

**VILLAGE OF EMPIRE
PLANNING COMMISSION REGULAR MEETING
TUESDAY, APRIL 2, 2024, AT 7 PM
EMPIRE TOWNSHIP HALL
10088 W. FRONT STREET**

CALL MEETING TO ORDER

ROLL CALL

APPROVAL OF MINUTES – 03/05/2024 Regular Meeting Minutes

TREASURER'S REPORT

ADDITIONS OR CHANGES TO THE AGENDA

CONFLICT OF INTEREST

CORRESPONDENCE

PUBLIC COMMENT

ZONING ADMINISTRATOR'S REPORT

UNFINISHED BUSINESS

1. Planner RFP Review
2. Sign Ordinance
3. Zoning Ordinance Amendment to the Light Industrial District
4. Redevelopment Ready Communities (RRC) Next Steps

NEW BUSINESS

1. Election of Officers

COMMITTEE REPORTS

PUBLIC COMMENT

PLANNING COMMISSION MEMBERS AND CHAIRPERSON COMMENTS

ADJOURNMENT

Persons with questions or individuals with disabilities requiring auxiliary aids or services to effectively participate in the meeting should contact the Village of Empire Office at (231) 326-5466, PO Box 253, Empire, MI 49630, or at deputyclerk@villageofempire.com.

**EMPIRE VILLAGE PLANNING COMMISSION
REGULAR MEETING MINUTES
THURSDAY, MARCH 5, 2024**

The Empire Village Planning Commission held a regular meeting on Thursday, March 05, 2024, in the Empire Township Hall.

ROLL CALL –Bacon, Chase, Collins, Deering, Ellibee and Schous present. Ford was excused. Zoning Administrator Hall was also present.

APPROVAL OF MINUTES - Motion by Deering, supported by Bacon to recommend approving the minutes of regular meeting 02/06/2024. AYES: 6, NO: 0. MOTION PASSED.

TREASURER'S REPORT – Chase summarized the revenue and expenditure report for period ending 02/29/2024. No major expenses to report.

ADDITIONS/CHANGES TO THE AGENDA – None.

CONFLICT OF INTEREST – None.

PUBLIC COMMENT & CORRESPONDENCE – Walton summarized the work that has been completed on the Short-Term Rental Committee and will be giving recommendations on STR zoning and police power ordinances.

ZONING ADMINISTRATOR'S REPORT – Hall submitted the March 2024 ZA staff report. He recommends that the ZBA meet at least once per year to review bylaws and other housekeeping items. John Collins is the Planning Commission representative that serves on the Zoning Board of Appeals.

PLANNER REQUEST FOR PROPOSALS REVIEW

Bacon and Ellibee submitted RFP language to solicit planning services for the Village's Master Plan Update. The draft proposal included selection process, requirements, background, scope of work, project deliverables, and proposal requirements. Timelines to complete the required planning tasks were laid out. The professional services budget was discussed and should be increased to accommodate the awarded planning contract. **Motion by Deering, support by Chase to request a budget amendment increase from Village Council for professional services in the amount of \$10,000. AYES: 6, NO: 0. MOTION PASSED.** The RFP will be finalized at the next planning meeting on April 2nd.

RECREATION PLAN REQUIREMENTS

A checklist of DNR recreation plan requirements consisting of specific information and public participation was reviewed. These requirements must be included in the adopted plan in order to get final DNR approval. Schous noted the importance of the checklist so that the requirements do not get 'lost' while simultaneously updating the Master Plan and Recreation Plan. This checklist and the "Guidelines for the Development of Community Parks and Recreation Plans" handbook should be consulted while the Planning Commission works on updating both plans.

AMENDING THE ZONING ORDINANCE TO ALLOW FOR SHORT-TERM RENTALS IN RESIDENTIAL DISTRICTS

Schous explained that there is a STR committee actively working on creating a police power ordinance for STRs. Schous asked ZA Hall if any changes in the ZO need to occur to permit short-term rentals. Hall explained that Zoning Ordinances are written in a permissive manner. Uses are permitted by right or by special use. Currently, the ZO does not list STR's as a permitted use, which implies that they are prohibited. Hall referred to a MSU Extension publication explaining the differences between police power and zoning ordinances and stated that police power ordinances regulate activities taking place on a property. In his opinion, if STR's are to be regulated, a police power ordinance is the way to do it.

Chase commented that it does get confusing because the Zoning Ordinance does allow for childcare centers, banks, etc. and those are activities. Schous asked, if STR's are not permitted in the Zoning Ordinance, how does creating a police power ordinance correlate? Hall stated it is the same way that the Village allows for temporary events such as the Farmers Market, or an ordinance to regulate fireworks.

Bacon asked Hall how he answers calls when asked if STRs are allowed. He states that the ZO does not currently permit STRs and encourages the caller to reach out to Village Council because the Village of Empire has historically been a STR friendly community. Bacon explained that there are currently around 53 STRs in the Village and is concerned that anyone considering building or buying a house is being told that they are not permitted. Bacon wondered why if a police power ordinance regulates STRs without considering permissiveness, and the Zoning Ordinance permits them, how do the two contradict each other? Hall summarized that if you allow for STRs in the Zoning Ordinance, the Village ZO will contradict a police power ordinance if one is adopted down the road.

LAND DIVISION ORDINANCE NO. 103

Hall summarized the issues that occurred with the last lot split approval. He also noted that there are not any definitions and forces the use of common definitions. Hall believes the land division ordinance needs clarity, expansion in a few areas and definitions. Commissioners discussed the platted subdivisions that exist in the Village. Commissioners are tasked with assessing Halls' recommendations and amend Ordinance 103 as needed. Hall will distribute ordinances from other municipalities as a starting point.

COMMITTEE REPORTS – Bacon noted that the Leelanau County Planning Commission provided minutes from their review of the proposed text amendment to the Light Industrial District. Bacon commented on the Village Council budget and the STR committee. Bacon also reported on a tentative real estate purchase for a new village office.

PUBLIC COMMENT – Meg Walton commented that Michigan Association of Planners has a website where planning RFPs can be viewed.

PLANNING COMMISISON MEMBERS AND CHAIRPERSON COMMENTS – Chase will not be in attendance at the next regular meeting.

ADJOURNMENT – There being no further business, the meeting adjourned at 8:57 PM.

Alacia Acton, Recording Secretary

These draft minutes will be considered for approval at the April 2, 2024, Village of Empire Planning Commission meeting.

**Village of Empire
Master Plan Update
REQUEST FOR PROPOSAL**

The Village of Empire requests proposals from qualified professionals in the fields of planning, economic and community development, or related fields, to assist the Village of Empire Planning Commission in updating the Village of Empire Master Plan.

It is expected this update will include an addendum that will identify accomplishments, a community questionnaire, and the results of the questionnaire. In addition, the body of the 2019 Master Plan will be updated to reflect 2024 data, new input based on the community questionnaire and new goals and objectives.

Proposals will be accepted until **1:00 PM Thursday, May 2, 2024**, at the Empire Village Office, PO Box 253; 11518 S. LaCore Street. Empire, MI 49630-0253, at which time the proposals will be opened and read aloud in the Village Office. To assure that the respondents' submittal arrives at the proper place, on time and to prevent opening by unauthorized individuals, submissions must be clearly identified on the outside, as follows: **Village of Empire Master Plan Update Proposal**.

Electronic submissions will be accepted. Once received, submissions will not be returned. Formal communication such as requests for clarification and/or information concerning this solicitation shall be submitted to Alacia Acton, Planning Commission Recording Secretary, via email addressed to deputyclerk@villageofempire.com, by phone at 231-326-5466 or by mail to PO Box 253; 11518 S. LaCore Street, Empire, MI 49630-0253

The Planning Commission reserves the right, in its absolute discretion, to reject any or all proposals, to waive irregularities, informalities and/or non-conformities in any submission, to select the proponent and proposal deemed to be in the best interests of the Village and to negotiate with the selected proponent(s).

I. SELECTION PROCESS

Selection of a consultant will be made at the discretion of the Planning Commission and staff. The proposals will be evaluated through consideration of several factors. The review of all documents submitted will be in accordance with the following criteria:

Review Criteria:

- Experience and qualifications in similar communities and similar projects (10 points)
- Evaluation of team by member expertise, structure, and capacity (10 points)
- Approach to public engagement (10 points)
- Demonstrated understanding of project goals (10 points)
- Overall costs (fees) value proposition and references (10 points)

- General approach to project scope of work (10 points)
- Capacity to perform the services in the required time desired by the Planning Commission (10 points)

Proposals will be reviewed following the May 1, 2024, deadline.

Following a review of the submittals and reference checks, the selected consultant shall begin working with the Planning Commission no later than June 4, 2024.

II. Project Deliverables

- 4 two-hour meetings with the planning commission to revise and update the Village’s goals and objectives, based on the 2019 Master Plan, the 2024 questionnaire and public input session.
- Develop questionnaire/poll to gather community input on Empire’s future direction (5 years) regarding infrastructure, social and economic goals for continued vitality. This will include working the planning commission and others to draft the questionnaire instrument, recommending distribution methods, and presenting the resulting data to the public and in written form as part of the plan addendum.
- Update demographic and socioeconomic changes in Empire since 2019 (population, median income, median home value, seasonal homes, short term rentals, age pyramid, etc.). This should include relevant county and regional data affecting the Village.
- Offer a two-hour facilitated public input session focusing on the questionnaire results. This can include but is not limited to input on specific issues (2-3) or goals.
- All materials presented by the consultant for potential use in the update shall be provided the Village in digital formats that are compatible with the Village of Empire software suite. (Word, Excel, Publisher, PDF)

III. Project Schedule

It is anticipated this project will be ongoing from May 15, 2024, to November 5, 2024. All public input shall take place between July 1 and August 15, 2024. Below are the anticipated milestones and other applicable dates. The Planning Commission is agreeable to a variation of the schedule assuming justification is provided. Shorter time frames are encouraged.

RFP Distributed: April 3, 2024
 Questions Deadline: April 24, 2024
 Answers Provided by: As received, no later than April 27, 2024
 Completed RFP Due: May 2, 2024
 Interviews: May 9 and 10(or TBD)
 Selection and Approval by PC: May 15, 2024 (approximate)
 Community Survey Distributed: No later than June 14, 2024
 PC and Consultant Planning for Public Meeting: July 9 (approximate)
 Public Input: End of July (23-25) or Early August (5-7)
 Update Draft: September 2024

Public Hearing: October 2024
PC Master Plan Update approval: November 2024

IV. Requirements

- A. Provide a qualified representative to attend 4 planning commission meetings and to attend the public input sessions.
- B. Complete the project requirements per the “Expected Project Timeline” (see Addendum I.) as agreed upon between the Planning Commission and the selected consultant.
- C. Maintain budget control within the specified fiscal range.

V. Project Background

Empire is a village on Lake Michigan in the northwestern Lower Peninsula of Michigan. Located in the southwestern corner of Leelanau County. In 2021, Empire had a population of 362 people with a median age of 59.7 and a median household income of \$60,781. Between 2020 and 2021 the population of Empire, MI grew from 324 to 362, a 11.7% increase and its median household income grew from \$51,786 to \$60,781, a 17.4% increase (DataUSA: <https://datausa.io/profile/geo/empire-mi>).

The village is located within Empire Township and is famous for its proximity to the Sleeping Bear Dunes National Lakeshore, several parks (Lake Michigan Beach Park, Shalda Park and privately owned, but publicly accessible Johnson Park owned by the Lions Club) and small town character. Empire is home to the National Lakeshore’s headquarters, the Philip A. Hart Visitor Center. The Village has seen growth in the residential sector since the 2019 Master Plan was completed. An update to the Master Plan is needed to reflect the experienced growth of the Village as well as looking at how the Village may continue to evolve (i.e., projects and services) while remaining a vibrant community in Leelanau County.

An important element to updating the Master Plan will be to include a strong public participation component. The Village of Empire has enjoyed a long history of active citizen involvement and feels that this is an invaluable resource to include in developing a vivid vision for the Village’s future. It is also important to include the Township in discussions on the update as they have also just completed their own Master Plan update. This is important to ensure that the vision of both municipalities is aligned in a congruent direction.

VI. SCOPE OF WORK

A. Purpose.

The purpose of the work is to update the data and statistics from the 2019 Master Plan and assist the Planning Commission in creating a more achievable focus using the 2019 Master Plan as the foundation. The task of the Planning Consultant will be to assist the Planning Commission with:

1. Updating demographic and other relevant data from the 2019 Master Plan.

2. Assist the Planning Commission with the creation, implementation, and summarizing of a community survey. This may be done in concert with a new formed Community Engagement Group – Asset-Based Community Development in the Village.
3. Provide advice and counsel to Planning Commissioners in focusing the plan on the next five (5) years. This will include assisting with developing achievable goals, objectives and narrative that also fit with the Michigan Economic Development Corporation Redevelopment Ready requirements.

It is important to note the 2019 Master Plan may continue to offer future Planning Commissions with inspiration for future updates. It was extensive in scope and depth – in keeping with a 20-year plan.

B. Community Input

The Planning Commission recognizes that meaningful public participation is a critical element of any planning process. The Consultant, in cooperation with the Planning Commission will be expected to incorporate meaningful public participation elements at appropriate times throughout the process. The Consultant will be expected to attend Planning Commission meetings to assist in the public participation process.

C. Goals and Implementation

The Master Plan Update will have goals and implementation statements that are reasonable and realistic within the five (5) year timeline for Village community development. This document will be used by representatives of the Village, those making private sector investments, and by all citizens interested in the future development of Empire. The Consultant will assist the Village in forming meaningful and achievable goals to serve as a guide in defining and implementing the Plan.

Implementation strategies are a key component of any Master Plan. They need to prescribe how the Plan's recommendations and programs can become reality. While a Master Plan is intended to provide the necessary guidelines for making future land use, community facility and capital improvement decisions, its true value cannot be realized unless it is implemented.

D. Redevelopment Ready Communities Compliant

The plan should address items that are required for Redevelopment Ready Community (RRC) certification so that the Village may continue progress towards RRC certification.

VII. PROPOSAL REQUIREMENTS

1. Written in an 8 1/2" x 11" format.
2. A cover letter shall be signed by a member of the consulting firm empowered to commit the firm to a contractual arrangement with the Village. The cover letter shall also identify the person who will be responsible for regular communications with the Village, including meeting attendance.
3. Delivered in sealed envelope(s) by 1:00 PM Thursday, March 28, 2024. Addressed to:

The Planning Commission Recording Secretary, Alacia Acton
Empire Village Office,
PO Box 253; 11518 S. LaCore Street.
Empire, MI 49630-0253

4. Provide information on the firm's background, including:
 - a. Organization and Michigan office locations.
 - b. The office location where work associated with the project would be performed.
 - c. A description of the range of services provided by the firm. Please list the other master plans the firm has completed for other communities and provide some detail on said plans.
 - d. The qualifications of the person identified above who will be providing the planning services to the Village. List their experience in providing services to cities and villages similar in size and character.
5. Experience and References: Provide a short description of recent prior experience with similar communities. For each project, include the name, title, and telephone number of a representative that the Village may contact to discuss their experience with the firm.
6. (Optional) Samples: Include representative samples of deliverables, as prepared by the individual who would be assigned to work with the Village, and other material and/or correspondence that may be helpful in assessing the level and quality of the services proposed.
7. Disclosure: The Village of Empire expects potential Planning Consultant to identify any potential conflicts of interest and the plan for handling these matters.
8. Work Effort and Timeline:
 1. Description of the total number of anticipated hours (minimum to maximum) to complete the scope of work and a timeline for the entire project.
 2. Timeline showing anticipated work schedule.
9. Fees: Fee schedule should include all fees charged for performing the required services. Fee schedule must be stated as a total not-to-exceed fee for all services outlined in the proposal (including but not limited to labor, time, printing, mileage, sub-consultants, etc. and other expenses). No fees over the not-to-exceed estimate will be paid without prior approval by the Planning Commission. Describe any modifications you would recommend to the work scope described in this Request for Proposal and state what impact of those modifications would have on your fee proposal. The Village has set a range for this project between \$8,400 and \$10,000.

Exhibit A: Authorization Page

Village of Empire Planning Commission

Please submit this completed form with your proposal.

Firm Name: _____

Address: _____

Phone: _____ Website: _____

Representative Authorized to sign the offer and contract:

Name: _____

Title: _____

Phone: _____ Email: _____

Address: _____

Authorized Point of Contact/Project Team Lead:

Name: _____

Title: _____

Phone: _____ Email: _____

Address: _____

I certify that I am authorized to execute and submit this proposal on behalf of the Firm listed above; that all of the RFP instructions and rules, exhibits, addenda, explanations, evaluation criteria, submittal requirements, terms and conditions and any other information provided by the Village of Empire Planning Commission has been reviewed, understood and complied with; and that all the information in this submission is true, correct, and in compliance with the terms of the RFP.

I hereby state that I have the authority to submit this proposal with will become a binding contract if accepted by he Village of Empire Planning commission. I further state that I have not communicated with nor otherwise colluded with any other person or Firm, nor have I made any agreement with nor offered or accepted anything of value from an Official or employee of the Village of Empire Planning Commission that would tend to destroy or hinger free competition.

Authorized Representative Signature

Date

Addendum I

Expected Project Timeline

Meeting One (June 2024)

- Overview of the deliverables, scope of work
- Public engagement discussion (questionnaire/input session planning)

Meeting Two (June 2024)

- Review draft of questionnaire
- Review and edit community description and categories

(Questionnaire released)

Meeting Three (July 2024)

- Review previous plan goals and objectives
- Provide updated data

Public Input Session (August 2024)

Meeting Three (September 2024)

- Review Public Input
- Develop goals and objectives

Meeting Four (October)

- Review and edit goals and objectives
- Assign responsibilities for timelines and implementation
- Prioritize goals and objectives

Village of Empire Deputy Clerk

From: Timothy J. Figura <TFigura@mikameyers.com>
Sent: Thursday, March 21, 2024 5:32 PM
To: Sue Palmer
Cc: Derith Smith; Alacia Acton; 'pjschous@yahoo.com'; 'Bob Hall'; Richard M. Wilson
Subject: Zoning Amendments
Attachments: Zoning Ordinance amendment, Signs (03410912-2x9ED46).pdf

Sue,

Please find the attached zoning amendment. The amendment would repeal the Village's police power sign ordinance and would place the same provisions into the zoning ordinance. I have re-reviewed the ordinance, and I have added a purpose section to illustrate the intent of the ordinance.

Best,

Timothy J. Figura



Mika Meyers PLC

414 Water Street
PO Box 537
Manistee, MI 49660
Tel: 231-723-8333
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E-mail: tfigura@mikameyers.com

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VILLAGE OF EMPIRE
LEELANAU COUNTY, MICHIGAN

Minutes of a regular meeting of the Village Council of the Village of Empire, Leelanau County, Michigan, held at the Empire Township Hall located at 10088 W. Front St., Empire, Michigan, on the ___ day of _____, 2024, at _____ p.m. Local Time.

PRESENT: _____

ABSENT: _____

The following ordinance was offered by _____ and supported by _____.

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE VILLAGE OF EMPIRE BY ADDING SECTION 3.12: SIGNS AND TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH

Part I. The Village of Empire ordains: Article 3 of the Zoning Ordinance of the Village of Empire is hereby amended by the amendment of Section 3.12, which shall be read in its entirety as follows:

Section 3.12 – Signs

1. Purpose.

- a) This section is intended to regulate the size, number, location, and manner of display of signs in the Village to carry out the following purposes:
 - (i) To protect and further the health, safety and welfare of Village residents, property owners, and travelers caused by signs which obstruct vision, distract, disorient, or confuse drivers or pedestrians, or are improperly secured or constructed.
 - (ii) To conserve and enhance community character by reducing visual clutter which can arise due to excessive or unregulated signage, temporary signage, or other signage which is improperly located or unreasonably distracting.
 - (iii) To promote uniformity in the size, number and placement of signs within each zoning district.
 - (iv) To promote the economic viability of commercial areas by minimizing visual clutter and allowing for proper placement of signs to safely direct motorists to their destination; to allow businesses the opportunity to use

the signage permitted to them to advertise their businesses and to direct customers to their businesses.

- (v) To promote the use of signs that are safe, aesthetically pleasing, compatible with their surroundings, and legible in the circumstances in which they are seen.
- (vi) To carry out these purposes in a manner that is content neutral by regulating the size, number, location and other physical aspects of signs without respect to their content, except as the content may relate to the location of the sign for regulatory purposes or conveys information essential for safety purposes.
- (vii) To respect the rights recognized by the courts for residents to use signage on their premises to express their viewpoints or personal messages, with additional opportunities during limited seasons, by regulating the number, size and location of signs, without reference to the message the occupant of the premises may choose to convey.
- (viii) To recognize that signs with messages which change automatically by electronic or mechanical means by their nature pose a greater risk of motorist distraction due to the changing nature of the sign, message, or graphics, as opposed to a static sign, the distinction being similar to the distinction between a painting and a television set. It is recognized, however, that in limited sizes and locations, such signs serve a valuable purpose of providing up to date information, requiring a balancing of the impact of such signs with their benefits.
- (ix) To recognize that directional signage and traffic control signs such as street signs, stop signs, signs within commercial or institutional sites which direct traffic or identify facilities for the disabled, address signs or which identify historic or public service sites, serve an important function of promoting traffic safety by avoiding driver confusion and promoting the safe flow of traffic, and allowing ready location in emergency situations. In addition, it is recognized that such signs are often placed by governmental entities that are not subject to local zoning.
- (x) To require that signs of significant size and substantial construction obtain a permit to assure compliance with the ordinance and codes, while recognizing the administrative burden of requiring permits for certain small and non-permanent signs outweighs the benefit of prior permitting.

The regulations contained in this chapter involve a determination by the Village that the rights of sign owners to convey a message must be balanced against the public right to be free of

signs which unreasonably compete for attention, distract drivers and pedestrians, or produce confusion. It is recognized that sign regulations must afford businesses a reasonable opportunity to communicate. It is also determined, however, that oversized, projecting, distracting, clutter, or crowded signs can lead to pedestrian and driver confusion, disorientation, and distraction and endanger the public health, safety and welfare. To lessen such adverse consequences, reasonable limitations and restrictions are appropriate with respect to the placement, construction, size, type, and design of signs in location of buildings and uses and the availability of other means of communication.

2. **Definitions.** As used in this Ordinance, the following words shall have the meanings:

- a) **Accessory Sign:** A sign that is not for a principal use of the property on which it is located, including warning signs.
- b) **Animated Sign:** A sign that uses movement, spins, or changes of lighting to depict action or create a special effect or scene.
- c) **Awning/Canopy Sign:** A sign that is part of or attached to the surface of an awning/canopy.
- d) **Banner:** A sign printed or displayed upon cloth or other flexible material, excepting national, state, or municipal flags.
- e) **Changeable Copy Sign:** A sign or a portion of a sign with characters, letters, or illustrations that can be changed or rearranged without altering the face or the surface of the sign. A sign on which the message changes more than eight (8) times per day shall be considered an animated sign and not a changeable copy sign for purposes of this Ordinance.
- f) **Corner Lot Sign:** Signs placed facing both public streets on corner lots.
- g) **Display Area:** The entire space used for lettering and symbols on one vertical plane.
- h) **Flag Sign:** Any cloth or bunting attached to a staff.
- i) **Flashing Lighted Sign:** An illuminated sign that intermittently and repeatedly flashes on and off, and/or creates an illusion of a flow of lights.
- j) **Freestanding or Ground Sign:** A sign supported by permanent uprights or braces in the ground.

- k) **Identification Sign:** A sign that identifies a building or street address.
- l) **Illuminated Sign:** A sign rendered visible during the period from sunset to sunrise by means of an internal light source or by means of an exterior light source directed on to, or in the vicinity of the sign.
- m) **Marquee Sign:** A permanent overhang or roof-like structure projecting beyond a building or extending along and projecting beyond the wall of the buildings and are generally designed and constructed to provide protection from the weather.
- n) **Marquee Surface Sign:** A sign attached to or made part of a marquee.
- o) **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.
- p) **Nonconforming Sign:** Any existing sign on the effective date of this Ordinance, as amended, which does not at that time comply with all the provisions of this Ordinance and any amendments.
- q) **Portable Sign/Trailer Sign/Sandwich Board:** A sign that is designed to be transported, including but not limited to signs:
- With a chassis or support constructed without wheels.
 - Designed to be transported by trailer or wheels.
 - Converted A- or T-frame signs.
 - Attached temporarily to ground, a structure, or other signs.
 - Mounted on the exterior of a vehicle and visible from the public right-of-way.
 - Menu and sandwich boards.
 - Searchlight stand; and
 - Hot-air or gas-filled balloons or umbrellas.
- r) **Projecting Sign:** A sign attached to or erected on the exterior wall or surface of a building which projects twelve (12) inches or more from the wall or surface.
- s) **Roof Sign:** A sign mounted on or over the roof of a building and is wholly or partially supported by the building. Mansard roof signage shall be considered wall signage for the purpose of calculating allowable footage.

- t) **Sign Enforcement Officer (SEO):** The Zoning Administrator or such other person as shall be designated by the Village Council.
- u) **Sign:** A structure, including its base, foundation and erection supports upon which is displayed any words, letters, figures, emblems, symbols, designs, or trademarks by which any message or image is afforded public visibility from out of doors. **The following are not signs: (1) flags; (2) architectural features; (3) tombstones and other memorial markers.**
- v) **Surface Sign:** The portion of a sign excluding its base, foundation and erection supports on which message is displayed.
- w) **Temporary Sign:** A display sign, banner, flag, or device intended for a limited period of display.
- x) **Wall Sign:** A sign that is affixed to or placed flat against the exterior wall or surface of a building or structure, with no portion projecting more than twelve (12) inches from the building or structure wall.

3. **Permit Application.** The following application requirements shall apply to all signs requiring a permit pursuant to the provisions of this Ordinance.

- a) Application for a permit, on a form supplied by the Village of Empire, shall be required to erect, alter, or reconstruct a sign, unless otherwise noted. The completed application, together with all plans and specifications, shall be submitted to the SEO. Approval shall not be given until the application complies with all provisions of this Ordinance. If the application is approved, a permit to erect, alter relocate, or post the sign shall be issued.
- b) A non-refundable permit fee shall be submitted with the application. Fees for sign permits shall be established, from time to time, by resolution of the Village Council and shall be remitted to the Village.
- c) The application shall contain or have attached the following:
 - i) Name, address, and telephone number of owner, where the sign is to be erected and the owner of the sign.
 - ii) Location of building, structure, or lot where the sign is to be attached or erected.
 - iii) Position of the sign in relation to nearby buildings or structures.
 - iv) A sketch or scale drawing with the dimensions, specifications of the display area, method of construction, lighting and if applicable, method of attachment to the building or ground.

- v) Name of person, firm, or corporation erecting the sign.
 - vi) Any Leelanau County construction permit required and issued for the sign.
 - vii) Other details the SEO shall require establishing conformance with this Ordinance.
- d) Issuance of a sign permit in no way indicates any responsibility by the Village of Empire for structural adequacy of a sign or the right to construct the sign.
- e) A sign permit shall be null and void if the sign has not been installed within ninety (90) business days from the date of approval. An extension of ninety (90) business days may be approved by the SEO.
- f) Public service and non-profit agencies must apply for a permit, but the fee may be waived by the SEO.
- g) In addition to the limitations stated in Sections 5, 9 and 10, the following conditions shall apply to all signs in any use zoning district:
- i) Except for the signs authorized without a sign permit pursuant to Section 6, no sign except nonilluminated identification sign shall be erected or altered until approved by the SEO or authorized by the Village of Empire Planning Commission as part of an approved site plan. After approval, the required sign permit shall be issued by the SEO.

4. General Provisions. The following regulations shall apply to all signs:

- a) Signs must be constructed of durable materials, maintained in good condition, and shall not be allowed to become dilapidated.
- b) When a business is abandoned, the sign must be removed within thirty (30) business days. A business shall be considered abandoned if determined by the Zoning Administrator to have been suspended or halted for a continuous period of one (1) year.

5. Signs Not Requiring a Sign Permit. The following signs may be placed in any zoning district without a sign permit, provided such signs comply with all applicable federal or state law or regulation and are located to not cause a nuisance or safety hazard:

- a) Four (4) non-illuminated signs per property not to exceed six (6) square feet each of sign surface.

- b) Signs erected or approved by the state, county, or village agencies when necessary to give proper directions or to safeguard the public.
- c) Accessory signs erected by any organization, person, firm, or corporation that is needed to warn the public of dangerous conditions and unusual hazards including but not limited to road hazards, high voltage, fire danger explosives, and severe visibility.
- d) Signs posted near property boundaries, provided the sign surface does not exceed the maximum size of one (1) square foot.
- e) Signs marking a historically significant place, building or area when sanctioned by a notional, state, township, village, or local historical organization provided the sign surface does not exceed the maximum allowed size of sixteen (16) square feet or the maximum size allowed in the zoning district whichever is less.
- f) Signs required by federal or state agencies in connection with federal or state grant programs that have been approved in conjunction with a valid site plan or land use permit.
- g) Temporary signs may be removed by the Village after fifteen (15) business days following abandonment or obsolescence as determined by the SEO.

6. Prohibited Signs. The following signs are prohibited:

- a) A sign not expressly permitted is prohibited.
- b) Signs imitating warning signals are prohibited. No sign shall display intermittent lights resembling the flashing lights customarily used in traffic signals or in police, fire, ambulance, or rescue vehicles.
- c) Revolving, moving, animated, mechanical, electronic simulated motion, and flashing signs are prohibited, except for rotating/revolving barbershop poles.
- d) Signs within a village street or highway right-of-way are prohibited. No signs (except those established and maintained by the village, township, county, state or federal governments) are to be located, projected onto, or located overhead within a public right-of-way or dedicated public easement, unless the sign has been issued a permit by the agency having jurisdiction over that right-of-way.
- e) Signs higher than eight (8) feet, measured from ground level are prohibited, except for projecting signs and signs fully attached to the face of a building.

- f) A sign which is part of a canopy or an awning.
- g) Stake or wire signs, other than those allowed in Section 6: Signs Not Requiring a Sign Permit.
- h) Bench Signs.
- i) Mansard roof signs shall be considered as wall signage.

7. Alteration or re-establishment of nonconforming signs. Any existing sign which, on the effective date of this Ordinance, does not at that time comply with all provisions of this Ordinance and any amendments shall not be changed to another type of sign which is not in compliance with this Ordinance.

9. Signs Allowed in Zoning Districts.

a) Residential (R), Mixed Residential (MR), and Village Residential (VR) Districts

Only signs not requiring a permit shall be allowed.

b) Commercial-Residential (CR) and Light Industrial (LI) Districts

Any sign not requiring a permit, and approved signs in accordance with Section 10.

c) Recreation/Conservation (RC) District

Any sign not requiring a permit. Also, for nature areas consisting of over thirty (30) acres in the R/C District, may have on the property not more than two (2) identifying signs, each not to exceed twelve (12) square feet and not more than eight (8) feet in height. One (1) thirty-two (32) foot kiosk is also allowed with a height limitation of eight (8) feet.

d) Planned Unit Developments (PUD)

Any sign not requiring a permit. Commercial uses within a PUD, shall be allowed approved signs in accordance with Section 10.

10. Permitted Sign Types, Allowable Dimensions and Specific Requirements.

a) Sign size limits based on sign type. If a sign is a double-faced sign, only one side shall be used in calculating compliance with the total allowable square footage.

b) Corner Lots. Signs may be placed facing both public streets on corner lots within the Gateway Corridor (GC) and Front Street Corridor (FSC), Light Industrial (LI) District,

and Planned Unit Development (PUD) Districts. All other requirements of this Ordinance must be met.

Sign Type	Max Sign Surface Area	Other Regulations
Either freestanding or marquee sign (or other)	24 square feet	Number of freestanding signs shall not exceed 1 sign / 100-foot lot in the Gateway Corridor or Front Street district. Maximum height allowed is 8 feet.
Identification sign	4 square feet	
Illuminated sign	24 square feet	Signs may be illuminated only during the hours of operation by a direct light source. Light source shall be shielded and downward directed. No direct rays or glare from the light sources shall be visible from a public right-of-way or from an abutting property.
Projecting sign	20 square feet	Maximum projection allowed is 5 feet from a building; not to extend over a public sidewalk, street, or alley; shall not exceed to height of a building's roof line; and with a maximum height of 15 feet.
Portable sign	2 feet wide by 4 feet high. Signs on wheels 4 feet high by 8 feet high	If intended to direct attention to a specific event, may be displayed for up to 14 days prior, and must be removed within 3 days after the event.
Banner sign	24 square feet	May be displayed 2 weeks prior to an event and removed within 3 days following an event.
Wall sign	32 square feet	1 sign / building. If multiple businesses are within a building, they shall share the total 32 square feet.
Alley sign	4 square feet	1 sign / street façade. If multiple businesses are within a building, they shall share the total 4 square feet.
Multiple business / plaza entrance sign	48 square feet	All businesses with a common structure will share a common entrance sign.
Individual businesses within a multiple business building	1 square foot / lineal feet building length	The total lineal street frontage divided by the number of business units within a building, not to exceed 12 square feet / business. Signs shall comply with all other provisions of this Ordinance.

11. Administration; Annual Inspection; Enforcement; Sanctions. The SEO, or designee shall administer and enforce the provisions of this Ordinance. The SEO shall inspect signs on a yearly basis. In the case of a sign that poses an immediate danger to the public health or safety, the Village or its employee may remove the sign immediately and without notice. Neither the Village nor any of its employees shall be held liable for any damage of the sign or building of the sign or building when a sign is removed under this Ordinance.

Part II: Repealer

Signs – Ordinance #142 of the Village of Empire Code of Ordinances is hereby repealed.

Part III: Severability

The various parts, sections and clauses of this Ordinance are hereby declared to be severable. Should any part, clause, sentence, paragraph, or section of this Ordinance be found invalid or unconstitutional for any reason by any court of competent jurisdiction, any such decision shall not affect the validity of the remainder of this Ordinance.

Part IV: Savings Clause

All proceedings pending and rights and liabilities existing, acquired or incurred at the time this Ordinance takes effect are saved and may be consummated according to the law in force when they were commenced.

Part V: Effective Date

The provisions of this Ordinance are ordered to take effect thirty (30) days after publication (as the full text or as a summary thereof) in a newspaper of general circulation in the Village of Empire.

Part VI: Adoption

This Ordinance was duly adopted by the Village of Empire Council at its regular meeting called and held on the __ day of _____, 2024.

Part VII: Publication

The Village Clerk shall cause this Ordinance or summary of this Ordinance to be published in a newspaper of general circulation within Village of Empire within thirty (30) days after adoption.

AYES: Members: _____

NAYS: Members: _____

ORDINANCE DECLARED ADOPTED.

Sue Palmer, President
Village of Empire

Derith Smith, Clerk
Village of Empire

STATE OF MICHIGAN)

) ss.

COUNTY OF SAGINAW)

I, the undersigned, the duly qualified and acting Clerk of the Village of Empire, Leelanau County, Michigan (the "Village"), do hereby certify that the foregoing is a true and copy of an ordinance adopted by the Village Council at a regular meeting on the ____ day of _____, 2024, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed my official signature on this ____ day of _____, 2024.

Derith Smith, Clerk
Village of Empire

Village of Empire Deputy Clerk

From: Timothy J. Figura <TFigura@mikameyers.com>
Sent: Thursday, March 21, 2024 5:34 PM
To: Sue Palmer
Cc: Derith Smith; Alacia Acton; 'Bob Hall'; Richard M. Wilson
Subject: Zoning Ordinance Amendment regarding combined uses in the Light Industrial District
Attachments: proposed zoning ordinance amendment regarding 'combination of uses' (03443303x9ED46).pdf

Sue,

I have had a chance to review the zoning ordinance amendment proposed by TC Vision LLC. TC Vision is the owner of the only two Light Industrial zoned parcels in the Village. This amendment would not add additional uses, but would allow for combinations of uses that are already allowed in the district. By allowing multiple uses to be approved for a parcel, I believe that the amendment is intended to allow parcels 719-024-10 and 719-024-05 to be combined to a single parcel. Allowing combined uses in this manner is uncommon, but I believe that it can be a sensible approach to provide flexibility for landowners.

Mixed uses

Provisions for mixed-use developments usually combine residential and commercial uses. This is also true with planned unit developments which are similarly allowed to mix commercial and residential uses. The “combination of uses” provision differs from a “mixed use” since it simply allows for additional light industrial uses on a parcel. So long as the aggregate affects of the combines used are deemed appropriate by the planning commission, the combination of uses seems to be fair and appropriate.

Combined Uses under 4.06.2

By placing combined uses under 4.06.2, a “combination of uses” would be a use permitted by right. Since 4.06.5 would further provide that the underlying approval (site plan review/ special land use permit) applies to combined uses, it is not appropriate to list “combination of uses” as permitted by right. A use by right is subject site plan review and is not reviewed for compatibility with uses on neighboring parcels. Consideration of combined uses by right under this amendment would require that the planning commission find that the uses are *mutually compatible with one another*, but it would not require compatibility with neighboring uses.

Recommendation to move “Combinations of uses” to 4.06.3

In order to carry out the intent of the proposed 4.06.5, I recommend that the “combination of uses” be moved from “permitted uses” to “uses subject to special use permit”. Further, I recommend requiring that a combination of uses be considered in *aggregate* instead of treating each permitted use separately. In return for providing flexibility, the total effect of the combines uses should be considered by the planning commission.

I have provided a modified draft with additions in green and deletions in red. If the Village wishes to allow uses to be combined in this manner, I recommend adoption with these suggested changes.

Timothy J. Figura



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 3 of the Village of Empire Zoning Ordinance.

Article 4, Section 4.06.2 3, of the Village of Empire Zoning Ordinance (“Ordinance”) is hereby amended by the addition of a new subsection 6, as follows:

6 14. 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 that the combined effect of the permitted uses meet the applicable provisions of Article 6 and Article 7 and that 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.

A REGULAR MEETING OF THE LEELANAU COUNTY PLANNING COMMISSION WAS HELD ON TUESDAY, FEBRUARY 27, 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.

EXCERPT OF DRAFT MINUTES

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, C. Brown, M. Lautner, B. Fenlon, T. Nixon, T. MacDonald, F. Criqui

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

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

Public Present: None

CONSIDERATION OF AGENDA

Nixon reminded the board that they agreed to incorporate Reports Item #3, into Commissioner & Chairperson Comments.

Motion by Nixon, seconded by MacDonald, to approve the agenda as amended. Motion carried 7-0.

CONFLICT OF INTEREST- None.

PUBLIC COMMENT – None.

STAFF COMMENTS- None.

CONSIDERATION OF JANUARY 23, 2024 MEETING MINUTES

Brown noted that the first initial for Mr. Brush is 'R' not 'B'.

Motion by Lautner, seconded by Brown, to approve the minutes as amended. Motion carried 7-0.

OLD BUSINESS – None.

NEW BUSINESS

PC05-2024-41 Village of Empire- Text Amendment- Permitted Uses

Myer reviewed the staff report saying that the request was received on February 15, 2024 and the last day for review is March 16, 2024. Myer stated that the Village of Empire Master Plan 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." The Leelanau General Plan does not specifically address this amendment.

Myer continued, saying that the township held a public hearing on February 6, 2024 and that several comments and questions were made. After the public hearing, a motion was passed to approve the proposed text amendments and then another motion was passed to forward the proposed amendments to the county for review.

Myer said 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:

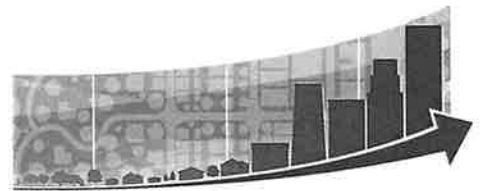
Section 4.065 COMBINATION OF USES

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 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.

Myer said the proposed amendment was made by Marc McKeller II of Kuhn Rogers PLC, who represents TC Vision LLC (Cherry Republic). They 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. Myer concluded that this is in preparation for the combination of two parcels for enhanced efficiency, job creation, and improved storage solutions for the community.

Brown commented that he had no issues since that is the only area with light industrial use in the Village and combining the parcels allowing the use of what the zoning ordinance allows. Nixon said on page 4-15 of the zoning ordinance, it lists all of the uses that are subject to special use as well as the permitted uses. He said if something else is added in these sites, they have to make a determination to see if it is compatible with other uses on that property.

Motion by Fenlon, seconded by Brown, to recommend approval, and to forward the staff report and all comments to the Village of Empire. Motion carried 7-0.



redevelopment ready
communities®

Redevelopment Ready Communities®

COMMUNITY SNAPSHOT

Village of Empire
December 2023

Executive Summary

Redevlopment Ready Communities® (RRC) is a voluntary technical assistance initiative offered through the Michigan Economic Development Corporation (MEDC) to empower communities in shaping their future by building a strong foundation of planning, zoning, and economic development best practices. Our toolkit, developed by experts in the public and private sectors, encourages communities to streamline their development practices, with the goal of becoming “redevelopment ready.” Through active engagement of stakeholders and proactively planning, communities can become more attractive for development projects that create places where people want to live, work, and invest.

The basic assessment tool for evaluation are the [RRC Best Practices](#). These six (6) standards address key elements of community and economic development. To provide a





direct line of communication with the RRC community planner and to relay a community’s RRC standing, the free online project management platform, Trello is used for regular communication. Trello allows communities to upload items as they are completed and organize their RRC workload to fit their capacity. A community must demonstrate full alignment with the RRC Best Practice expectations to receive either RRC Essential or Certified designation. Once reached, Essential or Certified status is valid for five (5) years.

The following community snapshot provides an overview of the baseline evaluation conducted on the community’s Trello board. It reflects a snapshot in time, and it is recommended to review the community’s Trello board for exact RRC standing.


Evaluation Matrix

Village of Empire has chosen to work towards completing RRC Essentials designation and will be evaluated on the RRC Essential expectations only. Currently, Empire is fully aligned with 26% of the Redevelopment Ready Communities® expectations.


CURRENT RRC BEST PRACTICE STANDING					
1.1	1.2	1.3	1.4	2.1	2.2
2.3	2.4	2.5	2.6*	3.1	3.2
3.3	3.4	3.5	3.6	3.7	3.8
3.9*	4.1	4.2	4.3	4.4	4.5
4.6	4.7*	5.1*	5.2*	5.3*	

-  **Currently aligned** with RRC expectations
-  **Partially aligned** with RRC expectations
-  **Not currently aligned** with RRC expectations
-  *Certified pathway only

The following tables provide a snapshot into the recommendations provided on the community's Trello following the baseline evaluation.


 = Annual expectation

BEST PRACTICE 1: PLANS AND ENGAGEMENT

		Essentials expectations
	1.1 Master Plan	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.
	1.2 Downtown or Corridor Plan	N/A: The community does not have an active DDA (only for Certified designation) A CIP is an essential tool for the planning and development of the physical and economic well-being of a community. It is used to implement the vision and goals identified in other plans, including the master plan and downtown plan; and provides a link between planning and budgeting for capital projects. A six-year (current +5) capital improvements plan will need to be developed and updated annually. As mentioned earlier, projects identified should align with existing adopted plans. The capital improvements plan, when adopted, should be posted online.
	1.3 Capital Improvements Plan	Facilitating consistent future public engagement is important and the village should formalize an all-inclusive comprehensive public engagement plan. This plan can help determine which methods of engagement it would like to pursue, identify when and how each method would be used, and establish ways to measure the effectiveness of each method. When formalizing the public participation plan, the plan should identify goals and objectives, key stakeholders, methods of communication, strategies for outreach and how to communicate results to the public.
	1.4 Public Participation Plan	


BEST PRACTICE 2: ZONING

		Essentials expectations
	2.1 Alignment with Master Plan	Aligned
	2.2 Accessibility + User-friendliness	Aligned
	2.3 Concentrated Development	To meet this best practice a community's zoning ordinance should clearly allow mixed-use by-right. This means allowing for residential above commercial or even allowing a mix of residential and commercial on the first floor. Additionally, at least one placemaking provision should be incorporated into the zoning ordinance.
	2.4 Housing Diversity	The zoning code currently allows for accessory dwelling units by-right. To align with this best practice, one additional housing use by-right should be added. Addressing housing, a key priority for Michigan communities, involves enabling diverse housing options by-right, thereby effectively meeting the varied housing needs within these areas.
	2.5 Parking Flexibility	Aligned

 = Annual expectation

BEST PRACTICE 3: DEVELOPMENT REVIEW


Essentials expectations

	3.1 Defined Processes	Aligned
	3.2 Point of Contact	Aligned
	3.3 Conceptual Review Meetings	It is an expectation to advertise the availability of conceptual site plan review meetings for applicants. This helps to ensure all materials are turned in on time and gives the zoning administrator, or appropriate staff, and the applicant an opportunity to discuss any hurdles and how to address them. It is recommended that a conceptual site plan be offered and advertised online so it is known that this service exists for all types of uses. While the zoning ordinance states this tool, the intent is for it to be advertised online on the web page.
	3.4 Internal Review Process	It is important to have an internal document that tracks the site plan review process. This gives direction and tracks the flow of a site plan or special-use permit from submittal to approval
	3.5 Approval Authority	Aligned
	3.6 Fee Schedule	The fees associated with development should be reviewed annually through the budget cycle to help ensure that costs are fair and affordable for the customer and community. Once fees are reviewed, they should be posted online.
	3.7 Payment Methods	Clearly identifying methods of payment reduces uncertainty. Accepted methods of payment should be indicated on a community's website. Empire does not currently address accepted payment methods (cash, check, money order, credit, etc.) on its website.
	3.8 Access to Information	Having all development-related information in a single location can greatly increase the ability of an applicant to access what they need efficiently. Including this information online can also maximize capacity, as staff will spend less time answering questions when applicants can have these questions answered by the community's website.

BEST PRACTICE 4: BOARDS AND COMMISSIONS

Essentials expectations

	4.1 Recruitment Process	Currently, the board and commissions application is available online, which is targeted just for the planning commission applicants. An application for any development-related boards appointed positions should be made available online for all.
	4.2 Expectations + Interests	It's important to understand roles and responsibilities for boards and commissioners. Having this information online is essential to attracting potential new board members that are a good fit.

 = Annual expectation

BEST PRACTICE 4: BOARDS AND COMMISSIONS *continued*

Essentials expectations

4.3 Orientation

When new members join a board or commission it is important to ensure they are up-to-speed on responsibilities and relevant issues. The community should provide all the necessary information needed in order for a board member to be most effective in their position. Items included can be bylaws, minutes, contact info, and relevant handbooks.

4.4 Bylaws

Bylaws or rules of procedures are required under law for certain boards and commissions. They also provide predictability for board proceeds and, therefore, the development review experience. Making a board or commission's bylaws available online allows for ease in accessibility for potential or current members. Bylaws should be developed and made available online for all appointed development-related boards.

4.5 Annual Planning Commission Report

The Michigan Planning Enabling Act requires a community to provide an annual planning commission report. This report highlights the activities that took place in the past year including approvals, activities, attendance, and trainings. Empire will need to develop a planning commission annual report and continue to provide one on a yearly basis.

4.6 Training Strategy

As part of Essentials, a training plan should be set up to support training. The plan should include identifying priority training, tracking attendance and ensuring officials are regularly reminded of training opportunities. It is important to note that training programs need not be expensive; if the village is concerned about budgetary constraints, a training plan could focus on webinars or other methods that are low cost or free. The plan should be updated bi-annually.

Next Steps

We are eager for Village of Empire to engage in the Redevelopment Ready Communities® (RRC) initiative. Following receipt of the community snapshot, your community will work to address each of the [RRC Best Practice](#) expectations, integrating their intent seamlessly into your municipal processes. Going forward, we encourage communities to collaborate across municipal departments and development-related boards and commissions to strategize on how best to align with the RRC toolkit. We have found that communities successful in RRC are those that go beyond approaching the best practices as a “checklist” and rather, implement systems to facilitate successful community change.

RRC acknowledges that limitations due to capacity or resources may impact each community’s approach to RRC, therefore there is no expected timeline to meet RRC Essentials or Certified designation. At times, the RRC toolkit may be overwhelming, so our team highly

recommends maintaining regular communication with your community planner to best understand the RRC expectations and gain access to the plethora of resources our team offers. The community snapshot and community’s Trello board include specific recommendations for meeting each best practice. It is important to remember that RRC is a dynamic and flexible toolkit, aimed at supporting your community’s integration of the RRC expectations in a way that best suits your community.

Your community will now have access to a variety of RRC technical assistance tools, such as the [RRC online resource library](#), guidance from your [community planner](#), and [Technical Assistance Match Funding](#) for planning-related projects. Best of luck and we look forward to assisting your community in leveraging our toolkit to improve your community’s development processes and attract future investment!



MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

Dedicated to shared economic success, the Michigan Economic Development Corporation promotes the state's assets and opportunities that support business investment and community vitality. MEDC's programs and services connect companies with people, resources, partners, and access to capital.

**VILLAGE OF EMPIRE PLANNING COMMISSION
ADOPTED BY-LAWS**

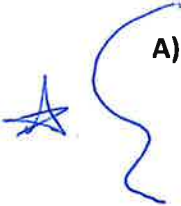
SECTION 1. AUTHORITY

These rules of procedure are adopted by the Village of Empire Planning Commission (hereinafter referred to as the "Commission") under the Municipal Planning Act 285 of 1931, as amended, and under the Open Meetings Act 267 of 1976, as amended. The following rules and "Robert's Rules of Order" (where Robert's does not conflict with these rules) shall govern the deliberations and the generally accepted parliamentary procedures for all meetings of the Commission.

SECTION 2. RESIDENCY

Members of the Planning Commission shall be qualified electors of the village, except that two of the planning commission members may be individuals who are not qualified electors of the Village but are qualified electors of another local unit of government.

SECTION 3. OFFICERS

- 
- A) **ELECTION OF OFFICERS**: At their regular April meeting, the Commission shall elect from its membership a Chairperson, Vice-chairperson, Treasurer and Secretary who shall take office immediately following their election. The officers shall serve for one year or until their successors take office. Officers are eligible for re-election.
- B) **CHAIRPERSON DUTIES**: The Chairperson shall preside and preserve order at all meetings of the Commission. In the absence of the Chairperson, the Vice-chairperson shall assume the duties of the Chairperson and shall succeed to the office of Chairperson in the event of a vacancy in that office. The Commission shall then elect a successor to the office of Vice-chairperson at the earliest practicable time.
- C) **TREASURER DUTIES**: The Treasurer shall be responsible for the keeping of the financial statements of the Commission and shall report on the financial status of the Commission at their regular meetings.
- D) **SECRETARY DUTIES**: The Secretary shall be responsible for the preparation of minutes, the keeping of pertinent public records, the delivery of communications and related items of business, issuing notices of public hearings and performing related administrative duties to assure the efficient and informed operations of the Commission. The Commission may consider it necessary to appoint an employee to perform the duties of the Secretary. This employee shall be subject to the same provisions of law that govern other corresponding civil employees of the municipality. In the event the Secretary or appointed employee is absent at a meeting, the Chairperson or acting Chairperson shall appoint a temporary Secretary for the meeting.
- E) **RESIGNATIONS**: Members electing to resign from the Planning Commission should do so in writing to the Village Council President and the Planning Commission Chair.