



Administrative/Personnel Committee  
Meeting Notes of February 2, 2021

The meeting was called order at 8:10 a.m.

Present: Christensen, Lutke and Suppes  
Staff present: DeVol, Fay, Larrea, Miller and Petroskey  
Guests: Deputy John Donohue

Reports

Deputy Donohue reported for the month of January, he worked 136 hours, made 12 traffic stops, and had eight complaints, within the Village.

Committee Business

Report VSB-2021-05 Land Division Ordinance Comments

Regarding Comment #1 in this report, Page 3, Section VI, first paragraph of the proposed Land Division Ordinance, it was the consensus of Committee to have the applicant file with the Township Assessor, who will then transfer the application to the Village Zoning Administrator. Larrea will modify the language in this section to clarify that process.

Regarding Comment #2 in this report, Page 4, paragraph I of the proposed Land Division Ordinance, it was the consensus of Committee to keep the language as presented in the proposed Land Division Ordinance.

Regarding Comment #3 in this report, Page 6, paragraph C of the proposed Land Division Ordinance, it was the consensus of Committee for the Assessor to maintain the original record (who currently maintains the originals) but that the Village will keep a copy of the record as well.

Regarding Comment #4, Appeal process, it was the consensus of Committee to add a provision to the Ordinance stating Appeals will be made to the Circuit Court.

Committee further recommends a final draft, with the above modifications, of the proposed Land Division ordinance to Village Council.

Report VSB-2021-06 Planning Consultant

Larrea stated currently there is money in the Contractual Services line item of the budget to fund Planning Consultants. Larrea will determine the budget necessary for contractual Planning

Consultants. If need be, a request for a budget amendment can be made. Committee supports the need for Planning Consultants pending the budget necessary for this service and further recommends this request to the Village Council.

#### Committee Member Comments

Christensen would like to see more enforcement of the Zoning Ordinance as well as the Short-Term Rental Ordinance.

Larrea stated the Village ordinances will be going through a review process to bring them up to date. The Blight ordinance is currently being reviewed by attorneys. Larrea spoke with Chet Janik about the Blight ordinance and will be reaching out the Prosecuting Attorney to weigh in on the Blight Ordinance as well. A review of the Short-Term Rental Ordinance is a high priority for 2021. Larrea would like to bring in the Zoning Administrator for more enforcement of ordinances. Larrea will work on additional office hours and an efficient work week with the Zoning Administrator.

The meeting adjourned at 8:55 a.m.

Meeting notes submitted by Shar Fay, Clerk.