

VILLAGE OF MILLINGTON PLANNING COMMISSION

REGULAR MEETING MINUTES

September 15, 2026

1. CALL TO ORDER

The regular meeting of the Village of Millington Planning Commission was called to order at 6:00 PM on September 15, 2026, by Chairperson Gary Shreve. The meeting was held at the Village of Millington Office Conference Room.

2. ROLL CALL

Members Present: Chairperson Gary Shreve, Commissioner Bonadurer, Commissioner Cunningham, Commissioner Ill, Commissioner Nesbitt, and Commissioner Watkins.

Members Absent: Commissioner Selich, Zoning Administrator Bassett.

Others Present: Kelly Shreve, Bill Lutz, Justin Wollwine, & Billy Woolwine.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Gary Shreve.

4. APPROVAL OF AGENDA

The Commission reviewed the proposed agenda for the September 15, 2026 meeting. A motion was made to approve the agenda as presented. The motion was seconded and carried unanimously.

5. APPROVAL OF PREVIOUS MEETING MINUTES

The Commission conducted a review and discussion of the Planning Commission regular meeting minutes dated July 21, 2026. Following the review, a motion was moved and seconded to approve the July 21, 2026 minutes as submitted. The motion carried unanimously.

6. PUBLIC COMMENT

Chairperson Shreve opened the floor for public comments regarding both agenda and non-agenda items. Remarks were received from visitors and noted for the official record. No specific actions were requested by the public during this session.

7. PUBLIC HEARINGS

There were no public hearings scheduled or held during this session.

8. OLD BUSINESS

a. STR / LTR Updated Language & Good Neighbor Plaque (1st Reading)

The Commission engaged in a detailed discussion regarding the Short-Term Rental (STR) and Long-Term Rental (LTR) ordinance updates. Members reviewed proposed revisions to municipal rental definitions, occupancy limits, inspection provisions, and specific owner responsibilities.

A significant portion of the discussion focused on the design and implementation guidelines for the mandatory "Good Neighbor" informational plaque. This signage is intended to provide essential information to renters, including emergency contact numbers, noise regulations, parking rules, and contact details for the property owner or manager. This discussion constituted the formal first reading of the updated language. Direction was provided to other members of the Planning Commission to provide

feedback to potentially incorporate minor clarifications regarding inspection intervals and other items before the second reading. Feedback must be submitted to Chairperson Shreve for updates.

b. Civil Infraction Fines and Fees (Cartner Review)

The Commission discussed the verification and standardization of the municipal civil infraction fee schedule across all village ordinances. A tiered fine structure was reviewed as follows:

- \$50.00 for the first offense.
- \$250.00 for the second offense.
- \$500.00 for subsequent offenses.

Chairman Shreve provided input from Police Chief Cartner regarding enforcement mechanics and the technical distinction between civil infraction notices and formal citations. Shreve, per direction of Chief Cartner, emphasized the need to incorporate injunctive relief language into the code enforcement process. This would allow the Village to enjoin non-compliant property owners to remediate violations rather than allowing for the payment of recurring fines without correction of the underlying issue.

c. Woolwine / Aspire Project Update

A detailed update was provided on the Woolwine / Aspire housing and development project. The Commission reviewed progress regarding site layout, infrastructure coordination, and current water/sewer capacity assessments. Discussion followed regarding zoning compliance and the upcoming milestones for the site plan review. Coordination with regional and village utility timelines remains a priority to ensure development stays on schedule.

9. NEW BUSINESS

a. Review of Blight Ordinance (Landscape Maintenance & Surrounding Municipalities Comparison)

The Commission performed a comprehensive review of the Village's existing Blight and Property Maintenance Ordinance. This review included a comparative analysis of neighboring municipal codes, specifically those of Frankenmuth, Vassar, and other Tuscola County jurisdictions.

Key areas of focus included:

- Landscaping maintenance and screening requirements.
- Standards for noxious weeds and unkempt lawns (grass height).
- Removal of dead trees and accumulation of brush.

The Commission discussed the objective of crafting clear, enforceable standards to eliminate ambiguity for code enforcement personnel while simultaneously maintaining local property values and neighborhood safety.

10. REPORTS AND COMMUNICATIONS

a. Chairperson Report: Chairperson Shreve provided remarks on ongoing commission initiatives, emphasizing the importance of alignment with regional planning efforts and upcoming schedule adjustments.

b. Zoning Administrator / Staff Report: No report provided. Zoning Administrator Bassett did not attend meeting.

c. Village Council Liaison Report: No report provided.

d. Correspondence & Announcements: Upcoming community events were noted, specifically highlighting a community initiative focused on suicide awareness.

11. OFFICIAL MOTIONS & VOTING OUTCOMES

Motion #	Motion Description	Moved By	Seconded By	Voting Outcome
1	Approval of Agenda for September 15, 2026	Commissioner Ill	Commissioner Watkins	Carried Unanimously
2	Approval of Minutes from July 21, 2026 Regular Meeting	Commissioner Bonadurer	Commissioner Cunningham	Carried Unanimously
3	Acceptance of 1st Reading for STR/LTR Ordinance & Good Neighbor Plaque Language	Commissioner Watkins	Commissioner Nesbitt	Carried Unanimously
4	Adjournment of the September 15, 2026 Meeting	Commissioner Cunningham	Commissioner Bonadurer	Carried Unanimously

12. ASSIGNED ACTION ITEMS TABLE

Item #	Task / Action Description	Responsible Party / Assignee	Target Completion Date
1	Incorporate final wording clarifications for STR/LTR definitions and Good Neighbor plaque guidelines	Zoning Admin / Planning Commission Members	Prior to November Meeting
2	Finalize standardized civil infraction fine schedule and draft injunctive relief enforcement provisions with legal counsel	Planning Commission Members / Cartner / Zoning Admin	October / November 2026
3	Compile comparative landscape/blight ordinance language recommendations for formal review	Chairperson Shreve / Planning Commission Members	November 17, 2026
4	Prepare report and utility verification update for Woolwine / Aspire project	Unassigned	Prior to Next Meeting

13. NEXT MEETING

The next regular meeting of the Village of Millington Planning Commission is scheduled for Tuesday, November 17, 2026, at 6:00 PM at the Village of Millington Office Conference Room.

14. ADJOURNMENT

A motion to adjourn the meeting was made, seconded, and carried unanimously. The meeting was adjourned at approximately 7:50 PM.