

WEST TRAVERSE TOWNSHIP
REGULAR PLANNING COMMISSION
July 9, 2025

Chair Hollerith called the meeting to order at 5:31 p.m.

Roll Call: Hollerith, Forster, Remus, Dohan, Osetek, Green, Thompson

Absent: none

Visitors: Dawson Moore, Linda Hoisington, Garon Gopigian

The Pledge of Allegiance was recited by all.

Approve Agenda as presented or with additions: **Forster made the motion to approve the agenda. Thompson seconded. Seven (7) ayes.**

Public Comment – none

Approval of June 11, 2025, Regular Meeting Minutes: **Remus made the motion to approve the minutes of June 11, 2025, as presented. Forster seconded. Seven (7) ayes.**

Unfinished Business –

a. **Master Plan Review** –

- i. Open House Recap – Lane gave an overview of the means through which the Open House was publicized; published in the Harbor Light newspaper on July 25, 2025, textmygov, the Township website. An email and one comment via textmygov were received about the Master Plan. Lane will compile all the comments/suggestions regarding the Master Plan after the second Open House in August. Copies of the Master Plan were available at the Open House along with display boards for the public to view and share their opinions on housing types and commercial uses. After the August Open House Lane will finalize the Master Plan by adding page numbers, table numbers and updating maps. At that point it will be ready for the September Planning Commission mtg. Once approved by the Planning Commission, it will go to the Township Board to approve and authorize it to be released for the 63-day review. The Planning Commission Board members had no comments, suggestions, or questions. Hollerith thanked Lane and Beckett & Raeder for updating some of the demographic sections along with other pertinent information. Hollerith summarized the procedure for updating the Master Plan, the changes that were made, and the updates noting it was not a complete overhaul, it was just updating and adding items relevant to changes needed now and in the future for the Township. Hollerith stressed the importance of public input on what they would like to see for future land use, commercial expansion, and housing opportunities.

Proposed: 07-09-25

Approved: 08-13-25

- ii. Review Initial Draft 2025-2026 Master Plan – Lane touched briefly on the three avenues used to notify the Township residents about the Open Houses along with ways to communicate their ideas/suggestions with him. Harbor Light, Township website and textmygov. Lane noted not all the chapters are in the final format, they are still in the first rough draft. After tonight’s meeting, the updated existing land use chapter will be added to the draft plan which will be available on the Township website along with hard copies for the August Open House. Hollerith suggested adding highlights and an executive summary of the changes to the plan.

New Business -

- i. none

Other:

- a. Zoning Administrator Report – Lane noted the report is in the packet. Lane mentioned that he did receive word that the Birchwood Board did not approve the project that was part of the PUD amendment. Lane said he has not heard anything about the Polo Field and that the project adjacent from the storage facilities is getting the paperwork together.
- b. Township Board Representative Report – Green updated the Planning Commission on the evaluation report the Township Board received about the feasibility of the current Township Hall being a functional workplace that is compliant with ADA and etc. Green said the report confirmed that it is not feasible to convert or renovate the building to meet the requirements needed. Next steps will be to look at plans and costs for a new building. Green also informed the Planning Commission that the Township Board unanimously approved the Pond Hill Farm SUP with a recommendation to allow for increased parking during their non-Fall Festival weekends bringing the number of parking spaces from 185-250 with the Board re-visiting it in January 2026.
- c. Correspondence – Lane informed the Planning Commission of a letter received from Beckett & Raeder on the Emmet County Master Plan update. The County will be having a meeting on July 24, 2025, at Little Traverse Township and encourage other Township members to attend. They will hold frequent Open Houses along with updating the County’s website. Hollerith asked if there was a timeline for the County’s Master Plan completion. Lane noted it was a year.

Planning Commissioner Comments (open discussion) – none

Public Comment – Garon Gopigian suggested that a group of citizens be involved in the architectural input of the new building. Green replied that renderings/drawings will be available and that the Township will hold frequent Open Houses to allow for public input. Hollerith noted that the property across the street is already rezoned, and the Planning Commission is in full support of a new Township Hall.

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Next Meeting: Planning Commission next regular meeting will be held August 13, 2025, at 5:30 p.m. with a Master Plan Open House Public Meeting at 4:30 to 5:30 with Chair Hollerith and ZA Lane in attendance to answer any questions.

Adjournment: **Thompson made the motion to adjourn at 5:53 p.m. Dohan seconded. Seven (7) ayes.**

Respectfully Submitted by:
Jim Osetek, Secretary

Transcribed by:
Amy Peters

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