

**EMPIRE VILLAGE PLANNING COMMISSION
REGULAR MEETING MINUTES
THURSDAY, NOVEMBER 7, 2024**

The Village of Empire Planning Commission held a regular meeting on Thursday, November 7, 2024, in the Empire Township Hall.

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

APPROVAL OF MINUTES - Motion by Bacon, supported by Ford to approve the October 1, 2024, regular meeting minutes, adding Chase to the roll call. AYES: 6, NO: 0. MOTION PASSED.

TREASURERS REPORT – Chase presented the revenue and expenditure report for period ending September 30, 2024.

ADDITIONS/CHANGES TO THE AGENDA – Schous added December and January Special Meeting Discussion.

CONFLICT OF INTEREST – None.

PUBLIC COMMENTS & CORRESPONDENCE – None.

ZONING ADMINISTRATORS REPORT – Hall reported on Cherry Republic construction progress, redevelopment ready processes, and the article included in last meetings packet titled “The Uglification of Michigan Lake Towns”. Ford asked Hall if there are any obvious holes or anything that should be tightened up in the Empire Village Zoning Ordinance. Hall wasn’t aware of any major issues and encourages ongoing training for commissioners.

UPDATE OF REDEVELOPMENT READY COMMUNITIES PROGRAM

Bacon suggested that action items be split up among commissioners for review at the December meeting. Members are encouraged to find examples on the miplace.org website under RRC Library.

- 1.4 Public Participation Plan – Ready to adopt.
- 2.3 Concentrated Development – Chase
- 2.4 Housing Diversity – Ford
- 3.4 Internal Review Process – Hall/Acton
- 3.8 Access to Information – Acton
- 4.1 Recruitment Process – Bacon
- 4.2 Expectations & Interests – Bacon
- 4.4 Bylaws – Acton
- 4.6 Training Plan - Schous

RECREATION PLAN UPDATE

Following the format of the Master Plan questionnaire and public input sessions, a recreation plan questionnaire will be sent out which will be due by November 30, 2024. A public input session will be held on December 3, 2024, at 6:00 PM to share thoughts on the questionnaire results and talk with planning commissioners informally about recreation planning. Questionnaires are to be available online, at the Village office, and the library. Questionnaire will also be sent electronically

to emails the village has on file. Notice of the questionnaire and public input session will be posted online, at village kiosks and emailed out.

ELECT PLANNING COMMISSION SECRETARY

Due to a vacancy, the secretary must be filled to assist with master plan duties. **Motion by Collins, supported by Deering to elect Carey Ford to Planning Commission Secretary. AYES: 6, NO: 0. MOTION PASSED.**

BEGIN REVIEW OF MASTER PLAN

The Draft 2025 Master Plan Update prepared by the Master Plan Update Committee, Renovare Development, Place Strategies, and Placecraft was distributed to commissioners for review and feedback. Bacon noted a few data and formatting issues that will be changed. This draft was created to serve as a supplement/addendum to the 2019 Master Plan. Planning Commissioners discussed the organization of the plan content and if it could be a stand-alone plan. The master plan checklist should be consulted to make sure the plan meets all necessary requirements. Changes to the 2019 cover and table of contents should be made. Correspondence from Frank Clements recommending a Mixed-Use/Business/High Density Residential Site adjacent to Fisher Street was discussed. Discussion of the master plan content/recommendations to be continued at the December special meeting.

ROLE OF PLANNING COMMISSION IN DEVELOPMENT

Bacon asked about the role of the planning commission in development as it pertains to land that is not owned by the Village. Hall explained that in large communities there are full time staff or an economic development department that will proactively work with landowners and developers. However, small villages such as Empire can attract developers by not just having zoning in place, but by being redevelopment ready, having clear and streamlined development approval processes and having that information available online.

SPECIAL MEETING SCHEDULING

Consensus to schedule the recreation public input session at 6:00 pm and a December meeting to immediately follow.

COMMITTEE REPORTS – None.

PUBLIC COMMENT – Frank Clements commented on affordable housing and the importance of being redevelopment ready. March Dye commented on the Planning Commission Training Plan and Beach Park parking in the Master Plan.

PLANNING COMMISSION MEMBERS AND CHAIRPERSON COMMENTS – None.

ADJOURNMENT – There being no further business, the meeting adjourned at 9:08 pm.

Alacia Acton, Recording Secretary

These draft minutes will be considered for approval at the December 3, 2024, Village of Empire Planning Commission meeting.