

CITY OF CHARLEVOIX
PLANNING COMMISSION SPECIAL MEETING MINUTES
Tuesday, June 27, 2017 - 3:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order

The meeting was called to order at 3:00 p.m. by Chair Chamberlain.

B. Roll Call

Chair: Sherm Chamberlain

Members Present: Judy Clock, John Elzinga, Mary Eveleigh, Toni Felter, Nelson Fletcher, Dennis Halverson, Rick Golding, RJ Waddell

Staff Present: Elise Crafts, Regional Planner Networks Northwest

C. Inquiry Into Potential Conflicts of Interest

Chair Chamberlain contacted Jim Malewitz in regards to the septic system. Plans indicated that there would be a mound system for a bathroom, but the application did not include a septic system.

D. Approval of Agenda

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

E. Call for Public Comment not Related to Agenda Items

None.

F. New Business

1. Project 2017-07 SP: Sutton Aviation Hangar Site Plan Review

a. Staff Presentation

Regional Planner Crafts reviewed the proposed project, standards for site plan approval, and conditions of approval. She responded to questions from the Commission members, and indicated that the Airport Advisory Committee and the Interim Airport Manager recommended approval of this project.

After discussion, Chair Chamberlain stated that it would be beneficial for the Airport Advisory Committee to look at developing an organized layout for Airport hangars and a long-range plan for the Airport.

b. Applicant Presentation

Jim Malewitz displayed drawings that showed the lack of sanitary sewer facilities on the Airport property. He stated that Mr. Sutton agreed to abandon and remove the septic system once sanitary sewer facilities become available. He was proposing just a shower and toilet for the hangar. He stated that the FAA had also approved this location. Discussion continued regarding sanitary sewer issues, setting a precedent by allowing the mounded septic system, and future expansion of the Airport.

c. Call for Public Comments

None.

d. Planning Commission Discussion

Chair Chamberlain reviewed each of the Findings of Facts included in the Staff Report. The following changes were discussed and agreed upon:

- Stormwater – added a second bullet point: “The Planning Commission finds that the site is served by existing and adequate stormwater retention and drainage system and the site plan integrates the onsite drainage into the existing stormwater system.”
- Landscaping – changed the bullet to read: “The Planning Commission finds that the development requires no landscaping.”
- Lighting – added a condition of approval: “Any exterior lighting must be approved by the Airport Advisory Committee.”
- Water and Sewer – bullet point changed to read: “The PC finds the site plan proposal for a new connection to a public water service and a new private sewage disposal facility. Prior to commencement and construction,

the proposed site plan shall comply with Section 5.77 (page 86) including all applicable Health Department reviews and minutes.”

Chair Chamberlain read the proposed Conditions of Approval. He recommended the following conditions of approval:

1. Approval is subject to Health Department approval;
2. Applicant would bear all maintenance costs for the on-site septic system;
3. Applicant shall remove the on-site septic system upon expansion of the municipal sanitary sewer system in a reasonable distance from the site location as determined by the Health Department;
4. Applicant shall connect into the public sewer when it becomes available at the applicant's expense;
5. In the event the Health Department approval is not granted, the applicant may reduce the size of the leased area due to the removed septic system;
6. Site is not to be used as a living space at any time;
7. Applicant shall submit letters of approval from the Police Chief and Fire Chief to be included as part of the record; and
8. Lighting will be as permitted by the Airport Advisory Committee and City ordinance standards.

e. Motion

Motion by Member Golding, second by Member Waddell, to approve Project 2017-07 SP with conditions, based on specific findings of fact that prove the project does meet the review standards in Section 5.120 and conditions specified by the Planning Commission. Motion passed by unanimous roll call vote.

G. Staff Updates

None.

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

None.

K. Adjournment

Motion by Member Golding to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 4:01 p.m.

Joyce M. Golding/fgm

City Clerk

Sherm Chamberlain

Chair