Norwood Township Planning Commission Meeting  
Meeting Minutes  
August 13, 2018 Approved Minutes  
Norwood Township Hall

Call to Order – Meeting called to order at 7:00 P.M. by Vice-Chair David Kolka

Pledge of Allegiance – by all present

Roll Call – Kolka-present, Warner-present, Vermeesch-present, Reibel-present, Doyle-unexcused absense

Approval of Agenda-  
MM by Warner to approve the agenda as presented, Planner Meyer stated the S.U.P. applicant’s name was misspelled on the Agenda so wanted to correct to Fugenschuh, Motion amended by Vermeesch, 2nd by Reibel. Motion carried to approve Agenda as amended 4-0.

Conflict of Interest – none noted.

Public Comment related to Agenda Items – none

Approval of July 9, 2018 Meeting Minutes – MM by Warner to approve July 9, 2018 Meeting Minutes, 2nd by Reibel. Motional carried to approve 4-0.

Zoning Administrator’s Report – Read by Bob Dutcher. Report was not on web site at time of meeting as ZA had issues with his computer but Recording Secretary will post on the site when available.

New Business –  
Public Hearing-David and Karey Fugenschuh-Short Term Rental Special Use Permit Request for 04085 Lake Shore Drive, Charlevoix, MI Application #C20-2018  
Public Hearing Opened at 7:15p.m.  
Karey Fugenschuh presented her application request.  
The discussion by the Planning Commission included questions to the applicant about time of rental requested(May-October), number of maximum occupants allowed (5), if Clipper view Association prohibited rentals (no), if property boundaries were visibly marked(applicant will take care of).

Clipperview Resident Mike Spilis asked if there would be a Pet Policy put in place and there was a Pet Policy included in the application and a copy was given to Spilis to review. He also stated there was no police power or restrictions by Clipperview Association and asked that the S.U.P. format was followed and stated he has not had great personal experience with renters in the area.

Public Hearing Closed at 7:40pm
Discussion by Planning Commission -
Planner Meyers stated the PC shall review and apply the standards and factors in the consideration of a site plan and special use review. Meyers stated the conditions were satisfied with a Plot Plan not a Site Plan. Meyers recommended the approval of the S.U.P. application C-20-2018 for short term rental based on these six Findings of Fact:
1. Plot plan information is sufficient to address the special use request.
2. The proposed use is compatible with uses on surrounding land.
3. The proposed use is adequately served by essential public facilities and services.
4. With the oversight by a management company or local representative, the proposed use does not involve any activities, processes, materials, equipment, or conditions of operation, and is not located or designed so as to be detrimental or hazardous to persons or property or to public health, safety, and welfare.
5. The use proposed can have a positive impact on the Economic Well-Being if properly managed.
6. The property is currently compatible with the natural environment and conserves natural resources and energy and the proposed use, when properly managed, will not change that.

The PC discussed that they would like to base this S.U.P. on the conditions of the prior S.U.P. for short term rental that was granted April 9, 2018. The PC also discussed that the decision would be based on this applicant’s requests and asked the applicant to abide by the following rules and regulations:
1. Rental is limited to ten (10) weeks of Summer months (June 21-Sept 21)
2. All vehicles must be parked in driveway and may not exceed four (4)
3. Property Manager, currently Dan Drewa, must be accessible to the Zoning Administrator 24 hours a day seven days a week and must be within 30 minutes of residence. If Property Manager changes the Zoning Administrator must be notified. The applicant must also give neighbors the Property Manager’s contact information.
4. Quiet time hours will be 10:00 pm to 9:00 am
5. Maximum allowed occupants in home at time of rental is five (5)
6. Garbage must be in bins and picked up on a regular basis
7. Property boundaries must be set I place
8. Owner must provide copy of rules and conditions to renters

MM by Vermeesch to approve Special Use Permit Application #C20-2018 submitted by David & Karey Fugenschuh based on the six Findings of Fact with the eight conditions stated as follows:
1. Rental is limited to ten (10) weeks of Summer months (June 21-Sept 21)
2. All vehicles must be parked in driveway and may not exceed four (4)
3. Property Manager, currently Dan Drewa, must be accessible to the Zoning Administrator 24 hours a day seven days a week and must be within 30 minutes of residence. If Property Manager changes the Zoning Administrator must be notified. The applicant must also give neighbors the Property Manager’s contact information.
4. Quiet time hours will be 10:00 pm to 9:00 am
5. Maximum allowed occupants in home at time of rental is five (5)
6. Garbage must be in bins and picked up on a regular basis
7. Property boundaries must be established and visible to renters
8. Owner must provide copy of rules and conditions to renters

Motion 2nd by Reibel, Motion carried to approve S.U.P. #C230-2018, 4-0
Old Business –
Ongoing Ordinance Update Review. Articles I, IV, VIII, IX and X were discussed and reviewed. PC discussed and suggested that the Zoning Board of Appeals get together to go over officers and procedures. Kolka will contact Z.B.A. members. Meyers will format and clean up and bring to September meeting.

Short Term Rental Discussion-
Discussion on if rentals will be permitted uses in other zones other than RR & R-1. Kolka encouraged PC to attend the August 20, 2018 Township Board Meeting.

Announcements & Correspondence – Vermeech asked that correspondence be sent to his Gmail address as he is having issues with his township email address.

Next Planning Commission meetings will be September 10, 2018 at 7:00pm at the Norwood Township Hall

Public Comment – None

Meeting Adjourned at 9:10 p.m.
Submitted by Shari M. Jones, Recording Secretary