

**EMPIRE VILLAGE PLANNING COMMISSION
REGULAR MEETING MINUTES
TUESDAY, SEPTEMBER 5, 2023**

The Empire Village Planning Commission held a regular meeting on Tuesday, September 5, 2023, in the Empire Township Hall.

Schous opened the meeting at 7:00 PM.

ROLL CALL –Bacon, Chase, Collins, Ellibee, Schous, Stepanek present. Deering absent.

APPROVAL OF MINUTES – **Motion by Bacon, supported by Chase to approve June 6, 2023, regular meeting minutes as presented. AYES: 7, NO: 0. MOTION PASSED.**

ADDITIONS/CHANGES TO THE AGENDA – None.

CONFLICT OF INTEREST – None.

TREASURERS REPORT – Chase summarized the revenue and expenditure report month ending 07/31/2023. 13% of the planning commission budget has been used to date.

ZONING ADMINISTRATORS REPORT – The June, July and August 2023 Zoning Administrator Reports were received.

PUBLIC COMMENTS & CORRESPONDENCE – Correspondence was received from the Empire Township with a notice to amend the townships master plan and a summary of proposed changes.

UNFINISHED BUSINESS

Sign Ordinance No. 142

Collins brought up a possible conflict in the Commercial Residential district, only allowing for 4 signs. Members discussed situations that may occur in the future for the need of a variance. Members will be given another month to review and comment on the current draft before agreeing to send it to the attorney. Strikeouts to remain in the draft as it goes to the attorney. Village Council is the process of sending out RFPs to fill the vacancy of the village attorney position. Language should be changed from C/R to Gateway/Front Street Corridor in the document.

NEW BUSINESS

RESCHEDULE NOVEMBER REGULAR MEETING

Acton will work on reserving the Empire Township Hall to reschedule the November meeting. November 8th works for pc members.

PROCESS OF UPDATING THE RECREATION PLAN

Commissioners will go over the current plan and come back with proposed changes and perhaps questions that will be ideal for public input. Bacon will contact MSU regarding preparing a survey.

PLANNING FOR MASTER PLAN UPDATE

Bacon explained the necessary steps for an amendment and discussed the MSU Extension checklist. The Master Plan should be done in 2024.

REDEVELOPMENT READY STATUS UPDATE

Acton contacted MDEC about next steps. MEDC will be reaching out about what needs to be done next.

COMMITTEE REPORTS –

Bacon gave updates on the Wastewater Update Task Force, Short-term Rental Committee, Village Office Committee, and the Committee Engagement Task Force, which is still accepting volunteers/applications. A letter of intent for Rural Readiness Grant to perform a Feasibility Study to relocate the village office / create a community center was submitted.

PUBLIC COMMENT – None.

PLANNING COMMISSION MEMBERS AND CHAIRPERSON COMMENTS – None

ADJOURNMENT – There being no further business, the meeting adjourned at 8:30 pm.

Alacia Acton, Recording Secretary

These minutes were approved at the October 3, 2023, Village of Empire Planning Commission meeting.