

BAY TOWNSHIP PLANNING COMMISSION

November 3, 2021

CALL TO ORDER

Dave Skornia (Chair) called the meeting to order at 7:00PM and led with the Pledge of Allegiance. Also, in attendance were, Xavier Gaudard (Board of Trustees Rep), Nancy Blandford, Jamie Shepherd, Barb Mathes-Alguire, Steve Van Dam and Joe Jones. Ron VanZee (Zoning Administrator) and Kristin Baranski (Recording Secretary) were also present. Sara Kopriva (BRI Planner) attended via ZOOM.

PLEDGE OF ALLEGIANCE

AGENDA AND PRIOR MEETING MINUTES

MOTION BY Gaudard, seconded by Mathes-Alguir, to approve the amended October 5th, 2021 regular Planning Commission meeting minutes and the presented November 3rd, 2021 agenda passed upon unanimous affirmation vote of the Board Members.

Yeas: Gaudard, Skornia, Blandford, Shepherd, Mathes-Alguir, Van Dam, Jones

Nays: None

PUBLIC COMMENTS

Public comments opened and closed at 7:07 pm with no comment on non-agenda items.

BAY TOWNSHIP BY-LAWS

Planning Commission reviewed the revised By-Laws presented by Kopriva. Discussion included:

- Secretary responsibilities and accountability
- Posting requirements
- Recording Secretary added to By-Laws possibly
- Secretary SHALL BE RESPONSIBLE FOR ENSURING THE FOLLOWING TASKS ARE COMPLETED suggested verbiage
- Requirements for scheduled meetings/ removal specific location
- Specify term is for three years
- Training requirements
- Add UNEXCUSED ABSENTENCES and replace shall with MAY

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GREENBELT LANGUAGE REVIEW AND ZONING APPLICATION PROCESS DISCUSSION

Planning Commission reviewed the proposed Greenbelt amendment (with comments from the October meeting incorporated). Discussion included:

- Seawall height and definition of wall in relation
- Structure definition and paragraph layout for clarity
- Erosion prevention
- Simplify with using the term 'retaining wall'
- Greenbelt restoration in proportion to increased impervious Surface; 1 to 1 ratio
- Clarify proposed changes for future zoning administrators
- Include example in verbiage
- Kopriva will research setbacks for future meeting
- Requirement for natural looking materials; more natural slope while maintaining the purpose of a retaining wall
- limit height of retaining wall/slope- follow natural slope
- Contact Tip of the Mitt for suggestions/recommendations

Planning Commission reviewed the zoning application process with Kopriva.

SECRETARY APPOINTMENT

Planning Commission will review in January 2022 meeting.

PARKS AND REC

Charlevoix County Millage grant due early in 2022.

ZONING ADMINISTRATOR REPORT

Van Zee presented a zoning activity report.

ZONING BOARD OF APPEALS REPORT

N/A

BOARD OF TRUSTEES REPORT

Gaudard presented a Board of Trustees report.

OTHER

N/A

CORRESPONDANCES

N/A

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November 3, 2021

PUBLIC COMMENTS Public comments opened and closed at 9:11 pm with no comment.

ADJOURNMENT

MOTION by Gaudard, seconded by Jones, to adjourn at 9:12 pm, passed upon unanimous affirmative vote of the Board Members.

***Yeas: Gaudard, Skornia, Blandford, Shepherd, Van Dam, Jones
Van Dam***

Nays: None

Respectfully Submitted,

**Kristin Baranski
Deputy Clerk**