

BAY TOWNSHIP PLANNING COMMISSION

November 5th, 2019 MEETING MINUTES

CALL TO ORDER

Dave Skornia called the meeting to order at 7:00PM and led with the Pledge of Allegiance. Also, in attendance were Xavier Gaudard, Jamie Shepherd, Lynn Maxwell and Joe Jones. Wendy Simmons and Steve Van Dam were excused absent. Planner (BRI) Shawn Winter, Zoning Administrator Ron Van Zee and Kristin Baranski (Recording Secretary) were also in attendance.

PRIOR MEETING MINUTES

MOTION by Maxwell, seconded by Gaudard, to correct and dispense with the reading of the October 1st, 2019 Planning Commission regular meeting minutes, passed upon unanimous affirmative vote of the Board Members.

MOTION by Maxwell, seconded by Jones, to approve the minutes of the October 1st, 2019 Planning Commission regular meeting minutes as amended passed upon unanimous affirmative vote of the Board Members.

MOTION by Gaudard, seconded by Jones, to correct and dispense with the reading of the October 17th, 2019 Planning Commission special meeting minutes, passed upon unanimous affirmative vote of the Board Members.

MOTION by Maxwell, seconded by Jones, to approve the minutes of the October 17th, 2019 Planning Commission special meeting minutes as amended passed upon unanimous affirmative vote of the Board Members.

AGENDA APPROVAL

MOTION by Maxwell, seconded by Jones, to approve the agenda as amended, passed upon unanimous affirmative vote of the Board Members.

PUBLIC COMMENT

Public comment was opened at 7:06 pm. Cheryl ~~Mains~~ Mathews, a resident on Chapel ~~Chapelle~~ Street, spoke about her concern regarding wood piles used as fence/wall on properties within Bay Township. Mains feels this is a reoccurring problem that is getting worse not better. ~~Mains~~ Mathews suggests the township define wall and fence clearly. Van Zee will look into a specific property that has a wood pile that continues to expand in length and height. ~~Mains~~ Mathews sited several townships/cities that have ordinances regarding wood pile. Van Zee explained a possible change in an ordinance could have an adverse effect on other situations in the future. Public comment closed at 7:20 pm.

PARKS AND REC UPDATE

Tip of the Mitt and Walloon Lake Conservancy have volunteered to work on/provide input on vegetation buffer at Lily Pad. Parks and Rec will reconvene in January 2020 and begin work on ~~millage~~ millage requests for next year. Port-a-john has been removed but steps are still in at Lily Pad. The Board is responsible to finish work at Lily Pad.

VILLAGE OVERLAY DISTRICT

Winter presented new map image per last meeting feedback. Winter will correct Bank Street location and add Dilworth Lane. Winter recommends the Planning Commission review the existing language for Article IX to determine if any additional standards should be required in the newly identified Village Overlay District. Ideas may include but are not limited to: design standards, setbacks, maximum heights and

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impervious coverage limits, all to preserve the 'Village Feel.' Winter encourages the Planning Commission to be proactive not reactive.

REVIEW SPECIAL USES 13.1 Skornia clarified the amendment regarding deed filing requirements. Charlevoix County approved/supported wording and will be presented to Board of Trustees.

EQUIVALENT DENSITY LANGUAGE

Winter presented the following recommendations after reviewing the language relating to Minimum Equivalent Density Division (MEDD):

Section 3.2: Add language to clarify that a new lot created using the MEDD approach will not be considered nonconforming.

Section 5.4: ~~Change~~ **clarify** the minimum lot area in the Agricultural District to ~~8 acres~~ **reflect existing minimum acreage**. (Reference the new lots in the Agricultural District can be as small as 1 acre using the MEDD method). The intent is to allow flexibility in plan.

The concern is the 'paper trail' back to original parcel split. The Planning Commission is faced with simplifying the Zoning Ordinance Book, preserving the rural characteristics of Bay Township and yet still allow some density. Winter will research and Planning Commission will discuss at December meeting.

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 October 2019 minutes for further detail.

ZONING BOARD OF APPEALS

Zoning Board of Appeals met on October 10th, 2019 at 6:00pm (Pilnick). Appeal was denied.

OTHER

PUBLIC COMMENT

None received.

ADJOURNMENT

MOTION by Gaudard, seconded by Maxwell, to adjourn the meeting at 9:08 pm, passed upon unanimous affirmative vote of the Board Members.

Respectfully Submitted,

**Kristin Baranski
Deputy Clerk**