

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

February 21, 2023

The Empire Township Planning Commission held a special meeting on Tuesday, February 21, 2023. The meeting was held at the Empire Township Offices.

CALL TO ORDER: Dick Figura, Chair, called the meeting to order at 6:00 p.m.

ROLL CALL:

Members Present: Dick Figura, Dale DeJager, Duane Shugart, Micah Deegan

Members Absent: Larry Krawczak

Staff Present: Dana Boomer, Tim Cypher

Deegan moved, Shugart seconded to excuse Larry Krawczak from the meeting. All in favor, motion carried.

APPROVAL OF AGENDA: As this is a special meeting, the only business may be that for which the meeting was posted – regular business, election of officers, approval of 2023 meeting schedule, approval of 2022 annual report, and Master Plan discussion. Figura asked to move New Business items a-c to before Old Business. **Motion by Deegan, second by Shugart to approve the agenda as amended. All in favor, motion carried.**

ANY CONFLICT OF INTEREST – None

APPROVAL OF MINUTES: Krawczak had requested by email to have a statement that he made expanded on page 2 regarding the expansion of the project. His statement on page 2 was amended as requested. **Motion by DeJager, second by Deegan to approve the October 18, 2022 Regular Meeting Minutes as amended. All in favor, motion carried.**

COMMUNICATIONS: Cypher stated there had been no further communication from the Glen Lake Manor. Cypher and Figura stated that there had not yet been an attorney opinion developed on what the PC should require before considering an allowance for the expansion of a non-conforming use, as requested at the October meeting – this will be emailed out when it has been developed.

PUBLIC COMMENT: None

ZONING ADMINISTRATOR'S REPORT: Cypher had previously distributed his monthly reports for October 2022 – January 2023. The PC briefly discussed. **Motion by Deegan, second by Shugart to acknowledge receipt of the October 2022 – January 2023 reports. All in favor, motion carried.**

NEW BUSINESS:

A. 2023 Meeting Schedule – The board briefly discussed the draft meeting schedule for 2023 (see attached). **Shugart moved, Deegan seconded to move all meetings to 7 pm. All in favor, motion carried. Deegan moved to approve the meeting schedule as amended. Shugart seconded. All in favor, motion carried.**

B. Election of Officers – The current slate is Figura as Chair, Shugart as Vice-Chair, and Krawczak as Secretary. Figura asked for someone else to take the Chair position. He already knows he will miss the

March and April meetings. **Figura moved to elect Duane Shugart as Chair of the Planning Commission. Deegan seconded. Ayes: Deegan, Figura, DeJager, Nays: Shugart, motion carried.** The PC discussed the Vice-Chair position. **Figura moved to elect Dale DeJager as Vice Chair of the Planning Commission. Deegan seconded. All in favor, motion carried.** **Deegan moved to elect Larry Krawczak as Secretary of the Planning Commission. Shugart seconded. All in favor, motion carried.**

Figura turned control of the meeting over to Shugart.

- C. **2022 Annual Report** – The PC discussed the draft annual report (see attached). No changes were made. **Shugart moved, DeJager seconded to approve the annual report as presented. All in favor, motion carried.**

OLD BUSINESS:

- A. **Master Plan Review** – The PC extensively discussed the updated Master Plan, beginning with the Environmentally Sensitive Section of Future Land Uses. Additional changes were made through the end of the Plan. There are several places where data needs to be updated. Boomer will put together a final draft of the Master Plan, for review at the March PC meeting. The PC then discussed the timeline for the Master Plan – the PC will review the final draft in March, and if satisfied, send the draft Plan to the Township Board for approval to distribute and set a date for a public hearing, hopefully in April.

NEW BUSINESS:

- A. **Pleasure of the Board** – None

PUBLIC COMMENT: None

BOARD COMMENT: None

ADJOURNMENT: **Motion** by Deegan to adjourn at 8:35 pm. With no objection, Shugart adjourned the meeting.

Respectfully Submitted,

Dana Boomer
Recording Secretary

2023 EMPIRE TOWNSHIP PLANNING COMMISSION MEETING SCHEDULE

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

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

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 chairperson at 231-326-6084, PO Box 538, Empire, MI 49630, or at rfigura@figuralaw.com

**EMPIRE TOWNSHIP PLANNING COMMISSION
ANNUAL REPORT
February 21, 2023**

Pursuant to section 19 of the Michigan Planning Enabling Act, the Empire Township Planning Commission hereby presents the Empire Township Board with this annual report for the commission's activities during calendar year 2022.

1. Meetings: The planning commission held six (6) regular meetings and one (1) special meeting.
2. Public Hearings: Conducted a public hearing on October 18 to review the Special Use Permit application for the Glen Lake Manor, after extended discussion on the topic at the August and September meetings. Additional information was requested from the applicants, and the application will continue to be discussed in 2023.
3. Plan Reviews: On March 15 conducted a review of a proposed residential development on Plowman Road, as is required by the Zoning Ordinance for any development larger than four properties. The request for 13 new home sites on a total of 120 acres of property was approved.
4. Watershed Overlay District: Continued working with the Glen Lake Association, Township Board, and community members on the proposed Watershed Overlay District.
5. Master Plan: Continued review of Master Plan.
6. Review of Neighboring Plans. Reviewed portions of plans from neighboring communities and the county as relevant to the township.
7. Budget request. We do not see the need for any increase in the planning budget. While there may be increased attendance at training programs, there seems to be sufficient funds available for that purpose if the budget remains the same.

Richard J. Figura
Chairperson