

VILLAGE OF MILLINGTON

PLANNING COMMISSION

July 21, 2026

Meeting Minutes

Date: July 21, 2026 **Meeting Start:** 6:01 PM EDT **Meeting Adjourned:** 8:11 PM EDT

Roll Call: Present: ___ Bonadurer, _X_ Cunningham, _X_ Ill, _X_ Selich, _X_ Shreve, _X_ Nesbitt, _X_ Watkins

Absent: Bonadurer

Attending: Bassett

Call to Order: The meeting was called to order by Chairperson Shreve in the Village Council Chambers at 6:00pm

All recite the Pledge of Allegiance

Approval of Minutes

May 19th Minutes: A motion to approve the May 19th meeting minutes was made by Ill and seconded by Watkins. A roll call vote was taken, 6-yess 0-nays 0- abstain, Roll Call: ___ Bonadurer, _X_ Cunningham, _X_ Ill, _X_ Selich, _X_ Shreve, _X_ Nesbitt, _X_ Watkins

- **March Minutes:** It was noted that the March 2026 minutes were not published on the website, and that they are yet noted as unapproved.

Correspondence

- Received correspondence from Kaylene that included the signed Planned Unit Development (PUD) for BRW Jr Living Trust.
- It was noted that the final version of this PUD will not be available online, but the documents have been uploaded to NotebookLM for internal access.

PUBLIC COMMENT

- **None.**

OLD BUSINESS

- **NotebookLM:** The system is being successfully utilized to query information and compare municipal regulations (such as setbacks and fences) across different jurisdictions.
- The Millington PUD language has been successfully added to NotebookLM.

NEW BUSINESS

1) Rental Policy Framework (Short-Term & Long-Term Rentals)

Gary Shreve introduced draft language for short-term (STR) and long-term rental (LTR) regulations. The township currently lacks rules for managing rentals, and the necessity for regulation was emphasized by recent issues in adjacent townships (e.g., an unauthorized 150-person party at a rental property).

Draft Details & Classifications:

- The draft language was developed utilizing AI, referencing policies from other jurisdictions.
- **Long-Term Rentals:** Permitted in R1, R2, R3, and C1 districts (C1 accommodating living spaces above commercial buildings).
- **Owner-Occupied Short-Term Rentals:** Permitted in R1, R2, R3, and C1 districts.
- **Non-Owner Occupied Short-Term Rentals:** Would require a Special Use Permit under Article 11, with allowances for R1, R2, and C1 districts.

Permits & Inspections:

- Non-owner-occupied STRs require an annual permit issued by the zoning administrator, expiring December 31st each year.
- **Annual Inspections:** It is mandatory for landlords to obtain an annual home inspection at their own expense (by a registered home inspector) to certify the property is habitable before a permit is issued or renewed.

Occupancy Limits & Accommodations:

- **Limits:** Maximum occupancy is set at the lesser of 10 total occupants, or 2 people per bedroom plus 2 additional visitors.
- **Prohibitions:** Tents, campers, RVs, and fifth wheels are strictly prohibited from being utilized or parked on-site to increase guest occupancy.

Parking Regulations:

- All guest parking must be contained entirely off-street within an approved garage, driveway, or paved parking spot. Overnight street parking for STR guests is prohibited to preserve emergency vehicle access and snowplow clearance.

Local Contact & Good Visitor Guide:

- Owners must have a registered local contact available 24/7 who can respond in person or by phone within 45 minutes to complaints.

- STR operators must post a standardized "Good Visitor Guide" at the front entrance outlining rules (trash pickup, off-street parking, and quiet hours from 10:00 PM to 8:00 AM). Gary will create a draft template for this guide.

Advertising & Property Caps:

- **Advertising Transparency:** Online listings (e.g., Airbnb, VRBO) must prominently display the village permit number and match the exact bedroom count and guest limits authorized by the permit.
- **STR Permit Cap:** The Commission decided to implement a fixed cap on the total number of village STR permits to manage density. Gary will research data from other towns to determine an appropriate cap.

Maintenance Standards, Enforcement & Legal Framework:

- Rentals must comply with Michigan Housing Law (PA 167 of 1917), the Truth in Renting Act, and the implied warranty of habitability (ensuring functional heat, water, plumbing, and structural integrity). Landlords (not renters) are strictly accountable for maintenance and blight.
- **Three-Strike Rule:** Three verified municipal civil infraction citations or police response reports within a 12-month period will result in immediate revocation or non-renewal of an STR permit.
- **Cameras:** Exterior surveillance cameras are recommended for STRs, but are not mandatory in order to avoid privacy disputes in residential zones.

Next Steps for Rental Ordinances:

- Gary to edit the rental draft to include these "must-haves" and "nice-to-haves" and share it with the planning commission.
- Submit the draft to Row Engineering and the village attorney for legal review.
- Present the reviewed language to the village council for a vote/public hearing.

2) Planned Unit Development (PUD) Agreement

- The Commission reviewed the final signed PUD agreement via NotebookLM to clarify development standards regarding setbacks, green spaces, and boundaries.
- **Open Space:** Calculated using the entire 22-acre aggregate property rather than judging each subdivided parcel individually.
- **Setbacks:** The zoning administrator can administratively approve minor site plan adjustments as long as they do not change the approved density allocation.

- **Commercial/Residential Barriers:** While specific physical barriers are not detailed in the PUD agreement, they are covered under landscaping standards referenced in a January 2026 PUD setback memo.
- **Consensus:** The village is adequately covered by the combination of the PUD agreement and existing zoning ordinances.

3) Industrial Park Protective Covenants and Policies

- Reviewed the 1991 Covenants and the 1997 Statement of Policy for the Industrial Park.
- **Motion Passed:** To unadopt the 1991 covenants (specifically disagreeing with a clause prohibiting wood-frame buildings).
- **Motion Passed:** To retain the February 10, 1997 Statement of Policy and send it to the Village Council with a request to enforce, review, or amend it.
- There was a single motion for the items above. The motion was made by Shreve and seconded by Nesbitt. A roll call vote was taken, 6-yeas 0-nays 0- abstain, Roll Call: ___ Bonadurer, _X_ Cunningham, _X_ Ill, _X_ Selich, _X_ Shreve, _X_ Nesbitt, _X_ Watkins.

4) Civil Infraction Fines and Fees

- The Commission agreed that fines for civil infractions and permit fees need to be increased.
- There are concerns that current infractions are occasionally dismissed in court due to ordinance language not properly aligning with Michigan state law, or some other issue with the way the ordinance is written.
- **Action Item:** Gary will invite Police Chief Officer Brian Carter to the next Planning Commission meeting (September 15th at 6:00 PM) to discuss strengthening ordinance language so infractions are enforceable. Follow up: Cartner was contacted. He will plan on attending the next meeting.

5) Property Development & Infrastructure Discussions

- **Rail Trail Parking Lot:** Nesbitt mentioned the school's plan to replace parking lot blacktop over the next two years using a sinking fund. The school requested a potential financial contribution from the village for the rail trail parking area used by the community.
- **Football Field Property:** Discussed a 10-to-15-acre school property (currently farmed) as a potential 5-to-10-year plan for housing development. Challenges include providing water/sewer infrastructure and establishing a right-of-way through private property.
- **Limitless RC Berm Proposal:** Scott at Limitless RC proposed building a berm near Center St. and M-15 to manage parking lot water issues and improve aesthetics. This would require MDOT and village approvals, as well as funding.

6) Festival Operations & Local Business Dynamics

- Discussed the operational history of the local festival, which has supported local nonprofit organizations for 54 years.
- Addressed misunderstandings by some local business owners regarding competition. It was clarified that the festival prioritizes local nonprofit participation rather than inviting outside food trucks to take away business.
- Expressed concern regarding local businesses creating competing events that detract from the festival's community and nonprofit-focused purpose.

Property Development & Parking (Festival)

- Discussed potential property development and logistics for field parking to ensure accessibility.
- Acknowledged that while the field may be considered far from the main site, previous experience confirms effective transportation and shuttling methods exist to move attendees closer to the main area.

Adjournment

- The meeting was formally adjourned at 8:11 PM.