

Au Train Township Special Board Meeting Minutes
Joint Meeting with the Planning Commission
May 5, 2025 7:00 pm

Meeting Called to Order by Supervisor Tom Balmes leading us with the Pledge at 7:00 pm

Roll Call:

Au Train Township Board Members Present: Supervisor Tom Balmes, Clerk Mary Johnson, Treasurer Kristy Cota, Trustee Jake Miller and Trustee John Carr. Planning Commission Members Present: Scott LaCombe, Jesse Cadwell, Scott Smith, Matt Lang and John Carr.

Also Present: Zoning Administrator Donna Shields, Ryan Carrig-CUPPAD, Wyatt Seaberg, Peg Smith, Dan and Phyllis LaCombe, Robert and Justine DesArmo, Duane Newton, Jeff Cromell, Brian and Kristen VanWieren, and Danielle Kolbus.

Purpose of the Special Board Meeting:

The purpose of the Special Joint Meeting is to discuss Short Term Rentals, Zoning Amendments for boundary corrections on Ridge Road and upcoming Zoning Ordinance Amendments with the assistance of CUPPAD. The Township Board and Planning Commission will not respond to comments.

The Au Train Township Board will be the recording Board for the official minutes of this Joint Meeting.

Approval of the Agenda:

Moved Balmes/seconded Carr to **approve the agenda**. Motion carried.

Public Comment: Public comment was received from Duane Newton, Clerk Mary Johnson and Supervisor Tom Balmes.

New Business:

1. Update Zoning Ordinance Amendments Process/Status - Ryan Carrig of CUPPAD explained the current status of the Proposed Master Plan and the 63 Day comment period, which runs through July 1st, after which time the Planning Commission will hold a Public Hearing on the matter, approve (if indicated) and recommend to the Township Board for its approval. CUPPAD and the Planning Commission are already shifting their focus to the Zoning Ordinance updates and have been compiling a list of the recommendations as they proceed through each section. At this time, completion of the updates are expected within 6 months, depending on the pace of the Planning Commission and the frequency of meetings.

2. Short Term Rentals - As this was briefly discussed at the April 2025 Township Board Meeting, Clerk Johnson presented a preliminary Resolution modeled after the December 2020 Moratorium to act as a starting point for consideration. The request for consideration of a Moratorium came from the Planning Commission to delay additional CUP Hearings and approvals as they work on the Zoning Ordinance amendment process and whether they should continue to be allowed in certain Zoning Districts.

Members of the Township Board and Planning Commission discussed at length the concerns of allowing short term rentals to continue to expand, the purpose of the Conditional Use Permit is to approve with conditions if the standards as noted in the Zoning Ordinance are met, history of zoning within the Township, negative impacts of a moratorium and the cost, time and commitment required of Planning Commission Members and the Zoning Administrator to schedule and hold the hearings.

Au Train Township Board
Moratorium on Short Term Rentals
Resolution No. 2025-005

WHEREAS, the Planning Commission and Au Train Township Board are in the final phase of presenting and approving the updated Au Train Township Master Plan;

WHEREAS, the number of Short Term Rental and Resort Conditional Use Permit Applications in Au Train Township has continued to increase over the past 3 years due to the development, growth and marketing of the area, and

WHEREAS, this increase continues to affect the makeup of residential neighborhoods within the Township, and

WHEREAS, the number of hearings required to be held by the Planning Commission to facilitate the applications is increasing costs to the Township and time that members of the Planning Commission could spend working on other tasks, and

WHEREAS, the Township has contracted with CUPPAD to assist in the review and amendment of the Zoning Ordinance (Amended 2022) to align with the proposed Master Plan, and

WHEREAS, this process of amending the Zoning Ordinance is ongoing with an estimated completion date of 2026.

NOW, THEREFORE, BE IT RESOLVED that the Au Train Township Board is formally placing a moratorium for a period of Three (3) Months, at which time it will be reevaluated, to mitigate the continued influx of Short Term Rentals in the Township. All Short Term Rental Conditional Use Permit Applications will be rejected, effective immediately.

The foregoing Resolution offered by Board Member Johnson

Second offered by Board Member Carr

Upon roll call vote the following voted:

"Aye" Johnson, Carr, Balmes, Cota

"Nay" Miller

The Supervisor declared the Resolution adopted.



Mary Walther Johnson, Au Train Township Clerk

Dated: May 5, 2025

3. Boundary Corrections Ridge Road - The Planning Commission and Zoning Administrator requested that the Township initiate rezoning on three parcels on Ridge Road. ZA Shields showcased the reasoning with visuals of how the zoning districts existed prior to the 2022 amendments and after. The 2022 amendments included shifting zoning districts to follow parcel lot lines to avoid split zoning. One of the three parcels remains split zoned due to an error in drawing those district lines. The other two parcels that are now split zoned are so because of boundary line adjustments created between two parcel owners. After one landowner had a survey of his land, it was discovered that an adjacent landowner had erroneously placed their septic drain field on his parcel, so to compensate, the owners agreed on a land swap by making the boundary line adjustments.

Inasmuch as there is an initial 3 month period for the Short Term Rentals Moratorium and the need for Boundary Corrections on Ridge Road, the Township Board recommended that the Planning Commission work on those matters as it relates to updating the Zoning Ordinance with CUPPAD, following the amendment guidelines, and complete them expeditiously, before proceeding with the balance of the review and updates.

Open Question/Comment Work Session: - No additional items were addressed

Public Comments: Public Comments were received from Peg Smith, Jeff Cromell, Duane Newton, Donna Shields, Clerk Johnson, Trustee Miller and Dan LaCombe

Adjournment: Motion Johnson/seconded Carr to **adjourn at 9:00 pm.**

Submitted by Mary Walther Johnson, Clerk



Mary Walther Johnson

APPROVED DATE: 5-12-2025