

BAY TOWNSHIP PLANNING COMMISSION

Regular Meeting Minutes

December 2, 2025

Bay Township Hall

BAY TOWNSHIP PLANNING COMMISSION

REGULAR MEETING MINUTES

DECEMBER 2, 2025

BAY TOWNSHIP HALL

CALL TO ORDER

Barb Mathes-Alguire (Vice-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, Joe Jones (Secretary) and John Rohe (ZBA Rep). Also in Attendance: Zack Sompels (Zoning Administrator) and Kristin Baranski (Recording Secretary). Dave Skornia (Chair) was on ZOOM. Jack Nestell and Kristin Baranski were excused absent.

PLEDGE OF ALLEGIANCE

AGENDA AND

PRIOR MEETING MINUTES

MOTION BY Goodrich, seconded by Rohe to approve the November 4th, 2025 minutes as corrected, and the December 2, 2025 presented agenda passed upon unanimous affirmation vote of the Board Members.

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

Nays: None

PUBLIC COMMENTS

Public comments opened at 7:16 pm.

Supervisor Xavier Goddard requested the PC to consider a clear timeline to complete article 6 project; appreciates hard work and thoughtfulness and would like to see it done.

Roy Griffiths, Chair of Hayes Twp Planning Commission gave a presentation. Hayes is updating zoning ordinance. Griffiths shared the timeline and progress to date for the update. Next discussion was contentious issues– (Waterfront overlay ordinance) and the frustration of lack of scientific data and lack of consistency in criteria from other agencies. Griffiths noted the similarities and differences with Bay Township. Additional topics included: the number of zoning districts, subcommittee structure, width of strip and landscape planting criteria, difficulties (taking, expense, proportionality, process timeliness, role of advocacy agencies), Comparison to others (width of strip, sources of information, role of EGLE v. USACE) and one size does not fit all (Parcel specific landscape plan needs

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and approvals, role of subcommittee and PC in the processes) as well as how to craft flexibility into ordinance so that plans can fit each parcel; latitude given to ZA in plan approval, exploring SUP/Modified SUP to allow PC/zoning to review and approve specific landscape plans for individual properties.

Public comment closed at 7:41 pm.

ARTICLE 6.7

Planning Commission discussed which items need to be on the permit or just the ordinance.

The following edits to draft were made:

6.7 A.) Remove professional seal statement

B.) Add: Require Electronic copy and paper copy not to exceed 11x17"

C.) Add County after Charlevoix

D.) Needs Data on permit

M.) Note the lighting plan ordinance 6.4B

Q.) Remove

6.8. Changes to 2nd sentence to shorten and make clear

Use **Acronym WODPR = Waterfront Development Plan Review** overlay. In front of all uses of "site plan"

6.10. Change Heading to Standards for Approval

6.11 Add property owner in first sentence

Need to come back to 6.11 after permit application is made

6.12. Blend last sentence with sentence above to shorten and reduce redundancy

6.14. Add word **landscape**.

6.15. Omit second paragraph.

Change Article 6.7 to Section 6.7.

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Start using Roman numeral when referring to Article 6.

Need to clarify the use of **PC** for Planning Commission. Use **full words** instead of letters.

ZONING ADMINISTRATOR REPORT

Sompels presented an oral report.

ZONING BOARD OF APPEALS REPORT

Rohe presented an oral report.

BOARD OF TRUSTEES REPORT

Van Dam presented an oral report.

OTHER CORRESPONDENCES/PC COMMENT

PUBLIC COMMENTS Public comments opened and closed at 8:58 pm

ADJOURNMENT

MOTION by Van Dam, seconded by Goodrich adjourn at 8:59 pm, passed upon unanimous affirmative vote of the Board Members.

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

Nays: None

Respectfully Submitted,

**Kristin Baranski
Recording Secretary**