

Caledonia Township Planning Commission - Draft Regular Meeting Minutes
6-1-26
Caledonia Township Hall, 6461 Gillard Rd., Spruce, MI 48762

Call to Order:

LeClair called the meeting to order

Pledge of Allegiance:

Completed

Roll Call:

Sobeck - absent, Halazon - present, LeClair - present, LaLonde - present, MacKinnon - present

Approval of the Agenda:

Halazon made a motion, seconded by MacKinnon. All in favor, motion passed

Approval of Minutes 4-6-2026, Regular Meeting:

LaLonde made a motion, seconded by MacKinnon. All in favor, motion passed.

Public Comment:

There were no public comments

Written Correspondence:

There was no written correspondence

Board of Trustees Report:

No report.

ZBA:

No new business

Zoning Administrator Report:

No report

Tri-Township Planning:

Finish up Master Plan, next meeting is here at Caledonia Township Hall, In July. (exact date to be amended and included in these final minutes).

New Business:

No new business.

Old Business:

—Short Term Rental Discussion

The board continued discussion of planning for short term rental ordinance in Caledonia Township. They decided that if it was agreed upon, there would be a permit system to lay out basic guidelines and let the community know who is doing STRs.

There were public comments here, including both negative and positive positions with noted opinion that this issue tends to be volatile specifically around the lake. It was acknowledged that short term rentals in general and specific ordinances are unlikely to meet with overall approval, with no easy answer. One resident noted that she felt it was the responsibility of each resident to attend meeting and stay informed. She commented: “Something is better than nothing.”

The Planning Commission did generate a proposal to move forward to the Township Board for review. If the Township approves, they will be asked to have the township attorney draft a Short Term Rental Ordinance.

Halazon made a motion to recommend the Township Attorney Draft a Short Term Rental Ordinance with the following considerations:

—Create an initial Permit Application that would be good for three years, with verbiage for renewal periods. Fee to be determined by the Township Board.

—Require the following information:

Septic Systems

- (a) Require the property owner to obtain verification from the District Health Department of the maximum building occupancy based on the capacity of the septic system.
- (b) In the event that no records are available at the DHD, the property owner shall hire a septic installer to inspect the existing septic system for size and capacity and provide a report to the DHD to which a maximum building occupancy can be determined.
- (c) Require that septic systems be pumped every three years.

—Require the property owner to have a water sample test completed for the well to determine safe drinking water.

—Provide name and phone number for the designated agent that is accessible within (TBD) miles/minutes of the STR who will be the person responsible in charge of the STR.

—Provide the name and phone number for the designated agent to be posted in a list of permitted STR's to be compiled on the Township's website.

—Prepare a “Notice to Neighbors,” to be mailed to all property owners within (TBD) feet of the STR of the presence of the STR.

—Prepare a "Tenant Notice," to be posted within the STR to notify renters of STR rules, including:

- (a) Quiet Hours
- (b) Fireworks Limitations
- (c) Maximum Occupancy
- (d) Maximum Parking Allowed

Motion was seconded by LaLonde. Roll call taken, LeClair: yes, Lalonde: yes, MacKinnon: yes, Halazon: yes. All in favor, motion passed.

—Ordinance Updates

New Zoning Ordinance was discussed to include suggestions from NEMCOG with respect to battery power, solar and wind. Look at compliance with what other communities are doing and also discussion of road side stands.

The Chair made a motion for the table: LeClair made a motion to move this proposed ongoing amendment to public hearing. MacKinnon seconded, all in favor, the motion passed.

With passing of this motion, this will go to a public hearing. It will be posted in the Alcona paper and a copy of this record at the Township Hall and on its website, with a public hearing expected to be scheduled in July or August, regarding modification to current Ordinance.

Commissioner's Comments:

The Commissioner commented that, while the proposed STR guidelines cannot be all inclusive, and "was not what I was wanting", they are better than not addressing them at all. He reminded residents there are several different layers of Government and everybody has the right to get involved with other branches of government. He suggested there are multiple and various solutions, at various levels, such as subdivision, deed restrictions, and other mechanisms, if groups or individuals desire tighter controls.

Adjourn:

LaLonde made a motion to adjourn, MacKinnon seconded the motion. All in favor, motion passed

The meeting adjourned at: 8 pm.

Next Regular Meeting:

July 13th, 2026, 7 pm

Caledonia Township Hall, Spruce, MI

Respectfully submitted by:

Barb Halazon

Date: 6-19-26