

**EMPIRE TOWNSHIP PLANNING COMMISSION  
REGULAR MEETING MINUTES**

**September 20, 2022**

The Empire Township Planning Commission held a regular meeting on Tuesday, September 20, 2022. The meeting was held at the Empire Township Hall.

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

**ROLL CALL:**

Members Present: Larry Krawczak, Dale DeJager, Duane Shugart, Micah Deegan

Members Absent: Dick Figura

Staff Present: Dana Boomer, Tim Cypher

**Krawczak moved, Deegan seconded to excuse Dick Figura from the meeting. All in favor, motion carried.**

**APPROVAL OF AGENDA:** Figura had provided an update on the Watershed Overlay District to the members by e-mail, and suggested tabling the item at tonight's meeting, as there has been no progress as this time. That item will be tabled and removed from the agenda for tonight. **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:** **Motion by Deegan, second by Krawczak to approve the June 21, 2022 Regular Meeting Minutes and the August 22, 2022 Special Meeting Minutes as presented. All in favor, motion carried.**

**COMMUNICATIONS:** Cypher received a communication regarding an agricultural tire recycling event in October – County Planning should be contacted for details.

**PUBLIC COMMENT:** None

**ZONING ADMINISTRATOR'S REPORT:** Cypher had previously distributed his monthly reports for June through August 2022. The PC briefly discussed. **Motion by Deegan, second by Krawczak to acknowledge receipt of the June-August 2022 reports. All in favor, motion carried.**

**OLD BUSINESS:**

- A. **Glen Lake Manor Application** – The Glen Lake Manor applicants had submitted updated drawings to Cypher, which were distributed to the members by email. Caitlin Olmsted Phillips, presenting for the applicant, summarized the application and changes since the August meeting. Changes have been made to the floor plan, and include the addition of an elevator and three additional parking spaces. They have been working on options for the mitigation of light pollution, noise pollution, directional signage, and waste management. The PC and applicants discussed the project and the changes made over the last month. The PC asked for the presentation to be clarified regarding maximum total occupancy versus maximum overnight occupancy, including staff occupancy during the day and overnight, and for the drawings to be clarified regarding number of lodging rooms. The PC also requested clarification of what is being requested for amplified versus non-amplified music

outdoors and indoors. The PC discussed indoor versus outside events. Quiet hours outside will start at 9 pm, and discussion was held regarding whether music would be allowed indoors after 9 pm. The PC requested clarification for quiet hours for events versus last service for the restaurant, as well as requesting clarification for any sort of special events such as New Years' Eve parties.

The PC requested clarification of the phases as they relate to the full timeline of the project, and clarification of how items like lighting and signage will be integrated into the rest of the phasing. The PC and applicant discussed the timeline for the application. The PC and applicant continued an extensive discussion of the project. The PC requested that the presentation be clarified to specify that while retail store sales are open to the public, bike rentals will only be offered to overnight guests staying at the Manor. In addition, other places in the application should be clarified to specify which amenities will be offered to overnight guests versus day-use guests. The PC and applicant continued to discuss the property, and the PC requested several clarifications to the language of the presentation which would make proposals consistent and clear.

Shugart asked if there was any public comment.

Amy Peterson – She is in favor of the project and she wants to see this historic structure preserved. Regarding the construction, she asked if there was space set aside for trash storage. Olmstead Phillips stated that there currently is, and they will be working to rebuild it to allow truck access while remaining aesthetically pleasing. Peterson asked if there would be bike racks for people stopping in to visit the restaurant or store. Olmstead Phillips stated there would be. The PC asked for the trash storage to be added to the plans in the proposal.

The PC and applicants continued to discuss the timeline for the application and the needed changes that would be made to hold a public hearing in October. **Deegan moved to hold a public hearing on the Glen Lake Manor application at the October 18 meeting. Krawczak seconded. All in favor, motion carried.**

**B. Watershed Overlay Amendment – Tabled**

**C. Master Plan Review** - Boomer had sent out a new red-line version of the Master Plan, with updates as discussed in June. The PC determined to continue the discussion on the Master Plan when time becomes available at a meeting.

**NEW BUSINESS:**

**A. Pleasure of the Board – None**

**PUBLIC COMMENT:** Susan Rife stated that the Glen Lake Manor project is a labor of love. This property has been in her family for 70 years, and she wants to see it come back to life.

**BOARD COMMENT:** Krawczak asked whether there should be a special meeting to work on the Master Plan. The PC discussed, and had consensus to ask Figura to work with Boomer and Cypher to attempt to schedule a special meeting to work on the Master Plan sometime during the first three weeks of October. The PC would like to see substantial progress made on the Master Plan, so that it may be able to be finished during the first half of 2023.

**ADJOURNMENT: Motion** by Krawczak to adjourn at 9:19 pm. With no objection, Deegan adjourned the meeting.

Respectfully Submitted,

Dana Boomer  
Recording Secretary

DRAFT