

# NOTICE OF MEETING

A Regular Meeting of the Leelanau County Planning Commission (LCPC) will be held at **5:30 pm Tuesday, September 24, 2024** in the Leelanau County Government Center – 1<sup>st</sup> floor.

*(Please silence any unnecessary cellular/electronic devices)*

## DRAFT AGENDA

### LCPC Members

Steve Yoder  
Casey Noonan  
Melvin Black  
Craig Brown  
Rodney Brush  
Brian Fenlon  
Melinda Lautner  
Tom MacDonald  
Robert Miller  
Tom Nixon  
Francis Criqui

**CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**CONSIDERATION OF AGENDA**

**CONFLICT OF INTEREST** (*refer to Section 3.7 of the Bylaws*)

**PUBLIC COMMENT**

**STAFF COMMENTS**

**CONSIDERATION OF AUGUST 27, 2024 MEETING MINUTES** *pgs.2-4*

**OLD BUSINESS**

**NEW BUSINESS**

1. PC14-2024-11 Suttons Bay Twp. Text Amend. - Personal & Commercial Storage *pgs. 5-19*
2. PC15-2024-08 Leelanau Twp. Text Amend. - Farm Stay Campgrounds *pgs. 20-36*

**REPORTS**

1. Housing Action Committee
2. Parks & Recreation Committee

**COMMUNICATIONS**

**PUBLIC COMMENTS**

**STAFF COMMENTS**

**COMMISSIONER & CHAIRPERSON COMMENTS**

**ADJOURN**

**A REGULAR MEETING OF THE LEELANAU COUNTY PLANNING COMMISSION WAS HELD ON TUESDAY, AUGUST 27, 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:** M. Black, C. Brown, R. Brush, F. Criqui, B. Fenlon, R. Miller, T. Nixon, C. Noonan, S. Yoder

**Members Absent:** T. MacDonald  
**(prior notice)**

**Members Absent:** M. Lautner

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

**Public Present:** L. Kellogg

**CONSIDERATION OF AGENDA**

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

**CONFLICT OF INTEREST** – None.

**PUBLIC COMMENT** – None.

**STAFF COMMENTS**

Myer stated that the next Household Hazardous Waste collection will be on Monday, September 23 at the Peshawbestown Recycling Site from Noon-5:30 pm. She also mentioned that the Michigan Planning Conference will be in Grand Rapids September 25-27 and to let staff know if members are interested in attending.

**CONSIDERATION OF JULY 23, 2024 MEETING MINUTES**

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

**OLD BUSINESS-** None.

**NEW BUSINESS**

PC13-2024-02 – Centerville Twp. Text Amendment- Article III, Sections 3.18, 3.19, 3.21, Article XIV, Article XVII, Sections 3.8, 3.9 Article XIII and Section 2.2 Definitions

Myer reviewed the staff report, saying the request was received on August 7, 2024 and the last day for review is September 6, 2024. The requested action is to review and comment on the proposed text amendment to the Centerville Township Zoning Ordinance. The Centerville Township Master Plan does not specifically address the amendment and neither does the Leelanau General Plan. The township held a Public Hearing on June 3, 2024 at which time several comments were received.

Myer continued, saying that there are no issues of greater than local concern and that the township has been working on amending their zoning ordinance for several months. The township minutes indicate that they are working under a moratorium applicable to all applications for site plan review and have also requested a review of the following sections of their zoning ordinance.

Article II Definitions, Section 2.2

Article III General Provisions

Section 3.8 Use of Lots for Lake Access Easements

Section 3.9 Docks, Moorings and Boats

Section 3.18 Small Wind Energy Conversion Systems (WECS)

Section 3.19 Small Solar Energy Systems

Section 3.21 Agriculture Related Enterprises

Article IX Agricultural District

Article XIII Site Plan Review

Article XIV Special Land Use Review

Article XVII Waterfront Overlay District

Article XVIII Mineral Extraction Overlay District

Myer concluded, saying that the township will still need to submit the entire draft zoning ordinance, including maps, to the County for review.

Brush expressed concerns on the limitations the amendment imposes such as limiting certain agricultural uses that were clarified, but also limiting it in other ways for lake frontage and usage. Fenlon agreed, and was curious how other townships regulate and enforce this. He also questioned if there will be bathrooms available for small campsites on farmland?

Kellogg stated that they examined this topic in Section 3.21 Agriculture-Related Enterprises, and it is more of a value-added component of a farming operation. They looked into what the appropriate number of people allowed per camping spaces and having the camping units be self-contained.

Miller said the township was referencing things that the Building Safety department enforce and do not belong in the zoning ordinance. The Material Safety Data Sheet (MSDS) sheets are another authority and not for zoning officials.

Nixon complimented the township on the thoroughness, but the site plan may be hard for citizens to comprehend with all of the preparations that are required. Nixon suggested removing the verbiage “this means” in the definitions and also stated that the “Noise” definition is vague and not legally defensible or thorough enough. In regards to Section 9.1 B. Special Land Uses Permitted by Special Approval, Nixon suggested adding another special use of “Or any other Special Uses approved by the Township” so that the township can expand if they need to. He also questioned Section 13.1 B 10., if the site plan for review needs to be an architectural drawing or could a hand drawn plan be sufficient? He lastly commented on page 97, that the challenge of being sure when a citizen comes for approval of their plans, that they

construct what was approved. He suggested the township revisit after two years instead of one year given today's marketplace.

Black complimented the township and was impressed with the comments received from the citizens. Yoder stated that the ordinance was very in depth and found some minor suggestions. On page 68, the word "less" is crossed out, "traffic" on page 90 and "motorized" on page 122 are also crossed out. He also found on page 125 and 130 areas where there is a note to "insert data of..." they should be reviewing the draft version of the amendment.

Brush touched back on the agricultural use that the owner must reside on the property, but what if the owner owns more than one parcel and there isn't a residential home there? Kellogg responded that it is more of an oversight from the landowner or property manager to monitor. Kellogg said they worked with a professional planner and she appreciated all of the comments and feedback.

***Motion by Fenlon, seconded by Black, to approve with the suggested corrections and to forward the staff report and all comments to Centerville Township. Motion carried 9-0.***

## **REPORTS**

### Housing Action Committee

No report given.

### Parks & Recreation Committee

Noonan said they are in the process of getting their Parks and Recreation Plan updated.

## **COMMUNICATIONS**

Myer stated that Housing North will be holding a happy hour in Traverse City and in Cadillac on September 3 and there is a flyer available with more information.

**PUBLIC COMMENT-** None.

## **STAFF COMMENTS**

Myer said the Housing North Summit will be at the Hagerty Center October 24-25. Housing North will also be meeting this Thursday in the community meeting room of the Government Center to gather input on housing needs in Leelanau County through zoning reform and other tools, presentation by Ryan Kilpatrick. She lastly stated that the Annual Planning Session will be October 9 at 6:30 p.m. in the community meeting room and that staff is working on a flyer to disperse.

## **COMMISSIONER & CHAIRPERSON COMMENTS**

Brown said the Leelanau County Road Commission will be working on culvert repair planning for next year.

## **ADJOURN**

Meeting adjourned by consensus at 6:02 p.m.

**TEXT AMENDMENT REVIEW**  
**PC14-2024-11 Suttons Bay Township**  
**Text Amendment – Article 11, Waste Management District**  
**Personal & Commercial Storage**

**Reviewing Entity:** Leelanau County Planning Commission  
**Date of Review:** September 24, 2024

**General Information**

**Date Request Received:** September 18, 2024  
**Last Day of Review Period:** October 18, 2024 (30-day review period under the Michigan Zoning Enabling Act)

**Requested Action:** Review and comment on proposed amendments to the Suttons Bay Township Zoning Ordinance, Article 11, Waste Management District.

**Applicant:** Suttons Bay Township Planning Commission  
Tom Koernke, Chairman

**Section 2: Proposal**

See Appendix for a copy of the proposed text amendments.

**Section 3: Other Planning Input**

**Township Plan:** The Suttons Bay Community Joint Master Plan (2011) does not specifically address this amendment.

**Leelanau General Plan:** The Leelanau General Plan (2020) does not specifically address this amendment.

**Township Planning Commission:**

The Suttons Bay Township Planning Commission held a Public Hearing on September 3, 2024 and after the Public Hearing was closed, the following motion was passed:

*A vote was taken based on the ZO Amendment wording as presented by ZA Patmore: To Allow Clustered Condominium Units/Smaller Lots in the Waste Management Zoning District. Motion was made by Carlon to accept the proposed Amendment, 2<sup>nd</sup> by Clark, all Ayes, motion passed.*

**Section 4: Analysis**

**Compatibility**

**A. Is the proposed text compatible with other language in the zoning ordinance?**

Yes

**B. Are there any issues with the proposed text (such as poor wording, confusing text, unenforceable language, etc.)?**

No.

**C. Do the land uses or other related dimensional standards (height, bulk, area, setback, etc.) in the proposed text amendment(s) conflict with the existing zoning ordinance?**

No

**Issues of Greater Than Local Concern**

**A. Does the proposed text amendment(s) include any issues of greater than local concern? Please list.**

No

Comparison with Local Plans or Ordinances

**A. Do the contents in the proposed text amendment(s) conflict with the community's plan? Please list.**

No

Comparison with County Plans or Ordinances

**A. Do the contents in the proposed text amendment(s) conflict with the General Plan? No.**

Current Zoning District:

The township zoning ordinance can be found at this link:

[https://www.leelanau.gov/downloads/20171027\\_pdf\\_version.pdf](https://www.leelanau.gov/downloads/20171027_pdf_version.pdf)

**Section 5: History**

See Appendix for information from the township for the reasons for this amendment.

**Section 6: Staff Comments**

The proposed amendment will **amend** Article 11 Waste Management District, Section 11.2 Special Uses to add the following:

D. Personal Storage and Commercial Storage

The proposed amendment will also **add** the following **new** section to Article 11 Waste Management District:

**Section 11.4 CLUSTERED INDUSTRIAL/STORAGE CONDOMINIUMS**

The Planning Commission may approve a Site Plan within a Master Parcel that consists of a cluster of lots and/or units that vary from the regulations and standards listed in Section 11.3 as a Special Land Use, subject to the following provisions:

- A. A Special Land Use Permit is required for the overall Site Plan and Condominium. A separate Land Use Permit shall be required for each individual building.
- B. Proposed Uses shall conform to Section 11.2, and shall be part of the Special Land Use Permit. Future Change of Use of individual lots may require Administrative or Planning Commission approval.
- C. There are no minimum Lot Size, Width, Frontage, or Interior Setback requirements, including zero lot line buildings, subject to Site Plan and Special Use Permit approval by the Planning Commission.
- D. Setbacks from the boundaries of the Master Parcel shall conform with the Buffering standards in Article 3 of the zoning ordinance.
- E. Screening, Buffering, Landscaping, and Greenbelts shall comply with Article 3.
- F. All outdoor storage, parking, loading areas, and mechanical equipment shall be screened and buffered in accordance with the zoning ordinance and reviewed by the Planning Commission.
- G. Adequate parking and loading shall be provided for each Use and shall be shown on the Site Plan.
- H. In accordance with this Zoning Ordinance, each individual lot or unit shall be accessed by

an approved public or private road. The road may be designed and built to County Road Standards or Township Private Road Standards, at the option of the developer, and must be approved by the respective agency.

- I. Water Supply and Wastewater Disposal shall meet all applicable Health Department and Building Code Requirements.
- J. Stormwater run-off shall meet the Leelanau County Drain Commissioner Standards.
- J. The maximum lot coverage of the Master Parcel shall not exceed 40%.
- K. The maximum impervious surface coverage on the Master Parcel shall not exceed 50% of the net acreage.
- L. The maximum allowable Building Height shall be 35 feet.
- M. The Condominium approval process shall follow Article 17, Condominium Subdivisions.
- N. Additional Site Plan Submittal Requirements:
  - 1. A list of proposed allowable uses of the clustered units.
  - 2. Proposed water and wastewater - preliminary approval
  - 3. Parking calculations based upon proposed use.
  - 4. Lot coverage and Impervious Surface coverage calculations.
  - 5. Private Road Plans and Maintenance Agreement.
  - 6. Condominium Documents and By-Laws.

The proposed amendment will **amend** Article 17, Condominium Subdivisions, Section 17.1 to **add "industrial"** to the intent of the Condominium Section.

The **current** definition in Article 2 for Impervious Surface is as follows:

**Impervious Surface:** For purposes of this Ordinance this definition includes surfaces which prevent or impede normal water infiltration and/or cause runoff to other areas but is not limited to: (1) all buildings, and structures, (area measured at roof gable end and eave lines), (2) stairs, walkways, driveways and parking or other areas comprised of cementitious substances, or any bituminous substance, including asphalt, and (3) any subbase of plastic or any shield which prevents or impedes water penetration.

Not considered an impervious surface are brick pavers, paver stone, graveled surfaces, decks, stairways and walkways with gaps in their surface structure (e.g., wooden decks with open cracks between the deck boards) that allow water to readily pass through the structure.

The proposed amendment will **amend** this to read as follows:

**Impervious Surface:** (from the definition used in the Zoning ordinance Overhaul) For purposes of this Ordinance this definition includes surfaces which prevent or impede normal water infiltration and/or cause runoff to other areas but is not limited to: (1) all buildings, and structures (area measured at roof gable end and eave lines), (2) stairs, walkways, driveways and parking or other areas comprised of cementitious substances, or any bituminous substance, including asphalt, and (3) any subbase of plastic or any shield which prevents or impedes water penetration. Not considered an impervious surface are brick pavers, paver stone, graveled surfaces, decks, stairways and walkways with gaps in their surface structure (e.g., wooden decks with open cracks between the deck boards) that allow water to readily pass through the structure.

The **current** definition in Article 2 for Storage is as follows:

**Storage:** See Commercial Storage.

**Commercial Storage:** A space, or a place, for the safekeeping of personal property for profit.

The proposed amendment will **amend** this to read as follows:

**STORAGE, PERSONAL:** A space or place for the safekeeping of personal property.

The proposed amendment will **add** the following definition to Article 2:

**MASTER PARCEL:** The existing overall parcel(s) or lot(s) that are proposed to be developed and/or divided into individual units.



**Appendix - Correspondence from Suttons Bay Township**

Suttons Bay Township Zoning Text Amendment  
to allow clustered condominium units/smaller lots  
in the Waste Management Zoning District

September 3, 2023  
For PC Public Hearing

Issue to be resolved by this text amendment:

The current Suttons Bay Township Zoning Ordinance (SBTZO) has a one (1) acre minimum lot size in the Waste Management Zoning District.

The current property owner wants to develop the parcel as smaller individual condominium units, similar to what's happening throughout the region.

These units could then be sold to individuals for storage, warehousing, contracting businesses, service businesses, or other Industrial type uses. The township has a need for such units.

While the owner today could build individual units as rentals on a single parcel (with Site Plan Review), they could not sell the units under the current ordinance unless the units were on a one acre lot or parcel.

Background:

The area currently zoned Waste Management currently has one building and is being used as a contracting business.

The building was formerly a waste transfer station, hence the Waste Management designation.

The current owner added outdoor storage in the form of storage containers, which was done contrary to the SBTZO, which requires Site Plan Review for outdoor storage.

The current owner has verbally agreed to correct this zoning violation in the re-development of this property.

The Condominium Storage/Business units would require Site Plan Review and issuance of a Special Land Use Permit in order to be developed.

In the future, the area is slated for C-2 Commercial, which would also allow these types of units, and would have similar language allowing condominium units.

**Suttons Bay Township Zoning Ordinance**  
**Text Amendment to allow for individual condominium storage/business units**  
**in the Waste Management Zoning District.**

**AMEND SECTION 11.2.D Add Personal Storage and Commercial Storage as Special Uses in the Waste Management Zoning District.**

**NEW SECTION**

**Section 11.4 CLUSTERED INDUSTRIAL/STORAGE CONDOMINIUMS**

The Planning Commission may approve a Site Plan within a Master Parcel that consists of a cluster of lots and/or units that vary from the regulations and standards listed in Section 11.3 as a Special Land Use, subject to the following provisions:

- A. A Special Land Use Permit is required for the overall Site Plan and Condominium. A separate Land Use Permit shall be required for each individual building.
- B. Proposed Uses shall conform to Section 11.2, and shall be part of the Special Land Use Permit. Future Change of Use of individual lots may require Administrative or Planning Commission approval.
- C. There are no minimum Lot Size, Width, Frontage, or Interior Setback requirements, including zero lot line buildings, subject to Site Plan and Special Use Permit approval by the Planning Commission.
- D. Setbacks from the boundaries of the Master Parcel shall conform with the Buffering standards in Article 3 of the zoning ordinance.
- E. Screening, Buffering, Landscaping, and Greenbelts shall comply with Article 3.
- F. All outdoor storage, parking, loading areas, and mechanical equipment shall be screened and buffered in accordance with the zoning ordinance and reviewed by the Planning Commission.
- G. Adequate parking and loading shall be provided for each Use and shall be shown on the Site Plan.
- H. In accordance with this Zoning Ordinance, each individual lot or unit shall be accessed by an approved public or private road. The road may be designed and built to County Road Standards or Township Private Road Standards, at the option of the developer, and must be approved by the respective agency.
- I. Water Supply and Wastewater Disposal shall meet all applicable Health Department and Building Code Requirements.
- J. Stormwater run-off shall meet the Leelanau County Drain Commissioner Standards.
- J. The maximum lot coverage of the Master Parcel shall not exceed 40%.
- K. The maximum impervious surface coverage on the Master Parcel shall not exceed 50% of the net acreage.
- L. The maximum allowable Building Height shall be 35 feet.
- M. The Condominium approval process shall follow Article 17, Condominium Subdivisions.
- N. Additional Site Plan Submittal Requirements:
  1. A list of proposed allowable uses of the clustered units.
  2. Proposed water and wastewater - preliminary approval
  3. Parking calculations based upon proposed use.
  4. Lot coverage and Impervious Surface coverage calculations.
  5. Private Road Plans and Maintenance Agreement.
  6. Condominium Documents and By-Laws.

**AMEND SECTION 17.1** to add “industrial” to the intent of the Condominium Section.

**NEW DEFINITIONS (Article 2):**

**Impervious Surface:** (from the definition used in the Zoning ordinance Overhaul)

For purposes of this Ordinance this definition includes surfaces which prevent or impede normal water infiltration and/or cause runoff to other areas but is not limited to: (1) all buildings, and structures (area measured at roof gable end and eave lines), (2) stairs, walkways, driveways and parking or other areas comprised of cementitious substances, or any bituminous substance, including asphalt, and (3) any subbase of plastic or any shield which prevents or impedes water penetration. Not considered an impervious surface are brick pavers, paver stone, graveled surfaces, decks, stairways and walkways with gaps in their surface structure (e.g., wooden decks with open cracks between the deck boards) that allow water to readily pass through the structure.

**STORAGE, PERSONAL:** A space or place for the safekeeping of personal property.

**MASTER PARCEL:** The existing overall parcel(s) or lot(s) that are proposed to be developed and/or divided into individual units.

**DRAFT MINUTES  
SUTTONS BAY TOWNSHIP  
PLANNING COMMISSION REGULAR MEETING  
95 W 4th Street, Suttons Bay  
Tuesday, September 03, 2024  
6:00 PM**

**Call to Order and Notation of Quorum**

Call to Order at 6:00p.m. on Tuesday, September 03, 2024. Quorum noted.

Commissioners Roll Call: Chairman Tom Koernke, Andy Brandt, Eric Carlson, John Clark, Rhoda Johnson, Gary Thornton

Via ZOOM: Patti Miller, Kevin Weber

Staff: Steve Patmore, Mary Kuznicki

**Approval of Agenda**

Motion to approve the SB Twp PC Agenda by Comm. Brandt, 2<sup>nd</sup> by Comm. Thornton, Agenda approved.

**Public Comment:** None

**Conflict of Interest:** None

**Approval of Minutes:**

August 06, 2024, Meeting Minutes

Motion to approve SB Twp PC 08.06.24 minutes with edits by Comm. Nixon, 2<sup>nd</sup> by Comm. Johnson, motion passed.

**Items of Discussion/Consideration:**

1. Topic: Hearing and Deliberation - Zoning Amendment to the Waste Management Zoning District to allow condominium storage and business units under separate ownership.

- a. Public Hearing: Chair Tom Koernke open the public hearing for comments

- b. Discussion, Deliberation and possible Recommendation to the SB Twp Board:

ZA Patmore introduced the request and offered suggested wording for the new ZO Amendment to commissioners.

-Amendment reduces the size of lot from 1-acre parcels to ½ acre

-Property is currently Zoned as Waste Management and will be rezoned to C-2

-Approving the new ZO Amendment does not mean the SB Twp PC accepts the applicant's proposal. The applicant must go through a site-plan review.

-Current Storage Containers on property were never addressed, owner will make amends with SB Twp once ZO Amendment is defined and his site plan has been approved.

-Attorney has not reviewed Amendment but Patmore is confident the wording is acceptable

Chair Koernke asked for comments from the applicant or their representative. Mr. Jefferies said he was there to answer questions and clarify any information regarding the proposed site plan from the commissioners. Chair Koernke then asked the Commissioners if they had any comments.

- During Site Plan Review, condo owner uses will be defined (retail from property in question)
- This is the only lot that would be affected by rezoning the Waste Management District
- Parking and outdoor storage were questioned. The Site-Plan review will define these terms.
- Patmore has received calls from “garage” workshop owners looking for commercial storage/worksites away from their private residence.
- As sites are resold, each new owner must offer their plans for use and be approved.

Chair Koernke opened the floor to Public Comment.

-Larry Mawby of Peninsula Housing: He feels this a very reasonable modification to our current ZO. The change will allow for the kind of use that is prevalent in this area.

Chair Koernke then closed the Public Hearing at 6:16 PM.

A vote was taken based on the ZO Amendment wording as presented by ZA Patmore: To Allow Clustered Condominium Units/Smaller Lots in the Waste Management Zoning District. Motion was made by Carlon to accept the proposed Amendment, 2<sup>nd</sup> by Clark, all Ayes, motion passed.

2. Topic: Zoning Ordinance Overhaul Project.

- a. SB Twp Board approved retaining Giffels Webster to convert the draft language and modify into the *Clearzoning* Format.
- b. Kick-off meeting scheduled for Tuesday, September 24th at 6:00 PM.
- c. Giffels Webster will assist the Township in preparing the proposed neighborhood residential zoning district early in the process in case it is needed under the existing Zoning Ordinance.
- d. Other preliminary “homework” needed from the SB Twp PC for the kickoff

3. Topic: Suttons Bay Township Master Plan Update.

- a. SB Twp Board has approved retaining Giffels Webster to update the Township’s Master Plan. Although the proposed contract amount is over budget, the contract will lap over 2 fiscal years and the Township budget will absorb the extra costs. There will be cost savings by GW doing both the ZO & MP.
- b. Kick-off meeting scheduled for Tuesday, September 24th at 6:00 PM. GW representatives will attend the meeting via ZOOM to discuss the projects.
- c. Preliminary “homework” needed from the SB Twp PC for the kick-off. ZA Patmore offered a hard copy of the current Master Plan for any commissioner who would like one. It is available online as well. Comm Thorton asked for the Village MP as well. Patmore will send the links to all commissioners.

**Reports:**

- Zoning Administrator Steve Patmore submitted report. Not a busy month for permits. SB Twp has issued 59 of the 150 STR permits for 2024. The Ag District has been included in this number of permits. If so few permits are being issued, can the amount be reduced? That number will be reduced after a full year of the new amendment being in place.
- Planner: No Report
- Township Board: Eric Carlson reports on SB Twp Board Meeting. The next meeting is on Sept 11. He toured 45<sup>th</sup> Parallel Park which has some 40 acres. There is an opportunity for this lightly-used park and possible development.
- Chair comments: Tom Koernke took Comm Nixon's recommendation to review a sample of *Clearzoning* from another village. The software is interactive, intuitive and user-friendly. It will be a wonderful tool for our township and its members. Optional homework for commissioners is to share a short summary of goals to guide the new Master Plan. The submissions will be shared with GW, who will also make several attempts to get public input on the MP after the SB Twp PC ideas.

**Commissioners' Comments**

Commissioner Nixon & Thornton are not available for the Sept 24<sup>th</sup> Special Meeting.

**Public Comment**

Larry Mawby thanked the commissioners for their work on the new ZOO and plans to attend the Sept 24<sup>th</sup> special meeting with GW present. ZA Patmore has asked for the Neighborhood District to be the first item on the agenda at the Special Meeting with GW.

**Special Meeting – September 24, 2024**

**Next Regular Meeting – October 01, 2024**

**Adjournment:** 6:55 PM by Chair Tom Koernke

Minutes submitted by Mary Kuznicki, Recording Secretary  
Gary Thornton, Secretary

## Gail Myer

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**From:** Steve Patmore <zoningadmin@suttonsbaytwp.com>  
**Sent:** Monday, September 16, 2024 10:15 AM  
**To:** Gail Myer; Jenny Herman  
**Subject:** Zoning Amendments - Suttons Bay & Leelanau

Gail,

I have two zoning amendments that I will get to you today. They are relatively simple.

- Suttons Bay Township – Amendment to Waste Management District to allow condominium storage/business units as a Special Land Use.
- Leelanau Township – Allow Farm Stay Camping as a Special Land Use in the Agricultural District.

Steve



## Gail Myer

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**From:** Steve Patmore <zoningadmin@suttonsbaytwp.com>  
**Sent:** Tuesday, September 17, 2024 9:04 AM  
**To:** Gail Myer  
**Subject:** Suttons Bay Township  
**Attachments:** BP-50C31\_20240916\_205836.pdf

Attached is the Suttons Bay Amendment – I am still waiting on the Minutes.

## Gail Myer

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**From:** Steve Patmore <zoningadmin@suttonsbaytwp.com>  
**Sent:** Friday, September 20, 2024 8:52 AM  
**To:** Gail Myer  
**Subject:** FW: SB Twp PC Minutes  
**Attachments:** 2024.09.03 DRAFT SB Twp PC Minutes .docx

Here are the SB Minutes – sorry for the delay.

I haven't had a chance to look at them yet

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**From:** the5ks@chartermi.net <the5ks@chartermi.net>  
**Sent:** Thursday, September 19, 2024 5:02 PM  
**To:** zoningadmin@suttonsbaytwp.com  
**Subject:** SB Twp PC Minutes

Steve,  
The 09.03.23 draft was done over a week ago, I just didn't send it out. Sorry to all.  
Mary K.

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From: "Steve Patmore" <[zoningadmin@suttonsbaytwp.com](mailto:zoningadmin@suttonsbaytwp.com)>  
Reply-To: <[zoningadmin@suttonsbaytwp.com](mailto:zoningadmin@suttonsbaytwp.com)>  
To: <[the5ks@chartermi.net](mailto:the5ks@chartermi.net)>  
Sent: September 18, 2024 at 9:50 AM EDT  
Subject: RE: SB Twp PC Minutes

Mary,

Did you send the draft PC Minutes from September 3<sup>rd</sup>?

I have to send them to the County Planning Commission for their review of that amendment.

Thanks,

Steve

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**From:** [the5ks@chartermi.net](mailto:the5ks@chartermi.net) <[the5ks@chartermi.net](mailto:the5ks@chartermi.net)>  
**Sent:** Monday, August 12, 2024 9:05 PM  
**To:** [zoningadmin@suttonsbaytwp.com](mailto:zoningadmin@suttonsbaytwp.com); [admin@suttonsbaytwp.com](mailto:admin@suttonsbaytwp.com)  
**Subject:** SB Twp PC Minutes Final

06.04.24 Final Minutes with edits.

Mary K

**TEXT AMENDMENT REVIEW**  
**PC15-2024-08 Leelanau Township**  
**Text Amendment – Farm Stay Campgrounds**

**Reviewing Entity:** Leelanau County Planning Commission  
**Date of Review:** September 24, 2024

**Section 1: General Information**

**Date Request Received:** September 18, 2024  
**Last Day of Review Period:** October 18, 2024 (30-day review period under the Michigan Zoning Enabling Act)

**Requested Action:** Review and comment on proposed amendments to the township zoning ordinance: Article 2 – Definitions, Article 3 – General Provisions, and Article 4 – Agricultural District.

**Applicant:** Leelanau Township Planning Commission  
Steve Kalchik, Chairman

**Section 2: Proposal**

See Appendix for a copy of the proposed text amendments.

**Section 3: Other Planning Input**

**Township Plan:** The Leelanau Township Master Plan (2010) (Currently in the process of being updated) does not specifically address the amendments.

**Leelanau General Plan:** The Leelanau General Plan (2020) lists as an "Objective" in Chapter 10 Economic Development, Page 9 "Attract tourism opportunities which capitalize on natural resources and scenic beauty while protecting and enhancing those same features." Page 8 of this chapter reads "the General Plan encourages the expansion of marketing opportunities for farmers including the promotion of locally produced farm products, mail-order businesses for farm products, farmland tourism networks and organically grown products."

**Township Planning Commission:**

A public hearing was held on September 16, 2024, at which time several members of the public spoke in support of the amendment.

**Section 4: Analysis**

**Compatibility**

A. Is the proposed text compatible with other language in the zoning ordinance?  
Yes.

B. Are there any issues with the proposed text (such as poor wording, confusing text, unenforceable language, etc.)?  
No.

C. Do the land uses or other related dimensional standards (height, bulk, area, setback, etc.) in the proposed text amendment(s) conflict with the existing zoning ordinance?  
No.

**Issues of Greater Than Local Concern**

A. Does the proposed text amendment(s) include any issues of greater than local concern? No.

Comparison with Local Plans or Ordinances

A. Do the contents in the proposed text amendment(s) conflict with the community's plan? Please list.  
No.

Comparison with County Plans or Ordinances

A. Do the contents in the proposed text amendment(s) conflict with the General Plan? Please list.  
No.

Current Zoning District:

The township zoning ordinance can be found at this link: <https://leelanautownshipmi.gov/home/document-center/>

**Section 5: History**

See Appendix for information from the township for the reasons for this amendment.

**Section 6: Staff Comments**

The proposed amendment will **add** the following to Article 2-Definitions:

Farm Stay Campground: A small Campground that is considered as an agritourism accessory use to a primary farming operation (as defined by the Michigan Right-To-Farm Act) on a property or tract in the Agricultural Zoning District, and approved as a Special Land Use.

(Note: Continue using the existing definition of Campground and Recreation Unit that was adopted by amendment in 2022)

The **current** Article 3 Land Use Districts, Section 3.11 Recreational Vehicle Use, C reads as follows:

C. More than two (2) recreational vehicles on a parcel of land shall constitute a Recreational Vehicle Park and Campground.

The proposed amendment will **replace** this section with the following:

C. By definition, more than two (2) recreational units on a parcel of land shall constitute a Campground. The standards listed above in Section 3.11, A and 3.11, B shall not apply to approved Campgrounds including Farm Stay Campgrounds.

For reference purposes, Section 3.11A and Section 3.11B are shown below.

A. Each recreational vehicle shall;

1. Meet all applicable setback requirements;
2. Not be used for commercial or business purposes;
3. Not be used for residential purposes for more than forty-five (45) calendar days in any calendar year;
4. Not be used as a permanent dwelling.

B. No recreational vehicle shall be located, parked or stored for a total period of more than forty-five (45) days in any calendar year, on any parcel of land on which no permanent dwelling exists, unless inside an enclosed structure meeting the requirements of This Ordinance, or screened so that it is not visible.

The proposed amendment will **add** the following to Article 4 Agricultural District, Section 4.4 Special Land Use:

G. Farm Stay Campgrounds:

A. Introduction/Intent

Leelanau Township recognizes that Farm Stay Campgrounds, when conducted properly, can enhance and add value to an existing commercial farming operation. Farm Stay Campgrounds however, have the potential to disrupt residential areas and also neighboring farming operations by virtue of noise, traffic, dust, smoke, trespassing, and proximity to active farming operations. Anyone who wishes to establish and operate Farm Stay Campground in the Agricultural Zoning District shall first obtain a Special Land Use Permit from Leelanau Township. It is the intent of Leelanau Township to limit the potential impacts of Farm Stay Campground in the Agricultural Zoning District by considering potential impacts on the area such as noise, traffic, topography, and proximity to farming operations during the review of each Application. Among other factors, the township will consider the location and parcel size of the proposed property and the surrounding land uses.

B. MINIMUM LOCATION STANDARDS

1. Farm Stay Campsites shall be considered a use accessory and subordinate to a primary farming operation, as defined in the Right-To-Farm Act, and shall be located on the same parcel or tract as the primary farming operation. If Leelanau Township needs to verify if a particular farming operation meets the Right-To-Farm Act definition, they may ask the Applicant to provide a determination from the Michigan Department of Agriculture and Rural Development (or their successor).
2. There shall be only one Farm Stay Campground allowed per parcel or tract of land under the same ownership.
3. The owner or manager of the Farm Stay Campground shall reside in a dwelling on the parcel or tract.
4. Only Recreational Units, as defined in this ordinance, shall be allowed on a Farm Stay Campsite.
5. The minimum gross parcel or tract size shall be 30 acres, however, the size of the parcel, topography, and surrounding land uses will be factors in determining if an application qualifies for a Special Use Permit, as well as the number of allowable campsites.
6. Maximum number of allowable individual campsites to be active at one time in a Farm Stay Campground: The Planning Commission, during review, will determine the maximum number of allowable campsites that can be active at one time based upon topography, access, and the surrounding existing land uses, however, the maximum number of active campsites in a Farm Stay Campground shall not exceed the maximum number listed below. The Planning Commission may allow for flexibility by allowing additional campsites, however, the maximum number of active campsites at one time shall not exceed the following:

Parcel or Tract Size (Gross Acreage)	Maximum Number of Active Sites	Maximum Number of Total Sites	Maximum Number of Cabins*
30.00 - 30.99 acres	3	6	3
40.00 acres and more, (or 1/4 of 1/4 Section of land)	4	8	4

\* For purposes of this section, "cabins" includes a hard-sided tent, camping cabin, and park model units.

7. Road access must be approved by the Leelanau County Road Commission and/or Michigan Department of Transportation for the proposed use.
8. Adequate area for off-street parking on stable ground shall be provided. No parking will be allowed on public or private roads.
9. Farm Stay Campsites shall have adequate water and wastewater facilities, either permanent or temporary, approved by the local health department and/or Construction Code Office.
10. The Planning Commission, during Site Plan Review, may require landscaping, screening, or buffering in accordance with Article 17 of this ordinance in order to address any impacts on neighboring properties.

### C. OPERATIONAL LIMITATIONS

1. The owner or manager of the Farm Stay Campground shall physically be on the subject parcel from 10:00 pm to 8:00 am during periods when a Farm Stay Campground is occupied.
2. At other times, a manager or owner shall be available within 30 minutes of the Farm Stay Campground when a campsite is occupied.
3. At all times, sound from the Farm Stay Campground as measured at any property line shall be no greater than normal conversation levels which is 75 dBA.
4. Quiet Hours at the Farm Stay Campground shall be observed between 10:00 p.m. and 8:00 a.m. Noise during quiet hours must be limited to that which does not disturb the quiet, comfort, or repose of a reasonable person with normal sensitivities. Campsite activity must comply with the Leelanau Township Nuisance Ordinance in effect at the time.
5. Setbacks: At a minimum, all Farm Stay Campsites shall be a minimum of one-hundred (100) feet from a property line or property tract line. The Planning Commission, during Site Plan Review, may require greater setbacks based upon the location and potential impact.
6. The maximum length of stay for any camper shall be three (3) weeks.
7. The maximum number of campers on any individual campsite shall be as follows.
  - a. Four (4) adults, or
  - b. Two (2) adults and children.
8. An emergency vehicle access lane shall be maintained to each campsite.
9. Any Outdoor Lighting shall be shown on the Site Plan and shall meet the requirements of the Leelanau Township Nuisance Ordinance in effect at the time.
10. Campfires shall only be allowed in fire pits as designated on the Site Plan. It shall be the responsibility of the Farm Stay Operator to locate and regulate fire pits to prevent smoke and fire from leaving the property to adjacent residences. All local, state, and federal rules, regulations, and statutes shall be followed in regards to campfires.
11. It is the responsibility of the Farm Stay Campground Operator to clearly mark the overall property boundaries, notify campers of the property boundaries, and to discourage trespassing on other properties.
12. Prohibited Activities for Farmstay Campground campers and guests:

- a. Firearm ranges
- b. Motocross
- c. Concerts or amplified sound of greater than 20 amps
- d. Sky Lanterns – see twp. Ordinance
- e. Fireworks, except in conformance with township ordinances in effect.

13. Accessory/Incidental Uses/Structures to Farm Stay Campsites

The following uses/structures are considered incidental and accessory to a Farm Stay Campsite:

- Offices
- Community Room
- Playground / Passive Recreation
- Sale of firewood
- Restrooms
- Other uses/structures considered incidental and/or accessory by the Planning Commission.

D. SUBMITTAL REQUIREMENTS

In addition to those general items required for Site Plan Review and Special Land Use Permit review, the following items shall be submitted:

1. Site Plan showing where on the campsites will be located, parking areas, buildings, wells, septic areas, campfire pits and sensitive areas. The Planning Commission may request additional information from the Applicant on the Site Plan.
2. Vicinity map indicating neighboring structures and land uses. (may be on an aerial map)
3. If requested, a determination from the Michigan Department of Agriculture and Rural Development, or their successor, that their primary farming operation meets the definition in the Michigan Right-To-Farm Act.
4. Management Plan, which includes the following:
  - A. A general description of the Farm Stay Campsite Operation, including whether the site will be seasonal or year round.
  - B. Specific details of where sites will be located and type of campsite.
  - C. Type and number of restroom facilities.
  - D. Provisions for septic disposal.
  - E. Provisions for power supply.
  - F. Provisions for potable water supply.
  - G. Provisions for refuse management, including schedule for removal.
  - H. Contact information for on-site manager and owner.
  - I. Emergency Management Plans, including emergency access.
  - J. The established maximum occupancy for each building.
  - K. Anticipated measures to prevent guests from trespassing on neighboring properties.
  - L. Locations and regulations on campfires.
  - M. Accessory Uses / Structures
5. Agency Reviews, including the following as applicable.
  - Road Agency
  - Health Department
  - Fire Department
  - Soil Erosion/Drain Commissioner
  - Michigan EGLE if required



**Appendix - Correspondence from Leelanau Township**

# SUBMITTAL TO LEELANAU COUNTY PLANNING COMMISSION

FROM THE LEELANAU TOWNSHIP PLANNING COMMISSION

## **Zoning Amendment to allow Farm Stay Campgrounds as a Special Land Use in the Agricultural Zoning District**

**September 2024**

### **Content of Packet:**

- **This Cover Sheet with Background Information**
- **Proposed Zoning Amendment**
- **Excerpt of Draft Leelanau Township Planning Commission Meeting Minutes from September 12, 2024**

### **Background:**

Philip & Sarah Hallstedt, of H & H farms in Northport, approached the township a few years ago with the Farm Stay campsite concept on their farm in Leelanau Township. At that time, there was discussion of somewhere around 30 campsites.

The concept was discussed by the Planning Commission at several meetings, including at least one where neighbors of the Hallstedt's expressed concern over impacts such as noise, traffic, and trespassing. Agencies such as MSU Extension and the Michigan Agritourism Council supported the concept, but recognized that it is up to the township.

The consensus of the Planning Commission at the time was to consider the concept while working on the Master Plan update, and get more public input including a campground survey.

In 2024, Phil and Sarah Hallstedt formally submitted an Application and proposed language for a zoning ordinance text amendment that would allow Farm Stay Campsites as part of a new agritourism section of the zoning ordinance. The proposed text amendment submitted by the Hallstedt's was based upon the Centerville Township agricultural tourism language.

The Leelanau Township Planning Commission conducted a Public Hearing on the proposed language, and it was reviewed by the Planning Commission and Staff. The consensus of the Planning Commission and Staff was that Farm Stay Campgrounds should be a Special Land Use, not a Permitted Use-by-Right, and they noted conflicts with the proposed language and the existing zoning ordinance. It was recommended that Staff, with the help of a planning consultant, if needed, draft language that would be compatible with the existing ordinance and be a Special Land Use. The Hallstedt's agreed to and supported the idea of the township preparing a new draft.

A new draft of a Farm Stay Campground Amendment was prepared and discussed during the summer of 2024, with a Public Hearing on the new draft held on September 12, 2024. The new draft was modeled after the 2022 Leelanau Township Zoning Amendment for Campgrounds in the Commercial Resort District.

Following the Public Hearing, the Planning Commission made minor amendments and clarifications, then the amended draft was unanimously recommended to be sent to the Leelanau County Planning Commission for review.

**Compliance with Master Plan:**

The 2010 Leelanau Township Master Plan Update (reviewed in 2016) generally supports farming and the concept of agritourism.

In 2021, the township developed an unscientific on-line campground survey that included a few questions about Farm-Stay Camp sites. A majority of respondents supported the idea of small campgrounds related to a farm.

Leelanau Township is currently working on an update to the 2010 Master Plan.

**FARM STAY CAMPGROUNDS**  
**IN THE AGRICULTURAL ZONING DISTRICT**

**LEELANAU TOWNSHIP PLANNING COMMISSION**

**Recommended for County Review following Public Hearing**  
**September 16, 2024**

**I. AMENDMENT TO ARTICLE 2 – DEFINITIONS**

1. Add the following Definition of Farm Stay Campground:

**FARM STAY CAMPGROUND:** A small Campground that is considered as an agritourism accessory use to a primary farming operation (as defined by the Michigan Right-To-Farm Act) on a property or tract in the Agricultural Zoning District, and approved as a Special Land Use.

*(Note Continue using the existing definition of Campground and Recreational Unit that was adopted by amendment in 2022.)*

**II. AMENDMENT TO ARTICLE 3 – GENERAL PROVISIONS**

1. SECTION 3.11 RECREATIONAL VEHICLE USE

Replace Section 3.11.C in its entirety with the following:

- C. By definition, more than two (2) recreational units on a parcel of land shall constitute a Campground. The standards listed above in Sections 3.11.A and 3.11.B shall not apply to approved Campgrounds including Farm Stay Campgrounds.

**III. AMENDMENT TO ARTICLE 4 - AGRICULTURAL DISTRICT**

1. Add Farm Stay Campgrounds to the Special Land Use Section 4.4G

**Section 4.4.G Farm Stay Campgrounds: Add the following in its entirety:**

**A. INTRODUCTION / INTENT**

Leelanau Township recognizes that Farm Stay Campgrounds, when conducted properly, can enhance and add value to an existing commercial farming operation. Farm Stay Campgrounds however, have the potential to disrupt residential areas and also neighboring farming operations by virtue of noise, traffic, dust, smoke, trespassing, and proximity to active farming operations.

Anyone who wishes to establish and operate a Farm Stay Campground in the Agricultural Zoning District shall first obtain a Special Land Use Permit from Leelanau Township.

It is the intent of Leelanau Township to limit the potential impacts of Farm Stay Campgrounds in the Agricultural Zoning District by considering potential impacts on the area such as noise, traffic, topography, and proximity to farming operations during the review of each Application. Among other factors, the township will consider the location and parcel size of the proposed property and the surrounding land uses.

**B. MINIMUM LOCATION STANDARDS**

1. Farm Stay Campsites shall be considered a use accessory and subordinate to a primary farming operation, as defined in the Right-To-Farm Act, and shall be located on the same parcel or tract as the primary farming operation. If Leelanau Township needs to verify if a particular farming operation meets the Right-To-Farm Act definition, they may ask the Applicant to provide a determination from the Michigan Department of Agriculture and Rural Development (or their successor).
2. There shall be only one Farm Stay Campground allowed per parcel or tract of land under the same ownership.
3. The owner or manager of the Farm Stay Campground shall reside in a dwelling on the parcel or tract.
4. Only Recreational Units, as defined in this ordinance, shall be allowed on a Farm Stay Campsite.
5. The minimum gross parcel or tract size shall be 30 Acres, however, the size of the parcel, topography, and surrounding land uses will be factors in determining if an application qualifies for a Special Use Permit, as well as the number of allowable campsites.

6. Maximum number of allowable individual campsites to be active at one time in a Farm Stay Campground:

The Planning Commission, during review, will determine the maximum number of allowable campsites that can be active at one time based upon topography, access, and the surrounding existing land uses, however, the maximum number of active campsites in a Farm Stay Campground shall not exceed the maximum number listed below. The Planning Commission may allow for flexibility by allowing additional campsites, however, the maximum number of active campsites at one time shall not exceed the following:

<u>Parcel or Tract Size</u> <u>(Gross Acreage)</u>	<u>Maximum</u> <u>Number of</u> <u>Active Sites</u>	<u>Maximum</u> <u>Number of</u> <u>Total Sites</u>	<u>Maximum</u> <u>Number of</u> <u>Cabins*</u>
30.00 - 30.99 acres	3	6	3
40.00 acres and more, (or ¼ of ¼ Section of land)	4	8	4

\*For purposes of this section, "cabins" includes a hard-sided tent, camping cabin, and park model units.

7. Road access must be approved by the Leelanau County Road Commission and/or Michigan Department of Transportation for the proposed use.
8. Adequate area for off-street parking on stable ground shall be provided. No parking will be allowed on public or private roads.
9. Farm Stay Campsites shall have adequate water and wastewater facilities, either permanent or temporary, approved by the local health department and/or Construction Code Office.
10. The Planning Commission, during Site Plan Review, may require landscaping, screening, or buffering in accordance with Article 17 of this ordinance in order to address any impacts on neighboring properties.

### **C. OPERATIONAL LIMITATIONS**

1. The owner or manager of the Farm Stay Campground shall physically be on the subject parcel from 10:00 pm to 8:00 am during periods when a Farm Stay Campground is occupied.
2. At other times, a manager or owner shall be available within 30 minutes of the Farm Stay Campground when a campsite is occupied.
2. At all times, sound from the Farm Stay Campground, as measured at any property line shall be no greater than normal conversation levels which is 75 dBA.
4. Quiet Hours at the Farm Stay Campground shall be observed between 10:00 p.m. and 8:00 a.m. Noise during quiet hours must be limited to that which does not disturb the quiet, comfort, or repose of a reasonable person with normal sensitivities. Campsite activity must comply with the Leelanau Township Nuisance Ordinance in effect at the time.
5. Setbacks: At a minimum, all Farm Stay Campsites shall be a minimum of one-hundred (100) feet from a property line or property tract line. The Planning Commission, during Site Plan Review, may require greater setbacks based upon the location and potential impact.
6. The maximum length of stay for any camper shall be three (3) weeks.
7. The maximum number of campers on any individual campsite shall be as follows.
  - a. Four (4) adults, or
  - b. Two (2) adults and children.
8. An emergency vehicle access lane shall be maintained to each campsite.
9. Any Outdoor Lighting shall be shown on the Site Plan and shall meet the requirements of the Leelanau Township Nuisance Ordinance in effect at the time.

10. Campfires shall only be allowed in fire pits as designated on the Site Plan. It shall be the responsibility of the Farm Stay Operator to locate and regulate fire pits to prevent smoke and fire from leaving the property to adjacent residences. All local, state, and federal rules, regulations, and statutes shall be followed in regards to campfires.
11. It is the responsibility of the Farm Stay Campground Operator to clearly mark the overall property boundaries, notify campers of the property boundaries, and to discourage trespassing on other properties.
12. Prohibited Activities for Farmstay Campground campers and guests:
  - a. Firearm ranges
  - b. Motocross
  - c. Concerts or amplified sound of greater than 20 amps.
  - d. Sky Lanterns – see twp. Ordinance
  - e. Fireworks, except in conformance with township ordinances in effect.
13. Accessory/Incidental Uses/Structures to Farm Stay Campsites  
 The following uses/structures are considered incidental and accessory to a Farm Stay Campsite:
  - Offices
  - Community Room
  - Playground / Passive Recreation
  - Sale of firewood
  - Restrooms
  - Other uses/structures considered incidental and/or accessory by the Planning Commission.

#### **D. SUBMITTAL REQUIREMENTS**

In addition to those general items required for Site Plan Review and Special Land Use Permit review, the following items shall be submitted:

1. Site Plan showing where on the campsites will be located, parking areas, buildings, wells, septic areas, campfire pits and sensitive areas. The Planning Commission may request additional information from the Applicant on the Site Plan.
2. Vicinity map indicating neighboring structures and land uses. (may be on an aerial map)
3. If requested, a determination from the Michigan Department of Agriculture and Rural Development, or their successor, that their primary farming operation meets the definition in the Michigan Right-To-Farm Act.
4. Management Plan, which includes the following:
  - A. A general description of the Farm Stay Campsite Operation, including whether the site will be seasonal or year round.
  - B. Specific details of where sites will be located and type of campsite.
  - C. Type and number of restroom facilities.

- D. Provisions for septic disposal.
- E. Provisions for power supply.
- F. Provisions for potable water supply.
- G. Provisions for refuse management, including schedule for removal.
- H. Contact information for on-site manager and owner.
- I. Emergency Management Plans, including emergency access.
- J. The established maximum occupancy for each building.
- K. Anticipated measures to prevent guests from trespassing on neighboring properties.
- L. Locations and regulations on campfires.
- M. Accessory Uses / Structures

5. Agency Reviews, including the following as applicable.

- Road Agency
- Health Department
- Fire Department
- Soil Erosion/Drain Commissioner
- *Michigan EGLE* if required



***EXCERPT OF DRAFT MINUTES***  
**LEELANAU TOWNSHIP PLANNING COMMISSION**  
**REGULAR MEETING**

**Thursday, September 12, 2024**

7:00 p.m.

Leelanau Township Hall

119 E. Nagonaba St., Northport, MI 49670

With public participation available via Zoom Remote Electronic Access

Zoom Meeting ID: 881 0982 5018 Passcode: 49670

**1. PLANNING COMMISSION CALL TO ORDER, ROLL CALL, NOTATION OF QUORUM:**

This meeting was conducted at the Leelanau Township Hall, 119 E. Nagonaba Street, Northport, MI 49670, with public participation available via Zoom remote electronic access.

Chair Steve Kalchik called the meeting to order at 7:00 p.m.  
He asked each member present to introduce themselves.

Members Present: **Kristi Fischer, Brigid Hart, Steve Kalchik, Brian Mitchell, Gerald Schatz, Hugh Scott, & Gina Harder**

Absent: **None**

***Quorum Established***

Also present:

Staff: Zoning Administrator Steve Patmore (ZA)

Public and Officials: 6 in the audience at the Township Hall.

Approximately 4 others joined via Zoom Remote Electronic Access.

**2. APPROVAL OF AGENDA:**

Chair Kalchik asked if there were any additions or changes to the draft Agenda.

Commissioner Harder stated that she had comments on the proposed Farm Stay Zoning Amendment from the Leelanau Township Board, and asked to move the Township Board Report to before the Public Hearing.

It was the consensus of the Commission that concerns from the township board should be heard as part of the Public Hearing on the zoning amendment, and doesn't need to be heard in Township Board Report.

***Motion by Mitchell to approve the draft Agenda as-presented.***

***Seconded by Scott***

***Voice Vote: All Ayes.***

***Motion Carried.***

**3. DECLARATION OF CONFLICT(S) OF INTEREST:**

Chair Kalchik asked Commissioner's if they had any conflict of interest on any item on this agenda.

No conflicts of interest were stated

## 6. DISCUSSION/ACTION ITEMS:

### A. Public Hearing, Review, and Consideration – Farm Stay Campground Text Amendment

Chair Kalchik opened the Public Hearing on the proposed Farm Stay Campground Zoning Ordinance Text Amendment, and asked Zoning Administrator Patmore to introduce the amendment.

Zoning Administrator Patmore gave a brief background of the proposed amendment and briefly explained the process of approving a zoning ordinance text amendment.

Chair Kalchik asked if Phil Hallstedt had any comments on the text amendment. Mr. Hallstedt thanked the Planning Commission for their work on this amendment. He noted that they wanted to be the first ones in the area to have Farm Stay Camping.

Chair Kalchik opened the floor to Public Comment:

- Planning Commission Member and Township Board Trustee Gina Harder noted concerns that she said were brought up by the Township Board at their last meeting.
  1. The minimum acreage requirement of 20 acres vs. 40 acres concerns the board. They were proceeding under the impression that the Planning Commission was going to propose a 40 acre minimum parcel size for Farm Stay Campgrounds.
  2. The Township Board is concerned about enforcement of Farm Stay Campgrounds.
  3. The Township Board is concerned that a property owner could have multiple Farm Stay Campgrounds if they own multiple adjacent properties.
- Rick Gans, Northport, no address given, stated that he is heavily in favor of the proposed amendment and thanked the planning commission for their work.
- Erica Hallstedt, no address given, supports the amendment, and noted the struggles that the cherry industry has been having.
- Allen Dalzell, Omena, no address given, encourage the planning commission to not make it too hard to have a Farm Stay Campground.
- Jerry Spears, Northport, no address given, supported the amendment.
- Elizabeth Mallek, Northport, gave kudos to the planning commission and commented that enforcement is a problem.
- It was noted that Phyllis Rebori, Northport, submitted written comments to the planning commission on the proposed amendment

Chair Kalchik closed the Public Hearing

## Gail Myer

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**From:** Steve Patmore <zoningadmin@suttonsbaytwp.com>  
**Sent:** Monday, September 16, 2024 10:15 AM  
**To:** Gail Myer; Jenny Herman  
**Subject:** Zoning Amendments - Suttons Bay & Leelanau

Gail,

I have two zoning amendments that I will get to you today. They are relatively simple.

- Suttons Bay Township – Amendment to Waste Management District to allow condominium storage/business units as a Special Land Use.
- Leelanau Township – Allow Farm Stay Camping as a Special Land Use in the Agricultural District.

Steve

## Gail Myer

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**From:** Steve Patmore <zoningadmin@suttonsbaytwp.com>  
**Sent:** Wednesday, September 18, 2024 9:44 AM  
**To:** Gail Myer  
**Subject:** Leelanau Township Farm Stay Amendment  
**Attachments:** Submittal to County Planning Commission.pdf

I will get the excerpt of the Minutes when I go to Leelanau Township later today.

Steve