

**St. James Township Planning Commission**  
**Special Meeting Minutes**  
**June 5<sup>th</sup>, 2018**

**Present:** Anderson, Croswhite, McGinnity, Tidmore

**Absent:** Powers

**Other:** Kitty McNamara, Sheri Richards, Rick Speck

1. Call to Order: Tidmore called the meeting to order at 7:03 pm.
2. Additions/Changes to Agenda: None
3. Approval of Minutes: March 15, 2018 Special Meeting and May 1, 2018 Regular Meeting
  - a. Motion to approve minutes from March 15<sup>th</sup>, 2018 Special Meeting proposed by Croswhite, seconded by Tidmore; motion passed.
  - b. Motion to approve minutes from May 1<sup>st</sup>, 2018 Regular Meeting proposed by Croswhite, seconded by Anderson; motion passed.
4. New Business:
  - a. April PC meeting cancellation was due to inclement weather
  - b. Review of Updated Planning and Zoning Application Documents
    - i. Development Plan Checklist
    - ii. Development Plan Review Application
    - iii. Guidelines for Requesting a Development Plan

Speck explained that Supervisor McNamara and the Township Board had tasked him with updating the application documents to mitigate potential problems with incomplete applications or missteps in the application process. He went through each document and how it had changed from the existing documents. The board commended his efforts and emphasized the importance of having a clear process, to for the benefit of both the public and the Administrator, Planning Commission, and the Township Board.

Discussion ensued on the ramifications of the most recent rezoning. It was decided that Speck would make contact with the Charlevoix County Department of Building Safety regarding the change in zoning of the Burton property, and the possible ramifications of the change in primary use from single family residential to commercial + residential. The issue of occupancy permits was also raised, and Speck agreed to check on that as well.

Speck suggested a special meeting be scheduled later in June to deal with the Burton's Special Use permit and Development Plan, once they are submitted.

- c. Network Northwest Short-Term Rentals seminar overview

Tidmore distributed the PowerPoint slides from the seminar and went over the growing issue of short-term rentals via online services such as VRBO and AirBnB and how various communities are dealing with the increase and the problems sometimes associated with it. There was discussion of the similarities between the traditional cottage rental on Beaver Island, managed either by the owner or by a management company, and this relatively new online marketplace for short-term rentals. It was agreed that it is an area to monitor, as it can and does have an impact on the availability of year-round rental housing.

- d. The next two PC meetings (July and August) will need to be held in a different location as the Historical Society's Waterways exhibit will be occupying the Township Hall.
5. Old Business: None
6. Public Comment: None
7. Correspondence: None

Meeting Adjourned 8:13 pm

Next scheduled Regular Meeting: July 3<sup>rd</sup>, 2018