



PLANNING COMMISSION (PC)

REGULAR COMMISSION MEETING

January 15, 2025

6:00 PM – 8:00 PM

MINUTES

1. Call to Order, Roll Call

Chair J. Woomer called the meeting to order at 6:10 p.m.

Commissioners present: L. Cavendish, J. Gale, B. Newell, H. Scott and K. Wessell

Absent: None

Staff present: J. Dyer, Zoning Administrator

Public Present: None.

2. Additions or corrections to agenda

- a. Motion by Scott, second by Cavendish to approve the agenda, without amendment, all in favor, by voice vote.

3. Approve November meeting minutes.

- a. Motion by Gale, second by Wessel to approve November 20, 2024, meeting minutes. Commissioner Cavendish noted that it was November, rather than the October Infrastructure Committee meeting that was cancelled. Commissioner Scott noted that he should be identified as Commissioner rather than Trustee Scott.

4. Correspondence

- a. Correspondence received from Derenda LeFevre favorably commenting on the master plan language concerning accessibility and offering her services to assist.

5. Public comment

None

6. Reports

- a. **Zoning Administrator Report** – A written report was provided, with information concerning the items for review this evening. The focus was on the Vincer Woods site condominium review process. Also, information was provided concerning efforts to confirm the width of the Waukazoo road right of way, and the lot area at 109 Waukazoo. Given the right of way was limited to 50 feet, the proposed project to build a ramp for outdoor access to this site would not cause an encroachment on the right of way.

b. **Trustee Report** – Information covered in the Managers report.

b. **Tree Committee Report** - Noted that the first meeting of the year was held on January 14, 2025. Primarily conducted a review of current and expected financial resources and getting ready for spring planting. Next meeting on February 18, 2025.

c. **Infrastructure Committee Report** – A verbal report was provided. Focus was on the CIP Plan and prioritizing water main and sidewalk projects. Extensive discussions concerning an update to the GIS application used by DPW.

7. **Old Business –**

a. **Discussed the Revised Introduction Section of the Master Plan** - the discussion began with Commissioner Scott inquiring if we were “adopting” or merely “accepting and moving on” the language proposed by the drafting committee the consensus was that we were just accepting the proposed language and moving onto the next section. The commission would only “adopt” the revised master plan after the redraft was complete. Commissioner Gale noted her preference for using “preserving the natural night sky” when referring to “Dark Sky.” Commissioner Newell asked to be certain that tree preservation language was retained in any revised introduction. Chair Woomer suggested that references to recreational opportunities be referenced in the introduction. Other Commissioner suggested that recreation should be identified as a universal access concept. There was discussion about an aging population and how that concept should be addressed in the introduction. Chair Woomer also suggested reference to an increase in part-time residents should be considered. Zoning Administrator Dyer reminded the commission that the master plan needed to address land-use issues, and that many of these issues would be contained elsewhere in the report. Commissioner Cavendish provided an updated timeline and steps necessary to complete the master plan. There was a consensus that the master plan could be completed with available resources so long as expert resources were available to complete the statistical analysis required.

8. **New Business**

a. **Review of the Vincer Woods Site Condominium Final Plan** – The reviewed the site condominium bylaws, the master deed and the site plan. There was substantial discussion regarding the placement of the ice isolation distance from the well and the trees located on the site, and how they would be restricted from clearcutting.

After concluding the discussion Commissioner Cavendish moved to approve the site plan with the bylaw language as presented, seconded by Commissioner Gale.

Further discussion on the motion resulted in an amended motion by Commissioner Cavendish, seconded by Commissioner Gale to approve the Vincer Woods site condominium with the following conditions:

1. That the bylaws be adopted as presented.
2. That paragraph 8.4.J be amended to reduce the minimum girth of timber that may be removed from property from 12 inches to 6 inches.
3. That the definition of short-term rental be set to 30 days to conform to the Michigan statute.

By voice vote all were in favor of the motion as presented.

- b. Discussion of the Site Plan for 109 E. Nagonaba (former Fitness Center)** – The Commission discussed the lack of any requirement for defining the depth of a parking spot in a commercial zone. The zoning administrator noted that the adjoining retail grocery store provided an email indicating that they did not oppose the site plan, and the deck would not encroach into the existing parking lot area, and the applicant did not want stairs that exited directly to the parking lot. Commissioner Cavendish noted that the MDOT right-of-way on Waukazoo Street was only 49.51 feet, rather than the more usual 66 feet. She indicated she wanted the record to reflect this fact, since it could implicate future land-use decisions.

Commissioner Cavendish moved approve approval of the site plan, with the condition that the applicant meet with village DPW regarding the placement of the footings for the deck prior to construction to assure that there is no issue with drainage and the village infrastructure. Seconded by Commissioner Newell.

By voice vote all were in favor of the motion as presented.

- c. Selection of planning commission chairperson** - Commissioner Woomer nominated Commissioner Gale to act as chairperson, seconded by Commissioner Cavendish. After voice vote all were in favor of the nomination.

9. Public Comment - None

- 10. Board member comment.** - The commission conducted a general discussion regarding the placement of the zoning administrator expressing a strong consensus that the village council consider hiring a new Village manager with zoning experience, or at least someone that was willing to function as a full-time zoning administrator, perhaps with some consultant assistance. Commission expressed a strong sense that a full-time employee, capable of responding to zoning and land-use issues was a particularly good resource for the village.

- 11. Adjournment** – There being no further business before the Commission and the meeting was adjourned by the Chair at 7:50 pm.

Submitted by,
Jim Dyer,
Zoning Administrator
Acting as Secretary.