

**Notice of Special Meeting**  
**St. James Township Planning Commission Meeting Agenda**

**Date: Tuesday, January 26, 2021 6:00PM**

**Place: Via Zoom**

**Due to the Coronavirus Outbreak, Members of the Public are invited and encouraged to attend the meeting by Zoom as follows:**

<https://zoom.us/j/93243562381?pwd=OWJoenVWWndnb2xwQXZqQ3Q2T1lZZz09>

Meeting ID: 932 4356 2381 Passcode: 709216

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## Agenda

I. Call to Order 6:02: On the Call:

Roll Call:

Marcy Dean (Beaver Island)

Bob Tidmore (Beaver Island)

Beth Crosswhite (Beaver Island)

Nathan Altman (Los Angeles,CA)

Paul Cole (Beaver Island)

Lori Taylor-Blitz (Escanaba, MI)

Dan Byers, St. James Planning Assistant (Grand Rapids, MI)

Kathleen McNamera, St. James Twp. Supervisor (Beaver Island)

Sheri Richards, Public Attendee (Beaver Island)

II. Approval of Minutes

Motion to approve or modify if necessary or approve the agenda made by Tidmore, 2<sup>nd</sup> by Cole

**Roll Call Vote:**

Bob Tidmore: Yes

Marcy Dean: Yes

Lori Taylor-Blitz: Yes

Nathan Altman: Yes

Paul Cole: Yes

Beth Crosswhite: Yes

III. Approval of Minutes of:

a. December 8, 2020

Tidmore noted the minutes should be very detailed.

Motion by Crosswhite to approve December 8, 2020 minutes, 2<sup>nd</sup> by Cole

**Roll Call Vote:**

Bob Tidmore: Yes

Marcy Dean: Yes

Lori Taylor-Blitz: Yes

Nathan Altman: Yes

Paul Cole: Yes

Beth Crosswhite: Yes

IV. New Business

- a. Discussion to fill chair position vacated by Patrick McGinnity. Paul Cole nominated Bob Tidmore to serve the SJPC as the Chair. Motion by Paul Cole to approve Bob Tidmore as St. James Planning Commission (SJPC) Chairperson. 2<sup>nd</sup> by Beth Crosswhite

**Roll Call Vote:**

Bob Tidmore: Yes

Marcy Dean: Yes

Lori Taylor-Blitz: Yes

Nathan Altman: Yes

Paul Cole: Yes

Beth Crosswhite: Yes

- b. Review Beaver Island Master Plan and discuss what is important to Planning Commission members.

**Dean** -open up the discussion inquiring if all members have if they have reviewed the Master Plan

**Cole** stated a desire work on a comprehensive plan for Economic Development and Capital Improvement. Other needs mentioned was housing needs. Aligning our zoning, food truck and recreational marijuana with our Master Plan.

**Altman** - Broadband

**Tidmore** -Affordable Housing, suggested a comparison with other adjacent counties. Perhaps reducing building requirements. Suggested making contact with the Charlevoix housing commission to interview for suggestions.

**Taylor-Blitz** asked about the collaboration between the two township commissions. Nathan Altman is fills the commissioner seat as a Peaine Twp resident allowed in the bylaws.

**McNamara** answered the question and \_\_\_\_\_ would be willing to meet with the commission and discuss ideas.

**Crosswhite** agreed housing is a priority. She would like to also to review AirBnB ordinances and to resolve the marijuana and food truck issues.

**Dean** noted short term priorities, food truck marijuana, capital economic housing, and added blight to the list. Noting all items would fall under an economic or capital development plan.

**Byers** agreed that all the items are priorities and asked the commission to define a goal list suggesting he would best be leveraged for the execution of the priorities.

**Tidmore** stated that Wade Trim Consulting will review the ordinances and align with the master plan and Beyers would be the contact person.

**McNamera** the Planning Commission should be acting independently of the township board. She referred to a planning and township guide (to be distributed to the commissioners following the meeting). Noting the township board is more of a legislative branch and the planning commission is an administrative piece. She also stated the commission should define the zoning appeal process. The SJPC is a separate entity that works together with the township. The Planning Commission should develop more strength over time and bring items to the township board for review to update the township policies. McNamera encouraged the group to take a class for planning commissioners through the Michigan Townships Association and will share a link for the secretary to share with the commissioners to attend the virtual classes. McNamera stated money is in the budget for commission development.

**Dean:** any other thought about long term /short term... none.

V. Discuss developing short- and long-term goals and priorities for Planning Commission.

**Cole** suggested breaking into smaller sub-groups to research and report back to the commission. For example: researching other communities zoning and planning processes to develop clear action results.

**Byers:** What things jumped out of the plan to him was to bring job and development to the island that the issues go hand in hand to work. He have an example of building up the infrastructure on the water trails and suggested huts at the point and launch sites creating an opportunity for island visitors to make a trip out of it. He remarked marketing would bring more people to the island. This is an example of a service that promotes tourism. Continuing about other fundamental elements the island offersa and what could we do to go out and market?

**Tidmore** stated the job of the commission is to make recommendations to the township board.

**Cole**, in addition to the recommendations are opportunities for the board to pursue funding, not necessarily ordinances.

**Altman**, our government body is a signal and choices are made to do the work, vote on concepts to get a ball moving in a direction and push forward with focus.

**Cole**, commented on housing and inviting the Charlevoix official over here would give the commission clear recommendations for ordinances and other recommendations.

**Crosswhite commented** on the need to deal with monthly issues when they come up. Suggested the committees should create a formatted report for the board.

**Public Comment:** Sheri Richards recommended the endeavor to go through the process making a 5-10 year Land Use Projection noting water is our best asset. She suggested a charette will help the board make decisions.

**Dean:** anything else?

**Byers** asked who constructed the plan

**Tidmore** replied the Master Plan was funded by the Office of the Great Lakes and the Master Plan must be updated every 5-years.

**Altman,** do we own the editable files of the document?

**Tidmore & McNamera stated** the township owns file.

**Byers,** in his last 20 years he has created 5,10, 20 year strategies and gave a summary of the processes and he was willing to take a topic and move forward of it.

**Tidmore** supported Byers plan.

**Cole** agreed

**Altman,** supported a plan of action to finish in 9-12 months as a plan and and asked to move forward and talk to Traverse City housing official in the near term. He asked for 3-4 concrete ideas for Wade Trim Consulting to correlate with the ordinances and then make a recommendation to the board.

**Dean** asked if that was a consensus.

**Cole,** would like to make a smaller subgroup and start looking to research capital improvement and economic development from other smaller communities and islands. Start a framework of a development plan.

**Dean** thought the suggestions are attainable. Comprehensive Economic Development Plan: Committee members: Cole, Dean, Taylor-Blitz  
Housing: Tidmore and Altman, Crosswhite. Byers will work between both committees.

**Altman,** noted appreciation for Byers role and how it will be beneficial.

**McNamera,** reminded ordinances need to be updated and with the updates the other goals will begin to align. She also reminded the group of the outstanding old business that needs resolved: marijuana and food truck.

**Altman,** asked what would be the deliverable?

**McNamera,** an ordinance is needed.

VI. Discuss and decide next steps for Wade Trim contract.

**McNamera** stated 11 months ago the township and commission met and discussed updating the documents. Wade Trim worked with Mackinac Island and did about the same work we were looking for. Currently, we are not sure if Peaine Twp is interested and the SJPC is trying to align/collaborate with their commissioners. Could we set up a joint commission meeting?

**Altman**, discussed setting up a meeting in the near future to introduce our strategies and navigate the language and what are the township concerns.

**Byers**, is the contract posted for the public?

**McNamara**, No, it is not because it has not been accepted yet. A copy will be shared with Byers.

**Cole**, moving forward could the chair reach back out to Peaine Township Supervisor , William Markey or Peaine Commissioner or Angel Welke to have a conversation next week?

**Tidmore**, agreed.

**Dean**- is the quote outdated?

**McNamara** believes it is still valid but will review the deadline.

**Dean**: Asked for updates on Marijuana & Food Truck, none offered. Could Byers do some research and give the commissioners an update for the next agenda

**Byers**- what do we want to accomplish?

**Crosswhite**, We did have a joint committee and were going through all the aspects and for industry, farming and store fronts. The group was moving along well, but the pandemic hit and we decided to post the legal rights last summer so the public would know what they could or could not do. The public input process and history was shared with Byers.

**McNamara** stated if we don't act the public could put something on the ballot and vote. It would be better to be proactive. Suggested reviewing Cedarville Michigan marijuana ordinance.

**Crosswhite** the Island initially said no, because we would automatically been categorized as yes community when the law legalized. This gives the island a chance to proactively plan for commerce.

**Tidmore**, asked Byers find some sample building ordinances for the next commission meeting.

**Cole**, would be helpful if we could find other ordinances for food trucks to create a template would be helpful.

**Altman**, stated it would be best to give preference to local owners vs large state / national organizations. Doing so would bolster the local economy and have a higher chance of reinvestment in other needed businesses on island.

- VII. Other items brought to or by the Planning Commission. - None
- VIII. Motion to call for Regular Meetings to be on the Tuesday before the first Wednesday of the month at 6 PM was made by Crosswhite and 2<sup>nd</sup> by Cole.

**Roll Call Vote:**

Bob Tidmore: Yes

Marcy Dean: Yes

Lori Taylor-Blitz: Yes

Nathan Altman: Yes

Paul Cole: Yes

Beth Crosswhite: Yes

IX. Correspondence - none

X. Public Comment

Cole thanked Dean for stepping up for this meeting and thanked Cole for accepting the chair vacancy.

XI. Adjournment @ 7:31 PM

Motion to adjourn by Tidmore and Seconded by Altman

**Roll Call Vote:**

Bob Tidmore: Yes

Marcy Dean: Yes

Lori Taylor-Blitz: Yes

Nathan Altman: Yes

Paul Cole: Yes

Beth Crosswhite: Yes

Next Regular Scheduled Meeting: Tuesday, February 7 @ 6 pm.

The agenda to include food truck and marijuana, project management tools.

Members of the Peaine Township Planning commission will be invited.

Draft minutes submitted by Lori Taylor-Blitz