

NOTICE OF MEETING

A Regular Meeting of the Leelanau County Planning Commission (LCPC) will be held
at **5:30 pm Tuesday, APRIL 25, 2023** in the Leelanau County Government Center – 1st floor.

(Please silence any unnecessary cellular/electronic devices)

AMENDED DRAFT AGENDA

CALL TO ORDER & PLEDGE OF ALLEGIANCE

ROLL CALL

WELCOME NEW MEMBER- CRAIG BROWN

CONSIDERATION OF AGENDA

CONFLICT OF INTEREST *(refer to Section 3.7 of the Bylaws)*

PUBLIC COMMENT

STAFF COMMENTS

CONSIDERATION OF MARCH 28, 2023 MEETING MINUTES *pgs. 2-12*

NEW BUSINESS

1. PC08-2023-04 Elmwood Twp. – Text Amend. *pgs. 13-29*
2. PC09-2023-43 Suttons Bay Village – Master Plan Review *pgs.30-32*
3. PC10-2023- Long Lake Twp. – Master Plan Amendment *pgs. 33-39*
4. 2022 Annual Report *pgs. 40-42*

REPORTS

1. Housing Action Committee
2. Parks & Recreation Committee
3. Report from LCPC members of attendance at township/village meetings, or Other Meetings/Trainings

COMMUNICATIONS/CORRESPONDENCE

2023 National Planning Conference Summary (G. Myer)

PUBLIC COMMENTS

STAFF COMMENTS

COMMISSIONER & CHAIRPERSON COMMENTS

ADJOURN

LCPC Members

Steve Yoder-Chair
Casey Noonan-Vice-Chair
Melvin Black-Chair Pro-Tem
Craig Brown
Rodney Brush
Brian Fenlon
Melinda Lautner
Tom MacDonald
Robert Miller
Tom Nixon
Amy Trumbull

**A REGULAR MEETING OF THE LEELANAU COUNTY PLANNING COMMISSION WAS
HELD ON TUESDAY, MARCH 28, 2023, AT THE LEELANAU COUNTY GOVERNMENT
CENTER.**

Proceedings of the meeting were recorded and are not the official record of the meeting. The formally approved written copy of the minutes will be the official record of the meeting.

CALL TO ORDER Meeting was called to order at 5:30 p.m. by Chairman Yoder who led the Pledge of Allegiance. The Meeting was held at the Leelanau County Government Center, 8527 E. Government Center Dr., Suttons Bay, MI.

ROLL CALL

Members Present: S. Yoder, T. Nixon, C. Noonan, M. Black
T. MacDonald (5:32) B. Fenlon, M. Lautner

Members Absent: R. Brush, A. Trumbull, R. Miller
(prior notice)

Staff Present: G. Myer, Senior Planner

Public Present: S. Patmore

CONSIDERATION OF AGENDA

(MacDonald present)

Motion by Noonan, seconded by Lautner, to accept the agenda as presented. Motion carried 7-0.

CONFLICT OF INTEREST

Yoder noted he had a conflict of interest regarding "New Business Item #1".
Nixon said he had a conflict of interest regarding "New Business Item #2".

PUBLIC COMMENT – None.

STAFF COMMENTS

Myer said staff is still working on the Annual Report and will have it ready for next month's meeting.

CONSIDERATION OF FEBRUARY 28, 2023 MEETING MINUTES

Motion by Nixon, seconded by Noonan, to accept the minutes as presented. Motion carried 7-0.

NEW BUSINESS

PC04-2023-10 Solon Twp. – Future Land Use Maps

Fenlon commented that the maps were confusing and he didn't see what was changed. He questioned who controlled the Solon Township website. Yoder said the township clerk did and that he brought this up last year after staff's informal review and nothing has changed.

Noonan asked staff to review their report.

Myer said this is a request to review and comment on the Solon Township Future Land Use Maps. The township planning commission held a public hearing on December 6, 2022 and following the public hearing passed a motion to forward the five Future Land Use Maps to Solon Township for their approval so that the maps may be distributed to adjoining townships and regulatory agencies for their review and comment. On January 12, 2023 the Solon Township board made a motion to approve to have the Future Land Use Maps forwarded for review and comments based on and consistent with the Michigan Planning and Enabling Act requirements.

Myer continued, saying that on February 28, 2023, the Leelanau County Planning Department received a letter dated February 16, 2023 stating that on January 20, 2023 a “Notice of Intent to Conduct Master Planning” was sent on behalf of Solon Township and that it had come to the townships attention the planning department did not receive this notice. The notice was resent to all interested parties by way of Certified Mail, Return Receipt Requested. A memorandum dated February 16, 2023 was distributed by the Solon Township Planning Commission to neighboring Local Units of Government and Leelanau County Planning for review of the Solon Township Future Land Use Maps. County Planning received this memorandum on February 28, along with the above-mentioned letter.

Myer said Solon Township has submitted maps for review and they are listed on the township website as Solon Township Future Land Use Maps – Drafts, and titled as follows:

Proposed Zoning Districts – Greater Cedar Area
Zoning Districts – The Four Corners
Zoning Districts – Allgaier Rd & M-72
Proposed Zoning Districts – Solon Rd & M-72
PUD Districts

The Master Plan on the township’s website is dated 2013. At least every five years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan. The review and its findings shall be recorded in the minutes of the relevant meeting or meetings of the planning commission. This doesn’t require a local municipality to do an update every five years, but it does require a review and then recording that decision in the minutes.

Myer read Section 43 of the MPEA (Michigan Planning Enabling Act) which states:

Approval of the proposed master plan by the planning commission under subsection (2) is the final step for adoption of the master plan, unless the legislative body by resolution has asserted the right to approve or reject the master plan. In that case, after approval of the proposed master plan by the planning commission, the legislative body shall approve or reject the proposed master plan. A statement recording the legislative body's approval of the master plan, signed by the clerk of the legislative body, shall be included on the inside of the front or back cover of the master plan and, if the future land use map is a separate document from the text of the master plan, on the future land use map. Staff is not aware if the Township Board has asserted its right to approve or reject the Master Plan under Section 43 of the MPEA. If the Board passes a resolution, then the final approval of the Plan Update will be taken by the Township Board. Otherwise, the planning commission has final approval.

In September of 2022, staff received a request for an “informal review” of materials for the township master plan. An informal review is a review staff offers to townships and villages in order to provide some comments and suggestions during the process of amending a zoning ordinance or a plan. It does not take the place of the review by the county planning commission as stated in the Michigan Planning and Zoning Act. Following an informal review, a local municipality still submits the township request

to the county once the township has completed its process. The county has a 30-day review period for changes to the zoning ordinance. In the case of an amendment to a Plan, the review period is 42 days. Staff prepared their informal review and it was sent to the Solon Township Planning Commission in October of 2022.

Myer continued, saying that much of the text comes directly from the informal review that staff completed in October. Staff noted that the maps are referred to as “Future Land Use maps” but they are labeled as “Zoning Districts” and “Proposed Zoning Districts and “PUD Districts.” While some communities have a Future Land Use Map that uses similar titles for the areas on the map as what you would see on a zoning map other communities identify the Future Land Use Areas by terms such as ‘high density residential’, ‘medium density residential’, ‘commercial corridor’, etc.

Myer said staff is not clear on what the township is proposing to change in the Master Plan. Usually, a Master Plan is submitted with changes to the text, and proposed changes to the Maps. The county has received Maps first, but the text is still being worked on. In addition, some of these maps are titled as Zoning Districts. Is the township changing its zoning map? We don’t think so, because that would require an amendment to the zoning ordinance, not the Master Plan. A cleaner title for each of the Maps would be beneficial, and it would eliminate the confusion between zoning designations, and land use designations in a master plan. Also, these maps reflect changes which were requested by various property owners over the last few years. As noted below, the township has several rezoning requests which have been held in abeyance, and these proposed maps appear to change the zoning designations on these properties. If these maps are presented as changes for the Master Plan, the township will still need to complete the rezoning process for each of these. The action by the Township Board on each rezoning will be final, unless properly petitioned and submitted to the Township for a referendum by the voters in the township.

Recent surveys or citizen questionnaires, as well as Census data, and other relevant studies should be utilized and documented to support decisions made for changes to the Plan. Is there a need for an additional number of acres for business or for high density residential and what is this based on? Was Census data was used for the proposed changes?

Myer continued, saying that the most recent document listed on the Solon Township website page is called Survey Results and it is from 2017. There is no identifying information as to who formulated this document or compiled it, or the date it was completed. This would be helpful, especially if the township or citizens had questions on the results or someone wanted to know how it was conducted. And while it’s not a requirement to be in a Master Plan, some communities have attached a copy of the entire survey and the responses in an Appendix. Myer noted that staff had been informed that a newer Survey was conducted in 2022, but staff has not seen the results, and they are not listed on the website.

Myer concluded by saying that staff is not clear on the maps that have been presented by the township and suggest that at a minimum, the title to the maps be changed to reflect that these are Maps for the Master Plan, and are not the zoning map. Another suggestion would be to eliminate the ‘current zoning districts’ at the bottom of these maps and identify if the areas are residential, high density residential, commercial, etc. Without the text changes for the Master Plan, it’s also difficult to comment on the designations on the PUD Districts map.

MacDonald questioned if it was customary to release the maps prior to the updated master plan? The maps should correspond with the text, so he doesn't know what to make of the maps alone.

Black asked Yoder if there was any pushback to these changes at the township meetings and if so, how firmly were the objections? Yoder said currently the Future Land Use Map in the Master Plan is exactly verbatim of the zoning ordinance map and that caused a lot of confusion. The public was saying they didn't have a future land use map because it was the same as the zoning ordinance map and that is where a lot of the changes came from. There was some opposition to the corridor map, but other than that, not much. Black questioned if there was any thought to matching the commercial development happening on the other side of M-72? Has the township looked at dual zoning? Does the PUD map fall in line with what was already there? Yoder said currently there isn't any PUD in the township, but their current zoning ordinance has language in there for PUD's. It used to be planned residential development. This was changed in the zoning ordinance so they are not reflecting that in their Master Plan. Yoder said they did have some objection on the commercial side, not necessarily on the PUDs.

Nixon stated that it was quite unusual to have zoning so clarified within a master plan. This struck him as odd that they are dealing with a master plan, yet they are looking at zoning maps. He also is having difficulty seeing the difference between the two maps on pages 19-20.

Lautner said she went to a few of the township meetings and what she gathered is that they have a few land owners that want changes and their zoning administrator said they had to amend the maps so they can change the master plan. It's a matter of what comes first, the chicken or the egg. It is her understanding that if they had to change the wording to match the maps, then that would follow. She is not sure if this is the right process or not. Lautner continued, explaining the map revisions and said in downtown Cedar they have very limited space for commercial. There has been some push for the smaller density housing, and Solon Rd. and M-72 where Grumpy's is, is already zoned, so the new zoning would be east of Solon Rd. It is currently an orchard and the owner requested this be rezoned to put some businesses in there. This seemed logical because it was adjacent to what's already zoned business. Lautner said when the Allgaier change was first proposed for the ten acres that parallel the business park there was a lot of opposition. It could be because of the process and they wanted to be involved. Lautner concluded by saying that they are not looking to develop anything in Solon Township as far as business. The public has not been open to much development in the township, so if the maps look a little odd, that is probably why. There has just been a lot of public opposition to any changes, period.

Nixon questioned if the township was amending or revising the master plan with these maps? Yoder said they were revising it. Lautner stated they were told they couldn't do the rezoning requests until they revised the master plan. Nixon said it is his understanding that the Master Plan is the vision, it's what you want to do, it's looking into the future and zoning is how you are going to accomplish those things that are required or expected or necessary to make that vision a reality.

Patmore commented that it does say that you have to include a zoning plan in the master plan, which is where things get blurry. Nixon said they seem to be mixing zoning questions with global visioning questions and he is still a little confused as to what the township is trying to do, and asking them to do in this request. He doesn't feel comfortable approving the maps if they are strictly based upon zoning. He would be more favorable towards them if they were based on evidence in the master plan illustrating how this area may need an amendment because growth is making alternatives that were not expected at the time the Master Plan was approved.

Motion by Black, seconded by Lautner, to recommend approval of the maps and to forward the staff report, minutes and all comments to the Solon Township Planning Commission.

Lautner said that if it drives some kind of a conclusion to this, she supports it. It has been a number of years and they have developers waiting to get this done.

Motion on the table carried 5-1. MacDonald opposed.

(Memorandum received from Tim Cypher, Solon Township Zoning Administrator, dated March 27, 2023, RE: Response to Staff Report PC04-2023-10 is on file with the Planning & Community Development Office)

PC05-2023-11 Suttons Bay Twp. – Rezoning Ag. to Residential

Myer said this request was to review and comment on a rezoning request from Gloria Korson for approximately 2.854 acres from Agricultural to Residential. Myer reviewed the existing land use and the adjacent land uses and zoning and stated this is part of a larger parcel which is approximately 12 acres total and is located on the south side of E. Lovers LN.

Myer continued, saying the Suttons Bay Future Land Use Map calls for Rural Residential and either Working Lands or Commercial Forest in this area. The colors on the map for Working Lands and Commercial Forest appear to be an identical light green. The Master Plan states the following: III. Goals, page 21, states “Uncontrolled growth into agricultural land also presents serious problems. Once agricultural land is developed, it is highly unlikely that it will ever be farmed again.” The Leelanau General Plan Future land Use Map 5-2a designates some of this area as orchards and vineyards. Community Types, Map 5-3a designates this area as Settlement.

Myer said a public hearing was held on March 7, at which time most of the public comments made were opposed to the rezoning. In addition, several of the surrounding neighbors submitted their disapproval of the rezoning request in writing. The planning commission passed a motion to deny the application for rezoning based upon application, Findings of Fact, rezoning factors, and public comment. Myer then reviewed the history saying previous action taken on this property included 71 acres entered in the Farmland and Open Space Preservation Agreement in 1988, per Act 116, PA 1974, and a rezoning request of 70 acres from Ag to Residential in 1997, which was denied. The subject property is no longer under the PA 116 Contract.

In June of 2010, a request was presented to the township to rezone approximately 2.24 acres from Agricultural to Residential (part of property number 45-011-023-011-00, and 45-011-023-002-00), to allow the owner to divide the property into two (2) parcels. The request was reviewed by the township planning commission and county planning commission, and then approved by the Township Board in July of 2010.

The rezoning of 2.24 acres in 2010 was approved for 2 residential lots, which also allowed an access to the farm property from Lover’s Lane. However, this access was changed from what the property owners submitted to the township with the rezoning request in 2010. The change resulted in the western portion of the property shifting and creating a zoning ‘void’, according to the township. In 2014, Gloria Korson received approval for a Land Division for the east lot. The west lot could not be approved because it was not entirely zoned residential. In 2014, Gloria Korson requested to rezone 85.52’ on the west side in order to make the 2nd proposed lot comply with zoning and correct an error that was made in the

boundaries following the 2010 rezoning.

Myer continued, saying there were no voluntary conditions included with the application and that it is important when reviewing rezoning requests to look at the current uses, the uses allowed in the proposed zoning district, the Master Plan, and the surrounding uses and zoning districts. Myer then reviewed the current uses permitted by right in the Agricultural District:

- A. One single family detached dwelling per lot
- B. Farming, including but not limited to dairying, raising grain, mint, and seed crops, raising vegetables, orchards, silviculture, raising nuts and berries, floriculture, raising ornamental trees, shrubs, and nurse stock, greenhouses, sod farming, apiculture, and aquaculture.
- C. Family day care homes
- D. Wildlife management areas
- E. Adult foster care family care homes
- F. Veterinary clinics

Zoning Amendment 14-002 permits the following in the Agricultural District:

- A. Duplex on parcels two acres (or larger)
- B. Up to five duplexes on one parcel given certain conditions are met.
- C. Multi-family housing (3 or more dwelling units per building) given certain conditions are met.

And the permitted uses in the proposed Residential District include:

- A. One-Family detached or semi-detached dwellings.
- B. Churches, Temples.
- C. Recreation Facilities of non-commercial nature.
- D. Adult Foster Care Family Care Homes.
- E. Accessory Uses or Structures.

Myer said the subject parcel is approximately 12-acres in total and under the current Agricultural zoning, a 2-acre minimum lot size is required for development. The proposed parcel division the applicant submitted shows two lot splits, both under two acres. The Residential Zoning District requires a 1-acre minimum lot size for development which would allow the applicant to make two splits from the proposed 2.85 acres being requested for rezoning. It is important to review the area the applicant is requesting for rezoning, and not the proposed divisions or the proposed access. If this rezoning is approved, the applicant will need to submit a land division request to the township and also obtain the appropriate approvals for any access.

Myer pointed out that the motion passed by the township planning commission included that the recommendation was based on ‘...*public comment*’ and said staff has included an excerpt from Michigan zoning, Planning, and Land Use, Chapter 11, Dos and Don’ts which pertains to this. The township should base its decision on the zoning ordinance regulations as well as the Master Plan, and the land use and development in the area proposed for rezoning. The minutes of the Public Hearing also include comments from the public on the information in the application, and neighbors not expecting development on this ag land when they purchased their property. An applicant has the right to propose a portion of their property be considered for rezoning, and the right to come back in the future to make

further requests. Purchasing a piece of property next to ag land, or next to any district, does not mean the property will stay in that zoning district forever. There are many things that can alter the zoning of a property such as: land is sold and a new use is proposed, different owners have different ideas for the property, or the master plan and zoning ordinance get amended. If you don't own the land, you can't guarantee that it will never be proposed for a change in zoning and/or use. In some cases, opposition to many of the uses allowed in the proposed new zoning district would suggest that a 'conditional rezoning' might be an option. With a conditional rezoning, the applicant has to offer the conditions and the township makes the determination if they will accept the conditions and approve the rezoning, or not accept.

Myer concluded by saying in this rezoning case, it appears that opposition of the neighbors was not based on the residential use the applicant was proposing, but on the fact that the zoning would no longer be agricultural. The township needs to review the request on consistency with the master plan, surrounding zoning, and land uses, and appropriateness of the district. As currently zoned, the applicant could do 2-acre splits in the agricultural district for residential development. If the applicant is requesting a smaller lots size, is it to preserve as much of the agricultural land as possible?

Lautner commented that she sees no reason not to approve this request.

Patmore clarified that the vote at the township was not unanimous as stated in the staff report. It was a 5-3 vote on a motion to deny the request. Three board members who are farmers voted no. Lautner said that it boils down to uses and if housing is a use, and she'd like to split it, it seems logical to allow it.

Noonan stated that it is hard to balance public sentiment. Is the public upset because they just don't want to see a change or is their validity to their concerns? It seems the public just doesn't want change. You still want the public to be heard, but in this case, it doesn't seem to be a factor. Patmore said if you are going to a public meeting and you are opposed to something, you should give the reason based on a certain standard.

Black brought up a Glen Arbor rezoning from a few years ago and how some people were adverse to change. When it went to a vote, the voters spoke entirely the opposite way of those few people. The reality is that change is inevitable, it's going to come. He'd hate to see a few people stop progress.

Patmore said single family homes are allowed in the Agricultural District, it's just a matter of what the density is. The adjacent properties are already subdivision with smaller lots. Patmore commented that he was surprised at how the vote went at the township. Black stated it could have been the makeup of the audience. Patmore said the motion included their reason, one of which was pointed out in the staff report, was "public comment". He appreciates the comments from staff pointing out the motion that was made.

MacDonald commented that the proposed rezoning is in keeping with the surrounding properties, there is nothing unusual about it and it's not likely to be farmed again.

Fenlon said there were a couple comments/letters in support. Generally, people that are opposed will show up, while people in support will not. Our obligation is to not get dragged into public comment. In his opinion it was a mistake to vote it down given the knowledge they have of the property and the surrounding area it seems to be a reasonable request. Fenlon mentioned rezoning with conditions. Yoder said a conditional rezoning is different. There were no conditions submitted with this application. Yoder doesn't have a problem with the rezoning request, as pointed out in the staff report,

it fits in with the surrounding area. Yoder mentioned the motion that was made and said that it is important to let the public be heard, at the same time you have to have “teeth” behind your motion.

Motion by Noonan, seconded by Lautner, to recommend approval, and to forward the staff report, minutes and all comments to the Suttons Bay Township Planning Commission. Motion carried 6-0.

PC06-2023-06 Glen Arbor Township – Text Amend. Ag. District

Myer reviewed the staff report saying this request to review and comment on the proposed text amendment to the township’s zoning ordinance was received on March 14. The Glen Arbor Master Plan does not specifically address this amendment and neither does the Leelanau General Plan. A public hearing was held on March 2, and after the public hearing, the township planning commission passed motions to approve the proposed amendment and forward to the Leelanau County Planning Commission for review.

Myer continued, saying the current Article IX, Section IX.3 reads as follows:

A parcel of land to qualify as a farm under this District shall consist of not less than three acres.

And the proposed amendment will amend this to read as follows:

The minimum land area for any use in the Agricultural District shall be three acres.

The current Section IX.4 reads as follows:

Each single-family dwelling with its accessory buildings shall be located on a legally described parcel of land of not less than one hundred thirty-one thousand square feet of area, if it is not built as a part of the main farm dwelling, with minimum road frontage of two hundred feet.

And the proposed amendment will amend this to read as follows:

Each parcel or lot shall have a minimum road frontage of two hundred feet.

Myer concluded by saying the draft minutes of the public hearing indicate that legal counsel advised the township to amend and clarify the minimum lot size and road frontage required for all used in the Agricultural Zoning District.

Fenlon commented that he sees no issue with the amendment, it’s pretty straight forward.

MacDonald stated that it looked good. Nixon and Lautner both saw no issues with the proposed amendment. Yoder said he applauds the township for cleaning it up, it reads a lot simpler.

Motion by Noonan, seconded by Black, to recommend approval and to forward the staff report, minutes and all comments to the Glen Arbor Township Planning Commission. Motion carried 7-0.

PC07-2023 Lake Township Master Plan Review

Myer briefly reviewed the staff report saying this request was received on March 16 and the requested action is to review and comment on the proposed Lake Township Master Plan. Township officials have been working on this update and sought input on the updated Plan by holding a public input session last year and by making an online survey available. The Plan was approved by the Lake Township Planning Commission and recommended for final action by the Lake Township Board of Trustees.

A memorandum dated March 6, was distributed by Lake Township Planning Commission to Leelanau County Planning for review of the Lake Township Master Plan Update 2023. The township has scheduled a public hearing on April 6, to receive any further input of comments on the Plan. Page 1 of the Plan documents the history and the update process.

Myer mentioned the Basis for Plan Review covered in Section 3 of the staff report and covered Section 4: Analysis. Myer said Chapter 5, page 4 recommends two possible changes to the townships zoning plan: The first possible change is the elimination of the Commercial Resort zoning district along Deadstream Road, and the second is whether the current residential zoning districts allow higher density housing than is desirable.

Myer continued, saying that a Master Plan is the vision of how a community will develop over time, providing guidance regarding how areas should be zoned, and standards that should be incorporated into the Zoning Ordinance. The Master Plan on the township's website is dated 2010. At least every 5 years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan. The review and its findings shall be recorded in the minutes of the relevant meeting or meetings of the planning commission.

Myer concluded by saying that in the summer of 2022, the township conducted an online survey which was also available in a paper version and a total of 129 responses were received. While it's not a requirement to be in a Master Plan, some communities have attached a copy of the entire survey and the responses in an Appendix.

Nixon commends the person responsible for the photos, they are beautiful. He suggests taking another look at the document and maybe adding some accent colors to make it more interesting and appealing.

Black questioned the two lakes, Platte Lake and Crystal Lake, and asked if they were talking about any frontage on these lakes. Fenlon said he thought it was a concern, they didn't actually propose to change it. He remembers reading that most of that property is already owned and there is little to no chance for development because of the homes built there.

Fenlon said he was a little confused, it's almost like they answered their own question about housing density with the various data within the plan. It sounds like there is really not much in the way of opportunity for development so he found it strange that it was a concern of theirs. Fenlon also questioned why they change the commercial resort zoning, unless they want to eliminate it, it doesn't sound like it is an issue or even being used.

Motion by Noonan, seconded by Nixon, to approve, and send comments and staff report to Lake Township motion carried 7-0.

Membership

Yoder explained that they had received an application from Craig Brown who is interested in filling the vacancy on the board under the Transportation Category.

Motion by Lautner, seconded by Nixon, to recommend to the county board, to appoint Craig Brown to the Planning Commission, Transportation Category. Motion carried 7-0.

Topic for Annual Planning Session

Yoder asked members for suggestions.

Lautner mentioned Proposal A, because we might be losing it. People don't understand how our taxation works, or a millage. Also, at some point they could repeat the session on the Right to Farm Act.

Nixon said many people are confused between assessment and taxing. This could be a good topic. Also, possibly a panel who have been successful in guiding tourism, selling or managing this issue.

Black mentioned FEMA and flood plain. There are new maps putting lakefront properties under water which requires flood insurance.

Fenlon suggested STR's and sustainable solutions to housing.

Noonan suggested drainage districts and how they operate and affect people.

REPORTS

Housing Action Committee

Lautner reported that there was a nice turn out for the ribbon cutting ceremony for the first home in at the Maple City Crossings. The Marek Rd. project is moving forward. The committee also discussed goals and funding.

Parks & Recreation

Noonan said they are starting the plan review process for Myles Kimmerly Park and there is a lot of motivation from the new members. They did not get support from the County Board that they were hoping for the walking trail. Lautner spoke regarding this one-mile loop and how great it would be for the community.

REPORTS from LCPC members

Lautner attended Kasson Townships annual meeting which was lightly attended. She also attended Solon Townships annual meeting and the fire chief gave a great report on the Cedar area fire and rescue. They received \$30,000 for the Solon parks and drainage districts were also discussed. They

don't have the incomes to support this.

COMMUNICAITONS – None.

PUBLIC COMMENT – None.

STAFF COMMENTS – None.

ADJOURN

Meeting adjourned by consensus at 6:58 p.m.

DRAFT

TEXT AMENDMENT REVIEW

PC08-2023-04 Elmwood Township

Text Amendment – Definitions, Article 3, Article 5, Article 8, & Article 9

Reviewing Entity: Leelanau County Planning Commission
Date of Review: April 25, 2023

SECTION 1: General Information

Date Request Received: March 28, 2023
Last Day of Review Period: April 27, 2023 (30-day review period under the Michigan Zoning Enabling Act)

Requested Action: Review and comment on proposed amendments to the Elmwood Township Zoning Ordinance, Definitions, Article 3 General Provisions, Article 5 Use Restrictions and Dimensional Requirements by Zoning District, Article 8 Site Plan Review, and Article 9 Special Land Uses.

Applicant: Elmwood Township Planning Commission

SECTION 2: Proposal

See Appendix for a copy of the proposed text amendments.

SECTION 3: Other Planning Input

Township Plan: The Elmwood Township Master Plan (2018) does not specifically address this amendment.

Leelanau General Plan: The Leelanau General Plan (2020) does not specifically address the amendment.

Township Planning Commission:

A public hearing was held on March 21, 2023, at which time no public comments were received. Following the public hearing, the township planning commission unanimously passed the following motions:

MOTION BY COMMISSIONER MCDONALD, SECONDED BY COMMISSIONER LUTA TO APPROVE ZO 2017-04-20 RECOMMEND TO THE TOWNSHIP BOARD AND FORWARD IT ONTO THE COUNTY WITH THE TEXT ADDED “TYPICALLY” WITHIN THE MOTEL DEFINITION. MOTION PASSED UNANIMOUSLY.

MOTION BY COMMISSIONER LUTA, SECONDED BY COMMISSIONER KUZMA TO APPROVE ZO 2017-04-21 RECOMMEND TO THE TOWNSHIP BOARD AND FORWARD TO THE COUNTY IN ACCORDANCE WITH THE NATIONAL FLOOD INSURANCE PROGRAM AND COMPLY WITH ALL APPLICABLE STATUTORY AND REGULATORY REQUIREMENTS.

DISCUSSION.

MOTION APPROVED BY A UNANIMOUS VOTE.

SECTION 4: Analysis

Compatibility

A. Is the proposed text compatible with other language in the zoning ordinance?

Yes

B. Are there any issues with the proposed text (such as poor wording, confusing text, unenforceable language, etc.)?

No.

C. Do the land uses or other related dimensional standards (height, bulk, area, setback, etc.) in the proposed text amendment(s) conflict with the existing zoning ordinance?

No

Issues of Greater Than Local Concern

A. Does the proposed text amendment(s) include any issues of greater than local concern? Please list.

No

Comparison with Local Plans or Ordinances

A. Do the contents in the proposed text amendment(s) conflict with the community's plan? Please list.

No

Comparison with County Plans or Ordinances

A. Do the contents in the proposed text amendment(s) conflict with the General Plan? Please list.

No

Current Zoning District: For Current text, Link to the Township Zoning Ordinance at:

<https://www.leelanau.gov/elmwoodtp.ord.asp>

SECTION 5: Staff Comments

The **current** definition for Basement reads as follows:

A story having part, but not less than one-half (1/2) of its height below finished grade. A basement shall be counted as a story for the purpose of height measurement if the vertical distance between the ceiling and the average level of the adjoining ground is more than five (5) feet.

The **proposed** amendment will amend this to read as follows:

Any area of a building having its floor subgrade (below ground level) on all sides.

The **current** definition for Club reads as follows:

An organization catering exclusively to members and their guests, or premises and buildings for recreation, artistic, **political**, or social purposes, which are not conducted primarily for gain and which do not provide merchandising, vending, or commercial activities except as required incidentally for the membership and purposes of such club.

The **proposed** amendment will amend this to read as follows:

An organization catering exclusively to members and their guests, or premises and buildings for recreation, artistic, or social purposes, which are not conducted primarily for gain and which do not provide merchandising, vending, or commercial activities except as required incidentally for the membership and purposes of such club.

The **current** definition for Building Height reads as follows:

The vertical distance measured from the ground/grade at the center of the front of the building to the highest point of the roof surface in a flat roof, to the deck line for mansard roofs, and to the average height between eaves and ridge for gable, hip and gambrel roofs. For substantially uneven ground (see Grade definition), building height shall be determined based on the average elevation of the ground/grade adjacent to each wall of the building.

The **proposed** amendment will amend this to read as follows:

The vertical distance measured from the grade adjacent to the wall of the building to the highest point of the roof. For substantially uneven ground (see Ground definition), building height shall be determined based on the average elevation of the ground/grade adjacent to each wall of the building.

The **current** definition for Campground reads as follows:

Any parcel or tract of land under the control of any person wherein sites are offered for the use of the public or members of an organization, either free of charge or for a fee, for the establishment of temporary living quarter as defined by Michigan's Public Health Code, 1978 PA368, as amended and its administrative rules.

The **proposed** amendment will amend this to read as follows:

A parcel or tract of land under the control of a person in which sites are offered for the use of the public or members of an organization, either free of charge or for a fee, for the establishment of temporary living quarters for 5 or more recreational units (as defined by Michigan's Public Health Code, 1978 PA368, as amended and its administrative rules). Campground does not include a seasonal mobile home park licensed under the mobile home commission act, 1987 PA 96, MCL 124.2301 to 125.2349.

The **proposed** amendment will add the following:

Hotel. See Motel.

The **current** definition for Motel reads as follows:

A building or group of buildings on the same lot, whether detached or attached, containing sleeping or dwelling units, which may or may not be independently accessible from the outside, with garage or parking spaces located on the lot and which offers lodging, with or without meals, Page 2-14 Article 2- Definitions for compensation on a transient or periodic basis. The term shall include "hotels" and any building or building groups designated as motor lodges, transient cabins, rooms, or by any other title intended to identify them as providing lodging, with or without meals, for compensation on a transient or periodic basis.

The **proposed** amendment will amend this to read as follows:

A building or group of buildings on the same lot, whether detached or attached, containing a minimum of ten (10) sleeping or dwelling units are combined in one (1) facility, which may or may not be independently accessible from the outside, with garage or parking spaces located on the parcel and which offers lodging, with or without meals, for compensation on a transient or periodic basis in which access to the rooms is arranged in a lobby or office, with someone on duty at all times. The term shall include "hotels" and any building or building groups designated as motor

lodges, transient cabins, rooms, or by any other title intended to identify them as providing lodging, with or without meals, for compensation on a transient or periodic basis.

The **proposed** amendment will amend **Article 5 Use Restrictions and Dimensional Requirements by Zoning District – LAND USE AND ZONING DISTRICT TABLE** as follows: Changing this from Psp=Site Plan Review with Planning Commission approval to P=Zoning Administrator approval and including RR (Rural Residential)

Applicable Multiple Districts	to	A-R	R-1	R-2	R-3	MHP	MC	NC	GC	LI	SC	RR
3. Routine essential services		P	P	P	P	P	P	P	P	P	P	P

The **current** **Article 8 Site Plan Review, SECTION 8.3 SITE PLAN REVIEW APPLICATION PRODEDURES** reads as follows:

- C. **Application.** An application for approval of a site plan shall be submitted for review to the Zoning Administrator.
3. The applicant will forward copies of the site plan to the Leelanau County Road Commission, Leelanau County Drain Commissioner, Health Department, the Elmwood Township Fire Department, Department of Public Works and Michigan Department of Transportation, as applicable, for their review and comments. Any review comments will be forwarded to the Zoning Administrator. Comment letters shall be provided to the Zoning Administrator prior to application being placed on the Planning Commission agenda for consideration.

The **proposed** amendment will **amend #3** to read as follows:

3. The applicant will forward copies of the site plan to the Leelanau County Road Commission, Leelanau County Drain Commissioner, Health Department, the Elmwood Township Fire Department, Department of Public Works and Michigan Department of Transportation, as applicable, for their review and comments. Any review comments will be forwarded to the Zoning Administrator. Evidence that the plans were sent to the appropriate agencies shall be provided to the Zoning Administrator prior to application being placed on the Planning Commission agenda for consideration.

The **current** **SECTION 8.4 REQUIREMENTS FOR SITE PLAN APPROVAL** reads as follows:

The following information shall be provided with the site plan as indicated, unless waived by the Zoning Administrator when such information is not applicable. The site plan must be drawn at a scale of one (1) inch equals one hundred feet (1"=100') or less. Required site plan elements shall include:

The **proposed** amendment will amend this to read as follows:

The following information shall be provided with the site plan as indicated, unless waived by the Zoning Administrator when such information is not applicable. The Planning Commission may waive certain requirements *only* if strict adherence is found to be unnecessary for the proposed use and the Planning Commission finds there will be no impact to abutters or the community at-large by waiving said standard. The site plan must be drawn at a scale of one (1) inch equals one hundred feet (1"=100') or less. Required site plan elements shall include:

The **current** **SECTION 8.5 REVIEW AND APPROVAL A. & B.** read as follows:

A. All applications for site plan approval shall be reviewed against the standards and requirements of this Ordinance. Only when satisfied that the application meets all standards and requirements shall the Planning Commission approve, or approve with conditions, an application for site plan approval to ensure the health, safety, and welfare of the residents of Elmwood Township.

B. Standards for Site Plan Approval. The Planning Commission shall make a finding that the following standards are met prior to approving a site plan:

The **proposed** amendment will amend/combine A & B to read as follows:

A. **Standards for Site Plan Approval.** The Planning Commission shall make a finding that the following standards are met prior to approving a site plan:

The **current** **#2** under this same **SECTION 8.5** currently reads as follows:

2. All required permits and approvals from outside agencies have been secured, or have been made a condition of site plan approval.

The **proposed** amendment will amend **#2** read as follows:

2. All required permits and approvals from outside agencies have been secured, or have been made a condition of site plan approval. Further, all applicable standards of agencies including, but not limited, to the Township Fire Department, Michigan Department of Transportation, Leelanau County Road Commission, Leelanau County Drain Commission, Health Department, and the Michigan Department of Environmental Quality (MDEQ) have been met or can be made a condition of site plan approval.

The **proposed** amendment will also **delete #4** under this same **SECTION 8.5** which currently reads as follows:

4. All applicable standards of agencies including, but not limited, to the Township Fire Department, Michigan Department of Transportation, Leelanau County Road Commission, Leelanau County Drain Commission, Health Department, and the Michigan Department of Environmental Quality (MDEQ) have been met.

The **current** **SECTION 8.6 ADMINISTRATION OF SITE PLANS, A.** reads as follows:

A. At least two (2) copies of the approved site plan, all accompanying documents, record of approval, and list of conditions shall be kept by the Township for its record.

The **proposed** amendment will amend this to read as follows:

- A. At least one (1) copy of the approved site plan, all accompanying documents, record of approval, and list of conditions shall be kept by the Township for its record.

The **current** Article 9 Special Land Used SECTION 9.5 SPECIAL LAND USE APPROVAL AND EXTENSIONS, B. currently reads as follows:

- B. If substantial construction has not taken place within one (1) year of the special land use approval date, the special land use shall expire.

The **proposed** amendment will amend this to read as follows:

- B. If substantial construction has not taken place within one (1) year of the special land use approval date, the special land use shall expire.
- B. The Planning Commission may grant one (1) extension of a special land use approval, of an additional one (1) year period for each extension, provided that the applicant submits an extension request prior to the one-year expiration date of the special land use approval. To grant an extension, the Planning Commission must find that any delays were beyond the control of the applicant, and that the applicant will complete substantial construction within the one (1) year extension period.

The **current** Article 3 General Provisions, SECTION 3.7 FLOOD PLAIN MANAGEMENT, C., E and F. read as follows:

C. Regulatory Floodway. A regulatory floodway is hereby adopted within the township, which shall consist of the channel of any stream plus adjacent 100-year flood plain areas that must be kept free of encroachments in order that the 100-year flood may be carried without any increase in flood height.

E. Manufactured Homes. All manufactured homes are prohibited within the regulatory floodway, except for manufactured home parks or subdivisions existing prior to the adoption of this ordinance.

F. Variances.

1. The Zoning Board of Appeals shall hear and decide requests for variance from the requirements of this section to permit construction in a manner that would otherwise be prohibited by this section.

2. Variances must be consistent with the standards and procedures of the National Flood Insurance Program, Title 44 of the Code of Federal Regulations, Parts 59 and 60.

The **proposed** amendment will amend this to read as follows:

- C. Regulatory Floodway. Means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height and is typically shown on the FIRM.

- D. Encroachments Prohibited. All encroachments within the regulatory floodway including fill, new construction, substantial improvements, and other development which would result in any increase in flood levels within the township during the occurrence of the base flood discharge are prohibited.
- E. Manufactured Homes. All manufactured homes are prohibited within the regulatory floodway, except for manufactured home parks or subdivisions existing prior to the adoption of this ordinance. All manufactured homes must have their lowest floor elevated 1 foot above the base flood elevation.
- F. Variances.
 - 1. The Zoning Board of Appeals shall hear and decide requests for variance from the requirements of this section to permit construction in a manner that would otherwise be prohibited by this section.
 - 2. Variances must be consistent with the standards and procedures of the National Flood Insurance Program, Title 44 of the Code of Federal Regulations, Parts 59 and 60.
 - 3. Variances shall not be issued by a community within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result;

Staff notes that the motion made at the township to approve ZO2017-04-20 states “recommend to the township board and forward it onto the county with the text added “typically” within the Motel definition.” Staff does not see this included in the definition for Motel.

Staff questions the language in Section 9.5 Special Land Use Approvals and Extensions –

B. The Planning Commission may grant one (1) extension of a special land use approval, of an additional one (1) year period **for each extension**, provided that the applicant submits an extension request prior to the one-year expiration date of the special land use approval. To grant an extension, the Planning Commission must find that any delays were beyond the control of the applicant, and that the applicant will complete substantial construction within the one (1) year extension period.

“for each extension” implies more than one (1) is available.

It is noted in the township minutes that some of the changes were recommended by the Michigan State Floodplains Coordinator and are required if the township wishes to continue to participate in the National Flood Insurance Program.

Appendix - Correspondence from Elmwood Township

From: Sarah Clarren <planner@elmwoodmi.gov>
Sent: Tuesday, March 28, 2023 1:31 PM
To: Planning
Subject: FW: Elmwood ZO Text Amendments for County PC
Attachments: 2023-03.21_PC Minutes.docx; 2017-04-21-NFIP.docx; ZO 2017-04-20.docx

Good afternoon,

I received Trudy's out of office reply and therefore wanted to forward the below message to you.

Thanks,

Sarah

Sarah Clarren
Planner / Zoning Administrator
Elmwood Township
(231)946-0921

Township Office Hours
Monday - Friday
9:00 am - 5:00 pm

This email message and any attached file is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you received this communication in error, please notify the sender of this message and delete all copies of the original message.

From: Sarah Clarren
Sent: Tuesday, March 28, 2023 1:29 PM
To: Trudy Galla <tgalla@leelanau.gov>
Subject: Elmwood ZO Text Amendments for County PC

Trudy,

Attached you will find two Zoning Amendments for County Planning Commission review and comment. The text in red are the proposed changes. You will also find the draft minutes from the public hearings on the amendments.

Let me know if you have any questions or require anything further from me.

Sarah

Sarah Clarren
Planner / Zoning Administrator
Elmwood Township
(231)946-0921

Township Office Hours
Monday - Friday
9:00 am - 5:00 pm

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NEW BUSINESS ITEM 1

ZO 2017-04-21

Basement. ~~A story having part, but not less than one half (1/2) of its height below finished grade. A basement shall be counted as a story for the purpose of height measurement if the vertical distance between the ceiling and the average level of the adjoining ground is more than five (5) feet. Any area of a building having its floor subgrade (below ground level) on all sides.~~

SECTION 3.7 FLOOD PLAIN MANAGEMENT

Intent. The Township desires to participate in the National Flood Insurance Program and comply with all applicable statutory and regulatory requirements for the purpose of significantly reducing hazards to persons, property damage, and public expenditures, and thus by doing so to provide for the availability of flood insurance and federal funds or loans.

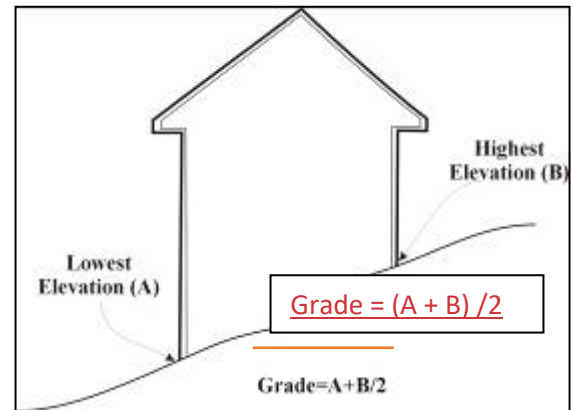
- C. Regulatory Floodway. ~~A regulatory floodway is hereby adopted within the township, which shall consist of the channel of any stream plus adjacent 100-year flood plain areas that must be kept free of encroachments in order that the 100-year flood may be carried without any increase in flood height. Means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height and is typically shown on the FIRM.~~
- D. Encroachments Prohibited. All encroachments within the regulatory floodway including fill, new construction, substantial improvements, and other development which would result in any increase in flood levels within the township during the occurrence of the base flood discharge are prohibited.
- E. Manufactured Homes. All manufactured homes are prohibited within the regulatory floodway, except for manufactured home parks or subdivisions existing prior to the adoption of this ordinance. All manufactured homes must have their lowest floor elevated 1 foot above the base flood elevation.
- F. Variances.
 - 1. The Zoning Board of Appeals shall hear and decide requests for variance from the requirements of this section to permit construction in a manner that would otherwise be prohibited by this section.
 - 2. Variances must be consistent with the standards and procedures of the National Flood Insurance Program, Title 44 of the Code of Federal Regulations, Parts 59 and 60.
 - 3. Variances shall not be issued by a community within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result;

ZO 2017-04-20

Amend the Following Definitions**SECTION 2 DEFINITIONS**

Club. An organization catering exclusively to members and their guests, or premises and buildings for recreation, artistic, ~~political~~, or social purposes, which are not conducted primarily for gain and which do not provide merchandising, vending, or commercial activities except as required incidentally for the membership and purposes of such club.

Building Height. The vertical distance measured from the ~~ground/grade adjacent to the wall of the building at the center of the front of the building~~ to the highest point of the roof ~~surface in a flat roof, to the deck line for mansard roofs, and to the average height between eaves and ridge for gable, hip and gambrel roofs.~~ For substantially uneven ground (see Grade definition), building height shall be determined based on the average elevation of the ground/grade adjacent to each wall of the building.



Campground.— ~~Any~~ parcel or tract of land under the control of ~~any~~ person ~~wherein-in which~~ sites are offered for the use of the public or members of an organization, either free of charge or for a fee, for the establishment of temporary living quarters ~~for 5 or more recreational units (as defined by Michigan's Public Health Code, 1978 PA 368, as amended and its administrative rules).~~ Campground does not include a seasonal mobile home park licensed under the mobile home commission act, 1987 PA 96, MCL 125.2301 to 125.2349

Hotel. See Motel.

Motel. A building or group of buildings on the same lot, whether detached or attached, containing a minimum of ten (10) sleeping or dwelling units are combined in one (1) facility, which may or may not be independently accessible from the outside, with garage or parking spaces located on the ~~lot+parcel~~ and which offers lodging, with or without meals, for compensation on a transient or periodic basis, in which access to the rooms is arranged in a lobby or office, with someone on duty at all times. The term shall include “hotels” and any building or building groups designated as motor lodges, transient cabins, rooms, or by any other title intended to identify them as providing lodging, with or without meals, for compensation on a transient or periodic basis.

Align Section 5.4 with Section 9.8.B.1 thru 9.8.B.3

SECTION 5.4 LAND USE AND ZONING DISTRICT TABLE

Applicable to Multiple Districts	A-R	R-1	R-2	R-3	MHP	MC	NC	GC	LI	SC	RR
3. Routine essential services	P sp	P sp	P sp	P sp	P sp	P sp	P sp	P sp	P sp	P sp	<u>P</u>

Amend Section 8.3, - 8.6 as follows:

SECTION 8.3 SITE PLAN REVIEW APPLICATION PROCEDURES

C. **Application.** An application for approval of a site plan shall be submitted for review to the Zoning Administrator.

3. The applicant will forward copies of the site plan to the Leelanau County Road Commission, Leelanau County Drain Commissioner, Health Department, the Elmwood Township Fire Department, Department of Public Works and Michigan Department of Transportation, as applicable, for their review and comments. Any review comments will be forwarded to the Zoning Administrator. Evidence that the plans were sent to the appropriate agencies~~Comment letters~~ shall be provided to the Zoning Administrator prior to application being placed on the Planning Commission agenda for consideration.

SECTION 8.4 REQUIREMENTS FOR SITE PLAN APPROVAL

The following information shall be provided with the site plan as indicated, unless waived by the Zoning Administrator when such information is not applicable. The Planning Commission may waive certain requirements only if strict adherence is found to be unnecessary for the proposed use and the Planning Commission finds there will be no impact to abutters or the community at-large by waiving said standard. The site plan must be drawn at a scale of one (1) inch equals one hundred feet (1"=100') or less. Required site plan elements shall include:

SECTION 8.5 REVIEW AND APPROVAL

Combine two of the standards into one and renumber all following standards.

A. **Standards for Site Plan Approval.** The Planning Commission shall make a finding that the following standards are met prior to approving a site plan:

2. All required permits and approvals from outside agencies have been secured, or have been made a condition of site plan approval. Further, all applicable standards of agencies including, but not limited, to the Township Fire Department, Michigan Department of Transportation, Leelanau County Road Commission, Leelanau County Drain Commission, Health Department, and the Michigan Department of Environmental Quality (MDEQ) have been met or can be made a condition of site plan approval.

- ~~4. All applicable standards of agencies including, but not limited, to the Township Fire Department, Michigan Department of Transportation, Leelanau County Road Commission, Leelanau County Drain Commission, Health Department, and the Michigan Department of Environmental Quality (MDEQ) have been met.~~

SECTION 8.6 ADMINISTRATION OF SITE PLANS

A. At least ~~two (2) copies~~one (1) copy of the approved site plan, all accompanying documents, record of approval, and list of conditions shall be kept by the Township for its record.

Amend Section 9.5 to correct clerical error and to align extensions.

SECTION 9.5 SPECIAL LAND USE APPROVALS AND EXTENSIONS

- B. If substantial construction has not taken place within one (1) year of the special land use approval date, the special land use shall expire.-
- B. The Planning Commission may grant ~~two-one~~ (21) extensions of a special land use approval, of an additional one (1) year period for each extension, provided that the applicant submits an extension request prior to the ~~one-year~~one-year expiration date of the special land use approval~~-or-a-prior-extension~~. To grant an extension, the Planning Commission must find that any delays were beyond the control of the applicant, and that the applicant will complete substantial construction within the one (1) year extension period.

**Charter Township of Elmwood
Planning Commission
Regular Meeting
March 21, 2023
7:00 PM**

A. Call to Order: Chairman Bechtold called the meeting to order at 7:00 PM.

B. Pledge of Allegiance: The Chair led the Pledge of Allegiance.

C. Roll Call: Present: Chris Mikowski, Kendra Luta, Rick Bechtold, Jeff Aprill, Jonah Kuzma, Nate McDonald
Excused: Doug Roberts

D. Limited Public Comment: None

E. Agenda Modifications/Approval: MOTION BY COMMISSIONER APRILL, SECONDED BY COMMISSIONER LUTA TO APPROVE THE AGENDA AS PRINTED. MOTION PASSED 6-0.

F. Minutes- February 21, 2023: MOTION BY COMMISSIONER APRILL, SECONDED BY COMMISSIONER MCDONALD TO APPROVE THE MINUTES OF FEBRUARY 21, 2023 AS PRESENTED. MOTION APPROVED UNANIMOUSLY.

Minutes: February 28, 2023: MOTION BY COMMISSIONER LUTA, SECONDED BY COMMISSIONER APRILL TO APPROVE THE MINUTES OF FEBRUARY 28, 2023 AS PRINTED. MOTION PASSED UNANIMOUSLY.

G. Consent Calendar: N/A

H. Declaration of Conflict of Interest: None

I. Old Business: None

J. New Business:

a. Extension Request SPR 2022-02 Staples Mixed Use: MOTION BY COMMISSIONER APRILL, SECONDED BY COMMISSIONER LUTA TO GRANT A 1 YEAR EXTENSION TO SPR 2022-02 STAPLES MIXED USE. MOTION PASSED UNANIMOUSLY.

b. Public Hearing ZO 2017-04-20 - a Zoning Ordinance Amendment to amend Section 2.2 Definitions to modify the definitions of "Club", "Building Height", "Campground", "Motel", and add "hotel" amend Section 5.4 to have the use "Routine Essential Services" align with section 9.8.B. 1-3; amend Section 8.3-8.6 to streamline Site Plan

Review; amend Section 9.5 to correct clerical error and to align extensions for Site Plan Review and Special Use Permits.

The Chair read the statement to open the public hearings for J.a. and J.b. Public hearing opened at 7:22 p.m.

Public comment opened at 7:22 p.m.: None

Public comment closed at 7:23 p.m.

MOTION BY COMMISSIONER LUTA, SECONDED BY COMMISSIONER KUZMA TO CLOSE THE PUBLIC HEARING FOR ZO 2017-04-20. MOTION APPROVED UNANIMOUSLY.

Public hearing closed at 7:24 p.m.

Staff noted that when they have time, she likes to go through the Zoning Ordinance to keep track of proposed changes to align with other municipalities, state law, or correcting errors. She indicated that the proposed text was discussed at the last meeting during introduction, so she won't go through them item by item unless the Commission wants to. As previously discussed, the changes clarify the intent, correct an error, or align the Zoning Ordinance's definitions with state or federal definitions.

MOTION BY COMMISSIONER MCDONALD, SECONDED BY COMMISSIONER LUTA TO APPROVE ZO 2017-04-20 RECOMMEND TO THE TOWNSHIP BOARD AND FORWARD IT ONTO THE COUNTY WITH THE TEXT ADDED "TYPICALLY" WITHIN THE MOTEL DEFINITION. MOTION PASSED UNANIMOUSLY.

c. Public Hearing Zo 2017-04-21 – a Zoning Ordinance Amendment to amend Section 2.2 Definitions to modify the definition of "Basement", amend Section 3.7 to incorporate NFIP Requirements.

Public Hearing opened at 7:37 p.m.

Public comment opened at 7:37 p.m.: None

Public comment closed at 7:38 p.m.

MOTION BY COMMISSIONER APRILL, SECONDED BY COMMISSIONER KUZMA TO CLOSE THE PUBLIC HEARING FOR ZO 2017-04-21. MOTION PASSED UNANIMOUSLY.

Public hearing closed at 7:39 p.m.

The Chair noted they are changing the definition of basement to conform with the preferred language in the National Flood Insurance Program.

Staff stated that the proposed changes are recommended by the Michigan State Floodplains Coordinator and are required if the Township may continue to participate in the National Flood Insurance Program.

The Commissioners discussed the definition of a basement. Staff again noted that the proposed text is from a federal definition and the proposed amendment would align the definition with that of the federal definition. She also mentioned the same text was before the Commission at the prior meeting and what is being proposed is from the State in order to conform with the Federal Program.

MOTION BY COMMISSIONER LUTA, SECONDED BY COMMISSIONER KUZMA TO APPROVE ZO 2017-04-21 RECOMMEND TO THE TOWNSHIP BOARD AND FORWARD TO THE COUNTY IN ACCORDANCE WITH THE NATIONAL FLOOD INSURANCE PROGRAM AND COMPLY WITH ALL APPLICABLE STATUTORY AND REGULATORY REQUIREMENTS.

DISCUSSION.

MOTION APPROVED BY A UNANIMOUS VOTE.

K. Discussion on Zoning Ordinance: Sarah Clarren noted one of the Commissioners recently asked her to review the Zoning Ordinance and how basement fits into the ZO. She said the word “basement” is stated 3 times in the ZO, twice in the definition of basement, and a third time in is in the definition of commercial use which states, the use of property in connection with the purchase, sale, barter, display, or exchange of goods, wears, merchandise, or personal services or the maintenance of service offices, or recreation or amusement enterprise, or a garage/basement sales operating more than 12 times in a year.

L. Comments from the Chair: Chairman Bechtold thanked the Commissioners for their diligence and he’s looking forward to seeing them tomorrow.

M. Comments from Planning Commissioners: Commissioner McDonald wanted to make sure they were going to have a quorum for tomorrow’s meeting.

Commissioner Mikowski commented that she would not be there.

Sarah Clarren stated they would have a quorum.

The Chair said yes, they would have 5 out of 7.

N. Comments from Staff: Staff thanked Commissioners for their continued patience. Moving forward the office will be quite busy, they have quite a few applications in the pipeline.

O. Public Comment: Nate Griswold, Jen and Winter Viren

P. Adjourn: MOTION BY COMMISSIONER LUTA, SECONDED BY COMMISSIONER MCDONALD TO ADJOURN MEETING AT 8:07 PM. MOTION PASSED UNANIMOUSLY.

MASTER PLAN REVIEW

PC09-2023-43 Suttons Bay Village

Reviewing Entity: Leelanau County Planning Commission
Date of Review: April 25, 2023

Section 1: General Information

Date Request Received: March 3, 2023
Last Day of Review Period: May 7, 2023.

Requested Action: Review and comment on the proposed Suttons Bay Village Master Plan. The draft plan is online at:
https://www.suttonsbayvillage.org/downloads/2023_03_03_village_of_suttons_bay_master_plan_draft_for_distribution.pdf

Applicant: Suttons Bay Village Planning Commission

Section 2: Suttons Bay Village Action

Planning and Zoning

The Village has been working on this Plan for some time and conducted a survey in 2022 to gather input from citizens. Appendix B contains a copy of the Community Survey. Appendix A contains the Community Profile, Appendix C contains the MEDC Preservation Case Studies, and Appendix D is the Glossary & list of Acronyms. At a Special Meeting held January 25, 2023, the **Village Planning Commission passed a motion to forward the Master Plan draft to the Village Council for review with the changes discussed at the Jan. 25 meeting. The motion passed 5-0.**

At the February 21, 2023 meeting of the Village Council, **it was moved by Lutke, seconded by Yoder, to allow staff to distribute the final draft of the 2023 Village of Suttons Bay Master Plan for a 63-day review as required by the Michigan Planning Enabling Act. Motion carried 7-0.**

Section 3: Basis for Plan Review

Section 41 of the Michigan Planning Enabling Act (MPEA) (PA 33 of 2008, as amended), requires a copy of a Plan or extension, addition, revision or other amendment of a Plan to be submitted to the county planning commission for review and comment. The review period for a Plan is 63 days.

Section 41.

3. If the county planning commission or the county board of commissioners that receives a copy of a proposed master plan under subsection (2)(e) submits comments, the comments shall include, but need not be limited to, both of the following, as applicable:

(a) A statement whether the county planning commission or county board of commissioners considers the proposed master plan to be inconsistent with the master plan of any municipality or region described in subsection (2)(a) or (d).

(b) If the county has a county master plan, a statement whether the county planning commission considers the proposed master plan to be inconsistent with the county master plan.

(4) The statements provided for in subsection (3)(a) and (b) are advisory only.

Section 4: Analysis

The Principal Goal of the Leelanau General Plan is to establish a strategy for meaningful growth that protects, and where possible, enhances the unique character and quality of life by focusing on the balance of environmental protection, resource management and economic development so as to provide a foundation for a sustainable economy that permits long term prosperity for all present and future Leelanau County residents. The proposed Plan has been reviewed for consistency with these policies.

A. Intergovernmental and Regional Context

A partnership founded on mutual respect and mutual support in achievement of the common goals of the General Plan should guide the development and implementation of new relationships between the County and local units of government in the County and between the County and adjoining counties in the region.

1. Does the proposed Plan strive for greater cooperation between neighboring units of government?
Yes.

B. Preservation of County Character

The existing natural and people-made features in the county that make up its rural character are interdependent with the activities that comprise its economic base. It is important therefore, that future land use change in the County enhance, not undermine, the character of the area around it, and in so doing contribute to protection of the unique rural character of the entire County.

1. Does the proposed Plan include strategies for the preservation of rural and small-town character?
Yes. The Plan (page 27) includes a Goal and objectives for Community Identity.

C. Working with Nature

Extensive and diverse sensitive natural features found throughout the County provide the foundation for the present and the future quality of life in the County. They should be protected where pristine, restored where damaged, and have access and use managed for long term sustainability.

1. Does the proposed Plan include strategies for environmental protection, restoration, and management?
Yes. Page 24 of the Plan outlines a Goal and Objectives for Natural Resources.

D. Balanced Growth

Local land use or comprehensive plans and local development regulations should be updated and thereafter maintained to include goals, objectives, policies and strategies for managed future growth consistent with the Leelanau General Plan. Local plans should include more specific land use and density proposals at the parcel specific level. Local regulations should focus on design and other issues of local significance. Public facilities should all be constructed according to local capital improvement programs that are coordinated at all governmental levels.

1. Does the proposed Plan include parcel-specific future land use recommendations (map)?
Yes. The Plan outlines several different designations and includes these on the Future land Use Map (page 31). These designations allow for different types of development, and densities within the Village.

Section 5: Staff Comments

A Master Plan is the vision of how a community will develop over time, providing guidance regarding how areas should be zoned, and standards that should be incorporated into the Zoning Ordinance.

At least every 5 years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan. The review and its findings shall be recorded in the minutes of the relevant meeting or meetings of the planning commission. This doesn't require a local municipality to do an update every five (5) years, but it does require a review and then recording that decision in the minutes.

Section 43 of the MPEA states:

(3) Approval of the proposed master plan by the planning commission under subsection (2) is the final step for adoption of the master plan, unless the legislative body by resolution has asserted the right to approve or reject the master plan. In that case, after approval of the proposed master plan by the planning commission, the legislative body shall approve or reject the proposed master plan. A statement recording the legislative body's approval of the master plan, signed by the clerk of the legislative body, shall be included on the inside of the front or back cover of the master plan and, if the future land use map is a separate document from the text of the master plan, on the future land use map.

Staff is not aware if the Village has asserted its right to approve or reject the Master Plan under Section 43 of the MPEA. If the Village Council passes a resolution, then the final approval of the Plan will be taken by the Village Council. Otherwise, the planning commission has final approval.

The Plan is well organized, easy to read, and the use of charts, maps and photos provide a clear document. The Village has incorporated the items that are to be included in a Master Plan, as noted in the MPEA. They have also included a substantial amount of information on housing which could increase the type and variety of housing options offered in the Village. The Implementation section is done well and includes Action Items, who is responsible for the item, potential funding, time frame and potential partners. The Appendices include information which supports the actions outlined in the Plan.

Couple minor corrections:

Page 14, top of the page, last line, insert the word 'the' to read: "...connecting the village to the rest of the state".

Page 16, the 2nd paragraph under Online Community Survey notes that the feedback for the survey was through July 18, 2022, but the bottom line under the QR code states the survey would close on July 15.

Page 30, in the blue box at the top 'City' is mentioned when it should be 'Village'.

Page 32, end of first paragraph, change the word 'preserve' to 'preserves'.

Page 33, last paragraph, the Heritage Route Plan is titled "Leelanau Scenic Heritage Route Corridor Management Plan" (not Leland-and Leland is spelled wrong).

Page 35, this Map appears to be updated yet the date on the bottom says 'Map Produced June 2011'. Include a current date for the Map.

Section 41 of the MPEA states that the county planning commission shall include a statement whether they consider the proposed Master Plan to be inconsistent with the Master Plan of any municipality (within or contiguous to the local unit of government) or region, and whether they consider the proposed Master Plan to be inconsistent with the County General Plan.

A motion to that effect should be considered at the April 25 County Planning Commission meeting.

MASTER PLAN REVIEW

PC10-2023 Long Lake Township

Reviewing Entity: Leelanau County Planning Commission
Date of Review: April 25, 2023

Section 1: General Information

Last Day of Review Period: May 23, 2023.

Requested Action: Review and comment on an amendment to the Long Lake Township Master Plan. The draft plan is online at: <https://longlaketwpmi.documents-on-demand.com/document/e59f6512-2ccf-ed11-a3b4-000c29a59557/Master%20Plan%20%20Amendment.PDF>

Applicant: Suttons Bay Village Planning Commission

Section 2: Township Action

Planning and Zoning

According to the Township Planner, the Township Board approved this for distribution but did not have any other discussion as part of their minutes. The action was taken at the March 14, 2023 Township Board meeting.

Section 3: Basis for Plan Review

Section 41 of the Michigan Planning Enabling Act (MPEA) (PA 33 of 2008, as amended), requires a copy of a Plan or extension, addition, revision or other amendment of a Plan to be submitted to the county planning commission for review and comment. The review period for an Amendment is 42 days.

Section 41.

3. If the county planning commission or the county board of commissioners that receives a copy of a proposed master plan under subsection (2)(e) submits comments, the comments shall include, but need not be limited to, both of the following, as applicable:

- (a) A statement whether the county planning commission or county board of commissioners considers the proposed master plan to be inconsistent with the master plan of any municipality or region described in subsection (2)(a) or (d).
- (b) If the county has a county master plan, a statement whether the county planning commission considers the proposed master plan to be inconsistent with the county master plan.

(4) The statements provided for in subsection (3)(a) and (b) are advisory only.

Section 4: Analysis

The Principal Goal of the Leelanau General Plan is to establish a strategy for meaningful growth that protects, and where possible, enhances the unique character and quality of life by focusing on the balance of environmental protection, resource management and economic development so as to provide a foundation for a sustainable economy that permits long term prosperity for all present and future Leelanau County residents. The proposed Plan has been reviewed for consistency with these policies.

A. Intergovernmental and Regional Context

A partnership founded on mutual respect and mutual support in achievement of the common goals of the General Plan should guide the development and implementation of new relationships between the County and local units of government in the County and between the County and adjoining counties in the region.

1. Does the proposed Plan strive for greater cooperation between neighboring units of government?

N/A.

B. Preservation of County Character

The existing natural and people-made features in the county that make up its rural character are interdependent with the activities that comprise its economic base. It is important therefore, that future land use change in the County enhance, not undermine, the character of the area around it, and in so doing contribute to protection of the unique rural character of the entire County.

1. Does the proposed Plan include strategies for the preservation of rural and small-town character?

N/A

C. Working with Nature

Extensive and diverse sensitive natural features found throughout the County provide the foundation for the present and the future quality of life in the County. They should be protected where pristine, restored where damaged, and have access and use managed for long term sustainability.

1. Does the proposed Plan include strategies for environmental protection, restoration, and management?

N/A

D. Balanced Growth

Local land use or comprehensive plans and local development regulations should be updated and thereafter maintained to include goals, objectives, policies and strategies for managed future growth consistent with the Leelanau General Plan. Local plans should include more specific land use and density proposals at the parcel specific level. Local regulations should focus on design and other issues of local significance. Public facilities should all be constructed according to local capital improvement programs that are coordinated at all governmental levels.

1. Does the proposed Plan include parcel-specific future land use recommendations (map)?

N/A

Section 5: Staff Comments

A Master Plan is the vision of how a community will develop over time, providing guidance regarding how areas should be zoned, and standards that should be incorporated into the Zoning Ordinance.

At least every 5 years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan. The review and its findings shall be recorded in the minutes of the relevant meeting or meetings of the planning commission. This doesn't require a local municipality to do an update every five (5) years, but it does require a review and then recording that decision in the minutes.

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the legislative body's approval of the master plan, signed by the clerk of the legislative body, shall be included on the inside of the front or back cover of the master plan and, if the future land use map is a separate document from the text of the master plan, on the future land use map.

Staff received notice of an Amendment to the Long Lake Township Master Plan. The township's website page includes a map for the proposed expansion of a Village Center and the request was made by Corbin Buttleman. According to the Township Planner, the change in the Future Land Use plan district allows the applicant to apply for a Village Center PUD – allowing for higher densities than the underlying zoning. No other information on this request was available.

Section 41 of the MPEA states that the county planning commission shall include a statement whether they consider the proposed Master Plan to be inconsistent with the Master Plan of any municipality (within or contiguous to the local unit of government) or region, and whether they consider the proposed Master Plan to be inconsistent with the County General Plan.

A motion to that effect should be considered at the April 25 County Planning Commission meeting.

PUBLIC NOTICE
CHARTER TOWNSHIP OF LONG LAKE
PROPOSED MASTER PLAN AMENDMENT

Pursuant to the Michigan Planning Enabling Act, Public Act 33 of 2008, as amended, this notice is to inform you that the Long Lake Township Board approved the distribution of a draft amendment to the Township Master Plan at its regular meeting held March 13, 2023. A copy of the proposed amendment is attached. The full application and supporting information can be viewed at www.longlaketownship.com.

NOTICE OF PUBLIC HEARING

Following the close of the 42-day notice period for a Master Plan amendment, the Charter Township of Long Lake Township Planning Commission will hold a public hearing on the proposed amendment on Tuesday, May 23, 2023 at its regular meeting starting at 6:00 p.m. The hearing will take place at the Long Lake Township Hall, 8870 North Long Lake Road, Traverse City, MI 49685. Individuals may make public comment, in person, at the public hearing or written and/or faxed (231-946-4573) or emailed to planner@longlaketownship.com. Comments will be received until 5:00 p.m. on Tuesday, May 23, 2023.

Please direct comments to: Planning Commission, Long Lake Township Hall, 8870 North Long Lake Road, Traverse City, MI 49685. Written comments may also be submitted at the public hearing.

If you have any questions, please feel free to contact me during regular township office hours as well.

Sincerely,

Leslie Sickterman, Township Planner

APPLICATION – REZONING/TEXT AMENDMENT LONG LAKE TOWNSHIP

OFFICIAL USE ONLY	Date Received
Project Title:	Received by
Case No.	<div style="display: flex; justify-content: space-between;"> Fee Amount Fee Received </div>

SUBMIT TO:

LONG LAKE TOWNSHIP
PLANNING AND ZONING DEPARTMENT
8870 NORTH LONG LAKE ROAD
TRAVERSE CITY, MI 49685
PHONE 231 946-2249 FAX 231 946-4573

Applicant

Name: Corbin Buttleman

Address: 130 North Spruce Street

City: Traverse City

State: MI

Zip: 49684

Phone (231) 463-6700

Fax() -

Cell Phone(231) 463-6700

Property Owner If applicable

Owner(s): Wistrand Walter H Jr. Trust

Owner's Address: PO Box 301

City: Traverse City

State: MI

Zip: 49685

Phone (231) 883-2893

Fax() -

Cell Phone() -

Proof of Ownership:

☒ On file with the Township☐ New ownership (attach copy of registered deed)

Property Information If applicable

Property ID: 28-08- 014 -001 - 00

Property Address: East Long Lake Road, TC, MI 49685

Current Master Plan Designation Village Center/LDR

Current Zoning District LDR/Ag

Request *Select one*

☐ Zoning Map Change,
Proposed Zoning District Designation

For zoning map changes, attach a legal description, back up documentation and justification for request.

☐ Zoning Map Change, Conditional
Proposed Zoning District Designation

For conditional rezoning request, attach proposed zoning restrictions/ conditions, attach a legal description, back up documentation and justification for request.

☐ Zoning Text Change
Zoning Section(s) Affected

For zoning text change, attach proposed language and any back up documentation and justification for request.

☒ Master Plan Amendment
Proposed Master Plan Designation Village Cnt

For master plan amendment, attach a detailed description of the master plan district change proposed, and any related information and justification.

Owner's Signature:

Gail Bushong, Trustee
dotloop verified
03/01/23 11:39 AM EST
0DFT-L5RL-GGV5-8TZ0

(If Applicable)

Date:

Applicant's Signature:

Corbin Buttleman

(Required)

Date:

From: [Corbin Buttleman](#)
To: [Leslie Sockterman](#)
Subject: [External] Township Meeting
Date: Tuesday, March 14, 2023 10:32:59 AM
Attachments: [image001.png](#)
[image004.png](#)

Good Morning Leslie,

I have requested the amendment to the southern portion of the Wistrand property to be able to create a true village center feel throughout the entire property.

My hope is to have medium density residential on the southern end that would include community space for farming, walking trails and smaller lots. The increased density will create a more intimate and affordable housing opportunity for families wanting to live in Long Lake township.

The goal for the northern end would be a mixed-use of multi-family/smaller tiny homes, farm-to-table type restaurant(s) and some office/commercial space for medical or other use.

Ultimately, I believe the increased residential density for the southern end is needed to create a better opportunity for more families to enjoy Long Lake Township at a more affordable price.

Please let me know if you have any other questions.

I will see you this evening.










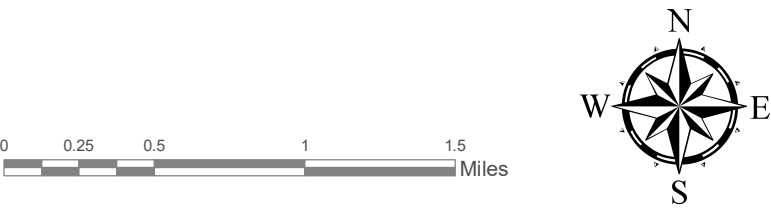
Corbin Buttleman
VP Of Retail Mortgage Sales – Northern Michigan
P 231-941-6565 | C 231-463-6700 | F 231-932-6297

corbin.buttleman@lmcu.org | NMLS # 220543
310 West Front Street, Traverse City, MI 49684

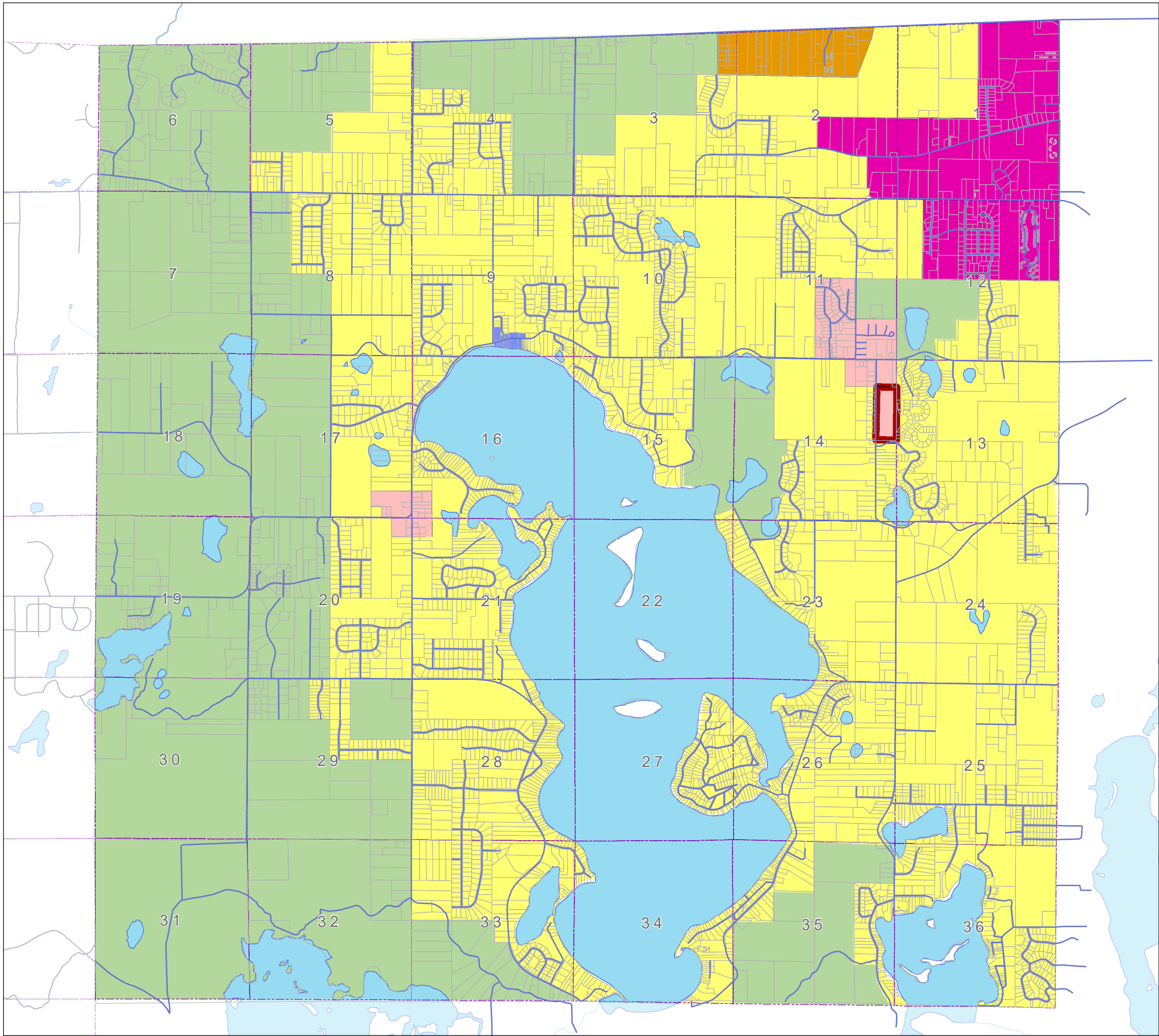
Purchase | Refinance | Physician Loan Specialist | Construction Loan Specialist | High Net Worth Lending Specialist | Renovation | Portfolio | Vacant Land |

Map 11 Future Land Use

-  Proposed Expansion of Village Center
-  Low Density Residential
-  Moderate Density Residential
-  Village Centers
-  Commercial & Industrial
-  Rural Preserve
-  Hamlet



Long Lake Township Master Plan





2022 Annual Planning Report

LEELANAU COUNTY PLANNING COMMISSION

Leelanau County Planning & Community Development Office
8527 E. Government Center Drive, Suite 108, Suttons Bay, MI 49682
(231) 256-9812

www.leelanau.gov

County Planning Commission

Steve Yoder, Chairman
Representing Finance

Casey Noonan, Vice-Chairman
Representing Recreation

Melvin Black, Chair Pro Tem,
Representing Legal/Real Estate

Dan Hubbell
Representing Agriculture

Robert Miller
Representing Economic Development

Gail Carlson
Representing Tourism

Nathan Griswold
Representing Business

Tom Nixon
Representing Municipal Government

Melinda Lautner
Representing County Board
of Commissioners

Kim Todd
Representing Transportation

Amy Trumbull
Representing Education

Planning Staff

Trudy Galla, AICP, Director

Gail Myer, Senior Planner

Jenny Romo, Secretary

Leelanau County Planning Commission Annual Report

The 2022 Planning Report for Leelanau County, Michigan, was prepared pursuant to the requirements of Section 19 (2) of the Michigan Planning Enabling Act, Public Act 33 of 2008, which states:

“A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development”.

The planning commission and planning staff provided a range of services and reviewed and made recommendations on rezoning requests, text amendments, plans, and county facilities throughout 2022.

2022 Planning Commission Projects & Activities:

- ◆ Reviewed six zoning ordinance amendments, two rezoning requests, two Master Plan reviews, and one Transportation Plan.
- ◆ Completed work on the *Capital Improvement Program* for implementation in the 2023 budget process by the Leelanau County Board of Commissioners.
- ◆ Participated in Parks & Recreation Committee, Education Committee, and Housing Action Committee meetings.
- ◆ Hosted a Right to Farm Act/Zoning & Planning for Successful Agriculture in Your Community Workshop.
- ◆ Attended local township and village meetings.

History:

The Leelanau County Zoning Commission was established by resolution of May 13, 1968. The Leelanau Planning Commission Ordinance was established on January 13, 1970, and then both zoning and planning functions were combined with the Leelanau County Planning Commission.

In 2011, the County Planning Commission developed and adopted an Ordinance to create a Planning Commission for the County of Leelanau as authorized by Public Act 33 of 2008, as amended, being the Michigan Planning Enabling Act. The County Board of Commissioners approved this Ordinance in May of 2011.

The planning commission is appointed by the Board of Commissioners and its members include one (1) member of the County Board, and ten (10) members appointed to represent different interests across the county as approved in the 2011 Ordinance. The commission holds regular (monthly) public meetings to review development and planning items, per state statutes.

The commission prepares an annual Capital Improvement Program (CIP) listing an inventory of assets, along with a list of proposed projects during the CIP six-year period. The commission also prepares updates to the **Leelanau General Plan**, a Plan for guiding growth in Leelanau County.

Training:

Various Commissioners attended online trainings and webinars in 2022 such as the Housing Summit and trainings offered through the Michigan Association of Planning (MAP).

Ryan Coffey Hoag, MSU Extension Land Use Educator, held a Right to Farm Act/Zoning & Planning for Successful Agriculture in Your Community training. Conflicts and legal process including preemption, relation to other laws, and complaint and court processes were also addressed.

Staff and the Planning Commission will continue to review opportunities for trainings and resources, particularly those that can be brought before appointed and elected officials such as training by MAP or MSU Extension.

Planning Staff provide:

- ◆ Oversight of the state mandated Solid Waste Management Plan, including the tire recycling collections, household hazardous waste and electronics collections, and document shredding.
- ◆ Oversight of the Leelanau County Brownfield Redevelopment Authority.
- ◆ Oversight of the Housing Action Committee (HAC).
- ◆ Participation in the Leelanau County Land Bank Authority.
- ◆ Administration of the Leelanau County Address Ordinance, since December of 1989.
- ◆ Administration of the County's Housing Programs. (*Note: Rehabilitation loans for qualified homeowners are done contractually by Northwest MI Community Action Agency with an agreement with Leelanau County.*)
- ◆ Digital projects for aerial photos, scanning and other mapping services.
- ◆ Participation in Damage Assessment Team for Emergency Operations.
- ◆ Director Galla serves as the Leader for the Damage Assessment Team for Leelanau County, and Senior Planner Myer serves as a member of the Damage Assessment Team.
- ◆ Director Galla serves as Administrator for the Remonumentation /Monumentation project for the county.

Staff prepared staff reports, agendas, minutes, and agenda items for the planning commission meetings, committee meetings, and for training sessions/workshops.

The following commissions and boards were served by staff in 2022:

Planning Commission and sub-committees
Brownfield Redevelopment Authority (LCBRA)
Land Bank Authority (LCLBA)
Solid Waste Council (SWC)
Housing Action Committee
Remonumentation Peer Group



Grant Administration

Implementation of new grants in 2022 included: EGLE Tire Recycling Grant (\$4,200), Remonumentation Grant (\$28,562), 2% allocation funds received from the Grand Traverse Band of Ottawa & Chippewa Indians for tire recycling and mattress recycling. Approximately 3,100 tires and 140 mattresses were collected and recycled. This was the first year mattresses were recycled in the county.

Thank you for your service!

The following members completed their terms of service to the county planning commission at the end of 2022: *Gail Carlson and Dan Hubbell.*

STAFF NEWS

Director Galla and Senior Planner Myer attended the American Planning Association (APA) conference in San Diego and attended various sessions focused on zoning changes to enable housing, battling second home culture and changes to the community, aging of housing, group living, etc.

Myer also attended the Michigan Association of Planning (MAP) conference, on Mackinac Island, attending sessions on the challenges of enabling the missing middle and creative and helpful staff reports.

Galla attended the National Brownfield conference in Oklahoma City in August. Galla was nominated to the Board of MAP and began her 3-year term in the fall of 2022.

Staff worked the Household Hazardous Waste / Electronics collections as well as the tire recycling and mattress recycling collections in 2022.

Planning Secretary Jenny Romo was married in 2022—congratulations to Mr. and Mrs. Jake Herman of Suttons Bay!

The National Planning Conference (NPC23) held in Philadelphia from March 31st to April 4th, by the American Planning Association (APA).



I attended the conference and went to a variety of sessions covering a multitude of topics such as “Planner’s Bar: Legal Risk Aversion and Best Practices.” This session focused on points of conflict between municipal planners and attorneys, issues with code content and administration, and communities that recognize a need for change in their policies and regulations. An interesting session called “Philadelphia’s Eviction Diversion Program” was about a program that grew out of a city council mandate in the summer of 2020. More than 19,000 eviction filings were taking place annually prior to Covid. A landlord is now required to go through this program if they want to evict a tenant. They receive on average 500 applications to evict every day. I also attended a session called “Storytelling, Not Yelling: Toward More Inclusive Public Engagement” which covered how powerful, authentic storytelling has the potential to engage underserved communities, break down barriers and build connections.

Keynote speaker Michelle Miller, CBS Saturday Morning, has led an interesting life, which she shared with us. Michelle has interviewed global leaders, politicians, artists and celebrities, and has also written a book called “Belonging: A Daughter’s Search for Identity Through Loss and Love.” Her mother’s Mexican immigrant parents disapproved of her relationship with a Black man, a prominent surgeon and civil rights activist, so she abandoned her at birth. Michelle was raised mostly by her father and paternal grandmother in Los Angeles, California. Her father was the first doctor to attend to Robert F. Kennedy’s wounds on the night of his assassination. She spoke about the wealthy white schools she was bussed to, and later in life, the newsrooms filled with white, largely male faces. Michelle and her husband, the former New Orleans mayor, have two children together.

While in Philadelphia, I attended a mobile tour of the sports stadiums and arenas. Philadelphia’s sports complex of three arenas hosts four professional sports teams within a couple blocks of each other. The Sports Complex Special Services District was established in 2002 and is funded by the three sports venues operators in an effort to address the needs of the residents living in close proximity to the complex. Each month, event calendars are mailed to the surrounding residents (approximately 9,000) informing them of the upcoming games and events, and warning them of high traffic days. We also learned of a new project being proposed by the 76’ers, to build a new complex in the East Market/Chinatown area. They are proposing to demolish a portion of the Fashion District Philadelphia Mall and a Greyhound bus station along with everything else within a two-block area downtown while not adding any additional parking. A parking study revealed that no additional parking would be needed, even though parking is so bad, that you are allowed to park in the median as well as on both sides of the roads.

Fun facts about Philadelphia: actor Kevin Bacon’s dad, Edmund Bacon, served as the Executive Director of the City Planning Commission from 1949-1970. For decades, a “gentlemen’s agreement” stated that the Philadelphia Art Commission would approve no building in the city which would rise above the brim of the hat on the bronze William Penn statue on top of City Hall tower. Developers would periodically meet with Bacon and propose a building taller than City Hall tower. They would question whether the height limit was legally mandated, to which Bacon would respond: “It’s only a gentleman’s agreement. The question is, are you a gentleman?”

The insight gained during this conference has led to a greater understanding of the work planners do. Seeing a freeway that divides a neighborhood; preventing part of it from accessing a once local grocery store. An abandoned ship yard that is now trying to be revitalized, offering tax breaks to those willing to develop there since it may be underwater in the future. And lastly, the importance of storytelling. Well designed storytelling offers planners tremendous potential by developing a more inclusive, equity-focused public-engagement and workshop process. Communities, municipalities, and planning departments can benefit from storytelling because it makes makes complex planning challenges easier to understand and can identify common hopes, and visions. Storytelling can be fun and memorable to the communities we serve.