

BAY TOWNSHIP PLANNING COMMISSION

December 4, 2018 MEETING MINUTES

APPROVED

CALL TO ORDER

Dave Skornia called the meeting to order at 7:00PM and led with the Pledge of Allegiance. Also in attendance were Steve Van Dam, Wendy Simmons, Jamie Shepherd, Joe Jones, Xavier Gaudard, Planner Carrie Klingelsmith and Zoning Administrator Ron Van Zee. Lynn Maxwell was absent (excused).

PRIOR MEETING MINUTES

MOTION by Van Dam, seconded by Gaudard, to dispense with the reading of the November 7, 2018 Planning Commission regular meeting minutes, passed upon unanimous affirmative vote of the Board Members.

MOTION by Gaudard, seconded by Van Dam, to approve the November 7, 2018 Planning Commission regular meeting minutes as presented, 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

None received.

ZONING ORDINANCE ARTICLE III, IV AND VI TEXT AMENDMENTS

The planning commission reviewed Karner's updated proposed text amendments to the Bay Township Zoning Ordinance. The updated text incorporates the Charlevoix County Planning Commission's recommendations to the various figures in Section 5.5 which are illustrations intended to clarify the dimensional zoning requirements for residential and agricultural parcels.

One minor correction is still needed on Fig 5.5(C) which needs the 100-FT minimum lot width measurement line added.

After reviewing the entire draft document, the planning commission agreed to forward the text amendments onto township legal counsel for their review.

MASTER PLAN UPDATE

The planning commission reviewed Karner's proposed revisions to the Bay Township Master Plan Chapter 8, which now includes an "Action Plan". The "Action Plan" is a narrative consisting of policies, goals and actions which have been identified by the planning commission and the recent community survey results.

The action plan consists of an introduction statement, general policy statements, and goals & actions for infrastructure, services, natural resources, open space, and residential development.

The planning commission made text amendments regarding signage, changed the word "provide" to "encourage" at two locations, and changed "commercial" to "business".

Karner will make the recommended updates and present at the January meeting.

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RECREATION PLAN UPDATE Klingelsmith reviewed the various deadlines that need to be met in order to get the updated Bay Township Community Recreation Plan to the Michigan Department of Natural Resources by the February 1st, 2019 deadline.

The draft 2019-2023 Bay Township Community Recreation Plan is currently in the required 30 day public viewing period, which ends December 30th. Next, the Board of Trustees will review and adopt the plan at their January meeting.

The planning commission reviewed the existing recreational facilities map in the recreation plan and agreed all the information is correct.

Simmons stated the Board of Trustees is considering applying for grant funds through the Charlevoix County Parks & Recreation millage grant program to upgrade the Camp Sherwood Park. Simmons thanked Klingelsmith for providing a landscape architectural quote for conceptual improvements at Camp Sherwood park, but the ~~Board of Trustees~~ **PLANNING COMMISSION** felt the \$5,000 quote was too high and ~~are requesting~~ **REQUESTED** a smaller project scope to hopefully reduce the landscape architectural service quote.

The planning commission discussed establishing a priority list of potential recreational projects that qualify for funding through the Charlevoix County Parks & Recreation grant program, present that list to the planning commission at the January meeting, and then forwarding onto the Board of Trustees so grant funding applications can be submitted. Simmons and Gaudard will work together on this and present at the January meeting.

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.

ZONING BOARD OF APPEALS

No meeting.

BOARD OF TRUSTEES REPORT

Note: See the Board of Trustees November 8, 2018 minutes for further detail.
Simmons reported on the Board of Trustees November meeting.

OTHER

Van Dam stated he usually does the Planning Commission annual report, but is unable to do it this year. Recording Secretary Vanek will draft the annual report this year.

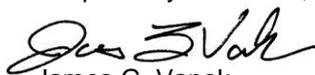
PUBLIC COMMENT

None received.

ADJOURNMENT

MOTION by Van Dam, 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