

**City of Marine City
Planning Commission Meeting
September 10, 2018**

A regular meeting of the Marine City Planning Commission was held on Monday, September 10, 2018, in the Fire Hall, 200 South Parker Street, Marine City, Michigan, and was called to order by Chairperson Moran at 7:00pm.

After observing a moment of silence, the Pledge of Allegiance was led by Chairperson Moran.

Present: Chairperson Joseph Moran; Commissioners Graham Allan, William Beutell, Jacob Bryson, Brian Ross (arrived at 7:03pm); City Commissioner William Klaassen; Building Official Susan Wilburn; City Manager Elaine Leven; Deputy Clerk Elizabeth McDonald

Absent: Commissioner Keith Jenken

Also in Attendance: City Attorney Robert Davis

Motion by Commissioner Allan, seconded by Commissioner Beutell, to excuse Commissioner Jenken from the meeting. All Ayes. Motion Carried.

Communications

Received:

- Metropolitan Planning Commission Fall 2018 Workshop

City Manager Leven stated that this was a save the date notification and that a registration form would be provided to the board members at a later date.

Public Comment

No residents addressed the Board.

Approve Agenda

Motion by Commissioner Beutell, seconded by City Commissioner Klaassen, to approve the Agenda. All Ayes. Motion Carried.

Approve Minutes

Motion by Commissioner Allan, seconded by Commissioner Beutell, to approve the August 13, 2018 meeting minutes of the Planning Commission. All Ayes. Motion Carried.

Unfinished Business

None.

New Business

City Code Amendments – Rental Housing Inspections: Chapter 155

Chairperson Moran stated that he would like to get any revisions completed at this meeting in order to forward the recommendations onto the City Commission for approval at their next meeting. He said that the following needed to be discussed:

- Define the jurisdiction
- Define the owner's responsibilities
- Define the renter's responsibilities

City Attorney Davis reported that with the current Code, the timeframe that a rental was occupied and required an inspection was not clearly stated. He said the Board needed to clarify that, moving forward, as well as what the definition of a unit was. He stated that he knew this was a hot topic, but that emergency services needed to be aware of where rental properties were located.

Commissioner Allan said he was concerned about the six month timeframe that was currently stated in the Code and said he recommended that all rental properties receive an inspection when new tenants moved in.

The Board discussed the definition of a unit and decided it should be changed to read: A structure or part of a structure that is used as a home, residence, or sleeping place by one or more persons.

Commissioner Bryson questioned what promptly complying meant as stated on Page 4 (A) 2 under Enforcement and Appeals.

Building Official Wilburn responded and said that not identifying a timeframe for complying was a better option as the Code had not been enforced for a long time.

Tenant and landlord responsibilities were discussed by the Board. City Attorney Davis said that the property owners would ultimately be responsible and it was up to the property owners to go to the tenants and work through any issues. He reminded the Board that the City could not force entry to any property for inspections.

Building Official Wilburn stated that once a Rental Property Registration Form was received, along with any applicable fees, that an inspection would be scheduled. She suggested the City be divided into zones in order for her to enforce the approved Code effectively.

City Manager Leven recapped the changes discussed, which were as follows:

- Added the definition of a dwelling unit as: a structure or part of a structure that is used as a home, residence, or sleeping place by one or more persons
- Removed any reference of the six month time period within the Code
- Removed the word promptly from Page 4 A (2) under Enforcement and Appeals

Motion by Commissioner Beutell, seconded by Commissioner Bryson, to accept the proposed Rental Housing Inspections Code with the revisions discussed and send the recommendations to the City Commission. All Ayes. Motion Carried.

Adjournment

Motion by Commissioner Beutell, seconded by Commissioner Allan, to adjourn at 8:16pm. All Ayes. Motion Carried.

Respectfully submitted,

Elizabeth McDonald

Elizabeth McDonald
Deputy Clerk

Kristen Baxter

Kristen Baxter
City Clerk