Village Of

PLANNING COMMISSION

REGULAR MEETING

NOVEMBER 12, 2025

MINUTES

Northport

1. Call to Order, Roll Call

Chair J. Gale called the meeting to order at 6:00 p.m.
Commissioners present: J. Gale, L. Cavendish, J. Woomer, B. Newell, H. Scott, and M. McMillan
Absent: K. Wessell (attended via Zoom)
Staff present: J. Ottenwess, Zoning Administrator
Public Present: Tim Overdier, Kristi Holmstrom, Jill Onstott, Multiple (*via Zoom*)

2. Approval of Agenda

Agenda approved by consent

3. Approval of October 8, 2025 Meeting Minutes

Tabled until December meeting, minutes not available in packet

4. Correspondence

- Letter correspondence from Tim Overdier and Kristi Holmstrom included in Dropbox folder.
- Letter correspondence from Jill Onstott included in Dropbox folder.

5. Public comment

- Kristi Holmstrom addressed the Commission stating that she was present and interested in the discussion regarding changes to the D-1 district.

6. Reports

a. **Zoning Administrator Report**

J. Ottenwess did not provide a verbal report and referenced his memo included with the packet.

b. **Trustee Report**

L. Cavendish mentioned that the Village Council discussed a couple issues not mentioned in the Zoning Administrator/Village Manager's report, namely an outstanding invoice from Village auditor UHY and a discrepancy with the Township's payment of sewer special assessments to the Village.

c. Tree Committee Report

B. Newell provided an update to the board about the Tree Committee's finances and their work with the Village DPW to replace a street tree on Nagonaba Street. He also mentioned the tree information document that the Committee prepared and included with the meeting

packet. Planning Commissioners responded favorably and acknowledged their support for publishing the document.

7. Discussion Items

a. **Rezoning**

R-2 S Shoreline Residential District – The Planning Commission discussed a draft form-based code revision to the R-2 S district presented by the Zoning Administrator. Commissioners noted multiple sections that they would like to change in the draft:

- 20 ft total side setbacks, with 8 ft minimum on one side
- Remove "impervious surface" from the calculation of lot coverage and set maximum lot coverage at 35%
- Remove maximum height for eaves
- Add "nearest point" to setback measurement from Ordinary High Water Mark

H. Scott asked for a case study of how the draft regulations would impact a representative parcel. Commissioners discussed how the draft regulations pertaining to garages would be implemented. J. Ottenwess stated that he would prepare a more in-depth analysis of existing parcel configurations to bring back for further discussion.

J. Ottenwess presented a memorandum and supporting research paper analyzing the prospect of implementing a moratorium on development in the planned R-2 S zoning district, stating that the Village has the authority to implement such a moratorium. Furthermore, that such a moratorium would require an ordinance approved by the Village Council, could only be implemented for a limited duration, e.g. fewer than six months, and must be in response to a threat to public health, safety, or welfare. Commissioners discussed the merits and process for a moratorium and decided by consent not to pursue it at this time.

D-1 Multi-Use District Minimum Lot Area – J. Ottenwess presented background information about work he had done since the last meeting, including preparing a proposed rezoning map that alters the boundaries of the D-1 district. Ottenwess acknowledged the plans and interests of multiple property owners, including members of the public in attendance, who have a vested interest in potential changes to D-1 that should be considered. The Planning Commission supported by consensus recommending rezoning of areas in the northeast quadrant of the current D-1 district to Conservation/Recreation and areas in the northwest quadrant to R-1. L. Cavendish suggested the possibility of rezoning the Overdier property to R-4 or a combination of R-4 and D-1. J. Ottenwess suggested using split zoning (half residential, half D-1) on the Overdier property and a Planned Unit Development. The Planning Commission also noted the Township-owned recycling site and possible zoning districts that may be appropriate for planned attainable housing at that location, but the Planning Commission did not reach a conclusion and acknowledged that more information is necessary to finalize a recommendation for that property.

Chair Gale asked the Planning Commission for permission to let members of the public speak to the issue at hand and the Commission consented:

- Jill Onstott, representing her property interest in 838 N. Mill Street, stated that she supported a rezoning of her property to D-1, however, that she also planned to move forward with her current plan to apply for a Special Use Permit for a Short-Term Rental use.
- Kristi Holmstrom, representing her property interest in 716 N. Kitchen Road, explained the current use of the Overdier property and stated that she would investigate further the possibility of rezoning to R-4 and a split zoning.

The Planning Commission discussed the enclave area of R-2 along the Mill Street corridor and the possibility of rezoning to D-1, keeping it as it is, or extending the residential zoning in that area. No consensus emerged.

Transient Definition/Short-Term Rentals Text Amendment – The Planning Commission discussed draft changes that were presented and discussed at the last meeting. J. Ottenwess reviewed those proposed changes and asked the Planning Commission to pay particular attention to the zoning district designations and Special Use status for Campgrounds/RV Parks. Planning Commission consensus was to remove Campgrounds/RV Parks as a Special Use from the D-1 district. After further discussion, the Planning Commission agreed to allow Hotels and Motels as uses permitted by right in C-1 Core Commercial, CR-1 Commercial Residential, C-2 Commercial/Resort/Residential, and D-1 Multi-Use districts. L. Cavendish questioned the definition of Short-Term Rental as proposed for revision and the consensus was to retain the draft definition that excludes properties in which the owner stays on premises as part of the rental arrangement.

b. **Discussion of Master Plan Next Steps –** Chair Gale explained the draft process underway with L. Cavendish and herself and stated that they plan to have further drafts available for review and discussion at the next meeting.

8. New Business

a. As Suggested by the Planning Commission

None

9. Public Comment

None

10. **Board Member Comment**

- M. McMillan stated that he was in favor of looking further into applying the R-4 zoning district.
- L. Cavendish encouraged the public to provide feedback related to the Master Plan.

11. **Adjournment**

There being no further business before the Commission the meeting was adjourned by the Chair at 8:03 pm.

Prepared by: Jered Ottenwess, Zoning Administrator