

**PENINSULA TOWNSHIP**  
**13235 Center Road, Traverse City MI 49686**  
**www.peninsulatownship.com**  
**Township Board Special Meeting Minutes**  
**August 9, 2021, 12:30 p.m.**

1. **Call to Order:** 12:30 p.m. by Manigold

2. **Pledge**

3. **Roll Call:**

Present: Sanger, Bickle, Manigold, Chown, Achorn

Absent: Wahl, Wunsch

4. **Conflict of Interest:** none

5. **Brief Public Comments:**

David Edmondson, 12414 Center Road

Concerned about the zoning and planning department positions. Asks for the best decision for the community. Studied the Networks Northwest review from 2018; good suggestions were presented. Reviewed the key findings. The township board is responsible for the findings of the report.

Andy Valdmanis, 1484 Chimney Ridge Drive

Has participated in township master plan rewrite committees. Asks the township board to use a logical, chronological order for the master plan. It is so close that it should be adopted. The zoning rewrite has items that need attention and discussion. The zoning document is a 10-to-15-year document, and once the master plan is approved, the zoning rewrite can be considered.

6. **Additions to Agenda/Approval:**

Moved by Bickle to approve the agenda, seconded by Chown.

**Passed Unan**

7. **Consent Agenda:**

a. Reappointment of Dave Murphy, Armen Shanafelt, and Michele Zebell to the parks committee; Randy Hall and Larry Dloski to the planning commission; and Bernie Soutar to the zoning board of appeals for additional three-year terms; appointment of Marilyn Elliott to the zoning board of appeals for a three-year term.

Moved by Chown to approve consent agenda as presented, seconded by Bickle.

Roll call:

**Passed Unan**

8. **Business:**

- a. Discussion on whether or not to combine the planning and zoning departments in Peninsula Township or keep them separate along with detailing expectations for the role or roles.

**Bickle:** after reviewing last week's work session discussion, feels there should be two positions due to the tasks and responsibilities of each position. There is a need for better communication between the departments.

**Chown:** supports Bickle's position. Despite the size of the township, this is a huge job. A single individual should not run zoning and planning. The job description should be updated and should clarify that the two positions should work together. The processes should be clear and followed every time.

**Bickle:** agrees with Chown that the job descriptions should be worded with the positions working together. Randy Mielnik is on contract with the township and can help outline the planner's responsibilities and onboard the new planner. If the township board moves forward with the gentleman candidate, Jennifer Hodges should interview the candidate.

**Achorn:** agrees that the zoning administrator and planner should work together. The zoning role has increased since the 2018 study. There is a need for administrative assistance and clerical support for both positions. The planner can be assisted by Jennifer Hodges from Gordie-Fraser. The positions should be kept separate.

**Sanger:** logically, the positions should be combined, but they should be kept separate at this time. The role of the planner should be discussed and the two positions should work together and with the citizen committee members of the planning commission and the zoning board. Legal support is very important for these positions.

**Chown:** additional staff training should occur for the planner and zoning administrator.

**Acorn:** there should be a mandate for ongoing training for the planning and zoning positions.

**Manigold:** the jobs have to be separate. Permit applications have doubled. Zoning is very busy. For the planner position, grant writing is important. When an SUP permit comes into the township, there needs to be guidance for the applicant. Administrative assistance needs to be put into place. Currently, there is a disconnect between the two positions. Suggested a motion to ask the candidate to come to the township for an in-person conversation and ask the candidate to talk to Jennifer Hodges.

**Sanger:** suggests the chair of the planning commission be involved and weigh in on the decision.

**Moved by Bickle to go to the next step with the candidate.**

**Achorn:** there should be an option to look for a candidate, not commit to this candidate.

Township board discussed options for bringing in a/this candidate.

**Bickle withdrew his motion on the floor.**

**Moved by Bickle that the township board move forward with an in-depth discussion between the candidate and Gordie-Fraser's Jennifer Hodges and, pending Hodges'**

**subsequent feedback, schedule an in-person visit with the candidate, seconded by Manigold.**

**Roll call:** Passed Unan

**Manigold:** will return to managing the marathons, triathlons, and all races in the township.

**9. Citizen Comments:**

Nancy R. Heller, 3091 Blue Water Road

Asked Chown to review the job description and look at the compensation study. Stated that Valdmanis has a point referencing the zoning ordinance. Asked for ordinance changes to be clear on the website.

**Manigold:** the public hearing for the zoning rewrite will continue this month and next month for a total of three months.

**Bickle:** asked that the rewrite be double-checked so that the changes are clear to the public.

**Heller:** the administrative assistant should have a clear job description. Cross-training for employees is important. Suggested a compliance checklist for marathons and races.

**Manigold:** there is a race application. Reviewed the process.

**Bickle:** there is a checklist for races in the township.

**Valdmanis:** is Deeren the point of contact for the zoning rewrite for citizen and industry professionals? Recent changes should be available. Citizens need time to respond. Is concerned that this year's zoning may not apply next year.

**Sanger:** it is unclear when the ordinance becomes conforming. Explained that the ordinance is unclear as to when the changes will be effective. Wonders if, when the zoning rewrite is adopted, does everyone have to conform or are they grandfathered in?

**Chown:** isn't it the case that when the new zoning rewrite is adopted, it supersedes the old one? Going forward, the new one is the law for all new projects and future activities?

**10. Board Comments:**

Board discussion of the zoning rewrite.

**11. Adjournment:**

**Moved by Chown to adjourn, seconded by Bickle**

Passed unan

Adjournment at 1:20 p.m.