

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, February 8, 2016 - 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

Vice Chair: Sherm Chamberlain

Members Present: Judy Clock, John Elzinga, Toni Felter, Don Heise, Dave Novotny, Julee Roth, RJ Waddell

Members Absent: John Hess (late)

Interim City Planner: Zach Panoff

C. Inquiry Into Potential Conflicts of Interest

Vice Chair Chamberlain stated that he would have a conflict of interest on Item 1, under New Business because he had done a lot of work for the Amick family over the years plus he had made sketches for her depicting a layout complying with the City's existing Zoning Ordinance. Interim Planner Panoff stated that Chairman Hess also felt he had a conflict as he owned property next to the subject property.

D. Approval of Agenda

Motion by Member Elzinga, second by Member Clock to approve the agenda as presented. Motion passed by unanimous voice vote.

E. Approval of January 11, 2016 Minutes

Member Waddell stated that the person transcribing the minutes is doing so from a tape and often things he said are credited to Member Elzinga and vice versa. He suggested that the members need to be better stewards to identify who is speaking during their meetings. Motion by Member Elzinga, second by Member Roth to approve the January 11, 2016 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

1. Preliminary Hearing on Proposed PUD Rezoning for Property on Division Street

Vice Chair Chamberlain recused himself during this agenda item.

a. Staff Introduction

Interim Planner Panoff began the presentation with an overview of the Planned Unit Development (PUD) process. He stated that this was a work session and time to give feedback to the applicant, with the public hearing most likely set for the next meeting. He proceeded to review the PUD process based on relevant sections of the Zoning Ordinance.

b. Application Presentation (if requested)

Jim Malewitz, Performance Engineers, described his experience with various PUD's in northern Michigan. He stated that the property was heavily wooded. The project they were considering was three 2-story buildings of eight units each so the density would be the same as what would be allowed in R-2 zoning. He stated that the proposed plan had opportunity for green space versus the parallel site plan (site condominium.)

c. Planning Commission Determination of Findings of Fact

Mr. Malewitz referenced the goals of the Master Plan and indicated that this proposed use goes along with the goals to meet the need for economical housing in the Charlevoix area. Member Roth stated that at their last meeting Sarah Lucas, Networks Northwest, had a lot to offer regarding PUDs and affordable housing. Member Roth said it was great that they were saving trees, but the project had no character. She wanted to make sure they were not building "May Street apartments again". Mr. Malewitz stated that the May Street apartments were publicly subsidized and this project was not. Member Roth encouraged collaboration with Networks Northwest. Member Waddell stated that one of the things Networks Northwest recommended was not having the parking lot out front, and the City accomplished this with Bridge Street Blooms by parking off to the side. Mr. Malewitz stated that with all

the trees on the property the buildings will be sheltered and not seen from the street, with access to the project off Division Street. Discussion followed regarding placemaking, parking spaces for families, the number of units proposed, being innovative and doing an interesting project that is not "cookie-cutter", affordable housing developments in Traverse City that received grant funding, and the site being shielded from the road. Mr. Malewitz stated that he could come back with a more attractive design and also speak to the Networks Northwest representative. He responded to further questions from the Commission members.

Rik Lobenherz stated that he had done a lot of PUD's in the area and they have tried to locate the buildings more toward the center of the property to create a buffer between neighbors and the development. He stated that his recommendation would be based on the comments to add more character and show conceptual designs of what the project could become.

Member Clock questioned if the Planning Commission was willing to change the zoning to allow an apartment complex on the site. Interim Planner Panoff agreed that would be the first thing the Commission needed to discuss and determine at the public hearing as part of the official findings.

Vice Chair Chamberlain rejoined the meeting.

2. Bike Rack Donation Policy

a. Presentation of Proposal by Annie Doyle

Interim Planner Panoff indicated that Main Street Director Doyle was not able to attend the meeting and he referenced the packet materials that she provided. The LaBlance Family approached the Main Street office in the spring of 2015 with the desire to donate a bike rack to the community with the funds received in memory of the late Tim LaBlance. According to the Donations Acceptance Policy, Planning Commission approval is needed for this donation as it is not on the pre-approved list of donations. Main Street Director Doyle's report indicated that staff presented the concept of a bike rack donation to the Planning Commission at the November 2015 meeting and was directed to create a recommendation for design and location. The \$2,000 donation would pay for 2 – 3 proposed bike racks in Bridge Park or at the Charlevoix Public Library.

Member Elzinga stated that he did not like the look of the proposed bike racks. Member Roth asked if the City needed more bike racks. Discussion followed regarding where bike racks are needed, whether more were needed in the downtown area, and the bike trail program. Member Roth stated that she gave information to Main Street Director Doyle regarding the WeCycle program and wondered if she looked into the program.

Member Roth stated that first they need to solve the problem of how many bike racks are needed. Vice Chair Chamberlain stated that staff should inventory the bike racks to see where the need is greatest. Member Clock felt that a portable bike rack at the library made sense because it could be moved to shovel snow.

Michael LaBlance noted the signs regarding no bikes on sidewalks and felt it would be good to have bike racks in locations as people came into downtown. He said that the first bike rack was decorative and the family was okay with the designs proposed.

Vice Chair Chamberlain stated that staff could find out the need and also advise as to how many portable bike racks were available. Mr. LaBlance stated that there was another design available – the blue bike rack shaped like a bike installed in East Park. He stated that style of bike rack in a neutral color without the design on the wheels cost about \$1,200. The Commission concurred that they would like a more artistic style of bike rack rather than the basic ones provided in the agenda packet. Interim Planner Panoff stated that he would provide maps of locations for the next meeting along with a list of locations for donated benches. Mr. LaBlance stated he would email Main Street Director Doyle regarding the decorative bike rack and Member Roth asked that she also look into the WeCycle Program.

Motion by Member Waddell, second by Member Felter that the Commission table the discussion on the bike racks until they have more information as to where present bike racks are located and where bike racks are needed. Motion passed by unanimous voice vote.

Chair Hess arrived.

3. Nomination of Officers.

Motion by Member Elzinga, second by Member Roth to nominate Sherm Chamberlain as Chairman and Judy Clock as Vice Chairman. Motion passed by unanimous voice vote.

H. Old Business

1. Discussion on Land Use Master Plan Updates

a. Discuss Updates to Goals, Objectives, and Action Items List

Interim Planner Panoff reviewed Section 3.5, *Community Goals, Objectives and Action Items* and the following items were discussed and changed as indicated:

3.1 *Cooperate with Charlevoix Township on Planning and Zoning*

- 1st bullet, add "Marion Township, Norwood Township and Hayes Township"

3.2 *Coordinate Efforts to Provide Safe and Efficient Transportation Systems*

- Delete 4th bullet

3.3 *Work Cooperatively to Encourage and Facilitate Alternative Forms of Transportation*

- Change 5th bullet to read: "Continue to enhance the Lake to Lake Trail initiative."
- 6th bullet, delete "to" in the second line
- Add 8th bullet re: promoting Trail Town bike activities in the City

3.4 *Coordinate Efforts on Natural Resource Protection*

- Audience member felt that previous environmental studies should be a part of the Master Plan. Discussion followed regarding shoreline protection, water quality issues, and stormwater improvements to increase water quality going into Round Lake.
- No changes to this section

4.1 *Provide High Quality Public Services and Infrastructure at a Lower Cost to the Taxpayers*

- No changes to this section

I. Staff Updates

Member Waddell asked about the status of the Planner position, and Interim Planner Panoff replied that an offer was made but not accepted, so it will be re-visited next month.

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

Member Hess stated that there were a couple of items that he wanted to bring up about the PUD and he referenced the map of the proposed project indicating that an adjacent property would become land-locked if this project goes forward as presented. Chair Chamberlain stated that the County made a mistake on the GIS map and it had been corrected. Member Hess referenced the site plan and indicated that the way the buildings and parking were proposed the car lights would be shining right into the neighboring home's window.

Member Hess advised that he may not ask Mayor Campbell to re-appoint him to the Planning Commission. He felt "he had been around too long" and suggested that young people were needed on the Commission. He stated that he felt good about what they had accomplished over the last few years, thanked everyone for their efforts, and commented that he enjoyed working with everyone on the Commission.

K. Adjournment

Motion by Member Waddell, second by Member Felter to adjourn. Motion passed by unanimous voice vote. Meeting adjourned at 8:34 p.m.

Joyce M. Golding/fgm

City Clerk

Sherm Chamberlain

Chair