

NOTICE OF MEETING

A Regular Meeting of the Leelanau County Planning Commission (LCPC) will be held at **5:30 pm Tuesday, FEBRUARY 27, 2024** in the Leelanau County Government Center – 1st floor.

(Please silence any unnecessary cellular/electronic devices)

DRAFT AGENDA

LCPC Members

Steve Yoder
Casey Noonan
Melvin Black
Craig Brown
Rodney Brush
Brian Fenlon
Melinda Lautner
Tom MacDonald
Robert Miller
Tom Nixon
Francis Criqui

CALL TO ORDER & PLEDGE OF ALLEGIANCE

ROLL CALL

CONSIDERATION OF AGENDA

CONFLICT OF INTEREST (*refer to Section 3.7 of the Bylaws*)

PUBLIC COMMENT

STAFF COMMENTS

CONSIDERATION OF JANUARY 23, 2024 MEETING MINUTES *pgs.2-6*

NEW BUSINESS

1. PC04-2024-06 Glen Arbor Twp. – Text Amendment – content neutral language *pgs. 7-19*
2. PC05-2024-41 Village of Empire – Text Amendment – Permitted Uses *pgs. 20-36*
3. Discussion Annual Planning Session

REPORTS

1. Housing Action Committee
2. Parks & Recreation Committee
3. Report from LCPC members of attendance at township/village meetings, or Other Meetings/Trainings

COMMUNICATIONS

PUBLIC COMMENTS

STAFF COMMENTS

COMMISSIONER & CHAIRPERSON COMMENTS

ADJOURN

A REGULAR MEETING OF THE LEELANAU COUNTY PLANNING COMMISSION WAS HELD ON TUESDAY, JANUARY 23, 2024, AT THE LEELANAU COUNTY GOVERNMENT CENTER.

Proceedings of the meeting were recorded and are not the official record of the meeting. The formally approved written copy of the minutes will be the official record of the meeting.

CALL TO ORDER

Meeting was called to order at 5:30 p.m. by Chairman Yoder who led the Pledge of Allegiance. The Meeting was held at the Leelanau County Government Center, 8527 E. Government Center Dr., Suttons Bay, MI.

ROLL CALL

Members Present: S. Yoder, M. Lautner, C. Noonan, T. Nixon, B. Fenlon, F. Criqui, C. Brown, T. MacDonald

Members Absent: M. Black, B. Brush, R. Miller
(prior notice)

Staff Present: G. Myer, Interim Planning Director, J. Herman, Planning Secretary

Public Present:

Yoder welcomed new member Criqui.

CONSIDERATION OF AGENDA

Motion by Noonan, seconded by Nixon, to accept the agenda as presented. Motion carried 8-0.

CONFLICT OF INTEREST- None.

ANNUAL ORGANIZATIONAL ITEMS

Election of Officers

Chairman

Vice Chair

Chair Pro-Tem

Motion by Nixon, seconded by Fenlon, to re-elect the same officers: S. Yoder- Chair, C. Noonan- Vice Chair, M. Black- Chair Pro-Tem for 2024.

Nominations were closed.

Motion passed 8-0.

COMMITTEE APPOINTMENTS

Housing Action Committee

Lautner will continue the role of representing the Housing Action Committee.

Parks & Recreation

Noonan will continue the role of representing the Parks and Recreation Commission.

ANNUAL REVIEW OF BYLAWS

Nixon noted some grammatical changes. Nixon also suggested identifying which office handles postings

of the Public Notices for all meetings and added that the Planning Department be that office.

Motion by Noonan, seconded by Brown, to approve the bylaws as amended. Motion carried 8-0.

CONSIDERATION OF 2024 MEETING SCHEDULE & ANNUAL SESSION MEETING DATE

Yoder noted that the December meeting date is on the 3rd Tuesday due to the holiday. He then explained the annual meeting session to Criqui.

Motion by Noonan, seconded by Brown, to approve the 2024 meeting schedule and annual session meeting date as presented. Motion carried 8-0.

PUBLIC COMMENT – None.

STAFF COMMENTS

Myer said she initially notified members that there was going to be an agenda item from Glen Abor Township but that has been pushed back to the February meeting. The township has amended their entire Zoning Ordinance and does not have a “marked up copy” for review.

Discussion ensued.

Myer will send the Zoning Ordinance this week to allow members time to review the document.

CONSIDERATION OF OCTOBER 24, 2023 MEETING MINUTES

Motion by Noonan, seconded by Nixon, to accept the minutes as presented. Motion carried 8-0.

OLD BUSINESS – None.

NEW BUSINESS

PC01-2024-09 Leland Twp. – Farmland Preservation Review

Myer reviewed the staff report saying that the request was received on December 13, 2023 and the review period is 30 days to provide comments and send to Leland Township. After the 30-day period, the township can proceed with or without comments from reviewing agencies. The applicant is the Glenn F. LaCross and Judith D. LaCross Trust. This requested action is to review and comment on applications to enter approximately 80 acres into Farmland and Open Space Preservation Program located on the west side of S. French Rd. Myer continued, saying that the Leland Township Master Plan identifies this area as “Farm Forest” on the Future Land Use Map.

Myer gave a brief explanation of the program saying that the Farmland and Open Space Preservation Program preserves farmland from being developed for non-agricultural uses. The owner enters into a development rights agreement with the State and the State, in turn, allows the owner a property tax credit for those farmlands. While the maximum term allowed is 90 years, this request with the State is for a period of ten (10) years. The applicant states the property does not have any tax liens on it, and the applicant owns the material rights. Myer concluded that the property is within the Agricultural/Conservation Zoning District as noted in the Leland Township Zoning Ordinance.

Fenlon questioned the incomplete checklist at the end of the application. Criqui commented that the request looked appropriate. Lautner said a lot of the farms signed up in the 70’s and 80’s for the full 90-year term and that is why they don’t see this request often. Lautner also mentioned that this program is

based on income taxes and reported income.

Motion by Noonan, seconded by Lautner, to forward the staff report and all comments to Leland Township and to recommend accepting the applications into the Farmland and Open Space Preservation Program. Motion carried 8-0.

PC02-2024-03 Cleveland Twp. – Farmland Preservation Review

Myer reviewed the staff report saying that the request was received on December 20, 2023 and the last date to review is January 19, 2024. The applicant is the Glenn F. LaCross and Judith D. LaCross Trust. The Cleveland Township Master Plan identifies this area as “Agricultural Preservation” on the Future Land Use Map. These parcels are located south of E. April Rd. and west of S. Townline Rd. Myer continued, saying that this request is to place approximately 76 acres into the Farmland and Open Space Preservation Program with the State for a period of ten (10) years. The maximum term allowed is 90 years. The property is within the Agricultural Zoning District as noted in the Cleveland Township Zoning Ordinance. The applicant states the property does not have any tax liens on it and the applicant owns the mineral rights.

Motion by Nixon, seconded by Noonan, to forward the staff report and all comments to Cleveland Township and to recommend accepting the applications into the Farmland and Open Space Preservation Program. Motion carried 8-0

PC03-2024-02 Centerville Twp. – Farmland Preservation Review

Myer reviewed the staff report saying that the request was received on January 12, 2024 and the last date to review is February 11, 2024. The applicant is the Glenn F. LaCross and Judith D. LaCross Trust. The Centerville Township Master Plan identifies these areas as Agricultural and Agricultural Preservation Area on the Future Land Use Map. This request is to place approximately 488 acres into Farmland and Open Space Preservation Program with the State for a period of ten (10 years) The applicant states that the property does not have any tax liens on it and the applicant owns the mineral rights. The properties are within the Agricultural Zoning District as noted in the Centerville Township Zoning Ordinance. Myer said there was a missing application for parcel 002-015-009-00. When she reached out to the township, they said they were aware that one application was missing. Myer said she questioned if the township reached out to the owners to let them know and was told that this is how the packet of applications were turned in, so this is how the township was giving them to the county. Myer asked the township to please forward the missing application for review if the township received it before the meeting.

Motion by Noonan, seconded by Nixon, to forward the staff report and all comments to Centerville Township and to recommend accepting the applications into the Farmland and Open Space Preservation Program. Motion carried 8-0.

Leelanau County Planning Commission Ordinance No. 2011-001

Yoder mentioned this was originally an item to review but after understanding the background he decided to make this an action item. He presumed they were all under the assumption that the Planning Director is hired by the County Administrator, but it is actually the Board of Commissioners (BOC) who hires or fires the Planning Director. Yoder suggested the LCPC make a recommendation to the BOC to hire Myer as the permanent Planning Director. Yoder expressed his support on the work Myer has done and said she has gained a lot of knowledge working with the prior Planning Director Trudy Galla for many years. Nixon expressed his support on how Myer is a fine candidate as she has shown initiative, presence, quality work and specifics, as well as being copious in notetaking when providing detailed reports. Nixon

believes Myer would benefit Leelanau County and the LCPC in the role of Planning Director.

Lautner said that she had hoped to have had more time to write up a resolution. Yoder said his plan is to write a letter and include comments from the minutes to present a recommendation to hire Myer as a permanent Planning Director to the BOC.

Fenlon gave his support and asked what the hiring process was. Lautner briefly explained the hiring process and the applicants that applied for the position. None of the applicants had the experience that Myer has, and that is why she was given the job as the Interim Planning Director. Yoder will draft a letter for members to review before taking it to the BOC.

Motion by Yoder, seconded by Nixon, to recommend the Board of Commissioners hire Gail Myer as the permanent Planning Director.

Roll Call Vote.

Ayes- 8 (Brown, Criqui, Fenlon, Lautner, MacDonald, Nixon, Noonan, Yoder)

No- 0 Absent- 3 (Black, Brush, Miller)

Motion carried.

REPORTS

Housing Action Committee

Lautner reported that New Waves on Bugai Rd. is under construction and that the Marek Rd. project is taking applicants. Brown said there are two units under construction in Maple City Crossings and four are full.

Parks & Recreation

Noonan said there was nothing new to report. They are working on the Myles Kimmerly Park Plan and will soon begin on the Parks & Recreation Park Plan.

Report from LCPC Members of Attendance at Township/Village Meetings, or Other Meetings/Trainings

Brown said the Leelanau County Road Commission is putting together a plan for this year and getting projects out for bid in the next upcoming weeks. They have 30+ miles of chip seal to put down, five (5) miles of pavement, and six (6) culvert replacements they will be working on.

COMMUNICATIONS

2024 Travel/Per Diem Sheet

Myer said they are available and there is a new milage rate for this year.

PUBLIC COMMENT- None.

STAFF COMMENTS

Myer said the Household Hazardous Waste (HHW) and Electronic Collection dates are established and staff is working to get the online scheduler ready to begin scheduling appointments for the HHW collections. Myer said there are separate electronic collections contracted with Bay Area Recycling for Communities and that there will be no shredding available. There will also be two Tire and Mattress Recycling Collections this year, one in the spring and one in the fall.

COMMISSIONER & CHAIRPERSON COMMENTS

Nixon suggested removing the attendance portion of the Reports section of the agenda. Members were in

agreement and incorporate attendance with the Commissioner Comments section of the agenda. Yoder thanked staff for their hard work and looks forward to working with them this year.

ADJOURN

Meeting adjourned by consensus at 6:16 p.m.

DRAFT

TEXT AMENDMENT REVIEW
PC04-2024-06 Glen Arbor Township
Text Amendment – Content neutral language

Reviewing Entity: Leelanau County Planning Commission
Date of Review: February 27, 2024

Section 1: General Information

Date Request Received: December 21, 2023

Last Day of Review Period: January 20, 2023 (30-day review period under the Michigan Zoning Enabling Act)

Note: the township agreed to wait until the January meeting for their review.

Requested Action: Review and comment on proposed text amendments to the township zoning ordinance to re-organize with content neutral changes.

Applicant: Glen Arbor Township Planning Commission
Lance Roman, Chairman

Section 2: Proposal

See copy of Zoning Ordinance for proposed text amendments.

Section 3: Other Planning Input

Township Plan: The Glen Arbor Township Master Plan (2019), does not specifically address this amendment.

Leelanau General Plan: The Leelanau General Plan (2019) does not specifically address this amendment.

Township Planning Commission:

A public hearing was held on December 7, 2023, no public comment was received. After the public hearing, the Township Planning Commission unanimously passed the following motion:

Burton moved to forward the proposed amended content neutral Ordinance to Leelanau County and Ihme supported. The motion carried unanimously.

Section 4: Analysis

Compatibility

A. Is the proposed text compatible with other language in the zoning ordinance? Yes

B. Are there any issues with the proposed text (such as poor wording, confusing text, unenforceable language, etc.)? No.

C. Do the land uses or other related dimensional standards (height, bulk, area, setback, etc.) in the proposed text amendment(s) conflict with the existing zoning ordinance? No.

Issues of Greater Than Local Concern

A. Does the proposed text amendment(s) include any issues of greater than local concern? Please list.
No

Comparison with Local Plans or Ordinances

A. Do the contents in the proposed text amendment(s) conflict with the community’s plan? Please list.
No

Comparison with County Plans or Ordinances

A. Do the contents in the proposed text amendment(s) conflict with the General Plan? Please list.

No

Current Zoning District: For Current text, Link to the Township Zoning Ordinance at:

<https://www.glenarbortownship.com>

Section 5: Staff Comments

The township has been working on this amendment for the last few years and according to them, the entire Zoning Ordinance was re-organized in a content neutral manner. There were no substantial content changes, other than typos, spelling, run-on sentences, etc. A lot of items from the narrative description were moved into tables to make the ordinance more readable and to flow better.

Appendix - Transmittals from Glen Arbor Township

Gail Myer

From: Lance Roman <lanceromanx@aim.com>
Sent: Thursday, January 18, 2024 1:27 PM
To: Gail Myer
Subject: RE: Glen Arbor submission for Ordinance change review

Hi Gail,

No big urgency on our part, we have working on this for 5 years. It is one of those big, need to do, projects that keep getting placed on the back burner, when other shorter, more urgent things show up.

Regards,

Lance

From: Gail Myer [mailto:gmyer@leelanau.gov]
Sent: Wednesday, January 17, 2024 4:47 PM
To: Lance Roman <lanceromanx@aim.com>
Subject: RE: Glen Arbor submission for Ordinance change review

Hi Lance,
I just talked to the Chairman of the Planning Commission regarding the proposed Zoning Ordinance. Would you be willing to wait until next month for their review to allow members more time? The concern is that without a marked up copy of the ordinance showing what has been changed, it is going to take more time for members to review it. Let me know your thoughts please. Thanks!

Gail Myer
Interim Planning Director
Planning & Community Development
8527 E. Government Center Dr. Ste. 108
Suttons Bay, MI 49682
231-256-9812



From: Lance Roman <lanceromanx@aim.com>
Sent: Wednesday, January 17, 2024 1:41 PM
To: Gail Myer <gmyer@leelanau.gov>
Subject: RE: Glen Arbor submission for Ordinance change review

Hi Gail,

Great to meet you via email.

We re-organized the entire ordinance in a content neutral manner so that there was not and substantial content changes, other than typos, spelling, run-on sentences, etc. We also moved many items from a narrative description into tables. The idea was to make the ordinance more readable and flow better as a single item to change. We purposely did not want to introduce any content changes, as the ordinance looks completely different.

For the most part content was *cut and pasted* and move around. It would be very difficult to perform a *side-by-side* comparison with the present ordinance.

While we were re-organizing the ordinance, comments and colorization was added to note content that needs future review and possible changes. The pdf file I sent you does not show these comments, but the color highlight is there and can be ignored.

Please feel free to ask any questions.

Regards,

Lance

From: Gail Myer [<mailto:gmyer@leelanau.gov>]
Sent: Wednesday, January 17, 2024 10:45 AM
To: Lance Roman <lanceromanx@aim.com>
Subject: FW: Glen Arbor submission for Ordinance change review

Hi Lance,
Are the highlighted sections what have been amended? I didn't see those before.

Gail Myer
Interim Planning Director
Planning & Community Development
8527 E. Government Center Dr. Ste. 108
Suttons Bay, MI 49682
231-256-9812



From: Gail Myer
Sent: Wednesday, January 17, 2024 10:08 AM
To: Lance Roman <lanceromanx@aim.com>
Subject: FW: Glen Arbor submission for Ordinance change review

Hi Lance,

I know you said Microsoft Word track changes were too messy, but I need to know what changes were made. At least what sections were amended so that I can prepare a staff report for the members. Thanks

Gail Myer

**Interim Planning Director
Planning & Community Development
8527 E. Government Center Dr. Ste. 108
Suttons Bay, MI 49682
231-256-9812**



From: Gail Myer
Sent: Thursday, December 21, 2023 12:32 PM
To: Lance Roman <lanceromanx@aim.com>
Subject: RE: Glen Arbor submission for Ordinance change review

Received, thank you. The Planning Commission will meet again on January 23rd.

Gail Myer

**Interim Planning Director
Planning & Community Development
8527 E. Government Center Dr. Ste. 108
Suttons Bay, MI 49682
231-256-9812**



From: Lance Roman <lanceromanx@aim.com>
Sent: Thursday, December 21, 2023 12:23 PM
To: Planning <Planning@leelanau.gov>
Cc: 'Andy Dotterweich' <andy@dotterweich.com>; 'Bill Thompson' <bthomp9264@aol.com>; 'Bob Ihme' <bob@glenarboroutdoor.com>; 'Dave Burton' <DJBurton@sbcglobal.net>; Dotti <gullinglen@aol.com>; 'Dotti Thompson' <gadeputytreas@glenarbortownship.com>; 'Jeff Gietzen' <jeff@northwoodshardware.com>; 'Michele Aucello' <deputyclerk@glenarbortownship.com>; 'Pam Laureto' <glenarbor@glenarbortownship.com>; 'Tim Cypher' <tim@allpermits.com>
Subject: FW: Glen Arbor submission for Ordinance change review

Hi (not sure who!),

RE: Glen Arbor (GA) Ordinance revision 5.0 (from 4.9)

Please find attached proposed Ordinance changes by the Glen Arbor Planning Commission (GAPC). Also attached are minutes of the Public Hearing and Regular meeting of the GAPC, along with Public Hearing agenda, notices, and proposed township board motion.

The GAPC has worked on this project for the last few years. The effort has focus to:

- 1) Maintain all content meaning.
- 2) Re-organized the GA Zoning Ordinance for better flow and readability.
- 3) Move as much content as possible to tables to increase ease of use.
- 4) Correct obvious typos, spelling, and wording.
- 5) Edit content to make more readable without changing meaning.
- 6) Make notes on discovered future potential content changes, not included in this submittal.

Because of the amount of changes, MicroSoft Word ***track changes*** was too messy to be useful.

Please contact me with questions.

Regards,

Lance Roman
GAPC Chair

Leelanau Enterprise

Attention: Legals@leelanaunews.com

Please publish the following legal notice in the November 9, 2023, edition of the *Leelanau Enterprise*. If there are questions, please call Tim Cypher at 231-360-2557.

**GLEN ARBOR TOWNSHIP PLANNING COMMISSION
NOTICE TO THE PUBLIC
Public Hearing
Thursday, December 7, 2023—7:00 p.m.
6394 W. Western Ave., Glen Arbor, MI 49636**

The Glen Arbor Township Planning Commission is holding a public hearing to re-organize the Glen Arbor Zoning Ordinance with content neutral changes to improve clarity and general content flow to achieve better readability.

To review the amendment, call the Glen Arbor Township Zoning Administrator, (231-360-2557) or to submit written comments, write Glen Arbor Township ZA, P.O. Box 276, Glen Arbor, MI 49636; fax (231) 334-6370; or email tim@allpermits.com

Timothy A. Cypher, Glen Arbor Township Zoning Administrator

Proposed Zoning Ordinance Changes to Version 5.0

Entire Ordinance

Re-organize the Glen Arbor Zoning Ordinance with content neutral changes to improve clarity and general content flow to achieve better readability.

GLEN ARBOR TOWNSHIP

ORDINANCE NO. 2023-5.0

ZONING ORDINANCE AMENDMENT NO. 2023- 5.0

A CHANGE TO RE-ORGANIZE THE GLEN ARBOR ZONING ORDINANCE WITH CONTENT NEUTRAL CHANGES TO IMPROVE CLARITY AND GENERAL CONTENT FLOW TO ACHIEVE BETTER READABILITY.

THE TOWNSHIP OF GLEN ARBOR ORDAINS:

Section 1.

Ordinance content neutral re-organization.

Section 3. Severability.

If any section provision or clause of this Ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not effect any remaining portions of application of this Ordinance which can be given effect without the invalid portion or application.

Section 4. Effective Date.

[Insert]

GLEN ARBOR TOWNSHIP

Planning Commission
Glen Arbor, Michigan 49636
Public Hearing
December 7, 2023

CALL TO ORDER:

Chairman Lance Roman called the meeting of the Planning Commission to order at 7 PM

ROLL CALL:

Lance Roman, Bill Thompson, Andy Dotterweich, Bob Hawley, Bob Ihme, David Burton, and Jeff Gietzen

PLEDGE OF ALLEGIANCE Performed

AGENDA CHANGES AND ADDITIONS

There were no additions or modifications to the Agenda

MEMBER CONFLICTS OF INTEREST:

None of the Commission members had a conflict of interest.

CORRESPONDENCE:

There was no correspondence

DISCUSSION:

1. Consider ordinance changes to content neutral organization:

Roman has updated the work done so far on the changes previously discussed and printed copies made for each Commission member to peruse. Roman stated that the reorganization means that content flow was changed to be more readable, redundant verbiage was eliminated, and some content was edited for readability, but the meanings did not change.

Dotterweich commented that the Public appears to be comfortable with the changes being made. There has been no public input. Any changes being made are basically housekeeping and reorganization changes.

PUBLIC COMMENTS:

John Depuy commented that he likes the addition of more charts because they are easier to understand.

COMMISSION MEMBER COMMENTS:

Commission members discussed going forward with the reorganization at the regular meeting following.

ADJOURN:

Chairman Roman adjourned the Public Hearing at 7:15 PM

Respectfully Submitted
Dotti Thompson
Recording Secretary
Planning Commission

GLEN ARBOR TOWNSHIP
Planning Commission
Glen Arbor, Michigan 49636

December 7, 2023

CALL TO ORDER:

Chairman Lance Roman called the meeting of the Planning Commission to order at 7:30 P.M.

ROLL CALL:

Lance Roman, Bill Thompson, Bob Ihme, Andy Dotterweich, Bob Hawley, David Burton and Jeff Gietzen.

AGENDA:

No additions or modifications to the agenda.

CONFLICTS OF INTEREST

There were no conflicts as reported by the members of the Commission

MINUTES:

The minutes of the November Planning meeting were approved by a motion from Burton and supported by Hawley. The motion carried.

CORRESPONDENCE:

There was no correspondence

TOWNSHIP BOARD REPORT:

Hawley reported that the Township Board discussed the difficulty in getting people to serve on the assorted Township Boards and Committees.

ZONING ADMINISTRATORS REPORT:

Tim Cypher was not present so no report was given.

ZONING BOARD OF APPEALS REPORT:

Dotterweich reported that a meeting was scheduled for the 28th of November but due to illness there was not a quorum. The meeting will be rescheduled to the first week of January.

PUBLIC COMMENTS:

There was no public present.

BUSINESS:

1. Review content neutral Ordinance reorganization, propose any necessary changes. Commission members discussed as in a workshop.

2. **Entertain motion to forward proposed amendment to Leelanau Planning. Burton moved to forward the proposed amended content neutral Ordinance to Leelanau County and Ihme supported. The motion carried unanimously.**

3. Review comments and notes developed in content neutral Ordinance reorganization for possible content changes.

Commission members workshopped through the modifications and verbiage changes.

PUBLIC COMMENTS:

There was no public in attendance.

COMMISSION MEMBER COMMENTS:

Gietzen thanked the Commission for his tenure and commented on the fact that he learned a lot as a member of the Commission.

ADJOURN:

Chairman Roman adjourned the meeting at 8:45 PM

Respectfully Submitted
Dotti Thompson
Recording Secretary
Planning Commission

DRAFT

TEXT AMENDMENT REVIEW
PC05-2024-41 Village of Empire
Text Amendment – Article 4 Mixed Uses

Reviewing Entity: Leelanau County Planning Commission
Date of Review: February 27, 2024

Section 1: General Information

Date Request Received: February 15, 2024

Last Day of Review Period: March 16, 2024 (30-day review period under the Michigan Zoning Enabling Act)

Requested Action: Review and comment on proposed amendment to the Village of Empire Zoning Ordinance.

Applicant: Village of Empire Planning Commission
Peter Schous, Chairman

Section 2: Proposal

See Appendix for a copy of the proposed text amendments.

Section 3: Other Planning Input

Township Plan: The Village of Empire Master Plan (2019) states the following on page 51, Future Land Use Recommendations: “The intent of the Light Industrial district is to accommodate existing light industrial uses, and to encourage and provide opportunities for additional light industry, including wholesale and warehousing uses as well as activities like research laboratories, high-tech industries, light assembly operation, office space, and commercial uses that support light industrial activities.”

Leelanau General Plan: The Leelanau General Plan (2020) does not specifically address this amendment.

Township Planning Commission:

A public hearing was held on February 6, 2024, at which time several comments and questions were made. After the public hearing, the following motions were passed:

Motion by Chase, supported by Deering to approve the proposed text amendment adding to Section 4.06.2 permitted uses: 6. Combination of uses, subject to section 4.06.5. and adding a new section 4.06.5: Combination of uses as written. Roll Call Vote: AYES: Bacon, Deering, Chase, Collins, Ford, Schous. NO: 0. MOTION PASSED.

Motion by Bacon, support by Ford to forward the text amendment to Leelanau County Planning and to Mika Meyers for legal review. AYES: 6, NO: 0. MOTION PASSED.

Section 4: Analysis

Compatibility

A. Is the proposed text compatible with other language in the zoning ordinance? Yes

B. Are there any issues with the proposed text (such as poor wording, confusing text, unenforceable language, etc.)? No.

C. Do the land uses or other related dimensional standards (height, bulk, area, setback, etc.) in the proposed text amendment(s) conflict with the existing zoning ordinance? No.

Issues of Greater Than Local Concern

A. Does the proposed text amendment(s) include any issues of greater than local concern? No.

Comparison with Local Plans or Ordinances

A. Do the contents in the proposed text amendment(s) conflict with the community's plan? No.

Comparison with County Plans or Ordinances

A. Do the contents in the proposed text amendment(s) conflict with the General Plan? No.

Current Zoning District: For Current text, Link to the Township Zoning Ordinance at:

<https://www.leelanau.gov/empvlgord.asp>

Section 5: Staff Comments

The proposed amendment will **add** the following to Article 4: Zoning Districts and Map, Section 4.06.2 - Permitted Uses:

6. Combination of uses, subject to Section 4.06.5

And **add** the following new subsection 5 to Article 4: Zoning Districts and Map:

Section 4.06.5 COMBINATION OF USES

In the review of site plans, and/or special land use permit applications for uses involving combinations of uses otherwise permitted by right or by special land use approval in the LI district, the planning commission shall find that all such uses be mutually compatible with one another and the all-special use standards applicable to any such component use in a combined land use shall be met for that component use. However, recognizing the potential unnecessary duplication of parking requirements for each use, the planning commission may reduce the overall parking requirement on the parcel by up to 25% if they are satisfied with the sufficiency of the parking at the reduced amount proposed by the applicant.

This proposed amendment was made by Marc McKellar II of Kuhn Rogers PLC, representing TC Vision LLC, (Cherry Republic) who are seeking to amend the zoning ordinance in the LI District, to allow for a mix of uses permitted by right or special use permit. This is in preparation for the combination of two parcels for enhanced efficiency, job creation, and improved storage solutions for the community.

Appendix - Correspondence from Village of Empire

Gail Myer

From: Village of Empire Deputy Clerk <deputyclerk@villageofempire.com>
Sent: Thursday, February 15, 2024 3:46 PM
To: Gail Myer
Subject: RE: LCPC Meeting 2-27-24
Attachments: PC DRAFT Minutes 02062024.pdf; Text Amendment Application and Info 02062024.pdf; Draft ZO Amend- LI_Combination of Uses.docx

Gail,
I have attached draft minutes and the proposed ZO amendment for County Planning review. Please let me know if you have any questions.

Alacia Acton
Village of Empire
11518 S. Lacore Rd.
P.O. Box 253
Empire, MI 49630
(231) 326-5466

[Visit the Village of Empire website](#)

From: Gail Myer <gmyer@leelanau.gov>
Sent: Tuesday, February 13, 2024 12:58 PM
To: Beth Chiles - Centerville <clerk.centerville@gmail.com>; Chris Neiswonger <empiretownshipclerk@gmail.com>; Connie Preston <clerk@elmwoodmi.gov>; Dana Boomer <kassontwpcclerk@gmail.com>; Derith Smith <clerk@villageofempire.com>; Jessica Alpers <clerk@leelanautownshipmi.gov>; Joni Scott <clerk@villageofnorthport.net>; Kathy Morio <clerk@binghamtwpmi.com>; Lisa Brookfield <clerk@lelandtownship.com>; Pam Laureto <glenarbor@glenarbortownship.com>; Sandy VanHuystee <clerk@suttonsbaytwp.com>; Shar Fay <suttonsbay@suttonsbayvillage.org>; Shirley Mikowski, Solon Twp <sidmikowski@hotmail.com>; Tanelle Budd - Cleveland <clevelandtwpclerk@gmail.com>; Dean Manikas- Cleveland <manikasdean@gmail.com>; Dennis Rathnaw- Suttons Bay <zoningadmin@suttonsbaytwp.com>; Duane Shugart- Empire Twp <dshugs@icloud.com>; Gretchen French- Village of NP <gfrenchnptpc@gmail.com>; Jerry Roush- Kasson <groush@centurytel.net>; Lance Roman- Glen Arbor <lanceromanx@aim.com>; Lindy Kellogg- Centerville <lkelloggcentervillepc@gmail.com>; Mike Park- Bingham <jmlkpark@charter.net>; Peter Schous- Village of Empire <pjschous@yahoo.com>; Rich Benchtold- Elmwood <r_bechtold@charter.net>; Ross Satterwhite- Leland <ross@ibcap.com>; Steve Kalchik- Leelanau <sjkalchik@gmail.com>; Steve Morgan- Solon <solonpc21@yahoo.com>; Steve Yoder- LCPC <stephen7yoder@gmail.com>; Alacia Acton, Temp. Village of Empire <deputyclerk@villageofempire.com>; Larry Sullivan <larrysullivan00@hotmail.com>; Sara Kopriva <zoning@suttonsbayvillage.org>; Sarah Clarren <planner@elmwoodmi.gov>; Scott Sheehan <zoningct@gmail.com>; Steve Patmore - Leelanau Twp <zoning@leelanautownshipmi.gov>; Tim Cypher <tim@allpermits.com>
Cc: Jenny Herman <JHerman@leelanau.gov>
Subject: LCPC Meeting 2-27-24

Township & Village Planning Commission Chairs, Township & Village Clerks, Zoning Administrators:

The Leelanau County Planning Commission is scheduled to meet Tuesday, February 27 at 5:30 pm. If you have a township or village item that needs to come to the county for review, please submit all information and minutes from your meeting, so staff reports can be prepared.

All meeting materials are sent to the county planning commission 1 week ahead of the meeting.

Thank you.

Gail Myer

**Interim Planning Director
Planning & Community Development
8527 E. Government Center Dr. Ste. 108
Suttons Bay, MI 49682
231-256-9812**



VILLAGE OF EMPIRE
LEELANAU COUNTY, MICHIGAN
ORDINANCE NO. _____

“AN ORDINANCE TO AMEND THE VILLAGE OF EMPIRE ZONING ORDINANCE
EFFECTIVE [INSERT DATE] BY ADDING MIXED USES AS A PERMITTED / SPECIAL USE IN THE LIGHT
INDUSTRIAL DISTRICT AND TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH”
THE VILLAGE OF EMPIRE ORDAINS:

Section 1. Amendment to Article 4, Section 4.06.2 of the Village of Empire Zoning Ordinance.

Article 4, Section 4.06.2, of the Village of Empire Zoning Ordinance (“Ordinance”) is hereby amended by the addition of a new subsection 6, as follows:

6. Combination of uses, subject to Section 4.06.5

Section 2. Amendment to Article 4, Section 4.06.5 of the Village of Empire Zoning Ordinance.

Article 4, Section 4.06 of the Village of Empire Zoning Ordinance (“Ordinance”) is hereby Amended by the addition of a new subsection 5, as follows:

4.06.5 COMBINATION OF USES: In the review of site plans, and/or special land use permit applications for uses involving combinations of uses otherwise permitted by right or by special land use approval in the LI district, the planning commission shall find that all such uses be mutually compatible with one another and the all-special use standards applicable to any such component use in a combined land use shall be met for that component use. However, recognizing the potential unnecessary duplication of parking requirements for each use, the planning commission may reduce the overall parking requirement on the parcel by up to 25% if they are satisfied with the sufficiency of the parking at the reduced amount proposed by the applicant.

Section 3. Repealer.

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

Section 4. Effective Date.

This ordinance shall be effective at 12:01 a.m. on the eighth day following its publication in accordance with the law.

VILLAGE OF EMPIRE
LEELANAU COUNTY, MICHIGAN
ORDINANCE NO. _____

“AN ORDINANCE TO AMEND THE VILLAGE OF EMPIRE ZONING ORDINANCE EFFECTIVE [INSERT DATE] BY ADDING MIXED USES AS A PERMITTED / SPECIAL USE IN THE LIGHT INDUSTRIAL DISTRICT AND TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH”
THE VILLAGE OF EMPIRE ORDAINS:

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Section 3. Repealer.

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

Section 4. Effective Date.

This ordinance shall be effective at 12:01 a.m. on the eighth day following its publication in accordance with the law.



December 12, 2023

Village of Empire
Zoning Administrator, Robert Hall
Planning Commission Chair, Peter Schous
PO Box 253
Empire, MI 49653

Via email- ZA@villageofempire.com
pjschous@yahoo.com

Re: REQUEST FOR TEXT AMENDMENT TO ZONING ORDINANCE

Dear Mr. Hall and Mr. Schous,

Please be advised that I represent TC Vision LLC, the owner of two adjacent parcels at 9896 West Fisher St. (041-719-024-10) and 9888 West Fisher St. (041-719-024-05), both exclusively the only property zoned as Light Industrial in the Village of Empire. My client is eager to collaborate in utilizing the property for a diverse mix of uses permitted by right or special use permit. In an effort to foster cooperation my client is seeking to amend the zoning ordinance in the LI district, to allow the combination of these parcels for enhanced efficiency, job creation, and improved storage solutions for the community.

In specific terms, my client proposes amending Section 4.06 of the zoning ordinance by adding the following **bold** text:

Add to Section 4.06.2 permitted uses:

6. Combination of uses, subject to section 4.06.5.

Add a new section 4.06.5:

4.06.5 COMBINATION OF USES: In the review of site plans, and/or special land, use permit applications for uses involving combinations of uses otherwise permitted by right or by special land use approval in the LI district planning commission shall find that all such uses be mutually compatible with one another and the all-special use standards applicable to any such component use in a combined land use shall be met. Recognizing the potential unnecessary duplication of parking requirement for each use, the planning commission may reduce the overall parking requirement by up to 25% if they are satisfied with the sufficiency of the proposal.”

KUHN ROGERS PLC

December 13, 2023

Page 2

The proposed amendment (section 4.06.5) emphasizes cooperation by ensuring compatibility in reviewing site plans or special land use permit applications for combinations of uses. It does not introduce additional uses but instead encourages cooperation by allowing the combination of uses on a single property, thereby benefiting the community. This aligns seamlessly with the master plan and future zoning map.

The amendment fulfills the cooperative spirit of the master plan's recommendation to accommodate existing activities and encourage additional light industrial endeavors. This includes wholesale and warehousing, research, laboratories, high-tech industries, light assembly operations, office space, and supporting commercial uses.

This cooperative amendment allows for a mix of uses within the permitted space without compromising the township's authority or regulations. The request demonstrates a cooperative approach, aligning harmoniously with the criteria outlined in section 10.015 A through L.

Consequently, my client respectfully requests the planning commission to cooperate in approving the proposed amendment for a recommendation to the village council. I appreciate your cooperation thus far and look forward to seeing you on December 13, 2023 to introduce the proposal.

Sincerely,

KUHN ROGERS PLC



Marc S. McKellar II
Direct Dial: (231) 947-7901 x106
msm@kuhnrogers.com

MSM

Application for TEXT AMENDMENT

----- Original Message -----

From: "Marc S. McKellar II" <msm@kuhnrogers.com>

To: "ZA@villageofempire.com" <ZA@villageofempire.com>

Cc: "pjschous@yahoo.com" <pjschous@yahoo.com>, "s.palmer@villageofempire.com" <s.palmer@villageofempire.com>

Date: 01/10/2024 4:15 PM

Subject: Cherry Republic

Bob,

Thanks for taking my call today. As I mentioned I have not been able to find an application for a petition or a fee as is outlined in Article 10 of the zoning ordinance. Without a petition application then a petition would be permitted in a form that is substantively compliant for Article 10. Further, there appears to be no adopted fee, therefore not required. My clients wish to move forward with their request, as we mentioned several times, because timing is very important to getting on the construction calendar. So please consider this the formal petition application. If there is an application and/or a fee that has already been adopted that is applicable, but I missed, I would happily provide same. But as you can imagine my client wishes to get the ball rolling in the meantime. At the December meeting of the PC we presented language regarding the change and what the purpose of the change was. I believe that we had a positive response to the concept and are hopeful for the amendment's ultimate success.

Application:

Pursuant to Article 10.01(b) TC Vision LLC, is the owner of two adjacent parcels at 9896 West Fisher St. (041-719-024-10) and 9888 West Fisher St. (041-719-024-05) located within the village and have proper standing to request an amendment to the zoning ordinance.

Both parcels represent the only property zoned as Light Industrial in the Village of Empire. My client is eager utilizing the property for a diverse mix of uses permitted by right or special use permit. To foster cooperation my client is seeking this amendment to the zoning ordinance in the LI district, to allow the combination of these parcels for enhanced efficiency, job creation, and improved storage solutions for the community.

In specific terms, my client requests an amendment of Section 4.06 of the zoning ordinance by adding the following **bold** text:

Add to Section 4.06.2 permitted uses:

6. Combination of uses, subject to section 4.06.5.

Add a new section 4.06.5:

4.06.5 COMBINATION OF USES: In the review of site plans, and/or special land use permit applications for uses involving combinations of uses otherwise permitted by right or by special land use approval in the LI district, the planning commission shall find that all such uses be mutually compatible with one another and the all-special use standards applicable to any such component use in a combined land use shall be met for that component use. However,

Application for TEXT AMENDMENT

recognizing the potential unnecessary duplication of parking requirements for each use, the planning commission may reduce the overall parking requirement on the parcel by up to 25% if they are satisfied with the sufficiency of the parking at the reduced amount proposed by the applicant.

The proposed amendment (section 4.06.5) emphasizes cooperation by ensuring compatibility in reviewing site plans or special land use permit applications for combinations of uses. It does not introduce additional uses but instead encourages cooperation by allowing the combination of uses on a single property, thereby benefiting the community. This aligns seamlessly with the master plan and future zoning map.

The amendment fulfills the cooperative spirit of the master plan's recommendation to accommodate existing activities and encourage additional light industrial endeavors. This includes wholesale and warehousing, research, laboratories, high-tech industries, light assembly operations, office space, and supporting commercial uses.

This cooperative amendment allows for a mix of uses within the permitted space without compromising the township's authority or regulations. The request demonstrates a cooperative approach, aligning harmoniously with the criteria outlined in Article 10.

Consequently, my client respectfully requests that you notify the Village Clerk and Chair of the PC, pursuant to Article 10.01(C)2 that an amendment request has been made so that a public hearing may be scheduled by the planning commission. My client respectfully requests a public hearing at the PC's earliest convenience and if necessary, requests a special meeting to achieve same. If such a special meeting is necessary, please notify me of the cost for such a meeting and payment will be remitted to the village.

I believe the application and request is rather self-explanatory, but should you have any questions please feel free to contact me.

As always, thank you for your efforts in this matter.

Best regards,

Marc S. McKellar II

4033 Eastern Sky Drive

Traverse City, MI 49684

(231) 947-7900 Reception

(231) 941-5154 Fax

msm@kuhnrogers.com

Section 4.06 Light Industrial District (LI)

The following provisions shall apply to the Light Industrial District (LI).

Section 4.06.1 - Intent

The Light Industrial District is designed to primarily accommodate wholesale activities, warehouses and other medium scale business and other industrial operations whose external physical effects are restricted to this district and do not affect in a detrimental way any of the surrounding districts. The Light Industrial District is so structured as to permit, along with any specified uses, the manufacturing, compounding, processing, packaging, assembly and/or treatment of finished or semi-finished products from previously prepared material.

Section 4.06.2 - Permitted Uses

1. Food processing and packaging
2. Contractor facilities
3. Public utility buildings without storage yards
4. Public parks, playgrounds and recreation facilities
5. Accessory buildings and uses customarily incidental to the above permitted uses

Section 4.06.3 – Uses Subject to Special Use Permit

Special approval use of lands and premises, and the erection and use of buildings and structures shall, after the effective date of this Ordinance, be limited to the following uses and shall be subject to the provisions of **Article 6 - Uses Subject to Special Use Permit** and the applicable portions of **Article 7 - Supplemental Site Development Standards**.

1. Production, processing, assembly, manufacturing or packaging of goods or materials such as facilities may include testing, repair, storage, distribution and sale of such products.
2. Warehouses and storage buildings, but not including commercial bulk storage of flammable liquids and gases
3. Contractor's equipment storage yard
4. Machine shop
5. Public utility buildings with outside storage yards
6. Vehicle, boat or recreational vehicle repair facilities
7. Planned Unit Development
8. Sexually oriented business
9. Telecommunication towers and facilities
10. Commercial wind turbine generators
11. Accessory buildings and uses customarily incidental to the above special uses

Section 4.06.4 – Dimensional Requirements

Structures and uses in the Light Industrial District are subject to the area, height, bulk and placement requirements in **Section 4.10 - Schedule of Regulations**

Village of Empire Deputy Clerk

From: Robert Hall <za@villageofempire.com>
Sent: Tuesday, February 6, 2024 10:39 AM
To: Village of Empire Deputy Clerk; Bob Chase; Carey Ford; John Collins; Maggie Bacon; mellibee24@gmail.com; Peter Schous; Phil Deering
Subject: Re: ePacket

Dear Empire Planning Commissioners - [REMINDER]

My apologies for being unable to attend the scheduled public hearing this evening regarding the proposed zoning ordinance text amendments. Simply put, if enacted, this would allow a combination of uses in the Industrial zoning district subject to discretionary review standards by the PC.

IF the PC acts to recommend adoption, we will need to forward a 'draft' copy of comments from the public hearing with the proposed ordinance language to the Leelanau County Planning Commission for a mandatory 30 day review period. Afterwards, it can be placed on the Council agenda for formal adoption if desired.

Thank you for your understanding.

Bob

On 02/06/2024 9:54 AM EST Village of Empire Deputy Clerk <deputyclerk@villageofempire.com> wrote:

Second set of minutes are now included. Let me know if you would like me to bring you a paper packet to the meeting.

See you tonight.

Alacia Acton

Village of Empire

11518 S. Lacore Rd.

P.O. Box 253

Empire, MI 49630

(231) 326-5466

PC 2/6/24

**EMPIRE VILLAGE PLANNING COMMISSION
PUBLIC HEARING AND REGULAR MEETING MINUTES
THURSDAY, FEBRUARY 06, 2024**

The Empire Village Planning Commission held a special meeting on Thursday, February 06, 2024, in the Empire Township Hall.

Schous opened the hearing at 7:00 PM.

ZONING ORDINANCE TEXT AMENDMENT PUBLIC HEARING

Attorney Marc McKellar, representing TC Vision, LLC (Cherry Republic), summarized the zoning ordinance text amendment proposal of the Light Industrial District.

Karen Baja inquired if the purpose of the amendment could be accomplished by going to the Zoning Board of Appeals. McKellar responded that use variances are not allowed. Baja asked if the Planning Commission will be sending the amendment to the Village Attorney.

Tim Barr asked about the type of expansion and if there will be increased parking and cars. McKellar responded the expansion will require more employees and operations, consisting mostly of more storage and refrigeration.

Chair Schous reminded the audience that the hearing is specifically for consideration of a text amendment and there will be a chance to review the expansion project during site plan review.

Laurel Voran asked if the request was denied, where would the expansion occur, and inquired about the empty land on the Cherry Republic parcel to the north. McKellar stated that TC Vision, LLC would illuminate the self-storage and build in its place.

John Collins inquired about creating a new zoning district instead of changing the current text in the Light Industrial District. McKellar's concern was the length of time it would take to amend the zoning map, create new language for an entirely new district and the requirement to hold more public hearings.

Laurel Voran expressed concerns about the additional activity, sounds, and smells packed into a small space and the implications that will have on the surrounding residential neighbors.

Schous closed the public hearing at 7:26 PM.

ROLL CALL –Bacon, Chase, Collins, Deering, Schous, and Ford present. Ellibee was excused. Zoning Administrator Hall was not in attendance.

APPROVAL OF MINUTES - Motion by Deering, supported by Chase to recommend approving the minutes of regular meeting 11/01/2023 and special meeting 12/13/2023. AYES: 6, NO: 0. MOTION PASSED.

TREASURER'S REPORT – Chase summarized the revenue and expenditure report for period ending 01/31/2024. 27% of the budget has been used to-date.

ADDITIONS/CHANGES TO THE AGENDA – Schous added Master Plan Update as an agenda item.

CONFLICT OF INTEREST – None.

PUBLIC COMMENT & CORRESPONDENCE – Correspondence from Zoning Administrator Hall was read aloud that included recommendations on how to proceed with the text amendment request, which included County Planning review, legal review, and Council adoption.

Karen Baja commented on adding a dog park to the master plan.

CHERRY REPUBLIC ZONING ORDINANCE TEXT AMENDMENT APPLICATION

The light industrial district currently consists of two parcels and are both owned by TC Vision, LLC, (Cherry Republic 041-719-024-10 and Manitou Self Storage 041-719-024-05). In preparation for a Cherry Republic expansion, TC Vision, LLC is planning to combine these two parcels to solve issues encountered with setbacks, parking, drainage easements, etc. The text amendment proposal will allow for a mix of uses permitted by right or special use permit and will eliminate the need to tear down the self-storage units.

Proposed:

Add to Section 4.06.2 permitted uses:

6. Combination of uses, subject to Section 4.06.5.

Add a new Section 4.06.5:

4.06.5 Combination of uses: In the review of site plans, and/or special land, use permit applications for uses involving combinations of uses otherwise permitted by right or by special land use approval in the LI district planning commission shall find that all such uses be mutually compatible with one another and the all-special use standards applicable to any such component use in a combined land use shall be met. Recognizing the potential unnecessary duplication of parking requirement for each use, the planning commission may reduce the overall parking requirement by up to 25% if they are satisfied with the sufficiency of the proposal.

Planning commissioners asked about the purpose of the discretionary parking language requirements in Section 1.06.5. McKellar stated that language is subjective, but it made sense to put it in this part of the Ordinance. It gives the authority of the PC to reduce parking on a parcel that has multiple uses upon site plan review.

Motion by Chase, supported by Deering to approve the proposed text amendment adding to Section 4.06.2 permitted uses: 6. Combination of uses, subject to section 4.06.5. and adding a new section 4.06.5: Combination of uses as written. Roll Call Vote: AYES: Bacon, Deering, Chase, Collins, Ford, Schous. NO: 0. MOTION PASSED.

Motion by Bacon, support by Ford to forward the text amendment to Leelanau County Planning and to Mika Meyers for legal review. AYES: 6, NO: 0. MOTION PASSED.

ADOPTION OF 2024-25 FY PLANNING COMMISSION MEETING SCHEDULE

Acton noted that due to a scheduling conflict in the Township Hall, the November meeting has been scheduled for Thursday, November 7, 2024. **Motion by Chase, support by Ford to approve the FY 2024-25 as presented. AYES: 6, NO: 0. MOTION PASSED.**

MASTER PLAN UPDATE

Bacon distributed MSU Extension Checklist #11 For Adoption of an Amendment to a Plan. Step #2 requires giving notice to other governmental agencies that the Village intends to prepare a plan amendment. Schous referred to comments made by the MEDC community planner, that in order to align with RRC expectations the following item needs to be addressed:

“While the plan identifies goals, objectives and actions, there is no timeline or responsible parties. An action-oriented plan that has timelines and responsible parties helps drive the implementation of the plan. This can be created using a separate document and reviewed annually.” **Recommendation: Add timelines and responsible parties to the implementation section of the plan.”**

Bacon and Schous both noted that while the existing plan can be used as a guide for 15- 20 years out and put in a “Plan Book”, the new plan should be streamlined and list goals that are more achievable.

Motion by Bacon, supported by Ford, that the Planning Commission begin the process of updating the Master Plan by giving notice to other governmental agencies that the Village intends to prepare an update to the plan. AYES: 6, NO: 0. MOTION PASSED.

Bacon noted that Renovare is available to provide planning services to update data pieces, create surveys, and help with any public input sessions. Bacon is recommending that they request to increase the professional services to \$10,000 next fiscal year.

Motion by Chase, supported by Deering, directing Bacon to request a budget increase from \$6k to 10k for the next fiscal year. AYES: 6, NO: 0. MOTION PASSED.

Commissioners held a discussion about drafting an RFP for planning services. Bacon noted that she has a previous RFP that could be utilized. A list of planners to send the RFP out to, should be created.

COMMITTEE REPORTS – Chase gave an update on the Short-Term Rental Ordinance Committee. Bacon reported that Council is working on the budget for next year. Bacon also spoke about the Asset Based Community Development Group that recently gave a presentation to the Village Council.

PUBLIC COMMENT – None.

PLANNING COMMISISON MEMBERS AND CHAIRPERSON COMMENTS – Schous commented that the New Neighborhood may be amending their PUD in the future.

ADJOURNMENT – There being no further business, the meeting adjourned at 8:07 PM.

Alacia Acton, Recording Secretary

These draft minutes will be considered for approval at the March 5, 2024, Village of Empire Planning Commission meeting.