

**CITY OF CHARLEVOIX**  
**PLANNING COMMISSION MEETING MINUTES**  
**Monday, September 9, 2013 - 7:00 p.m.**  
210 State Street, City Hall, Council Chambers, Charlevoix, MI

Prior to the start of the meeting, the Commission generally agreed that Member Sherm Chamberlain would perform the duties of Chairperson in the absence of Chair Mason. There is no Vice Chair at this time.

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

The meeting was called to order at 7:02 p.m. by Acting Chair Sherm Chamberlain.

**II. Roll Call**

Acting Chair: Sherm Chamberlain

Members Present: RJ Waddell, Toni Felter, Judy Clock, John Elzinga, and Sherm Chamberlain

Members Absent: Adam Whitley and John Hess

City Planner: Michael Spencer

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

There was no public present.

**IV. Approval of Agenda**

There were no changes requested.

**V. Approval of Minutes**

Motion by Member Elzinga, second by Member Felter, to approve the July 8, 2013 minutes as presented.

Motion passed by unanimous voice vote.

Motion by Member Elzinga, second by Member Waddell, to approve the August 12, 2013 minutes as presented.

Motion passed by unanimous voice vote.

**VI. Call for Public Comment not Related to Agenda Item**

Acting Chair Chamberlain opened the meeting to public comment at 7:03 p.m. There was no public comment, and the item was closed.

**VII. New Business**

None.

**VIII. Old Business**

**A. Review Proposed Resolution for Public Infrastructure Projects**

The Commission reviewed and discussed the proposed resolution.

Member Felter noted that the proposed resolution states that the Planning Enabling Act does not define "structure" and asked where the definition in the resolution originated. Planner Spencer advised that this definition was drafted strictly for use when applying this resolution; it does not apply to the Zoning Ordinance.

Member Chamberlain asked about street scapes. Planner Spencer advised that street infrastructure projects are approved through the capital improvement plan, and project-specific engineering plans are approved by Council at the time of the project. Member Chamberlain stated that he received complaints about the teardrop design on Clinton, which could be avoided if there was opportunity for public comment. Planner Spencer stated that these projects are normally time-sensitive, and that property owners are notified of advisory meetings where they can provide input and ask questions; however, if the Planning Commission would like to include street scapes in this policy for Planning Commission review, Planner Spencer will discuss the feasibility with the City Manager and with Performance Engineering, who does a lot of our engineering. There needs to be an appropriate balance between expediency and public review. Member Felter suggested that the Planning Commission could review these types of projects in a special meeting, rather than wait for the next regularly scheduled meeting. The Board generally agreed.

Member Waddell asked if the policy would include artwork. Planner Spencer stated that the *Art in Public Spaces* project features temporary artwork; however, if the program were to expand he would like those projects to come to the Planning Commission. Art is very subjective, and all artwork will receive both positive and negative comments.

As there was no public present, there was no public comment.

Motion by Member Felter, second by Member Clock, to recommend this [resolution] to City Council for approval.  
Motion passed by unanimous voice vote.

B. Review of Draft Donation Acceptance Policy

The Commission reviewed and discussed the draft Donation Acceptance Policy.

Member Clock asked about how the Donation Acceptance Policy Committee determined the \$5,000 maintenance and operation cost threshold for requiring an endowment. Planner Spencer stated that he did not know, but would find out. Member Clock thought that the threshold should be lower.

**IX. Staff Updates**

A. Planning Commission Membership and the Planning Enabling Act

Planner Spencer advised the Commission that the Planning Enabling Act allows cities to create planning commissions with five, seven, or nine members. The City of Charlevoix Planning Commission has always had nine members. Planner Spencer feels that this number works well, since Charlevoix has always been able to fill these positions and having nine members allows the membership some flexibility with attendance while still meeting quorum requirements. The Planning Enabling Act also allows a City that has a population of under 5,000 to have up to two members that are not qualified voters of the City. Traditionally, the City has always had qualified voters who are also property owners on the Commission. Membership qualification is also set in the City Code and the Planning Commission by-laws. Recently, the question was brought forth as to whether the City should allow a township resident to serve on the Commission. If it is decided to allow this, the City Code [and Planning Commission by-laws] would need to be revised. Planner Spencer asked for input from the Commissioners.

Upon questioning, Planner Spencer stated that his primary concern for membership is the ability to attend meetings; there are township residents that care about the City's development and would be willing and able to serve. Additionally, this is an Mayoral appointment with Council approval. came up with the following: a person who is in the area the majority of the time and is serviced by City utilities.

Member Clock stated that the City is small, and the boundaries between the City and Townships are "blurry". Other Commission members agreed, and discussed what qualifications would be reasonable. The Commission would like the Mayor to consider all utility customers, including those outside of the city limits, but only those individuals that expect to be available for the large majority of meetings.

B. Update on Two Community Programs: Michigan Main Street Program and Economic Development

The two programs that were held at the library on August 20 and August 22 are available for viewing on YouTube and can be found by searching for "City of Charlevoix".

Those attending the presentation for the Michigan Main Street program expressed a lot of interest in having the City participate in this program. Participation would require a resolution from both the DDA and City Council. The Planning Commission could provide a recommendation, if they choose. Planner Spencer explained the difference between the four levels; in the first level the City would pass resolutions indicating that they want to participate and create four different committees. Participation the first year helps a community to decide if they want to move on to higher levels, but does not require the community to stay in the program. The Main Street program is a nation-wide program, not confined to just Michigan. In the first year, the program provides training to committee members. The Commission generally agreed that a first year commitment would be a good idea.

Motion by Member Clock, second by Member Felter, to recommend to City Council to proceed [with the Michigan Main Street program].

Motion passed by unanimous voice vote.

C. Upcoming Development Plans

Planner Spencer advised the Commission that there are several upcoming development plans and provided brief summaries of two projects that would come before the Planning Commission.

Bridge Street Blooms on Bridge Street would like to build a permanent greenhouse structure.

Planner Spencer reported that an application was expected within the next week for seven three-story "high-end" town homes, with elevators in each, for the Carey property on Pine River Lane. Projects for the Carey property have been reviewed in the past, and have caused controversy. Because of the history, Planner Spencer suggests having two meetings on this project: at the next regularly scheduled meeting the Commission could meet the developer and get an overview of the project. Following the initial meeting, at a special meeting approximately two weeks later, the Commission could hold the official public hearing of the project. The Commission generally agreed that this was a good approach.

Planner Spencer also briefly touched on two residential projects in Commissioner Elzinga's neighborhood [207 Alice and 203 May Streets] and a front porch addition on Meech Street. He also stated that he would continue to update the Planning Commission monthly on projects approved by staff.

**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