

BAY TOWNSHIP PLANNING COMMISSION

Regular Meeting Minutes

Public Meeting

October 7, 2025

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: Steve Van Dam (Board of Trustees Rep), Ralph Goodrich, John Nestell, Barb Mathes-Alguire (PC Vice-Chair), Joe Jones (Secretary) and John Rohe (ZBA Rep). Also in Attendance: Zack Sompels (Zoning Administrator) and Kristin Baranski (Recording Secretary)

PLEDGE OF ALLEGIANCE

AGENDA AND

PRIOR MEETING MINUTES

MOTION BY Mathes-Alguire, seconded by Jones to approve the September 9, 2025 minutes as corrected and the October 7, 2025 presented agenda passed upon unanimous affirmation vote of the Board Members.

Yeas: Skornia, Van Dam, Goodrich, Nestell, Mathes-Alguire, Jones, Rohe

Nays: None

PUBLIC COMMENTS

Public comments opened and closed at 7:07 pm.

CAMP DAGGETT PUBLIC HEARING

Applicant: Camp Daggett

Request: Planned Unit Development, Single Use, as a Summer Camp under Section 7.4.b. and Section 8.4.a. and Article XI

Parcel Identification Numbers:

001-121-010-00, 001-121-013-00, 001-121-012-20, 001-121-020-00,
001-121-015-00, 001-121-014-00, 001-121-016-00, 001-121-036-00,
001-121-037-10, 001-128-005-00, 001-128-003-00

Location: 03001 Church Rd, T34N R6W, Bay Township, Charlevoix County, Michigan

Zoning Districts: Residential, Agricultural

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Skornia opened Public Hearing at 7:09 pm.

Development Summary

Most of the camp facilities were built over 50 years ago. There is a constant need to update and modernize our facilities. Camp Daggett can accommodate 150 campers every week of the summer. This includes 120 overnight campers and 30 daytime campers. On any given summer week, the population of Camp Daggett is approximately 200+ individuals. The Adventure Center is usually only for day use, adding another 2500 people per year. The Adventure Center program participants are campers in the summer and renters for the rest of the year. There are no additional Adventure Center visitors during the summer season.

No new buildings will be built along the waterfront, but most of the waterfront buildings will be remodeled and some possible expansions will occur. There is a need to replace the waterfront water sports shed. There will also be some landscape/stormwater and erosion control measures taken along the waterfront.

Steve Schnell (Camp Daggett) presented proposed project. Highlights include:

- Adventure Center will have a Welcome Center attached as well as administrative offices for staff. The new Welcome Center will keep traffic out of 'downtown'
- Welcome Center will also have a pavilion
- Interior space within the Lodge will be increased. The footprint will remain the same.
- A new Accessible Cabin will be added to further benefit campers.
- Camp Daggett will need to receive approval from the Health Department regarding septic systems
- Habitat Landscape is putting together a storm water retention system.
- Driveway and Access- Schnell has met with Fire Chief resulting in a widened drive to allow for fire trucks. The driveway at mouth is now 44 feet wide (where gravel meets asphalt). New landscaping will elevate and turn the sign for better visibility when approaching entrance from Church Road. Camp Daggett will complete a zoning permit application for the sign.

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Public Comment opened at 7:39 pm. Comments included concerned for traffic especially with the additional day campers proposed. The traffic from day campers will be similar to drop off/pick up days for week long campers. Schnell has had County Road Commission out to evaluate traffic/visibility/hills and Road Commission was comfortable with road as it is. Speed is a difficult aspect to factor. The traffic will increase to approximately 120 cars (60 drop offs/pick ups) a day for the day campers. Public comment closed at 7:58 pm.

Planning Commission began deliberation.

The following are responses to the relevant sections of Article XI of the Bay Township Zoning Ordinance related to development requirements for Planned Unit Developments.

11.2 General Requirements

Single and mixed-use PUDs shall be subject to the following general requirements:

- a. Location – PUD may be established in an Agricultural or Residential zoning district, and these additions are in the Residential zoning district. Some of the activities will occur within the Agricultural zoning district.
- b. Minimum Land Area – The minimum lot area eligible for PUD overlay is ten (10) acres. This property is 135 acres.
- c. Residential Component – All proposed PUDs, whether single use or mixed use, shall have a residential component. We have an apartment within the lodge and overnight accommodation for many children and adults. We have capacity in various structures for over 250 people.
- d. Single Ownership and Control Required – The land or proposed PUD must be under single ownership or control. Camp Daggett is a single legal entity, formed as a 501c3 private non-profit.
- e. Escrow Funds – We are prepared to make an escrow deposit for any studies that the Township believes are appropriate.
- f. Approved PUD Plan Functions as PUD Overlay District Regulations – The final site plan, other plans and statements submitted by applicants and accepted by the Township and conditions imposed by the Township that are associated with an approved PUD shall constitute the zoning regulations governing the alteration of land and natural resources and the layout, construction, use and occupancy of buildings, improvements, and structures within a PUD.

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Design Standards

1. Perimeter Setbacks/Greenbelt Buffer Zone

All PUD projects shall establish and maintain perimeter setbacks and greenbelt buffer zones of one hundred (100) feet. All proposed new construction is more than 100 feet from any property line and waterfront. We have woods and/or wetlands surrounding our property. We have a very small swimming beach with most of our 1600' shoreline as natural vegetation. We do not propose changing any of our existing vegetation.

2. Density and Open Space Requirements

No new single or two-family dwellings are proposed in this PUD application. The new accessible cabin includes an employee apartment on the second floor.

Not less than sixty percent (60%) of the total land area shall be dedicated open space to be held in common association ownership. Open space shall consist of contiguous acreage not split by an existing public road or public highway.

A document has been filed with Charlevoix County preserving open space as per the requirements of the most recent PUD approval in 2008. The conveyance method was approved by the Township at that time. There are no new structures being proposed in the conservation area.

3. Gross Site Density Calculation

No construction is being proposed that would change the density calculations.

4. Layout of Residential Lots and Non-Residential Uses

Residential lots and non-residential buildings and improvements shall be laid out to the greatest extent feasible, as follows:

i. On soils most suitable for septic systems. There are no residential lots being proposed. The proposed non-residential improvements will be additions and one new building. The new building will tie into an existing septic system. The Health Department of Northwest Michigan, Charlevoix County office, has evaluated the site and deemed it appropriate for this additional year-round cabin use.

ii. Within the outside one hundred (100) feet of the edge of a woodlot, or along the far edge of open fields adjacent to any woodland. The new improvements will occur either as additions to new buildings or, for the new structure, in a small grassy area that is currently not dedicated to any other natural features.

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iii. Below the crest of ridgelines, and in other locations where it is least likely to block scenic vistas as seen from public roads and surface waters. There are no public roads near the new improvements, and none can be seen from surface waters.

iv. There will be no new construction on areas not actively being used for agricultural purposes, or on soils not designated as prime, unique, or important farmland soils, or timberland soils important on a national or regional basis.

v. There is no new construction proposed on slopes of 18% or greater.

5. Setbacks – No new construction is proposed within any required setback. The new construction is more than 100 feet from any shoreline.

6. Access

All new construction will have access to a public road by way of a public or private road.

7. Roads

Camp Daggett is served by a driveway that has access to Church Road at the end of the pavement. There is also a lesser-used east entrance/exit at the east end of Ruffed Grouse. The uses that are being proposed in this PUD are served by the existing driveway with the main entrance to the end of Church Road. The driveway was recently widened to be no less than 16 feet. The average width is approximately 17 feet. The driveway entrance at the mouth is 44 feet and has been leveled so that it is a flatter approach when exiting the driveway. The first hill in the driveway was also lowered by 3 feet and approaches eased significantly. The 2008 PUD approval by the township encouraged a widening of the driveway for better emergency vehicle access. I met with the fire chief prior to the driveway widening and he said that it was adequate at the time but could benefit from widening, which was completed in spring of 2025.

Along the driveway, from the entrance to the first building, the Adventure Center, there are 6 areas where the drive widens to 25 feet to better accommodate opposing traffic.

The following map shows where those 25-foot wide turnouts are located, indicated by orange clouded lines.

8. Signs

No new signs are being proposed in this application.

9. Lighting

Exterior lights will be full luminary cutoff designs. The exterior lights will be facing down and placed underneath the entrance porch roofs. Recently all the exterior cabin lights were replaced with full luminary cutoff fixtures. We will continue to make similar upgrades to other buildings over time.

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10. Parking Areas

Parking spaces are shown to scale. No reduction in the number of parking spaces is being proposed. Approximately 50 cars can be parked within the vicinity of the new Welcome Center. The relocated parking spaces are not visible to the neighboring properties.

11. Driveways and Access

As mentioned earlier, the driveway entrance has been widened to 44 feet. Trees have been cut back at the entrance for better visibility. The driveway has also been raised where it meets the road so that there is no longer a steep incline from the driveway to Church Road. This makes winter departures safer with less risk of sliding

12. Snow Removal

Camp Daggett maintenance staff uses a snowblower to ensure adequate snow removal.

13. Access for Emergency Services

Facilities Director, Steve Schnell, met with the Fire Chief in early 2024 to discuss emergency vehicle access. It was determined that the driveway could benefit from some widening and removal of lower tree branches. In early 2025 this widening was completed as well as the removal of trees that encroached on the space above the driveway. As of this application submittal, the Fire Chief was provided drawings of the new additions for his review.

14. Loading, Service, and Storage Areas

The new construction is designed for use by visitors and there is no delivery of goods or services by anything other than standard vehicles. Existing waste disposal adequately serves the new construction and additional uses. Camp Daggett has 9-yard dumpsters that get picked up more than weekly during the busy summer season. The dumpsters are screened by natural vegetation.

15. Stormwater drainage

The new construction at the Adventure Center replaces existing gravel parking areas. The lodge addition does not change stormwater drainage. The new accessible cabin will be constructed next to a stormwater drain, which will handle the rainwater.

16. Integration of Natural Features

The new construction does not impact any farmland, productive woodlots, stands of mature trees, or floodplains.

17. Utility Service

These buildings are already served by underground utilities and that will continue. The new accessible cabin will also be served by underground utilities from a neighboring power pole.

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18. Dry hydrants or underground water storage tanks may be required as a condition of approval.

A dry hydrant exists on Camp Daggett property.

Approval Standards

1. The use or uses established in a proposed PUD shall be consistent with the Township's Master Plan and Zoning Ordinance. The type of development authorized by the PUD zoning will be consistent with the intent and purpose of the Master Plan, the Zoning Ordinance, as well as with the intent and purpose of the underlying zoning district in which the PUD is located.

The area of Camp Daggett property that contains this new construction and expanded use is in the "Private/Recreation" future land use category of the Township's Master Plan. That land use is described as: "This land use category encompasses the parcels in the Township currently occupied by Camp Daggett and Camp Michigania. Both camps have occupied the shores of Walloon Lake for a combined 154 years. It is intended for them to continue their long-storied tradition in the Township through this future land use category."

Camp Daggett and its future is specifically mentioned and supported by the Master Plan. Camp Daggett's dedication to the natural environment, growth of the community through outdoor education, and support of the youth of the community are all supportive of the goals of the Township's Master Plan.

2. The proposed PUD will create recognizable and substantial benefit to the community in addition to the property owner/developer. The granting of PUD approval will result in a recognizable and substantial benefit to the users of the PUD and the Township. Such benefits would not likely be realized if the PUD approval was not granted.

Camp Daggett will be providing much-needed activities for children. Child care is needed in the region. This project will allow for expansion of these services.

3. The proposed PUD will not unreasonably burden public roads, facilities, utilities and services. The use or uses established in the PUD will not result in a material burden on police and fire services nor on other public services or facilities.

The only expansion of use of public facilities is additional traffic on Church Road from day campers being dropped off and picked up. According to Camp's summer day camp Director, for every 30 children, there are no more than 20 cars traveling to Camp, since there are siblings and neighbors who carpool.

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If Camp Daggett property was to be developed at the density allowed under current zoning in the agricultural and residential development regulations, many more trips per day would be occurring on Church Road. There would be 8 residences allowed in the Agricultural district portion of the property and approximately 98 homes within the Residential district of the property. The Institute of Traffic Engineers (ITE) estimates average single family homes generate

9.43 trips per day. This would be approximately 1000 trips per day by car. To be clear, the ITE averages are an estimate for urban/suburban settings and would obviously not occur at that rate in a rural area of primarily vacation homes. However, the estimated 40 cars transporting 60 children for the day camp activities will not burden the existing roads or neighboring properties. A phone call with the Charlevoix County Road Commission Manager, Pat Weeks, indicated he has no concern for the additional traffic's impact on Church Road.

With the additional 30 children of the proposed day camp expansion, Camp Daggett would operate with 62 employees during the 9 weeks of summer camp. More than half of those employees live on site and do not present any significant impact on the traffic.

4. The proposed PUD will not unreasonably impact use and development of surrounding properties. The use or uses established within the PUD will not diminish the opportunity for surrounding properties to use and develop their property as zoned. The proposed PUD shall not generate noise that results in an unreasonable interference with the comfortable use and enjoyment of properties within the PUD or at adjacent properties.

There will be no additional noise within a distance of the property line that could be heard from neighboring parcels. This will not take away from the neighbor's enjoyment of their properties. The building additions, additional children accommodated by the expansion, and the new cabin will be placed more than 500' from a neighboring property.

5. The proposed PUD must be under single ownership or control. An individual or single legal entity as a landowner or having control has responsibility for completing the project in conformity with the approved final site plan and any conditions of approval.

Camp Daggett is a 501(c)3 private nonprofit organization and is the owner of all the parcels that are subject to this PUD application.

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6. Natural and cultural features and amenities, including waterbodies and waterways, natural and artificial drainage ways, shorelines, wetlands, floodplains, groundwater recharge/discharge areas, historic places and structures, woodlots, etc., shall be meaningfully incorporated into the design and construction of the PUD. The PUD shall be designed so as to result in a minimal disturbance of the natural topography.

The new construction and expanded day camp use will be of minimal impact to natural and cultural features. There will be no expansion of the beach area, removal of only a few trees for the new Welcome Center addition, and no tree removal for the other 2 construction projects.

They will require no change in the topography and improved drainage.

7. Buildings and improvements must be completed prior to use and occupancy unless such use or occupancy will not impair the health, safety, and general welfare of the users or occupants of the PUD or of users and occupants of adjoining property. The Planning Commission may establish conditions applicable to completion of buildings and other improvements.

Camp Daggett is a year-round operation and will be working with the Contractor and Charlevoix County Department of Building Safety to explore partial occupancy for the two building additions. The Adventure Center has a busy schedule and is in use all year. Partial occupancy of the buildings may be sought but only with approval of the appropriate agencies and only if it can be done safely.

8. As a condition of approval of a PUD site plan, the Planning Commission may require a performance guarantee of a sufficient sum to assure the installation or construction of those features or components of the approved PUD considered necessary to protect the health, safety and welfare of the public and of users or inhabitants of the proposed PUD.

Camp Daggett is ready to provide a performance guarantee as required by the Planning Commission.

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MOTION BY Rohe, seconded by Mathes-Alguire, to approval a preliminary site plan as all Design and Approval standards (11.8) have been met ~~as noted above~~, passed upon unanimous affirmation vote of the Board Members.

Yeas: Skornia, Van Dam, Goodrich, Nestell, Mathes-Alguire, Jones, Rohe

Nays: None

SECTION 5.4 LOT AVERAGING UPDATE

Planning Commission discussed a language change for section 5.4.8

Note #1 will need to have all four notes. Accessory Structure may also need an additional note. Nestell will make corrections

Chart will include reflect lot averaging/lot density as well as front yard accessory building setbacks. Nestell will correct notes/references to charts.

ARTICLE 6 DISCUSSION

Planning Commission will schedule a Special Meeting on October 21, 2025 at 7:00 pm. to finish up Article 6 (6.6 and 6.7- list items in Ordinance or/on permit application).

ZONING ADMINISTRATOR REPORT

Sompels presented an oral report.

ZONING BOARD OF APPEALS REPORT

Rohe reported on an upcoming meeting for October 27, 2025.

BOARD OF TRUSTEES REPORT

Van Dam presented an oral report.

OTHER CORRESPONDENCES/PC COMMENT

PUBLIC COMMENTS Public comments opened and closed at 9:11 pm

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ADJOURNMENT

MOTION by Van Dam, seconded by Nestell adjourn at 9:11 pm, passed upon unanimous affirmative vote of the Board Members.

Yeas: Skornia, Van Dam, Goodrich, Nestell, Mathes-Alguire, Jones, Rohe

Nays: None

Respectfully Submitted,

Kristin Baranski
Recording Secretary