

Little Traverse Township Planning Commission

Tuesday, August 5, 2025

Minutes

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

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

Absent: None

Also present: Bill Dohm, Ken Lane, Mark & Jaime Pierce (applicant), and 7 guests, (*see attached page 5*)

Agenda: Chairman Van Berlo asked if there were any additions or deletions to the agenda. Chairman Van Berlo noted an error in the address of the subject property in Case #B-04-2025. Upon a **motion** by Mr. Fairbairn with support from Mrs. Snyder, the agenda was unanimously approved, as corrected, by voice vote, (*attached page 6 & 7*).

Minutes: Upon review of the minutes of the regular meeting of June 3, 2025, a **motion** as offered by Mr. Chattaway to approve as presented. A second was offered by Mr. Radle. 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.

No comments were offered.

7:05 PM Agenda item #6:

Case #B-04-2025

Chairman Van Berlo opened the **Public Hearing** on Case #B-04-25, an application by Mark and Jaimie Pierce, for a CONDITIONAL USE AUTHORIZED BY SPECIAL PERMIT, for a home occupation/electrical contractor business at 7650 Blackwood Court, further described in tax parcel #24-08-16-08-425-106, on portions of the property located in the R-1 and FF-1 Zoning Districts. Provisions for consideration and review of this case are found in the Little Traverse Township Zoning Ordinance, Article VII, Section 700, PRINCIPAL USES PERMITTED, and Article XIII Sections 1304 and 1305(17), CONDITIONAL USE AND APPROVAL USE REVIEW STANDARDS.

He asked Consultant Ken Lane to present the case.

Mr. Lane advised that a required public hearing notice was published, posted and distributed as required, (*see attachment page 8*).

Consultant Lane advised that one letter from Mark and Jaime Pierce was received in conjunction with their application, which has been provided to Planning Commission members, and will be entered into the record.

Consultant Lane advised that an email with photographs and four letters in opposition to the application were received as listed below:

1. Amy O'Shea
2. Blackwood Association Board of Directors.
3. Matt & Stephanie Breckenfeld.
4. John G. Francis, Sr.
5. Stephan J. Scholl, Attorney representing Blackwood Condominium Association Board of Directors.

Consultant Lane advised that those letters have also been provided to Planning Commission members, and will be entered into the record.

He made it clear that the Township cannot enforce Plat Restrictions or Homeowner Association By-Laws. The only consideration before the Planning Commission has to be relative to provisions of the Township Zoning Ordinance.

Consultant Lane proceeded to go through his planning review of factfinding, line by line, dated 07.29.25, (*copy on file*).

Chairman Van Berlo asked applicants, Mike and Jaime Pierce if they had anything to add to the memo as presented. Mrs. Pierce commented on plans to improve the site, commented on concerns about traffic, noise and headlight concerns.

Chairman Van Berlo opened the public hearing at 7:22 PM and asked for comments

Amy O'Shea expressed concerns about peace and quiet, and property values.

Julie Wyatt expressed concerns about traffic, peace and noise.

James Croft expressed concerns about vans unloading, and his experience with traffic interfering with children navigating school bus transportation.

Ms. Pemberton said she didn't see any problem with the proposed use.

7:30 pm: Chairman Van Berlo closed the public hearing and discussion followed.

Little Traverse Township Planning Commission

Consultant Lane explained that it was tough for him to determine that zoning standards had been met sufficient to approve the application.

Chairman Van Berlo went through his research on various relative State codes, statutes and definitions relative to this case, and he was not comfortable that the application met sufficient standards to approve the application. Based on his research, Chairman Van Berlo could not interpret the Zoning Ordinance to allow a home occupation on a property without a primary residence.

A consensus of the Planning Commission agreed that approval of a home occupation for a property without a primary residence does not comply with the Zoning Ordinance.

Discussion followed regarding resubmitting the application with changes relative to better meeting Township Zoning criteria.

Following discussion by the Planning Commission, a motion by Chairman Van Berlo, with support from Commissioner Chattaway, the following motion was offered:

I move to deny Case #B-04-2025, an application by Mark and Jaimie Pierce, for a special use approval to establish a home occupation/electrical contracting business at 7650 Blackwood Court in Little Traverse Township, tax parcel 24-08-16-08-425-106, as shown in the submitted application materials dated June 18, 2025, because the applicable standards of the Little Traverse Township Zoning Ordinance have not been met.

A roll call vote was conducted with 6-Yes, 0-No

Chairman Van Berlo declared the motion passed.

Ordinance Review: For discussion—Zoning Ordinance amendment:

- a. Section 1302, PARKING REQUIREMENTS.
- b. Section 1303, OFF-STREET LOADING AND UNLOADING.
- c. Section 1306, SANITARY PROVISIONS-SEWERAGE AND WATER FACILITIES.
- d. Section 1307, PLANT MATERIALS IN GREENBELTS.

Zoning Administrator Lane presented the draft amendments.

Following discussion, the Planning Commission asked for modifications to the draft amendments. Lane took notes and said he would bring this back for further consideration at a subsequent available meeting.

Open Discussion for issues not on the agenda:

- a. **Planning Consultant Lane:** B&R August 2025 Planning Report & information relative to site plans being worked on for the Manna project.
- b. **Planning Commission Members:** None
- c. **Township Board Members:** Supervisor Dohm advised that staff is working with Little Traverse Bay Humane Society on a site plan for expansion in Conway Center Park.

The next meeting is scheduled for, September 2, 2025 at 7:00 pm.

Adjourn: There being no further business to be brought before the commission, Chairman Van Berlo adjourned the meeting at 7:55 pm.

Respectfully Submitted,

William P.Dohm
Supervisor

Date Approved 8-16-25

Secretary 
Tom Fairbairn

LITTLE TRAVERSE TOWNSHIP

EMMET COUNTY, MICH.

Regular Meeting of the Township Planning Commission
Tuesday, August 5, 2025
7:00 P.M.

AGENDA

1. Call to Order.
2. Roll Call.
3. Approve the agenda.
4. Approve the Minutes of June 3, 2025.
5. Public Comment. (*see by-laws on reverse side of agenda*)
6. **Case #B-04-2025**
Conduct a public hearing and review an application by Mark and Jaimie Pierce for a Home Occupation /Special use permit to operate a electrical business at ~~9750~~ **corrected to 7650** Blackwood Court, Harbor Springs, Michigan, being property # 24-08-16-08-425-106. Review falls under Section 1304, Conditional Use and Approval Use Review Standards, and Section 1305 ¶ (17) Home Occupations.
7. **Ordinance Review:**
For discussion—Zoning Ordinance amendment;
 - a. Section 1302, PARKING REQUIREMENTS.
 - b. Section 1303, OFF-STREET LOADING AND UNLOADING.
 - c. Section 1306, SANITARY PROVISIONS-SEWERAGE AND WATER FACILITIES.
 - d. Section 1307, PLANT MATERIALS IN GREENBELTS.
8. **Open Discussion for issues not on the agenda.**
 - a. Consultant: **B&R August Planners Report.**
 - b. **Planning Commission Members.**
 - c. **Township Board Members.**
9. 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

LTT Planning Commission 10/11/10 By-laws
Amended 07/06/2015 & 04/05/2022

9. Open Discussion for Issues Not on the Agenda
 - a. Correspondence Received
 - b. Planning Commission Members
 - c. Zoning Board of Appeals Representative
 - d. Members of the Audience

10. Adjournment

G. Public Hearings & PUBLIC COMMENT section—All public hearings & a public comment section held by the Planning Commission must be held as part of a regular or special meeting of the Planning Commission. The following rules of procedure shall apply to public hearings & public comment sections held by the Planning Commission:

1. Chairperson opens the public hearing, or public comment section, and announces the subject.
2. Chairperson summarizes the procedures/rules to be followed during the hearing or public comment section.
3. Township planner presents a summary of the application.
4. Applicant, or recognized person, can present the main points of the application, or subject matter.
5. Persons speaking in support of the application are recognized.
6. Persons speaking in opposition to the application are recognized.
7. Chairperson closes the public hearing or public comment section.
8. The Planning Commission begins deliberations and arrives at or tables a decision.

***Note:** To ensure everyone has the opportunity to speak, the chairperson may elect to limit the time permitted for each person to speak, except that the applicant, or recognized person may be permitted additional time as the chairperson allows. The chairperson may also elect to allow persons to speak only once, until all persons have had the opportunity to speak, at which time the chairperson, in his/her discretion, may permit additional comments.*

All comments by the public, staff and the Planning Commission shall be directed to the chairperson. All comments shall be related to the land use request, or other subject matter; unrelated comments shall be ruled out of order.

A written notice containing the decision of the Planning Commission will be sent to petitioners and originators of the request.

LITTLE TRAVERSE TOWNSHIP

Emmet County
8288 S. Pleasantview road
Harbor Springs, Michigan 49740

LEGAL

LITTLE TRAVERSE TOWNSHIP Emmet County, Michigan

Notice is hereby given that the Township Planning Commission will hold a Public Hearing on Tuesday, August 5, 2025, at 7:00 P.M. at the Township Hall, 8288 S. Pleasantview Road, Harbor Springs, Michigan 49740, to consider the following:

Case #B-04-2025

Conduct a public hearing on an application by Mark and Jaimie Pierce, for a CONDITIONAL USE AUTHORIZED BY SPECIAL PERMIT, for a home occupation/electrical contractor business at 7650 Blackwood Court, further described in tax parcel #24-08-16-08-425-106, on portions of the property located in the R-1 and FF-1 Zoning Districts. Provisions for consideration and review of this case are found in the Little Traverse Township Zoning Ordinance, Article VII, Section 700, PRINCIPAL USES PERMITTED, and Article XIII Sections 1304 and 1305(17), CONDITIONAL USE AND APPROVAL USE REVIEW STANDARDS.

Further information regarding this notice is available by contacting the Township Hall at 231-526-0351.

s/ Martie Van Berlo
Chairman