



Antrim County Planning Commission



MEMBERS

Richard Friske, Jr.
12/31/2024

Leslie Elrod
12/31/2025

James Gurr
12/31/2025

Kenny Provost
12/31/2024

Ron Tschudy
12/31/2023

Bill Hefferan
term elected

ADVISORY

Stan Moore
MSU Extension

STAFF

Jeremy Scott
County Administrator

vacant
Deputy Administrator

Tina Schrader
Administrative Asst.

Margie Boyd
Secretary

OFFICE ADDRESS

P.O. Box 187
Bellaire, MI 49615

PHONE: 231-533-6265

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The Antrim County Planning Commission meeting is scheduled for

Tuesday, January 10, 2023

Board of Commissioners Room

203 East Cayuga Street, Bellaire, MI

AGENDA ITEMS INCLUDE:

6:00 p.m. Call to Order

Pledge of Allegiance

Organizational Meeting

- Election of Officers
- Selection of Meeting Dates/Times

Approval of Agenda (*pg. 2*)

Declaration of Conflict of Interest

Public Comment

Approval of [Minutes from November 1, 2022](#) (*pg. 2*)

Old Business

New Business (*Pgs. 3-20*)

- Milton Township Zoning Amendments: ZO 2022-2 & 2022-03
- **Natural Hazard Mitigation Plan (*sent separately*)**

Various Matters (*pg. 21*)

- Communication - Banks Township (*Information Only*)

Public/Member Comment

Adjourn



Memorandum Administration Office

January 10, 2023

TO: Planning Commission

FR: Jeremy Scott, County Administrator

RE: Approval of Agenda, Minutes

You should have received your agenda packets via electronic communication on January 5, 2023. If there are no changes or additions to the agenda, please consider the following action:

Motion by _____ and seconded by _____ to approve the January 10, 2023 agenda as presented.

You received the minutes from the regular November 11, 2022 Planning Commission meeting via electronic communication on January 5, 2023. If there are no corrections to those minutes, please consider the following action:

Motion by _____, seconded by _____ to approve the minutes of the November 11, 2022 meeting as presented.



Memorandum Administration Office

January 10, 2023

TO: Planning Commission

FR: Administration/Planning Office

RE: Milton Township Zoning Amendments: Recreational Vehicle Seasonal Park, Zoning Board of Appeals, Application for Procedure for Site Plan Review

Milton Township is proposing two amendments to their zoning ordinance. Zoning Ordinance 2022-03 would decrease Zoning Board of Appeals (ZBA) members from seven (7) members to five (5). The Zoning Ordinance amendment 2022-02 makes amendment to the special use requirement for Recreational Vehicle Season Park Use. Specifically adjustments would be made to section 117.1605 which outlines specific Special Land Use Standards; section 117.2103 (Application Procedure for Site Plan Review), and 117.218 ("Definitions).

Of particular note in **117.1605 B**, they are reducing site density by half down to 4 and increasing common recreation space up to 25%. The addition of **#15** to Section **117.2103 A**. is both notable and advised given the events of the last few years.

Of concern is the ambiguous wording in both **117.1605 R**. regarding screening and **S.2.** regarding management plans. In both cases, clearly outlined requirements are not established, with subjectivity being the prevalent determination and, in the case of S.2., it isn't even clear whether it will be the Zoning Administrator or the Planning Commission who may arbitrarily require additional plans. It is my recommendation that this language be cleared up and specifications given before moving forward with the amendment ZO 2022-02.

Motion by _____, seconded by _____, we find not incompatibilities between the Milton Township proposed ZO 2022-02 and ZO 2022-03 amendments and the Antrim County Master Plan. The County Planning Commission recommends approval of ZO 2022-03 but recommends that objective language be established in section 117.1605 parts R and S before approving ZO 2022-02.

Date: 11.28.2022
From: Sara Kopriva, AICP
To: Antrim County Planning Commission
Project: Milton Township Zoning Amendments ZO 2022-02 & 2022-03

i
initiative

Attached are 2 amendments that the Milton Township Planning Commission has recommended approval to the Township Board.

ZO 2022-02

The Township received an application to amend the special land use requirements for the Recreational Vehicle Season Park use. Attached is the proposed language. In addition to changes to 117.1605, the Planning Commission also is proposing changes to add language to the site plan review requirements (Section 117.2103). These are new requirements and additions to the existing language. The proposal also has a change to the amendment to 117.218, R Definitions.

Attached is also the existing language in the current Zoning Ordinance to be able to compare the changes proposed.

ZO 2022-03

The amendment is to decrease the total membership of the Zoning Board of Appeals from 7 members to 5 members.

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535 West William
Suite 101
Ann Arbor, MI 48103

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Petoskey Office
113 Howard Street
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Traverse City Office
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Traverse City, MI 49684

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Grand Rapids Office
5211 Cascade Road SE
Suite 300
Grand Rapids, MI 49546

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ZO 2022-02

117.1605 Recreational Vehicle Seasonal Park

In addition to the standards of 117.1602.A., the Planning Commission shall find that a proposed recreational vehicle park shall meet the following specific Special Land Use standards.

- A. Recreational vehicle sites shall occupy at least 3 acres.
- B. There shall be no more than four (4) sites per acre. Density shall be calculated based on usable acreage which shall exclude ingress/egress easements, water, wetlands, slopes over 18%, drain fields, and retention/detention areas.
- C. The size of a site shall be a minimum of 2,600 square feet.
- D. There shall be at least 20 feet between each recreational vehicle.
- E. There shall be no permanent accessory structures allowed on site.
- F. There shall be at least 20 feet of road frontage on each site to allow for ingress and egress.
- G. There shall be no more than one (1) recreational vehicle per site
- H. A gate activated by codes/cards provided by park management to residents shall control access to the recreational vehicle park.
- I. There shall be no more than six (6) people residing at a site overnight and no more than four (4) registered guests at a site during the daylight hours. All guests of a site lessee must be registered.
- J. Sites will not be sub-let.
- K. Twenty-five percent (25%) of the acreage of a recreational vehicle park shall be a usable, common, recreational area that shall include community use facilities such as playground equipment, basketball courts, trails, gardens, etc. Usable areas shall not include roads, ingress/egress easements, wetlands, or slopes over 18 percent.
- L. The recreational vehicle park shall be seasonal and be open for occupation from April 1 to November 1 of each year. All utilities shall be disconnected during the off-season by the park owner/manager. All sites shall remain vacant and recreational vehicles shall not be stored in the park during the off-season.
- M. The recreational vehicle park will be licensed by the State of Michigan Public Health Code (Act 368, Article 12, Part 125, 333.12506)
- N. Before approval by the Milton Township Planning Commission the applicant must

provide a construction plan approved by the State of Michigan.

1. All specifications regarding water supply, wastewater treatment, and electrical services shall meet standards in State of Michigan Public Health Code (Act 368, Article 12, Part 125, 333.12506) and Antrim County Public Health and Building codes/standards.
 2. All roads internal to the recreational vehicle park shall comply with State of Michigan Public Health Code (Act 368, Article 12, Part 125, 333.1558)
- O. All storm water shall be retained on the recreational vehicle park parcel.
- P. The owner of the recreational vehicle park shall be responsible for having a manager or security personnel available 24 hours per day, seven days a week and residing onsite.
- Q. All park boundary lines, except for the minimum space needed for the access drive/driveway, shall be fully screened per 117.311 of the Township zoning ordinance.
- R. Individual RV sites, accessory buildings and similar features shall be isolated from surrounding single-family residential uses or similar uses by screening, distance or other means satisfactory to the Planning Commission to protect the quiet enjoyment and aesthetic values of adjoining properties.
- S. As part of a submittal for special land use approval for a recreational vehicle seasonal park, the applicant shall present a detail management plan for the facility. Such management shall include, but not be limited to the following information and the continued compliance with the terms of the management plan shall be a condition of any approval granted under this section:
1. Policies and enforcement procedures to deal with noise, rowdy behavior, and similar nuisance activities
 2. Any other information determined by the Zoning Administrator or Planning Commission to be necessary to properly evaluate the proposed request.
- T. The recreational vehicle seasonal park shall obtain and maintain any required state licensing at all time and failure to maintain such licensing shall be grounds for revocation of any special use approval under this Ordinance.
- U. No development within a recreation vehicle seasonal park shall occur on slopes greater than 18 percent from undisturbed, existing grade of site.
- V. When internal roads are created, they must comply with the development and design guidelines contained in this ordinance.

Amend Section 117.2103, Application Procedure for Site Plan Review.

A. At a minimum, the application shall include the following information:

15. All required permits from outside agencies such as, but not limited to, Antrim County Soil Erosion, Antrim County Road Commission, Michigan Department of Transportation, Michigan Department of Environment, Great Lakes and Energy, and Health Department of Northwest Michigan. A letter of "no concern" can be used in place of a permit if the agency cannot issue a permit until after a zoning permit.

B. The site plan shall contain....

26. Stormwater plan that retains all stormwater on site and shall use a 100-year storm event as the engineering basis of design.

Amend Section 117.218 "R" Definitions:

Recreational Vehicle: A vehicle or vehicular-type unit, primarily designed as temporary living quarters for recreational camping or travel use, which either has its own motor power, or is mounted on or drawn by another vehicle which is self-powered. Recreational units shall include travel trailers, camping trailers, motor homes, truck campers, slide-in campers and chassis-mounted campers. Park models are not considered a recreational vehicle under this definition.

Public Assembly Building: A building or portion thereof in which facilities are provided for civic, educational, political, social, religious or fraternal purposes, including theaters, libraries, art galleries, museums, churches and auditoriums.

Public Assembly Building, Large: A public assembly building as defined herein with either a seating capacity of more than 120 persons in the largest room or building footprint of at least 2,000 square feet.

Public Assembly Building, Small: A public assembly building as defined herein with a seating capacity up to 120 persons in the largest room and a building footprint of less than 2,000 square feet.

Public Park, Playground, or Community Center: A public facility, or natural or landscaped area, provided by a unit of government or residential neighborhood association, to meet the active or passive recreational, cultural, social, and sporting needs of residents.

117.217 “Q”

RESERVED

117.218 “R”

Recreational Vehicle: A vehicle or vehicular-type unit, primarily designed as temporary living quarters for recreational camping or travel use, which either has its own motor power, or is mounted on or drawn by another vehicle which is self-powered. Recreational units shall include travel trailers, camping trailers, motor homes, truck campers, slide-in campers and chassis-mounted campers.

Recreational Vehicle Seasonal Park: Land under a single ownership and management providing temporary hook-ups for recreational vehicles (not including tents, mobile homes, manufactured homes, or other structures) for recreational or educational purpose.

Required: Mandated by the provisions of this Ordinance.

Research and Office Building: Research, development, and testing laboratories that do not involve the mass manufacture, fabrication, processing, or sale of products.

Restaurant: A business in which the principal use is the preparation and sale of food and beverages primarily for consumption on site.

Retail Business: An establishment engaged in selling goods or merchandise to the general public for personal or household consumption and rendering services incidental to the sale of such goods.

Rotor: An element of a wind energy system that acts as a multi-bladed airfoil assembly, thereby extracting through rotation, kinetic energy directly from the wind.

117.219 “S”

SCADA/MET Tower: A freestanding tower containing instrumentation such as anemometers or meteorological devices designed to provide present wind data for use by the supervisory control and data acquisition (SCADA) system.

School: A private, public or parochial educational facility offering instruction at the elementary, junior and/or senior high levels in the branches of learning and study required to be taught in the public schools of Michigan.

Seasonal Camp or Similar Recreation Enterprise: Land under single ownership and management having tents, buildings, or other shelters (not including recreational vehicles, Manufactured Housing or

Current ZO Language

8. The rooms utilized for sleeping shall be a part of the primary residential use and not specifically constructed for rental purposes.
9. The guest rooms shall have a minimum floor area of one hundred (100) square feet for two (2) occupants with an additional thirty (30) square feet for each additional occupant to a maximum of four (4) occupants per room.
10. Special land use approval shall not be granted if the essential character of the lot, or structure, or neighborhood in terms of traffic generation, ~~or~~ appearance, or activity will be changed substantially.
11. The site plan shall incorporate a floor plan layout of the proposed structure drawn to a scale of not less than 1" = 16' that shows the specific layout of the proposed facility in accord with the provisions of this Zoning Ordinance.

117.1605 Recreational Vehicle Seasonal Park

In addition to the standards of 117.1602.A., the Planning Commission shall find that a proposed recreational vehicle park shall meet the following specific Special Land Use standards.

- A. Recreational vehicle sites shall occupy at least 3 acres and no more than 10 acres of a parcel that may be more than 10 acres.
- B. There shall be no more than an average of eight (8) sites per acre up to a maximum of 80 sites.
- C. The size of a site shall be a minimum of 2,600 square feet.
- D. There shall be at least 20 feet between each recreational vehicle.
- E. There shall be no permanent accessory structures allowed on site.
- F. There shall be at least 20 feet of road frontage on each site to allow for ingress and egress.
- G. There shall be no more than one (1) recreational vehicle per site
- H. A gate activated by codes/cards provided by park management to residents shall control access to the recreational vehicle park.
- I. There shall be no more than six (6) people residing at a site overnight and no more than four (4) registered guests at a site during the daylight hours. All guests of a site lessee must be registered.
- J. Sites will not be sub-let.
- K. Twenty percent of the acreage of a recreational vehicle park shall be a common area that may include community use facilities such as showers and restrooms and shall include recreational facilities such playground equipment, basketball courts, etc.
- L. The recreational vehicle park shall be seasonal and be open for occupation from April 1 to November 1 of each year. All utilities shall be disconnected during the off-season by the park owner/manager.
- M. The recreational vehicle park will be licensed by the State of Michigan Public Health Code (Act 368, Article 12, Part 125, 333.12506)

- N. Before approval by the Milton Township Planning Commission the applicant must provide a construction plan approved by the State of Michigan.
1. All specifications regarding water supply, wastewater treatment, and electrical services shall meet standards in State of Michigan Public Health Code (Act 368, Article 12, Part 125, 333.12506) and Antrim County Public Health and Building codes/standards.
 2. All roads internal to the recreational vehicle park shall comply with State of Michigan Public Health Code (Act 368, Article 12, Part 125, 333.1558)
- O. All storm water shall be retained on the recreational vehicle park parcel.
- P. The owner of the recreational vehicle park shall be responsible for having a manager or security personnel available 24 hours per day, seven days a week and residing onsite.
- Q. The park boundary line abutting the entry access road shall have a minimum of 50% screening; all other park boundary lines shall be fully screened per 117.311 of the Township zoning ordinance.

117.1606 Seasonal Camp or Similar Recreation Enterprise

In addition to the standards of Section 117.1602, A, the Planning Commission shall find that a proposed seasonal camp, campground or similar recreational facility shall meet the following specific Special Land Use standards.

- A. Camps and campgrounds shall only be placed on parcels of 40 acres or greater.
- B. Individual camp sites, accessory buildings and similar features shall be isolated from surrounding single-family residential uses or similar camps and campground uses by screening, distance or other means satisfactory to the Planning Commission to protect the quiet enjoyment and aesthetic values of adjoining properties.
- C. Camps and campgrounds shall comply with site design standards set forth by the Michigan Department of Natural Resources.
- D. As part of a submittal for special land use approval for a seasonal camps or campground, the applicant shall present a detailed management plan for the facility. Such management shall include, but not be limited to the following information and the continued compliance with the terms of the management plan shall be a condition of any approval granted under this section:
 1. The total number of campsites proposed
 2. The maximum permitted duration of residency
 3. The general nature of camping shelters, recreation vehicles and related equipment anticipated on site
 4. The nature of services and facilities to be offered to facility users
 5. Policies and enforcement procedures to deal with noise, rowdy behavior, and similar nuisance activities
 6. The hours and seasons the facility will operate
 7. Any other information determined by the Zoning Administrator or Planning Commission to be necessary to properly evaluate the proposed request.
- E. Campgrounds shall obtain and maintain any required state licensing at all times and failure to maintain such licensing shall be grounds for revocation of any special land use approval under this Ordinance.

Current ZO Language

a full site plan as specified in Section 117.2103, B. Such a sketch plan shall include the following detail:

1. The name and address of the owner and applicant or developer, including the names of any officers of a corporation or partners of a partnership.
2. A legal description of the property and the tax number for each parcel thereof.
3. A drawing to scale showing the location of existing and proposed site improvements, including roads, driveways buildings, significant natural features and other proposed improvements.
4. Location of wells and septic systems.
5. Required yard setbacks.

117.2103 Application Procedure. Requests for site plan approval shall be made by filing with the Township Zoning Administrator a complete application accompanied by seven (7) copies of a detailed site plan that shall contain all information required in this Ordinance. The fees as established in the Milton Township Fee Resolution Schedule must accompany the application.

A. At a minimum, the application shall include the following information:

1. The applicant's full name, address and phone number including area code.
2. Proof of property ownership, and whether there are any options on the property, or liens against it.
3. A signed statement that the applicant is the owner of the property or officially acting on the owners behalf and authorizing reasonable entry onto the property by the Zoning Administrator, Planning Commission and other Township representatives for the purpose of administering their responsibilities under this ordinance.
4. The name and address of the owner(s) of record if the applicant is not the owner of record (or firm or corporation having a legal or equitable interest in the land), and the signature of the owner(s).
5. The address and parcel (Tax Roll) number of each parcel contained in the proposed site plan.
6. The name and address of the developer (if different from applicant).
7. Name and address of the licensed professional engineer; architect; landscape architect; surveyor or planner who prepared the plan.
8. Project title.
9. An overall project description.
10. A vicinity map drawn at 1" = 2,000' with north point indicated.
11. The gross and net acreage of all parcels in the project.
12. Current land use, zoning classification and existing structures on the subject parcel and adjoining parcels.
13. Project development phases and completion schedule.
14. A written statement relative to project impacts on existing infrastructure (including traffic capacity of street, schools and existing utilities) and on the natural environment of the site and adjoining lands and as it is related to the Milton Township Zoning Ordinance. Detailed requirements will vary depending on the project size and impact to the Township and the Planning Commission may request additional information.

B. The site plan shall consist of accurate drawings at a scale of not less than 1" = 100' or as recommended by the Planning Commission and/or Zoning Administrator, showing the site and all

land within one hundred and fifty (150) feet of the site. If multiple sheets are used, each shall be labeled and preparer identified. Each site plan shall depict the following, unless waived by the Planning Commission as irrelevant to the proposal under consideration.

1. Location of proposed and existing property lines, dimensions, legal descriptions, easements, setback lines and monument locations.
2. Existing topographic elevations at two (2) foot intervals, proposed grades and directional drainage flows.
3. The location and type of existing soils on the site.
4. Location and type of existing vegetation and wetlands, and how they are proposed to be preserved and managed.
5. Location and elevations of existing water courses and water bodies, including county drains, man-made surface drainage ways, floodplain and wetlands, as identified by the DNRE in an official determination request or by a specialist approved by the DNRE.
6. Location of existing and proposed buildings and intended use thereof as well as the length, width and height of each building, and typical elevation views of proposed structures.
7. Proposed location of accessory structures, buildings and uses; including but not limited to all flagpoles, light poles, bulkheads, docks, storage sheds, transformers, air conditioners, generators and similar equipment, and the method of screening where required.
8. Location of existing public roads, rights-of-way and private easements of record and abutting streets.
9. Location and dimensions of proposed streets, drives, curb cuts and access easements, as well as acceleration, deceleration and passing lanes serving the development. Details of entry way and sign locations shall be separately depicted with an elevation view.
10. Location, design and dimensions of existing and/or proposed curbing, barrier-free access, carports, parking areas (including indication of all spaces and methods of surfacing) fire lanes and all lighting thereof.
11. Location, size and characteristics of all loading and unloading areas.
12. Location and design of all sidewalks, walkways, bicycle paths and areas for public use.
13. Location or layout of water supply lines and/or wells, including fire hydrants and shut off valves, and the location and design of storm sewers, retention and detention ponds, waste water lines, cleanout locations, connection points and treatment systems, including septic systems if applicable.
14. Location or layout of all other utilities on the site including but not limited to natural gas, electric, cable TV, telephone and stream.
15. Proposed location, dimensions and details of common open spaces and any common facilities such as community buildings and swimming pools, if applicable.
16. Locations, size and specifications of all signs and advertising features showing all views.
17. Exterior lighting locations with areas of illumination illustrated as well as the type of fixtures and shielding to be used.
18. Location and specifications for all fences, walls and other screening features with cross-sections.
19. Location and specifications for all proposed perimeter and internal landscaping and other buffering features. For each new landscape material the proposed size at the time of planting must be indicated. All vegetation to be removed or retained on the site must also be indicated, as well as its typical size by general location or range of sizes as appropriate.

20. Location, size and specifications for screening of all trash receptacles and other solid waste disposal facilities.
21. Location and specification for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by government authorities.
22. Identification of any significant site amenities or unique natural features.
23. Identification of any significant views onto or from the site to or from adjoining areas.
24. North arrow, scale and date of original submission and last revision.
25. A seal is required of a licensed, professional engineer; architect; landscape architect; surveyor or planner who prepared the plan.

117.2104 Action on Application and Site Plans.

- A. Upon receipt of the application and site plans, the Zoning Administrator shall check application for completeness. After the application is found complete, the date of the application shall be recorded. The Zoning Administrator shall transmit one (1) copy to each member of the Planning Commission; one copy to the Township Consultant and retain one copy for the Township's file.
- B. The Planning Commission shall reject, approve, or conditionally approve the site plan, as it pertains to requirements and standards contained in this Ordinance. Any conditions required by the Planning Commission shall be stated in writing, together with the reasons and delivered to the applicant. Decisions by the Planning Commission shall be made within one hundred (100) days of the receipt of the completed application. Any conditions imposed on the application and site plan shall:
 1. Be designed to protect natural resources; the health, safety, welfare, and social and economic well being of users of the land use or activity under consideration, residents, and landowners immediately adjacent to the proposed land use or activity; and the community as a whole.
 2. Be related to the valid exercise of the police power, and purposes which are affected by the proposed use or activity.
 3. Be necessary to meet the intent and purpose of the Ordinance, and be related to the standards established in the Ordinance for the land use or activity under consideration, and be necessary to insure compliance with those standards.
- C. Two copies of the approved final site plan, with any required modifications thereon, shall be maintained as part of the Township records for future review and enforcement. One copy shall be returned to the applicant. Each of the copies shall be signed and dated by the Chairperson of the Planning Commission and the applicant, identifying the same as the Official Finally Approved Site Plan for the Project Title. If any variances from the Zoning Ordinance have been granted or other action taken by the Zoning Board of Appeals pursuant to the project, the minutes concerning the same, duly signed, shall also be filed with the Township records as part of the site plan and a copy delivered to the applicant for his/her information and direction.

117.2105 Criteria for Review. In reviewing the application and site plan and approving, disapproving or modifying the same, the Planning Commission shall be governed by the following standards:

- A. That there is a proper relationship between the existing streets and highways within the vicinity and proposed deceleration lanes, service drives, entrance and exit driveways and parking areas to assure the safety and convenience of pedestrian and vehicular traffic.
- B. The buildings, structures and entryway thereto proposed to be located upon the premises are so situated and designed as to minimize adverse effects there from upon owners and occupants of adjacent properties and the neighborhood.

Milton Township
Planning Commission
Unapproved Meeting Minutes
November 17, 2022

Members present: Chairman Hefferan, Renis, Peters, Standerfer, Ford, and Merillat.

Members absent: Warner, excused

Also present: Kopriva, Assistant Peterson, and 3 audience members.

Hefferan called the meeting to order at 7:00pm.

Public Comment:

Sharon Hill of Torch River Road learned that the sale is in process on the Brewer property. The property must be stabilized before division of property begins. Chris Grobbel cannot be here tonight due to bad roads. She thanked the commission for the work on the ordinance revision.

Susan Moore of Ringler Road asked how to get the revised version of the ordinance. She was disheartened about removing the 10 acre maximum and she was questioning if it will change from Village to Ag. It will not. Even though they are temporary residents, they leave their mark. We expect you to develop ordinances to protect the quality of life of full time residents.

Hefferan asked Kopriva about consulting with Mr. Vermitten regarding the lawsuit that is ongoing. Is there anything we need to do? In her discussions, there is nothing we can enforce. It is a settlement between the parties. Hefferan said we will follow Mr. Vermitten's direction.

Hefferan said regarding having remote proceedings was brought to the township board about a year ago and the board did not support us getting the equipment and facilitating remote proceedings.

Approval of Agenda:

Add Under New Business: Set Meeting Schedule for 2023

Motion to approve the agenda as amended by Ford/Standerfer. Motion carried.

Approval of Minutes dated October 20, 2022:

Page 2: Correct spelling of Hefferan.

Motion by Renis to approve the minutes as corrected. Seconded by /Standerfer. **Motion carried.**

Correspondence:

Letters related to the public hearing were in your packet.

Old Business:

Public Hearing: ZO 2022-02 Zoning Ordinance Amendment on RV Parks:

This hearing was started last month and we heard public comments. Those changes are updated

in the proposed ordinance. The limit of 10 acres was removed. We took out the max number of sites and no more than 4 per acre. We added in drain fields and detention/retention areas to the area excluded when calculating density. Because of those changes, we must do another public hearing.

Hefferan opened the public hearing. No conflicts of interest were declared. This was advertised in the Elk Rapids News.

Public Comment:

Mac Whitehouse thanked the board for their careful and thoughtful work on this ordinance.

Public Hearing Closed.

Deliberations began.

No discussion.

Written Correspondence was included in our packets.

The next step is to make a recommendation to the township board and then it will be sent to the county for review and back to the township board.

Hefferan said appreciates everyone's work on this and the public's input. I learned a lot over the last years. I should strive to do better. The ordinance we had was well intention, it could be improved and this work does it. It may not be perfect for everyone, but it is a reasonable improvement.

Motion by Renis to send ZO 2022-02 to the Milton Township Board with our recommendation to approve. Seconded by Ford.

Roll Call:

Peters: Yes | Renis: Yes | Standerfer: Yes | Ford: Yes | Merillat: Yes | Hefferan: Yes.

Motion Carried 6-0.

New Business:

Master Plan Survey Results:

Kopriva presented the survey results. There is a summary chapter. We had 740 respondents, which is great. Is there anything you would like to discuss or things that surprised you? Hefferan said responses to Special Events and short term rentals were interesting. The responses to our shoreline protection regulations was also surprising. Renis said it was very consistent with what people liked the rural character. Kopriva said regarding special events and using that as a way to support Ag use. That was not well supported in the township. Winery, cidery and distillery was well supported. One of the things interesting was housing regarding the younger demographic. We asked specifically about housing and the number of affordable housing units and there is support for that in some way. People like it as a concept, but maybe not in practice. We will use this to create the master plan. In January we will put a few pieces on the agenda and start working through the process. Kopriva would estimate the new master plan could be ready by the spring.

Meeting Dates for 2023:

Historically we set our meetings in January, which would be the third Thursday in January. Hefferan has a conflict on that date. If we stay on the third Thursday, Hefferan would be unable to continue as the chairman and a member of the commission. Is there another night in the month that works? Kopriva is available the first Wednesday, or first Thursday, or third Tuesday. Planning Commission meetings will be moved to the first Wednesday at 7:00 pm.

Motion by Ford to approve meeting dates on the first Wednesday of the month at 7:00 pm. Seconded by Renis. **Motion carried.**

Reports:

ZA Report:

Kopriva provided a report for members to review.

The report was provided in the packet. Ford asked regarding Torch Lake Terrace concerning the applicant name.

Township Board Report:

Renis said there was a presentation regarding a site on NW Torch Lake Drive that abuts a county parcel. There is interest from the community and organizations to purchase that. They are looking for donations for the purchase and for the township to run it. It is across from Maplehurst which would be convenient. The town hall was re-sided. We have a new library director, Pam Williams. Dave Kopkau resigned from the ERDL and David McCullough was added.

ZBA Report:

Hefferan said the ZBA did not meet.

Future Meeting Considerations:

Without objection the December 15, 2022 is canceled.

Meeting adjourned by order of the chair at 7:41pm.

Respectfully submitted,

Joseph Merillat

ZO 2022-03

117.2201 Members, Appointments, Tenure, Per Diem Expenses and Removal. There is hereby created a Zoning Board of Appeals of ~~seven (7) members~~ five (5) members. Two (2) alternates may be appointed to serve on the board of appeals. An alternate member may be called to serve when a regular member is unavailable.

ZO 2022-03 Public Hearing Minutes

Milton Township
Planning Commission
Unapproved Meeting Minutes
October 20, 2022

Members present: Chairman Hefferan, Renis, Warner, Standerfer, Ford, and Merillat.

Also present: Kopriva, Chris Grobbel, and 12 audience members.

Members absent: Noel Peters, excused

Hefferan called the meeting to order at 7:00pm and introduced Jim Standerfer. Standerfer gave an overview of himself to the commission and audience members.

Public Comment:

Sharon Hill of Torch River Road discussed the court order regarding stabilization of the Brewer Property.

Susan Moore of Ringler Road said her concern with the RV Park ordinance is density and traffic on lake access sites. Establish a committee to look at road end rules. It has been getting worse every year at the road end access sites.

Terry Roote of Cherry Ave spoke about his concern regarding the RV Park ordinance and the density of 6 units per acre. He also asked for downward lighting and dark sky protection. In the last meeting, he was unclear about the village property being exempt from the short term rental ordinance. The 14 unit condo development lots could be used as vacation rentals?

Bud Clipus of Skegemog Drive said his awareness has been raised and when we talk about density the issue is proximity to water. Our concern is the septic issues and the water table and how close it was to a very pristine natural resource. Our preference would be proximity to waterfront should be a consideration of any RV park in Milton Township. Parking and safety issues are also concerning. We are also concerned about first responders getting to any incident in this area if the density is high.

Approval of Agenda:

Motion by Renis to approve the agenda. Seconded by Ford. **Motion carried.**

Approval of Minutes dated September 15, 2022:

Motion by Ford to approve the minutes dated September 15, 2022 as presented. Seconded by Warner. **Motion carried.**

Correspondence:

Kopriva said all letters were provided in the packet ahead of the meeting.

Old Business:

Motion by Ford to schedule a public hearing on ZO 2022-02 for November 17, 2022 at 7:00pm
Seconded by Warner. **Motion carried.**

2. SPR 2022-01: Torch River Terrace Site Condo:

Kopriva provided findings of fact in the staff report on page 9 regarding the criteria for review. They have removed the lot that was in the Ag zone.

Rob Lara of Torch River Partners LLC discussed the proposal and gave an overview. We are looking at two different roadways that will access the site. One off Miller Road and one off Torch River Road. We use conservation design standards. We designed this to fit within the site. We tried to limit soil grading and tree removal. We have a lot of green space in here. We tried to protect the remaining slopes with the way we shaped the lots. Unit 2 and 3 have further restrictions to make sure they cannot touch the slopes. This is far less intense than the previous proposal. A couple things brought up were the condo documents which were provided. Unit 12 was in the Ag zone and we wanted to eliminate that concern.

Renis asked regarding the stabilization order, is that being taken into account. Lara said the order was received and it was taken to the team. It fits within what we are doing. If it is required, we will work to achieve it. We want to do right by the site and the neighbors.

Hefferan asked Kopriva in regards to the lawsuit, not to minimize it, the lawsuit is a private settlement between two parties.

Merillat said we can approve the site plan, but if the court does not allow it, they will not be able to move forward.

Lara said we have to provide information to all the same entities with the county and state.

Merillat asked how far along they are in reviewing compliance with chapter 19 private roads. This has not been done at all. This should definitely be a condition of approval.

Motion by Merillat to approve SPR 2022-01 for a 14 unit site condominium, Torch River Terrace, at 0 Miller Rd, parcel number 05-12-101-020-10. Based on the staff report dated October 18, 2022 with the following conditions:

1. Subject to the provisions of chapter 19 Private Roads being satisfied.
2. Bylaw and master deed approval by the township's attorney and staff.
3. Private roads shall be constructed and given final approval prior to land use permit for any construction on individual units.

Seconded by Renis. **Motion carried.**

New Business:

Public Hearing ZO 2022-03: Zoning Board of Appeals Membership:

Hefferan discussed the public hearing procedures. This was advertised in the Record Eagle October 5, 2022 and the ER News October 6, 2022. There is no applicant.

Kopriva said we cannot find people to serve on the ZBA. It was suggested we set it to five. If we use the language "may" then we can add alternates.

Public Comment:

None.

Public Hearing Closed.

Deliberations began.

No discussion.

Motion by Renis to recommend approval of ZO 2022-03 by the township board. Seconded by Warner. **Motion carried.**

Reports:

ZA Report:

Kopriva directed the commission to read the written report provided.

Township Board Report:

Renis said board finalized the agreement with 186 Networks for fiber being run in the township. Julie Brown discussed the millage proposal with the board. Stephenson gave an update on the ER District Library and future plans. The five year recreation plan was approved. Lon Bargy is going to retire in December.

ZBA Report:

No meeting

Planning Commission Updates:

Hefferan asked Kopriva to remove Road Ends from the subcommittees. Kopriva is working on a draft ordinance for steep slopes.

Future Meeting Considerations:

Next meeting is November 17, 2022.

Meeting adjourned by order of the chair at 8:44pm.

Respectfully submitted,

Joseph Merillat



County of Antrim Planning Department

November 14, 2022

TO: Banks Township Planning Commission

FR: Antrim County Planning Commission

RE: Ordinance XX, Utility-Scale Solar Energy Systems

At their regular meeting on November 1, 2022, the Antrim County Planning Commission discussed the proposed Banks Township zoning amendment, Ordinance XX, Utility-Scale Solar Energy Systems and made the following motion:

Motion by Jason Helwig, seconded by Jim Gurr, that the Antrim County Planning Commission finds no incompatibilities between the Antrim County Master Plan and the proposed Banks Township Ordinance XX of 2022, a zoning ordinance amendment to the Banks Township Zoning Ordinance Articles III and IV pertaining to the installation of Utility-Scale Solar Energy Systems and recommends that Banks Township approves the changes.

Motion - Carried Unanimous

A couple of observation were discussed that we would like to pass along.

1. The requirement for a large-scale solar energy system facility to be located within 2-mile of an electric substation was discussed. It was calculated that only 1/3 of the land area in the Township would qualify for the location of a Solar Array. Some members of the Planning Commission thought that was an unfortunate restriction. We were unaware of but, understand there may be a good reason for the restrictions.
2. We were not sure if the Ordinance numbering was in roman numerals, XX meaning 20, or if the XX were simply placeholders. Typically, by the time an ordinance gets published and sent out it should have an identifying number.

Respectfully,

Peter Garwood, Antrim County Administrator & Planner