

# BAY TOWNSHIP PLANNING COMMISSION

## June 4, 2019 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, Xavier Gaudard, Lynn Maxwell, and **Jamie Shepherd**. **Joe Jones** absent (excused).
- Guests attending: **Planners Claire Karner and Shawn Winter, Watershed Steward Jac Talcott and Zoning Administrator Ron Van Zee.**
- INTRODUCTION OF DEPUTY CLERK** Simmons introduced her new Deputy Clerk/Recording Secretary Kristin Baranski.
- PRIOR MEETING MINUTES** **MOTION by Gaudard, seconded by Van Dam, to dispense with the reading of the April 2, 2019 Planning Commission regular meeting minutes, passed upon unanimous affirmative vote of the Board Members.**
- AGENDA APPROVAL** **MOTION by Van Dam, seconded by Gaudard, to approve the agenda as presented, passed upon unanimous affirmative vote of the Board Members.**
- PUBLIC COMMENT** Karner introduce Shawn Winter. Public comments closed at 7:13 pm.
- PARKS & RECREATION** Talcott updated planning commission on Maplecrest/NW Health “Building Healthy Communities” project. Talcott presented two bids for clearing trail, Joe Sheer proposed \$6000.00 and includes 50 feet of split rail fencing at graded and mowed parking area. Matt Bowman’s \$5500.00 proposal would utilize a light excavating machine, mulching and clearing deadfall. Discussion among commissioners included what are the grant specifications, cost of gravel for parking lot, width of trail, confirming proposals are comparable (apples to apples) and clearing of deadfall and mulching. A future conference call will be scheduled for additional questions so that proposal and walk through details can be can be presented to Board of Trustees at the June monthly meeting.
- Simmons presented color samples for benches on all projects as well as the swing set at Sherwood Park. Everyone agreed regarding color to blend into natural look as well as a color choice that will age well. Simmons thanked Skornia for donating \$4000.00 of labor/equipment time toward **Sherwood** Park project.
- FLOW CHARTS MASTER PLAN UPDATE** Karner provided the planning commission members with the most current flow charts. The PUD flow chart was edited to reflect the end process for approval. The final step in approval process will be to record an affidavit with the Charlevoix County Register of Deeds within 30 days following approval and deliver a copy to Bay Township. Simmons recommended a bold font on flow charts for a better visual. Skornia suggested the flow charts be placed at the beginning of relevant chapters. Simmons will forward corrected flow charts to township attorney for approval.
- MOTION by Van Dam, seconded by Simmons, to approve the flow chart edits and **text** additions as presented:**
- **Correct Illustrations Errors on the Bay Township Zoning Ordinance Map**
  - **Zoning Ordinance Article 13 “Special Use Permit” text amendments**
  - **Proposed Flow Charts to better illustrate the following:**
    - a. **Zoning Ordinance Amendment Adoption Process (Article XIX)**
    - b. **Special Use Process (Article XIII)**

# BAY TOWNSHIP PLANNING COMMISSION

## June 4, 2019 MEETING MINUTES APPROVED

- c. Planned Urban Development Process (Article 11.6)
- d. Zoning Permit Application Process

and to be forwarded to Attorney Jim Murray's office and then, upon approval, immediately forwarded to Charlevoix County, passed upon unanimous affirmative vote of the Board Members.

Karner presented the updated version of Section 8 of the master plan. Karner will send corrected chapter 8 to Simmons and Van Dam. A drafted executive summary will be placed at the beginning. Van Dam commented on page 3 (under heading of development) small town character to be changed to rural character. Karner explained that once the PC feels master plan is complete, it will be presented to the Bay Township Board of Trustees. 63 days are required for public to view and comment followed by a public hearing at which point the new master plan can be adopted. BRI will send notices to local townships, associations and utilities companies.

MOTION by Simmons, seconded by Gaudard to present the master plan draft to Board of Trustees, passed upon unanimous affirmative vote of the Board Members.

MOTION by Simmons, seconded by Van Dam, to send copy ~~direct~~ directly to the attorney and if no comments forward it to directly to Charlevoix County passed upon unanimous affirmative vote of the Board Members.

### 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 May, 2019 minutes for further detail.*  
Simmons reported on the Board of Trustees May meeting.

### ZONING BOARD OF APPEALS

No recent meetings.

### PUBLIC COMMENT

None received.

### ADJOURNMENT

MOTION by Simmons, seconded by Van Dam, to adjourn the meeting at 9:07PM, passed upon unanimous affirmative vote of the Board Members.

Respectfully submitted,

Kristin Baranski

Recording Secretary/Deputy Clerk