ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN

REGULAR MEETING AGENDA FOR February 9, 2022 @ 5:30PM @ ST JAMES TOWNSHIP HALL (While there is public comment sections in the agenda, the Supervisor reserves the right to limit or enhance the public comment section and/or add time for public comment.)

APPROX. TIME	AGENDA ITEM
5:30	Welcome: call to order, pledge of allegiance, public/board input on agenda
	revisions
5:35	Approval of minutes, January 12, 2022 regular meeting
5:40	Report of PWC meetingApproval of minutes PWC, January 19, 2022.
	Approval of Finance Committee Minutes, February 8, 2022.
5:50	Administrative Assistant Report: Working very well. Excellent workers,
	projects underway.
5:55	Clerk Financial Reports and Bills to be paid approval
	Action Items:
6:05	Report on Budget Meeting
6:10	Approval of Planning Commission By-laws
6:15	Approval of RFP for Master Plan
6:20	Resolution Township Campground Enhancement Project
6:25	Cost of Living increase discussion
6:30	Maintenance Position discussion
6:35	Board of Review Alternate needs to be posted.
6:40	Consideration of trial and settlement strategy in the matter of Beaver Island Airport
	Commission et al v Artaza et al, Charlevoix County Circuit Court Case No. 21-051327-CZ (Possible Closed Session).
6:45	Return to open session and motion
	Board Comments, Public Comments, Adjourn

The public is welcome to call into the meeting if you are unable to attend. The number to dial is 1-605-562-8409. The name is ST. James Township. The password is: SJTownship123# The participant pin is 5983805 (followed by the # sign)



Supervisor's Lens

Notes from St James Township Supervisor Joe Moore

FEBRUARY 7, 2022

VOLUME 2022-1, NUMBER 2

Lots of Learning 3

The projects are still in the works. There is a lot of work being completed by our Administrative Assistants. Cynthia is currently off island, but Shelby has jumped in and is doing an amazing job. Thank you to all who have stepped up to help get this supervisor moving in the right direction.

COVID Plan

The plan is working just fine, and the exposures have been minimized with masking requested in the Governmental Center and at the township hall. As you all know by now, I tested positive to COVID, and had to follow the requirements of the plan. Protecting others is my major goal, even within the confines of working in the office and at the meetings. This virus is quite transmissible, so all protections possible should be taken be all.

A Shout Out to Kitty 3

A visit from Kitty was welcome this past Thursday meeting with Julie, Kitty, and I took place to learn some of the issues, needs, etc. for the budget for the coming year. Kitty is still working to get some grants completed, one needed extension, and other help is greatly appreciated. I hope to get up to speed on the budget at this meeting and be moving forward to present it at the required time.



Bylaws for the Planning Commission

The planning commission as approved their by-laws, and they are requesting approval from the St. James Township Board. They are available in this packet or as an attachment to this document.

Back-up of Files

The back-up equipment is finally back in stock, and it has been ordered. This equipment will be installed in the building as soon as it arrives.

Budget Meeting

Kitty, Julie, and Joe met on Thursday for two and a half hours going over the budget for the income in the General Fund. We will be meeting again on Monday to go over the Expenditures and continue the process of developing a budget for the next year.

"I will use this format once a month to keep board members updated on my work."

1.



Approve RFP for Master Plan

The planning commission has approved the request for proposal for the Master Plan. It is being brought to the township board for approval. If there is need for discussion of this, we will have it on the agenda.

Contact information

The office contact information is the same, but my cell number is 675-5193, and my home number is 448-2416. The office hours will continue to be the same on Tuesday and Wednesday from 10 a.m. to 2 p.m.

New Printer

The new printer is installed at the Governmental Center, and it is working. It is on the network, making it available to all on the St. James Township network. The printer is giving us some issues, so the problems will be hopefully be resolved soon.

Resolution for Township Campground Enhancement Project

We are applying for a grant from the Charlevoix County Parks Millage for \$10,000 for the purposes shown in the document. The township will have to budget money for an additional \$5,000 as well as the costs of installation for this project. This will have to be built into the budget as well. It includes ADA compliance as well as protection and signage due to the erosion areas at the campground.

Information from Authorities, Commissions, Committees, and other groups

In this information age, it is very frustrating to not have the information necessary to complete a job. I would think that any group receiving money from our township should be required to provide meeting minutes in a timely manner, copies of their financial documents, etc. to this township, so that any decision necessary are to be based upon knowledge and not just done without prior knowledge and prior information.

Even though the township may have a representative on these authorities, commissions, committees, etc., the packet of information from these meetings should be made available to the township board members wanting to be aware of what is going on. I would think that at least the township supervisor should receive a copy of previous meeting minutes, financial documents, etc. within the requirements of the FOIA rules, and that this information should be in the PDF format, unless the group is requesting information about changes, then it should be in WORD program format. Even DRAFT documents can be PDF's, so let's get the groups to begin doing this by the first of February 2022.

Cost of Living Increase Discussion

The township board members in St. James are working very hard on the projects and the work for this township. It would seem that the COLA over the last year has increased, according to the SSA by a factor of 5.9%. The board needs to decide if this COLA should be added into the budget for the 2022-2023 budget year for all board members and all employees.

Maintenance Position Discussion

St. James needs to decide how we plan to move forward with the township's needs for the sewer system as well as the two marinas winter maintenance and bubbler motors installation and monitoring. Do we hire our own maintenance person or contract with someone to do this work for the township? Do we partner with the other entities or hire our own person?

Storage at the Marina North Building

There has been no response on the use of the building to the supervisor.

Dark Sky Project Visitor

St. James Township has received a possible lighting ordinance that we will need to investigate. This will not be acted upon at this meeting, but everyone should have a chance to look at this for discussion in the future.

DNR Building Roof

An essential repair is to protect the building known as the old DNR building. The supervisor has asked two businesses for a quote to put a metal roof on this building to protect it into the future. This is a necessary expense, and the work should be done as soon as possible.

Board of Review Alternate needs to be posted.

Bob Tidmore has requested to be replaced as the alternate member on the Board of Review, so this will need to be posted.

Closed Session Needed regarding the BIAC issue.

Another closed session in necessary for this BIAC issue. This is placed at the end of the meeting on the agenda. We will have to return to open session and report/vote on the issue. We will have the airport commission lawyer call in during the closed session.

MOTION to approve the proposed settlement agreement strategy in the matter of Beaver Island Airport Commission et al v Artaza et al, Charlevoix County Circuit Court Case No. 21-051327-CZ.

Motion by		
Second by		
Yeas:	 	
No:		

Peaine Township

Saint James Township

Saint James Community

Commented [JD1]: Use the individual township names. I would suggest that all use the same language.

Exterior Lighting Ordinance

DECLARATION OF POLICY AND INTENT:

The Peaine Township Board of Trustees finds and declares that the naturally lit night sky is an important aspect of our natural environment and a natural resource which contributes significantly to our quality of life by contributing to the public peace and to the health, safety and welfare of the residents of Peaine Township and to its visitors, that to preserve and protect this resource it is necessary, essential, a public purpose and municipal affair for the Township to regulate the use of outdoor light fixtures to minimize light pollution which has a detrimental effect on the environment, astronomical research, amateur astronomy, and general enjoyment of the night sky, and causes unnecessary and/or unwanted illumination of adjacent and even distant properties; that it is in the public interest to conserve electrical energy; and that is in the public interest to protect vehicular and pedestrian traffic from dangerous glare and light pollution in the night sky.

APPLICATION OF ORDINANCE; CONFLICT OF LAWS:

- (a) All outdoor lighting shall be installed in conformance with the requirements of this ordinance. If any of the provisions of this ordinance are inconsistent with the provisions of any other law presently existing or enacted in the future, the more restrictive requirement shall apply. If any of the provisions of any other ordinance of these Codified Ordinances is clearly in conflict with this ordinance, this ordinance shall apply.
- (b) This section does not prevent the use of any material or method of installation not specifically addressed. In considering any deviation from the provisions of this section, the Zoning Administrator shall take into consideration any state-of-the-art technology that is consistent with the intent of this ordinance, as new lighting technology develops, that is useful in reducing light above the horizontal plane, provided that such alternate has been approved by the Planning Commission and meets or exceeds the Illuminating Engineers Society of North America (IESNA) standards.

DEFINITIONS:

As used in this section:

Bulb or lamp means the source of electrical light as distinguished from the whole assembly (see Luminaire). Lamp is used to denote the bulb and its housing.

Correlated Color Temperature (CCT) means the absolute temperature of a blackbody whose chromaticity most nearly resembles that of the light source. For the purpose of this Ordinance: the temperature of the surface of an ideal blackbody radiator measured in Kelvin (K) which ranges from warm (generally \leq 3 000 K) to cool (generally \geq 4 000 K).

Cut-off shielding means a technique or method of construction which causes light emitted from an outdoor light fixture to be projected only below and imaginary horizontal plane passing through the fixture below the light source.

Direct glare means the visual discomfort resulting from insufficiently shielded light sources in the field of view.

Fixture means the assembly that holds the lamp in a lighting system. It includes the elements designed to give light output control, such as a reflector (mirror) or refractor (lens), the ballast, housing, and the attached parts.

Footcandle means the luminance produced on a surface 1 foot from a uniform point source of 1 candela.

Full-cutoff fixture means zero intensity at or above a horizontal plane (90° above nadir) and limited to a value not exceeding 10 percent of the lamp lumens at or above 80°.

IESNA is the acronym for the Illuminating Engineering Society of North America.

Illuminance means the density of luminous flux incident on the surface measured in units of footcandles.

Light Pollution means artificial light which causes a detrimental effect on the environment, astronomical observation, enjoyment of the naturally illuminated night sky or causes undesirable glare or unnecessary and/or unwanted illumination of adjacent or even distant properties.

Light source means the bulb which creates the light onto adjacent areas that may affect residential properties.

Lumen means a unit of luminous flux, the flux emitted within a solid angle by a point source with a uniform luminous intensity of 1 candela. One footcandle is 1 lumen per square foot. One lux is 1 lumen per square meter.

Luminaire means the complete lighting unit, including the lamp, the fixture, and other parts.

Nadir means a point on the imaginary celestial sphere directly below the observer, diametrically opposite the zenith.

Outdoor light fixture means an illuminating device which is permanently installed outdoors, including, but not limited to, devices used to illuminate signs.

Security Lighting means such lighting fixtures and/or practices intended to discourage intrusion on the premises by unwanted persons.

Shielding means in general, a permanently installed, non-translucent shade, cowl, hood, baffle or other construction which limits, restricts or directs light or the visibility of a light source to meet the standards of this chapter.

Zenith means an imaginary point directly "above" a particular location (latitude and longitude on Earth) that extends on the imaginary celestial sphere.

EXCEPTIONS:

The following outdoor lighting types shall be exempt from the provisions of this section:

- (1) Emergency lighting.
- (2) Any lighting required by the FCC or FAA or any security lighting directly related to the operations of the airport.
- (3) Decorative porch and wall lights, low voltage paths, landscaping and exterior building lighting that emit no more 500 lumens per fixture provided that if any such light is directed toward adjacent residential buildings or nearby land, or creates direct glare perceptible to persons operating motor vehicles on public ways, the luminaire shall be redirected or its light output controlled as necessary to mitigate such conditions.
- (4) Underwater lighting in swimming pools and other water features that emit no more than 1,000 lumens.
- (5) Temporary lighting for theatrical, television, performance areas, construction sites and community festivals.

- (6) Seasonal and holiday lighting provided that the lighting does not create direct glare onto other properties or upon the public rights-of-way.
- (7) Neon lighting.
- (8) Fossil fuel light produced directly or indirectly by the combustion of natural gas or other utility-type fuels.
- (9) Luminaires used to illuminate the flag of the United States of America provided the lighting of the flag or pole shall not create a direct glare beyond the property boundary.
- (10) Beacon lights that direct mariners around the Islands and/or into the opening of the bays, marinas and boat launches.

PROHIBITED LIGHTING:

No person shall install, maintain or use outdoor lighting for which an electrical permit is required and has not been issued for the following types of lighting:

- (1) Floodlights or swivel luminaires designed to light a scene or object to a level greater than its surroundings unless aimed downward. No fixtures may be positioned at an angle to permit light to be emitted horizontally or above the horizontal plane.
- (2) Unshielded lights that are more intense than 2,250 lumens or a 150-watt incandescent bulb.
- (3) Search lights and any other device designed solely to light the night sky except those used by law enforcement authorities and civil authorities.
- (4) Laser source light or any similar high intensity light when projected above the horizontal plane.
- (5) Mercury vapor lights.
- (6) Metal halide lights, unless used for outdoor sport facilities.
- (7) Quartz lights.

DESIGN AND CONSTRUCTION STANDARDS FOR ALL OUTDOOR LIGHTING EXCEPT FOR PUBLIC STREET LIGHTING:

All outdoor lighting shall be designed and constructed to meet or exceed the following minimum requirements; all measures to be taken at the ground surface level.

All exterior lighting shall project a luminance of 3 000 K or less.

- (1) Direct or reflected outdoor lighting shall be designed and located to be confined to the site for which it is accessory.
- (2) Lighting of building facades shall be from the top and directed downward with full cutoff shielding.
- (3) All lamps and luminaries shall be hooded, louvered or a combination thereof in order to assure the areas beyond the development site boundary including public rights-of-way are protected from direct glare.
- (4) All outdoor lighting fixtures shall provide a 100 percent cut off above the horizontal plane at the lowest point of the light source.
- (5) Outdoor public and commercial recreation area and amusement area lighting fixtures shall be equipped with baffling or glare guards so the lighting fixtures' beams fall within the primary playing area, immediate surroundings, or other site amenities.
- (6) The average lighting values for areas intended to be lit on commercial, industrial and institutional parcels shall not exceed 1.0 footcandles on average. The uniformity ratio (maximum to minimum) for all parking lots shall not exceed the current IESNA RP-20 uniformity ratio guideline. (Note: Current guideline is 15:1)
- (7) With the exception of public recreation facilities, the average lighting values intended to be lit in a R-District shall not exceed 1.0 footcandles on average. The uniformity ratio (maximum to minimum) for parking lots shall not exceed the current IESNA RP-20 uniformity ratio guideline. (Note: Current guideline is 15:1)
- (8) Gas station service areas for filling fuel shall not exceed 12.5 footcandles on average.
- (9) Outdoor display areas including, but not limited to automobile or equipment dealer displays or storage lots shall not exceed 15 footcandles on average during the hours the business is open to the public or until 12:00 a.m.
- (10) Site lighting for non-residential uses shall not exceed 1.0 footcandles on average when a use is not open for business.

(11) All lamps and luminaries within 200 feet from the shoreline of Lake Michigan shall be located, mounted and shielded to direct illumination away from the water surface with the exception that full cutoff fixture dock lights, directed downward with less than 250 lumens are permitted.

DESIGN AND CONSTRUCTION STANDARDS FOR PUBLIC STREET LIGHTING:

- (a) Streetlights in the public rights-of-way shall be the minimum necessary to provide adequate illumination for public safety and be designed to direct lighting downward onto the public rights-of-way
- (b) Luminaries installed up to the edge of any bordering property are permitted.
- (c) Public street illumination shall use the most current American National Standard Practice for Roadway Lighting ANSI/IESNA RP-08 for all public street lighting.
- (d) All exterior lighting shall project a luminance of 3 000 K or less.

SUBMISSION REQUIREMENTS:

Except for one and two-family dwellings, a site plan shall contain a photometric layout for the exterior lighting. The Planning Director may waive this requirement if there is no parking area.

REQUEST FOR PROPOSAL

FROM:

ST. JAMES TOWNSHIP PEAINE TOWNSHIP

BEAVER ISLAND, MICHIGAN

SUBJECT:

RFP FOR MASTER PLAN REVISION

DATE:

FEBRUARY 1, 2022

Community Description:

Beaver Island is the most remote island in the Great Lakes situated thirty-five miles from the mainland. The Island has two townships and has approximately 750 residents. The main industry on the Island is tourism. The current Beaver Island Master plan was completed in 2017 and needs revision in 2022.

Project Objectives:

The current Township Master Plan can be found on the stjamestwp.org and the peainetwp.org websites.

http://www.peainetwp.org/government_departments/planning_commission/master_plan.php

http://cms5.revize.com/revize/stjamestownship/government_departments/planning_commission/master_plan.php

- Maintain integrity and intent of 2017 Beaver Island Master Plan.
- Identify items which have been completed or are in process.
- Work with township planning commissions to review current township goals and projects.
- Identify and incorporate current issues impacting Beaver Island.
- Develop future vision of Beaver Island.
- Work with community members, business owners, municipal officials, and any Island stakeholders for updated action plan(s).

Scope of Work/Schedule

- A thorough evaluation of the Township's existing Master Plan, Zoning Ordinance, and other Township ordinances and documents applicable to the Plan effort.
- Effective coordination and regular meetings with Masterplan Sub-Committee and townships (including Staff and Township officials), with an estimated minimum of four such working group meetings.
- A thorough update of the Plan, including realistic and feasible goals and objectives, and timelines to achieve them.
- Hold approximately public four meetings in May, June, July and August, to gather information, and a final public hearing on master plan to be held in September of 2022.
- Comprehensive interpretation of data such as: land use statistics, census and demographic information, permit information, and other information from Township records. The Township will provide data requested by consultant.

Deliverables

A user-friendly updated Master Plan, in written and electronic form, with graphics, diagrams, pictures, tables, appropriate narrative content, and realistic implementation strategies that are appropriate and achievable. Deadline is October 1, 2022, for the Beaver Island Master Plan update to be completed and ready to be submitted to/approved by to local, state, and/or federal sources as needed.

Proposal Requirements:

RFP response packets should include the following:

- Introduction / summary of qualifications of the firm including 2-3 sample master plans developed for Michigan municipalities. Please include a comparison of relative size of these municipalities.
- A brief description of the experience of the firm overall including staff size, areas of expertise, and location.
- A 1–2-page description of the plan to accomplish the work involved in the Beaver Island Master Plan update including key individuals who would work on the project, their experience / background, a proposed timeline of all steps of the process, and any other information deemed pertinent to the successful completion of the update.
- A scope of work summary including price for work identified in the Proposed Approach and Timeline Sections with an itemized budget for the Plan process, including total travel, per hour fee for editing and material expenses. Budget needs to include projected hours by team members, as well as fees for additional services that may arise (such as extra meetings).
- Submit names, emails, and telephone numbers of other municipal officials we may contact to verify performance on recent projects completed by the firm.

The Township will accept proposals until 4 PM on Tuesday, February 22, 2022. A signed contract for work will occur on XXXXXX. Work will commence on XXXXX.

Please submit questions about this RFP by February 18, 2022, via e-mail to:

Lori Taylor Blitz, Chairperson St. James Township Planning Commission Beaver Island, Michigan Ioritaylorblitz@gmail.com

Cc: Krys Lyle, Secretary
Peaine Township Planning Commission
Beaver Island, Michigan
peainetownship.aadm@gmail.com

2021 St. James Township Planning Commission Summary

The St. James Township Planning Commission met 10 times in 2021.

The Commission has 7 members:

Attended	10	Absent	
Attended	9	Absent	1
Attended	10	Absent	
Attended	9	Absent	1
Attended	7	Absent	3
Attended	9	Absent	1
Attended	5	Absent	
	Attended Attended Attended Attended Attended	Attended 9 Attended 10 Attended 9 Attended 7 Attended 9	Attended 9 Absent Attended 10 Absent Attended 9 Absent Attended 7 Absent Attended 9 Absent

Appointments: Mark Engelsman in May 2021. New Officers elected in December 2021. Taylor-Blitz Chair, Engelsman Co-Chair, and Dean Secretary. Rotation chart attached.

Priorities (Subcommittees were created)

- Marijuana the commission did not arrive at a recommendation to present to the township. Continued discussions are in progress.
- Food Trucks- Discussed possible interference with Brick-and-Mortar businesses and the ratio of being fair and equitable to all was unfavorable to the restaurants who pay ordinary business tax and expenses and have a limited opportunity to earn a profit to sustain normal operations all year.
 - The current zoning ordinance applicable to the Harbor District does not list Food Trucks as a permitted use and thereby are not allowed. (Special Use Permits are part of the zoning ordinances) and thereby not permitted.
- Affordable housing Special meeting was held in June. Presenter Steve Schnell, Housing Ready Program Director for Charlevoix County.
 - Public suggestion to reconsider ordinance for new construction to match minimum sq feet allowed in Port St. James Association of 400 sq. ft.
 - County facilitated a discussion on affordable housing issues on Beaver Island.
- Economic & Capital Development

- O An EPA Planning grant was submitted. Award not yet decided.
- Master Plan update The commission is collaborating with Peaine Twp. to recommend the Township Boards prepare an RFP for consultants to update the Master Plan. The current Master Plan in December of 2022.
- Electronic Meetings Zoom meetings will be allowed as defined in the open meeting act. Commissioner members may attend but this will not count towards the establishment of a quorum or attendance.
- Bylaws Drafted and to be submitted for approval by St. James Township Board in February 2022.

Permits presented for approval 7 / all approved / no rejections Public Hearings: 1

Applicants:

Wanty - Demolition

Hodgson - Demolition

Gillespie - Sign

French - Demolition

Runberg - Public Hearing

Runberg - Bed & Breakfast

Kalinoski - Driveway

Runberg - Pole Barn

Submitted by:

Lori Taylor-Blitz 2022 Chair

Marcy Dean
Secretary

St. James Township Planning Commission Bylaws

The following rules of procedure are hereby adopted by the St. James Township Planning Commission to facilitate the performance of its duties as outlined in the St. James Township Ordinance number 3 of 2011, St. James Township Ordinance number 3 of 2020, and the Michigan Planning Act, Public Act 168 of 1959, as amended (Act 168 of 1959, as amended, (including 2001 amendments, 2006 amendments). This Act provides for township planning; for the creation, organization, powers and duties of township planning commissions; for the regulation and subdivision of land; and to prescribe penalties and provide remedies.

SECTION 1: Officers

- A. Selection and Tenure At the last regular meeting each December, the Planning Commission shall select from its membership a Chair, Vice Chair and Recording Secretary. All officers shall serve a term of one year, or until their successors are selected and assume office, except as noted in B and C, below. All officers shall be eligible for re-election for consecutive terms for the same office.
- **B.** Chair The Chair shall preside at all meetings, appoint committee members, create committees and perform such other duties as may be ordered by the Planning Commission.
- C. Vice Chair The Vice Chair shall act in the capacity of the Chair in their absence. In the event the Office of Chair becomes vacant, the Vice Chair shall succeed to this office for the unexpired term, and the Planning Commission shall select a successor to the Office of Vice Chair for the unexpired term.
- **D. Recording Secretary** The Recording Secretary shall execute documents in the name of the Planning Commission, perform the duties hereinafter listed below, and shall perform such other duties as the Planning Commission may determine.
 - 1. Minutes The Secretary shall be responsible for maintaining a permanent record of the minutes of each meeting and shall have them recorded in suitable permanent records maintained by the Township Clerk. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes, conditions or recommendations made on any action and record of attendance.
 - 2. Correspondence The Recording Secretary shall be responsible for issuing formal written correspondence with other groups or persons, as directed by the Planning Commission. All communications, zoning matters, petitions, reports or other written materials received by the Recording Secretary shall be brought to the attention of the Planning Commission.
 - 3. Attendance The Recording Secretary shall be responsible for maintaining and attendance record of each Planning Commission member and report those records quarterly to the Planning Commission and forward to the Township Board for inclusion in the annual report for the Township Board.

4. Notices – The Secretary shall oversee the issuance of such notices as may be required by the planning commission, including Open Meetings Act notices, as well as notice required for specific planning or zoning actions under the Michigan Planning Enabling Act or the Michigan Zoning Enabling Act.

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- E. Township Board Representative The Township Board Representative shall present the recommendations of the Planning Commission as required by the Zoning Ordinance, or other ordinance to the Township Board prior to their consideration of such request.
- F. Zoning Board of Appeals Representative The Planning Commission representative to the Zoning Board of Appeals shall report the actions of the Zoning Board of Appeals to the Planning Commission and update the Zoning Board of Appeals on actions by the Planning Commission that relate to the functions and duties of the Zoning Board of Appeals.

SECTION 2: Meetings

A. Regular Meetings — The Planning Commission shall hold not less than twelve regular meetings each year and by resolution shall determine the time and place of such meetings. Other meetings may be held as necessary. When a regular meeting falls on a legal holiday or upon a day resulting in a conflict, the Planning Commission shall, if possible, select a suitable alternate meeting date in the same month as the originally scheduled meeting.

Notice of regular or scheduled Planning Commission meetings shall be posted at the principal township office, and at least one other official location, within 10 days after the Planning Commission's first meeting in each fiscal year in accordance with the Open Meetings Act.

Electronic meetings are allowed per the Open Meetings Act 267 of 1976 and/or State of Michigan Executive Orders.

B. Special Meetings – Special meetings may be called by the Chair or upon written request to the Recording Secretary by at least two members of the Planning Commission. The business the Planning Commission may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. All costs of special meetings held to consider requests of applicants for approvals under the Zoning Ordinance (or for such other purposes as may be necessary) shall be paid by the applicant for such requests.

Notice of special meetings shall be given to the members of the Planning Commission at least forty-eight hours prior to the meeting. Such notice shall state the purpose, time and location of the special meeting and shall be posted in accordance with the Open Meetings Act.

- C. Public Records All meetings, minutes, records, documents, correspondence and other materials of the Planning Commission shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.
- **D. Quorum** Four members of a seven-member Planning Commission shall constitute a quorum for transacting business and taking official action for all matters. Whenever a quorum is

not present, those present may adjourn the meeting to another time and day, in accordance with the provisions of the Open Meetings Act or hold the meeting to consider the matters on the agenda. No action shall be taken at a meeting at which a quorum is not present.

- E. Voting An affirmative vote of the majority of the Planning Commission membership is required to adopt any part of the Master Plan or amendments to the Plan (MCL 125.328). Unless required by statute, other actions or motions placed before the Planning Commission may be adopted by a majority vote of the membership in attendance, as long as a quorum is present. Voting shall be by voice vote; a roll call vote shall be required if requested by any Commission member or directed by the Chair. All Planning Commission members, including the Chair, shall vote on all matters.
- **F.** Agenda The Recording Secretary shall be responsible for preparing an agenda for approval by the Chair, for Planning Commission meetings. The order of business for meetings shall be as follows:
 - 1. Welcome Roll call
 - 2. Call to order and pledge of allegiance
 - 3. Approval of last meeting minutes
 - 4. New business
 - 5. Old business
 - 6. Correspondence
 - 7. Board member and public comment
 - 8. Adjournment
- **G. Public Hearings** All public hearing held by the Planning Commission must be held as part of a regular or special meeting of the Planning Commission. The following rules of procedure shall apply to public hearings held by the Planning Commission:
 - 1. Chair opens the public hearing and announces the subject.
 - 2. Chair summarizes the procedures/rules to be followed during the hearing.
 - 3. Applicant presents the main points of the application.
 - 4. Persons speaking in support of the application are recognized.
 - 5. Persons speaking in opposition to the application are recognized.
 - 6. Chair closes the public hearing and returns to the regular/special meeting.
 - 7. Planning Commission begins deliberation and arrives at a decision.

To ensure everyone has the opportunity to speak, the Chair may elect to limit the time permitted for each person to speak, except that the applicant may be permitted additional time as the Chair allows. The Chair may also elect to allow persons to speak only once, until all persons have had the opportunity to speak, at which time the Chair, at his/her discretion, may permit additional comments.

All comments by the public and the Planning Commission shall be directed to the Chair. All comments shall be related to the land use request; unrelated comments shall be ruled out of order.

A written notice containing the decision of the Planning Commission will be sent to petitioners and originators of the request.

SECTION 3: Duties of the Planning Commission

The Planning Commission shall perform the following duties:

- A. Prepare, review and update a Master Plan as a guide for development with the township's planning jurisdiction by the Michigan Planning Enabling Act (Act 33 of 2008; MPEA).
- B. Take such action on petitions, staff proposals and Township Board requests for amendments to the Zoning Ordinance as required.
- C. Take such action on petitions, staff proposals and Township Board requests for amendments to the Master Plan as required by the Michigan Planning Enabling Act (Act 33 of 2008; MPEA).
- D. Prepare an annual report to the Township Board of the planning commission's operations and the status of planning activities, including recommendations regarding actions by the township board related to planning and development.
- E. Following the submission of the annual report, the planning commission shall prepare a budget for submission to the township board. The budget shall include such line items as funds for attending raining relevant to the planning commission, any planned updates to the master plan or zoning ordinance, and any planned special studies that the planning commission wishes to undertake.
- F. Take such actions as authorized or required by the Michigan Zoning Enabling Act.
- G. Take such actions as authorized or required by the Michigan Planning Enabling Act.
- H. Take such actions as authorized or required by the Michigan Open Meetings Act.
- I. Review subdivision and condominium proposals and recommend appropriate actions to the Township Board.
- J. Prepare special studies and plans, as deemed necessary by the Planning Commission or Township Board and for which appropriations of funds have been approved by the Township Board, as needed.
- K. Attend training sessions, conferences or meetings as needed to properly fulfill the duties of Planning Commissioner and for which appropriations of funds have been approved by the Township Board, as needed.
- L. Prepare a capital improvement plan.
- M. Perform other duties and responsibilities or respond as requested by any Township Board or Commission.

SECTION 4: Duties of the Zoning Administrator

A. The Planning Commission shall be assisted by the Zoning Administrator and may be assisted by other Professionals or Township Staff as needed.

B. The Zoning Administrator shall:

- 1. Accept applications for matters to be reviewed by the Planning Commission and ensure that such applications are complete.
- 2. Forward application materials to the Planning Commission Recording Secretary and Chair at least one week prior to the meeting at which the matters will be considered.
- 3. Inform the Planning Commission of administrative and enforcement actions taken on behalf of the Township related to the Zoning or other appropriate Ordinance.

SECTION 5: Absences, Removals, Resignations, Term Limits and Vacancies

- A. To be excused, members of the Planning Commission shall notify the Planning Commission Recording Secretary when they intend to be absent from the meeting. Failure to make this notification prior to the meeting shall result in a documented unexcused absence.
- B. Members of the Planning Commission may be removed by the Township Supervisor, after a hearing, with the approval of the Township Board. Members of the planning commission may be removed by the township board, after written charges have been prepared and a hearing conducted, for nonperformance of duty, misconduct in office or upon failure to declare a conflict of interest. For purposes of this section, nonperformance of duty shall mean two or more consecutive, unexcused absences.
- C. A Member may resign from the Planning Commission by sending a letter of resignation to the Township Supervisor, Township Board or Planning Commission Chair.
- D. Vacancies shall be filled by the Township Supervisor, and the approval of the Township Board, within one month of resignation or removal of the Planning Commission member. Successors shall serve out the unexpired term of the member being replaced.
- E. Members of the Planning Commission may serve three years or until his or her successor is appointed per the St. James Township Ordinance 3, 2011.

SECTION 6: Conflict of Interest

- A. Planning Commission Members shall declare a conflict of interest and abstain from participating in hearing or deliberations on a request when:
 - 1. A relative or other family member is involved in any request for which the Planning Commission is asked to make a decision.
 - 2. The Planning Commission Member has a business or financial interest in the property involved in the request or has a business or financial interest in the applicant's company, agency or association.

- 3. The Planning Commission Member owns or has a financial interest in neighboring property. For purposes of this section, a neighboring property shall include any property falling within the notification radius for the proposed development, as required by the Zoning Ordinance or other applicable Ordinance.
- 4. There is a reasonable appearance of a conflict of interest, as determined by the Planning Commission Member declaring such conflict.

B. The Planning Commission Member declaring a conflict of interest should state the nature of the conflict and whether he or she believes he or she could impartially consider the request before the Commission. He or she should individually decide to abstain from any discussion or votes relative to the matter that is the subject of the conflict. (If he or she prefers, the Member declaring a conflict may ask the other Planning Commission Members to decide if he or she should abstain, although this is not required. The member declaring a conflict may absent him/herself from the room in which the discussion takes place, unless doing so would violate his or her constitutionally protected rights to participate. He or she should not make any presentations to the Planning Commission as a representative of the proposal.

SECTION 7: Amendments

These bylaws may be amended at any meeting by a vote of four members of the Planning Commission.

Adopted by the St. James Planning Commission at the Regular Meeting on XXXX.

St James Township, Beaver Island COVER SHEET FOR

APPLICATION FOR PROJECT FUNDING REQUEST 2022 Charlevoix County Parks Millage 301 State St., Charlevoix, MI 49720 <u>Township Campground Enhancement Project</u>

January 26, 2022

St James township seeks \$10,000 from the Charlevoix County Parks Millage for a <u>Township Campground Enhancement Project</u> to make further and much needed improvements at the St James Township Campground. The grant request seeks funding to improve vital recreational resources by making the campground more accessible, safer, cleaner and more inviting to all. The St James Township Campground is the township's only campground and one of the most used tourist sites identified for improvement.

The <u>Township Campground Enhancement Project</u> includes the purchase, installation and upkeep of an ADA compliant portable restroom, as the current restrooms in the campground are not ADA compliant. The project also seeks to improve the safety measures around the campground with split-rail fencing and warning signs along the 50ft bluff area that the campground resides near and around the new drain field. The project also includes the purchase and installation of a kiosk at the entrance of the park for visitors to check in and have access to campground information. Finally, the <u>Township Campground Enhancement Project</u> includes the purchase, installation and upkeep of needed trash and recycle bins for campers and visitors to utilize.

Please do not hesitate to contact me if you have any question related to this application.

Sincerely,

Joseph Moore, Supervisor

St. James Township, Beaver Island, Charlevoix County, MI

ough Moon

231.448.2014

supervisor.stjamestwp.bi@gmail.com

St. James Township, Beaver Island Charlevoix County, Michigan

Authorizing Charlevoix County Parks Mi	
Resolution No	
WHEREAS, the <u>St James Township</u> has the aut maintain the <u>Township Campground En</u>	
WHEREAS, the <u>St James Township</u> is requesting from the Charlevoix County Board or	
WHEREAS, the <u>St James Township</u> desires to enh to meet the needs of users in Ch	
THEREFORE, BE IT RESOLVED by the St James Tow all of the terms and provisions of the Charlevoix C made to the Charlevoix County Board of Co	County Parks millage, application be
BE IT FURTHER RESOLVED that the <u>Supervisor</u> of authorized and directed to cause the necessary date be signed and filed with the Cour	ta to be prepared and application to
Passed and adopted at a regular meeting Board on the 9th of Febru	
Signature: Print Name: Title:_	Bring to next meeting
Date:	
Clerk of Said:	

You have received this Quote per your request from Belson Outdoors (belson.com). If you are having trouble reading this email? View it in your browser or go to https://www.belson.com/Secure/Request.aspx?OrderID=301152&Key=5276.82391467881

Quote # WQ 301152 Here is the Quote as per your request. The 'Shipping' total has been applied.

To place an order, simply click 'Submit Order Confirmation' below.

Please print this page for your records.

Customer Order Confirmation is required to process order.



627 Amersale Drive Naperville, IL. 60563 sales@belson.com

Toll Free: 1-800-323-5664 Phone: 1-630-897-8489 Fax:

1-630-897-0573

QUOTE# WQ 301152

Model #	Description	Description Lbs Quantity Unit Price				
TF1007	2 Bin Trash/Recycling Container, Includes Push Door Lids & (2) 45 Gallon Plastic Liners -E22 Exposed Aggregate Sand -P1 Green Sign Lid 1 -P1 Green; Lid 2 -P116 Beige Label 1 -RECYCLE & HEX SYMBOL; Label 2 -TRASH		1,440	1	\$988.00	\$988.00
		Subtotal	1,440		Subtotal	\$988.00
				3 6	6.0000% Tax	\$59.28
Customer Order Confirmation is required to process order. Shipping				Shipping	\$275.90	
Your Order will not be shipped without your "Order Confirmation" Grand Total				\$1,323.18		

Ship To:

First Name*	Joseph	First Name	Joseph
Last Name*	Moore	Last Name	Moore
Company	St. James Township	Company	St. James Township
Address*	37830 Kings Highway	Address*	37830 Kings Highway
Address 2		Address 2	
City*	Beaver Island	City*	Beaver Island
State*	MI	State*	MI
Zip Code*	49782	Zip Code*	49782
Country	US	Country	US
Phone*	2314482014	Phone	2314482014
Fax		Fax	
Email	supervisor.stjamestwp.bi@gmail.com	Email	supervisor.stjamestwp.bi@gmail.com

Additional Delivery Services

Phone Call 24 Hours Prior to Delivery

Delivery to Residential or Non-Commercial Truck Route Addresses

Power Liftgate Service > - Driver will lower shipment from the truck to the ground (Only)

Order Power Liftgate Service if — You will be unable to unload the shipment from the truck.

♦ Does Not apply to UPS shipments

Special Instructions

Quote Expires 2/11/2022 Afterwards, surcharges in excess of 5% are coming to some products. Expired quotes will not be accepted without revision.

Intended Payment Method













Order Confirmation Method — Customer Confirmation is Required to Complete Order

Email Order Confirmation

supervisor.stjamestwp.bi@gmail.com

Fax Order Confirmation

Customer Service Representative Call (M-F 8:00am - 4:30pm CST)

What is the best day and time to call? Contact Name (If Different than 'Sold To')

Phone

Submit Order Confirmation

Cancel Order



Quote

QTE-40145937

2/1/2022

Bill To

Joseph Moore/Shelby Harris Shelby Harris 37830 KINGS HWY BEAVER ISLAND MI 49782 United States (231) 448-2014

8810 W 116th Circle Broomfield, CO 80021

(866) 641-5394

Ship To

Joseph Moore/Shelby Harris Shelby Harris 37830 KINGS HWY BEAVER ISLAND MI 49782 United States (231) 448-2014 TOTAL

\$3,010.34

Expires	Job Name/PO#	Sales Rep		Rep P	hone			Shippi	ing Method
3/3/2022		Paul Boyd		(720)	452-3	3024		Flat R	
Notes									
Sku	Name		Availabili	ty		Qty		Rate	Amount
C3070470 : C3070470- SAND	C3070470 : C3070470-SAND Satellite Freedom Portable Restroom, Sand, 2112A	Usually Business	Ships Days	in 10	0-15	1	\$2 94	,564.	\$2,564.94
						Subto	otal		\$2,564.94
						Tax	(%)		\$170.40
				S	Shippi	ng C	ost		\$275.00
						To	tal		\$3,010.34

Thank you for the opportunity to provide this quote. Volume-discounted prices have been applied and are based on current products and quantities for a single order. Any changes to products and/or quantities, models, and/or product options will require an updated price quote. Please don't hesitate to contact us with any changes.

All orders are subject to PortableHandwashing.com's terms and conditions which can be found at www.portablehandwashing.com.



21 Fork Road Montpelier, VT 05602 6335 VT Rt. 113, Vershire, VT 05079



Structure with Soul

timberhomesvermont.com

Shelby Harris
St. James Township Campground
stjamesadmasst.bi@gmail.com
231-330-0422
Tuesday, January 25, 2022

Proposal for One TimberHomes Classic Kiosk

Classic kiosk kit to be standard per website description with the following changes:

- Addition of lockable, "partial" coverage Cherry/Plexi signboard cover, measuring 24"W x32"H
- Signboard will be stained Mission Brown
- · Addition of Location Sign with text: St James Township Campground

Kiosk kit will be partially assembled as follows:

- Roof assembly White pine framing (collars, purlins, ridge) supports a channel drain roof (color: Forest Green), underlain by pine boards.
- 2 posts 12', 5-1/2"x 5-1/2" Black Locust (note 4' will be buried in the ground)
- Signboard assembly:- display panel measuring 42"W x 32"H made of 3/4" Eastern White Cedar tongue and groove boards, attached with screws to 2 Pine Girts
- 6 hardwood pegs to connect crossbars to posts, and roof assembly to post tops
- Installation directions

You must have a forklift to unload the unit. Installation not included.



21 Fork Road Montpelier, VT 05602 6335 VT Rt. 113, Vershire, VT 05079



Structure with Soul

timberhomesvermont.com

Total	\$4,840
Packing and Shipping to Charlevoix, MI	\$1,550
Addition of Location Sign	\$225
Stain signboard- \$50 per side	\$100
Addition of Signboard Cover	\$365
TimberHomes Classic Kiosk	\$2,600
Item:	Price:

Anticipated Delivery: **Spring/Summer 2022** Please expect 8-12 weeks for completion of product depending upon seasonal demand

If units are picked up, delivery fee will be deducted from total.

Balance due upon receipt. Client is responsible for all and any state taxes due. Quoted price good for 30 days. Interest shall accrue on the outstanding balance of principal at the rate of seven percent (7 %) from the date of receiving the product if not paid in full within 45 days.

By signing, client acknowledges that they have read the "Nature of Wood" tab at www.timberhomesllc.com. By signing below, client is committing to paying the above total in full under the terms specified within this contract; that the above specifications are in order; and that TimberHomes is authorized to proceed with production.

Name/Organization	Date
-------------------	------



21 Fork Road Montpelier, VT 05602 6335 VT Rt. 113, Vershire, VT 05079



Structure with Soul

timberhomesvermont.com

Limited Warranty

THIS LIMITED WARRANTY CONTAINS IMPORTANT INFORMATION ABOUT YOUR RIGHTS AND OBLIGATIONS, AS WELL AS LIMITATIONS AND EXCLUSIONS THAT MIGHT APPLY TO YOU.

We have high standards for our designs, our craftsmanship, and for the quality of our wood. We expect a long service life from all of our products under normal conditions. TimberHomes stands behind its products and stands behind your purchase.

Warranty Coverage

Timber: We warrant our kiosks for one year against defects in workmanship and materials. The Warranty extends to all of the timber joinery that was pre-fit in our shop. Timbers come unfinished. Therefore, we do not warrant the wood against greying, checking (cracks), twisting, or shrinking. Wood may take any of these forms in time and these conditions do not represent structural degradation or a defect in workmanship or materials.

Timber Framed Structure: We warrant the timber-framed structure against rot for five years from date of manufacture. We do not warrant the timber-framed structure against insect or animal damage, or any other damage caused by forces from outside the wood itself.

Posts: We warrant our posts against rot for five years. Our five-year warranty on the posts is only valid if the posts are buried in accordance with our instructions and to our specifications. Burial in concrete nullifies the warranty.

Roof: We warrant the roof against leaks for five years.

Doors and Hardware: We warrant doors and hardware for defects in workmanship for two years.

Time: Our warranty begins to run on the date that we ship our products from our shop to you.

Warranty Conditions and How to Make a Claim under this Warranty

If our work does not meet your expectations or the warranties expressed here, please contact us within thirty days of discovering the problem by email at info@timberhomesllc.com. If you do not have access to email, contact us in writing by mail at 21 Fork Road, Montpelier, VT 05602 or by phone at 802-685-7974.

Even after the warranty period has expired, we are here as a resource in case one of our products needs repair or you have any questions.



21 Fork Road Montpelier, VT 05602 6335 VT Rt. 113, Vershire, VT 05079



Structure with Soul

timberhomesvermont.com

If You Have a Claim Under this Warranty

If our products fail to conform to this Warranty, we will supply replacement components within the warranty period. We will ship replacement components at our expense using a method of shipment of our choice. This is our sole obligation under this Warranty. We warrant replacement parts for 90 days after we ship them to you, or for the remaining Warranty period, whichever is longer.

Not Covered by this Warranty

We do not extent this Warranty to our products or components of our products that have been subject to: (a) modifications, alterations, tampering, or improper maintenance or unauthorized repairs; (b) handling, storage, installation, testing, or use that is not in accordance with our instructions and specifications.

WE DISCLAIM ALL EXPRESS, IMPLIED, AND STATUTORY WARRANTIES AND CONDITIONS WITH RESPECT TO THE PRODUCT, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE LIMIT THE DURATION OF ANY APPLICABLE IMPLIED WARRANTIES OR CONDITIONS TO THE DURATION OF THIS LIMITED WARRANTY.

IN NO EVENT WILL WE BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, EXEMPLARY, OR SPECIAL DAMAGES, INCLUDING ANY DAMAGES FOR LOST PROFITS, ARISING FROM OR RELATING TO THIS LIMITED WARRANTY OR THE PRODUCT. OUR TOTAL CUMULATIVE LIABILITY ARISING FROM OR RELATED TO THIS LIMITED WARRANTY OR OUR PRODUCTS AND COMPONENTS WILL NOT EXCEED THE AMOUNT ACTUALLY PAID BY THE ORIGINAL PURCHASER.

Long-Term Care

Long-term care: While this Limited Warranty does not cover the appearance of the wood and timber in our products, we have some final notes about long term care of our timber products. You can finish your timbers and cherry door frames with any variety of products to stain or preserve the color. We recommend something simple, like Heritage Finishes' Exterior Oil.

Final Notes

This Limited Warranty gives you specific legal rights. You may also have other legal rights that vary by state, province, or jurisdiction. Likewise, some of the limitations in this Limited Warranty may not apply in certain states. The terms of this Limited Warranty will apply to the extent permitted by applicable law. For a full description of your legal rights, you should refer to the laws applicable in your jurisdiction.

Our Warranty is transferable from the original purchaser to subsequent owners, but the Warranty Period will not be extended in duration or expanded in coverage for any such transfer.

Order Summary

\$237.36

\$0.00

\$0.00

\$237.36

\$14.24

\$251.60

Items (2):

Shipping:

Total before tax :

Estimated Sales tax :

Rebate:



Checkout Steps:

Shipping Info.

Ship Method

3 Payment Info.

Place Order

Shipping review



Estimated Shipping*: Tuesday, January 25, 2022 Learn more -

Reflective Aluminum Sign

\$56.75

Qty: 4 Signs

Attachment Hardware for Posts - 4 bolts (2.5" & 1.5), 2 washers & 2 nut .

\$2.59 Qty: 4 Kits Choose your delivery option:**

Get By Thu., Jan. 27 \$0.00 Two-Day Shipping

Get By Wed., Jan. 26 \$113.85 One-Day Shipping

** Learn more about Delivery Dates *

▶ Add a promotion code

I want to add some instructions about this order

> Tax exemption information will be requested on the following page.

Shipping address

Order Total:

Joseph Moore St. James Township 37830 KINGS HWY BEAVER ISLAND, MI 49782 United States (231) 448 2014 Change

Billing Address: Joseph Moore 37830 KINGS HWY BEAVER ISLAND, MI 49782 United States (231) 448 2014



Quote

Lowe's Customer Care <customercare@lowes.com> To: "Stjamesadmasst.bi@gmail.com" <stjamesadmasst.bi@gmail.com>

Tue, Jan 25, 2022 at 3:11 PM



Important information from Lowe's



Hello Shelby,

Thank you for contacting Lowe's. My name is Courtney and I'm happy to help.

Your quote number is 439869950. Total amount for quote is \$4516.83. Items on quote are the following:

- -2-in x 4-in x 10-ft Western Red Cedar Wood Fence Top Rail \$14.68 each. Quantity of 184 total of \$\$2,701.12
- -Western Red Cedar Wood Fence Split-rail Line Post \$16.88 each. Quantity of 84 total amount of 1,417.92
- Cedar Wood Fence Split-rail End Post \$15.68 each. Quantity of 8 total amount of \$125.44
- Western Red Cedar Wood Fence Split-rail Corner Post Qty 1 of \$16.98

Lowe's is committed to helping you achieve your home improvement goals. We have the right products, service and value - whether you're a DIY customer, Pro, or prefer someone else to do it for you. We're here to help online and in our stores, so if you need additional assistance please contact us.

Thank you,

Courtney

Lowe's Customer Care

St James Township, Beaver Island ITEMIZATION FOR

APPLICATION FOR PROJECT FUNDING REQUEST 2022
Charlevoix County Parks Millage 301 State St., Charlevoix, MI 49720

<u>Township Campground Enhacement Project</u>

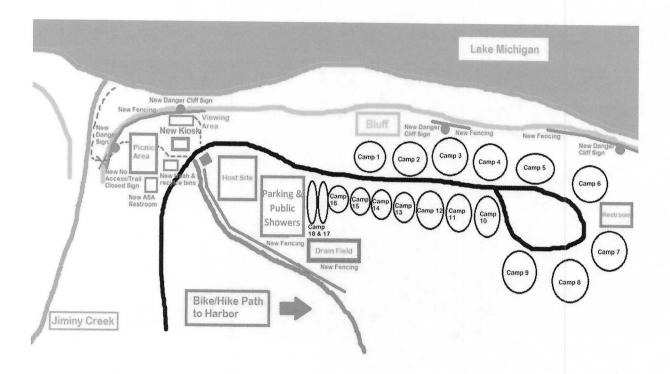
Co	ounty Parks Millage Budge	t 2022, S	t Jame:	S Town:	ship, Be	aver Island	
Location	ltem	Quantity	Unit Price	Price	Shipping Delivery	Labor	Sub Total
Campground	2 Bin Trash/Recycling Container	1	\$988	\$988	\$276	\$100	\$1,364
	ADA Portable Restroom	1	\$2,565	\$2,735	\$275	\$100	\$3,110
	Standard Classic Trailhead Kiosk	1	\$2,600	\$3,290	\$1,550	\$200	\$5,040
	Danger Signs	4	\$57	\$227	Free	\$100	\$327
	Post Attachment Kit (for signs)	4	\$10	\$41	Free	INCLUDED IN ABOVE	
	Split Rail Fencing	184	\$15	\$2,701	Free	\$600	\$3,301
	Split Rail Line Post	84	\$17	\$1,418	Free	INCLUDED IN ABOVE	
	Split Rail Corner Post	4	\$17	\$67	Free	INCLUDED IN ABOVE	\$67
	Split Rail End Post	8	\$16	\$125	Free	INCLUDED IN ABOVE	
					Total	Project Cost	\$14,794

St. James Township maintenance personnel will complete all labor and preparation of new fencing, signs and new items.

St James Township, Beaver Island RENDERING, BLUEPRINT OR DESIGN OF PROJECT FOR

APPLICATION FOR PROJECT FUNDING REQUEST 2022 Charlevoix County Parks Millage 301 State St., Charlevoix, MI 49720 <u>Township Campground Enhancement Project</u>

There is not a specific blueprint for the Project, but pictured below is a sketch of the township campground with approximate locations for new fencing, warning signs, trash/recycle bins, ADA portable restroom and kiosk.

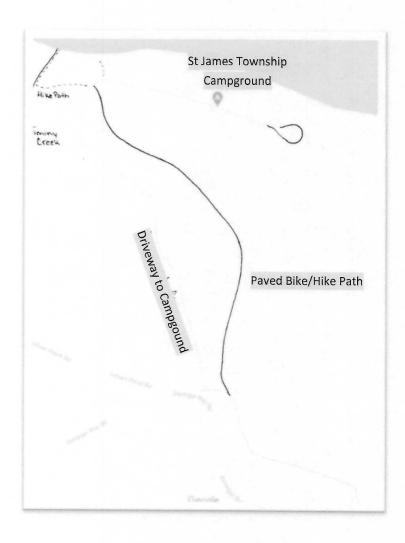


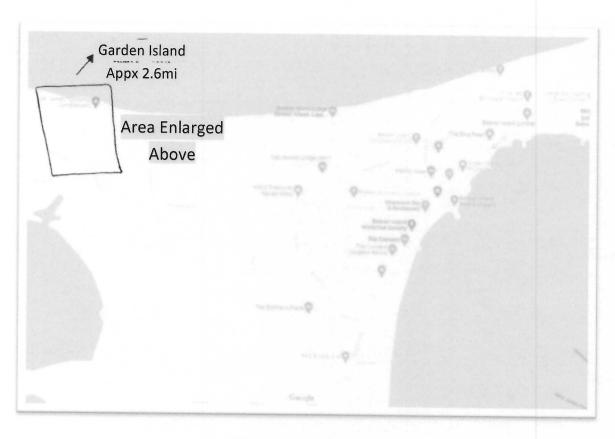
Contacted
Acron Nordman
for a professional design
to be completed

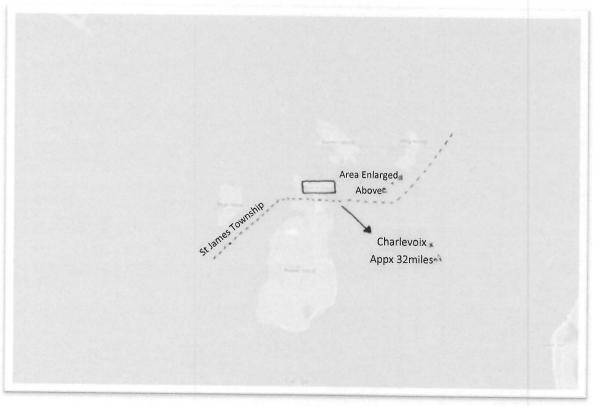
St James Township, Beaver Island MAP FOR

APPLICATION FOR PROJECT FUNDING REQUEST 2022 Charlevoix County Parks Millage 301 State St., Charlevoix, MI 49720 <u>Township Campground Enhancement Project</u>

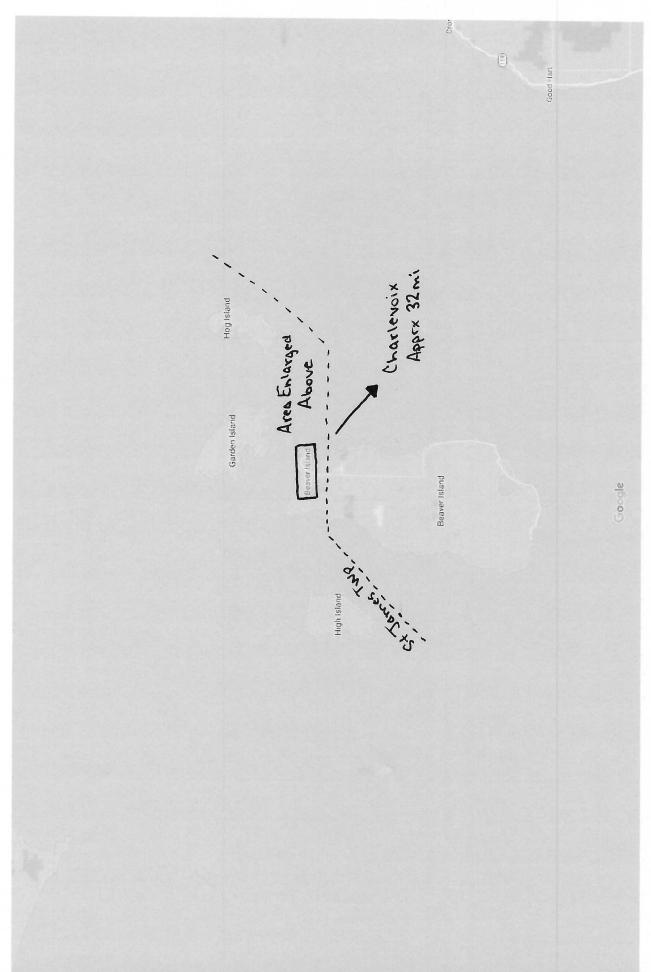
This <u>Township Campground Enhancement Project</u> is located on the Northern end of Beaver Island, near the harbor village area. The St. James Township Campground is located approximately one mile from the harbor (St James Harbor/Paradise Bay) on the north bluff of Beaver Island overlooking Garden Island. A paved bike/hike path connects the campground to the heart of the harbor village.



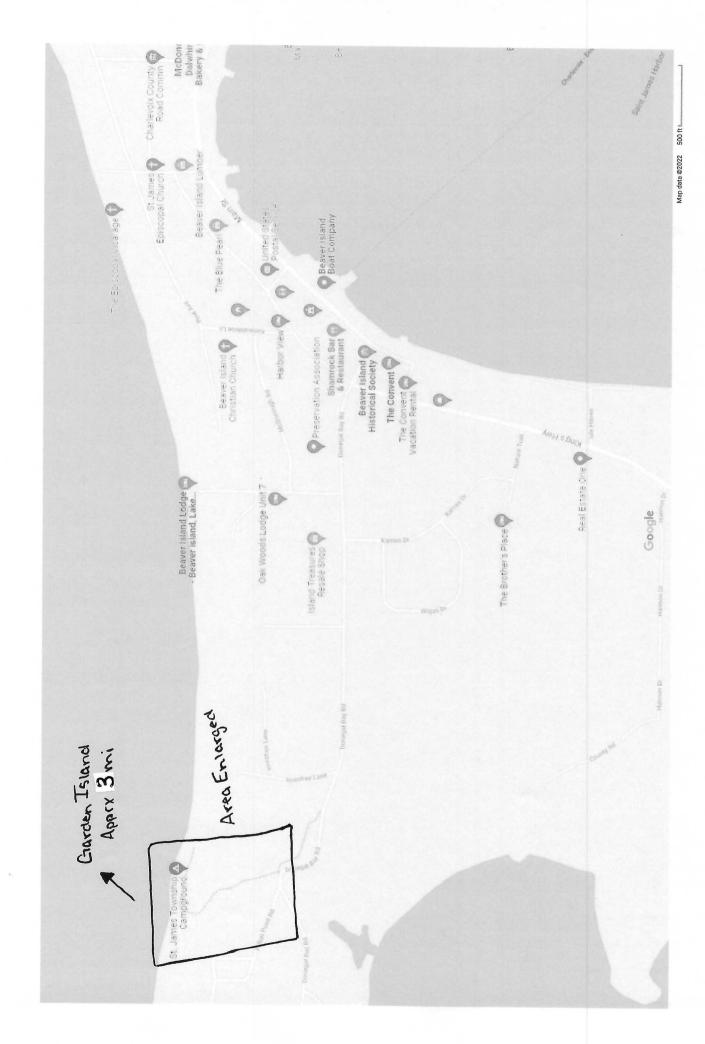


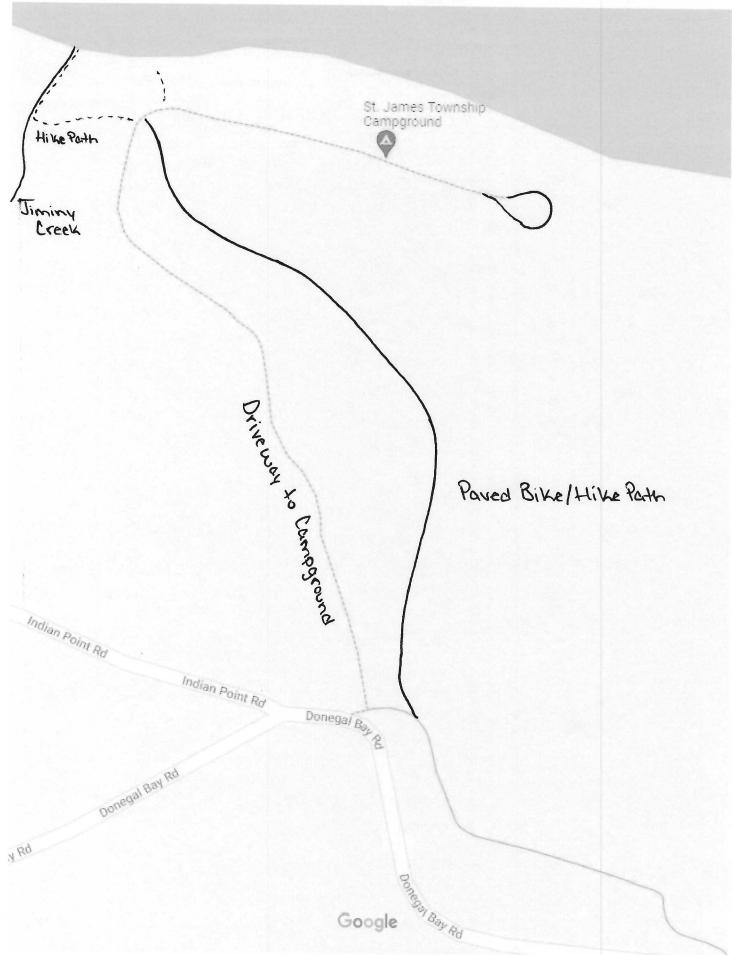


1/25/22, 11:20 AM



Google Maps







APPLICATION FOR PROJECT FUNDING REQUEST 2022

Charlevoix County Parks Millage 301 State St., Charlevoix, MI 49720

if submitting multiple applications, specify order preference:

PROJECT APPLICANT INFORMATION					
Name of Municipal Applicant(s): St James Township					
Project Mailing Address: PO Box 85 37830 Kings Hwy, Beaver Island, MI 49782					
Designated Contact #1: Joseph MooreContact #2: Cynthia Pryor					
Phone (s): 231 448 2014 (Please identify TWO email recipients for all communications)					
Email #1: supervisor.stjamestwp.bi@gmail.com Email #2: deputysupervisor.stjamestwp.bi@gmail.com					
PROJECT FUNDING INFORMATION					
Brief Description or Project Name: Township Campground Enhancement Project					
Total Cost of Project: \$14,794 Amount of Municipality Funds: \$4,794 Approved Grant Amounts:					
Amount of "Other" Funding: Source of "Other":					
Were Other Sources of Funding Sought Before Requesting Millage Funds?					
PROJECT LOCATION INFORMATION					
Describe briefly in "Layman's Terms", a description of where the project is to be located (ie: in the northern most corner of the township just off of Smith Rd all the way down to the edge of Brown Lake about 2 miles from town): This Township Campground Enhancement Project is located on the Northern end of Beaver Island, in and near the harbor village area. The St James Campground is located approximately one mile from the harbor, on the North bluff of Beaver Island overlooking Garden Island. A paved bike/hiking path connects the campground to the heart of the harbor village.					
Property MUST BE Located on Municipality Owned Property: Parcel I.D. of Primary Parcel on Which Project Will be Located: 13221-003-00					
Additional Parcel I.D.(s):					
If Project is NOT Fully Located on Municipal Land(s), Please Explain Reason for Municipal Application:					

OVERVIEW OF PROJECT

Please Describe the Conceptual, Beneficial, and Community Related Aspects of the Project (Technical Details Addressed in Later Section):

As stated on the cover letter. St James Township seeks \$10,000.00 from the Charlevoix County Parks Millage for a Township Campground Enhancement Project to make essential improvements to the township's only campground. St James Township campground, located on the north shore of Beaver Island overlooking Garden Island, has seen many improvements recently, but needs several items to support the full implementation of an improved campground. In addition to township funds, in recent years, the township has received funding through this county millage and through the State of Michigan Recreation Passport grant funds to make essential core improvements at the site, including fire rings, picnic tables, additional sites, electrical power, a well and water spigot, and outdoor showers to name a few. There remains several smaller, but no less important, needs to fully meet the safety and implementation requirements of the campground. The Township Campground Enhancement Project includes the purchase and installation of the following necessities: nearly 1,000 feet of split rail fencing to delineate the edge of a 50ft bluff which has been undermined by erosion and safety signage reflecting such, an informational kiosk for campers and day use visitors, recycle bins for campers and day use visitors and an additional ADA accessible portable toilet. We have based our Township Campground Enhancement Project on needs identified by our Public Works Committee and in recognition of the concerns of our residents. In 2017 our Island community completed an extensive and thorough Master Plan process (Resilient Beaver Island) which solicited and received much community input on ideas to improve Beaver Island. More than 100 ideas were received and have been prioritized and further spelled out in the township Recreation Plan GOALS AND OBJECTIVES adopted in 2018: **GOALS**

- 1. Increase and improve accessibility to Lake Michigan, possibly Beaver Island's greatest and most distinct resource.
- 2. Maximize the recreational opportunities afforded by the township's existing assets and its natural resources.
- 3. Improve the marketability of the township's recreational assets to tourists and visitors.
- 4. Make the island's recreational assets more easily accessible to its own citizens.

Not only would Implementation of the Township Campground Enhancement Project greatly improve upon an already valuable township-owned recreational asset, but having an inexpensive, natural place to camp with restrooms and showers—all within walking distance of town—would be an attractive marketing device for tourists and visitors. This project would help fulfill goals 2 (maximizing and improving upon existing township resources) and 3 (improving the marketability of the township's recreational opportunities to visitors).

SCOPE OF PROJECT

Please describe in full detail, the complete physical scope of the project in its design, zoning/regulatory requirements, materials/construction needs, and all other similar aspects necessary for completion:

The Township Campground Enhancement Project is the implementation of safety and usage improvements to the township's only campground. A full-time township maintenance employee will implement the whole project. Once the project is approved, the clerk will order the items to be shipped to the Island as soon as feasible in the spring. These items will be assembled and installed by the township's mantenance personel. The goal is to have all improvements in place by Memorial Day Weekend, which traditionally marks the start of the tourism season. Other projects at the campground will be finished at this same time in the spring, to have the new improvements and expansions ready and presentable for the upcoming tourist season.

 DETAIL AND DESIGN INFORMATION
Have Professional Services Been Retained in the Design of Project: Yes
Have Professional Quotes Been Requested, Received and Included: Yes
If NO, Please Explain How the Municipality Has Come to Amount Requested:
Anti-in-tailer
Anticipated Start Date (MUST be this appropriation year): $05 / 02 / 22$ Anticipated End Date: $05 / 06 / 22$
Will Project Require Approval or Involvement from Agencies (D.N.R., D.E.Q., or Corp. of Engineers): No
If YES, has Initial Contact Been Made:
FUTURE REQUIREMENTS OF PROJECT
What is the Anticipated Financial Yearly "Up Keep" or Maintenance of Project: \$500.00
Where Will that Funding be Expected to Come From: St James Township General Fund
Are There Going to be Other Significant Funding Requirements for Project in the Future: Possibly
If YES, Please Describe: The township implemented a Master Plan in 2017 which includes long term improvements of its
recreation resources that is likely to include futher upgrades and additions to the townships's only
campground.
What Would be the Anticipated Means of Funding: Township General Fund, state and local funds, other grants.
The state and total land, other grants.
PROJECT SUBMISSION
Signature of Applying Entity's Designated Representative(s):
Printed Name of Representative(s):
(if this is a collaborative project, the below information and resolution(s) are required)
Signature of Applying Entity's Designated Representative(s):
Printed Name of Representative(s):

Application Completion Date: ____/___/



To: Charlevoix County Parks Millage 301 State St., Charlevoix, MI 49720

From: Paul Cole- Director-Beaver Island Chamber of Commerce

To: Whom It May Concern:

This letter is in support of St. James Township's application for the Charlevoix County Parks Millage Funding towards the St. James Township Campground. The Beaver Island Chamber of Commerce supports enhancement of our Island's parks and natural assets. Offering the public ADA accessible restrooms, fencing, an information kiosk, signage, trash and recycle bins for campers and visitors will significantly improve this wonderful campground. The visiting public will be able to hike, picnic, bird watch and enjoy this area for decades to come. The Beaver Island Chamber board has complete confidence in St. James Townships ability to improve this area and fully support funding for improving the St. James Township Campground.

If there are any additional questions or concerns, please feel free to contact my office at 231-448-2505.

Sincerely,

Paul Cole

Paul Cole Director Beaver Island Chamber of Commerce 231-448-2505 Chamber@beaverisland.org