

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, May 20, 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, John Elzinga, Toni Felter, Don Heise, Dave Novotny, Julee Roth
Members Absent:	RJ Waddell
City Planner:	Mike Spencer

C. Inquiry Into Potential Conflicts of Interest

Vice Chair Chamberlain stated that his employer performed the topographical survey of the property and he would abstain from voting on the matter.

D. Approval of Agenda

No changes.

E. Approval of April 13, 2015 Minutes

Minutes approved by consent as presented.

F. Call for Public Comment not Related to Agenda Items

No public comment.

G. New Business

1. Site Plan Review for Michigan Scientific.

a. Staff presentation.

Planner Spencer stated that this was a basic addition on property zoned Industrial. He stated that the proposed addition was 60' x 161', and the building did not line up parallel to the lot lines causing irregular distances for the addition at the rear property line. Planner Spencer indicated that a variance was received from the Zoning Board of Appeals to meet the setback requirements.

Planner Spencer felt that Staff did not see a need for conditions of approval as this was a straight forward addition that requires Planning Commission and City Council approval. He noted that if the Commission agreed with the Staff report conclusions, the conclusions would become the Planning Commission recommendation to City Council.

b. Applicant presentation (if requested).

None.

c) Call for public comments.

None.

d. Planning Commission determination of findings of fact.

Member Roth questioned how many trees would be removed from the property. The applicant advised that they would save as many trees as possible, and re-plant trees once the addition was complete.

The Commission proceeded to review the Standards for Site Plan Approval and Conditions of Approval as presented by Staff. No changes were proposed to the standards or conditions.

e. Motion.

Motion by Member Roth, second by Member Felter to approve Project 2015-03 SP without conditions, based on specific findings of fact that prove that the project meets the review standards in Section 5.120. Motion passed by unanimous voice vote with Vice Chair Chamberlain abstaining.

H. Old Business

Planner Spencer advised that Staff did not scheduled a joint meeting with Charlevoix Township. He questioned whether the Commission wanted to hold a June training meeting if he was unable to schedule the joint meeting with the Township. The Commission concurred to cancel the June meeting unless circumstances changed that required a meeting.

I. Staff Updates

None.

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

Member Roth stated that the Commission was going to send a letter to City Council about the debris issue. Planner Spencer suggested that Member Roth or Staff could draft the letter. Member Roth stated that she would be happy to draft the letter for the next meeting.

Planner Spencer indicated that he had a meeting scheduled later in the week with one of the police officers responsible for the enforcement of public nuisances, abandoned vehicles, etc. He hoped that the officer would provide more active enforcement.

K. Adjournment

Motion by Member Elzinga, second by Member Clock to adjourn the meeting at 7:34 p.m. Motion passed by unanimous voice vote.

Joyce M. Golding/fgm

City Clerk

John Hess

Chair