

**PENINSULA TOWNSHIP
PLANNING COMMISSION MEETING MINUTES
13235 Center Road
Traverse City, MI 49686
November 19, 2018**

1. **Call to Order:** 7:00 p.m. by Couture
2. **Pledge**
3. **Roll Call:** Present: Al Couture, Monnie Peters, Larry Dloski, Todd Oosterhouse, Isaiah Wunsch, Donna Hornberger, Susan Shipman.
Also Present: Randy Mielnik, Christina Deeren
4. **Approve Agenda:** **Motion:** by Wunsch to approve agenda, second by Peters
Action: Passed
5. **Brief Citizen Comments:** none
6. **Conflict of Interest:** none
7. **Consent Agenda:**
 - (a) Correspondence: none
 - (b) Approval of Meeting Minutes: Planning Commission Mtg 10-2-18
 - (c) Acceptance of Meeting Notes: ZO Rewrite Committee Notes 9-24-18 and 10-1-18
Bowers Harbor Vineyard Committee 10-23-18

Motion by Wunsch to move Consent Agenda 7.b to Business 9.g. Second by Shipman.
Action: Passed

Motion: by Hornberger to approve the consent agenda as amended. Second by Peters.
Action: Passed
8. **Reports and Updates**
 - (a) **Introduction /Welcome New Members** – Couture
Welcome to new members Todd Oosterhouse and Larry Dloski.
 - (b) **Township Board** – Wunsch
 1. Reviewed options for the purchase of a firetruck.
 2. Tentative approval of new Township Clerk
 - (c) **Zoning Board of Appeals** –Deeren
 1. Need a person from the PC to serve on the ZBA
 2. ZBA Chair retired. Bernie Soutar will be the new Chair of ZBA.
 3. Two cases were heard at the Nov. 8 meeting. The first was a deck built 15' from the highwater mark. Not approved, must be removed. The second case was a request to build a 2'X125' wall. This was granted.
 - (d) **Bowers Harbor SUP Committee** – Shipman
 1. The committee comprised of Hornberger, Shipman, and Wunsch met with the applicants on Oct. 23. They are exploring options in terms of an SUP amendment and a winery chateau, and they plan to meet again in the future.
 - (e) **Zoning Code Update Status** – Peters
 1. An updated draft has been received from McKenna. However, a few pieces still missing. Copies of this draft have been made for committee members. There is still editing to be done.
 2. Mielnik commented that this has been a monumental undertaking. Sixty-eight meetings have been held over a period of about one and a half years. Some

work will continue to make the language more precise, clear, and better organized.

3. The goal is to present a draft code to a joint meeting of the PC and the Town Board in January, followed by public workshops and meetings.

(f) Community Survey – Mielnik

1. The existing survey was done in 2006.
2. Due to new issues and new residents, we need an update. This will be used as a precursor to the Master Plan update and guide our planning process.
3. Will help gauge public opinion on short-term rentals and the PDR Program.
4. Grant to help fund this from Networks Northwest was denied.
5. Plans are to form a committee from P.C. and Town Board to decide the mechanics, methodology, whether to use outside assistance or not, and to formulate the questions themselves.

(g) Master Plan Update – Mielnik

1. By law (MI Planning Act) the Master Plan must be updated every five years.
2. 2006 was the last time a complete document was prepared.
3. We need to move forward with a new committee member to meet and form a work plan, set milestones and a planning process.
4. The Community Survey will be used as a foundational element of this work.
5. Peters reminded the members that the Planning Commission did complete some of work on a Master Plan update in 2016. It was presented to the Town Board, but final adoption steps were not taken.

(h) Annual Report to Town Board – Mielnik

1. State law requires a summary of Planning Commission activities for the year to be submitted to the Town Board.
2. Randy will prepare a draft to be presented at the December P.C. meeting. Edits will be made and we will aim for approval by January 2019.

9. Business

(a) Public Hearing on Farm Processing Facility Zoning Amendment

1. Couture closed the regular meeting and opened the Public Hearing.
2. No public comments.

(b) Consideration of Farm Processing Facility Zoning Amendment

3. Couture closed the Public Hearing and re-opened the regular P.C. meeting.
4. Discussion was held and motion called for.
5. **Motion:** by Peters to strike “may be one or two stories and” from the first sentence in the proposed language. (6. Farm Processing Facility Size) Second by Wunsch.
6. Discussion – request to clarify the motion
7. **Motion:** by Peters to amend the Updated Language of 11-7-18 by deleting “may be one or two stories and” and then to continue on to read “may include a retail space room.”
8. Discussion.
9. **Motion:** by Shipman to move the entire first sentence with the proposed changes about halfway down the paragraph, putting it just in front of “A retail space may be in...”. Second by Wunsch.
10. **Action:** Passed
11. **Motion:** by Wunsch to approve the updated proposed language from 11-7-18 as amended. Second by Shipman.
12. **Action:** Passed

(c) Brys SUP 115 – Amendment #4

1. Walter Brys (3309 Bluewater) requested an approval for a 1005 sq. ft. enlargement of an existing deck. This will improve traffic flow for guests. Approximately 36 plants will be lost. He is hoping for approval by the Town Board by the end of the year. Projected completion by Memorial Day 2019.
2. Questions/discussion
3. Corrections to SUP #115 4th Amendment Findings of Fact
Page 1, first paragraph, substitute “Trustees” for “Commissioners”.
Page 2, (2.3 c.) – remove the first “code” in last sentence.
Page 2, (2.1 c.) – remove the written “fifty-six”, replace with numbers.
Page 3, (3.1 a.1) – drop the “s” from “illustrates” and add the word “to” after “change” in the first sentence.
Page 4, (3.2 1) – add the word “are” after “safeguards”.
Page 8, (4 a 1) – remove the written “fifty-six” and replace with numbers.
Page 9, (4 c 1) – drop the words “navigational lanes for agricultural equipment”.
Page 11, (4 n 1) and (4 n 1, 1) – change “Michigan State Construction Code” to “Grand Traverse County Construction Code”
4. **Motion:** by Oosterhouse to approve Brys SUP 115, Amendment #4, second by Hornberger.
5. Discussion.
6. **Motion:** Amended motion by Oosterhouse to approve Brys SUP 115, Amendment #4 subject to revisions as noted. Second by Hornberger.
7. **Action:** Passed, opposed by Peters.

(d) Grey Hare Inn – Bed and Breakfast SUP Amendment or Code Modification Discussion

1. Mielnik is requesting direction from the Board regarding correspondence dated Sept.17, 2018 from Cindy Ruzak.
Discussion. A brief history concerning proposed changes to code. The Town Board discussed this in July and decided to take no action.
2. The general consensus was that code modification will not/cannot take place until a community survey is completed.
3. Suggest that she could try an amendment to her existing SUP.

(e) Bylaws Update Committee Appointments

1. We need a committee to revisit the bylaws and compare them to the State Planning Act.
2. Dloski and Peters appointed to the Bylaws Rewrite Committee to work with Mielnik.
3. Wunsch appointed to the Master Plan Committee.

(f) Election of Officers and Appointment of PC representative to ZBA

1. **Motion:** by Wunsch to nominate Couture to serve as the PC representative to the ZBA, second by Hornberger.
2. **Action:** Passed
3. **Motion:** by Wunsch to nominate Peters for Chair of the PC, second by Couture.
4. **Action:** Passed

5. **Motion:** by Wunsch to nominate Hornberger for Vice Chair of the P.C., second by Dloski.

6. **Action:** Passed

7. **Motion:** by Hornberger to nominate Oosterhouse for Secretary of the P.C., second by Shipman.

8. **Action:** Passed

(g) Approval of Meeting Minutes from P.C. Special Mtg. 10/2/18

1. Need page numbers.

2. Under Master Plan Update - delete the last sentence of the first paragraph. Add "Peters and Shipman attended The Watershed Center's meeting to update their "Master Plan of Grand Traverse Bay."

3. Under (e)Corrections to 9/5/18 ZO Committee minutes – delete "60 definition" and insert "the definition "(60) lot".

4. Delete the sentence that reads: "Though it has been confusing, the intent is to move it forward as we can.". This is toward the end of the page under Business 9(a).

5. **Motion:** by Hornberger to accept minutes with changes as discussed. Second by Shipman. Dloski abstained.

10. Citizen Comments

Jane Boursaw (12875 Bluff Rd.) asked to take a picture of the two new P.C. members for The Old Mission Gazette. Will take the picture right after the meeting.

11. Board Comments

1. Peters commented about a presentation that she found helpful made by Greg Mien at the 7/18/18 meeting of the Town Board. He spoke about taking meeting minutes and had a PowerPoint presentation about the level of detail needed in minutes. His presentation begins at about the 35 min. mark. She suggested that we might consider having him come to the P.C. at a future date if available. The templates for minutes are on the Township website.

2. Couture made his final remarks as Chair.

12. Adjournment 8:43 p.m.

Sue Crampton
Recording Secretary