

BAY TOWNSHIP PLANNING COMMISSION

December 3, 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 Xavier Gaudard, Jamie Shepherd, Lynn Maxwell, Wendy Simmons and Joe Jones. Steve Van Dam was excused absent. Planner (BRI) Shawn Winter, Zoning Administrator Ron Van Zee and Kristin Baranski (Recording Secretary) were also in attendance.

PRIOR MEETING MINUTES

MOTION by ~~Gaudard~~, Gaudard seconded by Maxwell, to correct and dispense with the reading of the November 5th, 2019 Planning Commission regular meeting minutes, passed upon unanimous affirmative vote of the Board Members.

MOTION by Simmons, seconded by Maxwell, to approve the minutes of the November 5th, 2019 Planning Commission regular meeting minutes as amended passed upon unanimous affirmative vote of the Board Members

AGENDA APPROVAL

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

PUBLIC COMMENT

No public comments. Public comment was opened and closed at 7:06 pm.

PARKS AND REC UPDATE

Simmons reported she is working on submitting all grant info for reimbursement for Lily Pad prior to the December 31, 2019 deadline. Bench has been reinstalled in agreed upon spot and the sign has yet to be reinstalled at waters edge. Steps have been removed. Resident Joe Nagel has submitted a letter to the Board of Trustees concerning his appreciation of work that had been done at Lily Pad as well as his displeasure with work that had been undone/changed at Lily Pad. Grant cycle begins again after first of the year. Maxwell suggested a climbing wall.

MASTER PLAN LANGUAGE/ BOT COMMENTS

Planning Commission reviewed Master Plan language. Simmons was complimented on the collaboration with the Board of Trustees regarding language corrections/modifications. Master Plan language edits included:

- Under “General Policy Statements”, item 5 should reflect that the public input will be considered as part of the planning process.
- Under “Infrastructure & Service”, the final bullet point of the first goal should strike the reference to initiating a forum as needed.
- Under “Development”, the first bullet point of the first goal should replace promote to allow.
- In the table under “Bay Township Zoning Area, Width, and Setback Requirements”, the minimum lot area for the Agricultural District should be changed from ‘1 acre’ to ‘8 acres’ with an asterisk and footnote indicating lots as small as one acre may be approved through the lot averaging option.
- Under “Proposed Zoning Changes”, under “Housing Option”, Winter will work on wording regarding the needs in the community,

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and the township's ability to allow equitable housing options under the current standards.

Motion by Maxwell, seconded by Gaudard, to request the Bay Township Board of Trustees approve for distribution and review the draft of the "Bay Township Master Plan" pursuant to Section 41 (MCL 125.3841) of Public Act 33 of 2008; known as the Michigan Planning Enabling Act, passed upon unanimous affirmative vote of the Board Members.

VILLAGE OVERLAY/ COMMERCIAL AREA MAP

Winter presented a draft text amendment for the Village Overlay Zoning District to provide design standards to preserve the current character of Horton Bay. Discussions included accessory buildings, specifications to keep 'village feel', parking, lighting, setbacks, bike path and building materials.

EQUIVALENT DENSITY LANGUAGE

Winter presented the following recommendations after reviewing the language:

- In Section 3.2 (Definitions) under Nonconforming Lot of Record add 'Approved land splits utilizing minimum equivalent density divisions in Section 8.6 shall not be considered nonconforming lots of record.
- In section 5.4 (Lot Area, Lot Width and Setback Requirements correct table to reflect Agricultural Acres to 8 and correct first note item to read: 'New parcels in the A-Agricultural Zoning Districts may be approved with an area less than eight (8) acres, but not less than one (1) acre, utilizing minimum equivalent density divisions in Section 8.6.
- Section 8.6 (Minimum Equivalent Density Division was clarified with a intent/purpose, listed requirements and procedures.

Winter provided the members with sample zoning ordinances from several different township/cities/villages with similar characteristics to Horton Bay.

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 November 2019 minutes for further detail.

ZONING BOARD OF APPEALS

N/A; Did not meet.

OTHER

PUBLIC COMMENT

None received.

ADJOURNMENT

MOTION by Maxwell, seconded by Shepard, to adjourn the meeting at 9:16 pm, passed upon unanimous affirmative vote of the Board Members.

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Respectfully Submitted,

**Kristin Baranski
Deputy Clerk**