

**EMPIRE VILLAGE PLANNING COMMISSION
REGULAR MEETING MINUTES
TUESDAY, OCTOBER 3, 2023**

The Empire Village Planning Commission held a regular meeting on Tuesday, October 3, 2023, in the Empire Township Hall.

Schous opened the meeting at 7:00 PM.

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

Motion by Collins, supported by Bacon to approve the September 5, 2023, regular meeting minutes as presented. AYES: 7, NO: 0. MOTION PASSED.

TREASURERS REPORT – Chase summarized the planning commission revenue and expenditure report month ending 09/30/2023.

ADDITIONS/CHANGES TO THE AGENDA – None.

CONFLICT OF INTEREST – Collins stated that because he is a minority partner of a 3-acre lot that is currently for sale, he volunteered to recuse himself from voting on the Sign Ordinance, avoiding any appearance of a conflict of interest. Deering summarized the Abstention from Voting and Conflict of Interest Section of the Planning Commission By-laws. PC members had varying opinions if there was a true conflict.

PUBLIC COMMENTS & CORRESPONDENCE – Correspondence was received from Pablo, the Senior Community Planner from MEDC welcoming the Village to the RRC Program.

ZONING ADMINISTRATORS REPORT – None.

Sign Ordinance No. 142

Members discussed the next steps for working on the most current draft. **Motion by Bacon, supported by Deering to discuss the submitted recommendations by Collins to the Sign Ordinance. AYES: 7, NO: 0. MOTION PASSED.**

Section 3-

Multi-Business Plaza: Those structures that contain more than one enterprise, leased *or owned*, ~~under separate ownership~~, and may have a common entrance or multiple entrances.

Section 6- No change.

Section 10-

Freestanding or Marquee Sign: Number of freestanding signs shall not exceed 1 sign / 100-foot lot ~~along M22 in the Gateway Corridor or Front Street Corridor. WC/FSC district. or 1 sign / 50-foot lot in remainder of GWC/FSC.~~ Maximum height allowed is 8 feet.

Wall Sign: 1 sign *per building*. ~~street facade~~. If multiple businesses are within a building, they shall share the total 32 square feet.

Individual Businesses within a multiple business building: 1 square foot / lineal feet building length ~~facing a public street~~.

Motion by Bacon, supported by Chase to forward the Draft Sign Ordinance to the Village Attorney once one is obtained. AYES: 6, NO: 0. MOTION PASSED with Collins Abstaining.

Recreation Plan

Bacon reached out to MSU Extension, and they stated they did not have the capacity to help with a survey, but recommended Networks Northwest for planning help. Bacon would prefer to use a planner during the Master Plan update, if needed. Planning Commissioners discussed the timeline and the process that should be implemented to meet the February 1st, 2024, deadline. The 2020 census should be used. The plan will be dug into depth at the November meeting.

- Update Acknowledgements page, remove Networks Northwest
- Update Census information
- Change the last Master Plan Update date
- Budget to updated from audit information
- Change funding date on page 4 to 2023-24
- Beach Park steel wall and riprap to be included
- ADA rating for Shalda Park
- Beach Park possible new boat ramp and change measurement
- Add Glen Lake School community playground to other county facilities
- Downtown Green Space acreage, used for the farmer's market
- Events: Outback Relay, Trunk or Treat
- Community or Recreation Events, change title
- Change Transportation Plan date

COMMITTEE REPORTS – Bacon reported that a Village Attorney RFP was sent out, due November 1st. There is also a ribbon cutting ceremony for the Shalda Park improvements on October 28th, 2023, at 1 PM.

PUBLIC COMMENT – None.

PLANNING COMMISISON MEMBERS AND CHAIRPERSON COMMENTS – None

ADJOURNMENT – There being no further business, the meeting adjourned at 8:55 pm.

Alacia Acton, Recording Secretary

These minutes were approved at the November 1, 2023, Village of Empire Planning Commission meeting.