

**St. James Township Meeting Planning Commission**  
**February 1, 2022 6:00PM**  
**St. James Township Hall**  
**37735 Michigan Avenue – Beaver Island, MI 49782**

**Minutes:**

- I. Call to Order, quorum established, Pledge of Allegiance - The meeting was called to order at 6:00 PM and the Pledge of Allegiance was recited.  
Commissioners present: Marcy Dean, Paul Cole, Mark Engelsman, Lori Taylor-Blitz. Absent: Beth Croswhite, Bob Tidmore, Nathan Altman  
Others: Rick Speck, Nathan Altman, Kevin McDonough, Shelby Harris
- II. Review, Modify and Approve Agenda – Motion made to accept agenda with addition of food truck update by Paul Cole, 2<sup>nd</sup> by Mark Engelsman, motion approved.
- III. Approval of January 11, 2022 Minutes - Motion made to accept minutes as written by Mark Engelsman, 2<sup>nd</sup> by Paul Cole, motion approved.
- IV. New Business
  1. Zoning administer report
    - a. Application S-1886 French was presented to the Commissioners. Rick Speck gave an overview of the permit submitted. Project meets all zoning requirements. A motion to recommend approval was made by Mark Engelsman noting north porch will be modified from the drawing and the addition will be no taller than the original building. 2<sup>nd</sup> by Marcy Dean. Motion approved.
    - b. Commissioners reviewed summary of 2021 planning commission accomplishments. Rick Speck will turn in summary of zoning permits with year end summary moving forward. Motion to approve 2021 summary and send to Township Board for approval made by Mark Engelsman, 2<sup>nd</sup> by Marcy Dean.
    - c. Commissioners discussed 2022 planning commission goals. First priority is Master plan update and RFP has been written to solicit proposals. Commission discussed need for capital improvement plan and how BIA has taken on issue of long-term housing. Planning commission should support housing efforts as this was part of commission priorities previously. Another priority is the need to update ordinances once master plan is updated. This includes housing ordinances to allow for different types of housing i.e. tiny houses or multiple house dwellings. This also goes for food trucks so we can address any food truck issues in the future. Another priority is the need for an economic development plan. Commission also discussed need for certain projects that would make township eligible for grants in the future. Without some background plans such as an economic development plan the township cannot apply for some grants. Marcy brought up the end date on the

master plan is actually June 8<sup>th</sup> per the date on the plan. Should be noted for grant application purposes in the event a grantor sees the master plan as expired after June 8<sup>th</sup>. Paul brought up an idea to have Shelby research what the basic requirements of grants so we know what funding streams are out there and what's required for structural documents so we can look at developing them in the future. Lori suggested adding zoning ordinance changes to the monthly agenda.

- V. Old Business
  - i. Planning commission reviewed master plan RFP and Paul Cole made a motion to approve sending the RFP onto the Township Board for approval. Marcy Dean 2<sup>nd</sup> the motion. Motion approved.
  - ii. Planning commission reviewed SJTPC bylaws. Bylaws clearly reviewed attendance in the bylaws. Moving forward commissioners should communicate to recording secretary if they're not going to be at the meeting. If there isn't any communication missed meeting isn't unexcused. Motion to approve bylaws and send to Township Board for approval made by Marcy Dean. 2<sup>nd</sup> by Mark Engelsman. Motion approved.
- VI. Board member and public comment – no public comment
- VII. Correspondence – no correspondence
- VIII. Adjournment 7:00pm – Next Meeting March 1, 2022 @6 pm