



Antrim County Planning Commission



MEMBERS

Bill Bailey
12/31/2021

Barbara Bradford
12/31/2022

James Gurr
12/31/2022

Gary Lockwood
12/31/2022

Bruce Priemer
12/31/2021

Rick Teague
12/31/2021

Ron Tschudy
12/31/2023

Dawn LaVanway
annual appointment

Jason Helwig
annual appointment

ADVISORY

Stan Moore
MSU Extension

STAFF

Pete Garwood
County Administrator

Jeremy Scott
Deputy Administrator

Tina Schrader
Administrative Asst.

Margie Boyd
Secretary

OFFICE ADDRESS

P.O. Box 187
Bellaire, MI 49615

PHONE: 231-533-6265

FAX: 231-533-8111

SPECIAL ASSISTANCE

If you wish to attend a Planning Commission meeting and require special assistance, please contact the Administration and Planning Office.

The Antrim County Planning Commission meeting is scheduled for
Tuesday, September 7, 2021
Board of Commissioners Room
203 East Cayuga Street, Bellaire, MI

AGENDA ITEMS INCLUDE:

- 5:30 p.m. Call to Order
- 5:31 p.m. Pledge of Allegiance
- 5:32 p.m. Approval of Agenda (*pg. 2*)
- 5:33p.m. Declaration of Conflict of Interest
- 5:35p.m. Public Comment
- 5:40 p.m. Approval of Minutes from June 29, 2021 (*pg. 2*)
- 5:45 p.m. New Business (*pg. 3*)
- Banks Township Zoning Ordinance Amendments
- 6:15 p.m. Various Matters (*pg. 10*)
- Communication: Torch Lake Township (*Information Only*)
 - Communication: Forest Home Township (*Information Only*)
 - 2022-2026 Capital Improvement Plan (*Information Only*)
- 6:30 p.m. Public/Member Comment
- Adjourn



Memorandum Administration Office

September 7, 2021

TO: Planning Commission

FR: Pete Garwood, County Administrator

RE: Approval of Agenda, Minutes

You should have received your agenda packets via electronic communication on September 1, 2021. If there are no changes or additions to the agenda, please consider the following action:

Motion by _____ and seconded by _____ to approve the September 7, 2021 agenda as presented.

You received the minutes from the regular August 3, 2021 Planning Commissioner meeting via electronic communication on September 1, 2021. If there are no corrections to those minutes, please consider the following action:

Motion by _____, seconded by _____ to approve the minutes of the August 3, 2021 meeting as presented.



Memorandum Administration Office

DATE: August 31, 2021

TO: Planning Commission

FR: Administration/Planning Office

RE: Banks Township Proposed Zoning Ordinance Amendments to Articles III, IV, VI, and VII pertaining to Accessory Dwelling Units

The Banks Township Planning Commission submitted amendments to the Banks Township Zoning Ordinance, specifically to Articles III, IV, VI, and VII pertaining to Accessory Dwelling Units. It appears the Township intends to allow one additional dwelling unit per parcel as a Use Subject to Special Approval, in all districts except the manufacturing district and the village manufacturing district. We do not see any incompatibilities, but have noticed the Township Planning Commission did not indicate whether or not they are deleting the current definition of “Dwelling, Mobile”, which reads as follows:

“Dwelling, Mobile: A factory-built, single-family structure that is transportable in one or more sections, is built on a permanent chassis, and is used as a place of human habitation; but which is not constructed with a permanent hitch or other device allowing transport of the unit other than for the purpose of delivery to a permanent site, which does not have wheels or axles permanently attached to its body or frame, and which is constructed according to the National Mobile Home Construction and Safety Standards Act of 1974, as amended.”

As I believe the Township intended to delete the above language, we are advising the recommendation be a part of the motion.

Recommended action:

Motion by _____, seconded by _____, that the Antrim County Planning Commission found no incompatibilities between the Antrim County Master Plan and the proposed zoning ordinance amendment to Articles III, IV, VI, and VII pertaining to Accessory Dwelling Units and recommended that Banks Township approve the change, with the addition of deleting the current definition for “Dwelling Mobile”.

BANKS TOWNSHIP – ZONING ORDINANCE
ORDINANCE 04 OF 2021

An Ordinance to amend the Banks Township Zoning Ordinance Articles III, IV VI, and VIII pertaining to Accessory Dwelling Units.

THE TOWNSHIP OF BANKS HEREBY ORDAINS:

Section 1. Amendment of Article III. Article III: Definitions is hereby amended as follows:

Accessory Building or Structure: A supplemental building or structure on the same property as the main building, or a structure which is intended to be supplemental to an allowed use to be added in the future, provided such a structure is devoted exclusively to an accessory use, but not for dwelling, lodging, or sleeping purposes **except as accessory dwelling units as provided in this ordinance**. Where an accessory building is attached to a main building in a substantial manner, such as a wall or roof, the accessory building shall be considered a part of the main building.

Accessory Dwelling Unit: A residential dwelling unit located on the same property as a single-family dwelling and constructed as an accessory use to the single-family dwelling.

Accessory Use: A use naturally and normally incidental and subordinate to the main use of the land or building.

Dwelling, Manufactured: A building or portion of a building designed for long-term residential use and characterized by all the following:

1. The structure is produced in a factory in accordance with the National Manufactured Housing Construction and Safety Standards Act (**1976 HUD Manufactured Home Construction and Safety Standards**), as amended; and
2. The structure is designed to be transported to the site in nearly complete form, where it is secured on a foundation and connected to utilities; and
3. The structure is designed to be used as either an independent building or as a **component** to be combined with other elements to form a complete building on the site.

Dwelling, Mobile: A structure that is transportable in 1 or more sections, built on a chassis, and designed to be used as a dwelling, with or without a permanent foundation, when connected to the required utilities, and includes the plumbing, heating, air-conditioning, and electrical systems contained in the structure (Act 96 of 1987; MCL 125.2302 (h)).

Dwelling, Modular: A building or portion of a building designed for long-term residential use and characterized by all of the following:

1. The structure is produced in a factory in accordance with all applicable state and local building codes; and
2. The structure is designed to be transported to the site in nearly complete form, where it is secured on a foundation and connected to utilities; and
3. The structure is designed to be used as either an independent building or as a **module** to be combined with other elements to form a complete building on the

site.

Dwelling, Single-Family: A detached building containing not more than one dwelling unit designed for residential use and conforming in all other respects to the standards set forth in Dwelling Unit.

Modular Homes: see Dwelling, Modular.

Section 2. Amendment of Article IV. Article IV: General Provisions, Section 4.04 Accessory Buildings is hereby amended as follows:

Section 4.04 Accessory Buildings

1. Authorized accessory buildings may be erected as part of the principal building or may be connected to the principal building by a roofed porch, patio, breezeway or similar structure or may be completely detached from the principal building.
2. Where any accessory building is attached to the side or front of a principal building, such accessory building shall be considered part of the principal building for purposes of determining yard dimensions.
3. All accessory buildings regardless of size or placement shall be located no closer to a front, side or rear lot line than the permitted distance for the principal structure on the same lot.
4. In the Agricultural and Conservation/Recreation districts, an accessory building shall be allowed as a principal use. Accessory buildings may be used for dwelling purposes only as accessory dwelling units as provided in this ordinance.
5. In all other districts, an accessory building shall be allowed as a principal use provided it is contiguous to a parcel of land under the same ownership with a primary structure. Accessory buildings may be used for dwelling purposes only as accessory dwelling units as provided in this ordinance.
6. A zoning permit is required for all accessory buildings with a permanent foundation regardless of size or a footprint that exceeds 200 square feet with or without a foundation.

Section 3. Amendment of Article VI. Article VI: District Regulations is hereby amended as follows:

Section 6.01.3 Uses Subject to Special Approval

22. Accessory Dwelling Units

Section 6.02.3 Uses Subject to Special Approval

17. Accessory Dwelling Units

Section 6.03.3 Uses Subject to Special Approval

18. Accessory Dwelling Units

Section 6.05.3 Uses Subject to Special Approval

9. Accessory Dwelling Units

Section 6.06.3 Uses Subject to Special Approval

22. Accessory Dwelling Units

Section 4. Amendment of Article VIII.

Article VIII: Uses Subject to Special Approval and Supplemental Site Development Standards is hereby amended as follows:

17. Accessory Dwelling Units

Accessory dwelling units (ADUs) are intended to support a flexible range of housing options in the Township by allowing homeowners to establish a second dwelling unit on a property with a single-family dwelling unit. ADUs shall remain secondary and subordinate to the single-family dwelling unit and are subject to the following standards:

- a. ADUs shall only be established on lots with an established single-family dwelling unit as the principal use.
- b. One (1) accessory dwelling unit shall be allowed per lot.
- c. An ADU shall be constructed as one of the following formats:
 - i. A partitioned area within the single-family dwelling unit structure located on the lot.
 - ii. An addition to a one-story garage that is detached from the principal single-family structure.
 - iii. The second floor of a garage that is attached or detached to the principal single-family structure.
 - iv. A detached accessory structure not exceeding one (1) floor in height.
- d. An ADU constructed as a detached accessory structure shall be located in either a rear or side yard.
- e. The owner of the property shall live on site, either in the single-family dwelling unit or the accessory dwelling unit.
- f. If the accessory dwelling unit is rented or leased, the tenants of the accessory dwelling unit shall be permanent residents rather than transients.
- g. The ADU shall have its own entrance, kitchen, sleeping area, and full bathroom facilities separate from those associated with the principal dwelling unit.
- h. A minimum of one (1) additional parking space shall be provided on the lot.
- i. The use of a mobile home built prior to June 15, 1976, camper trailer, recreational vehicle, or other temporary and/or other non-permanent structures shall be prohibited from being used as and ADU.
- j. The ADU shall be adequately served by an on-site septic system. The Health Department of Northwest Michigan shall verify that adequate on-site septic service is provided.

- k. The ADU shall meet applicable building, sanitation, and fire codes.
- l. Building materials and designs used on ADU's shall be of similar style as that of the principal dwelling as determined by the Planning Commission.
- m. An ADU shall not include more than two bedrooms.
- n. The maximum size of a one-bedroom ADU shall be 800 square feet. The maximum size of a two-bedroom shall be 1,000 square feet.
- o. The square footage dedicated solely for storage that is included in the same structure as the ADU shall not be included in the computation of square footage for the ADU.

Section 5. Effective Date.

This Ordinance shall become effective eight (8) days after being published in a newspaper of general circulation within the Township, unless later date is specified.
Township of Banks

By: _____
Alex Busman, Supervisor
Adoption date: Month XX, 2021
Effective date: _____

By: _____
Donna L. Heeres, Clerk

**Banks Township Planning Commission
Regular Meeting Minutes
July 13, 2021
Banks Township Hall
6:00 p.m.**

1. **Call to Order:** at 6:00 p.m by Chm'n Miles
2. **Roll/ Recognition of visitors:**
Present: Don Miles, Tom Cooper, Rick Diebold, Julie Waterman
Absent: Anita Hoeksema
Also present: Jake Myers, Dave Muladore, Irene Shooks,
3. **Approval of Minutes:** MMS to approve the June 8, 2021 Minutes by Tom, Rick. MC
4. **Public Hearing: An Ordinance to amend the Banks Township Zoning Ordinance Articles III, IV VI, and VIII pertaining to the Accessory Dwelling Units.**
 - i. MMS by Waterman, Diebold, to open the Public Hearing at 6:02 MC
 - ii. Public Input – No one spoke in favor or opposition
 - iii. Motion MMS by Cooper, Waterman to close the Public Hearing at 6:04 p.m MC
 - iv. Discussion on comments from Clerk Heeres. MMS by Waterman, Diebold to send this language on the County Planning Commission, and then the Township Board. MC
5. **Public Comment: none**
6. **Reports:**

Zoning Board of Appeals: None

Zoning Administrator: Dave Muladore: 40 calls this month, inquiring about what is in the ordinance. I placed a ticket to occupants on Coeling Rd, to correct the blight issue. 18 zoning permits handed out this year.

Township Board representative: Tom Cooper highlighted Board minutes.

Planning Consultant: Jake Myer handed out from USDA. Been working with the VPC on re-development goals and plans. 2 bills at state level on Gravel and STR's.
7. **Announcements/correspondence: none**
8. **Old Business:**
 - a. **Solar Energy Ordinance – second draft:** Rick explained an Escanaba proposal, and what had happened there. Good things in it for us to consider. Dave commented that what we have in the ordinance is sufficient for use. Language will be looked at to get consistency. Rick will be working with Jake on the utility scale solar installations.
 - b. Action on Accessory Dwelling Unit Ordinance:
9. **New Business:**
 - a. First Draft of Ordinance – Firearm Training Facility: Language submitted by Jake. Are we going with a PPO, or a Zoning Ordinance SUP. It would be more streamlined if by SUP. PPO would cap number of allowed facilities. Consensus is to put it in the Zoning Ordinance. Language: firearm training facility, not range.
10. **Public comment:** Lacy mentioned Clean-up Day, and who was in charge. She will work on road closure next year during the event. Torch Lake is discussing getting a part time police officer to divide up some of the duties of the Zoning Administrator. Torch Lake is partnering with Central Lake. Just an idea, but it would need to go the township board.

11. Next Meeting: August 10, 2021

12. Adjournment: MMs by to adjourn at 7:15 p.m. Diebold, Waterman, MC

Julie Waterman, sec'y

Irene Shooks, rec/sec



County of Antrim Planning Department

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Peter Garwood
Administrator

Jeremy Scott
Deputy Administrator

Tina Schrader
Administrative Assistant

Margie Boyd
Secretary

July 1, 2021

Jackie Peterson, Assistant Zoning Administrator
Torch Lake Township
PO B ox 713
Eastport, MI 49627
[sent via email to zoningadmin@torchlaketownship.org]

Dear Ms. Peterson,

At their regular meeting on January 5, 2021, the Antrim County Planning Commission discussed the proposed amendments to the Torch Lake Township Zoning Ordinance, specifically Chapter 2, Section 2.19 Use of Recreational Vehicles as Temporary Dwellings. The Commission made and unanimously approved the following motion and recommendations:

Motion by Bill Bailey, seconded by Barb Bradford, that that the Antrim County Planning Commission finds no incompatibilities between the Antrim County Master Plan and the spirit of the proposed zoning ordinance amendment to replace Chapter 2, General Provisions, Section 2.19 – Use of Recreational Vehicles as Temporary Dwellings with Section 2.19 – Use and Storage of Recreational Vehicles and recommends approval with the following conditions for consideration:

- 1. Separate the use from the storage of recreational vehicles;***
- 2. Once separated, include conditions for each situation individually.***

The Commission also discussed the proposed amendment to Chapter 4 – Nonconforming Lots, Uses of Land, Structures, and Premises. The Commission made and unanimously approved the following motion and recommendations:

Motion by Jason Helwig, seconded by Rick Teague, that the Antrim County Planning Commission found no incompatibilities between the Antrim County Master Plan and the spirit of the proposed zoning ordinance amendment to replace Chapter 4 – Nonconforming Lots, Uses of Land, Structures, and Premises with Chapter 4 – Nonconformities and recommends approval with the following conditions for consideration:

- 1. Remove c) and g) from Section 4.3.3 as approval standards when considering the enlargement or expansion of an existing conforming structure for a nonconforming use or change of use to another nonconforming use.***

Draft minutes are enclosed. Please contact us with any questions.

Sincerely,

Jeremy Scott
Deputy Administrator

Cc: Torch Lake Township Supervisor
Torch Lake Township Clerk

FORESTHOME TOWNSHIP

Stephen Barnard
Zoning Admin
231-203-4031



321 North Bridge St.
PO Box 317
Bellaire, MI 49615
Phone: 231 533 8003
Fax: 231 533 5067

Antrim County Planning Commission
P.O. Box 520
Bellaire, Mi. 49615
Re: NOTICE OF PLANNING

08/13/2021

The Forest Home Township has completed a draft revision and update of the Township Master Plan.

In accordance with Section 41 of the Michigan Planning Enabling Act (MPEA), this letter is to notify you of the draft revised plan for your review and comment. You may forward any comments to me at the above address. The MPEA provides that the Township must allow a 42-day comment period for a revised Master Plan. The draft Master Plan can be found on the Township website:

www.foresthometwp.com

After the expiration of the comment period, it is the intention of the Planning Commission to schedule the revised Master Plan for public hearing.

Thank you for your interest,
Yours truly,
Forest Home Township

A handwritten signature in black ink, appearing to read 'Terry Smith', is written over a horizontal line.

Terry Smith
Supervisor