

**Cleveland Township Planning Commission**

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

**Draft Regular Minutes, May 1, 2024**

1. **Call to Order:** Chair Manikas called the regular meeting to order at 7:00 PM  
**Roll Call:** Chair Dean Manikas, Vice Chair Paul Stowe, Board Rep Todd Nowak, Secretary Victoria Sutherland (Zoom – Non-voting) and Commissioner Taylor Moore. Members of the public who identified themselves: Caleb Garone, Bob DeKorne and Jesse Mitchell.
2. **Consideration of the Agenda:** Accepted as presented.
3. **Public comment on Agenda:** None
4. **Pronouncement of any Conflict of Interest:** None
5. **Consideration of April 3, 2024 Regular Planning Commission Minutes:** Members reviewed the minutes. **MOTION BY STOWE AND SECOND BY NOWAK TO ACCEPT THE MINUTES AS AMENDED. Motion passed 4-0.**
6. **Report by Chair:** None
7. **Reports and Correspondence by Members:** None
8. **Report by Zoning Administrator:**
  - a. 9 land use permits
    1. New home – 3536 South Bay Bluff Dr.
    2. Addition – 5752 South Lime Lake Rd.
    3. Attached garage – 533 E. Shetland Dr.
    4. Outbuilding for donkeys – 890 E. Narlock Rd.
    5. New home – 4601 S. Whispering Creek Trl.
    6. New chicken coop – 6341 S. Bohemian Rd.
    7. Adding a covered porch – 560 E. Harbor Hwy.
    8. New deck – 4300 S. Winged Foot Circle
    9. Demo of old deck/building new – 4300 S. Winged Foot Circle
  - b. Lots of calls about short-term rentals. Recording Secretary Stevenson is working on adobe land use application form that will allow for an online application that will send directly to email.
  - c. Started to change how files are saved. Format will be YEAR/PERMIT #/PARCEL #/LAST NAME. This will make finding old permits easier because we can search by permit number.

- d. Learning to navigate adobe. Will decide to move all files either to Google Drive or Adobe Cloud.

**9. New Business: Site Plan Pre-application conference, John Klingman owner, Jesse Mitchell representative:**

- a. Pre-application conference for proposed condos 667 Maple City Road.
- b. Zoning Administrator Sheehan will need to go through the checklists.
- c. Location is in the viewshed.
- d. Approximately a 27 acre tract.
- e. They are seeking approval to record the master deed.
- f. They have applied for appropriated permits at the Health Department.
- g. Chair Manikas explained that they will need to get all other permits in place and then there will be a public meeting and site plan review.
- h. Cleveland Township Planning Commission and Jesse Mitchell discussed the viewshed and possible need to add additional trees and that placement would be important to protect the viewshed in several areas. It was stressed that houses should not be the dominant feature.
- i. Jesse Mitchell also stated that he would talk to the owner about not removing any more trees until a plan was in place.
- j. Jesse Mitchell also stated that they were also intending to keep the existing storm water ponds.

**10. Continuing Business: Develop plan for Agricultural District amendments – re: Park parameters and responsible forestry:**

- a. **Parks**
  - 1. Caleb will look into noise/nuisance verbiage.
  - 2. Chair Manikas will look for noise ordinance and rewrite “no person shall.”
- b. **Forestry**
  - 1. Combine 2(a) and 2(b).
  - 2. Wordsmith existing 2 (c) – More than 6”.
  - 3. Discussed options, do we want people to contact an arborist or forester to look at issues? Who can write plans? Right to farm? Questions for Ellie Johnson at next meeting.
  - 4. Caleb will look into properties certifies as farms – metrics/density, for language.
  - 5. Chair Manikas will make updates for next meeting and reach out to Ellie Johnson.
  - 6. Ellie Johnson will be attending June Meeting and Public Hearing should happen in July.
  - 7. Recording Secretary Stevenson will start on formatting of Parks section.

**11. Open forum Public Comment: None**

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

**Adjournment at 7:53 PM.**