

# BAY TOWNSHIP PLANNING COMMISSION

## DECEMBER 11, 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, Joe Jones, and James G. Vanek. Lynn Maxwell and Zoning Administrator Ron Van Zee were absent with excuse.

Due to the inclement winter weather, planner Claire Karner participated via telephone conference call.

#### PRIOR MEETING MINUTES

**MOTION by Van Dam, seconded by Simmons, to dispense with the reading of the November 6, 2017 Planning Commission regular meeting minutes, passed upon unanimous affirmative vote of the Board Members.**

**MOTION by Simmons, seconded by Shepherd, to approve the November 6, 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 Vanek, to approve the agenda as presented, passed upon unanimous affirmative vote of the Board Members.**

#### PUBLIC COMMENT

No public comment received.

#### MASTER PLAN COMMUNITY SURVEY DISCUSSION

Karner and the planning commission reviewed the latest version of the proposed community survey. All agreed to be more specific on item #6 regarding "Septic System Time of Transfer" question. Also, the township logo will be included on the cover page of the survey.

#### BUILDING ENVELOP & LOT WIDTH DEFINITION DISCUSSION

The Planning Commission deliberated extensively on the proposed revised definitions for Lot Width and Building Envelop **ENVELOPE**, and compared them to the current definitions within the zoning ordinance, making suggestions for improvements. Updating the zoning ordinance drawing on pages 7 and 8 was also discussed, regarding the various types of lots (corner, through, etc.) and from where the lot setbacks are measured from.

#### SPECIAL USE PERMIT LANGUAGE

The Planning Commission reviewed and agreed with the proposed language added to the zoning ordinance Article XII (Special Uses) requiring an approved special use is filed with the Charlevoix County Register of Deeds within 45 days of being issued a special use permit.

This language will be "bundled" with the lot width and building envelop definitions, and forwarded onto the County Planning Commission for their review at the same time.

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#### TIME OF TRANSFER

#### SEPTIC TANK ORDINANCE

Karner presented a updated proposed Time of Transfer Septic Tank Ordinance which requires an evaluation of a private septic system at the time the property is transferred, to determine the operational status of the system.

Karner has discussed the proposed ordinance with a representative from the Northwest Michigan Health Department who enforces a similar ordinance in Milton Township (Antrim County) and they agree with the proposed ordinance wording.

The planning commission agreed an introduction needs to written explaining the basis of the ordinance, and that the proposed ordinance would be township wide.

#### ZONING ADMINISTRATORS REPORT

No report provided.

#### BOARD OF TRUSTEES REPORT

*Note: See the Board of Trustees November 9, 2017 minutes for further detail.*  
Vanek reported on the Board of Trustees November meeting.

#### ZONING BOARD OF APPEALS

No meeting.

#### OTHER

Simmons reminded everybody of the upcoming December 16<sup>th</sup> Wreaths Across America ceremony.

#### PUBLIC COMMENT

None received.

#### ADJOURNMENT\

**MOTION by Shepherd, seconded by Jones, to adjourn the meeting at 9:17PM, passed upon unanimous affirmative vote of the Board Members.**

Respectfully submitted,

James G. Vanek  
Planning Commission Secretary