

DRAFT AGENDA

Bingham Township Planning Commission

Thursday, February 1, 2024
6:30 PM

Bingham Township Hall, 7171 S. Center Highway, Traverse City, MI 49684

1. **Call to Order - Roll Call**
2. **Agenda Approval**
3. **Conflict of Interest**
4. **Public Comment**
5. **Items for Discussion / Consideration**
 - A. Meeting Schedule for 2024. (Adopt by Resolution)
 - B. Master Plan Update –
 - Review edits to Goals and Objectives – Networks Northwest spreadsheet
 - Discuss Implementation Plan / Zoning Plan - Staff
 - Timeframe and tasks for completion
6. **Approval of Prior Meeting Minutes**
 - November 2, 2023
 - December 7, 2023 Work Session
7. **Communications and Reports**
 - a. Chairperson – Michael Park
 - b. Zoning Administrator – Steve Patmore
 - c. Planning – Mathew Cooke, Networks Northwest
 - d. Township Board – Jeff Layman
 - e. Commissioners Comments
8. **Next Scheduled Meeting:** March 7, 2024
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/binhamtwoplan.asp>

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

DRAFT

Bingham Township Planning Commission 2024 Schedule of Regular Meetings

The regular meetings of the Bingham Township Planning Commission are normally be held at the Bingham Township Hall, 7171 S. Center Highway, Traverse City, MI 49684 on the first Thursday of each month at 6:30 p.m. as shown below, unless rescheduled.

Re-scheduled, postponed, special meetings, Public Notices, meeting agendas and packets will be posted on the Bingham Township Website:

<https://www.leelanau.cc/binghamtwp.asp>

For the safety of Planning Commission members, staff, and the general public, meetings may be postponed due to weather advisories and/or hazardous travel conditions. Postponed meetings will usually be posted on the township website and the meeting location by 3:00 p.m. on the day of the meeting. Any Public Hearings postponed by weather will be resumed at the next regular meeting unless a special meeting is scheduled.

<u>Day</u>	<u>Meeting Date</u>	<u>Time</u>
Thursday	January 11, 2024	6:30 PM
Thursday	February 1, 2024	6:30 PM
Thursday	March 7, 2024	6:30 PM
Thursday	April 4, 2024	6:30 PM
Thursday	May 2, 2024	6:30 PM
Thursday	June 6, 2024	6:30 PM
<i>No meeting scheduled for July 2024 at this time</i>		
Thursday	August 1, 2024	6:30 PM
Thursday	September 5, 2024	6:30 PM
Thursday	October 3, 2024	6:30 PM
Thursday	November 7, 2024	6:30 PM
Thursday	December 5, 2024	6:30 PM

General items for distribution to the Planning Commission must be submitted at least 10 days prior to the meeting. Refer to the Bingham Township Zoning Ordinance for submittal requirements on Site Plan Review, Special Use Permits, and Zoning Amendments. Items for distribution to the Commission should be submitted to:

Suttons Bay/Bingham Office of Planning & Zoning
95 W. Fourth Street
PO Box 457
Suttons Bay, MI 49682
(231) 271-2722 Ext 3
zoningadmin@suttonsbaytwp.com

Submitted 11-11-23

Approved

BINGHAM TOWNSHIP PLANNING COMMISSION

MINUTES

Thursday, November 2, 2023, 6:30 p.m.

Bingham Township Hall, 7171 S. Center Highway, Traverse City, MI 49684

1. CALL TO ORDER – ROLL CALL

Mike Park – Chairman	Present
Jeff Layman – Vice Chair, Board Rep.	Present
Cathy Jasinski – Secretary	Present
Mary Woods	Present
Dennis Grant	Absent
Jim Pawlowicz	Present
One Vacancy	

Quorum present.

In Attendance – Steve Patmore, Rob Carson

Public - 2

2. AGENDA APPROVAL

Approved as submitted.

3. CONFLICT OF INTEREST - None

4. PUBLIC COMMENT - None

5. ITEMS FOR DISCUSSION/CONSIDERATION

A. Master Plan Update – Networks Northwest

- Review edits made last month to Chapter 5 – Future Land Use

Cathy brought up some edits and the edits were discussed. There was discussion about designating land use as industrial or ag/industrial. Edits were made to the draft as discussed.

- Chapter 6 – Community Goals and Objectives

Rob presented a working document to use in determining goals and objectives. This document did not incorporate the old goals of the previous Master Plan. The previous goals were made in 1998. It was decided to go over the old goals and objectives and decide what we still are supporting and change language as needed. Edits were made to the draft as discussed. With the increase of home businesses, a comprehensive review of home businesses is needed, and the Master Plan should reflect the current trends.

PUBLIC COMMENT

Nancy Popa from the Lake Leelanau Lake Association suggested issues that should be addressed in the Master Plan. It should include best management practices for lake shore property, protection of lake water quality, dockage limits, particular setbacks for lakeshore property, and keyholing. Other items of concern would be inspections for septic systems and site plan reviews for projects in environmentally sensitive areas. Some of these concerns mentioned would fit into ordinances. Rob mentioned support from Bata services.

- Schedule – Rob Carson noted that Networks Northwest is beyond their original contract time and would like to get this completed as soon as possible due to staffing issues.

6. APPROVAL OF PRIOR MEETING MINUTES, October 5, 2023

Jeff/moved, Mary /supported to approval of the October 5, 2023 minutes as presented. Motion carried.

7. COMMUNICATIONS AND REPORTS

- a. Chairperson - Michael Park, no report
- b. Zoning Administrator - Steve Patmore, no report. There was an increase of requests for land use permits this month.
- c. Planning - Matthew Cooke, Networks Northwest, no report
- d. Township Board – Jeff Layman, no report
- e. Commissioners Comments – None

8. NEXT SCHEDULED MEETING – December 7, 2023

9. PUBLIC COMMENT – None

10. ADJOURNMENT (8:26 p.m. unless extended by motion)

Respectfully submitted, Cindy Kacin, Recording Secretary
Reviewed by Staff

Approved (as-presented / as-amended) on _____.

Cathy Jasinski, Bingham Township Planning Commission Secretary

**BINGHAM TOWNSHIP PLANNING COMMISSION
WORK SESSION
DRAFT MINUTES**

Thursday December 7, 2023, 6:30 p.m.

Bingham Township Hall, 7171 S. Center Highway, Traverse City, MI 49684

1. CALL TO ORDER – ROLL CALL / *Quorum not present*

Present: Mike Park, Dennis Grant, Jeff Layman

Absent: Cathy Jasinski, Mary Woods, Jim Pawlowicz

One Vacancy on Commission

Staff in Attendance – Steve Patmore

One guest

In the absence of a quorum, the members present agreed to have a brief work session on the Master Plan, however, no business can be conducted.

2. AGENDA APPROVAL

No action – quorum not present.

3. CONFLICT OF INTEREST - None

4. PUBLIC COMMENT

- Nancy Popa – She commented on the litigation surrounding the proposed campground expansion in Centerville Township and that township's unclear zoning language regarding special land uses. Good zoning language is very important.
- A discussion ensued about how attorneys representing townships are sometimes appointed by the insurance companies, whose objective is to settle the lawsuit instead of supporting the zoning ordinance. Bingham Township has good language covering Special Land Uses.

5. MASTER PLAN DISCUSSION

The members briefly discussed the revised goals and objectives work sheet, and asked Zoning Administrator Patmore to make clarifications.

6. APPROVAL OF PRIOR MEETING MINUTES

No action – quorum not present

7. COMMUNICATIONS AND REPORTS

a. Zoning Administrator - Steve Patmore

ZA Patmore updated the commission on zoning activities.

b. Township Trustee Layman gave an update on Township Board activities.

8. NEXT SCHEDULED MEETING

Mike Park has a conflict with January 4, 2024. He would like to move the meeting to the January 11, 2024.

9. ADJOURNMENT - The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Cindy Kacin

Minutes approved (as-presented / as-corrected) on _____.

Cathy Jasinski,

Bingham Township Planning Commission Secretary

ZONING PLAN

BINGHAM TOWNSHIP

January 11, 2024

New Zoning Districts

1. **Shoreline Residential Districts:**

Bingham Township has recognized the need to create new zoning districts that encompass the shorelines of Grand Traverse Bay and South Lake Leelanau. These districts will be developed considering the unique characteristics and significance of these shorelines. The township will consider density, setbacks, lot building and impervious surface coverages, lot widths, and accessory uses and structures when developing standards for this district. The township will also research and consider established Best Management Practices for shorelines while also considering the existing development patterns.

2. **Medium Density Residential:**

Land that is currently zoned Residential, but not located on the waterfront, will be considered for medium density residential zoning. The township will study and consider an increase in density and housing types in this district.

2. **Agricultural Industrial District:**

Bingham Township will consider changing the existing industrial zoned area to an agricultural processing based industrial area considering that the area is currently used as an agricultural processing facility.

Balanced Housing Types

Bingham Township will be focused on studying ways to encourage workforce housing in the township, without increasing the number of short-term rentals. The township will study and consider allowing more of the "Missing Middle" housing, including, but not limited to multi-family, duplexes, tri-plexes, townhomes, bunkhouses, dormitories, etc.

The township will study and consider incentives for the development of workforce housing.

Accessory Dwelling Units

Bingham Township will study and consider allowing Accessory Dwelling Units (ADU) under certain conditions and without increasing the number of short-term rentals.

Agricultural District:

1. **Density, Lot Size, and Clustering:**

Bingham Township will study and consider the overall allowable density and lot sizes for residential development in the Agricultural Zoning District.

Bingham Township will consider making the Open Space Residential Development, OSRD (clustering) provisions mandatory for certain development in the district.

2. Agritourism Activities:

Bingham Township will continue to monitor the performance of existing agritourism uses in the township, such as wineries, cideries, and special event facilities, and consider changes to existing standards as may be necessary.

Commercial Zoning District:

Bingham Township will continue to monitor uses in the Commercial Zoning District, and continue to review the zoning ordinance standards for commercial uses.

The township may consider adopting “form-based” standards in the future.

At this time, the township does not see any need to expand the Commercial Zoning District on M-22.

Home-Based Occupation and Business Uses

In response to the increase in Home Occupations and Businesses since the previous Master Plan, the township will perform a review of the existing known types of Home Occupations Home-Based Businesses operating in the township, and consider changes to zoning ordinance standards.

The goal is to balance the trend of desire for home-based businesses with the potential adverse impacts of operating the business.

Short-Term Rentals

While the regulation and administration of short-term rentals in Bingham Township is through a Short-term Rental Ordinance, and not the zoning ordinance, this Master Plan recognizes the impact that the conversion of single-family homes into short-term rentals has had on the community. While the majority of current permitted short-term rental dwellings are conducted within homes that are on the waterfront and not considered workforce housing, there has been an increasing number of smaller, non-waterfront homes that are being converted to short-term rentals. The township has a limit on the issuance of 86 short-term rental permits in any calendar year. That number will probably be reached in 2024.

The township board will continue to monitor the short-term rental program and the impact on workforce housing.

Solar and Wind Renewable Energy Systems

1. Accessory Ground-Mounted and Rooftop Solar Systems:

The township currently allows ground-mounted and roof-top solar arrays as an accessory structure to a primary use, and many permits have been issued for residential, agricultural and commercial businesses. The system is considered accessory if the output is designed to provide energy for the maximum electrical use of the primary use, and not intended for commercial output.

This accessory use should be continued with the appropriate Land Use Permit, although the township may want to review the standards at some point.

2. Small Wind Energy Systems:

The township zoning ordinance has provisions for small wind energy systems. This accessory use should be continued with the appropriate Land Use Permit, although the township may want to review the standards at some point.

3. Large-Scale Solar, Wind, and Battery Storage Facilities:

In 2023, the Michigan Legislature enacted new legislation that significantly affects local government regulation of solar facilities generating 50 or more Megawatts, wind generation facilities generating 100 or more Megawatts, and battery storage facilities with a nameplate capacity of 50 Megawatts. The township should research and consider adopting a Compatible Renewable Energy Ordinance in 2024 to ensure that a

developer must first go through a local approval process. This ordinance would be a separate police power ordinance adopted by the township board, and would not be part of the zoning ordinance.

4. Smaller Scale Solar, Wind, or Energy Storage Facilities:

The township should study and consider standards and procedures for allowing certain types of community or small utility-scale solar and/or wind energy projects that produce less energy.

Natural Resources and the Environment:

1. The township will review the overall density, setbacks, lot building and impervious surface coverages, lot widths, and accessory uses and structures when developing standards for the new shoreline residential districts. The township will research and consider established Best Management Practices when reviewing these standards, while considering the existing development patterns along the shoreline.
2. The township will consider the possibility of establishing setbacks to streams and wetlands, and establishing limits on impervious surface coverage.

Bingham Township Master Plan - Implementation 01/11/2024				PAGE 1	
Themes	Goals	Objectives	Timeframe	Responsible Party	
Land Uses					
	Residential & Housing				
		Balance of Housing Types	Study and consider allowing "Missing Middle" housing types in certain zoning districts, including, but not limited to, multi-family, duplexes, tri-plexes, townhouses, bunkhouses, dormitories, etc. without allowing these uses as short-term rental units.	Short-term	PC
			Study and consider methods to incentivize workforce housing including density bonuses, and potential maximum dwelling unit sizes in certain areas.	Medium Term	PC
		New Zoning Districts	Develop new separate zoning districts encompassing the shorelines of Grand Traverse Bay and South Lake Leelanau in the township. These districts will be developed recognizing the unique characteristics of these areas.	Short Term	PC
			Study and consider the development of a new medium density residential zoning district, and consider creating more opportunities for workforce housing in these areas.	Medium Term	PC
				Medium Term	PC
		Density of Housing Units	Study and consider the overall density and lot requirements of each zoning district.	Medium Term	PC
			Study potential amendments to the current Open Space Residential Development, OSRD, (clustering) provisions, and consider requiring the OSRD for development in certain zoning districts.	Medium Term	PC
		Accessory Dwelling Units	Study and consider the allowance of ADU's in each zoning district under certain conditions, without increasing the number of short-term rentals.	Short Term	PC
		Home Occupations & Business	Perform a comprehensive review of existing home occupations and businesses in the township.	Medium Term	PC
			Study and consider changes to the existing Home Occupation and Business regulations that continue to protect the character of neighborhoods while reflecting recent trends of working at home and cottage businesses.	Medium Term	PC
		Management of short-term rentals	Continue to monitor for allowance of short-term rentals and their impacts.	Short Term	TB

Bingham Township Master Plan Goals/Objectives Work Session (Page 1) (highlighted items reviewed by PC - unhighlighted added by Networks Northwest)

Themes	Goals	Objectives	Timeframe	Responsible Party
Environmental/Scenic	Consider Best Management Practices (BMP) with local organizations in regard to shoreline management	Consider native shorelines. Consider shoreline buffers. Consider Stormwater Management Techniques. Consider setbacks Consider impervious surface limitations.		
	Consideration of lakeviews	Consider limitations on fencing to protect lake views.		
	Wetland	Consider wetland locations when reviewing development site plans.		
	Steep Slopes	Consider steep slope impacts when reviewing development site plans.		
	Land/Water Protection	Conservation of natural resources by discouraging development of conflicting land uses. Preservation of unique landscapes which cannot be replaced or restored in case of neglect. Non-soluble soil, water and resources by early siting of state community development, industrial, agricultural, and private. Guided development away from ecologically sensitive areas. Encouragement of open space in all land use areas. Participation in regional efforts to improve and protect water quality.		
Transportation	Local Roads	Maintaining where possible, the natural character of the roads and surrounding areas. Consideration of support for local county roads when necessary.		
	TTC Metropolitan Planning Organization	Consideration of participation with TTC and the transportation planning processes.		
	Transit	Consideration of continued support of BATA transit stops within the Township.		
	Pedestrian & Non-motorized	Safe use of roads for pedestrian and non-motorized activities.		
Land Uses	Management of short-term rentals	Continue to monitor for allowance of short-term rentals and their impacts.		
Residential & Housing	Density of Housing Units			

Bingham Township Master Plan Goals/Objectives Work Session (Page 2)			
Themes	Goals	Objectives	Responsible Party
Land Uses (cont.) Residential & Housing cont.		Consider allowance of duplexes/tri-plexes as allowable use so long as not utilized as a short-term rental.	
	Density of Housing Units	Consider allowance of ADU's as allowable use so long as not utilized as a short-term rental. Consider standards which promote work-force housing. Higher density clusters development in selected areas.	
	Home Occupations allowance and monitor	Consideration of varied definitions for home occupation, cottage industry and similar terms utilized for home work place. Perform a comprehensive review of existing home occupations and nuances of type.	
	Housing Types	Encourage housing types and options.	
Commercial			
	Appropriate uses	Promote commercial uses which are supported by appropriate infrastructure. Develop and maintain a comprehensive study of existing and future uses, including agricultural, industrial, commercial, residential, and recreational uses, and encourage the village council to plan for future development. Improve and enhance existing commercial areas, particularly in the downtown area, to encourage the use of commercial space for a variety of uses. Adequate access for fire and rescue services for all commercial locations.	
Agricultural			
	Support for Agriculture Activity	Continue to promote efficiency for permitting agritourism activities allowed within the Township. Consider allowances for farm labor housing. Provide buffers between agricultural and residential uses.	
	Support for Agricultural Preservation	Encourage cluster development. Support preservation through purchase of development rights (PDR). Transfer of development rights (TDR). Low Density Residential (LDR) and other innovative preservation techniques. Develop incentives for agricultural protection.	
Agricultural Industrial			
	Appropriate uses	Support agricultural related industrial uses such as processing, freezing, storing, packing and shipping.	

Bingham Township Master Plan Goals/Objectives Work Session (Page 2)

Themes	Goals	Objectives	Timeframe	Responsible Party
Accessory Structures	Manage accessory structures by zoning district	Consider limitations on number, size and location of detached accessory structures.		
Recreation	Recreation Planning	Maintain a current and approved 5-year park and recreation plan with the State of MI DNR		
		Where possible, multi-functional use of recreational areas for open space, forestry, floodplain or water resource conservation and historical preservation.		
		Orderly development of recreational opportunities in such a manner that there is optimum utilization of appropriate locations with minimum conflict with adjoining land uses.		
	Recreation Site Upkeep and Expansion	Maintain a budget for maintaining of recreation sites and improvements		
		Consideration of seeking grants when warranted for recreation site improvements.		
Rural Character/Open Space	Open Space Preservation	Consideration of lower density in rural areas		
		Promotion of cluster style developments in rural areas.		
		Maintain rural atmosphere		
		Promotion of dual land uses (e.g. agricultural/open space) which encourage and enhance private ownership of non-developed lands		
		Protection of unique natural areas, wetlands, forests and water courses from urban types of development		
		Encouragement of open space, appropriately located in all land use areas		
Civic/Public Services	Capital Improvements Planning			

[illegible]

ZONING ADMINISTRATOR'S REPORT BINGHAM TOWNSHIP

December 2023

For January 2024 Planning Commission & Township Board Meetings

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY BUILDINGS	Commercial/Other/Solar
DECEMBER 2023	3	0	0	3	0
Year To Date 2023	54	11	12	26	5
YTD 2022	50	16	14	16	4
YTD 2021	66	26	13	21	6
YTD 2020	33	9	10	14	0
YTD 2019	49	16	13	17	3
YTD 2018	53	19	9	23	2
YTD 2017	63	23	17	21	2
YTD 2016	45	19	9	16	1
YTD 2015	44	14	14	10	6
YTD 2014	31	6	6	17	2

LUP 23-052 7710 E. Sierra Drive Detached Garage
LUP 23-053 6724 S. Lake Leelanau Drive Detached Garage
LUP 23-054 5993 S. West Bayshore Dr Shed
Revisions to existing permits.
Questions on Land Use Permits, setbacks, zoning, permit process, etc.

Land Division

- No Activity

Zoning Board of Appeals:

- No Activity

Short Term Rental Administration

- 35 total applications reviewed so far in 2024
- Inquiries on renewals, permits, and the process are received every day.

Other Work:

- Inspections / enforcement letters.
- Master Plan Review
- Many Inquiries on zoning matters.
- Participated in TTCI Technical Committee Meeting in December