

## Beaver Island Zoning Ordinance Adoption – Project Overview

**Proposal:** To Amend the Peaine and St. James townships' Zoning Ordinances to create one codified Beaver Island Zoning Ordinance

### Joint Planning Commission Committee

The two Planning Commissions have selected two Commissioners from each Commission to formulate a Beaver Island Zoning Ordinance Committee. Along with township staff support and the Zoning Administrator, two alternates have been identified who will receive all project information and serve on Committee as needed.

### Beaver Island Zoning Ordinance Committee

William Markey – Peaine  
Krys Lyse – Peaine  
Vic Van Deventer – St. James  
Cynthia Pryor – St. James  
Shelby Harris – Township Staff Support  
Rick Speck – Zoning Administrator

Angel Welke – Peaine Alternate  
Beth Croswhite – St. James Alternate

### Methodology:

1. Develop a Request for Proposal (RFP) outlining the project
2. Obtain Approval of RFP and Budget from both Township Planning Commissions and Township Boards
3. Send RFP to Vendor List as approved by the Planning Commissions
4. Select Vendor for the Project
5. Hold Joint Planning Commission Meetings as necessary to update progress and obtain input
6. Develop Public Outreach Plan
  - Subject Matter Expert Input Interviews
  - Citizen Input Sessions by Zoning Category
  - Hold Public Forums as necessary to communicate direction and obtain input
7. Work with Consultant to develop a comprehensive draft of proposed Beaver Island Zoning Ordinance and Zoning Maps
8. Follow State of Michigan Enabling Act protocols to Adopt new Beaver Island Zoning Ordinance

### Timeline:

RFP Approval at next PC Meetings: Peaine – November 1<sup>st</sup>

St. James – November 7<sup>th</sup>

RFP to each Board for their meetings: Peaine – November 14<sup>th</sup>

St. James – November 8<sup>th</sup>

1. Send RFP for Bid: December 1, 2023
2. Receive bids back: January 31, 2024
3. Select Consultant: February 23, 2024
4. Put out for Public Comment: July 15, 2024
5. Public Hearing: September 15, 2024
6. Approval for Adoption: December 31, 2024
7. Publish: ASAP 2025

**Proposal Budget:** Assume \$10,000 per Township for all project costs

**Motion to Amend Zoning Ordinance**

It is the intent of the St. James Planning Commission to join with the Peaine Township Planning Commission to amend the current Zoning Ordinances of each township to formulate one codified Beaver Island Zoning Ordinance. A Request for Proposal will be developed with a budget request of \$10,000 for St. James Township share of a proposed \$20,000 budget.

Moved by: C. PRYOR      Second by: B. E. RESWHITE

In favor: ALL      Opposed  
ROLLCALL  
 Approved       Denied

Date: 11-7-2023

Signed by: Lori Taylor-Blitz  
Lori-Taylor-Blitz  
Chair – St. James Planning Commission

To: St. James Township Board of Trustees for Approval      Date: 11-7-2023

By: CW Pryor  
Cynthia Pryor  
Recording Secretary – St. James Planning Commission

ROLL CALL  
LORI Y  
MARK Y  
BETH Y  
PAUL ✓  
JULI Y  
VIC Y  
Cynthia Y