

**APPROVED
EMPIRE TOWNSHIP PLANNING COMMISSION
REGULAR MEETING MINUTES**

December 5, 2023

The Empire Township Planning Commission held a regular meeting on Tuesday, December 5, 2023. The meeting was held at the Empire Township Offices.

CALL TO ORDER: Duane Shugart, Chair, called the meeting to order at 7:00 p.m.

ROLL CALL:

Members Present: Duane Shugart, Larry Krawczak, Tom Petersen

Members Absent: Dale DeJager, Micah Deegan

Staff Present: Dana Boomer, Recording Secretary

Krawczak moved to excuse DeJager and Deegan, Petersen seconded. All in favor, motion carried.

APPROVAL OF AGENDA: The PC briefly discussed the agenda. **Motion by Petersen, second by Krawczak to approve the agenda as presented. All in favor, motion carried.**

ANY CONFLICT OF INTEREST – None

APPROVAL OF MINUTES: The PC briefly discussed the minutes of the October 17, 2023 regular meeting. **Motion by Petersen, second by Krawczak to approve the October 17, 2023 Regular Meeting Minutes as presented. All in favor, motion carried.**

COMMUNICATIONS: None

PUBLIC COMMENT: None

ZONING ADMINISTRATOR'S REPORT: Cypher had previously distributed his monthly reports for October 2023. **Motion by Petersen, second by Krawczak to acknowledge receipt of the October 2023 written reports. All in favor, motion carried.**

OLD BUSINESS:

- **Master Plan Update from Board** – The Township Board is currently reviewing the Master Plan and has not yet taken any action on it.
- **Zoning Ordinance Review** – Boomer had previously distributed a document with comments from DeJager, Krawczak and Shugart on areas of the Zoning Ordinance they would like to review. The PC discussed how to move forward with the review. The majority of the comments appear to split into two rough categories: procedural issues and usage/zoning district issues. The PC determined to focus on the procedural issues first. The PC determined that the goal for January will be to cover Sections 1-4, excepting the subsections regarding wind energy, which will be a separate discussion due to recent state legislation. A major focus will be making sure the Zoning Ordinance matches the changes to the draft Master Plan. Boomer will contact Rob Herman regarding the development of a new Zoning Map, with no changes to zoning districts but in a more readable format. Krawczak asked about the sign

ordinance and whether it should be part of the Zoning Ordinance – this is currently a board level police power ordinance. However, the version on the website doesn't match with current law on the subject, as it has different regulations for different types of signs. The PC will ask Deegan whether an updated ordinance has been adopted, or whether the current ordinance should be amended or revoked and a new version placed in the Zoning Ordinance. Boomer will work on a punch list for ongoing discussion.

NEW BUSINESS:

- A. 2024 Meeting Schedule** – Boomer had drafted a 2024 meeting schedule for the PC, based on meetings at 7 pm on the third Tuesday of each month except for July and August (see attached). The PC discussed the draft agenda and made no changes. **Krawczak moved, Petersen seconded to approve the 2024 meeting schedule for 7 p.m. on the second Tuesday of each month except for July and August. All in favor, motion carried.**
- B. Pleasure of the Board** – Boomer reported that Cypher is hoping to have the Glen Lake Manor on the agenda for January.

PUBLIC COMMENT: Susan Rife asked about procedures for the approval of the Manor with regards to other agencies. The PC stated that written communication is needed from the appropriate agencies, and that any approval would be contingent upon the applicant complying with any restrictions or requirements from those outside agencies.

BOARD COMMENT: None

ADJOURNMENT: **Motion** by Krawczak to adjourn at 7:34 pm; Petersen seconded. With no objection, Shugart adjourned the meeting.

Respectfully Submitted,

Dana Boomer
Recording Secretary

2024 EMPIRE TOWNSHIP PLANNING COMMISSION MEETING SCHEDULE

10088 Front St.
P.O. Box 234
Empire, MI 49630-0234

Regular Meeting	7:00 p.m.	January 16
Regular Meeting	7:00 p.m.	February 20
Regular Meeting	7:00 p.m.	March 19
Regular Meeting	7:00 p.m.	April 16
Regular Meeting	7:00 p.m.	May 21
Regular Meeting	7:00 p.m.	June 18
Regular Meeting	7:00 p.m.	September 17
Regular Meeting	7:00 p.m.	October 15
Regular Meeting	7:00 p.m.	November 19

Meeting dates and times are subject to change with proper notice.
All meetings will take place in the Township Office unless otherwise indicated.

Persons with questions or individuals with disabilities requiring auxiliary aids or services to effectively participate in the meeting should contact the Township Clerk at 231-326-5349, PO Box 234, Empire, MI 49630, or at empiretownshipclerk@gmail.com