

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, May 12, 2014 - 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

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

B. Roll Call

Vice Chair: Sherm Chamberlain
Members Present: RJ Waddell, Toni Felter, Keith Sherwood, Judy Clock, John Elzinga
Members Absent: John Hess, Dave Novotny
Planning Administrator: Michael Spencer

C. Inquiry Into Potential Conflicts of Interest

None.

D. Approval of Agenda

Planner Spencer noted that Member Waddell had a question about the Bridge Street Bloom property, and that his question could be discussed under Item F, "Call for Public Comment Not Related to Agenda Item."

E. Approval of Minutes

Motion by Member Clock, second by Member Felter, to approve the April 14, 2014 minutes as presented.
Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Item

Member Waddell reported that Bridge Street Blooms is open. Last year there was a conflict because the original approval (in 2012) was for one year. In 2013, they opened without seeking the proper approval. He referenced comments Planner Spencer made on October 28, 2013 that the business had to file for a Special Level B site plan review. Planner Spencer explained that Bridge Street Blooms is changing the use of a piece of property, but only for a couple of months each year and they were not constructing any buildings. The Level B Site Plan Review is in place for an existing business that wants to do a small addition which meets all the setback requirements and is not making any major changes to the business or the building. The criterion for a Level B Site Plan Review does not apply to the Bridge Street Blooms property because it is a temporary use and they have not built any permanent structures. The property owner planned to construct a greenhouse, but has decided to postpone that for a year. Planner Spencer stated that the new Zoning Ordinance allows for temporary uses on property, as long as sufficient parking is available. Discussion followed regarding any restrictions on temporary structures or temporary property uses. Planner Spencer stated he would contact the property owner and report back to the Commission.

G. New Business

In response to Vice Chair Chamberlain's inquiry, Planner Spencer reported that the City and the Planning Commission had a new City Attorney, Scott Howard of Traverse City.

H. Old Business

1. Finalize Draft By-Laws

a) Staff Presentation

Planner Spencer stated that Bryan Graham, former Assistant City Attorney, had reviewed the By-Laws. His changes were highlighted in the document that was included in the agenda packet. The Commission proceeded to review the By-Laws page by page.

b) Planning Commission Discussion

Member Clock proposed changes to the first sentence under 2.4, Attendance, to read: "A Commission member's absence from three consecutive regularly scheduled meetings shall be considered malfeasance in office."

Member Clock referenced page 3, item 2.6 c) (3), which states that when there is a conflict of interest the member must "remove one's self from the front table". She reported that based on training she had attended; a member with a conflict of interest should leave the room during the discussion of that agenda item. After discussion, the subject language was left as written in the By-Laws.

c) Call for Public Comments
None.

d) Motion
Motion by Member Waddell, second by Member Clock to adopt the Draft By-Laws as amended.
Motion passed by unanimous voice vote.

I. Staff Updates

1. Little League Field Scoreboard/Update on Rotary Park Improvements

Planner Spencer stated that the ball fields at Rotary Park were being improved and paid for by the Rotary Club. These capital improvements are being funded by an outside agency. He stated that the project included adding to and replacing some of the playground equipment, and adding a digital scoreboard to the Little League field.

2. Update on Planning Commission Membership

Planner Spencer reminded the Commission that they had recommended City Council allow up to two members of the seven member Commission be residents of bordering townships, with the stipulation that they be year-round residents and that they be City property owners, though not registered City voters. He reported that the proposal was not approved by City Council.

3. Discussion on Upcoming Zoning Ordinance Amendments

Planner Spencer stated that the Commission has already discussed some of the proposed changes to the Zoning Ordinance. The majority of these changes are minor, except one: to clarify what is considered a temporary business. Another issue being addressed is outdoor advertising for stores. Additionally, some of the changes would tie into the Main Street Program.

Planner Spencer explained the Main Street process, including the formation of a Steering Committee and four sub-committees dealing with historic preservation, the Farmer's Market, how to beautify downtown and incorporate art into the downtown area, and how to develop a consistent marketing campaign for the businesses in the community.

4. Miscellaneous Items

Planner Spencer stated that there was one other donation being proposed to the City by the DeVos family, who are regular users of the Airport. This donation would not be a permanent structure or capital improvement, but rather a mobile charging station which many of the airplanes will use in the summer. Planner Spencer also noted that the DeVos family has agreed to fund two economic development studies for the City: a downtown market study and a broad City-wide economic development study to attract companies to the Industrial Park. He also reported that a boat had been donated to the City, which could be used for Fire Department training purposes.

Planner Spencer reported that there is a company starting construction next week on the old 711 building.

Planner Spencer stated that the Charlevoix Pointe project may start construction in September.

J. Request for Next Month's Agenda or Research Items

None.

K. Adjournment

Motion by Member Clock, second by Member Elzinga, to adjourn the meeting.

Motion passed by unanimous voice vote.

Meeting adjourned at 7:52 p.m.