

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, August 10, 2015 – 7pm

210 State Street, City Hall, Second Floor Council Chambers, Charlevoix, MI

I. Call to Order/Pledge of Allegiance

The meeting was called to order at 7:00pm by Vice Chair Chamberlain.

II. Roll Call

Members Present: Sherm Chamberlain, Julee Roth, RJ Waddell, Toni Felter, David Novotny, Judy Clock, John Elzinga

Members Absent: Don Heise, (John Hess entered the room at approximately 7:45 p.m.)

City Planner: Mike Spencer

III. Inquiry Into Potential Conflicts of Interest

None.

IV. Approval of Agenda

Planner Spencer requested an additional agenda item regarding his resignation and interim transition plan. The Committee agreed to add this as the first item of New Business.

V. Approval of May 20, 2015 Minutes

Motion by Member Novotny, second by Member Waddell, to approve the minutes as presented. Motion passed 7-0.

VI. Call for Public Comment Not Related to Agenda Items

No public comments.

VII. New Business

1. Address by the Departing City Planner

Planner Spencer informed the Commission of his resignation with his last day of work scheduled for August 28, 2015. Until a new City Planner is hired, the Planning Department Assistant, Zach Panoff, will be fulfilling the duties of the position as it relates to the Planning Commission and other functions.

2. Introduction of the New City Manager, Mark Heydlauff

The new City Manager, Mark Heydlauff introduced himself to Planning Commission members.

3. Discussion on Updates to the Parks and Recreation

Planner Spencer stated that the Parks and Recreation Plan, as well as the City's Land Use Master Plan are due for an update within the coming year. The Planning Commission should begin reviewing the 2011 version so that potential issues can be raised and addressed in the next addition. The Commission will be more involved in the creation of the revised plan since there is no rush to get it approved.

4. Update on the Donation Acceptance Review Committee Task List

Planner Spencer discussed the Donation Acceptance Review Committee meetings. The committee will submit final recommendations to the Planning Commission in September. The Commission can make comments or changes to the draft prior to City Council review and approval.

5. Discussion on Master Plan Updates

Planner Spencer reviewed updates necessary for the City Master Plan which should take place in 2015-16 in order to be compliant with State law. The entire plan can be reviewed and modified, but specific changes should include updating the goals and objectives chapter, the future land use map including the City Street Department on Ferry, and the implementation plan.

VIII. Old Business

None.

IX. Staff Updates

None.

X. Requests for Next Month's Agenda or Research Items

Member Waddell requested that requirements for retaining walls be researched. He has noticed several in the City that are nearly leaning over the sidewalk and would like to see if there are any ordinances governing retaining walls elsewhere.

XI. Adjournment

The Committee generally agreed to adjourn at 7:45 p.m.

Joyce M. Golding/ms

City Clerk

Sherm Chamberlain

Vice Chair