PLANNING COMMISSION (PC)

REGULAR COMMISSION MEETING

May 15, 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, K. Wessell and J. Woomer

Present via Zoom:

Absent:

Staff present: J. Dyer, Zoning Administrator

Public present: 1 in person, 1 via Zoom

2. Approve April 17, 2024 meeting minutes.

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

3. Additions or corrections to agenda

None

4. Correspondence

None

5. Public comment

None

6. Reports

a. **Zoning Administrator Report** - A written report was included in the packet. L. Cavendish requested updates on the old hospital property and Yard and Lake. Mr. Dyer understands that the demolition is targeted for the end of August. The owners have prepared an RFP that will include public notice, start and end date and times. Yard and Lake owners are in discussion with prospective buyers and the rezoning request is not being pursued at this time. The Village Council received correspondence from an

attorney representing the adjoining property owner seeking enforcement of zoning violations, which are being addressed.

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

c. **Tree Committee Report** - The committee met May 14 and B. Newell gave a verbal update. The Arbor Day tree planting and celebration was very successful and received press coverage in the Enterprise. A second tree was planted west of the Arbor Day tree and another on the southwest corner of 5th and Mill. The committee is recruiting "tree teams" to help with watering for the first two summers after planting to minimize work by DPW. A grant application is being submitted to Consumers Energy that would reimburse up to $2,000 for the purchase of 15 trees.

d. **Infrastructure Committee Report** - L. Cavendish gave a verbal report. The committee established budget priorities and updated the sidewalk map. Ordinance review is ongoing. Sponsors have been identified to underwrite the cost of the EV charging station and signage has been ordered. A water rate survey is being conducted for future use.

7. Old Business

None

8. Discussion Items

a. Review of the Master Plan Goals from the 2018 Master Plan for Land Use

The commissioners reviewed the rationale for conducting the 5-year update internally rather than engaging a planner. We will consider whether planning expertise would be helpful at various stages in the process. Chair Arbury kicked off discussion of the goals with the observation that the first goal is not measurable and would like to rework language. L. Cavendish drafted a "preamble" to the goals and again suggested removing the numbered list, perhaps grouping into categories such as environment, development/housing, etc. She shared information on Michigan Green Communities and would like to incorporate recommended practices into Northport goals. She also would like to add universal access. K. Wessell shared language from Leelanau Township's Master Plan on controlled and sustainable growth. There was general consensus that all of the 2028 goals are still relevant, but need revision. The goals should also include universal access, ADA compliance and collaboration with other governmental bodies that was a goal in 2004 and 2011. L. Cavendish and K. Wessell will prepare a draft of the first section of the Master Plan for the June meeting.

b. Process for Tabulating the 2024 Master Plan Citizen Input Questionnaire

As of May 15, we have received 102 paper and 35 electronic responses. The online questionnaire app will compile that data and capture comments in a spreadsheet. The

remaining data must be entered manually. J. Gale offered to enter the data into the spreadsheet generated by the app. She will determine whether she can also capture the written comments. If not, the questionnaires could be allocated among the other commissioners to record the comments in order to have the findings for the June meeting. Mr. Dyer noted that some of the comments contain questions or request information. It was agreed that the questionnaires would be separated into packets for each of the commissioners to review and identify any that require follow up.

c. Review the status of the Village Capital Improvement Plan (CIP) and Process

Mr. Dyer explained that the Village is in the process of aligning the capital improvement planning process with the new budget cycle. A comprehensive list of projects is being compiled from planning commission, parks and trails, infrastructure and DPW records. The list will inform the budget process this year. The goal is to have the Planning Commission develop a six-year Capital Improvement Plan in December to guide the 2025-26 budget.

9. New Business

a. Approve Master Plan Approval Timeline

(Note: this item was covered prior to the Discussion Items) Chair Arbury reviewed the proposed timeline contained in the meeting packet. There was general consensus that the timeline was appropriate with the understanding that delays and complicating factors may require modification. The winners of the November election will be sworn in for the December meeting. Pros and cons of bringing the final draft to a newly seated council were debated. Motion by K. Wessell, seconded by B. Newell, to approve the Master Plan Timeline as presented. Motion carried 6 - 0.

b. Consider revision to the Planning Commission By-Laws to address officer vacancies

ZA Dyer presented revisions to the By-Laws to address the resignation of Chair Arbury at the end of May 2024. The revisions clarify that ex-officio members may not serve as Chair and removes the provision that the "Secretary shall succeed to this office (Chair) for the unexpired term." A new process for naming an interim Chair is established. Motion by J. Gale, seconded by L. Cavendish, to approve the revision to the Planning Commission By-Laws to address officer vacancies as presented. Motion carried 6 - 0.

10. Public Comment

a. Derenda LeFevre thanked the commissioners for adding ADA compliance/universal access to the proposed goals. Access for those with disabilities should be incorporated into the Master Plan when possible.
b. Anne Harper appreciated the thoughtful discussion of the goals and thanked L. Cavendish for researching Michigan Green Communities and sharing with the Planning Commission.

11. Board member comment

K. Wessell thanked N. Arbury for her leadership

12. Adjournment

Motion to adjourn by B. Newell, seconded by K. Wessell. Meeting adjourned at 8:15 p.m.

Submitted by,
Jane Gale,
Secretary