



East Bay Charter Township Planning & Zoning Department 2021 Annual Report

Introduction

The Planning Commission (PC) is an administrative body of seven members comprised of six appointed officials and member of the Board of Trustees. The PC holds regular monthly meetings on the first Tuesday of the month. The PC 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 PC 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
John Sych, Chair	JULY - 2023
Dan Leonard, Vice Chair	JULY - 2024
Judy Nemitz, Secretary	JULY - 2022
Mindy Walters, Board of Trustees' Representative (Jan – Oct)	Not Applicable
Tracey Bartlett, Board of Trustees' Representative (Nov – Dec)	NOV - 2024
Paul Gonzalez	JULY - 2023
Renee Edly	JULY - 2022
Carl Ferguson	JULY - 2024

Development Reviews

Project Name	Location	Description	Status	Action
SPR 1-21 SLU 1-21 GTRLC PUD	3 Mile Road	PUD – Conservation & Office	Approved	04.12.21
SPR 2-21 AVID Hotel	1942 US 31 North	Hotel – 92 rooms	Approved	06.01.21
SPR 3-21 WAI Office & Studios	Meadowlands Park	Office and Studio	Approved	04.13.21
SPR 4-21 Lakemore Amendment	1833 Memory Lane	Cabin Court – 8 units	Approved	06.29.21
SPR 5-21 Woodgate Ridge	Holiday Road	Multi-family – 72 units	Approved	08.10.21
SPR 7-21 Holiday Forest II	Holiday Forest Sub	Sub Condo – 24 sites	Approved	09.13.21
SPR 8-21 SLU 3-21 Corwin	3700 Five Mile	Accessory Building	Approved	10.05.21
SPR 9-21 2155 US 31 N	2155 US 31 North	Boat Rental & Condos – 3 units	Approved	10.05.21
SPR 10-21 Brigantine Apartments	Townline & 4 Mile	Multi-family – 192 units	Approved	12.07.21
SPR 11-21 SLU 5-21 Stellar	U.S. 31 N & 4 Mile	2 hotels & retail – 243 rooms	Review	TBD
SPR 12-21 SLU 4-21 GOREC PUD	4754 Scout Camp	Outdoor Ed PUD	None	TBD

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

Zoning Ordinance Text Amendments

Rezone/Text Amendment	Location/Description	Status	Effective Date
Amendment 1-21	Food Trucks	Approved	02.20.21
Amendment 2-21	Elmbrook Conditional Rezoning	Approved	11.01.22
Amendment 3-21	Permeable Pavers	Withdrawn	No Action
Amendment 4-21	Zoning Lots & Parcels	Approved	11.20.21
Amendment 5-21	Cabin Courts	Approved	11.20.21

Variances & Appeals

Appeal	Location	Description	Status	Action
Appeal 1-21	260 N. Hobbs Hwy	Waterfront setback	Canceled	N/A
Interpretation	Definition of Marina and specifically, storage of		TC Watersports is not a marina	02.09.21
Appeal 1-21	5454 Pumpanickel Rd	BR River Setback	Postponed	04.13.21
Appeal 2-21	4403 Greilick Road	LA Front setback	Postponed	04.13.21
Appeal 3-21	3991 Holiday Road	Request for one driveway per section 228	Approved	06.08.21
Appeal 4-21	5454 Pumpanickel Rd	BR River Setback	Denied	08.17.21
Appeal 5-21	4403 Greilick Road	LA Front Setback	Approved	09.14.21
Appeal 6-21	429 Peninsula Trail	LA Front Setback	Approved	10.12.21
Appeal 7-21	TC Watersports	Determin. of Accessory Use	Approved	12.14.21
Appeal 8-21	Lakemore Landings	Boats – nonconforming use	In Process	N/A
Appeal 9-21	Lakemore - PFL	Boats – nonconforming use	In Process	N/A

Land Use Permits & Licenses

2021 Permits	Year to Date
Single Family Dwellings	51
Residential Additions	13
Accessory Structures	38

Land Use Permits & Licenses Continued	
Commercial	9
Sign Permits	7
Home Occupations	2
Accessory Dwelling Units	0
Bed and Breakfast	3
Food Trucks	2
Miscellaneous	19
TOTAL LAND USE	144
Transient Activity Permits	6

2021 Short Term Rentals	Total
Total Active Licenses	188
Pending Licenses	9
Newly Licensed in 2021	7

Code Enforcement Activity 2021

- Phone/Email communication for possible Violations: 22 (since July 2021)
- Letters of Information Sent: 22
- Letters of Violation Sent: 6
- Citations Issued: 1 (court hearing scheduled for December 7)

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. MAP Spring Institute – Climate Resiliency
3. Northern Michigan Housing Summit (Remote)
4. MAP Risk Management (hosted by East Bay Township)
5. MTA Zoning Administrator Training & Code Enforcement
6. MSU Extension Citizen Planner
7. MSU Extension – Zoning Board of Appeals
8. Code Enforcement Training (COSS) – to be completed in December

Master Plan Update

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.

Over the past year, the planning commission has been holding monthly work sessions to update the master plan. Staff, with assistance from consultants, has conducted a Community Survey with almost 600 respondents and led a series of community focus group discussions around key topics including transportation, natural resources, families with children, needs of seniors, and economic development/businesses. A draft of the master plan is expected to be available for review in winter 2022.

New Zoning Administrator

In July 2021, Preston Taylor joined East Bay Township as the new Zoning Administrator. Preston has a strong background in code enforcement and has been a tremendous asset to the department in his first few months. Preston is responsible for zoning enforcement and issuing land use permits. Leslie Couturier, with 30 years of service with the Township, has moved into the position of Planning & Zoning Office Specialist and Claire Karner continues to serve at the Director of Planning & Zoning. With these changes the Township has a more fully staffed Planning & Zoning Department to serve the residents of East Bay Township.

2021 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, with assistance from partners and consultant Prein & Newhof, submitted a grant application for \$1.1 million dollars in infrastructure improvements in August 2021. The Township has been notified of a favorable review and has secured funding for non-infrastructure programming to take place over the next few years.
2. Three Mile Trail Extension – East Bay Township is working with project partners at TART, Norte, and the GTRLC to implement the approved preferred plan for the Three Mile Trail extension as part of a larger active transportation plan along the Hammond corridor in East Bay. Project partners have secured some funding for final design and engineering and are working on applying for other funding opportunities.
3. U.S. 31 Beach District Business Engagement – East Bay Township P&Z Department engaged 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. After an unsuccessful USDA grant application, staff recently submitted a grant application to MDARD 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. Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities (RRC) Certification – East Bay Township formally engaged in the RRC program in 2020 as a way of identifying strategies to streamline the development approval process by integrating transparency, predictability and efficiency into daily Township operations. In 2021, the Township completed a public participation plan, updated forms and applications to make them more user friendly, developed flow charts to guide developers and others through the application process, and worked to improve transparency in communication.
5. Four Mile & Hammond Road Roundabout – Staff worked with the Grand Traverse County Road Commission and their consultants to integrate placemaking and pedestrian amenities, including crosswalks, landscaping, and pedestrian scale lighting, into the new roundabout, completed in Fall of 2021.
6. Code Enforcement – Public input from the community master plan process indicated a strong desire for renewed focus on code enforcement in East Bay Township. Over the past 6 months, the P&Z Department has been actively improving the enforcement process. Areas of focus include communications, consistent and transparent process, and predictable follow-up. Enforcement emphasis has been placed on the Lakes Area zoning requirements and Short-Term Rental activities.

Looking Ahead to 2022

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. Staff also looks forward to working with a steering committee of planning commission representatives to update the ordinance.