

## **PLANNING COMMISSION MEETING MINUTES - JULY 31, 2024**

The meeting was called to order at 6:32pm.

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

**AGENDA:** Phil requested an addition to the agenda to discuss the property along the beach at the end of Ellen Street that was offered for sale to the Township. Motion by Walt with support by Christine to approve the agenda as amended.

**MINUTES:** Minutes from the July 25, 2024 meeting were approved on a motion by Jenny with support by Rod.

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

**ZONING DRAFT REVIEW:** Larry indicated that Pat Coleman is in the process of making changes requested at the last meeting, and handed out copies of the section related to ST rentals for review of the changes made to it.

Section A.4 - Delete underline of "Good Neighbor Guide".

Section B.1.a - Walt questioned how we define "utilizing their property as STRs". It was agreed to strike this and add "permit is in good standing". Jenny questioned why we would require updates of registration within 45 days. It was agreed that this should be changed to "on or before the annual renewal date set by the Township Board". Discussion ensued regarding whether renewal dates should be based on the original permit date or at a specific time like taxes. It was decided that this was for the Township board to determine.

Section B.1.b.2 - It was noted that we had discussed deleting this. It was decided to keep it in place.

Section B.1.c.5 - This is a new item that was requested.

Section B.2 - It was agreed that the open registration for new STRs should begin at the point when the ordinance takes effect rather than "begins on the following day".

Section B.2 items 1 thru 8 - Phil noted that these are a repeat of the list in B.1.c and reference to that section could be stated rather than repeat the list.

Section B.2.4 - the Township Board needs to let us know how they want the dates handled.

Section B.2.6 - Larry suggested that the last sentence be deleted.

Section B.2.10 - Strike the language after the first two sentences beginning with "If an STR permitted property is sold"

Section C.1 - change "the" to "this" after "adoption of"

Section C2.b - Strike "in person" from the sentence.

Section C.4 - Change "alleys" to "alley roadways".

Rod questioned if a certificate of occupancy should be required to assure houses being renovated or in the process of being built are not given a permit. After discussion, it was agreed that a permit would not be given under these circumstances, and if the Township had reason to believe home renovations were occurring after the permit was granted, they could request access to the home.

Section C.5.a - Add a sentence at the end stating "The Township does not take responsibility for codes outside its ordinance/jurisdictional authority."

Section C.5.d - Change "immediately" to "within 30 days" and add "but not limited to" after the word "including".

Section C.5.e - Add "building codes" to the "health, safety, and fire codes" sentence.

Section D.2 - In the first sentence, after the "allowable 2 permits", add language "not otherwise allowed at the time this ordinance is adopted" and strike the last sentence.

Section D.3 - Strike out the section with a-c following the first paragraph.

Section D.5 - Change "up for registration" to "for which reapplication is made".

Section E.1 - Strike "Zoning Administrator" from sentence.

Larry indicated he will contact pat about changes needed and get a revised document for our review that should include changes requested at this meeting as well as the July 25 meeting. He will ask that a copy be sent ASAP so we can individually review it and call Larry with any issues we have with the new draft.

It was agreed that we would attempt to have a meeting on August 22, 2024 to discuss any remainin issues, but in the meantime, we would try to schedule a public hearing for August 29, 2024. If changes need to be made to the copy provided for public review, they will be discussed at that time.

**OTHER:** The Khabir property at the end of Ellen Street, recently offered for sale to the Township was discussed. Phil noted that the Master Plan calls for the Township to expand ownership of beachfront property for public use. The \$500,000 price on the property was discussed. Rod asked if the Township might be able to obtain grant funding to assist with the purchase. Lou noted that there are wetlands and parking issues that come into play, and indicated Mr. Khabir is encroaching on Ellen street already, which is why he also wants additional footage in the sale agreement.

Motion by Walt with support by Phil to encourage the Township to investigate grant opportunities to purchase the property and to consider further negotiations with the owner. Motion carried. It was also suggested that the Township needs long-term plans for setting aside funding for future opportunities to increase public beachfront purchases.

**OTHER:** Walt noted that the picture on the front of the draft zoning ordinance is outdated and should be changed.

**PUBLIC COMMENT:** A visitor suggested that a comprehensive future capital improvements plan should be developed by the Township.

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