



# East Bay Charter Township Planning & Zoning Department 2020 Annual Report

## Introduction

The Planning Commission is an administrative body of seven members comprised of six appointed officials and member of the Board of Trustees. The Planning Commission holds regular monthly meetings on the first Tuesday of the month. The Planning Commission is tasked with reviewing applications for site plan review, special land uses, planned unit developments, and rezonings. The PC also is required to hold the necessary public hearings for zoning text amendments and is entrusted to incorporate the application of policies initiated in the East Bay Charter Township Master Plan while reviewing development decisions.

## Purpose of the Annual Report

The Michigan Planning Enabling Act contains language of the requirement of the Planning Commission to prepare an annual report to the Board of Trustees: “A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.” Benefits of the annual report include increased information-sharing between staff, boards, commission, and the governing body as well as allowing for the anticipation of upcoming issues and priorities, in order to prepare and budget.

## Membership

Planning Commission Member	Term Expiration
Robert Tubbs, Chair	JULY - 2021
Judy Nemitz, Secretary	JULY - 2022
Mindy Walters, Board of Trustees' Representative and Vice Chair	JULY - 2021
Paul Gonzalez	JULY - 2023
Ted Hentschel	JULY - 2023
Daniel Leonard	JULY - 2023
John Sych	JULY - 2023

## Development Reviews

Project Type	Location	Description	Status	Action
SLU 1-20/SPR 1-20	5010 Pumpanickel Rd	Pole Barn	Approved with Conditions	2/4/2020
SLU 2-20/SPR 2-20	4317 Vandervoight Dr	Pole Barn	Approved with Conditions	5/12/2020
SPR 3-20	2000 Chartwell Drive	TBCAC Building Addition	Approved with Conditions	5/12/2020

SPR 4-20	SE corner of S. Airport & Townline	3 12-unit Mitten Apartments	Approved with Conditions	6/2/2020
SPR 5-20	NE Corner of Hammond and Townline	Bayview - 108 townhome units and 108 apartment units	Approved with Conditions	8/11/2020
SPR 6-20	2444 Meadowland Drive, Unit 5	Office and warehouse for heating company	Approved with Conditions	6/29/2020
SLU 3-20/SPR 7-20	1840 U.S. 31 North	Green Mitt Commercial Car Wash	Approved with Conditions	7/7/2020
SLU 4-20/SPR 8-20	5848 Rennie View Road	Pole Barn	Approved with Conditions	7/7/2020
SLU 5-20/SPR 9-20	3699 Forest Lakes Drive	Pole Barn	Approved with Conditions	10/6/2020

SLU = Special Land Use Permit, SPR = Site Plan Review

## Zoning Ordinance Text Amendments

Rezone/Text Amendment	Location/Description	Status	Action
Amendment 4-19	Cellular Towers & New Use Definition	Approved	2/10/2020
Amendment 5-19	Bed & Breakfast	Approved	2/10/2020
Amendment 1-20	Building Height in HDR District	Approved	7/13/2020
Amendment 1-21	Food Trucks	In Progress	N/A

## Variations & Appeals

Variance/Appeal	Location	Description	Status	Action
1-20	843 Devery Ln	5' side line variance	complete	APPROVED
2-20	2646 Chandler Rd	2' side/4.6 Lake var.	permit	APPROVED
3-20	2646 Chandler Rd	4' side line variance	permit	APPROVED
4-20	3433 Autumn Dr	10' rear line variance	Non-conforming*	DENIED
5-20	4317 S.Vandervoight	AB great than allowed	n/a	DENIED
6-20	224 High View Rd	17.5 lake variance	permit	APPROVED
7-20	773 Bell Rd	10' front yard variance	permit	APPROVED
8-20	2821 Hobbs Hwy	8'-8" front yard variance	permit	APPROVED
9-20	773 Bell Rd	4' sideline variance	permit	APPROVED
14-18	2355 Barbeau Dr	4 variance – all lot lines	2nd extension	APPROVED

AB= ACCESSORY BUILDING

\*DUE TO 6 YEAR STATUTE OF LIMITATIONS

## Land Use Permits & Short-Term Rental Licenses

2020 Permits	Year to Date
SINGLE FAMILY DWELLING (sfd)	41
RESIDENTIAL ADDITIONS (ra)	18
ACCESSORY STRUCTURES (as)	41
COMMERCIAL (co)	9
SIGN PERMITS (sp)	6
HOME OCCUPATIONS (ho)	0

2020 Permits (continued)	Year to Date
BED AND BREAKFAST	7
TRANSIENT ACTIVITY	4

The P&Z Department approved 57 Short Term Rental licenses in 2020 and renewed 25 STR licenses in 2020 for a grand total of 83 licenses issued. East Bay Township has a total of 112 active STR Licenses.

## Code Enforcement Activity

- Total Cases: 32
- Notices Given: 32
- Citations Issued: 1

## Trainings Attended

Staff and East Bay Township appointed and elected officials attended the following conferences and trainings:

1. Michigan Association of Planning Annual Conference (Remote)
2. American Planning Association (Remote)
3. Michigan Economic Development Association Annual Meeting
4. Northern Michigan Housing Summit (Remote)
5. Zoning Board of Appeals Essentials (hosted by East Bay Township)
6. BS&A software training (Building Department)
7. TAAR Lunch and Learn - FEMA & Flood Zones

## Master Plan Review

Act 33 of 2008, the Michigan Planning Enabling Act (MPEA), sets forth specific statutory requirements for engaging in land use planning and preparing a master plan. Statute requires local governments in Michigan to assess their current master plan every five years in order to decide if the plan needs to be updated. The East Bay Township Master Plan was last updated in 2015 and the planning commission has initiated an update to the master plan, which will likely be completed in the summer of 2021.

## 2020 Planning Projects Underway

The following planning projects are underway:

1. East Bay Safe Routes to School - As part of the Safe Routes to School initiative, East Bay Township is seeking to improve pedestrian access to area schools in the vicinity of the 3 Mile Road and Hammond intersection at four East Bay Township Schools, while also furthering the enhancement of regional trail connectivity. The Township has contracted with Prein & Newhof to assist the Township in applying for Safe Routes to School funding. This project is supported by project partners including TCAPS, GTACS, Grand Traverse Academy, TART Trails, the Grand Traverse Regional Land Conservancy, and Norte Youth Cycling.
2. Three Mile Trail Extension – East Bay Township is working with project partners at TART, Norte, and the GTRLC to gather public input to inform a conceptual plan for the Three Mile Trail

extension as part of a larger active transportation plan along the Hammond corridor in East Bay. Project partners are meeting regularly to coordinate efforts and have hosted a public open house, administered a public survey, and are working on stakeholder engagement.

3. U.S. 31 Beach District Business Engagement – East Bay Township P&Z Department has been meeting with business owners and managers along the U.S. 31 Corridor to reenergize the Beach District placemaking effort. Traverse City Tourism has developed a new logo for the District with input from business owners. Staff is seeking a USDA economic development grant to support installation of light pole banners and further placemaking planning efforts, focused on public access to the water, marketing and branding, multimodal mobility improvements, and redevelopment of underutilized properties.
4. Tree Preservation Subcommittee – The Subcommittee, composed of eight members plus staff, met monthly in summer and fall of 2020 to identify opportunities for preserving and protecting trees in East Bay Township. A primary goal was identifying opportunities to protect large white pine heritage trees along the U.S. 31 corridor that contribute to the corridor’s unique identity. The subcommittee also looked globally at tree landscaping requirements that would facilitate desired development character on key corridors. The planning commission will be reviewing updated draft landscaping zoning provision in 2021.
5. Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities (RRC) Certification – East Bay Township formally engaged in the RRC program as a way of identifying strategies to streamline the development approval process by integrating transparency, predictability and efficiency into daily Township operations. East Bay Township has received its baseline report and is working to update planning documents, zoning, and administrative practices to foster development-friendly practices.
6. Four Mile & Hammond Road Roundabout – Staff has been working with the Grand Traverse County Road Commission to integrate placemaking and pedestrian amenities, including crosswalks, landscaping, and pedestrian scale lighting, into the new roundabout, slated for construction in Spring of 2021.

## Looking Ahead to 2021

Once the East Bay Community Master Plan is formally adopted, staff will begin working on updating the Zoning Ordinance and developing a new Capital Improvements Program, both consistent with the amended Master Plan.