PLANNING COMMISSION (PC)

REGULAR COMMISSION MEETING

April 17, 2024

6:00 PM – 8:00 PM

MINUTES

1. Call to Order, Roll Call

Chair N. Arbury called the meeting to order at 6:04 p.m.

Commissioners present: N. Arbury, L. Cavendish, J. Gale, B. Newell (arrived at 6:17 p.m.), K. Wessell and J. Woomer

Present via Zoom:

Absent:

Staff present: J. Dyer, Zoning Administrator

Public present: 0 in person, 2 via Zoom

2. Approve March 20, 2024 meeting minutes.

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

3. Additions or corrections to agenda

Move VII. New Business to follow VIII. Old Business and IX. Discussion Items.

4. Correspondence

None

5. Public comment

None

6. Presentation

Derenda LeFevre, a Community Accessibility Support Professional and Recreation Therapist, gave a presentation on the importance of incorporating recreation accessibility and universal design principles into zoning ordinances, master plans and recreation plans. Her presentation is recorded. She is available to consult with communities on a contract basis with 50% of fees donated to non-profit organizations supporting inclusive communities. For more information and resources visit her website: https://derendalefevre.thinkific.com/.

7. New Business

a. Motion by K. Wessell, seconded by B. Newell, to recommend Redevelopment Ready Community Public ParticipationPlan to Village Council with minor changes. Motion carried 6-0.
b. Motion by L. Cavendish, seconded by B. Newell, to approve the final Master Plan Questionnaire/Public Notice and Letter of Intent. Motion carried 6-0. Commissioners volunteered to help with the mailing to go out April 22 with a return deadline of May 8. The ZA will distribute notices of intent to the recipients named in the Planning Enabling Act.
c. Motion to establish a Master Plan Draft Working Group was tabled.
d. Motion by J. Gale, seconded by B. Newell, to approve the Planning Commission Annual Report and present it to the Village Council. Motion carried 6-0.

8. Old Business

Master Plan Discussion

The commissioners discussed progress to date on the Master Plan and the various approaches used as PC leadership changed. L Cavendish feels strongly that the full commission needs to reevaluate goals established in the 2018 plan before doing any rewriting. J. Woomer, K. Wessell and J. Gale agreed with Cavendish and proposed the next step should be to assess what has been achieved, what needs to be added and what can be removed. Results from the community questionnaire can be incorporated. ZA Dyer had proposed establishing a small work group to draft portions of the plan outside of the meetings. The Commissioners reached consensus that ad hoc work groups will assist the ZA, with the group's composition to be based on areas of expertise and interest. The Commissioners also agreed to remove numbers from the list of goals to avoid the appearance that the goals are ranked by importance. ZA Dyer and Chair Arbury will add a discussion of MP goals to the May agenda.

9. Discussion Items

a. Presentation regarding Redevelopment Ready Community Program by ZA Dyer. He provided an overview of the program's history and outlined the best practices identified by experts in planning and development from the Michigan Economic Development Corporation (MEDC). Potential benefits were covered along with progress made to date. The commissioners' questions were answered.
b. Discussion of Planning Committee vacancies was initiated by Chair Arbury. The 3-year terms of J. Woomer and L. Cavendish will expire in April 2024. J. Woomer has agreed to reappointment. L. Cavendish has agreed to remain on the PC until the November 2024 Village Council election. Chair Arbury will step down following the May 2024 PC meeting, leaving a second vacancy. Village President McCann will make appointments at the May VC meeting of one 1-year team and one 2-year term. A notice of the vacancies will be placed in the Leelanau Enterprise and posted within the Village and on social media. The names of potential appointees should be submitted to C. McCann.

c. Status of Capital Improvement Plan Process - L Cavenaugh reports the Infrastructure Committee has established a master list of projects, repairs and replacements. The list has been expanded by Treasurer Simons to include projects from other departments and the PC to form the basis for the CIP. Review and prioritization of the list by the PC must take place at the May meeting. The Village Council will hold the budget hearing in June and the CIP is tied to the budget cycle. ZA Dyer suggested that the projects could be grouped into categories, such as: 1. 2024-25 budget; 2. next five years' budget; 3. operational expense, not a capital improvement. The commissioners agreed to adopt this approach at our May meeting.

d. Review of Frankfort Attainable Housing Actions Related to Zoning. ZA Dyer included the documents in the meeting packet for information purposes only.

10. Reports

a. **Zoning Administrator Report** - A written report was included in the packet. ZA Dyer highlighted his recommendation to the Village Council to pursue a partnership contract with Housing North and updated the PC on the Heymeyer's property. He expects more information in the coming weeks.

b. **Trustee Report** - A written report was included in the meeting packet. There were no questions from the commissioners.

c. **Tree Committee Report** - April 16 minutes were provided. The Arbor Day commemorative tree planting event is April 26th at 10:00am at the South Beach Youth Sailing School area. Three classes from Northport Public School will attend this year.

d. **Infrastructure Committee Report** - No meeting.

11. Public Comment

a. Anne Harper agrees that a review of goals is in order and suggested that they could be grouped by topic.

12. Board member comment

K. Wessell thanked L. Cavendish for the professional and attractive design work on the Master Plan questionnaire.

L. Cavendish issued an invitation to the Safe Routes to School Bike and Roll event on May 8. Students and interested parties should meet at the Marina Parking Lot at 7:30 a.m. and proceed to the school. B. Newell and K. Wessell expressed interest in taking part.

13. Adjournment

Motion to adjourn by B. Newell, seconded by K. Wessell. Meeting adjourned at 8:03 p.m.

Submitted by,
Jane Gale,
Secretary