

# BAY TOWNSHIP PLANNING COMMISSION

## June 5, 2018 MEETING MINUTES

### APPROVED

#### CALL TO ORDER

Dave Skornia called the meeting to order at 7:01PM and led with the Pledge of Allegiance. Also in attendance were Steve Van Dam, Wendy Simmons, Lynn Maxwell, Jamie Shepherd and Xavier Gaudard. Joe Jones was absent with excuse.

#### PRIOR MEETING MINUTES

**MOTION by Shepherd, seconded by Maxwell, to dispense with the reading of the May 1, 2018 Planning Commission regular meeting minutes, passed upon unanimous affirmative vote of the Board Members.**

**MOTION by Simmons, seconded by Gaudard, to approve the May 1, 2018 Planning Commission regular meeting minutes as amended, passed upon unanimous affirmative vote of the Board Members.**

#### AGENDA APPROVAL

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

#### PUBLIC COMMENT

None received.

#### JOINT MEETING WITH BOARD OF TRUSTEES

Because the full Board of Trustees were in attendance, Clerk Wendy Simmons called their meeting to order.

Skornia thanked the Board of Trustees for attending and stated the purpose of the meeting was to present and discuss the 2018 community survey, along with projects the Planning Commission is working on.

Planner Claire Karner reviewed why the planning commission did the community survey, who will use the survey, the survey result highlights, and the overall cost to complete the survey.

The survey response rate was very high with 421 out of 1,103 individuals completing the survey. The results will be used to examine the townships planning and zoning goals/policies. It will also be used to update and keep current the Bay Township Master Plan. The 2018 survey results were also compared to the 2004 survey results; the individual responses were very similar between the two surveys. Keeping the rural township environment and having a high degree of water quality were the two highest priorities of the survey respondents.

The largest cost factor was to mail the surveys, but overall, the planning commission was under their 2017-2018 budget.

The planning commission feels that once the survey is incorporated into the existing Bay Township Master Plan, that it will help extend the Master Plan life and delay the need to completely rewrite the Master Plan.

The planning commission also reviewed what they are currently working on as follows:

- Updating dimensional definitions and are drafting drawings to be incorporated with the various dimensional definitions.
- Continuing work on the draft Time of Transfer septic ordinance.

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- Approved a few agritourism special events and activities by way of the Special Use Permit process.
- ~~Considering~~ **CONSIDERED** working on a zoning ordinance amendment to address Wind & Solar Energy Farms as this type of industry is growing and are seeing more of it in Northern Michigan.

The Board of Trustees and Planning Commission discussed the following items:

- Aspects of the proposed Time of Transfer Septic Ordinance.
- The Special Use Permit approval process. The planning commission explained that this is a great tool to allow the planning commission to regulate, allow flexibility, and minimize impacts to surrounding neighbors on proposed new uses within the township.
- Reviewed the Planning Commission and Board of Trustee process of approving an amendment to the zoning ordinance (see Bay Township Zoning Ordinance Article 19).
- The Board of Trustees questioned how to get more public input on various planning commission activities (zoning ordinance amendments, special use permit considerations, etc.). The planning commission stated when at all possible, articles are included in the summer or winter township newsletter.

The joint meeting concluded at 8:14PM.

### BUILDING ENVELOP- LOT WIDTH, LOT SETBACK DEFINITIONS

Karner reviewed the updated illustrations for "Unplatted Agricultural & Residential Zoning Standards", "Residential Platted Lot Standards", "Waterfront Overlay Standards", "Accessory Buildings", and "Irregularly Shaped Lots" which would be inserted in the zoning ordinance section 5.4. The Planning Commission liked how the drawing ~~clearing~~ **CLEARLY** depicted the various setback and height requirements.

### ZONING ADMINISTRATORS REPORT

Zoning Administrator Ron Van Zee was absent. Skornia discussed the Pet Club Special Use permit. The applicants did not purchase the property so the Special Use permit approved by the planning commission is invalid. A permit was issued to Benjamin Cheney to build a deck on his property on West Road.

### BOARD OF TRUSTEES REPORT

*Note: See the Board of Trustees May 10, 2018 minutes for further detail.*  
Simmons reported on the Board of Trustees May meeting.

### PUBLIC COMMENT

None received.

### ADJOURNMENT

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

Respectfully submitted,

James G. Vanek  
Planning Commission Recording Secretary