

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

June 20, 2023

The Empire Township Planning Commission held a regular meeting on Tuesday, June 20, 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: Dale DeJager, Duane Shugart, Micah Deegan, Larry Krawczak, Dick Figura

Members Absent: None

Staff Present: Dana Boomer, Tim Cypher

APPROVAL OF AGENDA: The PC briefly discussed the agenda. **Motion by Deegan, second by DeJager 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 May 16, 2023 regular meeting and the May 22, 2023 special meeting. **Motion by Deegan, second by DeJager to approve the May 16, 2023 Regular Meeting Minutes and May 22, 2023 Special Meeting Minutes as presented. All in favor, motion carried.**

COMMUNICATIONS: Cypher has been in communication with the applicants for the Glen Lake Manor SUP and the township attorney, and will provide an update on that project during his report.

PUBLIC COMMENT: Tom Petersen was present, as he had been requested to attend the meeting by Bucky Noonan as a possible replacement member for the Planning Commission in light of Dick Figura's retirement.

ZONING ADMINISTRATOR'S REPORT: Cypher had previously distributed his monthly reports for May 2023. Cypher reported that he has continued to be in contact with the applicant and Tim Figura regarding the Glen Lake Manor SUP. The application still has some outstanding questions, but Cypher is hopeful that these can be addressed. The PC extensively discussed the changes to the application and the communication from Tim Figura. The communication from Figura focused on the topic of whether the lodging use of the Manor had been "abandoned", and the legal difference between discontinuance and abandonment, with abandonment implying intent. This section of the Zoning Ordinance may need to be re-visited when the ordinance is reviewed next year. The PC determined to ask for Tim Figura to research an appropriate revision to this section that would make the determination less subjective, when the ZO revision work is underway. The PC discussed whether communications from Tim Figura should initially be privileged and confidential until the township determines otherwise. **Motion by Deegan, second by Krawczak to acknowledge receipt of the May 2023 reports. All in favor, motion carried.**

OLD BUSINESS:

- **Master Plan Review** – The PC discussed the Master Plan and the changes that were made since the May meetings. No further changes were proposed to the Master Plan at this time.

Deegan moved, Krawczak seconded to distribute the Master Plan to the necessary bodies and begin the 42 day review period as of 7/1/2023. All in favor, motion carried.

Deegan moved, Krawczak seconded to hold a Public Hearing regarding the Master Plan at the September 19, 2023 regular meeting. All in favor, motion carried.

Deegan will get the Township Hall reserved for the September 19 meeting. The Public Hearing notice will be published in August by Boomer and Cypher. The PC then briefly discussed the organization for a review of the Zoning Ordinance. The PC will study the ZO over the summer break and continue the discussion regarding organization at the September meeting if there is time. One specific point for consideration will be the main themes that should be kept in mind during the review process. Boomer and Cypher will work on a punch list of potential changes during the summer break, and distribute those to the PC prior to the September meeting.

NEW BUSINESS:

A. Pleasure of the Board – None

PUBLIC COMMENT: None

BOARD COMMENT: Krawczak wished everyone a good summer. The PC thanked Dick Figura for his service to the township.

ADJOURNMENT: Motion by Krawczak to adjourn at 8:03 pm. With no objection, Shugart adjourned the meeting.

Respectfully Submitted,

Dana Boomer
Recording Secretary