

CENTERVILLE TOWNSHIP PLANNING COMMISSION

*Tim Johnson Chairperson, Lindy Kellogg, Vice-chair
Joe Mosher, Secretary; Mary Beeker, member, Dan Hubbell Board representative*

September 18, 2023; Special Meeting Minutes

Call to Order: Tim Johnson, Chair, called the meeting to order at 6:32PM.

Attendance: Tim Johnson, Joe Mosher, Dan Hubbell. Lindy Kellogg, Mary Beeker

- **Staff Present:** Recording Secretary Beth Yoder,
- **Approved absence:** Planner Chris Grobbel **Public attendance** 12 in person
- i. **Review Agenda**
- ii. **Public Comment Regarding the Agenda** None
- iii. **Revise/Approve Agenda** - Strike “housekeeping update” due to Grobbel’s absence; and move public comment up to after Northgate. MOTION: Hubbell moved to approve the revised agenda, seconded by Mosher, unanimously approved.
- iv. **Declaration of Conflict of Interest** -None
- v. **Revise/Approve August 7, 2023, Monthly Meeting Minutes** No corrections. MOTION: Hubbell moved to approve previous meeting minutes as written, seconded by Kellogg, unanimously approved.
- vi. **Report from Township Board Representative** - Hubble reported the Centerville Township Board of Trustees approved the mediation settlement agreement regarding the Northgate lawsuits, as reviewed at their September 13, 2023 Board meeting. Township Board Chair James Schwantes resigned his position effective on 10/10/23
- vii. **Report from ZBA Representative** - Jamie Damm was the previous ZBA representee on the PC. At this time no replacement has been assigned.
- viii. **Zoning Administrator’s Report** - No update due to Chris Grobbel’s absence. Mosher will be informing Tim Cypher to add New PC member Mary Beeker to his monthly email reports.
- ix. **Planning and Zoning Issues**
 - **Old Business**
 - **Northgate: Mediation settlement agreement**
 - Johnson reported the Northgate settlement includes the following conditions:
 - The settlement allows Northgate to add up to 150 new campsites in two phases. Phase 1 allows Northgate to add 98 new campsites to be active by 5/31/24. This would allow a full season to give accurate feedback on any significant impacts. If no significant issues result from Phase I, the additional 52 sites could be filled in 2025.
 - The settlement caps boats on both land and water at a max of 82.

- The settlement mandates a boat cleaning station.
- If the current site plan is approved, Northgate agrees not to submit any new site plans before 9/1/2028.
- If the current site plan is approved, Northgate agrees to dismiss both lawsuits with prejudice.
- **Timeframe-**
 - The Township Board approved the settlement agreement on 9/13/23.
 - On 9/14/23, Planner Chris Grobbel received the Site Plan Application.
 - On 9/15/23 Grobbel deemed the Site Plan Application Administratively Complete.
 - At this 9/18/23 PC special meeting the pre-application conference/process was completed.
 - On 10/2/23 at the regularly scheduled PC meeting, the Preliminary Site Plan Review will begin. At that time, the PC will also schedule a Public Hearing that will be held prior to the November PC monthly meeting.
 - Kellogg will contact Leland school performing arts center for space rental for the public hearing.
 - On 11/6/2023 there is a regular PC meeting at which the Final Site Plan Review will take place.

Public Comment-

- Questioned if the new 150 campsites are hooks up or just tent spots? Concerned about the Boat washing station, will not actually be used, can the country verify it will be used? Are the signs on the property clearly marked no visitors? Concerned about Phase 2 and if there will be a public hearing before phase 2, if phase 2 is not permitted to continue, can Northgate take the township back to court? A few additional concerns are traffic control and sewage control. PC Confirmed any Site plan must meet all health department regulations.
- Question from the Lake Leelanau association: can the PC approve the site plan with conditions? Johnson confirmed yes.
- Concerned that residents will be out of town for the season and not be able to attend the public hearing, Johnson informed that any written comments are acceptable as well and will go on public record.
- Questioned if the site plan must be approved or denied in November? PC replied, yes, in November the vote must be done at a regular meeting. Northgate will have to follow all health department and other regulatory requirements. Residents questioned if there were any occupancy restrictions? Per EGLE, 8 people is the limit per camp site. More info can be found on the EGLE website. PC is not legally allowed to approve a site plan that does not comply with all regulatory requirements.

- Northgate did apply for an EGLE permit for 117 boat slips for the marina; however, the site plan will not allow more than the 82 slips as stated in the settlement agreement.

Review Goals

- **Short Term Rental goal** - Mosher reported, the sub-committee, information was sent to 14 interested individuals regarding the expectations for sub-committee. The 2 main Objectives are:
 - 1. Produce (or obtain) an inventory of existing STRs within the township including any relevant, useful, and readily available property characteristics (e.g., year-round or seasonal rental, primary home or secondary unit on site, etc.) with the intention of providing a standard set of facts on the current status of STRs from which further discussion can be centered.
 - 2. Research other communities that have chosen to create administrative requirements or formal regulations of STRs to (1) understand what different types of actions others have taken and (2), learn from them what the impact and outcomes have been. There is a spectrum of options available to any township when it comes to STRs (e.g., do nothing, require licensing, implement regulations) and as with any decision, there are impacts both intended and unintended. Leveraging the experiences of others can only benefit and enrich the discussions occurring in Centerville.
- It is also important to make clear what are not objectives of the STR subcommittee. The group will not be asked to conduct any surveys or perform public outreach, will not be expected to produce recommended ordinances, and will not attempt to write any policy for Planning Commission consideration. In the event that this Planning Commission decides to pursue any formal ordinance changes related to STRs, we would follow the standard legal procedure for doing so including public hearings, review by the county planning commission, and ultimately a recommendation to our township board who are required to make the final decision as our elected officials.
- This is a self-governed group; however, Mosher would like to appoint a chair and project manager for the sub-committee. The PC can expect the feedback from the Sub-committee in March 2024. PC discussed and agreed to move forward. Welcome the STR Sub- committee members- Peggy O'Keefe-Cova, Jim Schaberg, Patrick Varley, Dody Blackstone, Doug & Pam Ditri, Tom Jurica, Rhonda Hoyer, Kerry Onon, Tom Aflen, Carol Stark, Peggy Zemanick, Jody Arens, Carmen van Nieuwkerk and Michelle Irwin.

- **Inventory special uses and sensitive land area's goal** – Kellogg would like to define the list a little more, does this mean ecologically sensitive or culturally sensitive which are equally important. The Conservancy may be able to help with gathering the maps for wetlands and conservation easements. Johnson offered to provide a list for already approved special use permits. Currently, all approved event venues are for Wineries, other than Crooked Creek Ranch which has a special use permit for events. Kellogg will find out what current data sets are being used by the conservancy.

Continue housekeeping updates to Zoning Ordinance – no update due to Chris Grobbel's absence.

Mosher suggested the PC consider adding a section in future agendas for members to share public comment received outside meetings? No action taken at this time.

Kellogg will be attending a 2-day PC training session in Harbor Springs and invited new PC member Mary Beeker to attend if interested.

- x. **Adjournment** MOTION: Johnson moves to adjourn at 8:32pm. Seconded by Hubbel. Unanimously approved.

Respectfully Submitted,

Beth Yoder