

DRAFT AGENDA

Bingham Township Planning Commission

Thursday, May 6, 2021 - 6:30 PM

Meeting By Remote Electronic Access in accordance with

State of Michigan Open Meetings Act

Zoom Electronic Remote Access Link:

<https://us02web.zoom.us/j/88647069313?pwd=NUVpd2ZJaVJ1ZjJoQjBaaTFaSEnuUT09>

Meeting ID: 886 4706 9313

Passcode: 029103

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

1. **Call to Order - Roll Call**
2. **Agenda Approval**
3. **Public Comment**
4. **Conflict of Interest**
5. **Items for Discussion / Consideration:**
 - A. Planning Commission 2020-21 Annual Report
 - B. Leelanau County Planning Commission Comments on Zoning Ordinance Amendment from March.
 - C. Comprehensive (Master) Plan Update – Committee Report – Proposal from Networks Northwest
 - D. Other Planning Commission Priorities – Direction to Staff
6. **Approval of Meeting Minutes:** March 4, 2021
7. **Communications and Reports**
 - a. Chairperson –
 - b. Zoning Administrator – Steve Patmore
 - c. Planning – Mathew Cooke / Rob Carson, Networks Northwest
 - d. Township Board – (minutes online at www.leelanau.cc)
 - e. Commissioners
8. **Items for Consideration on Next Meeting Agenda:** June 3, 2021
9. **Public Comment**
10. **Adjournment (8:30 unless extended by a motion)**

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

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

May 6, 2021

To: Bingham Township Planning Commission
Fr: Mathew Cooke, Community Planner
Re: Annual Report and Zoning Ordinance Amendment Update

As a reminder, I will not be in attendance for this meeting; however, Rob Carson will be attending in my place and will forward any comments or concerns to me.

2020 Annual Report

Attached is the drafted 2020 Bingham Township Planning Commission Annual Report to be submitted to the Township Board. This is a summary of the past years work (May 2020-April 2021) the Planning Commission has worked on and completed.

Please review and let me now if there are any changes, additions, or subtractions to be made.

Zoning Ordinance Amendment

The Planning Commission approved a Zoning Ordinance amendment at their March meeting which was sent on to the Leelanau County Planning Commission. After their amendment review which found no incompatibilities, the amendment was passed on to the Township Board for consideration, expected to occur in May.

One point that was brought up at the Leelanau County Planning Commission was in regards to a Farm Market being a Special Land Use. So far, I have not found anything that would preclude this but anticipate having contact with Ryan Coffey from MSU Extension and Mike Wozniak from MDARD on this. Should there be an issue, I will ask the Township Board to send the amendment back to the Planning Commission for further review.

Bingham Township Planning Commission Annual Report 2020

(May 2020 - April 2021)

This is the Bingham Township Planning Commission's Annual Report to the Township Board, presented each June outlining the Commission's work over the past year. In 2020, the Planning Commission continued their work in the confines of COVID-19 restrictions.

In addition to a pandemic, long-time Planner Kathy Egan retired at the end of 2020, after nearly 20 years of working with Bingham Township in some capacity. We are all grateful for her work to make the Township its best version. Nevertheless, the Planning Commission continued to move forward with improvements to the Zoning Ordinance and public hearings over 7 meetings.

Zoning Ordinance Updates

The Planning Commission gave approval of an update in March 2021 to their ordinance which included consolidating Mobile Home Standards language into one section, deleting Short Term Rental language but adding in reference to the Bingham Township Short Term Rental Ordinance, move Farm Markets to be a Special Land Use in the Rural Residential District, Tasting Rooms removed from an allowable use in Rural Residential District, the removal of a Michigan Department of Agriculture and Rural Development's Right to Farm chart that was not used or referenced in the ordinance, and deleting acreage requirements for livestock in the Agriculture and Rural Residential Districts.

Public Hearings

In September 2020, the Planning Commission held a Public Hearing to consider an amendment to Traverse Area Recreation Trail (TART)/Leelanau Trails Special Land Use Permit (SLUP) for the construction of an off-road parking lot. Members approved the amendment to construct a ten (10) space parking lot at the Shady Lane Road Trail Crossing.

After some delay due to the pandemic and continuation of the public hearing, the following month the Planning Commission approved an amendment to 2K Ciders Special Land Use Permit to conduct Special Events and Activities. Contingent upon 2K Ciders operating as a winery/cidery, the Planning Commission added conditions such as 150 maximum guests at an event, a maximum of 8 events a year with 50 or more guests, not allowing parking on M-22 or Woodland Drive, among other conditions.

In November of 2021, the Planning Commission held a public hearing to consider re-approval of "Building A" for Monstrey Self Storage. The Planning Commission had approved a SLUP in 2002

but the construction needed to be completed within 5 years of that approval. It was the decision of members to re-approve the construction of "Building A" with conditions such as not to exceed 10,000 square feet and shielding of outdoor lights.

At the turn of the New Year, the Planning Commission held a public hearing to consider an application request from Leelanau Storage Space, LLC for Commercial Storage Buildings and Contractor Building and Yard. Members approved the application with conditions for an excavating contractor office, storage building, and outdoor storage. They also approved, with conditions, Commercial Storage for Leelanau Storage Space, LLC.

Other Planning Commission Considerations

- The Bingham Township Comprehensive Plan has serviced the Township well over the past 20 years. The Planning Commission continues to work with the Township Board to start this project. Aside from updating demographic and socio-economic data, the Plan update will also look into topics such as Commercial, Housing, and Broadband Accessibility within the Township.
- In the Planning Commission's efforts to maintain a Zoning Ordinance that best reflects what the Township wants to achieve, they intend to look into duplexes.
- Another priority is to be proactive and look into Solar and Wind ordinances and design one that works for the Township.

Respectfully Submitted by the Members of the Bingham Township Planning Commission:

Chair	Mike Park
Vice Chair	Jeff Layman
Secretary	Cathy Jasinski
Members:	Charlie Dashner
Dennis Grant	
Marie Walker	
Mary Woods	

Planning & Zoning Staff:

Mathew Cooke	Planner, Networks Northwest
Steve Patmore	Zoning Administrator

4/20/2021

To: Bingham Township Board

From: Rob Carson, A.I.C.P., Regional Director of Community Development

Re: Bingham Township Master Plan Development Scope of Work and Cost Estimate

Cost Estimate: \$15,000

Executive Summary:

The development of the Bingham Township Master Plan will draw upon content from the existing Master Plan, will address relevant topics of today (i.e. renewable energy, rural development/tourism, broadband, short term rentals, home occupations and cottage industry, marijuana, community needs, among others), will include updated demographic information and seasonal population figures, updated maps, and provide live internal document links and links to readily available external data and resources. The final document will be a printable version that is able to be hosted online with live links.

Contractor Facilitation

Networks Northwest staff will act as a facilitator and plan developer. Staff will gather data and work with the Planning Commission to synthesize the information utilizing their guidance for plan direction and policy.

Communication

It is expected that staff will have a primary point of contact to the Planning Commission. Staff will attend Planning Commission meetings when it is necessary to disseminate information, perform analysis through the PC, review and receive public input and perform document review and adoption. It is expected that staff will attend 6 meetings over the course of the 12-14 month process.

Scope Outline & Process:

- Review Existing Master Plan Content:
 - Pull existing relevant language and content for utilization in the revised plan.
- Acquire Data:
 - GIS data (State & Federal fee free and County fee source) **Data acquisition costs are outside estimated cost. GIS data fees can be found on the attached Leelanau County Fee Schedule. Recommended files to obtain: roads, parcels, hillshade. Oftentimes Counties will provide data to the Township at a reduced rate.*
 - US Census Data
 - Regional Specific Data
- Develop Public Input Process and Administer:
 - Work with the Planning Commission to develop a survey to be administered. Discuss other forms of solicitation of stakeholders.

- Develop Draft Existing Conditions Maps:
 - Land use classification map (built from parcel assessment classification) **requires parcel gis data purchase*
 - Environmental Features (hydrology, wetlands, soils, high risk erosion, steep slopes) **steep slopes requires hillshade "DEM" purchase*
 - Transportation (roads, leelanau trail) **roads requires purchase*
 - Public Lands and Recreation Features (Identification of publicly owned land through parcel ownership. Township Park locations can be easily digitized with point features.)
 - Current Zoning: This will need to be digitized by staff from existing zoning map
- Develop Socio-Economic Profile:
 - Display data within a plan appendices, with a summary of statistics and major trends within the plan. Relies upon 2020 census.
- Develop Primary Plan Content:
 - Introduction
 - Methodology & Planning Enabling Act Required Content
 - Existing Conditions (utilize relevant available data from existing plan, augment with additional information and mapped data)
 - Develop Public Input Section (Survey responses and live input information if able)
 - Issues of Greater than Local Concern, Current Issue Content and Goals
- Develop Land Use Analysis Maps:
 - Analysis of Existing Land Use Map
 - Analysis of Existing Zoning Map
 - Parcel Size Analysis Map
 - Less than 1-2 acres
 - 2-4 acres
 - 5-10 acres
 - 10-19 acres
 - 20-39 acres
 - 40+ acres
- Future Land Use Plan:
 - Develop Future Land Use Map through dissemination of the plan data to the Planning Commission and having them guide the boundary development. Base boundaries along parcel lines, roadways or natural features whenever possible to ease administration.
- Zoning Guide
 - Develop very broad guidance to regulatory standards, uses and densities.

Deliverables:

- Complete Digital Plan with Live Links
- Complete Digital Plan prepared for printing
- Digital Plan Files
- GIS Shapefiles

For additional Information please refer to the Leelanau County Enhanced Access To Records Policy.

Map and Data Order

Individuals must submit their requests in writing to the Leelanau County Planning and Community Development office, on a request for provided by the Planning Office; or the Leelanau County Equalization Department, on a request form provided by the Equalization office. Individuals must indicate acceptance of the terms of Leelanau County’s Enhanced Access to Records Policy when submitting any requests for data, and pay appropriate fees. Projects will be prioritized by the Planning Director or Equalization Director. Fees for digital data will be collected by the County prior to the release of data.

Disclaimer

Every effort is made to offer the most current, accurate, detailed, and clearly expressed information possible. However, inadvertent errors may occur and information provided is not intended to replace any official source. Leelanau County makes no representation as to the accuracy, appropriateness, or any other aspect of the information provided.

Non-Disclosure

Information obtained through this policy shall not be transmitted, distributed, or sold to any third party without the express written consent of the Leelanau County Board of Commissioners.

Fee Schedule

The following fee schedule applies to all existing map data and digital data for Leelanau County. Special or custom projects will be subject to a service rate for labor of the lowest fully loaded rate for the qualified GIS personnel. (quarter hour increments)

Printed and Digital Documents

Black & white print-outs and copes are sold at a flat-rate of \$.50/page.
Color print-outs and copies are sold at a flat-rate of \$1.00/page.
Documents that are e-mailed or faxes will be sold at a rate of \$1.00 for the first sheet and \$.50 (for black and white) or \$1.00 (for color) for each additional sheet.
Blueprints, up to 24” X 36”, scanned and plotted are available for \$5.00 each (1-4 copies), \$4.00 each (5+ copies).
Scanned documents are subject to a service rate for labor of the lowest fully loaded rate for the qualified GIS personnel. (quarter hour increments)

Plotted Map Fees

Plot Size	Map	Aerial Image
11”x17”	\$10	\$17
18”x24”	\$15	\$25
24”x36”	\$25	\$37
36”x48”	\$35	\$55

Additional charges for digital storage media (DVD, CD, USB) or mailing costs apply.

Digital Geographic Data Fees

Parcels	Orthoimagery (2006, 2012, 2017)
20 cents per parcel	\$10 per tile (~ 1/4 Section)
\$2,500 for entire County	\$4,000 for entire County

1 ft Contours & Hillshade (2015)	Street Centerlines
\$10 per tile (~1/4 Section)	\$50 per Township
\$4,000 for entire County	\$550 for entire County

The following shapefiles (SHP) are available for the entire County at a cost of \$35 per shapefile;

- Approximate PLSS boundaries (Sections, Eighths, Government Lots)
- Approximate PLSS Quarter Corners
- Hydrography
- Political boundaries (school districts, Village & township boundaries)
- Oil & Gas Wells
- Watersheds
- Wetlands
- Critical Dune Area
- Historical Datasets
- *Additional shapefiles may be available upon request.

Property Assessment/Tax Data (Excel Spreadsheet)

County-Wide: \$50
 Contains: Owner Name, Property Address, Assessed Value, Taxable Value, etc.
 Can be delivered via CD, E-Mail or FTP.

Hard Copy Map Fees (Township Tax Maps)

Bingham	\$70
Centerville	\$49
Cleveland	\$64
Elmwood	\$110
Empire	\$71
Glen Arbor	\$94
Kasson	\$52
Leelanau	\$123
Leland	\$87
Solon	\$47
Suttons Bay	\$68

ALL TOWNSHIPS: \$837 for hard copies, or \$150 for digital PDF

Leelanau County Tax Maps are delivered in an Adobe PDF format and optimized for printing on 8.5" x 11" paper.
 Tax maps can be delivered via CD, E-Mail or FTP.

ZONING ADMINISTRATOR'S REPORT

APRIL 2021

BINGHAM TOWNSHIP

PREPARED BY STEVE PATMORE

For May 2021 Planning Commission and Township Board Meetings

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY BUILDINGS	COMMERCIAL AND B&B
April 2021	16	5	2	4	5
Year To Date 2021	23	8	3	7	5
YTD 2020	7	0	3	3	1
YTD 2019	10	3	5	1	1
YTD 2018	12	5	2	5	0
YTD 2017	11	4	3	3	1
YTD 2016	12	4	2	6	0
YTD 2015	13	6	5	1	1
YTD 2014	4	2	0	2	0

Busiest month for permits ever since I've been doing this.

Many questions on Land Use Permits, setbacks, zoning, permit process, etc.

Revisions to Land Use Permits

Land Divisions

- Approved Land Division on Otto Road and Boundary Line Transfer on Bay Ridge Lane.
- Preliminary reviews and questions on Land Divisions.

Zoning Board of Appeals:

- Application Received for dimensional variance on Bingham Road.

Short Term Rental Administration

- 53 Short Term Rental Permits issued so far for 2021
- 3 Applications pending review.
- Still getting several questions, inquiries, and request for interpretations every week.
- Will send out notices once the 24/7 Hotline number is established.

Other Work:

- Lots of questions and inquiries on properties.
- Worked with PC Committee on a work plan for the Comprehensive Plan Update – making good progress.
- Three Trees Vineyards Small Winemakers License – Future Tasting Room.
- Follow-up work on the Special Use Permits for the Bingham Road Commercial Storage Project and 2K Farms Winery Special Events.
- Research into how other communities are dealing with noise issues and sound measurement.
- County Planning Commission meeting on zoning ordinance amendment.
- Questions on Leelanau Cheese facility and possible sale.
- Inquiry on the former PDM Commercial Site on Bingham Road.

ZONING ADMINISTRATOR'S REPORT

MARCH 2021

BINGHAM TOWNSHIP

PREPARED BY STEVE PATMORE

For April 2021 Township Board Meeting

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY BUILDINGS	OTHER
March 2021	4	1	1	2	0
Year To Date 2021	7	3	1	3	0
YTD 2020	3	1	0	2	0
YTD 2019	7	1	4	0	1
YTD 2018	6	3	1	2	0
YTD 2017	5	3	0	2	0
YTD 2016	8	2	1	5	0
YTD 2015	9	6	1	1	1
YTD 2014	4	2	0	2	0

10 Land Use Permits issued so far in March 2021

Many questions on Land Use Permits, setbacks, zoning, permit process, etc.
Revisions to Land Use Permits

Land Divisions

- Several Discussions on Land Divisions & Boundary Line Transfers – preliminary reviews.
- Approved Land Division for one new parcel on Bingham Road

Zoning Board of Appeals:

- Application Received for dimensional variance on Bingham Road.

Short Term Rental Administration

- 53 Short Term Rental Permits issued so far for 2021
- 1 Application pending review.
- 1 property sold and forfeited their permit.
- Had a Kick-Off meeting with Host Compliance on the compliance monitoring program.
- We are requesting data files from the Assessor
- Still getting several questions, inquiries, and request for interpretations every week.
- Will send out notices once the 24/7 Hotline number is established.

Other Work:

- Lots of questions and inquiries on properties due to the active real estate market.
- Working with PC Committee on a work plan for the Comprehensive Plan Update – making good progress.
- Three Trees Vineyards Small Winemakers License.
- Follow-up work on the Special Use Permits for the Bingham Road Commercial Storage Project and 2K Farms Winery Special Events.
- Research into how other communities are dealing with noise issues and sound measurement.
- County Planning Commission meeting on zoning ordinance amendment.