

**CITY OF CHARLEVOIX**  
**PLANNING COMMISSION MEETING MINUTES**  
**Monday, August 12, 2013 - 7:00 p.m.**  
210 State Street, City Hall, Council Chambers, Charlevoix, MI

**I. Call to Order/Pledge of Allegiance**

The meeting was called to order at 7:15 p.m. by Chair John Hess.

**II. Roll Call**

Chair: John Hess

Members Present: RJ Waddell, John Elzinga, and Sherm Chamberlain

Members Absent: Adam Whitley, Toni Felter, Becky Doan, and Judy Clock

City Planner: Michael Spencer

The Commission does not have a quorum and may not make any decisions; however, as the meeting was properly noticed under the OMA, members chose to discuss agenda items.

**III. Call for Public Comment Not Related to Agenda Items**

There was no public present.

**IV. Staff Updates**

Planner Spencer thanked the members of the Planning Commission for their service and noted that this is the first Planning Commission meeting during his tenure as Planner which lacked a quorum.

Planner Spencer provided an update to the proposed Resolution for Public Infrastructure Projects, noting specific changes. The following points were made:

- Temporary uses will not be regulated by this resolution.
- If it is unclear whether or not a structure or use is regulated by this resolution, the Planner will err on the side of caution and bring the item to the Commission for review.

Planner Spencer provided an update to the zoning ordinance, which was passed at the last Council meeting.

Planner Spencer informed the Commission of two upcoming lecture/workshop sessions to be held at the library.

Planner Spencer identified upcoming projects that the Planning Commission will review under the new ordinance. Additionally, Mr. Spencer will provide a list of approve projects at each Planning Commission meeting.

Planner Spencer provided an update on the Donation Acceptance Policy, the Adopt-A-Brick Program, and fundraising efforts to recoup costs of the failed fireplace project.

The Commission discussed economic development for the area, and Planner Spencer noted that the former position of DDA Director has been replaced with the position of Community Economic Development Director.

**X. Adjournment**

Meeting adjourned at 8:15 p.m.

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Stephanie C. Brown

Deputy City Clerk

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Sherman Chamberlain

Chair