

# BAY TOWNSHIP PLANNING COMMISSION

## SEPTEMBER 5, 2017 MEETING MINUTES

### APPROVED

#### CALL TO ORDER

Dave Skornia called the meeting to order at 7:00PM and led with the Pledge of Allegiance. Also in attendance were Steve Van Dam, Wendy Simmons, Jamie Shepherd, Lynn Maxwell, James G. Vanek and planner Claire Karner. Joe Jones was absent with excuse.

#### PRIOR MEETING MINUTES

**MOTION by Van Dam, seconded by Maxwell, to dispense with the reading of the August 1, 2017 Planning Commission regular meeting minutes, passed upon unanimous affirmative vote of the Board Members.**

**MOTION by Simmons, seconded by Shepherd, to approve the August 1, 2017 Planning Commission regular meeting minutes as amended, passed upon unanimous affirmative vote of the Board Members.**

#### AGENDA APPROVAL

**MOTION by Van Dam, seconded by Simmons, to approve the agenda as presented, passed upon unanimous affirmative vote of the Board Members.**

#### PUBLIC COMMENT

None received.

#### ACCESSORY DWELLING UNIT DISCUSSION

Skornia explained that Evangeline Township Planning Commission member Rod Cortright was invited to discuss and answer questions on their Accessory Dwelling Unit language.

Cortright introduced himself and stated he has been on the Evangeline Township Planning Commission for 30 years and was the MSU Extension Director for 25 years.

Cortright reviewed their Zoning Ordinance Accessory Dwelling Unit allowance as follows:

- The ADU language was adopted in 2008
- Their board feels it is a use-by-right
- All waterfront improvements requires site plan review by the Planning Commission
- Seven ADU's have been built since 2008; 6 on the waterfront and 1 non-lakefront
- 800 square feet is the maximum floor area
- Renting them is allowed with no minimum timeframe
- Property owner must live on-site
- Reviewed the driving force for adopting the ADU language

The Planning Commission asked numerous questions regarding Evangeline Township's ADU language and enforcement issues, and Cortright explained that to his knowledge there have been no complaint related issues with allowing ADU's.

The Planning Commission deliberated extensively in light of Cortright's presentation and agreed that the ADU special use permit needs to be recorded and the following:

- Delete the language that "ADU's are not to be occupied for less than 90 days"
- Delete the language regarding lots touching the ordinary high mark cannot establish a separate ADU structure than what currently exists.

# BAY TOWNSHIP PLANNING COMMISSION

## SEPTEMBER 5, 2017 MEETING MINUTES

### APPROVED

- Delete the provision that ADU's must be more than 65% of the habitable floor area of the existing dwelling, while keeping the maximum 800 square footage requirement.

**MOTION by Simmons, seconded by Van Dam to forward onto the Board of Trustees the updated Accessory Dwelling Unit language for their review and subsequent approval, passed upon unanimous affirmative vote of the Board Members.**

### ACCESSORY BUILDINGS ON VACANT LOTS

Karner and the Planning Commission reviewed the final edits to the accessory buildings on vacant lots ordinance and agreed the provision of **TO** not allowing any outside storage and replace it with language that if there is going to be outside storage that it needs to be appropriately screened from adjoining property owners and the public road.

**MOTION by Van Dam, seconded by Shepherd to forward the updated Zoning Ordinance text amendments to Article IV General Provisions to allow Accessory Buildings on vacant lots to the Bay Township Board of Trustees for their review and subsequent approval, passed upon unanimous affirmative vote of the Board Members.**

### MASTER PLAN SURVEY

Karner presented to the planning commission a proposed outline of potential topics to be included in the new Master Plan survey. The surveys purpose is to reexamine the township's planning/zoning goals and policies, reflect the needs and desires of all Bay Township residents, help identify future land use practices and prioritize township services by getting community input.

### ZONING ADMINISTRATORS REPORT

Zoning Administrator Ron Van Zee reviewed the past months activities regarding Zoning Permits issued, Zoning Ordinance enforcement actions taken, and other related zoning activities.

### BOARD OF TRUSTEES REPORT

*Note: See the Board of Trustees August 10, 2017 minutes for further detail.*  
Vanek reported on the Board of Trustees August meeting.

### ZONING BOARD OF APPEALS

No meeting.

### OTHER

Simmons suggested in light of Vanek's resignation as Township Clerk at the end of the year, to let the Board of Trustees know they would like Vanek to continue on as Recording Secretary; Vanek was agreeable to this.

### PUBLIC COMMENT

None received.

### ADJOURNMENT

**MOTION by Van Dam, seconded by Maxwell, to adjourn the meeting at 9:29PM, passed upon unanimous affirmative vote of the Board Members.**

Respectfully submitted,  
James G. Vanek  
Planning Commission Secretary