

# BAY TOWNSHIP PLANNING COMMISSION

## April 2, 2019 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, Joe Jones, Xavier Gaudard, and Jamie Shepherd. Lynn Maxwell and Zoning Administrator Ron Van Zee were absent (excused).

#### PRIOR MEETING MINUTES

**MOTION by Simmons, seconded by Jones, to dispense with the reading of the March 5, 2019 Planning Commission regular meeting minutes, passed upon unanimous affirmative vote of the Board Members.**

**MOTION by Gaudard, seconded by Van Dam, to approve the March 5, 2019 Planning Commission regular meeting minutes as amended, passed upon unanimous affirmative vote of the Board Members.**

#### AGENDA APPROVAL

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

#### PUBLIC COMMENT

Skornia opened public comment at 7:05PM.

Bethann Kuhle :            Explained she lives on Pincherry Road and questioned if the township has adopted a Medical Marihuana Facilities Ordinance, because she is considering a license to become an Class A medical marihuana facility grower which allows up to 500 medical marihuana plants.

Skornia closed public comment at 7:19PM.

The Planning Commission deliberated on the pros & cons of allowing medical marihuana growing facilities within the township. Simmons will have this issue placed on the April Board of Trustees agenda for discussion.

#### BAY TOWNSHIP RECREATION SUBCOMMITTEE UPDATE

Skornia updated all on recent Parks & Recreation activities:

- Received quotes to remove trees at Camp Sherwood Park and Sumner Road boat launch area onto Walloon Lake. Crandall Logging was low quote at \$3,850.
- Two of the three Charlevoix County Parks millage applications for road end/park improvements have been approved and are awaiting County Board of Commissioner approval.

Heather Huffstutle **HUFFSTUTLER** (Director of Conservation Programs at the Walloon Lake Trust & Conservancy) gave an update on the progress of building a walking trail system linking their "Maplecrest" preserve at the end of West Road, with their "Church Family" preserve along Camp Daggett Road.

The township applied for and received a \$6,000 "Building Healthy Communities" grant from the Northwest Michigan Health Department for parking area and walking trail improvements, along with directional signage at the Walloon Lake Trust and Conservancy Maplecrest Preserve at the end of West Road. **Huffstutle HUFFSTUTLER** stated her board has approved the proposed preserve

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improvements so she is now developing bid documents to do the proposed work, along with compiling a list of contractors to bid on the proposed work.

Huffstutler's **HUFFSTUTLER'S** board would like a Memorandum of Understanding drafted for Bay Township's signature, which would describe the funding source, explain the various "Building Healthy Communities" grant source requirements, and various other project details and/or requirements.

#### ZONING ORDINANCE

##### AMENDMENT FLOW CHART

The Planning Commission reviewed Planner Claire Karner's proposed flow chart showing the zoning ordinance amendment process. This flow chart would be included in the zoning ordinance as an attachment. All agreed this would be a helpful tool for both the Planning Commission and Board of Trustees members to reference on the amendment process.

An additional flow chart will be drafted showing the Special Use Permit approval process, and revising the existing flow chart for the Planned Unit Development approval process.

#### PUBLIC HEARING DATE FOR VARIOUS ZONING ORDINANCE AMENDMENTS

Skornia stated a public hearing needs to be scheduled to accept public comment on the following zoning ordinance text amendments:

- Update Article XIII "Special Uses" to require the applicant to file with the Register of Deeds within 45 days of the special use permit being issued.
- Correct an illustration error on the Bay Township District Zoning Map dated 8-2-2000.
- Include the following proposed flow charts to better illustrate:
  - Article 19 Zoning Ordinance Amendment Adoption Process
  - Article 13 Special Uses Process
  - Article 11.6 Planned Unit Development Process
  - Zoning Application Permit Process

**MOTION by Van Dam, seconded by Jones to set a public hearing on May 8<sup>th</sup>, 2019 at 7PM to accept public comment on the following proposed Bay Township Zoning Ordinance text amendments:**

- **Adding 13.1 (e) to Article 13.1 Special Use Permit that will state: It is filed with the Register of Deeds within 45 days of the Special Use Permit being issued and to correct a spelling error in 13.1 (b)**
- **To correct an illustration error on the Bay Township District Zoning Map dated 8-2-2000.**
- **Include the following proposed flow charts to better illustrate:**
  - **Article 19 Zoning Ordinance Amendment Adoption Process**
  - **Article 13 Special Uses Process**
  - **Article 11.6 Planned Unit Development Process**
  - **Zoning Application Permit Process**

**passed upon unanimous affirmative vote of the Board Members.**

#### ZONING ADMINISTRATORS REPORT

No report.

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#### BOARD OF TRUSTEES REPORT

*Note: See the Board of Trustees March 14<sup>th</sup>, 2019 minutes for further detail.*  
Simmons reported on the Board of Trustees March meeting.

#### ZONING BOARD OF APPEALS

Gaudard reviewed the March 6<sup>th</sup> zoning ordinance variance hearing proceedings.

#### OTHER

Skornia stated he attend an Agritourism Conference last month.

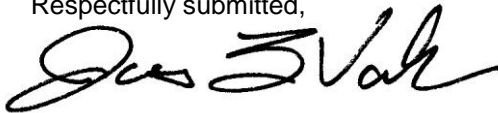
#### PUBLIC COMMENT

None received.

#### ADJOURNMENT

**MOTION by Gaudard, seconded by Van Dam, 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