

## Cleveland Township Planning Commission

Cleveland Township Hall, Leelanau County, Michigan

### Draft Regular Minutes, January 3, 2023

1. **Call to Order:** Chair Manikas called the regular meeting to order at 7:00 PM  
**Roll Call:** Chair Dean Manikas, Secretary Paul Stowe, Board Rep Todd Nowak, and Secretary Victoria Sutherland (Zoom – Non-voting). Members of the public who identified themselves: Bob DeKorne, Caleb Garone, Joe VanderMuelen.
2. **Consideration of the Agenda:** Accepted as presented.
3. **Public comment on Agenda:** None
4. **Pronouncement of any Conflict of Interest:** None
5. **Consideration of December 8, 2023 Regular Planning Commission Minutes:** Members reviewed the minutes. **MOTION BY STOWE AND SECOND BY NOWAK TO ACCEPT THE MINUTES AS PRESENT. Motion passed 3-0.**
6. **Report by Chair:**
  - a. Moving forward with Granicus. Believes there were 95 winter short-term rentals listed right now.
  - b. Spoke with Zoning Administrator Sheehan about a possible development, advised he wait for them to approach.
  - c. Another small business site plan possibly coming.
  - d. Bylaw amendment to vote on for appointing working groups. Recording Secretary Stevenson will turn the printed bylaws into a working word document for the Planning Commission to work from.
7. **Reports and Correspondence by Members:** None
8. **Report by Zoning Administrator:** End Of Year Report
  - a. 51 Land Use Permits for 2023 – 19 new homes, 1 carport, 5 additions, 7 pole barns, 2 driveways, 1 parking lot, 3 solar panels, 12 garages, 2 sunrooms, 1 boardwalk, 1 guest house, and moving of one historic barn.
  - b. Written complaint from property owner stating his neighbor is using his easement for commercial use, currently reviewing ordinance for applicable information.
  - c. Number one question this year for phone calls was short-term rentals. Second question would be “what can I do and what are the required setbacks?”
  - d. Started courses to become a State Certified Zoning Administrator. Course ends February 2024.

9. **New Business:**

a. **Elect Officers 2024, Approve 2024 Meeting Dates and Approve 2023 Annual Report:**

1. **Officers 2024: MOTION TO KEEP DEAN MANIKAS AS CHAIR, PAUL STOWE AS VICE CHAIR, AND VICTORIA SUTHERLAND AS SECRETARY BY STOWE AND SECOND BY MANIKAS. Motion passed 3-0.**
2. **Approve 2024 Meeting Dates:** Currently meetings are on the 1<sup>st</sup> Wednesday of the month at 7:00 PM.
  - i. January 2025 Meeting will be on second Wednesday, the first Wednesday falls on January 1, 2025 (New Year's Day)
  - ii. **MOTION TO ACCEPT THE MEETING SCHEDULE AS PROPOSED BY NOWAK AND SECOND BY STOWE. Motion passed 3-0.**
3. **Approve 2023 Annual Report:** No additions or corrections to the presented Annual report.
  - i. **MOTION TO ACCEPT THE 2023 ANNUAL REPORT AS PRESENTED BY STOWE AND SECOND BY NOWAK. Motion passed 3-0.**

10. **Develop plan for Agricultural District amendments – re: Park parameters and responsible forestry:**

- a. Bob Dekorne and Caleb Garone joined the discussion with Cleveland Township Planning Commissioners about developing an Agricultural District ordinance regarding park parameters and responsible forestry.
- b. Cleveland Township Planning Commissioners and members of the public engaged in in-depth discussion of the future ordinance and current parks and conservancy properties in the township.
- c. Discussed expanding the ordinance to include other districts since conservancies and parks could occur in any districts in the townships.
- d. A definition will be added for Parks and Conservation Natural Areas.
- e. Setbacks will be included, brought over from the Agricultural Tourism Ordinance and added to the limits section.
- f. The intent section of the ordinance was reworded.
- g. The ordinance will include sections for those items allowed and restricted.

11. **Open forum Public Comment:** None

12. **MOTION TO ADJOURN BY NOWAK AND SECOND BY STOWE. Motion passed 3-0.**

**Adjournment at 8:18 PM.**