Village Of

PLANNING COMMISSION

REGULAR MEETING

APRIL 8, 2026

MINUTES

Northport

1. Call to Order, Roll Call

Chair J. Gale called the meeting to order at 6:03 p.m.
Commissioners present: J. Gale, B. Newell, M. McMillan, and H. Scott
Absent: L. Cavendish, K. Wessell, J. Woomer
Staff present: J. Ottenwess, Zoning Administrator
Public Present: None

2. Approval of Agenda

Agenda approved by consent

3. Approval of March 11, 2026 Meeting Minutes

Motion by B. Newell, second by H. Scott to approve minutes as presented, passed unanimously.

4. Correspondence

None

5. Public comment

None

6. Reports

a. Zoning Administrator Report

J. Ottenwess presented information about upcoming public hearings for Special Use Permits at the May 13 Planning Commission Meeting, a boundary adjustment issue along North Shore Drive, and that the Village Council plans to consider 7th and High Street development concept plans at their next Regular Meeting on April 16. A brief discussion ensued about the Village Council's plans for development on Village-owned properties and if the Council has provided direction as to how those developments might be structured from an organizational perspective.

b. Trustee Report

None

c. Tree Committee Report

B. Newell provided an update to the Planning Commission about the Committee's recent activity including collections, plans for tree planting, and their upcoming meeting.

d. Leelanau County General Plan

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None, most recent Leelanau County General Plan meeting was cancelled.

7. Action Items

a. Resolution 2026-4 – Zoning Map Amendments

J. Ottenwess presented background information on Resolution 2026-4, explaining that the text amendments had already been acted upon and that the resolution before the Planning Commission concerned only the proposed zoning map amendments. He advised the Commission that the previously noticed map could be modified and suggested that, rather than proceeding with all of the originally proposed changes, the Commission consider making the Kitchen Road area consistently R-1 and deferring the proposed D-1 to CN-1 change affecting the Boat Yard area for future consideration. Commissioners discussed prior public comment favoring rural residential zoning along Kitchen Road and whether the map should be revised accordingly while still moving forward with selected corridor and enclave amendments. Commissioners also discussed the potential for the Boat Yard property to pursue rezoning at a later time and noted site constraints affecting future development. Motion by H. Scott, seconded by B. Newell to approve Resolution 2026-4 with the following amendments: the entire area under consideration along Kitchen Road from D-1 to R-1 and removal of the Boat Yard area from the area under consideration. Motion carried.

b. Capital Improvement Plan

J. Ottenwess presented the draft Capital Improvement Plan (CIP) as included in the agenda materials. The Planning Commission briefly discussed the document and its role in guiding future capital planning. Motion by H. Scott, seconded by B. Newell to approve the Capital Improvement Plan and forward it to the Village Council. Motion carried.

8. Discussion Items

a. 2025 Annual Report

Chair Gale provided an update on the Planning Commission annual report, noting that she is currently working on the document and is awaiting additional information from staff. She indicated that the report will be presented to the Village Council upon completion.

b. Master Plan

The Planning Commission discussed the proposed scope of effort provided by Place Strategies and Placecraft for the Master Plan update. Chair Gale directed Commissioners to review the scope further and provide feedback to staff prior to the next meeting, with the intent of bringing the item back for further discussion at the May 13 Planning Commission meeting.

c. R-2 S Shoreline Residential District

The Planning Commission continued discussion of potential amendments to the R-2 S district, focusing on shoreline protection standards including impervious surface, setbacks from the ordinary high-water mark, and vegetation management. Commissioners discussed the concept of allowing reduced setback distances where overall impervious surface coverage is limited, emphasizing a performance-based approach to minimize

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environmental impact. The Commission also discussed establishing clearer standards for vegetation removal, including limiting the area of clearing for viewsheds and distinguishing between "limbing" and full clearing to preserve canopy and shoreline character. Commissioners expressed a preference for practical, non-engineered stormwater approaches rather than requirements involving specialized design or construction. The Commission directed the Zoning Administrator to make revisions based on their discussion and bring back to the May 13 meeting.

d. Public Participation Plan

The Planning Commission briefly discussed the Public Participation Plan as included in the agenda materials. Commissioners acknowledged the document and indicated it would be reviewed further in conjunction with upcoming planning efforts.

9. Public Comment

None

10. **Board Member Comment**

None

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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