

**CENTERVILLE TOWNSHIP  
PLANNING COMMISSION**

*Lindy Kellogg, Chairperson; Rolf von Walthausen, Vice Chair;*

*Joe Mosher, Board Representative;*

*Mary Beeker, Secretary; Noel Bielaczyc, member;*

*Chris Grobbel, Planner*

Centerville Township Hall

September 17, 2024, Special Meeting, *Approved Minutes (Approved 10-07-2024)*

**Call to Order:** Lindy Kellogg, Chair, called the meeting to order at 6:31 p.m.

**Attendance:** Lindy Kellogg, Joe Mosher, Mary Beeker, Noel Bielaczyc, Rolf von Walthausen

- **Staff Present:** Township Planner, Chris Grobbel
- **Public attendance:** 6 in person

I. REVIEW AGENDA

Agenda reviewed by Chair Kellogg.

II. PUBLIC COMMENT REGARDING THE AGENDA - None

III. REVISE/APPROVE AGENDA

**ACTION:** Beeker moved to approve the agenda as presented; supported by von Walthausen. Motion carried. 5,0

IV. DECLARATION OF CONFLICT OF INTEREST - None

V. PUBLIC COMMENT (please keep comments to 3 minutes or less)

Don Baty – He wanted to make sure the ZO reflects the proper definition of “marinas” as he had submitted previously.

Steve Hamilton – He questioned where the latest version with changes is located. Board response: Version 15 is in the mark-up form and the clean form on the website as well as the copy with Chris Bzdok’s edits.

Bill Walters – He asked if the Kilway application has gone through Planning and Zoning? Board response: A use variance and dimensional variance were both approved and the next step is a special use permit.

Walters suggested the Planning Commission consider decentralization of commerce instead of centralizing commerce.

Michele Uhaze – She noted that on page 71 there is a reference to “30 or more people” and questioned if that was appropriate. Board response: it will be discussed later in the meeting.

## VI. PLANNING AND ZONING ISSUES

- Chairperson Report of Leelanau County PC August Meeting: ZO comments.  
Kellogg attended the Leelanau County Planning Commission meeting where they reviewed the revised Centerville Zoning Ordinance. Kellogg reviewed their comments. Some members felt the ordinance was heavy-handed and overreaching, but overall their comments were favorable. Some suggestions were offered. The county has not offered a written report other than the minutes of the meeting. They did vote to approve the ZO with their (the County’s) edits. The County’s edits are advisory.  
The Commission decided to use the minutes and Kellogg’s notes to review and respond to the edits.
  - The County commented about ag-related enterprises and lake frontage, and bathrooms at campsites.  
*Noted, no changes.*
  - Building safety does not belong in the ZO.  
*Comment is not specific, noted, no changes*
  - Remove verbiage “this means”. Noise definition is vague.  
*Verbiage is not problematic. Noise definition is subjective. When sound gets to the point of being noise; it is addressed in site plan review. Subject is flagged, but no changes.*
  - In section 9.1.b, a statement that includes “any other special uses by the Township”.  
*It was agreed that it was not a good idea to add a catch-all phrase, no changes.*
  - In section 13.1.b.10: architectural drawing as well as a hand drawing allowed?  
*A site plan is where you need an actual architectural drawing. A hand drawing is not permissible. Reference to drawing will be defined as architectural.*
  - Extend the construction window from 1 to 2 years because of the market place.  
*We always have the option to extend the construction time if progress is shown. Noted, no changes.*
  - On page 68, “less” is crossed out. On page 90, “motorized” is crossed out. Note on page 122 and 125 to “insert data”.

*Could not locate concern on pages 68 and 90. The “insert data” note referred to dates that we haven’t come to yet. No changes.*

- Small campground owner must reside on the property. An owner could have several parcels.

*This reference is on page 68, section 3.2.1.1.10. The Commission agreed that this warrants discussion. There was extensive discussion about using the word “onsite” and what should be required as a manager available. The Commission agreed that they would provide future planning commissioners with strong, clear language that during site plan reviews, they should make sure farmers provide a 24-hour contact which neighbors can call in case of problems and have an in-person response within a give timeframe (perhaps one hour).*

The Commission went through the document page by page to correct typos, spellings, and other errors.

Mosher will contact Chris Bzdok with this revised version, version 16.

- Continued review/updating of Zoning Ordinance:

Version 15 of the Centerville Township ZO amendments. This version includes:

- a. Public Comment record review
- b. Comments from 6/3/24 meeting/discuss to include

The Commission reviewed the written comment sent in by Derenda LeFevre. From that, there was discussion about the reference to “guest house”. The statement in question is “the guest house shall not be used for a rental income producing structure.” The statement was struck in definitions but not in the text. The Township does not have a short-term rental ordinance at this time.

Ag-related enterprises under events 3.2.1.3, page 71 in the legal copy. – Michelle Uhaze took issue with parts of this section, particularly suggesting the elimination of #2 and #5.

Small events with under 30 people should not be restricted in the number of events. *It was struck and will be under permitted by right.*

In section 13.1, Procedures for Site Plan Review, Uhaze suggested adding #h, “a reduction in ADA requirements”.

*The Commission agreed to this change.*

Groebel will produce version 16 and it will be distributed to the Board. This will be the final version. The Board will consider the revised ZO on October 9. If there are significant changes to be made, there will still be time to schedule a special meeting before the moratorium ends on October 31.

There was discussion if we should send them a mark-up copy and a clean copy. It was decided to send both. .

Mosher will be at the meeting as part of the Board. Bielaczyc will also attend the meeting.

**ACTION:** Beeker moved to forward and recommend the updated version 16 of the Zoning Ordinance to the Township Board for review; supported by von Walthausen. Motion carried. 5,0

Groebel encouraged the PC to update the Master Plan as a future project.

There are things that need to be in the Master Plan:

- Get demographic maps
- Updated land use map
- Future land use map
- Create a vision for districts
- Zoning map
- List of goals for the next 20 years, objectives and tasks

- Planner Update

- a. Northgate/Leelanau Pines

- There is a federal lawsuit that Centerville has been named in.

- b. Eitzen Property/Williams and Bay

- There will be a conversation tomorrow with the Township attorney and Williams and Bay. Our ordinance does apply.

- c. Irwin Property

- ZBA approved a dimensional and use plan. A special use plan will be coming.

- d. Amoritas

- There will be an application after the moratorium. They will have to comply with the new ordinance. The application will go to Groebel. When it is complete, it will be put on the agenda at the next regular meeting.

c. PUBLIC COMMENT

Don Baty – He was not clear what version will be posted. *Board response: Version 16, the mark-up and the clean version will be posted.*

Bill Walters- His comment was in regard to ag-related campsites. He doesn't believe that campsites would be a viable alternative for farmers because of the possibility of fires. He is also concerned about septic sewage disposed on farmland. He is in favor of testing farmland.

Steve Hamilton – He commented on having a campsite manager reside in the local area and be able to respond to a complaint within an hour at any time of day.

Michele Uhaze – She noted that in the hotel business someone has to always be available for complaints and problems.

Steve Hamilton – He had an edit to the Table of Contents. *Board response: The program does not allow any changes to the Table of Contents.* He also made a comment about bio-fuels.

Bill Walters – He reiterated that hayrides, etc. are permitted by right.

d. ADJOURMENT

The meeting was adjourned at 8:34 p.m.

Respectfully submitted,

Cindy Kacin

**Additional written public comment to the 9-17-24 Special Meeting of the Centerville Planning Commission.**

From Derenda LeFevre:

Thank you all for your work on the ZO updates! I have just a few additional comments.

Section 3.16 Guest House

I recommend removing the last sentence "A guest house will not be used as a rental income producing structure".

The Interagency Coordinating Committee On Healthy Aging and Age-Friendly Communities recommends zoning for the expansion of accessory dwelling units.

This will allow for residents to age in place or residents with disabilities to provide housing for caregivers to reside on the property. This is also reflected in the comments submitted at the last meeting and I agree with that comment that the PC should reconsider this restriction on Guest Houses.

Section 3.21.3.B (Agriculture-Related Enterprises) Events

First, I believe that small group farm visits should be allowed by right.

If you truly want to empower farmers to stay in the township, there needs to be more flexibility in bringing people to their farms for demonstrations, tours, workshops, etc. Setting a limit on attendees should be the deciding factor as to whether the use requires advanced notification or is allowed by right. I am in support of maintaining items 1, 3, and 4 and eliminating 2 & 5 in this section, as well as moving this section to 3.21.2.A ("Permitted by right agriculture-related enterprise uses...").

Section 13.1 Procedures for Site Plan Review

L.1 Amendments to Approved Site Plans

Similar to "f" which restricts reduction in pavement widths, please consider adding the statement "h. A reduction in ADA requirements."

Often when changes are made to site plans ADA is overlooked. Including this statement will keep the ADA requirements in the conversation when amendments need to be made.

I am hoping to make it home in time to attend the meeting tonight!

Thank you again for your work and for keeping ADA in the conversation.

Derenda LeFevre, 2197 S. Popp Road, Lake Leelanau, MI