

Minutes of the Hayes Township, Charlevoix County, MI

Planning Commission Meeting

August 21, 2018

Members attending: Cliff Biddick, Omar Feliciano, Matt Cunningham, Robert Jess, Marilyn Morehead, Ed Bajos, Roy Griffitts.

Members Excused: Ed Bajos

Also Present: Larry Sullivan, Zoning Administrator, Julie Collard, Clare Karner, Elliot Falls, J Malewitz

The regular meeting of the Planning Commission (PC) was called to order at 6:58 pm by Robert Jess, Chair, who asked everyone to join in the Pledge of Allegiance. This was followed by a review of the agenda.

There were no declarations of a Conflict of Interest.

There were no Public Hearings scheduled, however the Falls SUP provided additional information and drawings which were received by the PC three days before the meeting. Given the complexity of the information and the short time frame to review it, the PC did not feel comfortable in taking up the matter at this meeting. After discussion the PC unanimously decided to schedule the continuation of the hearing on the September agenda. Further PC discussion regarding the process by which information received for hearings is to be distributed to the members for review resulted in a motion by Ms. Morehead that the packets were to be distributed by Mr. Sullivan by Friday ten days before the meeting date. Mr. Cunningham supported the motion. Mr. Feliciano asked that the information also be made available in -pdf format. He also suggested that the timeline is set that such ~~that~~ information received by the end of any month is to be scheduled for review in the following month. After clarifying the motion, to state that all information to be sent to the PC in the packets be to Larry Sullivan ten day prior to the meeting date, a roll call vote was taken; Biddick yes, Feliciano yes, Cunningham yes, Jess no, Morehead yes, Griffitts no. Motion passed. Discussion ensued about publicizing the SUP hearing again, and the method for collecting questions to be asked in advance.

Public Comments unrelated to Agenda Items:

There were no Public Comments.

New Business:

The discussion focused on the Master Plan update and the survey. Ms. Karner had shared the survey from Bay Township as an example of a very comprehensive survey. She contrasted it with the Banks township survey, a mailed postcard directing respondents to an online survey conducted by survey monkey, which was much less expensive. Response rates were discussed as a desired outcome and the effects on the community buy in to the results of the survey. Generally 10% is an acceptable response rate.

Mr. Jess started to list areas that needed to be addressed in the Plan and Mr. Griffiths added that growth needed to be planned for and controlled by zoning, and Ms. Morehead added that certain areas like 9 Mile Pointe needed to be reviewed to rationalize the zoning in regard to older platted developments. Mr. Jess discussed the proposal from Ms. Karner for 11 additional hours of work to do the field work on property analysis of the 9 Mile area. Ms. Morehead asked for an estimate on the amount of time that Ms. Karner would need to assist in the survey process. Mr. Jess asked her for a specific proposal that includes both the survey and zoning reviews for specific areas. Ms. Karner replied that she would have that information to him the next week. Mr. Cunningham made a motion that the PC request funding for both the community survey assistance and the zoning overlay analysis, at a rate to be provided by Ms. Karner to Mr. Jess. The motion was seconded by Mr. Griffiths. It was suggested that when the rate information was received Mr. Jess add 10% to cover contingencies before presenting the request to the board. The motion was amended to reflect this recommendation and the amendment was supported. The vote was unanimous in favor of these motions, motions passed.

Mr. Griffiths asked for feedback on the first draft of the survey questions. Ms. Morehead provided some good feedback. Mr. Cunningham asked about whether we wanted to address the park in the survey, and Ms. Karner added that our recreation plan is expiring this year and it too needed to be updated. It can get information from the survey to update it if we include relevant questions in the survey thus eliminating the need for two different surveys. Mr. Cunningham reported that the Board of Trustees (BOT) asked whether the PC wanted to address the rec plan or if there should be a subcommittee be formed to specifically address the Rec plan? Discussion of the process and timelines ensued and the need for the rec plan to be separate from the Master Plan. The PC would support the BOT's recommendation to form a 5 person BOT subcommittee to address the Rec plan. Mr. Biddick and Mr. Feliciano volunteered to be on the subcommittee as PC representatives and that the survey would include sufficient information that both the Rec Plan and the Master Plan can use.

Mr. Feliciano suggested a review format that utilized sub-groups of the PC to start reviewing sections of the plan to offer feedback for the PC as a whole to consider in the update. Ms. Karner and Mr. Sullivan reviewed the notification process for the Master Plan update. Ms. Karner agreed to start the notification process as required with input from Mr. Sullivan.

There being no new business the PC moved to the review of the minutes.

Approval of Minutes:

After correcting the spelling of Ms. Karner's name, Mr. Biddick moved to accept the minutes as corrected, Ms. Morehead seconded the motion. The motion passed unanimously.

Report of the Township Board Representative:

Mr. Cunningham reviewed the August 13, 2018 BOT meeting. The BOT voted to return the Michigan Passport Rec grant for the renovation of the cabins. The Cemetery ordinance is now posted on the webpage and will be on the agenda for discussion at the next meeting. Maple grove road end will have a committee formed to review the road end. Burgess road end is the Boyne City road. Robinson

landscaping asked for a break on the liability insurance for their work on the park, denied. A separate checking account will be created for the Camp Seagull project.

Report to the Planning Commission from the Zoning Board of Appeals:

There was no activity to report.

Zoning Administrator's report:

Mr. Sullivan provided a copy of his monthly report which is available online. Mr. Sullivan issued one permit in the previous month and four to this point in August. There were two land division inquiries. Mr. Sullivan has been exploring procedures to best handle these types of requests and has provided copies of forms used by other townships. There was no nuisance complaints in July there were two in August to date. There is a list of zoning violation letters sent for shoreline protection strip violations. Additional letters are to be sent in the next round. One application for a permit on shoreline restoration has been received. Short term rental license issues are still outstanding pending corrections by the applicants. The ~~Bole~~ Boal permit was issued. There is one Board of Review hearing scheduled for a property where the variances were previously granted but the permit expired.

Ms. Morehead reported that the Pierce property situation and complaint has been addressed and the communications misunderstanding corrected. The subcommittee will use this situation as a case study for training purposes in implementing the review process. A letter with the PC members listed on the letterhead was discussed and it was decided that the names should be removed from the letterhead. Discussion then took place on the issue of public notice regarding the shoreline protection ordinance.

New Business:

Waterfront Development Review Subcommittee review.

Mr. Griffiths updated the activities of the subcommittee and the development of a checklist for the review process, and the methodology being proposed for the reviews. It is believed that a quick review with the township attorney to insure to that we do not inadvertently agree to a plan that does not comply with the ordinance.

Mailings, previously discussed.

BOT funding survey request, previously discussed,

Old Business: There was no old business on the agenda.

Public Hearing Dates: There are two scheduled for the September 18, 2018 meeting. The Falls SUP continuation and Scott Featherly has requested a change to his site plan.

Set/Confirm Date of Next PC Meeting: September 18, 2018

Planning Commission Comments:

PC to look at the zoning of the area along 31 from Murray road to Bayshore to insure it reflects the actual development has occurred.

Mr. Feliciano asked about the number of meetings required in a month to work on the Master Plan update? Ms. Morehead suggested that we ~~star~~ start taking a section at each meeting to review and update until we reach the sections which are impacted by the survey data. Mr. Jess suggested that we take up discussion of the introduction and socio-economic characteristics at the next meeting and based on that we then consider increasing the number of meetings required. Mr. Sullivan commented on the differences in the 2010 census data versus the American Community Survey and the need to decide on our choice for the update.

Public Comment:

None

Adjournment:

Motion to adjourn made by Mr. Griffitts, second by Mr. Cunningham. Meeting adjourned at 8:47 pm.

Compiled by: R Griffitts

Submitted by: M Morehead