

St. James Township Planning Commission
Regular Meeting Minutes
September 1st, 2020

Present: Cole, Croswhite, McGinnity, Tidmore

Absent:

Other: Nathan Altman, Frank D'Andrea, Kitty McNamara, Barb Rahn, Sheri Richards, Lawrence Rogers, Rick Speck, Ray Stanhope, Ed Troutman

1. Call to Order: McGinnity called the meeting to order at 7:03 pm.
2. Additions/Changes to Agenda: Jetski Rentals and Back Highway Apartment were added under Old Business
3. Approval of Minutes:
 - a. Motion to approve minutes from June 2nd, 2020 Regular Meeting proposed by Cole, seconded by Croswhite—motion passed.
4. Stein Rezoning Public Hearing
 - Public Hearing Opened—7:04 pm
Speck provided an overview of the requested rezoning from R1 to R2, explaining that the parcel was left at R1 for some reason when the rest of the surrounding lots were rezoned to R2. The owner is intending to combine the lot with a portion of her large lot in order to create a buildable R2 lot she can transfer to her son. As a point of information, a member of the public asked for a clarification of the lot's location relative to the Little Traverse Conservancy preserve, which is on the east side of the applicant's large lot. It was noted that a rezoning of the parcel would result in a more consistent and logical zoning map, from a planning standpoint.
In the absence of further comment from the public or the commissioners, the public hearing was closed at 7:14 pm.
5. New Business
 - a) Stein Rezoning Request

Motion to recommend approval changing the zoning of Parcel #013-223-026-00 from R1 to R2 proposed by Croswhite, seconded by Cole—roll call vote:
 - i. Cole - aye
 - ii. Croswhite - aye
 - iii. McGinnity - aye
 - iv. Tidmore - ayeMotion passed.
 - b) McDonough Zoning Permit Application

There was a discussion of the proposed plan. It was noted that the application was not signed by the applicant, and the sketch of the property was rather unclear and missing important setback information. It was decided that, as setbacks appeared to be the only possible issue with the application, the Zoning Administrator should follow up with the applicant regarding the deficiencies in the application and site plan, and that if the revised site plan meets the requirements of the Ordinance and shows that the proposed addition would not encroach on any setback, the Administrator should proceed with the approval without first bringing the application back before the board.

c) Turner Zoning Permit Application

Discussion of this plan resulted in the conclusion that the application and site plan were not sufficient due to several missing pieces of information: the application was unsigned, setback information is missing from the site plan, the listed property owner does not appear to be the owner of record, parking is not addressed, nor is a driveway shown on the site plan, and there was no Use selected. As the Planning Commission can not decide if the proposed use is allowed in the Harbor District, it was decided to table this application until the next meeting, and to have the Zoning Administrator follow up with the applicant to ensure the application is complete and ready for consideration.

There was also some concern about both the size of the structure and the apparent use being in contrast to the residential nature of all of the surrounding properties. It was suggested that the Zoning Administrator might require a sketch of the exterior as part of the development plan so that there can be some consideration of the aesthetic impact on the neighborhood.

6. Old Business

a) Zoning Updates

McGinnity distributed copies of the proposal submitted by Wade Trim for assistance with Zoning Ordinance Updates. It was noted that it is a two-phase proposal. There was some concern that it did not appear to address the entire ordinance, even in the second phase. McNamara mentioned that she had been in contact with Tip of the Mitt Watershed Council regarding grants available for assisting with zoning updates. Tidmore agreed to work with McNamara to explore the possibilities for using their help and working with a planning/consulting firm.

b) Planning Commission Membership Update

McNamara informed the Commission that several potential candidates were in attendance, and that she was hoping to have one if not more appointed shortly.

c) Jet ski Rental update

Tidmore asked for an update on the issue with the business operating on an R1 property. The Zoning Administrator explained that the business is now being operated from a commercial property in Peaine Township.

d) Update on building relocated to back highway

Tidmore reminded the Commission that the contractor had committed to improving the exterior of the structure. He asked that the Commission continue to keep tabs on the project to ensure that the promised improvements get completed in a timely fashion.

7. Public Comment: none

8. Correspondence:

A letter was received from Haggard's Plumbing and Heating in support of the Stein rezoning request.

Meeting adjourned 7:56 pm

Next scheduled Regular Meeting: October 6th, 2020