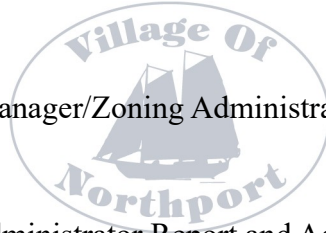

MEMORANDUM – OFFICE OF THE VILLAGE MANAGER

TO: Northport Village Council

FROM: Jered Ottenwess, Village Manager/Zoning Administrator

DATE: April 10, 2026

RE: Village Manager/Zoning Administrator Report and Agenda Summary



3b. Village Manager/Zoning Administrator Report

VILLAGE MANAGER

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

- I plan on scheduling ordinances for review and updates on a rolling basis. Upcoming discussions may include:
 - Sidewalk ordinance, consider adding snow removal and maintenance responsibilities.
 - Review draft sign ordinance.
- Fee schedule amendments
- Mill Pond dam removal/replacement
- M-201 jurisdictional transfer
- Awaiting correspondence from legal counsel regarding the Second Street encroachment issue and the site lease agreement for the wind turbine, expected by end of April
- Re-evaluate dark sky resolution of support from 2018 and consider updates and/or a policy regarding street lights.
- Village Manager annual performance evaluation in May.

Project Updates:

- Water line repair on E. Nagonaba expected to be completed within the next 3-4 weeks.
- New water filling station in marina parking lot near pavilion expected to be completed by the end of May.
- Latitude 45 mobilized this week within to begin lowering docks.
- Rose Street Culvert nearly ready for bid letting, which must follow MDOT procurement process. I anticipate being able to award bids in June, by which time I believe we will have our EGLE permits in place.
- Construction design (Machin Engineering) is still underway for the 5th Street water line replacement.

ZONING ADMINISTRATOR

- I have processed 22 Short-Term Rental registrations for 2026 so far.
- Land Use Permits:
 - 2026-1: single-family dwelling at 838 N. Mill Street, Special Use Permit for Short-Term Rental Use
 - 2026-2: single-family dwelling at 375 W. 3rd Street, Special Use Permit for Short-Term Rental Use (pending water and sewer connections)
 - 2026-3: addition to 105 W. 4th Street single-family dwelling

7a. Resolution 2026-3 Repeal Ordinance 66B Subdivision Ordinance

Packet Items: Resolution 2026-3 Repeal Ordinance 66B

Background:

The Village Council discussed repealing Ordinance 66B at the March 5 Work Session and indicated support by consensus. The issue now comes before you for action.

Analysis (from March 5 Work Session memo):

Ordinance 66B was adopted in 1973 under the former Subdivision Control Act of 1967 and has not been substantively updated since that time. The Village has since adopted Ordinance 131-2021, the Village of Northport Land Division Ordinance, pursuant to the Michigan Land Division Act.

The 2021 Land Division Ordinance comprehensively governs land divisions, lot splits, boundary adjustments, review procedures, approval standards, access requirements, and enforcement. It explicitly requires compliance with zoning dimensional standards and ensures that all resulting parcels meet minimum width, area, access, and setback requirements under the Zoning Ordinance.

In contrast, Ordinance 66B largely restates outdated platting procedures, references superseded statutory authority, and contains dimensional standards (including minimum lot width and area requirements) that duplicate or conflict with current zoning regulations. Maintaining these parallel standards creates ambiguity regarding which ordinance controls and introduces unnecessary administrative risk.

Because subdivision procedures are governed by state law and land divisions are comprehensively regulated under the 2021 Land Division Ordinance and the Zoning Ordinance, Ordinance 66B no longer serves an independent regulatory function. Repeal would eliminate obsolete statutory references, remove duplicative dimensional requirements, and consolidate subdivision and land division administration under the Village's current regulatory framework.

Recommended Motion:

"To adopt Resolution 2026-3 as presented"

7b. Resolution 2026-4 Amend Ordinance 111 Short-Term Rental Ordinance

Packet Items: Resolution 2026-4 Amend Short-Term Rental Ordinance

Background:

The Village Council discussed amending Ordinance 111 at the March 5 Work Session and indicated support by consensus. The issue now comes before you for action.

Analysis:

The proposed amendment is intended to align Ordinance No. 111 (Short-Term Rental Ordinance) with the Village Zoning Ordinance by adopting the updated definition of "Short-Term Rental" and establishing a consistent rental timeframe of fewer than thirty (30) consecutive days. The current ordinance references a twenty-one (21) day threshold, which is inconsistent with the definition contained in the proposed Zoning Ordinance text amendments. Aligning the two ordinances eliminates ambiguity, supports consistent enforcement, and reduces the risk of interpretive conflict between the Village's police power ordinance and zoning regulations.

The amendment also establishes an annual registration renewal deadline of April 30, which will provide a clear and uniform administrative timeline for short-term rental compliance. Setting a fixed annual deadline should improve the Village's ability to track registrations, monitor renewal status, and administer the ordinance in a more orderly and predictable manner.

In addition, the amendment modifies the registration fee provision to reference the Village's Fee Schedule, as adopted and amended from time to time by resolution of the Village Council. This change improves administrative flexibility by allowing Council to adjust fees without requiring a formal ordinance amendment, while maintaining transparency and Council oversight. Overall, the proposed revisions are technical and clarifying in nature and are intended to improve consistency, administration, and enforceability rather than materially expand or reduce the scope of short-term rental regulation.

Recommend:

"To approve the amended Rules of Procedure as presented"

7c. Resolution 2026-5 Amend Ordinance 99 Planning Commission Ordinance

Packet Items: Resolution 2026-5 Amend Ordinance 99 Planning Commission Ordinance

Background:

The Village Council discussed amending Ordinance 99 to reduce the Planning Commission from seven (7) to five (5) members at the March 5 Work Session and indicated support by consensus pending review and consideration by the Planning Commission. The Planning Commission concurred with the Village Council's consensus at their March 11 meeting. The issue now comes before you for action.

Analysis:

Section 2 of the Village of Northport Planning Commission Establishment Ordinance (Ordinance No. 99) currently provides for a seven (7) member Planning Commission. The Michigan Planning Enabling Act authorizes villages to establish planning commissions consisting of five (5), seven (7), or nine (9) members (MCL 125.3815).

The proposed amendment would reduce the Planning Commission membership from seven (7) to five (5), which remains fully consistent with state law. The resolution provides that the reduction will occur through attrition as terms expire, and no current members would be removed prior to the end of their appointed terms.

All other provisions of Ordinance No. 99 would remain unchanged.

Recommended Motion:

"To approve Resolution 2026-5 as presented"

7d. Resolution 2026-6 110 Waukazoo St Boundary Adjustment Land Division Committee Application and Transfer Approval

Packet Items: Resolution 2026-6 110 Waukazoo St Boundary Adjustment Land Division Committee Application and Transfer Approval

Background:

The Village Council discussed transferring a 3-foot-wide portion of property currently encumbered by an easement along the northern boundary of Lot 27 adjacent to 110 Waukazoo Street at the February 19 Regular Meeting and indicated support by consensus. The issue now comes before you for action.

Analysis (partial excerpt from February 19 Regular Meeting memo):

The Village owns the northern portion of Lot 28, including the three-foot strip located along its northern boundary adjacent to the south ½ of Lot 28. This narrow strip is encumbered by a recorded easement but has not been used by the Village for any public purpose. It is not part of a platted street or alley, does not function as a public right-of-way, and no public utilities are located within the easement area.

In practice, the three-foot strip functions as part of the adjoining private property. Continued Village ownership serves no operational or public function and creates an unnecessary encumbrance affecting both parcels. Conveyance of the three-foot strip to the owners of the south ½ of Lot 28 would clarify the boundary, eliminate a remnant from the 2013 donation that no longer serves a municipal purpose, and have no adverse impact on Village infrastructure or access. Because the land would merge with the adjacent parcel upon conveyance and would not create a new buildable lot, the transaction does not implicate the Land Division Act.

If the Council wishes to proceed, the Village Manager would first submit an application to the Land Division Committee for approval of a boundary adjustment, as required by the Village Land Division Ordinance prior to affecting any property transfer between adjacent parcels.

Upon approval, the Village would convey the three-foot strip to the owner of the south ½ of Lot 28 by quit claim deed. The deed would reference the recorded survey and specify that the conveyed area merges with the adjoining parcel and does not constitute a separate buildable lot. Because the property would merge with the adjacent parcel upon conveyance and would not create a new development site.

Prior to executing the deed, staff would obtain a title search to confirm the Village's interest in the property and identify any additional encumbrances. Following execution and recording of the deed and survey with the Leelanau County Register of Deeds, the boundary adjustment would be complete and the easement area would become part of the adjoining parcel.

Recommended Motion:

“To approve Resolution 2026-6 as presented”

7e. Resolution 2026-7 Zoning Ordinance Map and Text Amendments

Packet Items: Resolution 2026-7 Zoning Ordinance Map and Text Amendments; Zoning Map and Text Amendments Staff Report Memo to Planning Commission

Background:

The Planning Commission has been working on amendments to the Zoning Ordinance with respect to lodging definitions, including Short-Term Rentals, and the minimum lot area in the D-1 Multi-Use District as well as map amendments to the D-1 district since the middle part of 2025. They held a public hearing pursuant to the Planning and Zoning Enabling Act on March 11, 2026. At the public hearing the Planning Commission passed a resolution recommending approval of the text amendments as presented and tabled the map amendments to their next meeting on April 8, 2026.

At the April 8 meeting the Planning Commission passed a resolution recommending and more narrowly defining the map amendments that were presented:

- Instead of a combination of D-1 and R-4 on the Overdier property along Kitchen Road, the Planning Commission recommended rezoning the entire area along Kitchen Road from D-1 to R-1.
- The Planning Commission removed the area under consideration for rezoning currently zoned D-1 at the western end of Flees Road owned by the Northport Boat Yard and Sandra Winowiecki.

The Village Council can now take action to approve the proposed zoning amendments pursuant to the attached resolution, which addresses both text and map amendments.

Analysis:

The proposed amendments function as a coordinated update to both the Zoning Ordinance text and the Official Zoning Map to address identified inconsistencies in use classification, district standards, and map alignment. The current ordinance relies on a broad “Transient Lodging” category that does not distinguish between materially different uses, resulting in ambiguity in administration and enforcement. The text amendments replace that structure with clearly defined lodging categories and corresponding standards that align with the Village’s Short-Term Rental Ordinance, while the D-1 dimensional change corrects a minimum lot size requirement that is inconsistent with the Village’s existing parcel pattern and limits the intended flexibility of the district.

The map amendments complement these changes by refining district boundaries to better reflect existing development patterns, infrastructure service areas, and logical land use transitions. As shown in the proposed map, these adjustments are not isolated parcel rezonings but broader boundary refinements affecting multiple properties, aligning zoning intensity with available utilities and roadway access while maintaining consistency with the Master Plan.

The amendments improve internal consistency of the Zoning Ordinance, provide clearer and more objective regulatory standards, and support infrastructure-based development patterns. The record demonstrates that the amendments are a reasonable legislative refinement of the Village’s zoning framework and are consistent with the Master Plan and the standards of the Michigan Planning and Zoning Enabling Act.

Motion:

“To approve Resolution 2026-7 as presented”

7f. Utility Financial Solutions - Water Financial Projection Proposal

Packet Items: Utility Financial Solutions - Water Financial Projection Proposal

Background:

The Village Council discussed approving this proposal at the March 5 Work Session and indicated support by consensus. The issue now comes before you for action.

Analysis (from March 5 Work Session memo):

UFS proposes to prepare a long-term financial projection and one-year rate design for the Village’s Water Fund at a cost of \$14,900. The study would build upon the 2024 cost of service analysis and focus on developing a five-year rate track designed to meet key financial targets, including

minimum cash reserves, debt service coverage ratios, and target operating income. The projection would incorporate anticipated capital improvements, inflationary impacts, and any potential financing needs, and would provide Council with alternatives for phased rate adjustments to maintain long-term financial stability.

While the Village completed a rate study in 2024, this proposal shifts the emphasis from cost allocation toward financial sustainability and forward-looking planning. The deliverables include an executive summary, financial projection, and rate design report suitable for public presentation. If Council's goal is to eliminate the General Fund transfer and ensure the Water Fund remains self-supporting while addressing CIP obligations, this study would provide a structured and defensible framework for doing so.

Recommended Motion:

"To approve the water rate study proposal from UFS at a cost not to exceed \$14,900 with funds available in the Water Fund"

7g. Cherry Capital Electric – Streetlight Replacement Proposal

Packet Items: Cherry Capital Electric – Streetlight Replacement Proposal

Background:

Motorists have destroyed four decorative, Main Street-style streetlights over the past several years: three on W. Nagonaba and one on Waukazoo. The Village has initiated insurance claims with the appropriate, responsible insurer for the most recent two and the insurers will fully cover the costs of those claims. Therefore, the Village has ordered two streetlights from Cherry Capital Electric and that work order is pending. We would like to replace all four at the same time and the purchase of two replacement lights that are not covered by insurance claims requires Council approval.

Analysis:

- Cherry Capital Electric is the only qualified firm that has responded to requests for proposals and their proposed cost is significantly lower than the last time that Village paid for streetlights, when the cost was around \$25,000 for two compared to the current proposed price of \$17,600.
- Major Street Fund current cash balance: \$322,000

Recommended Motion:

"To approve the proposal for streetlight replacement from Cherry Capital Electric at a cost not to exceed \$17,600 with funds available in the Major Street Fund"

7h. Amendment to NLTUA Service Agreement

Packet Items: Amended NLTUA Service Agreement, Current NLTUA Service Agreement

Background:

The NLTUA recently approved an amendment to the current agreement with the Village for compensation paid to the Village for services rendered by Village staff. The amended agreement now requires action by the Village Council.

Analysis:

Village staff provide the following services:

- Accounts Payable and Billing Services provided by the Clerk.

- Assistance at Treatment Plant and Collection System provided by the Superintendent.
- Receipting of Utility Bills provided by the Deputy Clerk.

Compensation paid to the Village increases from \$31,445 to \$33,269 with future increases to “reflect wage increases or cost-of-living adjustments approved by the Village.”

Recommended Motion:

“To approve the amended NLTUA Service Agreement as presented”

8a. 7th/High Street Parcel Concepts

Packet Items: 7th and High Street Development Scenarios and IDF Development Scenarios Report

Background:

The Village Council discussed development scenarios at the March 5, 2026 Work Session with direction to select one preferred scenario for each site at a subsequent meeting. The Village Council can now make that decision so that IDF can proceed with producing 3D renderings based on the chosen scenarios. If you are able to choose scenarios at the meeting, IDF will be able to complete the renderings in time to present them at the April 28 Housing Workshop, which I think would be a great opportunity to elicit further feedback and discussion from the public and developers that will be in attendance.

8b. Work Session Meeting Time

Packet Items: None

Background:

The current Rules of Procedure (most recently updated February 19, 2026) state that the Work Session meeting time is 2 PM. Trustee Cavendish has requested that the Council reconsider that time. I will defer to her for a complete explanation.