



8870 North Long Lake Rd., Traverse City, MI 49685
PH (231) 946-2249 • FAX (231) 946-4573

DATE POSTED: FEBRUARY 23, 2018

AGENDA
LONG LAKE TOWNSHIP PLANNING COMMISSION
LONG LAKE TOWNSHIP HALL
8870 NORTH LONG LAKE ROAD
TRAVERSE CITY, MI 49685

TUESDAY, FEBRUARY 27, 2018

1. CALL TO ORDER – 6:00 P.M.
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST STATEMENT (Declare and cite agenda item.)
5. APPROVAL OF MINUTES: November 28, 2017 (regular, rescheduled meeting)
6. BRIEF PUBLIC COMMENT (Any person may speak for up to 3 minutes.)
7. NEW BUSINESS:
8. OLD BUSINESS: DISCUSSION OF ORDINANCE REVISIONS
9. PUBLIC HEARINGS: None
10. PUBLIC COMMENT (Any person may speak for up to 3 minutes)
11. CORRESPONDENCE
12. REPORTS
 - A. PLANNER
 - B. ZONING ADMINISTRATOR
 - C. TOWNSHIP BOARD REPRESENTATIVE
 - D. ZONING BOARD OF APPEALS REPRESENTATIVE
13. COMMISSIONERS COMMENTS
14. ADJOURNMENT

Page 1 of 2

Time posted: 4:00 PM

Signature: [Signature]
Karen Rosa, Supervisor • Carol Hoffman, Clerk • Patricia McInney, Treasurer

Dave Garvin, Trustee • Ron Lemcool, Trustee • Duane Schaub, Trustee • Linda Wheelock, Trustee

IF YOU ARE PLANNING TO ATTEND THE PUBLIC MEETING AND REQUIRE REASONABLE SPECIAL ASSISTANCE, PLEASE CONTACT CAROL HOFFMAN, TOWNSHIP CLERK AT (231)946-2249, (T.D.D. 800-649-3777) AT LEAST TWO DAYS PRIOR TO THE SCHEDULED MEETING DATE.

PUBLIC COMMENT/INPUT POLICY

Any person shall be permitted to address a meeting of the Long Lake Township Planning Commission which is required to be open to the public under the provisions of the Michigan Open Meetings Act, as amended. (MCLA 15.261, et. seq.) Public comment shall be carried out in accordance with the following Commission Rules & Procedures:

- 1. Any person may speak for up to 3 minutes during the public comment portion of the meeting. Groups of +10 have the option of selecting a spokesperson, who may speak for up to 15 minutes.**
- 2. Any person may make a video or audio recording of the meeting. Standing equipment, cords, or portable microphones must be located to the right side of the meeting room for safety and so as not to block audience view.**

MINUTES
LONG LAKE TOWNSHIP PLANNING COMMISSION
LONG LAKE TOWNSHIP HALL
8870 NORTH LONG LAKE ROAD
TRAVERSE CITY, MI 49685

TUESDAY, JANUARY 23, 2018

1. CALL TO ORDER: By Chair Cuthbert at 6:00 pm.
2. ROLL CALL: Board members present were Verschaeve, Castile, Tobin, Cuthbert, Craves and Witkop. Mehney was absent and excused. Also present were Leslie Sickterman, Township Planner, Kim Smith, Zoning Administrator and Ronda Robinson, Recording Secretary.

PLEDGE OF ALLEGIANCE: Was recited.
3. APPROVAL OF AGENDA: Motion by Verschaeve and support by Witkop to approve the agenda, as written. Carried.
4. CONFLICT OF INTEREST STATEMENT: None.
5. APPROVAL OF MINUTES: Motion by Craves and support by Witkop to approve the amended minutes of the meeting held on November 28, 2017. On page 2, *that* was changed to *than*. Carried.
6. BRIEF PUBLIC COMMENT: None.
7. NEW BUSINESS:

A. DISCUSSION OF ORDINANCE REVISIONS

1. Sickterman explained that there has been increasing interest in Solar Energy Farms and they are not addressed in the Zoning Ordinance.

The Board discussed issues relating to Solar Energy Farms such as: setbacks, permits, essential services, restrictions, visual nuisances, screening, restricted areas, electrical needs, preserving the true nature of the Township, removal of the solar farms, effects of snow, reflection concerns.

Sickterman will prepare draft ordinance language for the next Planning Commission meeting.

2. Sickterman reviewed the Township's practice of performing setback inspections for all new construction of buildings and some other structures.

The Board discussed the pros and cons of having staff go to each site to inspect the setbacks. The cons included staffs' time, potential liability, holding

up the construction workers, inability to sometimes measure accurately, margin of error with a tape measure, large setbacks where the inspection isn't necessary, inaccurate information from the property owners, property owners who never call in for an inspection, and structures moved after the inspection. The pros were assisting the property owners in understanding the rules, observing blatant errors, making field observations, examination of high water marks, and potential liability. The Board also mentioned requiring surveys, waiving inspections for large setbacks, and requiring inspections for lakefront and high density areas.

Sickterman said inspections are a policy set by the Township Board so she will bring this discussion to the Township Board's attention.

3. Sickterman discussed the ordinary high water mark with the Board. The Board agreed that it would be good for the Township and staff to have a lake elevation for Long Lake created. It would take the guess work out of waterside inspections.

8. OLD BUSINESS: None.
9. PUBLIC HEARINGS: None.
10. PUBLIC COMMENT: None.
11. CORRESPONDENCE: None.
12. REPORTS:
 - A. PLANNER: Sickterman mentioned that there is a MTA ZBA training coming up.
 - B. ZONING ADMINISTRATOR: Nothing to add to the report.
 - C. TOWNSHIP BOARD REPRESENTATIVE: N/A
 - D. ZONING BOARD OF APPEALS REPRESENTATIVE: There will be a meeting in March.
13. COMMISSIONERS COMMENTS: None.
14. ADJOURNMENT: Cuthbert adjourned the meeting at 7:23 pm.

JOY TOBIN, SECRETARY
LONG LAKE PLANNING COMMISSION

DRAFT MINUTES
LONG LAKE TOWNSHIP PLANNING COMMISSION
TUESDAY, JANUARY 23, 2018

RONDA ROBINSON, RECORDING SECRETARY
LONG LAKE PLANNING COMMISSION

NOTE: THESE MINUTES ARE SUBJECT TO AMENDMENT AND/OR CORRECTION PRIOR
TO THEIR ADOPTION.

DRAFT

Amend the definition of Essential Services: The erection, construction, alteration, or maintenance by public utilities or municipal departments, commissions, or boards of underground or overhead electrical, land-based communication, steam, water, gas, or sewer transmission, distribution, collection supply or disposal systems including poles, wires, mains, drains, pipes, conduits, cables, fire hydrants, and other similar equipment and appurtenances necessary for such systems to furnish an adequate level of service. Wireless communications facilities and antennae and wind energy conversion systems (WECS) are not included in this definition. Solar energy collectors (including on-site solar energy systems, solar farm installations, and solar garden installations) are not included in this definition.

Add the following Solar Energy Collection definitions:

On Site Solar Energy System: An energy conversion system, including appurtenances, which converts solar energy to a usable form of energy to meet all or part of the energy requirements of the on-site user.

Solar Farm Installation: An energy conversion system, including appurtenances, which converts solar energy to a usable form of energy intended primarily for consumption off-site or sold to a utility and that occupies more than 40,000 square feet of surface area and is located on a parcel that is more than 10 acres in area.

Solar Garden Installation: An energy conversion system, including appurtenances, which converts solar energy to a usable form of energy intended primarily for off-site consumption or sold to a utility and that produces 250 kW DC or less, occupies less than 40,000 square feet of surface area, and is located on a parcel that is 10 acres in area or less.

Add the following:

Section 4.6 ACCESSORY BUILDINGS AND USES

2. Accessory Uses.

- f. On-Site Solar Energy Systems It is the purpose of this regulation to promote the safe, effective and efficient use of solar energy systems installed to reduce the on-site consumption of utility supplied energy while protecting the health, safety and welfare of adjacent and surrounding land uses through appropriate controls.
 - 1.) An on-site solar energy system is permitted in all zoning districts as an accessory to an allowed principal use.
 - 2.) A land use permit is required prior to installing any ground-mounted on-site solar energy system. No land use permit is required to install a building-mounted on-site solar energy system.
 - 3.) An on-site solar energy system shall provide power for the principal use and/or accessory use of the property on which the solar energy system is located and shall not be used for the generation of power for the sale of energy to other users, although this provision shall

not be interpreted to prohibit the sale of excess power generated from time to time to the local utility company.

- 4.) A roof mounted on-site solar energy system may be mounted on a principal building or accessory building. A roof mounted system, whether mounted on the principal building or accessory building, may not exceed the maximum principal building height or accessory building height specified for the building type in the underlying zoning district. In no instance shall any part of the solar energy system extend beyond the edge of the roof.
- 5.) A ground mounted on-site solar energy system shall not:
 - a. Exceed the maximum building height for accessory buildings.
 - b. Be located within any required yard setback.
- 6.) Solar panels shall be placed such that concentrated solar radiation or glare shall not be directed onto nearby properties or roadways.

Add the following uses as Conditional Land Uses in all zoning districts

1. Solar Farm Installation
2. Solar Garden Installation

Add the following Conditional Use Standards

Section 19.47 Solar Garden Installation

1. Siting. A solar garden installation shall be limited to an overall parcel size of no more than 10 acres and shall not cover more than 40,000 square feet in ground-mounted solar collection panels, and shall be designed to capture 250kW DC or less.
2. Such use may be a stand alone primary use on a parcel or may be in conjunction with another primary use on the property, however, the energy collected is intended primarily for off-site use.
3. This use shall not be located on any parcel in the Township identified as a Priority 1 Natural Area under the Long Lake Township Natural Features Inventory, unless the applicant can demonstrate that no identified natural features will be removed as part of the proposed Solar Garden Installation.
4. Setbacks. Solar collection panels and related equipment shall be set back as follows:
 - a. Any side or rear property line a minimum of 50 feet
 - b. Any front lot line as defined in this ordinance a minimum of 100 feet.

5. Lighting. Any exterior lighting shall meet the standards under Section 4.13, Outdoor Lighting and Night Skies. Lighting shall be limited to that required for safety and operational purposes, and shall be reasonably shielded from abutting properties.
6. Sign. Signs associated with the use shall be limited to the following:
 - a. One ground-mounted identification sign no more than 8 feet in height and 16 square feet in area. Such sign shall be set back from the front lot line a minimum distance equal to the height of the sign.
 - b. Directional signs as necessary and as allowed under Section 21.5 Exempt Signs.
 - c. Emergency contact and other information required by any State, County, or Federal agencies, licenses, or permits, or as required by the Long Lake Township Fire Chief. Informational signs shall be of a size and at a location as approved by the Fire Chief and the Planning Commission and shall be designed to provide for important information.
7. Off-street Parking a solar garden installation shall provide a minimum of 1 off street parking space meet the requirements of this Ordinance.
8. Screening. Where the proposed use is adjacent to any property zoned LDR, MDR, HDR, NL, or LR, the applicant shall install vegetative screening or maintain existing natural vegetation such that the use is screened from adjacent properties.
9. Operation & Maintenance Plan - The applicant shall submit a plan for the operation and maintenance of the solar energy system, which shall include measures for maintaining safe access to the installation, stormwater controls, as well as general procedures for operational maintenance of the installation.
10. Emergency Services - The applicant or operator shall provide a copy of the electrical schematic and site plan to the Township fire chief. Upon request the owner or operator shall cooperate with local emergency services in developing an emergency response plan. All means of shutting down the solar energy system shall be clearly marked.
11. Abandonment or Decommissioning
 - a. Removal Requirements Any solar energy system which has reached the end of its useful life or has been abandoned as defined under this Ordinance shall be removed. The owner or operator shall physically remove the installation no more than 150 days after the date of discontinued operations.
 - b. Following decommissioning of the solar energy system, the owner or operator shall stabilize or re-vegetate the site as necessary to minimize erosion.
 - c. The Planning Commission may require a financial guarantee as provided for under this Ordinance to ensure the safe and proper decommissioning and reclamation of the property.

Section 19.48 Solar Farm Installation

1. Siting. A solar farm installation shall be limited to an overall parcel size of no more than 40 acres.
2. Such use may be a stand alone primary use on a parcel or may be in conjunction with another primary use on the property, however, the energy collected is intended primarily for off-site use.
3. This use shall not be located on any parcel in the Township identified as a Priority 1, 2, or 3 Natural Area under the Long Lake Township Natural Features Inventory, unless the applicant can demonstrate that no identified natural features will be removed as part of the proposed Solar Garden Installation.
4. Setbacks. Solar collection panels and related equipment shall be set back as follows:
 - a. Any side or rear property line a minimum of 50 feet
 - b. Any front lot line as defined in this ordinance a minimum of 500 feet.
 - c. Notwithstanding a. and b. above, if the solar farm installation is secondary to another use or is sited such that it is not visible from any public road, the setbacks for primary buildings in the respective zoning district shall apply.
5. Lighting. Any exterior lighting shall meet the standards under Section 4.13, Outdoor Lighting and Night Skies. Lighting shall be limited to that required for safety and operational purposes, and shall be reasonably shielded from abutting properties.
6. Sign. Signs associated with the use shall be limited to the following:
 - a. One ground-mounted identification sign no more than 8 feet in height and 16 square feet in area. Such sign shall be set back from the front lot line a minimum distance equal to the height of the sign.
 - b. Directional signs as necessary and as allowed under Section 21.5 Exempt Signs.
 - c. Emergency contact and other information required by any State, County, or Federal agencies, licenses, or permits, or as required by the Long Lake Township Fire Chief. Informational signs shall be of a size and at a location as approved by the Fire Chief and the Planning Commission and shall be designed to provide for important information.
7. Off-street Parking a solar garden installation shall provide a minimum of 1 off street parking space meet the requirements of this Ordinance.
8. Screening Where the proposed use is adjacent to any property zoned LDR, MDR, HDR, NL, or LR, the applicant shall install vegetative screening or maintain existing natural vegetation such that the use is screened from adjacent properties.

9. Operation & Maintenance Plan - The applicant shall submit a plan for the operation and maintenance of the solar energy system, which shall include measures for maintaining safe access to the installation, stormwater controls, as well as general procedures for operational maintenance of the installation.
10. Solar Glare The applicant shall submit a glare study demonstrating that the design of the installation is such that there is no glare or glint impacting the safety or enjoyment of any roadways, aviation, or adjacent properties.
11. Emergency Services - The applicant or operator shall provide a copy of the electrical schematic and site plan to the Township fire chief. Upon request the owner or operator shall cooperate with local emergency services in developing an emergency response plan. All means of shutting down the solar energy system shall be clearly marked.
12. Abandonment or Decommissioning
 - a. Removal Requirements Any solar energy system which has reached the end of its useful life or has been abandoned as defined under this Ordinance shall be removed. The owner or operator shall physically remove the installation no more than 150 days after the date of discontinued operations.
 - b. Following decommissioning of the solar energy system, the owner or operator shall stabilize or re-vegetate the site as necessary to minimize erosion.
 - c. The Planning Commission may require a financial guarantee as provided for under this Ordinance to ensure the safe and proper decommissioning and reclamation of the property.

PLANNERS REPORT

TO: Long Lake Township Board
FROM: **Leslie Sickterman**
DATE: February 8, 2018
RE: January 2018 Monthly Report

Planning Commission Activities

The Planning Commission has taken up some zoning text amendments including solar arrays and setback inspections. A draft will be presented to the Commission in February.

Some potential development applicants may be before the Commission soon; none are currently scheduled.

Additional Projects

P&Z staff has been busy on the following:

- Final financials and reimbursements for grants from the Waterways Commission and the GTCRC.
- Preparation of a grant request for additional improvements at Haywood Park East.
- Working with property owners and applicants to finalize site plan conditions and issuance of final permits
- Assistance with the reviews and administration on three different private road projects in various stages of completion
- Short term rental research
- Updating Township mapping
- Working toward closing out grants allowing for reimbursement
- Ongoing assistance to property owners and potential developers with questions, research, complaints, etc.

Permit List

02/06/2018

Permit	Address	Issued	Status	Category	Permit Fees
P08232	7954 MAPLELEAF DR	01/10/2018	ISSUED	Accessory Building - Detached	\$50.00
P08233	1954 Heniser RD	01/25/2018	ISSUED	Single Family Dwelling	\$50.00
P08234	10945 Thiel RD	01/25/2018	ISSUED	Single Family Dwelling	\$50.00
P08235	10907 Thiel RD	01/25/2018	ISSUED	Single Family Dwelling	\$50.00
P08236	10899 Thiel RD	01/25/2018	ISSUED	Single Family Dwelling	\$50.00
P08237	2000 SNOWFLAKE TRL	01/25/2018	ISSUED	Residential (SFD) Addition	\$50.00
P08238	7700 LONG LAKE POIN	01/30/2018	ISSUED	Single Family Dwelling	\$50.00

Total Permits: 7

Total Fees: \$350.00

ZONING DEPARTMENT
Kim Smith, Zoning Administrator

Long Lake Township Monthly Land Use Permits Issued - Year to Date 2016		Commercial/Industrial, Agricultural	Home Occupation	Single Family Dwelling	Multiple-Attached "SFD" (# represents units)	Dwelling Addition	Garage/Det Acces Bldg or Addition to same	Mobile Home	Deck/Porch/Demolition	Miscellaneous	Total Permits		
Date	Permit #											Fee	Fee Cumul. Total
January	7771 - 7776	0	0	4	0	0	2	0	0	0	6	\$300	\$300.00
TOTALS		0	0	4	0	0	2	0	0	0	6		\$300.00

ZONING DEPARTMENT
Kim Smith, Zoning Administrator

Long Lake Township Monthly Land Use Permits Issued - Year to Date 2017		Commercial/Industrial, Agricultural	Home Occupation	Single Family Dwelling/ Mobile Home	Multiple-Attached "SFD" (# represents units)	Dwelling Addition	Garage/Det Access Bldg or Addition to same	Deck/Porch/Demolition	Miscellaneous	CLU/ SPR/ADMIN. SPR/ PRIVATE ROAD	Total Permits		
Date	Permit #											Fee	Fee Cumul. Total
January	8016 - 8020	0	1	1	0	1	1	0	1	3	8	\$874.00	\$874.00
TOTALS		0	1	1	0	1	1	0	1	3	8		\$874.00

ZONING DEPARTMENT
Kim Smith, Zoning Administrator

Long Lake Township Monthly Land Use Permits Issued - Year to Date 2018		Commercial/Industrial, Agricultural	Home Occupation	Single Family Dwelling	Multiple-Attached "SFD" (# represents units)	Dwelling Addition	Garage/Det Access Bldg or Addition to same	Mobile Home	Deck/Porch/Demolition	Miscellaneous	Total Permits		
Date	Permit #											Fee	Fee Cumul. Total
January	8232 - 8238	0	0	5	0	1	1	0	0	0	7	\$350	\$350.00
February													
March													
April													
May													
June													
July													
August													
September													
October													
November													
December													
TOTALS		0	0	5	0	1	1	0	0	0	7		\$350.00