

BAY TOWNSHIP PLANNING COMMISSION

October 2, 2018 MEETING MINUTES

APPROVED

- 1 **CALL TO ORDER** Dave Skornia called the meeting to order at 7:00PM and led with the Pledge of
2 Allegiance. Also in attendance were Steve Van Dam, Lynn Maxwell, Joe Jones
3 (arrived at 7:20PM), Xavier Gaudard, Planner Claire Karner and Zoning
4 Administrator Ron Van Zee. Wendy Simmons and Jamie Shepherd were absent
5 (excused).
6
7
- 8 **PRIOR MEETING**
9 **MINUTES** *MOTION by Gaudard, seconded by Maxwell, to dispense with the reading of*
10 *the September 4, 2018 Planning Commission regular meeting minutes, passed*
11 *upon unanimous affirmative vote of the Board Members.*
12
13 *MOTION by Van Dam, seconded by Gaudard, to approve the September 4,*
14 *2018 Planning Commission regular meeting minutes as presented, passed*
15 *upon unanimous affirmative vote of the Board Members.*
16
17
- 18 **AGENDA APPROVAL** *MOTION by Van Dam, seconded by Maxwell, to approve the agenda as*
19 *presented, passed upon unanimous affirmative vote of the Board Members.*
20
21
- 22 **PUBLIC COMMENT** None received.
23
24
- 25 **BAY TOWNSHIP**
26 **RECREATION PLAN UPDATE** Planner Karner introduced Beckett & Raeder planning professional Carrie
27 Klingelsmith. Klingelsmith recently joined Beckett & Raeder. She works out of ~~the~~
28 Petoskey and stated her background is in parks and recreation.
29
30 Klingelsmith stated she will be taking the lead on working with the planning
31 commission to update the Bay Township Community Recreation Plan. The current
32 plan was approved by the Board of Trustees in January 2013, and was good thru
33 2017.
34
35 Klingelsmith reviewed the new Department of Natural Resources guidelines for
36 updating recreation plans and presented a proposed timeline to meet the February
37 1st DNR deadline for recreation plan approval.
38
39 Since a current DNR approved recreation plan is needed to apply for State
40 recreation funds, the planning commission agreed to proceed with updating the
41 recreation plan.
42
43 The following items in the existing Bay Township Community Recreation plan need
44 to be updated:
45 - Demographics (incorporate updated census data)
46 - Various Township facilities maps
47 - Planning & recreation budget
48 - Recreational facilities inventory
49 - Goals and objectives
50 - Formulate a recreation action plan
51
52 Klingelsmith will present at the November meeting, for review and discussion, an
53 updated objective, goals and action plan. A public hearing to receive public
54 comment on the updated recreation plan is tentatively scheduled for the December
55 meeting.

BAY TOWNSHIP PLANNING COMMISSION

October 2, 2018 MEETING MINUTES

APPROVED

56 ZONING ORDINANCE
57 ARTICLE III, IV AND VI
58 PUBLIC HEARING

59 Skornia opened the public hearing on the proposed text amendments to the Bay
60 Township Zoning Ordinance at 7:40PM. Planner Claire Karner gave an overview of
61 the proposed text amendment which updates various Zoning Ordinance Section III
62 definitions, updates Section 4.7a (III) regarding Waterfront Overlay Accessory
63 Buildings, Section 5.4 table and associated notes regarding area, width and setback
64 requirements, and new Section 5.5 which are illustrations intended to clarify the
65 dimensional zoning requirements for residential and agricultural parcels.

66 Skornia opened the public hearing up to public comment at 7:41PM, and with no
67 public comment received, immediately closed public comment.

68 Van Zee presented various examples of a proposed lot line adjustment on the
69 waterfront and a parcel division that may be impacted by the proposed zoning
70 ordinance text amendments.

71 After deliberation by the planning commission members and the zoning
72 administrator, all agreed to add the following to the propose text amendments:

- 73 - Add language in Section 4.7a (III) referencing Figure 5.5D Accessory
74 Building for an illustrative example.
- 75 - Add an asterisk under Section 5.4 table to see Figure 5.5D for various
76 standards related to accessory structures in front yards.
- 77 - Add an additional footnote to Section 5.5, Figures 5.5(A thru D) stating “See
78 Figure 5.5E for triangular or irregularly shaped lots.
- 79 - Add an additional footnote to Section 5.5, Figure 5.5E stating “For non-
80 conforming lots, reference Section 17.5 for setback and dimensional
81 requirements.
- 82
- 83
- 84

85 With incorporation of the various additional footnotes, the Planning Commission
86 agreed the amendment was ready to forward onto the Charlevoix County Planning
87 Commission for their review and comment.

88 **MOTION by Van Dam, seconded by Gaudard to forward the proposed text**
89 **amendments to the Bay Township Zoning Ordinance Articles III, IV and VI to**
90 **the Charlevoix County Planning Commission for their review and comment,**
91 **passed upon unanimous affirmative vote of the Board Members.**

92
93
94
95
96 MASTER PLAN UPDATE

Karner briefly discussed two options on starting the first process of updating the
Master Plan:

- 97 1. The Action Plan can be ~~compiled~~ compiled as a group (i.e. the planning
98 commission and Karner).
- 99 2. Karner will formulate the Action Plan document and present to the planning
100 commission for adoption into the Master Plan.
- 101
- 102
- 103

104 ACCESSORY STRUCTURE
105 SPECIAL USE PERMIT
106 PRELIMINARY REVIEW

107 Van Zee briefly reviewed a proposed Accessory Structure on a vacant parcel (which
108 requires a Special Use permit). The applicant may proceed with submitting an
109 application, which will need planning commission approval.
110

BAY TOWNSHIP PLANNING COMMISSION

October 2, 2018 MEETING MINUTES

APPROVED

111 **ZONING ADMINISTRATORS**
112 **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.

Van Zee also reviewed the proposed Trail Head location (which includes parking and restroom facilities) on Park of the Pines property, which is for Phase III of the Boyne City Road Non-Motorized Trail. Van Zee discussed how this possibly fits into the Park of the Pines existing PUD.

122 **ZONING BOARD OF**
123 **APPEALS**

Gaudard stated an October 8th meeting is scheduled to give the new ZBA members (including the alternates) an opportunity to meet each other and have some discussions on ZBA procedures

128 **PUBLIC COMMENT**

None received.

131 **ADJOURNMENT**

MOTION by Gaudard, seconded by Maxwell, to adjourn the meeting at 9:09PM, passed upon unanimous affirmative vote of the Board Members.

Respectfully submitted,

James G. Vanek
Planning Commission Recording Secretary