

## DRAFT AGENDA

# Bingham Township Planning Commission

Thursday, December 2, 2021 - 6:30 PM

Meeting in-person and by remote electronic access in accordance with  
State of Michigan Open Meetings Act

Zoom Electronic Remote Access Link:

<https://us02web.zoom.us/j/88647069313?pwd=NUVpd2ZJaVJ1ZjJoQjBaaTFaSENuUT09>

Meeting ID: 886 4706 9313

Passcode: 029103

Telephone: Dial (312) 626-6799, enter Meeting ID then # when prompted, enter Passcode when prompted.

1. **Call to Order - Roll Call**
2. **Agenda Approval**
3. **Public Comment**
4. **Conflict of Interest**
5. **Items for Discussion / Consideration:**
  - A. Update on Master Plan Project – Rob Carson, Networks Northwest
  - B. Meeting Schedule for 2022 – Approve by Resolution
  - C. Election of Officers for 2022
6. **Approval of Prior Meeting Minutes:**
7. **Communications and Reports**
  - a. Chairperson –
  - b. Zoning Administrator – Steve Patmore
  - c. Planning – Mathew Cooke / Rob Carson, Networks Northwest
  - d. Township Board – Jeff Layman
  - e. Commissioners
8. **Next Scheduled Meeting:** January 6, 2022
9. **Public Comment**
10. **Adjournment (8:30 unless extended by a motion)**

Planning Commission Packets can be viewed on-line at: <https://www.leelanau.gov/binhamtwpplan.asp>

Bingham Township  
7171S. Center Highway  
Traverse City, MI 49684  
(231) 922-6767

11/23/2021

To: Bingham Township Planning Commission

From: Rob Carson, AICP, Community Development Director

Re: Master Plan Process Status and Process Phase Outline

**Current Status:**

- Notice to be sent in Winter Tax Bill concerning process and survey opportunity.
- Existing Conditions Spatial Data is being developed (Some examples prepared and shared)
  - Prepared Examples
    - Zoning Map based upon online version (Amended date of May 2016)
    - Qualified Agricultural Properties
    - Parcel Classification (Assessed Land Use)
    - Homesteaded Parcels
  - Under Development
    - Topography (Slopes > 25%)
    - Hydrology (Wetland, Waterbody, Streams, Watershed)
    - Soils (Hydric)
    - Soils (Prime Farmland)
    - High Risk Erosion Areas
    - Public Lands/Parks/Trails
    - Civic & Public Institutions (EMS/Fire/Public Safety/Civic Buildings/Schools/Library)
    - USDA Landcover (2016)
    - Parcel Size Analysis Maps
- US Census Data Release is delaying development of Socio-Economic Profile

**Upcoming Steps in the Process**

- Committee Establishment & Input Process:
  - The previous Township Master Plan development process invited and utilized members of the community whom had an interest or represented a particular land use or aspect of the community. This model was successful and the Township would like to replicate this process for input and plan section development. The timeframe for best utilizing committees is towards the tail end of the collection of public input and information. The committees should be made available to review survey results, existing conditions, be present at the public input sessions/charrettes, and work alongside the PC to develop the policy contained within the plan that will shape the Future Land Use Plan and Zoning Plan.
  - PC and Township Board members should begin the process of identifying and recruiting members of the community to serve on committees. Suggested committees include: (agriculture, forestry & open space, civic and infrastructure, parks and recreation, housing (all options), local business/commercial/industrial, home occupation/cottage industry, renewable energy, ...*brainstorm others* .....
- Public Input Sessions and Charrettes:
  - A Public Input Session will be designed and held that will allow for the public to attend a work session at the Township Hall that will be designed to obtain the public's input on a land uses and different variations of policy that impact land uses. The draft/tentative design of the input session/charrette will be a "drop-in"

session. This is a session that doesn't have a specific agenda or program for the public, rather stations will be set up in the Township Hall that will allow the public to meander from table to table providing input on specific topics set at each table. Topics will range from Agricultural Preservation and Residential Housing to Home Occupations and Renewable Energy considerations. The session will require several staff members from Networks Northwest to float the room as facilitators and PC members assigned to specific tables to help garner the discussion. We will develop an agreed upon scope of work for the session that will outline stations, maps and information to be developed and a series of questions at each station to stimulate conversation and garner feedback. The use of stickers and images can allow for a method of voting for certain development standards to determine public support for policy.

**Immediate Next Steps:**

- Complete Existing Condition Mapping
- Open Survey and Notice on Websites and Social Media Sites if available.
- Draft Policy Strategy Samples from BMP's for PC Review, Critique and Synthesis
- Recruit for Committee Participation
- Determine Date/Time for Public Input Session

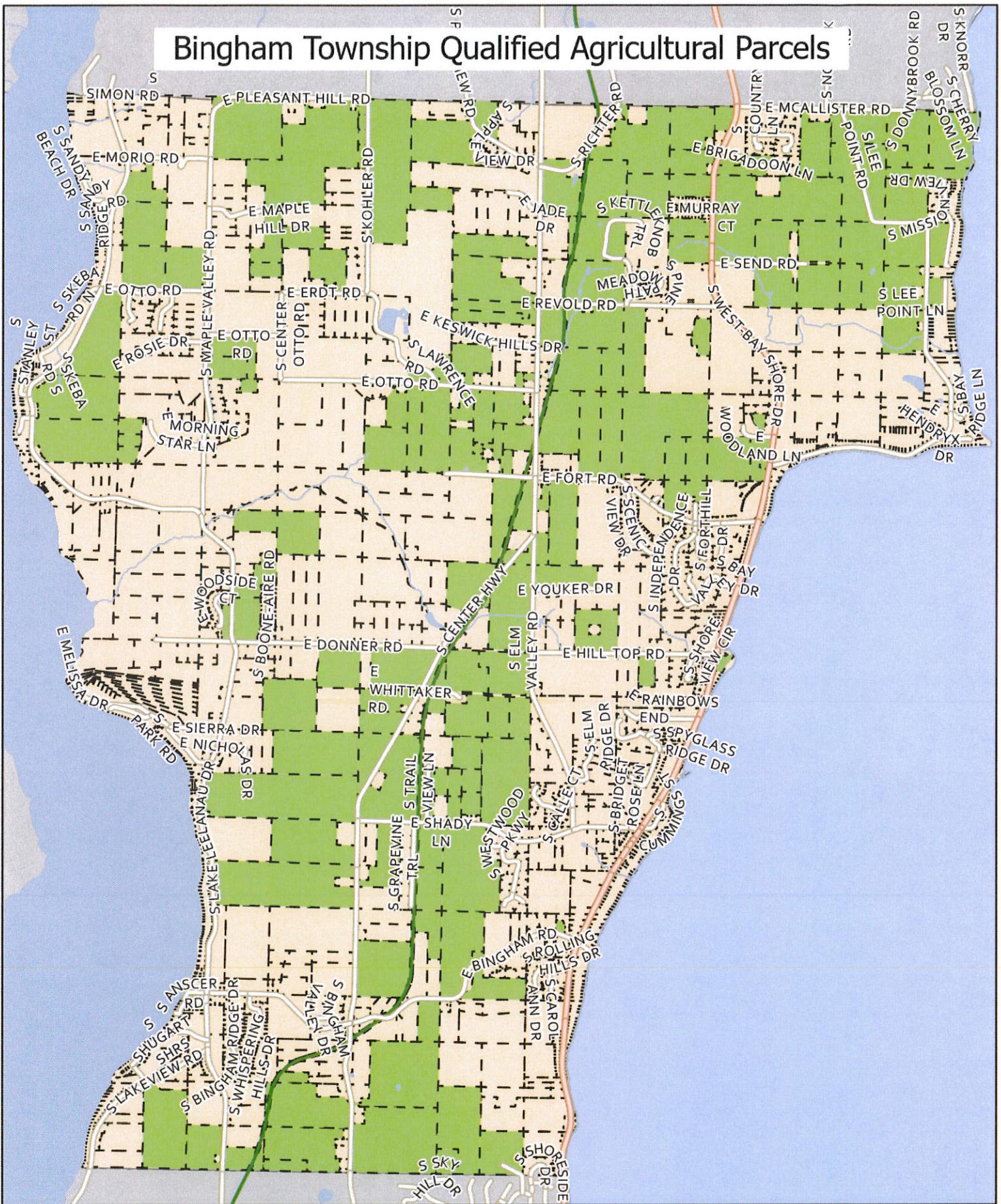
**Zoning Shapefile Developed, Zoning District Boundaries and Parcel Impacts:**

I have created a new shapefile for your zoning districts based upon the May 2016 Amended Zoning Map. I am providing a large format printed copy of the map to you for review during this process. The Zoning Map relies upon district boundaries for portions of the Rural Residential and the Residential Districts that are 450' from the centerline of ROW. As a part of the process, the PC is called upon to review these district boundaries for the following reasons.




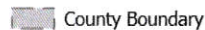

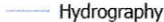



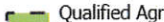
- Areas of the Zoning Districts which are nearly following a parcel line, but clearly aren't along the parcel line should be corrected to follow a parcel line.
- Areas of the Residential District which capture a portion of a large parcel that is also zoned either Rural Residential or Agricultural should be reviewed to determine if the impact of the decreased density due to agricultural or rural residential zoning align with neighboring parcels and their respective sizes.
- Initial review of the zoning map districts and their layout, will facilitate much greater understanding of the potential impacts policy changes would have as we continue to move through the process. It is important to note that the Future Land Use Map we will develop through the process is the guide for future zoning districts and provisions. Gaining a strong understanding of the spatial relationship up front will ease discussions through the remainder of the process.

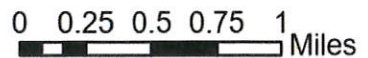


# Bingham Township Qualified Agricultural Parcels



## Legend

-  Highways
-  Water Bodies
-  Bingham Parcels (2021)
-  County Boundary
-  Roads
-  Hydrography Lines
-  Bingham Township
-  Neighboring Jurisdictions
-  Leelanau Trail
-  Qualified Agricultural (Assessed)

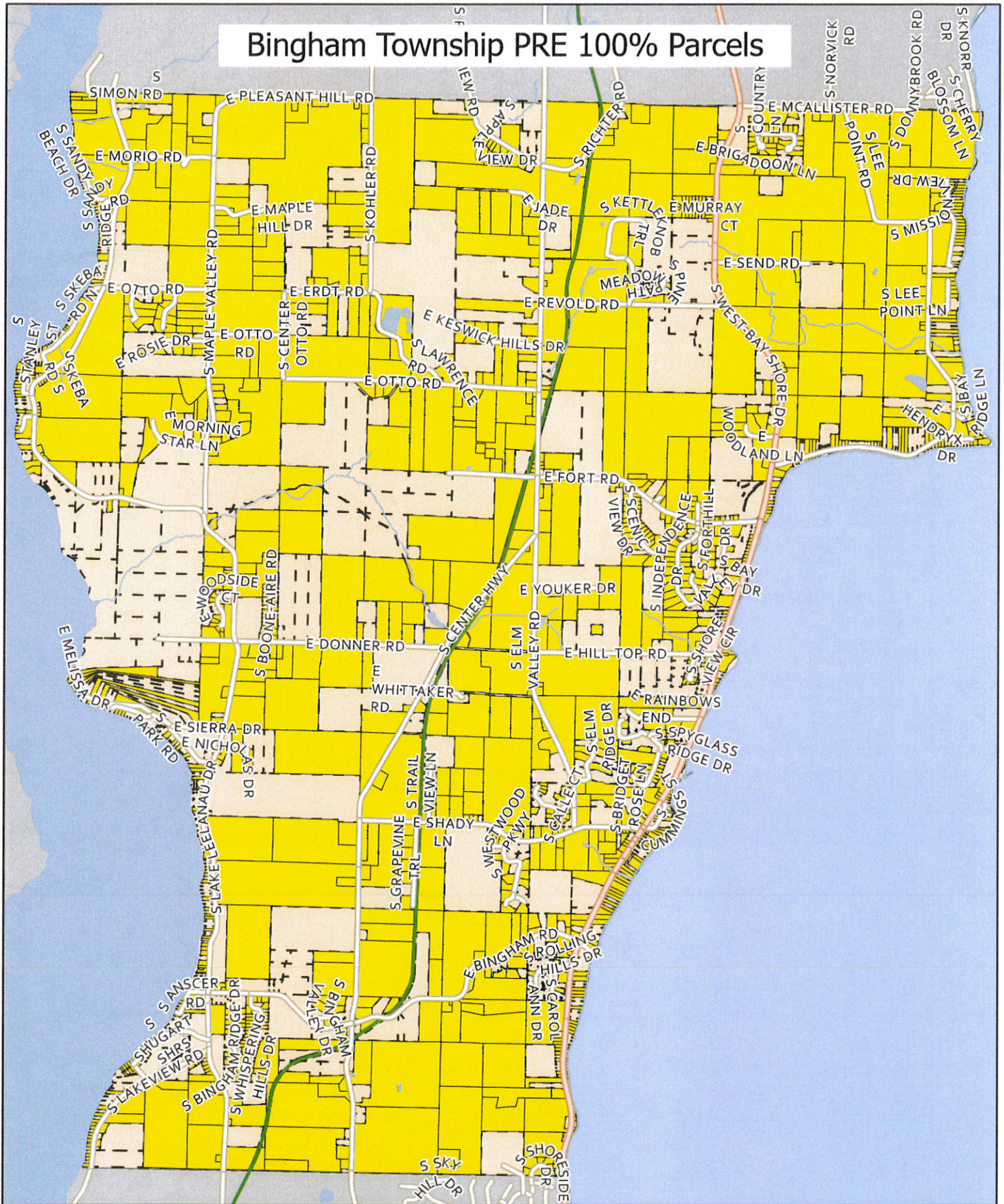


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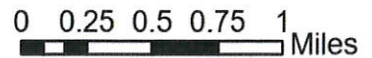
Credits: Map prepared by Networks Northwest Community Development (November 2021)

# Bingham Township PRE 100% Parcels



## Legend

-  Highways
-  Water Bodies
-  Bingham Parcels (2021)
-  Bingham Township
-  Roads
-  Hydrography Lines
-  Neighboring Jurisdictions
-  County Boundary
-  Leelanau Trail
-  PRE 100% Parcels



N



Credits: Map prepared by Networks Northwest Community Development (November 2021)

**DRAFT MINUTES**  
**BINGHAM TOWNSHIP PLANNING COMMISSION**  
**REGULAR MEETING**  
**THURSDAY, SEPTEMBER 2, 2021**  
**6:30 p.m.**

**1. Call Meeting to Order:**

Mike Park, Chair, called the Bingham Township Planning Commission Meeting to order on Thursday, September 2, 2021 at 6:30 p.m. in-person at the Bingham Township Hall, 7171 S. Center Highway, Traverse City, MI, and by Zoom Electronic Remote Access in accordance with the State of Michigan Open Meetings Act (Meeting ID: 886 4706 9313)

**Roll-Call of Planning Commissioners (Quorum Present)**

Present: Mike Park, Cathy Jasinski, Marie Walker, Charlie Dashner, Jeff Layman,  
Mary Woods, Dennis Grant

Absent: None

Staff Present: Steve Patmore, Zoning Administrator; Rob Carson, Networks Northwest;  
Mathew Cooke, Networks Northwest.

Guests: 4 in-person.

**2. Agenda Approval:**

It was suggested that the Comprehensive (Master) Plan Update - Community Survey Questions be switched to first on the Agenda.

*Marie Walker/moved, Charlie Dashner/supported to approve the Agenda as amended, putting the Comprehensive Plan Update first.  
Motion carried by Voice Vote.*

**3. Public Comment:** No public comment.

**4. Conflict of Interest:** None stated

**5. Items for Discussion/Consideration:**

**A. Comprehensive (Master) Plan Update - Community Survey Questions**

Rob Carson drafted and submitted a series of questions including housing and renewable

energy questions. Carson said it may be appropriate to ask about physical needs for housing, etc. Survey questions are relevant to the community, additions were built from conversations. Discussion followed between the Commissioners and Rob Carson. The outcome of the discussion was that a work session should be held regarding the Master Plan with Carson and the Planning Commission.

**B. Application for Amendment to Special Land Use Permit - Leelanau Boat Company - New Building, Condominium, Outdoor Storage, Boat Servicing - 8581 & 8505 E. Bingham Rd.**

Chair Park opened the public hearing and asked ZA Patmore to introduce the topic.

Patmore explained that this was a Public Hearing to consider the application submitted by Leelanau Boat Holdings, L.L.C., for an Amendment to the existing Special Land Use Permit to allow the following amendments:

- Construction of an additional 58' x 168' commercial storage building, which will involve removal of existing buildings; and,
- Add an outdoor boat storage area as shown on the Site Plan; and,
- Approve the use of existing Building #4 for watercraft maintenance and repair.

The Applicant is also requesting approval to establish an 8-unit Storage Condominium in the new commercial storage building.

Patmore reviewed the history of the property as noted in his Staff Report included with the meeting packet.

Patmore noted that there is an existing Special Use Permit on the property that was issued to current owner Blake Bernard for indoor commercial storage. Patmore went through the existing Special Use Permit Conditions on the property.

The current Applicants plan to purchase the property and further develop the property in phases. This would be the first phase. A pre-application meeting was held with the Planning Commission on August 5, 2021.

Chair Park asked if the Applicant's wished to make any comments at this time: Dusty Christensen, Mansfield Land Use Consultants, represented the applicant and submitted a letter and updated plans and additional information relating to the project. He clarified where the outdoor storage space would be limited to, and would show it on a revised Site Plan.

Chair Park opened the floor to Public Comment. There was no public comment or correspondence received.

Chair Park closed the Public Hearing.

Chair Park asked the Zoning Administrator to present his report.

Patmore reviewed the following from his Staff Report:



- Commercial storage is allowed subject to a Special Use Permit in the Commercial Zoning District.
- Any use that includes Outdoor Storage is subject to a Special Use Permit in the Commercial Zoning District.
- Any motor vehicle-related business including all repairs or sales is subject to a Special Use Permit in the Commercial Zoning District.
- Any building over 3000 square feet is subject to a Special Use Permit in the Commercial Zoning District.
- The Site Plan and Uses must meet the Commercial District Standards in Article 7.
- The Site Plan and Uses must meet the applicable parts of Article 3, General Provisions, including area and setback requirements, buffering, landscaping, signage, and outdoor lighting.
- The Site Plan and Uses must meet the Special Land Use Permit Standards contained in Article 17.

#### **Agency Approvals:**

- The Road Commission will need to approve the construction of the proposed commercial entrance and the use of the existing westerly commercial driveway. Discussions have been made and an Application submitted.
- The Leelanau Drain Commissioner will need to approve the plans for issuance of a Soil Erosion Permit. Received preliminary review email from the Drain Commissioner.
- The Suttons By-Bingham Fire Chief has reviewed the plans and turnaround. Would prefer a future link between the two access roads as shown.

#### **General Findings of Fact**

1. The subject parcels are 45-001-030-021-00, & 45-001-020-021-10, 8581 to 8595 E. Bingham Rd., Traverse City, MI 49684.
2. The entirety of both subject parcels are located in the Commercial Zoning District.
3. The subject parcels are owned by AB&E, L.L.C.
4. Blake Bernard is the owner of AB&E, L.L.C.
5. The total parcel size of both parcels is 10.29 acres.
6. The two parcels currently contain 10 existing buildings, which are primarily commercial/type storage buildings, and one office building.
7. The parcels were previously the former PDM Lumber property. This property had a lumber kiln facility, lumber storage, an office, and several buildings that produced finished wood products such as furniture, flooring, doors, and coffins.
8. The subject parcels have frontage on Bingham Road, a county-maintained road.

#### **Compliance with Commercial Zoning District Standards**

The proposed uses and building meet all minimum setback requirements.

The proposed building would be 23' in height, the maximum building height is 35'.

Lot Coverage Maximum 25%. Proposed: Parcel A = 12.54%. Parcel B = 23.86%

Maximum Building Size = 10,000 square feet: Proposed - 9744 square feet

**Compliance with Article 3 - General Provisions:**

1. Landscaping & Buffering: The PC discussed the need for any additional buffering or screening? There is existing natural screening along Bingham Road that should be maintained or replaced. Buffering similar to the landscaping greenbelt required in the 2019 approval should be a condition of approval.
2. Signage – should be a condition that any proposed signage shall meet the zoning ordinance and shall be approved by the Zoning Administrator.
3. Outdoor Lighting – Should be a condition that all outdoor lighting be shielded in accordance with the zoning ordinance.

**Compliance with Findings of Fact Related To Special Land Uses: Section 11.13**

When the existing Special Use Permit was approved for indoor commercial storage, the planning commission found that the Use met these standards, subject to the conditions that were imposed.

The Planning Commission discussed whether the amendments, as proposed, change the compliance with Special Use Permit Governing Standards. The consensus of the Planning Commission is that, with conditions, the proposed amendments will continue to meet the governing standards.

The Planning Commission then discussed the possible conditions of approval presented for review in the staff report, and amended them as follows:

**CONDITIONS OF APPROVAL**

1. All previous conditions of the existing Special Use Permit shall be replaced by the following conditions.
2. Must obtain any and all required permits and/or approvals for this type of activity including the Road Commission and Drain Commissioner.
3. Permitted activity in Proposed Building A is limited to interior Commercial Storage.
4. The other existing buildings may be used for interior Commercial Storage except as provided for herein.
5. Outdoor storage shall be limited to the area shown on the revised Site Plan Sheet C-4.0 to be revised and dated September 2, 2021.
6. Repair, Maintenance, and servicing of boats shall be limited to Building #4 as shown on the Site Plan and is limited to those services listed in the application dated August 12, 2021. There shall be no odor, dust, or noise above 50 decibels at the property line.
7. Any hazardous materials, such as new or used oil, antifreeze, or gasoline used in conjunction with Building #4 shall be stored inside and in accordance with all Federal, State, and local rules, laws, or ordinances.
8. This permit does not include the storage of gasoline in storage containers larger than ten (10) gallons.
9. Any new utilities shall be stored underground.
10. All new outdoor lighting must meet the outdoor lighting standards in the Zoning Ordinance.
11. The dumpster shown on the Site Plan shall be screened in accordance with the Zoning Ordinance.
12. Any proposed signage shall meet the zoning ordinance and shall be approved by the

- Zoning Administrator by Land Use Permit.
13. A Regular Land Use Permit from Bingham Township is required for the construction of new Building A.
  14. The existing natural treed buffer area along Bingham Road shown on Site Plan C-4.0 shall be maintained, or submit a new landscaping plan to the Planning Commission for approval.
  15. Screening shall be installed and maintained between the west property line and existing building as shown on Site Plan C-4.0. Trees meeting the zoning ordinance requirements shall be planted at a 30' average spacing, but may be grouped. These trees shall be planted by June 1, 2022.
  16. The 20' access road and turn-around shall be maintained at all times for emergency vehicle access.
  17. This Approval for each of Building A, the outdoor storage area, or the Boat Servicing Building shall expire in two (2) years from the date of this approval if the Applicant fails to construct and/or start the respective uses shown on the Site Plan. This expiration date may be extended by the Planning Commission.
  18. Thereafter, this permit shall expire if the commercial storage use and/or other respective uses are discontinued on the subject properties for a continuous period of one (1) year.
  19. This approval shall expire if the Owner fails to sign the Special Use Permit acknowledging these permit conditions within 60 days of being sent the Permit.
  20. This permit will need to be amended if and when other buildings or uses are proposed.

***Dennis Grant/moved, Jeff Layman/supported, to approve the General Findings of Fact (#1-8) as presented.***

***Discussion: None***

***Motion passes unanimously by voice vote.***

***Dennis Grant/moved, Jeff Layman/supported, that the proposed Commercial Storage Building A, Outdoor Storage, and boat maintenance, repair, & servicing meet the Findings of Fact related to Special Land Uses.***

***Discussion: None***

***Motion passes unanimously by voice vote.***

***Dennis Grant/moved, Jeff Layman/supported, to approve with conditions the Application submitted by Leelanau Boat Holdings, LLC, to amend the existing Special Land Use Permit to construct the new Commercial Storage Building, have outdoor storage, and allow Boat Servicing in Building #4 at 8581-8595 E. Bingham Road, Traverse City, MI (Property Numbers 45-001-030-021-00 & 45-001-030-021-10), subject to Conditions 1 to 20 listed above, and authorizes the Zoning Administrator to prepare and execute the Special Land Use Permit.***

***Discussion: None***

***Motion passes unanimously by voice vote.***

*Dennis Grant/moved, Jeff Layman/supported, to approve the Proposed Leelanau Boat Condominium I, subject to review and approval by the Bingham Township Attorney.*

*Discussion: None*

*Motion passes unanimously by voice vote.*

**C. Any Other Planning Commission Priorities to work on?**

The priority of the Planning Commission is to continue working on the Master Plan Update.

6. **Approval of Meeting Minutes - August 5, 2021** - Postponed approval of the Minutes.

7. **Communications and Reports:**

- a. Chairman - None
- b. Zoning Administrator - Steve Patmore - written report submitted.
- c. Planning - Mathew Cooke/Rob Carson - no reports.
- d. Township Board (minutes on line)
- e. Commissioners - None.

8. **Next Meeting:** October 7, 2021

9. **Public Comment** - None.

10. **Adjournment** - Chair Mike Park adjourned the meeting at 8:36 pm

**Minutes recorded by Marge Johnson, Recording Secretary**

**Reviewed by Staff**

**Cathy Jasinski, Planning Commission Secretary**

**Minutes approved (as-presented / as-amended) on \_\_\_\_\_.**

**DRAFT MINUTES**  
**BINGHAM TOWNSHIP PLANNING COMMISSION**  
**REGULAR MEETING**  
**THURSDAY, AUGUST 5, 2021**  
**6:30 p.m.**

**1. Call Meeting to Order:**

Marie Walker, Vice Chair, in the absence of Chair Mike Parke, called the Bingham Township Planning Commission Meeting to order on Thursday, August 5, 2021 at 6:33 p.m. in-person at the Bingham Township Hall, 7171 S. Center Highway, Traverse City, MI, and by Zoom Electronic Remote Access in accordance with the State of Michigan Open Meetings Act (Meeting ID: 886 4706 9313)

**Roll-Call of Planning Commissioners (Quorum Present)**

Present: Marie Walker, Cathy Jasinski, Jeff Layman, Mary Woods. Member Charlie Dashner attended via Zoom Remote Access due to a medical condition as allowed by the Michigan Open Meetings Act.

Absent: Mike Park, Dennis Grant

Staff Present: Steve Patmore, Zoning Administrator; Rob Carson, Networks Northwest; Mathew Cooke, Networks Northwest.

Guests: 3 in-person.

**2. Agenda Approval:**

Vice Chair Walker asked if there were any additions or corrections to the Agenda.

*Motion by Layman to approve the Agenda as presented.*

*Seconded by Woods.*

*Discussion: None*

*Motion carried by Voice Vote.*

**3. Public Comment:** No public comment.

**4. Conflict of Interest:** None stated

## 5. Items for Discussion/Consideration:

### A. Pre-Application Meeting – Leelanau Boat Company – 8581 & 8595 E. Bingham Rd.

Vice-Chair Walker asked ZA Patmore to introduce the topic.

Patmore explained that this is an optional pre-application meeting requested by the Applicant, and is an opportunity for the Applicant to present their project and answer any questions.

Patmore warned the planning commission that this was not a Public Hearing, and no decisions or deliberations could take place at this meeting. If the Applicants decide to proceed, a Public Hearing will be scheduled and a detailed Site Plan Review would be performed.

He also noted that there is an existing Special Land Use Permit in-effect for this property allowing indoor Commercial Storage.

Representing the Applicants was Dusty Christenson, of Mansfield Land Use Associates. He gave an overview of their overall plan, and operational plans, and explained that the buildings would be built in phases, however, they would like the overall plan approved.

Jason Thibodeau and Adam Prettyman explained that they were the buyers of the property and explained their backgrounds and reasons for doing the project.

There were many questions, comments, and discussion between the Planning Commission and the Applicants, including the following:

- Bingham Township would like to see the site get cleaned up.
- There is some confusion as to which buildings are existing and proposed. The Applicants can number the existing buildings.
- Some of the existing buildings will be removed.
- Will there be an office? – yes
- What about restroom facilities?
- Show employee parking.
- The existing road on the west side was not constructed within the dedicated easement, as indicated in prior Site Plan Review.
- Discussed the need for condominium documents.
- On-site fueling – what license needed.
- On-site servicing – what licenses needed – define “light servicing”.
- Large boats & trailer storage – 35’ maximum boat size anticipated.
- Discussed the timeline & phasing – 5 years.

The Applicants would like to get started on one building this year, and plan to submit an application for consideration next month. If time was a factor, they were encouraged to submit for only what they wanted initially. Site Plan Review for the entire project will

take some time. They can get approvals in phases.

## **B. Comprehensive (Master) Plan Update - Community Survey Questions**

Rob Carson, Networks Northwest, gave a report on the Master Plan Update.

- The Notice of Intent to Plan was sent out as required by law.
- There were three responses from citizens wanting to participate in the process.
- He has been working with Leelanau County Planning. The county will not charge for the data that we need.
- He would like to do the community survey this fall. He drafted and submitted a series of questions for the community input survey that needs to be reviewed and pared down by the township.

There were several comments and suggestions on the survey questions:

- Make sure renewable energy is covered.
- Make sure short-term rentals are covered.
- Home business questions.
- Work-force housing is important.
- Commercial District.
- Accessory Housing questions.

Commissioners were encouraged to review the questions and get comments and suggestions to Rob.

### **6. Approval of Meeting Minutes:**

Vice-Chair Walker asked if there were any additions or corrections to the Draft Minutes of the June 3, 2021 PC Meeting. None were offered.

*Motion by Layman to approve the draft Minutes of the June 3, 2021 meeting as presented.*

*Seconded by Woods.*

*Discussion: None*

*Motion carried by Voice Vote.*

### **7. Communications and Reports:**

- a. Chairman - None
- b. Zoning Administrator - Steve Patmore - written report submitted.
- c. Planning - Mathew Cooke/Rob Carson - no reports.
- d. Township Board (minutes on line)
- e. Commissioners - None.

8. **Next Meeting:** September 2, 2021 – Continue work on Master Plan

9. **Public Comment** - None.

10. **Adjournment:**

*Motion by Dashner to adjourn.*

*Seconded by Woods.*

*Motion carried by Voice Vote.*

Vice-Chair Walker adjourned the meeting at 8:33 pm

**Minutes recorded by Marge Johnson, Recording Secretary**

**Reviewed by Staff**

**Cathy Jasinski, Planning Commission Secretary**

**Minutes approved (as-presented / as-amended) on \_\_\_\_\_.**