

BAY TOWNSHIP PLANNING COMMISSION

September 4, 2018 MEETING MINUTES

APPROVED

CALL TO ORDER

Dave Skornia called the meeting to order at 7:03PM and led with the Pledge of Allegiance. Also in attendance were Steve Van Dam, Wendy Simmons, Jamie Shepherd, Joe Jones, Xavier Gaudard, Planner Claire Karner and Zoning Administrator Ron Van Zee. Lynn Maxwell was absent (excused).

PRIOR MEETING MINUTES

MOTION by Simmons, seconded by Shepherd, to dispense with the reading of the August 8, 2018 Planning Commission regular meeting minutes, passed upon unanimous affirmative vote of the Board Members.

MOTION by Gaudard, seconded by Simmons, to approve the August 8, 2018 Planning Commission regular meeting minutes as amended, passed upon unanimous affirmative vote of the Board Members.

AGENDA APPROVAL

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

PUBLIC COMMENT

Skornia opened public comment at 7:06PM.

Wendy Simmons (on behalf of Georganna Monk)

- The Board of Trustees (by majority vote) agreed to remove the Wreaths Across America information from the township website.
- Only township sponsored events will be on the township website.
- Great Lakes Energy's Country Lines magazine will be featuring Wreaths Across America in their October issue.

Skornia closed public comment at 7:10PM.

ZONING ORDINANCE SECTION 5.4 DRAWING REVIEW

Planner Claire Karner reviewed the updated illustrations and associated notes for "Unplatted Agricultural & Residential Zoning Standards", "Residential Platted Lot Standards", "Waterfront Overlay Standards", "Accessory Buildings", and "Irregularly Shaped Lots" which will be inserted in the zoning ordinance section 5.4.

Skornia, Van Dan and Jones participated in a conference call with Karner and her intern, which focused on updating various details of each illustration.

The Planning Commission deliberated further on each illustration footnotes, updating the individual footnotes as they pertain to the associated drawing.

The Planning Commission reviewed the current zoning ordinance Section 5.4 table regarding lot area, width and setback requirements. The Waterfront and Village Overlay distances will be removed from the table. For the Waterfront Overlay, zoning ordinance users can refer back to the underlying zoning designation and Article VI Waterfront Overlay dimensional requirements. The Village Overlay seems to be its own separate zoning district and not an overlay.

The footnotes to Table 5.4 were condensed since the Planning Commission agreed some of the statements were no longer necessary due to the proposed illustrations and their individual footnotes which will be included in the new zoning ordinance Article 5.5.

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The Planning Commission deliberated on scheduling a public hearing on the proposed updates to Article 5.4 and the new Article 5.5. Karner recommended including the proposed updated definitions (buildable area, lot, setback, yard, etc.) that the Planning Commission updated earlier this year.

MOTION by Van Dam, seconded by Jones to schedule an October 2, 2018 at 7PM public hearing to receive public comment on the updated Bay Township Zoning Ordinance Article III Definitions and updated verbiage and illustrations in Article V Zoning District Regulations, passed upon unanimous affirmative vote of the Board Members.

MASTER PLAN UPDATE

The planning commission and Karner discussed the process of including the recent citizen survey results into the Bay Township Master Plan. Karner suggested drafting an action plan table and being very specific within the proposed table. Karner briefly reviewed her written summary of updating the Bay Township 2006 Master Plan, explaining her recommendations are generally in line with what was reflected in the 2018 Bay Township Community Survey results. However, there appears to be some emerging issues that could also be incorporated into the Master Plan (short term rentals, outdoor wood furnaces, fireworks, blight, etc.).

The Planning Commission discussion focused on updating the Bay Township Recreation Plan which expired in 2017. All agreed to focus on updating the Recreation Plan next.

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 August 9, 2018 minutes for further detail.
Simmons reported on the Board of Trustees August meeting.

OTHER

The Planning Commission reviewed the following items:

- Skornia and Van Zee attended the Agro-Tourism webinar.
- "Affordable Housing" meeting in Boyne City.
- Bay Township Zoning map update is continuing. Working with Charlevoix County GIS Department to correct various map issues.

PUBLIC COMMENT

None received.

ADJOURNMENT

MOTION by Gaudard, seconded by Simmons, to adjourn the meeting at 9:03PM, passed upon unanimous affirmative vote of the Board Members.

Respectfully submitted,

James G. Vanek
Planning Commission Recording Secretary