

**Cleveland Township Planning Commission**

**Cleveland Township Hall, Leelanau County, Michigan**

**Draft Regular Minutes, January 4, 2023**

1. **Call to Order:** Chair Manikas called the regular meeting to order at 7:00 PM  
**Roll Call:** Chair Dean Manikas, Secretary Paul Stowe, Board Rep Todd Nowak and Commissioner Victoria Sutherland.
2. **Consideration of the Agenda:** Accepted as presented.
3. **Public Comment:**
  - a. Question, how and when will we know if the short-term rental ordinance passes?  
Chair Manikas responded that there will be a public hearing before the short-term rental ordinance is accepted.
4. **Pronouncement of any Conflict of Interest:** None declared
5. **Consideration of December 7, 2022 Regular Planning Commission Minutes:** Members reviewed the minutes. **MOTION BY SUTHERLAND AND SECOND BY NOWAK TO ACCEPT THE MINUTES AS AMENDED. Motion passed 4-0.**
6. **Report by Chair:**
  - a. Chair Manikas spoke with Zoning Administrator Scott Sheehan; he is still working through understanding all the ordinances. There is someone building in a wetland on an existing footprint. It is a non-conforming use, but is allowed. He has also been fielding multiple short-term rental calls.
  - b. Chair Manikas spoke with Bruce Buchan the former Zoning Administrator of Cleveland Township. He encourages the Cleveland Township Planning Commission needs to encourage Zoning Administrator Sheehan to provide the light ordinance with land use permits as he used to do. He stated there are an abundance of lights on the ridges in the township and he is pretty sure that they are not in compliance with the ordinance.
  - c. Chair Manikas had a long talk with Taylor Moore and thinks he has applied for the vacancy on the Cleveland Township Planning Commission.
7. **Reports and Correspondence by Members:** None
8. **Report by Zoning Administrator:**
  - a. November 2022 Zoning Report Summary (Received After November Meeting)
    1. 1 Land Use Permit Issued
      - i. 7146 S. Stachnik Rd – Mudroom/Porch/Entryway
    2. Received phone calls with general questions.

3. One site visit
4. Worked on ideas for issuing permits.
- b. December 2022 Zoning Report Summary
  1. No Land Use Permits Issued
  2. Received a number of phone calls and some emails. Most questions have been in regards to short-term rentals.
  3. Emailed filed to Tanelle Budd in regards to the ongoing Zywicki case.
- c. See Report by Chair for additional.

9. **New Business:**

- a. **Officers 2023:**
  1. **MOTION TO KEEP DEAN MANIKAS AS CHAIR STOWE AND SECOND BY SUTHERLAND. Motion passed 4-0.**
  2. **MOTION TO NOMINATE PAUL STOWE AS VICE CHAIR BY MANIKAS AND SECOND BY SUTHERLAND. Motion passed 4-0.**
  3. **MOTION TO NOMINATE VICTORIA SUTHERLAND AS SECRETARY BY MANIKAS AND SECOND BY STOWE. Motion passed 4-0.**
- b. **Meeting Dates 2023:** Currently meetings are on the 1<sup>st</sup> Wednesday of the month.
  1. Secretary Sutherland will miss the February 1, 2023 meeting and the November 1, 2023 meeting.
- c. **Annual Report 2023:**
  1. Correction - Victoria Sutherland was appointed in September 2022.
  2. **MOTION TO ACCEPT THE 2021 ANNUAL REPORT CORRECTIONS BY SUTHERLAND AND SECOND BY NOWAK. Motion passed 4-0.**
- d. **Zoning Amendments:**
  1. Lawyers found an issue with Section 5.08 Setback Restrictions. They are contending that the statute has been changed with the Michigan Zoning Enabling Act. We have to change the wording in the Zoning Ordinance to Practical Difficulty.
  2. Section 5.02 regarding accessory dwellings, change from “over 6 months” to “periods of less than one month at a time as a rental.”
  3. In section 9.11(3)(a) change “minor children” to “dependent children” and in (3)(b) add “in collaboration with the township affiliated fire department, a site appropriate fire suppression system (plan) is developed and implemented.”
  4. In section 3.19 remove “or cabins”.

10. **Continuing Business:**

- a. **Short Term Rentals Ordinance – working meeting:**
  1. Change Short Term Rental definition to state thirty (30) consecutive calendar days.

2. Add Special Events definition. "In association with a short term rental, a wedding, outdoor party, family reunion, or similar gather that exceeds the maximum number of occupants allowed under the short term rental license.
3. Add Parking Space definition. "An onsite designated parking area legally available to the dwelling.
4. Added sections from Elmwood Township and from Suttons Bay.
5. Discussion about defining the permitting process and how permits are granted.

**11. Public Comment:** None

**12. MOTION TO ADJOURN BY NOWAK AND SECOND BY STOWE. Motion passed 4-0.**

**Adjournment at 8:05 PM.**