Village Of

PLANNING COMMISSION

REGULAR MEETING

JANUARY 28, 2026

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: J. Gale, J. Woomer, B. Newell, K. Wessell, L. Cavendish, and H. Scott
Absent: M. McMillan
Staff present: J. Ottenwess, Zoning Administrator
Public Present: None

2. Approval of Agenda

Agenda approved by consent

3. Approval of January 28, 2026 Meeting Minutes

Motion by J. Woomer, seconded by B. Newell to approve minutes as presented, passed unanimously.

4. Correspondence

None

5. Public comment

None

6. Reports

a. Zoning Administrator Report

J. Ottenwess referenced his written report. A brief discussion ensued about Short-Term Rental registration requirements and Village communication about that.

b. Trustee Report

Trustee Cavendish reported on action taken at the January Village Council meeting.

c. Tree Committee Report

B. Newell notified the Planning Commission that the Committee has stopped collections around town because they have sufficient funds for their current programs, and that the Committee plans on taking over planter boxes on the Mill Street bridge.

d. Leelanau County General Plan

Chair Gale reported on recent discussions that addressed well testing in the County.

7. Discussion Items

a. Master Plan

L. Cavendish explained ongoing work that she and Chair Gale have undertaken. H. Scott raised concerns about the pace of work on the Master Plan and questioned the Planning Commission's capacity to complete the Plan timely as well as the value of a legal review by a third-party/consultant. Discussion ensued about previous experience working with consultants and how a consultant could be involved in the process at a later time and incorporated within the Village budget. Consensus was to move forward with status quo, i.e. Planning Commission completing the plan on its own, and reconsider the issue in a couple months, when the cost could still be included in the next fiscal year budget.

b. Capital Improvement Plan

J. Ottenwess presented the revisions he made to the draft CIP based on discussions from the January 28 meeting, including additional projects that were reviewed at that meeting. H. Scott suggested highlighting projects with firm estimates. Discussion ensued about refining project scope of work, including with respect to the marina boat washing station, water lines, and other similar projects. Ottenwess stated his intent to complete and provide a finished draft for the March meeting incorporating feedback from the discussion.

c. R-2 S Shoreline Residential District

J. Ottenwess presented illustrations depicting buildable width as it pertains to parcels along the shoreline and suggested it as the best way to regulate buildable area, limit lot splits, and retain flexibility for future development. Discussion ensued about the most appropriate buildable width and how it would impact current parcels and the potential for lots splits and future development, including the role of variances. L. Cavendish requested, and Planning Commissioners concurred, that Ottenwess prepare a revised analysis of shoreline parcels depicting buildable width to consider at the next meeting, as a means of evaluating the potential of creating nonconforming parcels.

d. Public Participation Plan

Chari Gale explained the current status of the Plan, which was originally adapted from an MEDC template, and requested a subcommittee to work on revisions. H. Scott volunteered and agreed to send revisions/comments to the Zoning Administrator.

8. New Business

a. Announcement: Zoning Ordinance Amendments Public Hearing

Chair Gale announced the upcoming public hearing and asked Planning Commissioners to be prepared for public comment.

b. 2025 Annual Report: April Meeting

Chair Gale announced that she was in the process of preparing the annual report and solicited feedback from Planning Commissioners about their experiences, learning opportunities, or other relevant information they would like to include.

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9. Public Comment
None

10. **Board Member Comment**
H. Scott recognized K. Wessell's devoted service to the Planning Commission.

11. **Adjournment**
There being no further business before the Commission the meeting was adjourned by the Chair at 7:59 pm.

Prepared by: Jered Ottenwess, Zoning Administrator

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