

PENINSULA TOWNSHIP

13235 Center Road, Traverse City MI
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**Planning Commission Regular Meeting
June 3, 2025, 7:00 p.m.
Township Hall
Minutes – **Approved as Corrected****

1. Call to Order by Beard at 7:00 p.m.
2. Pledge
3. Roll Call – Present: Alexander, Beard, Dloski, Hall, Hornberger; Excused/Absent: Shanafelt, Shipman;
Township Planner: Elise Loud
4. Approve Agenda

Motion by Hornberger to approve the agenda as written, seconded by Dloski.

Motion Passes

5. Brief Citizen Comments (for non-agenda items only):

Sally Erickson, 2228 Kaukauna Court: informs the Commission that she has formally requested that the permit granted to the Hidden Ridge PUD be rescinded by the Army Corps of Engineers.

6. Conflict of Interest: none
7. Approve Meeting Minutes

Motion by Dloski to approve Planning Commission Regular Meeting May 6, 2025 regular meeting minutes, seconded by Hall.

Motion Passes

8. Planner Report

Loud: Sara Kopriva has been added to the zoning staff in a contracted capacity, allowing for enhanced service to the township. The Zoning Ordinance (ZO) rewrite is now officially under contract with McKenna. The zoning map is currently being digitized. Staff are developing an online permitting process. Acknowledges additional correspondence: June 2 letter from the Army Corps of Engineers to Hidden Ridge citing noncompliance with permit conditions, May 29 letter to Seven Hills noting noncompliance with their Special Use Permit (SUP), minutes from a recent library board meeting, where a proposed amendment was discussed, and notes from Armen – none of which are directed to the Planning Commission but included for supplemental context.

9. Communications

- a. Letter from Laurie Miholer and Garry Zachritz regarding dark night sky/dock lighting.

10. Business

- a. **Public Hearing: Zoning Ordinance Section 8.10 Hotel, Motel, Tourist Courts Amendment**

Discussion noted inconsistencies between elevation allowances and other ZO height regulations.

Beard opens public hearing. No public comments heard. Beard closes public hearing and resumes regular meeting. Commission clarifies that stated building height maximum does not include rooftop mechanical.

Motion by Hornberger to remove Section 8.10.2(6) (maximum building height) from Section 8.10, seconded by Hall.

Roll Call Vote: Hornberger: yes, Beard: yes, Alexander: yes, Dloski: yes, Hall: yes.

Motion Passes Unanimously

b. **Introduction of SUP #128 Amendment #1 for Peninsula Community Library**

PCL seeks additional storage space to support its largest fundraiser: the annual book sale. **Discussion** focuses on this request prompting further consideration of major versus minor amendments to the SUP process. Librarian, Vicki Shurly shares background and rationale. Planning Commission votes to opt out of an optional public hearing and recommends forwarding the request directly to the Township Board, which is required to hold a public hearing.

Motion by Alexander to recommend that the Township Board approve SUP #128 Amendment #1, seconded by Dloski.

Roll Call Vote: Hornberger: yes, Beard: yes, Alexander: yes, Dloski: yes, Hall: yes.

Motion Passes Unanimously

c. **Introduction of SUP #143 Walnut Grove Planned Unit Development (PUD)**

Staff introduces application. Commission Feedback/Requests: Concern over the open space allotment/overlap with land under easement. Requests more details on forest and tree preservation. Submit a grading plan and easement documentation. Consider removing the north curb cut. Conduct a lot-by-lot tree inventory (potential condition of approval).

Item not scheduled for formal action at the July meeting; no action taken.

d. **Introduction of Special Use Permit Zoning Recommendations**

Background: Difficulty in determining what qualifies as a “substantial improvement” when dealing with proposed amendments to an SUP prompted review. Research: A subcommittee (Hall, Beard, Shipman) examined practices in other municipalities. Draft Proposal Includes: Clear examples of major vs. minor amendments. Defined levels of review and approval. Pathways for administrative approval of technical changes.

Next Steps: Planner Loud to prepare: a list of conditions (excluding “substantial improvement” language) for review as well as two distinct pathways for treating technical amendments under the SUP process.

11. Reports and Updates - Verbal

a. **Agricultural Advisory Committee**

Maura Sanders, Township Supervisor: Working on a definition for agritourism to guide local policy. Exploring grant funding for farmers market feasibility study. Continuing legal review of signage issues related to agriculture and agritourism.

b. **Township Board**

Alexander: TB hosted a joint meeting with the Old Mission Peninsula Historical Society, Parks Committee, and Lighthouse Advisory group. Township is considering formation of a Historic Commission. The Survey Committee is actively refining questions and continues to seek community input.

12. Public Comment

Dave Murphy, 6943 East Shore Road: Encourages the Planning Commission to provide input on the township survey. Shares appreciation for the ongoing discussion on dock lighting, noting even downward-facing, compliant lights may cause visual impact when overused. Urges collaboration with the Parks Committee on any open space/public park discussions in developments like Walnut Grove.

Steve Brown, 336 Knollwood Drive: offers gratitude and insight from his past service as a former township official in another municipality.

Erickson: requests that the Planning Commission advocate for immediate compliance from Hidden Ridge with township ordinances to prevent setting a precedent for other associations. Inquires into new study group to handle shoreline regulation.

13. Other Matters or Comments by Planning Commission Members

Hall: clarifies that no new committee is being formed regarding shoreline—two members will revise the group's suggestions for PC review. Requests that Planner Loud review the Short-Term Rental (STR) ordinance to determine whether Planning Commission input is needed, acknowledges letter from resident, Marty Lagina, which was published in the Old Mission Gazette.

Alexander: notes that a draft STR ordinance from April 2022 was never finalized; emphasized former planner, Jenn Cram's, position that STRs are not allowed in any zoning district. Highlights ongoing noncompliance at Seven Hills. Confirms enforcement actions are moving forward regarding Hidden Ridge, supported by both the Township and Army Corps correspondence.

14. Adjournment

Motion by Dloski to adjourn this regular meeting of the Planning Commission, seconded by Hall.

Motion passed.

Meeting Adjourned at 9:37 p.m.