

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, October 12, 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 Vice Chair Chamberlain.

B. Roll Call

Chair:	John Hess (Absent)
Vice Chair:	Sherm Chamberlain
Members Present:	Judy Clock, John Elzinga, Toni Felter, Dave Novotny, RJ Waddell
Members Absent:	Don Heise, Julee Roth
Interim City Planner:	Zach Panoff

C. Inquiry Into Potential Conflicts of Interest

None.

D. Approval of Agenda

No changes.

E. Approval of September 14, 2015 Minutes

Motion by Member Felter, second by Member Elzinga to approve the September 14, 2015 minutes as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment not Related to Agenda Items

No public comment.

G. New Business

Vice Chair Chamberlain questioned when the issue regarding retaining walls would be coming before the Commission and Interim Planner Panoff responded that the topic was on the master list of potential Zoning Ordinance updates.

H. Old Business

1. Donation Acceptance Review Recommendation Update

Interim Planner Panoff stated that he forwarded the revised Donation Acceptance Policy to City Council for their review and there were very few questions. Last week Council held a public hearing on the issue and no comments were received. However, one Councilmember was uncertain about including a memorial wall. Interim Planner Panoff stated that the policy would be scheduled for final approval at the next Council meeting, and he planned to bring back maps of potential locations other than East Park for the memorial benches at the Commission's November or December meeting.

2. Discussion on Land Use Master Plan Updates

a. Staff Updates

Interim Planner Panoff stated that he began reviewing and revising the City's Land Use Master Plan for the required 5 year update. He stated that much of the work involves reviewing for accuracy/applicability, and updating the demographics, statistics, etc. that have changed or been released since the existing plan was adopted in 2011. Interim Planner Panoff indicated that he would be adding new housing data to the Plan as well.

b. Planning Commission Discussion

Interim Planner Panoff requested that the Commission review the Goals in Chapter 3 of the Plan and recommend any modifications. Member Novotny believed that there was not enough green space allowed in the R-4 zoning district and he cited the Pine Hill Drive project. He felt that more green space was needed to protect the character of Charlevoix. Interim Planner Panoff indicated that the developer was granted an extension which expires at the end of October 2015 and if the project did not move forward by the end of the month the applicant would have to re-apply.

Vice Chair Chamberlain questioned whether the statistics would reflect year-round and seasonal residents and Interim Planner Panoff stated that he would include those numbers to the best of his ability. Vice Chair Chamberlain was of the opinion that Charlevoix's population was becoming more seasonal which impacts City services and suggested that there should be changes to allow more service businesses that support the year-round community. Member Novotny stated that the real estate values were pricing the local people out of the market, problems with the frozen pipes in the winter were due to a lot of seasonal homes not running any water, and struggling downtown businesses due to the seasonal issues. He felt that the goal encouraging people to purchase second homes in Charlevoix should be removed. Discussion followed regarding issues related to the seasonal population, rental homes, and the need to encourage young people to locate and stay in Charlevoix.

Vice Chair Chamberlain questioned the City's policy regarding the ability to alter the shoreline by excavating landward to allow for a bigger boat. Interim Planner Panoff read the ordinance related to this issue. Vice Chair Chamberlain stated that the language addressed boathouses, but not the docking area for boats. Discussion followed regarding the current zoning provisions, riparian rights, and the authority of the Army Corps of Engineers and the Department of Natural Resources over such issues.

Member Novotny stated that one of the goals was to investigate the Michigan Main Street program and that was complete. Interim Planner Panoff stated that there were several objectives in the goals that could be removed or updated including the language regarding the Main Street program.

I. Staff Updates

Interim Planner Panoff requested the Commission members contact him if they would like to attend the November 5th Charlevoix County Planners Forum.

Interim Planner Panoff stated that he and several members of the Commission attended the meeting with Charlevoix Township and the discussion regarding the Industrial Park area was continuing with the City Manager and Township Superintendent.

Interim Planner Panoff stated that there were a couple of items coming before the City Council at the next meeting that the Commission members may be interested in:

- Food truck discussion, Council will be appointing members to a Committee to review regulations regarding food trucks
- Public hearing on the Earl Young Historic Building District and the Committee to develop regulations regarding Earl Young homes which would be undertaken over the next year.

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

Member Elzinga questioned the status of hiring a new City Planner and Interim Planner Panoff stated that City Council approved the job description for the position at last week's meeting, but was not posted. He stated that the new position included an economic development component as well.

Member Felter questioned if anything could be done during festivals with regard to the timing of the traffic signal on U.S. 31 in downtown. Interim Planner Panoff stated that typically it is the Police Department that works with MDOT and the Street Department on traffic control for festivals. Discussion followed regarding the need for more traffic control to direct pedestrians and drivers during the larger festivals downtown.

K. Adjournment

Motion by Member Felter, second by Member Elzinga to adjourn the meeting at 7:35 p.m. Motion passed by unanimous voice vote.