

## St. James Township Planning Commission Meeting Minutes

Date: December 5, 2023 6:00 pm

Print Shop Museum Conference Room

Meeting called to order: 6:00 pm by Taylor-Blitz Quorum established, Pledge of Allegiance

Roll Call of Commissioners: Present: Lori Taylor-Blitz, Mark Englesman, Beth Croswhite,

Juli Runberg, Paul Cole, Vic Van Deventer, Cynthia Pryor

Also present: Shelby Harris, Rick Speck, Bobbi Welke

**MOTION** to approve Agenda by: Van Deventer 2<sup>nd</sup>: Croswhite

All in favor: **Approved**

**MOTION** to Approve Minutes for November 7, 2023 by: Englesman 2<sup>nd</sup>: Van Deventer

All in favor: **Approved**

### NEW BUSINESS:

#### 1. Planning Forum – Charlevoix County (deferred to 2<sup>nd</sup> item)

Croswhite attended the Planning Forum in person and attended the break out session for the Master Plan. She also provided an overview of the two plenary sessions: Renewable Energy and Inland Lake and Streams. Pryor and Van Deventer attended via zoom and provided comments.

#### 2. Planning Commission Downsized to Five Members

Township Supervisor Bobbi Welke explained process and new Ordinance for Five Members Approved by Township Board and effective November 7<sup>th</sup>.

Juli Runberg had submitted a letter of resignation. Beth Croswhite's term limits were up 12-20-2023. She was notified term limits expired. **MOTION** to accept Runberg resignation by: Van Deventer 2<sup>nd</sup> by: Englesman. All in Favor: **Approved**.

Croswhite expressed disappointment but said she would continue to assist the Joint Planning Commission effort to amend the Zoning Ordinance. She also would like to continue work with ETIPP. Harris and Welke will figure out a way for Croswhite to participate as ETIPP required a member of the Planning Commission to represent the Township. Croswhite would like to continue to come to Joint Commission meetings and assist where able. Beth and Julie will continue to update the Commission if possible.

#### 3. Annual Report Review and Discussion;

Pryor walked group through the report and Croswhite noted that the Planning Forum talked about the Annual Report and it should contain, besides budget and attendance, all accomplishments and recommendations to the Township Board. Commissioners discussed work like the Capital Improvement Plan and an Economic Development Plan. All noted that the Strategic Plan required

input from both the Planning Commission and the Township Board. Pryor indicated she would like input from the following to complete the Annual Report.

- Croswhite and Runberg – Update on ETIPP for the report
- Zoning Issues from Rick Speck – Priority Items for Board/Commissioner attention

Pryor will update Annual Report and have it ready for approval at January 2, 2024 meeting.

4. **Review of 2024 Meeting Dates.** All dates approved except for July 2<sup>nd</sup> meeting which will take Place July 9<sup>th</sup> instead. **MOTION** to approve by: Englesman 2<sup>nd</sup>: Van Deventer. All in Favor **Approved.**
5. **Stipend Approval** of \$405 for Van Deventer, Croswhite and Pryor – Joint Planning Commission Committee for Zoning Ordinance Amendment. **MOTION** by: Cole 2<sup>nd</sup>: Runberg All in Favor **Approved.**
6. **Election of Officers:**

**Chair:** Motion by Englesman nominating **Lori Taylor-Blitz** 2<sup>nd</sup> by Van D eventer All in Favor: 6 Abstain:1 **Approved**

**Vice Chair:** Motion by Taylor-Blitz nominating **Mark Englesman** 2<sup>nd</sup> by: Vic Vandeventer All in Favor:6 Abstain: 1 **Approved**

**Recording Secretary:** Motion by Taylor-Blitz nominating **Cynthia Pryor** 2<sup>nd</sup> by: Runberg All in Favor Abstain:1 **Approved**

#### **OLD BUSINESS:**

1. **Zoning Ordinance Update:** Pryor noted that the Peaine Township Board had tabled their approval of the project pending more review by Peaine Township Board. Cole indicated he would contact the Peaine Supervisor and ex-officio looking for their support. Next Peaine Board meeting December 12.

**CORRESPONDENCE:** None but Pryor would need copy of Runberg resignation letter

**PUBLIC COMMENT:** None

**MEETING DATE:** Next meeting will be **January 2, 2024 at the Print Shop Museum Conference Room at 6:00 pm.**

**MOTION** to Adjourn by: Runberg 2<sup>nd</sup>: Croswhite All in Favor. **Meeting adjourned 7:15 pm**