

# BAY TOWNSHIP PLANNING COMMISSION

## JANUARY 2, 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 Jamie Shepherd, Wendy Simmons, Steve Van Dam, Lynn Maxwell, James G. Vanek and planner Claire Karner. Joe Jones was absent with excuse.

#### PRIOR MEETING MINUTES

**MOTION by Van Dam, seconded by Vanek, to dispense with the reading of the December 5, 2017 Planning Commission regular meeting minutes, passed upon unanimous affirmative vote of the Board Members.**

**MOTION by Van Dam, seconded by Simmons, to approve the December 5, 2017 Planning Commission regular meeting minutes as presented, passed upon unanimous affirmative vote of the Board Members.**

#### AGENDA APPROVAL

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

#### PUBLIC COMMENT

None received.

#### 2018 ELECTION OF OFFICERS

**MOTION by Van Dam, seconded by Simmons, to open the floor for Chairperson nominations and to nominate Dave Skornia as Chairperson, with no further nominations, passed upon unanimous affirmative vote of the Board.**

**MOTION by Van Dam, seconded by Skornia to open the floor for Vice-Chairperson and to nominate Wendy Simmons as Vice-Chairperson, with no further nominations, passed upon unanimous affirmative vote of the Board.**

**MOTION by Simmons, seconded by Van Dam, to open the floor for Secretary nominations and to nominate James Vanek as Secretary, with no further nominations, passed upon unanimous affirmative vote of the Board.**

**MOTION by Skornia, seconded by Van Dam to appoint Wendy Simmons as the Planning Commission representative on the Zoning Board of Appeals, passed upon unanimous affirmative vote of the Board Members.**

#### 2018 MEETING DATES

**MOTION by Simmons, seconded by Vanek, to schedule the 2018 Planning Commission regular meetings on the first Tuesday of each calendar month (except as noted below) to begin at 7 P.M.,**

February 6	August 8 (Wednesday)
March 6	September 4
April – No Meeting Scheduled	October 2
May 1	November 7 (Wednesday)
June 5	December 4
July – No Meeting Scheduled	January 2, 2019 (Wednesday)

**passed upon unanimous affirmative vote of the Board.**

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#### TIME OF TRANSFER SEPTIC ORDINANCE

Casey Clement of the Health Department of Northwest Michigan discussed Milton Township's (Antrim County) enforcement of their Time of Transfer Septic Ordinance as follows:

- The Health Department offers this kind of similar service to everybody.
- Has been enforcing the Milton Township ordinance for over four years.
- Described the process for inspecting the septic tank and the drain field.
- Reviewed the timeframe of performing the inspection and the property owner receiving the report.
- Majority of the septic systems pass the inspection.

The Planning Commission members asked Clement numerous questions regarding the Milton Township Ordinance, its enforcement and how the local realtors/sellers like the ordinance.

Gary Koteskey (a Bay Township resident who owns a septic installation/maintenance company) gave his input on this experience of servicing septic systems and on the proposed ordinance.

Planner Claire Karner stated she has talked with the Northwest Michigan Health Department and they are very supportive of Bay Township adopting an ordinance similar to Milton Township.

#### COMMUNITY SURVEY

The Bay Township Community Survey is finalized and Karner will be sending them out the first part of February. The Planning Commission will wait to see the results of the survey question regarding "Time of Transfer Septic Inspection" before proceeding further with the proposed ordinance.

#### BUILDING ENVELOP & LOT WIDTH DEFINITION DISCUSSION

The Planning Commission briefly reviewed the updated definitions relating to lot setback measurements and building envelopes. These definitions will be discussed further at the February meeting.

#### 2017 PLANNING COMMISSION YEAR IN REVIEW

The Planning Commission reviewed the 2017 year-in-review, as prepared by Steve Van Dam. The planning commission would like the budgeted verses what was actually spent included in the summary, along with the statement "Ongoing Zoning Ordinance language updates, as needed". Vanek will forward onto the Board of Trustees.

#### 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 December 14, 2017 minutes for further detail.*  
Vanek reported on the Board of Trustees December meeting.

**BAY TOWNSHIP PLANNING COMMISSION**

**JANUARY 2, 2018 MEETING MINUTES**

**APPROVED**

**ZONING BOARD OF  
APPEALS**

No meeting.

**OTHER**

None.

**PUBLIC COMMENT**

None received.

**ADJOURNMENT**

**MOTION by Simmons, seconded by Maxwell, to adjourn the meeting at 9:24PM, passed upon unanimous affirmative vote of the Board Members.**

Respectfully submitted,

James G. Vanek  
Planning Commission Secretary