Village Of

PLANNING COMMISSION

REGULAR MEETING

JUNE 10, 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, M. McMillan, H. Scott, and J. Woomer
Absent: L. Cavendish, B. Newell
Staff present: J. Ottenwess, Zoning Administrator
Public Present: B. Lonberger, Mary (via Zoom)

2. Approval of Agenda

Agenda approved by consent

3. Public Hearing – Special Use Permit for Short-Term Rental at 125 E 7th Street

- Resolution 2026-7

C Chair Gale opened the public hearing at 6:01 PM. The Zoning Administrator provided background information about the Special Use Permit application and presented his findings. Chair Gale solicited public comments. There being none, Chair Gale closed the public hearing at 6:06 PM.

Motion by H. Scott, seconded by M. McMillan to approve Resolution 2026-7 with the condition that the owner must submit a complete Short-Term Rental application. Roll call vote was taken: Gale, McMillan, Scott, and Woomer voted in favor with none opposing and two absent. Motion passed unanimously.

4. Approval of May 13, 2026 Meeting Minutes

Motion by M. McMillan, seconded by J. Woomer to approve minutes as presented, passed unanimously.

5. Correspondence

Chair Gale referenced correspondence received and available in the meeting packet materials posted online.

6. Public comment

None

7. Reports

a. Zoning Administrator Report

J. Ottenwess referenced his written Zoning Administrator report that was included in the agenda packet and noted an influx of land use permit applications. A brief discussion

ensued about the Village Council's proposed resolution to place a voted millage on the November ballot.

b. Trustee Report

Trustee Cavendish was absent, no report presented.

c. Tree Committee Report

Chair Gale referenced minutes for the Tree Committee that are available in the packet and mentioned ongoing efforts to expand the scope of the Committee to include beautification. Chair Gale also mentioned revisiting the ad hoc status of the Committee considering that it has been active for four years.

d. Leelanau County General Plan

Chair Gale reported briefly on the status of the Leelanau County General Plan Committee.

8. Discussion Items

a. Master Plan

The Planning Commission discussed a proposal from Place Strategies related to the Village Master Plan update. Commissioners expressed support for the revisions that have been agreed to and presented by Place Strategies.

Motion by M. McMillan, seconded by J. Woomer to recommend to the Village Council approval of the proposal as submitted.

b. Rezoning – R-2 S Shoreline Residential District

J. Woomer recused himself from deliberation due to a potential conflict of interest with his property ownership in the R-2 S Shoreline district.

The Planning Commission continued discussion of proposed amendments to the R-2 S Shoreline Residential District regulations, including revisions intended to apply stormwater runoff regulations to abutting properties as well as the shoreline, create a grading slope maximum threshold, and limit the reduced setback option in Section 4(B)2. The Commission directed staff to continue refining the draft language and return with additional revisions for future consideration.

J. Woomer made public comment inquiring about the potential effect of reduced setback limits impacting viewsheds and providing general feedback.

The Planning Commission directed the Zoning Administrator to revise the draft regulations pursuant to the discussion and bring back for further review at the next meeting.

c. Accessory Dwelling Unit Zoning Regulations

J. Ottenwess presented summary points related to current best practices that support ADUs. The Planning Commission indicated their support for the proposed revisions,

suggested instituting a cap on the number of ADUs per parcel, and directed the Zoning Administrator to bring a draft of proposed regulations to the next meeting.

d. Public Participation Plan
Chair Gale explained revisions she had made to the Plan including adding appendices for references and encouraged further feedback before bringing the Plan back for discussion at the next meeting.

e. July Meeting Schedule
J. Ottenwess explained possible scheduling conflicts and suggested moving the July 8 meeting to July 15. The Planning Commission concurred.

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 7:34 pm.

Prepared by: Jered Ottenwess, Zoning Administrator