

# BAY TOWNSHIP PLANNING COMMISSION

## MARCH 6, 2018 MEETING MINUTES

### APPROVED

- CALL TO ORDER** Dave Skornia called the meeting to order at 7:02PM and led with the Pledge of Allegiance. Also in attendance were Steve Van Dam, Wendy Simmons, Lynn Maxwell, and Joe Jones. Jamie Shepherd, was absent with excuse.
- PRIOR MEETING MINUTES** **MOTION by Van Dam, seconded by Jones, to dispense with the reading of the February 6, 2018 Planning Commission regular meeting minutes, passed upon unanimous affirmative vote of the Board Members.**
- MOTION by Van Dam, seconded by Maxwell, to approve the February 6, 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 Jones, to approve the agenda as presented, passed upon unanimous affirmative vote of the Board Members.**
- PUBLIC COMMENT** None received.
- MTA ELECTED LEADERS SUMMIT OVERVIEW** Skornia reviewed the Annual MTA Charlevoix County Elected Leaders Summit (Clerk Wendy Simmons and Board of Trustees members Georganna Monk and Steve Ritter also attended). Sara Lucas of Networks Northwest discussed the affordable housing shortage within the Northwest Michigan region. Other presenters (township and city officials) reviewed happenings within their respective areas.
- BUILDING ENVELOP- LOT WIDTH, LOT SETBACK DEFINITIONS** Due to the limited attendance at the February meeting, Skornia reviewed the decisions made at the February Planning Commission meeting. It was agreed to keep the definitions simple and include drawings in Zoning Ordinance Section 5.4 to support the various setback and buildable area definitions.
- The Planning Commission reviewed the various examples of the proposed drawings showing buildable area in residential platted lots, agricultural/residential non-platted lots and in the waterfront overlay district; all agreed to have planner Claire Karner draft drawings to be reviewed and eventually implemented into the zoning ordinance section 5.4
- JOINT MEETING UPDATE** Will be discussed at the May meeting.
- PLANNING COMMISSION VACANCY** With former Clerk Vanek resigning and newly appointed Clerk Wendy Simmons taking his place, two vacancies exists on the Planning Commission; one member at large and one for the Board of Trustees representative. Simmons explains she hopes to be the Board of Trustees representative, but that still leaves a member at large position available.

# BAY TOWNSHIP PLANNING COMMISSION

## MARCH 6, 2018 MEETING MINUTES

### APPROVED

The planning commission members discussed an application received from Xavier Gaudard. All agreed from previous interactions with Mr. Gaudard, he would be a great candidate for the planning commission.

**MOTION by Jones, seconded by Maxwell to recommend to the Board of Trustees to appoint Xavier Gaudard to the Planning Commission, passed upon unanimous affirmative vote of the Board Members.**

The Planning Commission also discussed the Board of Trustees representative vacancy on the Planning Commission. Simmons is already serving on the planning commission (as member at large) so she is familiar with the planning commission activities, and has completed the Citizen Planner series.

**MOTION by Van Dam, seconded by Maxwell to recommend to the Board of Trustees to appoint Clerk Wendy Simmons to the Planning Commission as Board of Trustees representative, 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 February 8, 2018 minutes for further detail.*  
Vanek reported on the Board of Trustees January meeting.

### ZONING BOARD OF APPEALS

Simmons stated there is a meeting tomorrow night.

### PUBLIC COMMENT

Skornia opened public comment at 9:17PM.

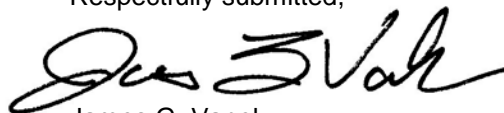
Ben Cheney: Lives on West Road and discussed his proposed special use permit application for an artistic camp on his property.

Skornia closed public comment at 9:19PM.

### ADJOURNMENT

**MOTION by Van Dam, seconded by Maxwell, to adjourn the meeting at 9:19PM, passed upon unanimous affirmative vote of the Board Members.**

Respectfully submitted,



James G. Vanek  
Planning Commission Recording Secretary