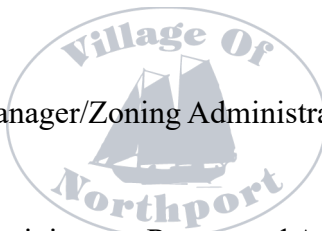

MEMORANDUM – OFFICE OF THE VILLAGE MANAGER

TO: Northport Village Council

FROM: Jered Ottenwess, Village Manager/Zoning Administrator

DATE: October 10, 2025

RE: Village Manager/Zoning Administrator Report and Agenda Summary



6d. Village Manager/Zoning Administrator Report

VILLAGE MANAGER

Upcoming agenda items that I am working on include the following:

- Discuss future use of the 164 High Street/Children's Center property, northern vacant portion.
- Take action on Seventh Street lot split after Land Division Committee.
- Review zoning amendments that Planning Commission has been working on.
- Review draft sign ordinance.
- Awaiting correspondence from legal counsel regarding the outstanding UHY invoice and wind turbine monopole.
- Commercial slip and service agreement with Jerry Spears.
- Re-evaluate dark sky resolution of support from 2018 and consider updates and/or a policy regarding street lights.
- Discuss and approve marina rates for 2026 and consider updated policies including for e-bikes.
- Council retreat meeting in November.

ZONING ADMINISTRATOR

- LUP 2025-14: new carport at 118 S Bay Street (Vonvoightlander)
- I have discussed zoning and land use issues, including use as an STR, with several prospective buyers of 302 N Rose Street.
- Inquiry about expanding structures at Homewood Cottages, which is not allowable under the current zoning regulations.

7a. Resolution 2025-17 Seventh Street Parcel Split and Park Dedication

Packet Items: Resolution 2025-17 Seventh Street Parcel Split and Park Dedication

Background: the Village Council directed me to prepare a resolution to split the parcel and dedicate the northern 4.7-acre portion as a park. The General Law Village Act authorizes the Village Council to dedicate a park by resolution, however, the Village Land Division Ordinance requires that the Land Division Committee split a parcel. Therefore, the resolution for this meeting resolves to split the parcel and dedicate the northern portion as a park, but further action is necessary to effectuate the split.

Analysis:

- Resolution 2025-17 designates the northern 4.7-acre portion of the parcel as a Village Park pursuant to a previously prepared Certificate of Survey.
- Resolution 2025-17 does NOT officially split the parcel.

- Land Division Committee will review and take action on an application for parcel split prior to Village Council action.

Suggested Motion:

“To approve Resolution 2025-17 as presented”

7b. Engineering Services Proposal for Pond Drawdown EGLE Permit

Packet Items: GEI Proposal for Additional Technical Support

Background: the Village is in the process of obtaining a permit to allow for the draw down of the Mill Pond to facilitate inspection and maintenance of the dam structure.

January 2 – permit application submitted.

June 3 – received comments back from EGLE.

August 5 – submitted revised application in response to comments.

September 5 – received additional comments.

The additional comments from EGLE require that the Village submit engineered drawings with the permit application including a cross section of the dam structure. The Village has an ongoing relationship with GEI related to work on the dam and permit (and GEI has a strong relationship with the EGLE representatives reviewing the permit).

Analysis:

- Price for base scope of work items is \$5,500 and includes:
 - 1) preparation of dimensioned site plans for the Northport Dam impounded area and dimensioned project plans for the proposed dam repairs and stop-log replacement project; and
 - 2) wetland delineation and an assessment of temporary wetland impacts from an impoundment drawdown.
- Optional scope is \$2,500 and includes designing a steel or aluminum plate cofferdam and temporary channels on the upstream walls to temporarily close the weir opening, which would eliminate the need for an impoundment drawdown and mitigate impacts to sediment and wetlands.
- **The proposal from GEI is for engineering services related to the EGLE permit for drawing down the level of the pond only, not for any construction or repair activities.**

Recommendation: approve the optional scope of work to include a cofferdam, which EGLE and the Village’s engineering consultant prefer. I have reviewed the issue in detail with DPW Superintendent Chris Holton and he concurs.

Suggested Motion:

“To approve GEI Consultants proposal for additional technical support as presented, in amount not to exceed \$8,000 with funds available in the General Fund, and authorize the Village Manager to execute the associated Standard Professional Services Agreement”