Village Of

# PLANNING COMMISSION

## REGULAR MEETING

## SEPTEMBER 10, 2025

## MINUTES

Northport

**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, M. McMillan, and K. Wessell
*Absent:* None
*Staff present:* J. Ottenwess, Zoning Administrator
*Public Present:* Lynelle Wilcox-Irvine, Darin Wilcox, Andy Thomas

**2. Approval of Agenda**

Agenda approved by consent

**3. Approval of August 13, 2025 Meeting Minutes**

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

**4. Correspondence**

Email correspondence from Lynelle Wilcox-Irvine and Darin Wilcox and Mary Betzoldt included in Dropbox folder

**5. Public comment**

- Andy Thomas addressed the board and explained his ownership of property along N. Mill Street, involvement with affordable housing, and his concern about changes to the D-1 Multi-Use zoning district, especially as they relate to single-family housing development.
- Lynelle Wilcox-Irvine addressed the board with respect to allowing single-family housing types in the D-1 Multi-Use zoning district and how that would benefit affordable housing.
- Darin Wilcox addressed the board and made comments supporting the previous two comments and urged the board to allow single-family housing types in the D-1 Multi-Use district.

**6. Reports**

a. **Zoning Administrator Report**

J. Ottenwess provided an update to the board about recent Village Council discussions regarding housing, including the Village-owned properties rubric and work with consultants on the West Street and Seventh Street parcels.

b. **Trustee Report**

L. Cavendish updated the board on recent Village Council discussions related to housing and direction from the Village Council to have staff expand on the rubric and bring the

matter back before the Village Council, rather than have the Planning Commission work more on the rubric.

**c. Tree Committee Report**

B. Newell provided an update to the board that a 4-inch caliper tree will be planted at the dog park. The committee is working on a tree document for the Village to use in promotional and educational materials. The committee will meet again on September 16.

**7. Discussion Items**

a. **Rezoning**

**R-2 S Shoreline Residential District Map and Text Amendment –** The Planning Commission discussed the way that this district was approved with regulations that were not initially intended, specifically as they relate to minimum lot size and width. Commissioners recalled intent was 6,000 sq. ft. minimum, not 15,000. Discussion ensued about reducing lot width from 100 ft. to 75–80 ft. to make more parcels conforming while maintaining water views. Commissioners agreed that staff would gather data on existing lot sizes before considering further changes.

**D-1 Multi-Use District Minimum Lot Area – Overlay District Map Amendment** – The Planning Commission discussed whether single-family housing should be permitted in this district. Commissioners noted past recommendations to avoid allowing single-family in every district. Commissioners also considered minimum lot sizes; earlier draft regulations suggested 10 acres, later revised to smaller thresholds. Discussion ensued about balancing housing needs with compatibility of mixed uses. Commissioners resolved to send the matter to the Village Council for feedback regarding (1) the extent of the proposed overlay district, (2) prohibition on single-family housing in D-1, (3) whether Accessory Dwelling Units should be allowed in D-1, and (4) 0.5-acre minimum lot size.

**Transient Definition/Short-Term Rentals Text Amendment** – The Planning Commission discussed proposed new definitions and indicated their agreement. Commissioners raised concerns about how the Transient Lodging definition would be enforced with new definitions and they directed the Zoning Administrator to develop new regulations specific to Transient Lodging in the appropriate sections of the ordinance.

**Formula Business Regulations Text Amendment** – The Planning Commission discussed a proposed new regulation that would limit building size to 5,000 square feet and indicated their agreement. Commissioners raised concerns about legality of Formula Business regulations and discussion ensued confirming that such regulations were allowable and clarifying how.

b. **Discussion of Master Plan Next Steps –** The Planning Commission discussed the process for drafting the Master Plan moving forward and agreed that a subcommittee of less than a quorum would meet to work on the drafts and then bring back to the Commission as a whole on an ongoing basis.

**8. New Business**

**a. As Suggested by the Planning Commission**
None

**9. Public Comment**
Lynelle Wilcox-Irvine and Darin Wilcox addressed the board again and reiterated their support for including single family dwelling types in the D-1 Multi-Use district and expressed concern that the current two-acre minimum lot size is too restrictive.

10. **Board Member Comment**
- B. Newell commented that he thinks of the current work on the Zoning Ordinance as similar to a commissioning period for a building, where the Planning Commission can work out the bumps, and he thanked the public for being involved.
- K. Wessell commented that she was also thankful the public was being involved and wished that had happened sooner.
- L. Cavendish also thanked the public for attending and wanted everyone to remember the upcoming Homecoming Parade and Walk and Roll to School events.

11. **Adjournment**
There being no further business before the Commission the meeting was adjourned by the Chair at 7:53 pm.

*Prepared by: Jered Ottenwess, Zoning Administrator*