

**VILLAGE OF NORTHPORT
PLANNING COMMISSION
116 W. Nagonaba St.
Wednesday May 19, 2021
MINUTES**

Call to Order, Roll Call

Chair Frerichs called the meeting to order at 7:00 p.m. Members present: Wessell, Frerichs, Gale, Newell, Arbury, Caudill and Cavendish.

Public Present

Several callers were present via Zoom.

Staff Present

Cindy Edmondson Recording Secretary and Interim Zoning Administrator Joni Scott

Approval of Agenda

May 18, 2021 agenda was approved as written. Commissioner Newell **Moved**, Commissioner Arbury **seconded**...Roll call: Yeas 7 Nays 0 **motion carried**.

Approval of Minutes

April 21, 2021 meeting minutes had a motion to approve motion **Moved by** Commissioner Gale, **Supported by** Commissioner Newell. Roll call: Yeas 7 Nays 0 **motion carried**.

Correspondence

None presented.

Public Comment

Sherry Edwards, 435 Shabwasung had comments about the STR document that would be discussed later in the agenda. Her comments for consideration were:

Definition for dwelling has separate bedrooms defined, which would exclude a studio dwelling. Edward's rentals are all in residential/resort district and she wondered if the quiet hours at 10PM and camp fire restrictions pertained to resort properties. She also questioned the rationale for a yearly renewal and fee.

Jim Fielding, 110 Nagonaba, as a commercial district owner wanted clarification on definition of "neighbors" who would require notification that he was renting. He is hopeful that the STR regulations aren't so stringent that they discourage a very beneficial resource for the community.

Ann Harper, 4th St, urged the Planning Commission to look more closely at the zoning regulations for accessory buildings and their uses as guest quarters with 8' setbacks which no longer include the overhangs.

Interim Zoning Administrator's Report

- Joni Scott Interim Zoning Administrator provided a written report. (See packet on *villageofnorthport.net*) In addition to her report she added a ZBA for 211 Mill St has been noticed to the Leelanau Enterprise and surrounding neighbors for June 3, 2021 for consideration for variations for shed setbacks.
- A LUP has been issued for John and Vanessa Murphy at 428 Vincer Way, she reported it meets or exceeds all of our zoning requirements.
- Another LUP was issued for Sherry Edward's single car garage for 11720 E Homewood Dr which meets our zoning criteria.
- Scott also made mention of the need for consent from the homeowner on the LUP for the ZA to access the property to measure setbacks.
- Chair Frerichs also stated the need for initials from the homeowner on any changes that are made to the original LUP application.

Village Council Trustees Report

No report provided Trustee was not in attendance. VC for May 6, 2021 minutes are on the website *villageofnorthport.net*.

Infrastructure Committee Report

(See report in packet at *villageofnorthport.net*)

Old Business: Articles 1, 2, 3 in Zoning Ordinance

New complaint form was provided and suggestions for the following were made:

- A history for communication between homeowner, builder and ZA to be on the back of the form with initials for any changes recorded with dates included.
- Dates, comments and notes recorded of conversations along with what steps have been taken on the back of the form.
- Address of complainant include physical address along with mailing address
- A question asking if there has been communication about issue of complaint prior to filing complaint?
- Should the complaint become part of permanent parcel folder? Consensus of commissioners was affirmative.

Short Term Rental update

Commissioner Cavendish stated that Sherry Edwards had a valid point about the lack of clarity within the verbiage of the definitions in the STR Ordinance. It may require more time to get the definitions to the point that they can be read without misinterpretation. The definitions within the Ordinance need to be consistent in the descriptive wording throughout the Ordinance.

Commissioners Arbury and Newell and Wessell stated specific requirements should be in the good neighbor policy/posting for all STRs as opposed to written into the Ordinance because of enforcement.

New Business: Zoning Ordinances: Articles 4, 5, 6. Zoning Maps

Chair Frerichs chose to postpone beginning Article 4 until next meeting, due to the lateness of the hour, where it will take precedence. The Google Doc located above the packet on *villageofnorthport.net* is a live document and commissioner comments can go in the margins. There was some discussion about whether the overlay district was complete and ready to go to the Trustees. Many Commissioners and the ZA felt that it shouldn't be rushed there may be a need for legal advice before we move forward.

A motion was made to move July's meeting to the 7th. Commissioner Arbury **moved, supported by** Commissioner Cavendish, vote was **unanimous**.

Public Comment

Anne Harper, Fourth St, reported she opened Google Docs today and she was able to make comments which she wasn't sure she should be able to. The commissioners all agreed the public should have viewing rights only. Harper reiterated her position about accessory dwelling definitions needing more specific parameters. She is concerned that the definition of accessory structures and accessory buildings do not cover structures with living quarters. This seems to be the wave of the future and there needs to be a more robust discussion about how they will be regulated within the Village.

Commissioner Comments

Commissioner Cavendish reported 3 meetings ago there was a very lengthy discussion about accessory dwellings vs accessory structures and the 8 foot setback that is in question. It was decided 8 foot setbacks did NOT include accessory dwellings only accessory structures which would prohibit the closer setbacks for garages with dwelling units in them. These changes are in the proposed zoning ordinance updates.

Adjournment

Chair Frerichs requested a motion for adjournment. Commissioner Wessell **so moved**, Commissioner Newell **seconded**. Roll call **unanimous**.

Meeting Adjourned at 8:48 PM.

Next Meeting – Wednesday June 16, 2021 at 7PM

Respectfully submitted,

Cindy Edmondson, Recording Secretary

* all reports are in May 19, 2021 packet on website: *villageofnorthport.net*