

# BAY TOWNSHIP PLANNING COMMISSION

## FEBRUARY 6, 2018 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, Joe Jones, and James G. Vanek. Jamie Shepherd, Wendy Simmons, Lynn Maxwell and planner Claire Karner were absent with excuse.

#### PRIOR MEETING MINUTES

**MOTION by Vanek, seconded by Van Dam, to dispense with the reading of the January 2, 2018 Planning Commission regular meeting minutes, passed upon unanimous affirmative vote of the Board Members.**

**MOTION by Van Dam, seconded by Jones, to approve the January 2, 2018 Planning Commission regular meeting minutes as presented, passed upon unanimous affirmative vote of the Board Members.**

#### AGENDA APPROVAL

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

#### PUBLIC COMMENT

None received.

#### BUILDING ENVELOPE- LOT WIDTH, LOT SETBACK DEFINITIONS

Skornia reviewed and gave examples of why the Planning Commission has been working on updating the Building Envelope, Lot Width and Setback definitions, and how various parts of the zoning ordinance could be more user friendly.

The Planning Commission discussed with the Zoning Administrator Van Zee the typical user and type of user (resident, contractor, architect, etc.) of the zoning ordinance, in order to gain an understanding on how to possibly make it more user friendly.

After much deliberation, the Planning Commission felt the most impactful way to make the zoning ordinance more user friendly and understandable was to include illustrations **IN ZONING ORDINANCE SECTION 5.4** to supplement the various definitions. With that being said, the planning commission discussed Karner's January 2, 2018 memo regarding the various definitions the planning commission has been proposing to update. Van Zee presented other township zoning ordinances and their use of illustrations in supplementing their ordinance definitions. The planning commission agreed that illustrations are needed **IN ZONING ORDINANCE SECTION 5.4** for our definitions of **FOR** Buildable Area, Lot Width and Triangular Lot.

Skornia will contact Karner so she can prepare illustrations for these definitions to be reviewed at the March meeting.

#### EVANGELINE TOWNSHIP CODE OF CONDUCT

Van Dam presented Evangeline Townships document titled "How We Treat Each Other" and felt a similar "code of conduct" should be implemented by Bay Township.

The Planning Commission recommended the Board of Trustees adopt a similar standard.

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**JOINT MEETING UPDATE** After the current community survey results are compiled, a joint meeting with the Board of Trustees will be scheduled to review and discuss the survey results.

**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 January 11, 2018 minutes for further detail.*  
Vanek reported on the Board of Trustees January meeting.

**ZONING BOARD OF APPEALS** No meeting.

**OTHER** None.

**PUBLIC COMMENT** None received.

**ADJOURNMENT** **MOTION by Vanek, seconded by Van Dam, to adjourn the meeting at 9:10PM, passed upon unanimous affirmative vote of the Board Members.**

Respectfully submitted,

James G. Vanek  
Planning Commission Secretary