PLANNING COMMISSION (PC)

REGULAR COMMISSION MEETING

June 11, 2025

6:00 PM – 8:00 PM

MINUTES

1. Call to Order, Roll Call

Chair J. Gale called the meeting to order at 6:01 p.m.
Commissioners present: L. Cavendish, J. Woomer, B. Newell, H. Scott and K. Wessell
Absent: M. McMillan
Staff present: J. Ottenwess, Zoning Administrator
Public Present: None

2. Additions or corrections to agenda

a. Motion to approve the agenda, J. Woomer moved, B. Newell seconded, without amendment. Motion carried unanimously.

3. Approval of May 21, 2025 meeting minutes.

a. Motion to approve May 21, 2025 meeting minutes, J. Woomer moved, B. Newell seconded, without amendment. Motion carried unanimously.

4. Correspondence

a. None

5. Public comment

None

6. Reports

a. **Zoning Administrator Report** – Ottenwess provided an update on the Leelanau Township Board meeting relevant to the Village. Explained short-term rental ordinance and registration requirements, potential legal implications for unregistered rentals. Provided an interpretation of requirement for special use permit for unregistered short-term rentals.

b. **Trustee Report** – Cavendish reported on recent Council initiatives: PILOT housing ordinance, Planning Commission appointment policy, social media policy, EV charging

station replacement/upgrade, bathrooms at 112 Waukazoo, Rose Street culvert replacement grant, and Social District.

c. Tree Committee Report - The committee is building tree inventory on GIS, creating tree value handout, planted 10 trees so far this year, maintaining financial reserves for tree planting.

7. Old Business –

a. Planning Commission Bylaws Amendment – Ottenwess explained proposed language amending Bylaws, requirement for complete application submissions 30 days prior to planning commission meetings. Discussion ensued about allowing additional materials submitted afterward, if that would be allowed. Consensus was that this would be allowed pursuant to proposed language. Motion by Woomer, seconded by Wessell. Motion carried unanimously.

8. Discussion Items

a. **Discussion of Master Plan Economic Characteristics (Part 1, Section 7-pages 31-36) –** Commission reviewed and discussed condensing sections, proposed removing repetitive or outdated information, discussed entrepreneurial activity and support. Commission discussed the relevance of various organizations and foundations. Trustee Gale assigned homework to the group to come up with specific ideas for each goal within the section.

b. Discussion of Master Plan General Land Use Policies & Zoning Plan – Commission reviewed general land use policies and zoning plan, discussing the need to incorporate citizen input and survey results, using the survey results to guide the development of the master plan. Commission emphasized the importance of balancing growth and maintaining the community's character, condensing the land use policies into a more concise and relevant document. Discussion ensued about the importance of attainable and affordable housing and the meaning and purpose of those specific terms.

c. Public Properties Rubric (Five Properties) – Commission reviewed first five properties, discussed need for additional mapping and information, identified potential priority sites for future development. Gave direction to staff to complete as much of the rubric as possible for discussion at the July meeting.

d. **Public Participation Plan –** Commission discussed revisions that are still needed, agreed to send to village council with understanding of future amendments. Motion by Woomer, seconded by Cavendish to approve Public Participation Plan and recommend that Village Council take action to approve**.** Motion carried unanimously.

9. New Business –

a. As Suggested by the Planning Commission – Chair Gale explained her involvement in the updates to the Leelanau County General Plan, that she would bring revised updates back to the Planning Commission for review and feedback.

10. **Public Comment –** Dan Stowe checked in.

11. **Commissioner comment –** None

12. **Adjournment –** There being no further business before the Commission the meeting was adjourned by the Chair at 8:14 pm.

Prepared by: Jered Ottenwess, Zoning Administrator