

**VILLAGE OF EMPIRE
PLANNING COMMISSION REGULAR MEETING
WEDNESDAY, NOVEMBER 1, 2023, AT 7 PM
EMPIRE TOWNSHIP HALL
10088 W. FRONT STREET**

CALL MEETING TO ORDER

ROLL CALL

APPROVAL OF MINUTES –Regular Meeting 10/03/2023

TREASURER’S REPORT

ADDITIONS OR CHANGES TO THE AGENDA

CONFLICT OF INTEREST

CORRESPONDENCE

PUBLIC COMMENT

ZONING ADMINISTRATOR'S REPORT

UNFINISHED BUSINESS

1. Recreation Plan

NEW BUSINESS

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
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.* ~~1 sign per street façade.~~ 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 draft minutes will be considered for approval at the November 1, 2023, Village of Empire Planning Commission meeting.



Village of Empire
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[Village of Empire \(leelanau.gov\)](http://leelanau.gov)

231-326-5353

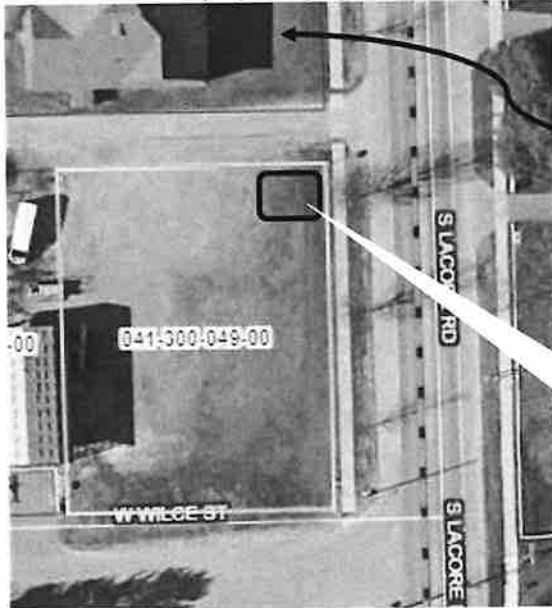
za@villageofempire.com

STAFF REPORT
September – October 2023

This report is meant to provide a snapshot of activity, typically for the previous reporting period. The intended distribution channel is from the ZA to the Planning Commission, and then via the Planning Commission liaison to the Village Council. While it will not detail every interaction, it will provide a synopsis of planning and zoning related activity that is taking place.

The ZA has been communicating with representatives of Cherry Republic regarding 'proposed' expansion / merger of existing operations – no details are available at this time. They have recognized existing conditions and an intention to 'make things better' in the future, recognizing potential impacts in the community.

A Land Use Permit was issued (after a Level B site plan review) that authorizes the installation of an electrical vehicle (EV) charging station in the northeast corner of parcel #45-041-300-049-00:



**LOCATION FOR EV
(Electrical Vehicle)
CHARGING STATIONS**

The permit also allows (though not required) the interior / exterior historic restoration and energy efficiency updates but does NOT authorize structural / aesthetic changes to the exterior or change(s) of use for the interior.



Land Use Permit (zoning) Activity
(year-to-date summary)

PERMIT #	TYPE	ZONE	PARCEL ID #	NAME(last)	NAME(first) - BLDR	SITE ADDRESS / LOCATION
2023-01	ND	PUD	45-041-550-059-00	McNutt, Stephen and Sharon	Pathway Homes	9974 W. South Street
2023-02	SIGN	G-RES	45-041-719-011-00	St. Philip Neri Catholic Church		11411 S. LaCore Street
2023-03	FM-MKT	FSD	45-041-824-009-10	Leelanau Farmers Markets	Baril, Bob	N/A - West Front Street
2023-04	RA	G-RES	45-041-824-052-00	Greisiger, Joe		11472 S. Lacore Street
2023-05	RA	PUD	45-041-550-005-00	Evans, James and Kaye		9888 Wilce Street
2023-06	TEMP	REC-CON	WITHDRAWN	Quinn, Robert	- Benzie Community Band	Niagra Street- S. Bar Lake
2023-07	RA	V-RES	45-041-702-018-00	Jacob, Karen and Cortright, David		10138 W. Wilce Street
2023-08	SIGN	FSD	45-041-702-022-00	Glen Lake Community Library		10115 N Front Street
2023-09	FENCE	G-RES	45-041-719-011-00	St. Philip Neri Catholic Church		11411 S. LaCore Street
2023-10	ND	PUD	45-041-325-065-00	Ford, Carey		11757 S. Roen Road
2023-11	RA	VR	45-041-300-058-00	Weber, Tima nd Beth		11857 S. Lake Street
2023-12	RAD	G-RES	45-041-200-002-00	Schueller, Guy and Nikki		11231 S. LaCore Street
2023-13	RA	PUD	45-041-550-020-00	Greenwoods of MI, LLC	-Ernst, Dan and Jeanne	11914 S. Ontario Street
2023-14	ADU	G-RES	45-041-824-037-00	Chase, Robert and Linda		11364 LaCore Street
2023-15	C-ACC	G-COR	45-041-719-003-01	Blarney Castle	EZ Mart	9988 W. Front Street
2023-16	DECK	G-RES	45-041-730-003-00	Palmer, Sue		12089 S. Wood Street

The ZA attended one day of the 2-day MTA Professional Development Retreat in Harbor Springs on October 3rd. Major topics of discussion were STR's (Short-Term Rentals), the effect on neighborhoods and the economy along with administration and compliance techniques, pending legislation on alternative energy that will preempt most all local zoning control (HB's # 5120, 5121, 5122, and 5123).

Also discussed was a need for 'basic-training' for elected officials on matters related to planning and zoning and the importance of COMMUNICATION.

Sincerely,



Robert (Bob) Hall
 Village of Empire – Zoning Administrator



Calculations as of 02/29/2024

Budget Worksheet

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 APPROVED BUDGET THRU	2023-24 ACTIVITY 02/29/24	2024-25 REQUESTED BUDGET
Dept 721 -	PLANNING COMMISSION				
101-721-701	WAGES - PLANNING COMMISSION	2,860.00	4,300.00	2,035.00	
101-721-702	WAGES - PLANNING SECY	784.93	1,100.00	400.00	
101-721-715	PR TAX EXP - COMM PLANNING	280.01	400.00	186.30	
101-721-726	SUPPLIES		100.00	219.46	
101-721-730	POSTAGE		100.00		
101-721-821	PROFESSIONAL	1,968.75	6,000.00		
101-721-826	LEGAL FEES	832.00	1,500.00		
101-721-900	PRINT & PUB	391.20	500.00	168.01	
101-721-950	SEMINARS		500.00		
101-721-955	DUES & MISC		100.00		
NET OF REVENUES/APPROPRIATIONS - 721 - PLA		(7,116.89)	(14,600.00)	(3,008.77)	
ESTIMATED REVENUES - FUND 101		7,116.89	14,600.00	3,008.77	
APPROPRIATIONS - FUND 101		(7,116.89)	(14,600.00)	(3,008.77)	
NET OF REVENUES/APPROPRIATIONS - FUND 101					