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, Lynn Maxwell, Joe Jones (arrived at 7:20PM), Xavier Gaudard, Planner Claire Karner and Zoning Administrator Ron Van Zee. Wendy Simmons and Jamie Shepherd were absent (excused).

PRIOR MEETING MINUTES

MOTION by Gaudard, seconded by Maxwell, to dispense with the reading of the September 4, 2018 Planning Commission regular meeting minutes, passed upon unanimous affirmative vote of the Board Members.

MOTION by Van Dam, seconded by Gaudard, to approve the September 4, 2018 Planning Commission regular meeting minutes as presented, passed upon unanimous affirmative vote of the Board Members.

AGENDA APPROVAL

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

PUBLIC COMMENT

None received.

BAY TOWNSHIP RECREATION PLAN UPDATE

Planner Karner introduced Beckett & Raeder planning professional Carrie Klingelsmith. Klingelsmith recently joined Beckett & Raeder. She works out of the Petoskey and stated her background is in parks and recreation.

Klingelsmith stated she will be taking the lead on working with the planning commission to update the Bay Township Community Recreation Plan. The current plan was approved by the Board of Trustees in January 2013, and was good thru 2017.

Klingelsmith reviewed the new Department of Natural Resources guidelines for updating recreation plans and presented a proposed timeline to meet the February 1st DNR deadline for recreation plan approval.

Since a current DNR approved recreation plan is needed to apply for State recreation funds, the planning commission agreed to proceed with updating the recreation plan.

The following items in the existing Bay Township Community Recreation plan need to be updated:

- Demographics (incorporate updated census data)
- Various Township facilities maps
- Planning & recreation budget
- Recreational facilities inventory
- Goals and objectives
- Formulate a recreation action plan

Klingelsmith will present at the November meeting, for review and discussion, an updated objective, goals and action plan. A public hearing to receive public comment on the updated recreation plan is tentatively scheduled for the December meeting.
Skornia opened the public hearing on the proposed text amendments to the Bay Township Zoning Ordinance at 7:40PM. Planner Claire Karner gave an overview of the proposed text amendment which updates various Zoning Ordinance Section III definitions, updates Section 4.7a (III) regarding Waterfront Accessory Buildings, Section 5.4 table and associated notes regarding area, width, setback requirements, and new Section 5.5 which are illustrations intended to clarify the dimensional zoning requirements for residential and agricultural parcels.

Skornia opened the public hearing up to public comment at 7:41PM, and with no public comment received, immediately closed public comment.

Van Zee presented various examples of a proposed lot line adjustment on the waterfront and a parcel division that may be impacted by the proposed zoning ordinance text amendments.

After deliberation by the planning commission members and the zoning administrator, all agreed to add the following to the propose text amendments:

- Add language in Section 4.7a (III) referencing Figure 5.5D Accessory Building for an illustrative example.
- Add an asterisk under Section 5.4 table to see Figure 5.5D for various standards related to accessory structures in front yards.
- Add an additional footnote to Section 5.5, Figures 5.5(A thru D) stating “See Figure 5.5E for triangular or irregularly shaped lots.
- Add an additional footnote to Section 5.5, Figure 5.5E stating “For non-conforming lots, reference Section 17.5 for setback and dimensional requirements.

With incorporation of the various additional footnotes, the Planning Commission agreed the amendment was ready to forward onto the Charlevoix County Planning Commission for their review and comment.

**MOTION by Van Dam, seconded by Gaudard to forward the proposed text amendments to the Bay Township Zoning Ordinance Articles III, IV and VI to the Charlevoix County Planning Commission for their review and comment, passed upon unanimous affirmative vote of the Board Members.**

Karner briefly discussed two options on starting the first process of updating the Master Plan:

1. The Action Plan can be compiled as a group (i.e. the planning commission and Karner).
2. Karner will formulate the Action Plan document and present to the planning commission for adoption into the Master Plan.

Van Zee briefly reviewed a proposed Accessory Structure on a vacant parcel (which requires a Special Use permit). The applicant may proceed with submitting an application, which will need planning commission approval.
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.

Van Zee also reviewed the proposed Trail Head location (which includes parking and restroom facilities) on Park of the Pines property, which is for Phase III of the Boyne City Road Non-Motorized Trail. Van Zee discussed how this possibly fits into the Park of the Pines existing PUD.

ZONING BOARD OF APPEALS

Gaudard stated an October 8th meeting is scheduled to give the new ZBA members (including the alternates) an opportunity to meet each other and have some discussions on ZBA procedures.

PUBLIC COMMENT

None received.

ADJOURNMENT

MOTION by Gaudard, seconded by Maxwell, to adjourn the meeting at 9:09PM, passed upon unanimous affirmative vote of the Board Members.

Respectfully submitted,

James G. Vanek
Planning Commission Recording Secretary