

**A REGULAR MEETING OF THE LEELANAU COUNTY PLANNING COMMISSION WAS HELD ON TUESDAY, JUNE 25, 2024, AT THE LEELANAU COUNTY GOVERNMENT CENTER.**

**Proceedings of the meeting were recorded and are not the official record of the meeting. The formally approved written copy of the minutes will be the official record of the meeting.**

**CALL TO ORDER**

Meeting was called to order at 5:30 p.m. by Chairman Yoder who led the Pledge of Allegiance. The Meeting was held at the Leelanau County Government Center, 8527 E. Government Center Dr., Suttons Bay, MI.

**ROLL CALL**

**Members Present:** S. Yoder, T. Nixon, R. Miller, B. Fenlon, F. Criqui, R. Brush, M. Black, C. Brown, T. MacDonald, M. Lautner (5:32pm)

**Members Absent:** C. Noonan  
(prior notice)

**Staff Present:** G. Myer, Planning Director, J. Herman, Senior Planner

**Public Present:** None

**CONSIDERATION OF AGENDA**

*Motion by Nixon, seconded by Fenlon, to approve the agenda as presented. Motion carried 9-0.*

**CONFLICT OF INTEREST**

Yoder stated that he had to recuse himself from “New Business” “Item #1” because he voted on that item at the township. All members were in agreement with Yoder.

**PUBLIC COMMENT** – None.

(Lautner present)

**STAFF COMMENTS**

Myer said the first Scrap Tire and Mattress collection of this year was held on Friday at Glen Lake School and that 871 tires and 67 mattresses were collected. There was also a Household Hazardous Waste collection on Saturday at Glen Lake School with only 211 participants likely because of the rain.

**CONSIDERATION OF MAY 28, 2024 MEETING MINUTES**

*Motion by Brush, seconded by Brown, to approve the minutes as presented. Motion carried 10-0.*

## OLD BUSINESS

### PC10-2024-09-Leland Township Master Plan Review

Yoder said Planning Staff sent an email stating that the previous Master Plan that was received for last month's meeting was an older version and an updated version is presented for review. Criqui felt that the Master Plan was still incomplete. Nixon agreed, and said that none of his prior suggestions were incorporated. He would prefer an internal side yard set-back bigger than 8ft. and hopes they consider a larger yard set-back of 10 ft. Nixon expressed disappointment that Leland Township did not prepare the Master Plan well initially and the follow up was not as legitimate as it should have been. MacDonald said in regard to Chapter 6: Significant Land Use Issues, they made an effort of discussion of character. He suggested they spell it out better to define character. Yoder also felt it was an incomplete document.

Myer read an email from Township Zoning Administrator, Tim Cypher, where Cypher apologized for getting the Master Plan distribution done in a hurry and that Planning Staff accidentally received the older version. She continued, saying that Cypher stated the newest draft version was attached and the information in the last chapter was still incomplete as they did not have all of the dates established, but several of the comments received by the LCPC were addressed.

***Motion by Criqui, seconded by Fenlon, to recommend Leland Township make revisions for clarification, update the missing data, and send a complete Draft Master Plan to the County for review. Motion carried 10-0.***

### 2025-2030 CIP Draft

Myer explained the revisions and said she added a sentence under "DEFINITIONS: Capitol Improvement Program" that items over 6-years old must be revised and resubmitted by department heads if still relevant. All members agreed to the verbiage addition. Myer continued, explaining that the previous County Administrator insisted on having potential projects listed even though they were not CIP items and she asked LCPC members if they wanted them removed from page 22. Discussion ensued and Myer will look into the Allocation to Habitat for Humanity Housing Projects completion status and the chart can stay. Brown pointed out it would need to be removed from the 'Priority Level, Projected Capitol Costs, and Funding Year' chart on page 20 as well if completed.

Myer continued, saying she removed CIP Projects 2020-08 HVAC System Phase I and 2020-09 HVAC System Phase II because she was told that the County is not moving forward with those projects and instead, they will replace heat pumps as needed. The new 2025 submittals begin on page 23 which have been ranked and the reports have been updated.

***Motion by MacDonald, seconded by Criqui, to approve the Draft 2025-2030 CIP with corrections. Motion carried 10-0.***

### LCPC 2023 Annual Report

Myer said she looked into the history as requested and Lautner was correct on the 2011 Resolution. The current Planning Commission at the time created a new Planning Commission with 11 different categories. Myer asked if members had any training hours they completed in 2023 and to notify staff for updates. She lastly said that she included a page dedicated to former Planning Director, Trudy Galla, on her nomination by The Women & Planning Division of the American Planning Association for Fellowship of the American Institute of Certified Planners. Nixon pointed out an additional spacing typo and some members gave training hours.

***Motion by Nixon, seconded by Lautner, to approve the LCPC 2023 Annual Report with corrections. Motion carried 10-0.***

## **NEW BUSINESS**

### PC11-2024-10 – Solon Township- Text Amendment- PUD Density

Myer reviewed the staff report, saying that the request was received on June 13, 2024 and the last day for review is July 30, 2024. The Solon Township Draft Master Plan does not specifically address this amendment and neither does the Leelanau General Plan. She continued, saying that the Solon Township Planning Commission held a Public Hearing on April 2, 2024, at which time no public comments were received. After the Public Hearing was closed the township passed a motion to forward the approved language as published, on to the County for review. The proposed text is compatible with other language in the zoning ordinance and there were no issues of greater concern.

Myer stated that the proposed text amendment will amend SECTION 22.03 PROPERTY DEVELOPMENT STANDARDS to read as follows:

1. Density – Maximum dwelling units per net acre to be based upon the density listed in 1.a below. The Master Plan cites the PUD location areas throughout the township.

The proposed amendment will also **add** the following:

1.a The two designated areas on the north side of Solon Township are deemed by this ordinance to be one half (1/2) acres. The two PUD areas on the south side of Solon Township are designated one (1) acre.

Myer pointed out that the zoning amendment she received showed Article 27 instead of Article 22 and an additional “the” in the first sentence of 1.a. She finished by saying that the township minutes indicate that the proposed amendment is for the purpose of removing density from the proposed future land use maps to create better clarity.

MacDonald expressed general concerns in referring to the Master Plan for things like density, lot sizes, building sites etc. as opposed to having those in the Zoning Ordinance, as it can create issues of potential mistakes of changing two documents. Miller said it was unclear on what they want on “Item #8” of page 58, that ‘All utilities within a planned unit development shall be placed underground, with and in its own 10’ utility easement.’ He thought it should read as “10 ft. wide utility easement”.

Criqui suggested the density definition to include 2.a of minimum parcel size of ten acres. Black wanted clarification as to what the difference is on one half acres on the north side of town to one acre on the south side of town.

***Motion by Miller, seconded by Nixon, to forward the staff report and all comments to the Solon Township. Motion carried 9-0. Yoder abstained.***

## **REPORTS**

### Housing Action Committee

No report given.

Parks & Recreation Committee

Lautner said Kids Fish Day is on Sunday at Veronica Valley from 11:00 am – 3:00 pm.

**COMMUNICATIONS-** None.

**PUBLIC COMMENT-** None.

**STAFF COMMENTS**

Myer asked members to think of topics for the annual fall session and to send ideas to Planning Staff.

**COMMISSIONER & CHAIRPERSON COMMENTS**

Lautner said she participated in the Scrap Tire and Mattress collection and that staff was very helpful in letting her come early. Brown said the Leelanau County Road Commission is moving along with projects, they got behind on Gallivan Rd. due to rain washouts but are expected to be done by Friday.

**ADJOURN**

Meeting adjourned by consensus at 6:18 p.m.

DRAFT