

## **PLANNING COMMISSION MEETING MINUTES - FEBRUARY 13, 2024**

The meeting was called to order at 3:32 pm.

**MEMBERS PRESENT:** Larry Shaffer, Phil Bontrager, Lou Lundquist, Jenny Irvine, Walt Mixon, & Christine Lundquist.

**AGENDA:** The agenda was approved on a motion by Christine with support by Walt.

**MINUTES:** Minutes from the January 29, 2024 meeting were approved on a motion by Phil with support by Jenny.

**PUBLIC COMMENT:** None at this time.

**ZONING UPDATE:** Consultant, Pat Coleman, began the review with a draft of the zoning map and discussion of businesses outside the regular business district. Among those to be considered are businesses on Brazel Street, the Dunes and Voyager Motels, Hilltop Cabins, Sunset Resort and Woods Resort. They can continue to exist as is, but if, for example, there was a fire, they may not be able to rebuild. Pat noted we can consider expansion of the downtown business district while allowing for residences, too. We could also consider “special use” designations for resorts/cabins in residential areas. Pat noted this would work for new requests or expansions of current businesses.

Kassandra Hildebrant asked for clarification of a comment related to combining the Inland Buffer Zones into one zone. It was explained that the combined zone would be Resource Management/Inland Buffer Zone (RM/IBZ).

Review of the draft zoning ordinance resumed with Article 16 - SIGNS. It was agreed that billboards should probably be allowed in the GC district. Any current ones in other districts would be allowed to remain unless destroyed or removed.

On page 16-5, A8, it was noted that M1 & M2 needed to be changed to GC.

On page 16.7, 14d, Phil questioned limiting yard sale signs to once every 6 months, given that most were done in the summer months based upon our weather. It was agreed to change it to once every 3 months to avoid someone having a perpetual yard sale.

On page 16-8, A-1, it was noted that the words “whose are” should be removed.

On page 16-9, D.1, Pat noted that “subdued in appearance” may be hard to define. On D.3, Pat asked if the Township had a clear definition of “commercial directories”.

On page 16-11, Christine asked what “PPBF Option” means. Pat will look it up and let us know.

**ARTICLE 18 ADMINISTRATION** was next for review: Pat noted that section 18.4 on duties of the Planning Commission need to agree with the bylaws being drafted.

18.4.2A may need to be changed to indicate the Planning Commission would approve forms proposed by the Zoning Administrator.

18.5.11 Administrative waivers allows the Zoning Administrator limited ability to waive some items.

18.5.12 letter B - Phil asked if we would have the option of charging a fee if it became a lengthy process. Pat indicated the Zoning Administrator needs to keep this from happening, and make it a more formal, chargeable process if necessary.

18.5.14 notes the relief of personal responsibility of the Zoning Administrator when duties are properly completed.

SECTION 18.7 General Application & Review Provisions - Pat suggested that 18.7.2 may need to define the time frame for submission schedule.

18.7.5 setting of fees was reviewed, including item C related to setting up escrow accounts when professional review is needed.

18.11 - Pat noted that zoning approval runs with the property, not the owner. Larry noted this conflicts with current zoning law. Pat found the item in question in the current ordinance and indicated this needs to be reviewed in light of previously approved conditional use permits. Several commission members are not comfortable with this and want further review. Larry asked the Zoning Administrator to put together a list for the commission to review to assist with the item.

It was decided that due to time constraints, we would suspend the review until our meeting next week. That will begin with Section 18.12.

OTHER: Christine noted the Master Plan is due for review.

PUBLIC COMMENT: None at this time.

ADJOURNMENT: The meeting was adjourned on a motion by Jenny with support by Christine.