

**Au Train Township Special Board Meeting Minutes**  
**October 12, 2023 6:00 pm - 8:35 pm**

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**Roll Call:**

Board Members Present: Supervisor Michelle Doucette, Clerk Mary Johnson, Treasurer Kristy Cota, Trustee Jake Miller and Trustee Tom Balmes. Board Members Absent: None. Planning Commission Members Present: Matt Lang, Bill Weisinger, Jason Cain, and William Gramm. Also Present: Attorney William Nordeen, Zoning Administrator Kathleen Lindquist, John Carr, Donna Shields, Scott and Peggy Smith, Don Kraft, Wyatt Seaberg, Jenny Miner, Cynthia Wallier, Dan and Phyllis LaCombe, Susannah LaCombe, and Mary Tiernan.

Supervisor Doucette opened our Special Joint Meeting October 12, 2023 meeting at 6:00 p.m. leading us with the pledge.

**Purpose of the Meeting:**

The purpose of the Special Meeting with the members of the Au Train Township Board and Planning Commission was to discuss Roles and Responsibilities, possible Zoning Ordinance Amendments, Definitions, The process for Zoning Violations, Application for Zoning Compliance Approval, Short Term Rentals, Standards presented during Conditional Use Permit Hearings, and updating the Master Plan.

**Approval of the Agenda:**

Moved Johnson/seconded Cota, to **approve the agenda**. Motion carried.

**Roles and Responsibilities of Planning Commission Members:**

Clerk Johnson read a statement regarding the roles and responsibilities of members of the Planning Commission.

**Possible Zoning Ordinance Amendments:**

Members discussed possible Zoning Ordinance Amendments and noted that the Planning Commission will need to start this conversation and present their recommendations to the Board when complete. Suggestions and discussion centered around clarifying the definitions for Resorts, Campgrounds, and Recreation Structures. As well as Recreational Vehicle, and Family Campgrounds.

**Zoning Ordinance Violations Process and Procedure:**

A review of the current application of fines for violation of the Zoning Ordinance, issuance of a citation and follow up was made. Currently a violation would involve a civil citation from the Zoning Administrator with a fine of \$500.00 per day of violation.

**Review of Zoning Compliance Permit Application:** Clerk Johnson presented a proposed revised Zoning Compliance Permit Application which was reviewed by members. Discussion about whether it should include the requirement of providing proof of a well/septic permit application (if applicable), and noting that the applicant must follow all local, county, state and federal laws and regulations. Attorney Nordeen noted that the site plan is a valuable part of the application and quality standards must be applied when accepting applications for review.

**Clarification of Standards for issuance of Conditional Use Permits:**

Discussion about the current process of hearing and reviewing all Conditional Use Permits was made. Attorney Nordeen noted that when reviewing the standards, care needs to be taken when applying any conditions so that they are uniform and fair to all applicants. Apply the Fair - Reasonable - Equal treatment of all when reviewing. Reasonable conditions can be placed and the health, safety and welfare of residents/property owners needs to be reviewed and discussed. If a Zoning District allows for a Conditional Use, then the Planning Commission should strive for approval. Members of the Planning Commission are required by law to write down the facts, circumstances and why a permit is approved or denied.

**Master Plan:** Clerk Johnson noted that the Township contracted with CUPPAD at its November Board Meeting for a Master Plan Rewrite. This process would likely begin after the new year and take 18 to 24 months.

**Public Comment:** Comments were received from Mary Tiernan, Donna Shields, John Carr and an email from Duane Newton read by Supervisor Doucette.

**Board Member Comments:** Additional Comments were shared by Board Members. Trustee Miller was thanked for bringing pizza to the meeting.

**Adjournment:** Motion Johnson/seconded by Doucette to **adjourn at 8:35 pm.**

Submitted by Mary Walther Johnson, Clerk

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Mary Walther Johnson

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APPROVED DATE: 11/13/2023

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