PLANNING COMMISSION (PC)

REGULAR COMMISSION MEETING

December 18, 2024

6:00 PM – 8:00 PM

MINUTES

1. **Call to Order, Roll Call**

Chair J. Woomer called the meeting to order at 6:04 p.m.
*Commissioners present:* L. Cavendish, J. Gale, B. Newell, H. Scott and K. Wessell
*Absent:* none
*Staff present:* J. Dyer, Zoning Administrator
*Public present:* 2 via Zoom

2. **Additions or corrections to agenda**

a. Motion by H. Scott to approve the agenda, seconded by L. Cavendish. Motion carried.

3. **Approve September 18 meeting minutes.**

a. Motion by J. Gale to approve the minutes with one correction to item 9b, seconded by K. Wessell. Motion carried.

4. **Correspondence**

None

5. **Public comment**

None

6. **Reports**

a. **Zoning Administrator Report**

A written report was provided with background information on two discussion items. One item is the Vincer Way Site Condominium project. The Village has conflicting ordinances governing the approval process. ZA Dyer recommends that the planning commission review the site plan and additional details at its January meeting and make a recommendation to the Village Council. This process will satisfy requirements of both ordinances.

b. **Trustee Report**

No report. The December 12 meeting of the Village Council was cancelled.

c. **Tree Committee Report**

No meeting in the past month. Recyclables generated at UnCaged netted $339. Additional donations are coming in. The committee will meet January 14, 2025.

d. **Infrastructure Committee Report**

The committee will meet December 20 after cancellations in October and November. Priorities are planning for sidewalk and hydrant repair/replacement.

**7. Old Business**

**a. Master Plan Status Report**

ZA Dyer received an email from Arthur Mullen of Wade Trim proposing to work on the Master Plan that could be covered by a grant from MSHDA. Mr. Dyer feels grant funds would be better applied to costs associated with the deed transfer between the Village and Township for the 7th Street and Buster Dame Park properties. Commissioner Wessell feels strongly that we need the help of a professional planner to move the Master Plan update forward. The process stalled after the public input questionnaire and little to no progress has been made. Reasons for the delay were discussed and the decision to contract for statistical and demographic work was reiterated. Commissioner Cavendish has provided a Word version of the Master Plan to the others on the committee working on the language updates. The draft incorporates information from the survey. She will make some additional changes and distribute it to the full commission. ZA Dyer was asked to identify potential consultants to work on the demographics and statistics.

**8. Discussion Items**

**a. Pre-submission review of proposed retail space project at rear oftheNorthport Inn (space previously occupied by the Fitness Center)**

The project will be contingent on identifying the property line. It appears that the proposed new entrance porch encroaches the MDOT right-of-way and is not ADA accessible. The proposed exterior is aesthetically pleasing and will improve the first impression of the commercial corridor. There was a discussion of the strategic advantage of approving the site plan contingent on approval of a variance from MDOT. The commissioners would like to see more detailed dimensional plans for the street elevation and a ramp to replace/complement the stairs.

**9. New Business**

**a. Review and Potential Approval of proposed Vincer Woods Site Condominium**

ZA Dyer distributed a report from JFK Land Surveying Consultants outlining the proposed site condominium, a site plan, the Master Deed and the accompanying Leelanau County Subdivision Plan for Vincer Woods Condominium. Commissioners were

asked to study the materials and forward any questions to ZA Dyer prior to the next meeting when the site plan review will be an action item.

**10. Public Comment**

Anne Harper appreciated the attention to handicap access. She noted the importance of gathering public input on key issues affecting both Village and Township and incorporating into a Master Plan that defines a vision for the community. Her key issues include waterfront development, need for a new library, and serving as a model for environmental sustainability. Finally, she believes local resources could provide statistical and demographic work.

**11. Board member comment**

Trustee Scott would like to see a comparison of data in the 2018 Master Plan with the updated data to identify trends or patterns.

**12. Adjournment**

Motion to adjourn by H. Scott, seconded by K. Wessell. Meeting adjourned at 7:12 p.m.

Submitted by,
Jane Gale,
Secretary