

LELAND TOWNSHIP PLANNING COMMISSION

Chairperson – Lee Cory – term expires 12/26
Skip Telgard, Secretary – term expires 8/28 Bill White – term expires 12/26
Steve Scales, Township Board Rep – term expires 11/28 Brian Fenlon, ZBA Rep – term expires 12/26

PLANNING COMMISSION MEETING Wednesday, July 1, 2026; 5:00 p.m. Leland Library, Munnecke Room 203 E Cedar, Leland, MI 49654

DRAFT MINUTES

- I. **Call to Order – Pledge of Allegiance – 5 pm**
Roll Call Commissioners: Cory, Scales, White and Fenlon present. Telgard absent.
Staff: Erica Pfriem
Public attendees: 12

Cory makes statement for the record regarding Michigan's Open Meetings Act and ex parte communication: "To address recent concerns regarding how communications on zoning matters should be handled outside of public meetings, I would like to clarify our governing policies. Under Michigan law and Leland Township guidelines, any communication regarding an active or upcoming zoning matter outside of a public meeting is considered ex parte and must be reported. These regulations ensure that all information is shared publicly, preventing any applicant gaining an advantage through private discussion. In practice, Commissioners should decline one-on-one meetings with applicants. If ex parte contact occurs, the Commissioner must disclose it on the record at the next regularly scheduled PC meeting, noting the participants, the location, and the substance of the conversation. Michigan law and Leland's guidelines are clear and not subject to interpretation. So I trust that every member of this Commission will follow these legal requirements and guidelines moving forward."

II. **Approval of Agenda (additions/subtractions) –**

Scales notes corrections are need to terms – Cory should be 8/26, Scales should be 12/28 and Fenlon should be 6/28. Telgard and White are correct. Cory states her term expires in 12/26 and asks Scales what was the impetus for these corrections. Scales noticed discrepancies and researched at the township office for correct dates. Fenlon believes Scales is correct in that his terms ends 6/28. Fenlon believes term for PC is three years. Scales believes it varies and his term is 4 years. Scales believes there is some leeway with township board in setting of terms, offers to research. Fenlon is unsure why there would be varying term lengths. White comments he understood his appointment was for the duration of Sam Simpson's term. Cory offers to look into. Cory understood her term would end in 12/26.

Fenlon clarifies he did not receive notice of ZBA meeting on Monday, June 29th, and did not appear. Cory did not receive notice either. Discussion about who is responsible for notification, agreement Sara Schroeder would be responsible.

White would like to add a pause on any SLUP under new business.

III. Declaration of Potential Conflicts of Interest - none

IV. Approval of Minutes: June 3, 2026 –

White motions to approve minutes, Fenlon seconds, all vote in favor and the minutes are approved as presented.

V. Correspondence:

Cory asked new ZA, Sara Schroeder, correspondence and to provide a written report. Cory reads a brief update from Schroeder: "This has been a month of getting up to speed on various items and figuring out processes. This month has been filled with coordinating ZBA meetings and land divisions. I have no update on zoning permit from Erinn Cypher. Erinn is still responsible for general zoning questions and land use permits. I am still looking for a digital draft of the draft ordinance that failed the vote. Keith Ashley has a hard copy but will be difficult to use for the purpose we need it for. After polling all the members, the PC meeting day that appears to work is the 3rd Thursday of the month at 5 pm but the Parks and Recreation Committee meets at the library that night. I'll continue to work on this in July, maybe I'll be able to make other arrangements for my other meeting"

Cory spoke with Schroeder and currently she will not be able to attend any of the Wednesday meetings.

VI. Public Comment - Limited to three minutes per person, unless extended by Chair

Keith Ashley, Leland

Hard copy of revised ordinance will be given to Clerk for ZA to have.

VII. Presentation – Waterfront Overlay District Presentation by Jeff Green and Nancy Popa from the Lake Leelanau Lake Association (LLLA)

Nancy Popa introduces herself as President of the LLLA and fellow board member Jeff Green who is also the township representative on LLLA.

Popa presents "Protection of Lakes and Streams in Leland Township"

- Mission is to protect and enhance the beauty of Lake Leelanau Association. LLLA has over 500 household members, majority in Leland Township.
- Lake defines community's identity, quality of life and drives economy. Despite support to protect many areas lack water protection regulations.
- Most effective way to protect is through thoughtful land use planning and consistent land use regulations. Provides examples of ways to protect lake. Leland's ZO already contains many of these regulations.
- A waterfront overlay district is a cost effective tool to protect water quality and shoreline character while allowing reasonable use of private property. Many townships have adopted waterfront overlay districts so all regulations are in one place.
- Bingham, Solan and Elmwood have a goal of integrating an overlay district in master plan.
- LLLA working with six townships surrounding lake. Bingham, Solan and Elmwood have a goal of integrating an overlay district in master plan.
- LLLA publishes newsletter to educate public on lake stewardship. Four members are certified in natural restorations.
- Request PC to review ZO and consider implementing best practices provided.
- Provides handout to PC "Waterfront Overlay District Model Language"

Scales asks how many townships surrounding Lake Leelanau? Popa responds six surrounding, twelve in watershed.

Scales asks if any have adopted in ZO? Popa responds Cleveland and Centerville have adopted.

Scales found water regulation to be in various places in ZO. Asks if it should be a stand alone section?
Popa responds other areas have done so.

Fenlon states many regulations are already in ZO.

Scales asks for an electronic copy to be sent for ZA Schroeder. Popa can provide.

Fenlon comments probably a good idea to centralize regulations, has seen similar push from EGLE.

Confirms would be third township to potentially adopt.

Jeff Green - often take the lake for granted. LLLA learning about lake – getting warmer, changing ecology which makes lake more sensitive to stressors. Trends are worrying – try to reverse or control. Global trends changing, mentions bomb of snow & rain last March. LLLA relies on scientific and best practices. Encourage to move forward with exercise.

VIII. Reports:

1. Township Board Representative Scales–

Sunset Shores, special meeting to approve administrative rules of procedure, sewer system connection application, cost recovery policy and decentralized sewer system ordinance on 6/24 approved.

Dock on River St – EGLE approved permit at 185 foot dock, DNR asked for stamped architectural drawings to be submitted to confirm new dock is ADA compliant. Drawing being completed and an RFP will be put out.

2. ZBA representative Fenlon – not aware of meeting so nothing to report

IX. New Business:

1. SLUP moratorium

White states a number of townships have put holds on SLUP partly because of AI and partly to avoid issues while working through ordinance changes. Can hold up to 90 to 180 days. Fenlon comments be longer but not recommended. Cory agrees with White, in time of transition and comparing ZO that failed and current ZO. Fenlon has reservations about proceeding since full board not present. Scales asks White if a moratorium would only affect new applications. All agree would affect new applications. Agree to place on next month's agenda.

X. Old Business:

1. ZO amendments– review and discuss list generated at October 2024 PC meeting

Cory explains as discussed before better to wait until ZA is able to provide a comparison between failed ZO and current ZO. Need to be deliberate and will keep on the agenda.

XI. Other Business (as required): none

XII. Zoning Administrator Comment: Cory previously read Schroeder's letter.

XIII. Planning Commission Comment: none

XIV. Public Comment - Limited to three minutes per person, unless extended by Chair

James Blair, N Manitou Trail

Is a member of the board of review. Concern as a member of LLLA about communication. Why wasn't there a meeting of members to get support for tonight's presentation. Would improvements be grandfathered in or need to remove them? Some regulations would be difficult for property owners. Ask that PC consider these situations and for LLLA to communicate with members. Cory explains at the very beginning phase, public will have chance to express concerns as the process continues.

Gaydean Lundeen, N Manitou Dr

Worked hard to keep lake healthy on property. Generally agree with parameters, but puts primary focus on homeowners. Many non-homeowners using lake in problematic ways. Wonders how to integrate and enforce non-zoning type situations.

David Watkins, Leland Woods Dr

Proud of Leland and zoning. Believer in, and member of LLLA . Government not always the best solution. LLLA has done good job with education and protecting the lake. Regulations currently in the ZO are appropriate. Avoid a one size fits all approach, many unique properties.

Cory thanks public for comments.

XV. Next meeting: August 5, 2026; 5:00 pm – Leland Library – Munnecke Room

XVI. Adjournment: Fenlon motions to adjourn, Scales seconds, all in favor and the meeting concludes at 5:54 pm.