

**APPROVED
EMPIRE TOWNSHIP PLANNING COMMISSION
REGULAR MEETING MINUTES**

October 17, 2023

The Empire Township Planning Commission held a regular meeting on Tuesday, October 17, 2023. The meeting was held at the Empire Township Offices.

CALL TO ORDER: Duane Shugart, Chair, called the meeting to order at 7:00 p.m.

ROLL CALL:

Members Present: Duane Shugart, Micah Deegan, Tom Petersen

Members Absent: Dale DeJager, Larry Krawczak

Staff Present: None

Deegan moved to excuse DeJager and Krawczak, Petersen seconded. All in favor, motion carried.

APPROVAL OF AGENDA: The PC briefly discussed the agenda. **Motion by Deegan, second by Petersen to approve the agenda as presented. All in favor, motion carried.**

ANY CONFLICT OF INTEREST – None

APPROVAL OF MINUTES: The PC briefly discussed the minutes of the September 19, 2023 regular meeting. **Motion by Deegan, second by Petersen to approve the September 19, 2023 Regular Meeting Minutes as presented. All in favor, motion carried.**

COMMUNICATIONS: Cypher forwarded a communication from the Glen Lake Manor; the applicant is still working on their application for a change of use but is still waiting on the Health Department approval.

PUBLIC COMMENT: None

ZONING ADMINISTRATOR'S REPORT: Cypher had previously distributed his monthly reports for September 2023. **Motion by Deegan, second by Petersen to acknowledge receipt of the September 2023 written reports. All in favor, motion carried.**

OLD BUSINESS:

- **Master Plan Review** – Boomer had made the changes to the Master Plan discussed at the September meeting and provided an updated draft to the PC. The PC briefly discussed. **Deegan moved, Petersen seconded to forward the Master Plan to the Township Board with a recommendation for approval. All in favor, motion carried.**
- **Zoning Ordinance Review** – Cypher has not yet had a chance to get his comments on the Zoning Ordinance review to the PC. The PC extensively discussed the process for the ZO review, and whether to take a topic-based approach or a section-based approach. The initial step will be for all members to review the Zoning Ordinance and create a list of articles and sections that they would like to target for review.

NEW BUSINESS:

- A. Pleasure of the Board** – The PC discussed the November meeting. Several of the members will or may be gone for the November meeting. The PC members present determined that December 5 would be the rescheduled date for the November meeting. **Deegan moved to reschedule the November 21 meeting to December 5; Petersen seconded. All in favor, motion carried.**

It was determined that the Zoning Ordinance review lists from the members should be sent to Boomer by November 21 – these lists should just include which articles and sections that members feel need to be amended, not what the specific concerns are. She will then combine the lists and re-send them to the PC as part of the meeting packet for December 5.

PUBLIC COMMENT: None

BOARD COMMENT: Shugart thanked Petersen for joining the board.

ADJOURNMENT: **Motion** by Deegan to adjourn at 7:42 pm; Petersen seconded. With no objection, Shugart adjourned the meeting.

Respectfully Submitted,

Dana Boomer
Recording Secretary