

**AGENDA  
HAYES TOWNSHIP, CHARLEVOIX COUNTY  
PLANNING COMMISSION**

**December 16, 2025 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. Public Comment related to the agenda items
6. Review and Approval of Draft Minutes- November 18, 2025
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 – 2026 calendar, Annual officer elections
11. Old Business - Continue deliberations on proposed zoning map update
12. Set/Confirm Public Hearing Dates
13. Set/Confirm Date of Next Regular PC Meeting- January 20, 2026
14. Public Comment
15. Planning Commission and Staff 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**

### **December 2025**

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

- Variance application for 6995 Birdland Drive approved at ZBA meeting on July 23<sup>rd</sup> 2025 at 7:00 pm. Applicant will submit Site Plan for the Shoreland Protection strip from the Stream and Lake Charlevoix after the first of the year.
- 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 16<sup>th</sup> 2025. Rezone has been reviewed Charlevoix County Planning Commission. Hayes Township Board of Trustees approved Rezone Request at their November 10<sup>th</sup> 2025 Meeting.
- Received Zoning permit application for New Single Family Dwelling on Spring Street, Shoreline Protection Committee will be scheduling a site visit. Applicant submitted a variance request application.
- Received Variance request application for 7125 Nine Mile Point Dr. Zoning Board of Appeals approved variance request on November 19<sup>th</sup> 2025. Shoreline restoration plan was approved by Planning Commission on November 18<sup>th</sup> 2025.
- Variance request application for 7720 Indian Trails Dr, ZBA approved Variance request at the October 8<sup>th</sup> 2025 meeting. Waiting for Shoreline plan and Zoning Application from applicant.
- Received and reviewing zoning permit application for a demo and rebuild of a detached garage on Birdland Drive. Shoreline Subcommittee conducted a site visit. Waiting for additional information from 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. Shoreline plan from applicant will be submitted after the new year.



- 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.
- Spoke with landowner with storage units on US 31 East of Burgess, to relocate their sign.
- DeWitt Marine has communicated they are no longer leasing the parcel.
- 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 are contacting MDOT for a survey showing the width of the ROW for that part of US31.
- 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. Property has also been cited for wetland violation.
- Received and reviewing zoning permit application for an addition to an existing single family residence on Birdland Drive. Application includes a shoreline restoration plan. Waiting for applicants response to the Shoreline Subcommittee and Tip of the Mitt recommendations regarding the Shoreline Protection Strip.
- Sent Violation notice letter to landowner on US 31 across from the Country Club for the incorrect placement of a sign.

|          |                         |                    |                        |                                                                                                                                 |
|----------|-------------------------|--------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| 25-12-01 | 12/04/25 007-600-003-00 | 8185 Shrigley Road | Robert & Gloria Clarke | New 16X28 Accessory Building with a no-mow zone from the OHWM land ward to existing fire pit as recommended by Tip of the Mltt. |
|----------|-------------------------|--------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------|

|          |          |                   |               |           |     |
|----------|----------|-------------------|---------------|-----------|-----|
| Division | 12/04/25 | 15-007-133-018-00 | 9284 Woods Rd | FLA Trust | R-1 |
|----------|----------|-------------------|---------------|-----------|-----|

HAYES TOWNSHIP  
BOARD OF TRUSTEES SPECIAL MEETING  
DECEMBER 11<sup>TH</sup>, 2025 6:30 PM  
HAYES TOWNSHIP HALL  
09195 MAJOR DOUGLAS SLOAN RD  
CHARLEVOIX, MICHIGAN 49720

The December 11<sup>th</sup>, 2025, special meeting of the Hayes Township Board was called to order by Roy Griffiths at 6:30 pm.

Board members present were Matt Cunningham (Trustee), Julie Collard (Treasurer), Doug Kuebler (Trustee), and William Conklin (Supervisor).

Excused: Kristin Baranski (Clerk)

Planning Commission Members Present: Roy Griffiths (Chair), Matt Cunningham, Rex Greenslade, Alexander Curley and Carey Cuddeback.

Excused: CT Martin and Mark Snyder.

Audience Members signed in: Jim Rudolph, Larry Cuddeback, Jim McMahon, Mel Czechowski, David Zipp, Carol Umlor, Tim Boyko, and LuAnne Kozma.

**CALL TO ORDER**

Roy Griffiths called the meeting to order at 6:30 pm.

Mr. Griffiths stated the topic tonight is the Master Plan draft, not the zoning map or any other topic. The draft plan is a work in progress and is improved by constructive feedback from all sources. It is not a final document and should not be treated as such. We have not updated anything since it was released for comment and all updates will occur at the end of the comment period. We are interested in comments that are substantive not stylistic. The 3-minute rule was agreed to by both the Supervisor and himself. For this to be an effective meeting, reasonable conduct must happen. Unruly outbursts will result in the meeting being adjourned and not rescheduled. This is not the official public hearing.

**REVIEW AND APPROVAL OF AGENDA:**

Remove “only related to master plan” from the public comment period.

Mr. Kuebler made a motion, supported by Mr. Curley, to approve the December 11<sup>th</sup> 2025 Special Meeting Agenda as amended.

Yeas: Roy Griffiths (Chair), Rex Greenslade, Alexander Curley, Carey Cuddeback, Matt Cunningham, Julie Collard, Doug Kuebler and William Conklin.

Nays: None                      **Motion Carried**

**DECLARATION OF CONFLICT OF INTEREST:**

NONE

HAYES TOWNSHIP  
BOARD OF TRUSTEES SPECIAL MEETING  
DECEMBER 11<sup>TH</sup>, 2025 6:30 PM  
HAYES TOWNSHIP HALL  
09195 MAJOR DOUGLAS SLOAN RD  
CHARLEVOIX, MICHIGAN 49720

**DRAFT MASTER PLAN OVERVIEW:**

So far, we have received written public feedback from Boyko, Rudolf, Henne, Kozma, and McMahon. We appreciate the written comments as it gives an opportunity to reflect on them and consider if and how they may be incorporated into the final plan. The large format maps are on display and if needed we can take a few minutes to allow people to look at them. They are available online in the Planning Commission 12/11 Special Meeting Packet under documents section.

**PUBLIC COMMENTS:**

Public comment opened at 6:36

- Future Land Use Map (Townline Road Area), Traffic Concerns, Keeping Hayes Township Rural, Master plan changes in chapters 8 and 9, protecting water quality and quantity, Data Centers, pollution, more joint meetings regarding master plan, 63 day review period, request for a mailer for tonight's meeting and future meetings when the master plan is discussed, Pending lawsuit, Housing section, appreciation for all the townships hard work on the Master Plan draft, Michigan Shores Area, Algae, and Septic Systems.  
Closed at 6:54.

**BOARD OF TRUSTEE/PLANNING COMMISSION COMMENT:**

Ms. Cuddeback stated it is important to look at the facts and data from the survey and county resources when looking at the contents of the Master Plan Draft updates. As an example, the amount of conservancy land has increased within Hayes Township which helps keep Hayes Township rural. Hayes Township is a bedroom community which increases the residential demand. Keeping the township rural while facing the increased residential need is very important to the boards.

Mr. Griffiths stated it has been suggested and the idea has some real merit that we should probably not have a zoning district titled conservancy, but rather that we have a conservancy overlay ordinance similar in structure to the waterfront ordinance. By someone putting their property into conservancy, it does not trigger an automatic rezone. However, if you have an overlay ordinance, when someone puts property into conservancy, then the criteria that we use in the conservancy zoning district language can flow over and apply without affecting the underlying zoning. On the other hand, if it is automatically rezoned to a conservancy district it

HAYES TOWNSHIP  
BOARD OF TRUSTEES SPECIAL MEETING  
DECEMBER 11<sup>TH</sup>, 2025 6:30 PM  
HAYES TOWNSHIP HALL  
09195 MAJOR DOUGLAS SLOAN RD  
CHARLEVOIX, MICHIGAN 49720

67 could cause an issue of spot zoning. By taking conservancy out as a zoning district and putting in  
68 an overlay we can have the benefits of conservancy and avoid spot zoning. We need to research  
69 more. By not changing it into a conservancy district that we will not limit the use of the  
70 property in accord to the conservancy agreement. This is a topic that will come up in future  
71 meetings, but wanted to mention it here tonight for everyone present to mull over the idea of  
72 changing this in the Zoning Ordinance.

73 Mr. Greenslade asked the plan for the Little Traverse Bay Conservancy own property zoning.  
74 Mr. Griffiths stated they still need to research this subject further, He was only mentioning it  
75 tonight for the interest of the public.

76 Mr. Greenslade stated the Master Plan is only going to be as good as the input received and  
77 find the comments received so far have been very helpful.

78 Mr. Griffiths stated all input is welcomed and accepted however, not all comments and  
79 suggestion will be incorporated.

80 Mr. Conklin stated he agrees with the water quality concerns. He has seen water qualities  
81 damaged in other areas with increasing residential areas. A Susan Shore resident has recently  
82 received a high mercury contaminated water test result. The resident is going to be researching  
83 if drilling a deeper well or getting a filtration system will solve this issue. The suggestion to test  
84 older septic systems, is a great idea and he will research any grant possibilities that may be  
85 available for either the township or residents.

86 Mr. Greenslade stated he recently drilled a new well at a parcel located on Susan Lake at 220'  
87 depth, and the water test came back perfect. Therefore, it is most likely a depth issue versus a  
88 Susan Lake issue.

89 Mr. Griffiths stated both Michigan Shores and Susan Lake are older developments and when the  
90 land company out of Detroit came up and bought and created small cottage developments,  
91 they did not test the water and if they did happen to find bacteria, they thought putting  
92 chlorine in it was a fix.

93 Mr. Conklin stated on page 15 he found the research very well done. An aquifer vulnerability  
94 map prepared for the township by Charlevoix County Water Extension Service indicates the  
95 potential for groundwater contamination throughout the township is based on the limited  
96 ability of soils to filter or protect the groundwater resources.

97 Mr. Griffiths stated unfortunately the county cannot update the study because it has been  
98 turned over to federal agencies, which currently are not available for information and the soils  
99 have not changed and won't dramatically change.

HAYES TOWNSHIP  
BOARD OF TRUSTEES SPECIAL MEETING  
DECEMBER 11<sup>TH</sup>, 2025 6:30 PM  
HAYES TOWNSHIP HALL  
09195 MAJOR DOUGLAS SLOAN RD  
CHARLEVOIX, MICHIGAN 49720

100 Mr. Conklin stated if there is anyone in the community that can help with writing grants to help  
101 with water testing, please reach out.

102 Ms. Cuddeback asked if the health department has any resources or programs for water  
103 testing, water quality should fall under their jurisdiction.

104 Mr. Conklin stated typically the Health department's jurisdiction is making individuals comply  
105 with the standards when creating new systems. However, they may be a good resource the  
106 steer us in the right direction.

107 Mr. Griffiths stated in past conversations with the health department, the about lot size and  
108 limitations on septic and well systems. They told us the soil conditions on each property dictate  
109 the plan for approving the septic and well system. They also approve plans for replacement and  
110 repairs of the systems.

111 Mr. Greenslade stated the health department is very overwhelmed with under staffing and  
112 overworked. The homeowner or builder does not design the septic system, the health  
113 department designs and mandates where it goes, how many tanks, how many runs and the  
114 depth. Based on the soil type and the perc test results. They also determine where the well can  
115 be placed on the property because it has to be so far from the septic field and it depends on the  
116 topography of the land.

117

118 **QUESTION PERIOD:**

119 Ms. Kozma requested a well head protection area map be included into the master plan.

120 Mr. Conklin asked Ms. Kozma to research that information.

121 Ms. Kozma asked when the 63 day period begin and when does it end? Where can the Master  
122 Plan be found on the website.

123 Mr. Griffiths stated October 31<sup>st</sup> 2025 was the start of the 63-day period and January 3<sup>rd</sup> 2026  
124 will close the 63-day period. A notice for the public hearing will be posted at that time. The  
125 public hearing may be held before the January 20<sup>th</sup> 2025 Planning Commission meeting  
126 however the date will be determined at a later time. The master plan draft can be found on the  
127 website under documents, year 2025, PC Packets, Labeled Hayes Township 2024/2025 Master  
128 Plan Draft for Review.

129 Mr. McMahon stated the township should bring back the Voice Newsletter to generate more  
130 enthusiasm from the public.

131 Mr. Rudolph stated the township should require the water to be tested with each housing sale.

HAYES TOWNSHIP  
BOARD OF TRUSTEES SPECIAL MEETING  
DECEMBER 11<sup>TH</sup>, 2025 6:30 PM  
HAYES TOWNSHIP HALL  
09195 MAJOR DOUGLAS SLOAN RD  
CHARLEVOIX, MICHIGAN 49720

132 Mr. Boyko stated he found very little to criticize with in the Master Plan and found it very well  
133 done especially the housing section. On table 8 within the Master Plan show AG as 10 acres and  
134 Rural Residential at 5, which is inconsistent with the proposed Zoning Ordinance draft.  
135 Mr. Griffiths stated when everything is done and approved it will all be consistent, the housing  
136 section was done by Mark Snyder.

137

138 **ADJOURNMENT:** Mr. Kuebler made a motion, supported by Mr. Greenslade, to adjourn at  
139 7:37 p.m.

140 Yeas: Roy Griffiths (Chair), Rex Greenslade, Alexander Curley, Carey Cuddeback, Matt  
141 Cunningham, Julie Collard, Doug Kuebler and William Conklin.

142 Nays: None **Motion Carried**

143

144 Respectfully Submitted, April Hilton, Hayes Township Deputy Clerk/Recording Secretary

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.

Hayes Township Planning Commission  
November 18th, 2025  
Regular Meeting  
Hayes Township Hall  
9195 Major Douglas Sloan Rd.  
Charlevoix, MI 49720

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

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

41

42 Planning Commission deliberated

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

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

48 Nays: none Motion Carries

49

50 **PUBLIC COMMENTS:**

51 Public comments opened at 7:24pm.

52 Comments included:

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

54 Public Comment closed at 7:26pm.

55

56 **APPROVAL OF MINUTES SEPTEMBER 16TH, 2025 REGULAR MEETING**

57 Mr. Greenslade made a motion, supported by Mr. Cunningham, to approve the September 16,  
58 2025 regular meeting minutes as corrected.

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

61 Nays: none **Motion Carries**

62

63 **APPROVAL OF MINUTES OCTOBER 27TH, 2025 SPECIAL MEETING**

64 Mr. Greenslade made a motion, supported by Mr. Curley, to approve the October 27, 2025  
65 regular meeting minutes as presented.

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

68 **Nays: none Motion Carries**

69

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

71 Mr. Cunningham gave a report on Board of Trustees activities. Next regular scheduled Board  
72 meeting is December 8, 2025.

Hayes Township Planning Commission  
November 18th, 2025  
Regular Meeting  
Hayes Township Hall  
9195 Major Douglas Sloan Rd.  
Charlevoix, MI 49720

**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 19<sup>th</sup>, 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**

Hayes Township Planning Commission  
November 18th, 2025  
Regular Meeting  
Hayes Township Hall  
9195 Major Douglas Sloan Rd.  
Charlevoix, MI 49720

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 Griffitts, 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

Hayes Township Planning Commission  
November 18th, 2025  
Regular Meeting  
Hayes Township Hall  
9195 Major Douglas Sloan Rd.  
Charlevoix, MI 49720

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:**

Hayes Township Planning Commission  
November 18th, 2025  
Regular Meeting  
Hayes Township Hall  
9195 Major Douglas Sloan Rd.  
Charlevoix, MI 49720

**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

# **HAYES TOWNSHIP PLANNING COMMISSION**

## **Regular Meeting Schedule 2026**

|                    |         |
|--------------------|---------|
| January 20, 2026   | 7:00 PM |
| February 17, 2026  | 7:00 PM |
| March 17, 2026     | 7:00 PM |
| April 21, 2026     | 7:00 PM |
| May 19, 2026       | 7:00 PM |
| June 16, 2026      | 7:00 PM |
| July 21, 2026      | 7:00 PM |
| August 18, 2026    | 7:00 PM |
| September 15, 2026 | 7:00 PM |
| October 20, 2026   | 7:00 PM |
| November 17, 2026  | 7:00 PM |
| December 15, 2026  | 7:00 PM |

# HAYES TOWNSHIP PC REGULAR MEETING

**Meeting Date:** December 16, 2025

**Location:**

Hayes Township Hall

[illegible]