

Norwood Township Board of Trustees Meeting
Meeting Minutes
September 17, 2018 Approved Minutes
Norwood Township Hall

Call to Order – Meeting called to order at 7:00 P.M.

Pledge of Allegiance – by all present

Roll Call – Warner-present, Pajtas-present, Ridenour-present, Smolenyak-present, Spilis-present.

Approval of August 20, 2018 Meeting Minutes – MM by Warner to approve the minutes, 2nd by Smolenyak. Motion carried to approve Minutes 5-0.

Public Comment related to Agenda - None

Approval of Agenda – Ridenour asked to add ZBA appointment to New Business and Warner asked to add Fee Schedule for Planning Commission to New Business. **MM by Warner to approve amended Agenda, 2nd by Pajtas. Motion carried to approve agenda as amended 5-0.**

Supervisor’s Report –

Supervisor reported that he got estimates from the Charlevoix County Road Commission for the repairs on Warner and Beatty Roads. Warner Road estimate was \$369,385. Ridenour had discussion with John Martin of Marion Township about splitting the cost for Warner Road improvements. Martin stated Marion Township has one more road project, Wickersham Road, which is going to be more expensive than anticipated so the long range schedule for another road project could be three to four years. The estimate for Beatty Road was \$193,098 which is more than last year’s estimate due to additional work that will have to be done. Again Ridenour stated both road projects will not be able to be done for at least three years or more.

Supervisor reported speed test was set up today, September 17, 2018, on Lake Shore Drive. Tests will be reported to the State to determine speed limit.

St. Mary’s Cement contacted Supervisor on Noise Ordinance concerns. This will be discussed later on in the agenda.

Site Planning presented Supervisor with a contract to spray the Phragmites. The contract was for \$375.00 so Supervisor agreed to contract and hired Site Planning to do the work.

Supervisor received notice from Michigan Department of Treasury on Assessor's Audit. There were two items that there were concerns about the Audit so a letter was written to the State addressing the issues.

Treasurer's Report –

Fund Balances: as of 08/31/2018

General:	\$ 59,544.65
Vanguard:	205,503.07
(Vanguard includes \$60,000 improvements)	
Road:	26,216.27
Emergency:	48,568.73
Phragmites:	7,215.82
Tax Fund:	96,418.50

Smolenyak reported the Summer Taxes were due 9/14/18. Approximately \$35,000 of taxes are still out and Treasurer will finalize with County next week.

Clerk's Report –

Preapproved: \$ 161.00 (GLE)
Unapproved: \$ 14,196.17 (payroll month)
Totals: \$ 14,358.17

MM by Smolenyak to approve Clerks' Report, 2nd by Warner. Motion carried and approved 5-0.

Pajtas reported that one of the invoices presented was for Programming for the Coding Tabulators provided by the State for operating costs. Pajtas also stated she will not be present for the October 15, 2018 Board Meeting as she will be on vacation. The deputy clerk will submit the Clerk's report to the Board.

Trustee's Report –

Warner stated the PC finished the new Zoning Ordinance. The new ordinance is less 68 pages than the prior ordinance. There will be a public hearing at the October 8, 2018 PC Meeting for the New Zoning Ordinance.

Warner also stated the PC authorized him to have the fees updated and a draft of the updated fees was given to the Board.

Warner announced that the new Park Rules sign has been put up in the Park.

Spilis reported two lots in Clipperview have been sold and new constructions will begin in 2019.

Spilis stated he has had Clipperview residents have contacted him regarding the Phragmites that are growing around Fisherman's Island and St. Mary's Cement property. Ridenour stated he is meeting with the DNR on Monday so he will address the Phragmite issues with them.

Spilis received a letter from a Clipperview resident regarding the right of way off Lake Shore Drive and how it is un-kept and wondered who is responsible for keeping it kept and manicured. Spilis will follow through and find out who should be responsible.

Zoning Administrator's Report –Report is available on the Township website.

Old Business –

Public hearing on Short Term Rental Licensing Ordinance opened at 7:20pm.

There were no comments from the Public so Public Hearing closed at 7:21pm

Discussion on the Short Term Rental Licensing Ordinance with Attorney Peter Wendling.

Some of the discussion that took place was:

- Short Term Rental License applies to the whole Township no matter what district or zone
- Status of current S.U.P. for short term rental is at the next rental season the S.U.P. holders will need to apply for a License. This goes from a special use to a use by right.
- Any property owner that is now doing a short term rental must apply for a license and will not be grandfathered in.

MM by Warner to adopt the Short Term Rental Licensing Ordinance, 2nd by Spilis. Roll Call Vote: Warner-Aye, Pajtas-Aye, Ridenour-Aye, Smolenyak-Aye, Spilis-Aye. Motion carried 5-0.

Discussion on management of licenses. Wendling stated that if the management of the licenses gets too overwhelming for the ZA then there is an agency that can be hired to police the licenses as East Bay Township does. Board decided they would monitor the activity and match up the fees to the activity. Wendling will provide a template for a license application for the Board to review.

Public Hearing for Noise Ordinance opened at 7:30pm.

Norwood Township resident Sue McNamara felt the Noise Ordinance draft was vague on the level of noise that is too high. She wondered if the decibel level can be addressed. She was concerned about how animals are affected by high noise levels.

Wendling stated experts would have to be considered and determine specifications. He stated St. Mary's Cement should be under a Special Use. The ZA will handle the reports and manufacturing will be addressed.

Public Hearing closed at 7:40pm.

Discussion by the Board included exclusion for the Industrial District would be handled with an S.U.P. It was decided to table until the next the meeting so changes to the Noise Ordinance can be addressed and to include the Fireworks Ordinance for Public Hearing.

New Business –

Planning Commission and Zoning Board of Appeals appointments.

Ridenour stated he would like to appoint Steve Overton as the new PC Member.

MM by Warner to appoint Steve Overton as the new PC Member, 2nd by Spilis, Motion carried to appoint 5-0.

Ridenour stated he would like to appoint Gary Stutzman as a Zoning Board of Appeals alternate.

MM by Warner to appoint Gary Stutzman as a new ZBA alternate, 2nd by Smolenyak. Motion carried to appoint 5-0.

Zoning Fee Schedule. Discussion included adding Short Term Rental Licensing fee and license renewal fee and also to add an escrow provision for S.U.P. applications. Short Term Rental Licensing fee funds should be kept in a separate fund/account. The license application will be done by the ZA not the pc.

MM by Smolenyak to make initial Short Term Rental Licensing application fee \$1,200.00 and the annual renewal fee by \$250.00, 2nd by Warner. Motion carried 5-0.

Attorney will finalize application and present it at the October 2018 Board Meeting. The fee schedule will be updated with the changes and will be presented at the October 2018 meeting.

Announcements & Correspondence –

All correspondence has been emailed out to Board Members. There will be a Public Hearing at the October 15, 2018 Board Meeting for the Noise and Fireworks Ordinances.

Next Township Board Meeting will be October 15, 2018 at 7:00pm at the Norwood Township Hall

Public Comment – None

Meeting Adjourned at 8:40 p.m.

Submitted by Shari M. Jones, Recording Secretary