

**PRESQUE ISLE TOWNSHIP
ZONING BOARD OF APPEALS
QUARTERLY MEETING
Held January 3, 2017**

Call to order: The special meeting was called to order at 7:00 pm. by the Vice Chairman, C. Winters.

The Pledge of Allegiance was recited.

Roll Call: Members present; C. Winters, B. Fay, F. Walker, B. Hellmuth, J. Bidwell and alternate S. Lang.

Approval of Agenda: C. Winters requested the addition of “**2017 Meeting Dates & Times**” and “**Tools for ZBA Members**” under **New Business**. B. Fay moved to approve the agenda with the requested additions. Supported by; J. Bidwell. All ayes; so moved.

Approval of Minutes (October 4, 2016): J. Bidwell moved to approve the minutes as written. Supported by; F. Walker. All ayes; so moved.

Comments from Audience: No Comments.

Correspondence: B. Hellmuth stated that there is a dark sky ordinance in effect for Presque Isle Township (PITWP) and asked if Lafarge needs to participate in the ordinance. P. Budnik stated that he was not sure and has never had anyone mention it to him. He advised they are a business and they do operate in the evenings and need light for the safety of their workers. S. Lang advised that he was not sure if they were exempt from the ordinance. P. Budnik suggested adding the topic for discussion to the next ZBA meeting agenda to allow time to gather information.

Reports

- **TWP Board (B. Hellmuth):** B. Hellmuth advised that they had a special meeting to approve the purchase of \$30,000.00 for a fire truck and advised that the #2 Fire Department (#2 FD) has been given a truck. He advised that the BOT has been working on an operating budget for the #2 FD. He advised that the BOT had appointed new members to the Planning Commission (PC) and reappointed B. Fay to the ZBA. He also mentioned that if there are any openings to the ZBA Board that P. Hart is still interested in being on the board.
- **Zoning Administrator (P. Budnik):** A written report was provided. P. Budnik advised that he had issued a land use permit on Lake St. He also advised that the Planning Commission reviewed a site plan by an applicant wanting to construct a pole barn and approved the site plan contingent on the applicant providing a certificate of trust that allows the applicant to build on the property.
- **Planning Commission (F. Walker):** F. Walker advised that they had elected officers and they are as follows: H. Welsh, Chair, T. Guyer, Vice Chair and T. Ludwig, Secretary. She also advised that they have sent the sign ordinance over to the BOT for approval and adoption. B. Hellmuth asked if the TWP has the sign ordinance handbook and suggested that the TWP should purchase one for \$30.00.

Unfinished Business

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New Business

- **Election of Officers:** C. Winters opened the floor for nominations for the Chair position. F. Walker nominated C. Winters as the Chair. No other nominations were cast. B. Hellmuth moved that nominations be closed and to approve C. Winters as the Chair. Supported by; B. Fay. All ayes; so moved. C. Winters asked for nominations for the Vice Chair. B. Hellmuth nominated J. Bidwell as the Vice Chair. No other nominations were cast. B. Hellmuth moved that nominations be closed and to approve J. Bidwell as Vice Chair. Supported by; B. Fay. All ayes; so moved. C. Winters asked for nominations for the Secretary. B. Hellmuth nominated B. Fay to remain as Secretary. No other nominations were cast. F. Walker moved that nominations be closed and to approve B. Fay as the secretary. Supported by; J. Bidwell. All ayes; so moved. B. Hellmuth requested that S. Lang should send over the information that he used for the finding of fact to C. Winters. S. Lang agreed that he would pass along the information to C. Winters.
- **2017 Meeting Dates & Times:** C. Winters advised the board of the scheduled meeting dates for 2017. They are as follows: Tuesday, April 4, 2017 @ 7:00 pm, Wednesday, July 5, 2017 @ 7:00 pm and Tuesday, October 3, 2017 @ 7:00 pm. B. Hellmuth moved to approve the 2017 meeting dates and times and to include the Wednesday, January 3, 2018 meeting at 7:00 pm. Supported by; J. Bidwell. All ayes; so moved.
- **Tools for ZBA Members:** C. Winters advised that he would like to see all members of the board have the updated resource information. To include; The Zoning Ordinance and any helpful ZBA handbooks. B. Hellmuth stated that it is a good thing to always be up to date on training and the ordinances to continue our education process.

Additional Information: B. Hellmuth suggested that when there is nothing on the agenda, that it would be a good thing to go over the ordinance a section at a time to allow everyone on the board to work together learning everything in the ordinance, so everyone is on the same page. B. Hellmuth also brought up the costs for having a special meeting and stated that the \$250.00 is the charge for the meeting and wanted to know what the costs were. S. Lang & P. Budnik advised that the fees should be looked at. They suggested that B. Hellmuth bring this to the BOT attention. The board also discussed the options on having additional members on the ZBA. S. Lang stated that there is a complete board at this time. However, the board agreed that there is always room for alternates.

Adjournment: With no further business to discuss; the meeting was adjourned at 8:00 pm.

Meeting Reminder: The ZBA will meet on Tuesday, April 4, 2017 @ 7:00 pm. for their regular quarterly meeting.

Respectfully submitted; Kimberly S. Bedard, Administrative Assistant

**PRESQUE ISLE TOWNSHIP
ZONING BOARD OF APPEALS
QUARTERLY MEETING
Held April 4, 2017**

Call to order: The meeting was called to order at 7:00 pm. by the Vice Chairman, J. Bidwell.

The Pledge of Allegiance was recited.

Roll Call: Members present; J. Bidwell, B. Fay & B. Hellmuth. Members absent with excuse: C. Winters, F. Walker. Alternate S. Lang was also absent.

Approval of Agenda: B. Hellmuth moved to approve the agenda as written. Supported by; B. Fay. All ayes; motion passed.

Approval of Minutes (January 3, 2017): B. Hellmuth moved to approve the minutes as written. Supported by; B. Fay. All ayes; motion passed.

Comments from Audience: No Comments.

Correspondence: None.

Reports

- **TWP Board (B. Hellmuth):** A written report was provided. B. Hellmuth advised that there will be a Budget Workshop held on Thursday, April 6th at 4:00 pm. The ZBA board members also discussed the Lot Split procedures. *(Please see report attached).*
- **Zoning Administrator (P. Budnik):** A written report was provided. P. Budnik advised that he had received an application and payment for a special variance meeting. B. Hellmuth moved to approve the special variance meeting for April 26, 2017 at 7:00 pm. Supported by; B. Fay. All ayes; so moved. *(Please see report attached).*
- **Planning Commission (F. Walker):** A written report was not provided. K. Bedard and P. Budnik advised the members that they had discussed eliminating 3 meetings per year and unexcused absences.

Unfinished Business

- **Variance (Special Meeting Costs):** Board members discussed the current fees and suggested that the fees be increased. B. Hellmuth moved to recommend approval from the Board of Trustees to increase the fee of the quarterly meeting to \$75.00 from \$50.00. Supported by; B. Fay. A roll call vote was taken. All ayes; motion passed. B. Fay moved to recommend approval from the Board of Trustees to charge \$250.00 for a special meeting plus the cost of \$590.00 for the ZBA members (subject to reimbursement according to members that are present for special meeting) for a total of: \$840.00. Supported by; B. Hellmuth. A roll call vote was taken. All ayes; motion passed. Members also discussed mileage reimbursement. B. Fay moved to approve recommendation to the Board of Trustees that ZBA members will not be reimbursed for mileage traveling to a site regarding a variance and that it is part of the members pay for that meeting. Supported by; B. Hellmuth. A roll call vote was taken. All ayes; motion passed.
- **Updated Ordinance (January 18, 2017):** Board members were given the updated zoning ordinance as well as copies of all the stand alone ordinances.

New Business

- **Zoning Ordinance Review:** Board members reviewed and discussed Article 26 (Administration and Enforcement). All sections were discussed in Article 26.

Adjournment: With no further business to discuss; the meeting was adjourned at 9:00 pm.

Meeting Reminder: The ZBA will meet again on Wednesday, April 26, 2017 at 7:00 pm for a Special Variance Meeting and on Wednesday, July 5, 2017 @ 7:00 pm. for their regular quarterly meeting.

Respectfully submitted; Kimberly S. Bedard, Administrative Assistant

Hellmuth's Liason Report to ZBA

4/14/17

1/9/17 -Approval of sign ordinance as recommended by Planning Commission following public hearing in December.

- Charter Internet gave broad band server results to the Board.
- Twp. Hall switching to Charter Internet due to sporadic service by current provider.
- Discussion of possible new sign and traffic study.
- Zoning Administrator reported on Quarry lighting.
- Clerk to see what the Road Commission requires for traffic studies.

2/13/17 -Fire Board getting equipment and volunteers for the new Fire Department #2.

- Add public comments to end of meeting as well as beginning.
- Weather closure at Twp. Hall, hourly employee will be paid.
- Invoices to be paid on 2nd and 4th Mondays.
- Budget Workshop scheduled for Thursday, 3/9/17 @ 4 p.m.
- Zoning Admin. reports meeting with LaFarge and was given a tour. 50% of lights now LED and shielded downward.
- Clerk reported that Road Commission will arrange traffic study to possibly reduce speed limits at Birch Hill, Portage Store, and Highland Pines (no shoulder area).
- Corrective Action Plan adopted for accounting practices.

3/9/17 -Board Public work session on '17 budget.

3/13/17 -Fire Board continues equipping Fire Dept. #2.

- Policy for closing Twp. Office if schools close.
- Job descriptions for Twp. Employees on file in Clerk's office.
- Office needs to change computer programs to state recommended program for easier tax Info reporting (expensive change).
- Accts. payable procedure adopted by Board.
- Approved lot splits on Parallel Ave.
- Approved plan to remodel Treasure's office to permit seating for 2 visitors.

Next Twp. Meetings are Thursday, 4/6/17 @ 4 p.m. (budget workshop) and 4/10/17 @ 7p.m (reg. meeting)

Anything I missed Jennifer? She is at most Board meetings.



Zoning Board of Appeals Report

April 3, 2017

From Zoning Administrator

Land Use Permits in 2017 - 2

March 9, 2017

- 1) Answered email questions
- 2) Prepared diagram of lot line adjustments on Parallel Ave.
- 3) Drafted letter to owner of house on Parallel Ave that was in consideration of Blight violation. (In review by PC Chairman prior to issuance)
- 4) Assisted property owner in PIHA with ownership question about adjacent lot.
- 5) Answered contractor's question for setbacks on Long Lake for a remodel project this spring.

March 16, 2017

- 1) Sent out letter to Parallel Ave property owner regarding appearance of exterior and gave recommendations to remedy as per PC directive.
- 2) Performed investigate search for a 1997 Land Use Permit at the request of realtor who had a client concerned about the history of a property.
- 3) Notified property owners of the protocol to be followed post approval of their property line adjustment by the B.O.T.

March 23, 2017

- 1) Assisted property owner with preparation for a future variance request and application for a Site Plan Review to the PC.
- 2) Assisted property owner who inquired about requirements to establish another residence on his 21 acres (needs to be split) and what size

**PRESQUE ISLE TOWNSHIP
ZONING BOARD OF APPEALS
SPECIAL VARIANCE MEETING
PUBLIC HEARING
Held May 5, 2017**

Call to order: The meeting was called to order at 5:00 pm. by the Vice Chairman, J. Bidwell.

The Pledge of Allegiance was recited.

Roll Call: Members present; J. Bidwell, B. Fay, F. Walker, B. Hellmuth & Alternate; S. Lang. Chairman, C. Winters – Absent.

Approval of Agenda: B. Hellmuth moved to approve the agenda as written. Supported by; S. Lang. All ayes; motion passed.

Public Hearing Opened @ 5:04 pm.

Beeson – Variance: P. Budnik advised that the applicants are requesting a variance to allow an addition to their non-conforming home. They are requesting to reduce the front south setback from 26.5 ft. to 23.5 ft. and to the North the setback would go from 30.5 ft. to 35 ft. The board members questioned if there was a hardship or practical difficulty. The applicants advised that the home is set at an angle to the lake and there is a home that sits at the edge of the lake to the north of them that obstructs their view of the lake. Board members discussed their concerns regarding the ordinance and non-conforming homes and also the options of an addition of the north side of the home.

Public Hearing Closed @ 5:40 pm.

Beeson Variance – Board Decision: The board members discussed the request and determined that they had found no practical difficulty that would justify a variance. The board also determined that granting the request would result in the expansion of a non-conforming structure, in violation of the zoning ordinance. S. Lang moved to deny the variance request; with the exception to allow the requested addition to the north side of the home. Supported by; B. Hellmuth. All ayes; motion passed.

Adjournment: The special meeting was adjourned at 5:45 pm.

Meeting Reminder: The ZBA will meet again on Wednesday, July 5, 2017 @ 7:00 pm. for their regular quarterly meeting.

Respectfully submitted; Kimberly S. Bedard, Administrative Assistant

**PRESQUE ISLE TOWNSHIP
ZONING BOARD OF APPEALS
SPECIAL VARIANCE MEETING
PUBLIC HEARING
Held June 27, 2017**

Call to order: The meeting was called to order at 7:00 pm. by the Chairman, C. Winters.

The Pledge of Allegiance was recited.

Roll Call: Members present; C. Winters, J. Bidwell, B. Fay, F. Walker & B. Hellmuth.

Approval of Agenda: B. Hellmuth moved to approve the agenda as written. Seconded by; J. Bidwell. All ayes; motion passed.

Public Hearing Opened @ 7:02 pm.

Armstrong – Variance Request: P. Budnik advised that the applicant has requested the construction of a roof with a 4-12 pitch to cover her existing deck. The deck is 39' x 11' 9". The requested roof will overhang the deck by one (1) foot. Ms. Armstrong advised that she has lost several trees in her yard that had provided shade. She advised that she has no shade from the sun and cannot sit on her deck. She advised that it is a hardship for her because of health issues; pertaining to sun exposure. Several questions were asked by the board members regarding other options the applicant had looked into and the non-conformity of the deck. Ms. Armstrong submitted several letters of support; from her surrounding neighbors. M. Lamble stated that because she is not changing the use of the deck; that she should not need a variance. C. Murray stated that she was in support of the roof construction and had no objections.

Public Hearing Closed @ 7:41 pm.

Armstrong Variance Request – Board Decision: The board members agreed that the roof construction will not add non-conformity to an existing non-conforming structure. J. Bidwell moved to approve the roof and overhang request as submitted. Seconded by; B. Fay. B. Hellmuth mentioned that the diagrams that were presented; were very well done. A roll call vote was taken. All ayes; motion passed.

Adjournment: The special meeting was adjourned at 7:49 pm.

Meeting Reminder: The ZBA will meet again on Wednesday, July 5, 2017 @ 7:00 pm. for their regular quarterly meeting.

Respectfully submitted; Kimberly S. Bedard, Administrative Assistant

**PRESQUE ISLE TOWNSHIP
ZONING BOARD OF APPEALS
QUARTERLY MEETING
Held July 5, 2017**

Call to order: The meeting was called to order at 7:00 pm. by the Chairman: C. Winters.

The Pledge of Allegiance was recited.

Roll Call: Members present: C. Winters, J. Bidwell, B. Fay, F. Walker and B. Hellmuth. The alternate, S. Lang, was not present.

Approval of Agenda: J. Bidwell requested the addition of “**Minimizing the cost of special meetings**” to **Unfinished Business**. B. Hellmuth requested the addition of “**Protocol for visiting sites**” and “**Ordinance Review**” to **New Business**. B. Hellmuth moved to approve the agenda with the additions. Seconded by: F. Walker. All ayes; motion carried.

Approval of Minutes (April 4, 2017): B. Hellmuth moved to approve the minutes as written. Seconded by: B. Fay. 3 ayes; 2 abstentions; motion carried.

Approval of Special Meeting Minutes (May 5, 2017): B. Hellmuth moved to approve the minutes as written. Seconded by: F. Walker. 4 ayes; 1 abstention; motion carried.

Approval of Special Meeting Minutes (June 27, 2017): B. Hellmuth moved to approve the minutes as written. Seconded by: J. Bidwell. All ayes; motion carried.

Comments from Audience: No Comments.

Correspondence: None.

Reports

- **TWP Board (B. Hellmuth):** A written report was provided. B. Hellmuth went over his report with the board members. *(Please see report attached).*
- **Zoning Administrator (P. Budnik):** A written report was provided. P. Budnik went over his report with the board members. Several questions were asked by board members regarding different ordinances. *(Please see report attached).*
- **Planning Commission (F. Walker):** A written report was provided. *(Please see attached).*

Unfinished Business

- **ZBA Meeting Schedule:** Discussion was made by the board members to determine the change of their meeting months. B. Hellmuth moved to adjust their current meeting schedule from quarterly to January, May, July and September; with the next meeting to take place on September 6, 2017 at 7:00 pm. instead of the October 3rd meeting. Seconded by: J. Bidwell. Board members discussed the clarification that there will be no October meeting and the new meeting schedule will start in September 2017. With no further discussion, the chairman called for a vote. All ayes; motion carried.
- **Minimizing the cost of a Special Meeting:** J. Bidwell suggested running a special meeting with only 3 members, to lower the cost of a special meeting. Discussion was made by the board members. J. Bidwell moved to recommend approval from the Board of Trustees to have the alternate attend scheduled meetings and not a special meeting, to help lower the cost of a special

meeting. Seconded by; B. Hellmuth. Discussion by the members was made regarding clarification of the motion; and that the alternate could be called if needed for a special meeting and that a meeting can be held with a 3 member quorum. With no further discussion the chairman called for a vote. All ayes; motion carried.

New Business

- **Protocol for visiting sites:** Discussion was made by board members regarding the protocol for visiting sites. Board members agreed that you should knock on the door and introduce yourself, and explain why you are there. L. Fields advised that the ID Badges that will be issued will help for recognition.
- **Ordinance Review:** Board members agreed that they had gone over several different areas of the ordinance throughout the meeting. B. Hellmuth suggested that Article 23 – Sign Regulations be added for review to the September 6, 2017 meeting agenda.

Adjournment: With no further business to discuss; the meeting was adjourned at 8:40 pm.

Meeting Reminder: The ZBA will meet again on Wednesday, September 6, 2017 at 7:00 pm for their regular scheduled meeting.

Respectfully submitted; Kimberly S. Bedard, Administrative Assistant

ZBA Bd of Trustees/Liason Report 7/5/17 (B. Hellmuth)

Specific to ZBA:

- A. New fee schedule enacted effective 7/1/17
 - 1 Reg. scheduled mtg. - \$150 +any extra professional fees required by Bd.
 - 1. Special called mtg.- \$800 + any required extra fees. (If more than one applicant fee, they split, if less than full Bd. reimbursed for absent Bd. member's fee.)
- B. Pay per mtg. (all boards) enacted effective 7/1/17
 - 1. Chairperson \$125
 - 2. Reg. members & alt. \$90 each
 - 3. Zoning Adm. \$50
 - 4. Ad. Assist. (Rec. sec.) \$25
- C. Per Bd. direction: Look at meeting schedule. Instead of quarterly, meet at times when most construction variances are needed.
- D. Other:
 - 1. Consider By-Laws as Planning Comm.
 - 2. ID badges coming for all Twp. Officials.

April:

- \$5,000 grand for P.I. fire equipment
- Pl. Comm. to review eliminating some winter mtgs.
- Parks & Rec. new members Schatz & Kaufmann
- Fire Bd. mtgs. Moved to fire hall
- Twp. Hall closed if Rogers City or Alpena schools close for weather
- Switch to BSA software to match county & state programs
- Continue to purchase equipment for P.I. fire department

May:

- P.I. Fire Dept. open house in late June
- Lot split approved between 2 adjacent lots
- Lot split approved from 4 lots to 3
- Purchase new merchandise for gift shop
- Plan. Comm. Revised By-Laws, re: absences
- Bd. approval of reclamation charter group and recommendations
- Pay for all bds. to be equitable 125/90. This includes mileage for site visits
- Approval of 2017/2018 budget

June:

- report from P.I. historian Jeni Matuszak on lighthouse museums
- Lot split approved, 3 lots to become 2. 20' to 1, remainder to other
- I.D. badges to be made for all twp. Officials
- Old lib. Restricted funds to be reallocated to new tsp. park across the street
- Assessor Clarkston Most retiring. Hire Trevor Most as replacement
- Grand search underway to restore old lighthouse tower
- P.I. Fire Dept. open house Sat., 6/24/17
- Reclamation Comm. looking for community advisory group (insert in tax bills)
- Twp .exercised right-of-refusal for 25 undeveloped lots in Association
- Recycle of household waste 9/8/17 (3-7) at Rogers City transfer station, first come, first served.

Next mtg. Monday, 7/10/17 @ 7 p.m.

Zoning Board Of Appeals Report

July 5, 2017

From Zoning Administrator

Land Use Permits in June -8 Land Use Permits in 2017- 24

June 1, 2017

- 1) Received a 42 minute call from a resident objecting to a notice he received about a 40' x 60' accessory building (Dege).
- 2) Issued a Land Use Permit (LUP) for a 14' x 20' deck.
- 3) Issued a LUP for an accessory building in PIHA.

June 6, 2017

- 1) Issued a LUP for an accessory building as per an approved Site Plan Review.
- 2) Issued a LUP for top soil / fill
- 3) Walk-in resident inquired about requirements to erect an accessory building that is located in two (2) townships—Presque Isle & Krakow.
- 4) Drafted a Special Variance Report for a roof over an existing deck.

June 8, 2017

- 1) Resident on US23 called to complain about LaFarge “blasting”

June 13, 2017

- 1) Issued LUP for new construction of a house on Bay Shore Drive.
- 2) Answered callers question about a deck – Grand Lake.
- 3) Issued LUP for a 12' x 20' deck.
- 4) Answered caller's questions for setbacks for a covered porch.
- 5) Issued a LUP for a camp off Grand Lake Rd.

June 15, 2017

- 1) Issued LUP for 8' x 42' deck on Grand Lake.

- 2) Issued a LUP for a 12'x 16' deck on Grand Lk.
- 3) Issued a LUP for a wrap-around deck near Portage Store.

June 20, 2017

- 1) Assisted walk-in with questions about PIHA.
- 2) Assisted caller with setback questions about a shed on Grand Island.
- 3) Returned call on message received about solar farm requirements.
- 4) Received email from Lafarge Plant Mgr. (Allen Idalski) answering my email concerning "tremors" felt by residents. Military exercises over Lake Huron were the cause. No new activities at Lafarge.

June 22, 2017

- 1) Assisted walk-in resident with lot split info.
- 2) Walk-in customer asking about "Adopt-a-Highway" info.
- 3) Received a Blight complaint about cars. Called owner and it is resolved.

June 27, 2017

- 1) Sent a letter of notice to resident for violation of ordinance (docks over property lines).

June 19, 2017

- 1) Issued two LUPs - fill for a patio and as per Special Variance.
- 2) Assisted prospective business buyer of setbacks, ROW and acreage.

Submitted by,

Philip R. Budnik /s/

Planning Commission Report

July 5, 2017

May Meeting

2 Site Plan Approval, 1 special permit approved.

Discussed Mileage reimbursement. Board eliminated mileage reimbursement for site visits. Only for seminars and training.

Suggestion was made that site plans application form have a copy of the requirements included.

Discussed PC member absenteeism. If a member is absent more than 3 meetings in a 12 month period a conference will be held with the township Supervisor and PC chairman.

The board discussed deletion the Dec., Feb. and March meeting unless needed. BOT approved.

June Meeting

3 site plan approval.

July Meeting

No business.

Submitted,

Faye Walker

**PRESQUE ISLE TOWNSHIP
ZONING BOARD OF APPEALS
REGULAR MEETING
Held September 6, 2017**

Call to order: The meeting was called to order at 7:00 pm. by the Chairman: C. Winters.

The Pledge of Allegiance was recited.

Roll Call: Members present: C. Winters, J. Bidwell, B. Fay, F. Walker and B. Hellmuth. The alternate, S. Lang, was not present.

Approval of Agenda: B. Hellmuth requested the addition of “**Bylaws**” to **Unfinished Business**. B. Hellmuth moved to approve the agenda with the addition. Seconded by: J. Bidwell. All ayes; motion carried.

Approval of Minutes (July 5, 2017): B. Hellmuth moved to approve the minutes as written. Seconded by: F. Walker. All ayes; motion carried.

Comments from Audience: L. Fields advised that ID Badges are ready to be obtained at the Presque Isle County Clerk’s office.

Correspondence: None.

Reports

- **TWP Board (B. Hellmuth):** A written report was provided. B. Hellmuth gave a brief synopsis of his report. *(Please see report attached)*.
- **Zoning Administrator (P. Budnik):** A written report was provided. P. Budnik gave a brief synopsis of his report. *(Please see report attached)*.
- **Planning Commission (F. Walker):** A written report was provided. F. Walker gave a brief synopsis of her report. *(Please see attached)*.

Unfinished Business

- **Bylaws:** Members discussed the options of creating bylaws. B. Fay located a copy of the bylaws from 2007. Copies were given to all members for review.

New Business

- **Article 23 – SIGN REGULATIONS (Review):** Members went over the ordinance together to help with understanding all items that are in the ordinance.

Additional Information: B. Hellmuth suggested the addition of “**Bylaws**” to **Unfinished Business**, for the January 2018 meeting agenda. J. Bidwell suggested the addition of “**Article 27 – Non-Conforming Uses**” to **New Business** for the January 2018 meeting agenda.

Adjournment: With no further business to discuss; the meeting was adjourned at 8:57 pm.

Meeting Reminder: The ZBA will meet again on Wednesday, January 3, 2018 at 7:00 pm for their regular scheduled meeting.

Respectfully submitted; Kimberly S. Bedard, Administrative Assistant

Liason Report for ZBA 9/6/17 – Hellmuth

Since our 7/6/17 meeting:

Reg. Bd. Of Trustees mtg. 7/10/17

- Gift shop @ new lighthouse has done well so re-orders of inventory were necessary.
- Error on budget for MTA dues. Budget was \$100, actual \$2500. Adjustments to be made.
- Planning Commission discussed concerns about bike ^{path} usage by motor vehicles and underage drivers
- Parks & Rec. – great 4th of July celebration; summer concerns beginning for July.
- ZBA reported our 7/6/17 mtg. discussions.
- Trevor Most, new assessor introduced.
- Supervisor reported on broadband committee hearing, little chance of expansion.
- Gravel for recycle area approved (\$1700).
- Trees, mulch, & spray for cemetery approved (\$2069).
- 6 truck tires (\$2900), medical supplies (\$2500), and pumper truck repair (\$4500) approved for PIFD.
- Reclamation council advisory group being formed.
- Request to waive late tax penalties & fees denied.

Reg. Bd. Of Trustees mtg. 8/14/17

- Adapted MTA legal resolution on formation of Presque Isle Fire Dept.
- Approved lot split on Long Lake.
- Audit started by Twp. Auditors.
- Approval of more fire equipment.
- Approval of lawyer's contract.
- Zoning Adm. noting problem of trees used as a fence near lakefront.

Attended MTA mtg . 8/30 4-8pm @ Lewiston on zoning & planning: 1. Medical marijuana facilities, 2. Short term rentals, 3. Solar farms.

8/23 - RECLAMATION COMMITTEE APPOINTED 11 CITIZENS TO RECLAMATION ADVISORY BOARD

9/6/17 B.H.H.

Zoning Board of Appeals Report

September 6, 2017

From Zoning Administrator

Land Use Permits in July/ August -13 Land Use Permits in 2017- 37

Last year 27 Permits at this point

July 6, 2017

- 1) Issued two Land Use Permits (LUP)
- 2) Received several calls for setback information.
- 3) Faxed LUPs to Building & Zoning.
- 4) Emailed LUP to resident.
- 5) Assisted caller with name of owner whose property they wish to purchase.
- 6) Drafted report for Board.

July 11, 2017

- 1) Issued LUP to J. Roznowski to erect a lean-to attached to their pole barn. All setbacks met.
- 2) Responded to a notification of people camping on a vacant lot on Grand Lake.

July 13, 2017

- 1) Issued a LUP to B. Dehring for a crawl space for placement of a new modular house and to construct a new garage.
- 2) Answer caller questions about the setbacks for a lot adjacent to a private lake access road.

July 18, 2017

- 1) **Met with a consultant from Chaille Tower Consultants, LLC to discuss a proposed site for a Verizon cell tower in FR zoned property near US23 & Rayburn Road. Congestion Issue for towers in township.**
- 2) Issued a LUP to Fred May for a deck and retaining wall on Bay Shore Drive.
- 3) Faxed two LUPs to Building & Zoning.

July 20, 2017

- 1) Answered email questions from Grand Lake property owner regarding setbacks for construction in the near future.
- 2) Assisted an Albany Point resident regarding property on Lake Huron
- 3) Filed completed paperwork from site plan reviews.

July 27, 2017

- 1) Received a complaint via email regarding neighbor placing their dock and boat lifts over their extended lot line.

Receive a complaint about a property owner planting trees along their property line that is limiting view of the lake. Ordinance does not prohibit this. This is inconsistent with the fence ordinance with regards to line of site issue. The Township may need to review this.

August 1, 2017

- 1) Inspected property on Long Lake for dockage placement.
- 2) Met with resident on Orchard Drive regarding a lot split.

August 3, 2017

- 1) Worked on lot split for BOT meeting
- 2) Received a complaint about a possible encroachment issue on Bay Shore Drive.

- 3) Issued a Land Use Permit (LUP) for new construction on Parallel Ave.
- 4) Issued a demo permit for 9555 Blue Horizon (GL).

August 8, 2017

- 1) Processed an application for a Site Plan Review for a 30'x 80' accessory building.
- 2) Caller- questions about setbacks for a shed in PIHA.
- 3) Received complaint about neighbor's hedge.

August 10, 2017

- 1) Issued LUP for a 12' x 12'screened porch on Suqaqua Dr. in PIHA.
- 2) Issued LUP for new construction of a house w/ attached garage on Bay Shore Ct. (Rogers).

August 15, 2017

- 1) Issued LUP for addition to existing house on Lotus Pond.
- 2) Issued LUP for 24'x 30' accessory bldg.. on Lotus Pond
- 3) Notified T. Most of approved lot split at BOT meeting.
- 4) Answered email of Consultant regarding cell tower (Placement issue)
- 5) Issued LUP for 28'x 32' accessory bldg. on GL (Gabara)

August 17, 2017

- 1) Inspected lot in PIHA for encroachment issue. Looked ok.
- 2) Reviewed Site Plan Review application for two (2) accessory bldgs.
- 3) Responded to several emails.

August 22, 2017

- 1) Issued LUP for 24'x 40' accessory bldg. (J. Schmanski)
- 2) Answered several email questions and one complaint.
- 3) Assisted a contractor with setback questions on L. Lake

August 24, 2017

- 1) Returned message to applicant for Site Plan Review.
- 2) Third call regarding hedge on Parallel.
- 3) Notified T. Gulden regarding "Hedge Complaint" via email and left message as he was not in. (contacted L. Fields to keep him informed).

**Met with contractor and J. Roberts regarding hedge issue.
Compromise reached.**

Inspected new house construction on Maple Dr. (LL) for a complaint regarding elevation of fill material. OK

Inspected new accessory building construction site on Brothers Bay Lane for setbacks (D. Hilla issued the LUP)

Submitted by,

Philip R. Budnik /s/

Presque Isle Township Planning Commission Report

July – No new business

August – No meeting

September – Plan site review for an accessory building,
approved with changes

Discussion on Section 4.11 – fences and wall – tabled until next meeting.

Discussion on preparation for site plan review. If application is not completed in its entirety, residence will not be put on the agenda for that month.

Submitted,

Faye D. Walker