

# BAY TOWNSHIP PLANNING COMMISSION

## October 1st, 2019 MEETING MINUTES

### 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, Xavier Gaudard, Jamie Shepherd, Lynn Maxwell and Joe Jones. Planner (BRI) Shawn Winter (via conference call), Zoning Administrator Ron Van Zee and Kristin Baranski (Recording Secretary) were also in attendance. Shien Erickson was attending meeting on a school assignment.

### PRIOR MEETING MINUTES

**MOTION by Gaudard, seconded by Van Dam, to correct and dispense with the reading of the September 3rd, 2019 Planning Commission regular meeting minutes, passed upon unanimous affirmative vote of the Board Members.**

**MOTION by Gaudard, seconded by Jones, to approve the minutes of the September 3rd, 2019 Planning Commission regular meeting as amended, passed upon unanimous affirmative vote of the Board Members.**

### AGENDA APPROVAL

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

### PUBLIC COMMENT

No public comments on non-agenda items.

### SPECIAL USE PERMIT REQUEST

Van Zee presented two requests for special use permits. **Vince Smith requested a special use permit for property located at 04775 Church Road.** The request is for an accessory building to be built on vacant parcel in the Agricultural District. The accessory building will be used for storage while the residence is being build and will remain a permanent structure. **Gail Bates requested a special use permit for property located at 07018 Meadowoods Lane.** The request is to complete the interior of the upper level of an existing garage/carriage house for use as a guest house. Both requests will be heard at meeting on October 17<sup>th</sup>, 2019 at 7:00 pm.

**MOTION by Simmons, seconded by Gaudard, to approve a Special Use Hearing on October 17<sup>th</sup>, 2019 at 7:00 pm, passed upon unanimous affirmative vote of the Board Members.**

### ROAD VACATION ZENITH HEIGHTS

Simmons received a correspondence from Barron & Engstrom, P.L.C. requesting Bay Township to execute a resolution in which it will permit the vacation of Valley Brook Avenue and a portion of Shady Nook Avenue, which are only paper roads. (letter attached). Per Simmons, the Board of Trustees will have to take action, the Planning Commission is just being made aware.

### PARKS & RECREATION UPDATE

Simmons stated that all paperwork for 3 of the 4 grant reimbursements have been submitted. In order for the final grant reimbursement (Lily Pad) the following need to be addressed: the bench needs to be put back in and the large sign needs to be relocated to face the lake. The Board of Trustees is responsible for this work. Simmons will put on agenda for October BOT meeting.

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- FLOW CHARTS** Simmons stated all Flow Charts have been approved, published and are now officially part of ordinance.
- VILLAGE OVERLAY** Winter presented a draft of the Bay Township Village Overlay map. Winter created the draft of village overlay with focus on the properties within the village with Boyne City Road frontage per Planning Commissions previous input. After much discussion, the Planning Commission members agreed to remove 054-00, 053-00, 052-15, 052-10, 049-20, 049-30, 050-00, and 051-00 from the Village Overlay resented draft and to include 045-10 in Village Overlay Draft. The process to approve Village Overlay will include communication to affected owners and surrounding properties, public hearing and public notice (run in paper). Skornia requested Winter to draft new Village Overlay Map and create verbiage explaining. This will be presented at next Planning Commission meeting.
- EQUIVALENT DENSITY LANGUAGE** Winter proposed new verbiage to clarify Article VIII, section 8.6. Per Planning Commission, Winter will add waterfront lot area, lot width and set back requirements to chart (5.4)
- 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 8th, 2019 minutes for further detail.* Simmons reported on the Board of Trustees August meeting.
- ZONING BOARD OF APPEALS** Zoning Board of Appeals did not meet in September. A Zoning Board of Appeals meeting is scheduled for October 10<sup>th</sup>, 2019 at 6:00pm (Pilnick).
- OTHER** **Skornia and Gaudard attended the MSU extension class.**
- PUBLIC COMMENT** None received.
- ADJOURNMENT** **MOTION by Gaudard, seconded by Simmons, to adjourn the meeting at 8:56 pm, passed upon unanimous affirmative vote of the Board Members.**

Respectfully Submitted,

Kristin Baranski  
Deputy Clerk