

ONOTA TOWNSHIP PLANNING COMMISSION
MINUTES OF SPECIAL MEETING
AUGUST 20, 2026

I. CALL TO ORDER

The special meeting of the Planning Commission was called to order at 6pm.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Brian Mahoney, Fred Ivers, Vicki Ray, Brian Bresette, Michael Tarr, Erin Putvin

IV. SHORT TERM RENTAL APPLICATION

- The STR rental application was reviewed. This form serves as both application and registration. After discussion, these adjustments will be made: an asterisk will be placed the "Zoning District" in section 1 and on the "Zoning Noted above section 2. In section 6, "Make checks payable to Onota Township" will be added. The spelling of "severely" will be adjusted in section 7. In section 8, Inspection Item 7 "Inspector ensures that the "Good Neighbor Guide" is posted."
- Brian Mahoney motioned to adopt the STR registration application with proposed changes. Fred Ivers supported the motion. Motion carried 5-0
- Mark Maki asked about the timing of the annual review. Each STR will have an annual registration review based on the application date.
- Mark Maki asked if property owners are building with an intent to rent will the Zoning Administrator issue permits upon dwelling? The answer is no. All legal buildings on lots must meet zoning requirements to be build so that they are built compliant.

V. SHORT TERM RENTAL ENFORCEMENT OFFICER/INSPECTOR

- The application for the new STR enforcement officer/inspector was reviewed.
- Brian Mahony requested to draft a civil infraction form. Brian Bresette responded that the township board has begun establishing a process for civil infraction.
- We discussed the pay scales of neighboring municipalities for similar positions and decided to recommend \$20-25/hour
- This position must be a part-time employee hourly employee, not contracted or salary. Hours will be logged. Time log is recommended. If training is required, the township is required to pay for it.
- It was requested that the phrase "Send completed application to Onota Township" with contact be included on the application.
- Brian Bresette will have the attorney review before it's sent to the board.

- Vicki Ray moves to accept the proposed job posting application and forward it to the board with the requested adjustments. Brian Bresette supported the motion.
Motion carried 5-0

VI. ZONING ADMINISTRATOR DISCUSSION

- Mark Maki asked questions about the history of the Zoning Ordinance in Onota Township. From 1977-1994 there was no ordinance. During those times, Alger County was in charge. Onota Township has been in charge of the Zoning Ordinance since 1994.
- Mr Maki inquired about camping on-site compliance. In order to be compliant all RV/Bus/etc must have a valid license. Unlicensed vehicles may be charged three (3) years retroactively for building taxes.
- Question about the resort: An engineered site plan must be submitted prior to building.
- Mark Maki made a recommendation that the accessory building size allowances be considered.
- Questions/discussions on accessory apartments and cottages:
 - Michael Tarr reviewed the accessory apartment ordinance aloud.
 - A letter from Lisa Quest was read.
 - The interpretation is as follows: In Town Development (TD) sections, a Conditional Use Permit (CUP) is required for an accessory cottage. Also, the owner must occupy/reside at the home, this home must be their primary residence if building an accessory.

VII. PUBLIC COMMENT

- Mark Maki mentioned that Rock River Township has started the process of ending their zoning ordinance. There is currently no Alger County zoning ordinance to fall back on. The next meeting regarding this issue will be held September 14, 2026 at the Rock River Township Planning Commission meeting.
- Jason Copeman asked if there is a time limit of residential occupancy of six months and one day to claim as homestead/primary residence? This is a good question for the attorney. Further clarification will be sought and addressed at the next meeting.
- Barbara Andersen asked for clarification on renter response time on the STR application. Renter or designated person must respond within 45 min or within 60 min to the property.

VIII. ADJOURNMENT

A motion was made to adjourn the meeting at 7:23pm

Motion: Fred Ivers

Support: Vicki Ray

Motion carried:5-0

Respectfully Submitted,
Erin Putvin
Planning Commission Recording Secretary