Village Of

PLANNING COMMISSION

REGULAR MEETING

JANUARY 28, 2026

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, J. Woomer, B. Newell, K. Wessell, L. Cavendish, and H. Scott
Absent: M. McMillan
Staff present: J. Ottenwess, Zoning Administrator
Public Present: Jill Onstott, representing 838 N. Mill Street

2. Approval of Agenda

Agenda approved by consent

3. Public Hearing – Special Use Permit for Short-Term Rental at 838 N. Mill Street

Chair Gale opened the public hearing at 6:01 PM. J. Ottenwess reviewed his memorandum summarizing findings pursuant to the Zoning Ordinance standards for Special Use approval. Chair Gale solicited comments and questions from Planning Commissioners related to the findings as presented. Planning Commissioners discussed the standards for approving Special Use Permits and concurred with the findings as presented. Motion by K. Wessell, seconded by H. Scott to approve. Chair Gale opened the floor for comments from the applicant, Jill Onstott, who made no comment. No other member of the public was present either in person or remotely. Roll call vote was taken: Cavendish, Gale, Newell, Scott, Wessell, and Woomer voted in favor with none opposing or abstaining. Motion passed unanimously.

Chair Gale closed the public hearing at 6:21 PM.

4. Approval of December 10, 2025 Meeting Minutes

Motion by L. Cavendish, seconded by B. Newell to approve minutes as presented, passed unanimously.

5. Correspondence

Letter correspondence in the packet received from Lynn Brow regarding the proposed Special Use Permit for a Short-Term Rental use at 838 N. Mill Street

6. Public comment

None

7. Reports

a. Zoning Administrator Report

J. Ottenwess referenced his written report. Discussion ensued about the Village Short-Term Rental Ordinance and plans to amend it.

b. Trustee Report

Trustee Cavendish reported on action taken at the December Village Council meeting, including with respect to marina rates. Discussion ensued about the Rose Street culvert replacement project and J. Ottenwess provided a brief update.

c. Tree Committee Report

None

d. Leelanau County General Plan

None

8. Discussion Items

a. Master Plan

Chair Gale explained that due to lack of new draft material to review this discussion would be tabled until the next regular meeting.

b. Capital Improvement Plan

J. Ottenwess presented the revisions he made to the draft CIP based on discussions from the December 10 meeting, including adding a narrative portion. Planning Commission consensus was to add "potential funding sources" as an additional component of the narrative. L. Cavendish provided a list of projects that she would like included in the CIP and. Planning Commissioners and Ottenwess indicated agreement and plans to include in future drafts. No action taken, revised draft to come back when completed.

9. New Business

a. 2026 Planning Commission Task Calendar

The Planning Commission discussed a list of tasks and a timeframe for completion that was drafted by the Zoning Administrator and requested the addition of the Capital Improvement Plan by April. Consensus was to include the task calendar as a standard part of meeting materials moving forward.

10. Public Comment

None

11. **Board Member Comment**

None

12. **Adjournment**

There being no further business before the Commission the meeting was adjourned by the Chair at 7:31 pm.

Prepared by: Jered Ottenwess, Zoning Administrator