

APPROVED

Eveline Township Planning Commission Meeting Minutes
Regular Meeting
November 14, 2018
7:00 P.M.

- 1) **Call to order:** The meeting was called to order at 7:00 P.M. with the Pledge of Allegiance by Chairman Denny Way at the Eveline Township Hall.

Roll Call: Commissioners present were Eric Beishlag, Kelly McGinn and Prudence Kurtz and Lorraine Sims. Zoning Administrator Barry Wood and Recording Secretary Sandi Whiteford were also present.

- 2) **Minutes:** Motion by Commissioner Beishlag, supported by Commissioner McGinn, to approve the October 10, 2018 minutes as written. Motion carried.
- 3) **Approve Agenda:** Motion by Commissioner Kurtz, supported by Commissioner Beishlag, to approve the agenda adding signs as number 5 and Greenbelt Application suggestions as number 6. Motion carried.
- 4) **Public Comment:** None
- 5) **Sign Ordinance:** The Commission reviewed Attorney Graham's changes to the proposed sign ordinance. Commission will determine a date for a public hearing at the January meeting.
- 6) **Review Greenbelt Application:** Rick Deuell offered suggestions of changes to the Greenbelt Application. First being the landowner must flag or stake the 50 foot greenbelt boundary to avoid mistakes. Second being the form needs to clarify that the applicant must provide a list of trees to be cut and show the locations on the site drawing. The third suggestion was to offer "levels" of submittal and approval from minor changes of trees being cut to a full plan of tree removal and ground alterations. After discussion the commission decided to add suggestions one and two but agreed the third suggestion is covered in the ordinance as stated. The commission also wishes to add that the zoning administrator and forester have the right to be on the property to make a determination regarding the request. Zoning Administrator Wood expressed that he feels it is not his area of expertise and prefers the forester do all inspections.
- 7) **Short Term Rentals:** Proposed letter to residents was discussed. Distance from rental for notification purposes was also discussed. It was decided that adjacent property or three hundred feet, whichever is greater will receive notification of the rental. The Zoning Administrator will mail notification letters and include the Health Department.

Review of the application determined that number of occupant allowed needs clarification as well as response time of owner or owner's representative. Phone number and email address of owner must be supplied. Authorization for the Zoning Administrator to enter the property should be included. Contact person is to address issues such as noise, parking, etc.

Reviewed changes to the proposed ordinance. Section 5 - stating that all licenses are for three years beginning on the first day of the month the license was issued. Section 7 – removed septic and fire, Section 7 (g) (3) – shall provide copies of the State Fireworks laws and local ordinances.

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Section 7 (g) (7) Quiet hours are from 10:00 p.m. to 8:00 a.m., with the exception of State Fireworks law.

Discussion of way to document renter have received rules followed. All rules should be posted on the web site.

Discussion of enforcement methods followed. Complaint statements and use of police reports can assist with violation determination.

Section 9 (e) - Length and timing of suspension and/or revocations. First suspension changed to up to thirty days. Second suspension changed to up to ninety days.

8) **New Business:** There was none.

9) **Other Board and Staff Issues:** Commissioner Beishlag discussed the Township Board's desire to have Planner Doyle prepare grant applications for the Charlevoix County Parks and Recreation Millage Fund. Sites being considered are Washington Street property, Bracey Road "road end" and Bracey Road Nature Area. Planner Doyle will visit each site and attend the December 11, 2018 Board of Trustees meeting.

After discussion a motion was present by Commissioner Beishlag to cancel the December 12, 2018 Planning Commission meeting. The motion was supported by Commissioner Kurtz. Motion approved.

10) **Adjournment:** Chairman Way declared the meeting adjourned at 8:47 p.m.

Respectfully Submitted

Sandi Whiteford
Recording Secretary