Village Of

PLANNING COMMISSION

REGULAR MEETING

AUGUST 13, 2025

MINUTES

Northport

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1. Call to Order, Roll Call

Chair J. Gale called the meeting to order at 6:00 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: Lynelle Wilcox, Darin Wilcox, A. Thorvald (via Zoom)

2. Approval of Agenda

Agenda approved by consent

3. Approval of July 9, 2025 Meeting Minutes

Motion by L. Cavendish, seconded by H. Scott to approve minutes as presented. Motion carried unanimously.

4. Correspondence

a. **MEDC Redevelopment Ready Communities Training Opportunity**

J. Gale explained the correspondence in the meeting packet materials, related to upcoming training.

5. Public comment

Lynelle Wilcox addressed the board and stated her interest in their discussion related to minimum lot sizes in the D-1 Multi-Use zoning district.

6. Reports

a. **Zoning Administrator Report**

J. Ottenwess addressed the section of his report pertaining to short-term rentals. Discussion ensued about deadlines for registration and potential changes to the Zoning Ordinance.

b. **Trustee Report**

L. Cavendish updated the board on recent Village Council action related to adoption of the PILOT ordinance, attainable housing facilities exemption, sewer debt collection rates, and the public participation plan. L. Cavendish also reported that the Village Council recently received a proposal to construct a solar array on the remnant wind turbine monopole at the wastewater treatment plant property. She explained that the Zoning Ordinance does not allow such arrays and that the Planning Commission may need to consider how to address this issue for potential future uses, specifically those not in the D-1 Multi-Use zoning district.

c. Tree Committee Report

The Tree Committee has not met. B. Newell provided an update on tree planting at the dog park.

7. Discussion Items

a. **Peninsula Township Case Study Review –** The Planning Commission discussed non-conforming parcels in the D-1 district due to the two-acre minimum and that R2 S Shoreline Residential zoning district exists in text but not on the zoning map. Motion made by H. Scott, seconded by K. Wessell to (1) amend the zoning map to match the zoning ordinance for R2 S Shoreline Residential and (2) direct the Zoning Administrator to create an overlay district for D-1 Multi-Use to encompass non-conforming parcels, allowing minimum lot sizes down to 0.5 acres. Motion passed unanimously.

The Planning Commission discussed inconsistencies in definitions of "transient" and "short-term rental" between the Zoning and Village ordinances. Motion made by H. Scott, seconded by L. Cavendish to direct the Zoning Administrator to draft revisions for consistency, using the state's 30-day standard for short-term rentals. Motion passed unanimously.

The Planning Commission discussed whether sign regulations should remain in the Zoning Ordinance or be moved to a Village ordinance. The Zoning Administrator agreed to seek council direction.

The Planning Commission discussed the need for a maximum retail building size in D-1 to regulate formula businesses. The Zoning Administrator will draft revised language for a 5,000 sq. ft. maximum building size to discuss the next meeting.

b. **Discussion of Master Plan Economic Characteristics (Part 1, Section 7-pages 31-36) and Discussion of Master Plan General Land Use Policies & Zoning Plan (Part 2, Section 1-pages 38-42) –** The Planning Commission discussed creating an executive summary for the master plan to improve accessibility and usability, with detailed sections as appendices.

c. Public Properties Rubric

The Planning Commission discussed whether to categorize the parcels by priority or Future Land Use designation. A few parcels were removed from immediate consideration. The remainder will be sorted by Future Land Use designation for consideration by the Village Council.

8. New Business –

a. As Suggested by the Planning Commission

None

9. Public Comment

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None

10. **Board Member Comment**
None

11. **Adjournment –** There being no further business before the Commission the meeting was adjourned by the Chair at 8:00 pm.

Prepared by: Jered Ottenwess, Zoning Administrator

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