

**CITY OF CHARLEVOIX**  
**PLANNING COMMISSION MEETING MINUTES**  
**Monday, March 14, 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 Chair Chamberlain.

**B. Roll Call**

Chair: Sherm Chamberlain  
Members Present: Judy Clock, Toni Felter, John Hess, RJ Waddell, Mary Eveleigh  
Members Absent: John Elzinga, Dave Novotny, Julee Roth  
Interim City Planner: Zach Panoff

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

Member Hess stated that he had adjacent property and therefore would recuse himself from the first item under New Business. Chair Chamberlain stated that Carol Amick has been a long standing client and therefore he would be recusing himself as well.

**D. Approval of Agenda**

There was a general consensus to approve the agenda as presented.

**E. Approval of February 8, 2016 Minutes**

Motion by Member Hess, second by Member Felter to approve the February 8, 2016 minutes as presented. Motion passed by unanimous voice vote.

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

John Hess, former Planning Commission Chair, thanked the Commission members again for their support over the years and he believed that the Planning Commission has done an outstanding job. He stated that the Commission had accomplished a Master Plan and a new Zoning Ordinance, and was working well with the Township.

**G. New Business**

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

Chair Chamberlain and Member Hess moved to sit in the audience during this agenda item.

a. Staff Introduction

Interim Planner Panoff stated that the Commission only had four members present who were able to vote on this item. Technically four members could make a decision but, he advised that they should wait until next month to vote on this matter with more members present.

Interim Planner Panoff stated that the applicant updated their proposal to include 48 apartment units, changed the layout to reflect more of a community style as was suggested at the last Planning Commission meeting, and submitted two potential site plans for consideration.

b. Application Presentation (if requested)

Aaron Nordman, Performance Engineers, stated that his firm was representing the project. He indicated that the development team came before the Planning Commission in February to discuss a preliminary concept for this property. His firm considered the comments from that meeting and also spoke to representatives at Networks Northwest. Performance Engineers looked at a walkable community as well as some of the features that would make the project more in line with the Master Plan. Mr. Nordman explained that the site was close to the school, bike path, and walking paths. He discussed the difference between affordable and subsidized housing. Mr. Nordman indicated that increasing the density is one way to make units more affordable by spreading out the costs of the development.

Discussion followed regarding the potential rent for the units. Members of the audience asked questions and addressed issues regarding density, feasibility study, traffic concerns, noise concerns, and monthly rent amounts.

c. Calling for Public Comments

Pam Carr, Meech Street, stated that when the assisted living center was built, they were supposed to put up a berm with privacy improvements and she ended up with three pine trees at the end of the property. She explained that her view was a driveway for heavy delivery trucks and dumpster pickup. She stated that the center finally put up a wall behind the dumpster, and added a picnic table along the back of her property for their staff to have their cigarette breaks. She identified her property near the proposed apartment complex on the displayed map and stated that the apartments were too intense for the neighborhood. Ms. Carr expressed concerns about traffic, noise, lighting, pet problems, security, whether or not there would be a manager on site, dumpster, garbage, and the number of units in the project. She suggested that the project be changed to townhomes with garages for professionals.

Brian Warner stated he owned two properties on Division Street and there were apartment buildings behind his property. He had a fence in his backyard and no trespassing signs because people were jumping over his fence taking shortcuts to school. He felt that noise and traffic from this project would be overwhelming.

Phyllis Huss, resident of 326 Meech since 1977, favored the plan with the parking on the inside of the development. She felt sad at the loss of deer and kids not able to build forts on the property. She believed that the density was too much for the property, and she would like to see a larger buffer area around the property.

d. Planning Commission Determination of Findings of Fact

The Commission agreed to delay the findings of fact until the next Planning Commission meeting.

e. Motion

Motion by Member Eveleigh, second Member Felter, to table this item until the next Planning Commission meeting. Motion passed 4-0 with Chair Chamberlain and Member Hess both abstaining.

Chair Chamberlain and Member Hess rejoined the meeting.

2. Donation of *Acacia* Buoy

a. Presentation by Mark Heydlauff

City Manager Heydlauff stated that the United States Coast Guard (USCG) offered to donate the last service buoy from the *USCG Acacia* which was stationed in Charlevoix for some time. He suggested placing the buoy with the *St. Marys Challenger* propeller. He stated that there were some similar items in Bridge Park and there could be a potential for a unique, nautical history setting along the channel.

b. Planning Commission Questions and Discussion

There was general discussion among the Commission regarding the placement of the buoy and whether part of the buoy should be buried. The Commission wanted to see a site plan as to how the buoy would be placed. Member Hess suggested placement along the channel at Bridge Park or near the fish hatchery or north of the Beaver Island Boat Company building storage containers.

c. Motion

Motion by Member Felter, second by Member Eveleigh, to recommend acceptance of the donation [*USCG Acacia* buoy] and that the City Council consider placement near the fish hatchery or near the Beaver Island Boat Company storage area. Motion passed by unanimous voice vote.

Manager Heydlauff stated that the *Challenger* propeller donation and the buoy donation would be on the agenda for the March 21<sup>st</sup> Council meeting.

3. City Bike Racks

a. Presentation by Mark Heydlauff

City Manager Heydlauff stated that this item was brought before the Commission a couple of times and he specifically wanted to highlight the map that Interim Planner Panoff prepared which showed existing and proposed bike rack locations. Staff recommended that the Commission accept the bike rack donation and place it at Bridge

Park. He stated the location currently had a small bike rack that is overwhelmed in the summer and this location would encourage bikers to park their bikes and walk through downtown.

Member Elzinga stated that the new Lake to Lake Trail will bring more bikers than anticipated. City Manager Heydlauff indicated that the bicycling community would welcome additional bike racks. He explained that the Bike Share bike racks were light blue in color and suggested that they should keep to the same color. He felt that Hoop Skirt Alley and Van Pelt Alley might be good locations for the smaller 5-bike racks.

b. Planning Commission Discussion and Questions

City Manager Heydlauff responded to inquiries from the Commission members. Member Waddell stated he was surprised that there was only one bike rack near the beach and lakefront parks. Discussion followed regarding the design and color of suggested bike racks.

c. Motion

Motion by Member Waddell, second by Member ~~(unclear)~~Felter, to recommend the 18-stall rack to be mounted in Bridge Park and that the bike racks be consistent in the blue color, but also Staff needs to look at the additional cost to have the rack painted or powder coated in blue. 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

Chair Chamberlain referenced a 1980 map from the Master Development Plan for the Downtown Area. He stated he was thinking of design concepts at some key blocks within the community. He recalled that DDA/Main Street Executive Director Doyle indicated that the Housing Study showed that there was the potential for 80 residential units in the downtown area. He stated that for example, the Oleson block was under-utilized and also suggested looking at the Van Pelt Alley area where Consign Design was located.

Interim Planner Panoff stated that he wanted to continue the Commission's review of Chapter 3, *Community Vision and Goals*, and the following items were discussed and changed as indicated:

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

- 5<sup>th</sup> bullet, change to read: "Prepare a facilities master plan that consolidates the Electric and Street Departments as advised by consultants."

5.1 *Improve Water Quality Protection*

- 3<sup>rd</sup> bullet, add: "Coordinate with the DNR to provide proper signage regarding not dumping bait fish."

Member Hess stated that he had to leave the meeting and asked to comment on Section 5.2 before he left. He expressed concern about the language related to off-shore wind power and renewable energy sources and felt that the expense associated with such resources may be cost prohibitive.

5.2 *Integrate Environmental Best Practices into City Utilities and Operations*

- 1<sup>st</sup> bullet, change to read: "Promote the County Recycling Program"
- 2<sup>nd</sup> bullet, change to read: "Consider more fuel efficient vehicles when replacing City fleet."
- 3<sup>rd</sup> bullet, delete: "such as off-shore wind power"
- 7<sup>th</sup> bullet, delete: "LED"
- 8<sup>th</sup> bullet, delete this item entirely
- 9<sup>th</sup> bullet, change: "LED" to "more energy efficient"

6.1, *Encourage Higher Density in Appropriate Locations*

- 1<sup>st</sup> bullet, remove reference to form-based code and add language regarding Main Street initiatives
- 2<sup>nd</sup> bullet, change to read: "provide incentives for higher density developments in the downtown area"

6.2, *Promote Infill Development*

- 1<sup>st</sup> bullet, change "amend" to "review"

Member Eveleigh stated that applicable studies referenced in the Master Plan should be actual attachments to the Plan instead of just noted as an appendix.

**I. Staff Updates**

City Manager Heydlauff indicated that Zach Panoff was doing a great job in the Interim Planner position he was not in a hurry to move forward with hiring a Planning Director.

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

None.

**K. Adjournment**

Motion by Member Eveleigh, second by Member Clock to adjourn. Motion passed by unanimous voice vote. Meeting adjourned at 8:43 p.m.

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Joyce M. Golding/fgm

City Clerk

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Sherm Chamberlain

Chair