

St. James Township Planning Commission Meeting Minutes
Tuesday, August 1, 2023
St. James Township Hall

Called to Order: 6:00 p Quorum established, Pledge of Allegiance

Roll Call of Commissioners: Present: Lori Taylor-Blitz, Mark Englesman, Cynthia Pryor, Vic Van DeVenter, Juli Runberg, Beth Croswhite

Absent: Paul Cole - Excused

Also PRESENT: Rick Speck, Zoning Administrator
Shelby Harris, Township Planning Assistant
Bobbi Welke, Township Supervisor

MOTION to approve Agenda with Additions by Englesman , 2nd Van Deventer
All in Favor - APPROVED

MOTION to Approve 7/7/2023 Special Meeting Minutes by Van DeVenter 2nd Croswhite.
Taylor- Blitz Abstains All in Favor – APPROVED

MOTION to Approve 7/7/2023 Master Plan Joint Session Minutes by Croswhite 2nd Runberg.
Taylor-Blitz Abstains All in Favor – APPROVED

NEW BUSINESS:

1. Master Plan Review – Harris stated it is all looking good after work LIAA did and sees it as a viable document moving forward. Taylor-Blitz stated that the updated plan is satisfactory.

Commissioners are satisfied that our Recommendation for Approval to the Township Board made at the July 7th Master Plan Joint Planning Meeting is valid to move forward to the St. James Township Board at their next meeting for Township Board Approval of the Beaver Island Master Plan.

OLD BUSINESS:

1. Critical Sand Dune Area Update – Bobbi Welke – Township Supervisor
 - August 30th Public Forum – Afternoon and Evening – EGLE Representative to explain new CSDA process to Contractors, public etc.
 - Zoning Board of Appeals to be formed by end of August
 - One site yet in St. James still under review by EGLE – should be done by mid-August
 - Townships are required to seek advisement by EGLE before permit approval for one year

2. Zoning Permit Application Update – Bobbi Welke
 - Get Zoning Map updated to current zoning
 - Karnes Property will need to be rezoned – new Township Beach
 - Health Center and Senior Center will require new zoning

- Review Zoning Process – Peaine and St. James Supervisors met with Rick Speck – needs job description and job function update. Rick needs ONX Application and 100’ tape. Shelby will get info on APP to Rick.
- New permit application to be announced end of August

ACTION: Cynthia to create a Zoning Permit Binder – Blank Permit Application plus filled out samples – by zoned area with process flow (Variance, Special Use) tabs for each zoning area

3. ETIPP - Harris

ETIPP \$100,000 Energizing Rural Communities Prize – 1 Of 67 recipients. Tara’s Meadow received and is fiduciary.

ZONING ACTIVITY REPORT YTD: Reviewed – Commissioners liked Discussion on Garages on Back Highway.
Zoning Activity Report is requested to be Bi-Annual to Commission

CORRESPONDENCE:

Charlevoix Planning Meeting – Note October 30th Planners Forum

ETIPP Letter- Willing to invite ETIPP to our Planning Meeting to answer questions? Not at this Time – maybe October

PUBLIC and BOARD COMMENT: None

MOTION to Adjourn by Pryor, 2nd by Runberg . ADJOURNED: 7:09 pm

NEXT MEETING: September 5, 2023 6:00 pm St. James Township Hall

Respectfully Submitted,
Cynthia Pryor
Recording Secretary