amended.

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 ZONING MAP UPDATE:

Mr. Griffiths opened the public hearing at 7:01pm.

Mr. Griffiths informed the Planning Commission and Public the Hayes Township Zoning Map has not been updated since 2009. The new map includes all rezone changes that have been approved since the last update in 2009. After the Public hearing tonight, the map will go in front of the Charlevoix County Planning Commission for review then to the Hayes Township Board of Trustees for approval.

Zoning Administrator presented case:

- Zoning department has been working with the county matching records to ensure all zoning changes have been recorded correctly on the new Zoning Map presented tonight for the Planning Commissions review.

Chair opened Public Comment at 7:08 pm

Comments included: Drigger's reserve zoning, post-pone making decisions on the new map, Bay shore area Agricultural zoning, bigger copy of map available for public view, and written list of all the changed parcels on the map.

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Closed Public Comment at 7:13 pm with no comment.

Mr. VanZee stated the staff verified with the records here at the hall, and equalization department the changes on the map are correct and up to date according to all the records.
Chair closed Public Hearing at 7:14pm.

Planning Commission deliberated

Mr. Greenslade made a motion, supported by Mr. Martin to post-pone deliberations on the public hearing and carry over the issue until next month's meeting to produce a larger map and key to identify the rezoned parcels on the map, with copies available at the township hall.

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

Nays: none Motion Carries

PUBLIC COMMENTS:

Public comments opened at 7:24pm.

Comments included:

- Thanked the Planning Commission for their map discussions, Conservancy Rezoning.

Public Comment closed at 7:26pm.

APPROVAL OF MINUTES SEPTEMBER 16TH, 2025 REGULAR MEETING

Mr. Greenslade made a motion, supported by Mr. Cunningham, to approve the September 16, 2025 regular meeting minutes as corrected.

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

Nays: none **Motion Carries**

APPROVAL OF MINUTES OCTOBER 27TH, 2025 SPECIAL MEETING

Mr. Greenslade made a motion, supported by Mr. Curley, to approve the October 27, 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 December 8, 2025.

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

Mr. Greenslade reported a Zoning Board of Appeals meeting will be held on November 19th, 2025 at 7:00 pm to hear a variance request.

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

SHORELAND LANDSCAPE PLAN REVIEW 7125 NINE MILE POINT DR:

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

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

5.03.4 items B, D, E, F

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

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

Nays: none **Motion Carries**

3. Site Plan Data Required:

Each site plan submitted shall contain the following information unless specifically waived, in whole or in part by the Township Planning Commission. The Planning Commission can waive any or all of the below site plan requirements, when it finds those requirements are not applicable to the proposed development.

A. The name and address of the property owner.

YES

B. The date, north arrow, scale and name of the individual or firm responsible for preparing said plan. The scale must be at least one (1) inch = fifty (50) feet for parcels under three (3) acres and not less than one (1) inch = one hundred (100) feet for parcels three (3) acres or more.

YES

C. A certified survey of the property prepared and sealed by a professional licensed surveyor, showing at a minimum the boundary lines of the property, to include all dimensions and legal description.

YES

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D. The location of all existing structures and all proposed uses or structures on the site, including proposed drives, walkways, signs, exterior lighting, adequate parking for the proposed uses (show the dimensions of a typical parking stall and parking lot), loading and unloading areas, if necessary, common use areas and recreational areas and facilities. An elevation drawing of the proposed building(s) shall be required in order to review the proposed building bulk and verify height.

Mr. Greenslade made a motion, supported by Ms. Cuddeback to only focus on all existing structures and proposed driveways for this review for the rest of item D. does not pertain to this parcel.

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

Nays: none **Motion Carries**

YES

E. The location and width of all abutting rights-of-way, easements and utility lines within or bordering the subject project.

YES

F. The location of existing environmental features, such as watercourses, wetlands, shorelines, man-made drains, mature specimen trees, wooded areas or any other unusual environmental features.

YES

I. The location of all existing and proposed landscaping as well as all existing and proposed fences or walls.

YES

J. The location, size and slope of all surface and subsurface drainage facilities.

YES

L. The topography of the existing and finished site shall be shown by contours or spot elevations. Where the existing slope on any part of the site is ten percent (10%) or greater, contours shall be shown at height intervals of two (2) feet or less.

YES

4. Application Submittal Procedures:

A. Ten (10) copies of the proposed site plan, including all required additional or related information, shall be presented to the Zoning Administrator by the petitioner or property owner or his designated agent at least thirty (30) days prior to the Planning Commission meeting at which the site plan will be considered. The Zoning Administrator shall review the application and information submitted to determine if all required information was supplied. If the Zoning Administrator determines that all required information was not supplied, he or she shall send written notification to the Applicant of the deficiencies. The application for site plan approval shall not proceed until all required information has

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been supplied. Once a complete application meeting the requirements of this ordinance has been submitted, the Zoning Administrator shall introduce the application at the next meeting and place on the agenda for the following regular meeting.

YES

C. For all waterfront development requiring a Shoreland Landscaping Plan, the Shoreland Protection Subcommittee of the Planning Commission will review the Shoreland Landscaping Plan in accordance with Section 3.14 prior to review by the planning commission.

YES

5. Standards for Granting Site Plan Approval:

A. The Planning Commission shall approve, or approve with conditions, an application for a site plan only upon a finding that the proposed site plan complies with all applicable provisions of this Ordinance and the standards listed below, unless the Planning Commission waives a particular standard upon a finding that the standard is not applicable to the proposed development under consideration and the waiver of that standard will not be significantly detrimental to surrounding property. The Planning Commission's decision shall be in writing and shall include findings of fact, based on evidence presented on each standard. These standards are listed in subsections 1-11 listed below.

1) All elements of the site plan shall be designed so that there is a limited amount of change in the overall natural contours of the site and shall minimize reshaping in favor of designing the project to respect existing features of the site in relation to topography, the size and type of the lot, the character of adjoining property and the type and size of buildings. The site shall be so developed as not to impede the normal and orderly development of surrounding property for uses permitted in this Ordinance.

YES

2) The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal, and by topographic modifications which result in smooth natural appearing slopes as opposed to abrupt changes in grade between the project and adjacent areas.

YES

3) Special attention shall be given to proper site drainage so that removal of storm waters will not adversely affect neighboring properties.

YES

Ms. Cuddeback made a motion, supported by Mr. Greenslade to approve the site plan review for 7125 Nine Mile Point Drive as submitted.

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

Nays: none Motion Carries

OLD BUSINESS:

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SET/CONFIRM PUBLIC HEARING DATES:

N/A

SET/CONFIRM DATE OF NEXT PC MEETING – DECEMBER 16, 2025.

Next Planning Commission regular meeting will take place on December 16, 2025, at 7:00 pm.

PUBLIC COMMENT:

Public Comment opened at 7:45pm.

Comments included:

- Future land use map, no more commercial zoning in the Bay Shore area, Appreciates the Planning Commission taking time to provide a larger map and identification key, Master Plan out for review, open meeting to hear public comment on proposed Master Plan out for review, proposed Zoning Map, and open lawsuits against township.

Public Comment closed at 7:53pm.

PLANNING COMMISSION and STAFF COMMENT:

Mr. Greenslade stated he was hoping for a short meeting tonight and happy to see it was.

Mr. Griffiths clarified every page on the Master plan out for review is marked as draft, it is out for review currently to receive comments and corrections in order to revise it accordingly. If someone has feedback please email the township your thoughts, it is the purpose of the review period. The Township will work on getting larger maps.

ADJOURNMENT: Ms. Cuddeback made a motion, supported by Mr. Greenslade, to adjourn the meeting at 7:57pm.

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

Nays: none **Motion Carries**

Respectfully Submitted by:

April Hilton

Deputy Clerk/Recording Secretary