

# BAY TOWNSHIP PLANNING COMMISSION

## NOVEMBER 07, 2018 MEETING MINUTES

### APPROVED

#### CALL TO ORDER

Dave Skornia called the meeting to order at 7:00 PM and led with the Pledge of Allegiance. Also, in attendance were Steve Van Dam, Lynn Maxwell, Joe Jones, Xavier Gaudard, Jamie Shepherd, Wendy Simmons (acting recording secretary) and Carrie Klingelsmith of Beckett & Raeder.

#### PUBLIC COMMENT

Skornia opened and closed public comment at 7:05 PM. There was no public comment.

#### PRIOR MEETING MINUTES

**MOTION by Van dam, seconded by Gaudard, to dispense with the reading of the October 02, 2018 Planning Commission regular meeting minutes, passed upon unanimous affirmative voice vote of the Board Members present.**

**MOTION by Gaudard, seconded by Maxwell, to approve the October 02, 2018 Planning Commission regular meeting minutes, as corrected, passed upon affirmative voice vote of the Board Members present.**

#### AGENDA APPROVAL

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

#### BAY TWP RECREATION PLAN UPDATE

*Note: A copy of this report is on file with the Planning Commission which has further detail.*

Carrie Klingelsmith of Beckett and Raeder presented the Bay Township Community Recreation Plan update for review with the following timeline.

- Draft plan to Planning Commission by November 16, 2018
- Plan review and changes to Beckett and Raeder by November 28, 2018
- Publish ad for the 30-Day public review December 1- December 30, 2018 (will be on website for review)
- Final draft made available to public on December 1, 2018
- Planning Commission to recommend plan for approval by the Board of Trustees at the January 2, 2019 meeting
- Public hearing and the recreation plan adoption will take place at the Board of Trustee meeting to be held on January 10, 2019.
- Beckett and Raeder submit plan to the Michigan Department of Natural Resources prior to the February 1, 2019 deadline.

Beckett and Raeder will need the following from the Township.

- Volunteer summary (how do we use volunteers)
- Budget (recreation fees and expenditures for the year)
- Post Completion Self Certification forms for grant history
- Action Plan Items discussed at this meeting

Klingelsmith presented:

- Section 6, RECREATION INVENTORY including pictures of all Boat Launches, Road Ends and Parks
  - Existing Recreational Facilities in Bay Township
  - Accessibility Assessment
- Updated Recreation Sites and Facilities Location Map
- Section 7, GOALS AND OBJECTIVES with the following updates:
  - Inventory, monitor and maintain existing road end lake access sites including an Annual Report and Maintenance Schedule
  - With regards to the 3<sup>rd</sup> objective listed, "Acquire unique natural and/or cultural resource property for public use, such as lake access, scenic vista lands and overlooks", the board agreed to leave this goal in with

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the idea that the township would be acceptable to land donations, i.e. conservancy properties.

- Section 8, RECREATION ACTION PROGRAM
  - Coordination with Non-Profit Organizations and Local Governments
  - Recreational Action Plan deleting the third paragraph with regards to the 222 Acre parcel acquisition that never took place.
  - Prioritizing Capital Improvement Schedule

Klingelsmith reviewed grants that are available to the township thru Charlevoix County, Tip of the Mitt, Michigan Department of Natural Resources, Land and Water Conservation and numerous other grants that are available to Bay Township.

Discussion was held with regards to working on a new grant for Sherwood Park. To assist in preparation, it was agreed that an Architectural Landscaper bid to design a functional “green” area for Sherwood Park including an approximate cost estimate would be appropriate to investigate. Klingelsmith will get pricing for this.

The Sherwood Park also requires a DNR plaque in place from the monies received from the Michigan Department of Resources between 1987 and 1989. Klingelsmith will forward this information to Clerk Simmons to obtain.

A discussion took place between all members regarding all of the possibilities of what could be accomplished through the grant programs including a Trailhead for the bike path or at the Horton Bay School House, improvements on Road Ends for easier access for the public and the improvement of Sherwood Park.

### ZONING ORDINANCE ARTICLE III, IV AND VI

The Planning Commission reviewed the Dimensional Definitions & Illustrations recommendations from the Charlevoix County Parks & Planning Department.

The following changes will be made in the illustrations:

- Figure 5.5 (A) – Unplatted Agricultural and Residential Zoning Standards NOTES #3 to read as:
  - The minimum lot size for unplatted residential (20,000 square feet) and agricultural (1 acre typically) is measured from the center of the right-of-way as shown in the cross hatched portion of the illustration unless otherwise noted in the parcel legal description. For unplatted (metes and bounds) parcels the minimum parcel size includes the right-of-way.
- Figure 5.5 (A) and 5.5 (B) Maximum Building Height line should be extended to the peak of the roof in all illustrations as shown in Figure 5.5 (C).
- Figure 5.5 (C) – Waterfront Overlay District Residential Zoning Standards and Lot Size Requirements
  - Shorten the bottom three lines showing 65’ setback from OHWM and 35’ Greenbelt so they do not touch any of the designated parcel shown in green. Do not carry these lines into the green space but leave some white space on the illustration.
- Figure 5.5 (D) – Accessory Building
  - Title Accessory Building in Front Yard Set Back of Principle Structure
  - Label the residential minimum front yard accessory structure as “Residential 70’ Minimum Front Yard Accessory Structure”
  - Under NOTES add:

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- 7. On corner lots each front yard setback is treated individually per respective road.

#### PUBLIC COMMENT

Skornia opened and closed public comment at 9:15 PM. There was no public comment.

#### ADJOURNMENT

**MOTION by Shepard, seconded by Maxwell, to adjourn the meeting at 9:21 PM, passed upon affirmative voice vote of the Board Members present.**

Respectfully submitted,



Wendy Simmons  
Bay Township Clerk and Acting Recording Secretary