**PLANNING COMMISSION MEETING MINUTES - FEBRUARY 20, 2024**

The meeting was called to order by Larry Shaffer at 3:33pm.  He welcomed Rod Lowe to the Commission.

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

**AGENDA:** Walt requested adding a discussion of recent actions by the Township Board related to ST rentals to the agenda.  The amended agenda was approved on a motion by Christine with support by Jenny.

**MINUTES:** Minutes from the 2/13/24 meeting were approved on a motion by Phil with support by Walt.

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

**ZONING UPDATE:** Pat Coleman joined the meeting via zoom.  Pat pulled up the Township map that needs to be completed to show new districts, etc.

The Zoning Administrator, Calvin McShane, indicated he will have a list for the next meeting of conditional use approved properties to assist with further discussion of Section 18.11 and whether that conditional use follows the property or is lost with change of ownership.

Current review started with Section 18.12.

Under Section 18.13 Pat discussed performance guarantees.  Larry noted that these are not common here, but can be very complicated.  He suggested that we add that any costs associated with the process be billed to the applicant.

Under Section 18.16.1 Pat reviewed public notice requirements.  Public hearing requirements under Section 18.17 were reviewed.

Part IV - Site Plan Review - Pat reviewed Section 18.23.1 related to when a site plan review is required, noting it isn’t likely to be used much here, but it is important to be prepared if the situation arises.  Christine asked for clarification of the relationship between the Site Plan Review Committee and the Planning Commission.  Pat indicated that for major site plans, the Site Plan Review Committee would determine approval/disapproval, and it would not have to come back to the Planning Commission.  Rod requested additional clarification related to organizations involved and approvals needed.  Pat indicated that Rod is correct that individual agency approval (e.g.  Health Department) is still needed, but these situations are complicated enough to bring various groups/agencies together to make sure there are no conflicts, etc. rather than just having individual reviews.

Article 19 - Zoning board of Appeals - Pat indicated this is all standard language.

Article 20 - Amendments (to text or maps) was reviewed.  Pat indicated that in Section 20.10 on “conditional re-zoning” may not be used often, but it is important to be prepared for it.

ARTICLE 21 - Violation Penalties - Pat recommended adoption of “civil infraction” penalties to avoid everything having to go through the county prosecutor.  He indicated we need to find out the Township’s position on civil infractions before reviewing this further.  After discussion the Commission members agreed that the dollar amount of fines would not be listed in the zoning ordinance.  Rather the Township Board would determine these annually.  Larry indicated he would talk to the Township board about this as there is a “schedule or fines” in Section 21.7.

Larry asked Pat to send us a copy of the zoning with his notation of changes so members could review it against their own notes.

Rod noted that page 79 of the current zoning ordinance lists some dollar values for penalties.  The Zoning Administrator indicated he was unaware of those having been charged.

**SHORT-TERM RENTAL DISCUSSION -** Walt noted that it has been a few years since the Township has accepted new applications for short-term rental permits and indicated that it did not seem fair not to provide an opportunity for some current operations to obtain permits.  After significant discussion, the Commission approved , on a roll call vote, the following motion by Walt, with support by Phil, to be presented to the Township Board:

Those individuals or entities who presently operate a short-term rental operation in Burt Township who have not previously registered the subject property as required by the short-term rental moratorium, may register up to two properties presently being utilized as short-term rentals on or before April 2, 2024 for a fee of three hundred ($300) dollars per property.

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

**OTHER:** Larry suggested another meeting on February 28th at 3:30 to review the master plan.

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