

Little Traverse Township Planning Commission

Tuesday, January 7, 2025

FILE COPY

Minutes

Chairman Van Berlo called the meeting to order at 7:00 PM.

Roll Call: Present: Martie Van Berlo - Chip Radle - Joe Chattaway - Shirley Snyder & Tom Fairbairn

Absent: None

Also present: Bill Dohm, Ken Lane, & Travis Johnson.

Agenda: Chairman Van Berlo asked if there were any additions or deletions to the agenda. There were none offered. Upon a **motion** by Mr. Chattaway with support from Mr. Radle, the agenda was unanimously approved by voice vote. (*see attachment page 4.*)

Minutes: Upon review of the minutes of the regular meeting of October 1, 2024, a **motion** was offered by Mr. Chattaway to approve as presented. A second was offered by Mrs. Snyder. The motion was unanimously approved by voice vote.

Public Comment: Chairman Van Berlo then opened the meeting to public comment for items not specifically listed on the agenda.

None was offered.

Mr. Lane presented a tentative **meeting schedule** resolution for calendar year 2025. A motion from Mr. Fairbairn, and a second by Mrs. Snyder was approved by a unanimous voice vote. (*see attachment page 5*).

Mr. Lane then presented a draft 2024 Planning Commission **Annual Report**, (*see attached page 6*). Following review of the annual report, a motion was made by Mr. Radle, and a second by Mr. Chattaway, the annual report was approved by a unanimous voice vote.

Mr. Lane then went into further discussion on amendments to:

- a. Section 1304 7 1305, (CONDITINAL USE AND SPECIAL APPROVAL USE REVIEW STANDARDS AND CONDITIONAL USES AUTHORIZED BY SPECIAL PERMIT:

Mr. Lane stated that the next Zoning Ordinance Sections to review relate to Conditional and Special Use approvals. He added draft amendments to those Sections were included in the meeting

packet. Discussion focused on the requirements relating to manufactured homes and fencing on residential lots. Chairman Van Berlo asked Mr. Lane to bring sample ordinance language relating to fences to a subsequent meeting for Planning Commission review.

b. **CONDITINAL REZONING:**

Mr. Lane stated that the Michigan Zoning Enabling Act allows for conditional rezoning for certain parcels where a traditional rezoning might not make sense. He added that with a conditional rezoning, the applicant voluntarily offers conditions that will be tied to the rezoning request. He added that the Township Zoning Ordinance does not currently provide for conditional rezoning, so sample language was included in the meeting packet for the Planning Commission to consider.

After some discussion, the Planning Commission agreed that conditional rezoning might be a valuable tool to include in the Zoning Ordinance. Chair Van Berlo asked Mr. Lane to add the sample language to the next meeting agenda to give the Planning Commission time to more closely review it.

c. **Accessory Dwelling Units:**

Mr. Lane stated that the Planning Commission last viewed these amendments to the Zoning Ordinance in October 2024. He added that the draft amendments included in the meeting packet are updated from the October meeting.

After some discussion, the Planning Commission agreed by consensus that the language relating to accessory dwelling units was sufficient as drafted. Chair Van Berlo asked Mr. Lane to set a public hearing on the draft language at the next available meeting.

d. **Recreational Vehicle:**

Mr. Lane stated that the Planning Commission last viewed amendments to the Zoning Ordinance relating to recreational vehicles in October 2024. He added that the draft amendments included in the meeting packet are updated from the October meeting.

After some discussion, the Planning Commission agreed by consensus that the language was sufficient as drafted. Chair Van Berlo asked Mr. Lane to set a public hearing on the draft language at the next available meeting.

The Planning Commission reviewed the Zoning Ordinance language relating to storage containers and PODS. Chair Van Berlo asked Mr. Lane to provide a definition for a portable storage unit for the Planning Commission to review at a subsequent meeting.

There was discussion that we may want to review lighting and fencing standards at a future meeting.

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Open Discussion for issues not on the agenda:

- a. **Planning Consultant Lane:** B&R January 2025 Planning Report.

Mr. Lane mentioned that a letter had been received from West Traverse Township informing the Planning Commission that West Traverse was beginning its review of its Master Plan.

- b. **Planning Commission Members:** None

- c. **Township Board Members:** None

The next meeting is scheduled for , February 4, 2025 at 7:00 pm.

Adjourn: There being no further business to be brought before the commission, Chairman Van Berlo adjourned the meeting at 8:00 pm.

Respectfully Submitted,

William P.Dohm
Supervisor

Date Approved 2-11-25

Secretary Tom Fairbairn
Tom Fairbairn

LITTLE TRAVERSE TOWNSHIP
EMMET COUNTY, MICH.

Regular Meeting of the Township Planning Commission
Tuesday, January 7, 2025
7:00 P.M.

AGENDA

1. Call to Order.
2. Roll Call.
3. Approve the agenda.
4. Approve the Minutes of October 1, 2024.
5. Public Comment.
6. 2025 meeting schedule.
7. 2024 annual report.
8. Further discussion on amendments to:
 - a. Section 1304 7 1305, (CONDITINAL USE AND SPECIAL APPROVAL USE REVIEW STANDARDS AND CONDITIONAL USES AUTHORIZED BY SPECIAL PERMIT.
 - b. CONDITINAL REZONING.
 - c. Accessory Dwelling Units.
 - d. RECREATIONAL VEHICLE:
9. Open Discussion for issues not on the agenda.
 - a. Consultant: B&R January 2025 Planning Report.
 - b. Planning Commission Members.
 - d. Township Board Members.
10. Adjourn.

(Note -- If a Board member is not able to attend this meeting, please call the office, 526-0351.)
*Indicates additions to agenda from the Draft that was circulated.

Little Traverse Township Planning Commission

Little Traverse Township
Planning Commission
Resolution 01-2025

Resolution of Meeting Dates and Times for the Planning Commission, 2025

At a regular meeting of the Planning Commission for the Township of Little Traverse, Emmet County, Michigan, held in accordance with the Open Meetings Act, on January 7, 2025.

Resolved by the Planning Commission of Little Traverse Township, of Emmet County, State of Michigan, establishes the following Regular Meetings of the Little Traverse Township Planning Commission to be as follows: January 7, February 4, March 4, April 1, May 6, June 3, July 1, August 5, September 2, October 7, November 4, December 2, 2025, and January 6, 2026. Meetings will be held at Little Traverse Township Hall, 8288 S. Pleasantview Road, Harbor Springs, MI 49740, and commence at 7:00 P.M. and end no later than 10:00 P.M. This will be at the discretion of the Planning Commission with due and proper notice as required by law and subject to modification to accommodate elections if necessary.

Motion by Commissioner: Fairbairn, second by Commissioner Snyder,

YEAS: 5

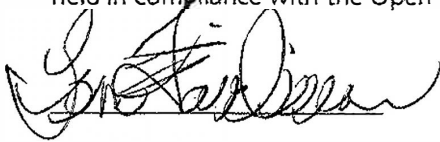
NAYS: 0

ABSTAIN: 0

ABSENT: 0

RESOLUTION ADOPTED

As the Secretary of the Little Traverse Township Planning Commission, I hereby certify the foregoing resolution was approved by a majority of the members of the Little Traverse Township Planning Commission by a roll call vote at a public meeting of the Planning Commission on January 7, 2025, held in compliance with the Open Meetings Act.



Tom Fairbairn, Secretary

2-4-25

Date

LITTLE TRAVERSE TOWNSHIP
PLANNING COMMISSION
8288 South Pleasantview Road
Harbor Springs, MI 49740
(231) 526-0351

PLANNING COMMISSION ANNUAL REPORT 2024 Approved
01.07.25

Introduction

The Michigan Planning Enabling Act, PA 33 of 2008, as amended, ("PA 33") requires that "... [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" (MCL 125.3819).

This report complies with the statutory requirement and creates a summary of Planning Commission activities in 2024.

Members

The Little Traverse Township Planning Commission consists of five (5) members in compliance with Section 15(2) of PA 33 which provides in relevant part: "*Planning Commissions shall consist of five (5), seven (7), or nine (9) members*" (MCL 125.3815).

The 2024 Planning Commissioners were:

Martie VanBerlo, Chairperson

Chip Radle, Vice Chairperson

Tom Fairbairn, Secretary

Shirley Snyder, Commissioner

Joe Chattaway, Township Board Representative

Meetings

The Planning Commission approved their 2024 meeting schedule, which generally consisted of one meeting each month on the 1st Tuesday of the month.

The Planning Commission held ten (10) meetings in 2024, meeting the requirement in Section 21 (1) of PA 33 which provides in relevant part: "*Planning Commissions shall hold not less than 4 regular meetings each year*" (MCL 125.3821). Each meeting held a quorum.

*Denotes a public hearing was held

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On October 1, 2024, after a public hearing, and based upon its deliberations, the Planning Commission approved the special use request, conditioned on screening added around the exterior material bays/bins, additions to the submitted site plan, and the recording of an affidavit of use. On November 12, 2024, Township Staff confirmed that the imposed conditions were satisfied.

- Affidavit of Use—1088 Quick Road. An affidavit of use was executed and recorded in conjunction with Special Use Permit approval.

Planning Commission Priorities and Work List for 2025

- Continue review of updates/amendments to the Township Zoning Ordinance to ensure compliance with amended State laws, to clarify and improve other provisions, and to achieve Master Plan goals and objectives.
- Continue drafting of Zoning Ordinance amendments relating to accessory dwelling units, storage containers, and repurposed shipping containers.
- Consider updates to Township Parks & Recreation Plan.
- Consider establishment of Condominium Residential, Commercial Recreation, Wequetonsing Overlay, and Public/Quasi Public zoning districts consistent with Master Plan future land use recommendations.

Recommended Actions By Township Board Related to Planning

- Establish annual joint meeting of Township Board, Planning Commission, and Zoning Board of Appeals.