

AGENDA  
SPECIAL MEETING  
HAYES TOWNSHIP, CHARLEVOIX COUNTY  
PLANNING COMMISSION  
June 26, 2026, 12:00 pm  
Hayes Township Hall  
9195 Major Douglas Sloan Road  
Charlevoix, Michigan 49720

ZOOM

[https://vs02web.zoom.us/j/83601481092?pwd=bTRvd01vc2NtSHY5MXkrZPl..J%](https://vs02web.zoom.us/j/83601481092?pwd=bTRvd01vc2NtSHY5MXkrZPl..J%2FVPMrZz09)

VPMrZz09

Meeting ID: 836 0148 1092

Passcode: 068828

+1 312 626 6799 US (Chicago)

1. Call To Order
2. Review and Approval of Agenda
3. Declaration of Conflict of Interest, if any
4. Public Comment
5. Shoreland landscape plan review – 6579 Woods Creek Drive
6. Recommendation to Board of Trustees for planning consultant
7. 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.



**Hayes Township Zoning Permit Application**  
**9195 Major Douglas Sloan Rd.**  
**Charlevoix, MI 49720**  
**(231)547-6961**

Zone District: R1 Permit Number: \_\_\_\_\_ Fee: \$600.00 Date: 5-4-26

**GENERAL INFORMATION**

Property Owner Name(s) 6579 WOODS CREEK BDD LLC

Mailing Address 71 ANTERHILL RD.

Telephone \_\_\_\_\_ Cell: \_\_\_\_\_ EMAIL: drian.doubles@syf.com

**PROPERTY INFORMATION**

Property Tax ID Number(s) 15-007-\_-132-003-45

Property Address 6579 WOODS CREEK DR, CAHRLEVOIX, MI 49720

Contractor GLENNWOOD CUSTOM BUILDERS Contractor Contact Information chf@glennwood.net  
513-479-9807

**PROPOSED USE OF PROPERTY**

Type of Improvement(s)(describe) ADDITION

New Construction \_\_\_\_\_ Reconstruction \_\_\_\_\_ Addition X Sign \_\_\_\_\_ Other \_\_\_\_\_

Dimensions of Proposed Structure 98.5' x 38' HEIGHT 27.5'

**PROPOSED ZONING PERMIT**

Special Use \_\_\_\_\_ Type of Special Use \_\_\_\_\_ Rezone \_\_\_\_\_ Land Division/Split Involved? \_\_\_\_\_

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Feature Info**

PIN: 007-132-003-45

Address: 6579 WOODS CREEK DR (PVT)

Parcel link: 007-132-003-45

<https://cms.reviza.com/reviza/apps/charlevoixcount>

pnum: 007-132-003-45



CREATED WITH MANGO

(https://mangomap.com/?

utm\_source=mango&amp;utm\_medium=map&amp;utm\_campaign=map\_legend)

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## Viewing Parcel Number: 007-132-003-45

## Parcel Details

|                           |                                                      |
|---------------------------|------------------------------------------------------|
| Assessing City/Township:  | Hayes Township                                       |
| Property Address:         | 6579 WOODS CREEK DR (PVT)<br>CHARLEVOIX, MI 49720    |
| Owner Information:        | 6579 WOODS CREEK BDD LLC<br>[REDACTED]<br>[REDACTED] |
| Property Class:           | 401 - Residential - Improved                         |
| Taxable Status:           | TAXABLE                                              |
| School District:          | 15050 - Charlevoix                                   |
| P.R.E. Percentage:        | 0%                                                   |
| Current SEV:              | \$2,128,200                                          |
| Current Taxable Value:    | \$2,128,200                                          |
| Prior Year SEV:           | \$1,954,900                                          |
| Prior Year Taxable Value: | \$1,115,346                                          |

## Sales Information

| Date       | Document Type | Liber/Page | Sales Price  |
|------------|---------------|------------|--------------|
| 06/23/2025 | WD            | 1436/827   | Confidential |
| 01/14/2016 | WD            | 1116/130   | \$0          |

## Tax Description

COM AT CON MON AT N1/4 COR SEC 32 T34N R7W TH S0DEG04'54"E AL N&S1/4 LI SD SEC 1344.43 FT ((RECD AS S 1348.1 FT )TO NECOR OF GOV LOT 2 SD SEC TH S 0DEG 01'44"W AL SD 1/4 LI 200 FT TH S 9DEG 48'57"W RECD AS S 9DEG 47'56"W 608.13 FT TH N 64DEG 36'02"W 317.43FT TH N 48DEG 20'14"4"W 84.24 FT FOR POB TH N 48DEG 20'14"W 191.99 FT TO S 48DEG 36'35"W 387.85 FT TO 1/2 INCH RD ON SH LK CHX TH S 48DEG 20'14"E 285.43 FT TH LEAVING SD SH N 34 DEG 46'19"E 387.8 FT TO POB BEING PT OF GOV LOT 2 SEC 32 T34N R7W CONT 2.110 A PARCEL D. 87SP0586 FROM 132-003-15

From: Roy Griffiths, CT Martin

Re: shoreland protection subcommittee review, 6579 Wood Creek Drive.

Date: 06/15/26

The property at 6579 Woods Creek. is an existing home site leading to the water which has severely reduce tree cover to the water's edge. Some existing trees between the house and the water have been cut down sometime in the not-too-distant past leaving no shoreline protection strip. The existing structure is in excess of 100 feet from the OHWM. The project involves an addition to the existing structure for which a shoreland landscape is required in order to receive a permit. The zoning staff have determined that the proposed project meets all the site plan criteria for the addition except for the Shoreland Landscape.

The township staff and subcommittee members met on May 21, 2026 for a SPS plan review and site visit. The few existing cedar trees were identified as indicated on the survey. The area was examined, pictures taken which were also were sent to Tip of the Mitt for review.

Upon review the initial plan was determined to be not sufficient. The property also has some wetlands issues which were identified and discussions between the township staff and EGLE have resulted in in allowing the application to go forward. A recently updated plan was submitted with additional plantings and it has been shared with Noah Jansen from the Tip of the Mitt.

The existing yard is a mild slope that runs to approximately the 50-foot SPS limit at which point it steepens to a rock covered shoreline that is located at the OHWM. The area beyond the seawall is mostly rock covered exposed lakebed and reflects the shoreline of the surrounding properties. The plan contains a set of granite stairs and significant replanting of the SPS area. The area between the house and the 50-foot SPs border contains a paved path and patio with a firepit.

The proposed Shoreline landscape plan contains plantings of 17 cedar and paper birch tree clumps, ostrich ferns, and periwinkle as well as a small area eco-seed no mow grasses to allow access through to the water.

The owner and the contractor's revised plan in creating the SPS consistent with the wetlands issues identified by EGLE has been improved by including the latest recommendations of the landscape contractor and reviewed by the of the Tip of the Mitt sub-committee representative as follows: We did a site review prior to the last landscape revision, during that review we found the high side of the greenbelt (berm) was wet and leaching water, the low side (behind shoreline) was dry. We are recommending using all ferns on the berm and eliminating the Myrtle entirely.

We are recommending using Juniper Virginia scattered throughout the low side behind the shoreline in groups of 3, 5, 7, 2 and 1. Total shrub count would be around 40-50 shrubs.

Implementing the above recommendations and committing to the plantings as described would comply with the intent of the ordinance, and the shoreland protection subcommittee commends the applicant and his contractor for their participation in the process. It is the recommendation of the subcommittee that the plan as most recently amended be approved.





zoning hayestownshipmi &lt;zoninghayestownshipmi@gmail.com&gt;

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## Doubles Zoning Permit App

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**Noah Jansen** <noah@watershedcouncil.org>

Thu, Jun 11, 2026 at 5:15 PM

To: zoning hayestownshipmi &lt;zoninghayestownshipmi@gmail.com&gt;

Cc: Clifton Wallace &lt;cliff@glennwood.net&gt;, Roy Griffiths &lt;rwgriffitts3@gmail.com&gt;

In terms of species selection, the birch trees and ostrich ferns are fine, but the periwinkle and Eco Seed no-mow grass mix do not meet the ordinance requirement for native plants in the SPS. Are ten trees enough? What do y'all think? I *do* think ostrich ferns will do better lower down, where the soil is wetter, but they seem pretty adaptable and may do OK on top of that low ridge. Native grasses like bluejoint or prairie cordgrass would do well in the low, damp spots. Little bluestem or prairie dropseed would do well in the higher drier spots. A swath of shrubs (willows and dogwoods are very resilient) by the OHWM would be a good idea for erosion control. They would likely not block views from the house or upper terrace lawn and patio. I can provide more specific species selections if needed.

P.S. I will be leaving in a week for vacation and will be returning July 9. I will try to resolve as many zoning requests as possible before then.

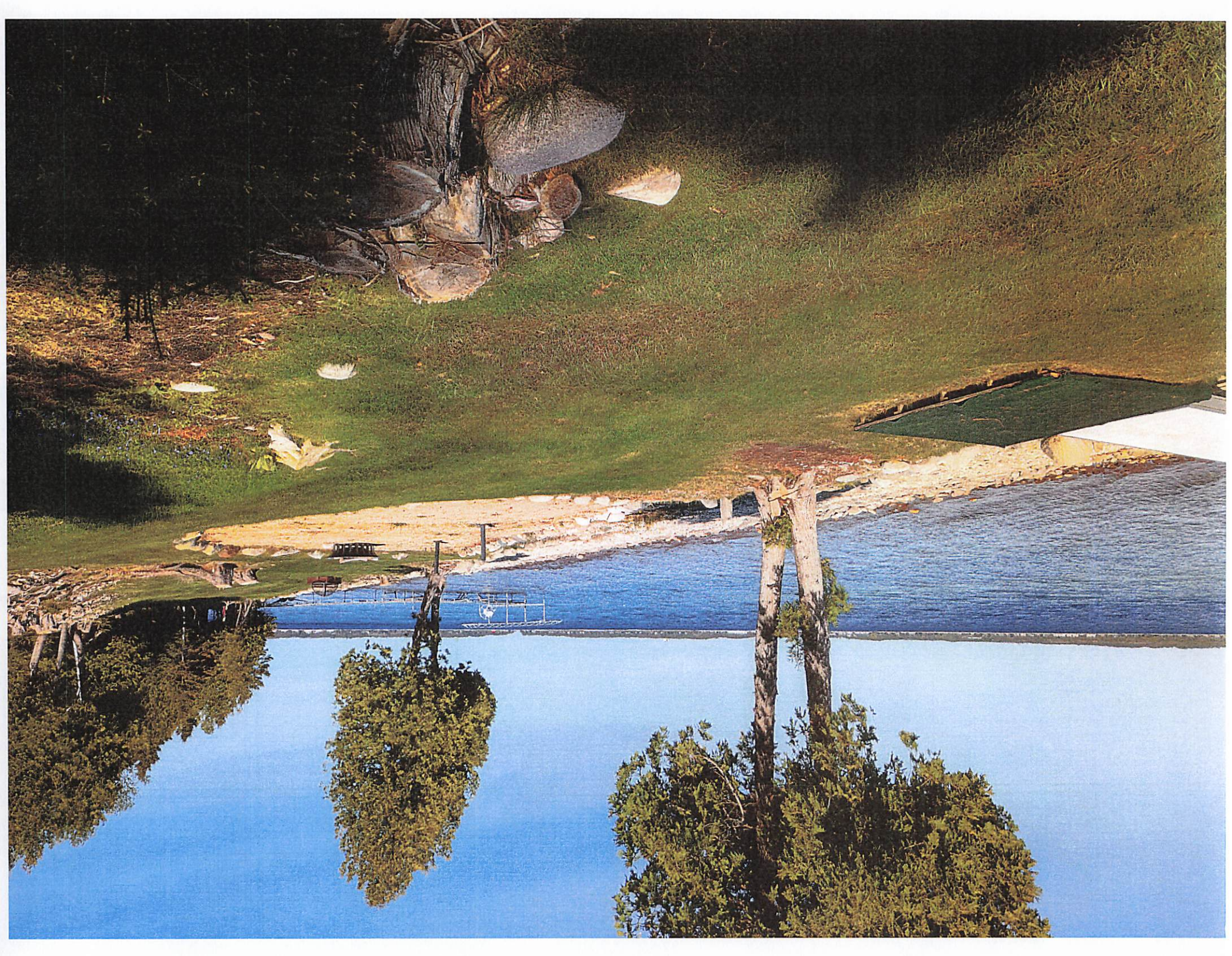


Noah Jansen  
Restoration Manager  
231.489.7288  
[noah@watershedcouncil.org](mailto:noah@watershedcouncil.org)  
[watershedcouncil.org](http://watershedcouncil.org)

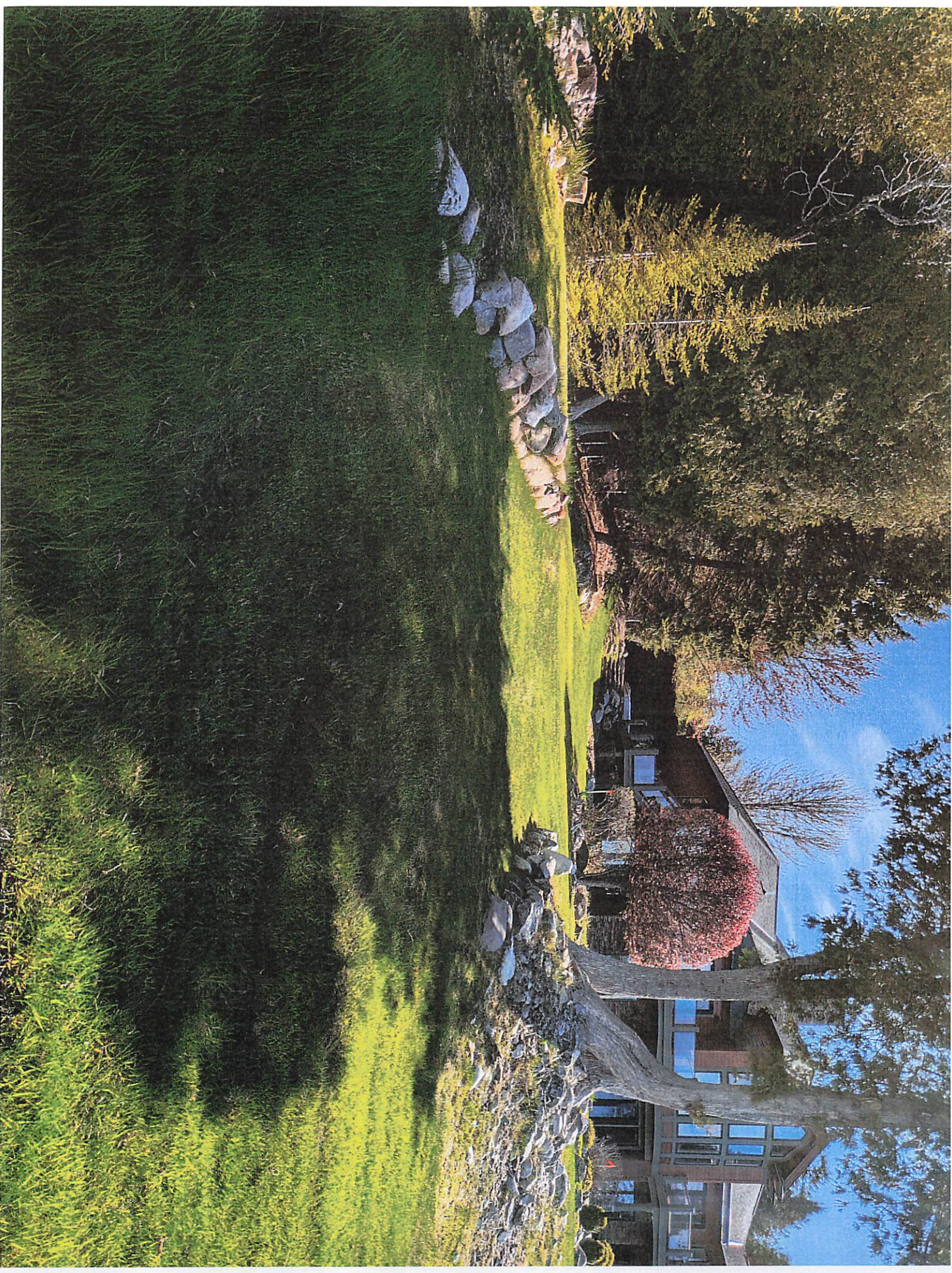
***Donate Today!***

[Quoted text hidden]

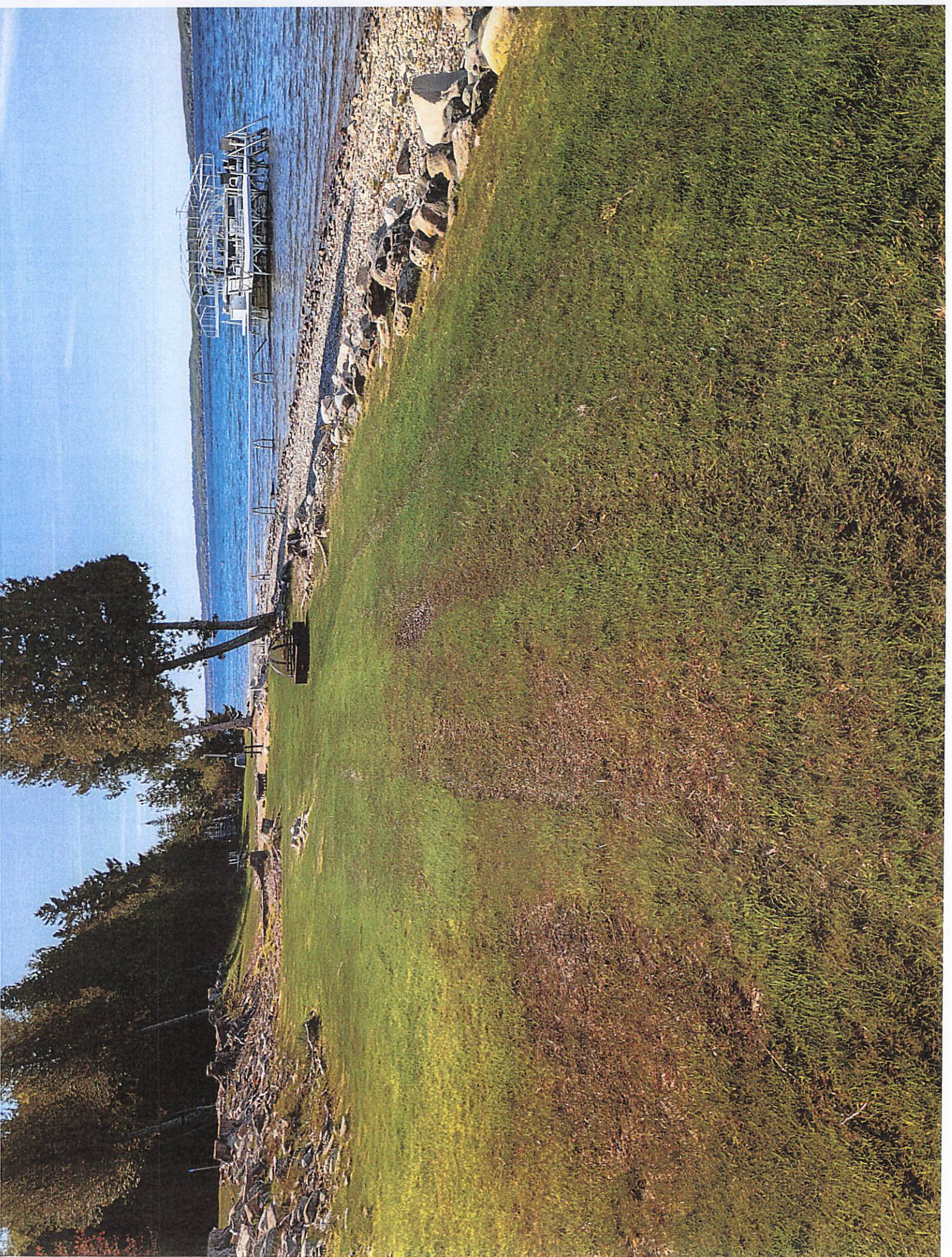
















To: Roy Griffiths, Chair  
Hayes Township Planning Commission  
Kristen Baranski  
Hayes Township Clerk

From: Carey Cuddeback  
Zoning Ordinance Committee Lead

June 18, 2026

**RE: Proposal for Hayes Township Zoning Ordinance Final Completion Phase**

Dear Roy,

We have gone as far as we can go with the development of the new Zoning Ordinance draft. We are ready to move forward with hiring a professional Planner to help us finalize the Zoning Ordinance draft and prepare to present it to the PC, the public and the Board of Trustees.

A quick recap of the work that has transpired since we dismissed Becket & Raider in March of this year:

1. April Hilton and I have re-created (from notes and recordings) all the changes to the BRI 2020 draft that were reviewed in our ZO Committee work sessions (which were public) from July of 2025 to March of 2026, but which were subsequently lost by BRI when their file crashed in late February of this year. This took us about two months.
2. We have incorporated the CREO as a new Article within this ZO draft.
3. We have updated definitions to include the CREO definitions as well as those from our existing ordinance.
4. We have added both a Waterfront Overlay District and a Conservation Reserve Overlay district to our Zoning Districts.
5. All the revised zoning districts now align with the 2025 Master Plan.

While we were in the process of completing this work, we set out to find a professional planner to help us get this project completed once we had taken the draft as far as we could.

We interviewed three different planners – two local and one in Grand Rapids, to determine who would be best suited to work with us. All had excellent qualifications, but we wanted to make sure we recommended someone who has deep knowledge of the specific needs of our rural township – one that does not have a city center and is primarily a bedroom and second home community.

To that end, we are recommending that we go with Jenni Neal of Rolling Hills Planning, LLC, who has an extensive planning background, is currently the part time Planner for Norwood Township and has a side business doing project work for other townships as available. We have met with her and have been assured that she would be able to accommodate the time we require from July forward during evenings and weekends.

These are the key project deliverables that we laid out to the consultants:

1. Review the draft as is and provide content and insight for improvements as needed to the ZO Committee. The consultant should redline the current draft, clarify the questions we have, suggest removing areas that are unnecessary for our township needs, and suggest missing content or content

that needs better definition. The Township will maintain the file master and make the edits as needed.

2. Once the draft is as good as we think we can get it, participate in 3 public special PC meetings (with the ZO Committee participation as well), and one Public Notice meeting at the November PC meeting to present the final ZO draft and answer questions from both the PC and the Public.
3. Incorporate feedback and requested changes from the PC meetings into the draft.
4. Prepare to present the ZO highlights to the Board of Trustees working with PC Chair, Roy Griffiths.

The timing and cost are projected to be as follows:

| Timing                                                                               | Plan Content                 | Task Description                                                                                                                                                                 | Hours Estimated | Proposed Cost |
|--------------------------------------------------------------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|
| July/August                                                                          | Draft Review                 | Review and redline/mark-up existing draft to meet the needs of our community                                                                                                     | 20              | \$2,000.00    |
|                                                                                      | Redline Discussions          | Meet with ZO Committee to review inputs recommended.                                                                                                                             | 10              | \$1,000.00    |
| September /October                                                                   | PC Special Meetings          | Prepare for and attend 3 PC Special Meetings in September to review highlights of the new ZO and answer questions from the public and PC, along with members of the ZO Committee | 30              | \$3,000.00    |
| November                                                                             | PC Public Notice Meeting     | Prepare short review of ZO highlights for PC meeting and help with questions and public input                                                                                    | 10              | \$1,000.00    |
| December                                                                             | Feedback and Detail checking | Help incorporate the public and PC feedback into the draft (April to maintain draft throughout process), help detail annotations and references throughout the document          | 15              | \$1,500.00    |
| January                                                                              | Board of Trustee Approval    | Present the key highlights to the Board of Trustees meeting in January of 2027, along with Roy Griffiths, to obtain approval of new Zoning Ordinance.                            | 15              | \$1,500.00    |
| <b>Total Projected</b>                                                               |                              |                                                                                                                                                                                  | 100             | \$10,000.00   |
| <i>Note: additional hours incurred beyond the estimate to be billed at \$100/hr.</i> |                              |                                                                                                                                                                                  |                 |               |

We think this workplan is achievable and have reviewed the time requirements with our recommended consultant, Jenni Neal. She has agreed that she has the time in the schedule above to meet our needs.

Please let me know if you'd like to discuss. I'd be happy to get any feedback you may have.

Sincerely,

Carey Cuddeback

Cc: April Hilton  
Ron Van Zee  
CT Martin





Rolling Hills Planning, LLC  
 372 Rolling Hills Ln.  
 Petoskey MI 49720  
[Jenneal.planning@gmail.com](mailto:Jenneal.planning@gmail.com)

Hayes Township  
 Bill Conklin, Township Supervisor  
 9195 Major Douglas Sloan Road  
 Charlevoix MI 49720

I am pleased to present you a proposal to update the Hayes Township Zoning Ordinance. I will work with the Hayes Township Planning Commission and the ordinance update subcommittee to prepare the update of the Township's Zoning Ordinance for adoption by the Hayes Township Board of Trustees. Support services will include a technical review of the existing ordinance and draft zoning ordinance language, in-person meetings to discuss changes chapter by chapter, and preparation of draft language as needed. A summary of the tasks to be completed, estimated hours, and the proposed cost of the task is listed in the schedule below.

**Scope of Services:**

| Plan Content                                   | Task Description                                                                                                                                                                                                                   | Hours     | Proposed Cost   |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------|
| <b>July through September Activities</b>       |                                                                                                                                                                                                                                    |           |                 |
| Project initiation and technical review        | <ul style="list-style-type: none"> <li>Review current ordinance and drafts of revised ordinance</li> <li>Provide outstanding edits as needed</li> </ul>                                                                            | 10        | \$ 1,000        |
| Develop language and clarify issues/questions  | <ul style="list-style-type: none"> <li>Conduct research and analysis of relevant topics</li> <li>Propose language recommendations</li> <li>Address questions/comments</li> </ul>                                                   | 18        | \$ 1,800        |
| Bi-weekly subcommittee meetings                | Attend up to six (6) meetings of the subcommittee <ul style="list-style-type: none"> <li>Five (5) meetings to discuss 3-4 articles at a time</li> <li>One meeting to review final revisions</li> </ul>                             | 24        | \$ 2,400        |
| <b>October through March Activities</b>        |                                                                                                                                                                                                                                    |           |                 |
| Planning Commission review and revisions       | Attend up to four (4) regular or special meetings of the Planning Commission <ul style="list-style-type: none"> <li>Three (3) meetings to discuss 3-4 articles at a time</li> <li>One meeting to review final revisions</li> </ul> | 16        | \$ 1,600        |
| Final consolidation and zoning recommendations | <ul style="list-style-type: none"> <li>Revision and finalization of the zoning ordinance</li> <li>Presentation to the Planning Commission</li> </ul>                                                                               | 8         | \$ 800          |
| <b>TOTAL</b>                                   |                                                                                                                                                                                                                                    | <b>76</b> | <b>\$ 7,600</b> |

**Timing:**

This ordinance update support is proposed to begin July 1, 2026 and continue through March 31, 2027, after which we will evaluate progress and explore engaging further.

**Terms:**

- Rolling Hills Planning, LLC will invoice Hayes Township monthly at the end of each month for the month previous.
- The fee for the above scope of services is \$100/hour
- Rolling Hills Planning, LLC will submit for Hayes Township's approval a written estimate for projects and services outside of the scope of this agreement.
- Rolling Hills Planning, LLC will work directly with the Chair of the Planning Commission on all accountability, decisions, and follow through required to execute this proposal.

Thank you for the opportunity to present this proposal and I sincerely look forward to working with you.

Respectfully Submitted

*Jenni Neal*  
COMMUNITY PLANNER

| [Jenneal.planning@gmail.com](mailto:Jenneal.planning@gmail.com) |

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1. *Journal of the American Medical Association*, 1997; 277: 1001-1005.

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1451 Robinson Road SE, Grand Rapids, MI 49506 | [www.alignedplanning.org](http://www.alignedplanning.org) | [wells@alignedplanning.org](mailto:wells@alignedplanning.org) | 616.648.3534

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June 17, 2026

Hayes Township Planning Commission and Board of Trustees  
9195 Major Douglas Sloan Road  
Charlevoix, MI  
49720

**RE: Offer of Planning Assistance — Zoning Ordinance Review, Amendment, and Adoption**

Dear Members of the Planning Commission and Board of Trustees:

My name is Lynee Wells. I am a certified professional planner and the founder of Aligned Planning, a Grand Rapids–based planning and zoning consultancy with twenty-five years of experience working with Michigan communities of all sizes. I am writing to offer my assistance to Hayes Township as you move through the final phases of your Zoning Ordinance update — from draft review and refinement through public engagement and formal adoption.

I work directly with the municipalities I serve. There is no team to be handed off to, no junior staff doing the work while a principal signs the cover sheet. You communicate with me, and I do the work. That directness matters in a process like this, where trust between the planner and the community is not a luxury — it is the foundation of a good outcome.

**Understanding the Work**

Zoning ordinance work at this stage is among the most consequential planning a community undertakes. The draft is already in hand — the task now is to make sure it is as strong as it can be before it goes to the public, that the public is genuinely heard in that process, and that the final document adopted by the Board of Trustees is one the township can administer with confidence for years to come.

Aligned Planning has prepared and amended zoning ordinances and form-based codes across Michigan, including in communities along the lakeshore, in urbanizing townships, and in historic



downtowns navigating growth pressure. I understand what makes a zoning ordinance work in practice — not just in theory — and I bring that implementation lens to every review.

## **Proposed Scope of Work**

The following scope is organized in the sequence the work would unfold. Each phase builds on the one before it, and I am committed to moving at the pace that serves the township — neither rushing the process nor letting momentum stall.

### **Phase 1 — Draft Review and Refinement**

I will conduct a thorough review of the current draft Zoning Ordinance, providing written content analysis and practical recommendations for improvement. This is not a redline exercise alone — it is a substantive engagement with the policy choices embedded in the draft: use classifications, dimensional standards, administrative procedures, and the clarity of the language itself.

We will work through the review together via calls and Zoom work sessions, iterating until both the township and I are confident the draft reflects the community's intent and is ready to meet the public. The number of sessions needed will depend on the complexity of the feedback; my commitment is to stay in the process until we are satisfied the draft is as strong as it can be.

Estimate of hours: 28-32

### **Phase 2 — Public Engagement with the Planning Commission**

Once the draft is ready, I will participate in three special public meetings of the Planning Commission to present the Zoning Ordinance and facilitate discussion with both the Commission and the public.

- **Meeting 1 (In-Person):** The first meeting will be held in Hayes Township. In-person presence at the opening session is important — it signals respect for the community's time and investment, and it allows for the kind of informal exchange before and after the meeting that shapes how people experience the process.
- **Meetings 2 and 3 (via Zoom):** The subsequent two meetings will be conducted via Zoom, allowing for continued engagement as the draft evolves in response to public input without requiring additional travel.

I will present the ordinance, respond to questions from Planning Commissioners and members of the public, and help the Commission navigate areas of discussion or disagreement with clarity and fairness.

Estimate of hours: 36-40

### **Phase 3 — Incorporate Planning Commission Feedback**

Following the public meeting series, I will compile and incorporate all feedback and direction received from the Planning Commission into the draft ordinance. Changes will be documented clearly so the Commission and township staff can track what was revised and why. The goal is a clean, final draft that reflects the full arc of the public process and is ready for recommendation to the Board of Trustees.

Estimate of hours: 18-25

### **Phase 4 — Presentation to the Board of Trustees**

I will work closely with Planning Commission Chair Roy Griffiths to prepare and deliver a presentation of the Zoning Ordinance highlights to the Board of Trustees. This presentation will be

tailored to the Board's role — focused on the policy decisions embedded in the document, the public process that shaped them, and the administrative framework that will carry the ordinance into practice.

Planning Commission chairs who can bridge the technical work of the Commission and the policy authority of the Board are among the most valuable assets in any adoption process. I look forward to supporting that partnership in every way I can.

Estimate of hours: 10-15

### **Fee and Terms**

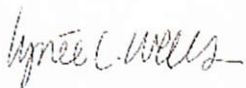
My hourly rate is \$160.00. Mileage for the in-person session will be reimbursed at the standard IRS rate in effect at the time of travel; travel time is billed at the hourly rate. All documents and files will be shared electronically. Note that I provided an anticipated estimate of hours for each task; however, the nature of the project is somewhat fluid and iterative and can vary depending of the depth and extent of changes required. Printed copies of the code, maps, or presentation boards would be billed separately to the Township at the direct cost incurred from the printer.

### **A Note on Approach**

Good zoning is not written for planners. It is written for the people who will live under it, the officials who will administer it, and the community that will shape itself around it. My job in this process is to make sure the ordinance Hayes Township adopts is one your staff can explain at the counter, your Planning Commission can apply at the table, and your residents can understand when they open it.

I would be glad to discuss this proposal in whatever form is most useful — a call, a Zoom, or a visit to the township. Please do not hesitate to reach out with questions or to propose modifications to the scope.

Sincerely,



### **ALIGNED PLANNING**

**Lynnee Wells, AICP**  
Founder + CEO