

**CITY OF ISHPEMING PLANNING COMMISSION  
MEETING MINUTES  
Monday, August 4, 2025**

**A. CALL TO ORDER**

The regular meeting of the Ishpeming Planning Commission was called to order in the Council Chambers at City Hall by Chairperson Brooke Routhier at 6:31 p.m. on Monday, August 4, 2025.

**B. ROLL CALL**

Present: Brooke Routhier, Mike Kinnunen, Mike Elliott, Dax Richer, Matt Loos, Todd Prillwitz, and Ben Argall (7).  
Absent: Corry Richards (1). Vacant seats (1). Also present was Andrew Duerfeldt, Zoning Administrator (ZA).

**C. PUBLIC COMMENT** – There was none.

**D. APPROVAL OF AGENDA**

A motion was made by Member Argall, seconded by Member Routhier, and carried unanimously to approve the agenda as presented.

**E. PREVIOUS MEETING MINUTES**

A motion was made by Member Kinnunen, seconded by Member Argall, and carried unanimously to approve the July 7, 2025, meetings minutes as presented.

**F. PRESENTATIONS**

**1. CUPPAD**

Jessica Walter, CUPPAD, reviewed the Housing Readiness Parcel Analysis which included reviews of the 3,085 parcels in the city. She explained the analysis consisted of a comprehensive, data-driven approach combining multiple data sources and analytical methods to assess development feasibility; and provided a brief overview of the key findings from the studying including housing potential; major constraints; and significant opportunities. She noted there were 281 vacant parcels with 117 parcels development ready noting some of the environmental constraints on parcels were manageable. She added the City should continue to think about any partnerships that would be beneficial; what private properties, if any, could be acquired; policy priorities focusing on zoning barriers; and streamlining the process to make it attractive to developers.

She gave a presentation on the Housing Readiness Toolkit which was an interactive tool to help identify optimal housing development opportunities across Ishpeming's 3,085 parcels using analysis developed through a MSHDA readiness grant.

**G. PUBLIC HEARINGS** – There was none.

**H. NEW OR CONTINUING BUSINESS**

**1. Adopt: Master Plan: 2025 Goals and Implementation Strategy**

Planning Commission members introduced themselves to Manager Randy Scholz.

Member Routhier reviewed the goals by year for the Planning Commission and discussion took place on the implementation of the 2025 goals.

Ryan Soucy, CUPPAD, advised the goals in the Master Plan were general goals, and the list prepared by the Commission could be the implementation strategy for those goals which could then be updated and changed. The Master Plan update would begin in 2027; however, an amendment would be needed to the future land use map and housing section before then.

Manager Scholz explained the City would be preparing a Request for Proposals for developers. He also informed the Commission a work group has been established and has been working on blighted properties in the City and initial letters should be sent by the end of the month.

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A motion was made by Member Routhier, seconded by Member Argall, and carried unanimously to adopt the Planning Commission Goals by Year worksheet as presented.

**2. Review: Lighting Ordinance Draft**

ZA Duerfeldt reviewed the proposed changes made to the lighting ordinance. There was discussion related to the language to turn off lighting between 11:00 pm and sunrise; light poles being located in parking lot islands or in the periphery parking lot area; and limiting the time for sporting event lighting to no later than 10:00 p.m.

It was suggested that language be added to Section 9, Item 1 “for non-school sporting events”.

Also suggested was Section 9, Item 7 should be DPW not Planning Commission.

Member Routhier asked that the discussion on the district specific considerations take place during the next draft of the proposed ordinance.

**3. Discuss: Short-Term Rental Density**

Member Argall explained the draft ordinance was presented to the City Council for their review. They asked the Planning Commission to determine if density of short-term rentals should be included in the proposed ordinance.

ZA Duerfeldt briefly summarized the article related to short-term rentals in Traverse City. Discussion followed related to density in neighborhoods specifically and not limiting short-term rentals in commercially zoned areas; how to determine the number allowed; and how to manage the density requirement.

It was the consensus of the Planning Commission to not establish density for short-term rentals at this time and to leave the maximum number for the City at 50 and forward this information back to the City Council.

**4. Discuss: Accessory Dwelling Unit (ADU) Ordinance Development**

**5. Review: Planning Commission/City Council Communication Practices**

A motion was made by Member Routhier, seconded by Member Kinnunen, and carried unanimously to move item 4 and item 5 to the next regular meeting.

**I. Old Business** – There was none.

**J. Correspondence** – There was none.

**K. Meeting Adjournment**

At 8:31 p.m., a motion was made by Member Elliott, seconded by Member Argall, and carried unanimously to adjourn.

Prepared by:



Cathy Smith, City Clerk



Andrew Duerfeldt, Zoning Administrator



Dax Richer, Secretary