

PLANNING COMMISSION MEETING MINUTES - MARCH 12, 2024

The meeting was called to order by chairperson Larry Shaffer at 3:32pm.

MEMBERS PRESENT: Rod Lowe, Larry Shaffer, Phil Bontrager, Jenny Irvine, Lou Lundquist, Christine Lundquist (Walt Mixon had an excused absence)

AGENDA: Larry requested that we add "review of bylaws". Motion by Christine with support by Lou to approve the revised agenda.

MINUTES: Minutes of the February 20, 2024 meeting were approved on a motion by Rod with support by Phil.

ZONING UPDATE: Larry said Pat Coleman is still working on the requested edits and the map. He expects to have them ready in about 4 weeks.

Short-term rental review The Commission reviewed a draft of the ST rental section of the proposed new ordinance. Rod suggested the definition of a bedroom should include having a closet to avoid people including inappropriate rooms. Lou noted this could cause problems as older homes do not always have bedroom closets.

Under section B.1 related to permits for existing STRs, it was agreed that "previously registered" should be changed to "currently registered".

Under section B.4, Larry will ask Pat about creating "buffers" related to #4, noting some type of notification will be necessary.

Under B.5 it was noted that the Township may change the 18% level.

Under B.10, it was noted that a new owner of a property that was previously a ST rental will be treated as a new applicant with the same rules as a new property.

Under B.11 it was clarified that it is 14 days per calendar year.

Under C.1 it was suggested that yurts may need to be added.

Jenny noted that "local contact" requirement should be included in section B.1. Christine noted section C applies to all ST rentals, including those existing at time of enactment.

On section C.5a, Rod asked about who is responsible to "know" the federal/state ordinances & health, safety and fire codes. Discussion ensued regarding options outside of a township employee being trained to do inspections for a fee. Members expressed concern regarding potential Township liability.

Christine suggested asking Pat Coleman as well as other communities what they are using and how they developed their rules.

Jenny suggested section B.1 should reference section C to make sure they know those standards apply to both previously existing and new rentals.

Section D - Larry wonders if there needs to be an "appeal process" if you are going to pull their permit.

D.3a-c - Christine suggested the civil infraction fine should be determined annually by the Township rather than be based upon the current permit fee. This would allow the Township more flexibility.

Jenny asked if the Township has civil infraction fees. Discussion from prior meeting where Township Clerk indicated fees would be annually set by the Township was reviewed. The Commission suggested Larry include discussion at the Township Board meeting of the need to develop the civil infractions to avoid having to do everything through the prosecutor.

REVIEW OF PROPOSED COMMISSION BYLAWS: Larry reviewed the draft bylaws provided by the Township Clerk. It was noted that many members were not aware of their "term". Larry will find out what they are prior to the next meeting. The draft bylaws dated 2/27/24 were approved on a motion by Jenny with support by Rod.

PUBLIC COMMENT: none

ADJOURNMENT: The meeting was adjourned on a motion by Phil with support by Rod.