**Rock River Township Planning and Zoning Commission**

**Proposed Work Session Meeting Minutes – March 6th, 2023**

Call to Order: \_6:00\_ p.m.

All present – Bunce, Rondeau, Johnson, McLaughlin, and Shega

Guests – Scott Bunce, Dan Johnson, Vince Grout, Trevor Case, Zoning Administrator

Discussion was held to review fee schedules. Rowan brought forth the fee schedule from 2009 and the notes from the December work session with new fees were reviewed. Noted that new fees were only covering the Township’s costs. \*See attached

Fine/fee schedule for people who don’t do the permit process. Zoning admin would get a letter out with application, stating they should comply within a 10 day period. If not done within 10 days, fees would double. If they meet the deadline, the original fee will stand. In other words, we’ll have a 10 (business) day grace period until (x date) and after that, we can fine additional costs; civil Infraction could also come into play. Do not want to make it harder for people to come into compliance.

Discussion and agreement for PC to begin meeting every other month – to be voted on at the April meeting.

Discussion to come up with definitions- what is a short-term rental? Some are owner occupied, owner adjacent, and owner removed, for example. Those definitions are needed and would precede where we would go for the conditions. Important that we agree what our goal is – we want them to be back in the RP10, but want them managed correctly. We need to be sure we are very much aligned with the zoning purpose.

Discussion on conditions to match the definition. Conditions met more easily with owner there – more so than owner absent or corporate owned. If you are not near the property that you are renting out you have to have someone to call to be there quickly in case there are problems. Need to re-register every year and allows us to update list, may collect annual fee. Since we would have a complete record of all rentals, we would theoretically have numbers to call.

Discussion continued on definitions. How are others defining short vacation rentals? Dottie from CUPPAD is helping Onota with definitions. We can canvas other municipalities and use what can come from them. Look at more definitions – tourist cabin/vacation rental/lodge. Non-conforming structure – tiny homes/yurts/travel trailer/campgrounds - any enclosed space for rental. (Joe Silk asked us to put this in and we don’t have to have it.) This should help to solve the number of vacations rentals in regard to availability.

Discussion on homestead exemption - can be used if the people are in their home for 6 months. They are using our services – reciprocity for change of use.

Discussion on density - Density is a percentage of the primary residents in the area. Permitted number of occupants – we can rely on the state and feds for other regulations. Joe Silk the county inspector will handle.

Discussion of intent it to put conditional use back in RP 10. Density consistent with 2 per lot. Defer to building code to rental size. Discussion on process from beginning to end, i.e. step 1, step 2, step 3 – Joe Silk to come to a meeting.

Master Plan – we currently don’t have a future land use policy – need that before its completed.

Next work session will be on March 20th.

Motion for accept the updated fee schedule as presented by Rowan in the planning and fee document. Supported by Shega. When presented to the Twp board, please note increases are to cover costs. Roll Call – all ayes – passes.

Adjournment 8:00