

**St. James Township Planning Commission Special Meeting Minutes – Approved  
8/1/23 with one edit**

**Friday, July 7, 2023 10:00 am**

**Beaver Island Historical Society – Print Shop Museum Conference Area  
26275 Main Street, Beaver Island, MI 49782**

Called to Order: 10:00 am Mark Englesman Quorum established, Pledge of Allegiance

Roll Call of Commissioners: Present: Mark Englesman, Cynthia Pryor, Vic Van Deventer, Juli Runberg, Paul Cole, Beth Croswhite  
Absent: Lori Taylor Blitz – Excused

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

Additions to Agenda: Add to Old Business – Critical Dune Update, Discussion further work with Master Plan, ETIP

MOTION to approve Agenda with Additions by Van Deventer, 2<sup>nd</sup> Runberg  
All in Favor - APPROVED

MOTION to Approve 5/13/2023 Special Meeting Minutes by Cole 2<sup>nd</sup> Van Deventer  
All in Favor - APPROVED

**NEW BUSINESS:**

- a. S-1915 Cole Harbor District Zoning Permit – Revised Site/Development Plan  
After brief discussion and a few questions  
MOTION to Approve: Van Deventer 2<sup>nd</sup> Runberg All in Favor – APPROVED
- b. S-1906A Turner Zoning Permit – Revised  
After clarification of rules regarding addition of living quarters above garage and the use of shared facilities such as well, septic and driveway and building height requirements  
MOTION to Approve: Van Deventer 2<sup>nd</sup> Cole. All in Favor – APPROVED

**OLD BUSINESS:**

1. Critical Dune Update – Pryor  
Update from conversation with Bobbi Welke – Township Supervisor
  - a. Townships update to EGLE is due July 15<sup>th</sup>. St. James has one home construction still under review regarding permit paperwork. Hope to get an extension with EGLE
  - b. July 13, 2023 Township Board meeting will approve 2015 Critical Dune Ordinance set up at that time. Will required Township approval and proper Ordinance posting before effective.

- c. Need new Township Zoning Application form for Critical Dune – needs approval by EGLE
- d. Still working on Vegetation Assessment process flow with EGLE
- e. Township prepping for an Island wide Critical Dune Training for Staff, Contractors, Property Owners
- f. Township needs to form Zoning Board of Appeals – will need representation from Planning Commission – one commissioner.

## 2. Master Plan Further Work

Planning Commission made a Recommendation for Approval with Condition that requires the obtaining of the LIAA Document and making updates based on public comment. Pryor will meet with Krys Lyle of Peaine Township PC to color code all public comment on a form developed by Shelby Harris to show the amount of work required to update the Master Plan. Other comments from the Charlevoix County Planning Commission, photos and previous Master Plan Committee comments need to be vetted and included.

Planning Commission recommends no further payment to LIAA and the Joint Planning Commissions will determine how and who will work on the updates.

## 3. ETIPP – Croswhite

Two Department of Energy personnel met with 20 people at the Sustainability Fair to update and determine work going forward. D of E wants a joint Townships Board/Townships Planning Commission meeting to discuss possibilities.

Planning Commission recommends that Croswhite talk with Marcy Whitfield of Department of Energy to work with Township Supervisors to establish a public forum inviting both Planning Commissions.

CORRESPONDENCE: Pryor – None

PUBLIC and BOARD COMMENT:

Discussed meeting established for July 11<sup>th</sup> – may be required to go over Master Plan materials based on work efforts by both Planning Commissions. Englesman will cover with Chair Taylor-Blitz to determine need for meeting.

Pryor indicated that she will submit for meeting reimbursements quarterly as long as there is no objection. None heard.

MOTION to Adjourn by Cole, 2<sup>nd</sup> by Van Deventer. ADJOURNED: 10:40 am

NEXT MEETING: July 11, 2023 6:00 St. James Township Hall unless cancelled by Chair.