

**CITY OF CHARLEVOIX**  
**PLANNING COMMISSION MEETING MINUTES**  
**Monday, April 13, 2015 - 7:00 p.m.**  
210 State Street, City Hall, Council Chambers, Charlevoix, MI

**A. Call to Order**

The meeting was called to order at 7:00 p.m. by Chair Hess.

**B. Roll Call**

Chair: John Hess  
Vice Chair: Sherm Chamberlain  
Members Present: Judy Clock, Don Heise, Dave Novotny, Julee Roth, RJ Waddell  
Members Absent: John Elzinga, Toni Felter  
City Planner: Mike Spencer

**C. Inquiry Into Potential Conflicts of Interest**

None.

**D. Approval of Agenda**

No changes.

**E. Approval of March 9, 2015 Minutes**

Member Waddell indicated that he was shown as both present and absent at the March 9<sup>th</sup> meeting and he was present. Motion by Member Roth, second by Member Clock to approve the March 9, 2015 meeting minutes as corrected. Motion passed by unanimous voice vote.

**F. Call for Public Comment not Related to Agenda Items**

No public comment.

**G. New Business**

1. Discussion on a Potential Zone Change at 206 Antrim Street

Planner Spencer stated that the owner of the 206 Antrim Street property is interested in building a mixed-use building with commercial on the first floor and residential on the second floor similar to another property he owns in Charlevoix. The subject property is zoned residential. Planner Spencer advised that a potential rezoning request will be brought forward if an application is filed. Discussion followed regarding the need for a special use permit, conditional use, conditional rezone, or a rezoning to Central Business District depending on the actual proposed use of the property. Planner Spencer stated that parking may be an issue. Chairman Hess explained that he did not agree with the conditional rezoning suggestion and explained his reasons for same.

The Commission concurred to have the training video (Item G-2) later in the meeting.

**H. Old Business**

1. Discussion on Arranging a Joint Planning Commission Meeting with Charlevoix Township

Planner Spencer explained that one item in the City's comprehensive plan was to have more coordination with the Township. He stated the Industrial Park was a unique situation that Staff would like to change and he referenced specific properties where the City/Township line goes right through the building. He noted that there were vacant lots in the Industrial Park as well as some good vacant property outside the Park in Charlevoix Township. Staff would like to have the option to pursue Township property in addition to City parcels for future developers. He stated that the joint meeting would be a good time to discuss these ideas.

Planner Spencer stated that the City received a USDA grant to run fiber optic through the Industrial Park as a means to promote business. He referenced another property fronting on U.S. 31 that could potentially be developed as an industrial use and other properties in the C & O Club that had properties split between the Township and the City.

The Commission concurred with Staff to schedule a joint meeting with the Township.

2. Recommendation on the 2015-16 Capital Plan.

Planner Spencer recalled that approval of the 2015-16 Capital Plan was listed on the cancelled February 9<sup>th</sup> Commission meeting agenda. He stated that the Planning Commission received a draft of the Capital Plan at the same

time as the City Council, and it was discussed at the budget meeting. Ultimately, the Planning Commission never gave its recommendation to Council. He explained the details of several large capital projects: the Lake to Lake Trail, State Street project, Airport Apron project, minor road resurfacing projects, new bucket truck, vehicle purchases, and about \$400,000 in expenses from water main freezes over the past winter that were not part of the Capital Plan. There was general discussion about millage rates and a dedicated millage for capital improvements from the 1990's.

Motion by Vice Chair Chamberlain, second by Member Novotny to recommend the 2015-16 Capital Plan as presented to the City Council. Motion passed by unanimous vote.

**I. Staff Updates**

None.

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

Member Roth stated she wanted to discuss the issue of strengthening the debris/brush/leaf program in the City to curtail the problem of trash/debris being put out over 48 hours in advance of the pickup. Planner Spencer felt this issue was a matter for City Council to address, not the Planning Commission. He agreed that the City needed to do a better job of enforcement on trash/debris removal. Chair Hess suggested sending a letter to Council identifying perceived problems and letting Council determine whether the Planning Commission should address an ordinance change.

Planner Spencer felt that there would be better enforcement this summer. No further action was taken by the Planning Commission on this matter.

**G. New Business (continued):**

2. Training Video Pertaining to Open Meetings, Conflict of Interest, etc.

The Commission concurred not to hear the remainder of the training video and to schedule it for the next regular meeting.

**K. Adjournment**

Motion by Member Novotny, second by Vice Chair Chamberlain to adjourn the meeting at 8:20 p.m. Motion passed by unanimous voice vote.

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Joyce M. Golding/fgm

City Clerk

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John Hess

Chair