

**Au Train Township, Planning Commission
Special Meeting**

Monday, May 6, 2024 – 6:00pm

Au Train Township Hall - N7569 Spruce St – Au Train, MI 49806

MINUTES

- **CALL TO ORDER** - The meeting was called to order by Chair Cain at 6:00pm, followed by the Pledge of Allegiance.
- **ROLL CALL** – Members present: Chair Jason Cain, Vice Chair Bill Weisinger, Secretary Donna Shields, Member Billy Gramm, Township Board Liaison Jake Miller

Others present: Township Supervisor Michelle Doucette, Zoning Administrator Kathleen Lindquist, Ryan Carrig from CUPPAD, Scott & Peggy Smith
- **APPROVAL OF AGENDA** – Motion by Cain, second by Gramm to approve agenda as presented. Motion Carried
- **APPROVAL OF MINUTES** – Motion by Cain second by Shields to approve minutes of the April 18, 2024 Planning Commission Special Meeting. Motion Carried
- **PUBLIC COMMENT** – E-mail comments from Duane Newton were received via e-mail, distributed and reviewed by PC members prior to the meeting.
- **BOARD COMMENTS** – None
- **ZONING ADMINISTRATOR COMMENTS** -- Two CUP applications for short-term rentals were received: Rosten on Joe’s Lake, and Barr on North Shore Drive Au Train.
- **SPECIAL PRESENTATION** – Ryan Carrig from CUPPAD presented a draft survey created for Au Train Township residents and land owners. The survey will be available for 6 weeks and its data will be included and used in reference to updating the Township’s Master Plan. The survey will be run strictly on-line with notification of the survey and its link given through our website, the Township’s Facebook page, and possibly as an advertisement in *The Advisor*.
- **NEW BUSINESS** –
 - a **Public Comment Policy** – Secretary Shields presented a draft Public Comment Policy. This policy was adapted from the policy adopted by the Au Train Township Board in November, 2023. Motion by Shields, second by Cain to adopt the new *Public Comment Policy – Au Train Township Planning Commission* as presented. Motion carried. The new policy will be added to the Township’s website.
- **OLD BUSINESS**
 - a **Forms**
 - i **CUP Application** - A draft revision of the CUP Application was presented by Secretary Shields. Revisions include a compass arrow with reminder to indicate “North” on the site plan map, and rewording of the authorization paragraph on page 3 to extend

permission for the Planning Commission board members to have the same rights as the Zoning Administrator in regard to site visits. Motion by Shields and second by Cain to adopt the use of the revised CUP application form. Motion Carried. The revised application will be placed on the Township website.

Secretary Shields also asked Zoning Administrator Lindquist if she would please include her e-mail address on the Notice of Public Hearing that goes out to the adjacent parcel owners. In addition, if she would also include her e-mail address in the newspaper notice and would include each parcel owners last name, it would be helpful.

- ii* **Final Decision** – Secretary Shields presented a draft of a new form – *Au Train Township Planning Commission Final Decision*. This form is an adaptation of one found in an MTA guide for use by the Zoning Board of Appeals. Proposed use of this form is to notify the applicant of a hearing other than CUP, (e.g. rezoning, non-conforming use, variance) as to the outcome/decision made by the Planning Commission. A slight correction was made to the final paragraph of the draft. Motion by Miller, second by Cain to adopt the use of the new *Au Train Township Planning Commission Final Decision* form as corrected. Motion carried.

***b* Zoning Ordinance Reviews and Updates**

Chair Cain asked Secretary Shields how she planned on tracking the amendments to the Zoning Ordinance. Shields presented to the members an Excel document created for such purpose. Once all amendments are agreed upon, the master WORD file will be updated using strike-through of deleted items, and highlight of new items, then presented to the Township Board for review and approval.

Gramm suggested we skip ahead to item ix as we wouldn't have time to complete all of the agenda. Shields said she would first like to talk about Zoning Compliance Permits.

- i* **Differentiate between resorts, campgrounds, recreational structures**
- ii* **Review definition of Recreational Vehicles**
- iii* **Family Campgrounds?**
- iv* **Water & sewer regulations for family campgrounds**
- v* **People living in travel trailers, should this be included in zoning ordinance**
- vi* **Process for zoning violations**

Items I through VI tabled until next meeting

***vii* Article VII - Zoning Compliance Permits – Review**

After much discussion on what our ordinance reads and when a zoning compliance application should be submitted, Ryan Carrig from CUPPAD offered comment to help clarify the usual process as follows:

Zoning Compliance applications are submitted for any addition of or change to a permitted use within that district as well as construction of or enlargements to structures or signs. The permit signifies that the land owner is in compliance for said land use or desired structure in that district. For Conditional Uses, a Zoning Compliance

Permit is something that is issued by the Zoning Administrator after a conditional use is approved by the Planning Commission and subsequently reviewed by the Zoning Administrator for compliance (e.g. to verify a screen/fence has been built as a condition required.) The issuance of the permit signifies that the land owner is in compliance with any conditions imposed and the conditional use may commence/continue. The fee for the Zoning Compliance Permit associated with a CUP is usually included as part of the fee for the CUP application and does not involve a separate application for the receipt of.

Further review of this section of the ordinance is required to ensure clarity on procedure.

viii Article X – Site plan review requirements

Along with the discussion of the Zoning Compliance application came a discussion of site plans. This is something that the PC plans to review as they go through the ordinance for amendments as it was felt that some of the requirements were burdensome for the applicant to complete, especially when it came to CUPS for STRs for instance.

Ryan Carrig from CUPPAD offered comment suggesting that the term “Site Plan” was held more for technical drawings created by professionals such as surveyors and is usually something that is submitted as part of the determination for compliance for larger land developments. He suggested that we request a “Plot Plan” on CUP applications or those that aren’t requesting any changes or additions of structures. We could develop a list of basic requirements that would apply to all Plot/Site Plans, and an expanded list of further requirements for those requests that need more detail.

Further review of this section of the Ordinance is planned.

ix Article VIII – Conditional Use Permits – Review of standards and procedures

The Board reviewed *Section 802a – Basis of Determination / General Standards*. Our standards were compared to The Michigan Zoning and Enabling Act (MCL 125.3504) Sec 504 (2) for compliance of the law. Amendments were agreed upon that will provide more clarity and understanding of their meaning. Further review of Article VIII is needed.

- **CORRESPONDENCE / ANNOUNCEMENTS** - None
- **PUBLIC COMMENT** – Public comment was heard from Peggy & Scott Smith concerning “Family Campgrounds” and Zoning Violations. Supervisor Doucette commented on the internet access situation and said she had texted Mary about getting it resolved.
- **BOARD COMMENT** -- None
- **NEXT MEETING** – A regular meeting of the Planning commission will be held on June 6 2024 at 6pm. A special meeting of the Planning Commission was scheduled for June 20, 2024 at 6pm for the Rosten and Barr CUP hearings.
- **ADJOURN** – Motion by Shields, second by Cain to adjourn at 8:21pm. Motion Carried

Minutes submitted by: Donna Shields, Secretary, to the Au Train Township Planning Commission

Approved: June 6, 2024

Signed: 
Donna Shields