

BAY TOWNSHIP PLANNING COMMISSION
Regular Meeting Minutes
May 1, 2024
Bay Township Hall

CALL TO ORDER

Dave Skornia (Chair) called the meeting to order at 7:00 PM and led with the Pledge of Allegiance. Also, in attendance were: Daniel Lisonbee, Steve Van Dam (Board of Trustees Rep) Joe Jones (Secretary), Barb Mathes-Alguire (PC Vice-Chair and Parks and Rec Rep), Nancy Blandford (ZBA Rep), Ralph Goodrich and Kristin Baranski (Recording Secretary)
Excused: Ron Van Zee (Zoning Administrator)

PLEDGE OF ALLEGIANCE

AGENDA AND

PRIOR MEETING MINUTES

MOTION BY Mathes-Alguire, seconded by Goodrich to approve the April 2, 2024 regular Planning Commission meeting minutes as amended, and the May 1, 2024 agenda as presented passed upon unanimous affirmation vote of the Board Members.

Yeas: Skornia, Lisonbee, Van Dam, Goodrich, Mathes-Alguire, Jones, Blandford

Nays: None

PUBLIC COMMENTS

Public comments opened and closed at 7:04. Supervisor Gaudard introduced the newly hired Zoning Administrator Zack ~~Sampls~~ **Sompels**.

REVIEW OF ARTICLE VI AND PERMIT DRAFT EDITS

- Anna Glashan (Tip of the Mitt) presented edited draft of Permit Application
- Draft permit is only for parcels in the Waterfront Overlay District; current permit remains valid for all other parcels
- Draft permit requirements of acknowledgment (signatures/initial) to verify comprehension of requirements for Waterfront Overlay parcels
- Discussion on tying permit application together with corresponding Zoning Ordinance Article
- Print version of Permit Application as simple as possible and the digital version has drop downs etc. (with acknowledgments)
- Even if long, instruction sheet is a valuable educational source for applicant
- Choices for permit: Status Quo (info integrated)/Status Quo (as rearranged) /Concise Application plus Instruction sheet/Hybrid (1-2 bullets plus instruction sheet)

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- Choices for Instruction sheet: Only enough to navigate application/has a good bit of information/ lengthy instruction sheet
- Important that parcel owner acknowledge responsibilities as well as parcel owner is also responsible to inform contractors of responsibilities; maybe include with instructions
- Consensus of members to keep permit short and concise with dropdowns with additional info as well as instruction sheet
- PC discussed what **is the** best way for applicant to provide site plan (Illustration/graph/blank/Charlevoix County Parcel page)

ZONING ADMINISTRATOR REPORT

N/A

ZONING BOARD OF APPEALS REPORT

Blandford presented an oral report. ZBA has a meeting scheduled for Monday, May 20 at 6 pm to hear a variance request.

BOARD OF TRUSTEES REPORT

Van Dam presented an oral report.

OTHER CORRESPONDANCES/PC COMMENT

PUBLIC COMMENTS Public comments opened and closed at 9:06 pm with no comment.

ADJOURNMENT

MOTION by Mathes-Alquire seconded by Goodrich to adjourn at 9:09 pm, passed upon unanimous affirmative vote of the Board Members.

Yeas: Skornia, Lisonbee, Goodrich, Van Dam, Mathes-Alquire, Jones, Blandford

Nays: None

Respectfully Submitted,

Kristin Baranski
Recording Secretary