

**DRAFT AGENDA**  
**Bingham Township Planning Commission**  
**REGULAR MEETING**

Thursday, January 2, 2025  
6:30 PM

Bingham Township Hall, 7171 S. Center Highway, Traverse City, MI 49684

1. **Call to Order - Roll Call**
2. **Agenda Approval**
3. **Conflict of Interest**
4. **Public Comment**
5. **Items for Discussion / Consideration**
  - A. Master Plan Update
  - B. Meeting Schedule for 2025
  - C. Election of Officers for 2025
6. **Approval of Prior Meeting Minutes**
  - November 7, 2024
  - October 3, 2024
7. **Communications and Reports**
  - a. Chairperson – Michael Park
  - b. Zoning Administrator – Steve Patmore
  - c. Township Board – Jeff Layman
  - d. Commissioners Comments
6. **Next Scheduled Meeting:** February 6, 2025
7. **Public Comment**
8. **Adjournment** (8:30 unless extended by a motion)

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

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

## **Bingham Township Planning Commission 2025 Schedule of Regular Meetings**

The regular meetings of the Bingham Township Planning Commission are normally be held at the Bingham Township Hall, 7171 S. Center Highway, Traverse City, MI 49684 on the first Thursday of each month at 6:30 p.m. as shown below, unless rescheduled.

Re-scheduled, postponed, special meetings, Public Notices, meeting agendas and packets will be posted on the Bingham Township Website:

<https://www.leelanau.cc/binghamtwp.asp>

*For the safety of Planning Commission members, staff, and the general public, meetings may be postponed due to weather advisories and/or hazardous travel conditions. Postponed meetings will usually be posted on the township website and the meeting location by 3:00 p.m. on the day of the meeting. Any Public Hearings postponed by weather will be resumed at the next regular meeting unless a special meeting is scheduled.*

<u>Day</u>	<u>Meeting Date</u>	<u>Time</u>
Thursday	January 2, 2025	6:30 PM
Thursday	February 6, 2025	6:30 PM
Thursday	March 6, 2025	6:30 PM
Thursday	April 3, 2025	6:30 PM
Thursday	May 1, 2025	6:30 PM
Thursday	June 5, 2025	6:30 PM
<i>No meeting scheduled for July 2025 at this time</i>		
Thursday	August 7, 2025	6:30 PM
Thursday	September 4, 2025	6:30 PM
Thursday	October 2, 2025	6:30 PM
Thursday	November 6, 2025	6:30 PM
Thursday	December 4, 2025	6:30 PM

General items for distribution to the Planning Commission must be submitted at least 10 days prior to the meeting. Refer to the Bingham Township Zoning Ordinance for submittal requirements on Site Plan Review, Special Use Permits, and Zoning Amendments. Items for distribution to the Commission should be submitted to:

Suttons Bay/Bingham Office of Planning & Zoning  
95 W. Fourth Street  
PO Box 457  
Suttons Bay, MI 49682  
(231) 271-2722 Ext 3  
zoningadmin@suttonsbaytwp.com

**Schedule Approved by Resolution of the Bingham Township Planning Commission on \_\_\_\_\_, 2025**

Submitted:  
Approved:

**BINGHAM TOWNSHIP PLANNING COMMISSION  
MINUTES**

Thursday, October 3, 2024, 6:30 p.m.

Bingham Township Hall, 7171 S. Center Highway, Traverse City, MI 49684

1. CALL TO ORDER – ROLL CALL

Mike Park – Chairman	Present
Jeff Layman – Vice Chair, Board Rep.	Present
Cathy Jasinski – Secretary	Present
Mary Woods	Present
Dennis Grant	Present
Jim Pawlowicz	Present
Mike Brown	Present

In Attendance – Steve Patmore, 4 in person

2. AGENDA APPROVAL

Agenda was approved by consensus.

3. CONFLICT OF INTEREST - None

4. PUBLIC COMMENT - None

5. ITEMS FOR DISCUSSION/CONSIDERATION

A. Master Plan Update

- Schedule/Status

Patmore has received the master plan document and the program (In Design) needed to make edits. It was decided to name the document “Bingham Township Master Plan.” Network will still keep their name in the document and they will help with the implementation. The Commission will review the document one more time and then it will go to Public Hearing. The Commission may still made edits after the hearing. Then it will go to the Board for approval. We will need someone to help with editing the maps. Perhaps we could get someone from the County. Patmore will attempt to do the initial editing. He anticipates that we could have a public hearing in the spring.

6. APPROVAL OF PRIOR MEETING MINUTES

September 3, 2024

**Woods/moved, Brown/supported to approve the minutes of September 3, 2024 as presented. Motion carried.**

June 6, 2024, Work Session

**Layman/moved, Woods/supported to approve the minutes of June 6, 2024, Work Session, as presented. Motion carried.**

7. COMMUNICATIONS AND REPORTS

a. Chairperson - Michael Park

No report.

b. Zoning Administrator - Steve Patmore

The August report was submitted. The September report was discussed. Patmore has been working with the new assessor. There are 86 STR's registered, which is the limit. Renewal time is in October.

The lawsuit involving the Au She Gun property has stopped for right now. The participants will be going to the ZBA with their concerns, which was suggested to them previously.

A permit application has come in for another building at a storage facility.

c. Township Board – Jeff Layman

Mike Brown was approved to serve on the Planning Commission. He gave a short bio and his involvement with Bingham Township. Welcome, Mike! Your service is appreciated.

d. Commissioners Comments - None

8. NEXT SCHEDULED MEETING – November 7, 2024

9. PUBLIC COMMENT – None

OTHER DISCUSSION

Layman asked about the Zoning Ordinance. After the Master Plan is completed, the Zoning Ordinance should be reviewed. It is anticipated that land use issues will come up concerning agricultural districts. It has been noted that people and corporations are buying up farm land.

10. ADJOURNMENT (8:30 p.m. unless extended by motion)

11.

The meeting was adjourned at 6:56 p.m.

Respectfully submitted,  
Cindy Kacin

Submitted: 11-11-24

Approved:

**BINGHAM TOWNSHIP PLANNING COMMISSION  
MINUTES**

Thursday, November 7, 2024, 6:30 p.m.

Bingham Township Hall, 7171 S. Center Highway, Traverse City, MI 49684

1. CALL TO ORDER – ROLL CALL

Mike Park – Chairman	Present
Jeff Layman – Vice Chair, Board Rep.	Present
Cathy Jasinski – Secretary	Absent
Mary Woods	Present
Dennis Grant	Present
Jim Pawlowicz	Present
Mike Brown	Present

In Attendance – Steve Patmore

2. AGENDA APPROVAL

**Woods/moved, Brown/supported to approve the agenda as presented. Motion carried. 6,0**

3. CONFLICT OF INTEREST - None

4. PUBLIC COMMENT - None

5. ITEMS FOR DISCUSSION/CONSIDERATION

A. Master Plan Update – Steve Patmore reported.

Chapter 1 was left as it was because it was only one page.

Patmore edited Chapter 2 and it was distributed to the Board members. He had some trouble with placement of the maps and charts. We'll need someone more knowledgeable with the program to help with that. A lot of the housing information was taken out. There is a section on business and industry. Home businesses will be touched on. Tourism information will be expanded. Transportation was cut way back. However, we should mention BATA. Infrastructure and community recreation was cut back. Much was taken out about natural resources, but wetlands were acknowledged. There is a little about surface water flood plains. Any comments should be directed to Patmore. There was discussion about whether the text should

be one column or two columns. We need the source and year for the median household income. This section will be on the website.

6. APPROVAL OF PRIOR MEETING MINUTES

October 3, 2024

It was decided to hold off approval of these minutes until the December meeting.

7. COMMUNICATIONS AND REPORTS

a. Chairperson - Michael Park, no report

b. Zoning Administrator - Patmore reported that a land use permit will be coming in. Things are going well with the new assessor, Barbar Jones. She is in the office two Fridays a month. The Township has a new phone system which should make communication better. STR registrations are at max and there are 2 on the waiting list. Nothing has come to the ZBA about the lawsuit on the Au She Gun property. Calls keep coming in about the wineries. There is a question about STR's being built on vineyard property and agri-tourism. We should look at what other Townships are doing.

c. Township Board – Jeff Layman

It is hoped that the renovation will be done by our next meeting. Camera security has been installed for the ballot box. There was discussion about who owns the roads. Some residents own to the center of the road.

d. Commissioners Comments – None

8. NEXT SCHEDULED MEETING – December 5, 2024

Election of officers and next year's meeting dates will be on the agenda.

9. PUBLIC COMMENT - None

10. ADJOURNMENT (8:30 p.m. unless extended by motion)

The meeting was adjourned at 7:09 p.m.

Respectfully submitted,  
Cindy Kacin