PLANNING COMMISSION (PC)

REGULAR COMMISSION MEETING

Octo 16, 2024

6:00 PM – 8:00 PM

MINUTES

1. Call to Order, Roll Call

Chair J. Woomer called the meeting to order at 6:11 p.m.
Commissioners present: L. Cavendish, J. Gale, B. Newell, H. Scott and K. Wessell
Absent:
Staff present: J. Dyer, Zoning Administrator
Public present: none Due to technical difficulties, the virtual option was not available.

2. Additions or corrections to agenda

a. Motion by H. Scott to approve the agenda with the addition of IX.c. Selection of a Recording Secretary, seconded by L. Cavendish. Motion carried.

3. Approve September 18 meeting minutes.

a. Motion by H. Scott to approve the minutes as presented, seconded by B. Newell. Motion carried.

4. Correspondence

None

5. Public comment

None

6. Reports

a. **Zoning Administrator Report** - The complete October 10 Village Manager's report was included in the packet. ZA Dyer has received a recent inquiry about plans to build a cottage on North Shore across from the boat yard. He also expanded on infrastructure projects of interest to the Planning Commission.

b. **Trustee Report** - A written report was included in the meeting packet. Of note, the Council authorized staff to invest Tree Committee funds in a Certificate of Deposit.

c. **Tree Committee Report** - No meeting in the past month. Barrels have been stored for the season. Recyclables generated at UnCaged will add $300 - $400 to the Tree Fund. Mr. Newell will wait until after the November 5 election to meet with Township officials to discuss joint planting efforts.

d. **Infrastructure Committee Report** - the committee will meet October 25. Ms. Cavendish referred commissioners to the Village Manager's report for updates on DPW projects.

7. Old Business

8. Discussion Items

a. Discussion concerning Mill Street Zoning and other possible Map Amendments

ZA Dyer provided copies of the Zoning District Map and Future Land Use Map to guide the discussion. It was noted that several land divisions have been approved since these maps were printed and updated versions will be pursued. In earlier discussions, the commission discussed extending the Core Commercial district along Mill Street to 3rd Street. Many areas were identified for further study in Conservation, Multi-Family Development, Rural Residential and Village Residential District. Staff will identify each parcel. Planning commissioners will then apply consistent criteria: 1. What is currently there? 2. What would we like to see? 3. What are the pros and cons of rezoning? Changes to the Core Commercial District will be considered first.

9. New Business

a. Update and Possible Action on Master Plan Drafting Committee Draft Section #1

The subcommittee has been unable to meet due to scheduling problems. They will meet October 22 at 9:00 a.m. to work on the first section of text and establish a timeline for future work.

b. Review and Possible Action Regarding Sound Level Restrictions in the Zoning Ordinance

Commissioners reviewed the pertinent sections of the General Provisions of the Zoning Ordinance and the Nuisance Ordinance then discussed the advantages or implications of each type of regulation. The commissioners reached consensus that they would like to remove Section 3.16 from the Zoning Ordinance, but would like to add a provision to the Nuisance Ordinance to regulate smoke/noxious gases. J. Gale believes the Village has an ordinance to regulate outdoor burning that should be reviewed in conjunction with any amendment to the Nuisance Ordinance. Staff will bring sample language to the next meeting.

c. Selection of a Recording Secretary

K. Wessell reminded the commissioners that the Planning Commission has been staffed by a Recording Secretary in the past and believes that the role is essential to effective operations. Mr. Dyer agreed that the Village should provide the service, but to date has not found anyone interested in the posted administrative support position. In the interim, Mr. Dyer offered to use the Village's IA Transcription application to generate minutes. J. Gale and Mr. Dyer will transition the secretarial role in November.

10. Public Comment

None

11. Board member comment

Trustee Wessell has information about the MSU Extension Service Citizen Planner program. It will be offered as an instructor-led virtual academy in November-December. A self-paced course is also available. The Village has funds to cover the registration cost.
Trustee Scott reminded commissioners about the Northwest Michigan Housing Summit in Traverse City Oct, 24-25. The Township is sending a contingent.
Trustee Cavendish asked to have the Planning Commission web page updated.

12. Adjournment

Motion to adjourn by H. Scott, seconded by B. Newell. Meeting adjourned at 7:52 p.m.

Submitted by,
Jane Gale,
Secretary