



PLANNING COMMISSION (PC)

REGULAR COMMISSION MEETING

October 18, 2023

6:00 PM – 8:00 PM

MINUTES

I. Call to Order, Roll Call:

Chair G. French called the meeting to order at 6:05 p.m.

Commissioners present: L. Cavendish, G. French, J. Gale, K. Wessell, and J. Woomer

Present via Zoom: B. Newell

Absent: V.. Foley

Staff present: J. Dyer, Zoning Administrator

Guest present: Arthur Mullen of Wade Trim

Public present: 1 in person, several via Zoom

II. Approve September 20, 2023 meeting minutes.

a. Motion by J. Gale to approve the minutes as amended, seconded by J. Woomer. Motion carried.

b. Three additions and one correction were made.

III. Additions or corrections to agenda

a. None

IV. Correspondence

a. Bridge Magazine article link from D. Brigham available in dropbox

V. Public comment

None

VI. New Business

A. Recommend Appointment of Planning Commission member to Short Term Rental Task Force

- a. The purpose and expectations for the task force were discussed by several commissioners and the Zoning Administrator, who will serve on the Task Force. It was agreed that the task force members will need to define and clarify their role for the Village Council.

- b. Motion by L. Cavendish, seconded by J. Woomer to recommend that President McCann appoint K. Wessell as the Planning Commission's representative to the Short Term Rental Task Force. Motion carried.

VII. Old Business:

A. Zoning – discuss next steps and timeline.

- a. Arthur Mullen of Wade Trim attended virtually. He outlined proposed next steps and timeline developed in consultation with Zoning Administrator [Jim Dyer](#). The amended zoning ordinance should be available early next week. They suggest a Public Open House prior to the November 15 PC meeting with an overview of the changes by A. Mullen, discussion boards and opportunity for one-on-one interaction and group Q & A. The formal public hearing could be held in conjunction with the December PC meeting. The proposed zoning amendments would go to the Village Council in January 2024.
- b. The commissioners discussed options for time, date, location and public availability. If Northport Creek Golf Course club house is available, the PC would like to hold the Open House there at 5:00 p.m. on November 15. The PC meeting will be held there unless we need to move to the Village Office for audiovisual technology. Members of the public and Trustees will have more than three weeks to review the documents prior to the Open House and another month for review prior to the hearing. It was agreed to hold the Public Hearing at 6:00 p.m. preceding the regular meeting of the PC.
- c. ZA Dyer will ensure that Wade Trim has the most recent zoning amendment revisions. Staff will arrange for proper notice prior to the Public Hearing in December.

B. 7th Street – discuss next steps and timeline.

- a. L. Cavendish completed compiling the public comments earlier today and will forward the document to Village staff for inclusion in dropbox.
- b. G. French will place a discussion of the three options on agenda for the November meeting of the PC.

C. Master Plan

a. Review Survey Questions.

The commissioners first reviewed a cover letter to accompany the survey, the Master Plan Process map and a notice of intent to hold a public hearing on the master plan. The following changes were made to the draft survey:

- survey question 2 - open with the word "if" and compress the number of options by combining some categories.
- survey question 3 - compress the number of options by combining some categories.
- survey question 4 - remove options "row house . . ." and "apartment in an apartment building."
- survey question 9 - make this the first question and move demographics (1-8) to the end of the survey. Replace scoring table with ranked order.

Expand “cellular/internet technology” to “technology supporting communications, renewable energy and electric vehicles.”

- survey question 11 A - replace current instructions with “Rank in order of need from most to least important.” Change “mobile home park” to “mobile home community,” Add “affordable” to “attainable/affordable housing.” Remove “Improvements to overall housing quality.”
- survey question 11 B - Rename Commercial/Industrial and replace current instructions with “Rank in order of need from most to least important. Reword first options to “General businesses along M-201.” Provide examples of “light industry.” Remove “Agri-business” category.
- survey question 12. Current statement is leading and should be reworded. Consider asking respondents to allocate along a continuum from “Protect natural resources” to “Promote residential development.”
- survey question 13 - remove.
- survey question 14 - remove “appliance sales” and expand the list of services to include at least “pharmacy”, “EV charging stations” and “other”
- survey question 16 - remove
- survey question 19 - remove “develop zoning regulations . ,”.

b. Areas for updating - deferred until survey is completed

VIII. Reports

A. Zoning Administrator Report

Former ZA Scott provided a written report covering September activity. ZA Dyer has issued 4 permits in October and has 3 additional permits pending. He also met with [Pablo Majano \(MEDC\)](#) regarding the Village’s Redevelopment Ready Community status. Majano provided a public participation plan late this afternoon which outlines one of the best practices promoted by the program. The goal of RRC is to allow the local community to attract and support the type of development desired by the community. J. Gale provided detailed information on the RRC Virtual Academy being offered over six weeks in January and February. There is no cost for participating. ZA Dyer and Clerk Scott can share details and the registration link.

B. Trustee Report

A written report was provided. Trustee Gale called attention to the approval of the amended agreement with Wade Trim which will allow us to complete the zoning amendments.

C. Tree Committee

- a. A sugar maple was purchased and is ready to plant at Mill and 5th Street.
- b. Barrel collection at UnCaged yielded \$400. R. Newell has been working with BARC to receive returnables they collect from events. They currently sell for scrap. This fundraiser will continue indefinitely. A form is being created to request funds for other Village projects.

- c. Looking at new planting sites (ongoing program, ~15-20 each year) as part of Consumers Energy grant program.
 - d. R. Newell is working on renewal of the Tree City designation.
- D. Infrastructure Committee Report
 - L. Cavendish provided highlights of the September meeting. They reviewed the 102 N. Mill project that the PC saw earlier in September. They recommended no parking spots in the public right-of-way. On street parking should be adequate for the proposed project. Watershed Center continues design and planning work on the storm water runoff retention project along Main and Waukazoo. The committee will begin CIP scoring of Infrastructure projects in November so all capital spending project can be integrated into a single plan.

IX. Public Comment

- a. David Brigham introduced himself and his history with Northport.

Motion by L. Cavendish, seconded by J. Woomer to extend the meeting to complete the agenda.

X. Board member comment

- a. Kathy Wessell welcomed ZA Dyer to his first PC meeting. She also announced that the MSU Extension Service Land Use Series is offering a 90-minute short term rental webinar on November 9. There is a \$30 registration fee which can be covered by the PC education budget. She will forward details to ZA Dyer and encourages all interested commissioners and members of the STR Task Force to attend.

XI. Adjournment

- a. Motion to adjourn the meeting was requested by B. Newell and seconded by K. Wessell
- b. Meeting adjourned at 8:03PM